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(see [ACPI](#))

Links Toolbar

A toolbar to store your important Web links on, giving you fast access to them without having to first open Internet Explorer.

ACPI

The Advanced Configuration and Power Interface is used to control your system when you shut it down.

Active Desktop

The new desktop for Windows 98, it enables you to display Web content directly on your desktop, content that can be live or static, and can also be automatically updated.

HTTP

Hypertext Transport Protocol. The protocol used to enable you to move between World Wide Web pages on the Internet.

Smilie

Also known as an Emoticon, smilies are used as a way of expressing emotion in a format that doesn't usually allow that emotion to show through. Most commonly used in messages sent via E-mail, to newsgroups, or to Bulletin Boards, smilies can be used to express a wide range of emotions. Here are some common examples: (you need to look at them from the right hand side, usually, to see what they represent. In the case of the basic smilie therefore, it represents the two eyes, the nose and a smiling mouth).

:-) The basic happy smilie

;-) The winking smilie

:-(The unhappy smilie

:~))) Very happy smilie

:-(((Very unhappy smilie

:~(A crying smilie

:| A stern smilie

:-o A surprised smilie

:-O A shocked or shouting smilie

Volume

The name used to refer to a partition, or number of partitions, formatted for use on a hard disk.

Quick Launch Toolbar

Use this toolbar when you want to access shortcuts to any of the programs supplied with Internet Explorer.

Active Window

The window on the Desktop that is currently being worked on, and has the focus. Active windows are usually the Topmost window if there is more than one open, and have their Title Bar highlighted in a different color to that of any other open window. (see also Inactive Window).

Accessibilities

A set of features designed to aid those with disabilities to make better and easier use of the Operating System.

Add New Hardware

A Wizard, located in the Control Panel, designed to assist you in adding new hardware to your system.

Add/Remove Programs

A Wizard, located in the Control Panel, designed to assist you in adding, or removing, software on your system.

Advanced Systems Properties Sheet

Allows you to change and override the system configuration settings. For administrators, and power users only. Must not be used in a Plug and Play system, which has automatic configuration, and handles conflicts by disabling other devices.

Application Shortcut

An icon which is used as a Shortcut to an application.

Appearance

The Appearance Properties Sheet lets you change the appearance of just about every item that appears on the Desktop, including colors, and Fonts.

Associate

The ability to tell a program that when a specific file type is double-clicked on, that it should run the program, and load that file. Multiple file types can be associated with one program

Gateway

The term used to describe a system capable of routing IP packets between networks running the TCP/IP Protocol.

Background

The background of the Desktop. You can change its color, and apply a Pattern, a background Bitmap, or a combination of the two. Also refers to a Task that is currently running, but that does not have the focus. Not all Background Tasks are visible.

Backup

To copy data stored on your hard disk, to a safe place (usually a tape, but sometimes to another disk), where it will be available for immediate retrieval, and restoration to your hard disk, should any problems occur.

Bitmap

A graphical image. Created in Paint, for example. (See also JPEG, GIF).

Briefcase

A method of ensuring automatic updating of files, usually between a portable, and a desktop computer.

Browse

The action of activating a Dialog that enables you to view the directories on both local and networked machines, in order to search for files and other items, such as Network computers.

Bulletin Boards

Locations that you can dial into via a Modem, in order to chat to other users, leave and receive messages, and Upload and Download files.

Buffer

A temporary storage area, where data is held in memory (see also [Buffering](#)). The data is then either placed on physical media such as a hard disk for permanent storage, or transferred to another memory location.

Buffering

The action of storing data in a memory Buffer.

Calculator

A utility application capable of carrying out simple, statistical, and scientific calculations, as well as being able to carry out conversions from one number system, to another.

Cascading menus

Menus that are activated from the side of another menu, when a particular Menu option is selected. The presence of a Cascading or nested Menu is indicated by an arrowhead located to the right of a Menu option.

CD

(see Compact Disk)

CD Player

A utility that will play music CDs. You need a Soundcard, Speakers, and a Compact Disk Drive to be able to utilise it.

Character Map

A utility that enables you to select characters in a particular Font, and then copy them to the application that you are currently working in.

Child Window

A window that appears inside a Parent Window in a Multiple Document Interface (MDI) application. A common example would be Microsoft Word for Windows, when multiple documents are open.

