

### COPY EDITING SYMBOLS

**Abbreviate:**

Denver, Colorado

**Apostrophe:**

↓  
Dont tread on me.

**Capitalize:**

We went to denver.  
≡

**Center line on page:**

⌋ Now! More News! ⌋

**Colon:**

∇  
Attention All Rams fans.

**Comma:**

He stopped looked and  
listened. ↑

**Dash (double hyphens):**

∇ ∇  
Only only thing skill will  
win the game.

**Delete:**

She tripped at the side-door.

**Hyphenate (one hyphen):**

∇  
The multi media presentation...

**Insert Word or Letter:**

red  
He wore a bandana.

**Join:**

⌋ He to re his overcoat to day.

**Justify left:**

He jumped up. ⌋

**Justify right:**

⌋ He jumped down.

**Link lines:**

⌋ We going to join our family  
⌋ for a ski trip.

**Lowercase:**

He attempted to kill the Pope.  
ll

**Numeral:**

She got twenty-one votes.

**Paragraph:**

⌋ He then announced....

**Period:**

Her 21 votes were enough. ⊗

**Quotation Marks:**

∇ ∇  
He called her a peasant slave. ∇

**Semicolon:**

∇  
They called she responded.

**Separate:**

She lived on Main Street.

**Spell out:**

There were 2 cars in the bldg.

**Spelling is correct:**

His name is Jon Smith. cg

**Transpose:**

tr Powerfull nations are always at war.