

Pogue Press / Missing Manual Style Guide

Numbers

- Numbers under 10 are written out. Exceptions: pixel measurements and units of time, which are usually numerical. (Examples: 5 minutes, 2-pixel GIF.)
- Don't use x to stand for a number. Say "1, 2, 3, and so on."
- No comma in pixel measurements: 1024 x 760.
- Comma in currency (\$1,024) and speeds (1,024 KB).
- Use x for dimensions, not *by*, e.g., 8.5 x 11.
- Note exception to number rule for ages: 4-year-old.
- No hyphens when compound adjective with a number is abbreviated: 10 GB, but 10-gigabyte.
- Don't break chapter number and figure number. [In actual page layout.]
- Use KB for kilobytes. K is acceptable for modem speeds, e.g., "56 K modem."
- Decades: 1980s, 1990s, 2000s.
- Centuries: 19th, 20th, 21st, etc. No superscript.
- Use numerals for margin measurements, e.g., " 1" "
- Use + and – rather than spelling out "plus" and "minus" ("click the + sign") unless it may confuse the reader.
- When referring to a chapter number in the text, use Arabic numbers, e.g. "Chapter 2."
- When referring to a book's part number, use Arabic numbers, e.g. "Part 3."

Punctuation

- Punctuation following italicized or bolded words should also be italics or bold.
- Commas and periods are inside double quotes, unless the quotes surround the name of a screen element, in which case the period is outside (i.e., To fire up the blivot tool, click "blivot tool activator".)
- Parentheses are always roman, even when the contents are italic.
- Em-dashes: always closed (no space around them).
- Ellipses: always closed (no space around them).

- Colons. Please cap the first letter after the colon **if** it begins a complete sentence. Also, please use a colon, not a period, at the end of a sentence that introduces a tutorial or bulleted list. For example, "Here's how to do it:" or "This feature comes in handy in the following situations:"
- Serial commas. In a list, use a comma after the second-to-last item. That would be great, convenient, and helpful.
- Use en-dash for minus sign. Note en dash instead of hyphen in pre-Mac OS X and other multiword combinations.
- Hyphens. Close up words used as nouns (“coverup”); hyphenate words used as adjectives (“the cover-up measures”); verbs are two words (“cover up the flaw with...”).
- Prefixes are closed (no hyphens) except as noted in the word list at the end of this guide.
- Ampersand (&) for “and” in book titles only.
- Bulleted lists receive end punctuation (watch especially for action statements with implied subject “you”); exception—very short phrases with no sentences following. Initial phrase or key phrase in bulleted lists usually boldfaced; boldface adjacent punctuation.
- Common foreign terms (such as “en masse”) are roman.
- Degrees. Spell out rather than using symbol (unless it’s an onscreen element).

Headings and Sidebars

- Level 1 and 2 headings get word capped.
- Level 3 headings are just sentence capped.
- All articles and conjunctions in headings are lc.
- Prepositions in headings are lc, except Through, Between, Within, and other long ones (6 or more letters).
- Sidebar titles are always word capped.
- Heading length. This one is a technical quirk, but when you have a level 1 header, it can’t be more than about 40 characters, or our production crew goes into conniptions.
- Instead of the word “sidebar,” use the word “box.” For example, “see the box on page xx.”
- When referring to a section or sidebar, put its title in quotes.

Software Elements

- Menus: Pull-down menus are the ones at the top of a screen or window. Pop-up menus (Mac) or drop-down menus (Win) are the ones you click to choose from on Web pages and in dialog boxes. The menu you get when you right-click or Control-click is a shortcut menu.
- Always cap words that are capped onscreen (you can use the figures as a guide). Put quotes around any multi-word element names that are lowercase onscreen and would thus be hard to distinguish from the rest of the text (i.e., Click “Don’t select object until rendered” only if you’re over 40.).
- Generic features such as assistants (Mac), wizards (Windows), behaviors (Dreamweaver), templates, and styles are lc (e.g., “You can use templates in Word to automate...”). Specific features that are uc onscreen should also be uc in the text (e.g., “Internet Assistant” or “Setup Wizard”). Then there are the hybrid features: the feature name is uc (as it is onscreen) but the feature itself is lc (the word itself doesn’t appear onscreen). Examples: “Alt property,” “Print dialog box,” “Formatting toolbar,” “Save button,” “Frame behavior.” Along these lines, the word “view” is lc, i.e., Code view, Layout view, Design view, Normal view, and so on.

