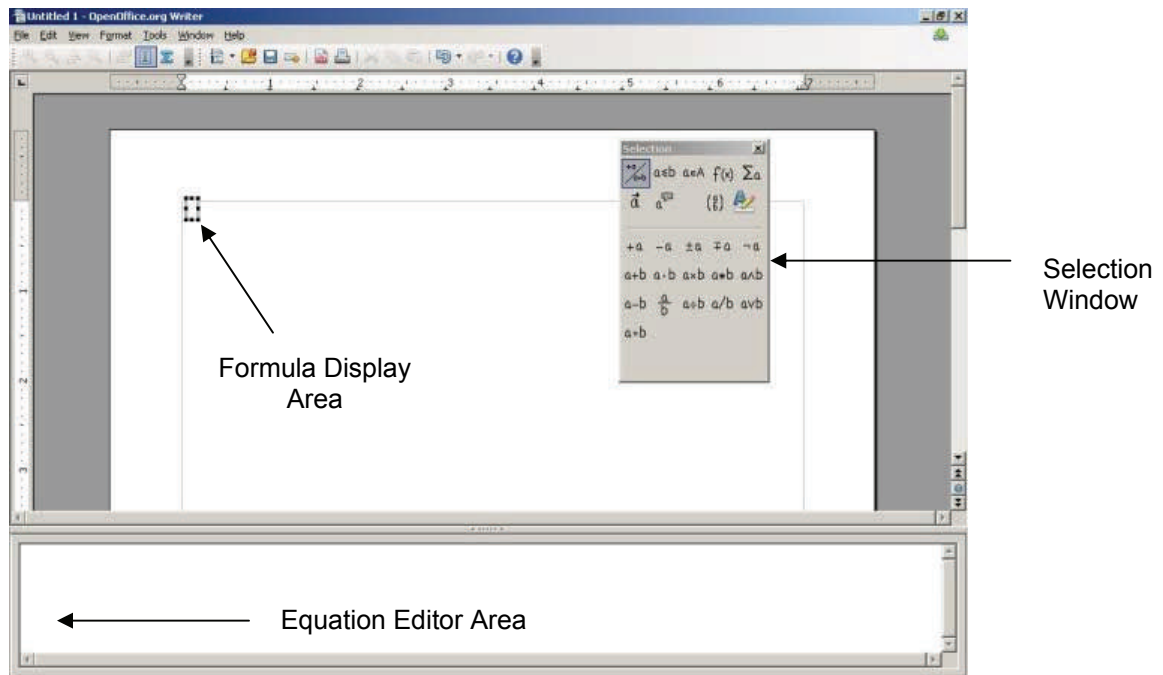


Math Overview

OpenOffice.org (OOo) has a mathematical equations component. It is most commonly used as an equation editor for text documents, but it can also be used with other types of documents or stand-alone. When used inside Writer, the equation is treated as an object inside the text document by clicking **Insert** → **Object** → **Formula**.



Entering a Formula

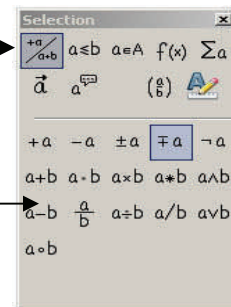
There are three ways to enter a formula:

1. Select a symbol from the Selection window.
2. Right click on the equation editor area.
3. Type the markup in the equation editor area.

- The Equation Editor Area and the Selection window insert the markup corresponding to a symbol. This provides a convenient way to learn the OOo Math markup.

Categories Area

Symbols Area



- **Selection Window:** The simplest method is using the Selection window. You can hide (or view) the Selection window with **View** → **Selection**. The Selection window is divided into two main sections. Click on a top category to change the list of symbols. The bottom section shows the symbols that are available in the current category.

- **Example:** 6×5 , for this formula on the Selection window select the top, left button on the categories section. Then click on the multiplication symbol. Once selected the equation editor shows the markup: $\langle ? \rangle \times \langle ? \rangle$ and the body of the document shows a gray box the $\langle ? \rangle$ symbols are placeholders that you can replace by other text. The equation will update automatically.



Entering a Formula Continued....

- **Right click Menu**

Another way to access the mathematical symbols to enter a formula is by right clicking in the equation editor section of the screen. This produces a selection menu. The selections in this menu create formulas exactly as those chosen from the selection window.

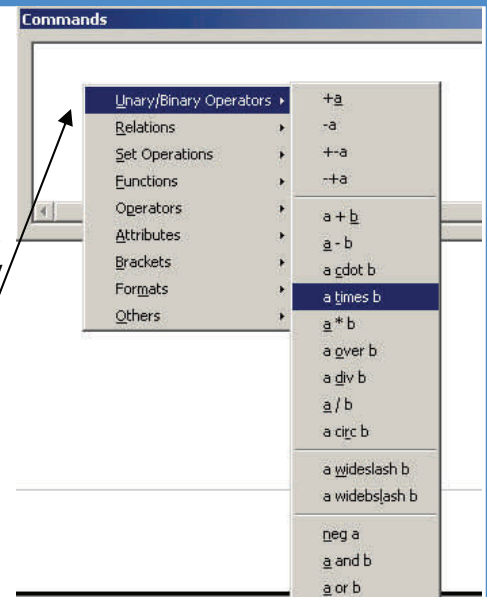
- **Markup**

You can type the markup directly into the Equation Editor Area. Simply type **6 times 5** to get 6 X 5. By knowing the markup this can be the quickest way to enter a formula. As a tip, the markup resembles the way the formula reads in English.

- Below is a list of common equations and their corresponding markup.

| Display | Command | Display | Command |
|---------------|-------------|-------------|----------|
| $a=b$ | a = b | \sqrt{a} | sqrt {a} |
| a^2 | a^2 | a_n | a_n |
| $\int f(x)dx$ | int f(x) dx | $\sum a_n$ | sum a_n |
| $a \leq b$ | a <= b | ∞ | infinity |
| $a \times b$ | a times b | $x \cdot y$ | x cdot y |

Right Click Here



Shortcuts

| | | | | | |
|-----------------|--------------|--------------|-------------|-------------|----------|
| Open | <Ctrl>+O | Bold | <Ctrl>+B | Print | <Ctrl>+P |
| Save | <Ctrl>+S | Italic | <Ctrl>+I | Copy | <Ctrl>+C |
| Close Window | <Alt>+F4 | Underline | <Ctrl>+U | Paste | <Ctrl>+V |
| Help | <F1> | Go to Bottom | <Ctrl>+End | Delete | <Ctrl>+X |
| Insert New Page | Ctrl + Enter | Go to Top | <Ctrl>+Home | Spell Check | <F7> |

Customizations

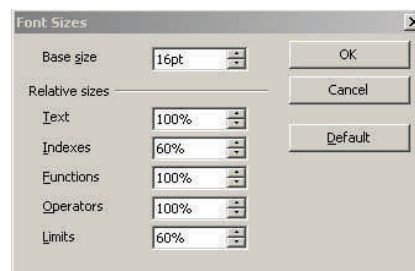
- **Formatting the formula size:** Begin by entering the formula and then choose **Format** → **Font Size**. Then choose the **Base Size** and select **OK**.

Font size 12:

6 × 5

Font size 16:

6 × 5



- **Using the Equation Editor Area as a floating window:** To turn the Equation Editor Area into a floating window simply hover the mouse over the frame of the area. Then while pressing down the **<Ctrl>** key, double click on the area's frame. You can make the floating window back into an embedded frame using the same steps.

