

# Technical Dictionary

## **ANSI**

Acronym for the *American National Standards Institute*. Founded in 1918, ANSI is a voluntary organization composed of over 1,300 members (including all the large computer companies) that creates standards for the computer industry. For example, ANSI C is a version of the C language that has been approved by the ANSI committee. To a large degree, all ANSI C compilers, regardless of which company produces them, should behave similarly. In addition to programming languages, ANSI sets standards for a wide range of technical areas, from electrical specifications to communications protocols. For example, FDDI, the main set of protocols for sending data over fiber optic cables, is an ANSI standard.

## **Authoring Tool (Authoring Systems)**

Also known as *authorware*, a program that helps you write *hypertext* or *multimedia* applications. Authoring tools usually enable you to create a final application merely by linking together objects, such as a paragraph of text, an illustration, or a song. By defining the objects' relationships to each other, and by sequencing them in an appropriate order, authors (those who use authoring tools) can produce attractive and useful graphics applications. Most authoring systems also support a scripting language for more sophisticated applications.

The distinction between authoring tools and programming tools is not clear-cut. Typically, though, authoring tools require less technical knowledge to master and are used exclusively for applications that present a mixture of textual, graphical, and audio data.

## **Capture**

(1) (v.) To save a particular state of a program. The term *capture* often refers to saving the information currently displayed on a display screen. You can capture the screen to a printer or to a file. The act of saving a display screen is called a *screen capture*.

(2)(n.) *Video capture* refers to storing video images in a computer.

(3)(n.) The recording of keystrokes during the definition of a *macro*.

(4) (n.) In a biometric security system, the process of acquiring a biometric sample from a user.

## **Client**

(kli'nt) (n.) The client part of a *client-server architecture*. Typically, a client is an application that runs on a personal computer or workstation and relies on a server to perform some operations. For example, an *e-mail client* is an application that enables you to send and receive e-mail.

## **Cold Fusion**

A product created by Allaire Corporation of Cambridge, Mass. (in 2001, Allaire merged with Macromedia) that includes a server and a development toolset designed to integrate databases and Web pages. With Cold Fusion, a user could enter a zip code on a Web page, and the server would query a database for information on the nearest movie theaters

and present the results in HTML form. Cold Fusion Web pages include tags written in Cold Fusion Markup Language (CFML) that simplify integration with databases and avoid the use of more complex languages like C++ to create translating programs. See application server.

### **Delphi**

A Rapid Application Development (RAD) system developed by Borland International, Inc. Delphi is similar to Visual Basic from Microsoft, but whereas Visual Basic is based on the BASIC programming language, Delphi is based on Pascal.

### **Dongle**

A device that attaches to a computer to control access to a particular application. Dongles provide the most effective means of copy protection. Typically, the dongle attaches to a PC's parallel port. On Macintoshes, the dongle sometimes attaches to the ADB port. The dongle passes through all data coming through the port so it does not prevent the port from being used for other purposes. In fact, it's possible to attach several dongles to the same port.

### **Graphical User Interface GUI**

**Abbreviated GUI (pronounced GOO-ee).** A program interface that takes advantage of the computer's graphics capabilities to make the program easier to use. Well-designed graphical user interfaces can free the user from learning complex command languages. On the other hand, many users find that they work more effectively with a command-driven interface, especially if they already know the command language.

Graphical user interfaces, such as Microsoft Windows and the one used by the Apple Macintosh, feature the following basic components:

- **pointer** : A symbol that appears on the display screen and that you move to select objects and commands. Usually, the pointer appears as a small angled arrow. Text-processing applications, however, use an *I-beam pointer* that is shaped like a capital *I*.
- **pointing device** : A device, such as a mouse or trackball, that enables you to select objects on the display screen.
- **icons** : Small pictures that represent commands, files, or windows. By moving the pointer to the icon and pressing a mouse button, you can execute a command or convert the icon into a window. You can also move the icons around the display screen as if they were real objects on your desk.
- **desktop** : The area on the display screen where icons are grouped is often referred to as the desktop because the icons are intended to represent real objects on a real desktop.
- **windows** : You can divide the screen into different areas. In each window, you can run a different program or display a different file. You can move windows around the display screen, and change their shape and size at will.
- **menus** : Most graphical user interfaces let you execute commands by selecting a choice from a menu.

