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ForwardIT is aimed at people new to all things digital, providing easy to understand tutorials on a variety of topics to help you on your journey to become an online cyber citizen.

JARGON BUSTER

A

Address Book

Part of an email program, where you store contacts emails addresses.

ADSL

'Asymmetric Digital Subscriber Line' a type of broadband internet connection

Anti-spyware software

Helps stop people accessing your computer without your permission.

Anti-virus software

Help protects your computer from viruses, which can harm your computer and affect how well it works.

Application (app)

A computer program which is installed on to a computer or downloaded onto a Smartphone.

Attachment

A file that is 'attached' to the text of an email and then sent.

B

Backup

Copying files, sometimes all the files on a computer, to either an external hard drive or to 'the cloud'

Bandwidth

The amount of data that can be carried per second over your internet connection.

Bcc

Blind Carbon Copy, is a function in email. You can send an email to more than one person but recipients can not see who else received the email.

Blog

Blog, short for 'weblog' is a personal (or sometimes business) online 'diary'. Blogs may be personal or may be related to an area of interest or specific topic.

Bookmark/Favourite

In any internet browser you can bookmark/favourite (save) links to websites to which you want to return.

Broadband

Broadband is a permanent high-speed internet connection that can send and receive digital information and is 'always-on'.

Browser

A browser, or 'web browser' or internet browser is a program/application you use to view websites on the internet.

Bug

An error or problem in the software that operates a program/application that stops it from working the way it should.

Byte

The amount of data 'space' needed to store one character of text.

C

Cached/caching

The information saved by a browser to help website load more quickly when visited again.

Captcha

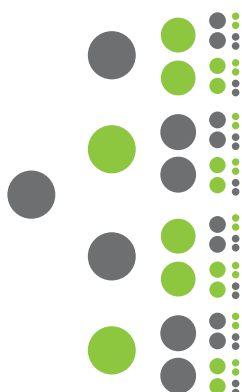
A system often used when registering on website where letters are displayed which you need to retype to prove you are a real person and not a spammer trying to register for the website.

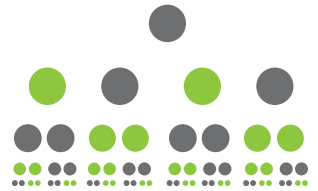
Cc

Carbon copy or courtesy copy. Sends an email to person but usually means that you don't want them to do anything but rather the email is for their information only.

Chat

A real time online conversation, where the people in the chat type their comments to each other. Chat can be in an online 'chat room' or using a chat program such as MSN Messenger or Yahoo! Messenger.





Character

One letter or symbol of text.

Cloud Computing

Where the data is stored and accessed by the internet ('clouds') instead of on your local computer: this can include online storage and online applications.

Cookie

Small file that websites use to 'remember' you when you revisit a website. For example you may have registered for the website or changed the setting of the website; cookies allow the website to remember this.

Crash

When a computer freezes, stops working, instantly shuts down. It is often fixed by restarting the computer, the cause is often not known.

Cursor

The flashing vertical line that shows you where you are on a computer screen when you are typing,

Cut and paste

When you select (highlight) text, image or files and 'cut' them, remove them from one place in a document or on a computer, and 'paste' them to a new place in a document or on a computer.

Cyberspace

Another word for the internet.

D

Default settings

The standard settings in a computer program/application or website. It is often possible to change the settings to suit your needs.

Desktop

The layout of icons and documents on your computer screen,

Dongle

A USB device that plugs into a computer than can provide a computer with access to the internet.

Download

When you save a file such as a document, picture or video, or program/application usually from the internet on to your computer.

E

Email

Electronic mail. Sending messages, via the internet from one person to another.

Emoticon

A combination of letters and/or symbols that represent a facial expression or a mood. Smiley face/happy :) and sad face/unhappy :(

Encrypt/Encryption

A security measure that makes information unreadable with a password or key to unscramble it.

Error message

A message on a computer or in a program/application telling you something is not working properly.

F

FAQ

Frequently Asked Questions. A list of websites on a website that contains common questions you may have about the website, product or service.

Favourites/Bookmarks

In any internet browser you can bookmark/favourite (save) links to websites to which you want to return.

Field

A box or space on a website or form where you can enter text.

File

Information, such as a document, picture or video that can be opened on a computer.

Firewall

A program/application (or sometimes hardware) that monitors the internet traffic onto your computer and stops unauthorised access to your computer.

Flame

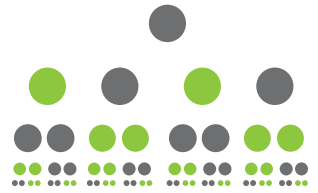
To send messages usually via email or on message boards and chat forums that will offend, annoy and antagonise people.

Font

The design of the shape of letters and print. Common fonts include Times New Roman and Arial

Forum

A part of a website or a website specifically for a forum(s) where users can leave comments and have discussions.



G

Grooming

When a person deliberately becomes friends with someone with the express purpose of lowering their inhibitions in preparation for exploitation, the exploitation can be sexual but may also be financial.

