



Figure 33: Modifying a paragraph style

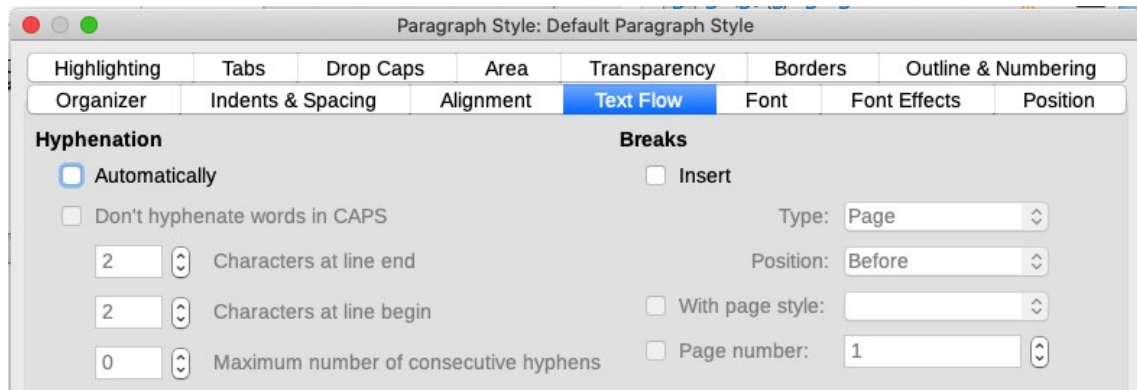


Figure 34: Turning on automatic hyphenation

✓ Note

Turning on hyphenation for the *Default Style* paragraph style affects all other paragraph styles that are based on *Default Style*. You can individually change other styles so that hyphenation is not active; for example, you might not want headings to be hyphenated. Any styles that are not based on *Default Style* are not affected. For more on paragraph styles, see Chapters 8 and 9 in this book.

You can set hyphenation settings in **Tools > Options > Language Settings > Writing Aids**. These choices apply when there is no specific setting in a paragraph style. Hyphenation options set in **Writing Aids** are effective only if hyphenation is turned on through paragraph styles.

In *Options*, near the bottom of the dialog, scroll down to find the hyphenation settings.

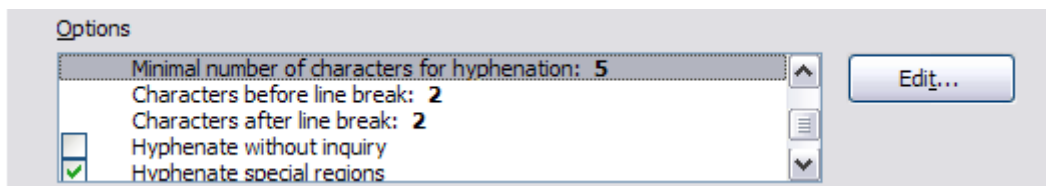


Figure 35: Setting hyphenation options

To change the minimum number of characters for hyphenation, or the minimum number of characters before or after a line break, select the item, and then click the **Edit** button in the Options section.

Hyphenate without inquiry

Specifies that you will never be asked to manually hyphenate words that the hyphenation dictionary does not recognize. If this box is not selected, when a word is not recognized, a dialog will open where you can manually enter hyphens.

Hyphenate special regions

Specifies that hyphenation will also be carried out in footnotes, headers, and footers.