The first graphical user interface was designed by Xerox Corporation's Palo Alto Research Center in the 1970s, but it was not until the 1980s and the emergence of the

Apple Macintosh that graphical user interfaces became popular. One reason for their slow acceptance was the fact that they require considerable CPU power and a high-quality monitor, which until recently were prohibitively expensive.

In addition to their visual components, graphical user interfaces also make it easier to move data from one application to another. A true GUI includes standard formats for representing text and graphics. Because the formats are well-defined, different programs that run under a common GUI can share data. This makes it possible, for example, to copy a graph created by a spreadsheet program into a document created by a word processor.

Many DOS programs include some features of GUIs, such as menus, but are not *graphics based*. Such interfaces are sometimes called *graphical character-based user interfaces* to distinguish them from true GUIs.

### **ICR**

Acronym for *Intelligent Character Recognition*. ICR is the computer translation of hand printed and written characters. Data is entered from hand-printed forms through a scanner, and the image of the captured data is then analyzed and translated by sophisticated ICR software. ICR is similar to optical character recognition (OCR) but is a more difficult process since OCR is from printed text, as opposed to handwritten characters.

The biggest drawback of using ICR for data capture is the level of accuracy achieved, due to the changeable quality of handwriting on the forms and documents being processed. It can be difficult for ICR systems to accurately convert handwriting into text, particularly where names are being interpreted.

There are many ICR systems on the market today, ranging from simple desktop solutions that sell for a few hundred dollars to sophisticated, high-volume systems that cost tens of thousands of dollars.

### **OMR**

Short for *optical mark recognition*, the technology of electronically extracting intended data from marked fields, such as checkboxes and fill-infields, on printed forms. OMR technology scans a printed form and reads predefined positions and records where marks are made on the form. This technology is useful for applications in which large numbers of hand-filled forms need to be processed quickly and with great accuracy, such as surveys, reply cards, questionnaires and ballots. A common OMR application is the use of “bubble sheets” for multiple-choice tests used by schools. The student indicates the answer on the test by filling in the corresponding bubble, and the form is fed through an optical mark reader (also abbreviated as *OMR*, a device that scans the document and reads the data from the marked fields. The error rate for OMR technology is less than 1%.

### **CIDR**

Short for *Classless Inter-Domain Routing*, an IP addressing scheme that replaces the older system based on classes A, B, and C. With CIDR, a single IP address can be used to designate many unique IP addresses. A CIDR IP address looks like a normal IP address except that it ends with a slash followed by a number, called the *IP network prefix*. For example:

172.200.0.0/16

The IP network prefix specifies how many addresses are covered by the CIDR address, with lower numbers covering more addresses. An IP network prefix of /12, for example, can be used to address 1,048,576 former Class C addresses.

CIDR addresses reduce the size of routing tables and make more IP addresses available within organizations.

CIDR is also called *supernetting*.

## CVS

Short for *Concurrent Versions System*, an open-source, network-transparent program that allows developers to keep track of different development versions of source code. CVS does not maintain multiple versions of source code files but keeps a single copy and records of all of the changes that are made. When a developer wants a particular development version of a file, CVS will reconstruct that version based on its records.

Bugs can often get into code when it is modified and may not be detected until long after the modification is made. CVS can retrieve old versions of the code, allowing the developer to see precisely which change caused the bug. CVS is also useful when more than one person is working on a specific file, where it is possible for the developers to overwrite each other's changes. CVS solves this problem by having each developer work in an individual directory and then merging the work from each after the work is complete.

