

## Editing marks

| Symbol | Meaning                | Example  |
|--------|------------------------|--|
| No ¶   | no paragraph break     | "That's just the problem," he said.No ¶<br>"I can't find it."  |
| ¶      | paragraph break        | "Are you taking the bus?" she asked.¶ "No, I'll walk," I said. |
| ^,     | insert a comma         | I'll need a rake, a shovel, and a bucket.                      |
| #      | leave a space          | these are#the wrong size.                                      |
| ○      | delete a space         | Put the bricks in the wheel○barrow.                            |
| /      | delete                 | My dog has <del>has</del> fleas                                |
| ↗      | insert                 | He can't find <del>/</del> keys. <del>his</del> ↗              |
| ~      | transpose              | I <u>completely</u> am tired.                                  |
| ◉      | insert a period        | The oven is still hot◉   |
| “ ”    | insert quotation marks | She was singing "Oh! Sussanna."                                |

**Usage Statement:**

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