

Hyphenation

By Dick Evans

Since a picture is worth a thousand words:

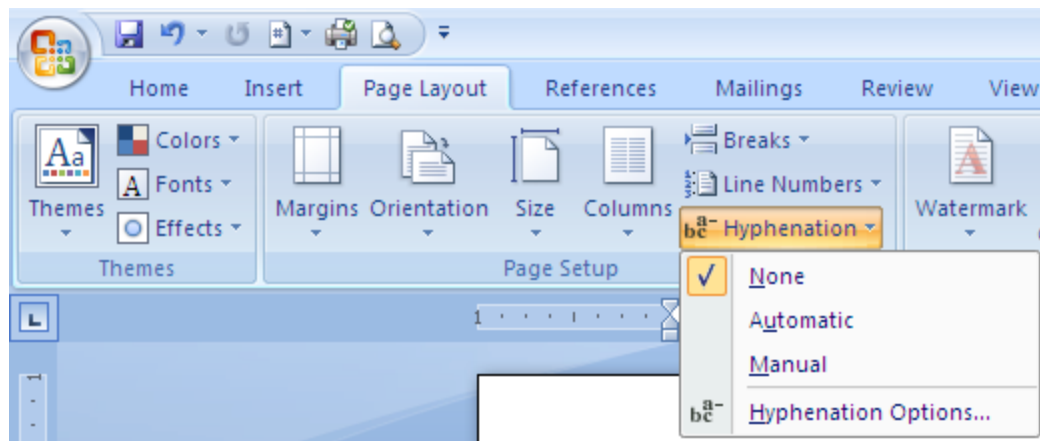
Non-hyphenated paragraph:

On the Insert tab, the galleries include items that are designed to coordinate with the overall look of your document. You can use these galleries to insert tables, headers, footers, lists, cover pages, and other document building blocks. When you create pictures, charts, or diagrams, they also coordinate with your current document look.

Hyphenated paragraph:

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Notice the word 'footers' at the beginning of third paragraph? There is enough room to fit part of it at the end of the second paragraph. Hyphenation splits words into syllables separated with a hyphen so the first portion of the word is on one line and the ending portion is at the beginning of the next. This results in a much straighter right margin—not as jagged.



Page Layout > Page Setup > Hyphenation

Click Hyphenation Options... to open the Hyphenation dialog box and change the zone to .10" for maximum hyphenation to occur

