Chapter 7
Worksheet Management

This chapter describes how to manipulate and format Mathcad worksheets and templates, rearrange and lay out regions in a worksheet, lock areas in a worksheet, create hyperlinks between worksheets, and print and send a worksheet by electronic mail.

The following sections make up this chapter:

Worksheets and templates

How to use worksheets and templates. How to save worksheets in various formats.

Rearranging your worksheet

How to align, change the spacing between, and highlight regions.

Layout

How to adjust margins, insert page breaks, and create headers and footers.

Safeguarding an area of the worksheet

How to write-protect and hide selected areas of your worksheet.

Hyperlinks

How to make Mathcad jump to another worksheet, open a pop-up window, or launch another application when you double-click a region.

Printing and mailing

How to print all or part of a worksheet, including previewing printed output. How to Email a Mathcad worksheet.

Worksheets and templates

As you use Mathcad and save your work for later use, you typically create a *worksheet* that contains unique text, math, and graphic regions. You usually create a separate worksheet, or group of worksheets, for each of your different calculation procedures or projects. Mathcad uses .MCD as the default file extension for worksheets.

When you create a new worksheet in Mathcad, you can start with the equivalent of a blank piece of paper with Mathcad's default choices for formats and layout, or you can use a *template* that contains customized information for laying out and formatting the worksheet. When you create a worksheet based on a template, all of the formatting information and any text, math, and graphic regions from the template are copied to the new worksheet. The new worksheet therefore inherits the appearance and formatting instructions of the template, allowing you to maintain consistency in the appearance of your work.

Mathcad comes with a variety of predefined templates for you to use as you create new Mathcad worksheets. You extend the collection of templates by saving any of your Mathcad worksheets as a template. Mathcad uses .MCT as the default file extension for templates.

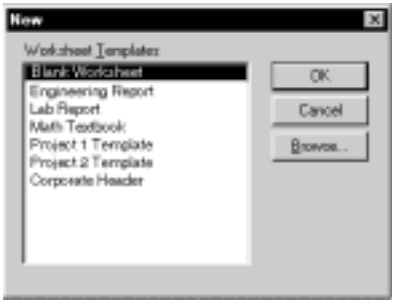
Other saving options are available in Mathcad. You can save a worksheet in rich-text format (RTF), so that many word processors can open it, or in Hypertext Mark-up Language (HTML), so that you can use a Web browser to view the file. You can also save a worksheet in a format that can be read by earlier versions of Mathcad.

Creating a new worksheet

When you open Mathcad or click  on the Standard toolbar, you see an empty worksheet based on the *blank worksheet template*. You can enter and format equations, graphs, text, and graphics in this space, and you can modify worksheet attributes such as the page margins, numerical format, headers and footers, and text and math styles. The blank worksheet template is only one of the templates Mathcad provides. Other built-in templates are specific to types of worksheets you'll be creating. For example, there is a template for homework assignments, one for engineering reports, and so on.

To create a new worksheet based on a template:

- Choose **New** from the **File** menu. Mathcad displays a list of available worksheet templates. The exact templates available differ depending on your version of Mathcad.
- Choose a template other than "Blank Worksheet." By default Mathcad displays worksheet templates saved in the TEMPLATE



folder of whatever directory you used to install Mathcad. Click "Browse" to find a template in another directory or on another drive.

- Click "OK."
- Create and edit the necessary equations, text, and other regions for your worksheet.

Saving your worksheet

When you want to save the worksheet, choose either **Save** or **Save As** from the **File** menu and enter a file name with the extension .MCD under which to save the worksheet. After the first time you save the worksheet, simply choose **Save** from the **File** menu or click  on the Standard toolbar to update the saved copy of the worksheet.

Tip To work on a worksheet you saved before, choose **Open** from the **File** menu or click  on the Standard toolbar. Mathcad prompts you for a name by displaying the Open dialog box. You can locate and open a Mathcad worksheet from other directories or drives just as you would in any other Windows application. At the bottom of the **File** menu, Mathcad maintains a list of the most recently opened worksheets, which you can choose directly if you wish.

