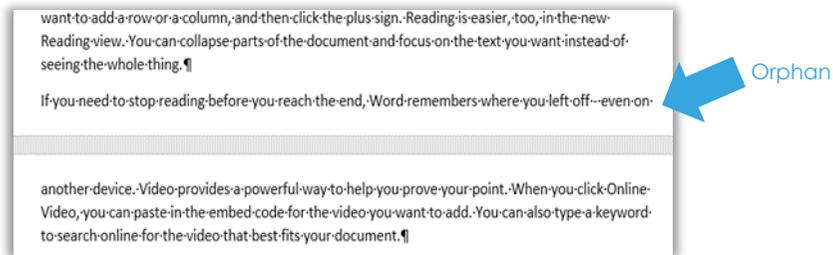


Application: Word – Widows and Orphans

Did you ever wonder what Widows and Orphans were in Word?



Widows and Orphans are the terms referring to lines left on their own either at the beginning or end of the page of a multi-page document.

Widow: a line on its own at the beginning of the next page.

Orphan: a line on its own at the end of the page.

Eliminating Widows and Orphans in your Word Documents

Widow/Orphan control is usually on by default in new documents. This ensures that a line is not left on its own at the end or beginning of a page.

Check that Widow/Orphan control is on in your document:

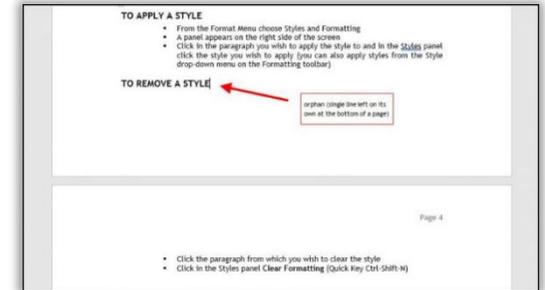
1. Select **Ctrl-A** to select the whole document.
2. Go to the **Home** tab and click the dialog box launcher in the bottom right corner of the **Paragraph** group.
3. Select **Line and Page Breaks**.
4. Tick **Widow/Orphan** control if not already on.

Widowed or Orphaned Headings

Sometimes a heading gets separated from its paragraph.

Ideally your Heading styles should be set up to ensure that **Widow/Orphan** control is on, and that **Keep with next** is selected.

If, however, you are not using styles in your Word document (highly recommended for greater control over your documents), you can use the following quick fix in the above situation:



1. Place your cursor in the **Heading** paragraph.

Tip: If you have added an empty line to create space after the heading you will need to select this as well.

2. Go to the **Home** tab and click the dialog box launcher in the bottom right corner of the **Paragraph** group.
3. Select **Line and Page Breaks** and tick **Keep with next**. This keeps paragraphs together on a page or in a column.

Tip: If you don't want to split a paragraph at all over a page, tick **Keep lines together**. This keeps lines of a paragraph together on a page or in a column.