H

Hacker

A person who deliberately accesses information on websites or computers without permission.

Hard drive/hard disk

A device which stores data, most computers contain a hard drive and hard drives can be external to the computer and portable.

Hardware

The physical parts of a computer, such a keyboard, mouse and screen.

History

In a web/internet browser the history is a record of all the websites visited .

Homepage

The front page of a website.

Hyperlink

Text that contains a link that will, when clicked, take you to another website.

I

Icon

A small picture that represents a file, action, program/ application, when they are clicked on the file or program/ application will start.

Inbox

The folder in your email program/application where all your email arrives.

Installing

Putting a program/application on your computer, either from a CD-Rom or after downloading from the internet.

Instant Messaging

Instant Messaging – also known as IM. A real time online conversation, where the people in the chat type their comments to each other. Chat can be in an online ‘chat room’ or using a chat program such as MSN Messenger or Yahoo! Messenger.

Internet

A network of millions of computers (and the data stored on them) around the world connected by telephone lines, cables or satellites.

Internet Explorer

Internet Explorer – or IE – is one of the most popular web/ internet browsers, designed by Microsoft.

iTunes

A program designed by Apple where you can buy and play a variety of multimedia products, including music and videos, and transfer them to devices such as iPods and MP3 players.

ISP

Internet Service Provider, a company that provide you with a service so you can access the internet.

J

Junk email

Unsolicited, often unwanted email.

L

Laptop

A small portable computer with a screen and a keyboard that folds in half protecting the screen and the keyboard, that will run from an internal battery as well as mains power.

Link

A word or picture in a document or website that when clicked on will take you to another document or website,

Log in/on

To sign in to a website, account or service by entering your username and a password.

Log off

To 'sign out' from a website, account or service so other can not access your account.

LOL

Text speak for 'Laugh Out Loud', meaning something is funny.

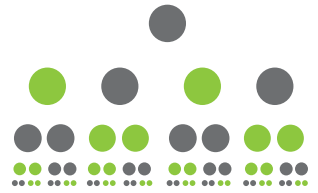
M

Mailbox

Another word for email inbox.

Malware

Malicious software specifically designed to damage your computer or corrupt your data.



Media player

A program which plays audio and video files

Meme

A popular concept which spreads quickly through the internet via social networking sites, emails and other popular forms of internet communication.

Monitor

The monitor is the screen for your computer where everything is displayed. If you are using a laptop, the monitor is the inside of the lid where everything is displayed.

Memory

There are 2 main types of memory ROM and RAM. ROM is permanent storage memory. RAM is thinking memory; the more RAM a computer has the quicker it can perform complex tasks.

Memory stick

A USB device than can be plugged into a computer and used to store data, files and pictures.

Menu

A list of options or files that are available.

MMORPG

Massively Multiplayer Online Role-Playing Game. A computer games played over the internet by people all over the world, thousands of people can be playing at any one time.

Moderator

A moderator monitors specific message boards, forums or website comments and can remove inappropriate content and reply to comments.

MP3

An audio file format.

MP3 player

A device which will play audio files/tracks. An iPod is a type of MP3 player.

MP4

A video file format.

MSN

Microsoft Network: a collection of sites and services provided by Microsoft. One of the most popular is MSN messenger, an instant messaging service.

Multimedia

A presentation or video with different types of media such as text, audio and video.

Multiplayer

A game which can be played by more than one person at the same time.

MySpace

A social networking website www.myspace.com.

N

Navigate/navigation

To move around in a website or to move between websites.

Netiquette

Internet etiquette.

Network

A group of computers connected and communicating via cables or wirelessly.

Notebook

Another name for a laptop computer.

O

Offline

Not connected to the internet.

Online

Connected to the internet.

Open-source

Usually refers to software that is developed and then shared for free. The programming code is available for others to collaboratively alter and adapt with a view to making the software better or complete specific tasks.

Opt-in

To choose to do something or receive updates, emails or newsletters.

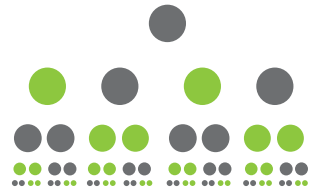
Opt-out

To choose not to do something or receive updates, emails or newsletters.

P

Password

A combination of letter, numbers and sometimes other characters (eg %!?) that restricts access to a computer, email accounts and other online accounts. A password should be hard to guess and be kept secret.



PC

Personal Computer or desktop computer. A computer that is not portable (like a laptop) and has a separate monitor, mouse, keyboard and hard drive.

PDF

A type of document that may contain text and/or pictures that can not be edited. When it is printed it looks exactly as it does on the computer screen.

Phish/phishing

Faking 'fishing'. Fishing for information via email such as bank account details and passwords by sending emails pretending to be from a bank or other financial institution asking for personal details.

PIN

Personal Identification Number. A series of numbers that are like a password usually to a credit or debit card. PINs should be hard to guess (not your date of birth) and should be kept secret.

