

# Computer Dictionary

## for Absolute Beginners

To use the Computer Dictionary, place your mouse on the push button above that corresponds with the first letter of the word you want to look up and press the left mouse button once. Symbols (\*) and Numbers (#) are also available. Once you find the word you want, place the mouse on that word and press the left mouse button once to display the definition of that word.

### **Register this Shareware**

Shareware is a distribution method, not a type of software. Shareware distribution gives users a chance to try software before buying it. If you try a Shareware program and continue using it, you are required to register it. Place your mouse on the word "Register" above and press the left mouse button once to display the registration form for this shareware.

### **View Readme File**

The Readme file contains the installation instructions, description of the support policy, a definition of shareware and the Agreement for this shareware. Place your mouse on the word "Readme" above and press the left mouse button once to display the readme file for this shareware.

# Computer Dictionary

## for Absolute Beginners

### Symbols

\*

@

@ function

\

^

:

/

%

↓

# Computer Dictionary

## for Absolute Beginners

### Numbers

286

386

386 enhanced mode

486

80286

80287

80386

80387

80486

8080

8086

8088

# Computer Dictionary

## for Absolute Beginners

### **A**

**About**

**AC**

**access method**

**Access Control (AC)**

**access time**

**accounting management**

**active device**

**active icon**

**active window**

**adapter**

**address**

**allocation unit**

**alphanumeric**

**ALT key**

**analog**

**analog recording**

**animated icon**

**animation**

**ANSI character set**

**ANSI.SYS**

**API**

**APPEND**

**application**

**application icon**

**application program**

**Application Program Interface (API)**

**application software**

**archive**

**archive attribute**

**ARCnet**

**Arrange**

**arrow keys**

**ASCE**

**ASCII**

**ASCII character set**

**assembly language**

**associate**

**Association Control Service Element (ASCE)**

**asterisk (\*)**

**asynchronous transmission**

**at sign**

**ATTRIB**

**attribute**

**audio file**

**audit trails**

**AUTOEXEC.BAT**

**Available Space**

# Computer Dictionary

## for Absolute Beginners

### **B**

backbone

background

backslash (\)

BACKSPACE key

backup

BACKUP

bandwidth

baseband

BASIC

BAT

batch file

baud

baud rate

BBS

bi-directional printing

binary

binary code

binary digit

binary file

binary transfer

**BIOS**

bit

bitmap

bitmap graphics

bits per second (BPS)

bitwise

block command

**BMP**

**BNC**

board

bookmark

boot

boot disk

**Boot PROM**

**Boot Programmable Read Only Memory (Boot PROM)**

bootable disk

bootstrap

border

**BPS**

branch

**BREAK**

bridge



**broadband**

**broadcast**

**router**

**browse**

**buffer**

**BUFFERS**

**bug**

**bulletin board system**

**bus**

**bus topology**

**button**

**byte**

# Computer Dictionary

## for Absolute Beginners

**C**

C

C++

cache

CALL

capacity

CAPS LOCK key

carat

card

Carrier Sense Multiple Access with Collision Avoidance (CSMA/CA)

Carrier Sense Multiple Access with Collision Detection (CSMA/CD)

cartridge font

Cascade

cascaded menu

cascading choice

case

case sensitive

CD - CHDIR

CD-ROM

## **Central Processing Unit (CPU)**

**CGA**

**CGM**

**character**

**character set**

**check box**

**check mark**

**chip**

**chip set**

**CHKDSK**

**choice**

**CHOICE**

**choose**

**circuit**

**clear**

**click**

**client**

**client application**

**client-server computing**

**clipboard**

**clock**

**clock speed**

clone

close

Close

CLS

cluster

CMOS

coaxial cable

COBOL

code

cold boot

collapse

colon (:)

color scheme

COM

COM port

command

COMMAND

command button

command line

command prompt

common carrier

communication program

**communication settings**

**COMP**

**compact disc**

**compatible**

**concurrency control**

**condensed printing**

**CONFIG.SYS**

**configuration**

**configure**

**confirmation message**

**container**

**contention**

**Contents**

**context sensitive help**

**continuous paper (continuous feed paper)**

**control code**

**control menu**

**controller**

**conventional memory**

**copy**

**Copy**

**COPY**

copy protection

COUNTRY

CPU

CRC

CRT

CSMA/CA

CSMA/CD

CTRL key

CTRL+ALT+DEL

CTRL+BREAK

CTRL+C

current directory

cursor

cursor keys

cut

Cut

cutout

cut-sheet feeder

Cyclical Redundancy Check (CRC)

# **Computer Dictionary**

## **for Absolute Beginners**

### **D**

**DAT**

**data**

**Data Communications Equipment (DCE)**

**data compression**

**Data Encryption Standard (DEQ)**

**data file**

**data integrity**

**data processing**

**database**

**database server**

**DATE**

**DB-9A**

**DB-15A**

**DB-25A**

**dBase**

**DBLSPACE**

**DCE**

**DD**

**DDD**

**DDE**

**DEBUG**

**debugging**

**DECnet**

**decode**

**dedicated server**

**default**

**default action**

**default button**

**default choice**

**default printer**

**default settings**

**DEFRAG**

**DEL**

**DEL key**

**delimiter**

**DELTREE**

**DES**

**deselect**

**desktop**

**desktop computer**

**desktop pattern**

**desktop publishing**



**destination directory**

**device**

**DEVICE=**

**device driver**

**DEVICEHIGH=**

**diagnostic**

**dialog box**

**DID**

**digital audio**

**Digital Audio Tape (DAT)**

**digital data**

**dimmed**

**DIP switches**

**DIR**

**Direct Distance Dialing (DDD)**

**Direct Inward Dialing (DID)**

**direct manipulation**

**Direct Memory Access (DMA)**

**direction keys**

**directory**

**directory name**

**directory name extension (extension)**

**directory tree**

**directory window**

**disc**

**disk**

**disk cache**

**disk drive**

**disk duplexing**

**DISKCOMP**

**DISKCOPY**

**diskette**

**display**

**display adapter**

**DISPLAY.SYS**

**dithered color**

**DMA**

**document**

**document file**

**document window**

**documentation**

**DOS**

**DOS=**

**DOS memory**

**DOS Protected Mode Interface (DPMI)**

**DOSKEY**

**DOSSHELL**

dot matrix printer

Dots Per Inch (DPI)

double click

Double Density (DD)

double height printing

Double Sided (DS)

double strike printing

double width printing

down time

download

download characters

downloaded font

DPI

DPMI

draft

drag

drive

drive letter

driver

DRIVER.SYS

DRIVPARM

DRW

DS

dump

## Dynamic Data Exchange (DDE)

# **Computer Dictionary**

## **for Absolute Beginners**

### **E**

**e-mail**

**ECHO**

**EDIT**

**edit control**

**Edit Menu**

**editor**

**EDLIN**

**EGA**

**EGA Monitor**

**EGA.SYS**

**EISA**

**Electromagnetic Interference / Radio Frequency Interference (EMI/RFI)**

**electronic mail (e-mail)**

**embed**

**embedded object**

**EMI/RFI**

**EMM386.EXE**

**EMS**

**emulation**

enable

END key

End-Of-File mark (EOF)

ENTER key

environment variables

EOF

erase

ERASE

ESC key

Ethernet

EtherTalk

Ethertype

EXE

EXE2BIN

execute

Exit

EXIT

expand

EXPAND

expanded memory

expanded memory emulator

Expanded Memory Specification (EMS)

expansion card

expansion board

**expansion slot**

**export**

**extend selection**

**extended attributes**

**Extended EGA**

**Extended Industry Standard Architecture (EISA)**

**extended memory**

**extended memory manager**

**Extended Memory Specification (XMS)**

**extension**

# Computer Dictionary

## for Absolute Beginners

### **F**

**FASTHELP**

**FASTOPEN**

**FAT**

**fault management**

**fault tolerance**

**fax modem**

**FC**

**FCBS**

**FDISK**

**fiber optic cable**

**field**

**file**

**File Allocation Table (FAT)**

**file attribute**

**file format**

**file locking**

**File Menu**

**file name**



**file name extension (extension)**

**file server**

**File Transfer Access and Management (FTAM)**

**File Transfer Protocol (FTP)**

**FILES**

**Find**

**FIND**

**fixed disk**

**fixed width font**

**flag**

**flags**

**flexible box**

**flicker**

**floppy disk**

**flow control**

**folder**

**font**

**font cartridge**

**font family**

**font size**

**footer**

**FOR**

**foreground application**

**format**

**FORMAT**

**forward slash (/)**

**frame**

**front-end**

**FTAM**

**FTP**

**full screen application**

**function keys**

# Computer Dictionary

## for Absolute Beginners

### **G**

gateway

GIF

gigabyte

glitch

Go To

GOTO

graphics

GRAPHICS

graphics card

graphics mode

graphics resolution

grayed

group

group icon

group window

# Computer Dictionary

## for Absolute Beginners

### H

handshake

hard copy

hard disk

hardware

Hayes compatible

HD

header

helical scan

help

HELP

help index

Help Menu

help push button

Hercules Graphics Card (HGC)

hertz (Hz)

heterogeneous networks

hexadecimal

HGC

Hi-res

hidden attribute

High Density (HD)

Hz

High Memory Area (HMA)

high-level language

highlighted

HIMEM.SYS

HMA

HOME key

horizontal scan rate

hot key

How Do I

hue

# Computer Dictionary

## for Absolute Beginners

### **I**

I/O

I/O address

**IC**

icon

**IF**

image

impedance

import

inactive window

Industry Standard Architecture (ISA)

**INI**

initialization files

initialize

ink-jet printer

input

input peripheral

Input/Output address (I/O address)

input/output device

INSERT key

insertion point

install

INSTALL

instruction set

Integrated Circuit (IC)

Integrated Services Digital Network (ISDN)

interface

INTERLNK

International Standards Organization (ISO)

Internet

internetwork

interoperability

interrupt

interrupt request

Interrupt Request Lines (IRQ)

INTERSVR

IRQ

ISA

ISDN

ISO

italics

# Computer Dictionary

## for Absolute Beginners

### **J**

**jabber**

**job**

**joystick**

**JPEG**

**jumper**



# Computer Dictionary

## for Absolute Beginners

**K**

**K**

**KB**

**kernel**

**KEYB**

**keyboard**

**keyboard buffer**

**keys help**

**kilobyte (KB)**

# **Computer Dictionary**

## **for Absolute Beginners**

### **L**

**label**

**LABEL**

**LAN**

**LAN Manager**

**LAN Server**

**LAN-aware**

**LAN-ignorant**

**LAN-intrinsic**

**language**

**laptop computer**

**Large Scale Integration (LSI)**

**laser printer**

**LASTDRIVE**

**LAT**

**LCD**

**leased line**

**LED**

**left click**

**letter quality**

**LH**

**light pen**

**line feed**

**line**

**link**

**linked object**

**Liquid Crystal Display (LCD)**

**list box**

**load**

**LOADFIX**

**LOADHIGH**

**loading position**

**Local Area Network (LAN)**

**Local Area Transport (LAT)**

**local printer**

**LocalTalk**

**log in**

**log out**

**logical drive letter**

**LOGO**

**loop**

**loopback**

**loosely coupled**

**low DOS memory**

**low-level language**

**LPT port**

**LSI**

**luminosity**

# Computer Dictionary

## for Absolute Beginners

### **M**

#### **M**

machine

machine language

macro

magnetic disk memory

main menu

#### **MAN**

Manchester encoding

Manufacturing Automation Protocol (MAP)

#### **MAP**

mapping

mark

math coprocessor

maximize

maximize button

#### **MB**

#### **MCA**

#### **MCI**

#### **MD**

**MDA**

**Media Control Interface (MCI)**

**media file**

**megabyte (MB)**

**megahertz (MHz)**

**MEM**

**MEMMAKER**

**memory**

**memory resident program**

**menu**

**menu bar**

**message box**

**Metropolitan Area Network (MAN)**

**MHz**

**micro feed**

**micro adjustment**

**Micro Channel Architecture (MCA)**

**microcomputer**

**microprocessor**

**MIDI**

**MIDI file**

**migrate**

**minimize**

**minimize button**

**minimized window viewer**

**mirroring**

**mixer**

**MKDIR**

**modal dialog box**

**MODE**

**modem**

**modulation**

**monitor**

**monochrome monitor**

**monospaced font**

**MORE**

**morphing**

**motherboard**

**mount**

**mouse**

**mouse button**

**move**

**MOVE**

**MSAV**

**MSD**

**MS-DOS**

**MSBACKUP**

**multi-user software**

**multicast**

**multimedia**

**multimedia system**

**multiple document interface (MDI)**

**multiprocessor**

**multitasking**

**Musical Instrument Digital Interface (MIDI)**



# Computer Dictionary

## for Absolute Beginners

### **N**

**NetBIOS**

**NetWare**

**network**

**network administrator**

**network architecture**

**Network Basic Input/Output System (NetBIOS)**

**network drive**

**Network Interface Card**

**Network Interface Controller (NIC)**

**Network Loadable Module (NLM)**

**Network Operating System (NOS)**

**network printer**

**network topology**

**New**

**NIC**

**NLM**

**NLSFUNC**

**node**

**nondedicated server**

**nonsolid color**

**nonvolatile**

**NOS**

**notebook**

**notebook computer**

**NUM LOCK key**

# Computer Dictionary

## for Absolute Beginners

### **O**

O/S

object

Object Linking and Embedding (OLE)

OCR

off-line

OLE

on-line

open

Open

operating system (O/S)

optical character recognition (OCR)

option

Options Menu

OS/2

output

output peripheral

# Computer Dictionary

## for Absolute Beginners

### **P**

package

packet

packet filter

packet forwarding

packet switching

PAGE DOWN key

page frame

PAGE UP key

paragraph

parallel port

parallel data transmission

parallel interface

parameter

parity

parity check

partition

PASCAL

passive device

password

**paste**

**Paste**

**Paste Format**

**Paste Link**

**Paste Special**

**path**

**PATH**

**path name**

**PAUSE**

**PAUSE key**

**PC**

**PC/AT**

**PCD**

**PC-DOS**

**PCMCIA (Personal Computer Memory Card International Association)**

**PCX**

**PC/XT**

**peer to peer**

**pel**

**Pentium**

**percent**

**performance management**

**peripheral**

**personal computer (PC)**

**phase modulation**

**physical drive letter**

**PIF**

**pin printer**

**pinouts**

**pipe**

**pixel**

**platen**

**plotter**

**plotter font**

**point**

**point size**

**point to point link**

**pointer**

**pointing device**

**polling**

**pop up menu**

**pop up program**

**pop up window**

**port**

**port designation**

**POWER**

**power supply**

**Preferences**

**preselected choice**

**Print**

**PRINT**

**print queue**

**PRINT SCREEN**

**print server**

**Print Set-up**

**print spooler**

**printable area**

**printer**

**printer driver**

**printer fonts**

**printer port**

**PRINTER.SYS**

**program**

**program file**

**program information file (PIF)**

**program item icon**

**program items**

**Program Manager**

**Programmed Input/Output (PIO)**

**prompt**

## **PROMPT**

**propagation delay**

**proportional font**

**proportional printing**

**protected mode**

**protocol**

**protocol stack**

**protocol suite**

**publishing**



# Computer Dictionary

## for Absolute Beginners

### Q

QBASIC

QBE

Query By Example (QBE)

query language

question mark (?)

queue

quick format

# Computer Dictionary

## for Absolute Beginners

### R

radix

RAM

RAM base address

RAM drive

RAMDRIVE.SYS

random access memory (RAM)

Random Access Memory base address (RAM base address)

raster font

RD

read

read only attribute

Read Only Memory (ROM)

real mode

real time

real time clock

record

record locking

RECOVER

redirector

**reduce**

**refresh rate**

**REM**

**remote**

**Remote Procedure Call (RPC)**

**removable disk**

**REN**

**RENAME**

**repeater**

**Replace**

**REPLACE**

**replaceable parameters**

**reset**

**resolution**

**response time**

**RESTORE**

**restore button**

**Retrieve**

**RFC**

**RGB Monitor**

**right click**

**ring topology**

**RISC**

**RMDIR**

**ROM**

**ROM Caching**

**root directory**

**route discovery**

**router**

**RPC**

**RS232**

**run**

**Run**

# Computer Dictionary

## for Absolute Beginners

### **S**

save

Save

Save As

scalable typeface

scaled point size

scanner

screen

screen dump

screen font

screen saver

scroll

scroll arrow

scroll bar

scroll box

SCROLL LOCK key

SCSI

SCSI Bus Master

SCSI Host Adapter

Search

## **Search Menu**

**sector**

**sectors per cluster**

**security management**

**seek time**

**SEF**

**select**

**selection cursor**

**self test**

**semaphore**

**semiconductor**

**serial data transmission**

**serial interface**

**serial port**

**server**

**server application**

**session**

**SET**

**setting**

**SETVER**

**SETVER.EXE**

**SHARE**

**shared memory**

**shareware**

**SHELL**

**shielded**

**SHIFT**

**SHIFT key**

**shortcut key**

**shutdown**

**Simultaneous Peripheral Operation On-line (SPOOL)**

**single document interface (SDI)**

**Single Sided (SS)**

**slack space**

**slider**

**Small Computer System Interface (SCSI)**

**SMARTDRV.EXE**

**soft font**

**software**

**solid color**

**solid state**

**SORT**

**sound driver**

**sound file**

**source**

**source directory**

**source diskette**

**source document**

**source drive**

**Source Explicit Forwarding (SEF)**

**special characters**

**split bar**

**SPOOL**

**spooler**

**spooling**

**spreadsheet**

**SQL**

**SS**

**STACKS**

**standard mode**

**standby position**

**star topology**

**start up sequence**

**statement**

**status bar**

**store**

**store and forward**

**stored procedures**

**string**

**Structured Query Language (SQL)**



**subdirectory**

**subscript**

**SUBST**

**Super VGA**

**Super Video Graphics Array (SVGA) or Super VGA**

**superscript**

**SVGA**

**swap file**

**switch**

**SWITCHES**

**synchronous transmission**

**syntax**

**synthesizer**

**SYS**

**system**

**system attribute**

**system boot up sequence**

**system date**

**system disk**

**system file**

**system icon**

**system menu**

**system time**

**SYSTEM.INI file**



# Computer Dictionary

## for Absolute Beginners

### T

T connector

T1

tab

TAB key

tab stop

target

target directory

target diskette

target drive

task list

tear-off

tear-off position

template

terminal

Terminate and Stay Resident (TSR)

text box

text editor

text file

text mode

**text transfer**

**Thicknet**

**Thinnet**

**threads**

**TIFF**

**tightly coupled**

**Tile**

**time slice**

**time slicing**

**TIME**

**timeout**

**title bar**

**title bar icon**

**toggle**

**token**

**token bus**

**token passing**

**Token Ring**

**Tools Menu**

**top of form**

**topology**

**total files**

**tower computer**

**track**

tractor paper (tractor feed paper)

transceiver

tree topology

TREE

triggers

True Type fonts

TSR

TTL

TTL Monitor

Tutorial

twisted pair cable

type 3

type 1

TYPE

# Computer Dictionary

## for Absolute Beginners

### U

UMB

UNDELETE

Undo

UNFORMAT

uni-directional printing

Uninterruptible Power Supply (UPS)

unity gain

unshielded

upload

upper memory area

Upper Memory Blocks (UMB)

UPS

used space

user

user interface

user-defined characters

# Computer Dictionary

## for Absolute Beginners

### **V**

value

Value Added Process (VAP)

VAP

vector font

VER

VERIFY

VESA (Video Electronics Standards Association)

VGA

video monitor

view

virtual

virtual circuit

virtual drive

virtual memory

virus

VL-Bus

VOL

volatile

volume label

**VSAFE**



# **Computer Dictionary**

## **for Absolute Beginners**

### **W**

**wallpaper**

**WAN**

**warm boot**

**waveform**

**Wide Area Network (WAN)**

**wildcard character**

**WIN.INI file**

**WIN-OS/2**

**window**

**window list**

**Window List**

**Window Menu**

**Windows application**

**Windows character set**

**WMF**

**word processing**

**word processor**

**word wrap**

**working copy**

**working directory**

**workspace**

**workstation**

**WPG**

**write**

**write enable notch**

**write protect**

**WYSIWYG**

# Computer Dictionary

## for Absolute Beginners

**X**

**XCOPY**

**XMS**

## Registration Form

Select the menu item above: **File, Print Topic** to print a copy of this form for mailing.

Please make payment by check or money order (in US funds)  
payable to "Gary FitzGerald" and send to:

Gary FitzGerald  
553 Haverstraw Rd.  
Suffern, NY 10901

	Quantity	Price
Shareware Registration fee (\$5.00/copy):	_____	_____
Printed Booklet (\$7.50/copy incl. S & H*)	_____	_____
Your State Sales tax on booklet (if any)		_____
Total enclosed		_____

\_\_\_\_\_

\*Shipping & handling included within the Continental United States.

