Computer Dictionary for Windows
The First 1001 Terms every Computer User should know.

Version 2.00

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.   Place the mouse on the word you want 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.

Sample Deluxe Version

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 Windows
The First 1001 Terms every Computer User should know.

Version 2.00

Symbols

*

@

@ function

****

^

:

-

..

/

%

⌐

?

"

'

Computer Dictionary for Windows
The First 1001 Terms every Computer User should know.

Version 2.00

Numbers

286

386

386 enhanced mode

486

80286

80287

80386

80387

80486

8080

8086

8088

Computer Dictionary for Windows

The First 1001 Terms every Computer User should know.

Version 2.00

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

application suite

archive

archive attribute

ARCnet

Arrange

arrow keys

ASCE

ASCII

ASCII character set

assembly language

associate

Association Control Service Element (ASCE)

asterisk (*)

asynchronous transmission

at function

at sign

ATTRIB

attribute

audio file

audit trails

AUTOEXEC.BAT

Available Space

Computer Dictionary for Windows
The First 1001 Terms every Computer User should know.

Version 2.00

B

backbone

background

backslash (\\)

BACKSPACE key

backup

BACKUP

bandwidth

baseband

BASIC

BAT

batch file

batch program

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

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

brouter

browse

bubble help

buffer

BUFFERS

bug

bulletin board system (BBS)

bus

bus path

bus topology

button

button bar

byte

Computer Dictionary **for Windows**
The First 1001 Terms every Computer User should know.

Version 2.00

C

C

C++

cache

caddy

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

Cathode Ray Tube (CRT)

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

circuit board

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 Graphics Adapter (CGA)

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

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 Windows**
The First 1001 Terms every Computer User should know.

Version 2.00

D

DAT

data

Data Communications Equipment (DCE)

data compression

Data Encryption Standard (DES)

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

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 (.)

dot matrix printer

Dots Per Inch (DPI)

double click

Double Density (DD)

double dot (..)

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 Windows
The First 1001 Terms every Computer User should know.

Version 2.00

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

extended attributes

Extended EGA

Extended Industry Standard Architecture (EISA)

extended memory

extended memory manager

Extended Memory Specification (XMS)

extension

Computer Dictionary for Windows
The First 1001 Terms every Computer User should know.

Version 2.00

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 Windows
The First 1001 Terms every Computer User should know.

Version 2.00

G

gateway

GIF

gigabyte

glitch

Go To

GOTO

graphical user interface (GUI)

graphics

GRAPHICS

graphics card

graphics mode

graphics resolution

grayed

group

groupware

group icon

group window

GUI

Computer Dictionary for Windows
The First 1001 Terms every Computer User should know.

Version 2.00

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)

High Memory Area (HMA)

high-level language

highlighted

HIMEM.SYS

HMA

HOME key

horizontal scan rate

hot key

How Do I

hue

Hz

Computer Dictionary for Windows
The First 1001 Terms every Computer User should know.

Version 2.00

I

I/O

I/O address

IC

icon

icon bar

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 Windows**
The First 1001 Terms every Computer User should know.

Version 2.00

J

jabber

jewel case

job

joystick

JPEG

jumper

Computer Dictionary for Windows
The First 1001 Terms every Computer User should know.

Version 2.00

K

K

KB

kernel

KEYB

keyboard

keyboard buffer

keys help

kilobyte (KB)

Computer Dictionary for Windows
The First 1001 Terms every Computer User should know.

Version 2.00

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

line feed

link

linked object

Liquid Crystal Display (LCD)

list box

load

LOADFIX

LOADHIGH

loading position

Local Area Network (LAN)

Local Area Transport (LAT)

local bus

local printer

LocalTalk

log in

log out

logical drive

logical drive letter

LOGO

loop

loopback

loosely coupled

low DOS memory

low-level language

LPT port

LSI

luminosity

Computer Dictionary for Windows
The First 1001 Terms every Computer User should know.

Version 2.00

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

MDI

Media Control Interface (MCI)

media file

meg

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

MSBACKUP

MSD

MS-DOS

multi-user software

multicast

multimedia

multimedia system

multiple document interface (MDI)

multiprocessor

multitasking

multithreading

Musical Instrument Digital Interface (MIDI)

Computer Dictionary for Windows
The First 1001 Terms every Computer User should know.

Version 2.00

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 Windows**
The First 1001 Terms every Computer User should know.

Version 2.00

O

O/S

object

Object Linking and Embedding (OLE)

OCR

office suite

offline

OLE

online

open

Open

operating system (O/S)

optical character recognition (OCR)

option

Options Menu

OS/2

output

output peripheral

Computer Dictionary for Windows
The First 1001 Terms every Computer User should know.

Version 2.00

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

PRINT

print queue

PRINT SCREEN

print server

Print Set-up

print spooler

printable area

printed circuit board

printer

printer driver

printer fonts

printer port

PRINTER.SYS

PROGMAN.INI

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 Windows

The First 1001 Terms every Computer User should know.

Version 2.00

Q

QBASIC

QBE

Query By Example (QBE)

query language

question mark (?)

queue

quick format

quotation mark (")

Computer Dictionary for Windows
The First 1001 Terms every Computer User should know.

Version 2.00

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

registration reminder screen

REM

remote

Remote Procedure Call (RPC)

removable disk

REM it out

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 Windows
The First 1001 Terms every Computer User should know.

Version 2.00

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

SDI

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 quotation mark (')

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

speed bar

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

suite

Super VGA

Super Video Graphics Array (SVGA) or Super VGA

superscript

SVGA

swap file

switch

SWITCHES

synchronous transmission

syntax

synthesizer

sysop

SYS

system

system attribute

system board

system boot up sequence

system date

system disk

system file

system icon

system menu

System Operator

system time

SYSTEM.INI

Computer Dictionary for Windows
The First 1001 Terms every Computer User should know.

Version 2.00

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

tool bar

Tools Menu

top of form

topology

total files

tower computer

track

tractor paper (tractor feed paper)

transceiver

tree topology

Computer Dictionary for Windows
The First 1001 Terms every Computer User should know.

Version 2.00

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 Windows
The First 1001 Terms every Computer User should know.

Version 2.00

V

value

Value Added Process (VAP)

VAP

vector font

VER

VERIFY

vertical scan rate

VESA (Video Electronics Standards Association)

VESA local bus

VGA

Video Graphics Array (VGA)

video monitor

view

virtual

virtual circuit

virtual drive

virtual memory

virus

VL-Bus

VOL

volatile

volume label

VSAFE

Computer Dictionary for Windows
The First 1001 Terms every Computer User should know.

Version 2.00

W

wallpaper

WAN

warm boot

waveform

Wide Area Network (WAN)

wildcard character

WIN.INI

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 Windows**
The First 1001 Terms every Computer User should know.

Version 2.00

X

XCOPY

XMS

Registration Form

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
Computer Dictionary DELUXE		
includes Alphabetical & 100+ Categories		
Full Deluxe Software ($15.00/copy)	_____	_____
Printed Booklet ($12.50/copy incl. S & H*)	_____	_____
OR		
Computer Dictionary Alphabetical listing only		
Shareware Registration fee ($5.00/copy):	_____	_____
Printed Booklet ($7.50/copy incl. S & H*)	_____	_____
Hints & Tips booklet (incl. with any above)		_FREE_
Windows Install program (shareware disk $3.00)		_____
Total enclosed		_____

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
   *Shipping & handling included within the Continental United States.