It is important to note that CVS is not a build system but rather a way to control disparate versions of code as it is developed over time.

CVS is also called a *version control system*.

## Database

(1) Often abbreviated *DB*. A collection of information organized in such a way that a computer program can quickly select desired pieces of data. You can think of a database as an electronic filing system.

Traditional databases are organized by *fields*, *records*, and *files*. A field is a single piece of information; a record is one complete set of fields; and a file is a collection of records. For example, **a telephone book is analogous to a file. It contains a list of records, each of which consists of three fields: name, address, and telephone number.**

An alternative concept in database design is known as *Hypertext*. In a Hypertext database, any object, whether it be a piece of text, a picture, or a film, can be linked to any other object. Hypertext databases are particularly useful for organizing large amounts of disparate information, but they are not designed for numerical analysis.

To access information from a database, you need a *database management system* (*DBMS*). This is a collection of programs that enables you to enter, organize, and select data in a database.

(2) Increasingly, the term *database* is used as shorthand for *database management system*.

## DDR

(1) Short for *Dial-on-Demand Routing*. DDR is a routing technique developed by Cisco that allows a user to utilize existing telephone lines, or public circuit-switched networks, to form a WAN instead of lines that are dedicated specifically to the WAN. DDR is

typically implemented by users that do not need permanent, continuous links between sites on the WAN because the volume of traffic over the WAN is low and the transmissions are periodic as opposed to continuous. The connection only becomes active when data is sent to the remote site. When no data has been sent over the link for a specified amount of time, the link is disconnected.

Using DDR, a connection between sites is only established when a specific type of traffic initiates the call or when a backup link is needed for redundancy or load sharing.

DDR is used in order to save on the costs of a dedicated WAN line for organizations that do not need permanent continuous connection and as a back-up by organizations that use the dedicated line for critical applications.

## **DLL**

1) Short for *Dynamic Link Library*, a library of executable functions or data that can be used by a Windows application. Typically, a DLL provides one or more particular functions and a program accesses the functions by creating either a static or dynamic link to the DLL. A static link remains constant during program execution while a dynamic link is created by the program as needed. DLLs can also contain just data. DLL files usually end with the extension *.dll*, *.exe*, *.drv*, or *.fon*. A DLL can be used by several applications at the same time. Some DLLs are provided with the Windows operating system and available for any Windows application. Other DLLs are written for a particular application and are loaded with the application. 2) Short for *Delay Locked Loop*, Delay-Locked Loop (DLL) supports high-bandwidth data rates between devices. These DLLs are circuits that provide zero propagation delay, low-clock skew between output clock signals throughout a device, and advanced clock domain control. These dedicated DLLs can be used to implement several circuits that improve and simplify system level design.

## **DBMS Database Management System**

A collection of programs that enables you to store, modify, and extract information from a database. There are many different types of DBMS's, ranging from small systems that run on personal computers to huge systems that run on mainframes. The following are examples of database applications: computerized library systems, automated teller machines, flight reservation systems and computerized parts inventory systems. From a technical standpoint, DBMSs can differ widely. The terms *relational*, *network*, *flat*, and *hierarchical* all refer to the way a DBMS organizes information internally. The internal organization can affect how quickly and flexibly you can extract information.

Requests for information from a database are made in the form of a *query*, which is a stylized question. For example, the query `SELECT ALL WHERE NAME = "SMITH" AND AGE > 35` requests all records in which the NAME field is SMITH and the AGE field is greater than 35. The set of rules for constructing queries is known as a *query language*. Different DBMSs support different query languages, although there is a semi-standardized query language called *SQL (structured query language)*. Sophisticated languages for managing database systems are called *fourth-generation languages*, or *4GLs* for short. The information from a database can be presented in a variety of formats. Most DBMSs include a *report writer program* that enables you to output data in the form

of a report. Many DBMSs also include a graphics component that enables you to output information in the form of graphs and charts.

