Apple Publications
Style Guide

December 2009

style (stīl) *n.* **1.** The way in which something is said, done, expressed, or performed: *a style of speech and writing.* **2.** The combination of distinctive features of literary or artistic expression, execution, or performance characterizing a particular person, group, school, or era. **3.** Sort; type: *a style of furniture.* **4.** A quality of imagination and individuality expressed in one's actions and tastes: *does things with style.* **5a.** A comfortable and elegant mode of existence: *living in style.* **b.** A mode of living: *the style of the very rich.* **6a.** The fashion of the moment, especially of dress; vogue. **b.** A particular fashion: *the style of the 1920s.* **7.** A customary manner of presenting printed material, including usage, punctuation, spelling, typography, and arrangement. **8.** A form of address; a title. **9a.** An implement used for etching or engraving. **b.** A slender pointed writing instrument used by the ancients on wax tablets. **10.** The needle of a phonograph. **11.** The gnomon of a sundial. **12.** *Botany* The usually slender part of a pistil, situated between the ovary and the stigma. **13.** *Zoology* A slender, tubular, or bristlelike process: *a cartilaginous style.* **14.** *Medicine* A surgical probing instrument; a stylet. **15.** *Obsolete* A pen. —*tr. v.* **styled, styl·ing, styles 1.** To call or name; designate: *George VI styled his brother Duke of Windsor.* **2.** To make consistent with rules of style: *style a manuscript.* **3.** To give style to: *style hair.* [Middle English, from Old French, from Latin *stylus, stilus,* spike, pointed instrument used for writing, style. See STYLUS.] —**styl'er** *n.* —**styl'ing** *n.*

Contents

About This Guide

The *Apple Publications Style Guide* provides editorial guidelines for text in Apple instructional publications, technical documentation, reference information, training programs, and the software user interface.

Writers, editors, and developers can use this document as a guide to writing style, usage, and Apple product terminology. Writers and editors should thoroughly review the guide so that they become familiar with the range of issues involved in creating high-quality, readable, and consistent documentation. Apple developers and third-party developers should follow this guide when labeling user interface elements and writing any text that users see, as well as when writing documentation for their users.

For more detail about the user interface, consult the *Apple Human Interface Guidelines*. For details about terms used frequently in Apple marketing materials (such as the names of specific products, services, and sales programs), refer to the *Apple Marketing Communications Style Guide*. Note that some terms are treated differently in this guide and the *Apple Marketing Communications Style Guide*.

What's in This Guide

This 2009 edition of the style guide is a minor revision for Mac OS X version 10.6, with a small number of new or updated entries.

- Chapter 1, "Style and Usage," on page 7, shows how certain terms are used in Apple publications and gives preferred style (capitalization, spelling, and hyphenation) for those terms. It also gives general rules of style and usage for Apple publications. Names of Apple products and services are in this chapter only if there is more information than the correct spelling and capitalization; otherwise, those names are in Chapter 3 only.

- Chapter 2, "Units of Measure," on page 191, provides preferred style for spelled-out and abbreviated forms of units of measurement likely to occur in Apple publications.

- Chapter 3, "Apple Products," on page 199, lists the official names of many Apple hardware and software products.

- Chapter 4, "Technical Notation," on page 209, provides special style and usage rules that apply largely or exclusively to developer documentation. (Some of these rules are also included by topic in "Style and Usage.")
- Chapter 5, "How to Write a Glossary," on page 211, provides guidelines for preparing a glossary.
- Chapter 6, "How to Develop an Index," on page 217, provides guidelines for creating an index.
- Chapter 7, "International Style," on page 221, provides guidelines for creating material for localization.

Standard Editorial Resources

In general, follow the style and usage rules in:

- *The American Heritage Dictionary*
- *The Chicago Manual of Style*
- *Words into Type*

Exceptions to certain guidelines in these resources are noted in this guide.

In cases where reference sources conflict with each other, follow:

- *The Chicago Manual of Style* for questions of style and usage
- *The American Heritage Dictionary* for questions of spelling

Also refer to any department-specific materials provided by your editor.

Conventions Used in This Guide

Modifiers consisting of two or more words are often hyphenated when they precede a noun, but not when they follow the verb as a compound predicate adjective. This guide distinguishes the differences as follows:

- An entry followed by *adj.* in parentheses gives the form to be used when the adjective immediately precedes the noun it modifies.
- An entry followed by *pred. adj.* in parentheses gives the form to be used when the adjective is a predicate adjective. For example:

  black-and-white (adj.), black and white (pred. adj.)
- If a hyphenated compound has no *pred. adj.* entry, hyphenate the compound wherever it appears in a sentence.

The guide uses italics to call attention to the term being discussed. If a term or element should be italicized in text (for example, the title of a book), the entry states that the element should be in italics. If an entry doesn't explicitly call for italics, the term or element usually should not be italicized in text.

Style and Usage

1

This chapter provides guidelines on writing style and usage in Apple publications and in the user interface.

The intent of these guidelines is to help maintain a consistent voice in Apple publications and in the user interface. If you don't find what you're looking for in these pages, consult your editor.

1-Click Use to refer to a method of purchasing products online from Apple. Because *1-Click* is an Amazon trademark, you must use the style and capitalization shown when discussing online purchasing.

> You can purchase items from the iTunes Store using 1-Click ordering or a shopping cart.

See also **one-click (adj.)**.

1U One rack unit, or unit, equivalent to 1.75 inches. Refers to the height of equipment that can be mounted in a rack. For example, Xserve is 1U tall.

2-byte character Don't use; use *double-byte character*.

2D Abbreviation for *two-dimensional*. No hyphen in the abbreviation. See **abbreviations and acronyms** for guidelines about spelling out abbreviations.

3D Abbreviation for *three-dimensional*. No hyphen in the abbreviation. See **abbreviations and acronyms** for guidelines about spelling out abbreviations.

3.5 Not *3-1/2* when you refer to 3.5-inch disks.

8-core (adj.) Note hyphen and numeral; not *eight-core*. Refers to a computer with two quad-core processors. Terms include *8-core processing*, *8-core Xeon performance*, and *8-core Mac Pro*. See also **dual-core (adj.)**; **Intel Xeon**.

8-pin minicircular connector Note hyphenation. Use a numeral (don't spell out *eight*). After first mention, the shorter *minicircular connector* is fine.

Avoid in user documentation—describe the connector by its size and shape, by its icon, or in another way appropriate to the context, because it may have fewer than eight pins. See also **connector**.

10Base-T, 100Base-T, 1000Base-T Note capitalization. See also **Ethernet**; **Fast Ethernet (100Base-T)**; **Gigabit Ethernet (1000Base-T)**.

24/7 Not *24x7*. To spell out, use the form *24 hours a day, 7 days a week*; *a 24-hour-a-day, 7-day-a-week support program*.

56K modem   The generic name for any modem that can achieve download speeds of up to 56 kbit/s. See also **V.90, V.92**.

802.1X Note capitalization. A standard for enhancing the security of networks.

802.11 wireless networking standard Pronounced "eight oh two dot eleven." AirPort Extreme and AirPort Express are based on the 802.11n standard.

A

AAC Abbreviation for *Advanced Audio Coding*, an industry-standard audio compression format. See **abbreviations and acronyms** for guidelines about spelling out abbreviations.

abbreviations and acronyms An acronym is a pronounceable word formed from the initial letter or letters of major parts of a compound term. An abbreviation is usually formed in the same way but is not pronounced as a word. Abbreviations are often lowercase or a mix of lowercase and uppercase. Acronyms are almost always all caps, regardless of the capitalization style of the spelled-out form.

> *Abbreviation:* mph—for *miles per hour*; MB/s—for *megabytes per second*
>
> *Acronym:* ROM—for *read-only memory*

Consider including acronyms and abbreviations in a glossary.

- *When to spell out:* Spell out an abbreviation or acronym on first occurrence in a chapter if you think your audience may not be familiar with it. In help documents, spell out the term when you introduce it.
- *How to spell out:* When you spell out a term, generally put the spelled-out version first, with the abbreviation or acronym in parentheses.

> Internet service provider (ISP)

If the abbreviation or acronym is much more familiar than the spelled-out version, you can put the abbreviation or acronym first, followed by the spelled-out version in parentheses, or you can explain that the abbreviation is "short for" the spelled-out version and place the spelled-out version in italics.

> You can share your personal URL (Uniform Resource Locator).

> An Internet address is sometimes called a *URL*, short for
> *Uniform Resource Locator.*

- *File types:* Use all caps for abbreviations of file types.

> a JPEG file, an AIFF file, the MP3 file

Filename extensions, which indicate the file type, should be in lowercase.

> .jpg, .aif, .mp3

- *Pronunciation:* Provide a pronunciation key for an acronym if you think the pronunciation is not self-evident and if you think the reader may not know how to pronounce the term.

> WYSIWYG (pronounced "WIZ-zee-wig")

See also **pronunciation**.

- *Punctuation:* Don't use periods except in abbreviations for customary (nonmetric) units of measure and in the abbreviations *U.S.*, *a.m.*, and *p.m.*
- *Plural:* Don't add an apostrophe before the *s* when you form the plural of an abbreviation.

> CDs, ICs, ISPs

- *Latin:* Avoid using Latin abbreviations.

> *Correct:* *for example*, *and others*, *and so on*, and *that is*, or equivalent phrases

> *Incorrect:* *e.g.* (for example), *et al.* (and others), *etc.* (and so on), *i.e.* (that is)

- *Units of measure:* For detailed usage guidelines for units of measure, and for a list of abbreviations and symbols, see Chapter 2, "Units of Measure," on page 191.

able (suffix) When you add *able* to a word ending in *e*, drop the *e* unless the word ends with a soft *c* or a soft *g*.

> browsable, deletable, sharable, sizable

> changeable, pronounceable, purgeable, serviceable

abort Avoid in user documentation. Compare **exit**; **interrupt**; **quit**; **stop**.

above You can use *above* to describe an element or section of an onscreen document that cannot be paged through (such as a single webpage).

Don't use *above* in print documents; instead, use one of these styles:

- *Earlier chapter:* Use the chapter name and number.

> To learn how to create movies, see Chapter 4, "Composing Movies."

- *Earlier section:* Use the section name followed by the page number.

> For more information, see "Printing" on page 154.
> [Apple Product Documentation and User Publications use this style.]

- *Earlier figure, table, or code listing:* Use the number of the element followed by the page number.

> For a summary of slot and drive numbers, see Table 1-2 (page 36).
> [Developer Publications uses this style for references to a figure, table, or code listing at a distance. If the element is immediately above, the page number is omitted.]

See also **below**; **earlier, later**.

AC Abbreviation for *alternating current*. See **abbreviations and acronyms** for guidelines about spelling out abbreviations.

AC adapter Don't use; use *power adapter*. See also **adapter**; **power adapter**.

Accelerated Graphics Port See **AGP**.

access (n., v.) It's OK to use *access* as a verb when you cannot be more specific. Even in developer documents, consider more precise terms, such as *log in to*.

> *Avoid:* Access the server using an administrator account.

> *Preferable:* Log in to the server using an administrator account.

> *Avoid:* You can access the Internet with your MacBook.

> *Preferable:* You can connect to the Internet with your MacBook.

access point Also called a *wireless access point*. A device, such as a base station, that transmits and receives data in a wireless network. See also **AirPort**.

ACGI Abbreviation for *Asynchronous Common Gateway Interface*. Note capitalization. See **abbreviations and acronyms** for guidelines about spelling out abbreviations.

acronyms See **abbreviations and acronyms**.

action Note lowercase. A component of an Automator workflow. A workflow is an entire task. Each action is a specific part of the task (such as opening a new message in Mail).

action description Note lowercase. In Automator, the description of the selected workflow action.

Action pop-up menu Note capitalization. A pop-up menu labeled with a gear and a down arrow in the Finder and in applications such as Mail.
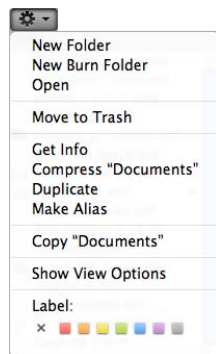
activate, deactivate Avoid; instead use *turn on*, *turn off*.

active Use to refer to the application or window currently being used. Preferred to *in front*. See also **front, frontmost**; **in front**.

adapter Not *adaptor*, except in WebObjects documents (*adaptor* appears in the WebObjects software).
- *Types:* Types of adapters include the following:

  ADC to DVI adapter, DVI to ADC adapter, DVI to VGA adapter, mini-DVI to VGA adapter, power adapter, S-video to composite adapter
- *Capitalization:* Capitalize names of adapters that are sold separately:

  ADC to DVI Adapter, DVI to Video Adapter, Apple DVI to ADC Adapter, Apple iPod Power Adapter, Apple Mini-DVI to DVI Adapter, Apple Mini-DVI to VGA Adapter, Apple Mini-DVI to Video Adapter, Apple Portable Power Adapter, Apple VGA Display Adapter, Apple Video Adapter

ADC Abbreviation for *Apple Developer Connection* and *Apple Display Connector*. See **abbreviations and acronyms** for guidelines about spelling out abbreviations.

address Can refer either to an Internet address or to the location in the computer's memory where a piece of information is stored. OK to use just *address* for either, as long as the context is clear. See also **email addresses**; **Internet addresses**; **memory address, memory location**.

Address Book Don't precede with *the*. Capitalize only when you refer to the Address Book application or the Dashboard widget. Use lowercase to refer to the user's collection of contacts in Address Book or to a generic address book application or feature (such as the address book on a mobile phone).

addresses (mailing) Use the forms shown here for addresses. To include the country name in a U.S.-based Apple address, use *USA* (no periods).

- *Apple corporate address:* If you include the Apple phone number, corporate address, and URL, use this form:

> Apple [not *Apple Inc.*]
> 1 Infinite Loop
> Cupertino, CA 95014
> 408-996-1010
> www.apple.com

- *Specific Apple mailing addresses:*

> Department Name
> Apple
> 1 Infinite Loop, MS *xx-xx*
> Cupertino, CA 95014

- *Fax and email:* Elements such as fax numbers and email addresses can be included in Apple mailing addresses. Place the elements below the phone number using the following format:

> *Fax:* 408-123-1234

> *Email:* appleci@apple.com

- *Other addresses:* For other addresses, spell out elements such as *Avenue*, *Drive*, *Road*, *Street*, and *Suite*. It's OK to abbreviate *Blvd.* and *Bldg.* Use the format shown in the preceding examples for city and state, phone numbers, fax numbers, and email addresses. Use two-letter abbreviations for state names (see *The Chicago Manual of Style*).

adjuster Don't use to refer to a control that has up and down arrows, or left and right arrows, to increase or decrease a value. In user documentation, use *up arrow*, *down arrow*, *right arrow*, *left arrow*, or *arrows*, as appropriate. For example, *Click one of the arrows to increase or decrease the volume.* If it is necessary to refer to the control itself, use *stepper.* See also **stepper**.

administrator (n.) A person who has administrative authority for networks, servers, databases, or other information technology assets. Don't shorten to *admin*.

To maintain the distinction between professional administrators and Mac OS X users with administrator accounts, avoid using the noun *administrator* by itself to describe a person who has an administrator account in Mac OS X. Instead, you can say *a user with an administrator account*—typically, the owner (or owners) of a particular Mac computer.

> *Correct:* To obtain a static IP address for your computer, contact your network administrator.

> *Correct:* You must have an administrator account to install software.

> *Incorrect:* You must be an administrator to install software.

See also **administrator (adj.)**; **System Administrator**.

administrator (adj.) Use in Mac OS X to describe the primary account (or accounts) that can create other accounts, set access privileges, install software, and make systemwide settings. Don't use *administrator's account* or *administrator's password*.

> *Correct:* Log in with an administrator account to install software.

> *Incorrect:* Log in with an administrator's account to install software.

An *administrator computer* is a computer with Mac OS X or Mac OS X Server that you use to manage remote servers.

See also **administrator (n.)**; **standard user**; **System Administrator**.

Advanced Video Coding High Definition See **AVCHD**.

AFP Abbreviation for *Apple Filing Protocol*. Note capitalization. See **abbreviations and acronyms** for guidelines about spelling out abbreviations.

afterward Not *afterwards*.

AGP Abbreviation for *Accelerated Graphics Port*. An industry-standard graphics technology. Computers have AGP 2X, AGP 4X, AGP 8X, or AGP 8X Pro support. Don't use variations such as *AGP 4x*, *4X AGP*, or *4x AGP*. See **abbreviations and acronyms** for guidelines about spelling out abbreviations.

AirMac The name for AirPort in Japan: *AirMac wireless networking*, *AirMac Extreme Base Station*, *AirMac Express Base Station*, and so on.

AirPort Note capitalization. Versions include *AirPort* and *AirPort Extreme*. You can use *AirPort* to refer generally to Apple's wireless networking products or technologies, or to refer to the family of AirPort products: *your AirPort network*, *AirPort software*.

- *Software:* AirPort software includes AirPort Utility and AirPort Disk Utility. Don't precede these application names with *the*.
- *Hardware:* AirPort hardware includes the AirPort Express Base Station, the AirPort Extreme Base Station, and Time Capsule. You can shorten *AirPort Express Base Station* to *AirPort Express*, but don't use *AirPort Extreme* unless you are referring to the technology. Use an article or *your* with *AirPort Express*. Use lowercase for *base station* if you don't use the full product name.

> *Correct:* The AirPort Extreme Base Station is an Apple product.
>
> *Correct:* Avoid placing the base station near sources of interference.
>
> *Incorrect:* Avoid placing the Base Station near sources of interference.

alert (n., adj.) Refers generically to a signal, either visual (a dialog) or auditory (a beep), that calls the user's attention to an unusual situation. Visual alerts, such as the one shown here, provide messages about error conditions or warn users about potentially hazardous situations or actions.

In user documentation, you can use *alert sound* or *alert message* to describe generic alerts. Avoid *error message* except in developer documentation.

> You hear a sound (called *the alert sound*) when the computer needs your attention.
>
> An alert message appears if a problem occurs during the installation.

In specific situations, however, avoid the word *alert* if you can simply describe what the user sees or hears.

> A message appears when the installation is finished.
>
> A message asks you to insert *Install Disc 2*.

alias Note lowercase. Use *for* with *alias* (not *of* or *to*).

> The alias for the selected file is on the desktop.

You can also use *file alias* or *folder alias*. In developer documentation, the object that the alias represents is called its *target*. In user documentation, the object is called *the original item*. Don't use *aliased*.

alignment Use instead of *justification* to refer to the horizontal placement of lines of text with respect to the left and right edges of the margin. Alignment can be flush left, flush right, centered, or justified (that is, flush on both the left and right margins). Compare **justification**.

all-in-one Refers to computers with built-in displays, such as eMac and iMac computers. Also refers to products that combine functions such as printing, faxing, scanning, and copying.

allow Avoid using *allow* when you can restructure a sentence to make the reader the subject.

> *Weak:* FileMaker Pro allows you to create a database.

> *Preferable:* You can create a database with FileMaker Pro.

See also **enable (v.), enabled (adj.)**; **let**.

alphabetic Not *alphabetical*, except when you refer specifically to alphabetical order. (Exception to *American Heritage*.)

alphabetization Alphabetize letter by letter, not word by word.

file format	widget
file server	Wi-Fi
filename	window

For detailed information about letter-by-letter alphabetizing, see *The Chicago Manual of Style*. For information about alphabetizing a glossary or index, see Chapter 5, "How to Write a Glossary," or Chapter 6, "How to Develop an Index."

alphanumeric One word.

alternate Don't use when you mean *alternative*.

> As an alternative to `fsck`, you can use Disk Utility to check the disk for errors.

alternating current See **AC**.

AltiVec Don't use when you mean *Velocity Engine*; OK to say that the Velocity Engine is based on AltiVec technology.

Alt key Don't use, except when you give instructions for Windows users. For Mac users, use *Option key*.

a.m. Note lowercase and periods: *8:30 a.m.* Use a space before the abbreviation.

ambient light sensor Lowercase; no hyphen. Don't use *ALS*.

America, American Refers to both North and South America. Don't use when you mean *United States*. See also **U.S.**

American National Standards Institute See **ANSI**.

ampersand Use the ampersand character (&) in text only when you describe a command name, an onscreen element, or a document or disc title that uses the character.

analog Note spelling. Use hyphens in the adjectives *analog-to-digital* and *digital-to-analog*.

and/or Rewrite to avoid this construction.

> *Correct:* document and application icons
>
> *Avoid:* document and/or application icons

angle brackets Use *angle brackets*, not *brackets*, to describe these symbols: < >.

Use *left angle bracket* and *right angle bracket* when you need to distinguish between opening and closing brackets.

You can also use *less-than sign* and *greater-than sign* for these symbols if appropriate in the context. Compare **greater-than sign**; **less-than sign**. See also **braces**; **brackets**; **menus**.

anonymous FTP Note lowercase *a*. See also **FTP**.

ANSI Acronym for *American National Standards Institute*. Note capitalization. See **abbreviations and acronyms** for guidelines about spelling out abbreviations and acronyms.

antenna, antennas Not *antennae* in relation to wireless products.

anti (prefix) Close up except before *i*, a proper noun, or a proper adjective. (Hyphenate in those cases.) Exception: *anti-alias*.

anti-aliasing (n., adj.), anti-aliased (adj.) Note hyphenation. Don't use *anti-alias* as a verb.

API Abbreviation for *application programming interface* (not *application program interface*). Note lowercase of spelled-out version. See **abbreviations and acronyms** for guidelines about spelling out abbreviations.

apostrophes Use the curly apostrophe (Option–Shift–Right Bracket) except in code font. Check your department's guidelines for usage with HTML. See also **plurals**; **possessives**; **quotation marks**.

app Short for *application*. Don't use except in special terms, such as *App Store* and *in-app purchase*; use *application*, *program*, or *software* instead. See also **application**; **program**; **software**.

appear Use *appear*, not *display*, to refer to the appearance of items on the screen.

> The Print dialog appears.

When possible, avoid stating that the item appears (the user can see the item on the screen), or include the item in instructions.

> In the Print dialog, choose Layout from the pop-up menu.

appendix Use appendixes for background information and other supplementary material that does not contribute directly to the main subject of the document. In user manuals, technical information should go in an appendix.

* *Letters:* Appendixes are lettered: *Appendix A*, *Appendix B*, and so on.
* *Part title:* An appendix part title may precede the first appendix and includes only the word *Appendixes*.

When a document has only one appendix, it should be titled *Appendix*, not *Appendix A*. Cross-references to a single appendix should refer to *the appendix*.

appendixes Not *appendices*.

Apple The company's official name is *Apple Inc.* Use *Apple Inc.* in copyright notices and credit lines and in communications that require the legal name of the company, such as legal documents, contracts, and forms.

> © 2008 Apple Inc. All rights reserved.

In the text of corporate and marketing communications and in the corporate address, refer to the company as *Apple.* You can also use *Apple* to refer to the company's products and services.

> Today Apple announced the new Mac Pro computer.
>
> Apple displays offer a brilliant view of your work.

Don't use *Apple* alone to refer to products or services; always include a noun: *an Apple computer*, not *an Apple*; *Apple computers*, not *Apples*; *your Apple computer's screen*, not *your Apple's screen*.

The possessive form can be used in references to the company.

> AirPort Extreme is Apple's wireless networking technology.

You can also use the hyphenated form.

> Apple-approved video card, Apple-certified parts, Apple-designed templates

See also **addresses (mailing)**.

Apple-authorized (adj.), Apple authorized (pred. adj.) OK to use in general references to Apple authorization: *Apple-authorized procedure*. No hyphen in proper names: *Apple Authorized Reseller*.

Apple Authorized Reseller Note capitalization. Use the full term unless many references are required; in that case you can shorten to *reseller*.

Apple Authorized Service Provider Note capitalization. Use the full term unless many references are required; in that case you can shorten to *AASP*.

Apple event Two words; note capitalization. Capitalize the names of Apple events (but not the word *event*): *Open Application event*, *Quit Application event*, *Open Documents event*, *Print Documents event*, and so on.

Apple Filing Protocol See **AFP**.

Apple Gift Card Note capitalization. OK to use *card* or *gift card* after the first reference.

Apple ID The name that identifies users of services such as MobileMe and the Apple Online Store.

Apple Inc. The company's legal name; formerly *Apple Computer, Inc*. See also **Apple**.

Apple key Don't use. The key with the Apple logo () is the *Command key*. See also **Command key**.

Apple logo Use lowercase for the word *logo* in text and credit lines.

Apple Loops Always plural; not *an Apple Loop*. An open-standard file format for audio loops and sound effects; also refers to the audio and effects files.

Apple Loops Utility Note capitalization and plural *Loops*.

Apple Lossless Capitalize as shown when referring to the audio compression format.

Apple () menu When you refer to the Apple menu in user documentation, use both the word *Apple* and the symbol () on first occurrence.

> The Apple () menu contains commands for shutting down your computer.

Thereafter, use the phrase *Apple menu* without the symbol. Don't use the symbol without the word *Apple* when you refer to the Apple menu. Consult your department's guidelines for treatment of the symbol in HTML.

Apple Online Store, Apple Retail Store Note word order and capitalization. Customers can purchase Apple products from *the Apple Online Store* or *an Apple Retail Store*.

After the first reference to the Apple Online Store or Apple Retail Store, you can use the full name or one of the following variations:

> store, online store, retail store

Don't use the following variations:

> Online Apple Store, online Apple Store, Apple Store online,
> Retail Apple Store, Apple Store retail location, Apple retail store

Precede the names with an article in text: *the Apple Online Store*, *an Apple Retail Store*. Avoid the possessive form. Use *Apple Retail Stores* for the plural form.

> The Apple Online Store has everything you need for your new Mac.

> Test-drive a new Mac at an Apple Retail Store near you.

> MacBook Air is available through the Apple Online Store, Apple Retail Stores, and Apple Authorized Resellers.

Students and educators can purchase products online from the Apple Online Store for Education. Business customers can purchase from the Apple Online Store for Business.

See also **Apple Store**.

Apple Remote Note capitalization. OK to shorten to *the remote* after using the full name.

AppleScript AppleScript is used to create a *script* or *scripts*, not an *AppleScript* or *AppleScripts*. Don't use terms such as *AppleScriptable* or *AppleScripting*.

Apple Store Use *Apple Store* when referring to a specific Apple Retail Store location. Set off the location with commas.

> The Apple Store, SoHo, opened on July 18, 2002.

You can also use *Apple Store* in communications designed specifically for use in Apple Retail Stores, such as the calendar of events and brochures about programs such as One to One.

> Learn about One to One personal training at the Apple Store.

In other references to Apple's online and retail stores, use *Apple Online Store* or *Apple Retail Store*. See also **Apple Online Store, Apple Retail Store**.

applet Can be any small application, but usually refers to a piece of code that is attached to an HTML document on the World Wide Web.

AppleTalk Refers to an overall network system and any software that uses it, including the resources you turn on and off in Network preferences.

The following terms are appropriate uses of the word *AppleTalk*:

>AppleTalk developer, AppleTalk identification number, AppleTalk network

Shared devices used over an AppleTalk network, such as a shared printer, can be called *AppleTalk services.*

See also **Ethernet**.

Apple website To refer to the Apple website address, use *www.apple.com*, not *apple.com* or *Apple.com*: *Visit the Apple website at www.apple.com.* You can also use *Apple.com* to refer to the website in webpages and some other contexts. See also **Internet addresses**.

application A computer program that performs a specific task, such as word processing, database management, and so on. Don't use *app* or *apps* (except in special terms such as *App Store* and *in-app purchase*). In general, use *application* to refer to a program that has a graphical user interface; use *program* for one that does not. See also **app**; **program**.

Application Chooser menu In VoiceOver, a menu for navigating among open applications. The menu appears when the user presses Option-Control-F1 twice.

application menu The application menu is the menu to the right of the Apple menu. It shows the application name in boldface.

You don't need to include the word *application* when you refer to a specific application menu.

>Commands for hiding Mail and for showing and hiding other applications are in the Mail menu.

application names Follow the style of the software itself for capitalization and spaces—for example, *TextEdit*, *Image Capture*, *DigitalColor Meter*, *iPhoto*. In general, don't use *the* with application names.

>*Correct:* Open QuickTime Player.

>*Incorrect:* Open the QuickTime Player.

application programming interface See **API**.

Applications folder Use *the Applications folder* to refer to the Applications folder located at the top level of the hard disk and accessible to all users of a computer. Use *your Applications folder* or *a user's Applications folder* to refer to the Applications folder located in the user's home folder.

application-specific integrated circuit See **ASIC**.

Aqua user interface Note capitalization.

Arabic (adj.) Always capitalized when you refer to numerals. See also **Roman, roman (adj.)**.

armband One word.

arrow In user documentation, use *pointer* in general references. Use *arrow* or *arrow pointer* when you are comparing different types of pointers and want to describe this type of pointer:

> When you click the Text tool, the pointer becomes an I-beam.
>
> Click the Selection tool to display the arrow pointer.

Cursor (as in *the VoiceOver cursor*) may be appropriate when you describe other interfaces and in developer documentation.

See also **cursor**; **insertion point**; **pointer**.

arrowhead One word. Don't use when you mean the *tip of the arrow pointer*.

arrow keys Use lowercase in general references. Don't use *direction keys*.

Capitalize and use the complete name of each arrow key when you refer to it by name.

> *Correct:* Use the arrow keys to move the insertion point from cell to cell.
>
> *Correct:* Press the Left Arrow key.
>
> *Correct:* Use the Up Arrow and Down Arrow keys to scroll through the document.
>
> *Incorrect:* Use the Arrow keys to move the insertion point from cell to cell.
>
> *Incorrect:* Press the Left arrow key.
>
> *Incorrect:* Use the Up and Down Arrow keys to scroll through the document.

ASCII Acronym for *American Standard Code for Information Interchange.* Note capitalization. See **abbreviations and acronyms** for guidelines about spelling out abbreviations and acronyms.

ASIC Acronym for *application-specific integrated circuit.* Note hyphen in spelled-out version. See **abbreviations and acronyms** for guidelines about spelling out abbreviations and acronyms.

aspect ratio Use a colon in aspect ratios: *4:3*, *16:9.*

assembler Don't use *assembler* when you mean *assembly language.*

assembly language (n.), assembly-language (adj.) Note hyphenation of adjective. Not *assembler language.*

Assistant Capitalize, and don't use *the,* when the word is part of a full name.

> Use AirPort Setup Assistant to…

Use lowercase when you use the term by itself or generically.

> Use the assistant to…
>
> You can use assistants to…

assure Don't use when you mean *ensure. Assure* means to state positively, as to remove doubt. Compare **ensure, insure**.

Asynchronous Common Gateway Interface See **ACGI**.

asynchronous progress indicator In developer documentation, the progress indicator that looks like a spinning gear. In user documentation, use *progress indicator* and describe what it looks like.

> *Developer documentation:* Don't use the asynchronous progress indicator for processes that start out indeterminate but could become determinate.
>
> *User documentation:* You see a progress indicator (looks like a spinning gear).

ATA Abbreviation for *Advanced Technology Attachment*. A hard disk drive interface. Types of ATA hard drives used in Mac computers include *Serial ATA* and *Parallel ATA*. See **abbreviations and acronyms** for guidelines about spelling out abbreviations. See also **hard disk (n., adj.)**; **Parallel ATA**; **Serial ATA**.

attach Don't use to mean *connect* (as in *Connect the USB device to your computer*).

audio Close up the following words beginning with *audio*:

> audiobook, audiocassette, audiotape, audiovisual

Don't use a hyphen in compound adjectives that include *audio*: *audio editing application*.

audio CD Not *CD audio disc*.

audio chat, audio chatting (n., v., adj.) Two words. OK to use *audio chat* or *audio conference.*

audio conference, audio conferencing (n., v., adj.) Two words. OK to use *audio conference* or *audio chat*.

audio input, audio input/output, audio output (n., adj.) No hyphen. You can shorten to *audio in*, *audio in/out*, and *audio out*. Types of audio input/output include *audio line in*, *audio line out*, *analog audio*, and *optical digital audio* (or *optical audio*).

Audio Units Always plural; not *Audio Unit*. Note capitalization. In user documentation, use only as an adjective (*the Audio Units format*). OK to use lowercase and to use as a noun in developer documentation.

> Logic Pro supports Audio Units plug-ins.
>
> You can install third-party Audio Units filters.
>
> GarageBand automates Audio Units instruments and effects.

audio/video Refers to equipment and applications that deal with sound and sight. The term can be abbreviated as *AV* or *A/V*: *A/V receiver*, *A/V equipment*, *iPod AV Cable*.

auto (prefix) Close up in words beginning with a consonant.

> autoconfiguration, autoplay, autosave, autosensing, autosync
>
> auto-answer, auto-update

Autofill, AutoFill The iPod shuffle feature is Autofill; the Safari feature is AutoFill. Use *autofill* for the verb.

autoplay, Autoplay The feature is lowercase; the button name is capitalized.

autosync (n., v., adj.) Note spelling.

AVCHD Abbreviation for *Advanced Video Coding High Definition*, a high-definition digital video format for recording and playback. See **abbreviations and acronyms** for guidelines about spelling out abbreviations.

B

back end (n.), back-end (adj.) Note hyphenation of adjective.

backlight, backlit One word.

back panel Two words.

backside cache A kind of level 2 cache. Backside cache operations are faster than those of other level 2 caches. Also OK to use *backside level 2 cache*. See also **level 2 cache, level 3 cache**.

backslash Use *backslash* to describe this character: \. See also **slash**.

backspace (n., v., adj.) One word.

Backspace key Note capitalization. A key on Windows keyboards that is equivalent to the Delete key on a Mac keyboard.

backup (n., adj.), back up (v.) One word except as a verb; no hyphen.

backward (adv.) Not *backwards* when you refer to direction. But in certain other contexts, such as putting a card in backwards, it's OK to use *backwards*.

backward compatibility Not *backwards compatibility.*

backward-compatible (adj.) Note hyphenation.

bandwidth One word.

based Use a hyphen in compound adjectives that include *based.*

> Mac-based, standards-based, Windows-based, Intel-based

Use an en dash (Option-Hyphen) if *based* follows a term with two or more words.

> Mac OS–based, open standards–based, Windows XP–based, Intel Xeon–based

Don't use a hyphen or en dash in predicate adjectives that include *based.*

> Each track in a sequence is assigned an index value that is zero based.

base station A device that transmits and receives data in a wireless network; also called *access point*, *wireless access point*, or *wireless router*. Capitalize in product names: *AirPort Base Station*, *AirPort Express Base Station*, *AirPort Extreme Base Station*. See also **AirPort**.

batteries Describe batteries in terms of the number required, size, and type.
- *Description:* Include only the appropriate information.

> lithium-ion battery, lithium polymer battery
>
> eight AAA alkaline batteries
>
> one AA rechargeable nickel-cadmium battery
>
> two nickel-metal-hydride batteries

- *Abbreviations:* Abbreviate the battery type only if space is limited. Abbreviations include the following:

> NiCd (nickel-cadmium)
>
> Li (lithium), Li-ion (lithium-ion)
>
> NiMH (nickel-metal-hydride)

bay An opening in the computer in which a battery or peripheral device can be installed. Use a more specific name when appropriate: *drive bay*, *storage bay*, or *expansion bay.*

because See **since, because**.

below You can use *below* to describe a later element or section of a single-page onscreen document, such as a single webpage or help page.

In print documents, you can use *below* for an element such as a table or figure that immediately follows a paragraph if the element doesn't have an element number. Otherwise, use one of the following styles:

- *Later chapter:* Use the chapter name and number.

  > To learn how to create movies, see Chapter 4, "Composing Movies."

- *Later section:* Use the section name followed by the page number.

  > For more information, see "Printing" on page 154.
  > [Apple Product Documentation and User Publications use this style.]

- *Later figure, table, code listing:* Use the number of the element followed by the page number.

  > For a summary of slot and drive numbers, see Table 1-2 (page 36).
  > [Developer Publications uses this style when referring to a figure, table, or code listing at a distance. If the element is immediately below, the page number is omitted.]

See also **above**; **earlier, later**.

beta A prerelease version of software or hardware. OK to use alone; with a noun such as *software*, *version*, or *release*; or in a proper name, such as *iChat AV Public Beta*.

bibliography If you have relied on published sources other than Apple documents in writing a document, you should credit those sources in a bibliography.

You can also use a bibliography to provide suggestions for further reading. In complex documentation, you can place a topic-specific bibliography at the end of a chapter, rather than as part of the back matter.

bibliography entries Follow these guidelines for entries:

- *Author's name:* In each entry, invert the first author's name (last name first, with a comma both before and after the first name or names).

- *Titles:* Italicize book and periodical titles. Enclose article titles in quotation marks.

  > *Article:* Harrison, Claire. "Visual Social Semiotics: How Still Images Make Meaning." *Technical Communication*, February 2003, 46–60.

- *Edition numbers:* When you refer to an edition number, use lowercase and spell out both the ordinal number and the word *edition*.

> *Technical Introduction to the Macintosh Family*, second edition

- *Publisher's location:* Don't give the name of the state or country when the place of publication is a well-known city. If you need to provide a state name, use the correct postal abbreviation, given in *The Chicago Manual of Style*.

> *Book:* Norman, Donald A., and David E. Rumelhart. *Explorations in Cognition*. San Francisco: W. H. Freeman, 1975.

For more rules on bibliographic citation, refer to *The Chicago Manual of Style*.

bidirectional (adj.) Use to refer to a script system in which text is generally flush right and most characters are written from right to left, but some text is written from left to right as well. Arabic and Hebrew are the only bidirectional script systems in widespread use. Compare **mixed-directional (adj.)**.

bit (n., adj.) Don't use when you mean *pixel* or *dot*. Hyphenate when used as an adjective or predicate adjective.

> The exported file uses 32 bits per pixel.

> Your AirPort Extreme Base Station provides 40-bit and 128-bit encryption.

> Broadcast video is generally 24-bit, with 8 bits of color information per channel.

bit depth Two words. The number of bits used by a digital device. Use instead of *bit resolution*.

bitmap (n., v.), bitmapped (adj.), bitmapping (n.) One word in all forms. You can use either *bitmap font* or *bitmapped font*, but be consistent.

bit rate Two words.

bit resolution Don't use; use *bit depth*. See also **bit depth**.

bit/s Abbreviation for *bits per second*. See **abbreviations and acronyms** for guidelines about spelling out abbreviations.

bits per second See **bit/s**.

black-and-white (adj.), black and white (pred. adj.) Note hyphenation.

> You can change a color picture to a black-and-white picture.

> With iPhoto, you can change a picture to black and white.

For displays, *monochrome* is usually more appropriate because it encompasses amber and black, green and black, and so on.

blank character Don't use; use *space character*. See also **space character**.

blinking Use to describe the insertion point. Don't use *flashing* for this purpose.

blog (n., v.) Short for *weblog.* A blog is a webpage that serves as a person's publicly accessible personal journal.

Blue appearance Note capitalization. An appearance available in Mac OS X.

Bluetooth Note capitalization. Don't use *Bluetooth* as a noun.

> *Correct:* If your computer did not come with an internal Bluetooth module, you can have one installed by an Apple Authorized Service Provider.

> *Correct:* Your computer can connect to and transfer information to devices that use Bluetooth wireless technology.

> *Incorrect:* Your computer can connect to devices that use Bluetooth.

Don't use a hyphen with *Bluetooth*.

> *Correct:* Bluetooth enabled device

> *Incorrect:* Bluetooth-enabled device

Blu-ray Note hyphenation and capitalization. A high-capacity optical disc format using blue-violet lasers, also referred to as *Blu-ray Disc* (*BD*). The discs can be used to store data or video. Capitalize *Disc* only when referring to the format. Use lowercase when referring to individual discs.

> You can create Blu-ray video and audio files and burn them to a Blu-ray disc.

board Don't use when you mean *card*. A *board* is built in; a *card* can be removed by the user. Compare **card**.

bookmark (n., v.) One word.

Boolean (adj.) Note capitalization.

boot Don't use for *start up* or *switch on* except in developer or server documentation. In documentation written for new users, however, you may want to mention the term *boot* or include it in the glossary because users may see the term elsewhere.

boot chime Don't use for the chord heard during a successful startup sequence. Use *startup sound*.

boot disk Don't use except in developer or server documentation. Instead, use *startup disk*.

bottommost One word; no hyphen.

box Don't use *dialog box*; use *dialog*. See also **dialog**.

bps Don't use as the abbreviation for *bits per second*. Use *bit/s*.

braces Use *braces*, not *curly brackets*, to describe these symbols: { }.

When you need to distinguish between the opening and closing braces, use *left brace* and *right brace.*

brackets Use *brackets*, not *square brackets*, to describe these symbols: [ ]. Don't use *brackets* when you mean *angle brackets* (< >).

When you need to distinguish between the opening and closing brackets, use *left bracket* and *right bracket.*

braille Note lowercase.

bridge Don't use interchangeably with *router.* See also **router**.

broadband One word. OK to use alone or in terms such as *broadband Internet connection.*

browsable Not *browseable.*

browse (v.) It's OK to use *browse* as either a transitive verb (*browse the web*) or an intransitive verb (*browse through a website*).

browser, Internet browser, web browser Use lowercase for *browser* when referring to an application used to gain access to the World Wide Web and other Internet and intranet services. See also **Media Browser**.

buddy list Two words. Use lowercase in general references; use initial caps for the interface element: *the Buddy List window.*

bug Avoid; use *problem*, *condition*, *issue*, or *situation* instead.

build-to-order Note lowercase and hyphenation. Not *built-to-order.* Always use as an adjective (*your build-to-order computer*). Don't abbreviate as *BTO*.

built-in (adj.), built in (pred. adj.), built into (pred. adj.) In headings, don't capitalize *in* (exception to the rule of capitalizing the second word of a hyphenated compound).

> Opening the Built-in DVD Drive [heading]
>
> The dialog shows the name of the disc in the built-in drive.
>
> The DVD drive is built in.
>
> The internal modem is built into the computer.

built-in disk drive You can use either *built-in disk drive* or *internal disk drive.*

built-in graphics card Use to describe graphics cards that are installed at the factory. Don't use *onboard graphics card*.

bullet Use *bullet* for the character that precedes an item in a list. Use also for the symbol in a Window menu that appears next to a document with unsaved changes.
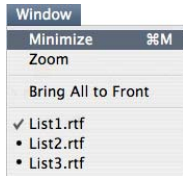
See also **dot**.

bundle, bundled Refers to a collection of products or to products included with a computer. It's preferable to use a term such as *included* or *comes with*. Don't use *prebundled*.

In developer documentation, a *bundle* is also a special type of directory that stores the code of applications and plug-ins in a file package that appears as a single file in the Finder.

burn You burn files *on* a disc or *to* a disc, but not *onto* a disc. You can also *burn a disc*.

