**Microsoft Manual of Style, Fourth Edition**

Microsoft

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To ensure the ongoing accuracy of this book and its companion content, we've reviewed and confirmed the errors listed below. If you find a new error, we hope you'll report it to us on our website: www.microsoftpressstore.com/contact-us/errata.

| Page | Location | Description | Date corrected |
|---|---|---|---|
| 8 | Second table, fourth row, second column, first line | Reads:<br>...preforming the action.<br><br>Should read:<br>...performing the action. | 11/16/2012 |
| 20 | Table, second row, first column | Reads:<br>To learn about a complex task or feature in an we<br><br>Should read:<br>To learn about a complex task or a feature in an application | 11/16/2012 |
| 21 | "Make text scannable" section, third bulleted item, "Microsoft style" section | The example is missing the bullets before the bulleted items. The bullets should appear before each line, after the sentence that reads: Use linked files when these criteria are met: | 11/16/2012 |
| 35 | Third paragraph | Reads:<br>The style of the source language has significant impact on the quality if...<br><br>Should read:<br>The style of the source language has significant impact on the quality of... | 11/16/2012 |
| 36 | Third row, second column | The bullet before the following text should be removed: You can remove the ambiguity by rewriting this sentence as follows: | 11/16/2012 |
| 37 | "Terminology and word choice" section, first line | Reads:<br>...with comprehension make...<br><br>Should read:<br>...with comprehension and make... | 11/16/2012 |
| 39 | "Testing for jargon" section, first paragraph, second line | Reads:<br>...MSTP or your project style sheet,...<br><br>Should read:<br>...Microsoft Manual of Style or your project style sheet,... | 11/16/2012 |

| Page | Location | Description | Date corrected |
|---|---|---|---|
| 39 | "Testing for Jargon" section, third bulleted item | Reads:<br>...it is may be all right to use for some audiences.<br><br>Should read:<br>...it may be all right to use for some audiences. | 11/16/2012 |
| 42 | "Names and contact information" section, table, rows 3 and 5, Guideline column | The following words should be italic in the third row:<br>title, honorific, Mr., Mrs.<br><br>The following words should be italic in the fifth row:<br>postal code, ZIP Code | 11/16/2012 |
| 42 | Top table, first row, second column, second sentence | Reads:<br>For example, do not use 6/12/2010.<br><br>Should read:<br>For example, do not use 6/12/2011. | 11/16/2012 |
| 59 | Third bulleted item, lead-in | Reads:<br>Remove the checkmark<br><br>Should read:<br>Remove the check mark | 11/16/2012 |
| 64 | Last paragraph, first sentence | Reads:<br>In general, refer to unavailable commands and options as unavailable…<br><br>Should read:<br>In general, refer to unavailable commands as unavailable… | 11/16/2012 |
| 67 | Paragraph above screenshot, first sentence | Reads:<br>The following illustrations show examples of toolbars.<br><br>Should read:<br>The following illustration shows an example of a toolbar. | 11/16/2012 |
| 80 | Third row, Definition column, second sentence | Reads:<br>In some prograrms,...<br><br>Should read:<br>In some programs,... | 11/16/2012 |
| 95 | "Bold formatting" section, fifth paragraph | The period is missing from the end of the following sentence:<br>For more information, see Controls; Document conventions (Chapter 6); Ribbons, menus, and toolbars; Procedures (Chapter 6) | 11/16/2012 |
| 96 | Sixth row, Element column, parenthetical | Reads:<br>(system defined)<br><br>Should read:<br>(system-defined) | 11/16/2012 |