Saving your worksheet in RTF format

To save a worksheet so that a word processor capable of reading an RTF file with embedded graphics can open it:

- Scroll to the bottom of your worksheet to update all calculated results.
- Choose **Save As** from the **File** menu.
- In the Save As dialog box, choose "Rich Text Format File" from the "Save as type" drop-down list.
- Enter a file name and then click "Save."

When you open an RTF file with a word processor such as Microsoft Word, you'll find all the Mathcad regions lined up one above the other at the left edge of the document. Once the Mathcad regions saved in an RTF file have been loaded in to a word processor, you will be able to edit the text exported from the Mathcad worksheet. However, you'll no longer be able to edit math regions and graphs, which appear instead as embedded graphics in your word processor. To embed Mathcad worksheets or regions in a word processing document in a form that allows you to continue to edit the original Mathcad worksheets, see "Inserting objects" on page 95.

Tip Mathcad's text is formatted using Microsoft's "Rich Text Format" (RTF) specification. This means you can easily export text from Mathcad text regions to most word processing programs via the Clipboard. Simply select text in a Mathcad text regions, copy the text to the Clipboard by choosing **Copy** from the **Edit** menu or clicking  on the Standard toolbar, and choose **Paste** from the **Edit** menu in your word processing application.

Saving your worksheet in HTML format

To save a worksheet so that a Web browser can open it:

- Scroll to the bottom of your worksheet to update all calculated results.
- Choose **Save As** from the **File** menu.
- In the Save As dialog box, choose "HTML File" from the "Save as type" drop-down list.
- Enter a file name and then click "Save."

Note When you save an HTML file in Mathcad, all the Mathcad regions are converted into in-line graphic images. When you open the HTML file in a Web browser, these in-line graphics appear one above the other at the left edge of the page. If you copy the HTML file to another file system or a Web server, be sure to copy these additional graphics files.

Saving your worksheet in Mathcad 7 or Mathcad 6 format

In general, worksheets created in an earlier version of Mathcad open in the current version, but files created in the current version of Mathcad *do not* open in earlier versions. Mathcad 8, however, allows you to save a worksheet as a Mathcad 6 or 7 worksheet.

Note Features in your worksheet available only in Mathcad 8 will not be recognized in earlier versions of Mathcad. Regions or features that won't work in Mathcad 6 or 7 are rendered as bitmaps.

To save a worksheet in a form that can be read by an earlier version of Mathcad:

- Choose **Save** or **Save As** from the **File** menu.
- In the "Save as type" drop-down list, select "Mathcad 7 Worksheet" or "Mathcad 6 Worksheet" and provide a file name.
- Click "Save." A message appears warning you that certain features available only in Mathcad 8 will not work in earlier versions.

Creating a new template

You can extend the collection of templates by creating your own. A template you create can have equations, text, and graphics in places you determine, as well as customized information in the headers and footers (see "Layout" on page 107). The template also specifies:

- Definitions of all math styles (Chapter 4).
- Definitions of all text styles (Chapter 5).
- Margins for printing (see "Layout" on page 107).
- Numerical result formats and values for Mathcad's built-in variables (Chapter 8).
- Names of Mathcad's basic units and the default unit system (Chapter 8).
- The default calculation mode (Chapter 8).

To create a new template, first create a new worksheet having the options listed above set the way you want. The worksheet can also contain any equations, text, and graphics that you want in the template. The next step is to save this worksheet as a template. To do so:

- Choose **Save As** from the **File** menu.
- Double-click the TEMPLATE folder in the Save As dialog.
- In the "Save as type" drop-down list, select "Mathcad Template."
- Type a name for the template in the "File name" box.
- Click "Save."

Your template is now added to the list of templates available in the dialog box that appears when you choose **New** from the **File** menu. To make a new worksheet based on a template you've created, simply choose **New** from the **File** menu and select your template from the list; if you did not save your template to the TEMPLATE folder, you need to browse to find the template.

