

PROOFREADER'S MARKS

Desktop Publishing

CORRECTION	TEXT MARK	MARK IN MARGIN
INSERT TEXT	be or to be	to/not
REPLACE TEXT	to be or not the be	/to
DELETE TEXT	it's a beautiful day	~
DELETE TEXT	he's a simple boy	~
DELETE/CLOSE SPACE	it's a beautiful day	~
LEAVE UNCHANGED	he was not in error	(STET)
INSERT PERIOD	to me. The point is	①
INSERT COMMA	red, white and blue	②
INSERT COLON	three groups, the	③
INSERT SEMI-COLON	he said, she said	④
INSERT APOSTROPHE	it's a beautiful day	⑤
INSERT QUOTATIONS	Wow! she said	⑥ / ⑦
INSERT SINGLE QUOTES	Wow! she said	⑧ / ⑨
INSERT PARENTHESES	it was the time of	⑩ / ⑪
INSERT BRACKETS	it was the time of	⑫ / ⑬
INSERT ELLIPSIS	And so it goes,	⑭ ⑮ ⑯
INSERT LEADERS	1999 Wine List	⑰ ⑱ ⑲ ⑳
INSERT HYPHEN	he had red eye	=/
MAKE ITALIC	he was not in error	(ital)
MAKE BOLD	he was not in error	(bf)
MAKE BOLD ITALIC	he was not in error	(bf + ital)
MAKE ROMAN	he was (not) in error	(rom)
MAKE LIGHT FACE	he was (not) in error	(lf)
CAPITALIZE	Sam Kennedy said	(cap)
MAKE SMALL CAPS	he lived in 300 B.C.	(sc)
CAP & SMALL CAP	julius caesar	(cap + sc)
MAKE LOWER CASE	SAm Kennedy said	(lc)
MAKE LOWER CASE	Sam KENNEDY said	(lc)
SUPERIOR	E=MC ²	2 ^{or} (sup)
INFERIOR	comprised of H ₂ O	2 _{or} (sub)
NEW PARAGRAPH	to me. The point is	¶

CORRECTION	TEXT MARK	MARK IN MARGIN
RUN ON (NO NEW PARAGRAPH)	to me. The point is	no ¶
MOVE TO NEXT LINE	she could not re-	(runover)
MOVE UP FROM NEXT LINE	she could not re-cover from it	(move up)
WRONG FONT	that (beautiful) day	(wf)
TRANSPOSE LETTER	he was not in error	(tr)
TRANSPOSE WORD	he not was in error	(tr)
MOVE TEXT	He tried to call her (immediately)	(tr)
CENTER TEXT] The End [(center)
INDENT TEXT] In the beginning	(indent)
NO INDENTATION	[In the beginning	(flush)
MOVE TEXT RIGHT	1999 Financial Plan]]
MOVE TEXT LEFT	[1999 Financial Plan	[
LOWER TEXT	She has a big heart]
RAISE TEXT	She has a big heart	[
ALIGN TEXT/COL. VERTICALLY	to me and the others. The point is that	
ALIGN HORIZONTALLY	She has a big heart	(align)
ADD SPACE	She has a big heart	#
CLOSE UP SPACE	She has a big heart	○
EQUALIZE SPACE	She has a big heart	(eq #)
SPELL OUT	She weighed 20 lbs	(sp)
INSERT EM DASH	Space, the final frontier	1 ^m
INSERT EN DASH	during 1996-1999	1 ⁿ
INSERT LEADING	He tried to call her but she was not home	#
DECREASE LEADING	He tried to call her but she was not home	← reduce #
REMOVE UNWANTED	but she was not home	(x)
ADD RULE	The Big Chill	2 pt rule