HEC MONTREAL



Benoit Hamel Library technician, technical support **HEC Montréal Library**

Writing with \title{**LAT_FX**}

Part One : The Basics

HEC Montréal Edition, revised and extended (english version)

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Training Session Summary

A TEX and LATEX Presentation		Text Appearance	
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LAT	EX Document Creation Process	Displaying text	
The Basics		hecthese Document Class	
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A T_EX and L^AT_EX Presentation







What is TEX and LATEX?

What is TEX?



@ Jacob Appelbaum, 2005

- A typesetting system created by Donald Knuth.
- "The most powerful formatting program for producing book-quality text of scientific and technical works."
- A mature, stable, complete, bug-free system.
- A set of primitive commands perfect for typographic and programmatic functions.
- "typesetter-level program"



aKopka & Daly, p. 6

What is LATEX?





- A set of markup commands created by Leslie Lamport to facilitate TFX's use.
- Doesn't require any knowledge of typography in general and TEX particularly.
- Typographic and logical markup language used to set the text layout (like HTML).
- Cross-platform language, identical from one operating system to the other and extensible with packages.
- "author-level program"







Writing with a new perspective

- You write your document in plain text and you use commands to describe what the text is and not what it should look like.
- You focus on your content.
- You let LATEX do its work, that is taking care of the **container**.

















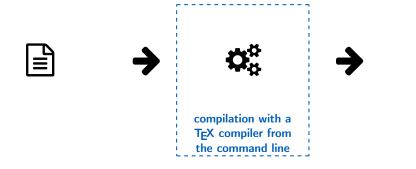






writing and markup with a text editor

















visualization with an external reader

Some Things Done Simply with LATEX...

... and not necessarily with a word processor

- Title page
- Table of contents
- Page numbering
- Figures and tables: display on a page, numbering, reference
- Equations: display, numbering and reference
- Citations and bibliographies
- Hyphenation
- Two-sided documents



Tools you'll need

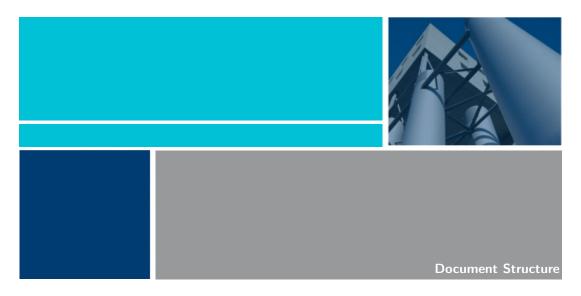
- A T_FX distribution
 - TFX Live (Windows and Unix/Linux)
 - MacTEX, derived from TEX Live (Mac OS)
 - MiKTEX (Windows, Mac OS and Unix/Linux)
- An integrated writing environment
 - Too many to list them all...
 - The library uses and recommends TEXStudio
- A command line terminal



The Basics







Document structure

A LATEX document always has two parts:

```
\documentclass[11pt, french]{ article}
\usepackage[utf8]{inputenc}
\usepackage[T1]{fontenc}
\usepackage{babel}
\usepackage[autolanguage]{numprint}
\begin{document}
  \section{Primo}
  Ac class dis donec erat facilisis magna mattis
  placerat potenti praesent primis sed tellus turpis
  ut vehicula. Ad amet eleifend eros fames habitant
  imperdiet integer laoreet leo magna magnis neque
  netus senectus taciti torquent.
  \section{Deuxio}
  Cursus dui egestas eget eros et hac magna massa mollis
  natoque penatibus sagittis sed tellus urna velit
  vestibulum vitae vulputate.
\end{document}
                                                                4□ > 4□ > 4□ > 4□ > 4□ > 900
```

Document structure

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```
\documentclass[11pt, french]{ article}
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                                                       Preamble
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                                                      Document body
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end{document}
```

Document Class

The preamble's **first command** usually is the document class declaration.

\documentclass[options]{class}

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MAIN CLASSES

- article, book, letter, report
- memoir, hecthese
- slides, beamer, hecppt



Document Class

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\documentclass[options]{class}

MAIN CLASSES

- article, book, letter, report
- memoir, hecthese
- slides, beamer, hecppt

MAIN OPTIONS

- 10pt, 11pt, 12pt
- oneside, twoside
- openright, openany
- english, french

Packages

Packages allow you to **modify existing commands** and to **add features** to the system.

They are loaded in the preamble with the \usepackage[options]{package} command.

