

# User Guide

The Chicago Manual of Style  
15th edition

CD-ROM for Windows

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The Essential Guide for Writers, Editors, and Publishers



The University of Chicago Press

Chicago and London

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The text of the *Chicago Manual of Style* on this CD-ROM corresponds to that in a particular impression of the print edition, indicated by the last digit in the “version number” on the CD-ROM packaging. For example, the text of version 1.2.2 of the CD-ROM corresponds to the text in the second print impression and reflects all typographical corrections made for that impression.

To register your copy of the CD-ROM or to view a list of Frequently Asked Questions, go to [www.chicagomanualofstyle.org](http://www.chicagomanualofstyle.org). For technical issues not covered in the FAQ, please e-mail [cmoscdrom@press.uchicago.edu](mailto:cmoscdrom@press.uchicago.edu) or call 1-888-472-2744 (toll-free within the U.S. and Canada) or 1-773-702-5300.

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## CHAPTER 1

## Welcome

The *Chicago Manual of Style* is an invaluable part of the reference bookshelf of anyone who works with words. With this CD-ROM, the *Manual* will be an important addition to users' hard drives as well. The CD-ROM *Manual* offers all the content included in the print version, but now users can easily search for topics of interest and quickly display the relevant sections of the *Manual*. In another time-saving feature, all cross-references are fully hyperlinked. Easily installed on a user's local hard drive, the CD-ROM *Manual* makes it possible to do the following:

- ◆ Browse the table of contents and text of the *Manual*
- ◆ Find specific topics quickly with the help of advanced search capabilities
- ◆ Customize the *Manual* by highlighting and bookmarking key passages and by adding notes for future reference
- ◆ Choose type sizes for enhanced on-screen readability
- ◆ Print paragraphs of particular interest

This User Guide explains how to access and use all these helpful features of the CD-ROM.

## System Requirements

The minimum software and hardware requirements for running the *Chicago Manual of Style* CD-ROM for Windows are as follows:

- ◆ Windows 95 / NT4 / 98SE / ME / 2000 / XP
- ◆ Internet Explorer 5.5 or later
- ◆ 486 or compatible (Pentium recommended)
- ◆ Hard disk with 70MB of space available
- ◆ 32MB RAM
- ◆ CD-ROM drive

Note that you will also need a PDF viewer such as Adobe Reader to view the illustrations and certain other components of the application. If such software is not already present on your machine, the Installer will give you the option of installing Adobe Reader directly from the CD-ROM.

## Installation

► To install the *Chicago Manual of Style* CD-ROM for Windows on a PC running Windows 95, NT4, 98SE, ME, 2000, or XP:

1. Insert the CD-ROM into an available CD drive. The Installer application should start automatically.
2. If it does not start automatically, choose My Computer, display the contents of the *Chicago Manual of Style* CD-ROM, and double-click on **Setup**. The Installer will start.

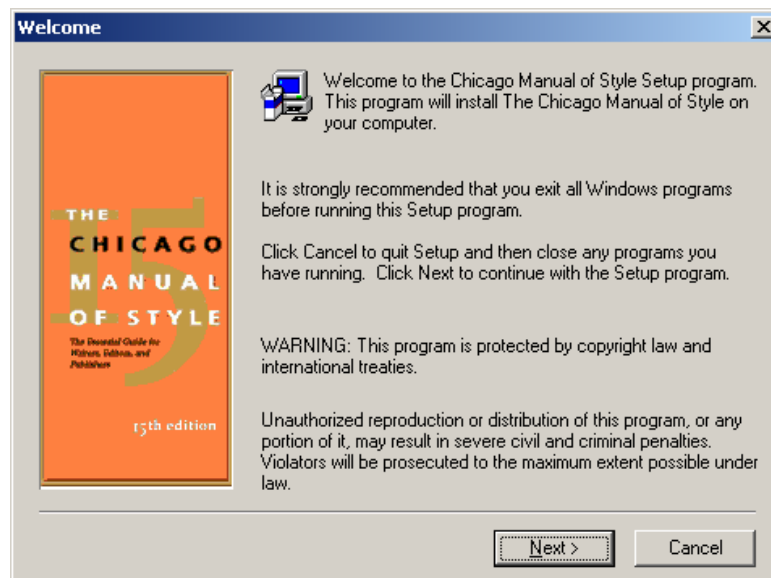


Figure 1 The *Chicago Manual of Style* CD-ROM for Windows Installer window

3. Click on **Next** to begin the installation process.
4. Read the license agreement and, if you accept its terms and conditions, click on **Yes**. If you do not accept the license agreement, click on **No**, and the Installer will quit without installing the *Chicago Manual of Style* software.
5. The Installer will display the Read Me file. This file is also included on your CD-ROM and contains system requirements and installation instructions. When you have finished reading this file, click on **Next**.
6. In the User Information screen, enter your name and the serial number that came with your CD-ROM. (This number is located on a sticker inside the CD-ROM case. Be sure to keep a permanent record of this number in case you ever need to reinstall the software on your computer.) Enter the serial

number exactly as it appears on the sticker, including hyphens. When you have entered your name and serial number, click on **Next**.

