

Version 6.0 Fact Sheet

Note: Ctrl on Windows = Cmd on Mac

Session 1 – Overview

- PDF Preview: Ctrl – Shift – P / Cmd – Shift – P
- The LaTeX process:
<https://www.sciword.co.uk/training/1LaTeX.pdf>
- Zoom: Ctrl – Shift – '+' Ctrl – '-' Ctrl – 0
- Menus: Alt – underline (Windows); Ctrl – (Fn) – F2 (Mac)
- Key principle: Carriage Return is significant
- Ctrl – C, Ctrl – X. Ctrl – V; Ctrl – T/M (text/math)
- Subscripts and superscripts: tab, space, Ctrl – ↑, Ctrl – ↓
- Sigma (Ctrl – space – sum); integral (Ctrl – I)
- Fraction (Ctrl – /), Square root/radical (Ctrl – R)
- Display: Insert – Math Objects – Display (Ctrl – D)
- Numbered list and Bullet list on 2nd drop down
- Edit – Check Spelling / Count words
- Can turn off Invisibles and Helper lines (and even Input boxes) on View menu
- Bookmarks showing structure (ToC). Also LoF / LoT
- Sidebars: Hide/Add/Actions. View toolbars

Session 2 – Content

Start with Standard LaTeX blank document (other shells for particular appearance)

1. Front matter (4th drop down):

- Title
- Author: Shift – return for second line (for address)
- Date (omit for today's date)
- Insert – 'Make title here' fragment
- Abstract

2. Text tags (1st drop down):

- Large, LARGE, Huge, small, footnotesize, scriptsize, tiny

- bold, emphasized, italics, subscript, superscript (in text mode), typewriter, upper, lower. Ctrl – B works, but not Ctrl – I (integral). Also smallCaps and smallbox
- Can set function keys: [Creating Docs](#) p60 (Tag – Function keys)

3. Environment tags (3rd drop down):

- Structure (chapter, section, paragraph). F11 for section; F12 for subsection. Add tags after there is text
- Displayed equation. Add marker with right-click – Properties – Equation array properties. Cross reference to counter and/or page
- Theorem like objects. Paragraphs are significant. Italics remind you

4. Lists/Paragraphs (2nd drop down):

- List items: [bullets, numbered.] Paragraphs: flush left; centered; flush right; body text (flush both)

Other Features

- Creating fragments: drag to fragments sidebar. To play back, click fragment or Ctrl – space and name
- Find and replace (only one search without re-opening)
- Insert – Spacing (horizontal and vertical)
- Footnotes/margin notes; double click number to open
- Tags at bottom of window
- Brackets: In maths mode, do brackets first, then copy and paste things in
- Tables: displayed or floating; caption above/below; key; lines around cells
- Matrices: choose brackets first

Session 3 – Appearance

- Gallery of Document Shells at www.mackichan.com/products/shells/710.htm
- Use Standard LaTeX article/book/report unless you want to copy the appearance of a named shell
- Typeset – Class options for: title page; double column; font size; equation numbering side
- Margins: as at <https://www.sciword.co.uk/v6-0.htm>
- TeXfields (eg. \alpha)

- Packages: Double-spacing: use setspace package, then TeX fields with `\singlespacing`, `\onehalfspacing`, or `\doublespacing`, or `\setstretch{X}` eg. X=2.5
- Page number: `\setcounter{page}{X}` eg. X=46
- Style of page numbers: `\pagenumbering{roman}` [or Roman, arabic, alph, Alph]; can use in TeX field
- Renumber Corollaries separately by deleting [theorem]
- Numbering Sections:
`\setcounter{secnumdepth}{X}`
- Table of Contents/List of Figures/List of Tables: fragments (place after Make Title)
- Depth of ToC: `\setcounter{tocdepth}{X}` eg X=2
- Remove page numbering: `\pagestyle{empty}`
`\thispagestyle{empty}` on title page
- Paragraphs: `\parskip.5in` `\parindent.4in`
`\noindent`
- Scalegnt package and encapsulated TeX field:
`\begin{group} <CR> \scalefont{X}` where X = scale factor and at the end an encapsulated TeX field
`\endgroup`
- Typeset – Document Format – Page layout dialog: use arrows not numbers
- Also lscape package, and Encapsulated TeX fields
`\begin{landscape}` `\end{landscape}`
- Clickable hypertext links with hyperref package (right-click – Create link)
- Section numbering format: eg.
`\renewcommand{\thesection}{\roman{section}}`

Session 4 – New v6.0 features & Beamer

- HTML export: [December 2015](#) mailing Item 7
- Choose your own fonts: [June 2016](#) mailing Item 4
- Customize toolbars (right-click): [June 2016](#) Item 7
- Auto substitutions (eg create .pi. for π)
- QR code fragment (XeTeX only)
- Watermark fragment
- Can include PDF pages ([May 2011](#) mailing, Item 6)
- Beamer in full-screen mode: Window – Full Screen Mode, or Ctrl – L (Windows Acrobat); View – Enter Full Screen, or Cmd – Shift – F (Mac Preview)
- Slides_Beamer: beamerframe on the Structure/Environment tag (3rd), and Beamer

commands for numbered/bullet lists (inc. step and alert lists) on the Paragraph/List tag (2nd)

- Transitions (into frames) are in fragments
- Multiple columns using fragments for BeginColumns, Column and EndColumns
- Theme in Preamble – see http://deic.uab.es/~iblanes/beamer_gallery/index_by_theme.html
- Wide-screen: [LeapYearsDay 2016](#) mailing Item 4

Session 5 – Error messages; TeXLive

- [October 2016](#) mailing Item 3
- Cannot produce PDF. Read compile errors (in dialog box after ‘Unable to create a PDF file’; add the missing package to correct problem
- TeXLive Manager/Utility: [December 2015](#) Item 4 and [May 2016](#) Item 4. Put shortcut to Manager/Utility on desktop
- Manuals at <https://www.sciword.co.uk/manuals> inc. Getting Started booklet
- Shortcuts on Help – shortcuts and Appendix B of Doing Maths (Greek letter p494 eg. pi: Ctrl – g – p)
- Past mailings page <https://www.sciword.co.uk/mailings>

Session 6 – Bibliographies

- Specify location for .bib and .bst files in Tools – Preferences – Typesetting – General dialog. See [August 2016](#) Item 1 (postscript) re other locations
- After changing bibliography style file, the bibliography may come through with citations as ‘?’. Delete the BibTeX box and re-do
- Use natbib package for control over format of citations
- Use JabRef to maintain database: See <https://en.wikipedia.org/wiki/Jabref> and the JabRef home page <http://jabref.sourceforge.net/>

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