



Tips



Don't you hate it when dates wrap, like “January 1, 1999”. Here’s a tip from AppleWorks wiz, Cindy O’Hora to help keep your dates together.

Cindy O'Hora is an elementary school volunteer with a degree in nursing, a gift for inspiring children, and a trove of tips on nifty things you can do with AppleWorks. A longtime Mac user who has learned just about every trick in the book, Ms. O'Hora dispenses her nuggets of hard-earned wisdom with warmth and humor.



Sticky Dates

by [Cindy O’Hora](#)

I am stuck on AppleWorks, ‘cause dates are stuck for me!

When you type a date, you want the month and numeral to stay together like this January 1, 1996. But what if your sentence lets the word January fit on the first line, but sends the numerals to the next? YUCH!

Of course, you clever thing you say, “I’ll just go before the January and hit return”. True, for the moment this works. The only problem is that if you resize the font or change your formatting the whole thing becomes a mess.

What’s a word processing person to do?

In AppleWorks, use the Sticky Space feature!

Get in the habit of holding down the option key when you type a space in dates. This will put the space there but link the words and numerals. So as you reformat, the date will stay linked. You might also choose to do this with proper names.

I’ve been ClarisWorking since the Dark Ages. I just learned this trick and had to pass it on to you. Go try this! I played with it for a couple minutes and now I’m a reformed user.

FYI: if you use invisibles in your editing you will not see a special symbol for sticky spaces. You’ll just get a regular space symbol.

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