7. Choose a folder on your hard disk in which to install the software and its required files, or create a new folder by adding the name of the new folder to the Path textbox.

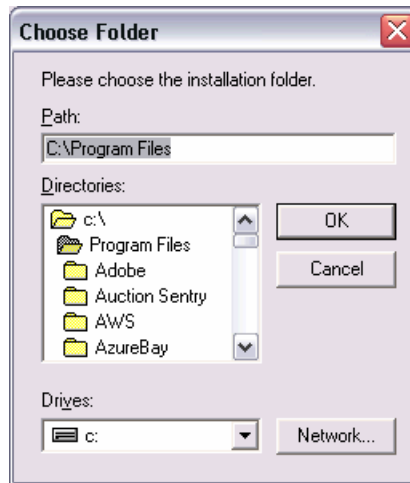


Figure 2 The Choose Folder Installer dialogue box

8. Click on **OK** to accept the choice of folder. The Installer will ask you to choose a program group to contain the *Chicago Manual of Style* icon. You can accept the default program group suggested by the Installer, select an existing program group, or create a new program group by typing a name into the Program Folders textbox.
9. Click on **Next** to begin installation. The Installer will copy to your hard disk the files necessary to run the *Chicago Manual of Style* software.
10. When the Installer has finished copying files, setup is complete. You can choose to launch the *Manual* software and open the Read Me file when the Installer shuts down. Make your selections and click on **Finish**. You can now begin using the *Chicago Manual of Style* software.

The Installer will also have inserted an Uninstall icon in the same folder as the *Chicago Manual of Style* icon. Click on this icon if you need to uninstall the software for any reason.

## Registration

To register your copy of the *Chicago Manual of Style* CD-ROM for Windows, go to [www.chicagomanualofstyle.org](http://www.chicagomanualofstyle.org). Registered users are eligible for technical support, information regarding new versions and products, and other updates of interest to *Manual* users.

## CHAPTER 2

## Getting Started

## Opening and Closing the Application

The *Chicago Manual of Style* Installer creates an icon on your desktop. Double-clicking on this icon starts the software and displays the main application window. You will also find an icon on the Start menu that performs the same functions.

