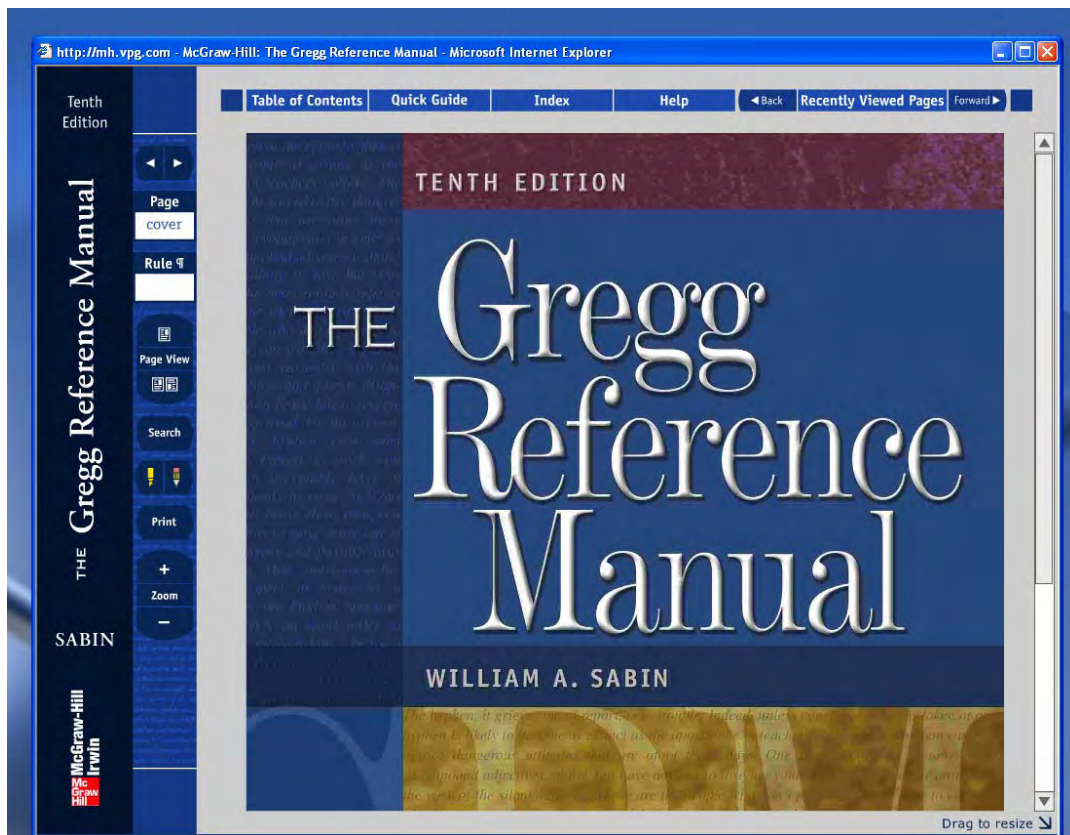


User's Guide

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

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Adjusting the Screen Size

1. Begin by adjusting the screen size to fit your preferences. To adjust the size of the application screen, you can use the “Drag to resize” function in the lower right corner of the screen, or you can click the *Maximize* button in the top right corner to make the application fill your screen.

User Hint: You can also use this technique to increase the size of the Index and Search boxes within the application.

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

System Requirements

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 and <http://highered.mcgraw-hill.com> as trusted sites.

Cookies

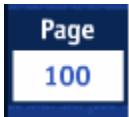
In order to use the application, you must accept the cookies from our site. In your computer's Internet Options (click **Tools**, then click **Internet Options**), click **Privacy**, and move the slider down to accept all cookies. Click **Apply**, click **OK**, and close your browser. When you restart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

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. Here is a description of the three key features you are likely to use most often.



1. The Previous Page and Next Page arrows—located at the top of the navigation bar—will allow you to turn pages, one at a time, either forward or back.



2. To go directly to any page in the manual, type the page number in the Page box and click **Enter**.



3. To go directly to any paragraph in the manual, type the paragraph number in the Rule ¶ box and click **Enter**.

If you use the Previous Page and Next Page arrows to reach a specific page, the Rule ¶ box will display the number of the rule that appears at the top of that page.