```
\documentclass [options]{class}
\usepackage{package}
\usepackage [options]{package}
\usepackage{package1,package2,package3,...}
```

Each package's documentation can be found on the Comprehensive TEX Archive Network Website.



Commands

- Always begin with a \
- Three main forms:

```
\commandname[optional_args]{mandatory_args}
\commandname*[optional_args]{mandatory_args}
\commandname
```

- Mandatory arguments between { and }
- Optional arguments between [and]
- Commands without arguments: the command's name ends with any character that isn't a letter or with a blank space.
- A command's scope is limited between { and }.



Environments

• Delimited by

```
\begin{environment}
...
\end{environment}
```

- An environment's content is treated differently from the remainder of the text.
- Changes apply only to the environment's content.





Writing

• You write your text in the document environment:

```
\begin { document }
The content of your document goes here...
\end { document }
```

- You write your document in plain text and use commands and environments to structure your text;
- You write your text like anywhere else:
 - Words are separated by one or more blank spaces;
 - Paragraphs are separated by one or more empty lines;
 - All extra white space is deleted on compilation.



Reserved Characters

T_FX's Reserved Characters

- # Argument number in commands
- \$ Math Mode delimiter
- & Table column delimiter
- % Starts a comment
- Indices (math)
- No-break space
- Opens a command or an environment definition
- } Closes a command or an environment definition



Reserved Characters

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- # Argument number in commands
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- Opens a command or an environment definition
- } Closes a command or an environment definition

```
TO USE THE CHARACTERS:
           \#
           \%
     \textasciicircum
      \textasciitilde
```



Reserved Characters

- Quotation marks
 - The quotation marks " found on a keyboard are not used in typesetting.
 - Single (') or double ('') beginning marks and single (') or double ('') end marks are used to surround quotes.
- We type hyphens once (-), twice (--) or three times (---) to produce hyphens, en dashes and em dashes.

Document Organization







Class Choice

The first thing you need to do when writing a LATEX document is to choose a document class.

Class	Divisions	Organization	Header	Footer
article	parts, sections,	one-sided	empty	centered page number
report	parts, chapters, sections,	one-sided	empty	centered page number
book	parts, chapiters, sections,	two-sided	page numbers, titles	empty
hecthese	chapiters, sections, subsections	two-sided	empty	centered page number

Titles and Title Page

Automatic layout:

```
% Preamble commands
\title[short title]{long title}
\author[short author name]{long author name}
\date[short date]{long date}
[...]
% Document body command
\maketitle
```

Manual layout:

STANDARD CLASSES

MEMOIR AND HECTHESE CLASSES

\begin{titlepage}	\begin{titlingpage}
\end{titlepage}	 \end{titlingpage}

In the **hecthese** document class, title pages are automatically generated.



Abstract

• article, report or memoir classes : abstract generated with the abstract environment

```
\begin{abstract}
...
\end{abstract}
```

• hecthese class: french and english abstracts treated as normal, unnumbered chapters

Sections

• The document is subdivided with the following commands:

```
\part[short title]{long title}
\chapter[short title]{long title}
\section[short title]{long title}
\subsection[short title]{long title}

\subsection[short title]{long title}  % avoid using in books
\paragraph[short title]{long title}  % evil! never use!
\subparagraph[short title]{long title}  % EVIL! never EVER use!
```

- Automatic numbering
- Commands followed by an * = unnumbered section
- Short title as an optional argument



Appendices

- Appendices are sections and chapters with an alphanumeric numbering (A, A.1, ...).
- Sections following the \appendix command are all considered appendices.
- In the title, "Chapter" is changed into "Appendix".



A Book's Logical Structure

book, memoir, hecthese classes

\ frontmatter

- preface, table of contents, etc.
- roman page numbering (i, ii, ...)
- unnumbered chapters

\ mainmatter

- the book's content
- arabic page numbering, starting at 1
- numbered chapters



A Book's Logical Structure

book, memoir, hecthese classes

\ backmatter

- everything else (bibliography, index, etc.)
- the page numbering continues
- unnumbered chapters





Table of Contents and Referencing



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Table of Contents

- The table of contents is automatically generated with \tableofcontents .
- Needs more than one compilation to be generated.
- Unnumbered sections are not included.
- With the hyperref package, \tableofcontents generates the .pdf file's table of contents.

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- Needs **more than one** compilation to be generated.
- Unnumbered sections are not included.
- With the hyperref package, \tableofcontents generates the .pdf file's table of contents.
- \tableofcontents*, from the memoir document class, doesn't include the table of contents in the table of contents.
- \listoffigures generates the list of figures.
- \listoftables generates the list of tables.



Labels and Automatic Referencing

Because your computer will do it better than you...

- **Never** refer manually to a section, an equation, a table, etc.
- "Name" an element with \label
- Refer to that label with \ref
- Needs 2 to 3 compilations to generate

