ROSS SI BUILDING HOUSE A.

DELETING WORD, CLOSE UP SPACE:
ROSS IS BUILDING A BIG HOUSE.

DELETING LETTER:
ROSS IS BUILDDING A HOUSE.

NOTE: YOU CAN ALSO USE THIS TO DELETE A WORD.
NOTE: DO NOT CROSS OUT LETTER WITH AN X. X IN PROOFREADING MEANS INSERT PERIOD.

INSERTING LETTER (OR WORD):
ROSS IS BUILING A HOUSE.

INSERTING COMMA:
ROSS, AN AMATEUR CARPENTER IS BUILDING A HOUSE.

NOTE: COMMAS ARE INSERTED BENEATH THE WORD. INSERTED FROM ABOVE, IT'S AN APOSTROPHE.

INSERTING PERIOD:
ROSS IS BUILDING A HOUSE.

NOTE: YOU ALSO CAN USE AN X, OR A PERIOD CIRCLED, TO INDICATE PERIOD. YOU CAN'T USE JUST A PERIOD ALONE, HOWEVER; A TYPESETTER MAY MISS IT.

ADDING A SPACE:
ROSS IS TALKING TOO MUCH.

CAPITALIZING WORD:
ROSS IS TALKING TOO MUCH.

NOTE: THREE LINES UNDER THE WHOLE WORD MEANS CAPITALIZE IT ALL. ONE LINE UNDER A WORD MEANS SET IN ITALIC TYPE.

MAKING CAPITALIZED LETTER LOWER CASE:
ROSS IS TALKING TOO MUCH.

BEGINNING NEW PARAGRAPH:
ROSS FINISHED HIS MONOLOGUE. IN OTHER BUSINESS, THE COMMISSION RECOMMENDED A 50 PERCENT TAX INCREASE.

NOTE: THE PUBLISHER'S PARAGRAPH SIGN IS ALSO ACCEPTED:

NO NEW PARAGRAPH:
ROSS IS TALKING TOO MUCH.

BUT HE'LL BE FINISHED SOON.

LET STAND AS IS:
ROSS IS TIRED OF TALKING.

NOTE: THIS IS USED WHEN AN EDITOR HAS EDITED COPY, THEN CHANGED HIS MIND.

WORD HAS BEEN CHECKED, FOUND CORRECT:
SMETH WILL ATTEND A MEETING IN BISMARCK, N.D.

NOTE: USED WHEN AN UNUSUAL SPelling LOOKS LIKE AN ERROR.

ABBREVIATING (OR SPELL OUT) WORD, OR NUMERAL:
NERN WILL BRING 2 APPLES TO HIS TEACHER, WHO LIVES ON MAPLE ST.

NOTE: CIRCLING A WORD MEANS "DO THE OPPOSITE," WHETHER IT'S ABBREVIATED OR SPelled OUT. MISSPELLED WORDS ARE NOT CIRCLED—THEY ARE CORRECTED.