

Proof Reader's Marks

○ Delete space	art ^{work}	() Insert parentheses	arrives May (tomorrow)
^# Insert a space	It ^{was} here.	_ Insert underscore	a <u>very</u> heavy package
✓ OR / Delete a word	numbers are not correct	✓/ Delete underscore	He's <u>always</u> on time.
^ Insert a word	It is simple.	¶ Start a new paragraph	¶ Provide quality service.
↺ Transpose	recommen ^d	no ¶ Remove paragraph break	no ¶ This is true.
↻ Move as shown	They are ^{not} here.	ss [Single space	ss [This is the most useful information.
^ OR / Insert a letter	refresments ^h are provided	ds [Double space	ds [Those are manufactured at our headquarters.
✓ OR / Delete a letter and close up	necess ^{ar} y items	+1L# Insert one line space	+1L# Cost: dependent upon quantity
✓ OR / Change a letter	direct ^{ly}	-1L# Delete one line space	-1L# The requirements are specified.
^ OR / Change a word	more ^{er} than one	≡ Indent two spaces	≡ Computer technology
○ Add on to a word	direct ^{ly} 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 ⁶
∨ Insert an apostrophe	the auditor's records	^ Drop below the line	^ CO ₂
∨ Insert quotation marks	The "easy jog" 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, finally!	[Align vertically	[To: Mr. Smith From: Ms. James
○ Spell out	5 people		
/ Use lowercase letter	First Quarter		
≡ Capitalize	Wilbury Avenue		