

How to save frequently used formulas on MathType

MathType has the ability to save formulas, or expressions for users to use for later times.

Not only does the MathType software have a professional math typing feature, but it also has many other useful features. For example, you can save math formulas or expressions on MathType for later use.

Instead of having to retype the new formula, especially long math expressions, you should save it. MathType will conduct quick ripping of the recipe, along with various customizations. The following article will guide you how to save the formula on MathType.

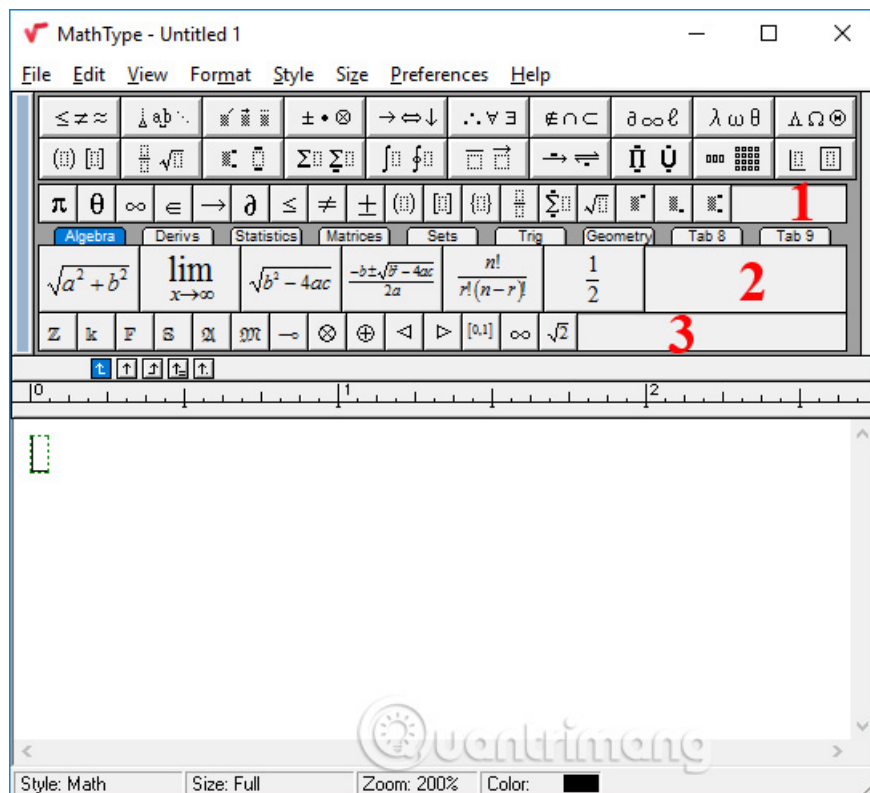
1. How to use MathType to write math formulas
2. How to write math formulas on Word with MathType
3. How to create shortcuts on MathType

Instructions to save formulas on MathType

Step 1:

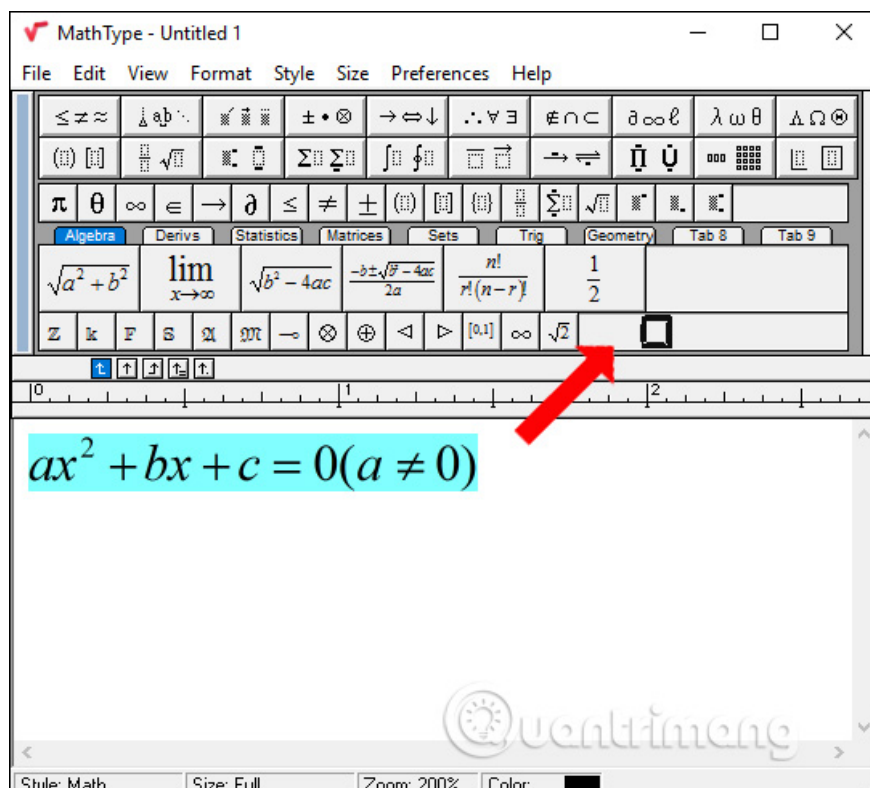
At the interface of MathType software, you need to pay attention to 3 numbered spaces 1, 2 and 3, **Small Bar**, **Large Tabbed Bar** and **Small Tabbed Bar** respectively .

