

Correction marks

Capitals and lower case

Action required	Mark in text	After correction
Change to all capitals	TYPEFACE <u>Anatomy</u> caps	TYPEFACE ANATOMY
Change to lower case	Typeface Anatomy l.c.	Typeface anatomy

Deletions and changes

Action required	Mark in text	After correction
Delete character	Create a footer 7	Create a footer
Delete word	Save to floppy disk 7	Save to disk
Substitute character	Emphasize s	Emphasise
Substitute word	Open the document file/	Open the file
Close up space	Create a footer	Create a footer
Delete and close up space	On line	Online
Ignore correction	Open the document stet	Open the document
Spell word in full	Type 2 words. spell out	Type two words.

Emphasising text

Action required	Mark in text	After correction
Bold	Typeface <u> </u> bold	Typeface
Italic	<u>Spacing</u> italic	Spacing
Centre	Text flow? centre	Text flow
Change to roman	<u>White space</u> rom	White space
Underline	<u>Simplicity</u> underline	Simplicity
Wrong font. Replace by letter/s of correct font	Change the <u>(font)</u> w.f.	Change the font.






Insert punctuation

Action required	Mark in text	After correction
Insert full stop	Please call me later. /	Please call me later.
Insert comma	Disks/toner and paper. ,/	Disks, toner and paper.
Insert apostrophe	The desk is in Graeme's office. 'y	The desk is in Graeme's office.
Insert quotation marks	Read the sentence, he said. 'y 'y	'Read the sentence', he said.



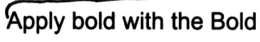
Insertions

Action required	Mark in text	After correction
Insert character	Preview and print <i>n/</i>	Preview and print
Insert word	Print close <i>and/</i>	Print and close
Insert words	Save the document as <i>on a diskette/</i>	Save the document on a diskette as
Insert a word space	Preview and print <i>#</i>	Preview and print
Insert hyphen	Left aligned paragraphs. <i>l-l</i>	Left-aligned paragraphs.
Insert en rule	2001 / 2002 <i>/em/</i>	2001–2002
insert em rule	The scores for English unlike <i>/em/</i> other subjects were excellent/ <i>/em/</i>	The scores for English—unlike other subjects—were excellent.

Move text

Action required	Mark in text	After correction
Move to right/indent	 Create a first line indent using Tab.	Create a first line indent using Tab.
Move to left/do not indent	 A blocked paragraph has no first line indent.	A blocked paragraph has no first line indent.
Align vertically	 Items on a list One item has been tabbed Another item	Items on a list One item has been tabbed Another item
Take over to next line	The departure date is  15 t.o. December	The departure date is 15 December
Take back to previous line	The meeting  has been postponed t.b.	The meeting has been postponed

Paragraphs

Action required	Mark in text	After correction
Start a new paragraph	Bold is a text attribute.  Apply n.p. bold with the Bold tool.	Bold is a text attribute. Apply bold with the Bold tool.
No new paragraph	Bold is a text attribute.  run on  Apply bold with the Bold tool.	Bold is a text attribute. Apply bold with the Bold tool.

Spacing

Action required	Mark in text	After correction
Single space	A board meeting will be held > on Monday. <i>s/s</i>	A board meeting will be held on Monday.
Double space	> The decision was made by council yesterday. <i>d/s</i>	The decision was made by council yesterday.
Reduce space between lines	(Please make your payment promptly. <i>less #</i>)	Please make your payment promptly.
Insert space between lines	#> This range of garments has been discontinued.	This range of garments has been discontinued.

Transpositions

Action required	Mark in text	After correction
Transpose characters	Please retu n my call. <i>trv</i>	Please return my call.
Transpose words	<u>monthly</u> director's meeting <i>trv</i>	director's monthly meeting
Transpose sentence or paragraph	<u>Save your work. (Print the letter.)</u> Close the document. <i>trv</i>	Print the letter. Save your work. Close the document.