Name \_\_\_\_\_  
Company \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_

Where did you get Computer Dictionary? \_\_\_\_\_

Comments? \_\_\_\_\_  
\_\_\_\_\_

Please specify the diskette size(s) that are acceptable for you:

3.5" 1.44MB     3.50" 720KB  
 5.25" 1.2MB     5.25" 360KB

As a registered user, you will automatically be notified of future products and you will receive a discount on future shareware and nonshareware prices.

## Readme File

### COMPUTER DICTIONARY FOR ABSOLUTE BEGINNERS

Version 1.2 for Windows 3.1, VGA

Definitions of over 1,001 terms that every computer user should know.

Written by Gary FitzGerald  
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(6:00pm 10:00pm Eastern Time)

Copyright (c) 1994 by Gary FitzGerald. All rights reserved.

### TABLE OF CONTENTS

1. Installation
2. Registration Form
3. Software Support - In case of difficulty
4. Definition of Shareware
5. Disclaimer - Agreement

=====

### INSTALLATION

=====

The disk contains COMPDICT.HLP, README.TXT and REGISTER.TXT

To print this file type: COPY A:\README.TXT PRN

To copy the files from the disk to your Windows directory on the hard disk type:

COPY A:\*. \* C:\WINDOWS (for your A disk drive or B: for your B drive)

This is to make the program run faster.

In the Windows Program Manager open the group in which you want the Computer Dictionary to appear (i.e.: Startup) and select:

File, New, New Program Item, OK

Computer Dictionary Type in the title and press TAB

WINHELP COMPDICT.HLP Type in the command line, click OK

Double click the questionmark icon to start the program.

To have this readme file available, open the group in which you want the icon to appear and in the Program Manager select:

File, New, New Program Item, OK

Computer Dictionary Readme Type in the title and press TAB

NOTEPAD README.TXT Type in the command line, press OK

Follow the same procedure to view the registration form:

NOTEPAD REGISTER.TXT

In Notepad, select File/Print to print a copy of the registration form for mailing.

=====  
**REGISTRATION FORM**  
=====

- Click here to view registration form

=====  
**SOFTWARE SUPPORT - IN CASE OF DIFFICULTY**  
=====

In case of difficulty installing this program: Place the disk you received in drive A (or B). To start Windows by type WIN at the DOS command prompt. When the Program Manager screen appears use your mouse to select from the main menu: File, Run (or keystrokes ALT, F, R) and type:

WINHELP A:\COMPDICT.HLP (If the disk is in the B drive, substitute B: for A:)  
(If the disk you received has the files compressed, follow the vendor's instructions for expanding the files. Once expanded, replace the A: in the command line above with the path (ex: C:\CDICT) where you located the expanded files.)

Press Enter or click OK. The Computer Dictionary will start. This means you are running the program from the disk. The disk is not damaged. You should try the installation procedure above again. If the program does not start the disk or files you have may have been damaged. Contact your distributor for a replacement.

Registered users are supported by the author for a period of three months from the date of registration. Contact Gary FitzGerald by mail at 553 Haverstraw Rd, Suffern, NY 10901 or phone at (914) 3574171. The best time to call is 6:00 pm to 10:00 pm. Eastern Time. Support by phone is limited to 30 minutes of total connect time. Support may be provided for a fee after this initial period has elapsed.

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=====  
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\*

The asterisk is a wildcard that represents a whole word or a group of characters. The wildcard "\*" refers to all files, "\*.TXT" refers to all files with a .TXT extension, "GF\*.\*" refers to all files whose names begin with GF. This symbol is also used in a numeric formula to signify a multiplication between the two numbers on either side of it.

## **@ function**

The "at sign" is the symbol used for the "at function." These are mathematical functions which are available for use in spreadsheet programs. For example, the function "@sum" will add a group of spreadsheet cells and display the total.

@

The "at sign" symbol tells DOS to "execute the command that follows, but do not display the instruction itself on the screen." (This applies to that one line only.)

\

The backslash (\) character is used to describe directories for the operating system on a computer. The backslash character alone describes the root directory of the current drive, disk or partition. For example, to change to the root directory of the current drive, type "cd \" which tells the operating system to change directories to the root directory. The backslash character is also used to separate the drives, directories and file names of a path name or DOS command. For example, "c:\windows\win" tells the operating system to go to the "c:" drive, go to the "windows" directory and execute the file named "win." This command typically starts the Windows operating system.

^

The carat symbol (^) is used in some menu systems to designate the use of the Control (CTRL) key. For example, if a menu shows "^S", to activate that menu item, press and hold the Control (CTRL) key on the keyboard and then press the letter "S."

:

A letter followed by a colon instructs DOS to change the current drive to the drive letter specified. For example, "a:" changes to the A drive or "c:" changes to the C drive.

/

The forward slash (/) character is used with DOS commands to add switches or options to the command to perform additional functions. For example, the "/s" switch added to the DOS BACKUP command means that you want to include all subdirectories. The forward slash is also used in some spreadsheet programs to gain access to the main menu of the program.

**%**

The percent symbol is used to call a command line parameter (%0 to %9) or an environment variable (%variable%) in a batch file. (See replaceable parameters and the SET command.)



|

This is called the pipe character and it is normally used to add another command to a primary command. This is often seen with the MORE command in DOS to have the output of the original command displayed one screen at a time and then pause for user input before displaying the next screen. Examples are "DIR |MORE" and "TYPE xxx |MORE."

**286**

This number refers to a computer that is equipped with a 80286 central processing unit (CPU).

**386**

This number refers to a computer that is equipped with a 80386 central processing unit (CPU).

## **386 enhanced mode**

A mode in which Windows runs to access the virtual memory capabilities of the 80386 processor. In this mode, Windows appears to use more memory than is physically available and provides multitasking for non-Windows applications. This mode allows non-Windows applications to run in the background and in a window. See also standard mode.

**486**

This number refers to a computer that is equipped with a 80486 central processing unit (CPU).

## **80286**

This is the designation number for the Intel central processing unit (CPU) introduced in 1982 for personal computers. This CPU has a 16 bit internal bus and it typically runs at 8MHz clock speed. The IBM PC/AT computer is based on this CPU.

## **80287**

This is the designation number for the math coprocessor chip that works with the 80286 CPU.

## **80386**

This is the designation number for the Intel central processing unit (CPU) introduced in 1985 for personal computers. This CPU (typically called the DX version) has a 32 bit internal bus and it typically runs at 16 to 33MHz clock speed. Intel introduced an SX version of this microprocessor in 1988. The SX version has the same 32 bit CPU, but it has a 16 bit bus path. The SX version computer runs slower because of the smaller communication path from the CPU to the rest of the motherboard and peripheral devices.



## **80387**

This is the designation number for the math coprocessor chip that works with the 80386 CPU.

## **80486**

This is the designation number for the Intel central processing unit (CPU) introduced in 1989 for personal computers. This CPU (typically called the DX version) has a 32 bit internal bus and it typically runs at 20 to 33MHz clock speed. This DX version includes a math coprocessor within the CPU chip. The math coprocessor is a circuit that works with the CPU to speed up complex calculations in graphics and number intensive programs and it was previously offered as a separate chip at additional cost. The SX version of the 486 CPU was introduced in 1991 and it does not have a math coprocessor. The 486DX2 was introduced in 1992 and this is a 486DX CPU that includes a clock doubler which doubles the running speed of the CPU.

## **8080**

This is the designation number for the Intel central processing unit (CPU) introduced in 1974 for personal computers. This CPU has an 8 bit internal bus and it typically runs at 2MHz clock speed.

## **8086**

This is the designation number for the Intel central processing unit (CPU) introduced in 1978 for personal computers. This CPU has a 16 bit internal bus and it typically runs at 5MHz clock speed.

## **8088**

This is the designation number for the Intel central processing unit (CPU) introduced in 1979 for personal computers. This CPU has a 16 bit internal bus and it typically runs at 8MHz clock speed. The IBM PC/XT computer is based on this CPU.

## **About**

This choice in the Help Menu displays a dialog box that gives the software name, version number and possibly user or computer system information.

## **AC**

An acronym for Access Control.

## **access method**

The set of rules by which networks arbitrate their use.



## **Access Control (AC)**

On Token Ring networks, this is a byte of information in memory that contains the token indicator and frame priority.

**access time**

The amount of time required for a storage device to begin delivering data after the computer sends a data request.

## **accounting management**

Reports costs for network resources requested by users and groups. It is also one of five categories of network management defined by the ISO.

**active device**

A device that supplies current for the loop in a network.

## **active icon**

The icon that you are currently using or that is currently selected. Only one window or icon can be active at a time. If an icon is active, its label changes color. Windows or icons on the desktop that are not selected are inactive.

## **active window**

The window in which you are currently working. The window that you are currently using or that is currently selected. This window can receive input from the user. Only one window or icon can be active at a time. If a window is active, its title bar changes color to differentiate it from other windows. If an icon is active, its label changes color. Windows or icons on the desktop that are not selected are inactive.

## **adapter**

A printed circuit board that modifies the system unit (computer) to allow it to operate in a particular way.

**address**

A specific location in a computer's memory that is used to store information.



## **allocation unit**

A cluster or allocation unit is a grouping of disk storage sectors. These two terms, "cluster" and "allocation unit" are used interchangeably and they mean the same thing. This is the smallest amount of disk storage memory that DOS can address.

## **alphanumeric**

Words or codes comprised of alphabetic characters and/or numbers.

## **ALT key**

This key is normally used in combination with some other key on the keyboard. For example, ALT+F4 will close a Windows application. Used alone in a Windows application, this key typically will provide access to the main menu system.

## **analog**

A transmission scheme that continually varies the waveform over an infinite range of voltage.

## **analog recording**

A transfer method that converts data from digital to analog format.

## **animated icon**

This is an icon that appears to move on the computer screen. The animation is actually performed by having the computer display a series of still pictures or images, one after the other. The result appears to be a moving picture (like a movie or cartoon.)

## **animation**

This is the act of creating the appearance of motion on a computer screen. The animation is actually performed by having the computer display a series of still pictures or images, one after the other. The result appears to be a moving picture (like a movie or cartoon.)

## **ANSI character set**

The American National Standards Institute 8-bit character set. It contains 256 characters.



## **ANSI.SYS**

This optional DOS file (if loaded in CONFIG.SYS) defines functions that change display graphics, controls cursor movement and reassigns keys. To have this feature available, a line similar to "device=c:\dos\ansi.sys" must be in the CONFIG.SYS file prior to boot up.

## **API**

An acronym for Application Program Interface.

## **APPEND**

This DOS command allows programs to open data files in specified directories as if they were in the current directory. The specified directories are called appended directories because, for the sake of opening data files, they can be found as if they were appended to the current directory.

## **application**

A computer program used for a particular kind of work. Also called a program or software.

## **application icon**

A graphic that represents an application.

## **application program**

Any software program such as a word processor, spreadsheet, or database manager.

## **Application Program Interface (API)**

A set of programming functions and routines that provides access between protocol layers, such as between an application and network services.

## **application software**

Computer programs used to perform specific tasks such as word processing, data management, and spreadsheets.



**archive**

A backup of data or a program used in the event that the original data or program is destroyed.

## **archive attribute**

A file characteristic that indicates whether the file has been changed since it was last backed up. This attribute is usually set when the file is created or modified, and then cleared when the file is backed up.

## **ARCnet**

A 2.5 megabit per second baseband, token passing network designed by Datapoint Corporation that supports up to 255 nodes.

## **Arrange**

This choice in the Window Menu causes all of the icons of the minimized windows to be lined up neatly at the bottom of the main window.

## **arrow keys**

The keys you use to navigate around your screen. Each key is marked with an arrow and is named for the direction in which it moves the cursor. Also called direction keys or cursor keys.

## **ASCE**

An acronym for Association Control Service Element, an application level protocol.

## **ASCII**

An acronym for American Standard Code for Information Interchange. This code is used by computers to process numbers and words.

## **ASCII character set**

The American Standard Code for Information Interchange 7-bit character set. It consists of the first 128 characters of the ANSI character set. The ASCII character set is the most universal character coding set.



## **assembly language**

A low-level computer programming language noted for producing small sized, fast running programs.

## **associate**

To identify a file name extension as "belonging" to a certain application. See also document files.

## **Association Control Service Element (ASCE)**

An application level protocol.

## asterisk (\*)

The asterisk is a wildcard that represents a whole word or a group of characters. The wildcard "\*" refers to all files, "\*.TXT" refers to all files with a .TXT extension, "GF\*.\*" refers to all files whose names begin with GF. This symbol is also used in a numeric formula to signify a multiplication between the two numbers on either side of it.

## **asynchronous transmission**

A data transmission technique controlled by start and stop bits at each end of a character and characterized by an undetermined time interval between characters.

## **at sign**

The "at sign" symbol tells DOS to "execute the command that follows, but do not display the instruction itself on the screen." (This applies to that one line only.)

## **ATTRIB**

A DOS command that displays or changes file attributes. This command sets or removes (clears) the archive, read only, system, or hidden attributes of a file.

## **attribute**

A characteristic or property of a file. Information about a file that indicates whether the file is read only, system, hidden or whether it has been changed since it was last backed up. Also called a flag.



**audio file**

A file used for digital audio sounds on a waveform device.

## **audit trails**

A record of events on a network, including when users requested specific resources.

## **AUTOEXEC.BAT**

A batch file whose main purpose is to process commands that set up the operating system for DOS. It is automatically carried out whenever the computer is started or restarted. The file contains basic start up commands that help configure the system.

## **Available Space**

The space that is available for more storage. This number represents the total space available for use based on the number of clusters that are not used.

**backbone**

Cable on which two or more stations or networks may be attached.

## **background**

The conditions under which a low-priority program runs when high-priority programs are not using the system resources. In the background, one program step is run at a time. Also, the area behind and outside the active window, including the desktop and any other application windows or icons.

## **backslash (\)**

The backslash (\) character is used to describe directories for the operating system on a computer. The backslash character alone describes the root directory of the current drive, disk or partition. For example, to change to the root directory of the current drive, type "cd \" which tells the operating system to change directories to the root directory. The backslash character is also used to separate the drives, directories and file names of a path name or DOS command. For example, "c:\windows\win" tells the operating system to go to the "c:" drive, go to the "windows" directory and execute the file named "win." This command typically starts the Windows operating system.

## **BACKSPACE key**

This key will cause the software to delete the letter immediately to the left of the cursor or if text has been highlighted (selected), the entire block of highlighted text will be deleted.



## **backup**

Off line copies of data for protection against system failures. A duplicate or extra copy of the installation software disks made as replacement copy for an original. A copy of data or a program used in the event that the original data or program is destroyed.

## **BACKUP**

This DOS command backs up one or more files from one disk onto another. This command is used to back up entire disk partitions or whole directories but it will not back up system files. See the RESTORE command to retrieve backed up files.

## **bandwidth**

This represents the difference between the highest and lowest frequencies available for signals and is used to indicate the transmission capacity in Hertz.

## **baseband**

A network in which the entire bandwidth of the transmission medium is used by a single digital signal. Unlike broadband, no modulation techniques are used.

## **BASIC**

An acronym for Beginner's All-Purpose Symbolic Instruction Code. An interpreter programming language that is usually packaged along with a computer. This is an easily learned, high-level computer programming language that is taught in high school.

## **BAT**

The file extension denoting a batch file (see batch file below).

## **batch file**

A file that contains a series of commands to be processed sequentially. This type of file usually has a .BAT file extension. When this text file is run, the operating system carries out the commands in the file as if you had typed them at the command prompt.

## **baud**

Measurement of signaling speed indicating line changes per second, where line changes can represent one or more bits. A measure of data transfer speed. Only for line changes representing a single bit, baud is equal to bits per second. Common baud rates in telecommunicating are 300, 1200, 2400, or 9600.



**baud rate**

A number representing the speed at which information travels over a communication line and/or through a COM serial port.

## **BBS**

An acronym for bulletin board system.

## **bi-directional printing**

Printing in which the print head is printing in both directions (left to right then right to left). This operation usually applies to dot matrix printers and is faster but sometimes has poorer quality than uni-directional printing.

## **binary**

This is a counting system that uses only two digits "0" and "1." We are all used to the decimal counting system that uses ten digits (0 to 9). The binary system is used in computers because it is easier for the machine to understand the binary instructions. Since the memory systems of a computer consist of a series of switches, a binary "0" means that the switch is off and a binary "1" means that the switch is on.

## **binary code**

A combination of 0's and 1's used to represent letters, numbers and symbols in a computer's memory.

## **binary digit**

A digit in the binary notation system commonly abbreviated "bit."

## **binary file**

A file containing information that is in machine readable form. It can be read only by an application or the operating system.

## **binary transfer**

A method for transferring any kind of file between two computers via modem. Text files may be transferred by this method or the text transfer method at the user's option.



## **BIOS**

An acronym for **Basic Input/Output System**. Provides fundamental services required for the operation of a computer. These routines are generally stored in Read Only Memory (ROM) and they control basic hardware operations such as interactions with diskette drives, hard disk drives and the keyboard.

**bit**

A contraction for binary digit. The smallest unit of computer information. Like a switch, this unit is on or off - either 1 or 0.

## **bitmap**

A representation of an image by an array of bits. The image is stored as a pattern of dots.

## **bitmap graphics**

A form of graphics in an area of computer memory that can be displayed as an image.

## **bits per second (BPS)**

A unit of transmission. Also called baud rate.

## **bitwise**

A bitwise operation is an operation that is performed on bits, not decimal numbers.

## **block command**

Section of text in a word processor document or cells in a spreadsheet or records in a database that you highlight is called a block. Once highlighted, you can perform an operation on the entire block at the same time. The command issued for the entire block is called a block command. Common block commands are cut, copy, delete, move, etc.

## **BMP**

This is a file name extension (.BMP) used for a bitmapped graphic file format created by paint programs, like PC Paintbrush, or some screen capture programs. This is the most common form of graphics format used by Windows.



## **BNC**

A standardized connector used for networks with Thinnet and coaxial cable.

## **board**

A printed circuit board with an interconnected assortment of electronic components or integrated circuit chips that perform some useful operation. Some features are added to a computer by adding a card into an extra card slot in the computer's motherboard. Also called a card or circuit board.

## **bookmark**

A menu choice that is used to save your place in the document that you are viewing, by marking the topic that is displayed.

## **boot**

To start or restart your computer and load the operating system from your hard disk or floppy disk.

**boot disk**

The disk from which the operating system is loaded when you start your computer (usually placed in drive A).

## **Boot PROM**

An acronym for Boot Programmable Read Only Memory.

## **Boot Programmable Read Only Memory (Boot PROM)**

A processor chip usually mounted on the network interface card that enables a personal computer to load the operating system from the network.

**bootable disk**

A system disk from which the operating system is loaded when you start your computer (usually placed in drive A).



**bootstrap**

A read only memory (ROM) program used for starting the computer and getting it ready for use.

## **border**

A visual indicator of a window's boundaries.

## **BPS**

An abbreviation for bits per second.

**branch**

A segment of a directory tree, including a directory and any subdirectories within it.

## **BREAK**

This is a DOS command that sets or clears extended CTRL+C checking. Typically, DOS checks for CTRL+C only while it reads from the keyboard or writes to the screen or printer. If you set BREAK=ON, you extend CTRL+C checking to other functions such as disk operations. This command can be used in CONFIG.SYS.

## **bridge**

A device operating at the data link layer to connect local or wide-area networks that use the same protocol.

## **broadband**

A network in which the bandwidth can be shared by multiple simultaneous signals that are encoded with radio frequency modulation.

## **broadcast**

The address for all nodes in a network or the message sent to all nodes. In Windows programming, this is a message that is sent to all open windows. For example, when the user wants to close the Windows operating system, a message is sent to all open windows asking if there is any unsaved data and if it is OK to close. If OK, the window is closed. If not, a message box is displayed to the user prompting him to save the data in a certain application.



## **brouter**

A device that can route specific protocols and bridge others, thus combining the capabilities of bridges and routers.

## **browse**

To look through files and directories. Some dialog boxes have a Browse button which allows you to look for the file you want.

## **buffer**

A RAM memory storage location that is used to temporarily hold data during communication between two devices. A temporary storage location that provides uninterrupted data flow between devices, such as keyboards and processors, or processors and printers, until the data from one can be accepted by the other. A device that temporarily holds information in memory. This information is lost when the buffer is turned off. Buffers are generally used between a computer and a printer so that the computer will not be tied up the entire time printing is taking place.

## **BUFFERS**

This is a DOS command that allocates memory for a specified number of disk buffers when your system starts. DOS uses buffers to hold data during read and write operations.

## **bug**

An error, defect or problem. A software bug is an error in a program and a hardware bug is a malfunction in the equipment.

## **bulletin board system**

Commonly referred to as a BBS (bulletin board system) that users can access through the use of their own computer with a modem and a telephone line. The user "calls" the BBS by having his computer dial the telephone number. Then one of the computers at the BBS answers the call and it connects itself to the calling user. The calling user may then perform some action like view e-mail, chat with other users, download files, read information, etc.

## **bus**

The internal communication path from the CPU to the rest of the motherboard and peripheral devices. Some "SX" models have a bus path of smaller capability than the main CPU. Also called bus path.

## **bus topology**

A network topology in which nodes are connected to a single cable with terminators at each end.



