Mark	Meaning	Example Before	Example After
ℓ	Delete	The guests have already already arrived.	The guests have already arrived.
⁀	Close up; delete space	Are you going to join the basket ball team?	Are you going to join the basketball team?
stet	Let it stand	The student works extremely hard.	The student works extremely hard.
#	Insert space	Before leaving the building, please make sure that the lights are shutoff.	Before leaving the building, please make sure that the lights are shut off.
¶	New paragraph	Most adults need between seven to nine hours of sleep per night. Adults should also aim for at least thirty minutes of physical activity every day.	Most adults need between seven to nine hours of sleep per night. Adults should also aim for at least thirty minutes of physical activity every day.
]	Move right	]The business plan needs to be drawn up sooner rather than later.	The business plan needs to be drawn up sooner rather than later.
[	Move left	[Our next meeting will take place on a Wednesday.	Our next meeting will take place on a Wednesday.
][	Center	]Chapter 1[	Chapter 1
tr	Transpose	Participating in sports is great a way to make you feel healthier.	Participating in sports is a great way to make you feel healthier.
SP	Spell out	Gen. Conner shook hands with all of the attendees.	General Conner shook hands with all of the attendees.
^	Insert	The next I went to the park.	The next day I went to the park.
^	Insert period	Erica is planning to see a movie	Erica is planning to see a movie.
wwww	Boldface type	Boldface is often used for emphasis.	**Boldface** is often used for emphasis.
lc	Lowercase	Jessica's Birthday is in December.	Jessica's birthday is in December.
caps	Set in capital letters	It is important to earn your cpr certification.	It is important to earn your CPR certification.