# Instructions for outputting files from Mathtype to MathML

1. Create your document using MathType, then save (Microsoft Word).
2. With the document open, go to the MathType tab, and choose “Publish to Mathpage.” The following box will come up:



* In the “Title” box, enter the name of the file.
* In the File-name section, you need to click “browse”.
* In the file window that appears, create a new folder, calling it the same as the file name.
* Double-click the new folder to enter it.
* Click on save (the file window will close and you will see the above box again).
1. In the Publish to Math Page Window, be sure the Equations are set to “MathML” using “HTML +Mathjax.
2. Click okay. MathType will work on converting the document. Depending on how big the document is, it could take a few seconds or a couple of minutes. Once the file has been converted, it will open in a web browser (either Internet Explorer or Firefox).
3. Close the Internet Browser window, and close the word file.
4. In the folder where you saved the files, should be the new folder you created for the file. Double-click to open it.
5. Select both the .htm file and the folder with all of the equations in it. Right click and “Send to: Compressed file.” This only takes a few seconds. Hit enter to accept the name when done.
6. Send the zipped file directly to the student via email.