- Button names are capped. When the button has an icon, it's described, i.e., "the Edit button," "the Cut button." Commonly named buttons usually don't need the word "button." Examples: "click Edit," "click Yes."
- Icons are described colloquially are lc, (e.g., "globe icon" or "question mark icon"); however, official icon names are uc. ("Web icon" or "Help icon").
- Dialog box text that is not title capped is quoted.
- No colons after labels and commands, even if they appear onscreen.
- File names and folder names are roman and capped; when they are lc (as they often are in Web pages), they are ital for clarity. Exception: CSS files, which begin with a period, are lc and roman, i.e., .company.css.
- File name extensions: lowercase, roman, and with the period (.exe, .tif, .doc).
- In Mac OS X, "[Program Name] Preferences" and "Application menu→Preferences" are both acceptable. [For proofreaders: don't break "OS 9" or "OS X."]
- Paths are ital.
- URLs are tagged with the hyperlink style in our template. If the URL is not a live Web site (e.g., *www.yourcompay.com*), italicize it.
- Web site names, when not part of a URL, are title capped, roman, such as Yahoo.com.
- Text the user types in a field is ital, as is text that is automatically typed on the user's behalf.
- In email programs, the address fields are called "To:" and "From:". (Whatever label appears onscreen is quoted.)
- Computer code: Use the Code styles in our template.
- Ital Unix commands: *sudo, rm.*
- HTML tags are roman, lowercase and in brackets; unless when described (i.e., <p> tag, but "paragraph tag" [don't use the quotes]).
- HTML tag attributes are roman. (Attributes are words that modify an HTML tag; for example, the center attribute can modify the <p> tag.)
- CSS style names are itals: *.newsBox2.* (Style names provide formatting instructions for a Web page; sometimes they're called "style rules." Every style name has properties (see below), which are instructions for how the style should be formatted. And every property has a value (see below).)
- CSS style properties are itals: *font-family.*
- CSS style values are itals: *Helvetica.*

Keystrokes

- Note the order for Macintosh keystrokes: Shift / Control / Option / Command / <letter or number key>. (Examples: Command-S, Shift-Command-S, Shift-Option-S*)
- Use the word "period" in keystrokes, not a dot.
- Windows keystrokes are separated by +, Mac keystrokes are separated by hyphens.
- The Ctrl key is Ctrl in Windows and Control on the Mac.

* Note: A cloverleaf symbol denotes the Macintosh Command (Apple) key. In our Word documents, this symbol is denoted by "@cmd." The Apple menu icon is denoted by "@app."

Tutorials, Numbered Lists, and Bulleted Lists

- In tutorials, “step 1, step 2,” and so on are lc.
- Note en dash in “repeat steps 3–6.”
- Features defined in bullet points are boldface on first reference.
- To add a bullet list anywhere within a numbered list, use the regular ListBullet style.

Menu and Folder Conventions

- To save space, all Missing Manual titles express submenus like this: “Choose File→New→New Folder” or “Choose File→Label→Essential.”
- Please use the same kind of notation for indicating a nested folder, beginning (on the Mac) with the first folder on the root level of the hard drive or (on Windows) with My Computer. For example: “Open System Folder→Preferences→Photoshop Preferences” or “Open My Computer→C drive→Windows→Program Files.”

