

# Using Equation Editor

Equation Editor lets you insert equations into a WordPerfect document.

In this section, you'll learn about

- [creating equations](#)
- [selecting equations](#)
- [moving equation elements](#)
- [formatting equation elements](#)
- [setting default spacing of equation elements](#)
- [adding nonmathematical phrases to equations](#)
- [deleting equation elements and equations](#)
- [adding equations to the list of preset equations](#)
- [creating matrices in equations](#)

## Creating equations

Equation Editor lets you insert preset equations into a WordPerfect document. You can also build your own equation by inserting preset [templates](#) and symbols.

Symbols are single characters, such as logic symbols and Greek characters. A [template](#) consists of a symbol and, in some cases, writeable areas, or [slots](#), for adding variables or other elements. For example, a fraction template provides two slots, one for the numerator and one for the denominator, that are separated by a line ( $\frac{\text{ }{\text{ }}$ ). You can insert these equation elements by choosing them in Equation Editor or by using shortcut keys.

Each equation you insert into a document is treated as one item rather than individual symbols or characters. The equation is inserted into a document inside a [graphics box](#), which you can move, size, and edit. For more information about formatting a graphics box, see "[Inserting graphics boxes and text boxes.](#)"

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**{button ,AL(` Creating equations;',0,"Defaultoverview",)} [How to](#)**

## To insert a preset equation

- 1 Click where you want to insert an equation.
- 2 Click **Insert ▸ Equation**.
- 3 Click the **Edit equation** tab.
- 4 Click **Presets**.
- 5 In the **Equation presets** dialog box, choose an equation from the **Choose a preset** list.

### You can also











- |                 |                                                    |
|-----------------|----------------------------------------------------|
| Insert a symbol | Open the <b>Symbol</b> picker, and click a symbol. |
| Insert a number | Open the <b>Number</b> picker, and click a number. |

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`{button ,AL(` Creating equations;',0,"Defaultoverview",)}` [Related topics](#)

## To insert a symbol into an equation by using a shortcut key

- 1 Select the equation in which you want to insert a symbol.
- 2 Click **Edit ▸ (Open) equation object**.
- 3 Click where you want to insert a symbol.

<u>To insert</u>	<u>Press CTRL + K, and press</u>
	<b>I</b>
	<b>A</b>
	<b>D</b>
	<b>&lt;</b> or <b>SHIFT + &lt;</b>
	<b>&gt;</b> or <b>SHIFT + &gt;</b>
	<b>T</b>
	<b>E</b>
	<b>SHIFT + E</b>
	<b>C</b>
	<b>SHIFT + C</b>

The following shortcut keys attach the indicated mark to the character to the left of the cursor.

<u>To apply</u>	<u>Press</u>
	<b>CTRL + SHIFT + HYPHEN</b>
	<b>CTRL + SHIFT + ~</b> (CTRL + SHIFT + " on some keyboards)
	<b>CTRL + ALT + -</b> (hyphen)
	<b>CTRL + ALT + ' </b>
	<b>CTRL + SHIFT + " </b> (CTRL + SHIFT + ~ on some keyboards)
	<b>CTRL + ALT + . </b>

### **Note**

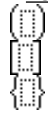
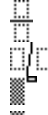

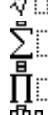
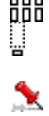
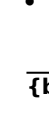







- In Equation Editor, the **SPACEBAR** is disabled unless the active style is Other. However, when you apply Standard or Greek styles, you can insert spaces into an equation by using shortcut keys. For information about styles, see "[Formatting equation elements.](#)"

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{button ,AL(` Creating equations;',0,"Defaultoverview",)} [Related topics](#)

## To insert an equation template by using a shortcut key

- 1 Click where you want to insert an equation template into a document.
- 2 Click **Insert** ► **Equation**.
- 3 Click the **Edit equation** tab.