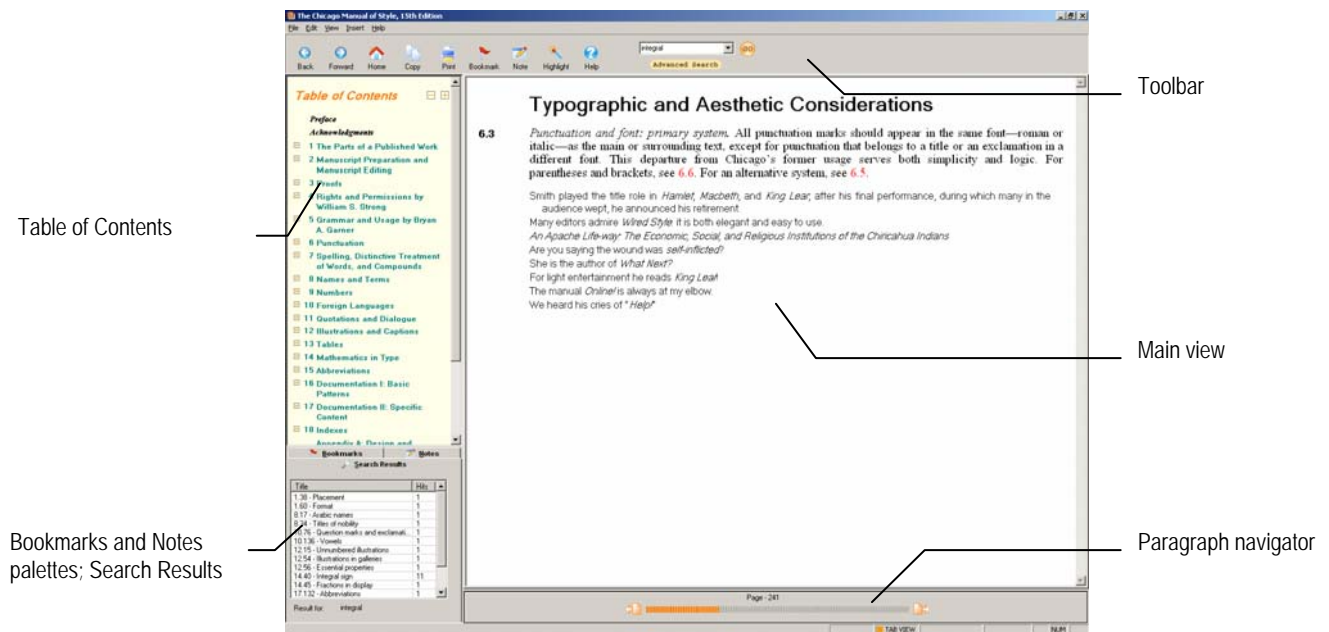











Figure 3 The *Chicago Manual of Style* application window

The application can be closed by selecting the **Exit** command on the File menu, by clicking on the **Close** box in the upper right-hand corner of the application window, or by hitting alt+F4.

## Accessing Application Functions

The toolbar and application menu provide quick access to all the main functions of the software. Toolbar functions (and their equivalent menu commands, noted in brackets if applicable) are described briefly below and covered in more detail later in this User Guide.

Command	Purpose
 Back	Use the <b>Back</b> button to return to the last paragraph you viewed.
 Forward	Use the <b>Forward</b> button to redisplay a paragraph you viewed before clicking on the <b>Back</b> button.
 Home	The <b>Home</b> button displays the initial page that appears each time you start the <i>Chicago Manual of Style</i> software.
 Copy	To copy text from a <i>Manual</i> paragraph to the Clipboard so it can be pasted into another application, select the text you want to copy and click on the <b>Copy</b> button. [Edit > Copy]
 Print	The <b>Print</b> button lets you print the current paragraph, with or without any associated Notes. [File > Print]
 Bookmark	Use the <b>Bookmark</b> button to add the current paragraph to your list of Bookmarks. [Insert > Bookmark]
 Notes	Use the <b>Notes</b> button to attach a personal note to the current paragraph. [Insert > Note]
 Highlight	To highlight a word or phrase in the current paragraph, select the text and click on the <b>Highlight</b> button. [Insert > Highlight]
 Help	The <b>Help</b> button opens this User Guide. [Help > User Guide]

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Some application functions can also be accessed using the following keyboard shortcuts:

ctrl+p – Print

ctrl+c – Copy

ctrl+v – Paste

ctrl+g – Go to

ctrl+f – Quick Search

ctrl+left arrow – Go to previous paragraph

ctrl+right arrow – Go to next paragraph

F6 – Change active window (from main view to TOC, and so forth)

alt+F4 – Exit

## Displaying *Manual* Content

### Text

The basic unit of display for text in chapters 1–18 of the *Chicago Manual of Style* CD-ROM for Windows is the numbered paragraph. Text sections that appeared as front matter and end matter in the print edition of the *Manual*—preface, acknowledgments, appendixes A and B, and bibliography—are each displayed as a single section in the *Manual* software. The index is divided for display into twenty-six alphabetical sections. For the sake of simplicity, the term *paragraph* is used in the software and throughout this User Guide to refer to all these units of text display.

The various means of browsing and searching for specific text in the *Manual* are described in [Navigating and Searching the \*Manual\*](#).

### Figures and Tables

Figures and tables in the *Chicago Manual of Style* CD-ROM for Windows are presented as Adobe Portable Document Format (PDF) files. The only exception is table 10.2, which is presented as part of paragraph 10.100. To view the PDF files, you will need to have Adobe Reader installed on your machine and to have access to Internet Explorer.

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To view a particular figure or table, click on any hyperlink to that item, and Adobe Reader will be launched to display the PDF file. The file will open in a separate window that can be resized to fit your screen and can also be zoomed, scrolled, and printed.

For more information about hyperlinks to figures and tables, see [Hyperlinks](#).

## Setting the Size of Text

The application allows you to choose the size of the *Manual* text in the main view on the screen. You can select from five sizes, ranging from Small to Largest.

▶ **To change the size of the text displayed:**

1. From the View menu, select **Text Size**. You can also make the selection through the contextual menu within the main view (right-click).
2. From the pull-aside menu, choose the text size you want.
3. The text display will automatically be updated with your choice of size.

Note that certain special characters and examples in the *Manual* are represented as in-line graphics and are not scalable. Paragraphs with complex typographical elements are generally best viewed in the Largest type size.

## Printing Paragraphs and Notes

You can print individual paragraphs from the *Manual* software with or without any Notes associated with those paragraphs. (The Notes feature is described in [Making Notes](#).)