Modifying a template

To modify an existing worksheet template:

- Choose **Open** from the **File** menu or click  on the Standard toolbar.
- In the "Files of type" drop-down list, select "All Files."
- Type the name of the template in the "File name" box, or browse to locate it in the dialog box. Worksheet templates are saved by default in the TEMPLATE folder.
- Click "Open." The template opens in the Mathcad window.

You may now edit the template as you would modify any Mathcad worksheet. To save your changes under the current template name, choose **Save** from the **File** menu or click

 on the Standard toolbar. If you want to give a new name to the modified template, choose **Save As** from the **File** menu and enter a new name for the template.

Tip To modify the default template for a blank worksheet, modify the template file NORMAL.MCT.

Note When you modify a template, your changes affect only new files created from the modified template. The changes do not affect any worksheets created with the template before the template was modified.

Rearranging your worksheet

This section describes how to rearrange math, graphics, and text in your worksheets. See the section "Regions" on page 18 for the basics on selecting, copying, moving, and deleting regions.

Note You can get an overall view of how your worksheet looks by choosing **Zoom** from the **View** menu and choosing a magnification from the Zoom dialog box. Choose a magnification less than 100% to zoom out of the worksheet, or use a magnification greater than 100% to zoom in. Alternatively, use the **Print Preview** command as described under "Print preview" on page 115.

Aligning Regions

Once regions are selected, you can align them either horizontally or vertically by choosing **Align Regions** from the **Format** menu. This is a pull-right menu. Drag the mouse to the right to display two additional choices: **Across** and **Down**. You can also choose these commands by clicking  and  on the Standard toolbar.

When you choose **Align Regions⇒Down** from the pull-right menu or click  on the Standard toolbar, Mathcad does the following:

- Mathcad draws an invisible vertical line halfway between the right edge of the right-most selected region and the left edge of the left-most selected region.
- All selected regions to the right of this line are moved left until their left edges are aligned with this line.
- All selected regions to the left of this line are moved right until their left edges are aligned with this line.

Choosing **Align Regions⇒Across** or clicking  on the Standard toolbar works in much the same way. Mathcad draws an invisible horizontal line halfway between the top edge of the uppermost region and the bottom edge of the lowest region. Selected regions below and above this line are moved up and down respectively until the midpoints of their left edges are on this line.

Note Aligning regions may inadvertently cause regions to overlap. Mathcad warns you when this will occur, but you can separate overlapping regions as described in "Separating regions" below.

Inserting or deleting blank lines

You can easily insert one or more blank lines into your worksheet:

- Click on the blank line below which you want to insert one or more blank lines. Make sure the cursor looks like a crosshair.
- Press [**Enter**] to insert a blank line and move the cursor to the left margin. Do this as many times as you want to insert lines.

To delete one or more blank lines from your worksheet:

- Click above the blank lines you want to delete. Make sure the cursor looks like a crosshair and that there are no regions to the right or left of the cursor.
- Press [**Delete**] as many times as there are lines you want to delete. Mathcad deletes blank lines below your cursor.
- Press [**BkSp**] as many times as there are lines you want to delete. Mathcad deletes blank lines *above* your cursor.

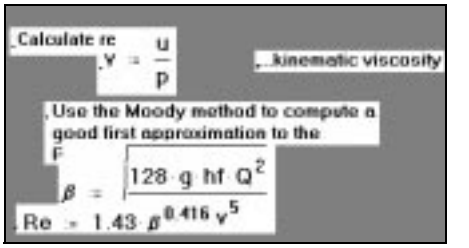
If you press either [**Delete**] or [**BkSp**] and nothing seems to be happening, check to make sure that the cursor is on a line all by itself. If any region in your worksheet extends into the line you are trying to delete, Mathcad won't be able to delete that line.

Tip To insert or delete a *specific number* of lines from your worksheet, click in a blank part of the worksheet with the right mouse button, choose **Insert Lines** or **Delete Lines** from the pop-up menu, and enter the number of lines in the dialog box.

