

Glossary of terms

Active X - This Microsoft-based technology was built to link desktop applications to the World Wide Web. Using ActiveX development tools, software developers can create interactive Web content for their applications.

Add on - An add-on is a software extension that adds extra features to a program. It may extend certain functions within the program, add new items to the program's interface, or give the program additional capabilities.

Annotations - Sometimes called "live markup," this functionality enables the presenter and/or the participants to make notes on presentations or shared documents using various tools such as text, symbols, shapes, arrows, and other elements common to drawing programs

Application - An application, or application program, is a software program that runs on your computer. Web browsers, e-mail programs, word processors, games, and utilities are all applications

Bandwidth - Bandwidth refers to how much data you can send through a network or modem connection. It is usually measured in bits per second, or "bps." The more bandwidth, the more information that can be transferred within a given amount of time.

Blog - Short for "Web Log," this term refers to a list of journal entries posted on a Web page. Anybody who knows how to create and publish a Web page can publish their own blog. Some Web hosts have made it even easier by creating an interface where users can simply type a text entry and hit "publish" to publish their blog

Broadband - This refers to high-speed data transmission in which a single cable can carry a large amount of data at once. The most common types of Internet broadband connections are cable modems (which use the same connection as cable TV) and DSL modems (which use your existing phone line). Because of its multiple channel capacity, broadband has started to replace baseband, the single-channel technology originally used in most computer networks.

Browser - A Web browser, often just called a "browser," is the program people use to access the World Wide Web. It interprets HTML code including text, images, hypertext links, Javascript, and Java applets. After rendering the HTML code, the browser displays a nicely formatted page. Some common

browsers are Microsoft Internet Explorer, Netscape Communicator, and Apple Safari.

Drop down menu - A drop down menu is a horizontal menu that displays a list of options when one of the primary menu items is selected. These options typically "drop down" below the selected menu item.

Firewall - A computer firewall limits the data that can pass through it and protects a networked server or client machine from damage by unauthorized users. Firewalls can be either hardware or software-based.

Flash - Flash is a multimedia technology used for creating animations and interactive websites. Web developers often use Flash to add dynamic content that is not possible with HTML or other scripting languages.

HTML - Stands for "Hyper-Text Markup Language." This is the language that Web pages are written in. Also known as hypertext documents, Web pages must conform to the rules of HTML in order to be displayed correctly in a Web browser. The HTML syntax is based on a list of tags that describe the page's format and what is displayed on the Web page

HTTP - Stands for "HyperText Transfer Protocol." This is the protocol used to transfer data over the World Wide Web

Hyperlink - A hyperlink is a word, phrase, or image that you can click on to jump to a new document or a new section within the current document. Hyperlinks are found in nearly all Web pages, allowing users to click their way from page to page. Text hyperlinks are often blue and underlined, but don't have to be. When you move the cursor over a hyperlink, whether it is text or an image, the arrow should change to a small hand pointing at the link. When you click it, a new page or place in the current page will open.

IM - Stands for "Instant Message." Instant messaging, or "IMing," as frequent users call it, has become a popular way to communicate over the Internet.

IP Address - Also known as an "IP number" or simply an "IP," this is a code made up of numbers separated by three dots that identifies a particular computer on the Internet. Every computer, whether it be a Web server or the computer you're using right now, requires an IP address to connect to the Internet. IP addresses consist of four sets of numbers from 0 to 255, separated by three dots. For example "66.72.98.236" or "216.239.115.148". Your Internet Service Provider (ISP), will assign you either a static IP address (which is always the same) or a dynamic IP address, (which changes everytime you log on). ISPs

typically assign dial-up users a dynamic IP address each time they sign on because it reduces the number of IP addresses they must register. However, if you connect to the Internet through a network or broadband connection, it is more likely that you have a static IP address.

ISP - Stands for "Internet Service Provider." In order to connect to the Internet, you need an ISP. It is the company that you (or your parents) pay a monthly fee to in order to use the Internet.

IT - Stands for "Information Technology," and is pronounced "I.T." It refers to anything related to computing technology, such as networking, hardware, software, the Internet, or the people that work with these technologies.

Java - a programming language developed by Sun Microsystems.

JPEG - JPEG is a compressed image file format. JPEG images are not limited to a certain amount of color, like GIF images are. Therefore, the JPEG format is best for compressing photographic images. So if you see a large, colorful image on the Web, it is most likely a JPEG file.

Keyboard shortcut - A keyboard shortcut is a key combination that performs a certain command, such as closing a window or saving a file. For example, pressing "Control-S" in a Windows program or "Command-S" on the Mac is the standard shortcut for saving an open document.

LAN - Stands for "Local Area Network," and is pronounced like "land" without the "d". A LAN is a computer network limited to a small area such as an office building, university, or even a residential home. Most mid to large-sized businesses today use LANs, which makes it easy for employees to share information.

Modem - A modem is a communications device that can be either internal or external to your computer. It allows one computer to connect another computer and transfer data over telephone lines.

MP3 - Stands for "MPEG-1 Audio Layer-3." MP3 is popular compressed audio file format that helped popularize digital music downloads beginning in the late 1990s

MPEG - MPEG refers to a type of multimedia file, which is denoted by the file extension ".mpg" or ".mpeg." These files are compressed movies that can contain both audio and video.

Multimedia - multimedia is the integration of multiple forms of media. This includes text, graphics, audio, video, etc.