As a registered user, you will automatically be notified of future products and you will
receive a discount on future shareware and nonshareware prices.
v2.00 <ASP>

Readme File

COMPUTER DICTIONARY FOR WINDOWS
Version 2.00

The first 1,001 terms that every computer user should know.

Requires: Windows 3.1 or Windows 95, VGA, mouse
OR: OS/2 2.1 or OS/2 WARP, VGA, mouse

Written by: Gary FitzGerald
553 Haverstraw Rd.
Suffern,   NY   10901
(914) 357-4171
(6:00pm - 10:00pm Eastern Time)

Computer Dictionary for Windows is a shareware program.   If you find this program useful and find that you are using the Computer Dictionary for Windows after 30 DAYS, you MUST make a registration payment of $5.00 to Gary FitzGerald.

Gary FitzGerald is a member of the Association of Shareware Professionals (ASP).

====================
TABLE OF CONTENTS
====================

Manual Installation
In case of installation difficulty

License Information
License for Use
Vendor Info
Warranty

Support Information
Software Support
Definition of Shareware
Uninstalling the Software
History of Releases

Registration & Incentives

When the Computer Dictionary is started, the words "Evaluation Copy" will be displayed to remind the user that it is a shareware program. In one to five days after the installation of the Computer Dictionary, a registration reminder screen will appear when the Computer Dictionary is first started. This screen will remind the user that the Computer Dictionary is a shareware program and it must be registered. Press the "Register" button to display and print the registration form for mailing. Press the "Continue" button to continue using the Computer Dictionary while your registration is in the mail. Press the "Enter Registration Number" button when you have received a valid registration number from the Author. Once a valid registration number is entered, the main starting screen will show "Registered Version" and the reminder screen will no longer be displayed.

Registered users of the Computer Dictionary will receive a free copy of the Hints & Tips booklet which gives over 12 pages of useful advice and tricks to enable you to get better use out of the Computer Dictionary and, for that matter, any Windows Help application. This booklet is an invaluable tool for all who are not yet thoroughly proficient with the use of Windows Help applications. It gives tips on moving around in topics, choosing a new topic, all of the menu commands in Windows 3.1 and Windows 95 and the button bar commands.

As a registered user, you will be notified of future shareware and nonshareware releases by the Author. Registered users will be sent free upgrades for certain shareware releases, such as this one, which has already been sent to previously registered users of the Computer Dictionary. Registered users will also receive special pricing on other products such as the Computer Dictionary DELUXE.

Introducing Computer Dictionary DELUXE

This release of the Computer Dictionary for Windows features a   sample of the Computer Dictionary DELUXE, which is a new and   better format for learning computer terms.   The terms are arranged alphabetically in the Computer Dictionary as well as grouped by categories of related terms in the Computer Dictionary DELUXE. Hypertext links in the Computer Dictionary jump to the category in the Computer Dictionary DELUXE which lists all the terms in   that common category.

The Computer Dictionary DELUXE included with this shareware includes a sampling of the terms available in the full version. This sample has 10 categories of terms, whereas the full version includes over 100 categories.   In the full version, all of the   terms in the alphabetical listing are linked to categories.   Order your copy of the Computer Dictionary DELUXE by completing the registration form above.

Making a Copy for a Friend

The installation program supplied with the Computer Dictionary for Windows is a very versatile tool.   It can copy the program files   from a CDROM, or from one directory or drive to another on your   hard disk.   To make a copy of this program for a friend, place a   blank, formatted high density disk in your Drive A (or B).   Start the installation program by double clicking the installation   program icon in the Program Manager or selecting the installation   program item from the start button menu in Windows 95. Answer "YES" to the copy files dialog box.   In the destination directory   dialog box, type A:\(or B:\) depending on which drive you are   using and click OK or press ENTER. The installation program will   copy the program files to the disk in that drive.   Then answer   "NO" to creating icons.

Attention Windows Programmers

The installation program used with the Computer Dictionary is available for general use.   It is, in itself, a shareware program.   You can order your copy of the shareware disk for   the installation program on the registration form above.

Program Description

This compendium of over 1001 computer definitions is available at the click of a button. These are definitions of the first   1001 terms that every computer user should know. Easy to install and easier to use, this is a program that belongs on everyone's   hard disk.   This release features a sample of the Computer   Dictionary DELUXE, which is a new and better format for learning   computer terms.   The terms are arranged alphabetically in the   Dictionary and grouped by category of related terms in the Dictionary DELUXE.   Hypertext links in the Dictionary jump to   the category in the Dictionary DELUXE which lists all the terms   in that common category.   Written in language that even beginners can understand, this dictionary is also a useful vocabulary   reference for long time computer users.   Navigation is easy since it is presented in the form of a Windows Help file, with alphabetical buttons to take the user to each page of terms.   Use the Page Up and Page Down keys to look through the list of words. Place the mouse on the word.   Clicking on the selection pops up   a concise definition.   Symbols (*) and Numbers (#) are also   available.   The README file includes installation instructions,   support policy and a registration form.   Registered users will   automatically receive a hints & tips booklet and a discount on   future shareware and nonshareware prices.

Installation Instructions

```
======================
INSTALLATION READ 1ST
======================
```

Most likely, you have received this program with all of the files contained in a single compressed file (typically called CDICT2.ZIP.)   In this event, you must follow your supplier's instructions for expanding the compressed file to yield the individual program files.   Typically, this involves copying the compressed file to a directory on your hard drive, along with the expansion program and then running the expansion program (ie: PKUNZIP CDICT2.ZIP.)   This will expand the files into a usable form.   After expansion, or if you received the files already expanded, continue with the installation instructions below.

```
=======================
INSTALLATION IN WINDOWS
=======================
```

General:

There are a variety of ways to install this program in Windows.   The easiest is to use the installation utility provided with the program files.   This INSTALL program gives you the option of performing either of two tasks.   If you wish, the installation program will copy the program files from where they are now to another directory on your hard drive and/or create a group with icons in your Windows Program Manager.   You will be asked to confirm your desire to copy files and/or create icons in the Program Manager.   For example, you may elect to leave the files where they are and just create the icons.   If you choose "NO" to both operations, the installation program will not do anything at all.

For Windows 3.1:

To run the installation program, start Windows by typing WIN from a DOS prompt. From the Program Manager's main menu, choose File, Run (keystrokes ALT+F, R). Type the path and the file name INSTALL.   For example, if the files are on a disk in the A drive, type A:INSTALL and press OK.   If the files are in a directory called TEMP on your C drive, type C:\TEMP\INSTALL and press OK.   If you are not sure of the full path name, choose the "Browse" button and locate and highlight the INSTALL file and press OK twice.   The installation program should now start.

For Windows 95:

To run the installation program from Windows 95, click on the   Start button and then choose run.   Type the path and the file name INSTALL.   For example, if the files are on a disk in the A drive, type A:INSTALL and press OK.   If the files are in a directory called TEMP on your C drive, type C:\TEMP\INSTALL and press OK.   If you are not sure of

the full path name, choose the "Browse" button and locate and highlight the INSTALL file and press OPEN   and OK.   Alternately, you may open "My Computer" and go to the location of the installation program and double click the INSTALL   icon.   The installation program should now start.

