

# Proofreading Marks

## DELETE + INSERT

	Bad Letter <del>X</del>
	Delete This <del>e</del>
	Delete + Close <del>U-p</del>
	Delete Space <del>e #</del>
	Insert <del>Space</del>
	Insert Text ^
	Correct Letter <del>/</del>

## PUNCTUATION

	INSERT
	Period
	Comma
	Colon
	Semicolon
	" Full Quotes "
	' Single Quotes '
	Apostraphe
	Question Mark
	( Parenthesis )
	Dash / - /

## PROOFREADER'S MISTAKE

	<del>Crossing Mistake</del>
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## JUSTIFICATION

	Start New Paragraph
	Remove Paragraph Break
	Move Down / Up
	Move Right / Left
	[ Flush Left
	] Flush Right
	Align Vertically

## SPACING

	Indent One Em
	Double Space
	Single Space
	Equalize the Space Between Each of the Lines

## TYPE CORRECTION

	Wrong
	<b>Bold</b>
	Set in
	Set in
	<u>Capitalize</u>