

To preserve and present your work, you have to save and print your worksheets. This tutorial explains how to pull together the elements of a printed piece for best presentation quality.

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Layout

Space everything out evenly on the page so that it's easy to follow and read. It's best to create new regions for each paragraph of text or math. Before you print, it's a good idea to make sure you don't have overlapping regions by selecting **Separate Regions** from the **Format** menu.

To Enter Equations That Don't Calculate

To Disable a Few Calculations

If you want to turn off an individual calculation, right-click on it and choose **Disable Evaluation** from the menu. A small rectangle above and to the right indicates the equation has been turned off.

$$\frac{x^2 \pi}{\sqrt{2}} \blacksquare$$

To Disable All Calculations

If you don't want any math on your page to calculate, uncheck **Calculate > Automatic Calculation** from the **Tools** menu. Equations in worksheets with Automatic Calculation turned off appear with an empty placeholder on the right-hand side when you open the worksheet, as in this picture:

$$\frac{x \cdot 36}{x^2} = \blacksquare$$

When you enable Automatic Calculation, all equations calculate, except for disabled evaluations.

To Type Equations That Don't Calculate

Say you want to type in an equation like the one below:

$$\text{Solve } x^2 + 3x - 56 := 0$$

Mathcad doesn't allow you to type in an equation using the definition equal sign when there are undefined variables. You must use the Boolean Equal sign by typing **[Ctrl] [=]**.

$$\text{Solve } x^2 + 3x - 56 = 0$$

The Boolean equal sign appears as a bold equals. If you want to make it look like a regular equal sign:

1. Right-click on it.
2. Choose **View Equality As > Equal** from the menu.

$$\text{Solve } x^2 + 3x - 56 = 0$$

Hyperlinks

Region to Worksheet

To insert a hyperlink to another worksheet or any file:

1. Select the region that you want to turn into a link. It is recommended that you select text but you can select any region.
2. Choose **Hyperlink** from the **Insert** menu.
3. In the dialog box, click the "Browse" button to locate and select the worksheet, path, or Internet address (URL) to a worksheet in the empty text box.
4. Check the "Use relative path for hyperlink" option if you want a relative path. Click in the box next to "Display as pop-up document" if you want the target worksheet to open in a small popup window when you double-click the region containing the link.
5. If you want a message to appear on the status line (at the bottom of the Worksheet window) when the mouse hovers over the region containing the hyperlink, type a message in the text box at the bottom of the Insert Hyperlink dialog box.
6. Click OK.

Region to Region

Before you can link to a specific region in a worksheet, you must mark it with a tag. A tag uniquely identifies a region in a worksheet and allows you to jump directly to that region. A tag can be any collection of words, numbers, or spaces, but no symbols.

To create a region tag:

1. Right-click on any region in your worksheet for which you would like to create a region tag.
2. Select **Properties** from the menu.
3. In the Properties dialog box, on the Display page, type a tag in the text box provided and click OK.

Now, you can link to that region from within the worksheet or from any other worksheet.

To create a hyperlink to a region that has been tagged:

1. Click a region in your worksheet, and choose **Hyperlink** from the **Insert** menu.
2. Click "Browse" to locate and select the target worksheet, or type the complete path or Internet address (URL) to a worksheet.
3. At the end of the worksheet path type # followed by the region tag. The complete path for your target region looks something like this:
C:\filename#region tag
4. Make further desired specifications in the Hyperlink dialog box and click OK.

When you link from region to region within or between worksheets, you cannot use the popup window option.

Page Breaks

Before you print, you need to be sure that no region is located on a page break, or you might get pieces of a graph, for example, printed out on two different pages. A dashed line shows where the page break falls; you can add your own "hard" breaks by choosing **Page Break** from the **Insert** menu. To delete a hard page break, drag over the page break line, then press **[Delete]**.

In general, you should save pagination until after you are completely done writing your document.

Headers and Footers

If you need to print out a long worksheet or a project report with several pages you may want to add a header at the top of each page with your name or the project title and the page number. For these formatting options choose **Header and Footer** on the **View** menu and fill in the information you want displayed. Besides the page number you can also automatically add the date or time. You can also format your text, have different footers or headers on the first page, and add images.

Print Preview

Before you print use **Print Preview** on the **File** menu to check out the finished appearance of your worksheet. Click the **Page Setup** button on this dialog to change the settings for the margins. Note that when you increase the top and bottom margins, some new page breaks may be inserted to allow enough space for the margins.

To Author with Mathcad

These are just the basics of presenting your work through Mathcad. For more information about distributing your work through a Mathcad E-book, saving your Mathcad files to Microsoft Word, or saving your files in HTML format for the Web, check the Mathcad User's Guide under "Worksheet Management," or the online **Author's Reference**, under the **Help** menu.