| Page | Location | Description | Date corrected |
|---|---|---|---|
| 103 | First two example lines | Bold should be applied to the following text in these lines: <br> Date and Time <br> Provide feedback with sound | 11/16/2012 |
| 103 | Fourth bulleted item | Reads: <br> Use a monospace font for program input and output text. <br><br> Should read: <br> In content for developers, use a monospace font for code examples and output text. | 11/16/2012 |
| 108 | Fifth row from bottom, Example column | Reads: <br> MyFiles\\Accounting\Payroll\VacPay <br><br> Should read: <br> MyFiles\Accounting\Payroll\VacPay | 11/16/2012 |
| 109 | Eighth row, Convention column | Reads: <br> Italic on first mention, unless your project style sheet specifies otherwise. Italic. <br><br> Note  Italic type does not always show up well online. If necessary to accommodate low-resolution monitors, enclose new terms in quotation marks. Use italic formatting for emphasis sparingly. <br><br> Should read: <br> Italic on first mention of a new term, unless your project style sheet specifies otherwise. Use italic formatting for emphasis sparingly. <br><br> Note  Italic type does not always show up well online. If necessary to accommodate low-resolution monitors, enclose new terms in quotation marks. | 11/16/2012 |
| 119 | code sample in lower third of page | The "public void" text should be moved down. <br><br> Reads: <br> // Displays a list of customer information in the console. public void PrintCustomers(List<Customer> customerList) <br><br> Should read: <br> // Displays a list of customer information in the console. <br> public void PrintCustomers(List<Customer> customerList) | 11/16/2012 |
| 121 | "Command syntax" section, first sentence | Reads: <br> Although computer users today use the user interface… <br><br> Should read: <br> Although computer users today use the graphical user interface… | 11/16/2012 |

| Page | Location | Description | Date corrected |
|------|----------|-------------|----------------|
| 123 | Sentence after Note reader aid | Reads:<br>For more information, see Capitalization (Chapter 7), Document conventions, File names and extensions.<br><br>Should read:<br>For more information, see Capitalization (Chapter 7), Document conventions. | 11/16/2012 |
| 127 | "Element name formatting" section, fourth paragraph | Reads:<br>...used bold formatting...<br><br>Should read:<br>...use bold formatting... | 11/16/2012 |
| 129 | Bulleted list, first bulleted item | Reads:<br>• Title of the file left-aligned, with the date (month and year) left-aligned one line below. Standard Microsoft copyright notice, left-aligned under the title. Introductory paragraph explaining the purpose of the file. Contents listing all section headings.<br><br>Should read:<br>• Title of the file left-aligned, with the date (month and year) left-aligned one line below. | 11/16/2012 |
| 136 | "Organizational guidelines" section, second bulleted item, first sentence | The following sentence should be deleted:<br>Apply the rules for outlining when organizing headings. | 11/16/2012 |
| 140 | "Microsoft style (infinitive phrase)" section, step 3 | The word "OK" should be bold, as it is in step 3 of the identical preceding example. | 11/16/2012 |
| 144 | First bulleted item | Reads:<br>Place information about the item in the left column in the subsequent columns.<br><br>Should read:<br>In the subsequent columns, place information about the item that appears in the left column. | 11/16/2012 |
| 145 | "Formatting" section, first paragraph | Reads:<br>For some content teams, some table formatting may be done in design templates. The following guidelines suggest ways to make tables more readable.<br><br>Should read:<br>The following guidelines suggest ways to make tables more readable. If possible, create a design template to standardize the tables in your content. | 11/16/2012 |

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|------|----------|-------------|----------------|
| 157 | First paragraph, second sentence | Reads:<br>When designating years,...<br><br>Should read:<br>When designating years and baud,… | 11/16/2012 |
| 162 | Third bulleted item, second sentence | Reads:<br>...as &times or &#0215.<br><br>Should read (with italic formatting for the ampersand phrases):<br>...as &times; or &#0215;. | 11/16/2012 |
| 162 | "Abbreviations of measurements" section, first sentence | Reads:<br>As a general rule, do not abbreviate units of measure except for kilobytes (KB), megabytes (MB), and gigabytes (GB), which can be abbreviated when used with numbers.<br><br>Should read:<br>As a general rule, do not abbreviate units of measure except for kilobytes (KB), megabytes (MB), gigabytes (GB), and terabytes (TB), which can be abbreviated when used with numbers. | 11/16/2012 |
| 169 | First screen shot, label | Reads:<br>On the File menu, click Send to, and then click where you want to send the file or folder.<br><br>Should read:<br>On the File menu, point to Send to, and then click where you want to send the file or folder. | 11/16/2012 |
| 194 | Line of code | In the following text, "constant+1" should be surrounded by straight quotation marks instead of curly:<br>/*Declare the string to have length of "constant+1".*/ | 11/16/2012 |
| 194 | First paragraph, second sentence | In the following phrase, the quotation marks should be straight:<br>...which call for straight quotation marks (" "). | 11/16/2012 |
| 206 | "Capitalization" section | Reads:<br>Because many groups use the same source for both printed and online documentation, use all lowercase for all index entries except those words that require capitalization and See and See also references.<br><br>Should read:<br>Use all lowercase for all index entries except those words that require capitalization and See and See also references. | 11/16/2012 |
| 223 | MS, MSFT row, Comments column, last sentence | Reads:<br>MSFT is all right it use...<br><br>Should read:<br>MSFT is all right to use... | 11/16/2012 |