User Hint: If the rule you are reading continues to the bottom of the page, scroll forward on the chance that the rule may continue on the next page.



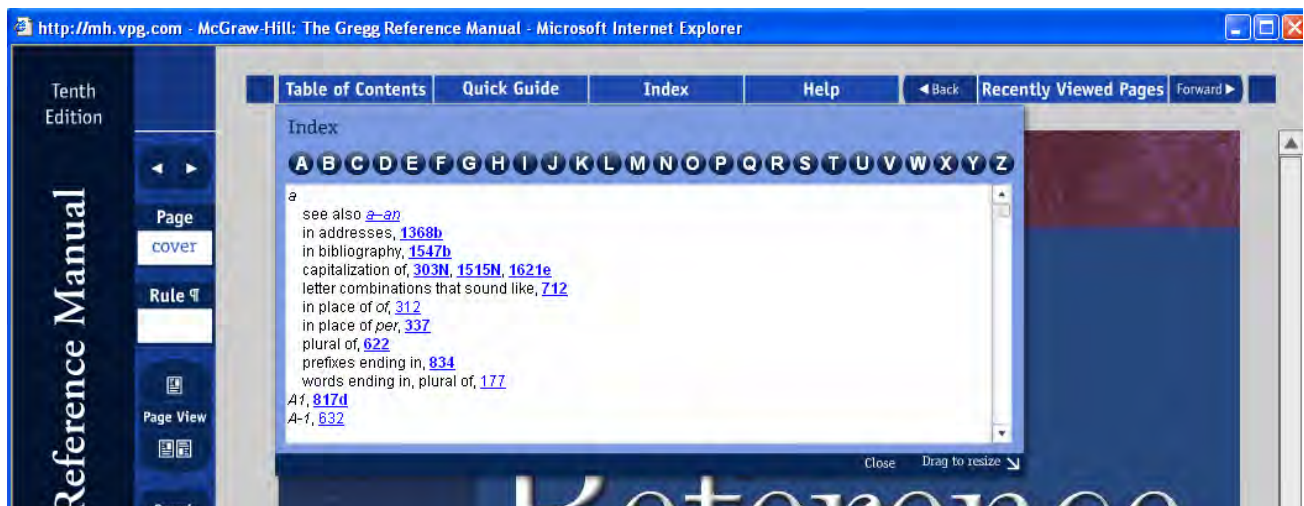
The **Back/Forward** feature works directly with the Recently Viewed Pages. Please see the section on Returning to Pages Recently Viewed on page 13 of this guide for more information.

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

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*. This index contains all of the items in the printed index plus entries for virtually all of the terms and phrases that have been used to illustrate specific rules in the manual—items far too numerous to fit in the printed index. That means you can search not only for a particular rule but also for specific words and phrases governed by that rule.