<u>To insert</u>	<u>Press</u>
	<b>CTRL + )</b> or <b>CTRL + (</b>
	<b>CTRL + ]</b> or <b>CTRL + [</b>
	<b>CTRL + SHIFT + }</b> or <b>CTRL + SHIFT + {</b>
	<b>CTRL + F</b>
	<b>CTRL + /</b>
	<b>CTRL + H</b>
	<b>CTRL + L</b>
	<b>CTRL + J</b>
	<b>CTRL + R</b>
	<b>CTRL + I</b>
	<b>CTRL + T, then N</b>
	<b>CTRL + T, then S</b>
	<b>CTRL + T, then P</b>
	<b>CTRL + T, then M</b>
	<b>CTRL + T, then U</b>

### **Note**

- Keyboard shortcuts such as **CTRL + T, then N** indicate a two-step process; that is, first press **CTRL** and **T**, release those keys, and then press **N**.

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{button ,AL(` Creating equations;',0,"Defaultoverview",)} [Related topics](#)

## To insert a space in an equation by using a shortcut key

- 1 Select the equation in which you want to insert a space.
- 2 Click **Edit ▸ (Open) equation object**.
- 3 Click in the equation where you want to insert a space.

### To insert

a zero space  
a thin space  
a figure space  
an em space

### Press

**SHIFT + SPACEBAR**  
**CTRL + ALT + SPACEBAR**  
**CTRL + SPACEBAR**  
**CTRL + SHIFT + SPACEBAR**

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{button ,AL(` Creating equations;',0,"Defaultoverview",)} [Related topics](#)

## Selecting equations

After you create an equation, you can manipulate it as necessary. For example, you can select an equation or elements of it, including a template and a slot in a template.

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`{button ,AL(` Selecting equations; ',0,"Defaultoverview",)}` How to`

## To select an equation

- 1 Select an equation in the document.
- 2 Click **Edit ▸ (Open) equation object**.
- 3 Click the **Edit equation** tab.
- 4 Double-click the equation.

### You can also

Select an element in an equation

Click the beginning or end of an equation element, hold down **SHIFT**, and press one of the following arrow keys: ←  
→

Select a template in an equation

Double-click the template.

Select a slot in a template

Double-click the slot.

### **Tip**

- If an equation contains a slot or template, and you want to select the entire equation, double-click outside the slot or template. Double-clicking inside the slot or template selects only the contents of the slot or template.

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{button ,AL(` Selecting equations;',0,"Defaultoverview",)} Related topics



## Moving equation elements

You can move an equation element up, down, and to the left or right.

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`{button ,AL(` Moving equation elements;',0,"Defaultoverview",)} How to`

## To move an equation element

- 1 Select an equation in the document.
- 2 Click **Edit** ▶ **(Open) equation object**.
- 3 Click the **Edit equation** tab.
- 4 Select an element.
- 5 Press one of the following:

- **CTRL + ←**
- **CTRL + ↑**
- **CTRL + ↓**
- **CTRL + →**



### Note

- The distance by which the selection moves depends on the current display scale; for example, at 100% the distance is 1 point; at 200% it is 0.5 point; at 400% it is 0.25 point.

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{button ,AL(` Moving equation elements;',0,"Defaultoverview",)} Related topics

## Formatting equation elements

Equation Editor lets you change the color and style of an equation element and apply a different style to a character that you add to an equation. You can also specify new size and font settings to change the default formatting of an equation.

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**{button ,AL(` Formatting equation elements;',0,"Defaultoverview",,)} How to**

## To change the color of an equation element

- 1 Select an equation in the document.
- 2 Click **Edit** ▶ **(Open) equation object**.
- 3 Click the **Edit equation** tab.
- 4 Select an equation element.
- 5 Click **Color**.
- 6 In the **Color** dialog box, click a color on the palette.