Podcast

A type of radio program specially rebroadcast or recorded for the internet. They can be listened to on a computer or downloaded and transferred to an MP3 player.

Pop-up

An internet browser window that can appear often without prompting, they can be both good (a reminder to log out of a website) and bad (adverts and spam).

Predictive text

A setting on a mobile phone that can predict the word being typed, this can save time but can sometimes be incorrect but can be corrected.

Profile page

An individual's page on a social networking website, such as Facebook, the page can list information about the person – name, interests and photos.

Program

Software that enables a computer to do something specific, for example the program 'Word' allows the creation of a text document and other programs allows editing photos or listening to music.

R

Refresh/reload

To make a website load again, so the content can be updated or to fix a frozen website or website that isn't working properly.

Register

To sign up to an online service or website in order to receive the service or access the content.

RSS

Really Simple Syndication: an RSS feed is a list of information taken from a website or service, updated in real-time with any new information added to the website.

S

Screensaver

A program that when a computer is inactive activates pictures or patterns that 'save the screen'. Old model screens would be damaged if left turned on and unattended.

Search

A way of looking for information on the internet or looking for information on a website.

Search engine

A website that searches the internet for information, website, images or videos which had been searched for.

Shopping cart

A list of items that have been selected to buy on a shopping website.

SMS

Short Messaging Service (also known as text messaging). Sending and receiving short text messages (not voice messages) between mobile phones.

Search engine

A website that allows users to search for information on the internet.

Software

Any program on a computer that performs a specific task, such as word processors, email programs or web browsers.

Smartphone

A mobile phone that can access the internet.

Snail mail

Slang for the traditional postal service.

Social networking

Using websites (like Facebook, MySpace and Twitter) to connect to and share information with other people.



Spam

Unsolicited email or junk email, sent to many people at the same time, usually containing advertising for goods and services, that often fake or for adult products.

Spam filter

A program that filters legitimate (wanted) emails from spam (unwanted) emails.

Surf/surfing

To browse the internet, moving between website.

T

Tab

In an internet browser tabs allow a user to view different websites without having to open multiple internet browsers.

Tab Key

Is above the Caps Lock key on the left side of a keyboard. It allows a user to move from one part (box) of a website to another.

Tablet computer

A small portable computer with no physical keyboard or mouse, instead users use a stylus (pointer) or their fingers to navigate around the computer, and there is an onscreen keyboard.

Technical support

Help (support) either to fix a problem or answer a question about computers, provided by a person either over the phone or in person.

Text messaging

Short Messaging Service. Sending and receiving short text messages (not voice messages) between mobile phones.

Toolbar

A row of 'buttons' displayed in a computer program. The buttons have symbols on them that indicates what the button does, for example, a button that 'prints' will have a picture of a printer on it and the button for 'cut' has a picture of a pair of scissors.

Trojan

Named in honour of the Trojan horse it is software that appears to perform a specific task but instead steals information or damage the computer. Trojans may also give someone unauthorised accessed to a computer.

Tweet

A message posted on Twitter.

Twitter

A website where users post short messages of no more than 140 characters. To see these messages a user must follow another user, accessing Twitter via a mobile phone is very popular.

U

Upload

To send something from a computer onto the internet.

USB

Universal Serial Bus: a standard type and size of connection for connecting hardware to a computer via a cable.

USB port

The 'slot' where USB devices are plugged into a computer.

Username

A name used to log into websites, online services and email. Often a username is not your real name.

V

Video conferencing

A service that allows two or more people to communicate via the internet, using webcams so that they can see each other.

Viral

When information, an email or video clip is spread from person to person (often eventually millions) via the internet, like 'word of mouth'.

Virus

Unauthorised software that can damage a computer and spread itself to other computers damaging them as well, the virus attaches itself to another program or file, such as an email and is sent to other computers.

Vodcast

A video podcast.

W

Wallpaper

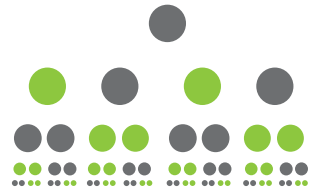
The background picture on your desktop, it can be changed to personalise your desktop.

Web page

A single page of content on a website.

Webcast

A pre-recorded or live video file broadcast over the internet to be viewed by many people at the same time.



Webmail

An email service that is based on the internet rather than via a program on a computer. It is accessed via an internet browser.

Web

Web, comes from the phrase World Wide Web, which is part of the internet.

Webcam

A small video camera that attaches to or can be part of your computer that enables video chat, video conferencing and video recording.

Worm

Malicious software that copies itself and spreads to other computers, but unlike a virus does not need to attach itself to another program or file to spread to other computers.

Y

YouTube

www.youtube.com A website where people both amateur and professionals upload videos (usually no longer than 10 minutes) and other can watch, rate, comment on and share the videos.

#

3G

A standard for mobile phones, which means a phone can access the internet via mobile broadband.