

Colons

When to use	Example
After a salutation in a business letter.	Dear Ms. Jones:
To introduce a list with an expression such as <i>for example, namely, that is, or following.</i>	We introduced a number of low-cost samples: for example, paintbrushes, poster board, and markers. “There are three kinds of lies: lies, damned lies, and statistics,” –Mark Twain
To separate the title from the subtitle of a book.	<i>Grammar A-Z: Everything You Wanted to Know About Grammar but Were Afraid to Ask.</i>
To represent the word “to” in a ratio.	10:1
To separate hours and minutes in expressions of time.	1:30