

PROOFREADER MARKS

1. Insert Have a good day.
2. New paragraph school. Have a great day.
3. Delete Have a very goode day.
4. Ignore correction Have a very good day.
5. Capitalize today is thursday.
6. Center Report Title
7. Bold Have a great day.
8. Underline A Tale of Two Cities
9. Italic A Tale of Two Cities
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 goodday.
14. Move left Have a good day.
15. Move right Have a good day.
16. Lowercase HAVe a Good day.
17. Transpose Teh shirt red was.
18. Spell out We had 3 dogs.
19. Single space
20. Double space
21. Triple space
22. Quadruple space