











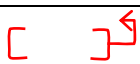



Printers' correction signs and instructions

The syllabus lists a range of the most commonly used conventions for the display of typed material, correction and amendment signs. Candidates need to be familiar with these as failure to comply with them will result in errors in the examinations. The conventions are listed in the table below:

Description	In text	Instruction in margin
Caps/upper case	<u>TEXT</u>	CAPS or u/c
Lower case	<u>text</u>	l/c
Underscore	<u>text</u>	u/s
Run on		run on
New paragraph		NP
Stet	<u>text</u>	Stet
Insertion	Insert  text	
Deletion	text	
Insert space	insert  space	 #
Close up space		close up
Transpose horizontally		trs
Transpose vertically		trs
Move or copy block of text *		
or		

* Text which is to be moved is removed from its original position and inserted elsewhere, when text is copied, the text is retained in its original position and a copy of it inserted in the new position as instructed. The new position may be indicated as shown above, either by an arrow or by a ballooned instruction in the margin using letter or stars.

Amendment instructions other than those listed above will also be ballooned, for example:

