Overview: Automatic Substitutions

While you are editing an equation you may find it easier to type in the name of a function rather than insert the function name from the Insert Math Form dialog box. However, simply typing in the name of a function would not mark that text as a function name.

Thus, if you type in the name of a function while in math mode, Word Pro will automatically substitute the marked function name for your text. Note that the substitution does not affect which characters appear in your equation; the substitution simply marks the text as a function name. Remember, you must be in math mode for this substitution to work.

Word Pro keeps a list of all the function names which are automatically substituted. You can see this list by choosing Equation - Global Settings and clicking Automatic Substitutions. Word Pro opens the Automatic Substitutions dialog box, allowing you to see the list of function names. You can also turn off the automatic substitution.

{button ,AL(`H_INSERTING_A_FUNCTION_WITH_AUTOMATIC_SUBSTITUTION_STEPS;H_VIEWING_THE_LIST_OF_FUNCTION_NAMES_FOR_AUTOMATIC_SUBSTITUTION_STEPS;H_TURNING_AUTOMATIC_SUBSTITUTION_OFF_FOR_EQUATIONS_STEPS;H_TURNING_AUTOMATIC_SUBSTITUTION_ON_FOR_EQUATIONS_STEPS',0)} See related topics

Changing a fraction's value in an equation

1. Click the equation which contains a fraction.
2. Place the insertion point in the numerator or denominator value.
3. Change the value.
4. Press TAB to move to the other value.
5. Change the value.

{button ,AL(`H_INSERTING_A_FRACTION_INTO_AN_EQUATION_STEPS;H_REVISING_A_FRACTION_IN_AN_EQUATION_STEPS;H_CHANGING_A_FRACTIONS_VALUE_IN_AN_EQUATION_STEPS',0)} See related topics

Details: Changing a root index value with the Revise dialog box

The default root index value of all radicals is 2 (a square root).

The button on the left causes the root index value to revert to the default.

The button on the right clears the root index value so you can type your own.

If you click this button and provide no value, Word Pro assumes the root index value to be zero and displays the value as an empty box.

{button ,AL(`H_CHANGING_A_ROOT_INDEX_VALUE_WITH_THE_REVISE_DIALOG_BOX_STEPS',1)} Go to procedure

{button ,AL(`H_INSERTING_A_RADICAL_INTO_AN_EQUATION_STEPS;H_CHANGING_THE_RADICAND_VALUE_IN_AN_EQUATION_STEPS;H_CHANGING_THE_ROOT_INDEX_VALUE_WITH_THE_TAB_KEY_STEPS;H_CHANGING_A_ROOT_INDEX_VALUE_WITH_THE_REVISE_DIALOG_BOX_STEPS',0)} See related topics

Changing a root index value with the Revise dialog box

1. Click the equation which contains the Radical you want to revise.
2. Double-click the Radical symbol.

3. Click a button to revert to a square root or change to another root index value.
4. Click Revise.

{button ,AL(`H_CHANGING_A_ROOT_INDEX_VALUE_WITH_THE_REVISE_DIALOG_BOX_DETAILS',1)} See details

{button ,AL(`H_INSERTING_A_RADICAL_INTO_AN_EQUATION_STEPS;H_CHANGING_THE_RADICAND_VALUE_IN_AN_EQUATION_STEPS;H_CHANGING_THE_ROOT_INDEX_VALUE_WITH_THE_TAB_KEY_STEPS;H_CHANGING_A_ROOT_INDEX_VALUE_WITH_THE_REVISE_DIALOG_BOX_STEPS',0)} See related topics

Changing the radicand value in an equation

1. Click the equation which contains the radical you want to edit.
2. Place the insertion point on the radicand.
3. Change the value.

{button ,AL(`H_INSERTING_A_RADICAL_INTO_AN_EQUATION_STEPS;H_CHANGING_THE_RADICAND_VALUE_IN_AN_EQUATION_STEPS;H_CHANGING_THE_ROOT_INDEX_VALUE_WITH_THE_TAB_KEY_STEPS;H_CHANGING_A_ROOT_INDEX_VALUE_WITH_THE_REVISE_DIALOG_BOX_STEPS',0)} See related topics

Details: Changing the root index value with the TAB key

The default root index value of all radicals is 2 (a square root).

If you change the root index value from this default and then remove it, Word Pro assumes the root index value to be zero and displays the value as an empty box.

{button ,AL(`H_CHANGING_THE_ROOT_INDEX_VALUE_WITH_THE_TAB_KEY_STEPS',1)} Go to procedure

{button ,AL(`H_INSERTING_A_RADICAL_INTO_AN_EQUATION_STEPS;H_CHANGING_THE_RADICAND_VALUE_IN_AN_EQUATION_STEPS;H_CHANGING_THE_ROOT_INDEX_VALUE_WITH_THE_TAB_KEY_STEPS;H_CHANGING_A_ROOT_INDEX_VALUE_WITH_THE_REVISE_DIALOG_BOX_STEPS',0)} See related topics

Changing the root index value with the TAB key

1. Click the equation which contains the radical you want to edit.
2. Place the insertion point on the radicand.
3. Press TAB.
4. Type the root index value.

{button ,AL(`H_CHANGING_THE_ROOT_INDEX_VALUE_WITH_THE_TAB_KEY_DETAILS',1)} See details

{button ,AL(`H_INSERTING_A_RADICAL_INTO_AN_EQUATION_STEPS;H_CHANGING_THE_RADICAND_VALUE_IN_AN_EQUATION_STEPS;H_CHANGING_THE_ROOT_INDEX_VALUE_WITH_THE_TAB_KEY_STEPS;H_CHANGING_A_ROOT_INDEX_VALUE_WITH_THE_REVISE_DIALOG_BOX_STEPS',0)} See related topics

If you are already in Math Mode, this command will not appear in the Equation menu.

Details: Creating accented characters in an equation

You can use keyboard shortcuts to add accents to characters.

Hold the first key and press the second key to use these shortcuts.

To add this accent	Press this
Apply hat accent (circumflex)	**CTRL+SHIFT+6**
Apply tilde accent	**CTRL+SHIFT+`** (single quote on tilde key)
Apply acute accent	**CTRL+'** (single quote on colon key)
Apply grave accent	**CTRL+`** (single quote on tilde key)
Apply dot accent	**CTRL+.**
Apply double dot accent (umlaut)	**CTRL+SHIFT+'** (single quote on colon key)
Apply bar accent	**CTRL+=**
Apply vector accent	**CTRL+SHIFT+.**

You can also insert accented characters and symbols from the accented characters palette.

{button ,AL(`H_CREATING_ACCENTED_CHARACTERS_IN_AN_EQUATION_STEPS',1)} Go to procedure

{button ,AL(`H_INSERTING_EQUATION_ELEMENTS_OVER;H_INSERTING_AN_EQUATION_ELEMENT_USING_AN_ICON_STEPS;H_INSERTING_AN_EQUATION_SYMBOL_STEPS;H_INSERTING_AN_EQUATION_MATH_FORM_STEPS;H_REVISING_AN_EQUATION_ELEMENT_STEPS;H_EQUATION_SYMBOL_PALETTES_OVER',0)} See related topics

Creating accented characters in an equation

1. Type the character to which you want to add the accent.
2. Type the accelerator key for the type of accent you want to add.

{button ,AL(`H_CREATING_ACCENTED_CHARACTERS_IN_AN_EQUATION_DETAILS',1)} See details

{button ,AL(`H_INSERTING_EQUATION_ELEMENTS_OVER;H_INSERTING_AN_EQUATION_ELEMENT_USING_AN_ICON_STEPS;H_INSERTING_AN_EQUATION_SYMBOL_STEPS;H_INSERTING_AN_EQUATION_MATH_FORM_STEPS;H_REVISING_AN_EQUATION_ELEMENT_STEPS;H_EQUATION_SYMBOL_PALETTES_OVER',0)} See related topics

Details: Creating an equation array

When you want to store more than one equation in the same equation frame, you can use line breaks to separate the equations. A single equation frame with two or more equations is called an equation array. You can use the Revise Equation Array dialog box to control the alignment of the equations in the array.

{button ,AL(`H_CREATING_AN_EQUATION_ARRAY_STEPS',1)} Go to procedure

{button ,AL(`H_CREATING_AN_EQUATION_ARRAY_STEPS;H_INSERTING_A_LINE_BREAK_IN_AN_EQUATION_STEPS;H_REVISING_AN_EQUATION_ARRAY_STEPS',0)} See related topics

Creating an equation array

1. Choose Create - Equation.
2. Insert the elements of the first equation.
3. Press ENTER.
4. Insert the elements of the second equation.
5. Repeat steps 3 and 4 for each additional equation.

{button ,AL(`H_CREATING_AN_EQUATION_ARRAY_DETAILS',1)} See details

{button ,AL(`H_REVISING_AN_EQUATION_ARRAY_STEPS;H_INSERTING_A_LINE_BREAK_IN_AN_EQUATION_STEPS',0)} See related topics

Details: Creating a custom function in an equation

Selecting a position for the function limits

The limits of a function can appear above and below or to the right of the function.

Inserting other math forms

You do not have to close the Insert dialog box after inserting a math form. Instead, you can leave the Insert Math Form dialog box open as you work in your equation.

{button ,AL(`H_CREATING_A_CUSTOM_FUNCTION_IN_AN_EQUATION_STEPS',1)} Go to procedure

{button ,AL(`H_INSERTING_AN_OPERATOR_INTO_AN_EQUATION_STEPS;H_REVISING_AN_OPERATOR_IN_AN_EQUATION_STEPS;H_INSERTING_A_BRACKET_INTO_AN_EQUATION_STEPS;H_REVISING_A_BRACKET_IN_AN_EQUATION_STEPS;H_INSERTING_A_FUNCTION_INTO_AN_EQUATION_STEPS;H_REVISING_A_FUNCTION_IN_AN_EQUATION_STEPS;H_CREATING_A_CUSTOM_FUNCTION_IN_AN_EQUATION_STEPS;H_REVISING_A_CUSTOM_FUNCTION_IN_AN_EQUATION_STEPS;H_INSERTING_AN_INPUT_BOX_INTO_AN_EQUATION_STEPS;H_REVISING_AN_INPUT_BOX_IN_AN_EQUATION_STEPS;H_INSERTING_A_MATRIX_INTO_AN_EQUATION_STEPS;H_INSERTING_ROWS_OR_COLUMNS_INTO_A_MATRIX_IN_AN_EQUATION_STEPS;H_DELETING_ROWS_OR_COLUMNS_FROM_A_MATRIX_IN_AN_EQUATION_STEPS;H_REVISING_THE_POSITION_AND_ALIGNMENT_OF_A_MATRIX_IN_AN_EQUATION_STEPS;H_INSERTING_A_SPACE_INTO_AN_EQUATION_STEPS;H_REVISING_A_SPACE_IN_AN_EQUATION_STEPS;H_INSERTING_A_BINOMIAL_INTO_AN_EQUATION_STEPS;H_REVISING_A_BINOMIAL_IN_AN_EQUATION_STEPS',0)} See related topics

Creating a custom function in an equation

1. Click an equation.
2. Choose Equation - Insert Math Form.
3. Choose Function.

4. Select "Create Custom Function."
5. Type a name in the Function Name text box.
6. Select a position for the function limits.

   {button ,AL(`H_CREATING_A_CUSTOM_FUNCTION_IN_AN_EQUATION_DETAILS',1)} See details
7. Click Insert.
8. Click Cancel or insert other math forms.

{button ,AL(`H_CREATING_A_CUSTOM_FUNCTION_IN_AN_EQUATION_DETAILS',1)} See details

{button ,AL(`H_INSERTING_AN_OPERATOR_INTO_AN_EQUATION_STEPS;H_REVISING_AN_OPERATOR_IN_AN_EQUATION_STEPS;H_INSERTING_A_BRACKET_INTO_AN_EQUATION_STEPS;H_REVISING_A_BRACKET_IN_AN_EQUATION_STEPS;H_INSERTING_A_FUNCTION_INTO_AN_EQUATION_STEPS;H_REVISING_A_FUNCTION_IN_AN_EQUATION_STEPS;H_CREATING_A_CUSTOM_FUNCTION_IN_AN_EQUATION_STEPS;H_REVISING_A_CUSTOM_FUNCTION_IN_AN_EQUATION_STEPS;H_INSERTING_AN_INPUT_BOX_INTO_AN_EQUATION_STEPS;H_REVISING_AN_INPUT_BOX_IN_AN_EQUATION_STEPS;H_INSERTING_A_MATRIX_INTO_AN_EQUATION_STEPS;H_INSERTING_ROWS_OR_COLUMNS_INTO_A_MATRIX_IN_AN_EQUATION_STEPS;H_DELETING_ROWS_OR_COLUMNS_FROM_A_MATRIX_IN_AN_EQUATION_STEPS;H_REVISING_THE_POSITION_AND_ALIGNMENT_OF_A_MATRIX_IN_AN_EQUATION_STEPS;H_INSERTING_A_SPACE_INTO_AN_EQUATION_STEPS;H_REVISING_A_SPACE_IN_AN_EQUATION_STEPS;H_INSERTING_A_BINOMIAL_INTO_AN_EQUATION_STEPS;H_REVISING_A_BINOMIAL_IN_AN_EQUATION_STEPS',0)} See related topics

Creating a new equation frame

1. Place the insertion point where you want to insert the equation frame.
2. Choose Create - Equation.

Word Pro inserts a frame for your equation and switches to equation mode.

{button ,AL(`H_EQUATIONS_OVER;H_EQUATION_MODE_OVER;H_ENTERING_EQUATION_MODE_STEPS;H_EXITING_EQUATION_MODE_STEPS;H_SETTING_AN_EQUATIONS_FRAME_PROPERTIES_STEPS;H_INSERTING_EQUATION_ELEMENTS_OVER;H_EQUATION_SYMBOL_PALETTES_OVER;H_INSERT_MATH_FORM_DIALOG_BOX_CS',0)} See related topics

Deleting rows or columns from a matrix in an equation

1. Click the equation which contains the matrix you want to edit.
2. Select the rows or columns you want to delete from the matrix.
3. Press DELETE.
4. Exit equation mode by clicking outside the equation's frame.

{button ,AL(`H_INSERTING_AN_OPERATOR_INTO_AN_EQUATION_STEPS;H_REVISING_AN_OPERATOR_IN_AN_EQUATION_STEPS;H_INSERTING_A_BRACKET_INTO_AN_EQUATION_STEPS;H_REVISING_A_BRACKET_IN_AN_EQUATION_STEPS;H_INSERTING_A_FUNCTION_INTO_AN_EQUATION_STEPS;H_REVISING_A_FUNCTION_IN_AN_EQUATION_STEPS;H_CREATING_A_CUSTOM_FUNCTION_IN_AN_EQUATION_STEPS;H_REVISING_A_CUSTOM_FUNCTION_IN_AN_EQUATION_STEPS;H_INSERTING_AN_INPUT_BOX_INTO_AN_EQUATION_STEPS;H_REVISING_AN_INPUT_BOX_IN_AN_EQUATION_STEPS;H_INSERTING_A_MATRIX_INTO_AN_EQUATION_STEPS;H_INSERTING_ROWS_OR_COLUMNS_INTO_A_MATRIX_IN_AN_EQUATION_STEPS;H_DELETING_ROWS_OR_COLUMNS_FROM_A_MATRIX_IN_AN_EQUATION_STEPS;H_REVISING_THE_POSITION_AND_ALIGNMENT_OF_A_MATRIX_IN_AN_EQUATION_STEPS;H_INSERTING_A_SPACE_INTO_AN_EQUATION_STEPS;H_REVISING_A_SPACE_IN_AN_EQUATION_STEPS;H_INSERTING_A_BINOMIAL_INTO_AN_EQUATION_STEPS;H_REVISING_A_BINOMIAL_IN_AN_EQUATION_STEPS',0)} See related topics

Entering equation mode

Click an equation.

This switches you to equation mode so you can edit the equation.

{button ,AL(`H_EQUATIONS_OVER;H_EQUATION_MODE_OVER;H_EXITING_EQUATION_MODE_STEPS;H_CREATING_A_NEW_EQUATION_FRAME_STEPS;H_SETTING_AN_EQUATIONS_FRAME_PROPERTIES_STEPS;H_INSERTING_EQUATION_ELEMENTS_OVER;H_EQUATION_SYMBOL_PALETTES_OVER;H_INSERT_MATH_FORM_DIALOG_BOX_CS;H_DEFAULT_SETTINGS_FOR_THE_EQUATION_EDITOR_OVER',0)} See related topics

Overview: Equations

The equation utility enables you to create and edit many types of scientific and mathematical equations.

You create and store equations inside frames, just as you do pictures.

Each time you create an equation, Word Pro automatically creates the equation's frame and switches to equation mode.

You must be in equation mode to work with an equation. While you are in equation mode Word Pro displays the Equation menu and two SmartIcons bars called Equation and Equation Symbols.

While you are in Equation mode, you can:

- Set the properties of your equation
- Set the properties of the frame which contains your equation(s)
- Toggle between text and math modes
- Insert the various elements of your equation
- Choose a keyboard type
- Set your view preferences
- Import equations from a TeX file (.TEX)

You can insert a variety of elements into an equation. Some elements, such as fractions and radicals, are blank templates which you complete by typing in values. Other elements, such as symbols and operators, are characters.

{button ,AL(`H_EQUATION_MODE_OVER;H_ENTERING_EQUATION_MODE_STEPS;H_EXITING_EQUATION_MODE_STEPS;H_CREATING_A_NEW_EQUATION_FRAME_STEPS;H_SETTING_AN_EQUATIONS_FRAME_PROPERTIES_STEPS;H_INSERTING_EQUATION_ELEMENTS_OVER;H_EQUATION_SYMBOL_PALETTES_OVER;H_INSERT_MATH_FORM_DIALOG_BOX_CS;H_DEFAULT_SETTINGS_FOR_THE_EQUATION_EDITOR_OVER',0)} See related topics

Overview: Equation mode

You must enter equation mode to edit any element of an equation.

When you enter equation mode, Word Pro reveals the Equation menu and two SmartIcons bars: Equation and Equation Symbols. By default, the Equation Symbols SmartIcons bar displays as a floating bar rather than part of the fixed SmartIcons bar at the top of the window.

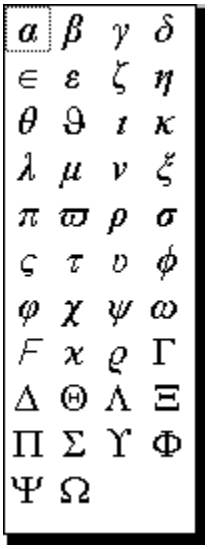
You can use the commands on the Equation menu or the SmartIcons to insert the elements of your equations.

{button ,AL(`H_EQUATIONS_OVER;H_ENTERING_EQUATION_MODE_STEPS;H_EXITING_EQUATION_MODE_STEPS;H_CREATING_A_NEW_EQUATION_FRAME_STEPS;H_SETTING_AN_EQUATIONS_FRAME_PROPERTIES_STEPS;H_INSERTING_EQUATION_ELEMENTS_OVER;H_EQUATION_SYMBOL_PALETTES_OVER;H_INSERT_MATH_FORM_DIALOG_BOX_CS;H_DEFAULT_SETTINGS_FOR_THE_EQUATION_EDITOR_OVER',0)} See related topics

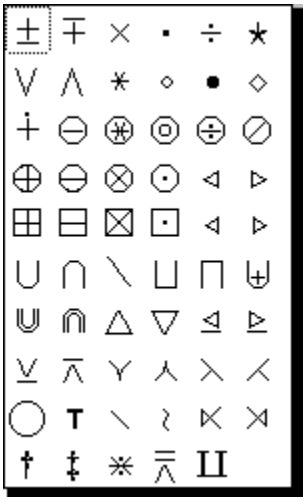
Overview: Equation symbol palettes

Word Pro provides over 500 equation symbols grouped into eight different symbol palettes. You can insert a symbol by choosing Equation - Insert Symbol and then choosing the name of the symbol palette which contains the symbol you want to insert. When Word Pro displays the palette, you can insert the symbol by clicking its picture on the palette.

- Greek characters



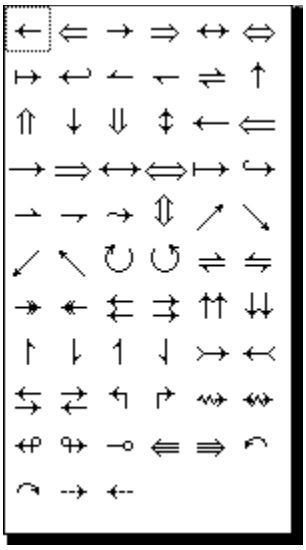
- Operators



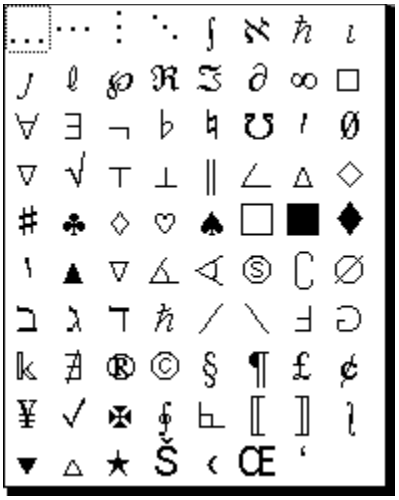
- Relations

- Negated relations

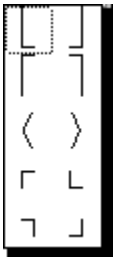
- Arrows



- Miscellaneous



- Delimiters



- Accented characters

{button ,AL(`H_EQUATIONS_OVER;H_EQUATION_MODE_OVER;H_ENTERING_EQUATION_MODE_STEPS;H_EXITING_EQUATION_MODE_STEPS;H_CREATING_A_NEW_EQUATION_FRAME_STEPS;H_SETTING_AN_EQUATIONS_FRAME_PROPERTIES_STEPS;H_INSERTING_EQUATION_ELEMENTS_OVER;H_INSERT_MATH_FORM_DIALOG_BOX_CS;H_DEFAULT_SETTINGS_FOR_THE_EQUATION_EDITOR_OVER',0)} See related topics

Exiting equation mode

Click anywhere outside the equation's frame.

You must exit equation mode to work in other parts of your document.

{button ,AL(`H_EQUATIONS_OVER;H_EQUATION_MODE_OVER;H_ENTERING_EQUATION_MODE_STEPS;H_CREATING_A_NEW_EQUATION_FRAME_STEPS;H_SETTING_AN_EQUATIONS_FRAME_PROPERTIES_STEPS;H_INSERTING_EQUATION_ELEMENTS_OVER;H_EQUATION_SYMBOL_PALETTES_OVER;H_INSERT_MATH_FORM_DIALOG_BOX_CS',0)} See related topics

Overview: Global Settings dialog box

The Global Settings dialog box enables you to specify colors for math forms and other elements as well as formats for alphabetic characters, superscript, and subscript notation. You can also use this dialog to set the spacebar to act as a toggle between math and text mode.

The settings you choose in the Global Settings dialog box apply to all equations in your document regardless of when you created those equations.

Math color
Specifies a color for all mathematical notations (for example, numbers, operators, exponential notation).

Function color
Specifies a color for all Functional notation (for example, sin, cos).

Italicize alphabetic characters option
Applies the italic text attribute to alphabetic characters, such as variables, which are part of a mathematical expression.

Script size
Specifies the size of superscript and subscript text relative to the current font size.

Script's script size
Specifies the size of superscript and subscript text relative to the current font size.

Big operator size (small)
Specifies the size of small Big Operators relative to the current font size.

Big operator size (big)
Specifies the size of big Big Operators relative to the current font size.

Automatic Substitutions
Opens the Automatic Substitutions dialog box, allowing you to see the list of available functions. You can also turn off the automatic substitution for individual functions.

SPACEBAR switching to text mode
Determines whether or not Word Pro will switch to Text mode if you press the SPACEBAR at the end of a mathematical expression.

SPACEBAR switching to math mode
Determines whether or not Word Pro will switch to Math mode if you press the SPACEBAR twice while in Text mode.

Hiding input boxes in an equation

1. Click an equation.
2. Choose Equation - View Preferences.
3. Choose Hide Input Boxes.

{button ,AL(`H_HIDING_MATRIX_LINES_IN_AN_EQUATION_STEPS;H_SHOWING_MATRIX_LINES_IN_AN_EQUATION_STEPS;H_HIDING_INPUT_BOXES_IN_AN_EQUATION_STEPS;H_SHOWING_INPUT_BOXES_IN_AN_EQUATION_STEPS;H_HIDING_MARKS_IN_AN_EQUATION_STEPS;H_SHOWING_MARKS_IN_AN_EQUATION_STEPS',0)} See related topics

Hiding marks in an equation

1. Click an equation.
2. Choose Equation - View Preferences.
3. Choose Hide Marks.

{button ,AL(`H_HIDING_MATRIX_LINES_IN_AN_EQUATION_STEPS;H_SHOWING_MATRIX_LINES_IN_AN_EQUATION_STEPS;H_HIDING_INPUT_BOXES_IN_AN_EQUATION_STEPS;H_SHOWING_INPUT_BOXES_IN_AN_EQUATION_STEPS;H_HIDING_MARKS_IN_AN_EQUATION_STEPS;H_SHOWING_MARKS_IN_AN_EQUATION_STEPS',0)} See related topics

Hiding matrix lines in an equation

1. Click an equation.
2. Choose Equation - View Preferences.
3. Choose Hide Matrix Lines.

{button ,AL(`H_HIDING_MATRIX_LINES_IN_AN_EQUATION_STEPS;H_SHOWING_MATRIX_LINES_IN_AN_EQUATION_STEPS;H_HIDING_INPUT_BOXES_IN_AN_EQUATION_STEPS;H_SHOWING_INPUT_BOXES_IN_AN_EQUATION_STEPS;H_HIDING_MARKS_IN_AN_EQUATION_STEPS;H_SHOWING_MARKS_IN_AN_EQUATION_STEPS',0)} See related topics

Importing an equation from a .TEX file

1. Click the equation frame.
2. Choose Equation - Import Equation.
3. Specify the location of the .TEX file.
4. Specify the name of the .TEX file in the "File name" box.
5. Click Open.

{button ,AL(`H_SAVING_AN_EQUATION_AS_A_TEX_FILE_STEPS',0)} See related topics

Details: Inserting an equation element using an icon

Word Pro provides SmartIcons for the most frequently used symbols and math forms as well as icons which open the individual panels of math forms and palettes of symbols. The floating Equation Symbols SmartIcons bar contains icons for the most frequently used symbols. The Equation SmartIcons bar contains icons for the most frequently used math forms and the individual math form panels and symbol palettes.

Symbols on the Equation Symbols SmartIcons bar

There are 24 symbols on the Equation Symbols SmartIcons bar. These are the symbols used most often by Word Pro users.

Math Forms on the Equation SmartIcons bar

Inserts a blank fraction template. You type the numerator and denominator.

Inserts a blank radical template. You type the radicand (and root index if desired).

Inserts a bracketed input box. You type a text or math value for the input box.

Inserts a parenthetical input box. You type a text or math value for the input box.

Inserts a blank superscript element template. You type the value.

Inserts a blank subscript element template. You type the value.

Other SmartIcons on the Equation SmartIcons bar

The other SmartIcons on the Equation SmartIcons bar open the individual panels of the Insert Math Form dialog box and the individual symbol palettes. Note that the math form panel SmartIcons have an ellipsis at the bottom and the symbol palette SmartIcons have a small arrow.

{button ,AL(`H_INSERTING_AN_EQUATION_ELEMENT_USING_AN_ICON_STEPS',1)} Go to procedure

{button ,AL(`H_INSERTING_AN_EQUATION_SYMBOL_STEPS;H_INSERTING_AN_EQUATION_MATH_FORM_STEPS;H_INSERTING_AN_INPUT_BOX_INTO_AN_EQUATION_STEPS;H_INSERTING_A_SPACE_INTO_AN_EQUATION_STEPS;H_INSERTING_A_BINOMIAL_INTO_AN_EQUATION_STEPS;H_INSERTING_A_LINE_BREAK_IN_AN_EQUATION_STEPS',0)} See related topics

Inserting an equation element using an icon

1. Click an equation.
2. Place the insertion point where you want to insert the element.
3. Click the SmartIcons for the element you want to insert.

{button ,AL(`H_INSERTING_AN_EQUATION_ELEMENT_USING_AN_ICON_DETAILS',1)} See details

{button ,AL(`H_INSERTING_AN_EQUATION_SYMBOL_STEPS;H_INSERTING_AN_EQUATION_MATH_FORM_STEPS;H_INSERTING_AN_INPUT_BOX_INTO_AN_EQUATION_STEPS;H_INSERTING_A_SPACE_INTO_AN_EQUATION_STEPS;H_INSERTING_A_BINOMIAL_INTO_AN_EQUATION_STEPS;H_INSERTING_A_LINE_BREAK_IN_AN_EQUATION_STEPS',0)} See related topics

Details: Inserting an equation math form

Word Pro provides seven basic types of math forms which you can configure to create over 100 different math forms. Each type of math form has its own panel in the Insert Math Form dialog box. You can open the dialog box to a math form's panel by choosing Equation - Insert Math Form and then choosing a type of math form.

Once the Insert Math Form dialog box is open, you can leave it open as you work on your equation, using your mouse to move between the different panels of the dialog box and your document.

Operator
Opens the Insert Math Form dialog box to the Operators panel so you can specify a particular Operator, its position, and size.

Brackets
Opens the Insert Math Form dialog box to the Brackets panel so you can specify a bracket style.

Function
Opens the Insert Math Form dialog box to the Function panel so you can specify a function and its position or create a new one.

Decoration
Opens the Insert Math Form dialog box to the Input Box panel so you can specify whether or not an input box has a label or decoration.

Matrix
Opens the Insert Math Form dialog box to the Matrix panel so you can specify the attributes of the matrix.

Space
Opens the Insert Math Form dialog box to the Space panel so you can specify the type of space.

Binomial
Opens the Insert Math Form dialog box to the Binomial panel so you can specify the attributes of the binomial.

{button ,AL(`H_INSERTING_AN_EQUATION_MATH_FORM_STEPS',1)} Go to procedure

{button ,AL(`H_INSERTING_EQUATION_ELEMENTS_OVER;H_INSERTING_AN_EQUATION_ELEMENT_USING_AN_ICON_STEPS;H_INSERTING_AN_EQUATION_SYMBOL_STEPS;H_INSERTING_AN_EQUATION_MATH_FORM_STEPS;H_REVISING_AN_EQUATION_ELEMENT_STEPS',0)} See related topics

Inserting an equation math form

1. Click an equation.
2. Place the insertion point where you want to insert the math form.
3. Choose Equation - Insert Math Form.
4. Choose the name of the math form you want to insert.

   {button ,AL(`H_INSERTING_AN_EQUATION_MATH_FORM_DETAILS',1)} See details
5. Specify the options for the math form.
6. Click Insert.

   Word Pro leaves the dialog box open so you can insert other math forms.
7. Click Cancel.

{button ,AL(`H_INSERTING_AN_EQUATION_MATH_FORM_DETAILS',1)} See details

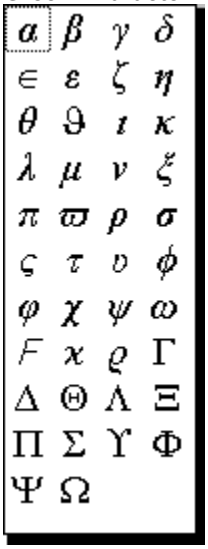
{button ,AL(`H_INSERTING_EQUATION_ELEMENTS_OVER;H_INSERTING_AN_EQUATION_ELEMENT_USING_AN_ICON_STEPS;H_INSERTING_AN_EQUATION_SYMBOL_STEPS;H_INSERTING_AN_EQUATION_MATH_FORM_STEPS;H_REVISING_AN_EQUATION_ELEMENT_STEPS',0)} See related topics

Details: Inserting an equation symbol

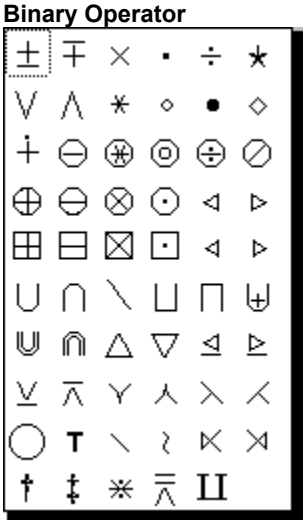
Choosing the name of a symbol palette

Word Pro provides eight symbol palettes.

Greek Character



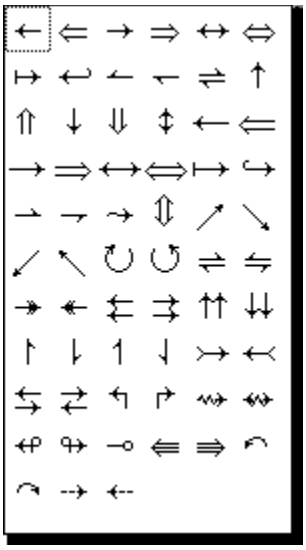
Binary Operator



Binary Relation

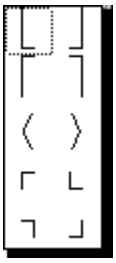
Negative Binary Relation

Arrow



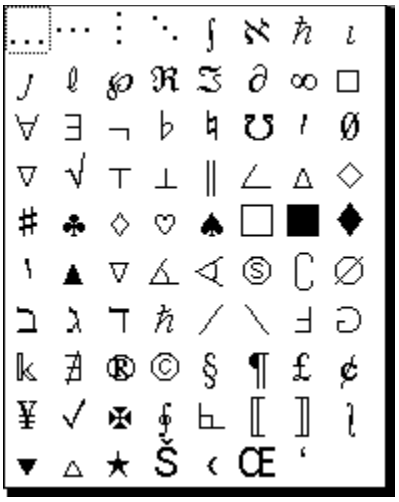
Corner

Also called Delimiters.



Accented Character

Misc. Symbol



{button ,AL(`H_INSERTING_AN_EQUATION_SYMBOL_STEPS',1)} Go to procedure

{button ,AL(`H_INSERTING_EQUATION_ELEMENTS_OVER;H_INSERTING_AN_EQUATION_ELEMENT_USING_AN_ICON_STEPS;H_INSERTING_AN_EQUATION_SYMBOL_STEPS;H_INSERTING_AN_EQUATION_MATH_FORM_STEPS;H_REVISING_AN_EQUATION_ELEMENT_STEPS',0)} See related topics

Inserting an equation symbol

1. Click an equation.
2. Place the insertion point where you want to insert the symbol.
3. Choose Equation - Insert Symbol.
4. Choose the name of the symbol palette which contains the symbol you want to insert.
   {button ,AL(`H_INSERTING_AN_EQUATION_SYMBOL_DETAILS',1)} See details
5. Click the picture of the symbol you want to insert.

{button ,AL(`H_INSERTING_AN_EQUATION_SYMBOL_DETAILS',1)} See details

{button ,AL(`H_INSERTING_EQUATION_ELEMENTS_OVER;H_INSERTING_AN_EQUATION_ELEMENT_USING_AN_ICON_STEPS;H_CREATING_ACCENTED_CHARACTERS_IN_AN_EQUATION_STEPS;H_INSERTING_AN_EQUATION_MATH_FORM_STEPS;H_REVISING_AN_EQUATION_ELEMENT_STEPS',0)} See related topics

Details: Inserting an input box into an equation

Specifying options for label and decoration

You can attach both a label and decorations to an input box.

Input Box Label

If you want to attach a label, you must specify whether the label will be placed at the top or bottom of the input box.

Input Box Decoration

You can attach decorations to the top and bottom of the input box but you must add each decoration individually. Just click the decoration you want to add and then click Insert.

Inserting other math forms

You do not have to close the Insert dialog box after inserting a math form. Instead, you can leave the Insert Math Form dialog box open as you work in your equation.

{button ,AL(`H_INSERTING_AN_INPUT_BOX_INTO_AN_EQUATION_STEPS',1)} Go to procedure

{button ,AL(`H_INSERTING_AN_OPERATOR_INTO_AN_EQUATION_STEPS;H_REVISING_AN_OPERATOR_IN_AN_EQUATION_STEPS;H_INSERTING_A_BRACKET_INTO_AN_EQUATION_STEPS;H_REVISING_A_BRACKET_IN_AN_EQUATION_STEPS;H_INSERTING_A_FUNCTION_INTO_AN_EQUATION_STEPS;H_REVISING_A_FUNCTION_IN_AN_EQUATION_STEPS;H_CREATING_A_CUSTOM_FUNCTION_IN_AN_EQUATION_STEPS;H_REVISING_A_CUSTOM_FUNCTION_IN_AN_EQUATION_STEPS;H_INSERTING_AN_INPUT_BOX_INTO_AN_EQUATION_STEPS;H_REVISING_AN_INPUT_BOX_IN_AN_EQUATION_STEPS;H_INSERTING_A_MATRIX_INTO_AN_EQUATION_STEPS;H_INSERTING_ROWS_OR_COLUMNS_INTO_A_MATRIX_IN_AN_EQUATION_STEPS;H_DELETING_ROWS_OR_COLUMNS_FROM_A_MATRIX_IN_AN_EQUATION_STEPS;H_REVISING_THE_POSITION_AND_ALIGNMENT_OF_A_MATRIX_IN_AN_EQUATION_STEPS;H_INSERTING_A_SPACE_INTO_AN_EQUATION_STEPS;H_REVISING_A_SPACE_IN_AN_EQUATION_STEPS;H_INSERTING_A_BINOMIAL_INTO_AN_EQUATION_STEPS;H_REVISING_A_BINOMIAL_IN_AN_EQUATION_STEPS',0)} See related topics

Inserting an input box into an equation

1. Click an equation.
2. Choose Equation - Insert Math Form.
3. Choose Input Box.

4. Specify "Label" and "Decoration" options.

   {button ,AL(`H_INSERTING_AN_INPUT_BOX_INTO_AN_EQUATION_DETAILS',1)} See details
5. Click Insert.
6. Click Cancel or insert other math forms.

{button ,AL(`H_INSERTING_AN_INPUT_BOX_INTO_AN_EQUATION_DETAILS',1)} See details

{button ,AL(`H_INSERTING_AN_OPERATOR_INTO_AN_EQUATION_STEPS;H_REVISING_AN_OPERATOR_IN_AN_EQUATION_STEPS;H_INSERTING_A_BRACKET_INTO_AN_EQUATION_STEPS;H_REVISING_A_BRACKET_IN_AN_EQUATION_STEPS;H_INSERTING_A_FUNCTION_INTO_AN_EQUATION_STEPS;H_REVISING_A_FUNCTION_IN_AN_EQUATION_STEPS;H_CREATING_A_CUSTOM_FUNCTION_IN_AN_EQUATION_STEPS;H_REVISING_A_CUSTOM_FUNCTION_IN_AN_EQUATION_STEPS;H_INSERTING_AN_INPUT_BOX_INTO_AN_EQUATION_STEPS;H_REVISING_AN_INPUT_BOX_IN_AN_EQUATION_STEPS;H_INSERTING_A_MATRIX_INTO_AN_EQUATION_STEPS;H_INSERTING_ROWS_OR_COLUMNS_INTO_A_MATRIX_IN_AN_EQUATION_STEPS;H_DELETING_ROWS_OR_COLUMNS_FROM_A_MATRIX_IN_AN_EQUATION_STEPS;H_REVISING_THE_POSITION_AND_ALIGNMENT_OF_A_MATRIX_IN_AN_EQUATION_STEPS;H_INSERTING_A_SPACE_INTO_AN_EQUATION_STEPS;H_REVISING_A_SPACE_IN_AN_EQUATION_STEPS;H_INSERTING_A_BINOMIAL_INTO_AN_EQUATION_STEPS;H_REVISING_A_BINOMIAL_IN_AN_EQUATION_STEPS',0)} See related topics

Details: Inserting an operator into an equation

Clicking an operator symbol and specifying its size

There are 18 operators available on the Insert Operator panel.

Once you specify which operator you want to insert, you can specify whether the operator will appear bigger or smaller than the normal equation text size.

Choosing Auto tells Word Pro to match the operator size with the other elements in the equation.

Specifying the position of the operator's limits

Before you insert an operator, you can specify the position of its limits.

The position of an operator's limits is always in relation to the operator itself. For example, if you are inserting the Sum operator and you specify Above/Below, the limits to that operator can be entered above and below the operator and will be a part of that operator element.

Inserting other math forms

You do not have to close the Insert dialog box after inserting a math form. Instead, you can leave the Insert Math Form dialog box open as you work in your equation.

{button ,AL(`H_INSERTING_AN_OPERATOR_INTO_AN_EQUATION_STEPS',1)} Go to procedure

{button ,AL(`H_INSERTING_AN_OPERATOR_INTO_AN_EQUATION_STEPS;H_REVISING_AN_OPERATOR_IN_AN_EQUATION_STEPS;H_INSERTING_A_BRACKET_INTO_AN_EQUATION_STEPS;H_REVISING_A_BRACKET_IN_AN_EQUATION_STEPS;H_INSERTING_A_FUNCTION_INTO_AN_EQUATION_STEPS;H_REVISING_A_FUNCTION_IN_AN_EQUATION_STEPS;H_CREATING_A_CUSTOM_FUNCTION_IN_AN_EQUATION_STEPS;H_REVISING_A_CUSTOM_FUNCTION_IN_AN_EQUATION_STEPS;H_INSERTING_AN_INPUT_BOX_INTO_AN_EQUATION_STEPS;H_REVISING_AN_INPUT_BOX_IN_AN_EQUATION_STEPS;H_INSERTING_A_MATRIX_INTO_AN_EQUATION_STEPS;H_INSERTING_ROWS_OR_COLUMNS_INTO_A_MATRIX_IN_AN_EQUATION_STEPS;H_DELETING_ROWS_OR_COLUMNS_FROM_A_MATRIX_IN_AN_EQUATION_STEPS;H_REVISING_THE_POSITION_AND_ALIGNMENT_OF_A_MATRIX_IN_AN_EQUATION_STEPS;H_INSERTING_A_SPACE_INTO_AN_EQUATION_STEPS;H_REVISING_A_SPACE_IN_AN_EQUATION_STEPS;H_INSERTING_A_BINOMIAL_INTO_AN_EQUATION_STEPS;H_REVISING_A_BINOMIAL_IN_AN_EQUATION_STEPS',0)} See related topics

Inserting an operator into an equation

1. Click an equation.
2. Choose Equation - Insert Math Form.
3. Choose Operator.
4. Click an operator symbol and specify its size.
   {button ,AL(`H_INSERTING_AN_OPERATOR_INTO_AN_EQUATION_DETAILS',1)} See details
5. Specify the position of the operator's limits.
   {button ,AL(`H_INSERTING_AN_OPERATOR_INTO_AN_EQUATION_DETAILS',1)} See details
6. Click Insert.
7. Insert other math forms or click Cancel.

{button ,AL(`H_INSERTING_AN_OPERATOR_INTO_AN_EQUATION_DETAILS',1)} See details

{button ,AL(`H_INSERTING_AN_OPERATOR_INTO_AN_EQUATION_STEPS;H_REVISING_AN_OPERATOR_IN_AN_EQUATION_STEPS;H_INSERTING_A_BRACKET_INTO_AN_EQUATION_STEPS;H_REVISING_A_BRACKET_IN_AN_EQUATION_STEPS;H_INSERTING_A_FUNCTION_INTO_AN_EQUATION_STEPS;H_REVISING_A_FUNCTION_IN_AN_EQUATION_STEPS;H_CREATING_A_CUSTOM_FUNCTION_IN_AN_EQUATION_STEPS;H_REVISING_A_CUSTOM_FUNCTION_IN_AN_EQUATION_STEPS;H_INSERTING_AN_INPUT_BOX_INTO_AN_EQUATION_STEPS;H_REVISING_AN_INPUT_BOX_IN_AN_EQUATION_STEPS;H_INSERTING_A_MATRIX_INTO_AN_EQUATION_STEPS;H_INSERTING_ROWS_OR_COLUMNS_INTO_A_MATRIX_IN_AN_EQUATION_STEPS;H_DELETING_ROWS_OR_COLUMNS_FROM_A_MATRIX_IN_AN_EQUATION_STEPS;H_REVISING_THE_POSITION_AND_ALIGNMENT_OF_A_MATRIX_IN_AN_EQUATION_STEPS;H_INSERTING_A_SPACE_INTO_AN_EQUATION_STEPS;H_REVISING_A_SPACE_IN_AN_EQUATION_STEPS;H_INSERTING_A_BINOMIAL_INTO_AN_EQUATION_STEPS;H_REVISING_A_BINOMIAL_IN_AN_EQUATION_STEPS',0)} See related topics

Details: Inserting a binomial into an equation

Specifying options for the binomial

Specifying the line option for the binomial
You can choose to have a normal line, a thick line, or no line in your binomial.

Specifying the size option for the binomial
You can choose to make the binomial big or small or you can choose to link its size to the size of the other elements in the equation.

Specifying the left and right delimiters for the binomial
You can choose to include a left and/or right delimiter and you can specify the type of delimiter in the drop-down combo boxes labeled Left Delimiter and Right Delimiter.

Inserting other math forms

You do not have to close the Insert dialog box after inserting a math form. Instead, you can leave the Insert Math Form dialog box open as you work in your equation.

{button ,AL(`H_INSERTING_A_BINOMIAL_INTO_AN_EQUATION_STEPS',1)} Go to procedure

{button ,AL(`H_INSERTING_AN_OPERATOR_INTO_AN_EQUATION_STEPS;H_REVISING_AN_OPERATOR_IN_AN_EQUATION_STEPS;H_INSERTING_A_BRACKET_INTO_AN_EQUATION_STEPS;H_REVISING_A_BRACKET_IN_AN_EQUATION_STEPS;H_INSERTING_A_FUNCTION_INTO_AN_EQUATION_STEPS;H_REVISING_A_FUNCTION_IN_AN_EQUATION_STEPS;H_CREATING_A_CUSTOM_FUNCTION_IN_AN_EQUATION_STEPS;H_REVISING_A_CUSTOM_FUNCTION_IN_AN_EQUATION_STEPS;H_INSERTING_AN_INPUT_BOX_INTO_AN_EQUATION_STEPS;H_REVISING_AN_INPUT_BOX_IN_AN_EQUATION_STEPS;H_INSERTING_A_MATRIX_INTO_AN_EQUATION_STEPS;H_INSERTING_ROWS_OR_COLUMNS_INTO_A_MATRIX_IN_AN_EQUATION_STEPS;H_DELETING_ROWS_OR_COLUMNS_FROM_A_MATRIX_IN_AN_EQUATION_STEPS;H_REVISING_THE_POSITION_AND_ALIGNMENT_OF_A_MATRIX_IN_AN_EQUATION_STEPS;H_INSERTING_A_SPACE_INTO_AN_EQUATION_STEPS;H_REVISING_A_SPACE_IN_AN_EQUATION_STEPS;H_INSERTING_A_BINOMIAL_INTO_AN_EQUATION_STEPS;H_REVISING_A_BINOMIAL_IN_AN_EQUATION_STEPS',0)} See related topics

Inserting a binomial into an equation

1. Click an equation.
2. Choose Equation - Insert Math Form.
3. Choose Binomial.

4. Select a "Line" option for the binomial.
5. Select a "Size" option for the binomial.
6. Specify the left and right delimiters for the binomial.

   {button ,AL(`H_INSERTING_A_BINOMIAL_INTO_AN_EQUATION_DETAILS',1)} See details
7. Click Insert.
8. Click Cancel or insert other math forms.

{button ,AL(`H_INSERTING_A_BINOMIAL_INTO_AN_EQUATION_DETAILS',1)} See details

{button ,AL(`H_INSERTING_AN_OPERATOR_INTO_AN_EQUATION_STEPS;H_REVISING_AN_OPERATOR_IN_AN_EQUATION_STEPS;H_INSERTING_A_BRACKET_INTO_AN_EQUATION_STEPS;H_REVISING_A_BRACKET_IN_AN_EQUATION_STEPS;H_INSERTING_A_FUNCTION_INTO_AN_EQUATION_STEPS;H_REVISING_A_FUNCTION_IN_AN_EQUATION_STEPS;H_CREATING_A_CUSTOM_FUNCTION_IN_AN_EQUATION_STEPS;H_REVISING_A_CUSTOM_FUNCTION_IN_AN_EQUATION_STEPS;H_INSERTING_AN_INPUT_BOX_INTO_AN_EQUATION_STEPS;H_REVISING_AN_INPUT_BOX_IN_AN_EQUATION_STEPS;H_INSERTING_A_MATRIX_INTO_AN_EQUATION_STEPS;H_INSERTING_ROWS_OR_COLUMNS_INTO_A_MATRIX_IN_AN_EQUATION_STEPS;H_DELETING_ROWS_OR_COLUMNS_FROM_A_MATRIX_IN_AN_EQUATION_STEPS;H_REVISING_THE_POSITION_AND_ALIGNMENT_OF_A_MATRIX_IN_AN_EQUATION_STEPS;H_INSERTING_A_SPACE_INTO_AN_EQUATION_STEPS;H_REVISING_A_SPACE_IN_AN_EQUATION_STEPS;H_INSERTING_A_BINOMIAL_INTO_AN_EQUATION_STEPS;H_REVISING_A_BINOMIAL_IN_AN_EQUATION_STEPS',0)} See related topics

Details: Inserting a bracket into an equation

Specifying a bracket

The Insert Brackets panel of the Insert dialog box contains two drop-down list boxes labeled Left Bracket and Right Bracket.

Clicking the drop-down list box reveals its contents so you can specify one of the brackets by clicking it with your mouse.

Inserting other math forms

You do not have to close the Insert dialog box after inserting a math form. Instead, you can leave the Insert Math Form dialog box open as you work in your equation.

{button ,AL(`H_INSERTING_A_BRACKET_INTO_AN_EQUATION_STEPS',1)} Go to procedure

{button ,AL(`H_INSERTING_AN_OPERATOR_INTO_AN_EQUATION_STEPS;H_REVISING_AN_OPERATOR_IN_AN_EQUATION_STEPS;H_INSERTING_A_BRACKET_INTO_AN_EQUATION_STEPS;H_REVISING_A_BRACKET_IN_AN_EQUATION_STEPS;H_INSERTING_A_FUNCTION_INTO_AN_EQUATION_STEPS;H_REVISING_A_FUNCTION_IN_AN_EQUATION_STEPS;H_CREATING_A_CUSTOM_FUNCTION_IN_AN_EQUATION_STEPS;H_REVISING_A_CUSTOM_FUNCTION_IN_AN_EQUATION_STEPS;H_INSERTING_AN_INPUT_BOX_INTO_AN_EQUATION_STEPS;H_REVISING_AN_INPUT_BOX_IN_AN_EQUATION_STEPS;H_INSERTING_A_MATRIX_INTO_AN_EQUATION_STEPS;H_INSERTING_ROWS_OR_COLUMNS_INTO_A_MATRIX_IN_AN_EQUATION_STEPS;H_DELETING_ROWS_OR_COLUMNS_FROM_A_MATRIX_IN_AN_EQUATION_STEPS;H_REVISING_THE_POSITION_AND_ALIGNMENT_OF_A_MATRIX_IN_AN_EQUATION_STEPS;H_INSERTING_A_SPACE_INTO_AN_EQUATION_STEPS;H_REVISING_A_SPACE_IN_AN_EQUATION_STEPS;H_INSERTING_A_BINOMIAL_INTO_AN_EQUATION_STEPS;H_REVISING_A_BINOMIAL_IN_AN_EQUATION_STEPS',0)} See related topics

Inserting a bracket into an equation

1. Click an equation.
2. Choose Equation - Insert Math Form.
3. Choose Brackets.

4. Specify a Left Bracket.
5. Specify a Right Bracket.

   {button ,AL(`H_INSERTING_A_BRACKET_INTO_AN_EQUATION_DETAILS',1)} See details
6. Click Insert.
7. Insert other math forms or click Cancel.

{button ,AL(`H_INSERTING_A_BRACKET_INTO_AN_EQUATION_DETAILS',1)} See details

{button ,AL(`H_INSERTING_AN_OPERATOR_INTO_AN_EQUATION_STEPS;H_REVISING_AN_OPERATOR_IN_AN_EQUATION_STEPS;H_INSERTING_A_BRACKET_INTO_AN_EQUATION_STEPS;H_REVISING_A_BRACKET_IN_AN_EQUATION_STEPS;H_INSERTING_A_FUNCTION_INTO_AN_EQUATION_STEPS;H_REVISING_A_FUNCTION_IN_AN_EQUATION_STEPS;H_CREATING_A_CUSTOM_FUNCTION_IN_AN_EQUATION_STEPS;H_REVISING_A_CUSTOM_FUNCTION_IN_AN_EQUATION_STEPS;H_INSERTING_AN_INPUT_BOX_INTO_AN_EQUATION_STEPS;H_REVISING_AN_INPUT_BOX_IN_AN_EQUATION_STEPS;H_INSERTING_A_MATRIX_INTO_AN_EQUATION_STEPS;H_INSERTING_ROWS_OR_COLUMNS_INTO_A_MATRIX_IN_AN_EQUATION_STEPS;H_DELETING_ROWS_OR_COLUMNS_FROM_A_MATRIX_IN_AN_EQUATION_STEPS;H_REVISING_THE_POSITION_AND_ALIGNMENT_OF_A_MATRIX_IN_AN_EQUATION_STEPS;H_INSERTING_A_SPACE_INTO_AN_EQUATION_STEPS;H_REVISING_A_SPACE_IN_AN_EQUATION_STEPS;H_INSERTING_A_BINOMIAL_INTO_AN_EQUATION_STEPS;H_REVISING_A_BINOMIAL_IN_AN_EQUATION_STEPS',0)} See related topics

Details: Inserting a fraction into an equation

When you insert a fraction, it appears as a blank fraction template with two small boxes on top of each other and a line in between.