> Use iPhoto to burn your photos on a CD.
>
> Select the playlists you want to burn to a CD.
>
> If you have a SuperDrive, you can burn DVDs.

See also **write**.

bus, buses Note spelling of plural. In documentation for audio technology, you can use *busses* for the plural, but be consistent in all documentation for a particular product.

bus-powered, self-powered In user documentation, try to avoid when indicating whether devices draw power from a power cord or from another USB device. When possible, describe the device; don't give it a label.

> *Correct:* A device that plugs into an electrical outlet
>
> *Incorrect:* A self-powered device
>
> *Correct:* A device that gets its power from another USB device
>
> *Incorrect:* A bus-powered device

button Buttons always initiate an action when clicked, tapped, or pressed. You *click* or *tap* an onscreen button; you *press* a mechanical button.

> Click the Save As PDF button.

> Press the Reset button.

The following screenshot shows two kinds of onscreen buttons—standard buttons and radio buttons.
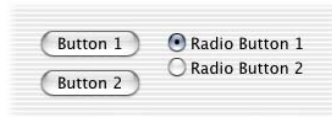
- *Button names:* In general, write the names of buttons exactly as they appear onscreen. If the button's name uses sentence-style capitalization, enclose the name in quotation marks.

> Click Cancel.

> Click the "Position on screen" button.

If a button name uses all capital letters or all lowercase letters, use title-style capitalization when writing the button name in documentation.

Click the Buy Now button.

Tap Mute.

- *Button descriptions:* Buttons *have color* or *don't have color*; don't refer to buttons as *clear*. Don't describe the default button in a dialog as *blue*, because the user may have chosen Graphite in Appearance preferences; simply call it the *default button*.

- *Unlabeled buttons:* If a button does not have a label (and there is no established name for the button), consult your editor to determine what to call it. Use title-style capitalization for the name of the button.

Click the Lock button.

Click the Search button.

Click the Full Screen button.
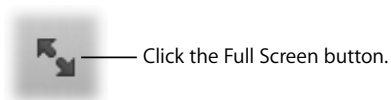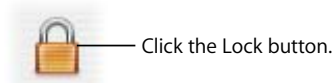
- *Buttons and icons:* If an element in the user interface looks like a button (appears three-dimensional) and acts like a button (causes something to happen when clicked), always call it a *button* (don't call it an *icon*). For example, the following interface elements look and act like buttons:

- *Icons that act like buttons:* If an element in the user interface looks like an icon (displays a picture and does not appear three-dimensional) but acts like a button (causes something to happen when clicked), you can call it either a *button* or an *icon*.

See also **checkbox**; **click**; **icon**; **radio button**.

C

cable Use *cable* to describe what physically connects two pieces of hardware. Don't use *cabling* even when you mean *cable* collectively; use *cables*. Compare **cord**.

cache (n., v.), cached (v., adj.), caching (n., v.) Note spelling. See also **backside cache**; **level 2 cache, level 3 cache**; **RAM cache**.

calendar When you need to refer to a specific type of calendar, use *Gregorian calendar* to refer to the calendar used in Europe and the Western Hemisphere. Use *Islamic calendar* to refer to the lunar calendar used in predominantly Muslim countries. Other calendar names are *Buddhist*, *Hebrew*, and *Japanese*.

Calendar Capitalize when referring to the calendar application that comes with iPhone and iPod touch, and to the MobileMe web application (use *MobileMe Calendar* on first reference). Use lowercase to refer to the user's calendar: *add events to your calendar*; *create calendars for work and home*. See also **MobileMe**.

callback (n., adj.) No hyphen.

callouts Use a callout (a short text label with a line that points to part of a figure) when you need to identify something within a figure. A thin line without an arrowhead, known as a *leader line*, connects the callout to what it identifies within the figure.

- *Simplicity:* Use callouts freely when they are really necessary, but keep in mind that too many callouts can be distracting to the reader. Keep callouts brief, both for clarity and for an uncluttered look.
- *Capitalization and punctuation:* Use sentence-style capitalization. Use a period for a complete sentence and no ending punctuation for a sentence fragment. It's OK to have a mixture of complete sentences and phrases in one illustration.

camcorder Use to refer to a video camera and recording device combined in one unit. Don't use *video camera* when you mean *camcorder*.

> *Correct:* You can connect a camcorder to your computer to log and capture your video footage.

> *Incorrect:* You can connect a video camera to your computer to log and capture your video footage.

Because most camcorders are now digital, it usually isn't necessary to include the word *digital*, but you can use *digital camcorder* if the context requires it.

> Today's digital camcorders provide many advantages over their older analog counterparts.

In general references, it's OK to use *camera*.

> You can apply the SmoothCam filter to your clip to correct camera movement.

See also **video camera**.

can, might, may Use *can* to express the capacity to do something; use *might* or *may* to suggest the possibility of doing something; use *may* to express permission.

> You can log in to your account from another computer.

> You might be able to connect to the Internet at a nearby hotspot.

> You may borrow my iPod if you return it tomorrow.

canceled, canceling, cancelation Not *cancelled*, *cancelling*, *cancellation*.

capability If possible, avoid *capability* when you discuss features of software or hardware. Reword in terms of what the user can do with the feature.

> *Correct:* With iPhoto, you can create slideshows.

> *Incorrect:* iPhoto has the capability to create slideshows.

capitalization Three styles of capitalization are available: sentence style, title style, and all caps.

- *Sentence-style capitalization:* This line provides an example of sentence-style capitalization.
- *Title-style capitalization:* This Line Provides an Example of Title-Style Capitalization.
- *All caps:* THIS LINE PROVIDES AN EXAMPLE OF ALL CAPS.

  Don't use all caps for emphasis.

See also **capitalization (sentence style)**; **capitalization (title style)**.

capitalization (sentence style) Follow these guidelines for sentence-style capitalization:

- *What to capitalize:* When you use sentence-style capitalization, capitalize the first letter of the first word, as well as the first letter of any proper nouns and proper adjectives.
- *Where to use:* Use sentence-style capitalization for callouts and other text in figures, table column headings, and overview steps (Apple Product Documentation).
- *Cross-references:* Capitalization in cross-references to section heads should match that in the section heads. For example, if the section head is sentence style, the cross-reference to it should be sentence style.

capitalization (title style) Use title-style capitalization for book titles, part titles, chapter titles, section titles (text heads), disc titles, running footers that use chapter titles, and cross-references to such titles.

- *References to specific book elements:* In cross-references to a specific appendix or chapter, capitalize the word *Appendix* or *Chapter* (exception to *The Chicago Manual of Style*). When you refer to appendixes or chapters in general, don't capitalize the word *appendix* or *chapter*.

  > See Chapter 2, "QuickTime on the Internet."

  > See Appendix B for a list of specifications.

  > See the appendix for specifications.

- *References to untitled sections:* In cross-references to sections that never take a title (glossary, index, table of contents, and so on), don't capitalize the name of the section.

- *What to capitalize:* Follow these rules when you use title-style capitalization.
  Capitalize every word except:
  - Articles (*a*, *an*, *the*), unless an article is the first word or follows a colon
  - Coordinating conjunctions (*and*, *but*, *or*, *nor*, *for*, *yet*, and *so*)
  - The word *to* in infinitives (*How to Start Your Printer*)
  - The word *as*, regardless of the part of speech
  - Words that always begin with a lowercase letter, such as *iPod* and *iTunes*
  - Prepositions of four letters or fewer (*at*, *by*, *for*, *from*, *in*, *into*, *of*, *off*, *on*, *onto*, *out*, *over*, *to*, *up*, and *with*), except when the word is part of a verb phrase or is used as another part of speech (such as an adverb, adjective, noun, or verb).

    > Starting Up the Computer

    > Logging In to the Server

    > Getting Started with Your MacBook Pro

  Capitalize:
  - The first and last word, regardless of the part of speech

    > For New Mac OS X Users

    > What the Finder Is For

  - The second word in a hyphenated compound

    > *Correct:* High-Level Events, 32-Bit Addressing

    > *Incorrect:* High-level Events, 32-bit Addressing

    > *Exceptions:* Built-in, Plug-in

  - The words *Are*, *If*, *Is*, *It*, *Than*, *That*, and *This*

Caps Lock key Note capitalization. Not *Shift Lock*.

captions See **figure captions**; **table captions**.

Carbon application An application written and compiled using the Carbon specification (Universal Interfaces 3.3.2 or later). Don't use *Carbonized*; instead use something like *an application updated for Carbon*. Use the term *Carbon* only in developer documentation.

card Refers to a removable circuit board that is installed in a slot. Compare **board**. See also **interface card**; **PCI, PCI-X**; **peripheral card**.

card names Capitalize the word *card* in a card name only if it is part of the name (for example, *AirPort Extreme Card*). For generic names, don't capitalize any part of the card name (for example, *an internal modem card*).

caret In developer documentation, use *caret* for the blinking bar that marks the insertion point. In user documentation, the blinking bar is the *insertion point*.

Don't use *caret* when you mean *circumflex*. A circumflex (ˆ) is an accent used in French words, such as *être*.

carriage return See **CR**.

catalog Refers to a list of all files and folders stored on a volume. Don't use this term in user documentation.

cathode-ray tube See **CRT**.

CD Abbreviation for *compact disc*. See **abbreviations and acronyms** for guidelines about spelling out abbreviations. CD technologies include the following:

> CD-ROM (read only)
>
> CD-R (recordable)
>
> CD-RW (rewritable); not *CD-R/W* or *CD/RW*

- *Types:* Types of CDs include *audio CDs* or *music CDs*, *MP3 CDs*, and *data CDs*. Refer to the specific type of disc or drive or use the general term *CD*.
- *Usage:* Don't use *CD-ROM*, *CD-RW*, or *CD-R* as a noun; the term must modify another word, such as *drive* or *disc*. For the plural, don't use *CD-ROMs*, *CD-RWs*, and so on. Instead use *CD-ROM discs*, *CD-RW discs*, and so on, or simply *CDs*. Use *disc*, not *disk*, to refer to CD media.

See also **disc**.

CD drive Not *CD player*. When you include the drive speed, hyphenate the adjective form.

> 24x-speed CD drive [Don't leave out the *x*.]

cell phone, cellular phone Don't use; use *mobile phone*.

cell signal indicator No hyphen.

central memory Don't use; use *main memory*.

central processing unit See **CPU**.

CGI Abbreviation for *Common Gateway Interface*. Note capitalization. See **abbreviations and acronyms** for guidelines about spelling out abbreviations. Use *CGI scripts* as the plural form on first occurrence. Thereafter, it's OK to use *CGIs*.

chain OK to use when you mean a series of USB devices connected together. See also **daisy chain (n.), daisy-chain (v., adj.), daisy-chained (adj., pred. adj.)**.

chapter Capitalize the word *chapter* in references to specific chapters (exception to *The Chicago Manual of Style*).

> Chapter 5, "Expanding Your Computer"
>
> Chapters 4 and 5
>
> in the next chapter

Use title-style capitalization for chapter titles. For guidelines, see **capitalization (title style)**.

character Use in reference to what a key on the computer's keyboard stands for. Compare **symbol**.

check Don't use when you mean the action of clicking a checkbox to select an option. See also **checkbox**.

checkbox One word. Refers to an onscreen box like the ones shown here. Not *box* or *ballot box*.

☐ Checkbox 1
☐ Checkbox 2
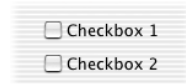
You *click* a checkbox to select or deselect an option (you can use the complete phrase *click to select* or just *select*). You don't *check* or *uncheck* a checkbox. If the item is already selected, instructing the user to click deselects the item.

> *Correct:* Select the checkbox labeled "Show displays in menu bar."
>
> *Correct:* Deselect the option "Show displays in menu bar."
>
> *Ambiguous:* Click the checkbox labeled "Show displays in menu bar."

Compare **radio button**. See also **select (v.)**.

checkmark One word.

checkout (n., adj.), check out (v.) One word except as a verb.

checksum One word.

chip Use *integrated circuit* or *silicon chip* (with an explanation of the term) on first occurrence. Don't use *chip* when you mean *microprocessor* (*PowerPC microprocessor*, not *PowerPC chip*).

chipset One word. A group of integrated circuits that are designed to function as a unit.

choose Use *choose*, not *select*, for menu items. In general, the user *selects* something (such as a disk icon, a graphic image, or a section of text) and then *chooses* a command to act on the selection.

> Choose File > New > Mail Message.
>
> Choose QuickTime from the pop-up menu.
>
> Choose Make Alias from the shortcut menu.

See also **menus**; **select (v.)**.

circuit board (n.) No hyphen.

clean installation Note lowercase. Not *clean install*. You *perform a clean installation*; you don't *do a clean install*. See also **install**; **installation**.

click Use *click* to describe the act of positioning the pointer on an object onscreen and briefly pressing and releasing the mouse button. Don't use *click on*. (You don't *click* the mouse button, you *press and release it*.) Because most users know what clicking is, you need to define it only in documentation designed for beginning users, such as tutorials.

> *Icon:* To open the Mail application, click the Mail icon in the Dock.
>
> *Button:* To show the toolbar, click the Toolbar button in the top-right corner of the window.
>
> *Disc icon:* Click the disc icon, and then choose File > Make Alias.
>
> *Unnamed elements:* In the photo viewing area, click the disclosure triangle next to the film roll you want to view.

See also **click in**; **press**; **select (v.)**; **tap (n., v.)**.

click and drag Don't use. You either *click* or *drag*.

> C*orrect:* Drag the icon to the Trash.
>
> *Incorrect:* Click and drag the icon to the Trash.

click and hold Don't use. *Click* means to press and quickly release the mouse button. Use *hold down* when you mean *press and hold down the mouse button*. See also **hold down**; **press**.

click in You *click in* a window or region, such as a scroll bar; you *click* other onscreen elements, such as icons and buttons. See also **click**.

click on Don't use; use *click*. See also **click**.

Click Wheel Note capitalization. The combined touch wheel and buttons on iPod. Not *Apple Click Wheel* or *touch wheel*.

client Software that uses the services of another program; also the computer using the client software. The computer can be called the *client computer*, *client system*, or *client*.

client/server Note slash.

clip art Two words.

Clipboard Note capitalization. In developer documentation, it's OK to use *pasteboard* when you discuss the NSPasteboard class, but point out that users view the contents of the pasteboard in the Clipboard. In user documentation, use *Clipboard*, not *pasteboard*.

close Users *close* a window or a document. Don't refer to an icon as a *closed window*. See also **open**.

close button Note lowercase. In Mac OS X, refers to the leftmost button of the three window controls in the upper-left corner of the title bar.

CLUT Acronym for *color lookup table*. Note lowercase in spelled-out version; spell *lookup* as one word. See **abbreviations and acronyms** for guidelines about spelling out abbreviations and acronyms.

co (prefix) Close up except in a few words beginning with *o*: *co-op*, *co-owner*.

> coexist, cooperate, coprocessor, coworker

coax Don't use when you mean *coaxial*.

Cocoa application An application written and compiled using the Cocoa frameworks. Use the term *Cocoa* only in developer documentation.

codec Short for *coder/decoder* or *compressor/decompressor*. Not *CODEC*.

- *Telecommunications:* A codec (*coder/decoder*) is a device for encoding and decoding signals. Modems and digital telephones use codecs to convert information between digital and analog signals.
- *Multimedia:* A codec (*compressor/decompressor*) is a method for compressing and decompressing data. For example, MP3 and H.264 are codecs that reduce the amount of information used to represent audio and video content, respectively.

code file Two words.

code font Code font is a fixed-width font (such as Courier) used for code.

- *Uses:* Use code font for the following:
  - Text the user is to type
    [Developer Publications uses this style. Other groups may use single or double quotation marks or italics for short words or phrases the user is to type. Consult your department's style guidelines.]
  - Code listings
  - Small pieces of sample code
  - Computer-language elements such as reserved words, literals, variables, and routines
  - Commands that appear in running text
  - *Punctuation and spaces:* Style any punctuation following a word or phrase in code font as regular body font, unless the punctuation mark is part of the computer-language element represented or part of something the user is to type. Style the spaces that immediately precede or follow text in code font in regular body font.

  If the language with which you're working has a standard style of indentation, use it. If it doesn't have such a style, develop a logical style of your own and use it consistently.

  Develop a method of spacing around punctuation and use it consistently. It's often best to use standard spacing (one space between a punctuation mark and the next character).

- *Where not to use:* In user documentation, don't use code font for the following:
  - Part or chapter titles
  - Text headings
  - Cross-references to parts, chapters, or sections
  - Entries in the table of contents
  - Internet or web addresses
  - Figure captions or callouts
  - Names of files, folders, or directories
  - System or alert messages. If you quote a system or alert message exactly as it appears on the screen, use body font in quotation marks. If you paraphrase a message, use body font without quotation marks.

    If your source clip is not as long as the duration between the sequence In and Out points, you see an "Insufficient content for edit" message.

    When a message appears asking if you want to clear the keyboard layout, click Yes.

See also Chapter 4, "Technical Notation," on page 209.

code names Use exactly the same form for a product's code name throughout a document. (If the name is sometimes misspelled or otherwise treated inconsistently, a global search-and-replace operation is not possible.)

In final documentation, don't refer to a product by its code name unless marketing specifically decides to associate the code name with the product.

cold start (n., v.), cold-start (adj.) Not *coldstart*.

colons Avoid using colons in text heads. If you must use a colon in a head, capitalize the first word after the colon, regardless of its part of speech.

> Setting Up: A Beginner's Guide

Precede all lists with colons, whether the sentence before the colon is a complete thought or a partial thought (exception to *The Chicago Manual of Style*). See also **lists (bulleted)**.

color lookup table See **CLUT**.

color picker Avoid naming this feature in user documentation; instead, use a phrase such as *Choose a color in the dialog.*

color pixels Not *colored pixels*.

colors Colors include shades of gray, so you can use *colors* to refer to settings for both grayscale and color displays. On first mention of setting colors, say, for example:

> You can set the number of colors (or shades of gray) displayed on the screen.

Thereafter, use *colors*.

column view A way to display and select items in a hierarchy of data—for example, the column view in Finder windows.

Column View button Note capitalization. The button second from the right in the View control in Finder windows.

Combo drive An optical drive that reads CDs and DVDs and reads and writes (burns) CD-R and CD-RW discs. Not *ComboDrive* or *Combo Drive*. Use *Combo drive (DVD-ROM/ CD-RW)* to list the drive's capabilities. See also **optical drive**; **SuperDrive**.

command   Use *command* or *menu command* in user documentation; don't use *menu option*.

> The menu contains a list of commands.

> Use the Save command to save any changes to your file.

Use *menu item* to refer to items that aren't commands, such as names of windows in the Window menu and About This Mac in the Apple menu.

A command is *in* a menu, not *on* a menu; a menu *contains* commands. Users *choose* commands; they don't *select* commands.

See also **choose**; **command names**; **menus**.

Command-click (v., adj.) Note capitalization and hyphenation. The hyphen denotes a combined action. *Command-click* is equivalent to *press the Command key and click*.

Command key On first use in print user documentation, identify the Command key with its symbol: *Command* (⌘) *key*. Thereafter, just use *Command key*. Don't use *Apple key*.

⌘ ⌘

It's OK to use the Command key symbol in a list of shortcuts.

> ⌘-Option-Escape
> ⌘-Shift-Option-Delete

Command-key equivalent Don't use; use *keyboard shortcut* even when all the combinations use the Command key.

command line (n.), command-line (adj.) Note hyphenation of adjective.

command names Use title-style capitalization for command names; don't capitalize *command*.

> the Find command

> the By Icon command

- *Commands used as ordinary verbs:* Don't capitalize a command name when you use the name as a normal English verb.

> *Correct:* Now cut the selected text from your document.

> *Incorrect:* Now Cut the selected text.

- *Ellipsis points:* In menus, some command names are followed by three unspaced periods (ellipsis points) to indicate that further action will be required. Don't include the ellipsis points when you refer to the command name in text or text heads.

> *Correct:* Choose File > Print, and then enter the number of copies.

> *Incorrect:* Choose File > Print…, and then enter the number of copies.

See also **choose**; **command**; **menus**.

commas Use a serial comma before *and* or *or* in a list of three or more items.

> *Correct:* Apple sells MacBook Pro computers, the AirPort Extreme Card, and Final Cut Pro software.

> *Incorrect:* Apple sells MacBook Pro computers, the AirPort Extreme Card and Final Cut Pro software.

Common Gateway Interfaces See **CGI**.

communication, communications Use the singular to describe the act of communicating, the plural to describe the technology.

communications link Don't use; use *network connection*.

compact disc See **CD**.

Company, Co. Spell out or abbreviate according to the particular company's preference.

compile time (n.), compile-time (adj.) Note hyphenation of adjective.

component video Note lowercase.

composite video Note lowercase.

comprise A whole *comprises* parts. Parts *constitute* a whole. Don't use *is comprised of*.

> Your video editing system comprises a Mac Pro computer, Final Cut Pro software, a digital camcorder, and an external NTSC monitor.

> Four iMac and two MacBook computers constitute the class's computing resources.

computer Use when you describe a computer without any peripherals. Use *system* to refer to a computer, its peripheral devices, and software. Don't use *machine*.

computer voice See **code font**.

connect Use to refer to the act of hooking devices together; don't use *attach* or *hook up*. You *connect* USB devices to a computer, and you can *connect* computers to an Ethernet network. Don't use *connect* when you mean *plug in*. See also **plug in (v.), plug into (v.)**.

connector Use to refer only to an item that can be plugged into a receptacle (such as a slot, port, or socket). Use the following terminology:

> *edge connector:* the connector on the edge of a peripheral card; fits into a slot
>
> *minicircular connector:* an 8-pin connector [Don't use *mini-DIN*.]
>
> *plug:* a connector with prongs or pins

- *Descriptions:* In user documentation, describe connectors by their shape and size, by the icon that appears on the connector, or in another way appropriate to the context. The user should be able to identify the connector easily even if she or he doesn't know the terminology.
- *Pins:* In user documentation, avoid identifying connectors by the number of pins (*9-pin*, *11-pin*, *25-pin*, or *50-pin*, as well as the corresponding *DB-9*, *DB-11*, and so on). The actual number of pins may not be the number in the designation. You may, however, want to mention these terms in a glossary.
- *Other names and descriptors:* Avoid obscure names such as *power input unit* in favor of more direct terms, such as *recessed plug*. Don't use *male* or *female* to describe types of connectors.

Compare **jack**; **port**; **slot**; **socket**.

constitute Parts *constitute* a whole. A whole *comprises* parts. Compare **comprise**.

Contacts Capitalize when referring to the contacts application that comes with iPhone and iPod touch, and to the MobileMe web application (use *MobileMe Contacts* on first reference). Use lowercase to refer to the user's collection of contacts: *add a contact*; *update your contacts*. See also **MobileMe**.

contextual menu The menu that appears when a user presses the Control key and clicks an item on the screen. In user documentation, use *shortcut menu*, not *contextual menu*. However, you can refer to the menu parenthetically as a contextual menu on first reference for users who may be more familiar with that term.

> A shortcut menu (also called a *contextual menu*) appears.

See also **menus**.

contractions It's OK to use contractions in most documentation, interface text, and informal marketing copy; avoid in formal materials such as legal documents.

- *Contractions to avoid:* Don't form contractions from nouns and verbs. For example, avoid constructions such as this:

    Apple's going to introduce a new computer today.

    Avoid contractions not normally used in print (such as *would've*, *it'll*).

- *Its and it's:* Don't confuse *it's* (the contraction for *it is*) with the possessive pronoun *its*.

    It's important that the department keep track of its computers.

control character (n.), control-character (adj.) Note hyphenation of adjective.

Control-click (v., adj.) Note capitalization and hyphenation. The hyphen denotes a combined action; *Control-click* is equivalent to *press the Control key and click*.

    To open a document, Control-click the document icon and choose Open from the shortcut menu.

control key Don't use in a general sense; use *modifier key*. The name of the specific key is capitalized: *Control key*.

Control key It's OK to abbreviate as *Ctrl* when space constraints don't allow the use of the full term (as in column heads in tables). Don't use *CTRL*.

controlled, controlling Not *controled*, *controling*.

convert to Not *convert into*.

cookies Not *cookie files*. Use to refer to small text files a website may copy to a user's hard disk to record information about the user or the computer.

    To use some websites, you must set your web browser to accept cookies.

coprocessor No hyphen.

copy You copy a file *to* a disk, not *on* a disk or *onto* a disk.

copy-protect (v.), copy-protected (adj., pred. adj.), copy-protection (n.) Hyphenate in all forms.

    A copy-protected disk or file cannot be copied legally.

    The disc is copy-protected.

copyright page All documentation must have a copyright page or copyright notice. In a longer print document such as a user manual, the copyright information is usually on the second page, which does not have a page number or a running footer. In short print booklets or update sheets, the copyright information is usually at the bottom of the last page. Onscreen documents also require a copyright notice.

- *Finding the correct copyright notice:* The copyright page is a boilerplate element. Consult with your department editor to be sure you have the appropriate boilerplate.
- *Apple trademarks:* All Apple trademarks mentioned in the document must receive a credit line on the copyright page. See the most recent Apple trademark list, which is available at:

  > web.apple.com/areas/trademarkinformation (internally)

  > www.apple.com/legal/trademark/appletmlist.html (externally)

- *Third-party trademarks:* Certain third-party trademarks also must receive a credit line on the copyright page. See the "Special and Licensed Trademarks and/or Copyrights" section of the most recent Apple trademark list, which is available at the websites shown above.

See also **trademarks (credit lines and symbols)**; **trademarks (usage)**.

cord Use only to describe a power cord or a phone cord. Compare **cable**.

core Short for *execution core* or *processor core*. See also **8-core (adj.)**; **dual-core (adj.)**.

Corporation, Corp. Spell out or abbreviate according to the particular corporation's preference.

corrupted Avoid if possible. Use *damaged* instead.

Cover Flow Note capitalization. A feature that enables users to browse previews of files in the Finder or the cover art of items in iTunes, iPod, or iPhone.

Users can *use Cover Flow* or view items *in Cover Flow.* When you need to distinguish between Cover Flow and other views (such as icon view or list view), it's OK to say *Cover Flow view.*

> Use Cover Flow to flip through your music library.

> You can view items in a Finder window as icons, in a list, in columns, or in Cover Flow.

> To switch from column view to Cover Flow view, click the Cover Flow button.

See also **Cover Flow button**; **View control**.

Cover Flow button Note capitalization. The rightmost button in the View control in Finder windows.

CPU Abbreviation for *central processing unit*. Avoid in user documentation; use *processor* to refer to the chip and use *computer* or *system* to refer to the computer itself. See **abbreviations and acronyms** for guidelines about spelling out abbreviations. See also **computer**; **processor**; **system**.

CR Abbreviation for *carriage return*. Use only when you refer specifically to ASCII character $0D or its equivalent. Explain the term *carriage return* if your audience includes first-time computer users. See **abbreviations and acronyms** for guidelines about spelling out abbreviations.

Use *return character* when you write about, for example, searches for return characters. Use *Return key* for the key you press.

crash Don't use; use *quits unexpectedly*, *does not respond*, or *stops responding*. If you must use this word, put it in quotation marks and reassure the reader that the term *crash* does not imply damage to hardware or software.

creator types Use code font for creator type names, which must consist of exactly four characters (one of which may be a space) inside straight, single, code-font quotation marks.

```
'ttxt','MPS '
```

crosshair One word. Refers to this pointer:

cross-references This section provides general guidelines for cross-references that appear in print documents, documents that can be both printed and viewed onscreen (such as PDF files), and content that is delivered only onscreen (for example, in a web browser).

Some department guidelines may differ slightly from those listed in this section, and departments that use a single source of content to generate both print and onscreen documents may have guidelines that differ depending on how the content is delivered. Thus, always consult your department's style guidelines if you're in doubt about which style to use.

- *To chapter titles:* Use title-style capitalization. Enclose the title, but not the word *Chapter* or the chapter number, in quotation marks. Consult your department guidelines for whether to include the chapter number.

> See Chapter 2, "The Cinema Tools Interface."

> For more information, see "Using Mac OS X Technologies."

  Similarly, check your department guidelines for whether to include page numbers in cross-references to chapter titles, and what style to use for them.

> See Chapter 3, "Setting Up Your Computer," on page 24.
> [Apple Product Documentation and User Publications use this style.]

> See "Kernel Architecture" (page 40).
> [Developer Publications uses this style.]

- *To document titles:* Use title-style capitalization and italics; don't use quotation marks unless italics aren't available (for example, in some text designed to be read only onscreen). Don't capitalize or italicize phrases like *user guide* unless they are part of the title as it appears on the cover of the document. Don't include trademark symbols.

> See the *iPhone User Guide*.

> See the user guide that came with your MacBook Air.

  When you refer to a volume number, don't italicize the word *Volume* or the volume subtitle, if there is one.

> See the *Final Cut Pro 6 User Manual*, Volume II: Editing, for more information.

- *To section titles:* Use title-style capitalization and enclose the title in quotation marks. Consult your department's guidelines for whether to include page numbers.

> See "Trouble Starting Up" in Chapter 4.

> See "Before You Install the Software" on page 16.

- *To part titles:* Use title-style capitalization and enclose the title, but not the word *Part* or the part number, in quotation marks.

> See Part III, "Real Time and Rendering," for more information.

> See the *Final Cut Pro 6 User Manual*, Volume I, Part III, "Setting Up Your Editing System."

- *To onscreen help:* When you refer to onscreen help, don't place quotation marks around the names of specific help books.

> Look in Address Book Help for more information about adding contacts.

Do place quotation marks around the names of "chapters" of a help book (as you would the chapters of a print book).

> See "Managing Audio Files" for more information.

> See the "New to iTunes?" section of iTunes Help.

CRT Abbreviation for *cathode-ray tube*. Note hyphenation of spelled-out version. Don't use when you mean *display* or *screen*. See **abbreviations and acronyms** for guidelines about spelling out abbreviations.

Ctrl Abbreviation for *Control*; note capitalization. Use the abbreviation only when space constraints don't allow use of the full term (as in column heads in tables); otherwise, use *Control*, as in *Control key* or *Control-S*. Don't use *CTRL*.

curly brackets Don't use *curly brackets* to describe these symbols: { }; use *braces*.

cursor In describing the Mac OS user interface, use *insertion point* or *pointer*, depending on the context. The term *cursor* is appropriate when you describe the VoiceOver interface and may be appropriate when you describe other interfaces and in developer documentation. See also **insertion point**; **pointer**.

custom installation Note lowercase. Not *custom install*. You *perform a custom installation*; you don't *do a custom install*. See also **easy installation**; **install**; **installation**; **normal installation**.

D

DAC Acronym for *digital-to-analog converter*. Note lowercase and hyphenation in spelled-out version. See **abbreviations and acronyms** for guidelines about spelling out abbreviations and acronyms.

daisy chain (n.), daisy-chain (v., adj.), daisy-chained (adj., pred. adj.) Note hyphenation of verb and adjective forms.

Dashboard Note capitalization. Don't precede *Dashboard* with *the* or *your*. See also **widget**.

dash (em) Use the em dash (—) to set off a word or phrase that interrupts or changes the direction of a sentence or to set off a lengthy list that would otherwise make the syntax of a sentence confusing. Don't overuse em dashes. If the text being set off does not come at the end of the sentence, use an em dash both before it and after it.

> Setting just three edit points—the clip In point, the clip Out point, and the sequence In point—gives you total control of the edit that's performed.

To generate an em dash in a word-processing application, press Shift-Option-Hyphen. Close up the em dash with the word before it and the word after it. Consult your department's guidelines for instructions on handling em dashes in HTML.

dash (en) The en dash (–) is shorter than an em dash and longer than a hyphen. Use the en dash as follows:

- *Numbers in a range:* Use an en dash between numbers that represent the endpoints of a continuous range.

  > bits 3–17, 2003–2005

- *Compound adjectives:* Use an en dash between the elements of a compound adjective when one of those elements is itself two words.

  > desktop interface–specific instructions

- *Keyboard shortcuts using combination keystrokes:* Use an en dash between key names in a combination keystroke when at least one of those names is two words or a hyphenated word.

  > Command–Option–Up Arrow, Command–Shift–double-click

  See also **key, keys**.

- *Minus sign:* Use an en dash as a minus sign (except in code font, where you use a hyphen).

  > –1, –65,535

To generate an en dash in a word-processing application, press Option-Hyphen. Close up the en dash with the word (or number) before it and the word (or number) after it. Consult your department's guidelines for instructions on handling en dashes in HTML.

See also **hyphenation**.

data Singular or plural, depending on the context. When used as a collective noun, *data* takes a singular verb. When the meaning is not collective, use a plural verb. In user documentation, avoid in favor of *information* if *information* makes sense in the context.

> *Collective and thus singular:* Data is stored in a FileMaker Pro database.

> *Not collective and thus plural:* Selected data are transferred immediately.

database (n., adj.) One word. As a noun, *database* refers to the body of data manipulated by a database application.

data file Two words.

data terminal ready signal See **DTR**.

Date & Time Note the ampersand and capitalization. The name of a System Preferences pane.

dates Follow these guidelines for dates, unless your department uses international style (see Chapter 7, "International Style," on page 221, for those guidelines):

- *Commas:* Use a comma between the day of the month and the year.

        May 23, 2008

    When you use the full date, follow the year with a comma.

        on May 23, 2008, at 10:00 a.m.

    If you give only the month and year, don't use commas.

        in January 2008 at Macworld

- *Cardinal and ordinal numbers:* Use cardinal numbers (*1*, *2*, *3*) in dates that include the month. Use ordinal numbers (*1st*, *2nd*, *3rd*) in dates without the month. For ordinal numbers, use full-size letters (*1st*), not superscript (*1st*).

        The conference was held on August 12.

        The conference was held on the 12th.

- *When to spell out:* Spell out the names of days and months in text. Use numerals for the year except when it appears at the beginning of a sentence; spell out the year there or rewrite to avoid.

- *Slashes in dates:* Don't use the form *6/5/08*, because American usage is different from European usage.

See also Chapter 7, "International Style," on page 221.

daughter board Don't use; use *expansion board*.

daylight saving time Not *daylight savings time*.

DB-9 connector OK in developer documentation. In user documentation, describe the connector by its size and shape, its icon, or in another way appropriate to the context (because it may have fewer than nine pins). In documentation written for new users, however, you may want to mention the term *DB-9* (or *DB-11*, *DB-25*, or *DB-50*) or include the term in the glossary because users may see it elsewhere. See also **connector**.

DDR Abbreviation for *Double Data Rate*. Note capitalization. Apple computers have *DDR memory*. See **abbreviations and acronyms** for guidelines about spelling out abbreviations. See also **memory**; **SDRAM**.

deactivate See **activate, deactivate**.

dealer, dealership Don't use; use *Apple Authorized Reseller*. See also **Apple Authorized Reseller**.

default (n., adj.) Define on first occurrence. In user documentation, you may want to use *preset*. See also **preset (n., adj.)**.

degrees OK to either spell out *degrees* or use the degree symbol (º), but be consistent. Hyphenate when the term precedes a noun: *160-degree viewing angle*. The symbol is closed up with the number: *160º viewing angle*, *32º F.*

dehighlight, dehighlighted Don't use. Use *deselect* as a verb when appropriate; otherwise reword. Use *not highlighted* as the adjective.

DEL character Not *DELETE character* or *rubout character*. Refers specifically to ASCII character $7F.

Delete key Not *DEL key*.

deploy OK to use in server and developer documentation to refer to placing configured computer systems, services, or software in a specific environment or making these items available for use in that environment.

> In large organizations, collaboration services are usually deployed at both corporate and workgroup levels.

depress Don't use; use *press*.

deselect OK to use when you mean *cancel a selection*. Not *uncheck*, *unselect*, *unhighlight*, or *dehighlight*. Compare **unselected (adj.)**.

desired Try to avoid.

> *Correct:* make your changes, select the folder
>
> *Incorrect:* make the desired changes, select the desired folder

desktop (n., adj.) One word; note lowercase. Refers to the background area of the screen.

desktop computer Don't use *desktop* as a noun to refer to the computer; use *desktop computer*, *desktop system*, or just *computer* or *system*. See also **computer**; **system**.

determinate progress bar In developer documentation, the progress bar that fills from left to right. In user documentation, use *progress indicator* and describe what it looks like.

> *Developer documentation:* Use a determinate progress bar when you can tell the user how much of a process has been completed.
>
> *User documentation:* A progress indicator (a moving bar) shows the status of the download.

device name Two words. Note the treatment of these similar terms:

> filename, host name, pathname, user name, volume name

diacritical mark Not *diacritic*.

dial in, dial in to (v.), dial-in (adj.) Note hyphenation of the adjective form.

dialog In user documentation, use *dialog* for windows, like the one below, that request additional information from the user and are explicitly dismissed by clicking a button within the dialog—for example, OK, Cancel, or Print.
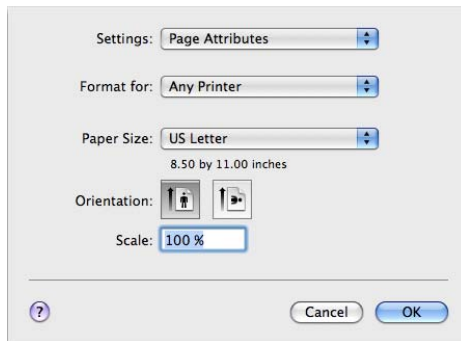
A dialog *appears*. Don't use *dialog box*.

Dialogs include alerts, which contain error messages or warnings about potentially hazardous situations or actions. Although a dialog can be implemented as a sheet attached to a window, don't use *sheet* in user documentation. Examples: Open dialog, Print dialog, Save As dialog, Save Changes alert.

In developer documentation, use *panel* rather than *dialog* in most contexts because dialogs are created with programming symbols such as `NSOpenPanel`. When, however, the dialog is seen by the developer as a user sees it, such as when giving instructions for using developer applications, use *dialog*. Note that entities that are panels programmatically can be windows rather than dialogs in user terminology—for example, the `NSFontPanel` class implements the Fonts window.

Compare **alert (n., adj.)**; **pane**; **sheet**; **window**.

dialog box Don't use; use *dialog*.

dialog message Don't use; use *message*.

dialogue Use *dialogue*, not *dialog*, to refer to spoken words.

dial-up (adj.) Note hyphenation. Don't use *dial up* as a verb.

different from Not *different than*. Make sure that the elements being compared are parallel nouns.

> *Correct:* The Mac user interface is different from that of a Windows PC.
>
> *Incorrect:* The Mac user interface is different than that of a Windows PC.
>
> *Incorrect:* The Mac user interface is different from a Windows PC.

differently than Use when comparing two parallel clauses. Don't use *different than*, *different from*, or *differently from* for this purpose. But rewrite whenever possible to set up a construction in which *different from* is used to compare two parallel nouns.

> *Correct:* She uses the computer differently than he does.

> *Preferable:* Her use of the computer is different from his.

> *Incorrect:* She uses the computer differently than him.

digital Don't use a hyphen in compound adjectives beginning with *digital*: *digital video editing*, *digital media applications*. Don't use *digital applications*.

digital camcorder See **camcorder**.

digital camera Use to refer to a digital still camera. After the first mention, *camera* is fine.

> You can connect a digital camera if both your computer and camera have built-in USB ports.

digital rights management See **DRM**.

digital-to-analog converter See **DAC**.

digital video (n., adj.) No hyphen. See also **DV**.

digital video camera See **video camera**.

digital video recorder See **DVR**.

Digital Visual Interface See **DVI**.

dimensions In general, use *by*, not *x*, to show dimensions.

> 3.2 by 6.0 by 11.4 in. (8.1 by 15.2 by 28.9 cm)

> 8.5 by 11 inches, 8.5-by-11-inch paper

> 4 by 6 inches, 4-by-6-inch photo [*acceptable*: 4-by-6 photos, 4 x 6 photo]

If you use *x* instead of *by*, use the *x* consistently throughout a document.

See also **resolution**; **x**.

DIMM Acronym for *dual inline memory module*. See **abbreviations and acronyms** for guidelines about spelling out abbreviations and acronyms.

dimmed Use *dimmed*, not *hollow* or *grayed*, to describe a shaded icon, menu item, button, or option in a dialog. Dimmed options cannot be selected. Dimmed menu items cannot be chosen.

Dimmed icons can represent disks whose contents are displayed in a window, disks that have been ejected, or files or folders in the window of a disk that has been ejected.

You don't need to say *dimmed* (*unavailable*) because a dimmed object is understood to be unavailable.

DIN Use all caps when you refer to a type of connector, as in *DIN-8*. Don't use *mini-DIN*.

direct-connect (adj.) Note hyphenation.

direction keys Don't use; use *arrow keys*.

directory Standard UNIX term for an organizational unit, or container, used to organize files and other directories into a hierarchical structure known as a *file system*. In developer documentation, use *directory*; in other Apple documentation, use *folder*. See also **folder**.

directory pathnames See **pathnames**.

disable (v.), disabled (adj.) In user documentation, avoid *disable* when you can use *turn off* or *deselect*. Don't use *disabled* when you mean *unavailable* (when you refer to menu items).

> *Correct:* Make sure virus-protection software is turned off and your computer isn't set to go to sleep.

> *Avoid:* Make sure virus-protection software and system sleep are disabled.

In developer documentation, it's OK to use *enabled* and *disabled* when you describe buttons, menu items, and the like.

See also **allow**; **enable (v.), enabled (adj.)**; **let**.

disc Use *disc* (or *optical disc*) when you refer to optical storage media (such as CDs and DVDs). For magnetic storage media (such as hard disks and floppy disks), use *disk*. See also **CD**; **DVD**.

disclosure button A button containing a triangle that expands a dialog or utility window to provide additional choices that are associated with a specific list-based selection control, such as a pop-up menu. A frequently seen disclosure button appears after the Save As pop-up menu.

Disclosure buttons point down in the closed position. When the user clicks a disclosure button, the window expands and the disclosure button triangle points up. See also **disclosure triangle**.

disclosure triangle A button that reveals or hides options when clicked (not the *disclosure button*). It is usually not necessary to mention that it is closed (pointing to the right) or open (pointing down).

>> *Correct:* You can click the disclosure triangle to reveal more information.

>> *Avoid:* You can click the closed disclosure triangle (pointing to the right) to reveal more information.

Frequently seen disclosure triangles appear in the Info window:

See also **disclosure button**.

disc titles Use title-style capitalization and italics for the full title of a disc. The word *CD* or *DVD* may not be part of the title. Follow the usage on the official label. *The* is usually not part of the title.

>> *Mac OS X Install Disc 1*
>> [*Disc* is part of the title.]

