Osborne/ McGraw-Hill

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Style Guide

Table of Contents

Editorial Policy

The purpose of this Style Guide is to provide a handy reference to the OMH style preferences. These may vary slightly from book to book, and the preferences of the author may sometimes take precedence over the house style.

Strategic, restrained editing is our policy. A change should be made only when you are absolutely certain that it does not change the author's meaning. Query if you are unsure.

In general, Osborne prefers a conversational tone. Clear, easy-to-understand writing should always be the primary objective. Before beginning the edit, determine who the intended audience is and what the preferred writing style is for the book series. (Some series require a more chatty or more serious style than others; consult with the project editor (PE) if in doubt.) An author's voice and tone should be allowed to stand, query your project editor for clarification.

Be particularly careful of computer terminology. Do not change a word just because it sounds odd. Many of these terms are acceptable in computer material and have specific meanings. Be watchful, however, for clichés or needless jargon.

In addition to this Style Guide, the following references should be consulted as needed:

- *The Chicago Manual of Style, 14th Edition*
- *Webster's Collegiate Dictionary, Tenth Edition*
- *Microsoft Press Computer Dictionary, Third Edition*
- *Computer Desktop Encyclopedia, version 13.5* (PEs' supplementary resource)

General Guidelines

Queries

Queries should be addressed to the author and should always be tactful, clear, and to the point. Phrase your queries so that it's obvious when you are requesting clarification or a rewrite rather than just a "Yes" or "No" answer. You can use Word's highlighting feature to mark areas to be reviewed by the author. Don't break paragraphs with queries.

I, We, and You

Use of the first person ("I," "we") is acceptable, but it should be used consistently. The reader should be addressed as "you." Avoid examples that mix references to "you" and "I" or "you" and "the user."

Passive Voice

Active voice is preferred although passive voice can be acceptable. Change voice only when you're sure you're not changing the meaning of the sentence.

Awkward Wording

The primary objective should always be readability rather than following sometimes arcane rules of grammar. Some long-held rules have given way to simpler, more natural forms, such as the following:

- **Split Infinitives**   It is acceptable to split infinitives as long as the intended meaning remains clear:

  to quickly access the File menu, …
  to access the File menu quickly, …

- **Sentences Ending with Prepositions**   Sentences ending in prepositions do not need to be recast. For example, "The e-mail message indicates whom it was intended for" needn't be recast as "The e-mail message indicates for whom it was intended."

Objectionable Text and Art

The use of humor and sardonic tone is acceptable, and in the case of some series—such as the more consumer-oriented ones—it may be intended as part of the series profile. Insensitive jokes and insulting comments, however, should be queried diplomatically as something that might potentially offend readers. Religious references in text and art (other than in the Dedication, Introduction, and Acknowledgments) should be flagged and discouraged. Sexual references in text and art should be queried to the PE.

Gender-Neutral Language (and Plural Third Person)

Nonsexist language is McGraw-Hill's policy. Use "you" or "they" whenever possible. The author may use "he or she" or may alternate between using "he" or "she" in various examples. Either usage is acceptable as long as the overall effect is gender-balanced.

It is becoming more common to use the plural third person ("they") in place of "he or she," and if the author prefers this form, it is acceptable to let it stand.

Tone

Lively writing is a primary goal, but overly casual or flip language should be avoided. This is especially true in the case of headings and captions, which should be informative rather than entertaining. The tone should be readable but should not interfere with the reader's ability to find information quickly and easily.

Dates

To avoid dating a book, dates in the future should be used when example dates are necessary. Flag past dates in text and art for the PE.

References

References to books should include the full title and author, as well as the publisher and date of publication in parentheses, as shown here:

Quicken 2000: The Official Guide by Maria Langer (Osborne/McGraw-Hill, 2000)

References to other parts of the book or chapter should give the specific part or chapter number, appendix letter, or section heading, as in these examples:

| …as discussed in Chapter 13 | *Not…* | …as discussed later in this book |

And

| …as discussed in the earlier "Using HTML" section | *Not…* | …as discussed earlier in the chapter |

> **Note** *Osborne's standard cross-references do not cite the chapter title.*

Preceding/Following

"Preceding" or "following" should be used in references to text that precede or follow the reference. Avoid using "above" and "below."

