# **Activate and adjust hyphenation in Word**

Microsoft Word includes many document creation tools and features various text formatting options, such as HYPHENATION. The Word standard for text wrap is no HYPHENATION. Each word that is too long to fit at the end of a line is moved to the next line. Perhaps you are **creating** a business document and want to use justified text or text that is flush on both edges. **Justified** text is accomplished in Word by adjusting the space between the words; however, longer terms may cause the line to have larger spaces than desirable between the words. Non-justified text without HYPHENATION can result in undesirable spaces at the end of lines. Use Word’s **automatic** HYPHENATION option to present your clients with a visually appealing document that displays evenly spaced words. The HYPHENATION Options dialog box allows you to engage/**disengage** automatic HYPHENATION, allow words in all caps to be hyphenated, designate the **HYPHENATION** zone, and designate the number of consecutive hyphens in your document. The **HYPHENATION** zone is the distance between a word and the right margin. By adjusting the **HYPHENATION** zone, you can designate how close a word comes to the right margin before it is **hyphenated**. By limiting consecutive hyphens, you can prevent occurrences in which many lines of your document end in hyphens. This is relevant to personal and esthetic choice.