Proof reading and markup

- formats
  - flush left
  - flush right
  - centered
  - justified

Upper and Lowercase

Delete

Lowercase

Set stroked characters in LOWERCASE

Transpose the words house open → open house

Size and leading (nine on ten)
- This is a sample of 9 point type with an additional one point of leading, or 9 point type on a 10 point line space.

Size and leading (ten on twelve)
- This is a sample of 10 point type with an additional two points of leading, or 10 point type on a 12 point line space.

An em is a square unit of space the size of the type font. An em space is one half the width of an em.

- 12 point em
- 24 point em
- 18 point em
- 18 point enspace

Sometimes an indent is either not necessary or not desireable.

Insert space between lines indicates a blank line

Insert space between lines indicates a blank line

Set stroked characters in LOWERCASE

Transpose the words house open → open house

Run-together

University of Louisiana

Wavy line = Bold

Underline = Italic

A true italic, such as Times, appears as a redrawn font - Times Italic.

Double underscore = X Height capitals, small caps

Triple underscore = Caps

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