

Captioning Proofreading Marks

capitalize	=	John <u>doe</u>
close up	⌋	o ne word
delete	X	take i out
insert	^	<i>this f</i> insert here [^] or Mr [^] Smith
italicize	it.	(male narrator) <i>it</i>
lowercase	/	J o hn Doe
change to roman type	rom	<i>www.dcmp.org</i> rom
space	#	insert a space # ^
transpose	↺	transpspe
make two lines	2L	
create two time codes	2TC	
exceeds safety zone	E	
line break	LB	
indicates where to create line break	/	The conditions / during the search ^
indicates changes need to be made	←	ⁱ S ince 1870, ←