



















Proofreader Marks			
1.		Insert	Have a <sup>very</sup> good day.
2.		New paragraph	school. ¶ Have a great day.
3.		Delete	Have a <del>very</del> good day.
4.		Ignore correction	Have a <del>very</del> good day.
5.		Capitalize	today is <u>thursday</u> .
6.		Center	Report Title
7.		Bold	Have a great day.
8.		Underline	<u>A Tale of Two Cities</u>
9.		Italic	<i>A Tale of Two Cities</i>
10.		Close-up space	To day was very hot.

11.		Insert comma	Have a very very good day.
12.		Insert period	Have a good day.
13.		Insert space	Have a good day.
14.		Move left	Have a good day.
15.		Move right	Have a good day.
16.		Lowercase	Have a Good day.
17.		Transpose	A shirt red was.
18.		Spell out	We had 3 dogs. That's
19.	SS	Single space	
20.	DS	Double space	
21.	TS	Triple space	
22.	QS	Quadruple space	