The top box is the placeholder for the numerator and the bottom box is the placeholder for the denominator.

Press TAB to move between the denominator and numerator.

Use the Revise Fraction dialog box to specify the size of the fraction or change the separator line.

{button ,AL(`H_INSERTING_A_FRACTION_INTO_AN_EQUATION_STEPS',1)} Go to procedure

{button ,AL(`H_INSERTING_A_FRACTION_INTO_AN_EQUATION_STEPS;H_REVISING_A_FRACTION_IN_AN_EQUATION_STEPS;H_CHANGING_A_FRACTIONS_VALUE_IN_AN_EQUATION_STEPS',0)} See related topics

Inserting a fraction into an equation

1. Click an equation.
2. Choose Equation - Insert Math Form.
3. Choose Fraction.

4. Place the insertion point in the numerator box.
5. Type the numerator value.
6. Press TAB.
7. Type the denominator value.

{button ,AL(`H_INSERTING_A_FRACTION_INTO_AN_EQUATION_DETAILS',1)} See details

{button ,AL(`H_INSERTING_A_FRACTION_INTO_AN_EQUATION_STEPS;H_REVISING_A_FRACTION_IN_AN_EQUATION_STEPS;H_CHANGING_A_FRACTIONS_VALUE_IN_AN_EQUATION_STEPS',0)} See related topics

Details: Inserting a function into an equation

Specifying a function
Specify a function by clicking its name in the Functions scroll box.

Automatic Substitutions
You can insert a function by typing in the function name. You can see the list of available function names by choosing Equation - Global Settings and then clicking Automatic Substitutions.

Inserting other math forms
You do not have to close the Insert dialog box after inserting a math form. Instead, you can leave the Insert Math Form dialog box open as you work in your equation.

{button ,AL(`H_INSERTING_A_FUNCTION_INTO_AN_EQUATION_STEPS',1)} Go to procedure

{button ,AL(`H_INSERTING_AN_OPERATOR_INTO_AN_EQUATION_STEPS;H_REVISING_AN_OPERATOR_IN_AN_EQUATION_STEPS;H_INSERTING_A_BRACKET_INTO_AN_EQUATION_STEPS;H_REVISING_A_BRACKET_IN_AN_EQUATION_STEPS;H_INSERTING_A_FUNCTION_INTO_AN_EQUATION_STEPS;H_REVISING_A_FUNCTION_IN_AN_EQUATION_STEPS;H_CREATING_A_CUSTOM_FUNCTION_IN_AN_EQUATION_STEPS;H_REVISING_A_CUSTOM_FUNCTION_IN_AN_EQUATION_STEPS;H_INSERTING_AN_INPUT_BOX_INTO_AN_EQUATION_STEPS;H_REVISING_AN_INPUT_BOX_IN_AN_EQUATION_STEPS;H_INSERTING_A_MATRIX_INTO_AN_EQUATION_STEPS;H_INSERTING_ROWS_OR_COLUMNS_INTO_A_MATRIX_IN_AN_EQUATION_STEPS;H_DELETING_ROWS_OR_COLUMNS_FROM_A_MATRIX_IN_AN_EQUATION_STEPS;H_REVISING_THE_POSITION_AND_ALIGNMENT_OF_A_MATRIX_IN_AN_EQUATION_STEPS;H_INSERTING_A_SPACE_INTO_AN_EQUATION_STEPS;H_REVISING_A_SPACE_IN_AN_EQUATION_STEPS;H_INSERTING_A_BINOMIAL_INTO_AN_EQUATION_STEPS;H_REVISING_A_BINOMIAL_IN_AN_EQUATION_STEPS',0)} See related topics

Inserting a function into an equation

1. Click an equation.
2. Choose Equation - Insert Math Form.
3. Choose Function.

4. Specify a function.

   {button ,AL(`H_INSERTING_A_FUNCTION_INTO_AN_EQUATION_DETAILS',1)} See details
5. Click Insert.
6. Click Cancel or insert other math forms.

{button ,AL(`H_INSERTING_A_FUNCTION_INTO_AN_EQUATION_DETAILS',1)} See details

{button ,AL(`H_INSERTING_AN_OPERATOR_INTO_AN_EQUATION_STEPS;H_REVISING_AN_OPERATOR_IN_AN_EQUATION_STEPS;H_INSERTING_A_BRACKET_INTO_AN_EQUATION_STEPS;H_REVISING_A_BRACKET_IN_AN_EQUATION_STEPS;H_INSERTING_A_FUNCTION_INTO_AN_EQUATION_STEPS;H_REVISING_A_FUNCTION_IN_AN_EQUATION_STEPS;H_CREATING_A_CUSTOM_FUNCTION_IN_AN_EQUATION_STEPS;H_REVISING_A_CUSTOM_FUNCTION_IN_AN_EQUATION_STEPS;H_INSERTING_AN_INPUT_BOX_INTO_AN_EQUATION_STEPS;H_REVISING_AN_INPUT_BOX_IN_AN_EQUATION_STEPS;H_INSERTING_A_MATRIX_INTO_AN_EQUATION_STEPS;H_INSERTING_ROWS_OR_COLUMNS_INTO_A_MATRIX_IN_AN_EQUATION_STEPS;H_DELETING_ROWS_OR_COLUMNS_FROM_A_MATRIX_IN_AN_EQUATION_STEPS;H_REVISING_THE_POSITION_AND_ALIGNMENT_OF_A_MATRIX_IN_AN_EQUATION_STEPS;H_INSERTING_A_SPACE_INTO_AN_EQUATION_STEPS;H_REVISING_A_SPACE_IN_AN_EQUATION_STEPS;H_INSERTING_A_BINOMIAL_INTO_AN_EQUATION_STEPS;H_REVISING_A_BINOMIAL_IN_AN_EQUATION_STEPS',0)} See related topics

Details: Inserting a function with automatic substitution

Typing the name of the function

Word Pro will substitute the function name marked as a function as soon as you type the last character in the function name.

If you are not sure of the exact function name, choose Equation - Global Settings and click Automatic Substitutions to see a complete list of function names.

{button ,AL(`H_INSERTING_A_FUNCTION_WITH_AUTOMATIC_SUBSTITUTION_STEPS',1)} Go to procedure

{button ,AL(`H_AUTOMATIC_SUBSTITUTIONS_OVER;H_INSERTING_A_FUNCTION_WITH_AUTOMATIC_SUBSTITUTION_STEPS;H_VIEWING_THE_LIST_OF_FUNCTION_NAMES_FOR_AUTOMATIC_SUBSTITUTION_STEPS;H_TURNING_AUTOMATIC_SUBSTITUTION_OFF_FOR_EQUATIONS_STEPS;H_TURNING_AUTOMATIC_SUBSTITUTION_ON_FOR_EQUATIONS_STEPS',0)} See related topics

Inserting a function with automatic substitution

1. Click the equation.
2. Place the insertion point where you want to insert the function name.
3. Choose Equation - Math Mode.

Tip

4. Type the name of the function.

{button ,AL(`H_INSERTING_A_FUNCTION_WITH_AUTOMATIC_SUBSTITUTION_DETAILS',1)} See details

{button ,AL(`H_AUTOMATIC_SUBSTITUTIONS_OVER;H_VIEWING_THE_LIST_OF_FUNCTION_NAMES_FOR_AUTOMATIC_SUBSTITUTION_STEPS;H_TURNING_AUTOMATIC_SUBSTITUTION_OFF_FOR_EQUATIONS_STEPS;H_TURNING_AUTOMATIC_SUBSTITUTION_ON_FOR_EQUATIONS_STEPS',0)} See related topics

Details: Inserting a line break in an equation

Word Pro uses an equation array to store multi-line equations. When you insert a line break, Word Pro places all the text before the line break in the first row of the array and all the text after the break in the second row of the array.

{button ,AL(`H_INSERTING_A_LINE_BREAK_IN_AN_EQUATION_STEPS',1)} Go to procedure

{button ,AL(`H_INSERTING_A_SPACE_INTO_AN_EQUATION_STEPS',0)} See related topics

Inserting a line break in an equation

1. Click the equation.
2. Place the insertion point where you want to insert the line break.
3. Press ENTER.

{button ,AL(`H_INSERTING_A_LINE_BREAK_IN_AN_EQUATION_DETAILS',1)} See details
{button ,AL(`H_INSERTING_A_SPACE_INTO_AN_EQUATION_STEPS',0)} See related topics

Details: Inserting a matrix into an equation

Specifying the number of columns and rows

You must specify the number of columns and rows in your matrix. The preview box illustrates where the rows or columns will be inserted.

Specifying the position of the matrix

You can specify whether the matrix will be placed at the top, bottom, or center of the equation.

Specifying the alignment of the matrix contents

You can specify whether you want the contents of the matrix to be aligned to the left, center, or right of each column.

Inserting other math forms

You do not have to close the Insert dialog box after inserting a math form. Instead, you can leave the Insert Math Form dialog box open as you work in your equation.

{button ,AL(`H_INSERTING_A_MATRIX_INTO_AN_EQUATION_STEPS',1)} Go to procedure

{button ,AL(`H_INSERTING_AN_OPERATOR_INTO_AN_EQUATION_STEPS;H_REVISING_AN_OPERATOR_IN_AN_EQUATION_STEPS;H_INSERTING_A_BRACKET_INTO_AN_EQUATION_STEPS;H_REVISING_A_BRACKET_IN_AN_EQUATION_STEPS;H_INSERTING_A_FUNCTION_INTO_AN_EQUATION_STEPS;H_REVISING_A_FUNCTION_IN_AN_EQUATION_STEPS;H_CREATING_A_CUSTOM_FUNCTION_IN_AN_EQUATION_STEPS;H_REVISING_A_CUSTOM_FUNCTION_IN_AN_EQUATION_STEPS;H_INSERTING_AN_INPUT_BOX_INTO_AN_EQUATION_STEPS;H_REVISING_AN_INPUT_BOX_IN_AN_EQUATION_STEPS;H_INSERTING_A_MATRIX_INTO_AN_EQUATION_STEPS;H_INSERTING_ROWS_OR_COLUMNS_INTO_A_MATRIX_IN_AN_EQUATION_STEPS;H_DELETING_ROWS_OR_COLUMNS_FROM_A_MATRIX_IN_AN_EQUATION_STEPS;H_REVISING_THE_POSITION_AND_ALIGNMENT_OF_A_MATRIX_IN_AN_EQUATION_STEPS;H_INSERTING_A_SPACE_INTO_AN_EQUATION_STEPS;H_REVISING_A_SPACE_IN_AN_EQUATION_STEPS;H_INSERTING_A_BINOMIAL_INTO_AN_EQUATION_STEPS;H_REVISING_A_BINOMIAL_IN_AN_EQUATION_STEPS',0)} See related topics

Inserting a matrix into an equation

1. Click an equation.
2. Choose Equation - Insert Math Form.
3. Choose Matrix.

4. Specify the number of columns and rows.
5. Specify the position of the matrix.
6. Specify the alignment of the matrix contents.
   {button ,AL(`H_INSERTING_A_MATRIX_INTO_AN_EQUATION_DETAILS',1)} See details
7. Click Insert.
8. Click Cancel or insert other math forms.

{button ,AL(`H_INSERTING_A_MATRIX_INTO_AN_EQUATION_DETAILS',1)} See details

{button ,AL(`H_INSERTING_AN_OPERATOR_INTO_AN_EQUATION_STEPS;H_REVISING_AN_OPERATOR_IN_AN_EQUATION_STEPS;H_INSERTING_A_BRACKET_INTO_AN_EQUATION_STEPS;H_REVISING_A_BRACKET_IN_AN_EQUATION_STEPS;H_INSERTING_A_FUNCTION_INTO_AN_EQUATION_STEPS;H_REVISING_A_FUNCTION_IN_AN_EQUATION_STEPS;H_CREATING_A_CUSTOM_FUNCTION_IN_AN_EQUATION_STEPS;H_REVISING_A_CUSTOM_FUNCTION_IN_AN_EQUATION_STEPS;H_INSERTING_AN_INPUT_BOX_INTO_AN_EQUATION_STEPS;H_REVISING_AN_INPUT_BOX_IN_AN_EQUATION_STEPS;H_INSERTING_A_MATRIX_INTO_AN_EQUATION_STEPS;H_INSERTING_ROWS_OR_COLUMNS_INTO_A_MATRIX_IN_AN_EQUATION_STEPS;H_DELETING_ROWS_OR_COLUMNS_FROM_A_MATRIX_IN_AN_EQUATION_STEPS;H_REVISING_THE_POSITION_AND_ALIGNMENT_OF_A_MATRIX_IN_AN_EQUATION_STEPS;H_INSERTING_A_SPACE_INTO_AN_EQUATION_STEPS;H_REVISING_A_SPACE_IN_AN_EQUATION_STEPS;H_INSERTING_A_BINOMIAL_INTO_AN_EQUATION_STEPS;H_REVISING_A_BINOMIAL_IN_AN_EQUATION_STEPS',0)} See related topics

Details: Inserting a radical into an equation

When you insert a radical, it appears as a radical symbol over a small box.

The small box under the symbol is the radicand value.

By default, the root index is 2 (a square root) and does not appear.

Press TAB to move from the radicand to the root index value.

{button ,AL(`H_INSERTING_A_RADICAL_INTO_AN_EQUATION_STEPS',1)} Go to procedure

{button ,AL(`H_INSERTING_A_RADICAL_INTO_AN_EQUATION_STEPS;H_CHANGING_THE_RADICAND_VALUE_IN_AN_EQUATION_STEPS;H_CHANGING_THE_ROOT_INDEX_VALUE_WITH_THE_TAB_KEY_STEPS;H_CHANGING_A_ROOT_INDEX_VALUE_WITH_THE_REVISE_DIALOG_BOX_STEPS',0)} See related topics

Inserting a radical into an equation

1. Click an equation.
2. Choose Equation - Insert Math Form.
3. Choose Radical.

4. Place the insertion point in the radicand box.
5. Type the radicand value.
6. Press TAB.
7. Type the root index value, if necessary.

{button ,AL(`H_INSERTING_A_RADICAL_INTO_AN_EQUATION_DETAILS',1)} See details

{button ,AL(`H_INSERTING_A_RADICAL_INTO_AN_EQUATION_STEPS;H_CHANGING_THE_RADICAND_VALUE_IN_AN_EQUATION_STEPS;H_CHANGING_THE_ROOT_INDEX_VALUE_WITH_THE_TAB_KEY_STEPS;H_CHANGING_A_ROOT_INDEX_VALUE_WITH_THE_REVISE_DIALOG_BOX_STEPS',0)} See related topics

Details: Inserting a space into an equation

Specifying the type of space you want to insert

There are ten types of spaces which you can insert into an equation:

Normal Space
A space which is 1/6 the width of an "M" character. The width of this space will change when you change the font or font size of the surrounding characters.

Required Space
A normal space which will always stay the same width once you create it.

Non-Breaking Space
A normal space which will not provide a breaking point when it falls at the end of a line.

Em Space
A space which is the width of an "M" character.

2-Em Space
A space which is double the width of an "M" character.

Thin Space
A space which is 2/9 the width of an "M" character.

Thick Space
A space which is 5/18 the width of an "M" character.

Italic Correction
An italic correction space is inserted at the end of an italicized word which is immediately followed by a non-italic word or character. The size of this space depends on the italic character to the left. This space adds a cushion between italic and normal text so the italicized text does not appear to lean into the normal text.

Negative Thin Space
A space which is -2/9 the width of an "M" character.

Zero Space
A space which is 0 times the width of an "M" character. The zero space is used in prescripts because a script character will adjust its size and position according to the size and position of the character immediately to its left. For example, in the following expression:

The 2 would normally adjust its size and position to the size and position of the SUM operator. To prevent this, you insert a zero space followed by the subscript 2, then the Z and the subscript 3. The zero space allows the 2 to avoid the attributes of the SUM operator and act as a prescript to the Z.

Inserting other math forms

You do not have to close the Insert dialog box after inserting a math form. Instead, you can leave the Insert Math Form dialog box open as you work in your equation.