Consistency

The copyeditor should strive to maintain consistency in both style and tone throughout the manuscript, particularly in books that have multiple authors. Menu names and key names, for example, should be consistent throughout (e.g., INS and DEL keys should not become INSERT and DELETE later in the book). If menu or field names change midway through an edit, as sometimes happens with beta books, notify the PE that the change will need to be addressed in previously edited chapters.

Special Treatment of Words

Use quotation marks for words as words; for example:

It is unlikely that you would encounter "factotum" in programming code.

Use italics for emphasis and the first use of a term when the term is defined. Also, italicize letters as letters; for example:

The *s* in EGAs is *not* capitalized.

Possessives

Add only an apostrophe to denote the possessive of a word ending in *s* or *z*, as in "users' passwords." Whenever possible, avoid using the possessive for inanimate objects. For example, instead of "the program's icon" use "the program icon."

Product Names and Trademarks

Product names should be spelled and capitalized as indicated by the manufacturer or on product packaging. Punctuation that is part of the product name (such as Yahoo! or E*TRADE) can be considered trademark graphics and need not be used in text.

Trademarks (™) and register marks (®) need to be used only in the title and half-title pages, colophon, and other front matter. They may, however, be used in text, but only at the first occurrence of the product name.

Lists

In general, numbered lists are used for sequential steps. Bulleted lists are used for listing items, even if the preceding text refers to a specific number of items. For example:

Follow these steps:	*Not…*	Follow these steps:
1. Open the dialog box.		■ Open the dialog box.
2. Make a selection.		■ Make a selection.

And

There are two options:	*Not…*	There are two options:
■ Cutting		1. Cutting
■ Copying		2. Copying

Listings

Do not make changes to code listings without querying first; this is true even for spelling errors. Code listings lines should be not end in a hard return until the final line, and tabs are not allowed in code listings or anywhere alse in the manuscript. Code line length is dependent upon the book design; check sample pages.

Figures and Illustrations[1]

Figures are artwork that are referred to by number in the text and are set with captions. They are not set inline and may be referred to more than once. Figure captions should be short descriptive sentences or phrases (not just labels):

bad caption	**Figure 1: The Open dialog box**
good caption	**Figure 1: Opening your document in Word**

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[1] See the "Design Elements" section for more information on figures, illustrations, and tables.

Illustrations are generally smaller art elements that are set inline, are not referenced in text by numbers, and do not have captions. If an illustration is referred to repeatedly, it should be changed to a figure and numbered accordingly.

Tables

There are two types of tables: pickup (captioned) and inline (noncaptioned). Pickup tables are numbered and are referred to by number in the text. Inline tables are generally shorter than pickup tables. They run inline in the text and are not numbered. Table captions are usually written like a heading rather than a full sentence:

Table 1: Table Caption for Use as Example

Chapter Summaries

If the author includes chapter summaries, they should be included in every chapter (with the exception of an introductory chapter).

Punctuation and Type Fonts

Commas

Use the serial comma:

Tom, Jim, and Alice
A:, B:, or C: drive

Colons

Do not use a colon after an inflected verb, as in

The filenames are

- autoexec.bat
- init.exe

Ellipses

Ellipses (…) should be indicated with the MS Word key combination, CTRL-ALT-. (period). See *Chicago* 10:48-62 for usage.

Periods

When all text columns of a list or table end in incomplete sentences, do not use periods at the end of the final phrase in an entry:

CTRL-H   Opens the Help menu

CTRL-K   Opens the Keyboard menu

CTRL-P   This option is only available in Graphics mode. Opens the Print menu

But if even one *ending* sentence is complete, put periods in all:

CTRL-H   Opens the Help menu.

CTRL-K   Opens the Keyboard menu.

CTRL-P   Opens the Print menu. This option is only available in Graphics mode.

It's best, however, to avoid inconsistencies by recasting the phrase/sentence for more parallel construction.