▶ **To print a paragraph and/or its associated Notes:**

1. Click on the **Print** button on the toolbar, select **Print** from the File menu, or use the keyboard shortcut for printing (ctrl+p). The Print dialogue box will be displayed.
2. Choose to print the paragraph only, the paragraph and any associated Notes, or just the Notes.

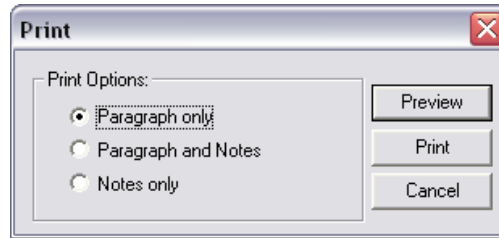


Figure 4 The Print dialogue box

3. For a preview of the text to be printed, click on **Preview**. If you are satisfied with the preview, click on **Print**; if not, click on **Close**.

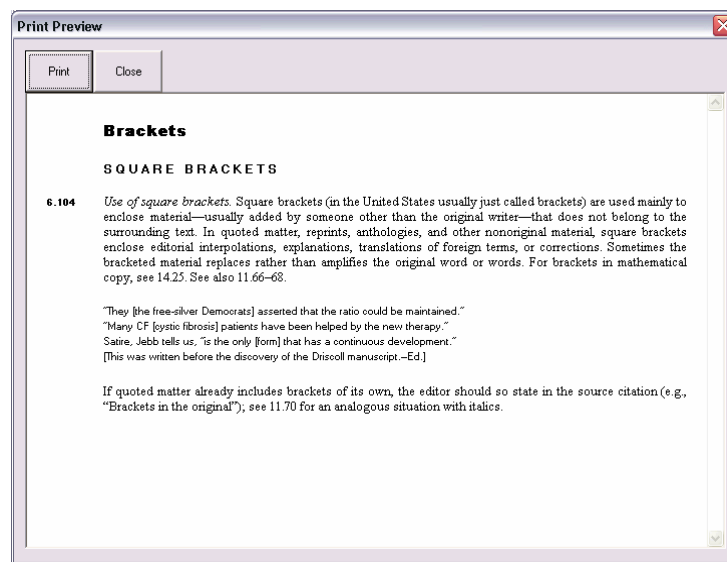


Figure 5 The Print Preview window

4. If you do not wish to preview the printed version, click on **Print** in the initial Print dialog box to print your selection.
5. The standard Print dialog box will be displayed. Click on **Print**. Note that the application does not allow the printing of selected pages or page ranges.

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## Chapter 3

# Navigating and Searching the *Manual*

There are several means of finding specific content and navigating among paragraphs (as well as PDF files of figures and tables) in the *Chicago Manual of Style* CD-ROM for Windows.

## Using the Table of Contents

The main application window features an interactive table of contents (TOC) that lists all the chapter titles, chapter subheadings, and paragraphs in the *Manual*. You can browse the TOC using the following actions:

- ◆ Click on the **Plus** icon alongside a chapter title or a first-level subheading in the TOC to display the lower-level subheadings and paragraphs within that section.
- ◆ After a section has been expanded in this way, a **Minus** icon is shown alongside it. To “fold” the section and hide its subordinate elements, click on this icon.

To display the text of a paragraph, click on the paragraph number or name. The text will be displayed in the main view.

You can fully expand the TOC (that is, you can show every chapter title, chapter subheading, and paragraph in the *Manual*) by clicking on the **Plus** icon at the top of the TOC window. To fully contract the TOC, click on the **Minus** icon, also at the top of the TOC window.

## Navigating within the *Manual* Content

### Paragraph-by-Paragraph Navigation

Once you have displayed a specific paragraph in the *Manual*, you can browse the surrounding paragraphs one at a time by using the paragraph navigator below the main view. To advance to the next paragraph, click on the arrow at the right. To go back to the preceding paragraph, click on the arrow at the left.



Figure 6 The paragraph navigator control

Both the scale displayed between the arrows and the page number listed above the scale indicate where the current paragraph appears in the print edition of the *Manual*. You can click anywhere on the scale to open a paragraph that corresponds to that position relative to the print edition. If a paragraph runs across more than one page in the print edition, only the first page number is displayed.

You can also use the keyboard shortcuts  $\text{⌘}+\text{left arrow}$  and  $\text{⌘}+\text{right arrow}$  to go to the previous and next paragraphs, respectively.

## Viewing History

You can use the buttons on the toolbar to navigate through the paragraphs you have viewed in your current session (that is, the time between starting up and closing down the software).

- ◆ To return to the last paragraph you viewed, click on the **Back** button on the toolbar.
- ◆ To view a paragraph you viewed before clicking on the **Back** button, click on the **Forward** button.

