

## Manual hyphenation

To manually hyphenate words, *do not* use a normal hyphen, which will remain visible even if the word is no longer at the end of a line when you add or delete text or change margins or font size. Instead, use a *soft hyphen*, which is visible only when required.

To insert a soft hyphen inside a word, click where you want the hyphen to appear and press *Ctrl+hyphen* (*minus sign*) or use **Insert > Formatting Mark > Insert soft Hyphen**. The word will be hyphenated at this position when it is at the end of the line, even if automatic hyphenation for this paragraph is switched off.

## Using AutoCorrect

Writer's AutoCorrect function includes a long list of common misspellings and typing errors, which it corrects automatically. For example, "hte" will be changed to "the". It also includes codes for inserting special characters, emojis, and other symbols.

AutoCorrect is turned on when Writer is installed. You may wish to disable some of its features, modify others, or turn it off completely.

You can add your own corrections or special characters or change those supplied with LibreOffice. Select **Tools > AutoCorrect > AutoCorrect Options** to open the AutoCorrect dialog. On the *Replace* tab, you can define what strings of text are corrected and how.

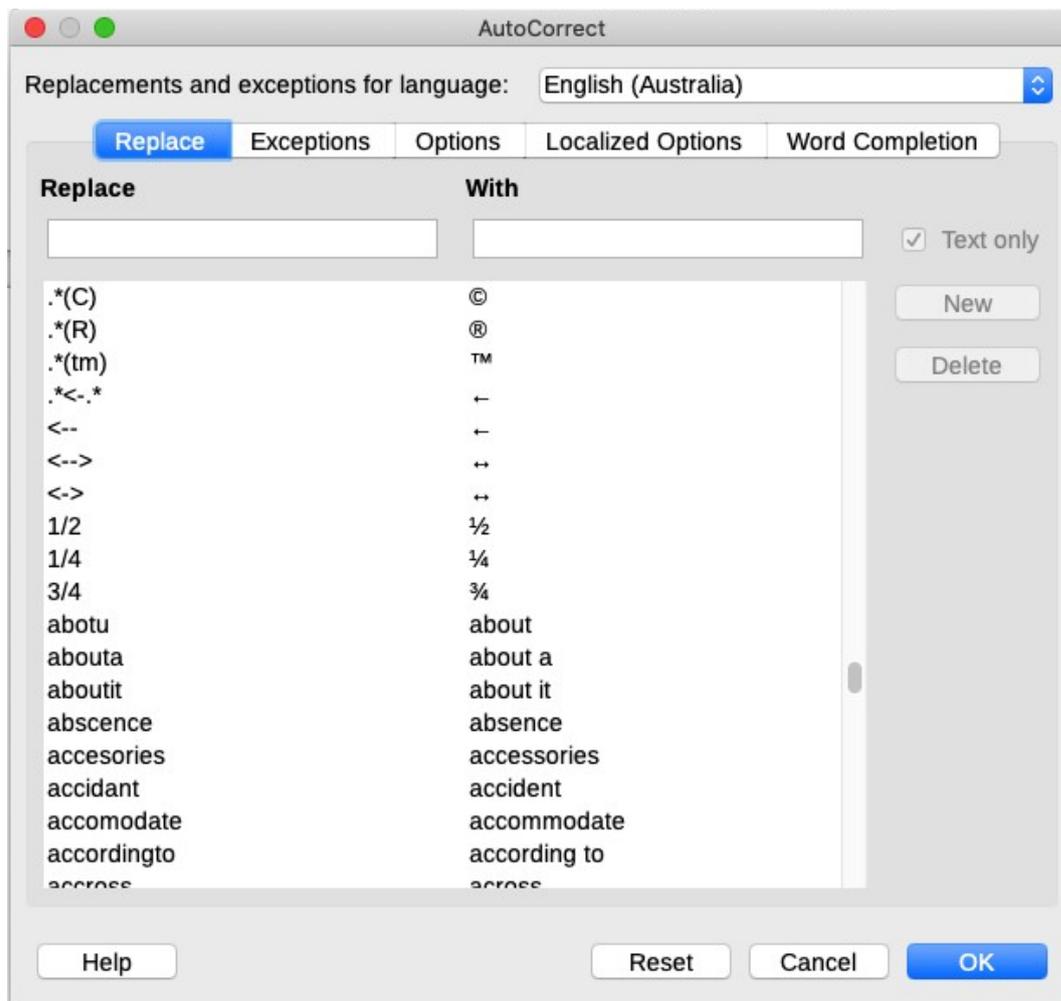


Figure 36: Replace tab of AutoCorrect dialog