

Alphabet Soup of Acronyms and Other Jargon Used in ESI Discussions

ACL (Access Control List)	A security type used by Lotus Notes developers to grant varying levels of access and user privileges within Lotus Notes databases
Active Data	Active data is information residing on the direct access storage media of computer systems, which is readily visible to the operating system and/or application software with which it was created and immediately accessible to users without undeletion, modification or reconstruction (i.e., word processing and spreadsheet files, programs and files used by the computer's operating system).
AIT (Advanced Intelligent Tape)	Advanced Intelligent Tape (AIT) is a high-speed, high-capacity magnetic tape data storage format developed and controlled by Sony which competes against the DLT, LTO and DAT formats. Depending on model AIT tapes can store between 25 GB and 1.0 TB.
ANSI (American National Standards Institute)	A private, non-profit organization that administers and coordinates the U.S. voluntary standardization and conformity assessment system.
Application	An application is a collection of one or more related software programs that enable a user to enter, store, view, modify or extract information from files or databases. The term is commonly used in place of "program," or "software." Applications may include word processors, Internet browsing tools and spreadsheets.
Archival Data	Archival data is information that is not directly accessible to the user of a computer system but that the organization maintains for long-term storage and record keeping purposes. Archival data may be written to removable media such as a CD, magneto-optical media, tape or other electronic storage device, or may be maintained on system hard drives in compressed formats (i.e., data stored on backup tapes or disks, usually for disaster recovery purposes).
Archive/Electronic Archive	Archives are long term repositories for the storage of records. Electronic archives preserve the content, prevent or track alterations and control access to electronic records.
Artificial Intelligence (AI)	The subfield of computer science concerned with the concepts and methods of symbolic inference by computer and symbolic knowledge representation for use in making inferences – an attempt to model aspects of human thoughts on computers. It is also sometimes defined as trying to solve by computer any problem once believed to be solvable only by humans. AI is the capability of a device to perform functions that are normally associated with human intelligence, such as reasoning and estimation through experience. It attempts to approximate the results of human reasoning by organizing and manipulating factual and heuristic knowledge. Areas of AI activity include experience systems, natural language understanding, speech recognition, vision and robotics.
ASCII (American Standard Code for Information Interchange)	ASCII is a code that assigns a number to each key on the keyboard. ASCII text does not include special formatting features and therefore can be exchanged and read by most computer systems.
Attachment	An attachment is a record or file associated with another record for the purpose of storage or transfer. There may be multiple attachments associated with a single "parent" or "master" record. The attachments and associated record may be managed and processed as a single unit. In common use, this term refers to a file (or

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	files) associated with an e-mail for transfer and storage as a single message unit. Because in certain circumstances the context of the attachment—for example, the parent e-mail and its associated metadata—can be important, an organization should consider whether its policy should authorize or restrict the disassociation of attachments from their parent records.
Attribute	An attribute is a characteristic of data that sets it apart from other data, such as location, length, or type. The term attribute is sometimes used synonymously with “data element” or “property.”
Audit Trail	In computer security systems, a chronological record of when users logged in, how long they were engaged in various activities, what they were doing, and whether any actual or attempted security violations occurred. An audit trail is an automated or manual set of chronological records of system activities that may enable the reconstruction an examination of a sequence of events and/or changes in an event.
Author /Originator	The author of a document is the person, office or designated position responsible for its creation or issuance. In the case of a document in the form of a letter, the author or originator is usually indicated on the letterhead or by signature. In some cases, the software application producing the document may capture the author’s identity and associate it with the document.
AVI (Audio – Video Interleave)	A Microsoft standard for Windows animation files that interleaves audio and video to provide medium quality multi-media
Backbone	The top level of a hierarchical network. It is the main channel along with data is transferred.
Backup	To create a copy of data as a precaution against the loss or damage of the original data. Most users backup some of their files, and many computer networks utilize automatic backup software to make regular copies of some or all of the data on the network. Some backup systems use digital audio tape (DAT) as a storage medium.
Backup Data	Backup data is information that is not presently in use by an organization and is routinely stored separately upon portable media, to free up space and permit data recovery in the event of disaster.
Backup Tape	Backup or disaster recovery tapes are portable media used to store data that is not presently in use by an organization to free up space but still allow for disaster recovery.
Backup Tape Recycling	Backup tape recycling is the process whereby an organization’s backup tapes are overwritten with new backup data, usually on a fixed schedule (i.e., the use of nightly backup tapes for each day of the week with the daily backup tape for a particular day being overwritten on the same day the following week; weekly and monthly backups being stored offsite for a specified period of time before being placed back in the rotation).
Bandwidth	The amount of information or data that can be sent over a network connection in a given period of time. Bandwidth is usually stated in bits per second (bps), kilobits per second (kbps), or megabits per second (mps).
BBS (Bulletin Board System)	A computer system or service that users access to participate in electronic discussion groups, post messages and/or download files.
Binary	Mathematical base 2, or numbers composed of a series of zeros and ones. Since zeros and one's can be easily represented by two voltage levels on an electronic device, the binary number system is widely used in digital computing.
BIOS (Basic Input Output	The set of user independent computer instructions stored in a computer’s ROM, immediately available to the

