Sometimes you may need to use the letter names instead of Roman Numerals for inversions.

The process is the same and you have several choices.

First, type the letter name and, <u>immediately afterwards,</u> type the time signature that matches the inversion you want.
(See "Tips" on making Time Signatures.)

Make the letter names <u>larger</u> than the numbers.

<div align="center">

Shown below in a 2:1 ratio,
(36 pt. and 18 pts., respectively).
You'll most likely want them smaller for your document.
Just remember the 2:1 ratio.

</div>

Ex. 1: C_4^6 C_3^4 C_5^6 C_4^6 C_3^4 C_2^4

It looks fine as it is, but, you can also push the inversion numbers "up", if you prefer, by one of two ways.

A. You can use a text box for the inversion numbers:

Ex. 2: $C^{\frac{6}{4}}$, $C^{\frac{6}{5}}$, $C^{\frac{4}{3}}$, etc.

Ex. 2 is the finished product. However, the text box starts out looking like Ex. 3. But, if you assign "No fill" and "No line", the inversion will "float".   Also, under the choice for "Wrapping" you'll need to select "in front of text" so that the number can be nestled right up against the letter.

Ex. 3: $C\,^6_4$

**After "No fill",
"No line" and
"in front of text":** $C\,^6_4$

B. The second way to make the numbers "higher" is to use closer sized numbers (3:2 ratio) and "superscript" the numbers, as stated in the other "Tips" page for figured bass. The examples below are 36 pt. for the letters and 24 pt. for the numbers. After typing the chord names and inversions (Ex. 1), just highlight the numbers and click "superscript" under your **Font** options in your word-processor. Much quicker to do it this way.

Ex. 4: C^6_4 C^4_3 C^6_5 C^6_4 C^4_3 C^4_2

SUGGESTION: For lay-outs you know you will need frequently, we suggest making a "Templates", or, "Set-Ups" file.
Then, when you want to work up a file quickly, most of the work is already done.

A single file where you can keep adding lots of text boxes of frequently used "set-ups" can be very handy. You would have one file that you could "scroll down" and find tons of your "already-made" material ready to copy and paste into a new document!
I mean, please! If you've already done it, why do it again? I'm sure you can think of something else that could use your attention! ☺

-MMF