Jargon Buster

Not all jargon words a techie may use are listed here – but I'll do my best. However, if a piece of jargon is used in the English section, then it will be listed somewhere in this table. I do have some pet hates –see if you can spot them!

😡

Don't try to read them all in one go – it will give you brain-ache. But it is a refernce area.

Jargon	English
Application	The abstract part of the computer that you cannot touch or hold – the Word Processor on which you write letters, reports, etc., is one example of an **application** (see **software**).
Apps	Pretty much the same as applications, but **Apps** tends to refer to software on a mobile phone.
Ask.com (formerly Ask Jeeves)	Ask.com - one of the original search engines that has drifted into a more general web portal
Bing	Microsoft's answer to the Google search engine.
Browser	Also known as Web Browser. See Microsoft Internet Explorer, FireFox and Google Chrome.
Bug	As in '*there's a bug in the system*'. No, not a TLA, but it nevertheless describes an issue or glitch with your computer There is an urban myth as to why glitches became known as **bugs**. Quora has the full story.
Button	**Button** (interchangeable with **icon**) are graphical screen representations in computers run with Windows (and other **GUI**s) as the Operating System.
C: drive to Z: drive	There are several **disk drives** that could be associated with your computer. To distinguish between them they are named with a letter followed by a colon: The **C:** drive is always the **local** drive inside your computer. Then you can have a variety of external disk drives which are named either by the computer and /or by the techie who installs it.
Camel Case	CamelCase is a way of distinguishing two or more words without putting spaces in. Classic examples are Microsoft's PowerPoint and SharePoint. Why not just put in a space? Although software does mainly allow you to put spaces in a file name when you **save** a file, there are a lot of good reasons why it is not a good idea. So, **Letter to Tony** would become **LetterToTony.**
Click	See **mouse click**.

Jargon	English
Client 😠	Microsoft sell many different products, frequently one product with two <u>types</u>. An online version, which means that you can access the internet and write your letter in the word processor or amend your calculations on the spreadsheet using internet-based software. You do not have to have any specific software on the computer. However, a generally more powerful equivalent of the software is usually installed on your computer as well. This is what techies refer to as the **client** version. This can apply to products other than Microsoft.
Cookies	[Cookies](#) are pieces of information generated by a Web server (where an internet site like Google is 'managed' (hosted)) and are sent to your web browser by that site. They are then stored in your computer, ready for future access. **Cookies** are embedded in the code flowing back and forth between your **computer** and the other company's computes (servers).
Data	Information
Default	Not to be mistaken with a *defect*, the **default** is the expected standard of the software or the hardware. E.g. the left-mouse button is the **default** main mouse button.
Delete	To remove (generally permanently) required information from your computer.
Device 😠	You have a problem with your laptop or tablet or mobile phone. You are talking to a techie who suddenly starts asking you to do something to your **device**. S/he of course means your laptop, tablet or phone. It is a general, all-purpose, lazy word for the physical gadget you are holding in your hand (see **Hardware**).
Disk	**Disk** and **drive** are interchangeable words for the storage unit that permanently holds your data (e.g. your files and software you use).
Disk drive	**Disk** and **drive** are interchangeable words for the storage unit that holds your data (e.g. your files and software you use. Frequently they are even used together, as in "*you'll find the data on your disk drive*'.

Jargon	English
DOS	**DOS** is a **TLA** and is the acronym for **D**isk **O**perating **S**ystem. Way back in history (pre-1985 before Microsoft first launched Windows) this was the Operating system which was used on Personal Computers (PCs). It was basic, and you had to type commands on to a black backgrounded screen to access even software applications but that's all we had in those dim and distant days.
Double-click	See **mouse double-click**.
Download	There is a file on the internet you want to keep – you <u>down</u>load it to your computer.
Drag and drop	A mouse action where, having moved the mouse pointer over an item that you wish to move. You hold down the left mouse button, moving the mouse pointer to the new position. There, you release the mouse button. The item is moved.
Drive	**Drive** and **disk** are interchangeable words for the storage unit that holds your data (e.g. your files and software you use.
Emails	**E**lectronic **Mails** – they come in a variety of ways - from Microsoft Outlook, the industry standard email application to web-based email applications like [Hotmail](#) and [Gmail](#).
Fields	They're green and cow graze on them, right? Wrong. A **field** is the name given to a rectangular box in a form which you fill in directly on your computer.
FireFox	[FireFox](#) is a free and [open-source](#) web browser.
Floppy Disk	Or just '*a floppy*'. No longer in use but they were the way both software and data were stored in the early days of the **PC** (see Personal Computer), before **local disks** were invented. The letters **A:** and **B:** were assigned to these drives and even though they are no longer used, the letters are still reserved for them.
Gmail	Gmail is Google's advertising-supported web-based email service for individuals.
Google	Google started off as a search engine and has grown in to a multi-billion-dollar company. Its main arms are a search engine, a browser and a social networking site.
Google Chrome	[Google Chrome](#) is Google's browser, first released in 2008.
GUI	**G**raphical **U**ser **I**nterface – another TLA. Windows is a **GUI** because the **User** (you) **Interface**s (works on it) by using **Graphics** (pictures).

