1. Assemble the correct formulas for all the reactants and products, using “+” and “→”
2. Count the number of atoms of each type appearing on both sides
3. Balance the elements *one at a time* by adding *coefficients* (the numbers in front) where you need more - save balancing the H and O until LAST!

 (hint: I prefer to save O until the *very* last)

1. Double-Check to make sure it is balanced.

**Never**

* Never change a subscript to balance an equation (You can only change coefficients)

If you change the subscript (formula) you are describing a different chemical.

H2O is a different compound than H2O2

* Never put a coefficient in the *middle* of a formula; they must go only in the front

 2NaCl is okay, but Na2Cl is not.