Punctuation in Captions and Callouts

Any complete sentences in captions or callouts should end with a period. If callouts include both complete sentences and incomplete sentences, don't add periods to all for the sake of consistency.

Quotation Marks, Placement of Punctuation Within

Put commas and periods inside of quotation marks *except* in code. Commas and periods should also go outside quotation marks surrounding nonletter keyboard characters. Use smart quotes (" ") and apostrophes (' ')—not primes (" ')— for all noncode text.

Punctuation Following Boldface or Italics

Because boldface is used most often to denote user input, punctuation should be boldfaced only if it is part of the user input. If it is not, it should be in regular face.

Commas and periods following italics normally are italic, but all other punctuation marks (; : and so on) are not. Do not italicize a comma when it is separating placeholders to be keyed in, such as

copy (*drive*, *filename*)   *Not...*   **copy** (*drive, filename*)

In this situation, the placeholders are to be replaced with actual names, but the comma will be typed in as it is.

See also the "Acronyms" section.

Boldface

Boldface is typically used to indicate user input; for example:

> Enter **3** in the Margin field and **Budget** in the Column Heading field.

Boldface may also be used to indicate functions or commands. Check with the author or PE.

Italics

Use italics for emphasis and the first use of a term when the term is defined. Italics are also used for letters as letters; for example:

> The *s* in EGAs is *not* capitalized.

Refer to *Chicago* 6.82 for further information.

Italics are also commonly used to indicate variables and parameters, although some authors prefer other styles. Check with the author or PE.

Small Caps

Small caps are used for keypresses (TAB, SHIFT, F3, SPACEBAR, etc.) and A.M./P.M.

Monospaced Font

Monospace font is used for code listings and may be used for segments of code in text. Do not surround monospace code in text with quotes. If quotes are contained with the code set in monospace, be sure they are prime quotes (' or "). To ensure accurate translation to Courier, PEs should prep the manuscript using the Quotes macro.

Capitalization

Heads

Generally, all conjunctions, articles, and prepositions with five letters or fewer are lowercased, as in these examples:

> about, among, and, but, from

Exception: If a head ends in a preposition, the preposition should be initial capped:

> (1)What Is this Book About?

Retain lowercasing of a word in a head when it is a programming term or variable that normally appears lowercase, even if it is the first word:

(3)stdio.h and Other Common Files

Use initial cap for prepositions that go with the verb, and for both words of hyphenated terms:

(2)Setting Up the Tag-Related File

Remember *All verbs are initial capped in heads, including short verbs such as "is," "was," and "be."*

Figure Captions

Initial cap the first word in figure captions:

Figure 1: This is a figure caption.

Table Captions

Cap/lowercase all words except for prepositions, conjunctions, and articles in table captions:

Table 1: Table Caption for Use as Example

Lists

The first word of an entry in an inline, numbered, or bulleted list should be initial capped, unless the word is a programming term or variable that normally appears all lowercase. Try to recast if there is inconsistency.

Following Colons

If text following a colon consists of more than one sentence, or if it is a formal statement, quotation, or a speech in dialog, the first word should begin with a capital letter. See *Chicago* 5.103.

Callouts

The first word in a callout (words added to identify a section of a figure or illustration) should be initial capped, as well as any words normally capped in text.

Acronyms

Initial cap proper nouns but not generic terms when defining acronyms, such as

I/O (input/output)
LIM (Lotus Intel Microsoft)

Plurals of acronyms carry a lowercase *s*, such as

PIMs (personal information managers)

| **Note** | *There is no reason to italicize any part of an acronym or its spellout, but if you do, italicize all, including the parentheses.* |

Numbers and Symbols

Spelling Out Numbers

Spell out numbers ten and under, with these exceptions:

Percentages	5 percent, 20 percent
Numbers less than ten when used with higher numbers in the same sentence	3 of the 11 files
Math-type numbers	5^2

Fractions

Simple fractions such as ½ may be used in text without full-size numbers and forward slash. Compound fractions may be set in either of these ways,

