

GLOSSARY OF INTERNET & COMPUTER TERMS

**All the Internet & Computer
Terms you will ever need to
know.**

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HOW TO USE THIS BOOK

I have compiled this glossary with the complete beginner in mind. This resource will save you hours in research time and in the time it takes to perform simple tasks on your computer.

Place a shortcut to this document on your desktop so it is always in easy reach.

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If you ever find a term that is not listed in this glossary please do not hesitate to contact me via my [contact page](#) and I will update this ebook and I will update this ebook.

Wishing you all the best in your Internet travels and please check back often to see the new ebook guides I have added to my website to improve your Internet experience.

Yours truly,
Susanne Wickes
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GLOSSARY OF INTERNET & COMPUTER TERMS

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You are encouraged to print this book for easy reading.

COMPUTER AND INTERNET GLOSSARY

ACTIVE X: Technology developed by Microsoft that allows interactive Web content and links desktop applications to the Internet. Once downloaded Active X controls have a large degree of freedom which can present a security risk.

ADSL (Asymmetric Digital Subscriber Line): Generally known as Broadband. This is a telephone system that is setup for a fee by your ISP in conjunction with your phone line provider. It provides connection speeds far in excess of those ever achieved by a dialup connection and also the ability to make or receive telephone calls whilst connected to the Internet.

ADWARE: Advertising within software that is installed on personal computers usually without permission of the owners. It can cause disruptive and unwanted advertising to appear in various programs and slows your computer down.

APPLE: Apple Mac is a range of computers that are not IBM compatible, even though they do have a limited ability to read IBM disks. Graphic Designers, Art Students, Publishers and the Media people like them a lot, but the majority of us still prefer a more user friendly PC or Laptop.

ARCHIVE: Archives are large files that have been compressed and may even contain several other smaller files.

ATTACHMENT: An electronic document or file (Word, Excel, JPG) sent via email

AUTORESPONDER: An autoresponder is a program that can send automatic pre-written replies to people who send emails to a particular email address. Autoresponders can be used to notify others when you are away or as to when a reply might be expected.

AVANT: A very popular free web browser

AVATAR: An icon or image used to represent you in a chat room, forum or group

.AVI: Video file extension

BACK UP: Making a copy or saving data (files, folders, photos, software) to a different storage device other than your computer, for safekeeping in case your computer crashes and you lose your data forever. This storage

medium could be a CD-ROM, DVD-ROM a flash drive or an external hard drive.

BANDWIDTH: The amount of data that can be moved across a Network at any one time. It refers to the volume of transfer (usually in bits per second) and not the speed at which the information is transferred. If you ever have problems connecting at peak times, then it could mean that your ISP has insufficient bandwidth to support all the calls coming into their servers.

BCC (blind carbon copy): A method used in email programs to hide certain recipients of an email from the rest of the recipients.

BETA (before entering the arena): An advanced (pre-release) version of a new software package that is still being developed. Beta versions are often supplied to selected groups for comments, observations and criticisms. These are then analyzed by the software manufacturers and changes are made before it is released to the general public.

BITS AND BYTES: A bit is short for binary digit. A bit contains a single value of 0 or 1. A consecutive group of bits makes up a unit. There are 8 bits in one byte. There is a finite amount of space on a computer and disk. Bytes are commonly identified in the thousands, millions, and billions: KB (kilobytes) for a thousand bytes, MB (megabytes) for a million bytes and GB (gigabytes) for a billion bytes.

BLOG: An online diary; a chronological publication of personal thoughts and web links published on a web page also called a Weblog or Web log (hence the name “Blog”). Typically updated daily and often reflects the personality of the author.

BLOGGING: The act of writing in one’s Blog. To blog something is to write about something in one’s Blog.

BOOKMARK: The process of saving a URL in your Web Browser so you can return to a particular site when you wish. Bookmark is the term used in Netscape and Mozilla Firefox; Favorites is the Internet Explorer term.

BOOLEAN: Any term such as AND, OR and NOT (if typed in-between two other words in a search enquiry) will narrow down the search to a specific area of interest. When used in this context, these words are known as Boolean Expressions.

BOOT UP: To start or restart a computer when the loading of the operating system and other basic software occurs ready for use.

BROADBAND: Broadband is a high bandwidth internet connection which is times faster than a dialup connection. With broadband you can still use your home phone to make calls whilst online. See ADSL.

BROWSER: See WEB BROWSER

BULLETIN BOARD (newsgroup, discussion group, forum): An electronic version of a notice board where people can leave and read messages. These boards are usually based on specific topics or areas of interest so people of like minds or interests can interact and learn from each other.

CACHE: Holds incoming, inputted or software downloaded Web information in its memory which allows you to continue what you are doing without having to wait for the information to be written to the hard disk. This allows you to return to a Web page that you have just visited and have it reload immediately without having to wait for it to be downloaded again from the Internet.

CC (carbon copy): The field in an email header that names additional recipients for the email message. When you want to send other people copies of your email message place their email address in the CC field.

CD-R (compact disk recordable): A CD that will record information such as files or music. It can be written to once only. Information on the disk cannot be removed or altered.

