<table>
<thead>
<tr>
<th>Symbol(s)</th>
<th>Meaning</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Delete</td>
<td>Washington, D.C.</td>
</tr>
<tr>
<td>^</td>
<td>Delete space/close up</td>
<td>Securities and Financial Regulation</td>
</tr>
<tr>
<td></td>
<td>Insert</td>
<td>Georgetown Law Center</td>
</tr>
<tr>
<td>#</td>
<td>Insert a space</td>
<td>Jun #017</td>
</tr>
<tr>
<td>¶</td>
<td>New paragraph</td>
<td>¶ In addition to my academic experience,…</td>
</tr>
<tr>
<td></td>
<td>Spell out</td>
<td>drafting agreements including NDAs, mortgages and certificates</td>
</tr>
<tr>
<td>≡</td>
<td>Capitalize</td>
<td>Georgetown University Law Center</td>
</tr>
<tr>
<td>&lt;</td>
<td>Lowercase</td>
<td>assist the Senior Partner on tasks related to…</td>
</tr>
<tr>
<td></td>
<td>Italicize</td>
<td>an alumni of the program</td>
</tr>
<tr>
<td></td>
<td>Add a comma</td>
<td>Washington, D.C.</td>
</tr>
<tr>
<td></td>
<td>Add a period</td>
<td>LL.M</td>
</tr>
<tr>
<td></td>
<td>Add parentheses</td>
<td>Class Rank: 17 out of 180</td>
</tr>
<tr>
<td>STET</td>
<td>Let it stand (ignore the comment)</td>
<td>International Business and Economic Law</td>
</tr>
</tbody>
</table>