

TERM	DEFINITION
Adobe Acrobat Reader	An application that enables you to view, navigate, and print documents in the Adobe Portable Document Format (PDF).
Application	Also known as an application program. An application program is a program designed to perform a specific function directly for the user or, in some cases, for another application program. Examples of applications include Word, Excel, and PowerPoint.
Backspace	The key on your keyboard labeled Backspace. Press the backspace key to back up and erase the character or space to the left of the cursor.
Backup	It is recommended that you backup your files on a regular basis. You can copy them to an NMCI network drive or save them to a CD.
Bit (b)	Short for binary digit, it is the smallest unit of data in a computer.
BlackBerry	BlackBerry is a handheld device used primarily for wireless e-mail capability and provides access to other Internet services. It is also a personal digital assistant (PDA) that can include software for maintaining a built-in address book and personal schedule.
Byte (B)	The unit most computers use to represent a character such as a letter, number, or typographic symbol (for example, "g", "5", or "?").
C drive	Hard Drive space (size dependent on workstation type) used for storing data.
CD burner	A compact disc (CD) burner is the informal name for a CD recorder, a device that can record data to a CD.
Click	To press and release a button on your mouse.
Common Access Card (CAC)	Card that can contain both identification and encryption digital certificates (it does not necessarily have both).
Common Communication Environment	Users will have Microsoft Outlook and Shared Network Drives for a standardized method of exchanging information.
Contacts	Part of Outlook Today folder; includes space for name, job title, business, home, fax, mobile numbers, addresses, manager's name, assistant's name, and birth date for frequently called numbers.
Contract Line Item Numbers (CLINs)	NMCI service offerings are commonly referred to as CLINs, the acronym for Contract Line Item Numbers. These service offerings are cataloged in the NMCI CLIN list which includes a description of each individual service offering, associated Service Levels, software, hardware and pricing, as applicable.

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Customer Satisfaction Survey	Surveys are used to foster positive changes in the NMCI program. Users are invited to participate in a survey via an e-mail message that includes a link connecting the client to the Web-based survey. Survey information is collected and written into a formal report that is delivered to the Department of the Navy (DoN) and ISF leadership on a quarterly basis.
Data	Information that has been translated into a form that is more convenient to move or process.
Data and Voice Infrastructure Survey	This survey invites users to comment on the infrastructure portion of NMCI.
Database	A program that helps you manage large collections of information. You can use a database to store, sort, and easily find information.
Default Printer	Printer to which your file automatically prints when you choose 'Print' from the File menu.
Defragment	A fragmented hard disk stores parts of a file in many different locations. To retrieve a file, the computer must search many areas on the disk. Defragmenting a disk places all the parts of a file in one location. This reduces the time the computer will spend locating the file.
Deployable Workstation	Workstation that will be periodically deployed and used in an expeditionary or field environment.
Double-click	To quickly press and release a button on your mouse, twice.
Electronic Data Systems (EDS)	EDS along with a team of industry experts and small businesses, is the Department of the Navy's partner for NMCI.
e-Marketplace	Allows NMCI clients to initiate orders for NMCI products and services. Clients are able to create, maintain and manage order requests using state-of-the-art e-commerce functionality, along with reporting, invoicing and order tracking features.
Favorites	Bookmarks similar to a real-life bookmark, an Internet bookmark acts as a marker for a Web site. (In Internet Explorer, they are called "Favorites") When using a Web browser, you can simply select a bookmark from the browser's Bookmarks menu to go to a certain site. This way, you do not have to go through the process of typing in the Internet address each time you visit one of your favorite sites.
Fixed workstation	Desktop with full capabilities
Fixed workstation Thin Client	Desktop with limited capabilities, such as e-mail
Footer	Information displayed in the bottom margin of a document. Typically contains a page number, the date, and version number of the document.

