

This index contains many entries for individual words and expressions. If you are looking for a specific word that is not listed, refer to ¶719, which provides a 15-page guide to words that are frequently confused because they sound alike or look alike; for example, *cite–sight–site* or *stationary–stationery*. You may also want to scan the table of contents for Section 11, which provides guidelines for the proper use of terms like *already–all ready* or *Capital–capitol–Capitol*. The material included in the two appendixes available only on the GRM Web site—Appendix C, “Rules for Alphabetic Filing,” and Appendix D, “Glossary of Computer Terms”—is not indexed here. However Appendixes C and D may be searched electronically at <www.gregg.com>.

NOTE: *The boldface numbers in this index refer to paragraph numbers; the lightface numbers refer to page numbers.*

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