

PROOFREADER'S MARKS

Desktop Publishing

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