

## **Ways to control paragraph breaks**

You can eliminate orphans and widows, words or single lines of text that become separated from the other lines in a paragraph. Orphans fall at the bottom of a column or page, and widows fall at the top of a column or page. Another typographic problem to avoid is a heading that stands alone on a page with the following paragraph on the next page. You have several options for fixing widows, orphans, short exit lines, and other paragraph break problems:

### **Discretionary hyphens**

A discretionary hyphen (Type > Insert Special Character > Hyphens And Dashes > Discretionary Hyphen) appears only if the word breaks. This option prevents the common typographic problem of hyphenated words, such as “care-giver,” appearing in the middle of a line after text reflows. Similarly, you can also add a discretionary line break character.

### **No Break**

Choose No Break from the Character panel menu to prevent selected text from breaking across a line.

### **Nonbreaking spaces**

Insert a nonbreaking space (Type > Insert White Space > [nonbreaking space]) between words you want to keep together.

### **Keep Options**

Choose Keep Options from the Paragraph panel menu to specify how many lines in the following paragraph remain with the current paragraph.

### **Start Paragraph**

Use Start Paragraph in the Keep Options dialog box to force a paragraph (usually a title or heading) to appear at the top of a page, column, or section. This option works especially well as part of a heading paragraph style.

### **Hyphenation Settings**

Choose Hyphenation from the Paragraph panel menu to change hyphenation settings.

### **Edit text**

Editing text may not be an option depending on the kind of document you work with. If you have license to rewrite, then subtle rewording can often create a better line break.