

Symbol	Meaning	Example
	delete	Betty insisted on the very pink cake.
	close up	She left the puppy in the hot car.
	delete and close up	When is the pilat tes class?
	caret	put here <i>a word</i>
	insert a space	A martini is bestchilled.
<i>eq#</i>	space evenly	Why? We will never know.
<i>stet</i>	let stand	We tell ourselves stories .
<i>tr</i>	transpose	Bad grammar si awful.
	set farther to the left	Spelling is important
	set farther to the right	Comic Sans is not a good text font.
	set as ligature (such as)	The final copy is due
	align horizontally	open the door. <u>Please</u>
	align vertically	This is not aligned.
<i>x</i>	broken character	imperf ct
	indent or insert em quad space	
	begin a new paragraph	
	spell out	The baby was 8lbs.
<i>caps</i>	set in CAPITALS	<u>ibm</u>
<i>sc</i>	set in SMALL CAPITALS	<u>Charles Dickens</u>
<i>lc</i>	set in lowercase	www. B urningsettlerscabin.com
<i>ital</i>	set in italic	<u>Gone With The Wind</u>
<i>rom</i>	set in roman	<u>"Chapter 1: I am Born"</u>
<i>bf</i>	set in boldface	<u>Please note: information may change</u>
	hyphen	multi-layered
	en dash	1965-72
	em (or long) dash	Now ¹ at last! ¹ this makes sense.
	superscript or superior	e=mc ²
	subscript or inferior	H ₂ O
	centered	
	comma	
	apostrophe	
	period	
	semicolon	
	colon	
	quotation marks	
	parentheses	
	brackets	
	turn over an inverted letter	This is the <u>tiue</u> .
<i>wf</i>	wrong font	It's a <u>Great</u> Big Beautiful Tomorrow