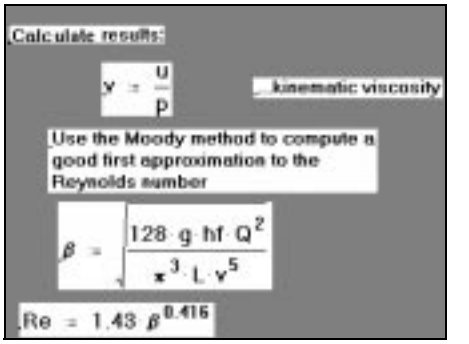
Separating regions

As you move and edit the regions in a Mathcad worksheet, they may end up overlapping one another. Overlapping regions don't interfere with each other's calculations, but they may make worksheets hard to read.

A good way to determine whether regions overlap is to choose **Regions** from the **View** menu. As shown at right, Mathcad displays blank space in gray and leaves the regions in your default background color. To turn the blank space back into the default background color, choose **Regions** from the **View** menu again.



To separate all overlapping regions, choose **Separate Regions** from the **Format** menu. Wherever regions overlap, this command moves the regions in such a way as to avoid overlaps while preserving the order of the calculations, as shown at right.



Note Be careful with the **Separate Regions** menu command since not only can it have far-reaching effects, it also cannot be undone. As an alternative, you can drag regions individually, add lines by pressing [**Enter**], or cut and paste the regions so they don't overlap.

Highlighting regions

Mathcad allows you to highlight regions so that they stand out from the rest of the equations and text in your worksheet:

To apply a background highlight color to a region:

- Click in the region you want to highlight.
- Choose **Properties** from the **Format** menu.
- Click the Display tab.
- Check "Highlight Region." Click "Choose Color" to choose a highlight color other than the default choice.
- Click "OK."

Mathcad fills a box around the equation with either the default background highlight color or the color you chose. This is a purely cosmetic change with no effect on the equation other than making it more conspicuous.

Note The appearance of a highlighted region on printing depends very much on the capabilities of your printer and the choice of highlight color. Some black and white printers render a color as black, obscuring the equation in the process. Others render the exact same color as just the right gray to highlight the equation without obscuring it.

To change the default background color of a highlighted region, do the following:

- Choose **Color** from the **Format** menu.
- Pull right and choose **Highlight** to bring up a dialog box containing a palette of colors. Click the appropriate color.

Layout

Before printing a worksheet, you may need to adjust the margins, paper options, page breaks, and headers and footers so that pages of the worksheet are printed appropriately.

Setting margins, paper size, source, and orientation

Mathcad worksheets have user-specifiable margins at the left, right, top, and bottom of the worksheet. To set these margins, choose **Page Setup** from the **File** menu.

Use the four text boxes in the lower right of the Page Setup to specify the distances from the margin to the corresponding edge of the actual sheet of paper on which you are printing.

You can also use settings in the Page Setup dialog box to change the size, source, or orientation of the paper on which you print your worksheet. See “Printing and mailing” on page 114 for more about printing your Mathcad worksheets.

Tip If you want the margin and other page setup settings in the current worksheet to be used in other worksheets, save the worksheet as a template as described in “Creating a new template” on page 103.

Page breaks

Mathcad provides two kinds of page breaks:

- **Soft page breaks**: Mathcad uses your default printer settings and your top and bottom margins to insert these page breaks automatically. These show up as dotted horizontal lines, and you see them as you scroll down in your worksheet. You cannot add or remove soft page breaks.
- **Hard page breaks**: You can insert a hard page break by placing the cursor at the appropriate place in your worksheet and choosing **Page Break** from the **Insert** menu. Hard pagebreaks display as solid horizontal lines in your worksheets.

When Mathcad prints your worksheet, it begins printing on a new page whenever it encounters either a soft or a hard page break.