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{button ,AL(` Formatting equation elements;',0,"Defaultoverview",)} [Related topics](#)

## To change the style of an equation element

- 1 Select an equation in the document.
- 2 Click **Edit ▸ (Open) equation object**.
- 3 Click the **Edit equation** tab.
- 4 Select an equation element.
- 5 From the **Style** list box, choose one of the following:
  - **Standard**—lets you use the predefined style or font that conforms to mathematical typesetting conventions
  - **Greek**—lets you use Greek characters
  - **Other**—lets you define a style or font
- 6 From the **Size** list box, choose one of the following:
  - **Normal**—lets you use the formatting of the paragraph that contains the equation
  - **Subscript**—lets you use the defined subscript size
  - **Sub-subscript**—lets you use the defined sub-subscript size
  - **Symbol**—lets you use the defined symbol size
  - **Sub-symbol**—lets you use the defined sub-symbol size
  - **Other**—lets you specify a size

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{button ,AL(` Formatting equation elements;',0,"Defaultoverview",)} [Related topics](#)

## To apply a different style to a character that you add to an equation

- 1 Select an equation in the document.
- 2 Click **Edit ▸ (Open) equation object**.
- 3 Click the **Edit equation** tab.
- 4 Click where you want to add a character in the equation.
- 5 Press one of the following keyboard shortcuts:
  - **CTRL + G**—assigns a Greek style
  - **CTRL + B**—lets you specify a style (Other)

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{button ,AL(` Formatting equation elements;',0,"Defaultoverview",)} Related topics

## To change the default formatting of an equation

1 Select an equation in the document.

2 Click **Edit ▸ (Open) equation object**.

3 Click the **Font** tab.

4 Type a value in any of the following boxes:

- **Subscript/superscript**— lets you change the subscript and superscript sizes
- **Sub-subscript/superscript**— lets you change the sub-subscript and sub-superscript sizes
- **Symbol**— lets you change the symbol size
- **Subsymbol**— lets you change the sub-symbol size

5 From the list boxes in the **Font** area, choose the font and style you want for the **Greek lowercase**, **Greek uppercase**, and **Symbol** characters.



### Notes

- If you specify a percentage for the font size setting, the font size adjusts to reflect any changes made to the font size of the paragraph that contains the equation.
- Choose the **Symbol** font for symbol characters to ensure that they display correctly.

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{button ,AL(` Formatting equation elements;'0,"Defaultoverview",)} [Related topics](#)

## Setting default spacing of equation elements

You can set the default space settings for elements in an equation. Changing the default space settings affects all the similarly placed elements in an equation.

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`{button ,AL(` Setting default spacing of equation elements;',0,"Defaultoverview",)}` [How to](#)



## To set the default spacing of an equation element

- 1 Select an equation in the document.
- 2 Click **Edit ▸ (Open) equation object**.
- 3 Click the **Spacing** tab.
- 4 Choose an element from the list.  
The corresponding dimension is indicated in the image on the left side of the dialog box.
- 5 Choose a unit of measure from the list box, and type a value in the box.

### **Note**

- Percentage is the default unit of measure. Using a percentage makes the spacing proportional to the rest of the text in the paragraph. For example, if you change the font size of the paragraph, the equation changes proportionally. If you use any other unit of measure, the equation does not adjust if the font size of the paragraph into which it is inserted changes.

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{button ,AL(` Setting default spacing of equation elements;',0,"Defaultoverview",)} Related topics

## Adding nonmathematical phrases to equations

You can add a nonmathematical phrase, such as "for all, " to an equation.

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`{button ,AL(` Adding nonmathematical phrases to equations;';0,"Defaultoverview",)}` How to

## To add a nonmathematical phrase to an equation

- 1 Select an equation in the document.
- 2 Click **Edit ▸ (Open) equation object**.
- 3 Click the **Edit equation** tab.
- 4 Click where you want to add the phrase.
- 5 Choose **Other** from the **Style** list box.
- 6 In the **Explicit font properties** dialog box, choose a font and a font style from the list boxes.
- 7 Click **OK**.
- 8 Type the phrase in the box.
- 9 Choose **Standard** from the **Style** list box.

