



Adjusting hyphenation manually

Adding a discretionary hyphen

A discretionary hyphen indicates hyphenation preferences for a particular occurrence of a word. It is different from a hyphen that you insert with the hyphen key. When you type a regular hyphen in a word, that hyphen appears even when the word does not fall at the end of a line. A discretionary hyphen appears only when it falls at the end of a line, and when PageMaker determines that a line wrap is necessary.

Discretionary hyphens are preferable to regular hyphens in many cases, because they disappear when edits cause a previously hyphenated word to move from the end of a line. A discretionary hyphen overrides any hyphenation breaks defined in the dictionary

You can hyphenate words manually or automatically, or you can use a combination of the two methods. The safest way to hyphenate manually is to insert a discretionary hyphen, which is not visible unless the word needs to be broken at the end of a line. Placing a discretionary hyphen at the beginning of a word prevents it from being broken.

To hyphenate words manually:

1. Using the Type tool, click where you want to insert the hyphen.
2. Do one of the following:
 - Choose Type > Insert Special Character > Discretionary Hyphen.
 - Press Ctrl+Shift+- (Windows) or Command+Shift+- (Mac OS) to insert a discretionary hyphen.

Note: Entering a discretionary hyphen in a word does not guarantee that the word will be hyphenated. Whether or not the word breaks depends on other hyphenation and composition settings. However, entering a discretionary hyphen in a word does guarantee that the word can be broken only where the discretionary hyphen appears.