| Page | Location | Description | Date corrected |
|---|---|---|---|
| 223 | NA, N/A row, Acronym column | Reads:<br>NA, N/A or<br><br>Should read:<br>NA, N/A | 11/16/2012 |
| 226 | S+S row, Expanded form column | Reads:<br>software_plus_services<br><br>Should read:<br>software-plus-services | 11/16/2012 |
| 230 | inches row, Abbreviation column | The inch sign should be straight, not curly, quotation marks. | 11/16/2012 |
| 230 | gigabytes row, Comments column | Reads:<br>Don't use G, G byte, or GByte. All right to use abbreviation as a measurement with numerals. Otherwise, spell out. See GB.<br><br>Should read (abbreviations should be italic):<br>Don't use G, G byte, or GByte. Spell out on first mention. On subsequent mention, all right to use the abbreviation as a measurement with numerals. See GB. | 11/16/2012 |
| 231 | kilobytes and megabytes rows, Comments columns | Italics are missing from the abbreviated forms. The following should be italic in each of these entries:<br>K, K byte, KByte<br>M, meg, M byte, MByte | 11/16/2012 |
| 232 | terabytes row, Comments column | Reads:<br>Spell out on first mention. On subsequent mention, all right to use the abbreviation as a measurement with numerals.<br><br>Should read (abbreviations should be italic):<br>Don't use T byte or TByte. Spell out on first mention. On subsequent mention, all right to use the abbreviation as a measurement with numerals. See TB. | 11/16/2012 |
| 237 | "above" section, last sentence | The following sentence should be deleted:<br>Do not use above to mean later, as in Windows Vista and later. | 11/16/2012 |
| 284 | Bullet listed, last bulleted item, last sentence | A period should be added to the end of the sentence.<br><br>Reads:<br>...from other hard drive types<br><br>Should read:<br>...from other hard drive types. | 11/16/2012 |

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|------|----------|-------------|----------------|
| 291 | "Microsoft style" and "Not Microsoft style" examples near the bottom of the page | Reads:<br>When you are finished…<br><br>Should read:<br>When you have finished… | 11/16/2012 |
| 306 | "higher" section, last normal paragraph to end of section | Reads:<br>It is all right to use higher to refer to more powerful hardware.<br>Microsoft style<br>a processer speed of 2.5 Gigahertz (GHz) or higher<br><br>Should read (formatting should be retained):<br>It is all right to use higher to refer to display resolution. Do not use higher to refer to processor speed; use faster instead.<br>Microsoft style<br>1920 x 1200 pixels or higher resolution<br>a processer speed of 2.5 gigahertz (GHz) or faster | 11/16/2012 |
| 307 | "home directory" section | Reads:<br>Do not use. Use root directory instead to refer to the starting point in a hierarchical file structure. In MS-DOS and Windows, the root directory is indicated by a backslash (\).<br><br>Should read ("root directory" and "top-level folder" should be italic):<br>Do not use. In content for software developers, use root directory instead to refer to the starting point in a hierarchical file structure. In MS-DOS and Windows, the root directory is indicated by a backslash (\). In all other content, use top-level folder. | 11/16/2012 |