2 ½ inches   *or*   2 5/16 miles

but, built-up fractions *must* be set with full-sized numbers and not with superscripts, as shown here:

$$\frac{321}{(x + y)}$$

Dimensions

"3×5" is preferred to "3 by 5." Don't use the letter *x* in place of the math operator ×.

| **Note** | *Obtain math characters by going to Insert | Symbols, and then using the Symbol font.* |

Equations

Simple equations—even those containing superscript or subscript numbers—such as $3 + 5^2 = 28$, can remain embedded within the text body (not broken out) with no special treatment. A complex equation, such as one containing built-up fractions, integrals,

summations, or square roots, should be broken out and displayed as an inline list. For further help with math, see *Chicago* 13.1–53.

Letters as Math Symbols

Uppercase (X,Y): Axes
Lowercase (x,y): coordinates, values, and ranges

Math Operators

In computer text and for common expressions and usage (3×5, 256K×4, 4×4, 24×7, and so on), use one character space around +, –, and =, and *no* character space around *, ×, and ÷, unless the author insists upon a variation of this to emulate how certain numbers are entered in certain programs.

Verify that an actual minus sign (–) or en dash (–) is used rather than a hyphen (-). Verify that a multiplication sign (×) is used rather than a lowercase *x*.

Negative numbers such as –3 are always closed up.

Punctuation and Plurals of Numbers

0's and 1's in any context take apostrophes for clarity, but higher numbers don't; for example: 0's, 1's, 5s, and 6s.

Plurals of numbers are formed by the addition of *s* alone, as in 240s, 1960s, and '90s.

Addresses and Phone Numbers

Phone Numbers

Real phone numbers should never be used in example text or art. Where it is necessary to give real phone numbers (such as for resource lists), have authors double-check for accuracy.

Example phone numbers should always use a 555 prefix and should be set as follows:

(800) 555-1212

State Names

Spell out in text but abbreviate (using the two-letter postal code) in columns and lists. Refer to *Chicago* 14.17.

Address Terms

"Street" and "Avenue" (etc.) should be written out except in columns and inline lists, where abbreviations may be necessary to save space.

ZIP Codes

Refer to U.S. postal codes as ZIP codes. "ZIP" should always appear in all caps.

All real (not example) addresses should include a ZIP code. If a nine-digit code has been supplied, use this longer version.

Treatment of Computer Terms

General Style Issues

The treatment of the following elements indicates preferred, or most common, usage:

Commands, user input	**boldface**.
Variables, parameters	*Italics*.
Keypresses	SMALL CAPS. Simultaneous keypresses are joined with hyphens, not plus signs, as in ALT-B. (See the "Keypresses and Key Combinations" section for more information on keypresses.)

Note	*The actual styling will vary slightly from book to book, depending on application or computer language. This should be established by the PE and copy editor based on information gathered at the launch meeting and after the first chapter is edited.*

Type/Press/Click

Generally, "type" or "enter" is used with words, letters, or numbers to be keyed in. "Press" is used for any keyboard keys or combination of keys (function keys, letter keys, or command keys such as TAB) without stating "the key." For example:

Type your name in the User field.
Enter your birthdate in the DOB field.
Press DELETE. (*Not* Press the DELETE key.)

"Click" is used to indicate mouse-clicking (double-clicking, right-clicking, etc.) of onscreen elements such as buttons. "Click on" is acceptable when indicating clicking in a general area as opposed to a specific element such as a button. For example:

Click the Send button.
Click on the desktop.

Plurals

When adding a plural to a specially treated word (such as italics, bold, or caps), do not add the treatment to the *s*, as in

There are five *widget*s in the preceding program.
The number of **real**s in a program.
LANs

Abbreviations of Units of Measure

Some of the most commonly used abbreviations include the following:

Measures of Size

Abbreviation	Description	Example
K	Most commonly used as the suffix for the binary quantity 1024 (2^{10}). 640K means 640×1024 or 655,360*	640K
KB	kilobyte 10KB means 10240 bytes rather than 10000 bytes*	10KB
Kb	kilobit	10Kb
MB	megabyte	200MB
Mb	megabit	200Mb
GB	gigabyte	400GB

