

Welcome to GrammarRight *

A Quick-Start Guide

* **GrammarRight®** is a registered trademark. To facilitate reading, we will omit the ® throughout these instructions.

Read These Instructions with GrammarRight Open

More complete instructions appear below. But for those who want it now, follow these quick steps in launching GrammarRight, which includes the following separate Windows® help files:

Six Sections in GrammarRight

1. Grammar & Writing Guide (*A Grammar Book for You and I, Oops, Me!*)
2. Punctuation (rules on all punctuation marks)
3. Grammatical Mistakes (13 common gaffes)
4. Frequently Misspelled Words (1,175 potential blunders)
5. Problem Words (482 words causing trouble)
6. Thoughts on the Erosion of Grammar (the author's outburst)

Launch GrammarRight

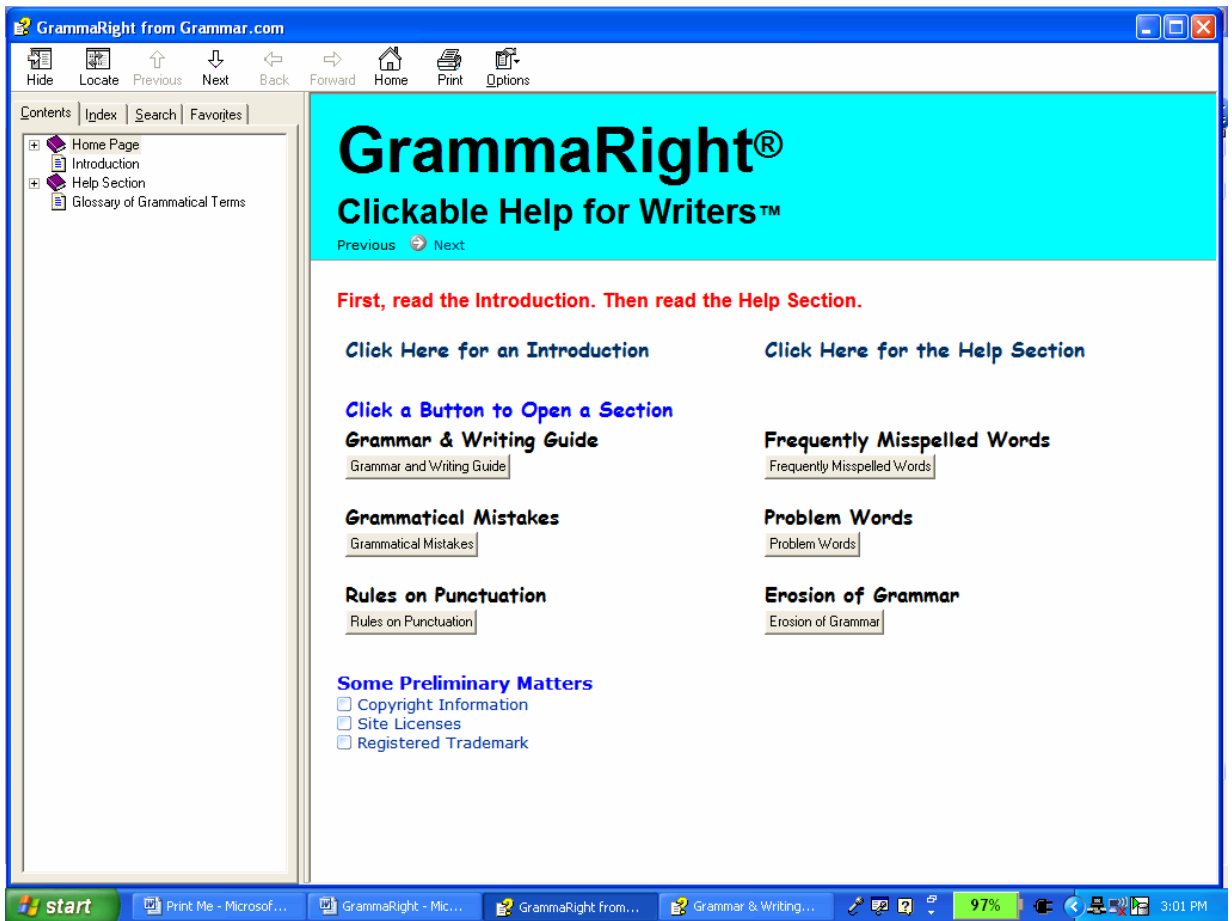
Double-click this icon on your desktop and the main GrammarRight Home Page will open.

It looks like this:



Double-click the icon. When you do, you'll see a screen that looks like this:

GrammarRight Home Page



A Quick Tour of the Grammar & Writing Guide

Above you see the GrammarRight Home Page.

1. **Click the button labeled "Grammar and Writing Guide"** on the GrammarRight Home Page.
2. **The Grammar & Writing Guide Home Page opens.**
3. **A key concept.** If you printed out the document underlying the Grammar & Writing Guide, it would total 466 pages. In this single help file, you've got a wealth of information on English grammar.

In fact, if you printed out the entire GrammarRight system, it would total more than 1,000 pages. So you've got a huge amount of information just a click away.

4. **Now solve a grammatical problem:** Do I always use the word *were* after the word *if*?

Perhaps you don't know that you're asking a question about the "subjunctive mood of verbs." We've anticipated that and have constructed the Index Feature in a very user-friendly way.

5. **Click the Index Tab.** Type the word *if*. Highlight the entry "not always followed by 'were.'" Click Display or hit the Enter key.

Read a few paragraphs and see how a famous author botches the use of *if* clauses.

Now click Home on the Navigation Pane at the top of the screen to return to the Grammar & Writing Guide Home Page.

6. **Click the link to "Part I." Then click Next.**

Here you'll find some reviews of the *Oops Me* book. Read the *New York Times* review by William Safire. Read the review by Bryan Garner.

You now realize you've made a wise investment.

