Chapter 5
Text

Text regions function as commentary in a Mathcad worksheet, explaining and annotating your computations and plots.

Mathcad supports many of the text editing and formatting features of word processors. Mathcad text can include any combination of fonts, sizes, and type and paragraph styles. Text automatically wraps, breaking lines according to margins that you specify. You can specify the alignment and indentation of text regions. You can define and apply text styles to maintain consistency in the appearance of your text.

This chapter describes Mathcad's commands for creating and editing text and for creating and applying text styles.

This chapter includes the following sections:

Inserting text

Creating and resizing text regions.

Equations in text

Embedding equations into text regions.

Text editing

Manipulating text that is already in a region: cutting and pasting; changing font properties, alignment and indentation; and typing Greek letters.

Text styles

Working with text styles to streamline text formatting. Creating and applying new text styles.

Text region properties

Highlighting text regions.

Find and Replace

Finding and replacing text strings and variable names.

Spell-checking

Using the **Check Spelling** command to find and correct spelling errors in text.

Inserting text

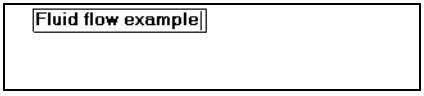
This section describes how to create text regions in Mathcad. Text regions are useful for inserting any kind of text into your worksheets and templates: comments around the equations and plots in your worksheet, blocks of explanatory text, background information, instructions for the use of the worksheet, and so on. There is no limit on the size of text regions. Mathcad ignores text when it performs calculations, but you can insert working math equations into text regions as described in "Equations in text" on page 108.

Creating a text region

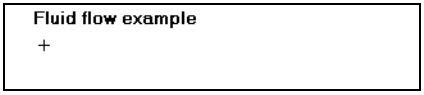
To create a text region, follow these steps:

- Click in blank space to position the crosshair where you want the text region to begin. Then choose **Text Region** from the **Insert** menu, or press the double quote (**"**) key. Mathcad begins a text region. The crosshair changes into an insertion point and a text box appears.

- Now begin typing some text. Mathcad displays the text and surrounds it with a text box. As you type, the insertion point moves and the text box grows.



- When you've finished typing the text, click outside the text region. The text box disappears.



You cannot leave a text region by pressing [↵]. You must leave the text region by:

- Clicking outside the region, or
- By repeatedly pressing one of the arrow keys until the cursor leaves the region.

Figure 5-1 on the next page shows a Mathcad worksheet containing several text regions followed by an equation.

To insert text into an existing text region:

- Click between two characters in a text region. A text box will surround your text. Anything you type gets inserted at the insertion point.

To delete text from an existing text region, click in the text region and:

- Press [**BkSp**] to delete the character to the left of the insertion point, or
- Press [**Del**] to delete the character to the right of the insertion point.

To overtype text:

- Place the insertion point to the left of the first character you want to overtype.

- Press the [**Ins**] key and begin typing. The vertical bar now has a break in the middle to indicate that you are in *overtype* mode. To return to the default *insert* mode, press [**Ins**] again.

To break a line or start a new line in a text region, press [↵]. Mathcad inserts a *hard line break* and moves the insertion point down to the next line. When you rewrap the text by changing the width of the text region, Mathcad will maintain a line break at this spot in the text.

To delete a hard line break, click at the beginning of the next line in the text region and press [**BkSp**].

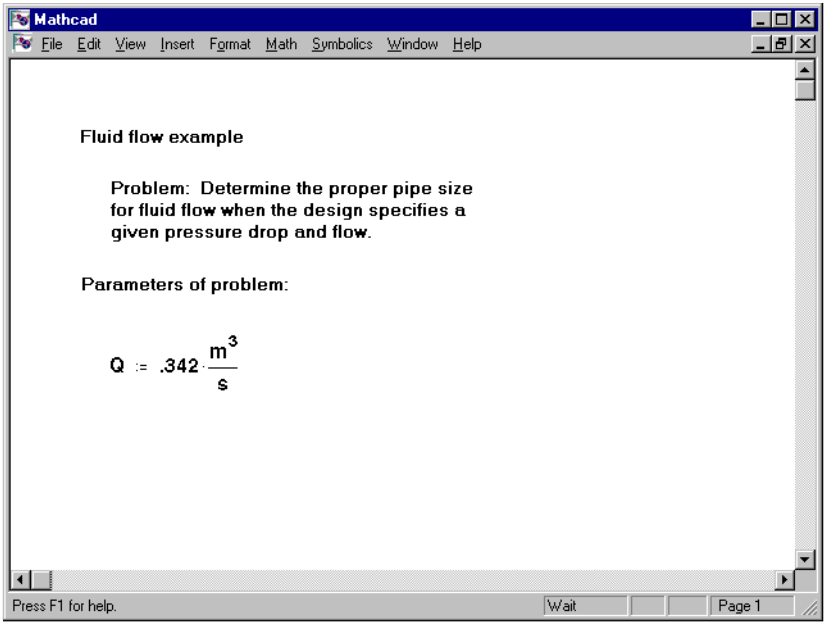


Figure 5-1: Text regions above an equation in a Mathcad worksheet.

