

















	Proofreader Marks		
1.	 Delete	15.	 New paragraph
2.	 Close up, no space	16.	NO  No paragraph
3.	 Delete and close up	17.	 Capitalize
4.	# Insert Space	18.	/ Lower case
5.	^ Insert word/letter	19.	€ ≠ Parentheses
6.	 Transpose	20.	[] Brackets
7.	 Insert comma	21.	 Spell out
8.	 Insert period	22.	Align
9.	 Insert apostrophe	23.	[Move left
10.	 Insert colon	24.] Move Right
11.	 Insert semicolon	25.	 sp Check spelling
12.	= Insert hyphen	26.	 Move as shown
13.	 Insert quotation marks	27.	Example Change word
14.	Stet... restore to original		