At the top of the page, in the second line, click the link to *Click Note 1*. A pop-up window appears. You'll find Click Notes throughout the GrammarRight system.

To close the pop-up window, click the "X."

Click Home on the Navigation Pane.

7. **Click the link "Click Here for the Help Section."** You might spend a few minutes reading the Help Section.

Note: You'll find the entire Help Section in the pages below.

When you finish looking around, return to the Grammar & Writing Guide Home Page. Click Home.

- 8. One more quick exercise.** On the Home Page, scroll down to the Table of Contents. Click the link to Chapter 9. Notice that each Chapter begins with a separate Table of Contents. At the top of that page, in the fourth line, click the highlighted words “noun absolute.”

Say hello to Pop-Up Definitions. Throughout GrammaRight, you’ll find grammatical terms highlighted. When you click them, you’ll get a Pop-Up Definition. To close the pop-up, click the "X."

- 9. When you finish looking around,** click Home.

On the Grammar & Writing Guide Home Page, you’ll find a link to GrammaRight Home. If you click it, you’ll open the main GrammaRight Home Page.

But that window is probably still open. Look at your screen. You’ll see the GrammaRight Home Page peeking above the Home Page of the Grammar & Writing Guide. Click that hiding window. Or look at the bottom of your screen for the "yellow question mark" showing the GrammaRight window. Open that window.

If you’ve already closed the GrammaRight Home Page window, then click the link to GrammaRight Home.

- 10. You should now be on the main GrammaRight Home Page.**

Note: You can always get to GrammaRight Home by double-clicking the desktop icon. Or, if you’re in another GrammaRight section, click Home to return to its Home Page. There you’ll find a clickable link named “Open Another Section of GrammaRight.” Click it and a pop-up window will open. Click the “GrammaRight Home” button.

Now take a quick tour of one other Section of GrammaRight.

A Quick Tour of Problem Words

1. **On the GrammarRight Home Page**, click the button labeled "Problem Words."
2. **The Problem Words Home Page opens.**
3. **Click the Index Tab or press "Alt N."**
4. **Solve a problem.** You want to find a discussion of the differences between the two words *affect* and *effect*. So in the Index begin typing the word *effect*. The word "effect" appears.

Hit Enter or click Display.

5. **Here's a general discussion** on *affect* and *effect*. Read the discussion.

At the top of the first page you see:

"These two words are discussed at length in the Grammatical Mistakes Section of GrammarRight."

Notice that "Grammatical Mistakes" is clickable. Click it now.

A pop-up window appears. In it, you'll see a button labeled "Grammatical Mistakes." Click the button.

6. **You have now opened yet another Section of GrammarRight.**

Scroll down for a Table of Contents.

Click Chapter 8. You'll then find a separate Table of Contents for Chapter 8.

It's a fairly short chapter. Click "Affect vs. Effect, An Overview." Then start reading. When you reach the bottom of a screen, click the Next Topic link.

After reading this chapter, you'll never have a problem with these two words again. And if you do, you can always return to GrammarRight for a review.

This Concludes the Quick-Start Instructions

In this quick review, you've learned just some of the features of GrammaRight. To master the system, however, you need to explore it in greater detail.

As you've seen, GrammaRight is very intuitive. If you can navigate on a website, you can use GrammaRight. Indeed, the system is really a website, stored right on your computer.

We hope you profit from it.

Please continue reading. The full Help Section follows.

Best of luck.

Ed Good

Developer of GrammaRight®.

Author of *A Grammar Book for You and I ... Oops, Me!*

Welcome to GrammarRight *

by

C. Edward Good

author of

A Grammar Book for You and I, Oops, Me!

developer of

GrammarRight—Clickable Help for Writers

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Welcome

You are about to enter an electronic world of grammar. And you respond, "What a frightening thought!"

But you'll soon learn that GrammarRight is easy to use and provides a wealth of information that will help you become a better writer.

The Following Comes from the Help Section

The discussion below is a somewhat edited version of the actual Help Section appearing in the online GrammarRight. Read along. Follow the instructions. We've included some sample screens. You should open GrammarRight when instructed below.

Introduction

Oops Me

At Grammar.com we have taken the very popular book, *A Grammar Book for You and I, Oops, Me!*, and turned it into the Grammar & Writing Guide. We've also added Sections on:

- Grammatical Mistakes
- Frequently Misspelled Words
- Problem Words
- Rules on Punctuation
- Erosion of Grammar

Please Note

In the Help Section of the online GrammaRight system, the names of the above Sections are clickable. You can put your cursor on the name of the Section. It will change color. Click. A pop-up window will open. In it, you'll find a clickable button. When you click the button, the Section of GrammaRight will open as a **separate help file**. You can then hit "Alt Tab" to return to the window you're reading.

Also, throughout GrammaRight, when you see the name of another GrammaRight Section, you can open that Section by clicking the highlighted name and then clicking the button in the pop-up window.

Use GrammaRight in Various Ways

- **Read the book!**

That's right. You've got the entire *Oops Me* book right on your computer. The first 18 chapters appear in the Grammar & Writing Guide above. Other chapters appear in the Sections on Grammatical Mistakes and Rules on Punctuation.

- **Use GrammaRight as an electronic grammar reference.**

When you're writing and think you've made a mistake with, for example, the *-self* words, you can click the link to the Grammar & Writing Guide and find a discussion of *reflexive pronouns*, i.e., the

-self words. You might not know the term *reflexive pronoun*, so in the Index you can simply type the word *self*.

- **Click the Section on Grammatical Mistakes to find discussions on common blunders.**

If you make mistakes with the case of pronouns (is it *I* or *me*?), use the Section on Grammatical Mistakes. Make certain you read Chapter 13 in that Section. It's entitled:

"Like, I'mlike, gonna learn how to like talk."

- **Click the Section on Frequently Misspelled Words to find words you might misspell.**

If you're not sure how to spell *accommodate* or *occurring*, use the Section on Frequently Misspelled Words. In that Section, you'll find more than 1,175 frequently misspelled words. Now, a simple word like *testing* won't be there. But *idiosyncrasy* is.

