

APPENDIX

1

Glossary of Internet Terms



Term	Definition
Address book	Full-featured e-mail clients and Webmail enable you to gather a list of people you correspond with in an electronic address book. Increases your efficiency by saving you the trouble of having to remember e-mail addresses or type them into the computer from a piece of paper each time you want to send a message.
ASP	Application Service Provider. Company that offers an “application service” online via a Web site. Yahoo is possibly the most significant ASP, providing full-featured e-mail access via a Web site . ASPs also offer accounting services, file storage and more. Many ASPs make their money through banner advertising.
Bandwidth	Bandwidth (the width of a band of electromagnetic frequencies) is used to mean (1) how fast data flows on a given transmission path, such as a network, and (2), somewhat more technically, the width of the range of frequencies that an electronic signal occupies on a given transmission medium. Bandwidth is important because it is a determining factor in setting the speed that information flows around the world and into your computer.
Browser	Software program you need to have installed on your computer to access and view Web pages . The top Web browsers are Microsoft’s Internet Explorer (comes installed on Microsoft Windows computers), Netscape and Opera.
Content	The information that is posted on a Web site.
Cyber café	Shared Internet Access Point. Also referred to as Telecenter or Internet café. An increasingly important means for accessing the Internet in Africa. Provides access to e-mail and the Web on a fee basis, as well as regular computing services such as letter writing and printing.
Domain name	Unique names that identify servers on the Internet. Make it easier and quicker to find and access an organization online. Have two or more parts, separated by periods (dots). For example, www.kabissa.org is the domain name of the Kabissa Web site. Also used in e-mail addresses and to access FTP and Mail servers . The .org extension indicates that Kabissa is a non profit organization. Other extensions you will encounter include are .com (company), .net (network), .int (international). National extensions exist also, such as .ng (Nigeria), .sn (Senegal) and .org.uk (Non profit in United Kingdom). See domain name registration and Hosting . Use Whois to check domain name availability.

Term	Definition
<i>Domain name registration</i>	Process of gaining ownership of a domain name . Domain names are maintained in centralized databases held by companies and institutions known as registrars. These companies are sometimes (but not always) also ISPs that also provide Internet access, hosting and other Internet services, and often offer domain name registration in a bundled service plan. Kabissa recommends that organizations always first seek to register a .org domain name, then if possible a national domain name.
<i>E-mail (electronic mail)</i>	Most commonly used application on the Internet. Provides direct, low-cost person-to-person or person-to-group communication. E-mail messages can be delivered in minutes.
<i>E-mail address</i>	Unique name that, like a postal address, enables people on the Internet to send you personal messages. Identifiable via the @ ("at") symbol in the middle of the address. The portion before the @ identifies your personal e-mail mailbox, and the portion after the @ is the domain name of the server where your e-mail is hosted. Example: info@kabissa.org (write to us!)
<i>E-mail client</i>	Software program you can install on your computer to read and write e-mail messages, even when you are not connected to the Internet.
<i>E-mail network</i>	Used by organizations that want to facilitate and encourage information sharing or coalition building amongst a group of like-minded people. These are people who have a common interest or goal, are hungry for information, and want to hear from one another regularly. Network mailing lists can be moderated or unmoderated, depending on the size of the group and the volume of messages that is expected to pass through it.
<i>E-mail newsletter</i>	Used by organizations that want to send regular or irregular mailings to a group of people. Necessarily moderated and one-way, meaning that the organization that owns the list decides which messages go out to subscribers. For example, you might have a newsletter to keep people informed of your organization's activities that anyone can subscribe to via your Web site, or you might to publish a regular informative newsletter for your region or covering an issue that you are working on.

Term	Definition
Encryption	Scrambling of messages to ensure privacy. Often compared to sealing a letter in an envelope rather than sending a message on a post card. PGP (also called "Pretty Good Privacy") is a computer program that encrypts (scrambles) and decrypts (unscrambles) data. For example, PGP can encrypt "Andre" so that it reads "457mRT&%\$354." Your computer can decrypt this garble back into "Andre" if you have PGP.
FAQ	Frequently Asked Questions (and their answers). A commonly used convention on the Internet to deal with questions which come up frequently in a question and answer format.
FTP	File Transfer Protocol. Standard means for transferring and managing files on the Internet, in particular for Web site files. Requires an FTP Client , such as WS FTP and CuteFTP .
FTP Client	Software program you need to have installed on your computer to access and use FTP .
Home page	The first Web page that is displayed after starting a Browser . Also refers to the intended first page of a Web site , usually given by default if the root domain is given without specifying the file name (for example, the URL http://www.kabissa.org will load the home page for Kabissa, in this case a file named index.php).
Hosting	Every Web page , e-mail , File , or online service is stored on a server that is connected to the Internet. This is known as hosting.
HTML	Hyper Text Markup Language. The underlying standard for creating Web pages . Determines how Web pages are formatted and displayed using a Browser . To see how HTML files look, access a Web page using your Browser and select "View Source" from the menu.
HTTP	Hyper Text Transfer Protocol. Standard used for accessing Web pages via a HTTP Server on the Internet. Requires a Browser .
HTTPS	Secure Hypertext Transfer Protocol. Same as HTTP but via a secure, private connection using encryption .
Hypertext	A system of writing and displaying text that enables the text to be linked in multiple ways, be available at several levels of detail, and contain links to related documents

