
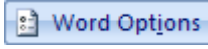


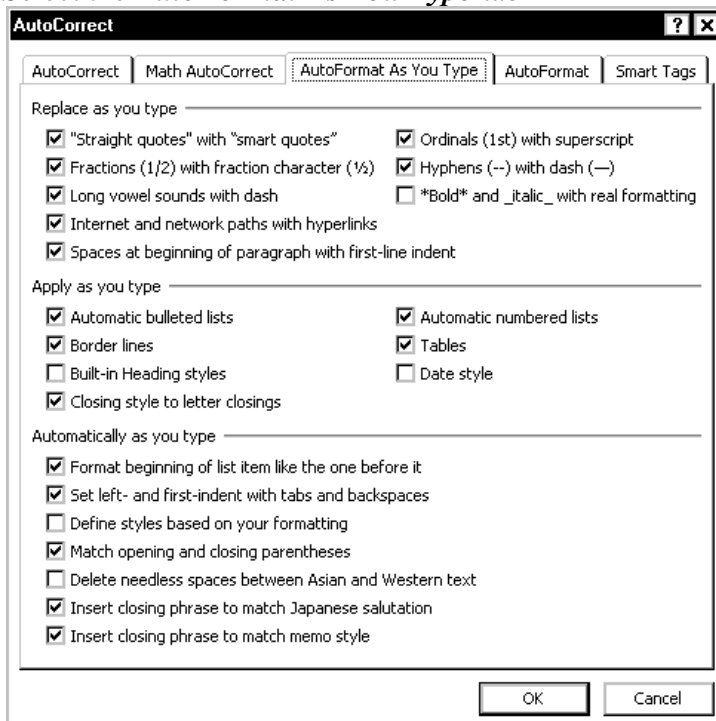
Creating Fractions

This document will help you create custom fractions with Word. The standard fractions $\frac{1}{2}$, $\frac{1}{4}$, and $\frac{3}{4}$ can be created automatically with the option to format a three-character fraction to a one-character fraction as you type (e.g., $\frac{3}{4}$ to $\frac{3}{4}$).

Setting Up AutoFormat for Fractions

You may choose to have Word automatically format a three-character fraction to a one-character fraction by using the *Word Options* dialog box.

1. From the OFFICE BUTTON , click **WORD OPTIONS**  the *Word Options* dialog box appears.
2. From the *Categories* list, select **Proofing**
3. Click **AUTOCORRECT OPTIONS...**
The *AutoCorrect* dialog box appears.
4. Select the **AutoFormat As You Type** tab



5. Select *Fractions (1/2) with fraction character (1/2)*
NOTE: An option is active if it has a checkmark before it.
6. Click **OK**
7. Click **OK**

Adding Standard Fractions

If Word is set to AutoFormat fractions, you can use the following instructions to create the $\frac{1}{2}$, $\frac{1}{4}$, and $\frac{3}{4}$ fraction characters.

1. Place the insertion point where the fraction should appear
NOTE: There needs to be at least one space before the insertion point.
2. Type **1/2**, **1/4**, or **3/4**
3. Press [**Space**]
the characters change to $\frac{1}{2}$, $\frac{1}{4}$, and $\frac{3}{4}$, respectively.

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