

DASHES

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Click on the blue, underlined text to go to its linked reference.



While you may be familiar with the common dash that separates two words (i.e., self-service) or series of words (i.e., third-of-four), there are two other dashes that might be of interest to you.

One is called the *en dash* and one is called the *em dash*. Both are available in WordPerfect.

EN DASH

According to *Wikipedia*, “The *en dash*, or *n dash*, *n-rule*, etc., (–) is usually half the width of an em dash. The en dash is used in ranges, such as 6–10 years, read as ‘six to ten years’.”

SHORTCUT TO EN DASH

1. Type a **space**, type **dash dash** and touch the **spacebar**.
2. Select the en-dash.
3. Select Tools Quick Correct.
4. Type **n-**
5. Touch the Enter key.

Whenever you want an en-dash, touch the **spacebar**, type **n-** and touch the **spacebar**.

EM DASH

The *em dash* (—), or *m dash*, *m-rule* often demarcates a parenthetical thought, or a conversation interrupted, of a “pregnant pause” in a thought. For example: “He was going to run — but, wait! — he wanted more than to be a coward.”

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SHORTCUT TO AN EM-DASH

1. Create a em-dash on a blank line: Type a **space**, type **dash dash dash** and touch the **spacebar**.
2. Select the em-dash.
3. Select Tools Quick Correct.
4. Type **m-**
5. Touch the Enter key.

Whenever you want an em-dash, touch the **spacebar**, type **m-** and touch the **spacebar**.