Books, Movies, Music, Games

- Book titles are italicized.
- Movie and TV show titles are italicized.
- Newspaper names and magazine titles are italicized.
- Titles of classical musical pieces are ital. Popular music songs are quoted.
- Musical styles are lc (except New Age).
- Game names are lowercase: duck-duck-goose; rock, paper, scissors.

Online Style

- **Acronyms and abbreviations.** Always use common ones without spelling out: USB, URL, AOL, HTML, XML, TCP/IP, WiFi, PHP, MySQL, ASCII, BIOS, FTP, MP3, and so on. Spell out rare or new ones in parentheses on first occurrence: “JSP (Java Server Page).”
- **Dates.** Don’t use a comma between the month and the year: “April 2001.” Do use a comma with an exact date: “April 1, 2001.”
- **Phone numbers.** Enclose area code in parentheses: (212) 555-1212. Do not set off an extension number with a comma.
- **Headings.** Initial caps (all levels).
- **Filenames, pathnames, Internet addresses, etc.** Italicize, unless they’re hyperlinked, in which case they’re already underscored.
- **Company names.** Capitalize or CamelCase according to company usage. Use common abbreviations according to company usage (“IBM”). Don’t use exclamation points: “Yahoo” not “Yahoo!”
- **Em dashes.** No spaces on either side.
- **File extensions.** Lowercase, with preceding dot: .xls, .docx, .mp3, etc.
- **Titles of newspapers, magazines, and other printed materials.** Italicize.

- **Titles of ORM books, short cuts, and other publications.** Roman, capitalized (these are always hyperlinked/underscored). Note all-caps for MAKE, CRAFT.
- **Titles of screencasts, podcasts, etc.** Roman, Capitalized (these are always hyperlinked/underscored).
- **Links to external (non-O'Reilly) Web pages.** Open in new window.
- **Professional titles.** Lowercase: editor in chief, production editor, etc.
- **The term “Web.”** Match oreilly.com style; that is, capitalize when noun, lowercase when adjective. Close the following compounds: webcam, weblog, webmail, webmaster, website.

General Style

- **Refer to the reader as you—never as “the user.”** Users are the clients of another industry altogether. Use words like “people” or “fans” instead.
- **Click things.** Instead of “click on it,” simply say, “click it.” The preposition is unnecessary.
- **Drag things.** No need to say “click and drag” because dragging already requires clicking.
- **Bullets.** This list shows you our most common style for bulleted lists. The first term or sentence should be bolded and followed by a period, and then the following info is part of the same paragraph.
- **URLs.** Skip the `http://`, which all current Web browsers insert automatically. Exception: Sites that don’t use `www` at the beginning. In that case, put the `http` part, to let the reader know we didn’t just screw up. URLs are broken after punctuation (preferred) and without hyphenation.
- **No Latin stuff.** Instead of “etc.,” please use “and so on.” Instead of “e.g.,” use “for example” or “for instance.”
- **Italics.** Watch for excessive (more than once per graph) italics for emphasis.
- **Like.** It’s okay to use “like” in the sense of “such as.” Don’t correct it.
- **Repetition.** Don’t worry about repetition. We use the constructions “you can” and “you’ll find” a lot.
- **Notes and Tips.** Don’t worry about bolding the first word of Notes and Tips. Production will do that later.
- **“Allows you to”** should be changed to “lets you.”
- **New and Defined Terms.** When we introduce new terms, we not only have to put them in italics, we have to define them too.
- **Where is this happening?** A lot of time, within a section, it’s worth repeating that you need to be in the XYZ dialog box, on the ABC tab, in order to do EFG.
- **Checkboxes.** You “turn on,” not “check” checkboxes. You “turn off” or “uncheck” checkboxes.
- **Pronunciation.** When supplying pronunciation, the guide words are quoted, e.g., ASP (pronounced “asp”)

Writing Style

- **Don’t use first person.** Missing Manuals use second-person voice, referring constantly to the reader. Watch for sentences that say, “We’ve found that opening 2,542 documents at once is a mistake; 2,541 is the limit.” Instead, try “Word limits you to 2,541 open documents, and unfortunately, there’s no workaround.”
- **Use active voice.** The passive voice is for lazy writers and government officials who want to avoid blame (“Mistakes were made.”). Use the active voice to help your readers clearly understand who’s doing what: “Excel gives you three quick ways to import graphics into your spreadsheet.” (See the end of this section for more passive vs. active examples.)