{button ,AL(`H_INSERTING_A_SPACE_INTO_AN_EQUATION_STEPS',1)} Go to procedure

{button ,AL(`H_INSERTING_AN_OPERATOR_INTO_AN_EQUATION_STEPS;H_REVISING_AN_OPERATOR_IN_AN_EQUATION_STEPS;H_INSERTING_A_BRACKET_INTO_AN_EQUATION_STEPS;H_REVISING_A_BRACKET_IN_AN_EQUATION_STEPS;H_INSERTING_A_FUNCTION_INTO_AN_EQUATION_STEPS;H_REVISING_A_FUNCTION_IN_AN_EQUATION_STEPS;H_CREATING_A_CUSTOM_FUNCTION_IN_AN_EQUATION_STEPS;H_REVISING_A_CUSTOM_FUNCTION_IN_AN_EQUATION_STEPS;H_INSERTING_AN_INPUT_BOX_INTO_AN_EQUATION_STEPS;H_REVISING_AN_INPUT_BOX_IN_AN_EQUATION_STEPS;H_INSERTING_A_MATRIX_INTO_AN_EQUATION_STEPS;H_INSERTING_ROWS_OR_COLUMNS_INTO_A_MATRIX_IN_AN_EQUATION_STEPS;H_DELETING_ROWS_OR_COLUMNS_FROM_A_MATRIX_IN_AN_EQUATION_STEPS;H_REVISING_THE_POSITION_AND_ALIGNMENT_OF_A_MATRIX_IN_AN_EQUATION_STEPS;H_INSERTING_A_SPACE_INTO_AN_EQUATION_STEPS;H_REVISING_A_SPACE_IN_AN_EQUATION_STEPS;H_INSERTING_A_BINOMIAL_INTO_AN_EQUATION_STEPS;H_REVISING_A_BINOMIAL_IN_AN_EQUATION_STEPS',0)} See related

topics

Inserting a space into an equation

1. Click an equation.
2. Choose Equation - Insert Math Form.
3. Choose Space.

4. Specify the type of space you want to insert.

   {button ,AL(`H_INSERTING_A_SPACE_INTO_AN_EQUATION_DETAILS',1)} See details
5. Click Insert.
6. Click Cancel or insert other math forms.

{button ,AL(`H_INSERTING_A_SPACE_INTO_AN_EQUATION_DETAILS',1)} See details

{button ,AL(`H_INSERTING_AN_OPERATOR_INTO_AN_EQUATION_STEPS;H_REVISING_AN_OPERATOR_IN_AN_EQUATION_STEPS;H_INSERTING_A_BRACKET_INTO_AN_EQUATION_STEPS;H_REVISING_A_BRACKET_IN_AN_EQUATION_STEPS;H_INSERTING_A_FUNCTION_INTO_AN_EQUATION_STEPS;H_REVISING_A_FUNCTION_IN_AN_EQUATION_STEPS;H_CREATING_A_CUSTOM_FUNCTION_IN_AN_EQUATION_STEPS;H_REVISING_A_CUSTOM_FUNCTION_IN_AN_EQUATION_STEPS;H_INSERTING_AN_INPUT_BOX_INTO_AN_EQUATION_STEPS;H_REVISING_AN_INPUT_BOX_IN_AN_EQUATION_STEPS;H_INSERTING_A_MATRIX_INTO_AN_EQUATION_STEPS;H_INSERTING_ROWS_OR_COLUMNS_INTO_A_MATRIX_IN_AN_EQUATION_STEPS;H_DELETING_ROWS_OR_COLUMNS_FROM_A_MATRIX_IN_AN_EQUATION_STEPS;H_REVISING_THE_POSITION_AND_ALIGNMENT_OF_A_MATRIX_IN_AN_EQUATION_STEPS;H_INSERTING_A_SPACE_INTO_AN_EQUATION_STEPS;H_REVISING_A_SPACE_IN_AN_EQUATION_STEPS;H_INSERTING_A_BINOMIAL_INTO_AN_EQUATION_STEPS;H_REVISING_A_BINOMIAL_IN_AN_EQUATION_STEPS',0)} See related topics

Details: Inserting a subscript element into an equation

When you insert a subscript element, it appears as a small box.

This box is a placeholder for the subscript value.

There is no Revise dialog box for Subscript elements.

{button ,AL(`H_INSERTING_A_SUBSCRIPT_ELEMENT_INTO_AN_EQUATION_STEPS',1)} Go to procedure

{button ,AL(`H_INSERTING_A_SUPERSCRIPT_ELEMENT_INTO_AN_EQUATION_STEPS;H_REVISING_A_SUPERSCRIPT_ELEMENT_IN_AN_EQUATION_STEPS;H_INSERTING_A_SUBSCRIPT_ELEMENT_INTO_AN_EQUATION_STEPS;H_REVISING_A_SUBSCRIPT_ELEMENT_IN_AN_EQUATION_STEPS',0)} See related topics

Inserting a subscript element into an equation

1. Click an equation.
2. Choose Equation - Insert Math Form.
3. Choose Subscript.

4. Place the insertion point in the subscript value box.
5. Type the subscript value.

   {button ,AL(`H_INSERTING_A_SUBSCRIPT_ELEMENT_INTO_AN_EQUATION_DETAILS',1)} See details
6. Exit equation mode by clicking outside the equation's frame.

{button ,AL(`H_INSERTING_A_SUBSCRIPT_ELEMENT_INTO_AN_EQUATION_DETAILS',1)} See details

{button ,AL(`H_INSERTING_A_SUPERSCRIPT_ELEMENT_INTO_AN_EQUATION_STEPS;H_REVISING_A_SUPERSCRIPT_ELEMENT_IN_AN_EQUATION_STEPS;H_INSERTING_A_SUBSCRIPT_ELEMENT_INTO_AN_EQUATION_STEPS;H_REVISING_A_SUBSCRIPT_ELEMENT_IN_AN_EQUATION_STEPS',0)} See related topics

Details: Inserting a superscript element into an equation

When you insert a superscript element, it appears as a small box.

This box is a placeholder for the superscript value.

There is no Revise dialog box for Superscript elements.

{button ,AL(`H_INSERTING_A_SUPERSCRIPT_ELEMENT_INTO_AN_EQUATION_STEPS',1)} Go to procedure

{button ,AL(`H_INSERTING_A_SUPERSCRIPT_ELEMENT_INTO_AN_EQUATION_STEPS;H_REVISING_A_SUPERSCRIPT_ELEMENT_IN_AN_EQUATION_STEPS;H_INSERTING_A_SUBSCRIPT_ELEMENT_INTO_AN_EQUATION_STEPS;H_REVISING_A_SUBSCRIPT_ELEMENT_IN_AN_EQUATION_STEPS',0)} See related topics

Inserting a superscript element into an equation

1. Click an equation.
2. Choose Equation - Insert Math Form.
3. Choose Superscript.

4. Place the insertion point in the superscript value box.
5. Type the superscript value.

{button ,AL(`H_INSERTING_A_SUPERSCRIPT_ELEMENT_INTO_AN_EQUATION_DETAILS',1)} See details

{button ,AL(`H_INSERTING_A_SUPERSCRIPT_ELEMENT_INTO_AN_EQUATION_STEPS;H_REVISING_A_SUPERSCRIPT_ELEMENT_IN_AN_EQUATION_STEPS;H_INSERTING_A_SUBSCRIPT_ELEMENT_INTO_AN_EQUATION_STEPS;H_REVISING_A_SUBSCRIPT_ELEMENT_IN_AN_EQUATION_STEPS',0)} See related topics

Overview: Inserting equation elements

Word Pro provides over 500 symbols and over 100 math forms for use in equations. Word Pro groups the symbols by type and stores them in symbol palettes to make finding and inserting the correct symbol easy. Word Pro provides a modeless dialog box for the math forms so you can build your entire equation including multiple math forms, symbols, and text without closing the Insert Math Form dialog box.

Each palette of symbols and each type of math form has its own icon and its own Equation menu item. In addition, Word Pro provides individual Equation menu items and SmartIcons for the most frequently used symbols and math forms.

Placeholders for math form values

When you insert a math form which has a placeholder for a value, Word Pro places the insertion point in the first placeholder so that you can provide values for the element when you insert it. For example, when you insert a fraction math form, Word Pro places the insertion point in the numerator placeholder. You can then use the Tab key to move between the numerator and the denominator placeholders.

Nested Equation Elements

If you insert a math form which has a placeholder and then insert a second element while the insertion point is in the math form's placeholder, Word Pro inserts the second element in that placeholder. For example, when you insert a fraction, Word Pro places your insertion point in the placeholder for the numerator. If you then insert a Square Root math form, Word Pro uses that Square Root as the numerator for the fraction and places the insertion point in the placeholder for the Square Root (the radicand value).

{button ,AL(`H_EQUATIONS_OVER;H_EQUATION_MODE_OVER;H_ENTERING_EQUATION_MODE_STEPS;H_EXITING_EQUATION_MODE_STEPS;H_CREATING_A_NEW_EQUATION_FRAME_STEPS;H_SETTING_AN_EQUATIONS_FRAME_PROPERTIES_STEPS;H_EQUATION_SYMBOL_PALETTES_OVER;H_INSERT_MATH_FORM_DIALOG_BOX_CS;H_DEFAULT_SETTINGS_FOR_THE_EQUATION_EDITOR_OVER',0)} See related topics

Inserting or revising an input box in an equation

You accessed Help from either the Insert Math Form dialog box on the "Insert input box with" tab or the Revise Input Box dialog box.

Choose a task:

Inserting an input box into an equation
Revising an input box in an equation

{button ,AL(`H_INSERTING_AN_EQUATION_MATH_FORM_STEPS;H_INSERTING_AN_EQUATION_ELEMENT_USING_AN_ICON_STEPS;H_REVISING_AN_EQUATION_ELEMENT_STEPS',0)} See related topics

Inserting or revising an operator in an equation

You accessed Help from either the Insert Math Form dialog box on the "Insert operator" tab or the Revise Operator dialog box

Choose a task:

Inserting an operator into an equation
Revising an operator in an equation

{button ,AL(`H_INSERTING_AN_EQUATION_MATH_FORM_STEPS;H_INSERTING_AN_EQUATION_ELEMENT_USING_AN_ICON_STEPS;H_REVISING_AN_EQUATION_ELEMENT_STEPS',0)} See related topics

Inserting or revising a binomial in an equation

You accessed Help from either the Insert Math Form dialog box on the "Insert binomial/generalized fraction" tab or the Revise Binomial/Generalized Fraction dialog box.

Choose a task:

{button ,AL(`H_INSERTING_AN_EQUATION_MATH_FORM_STEPS;H_INSERTING_AN_EQUATION_ELEMENT_USING_AN_ICON_STEPS;H_REVISING_AN_EQUATION_ELEMENT_STEPS',0)} See related topics

Inserting or revising a bracket in an equation

You accessed Help from either the Insert Math Form: Bracket tab or the Revise bracket dialog box.

Choose a task:

- Inserting a bracket into an equation
- Revising a bracket in an equation

{button ,AL(`H_INSERTING_AN_EQUATION_MATH_FORM_STEPS;H_INSERTING_AN_EQUATION_ELEMENT_USING_AN_ICON_STEPS;H_REVISING_AN_EQUATION_ELEMENT_STEPS',0)} See related topics

Inserting or revising a function in an equation

You accessed Help from either the Insert Math Form: Function tab or the Revise function dialog box.

Choose a task:

- Inserting a function into an equation
- Creating a custom function in an equation
- Revising a function in an equation
- Revising a custom function in an equation

{button ,AL(`H_INSERTING_AN_EQUATION_MATH_FORM_STEPS;H_INSERTING_AN_EQUATION_ELEMENT_USING_AN_ICON_STEPS;H_REVISING_AN_EQUATION_ELEMENT_STEPS',0)} See related topics

Inserting or revising a space in an equation

You accessed Help from either the Insert Math Form dialog box on the "Insert space between characters" tab or the Revise Spacing dialog box.

Choose a task:

Inserting a space into an equation
Revising a space in an equation

{button ,AL(`H_INSERTING_AN_EQUATION_MATH_FORM_STEPS;H_INSERTING_AN_EQUATION_ELEMENT_USING_AN_ICON_STEPS;H_REVISING_AN_EQUATION_ELEMENT_STEPS',0)} See related topics

Inserting rows or columns into a matrix in an equation

1. Click the equation which contains the matrix you want to revise.
2. Double-click the matrix.

3. Click Insert Rows or Columns.
4. Specify whether you are inserting rows or columns.
5. Specify the number of rows or columns to insert.
6. Specify a position for the insertion.
7. Click Insert.
8. Exit equation mode by clicking outside the equation's frame.

{button ,AL(`H_INSERTING_AN_OPERATOR_INTO_AN_EQUATION_STEPS;H_REVISING_AN_OPERATOR_IN_AN_EQUATION_STEPS;H_INSERTING_A_BRACKET_INTO_AN_EQUATION_STEPS;H_REVISING_A_BRACKET_IN_AN_EQUATION_STEPS;H_INSERTING_A_FUNCTION_INTO_AN_EQUATION_STEPS;H_REVISING_A_FUNCTION_IN_AN_EQUATION_STEPS;H_CREATING_A_CUSTOM_FUNCTION_IN_AN_EQUATION_STEPS;H_REVISING_A_CUSTOM_FUNCTION_IN_AN_EQUATION_STEPS;H_INSERTING_AN_INPUT_BOX_INTO_AN_EQUATION_STEPS;H_REVISING_AN_INPUT_BOX_IN_AN_EQUATION_STEPS;H_INSERTING_A_MATRIX_INTO_AN_EQUATION_STEPS;H_INSERTING_ROWS_OR_COLUMNS_INTO_A_MATRIX_IN_AN_EQUATION_STEPS;H_DELETING_ROWS_OR_COLUMNS_FROM_A_MATRIX_IN_AN_EQUATION_STEPS;H_REVISING_THE_POSITION_AND_ALIGNMENT_OF_A_MATRIX_IN_AN_EQUATION_STEPS;H_INSERTING_A_SPACE_INTO_AN_EQUATION_STEPS;H_REVISING_A_SPACE_IN_AN_EQUATION_STEPS;H_INSERTING_A_BINOMIAL_INTO_AN_EQUATION_STEPS;H_REVISING_A_BINOMIAL_IN_AN_EQUATION_STEPS',0)} See related topics

Insert Math Form dialog box

The Insert Math Form dialog box allows you to configure a particular math form before inserting it into an equation. The dialog box has seven panels, one for each type of math form listed below:

- Operators
- Brackets
- Functions
- Input box decorations
- Matrices
- Special spaces
- Binomials and Generalized fractions

{button ,AL(`H_EQUATIONS_OVER;H_EQUATION_MODE_OVER;H_ENTERING_EQUATION_MODE_STEPS;H_EXITING_EQUATION_MODE_STEPS;H_CREATING_A_NEW_EQUATION_FRAME_STEPS;H_SETTING_AN_EQUATIONS_FRAME_PROPERTIES_STEPS;H_INSERTING_EQUATION_ELEMENTS_OVER;H_EQUATION_SYMBOL_PALETTES_OVER;H_DEFAULT_SETTINGS_FOR_THE_EQUATION_EDITOR_OVER',0)} See related topics

Details: Italicizing alphabetic characters in equations

Selecting Italicize alphabetic characters

Alphabetic characters that you enter while in math mode are usually variables and you may wish to make them look different from the other alphabetic characters in your equation. The Italicize alphabetic characters option applies only to those alphabetic characters which you type while in math mode.

{button ,AL(`H_ITALICIZING_ALPHABETIC_CHARACTERS_IN_EQUATIONS_STEPS',1)} Go to procedure

{button ,AL(`H_GLOBAL_SETTINGS_DIALOG_BOX_CS;H_SETTING_THE_MATH_COLOR_FOR_EQUATIONS_STEPS;H_SETTING_THE_FUNCTION_COLOR_FOR_EQUATIONS_STEPS;H_ITALICIZING_ALPHABETIC_CHARACTERS_IN_EQUATIONS_STEPS;H_SETTING_THE_SCRIPT_SIZE_FOR_EQUATIONS_STEPS;H_SETTING_THE_SCRIPTS_SCRIPT_SIZE_FOR_EQUATIONS_STEPS;H_SETTING_THE_BIG_BIG_OPERATOR_SIZE_FOR_EQUATIONS_STEPS;H_SETTING_THE_SMALL_BIG_OPERATOR_SIZE_FOR_EQUATIONS_STEPS;H_SETTING_THE_SWITCH_TO_TEXT_MODE_FOR_EQUATIONS_STEPS;H_SETTING_THE_SWITCH_TO_MATH_MODE_FOR_EQUATIONS_STEPS',0)} See related topics

Italicizing alphabetic characters in equations

1. Click an equation.
2. Choose Equation - Global Settings.
3. Select the "Italicize alphabetic characters" option.
4. Click OK.

{button ,AL(`H_ITALICIZING_ALPHABETIC_CHARACTERS_IN_EQUATIONS_DETAILS',1)} See details

{button ,AL(`H_GLOBAL_SETTINGS_DIALOG_BOX_CS;H_SETTING_THE_MATH_COLOR_FOR_EQUATIONS_STEPS;H_SETTING_THE_FUNCTION_COLOR_FOR_EQUATIONS_STEPS;H_ITALICIZING_ALPHABETIC_CHARACTERS_IN_EQUATIONS_STEPS;H_SETTING_THE_SCRIPT_SIZE_FOR_EQUATIONS_STEPS;H_SETTING_THE_SCRIPTS_SCRIPT_SIZE_FOR_EQUATIONS_STEPS;H_SETTING_THE_BIG_BIG_OPERATOR_SIZE_FOR_EQUATIONS_STEPS;H_SETTING_THE_SMALL_BIG_OPERATOR_SIZE_FOR_EQUATIONS_STEPS;H_SETTING_THE_SWITCH_TO_TEXT_MODE_FOR_EQUATIONS_STEPS;H_SETTING_THE_SWITCH_TO_MATH_MODE_FOR_EQUATIONS_STEPS',0)} See related topics

Keyboard shortcuts for equations

You can use keyboard shortcuts to insert equation math forms and sybols as well as to add accents to characters. Hold the first key and press the second key to use these shortcuts.

