

# HYPHENATION

If a word is too long to fit at the end of a line, Microsoft Office Word 2007 moves the word to the beginning of the next line instead of hyphenating it.

## Insert an optional hyphen

An optional hyphen is a hyphen that is used to control where a word or phrase breaks if it falls at the end of a line.

*Example:* you can specify that the word "nonprinting" breaks as "non-printing" instead of "nonprint-ing."

When you insert an optional hyphen in a word that is not at the end of a line, the hyphen will be visible only if you turn on **Show/Hide**.

1. Click in the word where you want to insert the optional hyphen.
2. Press CTRL+HYPHEN.

## Insert a non-breaking hyphen

Non-breaking hyphens prevent hyphenated words, numbers, or phrases from breaking if they fall at the end of a line of text.

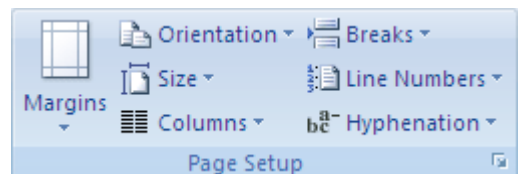
*Example:* you can prevent 555-0123 from breaking; instead, the entire item will move to the beginning of the next line.

3. Click where you want to insert a non-breaking hyphen.
4. Press CTRL+SHIFT+HYPHEN.

## Automatically hyphenate an entire document

When you use automatic hyphenation, Office Word 2007 automatically inserts hyphens where they are needed. If you later edit the document and change line breaks, Office Word 2007 will re-hyphenate the document.

1. Make sure that no text is selected.
2. On the **Page Layout** tab, in the **Page Setup** group, click **Hyphenation**, and then click **Automatic**.



## Hyphenate part of a document

Automatically hyphenate a part of a document

1. **Select the text** that you want to hyphenate.
2. On the **Page Layout** tab, in the **Page Setup** group, click **Hyphenation**, and then click **Automatic**.