- **Click the Section on Problem Words to find separate discussions on words often causing problems in your writing.**

Is it *a lot* or *alot*? Is it *among* or *between*? The Section on Problem Words will help with these and 480 other troublesome words.

- **Click the Section on Punctuation for rules and examples on all punctuation marks.**

When you don't know whether a period or comma comes inside or outside closing quotation marks, use the Section entitled Rules on Punctuation. There you'll find complete discussions and examples of the rules on all punctuation marks.

- **Become an expert user of these Windows® help files.**

Please read the Help Section.

Help on Using GrammarRight

Note: The following Help Section appears in the main GrammarRight file, which opens when you double-click the desktop icon.

We've included a Help Section to help you learn how to use GrammarRight. Please take 15 minutes and read the entire section. It will teach you how to use this HTML Help File. It will teach you how to navigate, how to use the

Index, how to use the Search feature, how to bookmark your favorite pages, and, in general, how to become an ace user of GrammarRight.

You'll find similar Help Sections in the other Sections of GrammarRight.

What Is GrammarRight?

GrammarRight is a bookshelf.

If printed out, it would consume over 1,000 pages. But now, instead of walking to the bookshelf, you can retrieve the information you need with just the click of a mouse.

What Does GrammarRight Contain?

In GrammarRight, you will find:

- **Grammar & Writing Guide** derives from *A Grammar Book for You and I, Oops, Me!* You should, of course, read the entire book. But you can also use it as a look-up reference guide. When you review the discussion below on using these Windows help files, you'll learn how to use the Index and Search features.
- **Grammatical Mistakes** discusses those mistakes many people make when writing: *affect* vs. *effect*, *bring* vs. *take*, subject-verb disagreement, and 10 more.
- **Frequently Misspelled Words** is just that. Use this Section to find 1,175 words writers typically misspell.
- **Problem Words** covers those words writers often confuse, words like *adverse* and *averse*, *allude* and *elude*, *chose* and *choose*, and hundreds of others.
- **Rules on Punctuation** contains discussions and examples of the rules governing all punctuation marks.
- **Erosion of Grammar** contains the author's lament on the decayed state of grammar in our society. Copy, paste, and send a copy to your local school board.

What Do I Do First?

GrammarRight is a Windows help system.

- To make it work, click the GrammarRight icon on your Desktop.

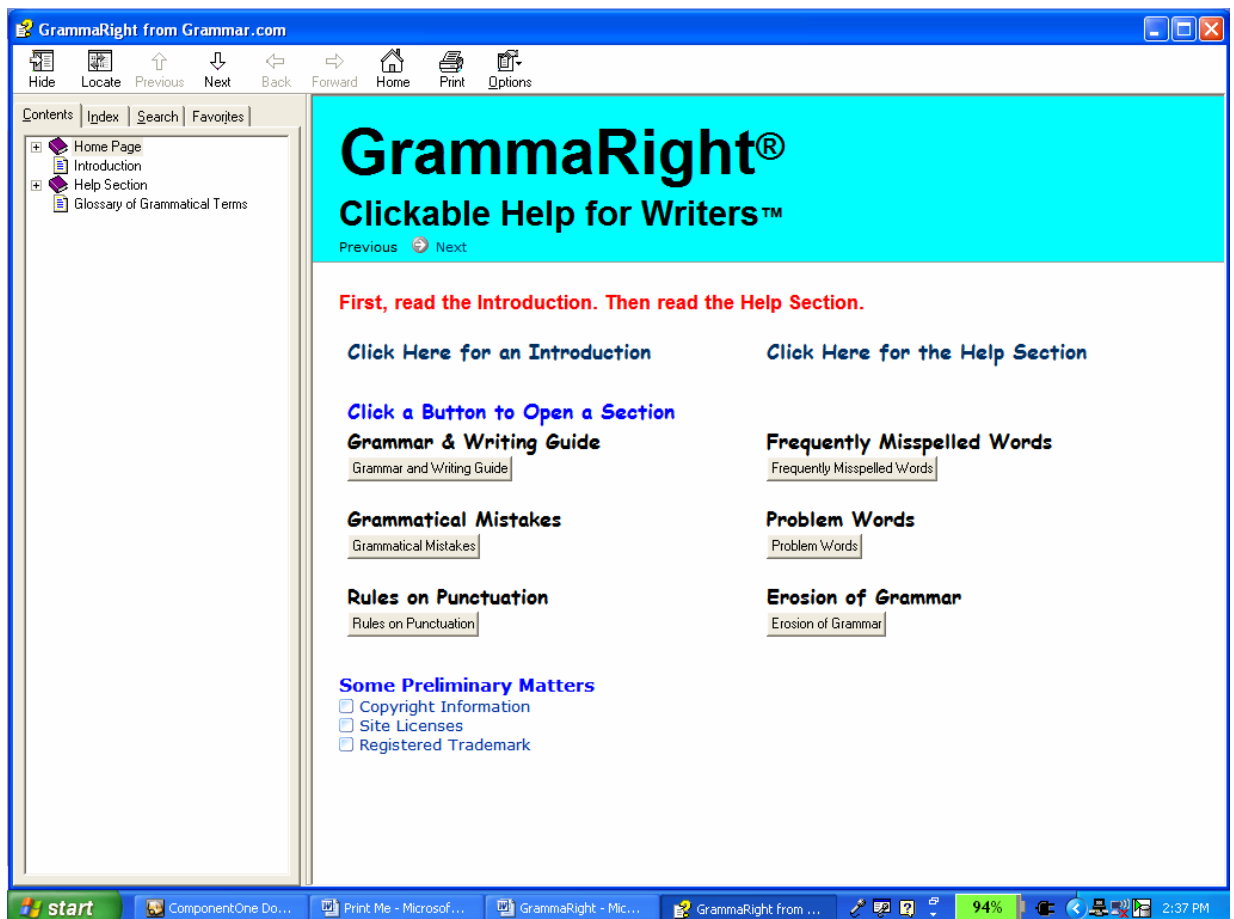
It looks like this:



- To get to your desktop, simply minimize all other windows.