Client

(see Network Client).

Clipboard

The application used to store data that is being copied from one application to another. The data is first copied to the Clipboard, from where it can be pasted into any application capable of receiving it. The Clipboard can hold data in both text, and graphics formats. The Clipboard is a temporary store for data.

Command Line

Enables you to enter a program name that you want to run. (see [Run](#)).

Compact Disk

A storage medium capable of holding large quantities of data.

Compact Disk Drive

The drive required for you to be able to use CDs. A Compact Disk Drive in a PC is capable of reading both data, and music CDs.

Partition

The name used to refer to a section of a hard disk that is a single entity, and usually has its own drive letter. A hard disk can be divided up into a number of partitions, or it can be formatted as one single partition.

Desktop Toolbar

A toolbar to hold all of the shortcuts on your desktop.

Control Panel

A Folder that contains programs which assist you in customising system settings. The actual contents will vary depending on whether you have a standalone system, a networked system, or a portable (either standalone, or networked). Items to be found can include, Add New Hardware, Add/Remove Programs, Date/Time, Display, a Shortcut to the Fonts Folder, Joystick, Keyboard, Mail and Fax, Microsoft Mail Postoffice, Modems, Mouse, Multimedia, Passwords, a Shortcut to the Printers Folder, Regional Settings, Sounds, and System.

Date/Time

A utility, located in the Control Panel, that enables you to set up the current date and time on your system.

DDE

(see Dynamic Data Exchange).

DDE-enabled

An application capable of carrying out Dynamic Data Exchange services.

Desktop

Your working area in Windows 98. Everything you see on your screen is on the Desktop.

Desktop Shortcuts

Shortcuts placed on the Desktop.

Device

An item of hardware connected to your computer. For example, a printer is a device, as is a video card, serial port, parallel port, and disk drive.

Device Driver

The software that enables a piece of hardware connected to your machine to communicate with the Operating System. It has to be installed, and configured, before the operating system can work with the hardware Device.

DHCP

(see [Dynamic Host Configuration Protocol](#))

Dial-Up Networking

A utility that enables you to connect to another Network via Modem, and then be able to use the network resources available to you on that network. Network Protocols supported include TCP/IP, IPX/SPX, and NetBEUI. Dial-up server types supported include PPP, SLIP, Windows for Workgroups 3.11, Windows NT, Windows 95 Plus and Internet.

Dialog

A window that appears in response to a user action. It can either be informative, like a Message Box, or require some user interaction, such as a dialog that offers the user a set of choices to act upon.

Address Toolbar

Enter Web addresses into this toolbar for instant access to the Web, without needing to first run Internet Explorer.

Display

A utility, located in the Control Panel, that enables you to control the display settings for your system.

DLL

(see Dynamic Link Library).

Docking Station

A hardware device that you plug portable computers into, in order to use them as a desktop computer. A docking station usually has a full size keyboard, and monitor attached to it, as well as other peripheral devices, such as Network Adapters, Compact Disk Drives, etc.

Document

Anything that you work on in an application, is called a Document, in Windows 98. Thus, a spreadsheet file can be a document, as can a graphics file, a word processor file, etc.

Document Folder

A place where Windows 98 stores your most recently used Documents.

Document Shortcuts

Shortcuts to any Documents on your system.

Domain

A collection of computers on a Network that share the same Network Server.

Download

The action of retrieving a file via Modem from a remote location, such as a Bulletin Board.

Drag and Drop

The system whereby you can select objects with your mouse pointer, hold down the mouse button, and "drag" those objects to a new location, before releasing the mouse button, and "dropping" them into place.

Dynamic Data Exchange

This is a mechanism by which data, and commands, can be transferred between two DDE-enabled applications. Now largely superseded by Object Linking and Embedding (OLE).

Dynamic Host Configuration Protocol

A Protocol that enables automatic configuration of TCP/IP addresses on a Network.

Dynamic Link Library

These are effectively libraries that contain sets of procedures, or routines, that are acted upon when the library is accessed. For example, a DLL can hold a set of routines that cover various aspects of printing.

Stripe Set

Refers to the creation a volume "striped" across a number of hard disks, ranging from 2-32. Items of data are written one after another to each hard disk in the set in turn, creating the "striping" effect.

