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Word - Hyphenation

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Word - Hyphenation

Using hyphenation in your document is a personal preference. Some use it to split text in order to maintain even line length or to squeeze more words into a tight space. With Word you have the option to automatically use or not use hyphenation or adjust other related options.

The four options include:

- None – disables automatic hyphenation (will create uneven line lengths and no extra gaps between words)
- Automatic – Word will automatically create hyphenation (will result in even line lengths and/or extra gaps between words)
- Manual – gives you the choice to hyphenate words that Word suggests could be hyphenated.
- Hyphenation Options - this screen gives you more options such as hyphenating words in Caps, choosing how close or far from the margin Word determines a hyphenation, or limiting the number of consecutive hyphens.

No Hyphens
Hyphens

There are four options to hyphenation: ~~None~~, ~~disables automatic hyphenation (will create uneven line lengths and no extra gaps between words)~~, ~~Automatic Word will automatically create hyphenation (will result in even line lengths and/or extra gaps between words)~~.

There are four options to hyphenation: ~~None~~, ~~disables automatic hyphenation (will create uneven line lengths and no extra gaps between words)~~, ~~Automatic Word will automatically create hyphenation (will result in even line lengths and/or extra gaps between words)~~.

To access this option use the following guide:

- 2003 - Tools – Language – Hyphenation (Hyphenation options window appears)
- 2007 – Page Setup Group – Page Layout – Hyphenation – None, Automatic, Manual or Hyphenation Options

Note, you may not choose to use the hyphenation options on a section or paragraph, hyphenation has to be set for the whole document.

If you help with any Word project contact us at info@aapk.com we have a lot of experience with Word, Excel and other MS Office products.

Important Technical Terms

As technology continues to evolve new terms appear every week. It's a daunting task to remember all of them, so don't feel embarrassed if you don't know the meaning of the following 10 technical terms.

Cloud Storage – the way to handle the ever growing data. The data is hosted by a third party that is assumed to be secured and accessible anywhere you have an internet connection.

3G / 4G / 5G - The G stands for Generation and indicates the speed of data over wireless connections as it increases with each generation

Cyber Security – these are the methods used to protect information and systems that connect to networks from attacks and infiltration.

Cyber-physical Systems (CPS) represents an integrated set of hardware and software that controls physical things such as anti-lock brakes.

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Yahoo has done a great job of describing these terms and the remaining six. To read the full article click here - <http://news.yahoo.com/10-tech-terms-for-2014-142337446.html>

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Funny Video: Crazy Homemade Slip n Slide - looks fun once they get it right - <http://www.cnn.com/video/data/2.0/video/living/2013/08/14/orig-distraction-epic-slip-n-slide.clint-walker-and-clive-dixon.html>

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