So double-click the icon. When you do, you'll see a screen that looks like this:

GrammarRight Home Page



The screenshot shows a web browser window titled "GrammarRight from Grammar.com". The browser's address bar and navigation buttons (Hide, Locate, Previous, Next, Back, Forward, Home, Print, Options) are visible. The main content area has a blue header with the "GrammarRight® Clickable Help for Writers™" logo and "Previous" and "Next" navigation links. Below the header, there is a red instruction: "First, read the Introduction. Then read the Help Section." Two blue links are provided: "Click Here for an Introduction" and "Click Here for the Help Section". A section titled "Click a Button to Open a Section" lists several topics with corresponding buttons: "Grammar & Writing Guide", "Grammatical Mistakes", "Rules on Punctuation", "Frequently Misspelled Words", "Problem Words", and "Erosion of Grammar". At the bottom, there is a section for "Some Preliminary Matters" with checkboxes for "Copyright Information", "Site Licenses", and "Registered Trademark". The Windows taskbar at the bottom shows the Start button, several open applications, and the system tray with a 94% battery level and the time 2:37 PM.

- **When you click the GrammarRight icon**, you'll find the Home Page shown above. It serves as a traffic cop. From this one location, you can enter any one of the other six GrammarRight Sections.

Six Sections in GrammarRight

1. Grammar & Writing Guide
2. Grammatical Mistakes
3. Frequently Misspelled Words
4. Problem Words
5. Rules on Punctuation
6. Erosion of Grammar

Each of these Sections is a separate Windows help file.

- **On GrammarRight Home**, the buttons with the names of each of these Sections are clickable. When you click a button, you will open a new Windows help file containing that particular Section of GrammarRight.

What Do I Do in a GrammarRight Section?

- **Remember**, you always start out on the GrammarRight Home Page. Again, it is pictured above.

You then click the Section you want. That takes you to the Home Page of a GrammarRight Section, which is a separate help file.

- **When you enter a Section**, you'll start out on the Home Page of that Section. You can always return to that Home Page by clicking Home on the Navigation Pane at the top of the screen.
- **On the Home Page** of a GrammarRight Section, you'll find brief instructions on using that Section. Below, for example, is a portion of the Home Page of the Grammar & Writing Guide.

Grammar & Writing Guide Home Page

Grammar & Writing Guide from Grammar.com

Hide Locate Previous Next Back Forward Home Print Options

Contents Index Search Favorites

- Home Page
- Part I - The Parts of Speech
 - Chapter 1 - Nouns - Words that Name
 - Chapter 2 - Verbs - Words that Act or...
 - Chapter 3 - Adjectives - Words That D...
 - Chapter 4 - Adverbs - More Words Th...
 - Chapter 5 - Pronouns - Words Substitu...
 - Chapter 6 - Conjunctions - Words Tha...
 - Chapter 7 - Prepositions - Words That...
 - Chapter 8 - Interjections - Words that I...
- Part II - Wars of the Words
 - Chapter 9 - Nouns - What Nouns Do
 - Chapter 10 - Verbs - What Verbs Do
 - Chapter 11 - Word War I - Nouns vs. V...
 - Chapter 12 - Word War II - To Be or N...
 - Chapter 13 - Word War III - Active vs. ...
 - Chapter 14 - Word War IV - Clauses v...
- Part III - A Theory of Style
 - Chapter 15 - The Basic Sentence - Jo...
 - Chapter 16 - Sentence Additions - Art...
 - Chapter 17 - Noun Substitutes
 - Chapter 18 - Sentence Shapes - Art of...
- End of the Grammar & Writing Guide
- Help Section
 - Glossary of Grammatical Terms

Grammar & Writing Guide

From A Grammar Book for You and I ... Oops, Me!

Previous Next

[Click Here for the Help Section](#) [Open GrammarRight Home](#)

Scroll Down for a Table of Contents

- **Please Be Sure to Read the Help Section.** Take 15 minutes and read the Help Section. [Click here.](#)
- **Read the Entire Guide.** We urge you read the entire Grammar & Writing Guide. Begin with Part I, start reading, and click Next Topic at the bottom of each screen.
- **Use as an Online Reference.** Whenever you have a question about grammar or style, click the Index Tab and type a word. Suppose you want to know about the proper use of *myself*. Just type that word in the Index, hit Enter, or click Display.
- **Grammatical Terms.** We've provided definitions of any grammatical terms appearing throughout the Guide. Click the highlighted word and a Pop-Up Definition will appear. After reading the definition, simply close the window.

Click this sample **Pop-Up Definition**.
- **Click a Link Below.** Improving your writing style is just around the corner.

Part I - The Parts of Speech
Chapter 1 - Nouns
Chapter 2 - Verbs
Chapter 3 - Adjectives
Chapter 4 - Adverbs

- **On the Home Page of some GrammarRight Sections,** you'll see a Table of Contents. Each entry is clickable. You'll also see:

[Click Here for the Help Section](#)