CD-ROM (D: DRIVE): The CD-ROM (Compact disk read only memory) disks are inserted into your system's D: drive. They can store much more information than a floppy disk but your computer cannot write to them. They can store anything from music to computer programs. CD-ROM drives only read CD's.

CD-RW (compact disk re-writable): A CD which can have information placed on it that can later be altered.

CD-RW DRIVES: CD-R's and CD-RW's can only be written to in a CD-RW drive. These drives both read and write to CD's.

CHAT ROOM: An area online where you can chat with other members in real-time. Users type their messages on their keyboard and the entered text appears on the monitor, along with the text of the other chat room visitors as they reply.

CHECK-BOX: Little square boxes that once clicked into, display a tick or a cross to indicate that the item has been selected. An essential item when filling in a questionnaire or forms on the web pages.

CLIPART: These are ready made images, illustrations or pictures. Sometimes they are supplied free with new software packages and occasionally you may wish to install them on your PC from a CD Rom. Clipart is usually supplied 'Royalty Free' and is free of copyright.

CLIPBOARD: An area of temporary memory in Windows in which text or a graphic, which has been cut or copied (in the Edit menu) from one application or document, is stored before pasting into another application or document.

CLOSE BUTTON: The small "X" found in the top right hand corner of a program window that when clicked on closes the program. Once closed a program would then need to be reopened to be viewed again.

COLOUR (32-BIT) IMAGES: These images have four separate color channels, each one of eight bits and each one capable of displaying up to 256 shades of that color.

COMMAND: An instruction given to the computer by the user.

COM PORT (SERIAL PORT): Your PC will have anything up to four Com Ports (i.e. Com1 - Com4) and it's through these connections (usually on the rear panel of your PC) that attached devices can talk to your computer. Anything fitted to a Serial Port such as a Scanner, Printer or external Modem will also be allocated a Com connection.

COMPRESS: Discarding redundant information from a file in order to reduce its size.

COMPRESSED FILE: See ZIP file.

CONFIGURATION: All the parameters and settings that your computer programs or hardware device needs in order to work i.e. configuring a device sets it up to work properly.

CONTROL PANEL: Part of Windows accessible from the Start Menu which allows users to view and manipulate basic system settings and controls, such as adding hardware, adding/removing software, controlling user accounts, changing accessibility options etc.

COOKIES: A data file that a Web Server sends to your browser when you visit a Web site. The cookie is updated each time you return and holds info about you, which may be used later. Examples are login or registration

information, online “shopping cart” information, user preferences, etc. Cookies” can be read by that Web site on the next visit.

CPU (CENTRAL PROCESSING UNIT): This unit houses the brain of your computer, including the memory, power supply and central processor.

CRASH: A crash in computing is a condition where a program (either an application or part of the operating system) stops performing its expected function and also stops responding to other parts of the system. Often the offending program may simply appear to freeze. If this program is a critical part of the operating system the entire computer may crash (a system crash).

CRT (Cathode Ray Tube): The glass tube used to produce a picture in standard computer or TV screens. Most computers sold today have LCD screens which are much smaller in size (generally, not screen size) and weight than CRT and generate a lot less heat.

CURSOR: The flashing | beam that is controlled by the mouse in a word processing screen.

CYBER CAFÉ: A Cyber Café is a Snack Bar or Café that allows customers to access the Web whilst having a drink or a snack. They usually charge a fee based on every half an hour of use. Very handy if you want to pick up your Email or keep in touch with family when away from home.

DATA: Information that is created or changed on a computer.

DEFAULT: An option that is automatically used by a computer program in the absence of a choice made by a user.

DEFRAG (Defragment): A Windows program that tidies up the files on your hard disk which gives you more room on your hard disk.

DESKTOP: The screen you see when your computer is switched on. It has a whole lot of little pictures of things on it called icons i.e. My Computer, My Documents, Recycle Bin, Internet Explorer etc. which access programs in the Windows operating system. The Desktop keeps everything you need easily accessible. Once you open an application such as Microsoft Word then you can no longer see the Desktop until you have minimized or closed the Word screen.

DIALOGUE BOX: A box that appears in Windows to display warnings or messages. It usually has an OK button or a Cancel button plus other options. It is important to read the information and then make a choice to be able to continue with what you are doing.

DIRECTORY: A list of Internet resources which can be browsed or searched. Directories differ from search engines in that directory listings are placed in the directory by humans whereas search engines use programs called spiders to index all sites on the web.

An example of a directory is Dmoz <http://www.dmoz.org/>

DOMAIN NAME: A unique address that identifies an individual or company web site on the Internet. E.g. www.my-ebook-guides.com which is my registered domain name. I pay a domain name registration fee yearly for this domain name.

DOWNLOAD: Transferring a file from a remote computer to your computer. For example: You may go to a web site and download an ebook to your computer. You have downloaded it from the remote computer where it exists as a file and that ebook now exists on your computer.

DOWNLOAD TIMES: The time it takes to get something from the Net onto your computer.

DOWNLOAD LIMITS (USAGE LIMITS): Limits set by many broadband ISP's to cap the amount of data you can shift across your connection each month.

DRAG: Left clicking on a file or icon with your mouse, holding the clicker down and moving the file across the screen to another location.

DRIVER (DEVICE DRIVER): A device driver is a program that controls a particular type of device (printer, keyboard, CD-Rom readers) that is attached to your computer. Many device drivers come with your operating system but for some devices you may need to load a new driver when you connect the device to the computer.