>> Insert the *Aperture 2 Install* DVD into your computer's DVD drive.
>> [*DVD* and *the* are not part of the title.]

Use lowercase when you refer to a disc by less than its full title and for discs with generic titles.

>> Insert the system software disc into the CD drive.

>> Install the software from the installation disc.

disk Use *disk* to refer to magnetic storage media (such as hard disks and floppy disks). For optical storage media (such as CDs and DVDs), use *disc*. Don't use *drive* or *hard drive* (a mechanism that holds and accesses a disk) when you mean *disk*.

> *Correct:* You can install a second hard drive in the expansion bay.

> *Correct:* Install the administration software on the server's hard disk.

> *Incorrect:* Install the administration software on the server's hard drive.

- *Disk versus volume:* In user documentation, use *disk* instead of *volume* to refer in general to hard disks and shared disks.
- *Articles:* In general, do not omit the article in phrases like *to a disk* or *on a disk*.

> *Correct:* Store data on a disk.

> *Incorrect:* Store data on disk.

See also **copy**; **drive**; **save**; **volume (disk)**.

disk drive (n., adj.) Don't use *disk* as a short form. A drive writes data to and reads data from a disk. Don't hyphenate *disk drive* when you use the phrase as a compound adjective. See also **drive**.

diskette Don't use; use *disk*.

disk image Two words; no hyphen. Note the *k* in *disk*.

disk name Use when you refer to the name that appears below a disk's icon on the desktop; don't use *disk title* for this purpose.

display (n.) In most cases, use *display*, not *monitor*, to refer to the primary display connected to a desktop computer. Also use *display* to refer to the built-in display in a portable or all-in-one computer. Don't use when you mean *desktop* or *screen*.

> *Correct:* A window appears on the screen.

> *Incorrect:* A window appears on the display.

> *Correct:* Arrange your display so that the top of the screen is slightly below eye level.

See also **monitor**; **screen**.

display (v.) Don't use *display* when you mean *appear*.

> *Correct:* The Print dialog appears.

> *Incorrect:* The Print dialog displays.

See also **appear**.

display cable Use instead of *monitor cable* or *monitor power cord* for Apple displays.

display device Refers to a device connected to the computer that displays text or graphics. If possible, be more specific: *LCD projector* or *television*.

display port The port on a computer or graphics card used to plug in an Apple display. Don't use *monitor port*.

display system Refers to a display and the display card (sometimes called a *graphics card*) that works with it.

division sign Not *division symbol*.

do Don't use in phrases such as *do a clean installation*. Use *perform* instead.

Dock Don't use as a verb. Items are *in* the Dock, not *on* the Dock.

> *Correct:* Click the Mail application icon in the Dock.
>
> *Correct:* Click a minimized window in the Dock.
>
> *Correct:* To put a window in the Dock, click the minimize button.
>
> *Incorrect:* You can dock any window.
>
> *Incorrect:* When an item is docked…
>
> *Incorrect:* Click the Mail application icon on the Dock.

Don't assume that an item is in a user's Dock; only the Finder and the Trash can't be removed from the Dock. On iPhone and iPod touch, *the Dock* refers to the bottom row of application icons on the Home screen.

dock Lowercase when referring generically to an accessory for iPhone and iPod digital music players. Capitalize in product names: *iPod shuffle Dock*. Don't use *dockable.*

dock adapter Use lowercase in general references: *dock adapter*, *iPhone dock adapter*, *iPod dock adapter*. Capitalize in product names: *iPhone Universal Dock Adapter, iPod Universal Dock Adapter.*

dock connector The port on iPhone and iPod digital music players for connecting to a dock, cable, or device.

document In user documentation, refers to a file the user creates and can open, edit, and print. A document is a particular type of file; don't use *document* when the file could be of another type.

> *Correct:* You can organize your folders and files in the Finder.

> *Incorrect:* You can organize your folders and documents in the Finder.

Compare **file**.

document titles When you cite the full title of a document, use the capitalization style used in the title. The article *the* is not usually part of the title, but for user manuals, *User Guide* (Apple Product Documentation) or *User Manual* (User Publications) often is. Consult your editor for titling guidelines specific to your department.

- *Specific references to document titles:* Always give the title exactly as it appears on the document's cover (but eliminate any trademark symbols). Don't change an old title to comply with the current guidelines for naming manuals.

> For more information, see the *Power Mac G5 User's Guide.*

- *Generic references to document titles:* Don't capitalize or use italics for generic references to documents.

> See the user guide that came with your computer.

> To connect your display, follow the instructions in the setup guide.

See also **cross-references**; **parts**; **volume (document)**.

document window Don't use; use *document* or *window*, not both. In developer documentation, *document window* is OK in reference to the predefined window type.

Dolby Digital 5.1 surround sound Note capitalization.

dot Use *dot* to describe the character that appears in the close button of a document with unsaved changes and for the characters that appear when a user types a password in a dialog.

Use *dot*, not *bit*, when you describe an individual screen pixel. See also **bit (n., adj.)**; **bullet**; **pixel**.

dot matrix (n.), dot-matrix (adj.) Note hyphenation of adjective.

dots per inch See **dpi**.

double Hyphenate compound adjectives beginning with *double*.

> double-precision, double-sided, double-wide

double-byte characters Note hyphenation. Not *2-byte characters*.

double click (n.), double-click (v.), double-clicking (n., v.) Note hyphenation.

> Small children may have trouble with a double click.

> Adults can double-click without difficulty.

> You do this by double-clicking the icon.

On mobile devices with a Home button (such as iPhone and iPod touch), users *double-click* (not *double-tap* or *double-press*) the Home button.

> Double-click the Home button to quickly go to Phone Favorites.

See also **click**.

Double Data Rate See **DDR**.

double layer (n.), double-layer (adj.) Hyphenate as an adjective, but not as a noun: *double-layer disc*; *DVD + R DL* (*Double Layer*). Use lowercase for general references.

> You can burn up to 4 hours of video on a double-layer DVD.

See also **DVD**.

double tap (n.), double-tap (v.), double-tapping (n., v.) Note hyphenation.

> A simple double tap lets you zoom in.

> Double-tap the photo to zoom in or out.

> You can zoom in by double-tapping.

See also **tap (n., v.)**.

down arrow Use to refer to the small arrow that you click to decrease a value in a stepper.

> Click the down arrow to decrease the text indent.
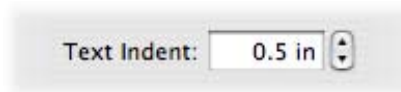
See also **Down Arrow key**; **stepper**.

Down Arrow key Note capitalization. When you refer to arrow keys generically, use lowercase, but capitalize and use the complete name when you refer to one or more arrow keys by name. See also **arrow keys**.

download (n., v.), downloadable (adj.) One word.

downtime One word.

dpi Abbreviation for *dots per inch* (n.) and *dot-per-inch* (adj.). See **abbreviations and acronyms** for guidelines about spelling out abbreviations.

> The printer provides a resolution of 600 dots per inch (dpi); it can be upgraded to 1200 dpi.

> The printer provides a 600-dot-per-inch (dpi) resolution; some printers offer 1200 dpi resolution.

drag Refers to an action that can be performed on a desktop or portable computer, or on a mobile device with a Multi-Touch screen. Usage is slightly different in each case; follow the guidelines below.

- *On desktop computers and portable computers: Drag* refers to the act of positioning the pointer, pressing and holding down the mouse (or trackpad) button, moving the mouse (or, on a trackpad, the user's finger), and then releasing the mouse or trackpad button. If you're writing for novice users, you might need to define *drag* on first mention.

  Use *drag* to refer to actions users perform with objects onscreen. For example, a user can drag an onscreen item (such as a folder or file), drag a control (such as a slider), or drag across part of the screen—for example, to create a shape or select an area of a document to work with. Don't use *drag the mouse* or *drag the pointer.*

  > *Correct:* Drag the Volume slider to change the volume.

  > *Correct:* Choose Tools > Annotate > Rectangle, and then drag to create a rectangle.

  > *Incorrect:* Drag the mouse to draw a rectangle.

  Don't use *click and drag.* Don't use *place*, *put*, or *move* when you mean *drag.*

  > *Correct:* Drag your songs into the order you want.

  > *Correct:* Drag the icon to the Trash.

  > *Incorrect:* Click and drag the icon to the Trash.

  > *Incorrect:* Put the icon in the Trash.

- *On devices with Multi-Touch screens: Drag* refers to the act of moving one finger across the screen. (Note that although some portable Mac computers have Multi-Touch trackpads, dragging on a Multi-Touch trackpad fits the description given above for desktop and portable computers.)

Users can drag to scroll through items, drag controls, or drag to pan around items such as photos and webpages.

> Drag up or down to scroll through your contacts.

> Drag the slider to unlock iPhone.

> To move around in a webpage, drag up, down, left, or right.

Don't use *tap and drag*.

> *Correct:* Drag to see a different part of the map.

> *Incorrect:* Tap and drag to see a different part of the map.

See also **flick (n., v.)**; **swipe (n., v.)**.

drag and drop (v.), drag-and-drop (adj.) Note hyphens in the adjective. Avoid using *drag and drop* as a compound verb followed by an object; dragging includes dropping the item into place.

> *Correct:* Drag the file to the printer icon.

> *Correct:* Using iPhoto, you can create digital photo albums with drag-and-drop simplicity.

> *Correct:* Just drag and drop to add photos to your documents.

> *Incorrect:* Drag and drop the file onto the printer icon.

DRAM Acronym for *dynamic random-access memory*. Pronounced "DEE-ram." See **abbreviations and acronyms** for guidelines about spelling out abbreviations and acronyms.

drawer A window that slides out from a parent window when users click a button or choose a command.

drive A drive holds disks or discs (*hard disk drive*, *DVD drive*, *Zip disk drive*). Don't capitalize *drive* except in a product name such as *SuperDrive*.

Use *disc*, *disk*, or *hard disk* to refer to a disk and its contents. Don't use *drive* when you mean *disc* or *disk*.

> *Correct:* You can connect an external hard drive to your computer.

> *Incorrect:* You can connect an external hard disk to your computer.

See also **CD drive**; **Combo drive**; **disk drive (n., adj.)**; **DVD drive**; **hard disk (n., adj.)**; **hard drive**; **SuperDrive**.

driver Capitalize the word *driver* in a driver name only if it is part of the name (for example, *Sound Driver* or *Disk Driver*). When you use the term *driver* generically, as in *print driver*, don't capitalize. In user documentation, avoid using *driver*; use *software* instead (*printer software*).

DRM Abbreviation for *digital rights management*. Note lowercase in spelled-out version. See **abbreviations and acronyms** for guidelines about spelling out abbreviations.

DRM-free (adj.) Note hyphenation.

drop box Two words; note lowercase.

drop-down menu Don't use; use *menu*.

drop zone Two words.

DTR Abbreviation for *data terminal ready* signal. See **abbreviations and acronyms** for guidelines about spelling out abbreviations.

dual Hyphenate compound adjectives beginning with *dual*.

> dual-band, dual-channel, dual-link

dual-core (adj.) Note hyphen. Refers to a processor with two execution cores or to a computer with a dual-core processor. Processors have *dual cores*, not *a dual core*. Terms include *dual-core processing*, *dual-core performance*, and so on. See also **8-core (adj.)**; **dual-processor (adj.)**; **Intel Core**; **Intel Xeon**.

dual-display (adj.) Note hyphen. Refers to the connection of two displays to a computer; or to an external display connected to a portable or all-in-one computer. Computers can have *two displays* or *dual displays*, not *a dual display*. See also **extended desktop (n., adj.)**; **video mirroring (n., adj.)**.

dual inline memory module See **DIMM**.

dual-layer (adj.) Don't use. Use *double-layer* in reference to the SuperDrive and the DVDs it uses. See also **double layer (n.), double-layer (adj.)**.

dual-processor (adj.) Note hyphen. Computers with two processors are *dual-processor computers*. They have *dual processors*, *dual Intel Xeon processors*, and so on. Don't use *a dual processor* or *DP*. See also **dual-core (adj.)**.

due to Not *due to the fact that*. A phrase beginning with *due to* must follow a linking verb and must function as a subject complement; it cannot function as an independent prepositional phrase. Use *because of* with prepositional phrases.

> The interference was due to a faulty cable.

> Your applications will open faster because of the additional memory.

DV An industry-standard video format. Generally, use *DV* to refer to the format or to products that use the format. Don't use *DV* to refer to the medium *digital video*. Related terms include *DV format*, *DV standard*, *DV camera*, *DV camcorder*.

DVD Don't spell out; *DVD* doesn't stand for a specific term. DVD technologies include the following:

> DVD-Audio (read only)
>
> DVD-R (recordable)
>
> DVD+R (recordable)
>
> DVD-R DL (recordable, double layer)
>
> DVD+R DL (recordable, double layer)
>
> DVD-R SL (recordable, single layer)
>
> DVD+R SL (recordable, single layer)
>
> DVD-RAM (rewritable)
>
> DVD-ROM (read only)
>
> DVD-RW (rewritable); not *DVD-R/W* or *DVD/RW*
>
> DVD+RW (rewritable); not *DVD+R/W* or *DVD/RW*
>
> DVD-Video (read only)

Refer to the specific type of disc or drive or use the general term *DVD*.

Don't use *DVD-R*, *DVD-RW*, or any of the other DVD terms as a noun; the term must modify another word, such as *drive* or *disc*. For the plural, don't use *DVD-Rs*, *DVD-RWs*, and so on; instead use *DVD-R discs*, *DVD-RW discs*, and so on, or simply *DVDs*. Use *disc*, not *disk*, to refer to DVD media.

DVD drive Not *DVD player* in reference to a device that's built into or connected to the computer and reads DVD discs. *DVD player* is OK when you refer to a device connected to a television.

DVI Abbreviation for *Digital Visual Interface*, not *Digital Video Interface*. Note capitalization of spelled-out version. See **abbreviations and acronyms** for guidelines about spelling out abbreviations.

DVR Abbreviation for *digital video recorder*. Note lowercase for the spelled-out version. Use to refer to a device, such as a portable media player or set-top box, that records digital video to file-based media such as a hard disk or optical disc. Don't use *DVR* when you mean *camcorder*. See **abbreviations and acronyms** for guidelines about spelling out abbreviations. See also **camcorder**.

dynamic random-access memory See **DRAM**.

E

e Short for *electronic*. Hyphenate terms using the short form: *e-commerce, e-learning*. An exception is *email*. Capitalize in titles as follows: *The Growth of E-Commerce*.

earbuds One word.

earlier, later Use to refer to versions of software; don't use *lower* and *higher* or *newer* and *older*.

Whenever possible, avoid using *earlier* and *later* to refer to other parts of a document. Use specific cross-references when you can. Sometimes a general reference to another topic is appropriate. In such cases it's OK to use *earlier* and *later*.

> Earlier in the tutorial, you learned to change fill color.

> An explanation of color wells appears later in this document.

Compare **above**; **below**.

earphones One word. Capitalize in product names: *iPod Earphones*.

easy installation Note lowercase. Not *easy install*. You *perform an easy installation*; you don't *do an easy install*. See also **custom installation**; **normal installation**.

EBCDIC Acronym for *Extended Binary-Coded Decimal Interchange Code*. Note capitalization of spelled-out version. The acronym is pronounced "EB-si-dik." See **abbreviations and acronyms** for guidelines about spelling out abbreviations and acronyms.

editing Don't use a hyphen when you use *editing* in a compound adjective.

> video editing application, audio editing system

editor Capitalize *editor* only when using the full name: *the Property List Editor*, but *the editor*.

e.g. Don't use; use *for example* or *such as*. See also **abbreviations and acronyms**.

eject (trans. v.) Don't use as an intransitive verb.

> *Correct:* The disk drive ejects the disk.

> *Correct:* To eject the disk, drag its icon to the Trash.

> *Incorrect:* The disk ejects.

Eject button The button next to the name of a CD, DVD, disk, server, or other device in the sidebar of Finder windows. Also the button next to the name of an iPod or other device in the iTunes window.

electromagnetic interference See **EMI**.

ellipsis points Follow these guidelines for using ellipsis points:

- *In menus:* Some menu commands are followed by three unspaced periods (ellipsis points) to indicate that further action will be required. Don't include the ellipsis points when you refer to the command name in text or text heads.
- *In text:* As three *spaced* periods, ellipsis points are used to indicate an incomplete sentence, a break in thought, or omitted words in a quotation. See *The Chicago Manual of Style* for guidance on these uses.
- *The ellipsis character:* Make sure to create the ellipsis character using the key combination Option-Semicolon, rather than three period characters. This ensures that an assistive application can provide the correct interpretation of the character to a disabled user.

email (n., adj., v.) One word; note lowercase.

> Send an email message to your manager.
>
> Your manager wants you to email her.
>
> You can contact Apple by email.

email addresses Email addresses use this format:

> *username@location.subdomain.domain*

The address mac@worm.apple.com specifies a user named "mac" at the site "worm" in the "apple" subdomain of the "com" domain.

- *In text:* Use plain text for email addresses in text.
- *Line breaks:* Avoid line breaks in an email address. If necessary, set the address on a separate line.
- *Punctuation:* If an email address ends a sentence, it's OK to use a period.

See also **Internet addresses**.

embed Not *imbed*.

em dash See **dash (em)**.

EMI Abbreviation for *electromagnetic interference*. See **abbreviations and acronyms** for guidelines about spelling out abbreviations.

enable (v.), enabled (adj.) Avoid in user documentation when you mean *turn on*. *Turn on* implies initiating an action or starting a process immediately; *enable* implies doing a task that makes subsequent actions possible.

> *Correct:* Turn on Windows file sharing.

> *Incorrect:* Enable Windows file sharing.

Avoid using *enabled* when you mean *selected* (for example, when you refer to radio buttons or checkboxes) or *available* (when you refer to commands or buttons that are sometimes dimmed, but not in this case).

> *Correct:* Make sure the Magnification checkbox is selected in Dock preferences.

> *Incorrect:* Make sure the Magnification option is enabled in Dock preferences.

> *Correct:* The Copy command isn't available because no text is selected.

> *Incorrect:* The Copy command isn't enabled because no text is selected.

It's OK to use *enable* to describe a task that makes other actions possible.

> To use this website, you must enable cookies.

> Slide the Hold switch to enable the iPod buttons.

In developer documentation, it's OK to use *enabled* and *disabled* when you describe buttons, menu items, and the like.

See also **allow**; **disable (v.), disabled (adj.)**; **let**.

en dash See **dash (en)**.

end-of-file See **EOF**.

end user (n.), end-user (adj.) Avoid in favor of *user*. See also **user**.

energy management software No hyphen.

energy-saving (adj.) Note hyphenation.

ENERGY STAR Note capitalization.

enhanced definition (n.), enhanced-definition (adj.) Note hyphenation: *in enhanced definition*, *enhanced-definition TV*.

ensure, insure Use *ensure* to mean *make sure* or *guarantee*. Use *insure* to describe what an insurance company does. Compare **assure**.

enter Use *enter*, not *type*, to describe inputting text-based information or data (for example, in a text field or spreadsheet, or at a command-line prompt). Such text is typically entered by typing, but it could also be copied and pasted, or even dragged. Use *type* to describe simply pressing keys to produce characters on the screen. Use *press*, not *type*, to refer to pressing keys on the keyboard.

> Enter your account information and tap Save.
>
> The intelligent keyboard may suggest corrections as you type.
>
> Press the Return key.

Compare **press**; **type (v.)**.

Enter key Note capitalization.

Enterprise Objects, enterprise objects Capitalize when you refer to the technology; use lowercase when you refer to objects.

entitled Don't use; use *titled*, *named*, or *called*.

EOF Abbreviation for *end-of-file*. Note hyphenation of spelled-out version. See **abbreviations and acronyms** for guidelines about spelling out abbreviations.

equal sign Not *equal's sign*, *equals sign*, or *equal symbol*.

error message Don't use except in developer documentation. Instead, use *message*, *alert*, *alert message*, or *alert sound*. See also **alert (n., adj.)**.

Escape key See **Esc key**.

Esc key Include the word *Escape* in parentheses on first occurrence.

> *First occurrence:* Press the Esc (Escape) key.
>
> *Thereafter:* Press Esc.

When you describe escape sequences, don't use a hyphen between names of keys (because the user presses and releases the keys separately).

> Esc 4, Esc F

et al. Don't use, except where called for in a bibliography; use *and others*. See also **abbreviations and acronyms**.

etc. Don't use; use *and so forth* or *and so on*. See also **abbreviations and acronyms**.

Ethernet One word. Note capitalization. Refers to one type of cable system used to link computers and peripheral devices. OK to use *Ethernet network* or simply *Ethernet* depending on the context. See also **Fast Ethernet (100Base-T)**; **Gigabit Ethernet (1000Base-T)**.

exclamation points OK to use exclamation points occasionally in promotional text and dialogue. Avoid in documentation.

exit In user documentation, don't use to refer to quitting an open application; use *quit*. See also **interrupt**; **quit**; **stop**.

expansion bay The space inside a computer where hardware modules (such as optical drives) can be inserted and removed. OK to use *drive bay* if the bay in question takes only storage devices.

expansion board Not *daughter board* or *piggyback board*.

expansion slot Not *peripheral slot* or *accessory slot*. You can also use *slot* without the qualifier *expansion*. Use lowercase even in specific references: *slot 1*, *slot 6*.

ExpressCard An industry-standard expansion card technology. MacBook Pro computers have an ExpressCard/34 slot.

Extended Binary-Coded Decimal Interchange Code See **EBCDIC**.

extended desktop (n., adj.) A dual-display mode in which different elements are placed on each display, such as images on one screen and tools on the other.

external display Use only to refer to displays connected to portable computers or to computers with a built-in display. For modular computers or unknown configurations, use *additional display*. You can also use *external monitor*. See also **display (n.)**; **monitor**.

F

F1, F2, F3… Function keys on a keyboard. Capitalize the *F* and use plain (not italic) style and Arabic numerals. No space between letter and numeral.

face Don't use; use *font* or *font family*, whichever is appropriate.

failover One word.

fair language Avoid cultural biases and stereotypes, which may offend some users of Apple products. Be aware of the variety of people who are potential Apple customers, and write consciously to include them.

- *Names:* In examples, include a variety of ethnicities, and use both female and male given names.

> *Given name examples:* Anton, Avram, Gabrielle, Jim, Luisa, Mei, Sanjiv, Yoshiko
>
> *Family name examples:* Contreras, Johnson, Kawabata, Meyer, Scharanski, Stern, Wong

- *Situations:* Portray both women and men in a variety of occupations and situations, not just stereotypical ones.

- *Pronouns:* Avoid using male pronouns generically. Use *he or she*, or switch to the plural when *he or she* is awkward. (However, don't use *their* when the subject is singular.) Sometimes you can use the second person.

> *Correct:* Each student imports his or her GarageBand composition into iTunes.
>
> *Correct:* The students import their GarageBand compositions into iTunes.
>
> *Incorrect:* The student imports his GarageBand composition into iTunes.
>
> *Incorrect:* Each student imports their GarageBand composition into iTunes.

family controls Don't use; use *parental controls*.

family pack Use lowercase in general references: *a family pack*. Capitalize in product names: *MobileMe Family Pack accounts*, *the Mac OS X Snow Leopard Family Pack*.

FAQ Abbreviation for *frequently asked questions*. *FAQ* is singular; use the article *an*. Use *FAQs* to refer to more than one set of frequently asked questions. Use title-style capitalization if the full term precedes a noun: *the Frequently Asked Questions document*. See **abbreviations and acronyms** for guidelines about spelling out abbreviations.

Fast Ethernet (100Base-T) Note capitalization. A standard that allows data transmission rates of up to 100 megabits per second. See also **Ethernet**; **Gigabit Ethernet (1000Base-T)**.

fast-forward (n., v., adj.) Note hyphen.

fast user switching Note lowercase.

Favorites Capitalize when you refer to the Favorites folder in the Library folder of a home folder.

fax (n., v., adj.) Short for *facsimile*. Use lowercase; *fax* is not an acronym or an abbreviation.

FB-DIMM Short for *fully buffered DIMM*; the type of memory used in Mac Pro and Xserve systems. Terms include *fully buffered memory*, *FB-DIMM memory*, *DDR2 ECC FB-DIMM memory*, and *FB-DIMM slot*. Precede *FB-DIMM* with *an*, not *a*. See also **DIMM**; **memory**.

female connector Don't use; use *socket*. See also **connector**.

fewer, less Use *fewer* for countable items; use *less* for quantity or bulk.

> The fewer devices in your network system, the less cable you need.

Fiber Gigabit Ethernet Note capitalization. Gigabit Ethernet using fiber optic cable. See also **Gigabit Ethernet (1000Base-T)**.

fiber optics (n.), fiber optic (adj.) The adjective is not hyphenated (*fiber optic cable*).

Fibre Channel Note capitalization. A high-speed serial data transmission technology. Xserve RAID has a 2 Gbit (not *2 GB*) Fibre Channel interface.

field Use to refer to the boxes that appear in windows, dialogs, webpages, or database records in which users enter information. It's not necessary to specify *text field* or *number field*, but if a field has a name, try to use it. For example:

> Enter the video timecode in the Current Timecode field.

> Fill in the required fields, and then click Checkout.

For novice users, *text box* or *number box* may be more appropriate. These are OK too, but try to be consistent within a document.

figure captions Use of figure captions varies by department. Consult your department guidelines to determine whether to use them.

- *Number and title:* Most figure captions include both a figure number and a figure title. Unnumbered figures are not included in a list of figures and tables. A figure with a number must also have a title; a figure with a title generally has a number.
- *Title length:* Figure titles should be short and to the point; a line and a half should be considered the absolute maximum.
- *Capitalization:* Use sentence-style capitalization for figure titles. Don't end a title with punctuation, even if the figure title is a complete sentence. Use articles in captions whenever appropriate.

> *Correct:* The Apple menu
>
> *Correct:* An external FireWire drive connected to a computer
>
> *Incorrect:* External FireWire Drive Connected to a Computer

- *In-text references:* Each numbered figure should have an in-text reference to point the reader to the figure at the appropriate point. You can use various styles for in-text references, depending on the needs of the sentence:

> An explicit *see* reference as a separate sentence in parentheses: (*See Figure 6-2.*)
>
> An explicit *see* reference in parentheses within a sentence: *Choose Mail > Mail Preferences* (*see Figure 6-2*).
>
> Just the figure number in parentheses: *the Page Setup dialog* (*Figure 3-13*) *appears…*
>
> A phrase set off by commas: *the Page Setup dialog, shown in Figure 3-13, appears…*
>
> The figure number as the subject of a sentence: *Figure 3-1 shows…*

> You can use more than one style in a project, but don't use different styles for what is essentially the same purpose. For example, don't use both the first and second styles or both the third and fourth styles within a project.

figures Line art, photographs, and screenshots are all considered figures. You should use figures when their presence will enhance the reader's understanding or will illustrate a procedure or point that is not evident from the text alone. Consider your audience when you plan an art program.

figure text Use figure text (also known as *labels*) for any text that accompanies a figure (usually line art) but is not connected to the figure by a leader line. (Text connected by a leader line is a *callout*.) Labels are embedded in the figure. Keep labels brief. Capitalization is sentence style. See also **callouts**.

file Refers to any entity stored on a disk, regardless of whether the user can open, edit, or print it. Compare **document**.

file formats Abbreviations should be in all caps; filename extensions should be in lowercase. In most cases, you don't need to spell out on first occurrence. The following table shows abbreviations, extensions, and names for some common file formats.

Abbreviation	Extension	Full name
AIFF	.aif	Audio Interchange File Format
CAF	.caf	Apple Core Audio Format
DMG	.dmg	disk image
GIF	.gif	Graphics Interchange Format
JPEG	.jpg	Joint Photographic Experts Group
MP3	.mp3	MPEG Audio Layer 3
PDF	.pdf	Portable Document Format
RTF	.rtf	Rich Text Format
TIFF	.tif	Tagged Image File Format
WAV, WAVE	.wav	Waveform format

file locations See **pathnames**.

FileMaker, Inc. Note capitalization.

filename One word. In specific references, capitalization should agree with the way the filename appears in the interface (the file system). In user documentation, the name appears in body font.

> Name the file Paperdoc.
> [Apple Product Documentation and User Publications use this style.]

> The folder contains `CurrencyConverter.nib`
> [Developer Publications uses this style.]

> You can find a document by typing its filename in the search field.

Note the treatment of these similar terms:

> device name, host name, pathname, user name, volume name

file server Two words. In user documentation, use only when you explain what a file server is (a computer that is dedicated to holding files shared by users on a network). Use *shared disk* to refer to a file server icon on the desktop. See also **shared disk**.

file sharing (n.), file-sharing (adj.) Two words. Note hyphenation of adjective.

Use lowercase unless you're referring to a specific onscreen element that is capitalized.

> Turn on file sharing.
>
> Click the File Sharing icon.

file system (n.), file-system (adj.) Two words. Note hyphenation of adjective.

File Transfer Protocol See **FTP**.

file types A file type name should be in code font and must consist of exactly four characters (one of which may be a space) inside straight, single, code font quotation marks; for example, `'TEXT', 'APPL', 'BIN '`.

Final Cut OK to use *Final Cut* as an adjective to refer to Final Cut Express, Final Cut Pro, Final Cut Server, and Final Cut Studio collectively: *Final Cut editors*. Avoid using *Final Cut* to refer to a single application or to Final Cut Studio.

Finder Note capitalization. Use *the* with Finder (exception to the rule to not use *the* with application names).

firewall One word; use lowercase.

FireWire Note capitalization. A high-speed industry-standard technology (IEEE 1394) developed by Apple for connecting peripheral devices to personal computers.

Products are *FireWire equipped*, not *FireWire enabled*. A FireWire cable is described according to its connector type, such as a *4-pin-to-6-pin FireWire cable*.

firmware One word.

first person Don't use; rewrite in terms of the reader or the product.

fixed-point (adj.) Note hyphenation.

fixed-width (adj.) Preferred term to describe fonts, such as Courier, in which each character takes up the same amount of space on the line. Synonymous with *monospaced*.

flashing Don't use to describe the insertion point; use *blinking* for this purpose.

flash memory Note lowercase. Flash memory card formats include CompactFlash, Memory Stick, MultiMedia Card (MMC), Secure Digital (SD), and SmartMedia.

flatbed scanner Note that *flatbed* is one word.

flat-blade screwdriver Note hyphenation.

flat-panel (adj.) Note hyphenation.

flick (n., v.) Refers to the act of quickly brushing the finger across a Multi-Touch screen or trackpad to scroll through a list or group of items. Flicking is similar to dragging, but quicker: dragging lets users control how far they scroll in a single motion, whereas flicking relies on momentum, not precise start and end points.

> Flick up or down to scroll quickly through your contacts.
>
> Flick from left to right to browse your album cover art.
>
> You can quickly browse your cover art with a simple flick.

See also **drag**; **swipe (n., v.)**.

flip foot Two words; no hyphen.

floating-point (adj.) Note hyphenation.

Fn key Capitalize when you refer to the Fn key on a portable computer. On first occurrence, you can say *the Fn* (*Function*) *key*; thereafter, use *the Fn key*.

folder An organizational unit, or container, used to organize files and other folders into a hierarchical structure known as a *file system*. In developer documentation, folders are usually referred to as *directories*.

Capitalize folder names according to how they are named and how they appear on the screen. Capitalize the word *Folder* only if it appears in the folder name.

> Burn Folder
> [The word *Folder* appears in the folder name on the screen.]
>
> System folder
> [The word *folder* doesn't appear on the screen.]

Use *a user's [folder name] folder* or *your [folder name] folder* to refer to folders in an individual user's home folder (for example, *a user's Library folder* or *your Library folder*). Use *the [folder name] folder* to refer to folders shared by all users of a computer (for example, *the Library folder*). If there's risk of confusion about whether the folder you're referring to belongs to a specific user or is shared by all users, you can describe its location: *the Library folder in your home folder, the Library folder at the top level of the hard disk*.

See also **directory**; **pathnames**.

font For outline fonts, a complete set of characters in one typeface (such as Times or Garamond) and style. For bitmap fonts, a complete set of characters in one typeface, size, and style. Don't use *face*. Compare **font family**; **typeface**.

font family Use to refer to a complete representation of characters for one typeface, including all available sizes and styles (for example, Times or Garamond). A font family may include both bitmap and outline fonts. Compare **font**; **typeface**.

font size Not *type size*. When the meaning is clear, it's OK to use just *size*.

font style Not *typestyle* or *typeface attribute*. Refers to one or more attributes such as boldface, underline, italic, shadow, and so on. When the meaning is clear, it's OK to use just *style*.

Fonts window The systemwide window for selecting fonts, styles, sizes, and other text features.

foot (ft.) Note hyphenation when used as an adjective: *3-foot height*, *3-foot-high table*, but *is 3 feet high*. The abbreviation is the same in the singular and the plural. Don't abbreviate in text. Don't use the symbol ' unless space limitations prevent the use of *foot* or *ft*.

footnotes See **tables** ("Table notes and footnotes").

force quit Don't use *force quit* as a verb.

>   *Correct:* You can force an application to quit.

>   *Incorrect:* You can force quit an application.

format (n.) Refers to the arrangement and appearance of text, graphics, and other elements (such as footers) on a page.

format (v.) When you refer to disks, *format* and *initialize* mean the same thing.

form factor Avoid; use *design*, *enclosure*, or another term.

form feed (n.), form-feed (adj.) Note hyphenation of adjective.

Fortran Note capitalization.

forward compatibility Not *future compatibility* or *upward compatibility*.

forward-compatible (adj.) Note hyphenation.

Forward Delete key A key on the Apple Keyboard that deletes the character to the right of the insertion point.

- *Apple keyboards:* On the current Apple Keyboard, this key is labeled *delete*, and it also has a right-pointing arrow with an *x* in it. OK to abbreviate as *Fwd Del* if space is tight. Keyboards on portable Mac computers and Apple Wireless Keyboards don't have this key.
- *Windows keyboards:* On Windows keyboards, the equivalent to the Forward Delete key is the Delete key; the key that is equivalent to the Mac Delete key is the Backspace key.

fps Abbreviation for *frames per second*. Note lowercase. Include a space between the number and *fps*: *24 fps*. See **abbreviations and acronyms** for guidelines about spelling out abbreviations.

fractions In user documentation, spell out fractions whose denominator is 10 or lower in running text except in specification lists, technical appendixes, or tables. For spelled-out forms, hyphenate the fractions: *one-tenth*, *one-fifth*, *three-fourths*.

> This application uses one-fifth of available memory.

> The other application uses only $\frac{1}{20}$ of available memory.

When you express a noninteger greater than 1 in fractional form, use a mixed numeral rather than an improper fraction.

> *Correct:* 1 $\frac{1}{6}$

> *Incorrect:* $\frac{7}{6}$

frame buffer Two words.

frame rate Two words.

frames per second See **fps**.

free Don't use to refer to available random-access memory (RAM) or storage space; use *available*.

FreeBSD Note spelling.

freeze Use to refer to the behavior of a pointer on the screen. Avoid using *freeze* as a noun or to refer to something the computer does. Instead, use a phrase such as *not responding*.

> *Correct:* If the pointer freezes on the screen, or the computer stops responding to the mouse or keyboard, follow these instructions.

> *Incorrect:* If the computer freezes, follow these instructions.

> *Incorrect:* If you experience a freeze, follow these instructions.

frequently asked questions See **FAQ**.

front, frontmost The active window is the *front* or *frontmost* window. See also **active**; **in front**.

front end (n.), front-end (adj.) Note hyphenation.

front panel (n.), front-panel (adj.) Note hyphenation.

frontside bus Note spelling. A type of system bus. Don't use *FSB*.

FTP Abbreviation for *File Transfer Protocol*. Note capitalization of spelled-out version. See **abbreviations and acronyms** for guidelines about spelling out abbreviations. Avoid as a verb; use *transfer files* instead. The UNIX command `ftp` is all lowercase. In the term *anonymous FTP*, the *a* is lowercase.

> *Correct:* You use FTP software to transfer files from a remote computer to your hard disk.

> *Correct:* You use the `ftp` command to transfer files from a remote computer to your hard disk.

> *Incorrect:* You can FTP files from a remote computer to your hard disk.

full Use a hyphen in compound adjectives beginning with *full*.

> full-duplex, full-featured, full-height, full-page, full-screen, full-size

Don't use a hyphen with *fully*.

> fully buffered, fully charged, fully loaded

full-screen (adj.), full screen (pred. adj.) Note hyphenation: *full-screen controls*, *view full screen*.

functionality Avoid. Use *function*, *feature*, or another appropriate term, such as *behavior*, *performance*, *speed*, *capacity*, *reliability*.

Function key See **Fn key**.

function keys The keys on a keyboard labeled *F1*, *F2*, *F3*, and so on. Note that *function* is lowercase.

future tense Whenever possible, use present, not future, tense. Don't switch unnecessarily from present to future tense when present tense is sufficient to express a sequence of steps or events.

- *Conditional constructions:* Use present tense for conditional constructions such as the following:

    > *Correct:* If the `noWait` parameter is `true`, play from the disk stops immediately, and program control returns to the caller.

    > *Incorrect:* If the `noWait` parameter is `true`, play from the disk will stop immediately, and program control will return to the caller.

- *Future events:* Future tense is sometimes appropriate—for example, when a product described is not yet available.

    > The configuration of the slot connector will change whenever a newer, more powerful microprocessor is used in the Mac family.

    > Interapplication communication will play an increasingly important role in system software.

Fwd Del key See **Forward Delete key**.

G

G3, G4, G5 These terms can be used to refer to the PowerPC G3, G4, or G5 processor, respectively, or to computers containing the PowerPC G3, G4, or G5 processor. The full name is preferred, but it's OK to use terms such as *G5 processor*, *G5 computer*, or *G5* as long as the meaning is clear.

Don't use variations of the names of products, such as *G3 iBook*, *iMac G4*, or *G5 Power Mac*. See also **PowerPC**.

Gallery Capitalize when referring to the MobileMe web application for publishing photos and movies on the Internet, and to the website that displays the user's photos and movies (*friends can view your Gallery*). Use *MobileMe Gallery* on first reference. Each MobileMe account has one Gallery with multiple albums (not multiple Galleries). See also **MobileMe**.

GarageBand Jam Pack Note capitalization. OK to shorten to *Jam Pack*.

GB (n., adj.) Abbreviation for *gigabyte*. *GB* equals 1000^3 bytes in the context of file size or disk storage capacity or 1024^3 bytes in the context of computer memory. See **abbreviations and acronyms** for guidelines about spelling out abbreviations.

- *Noun:* In the noun form, use a space between the numeral and the abbreviation. The preposition *of* is necessary before the unit that the value quantifies.

> 20 GB of memory

> 320 GB of storage capacity

- *Adjective:* Don't hyphenate the adjective form.

> a 1 GB SO-DIMM

> a 320 GB hard drive

Gbit (n., adj.) Abbreviation for *gigabit*. See **abbreviations and acronyms** for guidelines about spelling out abbreviations.

- *Noun:* In the noun form, use a space between the numeral and the abbreviation. The preposition *of* is necessary before the unit that the value quantifies.

> 10 Gbit of memory

- *Adjective:* Don't hyphenate the adjective form.

> 10 Gbit memory

Gbit/s Standard international abbreviation for *gigabits per second*. See **abbreviations and acronyms** for guidelines about spelling out abbreviations. Some Apple groups use *Gbps* instead.

GB/s Standard international abbreviation for *gigabytes per second*. See **abbreviations and acronyms** for guidelines about spelling out abbreviations. Some Apple groups use *GB/sec.* instead.

gender stereotypes See **fair language**.

generation Refers to products released at a particular time or sharing a common design or features. Hyphenate compound adjectives that include the word *generation*. It's OK to use a numeral such as *1st*, *2nd*, or *5th* if space is limited, but avoid variations that shorten *generation*, such as *fifth-gen* and *5G*.

> the first generation, the next generation, previous-generation Mac mini, next-generation architecture, second-generation processor

See also **iPod**.

GHz (n., adj.) Abbreviation for *gigahertz*. See **abbreviations and acronyms** for guidelines about spelling out abbreviations.

- *Noun:* In the noun form, use a space between the numeral and the abbreviation.

  at a rate of 3.0 GHz

- *Adjective:* Don't hyphenate the adjective form.

  a 3.0 GHz processor

GIF Acronym for *Graphics Interchange Format*, a bitmapped graphics file format that includes data compression. Note capitalization. Pronounced with a hard *g*. See **abbreviations and acronyms** for guidelines about spelling out abbreviations and acronyms. See also **file formats**.

gigabit See **Gbit (n., adj.)**.

Gigabit Ethernet (1000Base-T) Note capitalization. A standard that allows data transmission rates of up to 1 gigabit per second (1000 megabits per second). See also **Ethernet**; **Fast Ethernet (100Base-T)**; **Fiber Gigabit Ethernet**.

gigabits per second See **Gbit/s**.

gigabyte See **GB (n., adj.)**.

gigabytes per second See **GB/s**.

gigaflops One word; note lowercase. One billion floating-point operations per second.

gigahertz See **GHz (n., adj.)**.

glossary The writer and editor determine whether a document needs a glossary. See Chapter 5, "How to Write a Glossary," on page 211, for guidelines on preparing a glossary.

glyph In discussions of font technology, use when necessary to refer to the distinct visual representation of a character that a display device, such as a computer screen or printer, can display. In some non-Roman writing systems, several different glyphs may be used to represent a single character.

Gopher Note capitalization. Use as an adjective (a Gopher site, a server with Gopher software). The UNIX command `gopher` is all lowercase.

GPU Abbreviation for *graphics processing unit*. Note lowercase in spelled-out version. See **abbreviations and acronyms** for guidelines about spelling out abbreviations. See also **graphics card**.

Grab Capitalize when referring to the Grab application. Don't use as a verb.

graphic (adj.) Not *graphical*, except in *graphical user interface*. Compare **graphics (n., adj.)**.

graphical user interface Note lowercase. Don't use the acronym *GUI*.

graphics (n., adj.) Use *graphics* (not *graphic*) as an adjective in reference to the field of graphic art or graphic design.

> You can use advanced graphics software on the Mac.

graphics card Use for the card that controls display of the computer interface on the primary display. Not *video card*. See also **GPU**.

Graphics Interchange Format See **GIF**.

graphics processing unit See **GPU**.

Graphite appearance Note capitalization. An appearance available in Mac OS X.

gray Not *grey*.

grayed Don't use; use *dimmed* or *highlighted in gray*, depending on the context.

grayscale (n., adj.) One word.

greater-than sign Note hyphenation. Use *greater-than sign*, not *greater-than symbol*, to describe this symbol: >. You can also use *right angle bracket* if appropriate in the context. Compare **angle brackets**.

grey Don't use; use *gray*.

grille Note spelling: *grille pitch*, *speaker grille*.

grounded outlet Not *grounding-type outlet*.

grow box Don't use; use *resize control*.

