






















# EquatIO® for Windows/Mac

## Quick Reference Guide 12.19



Tool	Symbol	How it works
EquatIO Menu		Use this menu to access Options, Help & Support, Send Feedback, Sign Out, or Close EquatIO.  Within the Options tab you can activate your Premium subscription or see when it expires, select your prediction preferences, language, and font size under Math Options, or update your Profile information.
Equation Editor		Create your math expression here by typing right into the editor. Use Prediction to insert fractions, exponents, operators, formulas, chemical symbols, text, and more.
LaTeX Editor		For more advanced users, use LaTeX to create math expressions on the left side of the panel. Preview your math on the right side.
Handwriting Recognition		Handwrite math expressions using a touchscreen device or mouse pointer on the left side of the panel. Use the Undo button to remove the last item you wrote, and the Redo button to re-include that item. You can preview the math on the right side.
Speech Input		Dictate your math here. Click the Pause Speech Input button when you want EquatIO to stop recording your speech, and click the Record Speech Input button to resume. You can see what EquatIO thinks you're saying on the left side of the panel, and you can preview the math on the right side.
Graph Editor		Use this tool, powered by the Desmos graphing calculator, to create and customize single or multiple graphs, plot ordered pairs or tables of points, and more.
EquatIO Mobile		This button informs you that you can sync your current document up with EquatIO Mobile, a mobile companion that enables you to use your phone or tablet to insert handwritten math, spoken math or images into the document.
Screenshot Reader		Take a screenshot of inaccessible math and convert it into accessible math, which will automatically be read aloud. Once converted, you can copy the MathML or LaTeX versions of the math or edit the math directly within EquatIO. You can also use the Screenshot Reader to convert and read inaccessible math on any webpage by clicking on the EquatIO Chrome extension.
EquatIO Academy		This button gives you a randomly selected tip to help you perform specific functions within the EquatIO input tab you're currently working in.

Insert Text		Use this button to insert text in-line with your math. This is a great way for users to include written instructions or explanations along with their math expressions and formulas.
Text Color		Once you have selected and highlighted your math, you can use this button to change the color to identify newly performed math on a line or simply to differentiate the math from other numerals in a problem.
Add to Favorites		If you are planning on using the same formula over an extended period of time, select the Add to Favorites button to easily access those commonly used formulas. You can also use this button to favorite number sequences, math matrices, and anything you use frequently in product. Click the button, give your favorite a name, and find all your favorites under the 'More' button.
Trash Can		However you're creating your math, you can always select the entire expression, image or note and delete it using the Trash Can button.
Copy Math As...		This button allows you to copy or save the math you created with EquatIO. You can choose from Copy LaTeX, Copy MathML, Copy Spoken Text, Copy HTML, Save SVG or Save PNG.
More	     	<p>The 'More' palette button gives users access to commonly used mathematical items. You will see that within the 'More' button there are shortcuts to five other items listed below.</p> <p>The 'General' icon allows users quick access to word processing commands like <b>Bold</b>, <u>Underline</u>, &amp; <del>Strikethrough</del>.</p> <p>The 'Symbols' icon houses commonly used mathematical items such as roots, absolute value vertical bars, greater than &amp; less than symbols, a fraction bar, and more.</p> <p>The 'Layouts' icon provides matrices that can be used to set up math problems. These include, addition, subtraction, multiplication, and division layouts, as well as layouts for solving limits, mathematical sequences involving brackets, and domain/range restrictions.</p> <p>The 'Formulas' icon is where users can search our rich database to find all their STEM formulas - from simple to complex.</p> <p>The 'My Favorites' icon houses the collection of items that you have favorited via the 'Add to Favorites' button for quick and easy access in the future.</p>
Edit Math		If you want to edit some existing math, just select the math from your document and click Edit Math to pull it into the editor.

<p>Insert Math/Graph</p>	<p>INSERT MATH INSERT GRAPH</p>	<p>However you're creating your math, click Insert Math (or Insert Graph in the Graph Editor) when finished to put it in your document.</p>
<p>These notifications provide helpful hints when you are creating math, specifically in Handwriting Recognition or Speech Input. Here's what each one means:</p> <p><b>Traffic Light Symbols</b></p> <p> Green: The math you are creating within Handwriting Recognition or Speech Input can be read and edited by our system. No action required!</p> <p> Yellow: The math you are creating within Handwriting Recognition or Speech Input is more complex. Our system can read it, but if you want to fine-tune your math, you'll need to use the LaTeX Editor.</p> <p> Red: EquatIO found an error somewhere in the math that you are creating within Handwriting Recognition or Speech Input that's preventing it from rendering correctly. If this is the case, we will let you know the source of the error so that you can fix it in the LaTeX Editor.</p>		
<p>Alignment</p>	<p>     </p>	<p>When users hit 'enter to make a new line, a series of icons will appear above the Equation Editor for the user to choose how to align their math.</p> <p>The 'Align (Left)' icon allows users to move their math to the left hand margin.</p> <p>The 'Align (Center)' icon allows users to center their math in the middle of the line.</p> <p>The 'Align (Right)' icon allows users to move their math to the right hand margin.</p> <p>The 'Align (Relation)' icon allows users to align by the 'equals sign'. Note that a new column is created to perform this alignment.</p> <p>The 'New Column (Right)' icon allows users to make a new column for inputting math or text to justify an answer.</p> <p>The 'New Row (Below)' icon allows users to make a new row to make their math.</p>

Video Support: <https://text.help/Xt4lcY>

Technical Support: <https://text.help/o4YSgR>

Training Portal: <https://text.help/ufQvGP>