

acute

accent used on vowels  
(keycaps= option a)

á

ampersand

scribal abbreviation for *and*

& &

Garamond

Nofret

apostrophe

*raised comma or single quote*

it's

## bullet

typographic flag, commonly  
hung in the left margin to  
mark items in a list  
(option 8)

● one

comma

grammatical marker  
stemming from scribal  
practice

too,

copyright

properly appears on baseline  
(keycaps = option G)

it<sub>©</sub>

## currency

five signs included in keycaps  
(keycaps = option + )

£ ¥ ₣

## umlaut

vowel accent commonly used  
in other languages  
(keycaps = option + vowel)

Ü

## ellipsis

rhetorical pause



## figures

text figures should be included: others include tilting, superior and inferior sets

123

Syntax

I23

Mrs. Eaves

## fractions

fractions beyond basic set of  
three must be purchased as an  
additional font  
(keycaps = shift +)

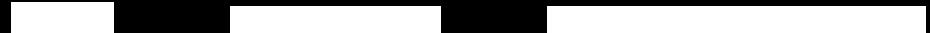
G

K

Matrix Book Small Fractions

## dashes

Em dash, en dash and hyphen  
(option, apple, shift in combo)



Hyphen

En dash

Em dash

Baskerville

## ligatures

two basic combinations are  
usually included in a design  
fi and fl - other combinations  
could include ff, ffi, ffl  
(keycaps = shift option + 5 or 6)

fl fi

Meridien Book

fl fi

## quotation marks

use of proper quote marks  
is essential to serious  
typography

“I”

Meridien Book

registered  
trademark

properly used as a superscript

now®

## square brackets

used as inner set of  
parentheses often within  
quoted matter

[yes]

Optima

[yes]

Bembo