

# appendixes










Appendix A	Proofreaders' Marks
Appendix B	Standard Forms for Business Documents
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# APPENDIX A













## Proofreaders' Marks

Proofreaders' Mark	Draft	Final Copy
#	ridiculous! If that is so	ridiculous! If that is so
⊂	to gether	together
#	It may be	It may not be
⬆	it is not true	it is true
↔	believable	believable
⊂	is it so	it is so
⊂	2 years ago	two years ago
⊂	16 Elm St.	16 Elm Street
^	How much is it?	How much is it?
OR —	it may not be true	it may be true
^ OR /	temperature	temperature
⊂ OR ⊂	commitment to buy	commitment to buy
OR —	but and if you won't	but if you can't
Stet	I was very glad	I was very glad
/	Federal Government	federal government
≡	Janet L. greyston	Janet L. Greyston
✓	in her new book*	in her new book*
^	H <sub>2</sub> SO <sub>4</sub>	H <sub>2</sub> SO <sub>4</sub>
⊙	Mr. Henry Grenada	Mr. Henry Grenada
↑	a large, old house	a large, old house
↓	my childrens car	my children's car
↓	he wants a loan	he wants a "loan"
OR —	a first-rate job	a first-rate job
OR —	ask the coowner	ask the co-owner
—	Here it is cash!	Here it is—cash!
—	Pages 1-5	Pages 1–5
—	an issue of Time	an issue of <u>Time</u>
ital	<u>The New York Times</u>	<i>The New York Times</i>

## Proofreaders' Mark

<b>bf</b> 	Set in boldface.
<b>rom</b> 	Set in roman.
	Insert parentheses.
	Move to the right.
	Move to the left.
<b>ss</b> 	Single-space.
<b>ds</b> 	Double-space.
<b>+ 1 line</b> 	Insert 1 line space.
<b>- 1 line</b> 	Delete (remove) 1 line space.

## Draft

<b>bf</b> 	the <u>Enter</u> key
<b>rom</b> 	the <u>most</u> likely
	left today <del>(May 3)</del>
	\$38,367,000 
	 Anyone can win!
<b>ss</b> 	I have heard he is leaving
<b>ds</b> 	When will you have a decision?
	<u>Percent of Change</u>
<b>+ 1 line</b> 	 16.25
<b>- 1 line</b> 	Northeastern regional sales

## Final Copy

the <b>Enter</b> key
the most likely
left today (May 3)
\$38,367,000
Anyone can win!
I have heard he is leaving
When will you have a decision?
<u>Percent of Change</u>
16.25
Northeastern regional sales

