

# Proofreader's Marks

PROOFREADERS' MARK	DRAFT	PROOFREADERS' MARK	DRAFT
○ Delete space	art work	( ) Insert parentheses	arrives May 6 (tomorrow)
# Insert a space	* It was here.	— Insert underscore	a <u>very</u> heavy package
✓ OR / Delete a word	numbers are <del>not</del> correct	✓/ Delete underscore	He's <u>always</u> on time.
^ Insert a word	is It simple.	¶ Start a new paragraph	¶ Provide quality service.
↷ Transpose	recommen <del>d</del> n	no ¶ Remove paragraph break	no ¶ This is true.
↶ Move as shown	They are <del>no</del> here.	ss [ Single space	ss [ This is the most useful information.
^ OR ^ Insert a letter	refres <sup>h</sup> ments are provided	ds [ Double space	ds [ Those are manufactured at our headquarters.
⌢ OR ⌢ Delete a letter and close up	necess <del>ar</del> y items	+1l* Insert one line space	Cost: +1l* dependent upon quantity
✓ OR / Change a letter	<sup>a</sup> ffect	-1l* Delete one line space	The requirements -1l* → are specified.
✓ OR / Change a word	less <sup>e</sup> more than <del>one</del> <sup>two</sup>	≡ Indent two spaces	Computer ≡ technology
○ Add on to a word	direct <sup>ly</sup> 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 <sup>s</sup>
∩ Insert an apostrophe	the auditor's records	^ Drop below the line	CO <sub>2</sub>
∩ Insert quotation marks	The <sup>easy</sup> jog <sup>s</sup> was really a ten-mile run.	..... Stet (don't change)	He <u>already</u> 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 <sup>—</sup> finally!	Align vertically	To: Mr. Smith From: Ms. James
○ Spell out	⑤ people		
/ Use lowercase letter	First <del>Q</del> uarter		
≡ Capitalize	Wilbury <u>a</u> venue		