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. 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.

Insert a Nonbreaking Hyphen

+ For words that are always hyphenated and can be separated into two lines, such as one-half, press the **Hyphen (-)** key on the keyboard.
+ For a word that is always hyphenated and can't be separated on two lines, such as a phone number, use the key combination **Ctrl + Shift + Hyphen (-)**.
+ For words that can be hyphenated, but only when it is necessary to split the word between two lines, use the key combination **Ctrl + Hyphen (-)**.
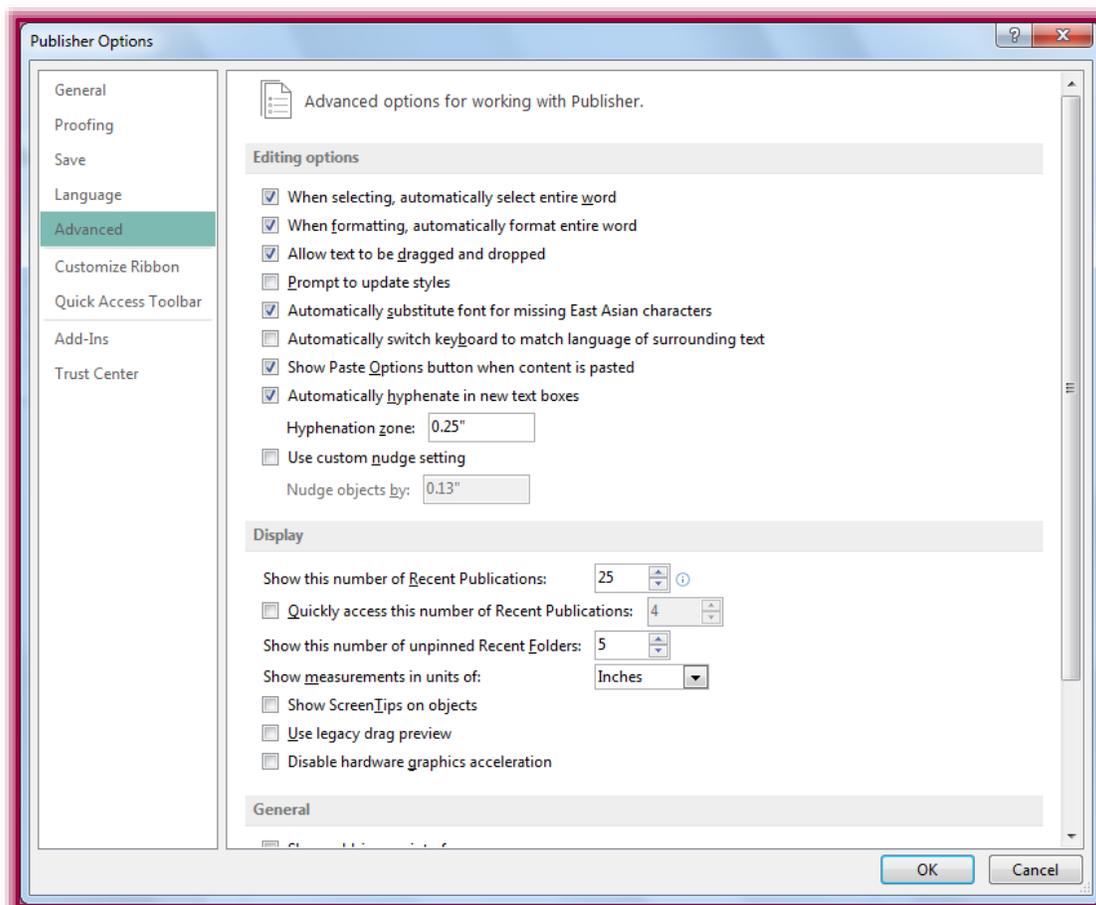
Insert a Nonbreaking Space

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

Change Hyphenation Options

+ Click the **File Tab** to open **Backstage View**.
+ Click **Options** on the left side of the window under **Help**.
+ The **Publisher Options** window will display.
+ Click the **Advanced** link (see illustration).

- ✠ 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.

Adjust Hyphenation in a Text Box Frame

- ✠ Place the insertion point in the text box that hyphenation is to be applied to.
- ✠ Click the **Text Box Tools Format Tab**.
- ✠ In the **Text Group**, click **Hyphenation**.
- ✠ The **Hyphenation** dialog box will appear (see illustration below).
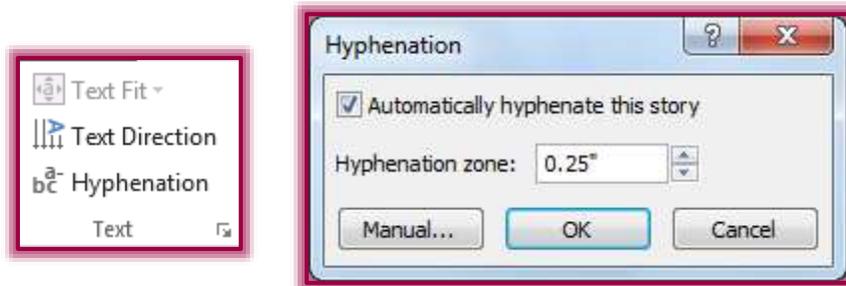
- ✠ Place a check mark in the **Automatically Hyphenate This Story** check box to apply hyphenation.
- ✠ Remove the check mark if hyphenation is not to be applied to the story.
- ✠ Adjust the **Hyphenation Zone** setting.
- ✠ Click **OK** to exit the dialog box and accept the changes.

Use Manual Hyphenation

- ✠ Select the text frame where the hyphenation is to be reviewed.
- ✠ Click the **Text Box Tools Format Tab**.
- ✠ In the **Text Group**, click **Hyphenation**.
- ✠ The **Hyphenation** dialog box will appear (see illustration below).
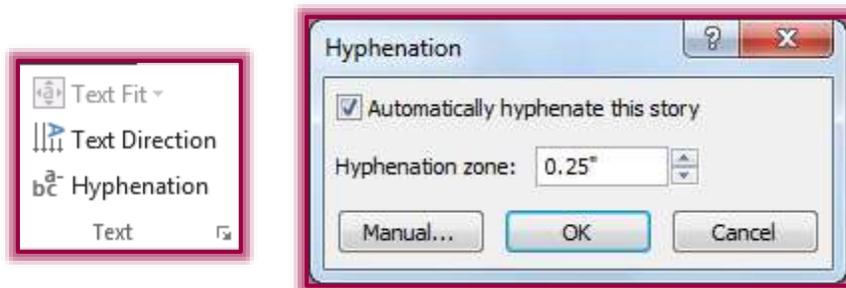
- ✠ Click the **Manual** button in the bottom left corner of the box.
- ✠ Do one of the following:
  - ▪ Click **Yes** to accept the new hyphen location.
  - ▪ Click **No** to reject the new hyphen location.
  - ▪ Adjust the position of the hyphen in each occurrence.
  - ▪ When finished, click **Close**.
- ✠ When all the changes have been either accepted or rejected, a message will appear saying that **Hyphenation is complete** (see illustration below).
- ✠ Click **OK**.