

Insert a letter or word	^	I ^{really} love to write.	really
Delete a letter or word	e	I write every single day.	e
Capitalize	≡	My favorite author is f. Scott Fitzgerald.	cap.
Lower case	/	He is the President of the United States.	lc.
Italicize	<u>underline</u>	Every year, I reread <u>Moby Dick</u> .	ital
Roman font (not italic)		This is a <u>very</u> important <u>topic</u> .	rom
Bold		This is a <u>very</u> important topic.	Bf
Transpose words or letters		I hope to <u>someday</u> write a great novel.	tr
Close up a space	(I hope you will go with me some time.	(
Insert a space	#	It will take some [#] time before I am ready.	#
Insert period	o	This is the end of my story.	o
Insert hyphen	=/	She just got a part ⁼ time job.	=
Insert parentheses	()	I thought (and so did she) that the movie was bad.	()
Insert em-dash	≡	I thought [≡] and so did she [≡] that the move was terrible.	≡ 2x
Insert en-dash	—	He's book on the Las Vega [—] New York flight.	—
Insert apostrophe	'	It's not like I'm going to be gone forever.	'
Insert quotation marks	" "	She said, "I know. But I will still miss you."	" / "
Insert other punctuation		Let's go, too. Should we go? Let's go!	! / ? / !
Start a new paragraph	¶	"Let's talk," she said. ¶ "I'd like that," I answered.	¶
Run two paragraphs together	run in	"Let's talk," she said. "It's really important that we be on the same page."	run in