## **HTML**

Short for *HyperText Markup Language*, the authoring language used to create documents on the World Wide Web. HTML is similar to SGML, although it is not a strict subset.

HTML defines the structure and layout of a Web document by using a variety of tags and attributes. The correct structure for an HTML document starts with <HTML><HEAD>(enter here what document is about)<BODY> and ends with </BODY></HTML>. All the information you'd like to include in your Web page fits in between the <BODY> and </BODY> tags.

There are hundreds of other tags used to format and layout the information in a Web page. Tags are also used to specify hypertext links. These allow Web developers to direct users to other Web pages with only a click of the mouse on either an image or word(s). For a more complete list of tags, check out some of the URLs below.

## **Hypertext**

A special type of **database system** invented by Ted Nelson in the 1960s, in which objects (text, pictures, music, programs, and so on) can be creatively linked to each other. When you select an object, you can see all the other objects that are linked to it. You can move from one object to another even though they might have very different forms. For example, while reading a document about Mozart, you might click on the phrase *Violin Concerto in A Major*, which could display the written score or perhaps even invoke a recording of the concerto. Clicking on the name *Mozart* might cause various illustrations of Mozart to appear on the screen. The icons that you select to view associated objects are called *Hypertext links* or buttons.

Hypertext systems are particularly useful for organizing and browsing through large databases that consist of disparate types of information. There are several Hypertext systems available for Apple Macintosh computers and PCs that enable you to develop your own databases. Such systems are often called *authoring systems*. HyperCard software from Apple Computer is the most famous.

## **IIS**

Short for *Internet Information Server*, Microsoft's Web server that runs on Windows NT platforms. In fact, IIS comes bundled with Windows NT 4.0. Because IIS is tightly integrated with the operating system, it is relatively easy to administer. However, currently IIS is available only for the Windows NT platform, whereas Netscape's Web servers run on all major platforms, including Windows NT, OS/2 and UNIX.

## **Index**

(n.) In database design, a list of keys (or keywords), each of which identifies a unique record. Indices make it faster to find specific records and to sort records by the index field -- that is, the field used to identify each record.

(v.) To create an index for a database, or to find records using an index.

## **Indexing Service-Microsoft**

Indexing Service is a base service for Microsoft® Windows® 2000 or later that extracts content from files and constructs an indexed catalog to facilitate efficient and rapid searching.

Indexing Service can extract both text and property information from files on the local host and on remote, networked hosts. The files can be simply members of a selected file system or part of a virtual Web hosted by, for example, Internet Information Services (IIS).

Indexing Service extracts the content by filtering—using filter components that understand a file's format. The format could include multi-language features such as international languages and locales. A filter component implements the **iFilter** interface, which supplies methods to read a file to extract text and properties. Windows 2000 and Microsoft Windows XP supply filters for Microsoft Office files, Hypertext Markup Language (HTML) files, Multipurpose Internet Mail Extension (MIME) messages, and plain-text files.

Indexing Service then merges the extracted information into catalogs of indexes for efficient searches. *Indexing* is the overall process of filtering, creating index entries, and merging them into catalogs.

The final step in the indexing process is creation of a catalog that contains a master index (and any temporary word lists and shadow indexes) storing words and their locations within a set of indexed documents. Subsequently, searching, or *querying*, the catalogs for particular word combinations uses the master index as well as word lists and shadow indexes to execute queries quickly and efficiently.

Windows 2000 and Windows XP include basic facilities for querying the Indexing Service catalog and for managing the state and properties of Indexing Service itself.

These facilities include:

When Indexing Service is running, Start/Search/For Files or Folders uses the Indexing Service catalog.

The Indexing Service snap-in for the Microsoft Management Console (MMC) provides the means to start, stop, and pause Indexing Service, and to administer many of its properties, such as those defining its catalogs.

The Platform Software Development Kit (SDK) provides additional versatile and flexible facilities for programmatically interacting with Indexing Service. These facilities include: Admin and Query Helper objects and ActiveX® Data Object (ADO) methods for use with Microsoft Visual Basic®, Microsoft Visual Basic Scripting Edition (VBScript), Microsoft Visual J++® and Microsoft JScript® development software.