## Hyperlinks

The text of the *Manual* contains hyperlinks between paragraphs, to external PDF files for figures and tables, and to some external Web site addresses (also referred to as Uniform Resource Locators, or URLs). These hyperlinks are indicated by red text, and they can be activated by clicking on the indicated text. Note that the light blue text that appears in subheadings throughout the *Manual* software and in many examples in chapter 5 does not indicate hyperlinks but is instead a design feature of the product.

Hyperlinks to spans of inclusive paragraph numbers will take you to the first and last numbers of the span—for example, “1.21–24” links you to 1.21 and 1.24, but not to 1.22 and 1.23. The intermediate numbers can be reached by using the paragraph navigator described in [Paragraph-by-Paragraph Navigation](#). The same principle applies to inclusive spans of figure and table links, such as “figures 16.1–16,” although each figure or table will need to be accessed individually, as described in [Figures and Tables](#).

Text that illustrates how to punctuate, divide, and cite URLs does not contain active hyperlinks. URLs presented as content in the bibliography and in

select other instances in the text are active and highlighted in red. All such hyperlinks were current as of 2006.

## Using the Index

One way to find all the paragraphs related to a specific topic is to use the index, which is listed at the bottom of the Table of Contents. The index contains active hyperlinks to all the paragraphs listed under a particular topic as well as to any relevant figures and tables. References to page numbers, which correspond to the print edition and occur only for text in appendixes A and B, are not hyperlinked.

The index is not included in the *Manual's* search functions, which are described in the following section.

## Using the Search Functions

The search functions of the CD-ROM allow you to locate all instances of a word or phrase in the *Manual*. With the exception of certain special characters and examples that are represented as in-line graphics, the text of the *Manual* is fully searchable. You can search for all words within figure captions and table titles and significant words within the figures and tables.

### Searching for Words and Phrases

There are two ways to search for words and phrases in the *Manual*: Quick Search and Advanced Search. Both are accessible from the toolbar.

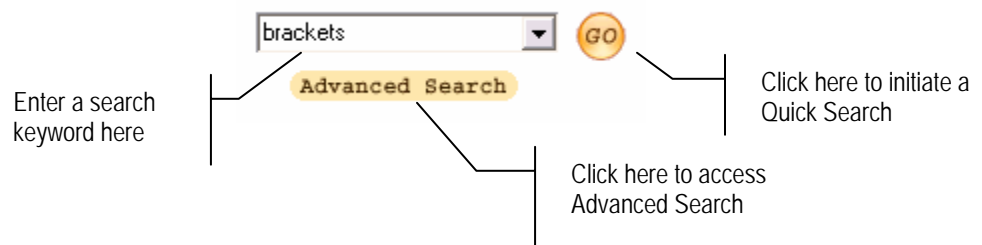


Figure 7 The Quick Search and Advanced Search functions

#### ► To find a word or phrase using Quick Search:

1. Enter a search keyword in the Quick Search textbox. If you enter more than one word, it will automatically be treated as a phrase. (Quotation

marks are not used to delimit phrases in Quick Search.) Note that phrase searches will not return results from within figures and tables.

2. Click on **Go** to start the search. Paragraphs, figures, and tables that include the search keyword will be displayed in the Search Results list at the lower left of the application window.

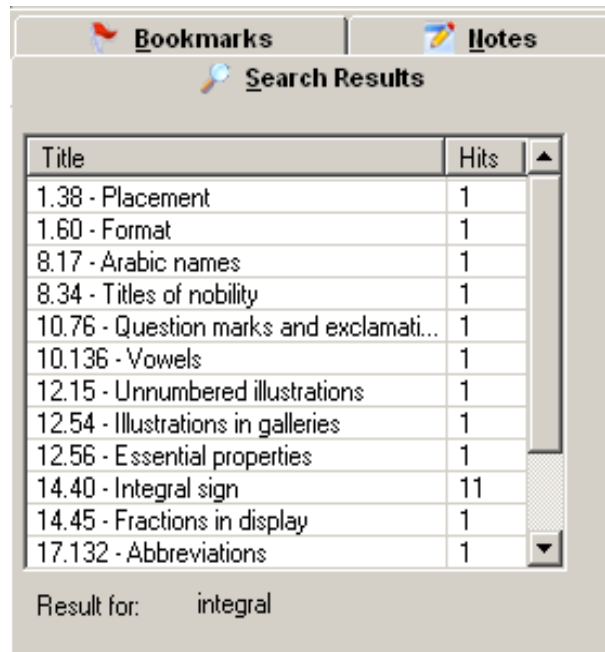


Figure 8 The Search Results palette

3. To display a paragraph, figure, or table from the Search Results list, single-click on it. If you select a figure or table that is a PDF document, it will automatically be opened in Adobe Reader.