## APPENDIX B

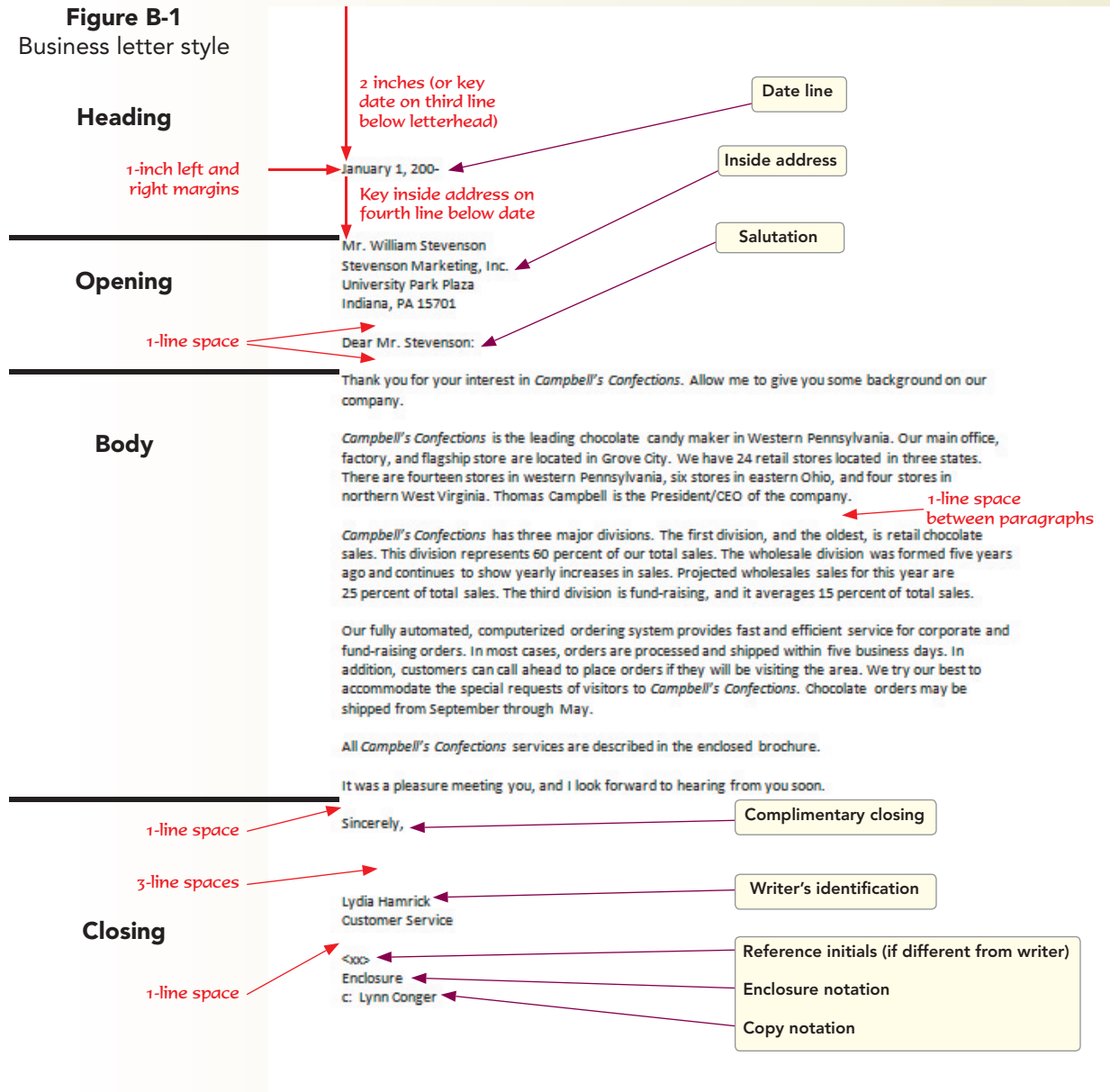
### Standard Forms for Business Documents

Reference manuals, such as *The Gregg Reference Manual*, provide a variety of letter and memorandum styles, as well as styles for reports and other documents. Many businesses also have their own styles for documents. This appendix includes two basic styles—a business letter and a memorandum. It also shows the most common format for a continuation page (used for either letters or memos).

**TABLE B-1** Parts of a Letter

Part of Letter	Location/Description
<b>Heading</b>	
Letterhead or return address	Often appears on preprinted stationery; can also be created in Word. Includes the company name, address, and other contact information.
Date line	Two inches from the top of the page on letterhead stationery or on the third line below a Word letterhead. Use date format shown in Figure B-1.
<b>Opening</b>	
Inside address	Starts on the fourth line below the date; consists of name and address (and possibly company name and job title) of person to whom you are writing.
Salutation	On the second line below the inside address; typically includes a courtesy title (Mr., Mrs., Ms., Miss) and ends with a colon.
<b>Body</b>	
Message	Content of the letter, single-spaced with one blank line between paragraphs.
<b>Closing</b>	
Complimentary closing	On the second line below the last line of the body of the letter. Common closings are “Sincerely” or “Sincerely yours” followed by a comma.
Writer’s identification	On the fourth line below the closing, to leave space for a signature; includes the writer’s name and job title (and sometimes the department).
Reference initials	On the second line below the writer’s name and title; consists of the typist’s initials in small letters.
Enclosure notation	On a new line below the reference initials if letter has an enclosure. Specify the number of enclosures. Can also use “Attachment” if enclosure is attached.
Optional features	Filename notation—indicates document name for reference purposes; delivery notation—method of delivery (other than regular mail); copy notation—people who will receive copies of the letter (usually begins with “c:” or “cc:”)

