

Amy Conger · Office: V103 · 452 5229 · aconger@ccsf.edu · http://fog.ccsf.edu/~aconger
 Regina Rowland · Office: V141 · 452 5116 · rrowland@ccsf.edu · http://reginarowland.home.comcast.net

NAME	SYMBOL	EXAMPLE
Things		
Space	#	What ^{##} are [#] you [#] saying?
Paragraph	¶	One paragraph. ¶ Another paragraph.
Actions		
Delete		giraffes and giselles
Insert	v ^	elphant
Close Up	∩	ti ger
Ignore Edits	stet	monkeys and apes STET
Move to Right] →] indent
Move to Left	[←	[no more indent
Lower letters or words	⏟	too high
Raise letters or words	⏟	too low
Run in (no line break)	~	Once upon a time
Correct the spelling	SP	kangareu SP
Insert a line break	⌋	Break the line
Delete 1 Space	e#	only one space in a row
Punctuation (circle any punctuation mark to be added)		
Period	○	end of the sentence ○
Comma	○	one phrase ends ○ the next one begins
Colon	⋮	One font ⋮ that's the answer.
em dash	—	That's what he said — no, really!
en dash	–	1 ^{1/2} –256
Typestyle (circle or underline the text to be changed)		
wrong font	wf, font	flying squirrels font
set in lower case	lc	HAPPY DAYS lc
set in ALL CAPS	UC	listen to me UC OR <u>listen to me</u>
set in Initial Caps	U/lc	madame president U/lc OR <u>madame</u> <u>president</u>
set in SMALL CAPS	SC	Restaurant La Poubelle SC
set in roman/regular type	rom	<u>this is wrong</u> rom
set in boldface	bf, bold	think <u>bold</u> thoughts bold
set in italic	ital	<u>A Waste of Time</u> , by John Doe ital