

## Glossary for the SFBTOP Computer and Internet Basics Class

<b>Computer term</b>	<b>Definition</b>
Address bar	The place where you enter the web address (or URL) that you would like to visit, such as <a href="http://www.about.com">http://www.about.com</a> . It is normally located near the top of your web browser window.
Archive button (Gmail)	A button in Gmail that removes selected messages from your inbox so you won't see them displayed on the main page. They still exist. You can still view them. You can see them again either by clicking the All Mail button or by searching for some word or phrase in the email.
Back button	A button at the top of a web browser that points to the left. It allows you to go back to a previously viewed web page.
Blog	Short for "web log," this term refers to a list of journal entries posted on a web page. Anybody who knows how to create and publish a web page can publish their own blog. Some web hosts have made it even easier by creating an interface where users can simply type a text entry and click Publish to publish their blog.
Body field	The part of an email where you type or read the message.
Click	To press a computer mouse's button to make something happen on a computer. Most computer mice have at least two buttons. When you press the left one, it is called a left-click or simply a click. When you press the one on the right, it is called a right-click. By default, the left button is the main mouse button and is used for common tasks such as selecting objects and double-clicking.
Compose mail	To write an email.  In Gmail, you click the Compose button to start writing a new email.

Computer desktop	A computer display area that represents the kinds of objects one might find on a real desktop: documents, phonebook, telephone, reference sources, writing (and possibly drawing) tools, project folders.
Computer mouse	A palm-sized device used to control the movement of an object on the computer screen called a cursor or pointer.
Computer window	A rectangular area on the screen that displays its own file or message independently of the other areas of the screen.
Cursor	The cursor on your screen can indicate two things: (1) where your mouse pointer is or (2) where the next character typed will be entered in a line of text.
Delete	To remove or erase. You can delete text from a document or delete entire files or folders from your hard drive. Files and folders can be removed from your hard drive by dragging them to the Recycle Bin (Windows) or the Trash (Macintosh) and then emptying the trash.
Desktop computer	A type of computer, used at an office or at home, that sits on a desk, usually with a separate monitor and keyboard.
Double-click	To press a computer mouse's left button twice. Many computer programs need to be double-clicked in order to start them.
Email	A system for sending and receiving messages electronically over a computer network, as between personal computers.  -- or --  A message or messages sent or received by such a system.
Email account	An arrangement that you have with a company allowing you to send and receive email. Gmail, Yahoo mail, and Hotmail all allow users to create free email accounts.

Email address	An email mailbox to which email messages may be delivered.
Facebook	A popular free social networking website that allows registered users to create profiles, upload photos and video, send messages, and keep in touch with friends, family and colleagues. The site is available in 37 different languages.
Forward button (web browser)	A button at the top of a web browser that points to the right. It allows you to go forward to a previously viewed web page after you have clicked the Back button.
Forward button (email)	<p>An option found in an email program that allows you to send an email you've received to another recipient. It will NOT send an email back to the person who sent you the email in the first place.</p> <p>The email will be sent with the body of the email showing as "quoted text." Recipients of a forwarded email can usually tell the email has been forwarded. Some email programs will place the letters "FWD" in front of the Subject field.</p>
Gmail	A free, advertising-supported, web-based email service provided by Google.
Hardware	The physical parts of a computer system.
Header or header field	The part of an email message that names the email's recipient and the subject. See also: Subject field, To: button,
Home page	The starting point or front page of a website. This page usually has some sort of table of contents on it and often describes the purpose of the site.

Hyperlink	<p>A word, phrase, or image that you can click on to jump to a new document or a new section within the current document. Hyperlinks are found in nearly all web pages, allowing users to click their way from page to page. Text hyperlinks are often blue and underlined, but they don't have to be. When you move the cursor over a hyperlink, whether it is text or an image, the arrow should change to a small hand pointing at the link. When you click it, a new page or place in the current page will open.</p> <p>Synonym: Link</p>
Icon	<p>A picture on a screen that represents a specific file, directory, window, option, or program.</p>
Inbox	<p>The main folder that your incoming mail gets stored in. Because most people receive more mail than they can manage in one folder, it is common to create other folders to store your messages. After reading your messages, you can move them to other folders you have created (such as "Family," "Friends," or "Business") or delete them by moving them to the Trash.</p>
Input device	<p>A device, such as a keyboard or mouse, used to enter information into a computer.</p>
Instant messaging	<p>See Online chat.</p>
Internet	<p>An interconnected system of networks that connects computers around the world.</p>

Internet service provider (ISP)	A company that provides Internet connections and services to individuals and organizations. For a monthly fee, ISPs provide computer users with a connection to their site (data transmission), as well as a login name and password. They may also provide software packages (such as browsers), email accounts, and a personal website or home page. ISPs can host websites for businesses and can also build the websites themselves. ISPs are all connected to each other through network access points, public network facilities on the Internet backbone.
Keyboard	A set of keys, as on a computer terminal, word processor, or typewriter.
Laptop computer	A portable computer small enough to use on one's lap.
Link	See Hyperlink.
Log in/log on	To enter a user name and password into a website or program in order to get access to private or secure information.  Synonym: Sign in
Log out/log off	To remove your login information from a website or program that stores private information. This keeps other people from seeing your private information. <b>It is very important to log out of websites such as Gmail and Facebook when you are finished using them, especially if you are using a computer in a public place like a computer center or the library.</b>  Synonym: sign out, sign off
Login information	A combination of information that authenticates your identity. This could be a name and password or an ID number and security code. Many secure websites use login information to authenticate visitors before allowing them access to certain areas of the site.