DROP-DOWN: A menu that drops down to reveal various options. Any text that is in its own box with a down pointing arrow is a drop down menu. Just click on the arrow and a whole list of options will appear.

DVD: A Disc that stores huge amounts of digital data including full movies with excellent quality sound and pictures. A DVD-Rom Drive will play both DVD's and CD-Rom discs.

DVD-ROM Disc: Used in the above DVD-ROM Drive. It can store up to 7 times the normal amount of data that can be stored on a CD-ROM. E.g. a complete library of books, such as the Encyclopedia Britannica.

DYNAMIC IP ADDRESS: Every computer on the Internet is identified by a unique number called an IP Address, but unlike a Static IP Address every

time you connect to the Internet are assigned an IP address from a pool of addresses maintained by your ISP on a first-come first-served basis, so it will be different every time.

E-COMMERCE: The selling of goods or services via the Internet.

EMAIL: A message sent electronically from one computer to another via a network or the Internet. If you are only interested in being able to send and receive Email then you can consider an “Email only” account with your Internet service provider. These accounts are much cheaper and do not allow you to surf the internet.

EMOTICONS: A symbol typed using one or more characters to show specific emotions. Also images with smiles or frowns used in E-mail and forums to indicate emotions.

ENCRYPTION: The process of converting files into a special code (i.e. scrambled) so that they cannot be read, except by a special decryption program. The contents of the message or file are unintelligible to anyone not authorized to read it. Only the persons sending and receiving the information have the key and this makes it unreadable to anyone except the intended persons. Encryption is a security measure used by people who wish to keep their data private.

ETHERNET: A common way of networking PC's to create a Local Area Network. This allows large data transfers of anything up to 10 MB per second.

.EXE FILE: This is a program file, also known as an executable file. These files do things on your computer.

EZINE: Similar to a magazine only an ezine is published on the internet.

FAVORITES: This is a folder that contains a list of web sites. It saves you the bother of having to retype complicated internet addresses every time you want to revisit the web address. You can add, arrange, rename or delete web addresses from your favorite's folder any time you wish.

FAQ: Frequently Asked Questions and their answers covering all sorts of topics can be found right across the internet. You can search for a question then look up the possible solution that somebody else has already tried, tested and found to work.

FILE: Any piece of information you save on your computer such as a text file, pictures, music, video etc.

FILENAME EXTENSION: This is the suffix (i.e. the letters after the dot) in a file name. Examples include .doc (MS Word) .xls (MS Excel) .txt (Notepad) and .pub (MS Publisher). Without a file extension at the end of the file name Windows will not know what application to launch in order to display the file.

FIREWALL: A network protection tool that guards against and reports intrusions on your computer when you are connected to the Internet. This is an inexpensive piece of software that improves your security when using the internet. It must be kept running at all times.

FLAME: An insulting or derogatory message usually sent via E-mail as punishment for a breach of what's known as Netiquette.

FLAME WAR: A heated argument in a newsgroup or other public online forum often resulting in insults and angry remarks that are off the subject.

FLASH: Software developed by Macromedia that is used for interactive graphics for Web sites, desktop presentations and games.

FLOPPY DISK (A: DRIVE): Floppy disks go in the A: drive of your computer. They are removable storage on which your computer can read or write files. They are 3 ½ inches in size and hold 1.4MB.

FOLDER: A folder is a place on your computer where you can conveniently save files. You can also put folders within folders. It is very important for a beginner to understand the concept of files and folders as you must be able to save files properly so you can easily find them again.

FONT: A collection of characters used for text with pre-defined sizes, type and color such as the one I am using right now, Arial. Most computers offer the user at least 100 fonts.

FORMAT: The term used for erasing the entire contents of a hard disk or floppy disk, ready for copying programs to it.

FORWARDING (Email): Sending or redirecting an email onto another person.

FREEWARE: Software distributed free and downloaded from the Internet. There are occasionally limitations; it may not be the latest version available and it may have limited functionality.

FTP or ftp (File Transfer Protocol): One of the main ways that files are transferred across the Internet. A FTP Site is one that's provided by a company or organization as a depository for all kinds of files that its users may want to download. A FTP Server is one that is provided for users to upload their Web pages to - using an ftp program. For example: Terrapin or CuteFTP.

56K: Abbreviation for a 56,000 kbps modem. It's the speed at which many modems run.

.GIF: Graphics Interchange Format: This is the standard file format used when displaying fixed or animated images on an Internet Web Page. It usually contains up to 256 colors and this allows for small accurate images to be statically displayed or in the case of animated images, several moving ones shown continuously.

GIGABYTE (GB or Gb): One thousand megabytes .

GRAPHICS CARD: An expansion card that interprets commands from the main processor and directs them to the monitor. If you want a higher resolution picture update your Graphics Card from 2D to 3D and look at the difference on a good 17" monitor.

GUI (Graphical User Interface): A Windows system that uses graphical icons to represent files. If you open up your Control Panel and select the Fonts Folder, then select View and Large Icons, you will see an example of what is meant by GUI.

HACKERS: These are unscrupulous people who break into other people's computers or networks with the intention of stealing personal or sensitive information. There are very severe penalties available for anyone caught doing this!