- **Set software actions in the present tense.** We want Missing Manuals to read as if you're standing over the reader's shoulder, guiding her through a series of steps. Software actions thus happen as you go. So instead of "The icon will blink," try "The icon blinks." Save future tense for things that will happen later.
- **Be as precise as possible.** Avoid sentences that start "There are" as in, "There are four separate areas that make up..." Instead, try something like "Four separate areas make up a Keynote screen." Or "Keynote has four separate areas that make up its screen." You get the idea.
- **Use contractions where appropriate** for a conversational tone. (Exceptions: Don't use "here're" and "there're." Avoid contracting common noun + "is," since this may be confused with the possessive. Example of what you don't want: "The only exception's if you create a form...")
- **Show clear cause and effect.** When you want to explain how a program will respond to an action on the reader's part, avoid: "Click OK and Word reformats the document." Instead go for: "If you click OK, then Word reformats the document." Or "When you click OK, Word reformats the document." Also, when you have a list of actions within a sentence, use "and then" to introduce your final step. If you have just "and," readers might wonder whether they should be performing two actions simultaneously. But if you have just "then," you've committed a grammo because series of actions needs a conjunction to link the last one to the rest of the sentence, and "then" is not a conjunction.
- **Show readers the right order of events.** When explaining how to do something, tell readers *where* they should be before telling them *what* they should do. For example: "In the Open dialog box, select the file..." (Not, "Select the file in the Open dialog box.")
- **Put "only" in its place.** Most of the time, "only" should appear *after* the verb—later than you probably think—for clarity. The idea here is that you want "only" to modify the right thing, which is usually the subject or object of a sentence, but not the verb. When you place "only" before the verb, it modifies the verb. For example, "It only works sometimes" could also mean "Sometimes, it plays." Better to say, "It works only sometimes."
- **Avoid the mystery antecedent.** Please refrain from using "this" and "these" without specifying this or these *what*. Pronouns that lack antecedents require readers to work extra-hard to figure out what you're referring to. Thus, "This is boring" should be "This sentence is boring."
- **Fear jargon.** We're trying to write in a conversational style that the average civilian will understand. Terms like "functionality" and "price point" are verbose and often vague. Instead, use words like "features" and "price." Similarly, favor "program" over "application." Keep an eye out for words like "interface" and "supports." Figure out some real-world words to use instead. We hardly ever use the word "default" or the phrase "by default." Instead, try "FileMaker sets it that way" or "The program automatically..." We stay away from "enable" and "disable," going instead for "turn on" and "turn off."
- **Fear programmer jargon.** Civilians really never say "dialog"; they say "dialog box."

Passive vs. Active: Examples

Passive: Because views **are stored** with the workbook...

Active: Because **Excel stores** views with the workbook

Passive: If you're printing a very large worksheet, Excel shows a Printing dialog box for a few seconds as the pages **are sent** to the printer.

Active: If you're printing a very large worksheet, Excel shows a Printing dialog box for a few seconds as **it sends** the pages to the printer.

Passive: A print area designates a portion of your worksheet as the only region that will be printed.

Active: A print area designates a portion of your worksheet as the only region that Excel will print.

Passive: The units used for Excel margins depend on the regional settings on your computer....

Active: The units Excel uses for margins depend on the regional settings on your computer

Passive: Literal text consists of ordinary characters that you write in, which are then copied directly into the header or footer.

Active: Literal text consists of ordinary characters that you write in, which Excel then copies directly into the header or footer.