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System)	computer when the computer is turned on. BIOS information provides the code necessary to control the keyboard, display screen, disc drives and communication ports in addition to handling certain miscellaneous functions.
Bit	A measurement of data. It is the smallest unit of data. A bit is either the "1" or "0" component of the binary code. A collection of eight bits is put together to form a byte.
Bit Map	A Bit Map provides information on the placement and color of individual bits and allows the creation of characters or images by creating a picture composed of individual bits (pixels).
Bit Stream Back-up	A sector-by-sector / bit-by-bit copy of a hard-drive. A Bit Stream Back-up is an exact copy of a hard drive, preserving all latent data in addition to the files and directory structures. Bit Stream Back-ups may be created using applications such as Encase, Forensic Tool Kit (FTK) and others.
BMP	A Windows file format for storing bit map images.
Boot Sector	The very first sector on a hard drive which contains the computer code (boot strap loader) necessary for the computer to start up and the partition table describing the organization of the hard-drive.
Byte	Eight bits. A byte is a collection of bits used by computers to represent a character (i.e., "a", "1", or "&"). A "kilobyte - KB" is 1,024 bytes; a "megabyte - MB" is 1,024 kilobytes or approximately one million bytes; a "gigabyte - GB" is 1,024 megabytes or approximately one billion bytes; a "terabyte – TB" is 1,024 gigabytes or approximately one trillion bytes.
Cache	A type a computer memory that temporarily stores frequently used information for quick access.
Case De-Duplication	Eliminates duplicates to retain only one copy of each document per case. For example, if an identical document resides with three custodians, only the first custodian's copy will be saved.
CCITT (Consultative Committee for International Telephony & Telegraphy)	Committee that sets standards for phones, faxes, modems, etc. The standard primarily exists for graphic documents such as images in regard to the faxing process.
CCITT Group IV	A lossless compression technique / format that reduces the size of a file, generally about 5:1 over RLE and 40:1 over bitmap. CCITT Group IV compression may only be used for bi-tonal (black and white) images.
CD-ROM (Compact Disc – Read Only Memory)	A storage medium that uses compact discs to store generally between 650 megabytes and 840 megabytes of data
Chain of Custody	Documentation and testimony regarding the possession, movement, handling and location of evidence from the time it is obtained to the time it is presented in court; used to prove that evidence has not been altered or tampered with in any way; necessary both to assure admissibility and probative value.
Client/Server	An architecture whereby a computer system consists of one or more server computers and numerous client computers (workstations). The system is functionally distributed across several nodes on a network and it typified by a high degree of parallel processing across distributed nodes. With client-server architecture, CPU