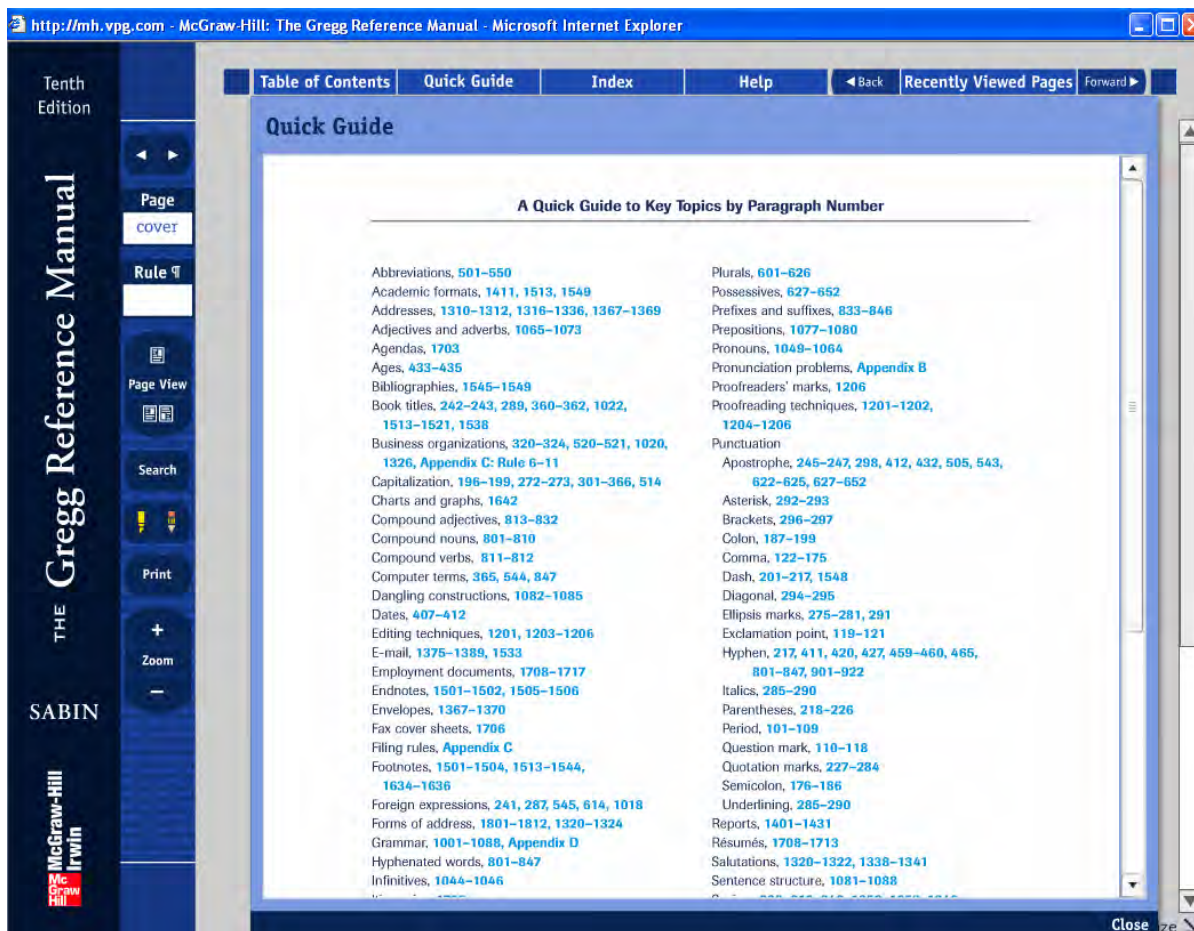
1. To access the index, click *Index* in the menu bar at the top of the screen.
2. Click the first letter of the term you are searching for. The full sequence of entries for that particular letter will then be displayed.
3. Scroll through the list until you locate the entry you want.
4. Click a number provided in the entry and the appropriate page will appear immediately.

5. Many entries contain cross-references to other index entries (indicated by “see” or “see also”). Click on the link provided to go directly to the cross-reference within the index.
6. Many entries contain more than one number. If your first selection leads you to a page that does not contain the answer you want, click Index again at the top of the screen and the entry you were consulting will reappear. Then you can click another number in that entry to locate the appropriate page.
7. To close the Index window, click the **Close** button at the bottom right corner of the window.
8. The next time you access the index in search of a different entry, you will first be taken to the screen you most recently consulted. Click the first letter of the new term you are searching for, and then proceed with your search according to the steps outlined above.

*User Hint: The lightface numbers in the index refer to pages; the boldface numbers refer to paragraphs. The prefix of each rule number identifies the section in which that rule appears. If you familiarize yourself with the section numbers and the section titles, you can greatly simplify your search. For example, consider this index entry: “New Year’s Eve, **342, 650a.**” If your question concerns the capitalization of this term and you already know that Section 3 deals with capitalization, you will immediately select 342 for your search. If your question concerns the use of a possessive form in this term, you will realize that 650a is more likely to yield the answer you’re looking for.*

Using the Quick Guide

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.

