

# Getting started with LaTeX

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## List of Figures

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## List of Tables

1	List of Items . . . . .	4
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# 1 Introduction

This is the first LaTeX document in GEN600 Technical Writing postgraduate course. It aims at showing the logical structure and the content of the documents rather focusing on formatting and appearance.

This is the second paragraph in the first section.

## 2 Getting Started

- Writing title, author and date of the document
- Writing in sections and subsections
- Labelling and table of contents

### 2.1 Typesetting

**Formatting words:** Words are separated by one or more spaces. Paragraphs are separated by one or more blank lines. The output is not affected by adding extra spaces or extra blank lines to the input file.

Double quotes : "quoted text".

Single quotes : 'single-quoted text'.

Long dashes as three dash characters — like this.

Emphasized text : *this is emphasized*

Bold text : **this is bold.**

Other font effects: *words in italics*

*words slanted*

WORDS IN SMALLCAPS

words in teletype

sans serif words

roman words

underlined words

*A long segment of text can also be emphasized in this way. Text within such a segment can be given additional emphasis.*

Changing font size for words:

`tiny words`

`scriptsize words`

`footnotesize words`

`small words`

`normalsize words`

`large words`

`Large words`

`LARGE words`

`huge words`

## 2.2 Comments and Spacing

Consecutive spaces are treated as a single space. Several empty lines are treated as one empty line. Two backslashes (`\\`) can be used to start a new line.

To add blank vertical space of a height specified in typographical points (pt) : use the `\vspace{length}` e.g.: `\vspace{12pt}` of a height of a 12pt font.

The above space is the `\vspace{12pt}`.

The above space is the `\vspace{20pt}`. To add a horizontal space use `\hspace{length}`

use

## 2.3 Special Symbols

Type a backslash in front of some special characters that are reserved characters in LaTeX:

`$ , & , # , % , - , { , } , ê , ^ , ~ , ã , \`

## 3 Lists

### 3.1 Numbered Lists

Here we show numbered nested lists:

1. First thing
2. Second thing
  - A A sub-thing
  - B Another sub-thing
3. Third thing

### 3.2 Unnumbered Lists

Here is an example for unnumbered nested lists:

- First thing
- + Second thing
  - \* A sub-thing
  - \* Another sub-thing
- Third thing

## 4 Figures and Tables

### 4.1 Adding Figures

Figure 1 shows a cat.

[h] is the placement specifier. h means put the figure approximately here (if it will fit). Other options are t (at the top of the page), b (at the bottom of the page) and p (on a separate page for figures). You can also add !, which overrides the rule LATEX uses for choosing where to put the figure, and makes it more likely it will put it where you want (even if it doesn't look so good). \centering centres the image on the page, if not used images are left-aligned by default.



Figure 1: A cat.

#### 4.1.1 Adding List of Figures

By using `\listoffigures`

#### 4.2 Adding Tables

Here a table is added using `table` and `tabular` environment.

Table 1: List of Items

Item	Quantity	Price (EGP)
Cheese	1	30
Milk	2	30
Total	3	60

#### 4.2.1 Adding List of Tables

Similar to what we did in subsection 4.1.1. By using `\listoftables`

Thank you.  
Hope it was easy for you getting started with LaTeX.