## About hyphenation

If a word is too long to fit on the end of a line, Microsoft Word moves the word to the beginning of the next line instead of hyphenating it. However, you can use the hyphenation feature to insert hyphens to eliminate gaps in justified text or to maintain even line lengths in narrow columns. You can insert an individual optional hyphen or an individual nonbreaking hyphen, or you can let Word hyphenate all or part of a document for you.

## Insert a hyphen

If a word is too long to fit at the end of a line, Microsoft Word 2010 moves the word to the beginning of the next line instead of hyphenating it. However, you can use the Hyphenation feature to automatically or manually hyphenate the text, insert optional or nonbreaking hyphens, and set the maximum amount of space allowed between a word and the right margin without hyphenating the word.

When you use automatic hyphenation, Word 2010 automatically inserts hyphens where they are needed. When you use manual hyphenation, Word searches for the text to hyphenate and asks you whether you want to insert the hyphens in the text.

### What do you want to do?

* Insert an optional hyphen
* Hyphenate part of a document
* Insert a nonbreaking hyphen
* Set the hyphenation zone
* Remove hyphenation