Measures of Speed

Abbreviation	Description	Example
bps	bits per second	64 bps
Kbps	kilobits per second	64 Kbps
KHz	kilohertz	64 KHz
MBps or MB/ps	megabytes per second	10 MBps or 10 MB/ps
Mbps or Mb/ps	megabits per second	10 Mbps or 10 Mb/ps
Hz	hertz	100 Hz
MHz	megahertz	100 MHz
GHz	gigahertz	100 GHz
ms	millisecond	100 ms or 100 msec

*The difference between K and KB is subtle and should be pointed out to the author if both forms appear in the text.

Note   *Units of size are generally closed up, whereas units of speed are separated by a space.*

Capitalization of Elements in Programs, Operating Systems, and Languages

These generic terms are not capitalized, even when used with proper names:

icon	menu	mode	status bar
title bar	toolbar	tool	view

Capitalization of Filenames, Pathnames, and File Types

Some programming languages are case sensitive, so do not change capitalization of filenames and pathnames without querying first.

The acronym of file types should be used in text:

Use TIFF (or TIF) files for screen captures.

However, when the dot is necessary, use lowercase:

The .jpg and .gif file extenders are necessary to denote file type.

URLs and FTPs

URLs can be set in boldface or left roman in text (but it's recommended not to set them in italics). They may or may not carry the http:// prefix, but they should be consistent.

Hyperlinks are not allowed in manuscript and must be removed by first selecting the hyperlink and then pressing CTRL-SHIFT-F9.

Keypresses and Key Combinations

Keypresses should always be set in small caps, as in TAB, and should be italic if set in an italic paragraph, as in the Note below. Avoid excess words surrounding keypresses; for example, "Press the DELETE key" should instead be "Press DELETE." Key combinations should be joined with hyphens, not plus signs:

CTRL-ALT-DEL
SHIFT-F10

Keypresses with no names on them (SPACEBAR, RIGHT ARROW, etc.) should be formatted as small caps.

Note

Both DEL and DELETE, as well as INS and INSERT, are used, probably because both spellings are present on a keyboard. Be consistent.

Menu Selections

Menu selections should be separated with pipe symbols and presented in as concise a manner as possible. For example, instead of

Select View, then choose Toolbars, then select Formatting.

use

Select View | Toolbars | Formatting.

Be sure to include a space preceding and following each pipe symbol.

Design Elements

Heads

In general, the following rules for heads apply for most standard designs; however, variances may occur due to book design and content. Check with PE.

- A chapter should not begin with a head; each chapter should have some introductory text.
- Heads should not be "stacked" (for example, an H2 directly below an H1 without some intervening text between them).
- Heads should not skip from an H1 to an H3 or an H4, but in some cases, such as in reference chapters, this is allowable.
- Heads should not be followed directly by a list, unless the book is using a special format decided at launch.
- Some designs call for H1s to appear as the running head (in copy); check length before pages are set.
- When editing H1s and H2s, consider parallelism—once they appear in the Table of Contents (TOC) it'll be too late to change.

| Tip | *When in Outline view, you can check head structure: hierarchy, capitalization, length, and parallelism.* |

Special Paragraphs

Special paragraphs (SPs) include Notes, Tips, Cautions, and Remembers, although some series designs or individual books may include other special paragraphs as well. Special paragraphs usually carry an icon. Refer to the sample pages for each book for treatment.

| Remember | *It's best not to stack special paragraphs; it can diminish their impact.* |

Inline Elements

Inline elements are set in normal text font and run in the regular flow of text.

- **Inline list**   Inline lists include single off-set lines. They are never numbered. If entries are composed of only a few words, then the list is an inline list. Programming syntax is also set as an inline list.

- **Inline table**   Inline tables may or may not have column heads. They are never numbered and they never carry a caption.

- **Bulleted list**   Bulleted lists are used for nonsequential lists of information. If each entry is more than a few words and the list as a whole is not a series of steps, then it is a bulleted list. Lead-in fragments to each bulleted item are usually boldfaced and followed by an em space (such as shown here), and full sentences that are lead-ins are usually italicized for emphasis. Set lead-ins consistently within the list.