## **button**

An area on the screen used to request or initiate an action.

**byte**

A group of eight binary digits (or bits) that can represent a number or a character.

## C

A low level programming language for computers. This is the most popular language and it is used in graduate schools.

## **C++**

This is an enhanced version of the C programming language.

## **cache**

Memory location set aside to store frequently accessed data for improved system performance. This is a high speed buffer RAM memory used between the central processor and main memory. It is used to reduce hard disk access time by storing the commands needed to operate the hard disk. Sometimes the cache also stores the data to be transferred.

## **CALL**

A DOS command that calls (executes) one batch program from within another batch program without causing the parent batch program to stop. Batch parameters can be added after the file name to pass any information you want to the called batch program. This command is only useful in batch programs.

## **capacity**

The storage size of the disk in megabytes.

## **CAPS LOCK key**

This key toggles the caps lock function as indicated by the light on the keyboard. With the caps lock on, any letter typed will be a capital letter, but all other keys will be unchanged. With the caps lock off, all letters will be lower case unless the SHIFT key is pressed.



## **carat**

The carat symbol (^) is used in some menu systems to designate the use of the Control (CTRL) key. For example, if a menu shows "^S", to activate that menu item, press and hold the Control (CTRL) key on the keyboard and then press the letter "S."

## **card**

A printed circuit board with an interconnected assortment of electronic components or integrated circuit chips that perform some useful operation. Some features are added to a computer by adding a card into an extra card slot in the computer's motherboard. Also called a board or printed circuit board.

## **Carrier Sense Multiple Access with Collision Avoidance (CSMA/CA)**

Network access method using contention similar to CSMA/CD used by LocalTalk networks. Unlike CSMA/CD, in this method, the sending node requests permission to send from the intended receiving node. If the receiving node responds with a "clear to send" signal, transmission begins.

## **Carrier Sense Multiple Access with Collision Detection (CSMA/CD)**

Network access method in which nodes contend for the right to send data. If two or more nodes attempt to transmit at the same time, they abort their transmission until a random time period of microseconds has past and then attempt to retransmit at different times.

**cartridge font**

A font contained in a cartridge that physically plugs into your printer. See font cartridge.

## **Cascade**

A choice in the Window Menu that arranges the secondary windows so that each window is offset on two sides from the window it overlaps so that each title bar is visible. The windows appear to be stacked, one behind the other.

## **cascaded menu**

A menu that appears when the arrow to the right of a cascading choice is selected. It contains a set of choices that are related to the cascading choice. Cascaded menus are used to reduce the length of a menu.

## **cascading choice**

A menu choice that has an arrow to the right of it. If this arrow is selected, a cascaded menu appears.



**case**

The metal and plastic container that holds the main components of a personal computer.

**case sensitive**

A condition in which entries for an entry field must conform to a specific lowercase, uppercase or mixed-case format in order to be valid.

## **CD - CHDIR**

"Change Directory" - Changes the current directory. CD without a parameter displays the name of the current directory. The parameter following the command tells DOS where you want to go. You may include a drive letter and colon (:) to change drives as well as directories. "CD \" changes to the root directory of the current drive (it is always best to start at the root directory or change through the root directory). To change to a subdirectory named "GARY", type "CD \", then "CD GARY".

## **CD-ROM**

An acronym for Compact Disc Read Only Memory. This is a storage device for high capacity optically read information.

## **Central Processing Unit (CPU)**

The electronic nerve center of a computer which controls the processing done by the computer. The Central Processing Unit carries on all computer operations. The Intel 80286, 80386, 80486, etc., chips are CPU's.

## **CGA**

An acronym for **Color Graphics Adapter**. Medium resolution IBM graphics standard capable of displaying 640 x 200 pixels in 2 colors, or 320 x 200 pixels in 4 colors.

## **CGM**

This is the file name extension (.CGM) and acronym for Computer Graphics Metafile which is a type of vector graphic that can be produced by drawing or spreadsheet programs, such as Harvard Graphics, Freelance Graphics and Corel Draw. This format was created by the American National Standards Institute, Inc. (ANSI) to provide a standard for graphical information exchange and is widely supported.

**character**

A letter, digit or other symbol that is used as part of the organization, control or representation of data.



## **character set**

A group of letters, numbers and symbols that have some common relationship.

## **check box**

A square box with associated text that represents one choice in a set of multiple choices. When you select a choice, a check mark or 'X' appears in the box to indicate that the choice is active.

## **check mark**

A symbol that shows that a choice is currently active. This symbol is used in menus and check boxes.

## **chip**

An integrated circuit etched on the surface of a tiny wafer of silicon and enclosed in a plastic or ceramic package. Pins extend from this package for connection to other electronic circuits.

## **chip set**

An integrated circuit or a set of integrated circuits that provide hardware support for a related set of functions, such as generation of video.

## **CHKDSK**

A DOS command that checks a disk and displays a status report on the screen which shows the total disk space, space available, allocation unit size and more. The status report also shows logical errors found, if any, and can fix them.

## **choice**

Any item that you can select.

## **CHOICE**

A DOS command that prompts the user to make a choice in a batch program. It displays a specified prompt and pauses for the user to choose from among a specified set of keys. This command is only useful in batch programs.



## **choose**

To pick an item that begins an action.

**circuit**

An interconnected assortment of electronic components or integrated circuit chips that perform some useful operation.

**clear**

To turn off an option.

## **click**

To press and release the select button on a pointing device without moving the pointer off the choice. Usually, this means to press the left mouse button once.

**client**

A node that requests network services from a server.

## **client application**

An application whose documents can accept linked or embedded objects.

## **client-server computing**

A technique with which processing can be distributed between nodes requesting information (clients) and those maintaining data (servers).

## **clipboard**

An area of memory that temporarily holds data being passed from one program to another or from one place to another in the same program. Data is placed on the clipboard by selecting a menu item or clicking on a toolbar button.



## **clock**

An electronic circuit that emits a regulated sequence of electrical pulses synchronizing the operation of the circuits in a computer.

## **clock speed**

This is the speed at which the computer's internal clock is running. The higher the clock speed, the faster the computer will operate. Clock speed is usually measured in megahertz (MHz.)

## **clone**

In the strict definition, this term is used to describe an item that is an exact copy of an original item. In the computer world, this term is used to describe a computer that operates exactly like the IBM microcomputer even though it may be constructed and look physically different. Thus, the IBM clone is a computer that will function just like the original and run all of the same software programs as the original, but it is made by another company and it doesn't look the same as an IBM. Also called a compatible.

**close**

This choice ends highlighted programs, objects and their associated windows.

## **Close**

This choice in the File Menu will close the current document in the application. It only closes the document and not the entire application. If you did not save any changes made, a dialog box will usually remind you that changes have been made and ask you if you wish to save them.

## **CLS**

A DOS command that clears the screen of all previous messages. The cleared screen shows only the command prompt and cursor.

## **cluster**

A cluster or allocation unit is a grouping of disk storage sectors. These two terms "cluster" and "allocation unit" are used interchangeably, and they mean the same thing. This is the smallest amount of disk storage memory that DOS can address.

## **CMOS**

An acronym, pronounced "sea moss" and stands for Complementary Metal-Oxide Semiconductor. This MOS chip design is used because it costs less, consumes less electricity and can hold more circuitry in the chip than other designs. A CMOS chip is used with battery backup to store the BIOS settings in a personal computer which tell the computer how to start itself when power is first turned on (Typically 3vDC voltage level). The CMOS runs the computer's internal clock and calendar for the time and date.



## **coaxial cable**

Data transmission medium with a single wire conductor insulated from EMI/RFI (Electromagnetic Interference / Radio Frequency Interference) by a conductive shield around the single wire. The conductive shield is usually connected to earth ground.

## **COBOL**

This is an acronym for Common Business Oriented Language which is a high-level programming language. It is typically used for business applications.

**code**

A method used to represent characters, numbers and symbols with binary numbers.

## **cold boot**

A computer start up sequence which sets all the registers to their initial conditions. A cold boot is accomplished by turning power on.

**collapse**

To "hide" subdirectories below a selected directory in a file manager program.

## **colon (:)**

A letter followed by a colon instructs DOS to change the current drive to the drive letter specified. For example, "a:" changes to the A drive or "c:" changes to the C drive.

## **color scheme**

A predefined combination of colors used for screen elements. You can choose a color scheme or create your own.

## **COM**

The file extension denoting a command file. Command files are also files that you can run.



## **COM port**

A serial port. A 25 or 9 pin I/O port on the back of a computer in which data is transmitted and received serially (COM1 to COM4). It connects to a cable with a 25 or 9 hole connector (RS232).

## **command**

A word or phrase that you choose or type in order to carry out an action. A character, word or string of words that tells a computer to do something.

## **COMMAND**

A DOS command that starts a new instance of the MS-DOS command interpreter, COMMAND.COM. This is the program that displays the command prompt where you type commands. Use the EXIT command to stop the new command interpreter and return control to the old one.

## **command button**

An area on the screen used to request or initiate an action.

## **command line**

The instructions you type after the prompt to run an application.

## **command prompt**

A displayed symbol that indicates where you enter commands.

**common carrier**

A licensed, private utility company that supplies data and voice communication services.

## **communication program**

A program used to direct a modem to send and receive data over the telephone lines.



## **communication settings**

Settings that specify how information is transferred from your computer to a device like a modem or printer.

## **COMP**

The DOS command "Compare", compares the contents of two files or sets of files byte by byte.

## **compact disc**

A disc, usually 4.75 inches in diameter, with information stored in the form of pits along a spiral track. The information is decoded by a compact disc player and interpreted as digital audio data, programs, graphics, etc., which most computers can process. The disc is read optically by means of a laser.

## **compatible**

In the computer world, this term is used to describe a computer that operates exactly like the IBM microcomputer even though it may be constructed and look physically different. Thus, the IBM compatible is a computer that will function just like the original and run all of the same software programs as the original, but it is made by another company and it doesn't look the same as an IBM. Also called a clone.

## **concurrency control**

Rules that regulate data access to multiple users on a database server.

## **condensed printing**

Printing in which each character is approximately 60% of the width of standard characters. This is useful for fitting wide tables or spreadsheets onto paper.

## **CONFIG.SYS**

This file contains statements that set up the system configuration each time you start or restart the operating system. The commands in this file enable or disable system features, set limits on resources and extend the operating system functionality by loading device drivers. The operating system adds this file to the root directory during installation.

## **configuration**

The manner in which hardware and software of an information processing system are organized and interconnected.



## **configure**

To describe to a system the devices, optional features and programs installed on the system.

## **confirmation message**

A message that appears after you specify certain actions, prompting you to confirm that you want to continue with the action or to specify that you want to cancel it.

## **container**

An object that holds other objects. A group in Windows and a folder in OS/2 are examples of container objects.

## **contention**

Network access method in which nodes compete for transmission by sending signals at will.

## **Contents**

This choice in the Help Menu starts the help system for the program and load the table of contents for the user to select the topic of interest.

## **context sensitive help**

A feature of many programs wherein pressing the hot key (F1) or selecting the menu choice brings up the assistance and information that pertains to the portion of the program that is currently active or the task that is currently being performed.

## **continuous paper (continuous feed paper)**

Paper that has sprocket-feed holes on each side and is perforated between pages. Also called fanfold paper or tractor paper, it is supplied in a folded stack.

## **control code**

Special codes used to control printer functions such as font, condensed printing, carriage return, etc.



## **control menu**

A menu that contains commands you can use to manipulate the window. Application icons and some dialog boxes also have a control menu. To open the control menu, click the application icon or the upper left corner of the window. Also called a system menu.

## **controller**

A device that coordinates and controls the operation of one or more input/output devices and synchronizes the operation of such devices with the operation of the system as a whole.

## **conventional memory**

Random Access Memory (RAM) that begins with address zero and extends to the lowest address in the video display region (640K). This is the first 640KB of RAM memory in your computer. The operating system uses this memory to run applications. Conventional memory is available on all PC's. Also called DOS memory or low DOS memory.

## **copy**

To make a reproduction of an object in a new location. To put a copy of the selected text or item onto the clipboard so that you can transfer it to another location.

## **Copy**

This choice in the Edit Menu will put a copy of the selected text or graphics item onto the clipboard so that you can transfer it to another location.

## **COPY**

This DOS command copies one or more files from one disk or directory to another. This command also allows you to rename a file, overwrite a file with the same name, combine two or more files and use wildcards. To copy all of a directory's files and subdirectories, you should use the XCOPY command.

## **copy protection**

Instructions written into a software program which are added to prevent the software from being copied. Also, a feature of a floppy disk casing to prevent writing to that disk.

## **COUNTRY**

A DOS command that enables DOS to use international time, dates, currency, case conversions and decimal separators.



## **CPU**

An acronym for Central Processing Unit.

## **CRC**

An acronym for Cyclical Redundancy Check.

## **CRT**

An acronym for Cathode-Ray Tube which is the video display tube of a monitor.

## **CSMA/CA**

An acronym for Carrier Sense Multiple Access with Collision Avoidance.

## **CSMA/CD**

An acronym for Carrier Sense Multiple Access with Collision Detection.

## **CTRL key**

This control key is normally used in combination with some other key on the keyboard. For example, CTRL+F4 will close the current document in a Windows application.

## **CTRL+ALT+DEL**

This special key combination tells the operating system of a computer that the user wants to reboot. This process is a warm reboot because the power remains on the computer. It is normally used to activate changes made to the startup files or when a software program stops responding to user input. The way to use this key combination is to hold the CTRL and ALT keys down and press the DEL key.

## **CTRL+BREAK**

This key combination is used in some software programs to stop the execution of a macro or an automatic process.



## **CTRL+C**

This keyboard command halts the execution of any batch program. DOS will display the message "Terminate batch job (Y/N)?". If you press "Y" (for Yes), the batch program ends and control returns to the operating system.

## **current directory**

The directory that is active. This is the first directory in which the operating system looks for programs and files.

**cursor**

The small, blinking line or box on your computer screen which keeps track of the place where you are working.

## **cursor keys**

The keys you use to navigate around your screen. Each key is marked with an arrow and is named for the direction in which it moves the cursor. Also called direction keys or arrow keys. Cursor keys also include the PgUp (page up), PgDn (page down), Home and End keys.

## **cut**

A choice in a menu or on a toolbar of a program that removes a selected object, or a part of an object, to the clipboard.

## **Cut**

This choice in the Edit Menu removes a selected text or object, or a part of an object, from the document and places it on the clipboard so it can be transferred to another location.

**cutout**

An area of a drawing you select by using a special drawing tool and the mouse.

**cut-sheet feeder**

An optional, detachable device that automatically feeds single sheets of paper into the printer.



## **Cyclical Redundancy Check (CRC)**

Error checking technique in which bytes at the end of a packet are used by the receiving node to detect transmission problems. The bytes represent the result of a calculation performed on the data portion of the packet before transmission. If the results for the same calculation on the received packet are not equal to the transmitted results, the receiving node can request that the packet be retransmitted.

## **DAT**

An acronym for Digital Audio Tape.

**data**

Any kind of information put into or retrieved from a computer. The coded representation of information for use in a computer. Data has certain attributes such as type and length.

## **Data Communications Equipment (DCE)**

A device that establishes, maintains and terminates a data communication session and provides encoding or conversion, if necessary.

## **data compression**

A software technique used to increase the amount of data stored on a hard disk. Data compression utilities reduce the space needed to store individual files, thereby increasing the number of files that can be stored in a given space. A compressed file cannot be used until it is expanded to its original form.

## **Data Encryption Standard (DEQ)**

U.S. government standard for data encryption.

**data file**

A file created within an application to store information for use by that application.

**data integrity**

A measure of accuracy based on error detection.



## **data processing**

The act of sorting, manipulating or rearranging information by a computer.

## **database**

An organized collection of information that can be accessed by a computer. Also, describes a category of software programs used to organize and manipulate long lists of data such as names, addresses, phone numbers, etc. As you type the list, the software automatically copies it onto a disk (unlike most other software that requires you to activate the "Save" feature to write to disk). You can edit the data list and sort it in any order you wish.

## **database server**

A computer that stores data centrally for network users and managers, and often uses client-server software to distribute the processing of that data between itself and nodes requesting information.

## **DATE**

A DOS command that displays and sets the current date on your computer. After you type this command, DOS displays the current date and then asks you for a new date. Either enter a new date or just press ENTER if you don't want any changes.

## **DB-9A**

A standardized connector with 9 pins for token ring and serial connections.

## **DB-15A**

A standardized connector with 15 pins for Ethernet transceivers.

## **DB-25A**

A standardized connector with 25 pins for parallel or serial connections.

## **dBase**

A particular database software product (pronounced "dee base") which allows you to invent your own database program by using a computer language which resembles Basic but includes extra vocabulary for handling databases.



## **DBLSPACE**

This DOS command starts the DoubleSpace program which sets up or configures DoubleSpace compressed drives. DoubleSpace uses data compression to create more free space on a hard disk.

## **DCE**

An acronym for Data Communications Equipment.

**DD**

An abbreviation for Double Density.

## **DDD**

An acronym for Direct Distance Dialing.

## **DDE**

An acronym for Dynamic Data Exchange.

## **DEBUG**

A DOS command that starts Debug, a program testing and editing tool. Debug can also create executable machine code from assembly language statements.

## **debugging**

A procedure of troubleshooting and eliminating errors in software, or malfunctions in hardware.

## **DECnet**

Digital Equipment Corporation's network system and protocols.



**decode**

The process by which the central processing unit interprets instructions stored in a computer's memory.

## **dedicated server**

A node on which applications are limited to maintaining network resources. No user applications are available.

**default**

An attribute, condition, value or option that is assumed when none is explicitly specified. A value or setting that takes effect when the equipment is turned on, reset or initialized, until redefined or changed.

**default action**

An action that is performed when you press ENTER while at a given place in a program. This is intended to be the action that you would most likely want in the given situation.

## **default button**

The command button that is automatically selected. It usually has some sort of highlight or bold border for identification. This is the action that will be taken if you press ENTER.

**default choice**

A selected choice that a program provides for the initial appearance of an object.

## **default printer**

The printer that is used if you choose the Print command without first specifying which printer you want to use. You can have only one default printer and it should be the one you use most often.

## **default settings**

The settings that will be used by an application or operating system unless you specify something different.



## **DEFRAG**

A DOS command that reorganizes the files on a disk to optimize the disk for faster disk operation. Files stored in several small pieces in various locations on your disk are said to be "fragmented" and take longer to access than files stored in one piece. The full optimization method eliminates all file fragmentation and places all files at the beginning of the disk for faster access.

## **DEL**

A DOS command that deletes one or more files in the current directory. Use wildcards with caution. After a file has been deleted, it can be retrieved with the UNDELETE command only if no other files have been created or changed in the meanwhile. DEL does not remove the files themselves, it merely tells DOS that the file space can be used again and the next time DOS writes to the disk, it may reuse that file space, thus overwriting the space with new information.

## **DEL key**

This key will cause the software to delete the letter immediately under the cursor box or to the right of the cursor or if text has been highlighted (selected), the entire block of highlighted text will be deleted.

## **delimiter**

Most commonly used to refer to a character or code that marks the beginning or end of an item such as a sentence, paragraph, page, record or field. Also used in "dynamic delimiter" to refer to a character that expands to enclose part of an equation.

## **DELTREE**

A DOS command that deletes a directory and all the files and subdirectories in it.

## **DES**

An acronym for Data Encryption Standard.

**deselect**

To remove selection highlighting from choices or objects.

## **desktop**

A workspace that fills the entire screen and holds all the objects with which the user can interact to perform operations on the system.



## **desktop computer**

A computer small enough to fit on the top of a desk. Usually, the monitor is placed on top of the desktop case and the keyboard is in front of the user.

## **desktop pattern**

A design that appears across the desktop.

## **desktop publishing**

A computer software system which is used to combine text, graphics and formatting to produce printed documents such as newsletters, booklets, etc. With these, you can easily create headlines and multiple columns with graphics. Many of the better word processing programs now include many of the desktop publishing commands.

**destination directory**

The directory to which you intend to copy or move files.

**device**

A component of the system's hardware configuration that is associated with a computer and connected to it. Another piece of computer hardware equipment.

## **DEVICE=**

This DOS command tells DOS to load the device driver you specify into memory.

## **device driver**

Software that controls how a computer communicates with a device. A low-level program (usually with a .DRV or .SYS file extension) that controls a hardware device such as a monitor, printer, hard disk, etc. Device drivers are usually installed in the CONFIG.SYS file (or maybe in AUTOEXEC.BAT) and they become active when the computer is started.

## **DEVICEHIGH=**

A DOS command that loads the device driver specified into the upper memory area.



**diagnostic**

An action or program that detects and isolates malfunctions in computer hardware or software.

## **dialog box**

A window that appears temporarily to request information. Many dialog boxes have options you must choose before you can continue with the action you have requested. Some dialog boxes (called message boxes) give you information. Usually, you must complete the use of the dialog box (called modal dialog boxes) before you can continue with any other action.

**DID**

An acronym for Direct Inward Dialing.

