















## ***Core symbols***

	Insert
	Delete
	Close up
	Delete and close up
	Space
	Transpose
	Spell out

	Uppercase
	Lowercase
	Small caps
	Equal space
	Stet, or let it stand

## ***Punctuation symbols***

	Comma
	Period
	Semicolon
	Colon
	Ellipsis
	Hyphen
	En dash






	Em dash
	Apostrophe
	Quotation marks
	Question mark
	Exclamation point
	Parentheses
	Brackets





## ***Formatting symbols***

	Boldface type
	Italic type
	Underscore

	Roman type
	Wrong font

## ***Layout symbols***

	Move left
	Move right
	Move up
	Move down
	Center

	Run in text
	Begin paragraph
	Break or rebreak
	Bad break

# Dummies Guide To Grammar Editing

**Guillaume Favre**



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