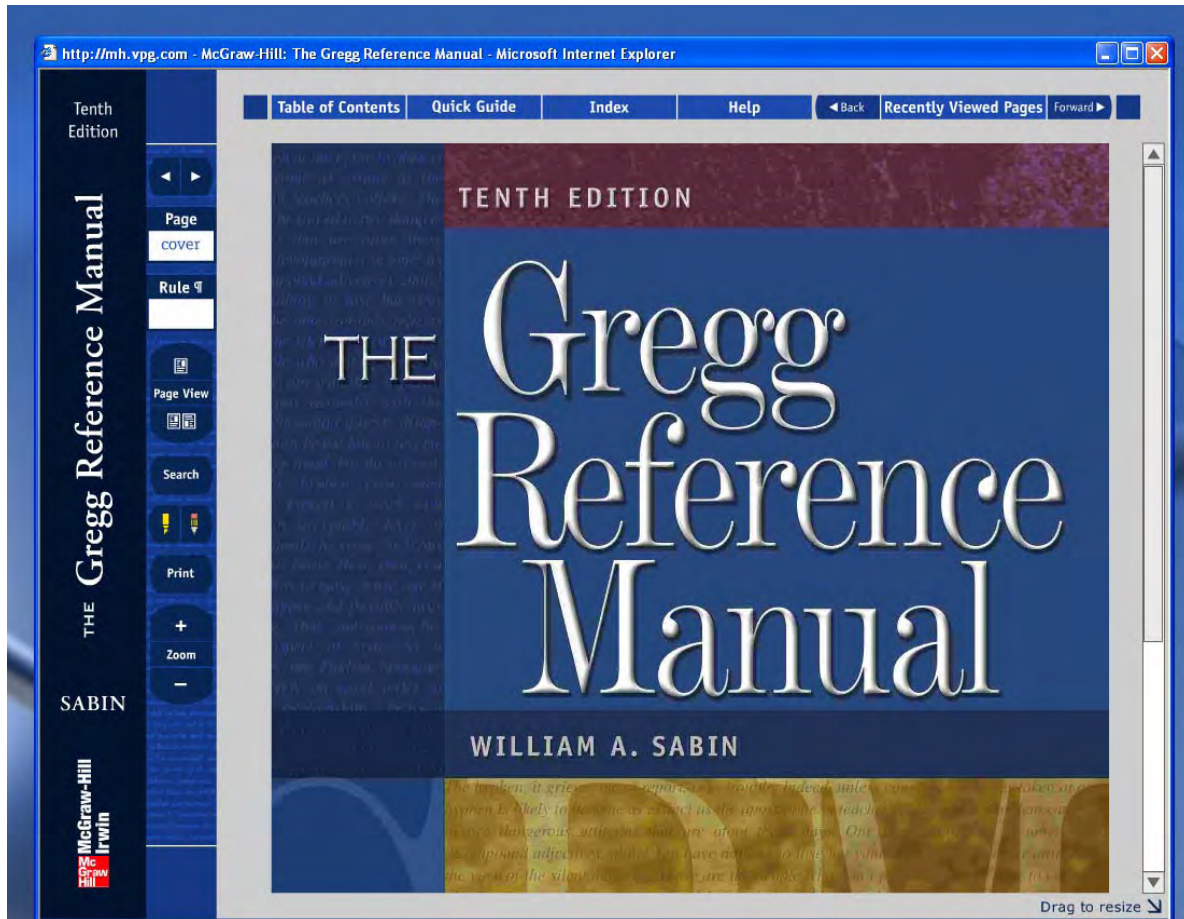


## Guided Tour

Welcome to the online version of the tenth edition of *The Gregg Reference Manual*. This guided tour will show you the most effective ways of using this program so that you can quickly find the answers you are looking for.




## Using the Navigation Features

The **navigation bar** down the left side of the screen contains all the features you will need to make your way easily through this online program.


## How to Look Things Up

Whether you are trying to get information about a particular topic or a rule or a specific term, you have a number of options to choose from. You can consult the Index, the Quick Guide, or the Table of Contents, or you can use the Search function to make a full-text search for any term that interests you.


### Using the Index

 The **Index** provided in the *GRM Online* program is a greatly expanded version of the index that appears in the printed version of *The Gregg Reference Manual*.


### Using the Quick Guide

 The **Quick Guide** is an abbreviated index that provides a list of the most frequently consulted topics. The printed version of *The Gregg Reference Manual* presents this guide on the inside front cover, but here you can click any number within an entry and call up the appropriate page.


### Consulting the Table of Contents


 The **Table of Contents** outlines the complete contents of *The Gregg Reference Manual* by section number and title. It also provides a way to call up a detailed table of contents for each particular section and continue your search for a particular topic.


### Doing a Full-Text Search

 The **Search** feature is designed to search the text on each page of the manual for a particular term you have selected.

## Returning to Pages Recently Viewed


 The **Recently Viewed Pages** feature allows you to easily revisit any of the last ten pages you most recently viewed.

 The **Back/Forward** feature works directly with the **Recently Viewed Pages** feature by allowing you to easily navigate back or forward to the page you most recently viewed.




## Other Features


### Viewing Pages

 This program ordinarily displays a single page at a time for greater legibility. However, the **Page View** buttons will allow you to view two pages at a time or to switch back and forth from one mode to another.

### Using the Zoom Feature

 The **Zoom** feature allows you to enlarge a portion of a page when you want to focus on a particular rule or example. It will also let you reduce the overall size of the whole page.

### Highlighting Text

 The **Highlighter** feature allows you to highlight a portion of the text on any page. Any highlighting you apply will appear only on your computer.

## Posting Notes



The *Notes* feature allows you to write a note about anything you have read on a particular page and post it right there on that page. The notes you save in this way will appear only on your computer.

## Printing



The *Print* function will allow you to print the page you are currently viewing. Please note that all material in this online version of *The Gregg Reference Manual* is protected by copyright. You may print individual pages for your personal convenience and your sole use, but those pages may not be reproduced and distributed to others.

## System Requirements

For the best viewing, set your screen resolution at its highest setting. Ideally, use a setting of 1024 x your screen's dimensions.

### Microsoft Windows®

Intel® Pentium® II 450MHz or faster processor

256 MB of RAM

Microsoft Windows® 2000 or XP

Adobe® Flash Player 8

Internet Explorer® 5.x, Internet Explorer® 6.x

### Apple® Macintosh®

PowerPC G3 500MHz or faster processor

256 MB of RAM

Mac OS® X v10.x

Safari™ 2.x, Firefox® 1.x, Mozilla® 1.x

## **General Requirements**

### ***Trusted Sites***

In order to use the application, you should add the names of our sites as trusted sites. In your computer's Internet Options (click **Tools**, then click **Internet Options**), click **Sites**, and add [www.mhhe.com](http://www.mhhe.com) and <http://highered.mcgraw-hill.com> as trusted sites.

### ***Cookies***

In order to use the application, you must accept the cookies from our site. In your computer's Internet Options (click **Tools**, then click **Internet Options**), click **Privacy**, and move the slider down to accept all cookies. Click **Apply**, click **OK**, and close your browser. When you restart your browser, you will be able to use the application.