

## NOTES ON USING MATHTYPE

To open MATHTYPE in WORD 2007, click on the **MathType** tab in the Main Menu. In the selections that open, the very first option on the upper left is a small blue “ $\Sigma$ ” icon that says “Inline”. This is probably the only option you will ever need. When you click on this icon, a window opens that will allow you to write a formula at the current position of the cursor.

### Some Tips on Using MATHTYPE

- (1) To write say “Let  $\theta$  denote ..”, first write “Let” and with the cursor where you want  $\theta$  to appear, click on the Inline “ $\Sigma$ ” icon. In the formula window that opens, click on the “ $\lambda \omega \theta$ ” button and select  $\theta$ . When you close the window you will get a query “**Save changes to Equation in Document?**” First be *sure* to check the box “Don’t show this dialogue from now on” (so that this annoying window won’t keep appearing) and then click **Yes**.
- (2) You can also write an equation by starting a new line before you click on “ $\Sigma$ ”. MATHTYPE allows automatic numbering of equations. But this option is quite unstable and I do not recommend it. Simply number your equations by hand.
- (3) There are some useful *key commands* you should know:
  - (i) To over-ride the automatic spacing in MATHTYPE use **CNTRL + Space Bar**.
  - (ii) To make *subscripts* (which occur frequently) use **CNTRL + L** (think “low”), and for *superscripts*, use **CNTRL + H** (think “high”).
- (4) In the MATHTYPE window you will see many Algebra expressions in the last row of the menu. If you change this to, say the **tab 8** tag, you will see that it is now blank. You can fill this space with those symbols you use most frequently in a given document. For example, if you will use  $\theta$  quite frequently, it is convenient to move it to this space so that it is readily available. To do so:
  - (i) Hold down **Alt** and press on  $\theta$  (the cursor symbol now changes to a circle with a back-slash through it).
  - (ii) Without releasing the mouse, drag this symbol down to the space where you want it to appear (the cursor symbol now changes to a small square).
  - (iii) If you release the mouse, then  $\theta$  should appear in the desired space.
  - (iv) If you want to remove a symbol from this space, right on the symbol and select **Delete**.

- (5) You can also create a new  $\theta$  in the text by simply copying a previous instance in the text. But be aware that this “lazy” method can be unstable. So in any case, always use the following:

**CARDINAL RULE:** *Each time you create a new symbol in your document, SAVE the document again.*

This way, if your document crashes (which can easily happen with MATHTYPE), you can recover all your previous material.