

EXPLANATION	MARK	EXAMPLE
Set in italic.	<i>ital</i>	I am the <u>voice</u> of today.
Set in roman.	rom	I am the <u>voice</u> of today.
Set in small caps.	sc	I am the <u>voice</u> of today.
Set in caps.	caps	I am the <u>voice</u> of today.
Set in boldface.	BF	I am the <u>voice</u> of today.
Set in lowercase.	lc	I am the <u>voice</u> of today.
Insert period.	.	I am the voice of today.
Insert comma.	,	I am the voice of today.
Insert space.	#	I am the voice of today.
Insert word.	the/	I am the voice of today.
Insert hyphen.	=	I am the voice of twenty-one days.
Insert em-dash.	—	I am the voice of today and tomorrow.
Insert en-dash.	-	I am the voice of the 1980-1990 generation.
Insert parentheses.	(/)	I am the voice of today and tomorrow.
Insert colon.	:	I am the voice of today.
Insert semicolon.	;	I am the voice of today.
Insert question mark.	ser?	I am the voice of today.
Insert quotation marks.	"/"	I am the voice of today.
Delete or take out.	^	I am the voice of of today.
Delete and close up.	3	I am the voice of today.
Make space between words equal.	eg #	I am the voice of today.
Spell out words in circle.	sp	I am the voice of the U.S.
Let it stand.	stet	I am the voice of today.
Query by editor.	Q/Q?	I am the voice of today.
Transpose words or letters.	tr	I am the voice the of today.
Close up.	∩	I am the voice of today.
Move to left.	[	[ I am the voice of today.
Move to right.	]	] I am the voice of today.
Center type.	ccr	] I am the voice of today. [
Start new paragraph.	¶	¶ I am the voice of today.
Indent 1-em space.	□	□ I am the voice of today.
Indent 2-em space.	□□	□□ I am the voice of today.
No paragraph; run in.	→-2em-1em	...was yesterday. I am the voice of today.