

CORRECTION NEEDED	TEXT MARK-UP	MARGIN NOTE
INSERT TEXT	sets [^] their type [^] professionally	/all/very
REPLACE TEXT	set all type professionally	/the
DELETE TEXT	don't set type professionally	∅
DELETE/CLOSE SPACE	don't set [∅] type professionally	∅
LEAVE UNCHANGED	he does not set type professionally	STET
INSERT PERIOD	as well [^] He is the best	∘
INSERT COMMA	commas [^] periods and hyphens are	∘
INSERT COLON	the best typesetting [^] the	⋮
INSERT SEMI-COLON	they type [^] we type	;
INSERT APOSTROPHE	its [^] the best kerning	'
INSERT QUOTATIONS	Do it now, he said	" / "
INSERT SINGLE QUOTES	Do it now, he said	' / '
INSERT PARENTHESIS	it's the best [^] currently [^] available	(/)
INSERT BRACKETS	it's the best [^] currently [^] available	[/]
INSERT ELLIPSIS	and so on [^]	⋯
INSERT LEADERS	[^] \$24.99	⋯ ∘
INSERT HYPHEN	this is not well [^] produced	= /
MAKE ITALIC	this is <u>not</u> well-produced	ital
MAKE BOLD	this is <u>not</u> well-produced	bf
MAKE BOLD ITALIC	this is <u>not</u> well-produced	bf & ital
MAKE ROMAN	this is <u>not</u> well-produced	rom
MAKE LIGHTER FACE	this is <u>not</u> well-produced	lf
CAPITALIZE	<u>cm</u> yk is needed for	cap
MAKE LOWER CASE	CMYK is NEEDED for	lc
SUPERIOR	CMYK ² is NEEDED for	2 or sup
MAKE SMALL CAPS	<u>Kern</u> <u>Prose</u> is created to help	sc
CAP & SMALL CAP	<u>kern</u> <u>prose</u> is created to help	cap & sc
INFERIOR	H ² O	2 or sub
NEW PARAGRAPH	to all of us. [¶] From the beginning	¶
NO NEW PARAGRAPH	to all of us. _{From the start}	no ¶
MOVE TO NEXT LINE	From the be -	runover
MOVE UP FROM NEXT LINE	From the be - ginning it was our goal	move up
WRONG FONT	From the <u>beginning</u> it was our	wf
TRANSPOSE LETTER	From the beginning <u>fi</u> was our	fr
TRANSPOSE WORD	From <u>beginning</u> <u>the</u> it was our	fr
INDENT TEXT	From the beginning it was our	indent
NO INDENTATION	From the beginning it was our	flush
LOWER TEXT	From the beginning it was our goal	└
RAISE TEXT	From the beginning it was our goal	┐
ALIGN HORIZONTALLY	From the <u>b^eginning</u> <u>it</u> was our goal	align
ADD SPACE	From the beginning ^x it was our goal	#
CLOSE UP SPACE	From the be [∅] ginning it was our	∅
EQUALIZE SPACE	From the beginning [✓] it [✓] was our	eq #
MOVE TEXT	→ it was our goal (from the beginning)	fr
CENTER TEXT	This picture, from left to right	center
MOVE TEXT RIGHT	2006 Totals]
MOVE TEXT LEFT	2006 Totals	[
ADD RULE	<u>2006 Totals</u>	2 pt rule
ALIGN TEXT/ COLUMN VERTICALLY	This picture, from left to right, shows the President and Vice	
INSERT LEADING	This picture, from left to right, [∅] shows the President and Vice President	#
DECREASE LEADING	This picture, from left to right shows the President and Vice President	reduce #
SPELL OUT	Vice <u>Pres</u>	sp
INSERT EM DASH	Kerning [^] the best way to improve	—
INSERT EN DASH	2006 [^] 2007	—