## **digital audio**

Audio data that was converted from an analog signal to a digital data stream. Each number represents the intensity of the audio signal at a given point in time.

## **Digital Audio Tape (DAT)**

Medium for storing digital rather than analog data.

## **digital data**

Data in the form of numeric characters.

## **dimmed**

A command in a menu or button that is unavailable or disabled. Usually, it is shown in light grey. Also called grayed.

## **DIP switches**

Small (dual in-line package) switches on a printer or other device that control various functions and set the default status of the device when it is turned on or initialized.



## **DIR**

A DOS command which displays a list of files and subdirectories in a directory. This command can be followed by "more" to display only one screen of data at a time and then pause for you to press a key before displaying the next screen of data.

## **Direct Distance Dialing (DDD)**

A telephone service with which a subscriber can call someone outside the area without requiring operator assistance.

## **Direct Inward Dialing (DID)**

A telephone service with which subscribers can have calls within a system routed to a specified telephone without switchboard assistance.

## **direct manipulation**

The action of using a mouse or another pointing device to work with objects, rather than through menus.

## **Direct Memory Access (DMA)**

Accessing memory in a computer without involving the microprocessor. Special devices that can move information in and out of computer memory without going through the CPU. Data is transferred directly from memory to an intelligent peripheral device.

## **direction keys**

The keys you use to navigate around your screen. Each key is marked with an arrow and is named for the direction in which it moves the cursor. Also called arrow keys or cursor keys.

## **directory**

A named grouping of files in a file system. Part of the structure for organizing your files on a disk. A directory can contain files and other directories (called subdirectories). The first or main directory on a disk is called the root directory.

## **directory name**

The name used by a program to identify a directory. If you are using the file allocation table file system, the directory name can be up to eight characters and can be followed by a dot (period) and an optional three character extension.



**directory name extension (extension)**

The up to three optional characters which follow the dot (period) after a directory name.

## **directory tree**

An outline of all the directories and subdirectories on the current drive. The structure of directories and subdirectories on a disk. The directories on the disk are shown as a branching structure that resembles a tree.

## **directory window**

A window that displays the directory structure of your disk and the files and subdirectories on it.

**disc**

A medium for storing information. This spelling of the word usually pertains to a compact disc which is used in a CD-ROM drive. This type of disc is high capacity and is read optically. See also disk and CD-ROM.

**disk**

A medium for storing information. A flat plastic disk coated with a magnetic substance used to store information. Information stored on a disk remains there even when you turn your computer off. Disks are available in various sizes in either removable (floppy) or fixed (hard disk) configurations.

**disk cache**

A portion of memory set aside for temporarily holding disk operation instructions or data to be read to or from a disk.

**disk drive**

A device used for storing and retrieving information on disks. A motorized device that spins a magnetic disk at high speed and contains a sensing device that can read information from and write information to a disk. Also called drive.

## **disk duplexing**

Fault tolerance method in which two disk controllers are used in a single server.



## **DISKCOMP**

A DOS command that compares the contents of two floppy disks. The floppy disks must be the same type and size. This command compares the disks track by track.

## **DISKCOPY**

A DOS command that copies the contents of one floppy disk to another. If there is anything on the destination disk, this command will destroy its contents. It will format the destination disk if necessary. The floppy disks must be the same type and size.

## **diskette**

Also called a floppy disk or removable disk used with a computer to store and retrieve information. This type of disk can be removed from the computer as opposed to a hard disk or fixed disk which is installed permanently inside the computer.

## **display**

The monitor itself or the information shown on the monitor.

## **display adapter**

Hardware that converts (adapts) video memory to video output.

## **DISPLAY.SYS**

A DOS driver file that supports code-page switching for the console.

**dithered color**

A color produced by a pattern of differently colored dots that simulate the desired color. Also known as nonsolid color.

## **DMA**

An acronym for Direct Memory Access.



## **document**

Information created by you while using an application. It is stored as a file on disk. The document is associated with the application you used to create it, as well as any other application that may use the same file format. A document may be a letter, report, spreadsheet, picture, etc.

## **document file**

A file that is associated with an application.

## **document window**

A window within an application window that displays a document. There can be more than one document window open at a time.

## **documentation**

The operating instructions, application information or servicing information provided with an item of computer hardware or software.

## **DOS**

An acronym for Disk Operating System. This is software that directs the flow of data between disk drives and your computer. Without an operating system, your computer can do nothing. This software acts like a "Traffic Cop" to control the flow of information to and from your application software.

## **DOS=**

Specifies that MS-DOS is to maintain a link to the upper memory area or is to load part of itself into the high memory area (HMA). In CONFIG.SYS, you must specify DOS=UMB to load programs and device drivers into the upper memory area. DOS=HIGH instructs DOS to load part of itself into the high memory area. In either case, you must first install the HIMEM.SYS device driver.

## **DOS memory**

Another term for conventional memory. This is Random Access Memory (RAM) that begins with address zero and extends to the lowest address in the video display region (640K). This is the first 640KB of RAM memory in your computer. The operating system uses this memory to run applications. Conventional memory is available on all PC's. Also called low DOS memory or conventional memory.

## **DOS Protected Mode Interface (DPMI)**

A special specification that allows DOS programs to access memory beyond the first megabyte of RAM memory. DPMI programs are said to run in "protected" mode as opposed to programs running in the conventional manner.



## **DOSKEY**

This DOS command starts the Doskey program (a TSR) which edits command lines, recalls MS-DOS commands, and creates macros.

## **DOSSHELL**

This DOS command starts MS-DOS Shell which is a graphical DOS file manager. It can be run in text mode (`dosshell /t`), the default, or in graphics mode (`dosshell /g`). This program has four main areas, a menu bar with a full list of commands, and mouse support. The drive icons allow you to select any available disk drive on your computer. The directory tree shows the directory list on the current drive. The file list area shows a list of files in the current directory and the program list area provides access to common DOS programs and disk utilities. The areas are selected by a mouse or the TAB key. The menus are accessed by the ALT key.

## **dot matrix printer**

A printer that forms characters from patterns of closely spaced dots. A high-speed printing device which forms letters and numbers by dots. The number of pins on the print head determine how many dots it takes to form each character. Also called a pin printer.

## **Dots Per Inch (DPI)**

Designates how many dots per inch a printer can produce. The higher the DPI, the sharper the printed drawing will be.

## **double click**

To press and release the select button on a pointing device twice in rapid succession while the pointer is over the intended target of the operation. This carries out an action such as starting an application.

## **Double Density (DD)**

Refers to how information is packed onto a diskette. Information on double density diskettes is packed at twice the density of that on a single density diskette.

## **double height printing**

Printing in which each character is twice as tall as normal.

## **Double Sided (DS)**

Refers to a disk where the storage medium is present on both sides of the disk.



## **double strike printing**

Each character is printed twice in an effort to produce bolder characters.

## **double width printing**

Printing in which each character is twice as wide as normal.

## **down time**

Period when the network is unavailable to users.

## **download**

To copy information from one device to another. The act of transferring computer files from a bulletin board (BBS) to an individual's computer.

## **download characters**

Characters that are defined and stored in the printer by the user. Also known as user-defined characters.

## **downloaded font**

Optional fonts shipped as files and copied onto the hard disk before they can be selected by programs. Also called soft font.

## **DPI**

An acronym for Dots Per Inch.

## **DPMI**

An acronym for DOS Protected Mode Interface.



**draft**

Also called high speed draft, this print quality is relatively poor but produces the highest printing speed possible.

## **drag**

To hold down one of the mouse buttons as you move the mouse. This operation is used to move an item or to draw something in some programs.

**drive**

A device used for storing and retrieving information on disks. A motorized device that spins a magnetic disk at high speed and contains a sensing device that can read information from and write information to a disk. Also called disk drive.

## **drive letter**

The letter assigned to a drive and followed by a colon (:). For example, "C:" designates the "C" drive. Note, there is a difference between a logical drive and a physical drive. A physical drive letter is the letter used in the CMOS to identify a physical drive device (a piece of hardware). A logical drive letter is the letter designation used by the operating system to identify a memory location on a drive. For example, it is possible to have a physical "C" drive which has logical partitions labeled "C, D and E" and then a physical "D" drive that has partitions "F, G and H."

## **driver**

Software that controls how a computer communicates with a device. A low-level program (usually with a .DRV or .SYS file extension) that controls a hardware device such as a monitor, printer, hard disk, etc. Device drivers are usually installed in the CONFIG.SYS file (or maybe in AUTOEXEC.BAT) and they become active when the computer is started. Also called a device driver.

## **DRIVER.SYS**

A DOS driver file that creates a logical drive that you can use to refer to a physical disk drive and specifies parameters for a drive not supported by your hardware.

## **DRIVPARM**

A DOS command that defines parameters for block devices when you start DOS.

## **DRW**

A file extension (.DRW) which designates a vector graphics format created by Micrografx programs, such as Designer and Draw.



**DS**

An abbreviation for Double Sided.

## **dump**

To view or print information exactly as it appears in its original form. In a file dump, you would view the contents of a computer file exactly as it is in memory without formatting in some special way like database or spreadsheet. A screen dump usually means to print the information exactly as it is displayed on the monitor screen. This action is usually performed by pressing the PRINT SCREEN button on the keyboard.

## **Dynamic Data Exchange (DDE)**

The exchange of data between programs. Any changes made to the data in the source (server) application will automatically and dynamically be also changed in the current (client or receiving) application. The data in the current (client or receiving) program is said to be linked to that program.

**e-mail**

An acronym for electronic mail.

## **ECHO**

A DOS command which turns the command displaying (echoing) feature on or off, or displays a message. When a batch program is run, DOS typically displays (echoes) the batch program's commands on the screen. ECHO OFF turns this feature off and ECHO ON turns it back on. Within a batch program, the statement "ECHO hello world" will display the words "hello world" on the screen.

## **EDIT**

This DOS command starts the MS-DOS Editor, which you can use to create, edit, save and print ASCII text files. This is a full screen simple word processor that you can use to create or change DOS batch files. This program has a main window appearance with a title bar, menu bar with a list of commands, a main working area and mouse support.

## **edit control**

A box in a window or dialog box in which you can type information needed to carry out a command. The text box may be blank or may contain text when the window or dialog box is opened. A text box is usually single line, but multi-line text boxes are also used. A file editor is an example of a multi-line text box. Also called a text box. (Note: A different definition applies in a word processing application.)

## **Edit Menu**

This common main menu choice gives the user access to the clipboard functions of cut, copy and paste. The first choice is usually the "undo" feature. The menu may contain special commands for the OLE or DDE features if available. It may also contain search and replace features.



## **editor**

A computer program used to create, edit and print text documents. An application program that allows a user to create or edit ASCII files. Commonly used to create or edit batch files. Editors are often called "program editors" because they are used to create source code for computer programs. Editors usually use a standard ASCII format. Editors are distinguished from word processors by having less capability to automatically control the appearance of a document.

## **EDLIN**

This DOS command is a line oriented text editor for ASCII files.

## **EGA**

An acronym for **Enhanced Graphics Adapter**. A high resolution IBM graphics standard capable of displaying 640 x 350 pixels in 16 colors.

## **EGA Monitor**

Any monitor capable of displaying both EGA and CGA standard modes.

## **EGA.SYS**

A file that saves and restores the display when Task Swapper is used with an EGA monitor.

## **EISA**

An acronym for Extended Industry Standard Architecture.

## **Electromagnetic Interference / Radio Frequency Interference (EMI/RFI)**

A form of "noise" on data transmission mediums that can reduce data integrity and increase transmission errors.

## **electronic mail (e-mail)**

A method of transmitting information or correspondence between computers. An application with which users can send information to other users with whom they share a data communication connection.



## **embed**

To insert information (an object) that was created in one document into another document. Most often, the two documents were created with different applications. The embedded object can be edited directly from within the destination document. To embed, you must be using applications that support Object Linking and Embedding (OLE).

## **embedded object**

Information created in one document and inserted into another document. Embedded objects can be edited from within the destination document.

## **EMI/RFI**

An acronym for Electromagnetic Interference / Radio Frequency Interference.

## **EMM386.EXE**

A file that enables or disables EMM386 expanded memory support. This is an upper memory area manager for computers with an 80386 or higher processor. This feature simulates expanded memory in extended memory and provides access to the upper memory area.

## **EMS**

An acronym for Expanded Memory Specification.

## **emulation**

The imitation of one device by another.

## **enable**

To make functional.

## **END key**

This key will usually move the cursor to the end of the current line of type. Used in combination with the CTRL or ALT keys, it can move the cursor to another location defined by the software.



## **End-Of-File mark (EOF)**

A symbol or machine equivalent (CTRL+Z) that indicates that the last record of a file has been read.

## **ENTER key**

This key is used for different purposes depending on the application that is running at the time. On the DOS command line, this key tells DOS to execute the command you just typed. In a word processor, this key inserts a carriage return and line feed, just like the "Return" key on an electric typewriter. In the Windows operating system, this key begins the execution of the function represented by the highlighted icon. In many Windows applications and dialog boxes, this key is the same as pressing the "OK" button. Note: in a Windows application, the TAB key is used to move from one data entry field to the next, not the ENTER key.

## **environment variables**

A series of commands placed in the AUTOEXEC.BAT and CONFIG.SYS files that dictate the way the operating system is going to run and what external devices it is going to recognize. These commands also can be specified as settings of DOS programs and associated with a symbolic name. You use the SET command to define environment variables.

## **EOF**

An acronym for End-Of-File mark.

**erase**

To remove or clear information stored in a computer's memory. Same as delete.

## **ERASE**

A DOS command that deletes one or more files in the current directory. Use wildcards with caution. After a file has been deleted, it can be retrieved with the UNDELETE command only if no other files have been created or changed in the meanwhile. ERASE does not remove the files themselves, it merely tells DOS that the file space can be used again and the next time DOS writes to the disk, it may reuse that file space, thus overwriting the space with new information.

## **ESC key**

This key is used to stop an operation you have begun. In a Windows application, this key performs the same function as pressing the CANCEL button.

## **Ethernet**

A 10 megabits per second baseband, CSMA/CD network originally designed by Xerox Corporation.



## **EtherTalk**

AppleTalk protocol governing Ethernet transmissions. Also the Apple Computer Ethernet adapter and drivers.

## **Ethertype**

A two byte code indicating protocol type in an Ethernet packet.

## **EXE**

File extension (.EXE) that denotes an executable file. Usually a program file.

## **EXE2BIN**

A DOS command that converts .EXE (executable) files to binary format. It is not useful for general users, but is provided as a courtesy to developers.

**execute**

To perform a computer operation or run an entire computer program.

## **Exit**

This choice in the File Menu allows the user to close the software program completely. If there are any unsaved files open, the program will usually display a dialog box which gives you a choice to save the changed information or close without saving.

## **EXIT**

A DOS command that quits (stops) a second (the current) COMMAND.COM program (command interpreter) and returns control to the program that started it or the first command interpreter. If you "Shell to DOS" from a program, use this command to go back to your original program. If you are in a DOS session under Windows, use this command to close the DOS session and return to Windows.

**expand**

To "show" subdirectories below a selected directory in a file manager program.



## **EXPAND**

A DOS command that decompresses one or more compressed files from the DOS installation disks.

## **expanded memory**

This is RAM memory above 1 megabyte that can be used by DOS and some DOS programs in addition to conventional memory.

## **expanded memory emulator**

A program that converts extended memory into expanded memory.

## **Expanded Memory Specification (EMS)**

A specification to allow programs to use RAM memory above 1 megabyte in addition to conventional memory. This is sometimes called LIM EMS since the specification was developed by Lotus Development, Intel and Microsoft Corporations. Programs that use EMS memory must adhere to the LIM EMS specification.

## **expansion card**

A printed circuit board that plugs into an expansion slot usually on the motherboard in a computer. The expansion card adds some feature or function to the operation of the computer. Also called an expansion board.

## **expansion board**

A printed circuit board that plugs into an expansion slot usually on the motherboard in a computer. The expansion board adds some feature or function to the operation of the computer. Also called an expansion card.

## **expansion slot**

Location inside the system unit for the connection of an optional printed circuit board. The specifications for your computer will list the number of expansion slots available for your use. An optional feature which you may purchase in the future may include a circuit board which must be inserted into one of your available expansion slots.

## **export**

To save a document or object from the current application in the file format used by another program.



## **extend selection**

To select more than one item.

## **extended attributes**

Additional information that the system or a program associates with a file.

## **Extended EGA**

Offered by proprietary chip sets on non-IBM adapter cards with 640 x 480 resolution or better.

## **Extended Industry Standard Architecture (EISA)**

A computer bus standard compatible with ISA. This is a 32 bit data path.

## **extended memory**

RAM memory that begins above 1 megabyte is extended memory.

## **extended memory manager**

A program that prevents different applications from using the same part of extended memory at the same time.

## **Extended Memory Specification (XMS)**

A special specification to allow programs to use RAM memory above 1 megabyte in addition to conventional memory. Applications work with an extended-memory manager, which makes sure that only one application is using a portion of memory at any one time.

## **extension**

The up to three characters which follow the dot (period) after a file name. The last three characters of a file name, after the period, that denotes what type the file is (i.e. EXE, COM, BAT).



## **FASTHELP**

A DOS command that provides summary Help information for MS-DOS commands.

## **FASTOPEN**

A DOS command that decreases the amount of time needed to open frequently used files and directories.

## **FAT**

An acronym for File Allocation Table.

## **fault management**

Detects, isolates and corrects network faults. It is also one of five categories of network management defined by the ISO.

## **fault tolerance**

The ability of a system to perform fault management and continue operating in the event of a system failure.

## **fax modem**

This is a modem that has the additional capability of interfacing with a standard FAX machine. Through the use of special fax software and a fax modem, the computer can send and receive FAX transmissions.

## **FC**

A DOS command that compares two files or sets of files, and displays the differences between them.

## **FCBS**

This DOS statement specifies the number of file control blocks that DOS can have open at the same time. A file control block is a data structure that stores information about a file.



## **FDISK**

A DOS command which configures a new hard disk for use with DOS. This program allows you to establish and change hard disk logical partitions. Caution: Make a full backup of your computer files before using FDISK on an existing hard disk. Any new partitions created must next be formatted before they can be used.

## **fiber optic cable**

Glass or plastic fibers over which modulated light pulses from laser or LED (Light Emitting Diode) can transmit data. It is not subject to interference or electronic eavesdropping.

**field**

An identifiable area used to contain or enter data. An example would be an entry field into which you can type text. In a database application, the field information is the information that is contained in any of the columns (vertical columns) of data.

**file**

A collection of relevant computer information contained on disk medium. A collection of related data that is stored and retrieved by an assigned name. A program file can include information that starts a program and a data file contains information used by a program during running.

## **File Allocation Table (FAT)**

A table used by DOS to allocate disk space for a file. It also locates and chains together parts of the file that may be scattered on different sectors, so that the file can be used in a random or sequential manner.

## **file attribute**

Information about a file that indicates whether the file is read only, system, hidden, or whether it has been changed since it was last backed up.

## **file format**

The way information is structured in a file. Applications always store data files in a particular format. A format readable by one application may not be readable by another application.

## **file locking**

Method of data management which reserves a file for the first user that requests it, thus locking out other users.



## **File Menu**

This common main menu choice contains the features of creating a new document, opening an existing one, saving changes, printing and exiting the software. This menu may also contain a selection for user preferences or importing or exporting a file in another format.

## **file name**

The name used by a program to identify a file. The string of characters (up to eleven) used to denote a file. (LETTER.LET, AR.DBF) If you are using the file allocation table file system, the file name can be up to eight characters and can be followed by a dot (period) and an optional three character extension.

**file name extension (extension)**

The up to three characters which follow the dot (period) after a file name.

## **file server**

A high capacity disk storage device or a computer that stores data centrally for network users and manages access to that data. File servers can be dedicated so that no processes other than network management can be executed while the network is available. File servers can be nondedicated so that standard user applications can run while the network is available.

## **File Transfer Access and Management (FTAM)**

An application level protocol governing file access.

## **File Transfer Protocol (FTP)**

A TCP/IP application protocol governing file transfer.

## **FILES**

This statement in CONFIG.SYS sets the number of files that DOS can access at any one time.

## Find

This choice in the Edit Menu moves the cursor to the first occurrence of a word or phrase you specify. The "repeat last find" function moves to the next occurrence, etc. This is usually the same as the "search" feature.



## **FIND**

A DOS command that searches for a text string in a file or files.

## **fixed disk**

A rigid disk in a hard disk drive that you cannot remove. The hard disk can be partitioned into storage areas of variable sizes that are sub-divided into directories and subdirectories. The introduction of the fixed disk to the personal computer was an improvement over the previously used floppy disks because they could store more information and retrieve it faster. Also called a hard disk.

**fixed width font**

A font in which all characters have uniform widths, such as Courier New. Also called a monospaced font.

## **flag**

A characteristic of a file or directory that enables it to be used in certain ways. Also called an attribute.

## **flags**

These are signals passed between processes.

**flexible box**

A square box, usually in graphics programs, that changes shape as you move the mouse. A flexible box is used to define an area of a picture you want to change.

**flicker**

The wavering or unsteady image on some monitors. A major cause can be a low refresh rate.