HARD DISK (C: DRIVE): The hard disk is located inside the CPU and stores data and files and contains important files and programs.

HARDWARE: Hardware refers to the components of your computer that you can see, touch and feel. This includes the computer itself, the monitor, keyboard, printer, mouse, speakers and so on.

HEADER: In E-mail terms, it's the part of the message indicating who the sender is, and usually includes some other brief details such as the subject of the E-mail message.

HITS: Visits by other Web users to a web site

HIT COUNTER: A special program or utility that records the number of "hits" on a web page.

HOME PAGE: A home page is the introductory or first page, of a Web site.

HOT KEY (keyboard shortcut): The combination of two keys used together to perform a task in an application. For example: if you were looking at a file or images on your PC, and you clicked on the first one (just to highlight it) then press Ctrl + A (both together the result would be that all the files (or images) would be selected - as you just used the Hotkey (or keyboard shortcut) for Select All. Other common Hotkeys are: Ctrl + C (copy) Ctrl + V (paste) and Ctrl + P (print). There are many more, but not many people use them these days.

HTTP (Hyper Text Transfer Protocol): HTTP is the protocol on which the Web is based.

HTML or html (Hypertext Markup Language): The tagging language used to format Web pages. It allows pictures and text to be combined to create Web documents and the most common feature is hypertext which makes it possible to link between different pages or documents within a Web Site.

HTML EDITOR: A software program that lets a Web Designer view and edit the hidden html code within a web page. Some modern html editors will both create the code for the designer and modify it when required. Great for a novice Web designer.

HTML FORMATTING: When an email is written using formatting such as a different font or font size and has links in it to other information instead of plain text which has none of these features.

HYPERLINKS: An element in an electronic document that links to another place in the same document or to an entirely different document. You click on the hyperlink to follow the link. Hyperlinks are the most essential ingredient of all hypertext systems including the World Wide Web.

ICON: A symbol or graphic representing a programs or command.

IMAGE EDITING PROGRAM: A program such as PaintShop Pro which can be used to manipulate scanned, downloaded or imported photographic images. The resulting images can then be saved in different file formats.

IMAP (Internet Message Access Protocol): A standard protocol for accessing email from your local server. Latest version is IMAP Version 4, a client/server protocol where email is received and held for you by your ISP. You can then view just the header and sender of the email before you choose to download the email. IMAP is a remote file server where POP3 is a “store and forward” service. STMP is used for sending only.

INKJET: A type of printer where ink is sprayed onto the paper through very tiny holes or 'jets'. Most inkjets can print color and black and white images or text.

INTERNET: A large group of millions of computers around the world all connected to one another and can share information. They are connected by phone lines, cables, satellites, and wireless connections.

INSTALL: When you copy an application or program onto the hard drive of your computer you are installing it. This may be done from a CD-Rom, a Floppy Disk, from the Internet (as a downloaded program etc) or from an external device such as a Digital Camera. If your computer program fails at any time you may have to re-install it from either of the sources mentioned.

INSTANT MESSAGING: An online service where you can send messages (usually text) to another person in another location in real time over the Internet. The service alerts you when your friends are online so you can then send them a message.

IP (INTERNET PROTOCOL) ADDRESS: The unique four number code designated to every Domain on the Internet. Each Domain also has a Domain Name as well as an IP address to make site addresses easier to remember.

IP Telephony: See VoIP

ISDN (Integrated Services Digital Network): A digital telephone line allowing faster data transfer rates than existing analog lines by using simultaneous transfer of voice, data and video information. Good for downloading graphically rich web pages and large images. See also ADSL.

ISP (INTERNET SERVICE PROVIDER): The service that provides the connection from your home to the internet.

JAVA: A Web programming language which supports online multimedia effects such as simple animations, background music, interactive web buttons and continuously updated information within displayed Web pages. For example, the date display on a web page is activated by Java. It automatically picks up the date from the users computer clock and displays it on their screen within a web page.

.jpg or .jpeg (Joint Photographic Experts Group): The compressed file format that is the standard for use on digital photographs.

KEYBOARD: The keyboard allows you to enter information into your computer. It is similar to a typewriter but has some different keys that perform special functions.

KEYSTROKE: The action of pressing a single key, or a combination of keys on the keyboard to complete a task or command.

KEYWORDS: Words or phrases that are used by Web surfers when using search engines to locate Web pages that contain the information that they want. These words are used by web site developers in the construction of web sites to ensure that the web site achieves a high ranking in the search engines and therefore people visit their site.

Kbps (KILOBYTES PER SECOND): The speed of the modem inside your computer is measured by the number of data 'bits' it is capable of transferring every second. i.e. 56kbps or 56K

KILOBYTE: 1024 bytes. Because it's such a small amount, it's usually rounded down to a thousand bytes.

LAN (Local Area Network): This is the name given to a group of computers that are usually within the same building and linked together by means of a network of connecting cables.

LASER PRINTER: A printer that produces high quality text and graphics by using a laser beam to draw characters as tiny dots onto a drum. This drum then attracts ink powder (known as toner) to the tiny dots and the result is then transferred to paper. It is extremely efficient and the resulting text or image is usually first class.

