

Proofreading Marks

MARK	WHAT IT MEANS	HOW TO USE IT	THE RESULT
	Take it out (delete)	Give it it to me.	Give it to me.
	Take it out (delete)	Use a picture, or school ID.	Use a picture or school ID.
	Close the gap	abo <u>u</u> t	about
	Close the gap	proof <u>r</u> ead	proofread
	Capitalize	Sydney Opera <u>h</u> ouse	Sydney Opera House
	Make lowercase	the P resident's job	the president's job
	Add (insert)	"No" she said.	"No," she said.
	Add (insert) apostrophe	Coras painting won the contest.	Cora's painting won the contest.
	Add (insert) a letter	sking	skiing
	Add (insert) a word	When I ^{nod} my head	When I nod my head
	Add (insert) words	The peas ^(are ripe) today.	The peas are ripe today.
	Transpose	There <u>is</u> it again.	There it is again.
	Italicize	<u>The Scarlet Letter</u>	<i>The Scarlet Letter</i>
	New paragraph	They sneeze only at night. ¶ The next day,	They sneeze only at night. The next day,
	No new paragraph (connect sentences)	He builds castles. They are made completely of sand.	He builds castles. They are made completely of sand.
	Check spelling	imput ^{SP}	input
	Spell out	Gen. Ramirez	General Ramirez