












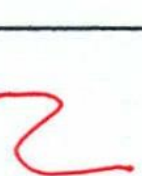
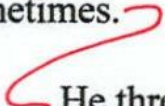




# Proofreading Marks

Mark	What it means	How to use it	The results
	Take it out	Give it <del>it</del> to me.	Give it to me.
	Take it out	Use a picture <del>or</del> school ID.	Use a picture or school ID.
	Close the gap	abo <del>o</del> ut	about
	Close the gap	proof <del>r</del> ead	proofread
	Capitalize	Sydney Opera house 	Sydney Opera House
	Make lowercase	the <del>P</del> resident's job	the president's job
	Add	"No" she said.	"No," she said.
	Add a letter	acknowledgment <sup>e</sup>	acknowledgement
	Add word(s)	When I <sup>nod</sup> my head	When I nod my head
	Transpose	There <del>(is it)</del> again.	There it is again.
	Italicize	<u>The Scarlet Letter</u>	<i>The Scarlet Letter</i>
	New paragraph	at night. ¶ The next day,	at night. The next day,
	No new paragraph	sometimes.  He threw	sometimes. He threw
	Check spelling	<u>input</u> <sup>SP</sup>	input
	Spell out	<u>Gen.</u> Black	General Black

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