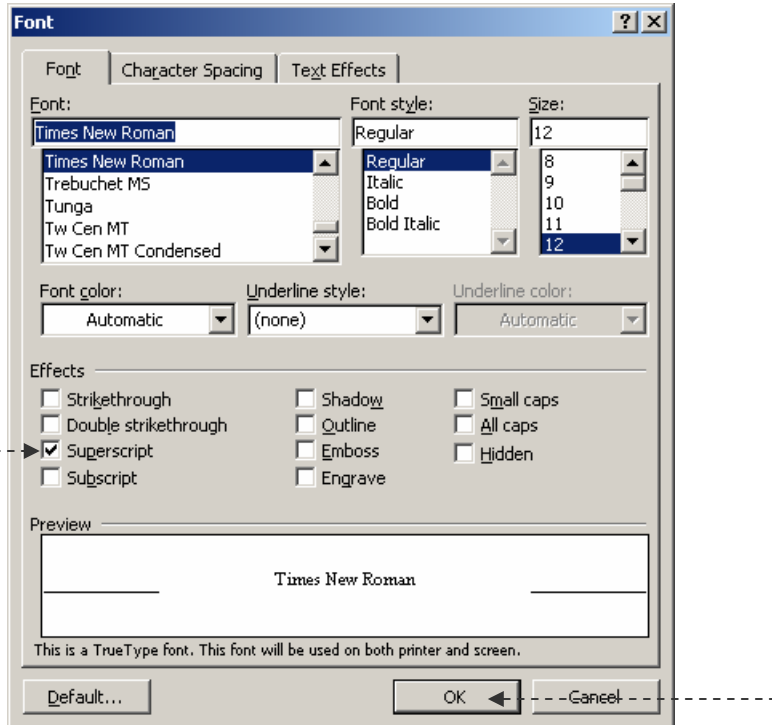


SUPERSCRIPTS

Create a superscript for in-text citation:

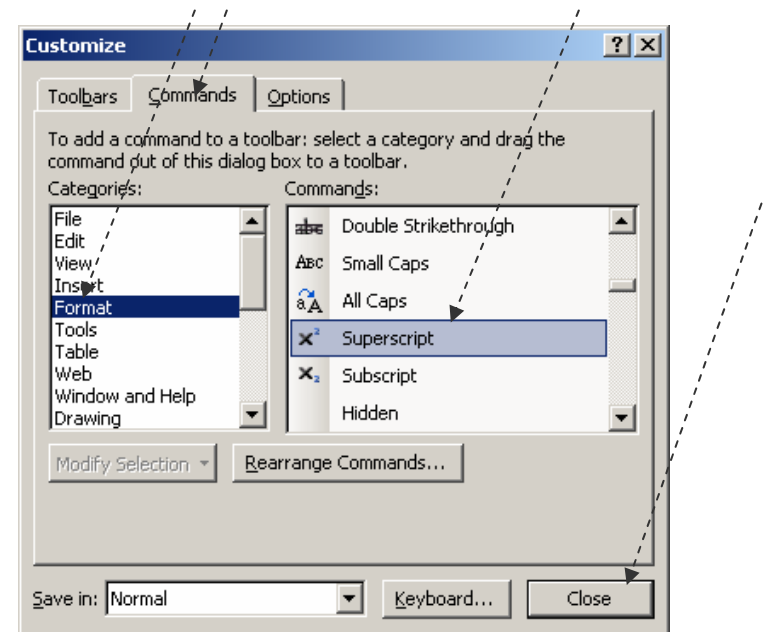
1. Click the cursor where you want the superscript to appear.
2. On the menu bar, click **F**ormat, then **F**ont . . .
3. Check the Superscript box, and then OK.
4. Type the superscript.
5. Turn off Superscript to continue typing regular text.



ADD A BUTTON TO YOUR TOOLBAR

Add a superscript button to your toolbar:

1. On the menu bar, click **T**ools, then **C**ustomize . . .
2. Click the **C**ommands tab.
3. In the Categories box (left side of window), click **F**ormat
4. In the Commands box (right side of window), use the scrollbar to find and click Superscript.
5. With Superscript highlighted, hold down the mouse key and *drag* the Superscript icon onto your toolbar at the top of the screen.
6. Click the Close button to return to editing.



As long as the Customize window is open, you can add (drag on) or remove (drag off) toolbar icons. Note, however, that you are making changes to the standard toolbar. If you want to make many changes, you might want to create your own toolbar. Ask me how.

Unfortunately, there is no way to create a shortcut key for superscripts. However, you can add a superscript button to your toolbar bar. Read on . . .