Start the Installation:

The first part of the INSTALL program will ask you if you want the files copied to another directory on your hard drive.   If you do not, click the NO button or type N and the files will not be copied elsewhere. If you want the files elsewhere, choose the YES button or type Y.   If the files are now on a disk in a floppy drive or a temporary directory, it is recommended that you choose YES (click the YES button or type Y) to copy the files to their own directory.   Next, you will be asked to choose a path and directory to place the files.   The recommendation of the CDICT directory on the C drive (C:\CDICT) is filled in.   If this is not satisfactory, type in the path and directory you desire.   When you are finished typing or if the default is satisfactory, choose OK (click the OK button or press ENTER.)   The program files will   now be copied to the directory of your choice.   This may take   some time depending on the current location of the files and the   speed of your computer, so please be patient.   You are advised of   the progress of the file copying process.   If your screen saver   should come on during this operation, just move your mouse to   turn it off so you can see the screen display.

The second part of the installation program will ask you if you want the icons for the program created in the Program Manager.   If you choose NO, you will have to create the icons yourself to start and run the program.   If you choose YES, the program icons will be created and placed in a new Computer Dictionary group in the Program Manager.   The installation program will now end.

To start the Computer Dictionary for Windows, double click on the Computer Dictionary icon or click once on the icon and press ENTER.   You will be greeted by a welcome screen and then the dictionary will start.   Instructions for using the dictionary are on the first screen (CONTENTS screen) of the dictionary.

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INSTALLATION IN OS/2
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The Computer Dictionary for Windows can be run in a Windows session or WIN/OS2 session under the OS/2 operating system.   To install this program in OS/2, first start a Windows session or WIN/OS2 session from the OS/2 desktop.   Once in the Windows session proceed with the installation instructions above for a Windows 3.1 installation.

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INSTALLED FILES LIST
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When you receive the Computer Dictionary for Windows, it should have the following files:

COMPDICT.EXE	The program to start the Dictionary
COMPDICT.HLP	The dictionary
CDDELUXE.EXE	The program to start the Deluxe version
CDDELUXE.HLP	The sample Deluxe version
README .TXT	This file of information for users
REGISTER.HLP	The software registration form
REGISTER.TXT	The software registration form
VENDOR .DOC	A file for distributors
FILE_ID .DIZ	A descriptive file
VENDINFO.DIZ	A descriptive file
INSTALL .EXE	The installation program
INSTALL .INI	The initialization file

You should keep a copy of the original file(s) that you received in case you want to reinstall the program or pass it on to a friend.

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MANUAL INSTALLATION
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If you have received this program with all of the files contained in a single compressed file (typically called CDICT2.ZIP), you must follow your supplier's instructions for expanding the compressed file to yield the individual program files before you can install the program.

The following instructions will assume that the program files are already expanded and located on a disk in your A drive.   Simply substitute a different path (location) for the "A:" in the instructions if your files are elsewhere.   These instructions will also assume that it is acceptable to you to create a subdirectory on your C hard drive called "CDICT" which will contain the program files.   It is recommended to run the Computer Dictionary for Windows from the hard drive because it will make the program run faster.

Place the disk in the A drive if you have not already done so, or remember the location (path) of the files.   Go to a DOS command prompt or open a DOS command prompt in Windows.

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

To make a directory and copy the files from the disk, type the following commands and press ENTER after each:

    C: To make the C drive active

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CD \                     Change to the root directory
MD CDICT                 Make the new directory
A:                       Change to the A drive
COPY A:\*.* C:\CDICT  Copy the files from A to C:\CDICT
```

Remember to substitute different locations in the above instructions if necessary.   If you are at a DOS command prompt, type WIN and press ENTER to start Windows.   If you are in a DOS session in Windows, type EXIT and press ENTER to return to the Program Manager.

If you are in Windows 95, click on the Start button and choose Run.   In the dialog box, enter C:\WINDOWS\PROGMAN.EXE.   This will start the Program Manager.   Follow the instructions below.   When   you are finished with the installation, choose File/Exit to leave the Program Manager and return to Windows 95.

In the Windows Program Manager, create a new group to hold the program icons, by selecting menu item File, New, Program Group, OK (keystrokes ALT+F, N, G and press ENTER.)   Type a name for the new group "Computer Dictionary" and press ENTER. The new group should now appear in the Program Manager.   Leave this group active in the Program Manager while you create the icons in the next step.

To create the icons, select File, New, New Program Item, OK (keystrokes ALT+F, N and press ENTER.)   Type the title for the first icon as "Computer Dictionary" and press TAB. Next, type the command line to execute the program "C:\CDICT\COMPDICT.EXE" and click OK or press ENTER.   A new icon called "Computer Dictionary" should now appear in the group.   To run the program, double click this icon or highlight the icon and press ENTER.

Although this README file and the registration form are also contained within the Computer Dictionary for Windows, it may be convenient to have them available also from the Program Manager.   To create icons for these items, (keeping the Computer Dictionary group active) select File, New, New Program Item, OK (keystrokes ALT+F, N and press ENTER.)   Type the title for the first icon as "Readme" and press TAB.   Next, type the command line "NOTEPAD C:\CDICT\README.TXT" and click OK or press ENTER.   To add an icon for the registration form, select File, New, New Program Item, OK (keystrokes ALT+F, N and press ENTER.)   Type the title for the next icon as "Registration Form" and press TAB.   Next, type the command line "NOTEPAD C:\CDICT\REGISTER.TXT" and click OK or press ENTER.

Double click or highlight the registration form icon and press ENTER. This will start Windows Notepad and load the registration form for this shareware.   You may fill in the requested information or print a blank copy to be filled in by hand.   In Notepad, select File, Print (keystrokes ALT+F, P) to print a copy of the registration form for mailing. Enclose the registration form and your check in an envelope to the author to register the software.

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IN CASE OF INSTALLATION DIFFICULTY
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In case of difficulty installing this program, first expand the program files as instructed by your supplier.   Start Windows by typing WIN at the DOS command prompt.   When the Program Manager screen appears, use your mouse to select from the main menu   File, Run (keystrokes ALT+F, R.)   Type the following command followed by the path to the current location of the program files (in this example it is assumed that the files are on a disk in the A drive):

     WINHELP A:\COMPDICT.HLP   Press ENTER or click OK.

(If the disk is in the B drive, substitute B: for A: above.) (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.)   The Computer Dictionary will start.   This means you are running the program from the disk OR the current location of the files. The disk or the main file is not damaged.   You should try the installation procedure, above, again.

If the main program runs, but the installation program does not, the initialization file might be damaged.   To restore this file, run the installation program.   Answer "YES" to copying the files and when the dialog box appears to ask you where to place the files, press TAB twice to highlight the destination directory. Instead of entering a destination directory name, type the   word "DEFAULT" and press OK or press TAB and then ENTER.   The program will write the correct values into the initialization file and ask you again if you wish to copy the files to another directory.   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.

License Information

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LICENSE FOR USE
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If you find this program useful and find that you are using the   Computer Dictionary for Windows after 30 DAYS, you MUST make a registration payment of $5.00 to Gary FitzGerald.   The $5.00 registration fee will license one copy for use on any one computer at any one time.   You must treat this software just like a book.   An example is that this software may be used by any number of people and may be freely moved from one computer location to another, so long as there is no possibility of it being used at one location while it's being used at another.   Just as a book cannot be read by two different persons at the same time.

Computer Dictionary for Windows is a "shareware program" and is provided at no charge to the user for evaluation.   Feel free to share it with your friends, but please do not give it away altered or as part of another system.   The essence of "usersupported" software is to provide personal computer users with quality software without high prices, and yet to provide incentive for programmers to continue to develop new products.

Commercial users of the Computer Dictionary for Windows must register and pay for their copies of the Computer Dictionary within 30 days of first use or their license is withdrawn.   SiteLicense arrangements may be made by contacting Gary FitzGerald.

Discounts are available for quantity purchases of registered versions of the Computer Dictionary for Windows.   Users Groups and others may benefit from this approach. Contact Gary FitzGerald for details.

The attached VENDINFO data record is hereby incorporated by reference.   Any distribution satisfying all the distribution requirements expressed in that data record is hereby authorized.

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VENDOR INFO
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Anyone distributing the Computer Dictionary for any kind of   remuneration is encouraged to contact Gary FitzGerald at the address above.   The Author must be advised so that the distributor can be kept uptodate with the latest version of the Computer Dictionary for Windows as well as other shareware products.   All distributors who have notified the   Author have already been sent the current version of the Computer Dictionary for Windows.

You are encouraged to pass a copy of the Computer Dictionary   for Windows along to your friends for evaluation.   Please   encourage them to register their copy if they find

that they   can use it.   All registered users will receive a copy of the   latest version of the Computer Dictionary for Windows.

The attached VENDINFO data record is hereby incorporated by reference.   Any distribution satisfying all the distribution requirements expressed in that data record is hereby authorized.

==========
WARRANTY
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Users of the Computer Dictionary for Windows must accept this disclaimer of warranty: "Computer Dictionary for Windows is supplied as is.   The author disclaims all warranties, expressed or implied, including, without limitation, the warranties of merchantability and of fitness for any purpose. The author   assumes no liability for damages, direct or consequential,   which may result from the use of the Computer Dictionary for Windows."

Support Information

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SOFTWARE SUPPORT
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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) 357-4171. 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.

Gary FitzGerald is a member of the Association of Shareware Professionals (ASP). ASP wants to make sure that the shareware principle works for you. If you are unable to resolve a sharewarerelated problem with an ASP member by contacting the member directly, ASP may be able to help. The ASP Ombudsman can help you resolve a dispute or problem with an ASP member, but does not provide technical support for members' products. Please write to the ASP Ombudsman at 545 Grover Road, Muskegon, MI 494429427 USA, FAX 6167882765 or send a CompuServe message via CompuServe Mail to ASP Ombudsman 70007,3536.

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DEFINITION OF SHAREWARE
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Shareware distribution gives users a chance to try software before buying it. If you try a Shareware program and continue using it, you are expected to register it. Individual programs differ on details some request registration while others require it, some specify a maximum trial period. With registration, you get anything from the simple right to continue using the software to an updated program with printed manual. Copyright laws apply to both Shareware and commercial software, and the copyright holder retains all rights, with a few specific exceptions as stated below. Shareware authors are accomplished programmers, just like commercial authors, and the programs are of comparable quality. (In both cases, there are good programs and bad ones!) The main difference is in the method of distribution. The author specifically grants the right to copy and distribute the software, either to all and sundry or to a specific group. For example, some authors require written permission before a commercial disk vendor may copy their Shareware.

Shareware is a distribution method, not a type of software. You should find software that suits your needs and pocketbook, whether it's commercial or Shareware. The Shareware system makes fitting your needs easier, because you can try before you buy. And because the overhead is low, prices are low also. Shareware has the ultimate moneyback guarantee if you don't use the product, you don't pay for it.

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UNINSTALLING THE SOFTWARE
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All of the files for this software are contained in one directory (C:\CDICT if you accepted the default.) To uninstall the software, delete the files in the directory and remove the directory. Then delete the icons and new group, if created, in the Program Manager.

To delete the files, go to a DOS prompt or start a DOS command prompt in Windows and type the following commands followed by pressing ENTER:

    C: To make the C drive active
    CD \   Change to the root directory
    CD CDICT   Change to the program directory
    DEL *.*   Delete all of the files
    CD \   Change back to the root directory
    RD CDICT   Remove the program directory

If you are at a DOS command prompt, type WIN and press ENTER to start Windows. If you are in a DOS session in Windows, type EXIT and press ENTER to return to the Program Manager.

To delete the icons in the Program Manager, highlight one of the icons in the group, press the "Delete" key and then press ENTER to confirm that you intend to delete the icon. Continue this process for each icon created for this program and (assuming you created a group for the Computer Dictionary alone) press "Delete" and ENTER one more time to remove the group.

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HISTORY OF RELEASES
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2.00   12/95 Added sample of the Computer Dictionary DELUXE.   Reconfigured files to conserve disk space

1.40   6/95 Added .EXE file to simplify running the dictionary.   Added INSTALL utility to simplify installation.

1.20   3/95 Original release of dictionary with instructions.

*

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, when used in a batch file, 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.

See Category:
<u>Directory Commands</u>

^

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."   When used in a spreadsheet program, this symbol tells the program to display the contents of the cell in the center of the cell as opposed to the left or right side of the cell.

:

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.

.

A dot in computer terminology is equal to a period in English or a decimal point in Mathematics.   This is the character used to separate a file name and its extension.

See Category:
Directory Commands

..

When a double dot is used with the change directory (ex: **CD ..**) command, DOS will change the current directory to the next highest (parent) directory or subdirectory.   For example, if the current directory is C:\CDICT\GARY, the cd .. Command changes the directory to C:\CDICT.