To perform this action	Press this
Insert 2x2 matrix	**CTRL+A**
Insert parenthesized input box	**CTRL+5** **or CTRL+SHIFT+0** **or CTRL+SHIFT+9**
Insert bracketed input box	**CTRL+6** **or CTRL+[** **or CTRL+]**
Insert braced input box in brace	**CTRL+SHIFT+[** **or CTRL+SHIFT+]**
Insert barred input box	**CTRL+SHIFT+**
Insert subscript	**CTRL+4**
Insert superscript	**CTRL+3**
Insert fraction	**CTRL+1** **or CTRL+F** **or CTRL+/**
Insert radical	**CTRL+2**
Toggle Math mode -- Text mode	**CTRL+T**
Install Greek Keyboard (for one keystroke)	**CTRL+G**
Install Symbol Keyboard (for one keystroke)	**CTRL+Y**
Insert summation operator	**CTRL+7**
Insert integal operator	**CTRL+8**
Issue a negate command	**CTRL+-**
Set alignment of current equation in an eqation array	**CTRL+S**
Set alignment of selected matrix column(s) left	**CTRL+L**
Set alignment of selected matrix column(s) center	**CTRL+E**
Set alignment of selected matrix column(s) right	**CTRL+R**
Apply hat accent (circumflex)	**CTRL+SHIFT+6**
Apply tilde accent	**CTRL+SHIFT+`** (single quote on tilde key)
Apply acute accent	**CTRL+'** (single quote next to colon key)
Apply grave accent	**CTRL+`** (single quote on tilde key)
Apply dot accent	**CTRL+.**
Apply ddot accent (umlaut)	**CTRL+SHIFT+'** (single quote next to colon key)

Apply bar accent	**CTRL+=**
Apply vec accent	**CTRL+SHIFT+.**

{button ,AL(`H_INSERTING_AN_EQUATION_ELEMENT_USING_AN_ICON_STEPS;H_INSERTING_AN_EQUATION_SYMBOL_STEPS;H_INSERTING_AN_EQUATION_MATH_FORM_STEPS',0)} See related topics

Details: Leaving the Insert Math Form dialog box open as you work in an equation

Choosing one of the seven math forms

The Insert Math Form submenu contains the names of seven different types of Math Forms. Choosing one of these names opens the Insert Math Forms dialog box. The dialog box will stay open as you work in your equation.

Fractions, Radicals, Superscript, and Subscript elements are inserted directly into an equation and are not included in the Insert Math Form dialog box.

Using the divider tabs to move to another panel

Each of the seven panels in the Insert dialog box has its own divider tab. You can move to a specific element's panel by clicking on its divider tab.

{button ,AL(`H_LEAVING_THE_INSERT_MATH_FORM_DIALOG_BOX_OPEN_AS_YOU_WORK_IN_AN_EQUATION_STEPS',1)} Go to procedure

{button ,AL(`H_INSERTING_AN_EQUATION_MATH_FORM_STEPS',0)} See related topics

Leaving the Insert Math Form dialog box open as you work in an equation

1. Click an equation.
2. Choose Equation - Insert Math Form.
3. Choose one of the seven math forms from the sub-menu.

   {button ,AL(`H_LEAVING_THE_INSERT_MATH_FORM_DIALOG_BOX_OPEN_AS_YOU_WORK_IN_AN_EQUATION_DETAILS',1)} See details
4. Insert a math form.
5. Click the tabs to move to other panels in the dialog.

   {button ,AL(`H_LEAVING_THE_INSERT_MATH_FORM_DIALOG_BOX_OPEN_AS_YOU_WORK_IN_AN_EQUATION_DETAILS',1)} See details
6. Repeat steps 3 and 4 until you are finished.
7. Click Cancel.

{button ,AL(`H_LEAVING_THE_INSERT_MATH_FORM_DIALOG_BOX_OPEN_AS_YOU_WORK_IN_AN_EQUATION_DETAILS',1)} See details

{button ,AL(`H_INSERTING_AN_EQUATION_MATH_FORM_STEPS',0)} See related topics

Revising an equation array

1. Click the equation frame that contains the array.
2. Double-click the equation array.
3. Select an alignment option.
4. Click OK.
5. Click outside the equation frame.

{button ,AL(`H_CREATING_AN_EQUATION_ARRAY_STEPS;H_INSERTING_A_LINE_BREAK_IN_AN_EQUATION_STEPS',0)} See related topics

Details: Revising an equation element

Using the controls in the Revise dialog box to make your changes

You must be in equation mode to revise the attributes of an element.

When you double-click an element of an equation, Word Pro opens the Revise dialog box for that type of element. The controls will be the same as the controls in the Insert Math Form dialog box.

For example, if you double-click an Operator, Word Pro opens the Revise dialog box for Operators which has the same controls as the Operator panel in the Insert Math Form dialog box.

Note that the Revise dialog boxes do not remain on the screen as you work in your equation. Also, they do not contain panels for other equation elements.

{button ,AL(`H_REVISING_AN_EQUATION_ELEMENT_STEPS',1)} Go to procedure

{button ,AL(`H_INSERTING_EQUATION_ELEMENTS_OVER;H_INSERTING_AN_EQUATION_ELEMENT_USING_AN_ICON_STEPS;H_INSERTING_AN_EQUATION_SYMBOL_STEPS;H_INSERTING_AN_EQUATION_MATH_FORM_STEPS;H_REVISING_AN_EQUATION_ELEMENT_STEPS',0)} See related topics

Revising an equation element

You can revise an element of an equation by changing its value or by using its Revise dialog box to change its attributes.

1. Click the equation.
2. Select the current value
3. Type the new value.
4. To revise the math form options, double-click the math form.

5. Use the controls in the Revise dialog box to make your changes.

   {button ,AL(`H_REVISING_AN_EQUATION_ELEMENT_DETAILS',1)} See details
6. Click Revise.

   Superscript and Subscript elements do not have Revise dialogs.

{button ,AL(`H_REVISING_AN_EQUATION_ELEMENT_DETAILS',1)} See details

{button ,AL(`H_INSERTING_EQUATION_ELEMENTS_OVER;H_INSERTING_AN_EQUATION_ELEMENT_USING_AN_ICON_STEPS;H_INSERTING_AN_EQUATION_SYMBOL_STEPS;H_INSERTING_AN_EQUATION_MATH_FORM_STEPS;H_REVISING_AN_EQUATION_ELEMENT_STEPS',0)} See related topics

Revising an input box in an equation

1. Click the equation which contains the input box you want to revise.
2. Double-click the input box.

3. Specify any changes in the label and decoration options.
4. Click Revise.
5. Exit equation mode by clicking outside the equation's frame.

Details: Revising an operator in an equation

Specifying the operator's size and position of its limit(s)

When you open the Revise dialog box for an operator, you can change the operator itself, set its size, and specify the position of its limit(s).

The size of big and small operators is always a percentage of the size of a normal operator.

> For example, if a normal operator is 10 points and the Big operator size is set to 120% in the Equation Properties dialog box, when you change the operator's size to big, Word Pro will increase the operator's size to 120% of 10 points (12 points).

The position of an operator's limit(s) is always in relation to the operator itself.

> For example, if you are inserting the Sum operator and you specify Above/Below, you can enter the limits to that operator above and below the operator and they will be a part of that operator element.

{button ,AL(`H_REVISING_AN_OPERATOR_IN_AN_EQUATION_STEPS',1)} Go to procedure

{button ,AL(`H_INSERTING_AN_OPERATOR_INTO_AN_EQUATION_STEPS;H_REVISING_AN_OPERATOR_IN_AN_EQUATION_STEPS;H_INSERTING_A_BRACKET_INTO_AN_EQUATION_STEPS;H_REVISING_A_BRACKET_IN_AN_EQUATION_STEPS;H_INSERTING_A_FUNCTION_INTO_AN_EQUATION_STEPS;H_REVISING_A_FUNCTION_IN_AN_EQUATION_STEPS;H_CREATING_A_CUSTOM_FUNCTION_IN_AN_EQUATION_STEPS;H_REVISING_A_CUSTOM_FUNCTION_IN_AN_EQUATION_STEPS;H_INSERTING_AN_INPUT_BOX_INTO_AN_EQUATION_STEPS;H_REVISING_AN_INPUT_BOX_IN_AN_EQUATION_STEPS;H_INSERTING_A_MATRIX_INTO_AN_EQUATION_STEPS;H_INSERTING_ROWS_OR_COLUMNS_INTO_A_MATRIX_IN_AN_EQUATION_STEPS;H_DELETING_ROWS_OR_COLUMNS_FROM_A_MATRIX_IN_AN_EQUATION_STEPS;H_REVISING_THE_POSITION_AND_ALIGNMENT_OF_A_MATRIX_IN_AN_EQUATION_STEPS;H_INSERTING_A_SPACE_INTO_AN_EQUATION_STEPS;H_REVISING_A_SPACE_IN_AN_EQUATION_STEPS;H_INSERTING_A_BINOMIAL_INTO_AN_EQUATION_STEPS;H_REVISING_A_BINOMIAL_IN_AN_EQUATION_STEPS',0)} See related topics

Revising an operator in an equation

1. Click the equation which contains the operator you want to revise.
2. Double-click the operator.

3. Specify the operator's size and the position of its limit(s).

   {button ,AL(`H_REVISING_AN_OPERATOR_IN_AN_EQUATION_DETAILS',1)} See details
4. Click Revise.

{button ,AL(`H_REVISING_AN_OPERATOR_IN_AN_EQUATION_DETAILS',1)} See details

{button ,AL(`H_INSERTING_AN_OPERATOR_INTO_AN_EQUATION_STEPS;H_REVISING_AN_OPERATOR_IN_AN_EQUATION_STEPS;H_INSERTING_A_BRACKET_INTO_AN_EQUATION_STEPS;H_REVISING_A_BRACKET_IN_AN_EQUATION_STEPS;H_INSERTING_A_FUNCTION_INTO_AN_EQUATION_STEPS;H_REVISING_A_FUNCTION_IN_AN_EQUATION_STEPS;H_CREATING_A_CUSTOM_FUNCTION_IN_AN_EQUATION_STEPS;H_REVISING_A_CUSTOM_FUNCTION_IN_AN_EQUATION_STEPS;H_INSERTING_AN_INPUT_BOX_INTO_AN_EQUATION_STEPS;H_REVISING_AN_INPUT_BOX_IN_AN_EQUATION_STEPS;H_INSERTING_A_MATRIX_INTO_AN_EQUATION_STEPS;H_INSERTING_ROWS_OR_COLUMNS_INTO_A_MATRIX_IN_AN_EQUATION_STEPS;H_DELETING_ROWS_OR_COLUMNS_FROM_A_MATRIX_IN_AN_EQUATION_STEPS;H_REVISING_THE_POSITION_AND_ALIGNMENT_OF_A_MATRIX_IN_AN_EQUATION_STEPS;H_INSERTING_A_SPACE_INTO_AN_EQUATION_STEPS;H_REVISING_A_SPACE_IN_AN_EQUATION_STEPS;H_INSERTING_A_BINOMIAL_INTO_AN_EQUATION_STEPS;H_REVISING_A_BINOMIAL_IN_AN_EQUATION_STEPS',0)} See related topics

Revising a binomial in an equation

1. Click the equation which contains the binomial you want to revise.
2. Double-click the binomial.

3. Specify your changes to the line, size, and delimiter options.
4. Click Revise.

{button ,AL(`H_INSERTING_AN_OPERATOR_INTO_AN_EQUATION_STEPS;H_REVISING_AN_OPERATOR_IN_AN_EQUATION_STEPS;H_INSERTING_A_BRACKET_INTO_AN_EQUATION_STEPS;H_REVISING_A_BRACKET_IN_AN_EQUATION_STEPS;H_INSERTING_A_FUNCTION_INTO_AN_EQUATION_STEPS;H_REVISING_A_FUNCTION_IN_AN_EQUATION_STEPS;H_CREATING_A_CUSTOM_FUNCTION_IN_AN_EQUATION_STEPS;H_REVISING_A_CUSTOM_FUNCTION_IN_AN_EQUATION_STEPS;H_INSERTING_AN_INPUT_BOX_INTO_AN_EQUATION_STEPS;H_REVISING_AN_INPUT_BOX_IN_AN_EQUATION_STEPS;H_INSERTING_A_MATRIX_INTO_AN_EQUATION_STEPS;H_INSERTING_ROWS_OR_COLUMNS_INTO_A_MATRIX_IN_AN_EQUATION_STEPS;H_DELETING_ROWS_OR_COLUMNS_FROM_A_MATRIX_IN_AN_EQUATION_STEPS;H_REVISING_THE_POSITION_AND_ALIGNMENT_OF_A_MATRIX_IN_AN_EQUATION_STEPS;H_INSERTING_A_SPACE_INTO_AN_EQUATION_STEPS;H_REVISING_A_SPACE_IN_AN_EQUATION_STEPS;H_INSERTING_A_BINOMIAL_INTO_AN_EQUATION_STEPS;H_REVISING_A_BINOMIAL_IN_AN_EQUATION_STEPS',0)} See related topics

Details: Revising a bracket in an equation

Specifying the bracket(s) you want to use

In the Revise Bracket dialog box, you can choose a new style for the left and right bracket(s).

{button ,AL(`H_REVISING_A_BRACKET_IN_AN_EQUATION_STEPS',1)} Go to procedure

{button ,AL(`H_INSERTING_AN_OPERATOR_INTO_AN_EQUATION_STEPS;H_REVISING_AN_OPERATOR_IN_AN_EQUATION_STEPS;H_INSERTING_A_BRACKET_INTO_AN_EQUATION_STEPS;H_REVISING_A_BRACKET_IN_AN_EQUATION_STEPS;H_INSERTING_A_FUNCTION_INTO_AN_EQUATION_STEPS;H_REVISING_A_FUNCTION_IN_AN_EQUATION_STEPS;H_CREATING_A_CUSTOM_FUNCTION_IN_AN_EQUATION_STEPS;H_REVISING_A_CUSTOM_FUNCTION_IN_AN_EQUATION_STEPS;H_INSERTING_AN_INPUT_BOX_INTO_AN_EQUATION_STEPS;H_REVISING_AN_INPUT_BOX_IN_AN_EQUATION_STEPS;H_INSERTING_A_MATRIX_INTO_AN_EQUATION_STEPS;H_INSERTING_ROWS_OR_COLUMNS_INTO_A_MATRIX_IN_AN_EQUATION_STEPS;H_DELETING_ROWS_OR_COLUMNS_FROM_A_MATRIX_IN_AN_EQUATION_STEPS;H_REVISING_THE_POSITION_AND_ALIGNMENT_OF_A_MATRIX_IN_AN_EQUATION_STEPS;H_INSERTING_A_SPACE_INTO_AN_EQUATION_STEPS;H_REVISING_A_SPACE_IN_AN_EQUATION_STEPS;H_INSERTING_A_BINOMIAL_INTO_AN_EQUATION_STEPS;H_REVISING_A_BINOMIAL_IN_AN_EQUATION_STEPS',0)} See related topics

Revising a bracket in an equation

1. Click the equation which contains the bracket you want to revise.
2. Double-click the bracket.

3. Specify the bracket(s) you want to use.

   {button ,AL(`H_REVISING_A_BRACKET_IN_AN_EQUATION_DETAILS',1)} See details
4. Click Revise.

{button ,AL(`H_REVISING_A_BRACKET_IN_AN_EQUATION_DETAILS',1)} See details

{button ,AL(`H_INSERTING_AN_OPERATOR_INTO_AN_EQUATION_STEPS;H_REVISING_AN_OPERATOR_IN_AN_EQUATION_STEPS;H_INSERTING_A_BRACKET_INTO_AN_EQUATION_STEPS;H_REVISING_A_BRACKET_IN_AN_EQUATION_STEPS;H_INSERTING_A_FUNCTION_INTO_AN_EQUATION_STEPS;H_REVISING_A_FUNCTION_IN_AN_EQUATION_STEPS;H_CREATING_A_CUSTOM_FUNCTION_IN_AN_EQUATION_STEPS;H_REVISING_A_CUSTOM_FUNCTION_IN_AN_EQUATION_STEPS;H_INSERTING_AN_INPUT_BOX_INTO_AN_EQUATION_STEPS;H_REVISING_AN_INPUT_BOX_IN_AN_EQUATION_STEPS;H_INSERTING_A_MATRIX_INTO_AN_EQUATION_STEPS;H_INSERTING_ROWS_OR_COLUMNS_INTO_A_MATRIX_IN_AN_EQUATION_STEPS;H_DELETING_ROWS_OR_COLUMNS_FROM_A_MATRIX_IN_AN_EQUATION_STEPS;H_REVISING_THE_POSITION_AND_ALIGNMENT_OF_A_MATRIX_IN_AN_EQUATION_STEPS;H_INSERTING_A_SPACE_INTO_AN_EQUATION_STEPS;H_REVISING_A_SPACE_IN_AN_EQUATION_STEPS;H_INSERTING_A_BINOMIAL_INTO_AN_EQUATION_STEPS;H_REVISING_A_BINOMIAL_IN_AN_EQUATION_STEPS',0)} See related topics

Revising a custom function in an equation

1. Double-click the equation which contains the function you want to revise.
2. Double-click the function name.

3. Edit the function name.
4. Change the position of the function's limits.
5. Click Revise.
6. Exit equation mode by clicking outside the equation's frame.

Details: Revising a fraction in an equation

Specifying a fraction size and line option

Fraction Line
Select a "Line" option to specify whether or not the fraction will have a separator line and the thickness of that line.

Fraction Size
Select a "Size" option to specify whether the fraction will be big, small, or relative to the size of the surrounding text.

{button ,AL(`H_REVISING_A_FRACTION_IN_AN_EQUATION_STEPS',1)} Go to procedure

{button ,AL(`H_INSERTING_A_FRACTION_INTO_AN_EQUATION_STEPS;H_REVISING_A_FRACTION_IN_AN_EQUATION_STEPS;H_CHANGING_A_FRACTIONS_VALUE_IN_AN_EQUATION_STEPS',0)} See related topics

Revising a fraction in an equation

1. Click the equation which contains the fraction you want to revise.
2. Double-click the fraction.

3. Specify a fraction size and line option.
   {button ,AL(`H_REVISING_A_FRACTION_IN_AN_EQUATION_DETAILS',1)} See details
4. Click Revise.