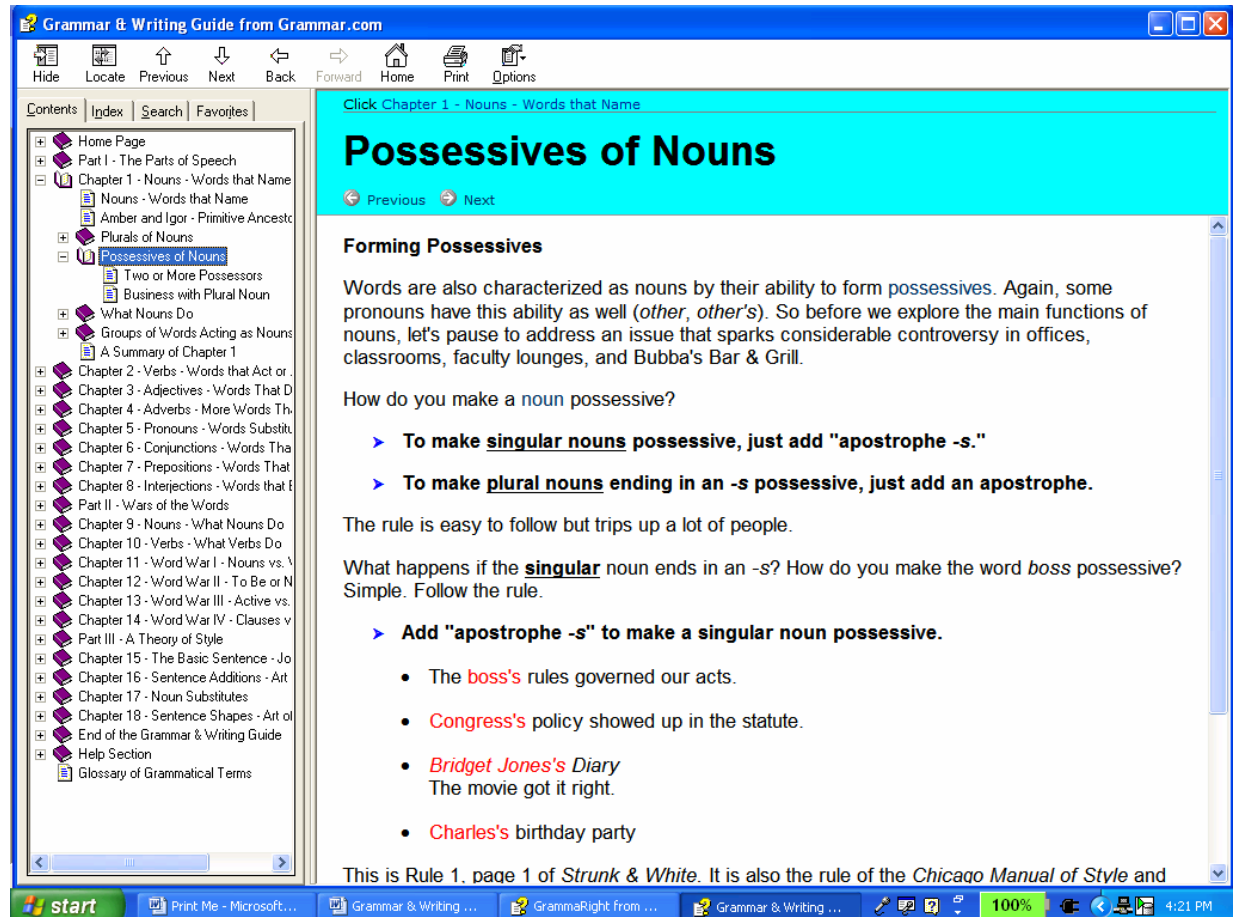
Click that link and you'll find a Help Section for using that particular Section of GrammarRight.

- **Within a Section of GrammarRight, find information by:**
 - Clicking a clickable entry in a Table of Contents.
 - Using the Index feature (instructions below).
 - Using the Search Feature (instructions below).
- **But first,** let's learn a bit about Windows help files.

How Is the Screen Arranged?

Here's a sample screen from the Grammar & Writing Guide. Review it and then read the descriptions below:

Sample Screen from the Grammar & Writing Guide



The screen is divided into three sections: (1) View Pane, (2) Contents Pane, and (3) Navigation Pane.

- **1. View Pane.** The main screen contains the stuff you read. Look at the sample screen above. The largest section of the screen is the View Pane.
- **2. Contents Pane.** Look to the left. There's the Contents Pane. At the top you'll see several Tabs: Contents, Index, Search, and Favorites.
 - **Contents.** When you click the Contents Tab, you'll see little burgundy-colored books. (If they don't appear, use the left-right scroll bar at the bottom of the Contents window; scroll left.) These are the Main Topics. Click the little "+" icon and the book opens.

Then you'll see the additional Topics in each book. You can click one and go there.

- **Index.** Click the Index Tab and you can search the GrammaRight Section for Topics or Keywords, which we've sprinkled throughout to help you find the answers to your questions.

In the Sections that act like dictionaries (Problem Words and Frequently Misspelled Words), you simply click the Index Tab and begin typing the word you seek. The index entries will immediately scroll. Look around, find the word you want, double-click it, hit Enter, or click Display.

In the Sections that act more like books (Grammar & Writing Guide, Grammatical Mistakes, and Rules on Punctuation), we've imbedded Keywords to help you find answers to questions. For example, we've imbedded the Keyword *Elephant* in the Topic you're now reading.

Try It. Click Home to return to the Home Page. Then click the Index Tab and type *Elephant*. Then hit Enter or click Display. You'll return to this Topic. Neat, huh?

- **Search.** Click the Search Tab, and you can perform full-text searches. Use it just as you would Google®.

You can search for a string of words without quotation marks. The Topics listed will contain those words, but each instance of the word will be highlighted.

Or enclose your search in quotation marks. The Topics listed will contain those words, but only the exact string will be highlighted.

Try it now. Type "An elephant will never forget." Try it with quotation marks and without quotation marks. Notice what happens to the words *elephant*, *never*, and *forget* with and without quotation marks.

- **Favorites.** Click the Favorites Tab. The name of the Topic you're reading will appear in a box at the bottom of the screen. Click Add to add this Topic to your Favorites. Then, when you return to the Section in GrammaRight, you can click the Favorites Tab and find those Topics you've previously added.

- **Use GrammarRight as an "e-book."** We hope you'll read these entire Sections: (1) Grammar & Writing Guide, (2) Grammatical Mistakes, and (3) Rules on Punctuation.

