

Proofreading Marks

¶	begin a new paragraph	¶ Make a new paragraph.
≡	use a capital letter	≡ this needs a capital letter
/	use a lowercase letter	/ Don't capitalize /or se.
^	insert something	^ A is missing. word
○	close up a space	○ Some ○ thing is one word.
#	insert a space	# This#eds a space.
~~	delete something	~~ Delete ~~ a duplicate word.
~~~~	switch the order	~~~~ How you are?
SP	spelling error	SP Which word is misspelled?
○	missing punctuation mark	○ Something is missing ○