Changing the width of a text region

When you start typing in a text region, the region grows as you type, wrapping only when you reach the right margin or page boundary. (The location of the right margin is determined by the settings in the Page Setup dialog box, which you can modify by choosing **Page Setup** from the **File** menu.) Press [↵] whenever you want to start a new line. Often you would like to set a width for your whole text region, and have lines wrap to stay within that width as you type. To do this:

- Type normally until the first line reaches the width you want.
- Type a space and press [**Ctrl**][↵].

All other lines will break to stay within this width. When you add to or edit the text, Mathcad rewraps the text according to the width set by the line at the end of which you pressed [**Ctrl**][↵].

To change the width of an existing text region, do the following:

- Drag-select the text region by clicking in the worksheet outside it and dragging the mouse pointer across the region and releasing it, or click anywhere in the text region. A selection box encloses the text region.
- Move the pointer to the middle of the right edge of the text region until it hovers over the "handle" on the selection rectangle. The pointer now changes to a double arrow. You can now change the size of the text region the same way you change the size of any window: by dragging the mouse.

Moving text regions

To move a single text region or group of regions, follow the same steps that you would with math regions:

- Click on an empty spot, hold the mouse button down, and drag the selection rectangle across the region or regions you want to select. When you release the mouse button, dashed outlines show which regions are selected or, if you have selected a single region, a selection box appears around the region.
- Now move the mouse pointer to the edge of a selected region so that its appearance changes to a hand.
- Hold down the mouse button and drag it to the desired spot. If you've selected more than one region, the selected regions will move as a group.

You can also cut, paste, and copy text regions as you would any other regions. Select the regions and then choose **Cut**, **Paste**, or **Copy** from the **Edit** menu. You can also use the corresponding buttons on the toolbar.

Equations in text

This section describes how to insert equations into your text regions. Equations inserted into text have the same properties as those in the rest of your worksheet. You can edit them using the methods described in Chapter 3, "Editing Equations."

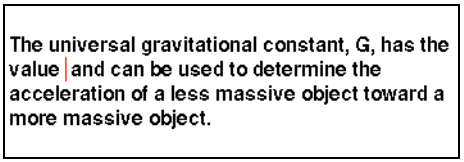
Entering an equation into text can affect the spacing between the lines of a text paragraph. If the equation is taller than a single line, the spacing between all the lines in the paragraph adjusts to make room for the equation.

Inserting an equation into text

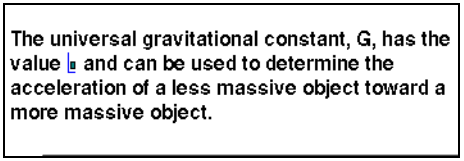
You can place an equation into text either by creating a new equation or by pasting an existing equation into a text region.

To add a new equation into a text region or a paragraph, follow these steps:

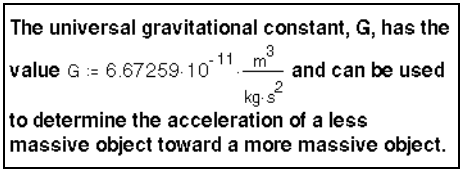
- Click in the text region or paragraph to place the insertion point where you want the equation to start.



- Choose **Math Region** from the **Insert** menu.



- Type in the equation just as you would in a math region.
- When you've finished typing in the equation, click on any text to return to the text region. Mathcad adjusts the line spacing in the text region to accommodate the embedded math region.



To paste an existing equation into a text region, follow these steps:

- Select the equation you want to paste into the text.
- Choose **Copy** from the **Edit** menu.
- Click in the text region to place the insertion point where you want the equation to start.
- Choose **Paste** from the **Edit** menu.

Editing equations in text

Once you've embedded an equation into a text region, you can edit it in the same way you edit equations anywhere else. For detailed procedures, see Chapter 3, “Editing Equations.”

Disabling embedded equations

When you first insert an equation into text, it behaves just like an equation in a math region; it affects calculations throughout the worksheet. If you want the equation to be purely cosmetic, you can disable it so that it no longer calculates. To do so:

- Click on the equation you want to disable.
- Choose **Properties** from the **Format** menu. Click on the Calculation tab.
- Click in the check box next to “Disable Evaluation.”
- Click “OK.”

