

Proofing Marks

Instruction	Text Mark	Margin Mark
Insert item or text		
Delete		
Delete and close up		
Leave unchanged		
Start new paragraph		
Run on (no new paragraph)		
Insert Space (characters)		
Reduce space (characters)		
Insert space (words)		
Reduce space (words)		
Close up, delete space		
Centre		
Change to italic		
Change to bold		
Indent		
Cancel indent		