To delete a hard page break:

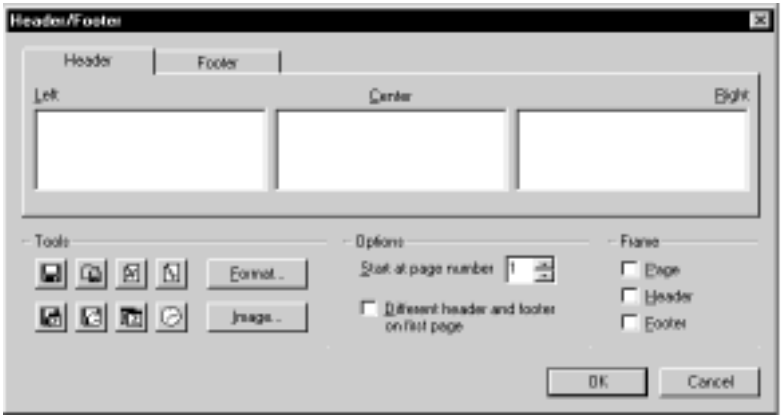
- Drag-select the hard page break as you would select any other region in your Mathcad worksheet. A dashed selection box appears around the page break.
- Choose **Cut** from the **Edit** menu or click  on the Standard toolbar.

Tip Because Mathcad is a WYSIWYG environment, any region that overlaps a soft or hard page break prints by default in pieces on successive pages. To separate a region from a hard page break, choose **Separate Regions** from the **Format** menu. However, this command does not separate regions from any overlapping *soft* page breaks. Choose **Repaginate Now** from the **Format** menu to force Mathcad to insert a soft page break above any region that otherwise would print in pieces on successive pages.

Headers and footers

You can add sophisticated headers and footers to your Mathcad worksheets to assist you in documenting work flow, quality assurance, and other tasks. Headers and footers can include text, graphic images, and file, data, and time information.

To add a header or a footer to every printed page, to create a different header or footer for the first page of a worksheet, or to modify an existing header or footer, choose **Header/Footer** from the **Format** menu. The Header/Footer dialog box appears:



To add or edit a header or footer:

- Click the Header or Footer tab to modify the header or footer for the worksheet. To create a different header or footer for the first page of your worksheet, check the "Different header and footer on first page" option and click the Header–Page 1 or Footer–Page 1 tab.
- Type the header or footer information into one or more of the text boxes. Whatever you type into the Left, Center, and Right text boxes will appear left-justified, centered, and right-justified on the page, respectively. Click "Format" in the Tools group to change the header or footer font, font style, or size.
- Click one or more of the buttons in the Tools group to insert the file name, page number, current date, or time automatically wherever the insertion point is. To insert an image, click "Image" in the Tools group and browse to locate a bitmap (.BMP format) file.

Tip Mathcad by default begins numbering at page 1. You can set a different starting page number in the Options group in the Header/Footer dialog box.

Safeguarding an area of the worksheet

The ease with which you can alter a Mathcad worksheet can present a problem. It is all too easy to alter a worksheet and to change things which are not meant to be changed. For example, if you've developed and thoroughly tested a set of equations, you may want to prevent readers of your worksheet from tampering with them. To avoid unintended edits to your worksheet, you can safeguard an area of your worksheet by locking it such that you can still edit it even though nobody else can.

Pro You can use Mathcad Professional to lock an area of your worksheet. To do so:

- You create an *area* in your worksheet to contain the regions to be protected.
- You place the regions that you want to safeguard into that area.
- You lock the area. Optionally you can password protect and collapse the area.

Once a region is safely inside a locked area, nobody can edit it. Any math regions inside a locked area continue, however, to affect other equations in the document. For example, if you define a function inside a locked area, you can still use that function anywhere below and to the right of its definition. You cannot, however, change the function's definition itself unless you unlock the area first.

Inserting an area

To insert a lockable area into your worksheet:

- Choose **Area** from the **Insert** menu. Mathcad inserts a pair of lines into the worksheet. These mark the boundaries of the lockable area.

- Select either of these boundary lines just as you'd select any region: by dragging the mouse across the line or by clicking the line itself.
- Once you've selected the boundary line, drag it just as you'd drag any other region to move it.

You should position the boundaries so that there's enough space between them for whatever regions you want to lock. You can have any number of lockable areas in your worksheet. The only restriction is that you cannot have one lockable area inside another.