Individual Words and Phrases

(DW) specifies Dreamweaver	airtime	autofocus
(W) specifies Windows term	all-new	autoformat (v.)
(X) specifies Mac OS X term	<i>alt</i> text (note italics)	Autogrid
	AltaVista	auto-hiding
	anchor person	automatic login (lc X)
	antialiasing	autoplay (iTunes)
.Mac	antivirus	AutoPlay (W)
.NET	appendixes	autosize
[Program Name] to substitute for the name of a program	Apple Account	autosync
[Your Name]	AppleScript(s)	back end (of a Web site)
“Missing CD” page	AppleScriptable	back up (v.), backup (n.)
“watch me” mode	applet, applets	Backlight button
“wow” factor	AppleTalk	backlight, -lit
12-bit	AppleWorks, AppleWorks’	backtrack (v.)
16-bit (1)	Application menu <i>but</i> [Program Name]	ball game
16-year-old	application menu	Behaviors channel (DW)
3-D	arrow button (the “menu triangle” on menu bars)	Behaviors panel
5 x 8-inch	ASCII	bestselling
802.11, 802.11a	Assets panel	Bg color property (DW)
8mm	audio book	big time (n.), big-time (adj.)
90 percent	Audio In	BIOS
a.m./p.m.	Audio Track (in iMovie)	Black, White (chess)
acknowledgement	audiocassette	block-level
adapter	Auto Play (iMovie)	blockquote
add-on (n. & adj.)	AutoSum	Boolean
address bar	auto-advance	brand-name
administrator (X)	Auto-complete (FMP)	brand-new
Administrator account (W, X)	AutoComplete (n.)	built-in
Adobe ImageReady	autocomplete (v.)	bullseye
advisor	auto-exposure	Button bar
AES encryption	AutoFill (n.)	buzzword
AirPort	autofill (v.)	C: drive (with colon; no parens)

C:> prompt	co-author	Day One
cable TV	coax (for coaxial)	day-to-day (adj.)
callback	Code inspector	deadwood
camcorder	Code view (DW)	decompress (files, NOT uncompress)
Camera Mode (iMovie)	codec, codecs	deselect
cameraphone	color-blind	Design view (DW)
camera work	color-sampling	desktop
case-sensitive	ColorSync	dial-up modem
catalog, cataloged	column view	Dial-Up Networking (W)
catch-all	command line interface (no hyphens)	DICT (U)
categories are capped: Character category, General category, Site category	Command Prompt (W)	digicam
cellphone	communiqués	Digital8
CGI-Executables (folder in OS X)	CompactFlash	DirectParallel
character-level	computerish	divider (X)
chat room	conniption	Dock (X)
cheapo	console (X)	dock, docked (v.) OS X
checkbox	Control menu (W)	document window
checkmark	control panel	document-relative link
Chess (the program in X)	Control Panel window (W)	double-click
childproof (adj.)	Control Panels folder	double-down-arrow circle button (W)
child-proof (v.)	Control Strip	doughnut
Chooser	Control-click	down arrow key
Cinema Display	Control-L	downside
class style (DW)	co-owner	drag and drop (v.)
Classic (the X program; also used for certain legacy screens in W)	copy-protected	drag-and-drop (n.)
clickable	counterclockwise	drag-and-dropping (n.)
clip art (uc only for Office onscreen element)	counterintuitive	draggable
Clipboard (M & W)	co-worker	drop box (no hyphen)
ClipBook Viewer	creator code	drop shadow
Clippings window (<i>but</i> picture clipping)	crossfade (n.), cross-fade (v.)	drop-down (W)
Clips pane (iMovie, formerly: the Shelf)	custom-built	dual boot, dual booting (W)
close box	custom-made	dual-speed
close button	cutaway	DV
closeup (n. & adj.)	CuteFTP	DV camcorder
clueing	cut-in	DV Terminal
	database-driven	DVD videodisk