Search keywords that you enter in Quick Search during a single session are stored and can be easily retrieved from the drop-down list that appears when you click on the arrow to the right of the keyword textbox. You can also scroll through your previous search keywords with the up and down arrows.

If you want to search for more than one keyword at the same time, use Advanced Search. Note that you cannot search for phrases in Advanced Search.

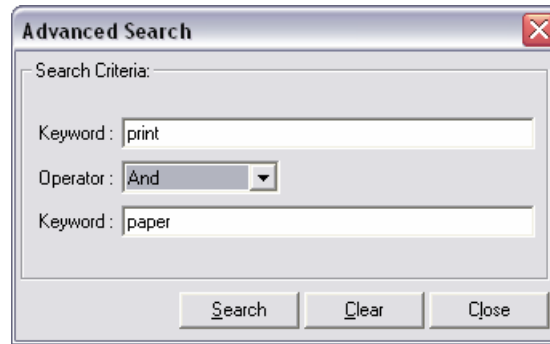


Figure 9 The Advanced Search dialogue box

► **To find words using Advanced Search:**

1. Click on the **Advanced Search** button on the toolbar immediately beneath the Quick Search textbox.
2. Enter your first search keyword.
3. Choose an operator:
  - ◆ **Or**—for a broad search that will find paragraphs, figures, and tables that contain either of the search keywords
  - ◆ **And**—for a more restrictive search that will find paragraphs, figures, and tables that contain both search keywords
  - ◆ **Not**—to find paragraphs, figures, and tables that contain the first keyword but not the second (e.g., find “note” but not “footnote”)
4. Enter your second search keyword.
5. Click on **Search** to begin the search. The results will be displayed and can be accessed in the same way as in Quick Search.
6. To clear the search form and start over, click on **Clear**.

### Using Wildcard Characters

In Quick Search, you can use wildcard characters to search for variations of a search keyword. Quick Search supports two wildcard characters: question mark, which stands for “one of any letter,” and asterisk, which stands for “one or more of any letter.” Please note that wildcard characters must be preceded by at least two letters in the Quick Search textbox.

- ◆ To find both singular and plural instances of a word such as “comma,” you can use either wildcard character (“comma?” or “comma\*”). For

words that require more than one character to form the plural (“index”), use the asterisk (“index\*”).

- ◆ To find all instances of a word that appears in multiple forms depending on its context in the *Manual*, use the asterisk. For example, a search for “fig\*” returns results for “fig.,” “figs.,” “figure,” and “figures.”

Wildcard characters do not work in Advanced Search.

## Avoiding Reserved Words

Neither Quick Search nor Advanced Search will allow you to search for many extremely common English words that would return a large and not particularly helpful collection of hits. Most of these reserved words are articles (*a, the*), conjunctions (*and, or*), prepositions (*into, by*), and pronouns (*she, her*). A few of the reserved words, such as *be, that, and which*, are functionally described in the *Manual* text. To find the relevant paragraphs in this situation, consult the index or the table of contents.

## Searching for Specific Paragraphs

If you know the number of the paragraph you want to display, you can search for it through Quick Search or Advanced Search, or you can go directly to it.

### ► To go directly to a specific paragraph:

1. From the Edit menu, choose **Go to . . .**, or else use the keyboard shortcut for **Go to . . .** (ctrl+g). The default selection in the Go to . . . dialogue box is Go to Paragraph.
2. Enter the paragraph number.

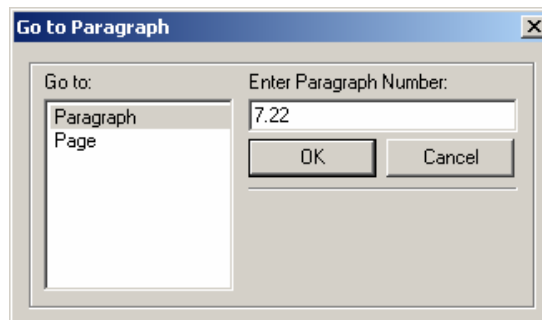


Figure 10 The Go to . . . dialogue box

3. Click on **OK**. The software will display the relevant paragraph.

Note that the Go to . . . dialogue box also allows you to go directly to the contents of a specific page from the print edition of the *Manual*. To activate this function, click on **Page** in the dialogue box, enter the page number, and click on **OK**.

## Chapter 4

# Personalization Tools

The *Chicago Manual of Style* CD-ROM for Windows includes features that allow you to personalize the *Manual*, including the addition of bookmarks, highlighting, and notes. These features will make your *Manual* easier and more convenient to use.

