

Instruction	Mark in Margin	Mark in Type	Corrected Type
Delete		the good word	the word
Insert indicated material		the ^{good} word	the good word
Let it stand		the good word	the good word
Make capital		the <u>word</u>	the Word
Make lowercase		The Word	the Word
Set in small capitals		See <u>word</u> .	See WORD.
Set in all capitals		See <u>word</u> .	See WORD.
Set in italic type		The word is <u>word</u> .	The word is <i>word</i> .
Set in roman type		the <u>word</u>	the word
Set in boldface type		the entry <u>word</u>	the entry word
Set in lightface type		the entry <u>word</u>	the entry word
Transpose		the <u>(word/good)</u>	the good word
Close up space		the wo rd	the word
Delete and close space		the wo rd	the word
Spell out		<u>2</u> words	two words
Insert: space		the word	the word
period		This is the word [^]	This is the word.
comma		words words, words	words, words, words
hyphen		word for word test	word-for-word test
colon		the following words [^]	the following words:
semicolon		scan the words [^] skim the words	scan the words; skim words
apostrophe		John's words	John's words
quotation marks		the word [^] word [^]	the word "word"
parentheses		The word [^] word [^] is in parentheses.	The word (word) is in parentheses.
brackets		He read [^] from the Word [^] the Bible [^] .	He read from the Word [the Bible].
en dash		1964 [^] 1972	1964–1972
em dash		The dictionary [^] how often it is needed [^] belongs in every home.	The dictionary—how often it is needed—belongs in every home.
superior type		2 ^v = 4	2 ² = 4
inferior type		HO ₂	H ₂ O
asterisk		word ^v	word*
dagger		a word [^]	a word†
double dagger		word and words [^]	word and words‡
virgule		either [^] or	either/or
Start paragraph		"Where is it?" [^] "It's on the shelf."	"Where is it?" "It's on the shelf."
Run in		The entry word is printed in boldface. <u> </u> The pronunciation follows.	The entry word is printed in boldface. The pronunciation follows.
Move left		[the word	the word
Move right		the] word	the word
Move down		the] word	the word
Move up		the [word	the word
Align		the word the word the word	the word the word the word
Wrong font		<u>the word</u>	the word