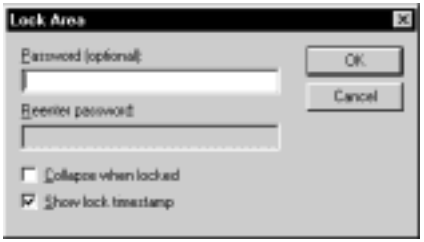
Tip To name an area in your worksheet, click on an area boundary, choose **Properties** from the **Format** menu, and enter a name on the Area tab. The Area tab also lets you modify other display attributes of an area, such as whether a border or icon appears.

Locking and collapsing an area

Once you've placed whatever regions you want inside an area, you can lock the area. You can choose to lock an area with a password to prevent unauthorized editing of the regions in it. You can also collapse the area, either with or without locking it, so that the regions are hidden from view.

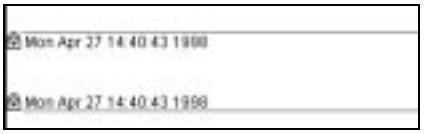
To lock an area:

- Click in the area.
- Choose **Area⇒Lock** from the **Format** menu.
- In the Lock Area dialog box, enter a password if you want to lock the area with a password. Type any combination of letters and numbers. You must re-enter the password to confirm it.



- Check "Collapse when locked" to hide the locked regions from view. Check "Show lock timestamp" to display the date and time the area was last locked above and below the boundary lines.
- Click "OK."

The area is now locked and by default shows padlocks on the boundaries and a timestamp.



Note If you choose to password protect an area, make sure you remember your password. If you forget it, you will find yourself permanently locked out of that area. Keep in mind also that the password is case sensitive.

To collapse an area without locking it first:

- Click in the area.
- Choose **Area⇒Collapse** from the **Format** menu.

A collapsed area appears by default as a single line in your worksheet.

Unlocking and expanding an area

If you want to make changes to a region inside a locked area, you have to unlock it. If the area is collapsed, you must also expand it.

To unlock a locked area:

- Click in the area you want to unlock.
- Choose **Area⇒Unlock** from the **Format** menu.
- If a password is required, you are prompted for the password.

To expand a collapsed area:

- Click on the boundary line.
- Choose **Area⇒Expand** from the **Format** menu.

Once an area is unlocked and expanded, you can make whatever changes you want to just as freely as you would elsewhere in your worksheet.

Tip When you lock an area without a password, anyone can unlock it by simply choosing **Area⇒Unlock** from the **Format** menu.

Deleting an area

You can delete a lockable area just as you would any other region. To do so:

- Make sure the area is unlocked. You cannot delete a locked area.
- Select either of the two lines indicating the extent of the locked area by dragging the mouse across it.
- Choose **Cut** from the **Edit** menu or click  on the Standard toolbar.

Hyperlinks

Mathcad allows you to set up *hyperlinks* between Mathcad worksheets—that is, to create "hotspots" in your Mathcad worksheets that, when you double-click them, open other Mathcad worksheets. You can also create simple hyperlinks in Mathcad worksheets to view arbitrary file types, such as word processing documents, help files, or animation files, thus

creating sophisticated compound documents.

Creating hyperlinks between worksheets

You can create a hyperlink from any Mathcad region, such as a text region or a graphic element, to any Mathcad worksheet. When you double-click the hyperlink, Mathcad opens the Mathcad worksheet designated by the hyperlink. In this way you can connect groups of related worksheets into a form similar to Mathcad's Electronic Books, or simply cross-reference a related Mathcad worksheet from within the current worksheet.

You have two options for the appearance of the linked worksheet when you double-click the hyperlink:

- The hyperlinked worksheet can open in a complete Mathcad worksheet window that overlays the current worksheet window and that allows you to edit its contents.
- The hyperlinked worksheet can open in a small *pop-up window* that simply displays the contents of the worksheet, but does not allow you to edit its contents.