## **floppy disk**

A flexible magnetic disk made of plastic and coated with a magnetic material. The disk can be inserted in and removed from a floppy disk drive. Also called a diskette or removable disk.



## **flow control**

Hardware or software mechanism, such as a buffer, that manages data transmissions when the receiving device cannot accept data. The process used to regulate the rate at which information is transferred from one device to another. Also called handshake.

**folder**

A container used to organize objects, programs, documents or other folders in OS/2.

## **font**

A particular style, shape, size, slant and weight of typeface defined for an entire character set and designated by a family name.

**font cartridge**

A piece of hardware that is plugged into a printer to supply one or more fonts. See also cartridge font.

## **font family**

A group designation that describes the general look of a font.

## **font size**

The height of a printed character specified in units called points. A point equals  $\frac{1}{72}$  of an inch. Also known as point size.

**footer**

Text that appears at the bottom of document pages when they are printed.

## FOR

A DOS command that runs a specified command for each file in a set of files. Ex: "**for** %%  
(variable) **in** (a set of files) **do** (a command)"



## **foreground application**

In a multi-tasking environment, this is the program that runs interactively with the user. The application with which you are working. This is the area of the screen that is occupied by the active window. The foreground application appears in the active window.

**format**

To prepare a hard disk or diskette to hold information. Formatting a disk deletes all information that was previously on it.

## **FORMAT**

This DOS command formats a disk in the specified drive for use with MS-DOS. This command is used with floppy disks as well as (use caution) hard disks. It creates a new root directory and file allocation table for the disk. Any existing data on the disk will be destroyed. This program magnetically arranges a disk into sectors so that information may be stored to the disk.

## **forward slash (/)**

The forward slash (/) character is used with DOS commands to add switches or options to the command to perform additional functions. For example, the "/s" switch added to the DOS BACKUP command means that you want to include all subdirectories. The forward slash is also used in some spreadsheet programs to gain access to the main menu of the program.

**frame**

A collection of bits comprising data and control information formatted for transmission from one node to another. Also called a packet.

## **front-end**

Client application for presenting, entering and updating data.

## **FTAM**

An acronym for File Transfer Access and Management.

## **FTP**

An acronym for File Transfer Protocol.



## **full screen application**

A non-Windows or non-OS/2 application that is displayed on the entire screen rather than in a window.

## **function keys**

The special keys on a keyboard that are labeled F1 through F12. Software programs use these function keys to perform special actions within the program. The most common function key is F1 which usually activates the Help feature of the software.

## **gateway**

A device connecting two or more networks that may use different protocols and media. Gateways can connect locally or over wide areas.

## **GIF**

Graphics Interchange Format (.GIF) is a file format established by CompuServe. It is a bitmapped file format, usually 256 color.

## **gigabyte**

A unit of measurement for computer memory equal to 1000 MB (megabytes) or one billion bytes.

## **glitch**

An unwanted and undesirable electrical pulse which causes errors in a program. This may occur because of improper design, power line disturbances or airwave noises.

## **Go To**

This choice in the Edit Menu allows you to move the cursor to the location in the document that you specify. This can be handy to move to a certain page in a document or move to a bookmark that you or the program has set.

## **GOTO**

This command directs DOS to a line identified by a label in a batch program. DOS finds the label and processes the next line.



## **graphics**

Any pictorial representation, such as pictures, graphs, bar charts, etc.

## **GRAPHICS**

This DOS command loads a program that can print graphics displayed on the screen. Use this command only if you are using a color or graphics adapter.

## **graphics card**

A printed circuit board that plugs into the motherboard of a computer that sends the signals to a monitor for the display. The display format can be CGA, EGA, VGA, etc.

## **graphics mode**

The mode that enables applications to display images in addition to text. In contrast to text mode.

## **graphics resolution**

The level of quality at which graphics are printed. The higher the resolution, the better the quality of printed graphics but the longer it takes to print.

## **grayed**

A command in a menu or button that is unavailable or disabled. Usually, it is shown in light grey. Also called dimmed.

## **group**

A container used to organize objects, programs, documents and accessories within the Program Manager in Windows.

## **group icon**

The icon that represents a group in the Program Manager when the group window is minimized.



## **group window**

A window that displays the items in a group.

## **handshake**

The process used to regulate the rate at which information is transferred from one device to another. Also called flow control.

## **hard copy**

Computer output printed on paper.

## **hard disk**

A rigid disk in a hard disk drive that you cannot remove. The hard disk can be partitioned into storage areas of variable sizes that are sub-divided into directories and subdirectories. The introduction of the hard disk to the personal computer was an improvement over the previously used floppy disks because they could store more information and retrieve it faster. Also called a fixed disk.

## **hardware**

The physical equipment that forms a computer or computer system.

## **Hayes compatible**

A modem that operates the same and uses the same commands as the original Hayes Micromodem. Most communication software requires this type of modem for operation.

**HD**

An abbreviation for High Density.

**header**

Text that appears at the top of every page of a document when it is printed.



## **helical scan**

Storage method that increases media capacity by laying data out in diagonal strips.

## **help**

A menu choice or hot key, usually F1, that gives you assistance and information.

## **HELP**

This DOS command provides complete, interactive Help information for MS-DOS commands. This command alone will list and briefly describe every command provided with DOS. If you type "HELP [command]" or "[command] /?", DOS will give you help for the command you specify.

## **help index**

A choice in the help menu that presents an alphabetic listing of help topics for the program.

## Help Menu

A menu of choices that gives you assistance and information. This menu usually gives the user access to the help system for the software currently being used. It may also contain a search feature to look for a particular topic of interest and/or a tutorial to aid you in using the software. This menu also usually contains the ubiquitous "About" box which is a dialog box that gives the software name, version number and possibly user or computer system information.

## **help push button**

A push button that, when selected, provides information and assistance.

## **Hercules Graphics Card (HGC)**

This graphics card is compatible with MDA in certain modes, but also capable of displaying 720 x 348 pixels in a 4 bank graphics mode.

**hertz (Hz)**

A unit of frequency measurement in cycles per second.



## **heterogeneous networks**

Networks composed of hardware and software from multiple vendors usually implementing multiple protocols.

## hexadecimal

A number system with a base, or radix, of 16. The symbols used in this system are the decimal digits 0 through 9 and six additional digits which are generally represented as A, B, C, D, E and F. Computer programmers use this number system extensively.

## HGC

An abbreviation for **Hercules Graphics Card**. This is compatible with MDA in certain modes, but also capable of displaying 720 x 348 pixels in a 4 bank graphics mode.

## **Hi-res**

Short for High Resolution. In monitors, this term should be applied to a minimum of 640 x 350 resolution and above.

## **hidden attribute**

A flag that indicates that a file or directory should not be displayed in the file listing or directory tree.

## **High Density (HD)**

Also called high capacity. Refers to a diskette with higher than standard storage. High density diskettes include those capable of storing 1.2 and 1.44 MB of data. Also refers to the drive which uses high density diskettes.

**Hz**

An abbreviation for hertz.

## **High Memory Area (HMA)**

RAM memory that exists between 1024KB and 1088KB.



## **high-level language**

A computer programming language in which each statement represents several binary code instructions. The statements are familiar and common terms used with computers.

## **highlighted**

Indicates that an object or text is selected and will be affected by your next action. Highlighted items appear in reverse video (black background with white letters instead of white background with black letters) or in a changed color.

## **HIMEM.SYS**

This command calls the DOS extended memory manager. It manages the use of extended memory on a computer with an 80286 or higher processor and extended memory.

## **HMA**

An acronym for High Memory Area.

## **HOME key**

This key will usually move the cursor to the beginning of the current line of type or the first cell in a spreadsheet (usually A1.) Used in combination with the CTRL or ALT keys, it can move the cursor to another location defined by the software.

## **horizontal scan rate**

The frequency in kHz (kilo-Hertz) at which the monitor is scanned in a horizontal direction. EGA scans at 21.8 kHz, and the VGA scans at 31.5 kHz.

## **hot key**

A single key stroke or combination of key strokes (sometimes with Shift, Alt or Control) that activates a certain menu choice or program function. When used with a TSR (terminate and stay resident) program, the hot key combination activates a program function of the TSR.

## **How Do I**

This choice in the Help Menu gives the user a list of common tasks available in the program and explains how to perform those tasks.



## **hue**

The position of a color along the color spectrum.

**I/O**

An acronym for input and/or output.

## **I/O address**

An acronym for Input/Output address.

## **IC**

An acronym for integrated circuit.

## **icon**

A graphical representation of an object consisting of an image, image background and a label.

## **IF**

This command performs conditional processing in batch programs. For example: **IF** [condition] **GOTO** label. If the condition is true, the command "goto label" is executed.

## **image**

A still picture or one video frame.

## **impedance**

Measurement of resistance to current that a transmission medium offers. It is measured in ohms.



## **import**

To bring a document or object created by another program into the current application and convert its format to the format of the current application.

## **inactive window**

A window in which you are not currently working. This window cannot receive input from the user.

## **Industry Standard Architecture (ISA)**

IBM PC and compatible bus architecture with a 16 bit data path. The popular architecture for personal computer buses, such as the IBM PC, XT and AT.

## **INI**

Files with the extension .INI that contain information that defines your Windows environment. Windows and applications use the information stored in these files.

## **initialization files**

Files with the extension .INI that contain information that defines your Windows environment. Windows and applications use the information stored in these files.

## **initialize**

To establish the initial default status of a device.

## **ink-jet printer**

A printer that forms characters by squirting a tiny jet of ink onto the paper. The jet is directed by a magnetic field controlled by electronic circuits in the printer.

## **input**

Information that needs to be entered into a computer. The most common forms of input to a computer are the typing you do on the keyboard and the movement of the mouse and/or clicking the mouse buttons.



## **input peripheral**

Any device that transfers information into a computer. A keyboard and mouse are common examples.

## **Input/Output address (I/O address)**

Starting address for data input and output. The location within the input/output address space of your computer used by a device. The address is used for communication between software and a device.

## **input/output device**

Computer equipment used to load information into the computer and to read information from the computer.

## **INSERT key**

This key is usually used in word processing programs to toggle between the insert and the typeover modes of operation. In the insert mode, letters typed on the keyboard are added to the document at the cursor insertion point. In the typeover mode, letters typed on the keyboard replace letters that exist in the document at the cursor insertion point.

## **insertion point**

The place where text will be inserted when you type. The insertion point usually appears as a flashing bar (cursor) or box in an application's window or in a dialog box.

## **install**

To physically copy, expand and configure the files of a software program from diskettes to specified areas (directories) of the hard drive.

## **INSTALL**

A DOS command used in CONFIG.SYS. This command loads a memory resident program into memory.

## **instruction set**

A collection of instructions that a computer can understand.



## **Integrated Circuit (IC)**

A miniature electronic circuit that is imprinted on the surface of a silicon chip.

## **Integrated Services Digital Network (ISDN)**

Protocols proposed for carrying voice, data, facsimile and video signals across a network.

## **interface**

The linkage between two parts of a computer or between a computer and an accessory. The connection between the computer and another device. The area of connection through which information can be exchanged.

## **INTERLNK**

This DOS command starts the Interlnk program which connects two computers via parallel or serial ports and enables the computers to share disks and printer ports.

## **International Standards Organization (ISO)**

An international organization that creates networking standards, including the OSI (Open Systems Interconnections) model.

## **Internet**

A system of connected networks including those of the National Science Foundation and the Advanced Projects Research Agency.

## **internetwork**

A collection of two or more connected networks that may be dissimilar.

## **interoperability**

The ability to operate and exchange information in a heterogeneous network.



## **interrupt**

A signal that a device sends to the computer when the device is ready to accept or send information. A temporary and usually brief halt in the execution of a program so that a computer can perform some other function. As soon as the function is performed, control is returned to the program. Also, a procedure whereby applications can access information from DOS.

## **interrupt request**

The method by which hardware devices request processor attention within a computer.

## **Interrupt Request Lines (IRQ)**

Hardware lines over which devices can send interrupts (signals indicating that the device is ready to accept or send information). Typically, each device connected to a computer uses a separate IRQ.

## **INTERSVR**

This DOS command starts the Interlnk server.

## **IRQ**

An acronym for Interrupt Request Lines.

## **ISA**

An acronym for Industry Standard Architecture.

## **ISDN**

An acronym for Integrated Services Digital Network.

## **ISO**

An acronym for International Standards Organization.



## **italics**

A typestyle in which the characters slant.

## **jabber**

Network error caused by an interface card continually sending corrupted data onto the network.

## **job**

A data file sent to a printer to be printed.

## **joystick**

An input device that enters positional information into a computer. This device usually contains control buttons and a movable shaft that permits positional information to be transferred into a computer. This type of control is commonly used with games.

## **JPEG**

Joint Photographic Experts Group format is a specially compressed graphics file in bitmapped format. The file size is much smaller than a similar graphic picture in other formats.

## **jumper**

A small, rectangular, plastic covered metal clip that fits over two metal pins on a circuit board. This is used for selecting different configurations for the circuit board. A jumper is SET or ON when it connects the two pins and OFF when it is removed.

## **K**

An acronym for 1,000 in common usage or kilobyte in reference to computer memory.

**KB**

An abbreviation for kilobyte.



## **kernel**

The part of an operating system that performs basic functions, such as allocating hardware resources, OR a part of a program that must be in main storage in order to load other parts of the program.

## **KEYB**

This DOS command configures a keyboard for a specific language.

## **keyboard**

An array of keys or buttons that permit instructions and numerical information to be entered into a computer by the user.

## **keyboard buffer**

A temporary storage area in memory that keeps track of keys that you typed, even if the computer or monitor did not immediately respond to the keys when you typed them.

## **keys help**

A help menu choice that gives a listing of all the hot key assignments for a program.

## **kilobyte (KB)**

A common way of describing the memory capability of a computer is approximately 1,000 units. One kilobyte of computer memory is exactly 1024 bytes.

**label**

A line in a batch file used as a marker for the GOTO statement. The label is a name preceded by a colon (Ex. :end).

## **LABEL**

This DOS command creates, changes, or deletes the volume label (name) of a disk.



## **LAN**

An acronym for Local Area Network.

## **LAN Manager**

Microsoft's network operating system based on OS/2.

## **LAN Server**

IBM's implementation of a network operating system based on OS/2.

## **LAN-aware**

Applications that have file and record locking for use on a network.

## **LAN-ignorant**

Applications written for single users only. These are not recommended for use on LANs.

## **LAN-intrinsic**

Applications written for client-server networks.

## **language**

An organized system of words, phrases and symbols that permit a computer programmer to communicate with a computer.

## **laptop computer**

This portable, battery powered, type of computer resembles a notebook computer but weighs slightly more. A typical laptop weighs about 14 pounds.



## **Large Scale Integration (LSI)**

A technology of chip manufacturing for CPU's and other large microprocessors.

## **laser printer**

This type of printer shoots laser beams at an internal photocopying machine that copies the pattern of light onto paper. A laser printer prints a character by printing a pattern of dots. The character appearance is better quality because the laser printer's dots are very tiny and shapes are more clearly defined (300 to 600 dots per inch). Some printers can also vary the size and position of the dots. These printers are typically the most expensive to purchase and operate.

## **LASTDRIVE**

This DOS command specifies the maximum number of drives you can access. The value entered represents the last valid drive that DOS is to recognize.

## **LAT**

An acronym for Local Area Transport.

## LCD

An acronym for **Liquid Crystal Display**. A display screen with black characters on a white background. This display type is used on battery powered models like notebook and laptop computers.

**leased line**

A private telephone line reserved for the leasing customer's use.

## **LED**

An acronym for Light Emitting Diode.

## **left click**

To press and release the left mouse button while pointing at an object.



## **letter quality**

The capability of a printer to produce letters that closely resemble the appearance of a typed letter. A print quality which produces better readability and appearance at a reduced print speed.

## **LH**

This DOS command loads a program into the upper memory area. Same as loadhigh.

## **light pen**

A probe containing a light sensitive cell which, when pointed at the monitor screen, can make selections or input instructions to the computer.

**line feed**

A control code and panel button on a printer that advances the paper one line space.

**line**

A horizontal collection of words or instructions in a computer file terminated by a carriage return. This term is commonly used in connection with writing batch files.

## **link**

To create a reference in a destination document to an object in a source document. When you link an object, you are inserting a visual presentation of the object into the destination document. When the object changes in the source document, the changes appear in the destination document.

## **linked object**

A visual presentation of an object in a destination document.

## **Liquid Crystal Display (LCD)**

A display screen with black characters on a white background. This display type is used on battery powered models like notebook and laptop computers.



## **list box**

A vertical, scrollable list of choices from which you can select.

## **load**

To copy information, or a program, from a computer file on disk into RAM memory so it can be used, or so you can work with it. You load a program to be used and/or load a document into a program so you can work on it. Opposite is save which copies the current document onto disk for storage.

## **LOADFIX**

This DOS command loads a program above the first 64K of memory, and runs the program.

## **LOADHIGH**

This DOS command loads a program into the upper memory area.

## **loading position**

The position to which the paper in a printer is automatically loaded.

## **Local Area Network (LAN)**

A system of software and hardware (computers, printers, etc.) connected by a common data transmission medium (cable) and limited to a geographical area less than about 10 kilometers. Two or more computers connected for local resource sharing.

## **Local Area Transport (LAT)**

DECnet protocol governing communication between terminals and hosts.

**local printer**

A printer that is directly connected to one of the ports on your computer.



## **LocalTalk**

A 230 kilobits per second baseband network using the CSMA/CA access method.

## **log in**

To begin a session with a remote resource. The act of identifying yourself as authorized to use a remote resource.

## **log out**

To end a session with a remote resource. The act of removing access to a remote resource from a workstation.

## **logical drive letter**

A logical drive letter is the letter designation used by the operating system to identify a memory location on a drive.

## **LOGO**

This is a computer language used in elementary schools.

## **loop**

A sequence of one or more instructions in a computer program that are executed repeatedly until certain conditions have been met.

## **loopback**

A diagnostic test in which a signal is transmitted across a medium while the sending device waits for its return.

## **loosely coupled**

A multiprocessor computer in which the CPUs (Central Processing Units) have separate memory and system buses.



## **low DOS memory**

Another term for conventional memory. This is Random Access Memory (RAM) that begins with address zero and extends to the lowest address in the video display region (640K). This is the first 640KB of RAM memory in your computer. The operating system uses this memory to run applications. Conventional memory is available on all PC's. Also called DOS memory or conventional memory.

## **low-level language**

A computer programming language in which the programmer can access memory address locations in the computer. This type of language is more versatile but usually requires more code to perform a function and it is more difficult to learn.

## **LPT port**

A 25 hole I/O port on the back of the computer used for processing and transmitting data (usually LPT1 to LPT3). It connects to a cable with a 25 pin connector. This is a parallel port.

## **LSI**

An acronym for Large Scale Integration.

## **luminosity**

The relative brightness of a color on a scale from black to white.

## **M**

An abbreviation for megabyte. In common usage, this is another abbreviation for 1,000.

## **machine**

A computer. Yes, it is only a machine!

## **machine language**

A computer's native language of binary code using 0's and 1's. All executable programs are converted into the binary code of machine language so the computer can process the information.



## **macro**

A series of instructions requiring multiple keystrokes or menu choices that are recorded and saved and can be played back at anytime with a single keystroke or action. A macro in a software application is similar to a batch file in DOS.

## **magnetic disk memory**

A computer memory that stores binary information on disks of various sizes which are coated with a magnetic substance.

## **main menu**

The primary menu which governs the overall functions of a software program.

## **MAN**

An acronym for Metropolitan Area Network.

## **Manchester encoding**

A digital encoding method that describes a bit value by the transition between two signals, and is self-clocking.

## **Manufacturing Automation Protocol (MAP)**

A version of the OSI (Open Systems Interconnection) model for manufacturing environments developed by General Motors.

## **MAP**

An acronym for Manufacturing Automation Protocol.

## **mapping**

Redirecting local resources to network resources.



## **mark**

A menu choice or mouse action of click, or click and drag, to highlight text or graphics where you want to perform specific operations, like cut, copy, delete, etc.

## **math coprocessor**

This is special circuitry that works with the computer's CPU (microprocessor) to carry out complex arithmetic functions. The math coprocessor can perform the complex arithmetic faster than the microprocessor can alone. On computers with a 80386 or earlier CPU, this function is contained in a separate chip that is installed on the motherboard. The 80486 and later microprocessors have the math coprocessor built into the microprocessor chip itself.

**maximize**

A menu choice or button which will enlarge a window to its largest possible size.

## **maximize button**

A push button in the rightmost corner of the title bar of a window that enlarges the window to its largest possible size.

## **MB**

An abbreviation for megabyte.

## **MCA**

An acronym for Micro Channel Architecture.

## **MCI**

An acronym for Media Control Interface.

## **MD**

This DOS command, "Make Directory," creates a directory underneath the current directory or subdirectory on your disk. See also MKDIR.



## **MDA**

An abbreviation for **Monochrome Display Adapter**. This is an early IBM Video display designed for use with IBM monochrome text standard.