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{button ,AL(` Adding nonmathematical phrases to equations;',0,"Defaultoverview",)} Related topics

## Deleting equation elements and equations

You can delete an equation, elements of an equation, the contents of a slot, and a template. You can also delete an equation without deleting the graphics box that contains it, or you can delete both the equation and the graphics box.

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**{button ,AL(`Deleting equation elements and equations;',0,"Defaultoverview",)} How to**

## To delete an equation element

- 1 Select an equation in the document.
- 2 Click **Edit** ▶ **(Open) equation object**.
- 3 Click the **Edit equation** tab.
- 4 Click an equation element.
- 5 Press **DELETE**.

### **You can also**

Delete the contents of a slot	Double-click a slot, and press <b>DELETE</b> .
Delete a template	Double-click a template, and press <b>DELETE</b> .
Delete an equation	Double-click an equation, and press <b>DELETE</b> .
Delete an equation and its graphics box	Click an equation, and press <b>DELETE</b> .



### **Note**

- If you want to delete a slot from a template, not just the contents of the slot, you must delete the entire template and replace it with the correct one.

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{button ,AL(`Deleting equation elements and equations;',0,"Defaultoverview",)} [Related topics](#)

## Adding equations to the list of preset equations

Equation Editor provides preset equations that you can insert into a document. You can also create your own equation files and add them to the existing preset equation file by using a text editor. For information about creating an equation, see ["Creating equations."](#)

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**{button ,AL(` Adding equations to the list of preset equations;',0,"Defaultoverview",)} [How to](#)**

## To insert an equation into the list of preset equations

- 1 Click **Insert ▶ Equation**.
- 2 Click the **Edit equation** tab.
- 3 Click **Presets**.
- 4 In the **Equation presets** dialog box, click **File**.
- 5 Right-click the **default.epf** file, and click **Open with**.
- 6 In the **Open with** dialog box, choose a text editor.
- 7 Type the equation using the **EQN Language** commands and the formatting instructions provided in the **default.epf** file.



### Note

- If you want to create your own list of presets, follow the instructions provided in the **default.epf** file and use the **EQN Language** commands. You must save equation preset files in ASCII format and use the filename extension **.epf**. If you save preset files to the same location as the **default.epf** file, the preset equation list displays with the **default.epf** file. If not, you can locate the file from the **Look in** list box.

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**{button ,AL(` Adding equations to the list of preset equations;',0,"Defaultoverview",)} Related topics**

## Creating matrices in equations

You can create column vectors, determinants, matrices, and other tabular layouts in equations. For example, you can create three-element row and column vectors, 2 X 2 or 3 X 3 matrices, or variable-sized matrices using the templates available in Equation Editor. The first nine templates allow you to create vectors and matrices with common sizes. The last three templates let you create a custom matrix or table using the following options.

### Column align

This option positions entries horizontally in each column, according to the alignment you choose.

### Equal column width

This option adjusts column widths so that each column is the same width as the widest column. If you do not enable this option, Equation Editor determines the width of each column individually.

### Row align

This option positions entries vertically in each row, according to the alignment you choose.

### Equal row height

This option adjusts the row heights so that each row is the same height as the tallest row. If you do not enable this option, Equation Editor determines the height of each row individually.

### Row and column spacing

You can adjust row and column spacing. You can change the Matrix Column Spacing and Matrix Row Spacing parameters.

### Partition lines, tables, and boxes

You can create various types of lines to partition the matrix by clicking the gaps between the matrix cells. Clicking a gap once produces a solid line. Clicking the gap again changes the solid line to a dashed line. Clicking the gap three times changes the dashed line to a dotted line, and clicking the gap four times removes the partition line. You can also create lines around the matrix by clicking around the outside of the matrix cells. By placing lines between matrix cells and around the outside of matrices, you can construct tables. You can also enclose an equation in a box by creating a 1 X 1 matrix with solid lines around its edges and creating an equation within the single matrix slot.