The screenshot shows a web browser window displaying the 'Quick Guide' section of the Gregg Reference Manual. The browser's address bar shows 'http://mh.vpg.com - McGraw-Hill: The Gregg Reference Manual - Microsoft Internet Explorer'. The page has a navigation menu at the top with 'Table of Contents', 'Quick Guide', 'Index', 'Help', and 'Recently Viewed Pages'. The main content area is titled 'Quick Guide' and 'A Quick Guide to Key Topics by Paragraph Number'. It lists various topics with corresponding paragraph numbers, such as 'Abbreviations, 501-550', 'Academic formats, 1411, 1513, 1549', and 'Plurals, 601-626'. A vertical sidebar on the left contains navigation options like 'Page cover', 'Rule', 'Page View', 'Search', 'Print', and 'Zoom'. The bottom right corner of the window has a 'Close' button.

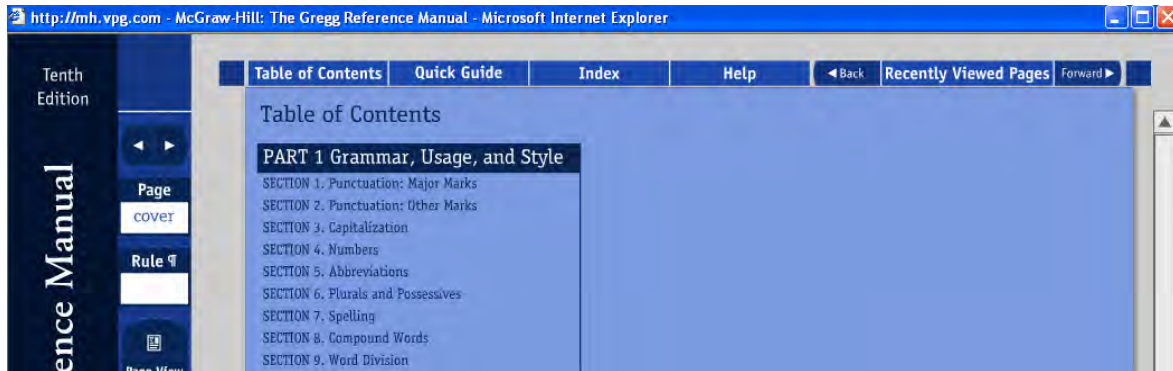
1. To access this abbreviated index, click *Quick Guide* in the menu bar at the top of the screen.
2. Locate the topic that interests you. Then click a number provided in the entry to display the appropriate page.
3. A number of the entries in the Quick Guide contain more than one number. If your first selection leads you to a page that does not contain the answer you want, click *Quick Guide* again at the top of the screen and you can then click another number to continue your search.
4. To close the Quick Guide window, click the *Close* button at the bottom right corner of the window.

User Hint: All of the numbers in the Quick Guide entries are rule numbers. The prefix of each rule number identifies the section in which that rule appears. If you familiarize yourself with the section numbers and the section titles, you can greatly simplify your search. For example, consider this entry in the Quick Guide: “Measurements, 429–432, 535–538.” If your question concerns the use of numbers with measurements and you already know that Section 4 deals with number style, you will immediately select 429–432 for your search. If your question concerns the abbreviation of measurements and you already know that Section 5 deals with abbreviations, you will immediately realize that 535–538 is more likely to yield the answer you’re looking for.

Consulting the Table of Contents

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.