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Fragmentation	When you save a file to your hard disk, it tries to keep all clusters (parts of a file) together. This allows your computer to retrieve a file quickly. Eventually files are deleted from your hard disk. This leaves empty spaces between the remaining files. If a large file is then saved, the hard disk must break the file apart and store clusters in empty spaces all over the disk. This process is called disk fragmentation. It causes the computer to take longer to access files from the hard disk.
Gigabyte (GB)	A gigabyte consists of roughly 1 billion bytes. To be exact, there are 1,024 megabytes, or 1,073,741,824 bytes in a gigabyte, but 1 billion is a much easier number to remember.
Global Address List (GAL)	On your new NMCI workstation, the Global Address List in Outlook contains only personnel who have an NMCI e-mail account.
Gold Disk	Standard seat services that include Microsoft Word, Excel, PowerPoint, Access, and Outlook, with several other standard applications.
H drive (directory)	Home directory (700 MB) used for storing data. Only you can view this directory.
Hard Copy	A printed copy of a file
Hard Drive	Location in which all data in your computer is physically located (stored)
Header	Information displayed in the top margin of a document. Typically contains the title of the document.
Help	A feature in Microsoft applications that allows you to type in questions regarding the application in which you are working and receive answers to the questions.
Help Desk Dashboard	Web page located on Homeport, shows details about the Help Desk. For example, graphs show the Help Desk Monthly Call Volume versus Abandon Rate.
Help Desk Survey	You may be invited to participate from a list of users whose Help Desk tickets have been closed. In other words, those users who contact the Help Desk for assistance and achieve closure on their problem are then eligible for participation in this survey.
Homeport	Portal or gateway <a href="http://homeport">http://homeport</a> (Intranet)

TERM	DEFINITION
Hypertext	A method of instant cross-referencing. In most Web sites, certain words or phrases appear in text of a different color than the rest; often this text is also underlined. When you click on one of these words or phrases, you will be transferred to the site or page that is relevant to this word or phrase. Sometimes there are buttons, images, or portions of images that are "clickable." If you move the pointer over a spot on a Web site and the pointer changes into a hand, this indicates that you can click and be transferred to another site.
Hypertext Transfer Protocol (HTTP)	Protocol for exchanging files (text, graphic images, sound, video, and other multimedia files) on the World Wide Web.
Icon	An image that represents an application or file
Internet	A global network connecting millions of computers. This is different from the world wide web (www).
Internet Explorer	This is the primary Internet browser. It finds and displays web sites on the Internet.
Internet Protocol (IP)	Method or protocol by which data is sent from one computer to another on the Internet.
Intranet	A network belonging to an organization accessible only by the organization's employees or others with authorization.
Legacy Applications	Any software application you were using before you received your NMCI workstation.
Legacy E-mail Address	Your e-mail address before you transitioned to NMCI, for example: Smith.Jack@hq.navy.mil
Legacy Shared Drive	Shared drive to which you saved files before transitioning to NMCI.
Legacy Workstation	Workstation you used before you transitioned to NMCI.
Lightweight Directory Access Protocol (LDAP)	LDAP stands for Lightweight Directory Access Protocol. LDAP is a standardized set of open source protocols designed to access informational directory services. NMCI uses an LDAP directory to access the Navy/Marine Corp White Pages at <a href="http://www.dir.navy.mil">www.dir.navy.mil</a> .
Local Registration Authority (LRA)	An individual assigned the responsibility of managing end user access to the DoD PKI system. This individual is responsible for handling issues related to Public Key Infrastructure (PKI) certificate issuance and training.
Megabit (Mb)	Approximately 1,000,000 bits
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Migdata	Data that has been bundled from your Legacy workstation and moved to your NMCI workstation.
Migration	The process of moving from the use of one operating environment to another operating environment. For NMCI, this means moving from the existing network (legacy) to NMCI.