Once you've done so, the equation will neither affect nor be affected by other equations in the worksheet. To turn it back on, remove the check box next to “Disable Evaluation” in the Properties dialog box.

For a more general discussion of disabling and locking equations, see the section "Disabling equations" in Chapter 7.

Text editing

This section describes Mathcad features for editing existing text. This includes changing the words themselves, either manually or by clicking and typing. It also includes changing the way the words look by changing various font properties, and changing the way they're arranged by changing the alignment within text regions.

Moving the insertion point in text

In general, the procedures in this *User's Guide* tell you to move the insertion point around text regions by clicking with the mouse wherever you want to put the insertion point. However, as an alternative, you can also use the arrow keys to move the insertion point. This section briefly describes these keys.

The arrow keys move the insertion point character by character or line by line within text. Pressing [**Ctrl**] and an arrow key moves the insertion point word by word or line by line. These and other ways of moving the insertion point are summarized in the table below.

Key	Action
[→]	Move right one character.
[←]	Move left one character.
[↑]	Move up to the previous line.
[↓]	Move down to the next line.
[**Ctrl**][→]	Move to the end of the current word. If the insertion point is already there, move to the end of the next word.
[**Ctrl**][←]	Move to the beginning of the current word. If the insertion point is already there, move to the beginning of the previous word.
[**Ctrl**][↑]	Move to the beginning of the current line. If the insertion point is already there, move to the beginning of the previous line.
[**Ctrl**][↓]	Move to the end of the current line. If the insertion point is already there, move to the end of the next line.
[**Home**]	Move to the beginning of the current line.
[**End**]	Move to the end of the current line.

Selecting text

The commands described in “Inserting text” on page 106 involve selecting the whole text region by dragging the selection rectangle. The commands described in this section on text editing involve working with selections of text *within* a text region. There are several ways to select text in a text region:

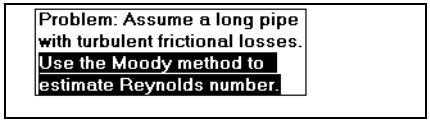
- Click in the text region so that the text box appears. Drag across the text holding the mouse button down. Mathcad highlights the selected text, including any full lines between the first and last characters you selected.
- Click in the text and press [**Shift**] and an arrow key. Mathcad highlights the text in the direction of the arrow key used.
- Click in the text and press [**Ctrl**][**Shift**] and an arrow key. If a left or right arrow is used, Mathcad highlights from the insertion point to the beginning of the current or next word. If an up or down arrow is used, Mathcad highlights text from the insertion point to the beginning or end of a line.
- Select just one word of text by double-clicking on it.

Once text is selected, you can delete it, copy it, check the spelling, or change its font, size, style, or color.

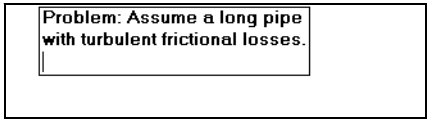
Cutting and copying text

To cut a sequence of characters from a text region, follow these steps:

- Click in the text region and select the desired string of text. The highlighted text is shown in “reverse video.”



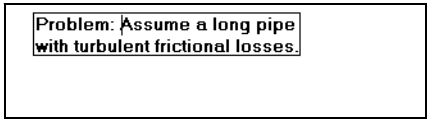
- Choose **Cut** from the **Edit** menu. Mathcad deletes the text from the text region, copies it to the clipboard, and rewraps the remaining text.



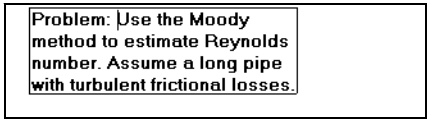
You could also copy text to the clipboard without deleting it. To do so, choose **Copy** instead of **Cut** from the **Edit** menu. You can use the appropriate toolbar buttons for these operations instead of using the **Edit** menu commands.

Once you've cut or copied text to the clipboard, you can paste it back into any text region or into an empty space to create a new text region. To do so:

- Click in the spot where you want to paste the text. This can be anywhere in an existing text region or in an empty area of your worksheet.



- Choose **Paste** from the **Edit** menu. Mathcad pastes the text from the clipboard into the text region.



Note that if you want to insert the entire contents of a text region into an existing region, you should select the material you want to insert as a text string by clicking in the text and dragging to highlight it. If you copy an entire region selected with the selection rectangle, you can paste this selection only into a blank area of your worksheet.

Changing text properties

When you first enter text, its properties are determined by the worksheet or template defaults for the style called "Normal." See the section "Text styles" on page 116 to find out about applying and modifying existing text styles and creating new ones for governing the default appearance of entire text regions.

To change the font, size, style, position, and color of a *portion* of the text within a text region, you can first select it and choose **Text** from the **Format** menu. Any properties that you define for selected text using this process override the properties associated with the style for that text region, even when you change those style properties.