Embedded Object

An OLE Object that has been placed in an OLE Client application by an OLE Server or OLE Client/Server application. (see also Object Linking and Embedding). This type of object physically exists in the host file, as opposed to the Linked Object, which is a placeholder containing merely a reference to the source file.

Emergency Startup Disk

A disk (usually created at the time you installed Windows NT), that holds a number of configuration files, and diagnostic tools, all aimed at helping you out if you run into problems with your system.

Exchange

(see [Microsoft Exchange](#))

Explorer

(see [Windows Explorer](#))

Telnet

A protocol that enables you to log on to remote computers.

Fax Modem

A Modem with the additional capability of sending, and receiving faxes.

File Manager

The Windows 3.x and Windows NT 3.x File Manager has been carried across to Windows NT 4.0 in order to provide a degree of backwards compatibility, in terms of look and feel, with earlier version of the Windows Operating System. It has now been superseded by Windows Explorer.

File Viewers

File Viewers give you the ability to examine the contents of a file, without having to run the application that created it.

Find

A utility that enables you to search for files, Folders, and even other computers, on both your system, and on a Network.

Folders

A folder is a container of objects such as documents, executables, batch etc. You can rearrange the contents of folders, move objects between folders, delete objects in folders, etc... (see also [Startup Folder](#)).

Font

A set of characters that make up one member, or style, of a particular typeface. The character set includes all letters (A to Z) in both upper and lower case; numbers; and other symbols.

Font Family

A collection of typefaces that have similar characteristics. For example: Arial, Arial Narrow, Arial Bold, Arial Italic, Arial Bold Italic are all typefaces derived from the same font family.

Fonts Folder

Look in here to find the Fonts stored on your system.

Daemon

This refers to a program running in the background on a network.

Help

The Help menu option on the Start Button activates Help. You can also press <F1> to get Help.

Hot Docking

The ability to plug your portable computer into a Docking Station, without having to first power it down.

HyperTerminal

This is a communications utility. As an example, it allows you to dial up Bulletin Boards, and Download or Upload programs and documents.

Icons

A small, representative, image of an object on your computer (Local), or on the Network to which you are attached.

ID

Short for: Identification.

Inactive Window

A window on the Desktop that is currently not being worked on. It is generally not the Topmost window if there is more than one window open, but it may well be running a Task in the Background (see also Active Window).

INF Files

Files with the extension .INF that provide setup information that is used by the Operating System, in order to set up a Device.

INI Files

A set of files that stored configuration information for a wide range of items, including user preferences, device drivers, fonts, and so on. INI files have been superseded in Windows NT by the Registry, although INI files are still supported for backwards compatibility.

Ink

The term that describes the freehand drawing of lines on a computer screen by a Pen, or Mouse. These lines are not recognised by Pen-enabled applications as commands, or characters.

Instance

Each time you run an application, a single Instance is created. If you run more than one copy of the same application, at the same time, you are creating multiple instances of that application.

Internet

A worldwide system of computers which can be accessed by Modem, giving you access to a huge range of data, and people.

IP

The messenger Protocol of TCP/IP. It handles the addressing , and despatch of TCP Packets over the Network.

IPX/SPX

A Network Protocol used to connect to machines running Novel NetWare.

IRQ

(see [Interrupt Request Lines](#)).

Interrupt Request Lines

These are effectively tracks over which Devices send signals in order to attract the attention of your computer's Processor.

Joystick

A utility, located in the Control Panel, that enables you to set up a Joystick on your system.

Jump Topic

A text item in a Help File that, when clicked on, "jumps" you to the topic referred to by the text item. Text items that are Jumps in a Help File are usually colored in Green. (see also [Hypertext](#), [Hyperlink](#))

Kernel

The part of the Windows NT Operating System that carries out Processor management.

Keyboard

A utility, located in the [Control Panel](#), that enables you to alter the settings for your keyboard.

Landscape Orientation

The orientation by which a page is printed on by your printer. This orientation means that the print area will run along the long (horizontal) dimension of a sheet of paper. (see also [Portrait Orientation](#)).

Linked Object

An OLE Object that has been placed in an OLE Client application by an OLE Server or OLE Client/Server application. (see also Object Linking and Embedding). The object exists in the source file, rather than in the host file (see Embedded Object), and when the object is updated, the linked object is also updated to reflect the changes made.