See Category:
<u>Directory Commands</u>

/

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."

?

A question mark is a wildcard that represents a single character.

"

A quotation mark is used in a cell of a spreadsheet program to tell the program that the contents of that cell is to be displayed on the right hand side of the cell (right justified.)

'

The single quotation mark is used in a cell of a spreadsheet program to tell the program that the contents of that cell is a label (to be treated as a word and not a number, date, etc.)   For example, if you enter "5 Times" into a spreadsheet cell, the program automatically looks at the first character "5" and assumes that this entry is a number.   Since the rest of the entry is not numerical, the program usually gives you an error message.   To instruct the program that this entry is to be treated as a word, precede the entry with a single quotation mark " ' 5 Times." This symbol also tells the spreadsheet to display the contents of the cell on the left side of the cell (left justified.)

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.

See Category:

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

access method

The set of rules by which networks arbitrate their use.

See Category:
Networks

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 (like a hard drive) 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.

See Category:
Networks

active device

A computer hardware device that is connected and ready to operate.   Also, a device that supplies current for the loop in a network.

See Category:
Networks

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, or allow it to operate another hardware device.   For example, a sound board operates the computer speakers.

See Category:
Motherboard

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.

See Category:
Partitioning a hard drive

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

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.

See Category:
Directory Commands

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.

application suite

A collection of computer programs sold together in one package.   The set of programs is usually priced favorably compared to the cost, if each were purchased separately.   The number and type of program included varies with the supplier.   Also called a suite, office suite or groupware.

archive

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

See Category:
<u>Basic DOS Utilities</u>

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 hardware devices (or 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 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.

at sign

The "at sign" symbol, when used in a batch file, 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.

See Category:
Networks

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.

See Category:
Partitioning a hard drive

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.

See Category:
Multitasking

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.

See Category:
Directory Commands

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

Offline 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.

See Category:
Basic DOS Utilities

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.

See Category:
Basic DOS Utilities

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 computer file that contains a series of commands to be processed sequentially by the operating system.   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.   Also called a batch program.

batch program

A computer file that contains a series of commands to be processed sequentially by the operating system.   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.   Also called a batch file.

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.   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.

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 <u>b</u>inary dig<u>it</u>.   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

A 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.

See Category:
Clipboard

block command

The command issued for an entire block of data is called a block command.   Common block commands are cut, copy, delete, move, etc.

See Category:
Clipboard

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, circuit board or printed 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, the first choice is the hard drive (C:) and next is a bootable disk 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.   A unit of transmission.   Also called baud rate.

branch

A segment of a directory tree, including a directory and any subdirectories within it.   Also a statement in a computer program or macro that is used to redirect the execution of the program. See also conditional and conditional branch.

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 hardware devices (or 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.

bubble help

This is a short description of an item that appears, after a couple of seconds, when the user places the mouse on the item.   This is a description of the function of the item (usually a feature button) available in some software programs.

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.

See Category:
Random Access Memory

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 (BBS)

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.

See Category:
Motherboard

bus path

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.

bus topology

A network topology in which hardware devices (or nodes) are connected to a single cable with terminators at each end.

See Category:
Network Topology

button

An area on the screen used to request or initiate an action.   This area looks like a push button and it can be pressed by left clicking it with the mouse or sometimes activating it with a key combination.

See Category:
Window Controls

button bar

This is a row of buttons provided in a software program to activate commonly used features of that software. This collection of buttons is ususally located beneath the menu bar, but it can often be moved for the convenience of the user. Many software programs provide multiple configurations of this bar as well as the ability to customize the bar for individual preferences. Each button normally displays a pictorial representation (icon) of its function and/or possibly a word description. Word descriptions of each button may also be available by placing the mouse on the button or right clicking the button. To activate the feature of a particular button, left click the button. This is also called a speed bar, tool bar or icon bar depending on the application.

See Category:
<u>An Application Window</u>

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.

See Category:
Motherboard
Random Access Memory

caddy

This is a plastic container that holds a CD-ROM disc for insertion into the CD-ROM drive.

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.   Some hard disk suppliers use the common definition of megabyte (1,000,000 Bytes) to specify the size of their hard disk.   This results in a larger size number than if they used the computer definition of megabye (1,048,576 Bytes.)   These two sizing conventions lead to confusion because DOS will format the disk using the computer definition of megabyte and it may look like you got cheated since the formatted size is smaller than the specified disk size that you bought.

See Category:
Partitioning a hard drive

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."   When used in a spreadsheet program, this symbol tells the program to display the contents of the cell in the center of the cell as opposed to the left or right side of the cell.

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, circuit board or printed circuit board.

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

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

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

Network access method (rules of use) in which hardware devices (or nodes) contend for the right to send data.   If two or more hardware devices (or 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 letter or word entries for an entry field must conform to a specific lowercase, uppercase or mixed-case format in order to be valid.

Cathode Ray Tube (CRT)

This is the video display tube of a monitor also referred to as a CRT.

CD - CHDIR

This DOS command 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".

See Category:
Directory Commands

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.

See Category:
Motherboard

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.

See Category:
Window Controls

check mark

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

See Category:
<u>Window Controls</u>

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.

See Category:
Basic DOS Utilities

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.

circuit 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 board, card or printed circuit board.

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

The current (or receiving) application that has requested data from a source (or server) application as in DDE or OLE object linking.   A personal computer workstation, connected to a network, which can access data or programs from the server computer.   A computer (or node) that requests network services from a server.

See Category:
DDE
OLE
Client Server Computing

client application

An application whose documents can accept linked or embedded objects.

See Category:
DDE
OLE

client server computing

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

See Category:
Client Server Computing

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.

See Category:
Clipboard

clock

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

See Category:
Motherboard

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.)

See Category:
Motherboard

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.   DOS will create 2K clusters in disk sizes or partitions up to 128MB, 4K clusters up to 256MB and 8K clusters up to 512MB.

See Category:
Partitioning a hard drive

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. Also, the instructions written to create a computer program.

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 Graphics Adapter (CGA)

Medium resolution IBM graphics standard capable of displaying 640 x 200 pixels in 2 colors, or 320 x 200 pixels in 4 colors.

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 files that a computer can run or execute.

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.   This area looks like a push button and it can be pressed by left clicking it with the mouse or sometimes activating it with a key combination.

command line

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

command prompt

A displayed symbol that indicates where you enter commands.   (Ex: C:\>)

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" which 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.

conditional

A statement in a computer program or macro that compares two values to see if they are the same.   See related words conditional branch and branch.

conditional branch

A statement in a computer program or macro that is used to direct the execution of the program depending on the results of a comparison between two values.   The conditional statement is the comparison that is evaluated.   The branch is the portion of the statement that directs the execution of the program.   See also conditional and branch.

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 (rules of use) in which hardware devices (or nodes) compete for transmission by sending signals at will.

Contents

This choice in the Help Menu starts the help system for the program and loads 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.

See Category:
Random Access 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.

See Category:
Clipboard

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.   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.

See Category:
Motherboard

CRC

An acronym for Cyclical Redundancy Check.   Error checking technique in which bytes at the end of a packet are used by the receiving computer (or node) or modem 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 computer (or node) or modem can request that the packet be retransmitted.

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

CSMA/CD

An acronym for Carrier Sense Multiple Access with Collision Detection.   Network access method (rules of use) in which hardware devices (or nodes) contend for the right to send data. If two or more hardware devices (or 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.

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.   This is also a hot key combination used in Windows to activate the copy to the clipboard feature.