## **Media Control Interface (MCI)**

A standard control interface for multimedia devices and files.

**media file**

A file containing multimedia data.

## **megabyte (MB)**

A unit of measurement for computer memory equal to 1024 KB or 1,048,576 bytes.

## **megahertz (Mhz)**

A unit of speed measurement in millions of cycles per second.

## **MEM**

This DOS command displays the amount of used and free memory in your system. This is most useful for checking the amount of free conventional memory on your system.

## **MEMMAKER**

This DOS command starts the Memmaker program, which optimizes your computer's memory by configuring device drivers and memory resident programs to run in the upper memory area.

## **memory**

The circuits, components or mechanical parts of a computer that store information. Types of memory used in a computer are Random Access Memory (RAM), Read Only Memory (ROM) and disk storage memory.



## **memory resident program**

Any program that remains active in memory when other programs are running. It is not visible until you press a certain key combination or until a certain event occurs. A typical example is a screen saver program that will activate after a certain time period, or if the user presses a certain key combination. Also called terminate and stay resident or pop up program.

## **menu**

A list of choices displayed by a computer program from which the user may select an option for execution. A list of program options, displayed on a monitor, for operator selection. A menu is used so that the computer user does not need to remember any commands in order to use the software program.

## **menu bar**

The area near the top of a window, below the title bar that contains choices that provide access to other menus.

## **message box**

A dialog box that gives you information. This dialog box may be initiated by the application or the operating system itself. Its purpose is to convey information only and usually contains an "OK" button. Select the button to close the dialog box and continue with your work. The About Box is a typical example of a message box.

## **Metropolitan Area Network (MAN)**

A network capable of high speed data communication over distances up to about 80 kilometers.

## **MHz**

An abbreviation for megahertz.

**micro feed**

A feature on some printers used to feed paper either forward or backward in very small increments.

## **micro adjustment**

A feature on some printers that adjusts the paper loading and tear-off positions.



## **Micro Channel Architecture (MCA)**

IBM's proprietary bus architecture that offers improved performance over ISA (Industry Standard Architecture) and is used primarily in PS/2 and compatible computer systems. These can be driven by multiple independent bus master processors.

## **microcomputer**

A computer that uses a microprocessor for a central processing unit. Nearly all personal computers are microcomputers.

## **microprocessor**

An integrated circuit that contains the complete central processing unit for a personal computer.

## **MIDI file**

A file used for audio sounds on a sequencer device.

## **MIDI**

An acronym for Musical Instrument Digital Interface.

## **migrate**

To move to a changed operating environment. Usually used in connection with Windows or OS/2 to bring applications into their environment so the application can be run from this operating platform.

## **minimize**

To remove a window and display it as an icon at the bottom of the main window in Windows or place the icon in the minimized window viewer of OS/2.

## **minimize button**

A push button located next to the rightmost button in a title bar that removes the window and displays it as an icon.



## **minimized window viewer**

A folder in OS/2 that contains icons of minimized windows.

## **mirroring**

A fault tolerance method in which a backup data storage device maintains data identical to that on the primary device, and can replace the primary if it fails.

**mixer**

A device or program used to simultaneously combine and blend inputs from several sources into one or two output destinations.

## **MKDIR**

This DOS command, "Make Directory," creates a directory underneath the current directory or subdirectory on your disk. See also MD.

## **modal dialog box**

A dialog box that halts all other operations until the dialog box is completed and closed.

## **MODE**

Configures system devices such as printers, ports or display modes.

## **modem**

An acronym for **moduerator-demodulator. A device that converts digital and analog signals. This is a device that permits computers to communicate with one another over telephone lines.**

## **modulation**

The alteration of a signal's frequency, phase or amplitude.



## **monitor**

The television-like device on which computer information is displayed on a screen. Also called a video monitor.

## **monochrome monitor**

A TTL monitor which can display only two colors (generally black/white or green/black).

## **monospaced font**

A font in which all characters have uniform widths, such as Courier New. Also called a fixed width font.

## **MORE**

A DOS command that displays output one screen at a time. This command is commonly used to view long files (TYPE command) or long screen displays (DIR command). It is added to another command with the (pipe) vertical lines (Ex: DIR |MORE).

## **morphing**

This is the process used by a computer to change one graphical image into another. For example, the picture of a young boy can be slowly changed into a picture of a lion.

## **motherboard**

This is the main circuit board inside a computer that contains most of the components necessary to the proper operation of the computer including the CPU, clock, RAM memory, and others. Most of the peripheral devices are plugged into, or in some way connected to, the motherboard.

## **mount**

The method in NFS and other networks by which nodes access network resources.

## **mouse**

A palm sized pointing device that you move on a flat surface which creates a corresponding movement of an arrow or pointer on the screen. It has buttons that allow you to select a choice or function to be performed or to perform operations on the screen.



## **mouse button**

A mechanism on a mouse that you press to select choices or initiate actions.

## **move**

To change the location of an object.

## **MOVE**

This DOS command moves one or more files to another directory. This command can also rename files and directories.

## **MSAV**

This command starts the DOS anti-virus program which scans your computer for known viruses.

## **MSD**

This DOS command starts the Microsoft diagnostics program which provides detailed technical information about your computer.

## **MS-DOS**

An acronym for the Microsoft Disk Operating System, commonly called DOS.

## **MSBACKUP**

This DOS command backs up or restores one or more files from one disk to another. This utility is available with DOS version 6.0. It has a menu based user interface and can operate faster than the former BACKUP command because it can use file compression.

## **multi-user software**

An application designed for simultaneous access by two or more network nodes. It typically employs file and/or record locking.



## **multicast**

An address for a selection of nodes in a network or the message sent to a selection of nodes.

## **multimedia**

The combining of different elements of media (text, graphics, sound, video) for display and control from a personal computer.

## **multimedia system**

A system capable of presenting multiple types and formats of material (text, graphics, sound, video) in their entirety.

## **multiple document interface (MDI)**

An application program that can have more than one document or item open at a time. Only one of the documents may be active at a time, but the user may switch between open documents easily. For example, the Windows program SYSEDIT opens all four of the startup files for the computer system at the same time and the user can look at and edit any one at will.

## **multiprocessor**

A computer with more than one Central Processing Unit (CPU) that can be accessed simultaneously by an operating system adapted to this architecture.

## **multitasking**

A mode of operating that provides for concurrent performance or interleaved execution of two or more tasks. The process of switching from one task to another without losing track of either. Usually accomplished by time slicing any shared resources.

## **Musical Instrument Digital Interface (MIDI)**

A protocol that allows a synthesizer to send signals to a computer or a computer to a musical instrument.

## **NetBIOS**

An acronym for Network Basic Input/Output System.



## **NetWare**

Novell's network operating system using IPX (Internetwork Packet Exchange) and SPX (Sequential Packet Exchange) protocols.

## **network**

A group of computers connected by cables or other means and using software that enables them to share equipment and exchange information. A system of software and hardware connected in a manner to support data transmission. An arrangement for interconnecting a number of computers and allowing them to share information and peripheral devices.

## **network administrator**

The person responsible for the installation, management and control of a network.

## **network architecture**

A description of data formats and procedures used for communication between nodes.

## **Network Basic Input/Output System (NetBIOS)**

A widely used protocol governing data exchange and network access.

## **network drive**

A disk drive that is available to multiple users and computers on a network. Network drives often store data files for many people in a work group.

## **Network Interface Card**

Adapter board that provides the physical connection between a computer and the network medium. Also called Network Interface Controller.

## **Network Interface Controller (NIC)**

Adapter board that provides the physical connection between a computer and the network medium. Also called Network Interface Card.



## **Network Loadable Module (NLM)**

An application or driver that resides on a NetWare server to provide additional resource management capabilities.

## **Network Operating System (NOS)**

Controlling software for a network, which may run on top of DOS, that oversees resource sharing and often provides security and administrative tools.

## **network printer**

A printer shared by multiple computers over a network.

## **network topology**

The arrangement of nodes usually forming a star, ring, tree or bus pattern.

## **New**

This choice in the File Menu allows the user to create a new document and specify the beginning parameters for that document. Note, the document is not saved to disk until you specifically save it with a new name with the "Save As" feature.

## **NIC**

An acronym for Network Interface Controller.

## **NLM**

An acronym for Network Loadable Module.

## **NLSFUNC**

A DOS command that loads country-specific information for national language support.



**node**

Any device, including servers and workstations, connected to a network. Also, the point where devices are connected.

## **nondedicated server**

A node on which user applications are available while network resource maintenance applications execute in the background.

**nonsolid color**

A color produced by a pattern of differently colored dots that simulate the desired color. Also known as dithered color.

**nonvolatile**

A term used in reference to a computer memory that stores information with or without electrical power. The information is not lost when electrical power is turned off.

## **NOS**

An acronym for Network Operating System.

## **notebook**

A graphical representation that resembles a bound notebook that contains pages separated into sections by tabbed dividers. It also contains a mechanism that you can use to turn the pages.

## **notebook computer**

This is a complete portable, battery powered, computer system that is about the size of a three ring binder. It typically measures about one foot square by about 2" thick and weighs about 7 pounds. The notebook unfolds to expose the monitor screen and keyboard underneath.

## **NUM LOCK key**

This number lock key is used to toggle the function of the number pad on the right side of the keyboard. With the number lock on, NUM LOCK light lit, the keys produce the numbers indicated. With the number lock off, the same keys perform the cursor movement functions indicated. The computer's CMOS usually has a setting for the state of the number lock and it is usually set to be on. The DOS operating system usually leaves the number lock on, whereas the OS/2 operating system usually turns it off.



**O/S**

An abbreviation for operating system.

## **object**

Something with which you work to perform a task. Text, graphics, files and devices are examples of objects.

## **Object Linking and Embedding (OLE)**

(pronounced O'Lay) A way to transfer and share information between applications. OLE links are similar to DDE links, except you can start the source (server) application from within the current (client or receiving) application to edit the linked object. An OLE object can be linked or embedded. A linked OLE object leaves the data stored in the source (server) application file. In an embedded OLE object, the data for the object is stored in the current (client or receiving) application file.

## **OCR**

An acronym for optical character recognition.

**off-line**

The status of being disconnected from the referenced device or service. A user is considered to be off-line if he is not connected to a BBS. A printer is considered to be off-line if it is not ready to print for some reason. Opposite is on-line.

## **OLE**

An acronym for Object Linking and Embedding (pronounced O'LAY.)

## **on-line**

The status of being connected and ready to do something. This term is often used in connection with a BBS (bulletin board system) whereby the user is connected to the BBS and is able to do something like chat with other users, download files, etc. In the case of a printer, the printer is said to be on-line if it is connected to the computer, turned on, loaded with paper and ready to print. Opposite is off-line.

## **open**

To create an object or make an existing file available for processing or use. To display the contents of a file in a window or to enlarge an icon to a window.



## **Open**

This choice in the File Menu allows the user to call up an existing document on disk and view or work on it in a new document window. Any changes made to the document should be saved to disk using the "Save" feature.

## **operating system (O/S)**

The software required to manage the hardware and logical resources of the system, including device handling, process scheduling and file management. MS-DOS by Microsoft, PC-DOS by IBM and OS/2 by IBM are operating systems.

## **optical character recognition (OCR)**

This is a type of software that is used to convert text in a graphical image into a word processor format that can be used by a computer.

## **option**

A choice in a dialog box or menu. An additional parameter added to a command line to control how a command is carried out. Optional parameters (also called switches) usually follow a space and a forward slash (/).

## **Options Menu**

This menu contains program options that are available to the user. Selections may include the display colors available to the user as well as other specific program options. This feature is sometimes part of the Preferences selection sometimes contained in the File menu.

## **OS/2**

IBM's multi-threaded, multitasking, single user operating system.

## **output**

Information that comes from a computer and is sent to some device to be operated upon (like a printer or modem) or displayed to the user (like on a monitor.)

## **output peripheral**

Any device designed to receive information or signals from a computer. Monitors and printers are common examples.



## **package**

A small drawing (or icon) that represents an embedded or linked object.

**packet**

A collection of bits comprising data and control information formatted for transmission from one node to another. Also called a frame.

## **packet filter**

The ability to search a packet to determine its destination and then to route it accordingly. This ability helps to control network traffic.

## **packet forwarding**

Copying the packet to another node without looking at the destination address.

## **packet switching**

A data transmission method that routes packets along the most efficient path and allows a communication channel to be shared by multiple connections.

## **PAGE DOWN key**

This key will usually move the cursor to the beginning of the next page of a document. Used in combination with the CTRL or ALT keys, it can move the cursor to another location defined by the software.

## **page frame**

A 64KB block of memory in the upper memory area. Available expanded memory is mapped into addresses in the page frame so it can be accessed and used by the operating system.

## **PAGE UP key**

This key will usually move the cursor to the beginning of the previous page of a document. Used in combination with the CTRL or ALT keys, it can move the cursor to another location defined by the software.



## **paragraph**

A 16 byte unit of measurement for computer memory.

## **parallel port**

A 25 hole I/O port on the back of the computer used for processing and transmitting data (usually LPT1 to LPT3). It connects to a cable with a 25 pin connector. This type of port is usually used to connect a printer to a computer.

## **parallel data transmission**

Two or more bits of a group are transmitted in parallel when they are all transmitted at the same time.

## **parallel interface**

An interface between a computer and another device, such as a printer, in which the computer sends multiple bits of information to the device (printer) simultaneously.

## **parameter**

A variable used in conjunction with a command to affect its result.

## **parity**

A form of single bit error detection.

## **parity check**

A mathematical operation on the numerical representation of the information communicated between two devices or telecommunicated by a modem.

## **partition**

A fixed sized division of storage on a hard disk.



## **PASCAL**

A structured high-level programming language which is taught in college.

**passive device**

A device that does not supply current for the loop in a network.

## **password**

A string of characters that you or a program must specify to meet security requirements before gaining access to a system and to the information stored in it.

## **paste**

This menu or button choice copies the contents of the clipboard into a preselected location.

## **Paste**

This choice in the Edit Menu copies the contents of the clipboard into a preselected location in the current document.

## **Paste Format**

This choice in the Edit Menu, if available, will establish an OLE link with the information contained on the clipboard that has originated from another application. OLE links are similar to DDE links, except you can start the source (server) application from within the current (client or receiving) application to edit the linked object. An OLE object can be linked or embedded. A linked OLE object leaves the data stored in the source (server) application file. In an embedded OLE object, the data for the object is stored in the current (client or receiving) application file.

## **Paste Link**

This choice in the Edit Menu, if available, will establish a DDE link with the information contained on the clipboard that has originated from another application or another place in the same application. Any changes made to the data in the source (server) application will automatically and dynamically be also changed in the current (client or receiving) application.

## **Paste Special**

This choice in the Edit Menu, if available, is used to paste information from the clipboard with or without the formatting that goes with the information. For example, you can paste a block of text without the font, alignment, etc. properties that it had in its original place.



## **path**

A statement that indicates where a file is stored on a particular drive and directory.

## **PATH**

A DOS command which displays or sets a search path for executable files. DOS uses the PATH statement to find files you want to execute if the file is not in the current directory. The directories are searched in the order that they appear in the PATH statement.

## **path name**

The complete name and location of a file or directory located in a computer system. The path name includes the drive letter followed by a colon (:) and a backslash (\), the directory name or names, each separated by a backslash (\), and finally a file name also separated from the directory name with a backslash (\). This is a very exact way of locating something or telling the computer where you want to be or what you want done. An example of a path name is the command "c:\windows\win" which is the command that normally starts the Windows operating system.

## **PAUSE**

A DOS command which suspends processing of a batch file and displays a message prompting the user to press any key to continue. This command is typically used to stop batch file processing while the user prepares some hardware device, such as insert a disk into drive A, or turn on the modem, etc.

## **PAUSE key**

This key is used to temporarily halt the execution of a batch file so the user can view the output on the monitor screen. The monitor screen display can be read or, using the "Print Screen" function, it can be printed. The ESC key is typically used to continue execution of the batch file.

## **PC**

An acronym for personal computer.

## **PC/AT**

An acronym for a personal computer based on the 80286 microprocessor.

## **PCD**

This is a Kodak Photo CD file in bitmapped format. The file actually contains five different resolutions of a slide or film negative.



## **PC-DOS**

An acronym for Personal Computer - Disk Operating System. This is the proper name for the IBM version of the DOS operating system.

## **PCMCIA (Personal Computer Memory Card International Association)**

A standard developed by an association for credit card sized memory and I/O cards for portable computers. Examples are Fax/Modem, LAN adapters, SCSI host adapters and audio cards.

## **PCX**

This is a bitmapped graphic file format, with extension .PCX, created by paint programs like PC Paintbrush or some screen capture programs. This is one of the oldest and most common bitmap formats available.

## **PC/XT**

An acronym for a personal computer based on the 8088 microprocessor.

## **peer to peer**

A system in which two or more nodes or processes can initiate communication with each other. Usually describes a network in which all nodes have the ability to share resources with other nodes so that a dedicated server can be implemented but is not required.

## **pel**

An acronym for picture element. The smallest graphic unit that can be displayed on the screen, usually a single colored dot. Also known as pixel.

## **Pentium**

The name used by Intel for the next generation of CPU (central processing unit) chips after the 80486 CPU. This CPU, introduced in 1993 has a 64 bit internal bus and it typically runs at 66 to 99MHz clock speed.

## **percent**

The percent symbol is used to call a command line parameter (%0 to %9) or an environment variable (%variable%) in a batch file. (See replaceable parameters and the SET command.)



## **performance management**

Measures and records resource utilization. It is one of the categories of network management defined by the ISO.

## **peripheral**

Any input or output circuit or device designed to be connected to a computer.

## **personal computer (PC)**

A microcomputer equipped with input devices like a keyboard and output devices like a monitor and printer.

## **phase modulation**

Altering a characteristic of a sine wave, specifically its phase.

## **physical drive letter**

A physical drive letter is the letter used in the CMOS to identify a physical drive device (a piece of hardware).

## **PIF**

An acronym for program information file.

## **pin printer**

A printer that forms characters from patterns of closely spaced dots. A high-speed printing device which forms letters and numbers by dots. The number of pins on the print head determine how many dots it takes to form each character. Also called a dot matrix printer.

## **pinouts**

Pin configurations for cables used to connect devices to computers.



## **pipe**

A device that acts as an interface or buffer between applications and devices.

## **pixel**

A single dot on the CRT display. This word is derived from the words "picture" and "element."  
The smallest graphic unit that can be displayed on the screen, usually a single colored dot. The more dots on the screen yield a finer resolution. Also known as pel.

**platen**

The black roller on dot matrix printers (and a typewriter) that provides a backing for the paper during printing.

**plotter**

An output device that uses multiple pens to draw on paper. Usually used with computer aided design (CAD) software.

## **plotter font**

A font created by a series of dots connected by lines that can be scaled to different sizes (used by plotters). Also known as vector font.

## **point**

To move the pointer on the screen until it rests on the item you want to select.

**point size**

The height of a printed character specified in units called points. A point equals  $\frac{1}{72}$  of an inch. Also known as font size.

## **point to point link**

A direct connection between only two nodes.



## **pointer**

The arrow, crosshair, pencil or other shape that appears on your screen and follows the movement of the mouse. (Equivalent to the cursor when using the keyboard)

## **pointing device**

An input device (mouse) used to move the pointer on the screen.

## **polling**

A network access method with which a hub asks each node in turn if it has data to transmit.

## **pop up menu**

A menu that is displayed next to the object with which it is associated.

## **pop up program**

Any program that remains active in memory when other programs are running. It is not visible until you press a certain key combination or until a certain event occurs. A typical example is a screen saver program that will activate after a certain time period, or if the user presses a certain key combination. Also called memory resident or terminate and stay resident program.

## **pop up window**

A movable window, fixed in size, in which you provide information required by an application so that the application can continue to process your request.

**port**

A connector on a computer to which cables for devices or communication lines are attached. Ports can be parallel or serial.

## **port designation**

A 4-character identifier (COM1, COM2, LPT1, etc.) assigned to a port so that the system has a unique way to refer to the resource.



## **POWER**

A DOS command that turns power management on and off.

## **power supply**

The electrical circuits that convert power from an electrical outlet in a house into a form suitable for use by a computer. The computer's power supply is normally included with the computer case.

## **Preferences**

This choice in the File Menu allows the user to select his desires for the operation of the program. The choices may include display colors, function key features, tool bar use, etc.

**preselected choice**

A choice highlighted and selected by the program when a choice field first appears.

## **Print**

This choice in the File Menu will start the printing process. Usually, another dialog box is displayed giving choices of number of copies to print, what pages to print, etc. There is usually a button available to allow the user to go to the "print set-up" function if desired.

## **PRINT**

A DOS command that prints a text file while you are using other DOS commands. This command creates a memory resident program that can print in the background. The first time you use the command, the computer will ask you "Name of list device [PRN]:". Simply press ENTER or type "PRN" or "LPT1" and ENTER to instruct DOS to which port you are sending the printing information.

## **print queue**

A list of files that have been sent to a printer. The list indicates the file currently printing and those waiting to be printed.