To change the properties of selected text:

- Select some text using one of the methods described in the section "Selecting text" on page 111.
- Choose **Text** from the **Format** menu. Mathcad displays a dialog box showing available fonts, styles, sizes, effects, and color. Alternatively, use the Format Bar for choosing fonts, sizes, and some styles and effects.
- Change the appropriate properties in the dialog box and click "OK." You can change the following properties:

Font

To change the font of the selected text, scroll through the Font list in the dialog box and choose an available font.

Font Style

To change the style of the selected text, scroll through the Font Style list in the dialog box.

As you scroll through the Font Style list you'll notice that some style combinations are unavailable. For example, some fonts come in bold or italic, but not in bold and italic at the same time. If you're using the font bar buttons and nothing seems to be happening, check the dialog box to see if the style you want is available for the font family you're using.

Font Size

To change the size of the selected text, scroll through the Size list in the dialog box. Font sizes are in points. Note that some fonts are available in many sizes and others aren't. Remember that if you choose a bigger font, the text region you're in may grow and overlap nearby regions. Choose **Separate Regions** from the **Format** menu if necessary.

Effects

To make selected text superscripted, subscripted, underlined, or struck out, click

on the appropriate Effects option in the dialog box.

Color

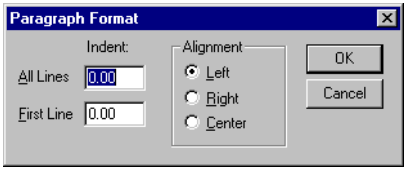
To change the color of the selected text, scroll through the color list in the dialog box. Note that you can't use the Format Bar to change color. You can only use the dialog box.

If you simply place the insertion point in text and then change the text properties by choosing **Text** from the **Format** menu, any text you now type at that insertion point will have the new properties you selected.

Changing paragraph properties

The paragraph properties of a text region consist of *alignment* and *indentation* for either the first or all lines in the text region. When you first create a text region in your worksheet, the lines in the region are left aligned and not indented. You can change these properties for an individual text region by doing the following:

- Select the text region by clicking on it.
- Choose **Paragraph** from the **Format** menu. Mathcad displays the following dialog box:



- Change the appropriate properties in the dialog box and click "OK." You can change the following properties:

Alignment

To align the text at either the left or right edge of the text region, or to center the text within the text region, use these three alignment buttons. Alternatively, use one of the three alignment buttons on the Format Bar.

Indentation

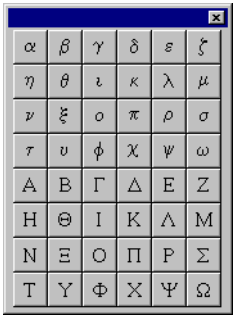
To indent every line in the text region the same amount, enter a value in the All Lines text box. To indent the *first* line of the text region a different amount than the rest of the lines, as for a conventional or hanging indent, enter a different value in the First Line text box. Both these text boxes expect a number in inches.

Greek letters in text

To type a Greek letter in a text region, use one of these two methods:

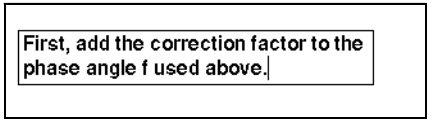
- Open the Greek Symbol Palette by clicking on the button labeled αβ on the Math Palette, then click on the appropriate button on the palette.
- Type the roman equivalent of the Greek letter and immediately press [**Ctrl**]**G**.

The Greek Symbol Palette, shown below, provides a convenient way to insert a Greek symbol into your text. Just place the insertion point in a text region and click on the button in the palette. You can also use the Greek Symbol Palette to insert Greek letters into math expressions.

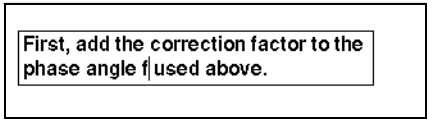


Once you've learned your way around Mathcad, however, you may find the [**Ctrl**]**G** keyboard shortcut method is faster. For example, to type the Greek symbol ϕ in a text region, follow these steps:

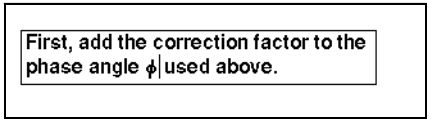
- Type the roman equivalent of the letter. For the Greek lowercase letter ϕ, the roman equivalent is the letter "f."



- Be sure to place the insertion point immediately to the *right* of the letter.



- Type [**Ctrl**]**G**. The Greek symbol appears.



The table on the following page lists all the Greek letters and their roman equivalents. These are the same roman equivalents used in the Windows Symbol font. To insert an uppercase Greek letter, use the uppercase roman equivalent. To insert a lowercase Greek letter, use the lowercase roman equivalent.

