

Illustrator + InDesign CC

Punctuation

01. Manual Punctuation

Inches and Feet

This is a “double prime” mark [“ ”]. It means inches.

This is a “single prime” mark [‘ ’]. It means feet. I am 5’2” tall.

This is a “quote” or “smart quote” [“ ”]. It means, “this is a quote.”

Never trust the software to correct smart punctuation; always proofread for mistakes; if you find any, fix them manually.

Smart Quotes Keyboard Commands

Single Quote Open (‘) Option +]

Single Quote Closed (’) Option + Shift +]

Double Quote Open (“) Option + [

Double Quote Closed (”) Option + Shift + [

Prime Marks Keyboard Commands

Single Prime Mark (´) Option + E

Double Prime Mark (¨) Option + Shift + G

Glyphs Palette (InDesign)

Go to Window > Type & Tables > Glyphs

Hyphen use for compound adjectives

Dallas-Houston flight [compound adjective]

Father-son rivalry [compound adjective]

En Dash use for Time/Duration and range (Option + Hyphen)

8:30–5:30 [time and duration]

Tuesday–Thursday [duration and range]

Em Dash use to indicate change in thought (Option + Shift + Hyphen)

I was walking across campus last Tuesday—I like to take long walks every Tuesday—when I noticed a giraffe near the library.

Ellipses ...

Option + Semi-Colon [“I’m wondering ...” Pablo said, bemused.]

Use a space before and after. So, ... like this.