How to add the Equation Editor icon to any tool bar, and then use it

- Click the View drop-down menu.
- Go to Toolbars.
- Go to Customize.
- In the Customize window:
  - In the left, check the Insert category.
  - Then on the right, go down to the **Equation Editor icon** $\sqrt{\alpha}$, and **drag it up** to any toolbar at the top that you want to add it to.
- **To use this icon:**
  - Put your cursor at the place in the text where you want the mathematics.
  - Click the Equation Editor icon.
  - A **working box** will appear, and the **Equation Editor menu**.
  - Do your work. Click anywhere on the screen **outside** the box to **close** the menu.

How to use the **Equation Editor**, if you haven’t made it an icon as above

- Put your cursor at the place in the text where you want the mathematics.
- Click the **Insert** drop-down menu.
- Go to **Object**.
- Go to Microsoft Equation Editor and click on it:
  - A working box will appear, and the **Equation Editor menu**.
  - Do your work. Click anywhere on the screen **outside** the box to **close** the menu.

How to get individual mathematical (and other) symbols without the Equation Editor

- Put your cursor at the place in the text where you want the mathematical symbol.
- Click the Insert drop-down menu
- Go to Symbol:
  - Click on the symbol you want.
  - Then click Insert.
  - Finally, click on Close to remove the box.

How to add the **Drawing toolbar** at the bottom of your screen

- Click the View drop-down menu.
- Go to Toolbars.
- Click on **Drawing**. The Drawing toolbar will appear at the bottom of your screen.