

# Non-breaking Spaces and Hyphens

Microsoft Word wraps text on the page in accordance with the margin set-up for the document. It will break the line at either a space or a hyphen. However, this can be annoying as you may not want to break the line at the place where the computer generates it. You may wish to make sure that particular words and/or numbers appear on the same line.

**Tip** ➔ Turn on **show/hide** (¶) characters to make it easier to insert the hyphen and/or space.

## Insert a non-breaking space (hard space)

**Use:** **Ctrl, Shift, Space Bar** to insert a non-breaking space instead of a regular space. Notice that the text on the top line is moved to the next line with a non-breaking space between.

*Example without non-breaking space:*

June had to visit her doctor before she began her new job. Her appointment was set for 12 March at 10.00 am.

*Example with non-breaking space:*

June had to visit her doctor before she began her new job. Her appointment was set for 12° March at 10.00 am.

## Insert a non-breaking hyphen (hard hyphen)

**Use:** **Ctrl, Shift, Hyphen** to insert a non-breaking hyphen instead of a regular hyphen. Notice that the text on the top line is moved to the next line with a non-breaking hyphen between.

*Example without non-breaking space:*

The staff was invited to a special dinner which was to be held at Williamson House at 421-425 George Street, Dunedin.

*Example with non-breaking space:*

The staff was invited to a special dinner which was to be held at Williamson House at 421—425 George Street, Dunedin.

## Use non-breaking hyphens and spaces for the following text:

- Names (people, company names, countries, etc)
- Dates
- Times
- Measurements
- Numbers
- Text and numbers
- Words that needs to be kept together to give a clearer understanding of the text.

## Test Yourself

Key in the text as shown below. Use non-breaking spaces and hyphens to keep names, dates and addresses together.

June had to visit her doctor before she began her new job. Her appointment was set for 12 March at 10.00 am. She arrived in good time before her due appointment and soon met Dr Fitzgibbons. She was a very caring doctor and made June feel relaxed.

The summary meeting will be held on 15 September 2008, at Craigie House, at 300-320 Stafford Street, Dunedin. The following people have been invited: John Budge, Maria Shackleton, Paul Price, Timothy Evans, Gareth Castelle, David Williams, Hennie Carey-Smith.

The topic today will be Travel documents. The notes for this topic will be found on pp 120-130 and pp 345-348.

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### **ANSWERS¶**

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