## **PRINT SCREEN**

A key on an enhanced keyboard which, when pressed, will send the monitor display information to the printer to be printed. This key will function as soon as the BIOS is active and even before the operating system is loaded. The use of this key (or SHIFT+PRINT SCREEN on some computers) is handy for printing your BIOS set up information and information that is presented on your screen during the boot up sequence. The printed information is very basic (it does not include special characters) but it is readable.



## **print server**

A computer that manages printers and print requests from other nodes.

## **Print Set-up**

This choice in the File Menu allows the user to select the printer driver to be used, paper orientation, etc.

## **print spooler**

An application that manages print requests or jobs so that one job can be processed while other jobs are placed in a queue (An ordered list of items waiting to be processed.) until the printer has finished with preceding jobs. Also called Simultaneous Peripheral Operation On-line (SPOOL).

**printable area**

The area of a page on which the printer can print. This is smaller than the physical size of the page due to margins required by the printer.

**printer**

A mechanical device that prints information on single or continuous sheets of paper.

## **printer driver**

A program that controls how your computer and printer interact. A printer driver file supplies such information as the printing interface, description of fonts and features of the installed printer.

## **printer fonts**

Fonts that are stored in your printer's memory, or soft fonts that are sent to your printer before a document is printed.

## **printer port**

A 25 hole I/O port on the back of the computer used for processing and transmitting data (usually LPT1 to LPT3). It connects to a cable with a 25 pin connector. This type of port is usually used to connect a printer to a computer.



## **PRINTER.SYS**

A DOS file that supports code-page switching for printers.

## **program**

A sequence of instructions that a computer can interpret and process. Also called software.

## **program file**

An executable file that starts an application or program. A program file has a file name extension of .EXE, .PIF, .COM or .BAT.

## **program information file (PIF)**

A file that provides information about how Windows should run a non-Windows application.

## **program item icon**

The icon that represents an application or document in the Program Manager.

## **program items**

The applications and documents that make up a group in the Program Manager. Program items are represented as icons in a group window.

## **Program Manager**

The main application in the Windows environment that normally runs when you start Windows. The Program Manager window sits on the Windows desktop and contains all the groups and applications for the user. The Program Manager contains the commands to close or exit Windows.

## **Programmed Input/Output (PIO)**

A method of data transfer in which the host microprocessor transfers data to and from memory via the computer's I/O ports. PIO enables very fast data transfer rates, especially in single-tasking operating systems like DOS.



## **prompt**

A message from a computer advising the user that the computer is waiting for some kind of action.

## PROMPT

This DOS command changes the MS-DOS command prompt display. You can have it display the current path, time or date as well as the DOS version, greater than, less than, dollar sign, equal sign, etc. The most common configuration is (\$P\$G) which displays the current drive and path and the greater than sign.

## **propagation delay**

The time required for data to travel from transmission point to destination.

## **proportional font**

A font in which different characters have varying widths, such as Times Roman.

## **proportional printing**

Printing in which the width of the character varies from character to character depending on the particular character printed. The result looks more like a typeset book than a typewritten draft. For example, a "W" receives much more space than an "i".

## **protected mode**

CPU (Central Processing Unit) mode in which applications must request memory allocations from the operating system and these allocations are then protected from other applications' requests. A mode of operation covered by the DPMI specification whereby DOS programs can access more than 1 megabyte of memory.

## **protocol**

A standardized set of rules that specify the format, timing, sequencing and/or error checking for data transmissions. A set of rules that define how computers communicate with each other.

## **protocol stack**

A representation of the hierarchical nature of a protocol suite.



## **protocol suite**

A hierarchical set of related protocols.

## **publishing**

Making resources available to network users.

## **QBASIC**

This command starts the MS-DOS QBASIC programming environment. The QBASIC program provides a complete environment for programming in the BASIC language. This program reads instructions in BASIC and interprets them into executable computer code.

## **QBE**

An acronym for Query By Example.

## **Query By Example (QBE)**

A database front end that requests the user to supply an example of the type of data to be retrieved.

## **query language**

A programming language that permits users to retrieve information from a database.

## **question mark (?)**

A wildcard that represents a single character.

**queue**

An ordered list of items waiting to be processed. A list of files that have been sent to a printer. The list indicates the file currently printing and those waiting to be printed. Also called print queue.



## **quick format**

Deletes the file allocation table and root directory of a disk, making it appear empty. It does not delete the file information on the disk or scan the disk for bad areas.

**radix**

A number that is arbitrarily made the fundamental number of a system of numbers; a base. Thus, ten is the radix or base, of the common system of logarithms and also of the decimal system of enumeration.

## **RAM**

An acronym for Random Access Memory.

## **RAM base address**

An acronym for Random Access Memory base address.

## **RAM drive**

A portion of RAM memory that is used as if it were a hard disk drive. RAM drives are much faster than hard disks because the computer can read information faster from RAM memory than from a hard disk. Information on a RAM drive is lost when you turn off or restart your computer. Also known as virtual drive.

## **RAMDRIVE.SYS**

A DOS file that creates a virtual disk drive in your system's RAM to simulate a hard disk drive.

## **random access memory (RAM)**

A computer memory that stores and recalls information in any order or sequence. This type of memory is used for temporary information storage. Access to and from RAM memory is very fast. RAM requires electrical power to remember information and all information in RAM is lost when the power is turned off.

## **Random Access Memory base address (RAM base address)**

Starting address for memory dedicated to a specific task.



## **raster font**

The font that is displayed on your screen which may approximate a printer font so that documents look approximately the same on the screen as they do when printed. Also called screen font.

## **RD**

This DOS command removes (deletes) a directory. Before using this command, all files and subdirectories must be deleted and the directory to be removed must be empty.

**read**

The process of retrieving information from a circuit or disk. The original information is not altered during the reading process.

## **read only attribute**

A flag that prevents a file from being modified. A file with this flag set can be viewed, copied or printed only.

## **Read Only Memory (ROM)**

A computer memory that stores permanent information. This information is constant and cannot be erased, or changed, or lost, even if electrical power is turned off. All PC's contain programs in ROM that execute when the power is turned on (BIOS.)

## **real mode**

CPU (Central Processing Unit) mode in which applications have direct access to the physical memory of the computer.

## **real time**

An action at a speed commensurate with the time of occurrence of the actual process.

## **real time clock**

A time counter used to measure the duration of an event.



**record**

To enter or save data. In a database application, the records are the rows (horizontal rows) of information contained in the database.

## **record locking**

A method of managing shared data on a network by preventing more than one user from accessing the same segment of data at the same time.

## **RECOVER**

This DOS command recovers readable information from a bad or defective disk. This DOS command reads a file sector by sector and recovers data from the good sectors. Data in bad sectors is lost. All recovered data is restored to the root directory.

## **redirector**

An application that intercepts requests for resources local to a node on the network and redirects those requests elsewhere on the network.

## **reduce**

To minimize a window to an icon. A minimized application continues running, and you can select the icon to make it active again.

## **refresh rate**

This is the speed at which the screen is repainted. Usually, the faster the refresh rate, the less flicker a monitor has. Typically, color displays must be refreshed at 60 times per second (60 Hertz). Also called Vertical Scan Rate.

## **REM**

A DOS command that enables you to include comments (remarks) in a batch file, AUTOEXEC.BAT or CONFIG.SYS files. DOS ignores any batch command that begins with REM.

**remote**

A system, program or device that is accessed through a telecommunication line.



## **Remote Procedure Call (RPC)**

A protocol governing the method with which an application activates processes on other nodes and retrieves the results.

## **removable disk**

A flexible magnetic disk made of plastic and coated with a magnetic material. The disk can be inserted in and removed from a floppy disk drive. Also called a diskette or floppy disk.

## **REN**

A DOS command that renames a file or files. This is the same as RENAME

## **RENAME**

A DOS command that renames a file or files. This is the same as REN.

## **repeater**

A device that regenerates and often amplifies signals to extend transmission distance. It is independent of protocol and media.

## **Replace**

This choice in the Edit Menu allows you to look for certain text in your document and automatically replace it with new text that you specify. The replacement can be done in the entire document automatically or you may elect to confirm each replacement manually.

## **REPLACE**

This DOS command replaces files in the destination directory with files in the source directory that have the same name. You can also add unique file names to the destination directory.

## **replaceable parameters**

Replaceable parameters (%0 to %9) are placeholders for parameters typed at the command prompt. The %0 parameter substitutes for the name of the batch command as it is typed at the command prompt and %1 through %9 are the parameters typed after the batch command name.



**reset**

To return a device to its default settings.

## **resolution**

The measure of sharpness of a display image. The number of dots or pixels on the screen. The more dots yield a finer resolution.

## **response time**

The time required between transmission of the last character of a message and reception of the first reply character.

## **RESTORE**

A DOS command that restores files that were backed up by using the BACKUP command. You can restore files from similar or dissimilar disk types.

## restore button

The small button containing both an up and down arrow at the right of the title bar. This button only appears after you have enlarged a window to its maximum size. You can click the restore button to return the window to its previous size.

## **Retrieve**

This choice in the File Menu allows the user to call up an existing document on disk and insert it into the current document at the location of the cursor. This change made to the document should be saved to disk using the "Save" feature.

## **RFC**

An acronym for Request for Comment.

## **RGB Monitor**

(Red/Green/Blue) A CGA compatible monitor limited to a 15,750 kHz horizontal scan rate.



## **right click**

To press and release the right mouse button while pointing at an object.

## **ring topology**

A network topology in which nodes are connected to a closed loop. Terminators are not required because there are no unconnected ends.

## **RISC**

A specialized type of processor that has been designed to handle a smaller set of instructions for increased efficiency and performance.

## **RMDIR**

A DOS command that removes (deletes) a directory. Before using this command, all files and subdirectories must be deleted and the directory to be removed must be empty.

## **ROM**

An acronym for Read Only Memory.

## **ROM Caching**

The process of copying the contents of ROM into the faster RAM.

## **root directory**

The top level directory of a disk. The root directory is created when you format the disk. From the root directory, you can create files and other directories. The root directory is designated by a backslash (\).

## **route discovery**

Process through which a router can learn LAN topology by passing information about its address and the LANs it connects, and receiving the same information from others.



**router**

A device that connects networks and supports the required protocols for packet filtering.

## **RPC**

An acronym for Remote Procedure Call.

## **RS232**

The electrical standard for connecting serial data communication equipment.

**run**

To start the operation of a program. To begin execution of a computer program.

## **Run**

This choice in the File Menu of the Windows Program Manager allows the user to enter a command line instruction just as he would at a DOS prompt.

**save**

To copy information (document, spreadsheet, etc.) from RAM memory to disk for storage and retrieval at some other time. Remember, it is important to save your work often. Disk storage is permanent, whereas RAM memory is volatile and will be lost when the computer power is turned off.

## **Save**

This choice in the File Menu will save any changes made to the current document. Note, if the document has not been previously saved, usually, the "Save As" feature will automatically be activated which allows you to name your document. Sometimes, the new file is simply saved as "untitled."

## **Save As**

This choice in the File Menu allows the user to name and save the current document. This feature is useful to save an existing document as a different file name. When this is done, the original file remains intact under the original name.



## **scalable typeface**

A set of letters, numbers and symbols that are a given design but can be scaled to any size.

**scaled point size**

A point size that approximates a specified point size for use on the screen.

## **scanner**

This is a hardware device that converts the printed image on a piece of paper into a computer graphics file. Graphics software can be used to copy, manipulate or transform graphics or picture images. OCR (optical character recognition) software can be used to convert text into a word processor format. The scanner, similar to a copy machine, performs the opposite function of a printer. The printer produces a paper copy of a computer file and the scanner produces a computer file of a paper image.

**screen**

Another name for the monitor display.

## **screen dump**

To view or print information exactly as it appears in its original form. A screen dump usually means to print the information exactly as it is displayed on the monitor screen. This action is usually performed by pressing the "Print Screen" button on the keyboard.

## **screen font**

The font that is displayed on your screen which may approximate a printer font so that documents look approximately the same on the screen as they do when printed.

## **screen saver**

A moving picture or pattern that appears on your screen when you have not moved the mouse or pressed a key for a specified period of time. Screen savers prevent screen damage that is caused when the same areas of light and dark are displayed for long periods of time.

**scroll**

To move through text or graphics in order to see parts of the file or list that cannot fit on the screen. (As in "pg dn" or arrow key)



**scroll arrow**

An arrow on either end of a scroll bar that you use to move through the contents of the window or list box.

**scroll bar**

A bar that appears at the bottom and/or right edge of a window whose contents are not entirely visible. Each scroll bar contains a scroll box and two scroll arrows.

**scroll box**

In a scroll bar, the small box that shows the position of information currently in the window or list box relative to the contents of the entire window.

## **SCROLL LOCK key**

This key is used in some software programs to perform special functions and expand the usage of some of the standard keys.

## **SCSI**

An acronym for Small Computer System Interface (pronounced skuzzy). An interface type for computer adapters and controller boards. A standard, intelligent, fast and multitasking I/O interface for connecting PC's and peripheral devices. A standard interface that connects hard disks and other devices to the computer.

## **SCSI Bus Master**

A high-performance method of data transfer in which the host adapter's onboard processor handles the transfer of data directly to and from a computer's memory without intervention from the computer's microprocessor. This is the fastest method for data transfer available for multitasking environments.

## **SCSI Host Adapter**

A printed circuit board that installs in a standard micro computer and provides a SCSI bus connection so that SCSI devices can be connected.

## **Search**

This choice in the Help Menu allows the user to look through a list of help topics or type in the topic of interest in an effort to find the description of the help topic desired. This choice in the Edit Menu moves the cursor to the first occurrence of a word or phrase you specify. The "repeat last find" function moves to the next occurrence, etc. This is usually the same as the "find" feature.



## **Search Menu**

This menu contains typically the ability to find or replace text in a document. The "find" feature moves the cursor to the first occurrence of a word or phrase you specify. The "repeat last find" function moves to the next occurrence, etc. The "replace" function allows you to look for certain text in your document and automatically replace it with new text that you specify. These menu choices are sometimes part of Edit Menu.

## **sector**

In the formatting process, the disk is divided into pieces of storage that can be addressed and used by DOS. The smallest piece of disk storage is called a sector. A sector is defined as 512 bytes of storage (Sector = 512 Bytes).

## **sectors per cluster**

The number of sectors per cluster contained on the disk in question. In other words, the number of sectors contained in each cluster of a disk.

## **security management**

Protects a network from invalid accesses. It is one of the management categories defined by the ISO.

**seek time**

The time required for the access arm of a direct access storage device to be positioned on the appropriate track.

## **SEF**

An acronym for Source Explicit Forwarding.

## **select**

To mark an item so that a subsequent action can be carried out on that item. You usually select an item by clicking it with a mouse or pressing a key. After selecting an item, you choose the action that you want to affect the item.

## **selection cursor**

The marking device that shows where you are in a window, menu or dialog box, and what you have selected. The selection cursor can appear as a highlight or as a dotted rectangle around text.



**self test**

A method for checking the operation of a device that is initialized by the device itself.

## **semaphore**

A method with which multiple applications can coordinate related operations using messages.

## **semiconductor**

The crystalline substance used to make integrated circuits, transistors and other electronic devices. Technically, semiconductors are manufactured with Silicon and Germanium. These elements are neither conductors nor insulators. A conductor is a substance, usually a metal, which allows electricity to flow through it easily. An insulator is a substance that prevents the flow of electricity. A semiconductor is a substance that will allow electricity to flow under certain conditions and will stop the flow of electricity under other conditions. These properties are useful in computers in that the flow of electricity can be controlled to achieve the output desired. For example, transistors are made of semiconductor material so that they can be used as a switch in an electronic circuit.

## **serial data transmission**

Bits of data are transmitted one at a time through a single wire.

## **serial interface**

An interface between a computer and a serial device by which the computer sends single bits of information to the device, one after the other. An interface between a computer and another device where data is transmitted one bit at a time. Also called RS232 interface.

## **serial port**

A 25 or 9 pin I/O port on the back of a computer in which data is transmitted and received serially (COM1 to COM4). It connects to a cable with a 25 or 9 hole connector (RS232).

**server**

A computer that provides shared resources, such as files and printers, to the network. A computer that shares its resources with other computers on a network.

## **server application**

An application that creates objects that can be linked and embedded into other documents.  
See also client application.



**session**

An active communication connection between nodes.

## **SET**

A DOS command that displays, sets, or removes MS-DOS environment variables. Environment variables are used to control the behavior of some batch files and programs and to control the way DOS appears and works. This command is used in the AUTOEXEC.BAT file as well as batch files.

**setting**

A unique characteristic of an object that can be changed or modified.

## **SETVER**

This DOS command sets the version number that MS-DOS reports to a program. You can also use this command to display and modify the version table, which lists names of programs and the number of the DOS version with which they are designed to run.

## **SETVER.EXE**

This file loads the DOS version table into memory.

## **SHARE**

This DOS command installs file-sharing and locking capabilities on your hard disk. Typically, this is used in a multitasking environment in which programs share files. SHARE validates all read and write requests from programs.

## **shared memory**

Portion of memory accessible to multiple processes.

## **shareware**

A method of selling and marketing computer software whereby a user may copy the software at no charge and use it for a trial period of time before purchasing it. Users may obtain shareware programs by downloading them from a BBS or purchasing copies (for a small fee) from dealers or distributors. If the user decides to keep the software, he may continue to use it by paying the registration fee to the author. There is usually a registration form included in a computer file with the shareware program. The shareware system is unique in that the user has the right to try the software before he decides to buy it.



## **SHELL**

This DOS command specifies the name and location of the command interpreter you want DOS to use. Typically this is `COMMAND.COM`.

## **shielded**

Wiring protected from electromagnetic and radio frequency interference by metal laced mylar foil covered by plastic or PVC.

## **SHIFT**

This DOS command changes the position of replaceable parameters (%0 to %9) in a batch file. This command copies each parameter into the previous one (%1 is copied to %0 etc.) and it is useful for writing batch files that perform the same operation on a number of parameters.

## **SHIFT key**

This key has the same function as the same key on a standard typewriter. The key is also used in combination with the function keys and/or the CTRL or ALT keys to provide additional features or commands for software programs.

## **shortcut key**

A key or key combination that you press to carry out a command or action. If a command has a shortcut key, the key combination is listed to the right of the command name on the menu.

## **shutdown**

The procedure required before turning off the computer to ensure that data and configuration information are not lost.

## **Simultaneous Peripheral Operation On-line (SPOOL)**

An application that manages print requests or jobs so that one job can be processed while other jobs are placed in a queue (An ordered list of items waiting to be processed.) until the printer has finished with preceding jobs. Also called print spooler.

## **single document interface (SDI)**

An application program which can only work on a single document or item at a time. For example, the Windows Paintbrush can only work on one graphic at a time. To work on another graphic, the first one must be closed.



## **Single Sided (SS)**

Refers to a disk where the storage medium is present on only one side of the disk.

## **slack space**

The unused portions of used clusters. The rest of the space left over in the cluster after DOS stores a file is called slack space. It is space on your disk that does not contain useful information. The slack space is there but it cannot be addressed by DOS and cannot be used for anything else because DOS cannot get to it.

## **slider**

A control that represents a quantity and its relationship to the range of possible values for that quantity. Used in graphical environments, a slider control looks and operates just like a slider control on a home/car stereo system.

## **Small Computer System Interface (SCSI)**

(pronounced skuzzy) An interface type for computer adapters and controller boards. A standard, intelligent, fast and multitasking I/O interface for connecting PC's and peripheral devices. A standard interface that connects hard disks and other devices to the computer.

## **SMARTDRV.EXE**

This DOS file creates a disk cache in extended or expanded memory. A disk cache can significantly speed up DOS disk operations.

**soft font**

Optional fonts shipped as files and copied onto the hard disk before they can be selected by programs. Also called downloaded fonts.

## **software**

A collective term for programs, operating instructions and other documentation associated with the operation of a computer. A sequence of instructions that a computer can interpret and process. These instructions make the computer hardware perform tasks. Also called program and application. Device drivers and operating systems are also called software. Purchased software includes the diskettes containing the program and usually the documentation describing how to use it.

**solid color**

A color that appears on a display when all pixels are the same color.



**solid state**

A reference to electronic components or complete circuits made from semiconductor substances.

## **SORT**

A DOS command that reads input, sorts data and writes the results to the screen, a file or another device. SORT rearranges characters in ascending or descending order.

## **sound driver**

A program that applications use to play sounds on your computer.

**sound file**

A file containing audio information that an application can play on your computer.

**source**

The original document, file or directory from which further copies are made.

**source directory**

The directory that contains the file or files you intend to copy or move.

**source diskette**

The diskette from which information is read.

**source document**

The document from which a linked object originates.



**source drive**

The drive from which information is read.

## **Source Explicit Forwarding (SEF)**

Security feature that allows transmissions only from specified stations to be forwarded by bridges.

## **special characters**

Characters not found on your computer's keyboard. These are accessible through Character Map in Windows or a key combination of ALT and the ANSI character number on the number pad. To type a special character, press and hold down the ALT key and, with the Number Lock activated, press the ANSI number of the character on the keypad then release the ALT key and the special character will be typed into your document.

