

英文斷字處理

(本範例以 Word2003、Word2010 版本說明)

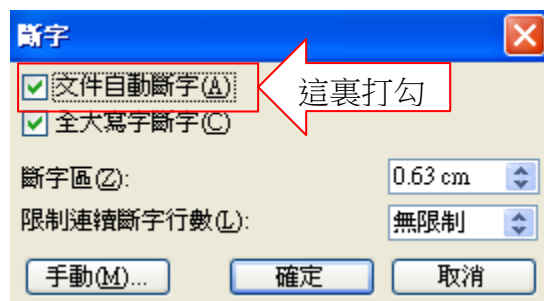
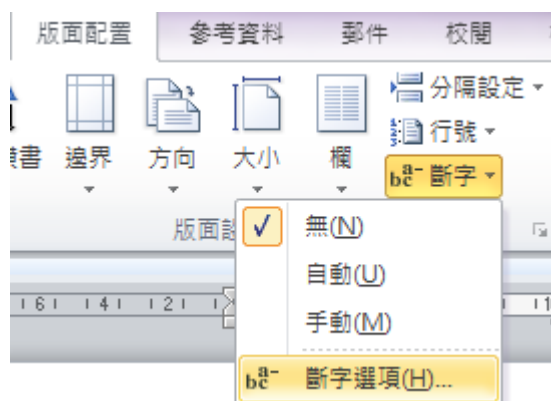
1. 英文自動斷字設定

操作方式：

Word2003：工具>語言>斷字>文件自動斷字>確定

Word2010：版面配置>斷字>斷字選項>文件自動斷字打勾>確定

即可出現“連字元”-，如下粉紅色標示處



Introduction

The predecessor of National Taiwan University was Taihoku (Taipei) Imperial University, founded by the Japanese in 1928.



The first president was Dr. Shidehara Tan Tairaka Hiroshi. When Taihoku University was first established, it had two colleges: the College of Liberal Arts and Law, and the College of Science and Agriculture, and had a combined total of 60 students. The College of Medicine and the College of Engineering

were added in 1936 and 1943 respectively. The College of Science and Agriculture was also divided into two colleges in 1943: the college of Science, and the college of Agriculture. The college of Agriculture was divided into three sections: the College of Agriculture and Forestry, the College of Medicine, and the Graduate Institute of Tropical Medicine.

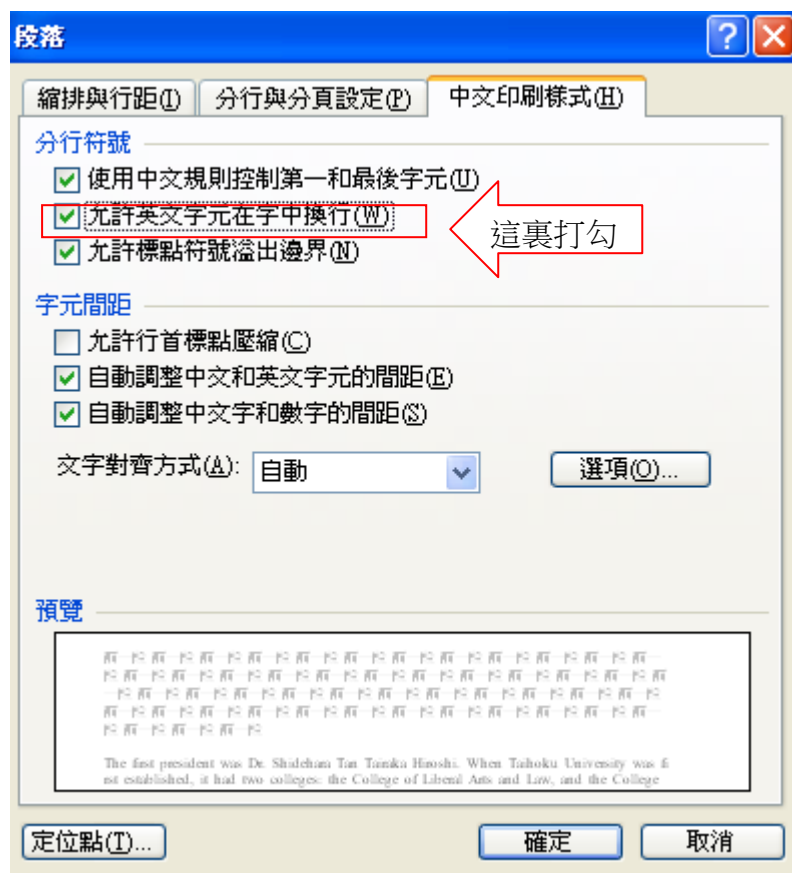
During Taihoku Imperial University period, every college consisted of "lectures", which were conducted by a professor and included assistant professors, assistants, instructors and office employees. In 1945, the five colleges had 114 lectures with 382 students. The College of Liberal Arts and Law had 25 lectures, the College of Medicine had 24, the College of Science had 13, the College of Agriculture had 22, and the College of Engineering had 30.

