

How to use WinTriangle daily

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Creating, Opening, Saving and Importing Files Before you begin writing equations, you will need to know how to create, open and save files. If you are working with XHTML or MathML formats, you will also need to know how to import files. In WinTriangle, the steps required to create, open, save and import files are similar to standard word processors, such as Microsoft Word, or text editors, such as Notepad.

Creating a File If you are starting a new document, you must first create a file. To create a file:

- In the File menu, select **New**. A new file will open.

3.2 Opening a File If you want to resume work on a previously created file, you must first open the file. To open a file:

- In the File menu, select **Open**. The Open window will open.
- Navigate to the location of the file you want to open.
- Select the file you want to open.
- Click **Open**.

3.3 Saving a File You should periodically save your document to prevent accidental loss of information. You must also save your file before quitting WinTriangle if you do not want to lose any new information you entered.

Note: Save overwrites previously saved information. If you do not want to overwrite information, you must **Save As**. The **Save As** command saves the document to a new file. To save a file:

- In the File menu, select **Save**.
- If the document has not been saved before, the **Save As** window will open. To **Save As**, see "To save a file as" below. To save a file as:

- In the File menu, select **Save As**. The **Save As** window will open.
- Navigate to the location you wish to save your file to.
- Enter a file name for your document in the File name field.
- Select a file type for your document in the **Save as type** pull down menu.
- Click **Save**.

3.4 Importing Files WinTriangle can import files from MathML, XML, HTML and XSL formats. To import a file: In the File menu, select **Import**. The Open window will open.

- Navigate to the location of the file you want to import.
- Select the file type from the **Files of type** pull down menu. To display all files types, select **All files**.
- Select the file you want to import.
- Click **Open**.

4.0 Formatting Text Using bold and italicized text is a common and simple way to format text. Formatting text in WinTriangle is similar to formatting text in a standard word processor, such as Microsoft Word. **Note:** You can only bold or italicize text. You cannot make text both bold and italicized.

4.1 Writing Bold Text WinTriangle can create bold text. To make text bold:

- Click the **Bold** button. New text will appear bold.
 - When you have finished writing bold text, click the **Bold** button.
- 4.2 Writing Italicized Text** WinTriangle can create italicized text. To italicize text:

- Click the **Italic** button. New text will appear italicized.
- When you have finished writing italicized text, click the **Italic** button.

5.0 Writing Equations Writing equations is the primary function of WinTriangle. Though writing equations can be a long and tedious task in some programs, WinTriangle simplifies this process through the use of hotkeys, easy-to-access buttons and other similar functions.

5.1 Writing Superscripts You can write superscripts in two ways: by typing a hotkey combination or by selecting a command in the **Insert** menu. These instructions will describe how to create a superscript using the **Insert** menu. To write a superscript using the **Insert** menu:

- Type the phrase that contains a superscript.
 - Highlight the character(s) to be superscripted.
 - In the **Insert** menu, select **Make selection into superscript**.
- 5.2 Writing Subscripts** You can write subscripts in two ways: by typing a hotkey combination or by selecting a command in the **Insert** menu. These instructions will describe how to create a subscript using the **Insert** menu. To write a subscript using the **Insert** menu:

- Type the phrase that contains a subscript.
- Highlight the character(s) to be subscripted.
- In the **Insert** menu, select **Make selection into subscript**.

5.3 Using Hotkeys Hotkeys allow you to perform procedures with one or two keystrokes. This saves a great deal of time, especially when you perform a command many times. The following table lists the hotkeys available in WinTriangle.

Procedure	Hotkey
Fraction and denominator.	Alt + ,
Close.	Ctrl +]

Denominator.

Ctrl + /

End equation.

Alt +]

End fraction.

Ctrl + .

Equation.

Alt + [

Fraction.

Ctrl + ,

Left superscript, open, close.

Ctrl + 7

Macro.

Alt + \

Open.

Ctrl + [

Over.

Alt + /

Overscript, open, close.

Ctrl + 9

Root, open, close.

Ctrl + 8

Subscript.

Ctrl + -

Superscript.

Ctrl + 6

Underscript.

Ctrl + _

5.4 Entering Symbols Symbols are used extensively in math and science. Yet they can be difficult and time consuming to write in text editors and word processors. WinTriangle has made this process faster and easier by including toolbar buttons of the most common symbols, as shown below in figure 1. Figure 1: Toolbar Symbol Buttons To insert a symbol using a button:

- Click the button for the symbol you want to insert. In addition to the symbols included in the toolbar buttons, there are many more symbols available in WinTriangle. These symbols are located in the Insert menu. To insert a symbol using the Insert menu:

- In the Insert menu, select Character. The Select Character to Insert window will open.
- Select a symbol to insert from the Insert Symbol pane.

- Click OK. 6.0 Using the Speech Function WinTriangle is capable of speech function. The speech function is active when WinTriangle is started. Speech properties, such as pitch and volume, can be changed and the speech function can be turned off. You can change speech properties in two ways: by clicking the Speech button located on the toolbar, or by selecting Speech Properties in the Speech menu. These instructions describe how to change speech properties using the Speech button. To change speech functions:

- Click the Speech button . The Speech Properties window will open.
- To turn speech off, deselect the Speech on checkbox box, then click OK.
- To change voice properties, move the rate, pitch and volume sliders left or right, then click OK.