ISAPI Extensions for use in .idq, .ida, and .htx files.

OLE DB Helper functions for use with Microsoft Visual C++® development system.

OLE DB Provider for Indexing Service interfaces for use with Visual C++.

**iFilter** interface for use with Visual C++.

## **IPv6**

Short for *Internet Protocol next generation*, a version of the Internet Protocol (IP) reviewed in IETF standards committees to replace IP version 4. The official name of IPng is *IPv6*, where the *v6* stands for *version 6*. The current version of IP is version 4, so it is sometimes referred to as *IPv4*. IPv6 is designed as an evolutionary upgrade to the

Internet Protocol and will, in fact, coexist with the older IPv4 for some time. IPv6 is designed to allow the Internet to grow steadily, both in terms of the number of hosts connected and the total amount of data traffic transmitted.

## **KEY**

(2) In database management systems, a key is a field that you use to sort data. It can also be called a *key field*, *sort key*, *index*, or *key word*. For example, if you sort records by age, then the age field is a key. Most database management systems allow you to have more than one key so that you can sort records in different ways. One of the keys is designated the *primary key*, and must hold a unique value for each record. A key field that identifies records in a different table is called a *foreign key*.

(3) A password or table needed to decipher encoded data.

## **METADATA**

Data about data. Metadata describes how and when and by whom a particular set of data was collected, and how the data is formatted. Metadata is essential for understanding information stored in data warehouses and has become increasingly important in XML-based Web applications.

## **OCR**

Often abbreviated *OCR*, optical character recognition refers to the branch of computer science that involves reading text from paper and translating the images into a form that the computer can manipulate (for example, into ASCII codes). An OCR system enables you to take a book or a magazine article, feed it directly into an electronic computer file, and then edit the file using a word processor.

All OCR systems include an optical scanner for reading text, and sophisticated software for analyzing images. Most OCR systems use a combination of hardware (specialized circuit boards) and software to recognize characters, although some inexpensive systems do it entirely through software. Advanced OCR systems can read text in large variety of fonts, but they still have difficulty with handwritten text.

The potential of OCR systems is enormous because they enable users to harness the power of computers to access printed documents. OCR is already being used widely in the legal profession, where searches that once required hours or days can now be accomplished in a few seconds.

## **ODBC**

(pronounced as separate letters) Short for *Open DataBase Connectivity*, a standard database access method developed by the SQL Access group in 1992. The goal of ODBC is to make it possible to access any data from any application, regardless of which database management system (DBMS) is handling the data. ODBC manages this by inserting a middle layer, called a database *driver*, between an application and the DBMS. The purpose of this layer is to translate the application's data queries into commands that the DBMS understands. For this to work, both the application and the DBMS must be *ODBC-compliant* -- that is, the application must be capable of issuing ODBC commands and the DBMS must be capable of responding to them. Since version 2.0, the standard supports SAG SQL.

## **OMR**

Short for *optical mark recognition*, the technology of electronically extracting intended data from marked fields, such as checkboxes and fill-infields, on printed forms. OMR technology scans a printed form and reads predefined positions and records where marks are made on the form. This technology is useful for applications in which large numbers of hand-filled forms need to be processed quickly and with great accuracy, such as surveys, reply cards, questionnaires and ballots. A common OMR application is the use of “bubble sheets” for multiple-choice tests used by schools. The student indicates the answer on the test by filling in the corresponding bubble, and the form is fed through an optical mark reader (also abbreviated as *OMR*, a device that scans the document and reads the data from the marked fields. The error rate for OMR technology is less than 1%.

## **Repository**

(1) Generically refers to a central place where data is stored and maintained. A repository can be a place where multiple databases or files are located for distribution over a network, or a repository can be a location that is directly accessible to the user without having to travel across a network.

