

Punctuation		Spacing	
⊙	Period	#	Insert space
∩	Comma	eg #	Equalize space
⊙	Colon	⌋	Close up
∩	Semicolon	Style of type	
∩	Apostrophe	wf	Wrong font
“ ”	Open quotes	lc	Lower case
” ”	Close quotes	<u>cap</u>	Capitalize
=/	Hyphen	u lc	Initial cap, then lower case
$\frac{1}{n}$ $\frac{1}{cm}$ $\frac{3}{cm}$	Dash (show length)	<u>sc</u>	Small capitals
()	Parentheses	<u>cap</u> <u>sc</u>	Initial cap, then small caps
Delete and inser t		rom	Set in roman
e	Delete	ital	Set in italics
⊙	Delete and close up	lf	Set in light face
^{out} see copy	Insert omitted matter	bf	Set in bold face
<u>stet</u>	Let it stand	3	Superior character
Paragraphing		3	Inferior character
¶	Paragraph	Miscellaneous	
fl ¶	Flush paragraph	X	Broken type
1 2	Indent (show no. of ems)	9	Invert
run in	Run in	↓	Push down
Position		(sp)	Spell out
□ □	Move right or left	/	Shilling mark (slash)
□ □	Raise, lower	⋯	Ellipsis
ctr	Center	see l/o	See layout
fl L fl R	Flush left, right	? query	Query
==	Align horizontally		
	Align vertically		
tr ~	Transpose		
tr #	Transpose space		