LCD (Liquid Crystal Display): Often seen on flat screens used in notebook computers and flat desktop monitors. Also used in the displays of calculators, microwaves, clocks and hi-fi's etc.

LINK: Links on a web page are the connections between hypertext pages. Every time you click on highlighted text to go to another page you are following a link.

LOG ON (or LOG IN): To enter an area, such as a chat room, on the internet usually using a user name and password that you have chosen when registering with the service.

LOWERCASE: The small letters in type, as distinguished from capital (uppercase) letters.

MAILBOX (also INBOX): The folder in your E-mail application that receives your incoming messages.

MAILSERVER: The computers at your ISP that sort, retrieve and direct your incoming and outgoing E-mail messages.

MALWARE: This is a general slang term often used to refer to an unexpected or malicious program (or code) such as a Trojan Virus, Worm Virus or Joke Program.

MAXIMIZE: The Maximize button allows you to change the size of the window on the screen.

MEGABYTE (MB or Mb): The unit of measurement for a thousand Kilobytes, or a million bytes.

MEGAPIXELS: A million pixels, which is the minimum number you will need to be able to reproduce a photo quality image of 6" x 4" in size. The general rule is that the more megapixels you have (in for example a digital camera lens or in a mobile phone lens) the better the images will be. It therefore follows that if you want to be able to enlarge your photos and

print them at A4, A5 or even larger sized paper, you will need to use a lens that has at least 5.1 (or better) megapixels.

MEMORY: Memory is the internal storage areas in the computer. This data storage comes in the form of chips.

MEMORY STICK: A memory format used by Sony digital cameras available in sizes up to 1GB.

MENU: A list of available options that are displayed on the screen and can be selected by the user.

MHz: Pronounced Mega Hertz. A means of measuring the speed of the processor inside your computer. For example, a 900 MHz processor is capable of carrying out 900 million operations per second.

MINIMIZE: The minimize button allows you to minimize or set aside a program so it remains open and active but allows you to see the Windows Desktop.

MIRROR SITE: This is an ftp site that contains a complete copy of the files on the web site it is mirroring. It makes it easier and quicker for the users to access and download files.

MODEM: The hardware used to connect to the internet.

MODERATOR: An arbitrator or mediator. Usually a user, who controls 'who can speak about what' in a chat room or forum on the internet.

MONITOR: The monitor displays the text and graphics generated by the computer.

MOTHERBOARD: A computer's main circuit board which contains the main circuit components and connections.

MOUSE: A small device that controls the movement of the cursor or pointer on a display screen and allows you to select and manipulate objects that you see on your monitor. Its name is derived from its shape, a body with a cord resembling a tail.

MP3 (or mp3) file (MPEG Layer 3): This is one way of digitally compressing music so that the files aren't nearly as big as they normally would be. Very handy if you want to download music quickly from the Internet onto your hard disk.

NETIQUETTE: Being polite on the internet.

NETMEETING: A product developed by Microsoft that enables groups to teleconference using the Internet. It supports VoIP, chat sessions, a whiteboard and application sharing. It is built into Microsoft's Internet Explorer browser.

NETWORK: Two or more computers linked together that are able to share files or resources i.e. they are networked.

NEWBIE: Someone new to the internet.

NEWSGROUPS (Usenet): Internet based message areas or discussion groups, usually organized by subject hierarchies (i.e. topics of interest). The collective term used for Newsgroups is Usenet.

NOTEBOOK: A small portable computer that is usually the size of an A4 notepad. It has many of the features of a desktop computer and is often favored by business users as a means of keeping in touch with their office whilst traveling around the country.

OFFLINE: When your computer performs an operation and it's not connected to the Internet or any other computer at the time of performing this operation, then it is deemed to be working 'offline'. You can save Web pages into your Favorites Folder and view them 'offline' any time you wish.

ONLINE: A computer is working online when it is connected via a phone line to another computer or computers on the Internet and is performing any operation such as browsing, downloading or transferring of files or data, etc.

ONLINE BANKING: Performing personal and business banking online by visiting your bank's website and logging into your account. You can transfer money between accounts, access your account balance, pay bills etc.

OPERATING SYSTEM: An operating system (OS) is the program that manages all the other programs in a computer. The operating system performs functions such as starting the computer, managing files, running programs and controlling the keyboard and mouse. On most PC's the operating system is Windows. Other operating systems are the Macintosh OS, UNIX or Linux.

PARALLEL PORT: This is the 24 pin connection port on the rear of a computer that can be used to connect a Printer or Scanner etc. Fortunately, USB 1.1 and now the faster USB 2.0 are available and they have now become the preferred way of connecting peripheral devices.

PDA (Personal Digital Assistant): A small mobile hand-held device that combines computing, telephone/fax, Internet and networking features. Functions as a cell/mobile phone, fax sender, web browser and personal organizer.

PCI SLOT: The slots inside your computer where such things as sound cards and modem are plugged in. Once inserted into these slots the computer will know they are there and set up the necessary driver files to make them work. This setup procedure is referred to as 'Plug & Play'.

PDF (Portable Document Format): A type of file that can be viewed on any computer and it will always look the same, whether or not the computer has the application that created the original document. Internet help files and on-line adverts often use .pdf files. Adobe Acrobat is the most popular type of application for viewing .pdf files.