## **split bar**

Divides a window into two parts. You can click and drag the split bar to change the sizes of the two divisions. The Windows File Manager uses a split bar between the directory tree and the contents of the current directory.

## **SPOOL**

An acronym for Simultaneous Peripheral Operation On-line. An application that manages print requests or jobs so that one job can be processed while other jobs are placed in a queue (An ordered list of items waiting to be processed) until the printer has finished with preceding jobs. Also called print spooler.

## **spooler**

A program that intercepts data going to a device driver and writes it to disk. The data is later processed when the device is available. A spooler prevents output from different sources from being intermixed.

## **spooling**

The process of temporarily storing print jobs while waiting for an available printer or port. Spooling jobs (tasks) frees system resources from waiting for a relatively slow device to provide output and keeps the contents of each print job separated from the contents of every other print job.

## **spreadsheet**

A software program that organizes tables of numbers or words in neat rows and columns. You can easily total a column of numbers and perform many different mathematical calculations on blocks of numbers. This is similar to a database program except that the data is stored in RAM instead of written directly to disk and the spreadsheet is more oriented to numbers whereas the database is more oriented to words. Still many of the same functions are available in both.



## **SQL**

An acronym for Structured Query Language.

**SS**

An abbreviation for Single Sided.

## **STACKS**

This DOS command supports the dynamic use of data stacks to handle hardware interrupts. You can specify the number of stacks and the size in bytes of each stack.

## **standard mode**

A Windows operating mode. This mode provides access to extended memory and also enables you to switch between non-Windows applications, but it does not provide virtual memory or enable non-Windows applications to run in the background or in a window. See also 386 enhanced mode.

## **standby position**

The state of a device whereby it is activated, initialized and ready to operate pending the proper commands from the computer. In the case of a printer, the paper is ready to be loaded, but not in the paper path yet.

## **star topology**

A network topology in which nodes are connected to a common device such as a hub or concentrator.

## **start up sequence**

The order that the computer uses to search the direct access storage devices for an operating system.

**statement**

A line in a computer program.



## **status bar**

A line of information usually located at the bottom of a window. The status bar, when used, may contain the date, the state of the number lock, scroll lock and caps lock keys as well as a short description of where you are in the software or a short help description of the action that is currently highlighted. In only a few applications, the status bar may also contain buttons which allow you to change features in the program like font, toolbar set up, point size, etc.

**store**

To remember a piece of information.

## **store and forward**

A message switching technique in which messages are temporarily stored at intermediate points before being retransmitted to the next destination.

## **stored procedures**

Compiled code residing on an intelligent database server that reduces the processing burden on the client.

## **string**

A group of characters separated by spaces. These are used to enter commands for a program.

## **Structured Query Language (SQL)**

A widely used programming language for manipulating database information.

## **subdirectory**

A directory within another directory.

**subscript**

Printing in which each character is printed at about two-thirds the normal height in the lower part of the character space.



## **SUBST**

A DOS command that associates a path with a drive letter. The drive letter assigned represents a virtual drive, because you can use the drive letter in commands as if it represented a physical or logical drive.

## **Super VGA**

An acronym for Super Video Graphics Array.

## **Super Video Graphics Array (SVGA) or Super VGA**

This is a VGA monitor that supports a maximum resolution of 1024 x 768 pixels in 256 colors.

**superscript**

Printing in which each character is printed at about two-thirds the normal height in the upper part of the character space.

## **SVGA**

An acronym for Super VGA or Super Video Graphics Array.

## **swap file**

A file created on your hard disk by Windows, OS/2 or an application to temporarily store information to free RAM memory for other information. The swap file information is transferred between RAM and the hard disk as needed to accomplish the tasks you request. Swap files may be temporary or permanent.

## **switch**

An additional parameter added to a command line to control how a command is carried out. Switches (also called optional parameters) usually follow a space and a forward slash (/).

## **SWITCHES**

This DOS command forces an enhanced keyboard to behave like a conventional keyboard and use conventional keyboard functions.



## **synchronous transmission**

A data transmission scheme in which the interval between transmitted characters is fixed so that start and stop bits are not required.

## **syntax**

The grammar rules of a computer.

## **synthesizer**

A device that produces sound from digital instructions rather than from recorded sound.

## **SYS**

This DOS command copies DOS system files and command interpreter to a disk you specify. The disk now becomes a bootable disk.

## **system**

All of the computer hardware and software that is installed or connected. Your computer universe.

## **system attribute**

A flag that indicates that a file or directory is part of the operating system.

## **system boot up sequence**

This is a setting in the BIOS of your computer that establishes the sequence that will be followed to start the operating system. The sequence is usually specified as "A:, C:", which means that your computer will look first at your "A" drive for a bootable disk, then finding none, it will look at your "C" drive to start the operating system.

## **system date**

The current date according to your computer's internal clock which is part of your BIOS.



## **system disk**

A floppy disk that you create that contains the operating system files necessary to start the operating system from the floppy drive. A system disk, usually, will only start your computer from your "A" drive.

## **system file**

A file that contains information required for running the operating system. A system file has the system attribute set so it does not usually show up in a directory listing.

## **system icon**

In Windows, the icon in the upper left corner of the window that you can use to display the system window menu or close the window.

## **system menu**

A menu that contains commands you can use to manipulate the window. Application icons and some dialog boxes also have a system menu. To open the system menu, click the application icon or the upper left corner of the window. Also called a control menu.

## **system time**

The time according to your computer's internal clock which is part of your BIOS.

## **SYSTEM.INI file**

A Windows initialization file that contains settings that instruct Windows on how to communicate with your system's hardware. This is a simple text file which you can modify manually if you are sure that you know the effect of what you are doing. As always, you should make a backup copy of the original file before you change it, in case the changes do not work or do not have the desired effect.

## **T connector**

A "T" shaped device with two female and one male BNC connectors.

## **T1**

A 1.544 megabits per second multichannel transmission system for voice or data provided by long distance telephone carriers.



## **tab**

Moving the cursor with the TAB key. Also, a graphical representation of a book-like tab on a notebook that, when selected, turns the notebook page.

## **TAB key**

This key performs the same function as the same key on a typewriter. It is also used in a Windows application to move from one data entry field to the next.

**tab stop**

The location in a document where the characters will appear after you press the Tab key.

**target**

The location where you intend a copy of a document or file to be placed.

**target directory**

The directory where the information will be written.

**target diskette**

The diskette to which information is written.

**target drive**

The drive to which information is written.

## **task list**

A window in Windows or OS/2 that shows all the applications you have running and enables you to switch between them. You can open the task list by pressing CTRL+ESC.



**tear-off**

A feature of a printer that automatically feeds the perforation of continuous paper to the tear-off position for separation and then feeds the paper back to the loading position.

## **tear-off position**

The position to which the printer feeds continuous paper when the user presses the TEAR OFF button. This position can be adjusted using the micro-adjustment feature so that the paper's perforation meets the printer's tear-off edge.

## **template**

An object used in OS/2 that you can use as a model to create additional objects.

## **terminal**

An input or output device connected to a computer which is capable of sending and receiving information. A terminal is usually an input device, like a keyboard, and an output device, like a monitor, associated with a multiple user business computer system.

## **Terminate and Stay Resident (TSR)**

A memory resident program that remains active in memory when other programs are running. It is not visible until you press a certain key combination or until a certain event occurs. A typical example is a screen saver program that will activate after a certain time period, or if the user presses a certain key combination. Also called memory resident or pop up program.

## **text box**

A box in a window or dialog box in which you can type information needed to carry out a command. The text box may be blank or may contain text when the window or dialog box is opened. A text box is usually single line. Multi-line text boxes are also used. A file editor is an example of a multi-line text box. Also called edit control. (Note: A different definition applies in a word processing application.)

## **text editor**

An application used to create, view and modify simple ASCII text files usually having a .TXT file extension. Common examples are EDIT in DOS, NOTEPAD in Windows and the SYSTEM EDITOR in OS/2.

**text file**

A file containing only letters, digits and symbols, but no formatting information except the carriage return and tab. A text file usually consists of characters coded from the ASCII character set. Also known as data file or document file.



**text mode**

The mode that enables applications to display text but not graphic images. Most DOS programs run in text mode, in contrast to graphics mode.

**text transfer**

A method for transferring text files between two computers via modem.

## **Thicknet**

Cabling scheme using twinaxial cable.

## **Thinnet**

Cabling scheme using 50 ohm coaxial cable.

## **threads**

Individual processes within a single application.

## **TIFF**

An acronym for Tagged Image File Format, is usually created by scanners or image processing programs. These bitmapped files come in a number of different versions.

## **tightly coupled**

A multiprocessor computer in which the CPUs (Central Processing Units) share memory and one system bus.

## **Tile**

A choice in the Window Menu that modifies the size of each window and arranges them so that they are all visible and appear side by side and top to bottom.



## **time slice**

In a multitasking environment, this is the amount of processor time that the operating system allocates to an application, usually measured in milliseconds. Each application can run for this specified amount of time before the next application is given control.

## **time slicing**

Dividing a resource so that each application or task that requests the resource is allocated some amount of time.

## **TIME**

A DOS command that displays or sets the computer's internal clock (system time). This information is used by programs and DOS uses the system time to record when you update or change a file.

## **timeout**

The amount of time a computer should wait before detecting device non-performance as an error. For screen savers, this is the amount of time the computer should wait (after the last user action of keyboard or mouse) before activating the screen saver program.

## **title bar**

The area at the top of each window that can contain the window title, system icon in Windows (title bar icon in OS/2), minimize and maximize buttons.

## **title bar icon**

In OS/2, the icon in the upper left corner of the window that you can use to display the pop up window menu or close the window.

## **toggle**

A feature or key that is turned on or off with the same keystroke. If the feature or key is on, pressing the keystroke turns it off. If the feature or key is off, pressing the keystroke turns it on.

**token**

The character sequence passed among nodes in sequence to indicate which one has permission to transmit.



## **token bus**

A bus topology network using a token passing access method.

## **token passing**

A network access method that requires nodes to wait for their turn before transmitting data. Turns are indicated by a character sequence that passes from one node to the next.

## **Token Ring**

A 4 megabit per second or 16 megabit per second network using a ring topology and a token passing access method.

## **Tools Menu**

If available, this menu usually contains special tools and features that enhance the features of the software. The menu may contain functions that allow you to use a spell check, thesaurus, sort, macros, etc.

**top of form**

The position on the paper that the printer recognizes as the first printable line. The printer feeds the paper to this position when it loads the paper.

## **topology**

The arrangement of nodes usually forming a star, ring, tree or bus pattern. Also called network topology.

**total files**

The number and size of the files already stored on the disk.

## **tower computer**

A personal computer system whereby the main computer is in a case that sits vertically on the floor. The keyboard and monitor only are usually on top of the user's desk.



**track**

A collection of sectors that will fit into a circle on a disk.

## **tractor paper (tractor feed paper)**

Another name for continuous paper.

## **transceiver**

An AUI (Attachment Unit Interface) device for receiving and transmitting data that often provides collision detection as well.

## **tree topology**

A network topology in which nodes are connected by cables to a trunk cable with a central retransmission facility.

## **TREE**

A DOS command which will graphically display the directory structure of a drive or path. This command can also display the names of the files in each directory.

## **triggers**

Uncompiled code residing on an intelligent database server.

## **True Type fonts**

Fonts that are scalable and sometimes generated as bitmaps or soft fonts. True Type fonts can be sized to any height and they print exactly as they appear on the screen. See also printer font and screen font.

## **TSR**

An acronym for terminate and stay resident.



## **TTL**

An acronym for Transistor-Transistor Logic. A fast, reasonable cost type of integrated circuit used in computer design (Typically 5vDC voltage level).

## **TTL Monitor**

Video and synchronization signals (all digital) are on separate lines and have TTL compatible voltage levels.

## **Tutorial**

This choice in the Help Menu activates the tutorial that is included with some software programs.

## **twisted pair cable**

A wiring scheme with one or more pairs of 18 to 24 gauge copper strands. The strands are twisted to improve protection against electromagnetic and radio frequency interference. Cable may be either shielded or unshielded.

### **type 3**

Unshielded twisted pair cable.

## **type 1**

Shielded two pair cable.

## **TYPE**

A DOS command which displays the contents of a text file on the screen. If the file you want to display is long, you can use the MORE command along with TYPE (|MORE) to view the file's contents one screen at a time.

## **UMB**

An acronym for Upper Memory Blocks.



## **UNDELETE**

A DOS command which restores files previously deleted with the DEL command. UNDELETE cannot restore a directory that has been removed or restore a file if you have removed the directory that contained the file.

## Undo

This choice in the Edit Menu will reverse the last operation performed by the user including the typing or deleting of text or a clipboard operation. Some programs only have one level of "undo." In other words, continued selection of the "undo" feature will toggle between the last and next to last operation. Some software has a limited number of levels of "undo" wherein the user is able to undo the last 3, 4 or 5 operations. The number of levels is usually selectable by the user. Some software even has unlimited levels of "undo" wherein the user can undo all operations in the document all the way back to a blank document which contains nothing.

## **UNFORMAT**

A DOS command which restores a disk erased by the FORMAT command or restructured by the RECOVER command.

## **uni-directional printing**

Printing in one direction only. This is useful for printing graphics and letter quality documents because it allows more precise vertical alignment than bi-directional printing.

## **Uninterruptible Power Supply (UPS)**

Battery backup system to provide continuous power in the event of power failures or fluctuations. Particularly important for network servers, bridges and gateways.

## **unity gain**

Refers to the balance between signal loss on a broadband network and signal gain through amplifiers.

## **unshielded**

Wiring not protected from electromagnetic and radio frequency interference but covered with plastic and/or PVC.

**upload**

The act of transferring computer files from an individual's computer to a bulletin board (BBS).



## **upper memory area**

The 384KB area of address space above the 640KB of conventional memory. This area is usually reserved for running your system's hardware and is not considered part of total memory because applications cannot store information in this area.

## **Upper Memory Blocks (UMB)**

A standard method of managing RAM memory between 640KB and 1 megabyte. The XMS specification allocates this memory in units called upper memory blocks. These upper memory blocks hold device drivers and other memory resident programs in order to leave more conventional memory available for applications.

## **UPS**

An acronym for uninterruptible power supply.

## **used space**

The amount of space, in bytes, on the disk that is now being used for storage. This number represents the total space occupied by the number of clusters used.

**user**

The person (You) who operates a computer.

## **user interface**

The hardware and software that allow you to interact with and perform operations on a computer.

## **user-defined characters**

Characters that are defined and stored in the printer by the user. Also known as download characters.

**value**

A quantity assigned to a constant, a variable or a parameter.



## **Value Added Process (VAP)**

An application designed to load and run automatically on a NetWare server in order to help manage resources.

## **VAP**

An acronym for Value Added Process.

## **vector font**

A font created by a series of dots connected by lines that can be scaled to different sizes (used by plotters). Also known as plotter font.

## **VER**

A DOS command which displays the DOS version number.

## **VERIFY**

A DOS command which directs MS-DOS to verify that your files are written correctly to a disk. It tells DOS to verify that write operations to disks are done correctly.

## **VESA (Video Electronics Standards Association)**

This Association is responsible for setting standards in all areas of graphics and video technology.

## **VGA**

An acronym for **Video Graphics Array**. Analog graphics standard introduced with the IBM PS/2 series computers. Compatible with EGA but has higher resolution. Supports a maximum resolution of 640 x 480 pixels in 16 colors.

**video monitor**

The television-like device on which computer information is displayed on a screen. Also called a monitor.



**view**

The appearance of the contents of an object.

## **virtual**

This term is used to describe computer memory or a computer storage location that is used to simulate another type of memory or storage even though the other type does not physically exist. For example, Windows uses a hard disk to simulate and augment RAM memory. In this case, the hard disk storage is said to be "virtual" memory.

## **virtual circuit**

A communications link that appears to be a dedicated circuit and passes sequential packets between devices usually in a packet switching network.

## **virtual drive**

A portion of RAM memory that is used as if it were a hard disk drive. RAM drives are much faster than hard disks because the computer can read information faster from RAM memory than from a hard disk. Also known as RAM drive. Information on a RAM drive is lost when you turn off or restart your computer.

## **virtual memory**

A memory management system used by Windows in 386 enhanced mode that enables Windows to run as if there were more memory than is actually present on your computer. The amount of virtual memory available equals the amount of free RAM plus the amount of disk space allocated to a swap file that Windows uses to simulate additional RAM.

**virus**

A purposely destructive computer program that can grow inside a computer by modifying other computer programs.

## **VL-Bus**

A specification for a local-bus developed by the VESA local bus committee.

## **VOL**

A DOS command which displays a disk volume label and serial number if they exist.



**volatile**

A term used in reference to a computer memory that requires electrical power to retain information. The random access memory in a personal computer is volatile memory.

## **volume label**

A name that identifies a disk.

## **VSAFE**

A DOS command which continuously monitors your computer for viruses and displays a warning when it finds one.

## **wallpaper**

An image being displayed on the Windows desktop background.

## **WAN**

An acronym for Wide Area Network.

## **warm boot**

The process of restarting the computer without reloading the operating system. A warm boot is accomplished by pressing key combination CTRL+ALT+DEL. System RAM is not rechecked with a warm boot.

## **waveform**

A graphic representation of the shape of a wave that indicates its characteristics, such as frequency and amplitude. Also, a digital method of storing and manipulating audio data within a computer.

## **Wide Area Network (WAN)**

A network capable of transmissions over large geographic areas that uses transmission lines provided by a common carrier.



## **wildcard character**

A question mark (?) represents a single character) or an asterisk (\*) represents a whole word or a group of characters) used as a variable in a file name or file name extension when referring to a particular file or group of files. The wildcard "\*" refers to all files.

## **WIN.INI file**

A Windows initialization file that contains settings that instruct Windows on how to start up and what features to include in your Windows environment. This is a simple text file which you can modify manually if you are sure that you know the effect of what you are doing. As always, you should make a backup copy of the original file before you change it, in case the changes do not work or do not have the desired effect.

## **WIN-OS/2**

A feature of OS/2 that enables OS/2 to run supported Windows programs.

## **window**

An area of the screen with visible boundaries within which information is displayed. A window can be smaller than, or the same size as, the screen. You can open, close or move windows, and you can change the size of most windows. You can open several windows at a time and you can often reduce a window to an icon or enlarge it to fill the entire screen. Sometimes windows are displayed within other windows. Windows can appear to overlap on the screen.

## **window list**

A menu choice (or ALT+ESC hot key) that displays a list of all of the open windows in an application or the Program Manager. You use the window list to switch to another active program or close a program.

## **Window List**

This choice in the Window Menu is a list of all open windows (documents) in the application. This window list allows the user to quickly switch the active window to any window on the list.

## **Window Menu**

This menu is usually available in a multiple document interface (MDI) application. It contains the commands to cascade and tile open windows as well as arrange the icons of minimized windows. This menu usually contains a window list of all open windows in the application. This window list allows the user to quickly switch the active window to any window on the list.

## **Windows application**

An application that is designed to run with Windows or WIN/OS2 and does not run in any other environment. All Windows applications follow similar conventions for arrangement of menus, style of dialog boxes and keyboard and mouse use.



## **Windows character set**

The character set used to display Windows and Windows applications. It is based on the ANSI character set.

## **WMF**

Windows Metafile (.WMF) is a popular vector format for Windows graphics files.

## **word processing**

A method of using a computer as an electronic typewriter with a built-in memory and editing capabilities. Word processing speeds the process of error-free text.

## **word processor**

An automated, computer software system for producing typed documents, such as letters, reports, etc. A computer program used to create, edit, format and print text documents. There are many word processing programs available, with capabilities ranging from primitive to extremely sophisticated. Word processors are usually distinguished from editors by having the capability to automatically format paragraphs, margins and control other appearance characteristics of the document.

## **word wrap**

A feature that moves text from the end of a line to the beginning of a new line as you type. With word wrap, you do not need to press Enter at the end of each line of type.

## **working copy**

A duplicate of a program diskette for daily use. Working copies, rather than originals, are used for the same reason backup copies are made. Diskettes are prone to deteriorate over time, and working copies save the wear and tear on your original diskette.

## **working directory**

A specified directory that becomes the current directory when a program is started.

**workspace**

The area of a window that displays the information contained in the application or document with which you are working.



**workstation**

A networked computer typically reserved for end user applications.

## **WPG**

Word Perfect Graphics format (.WPG) can be vector or bitmapped graphics. Sometimes they are a combination of the two.

**write**

To store information in a computer memory device.

## **write enable notch**

A slot on the side of a 5 1/4" disk or coverable square hole on a 3 1/2" disk that permits the diskette to be written on. When the notch is covered or the square hole opened, writing is not permitted.

**write protect**

Allows reading from a diskette but prevents writing to the diskette.

## **WYSIWYG**

An acronym for What You See Is What You Get. Pronounced "wissywig" or "wizzywig." Refers to the ability to display a close representation of the printed page on the computer screen.

## **XCOPY**

A DOS command which copies all files except hidden and system files. You can copy all the files in a directory as well as in its subdirectories.

## **XMS**

An acronym for Extended Memory Specification.



