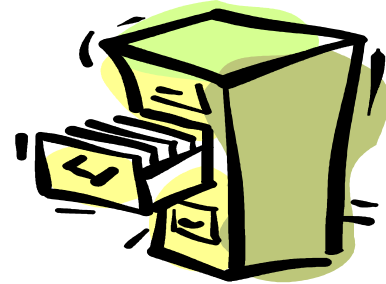


Glossary of Terms

The first table lists some popular file extensions, while the second explains some common technical terms.



File Extensions

Extension	Type	Description
.asp	Web page	Active server page – used to code Web pages that connect to databases
.au	audio	Sound file used on older Web pages
.avi	video clip	Audio/video interleaved – a movie clip – open with <i>mplayer</i> , Internet Explorer, or Netscape Navigator
.bat	application	DOS batch file. Run by double-clicking in Windows 95 – edit with Notepad
.bmp	graphic file	Microsoft bitmap. Open in MS Paint or a graphics program
.cgi		Common gateway interface – used to exchange information with a server
.css	style sheet	Cascading style sheet – plain text file containing Web page style preferences
.csv	data	Comma separated value file – a way of presenting tabular data in a text file – usually viewed in MS Excel
.dat	data file	Used by several applications; not to be opened directly
.dcr	media file	Macromedia Shockwave movie
.dir	media file	Macromedia Director file – provides animation and interactivity
.dll	dynamic link library	Software used by Windows to provide services to applications
.doc	document	Microsoft Word file
.dot	template	Microsoft Word template

.exe	application	self-extracting or executable file – run by double-clicking in Windows 95
.faq	data file	Frequently asked questions – almost always a text file
.fla	media	Macromedia Flash animation file – requires Shockwave
.gif	image	Graphics interchange format – open in web browser or graphics program
.htm or .html	text file	Hypertext markup language document – defines the way text and graphics appear on Web pages. Open in a Web browser, edit in any word processor or text editor
.jav	Java	Cross-platform programming language used to create complex interactive forms, games, and special effects
.jpg or jpeg	image	Joint photographic experts group – view with Web browser or image editing program
.js	JavaScript	Part of a Web page used to create interactive effects such as mouse roll-overs and pop-up boxes
.log	data file	Created by many applications – usually a text file – edit in any text editor
.mid	audio	Audio file in MIDI format
.mov	video	QuickTime movie – view using Internet Explorer or Netscape Navigator
.mp3	audio	Audio file in MP3 format – CD-quality sound, with 10x compression
.mpg	movie	Motion picture experts group
.pdf	application	Portable document format – requires Adobe Acrobat Reader
.png	Image	Portable network graphics format – can work on all platforms
.ppt	application	Microsoft Powerpoint file – used for creating slides and presentations
.pub	document	Microsoft Publisher page template file
.ram	audio	RealAudio file – open in browser with RealAudio software
.rtf	application	Rich text format–word processor file with formatting codes
.scr	screen saver	A utility that helps prevent damage to a monitor
.sig	signature	Appended to outgoing e-mail messages – editable in any text editor
.swf	media	Macromedia Shockwave Flash animation movie
.tar	application	File archive created in the Unix operating system
.tif	image	Tagged image file format – a graphic file, editable in a graphics program or image editor

.tmp		Temporary file – used by many programs
.txt	text	Contains only ASCII code – also called a 'text file' – editable in any text editor
.wav	audio	Sound file in waveform format
.xls	application	Microsoft Excel worksheet file
.xml	Web page	Extensible markup language – a plain text file for Web pages
.zip	application	Compressed file – open with WinZip or PKZip

Technical Terms

Term	Type	Description
browser	Software application	This tool is used to locate and display Web pages.
client	Software application	Runs on a personal computer and relies on a server to perform some operations. For example, an <i>e-mail client</i> is an application that enables you to send and receive e-mail.
download	Process or operation	The process of copying a file from an online server to one's own computer. Downloading can also refer to copying a file from a networked server to a computer on the network.
FTP	Process or protocol	File transfer protocol, a process for moving files over the Internet. Commonly used for transferring files to a Web server.
plain text	Text file	Files that have only ordinary keyboard characters – they can be edited by most word-processing programs.
server	Device	A computer or software that “serves up” content to client applications.
upload	Process or operation	The process of transferring files to another computer, usually one connected to the Internet.

Additional Resources

Webopedia – An online encyclopedia and search engine for computer and Internet technology definitions

<http://www.webopedia.com/>

Words to Live By

www.newbie.org

Common File Types – free guidance notes

www.mantex.co.uk