# Three Methods for Formatting Equations

Each method gives similar results. Click on each equation line and explore its unique formatting.

### Method 1: Use a table

* Create a 2 × 1 table (two columns and one row).
* Enter your equation in the left cell.
* Drag the right border of the equation cell to the right to about ¼ inch from the right edge.
* Enter the equation number in the right cell.

|  |  |
| --- | --- |
|  | (1) |

* Make the cells invisible (select the table → Table Design → Borders → No Border).

|  |  |
| --- | --- |
|  | (1) |

### Method 2: Right-justify

* Right-justify the equation line.
* Enter your equation.
* Use the right-arrow key to exit the equation editor.
* Type a lot of spaces until the equation is centered.
* Type the equation number. Adjust the number of spaces until the equation looks centered.

(2)

### Method 3: Use tabs

* Make sure that the Ruler is visible (View → Ruler).
* On a new line, click the center of the rule to place a tab (it will look like ).
* Double-click the tab symbol and change its properties to **center tab** (it will look like ⊥).
* Press the Tab key to jump to your center tab.
* Enter your equation.
* Use the right-arrow key to exit the equation editor.
* Click the ruler about ¼ inch from the right edge of your page.
* Press the Tab key to jump there and type the equation number. Adjust the placement of either tab in the Ruler as needed.

(3)