

HYPHENATION

In Publisher, hyphens are automatically inserted to break up words that do not fit at the end of a line. This feature actually inserts optional hyphens, meaning that words will be hyphenated only if necessary. If the width of the line or number of words in a line changes, the hyphen will not appear. To prevent a hyphenated word or phrase from breaking at the end of a line, it is possible to insert a nonbreaking hyphen. To ensure that a group of words always appear on the same line it is possible to insert a nonbreaking space.

Inserting a Nonbreaking Hyphen

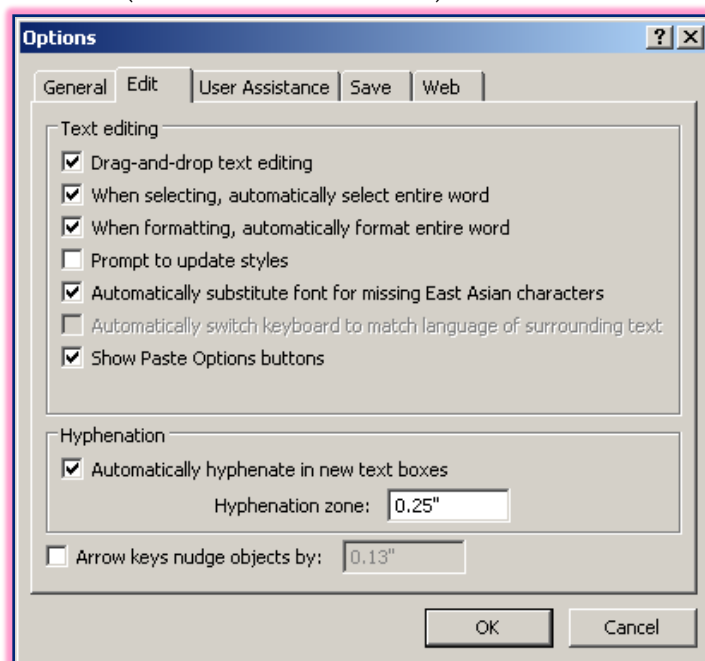
Place the insertion point where the nonbreaking hyphen is to be inserted, and then press **Ctrl + Hyphen**.

Inserting a Nonbreaking Space

Place the insertion point where the nonbreaking space is to be inserted, and then press **Ctrl + Shift + Spacebar**.

Changing Hyphenation Options

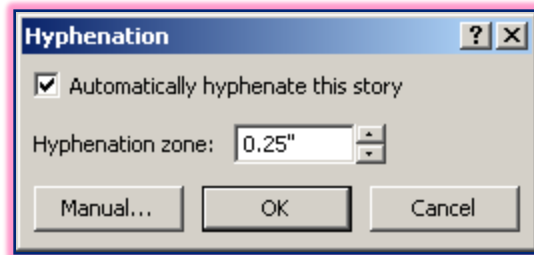
- ❖ Click **Tools** on the **Menu Bar**.
- ❖ Click **Options** from the list of choices.
- ❖ The **Options** dialog box will appear.
- ❖ Click the **Edit** tab to select it (see illustration below).



- ❖ Click to select the **Automatically hyphenate in new text boxes** check box, if necessary.
- ❖ Type the distance that the words are to be hyphenated.
- ❖ Click **OK** to exit the dialog box.

Adjusting Hyphenation in a Text Box Frame

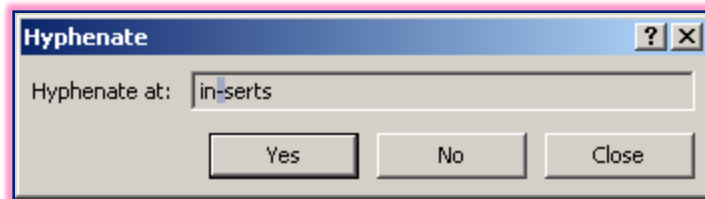
- ❖ Place the insertion point in the text box that hyphenation is to be applied to.
- ❖ Click **Tools** on the **Menu Bar**.
- ❖ Move the mouse pointer over **Language**.
- ❖ Click **Hyphenation**.
- ❖ The **Hyphenation** dialog box will appear (see illustration top of next page).



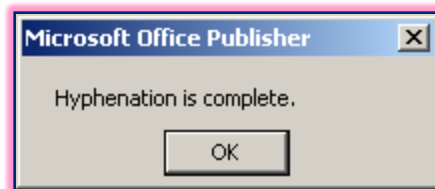
- ❖ Place a check mark in the **Automatically Hyphenate This Story** check box to apply hyphenation.
- ❖ Remove the check box if hyphenation is not to be applied to the story.
- ❖ Adjust the **Hyphenation Zone** setting.
- ❖ Click **OK** to exit the dialog box and accept the changes.

Using Manual Hyphenation

- ❖ Select the text frame where the hyphenation is to be reviewed.
- ❖ Click **Tools** on the **Menu Bar**.
- ❖ Point to the **Language** option in the list that appears.
- ❖ Click **Hyphenation**.
- ❖ The **Hyphenation** dialog box will display (see illustration above).
- ❖ Click the **Manual** button in the bottom left corner of the box.
- ❖ The **Hyphenate** dialog box will display (see illustration below).



- ❖ Do one of the following:
 - Click **Yes** to accept the new hyphen location.
 - Click **No** to reject the new hyphen location.
 - Adjust the position of the hyphen in each occurrence.
 - When finished, click **Close**.
- ❖ When all the changes have been either accepted or rejected, a message will appear saying that **Hyphenation is complete** (see illustration below).



- ❖ Click **OK**.