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.

See Category:
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 computer (or node) or modem 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 computer (or node) or modem can request that the packet be retransmitted.

DAT

An acronym for Digital Audio Tape.   Medium for storing digital rather than analog data.

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 (DES)

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 hardware devices (or nodes) requesting information.

See Category:
Client Server Computing

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

DD

An abbreviation for Double Density.   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.

DDD

An acronym for Direct Distance Dialing.   A telephone service with which a subscriber can call someone outside the area without requiring operator assistance.

DDE

An acronym for Dynamic Data Exchange.   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.

See Category:
DDE

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 computer (or node) on which applications are limited to maintaining network resources.   No user applications are available.

See Category:
Client Server Computing

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.

See Category:
Directory Commands

DES

An acronym for Data Encryption Standard.   U.S. government standard for data encryption.

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

digital

A transmission scheme that sends a series of discrete signals in the form of binary digits 0 and 1.

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.

See Category:
Basic DOS Utilities

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.

See Category:
Random Access Memory

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.

See Category:
Directory Commands

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.

See Category:
Directory Commands

directory name extension (extension)

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

See Category:
<u>Directory Commands</u>

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.

See Category:
Directory Commands

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.   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.

See Category:
Random Access Memory

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.

See Category:
Random Access 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.

See Category:
Basic DOS Utilities

dot (.)

A dot in computer terminology is equal to a period in English or a decimal point in Mathematics.   This is the character used to separate a file name and its extension.

See Category:
Directory Commands

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 dot (..)

When used with the change directory (ex: **CD ..**) command, DOS will change the current directory to the next highest (parent) directory or subdirectory.   For example, if the current directory is C:\CDICT\GARY, the cd .. Command changes the directory to C:\CDICT.

See Category:
Directory Commands

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.

See Category:
Networks

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

DPMI

An acronym for DOS Protected Mode Interface.   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.

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 abreviation for Double Sided.   Refers to a disk where the storage medium is present on both sides of the disk.

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.

See Category:
DDE

e-mail

An acronym for electronic 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.

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.

See Category:
Basic DOS Utilities

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.)

See Category:
Window Controls

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.

See Category:
Main Menu

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.

See Category:
Basic DOS Utilities

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

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).

See Category:
OLE

embedded object

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

See Category:
OLE

EMI/RFI

An acronym for Electromagnetic Interference / Radio Frequency Interference.   A form of "noise" on data transmission mediums that can reduce data integrity and increase transmission errors.

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.   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.

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.

Enhanced Graphics Adapter (EGA)

A high resolution IBM graphics standard capable of displaying 640 x 350 pixels in 16 colors.

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

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.

See Category:
Motherboard

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.

See Category:
Motherboard

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.

See Category:
Motherboard

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.   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.

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.

See Category:
Client Server Computing

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.

See Category:
Main Menu

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.

See Category:
<u>Client Server Computing</u>

File Transfer Access and Management (FTAM)

An application level protocol governing file access.

File Transfer Protocol (FTP)

An 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 occurrance of a word or phrase you specify.   The "repeat last find" function moves to the next occurrance, 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.   The signaling both modems engage in as they establish a carrier, negotiate for speed, type of error control and type of data compression. 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 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.

See Category:
Multitasking

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 <u>will</u> 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 computer (or node) to another on a network.   Also called a packet.

front-end

Client application for presenting, entering and updating data.

See Category:
Networks

FTAM

An acronym for File Transfer Access and Management.   An application level protocol governing file access.

FTP

An acronym for File Transfer Protocol.   An application protocol governing file transfer.

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.

graphical user interface (GUI)

This is the place where you operate your computer and it uses pictures (icons) which you manipulate with a mouse or other pointing device.   In contrast, DOS is a text based user interface that you use by typing commands.

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.

groupware

A collection of computer programs sold together in one package.   The set of programs is usually priced favorably compared to the cost, if each were purchased separately.   The number and type of program included varies with the supplier.   Also called a suite, application suite or office suite.

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.

GUI

An acromym (pronounced "gooey") for graphical user interface.   This is the place where you operate your computer and it uses pictures (icons) which you manipulate with a mouse or other pointing device.   In contrast, DOS is a text based user interface that you use by typing commands.

handshake

The process used to regulate the rate at which information is transferred from one device to another.   The signaling both modems engage in as they establish a carrier, negotiate for speed, type of error control and type of data compression.   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.   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.

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.

See Category:
Main Menu

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.

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.

See Category:
Clipboard

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.   RAM memory that exists between 1024KB and 1088KB.

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.

Hz

An abbreviation for hertz.   A unit of frequency measurement in cycles per second.

I/O

An acronym for input and/or output.

I/O address

An acronym for Input/Output 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.

See Category:
Random Access Memory

IC

An acronym for integrated circuit.   A miniature electronic circuit that is imprinted on the surface of a silicon chip.

icon

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

icon bar

This is a row of buttons provided in a software program to activate commonly used features of that software.   This collection of buttons is ususally located beneath the menu bar, but it can often be moved for the convenience of the user.   Many software programs provide multiple configurations of this bar as well as the ability to customize the bar for individual preferences.   Each button normally displays a pictorial representation (icon) of its function and/or possibly a word description.   Word descriptions of each button may also be available by placing the mouse on the button or right clicking the button.   To activate the feature of a particular button, left click the button.   This is also called a speed bar, tool bar or button bar depending on the application.

See Category:
An Application Window

IF

This is a statement used in computer programming that acts like a switch to direct the program to one of two places.   This command performs conditional processing in programs.   A batch program example: **IF** [condition] **GOTO** label.   If the condition is true, the program continues to execute at the place marked by the label.

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 initialization information stored in these files.

See Category:
Starting Windows

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.

See Category:
Starting Windows

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.

See Category:
Random Access Memory

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.   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.

ISA

An acronym for Industry Standard Architecture.   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.

ISDN

An acronym for Integrated Services Digital Network.   Protocols proposed for carrying voice, data, facsimile and video signals across a network.

ISO

An acronym for International Standards Organization. An international organization that creates networking standards, including the OSI (Open Systems Interconnections) model.

italics

A typestyle in which the characters slant.

jabber

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

jewel case

The is a plastic container used to store a CD-ROM disc.

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

See Category:
Partitioning a hard drive

KB

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

See Category:
Partitioning a hard drive

kernel

The part of an operating system that performs basic functions, such as allocating hardware resources, <u>OR</u> 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.

See Category:
Random Access Memory

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 in approximately 1,000 units. One kilobyte of computer memory is exactly 1024 bytes.

See Category:
Partitioning a hard drive

label

Words that describe an object or item.   For example, the words that explain the meaning of an icon.   Also, the contents of a cell in a spreadsheet program that consists of words as opposed to numbers, formulas, dates, etc.   Also, a line in a batch file used as a place marker (or destination place in a BASIC or batch computer program) for the GOTO statement.   The label is written as 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.   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.

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.   DECnet protocol governing communication between terminals and hosts.

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 and computer programs. Also, the wires and connections used as a communication medium (such as a telephone line.) Also, the familiar graphical shape.

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.

See Category:
DDE

linked object

A visual presentation of an object in a destination document.

See Category:
DDE
OLE

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.

See Category:
Window Controls

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 bus

This is a second bus on the motherboard between the CPU, memory and certain peripheral devices that runs at the speed of the CPU.   This is much faster than the normal bus used to access most peripheral devices.   Cards for certain peripheral devices are designed to use the higher speed of this bus to increase performance.

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 (rules of use.)