## Bookmarking Paragraphs

You can use the Bookmark tool to mark a paragraph for easy retrieval. Bookmarks are stored in folders on the Bookmarks palette in the lower left of the application window.

► **To bookmark a paragraph:**

1. Display the paragraph you want to bookmark.
2. Activate the Insert Bookmark feature in one of the following ways:
  - ◆ Click on the **Bookmark** button on the toolbar.
  - ◆ From the Insert menu, select **Bookmark**.
  - ◆ Right-click within the main view to display the pop-up menu, and choose **Insert Bookmark**.
  - ◆ Type the keyboard shortcut for Insert Bookmark (ctrl+b).

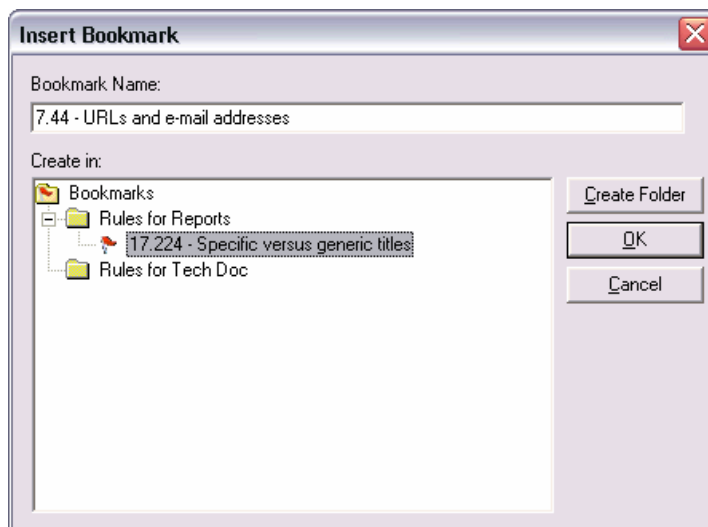


Figure 11 The Insert Bookmark dialogue box

3. By default, the name of the Bookmark is the number and title of the paragraph. You can rename the Bookmark at this point by typing over the default name. You can also rename the Bookmark later by clicking on it in the Bookmarks palette, accessing the contextual menu (right-click), choosing **Rename**, and typing the new name.
4. Select an existing folder to contain your new Bookmark, or click on the **Create Folder** button to create a new folder. Folder names must be unique.
5. Click on **OK** to create the Bookmark. The new Bookmark will be added to the chosen folder of the Bookmark palette. Bookmarks within a folder are displayed in ascending order by paragraph number even if you rename the Bookmarks.

Note that you can only bookmark a paragraph once. If you try to create a second Bookmark for a paragraph, a dialogue box will remind you that the page is already bookmarked.

► **To delete a Bookmark or a Bookmark Folder:**

1. Activate the Bookmark list at the lower left of the application window by clicking on the **Bookmarks** tab.
2. Select the Bookmark or Bookmark Folder you want to delete.
3. Click on **Delete**.
4. If you want to remove all Bookmarks and Bookmark Folders, click on **Delete All**.

## Highlighting Words and Phrases

Just as you might use a highlighter pen in the print edition of the *Manual*, you can use the Highlight feature in your *Manual* software.

► **To highlight text within a paragraph:**

1. Using your mouse pointer, select the text you want to highlight. Note that your selection cannot include nontext elements, such as hard returns or bullets in bulleted lists.
2. Activate the Insert Highlight feature in one of the following ways:

- ◆ Click on the **Highlight** button on the toolbar.
  - ◆ From the Insert menu, select **Highlight**.
  - ◆ Right-click within the main view to display the pop-up menu, and choose **Insert Highlight**.
  - ◆ Type the keyboard shortcut for Insert Highlight (ctrl+h).
3. A Color dialogue box displays, allowing you to choose the color for your Highlight. You can change the color for each Highlight you create in order to color-code different types of Highlights.



Figure 12 The Highlight Color dialogue box

4. Choose a color from the color palette provided. You can also click on **Define Custom Colors** to create your own color.
5. Click on **OK** to create the Highlight.

Highlights are persistent—that is, they will remain associated with the paragraph text when you shut down the application unless you deliberately remove them. They will also print when the paragraph is printed (if you have a color printer), and they can be copied and pasted into another application that supports and displays formatted text, such as Microsoft Word.

► **To remove Highlights:**

1. Choose **Remove Highlights** from the Edit menu, or right-click within the main view and select **Remove Highlights**.
2. From the pull-aside menu, choose one of the following options:

- ◆ **Selected Highlights**—to remove all highlights of a particular color within the current paragraph. Choosing this option displays the Color dialogue box. Pick the color of the Highlights you want to remove and click on **OK**.
  - ◆ **All Highlights in the Current Paragraph**—to remove all Highlights, regardless of color, in the current paragraph.
  - ◆ **All Highlights in the Manual**—to remove all Highlights, regardless of color, throughout the *Manual*.
3. The paragraph will be refreshed to show the effect of the action you selected.