H

H.264 A video compression standard (or video codec). Also known as *MPEG-4 Part 10* and *AVC* (or *Advanced Video Coding*).

half Use a hyphen in compound adjectives beginning with *half*.

> half-duplex, half-height, half-hour, half-length

handheld (adj.) One word.

hands-free (adj.) Note hyphenation.

handshake, handshaking One word. See also **XON/XOFF**.

hands-on (adj.) Note hyphenation.

hang Don't use as a description of the computer's behavior in response to a system error; use a phrase such as *not responding*.

> *Correct:* If the computer does not respond to input from the keyboard or mouse, a system error may have occurred.
>
> *Incorrect:* If the computer hangs, a system error has probably occurred.

See also **freeze**.

hard copy Avoid; use a term such as *printout*, *print version*, or *printed document*.

hardcover One word.

hard disk (n., adj.) Use *hard disk* to refer to a disk and its contents, or to the icon you see on the desktop or in a Finder window. Use *hard disk drive* or *hard drive* to refer to the mechanism that holds and accesses the disk. Don't use *hard drive* when you mean *hard disk*.

> *Correct:* Install the administration software on the server's hard disk.
>
> *Incorrect:* Install the administration software on the server's hard drive.
>
> *Correct:* You can install a second hard disk drive in the expansion bay.

hard drive Use *hard drive* or *hard disk drive* to refer to the mechanism that holds and accesses a hard disk.

HD (n., adj.) Abbreviation for *high definition* (n.) and *high-definition* (adj.). See **abbreviations and acronyms** for guidelines about spelling out abbreviations.

HD disk Don't use. Use *high-density disk*. Note hyphenation of spelled-out version.

HDMI Abbreviation for *High-Definition Multimedia Interface*. Terms include *HDMI port*, *HDMI input*, *HDMI output*, *HDMI cable*, *HDMI to HDMI cable*, and *HDMI to DVI cable*. See **abbreviations and acronyms** for guidelines about spelling out abbreviations. See also **video input, video input/output, video output (n., adj.)**.

HDV A format for recording and playback of high-definition video on standard DV cassette tapes using a form of MPEG-2 compression. Don't use *HDV* to refer in general to high-definition video. Related terms include the following:

> HDV format, HDV standard, HDV video, HDV camera, HDV camcorder

headings See **text heads**.

headphone (adj.) Terms include *headphone jack* and *headphone port*.

heads-up display See **HUD**.

heat sink Two words.

help Use lowercase unless you're referring to the complete name of an application's help, such as Mail Help or iTunes Help.

> You can search the help system for specific topics.

> For more information, look in iPhoto Help.

help book The collection of HTML files that provides onscreen help for a particular product. Don't use in user documentation; use the product's specific name (for example, *Keynote Help*).

Help button Note capitalization. A button that opens Help Viewer. The standard Help button has a question mark graphic.

help tags Note lowercase. Use to refer to the instructional text that appears when the pointer hovers over an interface element in Mac OS X. Use *tooltips* only if that is the term used in the interface.

hexadecimal In user documentation, don't use *hex* as a shorthand form. In developer documentation, *hex* is OK, but spell out *hexadecimal* on first occurrence. Use a preceding *0x* to designate a hexadecimal number.

hexagonal-head screw Not *hex-head screw*.

HFS Abbreviation for *hierarchical file system*. Avoid in user documentation; use *Mac OS Standard format* instead. See **abbreviations and acronyms** for guidelines about spelling out abbreviations.

HFS Plus Note capitalization. Don't use *HFS+*. Avoid in user documentation; use *Mac OS Extended format* instead.

HFS Plus (Journaled) Note capitalization. Don't use *HFS+ (Journaled)*. Avoid in user documentation; use *Mac OS Extended (Journaled) format* instead.

hierarchical file system See **HFS**.

high Use a hyphen in compound adjectives beginning with *high*.

> high-bandwidth, high-definition, high-level, high-quality, high-resolution

high bit (n.), high-bit (adj.) Not *hi bit* or *hi-bit*. *High bit* is an acceptable short form for the noun *high-order bit*.

high definition (n.), high-definition (adj.) See **HD (n., adj.)**.

highlight (trans. v.) Don't use in user documentation. In developer documentation, don't use as an intransitive verb.

> *Correct:* Your application should identify the selection range and highlight it properly.

> *Incorrect:* The icon highlights when you click it.

Compare **highlighted (adj.)**; **highlighting (n.)**; **select (v.)**.

highlighted (adj.) No hyphen. Not *hilighted*. Don't use *inverted* except in developer documentation. When explaining highlighting, use *a highlighted icon changes color* or *a highlighted icon is filled in*.

> *Correct:* When you click the icon, it becomes highlighted.

> *Incorrect:* When you click the icon, it highlights.

Don't use *unhighlighted* or *dehighlighted* for an item that isn't highlighted; use *not highlighted*.

highlighting (n.) No hyphen. Don't use in user documentation.

> When an application displays a selection range, it marks the range with highlighting.

high-order bit (n.) Not *hi bit* or *hi-bit*. *High bit* is an acceptable short form.

high resolution (n.), high-resolution (adj.) Not *hi-res*. The short form *high-res* (n., adj.) is OK in developer documentation or when space constraints don't allow use of the full phrase (as in column heads in tables).

Hindi Don't use when you refer to the writing system used to represent Hindi and several other Asian languages; use *Devanagari*.

hi-res Don't use; use *high resolution* (n.) or *high-resolution* (adj.). See also **high resolution (n.), high-resolution (adj.)**.

hit (n.) Don't use to refer to an item found in a search, or to the act of connecting to a webpage.

> *Correct:* Many users connect to this website each day.

> *Incorrect:* This website receives many hits per day.

hit (v.) Don't use to instruct users to press a key; use *press* instead. See also **press**.

hold down Use *hold down* to describe the act of pressing a key on the keyboard, the mouse button, or a mechanical button until a specified action or result occurs. Don't use *hold down* when you mean *press*. *Press* means to press and quickly release a key or mechanical button.

> *Correct:* Hold down the C key while you restart the computer.
> [You press the C key continuously until the computer starts up.]

> *Correct:* Press the I key to set an In point.
> [You press and quickly release the I key.]

> *Incorrect:* Hold down the O key to set an Out point.
> [You press and quickly release the O key.]

See also **click**; **press**.

Hold switch The switch on most iPod models that enables and disables the controls.

Home button Note capitalization. The physical button on iPhone and iPod touch that returns the user to the Home screen. Use *press* to mean pressing the Home button once; use *double-click* to mean pressing it twice.

home folder, home directory In Mac OS X, a *home folder* is a folder for a user's personal use. Note lowercase.

> Your home folder provides a secure place to keep your documents.

In developer documentation, use *home directory*.

See also **directory**; **folder**; **pathnames**.

homepage One word; note lowercase. Use to refer to a webpage that serves as the directory or entry point to a website. Don't use to refer to an entire website.

> *Correct:* The Apple homepage has a link to the Apple Online Store, where you can purchase Apple products.

> *Correct:* Visit the Apple website for more information about Apple products.

> *Incorrect:* Visit the Apple homepage to purchase products.

Home screen Note capitalization. The main screen on iPhone and iPod touch. Users can add multiple Home screens. The Home screen contains icons (not buttons) that the user taps.

home theater (n., adj.) Note spelling: *your home theater*, *a home theater system*.

host name Two words. Note the treatment of these similar terms:

> device name, filename, pathname, user name, volume name

hot link (n.) Don't use as a verb. Don't use to refer to hypertext links in webpages; use *hypertext link* or just *link*.

hot-pluggable Avoid in user documentation.

hotspot, hot spot Use one word to refer to a place where users can connect to a public wireless network. Use two words to refer to the VoiceOver feature, or to refer to an area of a graphics object, or a section of text, that can be clicked to activate a function.

> You can use Mac OS X to connect to the Internet from public hotspots.

> You can use VoiceOver hot spots to mark up to ten items that you want to return to later.

> A hot spot in a virtual museum scene could link to another room in the museum, or the hot spot could allow you to manipulate one of the objects in the museum.

hot-swap (v.) Note hyphenation. On first use, enclose in quotation marks and define. In user documentation, avoid the adjective form (*hot-swappable*).

HTML Abbreviation for *Hypertext Markup Language*. See **abbreviations and acronyms** for guidelines about spelling out abbreviations. Use lowercase when the abbreviation is part of a URL.

A file can be *in HTML* or *an HTML file*, but it is not *in HTML format* (because HTML is not a format).

> If you know HTML, you can create webpages.

> You can find the file at this address: http://www.books.com/classics.html

See also **Internet addresses**; **URL**.

HTTP Abbreviation for *Hypertext Transfer Protocol*. Use lowercase when the abbreviation is part of a URL. See **abbreviations and acronyms** for guidelines about spelling out abbreviations. See also **HTML**; **Internet addresses**; **URL**.

HUD Acronym for *heads-up display*, a window for making adjustments and selecting options in Aperture and other applications. Precede *HUD* with *a*, not *an*. Avoid unless it appears in the user interface. See **abbreviations and acronyms** for guidelines about spelling out abbreviations and acronyms.

humor Humor can enhance documentation by adding to a reader's enjoyment and by helping to lighten the tone. Humor usually works best in examples, where it is less likely to distract the reader.

Be careful that your humor is in good taste—one reader's joke can be another reader's insult—and keep in mind that humor may not translate well in localized text.

See also **fair language**.

hypertext link See **link (n.)**.

Hypertext Markup Language See **HTML**.

Hypertext Transfer Protocol See **HTTP**.

hyphenation In general, hyphenate two words that precede and modify a noun as a unit. Follow this rule especially when:

- Confusion might result if the hyphen were omitted, as in *parameter-list pointer* or *read-only memory*
- The second word is a participle, past or present, as in *binary-coded decimal* or *color-matching algorithm*
- The two modifiers are a number or a single letter and a noun or a participle, as in *32-bit color* or *D-shaped connector*

Follow these guidelines in various specific cases:

- *Units of measure:* When you use a spelled-out unit of measure in a compound adjective, hyphenate the compound (*3.5-inch floppy disk*). When you use an abbreviation or a metric unit of measure, including *KB*, *MB*, *mm*, and so on, don't hyphenate (*4 GB hard disk*).
- *Location compounds:* Hyphenate compounds such as *lower-left corner*, *top-right portion*.
- *Adverbs:* Don't hyphenate compounds with *very* or with adverbs that end in *-ly*.

> very high speed
>
> recently completed project

- *Keyboard shortcuts using combination keystrokes:* In combination keystrokes, use hyphens to signify that the first key or keys should be held down while the last key is pressed. (Don't use hyphens if each key should be pressed and released separately.) Make sure you explain this convention on first use.

> Shift-Control-N
>
> Esc N

When one of the key names in a combination keystroke is itself two words, use an en dash wherever you would ordinarily use a hyphen.

> Option–Right Bracket
>
> Command–Option–Up Arrow
>
> Shift–double-click
>
> Command–Shift–double-click

See also **dash (en)**.

I

IAC Abbreviation for *interapplication communication*. Note lowercase in spelled-out version. See **abbreviations and acronyms** for guidelines about spelling out abbreviations.

iApp, iApplication Don't use; use *iLife*, *iLife applications*, *digital media applications*, *digital lifestyle applications*, or a specific application name, such as *iPhoto* or *iMovie*. Don't use *digital applications*.

I-beam Note capitalization. Refers to this pointer:

iBook The names of iBook models can be used with or without an article.

> You can connect the iBook G4 to a wide range of peripherals.

> iBook is designed for life on the go.

For a list of model names, see Chapter 3, "Apple Products," on page 199.

IC Abbreviation for *integrated circuit*. No apostrophe for the plural: *ICs*. See **abbreviations and acronyms** for guidelines about spelling out abbreviations.

icon An icon is a graphic that represents another item, such as a file in a Finder window or an album in iPhoto.

- *Icons that don't act like buttons:* If an element in the user interface looks like an icon (displays a picture and does not appear three-dimensional) and doesn't act like a button (does not initiate an action when clicked), always call it an *icon*. For example, always call the following items *icons*:
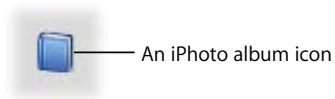
An iPhoto album icon
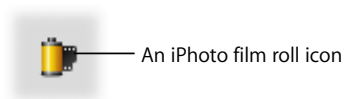
An iPhoto film roll icon

A hard disk icon

Macintosh HD

- *Icons that act like buttons:* If an element in the user interface looks like an icon (displays a picture and does not appear three-dimensional) but acts like a button (causes something to happen when clicked), you can call it either a *button* or an *icon*.
- *Unnamed icon:* If an icon does not have a label (and there is no established name for the icon), consult your editor to determine what to call the icon. Use lowercase for the name of the icon. To refer to an unnamed icon, follow this form:

> the headphone (🎧) port
>
> the Add (+) button

See also **button**.

icon view A way to display and select items by viewing them as icons—for example, the icon view in Finder windows.

> You can view items in Finder windows as icons, in a list, in columns, or in Cover Flow.

Icon View button Note capitalization. The leftmost button in the View control in Finder windows.

iDisk A MobileMe web application that provides storage space for documents, pictures, movies, website files, and other data. Use *MobileMe iDisk* on first reference. MobileMe members have *an iDisk*. Note the distinction between *your iDisk* (on Apple's Internet servers) and *a local copy of your iDisk* (on the user's computer). See also **MobileMe**.

iDVD iDVD is used to create *DVDs*, not *iDVDs*.

i.e. Don't use; use *that is*. See also **abbreviations and acronyms**.

IEEE Abbreviation for *Institute of Electrical and Electronics Engineers*. See **abbreviations and acronyms** for guidelines about spelling out abbreviations.

IEEE 802.11 See **802.11 wireless networking standard**.

if necessary Avoid in user documentation. Describe the circumstance in which the action would be necessary.

> *Correct:* If file sharing is not on, turn it on.

> *Incorrect:* If necessary, turn on file sharing.

> *Correct:* If the file size is larger than the maximum your mail application allows, compress the file.

> *Incorrect:* If necessary, compress the file.

i.LINK Don't use; use *FireWire*. (i.LINK is the Sony version of the technology.)

IM Abbreviation for *instant message* (n., v.) or *instant messaging* (n., adj.). Note lowercase and no hyphen in the spelled-out versions. See **abbreviations and acronyms** for guidelines about spelling out abbreviations.

iMac The names of iMac models can be used with or without an article.

> The iMac makes it easy to set up wireless networking.

> iMac G5 reinvents desktop computing.

For a list of model names, see Chapter 3, "Apple Products," on page 199.

IMAP Acronym for *Internet Message Access Protocol*. Note capitalization of spelled-out version. Pronounced "eye-map." See **abbreviations and acronyms** for guidelines about spelling out abbreviations and acronyms.

imbed Don't use; use *embed*.

iMix Note capitalization. An iTunes playlist that users can publish on the iTunes Store. Use *iMix playlists* for the plural form.

iMovie Note capitalization. Don't use *iMovie* when you mean *a movie*.

> *Correct:* You can open an existing iMovie project.

> *Incorrect:* You can open an existing iMovie.

Important Use an Important notice to alert the reader to significant potential trouble spots that don't cause bodily injury, damage, or loss of data. (Those situations require a Warning notice.)

Use Important notices and other notices sparingly; they lose effectiveness if they appear too often. Avoid using an Important notice immediately before or after a Note, Warning, or another Important notice, or immediately after a text head.

See also **Note**; **Warning**.

inbox One word.

inch (in.) Note hyphenation when used as an adjective: *2-inch height*, *1-inch-thin design*, but *is 1 inch thin*. Use *inch*, not *inches*, for measurements of 1 inch or less: *0.76 inch thin*. The abbreviation is the same in the singular and the plural. Don't abbreviate *inch* in text. Don't use the symbol " unless space limitations prevent the use of *inch* or *in*.

Incorporated, Inc. Spell out or abbreviate according to the particular corporation's preference.

incrementer Don't use to refer to a control that has up and down arrows, or left and right arrows, to increase or decrease a value. In user documentation, use *up arrow*, *down arrow*, *right arrow*, *left arrow*, or *arrows* as appropriate. For example, *Click one of the arrows to increase or decrease the volume*. If it is necessary to refer to the control itself, use *stepper*.

indeterminate progress bar In developer documentation, the progress bar that has a spinning striped cylinder. In user documentation, use *progress indicator* and describe what it looks like.

> *Developer documentation:* Use an indeterminate progress bar when the duration of a process can't be determined.

> *User documentation:* A progress indicator (a spinning striped cylinder) lets you know that a process is taking place.

index For information about indexing, see Chapter 6, "How to Develop an Index," on page 217, and your department guidelines.

indexes Not *indices*, unless you mean mathematical indices.

indicator See **progress indicator**; **submenu indicator**.

indicator light Not *LED*.

industry standard (n.), industry-standard (adj.) Note hyphenation: *the industry standard*, *an industry-standard video format*.

information Use instead of *data* in user documentation if it makes sense in the context.

Info window Not *Get Info window* or *Info box*.

infrared No hyphen.

in front Use to explain the term *active* (*the active window is in front of other windows*); subsequently, use *active*. You can also use to describe windows that "float" on top of active windows. See also **active**; **front, frontmost**.

initialize When you refer to disks, *initialize* and *format* mean the same thing.

inkjet One word.

inline One word.

in order to Don't use unless absolutely necessary; use just *to*.

input (n., adj.) Avoid using as a verb; use *enter* or *type*, depending on the context.

Input menu Note capitalization. A menu that appears at the right side of the menu bar, with other menu bar icons, when the user has selected at least one item in the Input Sources pane of Language & Text preferences. The menu's icon is a country flag or a language-specific character.

input/output   See **I/O**.

insertion point Use to describe the point at which the user types or inserts data.

> The vertical blinking bar marks the insertion point.

See also **cursor**; **pointer**.

inside Not *inside of*.

inspector A window that enables users to view the attributes of a document or a selected item, and often to modify those attributes. You can refer to *the inspector* or *the inspector window*.

> You can format most elements of your document using the inspector.

> You can open multiple inspector windows to work with different aspects of your document.

- *Capitalization:* Capitalize *Inspector* when it is a button name or in a menu command.

> Click the Inspector button in the toolbar.

> Choose Tools > Inspector.

Otherwise, spell with a lowercase *i*.

> *Correct:* You can add a hyperlink using the inspector.

> *Incorrect:* You can add a hyperlink using the Inspector.

- *Panes:* When referring to a pane of an inspector, use *the [pane name] inspector*.

> Use the Table inspector to change the row height.

> To change the appearance of links, use the Link inspector.

You can also use *the [pane name] pane of the inspector* (for example, *the Table pane of the inspector*) to introduce the concept of multiple panes in an inspector.

- *Inspector buttons:* Inspectors with multiple panes typically have buttons that enable users to switch between panes. The name of the button should match the name of the pane it opens.

> Click the Text button to open the Text inspector.

install You install items *on* a disk, not *onto* a disk. Don't use *install* as a noun. See the examples in **installation**.

installation Don't use *install* when you mean *installation*.

> *Correct:* Insert the installation disc.

> *Incorrect:* Insert the install disc.

Installer, installer Capitalize when you refer to a specific installer application, but not when you refer to installers in general.

> The iWork Installer application asks you to specify where to install the software.

> You can install some applications by dragging them to the Applications folder; other applications require an installer.

instant message, instant messaging See **IM**.

Institute of Electrical and Electronics Engineers See **IEEE**.

insure See **ensure, insure**.

integrated circuit See **IC**.

Integrated Services Digital Network See **ISDN**.

Intel Use *Intel* to refer to Intel Corporation or to its processors and other technologies. Always use as an adjective except as the company name. Terms include *Intel processors, Intel-based Mac computers, Intel-based iMac, Mac with Intel processor,* and so on. Don't use terms such as *Intel Mac*. See also **Intel Core**; **Intel Xeon**.

Intel Core *Intel Core* refers both to Intel's Core microarchitecture and to a family of Intel processors. Intel Core processors used in Mac computers include the Intel Core Solo, Intel Core Duo, and Intel Core 2 Duo. You can shorten the names to *Core Solo, Core Duo,* and *Core 2 Duo*. You can also use *Intel processors, Intel Core processors, dual-core Intel Core 2 Duo,* and so on.

Generally, precede the names with an article. Note the en dash in phrases such as *Intel Core Duo–based Mac*. Don't use terms such as *Intel Core Mac*. See also **dual-core (adj.)**; **Intel Xeon**.

Intel Xeon Intel Xeon processors used in Mac Pro computers and Xserve servers include the Dual-Core Intel Xeon processor and the Quad-Core Intel Xeon processor. You can shorten the name to *Intel Xeon* or *Xeon*. Use an en dash in phrases such as *Intel Xeon–based Mac*. Don't use terms such as *Intel Xeon Xserve*. See also **8-core (adj.)**; **dual-core (adj.)**; **Intel Core**.

interapplication communication See **IAC**.

interface card Refers to a type of peripheral card that implements an interface to other devices.

internal disk drive Use either *internal disk drive* or *built-in disk drive*.

internet Short for *internetwork*; refers to any large network made up of a number of smaller networks. Compare **Internet**; **intranet**.

Internet Refers to the worldwide network made up of interconnected networks that use the TCP/IP networking protocol. When used as a noun, always preceded by *the*. Don't use *Internet* and *World Wide Web* or *web* interchangeably; the web is just one part of the Internet. Compare **internet**; **intranet**.

Internet addresses An Internet address can specify an address on the World Wide Web (WWW) or on other Internet sites, such as File Transfer Protocol (FTP) and Telnet sites. The part of the address before the colon, called the *scheme*, indicates the protocol that is used for transferring data from the server to the user's computer.

> *website:* http://samples.examples.com
>
> *FTP site:* ftp://myfiles.hobbies.org
>
> *Telnet site:* telnet://games.transfer.com

An Internet address includes a suffix that indicates the domain to which the address belongs. Examples of domain suffixes include:

> .edu—educational organizations
>
> .com—commercial organizations
>
> .mil—military organizations
>
> .org—nonprofit organizations
>
> .uk, .fi—networks located in the United Kingdom, Finland

- *Font:* Use plain text for an Internet address. In print documents, don't underline the address or use quotation marks around it.
- *Line breaks:* Avoid breaking Internet addresses; set them on a separate line if necessary.
- *Punctuation:* If an Internet address ends a sentence, it's OK to use a period.
- *References:* When you refer to a website or page, use a generic name (for example, *the Apple website*) rather than the specific title (for example, *Welcome to Apple*), because webpage titles change frequently.

  If a reader can figure out how to get to the specific information needed from the homepage of a whole site, refer to that page rather than to a specific page, because organization of sites frequently changes.

See also **email addresses**; **HTML**; **HTTP**; **URL**.

Internet Message Access Protocol See **IMAP**.

Internet Protocol See **IP**.

Internet service provider See **ISP**.

interprocess communication See **IPC**.

interrupt OK to use as a noun in developer documentation. Compare **exit**; **force quit**; **quit**; **stop**.

into, in to Use *in to* when *in* is part of the verb. Use *into* to imply motion to the inside of something.

> *Correct:* Log in to the computer.
>
> *Incorrect:* Log into the computer.
>
> *Correct:* Insert the CD into the disc drive.

See also **onto, on to**; **plug in (v.), plug into (v.)**.

intranet Note lowercase. A private network, usually owned by a corporation or institution (*your company's intranet*). Compare **internet**; **Internet**.

in-use light Note hyphenation.

inverted Don't use when you mean *highlighted*.

I/O Abbreviation for *input/output*. See **abbreviations and acronyms** for guidelines about spelling out abbreviations.

IP Abbreviation for *Internet Protocol*. Note capitalization of spelled-out version. See **abbreviations and acronyms** for guidelines about spelling out abbreviations.

IPC Abbreviation for *interprocess communication*. Note lowercase in spelled-out version. See **abbreviations and acronyms** for guidelines about spelling out abbreviations.

iPhone In general references, don't use an article. When referring to the user's particular iPhone, it's OK to use *your*.

> iPhone supports the most popular email standards—IMAP and POP3.
>
> If you experience problems with your iPhone…

iPhoto Don't use *iPhoto* to refer generally to photos or pictures.

> *Correct:* You can use iPhoto to place your pictures in an album.
>
> *Incorrect:* You can email your iPhotos to friends.

iPod   A portable digital music player for Mac and Windows. In general references, don't use an article with *iPod*. When referring to the user's particular iPod, it's OK to use *your*.

> iPod supports many audio formats.

> If you experience problems with your iPod…

- *iPod names:* Always include *iPod* in the name; don't use *classic*, *mini*, *nano*, *photo*, *shuffle*, or *touch* alone. Don't capitalize iPod names even in title-style heads.
- *Possessives and plurals:* Rewrite to avoid the possessive and plural forms. For example, to make *iPod* plural, use a phrase such as *iPod digital music players*, *iPod music players*, or *iPod players*.

If necessary, you can distinguish among similarly named iPod models in the following ways:

- *Capacity:* Examples include *30 GB iPod*, *2 GB iPod nano*, *512 MB iPod shuffle*, and so on. Or you can place the capacity after the name: *iPod (30 GB)*, *iPod nano (2 GB)*, *iPod shuffle (512 MB)*.
- *Generation:* Examples include *first-generation iPod nano*, *second-generation iPod shuffle*, *fifth-generation iPod*, and so on. The generation can also follow the name: *iPod nano (first generation)* and so on. It's OK to use a numeral such as *1st*, *2nd*, or *5th* if space is limited, but do not use variations that shorten *generation*, such as *fifth-gen* and *5G*.
- *Description:* Appropriate descriptors include *original iPod*, *iPod with dock connector*, *iPod with scroll wheel*, *iPod with touch wheel*, *iPod with Click Wheel*, *iPod with color display*, *iPod with video*. Don't use terms such as *video iPod* or *Click Wheel iPod*.

IrDA   Abbreviation for *Infrared Data Association*. Note capitalization. See **abbreviations and acronyms** for guidelines about spelling out abbreviations.

ISDN   Abbreviation for *Integrated Services Digital Network*. See **abbreviations and acronyms** for guidelines about spelling out abbreviations.

iSight   OK to use without an article.

ISP   Abbreviation for *Internet service provider*; not *ISP provider*. Note capitalization of spelled-out version. See **abbreviations and acronyms** for guidelines about spelling out abbreviations.

iSync   Note capitalization. Not *iSynch*.

italics Follow these guidelines for using italics:

- *References to titles of discs and titles of documents:* Italicize the entire title.

    See the *iPhone User Guide*.

- *Letters as letters, words as words, and phrases as phrases:* Italicize.

    the *i*, the *o*'s

    the word *boot*

    the phrase *Welcome to Mac OS X*

    But: type Q, press Command-S

- *Emphasis:* Use italics to emphasize a word or phrase, but don't overdo this use of italics.

    Make sure that the power cable is plugged in and that *power is available* at the outlet.

- *Metasymbols in syntax examples:* Italicize metasymbols.

    `Read` ([*file*,]*var*)

- *Terms that stand for or define other terms:* Use italics, not quotation marks, for terms after *stands for*, *labeled*, *named*, *termed*, *the term*, and so on. If the term is an onscreen element, however, use plain text for elements whose names are capitalized title style; use plain text in quotation marks for elements whose names are capitalized sentence style.

    INIT stands for *initialize*.

    A folder named New Folder appears.

    Click the checkbox labeled "Keep lines together."

- *When italics aren't available:* When italics aren't available, such as in some text designed to be read only on the screen, use quotation marks for references to titles of discs and documents and for letters as letters, words as words, and phrases as phrases.

See also **titles of works**.

iTunes Gift Card Note capitalization. OK to shorten to *card* or *gift card* after the first reference.

iTunes Store Not *iTunes Music Store*. Music, movies, and other features are available *in*, *on*, or *from* the iTunes Store.

    Find your favorites in the iTunes Store.

    Buy your favorites from the iTunes Store.

After the first reference to the iTunes Store, you can use the full name or simply *the store*.

iTunes U An area of the iTunes Store that provides access to free educational content.

J

jack A small, round, 1-pin socket used in audio and video connections. Don't use *connector* to refer to a jack. See also **connector**; **port**; **slot**; **socket**.

Jaguar Mac OS X version 10.2. See also **Mac OS X**.

Jaguar Server Mac OS X Server version 10.2. See also **Mac OS X Server**.

jargon Avoid jargon whenever possible. Define technical terminology on first occurrence.

Java A programming language developed by Sun Microsystems. Java technologies include Java 2 Platform, Enterprise Edition (J2EE platform); Java 2 Platform, Standard Edition (J2SE platform); Java Database Connectivity (JDBC); Java Development Kit (JDK); Java Message Service (JMS); JavaServer Pages (JSP); JavaScript; Java Servlets; and Java virtual machine (JVM).

Joint Photographic Experts Group See **JPEG**.

JPEG Acronym for *Joint Photographic Experts Group (*pronounced "JAY-peg"). Note capitalization. *JPEG* usually refers to the image compression standard that this group developed for color and grayscale images. It's not necessary to spell out *JPEG* on first occurrence.

junk mail (n., adj.) Two words. Avoid *spam*.

justification Don't use to refer to the alignment of text to the right or left margin; use *alignment*. Text that is aligned on both the right and the left margins is *justified*. Compare **alignment**.

K

K Don't use; use *KB*.

K–12 Note en dash (Option-Hyphen): *K–12 education*.

KB (n., adj.) Abbreviation for *kilobyte*. *KB* equals 1000 bytes in the context of file size or disk storage capacity or 1024 bytes in the context of computer memory. See **abbreviations and acronyms** for guidelines about spelling out abbreviations.

- *Noun:* In the noun form, use a space between the numeral and the abbreviation. The preposition *of* is necessary before the unit that the value quantifies.

      800 KB of memory

- *Adjective:* Don't hyphenate the adjective form.

      a 687 KB file

kbit (n., adj.) Abbreviation for *kilobit*. See **abbreviations and acronyms** for guidelines about spelling out abbreviations.

- *Noun:* In the noun form, use a space between the numeral and the abbreviation. The preposition *of* is necessary before the unit that the value quantifies.

      256 kbit of memory

- *Adjective:* Don't hyphenate the adjective form.

      256 kbit device

kbit/s Standard international abbreviation for *kilobits per second*. See **abbreviations and acronyms** for guidelines about spelling out abbreviations. Some Apple groups use *kbps* instead.

KB/s Standard international abbreviation for *kilobytes per second*. See **abbreviations and acronyms** for guidelines about spelling out abbreviations. Some Apple groups use *KB/sec.* instead.

Kbyte Don't use. Use *KB*.

Kerberized OK to use to mean *configured for Kerberos authentication* or *able to be configured for Kerberos authentication*.

      When a Mac OS X user is authenticated using Kerberos, the user doesn't have to enter a user name and password every time a Kerberized service is used.

      To take advantage of the single sign-on feature, users and services must be Kerberized—configured for Kerberos authentication—and use the same Kerberos Key Distribution Center (KDC) server.

Kerberos Note capitalization. A network authentication protocol.

key, keys You *press* a key on a keyboard or *tap* a key on a Multi-Touch screen; you *type* a character, word, or phrase.

In general, don't use articles and the word *key* in references to keys. Ease the user into this construction by using *the* and *key* the first time you mention a keystroke.

      First occurrence: Press the Control key.

      Thereafter: Press Control.

- *Modifier keys:* Capitalize the names of modifier keys.

      Command key, Shift key, Option key, Control key, Esc key

- *Punctuation keys and nonalphanumeric keys:* When a punctuation key or nonalphanumeric key is used in a combination keystroke, or as a modifier for the word *key*, capitalize the key name. (However, use lowercase for punctuation marks and nonalphanumeric symbols in other contexts.)

> Shift-Option-Hyphen
>
> press the Hyphen key
>
> type a hyphen

Placing the punctuation mark or symbol in parentheses after the spelled-out key name is optional, but be consistent within a document.

> Command-Shift-Tilde (~)

- *Keyboard shortcuts using combination keystrokes:* In combination keystrokes, use hyphens to signify that the user should hold down the first key or keys while pressing the last key.

Don't use a hyphen if each key should be pressed and released separately. Be sure to explain this convention on first use.

> Shift-Control-N
>
> Esc N

Capitalize but don't italicize or use code font for letters used as key names.

> Command-C
>
> Command-X

Use this order if there is more than one modifier key: Command, Shift, Option, Control.

When a keyboard shortcut includes a mouse action, use lowercase for the mouse action.

> Option-click
>
> Command-Option-drag

- *Two-word key names:* When one of the key names in a combination keystroke is two words or a hyphenated word, use en dashes where you would ordinarily use hyphens.

> Option–Right Bracket
>
> Command–Option–Up Arrow
>
> Command–Option–double-click

When referring to more than one key, use the full name of each key.

> *Correct:* the Right Arrow or Left Arrow key
>
> *Incorrect:* the Right or Left Arrow key

- *Keys labeled with two characters:* When a key with two characters is used in a keyboard shortcut, identify the key by the lower of the two characters, unless the Shift key is part of the shortcut. If the Shift key is part of the keyboard shortcut, identify the key by the upper of the two characters.

> *Correct:* To close all stacks, press Option-Semicolon.
>
> *Correct:* For more information, press Command–Shift–Question Mark.
>
> *Incorrect:* To close all stacks, press Option-Colon.
>
> *Incorrect:* For more information, press Command-Shift-Slash.

If one of the characters on the key provides a mnemonic for the action of the command, you can identify the key by that character.

> To remove keyword presets 1 to 8, press Shift-Option-1 to Shift-Option-8.

When the Shift key and a key with two characters are in a combination keystroke, always show the Shift key as part of the keyboard shortcut (do not show only the upper of the two characters and assume that the user will know to press the Shift key).

> *Correct:* To increase the Loupe diameter, press Shift–Option–Plus Sign.
>
> *Incorrect:* To increase the Loupe diameter, press Option–Plus Sign.

- *Key graphics:* With graphic representations of combination keystrokes (in tables, for example), use the plus sign (+), instead of a hyphen, between keys.

[⌂ ⌘] + [option] + [O]

[option] + [S]
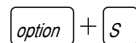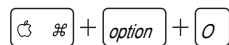
- *Escape and Function:* Spell out the key names *Escape* and *Function* (the Fn key on a portable computer) when you introduce them. In subsequent references, it's OK to abbreviate them as *Esc* and *Fn*.

> *First occurrence:* Press the Esc (Escape) key.
>
> *Thereafter:* Press Esc.

Don't abbreviate any other key names, except when space is very tight (in table heads, for example).

See also specific key names.

keyboard equivalent Don't use; use *keyboard shortcut*.

keyboard focus The location where your actions take effect when you use the keyboard. When using VoiceOver, the keyboard focus can be different from where the VoiceOver cursor is focused.

keyboard icon Not *script symbol* or *script icon*. Refers to the small icon associated with each keyboard layout. These icons are used in the Input menu and the Input Sources pane of Language & Text preferences.

keyboard shortcut Use instead of *keyboard equivalent*. See also **key, keys**.

keychain, Keychain Access Note capitalization. A keychain stores certificates and passwords for servers, Internet resources, and applications. Users create *keychains* by using the *Keychain Access application*.

key-down (adj.) Note hyphenation.

keypad One word. Use *keypad* or *numeric keypad*, not *numeric keyboard*.

keypress One word.

keystroke One word.

key-up (adj.) Note hyphenation.

keyword Refers to a special word that identifies a particular type of statement or command, such as *int* or *while*. Follow the capitalization style of the programming language involved.

The term *keyword* refers also to assigned identifiers in applications such as iPhoto.

> Use keywords to make your photo albums easy to search.

kHz (n., adj.) Abbreviation for *kilohertz*. See **abbreviations and acronyms** for guidelines about spelling out abbreviations.

- *Noun:* In the noun form, use a space between the numeral and the abbreviation.

  > at a rate of 44.1 kHz

- *Adjective:* Don't hyphenate the adjective form.

  > a 44.1 kHz rate

kilobit See **kbit (n., adj.)**.

kilobits per second See **kbit/s**.

kilobyte See **KB (n., adj.)**.

kilobytes per second See **KB/s**.

kilohertz See **kHz (n., adj.)**.

L

L2 cache, L3 cache See **level 2 cache, level 3 cache**.

labeled, labeling Not *labelled*, *labelling*.

labels See **figure text**.

LAN Acronym for *local area network*. No hyphen in the spelled-out version. See **abbreviations and acronyms** for guidelines about spelling out abbreviations and acronyms.

laptop computer Avoid in favor of *portable computer*, which is preferred, or *notebook computer*. See also **portable computer, notebook computer, laptop computer**.

laserdisc One word.

later See **earlier, later**.

latest Don't use to refer to a specific software update. Instead, use only the version number (or a date, in technical support documents), or use *or later* to indicate a range of updates. It's OK to use *latest* if you're generally instructing users to keep their software up to date.

> *Correct:* To use this feature, you must have iPhoto 7.1.3 or later installed.
>
> *Correct:* For the best results, make sure you're using the latest version of Mac OS X.
>
> *Correct:* Make sure you have installed Firmware Update 4.1.2.
>
> *Incorrect:* The latest update is Firmware Update 4.1.2.

See also **most recent**; **version**.

launch Don't use in user documentation when you mean to *open* an application. OK to use in developer documentation.

LCD Abbreviation for *liquid crystal display*. See **abbreviations and acronyms** for guidelines about spelling out abbreviations.

LED Don't use in user documentation unless you have a specific reason (to distinguish from *LCD*, for example). Use *light* or *indicator light*.

left arrow Use to refer to a button that looks like a left-pointing arrow, such as the small arrow that you click to decrease a value in a horizontal stepper. Don't call it the *left arrow button* or the *left-pointing arrow*.

> Click the left arrow to decrease the indent level.
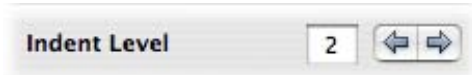
See also **Left Arrow key**; **stepper**.

Left Arrow key Note capitalization. When you refer to arrow keys generically, use lowercase, but capitalize and use the complete name when you refer to one or more arrow keys by name. See also **arrow keys**.

left-hand Avoid except in reference to left-hand (verso) pages; use just *left* whenever possible.

leftmost No hyphen.

left side Not *left-hand side*.

Leopard Mac OS X version 10.5. See also **Mac OS X**.

Leopard Server Mac OS X Server version 10.5. See also **Mac OS X Server**.

less, fewer Use *less* for quantity or bulk; use *fewer* for countable items.

> The fewer devices in your network system, the less cable you need.

less-than sign Note hyphenation. Use *less-than sign*, not *less-than symbol*, to describe this symbol: <. You can also use *left angle bracket* if appropriate in the context. Compare **angle brackets**.

let Avoid using *let* when you can restructure the sentence so that the reader is the subject.

> *Acceptable:* The Sort command lets you sort items in your document.

> *Preferable:* You use the Sort command to sort items in your document.

> *Or:* You sort items in your document with the Sort command.

See also **allow**; **disable (v.), disabled (adj.)**; **enable (v.), enabled (adj.)**.

letters as letters Italicize a letter when it is used as a letter (in documents designed to be read only onscreen, use quotation marks).

- *Plural:* Avoid using the plural; if you must, use an apostrophe and an *s* to form the plural, but don't italicize the apostrophe or the *s*.

    o's, *p*'s, *s*'s

- *Fonts:* When you discuss fonts and character formation, using italics for letters as letters may be misleading—for example, when you discuss a particular character in plain style. In such cases, use quotation marks.

    The letter "å" can be converted to "a."

- *Key names:* Don't italicize a letter when you use it as the name of a key.

    Press Command-Q.

level 2 cache, level 3 cache Note lowercase. Can be abbreviated as *L2 cache* or *L3 cache*. Don't use *secondary cache* or *second-level cache* when you mean *L2 cache*. See also **backside cache**.

library Use lowercase in general references: *your iTunes library*, *the photo library*. Capitalize the names of interface elements: *click Library*.

like (suffix) Close up words ending with *like* unless the word is a proper name or a compound term, or the resulting word is difficult to read.

    businesslike, Ethernet-like, typewriter-like

limited warranty Note lowercase.

line Not necessarily the same as *statement*. One line may contain several statements, and one statement may extend over several lines.

line breaks Don't break a line between *Part*, *Chapter*, or *Appendix* and its number or letter; between *Figure* or *Table* and its number; between *slot* or *port* and its number; or between a product name and its number. Don't break a line within an email address or URL.

line feed (n.), line-feed (adj.) Note hyphenation of adjective.

link (n.) In a hypertext document, such as a webpage, a link is a connection between an element in the document (text or graphics) and a different element in the document or another document, file, or script. A user clicks the link to go to another page or perform an action.

The term *hypertext link* is an acceptable synonym. Avoid using *follow a link*; use *click a link* instead.

    Correct: Click a link on the homepage to go to another page.

    Incorrect: Follow the link to the page of your choice.

link (v.) OK to use when you describe the act of creating a link in a webpage, but don't use *link* to describe connecting to a webpage.

> *Correct:* When creating a webpage, be sure to link to other interesting webpages.

> *Incorrect:* Click the map to link to other pages in the site.

lists Three types of lists are available: bulleted, multicolumn, and numbered.

Avoid nesting bulleted lists within bulleted lists or numbered lists within numbered lists. Also avoid using combinations of numbered and bulleted lists that contain more than a few items. In such cases, the hierarchy can easily become confusing. See also **lists (bulleted)**; **lists (multicolumn)**; **lists (numbered)**.

lists (bulleted) Use a bulleted list when you want to stress the parallelism of a number of options, elements, rules, or instructions that need not be presented or performed in a particular order.

- *Introductory punctuation:* Precede all lists with colons, whether the sentence before the colon is a complete thought or a partial thought (exception to *The Chicago Manual of Style*). See also **colons**.
- *Capitalization:* All list items start with a capital letter unless the word is a product name that begins with a lowercase letter, or, in developer documentation, is a computer literal that begins with a lowercase letter.
- *Punctuation within a list:* List items that are fragments or that complete the thought started by the main clause have no period; list items that are complete sentences have a period.
- *Parallelism:* Within a single list, all bulleted items should be parallel.
- *A regular sentence broken into a list:* This type of list emphasizes the parts of a series. The syntax of the sentence is unbroken.

> Using Dashboard widgets, you can:
> - Check stock prices
> - Get local weather information
> - Check the status of an airline flight
> - See what movies are playing at local theaters

- *A simple list:* The main clause is an independent clause and each bulleted item is a sentence fragment.

