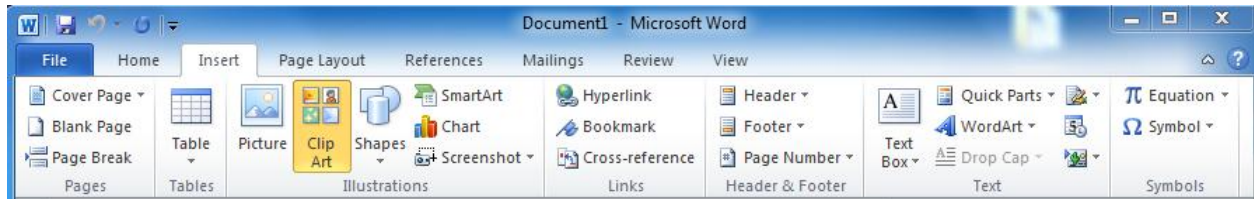


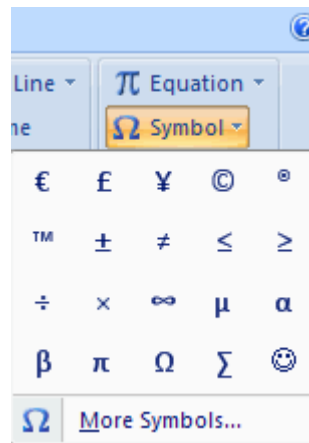
Symbols and Special Characters

Special characters are punctuation, spacing, or typographical characters that are not generally available on the standard keyboard. To insert symbols and special characters:

- Place your cursor in the document where you want the symbol
- Click the **Insert** Tab on the Ribbon



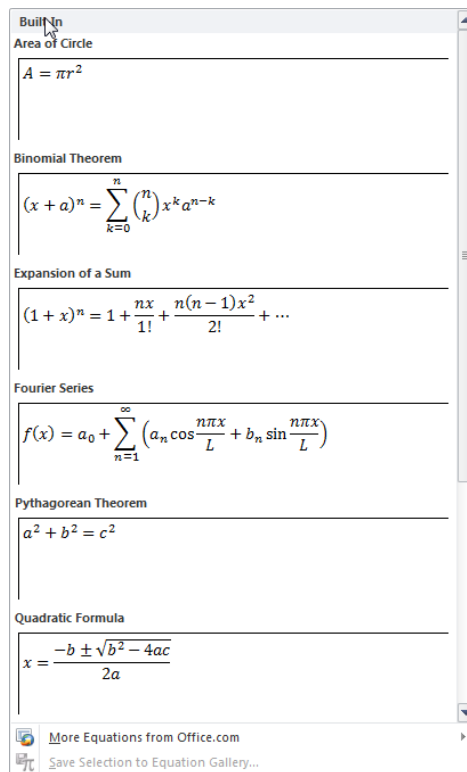
- Click the **Symbol** button on the Symbols Group
- Choose the appropriate symbol.



Equations

To access the mathematical equations tool:

- Place your cursor in the document where you want the symbol
- Click the **Insert** Tab on the Ribbon
- Click the **Equation** Button on the Symbols Group
- Choose the appropriate equation and structure or click Insert New Equation



- To edit the equation click the equation and the **Design** Tab will be available in the Ribbon

