Synthetic Division Steps:

- 1. Check the dividend for any missing terms. Insert a zero as a place holder if any terms (even the constant) are missing.
- 2. Set the divisor equal to zero and solve for your special number. Put the special number in a home, crook, box, etc.
- 3. Next to the special number list out the coefficients from the dividend including any zero placeholders.
- 4. Bring down the first coefficient.
- 5. Multiply by the special number and place under the next coefficient.
- 6. Add together and write the answer under the line.
- 7. Repeat steps 5 and 6 until until remainder is found.
- 8. Divide the numbers below the line by the coefficient of the divisor.
- 9. The quotient drops a degree, so if the dividend started with x^5 the quotient will start with x^4
- 10. Check to see if the remainder can be reduced. All three numbers in the remainder must be divisible by the same number.

^{*}A video going over synthetic division as well as the worked out examples/notes can be found on the website.