**PROOF CORRECTION MARKS**

These are some of the marks you will find in text that is proof-read and corrected and are the

Instructions to the Typist about what to correct

|  |  |  |  |
| --- | --- | --- | --- |
| **TEXT MARK** | **PROOF MARK** | **MEANING** | **CORRECT AS SHOWN** |
| Annual | Sp caps | Spaced capitals | A N N U A L |
| William | Uc | Upper case | William |
| Details of text | Ic | Lower case | Details of text |
| Blue and red | Trs | Transpose | Red and blue |