Local

Something that is located on, or attached to, your own computer.

Local Printer

A printer that is connected directly to your own computer. (see also [Remote Printer](#)).

Mail and Fax

A utility, located in the Control Panel, that enables you to control the settings for mail, and fax, on your system.

MAPI

(see [Messaging Application Program Interface](#))

Messaging Application Program Interface

A set of functions used by programmers to provide electronic mail capabilities to applications.

MCI

(see Multimedia Control Interface)

MDI

(see Multiple Document Interface).

Shortcut Key

A key, or more usually, combination of keys, that you can invoke from your keyboard, and that when invoked will carry out an action on your computer.

For example, in Windows, using the <Alt+F> key combination will invariably pop down the File menu.

Media Player

A utility that enables you to play sound files, CD Audio, Microsoft MCI MIDI, and Microsoft Video for Windows files.

Menu

A method of providing you with a selection of Menu options to choose from. Menus are usually located below the Title Bar of an application, but can also be accessed by a Right Mouse Click.

Menu Option

An item on a menu. For example, Exit is normally a menu option on the File Menu of a program.

Message Box

A window that appears on screen, giving you information on an event that has taken place.

Microsoft At Work Fax

A fax program available for some versions of Windows which requires a Fax Modem.

Microsoft Exchange

The program used to access all the messaging systems on your machine. These include Microsoft Mail, Microsoft At Work Fax, and the Microsoft Mail Postoffice.

Microsoft Internet Mail Service

A Mail service that enables you to send electronic mail to people who use the Internet.

Microsoft Mail

Microsoft's electronic mail system that enables you to send mail to other people.

Microsoft Mail Postoffice

A centralised location on one computer that stores the addresses of all the users of a networked Microsoft Mail system. This is also the name of the utility, located in the Control Panel, that enables you to set up the Microsoft Mail Postoffice.

Microsoft Network

A fully featured conferencing system that you can access via [Modem](#). Here you will find a large number of services that you can browse, people that you can exchange mail with, and information on a wide range of topics.

Microsoft Video for Windows

A utility that enables you to run motion picture clips on your computer.

MIDI

(see [Musical Instruments Digital Interface](#))

Modem

Short for Modulator/De-modulator. An item of hardware that can be located either inside, or outside your computer, that takes the data passed to it from your communications program, and passes it via the public telephone network to another modem on another computer, enabling the exchange of data between the two machines.

Shortcut Menu

A pop-up menu, usually invoked by the use of the right mouse button.

Modems

An item in the Control Panel. Used to give you access to the Properties Sheet for any Modem you have connected to your computer.

Motherboard

The board inside your computer case that holds all the chips, ports, and cards necessary for your computer to function.

Mouse

A utility, located in the Control Panel, that enables you to adjust your mouse settings.

MS-DOS Command Prompt

A utility that provides you access to the MS-DOS Operating System.

URL

Uniform Resource Locator. A method used in conjunction with HTTP to specify the address of a particular item on the Internet.

MS-DOS Editor

A text editor for the MS-DOS Operating System, that can be run inside the MS-DOS Command Prompt.

Multimedia

A utility, located in the Control Panel, that enables you to alter the Multimedia settings on your system.

Multimedia Control Interface

A standard set of instructions for controlling multimedia devices, usually supplied in the form of a DLL for specific hardware.

Multiple Document Interface

A programming technique, whereby a program is constructed with a main Parent Window, that can contain multiple Child Windows.

Musical Instruments Digital Interface

A method of supplying instructions to control musical instruments.

My Computer

An icon that sits on your Desktop providing you with a view, and instant access to everything that you have installed on your computer (files, programs, hard drives, Network drives, Folders etc...)

Name

A unique name assigned to each computer on a Network, for identification purposes.

Name Registration

The method that a computer uses to register its Name with a Name Server on a Network.

Nested Menu

(see [Cascading Menu](#))

Network

A collection of computers, linked together either directly by cable, or remotely by Modem, or another communications device.

Network Adapter

The add-on card that you plug into the Motherboard of your computer, and then link via cable to another machine in order to create a Network.

Network Client

A computer that is part of a Network, and uses network services provided by Network Servers.

Network DDE

A service that provides a transport mechanism for Dynamic Data Exchange conversations over a Network.

