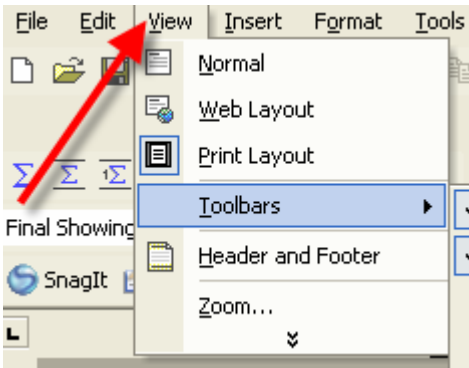
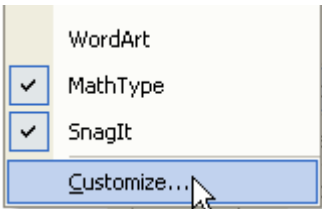
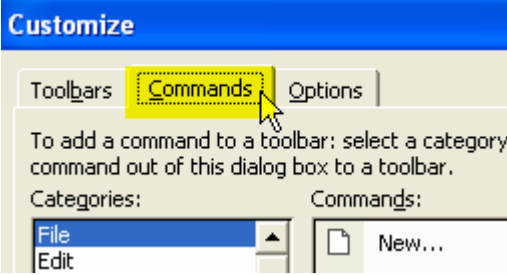
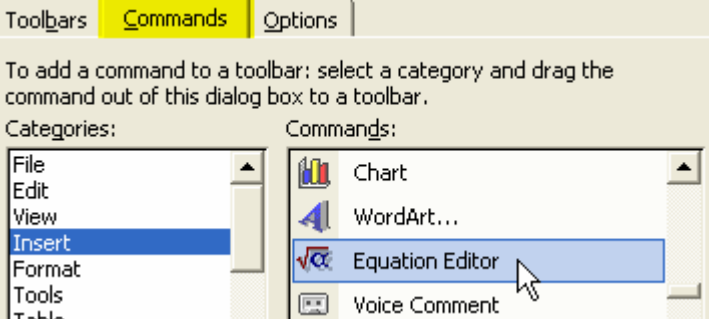

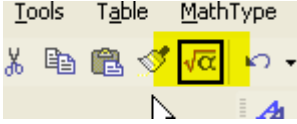




How to get the Equation Editor Button on the Toolbar

Microsoft Word has a built in equation editor. If you don't have **MathType** (whose icon is automatically placed on the toolbar upon loading), you will need to follow the steps below*. To place the icon on you computer do the following:

<p>1. Go to View-> Toolbars</p> 	<p>2. Go to Customize</p> 
<p>3. Click on the Commands tab</p> 	<p>4. Go to Insert and scroll to Equation Editor.</p> 
<p>5. Drag this icon up to the tool bar</p> 	<p>6. Now the equation editor icon should appear.</p> 
<p>7. Now to get an equation, just click on the equation editor button . If you have MathType installed, click on the Math Type button . Equation editor is a junior version of MathType. For further explanation of the differences http://www.dessci.com/en/products/mathtype/win/mt_vs_ee.htm</p>	

**There is a chance that you may have to put your Microsoft Office disc in when trying to load the equation editor.