## Making Notes

### Creating and Managing Notes

Just as you can annotate the margin of a printed page, you can use the Notes feature to annotate text in the *Manual* software. These notes are managed in the Notes palette at the lower left of the application window and, if you wish, can be included when a paragraph is printed.

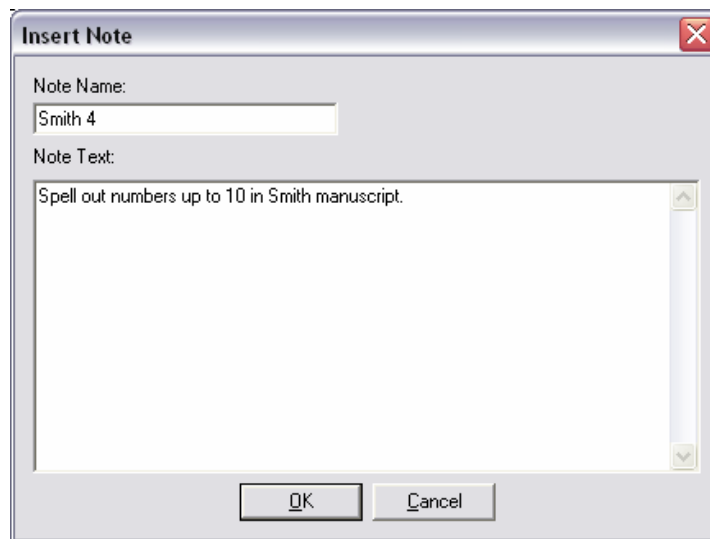



Figure 13 The Insert Note dialogue box

► **To attach a Note to text:**

1. Using your mouse pointer, select the text to which you want to attach your Note. The selected text cannot be longer than 100 characters.

2. Activate the Insert Note feature in one of the following ways:
    - ◆ Click on the **Note** button on the toolbar.
    - ◆ From the Insert menu, select **Note**.
    - ◆ Right-click within the main view to display the pop-up menu, and choose **Insert Note**.
    - ◆ Type the keyboard shortcut for Insert Note (ctrl+n).
  3. By default, the name of the Note is the first word in the selected phrase. You can rename the Note by typing over the default name.
  4. In the Note textbox, type the note.
  5. Click on **OK**. A Note icon () will appear in the paragraph next to the selected text, and your new Note will be added to the Notes palette. Notes are displayed in the order in which they were created.
- ▶ **To display or edit the text of a Note:**
1. Activate the Note list at the lower left of the application window by clicking on the **Notes** tab.
  2. Double-click on the Note you want to display. The paragraph containing the Note will be displayed in the main view, and the Note text in a pop-up dialogue box. (A single click will take you to the paragraph without displaying the note.)
  3. To edit the Note, simply type the desired changes into the Edit Note dialogue box, and then click on **Save**. Alternatively, you can access the editing function by clicking on the Note in the Notes palette, right-clicking while your mouse pointer is over the selected Note, and choosing Edit.
  4. You can also display—but not edit—Note text by clicking on the Note icon within the paragraph.
- ▶ **To change the name of a Note:**
1. Activate the Note list at the lower left of the application window by clicking on the **Notes** tab.
  2. Select the Note you want to rename.
  3. Right-click while your mouse pointer is over the selected Note.

4. From the pop-up menu, choose **Rename**. A Rename Note dialogue box is displayed.
5. Edit the label for your Note, and then click on **Rename**.

▶ **To delete one or more Notes:**

1. Activate the Note list at the lower left of the application window by clicking on the **Notes** tab.
2. Select the Note you want to delete.
3. Click on **Delete**.
4. If you want to remove all Notes in the *Manual*, click on **Delete All**.

### Printing Notes

The print function allows you to print Notes either with their associated paragraphs or on their own. See the discussion in [Printing Paragraphs and Notes](#).

## Chapter 5

# Troubleshooting and FAQs

For further information about the CD-ROM, including an FAQ section that will be updated regularly, go to the *Chicago Manual of Style* Web site at [www.chicagomanualofstyle.org](http://www.chicagomanualofstyle.org).

For technical issues not covered in the FAQ, please e-mail [cmoscdrom@press.uchicago.edu](mailto:cmoscdrom@press.uchicago.edu) or call 1-888-472-2744 (toll-free within the U.S. and Canada) or 1-773-702-5300.