Mark description	Symbol	Example	Margin mark
Insert a letter or word	∧	I ^really love to write.	really ∧
Delete a letter or word	ℓ	I write every single day.	ℓ
Capitalize	≡	My favorite author is f. Scott Fitzgerald.	cap.
Lower case	/	He is the President of the United States.	lc.
Italicize	underline	Every year, I reread Moby Dick.	ital
Roman font (not italic)		This is a *very* important *topic*.	rom
Bold	Bf	This is a very important topic.	Bf
Transpose words or letters	⧓, ⌒	I hope to someday write a great novel.	tr
Close up a space	⌒	I hope you will go with me some time.	⌒
Insert a space	#	It will take sometime before I am ready.	#
Insert period	⊙	This is the end of my story⊙	⊙
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	—ₘ	I thought and so did she that the move was terrible.	—ₘ 2x
Insert en-dash	–ₙ	He's book on the Las Vega-New York flight.	–ₙ
Insert apostrophe	∨	Its 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.	run in
		"It's really important that we be on the same page."	
Small caps	sc	"The Lord"	s.c.
Spell out	○	40 years	sp