**Figure B-1**  
Business letter style



**Figure B-2**  
Continuation page header for two-page (or longer) letter or memo

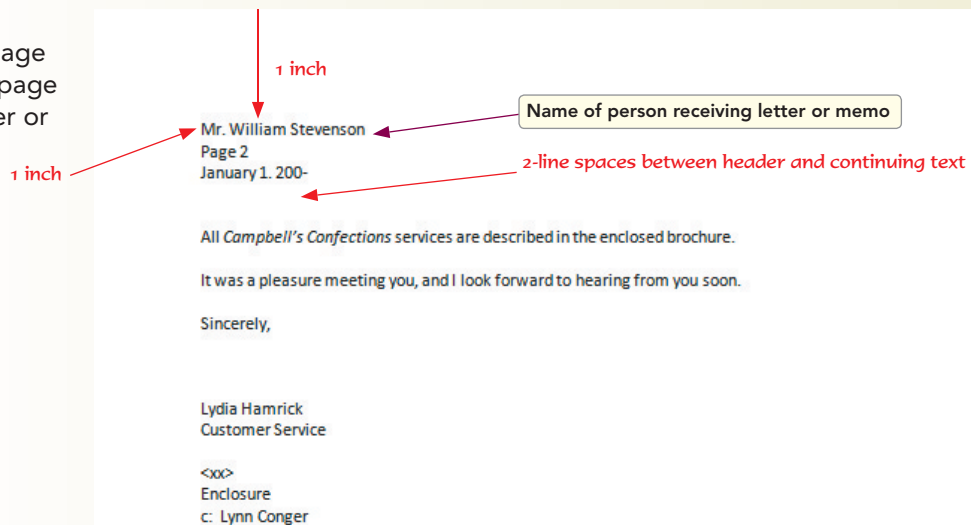
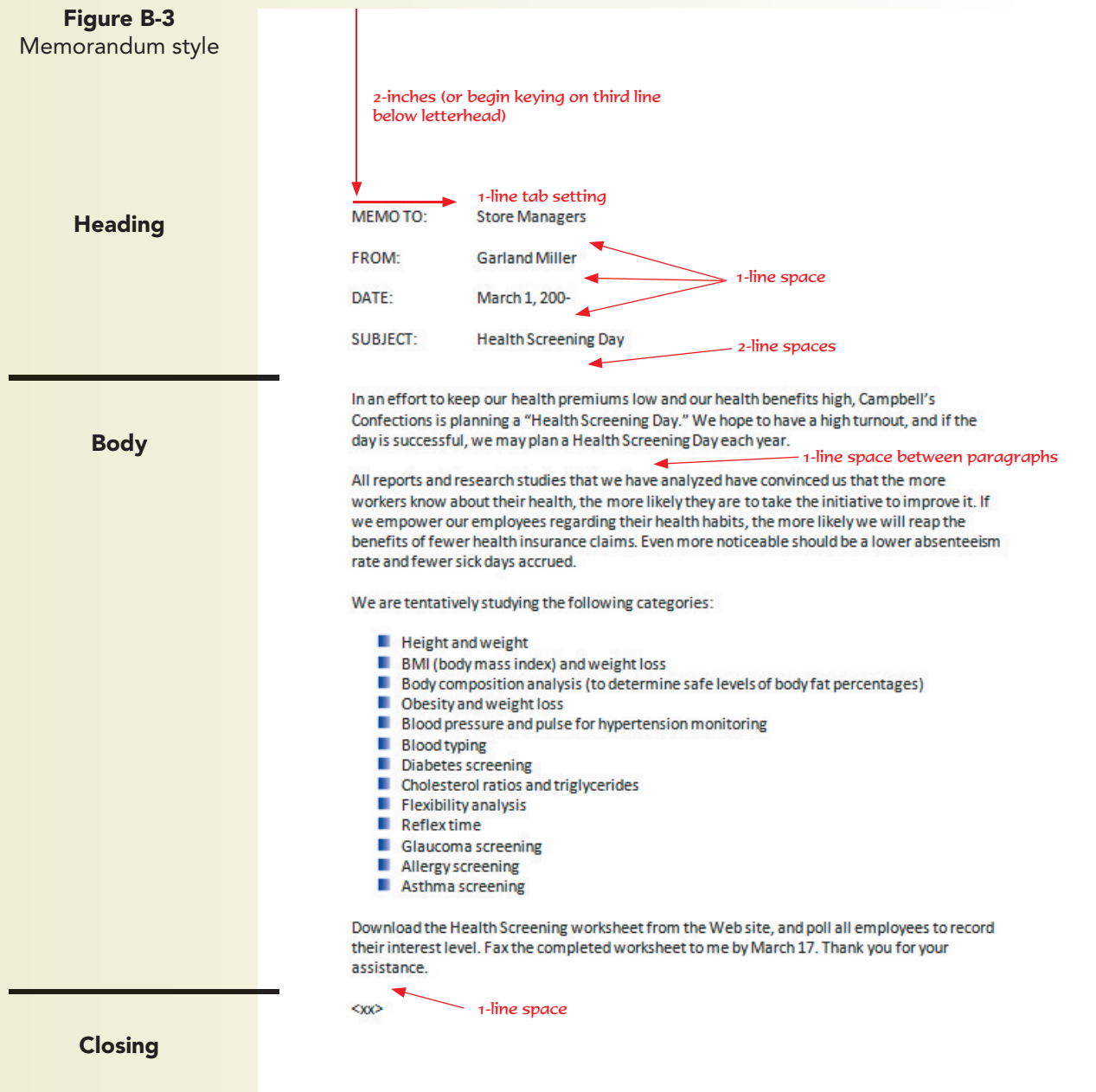


