Rules and Steps--Adding and Subtracting

Fractions:

1. When we add or subtract fractions, if we have a mixed number, we convert **only the fraction!!!** We leave the whole number alone and **just move it over or re-write it on the side.**

2. Look to see if the fractions have a **common denominator**!!

3. If there is **no common denominator**, then you have to ***convert*****one or both fractions** to get a common denominator by multiplying the **entire** fraction.

4. Try to find the **least common denominator.**

5. Always multiply **both** the **numerator** and **denominator** by the same number when you are converting fractions.

6. When you **add or subtract fractions**, you **only** add or subtract the **numerators**. The denominator stays the same.