This is the space for users to save formulas and characters available on MathType.

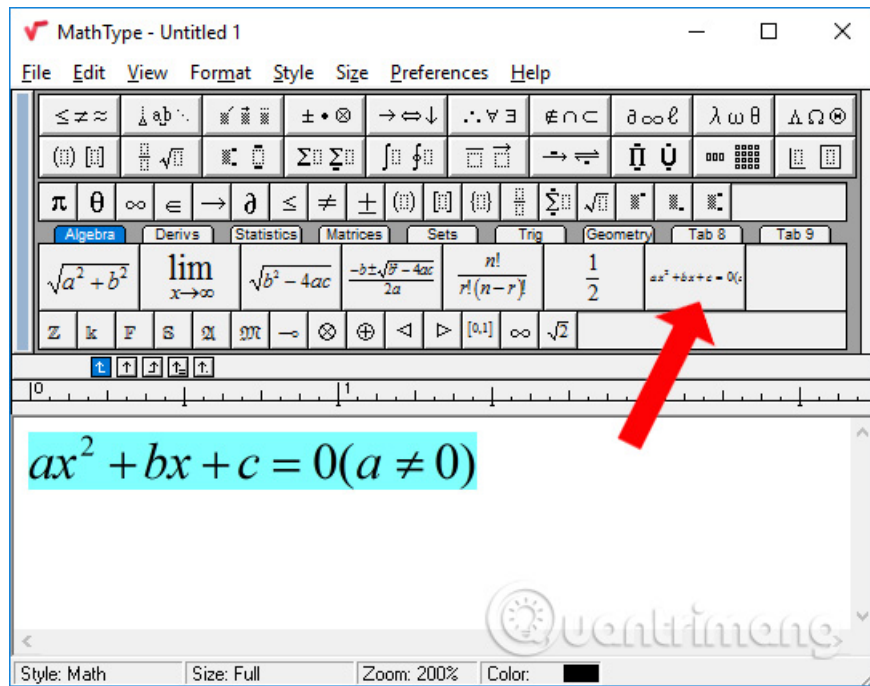


Step 2:

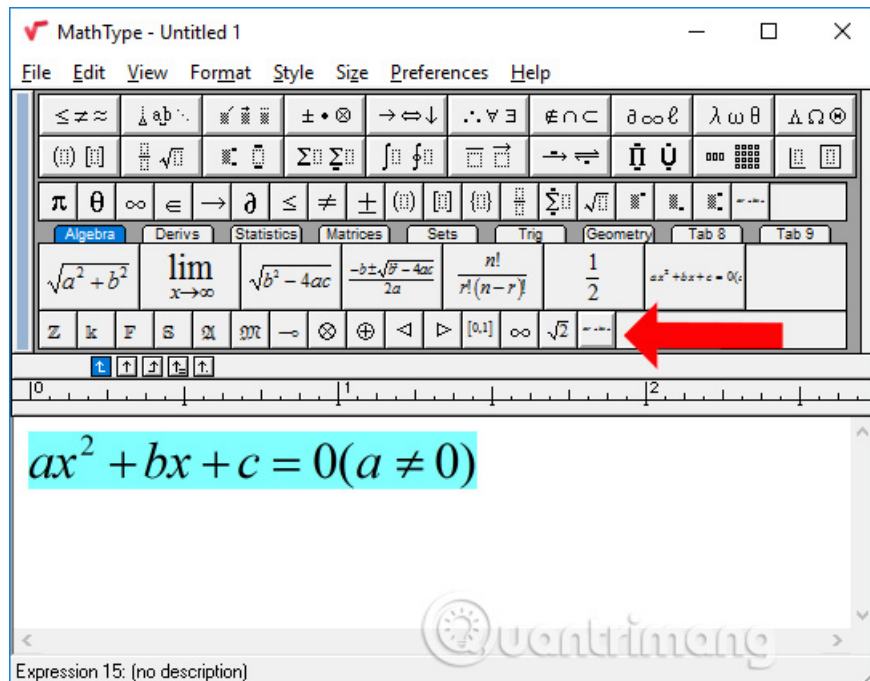
Write the contents of the math formula below and black out the whole, then **drag the expression into 1 of the 3 spaces** above.



