

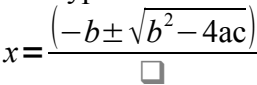
OpenOffice Formula Editor Tutorial

Opening Equation Editor

- 1.) Open OpenOffice Writer
- 2.) Go to the **Insert** menu and select the **Object** → **Formula**.

Entering an equation

$$x = \frac{(-b \pm \sqrt{b^2 - 4ac})}{2a}$$

- 4) Type "x="
- 5) In the Selection box click the  palette and click the division/fraction option, .
- 6) Select scalable parentheses, , from the  palette.
- 7) Type "-b"
- 8) Select "plus minus," , from the  palette.
- 9) Select square root, , from the  palette.
- 10) Select power, , from the  palette.
- 11) Type "b" and click replace the "{?}" after "^" with "2"
- 12) Move the cursor between the two "}" and type "-4ac"
- 13) Click on the box in the denominator, 
- 14) Type "2a"
- 15) Double-click on the text document page to cement the formula.