PENTIUM II: This is an improved version of Intel's Pentium Processor which has now been superseded by both the Pentium III and IV. It is likely that it will be bettered many times over in the coming years. Computer hardware designers are constantly striving to invent ever faster processors.

PERIPHERAL DEVICES: Peripheral devices are hardware items that are attached to your computer e.g. printer, scanner, mouse, monitor, keyboard.

PHISHING: Internet fraud that aims to steal valuable personal and financial information such as credit card numbers, social security numbers, user ID's and passwords. This is usually done through the sending of fake emails (email spoofing) to a person purporting to be from a legitimate source. The email typically requests that the person access a fake web site (a replica of a trusted site) and enter their personal details. These are then used for criminal purposes.

PIXEL: This is the smallest point in an image, and as image resolution is measured by the number of pixels or dots vertically and horizontally displayed, each one of these pixels could be a different color and is saved inside your computer. So, next time you call up a picture from your hard disk, remember that the reason it sometimes takes a while to display it is that each one of these pixels has to be found, then when they are all present they will combined to produce the image that you see.

PIXEL RESOLUTION: This gives a rough indication of how detailed your picture will be, for example: a pixel resolution of 1280 x 768 indicates that the screen can display 1280 horizontal pixels and 768 vertical pixels. It is generally accepted that higher resolution screens will deliver sharper, more detailed pictures.

PKZIP and PKUNZIP: These two utilities are used for compressing or uncompressing files. Files that have been 'zipped' or 'unzipped' will have a .zip filename extension.

PLAIN TEXT: Any message that is typed with no formatting such as font size, font type or other layout information. It consists entirely of printed character.

PLUG & PLAY: A technology that gives computers the ability to plug a device into a computer and have the device recognized automatically. This reduces conflicts between computer devices by automatically configuring them at start-up.

POP3 ACCOUNT (Post Office Protocol Account): The system that provides a store and forwarding service for your email so that you can receive it into your own email programs inbox. Be aware that not all ISP's offer POP3 accounts and some of them only offer Web-based E-mail. When you read your mail, all of it is immediately downloaded to your computer and, except when previously arranged, no longer maintained on the server.

POP-UP: A small box that appears over a visited web page to deliver information or display an ad.

POSTING: Writing a message in a forum or newsgroup.

PRESENTATION PROGRAM: Microsoft PowerPoint which is a part of Microsoft Office is the most commonly used Presentation Program. Power Point allows you to display slides, show a report, demonstrate a product or service by using visual aids, and generally support a speech or presentation to an assembled audience.

PRINTER: The printer prints text and pictures you create on your machine.

PROCESSOR: See CPU

PROGRAM: The name given to the software that allows you to do things on your computer. It is a combination of computer instructions and data definitions that enable computer hardware to carry out certain functions.

PROTOCOL: Method by which computers communicate with each other over the Internet in order to provide a service.

PROXY SERVER: A computer that is running a program that acts as a gateway (i.e. a link) between your computer and the Internet.

PROVIDER: See ISP

PUBLIC DOMAIN: This refers to software that anybody is allowed to use or modify without authorization or risk of prosecution.

QUICKTIME: A technology developed by Apple computer that works on both PCs and Mac's which allows production of video and multimedia. Viewable with QuickTime.

[Click here to visit the download web page](#)

RAM (Random Access Memory): A special type of memory that enables programs to work on a computer. It is a temporary storage area that is emptied as soon as the computer is switched off. RAM allows you to multi-task and do lots of things at once.

REAL PLAYER: RealPlayer, formerly known as RealAudio, is a browser plug-in that lets you listen to and view sound and video as it is downloaded to your computer.

REBOOT: The term used to describe what you are doing when you shut down your computer (after installing software) and then restart it. It also applies to a crash. Press Ctrl, Alt and Delete (simultaneously) twice and it will reboot your PC.

RECIPIENT: In relation to email, the person who receives your email.

REFRESH: To reload the same web page by clicking on the refresh button on your browser tool bar.

RESOLUTION: The quality of a printed or scanned image expressed in dots per inch (dpi). The more dpi the better the quality of the scanned image.

RESOURCE: A particular object of information provided on the Net. It could be anything from a picture to a video or full application.

ROM (read-only memory): Computer memory whose contents can be accessed and read but cannot be changed. ROM is used to hold programs and data that must survive when the computer is turned off.

ROUTER: A piece of hardware that routes data from a local area network (LAN) to a phone line.

SCANNER: A device that reads a printed page and converts it into a graphics image for the computer.

SCREEN SAVER: A screen saver appears on the screen when the computer remains idle for a certain period of time. Its purpose is to save the computer from prolonged use which can shorten the monitor's life.

SCROLL BAR: The vertical and horizontal Windows movement bar at the right side and bottom of windows that if you scroll down you will find more content available on the web page.

SEARCH ENGINE: A search engine maintains a database of web sites and uses programs (spiders or robots) to collect information which is then indexed by the search engine. If you wish to find something on the internet you use a search engine by typing your query into the search box and clicking search. The search engine then searches the internet for sites that match your query and provides you with a page with links to thousands of sites where you will find what you are looking for. Examples of Search engines are Google and Yahoo.

