

Important Notice Regarding Microsoft Word 2007 Equation Builder

As you may already know, Microsoft Word 2007 for Windows was released to the public on January 30th, 2007. Since that time, The Sheridan Group companies have been cautiously monitoring the adoption of this new version in order to ensure that there is no significant impact on your journal production workflows. Through a combination of research, testing, and forum discussions, it has been determined that Word 2007's new Equation Builder presents several workflow problems and where possible should be avoided by authors when preparing equations in manuscripts.

The new Equation Builder displaces the previous Equation Editor, which is a light version of the MathType add-in developed by Design Science. The Equation Editor still exists in Word 2007; however, access to this feature is more difficult in the latest version.

Our investigation has confirmed the existence of two specific problems associated with equations created by the new Equation Builder.

1. Equations that are created using the Word 2007 Equation Builder tool become uneditable images when imported into previous versions of Word or composition paging systems.
2. Equations created in the Word 2007 Equation Builder tool result in the creation of invalid MathML tagging when equations are exported from Microsoft Word 2007.

To avoid these potential problems we recommend authors use either the original Equation Editor or the full MathType add-in to create equations. A basic tutorial for instruction on the proper method for accessing the original Equation Editor in MS Word 2007 is attached.

The Sheridan Press will continue to accept Word 2007 manuscripts. Please be aware that equations that have been created with the Equation Builder will be re-keyed at our normal rates for keying equations.

In order to avoid the costs related to re-keying, we are encouraging you to inform authors about this important development regarding equations and Microsoft Word 2007 for Windows. Please feel free to contact me for further information or assistance.

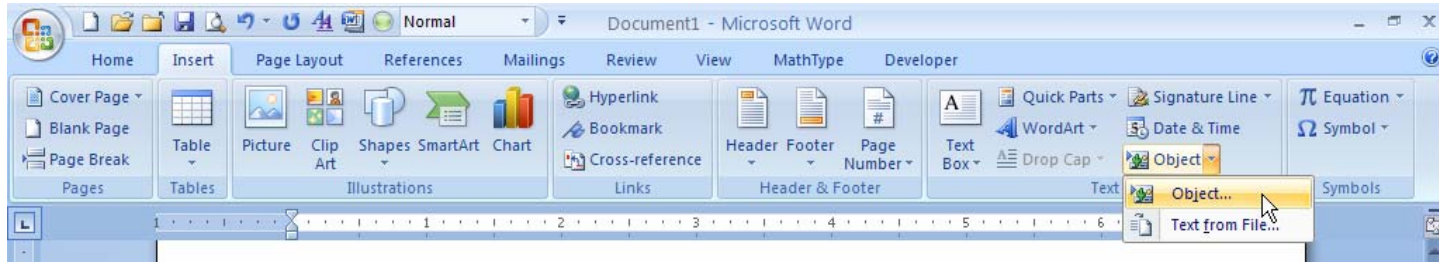
Kind Regards,

Barry Davis
The Sheridan Press

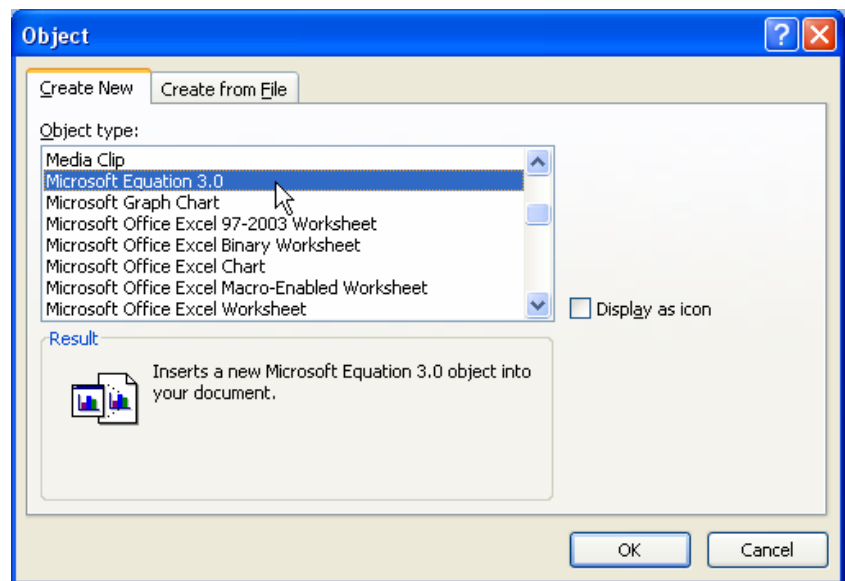
Insert an Equation Using Equation Editor 3.0 in

Microsoft® Word 2007

- Click the **Insert** Tab from the Ribbon
- Click the **Object** button from the **Text** Group
- Select **Object** from the drop-down menu



- When the Object Dialog box appears, scroll down and select **Microsoft Equation 3.0**.
- Click **OK**.



- You are ready to create an equation using **Equation Editor 3.0**.

