

Punctuation

Punctuation	Steno	Examples	Notes
Period – End Sentence	P-P -FPLT		Non-stacking version
Comma	W-B -RBGS		Non-stacking version
Question Mark	KW-SH STPH		Non-stacking version
Decimal/Period	POIN P-N P-NT P-T	3.5, Ph.D, Email/web addresses: ~.org, ~.net	*see more web items below
Space Decimal/Period	SPOIN SP-N SP-NT POI	.303 caliber, .325 ERA batting avg, .08 impaired	
Colon	FPLT/FPLT KL-N KLON	as follows:	
Time colon	KL-N KLON KL-K K*L	3:25 p.m., Bible verse Luke 2:5	
Semicolon	-FPLT/-RBGS		

Ellipses	L-PS, DAOTS, DO*TS -FPLT/-FPLT/-FPLT	...	
Apostrophe	AE OI -P	three boys' room, my parents' house, Jesus' Word, Smiths' cabin	
Apostrophe S	AES -PS	Sandra's car	
Space-Apostrophe	A*E SAE P-	'08, '98, 'round, 'til, '50s, Stop 'N' Go, 'do (hairdo), 'hood, 'bout, 'tween, 'twixt, Toys 'R Us	
<DelSp>Apostrophe<DelSp>	SA*ES F*T (foot)	O'Grady, ne'er, o'er, 5'10",	
Exclamation Point	SKLAM SKL-M SKLOIM		
Percent (word)	PER/CENT, P-RS		
Percent %	P-RS, P*RS		
And (word)	SKP AEN, AND, AEND	R & D, A & W, S & M (Sandra & Mark!)	
Ampersand	SKP*, A*EN, A*END		
Dollars (word)	DLARS, DOL/ARS, -DZ, DL-RZ, D-L		
Dollars \$	DL-RS, *DZ		
Cents (word)	KRENTS		
Cents ¢	KR-NTS		

Degrees Word	DE/GREES, DAOEG(S)	
Degrees Symbol °	D*GS, DRAO*E	
Plus (word)	PLUS	
Plus symbol +	PL*S, PLAOUS, PL*US	
Minus (word)	MAO*INS	
Minus symbol -<delSp>	M*NS, M*US	
Plus/Minus symbol ±	PL-RMS	
Divided symbol ÷	DWAO*ID	
Equal (word)	KWAUL	
Equal symbol =	KW*L, KW*EL, KWA*ULS	
small x	SKE*, TAO*IMS	Math: 2 x 4
Square root √	SKRAO*T	
Underscore _	SK-ND, Y*UNDZ YUND/YUND	
Superscript	SKWAIRT, SKWAI*RD KAO*UB SPO*N (Super On) SPA*UF (Super Off)	
Subscript	SPWO*N (Sub On) SPWA*UF (Sub Off)	
Hyphen (no spaces both ends)	H-N, H-F,	two-tone paint
(space before hyphen)	SH-N	well-written and –read
(space before & after hyphen)	SH-NS	11234 – 56 St.
Dash (word)	DARB	
Dash	D-RB	
Paragraph	P-RG, PARG, -P/-P, PR-F	

Open Quotes	KW-GS, KW-T KWO*ET		
Closed Quotes	KWAOIGS, KW-GZ KW*T KWO*ETS KWO*ET/KWO*ET		
Open Single Quote	SKW-GS SKW-T SKWO*ET P- (think 'postrophe)	'08, '98, 'round, 'til, '50s, Stop 'N' Go, 'do (hairdo), 'hood, 'bout, 'tween, 'twixt, Toys 'R Us	
Closed Single Quote	SKWAOEUGS SKW*T SKWO*ETS SKW-GZ -P (think 'postrophe)	three boys' room, my parents' house, Jesus' Word, Smiths' cabin	
Open Parens (STPH-FPLT PR-FPLT		
Closed Parens)	STPHAOEUFPLT STPH-RP		
Open Square Bracket [BR-KT SBR-KT SK-FPLT		
Closed Square Bracket]	BRAOEUKT SBR-KTS SK-FPLD		
Delete space	D-S, H-F		
Force space	F-S, SP, SP-S		
Flush stroke	FL*, SKWRAOEURBGS SKWRAOEURBGT		

Ordinals:			
~th	*T	35 th , breadth, width, forth	
~st	*S	31 st , angst, midst,	
~rd	-RD	43 rd	
~nd	-ND	22 nd	
Plural small s that attaches to acronyms	S*	ABCs, RNs, I.T.s, P.O.W.s, '90s, 20s	
Musical Notes			
Note beginning of the line ♪	SNO*ET		
Note at end of line and beginning of next line	SNO*IT		
Double note at end of stanza ♪♪	SNO*ED		
Web address: www.	W* DU*B/D*UB		
http://	H-PT/H-PT		
.com, .net, .org, .doc, .gov	STKOM, STKPHET, STKORG, STKOK, STKOF	or D*OM, DORG or POIN/NET, POIN/KO*M, POIN/GOV	
@	T-T, YA*T, AO*T, TA*T		
Forward Slash \	SL-RB		
Backslash /	BL-SH (think backslash) B-RB, OI, -Z		
Underscore _	SK-ND, Y*UNDZ YUND/YUND		
Tilde ~	T*ILD		

Advanced Punctuation			
Comma, open quote, cap next	KP-BGT		
Period, close quote	P-BGT		
Comma, close quote	K-BGT		
% No. Combination, combining PR or -RP with numbers ending in 0 and 5	15R7 = 15% 10R7 = 10% 3R0E6 = 60%		
Comma Quote	K-BGT		
Period Quote	P-BGT		
Comma Quote Cap Next	KP-BGT		
Superscript 1-9	SP*UN, SP*AO, SPAO*E SPO*ER, SPAO*IF, SP*IBGS, SP*EFP, SPA*IT, SPAO*IN	Math or chemistry formulas	
Subscript 1-9	SPW*UN, SPWAO*, SPWAO*E, SPWO*ER, SPWAO*IF, SPW*IBGS, SPW*EFP, SPWA*IT, SPWAO*IN		