Required (or Nonbreaking) Spaces

When you're inputting content in a legal or other professional document, there are some conventions that should be followed. One of these is ensuring certain related words are not split onto two lines. For example, when referring to a person, Title and Last Name should always appear together, such as "Mr. Jones." Allowing Mr. to languish at the end of its own line is bad form. Another example is dates: May 12 should not split. It's okay to let the year fall on its own line, but never split the month and day. Nor should you allow a section or paragraph symbol to be separated from its reference, e.g., § 4(b).

Controlling this is very easy. Instead of pressing the space bar, press and hold Ctrl+Shift while hitting the space bar. This inserts a space character that doesn't print but looks similar to a degree symbol when Show/Hide is toggled.

In the date example, here's how it will appear on-screen:

If the entire string (May and 12) can't fit on the same line, the string is dropped to the next line.

If you can't remember the keyboard shortcut for the Nonbreaking Space, launch the Symbol dialog box and click on the Special Characters tab to select it.