Capital Letters and Basic Punctuation

- Period (.)
- Question mark (?)
- Exclamation point (!)
- Comma (,)
- Apostrophe (’)
- Capital letter indicator (CAP)
- Capital word indicator (CAPW)
- Opening quotation mark ("")
- Closing quotation mark ("")
- Opening parenthesis ( ()
- Closing parenthesis ( )
- Colon (:)
- Semicolon (;)
- Forward slash (/)
- Ellipsis (…)
- Hyphen (-)
- Dash (—)

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)

3⁄8 or ¾