



Proofreading markups

	↵	delete
	↵]	delete and close up space
	^	insert
	#	insert space
<u>word</u>	caps	change to capital
<i>word</i>	l.c.	change to lower case
word	bold	bold
<u>word</u>	underline	underline
<i>word</i>	ital	italics
	'	insert apostrophe
	,	insert comma
	;	insert semi colon
	:	insert colon
-	-	hyphen
-	—	en dash
—	—	em dash
word	stet	leave as printed