- **Numbered list**   Numbered lists are used for sequences and steps. Numbered lists may run several pages for lengthy series of steps.

- **Illustrations**   Unlike figures, illustrations are pieces of art that must be placed on the laid-out page precisely where they are slugged in the manuscript. They are usually introduced in the paragraph that precedes the illustration. They have consecutively numbered slugs in the manuscript but are *not* numbered in body text. They do not take captions, although they may have callouts.

- **Listings**   Code listings are set in monospaced font. They may carry numbered slugs and numbered references in the text, but usually don't. Each series design indicates a specific character limit per line for listings. Some series designs allow for outdenting listings with longer-than-normal lines.

Remember   *The only hard return in code listings should occur on the final line; all other lines should end in a soft return. Also, there should be no tabs in code listings.*

Pickup Elements

Pickup elements are set in pages according to the design, generally at the top or bottom of a page.

- **Tables**   If a table is referred to elsewhere in the text, it is a pickup table. Tables are numbered consecutively and have captions. If a subhead occurs in a table, it should be noted with a Production Directive (PD) before the table. Tables may be styled only as Normal.

- **Figures**   Figures are pieces of art that are either referred to more than once in the text or are large enough that they would create potential layout problems if placed inline (generally, more than three inches or so high). Figures are

numbered consecutively and carry captions. They may also have callouts. Figures that contain multiple pieces of art (for example, two before-and-after screenshots) should carry a lowercase letter label for each piece, such as *a* and *b*, on the art hard copy.

■ **Sidebars/Boxed Text**   Sidebars are text boxes that most likely float during layout to another location within the section and therefore should stand alone and not be dependent on surrounding text. Sidebars usually carry an H2 or H3 that are designated with *(s)* in manuscript, and may include illustrations and small inline tables, but not figures, pickup tables, or SPs.

Thumbtabs

Thumbtabs most often carry part titles; PEs check design for style. Note that the TOC is required by Production in order to generate sample pages—changes to the TOC after samples are generated must go through Production so that tab copy may be corrected.

Editorial Issues in Page Proofs

The following style issues apply only after the manuscript has been set in page proofs.

Filenames and URLs

Whenever possible, sentences should be edited to avoid awkward breaks of filenames. Filenames should be broken between recognizable words, and the break should not be hyphenated. Break after the slash but before the dot:

…file/ *(break)*
name.ext…

…file/name *(break)*
.ext…

Heads

Try to make heads no longer than two lines. When breaking heads for sense,

■ Avoid dividing words and separating closely related terms or groups of words

■ Break before prepositions in order to keep prepositional phrases intact

■ Break after punctuation like colons or dashes

■ Strive for evenly broken lines; if not possible, bottom heavy is preferred to top heavy

Some examples are shown here:

> Embellishing Your Documents *(break)*
> with Artwork and Text Boxes

> Using the What's This? Button *(break)*
> and Finding Out What's What

> Form Letters, *(break)*
> Mass-Mailing Labels, and Lists

Widows

Widows should be fixed when they are shorter than the paragraph indent or are less than six characters (not including punctuation).

Figures and Pickup Tables

Figures and pickup tables should appear as close as possible after their text references. To resolve paging difficulties, it's allowable to place the figure before its text reference, as long as both are on the same page or spread, and the figure is placed before the next H1. Inline tables and pickup tables repeat their column heads if a table spills over to a new page.

Continuation Lines

Continuation lines of captions and heads should appear on all but the first page of an item. They are styled as follows: lowercase italics, surrounded by italicized parentheses, such as

> Table 1-1. Command Reference *(continued)*

Continuation lines in indexes should only be used on verso pages and only if they are *absolutely* necessary for clarity.

Loose/Tight Lines

For designs with justified text, suggest text edits and not line rebreaks. For designs with ragged right text, simply flag.

Short Lines

Short lines should be marked for Production to fix, or you can suggest an edit to help even out line lengths. Short lines often occur with URLs or long file names. See the "Filenames and URLs" section for breaking suggestions.