Jargon	English
Hardware	Any electronic, computerised item you can physically touch is known as **hardware** (see **device**).
Hotmail	Hotmail is Microsoft's free web-based email service for individuals.
Hover	To move the mouse over a required item on the screen, without touching the buttons.
Hyperlinks	A **hyperlink** or **link** (interchangeable words) is an area of text mostly found on webpages to direct a person through to more information on a particular subject. Use the mouse to click on a link to move to the other information.
Icon	**Icon** (interchangeable with **button**) are graphical representations in computers running Windows (and other **GUI**s) as the **Operating System**
Interface	Interface - shared boundary across which two or more separate computers and / or other electronic equipment (e.g. printers) can connect and share. This can involve hardware, software or the human being 'interfacing' with the computer.
Internet	Invented by Tim Berners-Lee in the early 1990s the **internet** enables us to communicate electronically and almost instantaneously with a huge number of persons (you might even know some of them!). The BBC have a good write-up on it.
Links	A **link** or **hyperlink** (interchangeable words) is an area of text mostly found on webpages to direct a person through to more information on a particular subject. Use the mouse to **click** on a **link** to move to the other information.
Local	'Local' generally means 'in your computer' and is most frequently applied to a computer **disk**.
Local Area Network or LAN	See **Networks** but a **Local Area Network** indicates it is confined to one company or organisation, generally in one building, or a couple of building close to each other.
Microsoft Edge	Microsoft Edge is recent light-weight browser (released 2015) and the **default** on Windows 10 although **Internet Explorer** can still be downloaded and used.
Microsoft Internet Explorer	Internet Explorer is Microsoft's original web browser, still in use although they have introduced a new browser call **Microsoft Edge**.

Jargon	English
Mouse	The **mouse** is an electronic tool to enable you to make [selections from a screen](#). You push it across a flat surface (by gently laying your right[1] hand on it.
Mouse Buttons	The physical buttons found on an electronic **mouse**. Generally, there are two buttons, referred to as **left** and **right mouse buttons**.
Mouse click	Generally, just referred to as **click**. It is the action of lightly squeezing the left mouse button, conveniently placed under [the index finger of the right hand](#). Doing this over a specific **icon** or screen **button** will enable the program associated with the software to be activated in some way.
Mouse double-click	As with a **mouse click**, but where the index finger taps the left mouse button twice in quick succession.
Mouse mat (or mouse pad)	A specially coated plastic or cloth mat on which to place the **mouse**. Yes, that is all the space you need. You can pick the mouse up and move it completely even when in mid-action.
Mouse Pointer	The current position of the mouse on the screen is indicated by a **Mouse Pointer** (generally shaped like this:↖ or ↗ or possibly like this: I)
Network	A computer **network** links together a series of computers, either by wired connections or wireless connections.
Online	When you are working on the internet or filling in a form directly on to your computer you are working **online**.
Operating System	An **Operating System** is the software that manages your computer for you, making it (relatively) easy to work with it, without any knowledge of programming or coding. Also knows as **OS**.
PDF Files	PDF files or to be exact .PDF files. In the early days of computing there were many 'brands' of Word Processors (WPs) and if I sent a file to a colleague or client that had a different WP, they wouldn't be able to view it. [Adobe Systems](#) created a type of file that all software programs could additionally save to and could be at least viewed by others with different systems.
Peripheral	A peripheral is an additional piece of electronic equipment, the best example being a **printer**.

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[1] The mouse functions can be changed so that left-handed people can use it comfortably. For the purposes of this introduction, it will be assumed the mouse is set up, so the right hand is the dominant hand.

