

## Formulas (equations)

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Go to **Insert > Object > Formula** on the Menu bar to create a formula (equation). A formula can also be inserted as an OLE object; see page 9 for more information.

When creating or editing a formula, the Math menu becomes available.

When creating formulas, take care about the font sizes to make sure they are similar in size to fonts used in the document. To change font attributes of a Math object, double-click in the formula to enter edit mode and go to **Format > Font Size** on the Menu bar. To change font type, use **Format > Fonts**.

For information on how to create formulas, see the *Math Guide* or Chapter 9, Getting Started with Math, in the *Getting Started Guide*.