Stacks

Words or word groupings that stack together for three or more lines should be edited or rebroken to correct the stack.

Thumbtabs

Check against manuscript and sample pages, and also check placement on page and placement in relation to other pages in the part or chapter.

Treatment of Individual Words

If an author consistently treats a term differently than what appears in the following list, and it is not incorrect (for example, linefeed instead of line feed), we honor the author's usage.

3-D *or* three-dimensional
64K (see the footnote in the
   "Abbreviations of Units of Measure"
   section)
64KB (kilobytes)
4Kb (kilobits)
40MB (megabytes)
10GB (gigabytes)
3 ½-inch disk
24/7, 24-7, or 24×7)

acknowledgment
aka (no periods)
A.M./P.M. (small caps)
appendixes

back up (v), backup (n, adj)
Bézier
bitmap (n), bitmapped (adj)
Boolean
boot up (v), bootup (n, adj)
bps (bits per second)

CD-ROM (compact disc–read-only
   memory)
cannot

check box (n)
checklist (n)
check mark (n)
copy-protected (adj)
coworker
cpi (characters per inch)
cross hairs
cross-reference (n, v, adj)
cutoff (n, adj)

data (singular and plural)
database
degrees (not symbol)
desktop
disc (CD-ROM and optical)
disk (not diskette—as in floppy or hard)
double-check
double-click
downtime
dpi (dots per inch)
drag-and-drop (v)
drive A:
drop-down (adj)

e-mail (n, adj, v)
equal sign

fax
field name
filename
floppy disk
flowchart
flyout (n, adj.)
follow up (v), follow-up (n, adj.)
form feed
FTP (as acronym)

GIF (graphics interchange format)
gray

handheld (n), hand-held (adj.)
hard disk (n, adj)
hard-wire (v)
home page (n)
hostname
hot key (n), hot-key (v, adj)
hot list (n)
Hz (hertz)

ID
indexes
inline

KHz (Kilohertz)
keypad
keypress
keystroke
keyword

laptop
left-click
left-justified
left-justify (v)
leftmost
line feed
log in, log into (v), login (n, adj)
log off (v), logoff (n, adj)
log on, log onto (v), logon (n, adj)
long-distance (adj)
lookup (n)

lowercase
lower-left corner
lower left-hand
lpi (lines per inch)

MHz (megahertz)
MS-DOS
multi*anything* (except words beginning
    with *i*: multi-interests)

notepad (generic) but Notepad (the
    Microsoft accessory)

offline
OK
one-dimensional
online
onscreen
on-the-fly
overwrite

palmtop
pathname
percent
placeholder
plug-in (n)
P.M./A.M. (small caps)
pop up (v), pop-up (adj)
predefined
print out (v), printout (n)
pull-down (adj)

read-only (adj)
real time (n), real-time (adj)
reboot
right-click
right-justify (v), right-justified (adj)
rpm (revolutions per minute)
rundown
run time (n), run-time (adj)

salesperson
screensaver

scroll bar
set up (v), setup (n, adj)
shareware
SHIFT-click
shortcut (n, adj)
sign on (v), sign-on (n, adj)
spell check (v, n)
SQL (takes "a" or "an," depending
   on how pronounced)
stand-alone (adj)
start up (v), startup (n, adj)
sub*anything*
supercomputer

third party (n), third-party (adj)
three-dimensional (adj) *or* 3-D
toolbar
toolbox
top-left corner
top-right corner
touch-tone (adj)
trade-off

UNIX/Unix (author-dependent)
upper-left corner

uppercase (n, v, adj)
upper left-hand (adj)
URL (uniform resource locator) takes "a"
   or "an," depending on how
   pronounced
U.S. (spell out if used as a noun)
user-defined

versus or vs. (both OK)
videodisc

Web (n), web (adj)
wildcard (n, adj)
Wizard or wizard
worksheet
workspace
workstation
write-protect

X axis (n), X-axis (adj)

Y axis (n), Y-axis (adj)

zeros
ZIP code