Process

The term used to describe the processes running on your system. When your system is running, a number of these processes run, mostly in the background, and mostly invisibly to you. A process could be anything from the executable file of a running application, to the spooler service used by Windows NT.

Network Neighbourhood

Provides you with a view to everything that you have access to on the Network.

Network Printer

A printer attached to a computer that you access via the Network.

Network Resources

The items available for use on a network. These could be printers, files, Folders etc...

Network Server

A computer that provides Network services, such as printing, to Network Client computers.

Notepad

An easy to use text editor supplied with the Windows operating system.

Object Linking and Embedding

A programming technique whereby OLE-enabled programs are able to transfer, and share data.

OLE

(see Object Linking and Embedding).

OLE Client

An application capable of storing OLE Objects placed in it by an OLE Server, or OLE Client/Server application, but incapable of producing those OLE Objects itself.

OLE Client/Server

An application capable of both storing OLE Objects supplied to it by an OLE Server application, and creating objects itself.

OLE-enabled

An application that is either an OLE Client, OLE Client/Server, or OLE Server.

OLE Server

An application capable of supplying OLE Objects for placement in an OLE Client application, but incapable of storing OLE Objects itself.

OLE Object

An item of data supplied by an OLE-enabled application. For example, a chart from Microsoft Excel, Embedded, or Linked to a Microsoft Word for Windows document, is an OLE Object.

Operating System

The software that controls your computer. Windows NT is an operating system.

Hypertext

A form of text that when clicked on, moves you to the location defined by its associated [hyperlink](#). Hypertext items with hyperlinks are most commonly used in Help files and on [Web](#) sites where they provide an easy method of navigation from place to place.

Package

An icon that represents an object that has been embedded, or linked (see also Object Linking and Embedding). It usually carries out an action associated with the program that created it, when run.

Packet

This is a Network transmission unit made up of a number of items, including data; an ID number located in a header; the addresses of both the source of the packet, and its destination; and some error-control data.

Paint

An easy to use painting utility supplied with the Windows operating system.

E-mail

Electronic Mail. Systems with E-mail software, and the requisite hardware (network, modem link, etc...) can be used to send mail messages between users.

Parent Window

The main working window of a Multiple Document Interface (MDI) application that can hold a number of Child Windows.

Passwords

The ability to apply security to your system, by ensuring that passwords are required in order to access certain areas. A password may be applied to your screen saver, for example, and most network logons require passwords before you can get access to any Network Resources.

Pattern

A set of patterns that can be applied to the Background of your Desktop.

Pen

The item used to create "gestures" on a computer screen for Pen-enabled applications (see also Pointing Device).

Address Book

Use the Address Book in Outlook Express to store the E-mail addresses of your contacts.

Pen-enabled

An application that accepts "gestures" on a computer screen, and interprets them as commands, or characters.

Performance Monitor

A utility that enables you to check the performance of a Local, or Network machine.

Phone Dialler

A utility that enables you to dial phone numbers from your computer. It requires your telephone to be linked to a Modem attached to your computer.

PIF

(see Program Information File)

Plug and Play

The ability to take new hardware, and simply plug it into your system. An automatic configuration facility then takes over, so that you can start using the new hardware straight away, without any need on your part to worry about its configuration, and any conflicts it might cause within your system.

Point and Print

The ability to select a printer located on the Network, and assuming that you have access rights, to print to it. If the driver for that printer is not located on your system, it will be automatically placed there from the remote computer, and then printing can take place.

Pointing Device

The device used by you to move your screen pointer. This is usually a mouse, but can also be a Pen, or some form of specialised pointing device, such as those used in Computer Aided Design (CAD) applications, on specialist drawing boards.

Pop-Up Menu

A Menu that springs into life on your screen, in response to a Right Mouse Click.

Portrait Orientation

The orientation by which a page is printed on by your printer. This orientation means that the print area will run along the short (vertical) dimension of a sheet of paper. (see also [Landscape Orientation](#)).

Previewing Documents

(see [QuickView](#))

Print Job

Every time you print something, a print job is created. If you have many jobs to be printed, they will enter the Print Queue, and be printed in turn.

Print Queue

The queue created when there is more than one Print Job waiting to be executed.

Print Troubleshooter

An on-line Help file that provides you with information on common printer problems, and how to solve them.