Jargon	English
Personal Computer / PC	The name given to computers designed for a single person to use, the initials **PC** have become standard usage.
Populate	A techie asks you to fill in a form directly on your computer. It pops up on the screen and they will start talking about **populating** the fields… Seriously? A breeding programme on a farm? No, to **populate** something on a computer means to enter information into it.
Pop-ups	**Pop-ups** were originally a form of advertising. A small square of information would pop up on your screen inviting you to buy or try something-or-other. Now they are used more and more to pop up as soon as a website is accessed to get you to subscribe to regular information, from the site, frequently in the form of their newsletter. Look for a cross in the top right-hand corner (see graphic left). If there is no cross on the pop-up, click well away from the box. This usually clears it. If not, close the website unless you really want to subscribe.
Port	A **port** is a connector (**interface**) between computers and / or other electronic equipment that can be linked together. Typically, the end of a wire has a connector (the **port**) which then plug in to the computer.
Portal	A general-purpose word to indicate that you get information from this site or location.
Presentation Package	In the old days, if you gave a presentation to an audience, you created slides on to acetate (clear) sheets, then put them on an Overhead Projector which would throw light through the clear acetate showing what you had hand-written or drawn. Now you use a **Presentation Package** to type the information in to a series of slides. You can include photographs and /or graphs and even videos on to each slide then present directly from your computer. **Microsoft PowerPoint** is the industry-leading presentation package.
Printer	A piece of electronic equipment connected to a computer that can **print** on to paper the work that is being done on the computer.
Scroll (up or down)	To move up and down the screen using the **Scroll Bars**.
Scroll bars	Long, thin areas on a Windows screen (right hand side and bottom) which enable you to use the mouse to click on them. This will have the effect of **scrolling up / down** (e.g. a long document or a lengthy internet page).

Jargon	English
Search Engine	A **search engine** is the background software that enables you to type search text to find information on the internet. Google is probably the best-known example. There are others.

Social Media – see links (right) for:
      Facebook
      Twitter
      Instagram
      Google+
	The homogenous term for sites like Facebook, Twitter, Instagram, Google+ and many, many more

Software	The abstract part of the computer that you cannot touch or hold – the Word Processor on which you write letters, reports, etc., is one example of software (see **application**).
Solitaire – also called Klondike and Patience	This game is a great way to practice using the mouse and finding your way around. This site has a good version of Solitaire – and when you get comfortable with it, you can **Choose** another **Game**. A different online game of cards.
Spreadsheet	You can get electronic calculators and you can even get 'calculators' on screen that do the same job. However, their functionality is limited. A spreadsheet is a huge table into which you can enter text and numbers then perform calculation as required. Microsoft Excel is the industry-leading spreadsheet.
The Cloud	Everything is '*stored in the* **cloud**' nowadays, somewhere 'way up high'… no it's not. The **cloud** is a term used for the hundreds of thousands of computers owned by Microsoft and the other major players (Apple, Google, etc.). When you save a document on to the Microsoft **Cloud**, you are saving it on to one of their many computers somewhere in the world. Do not expect the computer storing your data to be in your country or even on your continent, 'cos it ain't necessarily so.
TLA	**T**hree **L**etter **A**bbreviation – the computer industry is full of them. From **DOS** to **GUI** (yes, these are listed in this document) they help techies speak to each other quickly and make life a misery for everyone else.
USB	Stands for "**U**niversal **S**erial **B**us.". **USB** is the most common type of computer port used generally to connect mice, printers and extra drives to a computer.
Upload	There is a file on your computer that you want to put on an internet site (or similar) – you upload it.

Jargon	English
UPS	An **U**ninterruptible **P**ower **S**upply (**UPS**) is a device that allows a **computer** to keep running for at least a short time when electricity is lost. It also provides protection from power surges.
Web Portal	A general – all-purpose name for a website, especially one that gives general information (e.g. **Ask.com**)
Wide Area Network or WAN	See **Networks** but a **Wide Area Network** indicates it is not confined to one building but can join computers across the country and even across the world. Microsoft would use a WAN to link all of their employees' computers.
Windows	A Microsoft registered **Operating System**
Word Processor	**Word Processor** (WP) is a software program that enables you to type documents, store them electronically (AKA 'save them') and print them on to paper. Microsoft Word is the industry-leading WP.
World Wide Web	The **world-wide-web** – the **internet**– interchangeable words for the billions of interconnected computers that allow us to send / receive emails, access web pages, etc.
Yahoo	Yahoo - one of the original search engines that has drifted into a more general web portal