> The kernel environment has five major components:
> - Mach
> - BSD
> - Device drivers and the I/O Kit
> - Networking
> - File systems

- *A complex list:* The main clause is an independent clause and each bulleted item is a complete sentence.

> Follow these guidelines for password systems:
> - Allow passwords to contain both alphabetic and numeric characters.
> - Allow passwords to be as long as is practical.
> - Never display the password on the screen in clear text, not even while the user is typing it.
> - Provide a way for the user to verify the password when it is entered or changed.

See also **lists**.

lists (multicolumn) Use a multicolumn list when you want to present simple data in tabular form without all the formal parameters of a table. You can use column heads if you wish. A multicolumn list does not have spanners, row titles, or stubs, and it does not use horizontal rules, as a table does.

- *Numbers and titles:* Multicolumn lists do not have numbers or titles. If you need to refer to a list in text anywhere other than in the paragraph preceding the list, use a standard table.

- *Length:* Don't use a multicolumn list for very complex sets of information or for very lengthy lists of data. The entire list should not exceed one page; for best results in page layout, it should probably be no more than half a page long.

> Here are some examples of file types:
>
> `'APPL'` Launchable application
>
> `'MOOV'` QuickTime movie
>
> `'TEXT'` Stream of ASCII characters
>
> `'GIFF'` Animated GIF file
>
> `'Midi'` MIDI file

See also **lists**.

lists (numbered) Use a numbered list when you want to stress the sequential nature of steps, rules, or instructions. In numbered task lists (steps), each item should be a complete sentence. Use sentence-style capitalization for each item and end each item with closing punctuation.

> **To burn a CD:**
> 1   Insert a blank disc into your computer.
> 2   In iTunes, select the playlist you want to put on the disc.
> 3   Click the Burn button.

See also **lists**.

list view A way to display items in a list, with one or more columns of data—for example, the list view in Finder windows.

List View button Note capitalization. The button second from the left in the View control in Finder windows.

lithium-ion (adj.) Note hyphenation. See also **batteries**.

live link Don't use to refer to hypertext links in webpages; use *hypertext link* or just *link*.

lo-bit Don't use; use *low-order bit* (adj.) or *low bit* (n.).

local area network See **LAN**.

localizable Don't use.

> *Correct:* An application that follows the human interface guidelines should be easy to localize.
>
> *Incorrect:* An application that follows the human interface guidelines should be easily localizable.

localization (n., adj.) Many Apple publications written in English go through the localization process, which involves revision and translation for non-English-speaking users.

- *Idiomatic language:* To make the localization process easier, avoid idiomatic phrases such as these:

    > nitty-gritty details

    > start from scratch

    > piggy-backing

- *Examples and graphics:* Avoid examples and graphics that show events or activities specific to a particular nation or culture.

- *Conciseness:* Remember that text length may expand on translation, so keep paragraphs short and tight.

See also Chapter 7, "International Style," on page 221.

localize (v.) Takes the preposition *for,* not *to.*

> *Correct:* Whether you localize your application for the French language or for French Canada, make sure you test its interface.

> *Incorrect:* Whether you localize your application to the French language or to French Canada, make sure you test its interface.

lock Users *lock* documents or applications; they *write-protect* their disks. Disks are *copy-protected* by the manufacturer.

logical operators Don't use as verbs.

> *Correct:* Using OR to combine *x* and *y* produces the result TRUE if either one is true or if both are true.

> *Incorrect:* ORing *x* and *y* produces the result TRUE if either one is true or if both are true.

> *Correct:* The directive uses the logical operator AND to compare the accumulator contents with the contents of memory specified by the operand.

> *Incorrect:* The directive logically ANDs the accumulator contents with the contents of memory specified by the operand.

log in (v.), login (n., adj.), log out (v.), logout (n., adj.) Use *log in to*, not *log into*.

> *Correct:* You must log in as an administrator.

> *Correct:* If you turn on automatic login for yourself, your account opens when the computer starts up.

> *Incorrect:* You must log into the computer.

Users *log in to* a file server (not *log on to*); users *log out of* a file server (not *log off*, *log off of*, or *log out from*).

> *Correct:* You must log out of the server.

> *Incorrect:* You must log out from the server.

> *Incorrect:* You must log off the server.

Use *login window* to refer to the window that appears when a new user logs in to Mac OS X.

login items Applications or files that open automatically when the user logs in. In user documentation, it's preferable to use descriptive language (for example, *items that open automatically*). The pane in the Accounts pane of System Preferences is named *Login Items*.

log on, log off Don't use; use *log in* and *log out*.

look and feel (n.) No hyphens.

look up (v.), lookup (n., adj.) Spell the verb as two words; close up the noun or adjective.

lo-res Don't use; use *low resolution* (n.) or *low-resolution* (adj.).

low bit (n.), low-bit (adj.) Note hyphenation of adjective. Not *lo bit* or *lo-bit*. *Low bit* is an acceptable short form of the noun *low-order bit*.

lowercase (n., adj.) One word; no hyphen. Don't use *lowercase* as a verb. When used in conjunction with *uppercase* as a noun (or to modify a noun), use *uppercase and lowercase* (both words spelled out, in that order).

low-order bit (n.) Not *lo bit* or *lo-bit*. *Low bit* is an acceptable short form.

low resolution (n.), low-resolution (adj.) Not *lo-res*. The short form *low-res* (n., adj.) is OK when space constraints don't allow use of the full phrase (as in column heads in tables).

M

.Mac Note spelling. The term is pronounced "dot Mac." Replaced by MobileMe. See also **MobileMe**.

Mac, Macintosh Use *Mac* or *Macintosh* to describe Apple computers and related products. *Mac* is the preferred term to describe Apple products: *Mac computer*, *the Mac*, *your Mac*, *Mac users*, *the Mac platform*, *for Mac and Windows*, *Mac-compatible products*.

- *Adjective:* On first use, and frequently thereafter, use *Mac* as an adjective. When you use *Mac* as a noun, place an article or a possessive before it.

  > *Correct first mention:* your Mac computer

  > *Acceptable later reference:* your Mac

- *Plural form:* Don't use the plural form of the noun *Mac*, *Macintosh*, or any other trademarked name.

  > *Correct:* Mac computers

  > *Incorrect:* Macs

- *Possessive form:* Don't use the possessive form of *Mac*, *Macintosh*, or any other trademarked name.

  > *Correct:* the Mac features, your Mac computer's features, the features of your Mac

  > *Incorrect:* the Mac's features, your Macintosh's features

For a list of Mac model names, see Chapter 3, "Apple Products," on page 199.

MacBook The names of MacBook models can be used with or without an article.

> You can install additional memory in the MacBook Pro.

> MacBook Air is designed for quick and easy setup.

For a list of model names, see Chapter 3, "Apple Products," on page 199.

Mac Help Note capitalization. See also **help**.

machine Don't use when you mean *computer*.

machine language (n.), machine-language (adj.) Note hyphenation of adjective.

Mac mini The name can be used with or without an article.

> You can connect digital devices to the Mac mini.

> Mac mini delivers unprecedented power in a small package.

Don't use *Mac Mini*, even in title-style headings.

> *Correct:* Setting Up Your Mac mini

> *Incorrect:* Setting Up Your Mac Mini

Mac OS Two words. Use with an article (*the Mac OS*), except when including a version number (*Mac OS X v10.6*). Use *Mac-compatible* to refer to software or hardware that can be used with the Mac OS. See also **version**.

Mac OS Extended format Note capitalization. Mention on first occurrence that this is also called *HFS Plus* (not *HFS+*); thereafter, use *Mac OS Extended format*. See also **HFS Plus**.

Mac OS Extended (Journaled) format Note capitalization. Mention on first occurrence that this is also called *HFS Plus (Journaled)*; thereafter, use *Mac OS Extended (Journaled) format*. Don't use *HFS+ (Journaled)*. See also **HFS Plus (Journaled)**.

Mac OS Standard format Note capitalization. Mention on first occurrence that this is also called *HFS*; thereafter, use *Mac OS Standard format*. See also **HFS**.

Mac OS X Always use the full name; don't shorten to *OS X* or *X*. Note spacing between each part of the product name.

- *Version number:* When indicating a version of Mac OS X, use either *version* or *v* closed up, without a period, following *Mac OS X*.

    Mac OS X version 10.6

    Mac OS X v10.6

- *Version name:* If a version of the operating system has a name in addition to the version number, you can use the name following the version number on first occurrence. Don't use quotation marks or parentheses around the version name.

    Mac OS X version 10.6 Snow Leopard

    Mac OS X v10.6 Snow Leopard

    Thereafter, it's OK to use the name without the version number (for example, *Mac OS X Snow Leopard*) or omit *Mac OS X* and use just the version name (for example, *Snow Leopard*).

    In developer documentation, don't use version names such as *Snow Leopard*; use version numbers only.

Mac OS X Server Note capitalization. Use only to refer to the server software; don't use to refer to a computer with Mac OS X Server installed. Call the computer *the server* or *the server with Mac OS X Server installed.*

> *Correct:* You can give users access to the server.

> *Incorrect:* Create a password to make your Mac OS X Server more secure.

- *Version number:* When indicating a version of Mac OS X Server, use either *version* or *v* closed up, without a period, following *Mac OS X Server.*

> Mac OS X Server version 10.6

> Mac OS X Server v10.6

- *Version name:* If a version of the operating system has a name in addition to the version number, you can use the name following the version number on first occurrence. Don't use quotation marks or parentheses around the version name.

> Mac OS X Server version 10.6 Snow Leopard

> Mac OS X Server v10.6 Snow Leopard

Thereafter, it's OK to use *Snow Leopard Server.* Don't use *Mac OS X Server Snow Leopard* or *Mac OS X Snow Leopard Server.*

In developer documentation, don't use version names such as *Snow Leopard*; use version numbers only.

Mac Pro Use an article before the name.

> *Correct:* The Mac Pro features four full-length expansion slots.

> *Incorrect:* Mac Pro features four full-length expansion slots.

Macworld Note capitalization (not *MacWorld*).

Mail Capitalize when referring to the email application that comes with Mac computers, iPhone, and iPod touch, and to the MobileMe web application (use *MobileMe Mail* on first reference). MobileMe members have a me.com email address. See also **MobileMe**.

mailbox One word; note lowercase. In Mail, a mailbox is essentially a folder, which can contain messages (sent, draft, and received email) and other mailboxes.

mailbox list Note lowercase. The list of mailboxes on the left of the viewer window in Mail.

main logic board Not *motherboard* or *main circuit board.* You can also use *main board.*

main memory Not *central memory.*

male connector Don't use; use *plug*. See also **connector**.

manual Use *manual* to refer generically to a print book that comes with a computer or other product. You can also use *user manual*, *user's manual*, or *user guide*, depending on the manual title.

> See the manual that came with your camcorder.

> See your user guide for instructions.
> [Apple Product Documentation uses this style.]

> See your user manual for instructions.
> [User Publications uses this style.]

- *Electronic delivery:* If a print manual will also be delivered electronically (for example, as a PDF file), don't call the book an *electronic manual*; simply describe it for the user.

> The manual is also available as a PDF file on the installation disc.

- *Cross-references:* To refer to documentation that may be either printed or electronic, use *documentation*.

> See the documentation that came with your computer.

See also **document titles**; **user guide, user manual**.

mass storage device No hyphen. OK in reference to a hard disk drive, tape backup unit, DVD drive, or CD drive, but not in reference to a 3.5-inch disk drive.

maximize Don't use to refer to an item in the Dock; use *make active*.

> To make an item in the Dock active, click the item.

may, can See **can, might, may**.

MB (n., adj.) Abbreviation for *megabyte*. *MB* equals 1000^2 bytes in the context of file size or disk storage capacity or 1024^2 bytes in the context of computer memory. See **abbreviations and acronyms** for guidelines about spelling out abbreviations.

- *Noun:* In the noun form, use a space between the numeral and the abbreviation. The preposition *of* is necessary before the unit that the value quantifies.

> 20 MB of memory

> 500 MB of storage capacity

- *Adjective:* Don't hyphenate the adjective form.

> a 3 MB L2 cache

> a 4 MB file

Mbit (n., adj.) Abbreviation for *megabit*. See **abbreviations and acronyms** for guidelines about spelling out abbreviations.

- *Noun:* In the noun form, use a space between the numeral and the abbreviation. The preposition *of* is necessary before the unit that the value quantifies.

    10 Mbit of memory

- *Adjective:* Don't hyphenate the adjective form.

    10 Mbit memory

Mbit/s Standard international abbreviation for *megabits per second*. See **abbreviations and acronyms** for guidelines about spelling out abbreviations. Some Apple groups use *Mbps* instead.

MB/s Standard international abbreviation for *megabytes per second*. See **abbreviations and acronyms** for guidelines about spelling out abbreviations. Some Apple groups use *MB/sec.* instead.

measurement See Chapter 2, "Units of Measure," on page 191.

media, medium When you describe a method of delivering information, use the singular *medium* or the plural *media*.

    The guide is presented in both print and electronic media. [plural]

    The guide is presented only in the print medium. [singular]

When you discuss video and audio content, however, you can use the term *media* to describe a collection of content (for example, a set of video clips). In this context, it's OK to use *media* and *multimedia* as singular terms.

    Media is played, but not stored, by the client software.

    Multimedia sent over the Internet is encoded and compressed for transmission.

Media Browser Capitalize as shown when referring to the window that appears in iLife applications.

Media Eject key Note capitalization.

mega (prefix) Close up words beginning with *mega*.

    megabit, megabyte, megahertz, megapixel, megawatt, megawide

megabit See **Mbit (n., adj.)**.

megabits per second See **Mbit/s**.

megabyte See **MB (n., adj.)**.

megabytes per second See **MB/s**.

megahertz See **MHz (n., adj.)**.

memory Don't refer to the hard disk as memory; it's *hard disk space*, *disk space*, or *storage space*. Related terms include *physical memory* and *virtual memory*. Types of memory include the following:

> Double Data Rate synchronous dynamic random-access memory (DDR SDRAM)
>
> dynamic random-access memory (dynamic RAM or DRAM)
>
> flash memory
>
> random-access memory (RAM)
>
> read-only memory (ROM)
>
> static random-access memory (SRAM)
>
> synchronous dynamic random-access memory (SDRAM)
>
> video random-access memory (VRAM)

See also **flash memory**.

memory address, memory location OK to use just *address* or *location* for brevity. Don't use commas in addresses, even in numbers of five digits or more.

menu bar Two words. The bar at the top of the Mac screen. The menu bar contains menus related to the Finder or the current application on the left (*File menu*, *Edit menu*) and status menus on the right (also called *menu bar icons*, *menu bar status icons*, or *menu bar items*; not *menu items*, *menu extras*, or *menu bar extras*).

menu names Note capitalization: *Edit menu*, *File menu*, and so on.

menus Anything that can be chosen in a menu is a *menu item*; some menu items are also *menu commands* (or simply *commands*). Use *menu item* to refer to items that aren't commands, such as window names in the Window menu. Don't use *menu option*.

A menu item is *in* a menu, not *on* or *under* a menu; a menu *contains* items or commands.

• *Pull-down menus:* Note hyphenation. A pull-down menu is a menu in the menu bar. When you give instructions for choosing an item from a pull-down menu (a menu in the menu bar), use the style shown here.

> Choose [*menu*] > [*item*] > [*submenu item*].
>
> Choose Edit > Find > Find Next.
>
> Choose File > Save As.

Don't use an angle bracket when you're simply identifying which menu contains the item.

> *Correct:* the Page Setup command in the File menu
>
> *Incorrect:* the File > Preferences command

- *Pop-up menus:* Note hyphenation. A pop-up menu is a menu in a dialog or other window labeled with up and down arrows (or just a down arrow). For pop-up menus, use the style shown here.

> Choose Intranet LAN from the Connection Speed pop-up menu.

> Choose a format from the Format pop-up menu.

If the pop-up menu doesn't have a name, simply call it *the pop-up menu*.

> Choose Numeric from the pop-up menu.

- *Shortcut menus:* A shortcut menu is a menu that appears when a user presses the Control key and clicks an item on the screen. For shortcut menus, use the style shown here.

> Control-click one of the selected clips, and then choose Make Multiclip from the shortcut menu.

If the shortcut menu has submenus, you can use the style shown above, or you can use the angle bracket style.

> Control-click the Clip Keyframes control, choose Video from the shortcut menu, and then choose Motion Bar from the submenu.

> Control-click the selection, and then choose Send To > Soundtrack Pro Multitrack Project from the shortcut menu.

In user documentation, don't refer to a shortcut menu as a *contextual menu*. However, you can refer to the menu parenthetically as a contextual menu on first reference for users who may be more familiar with that term.

> A shortcut menu (also called a *contextual menu*) appears.

See also **choose**; **command names**; **submenus**.

message list The list of messages in the viewer window in Mail.

metadata One word; use lowercase.

metasymbols Refers to artificial terms that are to be replaced by a value or symbol.

In running text, use italics when you refer to a metasymbol, and spell the metasymbol just as it would appear in a syntax description.

> Replace *volumeName* with a name of up to 12 characters.

When the words are being used as a regular English phrase, don't use italics, and put spaces between words.

> *Correct:* The volume name may have up to 12 characters.

> *Incorrect:* The volumeName may have up to 12 characters.

See also **syntax descriptions** and Chapter 4, "Technical Notation," on page 209.

MHz (n., adj.) Abbreviation for *megahertz*. See **abbreviations and acronyms** for guidelines about spelling out abbreviations.

- *Noun:* In the noun form, use a space between the numeral and the abbreviation.

  at a rate of 800 MHz

- *Adjective:* Don't hyphenate the adjective form.

  an 800 MHz processor

mice Try to avoid, but if you must use the plural of *mouse*, it's OK to use *mice* or *mouse devices*. See also **mouse**.

microarchitecture One word.

micro-DVI A video output port for connecting external displays and TVs.

microphone OK to use *mic* for short.

Microsoft Windows OK to use *Windows*. Computers that use Microsoft Windows can be called *Windows-based computers*, *Windows computers*, *Windows-based PCs*, or *Windows PCs*. See also **PC**.

MIDI Acronym for *Musical Instrument Digital Interface*. Note capitalization of spelled-out version. See **abbreviations and acronyms** for guidelines about spelling out abbreviations and acronyms.

millimeter (mm) OK to abbreviate. Note hyphenation when the spelled-out version is used as an adjective: *2.4 millimeters*, *2.4 mm*; *2.4-millimeter slot*, *2.4 mm slot*.

For film sizes, close up the numeral and the abbreviation: *16mm film*.

million instructions per second See **MIPS**.

MIME Acronym for *Multipurpose Internet Mail Extension*, commonly used to distinguish an email format from plain text format. It's not necessary to spell out on first occurrence. Use as an adjective (*a MIME file*, *MIME format*).

mini (prefix) Hyphenate before a word beginning with a vowel, a proper noun, or an abbreviation; close up before a word beginning with a consonant.

  mini-application, mini-DVI, mini-VGA

  minicircular connector, minitower

minicircular connector Use *8-pin minicircular connector* on first occurrence (except in user documentation); thereafter, *minicircular connector* is fine. Don't use *minicircular-8 connector*. See also **connector**.

mini-DIN Don't use; use *DIN*. See also **DIN**.

MiniDV A digital video format.

mini-DVI A video output port for connecting external displays and TVs.

minimize button The middle button of the three window controls at the left of the title bar. You click this button to put a window in the Dock (*minimize* the window).

minimized OK for describing a window in the Dock.

> Windows in the Dock are minimized.

See also **maximize**.

minus sign Use *minus sign*, not *minus symbol*, to describe this symbol: –. Use an en dash (generated by pressing Option-Hyphen) for a minus sign (except in code font, where a hyphen is used).

MIPS Acronym for *million instructions per second*. Don't drop the *s* when you refer to a single unit: *1 MIPS*, not *1 MIP*. See **abbreviations and acronyms** for guidelines about spelling out abbreviations and acronyms.

mixed-directional (adj.) Note hyphenation. Use to refer to a combination of left-to-right and right-to-left text within a single line (French and Arabic on one line, for example). Compare **bidirectional (adj.)**.

M-JPEG Note hyphenation and capitalization. Pronounced "em-jay-peg." The *M* stands for *motion*, and the form *Motion-JPEG* is sometimes used. M-JPEG extends the JPEG standard to video. Not the same as MPEG.

mobile device A pocket-size computing device. Useful as a way to refer to both iPhone and iPod touch.

MobileMe Note spelling. A subscription service for iPhone, iPod touch, Mac, and PC that provides web applications and services such as email, contacts and calendar management, photo sharing, and online document storage. Refer to the MobileMe website as *me.com*, not *www.me.com*, unless you are referring specifically to the web address.

MobileMe web applications include Mail, Contacts, Calendar, Gallery, and iDisk. MobileMe also includes Account for managing account settings. Precede the names with *MobileMe* on first use and frequently after that. Avoid the term *web apps*. See also **Calendar**; **Contacts**; **Gallery**; **iDisk**; **Mail**.

mobile phone Use instead of *cell phone* or *cellular phone*. Don't use simply as a synonym for *iPhone*.

mode Avoid *mode* in user documentation when you refer to software.

> *Correct:* When you are using the paintbrush…

> *Incorrect:* When you are in paintbrush mode…

In developer documentation, in references to software, you *enter* or *leave* a mode; you don't *turn on* or *turn off* a mode.

model Don't use when you can use *computer*.

> *Correct:* How you use this feature depends on which model of Mac computer you have.

> *Correct:* The setup guide that came with your computer provides instructions.

> *Incorrect:* The setup guide that came with your model provides instructions.

modem port Note lowercase. Not *phone port*.

modern Do not use to specify the requirements for an application such as a web browser; instead, state the specific version of the application, or use *recommended* or *compatible*.

> Make sure you're using a recommended web browser, such as Safari version 3 or later.

> Friends and family can view albums in the iPhoto window or in a compatible web browser.

modifier key Use instead of *control key* in the generic sense for a key that affects the action of other keys, such as the Command, Shift, Option, Control, and Esc keys.

monitor In general, don't use to refer to the primary display connected to the user's computer; use *display*. You can use *monitor* to refer generically to different kinds of display devices that may be connected to a user's computer (such as a CRT monitor or NTSC monitor).

> Connect the display to your Mac Pro.

> If you want to show your movie on an external monitor, first connect the monitor to your computer.

monitor cable Not *video cable* or *monitor cord*. Use when you refer to cables for displays other than Apple displays; otherwise use *display cable*. (Use *display power cord* or *monitor power cord* for the cord that goes from the display or monitor to the power source.) See also **display cable**.

monitor depth Avoid; use *color depth*.

monitor port Not *video port*. Use to refer to the port to which a monitor is connected. Don't use *monitor port* to refer to the port to which an Apple display is connected. See also **display port**.

monospaced (adj.) Not *monospace*. *Fixed-width* is the preferred term to describe fonts (such as Courier) in which each character takes up the same amount of space.

most recent Don't use to refer to a specific software version. Instead, use only the version number (or a date, in technical support documents), or use *or later* to indicate a range of version numbers. It's OK to use *most recent* if you're generally instructing users to keep their software up to date.

> *Correct:* For the best results, make sure you're using the most recent version of Mac OS X.

> *Incorrect:* Mac OS X v10.5.8 is the most recent version of Mac OS X.

See also **latest**; **version**.

motherboard Don't use; use *main logic board* or *main board*.

mount (v.) In user documentation, avoid when referring to making a disk or disk image available; use alternatives such as *open*, *make available*, or *connect to*, or describe what the user must do to make the disk available.

> *Avoid:* To see the contents of a disk image, you must mount the disk image.

> *Preferable:* To see the contents of a disk image, you must open the disk image by double-clicking it.

> *Avoid:* Use the Recent Items command to mount servers you've recently used.

> *Preferable:* Use the Recent Items command to connect to servers you've recently used.

In server documentation or documentation for more technical users, it's OK to use *mount*.

> To mount the disk again, select it in Disk Utility and click Mount.

> Use this function to mount one or more server volumes.

Don't use *mount* as an intransitive verb.

> *Correct:* Mount the volume.

> *Incorrect:* The volume mounts.

See also **unmount (v.)**; **unmounted (adj.)**.

mounted (adj.) In user documentation, avoid when referring to a disk or disk image that is available; use alternatives such as *available*, *on your desktop*, or *in a Finder window*. (Note that users can choose whether to display disk icons on their desktops, so be careful when using *on your desktop* as an alternative for *mounted*.)

> *Avoid:* All mounted disks are listed in the sidebar of the Finder window.

> *Preferable:* All available disks are listed in the sidebar of the Finder window.

In server documentation or documentation written for more technical users, it's OK to use *mounted*.

> You can't rename a mounted Xsan volume using the Finder.

See also **unmount (v.)**; **unmounted (adj.)**.

mouse Drop references to the mouse as quickly as possible. Switch emphasis to the actions on the screen, such as *clicking*, *dragging*, *selecting*, or *choosing*. See also **choose**; **click**; **drag**; **press**; **select (v.)**.

Avoid using the plural form of *mouse*. If you must use the plural, use either *mouse devices* or *mice*.

> Apple offers several types of mouse devices.

mouse-down event Note hyphenation.

Mouse Keys Capitalize when you refer to the feature that can be set in the Universal Access pane of System Preferences.

mousepad One word.

mouse scaling (n.), mouse-scaling (adj.) Note hyphenation of adjective.

mouse-up event Note hyphenation.

MP3 Short for *MPEG Audio Layer 3*, an audio compression technology. The plural is *MP3s*. Don't use *MP3* to refer to audio files in general; some files use AAC or other formats.

MPEG Acronym for *Moving Picture Experts Group*, a working group of the International Standards Organization (ISO). Note capitalization. The acronym is pronounced "em-peg." It's not necessary to spell out on first occurrence.

MPEG usually refers to the family of digital video compression standards that the group developed. There are three major versions: MPEG-1, MPEG-2, and MPEG-4. MPEG-4 is based on the QuickTime file format and defines standards for video and audio streaming.

There is no MPEG-3. Note that *MP3* is short for *MPEG Audio Layer 3*, not *MPEG-3*.

MPEG Audio Layer 3 See **MP3**.

MS-DOS Note hyphenation and capitalization.

multi (prefix) Close up in words beginning with either a consonant or a vowel (except *i*).

> multiplayer, multiprocessor, multitasking, multithreading, multiuser
>
> multi-item

multicore No hyphen. Use to refer to processors that have more than one core.

multiple scan (adj.) No hyphen.

multiplication sign Not *multiplication symbol*.

multiprocessing, multiprocessor No hyphen. A multiprocessor computer has *multiple processors*, not *multiprocessors*.

Multipurpose Internet Mail Extension See **MIME**.

Multi-Touch Note capitalization and hyphenation. Refers to the touchscreen interface in iPhone and iPod touch and to the trackpad in MacBook Air and other computers. Terms include *Multi-Touch touchscreen display*, *Multi-Touch touchscreen interface*, *Multi-Touch technology*, *Multi-Touch trackpad*, and *Multi-Touch gestures*.

Musical Instrument Digital Interface See **MIDI**.

Mute key Note capitalization.

N

name server Two words.

narrowband One word.

native In user documentation, avoid *native* to describe applications; instead, describe the applications as being designed to work with specific hardware or software.

> For best performance, use an application designed for use on Intel-based Mac computers.

Net Don't use as a short form of *Internet*.

network Computers are *on*, not *in*, a network.

network time server Note lowercase.

new In most documents, avoid describing a product or feature as new because the text will quickly become out of date. When appropriate, state the version of software in which a feature was introduced.

> *Correct:* The Core Location framework, introduced in Mac OS X v10.6…
>
> *Incorrect:* The new Core Location framework…

newsgroup One word.

nickel-metal-hydride Note hyphenation. Abbreviated *NiMH*. See also **batteries**.

non (prefix) Close up except before a proper noun, a proper adjective, an abbreviation, or an acronym, or when the resulting word would be difficult to read.

> *Hyphen:* non-ADB, non-Apple, non-Macintosh
>
> *En dash:* non–Mac OS X platforms

See also **dash (em)**; **dash (en)**; **prefixes**.

nonsexist language See **fair language**.

nonstartup disk Avoid when possible. Instead, use *a disk that does not contain system software* or another appropriate phrase.

normal installation Note lowercase. Not *normal install*. You *perform a normal installation*; you don't *do a normal install*. See also **custom installation**; **easy installation**.

normal user See **standard user**.

Note Use the Note tag for information that is relevant to a topic but that may not apply to all readers. You can also use a note for a bit of information that's tangential to a topic.

Use notes and other notices sparingly. They lose their effectiveness if they appear too often. Don't use a Note tag immediately before or after a Warning, Important notice, or another Note, or immediately after a text head.

See also **Important**; **Warning**.

notebook computer OK to use *notebook computer*, but *portable computer* is preferred. On first occurrence, use *notebook computer*. Thereafter it's OK to use *notebook* alone as a noun. See also **portable computer, notebook computer, laptop computer**.

null character Use for ASCII character $00. Don't confuse with *zero character* (ASCII $30).

number Abbreviate as *no.* if space is limited. See also **number sign**.

numbers Follow these guidelines for numbers:

- *Cardinal numbers:* In general, spell out cardinal numbers from zero through ten except when you express numbers as numbers. (Use a numeral, no matter how small, to express numbers as numbers.) Use numerals when you refer to a specific address, bit, byte, chapter, field, key, pin, sector, slot, or track, or when expressing amounts of memory.

      The outlines of the four glyphs are aligned.

      Leave at least 12 pixels of space between controls.

      The numeral 8 occurs eight times.

- *Ordinal numbers:* Spell out ordinal numbers from zero through ten. Form ordinal numbers larger than ten by adding *st*, *nd*, *rd*, or *th* as appropriate.

- *Numbers that appear together:* Where two numbers appear together, consider spelling one of them out.

    There are sixteen 32-bit registers.

    Use numerals for numbers of the same category within a paragraph if any of the numbers is larger than ten.

    We have 25 computers and 4 printers on the network.
    [*Computers* and *printers* are the same category.]

    There are two kinds of 32-bit registers, only one of which must be saved.
    [*Kinds of registers* and *bits* are different categories.]

- *Ranges of numbers:* Use an en dash between numbers that represent the endpoints of a continuous range: *bits 3–17.* Use the full span for continuing numbers.

    Correct: 2008–2009

    Incorrect: 2008–09

- *Units of measure:* Use numerals for units of measure (inches, feet, seconds), no matter how small the number is. For a list of units of measure, see Chapter 2, "Units of Measure," on page 191.

- *Connectors:* Don't spell out the numerals preceding connectors (*8-pin minicircular connector, 9-pin connector*).

- *Starting a sentence:* Rephrase to avoid starting a sentence with a number. If you must start a sentence with a number, spell out the number.

- *Approximation:* Always spell out numbers to express an approximation.

- *Larger, smaller:* When you refer to the size of numbers, use *larger* and *smaller*, not *higher* and *lower.*

- *Software version numbers:* When you refer to software version numbers, use *later* and *earlier.* For example, refer to *Mac OS X version 10.6 or later.* See also **version**.

- *Commas in numbers:* Use a comma to set off numbers of five digits or more. Express the number in its smallest form. (If your editor has asked you to follow international style, see "Decimals" in Chapter 7, "International Style," on page 221.)

    1024

    65,536

    3.7 million

    Don't use a comma in memory addresses or numbers representing microprocessors.

    $FFFF FFFF

    68020 microprocessor

- *Plural:* Form the plural of a number by adding an *s.*

    1s and 5s

    the '90s

- *Code values in text:* Use numerals for numeric values in text except for *zero* in the same sentence as *nonzero*.

> `ord(blue)` returns 0.

> The function `fseek` returns nonzero for improper seeks; otherwise, it returns zero.

- *Large numbers:* For very large numbers that are a power of 2, you can use the exponential form to avoid a long string of digits—for example, 2^{32}. Numbers larger than 65,536 (2^{16}) are good candidates for showing in exponential form. If there are numbers larger and smaller than 65,536 in the same discussion, show the smaller numbers both ways.

> x must be between 1024 (2^{10}) and 2^{32}.

See also **fractions**.

number sign Use to describe this character: #. Don't use *pound sign* or *number symbol*. Avoid using the number sign to specify an item in a numbered series.

You can frequently omit *number* or the number sign from a sentence and still make the meaning clear.

> See document 58677 for more information.

> Use part 661-2262 to repair the computer.

numeric (adj.) Not *numerical*, except when you refer specifically to numerical order. (Exception to *American Heritage*.) See also **numerics (n., adj.)**.

numeric keypad Can be shortened to *keypad*. Don't use *numerical keypad* or *numeric keyboard*.

numerics (n., adj.) As a noun, *numerics* takes a singular verb. Use *numerics* (not *numeric*) as an adjective in relation to the science of numerics.

> numerics capabilities

> numerics environment

NVIDIA Note spelling and capitalization.

O

offline One word.

offsite One word.

OK Not *okay*.

onboard One word. Short for *on the board*; refers to components attached to a circuit board or logic board. Use *built in* (as in *built-in graphics card*) or *internal* unless you need to make clear that a component is attached to a board.

once Don't use when you mean *after*.

> *Correct:* After you turn on the computer…

> *Incorrect:* Once you turn on the computer…

one-click (adj.) Use to refer to actions or functions that are very simple.

> From one-click fixes to detailed editing, there are a number of tools available in the iPhoto edit view.

Don't use *1-Click* to refer to simple actions; see also **1-Click**.

on-hook, off-hook (n., adj.) Note hyphenation.

online One word. Use to describe items to which the user gains access over a network.

> You can search an online database.

- *Connection:* Avoid *online* when you refer to the state of being connected to a network. Instead, use a specific appropriate term.

> *Correct:* connected to the network

> *Correct:* logged in

> *Incorrect:* if you're online

- *Local files:* Avoid using *online* to describe items (such as tutorials) that are viewed onscreen but stored on a local disk. Instead, substitute a more specific word, such as *onscreen*.

> *Avoid:* To learn how to use Pages, take the online tutorial.

> *Preferable:* To learn how to use Pages, take the onscreen tutorial.

Note that it's OK to use *online* to describe tutorials and other materials that are available on the Internet.

> Learn how to get the most out of iTunes by taking the online tutorials, available at the Apple website.

on/off switch Note lowercase. Not *on/off button*.

onscreen (adj., adv.) One word.

onscreen text Use quotation marks, not italics, for words as words, letters as letters, and phrases as phrases, and for document and disc titles in text designed to be read only onscreen.

onsite (adj., adv.) One word. (Exception to *American Heritage*.)

on-the-go playlist Note hyphens.

onto, on to Use *on to* when *on* is part of the verb.

> *Correct:* Lift the printer onto the table.

> *Incorrect:* Lift the printer on to the desk.

> *Correct:* Hang on to the handles.

See also **into, in to**.

open Users *open* icons, folders, documents, and applications. See also **close**.

OpenGL An industry-standard 3D graphics application programming interface.

opening display Not *splash screen*; *opening display*, *startup display*, and *startup screen* are all OK.

open source (n., adj.) Note lowercase; no hyphen.

Open Transport Note capitalization.

OpenType A font technology developed by Microsoft and Adobe.

operating system (n.), operating-system (adj.) Note hyphenation of adjective.
See also **Mac OS**.

optical disc CDs and DVDs are optical discs. OK to use *optical disc*, *optical media*, or the type of CD or DVD. See also **CD**; **DVD**.

optical drive Optical drives read from and write to (burn) optical discs (CDs and DVDs). Drives read and write data at *up to 6x speed*, *up to 32x speed*, and so on. Don't hyphenate when used as an adjective: *optical drive bay*. See also **Combo drive**; **SuperDrive**.

Option key Note capitalization. Use the following form to indicate a combined Option key and mouse action: *Option-click*, *Option-drag*. *Option-click* is equivalent to *press the Option key and click*. See also **Alt key**.

option names For options and other onscreen elements of two or more words whose names are capitalized using sentence style, use quotation marks in text to avoid misreading.

> Select the checkbox labeled "Keep lines together."

OS X Avoid; use *Mac OS X*. See also **Mac OS**; **Mac OS X**.

outbox One word.

outline font Not *outlined font*.

output (n., adj.) Avoid as a verb; use *write to*, *display on*, *print on*, or *print to*.

outside Not *outside of*.

over Don't use when you mean *more than*.

> *Correct:* You can add more than 1000 songs.
>
> *Incorrect:* You can add over 1000 songs.

P

page See **homepage**; **webpage**.

PAL Acronym for *Phase Alternating Line*, a European color video standard. See **abbreviations and acronyms** for guidelines about spelling out abbreviations and acronyms.

pane In user documentation, use *pane* to refer to changeable areas within a window or dialog, such as areas that can be changed by clicking a button or choosing an item from a pop-up menu, and areas in windows that change automatically (as in an installer). Also use *pane* to refer to the parts that result when a user splits a document window. Examples: Copies & Pages pane (Print dialog), iPhoto pane (Media Browser), Formats pane (Language & Text preferences).

In many cases in user documentation, you can avoid using *pane* by describing how to get to a particular onscreen item: *Open System Preferences, click Language & Text, and click Formats.* It's OK to refer to a pane within a pane. Don't use *panel* to refer to a pane.

In developer documentation, use *view* in most contexts because panes are views programmatically. When, however, the pane is seen by the developer as a user sees it— such as when giving instructions for using developer applications, use *pane*. For example, a programming guide that explains how to add a pane to a standard dialog such as the Print dialog uses *view*, but a user guide for a developer application uses *pane* for the changeable area of the Print dialog.

See also **tab**.

panel Don't use in user documentation; use *dialog*, *window*, or *pane*.

In developer documentation, use *panel* in most contexts because *Panel* appears in the names of programming symbols—for example, `NSFontPanel` and `NSColorPanel`. When, however, it is seen by the developer as a user sees it—such as when giving instructions for using developer applications, use the appropriate user term.

See also **dialog**; **pane**; **window**.

Panther Mac OS X version 10.3. See also **Mac OS X**.

Panther Server Mac OS X Server version 10.3. See also **Mac OS X Server**.

Parallel ATA A hard disk drive interface. OK to use the acronym *PATA* if space is limited, but spell out whenever possible. See also **ATA**; **hard disk (n., adj.)**; **Serial ATA**.

parental controls Note lowercase. Don't use *family controls*.

parenthesis (sing.), parentheses (pl.) Note different spelling of singular and plural. See also **punctuation**.

parts Most print documents don't need to be divided into parts; division into chapters is usually sufficient. Good candidates for division into parts are documents that describe two or more separate products or two or more mutually exclusive applications on the same disk, or documents so long that division into parts is necessary to make the organization clearer to the reader.

- *Part titles:* Documents are divided into parts when each part deals with a distinct topic. Part titles indicate that difference in subject matter.
- *Part numbers:* Roman numerals are usually used for part numbers, but your department's design style may specify Arabic numerals.
- *Chapter numbering:* In a document with parts, chapter numbering continues uninterrupted from part to part.
- *Cross-references:* In references to specific parts of a document, italicize the document title but not the word *Part*, the part number, or the part title. Enclose the part title in quotation marks.

> For more information, see the *Final Cut Pro 6 User Manual*, Volume III, Part I, "Audio Mixing."

See also **volume (document)**.

passcode One word.

passive voice Avoid when possible and use active voice. Passive voice is sometimes appropriate and necessary—when using the active voice would require highly convoluted sentence structure or excessive anthropomorphism, for example—but rewrite to avoid passive voice if you can.

In tutorials, a passive construction might be appropriate to avoid miscuing the reader—that is, when you describe an action that the user is not supposed to try yet.

> *Explanation screen:* An icon is selected by clicking it.

> *User-try screen:* You try it. Click the icon.

pasteboard Don't use in user documentation when you mean Clipboard. OK to use in developer documentation that discusses the `NSPasteboard` class, but point out that users view the contents of the pasteboard in the Clipboard.

PATA See **Parallel ATA**.

pathname One word. Note the differing treatments of these similar terms:

device name, filename, host name, user name, volume name

pathnames Follow these guidelines to specify the path to a location in the file system:

- *Absolute path:* An *absolute* path describes the location of an item starting at the top level, or *root*, of the user's hard disk. In user documentation, describe such paths in plain English.

    Open the Preview application, located in the Applications folder at the top level of the hard disk.

    Fonts for all users are stored in the Fonts folder in the Library folder at the top level of the hard disk.

    For more technical audiences (for example, users who are accustomed to the pathname conventions used in operating systems such as Mac OS X and UNIX), you can use slashes (including a leading slash) to indicate an absolute path.

    Fonts for all users are stored in /Library/Fonts/.

    You can also use slashes in user documentation if the path goes more than two folders deep from the top level of the hard disk.

    Place the file in the /System/Library/Keychains/ folder.

- *Relative path:* If there is no leading slash, the path is a relative path—that is, relative to some location other than the root folder.

    Make sure the file is in Library/Application Support.

- *Home folder:* In user documentation, use *your* to indicate that the item being described is in the user's home folder. Use plain English (no slashes) to describe folders that are just one or two levels deep.

    Your files are saved in your Documents folder.

    Your fonts are located in the Fonts folder in your Library folder.

    If the folders go more than two levels deep, you can use slashes to avoid awkward construction and wordiness. (Don't use a leading slash, because that would indicate that the starting point is at the top level of the startup disk, not the user's home folder.)

    Copy the file to Library/Application Support/Address Book/ in your home folder.

    For more technical audiences, you can use a tilde (~) to specify a path within the user's home folder.

    The files are saved in ~/Documents.

    Copy the file to ~/Library/Application Support/Address Book.

    You can also use an absolute path with the word *username* in italics.

    Each user's files are saved in /Users/*username*/Documents.

- *Terminating slash:* A terminating slash indicates that the final element of the path is a folder rather than a file. You can choose whether or not to use a terminating slash, but be consistent within a document.

> You can find the files you've downloaded in ~/Library/Mail Downloads/.

- *Code font:* In developer documentation, pathnames are in code font.

See also **code font**; **home folder, home directory**.

PB (n., adj.) Abbreviation for *petabyte*. *PB* equals 1000^5 bytes in the context of file size or disk storage capacity or 1024^5 bytes in the context of computer memory. See **abbreviations and acronyms** for guidelines about spelling out abbreviations.

- *Noun:* In the noun form, use a space between the numeral and the abbreviation. The preposition *of* is necessary before the unit that the value quantifies.

> 1.6 PB of memory

> 1 PB of data

- *Adjective:* Don't hyphenate the adjective form.

> 1.6 PB RAM module

> 4 PB multiserver system

PC Avoid *PC* when you refer to Apple personal computers. Use *personal computer* or *computer*. It's OK to use *PC*, *Windows-based PC*, or *Windows PC* to refer to non-Apple personal computers.

> QuickTime is available for both Mac computers and Windows-based PCs.

> You can share Mac files with a PC on a wireless network.