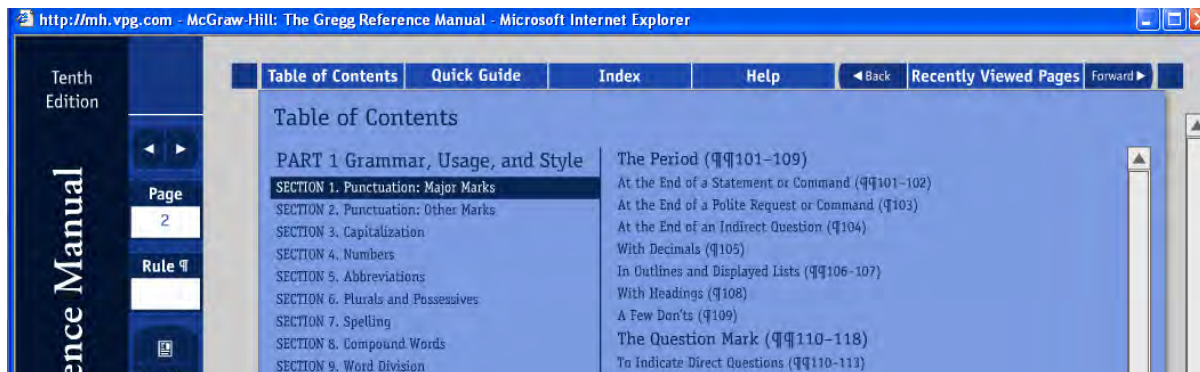
1. To access this feature, click *Table of Contents* in the menu bar at the top of the screen.



2. When the complete table of contents is displayed at the left side of the screen, click the particular section number and title that interests you. On the right side of the screen you will then find a *section* table of contents, one that lists all the topics (with their related rule numbers) that appear in the section you have selected. (See the illustration below.)

3. When you locate the topic you are looking for, click it. This will bring up the page on which the topic is first discussed. Since the discussion of the topic may continue onto one or more pages, always use the Next Page arrow in the left navigation bar to continue your search.

4. To close the Table of Contents window, click the *Close* button at the bottom right corner of the window.



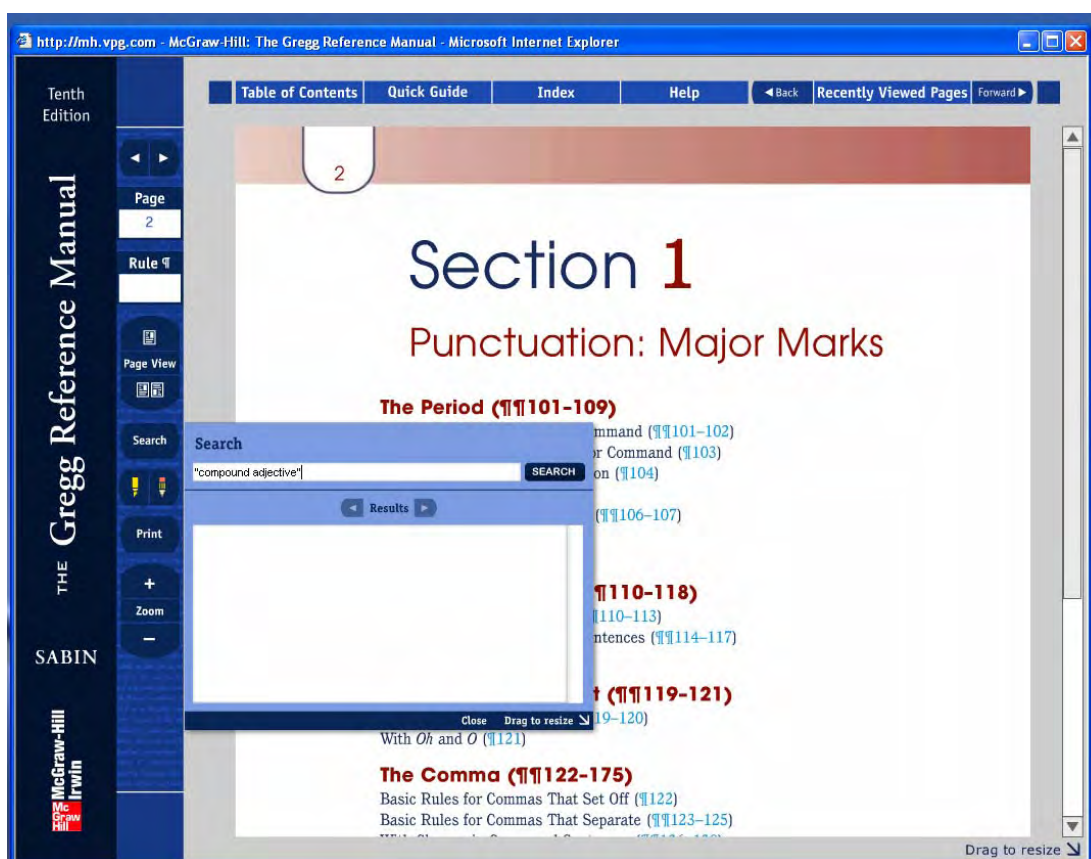
Doing a Full-Text Search



The *Search* feature is designed to search the text on each page of the manual for a particular term you have selected. It will then report every page number on which this term appears.