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`{button ,AL(` Creating matrices in equations;','0,"Defaultoverview",)} How to`



## To insert a matrix in an equation

- 1 Select an equation in the document.
- 2 Click **Edit ▶ (Open) equation object**.
- 3 Click the **Edit equation** tab.
- 4 Click where you want to insert the matrix.
- 5 Open the template picker at the bottom right, and click a matrix template.
- 6 If the chosen template is a variable size matrix, fill in the appropriate matrix settings.
- 7 Click **OK**.
- 8 Click in each slot, and add the equation elements you want.

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{button ,AL(` Creating matrices in equations;',0,"Defaultoverview",)} Related topics

**Equation does not print properly**

Equation Editor comes with two special fonts for printing equations: Fences and MTEExtra. In addition, Equation Editor's Symbol font or a standard Windows Symbol font (such as the one that comes with Adobe Type Manager) is required. You can print equations on any type of printer provided these fonts are properly installed for your printer. Equation Editor supplies PostScript Type 1 fonts for PostScript printers and Adobe Type Manager, HP LaserJet (PCL) fonts for LaserJet printers, and TrueType fonts, which may be used for printing on various types of printers including dot-matrix and HP DeskJet models. When you install Equation Editor, the fonts you need are automatically installed for each printer you have installed in Windows.

Sometimes, due to any number of factors, fonts are not properly installed into Windows. You can usually correct the situation by re-installing the fonts.

**Fonts not available for printer**

Equation Editor's fonts have to be installed separately for each printer/port combination you want to print equations on. If you get a "fonts not available on default printer" message, Equation Editor's fonts have not been installed for the current default printer. The reason may be that you installed the default printer after installing Equation Editor. You can change the default printer to one for which Equation Editor's fonts have been installed.

**Equation does not display properly**

After you have imported an equation into a document, it may sometimes be displayed using the wrong fonts or sizes. Some possible causes are:

- You removed screen or printer fonts that are used by the equation. If a screen font is missing, the equation should print properly. If a printer font is missing, you must re-install it.
- The [default printer](#) has changed since the equation was created, and the fonts used by the equation are not available on the new default printer. To fix this, you can either change the default printer (using the Windows Control Panel), install the fonts for the current default printer, or edit the equation and choose different fonts.
- Windows is choosing the wrong screen font or handling italics poorly. You can't do anything about this, but it will not affect the printing of the document.
- Overall, equations will display more consistently if you use TrueType fonts or Adobe Type Manager.

**Cannot edit equation in previous version of WordPerfect Office programs**

You cannot edit equations created in Equation Editor 8 or 9 in previous versions of WordPerfect Office programs. If you want to edit documents containing equations using earlier versions of WordPerfect Office, use the Corel WordPerfect 5.1 to 7 Equation Editor.

**Default Printer**

There is always a default printer chosen from among the printers you have installed in Windows. Your choice of default printer can affect what fonts are available to Equation Editor. To change the default printer, click the Printers icon in the Windows Control Panel.

**Relational operators**

This palette contains symbols that express various relationships between two quantities, most of which involve some notion of equality, inequality, or equivalence, such as “less than or equal to” or “greater than.”

**Spaces and ellipses**

This palette contains the alignment symbol, several spacing symbols, and ellipsis symbols (dots). To add space between characters, you can insert thin spaces, thick spaces, and other forms of spacing. You can also insert the alignment symbol, used to align multiple lines of equations. Ellipses are useful for constructing vectors and matrices.



**Embellishments and hats**

Mathematical variables often have primes, hats, bars, and dots attached to them. These are sometimes known as diacriticals or accents, but in Equation Editor they are referred to as character embellishments. You create an embellishment of this type by choosing the corresponding icon in this palette. The embellishment will be attached to the character to the left of the insertion point.

**Arithmetic operators**

This palette contains twelve operator symbols for adding, subtracting, multiplying, dividing, and other commonly used math symbols.

**Arrows**

The Arrows Symbols Palette contains fourteen arrow symbols.