When you have to stop reading, click the Favorites Tab, and rename the Topic in the box at the bottom. For example, name it "011707" for the date—January 17, 2007—when you stopped reading. Click Add. Then you'll have a bookmark showing you where and when you stopped reading.

Notice that you can Remove a bookmark by highlighting the Favorite Topic and clicking Remove at the bottom of the window.

- **3. Navigation Pane.** In the Navigation Pane, you can click the following to perform the function indicated:
 - **Hide.** Closes the Contents Pane. The icon switches to Show. Click Show to reopen the Contents Pane.
 - **Locate.** When you find information through the Index or Search Features, you can click Locate and the Contents Tab will open and display where you are in the Contents.
 - **Previous.** Back up one Topic.
 - **Next.** Go forward one Topic.
 - **Back.** Retrace your steps in the current session of using the particular Section of GrammarRight.
 - **Forward.** After you click Back, you can click Forward to go back to where you were.
 - **Home.** Go to the Home Page of the Section you're using. On the Home Pages of the Grammar & Writing Guide, Grammatical Mistakes, and Rules on Punctuation, you'll find complete Tables of Contents with clickable links.

On the Home Pages of Problem Words and Frequently Misspelled Words, you'll find links to letters of the alphabet. Click a link for a clickable list of words starting with that letter.

- **Print.** Print the current Topic.

Additional Finding Aids

You will find information using the Contents, Index, and Search features described above.

But we've added some other features to help you navigate: (1) Home Page, (2) Chapter Main Page, (3) Next Topic, and (4) Chapter Name in Heading.

- **1. Home Page.** Click Home on the Navigation Pane to return to the Home Page of the GrammaRight Section you're currently using.

On the Home Page of the various GrammaRight Sections, you'll find a link named "Open Another Section of GrammaRight." Click it and in the pop-up window you'll find buttons for all the other GrammaRight Sections. You can click "GrammaRight Home Page" to open the main GrammaRight Home Page.

Please note, however, that you should leave the GrammaRight Section open. Then you can "Alt Tab" back to GrammaRight to open other sections of the system.

If you do leave it open, you'll see it "peeking" above the window of the GrammaRight Section you're using. You can click the outer edge of the window to make it "come to the top."

On the Home Pages of some Sections, you'll also find a clickable Table of Contents.

- **2. Chapter Main Page.** Three GrammaRight Sections are divided into Chapters: (1) Grammar & Writing Guide, (2) Grammatical Mistakes, and (3) Rules on Punctuation. In these Sections, on a Chapter Main Page, you'll find a Table of Contents with clickable links.
- **3. Next Topic.** At the end of each Topic, you'll find a link to the Next Topic. Click this link to proceed, or click Next on the Navigation Pane.
- **4. Chapter Name in Heading.** When you're in a Topic, look above the Topic Name—in the aqua-colored part of the screen. There you'll find a clickable link to the Chapter Main Page, which will reveal the Contents of the Chapter. Also, if you're in a Subtopic, the little ">" symbol divides the Topics and Subtopics. So you can click to go to the "parent" Topic or to the Chapter Main Page.

Another Sample Screen from the Grammar & Writing Guide

The screenshot shows a web browser window titled "Grammar & Writing Guide from Grammar.com". The browser's address bar shows the URL "Click Chapter 1 - Nouns - Words that Name > Possessives of Nouns". The page has a blue header with the title "Two or More Possessors" and navigation links for "Previous" and "Next". Below the header, the main content area is titled "Juan and Marlene's Children?" and contains two bullet points with examples of possessive nouns. The first bullet point states: "If two or more possessors possess the same entity, then add 'apostrophe -s' to the last possessor." and provides the example "Juan and Marlene's children (Juan and Marlene are mom and dad)". The second bullet point states: "But if each possessor separately possesses, then add 'apostrophe -s' to each possessor." and provides the example "Juan's and Marlene's children (Juan and Marlene each have their own children)". Below the main content, there is a "Next Topic" section with a link to "Business with Plural Noun". On the left side of the browser window, there is a "Contents" pane with a tree view of the website's structure, including sections like "Part I - The Parts of Speech", "Chapter 1 - Nouns - Words that Name", "Chapter 2 - Verbs - Words that Act or...", "Chapter 3 - Adjectives - Words That D...", "Chapter 4 - Adverbs - More Words Th...", "Chapter 5 - Pronouns - Words Substitu...", "Chapter 6 - Conjunctions - Words Tha...", "Chapter 7 - Prepositions - Words That...", "Chapter 8 - Interjections - Words that I...", "Part II - Wars of the Words", "Chapter 9 - Nouns - What Nouns Do", "Chapter 10 - Verbs - What Verbs Do", "Chapter 11 - Word War I - Nouns vs. \...", "Chapter 12 - Word War II - To Be or N...", "Chapter 13 - Word War III - Active vs.", "Chapter 14 - Word War IV - Clauses v...", "Part III - A Theory of Style", "Chapter 15 - The Basic Sentence - Jo...", "Chapter 16 - Sentence Additions - Art...", "Chapter 17 - Noun Substitutes", "Chapter 18 - Sentence Shapes - Art of...", "End of the Grammar & Writing Guide", "Help Section", and "Glossary of Grammatical Terms". The Windows taskbar at the bottom shows the "start" button, several open applications, and the system tray with a 100% zoom level and the time 4:24 PM.

- Notice the Next Topic feature.
- Also notice the clickable Chapter Name immediately above the name of the Topic: "Two or More Possessors."
- Notice the Contents Pane to the left.
- Notice the Navigation Pane at the top.

