

Proofreader's Marks	Draft	Final Copy
Boldface	Chapter Title	Chapter Title
<i>ital</i> Italics	<i>Business Week</i>	<i>Business Week</i>
<u>u/l</u> Underline	<u>Business Week</u> readers	<u>Business Week</u> readers
¶ New paragraph	¶ Once upon a time	Once upon a time
○ Spell out	There were 5	There were five.
⌋ Close up; omit space	no thing	nothing
# Insert space	allright	all right
vor^ Insert	Don't go ^{over} there.	Don't go over there.
⊙ Insert period	She went home.	She went home.
↑ Insert comma	Alex said, "Let's go."	Alex said, "Let's go."
⌘ Delete	the very last time	the last time
... Don't delete; stet	a red ball	a red ball
≡ Capitalize	Third <u>avenue</u>	Third Avenue
/ Make lowercase	the T eacher	the teacher
when # Change word	Wear the blue ^{orange} hat.	Wear the orange hat.
↻ Transpose	is it cold	it is cold
□ Move right	□ \$93.87	\$93.87
□ Move left	————— □ Shall we	Shall we dance
♂ Move as shown	Let's go <u>dance</u>	Let's go
ss Single-space	ss I heard that you are leaving.	I heard that you are leaving.
ds Double-space	ds When will it take place?	When will it take place?