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

A fixed sized division of storage on a hard disk.   Also called a partition, this storage division is created by the DOS FDISK command.

logical drive letter

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

See Category:
<u>Random Access Memory</u>

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

luminosity

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

M

An abbreviation for megabyte.   A unit of measurement for computer memory equal to 1024 KB or 1,048,576 bytes.   In common usage, this is another abbreviation for 1,000.

See Category:
<u>Partitioning a hard drive</u>

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.

See Category:
<u>Computer Memory</u>

main menu

The main menu is the primary menu which governs the overall functions of a software program. The main menu usually contains, at least, a File Menu, Edit Menu, Window Menu and Help Menu.   There may also be a Search Menu, Options Menu, Tools Menu and/or other menus needed for the specific software.

See Category:
Main Menu

MAN

An acronym for Metropolitan Area Network.   A network capable of high speed data communication over distances up to about 80 kilometers.

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

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.

See Category:
Clipboard

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.

See Category:
Motherboard

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

See Category:
Partitioning a hard drive

MCA

An acronym for Micro Channel Architecture.   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.

MCI

An acronym for Media Control Interface.   A standard control interface for multimedia devices and files.

MD

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

See Category:
Directory Commands

MDA

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

MDI

An acronym for multiple document interface.   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.

Media Control Interface (MCI)

A standard control interface for multimedia devices and files.

media file

A file containing multimedia data.

meg

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

See Category:
Partitioning a hard drive

megabyte (MB)

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

See Category:
Partitioning a hard drive

megahertz (Mhz)

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

See Category:
Random Access Memory

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.

See Category:
Basic DOS Utilities

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.

See Category:
Computer 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.

See Category:
An Application Window

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

See Category:
Random Access Memory

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

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.   This is the same as MD.

See Category:
Directory Commands

modal dialog box

A dialog box that halts all other operations until the dialog box is completed and closed.   Most dialog boxes are of this type.

MODE

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

modem

An acronym for **mo**dulator-**dem**odulator.   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.

See Category:
Motherboard

mount

The method in NFS and other networks by which hardware devices (or 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.

See Category:
Basic DOS Utilities

multi-user software

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

multicast

An address for a selection of hardware devices (or 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.

See Category:
Multitasking

multithreading

A mode of operating where portions of the executable program (threads) can be individually processed by the computer.   This type of application program provides for a much smoother multitasking environment.   Currently, these applications are used with a 32 bit operating system.

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.   A widely used protocol governing data exchange and network access.

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.

See Category:
Networks

network administrator

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

See Category:
Networks

network architecture

A description of data formats and procedures used for communication between hardware devices (or 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.

See Category:
Client Server Computing

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.

See Category:
Client Server Computing

network topology

The arrangement or connection pattern of nodes (or devices) usually forming a star, ring, tree or bus pattern.

See Category:
Network Topology

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

NLM

An acronym for Network Loadable Module.   An application or driver that resides on a NetWare server to provide additional resource management capabilities.

See Category:
Client Server Computing

NLSFUNC

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

node

The point in a network where the hardware devices are connected.   Also any device, including servers, printers and workstations, connected to a network.

See Category:
Networks

nondedicated server

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

See Category:
Client Server Computing

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

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.   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.

object

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

See Category:
DDE

Object Linking and Embedding (OLE)

A way to transfer and share information between applications.   OLE (pronounced O'Lay) 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.

See Category:
OLE

OCR

An acronym for optical character recognition.   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.

office suite

A collection of computer programs sold together in one package.   The set of programs is usually priced favorably compared to the cost, if each were purchased separately.   The number and type of program included varies with the supplier.   Also called a suite, application suite or groupware.

offline

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

OLE

An acronym for Object Linking and Embedding (pronounced O'Lay.)   A way to transfer and share information between applications.   OLE (pronounced O'Lay) 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.

See Category:
OLE

online

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 online if it is connected to the computer, turned on, loaded with paper and ready to print.   Opposite is offline.

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 or Edit menu.

See Category:
Main 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.

See Category:
DDE
OLE

packet

A collection of bits comprising data and control information formatted for transmission from one computer (or 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 computer (or 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.   Also called a logical drive, this storage division is created by the DOS FDISK command.   Some hard disk suppliers use the common definition of megabyte (1,000,000 Bytes) to specify the size of their hard disk.   This results in a larger size number than if they used the computer definition of megabye (1,048,576 Bytes.)   These two sizing conventions lead to confusion because DOS will format the disk using the computer definition of megabyte and it may look like you got cheated since the formatted size is smaller than the specified disk size that you bought.

See Category:
Partitioning a hard drive

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.

See Category:
Networks

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 action copies the contents of the clipboard into a preselected (cursor) location.

See Category:
Clipboard

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.

See Category:
OLE

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.

See Category:
DDE

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.   The full path statement includes the drive, directory, any subdirectories and finally, the filename.   See also path name.

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

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

pel

An acronym for <u>p</u>icture <u>el</u>ement.   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 and file name extension for a program information file.   A file that provides information about how Windows should run a non-Windows application.

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.

PIO

An acronym for programmed input/output.   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.

pipe

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

pipe character (|)

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."

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 1/72 of an inch. Also known as font size.

point to point link

A direct connection between only two hardware devices (or nodes) on a network.

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 (rules of use) with which a hub asks each computer (or 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 bar

This is an additional feature bar available in some software programs.   Usually placed below the button bar, a power bar may also contain more buttons, but it usually has the ability to set formatting, like font, justification or cell contents, for the document being created.   To use a feature, left click the category on the bar.   A drop down list usually opens for selection of the desired format, feature or setting.

See Category:
An Application Window

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 or Edit 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 hardware devices (or nodes.)

See Category:
Client Server Computing

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.

printed circuit board

A flat piece of fiberglass or plastic that interconnects chips and other electronic components to perform some useful operation.   The main printed circuit board in a computer is called the system board or motherboard.   Smaller printed circuit boards, called cards or boards, plug into slots (expansion slots) of the main system board or motherboard.

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 parallel data transmission port is usually used to connect a printer to a computer.

PRINTER.SYS

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

PROGMAN.INI

A Windows initialization file that contains settings that instruct the Program Manager on how to start up and what icon groups to include.   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.

See Category:
Starting Windows

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

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.

quotation mark (")

A quotation mark is used in a cell of a spreadsheet program to tell the program that the contents of that cell is to be displayed on the right hand side of the cell (right justified.)

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.   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.

See Category:
Computer Memory
Random Access Memory

RAM base address

An acronym for Random Access Memory base address.   Starting address for memory dedicated to a specific task.

See Category:
Random Access Memory

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.

See Category:
Computer Memory
Random Access Memory

Random Access Memory base address (RAM base address)

Starting address for memory dedicated to a specific task.

See Category:
Random Access Memory

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.   This is the same as RMDIR.

See Category:
Directory Commands

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.)

See Category:
Computer Memory

real mode

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

See Category:
Starting Windows

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.

See Category:
Client Server Computing

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 computer (or 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 restore the application window.

refresh rate

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

registration reminder screen

A dialog box or window that informs the user that he is using shareware that has not been registered and he is urged to register the product right away.   The user must usually click a button or press a key to remove the registration reminder screen before he can continue.

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 hardware devices (or 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.

REM it out

A slang expression which means to convert a line in a batch program to a comment by adding "REM " at the beginning of the line.

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 or a document attribute 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.

