

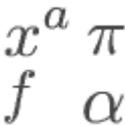
# EquatIO<sup>®</sup> mathspace

## Quick Reference Guide 03.19



Tool	Symbol	How it works
EquatIO Menu		Use this menu to access Options, Help & Support, Send Feedback, Download the EquatIO mathspace as a PNG, or Sign Out.  Within the Options tab you can activate your Premium subscription or see when it expires, select your prediction preferences and font size under Math Options, select your background and printing preferences under Space 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.
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.
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.
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.
Select Tool		Use this button to select items in your EquatIO mathspace, which you can then reposition, edit, delete, and more.
Freehand Drawing		Use this tool to write freehand math, draw sketches, and mark up your EquatIO mathspace.

Shapes		<p>Choose from a variety of shapes and icons to illustrate geometry, algebra, and science word problems. You can scroll through the options or use the search box to find what shapes you're looking for. Your shapes can then be resized and positioned wherever you want on your EquatIO mathspace.</p>
Smart Shapes		<p>Choose from a variety of dynamic shapes to support younger students or visual learners, including a protractor, number line, grid, coordinate plane, fraction bar, fraction circle, polygon and compass.</p>
Edit Math/Graph		<p>If you want to edit some existing math, just select it from your EquatIO mathspace and click Edit Math (or Edit Graph in the Graph Editor) to pull it into the editor.</p>
Insert Math/Graph		<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>
Replace Math/Graph		<p>After editing, use Replace Math (or Replace Graph in the Graph Editor) to update the math in your EquatIO mathspace.</p>
Save		<p>Use this button to save a new EquatIO mathspace, or updates to an existing EquatIO mathspace, to the My Spaces dashboard. Don't forget to name your EquatIO mathspace to the left of the Save button where it says <b>Untitled mathspace</b>.</p>
Trash Can		<p>The Trash Can shows up twice in EquatIO mathspace. In the editor, press the Trash Can to delete the entire expression you are working on. In the EquatIO mathspace, select the item or items that you want to remove from your EquatIO mathspace and press the Trash Can to delete.</p>
Copy, Cut & Paste		<p>Select an item from your EquatIO mathspace and use these buttons to Copy, Cut or Paste the item onto your EquatIO mathspace.</p>
Undo & Redo		<p>Whether you're inserting, repositioning or resizing your item, use these buttons to Undo or Redo any changes you've made.</p>
Import Files		<p>Import a jpg, gif, png or svg image directly into your EquatIO mathspace.</p>

<p>Change Fill/Border Color</p>		<p>Customize your text, freehand drawing and shapes by choosing a fill color, border color and opacity.</p>
<p>Share</p>		<p>Use this button to share your EquatIO mathspace with students, classmates or colleagues. Within the pop-up window, you can choose if you want to simply share a copy with each recipient or want to create an assignment, which can be completed and returned. After you make your choice, your shareable link will be generated.</p>
<p>Floating Toolbox</p>		<p>When you select an item or multiple items within EquatIO mathspace, a Floating Toolbox will pop up, which includes Speech and Arrangement buttons for one item, and Speech, Alignment and Grouping buttons for multiple items.</p> <p>For Shapes, the Floating Toolbox also includes Stroke Tools to adjust the width and style of the shape's lines.</p> <p>For Smart Shapes, the Floating Toolbox also includes additional options to adjust shading and the number of segments/sides/etc.</p>
<p>Pre-Built Math Expressions</p>		<p>Use these palettes to choose from pre-built math expressions including Operators, Symbols, Functions, and Greek Letters. Once you've chosen your expression, just fill in the values you want to use in the Equation Editor or LaTeX Editor.</p>
<p>Traffic Light Symbols</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>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>

**Video Support:** <https://text.help/Semgqo>

**Technical Support:** <https://text.help/jING1k>

**Training Portal:** <https://text.help/paKgnM>