{button ,AL(`H_REVISING_A_FRACTION_IN_AN_EQUATION_DETAILS',1)} See details

{button ,AL(`H_INSERTING_A_FRACTION_INTO_AN_EQUATION_STEPS;H_REVISING_A_FRACTION_IN_AN_EQUATION_STEPS;H_CHANGING_A_FRACTIONS_VALUE_IN_AN_EQUATION_STEPS',0)} See related topics

Revising a function in an equation

1. Click the equation which contains the function you want to revise.
2. Double-click the function name.

3. Specify a different name in the "Functions" box.
4. Click Revise.
5. Exit equation mode by clicking outside the equation's frame.

Revising a space in an equation

1. Click the equation which contains the space you want to revise.
2. Double-click the space you want to revise.

3. Specify your change to the type of space.
4. Click Revise.
5. Exit equation mode by clicking outside the equation's frame.

{button ,AL(`H_INSERTING_AN_OPERATOR_INTO_AN_EQUATION_STEPS;H_REVISING_AN_OPERATOR_IN_AN_EQUATION_STEPS;H_INSERTING_A_BRACKET_INTO_AN_EQUATION_STEPS;H_REVISING_A_BRACKET_IN_AN_EQUATION_STEPS;H_INSERTING_A_FUNCTION_INTO_AN_EQUATION_STEPS;H_REVISING_A_FUNCTION_IN_AN_EQUATION_STEPS;H_CREATING_A_CUSTOM_FUNCTION_IN_AN_EQUATION_STEPS;H_REVISING_A_CUSTOM_FUNCTION_IN_AN_EQUATION_STEPS;H_INSERTING_AN_INPUT_BOX_INTO_AN_EQUATION_STEPS;H_REVISING_AN_INPUT_BOX_IN_AN_EQUATION_STEPS;H_INSERTING_A_MATRIX_INTO_AN_EQUATION_STEPS;H_INSERTING_ROWS_OR_COLUMNS_INTO_A_MATRIX_IN_AN_EQUATION_STEPS;H_DELETING_ROWS_OR_COLUMNS_FROM_A_MATRIX_IN_AN_EQUATION_STEPS;H_REVISING_THE_POSITION_AND_ALIGNMENT_OF_A_MATRIX_IN_AN_EQUATION_STEPS;H_INSERTING_A_SPACE_INTO_AN_EQUATION_STEPS;H_REVISING_A_SPACE_IN_AN_EQUATION_STEPS;H_INSERTING_A_BINOMIAL_INTO_AN_EQUATION_STEPS;H_REVISING_A_BINOMIAL_IN_AN_EQUATION_STEPS',0)} See related topics

Revising a subscript element in an equation

1. Click the equation which contains the subscript element.
2. Select the current subscript value.
3. Type the new value.
4. Exit equation mode by clicking outside the equation's frame.

{button ,AL(`H_INSERTING_A_SUPERSCRIPT_ELEMENT_INTO_AN_EQUATION_STEPS;H_REVISING_A_SUPERSCRIPT_ELEMENT_IN_AN_EQUATION_STEPS;H_INSERTING_A_SUBSCRIPT_ELEMENT_INTO_AN_EQUATION_STEPS;H_REVISING_A_SUBSCRIPT_ELEMENT_IN_AN_EQUATION_STEPS',0)} See related topics

Revising a superscript element in an equation

1. Click the equation which contains the superscript element.
2. Select the current superscript value.
3. Type the new value.
4. Exit equation mode by clicking outside the equation's frame.

{button ,AL(`H_INSERTING_A_SUPERSCRIPT_ELEMENT_INTO_AN_EQUATION_STEPS;H_REVISING_A_SUPERSCRIPT_ELEMENT_IN_AN_EQUATION_STEPS;H_INSERTING_A_SUBSCRIPT_ELEMENT_INTO_AN_EQUATION_STEPS;H_REVISING_A_SUBSCRIPT_ELEMENT_IN_AN_EQUATION_STEPS',0)} See related topics

Revising the position and alignment of a matrix in an equation

1. Click the equation which contains the matrix you want to revise.
2. Double-click the matrix.

3. Click Revise Alignment.
4. Select a new position option for the matrix.
5. Select a new alignment option for the column contents.
6. Click Revise.
7. Exit equation mode by clicking outside the equation's frame.

{button ,AL(`H_INSERTING_AN_OPERATOR_INTO_AN_EQUATION_STEPS;H_REVISING_AN_OPERATOR_IN_AN_EQUATION_STEPS;H_INSERTING_A_BRACKET_INTO_AN_EQUATION_STEPS;H_REVISING_A_BRACKET_IN_AN_EQUATION_STEPS;H_INSERTING_A_FUNCTION_INTO_AN_EQUATION_STEPS;H_REVISING_A_FUNCTION_IN_AN_EQUATION_STEPS;H_CREATING_A_CUSTOM_FUNCTION_IN_AN_EQUATION_STEPS;H_REVISING_A_CUSTOM_FUNCTION_IN_AN_EQUATION_STEPS;H_INSERTING_AN_INPUT_BOX_INTO_AN_EQUATION_STEPS;H_REVISING_AN_INPUT_BOX_IN_AN_EQUATION_STEPS;H_INSERTING_A_MATRIX_INTO_AN_EQUATION_STEPS;H_INSERTING_ROWS_OR_COLUMNS_INTO_A_MATRIX_IN_AN_EQUATION_STEPS;H_DELETING_ROWS_OR_COLUMNS_FROM_A_MATRIX_IN_AN_EQUATION_STEPS;H_REVISING_THE_POSITION_AND_ALIGNMENT_OF_A_MATRIX_IN_AN_EQUATION_STEPS;H_INSERTING_A_SPACE_INTO_AN_EQUATION_STEPS;H_REVISING_A_SPACE_IN_AN_EQUATION_STEPS;H_INSERTING_A_BINOMIAL_INTO_AN_EQUATION_STEPS;H_REVISING_A_BINOMIAL_IN_AN_EQUATION_STEPS',0)} See related topics

Saving an equation as a .TEX file

1. Click the equation.
2. Choose Equation - Save As Equation.
3. Specify a destination folder for the .TEX file.
4. Type a name for the .TEX file in the "File name" box.
5. Click Save.

{button ,AL(`H_IMPORTING_AN_EQUATION_FROM_A_TEX_FILE_STEPS',0)} See related topics

Setting an equation's frame properties

You can configure an equation's frame properties the same way as all other frames.

1. Select the equation frame.
2. Choose Frame - Frame Properties.

3. Set the frame properties.
4. Click OK.

{button ,AL(`H_CREATING_A_NEW_EQUATION_FRAME_STEPS',0)} See related topics

Details: Setting the big Big operator size for equations

Big operator size (big)

When you insert an operator into your equation, you have the option of marking it as Auto, Small, or Big.

All operators marked as Big use the Big operator (big) size you specify in the Global Settings dialog box.

The size you specify is a percentage of the current text size used in your equations.

For example, if the normal text in your equations is 10 point, you can set the Big operator (big) size to 120% to make all the Big operators in your equations 12 points.

This size applies to all Big operators, old and new.

{button ,AL(`H_SETTING_THE_BIG_BIG_OPERATOR_SIZE_FOR_EQUATIONS_STEPS',1)} Go to procedure

{button ,AL(`H_GLOBAL_SETTINGS_DIALOG_BOX_CS;H_SETTING_THE_MATH_COLOR_FOR_EQUATIONS_STEPS;H_SETTING_THE_FUNCTION_COLOR_FOR_EQUATIONS_STEPS;H_ITALICIZING_ALPHABETIC_CHARACTERS_IN_EQUATIONS_STEPS;H_SETTING_THE_SCRIPT_SIZE_FOR_EQUATIONS_STEPS;H_SETTING_THE_SCRIPTS_SCRIPT_SIZE_FOR_EQUATIONS_STEPS;H_SETTING_THE_BIG_BIG_OPERATOR_SIZE_FOR_EQUATIONS_STEPS;H_SETTING_THE_SMALL_BIG_OPERATOR_SIZE_FOR_EQUATIONS_STEPS;H_SETTING_THE_SWITCH_TO_TEXT_MODE_FOR_EQUATIONS_STEPS;H_SETTING_THE_SWITCH_TO_MATH_MODE_FOR_EQUATIONS_STEPS',0)} See related topics

Setting the big Big operator size for equations

1. Click an equation.
2. Choose Equation - Global Settings.
3. Specify a size in the "Big operator size (big)" box.
4. Click OK.

{button ,AL(`H_SETTING_THE_BIG_BIG_OPERATOR_SIZE_FOR_EQUATIONS_DETAILS',1)} See details

{button ,AL(`H_GLOBAL_SETTINGS_DIALOG_BOX_CS;H_SETTING_THE_MATH_COLOR_FOR_EQUATIONS_STEPS;H_SETTING_THE_FUNCTION_COLOR_FOR_EQUATIONS_STEPS;H_ITALICIZING_ALPHABETIC_CHARACTERS_IN_EQUATIONS_STEPS;H_SETTING_THE_SCRIPT_SIZE_FOR_EQUATIONS_STEPS;H_SETTING_THE_SCRIPTS_SCRIPT_SIZE_FOR_EQUATIONS_STEPS;H_SETTING_THE_BIG_BIG_OPERATOR_SIZE_FOR_EQUATIONS_STEPS;H_SETTING_THE_SMALL_BIG_OPERATOR_SIZE_FOR_EQUATIONS_STEPS;H_SETTING_THE_SWITCH_TO_TEXT_MODE_FOR_EQUATIONS_STEPS;H_SETTING_THE_SWITCH_TO_MATH_MODE_FOR_EQUATIONS_STEPS',0)} See related topics

Details: Setting the function color for equations

Selecting a color from the Function color box

Function color is the color used for all function names in your equations. For example, sin and cos are functions.

{button ,AL(`H_SETTING_THE_FUNCTION_COLOR_FOR_EQUATIONS_STEPS',1)} Go to procedure

{button ,AL(`H_GLOBAL_SETTINGS_DIALOG_BOX_CS;H_SETTING_THE_MATH_COLOR_FOR_EQUATIONS_STEPS;H_SETTING_THE_FUNCTION_COLOR_FOR_EQUATIONS_STEPS;H_ITALICIZING_ALPHABETIC_CHARACTERS_IN_EQUATIONS_STEPS;H_SETTING_THE_SCRIPT_SIZE_FOR_EQUATIONS_STEPS;H_SETTING_THE_SCRIPTS_SCRIPT_SIZE_FOR_EQUATIONS_STEPS;H_SETTING_THE_BIG_BIG_OPERATOR_SIZE_FOR_EQUATIONS_STEPS;H_SETTING_THE_SMALL_BIG_OPERATOR_SIZE_FOR_EQUATIONS_STEPS;H_SETTING_THE_SWITCH_TO_TEXT_MODE_FOR_EQUATIONS_STEPS;H_SETTING_THE_SWITCH_TO_MATH_MODE_FOR_EQUATIONS_STEPS',0)} See related topics

Setting the function color for equations

1. Click an equation.
2. Choose Equation - Global Settings.
3. Select a color from the "Function color" box.
4. Click OK.

{button ,AL(`H_SETTING_THE_FUNCTION_COLOR_FOR_EQUATIONS_DETAILS',1)} See details

{button ,AL(`H_GLOBAL_SETTINGS_DIALOG_BOX_CS;H_SETTING_THE_MATH_COLOR_FOR_EQUATIONS_STEPS;H_SETTING_THE_FUNCTION_COLOR_FOR_EQUATIONS_STEPS;H_ITALICIZING_ALPHABETIC_CHARACTERS_IN_EQUATIONS_STEPS;H_SETTING_THE_SCRIPT_SIZE_FOR_EQUATIONS_STEPS;H_SETTING_THE_SCRIPTS_SCRIPT_SIZE_FOR_EQUATIONS_STEPS;H_SETTING_THE_BIG_BIG_OPERATOR_SIZE_FOR_EQUATIONS_STEPS;H_SETTING_THE_SMALL_BIG_OPERATOR_SIZE_FOR_EQUATIONS_STEPS;H_SETTING_THE_SWITCH_TO_TEXT_MODE_FOR_EQUATIONS_STEPS;H_SETTING_THE_SWITCH_TO_MATH_MODE_FOR_EQUATIONS_STEPS',0)} See related topics

Details: Setting the math color for equations

Selecting a color from the Math color box

Math Color is the color of the mathematical portions of your equation. These include all mathematical symbols (operators, binomials, fractions, and others) as well as any text you enter while in math mode.

{button ,AL(`H_SETTING_THE_MATH_COLOR_FOR_EQUATIONS_STEPS',1)} Go to procedure

{button ,AL(`H_GLOBAL_SETTINGS_DIALOG_BOX_CS;H_SETTING_THE_MATH_COLOR_FOR_EQUATIONS_STEPS;H_SETTING_THE_FUNCTION_COLOR_FOR_EQUATIONS_STEPS;H_ITALICIZING_ALPHABETIC_CHARACTERS_IN_EQUATIONS_STEPS;H_SETTING_THE_SCRIPT_SIZE_FOR_EQUATIONS_STEPS;H_SETTING_THE_SCRIPTS_SCRIPT_SIZE_FOR_EQUATIONS_STEPS;H_SETTING_THE_BIG_BIG_OPERATOR_SIZE_FOR_EQUATIONS_STEPS;H_SETTING_THE_SMALL_BIG_OPERATOR_SIZE_FOR_EQUATIONS_STEPS;H_SETTING_THE_SWITCH_TO_TEXT_MODE_FOR_EQUATIONS_STEPS;H_SETTING_THE_SWITCH_TO_MATH_MODE_FOR_EQUATIONS_STEPS',0)} See related topics

Setting the math color for equations

1. Click an equation.
2. Choose Equation - Global Settings.
3. Select a color from the "Math color" box.
4. Click OK.

{button ,AL(`H_SETTING_THE_MATH_COLOR_FOR_EQUATIONS_DETAILS',1)} See details

{button ,AL(`H_GLOBAL_SETTINGS_DIALOG_BOX_CS;H_SETTING_THE_MATH_COLOR_FOR_EQUATIONS_STEPS;H_SETTING_THE_FUNCTION_COLOR_FOR_EQUATIONS_STEPS;H_ITALICIZING_ALPHABETIC_CHARACTERS_IN_EQUATIONS_STEPS;H_SETTING_THE_SCRIPT_SIZE_FOR_EQUATIONS_STEPS;H_SETTING_THE_SCRIPTS_SCRIPT_SIZE_FOR_EQUATIONS_STEPS;H_SETTING_THE_BIG_BIG_OPERATOR_SIZE_FOR_EQUATIONS_STEPS;H_SETTING_THE_SMALL_BIG_OPERATOR_SIZE_FOR_EQUATIONS_STEPS;H_SETTING_THE_SWITCH_TO_TEXT_MODE_FOR_EQUATIONS_STEPS;H_SETTING_THE_SWITCH_TO_MATH_MODE_FOR_EQUATIONS_STEPS',0)} See related topics

Details: Setting the script's script size for equations

Script's script size

The script's script size in an equation is the font size of the text which appears as super- or subscript to another super- or subscripted element.

For example, in the equation below, you would specify the size of the 2 as a percentage of the size of the X.

Type the percentage you want in the "Script's script size" box.

{button ,AL(`H_SETTING_THE_SCRIPTS_SCRIPT_SIZE_FOR_EQUATIONS_STEPS',1)} Go to procedure

{button ,AL(`H_GLOBAL_SETTINGS_DIALOG_BOX_CS;H_SETTING_THE_MATH_COLOR_FOR_EQUATIONS_STEPS;H_SETTING_THE_FUNCTION_COLOR_FOR_EQUATIONS_STEPS;H_ITALICIZING_ALPHABETIC_CHARACTERS_IN_EQUATIONS_STEPS;H_SETTING_THE_SCRIPT_SIZE_FOR_EQUATIONS_STEPS;H_SETTING_THE_SCRIPTS_SCRIPT_SIZE_FOR_EQUATIONS_STEPS;H_SETTING_THE_BIG_BIG_OPERATOR_SIZE_FOR_EQUATIONS_STEPS;H_SETTING_THE_SMALL_BIG_OPERATOR_SIZE_FOR_EQUATIONS_STEPS;H_SETTING_THE_SWITCH_TO_TEXT_MODE_FOR_EQUATIONS_STEPS;H_SETTING_THE_SWITCH_TO_MATH_MODE_FOR_EQUATIONS_STEPS',0)} See related topics

Setting the script's script size for equations

1. Click an equation.
2. Choose Equation - Global Settings.
3. Specify a size in the "Script's script size" box.
4. Click OK.

{button ,AL(`H_SETTING_THE_SCRIPTS_SCRIPT_SIZE_FOR_EQUATIONS_DETAILS',1)} See details

{button ,AL(`H_GLOBAL_SETTINGS_DIALOG_BOX_CS;H_SETTING_THE_MATH_COLOR_FOR_EQUATIONS_STEPS;H_SETTING_THE_FUNCTION_COLOR_FOR_EQUATIONS_STEPS;H_ITALICIZING_ALPHABETIC_CHARACTERS_IN_EQUATIONS_STEPS;H_SETTING_THE_SCRIPT_SIZE_FOR_EQUATIONS_STEPS;H_SETTING_THE_SCRIPTS_SCRIPT_SIZE_FOR_EQUATIONS_STEPS;H_SETTING_THE_BIG_BIG_OPERATOR_SIZE_FOR_EQUATIONS_STEPS;H_SETTING_THE_SMALL_BIG_OPERATOR_SIZE_FOR_EQUATIONS_STEPS;H_SETTING_THE_SWITCH_TO_TEXT_MODE_FOR_EQUATIONS_STEPS;H_SETTING_THE_SWITCH_TO_MATH_MODE_FOR_EQUATIONS_STEPS',0)} See related topics

Details: Setting the script size for equations

Script size

The script size in an equation is the font size of the text which appears in superscript and subscript.

For example, in 10^{x}, the size of the x is directly related to the size of the 10. You specify this size relationship in the "Script size" box in the Global Settings dialog box.

