

KEEPING TEXT TOGETHER — WIDOWS & ORPHANS



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Click on the blue, underlined text to go to its linked reference.¹

Most creative writing, regardless how riveting, can be disturbed by bad formatting. Two of the worst offenders are “widows” and “orphans” at the end of a page.

A “widow” is when a single line of a paragraph is left on the previous page.

An “orphan” is when all but one line of a paragraph is on the previous page.

You can avoid those problems by keeping text together.

KEEP TEXT TOGETHER

To keep a paragraph together:

1. Click at the beginning of a paragraph.
2. Click Format ► Keep text together.
3. In the “Keep Text Together,” in the “Widow/Orphan” area, enable the “Prevent the first and last lines of paragraphs from being separated across pages.”
4. In the “Conditional end of page,” select the “Number of lines to keep together.” The default number of lines is two which I recommend keeping.

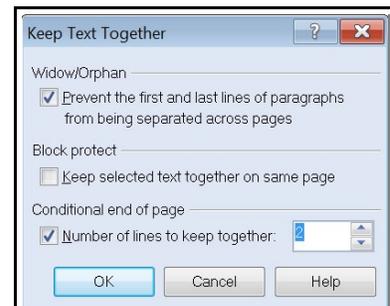


Figure 1

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BLOCK PROTECT

You can keep selected text from dividing between pages. To do it:

1. Select the lines you want to protect.
2. Click Format ► Keep text together.
3. In the “Block protect” area, click to enable the “Keep selected text together on same page.”

NOTE: If you keep several consecutive paragraphs together, you must separate each paragraph by at least one soft or hard return; otherwise, they are treated as one large block of text.