TABLE B-2 Parts of a Memo

Part of Memo	Location/Description
Heading	Starts 2 inches from top of page using plain paper or letterhead stationery or on third line below memo letterhead. Consists of guide words ("MEMO TO," "FROM," "DATE," and "SUBJECT") in capital letters followed by a colon. Entries after guide words align at a 1-inch left tab setting. Use the date format shown in Figure B-3.
Body	Starts on the third line below the memo heading; contains the message, single-spaced with one blank line between paragraphs.
Closing	On the second line below the last paragraph; includes reference initials (the typist's initials in small letters). Might also include an enclosure notation, a file name notation, and a copy notation or distribution list.

Figure B-3 Memorandum style



## Quick Reference Guide

**TABLE C-1** Prefixes for Major Objects—Leszynski Naming Conventions

Prefix	Object Type	Example
tbl	Table	tblEmployees
qry	Query	qryKitSuppliers
frm	Form	frmStuffedAnimals
rpt	Report	rptInventoryValue
mcr	Macro	mcrPreviewReport
bas	Module	basMyProgram

**TABLE C-2** Custom Formats—Text and Memo

Symbol	Description
@	Text character (either a character or a space) is required
&	Text character is not required
<	Force all characters to lowercase
>	Force all characters to uppercase

**TABLE C-3** Number Field Size Settings

Setting	Precision	Stores Number From	Decimal Storage Size
Byte	0 to 255	(None)	1 byte
Integer		-32,768 to +32,767	(None) 2 bytes
Long Integer		-2,147,483,648 to +2,147,483,647	(None) 4 bytes
Single		-3.40 x10 <sup>38</sup> to +3.40 x10 <sup>38</sup>	7 4 bytes
Double		-1.79 x10 <sup>308</sup> to +1.79 x10 <sup>308</sup>	15 8 bytes
Decimal		-10 <sup>28</sup> to +10 <sup>28</sup>	28 12 bytes

**TABLE C-4** Access 2007 Database Specifications

Attribute	Maximum
Access database (.accdb) file size	2 gigabytes
Number of objects in a database	32,768
Number of modules (including forms and reports modules)	1,000
Number of characters in an object name	64
Number of concurrent users	255

**TABLE C-5** Custom Input Masks

Symbol	Description
0	Digit (0 to 9, entry required)
9	Digit or space (entry optional)
#	Digit or space (entry optional; spaces are displayed as blanks while in Edit mode, but blanks are removed when data are saved)
L	Letter (A to Z, entry required)
?	Letter (A to Z, entry optional)
A	Letter or digit (A to Z, entry required)
a	Letter or digit (A to Z, entry optional)
&	Any character or a space (entry required)
C	Any character or a space (entry optional)
<	Causes all characters to be converted to lowercase
>	Causes all characters to be converted to uppercase
!	Causes the input mask to display from right to left, rather than from left to right
\	Causes the character that follows to be displayed as the literal character
"abc"	Displays exactly what is between the quotation marks
.,; - /	Placeholders (decimal, thousand, date and time separators)
Password	Any character typed in the control is stored as the character but is displayed as an asterisk (*)