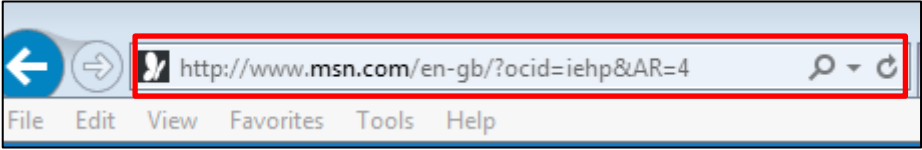


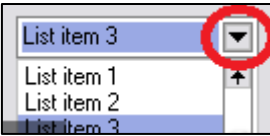












DIGITAL LEARNER GUIDES: GLOSSARY


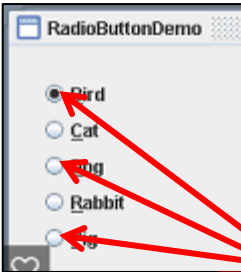
(Frequently used terminology explained)


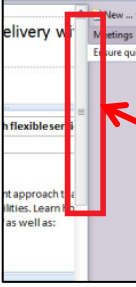

Address bar	<p>A text box in a web browser displaying the address of the web page that is currently being viewed; usually found at the top of the web page</p>  <p>The image shows a screenshot of a web browser's address bar. The address bar is highlighted with a red rectangular box. It contains the URL 'http://www.msn.com/en-gb/?ocid=iehp&AR=4'. To the left of the address bar are navigation buttons: a blue back button, a grey forward button, and a grey stop button. To the right of the address bar are search and refresh buttons. Below the address bar is a menu bar with the following items: File, Edit, View, Favorites, Tools, and Help.</p>
App	<p>A program (or application) downloaded on to a mobile device that performs a specific function for the benefit of the user; eg use an app to open email or use social media on your phone instead of a computer/laptop</p>
Auto-complete	<p>When you start typing text into a text box, the computer may suggest words for you to save you from typing in the full word; selecting the correct word by clicking on it will automatically enter the word into your text box</p>
Auto-correct	<p>When you misspell a word when typing it into an online form or text box, the computer may automatically correct the spelling for you. Depending on your settings it may simply underline or highlight the text to show it is not recognised by the online dictionary rather than making an automatic correction</p>
Bookmark	<p>A marker that you can place on web pages and files so that you can find it again at a later date; also known as 'favourites'. You can bookmark your favourite pages using the menus and toolbars at the top of a browser window.</p>
Boot up	<p>The process your computer goes through to switch on and load programs to get ready for use</p>
Browser	<p>A program or software application designed to access the internet; examples of browsers are shown below, but there are many others:</p> <ul style="list-style-type: none">• Internet Explorer• Google Chrome• Firefox• Safari• Opera
Click and drag	<p>a way of moving an item from one part of a page to another; click your mouse on to the item with your left mouse button, hold down the button and 'drag' the item by moving your mouse until you have moved it to the appropriate place; when you let go of the mouse button, you will drop the item into place. This is also known as 'drag and drop'</p>


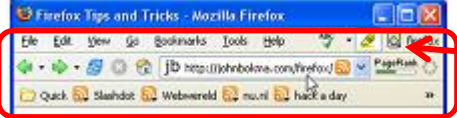
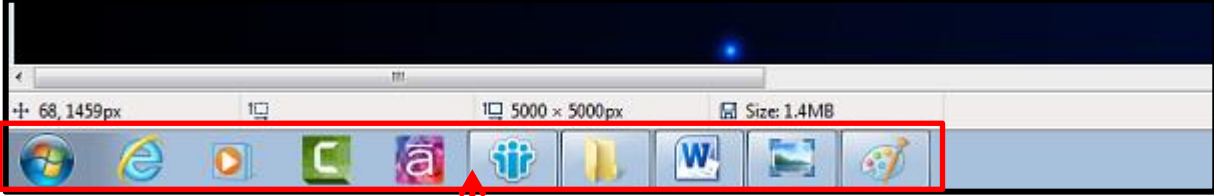
Cursor	<p>The mouse pointer on your screen; may look like this:</p> <ul style="list-style-type: none">  As a pointer when you move your mouse to point at something  As a hand with a pointing finger when you point your mouse at 'live' text, which means anything that will take you to another page when you click on it.
Desktop	The main screen on your device that displays when it is ready to use; also known as a 'home screen'
Device	The machine you are using to access the internet; may be a PC/computer, laptop, tablet/iPad or mobile phone
Double click	Clicking the left mouse button twice, quickly, as a way of opening up folders or programs
Download	Making a personal copy of something you find on the internet, normally associated with music, films or software files, eg downloading a trial copy of Microsoft Office or downloading a ringtone on your mobile phone
Drag and drop	<i>See 'click and drag'</i>
Drop down menu	<p>A 'hidden' menu that will drop down when you click your mouse cursor on the small arrow at the side of the menu</p>  <p>clicking on the small arrow allows the menu to drop down.</p>



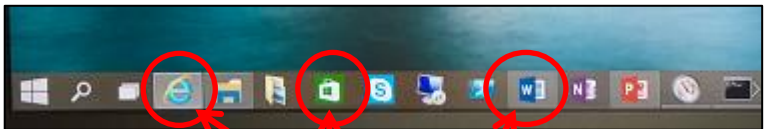
Favourites	<i>See 'Bookmarks'</i>
Firewall	Software or hardware that checks information coming from the Internet or a network, and then either blocks it or allows it to pass through to your device, depending on your pre-set security preferences
Flash drive -	<p>A data storage device that is removable and rewritable; data can be stored and transferred to other devices using a portable memory storage device.</p>  <p>Generally looks like this:</p> <p>Also known by other names, including:</p> <ul style="list-style-type: none"> • Memory stick • USB drive • Jump drive • Thumb drive • USB stick
Home screen	<i>See 'Desktop'</i>
Hyperlink	<i>See 'Link'</i>
Icon	<p>A picture or graphic displayed on screen to represent a file, program or web page; some examples of icons are shown below:</p> <ul style="list-style-type: none"> •  an icon for email •  an icon for Facebook •  an icon for Google Chrome •  an icon for wifi
Left click	Normally refers to the left mouse button, which is clicked once to access files, folders or pages