SECURITY CERTIFICATE: A piece of data sent from one computer to another (when online) to prove the authenticity (or security) of the information about to be received or transferred via the Internet.

SERIAL PORT (COM PORT): A data port on a computer that can be used to plug in devices such as a modem or a mouse, etc.

SERVER: A computer which contains data which can be accessed via the internet.

SHAREWARE: Software available on the internet for download and free use for a limited time before buying.

SHOCKWAVE: Software developed by Macromedia to enables moving graphics on a web page.

SHORTCUT: An icon that you click on your desktop or in a folder, which then takes you into a file or a program, etc.

SIGNATURE: The automatic addition of a few lines at the foot of an E-mail message. These usually consist of the sender's E-mail address, their name and/or other details. A signature can also contain a reference to a web site address.

SMILEYS: These are the special keyboard characters often used in emails to suggest to the recipient that you are expressing a degree of emotion. For example: I'm happy is :-) and I'm sad is :-(and so on.

SMTP (Simple Mail Transport Protocol): A protocol used to send and receive email.

SNAIL MAIL: Slang for regular, paper mail sent through the postal services. E-mail messages can be sent and received in very quickly whereas regular mail moves at a snail's pace in comparison.

SOCIAL NETWORK: A service that uses software to build online social networks for groups of people who share similar interests and activities. This software allows those who have registered to communicate via chat, messaging, email, video, voice chat, file sharing, blogging and discussion groups.

SOCIAL NETWORKING: When people get together online to communicate and share information.

SOFTWARE: Software are the programs or applications that perform a function for you such as assisting you to write a letter, browse the Internet, send and receive email, create a drawing, etc. Examples are Internet Explorer, Outlook Express & Photoshop.

SOUND CARD: An expansion card that is plugged into the motherboard of the computer enabling game sound effects and music etc to be played on your computer when required. All modern computers are supplied with a basic sound card installed which can be upgraded if necessary.

SPAM: Spam is the term used to describe unwanted or unsolicited email. It is generally sent in bulk to millions of email addresses at once and sometimes contains viruses, worms or phishing attacks.

SPELL CHECK: Checks email messages before you send it for errors in spelling similar to spell checker found in word processing programs such as Microsoft Word.

SPREADSHEET: A software application capable of creating sheets of figures or data and applying calculations to them automatically. Microsoft Excel is a spreadsheet application which is part of MS Office.

SPYWARE: computer software that is installed on your computer without your knowledge which then attempts to take control of some of your computer functions. Spyware can also gather personal information, change computer settings and slow connection speeds. Also called Spybots or Tracking software.

SSL (Secure Sockets Layer): A commonly-used protocol for managing the security of message transmission over the Internet i.e. credit card details.

STANDBY (STANDBY MODE): A power saving function which means that the computer is ready for use but not in use. As soon as you begin to use the computer again standby switches itself off.

START MENU: This is the 'pop-up menu' of options that appears every time you click on Start on your desktop.

STATIC IP ADDRESS: Every computer on the Internet is identified by a unique number called an IP Address. Every time you connect to the Internet your computer is assigned an IP Address. If yours is Static, you will get the same number every time you connect.

STATUS BAR: The small narrow strip at the bottom of a window on your computer screen that displays information about that window's contents.

STREAMING: Playing video or sound in real time as it is downloaded over the Internet.

SUBJECT (Email): A short text summary giving the recipient of the email an idea of what the email is about. This text is displayed in the mailbox of the recipient.

SUBJECT DIRECTORY: An organized list of Web pages divided into grouped subject areas also know as subject gateways.

SUBJECT INDEX: An information resource that contains references to other resources, categorized by subject.

SURFING: The term used to describe what you are doing when you are using your browser to access web pages on the internet.

SPEAKERS OR HEADPHONES: The headphones or speakers allow the user to hear the audio portion of a program.

SURF: To use the internet by visiting web pages using your browser and search engines.

.SYS (Windows System File): A device driver file that makes something important work. One of the most important files on your system is config.sys

SYSTEM TRAY: The System Tray is located in the Windows taskbar (usually at the bottom next to the clock) and contains miniature icons for easy access to system functions.

TAG (in html terms): A Tag is used for marking-up text in various ways so that it is formatted within a Web document. They are sometimes known as Markup Tags and are hidden within the html code of every Web page you see on the Net.

TASKBAR: A bar that appears along the bottom of the computer screen which contains the Start button and also lists every application that is running. You can switch between applications that are running by clicking on their names in the Taskbar.

TEMPLATE: Any pre-prepared document or outline that contains text or graphics can be saved as a template and used again and again as the starting point for your new document or publication. Saving basic documents as templates saves a lot of time.

THREAD: In a Usenet group/Forum this is a list of messages loosely relating to each another.

THUMBNAIL: A small version of an image normally linked to a larger version.

TIMEOUT: A facility whereby after a certain period of user inactivity the connection to a Web Server is automatically terminated i.e. the connection “timed out”.

TOOLBAR: The rectangular strip usually at the top of the computer screen that contains icons and shortcuts to various options and functions in the application that is currently running. By clicking on a Toolbar Icon you get immediate access to that particular feature.

TROJAN: A program that installs malicious software while under the guise of doing something else. They install “back door” programs which allow someone to access your computer from another location for malicious purposes. Can be hidden in weather alert software, computer clock setting software or a computer game.