**Logic operators**

This palette provides eight symbols used for logical operators such as “therefore,” “not,” “for all,” and “there exists.”

**Set characters**

This palette contains twelve symbols used for Set Theory operations, including "element of," "not an element of," "union," "intersection," "empty set," and "subset."

**Miscellaneous symbols**

The Miscellaneous Symbols Palette contains various symbols that are either somewhat obscure or do not seem to fit in elsewhere, such as the symbols used to represent infinity, the imaginary part of a complex number, and right-angle perpendicular.

## **Lowercase Greek**

This palette contains icons for the entire lowercase Greek alphabet. You can also insert any Greek character by pressing Ctrl + G, followed by the corresponding English character.

## **Uppercase Greek**

This palette contains icons for the entire uppercase Greek alphabet. You can also insert any Greek character by pressing Ctrl+G, followed by the corresponding English character (hold down Shift to type the capital Greek letter).



**Fences**

The templates in this palette provide you with various ways of enclosing expressions between matching pairs of symbols called fences or delimiters. You can insert brackets, braces, and parentheses in your equations. All of these symbols will automatically expand to accommodate whatever they enclose, including multi-line expressions. You can change the fence overhang (the distance fences extend above and below the items they enclose) using the Spacing command on the Format menu.

**Fractions and radicals**

This palette provides templates for creating fractions, radicals, and long-division layouts. You can insert square root and nth root templates from this palette.

**Subscripts and superscripts**

This palette provides templates for creating subscripts and superscripts, and allows expressions to be placed above and below one another in various other ways. By placing one template inside another, you can achieve multiple levels of subscripting and/or superscripting.

**Summations**

Various types of sums can be created using the five templates in this palette.

## **Integrals**

This palette provides templates for various kinds of integrals. There are twenty integral templates in all, including single integrals, line integrals, double integrals, and triple integrals, all with various combinations of limits.

**Bars**

The templates on this palette are used for creating expressions that have bars either under them or over them. The bars may be either single or double, and may be used to denote complex conjugates or closures of sets.

### **Products and Set operators**

The templates in this palette provide templates for products, coproducts, and set-theoretic intersections and unions. The five templates in the first row are used to create products, and the corresponding five in the second row denote coproducts. These are both used in much the same way as summation templates. The ten templates in the next two rows are for creating unions and intersections of sequences of sets. Again, these templates behave much like summation and product templates.

## **Matrices**

Column vectors, determinants, matrices, and other tabular layouts are all built using the templates on this palette. You can create three-element row and column vectors, 2X2 or 3X3 matrices, or variable-sized matrices. The first nine templates give you quick ways to create vectors and matrices with common sizes. The last three templates display the Matrix dialog box, where you can create a custom matrix or table.



**Labeled arrows**

Labeled arrows are created using the six templates in this palette. These templates can be used to describe convergence to a limit or some property of a function.

**Piles**

A pile is created when you press Enter. A new line appears beneath the current one. You can type an expression on the new line, press Enter again, and so forth, forming a vertical stack. A pile can be created from any position in an equation. There could be several piles within an equation, or you could have a pile of equations.

Assigns the Text style either to selected characters or to characters that you type subsequently. This style activates the Spacebar on your keyboard, disables Equation Editor's automatic spacing, and formats characters in Text style (which usually means plain roman), making it easier to type ordinary text with Equation Editor.

**Equation template**

A preset equation symbol with spaces, called slots, for specifying variables. A slot is a writable space in an equation template in which variables, symbols, words, or phrases can be placed. For example, a fraction template has two slots, one for the numerator and one for the denominator.

**Slot**

A writeable space in an equation template in which variables, symbols, words, or phrases can be placed. For example, a fraction template has two slots, one for the numerator and one for the denominator.

## Equation editor

Click to display a list of relational symbols. To insert a symbol, choose it from the list.

The list omits the inequality symbols  $<$  (less than) and  $>$  (greater than), since these can be entered using the keyboard.