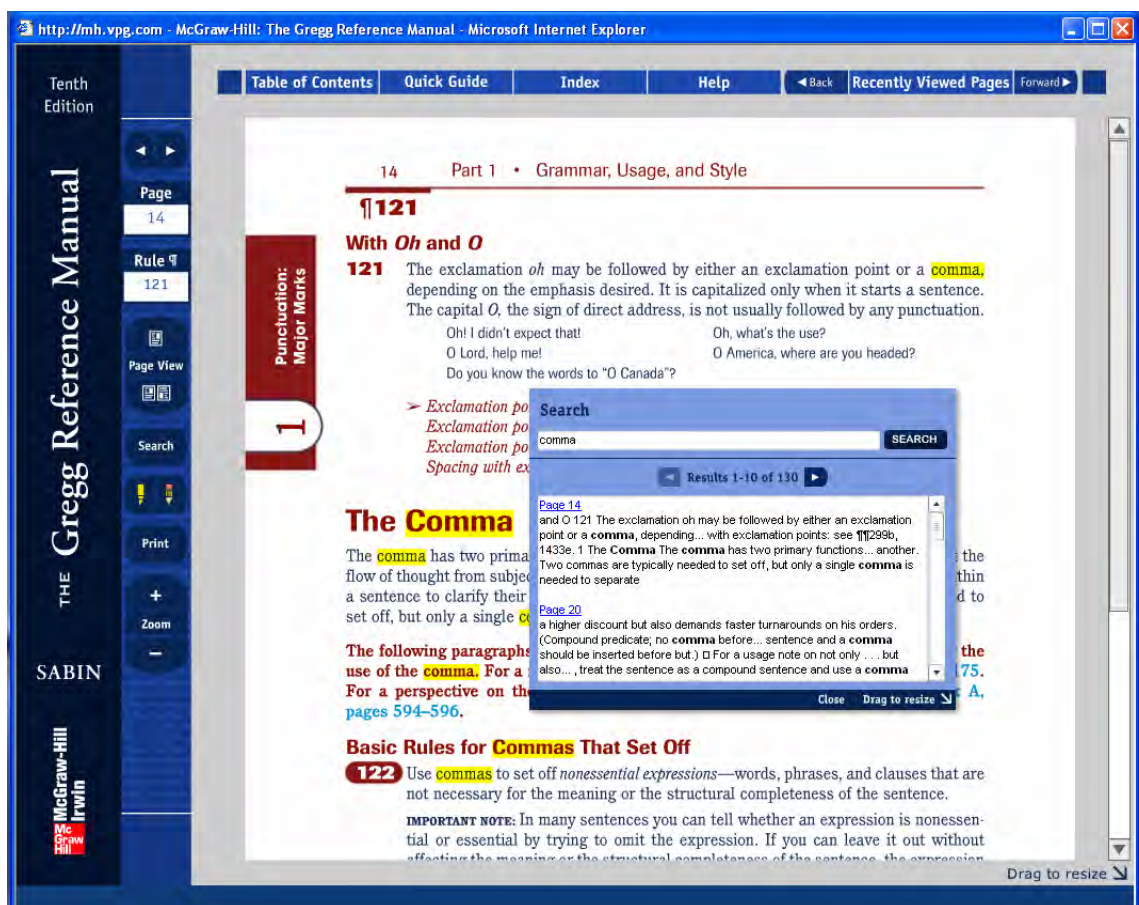
1. Click the *Search* button in navigation bar at the left of the screen.
2. When a Search window pops up, enter the term you are interested in—for example, “compound adjective” as shown in the illustration.

