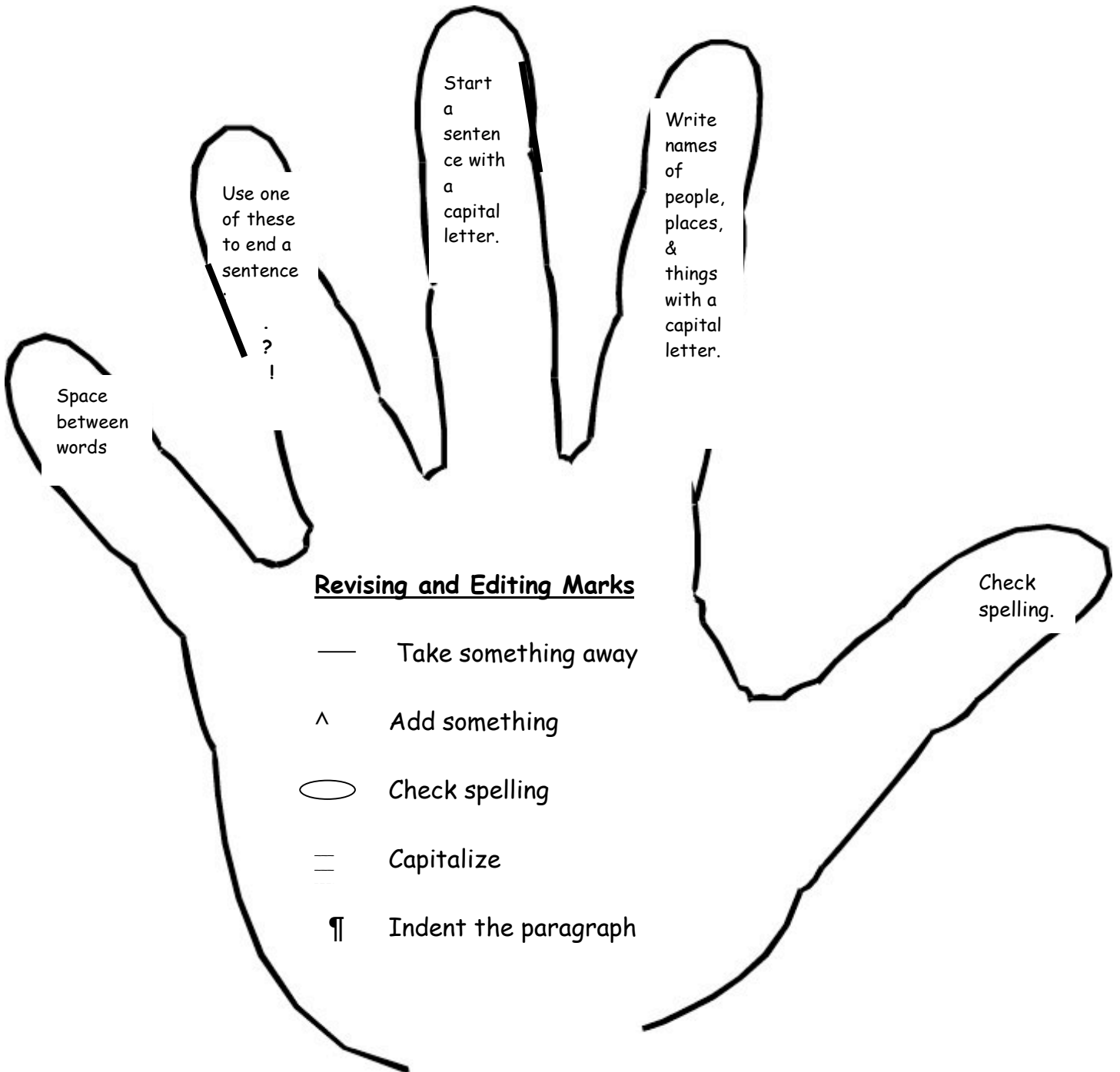




Five-Step Editing



Revising and Editing Marks

- Take something away
- ^ Add something
- Check spelling
- = Capitalize
- ¶ Indent the paragraph