Also see data warehouse and data mining.

(2) In a CASE development system, a database of information about the software, including data elements, processes, inputs, outputs and interrelationships. A CASE system uses a repository to identify objects and rules for reuse.

## **Server**

(ser´ver) (n.) A computer or device on a network that manages network resources. For example, a *file server* is a computer and storage device dedicated to storing files. Any user on the network can store files on the server. A *print server* is a computer that manages one or more printers, and a *network server* is a computer that manages network traffic. A database *server* is a computer system that processes database queries. Servers are often dedicated, meaning that they perform no other tasks besides their server tasks. On multiprocessing operating systems, however, a single computer can execute several programs at once. A server in this case could refer to the program that is managing resources rather than the entire computer.

## **SMGL**

Short for *Standard Generalized Markup Language*, a system for organizing and tagging elements of a document. SGML was developed and standardized by the International Organization for Standards (ISO) in 1986. SGML itself does not specify any particular formatting; rather, it specifies the rules for tagging elements. These tags can then be interpreted to format elements in different ways.

SGML is used widely to manage large documents that are subject to frequent revisions and need to be printed in different formats. Because it is a large and complex system, it is not yet widely used on personal computers. However, the growth of Internet, and especially the World Wide Web, is creating renewed interest in SGML because the World Wide Web uses HTML, which is one way of defining and interpreting tags according to SGML rules.

## **SoftWriting**

### **SoftWriting Key Features:**

- Handwriting (non-connected)
- Printed text
- Use abbreviations
- Add diagrams
- Save in text & MS Word format
- Use most scanners, tablets and digital pens
- Easy editing
- Easy to learn & user friendly
- Speed

**Non-connected handwriting:** SoftWriting can recognize almost every handwriting, as long as the characters are not connected to each other. Every person's handwriting is unique. SoftWriting requires only brief learning to learn and remember a new user's handwriting. In addition, SoftWriting goes the additional step, learning each user's vocabulary as well, ensuring optimal recognition by all means.

**Printed text:** SoftWriting process all your printed pages using several voting, high quality OCR engines.

**Use abbreviations:** SoftWriting enables users to 'teach' the system abbreviations, which are automatically translated by the system. Thus for example, defining 'ex' as 'example' enables the user to write using shorthand writing, with the confidence that the system will recognize the abbreviation and translate it correctly.

**Add diagrams:** Occasionally, handwritten documents also include sketches and diagrams. By 'coloring' the area of the diagram, the user enables SoftWriting to easily insert the diagrams into the correct area in the computer document.

**Save in text & MS Word format:** The final document can be saved as a text document, or in MS Word file format.

**Use most scanners, tablets and digital pens:** In order to scan the handwritten document, any **scanner** can be used, as long as the scanner is TWAIN-compatible, and that it can create gray or color images.

SoftWriting supports INK file format which is the output of **InkLink** and **SmartPad** from Seiko Instruments. Also, SoftWriting supports input from **tablets** and **digital pens** that support Wintab protocol for Windows. The following is a partial list of vendors offering WinTab supported graphic tablets and electronic pens that can be used in conjunction with SoftWriting v4.0 and their web sites addresses:

- Wacom (Graphire2, Cintiq, Intuos2)
- Numonics (PresentationPro, IPM, DPA)
- AIPTEK (Hyperpen)

GTCO/Calcomp (SummaSketch III, DrawingBoard III)  
Genius (ePen, EasyPen, WizardPen, NewSketch)

**Easy editing:** The portions of text that have not been recognized appear in the same page as the translated document. The user can then easily compare the original to the results, and correct any errors or unrecognized characters on the fly.

**Easy to learn & user friendly:** The system is easy to learn and simple to use. A four-minute demo is all that is required to get you going.

**Speed:** Shortly after having scanned your handwritten notes, SoftWriting displays the translated text for your approval and editing.

