

Word Processor tip Formatting Fractions

In the last word processor SIG some one asked about formatting fractions. Word and WordPerfect will automatically format some fractions, like $\frac{1}{2}$ or $\frac{3}{4}$ when you type them. Other preformatted fractions can be found in the available symbols library. But what if you want to format 13/64?

You can do this with a little extra work.

First write the fraction as shown above; - - 13/64.

Then highlight the "13" and go to the menu "format" and choose fonts.

There you will find the option to make the 13 a superscript format.

That will make the 13 smaller and raise it some.

Then highlight the "64" and again go to "format" – "fonts" and choose subscript.

This will make the 64 smaller and lower it some.

The result is: - - $\frac{13}{64}$.

The procedure is exactly the same for WordPerfect, but the format dialog box puts the superscript and subscript options in a button called position.

Or,

If you want the numbers to remain large type in the fraction as 13/64.

Then highlight the 13 and go to the "format" menu and choose fonts.

But this time choose the "character spacing" tab.

Then in the "position" box, choose "raised" and pick a number of points like "5"

Then highlight the 64 and again go to "format" – "fonts" – "character spacing" and choose "lower" in the position box with the same number of points you used for the 13.

The result is $\frac{13}{64}$. But remember to return the format to normal before continuing the rest of your typing. You can play with the number of "points" used to raise and lower the numbers until it look right to you. I used 5 points in this illustration.

I could not find this option in WordPerfect, but I may just not know where to look.

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