Proofreader's Marks

Instruction	Mark in Margin	Mark on Proof	Corrected Type
General			
delete		delete the the word	delete the word
close up; delete space		close the g ap	close the gap
insert indicated material	missing	the word	the missing word
let it stand	stet	no problem here	no problem here
spell out	sp	San Diego, CA	San Diego, California
new paragraph	¶	…start of the trip. Finally, we…	…start of the trip. Finally, we…
transpose	tr	painted the red town	painted the town red
move left	[	move left	move left
move right	]	move right	move right
move down	⊔	move down	move down
move up	⊓	move up	move up
align	‖	line up here	line up here
insert space	#	tooclose	too close
Punctuation			
period	⊙	The end	The end.
comma	⊙	planes trains and automobiles	planes, trains and automobiles
hyphen	-	full color brochure	full-color brochure
en dash	/n	2000 2004	2000–2004
em dash	/m	Now at last!	Now—at last!
colon	:	the following list	the following list:
semicolon	;	Tom walked John ran.	Tom walked; John ran.
apostrophe	'	Joes house	Joe's house
double quotations marks	"	he said no	he said "no"
single quotation marks	'	she said "Joe said no"	she said "Joe said 'no'"
parentheses	(/)	attach the zipper figure 12	attach the zipper (figure 12)
brackets	[/]	"They the fans overreacted."	"They [the fans] overreacted."
asterisk	*	word	word★
backslash	/	he she	he/she
three ellipses	·│·│·	more words	more…words
four ellipses	·│·│·│·	more words	more words….
Style			
uppercase	uc	capital letters	Capital Letters
lowercase	lc	Lowercase	lowercase
small capitals	sc	Small Capitals	SMALL CAPITALS
italic	ital	Fashion magazine	*Fashion* magazine
roman	rom	*fancy* words	fancy words
boldface	bold	bold type	**bold** type
wrong font	wf	the rain fell	the rain fell

See page two for some ideas on how to proof electronically in Acrobat Reader and Word.

If you are creating a PDF file for someone else and you have Acrobat (full blown program) you can save the file with commenting turned on. That way your client can make notes and edits right in the document in Reader.

By making your comments this way instead of in an email, it is very clear what paragraph, sentence, or word, you are editing.

Another bonus - you save on the amount of paper that you use. No need to print, write notes, scan, and resend to your vendor. Also the new copy can be cut and pasted into the original. Less mistakes over having your artist rekey the information.

Depending upon which version of Adobe Acrobat you have, there are several layers of editing tools. Use a familiar point-and-click interface to select and modify text, paragraphs, images, and objects. Just click on the text or object you want to edit, and the tool you need will appear in the editing panel.

In one step, you can find and update every instance of a word or phrase throughout an entire PDF. You can add or delete text, and the paragraph formatting will take care of itself.

You can also use MS Word to proof, edit and track changes. Here is a tutorial on how to use a plug in to make edits in Word: http://smallbusiness.chron.com/make-proofreader-marks-word-38435.html.

For more MS Word proofreading plug ins, click here... http://gregmaxey.mvps.org/word_tip_pages/proofreader_marks_addin.html

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