**Get to Know EquatIO for Windows Activity: User Notes - Higher Education Level**

**Activity Objectives -** Practice using the following tools within EquatIO for Windows/Microsoft Word:

* + Equation Editor + Prediction
	+ Handwriting Recognition
	+ Speech Input
	+ EquatIO Mobile
	+ Screenshot Reader
	+ Periodic Table
	+ Scientific Calculator
	+ Molecular Viewer
	+ Graph Editor

**Overview**

This series of tasks for post-secondary students will require them to use a variety of tools in order to familiarize themselves with EquatIO for Windows/Microsoft Word. This document is designed to be flexible and adaptable. Each task is designed to allow for individual use. Instructors may choose to edit individual tasks, adding or removing activities to customize this document.

**Tips + Tricks**

* Click *Start>Texthelp>EquatIO* to open EquatIO for Windows.
* Remind studentsthat they must click the “Insert Math” button when they use EquatIO in order to insert their work in Microsoft Word.
* EquatIO for Windows can also be used in Microsoft Powerpoint, but you must turn this feature on in the Desktop Options.
* You may want to remove the prediction activity if you prefer for students to memorize formulas.
* For the Handwriting and Speech questions, students may opt to use the Equation Editor instead. Discourage this and remind students that although they can use the Equation Editor as much as they want in everyday activities, you want them to practice using these specific tools.
* Solutions to Periodic Table and Scientific Calculator questions are provided at the end of the activity page.
* If you or your students need info on any EquatIO tools, check out this [quick reference guide](https://texthelp-website-proof.cdn.prismic.io/texthelp-website-proof/26cd0df8-7075-489c-ad16-41b35c426938_EquatIO%2Bfor%2BGoogle%2B-%2BQuick%2BReference%2BGuide%2B4.21.pdf) for more information. This doc is linked to the activity page as well as links to videos and additional resources for each EquatIO tool. Encourage students to use these resources to learn more about EquatIO.

**The Get to Know EquatIO Activities are separate Word document and look like this:**

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