Keyboard Shortcuts

Use the following key combinations to perform the tasks indicated:

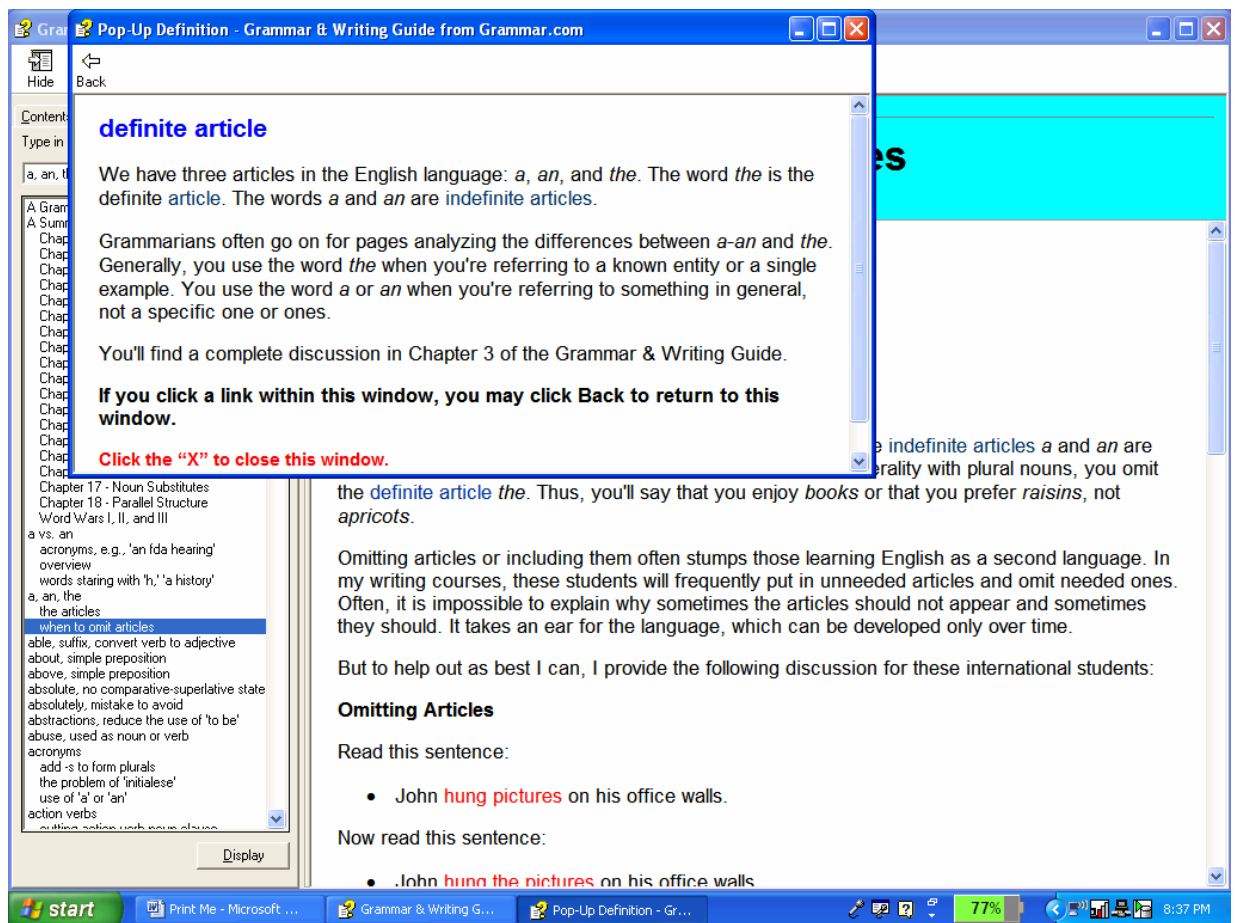
Key Combination	Task Performed
Alt Up Arrow	Previous Topic
Alt Down Arrow	Next Topic
Alt Left Arrow	Go Back to the Topic You Just Consulted
Alt Right Arrow	Go Forward After Going Back
Alt N	<u>I</u> ndex
Alt C	<u>C</u> ontents
Alt S	<u>S</u> earch
Alt I	Favori <u>t</u> es
Alt O	<u>O</u> ptions
Page Down	Scroll Down in a Topic, Contents, or Index
Page Up	Scroll Up in a Topic, Contents, or Index
Ctrl End	Bottom of a Topic
Ctrl Home	Top of a Topic

Pop-Up Definitions

As you use GrammarRight, you'll notice that many grammatical terms are highlighted in a green font color. When you place your cursor on these terms, the font color changes to a dark red. You can click the term and a window will pop up. The pop-up window contains a definition of that grammatical term. After reading the definition, simply close the window.

Here's a sample Pop-Up Definition, which appears in the Grammar & Writing Guide in a discussion about *a*, *an*, and *the*.