2. 允許英文字元在字中換行

操作方式：

Word2003：格式功能表>段落>中文印刷樣式>允許英文字元在字中換行打勾

Word2010：常用或版面配置>段落>中文印刷樣式>允許英文字元在字中換行打勾
(不會出現“連字元”-，字會算動斷掉)，不適合英文內容之設定



※如下粉紅色標示處，英文字元也能換行，但不適合文法。


The first president was Dr. Shidehara Tan Tairaka Hiroshi. When Tai
hoku University was first established, it had two colleges: the College of
Liberal Arts and Law, and the College of Science and Agriculture, and h
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943: the college of Science, and the college of Agriculture. The college
of Agriculture was divided into three sections: the College of Agriculture
and Forestry, the College of Medicine, and the Graduate Institute of Trop
ical Medicine.↵

3. 英文自動斷字與允許英文字元在字中換行可否同時並存？

同一份文件中可以設定不同的格式，只要分別選取要設定的範圍，再依前面
1 和 2 的操作步驟即可完成，如下圖範例一及範例二。

The first president was Dr. Shidehara Tan Tairaka Hiroshi. When Tai
hoku University was first established, it had two colleges: the College of
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of Agriculture was divided into three sections: the College of Agriculture
and Forestry, the College of Medicine, and the Graduate Institute of Trop
ical Medicine.↵

範例一

<p>Introduction↵</p> <p>The predecessor of National Taiwan University was <u>Taihoku</u> (Taipei) <u>Impe</u> <u>rial</u> University, founded by the Japanese in 1928.↵</p>	
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範例二

4. 在同一份文件中，設定英文自動斷字後，輸入的英文內容會自動斷字。若是複製某段內容再貼上(預定是保留來源的格式設定)，也會自動斷字；若是選擇保留純文字，則將保留原英文斷字的地方，如下表：

※已設定好的內容

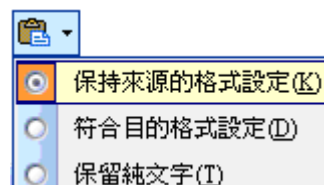
The first president was Dr. Shidehara Tan Tairaka Hiroshi. When Taihoku University was first established, it had two colleges: the College of Liberal Arts and Law, and the College of Science and Agriculture, and had a combined total of 60 students. The College of Medicine and the College of Engineering were added in 1936 and 1943 respectively. The College of Science and Agriculture was also divided into two colleges in 1943: the college of Science, and the college of Agriculture. The college of Agriculture was divided into three sections: the College of Agriculture and Forestry, the College of Medicine, and the Graduate Institute of Tropical Medicine.

※貼上後選擇保留來源的格式設定，選取的內容整段貼上，斷字地方會一樣。

The first president was Dr. Shidehara Tan Tairaka Hiroshi. When Taihoku University was first established, it had two colleges: the College of Liberal Arts and Law, and the College of Science and Agriculture, and had a combined total of 60 students. The College of Medicine and the College of Engineering were added in 1936 and 1943 respectively. The College of Science and Agriculture was also divided into two colleges in 1943: the college of Science, and the college of Agriculture. The college of Agriculture was divided into three sections: the College of Agriculture and Forestry, the College of Medicine, and the Graduate Institute of Tropical Medicine.