Click to display the alignment symbol and a list of spacing and ellipses symbols. To insert a symbol, choose it from the list.

Use the alignment symbol to align multiple lines of equations. Inserting the symbol in each line shifts the line horizontally so that the alignment symbols line up vertically.

Use the spacing symbols to insert spaces between characters and templates.

Use the ellipse symbols to indicate that items have been omitted.

Click to display a list of primes, hats, bars, dots and other embellishments. To apply an embellishment, select an equation element, and choose an embellishment from the list. To delete an embellishment, position the insertion point to the right of the embellished character, and choose No Embellishment from the list or press BACKSPACE.



Click to display a list of operator symbols. To insert a symbol, choose it from the list.

The angle brackets (< and >) are a fixed size; if you want expanding brackets, click the fourth button in the first column, and choose an angle bracket from the list.

Click to display a list of arrow symbols. To insert a symbol, choose it from the list.

Click to display a list of logical symbols. To insert a symbol, choose it from the list.

Click to display a list of Set Theory symbols. To insert a symbol, choose it from the list.

Click to display a list of symbols for infinity, summation, product, angle, and other symbols. To insert a symbol, choose it from the list.

Click to display Greek characters. You can also insert Greek characters by typing CTRL + G, then typing the corresponding character.

Click to display a list of fences or delimiters used to enclose equation elements. To insert a symbol, choose it from the list.

Click to display a list of templates for creating fractions, radicals, and long-division layouts. To insert a template, choose it from the list.



Click to display a list of templates for creating subscripts and superscripts and for placing elements above or below one another. To insert a template, choose it from the list.

To attach a left-side subscript or superscript, place the insertion point to the left of the element to which you want to attach the template.

Click to display a list of templates for various types of sums. To insert a template, choose it from the list.

Click to display a list of templates for various kinds of integrals. To insert a template, choose it from the list.

Click to display a list of templates used to create expressions with bars under or over them. To insert a template, choose it from the list.

Click to display a list of templates used to create vector expressions. To insert a template, choose it from the list.

Click to display a list of templates used to create products, coproducts, and set-theory intersections and unions.  
To insert a template, choose it from the list.

Click to display a list of templates used to create matrices. To insert a template, choose it from the list.

Click the Refresh button to refresh the display of the equation in the Edit Equation window.



The Edit Equation window displays the equation you are creating or editing.

Choose a font and style for the lowercase Greek characters from the list boxes.  
The font you choose for the Greek characters should be the Symbol font to ensure that all symbols appear correctly.

Click the Defaults button to restore the default size settings for the Normal, subscript, superscript, sub-subscript, sub-superscript, symbol, and sub-symbol characters.

Displays a sample equation highlighting the element for which you are changing the size. The sample equation changes when you click in the Subscript/Superscript, Sub-Subscript/Superscript, Symbol, or Sub-symbol boxes.

Type a font size for Normal characters. To change the unit of measure, click a unit from the list box.

Type a font size for subscript and superscript characters.

To change the unit of measure, click a unit from the list box. If you choose %, the font size will be relative to the paragraph into which the equation is being inserted. The other settings set a specific size for the character.

Type a font size for sub-subscript and super-superscript characters.

To change the unit of measure, click a unit from the list box. If you choose %, the font size will be relative to the paragraph into which the equation is being inserted. The other settings set a specific size for the character.

Type a font size for sub-symbol characters.

To change the unit of measure, click a unit from the list box. If you choose %, the font size will be relative to the paragraph into which the equation is being inserted. The other settings set a specific size for the character.



Type a font size for symbol characters.

To change the unit of measure, click a unit from the list box. If you choose %, the font size will be relative to the paragraph into which the equation is being inserted. The other settings set a specific size for the character.

Choose a font and style for the symbol characters from the list boxes.

The font you choose for the symbol characters should be the Symbol font to ensure that all symbols appear correctly.

Choose a font and style for the uppercase Greek characters from the list boxes.  
The font you choose for the Greek characters should be the Symbol font to ensure that all symbols appear correctly.