Printer Folder

The Folder that holds all the Icons, and printer details (Properties, etc...) for all printers you have access to, both local (see Local Printer), and networked (see Network Printer).

Printer Shortcut

A Shortcut to a printer. When you drop a file onto a printer shortcut icon, it will be automatically printed.

Program Events

An action that a program might make. Program Events include actions such as Minimize, Maximize, File Open, Exit etc...

Program Information File

A file that contains specific program information designed to get that program running optimally in the MS-DOS Operating System.

Program Manager

The Windows Program Manager has been carried over into Windows 98, in order to provide a degree of backwards compatibility with Windows 3.x, but it has now been superseded (see [My Computer](#), and [Network Neighbourhood](#)).

Processor

The chip, located on the Motherboard of your computer, that dictates the speed of your computer. For example, an Intel 486SX/25 is a processor based on Intel 80486 technology, that runs at 25Mhz (Megahertz), but does not have a maths co-processor as part of the chip, as indicated by SX. Chips with maths co-processors built-in are known as DX chips, as in the 486DX/33.

Programs

The Programs menu item, found on the Start Button, is your route to all the programs that you have installed on your machine. Highlight it, and a menu will appear showing you each of your Program Folders. Highlight any one of them, and you will see the contents of each folder. Click on a folder item, and that program will be run.

Properties

Everything on your computer has a set of Properties that define its appearance, its functionality, its accessibility, and so on. For example, the Desktop has properties such as color, Pattern, and Bitmap. A Document might have Properties such as Read-Only, or Hidden.

Properties Sheet

A sheet that can be displayed on the screen, usually accessed by selecting the Properties Menu option, and where you can make changes to the Properties of an item on your system. Files have properties, as do printers, Modems, etc...

Protocol

A set of rules, and conventions, that are employed by computers on a Network, in order to pass messages between one another.

QuickView

Select this Menu option to invoke the File Viewers. This menu item usually appears on a Pop-Up Menu.

RAS

(see Dial-Up Networking)

Recycle Bin

This provides a depository for everything that you have deleted on your system. It enables you to recover those deleted items, or to remove them entirely once you are satisfied that you have finished with them.

Regional Settings

A utility, located in the [Control Panel](#), that enables you to alter the regional settings on your system (Country, Number format, Currency format, Time, and Date).

Registry

The Windows 98 replacement for INI Files. All configuration information for a wide range of items, including user preferences, fonts, device drivers, program setups, etc. are stored here. The Registry is edited by the Registry Editor.

Registry Editor

The application that enables users to edit the Registry. This is usually only used by system administrators, and power users.

Remote Access Service

(see [Dial-Up Networking](#))

Remote Printer

A printer that you can access via a Network, that is attached to another computer on the network and NOT directly to yours. (see also Local Printer).

Right Mouse Click

The action of clicking on an object on the screen, with the rightmost button on your mouse, or on the button assigned as the right mouse button, on an alternative Pointing Device.

Run

A menu item on the Start Button from which you will get a Command Line prompt. Here you can enter the name of the program you want to run. If you do not know the program name, you can Browse from here to find it.

Send To

A Folder into which you can place items such as Printers (you get Fax, and Floppy Drive by default). When you access a Pop-Up Menu using a Right Mouse Click, you can use the 'Send To' Menu Item, to send that file, say, to one of the items in the Send To Folder. If, for example, you chose a printer, that file would get printed automatically.

Server

(see Network Server)

Settings

A Menu option on the Start Button that gives you access to various applications that control the system settings. The major application found here is the Control Panel, but you can also access your Printer Folder, and Taskbar settings from here.

Share

To make available for others, items on your system, that then become Network Resources.

Share Name

The name you give to a Shared Item, when you create it.

Shared Directory

A directory on your system that has been made available for others on the Network to use.

Shared Item

Anything on your system, that you make available for others on the Network to use.

Shortcut

A quick way to get to any program, Document, or printer on your system. You can create shortcuts either on your Desktop, or in a Folder. For example, to create a shortcut to a printer, on your Desktop, simply drag the printer icon onto the Desktop. You can then drop any file onto that shortcut, and it will be printed automatically.

Shut Down

To close down, restart, or log off. When you have shut down, you can then log on again as a different user on your system. All these actions are accessed from the Shut Down Menu option on the Start Button.