DVD-Video player	filename extension (W)	G4 tower
DV-NTSC	filmstrip	GarageBand
DV-PAL	find-and-replace	geltab
E.I.S. (electronic image stabilizer)	fine-tune (v.)	genie animation (may be quoted on first ref only)
earhole	firewall	genie effect
earth	FireWire (known in W as IEEE 1394)	GIF
easy-to-use	firsthand	Gigabit Ethernet
eBook	fish-eye	godsend
Edit Mode (in iMovie)	F-keys	goodbye
Edition - use cap E in Windows XP Home Edition, Windows XP Professional Edition	Flash button	gray
Effects and Sound Palette	Flash elements (DW)	gray scale
ELP	Flash Player (DW)	guesswork
email	Flash text	guest (X)
emailable	flat-panel	Guest account (W)
End key	FlexiZone	half step
Entry bar	flip-out (adj.)	hand coding
equal sign (not equals sign)	flippy triangle	handcraft, handcrafted
error-prone	focused	handheld
esthetic	folder icon	hand-knit
Ethernet	follow up (v.)	handstrap
euro (the monetary unit)	follow-up (adj.)	hard drive
Explorer bar (W)	Font panel (X)	hard drive icon (no hyphen)
extended long-play	force quit (v.)	hardbodied (adj.)
extensions	Force Quit (X)	hardbound
Extensions folder	force-restart	hard-core
eyedropper	frame rate (DW)	headfirst
fade-in (n.)	free-form	headshot
fade-out (n.)	Freeform (tool)	hell
Fast Ethernet	freeware	Help and Support window (W)
Fast-forward (button or control)	freeze-frame	Help home page (W)
fast-forward (v.)	FTP	help page
Fat 32 (W)	full-screen mode	help screen [any generic one]
Fetch	Full-Screen Playback	Help window (W)
file name (closed in W only)	full-size	Hewlett-Packard
file sharing	function keys	hexadecimal
	funhouse	

Hi-8	intranet	Log Off [Your Name] command (W)
high-quality	iTools	log on (v.); log onto
high-speed (adj.)	jaggies	log out (v.), logout (n.)
History panel	JPEG	login screen, login dialog box (X)
home directory (mostly in Unix)	judgement	Logon (n.) (W)
Home folder (X)	KaZaA	Logon dialog box (W)
Home key	key frame (DW)	long-play mode
home page [any generic one]	Keychain	long-suffering
home-base (adj.)	keystroke	longtime (adj.)
homemade	kick-start	lower-left, -right (before noun)
HomePage (the program)	Lanc	LP
HomePlug adapter	Language bar	M.Pack
HomePNA	Larry Page (Google founder)	Mac OS 9 (always w/Mac)
host name	Launcher, Launcher bar	Mac OS X (always w/Mac)
how-to	Layer maker (DW)	Mac-wide
HTML	layers (DW)	made-up (adj.)
i.Link	Layout Cell (DW)	Mail (the X program)
iApps (X)	Layout Table (DW)	mail-order
icon view	Layout view (DW)	manpage (Unix)
ID	LCD	manual (adj., usu. closed)
iDisk	left-side (adj.)	Master page
IEEE 1394 (also known as FireWire)	leg up	Master slide
iMac	letter-F key	master-page (adj.)
iMovie	library (iTunes)	master-slide (adj.)
In/Out	Library element (Dreamweaver)	Media folder (iMovie)
inbox	LimeWire	megahertz
in-camera editing	Limited account (W)	mega-wide
InfoLithium	liquidy	menu bar
infrared	List view (onscreen)	Mic In jack
inkjet	list view(s) (generic)	MicroMV (1)
inline graphics	Local Disk (C:) (W)	mini is closed in most compounds
Insert bar (DW)	local root folder	MiniDisc
intercut, intercutting	local site	mini-DV
Internet	Location (X)	miniDVD
Internet Connection Sharing (W)	log in (v.), login (n., adj.)	minimize button
Internet service provider	log into	miniplug

