

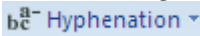
## Hyphenation Options

Word 2007 provides four options for controlling how and when hyphenation occurs. This document will reviews each option.

NOTE: The best practice is to hyphenate your document after you have finished writing and editing. Later additions and deletions of text may affect hyphen placement.

### Hyphenating Automatically

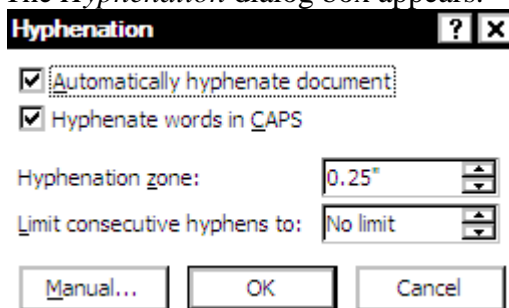
Word 2007 allows you to automatically hyphenate your document through the *Hyphenation* dialog box. This option is useful for hyphenating completed documents and documents in progress.

1. From the *Page Layout* tab, in the *Page Setup* group, click **HYPHENATION**  
 » select **Automatic**

### Setting Hyphenation Options

1. From the *Page Layout* tab, in the *Page Setup* group, click **HYPHENATION**  
 » select **Hyphenation Options...**

The *Hyphenation* dialog box appears.



2. OPTIONAL: In the *Hyphenation zone* text box, type or use the nudge buttons to indicate the amount of space to leave between the end of the last word in a line and the right margin

HINTS:

To reduce the number of hyphens, make the hyphenation zone wider.

To allow more hyphens, make the hyphenation zone narrower.

3. OPTIONAL: In the *Limit consecutive hyphens to* text box, type or use the nudge buttons to indicate the number of consecutive lines that can be hyphenated

NOTE: In some documents, the number of consecutively hyphenated lines should be limited. Particularly in documents with narrow columns, consecutive hyphenation can cause sentences to look fragmented.

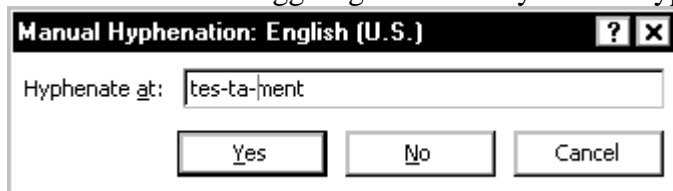
4. Click **OK**  
Automatic hyphenation and any additional alterations are set.

## Hyphenating Manually

If you already typed text into your document but would like to include hyphens, select manual hyphenation. Word will search the document for words to hyphenate and then ask whether to include a hyphen and where to position it.

1. From the *Page Layout* tab, in the *Page Setup* group, click **HYPHENATION** » select **Manual**  
the *Manual Hyphenation* dialog box appears with the first instance of a possible hyphenation found in your document.

NOTE: Word will suggest grammatically correct hyphenation divisions.



2. To set the hyphen in another location, in the *Hyphenate at* text box, place the cursor in the desired location within the word

NOTES:

The horizontal line shows where the line would break the word, so the chosen hyphenation must be before that horizontal line. If hyphenation after the vertical line is chosen, the word will not be broken.

3. To accept the hyphenation, click **YES**  
if you do not want to hyphenate the word, click **NO**  
Word locates the next word you may want to hyphenate.  
To cancel the manual hyphenation process, click **CANCEL**

## Inserting an Optional Hyphen

Inserting an optional hyphen allows you to control where to break if a word or phrase falls at the end of a line. Otherwise (i.e., the word or phrase is in the middle or at the beginning of a line) the optional hyphen does not appear in the printed document.

1. Place your cursor where you want to insert the optional hyphen
2. Press **[Ctrl] + [-]** (hyphen)  
the optional hyphen is inserted.

# Inserting a Non-Breaking Hyphen

Inserting a non-breaking hyphen will prevent a hyphenated word or phrase from breaking at the end of a line. This is used to keep a word or phrase together (e.g., UW-Eau Claire).

1. Place your cursor where you want to insert the non-breaking hyphen
2. Press [**Ctrl**] + [**Shift**] + [-] (hyphen)  
the non-breaking hyphen is inserted.

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