Multi-point video conferencing uses a series of cameras, at least one in each location of the conference, and transmits the audio and video that is picked up over a computer network where it is received by the other members of the conference.

Network - When you have two or more computers connected to each other, you have a network. The purpose of a network is to enable the sharing of files and information between multiple systems. The Internet could be described as a global network of networks. Computer networks can be connected through cables, such as Ethernet cables or phone lines, or wirelessly, using wireless networking cards that send and receive data through the air.

Open source - When a software program is open source, it means the program's source code is freely available to the public.

PDF - Stands for "Portable Document Format." PDF is a multi-platform file format developed by Adobe Systems. A PDF file captures document text, fonts, images, and even formatting of documents from a variety of applications. You can e-mail a PDF document to your friend and it will look the same way on his screen as it looks on yours, even if he has a Mac and you have a PC.

Permalink - Short for "permanent link." A permalink is a URL that links to a specific news story or Web posting

Plug In - A software plug-in is an add-on for a program that adds functionality to it.

Podcast - The name "podcast" combines the terms iPod and broadcast into a single catchy word. As the name suggests, podcasts are audio and video broadcasts that can be played on an iPod. However, because podcasts are downloaded using Apple iTunes and can be played directly within the program, you don't actually need an iPod to listen to a podcast.

Quicktime - This is a multimedia technology developed by our friends at Apple Computer. It is a popular format for creating and storing sound, graphics, and movie

Real-time - When an event or function is processed instantaneously, it is said to occur in real-time. To say something takes place in real-time is the same as saying it is happening "live" or "on-the-fly."

Remote access - Remote access is just what it sounds like -- the ability to access your computer from a remote location.

Remote control - While all online meeting solutions allow you to share your screen with other participants, some allow you to let other attendees take control of your screen. By enabling this functionality, you can give temporary control over your computer to a select participant.

Remote desktop - Remote desktop technology makes it possible to view another computer's desktop on your computer. This means you can open folders, move files, and even run programs on the remote computer, right from your own desktop.

Screen shot - A screenshot, or screen capture, is a picture taken of your computer's desktop. This may include the desktop background, icons of files and folders, and open windows. It may also include whatever is being displayed by currently running programs. Screenshots are an easy way to save something you see on the screen, such as an open window, image, or text article

Server - a server serves information to computers that connect to it. When users connect to a server, they can access programs, files, and other information from the server.

Snapshot - refers to a copy made of a disk drive at a specific moment in time.

Social networking - Social networking websites allow users to be part of a virtual community. The two most popular sites are currently Facebook and MySpace. These websites provide users with simple tools to create a custom profile with text and pictures.

Sound card - The sound card is a component inside the computer that provides audio input and output capabilities.

Streaming - Data streaming, commonly seen in the forms of audio and video streaming, is when a multimedia file can be played back without being completely downloaded first.

Sync - When you "sync" a device, you synchronize it with your computer. Syncing is commonly done with iPods, PDAs, cell phones, and other electronic devices. The syncing process is also called "merging" the data because it copies the most recently entered information to each device. Therefore, when a device is synced with a computer, typically both the device and the computer are

updated. Syncing may also refer to merging the data on two or more computer systems, which is often done over a network.

System requirements - These are the necessary specifications your computer must have in order to use the software or hardware.

Teleconference - a meeting or conference held via a telephone or network connection between participants in remote cities or work sites. Interactive communication among several people at different locations ("tele" means long distance). It may involve audioconferencing (sound), videoconferencing (able to see people with the aid of web or video camera), or data conferencing (able to send & share electronic information).

Telephony - technology associated with the electronic transmission of voice, fax, or other information between distant parties using systems historically associated with the telephone, a handheld device containing both a speaker or transmitter and a receiver

Template - A template is a file that serves as a starting point for a new document.

Third party software - Third party software refers to software programs developed by companies other than the operating system developer.

Thumbnail - is used to refer to a reduced size version of a digital image

Twitter - Twitter is a service that allows people to stay connected with each other by answering the basic question, "What are you doing?" Once you sign up for a Twitter account, you can post your own updates, or "tweets," using a computer or cell phone. You can also view the updates posted by other users you are following. Tweets are text-based posts of up to 140 characters displayed on the author's profile page and delivered to the author's subscribers who are known as followers

Upload - is sending a file from your computer to another system.

URL - A URL is the address of a specific Web site or file on the Internet

USB - USB is the most common type of computer port used in today's computers. It can be used to connect keyboards, mice, game controllers, printers, scanners, digital cameras, and removable media drives, just to name a few.

Streaming video - content sent in compressed form over the Internet and displayed by the viewer in real time. With streaming video or streaming media, a Web user does not have to wait to download a file to play it. Instead, the media is sent in a continuous stream of data and is played as it arrives.

VoIP - VoIP is basically a telephone connection over the Internet. The data is sent digitally, using the Internet Protocol (IP) instead of analog telephone lines. This allows people to talk to one another long-distance and around the world without having to pay long distance or international phone charges.

Webinar: Web-based seminar, a presentation, lecture, workshop or seminar transmitted over the Internet.

Widget - A widget is a small program run by the Mac OS X Dashboard or the Yahoo! Widget Engine. Some common widgets include weather guides, stock lists, flight trackers, calendars, and search boxes for various websites. Widgets are convenient tools since they are always only one click or keystroke away

Youtube - YouTube is a video sharing website owned by Google that allows users to watch other people's videos and publish their own.

Zip - A zip file (.zip) is a "zipped" or compressed file.