| Page | Location | Description | Date corrected |
|------|----------|-------------|----------------|
| 308 | "hot spot, hotspot" section | Reads: Two words when used in content for a technical audience to refer to the specific pixel on the pointer that defines the exact location to which a user is pointing. Also two words when used to refer to a wireless or Wi-Fi hot spot. One word when referring to such programming elements as the elements of the HotSpot class or when following the wording in the user interface. Do not use hot spot or hotspot to refer to a hyperlink. See also hyperlink. Should read: Do not use to refer to a hyperlink. • Use two words in content for a technical audience to refer to the specific pixel on the pointer that defines the exact location to which a user is pointing. • Use one word when referring to a site that offers Internet access over a wireless LAN. • Use one word when referring to programming elements such as the elements of the HotSpot class or when following the wording in the user interface. | 11/16/2012 |
| 326 | "-like" section, third line | Reads: ...But do hyphenate words... Should read: ...but do hyphenate words... | 11/16/2012 |
| 329 | "log on, log off, logon, logoff" section, last line under "Microsoft style" | Reads: When you are finished... Should read: When you have finished... | 11/16/2012 |
| 332 | "manual" section, first line | The word "guide" should be italic. | 11/16/2012 |
| 350 | "over" section, last example under "Not Microsoft style" | Reads: You need Windows 7 or over. Should read: You need Windows XP or over. | 11/16/2012 |
| 352 | First paragraph, last line | The phrase "Score pane" should be italic. | 11/16/2012 |

| Page | Location | Description | Date corrected |
|---|---|---|---|
| 352 | "patch" section, second sentence | Reads:<br>This is legacy terminology that has been replaced...<br><br>Should read:<br>This term has been replaced... | 11/16/2012 |
| 369 | First "Microsoft style" example | The following example should be split into two lines.<br><br>Reads:<br>HKEY_CLASSES_ROOTHKEY_LOCAL_MACHINE<br><br>Should read:<br>HKEY_CLASSES_ROOT<br>HKEY_LOCAL_MACHINE | 11/16/2012 |
| 370 | "restore" section, third paragraph, last sentence | A period should be added to the end of the following sentence:<br>See also restore (SQL Server), undelete | 11/16/2012 |
| 372 | "root directory" section | Reads:<br>Use this term, not home directory, to refer to the directory or folder (indicated in MS-DOS with a backslash: \) from which all other directories or folders branch. Do not shorten to root when you mean the directory.<br><br>Should read ("home directory" and "root" should be italic):<br>In content for software developers, use this term, not home directory, to refer to the directory or folder (indicated in MS-DOS with a backslash: \) from which all other directories or folders branch. Do not shorten to root when you mean the directory. | 11/16/2012 |
| 381 | "should vs. must" section, paragraph above second "Microsoft style" subhead | The following paragraph should be indented:<br>Do not use should to indicate probability. Wherever possible,... | 11/16/2012 |

| Page | Location | Description | Date corrected |
|------|----------|-------------|----------------|
| 396 | "terabyte" section | Reads:<br>One terabyte is equal to 1,099,511,627,776 bytes, or 1,024 gigabytes.<br><br>Do not abbreviate. Insert a space between the numeral and terabyte, or hyphenate if the measure is used as an adjective. See also Measurements and units of measure (Chapter 7).<br><br>Microsoft style<br>36 terabytes<br>36-terabyte database<br><br>When used as a noun in measurements, add of to form a prepositional phrase.<br><br>Microsoft style<br>This database contains 36 terabytes of information.<br><br>Should read:<br>One terabyte is equal to 1,099,511,627,776 bytes, or 1,024 gigabytes.<br><br>Abbreviate as TB, not T byte or Tbyte. On first mention, spell out and use the abbreviation in parentheses. Insert a space between the numeral and TB, or hyphenate if the measure is used as an adjective.<br><br>Microsoft style<br>36 terabytes (TB) of data<br>36-TB database<br><br>When used as a noun in measurements, add of to form a prepositional phrase.<br><br>Microsoft style<br>This database contains 36 TB of information. | 11/16/2012 |