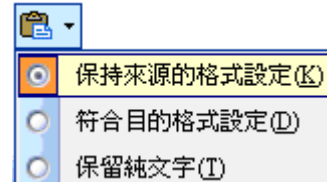
↵

The first president was Dr. Shidehara Tan Tairaka Hiroshi. When Taihoku University was first established, it had two colleges: the College of Liberal Arts and Law, and the College of Science and Agriculture, and had a combined total of 60 students. The College of Medicine and the College of Engineering were added in 1936 and 1943 respectively. The College of Science and Agriculture was also divided into two colleges in 1943: the college of Science, and the college of Agriculture. The college of Agriculture was divided into three sections: the College of Agriculture and Forestry, the College of Medicine, and the Graduate Institute of Tropical Medicine.



※貼上後選擇**保留來源的格式設定**，選取的內容部份貼上，不需要斷字地方會自動修正。

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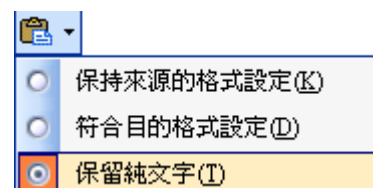


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The first president was Dr. Shidehara Tan Tairaka Hiroshi. When Taihoku University was first established, it had two colleges: the College of Liberal Arts and Law, and the College of Science and Agriculture, and had a combined total of 60 students. The College of Medicine and the College of

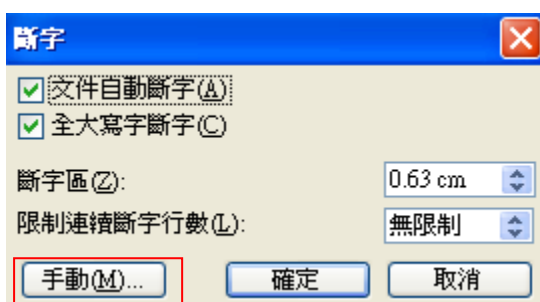
※貼上後選擇**保留純文字**，英文斷字地方會自動保留。

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5. 英文斷字手動設定

操作方式：版面配置>斷字>斷字選項>>手動>確定
即可出現“連字元”-，如下粉紅色標示處



※按手動>確定後會出現斷字於

The first president was Dr. Shidehara-Tan-Taira-ka Hiroshi. When Tai-hoku University was first established, it had two colleges: the College of Liberal Arts and Law, and the College of Science and Agriculture, and had a combined total of 60 students. The College of Medicine and the College of Engineering were added in 1936 and 1943 respectively. The College of Science and Agriculture was also divided into two colleges in 1943: the college of Science, and the college of Agriculture. The college of Agriculture was divided into three sections: the College of Agriculture and Forestry, the College of Medicine, and the Graduate Institute of Tropical Medicine.



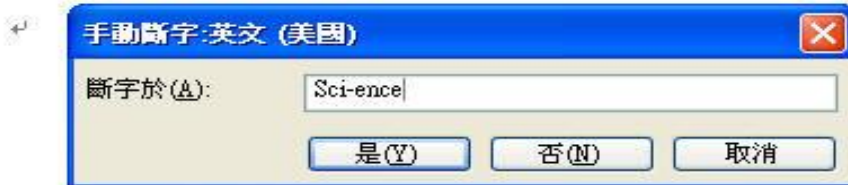
※選擇是(自動斷字)或否(不斷字)。

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※選擇是或否會再找下一個斷字點，一直搜尋到最後一個可斷字的地方。

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divided into three sections: the College of Agriculture and Forestry, the
College of Medicine, and the Graduate Institute of Tropical Medicine.



全部檢查完畢，會出現完成斷字。

