

































Proofreader's Marks I


















Insert

	Period		Apostrophe
	Comma		Quotation Marks
	Semicolon		En dash
	Colon		Em dash
	Question Mark		Em dash
	Exclamation Mark		Space
	Hyphen		x Points of Space
	Hyphen		Slash
	Inferior		Parentheses
	Superior		Brackets

Appearance

	Italic (margin)
	Italic (body)
	Boldface (margin)
	Boldface (body)
	Small Caps (margin)
	Small Caps (body)
	Lower Case
	Roman Type
	Caps (margin)
	Caps (body)
	Caps & Small Caps (margin)
	Caps & Small Caps (body)

Position

	Indent 1 Em		Move Up		Close Up
	Indent 2 Ems		Move Down		Equalize Space (margin)
	Paragraph		Align Horizontally		Equalize Space (body)
	No Paragraph		Align Vertically		Transpose (margin)
	Move Right		Center Horizontally		Transpose (body)
	Move Left		Center Vertically		