

**Pelham Public Schools**  
**Chromebook Support Resources**  
**How Do I Access Equation Symbols on the Chromebook/Google Docs**

You can easily insert mathematical equations into your documents and collaborate on a single equation at once with multiple people. Follow these steps to add an equation to your document:

1. Please open a Google Doc
2. Click the **Insert** drop-down menu and select **Equation**.
3. Select the mathematical symbol you want to add from one of these menus:
  - Greek letters
  - General operators
  - Comparison and inclusion operators
  - Operators with variables
  - Arrows
  
4. Click the symbol you'd like to include, and add numbers or substitute variables in the box. If you delete the box by mistake, simply click **New equation**, and then select an option from one of the menus.

If you'd like to edit the equation afterwards, simply click the equation within the document and change it. If you don't see the equation toolbar, click **View** and select **Show equation toolbar**.

More information can be accessed via this link:

<https://support.google.com/docs/answer/160749?hl=en>