Immediately we will see a mathematical expression with minimized characters displayed on the space of the Large Tabbed Bar.

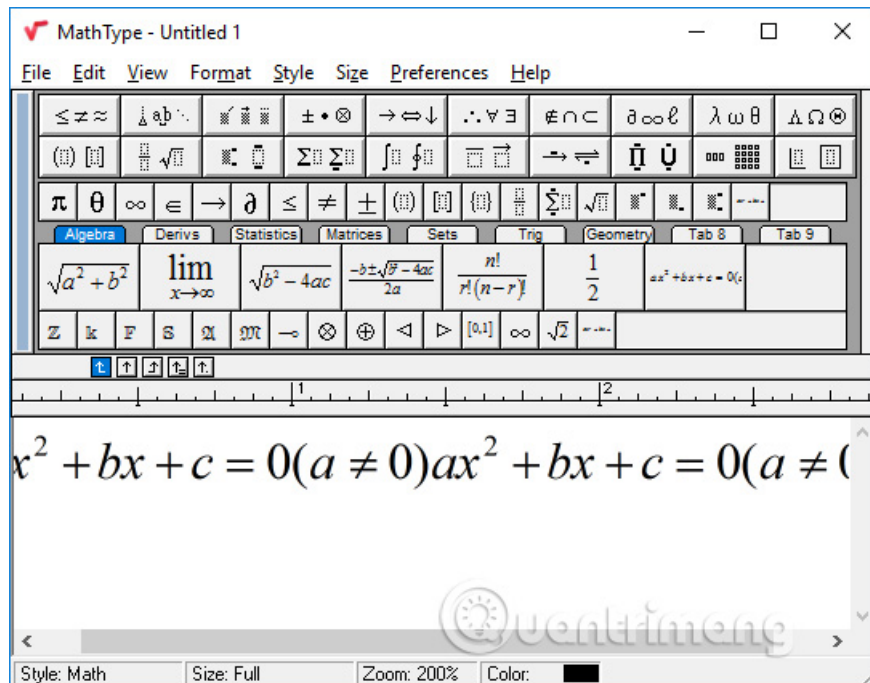


The result is similar when we drag the expression to the other 2 bars in the MathType interface.



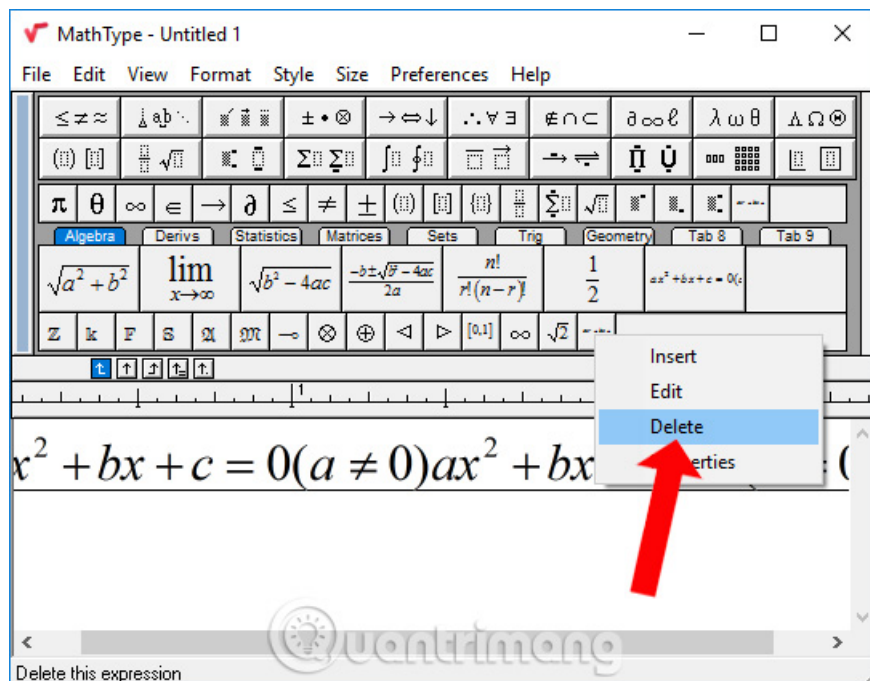
Step 3:

Now if you want to re-use the formula or expression saved on MathType, simply click on the expression on the horizontal bar to finish.