Click the Defaults button to reset the default spacing settings for the equation elements. All of the default settings are restored when you click the Defaults button.

Choose the equation element for which you want to set the spacing.

Click a unit for the spacing of the selected equation element.

Type a value for the spacing of the selected equation element.

Displays a sample equation highlighting the equation elements for which you are setting the spacing.



## Using the Matrix Settings dialog box

Use the Matrix Settings dialog box to set the number of rows and columns for a matrix in the equation and to specify how the rows and columns are aligned.

### The Rows Settings section

Type the number of rows you want in the matrix in the Rows box. The maximum number of rows in a matrix is 31.

Click the Top, Baseline, or Bottom button to specify how you want the entries in each row to align.

Enable the Equal Row Height check box to make each row the height of the tallest row. Matrix row heights are determined by the tallest row. If you disable the check box, Equation Editor determines the height of each row depending on the contents of the row.

### The Columns Settings section

Type the number of columns you want in the matrix in the Columns box. The maximum number of columns in a matrix is 31.

Click the Left, Center, Right, At =, or At . buttons to specify how you want the entries in each column to align.

The At = button aligns the contents of the column at equal signs (=) and other equality and inequality signs. The At . button aligns decimal points with one another in the column. The decimal points can be periods or commas.

Enable the Equal Column Width check box to make each column the width of the widest row. Matrix column widths are determined by the widest column. If you disable the check box, Equation Editor determines the width of each column depending on the contents of the column.

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Click the Presets button to choose from a list of preset equations. For more information about inserting preset equations, see "Inserting and editing equations." For more information about adding equations to a list of presets, see "Adding an equation to the list of presets."

Choose a zoom value for the equation in the Edit Equation window. You can enlarge the display to make it easier to view and edit parts of an equation, or you can reduce the display to view a long equation. To display the equation at the size that it will appear in the publication, choose 100%.

Choose a type size for the selected equation elements or for the elements that you subsequently type.  
If you want to set a specific size, choose Other, and use the Explicit Font Properties dialog box to set a font size.  
If you want to change the value for the Subscript, Sub-subscript, Symbol and Sub-symbol sizes, click the Font tab and adjust the settings in the Size section of the dialog box. You cannot change the size of Normal; it is always the same as the type size of the paragraph in which the equation is being inserted.

Choose a font or font style for the selected equation elements or for the elements that you subsequently type. If you want to choose a specific font or font style, choose Other, and use the Explicit Font Properties dialog box to set the font or font style. If you want to change the Standard or Greek styles, click the Font tab and adjust the settings in the Font section of the dialog box.

Click the Defaults button to restore the default font and font style for the lowercase Greek, Uppercase Greek, and Symbol characters.

Click the color button, and choose a color for the selected equation element(s).



Type the number of rows you want in the matrix in the Rows box. The maximum number of rows in a matrix is 31.

Click the Top, Baseline, or Bottom button to specify how you want the entries in each row to align.

Enable the Equal Row Height check box to make each row the height of the tallest row. Matrix row heights are determined by the tallest row. If you disable the check box, the application determines the height of each row, depending on the contents of each column.

Type the number of columns you want in the matrix in the Columns box. The maximum number of columns in a matrix is 31.

Click the Left, Center, Right, At =, or At . buttons to specify how you want the entries in each column to align. The At = button aligns the contents of the column at equal signs (=) and other equality and inequality signs. The At . button aligns decimal points with one another in the column. The decimal points can be periods or commas.

Enable the Equal Column Width check box to make each column the width of the widest row. Matrix column widths are determined by the widest column. If you disable the check box, the application determines the width of each column depending on the contents of the column.

Choose a font for the selected equation element from the Font list box.

Choose a font style for the selected equation element from the Style list box.



Select a preset equation, and click OK to add it to the Edit Equation window of the Insert Equation or Edit Equation dialog box.

Click the File button to change the equation preset file. For more information, see "Adding an equation to the list of presets."