See Category:
Basic DOS Utilities

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 <u>maximum size</u>.   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 hardware devices (or nodes) are connected to a closed loop. Terminators are not required because there are no unconnected ends.

See Category:
Network Topology

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.   This is the same as RD.

See Category:
Directory Commands

ROM

An acronym for Read Only Memory.   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.)

See Category:
Computer Memory

ROM Caching

The process of copying the contents of ROM into the faster RAM.

root directory

The first, basic or main directory of a disk.   The root directory is created when you format the disk and it cannot be deleted.   From the root directory, you can create files and other directories. The root directory is designated by a single backslash (\).

route discovery

Process through which a brouter 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.   A protocol governing the method with which an application activates processes on other hardware devices (or nodes) and retrieves the results.

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)

See Category:
Window Controls

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.

See Category:
<u>Window Controls</u>

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.

See Category:
Window Controls

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.

See Category:
Window Controls

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.

SDI

An acronym for single document interface.   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.

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 occurrance of a word or phrase you specify.   The "repeat last find" function moves to the next occurrance, 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 occurrance of a word or phrase you specify.   The "repeat last find" function moves to the next occurrance, 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.

See Category:
<u>Main Menu</u>

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).

See Category:
<u>Partitioning a hard drive</u>

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.

See Category:
Partitioning a hard drive

security management

Protects a network from invalid accesses.   It is one of the management categories defined by the ISO.

See Category:
Networks

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.   Security feature that allows transmissions only from specified stations to be forwarded by bridges.

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.   This also applies to text in a document.   Also see highlighted.

See Category:
Clipboard

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 (program and data) files and printers, to the network.   A computer that shares its resources with other computers on a network.

See Category:
DDE
OLE
Client Server Computing

server application

An application that creates objects that can be   linked and embedded into other documents. See also client application.

See Category:
DDE
OLE

session

An active communication connection between hardware devices (or nodes.)

See Category:
Client Server Computing

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 hacked 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 quotation mark (')

The single quotation mark is used in a cell of a spreadsheet program to tell the program that the contents of that cell is a label (to be treated as a word and not a number, date, etc.) For example, if you enter "5 Times" into a spreadsheet cell, the program automatically looks at the first character "5" and assumes that this entry is a number.   Since the rest of the entry is not numerical, the program usually gives you an error message.   To instruct the program that this entry is to be treated as a word, precede the entry with a single quotation mark "'5 Times."   This symbol also tells the spreadsheet to display the contents of the cell on the left side of the cell (left justified.)

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.

See Category:
Partitioning a hard drive

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.

See Category:
Window Controls

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.

See Category:
<u>DDE</u>
<u>OLE</u>

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.

speed bar

This is a row of buttons provided in a software program to activate commonly used features of that software.   This collection of buttons is ususally located beneath the menu bar, but it can often be moved for the convenience of the user.   Many software programs provide multiple configurations of this bar as well as the ability to customize the bar for individual preferences.   Each button normally displays a pictorial representation (icon) of its function and/or possibly a word description.   Word descriptions of each button may also be available by placing the mouse on the button or right clicking the button.   To activate the feature of a particular button, left click the button.   This is also called a button bar, tool bar or icon bar depending on the application.

See Category:
An Application Window

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. A widely used programming language for manipulating database information.

SS

An abreviation for Single Sided.   Refers to a disk where the storage medium is present on only one side of the disk.

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.

See Category:
Starting Windows

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 hardware devices (or nodes) are connected to a common device such as a hub or concentrator.

See Category:
<u>Network Topology</u>

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.

See Category:
An Application Window

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.

suite

A collection of computer programs sold together in one package.   The set of programs is usually priced favorably compared to the cost, if each were purchased separately.   The number and type of program included varies with the supplier.   Also called an application suite, office suite or groupware.

Super VGA

An acronym for Super Video Graphics Array.   This is a VGA monitor that supports a maximum resolution of 1024 x 768 pixels in 256 colors.

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.   This is a VGA monitor that supports a maximum resolution of 1024 x 768 pixels in 256 colors.

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.

See Category:
Starting Windows

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.

See Category:
Basic DOS Utilities

sysop

This is an abbreviation for System Operator, pronounced "sis op."

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 board

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.   Also called a motherboard.

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.   The equivalent item in OS/2 is called the title bar icon.

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 Operator

This is the person who makes the controlling decisions about an online communications system or a bulletin board system (BBS).

system time

The time according to your computer's internal clock which is part of your BIOS.

SYSTEM.INI

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.

See Category:
Starting Windows

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.

See Category:
Multitasking

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.   Also, a blank frame or format in a word processor, spreadsheet, etc. ready to accept user data to produce a finished document.

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.

See Category:
Networks

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 an edit control.   (Note: A different definition applies in a word processing application.)

See Category:
<u>Window Controls</u>

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.

See Category:
An Application Window

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.   The equivalent item in Windows is called the system icon.

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 hardware devices (or nodes) in sequence to indicate which one has permission to transmit.

See Category:
<u>Network Topology</u>

token bus

A bus topology network using a token passing access method (rules of use.)

See Category:
<u>Network Topology</u>

token passing

A network access method (rules of use) that requires hardware devices (or nodes) to wait for their turn before transmitting data.   Turns are indicated by a character sequence that passes from one computer (or node) to the next.

See Category:
Network Topology

Token Ring

A 4 megabit per second or 16 megabit per second network using a ring topology and a token passing access method (rules of use.)

See Category:
Network Topology

tool bar

This is a row of buttons provided in a software program to activate commonly used features of that software.   This collection of buttons is ususally located beneath the menu bar, but it can often be moved for the convenience of the user.   Many software programs provide multiple configurations of this bar as well as the ability to customize the bar for individual preferences.   Each button normally displays a pictorial representation (icon) of its function and/or possibly a word description.   Word descriptions of each button may also be available by placing the mouse on the button or right clicking the button.   To activate the feature of a particular button, left click the button.   This is also called a speed bar, button bar or icon bar depending on the application.

See Category:
An Application Window

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.

See Category:
Main Menu

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 hardware devices (or nodes) usually forming a star, ring, tree or bus pattern.
Also called network topology.

See Category:
<u>Network Topology</u>

total files

The number and size of the files already stored on the disk.

See Category:
<u>Partitioning a hard drive</u>

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.

See Category:
Networks

tree topology

A network topology in which hardware devices (or nodes) are connected by cables to a trunk cable with a central retransmission facility.

See Category:
<u>Network Topology</u>

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.

See Category:
<u>Directory Commands</u>

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.   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.

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.   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.

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.

See Category:
Random Access Memory

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.   Battery backup system to provide continuous power in the event of power failures or fluctuations.   Particularly important for network servers, bridges and gateways.

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.

See Category:
<u>Partitioning a hard drive</u>

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.

See Category:
Client Server Computing

VAP

An acronym for Value Added Process.   An application designed to load and run automatically on a NetWare server in order to help manage resources.

See Category:
<u>Client Server Computing</u>

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.

vertical scan rate

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

VESA (Video Electronics Standards Association)

This Association is responsible for setting standards in all areas of graphics and video technology.

VESA local bus

A specification for a local-bus developed by the VESA local bus committee.   Also called VL-Bus.

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 Graphics Array (VGA)

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.

See Category:
Computer 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.

See Category:
Multitasking

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.   Also called VESA local bus.

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.

See Category:
Random Access 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.   A network capable of transmissions over large geographic areas that uses transmission lines provided by a common carrier.

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

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.

See Category:
Starting Windows

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.

See Category:
Multitasking

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.

See Category:
Main Menu

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 deteriate 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.   Many times, this is the directory used to store your data files.

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.   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.