Missing Manual	nondestructive	partway
mock-up	nondigital	passphrase
Monitor window (iMovie)	nonlinear	pass-through cable
Monopod	nonminimized	pathname
mother ship	nonprofit	PC Card
movable	Normal account (X)	PC, PCs
Movie Track (in iMovie)	normal user (X)	PCI card
MP3	Notes View	PDF file
MPEG-1	number-one (adj.)	penstroke
multihoming	Objects panel, Objects palette	percent (always sp.)
Multimedia	Obsolescence Train	Photo Library (iPhoto)
MultiMedia (a brand of memory card)	off (turn off)	photoreflector
multipage	offline	phpBB
multiple-user	offload, offloading	pico (X)
multitasking	offscreen	pixellate
multiuser	OK	placeholder
music library (iTunes)	on (turn on)	Places sidebar (X)
Music Store (iTunes)	one-of-a-kind	plain text (n. & adj.)
Music Track	one-way	PlainTalk
MusicMatch Jukebox (W)	online	plain-vanilla
Narration Track	onMouseOut (DW)	play back (v.)
Navigator buttons	onMouseOver (DW)	playback (n.)
neoprene	onscreen (adj. & adv.)	Playback Controls (in iMovie)
Net (short for Internet; no apostrophe)	open source	Playhead (iMovie)
NetMeeting (W)	Oracle 9i	playlist
Never-Never Land	outdent	plist (X)
New Age	override	Plug and Play feature (W)
New York Times	Page Up, Page Down (keys)	Plug-and-Play [as adjective] (W)
newsgroup	Page View	plug-in
NightShot	PageRank (Google feature)	pocket-size
night-vision (adj.)	PAL	Point-to-File icon
NiMH (battery)	palmtop	point-to-file method
nirvana	panel groups (DW)	polarizing
non (usually closed)	Pantherish	pop-open folders
nonadjacent	paragraph-level	pop-out
nonbreaking hyphen	PartionMagic	pop-up menu

post-haste	readout	re-sort
Post-it	real time (n.), real-time (adj.)	resumé (only one accent mark)
PostScript	realign	retype
power button	reapply	rewritable
power user (n.)	recalculate	rewrite
Power Users' Clinic (not User's)	recharge	Rich Text Format
Powerline adapter	record book	rigamarole
PowerPoint	recreate (formerly re-create)	right align button
preaddressed	recursive	right arrow, right arrow key
predefined	Recycle Bin (W)	right-align, -ed (v.)
predetermined	redraw	right-click (n. & v.)
pre-DV	re-edit	rollover (n.) roll over (v.)
preemptive multitasking	re-enter	Roman numerals
pre-enter	red eye (noun)	root account (X)
prefab	red-eye (adjective)	root-relative link
preinstalled	Red Eye (tool)	roundabout
preprogrammed	reimport	ruler
prerecorded	reinstall	sans serif
preset	reload	scene-selection screen (iMovie)
prewritten	remote control	screen saver
print out (v.), printout (n.)	remote server	screenful (n.)
ProcessViewer (X)	remote site	screenshot
progress bar	Remote Site list	Script Editor
Progressive-scan CCD	rename	Script Runner
project (in iMovie)	renumber	scripting addition (except when name of Scripting Addition folder)
project folder (any generic one)	reopen	scroll bar
Project Trash (in iMovie)	reorder	Scrubber bar
pro-level	ReplayTV	search box (Google)
Property inspector (DW)	rerecord	Search box (W)
prosumer	rerender	Secure Digital
public-access	re-rip	see-through
public-speaking	resave	self-analysis
push-button	reshooting	self-timer
QDesign Music	resizable	semi forms closed compounds
QuickTime	resize	Sergey Brin (Google founder)
RCA jack	resize handle	

