

Capital Letters and Basic Punctuation

⠠	. period	⠠ ⠠	(opening parenthesis
⠠	? question mark	⠠ ⠠	) closing parenthesis
⠠	! exclamation point	⠠	: colon
⠠	, comma	⠠	; semicolon
⠠	' apostrophe	⠠ ⠠	/ forward slash
⠠	capital letter indicator	⠠ ⠠ ⠠	... ellipsis
⠠ ⠠	capital word indicator	⠠	- hyphen
⠠	“ opening quotation mark	⠠ ⠠	— dash
⠠	” closing quotation mark		

Spacing

Follow print spacing when using punctuation.

Capital Word Indicator

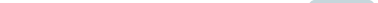
The capital word indicator capitalizes every letter in the word that follows.

EXIT

Capital word mode is ended by a space or any nonalphabetic symbol, including punctuation.

YOU're OUT

HE'S OUT 

YOU'RE OUT 

Forward Slash

The forward slash ends numeric mode. Repeat numeric indicator.

4/29/1986

The forward slash is used except when writing fractions.

3/8 (March 8)  

 $\frac{3}{8}$ or $\frac{3}{8}$ 