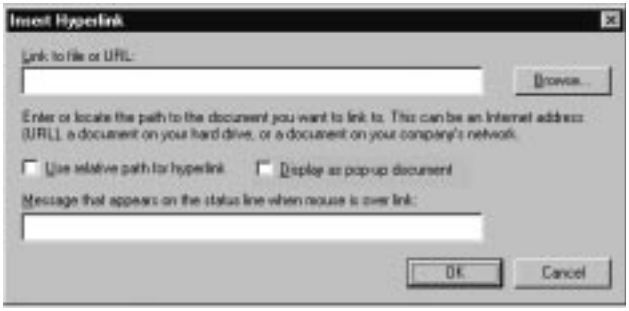
Mathcad can follow a hyperlink to any worksheet, whether it is stored on a local drive, a network file system, or the World Wide Web.

To create a hyperlink, first specify the hyperlink by:

- Selecting a piece of text, or
- Clicking anywhere in an equation or graphics region, or
- Placing the insertion point anywhere within an entire text region.

Tip In general, either selected text or an embedded graphic works best as a hyperlink to another worksheet.

The next step is to specify the target. To do so:



- Choose **Hyperlink** from the **Insert** menu. Mathcad opens the Insert Hyperlink dialog box.
- Click "Browse" to locate and select the target worksheet. Alternatively, enter the complete path to a worksheet in the empty text box at the top of the dialog box, or enter an Internet address (URL) to create a hyperlink to a file on the World Wide Web.
- Click "Use relative path for hyperlink" to store the location of the target worksheet relative to the Mathcad worksheet containing the hyperlink. This allows the hyperlink to be valid even if you move the target file and the worksheet containing the hyperlink, but keep the relative directory structure between the two the same.
- Check "Display as pop-up document" if you want the target worksheet to open in a small pop-up window.
- If you want a message to appear on the status line at the bottom of the window when the mouse hovers over the hyperlink, type the message in the text box at the bottom of the dialog box.
- Click "OK."

When you double-click a hyperlink, Mathcad opens the target worksheet in the kind of window (either pop-up or full) you specified. Close a pop-up window by clicking on the close box in the upper right corner.

To change any aspects of a hyperlink—for example, if you move the target worksheet and still want the hyperlink to work—click the hyperlink and choose **Hyperlink** from the **Insert** menu. Make any changes you wish in the Edit Hyperlink dialog box.

To remove a hyperlink, click the hyperlink and choose **Hyperlink** from the **Insert** menu. Click "Remove Link" in the dialog box. Mathcad removes all traces of the link.

Note If you launch a hyperlink from selected text, Mathcad underlines the text and makes it bold to indicate the existence of a hyperlink. Mathcad changes the mouse pointer to a "hand" cursor when you hover over any hyperlink, and any message you specified appears on the status line at the bottom of the window when the cursor is over the hyperlink.

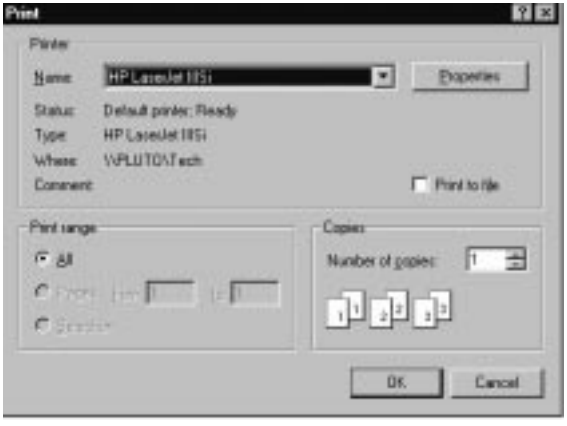
Creating hyperlinks to other files

The methods described in the previous section can create a hyperlink not only from one Mathcad worksheet to another, but also from a Mathcad worksheet to any other file type, either on a local or network file system or on the World Wide Web. Use this feature to create more full-featured "Electronic Books" or compound documents that contain not only Mathcad worksheets but word processing files, animation files—any file type that you want.

Note When you double-click a hyperlink to a file other than a Mathcad worksheet, you launch either the application that created the file or an application associated with a file of that type in the Windows Registry. You cannot display such hyperlinked files within a pop-up window.