Sounds

A utility, located in the Control Panel, that enables you to apply sounds to various Operating System, and Program Events.

Start

(see [Start Button](#))

Start Button

The Start Button is your initial focus point for getting started. Click on it, and you will get a Pop-Up Menu that can take you to all corners of your Operating System.

For a desktop PC, the menu items that you will see are Programs, Documents, Settings, Find, Help, Run, and Shut Down. If you have a portable machine you will see one further menu item, Suspend, that will appear just above the Shut Down menu option.

Startup Folder

A Folder into which you can place programs that you wish to run automatically when you first startup Windows 95.

System

A utility, located in the Control Panel, that enables you to view, and alter your current system settings.

System Management

A number of tools are provided to enable good system management. The Performance Monitor provides an ideal tool to examine the performance of either a local, or network machine. The Performance Monitor can be used in conjunction with the Registry Editor, to enable support personnel to monitor a system's performance, and then, potentially, edit the Registry to sort out the problem.

System Monitor

(see [Performance Monitor](#))

Summary

An area of a Properties Sheet that displays details on a Document. For example, a word processing document might have a Summary that contains details on such items as Author, Number of Words, When Created?, and so on.

Suspend

Places your portable, compact, laptop, or notebook machine in suspended animation, where it ceases all except essential activity, and thus preserves the battery life of the system.

TAPI

(see Telephony Application Programming Interface)

Task

An individual item on the Taskbar, indicating a program that is currently running on your system.

Task List

A list of the currently running applications on your system. You can view this list by pressing the <Ctrl+Alt+Delete> key combination. Be careful however, as you will now have invoked a dialog window capable of closing any of those programs down.

Task Switching

Moving between running applications, using either the Taskbar, or the <Alt+Tab> key combination, which cycles you through them.

TaskBar

A panel that shows you all the currently running applications and opened windows on your system. You use the TaskBar to switch between these applications.

The Start Button is located on the Taskbar.

TaskBar Items

An individual item on the Taskbar, indicating a program that is currently running on your system or an opened window.

TCP/IP

(see [Transmission Control Protocol/Internet Protocol](#))

Telephony Application Programming Interface

A set of functions that enable programmers to add telephonic functionality to an application.

Title Bar

The bar that runs along the top of an open window, usually containing the title of the program, or process, that is running in that window. It's color will vary depending on whether it is the title bar of the Active Window, or not.

Topmost

The window that is currently at the top of the windows order on the Desktop. The Title Bar of the topmost window is usually highlighted in a different color to any other open windows.

Transmission Control Protocol/Internet Protocol

The network Protocol used to communicate with other TCP/IP systems, and UNIX-based Bulletin Boards, and electronic mail services.

Upload

The action of sending a file via Modem to a remote location, such as a Bulletin Board.

Video for Windows

(see [Microsoft Video for Windows](#))

Volume Control

A utility that enables you to control the volume of sounds.

Windows Explorer

An effective replacement for the old Windows File Manager. It provides you with the ability to browse the Folders on your system, run searches for files, change views, delete, rename, copy, and move files etc... You can browse both local, and networked drives, as well as your Desktop.

Wizard

An application, that is designed to take you through a series of well-prompted steps, making it easier for you to carry out certain tasks. There are, for example, Wizards for Add New Hardware, Add/Remove Software, Printer installation, Modem installation, and so on.

WordPad

An easy to use word processor application, with a very good range of features.

Workgroup

One of the common names given to a set of computers linked together on a Network.

Firewall

Used on large and small networks to provide security from unwarranted access to the internal network.

Proxy Server

A software application, used on network servers to filter incoming and outgoing Internet access.

JPEG

A graphics file format, much in use on Web sites, where it is often found in conjunction with GIF files. JPEG files are best for photographs, and for images with many colours.

Spam

The action, initially, of sending thousands of unsolicited E-mail messages to users, usually via the Internet, and almost always for advertising purposes. It is extremely unpopular with everyone except the advertisers concerned. The practice has now spread to bombarding newsgroups with spamming messages as well.

ISP

Internet Service Provider. The company that you have a contract with that provides you with your Internet access.

Newsgroups

A location on Usenet devoted to a particular topic. Newsgroups exist for just about every subject you can think of.

Usenet

A community of newsgroups devoted to a wide range of subjects.