Typing [**Ctrl**]**G** after a letter in a math region also converts it to its Greek equivalent. In addition, [**Ctrl**]**G** converts a nonalphabetic character to its Greek symbol equivalent. For example, typing [**Shift**]**2**[**Ctrl**]**G** in a text region produces the "≅" character.

Name	Uppercase	Lowercase	Roman equivalent
alpha	Α	α	A
beta	Β	β	B
chi	Χ	χ	C
delta	Δ	δ	D
epsilon	Ε	ε	E
eta	Η	η	H
gamma	Γ	γ	G
iota	Ι	ι	I
kappa	Κ	κ	K
lambda	Λ	λ	L
mu	Μ	μ	M
nu	Ν	ν	N
omega	Ω	ω	W
omicron	Ο	ο	O
phi	Φ	ϕ	F
phi(alternate)		φ	J
pi	Π	π	P
psi	Ψ	ψ	Y
rho	Ρ	ρ	R
sigma	Σ	σ	S
tau	Τ	τ	T
theta	Θ	θ	Q
theta(alternate)	ϑ		J
upsilon	Υ	υ	U
xi	Ξ	ξ	X
zeta	Ζ	ζ	Z

To change a text selection into its Greek equivalent, select the text and then:

- Choose **Text** from the **Format** menu.
- From the Font list select the Symbol font.

Importing and exporting text

Mathcad's text is formatted using Microsoft's "Rich Text Format" (RTF) specification. This means you can export text from Mathcad text regions to word processing programs that read files in RTF format. For many word processing programs running under Windows concurrently with Mathcad, you can export directly via the clipboard. To do so:

- Click in a text region to place the insertion point (a vertical bar).
- Drag to highlight the text you want to export if you do not want to export the entire text region.
- Choose **Copy** from the **Edit** menu.
- Click in the target application's window and paste from the clipboard.

You can also import text from most other Windows applications. To do so:

- Place the text in the clipboard.
- Click in an empty region of the Mathcad worksheet. You should see the crosshair.
- Choose **Paste** from Mathcad's **Edit** menu.

Mathcad creates a text region containing the text on the clipboard. If the text contains RTF formatting codes, Mathcad formats the text as directed. Notice that Mathcad treats the imported text as a single text region, even if several separate paragraphs were selected in the original application.

You can also save the entire worksheet, including equations and plots, in RTF format, or choose to import text into Mathcad as an OLE object so that it can continue to be edited in its original application. For more information see Chapter 4, "Worksheet Management."

Text styles

Mathcad uses *text styles* to assign default text and paragraph properties to entire text regions. Text styles give you an easy way to create a consistent appearance in your worksheets: rather than choose particular text and paragraph properties for each individual region, you can apply an available text style, setting a range of text and paragraph properties at once.

Every worksheet has a default, "normal" text style with a particular choice of text and paragraph properties. Depending on your worksheet and the template from which the worksheet is derived, you may have other predefined text styles to choose from, and you can apply those styles to existing or new text regions. You can also modify existing text styles, create new ones of your own, and delete ones you no longer need.

This section describes the procedures for applying, modifying, creating, and deleting text styles. See the previous section, "Text editing," for details on the available text and paragraph properties and for instructions on formatting selected text *within* a text region.

Applying a text style to a text region

Your worksheet or worksheet template provides you with one or more text styles for determining the default appearance of text regions; each text style governs a constellation of text properties and paragraph properties. If you simply create a text region in your Mathcad worksheet, the region is tagged with the style called “Normal.”

To apply a different text style to a text region:

- Click in the text region.
- Choose **Style** from the **Format** menu to see a list of the available text styles, as shown below:

  Available text styles will differ depending on the worksheet template you based your worksheet on.

- Select one of the available text styles and click “Apply.” The default text in your region acquires the text and paragraph properties associated with that style.

As an alternative to choosing **Style** from the **Format** menu, you can apply a text style to a text region simply by clicking in the text region and choosing a style from the left-most drop-down list in the Format Bar:

When you apply a text style to a text region, the region’s paragraph properties change to those of the applied text style, but only the default text in the region acquires the new text properties. Text you have previously selected and formatted by changing the font, font size, and color, as described in the section “Text editing,” will retain its previous appearance. If you previously only modified text properties other than the font in the selected text, the selected text will now acquire the text properties of the style with the addition of the particular style, size, and effects chosen.

Figure 5-2 shows part of a Mathcad worksheet that contains text regions with different text styles.

