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Mark in Margin	Mark in Text	Meaning	Corrected Text
⊙	were finished We were	Insert period	were finished. We were
⌃	was secondary but	Insert comma	was secondary, but
;	hardwood it is	Insert semicolon	hardwood; it is
⊙	to the following	Insert colon	to the following:
�ๅ	proofreaders marks	Insert apostrophe	proofreader's marks
⌄⌄	the old man was	Insert quotation marks	the "old man" was
=	the hard cover book	Insert hyphen	the hard-cover book
em	John Smith	Insert em dash	—John Smith
en	in 1981 1988	Insert en dash	in 1981–1988
?	"When is it" I asked.	Insert question mark	"When is it?" I asked.
!	"My god" he cried.	Insert exclamation mark	"My god!" he cried.
(/)	military see page 34	Insert parentheses	military (see page 34)
[/]	"Sen. (Bob) Dole is"	Insert brackets	"Sen. [Bob] Dole is"
2	water, HO	Insert subscript figure	water, H_2O
2	E = MC	Insert superscript figure	$E = MC^2$
first	the officer	Insert addition	the first officer
ℓ	then we read three bookss	Delete, take out letter or word	then we read three books
ℓ	In the rivver was	Delete and close up	In the river was
⌒	we went any way	Close up	we went anyway
⌣	the time was	Reduce space	the time was
#	log onto	Add space	log on to
tr.	was the man only that	Transpose	was the only man that
tr.	in this way we were notified	Transfer to position shown by arrow	we were notified in this way

Mark in Margin	Mark in Text	Meaning	Corrected Text
¶	their chance. We saw this as an	Make new paragraph	their chance. We saw this as an
no ¶	when it began. But, this was	Remove paragraph	when it began. But, this was
[	Our Times	Move to the left	Our Times
]	After the War	Move to the right	After the War
] [	Peace at Last	Center text	Peace at Last
‖	Chapter 1 Chapter 2 Chapter 3	Align type	Chapter 1 Chapter 2 Chapter 3
ld.	the chemical reaction caused an explosion	Insert lead between lines	the chemical reaction caused an explosion
w.f.	in the line of fire	Wrong font; change to proper face	in the line of fire
b.f.	Chapter 2	Change to boldface	**Chapter 2**
b.f. ital.	Nearing the End	Change to bold italics	***Nearing the End***
rom.	the *fox* ran under	Set in roman type	the fox ran under
ital.	the term gloaming was	Set in italics	the term *gloaming* was
u.c.	Amazing grace	Set in uppercase	Amazing Grace
caps	Help me!	Set in large capitals	HELP ME!
s.c.	10:30 a.m.	Change to small capitals	10:30 A.M.
c.s.c.	Chapter 1: The Beginning	Set initial large capitals; others, small capitals	CHAPTER 1: THE BEGINNING
l.c.	our Grandmother	Change to lowercase	our grandmother
l.c.	he said HELLO	Change all to lowercase	he said hello
OK?	temperature of 100 C	Query	temperature of 100 C
sp.	the 2nd runner-up	Spell out	the second runner-up
stet	in due course	Let stand	in due course

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