Link	<p>Also known as a 'hyperlink'; a graphic or text that is linked to another web page or other information; when clicked, the link will take you to the new information, either by opening up another page, a separate tab or by navigating away from the original page to the new one. You can identify a link by holding your mouse cursor over the text or graphic; if it changes to a 'hand' then there is additional information linked to it. A link will often be underlined or the text will be in a different colour, to highlight that a link is present. It may look like this:</p> <ul style="list-style-type: none"> • Click on this link to show more information..... •  an example of a link; the mouse cursor changes to a 'hand' to show that additional information is available by clicking on the link
Mouse	<p>The device used to move your cursor around the screen; may take several forms:</p> <ul style="list-style-type: none"> •  a standard mouse; a device that is held in the hand and moved around to move the cursor; usually used with PCs and larger devices •  a mousepad where you use your finger on the pad to move the cursor ; usually used with laptops and smaller devices •  a roller mouse, manipulated with the fingers to move the cursor •  a tracker ball, using your finger to move the cursor; usually attached to smaller keyboards (eg laptops) where space is limited
Phishing	<p>The fraudulent practice of sending emails pretending to be from reputable companies in order to persuade individuals to reveal personal information, such as passwords and credit card numbers, online</p>
Pop up menu	<p>Similar to the '<i>drop down menu</i>', a hidden menu that will appear when you click on an icon or click your right mouse-button</p>

Pop up window	<p>A window that suddenly appears (pops up) when you select an option with your mouse. Usually, the pop-up window contains a menu of commands and stays on the screen only until you select one of the commands, then it disappears. An example is:</p>  <ul style="list-style-type: none">• pop up windows usually contain additional information and will disappear as soon as you respond to them
Right click	Refers to the right mouse button, which when clicked will usually open up a new menu of options
Radio buttons	<p>Small circles beside a range of options; clicking on the circle will select that option, and will show as a dot in the circle. Normally you can only choose one option from the list; if you click another option the dot will move to the next selection. It may look like this:</p>  <ul style="list-style-type: none">• some examples of radio buttons; only one option can be selected.

<p>Scrolling</p>	<p>Navigating your way through a web page using your mouse to move the page up or down; this can be done in different ways:</p> <ul style="list-style-type: none">  Using your finger to move the mouse wheel will scroll through the page  Click on the navigation bar at the right of the page and drag it up or down to move through the page  Press on your scroll wheel to lock it in place then drag your mouse up or down to move the page
<p>Search engine</p>	<p>A program that is designed to help you search the internet for information; examples of search engines are below:</p> <ul style="list-style-type: none"> • Google • Yahoo • Ask.com • Bing
<p>Select / deselect</p>	<p>The process of selecting options from a list offered, this is done by clicking on the box or graphic provided and a tick will be entered; clicking again on the same box or graphic will remove the tick, to 'de-select' the option.</p>
<p>Spam</p>	<p>Unsolicited junk electronic mail (email) sent over the internet, often for the purpose of advertising or phishing</p>

<p>Tabs</p>	<p>When an additional web page is opened, some browsers will open this up in a new 'tab' instead of opening up a whole new window; this means that all open pages are contained within the same window but separated by multiple tabs, and can be accessed by clicking on the relevant tab for each one; an example of this is shown below:</p> <ul style="list-style-type: none">  <p>you can see here that multiple tabs are open by looking at the tab headers along the top</p>
<p>Toolbar</p>	<p>A horizontal row or vertical column of selectable image "buttons" that give the user a visible reminder and easy way to select certain functions, such as saving or printing a document or changing text etc; it may look like this:</p> <ul style="list-style-type: none">  <p>toolbars can be shown vertically or horizontally and can be accessed by clicking on them</p>
<p>Taskbar</p>	<p>The long horizontal bar at the bottom of your screen which displays any programs or applications that are running; it may look like this:</p>  <p>You can see the different programs and applications circled in red on this taskbar</p>
<p>Upload</p>	<p>Transferring data from one computer / device to another, for example taking a photograph with a digital camera and uploading it to your laptop for editing</p>
<p>URL</p>	<p>A website's address is known as a URL; when you type this into your computer's address bar it will bring up the webpage you are looking for. An example of a URL would be: www.google.co.uk</p>

USB cable	<p>A cable that connects a mobile device (such as a digital camera, tablet or mobile phone) to a laptop or PC by plugging in one end of the cable into the computer (<i>*see also 'USB port'</i>) and the other end into the device; it may look like this:</p>  <ul style="list-style-type: none">• one end of the cable is a USB connector and the other connects to your device
USB port	<p>The place on your computer or laptop where you can plug in a USB cable to connect a mobile device to your computer (<i>see also 'USB cable'</i>); it may look like this:</p>  <ul style="list-style-type: none">• the USB cable can be plugged into any empty port on your computer
Window	<p>A framed area on a display screen for viewing information; it is possible to open up multiple windows at the same time and move between them by clicking on the window 'icon' for each one. These icons are generally displayed along the bottom of the screen in the 'taskbar' or 'status bar'; an example of this is shown below: (<i>see also 'Tabs' and 'Taskbar'</i>)</p>  <ul style="list-style-type: none">• you can see here that multiple windows are open by looking at the icons