{button ,AL(`H_SETTING_THE_SCRIPT_SIZE_FOR_EQUATIONS_STEPS',1)} Go to procedure

{button ,AL(`H_GLOBAL_SETTINGS_DIALOG_BOX_CS;H_SETTING_THE_MATH_COLOR_FOR_EQUATIONS_STEPS;H_SETTING_THE_FUNCTION_COLOR_FOR_EQUATIONS_STEPS;H_ITALICIZING_ALPHABETIC_CHARACTERS_IN_EQUATIONS_STEPS;H_SETTING_THE_SCRIPT_SIZE_FOR_EQUATIONS_STEPS;H_SETTING_THE_SCRIPTS_SCRIPT_SIZE_FOR_EQUATIONS_STEPS;H_SETTING_THE_BIG_BIG_OPERATOR_SIZE_FOR_EQUATIONS_STEPS;H_SETTING_THE_SMALL_BIG_OPERATOR_SIZE_FOR_EQUATIONS_STEPS;H_SETTING_THE_SWITCH_TO_TEXT_MODE_FOR_EQUATIONS_STEPS;H_SETTING_THE_SWITCH_TO_MATH_MODE_FOR_EQUATIONS_STEPS',0)} See related topics

Setting the script size for equations

1. Click an equation.
2. Choose Equation - Global Settings.
3. Specify a script size in the Script size text box.
4. Click OK.

{button ,AL(`H_SETTING_THE_SCRIPT_SIZE_FOR_EQUATIONS_DETAILS',1)} See details

{button ,AL(`H_GLOBAL_SETTINGS_DIALOG_BOX_CS;H_SETTING_THE_MATH_COLOR_FOR_EQUATIONS_STEPS;H_SETTING_THE_FUNCTION_COLOR_FOR_EQUATIONS_STEPS;H_ITALICIZING_ALPHABETIC_CHARACTERS_IN_EQUATIONS_STEPS;H_SETTING_THE_SCRIPT_SIZE_FOR_EQUATIONS_STEPS;H_SETTING_THE_SCRIPTS_SCRIPT_SIZE_FOR_EQUATIONS_STEPS;H_SETTING_THE_BIG_BIG_OPERATOR_SIZE_FOR_EQUATIONS_STEPS;H_SETTING_THE_SMALL_BIG_OPERATOR_SIZE_FOR_EQUATIONS_STEPS;H_SETTING_THE_SWITCH_TO_TEXT_MODE_FOR_EQUATIONS_STEPS;H_SETTING_THE_SWITCH_TO_MATH_MODE_FOR_EQUATIONS_STEPS',0)} See related topics

Details: Setting the small Big operator size for equations

Big operator size (small)

When you insert an operator into your equation, you have the option of marking it as Auto, Small, or Big.

All operators marked as Small use the "Big operator (small)" size you specify in the Global Settings dialog box.

The size you specify is a percentage of the current text size used in your equations.

For example, if the normal text in your equations is 10 point, you can set the Big operator (small) size to 80% to make all the small operators in your equations 8 points.

This size applies to all small Big operators, old and new.

{button ,AL(`H_SETTING_THE_SMALL_BIG_OPERATOR_SIZE_FOR_EQUATIONS_STEPS',1)} Go to procedure

{button ,AL(`H_GLOBAL_SETTINGS_DIALOG_BOX_CS;H_SETTING_THE_MATH_COLOR_FOR_EQUATIONS_STEPS;H_SETTING_THE_FUNCTION_COLOR_FOR_EQUATIONS_STEPS;H_ITALICIZING_ALPHABETIC_CHARACTERS_IN_EQUATIONS_STEPS;H_SETTING_THE_SCRIPT_SIZE_FOR_EQUATIONS_STEPS;H_SETTING_THE_SCRIPTS_SCRIPT_SIZE_FOR_EQUATIONS_STEPS;H_SETTING_THE_BIG_BIG_OPERATOR_SIZE_FOR_EQUATIONS_STEPS;H_SETTING_THE_SMALL_BIG_OPERATOR_SIZE_FOR_EQUATIONS_STEPS;H_SETTING_THE_SWITCH_TO_TEXT_MODE_FOR_EQUATIONS_STEPS;H_SETTING_THE_SWITCH_TO_MATH_MODE_FOR_EQUATIONS_STEPS',0)} See related topics

Setting the small Big operator size for equations

1. Click an equation.
2. Choose Equation - Global Settings.
3. Specify a size in the "Big operator size (small)" box.
4. Click OK.

{button ,AL(`H_SETTING_THE_SMALL_BIG_OPERATOR_SIZE_FOR_EQUATIONS_DETAILS',1)} See details

{button ,AL(`H_GLOBAL_SETTINGS_DIALOG_BOX_CS;H_SETTING_THE_MATH_COLOR_FOR_EQUATIONS_STEPS;H_SETTING_THE_FUNCTION_COLOR_FOR_EQUATIONS_STEPS;H_ITALICIZING_ALPHABETIC_CHARACTERS_IN_EQUATIONS_STEPS;H_SETTING_THE_SCRIPT_SIZE_FOR_EQUATIONS_STEPS;H_SETTING_THE_SCRIPTS_SCRIPT_SIZE_FOR_EQUATIONS_STEPS;H_SETTING_THE_BIG_BIG_OPERATOR_SIZE_FOR_EQUATIONS_STEPS;H_SETTING_THE_SMALL_BIG_OPERATOR_SIZE_FOR_EQUATIONS_STEPS;H_SETTING_THE_SWITCH_TO_TEXT_MODE_FOR_EQUATIONS_STEPS;H_SETTING_THE_SWITCH_TO_MATH_MODE_FOR_EQUATIONS_STEPS',0)} See related topics

Details: Setting the switch to math mode for equations

Selecting the option, Spacebar after space switches to math

When working in equations, you can use the spacebar to switch between text to math mode as you build your equations and annotate them.

However, you must select this option in the Global Settings dialog box.

Selecting the option, Spacebar after space switches to math, tells Word Pro to switch from text mode to math mode when you press the spacebar twice.

{button ,AL(`H_SETTING_THE_SWITCH_TO_MATH_MODE_FOR_EQUATIONS_STEPS',1)} Go to procedure

{button ,AL(`H_GLOBAL_SETTINGS_DIALOG_BOX_CS;H_SETTING_THE_MATH_COLOR_FOR_EQUATIONS_STEPS;H_SETTING_THE_FUNCTION_COLOR_FOR_EQUATIONS_STEPS;H_ITALICIZING_ALPHABETIC_CHARACTERS_IN_EQUATIONS_STEPS;H_SETTING_THE_SCRIPT_SIZE_FOR_EQUATIONS_STEPS;H_SETTING_THE_SCRIPTS_SCRIPT_SIZE_FOR_EQUATIONS_STEPS;H_SETTING_THE_BIG_BIG_OPERATOR_SIZE_FOR_EQUATIONS_STEPS;H_SETTING_THE_SMALL_BIG_OPERATOR_SIZE_FOR_EQUATIONS_STEPS;H_SETTING_THE_SWITCH_TO_TEXT_MODE_FOR_EQUATIONS_STEPS',0)} See related topics

Setting the switch to math mode for equations

1. Click an equation.
2. Choose Equation - Global Settings.
3. Select "Spacebar after space switches to math."
4. Click OK.

{button ,AL(`H_SETTING_THE_SWITCH_TO_MATH_MODE_FOR_EQUATIONS_DETAILS',1)} See details

{button ,AL(`H_GLOBAL_SETTINGS_DIALOG_BOX_CS;H_SETTING_THE_MATH_COLOR_FOR_EQUATIONS_STEPS;H_SETTING_THE_FUNCTION_COLOR_FOR_EQUATIONS_STEPS;H_ITALICIZING_ALPHABETIC_CHARACTERS_IN_EQUATIONS_STEPS;H_SETTING_THE_SCRIPT_SIZE_FOR_EQUATIONS_STEPS;H_SETTING_THE_SCRIPTS_SCRIPT_SIZE_FOR_EQUATIONS_STEPS;H_SETTING_THE_BIG_BIG_OPERATOR_SIZE_FOR_EQUATIONS_STEPS;H_SETTING_THE_SMALL_BIG_OPERATOR_SIZE_FOR_EQUATIONS_STEPS;H_SETTING_THE_SWITCH_TO_TEXT_MODE_FOR_EQUATIONS_STEPS',0)} See related topics

Details: Setting the switch to text mode for equations

Selecting the option, Spacebar at end of math switches to text

When working in equations, you can use the spacebar to switch from math mode and text mode as you build your equations and annotate them.

However, you must select this option in the Global Settings dialog box.

Selecting the option, Spacebar at end of math switches to text, tells Word Pro to switch from math mode to text mode when you press the spacebar.

If you select this option, you should not use spaces in the mathematical portions of your formulas as this will switch you from math mode to text mode.

{button ,AL(`H_SETTING_THE_SWITCH_TO_TEXT_MODE_FOR_EQUATIONS_STEPS',1)} Go to procedure

{button ,AL(`H_GLOBAL_SETTINGS_DIALOG_BOX_CS;H_SETTING_THE_MATH_COLOR_FOR_EQUATIONS_STEPS;H_SETTING_THE_FUNCTION_COLOR_FOR_EQUATIONS_STEPS;H_ITALICIZING_ALPHABETIC_CHARACTERS_IN_EQUATIONS_STEPS;H_SETTING_THE_SCRIPT_SIZE_FOR_EQUATIONS_STEPS;H_SETTING_THE_SCRIPTS_SCRIPT_SIZE_FOR_EQUATIONS_STEPS;H_SETTING_THE_BIG_BIG_OPERATOR_SIZE_FOR_EQUATIONS_STEPS;H_SETTING_THE_SMALL_BIG_OPERATOR_SIZE_FOR_EQUATIONS_STEPS;H_SETTING_THE_SWITCH_TO_MATH_MODE_FOR_EQUATIONS_STEPS',0)} See related topics

Setting the switch to text mode for equations

1. Click an equation.
2. Choose Equation - Global Settings.
3. Select "Spacebar at end of math switches to text."
4. Click OK.

{button ,AL(`H_SETTING_THE_SWITCH_TO_TEXT_MODE_FOR_EQUATIONS_DETAILS',1)} See details

{button ,AL(`H_GLOBAL_SETTINGS_DIALOG_BOX_CS;H_SETTING_THE_MATH_COLOR_FOR_EQUATIONS_STEPS;H_SETTING_THE_FUNCTION_COLOR_FOR_EQUATIONS_STEPS;H_ITALICIZING_ALPHABETIC_CHARACTERS_IN_EQUATIONS_STEPS;H_SETTING_THE_SCRIPT_SIZE_FOR_EQUATIONS_STEPS;H_SETTING_THE_SCRIPTS_SCRIPT_SIZE_FOR_EQUATIONS_STEPS;H_SETTING_THE_BIG_BIG_OPERATOR_SIZE_FOR_EQUATIONS_STEPS;H_SETTING_THE_SMALL_BIG_OPERATOR_SIZE_FOR_EQUATIONS_STEPS;H_SETTING_THE_SWITCH_TO_MATH_MODE_FOR_EQUATIONS_STEPS',0)} See related topics

Showing input boxes in an equation

1. Click an equation.
2. Choose Equation - View Preferences.
3. Choose Show Input Boxes.

{button ,AL(`H_HIDING_MATRIX_LINES_IN_AN_EQUATION_STEPS;H_SHOWING_MATRIX_LINES_IN_AN_EQUATION_STEPS;H_HIDING_INPUT_BOXES_IN_AN_EQUATION_STEPS;H_SHOWING_INPUT_BOXES_IN_AN_EQUATION_STEPS;H_HIDING_MARKS_IN_AN_EQUATION_STEPS;H_SHOWING_MARKS_IN_AN_EQUATION_STEPS',0)} See related topics

Showing marks in an equation

1. Click an equation.
2. Choose Equation - View Preferences.
3. Choose Show Marks.

{button ,AL(`H_HIDING_MATRIX_LINES_IN_AN_EQUATION_STEPS;H_SHOWING_MATRIX_LINES_IN_AN_EQUATION_STEPS;H_HIDING_INPUT_BOXES_IN_AN_EQUATION_STEPS;H_SHOWING_INPUT_BOXES_IN_AN_EQUATION_STEPS;H_HIDING_MARKS_IN_AN_EQUATION_STEPS;H_SHOWING_MARKS_IN_AN_EQUATION_STEPS',0)} See related topics

Showing matrix lines in an equation

1. Click an equation.
2. Choose Equation - View Preferences.
3. Choose Show Matrix Lines.

{button ,AL(`H_HIDING_MATRIX_LINES_IN_AN_EQUATION_STEPS;H_SHOWING_MATRIX_LINES_IN_AN_EQUATION_STEPS;H_HIDING_INPUT_BOXES_IN_AN_EQUATION_STEPS;H_SHOWING_INPUT_BOXES_IN_AN_EQUATION_STEPS;H_HIDING_MARKS_IN_AN_EQUATION_STEPS;H_SHOWING_MARKS_IN_AN_EQUATION_STEPS',0)} See related topics

Switching to Greek Keyboard layout in an equation

1. Click an equation.
2. Choose Equation - Greek Keyboard.
3. Type a character.

   Word Pro automatically reverts back to the original keyboard after you type a character.

{button ,AL(`H_SWITCHING_TO_GREEK_KEYBOARD_LAYOUT_IN_AN_EQUATION_STEPS;H_SWITCHING_TO_SYMBOL_KEYBOARD_IN_AN_EQUATION_STEPS',0)} See related topics

Switching to math mode in an equation

While working in an equation in text mode, choose Equation - Math Mode.

{button ,AL(`H_SWITCHING_TO_TEXT_MODE_IN_AN_EQUATION_STEPS',0)} See related topics

Switching to Symbol Keyboard in an equation

1. Click an equation.
2. Choose Equation - Symbol Keyboard.
3. Type a character.

   Word Pro automatically reverts back to the original keyboard after you type a character.

{button ,AL(`H_SWITCHING_TO_GREEK_KEYBOARD_LAYOUT_IN_AN_EQUATION_STEPS;H_SWITCHING_TO_SYMBOL_KEYBOARD_IN_AN_EQUATION_STEPS',0)} See related topics

Switching to text mode in an equation

While working in an equation in math mode, choose Equation - Text Mode.

{button ,AL(`H_SWITCHING_TO_MATH_MODE_IN_AN_EQUATION_STEPS',0)} See related topics

Turning automatic substitution off for equations

1. Click an equation.
2. Choose Equation - Global Settings.
3. Click Automatic Substitutions.
4. Select "Disable automatic substitution."
5. Click OK to return to the Global Settings dialog box.
6. Click OK.

{button ,AL(`H_AUTOMATIC_SUBSTITUTIONS_OVER;H_INSERTING_A_FUNCTION_WITH_AUTOMATIC_SUBSTITUTION_STEPS;H_VIEWING_THE_LIST_OF_FUNCTION_NAMES_FOR_AUTOMATIC_SUBSTITUTION_STEPS;H_TURNING_AUTOMATIC_SUBSTITUTION_ON_FOR_EQUATIONS_STEPS',0)} See related topics

Turning automatic substitution on for equations

1. Click an equation.
2. Choose Equation - Global Settings.
3. Click Automatic Substitutions.
4. De-select "Disable automatic substitution."
5. Click OK to return to the Global Settings dialog box.
6. Click OK.

{button ,AL(`H_TURNING_AUTOMATIC_SUBSTITUTION_ON_FOR_EQUATIONS_DETAILS',1)} See details

{button ,AL(`H_AUTOMATIC_SUBSTITUTIONS_OVER;H_INSERTING_A_FUNCTION_WITH_AUTOMATIC_SUBSTITUTION_STEPS;H_VIEWING_THE_LIST_OF_FUNCTION_NAMES_FOR_AUTOMATIC_SUBSTITUTION_STEPS;H_TURNING_AUTOMATIC_SUBSTITUTION_OFF_FOR_EQUATIONS_STEPS',0)} See related topics

Details: Viewing the list of function names for automatic substitution

You can use the scrollbar on the "Keystrokes" box to scroll through the list of function names. When you select a function name, Word Pro displays a description of that function to the right of the list box.

You can turn off automatic substitution for all functions by selecting "Disable automatic substitution."

{button ,AL(`H_VIEWING_THE_LIST_OF_FUNCTION_NAMES_FOR_AUTOMATIC_SUBSTITUTION_STEPS',1)} Go to procedure

{button ,AL(`H_AUTOMATIC_SUBSTITUTIONS_OVER;H_INSERTING_A_FUNCTION_WITH_AUTOMATIC_SUBSTITUTION_STEPS;H_VIEWING_THE_LIST_OF_FUNCTION_NAMES_FOR_AUTOMATIC_SUBSTITUTION_STEPS;H_TURNING_AUTOMATIC_SUBSTITUTION_OFF_FOR_EQUATIONS_STEPS;H_TURNING_AUTOMATIC_SUBSTITUTION_ON_FOR_EQUATIONS_STEPS',0)} See related topics

Viewing the list of function names for automatic substitution

1. Click an equation.
2. Choose Equation - Global Settings.
3. Click Automatic Substitutions.
4. Click OK to return to the Global Settings dialog.
5. Click OK.

{button ,AL(`H_VIEWING_THE_LIST_OF_FUNCTION_NAMES_FOR_AUTOMATIC_SUBSTITUTION_DETAILS',1)} See details

{button ,AL(`H_AUTOMATIC_SUBSTITUTIONS_OVER;H_INSERTING_A_FUNCTION_WITH_AUTOMATIC_SUBSTITUTION_STEPS;H_TURNING_AUTOMATIC_SUBSTITUTION_OFF_FOR_EQUATIONS_STEPS;H_TURNING_AUTOMATIC_SUBSTITUTION_ON_FOR_EQUATIONS_STEPS',0)} See related topics