

## Editing Marks

Mark	What it means	How to use it
	Delete. Take something out here.	We went to <del>to</del> the store.
	Change or insert letter or word.	San Francisco, California <sup>i</sup> <sup>s</sup> my home.
	Add a space here.	My family <sup>#</sup> loves to watch baseball.
	Remove space.	We saw the sail <sup>(</sup> boat streak by.
	Delete and close the space.	I gave the man my monney <sup>)</sup> .
	Begin a new paragraph here.	“How are you?” I asked <sup>¶</sup> “Great,” said Jack.
	No new paragraph. Keep sentences together.	The other team arrived at one. <sup>—</sup> The game started at once.
	Transpose (switch) the letters or words.	The <sup>r</sup> friends with gifts came.
	Make this a capital letter.	mrs. smith <sup>≡</sup> <sup>≡</sup>
	Make this a lowercase letter.	My <sup>/</sup> sister went to the <sup>/</sup> city.
	Spell it out.	Mr. García has <sup>3</sup> cats.
	Insert a period.	We ran home <sup>.</sup> There was no time to spare <sup>.</sup>
	Insert a comma.	We flew to Washington <sup>,</sup> D.C.
	Insert an apostrophe.	Matt's <sup>'</sup> hat looks just like John's <sup>'</sup> .
	Insert quotation marks.	<sup>“</sup> <sup>”</sup> Hurry! <sup>”</sup> said Brett.
	Is this correct? Check it.	The Civil War ended in <u>1875</u> <sup>?</sup>
<b>STET</b>	Ignore the edits. Leave as is.	Her hair was <sup>wavy</sup> brown. <b>STET</b>