Revise vs Edit

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| Revise: Think ARMS | Edit: Think CUPS |
| Add: \*sentences and words  Remove: \*unneeded words and sentences  Move: \*change a word or sentence placement.  Substitute: \*trade words or sentences for others (diction). | Capitalization:  \*names, places, months, titles, I , ect…  Usage: \*match nouns and verbs correctly.  Punctuation: \*periods, commas, quotes, question marks  Spelling: \*check all words. Use dictionary, thesaurus, or other resource. |