

# PROOFREADING MARKS

## Marks and Meanings

Marks and Meanings	Examples
≡ capitalize	They live by mill lake.
/ make it lowercase	The /Conductor blew his Whistle.
sp. spelling mistake	I love your writting!
● add a period	The cat drank her milk.●
~~ delete (remove)	The food was was yummy!
Λ add a word	TwoΛran along a path.
Λ add a comma	The dog had a redΛ fuzzy coat.
~~ reverse words or letters	ThiΛer house is blue.
’ add an apostrophe	It was the children’s ball.
“” add quotation marks	“Why?” she shouted.
# make a space	Oneapple a day is good for you.
○ close the space	He went in ○ to the store.
¶ begin a new paragraph	We laughed. Later, we...

Thank-you for downloading!

This product was created by me and is intended for single classroom use only. The border is from:

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*Instructions on how to make a poster:*

1. Select the printer you want. It might be different from mine but hopefully my directions help you out.
2. My printer is a Canon MP530 Series Printer.
3. Under 'printer properties', select 'page set up'.
4. Then under 'page layout', on this page, select 'poster printing'.
5. Here you can specify (under the 'specify' button) how many pages you want the poster to span across.
6. When printing, it should print across the number of pages you specified.
7. I printed my poster on 4 pages of cardstock (2 x 2). It turned out exactly how I wanted it.
8. The only thing your printer might not do, is the yellow border along the length of the page. However, it still looks great!

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