

I²SL Chapter Resources

It's Hip to be Square(d): Superscripting the 2 in I²SL



Dear I²SL Chapter Officers,

The correct way to refer to I²SL in written form includes superscripting the "2" but this takes extra time! I²SL HQ has a shortcut that you can use to automatically superscript the "2" in Microsoft Word:

1. Open up Microsoft Word.
2. Type "I²SL" (manually superscripting the 2) and highlight it. Make sure no extra spaces before or after the word are highlighted.
3. Click the Office button (Windows logo in top left corner) and go to "Word Options" at the bottom of the menu.
4. Select "Proofing" in the left pane, then the "AutoCorrect Options" button, and finally select the "AutoCorrect" tab.
5. In the box labeled "Replace," type "I2SL" (no superscript).
6. "I²SL" (with the superscript) should automatically appear in the "With" box. Be sure that the "Formatted text" button next to the "With" option is selected (not the "Plain Text" button).
7. Click "Add" then click "OK."
8. Try typing "I2SL" in a Word document; it should automatically superscript the "2" after you type a space.

We hope you find this shortcut as useful as we do! Please let us know if you have any questions.

Thanks,
Kate Consroe and Shannon Johnson
I²SL Chapter Coordinators

I²SL is dedicated to the design, engineering, and operation of high-performance, low-energy sustainable laboratories and related high-technology facilities.

I²SL is proud to host the [2015 I²SL Annual Conference](#), formerly the Labs21 Annual Conference.

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