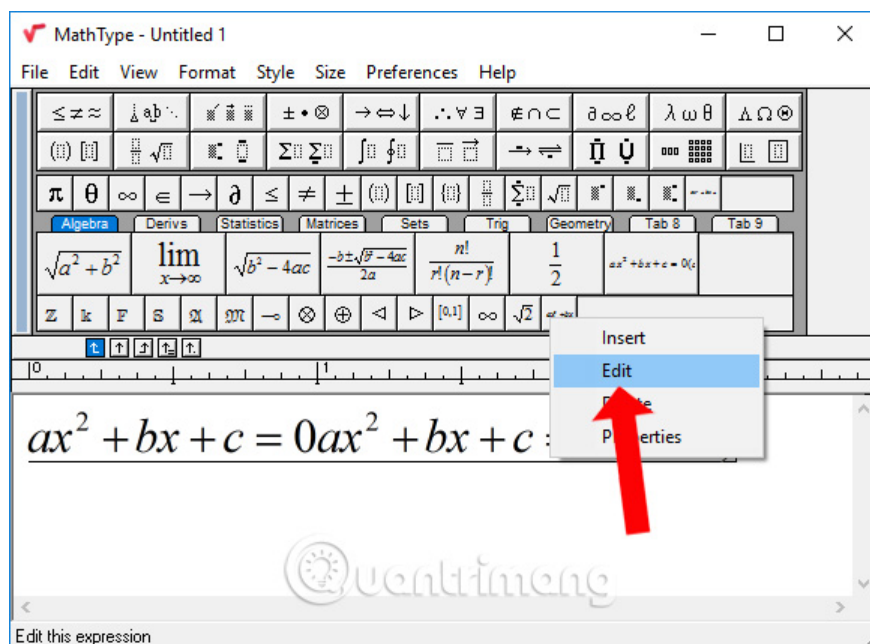
Step 4:

In case you want to delete the expressions stored on MathType, right-click on the expression on the horizontal bar and select **Delete** in the list.



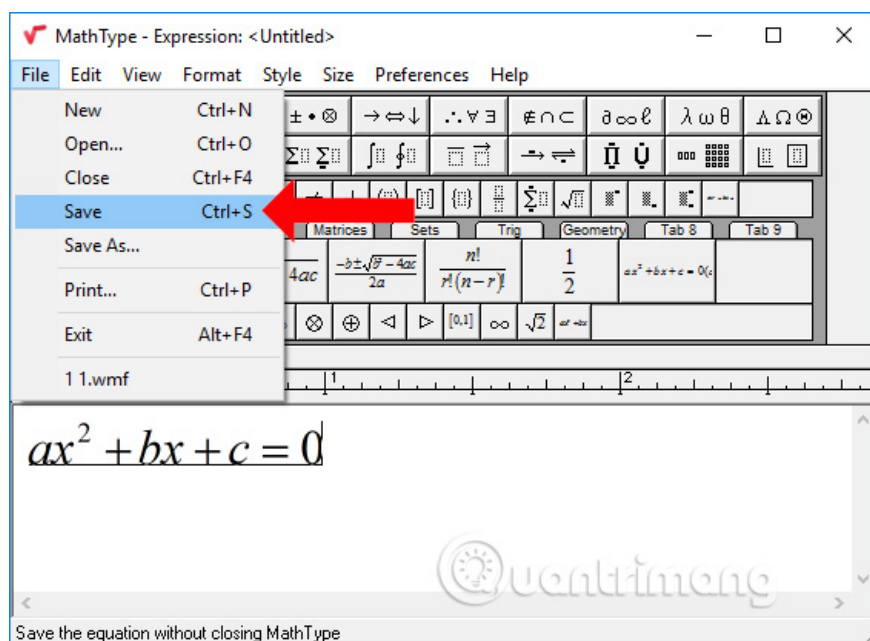
Step 5:

MathType also offers the option to edit saved formulas. Click on **Edit** to edit.



