



A close-up, slightly blurred photograph of a person's hand holding a pen, writing on a document. A ruler is visible in the background, suggesting a technical or academic setting. The image is used as a background for the title slide.

Proofreading Marks


Understanding Editor Comments
D. Varitek, 2010

EDITING MARKS

 **Insert a word, letter, or phrase**

 **Delete**

 **Capitalize**

 **Change to lower case**

 **Insert period**


 **Insert comma**


 **Insert an apostrophe**

 **Insert quotation marks**

 **Insert space**

 **Close up space**

 **Transpose letters or words**

 **Start a new paragraph**

 **Check spelling**

Insert



are
You [^]afraid o ^fmice.

Delete



car, mufflers should ~~should~~

Capitalize

—
—
—

old dr. smith
≡ ≡

Insert Punctuation



Insert period



Insert comma



Insert apostrophe



Insert quotation marks

NO space. Close the gap.



some body

Transpose



The meeting was brief. ↷

↶ It lasted twenty minutes.

friends/both/were

New Paragraph

¶

“Yes.” said Jack.[¶] “All right.” said Jill.

Spelling



His②friends are Fido&Spot.

Confusing or Inaccurate



Columbus sailed in 1942.

