

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	ss Delete underscore	He's always on time.
^ Insert a word	is simple.	¶ Start a new paragraph	¶ Provide quality service.
↺ Transpose	recommend ed	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	+1l [#] Cost: dependent upon quantity
OR / Change a letter	effect	-1l [#] Delete one line space	-1l [#] The requirements are specified.
OR / Change a word	less ^{er} 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 Quarter		
≡ Capitalize	Wilbury <u>avenue</u>		