

Proofreader's Marks

PROOFREADERS' MARK	DRAFT	PROOFREADERS' MARK	DRAFT
○ Delete space	art work	() Insert parentheses	arrives May (tomorrow)
# Insert a space	* It was here.	_ Insert underscore	a <u>very</u> heavy package
✓ OR / Delete a word	numbers are not correct	✓/ Delete underscore	He's always on time.
^ Insert a word	is It simple.	¶ Start a new paragraph	¶ Provide quality service.
↺ Transpose	recommen d	no ¶ Remove paragraph break	no ¶ This is true.
↪ Move as shown	They are to here.	ss [Single space	ss [This is the most useful information.
^ OR / Insert a letter	refres ^h ments are provided	ds [Double space	ds [Those are manufactured at our headquarters.
✓ OR / Delete a letter and close up	necess ar y items	+1ℓ [#] Insert one line space	Cost: dependent upon quantity
✓ OR / Change a letter	^a ffect	-1ℓ [#] Delete one line space	The requirements ^{-1ℓ[#]} are specified.
✓ OR / Change a word	less ^e more than ^{two} one	≡ Indent two spaces	Computer technology
○ Add on to a word	direct ^{ly} to you	⇒ Move to the right	\$4500 ⇒
^ Insert a comma	pencils, pens and paper	☐ Move to the left	☐ Turn off the power.
⊙ Insert a period	Mr. Frazer	✓ Raise above the line	4 x 10 ⁶
∩ Insert an apostrophe	the auditor's records	^ Drop below the line	CO ₂
↵ Insert quotation marks	The ^{easy} jog ^s was really a ten-mile run. Stet (don't change)	He already left.
= Insert a hyphen	full =time job	= Align horizontally	Re: = Cost Analysis
- - Insert a dash or change a hyphen to a dash	She's here finally!	[] Align vertically	[] To: Mr. Smith From: Ms. James
○ Spell out	⑤ people		
/ Use lowercase letter	First Q uarter		
≡ Capitalize	Wilbury <u>ave</u> nue		