

## Proofreader's Marks

*Symbol*

*Meaning*




Capitalize a letter



Make a capital letter into a lowercase letter.



Delete (take out)

He went to town. 

Insert punctuation

When he left,  he went to town.



He went town.

Insert

He  went town.

Reverse

He went <sup>#</sup> totown.

Insert space

He went <sup>stet...</sup>  town.

Leave as it was before the mark was added.

He  town went to.

Move



Make a new paragraph