

Proof-Reading and Editing Symbols

Symbol	Explanation of the Symbol	Example
¶	Begin a new paragraph	¶ He explained the rules of...
≡	Capitalize a lowercase letter	Sacred heart school ≡ ≡
/	Use a lowercase letter	We were so E xcited to go.
^	Insert a missing word, letter, or punctuation mark	My friend Joe ^{has} a new green car. ^
⌒	Close up the space	Some ⌒body will help you soon.
g	Delete a word, letter, or punctuation mark	Joy gave two g too many reasons.
○ ^{sp}	Spelling error	It wasn't my <u>favurit</u> . ^{sp}
⊙	Add a period	Tomorrow will be different.⊙
⊙!	Add an exclamation point	It was amazing ⊙!
⊙?	Add a question mark	Who is this ⊙?
↵	Insert a comma	Well, I'll give it a chance. ↵
#	Insert a space	Toni put [#] the money in her savings.
⋈	Insert a colon	I need these things ⋈crayons, pencils, pens...
⋈	Insert a hyphen	The line had forty ⋈two people.
↵	Insert an apostrophe	Jonathan↵s new computer broke.
“ ”	Insert quotation marks	Sally said, “Good morning.”