

## Important Definitions

**Attachment:** A file connected to an email message; usually indicated by a paper clip symbol.

**Blackboard:** A web based tool for teaching and learning. It can be thought of as a container that holds course information. Blackboard is used as a supplement in some face-to-face classes. Other classes are offered completely online through Blackboard.

**Browser:** Software used for viewing pages on the web. Netscape Navigator and Microsoft Internet Explorer are two examples.

**Cache:** The location where visited web pages are stored, enabling them to be displayed more rapidly at the next visit. Each browser has its own cache on the hard drive.

**Cookies:** A cookie is a piece of text that is stored on a user's hard disk. Cookies allow a Web site to store information on a user's machine and later retrieve it.

**Download:** Transferring or copying a file from one computer to the user's computer.

**Hardware:** The physical components of a computer system. (Monitor, printer, keyboard)

**Internet:** A world wide system of linked computer networks.

**Internet Protocol (IP address):** Is a string of four numbers separated by periods (such as 111.22.3.444) used to represent a computer or other device on the Internet.

**Intranet:** Similar to the Internet, an intranet is a smaller network of computers, usually within a single organization or building.

**ISP (Internet Service Provider):** a company that provides Internet access services to consumers and businesses; while most ISPs are small companies that service a local area, there are also regional and national ISPs (such as America Online).

**LAN (Local Area Network):** A local area network (LAN) is a computer network covering a local area, like a home, office or small group of buildings such as a college.

**Network:** A group of computers linked together to share resources. Common types are Local Area Networks (LAN), Wide Area Networks (WAN) and intranets.

**Plug-in:** A supplemental program that works with a user's Web browser to enable it to play or view files; provides "read-only" access.

**Pop-up Blocker:** Software that disables any pop-up, pop-over or pop-under advertisement windows that you would see while online.

**Server:** A computer that delivers information and software to other computers linked by a network.

**Software:** A series of instructions stored on a computer that tells the computer what tasks to perform. (Word, Excel, Photoshop)

**Upload:** Transferring or copying a file from the user's computer to another computer.