






















Proofreader's Marks I

















Insert

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

Appearance

<i>ital</i>	Italic (margin)
<hr/>	Italic (body)
bf	Boldface (margin)
MMMMMM	Boldface (body)
<i>sc</i>	Small Caps (margin)
SC	Small Caps (body)
<i>lc</i>	Lower Case
<i>rom</i>	Roman Type
<i>caps</i>	Caps (margin)
SC	Caps (body)
<i>c+sc</i>	Caps & Small Caps (margin)
SC	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)
<i>no</i> 	No Paragraph		Align Vertically	<i>tr</i>	Transpose (margin)
	Move Right		Center Horizontally		Transpose (body)
	Move Left		Center Vertically		