```
\section { Definitions }
 \label { sec: definitions }

Lorem ipsum dolor sit amet, consectetur adipiscing elit,
sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.
Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris
nisi ut aliquip ex ea commodo consequat.

\section { History }
As seen in Section \ref{sec: definitions }...
```

Labels and Automatic Referencing

Because your computer will do it better than you...

- The **hyperref** package generates hyperlinks to the references in the .pdf files.
- The \autoref{} command...
 - 1 automatically identifies the reference type (section, equation, table, etc.);
 - **2** generates a hyperlink with the text **and** number of the reference.

```
As seen in \autoref{sec:definitions}...
```

- The \pageref{} command refers to a page number.
- The **amsmath** package provides the \eqref{} command to refer to equations.



Text Appearance





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Fonts

- By default, all LATEX documents use the same font, Computer Modern.
- You should choose high-quality and complete fonts (diacritics, great choice of symbols).
- Very few fonts are adapted to maths: Palatino, Times, Lucida (\$) are safe choices.
- In the hecthese document class, mathptmx and mathpazo packages are preloaded so you
 can choose between Times and Palatino fonts.

Font Attributes

families				
roman	\rmfamily	\textrm{ <text>}</text>		
fixed width	$\$ ttfamily	\texttt{ <text>}</text>		
sans serif	\sffamily	\textsf{ <text>}</text>		
shapes				
upright	\upshape	\textup{ <text>}</text>		
italic	\itshape	\textit{ <text>}</text>		
slanted	\slshape	\textsl{ <text>}</text>		
SMALL CAPS	\scshape	\textsc{ <text>}</text>		
series				
medium	\mdseries	\textmd{ <text>}</text>		
bold	\bfseries	\textbf{ <text>}</text>		



Font Attributes

families		
roman	\rmfamily	\textrm{ <text>}</text>
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upright	\upshape	\textup{ <text>}</text>
italic	\itshape	\textit{ <text>}</text>
slanted	\slshape	\textsl{ <text>}</text>
SMALL CAPS	\scshape	\textsc{ <text>}</text>
eries		
nedium	\mdseries	\textmd{ <text>}</text>
oold	\bfseries	\textbf{ <text>}</text>
	applies to all the	
	following text	

Font Attributes

families		
roman	\rmfamily	\textrm{ <text>}</text>
fixed width	$\texttt{ar{ttfamily}}$	\texttt{ <text>}</text>
sans serif	\sffamily	\textsf{ <text>}</text>
shapes		
upright	\upshape	\textup{ <text>}</text>
italic	\itshape	\textit{ <text>}</text>
slanted	\slshape	\textsl{ <text>}</text>
SMALL CAPS	\scshape	\textsc{ <text>}</text>
series		
medium	\mdseries	\textmd{ <text>}</text>
bold	\bfseries	\textbf{ <text>}</text>
		applies to the text in
		!the command!
		◀□▶◀♬▶◀臺▶ ◀臺▶ 돌

Italics

When using italics to put *emphasis* on parts of a text, you should use the following semantic command instead:

```
\emph{text}
```

\emph{<text>} commands can be nested in one another. Text in italics becomes upright and vice versa.

```
This house lacks a certain this house lacks a certain je ne sais quoi...

