

PROOFREADER'S MARKS

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CORRECTION	TEXT MARK	MARK IN MARGIN	CORRECTION	TEXT MARK	MARK IN MARGIN
INSERT TEXT	he or to be	/to/not	RUN ON (NO NEW PARAGRAPH)	to me. The point is	no ¶
REPLACE TEXT	to be or not the be	/to	MOVE TO NEXT LINE	she could not re-	runover
DELETE TEXT	it's a beautiful day	↵	MOVE UP FROM NEXT LINE	she could not re- cover from it	move up
DELETE TEXT	he's a simple boy	↵	WRONG FONT	that beautiful day	wf
DELETE/CLOSE SPACE	it's a beautiful day	↵	TRANSPOSE LETTER	he was not ni error	tr
LEAVE UNCHANGED	he was not in error	STET	TRANSPOSE WORD	he not was in error	tr
INSERT PERIOD	to me. The point is	⊙	MOVE TEXT	He tried to call her (immediately)	tr
INSERT COMMA	red white and blue	⊙	CENTER TEXT] The End [center
INSERT COLON	three groups the	⊙	INDENT TEXT] In the beginning	indent
INSERT SEMI-COLON	he said she said	⋈	NO INDENTATION	[In the beginning	flush
INSERT APOSTROPHE	it's a beautiful day	↵	MOVE TEXT RIGHT	1999 Financial Plan]]
INSERT QUOTATIONS	Wow! she said	⚡/⚡	MOVE TEXT LEFT	[1999 Financial Plan	[
INSERT SINGLE QUOTES	Wow! she said	↵/↵	LOWER TEXT	She has a big heart]
INSERT PARENTHESES	it was the time of	⋈ / ⋈	RAISE TEXT	She has a big heart	[
INSERT BRACKETS	it was the time of	⋈ / ⋈	ALIGN TEXT/COL. VERTICALLY	to me and the others. The point is that	
INSERT ELLIPSIS	And so it goes	⋯⋯⋯	ALIGN HORIZONTALLY	She has a big heart	align
INSERT LEADERS	1999 Wine List	⋯⋯⋯	ADD SPACE	She has a big heart	#
INSERT HYPHEN	he had red eye	=/	CLOSE UP SPACE	She has a big heart	⊖
MAKE ITALIC	he was not in error	ital	EQUALIZE SPACE	She has a big heart	eq #
MAKE BOLD	he was not in error	bf	SPELL OUT	She weighed 20 lbs	sp
MAKE BOLD ITALIC	he was not in error	bf + ital	INSERT EM DASH	Space the final frontier	⏏
MAKE ROMAN	he was not in error	rom	INSERT EN DASH	during 1996-1999	⏏
MAKE LIGHT FACE	he was not in error	lf	INSERT LEADING	He tried to call her but she was not home	#
CAPITALIZE	Sam Kennedy said	cap	DECREASE LEADING	He tried to call her but she was not home	reduce #
MAKE SMALL CAPS	he lived in 300 B.C.	sc	REMOVE UNWANTED	but she was not home	x
CAP & SMALL CAP	julius caesar	cap + sc	ADD RULE	The Big Chill	2 pt rule
MAKE LOWER CASE	SAm Kennedy said	lc			
MAKE LOWER CASE	Sam KENNEDY said	lc			
SUPERIOR	E=MC ²	² or sup			
INFERIOR	composed of H ₂ O	₂ or sub			
NEW PARAGRAPH	to me. The point is	¶			