User Hint: Always use quotation marks to enclose the term if it consists of more than one word.



3. The results of your search will appear in the pop-up window. Each occurrence is identified by page number and provides an excerpt of the relevant discussion on that page. Note in the illustration below that the Search window will indicate the total number of occurrences that have been located (in this case, 130). When multiple occurrences have been located, they will be displayed sequentially in groups of ten at a time (in this case 1-10 of 130). Moreover, the left and right navigation arrows will make it easy for you to scroll through all of the entries.

4. When you find the entry you are searching for, click the related page number to display the full page. Every reference to the term that appears on that page will be highlighted in yellow.
5. When you display the full page, the Search window will remain open. If this window obscures the text you are trying to read, you can move the Search window elsewhere on the screen or, if necessary, close it entirely.
6. To continue your search, click the *Search* button. You will return to the last item that you searched, but by means of the left and right navigation arrows you can proceed to navigate in either direction.



User Hint: If you are having trouble finding the content you are seeking by means of the Search function, use the other search options available: the Index, the Quick Guide, or the Table of Contents.

Other Features

Viewing Pages



This program ordinarily displays a single page at a time for greater legibility.

However, the *Page View* feature will allow you to view two pages at a time or to switch back and forth from one mode to another.

1. To locate this feature, go to the navigation bar at the left side of the screen.
2. Click the lower icon if you want the double-page view. The double-page view is convenient when you are scrolling through the text and want to determine where a particular rule or section begins and ends. Note that the page number displayed in the Page box will be the number of the left page.
3. Click the upper icon to return to the single-page view.

Using the Zoom Feature



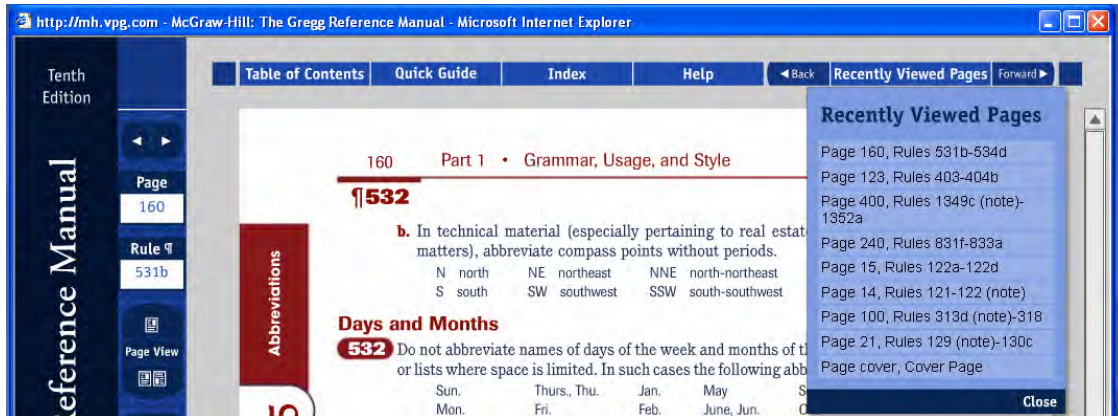
The *Zoom* feature allows you to enlarge a portion of a page when you want to focus on a particular rule or example. It will also let you reduce the overall size of the whole page. The Zoom feature will not work, however, if you have selected the double-page view.

1. To locate this feature, go to the navigation bar at the left side of the screen.
2. To enlarge a portion of a particular page, click the + sign.
3. To reduce the overall size of a page, click the – sign.
4. To return to the default size of 100 percent, click *Zoom*.

Returning to Pages Recently Viewed

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

1. To access this feature, click *Recently Viewed Pages* in the menu bar at the top of the screen.



2. A list of up to the last ten pages viewed will then be displayed that identifies the rules contained on each page. Click on any one of these items to return to that particular page.
3. This list will be continuously updated as you move through additional pages in the manual.

Using the Back/Forward Feature



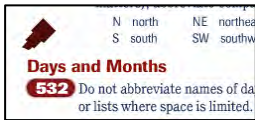
The *Back/Forward* feature works directly with the Recently Viewed Pages. Click the *Back* or *Forward* button to view the pages you have most recently viewed.

