This week's Did You Know:

**CHANGE TO OFFICE EQUATION EDITOR**

The Equation Editor in Microsoft Office has recently been replaced to address multiple security vulnerabilities. There is now a new, built-in equation editor:

1. In Word or another Office program, choose the Insert tab at the top
2. Click on the Equation button on the top right
3. Choose a built-in equation from the list, or choose Insert New Equation or Ink Equation (if you are using a tablet)
4. The Design toolbar will appear when an equation is selected in an Office application. This will allow you to edit your equation:

   ![Equation Editor](image)

Equations created with older versions of Office might not be changeable in the new equation editor. If you are revising a paper with older equations, you may need to recreate the equations in the new version of the equation editor. If you still see the old Equation Editor, it will be removed when Office is updated. The Office support site has more information on the new editor.

**SECTION BREAKS IN WORD**

In Microsoft Word, section breaks are used to create layout or formatting changes in just a portion of a document. You need to use a section break if you want to add or change any of the following for only a portion of a document:

- Margins
- Paper size or orientation
- Paper source for a printer
- Page borders
- Vertical alignment of text on a page
- Headers and footers
- Columns
- Page numbering
- Line numbering
- Footnotes and endnotes

(Basically, most things in the Word Layout tab.)

To insert a section break in Word, go to the Layout tab, click the Breaks button, and select the type of break you want to use. For more information and in-depth help, check out Microsoft’s help page: [http://office.microsoft.com/en-us/word-help/insert-a-section-break-HA010031073.aspx](http://office.microsoft.com/en-us/word-help/insert-a-section-break-HA010031073.aspx). If you have any questions, please contact Katz IT Services at it@katz.pitt.edu, or at 412-648-1601.

**And don't forget:**

Experts recommend you get up, stretch, and rest your eyes for 15 minutes after every two hours of computing. Also, for every 20 minutes of computer viewing, look into the distance for 20 seconds to allow your eyes a chance to refocus.