See also **Microsoft Windows**.

PC Card Note capitalization. A card that conforms to the standard set by the Personal Computer Memory Card International Association (PCMCIA). On first occurrence, include a parenthetical reference to PCMCIA cards.

> You use PC Cards (PCMCIA cards) to expand your computer's capabilities.

Type I, *Type II*, and *Type III* refer to the thickness of the cards; note spelling and capitalization.

PCI, PCI-X Abbreviation for *Peripheral Component Interconnect*, an industry-standard expansion bus. Related terms include *PCI bus*, *PCI slot*, and *PCI card*. *PCI-X* is a higher-speed version of PCI technology. See **abbreviations and acronyms** for guidelines about spelling out abbreviations.

PCI Express No hyphen; note capitalization. An advanced industry-standard expansion bus. Don't use *PCI E*, *PCI-E*, *PCIe*, or other variations.

P-code Stands for *pseudocode*. Note capitalization and hyphenation.

PDA Abbreviation for *personal digital assistant*. Note lowercase for the spelled-out version. See **abbreviations and acronyms** for guidelines about spelling out abbreviations.

PDF Abbreviation for *Portable Document Format*. No need to spell out on first occurrence. Capitalize when you refer to the file format; use lowercase for the filename extension (*Installation Guide.pdf*). Don't use *a file in PDF format*; use *a PDF file*.

percent One word. Always preceded by a numeral, no matter how small the value.

> 1 percent

- *Percent symbol:* It's OK to use the percent symbol (%) instead of the word *percent* in technical appendixes, specification lists, and tables, or when the word must appear so many times in a text passage that its use becomes cumbersome.
- *Nonspecific quantities:* When you describe a nonspecific quantity, use *percentage*, as in *a small percentage of the population*.

periods See **ellipsis points**.

peripheral A device that can be connected to the computer. Peripheral devices include printers, scanners, disk drives, modems, displays, and keyboards. OK to use *peripheral device*, *peripheral*, or *device*. The adjective is singular: *peripheral manufacturer*, *peripheral connections*.

peripheral card Not *accessory card*. When appropriate, use the more specific term *interface card*.

Peripheral Component Interconnect See **PCI, PCI-X**.

peripheral slot Don't use; use *expansion slot*.

personal digital assistant See **PDA**.

petabyte See **PB (n., adj.)**.

Phillips screw, Phillips screwdriver Note capitalization and spelling. Not *Phillips-head screw* or *Phillips-head screwdriver*.

phone numbers See **telephone numbers**.

phone port Don't use; use *modem port*.

piggyback board Don't use; use *expansion board*.

pin In user documentation, avoid referring to connectors by the number of pins because the actual number of pins may not match the designation. Describe the connector by its size and shape, its icon, or in another way appropriate to the context.

In developer documentation, use a numeral and a hyphen before *pin*: *9-pin*, *11-pin*, *25-pin*, *50-pin*. (Exception to the rule that numbers ten and smaller are spelled out except when used as numerals per se.)

pinch (v.) Refers to the act of placing two fingers on a Multi-Touch screen or trackpad and then moving them closer together or farther apart.

> Pinch the photo to zoom in or out.

In most cases you can use just *pinch*, but if you need to describe the motion in more detail, you can use *pinch open* to describe moving the fingers apart and *pinch closed* for moving the fingers together. (Note that developer documentation uses *pinch close*.)

pinout (n.) One word.

pixel Short for *picture element*. Not synonymous with *bit*. Use *dot* to describe a single pixel.

playback (n., adj.), play back (v.) Note that the verb is two words.

player Don't use *the* with the full name of a product whose name includes *Player*, unless the product name is used as an adjective modifying a noun.

> *Correct:* Use QuickTime Player to view the movie.
>
> *Correct:* Open the QuickTime Player application.
>
> *Incorrect:* Open the QuickTime Player.

playhead One word. The control that users manipulate to move around in a movie.

playlist One word, sometimes capitalized: *iTunes playlist*, *iPod playlist*, *Smart Playlist*.

please Avoid using *please* in instructional text and cross-references.

> *Correct:* Follow the steps below.
>
> *Incorrect:* Please follow the steps below.
>
> *Correct:* For more information, see "Metronome Settings" on page 941.
>
> *Incorrect:* For more information, please see "Metronome Settings" on page 941.

plug Not *male connector*. See also **connector**.

plug and play (v., pred. adj.), plug-and-play (adj.) Note hyphenation of adjective.

plug-in (n.) Note hyphenation. If the hyphen is not used in something the user sees in the interface or in a filename, match what the user sees.

> Locate the QuickTime Plugin file on your hard disk.

In text that uses title-style capitalization, use lowercase for the *i* in *Plug-in* (exception to the rule that you capitalize the second word in a hyphenated compound).

plug in (v.), plug into (v.) Use when you refer to the specific act of plugging a connector into a port or outlet. For example, a power cord plugs into an electrical outlet; you can plug a USB connector into a USB port. See also **connect**; **connector**; **into, in to**.

plurals Follow these guidelines for plurals:

- *Acronyms and abbreviations:* To form the plural of an acronym or an abbreviation, add an *s* but no apostrophe.

  > CDs, DVDs

- *Adjectives:* Don't add *s* to an adjective unless necessary. For example, it's *electronic circuit* but *electronics engineer.* Other words that fall into this class of adjectives are *graphic* and *graphics*, *communication* and *communications*, *numeric* and *numerics*.

- *Letters and symbols:* To form the plural of a letter or symbol, add an apostrophe and an *s*.

  > *p*'s, +'s

- *Numbers:* Form the plural of numbers by adding an *s*.

  > 1s, 1930s

- *Nouns:* Don't use *(s)* to indicate that a noun can be either singular or plural. Spell out the singular and plural forms if necessary; if possible, rewrite to avoid either construction.

  > *Acceptable:* initializing your hard disk or disks
  >
  > *Preferable:* initializing hard disks
  >
  > *Incorrect:* initializing your hard disk(s)

- *Trademarked product names:* Form the plural of trademarked product names by adding the plural generic noun to the singular product name.

  > *Correct:* Mac computers, MacBook Pro computers, iMac computers
  >
  > *Incorrect:* Macs, MacBook Pros, iMacs

  If a product name includes a generic noun as well as a trademarked adjective, form the plural as you would with any noun.

  > AirPort Cards, AppleCare Service Parts Kits

- *Words as words:* Form the plural of a word italicized to show that it is used as a word by adding an apostrophe and an *s*. Don't italicize the apostrophe or the *s*.

  > He had too many *and*'s in the sentence.

plus sign Not *plus symbol*.

p.m. Note lowercase and periods: *6:30 p.m.* Use a space before the abbreviation.

podcast, podcasting (n., v., adj.) Terms include *photo podcast* and *video podcast*. Use italics to refer to the title of a podcast series; use quotation marks for the titles of episodes.

point (n.) Use only when writing about font sizes. Don't use as a synonym for *dot* or to describe a place or spot on the screen.

point (v.) When you describe the desktop interface, avoid using *point* as a verb. Instead, use *move the pointer to* or similar wording.

> *Preferable:* Hold the pointer over an item to see a description of what you can do with it.

> *Avoid:* Point to an item to see a description of what you can do with it.

pointer OK in general references, but be specific whenever appropriate: *arrow*, *crosshair*, *I-beam*. See also **cursor**; **insertion point**.

Arrow   Crosshair   I-beam

point of presence See **POP**.

POP Acronym for *point of presence* (access point to the Internet) or *Post Office Protocol*. When used as an acronym for *Post Office Protocol*, *POP* must modify a noun (as in *POP server* or *POP ID*). See **abbreviations and acronyms** for guidelines about spelling out abbreviations and acronyms.

pop up (v.), pop-up (adj.) Note hyphenation of adjective.

pop-up menus See **menus**.

port Use to refer to a location for passing data in and out of a computer. Don't use *connector* to refer to a port. Compare **connector**; **jack**; **slot**; **socket**.

portable computer, notebook computer, laptop computer *Portable computer* is preferred to refer generically to Apple portable computers, but when you refer to a specific model (such as a MacBook or a MacBook Pro), it's best to use the model name. You can also use *notebook computer*, but avoid *laptop computer*. When you use *portable computer* or *notebook computer*, use both words on first occurrence; thereafter it's OK to use *portable* or *notebook* alone as a noun.

Portable Document Format See **PDF**.

possessives Follow these guidelines for possessives:

* *Singular nouns:* Form the possessive of a singular noun, including one that ends in *s*, by adding an apostrophe and an *s*.

  > the computer's power cord

  > the boss's husband

* *Plural nouns:* Form the possessive of a plural noun that ends in *s* by adding an apostrophe. Form the possessive of a plural noun that does not end in *s* by adding an apostrophe and an *s*.

  > the students' curriculum

  > children's requirements

* *Proper nouns or names:* Form the possessive of a singular proper noun or proper name, including one that ends in *s*, by adding an apostrophe and an *s*. Form the possessive of a plural proper noun or proper name by adding an apostrophe.

  > David Williams's biography [singular]

  > the Joneses' computer [plural]

* *Product names:* Rewrite to avoid forming a possessive of any product name, trademarked or not (for example, don't use *Keynote's slides*). See also **trademarks (usage)**.

post (prefix) Close up words beginning with *post*, except when one element is a proper noun or a date.

> postgraduate, postmortem, posttest

> post-WWDC event, post-2006

> *Exception:* post-production

post (v.) OK to use *post to* or *post on* when referring to publishing something on the Internet or another network.

Post Office Protocol See **POP**.

PostScript Note capitalization. Don't use small caps.

pound sign Don't use; use *number sign* for this character: #. See also **number sign**.

power adapter Lowercase except in product names: *60W MagSafe Power Adapter*. Avoid *AC adapter*.

PowerBook Use an article before PowerBook model names.

> Wireless networking is easy with the PowerBook.

> The PowerBook G4 reinvents mobile computing.

For a list of model names, see Chapter 3, "Apple Products," on page 199.

power button Note lowercase. The button on a computer or display marked with the ⏻ icon. See also **power switch**.

power cord Not *power cable*.

power-down (n., adj.), power down (v.) OK in developer documentation. Don't use in user documentation; use *switch off*, *turn off*, or *shut down*.

Power Mac Use an article before Power Mac model names.

> The Power Mac is designed for creative professionals.

> The Power Mac G5 reinvents business computing.

For a list of model names, see Chapter 3, "Apple Products," on page 199.

power off (v.) Don't use, especially in user documentation; use *shut down*, *switch off*, or *turn off*.

power on (v.) Don't use, especially in user documentation; use *switch on* or *turn on*.

power-on light Note hyphenation; use lowercase.

PowerPC One word. Use *PowerPC-based computer* to refer generally to computers with a PowerPC microprocessor. See also **G3, G4, G5**.

power port Note lowercase.

power switch OK to use when you're not sure what kind of power control a device has. See also **power button**.

power-up (n., adj.), power up (v.) OK in developer documentation. Don't use in user documentation; use *switch on*, *turn on*, or *start up*.

PRAM Acronym for *parameter random-access memory*. Pronounced "PEA-ram." See **abbreviations and acronyms** for guidelines about spelling out abbreviations and acronyms.

pre (prefix) Close up words beginning with *pre*, except when one element is a proper noun or a date.

> preinstalled, preexisting, preproduction

> pre-WWDC, pre-2008

preface   Depending on your department's guidelines, you may use a preface to tell the reader about the document, to describe conventions such as special notation (for example, code font), and to outline what the reader will find where. Discussion of the product itself usually belongs in the document text, not in the preface, although it is sometimes appropriate to include introductory information about the product in the preface.

A preface should have a title, such as "About This Guide" or "Introduction." When you refer to a document's preface, use the full preface title.

> See the preface, "About This Guide."

If your department template includes the word *Preface*, you may instead refer to it as *the preface*.

preferences   When discussing System Preferences (the Mac OS X application), you can shorten the name of each set of system preferences to [*preference name*] *preferences* (note lowercase *preferences*), as in *Universal Access preferences*. When discussing preferences for any application, use lowercase for *preferences* (but always capitalize the Mac OS X application System Preferences).

> Use the Sound pane of System Preferences to choose an alert sound.
>
> Use Sound preferences to change volume settings.
>
> Use the Sharing pane of iTunes preferences to share your music library.

prefixes   In most cases, close up prefixes (such as *multi*, *non*, *post*, and *pre*) with the following word. Exceptions:

- Compounds that contain proper nouns (*non-Apple*)
- Compounds with double *i*'s or double *a*'s (*anti-inflammatory*, *meta-analysis*)
- Compounds that are homographs or could be misread (*re-cover*)
- Compounds with double prefixes (*sub-subentry*)
- Compounds that contain a compound term (*non-self-sustaining*)

See *The Chicago Manual of Style* for more examples.

preinstalled, preloaded   Avoid. Say *installed*, *loaded*, *included*, or other wording when possible.

prepositions   Although placing prepositions at the ends of sentences can add an informal flavor to documentation, avoid using this construction too frequently. Instead, rewrite the sentence or use the more grammatically correct [*preposition*] *which*.

> *Avoid:* Specify the application you want to connect with.
>
> *Instead:* Specify the application with which you want to connect.
>
> *Or:* Specify the application you want to use to connect.

preset (n., adj.) May be used as an adjective to describe a default setting.

> iPhoto provides several book designs with preset fonts and page layouts.

In some applications, *preset* may be used as a noun to describe a group of related default settings.

> You can choose a preset in the iTunes equalizer to optimize the sound for a specific kind of music.

See also **default (n., adj.).**

press Use to describe the act of pressing and quickly releasing keys on the keyboard and mechanical buttons and switches. Don't use *click*, *hit*, *push*, *tap*, or *type*. Don't use *press* for onscreen items; use *click* or *tap*.

> *Correct:* Press the Return key.

> *Correct:* Press the power button.

> *Incorrect:* Press a Dock icon until a menu appears.

Don't use *press* when you mean *hold down*, unless the sentence makes it clear that the user needs to press continuously.

> *Correct:* Position the pointer over a Dock icon, and then hold down the mouse button until a menu appears.

> *Correct:* Position the pointer over a Dock icon, and then press the mouse button until a menu appears.

> *Incorrect:* Position the pointer over a Dock icon, and then press the mouse button to see a menu.
> [It's not clear that the user needs to keep pressing to see the menu.]

Don't say *press and drag*; simply say *drag*. See also **click**; **enter**; **hold down**; **tap (n., v.)**; **type (v.).**

print (v.) Not *print out*.

printed-circuit board Note hyphenation.

printer port Note lowercase.

printout (n.) One word.

print out (v.) Don't use; use *print*.

print server Two words.

problem Don't use in phrases such as *this is a known problem* or *this version fixes that problem*. Use *condition*, *issue*, or *situation*. It's OK to use *problem* in a general way, such as the following:

> If you have a problem registering, try again in a few moments.

processor Synonymous with *microprocessor* for Apple products. In user documentation, the simpler *processor* is preferred. See also **CPU**.

product names Follow the capitalization style on the product's packaging. Don't capitalize words like *card* and *driver* unless they are part of the product name. Don't use quotation marks around product names.

- *The company name:* Use the company name (Apple) with the product at its first use in both the preface and main text to establish ownership of the product. Thereafter, it's OK to drop the name of the company.
- *Possessives:* In general, avoid forming possessives of product names, whether or not the names are trademarked. For example, avoid *AirPort Card's features* (*AirPort Card* is not trademarked).

For official Apple product names, see Chapter 3, "Apple Products," on page 199. See also **plurals**; **trademarks (usage)**.

professional Don't shorten to *pro*.

program In general, use only to refer to a program that doesn't have a graphical user interface. Use *application* to refer to a program that has a graphical user interface.

> The `launchd` program consolidates all system startup activities into a single program.

> To open an application, double-click its icon.

See also **application**; **software**.

progress indicator The generic term for an onscreen element that lets users know a process is taking place.
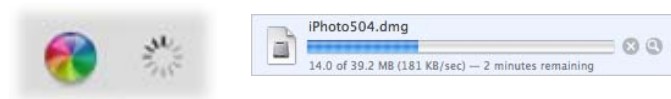
In developer documentation, use *asynchronous progress indicator* for the spinning gear, *determinate progress bar* for the bar that has a fill that moves left to right, and *indeterminate progress bar* for the spinning striped cylinder.

If you have to mention a progress indicator in user documentation, use the generic term and describe it.

> You see a progress indicator (looks like a spinning gear).

> A progress indicator (a moving bar) shows the status of the download.

> A progress indicator (a spinning striped cylinder) lets you know that a process is taking place.

See also **asynchronous progress indicator**; **determinate progress bar**; **indeterminate progress bar**; **spinning wait cursor**.

prompt (n., v., adj.) Avoid as a verb except in reference to what the system does when it displays an actual prompt character on the screen.

> The prompt reminds you to do something.
>
> The system then prompts you for information [with a prompt character].
>
> The prompt character is sometimes a bracket.

pronunciation If the pronunciation of an acronym is not self-evident, provide a pronunciation key.

Use all caps for the stressed syllable; use a hyphen between syllables. Enclose the phonetic spelling in quotation marks.

> WYSIWYG (pronounced "WIZ-zee-wig")

This style guide provides pronunciation keys for many acronyms. Don't invent your own pronunciation key unless this guide doesn't show the pronunciation. Consult your editor.

propeller Use *Command key*, not *propeller key*, to refer to the key with the ⌘ symbol. See also **Command key**.

protocol When the word is part of the name of a protocol, capitalize *Protocol*.

> Name Binding Protocol (NBP)
>
> File Transfer Protocol (FTP)

When you use *protocol* as a generic term, use lowercase.

> standard Internet protocols

- *Third-party products:* When you refer to protocol names in third-party products, capitalize according to the third-party company's style.
- *Articles:* Use an article before the spelled-out name of the protocol. Don't use an article before the abbreviation when it stands alone.

> The Name Binding Protocol resides at the transport layer of the reference model.
>
> A protocol like NBP resides at the transport layer of the reference model.

pseudo (prefix) Close up except before *o*, a proper noun, or a proper adjective. (In those cases, use a hyphen.)

pull-down (adj.) Note hyphenation. To refer to methods of converting film or video frame rates, use *pulldown*. See also **menus**.

punctuation Punctuation marks should be in the same type style and font as the main body text, except for punctuation that belongs to a title in a different font.

> This address, called a *vector*, directs program control to a specified destination.
> [The second comma is not italicized.]

> See the glossary for the definition of **word wrap**.
> [The period is not boldfaced.]

> See *What Do I Do Now?* for troubleshooting information.
> [The question mark is italicized.]

Note the following:

- *Punctuation in code font:* Punctuation following code font in running text should be in the font of the overall sentence, not in code font, unless the punctuation mark is part of what actually appears on the screen or in the code listing. Avoid punctuation after something the user should type. (The user may type the punctuation.)

- *Parentheses, brackets, and quotation marks:* Parentheses, brackets, and quotation marks ("paired punctuation") should be in the same style as the body text. For example, the parentheses around an italicized word should be in plain style, not italics.

> Read the manual (*Pages User Guide*).
> [The parentheses are not italicized.]

- *Plurals:* When you form the plural of an italicized letter used as a letter, a number used as a number, or a word used as a word, don't use italics for the apostrophe or the *s*.

> Enter a series of *D*'s.
> [The apostrophe and *s* are in plain text.]

For guidelines on punctuation in lists, see **lists**. See also **apostrophes**; **commas**; **dash (em)**; **dash (en)**; **ellipsis points**; **hyphenation**; **quotation marks**.

push Don't use; use *press*. See also **press**.

pushpin One word.

put Don't use when you mean *drag*.

> *Correct:* Drag the file to the Trash.

> *Incorrect:* Put the file in the Trash.

PVR Abbreviation for *personal video recorder*. Note lowercase in spelled-out version. See **abbreviations and acronyms** for guidelines about spelling out abbreviations.

Q

quad Hyphenate compound adjectives beginning with *quad*.

> quad-band, quad-channel, quad-core, quad-port

quality Don't use *quality* alone as an adjective; include a modifier. The compound adjective is hyphenated.

> broadcast-quality, high-quality, professional-quality

question-mark button Don't use; use *Help button*.

Quick Look Note capitalization. Do not use *quick look* as a verb.

quick reference card No hyphen.

QuickTime A media player and authoring environment. Related software includes the following:

> QuickTime Broadcaster, QuickTime Player, QuickTime Pro, QuickTime Streaming Server, QuickTime Streaming Server Publisher, QuickTime VR

Don't precede names with *the*.

> Open QuickTime Player.

QuickTime VR *VR* stands for *virtual reality*. Don't use *QTVR*.

quit Users *quit* an application; they don't *exit*, *exit from*, or *leave* an application. See also **force quit**; **interrupt**; **stop**.

quotation marks Use curly opening and closing quotation marks except in code font.

- *With periods and commas:* Put periods and commas within quotation marks. If necessary for clarity, periods and commas can go outside, as in `AN$ = "1"`.
- *With other punctuation:* Semicolons, colons, question marks, and exclamation points go outside quotation marks unless they're part of an actual quotation.
- *Four-character identifiers:* When you give the name of four-character identifiers such as file types, use straight, single quotation marks in code font and place any punctuation outside the quotation marks.

  > Examples of file types are `'TEXT'`, `'PICT'`, and `'APPL'`.

- *Terminology:* Use *quotation marks*, not *quote marks* or *quotes*. (*Quote* is a verb; *quotation* is a noun or an adjective.)
- *Cross-references and quotations:* Use quotation marks for references to other sections of documents, chapter titles, and direct quotations.

  > See "Maintenance" on page 83.

  > See Chapter 2, "Using iMovie."

- *Onscreen use:* Use quotation marks around text that appears only onscreen for letters as letters, words as words, and document and disc titles.
- *Onscreen messages:* Enclose quotations from the screen, such as alert messages, in quotation marks.
- *Terms that stand for or define other terms:* Use italics, not quotation marks, for terms after *called*, *known as*, *labeled*, *stands for*, *termed*, and so on. Use plain style for onscreen elements whose names are in title-style capitalization.

   > A folder called My Files appears.

- *Sentence-style onscreen elements:* Use quotation marks for elements whose names use sentence-style capitalization and for title-style phrases in which any word is in lowercase.

   > Select the checkbox labeled "Keep lines together."

   > Search for "iTunes and Music Store."

- *Smart quotation marks:* Most applications have an option called "smart" quotation marks, which automatically generates curly quotation marks (and apostrophes) as you type. Check your department's guidelines for how to handle quotation marks in HTML.

See also **titles of works**.

R

racism, racist language See **fair language**.

rackmount Refers to hardware that can be mounted in a rack, such as Xserve and Xserve RAID systems. Related terms include *rackmountable*, *rackmounted*, and *rack-optimized*. Use *rackmounted* only for equipment that is already installed in a rack.

radio button Refers to a button in the user interface like the ones shown here. Use *radio button* only in developer documentation; use *button* in user documentation.

You *click* a button to select or deselect an option (you can use the complete phrase *click to select* or just *select*). You don't *check* or *uncheck* a button. Compare **checkbox**.

radio-frequency interference See **RFI**.

radio-frequency (RF) modulator Note hyphenation. Use *RF modulator* only after spelling out on first occurrence. Don't abbreviate as *RFM*.

RAID Acronym for *Redundant Array of Independent Disks*, a storage method in which data is distributed among two or more hard disk drives to improve performance and reliability. Storage methods are called *levels*: *RAID level 0*, *RAID level 1*, *RAID level 0+1*, and so on. OK to shorten to *RAID 0*, *RAID 1*, *RAID 0+1*, and so on. See **abbreviations and acronyms** for guidelines about spelling out abbreviations and acronyms.

RAM Acronym for *random-access memory*. Note hyphenation and lowercase of spelled-out version. See **abbreviations and acronyms** for guidelines about spelling out abbreviations and acronyms.

RAM cache Note lowercase *c*.

RAM disk Two words. Note capitalization.

random-access memory See **RAM**.

RAW A file type. Use all caps (even though *RAW* is not an acronym). Don't use *RAW* alone; use *RAW file*, *RAW image*, *RAW setting*, and so on.

> When you take photos using your camera's RAW setting, the camera creates a RAW file that retains all the image data captured by the camera.

re (prefix) Usually closed up, even when it forms a double vowel, as in *reenter* and *reinstall*. Exceptions: *re-create* (as in *re-create the file*), *re-sort* (as in *re-sort the database*).

Read Me A document (usually in text-only or Rich Text Format) that accompanies a product and contains information the user needs to read before installing or using the product.

- *Titles:* In user documentation, don't call such documents *the Read Me* or *Read Me file*. Instead, use the document's name enclosed in quotation marks. Call a file "Read Me" only if that's the actual filename.
- *Titles for application software:* For some software products, use *Read Before You Install* [*product name*] for the title of a standalone Read Me (one that is a separate file on the user's hard disk or the product disc).

> "Read Before You Install iPhoto"

- *Titles for other products:* For Read Me files that contain information other than "before you install" information (for example, those that provide the only documentation for a product, such as a firmware update downloaded from the web), you can use the name *About* [*product name*] (for example, *About Firmware Update 4.1.2*).

If a Read Me file is included within the installer for an application, the actual filename may be Read Me.rtf (or whatever name for which the installer is designed to look).

read-only memory See **ROM**.

read/write (adj.) Note slash, as in *read/write memory*.

real time (n.), real-time (adj.) Note hyphenation of adjective. Don't use *realtime*.

> *Correct:* You can edit multicamera footage in real time.
>
> *Correct:* You can group unrelated clips together for real-time montage editing.
>
> *Incorrect:* Many transitions can play back in real-time.

recommend Avoid using *recommend* when you can reword in terms of the user or product.

> *Correct:* You can use this product with Mac OS X v10.5, but for the best performance you should upgrade to Mac OS X v10.6 or later.
>
> *Incorrect:* You can use this product with Mac OS X v10.5, but Mac OS X v10.6 or later is recommended.

Redundant Array of Independent Disks See **RAID**.

reference Don't use as a verb; use *refer to*.

register Capitalize names of specific registers, but don't capitalize the word *register*. Don't capitalize generic register names such as *floating-point registers* and *vector registers*.

regular Don't use when you mean *standard*, as in *Use standard settings*.

release Don't use when referring to a Mac OS version number. See also **version**.

Reset The button or switch, which may be labeled with the word *Reset* or with a triangle symbol.

resizable Not *resizeable*.

resize Not *size* or *grow*. OK to use *change the size of*.

resize control The area in the lower-right corner of a window that users drag to resize the window.

resolution Use a lowercase letter *x* (not the word *by*) to express screen or other resolution (*640 x 480*). See also **dimensions**; **x**.

restore (v., adj.) Don't use as a noun.

> *Correct:* Avoid stopping the restore process.
>
> *Incorrect*: Avoid stopping a restore in progress.
>
> *Correct:* Restoring stopped because the hard disk is full.
>
> *Incorrect:* The restore stopped because the hard disk is full.

return character Not *carriage return* or *CR*, except in developer documentation when you're referring to ASCII character $0D. See also **CR**.

Return key Capitalize when you refer to the key on the keyboard. Use lowercase when you refer to the character.

> When you press Return, you generate a return character.

RFI Abbreviation for *radio-frequency interference*. Note hyphenation of spelled-out version. See **abbreviations and acronyms** for guidelines about spelling out abbreviations.

Rich Text Format See **RTF**.

right arrow Use to refer to a button that looks like a right-pointing arrow, such as the small arrow that users click to increase a value in a horizontal stepper.

> Click the right arrow to increase the indent level.
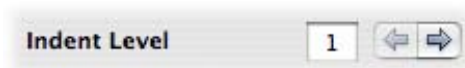
See also **Right Arrow key**; **stepper**.

Right Arrow key Note capitalization. When you refer to arrow keys generically, use lowercase, but capitalize and use the complete name when you refer to one or more arrow keys by name. See also **arrow keys**.

right-hand Avoid except in reference to right-hand (recto) pages; use just *right* whenever possible.

rightmost No hyphen.

right side Not *right-hand side*.

ringtone One word.

road map Two words.

ROM Acronym for *read-only memory*. See **abbreviations and acronyms** for guidelines about spelling out abbreviations and acronyms.

Roman, roman (adj.) Capitalize when you refer to numerals and in the term *Standard Roman character set*; use lowercase when you refer to font style. See also **Arabic (adj.)**.

ROM disk Two words. Note capitalization.

root The top-level folder in a file system. In pathnames, the root of the file system is designated by a leading slash (/). Avoid using *root* as a synonym for *System Administrator*. See also **pathnames**; **System Administrator**.

root user See **System Administrator**.

Rosetta Technology that translates PowerPC-based Mac OS X applications for use on Intel-based Mac computers. Say *with Rosetta* or *using Rosetta*, not *in Rosetta* or *under Rosetta*.

rotate (v.) Refers to the act of placing the thumb and index finger slightly apart on a Multi-Touch screen or trackpad and twisting them clockwise or counterclockwise.

> Rotate to change the photo's orientation.

router Don't use interchangeably with *bridge*. A bridge joins two networks to form an expanded network, not an internet. A router maintains a logical map of the networks and other routers in an internet, allowing the networks to retain separate identities.

RS-232-C Note hyphenation. Similar terms are hyphenated in the same way.

RSS Abbreviation for *Really Simple Syndication*. A format for displaying the latest changes to websites and blogs. Users access these RSS feeds with an RSS reader, such as Safari. See **abbreviations and acronyms** for guidelines about spelling out abbreviations.

RTF Abbreviation for *Rich Text Format*. Note capitalization of spelled-out version. See **abbreviations and acronyms** for guidelines about spelling out abbreviations.

rule Note lowercase. An editable action in Mail.

run (v.), running (adj.) Use *running* for programs or processes that operate in the background and have no graphical interface.

> Open Activity Monitor to see what processes are running.

- *Applications:* Don't use *run* to describe what a user does with an application (a program that has a graphical interface); say *use* instead.

> *Correct:* Before installing the software, use Disk Utility to verify your hard disk.

> *Incorrect:* Before installing the software, run Disk Utility.

  Don't use *running* to refer to an open application; use *open*.

> *Correct:* Check to see if any applications are open.

> *Incorrect:* Check to see if any applications are running.

- *Software versions:* Avoid using *running* to refer to versions of the operating system or applications. Instead, use alternatives such as *use*, *using*, or *installed*.

> *Correct:* If you're using iTunes 8.2 or earlier, follow these instructions.

> *Incorrect:* If you're running iTunes 8.2 or earlier, follow these instructions.

> *Correct:* To add a video backdrop, you must have Mac OS X v10.5 or later installed.

> *Incorrect:* To add a video backdrop, you must be running Mac OS X v10.5 or later.

runtime (n., adj.) One word.

S

sample rate The number of times per second an audio file is sampled. Don't use *sampling rate*.

SAN Acronym for *storage area network*. Precede with *a*, not *an*. See **abbreviations and acronyms** for guidelines about spelling out abbreviations and acronyms.

sans serif (adj.) Two words, no hyphen. Not *sanserif*.

SATA See **Serial ATA**.

save You save a file *on* a disk or *to* a disk, not *onto* a disk.

scalable, scalability Not *scaleable*, *scaleability*.

screen Use to refer to what the user looks at while working on a computer, iPhone, or iPod. Don't use *display* when you mean *screen*. On a portable or all-in-one computer, the *display* is the LCD or CRT device. The *screen* is the surface the user views.

> *Correct:* Tilt your MacBook Pro display to prevent glare on the screen.

> *Incorrect:* Tilt your MacBook Pro screen to prevent glare.

See also **display (n.)**.

screen saver (n., adj.) Two words.

screen sharing (n.), screen-sharing (adj.) Note hyphenation of adjective.

screenshot (n., adj.) One word.

script system When appropriate, refer to a script system by its product name, which may or may not include the words *script system*. Don't capitalize generic references to types of script systems.

> KanjiTalk is Apple's version of the Japanese script system.

> The Roman Script System is available on all Mac computers.

scroll Avoid using as a transitive verb.

> *Correct:* Scroll through a document.

> *Correct:* Scroll to view more of the document.

> *Incorrect:* Scroll a document.

scroll arrows Two words; not *scroll bar arrows*.

scroll ball Two words.

scroll bar Two words. The whole control is *the scroll bar*. In Mac OS X, the control that users drag is *the scroller*.

scroller The control you drag in the scroll bar. See also **scroll bar**.

scroll wheel The mechanism on the original iPod.

scrubber bar Two words.

SCSI Acronym for *Small Computer System Interface*. The acronym is pronounced "SKUH-zee," so it is preceded by *a*, not *an*. See **abbreviations and acronyms** for guidelines about spelling out abbreviations and acronyms.

SD Abbreviation for *standard definition* (n.) and *standard-definition* (adj.). See **abbreviations and acronyms** for guidelines about spelling out abbreviations.

SDK Abbreviation for *software development kit*. Note lowercase for the spelled-out version, except in proper names: *the software development kit*, *the iPhone Software Development Kit*, *the iPhone SDK*. See **abbreviations and acronyms** for guidelines about spelling out abbreviations.

SDRAM Abbreviation for *synchronous dynamic random-access memory*. See **abbreviations and acronyms** for guidelines about spelling out abbreviations.

search field Note lowercase.

search results list Note lowercase. The list that appears after a Spotlight search.

secondary cache, second-level cache Don't use; use *level 2 cache* or *L2 cache*.

select (adj.) OK to use *select* to mean *special* or *exclusive*.

> In select Starbucks locations, you can purchase songs from featured collections.

select (v.) Use *select*, not *choose*, to refer to the action users perform when they select among multiple objects—such as icons, graphic images, radio buttons, or checkboxes in a dialog—or when they highlight text for editing.

> Select a name in the list of users.
>
> To select several files at once, hold down the Shift key and then click the files.
>
> Select the text you want to make bold.
>
> Select the Autosave Vault checkbox.

- *Selecting objects:* Although users generally click to select objects (they can also use the keyboard), you need to use the complete phrase *click to select* only if you think there's potential for confusion. Both of the following examples are acceptable.

> Click to select a name in the list of users.
>
> Select a name in the list of users.

- *Checkboxes:* See **checkbox**.
- *Item names:* Although it's usually clearest to include both the name of the interface item and what type of item it is (such as a checkbox or radio button), you can also refer to the item as an *option* or give only the name of the item to save space.

> Select the option "Show displays in menu bar."
>
> Select Left, Bottom, or Right to position the Dock on your screen.

Use *choose* for menu items, including those in pop-up and shortcut menus.

Compare **deselect**; **highlight (trans. v.)**; **unselected (adj.)**. See also **choose**; **click**; **menus**.

selection rectangle The rectangular outline that appears when you drag across items on the screen to select them. Often, you can simply say *drag to select*.

> Drag a selection rectangle around the clips you want to edit into your sequence.

> Drag to select the clips you want to edit into your sequence.

self Use a hyphen in terms beginning with *self*.

> self-paced, self-playing, self-powered, self-running, self-service

self-powered See **bus-powered, self-powered**.

self-test (n., adj.) Note hyphenation. Don't use as a verb.

sentence-style capitalization Capitalize only the first letter of the first word, proper nouns, and proper adjectives. Compare **capitalization (title style)**. See also **capitalization (sentence style)**.

Serial ATA A hard disk drive interface. OK to use the acronym *SATA* (precede with *a*, not *an*) if space is limited, but spell out whenever possible. See also **ATA**; **hard disk (n., adj.)**; **Parallel ATA**.

server A computer or device (or the software on it) that is on a network and manages the network's resources. Types of servers include the following:

> application server, database server, file server, HTTP server, mail server, network server, print server, streaming server, web server

service manual Note lowercase.

setup (n., adj.), set up (v.) One word except as a verb.

Setup Assistant Two words. Capitalize when you refer to an application that helps users configure the system or software; use lowercase for a generic reference. Don't use *the* before *Setup Assistant*.

> You must have an AirPort Extreme Card installed in your computer to use AirPort Setup Assistant.

> Apple Remote Desktop provides an easy-to-use setup assistant to guide you through the process.

See also **Assistant**.

sexism, sexist language See **fair language**.

shared disk In user documentation, use *shared disk* when you discuss connecting to another computer over the network. When you discuss setting up a folder to share on your own computer, use *shared folder*. Use *file server* only when explaining the concept of file servers.

shared folder In user documentation, use *shared folder* when you discuss setting up a folder to share on the user's computer. Use *shared disk* when you discuss connecting to another computer over the network. See also **shared disk**.

share point   Two words. A folder, hard disk, or removable storage device that is available over a network.

sheet Refers to a dialog attached to a specific document window. In user documentation, call a sheet a *dialog* (*sheet* is mainly used in developer documentation).

> When you choose Print, the Print dialog appears.
> [User documentation]

> When the user responds to a sheet, and another sheet for that document opens, the first sheet must close before the second one opens.
> [Developer documentation]

Shift-click (v., adj.) Note capitalization and hyphenation. The hyphen denotes a combined action; *Shift-click* is equivalent to *press the Shift key and click*.

> Use the Shift-click technique to select more than one icon.

> To include another item in the selection, Shift-click it.

Shift key Note capitalization.

Shift lock Don't use; use *Caps Lock*.

shortcut One word. See also **keyboard shortcut**.

shortcut menu See **menus**.

shows up Don't use; use *appears*.

> When you choose Find, a dialog appears.

shuffle Lowercase except in the names of interface elements: *shuffle your songs*; *click Shuffle to mix up your music*. Use *iPod shuffle*, not *shuffle*, to refer to the iPod model. See also **iPod**.

shutdown (n., adj.), shut down (v.) One word except as a verb.

sidebar One word; note lowercase. A column in a Finder or application window that shows items such as available disks and other devices, mailboxes, playlists, or favorite items.

sign Use *sign*, not *symbol*, in the following terms: *division sign*, *equal sign*, *greater-than sign*, *less-than sign*, *minus sign*, *multiplication sign*, *number sign*, and *plus sign*.

signaled, signaling Not *signalled*, *signalling*.

sign-in (n., adj.), sign in (v.) No hyphen in verb.

sign-on (n., adj.), sign on (v.) Two words; no hyphen in verb. Note hyphenation in phrases such as *single sign-on authentication*.

SIMM Acronym for *single inline memory module*. No hyphen in spelled-out version. See **abbreviations and acronyms** for guidelines about spelling out abbreviations and acronyms.

Simple Mail Transfer Protocol See **SMTP**.

since, because Use *since* to mean *during the period subsequent to the time when*. Use *because* to mean *for the reason that*.

> *Correct:* It has been 5 hours since you checked your email.
>
> *Correct:* Because you made a backup copy, you didn't lose your work.
>
> *Incorrect:* Since you made a backup copy, you didn't lose your work.

single Hyphenate compound adjectives beginning with *single*.

> single-button, single-core, single-layer, single-precision, single-processor

single inline memory module See **SIMM**.

single letters See **letters as letters**.

site license, site licensing (n., adj.) No hyphen.

size (adj.) Hyphenate compound words ending with *size*. Not *sized*.

> medium-size, letter-size, pocket-size

size (v.) Don't use; use *resize* or *change the size of* (in reference to a window or an object).

slash Use *slash* to describe this character: /. See also **backslash**.

sleep An energy-saving feature of some computers. The computer *goes to sleep* (or the user can *put it to sleep*); the computer is then *in sleep* or *in sleep mode*. Don't use *the computer is sleeping* or *the computer is asleep*.

slider The object you drag to set a value on a continuum (a range of values). The whole control is called *the slider control*.

slideshow One word.

slot A long, thin socket on the main logic board where peripheral cards are inserted. Don't use *connector* to refer to a slot. Use lowercase for *slot* when it is followed by a number (*slot 1*, *slot 2*). Compare **connector**; **jack**; **port**; **socket**.

slot-loading (adj.) Not *slot-load*. See also **tray-loading (adj.)**.

Small Computer System Interface See **SCSI**.

small outline dual inline memory module See **SO-DIMM**.

Smart Album, Smart Folder, Smart Group, Smart Mailbox, Smart Playlist Note capitalization. Smart items are updated automatically based on search criteria the user selects.

> Smart Albums (in Aperture)
>
> Smart Folders (in the Finder)
>
> Smart Groups (in Address Book)
>
> Smart Mailboxes (in Mail)
>
> Smart Playlists (in iTunes)

smart card Note lowercase.

SMTP Abbreviation for *Simple Mail Transfer Protocol*. Note capitalization of spelled-out version. See **abbreviations and acronyms** for guidelines about spelling out abbreviations.

SnapBack Note capitalization. Use as an adjective; don't use as a verb.

> *Correct:* SnapBack button, SnapBack page, SnapBack technology
>
> *Incorrect:* You can SnapBack to a previously visited page.

Snow Leopard Mac OS X version 10.6. See also **Mac OS X**.

Snow Leopard Server Mac OS X Server version 10.6. See also **Mac OS X Server**.

so-called (adj.) Don't italicize or use quotation marks around terms following *so-called*.

socket Use to refer to a receptacle with holes that receives a plug or other connector. Don't use *female connector*. Compare **connector**; **jack**; **port**; **slot**.

SO-DIMM Acronym for *small outline dual inline memory module*. Note hyphenation of the acronym. See **abbreviations and acronyms** for guidelines about spelling out abbreviations and acronyms.

soft copy Avoid; use a term such as *file* or *electronic document*.

softcover One word.

software Programs that perform operations on a computer. Types of software include *application software* and *system software*. Use *software* alone if you don't need to refer to a specific type of software. Don't use *software program*.

> Apple periodically releases updates to your computer's software.
>
> Visit the Apple Online Store to find more great software for your Mac.

See also **application**; **program**; **system software**.

software development kit See **SDK**.

software license agreement Note lowercase. Not *software licensing agreement*.

Software Update An application and a pane in System Preferences. Not *Software Updates*.

Software Update Server Don't precede with *the*. Use lowercase for general references: *host your own software update server.*

software version numbers See **version**.

solid-state drive Use *solid-state drive* or *drive*; don't use *hard drive*, *hard disk drive*, *solid-state hard drive*, or *solid-state hard disk drive*. Avoid abbreviating as *SSD*.

sound input, sound input/output, sound output (n., adj.) Avoid unless it appears in the user interface. Use *audio input*, and so on, instead. See also **audio input, audio input/output, audio output (n., adj.)**.

soundtrack One word.

source code Two words.

source file Two words.

Space bar Two words. Note capitalization.

space character Not *blank* or *blank character*. OK to use just *space*, but in many cases it's necessary to remind the user that a space is actually a character and that margins, indention, word wrap, and page breaks can sometimes be affected by extra space characters (or a lack of them).

Spaces Capitalize only when explicitly referring to the feature or application.

> When you click the Spaces icon in the Dock, you're prompted to turn on the Spaces feature.

> Configure your spaces by using the Exposé & Spaces pane of System Preferences.

