

PROOFREADER MARKS NOTES

Change	Proofreader's Mark	Corrected Draft	Final Draft
Abbreviate		The <u>United States</u> constitution is fair.	The U.S. constitution is fair.
Align			
Left		[Save the file.	Save the file.
Right	] Save the file.	Save the file.
Center	] Save the file. [Save the file.
Bold		Laptops are Here! <u>Laptops are Here!</u>	Laptops are Here!
Capitals			
Uppercase		Jamie found hal.	Jamie found Hal.
Lowercase		Jamie Found Hal.	Jamie found Hal.
Delete		Print one more copy.	Print one copy.
Delete and insert		Print the ^{another} final draft.	Print another draft.
Insert			
Apostrophe		Stacys computer.	Stacy's computer.
Comma		Hal, Seth, and Jo are here.	Hal, Seth, and Jo are here.
Hyphen		Key a two page resume.	Key a two-page resume.
Letters or numbers		He is study ^{ing} math.	He is studying math.
Period		Mr James is smart.	Mr. James is smart.
Quotation marks		She said Delete this file.	She said, "Delete this file."
Word		Restart ^{the} computers.	Restart the computers.
Ignore Correction (Stet)		May is my favorite month.	May is my favorite month.
Italicize		Save <u>As</u> is a magazine.	Save As is a magazine.

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Paragraph Start		Liz wants to make three As.	Liz wants to make three As.
Run together		Al and Ty play baseball. Jan and Sue play soccer.	Al and Ty play baseball. Jan and Sue play soccer.
Spacing			
Delete space		The paper tray is full.	The paper tray is full.
Insert space		I am studying for a test.	I am studying for a test.
Vertical			
Double space (1 blank line between text)		Texas Tech University Administrative Office	Texas Tech University Administrative Office
Triple space (2 blank lines between text)		Texas Tech University Administrative Office	Texas Tech University Administrative Office
Spell in full			
Word or number		Clay lives on Main St. Spot had puppies.	Clay lives on Main Street. Spot had five puppies.
Transpose			
Letter		Turn on the mu sc.	Turn on the music.
Word		Stereos can be easily used	Stereos can be used easily.
Underline		<u>Save As</u> is a magazine.	<u>Save As</u> is a magazine.