server-side	spoken-word	tape #1, tape #2 (# symbol not preferred, but in this usage, acceptable)
set-top	spring-loaded	task pane (W)
setup (n. & adj.), set up (v.)	stand by (v.)	taskbar (W) (formerly capped)
Setup wizard	standalone (was stand-alone) (adj. n.)	techie
shareware	Standard view (DW)	telltale
Shelf (in iMovie)	standby (n.)	telnet (lc)
Shift-click (n & v.)	stand-in (n.)	Terminal (the program in X)
show time	Start menu (W)	text-only
showoff (n.)	Start Menu folder (W)	the Missing Manual series
showoff-ware (n.)	start up (v.), startup (n. & adj.)	the Trash
shrink-wrap	Starting Points window (AW)	three-CCD
shutdown (n. & adj.)	status bar	thumbwheel
sign in (v.), sign-in (n., adj.)	StuffIt	tie-clip
SimpleText	style names, e.g., Heading 1, are capped roman	time server
Site Files list (DW)	style sheet	time-consuming
site folder (DW)	subfolder	time-lapse
site management (don't hyphenate unless necessary; it's a logical pair)	subtopic	timeline
Site panel (DW)	supercool	timesaver (n.)
Site window	supersize (n. & v.)	timesaving (adj.)
sitewide	superuser	Tip (uc both in box and when we refer to one of our own)
slideshow (formerly slide show)	S-VHS	title bar
smack-dab	S-video	TiVo
smart album (iPhoto)	swap files	To Do list (p.n.)
smart playlist (iTunes)	System Folder (Mac OS 9 and earlier)	to-do list (c.n.)
snap-in	System folder (X)	tool, tools
SOAP (acronym for S imple O bject A ccess P rotocol)	System Preferences (X)	toolbar
solarized	system-wide	Toolbox
soundtrack	tab (v.)	toolkit
Space bar	Tab key	Tools window (not Tool palette)
speakable	tab-delimited	tooltip
Speakable Items folder	Table 1	touch-screen (adj.)
specs	table cell (DW)	touchwheel
spell check (n.), spell checker (n.)	Table object (DW)	tower (type of computer shell)
spell check (v.)	tag selector (DW)	tracing image
Split view (DW)	tag style	tradeoff (n.)

Trash can	via (lc in heads)	word processor–like (en dash)
trash, as a verb meaning to delete a file, can be lc	vice versa	WordPad (W)
tray (W) (formerly capped)	Video CD	work week (2 wds)
troubleshooting	Video In	workday
TrueType	videodisc (formerly: videodisk)	workgroup (W)
t-shirt	videotape	work-in-progress
TV, TVs	viewfinder	workstation
typecode	viewscreen	writeup
typeface	virtual memory	X-Acto knife
U.S. (adj.)	voice-over	XML-RPC
under way (adv.)	vs.	Yahoo (no exclamation point)
underway (adj.)	-ward (not -wards, in backward, etc.)	Z-index
Undo (the command)	Web	Zip code
undo (v.)	Web design (don't hyphenate)	zoom button
un-hide	Web page (don't hyphenate)	
Unicode	Web Sharing (X)	
unidirectional	Web-based	
Unix (not UNIX)	Webcam	
up arrow key	WebDAV	
Up To Speed (sidebar name)	Webmaster	
Upgrade Advisor (W)	WebServer (folder in X)	
upper-left, -right (before noun)	white space	
USB	-wide: generally closed (worldwide); exceptions include system-wide, network-wide, computer-wide, World Wide Web	
USB NetLinQ	Widescreen	
user name	WiFi	
user profile folder (W)	wildcard	
Utilities folder (X)	Windows logo key (no hyphens)	
utility (X)	Windows Media Audio (W)	
UUEncode	Windows NT 4 (space before number)	
vCard	Wingdings (a Microsoft font)	
VCR, VCRs	WMA (W abbr for Windows Media Audio format)	
Velcro	word processing (do not hyphenate)	
version	Word Processing module (AW)	
VH1		
VHS, VHS-C		