



Tips and tools
FOR THE WRITING WORLD

Proofreading Marks

PUNCTUATION

- ⊙ That's the end [^] insert period
- ↵ Fluffy,our dog insert comma
- ∴ We have two dogs,Fluffy and Snuffy insert colon
- ∴ dogs,cats,mice insert semicolon
- ! Look at that hairy dog,^ insert exclamation point
- ? Is that our dog,^ insert question mark
- ↵ Toms dog insert apostrophe
- “” Yes,he said insert quotation marks
- ⸮ The,black,dog insert parentheses

THOSE LITTLE LINES

- ̄ A one time thing insert hyphen
- ̄ 1939,1945 insert en dash
- ̄ Voila,here it is insert em dash
- ≠ A dog,cat union insert slash

INSERTIONS AND DELETIONS

- ^{small} The,dog insert the word "small"
- g The dogg delete "g"
- ⊖ The sm all dog delete space and close up
- # The small,dog insert space
- g# The small, dog delete space
- stet The small dog stet (i.e., let it stand)

FORMATTING

- +r The dog transpose letters
- sp The 5 dogs spell word out
- ¶ Dogs rule,¶Now, let's talk about cats. start paragraph
- run up The small dog no paragraph; run text up
- carry down The double-tailed sidewinder move down
- [The small dog move left
-] The small dog,] move right
- ⏟ The small dog move down
- ⏟ The small dog move up
- align || The cats The mice align vertically
-] [The cats [center horizontally
- ⏟ The cats center vertically

FIXING FONTS

- wf The small dog wrong font
- ital The Odyssey, by Homer italics
- rom The Odyssey, by Homer roman
- bf Table 1. Dogs and cats boldface
- lc The small dog lowercase
- caps mr. smith capitals
- sc 2:00 pm small capitals