Printing and mailing

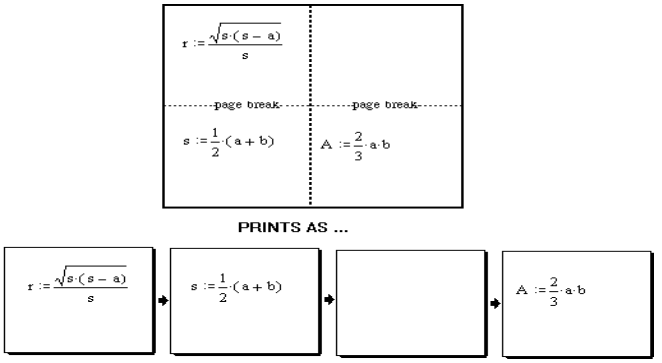
To print a Mathcad worksheet, choose **Print** from the **File** menu. The Print dialog box lets you control whether to print the entire worksheet, selected pages, or selected regions; what printer to print on; and the number of copies to print. The particular dialog box you see depends on the printer you've selected. A typical dialog box is shown at right.



Printing wide worksheets

Mathcad worksheets can be wider than a sheet of paper, since you can scroll as far to the right as you like in a Mathcad worksheet and place equations, text, and graphics wherever you like. As you scroll horizontally, however, you see dashed vertical lines appearing to indicate the right margins of successive "pages" corresponding to the settings for your printer. The sections of the worksheet separated by the dashed vertical lines print on separate sheets of paper, yet the page number at the bottom of the Mathcad window does not change as you scroll to the right.

You can think of the worksheet as being divided into vertical strips. Mathcad begins printing at the top of each strip and continues until it reaches the last region in this strip. It prints successive strips left to right. Note that certain layouts will produce one or more blank pages.



Tip You can control whether a wide worksheet is printed in its entirety or in a single page width. To do so, choose **Page Setup** from the **File** menu to open the Page Setup dialog box. Then, to suppress printing of anything to the right of the right margin, check "Print single page width."

You can ask Mathcad to print a range of pages in the worksheet by using the Print dialog box. The page numbers in the dialog box refer only to horizontal divisions. For example, if your worksheet looks like that shown above, and you ask Mathcad to print page 2, you will see two sheets of paper corresponding to the lower-left and lower-right quadrants.

Print preview

To check your worksheet's layout before printing, choose **Print Preview** from the **File** menu or click  on the Standard toolbar. The Mathcad window shows the current section of your worksheet in miniature, as it will appear when printed, with a strip of buttons across the top of the window:

To print your worksheet from this screen, click “Print.” Click “Close” to go back to the main worksheet screen. The remaining buttons give you more control over the preview.

Tip Although you can use the “Zoom In” and “Zoom Out” buttons to magnify the worksheet, you can also magnify the worksheet by moving the cursor onto the previewed page so that the cursor changes to a magnifying glass. Then click the mouse. Click again to magnify your worksheet even more. Once you’re at the maximum magnification, clicking on the page de-magnifies it.

Note You cannot edit the current page or change its format in the Print Preview screen. To edit the page or change its format, return to the normal worksheet view by clicking “Close.”

Mailing

If you’re connected to a mail system that’s compatible with Microsoft’s Mail API (MAPI), you can use Mathcad to direct that system to send an electronic mail message and your current Mathcad worksheet. When you use Mathcad to send a worksheet by electronic mail, the recipient receives the worksheet as a file attached to an ordinary e-mail message, provided that the recipient’s mail system uses the same encoding technique as yours.

Tip The settings in your mail system determine how Mathcad worksheets are attached to or encoded in the mail message. We recommend that you use an encoding method such as MIME or UUENCODE, if available, to attach Mathcad worksheets to mail messages.

To send a Mathcad worksheet by electronic mail:

- Open the worksheet you want to send.
- Choose **Send** from the **File** menu.

Once you do so, your mail system launches and creates a new message with your worksheet as an attachment. You should then enter the text of your mail message, the address of the recipient, and any other information allowed by your mail system.