


























 Delete Take it Out	 Close Up Print as Single Word	 Delete and Close Up	 CARET Insert ^{EXTRA} Word Here
 Insert space	 Leave Marked Word In	 Transposes	 Move to the Left
 Move to the Right	 Imperfect Or Broken Character	 Begin New Paragraph	 Spell out <u>10 lbs.</u> as Ten Pounds
 Set in Capitals	 Set in Lowercase	 Set in Italic	 Set In Boldface
 Insert a Comma	 Insert Quotation Marks	 Insert Apostrophe	 Insert a Period
 Insert a Colon	 Insert a Semicolon	 Center the Copy	 Wrong Font
 Start a New Line	 Query to Author: Is it set as Intended?	 Turn Over Inverted Letter	 Insert a Hyphen

*we correct
mistakes*

**Terrace Bay
Schreiber
News**

Shown here are 28 of the most commonly used proofreaders' marks. We use them when making sure that your ad is absolutely correct. When you place a classified or display ad in the Terrace Bay-Schreiber News, you get a lot more than just space. Our expert advisers will help you write the copy, our layout artists will design the ad, and we will even supply you with appropriate art from our clip art service. And there's something else . . . RESULTS!!!