Maximize button	A button that increases the size of a window to fill the whole screen.
Menu bar	A horizontal or vertical strip containing the names of currently available commands.
Minimize button	A button that reduces a window to an icon. Clicking the icon restores the window to its previous size.
Monitor	An electronic visual display for computers. Synonyms: Screen, Visual display unit
Online chat	A communications system in which two or more users type messages to each other. The messages appear in “real time,” which means that the people engaged in the chat see the messages instantly. Facebook, Skype, and Gmail all have online chat features. Synonyms: Instant message (IM), Instant messaging
Operating system (OS)	Software that communicates with the hardware and allows other programs to run. It is made up of system software, or the fundamental files your computer needs to start up and function. Every desktop computer, tablet, and smartphone includes an operating system.
Password	A string of characters used for authenticating a user on a computer system. Most passwords contain several characters, which can typically include letters, numbers, and most symbols, but not spaces. While it is good to choose a password that is easy to remember, you should not make it so simple that others can guess it. The most secure passwords use a combination of letters and numbers and do not contain actual words.

Privacy settings	Controls on a website that allow a website user to control the collection, use, and distribution of personal data. When using social networking websites, or any website that collects your personal data, it's important to check the privacy settings to make sure that only the information you're comfortable sharing is made public.
Refresh button	A button, usually shaped like a circular arrow, located near the top of a web browser. Refresh is a command that reloads the contents of a <b>window</b> or <b>web page</b> with the most current data. You might want to use this if a page hasn't loaded properly or if you want to update the page.
Reply All button	A button that sends a reply to everyone who got the original email, not just the sender.
Reply button	<p>A button that sends a reply to an email message only to the sender of the original message.</p> <p>Your reply will only go to the email address that appears in the From: header line of the message you are replying to.</p>
Scroll bar	A vertical bar on the right side of a window or a horizontal bar at the bottom of a window that is used to move the window contents up and down or left and right. The bar contains a box with square or rounded corners, which together look like an elevator in a shaft. The box is called a "thumb" or "elevator," and when dragged with the mouse, moves the window contents correspondingly. When the bar is clicked above or below the thumb, the contents are moved one page at a time.
Search box	A rectangular field on screen that accepts typed-in text in order to look up something or launch a search for related information. Also called a "search bar." See Search engine.

Search engine	A website whose primary function is provide a list of relevant websites for gathering and reporting information available on the Internet or a portion of the Internet. Google and Yahoo are two of the most common Internet search engines.
Send button	The button you click to send an email to your intended recipients.
Settings	The various options in computer software or on websites that let the user control the appearance or function of the program they are using. See also: Privacy settings.
Sign in	See Log in/log on.
Sign out	See Log out/log off.
Social networking	The use of a website to communicate informally with other members of the site, by posting messages, photographs, etc.
Software	A general term that describes computer programs.
Spam	Disruptive messages, especially commercial messages sent as email.
Spam filter or Spam blocker	A software routine that deletes incoming spam or diverts it to a "junk" mailbox (see Spam folder). Also called "spam blockers," spam filters are built into most email programs.
Spam or Junk email folder	The location for storing unwanted email as determined by a spam filter. Also called a "junk folder," "junk email folder," or "junk mailbox."



Start menu	A feature of the Windows operating system that provides quick access to programs, folders, and system settings.
Subject field or subject line	The part of the email header that indicates what an email is about. Try to keep your subject line to two to five words that give the email recipient an idea of the email's purpose.  See also: Header field.
Title bar	A bar on top of a window that contains the name of the file or program.
To: button/ To: field	The part of the email header where you type in the email addresses of the person or people that you want to send your email message to.
Touch screen	A monitor screen that can detect and respond to something, such as a finger, pressing on it.
Trash or Recycle Bin	A simulated garbage can used for deleting files and folders. The recycle bin keeps the files intact in case the user wants to restore them, but it can be "emptied" from time to time to save disk space.
Twitter	A popular instant messaging system that lets a person send brief text messages up to 140 characters in length to a list of followers.
URL	Uniform resource locator. Another way of saying Internet address.
User name	The name you use to identify yourself when logging into a computer system or online service. Both a user name (user ID) and a password are required. In an Internet email address, the user name is the left part before the @ sign. For example, KARENB is the user name in <b>karenb@gmail.com</b> .

Web browser	A program on your computer to access the Internet . Some examples of web browsers are Google Chrome, Internet Explorer, Mozilla Firefox, and Safari.]
Web search	To look for information on the web by using a search engine such as Google or Yahoo.
Website	A set of interconnected web pages, usually including a home page, generally located on the same server, and prepared and maintained as a collection of information by a person, group, or organization.
Window border	The outside edge of a computer window used to change the window size.
Windows taskbar	The bar that spans the bottom of the screen and contains the Start button on the left side. It also includes the current time on the far right side and can hold shortcuts to programs directly to the right of the Start button.
World Wide Web	All pages that can be accessed using a web browser. The World Wide Web, or just "the web," is a part of the Internet.