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.

1. To access this feature, click the yellow icon that appears directly under the Search button in the navigation bar at the left side of the screen. At this point, a highlighter will replace the cursor when you scroll over the page.

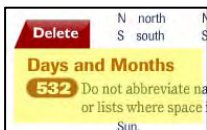


2. Hold the Left Mouse button down, and drag your highlighter over the portion of the text you wish to highlight.



3. To turn off the Highlighting feature, click the yellow icon in the navigation bar again.
4. To remove the highlighting on a particular page, click the yellow icon and roll over the highlighted area. A Delete button will then appear in the top left of the highlighted area.

Click the **Delete** button and the highlighting will be removed.

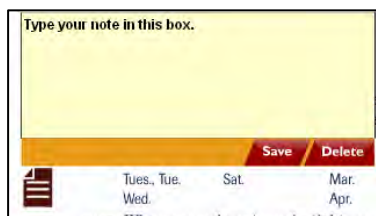


Posting Notes

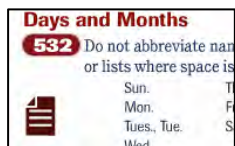


The *Notes* feature allows you to write a note about anything you have read on a particular page and post it right there on that page. The notes you save in this way will appear only on your computer.

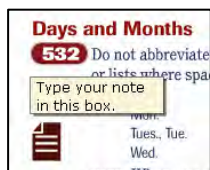
1. To access this feature, click the *Note* icon that appears to the right of the Highlighting icon in the navigation bar at the left side of the screen. At this point, your cursor will appear as a piece of paper. Click the area on the page where you wish to place your note. A box will pop open with a Save button and a Delete button at the bottom right.



2. Type your note in the box and click *Save*. A small icon will then appear to mark the spot where your note was saved. This icon will remain in place and will appear only on your computer.
3. To turn off the Notes feature, click the *Note* icon in the navigation bar again.



4. To view a previously saved note, roll your cursor over the Note icon on the page.



5. To remove a previously saved note, click the *Note* icon in the navigation bar. Then roll your cursor over the small icon that marks the spot where the note was saved.

Printing



The *Print* function will allow you to make a copy of the page you are currently viewing but only in a reduced size. This function will work only when you are viewing a single page.

1. To access this feature, locate the Print button that appears in the navigation bar at the left side of the screen.
2. Click *Print* to make a copy of the page you have selected.

Please note that all the 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.

Timing Out

For security purposes, the *GRM Online* application times out after 45 minutes of inactivity. To prevent the time-out from happening, click within the application at least once per hour. If you are timed out, exit out of the application completely and log in again to access the *GRM Online* program.

Contact Us

For content comments and questions, please visit our Ask the Author feature:
http://www.mhhe.com/business/buscom/gregg/ask_the_author.htm.

To order the manual or related materials, visit
<http://www.mhhe.com/business/buscom/gregg/products.htm> or call 1-800-2-MCGRAW.

To learn more about *The Gregg Reference Manual*, visit <http://www.gregg.com>.

Technical Support

For technical support or for help with problems navigating this site, please visit
<http://www.mhhe.com/support>. The online Technical Support Web site is available 24 hours a day, 7 days a week.

For the Product Support and Services Team, call 1-800-331-5094, option 2. If you visit <http://www.mhhe.com/support>, scroll down to the bottom of the page, where you can access a drop-down menu for Product List. Select Online Learning Center and enter your question in the field above the dropdown menu. If you do not find the answer you need, click **Ask your question to MHHE support using our online form**.

The hours of operation for the Product Support and Services Team vary depending on the season. Please visit the site to see the current hours.

Customer Service

Contact Customer Service (as noted below) if you have inquiries or comments regarding general book information, pricing and availability, orders, shipping, returns, replacements, catalog requests, or any other matter relating to service or the processing of your order. Customer Service can also handle complimentary copy requests, individual purchases, and orders placed by college bookstores or high school institutions for students.

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If you send an e-mail, please provide your complete name and address (including country).