

flush left

Proof Reader's Marks

Marginal Mark	Explanation	Example	Corrected
⌘	Delete: take out	Once upon o n a time	Once upon a time
c	Insert: letter or word	One x upon a time	Once upon a time
<i>ital</i>	Italicize	<u>Once upon a time</u>	<i>Once upon a time</i>
#	Insert space	Once upon a time	Once upon a time
⌒	Close up space	Once upon n a time	Once upon a time
^	Insert a comma	Once upon a time	Once, upon a time
⊙	Insert period	Once upon a time 	Once upon a time.
cap	Replace with capital	o nce upon a time	Once upon a time
lc	Replace with lowercase	ONce upon a time	Once upon a time
rom	Replace with roman	<u>Once</u> upon a time	Once upon a time
Bold	Replace with bold	<u>Once</u> upon a time	Once upon a time
<i>Bold/It</i>	Replace with bold italic	<u><i>Once</i></u> upon a time	<i>Once</i> upon a time
[Move to the left	[Once upon a time	Once upon a time
]	Move to the right	Once upon a time]	Once upon a time
tr	Transpose	Once <u>a</u> upon time	Once upon a time
stet	Let Stand	Once upon a time	Once upon a time
sc	Replace with small caps	<u>Once</u> upon a time	ONCE upon a time
z	Run in	Once upon <u> </u> a time	Once upon a time
⌋⌌	Center	⌋Once⌌	Once
⌋	Move Down	Once ^{upon} a time	Once upon a time
⌌	Move Up	Once _{upon} a time	Once upon a time
“ ”	Insert quotation marks	Once upon a time [^]	“Once upon a time”
:	Insert a colon	Once upon a time [^]	Once upon a time:
;	Insert a semicolon	Once upon a time [^]	Once upon a time;
’	Insert an apostrophe	Once [^] pon a time	Once ’pon a time
-	Insert a hyphen	Once upon a time	Once upon a time-
—	Insert an em dash	Once upon a time	Once upon a time—

14/26 Times Justified

10/12 Times Justified

ctr