

## EDITING SYMBOLS

<i>Symbol</i>	<i>Its Meaning</i>
	Create a new paragraph here.
	Combine these sentences as one paragraph.
	Make this letter a capital.
	Make this letter lower case.
	Insert a period here.
	Insert a comma here.
	Add a punctuation mark or word(s) here.
	Close this gap: this is one word.
	Add a space here.
	Delete this.
	In a poem, create a new line here.
	In a poem, create a new stanza here.
	Rethink this word, phrase, or line: it's clunky.