He said: "\emph{Enough to the week!"}

He said: « Enough poutine for the week!»
```



Font size

Standard commands	Size
\tiny	tiny
\scriptsize	script size
\footnotesize	footnote size
\small	small
\normalsize	normal size
\large	large
\Large	larger
\LARGE	largest
\huge	huge
\Huge	humongous





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Lists

- Two main types of lists:
 - 1 unordered with the \itemize environment
 - 2 ordered with the \enumerate environment
- Lists can be nested into one another
- Markers are adapted to up to four nesting levels

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```
\begin{itemize}
\item Two main types of lists:
\begin{enumerate}
\item \textbf{unordered} with the \verb=itemize= environment
\item \textbf{ordered} with the \verb=enumerate= environment
\end{enumerate}
\item Lists can be nested into one another
\item Markers are adapted to up to four nesting levels
\end{itemize}
```

Lists

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 - 1 unordered with the \itemize environment
 - 2 ordered with the \enumerate environment
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```
\begin{itemize}
\item Two main types of lists:
\begin{enumerate}
\item \textbf{unordered} with the \verb=itemize= environment
\item \textbf{ordered} with the \verb=enumerate= environment
\end{enumerate}
\item Lists can be nested into one another
\item Markers are adapted to up to four nesting levels
\end{itemize}
```

• A third list type is available: description



Quotations

Short Quotes

We use the quote environment to insert a short, one-paragraph quote in our text.

```
\begin{quote}
Life is what happens to you while
you're busy making other plans.
— John Lennon
\end{quote}
```

Life is what happens to you while you're busy making other plans. – John Lennon

Quotations

Long Quotations

We use the quotation environment to insert long quotations.

\begin{quotation}

I've missed more than 9000 shots in my career. I've lost almost 300 games. 26 times I've been trusted to take the game winning shot and missed.

I've failed over and over and over again in my life. And that is why I succeed. — Michael Jordan \end{quotation} I've missed more than 9000 shots in my career. I've lost almost 300 games. 26 times I've been trusted to take the game winning shot and missed.

I've failed over and over and over again in my life. And that is why I succeed. – Michael Jordan

Footnotes

• A footnote is inserted with the following command:

```
\footnote{text}
```

- The command must immediately follow the annotated text.
- Recommended method:

```
... fera remarquer que Pierre Lasou\footnote{%
Spécialiste en ressources documentaires} %
fut une grande aide dans la préparation de ...
```

Footnote numbering and display are automatically generated.



Source Code

• To write source code in our text, we use the verbatim environment.

```
\begin{verbatim}
Text displayed as is in a
fixed—width font.
\end{verbatim}
```

- To write source code inline in our text, we use the \verb command. Its syntax is \verbcsourcec where c can be any character not found in source.
- For more thorough inclusions of source code, you should use the **listings** package.



¹taken from the r4stats.com Website.

Source Code

Example¹:

```
# --- Writing Your Own Functions (Macros)---
# A good function that just prints.
mystats <- function(x) {
  print(mean(x, na.rm = TRUE))
  print(sd(x, na.rm = TRUE))
mystats (myvar)
# A function with vector output.
mystats <- function(x) {
  mymean <- mean(x, na.rm = TRUE)
  mysd <- sd(x, na.rm = TRUE)
  c(mean = mymean, sd = mysd)
mystats (myvar)
myVector <- mystats(myvar)
myVector
```

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¹taken from the r4stats.com Website.

hecthese Document Class





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hecthese Document Class

- Document class made specifically for HEC Montréal's M.Sc. and Ph.D. students;
- Available at https://ctan.org/pkg/hecthese;
- Document layout fully complies to the Guidelines for Writing an Academic Work at a Graduate Level;
- Based on the **memoir** document class:
- Homemade commands for title creation and more. . . ;
- New homemade environments;
- You choose a template as a starting point (templates are available once the document class has been installed in a working directory);
- You use separate files for each chapter in your document.







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For those who still prefer the scent of ink

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ISBN 978-0-321-17385-0, 597 p.

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The LATEX Companion, Second Edition,

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ISBN 978-0201362992, 1120p.

Goossens, Michel and Franck Mittelbach (2007).

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For the environmentally conscious



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Viewed on February 22, 2018 at https://fr.sharelatex.com/learn/Main Page



For the environmentally conscious

- MTEX WikiBook
- Share LATEX Documentation
- ▼ TEX LATEX Stack Exchange
- Comprehensive TEX Archive Network
- WK List of TEX Frequently Asked Questions
- Google...



Questions and comments

TRAINING SESSION DOCUMENTATION

http://bit.ly/enltxhec1

TRAINING SESSION EVALUATION

http://bit.ly/enltxsurvey1

TEXNICAL SUPPORT

Benoit Hamel : <benoit.2.hamel@hec.ca>

