

MS Equation 3.0 Keyboard Shortcuts

For more information on keyboard shortcuts, see MS Equation help – keyboard shortcuts.
For more MS Equation tips and tricks, see http://www.mathtype.com/en/products/ee/ee_tips.htm

Accessing the Equation Editor toolbar using keys

<u>To</u>	<u>Press</u>
Move to toolbar	F2
Display a palette	UP OR DOWN ARROW
Select a palette item	UP, DOWN, LEFT, OR RIGHT ARROW
Move to the next or previous palette	LEFT OR RIGHT ARROW
Insert selected palette item	ENTER

Positioning the insertion point in an equation using keys

<u>Pressing</u>	<u>Moves the insertion point</u>
TAB	To the end of the slot. If the insertion point is at the end of a slot, it moves to the next logical slot.
SHIFT+TAB	To the end of the previous slot.
RIGHT ARROW	Right one unit within the current slot or template.
LEFT ARROW	Left one unit within the current slot or template.
UP ARROW	Up one line.
DOWN ARROW	Down one line.
HOME	To the beginning of the current slot.
END	To the end of the current slot.

Note: To insert a tab character in a slot, press CTRL+TAB.

Inserting symbols in an equation using keys

Many symbols can be inserted using a CTRL+K, character sequence.

<u>To insert</u>	<u>Press CTRL+K, followed by</u>
Infinity	I
Arrow	A
Derivative (partial)	D
Less than or equal to	<
Greater than or equal to	>
Times	T
Element of	E
Not an element of	SHIFT+E
Contained in	C
Not contained in	SHIFT+C

All of these symbols are characters from the Symbol font, so they can also be inserted by using their ALT key character codes. To insert Greek letters, press Ctrl+G, followed by a letter key.

Inserting templates in an equation using keys

Templates can be inserted using a CTRL+character combination or a CTRL+T, character sequence. Note Some key combinations are not available with Windows NT.

<u>To insert template</u>	<u>Press</u>
Parentheses	CTRL+9 or CTRL+0
Brackets	CTRL+[or CTRL+]]
Braces	CTRL+{ or CTRL+}
Fraction	CTRL+F
Slash fraction	CTRL+/
Superscript (high)	CTRL+H
Subscript (low)	CTRL+L
Joint sub/ superscript	CTRL+J
Integral	CTRL+I
Absolute value	CTRL+T,
Root	CTRL+R
nth root	CTRL+T, N
Summation	CTRL+T, S
Product	CTRL+T, P
Matrix template 3X3	CTRL+T, M
Underscript (limit)	CTRL+T, U
Thin space	CTRL-SPACEBAR

Applying embellishments in an equation using keys

You can attach an embellishment to the character to the left of the insertion point with keyboard shortcuts.

<u>To apply</u>	<u>Press</u>
Overbar	CTRL+SHIFT+HYPHEN
Tilde	CTRL+SHIFT+~
Arrow (vector)	CTRL+ALT+HYPHEN
Single prime	CTRL+ALT+'
Double prime	CTRL+SHIFT+''
Single dot	CTRL+ALT+PERIOD

Applying styles to an equation using keys

<u>To choose</u>	<u>Press</u>
Math	CTRL+SHIFT+=
Text	CTRL+SHIFT+E
Function	CTRL+SHIFT+F
Variable	CTRL+SHIFT+I
Greek	CTRL+SHIFT+G
Matrix-Vector	CTRL+SHIFT+B

You can also use keyboard shortcuts to change the style assigned to the next character that you type. When you type the shortcut, the status bar tells you that a special mode is in effect. After you have inserted one character, Equation Editor reverts to the previous style.

<u>To assign</u>	<u>Press</u>
Symbol	CTRL+G
Matrix-Vector	CTRL+B

Aligning an equation using keys

<u>To align</u>	<u>Press</u>
Left	CTRL+SHIFT+L
Center	CTRL+SHIFT+C
Right	CTRL+SHIFT+R

Adjusting the spacing between elements in an equation using keys

<u>To nudge</u>	<u>Press</u>
Left by 1 pixel	CTRL+LEFT ARROW
Right by 1 pixel	CTRL+RIGHT ARROW
Down by 1 pixel	CTRL+DOWN ARROW
Up by 1 pixel	CTRL+UP ARROW
En space	CTRL+SPACE