TERM	DEFINITION
MS Access	Microsoft application for database creation and management.
MS Excel	Microsoft application for spreadsheets.
MS PowerPoint	Microsoft application used for presentations and slide shows.
MS Word	Microsoft application used for written documents
Navy Marine Corps Intranet (NMCI)	Department of the Navy program that will deliver secure voice, video, and data information services enterprise-wide to more than 360,000 Navy, Marine Corps, and civilian personnel through a common computing and communications environment.
Navy/Marine Corp White Pages	The Department of Navy's "on-line" personnel directory located at <a href="http://www.dir.navy.mil">www.dir.navy.mil</a> .
Netscape Navigator	Your secondary Internet browser
Network Drives	File storage that provides greater ability to share data and streamline work. NMCI Network drives are backed up on a regular basis.
NMCI Help Desk	Available 24 hours a day, seven days a week (by calling 1-866-THE-NMCI) to assist NMCI users.
NMCI User Name	Name that you must use to log into your NMCI workstation, for example: jack.a.smith
Operational Readiness Training (ORT)	Provides detailed information regarding your new workstation and the NMCI network.
Outlook	Displays your e-mails, calendar, contacts, tasks, and Notes
Outlook Today	Any new e-mails you receive will automatically display in your Inbox, which is under Outlook today.
Outlook Web Access (OWA)	Enables authorized users to check their NMCI e-mail from any computer that is not connected to the NMCI network.
Personal Folders	A folder in Outlook that resides on your hard drive. To manage your Outlook Exchange space, you can move files to the Personal Folders. Your legacy e-mails will also be located under Personal Folders when you receive your NMCI workstation.
Portable workstation	Meets all the requirements for a fixed workstation seat and also provides the capability for portable computing. It supports the user who needs full desktop capabilities from various locations. Also known as a laptop.
Public Key Infrastructure (PKI)	Enables users of a public network such as the Internet to exchange data securely and privately through the use of a public and a private cryptographic key pair that is obtained and shared through a trusted authority.

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Quarantine Station	A workstation that has applications not authorized to operate in the NMCI environment. Applications that are quarantined are left to operate in the Legacy environment. Reasons for an application being quarantined include that the application may not function in Win2K or it may interfere with the Gold Disk.
Random Access Memory (RAM)	Electronic memory that temporarily stores information inside a computer. Memory size also determines how fast your programs will operate.
Rationalization	The process of identifying only those desktop and server-based applications, both COTS and GOTS, that are required to support Command or DON missions and goals. It includes the integration, consolidation, and elimination of applications and databases to improve standardization, enhance security, reduce duplication, and minimize support costs.
Recycle Bin	Stores deleted items until you permanently remove them from your computer.
Remote Access Service (RAS)	Allows laptop users to connect, via an analog line, to the NMCI network while away from the office.
S drive (directory)	Shared directory. S drive space varies depending on your site's shared drive space allocation. Used for storing and sharing data.
Save	To store a document for future use. You should save your work often to make sure your latest changes are safely recorded.
Save As	To store a document with a new name. For example, if your current document is called TEST.DOC, you can use Save As to make another copy called TEST2.DOC. You can also use Save As to store your current document in a different folder or drive.
Service Level Agreement (SLA)	A written agreement between an IT service provider (ISF) and the IT client (DoN or Marine Corps), defining the key service targets and responsibilities of both parties.
Site Code	4-digit code assigned to your site. For example: NRFK = Norfolk. The My Computer icon tells you your workstation name which includes your site code.
Spell Check	A program that checks your spelling. The computer compares every word in your document to words in its dictionary. If a word does not exist in the dictionary, the computer considers it misspelled.
Systems Change Survey	Equipment and software moves, adds, and changes (MACS) are major parts of NMCI. The Systems Change Survey is designed specifically to gather feedback about how well these services are performed.

TERM	DEFINITION
Table	Information organized in rows and columns. You can create tables with Word and Access. A table can help you present related numbers or facts in an organized way.
Training Survey	You will be invited to respond to the Training Survey at a predetermined time after you complete one of the on-line courses offered on the NMCI e-Learning Web site.
Undo	To reverse the latest thing you did in an application. If you accidentally deleted text, use the Undo command to bring it back. This is available in the edit menu.
Uniform Resource Locator (URL)	Address of documents and other resources on the World Wide Web.
User Asset Information Form (UAIF)	Form that must be filled out to activate your account with the NMCI Help Desk.
Video Teleconferencing (VTC) Survey	The release of this survey will coincide with the deployment of video teleconferencing equipment in accordance with the NMCI program schedule.
WinZip	A program that allows you to compress large files so that you can store or distribute them more efficiently.
World Wide Web (www)	The World Wide Web, or simply Web, is a way of accessing information over the Internet. It is an information-sharing model that is built on top of the Internet. The Web uses the HTTP protocol, only one of the languages used over the Internet, to transmit data. The World Wide Web is different from the Internet.