



# COPYEDITING TEST

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	TO DO THIS ...	... USE THIS MARK	TYPESET TEXT:
<b>How many of the copyediting symbols do you remember?</b>	Capitalize	She flew to india.	She flew to India.
	Lowercase	Bud Clark, Mayor of Portland.	Bud Clark, mayor of Portland.
	Abbreviate or spell out numbers	A cat has 9 lives, but this one clearly had fifteen.	A cat has nine lives, but this one clearly had 15.
	Abbreviate or spell out words	Supt. Matthew Prophet had a conference with Governor Neil Goldschmidt.	Superintendent Matthew Prophet had a conference with Gov. Neil Goldschmidt.
	Period	It was he, she said	It was he, she said.
	Comma	No it was her he said.	No, it was her, he said.
	Apostrophe	Dont believe either of them.	Don't believe either of them.
	Quotation marks	It was an ugly scene, she reflected.	"It was an ugly scene," she reflected.
	Hyphen	It was four year old Sarah!	It was four-year-old Sarah!
	Em dash	I heard a scream then silence.	I heard a scream—then silence.
	En dash	The show runs April 13-19.	The show runs April 13–19.
	Ignore correction	The rally is set for today.	The rally is set for today.
	Insert space	Nothing couldseparate them.	Nothing could separate them.
	Insert letter	Nothing, that is, but the dg.	Nothing, that is, but the dog.
	Insert word	It was a cold day.	It was a cold winter day.
	Transpose letter	"Oops!" was all she siad.	"Oops!" was all she said.
	Transpose word	She must be well, thought he.	She must be well, he thought.
	Close up space	Get a 20 per cent discount.	Get a 20 percent discount.
	Delete and close up space	It was a very hot day.	It was a hot day.
	Delete letter	There is too much to coopy.	There is too much to copy.
Continued	-more-	-more-	
End of story	-30- or XXX	-30- or XXX	



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	TO DO THIS ...	... USE THIS MARK	TYPESET TEXT:
How many of the copyediting symbols do you remember?	No paragraph — run copy together	It had been that kind of day for everyone. First this, then that.	It had been that kind of day for everyone. First this, then that.
	Set in italics	Mystic Pizza was a hit.	<i>Mystic Pizza</i> was a hit.
	Set in bold	By Adam Karol	<b>By Adam Karol</b>
	Set in caps and small caps	Caps and small caps	CAPS AND SMALL CAPS
	Set the way it is written	Kwigloanski played center.	Kwigloanski played center.
	Center words	Center words	Center words
	Flush left	Flush left	Flush left
	Flush right	Flush right	Flush right
	Start new paragraph	now. Another development is the addition of two more players.	now. Another development is the addition of two more players.
	Do not hyphenate word at the end of the line	In the fourth quarter, halfback Terry Jones scored two more touchdowns.	In the fourth quarter, halfback Terry Jones scored two more touchdowns.