

FEATURES IN-DEPTH



tutorials



Working with Text

This worksheet explains how to format text and customize the look of your document for printing or electronic distribution.

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To Format Text

You can change the font and size of text using the **Formatting** toolbar, which you can open by choosing **Toolbars** from the **View** menu. You can also change the font, size, or color of text by choosing **Text** from the **Format** menu. These formatting options work much as they do in typical word processing programs.

Example

To illustrate the *possibilities* we've done some **wild** font changes in this sentence (like this:  or $\eta\iota\sigma$); to check out the font choices we used, drag this region to your worksheet, select a few colored **letters** and choose **Text** from the **Format** menu to see the font and styles. The **Formatting** toolbar at the top of the screen also shows the font, size, and style:



If you don't see the **Formatting** toolbar, then choose **Toolbars > Formatting** from the **View** menu.

To Change the Default Font

You can customize fonts for text in any worksheet. To specify a default text style for all text regions:

1. Choose **Style** from the **Format** menu.
2. Choose **Normal** or another style name.
3. Click **Modify**. You see the Define Style dialog box.
4. Click **Font** and pick the font, font style, size, and color.

You can also make additional text styles by clicking **New** rather than **Modify**. These newly defined text styles show up in the **Formatting** toolbar if your cursor is in open worksheet space or in a text region.

To Format Paragraphs

Other text formatting options are available by choosing **Paragraph** from the **Format** menu. You can choose automatic bullet and number lists from the dialog box and set right and left indents. "Special" allows you to set your own hanging indent for lists or a first line paragraph indent.

The Ruler

You can also format a paragraph using the ruler. When you choose **Ruler** from the **View** menu, you see a ruler at the top of the Worksheet window, which you can use to set indents and tabs in a text region. You can change the measurement system to inches, centimeters, picas, or points by right-clicking on the ruler and selecting one of these options from the menu.

To set indents using the ruler:

1. Click in a paragraph in a text region.
2. Use the arrows in the ruler to set indents on the selected paragraph:
 - Move the top arrow in the ruler to indent only the first line
 - Move the bottom arrow to set a hanging indent.
 - Move both arrows using the box to indent all the lines.

To set tabs using the ruler:

1. Click in a paragraph in a text region.
2. Click in the ruler to set a tab stop. You see a tab stop symbol (L).

Remove any unwanted tab stops by dragging the tab stop symbols off the ruler.

It is also helpful to set vertical guidelines in your worksheet against which you can align regions. With your cursor in open worksheet space, not in an individual text region, set a tab where you want a guideline to be. Then right-click on the tab stop on the ruler, until you see a dialog box with **Show Guideline** in it. If this option is unavailable, try again - you have to be right on the tab for the guideline option to appear. Select **Show Guideline** from the menu to get a green vertical line down the page. You can set multiple guidelines or move them by dragging the tab stops. They help you align regions and make consistent indents from region to region.

Templates

Text styles ease the task of formatting your text. In addition, they help make your documents and presentations more consistent. Each style contains formatting information for fonts, size of text, color, indents, and alignment.

However, text styles only apply to the worksheet in which you set them. Therefore, if you are trying to create a number of documents that have a consistent look, you should store your text styles in a template.

To save text styles and other settings in a template:

1. Open a new worksheet and adjust the settings you want to customize, such as text styles, math options, or numerical result formatting.
2. When you are satisfied with your settings, select **Save As** from the **File** menu.
3. In the Save As dialog box, under "Save as type," select Mathcad Template File (*.mct) or Mathcad XML Template File (*.xmct) and enter a name for your template.
4. If you want your template to appear in the templates list that appears when you choose **New** from the **File** menu, save your template in the template directory of your installation of the software.

Once you have created a template, you open a new file using the template. You may want to examine the styles available in the built-in templates which you can see when you choose **New** under the **File** menu.

For more details on styles and templates, see [Presenting Your Work](#), or refer to **Help**.

Math in Text

Mathcad allows you to embed math regions right in a line of text:

1. Click the location in the text where you want the math to be.
2. Choose **Math Region** from the **Insert** menu or type **[Ctrl] [Shift]**
 - A. You see a math placeholder in your text like this: ■
3. Now type whatever math you want into the placeholder.

Remember that this math is live - you can make definitions and show answers as part of your embedded math. Here's an example. A definition is in this text region here: $x := 5$ and now a result:

$$x^2 = 25 .$$