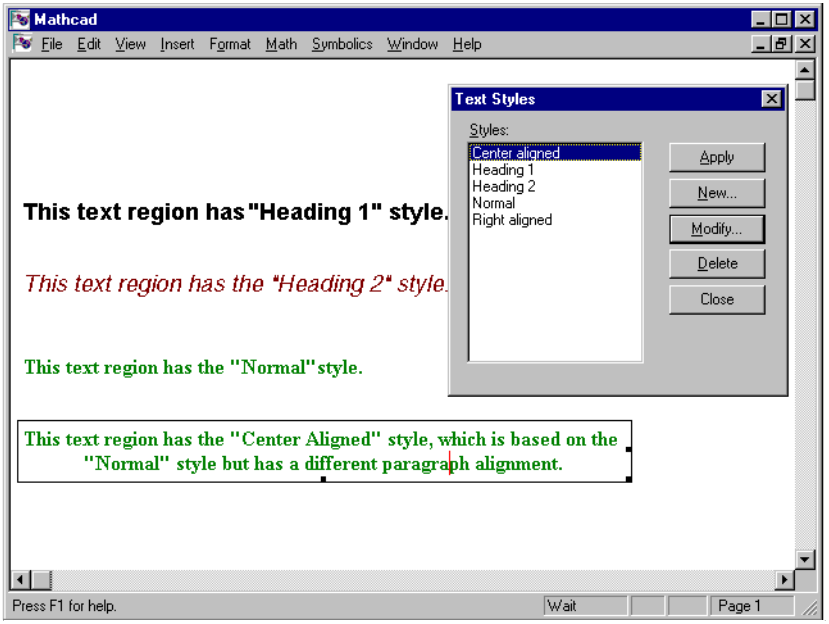


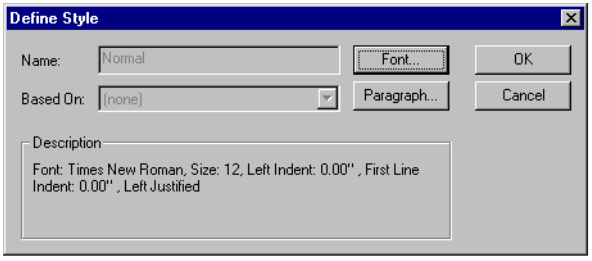
Figure 5-2: Applying different text styles to text regions in a worksheet.

Modifying an existing text style

You can change the definition of a text style—its text and paragraph properties—at any time.

To modify a text style:

- Choose **Style** from the **Format** menu. Mathcad brings up the Text Styles dialog box showing the currently available text styles.
- Select the name of the text style you want to modify and click “Modify.”
- You will see a dialog box, like the one below, displaying the definitions of that text style:



- Click on the “Font” button to modify the text formats such as the font, font size, font styling, special effects, and color. Click on the “Paragraph” button to modify

the indentation and alignment for that text style. See the section "Text editing" on page 110 for information about the available text and paragraph formatting options.

- Click "OK" to save your changes.

Any new text regions to which you apply the modified text style will reflect the new definition for that text style. In addition, any text regions previously created with the text style will redisplay according to the definitions of the new text style.

Creating and deleting text styles

You can modify the list of available text styles in your worksheet by creating new ones and deleting ones you no longer use; any text style changes are saved with your worksheet. You can base a new text style on an existing text style, such that it inherits some text or paragraph properties but not others, or you can create the style entirely anew. For example, you may want to base a new "Subheading" style on an existing "Heading" style, but choose a smaller font size, keeping other text and paragraph properties the same.

To create a new text style:

- Choose **Style** from the **Format** menu. Mathcad brings up the Text Styles dialog box showing the currently available text styles.
- Click "New."
- In the Define Styles dialog box, enter a name for the new style in the "Name" text box.
- If you want to base the new style on one of the existing styles in the current worksheet or template, select a style from the "Based on" drop-down list.
- Click on the "Font" button to make your choices for text formats for the new style. Click on the "Paragraph" button to choose alignment and indentation options for the new style.
- Click "OK" when you have finished defining the new style.

Your new style will now appear in the Text Styles dialog box and can be applied to any text region as described in the section "Applying a text style to a text region" on page 117. When you save the worksheet, the new text style is saved with it. If you want to use the new text style in your future worksheets, save your worksheet as a template as described in Chapter 4, "Worksheet Management." You may also copy the text style into another worksheet that doesn't have the style simply by pasting in a region that has that text style.

If you base a new text style on an existing text style, any changes you later make to properties of the original text style that carry over to the new text style will be reflected in any text regions that have the new text style. In addition, the properties of the new text style will be updated for future applications of the style.

In the example of Figure 5-2 the "Center Aligned" style was created based on the "Normal" style but with center paragraph alignment instead of left alignment. Figure

5-3 shows how the appearance of the text with the “Center Aligned” style will change when the base “Normal” style is updated.

