

PRINTER CORRECTION SIGNS

Proof reader's mark also called printers correction signs are marks used when amendments have to be made in typewritten or handwritten work of which fair copy is to be typed. These marks indicate problems in the text and suggest solutions. Correction marks come in two ways which is abbreviations and abstract symbols. Below are some correction signs

Proof Reading

This is a process whereby a good typist checks and carefully read the document typed to ensure its error free.

Proof reading stands for:

P – Practice your proof reading skills

R – Re-read if necessary

O – Only be satisfied with perfection

O – One error not corrected is too many

F – Find and correct all errors

R – Refer to the dictionary often

E – Erase neatly and completely

A – Always proof read

D – Divide words properly.

Meaning of Manuscript

These are handwritten and disjointed materials which need to be typed in a readable and meaningful way. Type script is the original typewritten form of an authorize book.

Meaning of Abbreviations

This is a short form of a word for faster development of writing skills. Some words and their abbreviations are written below:

Longhand Abbreviations

Abbreviations Words in full

A1 first class

A/c	account
Amt	amount
&	and
@	at
B/e	bill of exchange
B/l	bill of landing
Bs	balance sheet
Bn	been
Cf	compare
Co	company
Ch	chapter
Deft	defendant
Dept	department
\$	dollar
E&OE	errors and omission expected
E.g	for example
F	for
Fr	from
P	page
Pg	pages
Pd	paid
%	percent
Yr	your/year
Via	by way of
Vi2	namely

At any time these signs are written in the margin, they are usually followed by the shilling stroke.

Correction Sign	Explanation	Example
NP	New Paragraph	...to the sea below. [The hotel is... next to the shopping complex...]
run on	Run on (join paragraphs)	Facilities include a spa pool...
type in full	Type in full	Hotel rooms have 2 bedrooms.
	Capitalise a letter	New Orleans
	Capitalise a word(s)	South America
/#	Insert word(s)	We enclose receipt for \$15 Our #
	Insert space	We are open from 9am
	Move to the left	We wish to advise that...
	Move to the right	Price: \$80
trs	Transpose (swap around)	Jupiter Casino
/	Delete letter or word	It is with regret that we have to...
	Cancel deletion	A receipt for your cheque is enclosed.
	Close up space	Bangkok the Venice of the East.
	Clear definition of unclear word	I wish to purchase a dishwasher. PREMIER
	Underline	Holidays in Great Britain.
Centre	Centre	FAR EAST CRUISES Centre
Bold	Bold	Included Features Bold
	Italics	The view was magnificent!
	Insert	The following recipe can be used... Private facilities included. Full breakfast and dinner daily. Entrance fees to places of interest.
change order	Move words, sentence, paragraph etc.	
//	Straighten the margin	This tour will take five days. You will board the coach on...

The main reason for this is that there may be more than one correction per line and it is therefore necessary to have the drilling stroke after each, to act as a division.

S/n	Margin Sign	Text Sign	Meaning
1.	Cap or u.c	Emeka gkonkwo	Capital or uppercase letters to be used.
2.	○	Bus_iness	Close-up or provide less space between letters or words marked.
3.	∧	∧	Insert letter, word, punctuation marks. Omitted matter is written in the margin.
4.	δ	Interest	Delete letter or word.
5.	○	∧	Insert full stop.
6.	○	∧	Insert comma.
7.	l.c.	Scho	Lower case letter(s) required.
8.	↳	↳	Move to left.
9.	↵	↵	Move to right.
10.	N.P.	Starting	New paragraph.
11.	“ ”	∧	Insert quotation marks.
12.	z	z	Carry on - no new paragraph.
13.	#	∧	Insert space or increase space.