



| SYMBOL | MEANING | EXAMPLE |
|--------|--|--|
| ∅ | delete | take ∅ out |
| ⌋ | close up | print as ⌋ne word |
| ⌋∅ | delete and close up | ⌋lose up |
| ^ OR > | caret | insert^here word |
| # | insert a space | put one^here # |
| eq # | space evenly | space^evenly ^ here |
| stet | let stand | let marked text stand <i>stet</i> |
| tr | transpose | change(⌋order⌋the) |
| / | used to separate two or more marks and often as a concluding stroke at the end of an insertion | |
| [| set farther to the left | [too far to the right |
|] | set farther to the right | too] far to the left |
| ∪ | set as ligature (such as æ) | encyclo∪aedia |
| = | align horizontally | align=ment |
| | align vertically | align with surrounding text |
| × | broken character | imperf. ct × |
| □ | indent or insert em quad space | |
| ¶ | begin a new paragraph | |
| Ⓟ | spell out | set Ⓟ lbs. as five pounds |
| cap | set in CAPITALS | set <u>nato</u> as NATO |
| sm cap | set in SMALL CAPITALS | set <u>signal</u> as SIGNAL |
| lc | set in lowercase | set <u>South</u> as south |
| ital | set in italic | set <u>oeuvre</u> as oeuvre |
| rom | set in roman | set <u>mensch</u> as mensch |
| bf | set in boldface | set <u>important</u> as important |



PRINT



WEB



ID

2149 O'TOOLE AVE
 SUITE L
 SAN JOSE, CA 95131
 PH. 408 432 7500
 FX. 408 432 7583





| SYMBOL | MEANING | EXAMPLE |
|-----------------------|------------------------------------|----------------------------------|
| $\frac{\wedge}{\vee}$ | hyphen | multi-colored |
| <u>en</u> | en dash | 1965–72 |
| <u>em</u> | em (or long) dash | Now—at last!—we know. |
| \vee | superscript or superior | \vee as in π^2 |
| \wedge | subscript or inferior | \wedge as in H_2O |
| \vee or \wedge | centered | \vee for a centered dot in p·q |
| \frown | comma | |
| $\grave{\vee}$ | apostrophe | |
| . | period | |
| ; | semicolon | |
| : | colon | |
| “ ” | quotation marks | |
| (/) | parentheses | |
| [/] | brackets | |
| OK? | query to author: is this intended? | |



PRINT



WEB



ID

2149 O' TOOLE AVE
 SUITE L
 SAN JOSE, CA 95131
 PH. 408 432 7500
 FX. 408 432 7583