## SQL

Abbreviation of *structured query language*, and pronounced either *see-kwell* or as separate letters. SQL is a standardized query language for requesting information from a database. The original version called *SEQUEL (structured English query language)* was designed by an IBM research center in 1974 and 1975. SQL was first introduced as a commercial database system in 1979 by Oracle Corporation. Historically, SQL has been the favorite query language for database management systems running on minicomputers and mainframes. Increasingly, however, SQL is being supported by PC database systems **because it supports distributed databases (databases that are spread out over several computer systems)**. **This enables several users on a local-area network to access the same database simultaneously.** Although there are different dialects of SQL, it is nevertheless the closest thing to a standard query language that currently exists. In 1986, ANSI approved a rudimentary version of SQL as the official standard, but most versions of SQL since then have included many extensions to the ANSI standard. In 1991, ANSI updated the standard. The new standard is known as *SAG SQL*.

## TAG

(n) A command inserted in a document that specifies how the document, or a portion of the document, should be formatted. Tags are used by all format specifications that store documents as text files. This includes SGML and HTML.  
(v) To mark a section of a document with a formatting command.

## Template

In database applications, a template is a blank form that shows which fields exist, their locations, and their length.

## Visual Basic

A programming language and environment developed by Microsoft. Based on the BASIC language, Visual Basic was one of the first products to provide a graphical programming environment and a paint metaphor for developing user interfaces. Instead of worrying about syntax details, the Visual Basic programmer can add a substantial amount of code simply by dragging and dropping *controls*, such as buttons and dialog boxes, and then defining their appearance and behavior.

Although not a true object-oriented programming language in the strictest sense, Visual Basic nevertheless has an object-oriented philosophy. It is sometimes called an *event-driven* language because each object can react to different events such as a mouse click. Since its launch in 1990, the Visual Basic approach has become the norm for programming languages. Now there are visual environments for many programming languages, including C, C++, Pascal, and Java. Visual Basic is sometimes called a Rapid Application Development (RAD) system because it enables programmers to quickly build prototype applications.

### **VPN**

(pronounced as separate letters) Short for *virtual private network*, a *network* that is constructed by using public wires to connect nodes. For example, there are a number of systems that enable you to create networks using the Internet as the medium for transporting data. These systems use encryption and other security mechanisms to ensure that only authorized users can access the network and that the data cannot be intercepted.

### **Workflow**

The defined series of tasks within an organization to produce a final outcome. Sophisticated workgroup computing applications allow you to define different workflows for different types of jobs. So, for example, in a publishing setting, a document might be automatically routed from writer to editor to proofreader to production. At each stage in the workflow, one individual or group is responsible for a specific task. Once the task is complete, the workflow software ensures that the individuals responsible for the next task are notified and receive the data they need to execute their stage of the process.

### **W3C**

Short for *World Wide Web Consortium*, an international consortium of companies involved with the Internet and the Web. The W3C was founded in 1994 by Tim Berners-Lee, the original architect of the World Wide Web. The organization's purpose is to develop open standards so that the Web evolves in a single direction rather than being splintered among competing factions.

### **WebDav**

WebDAV is an IETF working group. The abbreviation stands for Web-based Distributed Authoring and Versioning. The term is also used to refer to the protocol (more accurately, the extension to the HTTP protocol) which the group defined.

The WebDAV protocol's aim is to make the World Wide Web a readable *and* writable medium, in line with Tim Berners-Lee's original vision. It provides functionality to create, change and move documents on a remote server (typically a web server). This is useful, among other things, for authoring the documents which a web server serves, but can also be used for general web-based file storage, that can be accessed from anywhere. Most modern operating systems provide built-in support for WebDAV, making it as easy to use files on a WebDAV server (almost) as if they were stored in a local directory.

**XML**

Short for *Extensible Markup Language*, a specification developed by the W3C. XML is a pared-down version of SGML, designed especially for Web documents. It allows designers to create their own customized tags, enabling the definition, transmission, validation, and interpretation of data between applications and between organizations.