


Equation Editor Guide for Grades 6–8

Some math questions ask you to write your answers in a box like the ones shown on the right. The top box allows you to enter math only. The bottom box allows you to enter words and math.

These boxes are NOT calculators, and do not compute answers. Entering your answer in these boxes is like writing math using a pencil and paper, but on a computer instead.

You can use the buttons and Math symbols around the boxes to write your answer. In the math-only box, click the blue arrow at the bottom of the box to show more Math symbols. The words-and-math box has a list of menus to the right. Click the blue arrow next to any tab (Math symbols, Relations, Geometry) to see more Math symbols. Click the blue arrow again to close the menu. All of the Math symbols are shown on page 2 of this tip sheet.

You can also use the keyboard to enter numbers, letters, and some Math symbols such as the colon (:) that is used to represent ratios. Not all Math symbols are on the keyboard.

If you are using a tablet, press the “more symbols” button  to show the three different tabs on the right-hand side: Math symbols, Relations, and Geometry.

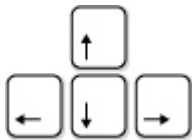
Enter math only



Enter words and math



Moving Around or Changing Your Answer



Use the arrow keys on the keyboard to move around an equation and to move out of fractions or parentheses. You may also click with your mouse or tap with your finger (on a tablet) to move around an equation.

These three buttons are useful for changing your answer:



“Undo” what you just entered



“Redo” to restore what you deleted



“Clear All” to start over

Many symbols (such as \div , $+$, $<$, \times) typically appear between two numbers. You can change a symbol in your equation to another symbol by selecting it and pressing the button for the new symbol. To delete a symbol, you first need to delete one of the numbers to the left or the right of it.

2 + 3

To **replace** a plus sign, select the plus sign, and then press the button for the symbol you want.

2 + 3

To **delete** a plus, first delete either the number before or after it.

Fill-in-the-Blank Questions

If there is already math in an answer box, fill in all of the blanks to complete the answer. The "Clear All" button will erase only the blanks.

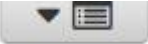
$$2 + \square = 3 + \square = 5$$

↑ ↑
Fill in the blanks

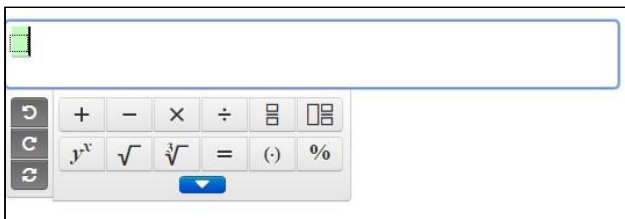
Using the Math symbols around the Answer Box

The menus around the answer box have Math symbols that you can use to enter your answer. Some of the Math symbols may look familiar to you. Some Math symbols may

look new, like the symbol for a fraction  or a mixed number .

Click the blue arrows to open and close menus. Some symbols in the menus are not on your keyboard, and you may need these symbols to enter your answer. (If you are using a tablet, press the "more symbols" button  to show the side menus.)

Math-only answer box



Words-and-math answer box

