

Windows PC with Office

Set up a Quick Part for inserting equations with numbering.

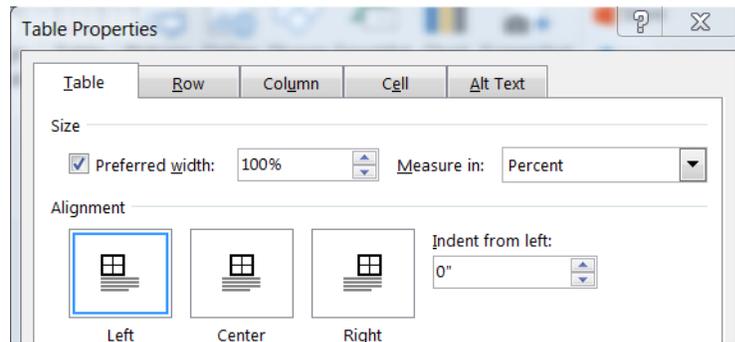
The Quick Parts Gallery is used to create, store, and insert reusable pieces of content. In this situation, an equation table is created with sequential numbering.

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

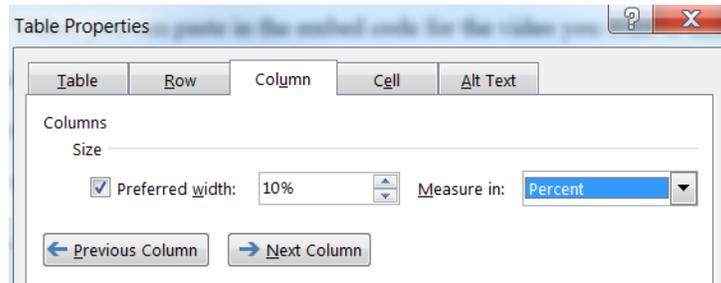
The final product will look like:

Type equation here. (1.1)

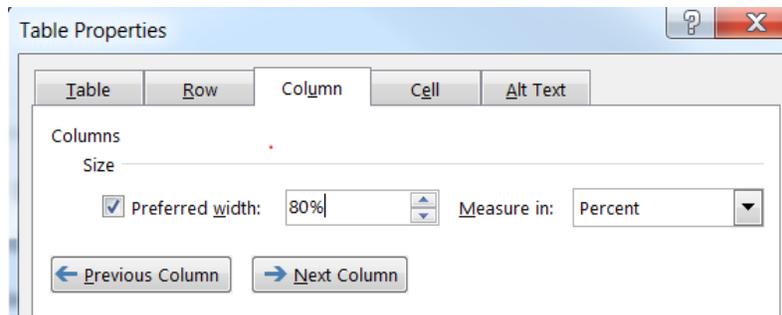
1. Position your cursor on a blank line of your document.
 - Click the Insert tab, click the down arrow under Table
 - Create a table of 1 row and 3 columns. Click on one cell, move the mouse three to the right until you see 3x1 Table and click to select. A table of 1 row and 3 cells appears in your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



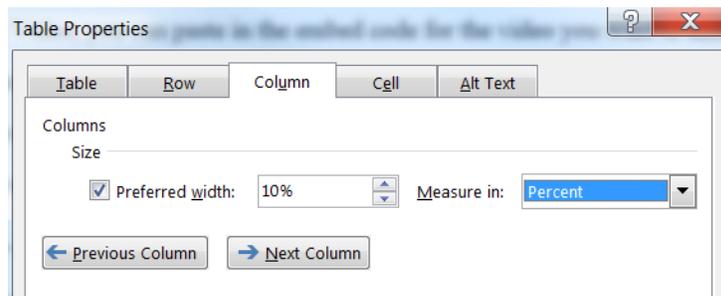
- Click the Table Properties Column tab
- Size:
- Add a check mark to Preferred width
 - Change Preferred width: to 10% **Measure in:** Percent
 - Click Next Column button



- Change Preferred width: to 80% measure in: Percent
- Click Next Column button

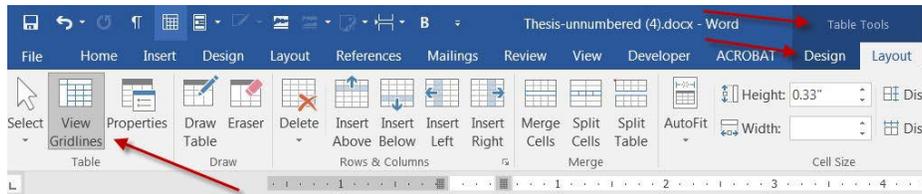


- Change Preferred width: to 10% measure in: Percent
- Click OK to close the table properties window



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**



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



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

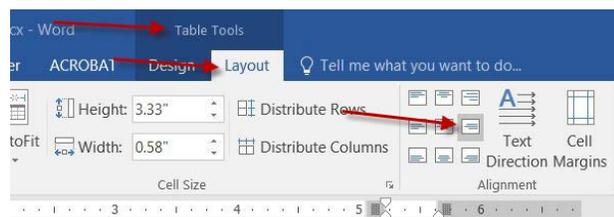
- Position the cursor under the table
 - Click **References** tab, in the **Captions** group, click **Insert Caption**
 - The Caption window opens
 - Change the **Label** to Equation
 - Put a check mark in “**Exclude Label from caption**”
 - Click the **Numbering** button
 - Format the numbers to be 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.

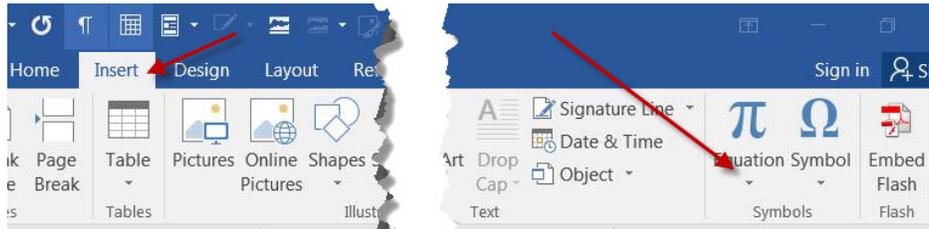
Format cell 3 to be right aligned and center.

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



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

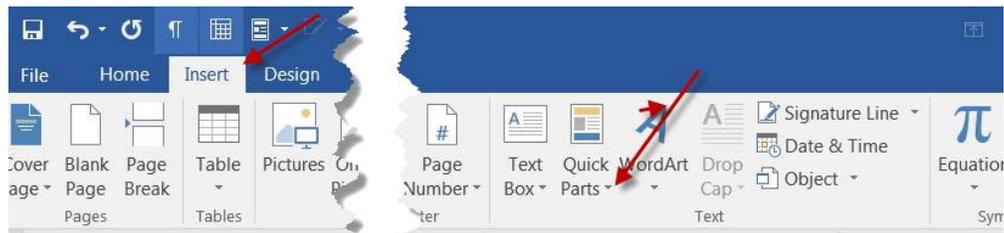


Type equation here.

(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>