Windows PC with Office

Set up a Quick Part for inserting equations with numbering.

The Quick Parts Gallery is used to create, store, and insert reusable pieces of content. In this situation, an equation table is created with sequential numbering.

By using this method, the equation number is correctly positioned to the right margin and on the same line as the equation.

The final product will look like:

Type equation here.

(1.1)

- 1. Position your cursor on a blank line of your document.
 - Click the Insert tab, click the down arrow under Table
 - Create a table of 1 row and 3 columns. Click on one cell, move the mouse three to the right until you see 3x1 Table and click to select. A table of 1 row and 3 cells appears in your document.
 - Click in the left **Cell**,
 - Right click to see the drop down menu
 - o select Table Properties
 - In the **Table** tab,
 - Put a check in "Preferred width:"
 - Change the "Measure in:" to Percent
 - Change Preferred width: to 100



- Click the Table Properties Column tab Size:
 - o Add a check mark to Preferred width
 - o Change Preferred width: to 10% Measure in: Percent
 - o Click Next Column button



- \circ Change Preferred width: to 80% $\,$ measure in: Percent $\,$
- Click Next Column button

Table Propert	ties					2	X
<u>T</u> able	Row	Col <u>u</u> mn	C <u>e</u> ll	<u>A</u> lt Text			
Columns Size		•					
✓ P	referred <u>w</u> idth	: 80%	<u>►</u> M	easure in:	Percent		•
← <u>P</u> reviou	ıs Column	→ <u>N</u> ext Col	umn				

- \circ Change Preferred width: to 10% $\,$ measure in: Percent $\,$
- o Click OK to close the table properties window

Table Properties	ate in the and	ed only \$	e the video y	? X
<u>T</u> able <u>R</u> ov	r Col <u>u</u> mn	C <u>e</u> ll	<u>A</u> lt Text	
Columns Size				
✓ Preferred	width: 10%	<u></u> е	asure in: Percer	nt 💌
← Previous Colum	n → <u>N</u> ext Colu	imn		

2. Format the Table

- Click the + (select table icon) to elect the 3x1 table you created
- In the Table Tools, Layout tab, in the Table group, click View Gridlines

	5 · 0	I I		Ø		• 🛛 • •	H-	B ∓		Thesis	-unnum	bered (4	l).docx - V	Vord	🔶 Table	Tools
File	Hom	e Inser	t De	sign	Layout	Refere	nces	Mailin	igs R	eview	View	Deve	eloper	ACROBAT	Design	Layout
S			R		×			e	-					E Height:	0.33"	‡ ⊟∄ Disti
Select	View I Gridlines	Properties	Draw Table	Eraser	Delete *	Insert Above	Insert Below	Insert Left	Insert Right	Merge Cells	Split Cells	Split Table	AutoFit	Width:		Dist
	Table		Dr	aw		Rows 8	2 Colum	ns	5		Merge				Cell Size	
L.				-	5 4 5 X	• 1 • •	e (1. če.	• #	ca a 🏢	$\cdots 1$	63.3	1 2 2 3	2 · · ·	1 3 .	1974 - 1 974 - 1974	. 4

 In the Table Tools, Design tab, Borders group, click the Borders down arrow and click No border

🖬 ጛ- ଓ ୩ 🖩 🗏 - 🖓	~■ ≃・▽・片・	B ∓	Thesis-unnumbered (4).docx - Word	Table Tools
File Home Insert Design	Layout References	Mailings	Review View Developer ACROBAT	Design Layout Q Tell me what you want to do
 ✓ Header Row ✓ First Column Total Row Last Column ✓ Banded Rows Banded Columns 				Shading Border Process Border Border
Table Style Options			Table Styles	Borders 15

The border is removed but you see the table with a dotted outline which will not appear when printed or converted to a pdf.

3. Add the Equation Reference Numbering

- Position the curser under the table
 - Click References tab, in the Captions group, click Insert Caption
 - The Caption window opens
 - Change the Label to Equation
 - o Put a check mark in "Exclude Label from caption"
 - o Click the Numbering button
 - Format the numbers to be 1, 2 3...
 - Put a check mark in: "Include Chapter Number"
 - Change the "Use Separator to: . Period
 - Click **OK**
 - Click OK

The caption is below the table, select it and move it to cell 3. Place () around the numbers. You may need to delete the paragraph mark that is copied to cell 3. Format cell 3 to be right aligned and center.

Click in Cell 3, In **Table Tools**, **Layout** tab, **Alignment** group, click the **Align Center Right** icon

cx - V	Vord	Table			
er	ACROBA1	Design	Layout	♀ Tell me wha	it you want to do
toFit	Height:	3.33" 0.58"	 Dis t Dis t Dis 	tribute Rows	Text Cell
		Cell Size		F ₂	Alignment
× 5	1 + + + 3	(X X T X)		· · · · · 5 🔜	ату <mark>ш · 6 · · · · · ·</mark>

4. Insert the Equation Place Holder

- Click in Cell 2
- Click the Insert tab, in the Symbols group, click the Equation down arrow
- Select **Insert New Equation** (at the bottom)
- An equation place holder appears in Cell 2



Type equation here.

(1.1)

5. Save This Table As A Quick Part For All Of Your Equations.

- Have the paragraph marks showing
- Click and drag across the paragraph mark above the table, the table and the paragraph mark below the table.
- Click the **Insert** tab, in the **Text** group, click the **Quick Parts** down arrow
- Click "Save selection to Quick Part Gallery..."
- Type in a name: **EquationTable**
- Click **OK**



6. To Insert An Equation Table:

- Position the cursor where you want to place the equation
- Click Insert tab, in the Text group, click the Quick Parts down arrow
- Click on the **Insert Equation Table**
- Add your equation.

Note: When you add or delete an equation in your document, it is very possible that not all of your subsequent equations will automatically renumber. If you want to make sure that all the sequence numbers are correct, select the entire document and press F9 to update the Fields.Reference:

https://www.youtube.com/watch?v=JcB4nQ2AYts