You may choose to delete a text style at any time. To do so:

- Choose **Style** from the **Format** menu. Mathcad brings up the Text Styles dialog box showing the currently available text styles.
- Select one of the available text styles from the list.
- Click “Delete.”

The text style is removed from the list of available text styles. Any text regions in your worksheet whose text and paragraph properties were defined in terms of that text style will continue to display the properties of that style, however.

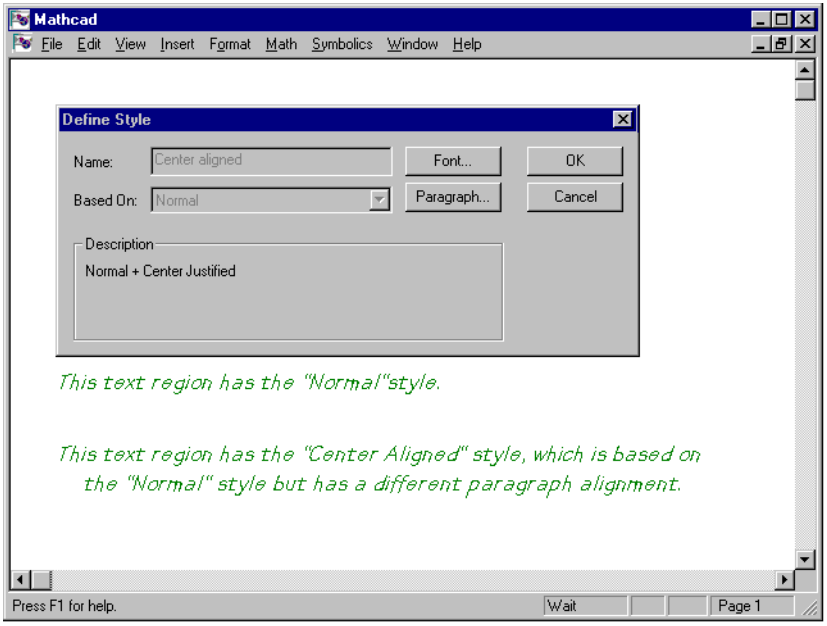


Figure 5-3: A new text style based on the properties of an existing text style.

Text region properties

Mathcad allows you to highlight the background of text 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 text region:

- Click in the text region you want to highlight.
- Choose **Properties** from the **Format** menu.

- Click on the Display tab.
- Click in the box next to “Highlight Region.” Click “Choose Color” to choose a highlight color other than the default choice.
- Click “OK.”

Mathcad fills a box around the text region with either the default background highlight color or the color you chose.

The appearance of a highlighted text region on printing will depend very much on the capabilities of your printer and the choice of highlight color. Some printers will render a color as black, obscuring the equation in the process. Others will 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 text 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 on the appropriate color.

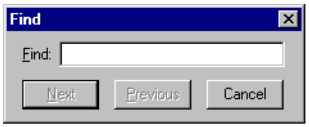
Find and Replace

Mathcad's Find and Replace commands work in both text and equations. When you search for a sequence of characters, Mathcad looks for that sequence as part of a variable or function name or as a piece of text in a text region.

Searching for text

To find a sequence of characters,

- Choose **Find** from the **Edit** menu. Mathcad brings up the dialog box shown below:



- Enter the sequence of characters you want to find in the text box labeled “Find”.
- Click on “Next” or “Previous” to find the occurrence of the character sequence immediately after or before the current insertion point location.

For example, to search for all occurrences of the letters **lb** in a worksheet:

- Choose **Find** from the **Edit** menu. Mathcad brings up a dialog box and prompts you for a string to find.
- Type **lb** and click on “Next”.

Mathcad searches forward from the insertion point position for a region containing the letters **lb**, whether in text or in an equation. When Mathcad finds a match in a text region, it shows it in reverse video; when it finds a match in an equation it positions the insertion point in the string. The dialog box remains up so that you can continue searching. When you're done with the search, close the Find dialog box by clicking "Cancel."

Note that Mathcad's Find command is case-sensitive, but not font-sensitive. For example, if you're searching for **b**, you won't find **B**, but you will find β, since this is nothing more than a lowercase **b** in Greek or Symbol font.

Replacing characters

To search and replace, choose **Replace** from the **Edit** menu. For example, to replace instances of the name *rw* with *Rw*:

- Choose **Replace** from the **Edit** menu to bring up the Replace dialog box shown in Figure 5-4.
- Enter the string you want to find (the target string) in the text box labeled "Find".
- Enter the string you want to replace it with in the text box labeled "Change to".

