Typing Mathematical Symbols and Greek Characters

In Econometrics there is the need to type characters (like Greek letters) and symbols that cannot be produced using the standard keyboard. For a professional looking paper you should avoid writing any of them in by hand. With a few mouse clicks you can have the wordprocessor program type them in for you.

Inserting Greek Characters in WordPerfect 6.1/7/8/9

1. Click on Insert in the main menu
2. Click on Character in WP6.1 or Symbol in WP9.0
3. On the top left side of the menu, underneath the Character Set box, Click and hold until you move the mouse to highlight the Greek.
4. Click on which letter you want typed into the text.
5. Click on Insert or Insert and Close at the bottom of the small window.

Inserting Greek Characters in Microsoft Word 97

1. Click on Insert in the main menu
2. Click on Symbol
3. On the menu that opens press on the Symbols tab and from the Font area choose anything that says Greek.
4. Click on which letter you want typed into the text.
5. Click Insert

How to place a ^ (“hat”) on any letter

Using the Advance feature of WordPerfect and Microsoft Word you may change the position of the cursor and therefore create a new symbol. This is very helpful in Econometrics where we use the ^ to denote the estimated coefficients. The cursor can be shifted in all four directions. After you shift the cursor (i.e., to place a “hat” on a letter), make sure you bring it back to its original position before you proceed with the rest of the text, otherwise the text will not be properly aligned.

Steps to follow in WordPerfect 6.1/7/8/9

1. Type the character on which you want to place the hat. Now the cursor is next to the character.
2. Click on the Format in the main menu
3. Click on: Typesetting, Advance
4. Click on Left
5. Type in the space provided next to Horizontal Distance how much of a left shift you would like to have for the cursor. My recommendation is .081.
6. Click on Up
7. Type in the space provided next to Vertical Distance how much of a Up shift you would like to have. *My recommendation is again .081.*

8. Now the cursor is sitting on the top of the letter. Type the ^ (Shift ^). *If you do not like how it looks, you may change the numbers above accordingly.*

9. Since the cursor is .081 above its normal position, we have to bring it down by doing the following:
   a. Click on the Format in the main menu
   b. Click on: Typesetting, Advance
   c. Click on Down
   d. Type in the space provided next to Vertical Distance how much of a down shift you would like to have for the cursor. *It should be equal to the Up shift of Step 6 (in our case .081).*

10. Resume typing the rest of the text.

*Note:* In case you use the same character more than once in your paper, you may consider using the Copy command to copy the characters as an easier alternative to repeating the above steps. Also, use the Reveal Codes feature to know what codes are in place at any time.

**Steps to follow in Microsoft Word 97**

1. Type the character on which you want to place the hat. Now the cursor is next to the character.
2. In the main menu click on Insert/Field
3. On the right hand side window click on Advance
4. On the bottom window the word ADVANCE appears.
5. On the bottom window next to ADVANCE type \l 6 \u 6 and hit OK  
   *This moves the cursor 6 points to left and 6 points up. Leave a space between the letters and the number. You may use different numbers than the ones I suggest.*
6. Now you may type ^ (shift ^)

7. Now repeat steps 2-5 to bring the cursor to its original position. In step 5, next to ADVANCE type \r 6 \d 6 and hit OK

8. Now continue typing the rest of the text