Proofreading Marks

CORRECTION	TEXT MARK	MARK IN MARGIN
INSERT TYPE	be or to be	/to/not
REPLACE TEXT	to be or not the be	/to
DELETE TEXT	it's a a beautiful day	ℓ
DELETE TEXT	he's a simple boy	ℓ
DELETE/CLOSE SPACE	it's a beautiful day	ℓ
LEAVE UNCHANGED	he was not in error	stet
INSERT PERIOD	to me.The point is	⊙
INSERT COMMA	red,white and blue	⌣
INSERT COLON	three groups the	⊙
INSERT SEMI-COLON	he said she said	⋀
INSERT APOSTROPHE	its a beautiful day	⋁
INSERT QUOTATIONS	Wow! she said	⋁/⋁
INSERT SINGLE QUOTES	Wow! she said	⋁/⋁
INSERT PARENTHESIS	it was the time of	{ / }
INSERT BRACKETS	it was the time of	[/]
INSERT ELLIPSIS	And so it goes	○○○○
INSERT LEADERS	1999 Wine List	○○○○
INSERT HYPHEN	he had red eye	=/
MAKE ITALIC	he was not in error	ital
MAKE BOLD	he was not in error	bf
MAKE BOLD ITALIC	he was not in error	bf+ital
MAKE ROMAN	he was not in error	rom
MAKE LIGHT FACE	he was not in error	lf
CAPITALIZE	Sam kennedy said	cap
MAKE SMALL CAPS	he lived in 300 B.C.	sc
CAP & SMALL CAP	julius ceasar	cap + sc
MAKE LOWER CASE	SAm Kennedy said	lc
MAKE LOWER CASE	Sam KENNEDY said	lc
SUPERIOR	E=MC2	2 or sup
INFERIOR	comprised of H2O	2 or sub
NEW PARAGRAPH	to me. The point is	¶

CORRECTION	TEXT MARK	MARK IN MARGIN
RUN ON (NO NEW PARAGRAPH)	to me. The point is	no ¶
MOVE TO NEXT LINE	she could not re-	runover
MOVE UP FROM NEXT LINE	she could not re-cover from it	move up
WRONG FONT	the beautiful day	wf
TRANSPOSE LETTER	he was no ni error	tr
TRANSPOSE WORD	he not was in error	tr
MOVE TEXT	He tried to call her (immediately)	tr
CENTER TEXT	] The End [	center
INDENT TEXT	] in the beginning	indent
NO INDENTION	[In the beginning	flush
MOVE TEXT RIGHT	2008 Financial Plan]	]
MOVE TEXT LEFT	[2008 Financial Plan	[
LOWER TEXT	She has a big heart	⌐
RAISE TEXT	She has a big heart	⌐
ALIGN TEXT/COL. VERTICALLY	to me and the others. The point is that	‖
ALIGN HORIZONTALLY	She has a big heart	align
ADD SPACE	She has a bigheart	#
CLOSE UP SPACE	She has a big h eart	⌣
EQUALIZE SPACE	She has a big heart	eq#
SPELL OUT	She weight 120 lbs	sp
INSERT EM DASH	Space the final frontier	m̄
INSERT EN DASH	during 2007 2009	n̄
INSERT LEADING	He tried to call her but she was not home	#
DECREASE LEADING	He tried to call her but she was not home	reduce #
REMOVE UNWANTED	but she was not home	x
ADD RULE	The Big Chill	2 pt rule

Proofreading your work is not optional. It is a part of graphic design. Always spell check and proofread before you print. Always spell check and proofread before you turn your work in to me. Read the text that you typeset. Train your eye. In typography, it's often the little details that matter most.

If you make changes to a text given to you by a client (or a teacher, for that matter) while you are designing with it, you are responsible for those changes. If any of your changes are in error, it's your fault. Accidentally added an extra return? Mistyped over a phone number? Watch out. Every letter counts—and every space counts in typography. Also, when you import a text file from a client, it will often lose some of its formatting. Ask for a hard copy or PDF or their word document of the text to refer to so you can be sure about the proper way to typeset it. Proofread your designed text against this original from the client.

Carefully mark up all the corrections in red. Use proofreader's marks and print clearly in the margin.

CORRECT SAMPLE TEXT

A typeface classification system provides a tool by which to analyze and group the tens of thousands of typefaces that exist today. The British standard system of type classification, which is commonly used in English-speaking countries today, is based on a system introduced by Maximilion Vox, which consists of nine divisions. Typefaces are classified not only by their physical characteristics, such as stroke-width ratio and serifs, but also by their historical and philosophical position. Each type classification reflects, not only type history, but also differences in aesthetic tastes and changes in type technology.

Typefaces fall into two distinct groups based on use: display types, or letters that are used in large sizes for things such as titles and billboards; and text type, or letters that are used for reading. Typefaces fall into two distinct groups based on form: serif types, which developed from sixteenth-century neoclassical designs such as Garamond, and which feature a distinctive thick-thin stroke pattern and "feet", or serifs, at the ends of the strokes; sans serif types, which generally have a visually consistent stroke weight and serifless terminals.

INCORRECT SAMPLE TEXT

A typeface classification system provides a tool by which to analyze and group the tens of thousands of typefaces that exist today. The british standard system of typo classification, which si commonly used in english speaking countries today, is based ona system introduced by Maximillion Vox , which consist of nine divisions. Typefaces are classified not ony by their physical characteristics, such a stroke-width ratio and serifs, but also by Their historical and philosophical position. Each type classification reflects, not only type history, but also differences in aestetic tastes and changes in type technology.

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