S/PDIF Acronym for *Sony/Philips Digital Interface Format*. Don't use *S/P-DIF*. The acronym is pronounced "spid-iff," so it is preceded by *a*, not *an*. See **abbreviations and acronyms** for guidelines about spelling out abbreviations and acronyms.

speakerphone One word.

special effects (n., adj.) No hyphen.

speed For the speed of disc drives, use a lowercase *x*—for example, *24x speed*. Note that there is no space between the numeral and the *x*.

spell-check (v.) Note hyphenation. Also OK to use *check the spelling of a document*.

spell checker, spelling checker Either term is OK.

spin down (v.) Avoid using. Use *stop spinning* instead. OK for use in service-related publications.

spinning gear See **progress indicator**.

spinning wait cursor In developer documentation, the colored pinwheel cursor. In user documentation, use *wait cursor*.

> *Developer documentation:* Try to avoid situations in your application that cause the window server to display the spinning wait cursor.

> *User documentation:* You might see a wait cursor (looks like a colored pinwheel) while the application is opening.

splash screen Don't use; use *opening display*, *startup display*, or *startup screen*.

Spotlight The systemwide search technology introduced in Mac OS X v10.4. Related terms include the following:

> Spotlight icon (in the menu bar)
>
> Spotlight search field
>
> Spotlight results menu (or Spotlight menu)
>
> Spotlight results window (or Spotlight window)

spring-loaded Use to describe the ability of a folder to open automatically ("spring open") when an item is dragged onto it. Don't use *spring-open*.

square wave (n.), square-wave (adj.) Note hyphenation of adjective.

Stacks Capitalize only when explicitly referring to the feature.

> One of the most useful new features in Leopard is Stacks.
>
> When you click a stack, the files in the stack spring open in a fan or a grid.
>
> The Documents stack is a great place to keep word-processing files.

standalone (adj.) One word. Don't use as a noun.

standard definition (n.), standard-definition (adj.) See **SD**.

Standard Roman character set Note capitalization.

standard user Use in Mac OS X to describe a user whose account is more restrictive than that of an administrator user. Don't use *normal user*. See also **administrator (adj.)**.

start Don't use when you mean *open* (as in *open an application*).

startup (n., adj.), start up (v.) In user documentation, try to avoid using *startup* as a noun, except when repeated occurrences of *when you start up* become unwieldy. Rewrite when possible to use a more specific term or description.

For AppleCare and developer documentation, *startup* is an acceptable generic term for the period of time it takes the computer to start up.

> Start up the computer.
>
> After a few seconds, you see the startup display.
>
> While the computer is starting up, you can check your voicemail.
>
> *AppleCare:* During startup, you can scan the manual that came with your computer.

See also **boot**.

startup disk Preferred term in user documentation, but *boot disk* is OK in developer documentation.

Startup Disk A pane in System Preferences.

startup display, startup screen Not *splash screen*. *Startup display*, *startup screen*, and *opening display* are all OK.

startup sound Use to refer to the chord heard during a successful startup sequence. Don't use *boot chime*.

statement Not necessarily the same as *line*. One line may contain several statements, and one statement may extend over several lines.

stationery A feature of Mac OS X Mail. Use lowercase except for interface elements.

step Don't capitalize, even in specific references.

> step 1, steps 1 and 2, several steps

stepper In developer documentation, use to refer to a control that has up and down arrows, or left and right arrows, to increase or decrease a value. Don't use in user documentation unless it is necessary to refer to the control itself; use *up arrow*, *down arrow*, *right arrow*, *left arrow*, or *arrows* as appropriate. For example, *Click one of the arrows to increase or decrease the volume.*

stereotypes See **fair language**.

Stickies Don't use to refer to the things you create using Stickies; use *notes*.

Sticky Keys Capitalize when you refer to the feature that can be set in the Universal Access pane of System Preferences.

stop A general term meaning to cause a process, command, or program to cease. Don't use when you mean *quit an application*. See also **exit**; **interrupt**; **quit**.

style (of type) Not *typestyle* or *type style*.

sub (prefix) Close up words beginning with *sub*.

> subaccount, submenu, subdirectory, subnetwork

subdirectory In developer documentation, can be used to refer to a directory within another directory. In user documentation, use *folder*. See also **folder**.

submenu indicator Refers to the triangular symbol that indicates an additional set of choices in a menu.
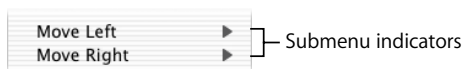
submenus Use when you describe hierarchical menus. When the user highlights a menu item with a triangular indicator, a submenu appears.
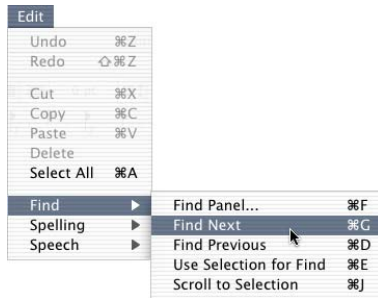
To describe choosing an item from a submenu, use this style:

> Choose Edit > Find > Find Next.

See also **choose**; **menus**.

subtitles, document See **volume (document)**.

super (prefix) Close up words beginning with *super*.

> supercomputer, superfine, supermodem

SuperDrive An optical drive that reads and writes (burns) CDs and DVDs. *SuperDrive* is typically preceded by an article or pronoun. To refer to more than one drive, use *SuperDrive optical drives*. Types of SuperDrive optical drives include the following:

SuperDrive (DVD-R/CD-RW)

SuperDrive (DVD±RW/CD-RW)

SuperDrive (DVD+R DL/DVD±RW/CD-RW)

SuperDrive (DVD±R DL/DVD±RW/CD-RW)

To refer to the SuperDrive that burns DVD+R DL or DVD-R DL discs, use a term such as *SuperDrive with double-layer support*, *SuperDrive with double-layer DVD burning*, *double-layer SuperDrive*, or *double-layer-burning SuperDrive*; don't use *DL SuperDrive* or *SuperDrive DL*. To list the drive's speed, use the form *8x-speed SuperDrive* or *8x SuperDrive*. See also **Combo drive**; **DVD**; **optical drive**.

support Avoid in user documentation when you can use *compatible*, *works with*, or another appropriate word or phrase.

Preferable: To use iDVD, you must have an Apple SuperDrive installed.

Avoid: iDVD does not support DVD-R drives other than the Apple SuperDrive.

Preferable: You can use files in most QuickTime formats with iMovie.

Avoid: iMovie supports most QuickTime formats.

It's OK to use *support* to refer to a product or feature that Apple does not provide but that the user can obtain (for example, using software from other manufacturers). Avoid saying *Apple does not support* something.

Check the iMovie website for a list of supported camcorders.

surround sound (n., adj.) Lowercase, no hyphen. Technologies include Dolby Digital 5.1 surround sound and Dolby Surround.

S-video Note capitalization and hyphenation.

swipe (n., v.) Refers to the act of quickly sliding one or more fingers across a Multi-Touch screen or trackpad. Users can *swipe over* items in the interface, or swipe to navigate (or scroll through) documents, lists, or groups of items.

To show the Delete button, swipe left or right over the message.

To switch between Spaces, use four fingers to swipe left or right on the trackpad.

Use a three-finger swipe to rapidly page through documents.

See also **drag**; **flick (n., v.)**.

switch on, switch off Don't use *power down*, *power off*, *power on*, or *power up* in user documentation. OK to use *turn on* and *turn off*.

symbol OK in a generic sense, as in *the percent symbol (%)*. Don't use *symbol* when you mean *character*, *letter*, or *digit*.

Use *sign*, not *symbol*, in the following terms:

> division sign, equal sign, greater-than sign, less-than sign, minus sign, multiplication sign, number sign, plus sign

sync, synced, syncing Not *synch*, *synched*, or *synching*. Don't use *synchronize* or *synchronization* as alternative terms for *sync* or as an explanation of the term *sync*.

> *Correct:* Make sure syncing is turned on for the device.

> *Incorrect:* Make sure synchronization is turned on for the device.

Although *sync* is most often used as a verb, it can also be used as a noun or adjective.

> You can also start a sync manually.

> Avoid changing sync settings while iPod is syncing.

Syncing can apply to either the devices or the content that's on them.

- *Devices:* Use *with* rather than *from* or *to*.

> *Correct:* Sync iPod with your iTunes library.

> *Correct:* Sync your computer with MobileMe.

> *Incorrect:* Sync iPod to your iTunes library.

- *Content:* Use *to* to specify the target, *from* to specify the source, or *between* if information is synced both to and from each source.

> iTunes lets you sync all of your music, or just selected songs.

> You can sync bookmarks to iPhone from Safari on a Mac, or from Internet Explorer on a PC.

> Sync contacts between iPhone and your computer.

With multiple devices, *across* is appropriate.

> Sync information across computers and devices using MobileMe.

synchronous dynamic random-access memory See **SDRAM**.

syntax descriptions Follow these conventions:

- *Literals:* Use code font for literals (parts of the language, values, and so on).
- *Metasymbols:* Use italics for metasymbols (artificial terms that have meaning only in your document and are to be replaced by a value or symbol).

  Use an embedded cap to connect two words that act as a single metasymbol (*sourceFile*).

  Be consistent when you name metasymbols; for example, don't alternate between *commands* and *commandList*.
- *Brackets:* Use regular text font for brackets that enclose something that's optional. Pay close attention to punctuation.

  > Read ([*file,*] *var*)

system Use to refer to a computer and any peripheral devices, accessories, and software. Don't use *system* to refer to the computer alone.

> *Correct:* The computer requires a folder named Applications in this location.

> *Incorrect:* The system requires a folder named Applications in this location.

System Administrator Note capitalization. Avoid, except when you're referring to the Mac OS X user account identified as *System Administrator* (long name) and *root* (short name).

Anyone with access to the System Administrator account can obtain read-and-write access to all settings and files on the system, including hidden system files that a regular administrator user can't modify. Each computer can have multiple administrator accounts but only one System Administrator account.

Lowercase *system administrator* is an acceptable and frequently used variant of the noun *administrator.*

> To obtain a static IP address for your computer, contact your system administrator or network administrator.

See also **administrator (n.)**; **administrator (adj.)**.

system files Note lowercase. Refers to any files used by the computer to start up or to provide systemwide information.

System folder Note lowercase *f.*

System Preferences Note capitalization for the name of the application. See also **preferences**.

system software Note lowercase. Not *systems software.* See also **application**; **program**; **version**.

systemwide (adj.) One word.

T

tab In the user interface, the tab itself is called the [*tab name*] *tab*, but the content you see when you click a tab is the *pane*.

Note that most controls that used to look like tabs now look like buttons. In general, if it looks like a tab, call it a *tab*; if it looks like a button, call it a *button*.

See also **pane**.

Tab key, tab character Capitalize when you refer to the key on the keyboard. Use lowercase when you refer to the character.

> When you press Tab, you generate a tab character.

> The tab character (HT, for *horizontal tab*) has the ASCII value $09.

table captions Table captions include a table number and a table title. In developer documentation, most tables are numbered. In user documentation, many tables have no numbers and no titles.

When you use table titles, keep them short; don't exceed a line and a half of text. Avoid using complete sentences for table titles.

table of contents Most documents of ten pages or more should have a table of contents, which always begins on a new right-hand page.

- *What to include:* The table of contents should include part, chapter, and chapter-equivalent titles and may include level-one, level-two, and level-three heads. If absolutely necessary, level-four heads can be included (but remember that a document long enough to need level-four heads also has an index).
- *Capitalization, wording, and punctuation:* The wording, capitalization, punctuation, and spelling of all heads and titles must be exactly the same in the table of contents as in the text.

tables Use tables for information that is easier to scan in columnar form than in running text. Also use tables for "information matrixes," which provide an effective way to present quick-reference instructions or descriptions.

* *Capitalization:* Use sentence-style capitalization for all parts of a table, including the column headings.
* *Headings:* Make column headings short and descriptive.
* *In-text references:* Provide in-text references to all tables. In general, place the reference in the paragraph immediately preceding the table. In user documentation, you can use *below* to refer to a table that immediately follows the paragraph.

   In-text references can stand alone as a complete sentence (with or without parentheses) or can occur within a sentence (with or without parentheses). Use a consistent style throughout a document.

   > The following table shows how the tools work and what they do.

   > The application provides several tools (see the following table).

   > See the table below for details.

   If the table has a number, use it in the in-text reference.

   > Table 3-2 lists the signal and pin assignments for the DVI connector.

   > See Table 3-10 for additional result codes.

* *Table notes and footnotes:* Information that pertains to an entire table is generally set as a table note, before any table footnotes.

   The table note begins with the word *Note* (not all caps) followed by a colon. If it is essential that this information be more prominent than a table note allows, it can be added instead after the table title, in parentheses, with no capitalization or ending punctuation (even if it is a complete sentence).

   When specific items in a table require footnotes, depending on your department's style, either number the items consecutively starting with 1 or use the following symbols, in this order:

   > asterisk (*)

   > dagger (†, Option-T)

   > double dagger (‡, Shift-Option-7)

   > section (§, Option-6)

   > paragraph (¶, Option-7)

   > number (#)

   When more symbols are needed, they are doubled, in the same order.

tap (n., v.) Use to describe the action on a trackpad or Multi-Touch device that's equivalent to clicking. Users can tap with one or more fingers (depending on the device and the action the user is performing). Don't use *tap on*.

> *Correct:* Tap Return to move from one field to another.
>
> *Correct:* To open an item's shortcut menu, tap the item with two fingers.
>
> *Correct:* You can zoom out by tapping the map with two fingers.
>
> *Incorrect:* Tap on the video you want to play.

See also **click**; **double tap (n.), double-tap (v.), double-tapping (n., v.)**; **press**; **type (v.)**.

tap and hold Don't use. *Tap* means to touch and release quickly, so use *touch and hold* instead. See also **click and hold**.

target disk mode Note lowercase.

TB (n., adj.) Abbreviation for *terabyte*. *TB* equals 1000^4 bytes in the context of file size or disk storage capacity or 1024^4 bytes in the context of computer memory. See **abbreviations and acronyms** for guidelines about spelling out abbreviations.

- *Noun:* In the noun form, use a space between the numeral and the abbreviation. The preposition *of* is necessary before the unit that the value quantifies.

    > 1 TB of memory
    >
    > 2 TB of storage capacity

- *Adjective:* Don't hyphenate the adjective form.

    > a 1 TB memory card
    >
    > a 2 TB Serial ATA hard drive

Tbit (n., adj.) Abbreviation for *terabit*. See **abbreviations and acronyms** for guidelines about spelling out abbreviations.

- *Noun:* In the noun form, use a space between the numeral and the abbreviation. The preposition *of* is necessary before the unit that the value quantifies.

    > 1 Tbit of line capacity

- *Adjective:* Don't hyphenate the adjective form.

    > 10 Tbit router

Tbit/s Standard international abbreviation for *terabits per second*. See **abbreviations and acronyms** for guidelines about spelling out abbreviations. Some Apple groups use *Tbps* instead.

TB/s Standard international abbreviation for *terabytes per second*. See **abbreviations and acronyms** for guidelines about spelling out abbreviations. Some Apple groups use *TB/sec.* instead.

TCP/IP   Abbreviation for *Transmission Control Protocol/Internet Protocol*. Note capitalization of spelled-out version. See **abbreviations and acronyms** for guidelines about spelling out abbreviations.

telecommunication   *Telecommunication* refers to the act; *telecommunications* refers to the field. When used as an adjective, the correct term is *telecommunications*.

> Telecommunication gets simpler by the day, though you can't prove it by most manuals on this subject.

> The telecommunications industry is expanding rapidly.

telephone numbers   Use hyphens in U.S. phone and fax numbers; don't use parentheses or a leading *1*. Use *toll-free number,* not *800 number*. For numbers with extensions, use *extension* or *ext.*, not *x*. For phone numbers that use letters for easier recall, include the numeric form in parentheses when possible.

> 800-282-2732

> 800-MY-APPLE (800-692-7753)

> 800-800-APPL (800-800-2775)

> 408-996-1010

See also **addresses (mailing)** and Chapter 7, "International Style," on page 221.

television   *TV* is preferred. Don't use *television set* or *TV set*.

television monitor   Don't use. Use *video monitor* or *monitor*.

Telnet   Note capitalization. Don't use as a verb. The UNIX command `telnet` is all lowercase.

> *Correct:* You use Telnet to connect to another computer as a terminal.

> *Correct:* You use the `telnet` command to connect to another computer as a terminal.

> *Incorrect:* You Telnet to another computer to use its software.

temperatures   To list temperatures, repeat the degree symbol but not the abbreviations. Use a space between the symbol and the abbreviation: *50° to 104° F (0° to 40° C)*.

terabit   See **Tbit (n., adj.)**.

terabits per second   See **Tbit/s**.

terabyte   See **TB (n., adj.)**.

terabytes per second   See **TB/s**.

terminal A device or software for sending commands to a computer. Capitalize when referring to the Terminal application.

terminal emulation (n., adj.) No hyphen.

text field See **field**.

text file Two words.

text heads Use different levels of text heads to make the organization of documentation clearer to the reader, but remember that too many heads too close together distract the reader and clutter the page.

- *Organization:* In general, organize your sections so that level-four heads are subordinate to level-three heads, level-three heads to level-two heads, and so on. (Don't skip a level of text heads.) When the next logical level of text head seems too prominent for a given usage (in troubleshooting chapters, for example), you can use display sentences rather than skipping a level of text heads.
- *Chapter openings:* Avoid beginning a chapter with a level-one head; start with an introductory paragraph or two before your first text head. Similarly, avoid placing a level-two head immediately after a level-one head, and so on. When you have limited space, and when text serves primarily to separate one head from the next (but isn't necessary to the reader), it's OK to place a head immediately following the previous level of head.
- *At least two heads of the same level:* If you use a particular level of head at all in a given chapter or section, use at least two. (Strictly speaking, a chapter or section can't be subdivided into only one part.)
- *Parallelism:* Keep the wording of parallel heads within a section parallel:
  - Use the same verb forms (gerunds, imperatives, and so on) from head to head.
  - Comparable terms should all be either singular or plural, not a mix.
  - If you use complete sentences for some heads, use them for all comparable heads.
- *Capitalization:* Use title-style capitalization for most text heads. Check with your editor for your department's guidelines.
- *Punctuation:* Avoid colons in heads wherever possible. If a colon in a head is required, capitalize the first word after the colon. Avoid ellipsis points in heads.
- *Humor:* Keep heads simple and descriptive. Avoid cute, flippant, or gimmicky heads. Humor can be an effective means of enhancing the reader's experience, but it generally works best in examples rather than in titles or heads.

that Use to introduce a restrictive clause; clauses beginning with *that* are generally not set off with commas.

> This is the computer that has network access.
> [There are many computers; the phrase *that has network access* restricts—narrows the meaning of—the subject of the sentence to one computer.]

> The newest computer in the lab, which is a Mac Pro, is also the students' favorite.
> [There is only one newest computer; the phrase *which is a Mac Pro*, although it provides more information, doesn't restrict the subject of the sentence.]

Compare **which**.

theater Not *theatre*.

then In declarative sentences that consist of two or more independent clauses, *then* should usually be preceded by a comma and *and*, or by a semicolon.

> First you insert the CD, and then you double-click the icon that appears.

> First you insert the CD; then you double-click the icon that appears.

In imperative sentences, as in how-to steps, that include two actions, use *then*—with or without *and*—to emphasize the sequential nature of the two actions.

> Insert the CD, and then double-click the icon that appears.

If you don't use *and*, you can precede *then* by either a comma or a semicolon.

> Insert the CD, then double-click the icon that appears.

> Insert the CD; then double-click the icon that appears.

Whichever style you choose, be consistent throughout a project.

Note that you can omit the word *then* if you don't want to emphasize the sequential nature of two actions in a step.

> Insert the CD, and double-click the icon that appears.

If the actions are very short, you can also omit the comma, but be consistent.

> Insert the CD and double-click the icon that appears.

Avoid using *then* to introduce a subordinate clause that follows an *if* clause:

> *Preferable:* If you save a document often, you're less likely to lose changes.

> *Avoid:* If you save a document often, then you're less likely to lose changes.

third party (n.), third-party (adj.) The adjective is hyphenated. Avoid in user documentation. If possible, replace with another descriptive term, such as *not made by Apple* or *from other manufacturers*.

> *Avoid:* If you've installed third-party plug-ins, one of the plug-ins could be causing the problem.

> *Preferable:* If you've installed plug-ins from manufacturers other than Apple, one of those plug-ins could be causing the problem.

thread In the context of a series of related files, such as email messages, items are *in* a thread.

> You can reply to an earlier message in the thread.

three-dimensional See **3D**.

throw away Don't use when you mean *to drag an item to the Trash*.

> *Correct:* After you've expanded the compressed file, drag it to the Trash.

> *Incorrect:* Throw away the compressed file after you expand it.

thumb Don't use when you mean *scroller* or *slider*.

Tiger Mac OS X version 10.4. See also **Mac OS X**.

Tiger Server Mac OS X Server version 10.4. See also **Mac OS X Server**.

tilde (~) See **pathnames**.

timecode One word; no hyphen.

timeline One word.

time of day Follow these guidelines for times, unless your department uses international style (see the "Dates and Times" section of Chapter 7, "International Style," for those guidelines):

- *Numerals:* Use numerals for times of day.

  > 2:00, 4:15, 7:30

- *a.m. and p.m.:* Include *a.m.* and *p.m.* (lowercase, with periods, preceded by a space) as needed.

  > 10:45 a.m., 6:30 p.m.

- *Noon and midnight:* Use *12:00 noon* and *12:00 midnight* or just *noon* and *midnight*.

- *Range of times:* In text, it's preferable to use *to* with a range of times.

  > 10:00 a.m. to 2:00 p.m., 1:30 to 3:00 p.m.

  Otherwise, for example, in an event agenda or course listing, use an en dash (Option-Hyphen).

  > 10:00 a.m.–2:00 p.m.

  If times in a range are both a.m. or both p.m., the first abbreviation can be omitted or included, depending on the design.

  > 1:30–3:00 p.m. *or* 1:30 p.m.–3:00 p.m.

  Don't use *from* with the en dash.

  > *Correct:* from 1:30 to 3:00

  > *Incorrect:* from 1:30–3:00

timeout (n., adj.) One word; no hyphen.

timestamp (n., v.) One word; no hyphen.

time zone Use lowercase for the names of time zones except for proper nouns.

> Pacific standard time (PST), Pacific daylight time (PDT), mountain standard time (MST), mountain daylight time (MDT), central standard time (CST), central daylight time (CDT), eastern standard time (EST), eastern daylight time (EDT)

title bar Two words. Note lowercase.

titled Not *entitled*.

titles, chapter and section Make part titles, chapter titles, and heads concise and consistent. Keep the reader's needs in mind, and remember that these elements are used primarily as locators for someone skimming through a document.

titles, disc See **disc titles**.

titles, document See **document titles**.

titles, window See **window titles**.

titles of works Use italics for the titles of books, magazines, newspapers, manuals, movies, videos, plays, television shows, radio shows, podcast series, blogs, music albums, and works of art. If italics are not available or would be hard to read, such as in some onscreen text, use quotation marks for these titles.

Use plain text and quotation marks for the titles of works that are more limited in scope, such as articles, stories, reports, TV episodes, podcast episodes, sections of blogs, songs, chapters and sections of works, and photographs.

See also **disc titles**; **document titles**.

title-style capitalization Capitalize each word—except for articles, prepositions of four or fewer letters, and so on. Compare **capitalization (sentence style)**. See also **capitalization (title style)**.

to-do (adj.) Note hyphen: *to-do list*. Use lowercase except for interface elements in Mail, iCal, and MobileMe Calendar. Don't use as a noun.

toggle (v.) OK to use in developer documentation; don't use in user documentation.

toolbar One word; note lowercase. An area containing buttons, such as in Finder windows and Mail. Don't call toolbar buttons *icons* or *shortcuts*.

toolkit One word.

tooltips Don't use unless *tooltips* is the term used in the interface. Use *help tags*. See also **help tags**.

Torx screwdriver Note capitalization. Not *Torex* or *Torque*.

TOSLINK Note spelling. A connector used in optical digital audio cables.

touch and hold Refers to the act of touching a Multi-Touch screen or trackpad and leaving the finger motionless until something happens. Don't use *tap and hold*.

> Touch and hold to see a magnified view, then drag to position the insertion point.

touchscreen One word.

touch-tone (adj.) Note hyphenation.

toward Not *towards*.

trackball One word. An input device used as a substitute for a mouse.

track list Two words.

trackpad One word.

trademarks (credit lines and symbols) The name of any trademarked Apple product or service mentioned in a document must appear in the appropriate credit line on the copyright page. Categories include registered trademarks (®), trademarks (™), registered service marks (®), and service marks (℠).

> Final Cut Pro is a trademark of Apple Inc., registered in the U.S.
> and other countries.
> [Registered trademark]

> Finder is a trademark of Apple Inc.
> [Unregistered trademark]

> AppleCare is a service mark of Apple Inc., registered in the U.S.
> and other countries.
> [Registered service mark]

> Apple Consultants Network is a service mark of Apple Inc.
> [Unregistered service mark]

- *Third-party trademarks:* Some companies have special requirements for the use of their trademarks in Apple documents and for the wording in a trademark notice. For a list of those trademarks and their notices, see the "Special and Licensed Trademarks and/or Copyrights" section of the Apple trademark list.

- *Trademark symbols:* In user and developer documentation (print and electronic), don't use trademark symbols for Apple trademarks in headings or text. Note that other types of documents, such as press releases, do use trademark symbols in text. Follow the guidelines for your type of documentation.

Trademark status may change with time. For the most current Apple trademarks, consult the trademark list on the web:

> web.apple.com/areas/trademarkinformation (internal)

> www.apple.com/legal/trademark/appletmlist.html (external)

trademarks (usage) Follow these guidelines for using trademarks in text:

- *Adjectives:* Trademarks are correctly used as adjectives modifying nouns. Don't use a trademark as a noun on first use in text. Thereafter, you can occasionally use the noun form, but use the adjective form frequently throughout the text.

> *Correct first mention:* Congratulations on the purchase of your new iMac computer.
>
> *Incorrect first mention:* Congratulations on the purchase of your new iMac.
>
> *Acceptable later reference:* Use both hands to lift your iMac.

- *Plural form:* Don't use a trademarked name in the plural form.

> *Correct:* If you have more than one Mac computer…
>
> *Incorrect:* If you have several Macs…

- *Possessive form:* Don't use a trademarked name in the possessive form.

> *Correct:* Learn more about MacBook features.
>
> *Incorrect:* Learn more about MacBook's features.

- *Third-party trademarks:* For third-party trademarks, follow the usage guidelines posted by the third-party company.

Transmission Control Protocol/Internet Protocol See **TCP/IP**.

Trash Note capitalization. Use an article (*drag the file to the Trash*).

tray-loading (adj.) Not *tray-load*. See also **slot-loading (adj.)**.

troubleshoot (v.), troubleshooting (n., adj.) One word.

tune in to Three words. See also **into, in to**.

turn on, turn off OK to use when you describe power to a computer or peripheral device. You can also use *turn on* to describe enabling features such as file sharing, as in *turn on file sharing*. See also **startup (n., adj.), start up (v.); switch on, switch off**.

TV Not *TV set* or *television set*.

TV monitor Don't use. Use *video monitor* or *monitor*.

twisted-pair cable Note hyphenation.

two-dimensional See **2D**.

type (n.) Use in general references to the text that appears on a printed page. Don't use *type* when you mean *font* or *font family*.

type (v.) Use to describe the act of pressing keys to produce characters on the screen. Use code font or quotation marks to represent what the user actually types, depending on your department's style guidelines.

> Type `PR#4`.

> Type "01221419" in the Current Timecode field.

Use regular text font to describe generically what the user types.

> Type a new timecode value in the Current Timecode field.

Don't use *type in* when you mean *type*. Compare **enter**; **press**.

Type 1 font Note capitalization. A font that conforms to the ISO 9541 standard.

Type A connector Note capitalization. A type of USB connector. On first mention, describe what it looks like (*rectangular*).

type-ahead (n., adj.) Refers to the queuing of a user's keystrokes until an application is ready to process them.

Type B connector Note capitalization. A type of USB connector. On first mention, describe what it looks like (*square*).

typeface Use to refer to a distinct design for a particular character set. Each typeface has its own name, such as Times or Garamond. Fonts of the same typeface (regardless of font style or point size, or whether they are outline or bitmap fonts) form a single font family. Compare **font**; **font family**.

type family Don't use; use *font family*.

type size Don't use; use *size* or *font size*.

type style Don't use; use *style* or *font style*.

U

UDF Abbreviation for *Universal Disk Format*. Note capitalization of spelled-out version. See **abbreviations and acronyms** for guidelines about spelling out abbreviations.

UFS Abbreviation for *UNIX File System*, a file format available in Disk Utility that is used primarily by UNIX and UNIX-based operating systems. Not necessary to spell out on first occurrence.

UK No periods. OK to abbreviate or to spell out *United Kingdom* as a noun. Use the abbreviation for the adjective form.

ultra (prefix) Close up except in words beginning with a vowel: *ultra-efficient*.

> ultrafast, ultralight, ultrasharp, ultrathin, ultrawide

unavailable Use to describe an item such as a menu item or an option in a dialog that the user cannot select or choose because certain conditions are not met.

> The Copy command is unavailable if there is no text selected.

See also **dimmed**.

uncheck Don't use; use *deselect*.

unclick Don't use; use *deselect*. See also **checkbox**.

under Don't use to describe an operating system environment. Use *in* or *with* (*in Mac OS X*, not *under Mac OS X*).

unhighlight (v.) Don't use. Use *deselect* for the action of clicking to remove highlighting.

unhighlighted (adj.) Don't use; use *not highlighted*. Compare **unselected (adj.)**.

Unicode A 16-bit character encoding standard developed by the Unicode Consortium; used for representing characters as integers.

Uniform Resource Locator See **URL**.

uninstall OK to use *uninstall* and *uninstaller*. See also **install**.

unit Don't use to refer to a hardware product. Use a different noun as appropriate.

> *Correct:* Take apart the computer.

> *Incorrect:* Take apart the unit.

Universal application Note capitalization. A Universal application is written to operate natively on both PowerPC- and Intel-based Mac computers. OK to use *Universal version* or *Universal release*. Don't use *universal binary application* or other variations.

universal binary Note lowercase. An application, library, or framework that can be used on both PowerPC- and Intel-based Mac computers. OK to use *universal binary* in developer documents; in other contexts, use *Universal application*.

Universal Disk Format See **UDF**.

Universal Serial Bus See **USB**.

UNIX All caps; there is no spelled-out version.

UNIX File System See **UFS**.

unmount (v.) In user documentation, avoid when referring to making a disk or disk image unavailable; use alternatives such as *eject* or *make unavailable*, or describe what the user must do to make the disk unavailable.

> *Avoid:* Unmount the disc when you finish using it.

> *Preferable:* Eject the disc when you finish using it.

In server documentation or documentation for more technical users, it's OK to use *unmount*.

> In Disk Utility, select the disk you want to unmount and click Unmount in the toolbar.

> Use this function to unmount one or more server volumes.

Don't use *unmount* as an intransitive verb.

> *Correct:* Unmount the volume.

> *Incorrect:* The volume unmounts.

See also **mount (v.)**; **mounted (adj.)**.

unmounted (adj.) In user documentation, avoid when referring to a disk or disk image that is not available; use alternatives such as *not available* or *not visible in a Finder window*.

> *Avoid:* If a disk is unmounted, you can't access files on it until you mount it again.

> *Preferable:* If a disk is unavailable, you can't access files on it until you make it available again.

In server documentation or documentation for more technical users, it's OK to use *unmounted*.

> Disk Utility lists both mounted and unmounted volumes.

See also **mount (v.)**; **mounted (adj.)**.

unselected (adj.) Use to describe something that is not selected. Not *deselected* or *dehighlighted*. Compare **deselect**; **unhighlighted (adj.)**.

up arrow Use to refer to the small arrow that you click to increase a value in a stepper.

> Click the up arrow to increase the text indent.
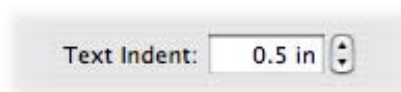
See also **stepper**; **Up Arrow key**.

Up Arrow key Note capitalization. When you refer to arrow keys generically, use lowercase, but capitalize and use the complete name when you refer to one or more arrow keys by name. See also **arrow keys**.

update Use to refer to something that updates a major version of software but does not upgrade it to the next major version (if one exists). For example, the Mac OS X v10.5.8 Update is an update to Mac OS X v10.5. Don't use *maintenance release* or *dot release*. See also **upgrade**.

upgradable Not *upgradeable*.

upgrade Use to refer to a major, standalone version of a software product. For example, Mac OS X v10.6 Snow Leopard is an upgrade to Mac OS X v10.5 Leopard. See also **update**.

upload One word. Reword if possible, but OK to use when you refer to copying files *to* a server.

uppercase (n., adj.) One word; no hyphen. When used in conjunction with *lowercase* as a noun (or to modify a noun), use *uppercase and lowercase* (both words spelled out, in that order).

upside-down (adj.) Note hyphenation.

uptime One word.

upward Not *upwards*.

URL Abbreviation for *Uniform Resource Locator*, which is another term for an Internet address. *URL* is pronounced "you-are-ell" and should be preceded by *a*, not *an*. In most user documentation, use *Internet address* or *web address*, not *URL*. See **abbreviations and acronyms** for guidelines about spelling out abbreviations. See also **Internet addresses**.

U.S. Note periods. (Exception to the rule that abbreviations don't include periods.) Use the abbreviation as an adjective only; as a noun, spell out *United States* (except in trademark notices). To include the country name in a U.S.-based Apple address, use *USA* (no periods). See also **America, American**.

USB Abbreviation for *Universal Serial Bus*. Avoid as a noun. See **abbreviations and acronyms** for guidelines about spelling out abbreviations.

Usenet Note capitalization.

user If the audience of your document consists of users, avoid this term. Instead, address the reader as *you*.

> *Correct:* You can burn your own music CDs.

> *Incorrect:* Users can make movies with effects, transitions, and a soundtrack.

When the audience consists of developers or administrators, use *user* to refer to end users and *you* to address the developer or administrator.

> You may need to prevent users from accidentally making changes.

> You can give users access to the server.

User is also appropriate in the context of Mac OS X users—for example, when you discuss the Users pane of Accounts preferences.

See also **end user (n.), end-user (adj.)**.

user-friendly (adj.), user friendly (pred. adj.) Note hyphenation.

user group Not *users group* or *user's group*.

user guide, user manual The terms *user's guide*, *instructor guide*, and *student guide* are alternative forms used by some Apple groups; consult your department's style guidelines. See also **manual**.

user name Two words. Note the treatment of these similar terms:

> device name, filename, host name, pathname, volume name

utility Use lowercase when *utility* is not part of a proper name or when you use it generically. Capitalize, and don't use *the*, when the word is part of a proper name.

> Use Apple Loops Utility to…

> Use the Audio MIDI Setup utility to…

> You can use the utility to…

utility application OK to use when you compare utility applications to other applications; otherwise use *utility*. See also **utility**.

utility program Don't use; use *utility*. See also **utility**.

V

V.90, V.92 Note capitalization. International Telecommunications Union (ITU) modem serial protocols. Don't use *V.90* or *V.92* when you mean *56K modem*, unless you're referring specifically to the V.90 or V.92 protocol. See also **56K modem**.

value slider A special type of slider, used in some applications, that includes the numerical value of the parameter in the control. Dragging the middle area (where the number is) works the same as an ordinary slider; dragging to the right increases the value and dragging to the left decreases the value.
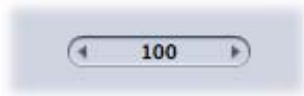
version Use lowercase for *version* when you refer to versions of software, as in *iPhoto version 8*. For applications, it's OK to leave out *version*.

> Use Keynote 5 to create your slideshow.

- *Version numbers for software:* To include the version number, use the form [*application name*] *4* (not *4.0*), unless a more specific reference is required, such as [*application name*] *4.0.1.*

> Motion 4

> Motion 4.0.1

- *Earlier or later:* Use *earlier* or *later*, rather than *lower* or *higher or newer* or *older*.

> This application requires Mac OS X version 10.6 or later.

- *Abbreviating the word* version: When you abbreviate a version of Mac OS X, use *v* closed up, without a period, following *Mac OS X*.

> Mac OS X v10.6

- *The letter* x: Except in developer documentation, don't use *x* to mean "any number," as in *10.x*; use a specific number or range of numbers.

See also **Mac OS X**.

versus Not *vs.* Rewrite to avoid using *versus* when possible.

via OK to use to mean *by means of,* especially in relatively technical documentation. Sometimes *over*, *through*, or *by using* may be more accurate and more easily understood.

> Queue names shared via LPR or SMB…

> You can use shared printers over the network…

> Printers connected to your network via Ethernet…

> Printers connected to your network using Ethernet…

video Note the treatment of these terms beginning with *video*:

> videocassette, videodisc, videophone, videotape

> video camera, video capture card, video conference, video editing, video game, video port

Don't use a hyphen in compound adjectives that include *video*: *video editing application*.

video cable Don't use to describe a cable connecting a display or monitor to a computer; use *display cable* (for Apple displays) or *monitor cable* (for non-Apple displays). OK to use for a cable that connects audio/video equipment, such as a television or VCR. See also **display cable**; **monitor cable**.

video camera Two words. Use to refer to a camera that captures motion picture images as an electronic video signal and does not have a built-in recording device. Don't use when you mean *camcorder*.

> If you forget to focus your video camera during shooting, you may not be able to fix the problem in post-production.

Because most video cameras are now digital, it usually isn't necessary to include the word *digital*, but you can use *digital video camera* if the context requires it.

> Digital video cameras use a digital video signal rather than an analog video signal.

In general references, it's OK to use just *camera*.

> A multicamera shoot uses multiple cameras to record an event from different angles.

See also **camcorder**.

video card Don't use; use *graphics card*. See also **graphics card**.

video chat, video chatting (n., v., adj.) Two words. OK to use *video chat* or *video conference*.

video conference, video conferencing (n., v., adj.) Two words. OK to use *video conference* or *video chat*.

video input, video input/output, video output (n., adj.) No hyphen. You can shorten to *video in*, *video in/out*, and *video out*. Types of video input/output include *component video*, *composite video*, *DVI*, *HDMI*, *S-video*, and *VGA video*.

video jack Not *video connector*.

video mirroring (n., adj.) No hyphen. A dual-display mode in which the same image appears on two displays.

video port Don't use when you mean the port to which the display is connected; use *display port* (for Apple displays) or *monitor port* (for non-Apple displays). See also **display port**; **monitor port**.

video random-access memory See **VRAM**.

View control The four-button unit for changing views of Finder windows. The View control comprises the Icon View button, the List View button, the Column View button, and the Cover Flow button. See also **Column View button**; **Cover Flow button**; **Icon View button**; **List View button**.

viewer window The main Mail window where mailboxes and messages appear. On first occurrence, call it *the Mail viewer window*; for later references, use *the viewer window*.

virtual machine Note lowercase.

virtual memory Not *Virtual Memory* or *VM*.

voicemail One word. Don't use as a verb.

voiceover One word. Don't use as a verb. Instead, use *record a voiceover* or something similar.

voice-quality microphone Note hyphenation.

volume (disk) In general, don't use *volume* to refer to disks in user documentation; use *disk* or the specific kind of disk to which you're referring. OK to use *volume* to refer to a server or to individual partitions on a disk. Also OK to use *volume* to refer generically to units of storage, when these may include different kinds of disks.

> You can use the Find command to search for items on all volumes connected to your computer.

volume (document) Documents are divided into volumes when page length exceeds manageable limits. The volumes of a multivolume document have the same title because the division into volumes doesn't represent a difference in subject matter; however, each volume may have a subtitle.

- *Volume numbers:* The type of numeral used (Arabic or Roman) varies by department. Consult your editor for guidelines.

> *Mac OS X Server Administrator's Guide,* Volume 2

> *Final Cut Pro 6 User Manual,* Volume II: Editing

- *Cross-references:* In cross-references to specific volumes, capitalize but don't italicize *Volume*.

> See Volume 1 of the *Mac OS X Server Administrator's Guide* for more information.

> For more information about moving projects and media files between editing systems, see the *Final Cut Pro 6 User Manual,* Volume IV, Part II, "Project Interchange."

Compare **parts**.

Volume Down key, Volume Up key Note capitalization.

volume license, volume licensing Lowercase; no hyphen.

volume name Two words. Note the treatment of these similar terms:

> device name, filename, host name, pathname, user name

VPN Abbreviation for *virtual private network* or *virtual private networking*. See **abbreviations and acronyms** for guidelines about spelling out abbreviations.

VRAM Acronym for *video random-access memory*. Pronounced "VEE-ram." See **abbreviations and acronyms** for guidelines about spelling out abbreviations and acronyms.

vs. Don't use; use *versus* when absolutely necessary, but rewrite to avoid the term when possible.

W

wait cursor See **spinning wait cursor**.

WAN Acronym for *wide area network*. Note lowercase in the spelled-out version; no hyphen. See **abbreviations and acronyms** for guidelines about spelling out abbreviations and acronyms.

want An infinitive or a direct object should follow *want* in conditional statements. It's OK to use *wish* by itself.

> *Correct:* Rename the file if you want to create [infinitive] a duplicate.
>
> *Correct:* Make a copy if you want a duplicate [direct object].
>
> *Correct:* Rename the file if you wish.
>
> *Incorrect:* Rename the file if you want.

warm start (n.), warm-start (adj.) Note hyphenation of adjective.

Warning Use a Warning notice when the reader needs to know that an action may cause bodily injury, damage to hardware or software, or loss of data.

Use warnings and other notices sparingly. They lose their effectiveness if they appear too often. Don't use a Warning notice immediately before or after a Note, an Important notice, or another Warning notice, or immediately after a text head.

Apple hardware documentation follows the ANSI Z535.6 standard, which reserves Warning just for actions that may cause bodily injury, and uses Notice instead for actions that may cause property damage.

See also **Important**; **Note**.

waveform (n., adj.) One word.

wavelength (n.) One word.

we Don't use first person; rewrite in terms of the reader or the product.

> *Correct:* For best performance, your computer should have at least 512 MB of RAM.
>
> *Incorrect:* We recommend that your computer have at least 512 MB of RAM.

