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**.