

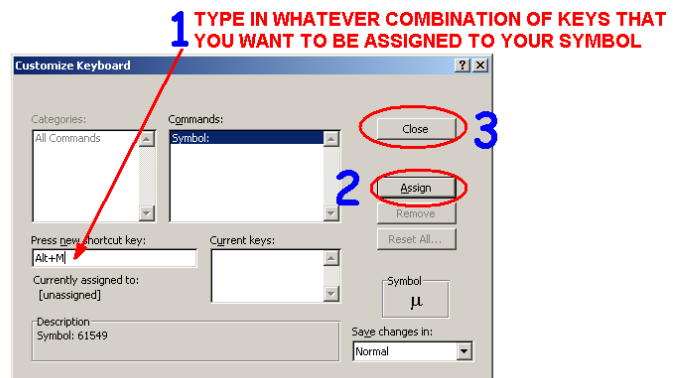
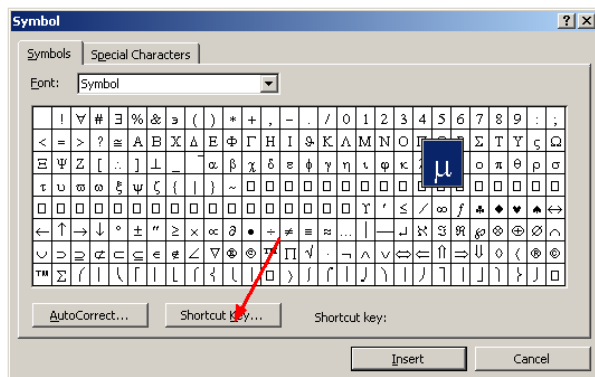
Tips on how to get symbols and equations in Word

Greek symbols

1. Greek letters (without a ~ over it) and many other symbols can be used by going to **Insert**→**Symbol**, selecting the symbol, and clicking “Insert”, then “Close”

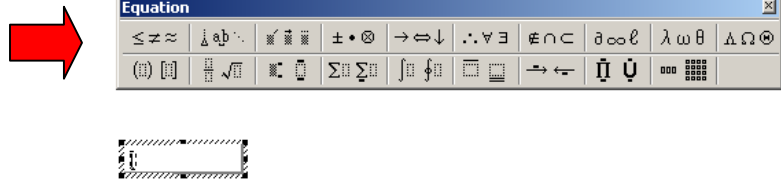
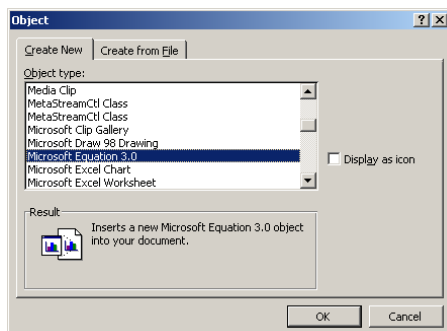
2. If there are some symbols that you anticipate using A LOT, then assign them a **shortcut key**. To do this, after you’ve gone to Insert→Symbol, select the symbol of interest (μ in the example) and click “Shortcut Key...”. Now enter in the key or combination of keys that you want to yield the symbol in the future. Then click “Assign” and then “Close”. When you get back, hit “Close” again.

In the example below, the “Alt” key was held down while the “M” key was hit, (“Alt+M” is what Word put in automatically when this was done). If you do this, every time you hold down the “Alt” key and hit “M”, you’ll get a “ μ ”. Very handy!



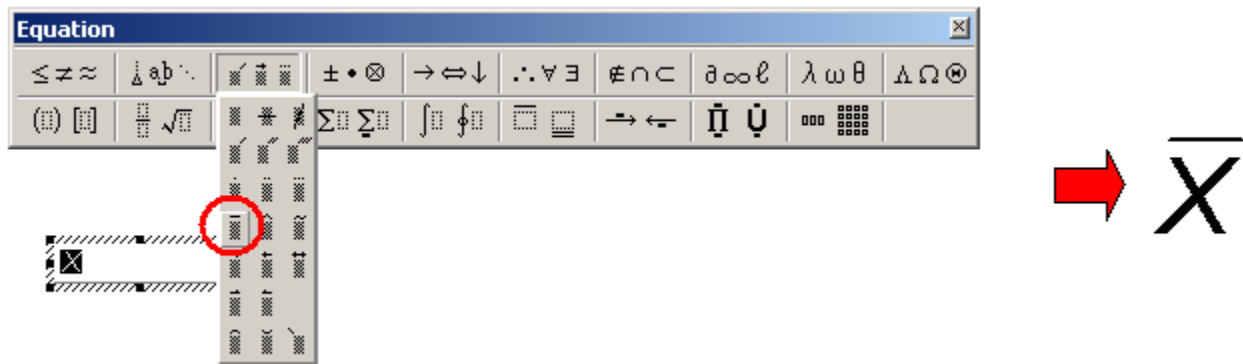
Symbols with Bars, tildes, and equations

1. Letters (with a ~ or – over it) and equations can be found by going to **Insert**→**Object**→**Microsoft Equation**. You should see an equations toolbar and a small box where you can write the equation embedded in your document.

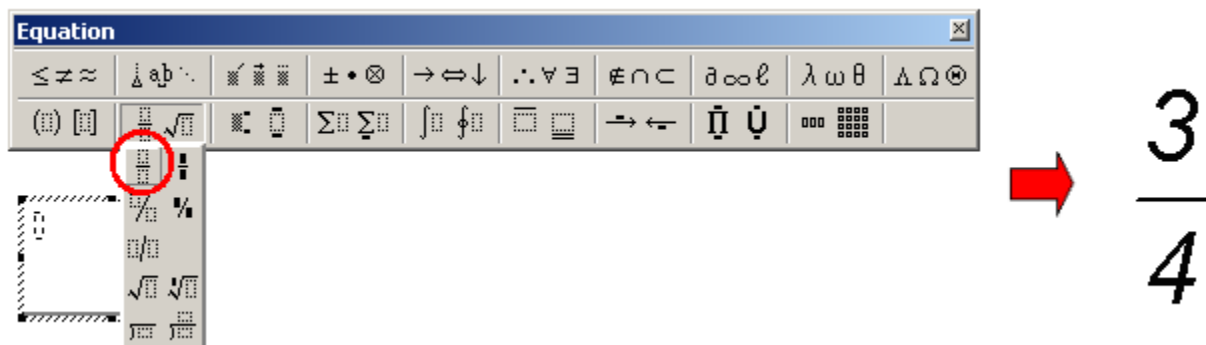


2. After you have typed in your equation, click your mouse anywhere outside the little box. You can come back and edit the equation as many times as you like by double clicking the equation.

To put a \sim or $\overline{\quad}$ over a letter or symbol, type your letter in the box (or get a Greek symbol from the possibilities in the toolbar), highlight it with your mouse, then select the third set of operations from the left (on the top) and choose the desired symbol that you want over your letter. In the example below, a $\overline{\quad}$ was put over the letter X. This method is also needed to make the symbol \tilde{u} .



To get a fraction, select the second set of operations from the left (on the bottom row), and choose the fraction symbol. Use the up and down arrow keys to move back and forth from the top to the bottom of the fraction. In the example below, a 3 was typed on the top and a 4 was typed on the bottom.



To put an equation under a square root, select the second set of operations from the left (on the bottom row), and choose the square root symbol. Then type in whatever you want to be under the radical. To move your cursor out from under the square root symbol, hit the right arrow until you're out. In the example below, we're putting a fraction (from the previous example) under the square root symbol.

