PROOFREADERS' MARKS

Proofreaders' Marks	Draft	Final copy
Omit space	data base	database
Insert	if hes going, not	if he's not going
Capitalize	Maple street	Maple Street
Delete	a final draft	a draft
Insert space	allready to	all ready to
Change word	and if you when	and when you
Use lowercase letter	our President	our president
Transpose	they all see	they see all
SS Single-space	SS first line second line	first line second line
¶ New paragraph	. . . to use it. ¶ We can	. . . to use it. We can
ds Double-space	ds first line second line	first line second line
. . . . Don't delete	a true story	a true story
Spell out	the only (1)	the only one
Move right	Please send	Please send
Move left	May 1	May 1
Bold	Column Heading	**Column Heading**
ital Italic	ital Time magazine	*Time* magazine
u/l Underline	u/l Time magazine	Time magazine readers
Move as shown	readers will see	will see