

Some of the content in this topic may not be applicable to some languages.

1. Click where you want to insert the equation.
2. On the **Insert** menu, click **Object**, and then click the **Create New** tab.
3. In the **Object type** box, click **Microsoft Equation 3.0**.

If Microsoft Equation Editor is not available, you may need to install it.

[How?](#)

If you originally installed Microsoft Office from a network file server or from a shared folder, you must install Equation Editor from that location. If you installed Office from a CD-ROM, you must install Equation Editor from the disc.

1. Quit all programs.
2. Do one of the following:
 - If you run Microsoft Windows 2000, double-click the **Add/Remove Programs** icon in Control Panel.
 - If you run Microsoft Windows XP, click **Add or Remove Programs** in Control Panel.
3. In the **Currently installed programs** box, click the listing for Microsoft Office or Microsoft Word, depending on whether you installed Word as part of Office or as an individual program, and then click **Change**.
4. On the **Maintenance Mode Options** screen, click **Add or Remove Features**, and then click **Next**.
5. If a **Custom Setup** screen appears, select the **Choose advanced customization of applications** check box, and then click **Next**.
6. In the list of features to install, click the expand indicator (+) next to **Office Tools**.
7. Click the arrow next to **Equation Editor**, and then click **Run from My Computer**.
8. Click **Update**.
9. Restart Word.
4. Click **OK**.
5. Build the equation by selecting symbols from the **Equation toolbar** and by typing variables and numbers. From the top row of the **Equation toolbar**, you can choose from more than 150 mathematical symbols. From the bottom row, you can choose from a variety of templates or frameworks that contain symbols such as fractions, integrals, and summations.

If you need help, click **Equation Editor Help Topics** on the **Help** menu.

6. To return to Microsoft Word, click the Word document.