See also **recommend**.

web Short for *World Wide Web.* You *go to*, *visit*, or *view* pages *on the web.* Note the treatment of terms beginning with *web:*

>>webcam, webcast, webcasting, weblog, webmail, webmaster, webpage, website

>>web authoring, web browser, web camera, web clip, web publishing, web server

See also **Internet addresses**; **World Wide Web**.

web addresses See **Internet addresses**; **URL**; **webpage**.

web clip Two words. Capitalize when referring to the Dashboard widget; otherwise use lowercase.

webpage One word. A self-contained document that can be viewed on a website. A single website can contain many webpages. You *connect to* (or *go to*) a page; you are then *at* that page. Text, graphics, and links, however, are *on* the page.

Don't use *website* and *webpage* interchangeably.

See also **homepage**; **Internet addresses**; **website**.

website Refers to a collection of webpages stored in a particular location.

A website may be organized into several parts, sections, or areas, each of which may contain more than one page. Use *part*, *section*, or *area* to refer to such an entity. Use *page* to refer to a single webpage. Use *website* to refer to the entire collection.

You can *browse*, *visit*, or *go to* a website, but don't use such phrases as *point your browser at the website* and *surf the website*.

See also **homepage**; **webpage**.

well-behaved Don't use to describe software; use *compatible*, *well-constructed*, and the like.

which Use only to introduce a nonrestrictive clause; clauses beginning with *which* are always set off with commas.

>>The newest computer in the lab, which is a Mac Pro, is also the students' favorite.
>>[There is only one newest computer; the phrase *which is a Mac Pro*, although it provides more information, doesn't restrict the subject of the sentence.]

>>This is the computer that has network access.
>>[There are many computers; the phrase *that has network access* restricts—narrows the meaning of—the subject of the sentence to one computer.]

Compare **that**.

while, although, whereas *While* means *during the time that* and implies concurrent activities. Use *although* to mean *in spite of the fact that*. Use *whereas* to mean *it being the fact that* or *while on the contrary*.

> *Correct:* Although the clip won't play back at 1x (normal) speed, every frame plays back, with no frames dropped.

> *Incorrect:* While the clip won't play back at 1x (normal) speed, every frame plays back, with no frames dropped.

> *Correct:* SD video uses interlaced scanning, whereas HD formats may use either interlaced or progressive scanning.

> *Incorrect:* SD video uses interlaced scanning, while HD formats may use either interlaced or progressive scanning.

whir Not *whirr*. But *whirring*.

> The disk drive whirs, and in a moment you see the startup screen.

who, whom *Who* should always be used as the subject of a verb or as a subject complement. *Whom* should always be used as the object of a verb or preposition.

> Who is the new system administrator?

> This manual is intended for the person who manages the network.

> Be selective about the people to whom you give network access.

wide Use a hyphen in compound adjectives beginning with *wide*.

> wide-angle viewing, wide-format screen

> *Exception:* widescreen

Close up words that end with *wide*.

> companywide, enterprisewide, industrywide, systemwide, worldwide

If part of the compound is a proper noun, use a hyphen: *Apple-wide*.

wide area network See **WAN**.

widescreen (adj.) One word.

widget A special application displayed by Dashboard. You add widgets to Dashboard using the *widget bar*. Capitalize the names of widgets.

> Stocks, Weather, the Stocks widget, the Weather widget

Wi-Fi Note capitalization and hyphenation. Don't spell out; *Wi-Fi* doesn't stand for a specific term.

wiki A collaborative website that can be modified by members of a group.

window In user documentation, use *window* for these interface elements:

- Document windows
- Main application windows, such as Finder windows and the viewer window in Mail
- Windows that contain controls and options that affect the active document or selection, such as the Equalizer window in iTunes and the Fonts window (common to many applications)

All windows have a functional close button in the title bar.

In developer documentation, use *window* for the first two types of windows (document windows and main application windows), but use *panel* for the third type (windows that contain controls and options that affect the active document or selection) because the programming symbol names contain `Panel`—for example, `NSFontPanel` and `NSColorPanel`. When, however, the third type is seen by the developer as a user sees it—such as when giving instructions for using developer applications—use *window*. Note that some things that are panels programmatically are dialogs rather than windows in user terminology—for example, the `NSOpenPanel` class implements the Open dialog.

Compare **dialog**; **pane**.

window controls Standard controls for windows include the close button, the minimize button, the zoom button, and the resize control.

Windows See **Microsoft Windows**.

Windows-based (adj.), Windows based (pred. adj.) Refers to computers that use Microsoft Windows. See also **Microsoft Windows**; **PC**.

window titles When you refer to a window by name, use the exact words in the title bar of the window (*the Mail window, the About This Mac window*). Use lowercase for *window* (unless it's included in the window title and capitalized).

window zooming Note lowercase. No hyphen.

Wintel Jargon for personal computers based on Microsoft Windows software and Intel processors. Don't use; use a term such as *PC, Windows-based computer,* or *Pentium-based computer.*

wired Equipped with or connected by wires or cables. Terms include *wired connections, wired keyboard, wired mouse, wired networking, wired remote,* and so on.

wireless-enabled Not *wirelessly-enabled.*

wish See **want**.

word processing (n.), word-processing (adj.) Note hyphenation of adjective.

words as words Italicize a word when it is used as a word. In text that is read only on the screen, use quotation marks instead of italics. Use an apostrophe and an *s* to form the plural, but don't italicize the apostrophe or the *s*.

> He had too many *and*'s in the sentence.

word wrap Not *wraparound* or *word wraparound*. In documentation written for new users, however, you may want to mention the term *wraparound* or include it in your glossary because users may see it elsewhere.

work Close up the following words beginning with *work*:

> workflow, workforce, workgroup, workplace, workshop, workspace, workstation

workflow One word; note lowercase. A series of actions that together perform a specific task.

workspace Don't use as a synonym for *desktop* or *Finder*.

workstation (n., adj.) Don't use when you mean *desktop computer*. OK to use when you discuss network administration.

Worldwide Developers Conference See **WWDC**.

World Wide Web Note capitalization. After first occurrence, use *web*. Don't abbreviate as *WWW*. See also **Internet addresses**; **web**.

wraparound (n.) Don't use; use *word wrap*. See also **word wrap**.

write Avoid as a verb in user documentation; use *copy* or *burn*. In developer or server documentation, the following are acceptable: *write to a disk*, *write to disk*, *write on a disk*. Don't use *write a disk*.

> *User documentation:* Copy the files to your hard disk.
>
> *Developer documentation:* The application needs to write to the hard disk.
>
> *Server documentation:* Give the user permission to write to the disk.

See also **burn**.

WWDC Abbreviation for *Worldwide Developers Conference*. Note spelling. See **abbreviations and acronyms** for guidelines about spelling out abbreviations.

WWW Don't use as an abbreviation for *World Wide Web*. Use *web* instead.

X

x Follow these guidelines when you use the letter *x* to stand for something else:

* *Screen resolutions:* Use a lowercase *x* in screen resolutions.

      1024 x 768
      [Note the space before and after the *x*.]

* *As a placeholder (variable):* When you use *x* as a placeholder for replaceable numbers, the *x* is lowercase and in regular text.

      $02xx
      [The *x*'s represent a range of memory addresses.]

* *For a range of version numbers:* Except in developer documentation, don't use *x* to express a range of software version numbers, as in *10.x*; use a specific number or range of numbers.

* *To designate speed:* For the speed of disc drives, use a lowercase *x*—for example, *24x speed*. There is no space between the numeral and the *x*.

See also **dimensions**; **version**.

x and y axes Use lowercase and no hyphen. See also **x-axis**; **y-axis**.

x and y coordinates Use lowercase and no hyphen. See also **x-coordinate**; **y-coordinate.**

x-axis Use lowercase and hyphenate. See also **x and y axes**.

x-coordinate Use lowercase and hyphenate. See also **x and y coordinates.**

XON/XOFF All caps.

Xserve The names of Xserve models can be used with or without an article.

      The Xserve fits into standard racks and cabinets.

      Xserve G5 handles the most demanding workloads.

Y

Y-adapter Note capitalization and hyphenation.

y-axis Use lowercase and hyphenate. See also **x and y axes.**

y-coordinate Use lowercase and hyphenate. See also **x and y coordinates.**

Z

zap, zapping Don't use, as in *zapping PRAM*. Use *reset*.

> Reset the PRAM.

zero character OK for the ASCII character $30. Don't confuse with *null character* ($00).

zero-configuration networking Note hyphenation. Refers to Bonjour and other technologies for connecting to computers, printers, and other devices without complicated setup procedures.

zeros Not *zeroes*.

zip code Note lowercase.

Zip disk, Zip drive Note capitalization. Don't call a Zip disk a *cartridge*.

zoom OK to use *zoom*, *zoom in*, *zoom in on*, *zoom in to*, *zoom out*, and *zoom out of*.

zoom button Note lowercase. The rightmost button of the three window controls at the left of the title bar.

Zoomed Video port Note capitalization. A port that enables data to be transferred directly from a PC Card to a VGA controller.

Units of Measure

2

This chapter provides usage guidelines for units of measure and lists abbreviations and symbols for frequently used units.

Follow these guidelines when you use units of measure in documentation:

* *When to spell out:* In user documentation, spell out units of measure and give the abbreviation in parentheses on first occurrence. Repeat the spelled-out version in new sections and chapters if the unit symbol or abbreviation is obscure and if the audience requires it.

> *First occurrence:* 20 gigabytes (GB) of memory

> *Subsequent occurrences:* 20 GB of memory

Always spell out customary units of measure in text (for example, *17-inch display*). It's OK to abbreviate such units in tables and technical specifications (*Display size: 17 in.*).

* *Noun:* When you use a unit symbol or abbreviation as a noun, insert a space between the number and the abbreviation, and use the preposition *of* before the unit the value quantifies.

> 20 GB of memory

Note that Apple Marketing Communications style for many abbreviations is to close up the number and the abbreviation (*20GB of memory*).

* *Adjective:* When you use a spelled-out unit of measure in a compound adjective, hyphenate the compound.

> 17-inch display

> 3-meter cable

When you use a unit symbol or abbreviation in a compound adjective, don't hyphenate; add a space between the number and the abbreviation.

> 20 nA battery

> 30 GB capacity

* *Capitalization:* With the exception of degrees Celsius, units of measure derived from a proper name are not capitalized when spelled out, but their unit symbols are capitalized. (For example, the unit symbol for *joule* is *J*.)

- *Punctuation:* Abbreviations for customary (nonmetric) units are followed by a period.

> 30 in. display

- *Plurals:* Unit symbols and abbreviations are unaltered in the plural forms (for example, *lb.,* not *lbs.*).

- *International System of Units:* Use the unit symbol for units of the International System of Units (SI) after first occurrence. If the unit symbol for *meter* could be confused with another term in your document, spell out *meter.*

> The maximum size for a memory card is 35 mm.

> The Ethernet cable is 40 meters long.

Don't use a period after an SI unit (unless the unit appears at the end of a sentence).

- *Mixing names and symbols:* Don't mix unit names and symbols (*kilogram/m²*) or unit symbols and abbreviations (*J/sec.*). Don't mix a prefix name with a unit symbol (*kiloHz*), or a prefix symbol with a unit name (*khertz*).

Prefixes for Units of Measure

Factor	Prefix	Symbol or abbreviation
10^{24}	yotta	Y
10^{21}	zetta	Z
10^{18}	exa	E
10^{15}	peta	P
10^{12}	tera	T
10^{9}	giga	G
10^{6}	mega	M
10^{3}	kilo	k
10^{2}	hecto	h
10^{1}	deka	da
10^{-1}	deci	d
10^{-2}	centi	c
10^{-3}	milli	m
10^{-6}	micro	μ
10^{-9}	nano	n
10^{-12}	pico	p
10^{-15}	femto	f
10^{-18}	atto	a
10^{-21}	zepto	z
10^{-24}	yocto	y

Names and Unit Symbols for Units of Measure

In the following table, when a unit symbol includes a nonalphanumeric character, the keystrokes that generate the character are included in brackets after the unit symbol or abbreviation.

Unit	Unit symbol or abbreviation	Quantity
ampere	A	electric current
ampere-hour	Ah	rate of delivery of electricity
ampere-second. *See* coulomb		
amperes per meter	A/m	magnetic field strength
amperes per square meter	A/m²	current density
amperes per volt. *See* siemens		
angstrom (10^{-10} meters)	Å [Option-Shift-A]	optical wavelength
attoampere (10^{-18} amperes)	aA	electric current
baud (signal events per second)	Bd	speed of data transmission
bel (10 decibels)	B	sound intensity
bit	bit	size of data
bits per second	bit/s	speed of data transmission
byte	B	size of data
candela	cd	luminous intensity
candela per square inch	cd/sq. in.	luminance
candela per square meter	cd/m²	luminance
centimeter	cm	length
characters per inch	cpi	letter spacing (in type)
coulomb (ampere-second)	C	electric charge, quantity of electricity
coulombs per volt. *See* farad		
cubic centimeter	cm³	volume
cubic foot	cu. ft.	volume
cubic inch	cu. in.	volume
cubic meter	m³	volume
cubic yard	cu. yd.	volume
cycle	c	complete execution of a periodically repeated phenomenon
cycles per second. *See* hertz		
day	d	time
decibel (0.10 bels)	dB	sound intensity
degree	° [Option-Shift-8]	angular measure

Unit	Unit symbol or abbreviation	Quantity
degree Celsius	° C [Option-Shift-8]	temperature
degree Fahrenheit	° F [Option-Shift-8]	temperature
degree Kelvin. *See* kelvin		
degree Rankine	° R [Option-Shift-8]	temperature
dots per inch	dpi	resolution
electromotive force	emf	energy derived from electrical source per unit quantity of electricity
electron volt	eV	energy
farad (coulombs per volt)	F	capacitance
foot	ft.	length
gallon	gal.	volume
gigabit	Gbit	computer memory
gigabits per second	Gbit/s (standard) Gbps (some Apple groups)	speed of data transmission
gigabyte	GB	computer memory
gigabytes per second	GB/s (standard) GB/sec. (some Apple groups)	speed of data transmission
gigahertz	GHz	frequency
gilbert	Gb	magnetomotive force
gram	g	mass, weight
grams per cubic centimeter	g/cm^3	density
henry	H	inductance
hertz (cycles per second)	Hz	frequency
horsepower	HP	power
hour	h	time
inch	in.	length
joule (kilogram-meter)	J	energy
joules per second. *See* watt		
kelvin	K	thermodynamic temperature
kilobit (1000 bits)	kbit	computer memory
kilobits per second	kbit/s (standard) kbps (some Apple groups)	speed of data transmission
kilobyte (1024 bytes)	KB	computer memory
kilobytes per second	KB/s (standard) KB/sec. (some Apple groups)	speed of data transmission
kilogram	kg	mass, weight

Unit	Unit symbol or abbreviation	Quantity
kilogram-meter. *See* joule		
kilogram-meters per second squared. *See* newton		
kilograms per cubic meter	kg/m³	density
kilohertz	kHz	frequency
kilohm	kΩ [Option-Z]	electric resistance
kilometer	km	length, distance
kilometers per hour	km/h	velocity
kilowatt (kilovolt-ampere)	kW	power
kilowatt-hour	kWh	energy (usually electric power consumption)
lines per inch	lpi	resolution
liter	l	volume
liters per second	l/s	change in volume over time
lumen	lm	flux of light
lux	lx	illumination
megabit	Mbit	computer memory
megabits per second	Mbit/s (standard) Mbps (some Apple groups)	speed of data transmission
megabyte	MB	computer memory
megabytes per second	MB/s (standard) MB/sec. (some Apple groups)	speed of data transmission
megahertz	MHz	frequency
meter	m	length, distance
meters per second	m/s	velocity
micrometer (10^{-6} meters)	μm [Option-m]	length
micron. *See* micrometer		
mil (10^{-3} inches)	mil	length
mile	mi. [*except in* mph]	length, distance
miles per hour	mph	velocity
millimeter (10^{-3} meters)	mm	length
million instructions per second	MIPS	microprocessor speed
millisecond (10^{-3} seconds)	ms	time
millivolt (10^{-3} volts)	mV	electric potential
milliwatt (10^{-3} watts)	mW	power
minute	min	time
month	mo.	time

Unit	Unit symbol or abbreviation	Quantity
newton (kilogram-meters per second squared)	N	force
newtons per square meter. *See* pascal		
ohm	Ω [Option-Z]	electric resistance
ounce	oz.	volume, weight
pascal (newtons per square meter)	Pa	pressure, stress
petabyte	PB	computer memory
pound	lb.	weight
poundal	pdl.	force
radian	rad	plane angle
radians per second	rad/s	angular velocity
radians per second squared	rad/s^2	angular acceleration
revolutions per minute	rpm	angular velocity
second	s (unit symbol) *or* sec. (abbreviation)	time
siemens (amperes per volt)	S	conductance
square foot	sq. ft.	area
square inch	sq. in.	area
square meter	m^2	area
square mile	sq. mi.	area
square yard	sq. yd.	area
steradian	sr	solid angle
terabit	Tbit	computer memory
terabits per second	Tbit/s (standard) Tbps (some Apple groups)	speed of data transmission
terabyte	TB	computer memory
terabytes per second	TB/s (standard) TB/sec. (some Apple groups)	speed of data transmission
tesla (webers per square meter)	T	magnetic flux density
ton	tn. *or* ton	mass, weight
volt	V	electric potential difference, electromotive force
volt-ampere. *See* watt		
volts (point-to-point)	V_{pp}	electric potential
volts (root mean square)	V_{rms}	electric potential
watt (joules per second)	W	power

Unit	Unit symbol or abbreviation	Quantity
watt-hour	Wh	energy
weber	Wb	magnetic flux
webers per square meter. *See* tesla		
yard	yd.	length, distance
year	yr.	time

Apple Products

3

This chapter lists the names of Apple products and services.

The names of Apple products and services appear in the following sections:
- Desktop Computers
- Portable Computers
- iPhone and iPod Products
- Servers
- Displays
- Keyboards and Mouse Devices
- Storage Devices
- Wireless Networking Products
- Accessories
- Software and Technologies
- Programs and Services

Use the spelling and capitalization shown in this chapter. Note that Apple continually introduces products, and the list does not include every product in the selected categories. For information about trademarks, see the trademark entries in Chapter 1, "Style and Usage."

Desktop Computers

- eMac
- iMac
- iMac DV
- iMac DV+
- iMac DV Special Edition
- iMac G5
- iMac Special Edition
- Mac mini
- Mac Pro
- Power Mac G4
- Power Mac G4 Cube
- Power Mac G5
- Power Macintosh G3
- Twentieth Anniversary Macintosh

Portable Computers

- iBook
- iBook G4
- iBook Special Edition
- MacBook
- MacBook Air
- MacBook Pro
- Macintosh PowerBook G3
- Macintosh PowerBook G3 Series
- PowerBook
- PowerBook G4

iPhone and iPod Products

- iPhone
- iPhone 3G
- iPhone 3GS
- iPod
- iPod classic
- iPod mini
- iPod nano
- iPod photo
- iPod shuffle
- iPod touch
- iPod U2 Special Edition

Servers

- Macintosh Server G3 with AppleShare IP
- Macintosh Server G3 with Mac OS X Server
- Macintosh Server G4 with AppleShare IP
- Macintosh Server G4 with Mac OS X Server
- Xserve (The software used with this product is *Mac OS X Server.*)
- Xserve G5
- Xserve RAID

Displays

Measurements given are the diagonal screen size, not the viewable image size.

- Apple Cinema Display (20-inch flat panel)
- Apple Cinema Display (22-inch flat panel)
- Apple Cinema HD Display (23-inch flat panel)
- Apple Cinema HD Display (30-inch flat panel)
- Apple LED Cinema Display (24-inch flat panel)
- Apple Studio Display (17-inch CRT)
- Apple Studio Display (21-inch CRT)
- Apple Studio Display (15-inch flat panel)
- Apple Studio Display (17-inch flat panel)

Keyboards and Mouse Devices

- Apple Desktop Bus Mouse
- Apple Desktop Bus Mouse II
- Apple Extended Keyboard
- Apple Extended Keyboard II
- Apple Keyboard
- Apple Keyboard II
- Apple Keyboard with Numeric Keypad
- Apple Mouse
- Apple Pro Keyboard
- Apple Pro Mouse
- Apple USB Keyboard
- Apple USB Mouse
- Apple Wireless Keyboard
- Apple Wireless Mouse
- Magic Mouse
- Mighty Mouse

Storage Devices

- Apple Drive Module
- Combo drive (DVD-ROM/CD-RW)
- MacBook Air SuperDrive
- SuperDrive (DVD-R/CD-RW)
- SuperDrive (DVD±RW/CD-RW)
- SuperDrive (DVD+R DL/DVD±RW/CD-RW)
- SuperDrive (DVD±R DL/DVD±RW/CD-RW)

Wireless Networking Products

- AirPort, AirPort Extreme, AirPort Express
- AirPort Base Station, AirPort Extreme Base Station, AirPort Express Base Station
- AirPort Card, AirPort Extreme Card
- Time Capsule

Accessories

- AppleDesign Powered Speakers
- AppleDesign Powered Speakers II
- Apple Earphones
- Apple Earphones with Remote and Mic
- Apple Headphone
- Apple In-Ear Headphones
- Apple In-Ear Headphones with Remote and Mic
- Apple Microphone
- Apple PlainTalk Microphone
- Apple Pro Speakers
- Apple Remote
- Apple TV
- Apple Universal Dock
- Apple USB Ethernet Adapter
- Apple USB Modem
- iPhone Bluetooth Headset
- iPhone Stereo Headset
- iPod Hi-Fi
- iPod In-Ear Headphones
- iPod Universal Dock
- iPod Universal Dock Adapter
- iSight
- Mac Pro RAID Card
- MagSafe Airline Adapter
- MagSafe Power Adapter
- Nike + iPod Sensor
- Nike + iPod Sport Kit
- Xserve RAID Card

Software and Technologies

- Address Book
- Address Book Server
- AirTunes
- Aperture
- Apple Hardware Test
- Apple Loops Utility
- Apple ProRes
- Apple Qadministrator
- Apple Qmaster
- Apple Remote Desktop
- AppleScript
- AppleTalk
- AppleWorks
- Audio MIDI Setup
- Audio Units
- Automator
- Back to My Mac
- Backup
- Batch Monitor
- Bonjour
- Boot Camp
- Calculator
- Cinema Tools
- Color
- ColorSync Utility
- Compressor
- Core Animation
- Core Audio
- Core Data
- Core Graphics
- Core Image
- Core Location
- Core MIDI
- Core Text
- Core Video
- Cover Flow

- Darwin
- Dashboard
- Dashcode
- Dictionary
- Directory
- Directory Utility
- Disk Utility
- DVD Player
- DVD Studio Pro
- Enterprise Objects
- Exposé
- FileVault
- Final Cut Express
- Final Cut Express HD
- Final Cut Pro
- Final Cut Pro HD
- Final Cut Server
- Final Cut Studio
- Finder
- FireWire
- Font Book
- Front Row
- FxPlug
- FXScript
- GarageBand
- GarageBand Jam Pack
- Grab
- Grand Central Dispatch
- Help Viewer
- iCal
- iCal Server
- iChat
- iChat Server
- iChat Theater
- iDisk
- iDVD
- iLife

- Image Capture
- iMovie
- iMovie HD
- Impulse Response Utility
- InkPad
- Inkwell
- Interface Builder
- Internet Connect
- iPhone OS
- iPhoto
- iSync
- iTunes
- iWeb
- iWork
- Keychain Access
- Keynote
- LiveFont
- LiveType
- Logic Express
- Logic Pro
- Logic Studio
- .Mac
- Mac OS 9
- Mac OS X
- Mac OS X Server
- Mail
- MainStage
- Migration Assistant
- Mobile Access Server
- Motion
- Multi-Touch
- NetBoot
- NetInfo
- NetInstall
- NetRestore
- Numbers
- OpenCL

- Open Directory
- Pages
- Photo Booth
- Photocasting
- Podcast Capture
- Podcast Composer
- Podcast Producer
- Preview
- Production Suite
- Quartz
- Quartz 2D
- Quartz Composer
- Quartz Compositor
- Quartz Extreme
- QuickDraw
- QuickDraw 3D
- Quick Look
- QuickTime
- QuickTime Player
- QuickTime Pro
- QuickTime Streaming Server
- Remote Disc
- Rendezvous
- Rosetta
- Safari
- Server Preferences
- Shake
- Sherlock
- SnapBack
- Software Update Server
- Soundtrack
- Soundtrack Pro
- Spaces
- Spotlight
- Spotlight Server
- Stacks
- Stickies

- Sudden Motion Sensor
- System Preferences
- System Profiler
- Terminal
- TextEdit
- Time Machine
- TrueType
- Velocity Engine
- VoiceOver
- WaveBurner
- Web Clip
- Weblog Server
- WebObjects
- Wiki Server
- X11 for Mac OS X
- Xcode
- Xgrid
- Xsan

Programs and Services

- AppleCare
- Apple Developer Connection
- Apple Online Store
- Apple Retail Store
- App Store
- iTunes Store
- iTunes U
- MobileMe
- ProCare

Technical Notation

4

This chapter gives special style and usage rules that apply largely or exclusively to developer documentation.

Many of the rules covered here are also included by topic in Chapter 1, "Style and Usage."

General Considerations

When writing about a particular programming language, be careful to follow the capitalization style of that language.

Code

Use code font for code.

Develop a method of spacing around punctuation and use the method consistently. It's often best to use "English-style" spacing (one space character between words) because it's easy to remember and to stick with.

```
(height, width: extended; quo: integer); PageSize = 1024
```

Syntax Descriptions

Use code font for literals (parts of the language, values, and so on), italic text font for metasymbols (artificial terms that have meaning only in your document and are to be replaced by a value or symbol), and plain style regular text font for brackets that enclose something that's optional. Pay close attention to punctuation.

```
Read ([file, ] var)
```

Use embedded caps to connect words that act as a single metasymbol (*sourceFile*).

Be consistent when naming metasymbols; for example, don't alternate between *commands* and *commandList*.

Code Font in Text

Most developer documentation uses code font for computer-language elements in text. Whether to use code font in text for other documents is a matter of judgment.

Use code font for all text fragments that the reader should construe as expressions in a programming language.

Use code font for names of files, volumes, directories, and libraries.

> `StandardCRuntime.o` library
>
> `MainProg.c` file

Don't use a function or method name as a verb.

> *Correct:* Run `ls` on both directories.
>
> *Incorrect:* ls both directories.
>
> *Correct:* Use `cd` to change to the root directory.
>
> *Incorrect:* cd to the root directory.

Don't mix fonts within a single word. Rewrite to avoid forming the plural of a word in code font.

> *Correct:* values of type `integer`
>
> *Incorrect:* `integer`s

Use regular text font, not code font, for punctuation following a word or phrase in code font unless the punctuation mark is part of the computer-language element represented.

> `NAN(004)`, `nan(4)`, and `NaN` are examples of acceptable input.

Metasymbols in Text

In running text, use italic regular text font when referring to a metasymbol (that is, an artificial term that has meaning only in your documentation and is to be replaced by a value or symbol). Spell the metasymbol just as it would appear in a syntax description. Don't use a metasymbol when you can use a regular English term in ordinary prose.

> *Correct:* Replace *volumeName* with a name of up to 12 characters.
>
> *Correct:* The volume name can be up to 12 characters long.
>
> *Incorrect:* The volumeName can be up to 12 characters long.

Avoid *foo, bar, baz,* or *frobozz* to represent hierarchical or ordered metasymbols in code examples. Instead, use metasymbols that suggest the kind of item that the programmer is to fill in.

> `TObject.`*FirstMethod*
>
> `TObject.`*SecondMethod*

How to Write a Glossary

5

This chapter provides guidelines on content, definitions, and format for a glossary of terms.

A good glossary can enhance the usefulness of the documentation you produce. A term that one reader sees as jargon is seen by another as an everyday term in constant use.

Audience Considerations

Keep in mind the needs of the people for whom you are writing.

- *First-time users:* If your document is intended for first-time computer users or first-time Apple product users, you'll probably have to include "obvious" terms such as *window, screen, menu, start up,* and *command.* Look at earlier user documentation for ideas about what to include, and ask your developmental editor for suggestions.

- *Intermediate users:* Documentation for intermediate users and installation manuals for peripheral devices lie in a gray area. Can you assume, for example, that the person buying a hard disk has already learned how to use the computer? Perhaps not. But some hard disk buyers will be very advanced users. When deciding which terms to include, you should probably err on the side of including terms that most readers might already know, rather than leaving out those that some readers won't know.

- *Developer documentation:* For developer documentation, you can assume computer literacy on the part of readers; you might not have to define general computer terms such as *microprocessor* or *application.* However, you should probably assume that some readers will not be familiar with Apple terminology. Terms such as *Apple event, Aqua,* or *Quartz* should probably be in the glossary if your document uses them.

Content Guidelines

A glossary is more than a list of definitions. Entries should explain meanings by providing examples and context.

Make Definitions Explanatory

Give an example where appropriate. If possible, make that example specific to the product about which you're writing. Where helpful, refer to other glossary terms for further information or contrast.

Make the Context Clear

Is your definition general to all computers, specific to Apple products, specific to a particular device or system, or somewhere in between? If a term has two or more meanings that are relevant (such as *format*, the noun referring to page appearance, and *format*, the verb referring to the action performed on a blank disk), provide all definitions.

Connect Ordinary Usage with Technical Meaning

Many ordinary English words have specific meanings with regard to computer products. In documentation for first-time users, it's helpful to show the connection between the ordinary meaning of the word and its new, technical meaning. For example, here's a definition for *open*:

> **open** To make available. You open files or documents so that you can work with them. You can't read a file or make changes to it until the file is open. In the desktop interface, opening a document causes a window with the contents of that document to come into view. You can then perform further actions in the window when it's active.

The initial definition of *open*, "to make available," is one of the meanings given the verb in *The American Heritage Dictionary*. It provides the reader with a conceptual link.

Matters of Form

These guidelines describe how to format and structure glossary entries.

Design

The appearance of glossary entries depends on the document design. See your department's design documentation for specs and sample pages.

Format of an Entry

The term to be defined is usually in boldface. Don't capitalize the term unless it is a proper noun, such as *Finder*.

The definition, in plain text, starts with a capital letter and ends with a period. The first clause of the definition can be a sentence fragment. Other parallel phrases in the definition may also be sentence fragments; otherwise, use complete sentences.

Alphabetization

Alphabetize entries letter by letter, not word by word:

> gray
>
> grayscale
>
> gray space

When an entry begins with a numeral or symbol, list it at the beginning of the glossary.

> 8-pin minicircular connector
>
> 10Base-T
>
> 56K modem

When entries that contain numerals are grouped together, order the entries numerically within the group.

> PowerBook G4
>
> PowerBook G5

For detailed information about letter-by-letter alphabetizing, see *The Chicago Manual of Style*.

Parts of Speech

Follow these guidelines for parts of speech:

- *Verbs:* If the term is a verb, start the definition with an infinitive, not a gerund.

  > *Correct:* To make available

  > *Incorrect:* Making available

- *Adjectives:* If the term is an adjective, you may have to start the definition with phrases like these:

  > Said of…

  > Characteristic of…

  > Used to describe…

- *Different parts of speech:* Use *(n.), (v.),* or *(adj.)* for noun, verb, or adjective when you need to distinguish a part of speech.

Pronunciation

When you define an acronym or other term with unusual or unclear pronunciation, provide a pronunciation key. Use all caps to indicate the stress and hyphens to separate syllables. Use quotation marks around the pronunciation key.

> **ASCII** Acronym for *American Standard Code for Information Interchange* (pronounced "ASK-ee").

> **EBCDIC** Acronym for… (pronounced "EB-si-dik").

> **leading** The amount of blank vertical space between lines. Pronounced "LED-ing."

Cross-References

If you want to draw attention to related terms in the glossary, add cross-references at the end of the entry.

- *See* means that the definition for a term is given elsewhere.
- *See also* means that additional relevant information is given elsewhere.
- *Compare* means that a contrasting or complementary term is defined elsewhere. Don't say *compare with*. You can also use *same as* and *opposite of* for synonyms and antonyms.

> **open** To make available. You open files or documents in order to work with them. Compare **close**. See also **icon**; **window**.

Important: Make sure all cross-referenced terms are in your glossary.

Multiple Definitions

For entries with multiple definitions, precede each definition in a sequence with a number in parentheses followed by a single space.

> **graphics** (1) Information presented in the form of… (2) The display of pictures…

If the definitions are for different parts of speech, show the part-of-speech abbreviation, with a period, in parentheses:

> **branch** (v.) To pass program control to a line or statement other than the next in sequence. (n.) A statement that performs the act of branching. See also **conditional branch**; **unconditional branch**.

More complexity is possible. Consult a developmental editor, if necessary, when dealing with complex entries.

Independence

A glossary should stand alone. Don't include references to other parts of the document or to other documents.

Assembling the Glossary

The following steps provide an overview of what is needed to put together a glossary:

1 Decide which terms you need to include and define for your readers.

2 Check to see if your department has a glossary from which you can cut and paste appropriate entries.

3 Check other Apple documentation on related topics for highly specific definitions that may not appear elsewhere.

4 Look in other dictionaries or write your own definition.

You don't necessarily have to use an existing definition verbatim. Make up your own variant or examples if appropriate. If an entry contains both a simple definition and a complex one, and you don't need both, use only the applicable part. Correct errors or misconceptions if you find them.

How to Develop an Index

<div style="text-align: right">6</div>

This appendix provides guidelines for developing and checking index entries.

The index is an important tool for readers as they search for information. Making an index accurate, comprehensive, and useful is worth the extra time and effort required.

Choosing the Number of Levels

For most documents, two levels of entries are enough. Some documents may require three. The indexer, writer, and developmental editor should agree on the number of levels before the indexing begins, though the indexer may suggest changing the number after work begins.

Main Entries

A main entry shouldn't have more than five page numbers after it. If there are more than five page numbers, use subentries.

Don't use *(s)* to make a main entry both singular and plural. Subentries can be worded so that all of them read correctly with one form of the main entry.

Subentries

Don't use adjectives as main entries with nouns as subentries; such subentries should be separate main entries. For example, *synchronous communication* and *synchronous modem* should each be main entries; *communication* and *modem* should not be subentries of *synchronous*.

Use the subentry *defined* only when there are multiple page numbers for an entry; if only one page number is given, no subentry is necessary.

Wording

Wording should be as terse as possible, but it's OK to use prepositions and conjunctions such as *in, of,* and *and* to make the relationship between the main entry and subentry clear. Ignore these "small words" when alphabetizing.

Commands

Follow the names of commands, routines, and options with an identifier in the index entry, especially when the same word or words have another meaning. For example:

Print command (rather than just "Print")

@MAX function (rather than just @MAX)

PL option (rather than just PL)

Cross-References

Follow these guidelines for cross-references:

- *See also:* *See also* references go on a separate line immediately after the main entry. Use semicolons to separate items in a list of cross-references. For example:

    icons 4
    See also **applications**; **disks**; **documents**; **folders**

- *See:* Use a *see* cross-reference when there is more than one way to index a topic and a topic has subentries.

    If *Universal Serial Bus* has subentries:

    USB. *See* Universal Serial Bus

    If *connectors* has subentries:

    expansion connectors. *See* connectors

    If the topic has no subentries, put the page numbers in both places; don't use a *see* cross-reference.

    Universal Serial Bus (USB) 26, 111

    USB (Universal Serial Bus) 26, 111

    You can put the full entry in both places even when there are subentries, but you must set a consistent cutoff point for using cross-references instead of the full entry (when the entry is more than five lines, for example).

    If an index entry is a term not used in the document, always use a *see* cross-reference to refer to the term that is in the document, whether or not the entry has subentries.

    booting. *See* starting up

Order of Entries

Follow these guidelines for the order of entries:

- *Alphabetizing:* Alphabetize letter by letter, not word by word. Ignore word spaces and all punctuation marks and symbols except commas and parentheses.

> gray
>
> grayscale
>
> gray space

  For detailed information about letter-by-letter alphabetizing, see *The Chicago Manual of Style.*

- *Numerals:* When an entry begins with a numeral, list it in a numerical section at the beginning of the index.

> 8-pin minicircular connector
>
> 10Base-T
>
> 56K modem

  Entries in this section can also appear subsequently, alphabetized as if they were spelled out.

> Telnet
>
> 10Base-T
>
> terminal

  When entries that contain numerals are grouped together in an alphabetical section of the index, order the entries numerically within the group.

> MP3
>
> MP4

- *Headings:* Separate entries with alphabetic headings: *A, B,* and so on. A letter for which there are no entries should be listed after the preceding letter. (If there are no entries beginning with *X,* the heading would be *W, X*—not *X, Y.*)

Style of Entries

Follow these guidelines for the style of entries:

* *Capitalization:* Don't capitalize all entries. Capitalize only the entries you capitalize in the text.

* *Code font:* If a term is in code font because it's a literal computer language word (functions, constants, and so forth), it should be in code font in the index. If it's in code font in the text to indicate what the user types, it should be in regular text font in the index.

* *Italics:* If a term is in italics in text because it's the name of a metasymbol or the name of a disk, it should be in italics in the index. (Generally the name of a document shouldn't be indexed, but if it is, it should be in italics.) If a term is in italics in text for emphasis or because it's a word used as a word, it should be in plain style in the index.

International Style

<div style="text-align: right; font-size: 3em;">7</div>

Following international style helps readers with limited English proficiency read what you write.

By following international style, you also help translators—human or machine—localize your writing by minimizing the burdens of cultural and customary language usage.

Basic Rules

Writing in the international style means that you write simply, and that you express yourself using standard international conventions. These are the rules:

- Write in simple structures.
- Don't use idiomatic or colloquial expressions.
- Avoid shortcuts, symbols, and abbreviations that could easily be spelled out.
- Express data using the standard international conventions outlined in this appendix. You should vary from these standards only when there is a truly compelling advantage in using a proprietary or customary style.

Currency

Currency amounts are expressed with the appropriate International Organization for Standardization (ISO) currency code.

- *International Authority:* International Organization for Standardization (ISO)
- *Standard:* ISO 4217:1990
- *Rationale:* Currency codes are specific to a currency, and cannot be confused or misinterpreted by the reader. Currency symbols such as the dollar sign ($) are not unique and are easily misread.
- *Usage:* Write the amount followed by a space and the currency code in capitals.

> The computer is priced at 1199 USD.
>
> The computer costs 1980 EUR.

Currency	Code
Canadian dollar	CAD
euro	EUR
pound sterling	GBP
yen	JPY
U.S. dollar	USD

Dates and Times

Dates are expressed as year, month, day and are separated by a hyphen. Times are expressed on a 24-hour clock.

- *International Authority:* International Organization for Standardization (ISO)
- *Standard:* ISO 8601:1988
- *Rationale:* Date and time formats are represented with the largest units given first. From left to right the ranking is year, month, week, day, hour, minute, second. This standard, in addition to being used in many Asian languages, solves ambiguities in the date notations used in Canada, the United States, and the United Kingdom.
- *Usage:* Dates are expressed numerically as year, month, day and are separated by a hyphen. Times are expressed on a 24-hour clock. A colon separates hours, minutes, and seconds. Coordinated Universal Time (UTC) times are expressed as "Z." Local time zones are expressed as the number of hours from UTC.

> The iPhone 3G was introduced on 2008-07-11.
>
> The file will be posted at 18:00Z.
>
> The file will be posted at 18:00 −0800 (PST).

Decimals

Decimals are expressed by a period or a comma. For numbers larger than 999, don't use a period or comma as a separator. A nonbreaking space (Option–Space bar) may be used instead.

- *International Authority:* Bureau Internationale des Poids et Mesures (BIPM)
- *Standard:* BIPM SI Brochure, 7th edition (1998)
- *Rationale:* Breaking up large numbers makes them easier to read, especially in tables. A nonbreaking space cannot be confused as a decimal marker.

- *Usage:* Use a period to produce a decimal in English. Numbers may be divided in groups of three on either side of the decimal to make them easy to read. Use a nonbreaking space instead of a period or comma to divide numbers. Express large numbers in their smallest form to make them easier to read.

> A kilobyte is 1024 bytes.
>
> Apple sold 300 000 iMac computers in the first quarter.
>
> Apple sold 3.7 million iMac computers in 2 years.

Languages

Language names are represented by a two-character code.

- *International Authority:* International Organization for Standardization (ISO)
- *Standard:* ISO 639-1
- *Usage:* Languages are represented by a two-character code in a table, column, or row that clearly indicates that the code represents a language.

Code	Language
de	German
en	English
es	Spanish
fr	French
it	Italian
ja	Japanese
nl	Dutch
mul	Multiple languages

In some cases, you may need to append an extension to the code to represent a particular Apple localization.

Code	Language
en-na	North American English
en-z	International English
zh-s	Simplified Chinese
zh-t	Traditional Chinese

Telephone Numbers

Telephone numbers begin with the plus sign and are followed by a space, the country code, city code, and number. Freephone (toll-free) numbers are expressed in the local style. Always give a toll number if one is available.

- *International Authority:* International Telecommunications Union (ITU)
- *Standard:* ITU-T E.123 (1988)
- *Rationale:* The plus sign (+) represents any number or numbers a caller must dial to get a line, like 9. The caller then dials the remaining digits. Freephone numbers are usually impossible to dial globally, even between Canada and the United States. Providing a toll-free number with a toll number allows customers to call no matter where they are from.
- *Usage:* Telephone number notations begin with the plus sign and are followed by a space, the country code, city code, and number. Breaks in national numbering plans may be represented by a space. Toll-free numbers are expressed in the local style.

> You can reach Apple by calling + 1 408 996 1010 or 800-692-7753 (in North America).
>
> You can reach Apple France by calling + 33 1 69 86 34 00 or 0800 046 046.

Units of Measure

Use only units of the International System of Units (SI) to express the values of quantities. Equivalent values in customary units may be given in parentheses following SI values in cases where safety may be an issue, or when they are used in a product's name.

- *International Authority:* Bureau Internationale des Poids et Mesures (BIPM)
- *Standard:* BIPM SI Brochure, 7th edition (1998). English-language translation and United States interpretation is available from the Department of Commerce (Federal Register 63 FR 40333-40340).
- *Usage:* Quantities are always expressed with a unit symbol. Use a nonbreaking space between the quantity and its symbol. Unit symbols are unaltered in the plural, and are never hyphenated, even when they are used as an adjective. Unit symbols are not followed by a period unless they appear at the end of a sentence. Don't imply more precision than is reasonable in choosing a unit symbol.

> The Apple Keyboard has a 1 m cable.
>
> The MacBook computer weighs 2.27 kg.
>
> *Warning:* The Xserve RAID weighs 27 kg (60 lb.). Use care when lifting it.
>
> The MacBook computer has a 2.1-gigahertz or 2.4-gigahertz processor.
>
> The iMac computer has a 2.4 GHz or 2.8 GHz processor.