

HYPHENATION

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There are two kinds of hyphenation: regular and soft.

Regular hyphenation is when you touch and release the [-] key.

There were probably sixty-five people in attendance. Photos sure can be misleading. Photo contributed by **Gerry Harris**, SIG

Figure 1

There were probably sixty-five people in attendance. Photos sure can be misleading. Photo contributed by **Gerry Harris**, SIG leader.

Figure 2

Sometimes, particularly when using full justification, the words don't hyphenate to support the look that you're seeking (**Figure 1**).

In **Figure 2**, the word "attendance" is hyphenated.

The "soft hyphenation" was created by placing the cursor after the "n" in the word "attendance," holding down [Ctrl]+[Shift]+[-] keys — releasing all quickly. When view-

ed in Reveal Codes (Alt+F3 *or* View ► Reveal Codes) the result (**Figure 3**) is:

- ❶ Position of cursor in the document.
- ❷ *Soft Hyphen* in word 'attendance'.
- ❸ *Regular hyphen* in word 'sixty-five'.

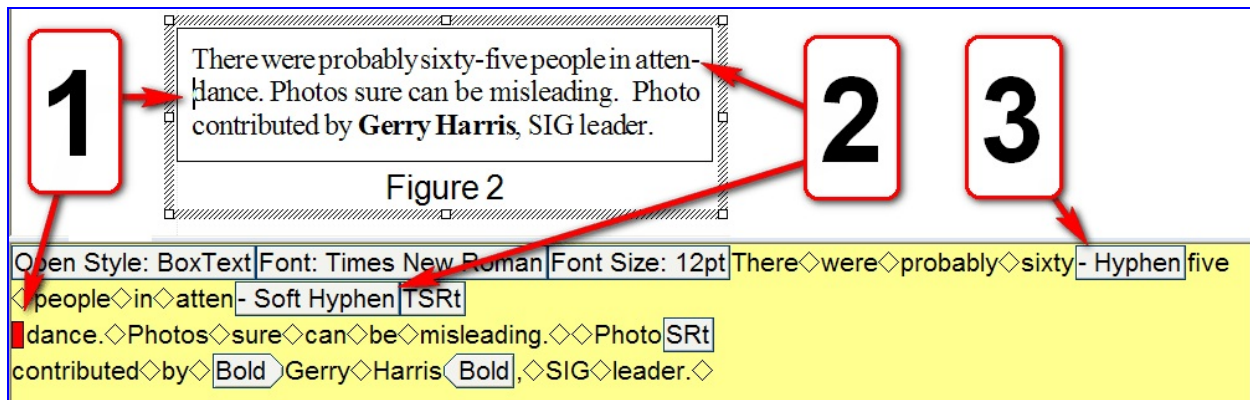


Figure 3