Term	Definition
IMAP	Internet Mail Access Protocol. Increasingly popular standard for receiving and managing messages through an e-mail client. Using IMAP, messages can be stored in folders you create both on your computer and on the server and accessed from wherever you might be on the Internet – all you need is access to Webmail or an IMAP compatible e-mail client .
Instant Messaging	Increasingly popular system for direct and instant communication and online meetings. Requires fairly good access to the Internet and IM software program installed on your computer. Common IM services are AOL Instant Messenger (AIM), ICQ, and Microsoft Messenger.
Internet	A global network of people and organizations connected to each other using computers and phone lines
IP Number	Internet Protocol Number. A unique number consisting of 4 numbers, each between 0 and 255, separated by periods (e.g. 201.0.57.254). Every computer that is connected to the Internet has a unique IP number to identify it. The IP number is also called a "IP address".
ISP	Internet Service Provider. Institution providing access to the Internet. Usually provides an e-mail address and often provides other services such as Web site hosting.
Keywords	Essential words or phrases used in searching for content on the Internet
Kilobyte (KB)	A measure of the size of a file, the capacity of a disk or transmission rate. 1024 bytes but sometimes used to refer to 1000 bytes.
Link	A hypertext connection that can take you to another document or another part of the same document. On the Internet, links appear as text or pictures that are highlighted. To follow a link, you click the highlighted material.
Mailing List	A special kind of e-mail address that re-mails all incoming mail to a list of subscribers to the mailing list
Megabyte (MB)	1024 kilobytes (KB). A megabyte usually refers to one million (1,000,000) bytes when used to describe file size, disk capacity and transmission rates.

Term	Definition
Message	Usually refers to text sent to a person (or a group of people) via e-mail . In its simplest form, an e-mail message is composed of a header and a body. The body contains the text of the message, while the header contains information required for the handling of the message – Date, To address, From address and Subject. Thanks to MIME , messages can also contain files as attachments.
MIME	Multipurpose Internet Mail Extensions. Enable you to send/receive formatted e-mail messages and file attachments. Many people still use e-mail clients that do not support MIME, which keeps you from receiving file attachments and non-English characters.
Modem	Device which connects your computer to another computer (usually your ISP's computer) via a phone line. Required for accessing Internet services.
Name Server	A program or computer that translates names from one form into another. For example, a Domain Name Server performs the mapping of domain names to the IP numbers .
Online/Offline	A comprehensive term embracing the Web/Internet. Online means that you are connected to the Web/Internet, offline means you are working without a connection. Your phone line is not engaged when you are offline. Sometimes documents are also referred to as being online (accessible via the Web) and offline (accessible via traditional media, such as print).
Open Source Software	To be considered Open Source, software must be distributed under a license that guarantees the right to read, redistribute, modify, and use the software freely. Open Source promotes software reliability and quality by supporting independent peer review and rapid evolution of source code.
Password	Protected/private string of letters and/or numbers used to authenticate your identity and to authorize access. Usually you have to specify a Username and Password to access your e-mail Account or Web site files using FTP . Many Web sites you will access will also require you to set up a username and password to log in. If data privacy/security is a concern for you, be sure to use different passwords for your various accounts on the Internet. In particular do not use the same password for e-mail as on the Web sites that you visit.
POP	Post Office Protocol. System by which a mail server on the Internet lets you pick up your e-mail and download it to your computer.

Term	Definition
Server	Central computer on the Internet providing an Internet service. Some different types of servers described in this glossary: SMTP , POP , IMAP , FTP , HTTP .
Site map	A simplified, structured view of all of the content on a Web site like the Table of Contents in a book.
SMTP	Simple Mail Transport Protocol. Standard system for sending messages through the Internet.
Spam	An inappropriate attempt to use e-mail as if it was a broadcast medium (which it isn't) by sending the same message to numerous people who didn't ask for it. Many e-mail services have "spam filters" to help reduce the amount of spam e-mails you receive.
Telecenter	See Cyber café .
URL	Uniform Resource Locator. Also called a Web address . Every Web page, file or resource on the Internet has its own unique URL. The URL can be typed into a browser to access the resource. Example: http://www.kabissa.org/interested-in-joining.php
Username	An string of letters and/or number used by a computer service to identify a specific person Usually refers to the name of the person, and can be used as part of the e-mail address for the person. Sometimes referred to as UserID. Usually used together with a Password .
Web	Short form of World Wide Web, or WWW. See Internet .
Web address	See URL .
Web browser	A program that lets you read information from the Internet
Web page	Any document written in HTML which has its own Web address , or URL .
Web site	A collection of interlinked Web pages with a related topic or institutional purpose, usually under a single domain name, which includes an intended starting file called a home page .

Term	Definition
Webmail	A Web-based mail reader that allows you to perform common e-mail tasks without an additional program on the computer you are using. It allows you to read and send mail over the Web rather than using a separate client, such as Eudora or Outlook. This will allow you to read your mail from any computer with an Internet connection and a Web browser. Yahoo! and Hotmail are common Webmail systems. Kabissa also offers Webmail access to mailboxes hosted on our server.
Whois	Internet utility program that obtains information (such as owner and contact info) about a Domain name or IP number from the database of a domain name registry. If the search result returns "No match", the domain name is probably available, and you can apply to register it. Use the Kabissa Whois to check domain name availability.
WYSIWYG	What You See Is What You Get! A WYSIWYG program is one that allows you to create and edit a Web page , text, or graphical user interface so that you can see what the end result will look like while the document is being created. WYSIWYG Web page editors conceal the markup language (HTML) so as to allow the user to think entirely in terms of how the page should appear.