Hyperlink

Used in conjunction with hypertext, the hyperlink provides the address that you are to be taken to when you click on the hypertext in the Help file, or on the Web site, where these items are most often found.

FTP

File Transfer Protocol. The protocol used to enable you to send and receive files over the Internet.

GIF

GIF files are index-colour graphic files, much in evidence on Web sites, usually used in conjunction with JPEG files. They are most often used for logos, or images with large areas of a single colour.

Java

A programming language designed for use on the Internet.

NetBEUI

Microsoft's default networking protocol.

Point to Point Protocol

The Point to Point Protocol, or PPP as it is usually known, is a dial-up server type supported by Windows NT Dial-up networking. PPP is a refinement to SLIP, another protocol that enables users with modems to exchange data packets with networks.

Serial Line Internet Protocol

Serial Line Internet Protocol, or SLIP as it is usually known, was one of the earlier protocols available that enabled users with modems to exchange data packets with the network. A letter-day refinement to SLIP is PPP, but both protocols are still in heavy use.

PPP

(see Point to Point Protocol)

SLIP

(see Serial Line Internet Protocol)

Control Menu

The menu that appears when you click on the program icon located at the top left corner of the active window.

Program Icon

The icon that appears on the Taskbar button that represents the running application. This same icon in a size of 16x16 pixels is also to be found at the top left corner of the program window. Clicking on this icon brings up the Control Menu.

Calibrate Display

A new feature in Windows 98, this gives you the ability to calibrate your display to your actual screen size, providing your display is capable of more than 640x480.

Channels

Internet Explorer 4.0 enables the display of Channels on your Active Desktop. These are portions of a Web site, usually containing dynamic content that you can view directly on the desktop, the content pushed there by the Web server that the channel is located on.

World Wide Web

The graphical view of the Internet. To access it requires a Web Browser such as Microsoft Internet Explorer.

Web Browser

The application that enables you to view graphical content on the World Wide Web.

FrontPad

Reasonably featured HTML Editor bundled with Windows 98.

HTML

Hypertext Markup Language. One of the languages used by designers to create the sites you view on the World Wide Web.

Hibernation

A power management feature supported by some portable computers that enables your portable to "sleep" with all the active data safely stored on the hard disk, and then restored to your desktop when the computer is "woken up".

My Documents

A folder placed on your desktop by the operating system, it can be used as a handy place to store items you want to be able to access quickly.

Subscribe

The ability to "subscribe" to Web sites and Channels, and have updated data automatically brought to your system for viewing offline.

Microsoft Wallet

A Microsoft application, shipped with the operating system that is used to securely store credit card and address data for use when you go shopping on the Internet.

Windows Update Manager

Use the Windows Update Manager to ensure you always have the latest versions of system drivers. It also provides software upgrades/patches, bug fixes, and service packs for you to put on your system.

Cookie

A file, usually text-based, that is placed on your system by Web sites when you visit them. They are usually used to store details about your visit, and thus when you re-visit a site, you don't get asked to fill in forms to tell them who you are again. Some commercial sites use them to store details about what items you shopped for, and then when you re-visit the site, if there are special offers on items of an equivalent nature that you might be interested in, you will be quickly informed of it after your cookie has been scanned.

Chat

An applet shipped with Windows 98, that enables you to "chat" with other users on your network via a text window in which you type your message in one window, and view their response in another.

Applet

The name given to a small application, usually one dedicated to a particular task. Examples of applets would be most of the programs found in the Accessories menu, such as the Chat applet, or the Calculator applet.

Application - 16-bit

Programs designed to run on 16-bit operating systems such as Microsoft Windows 3.x, and earlier. Now superseded by 32-bit applications, they can however, for the most part, still be used on the new 32-bit operating systems.

Application - 32-bit

A program designed to work on the new 32-bit operating systems, superceding the older 16-bit applications. They cannot be run on the older 16-bit operating systems, such as Windows 3.x

ActiveX

The latest name (used to be known as OLE Object, or OLE Control) for a control that can be embedded into Web sites and applications, and provide a specific functionality set. They can range in size and complexity from a simple control that tells you the current time, to a more complex list box control, to something as powerful as a spreadsheet program. To utilise their functionality, you generally need the ActiveX files for the control to be on your local machine, and that is what you often see being downloaded from Web sites to your system, assuming you agreed to let the download take place.