Sample Pop-Up Definition



Glossary of Grammatical Terms

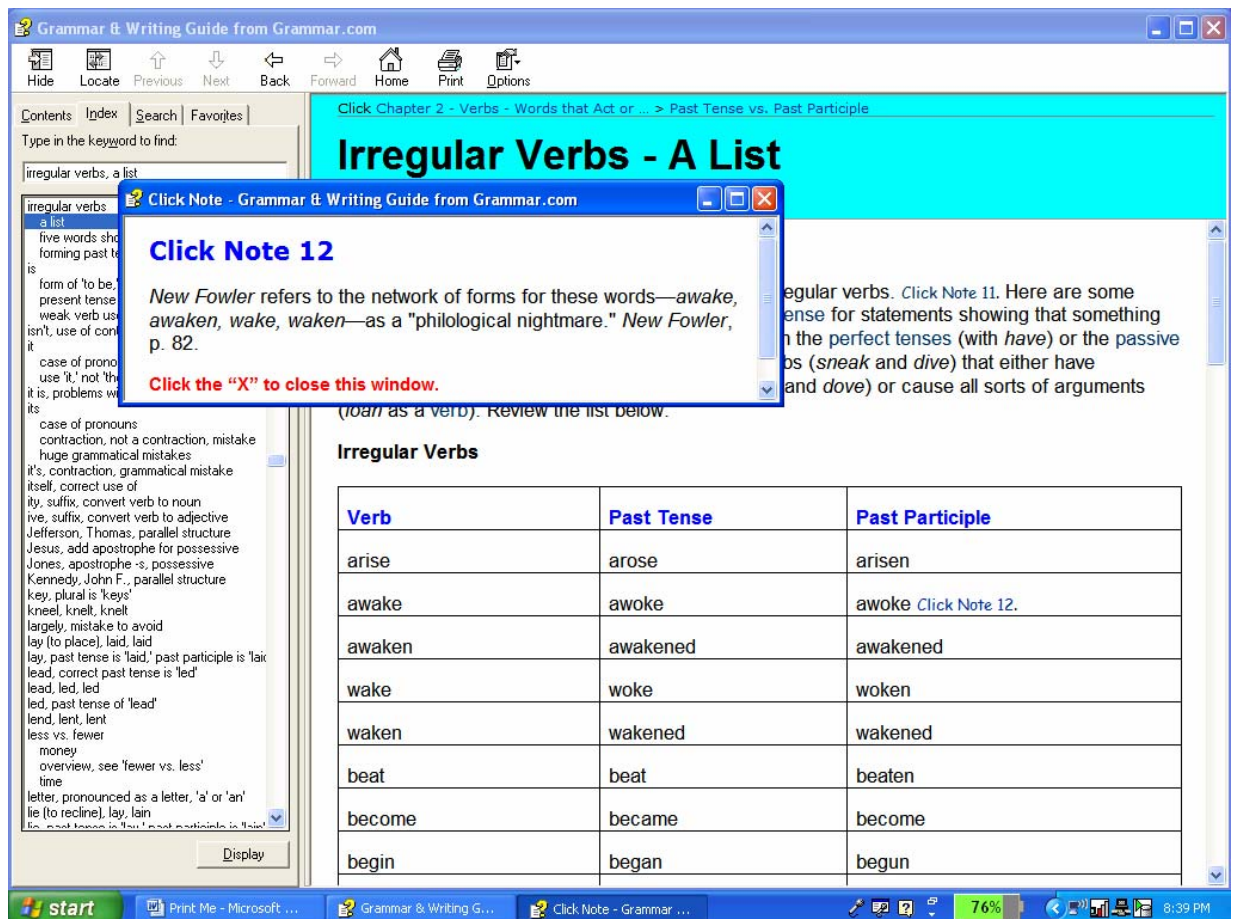
Click the Contents Tab and scroll to the end of the Contents. There you'll find a Topic called "Glossary of Grammatical Terms." Click it and you'll find an alphabetical list of grammatical terms, which are linked to identical words throughout GrammarRight. These are the Pop-Up Definitions, but you can also access them through the Contents Pane.

Click Notes

Instead of burying footnotes at the bottom of the page, we've provided Click Notes. Just click the link for source information. You'll find a listing of the sources we cite in the Topic named Sources Cited.

Here's a sample Click Note. When you click the Click Note, a small window pops up. Here, the Click Note appears in the Grammar & Writing Guide in a discussion of irregular verbs.

Sample Click Note



The screenshot shows a web browser window titled "Grammar & Writing Guide from Grammar.com". The main page is titled "Irregular Verbs - A List" and contains a table of irregular verbs. A "Click Note 12" window is overlaid on the page, providing source information for the word "awaken".

Click Note 12
New Fowler refers to the network of forms for these words—*awake, awoken, wake, waken*—as a "philological nightmare." *New Fowler*, p. 82.
Click the "X" to close this window.

Verb	Past Tense	Past Participle
arise	arose	arisen
awake	awoke	awoke Click Note 12 .
awaken	awakened	awakened
wake	woke	woken
waken	wakened	wakened
beat	beat	beaten
become	became	become
begin	began	begun

When You Land in a Topic

When you use Index or Search to find information, you might have selected a Topic that is in the middle of a larger discussion. So click Previous on the Navigation Pane to back up several Topics to find the beginning of that discussion.

Also, look above the Topic Name in the aqua blue section of the screen. There you'll find a link to the chapter you're now in. You can click this link to return to

that Chapter Main Page and find a Table of Contents for it. You'll find this feature in the Grammar & Writing Guide, Grammatical Mistakes, and Punctuation.

Sources Cited

GrammarRight is not heavily footnoted. We rely on just a few favorite sources. Instead of citing them in full in the Click Notes, we've provided their full citations below. The short citations denote how we cite the works in the Click Notes.

Short Citation	Source Cited
<i>Garner Oxford</i>	Bryan A. Garner, <i>The Oxford Dictionary of American Usage and Style</i> (Oxford Univ. Press, 2000).
<i>Garner Legal</i>	Bryan A. Garner, <i>A Dictionary of Modern Legal Usage</i> (Oxford Univ. Press, 2d ed. 1995).
<i>Follett</i>	Wilson Follett, <i>Modern American Usage: A Guide</i> (Hill & Wang, 1998).
<i>Fowler</i>	Henry W. Fowler, <i>A Dictionary of Modern English Usage</i> (Oxford Univ. Press, 2d ed. 1965).
<i>New Fowler</i>	Henry W. Fowler, <i>The New Fowler's Modern English Usage</i> (Clarendon Press, 3d ed. 1996).
<i>Kane</i>	Thomas S. Kane, <i>The Oxford Guide to Writing</i> (Oxford Univ. Press 1983).
<i>Strunk & White</i>	William Strunk, Jr., and E.B. White, <i>The Elements of Style</i> (Allyn & Bacon, 4th ed. 2000).
<i>Random House</i>	<i>The Random House Dictionary of the English Language</i> (2d ed. 1987).

Thank You for Selecting GrammarRight

The above discussions appear in the Help Sections of all Sections of GrammarRight. But we thought you'd like to have a hard copy. That way, you can print out these instructions, open your GrammarRight system, and follow along.

We appreciate your selecting GrammarRight and hope you profit from it.

If you have comments or suggestions, please send me an email. You can reach me at Ed.Good@Grammar.com.

With best wishes,

Ed Good
Author of the *Oops Me* book
Developer of GrammarRight