UNINSTALL: When you uninstall a program or application, you remove it and all of its associated setup or data files from your computer. Always restart (i.e. reboot) your computer after uninstalling a large application or program.

UNIX: An Operating System that supports multitasking specially designed for multi-user environments. Business users like UNIX also called Linux and Solaris. It is also the most popular operating system for Web Servers.

UNZIP: This is what you do when you open up (or expand) a previously archived (i.e. compressed) file.

UPLOAD: The transfer or uploading of files from a local (host) computer to a specified remote computer at a designated IP Address is known as Uploading. To do this you need an FTP program.

UPPERCASE: Capital letters.

UPS (UNINTERRUPTIBLE POWER SOURCE) OR SURGE PROTECTOR: A device that protects the computer from power surges that can occur in electrical lines. A UPS has a battery that will maintain power for a period of time in the event of a power outage. This enables the user to shut down the computer properly before the power supply is cut off from the computer.

USB (Universal Serial Bus): A data communications port on your computer which is a connection for devices such as printer, scanners, digital cameras and memory sticks.

USB FLASH DRIVE: A USB Flash Drive is a small, lightweight, removable storage device (small enough to be carried in your pocket) that uses a USB port to connect to your computer. Used to store data for back up or use on another computer. Also called thumb drives, jump drives, pen drives or simply USB drives.

USENET: It's short for Users Network which is a specialized Network linking thousands of Newsgroups that cover many different subjects of interest world wide.

USERNAME: To access an E-mail account you will have to identify yourself with a username (which was provided when the account was set up) then supply the correct password. These two security items prevent unauthorized access.

URL (WEB ADDRESS): An acronym for "Uniform Resource Locator" that is the address of a resource (web page etc.) on the Internet. World Wide Web URL's begin with http:// An example of a URL is <http://www.yahoo.com/>

VIRUS: A virus is a program written to cause mischief or damage to a computer system. Viruses do damage to your files, your registry, or even your hardware. Viruses are hard to detect, easy to propagate, and difficult to remove. Your computer can pick up a virus when you copy a seemingly normal file from a disk or download it from the Internet. Viruses can also be found in email attachments.

VoIP (Voice over Internet Protocol): The technology used to transmit ordinary telephone calls over the internet. Significantly less expensive than normal telephone calls. Also called IP telephony.

WAP (Wireless Application Protocol): A standard that allows content to be made visible on a mobile/cell phone. It is widely used on wireless devices such as mobile phones and PDA's.

.WAV: Audio file extension

WEB BASED EMAIL: A type of service that allows you to collect your E-mail from a Web site, rather than from your ISP.

WEB BROWSER: A program that is used to navigate the Internet and display web pages on your computer. E.g. Microsoft Internet Explorer, Mozilla Firefox, Netscape Navigator

WEB CAM: A web camera (or webcam) is a real time camera whose images can be accessed using the World Wide Web, instant messaging, or a PC video calling application. Generally, a digital camera delivers images to a web server, either continuously or at regular intervals.

WEB DESIGNER: A person who designs websites. Web designers may use Web authoring software or a HTML editor to create actual pages. Some are graphic artists and some also write HTML.

WEB EMAIL: E-mail that you send and receive by using your Web Browser instead of your normal E-mail program i.e. Outlook Express or Microsoft Outlook). The main difference between Web E-mail and normal E-mail is that the E-mail messages are not downloaded. You read them online from the Web Server.

WEB SITE: A collection of pages stored on a computer.

WEB SPACE: This is the 'home' of any Web site you create. Some Internet Service Providers offer free Web Space to their account holders, and this is where they store their Web pages for the world to access.

WINDOWS: Windows is an operating system. It is a multi-tasking environment and is a graphical user interface (GUI).

Windows: A window is an element of windows that contains other computer programs, which operate independently of each other. Information can be shared between windows. Windows have frames and contain minimize, resize and close buttons in the upper right corner.

WORD PROCESSOR: Software used to type and format documents such as letters, reports and books. The standard word processor is Microsoft Word. Others include StarOffice, OpenOffice and WordPerfect.

WORLD WIDE WEB: The part of the Internet that you can access with your web browser software and that uses text, images, sounds and video. The World Wide Web (WWW or web) consists of millions of web sites and millions of web pages. Documents are linked together and by using your mouse you can jump from document to document even if the documents are on computers in different countries. These links are called Hyperlinks.

WINZIP: A type of zip extraction software program designed for Microsoft Windows users. It is a commercial product with a free evaluation version. Available here: <http://www.winzip.com/>

.WMA: Audio file extension

WORM: A software program capable of reproducing itself and can spread from one computer to the next over a network using automatic file sending and receiving features found on many computers.

ZIP FILE (Compressed file): A file that has been compressed in order to take up less space on a hard drive or download faster over the Internet. Zip files are denoted by the extension .zip although some files may have an .exe extension which indicates that the file is self extracting. These files are compressed using a program like WinZip. To read the information the file must be uncompressed into its original form. A Zip file may contain viruses so make sure your anti-virus software scans for viruses in compressed files. The recipient of a zipped file will need to have a version of the same software on their computer to be able to open the file.

THE END

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All the best,
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