

INSTRUCTION	TEXT MARK	MARGINAL MARK
INSERT TEXT	be or to be	/to/not
REPLACE TEXT	to be or not the be	/to
DELETE TEXT	it's a a beautiful day	↵
DELETE TEXT	he's a simple boy	↵
DELETE/CLOSE SPACE	it's a beautiful day	↵
LEAVE UNCHANGED	he was <u>not</u> in error	(STET)
INSERT PERIOD	to me The point is	⊙
INSERT COMMA	red white and blue	⊙
INSERT COLON	three groups the	⊙
INSERT SEMI-COLON	he said she said	⋈
INSERT APOSTROPHE	it's a beautiful day	↵
INSERT QUOTATIONS	Wow! she said	↵/↵
INSERT SINGLE QUOTES	Wow! she said	↵/↵
INSERT PARENTHESES	it was the time of	(/)
INSERT BRACKETS	it was the time of	{ / }
INSERT ELLIPSIS	And so it goes	⋯⋯⋯
INSERT LEADERS	1999 Wine List	⋯⋯⋯
INSERT HYPHEN	he had red eye	=/
MAKE ITALIC	he was <u>not</u> in error	(ital)
MAKE BOLD	he was <u>not</u> in error	(bf)
MAKE BOLD ITALIC	he was <u>not</u> in error	(bf + ital)
MAKE ROMAN	he was <u>not</u> in error	(rom)
MAKE LIGHT FACE	he was <u>not</u> in error	(lf)
CAPITALIZE	Sam kennedy said	(cap)
MAKE SMALL CAPS	he lived in 300 B.C.	(sc)
CAP & SMALL CAP	<u>julius caesar</u>	(cap + sc)
MAKE LOWER CASE	SAm Kennedy said	(lc)
MAKE LOWER CASE	Sam KENNEDY said	(lc)
SUPERIOR	E=MC ²	↵ or (sup)
INFERIOR	comprised of H ₂ O	↵ or (sub)

NEW PARAGRAPH	to me. [¶] The point is	¶
RUN ON (NO NEW PARAGRAPH)	to me. [→] The point is	no ¶
MOVE TO NEXT LINE	she could not <u>re-</u>	runover
MOVE UP FROM NEXT LINE	she could not <u>re-</u> cover from it	move up
WRONG FONT	that <u>beautiful</u> day	wf
TRANSPOSE LETTER	he was not <u>ni</u> error	tr
TRANSPOSE WORD	he <u>not</u> <u>was</u> in error	tr
MOVE TEXT	He <u>tried</u> to call her (immediately)	tr
CENTER TEXT] The End [center
INDENT TEXT] In the beginning	indent
NO INDENTATION	[In the beginning	flush
MOVE TEXT RIGHT	1999 Financial Plan]]
MOVE TEXT LEFT	[1999 Financial Plan	[
LOWER TEXT	She has a <u>big</u> heart]
RAISE TEXT	She has a <u>big</u> heart	[
ALIGN TEXT/COL. VERTICALLY	to me and the others. The point is that	
ALIGN HORIZONTALLY	She has a big <u>heart</u>	align
ADD SPACE	She has a big ^x heart	#
CLOSE UP SPACE	She has a big h ^o heart	o
EQUALIZE SPACE	She has a <u>big</u> <u>heart</u>	eq #
SPELL OUT	She weighed 20 <u>lbs</u>	sp
INSERT EM DASH	Space [^] the final frontier	 m
INSERT EN DASH	during 1996 [^] 1999	 n
INSERT LEADING	He tried to call her <u>but</u> she was not home	#
DECREASE LEADING	He tried to call her <u>but</u> she was not home	reduce #
REMOVE UNWANTED	but she was <u>not</u> home	x
ADD RULE	<u>The Big Chill</u>	2 pt rule