

# Preparing MS Word for mathematics

## Using LaTeX

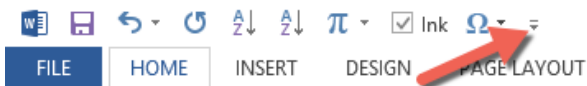
1. File | Options | Proofing | AutoCorrect Options | Math AutoCorrect | Use Math AutoCorrect rules outside of math regions (check box)
2. Type any LaTeX command after the backslash:  
e.g.  $\backslash doubleR$  or  $\backslash quadratic$  or  $\backslash binomial$  or  $\backslash integral$

## Download & install Microsoft Math Add-In 2013 for Word

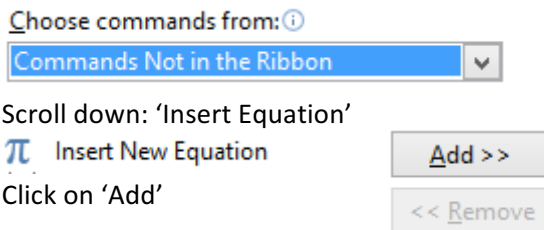
1. Download: <http://www.microsoft.com/en-us/download/details.aspx?id=36777>
2. Follow instructions

## Add 'Equations' to the Quick Access Toolbar

1. Click on "down arrow"
2. Click 'More commands'
3. Select 'Commands Not in the Ribbon' from the dropdown menu.

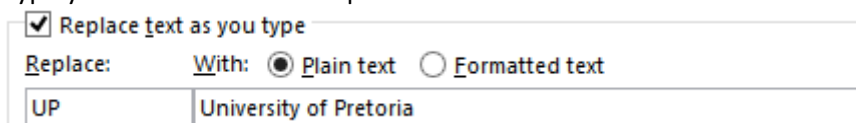


4. Scroll down: 'Insert Equation'
5. Click on 'Add'



## Create shortcuts

1. Type for example: 'University of Pretoria'
2. Select the text: University of Pretoria
3. File | Options | Proofing | AutoCorrect Options | AutoCorrect
4. Type your shortcut in the 'Replace' box:



5. Select 'Formatted text' if you prefer the same specific format of the selected text.
6. You can now use these shortcuts in your text: e.g. UP

## Create own Equation library

1. Type equation, e.g.  $x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$
2. Select the equation & Select 'down arrow' & Click on 'Save as New Equation'