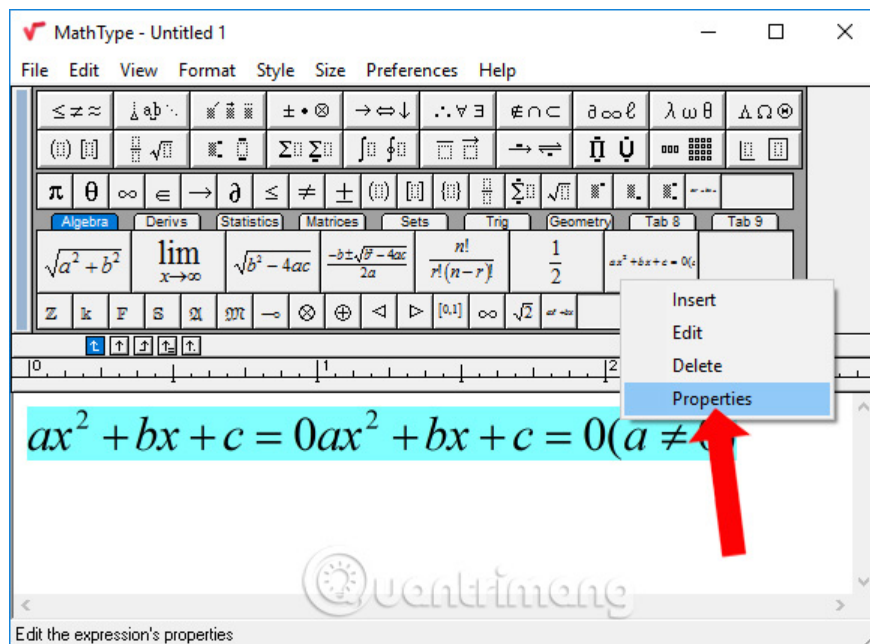
Then also re-display the content interface to enter the expression. Here you edit the content, click the File button and select **Save** to save.

Note , if you put the same expression on all 3 horizontal bars and then edit the expression content in a horizontal bar, the expressions in the other horizontal bars will not be affected. This will help us save many similar formulas.



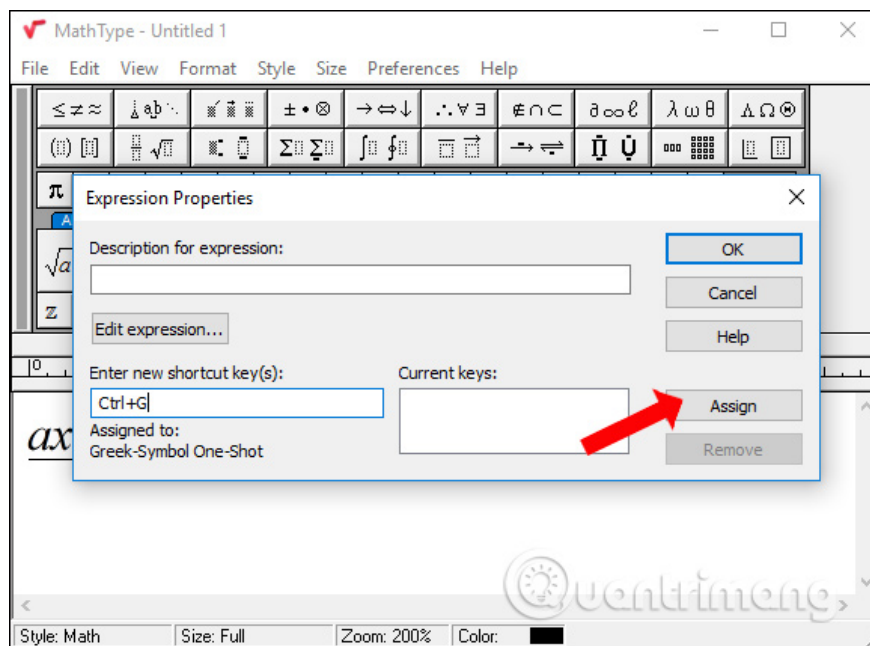
Step 6:

To create shortcuts for expressions stored on MathType, right-click the expression on the horizontal bar and select **Properties** .



The appearance of the Expression Properties dialog box is small. Here enter the name for the expression and the shortcut you want to apply at **Enter new shortcut key (s)** , then click **Assign** to save it.

Here when clicking on Edit expression . will also interface to edit the content of the expression.



The function of saving expressions on MathType will help users a lot when they want to use again. You do not need to retype the content when you need to use it, save time editing.

See more:

1. Instructions for inserting Math formulas in Word 2016
2. How to insert Math expressions on Word 2007

3. Effective mobile math solutions

I wish you all success!

You finished reading the article "**How to save frequently used formulas on MathType**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.