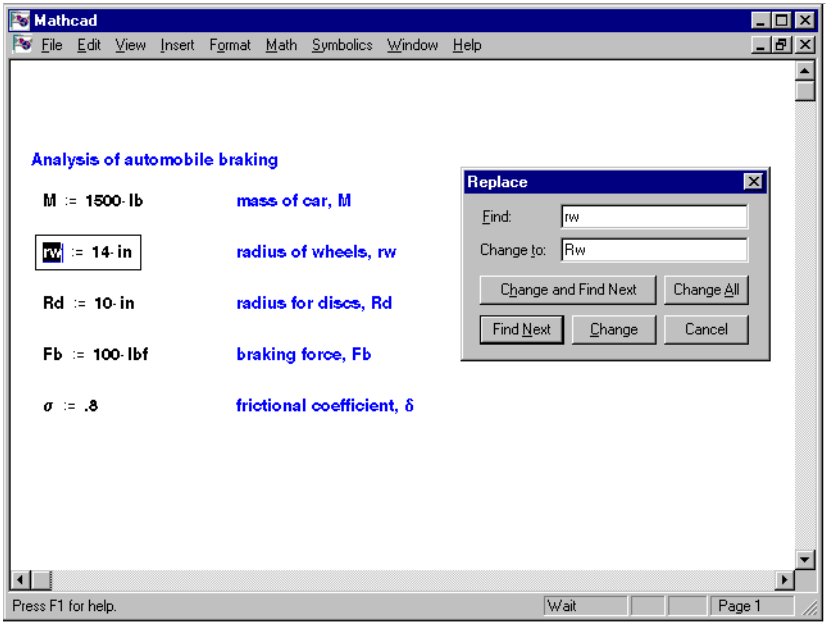


Figure 5-4: Replacing text or math characters via the Replace dialog box.

You now have four choices:

- Click on "Change and Find Next" to replace this instance and find the next one.
- Click on "Find Next" to find and select the next instance of your target string.

- Click on “Change” to replace the currently selected instance of the string.
- Click on “Change All” to replace all instances without further prompting.

Spell-checking

After creating text, you can have Mathcad search it for misspelled words and suggest replacements. You can also add words that you commonly use to your dictionary. Note that Mathcad will spell-check only text regions, not math or graphics regions.

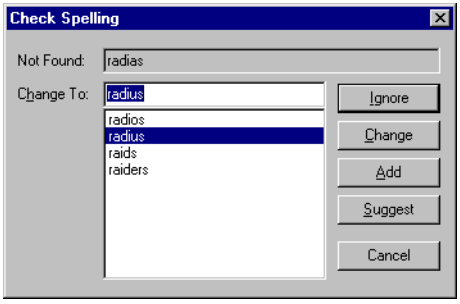
Checking text for misspelled words

To begin spell-checking, you first have to tell Mathcad what portions of the worksheet to spell-check. There are two ways to do this:

- Click at the beginning of wherever you want to spell-check. Mathcad will spell-check starting from this point and continue to the end of the worksheet. Mathcad will then let you either continue the spell-check from the beginning of the worksheet or quit spell-checking.
- Alternatively, select the text you want to spell-check by dragging the mouse across the text.

Once you've defined a range over which to check spelling:

- Choose **Check Spelling** from the **Edit** menu. When Mathcad finds a misspelled word, it opens the dialog box shown below.



The dialog box shows the misspelled word along with a suggested replacement. It may also show a list of other suggested replacements. If Mathcad has no immediate suggestions, it will show only the misspelled word.

After the dialog box appears, you have several options:

- To change the word to the suggested replacement, click on “Change”.
- To change the word to one from the list of replacements, select one and click “Change”.

- To see additional but less likely replacements, click “Suggest”. Note that if Mathcad can offer no additional suggestions, the “Suggest” button will be grayed out.
- To change the word to one not listed, type the replacement into the “Change to” box and click “Change”.
- To leave the word as is, click “Ignore” or “Add”. If you click “Ignore”, Mathcad will leave the word alone and continue spell-checking, ignoring all future occurrences of the word as it does so. If you click “Add,” Mathcad will add the word to your dictionary. The following section explains this dictionary in more detail.

Personal dictionaries

To determine whether a word is misspelled, Mathcad compares it with the words in the following dictionaries:

- A general dictionary of common English words supplemented by mathematical terms.
- A personal dictionary.

When a word is not found in either dictionary, Mathcad will warn you that it may be misspelled. If there are certain correctly spelled words throughout your worksheet which Mathcad nevertheless shows as being misspelled, you may want to add them to your personal dictionary. This will prevent Mathcad from considering them misspelled.

To add a word to your personal dictionary:

- When Mathcad shows the word in the Check Spelling dialog box, click “Add”.

This will add the word to your dictionary. For future spell-checking, Mathcad will not show it as being misspelled.