



New York State Agricultural Experiment Station
Geneva, New York

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Microsoft® Word: Sub- and Superscript macros

The default sub- and superscripts generated by Microsoft Word 98 differ from those of previous versions. They are too small, illegible on screen, and unacceptable for mathematical notation purposes.

Macros sent to me some time ago (July 1998) by WJ Shack <wjshack@anl.gov> produce satisfactory results. Installation procedures are given below.

INSTALLING

1. Pull down the **Tools/Macros/Macros...** menu
2. In the **Macro name:** box, type Subscript
3. Press **Create** and in the window which appears, paste the following over any existing contents:

```
Sub Subscript()  
WordBasic.Style "Default Paragraph Font"  
WordBasic.FormatFont Points:=0.84 * WordBasic.FontSize(), Position:=-0.4 * WordBasic.FontSize()  
End Sub  
  
Sub Superscript()  
WordBasic.Style "Default Paragraph Font"  
WordBasic.FormatFont Points:=0.84 * WordBasic.FontSize(), Position:=0.5 * WordBasic.FontSize()  
End Sub
```

4. Close the window

USING

Subscripts can be started by simultaneously pressing the **⌘** key followed by =
Superscripts can be started by simultaneously pressing the Shift and **⌘** keys followed by =
Subscripts or superscript can be cancelled by pressing Control followed by Spacebar

For example, $Y_i = a + b X_i$ is produced by Y **⌘**+i Control+Spacebar = a + b X **⌘**+i