

Many of us use an equation editor or MathType to make documents for our math classes. But do you *really* know how to use MathType? Maybe you do, but then again, maybe you're missing something a few details that would've made your life so much easier ... if you had only known!

Keep in mind that it's more important to **know** that something can be done than to actually remember all the details. You can always look up the details again.

- Create a hotkey to open and close equations (Ctrl-E is mine)
- Learn basic hotkeys
  - Fraction (Ctrl-F)
  - Exponent (Ctrl-H ... H for high)
  - Subscript (Ctrl-L ... L for low)
  - Radical (Ctrl-R)
  - Resizing Parentheses, Brackets, or Braces: Ctrl-(, [, or {
- Where can you see what the hotkey is?
- How can you CHANGE the hotkey?
- Using color in MathType
- Using view and zoom in MathType
- Greek letters (Ctrl-G ... followed by corresponding letter)
- Resizing integral symbols (Shift + Symbol)
- Nudge Key (Ctrl with up, down, left, or right)
- Making "calculator buttons" with the box symbol
- Text vs. Math Style
- Format → Align at =, Align at Top, Align at decimal
- Reformat all the equations in a document (all at once!)