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	intensive processes (such as searching and indexing) are completed on the server, while image viewing and OCR occur on the client. This dramatically reduced network data traffic and insulated the database from workstation interruptions.
Cluster (File)	The smallest unit of storage space that can be allocated to store a file on an operating systems that use a file allocation table (FAT) architecture. Windows and DOS organize hard discs based on Clusters (also known as allocation units), which consist of one or more contiguous sectors. Discs using smaller Cluster sized waste less space and store information more efficiently.
Cluster (System):	A collection of individual computers that appear as a single logical unit. Also referred to as matrix or grid systems.
Comma Separated Value (CSV)	A record layout that separates data fields/values with a comma and typically encloses data in quotation marks.
Compression	A technology that reduces the size of a file. Compression programs are valuable to network users because they help save both time and bandwidth.
Computer Forensics	Computer forensics is the use of specialized techniques for recovery, authentication, and analysis of electronic data when a case involves issues relating to reconstruction of computer usage, examination of residual data, and authentication of data by technical analysis or explanation of technical features of data and computer usage. Computer forensics requires specialized expertise that goes beyond normal data collection and preservation techniques available to endusers or system support personnel.
Concept Search	Searching electronic documents to determine relevance by analyzing the words and putting search requests in conceptual groupings so the true meaning of the request is considered. Concept searching considers both the word and the context in which it appears to differentiate between concepts such as diamond (baseball) and diamond (jewelry).
Cookie	Small data files written to a user's hard drive by a Web server. These files contain specific information that identifies users (i.e., passwords and lists of pages visited).
Corrupted File	A file damaged in some way, such as by a virus or by software or hardware failure, so that is cannot be ready by a computer.
CRC (Cyclical Redundancy Checking)	Used in data communications to create a checksum character at the end of a data block to ensure integrity of data transmission and receipt.
CRM (Customer Relationship Management)	Programs that help manage clients and contacts. Used in larger companies. Often a significant repository of sales, customer, and sometimes marketing data.
Cull (verb)	To remove a document from the collection to be produced or reviewed
DAD (Digital Audio Disc)	Another term for an audio compact disc

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DAT (Digital Audio Tape)	A magnetic tape generally used to record audio but can hold up to 40 gigabytes (or 60 CDs) of data if used for data storage. Has the disadvantage of being a serial access device. Often used for backup.
Data	Any information stored on a computer. All software is divided into two general categories data and programs. Programs are collections of instructions for manipulating data. In database management systems data files are the files that store the database information. Other files, such as index files and data dictionaries, store administrative information, known as metadata.
Data Collection	See Harvesting.
Data Element	A combination of characters or bytes referring to one separate piece of information, such as email address, name, date, time, etc.
Data Extraction	The process of retrieving data from documents (hard copy or electronic). The process may be manual or electronic.
Data Filtering	The process of identifying for extraction specific data based on specified parameters.
Data Formats	The organization of information for display, storage or printing. Data is maintained in certain common formats so that it can be used by various programs, which may only work with data in a particular format, e.g. PDF, html.
Data Harvesting	See Harvesting.
Data Mining	Data mining generally refers to techniques for extracting summaries and reports from an organization's databases and data sets. In the context of electronic discovery, this term often refers to the processes used to cull through a collection of electronic data to extract evidence for production or presentation in an investigation or in litigation.
Data Verification	Assessment of data to ensure it has not been modified. The most common method of verification is hash coding by some method such as MD5. See also Digital Fingerprint and File Level Binary Comparison and Hash Coding.
Database	In electronic records a database is a set of data elements consisting of at least one file, or of a group of integrated files, usually stored in one location and made available to several users. In computing databases are sometimes classified according to their organizational approach with the most prevalent approach being the relational database - a tabular database in which data is defined so that it can be reorganized and accessed in a number of different ways. Another popular organizational structure is the distributed database which can be dispersed or replicated among different points in a network. Computer databases typically contain aggregations of data records or files, such as sales transactions, product catalogs and inventories, and customer profiles. SQL (Structured Query Language) is a standard computer language for making interactive queries from and updates to a database.
DBMS (Database Management)	A software system used to access and retrieve data stored in a database.

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System)	
Decryption	Transformation of encrypted (or scrambled) data back to original form.
De-Duplication	De-Duplication (“De-Duping”) is the process of comparing electronic records based on their characteristics and removing or marking duplicate records within the data set. The definition of “duplicate records” should be agreed upon, i.e., whether an exact copy from a different location (such as a different mailbox, server tapes, etc.) is considered to be a duplicate. De-duplication can be selective, depending on the agreed-upon criteria. See also Case De-Duplication, Content Comparison, Cross-Custodian De-Duplication, Custodian De-Duplication, Data Verification, Digital Fingerprint, File Level Binary Comparison, Hash Coding, Horizontal De-Duplication, Metadata Comparison, and Production De-Duplication.
De-Fragment (“de-frag”)	Use of a computer utility to reorganize files so they are more contiguous on a hard drive or other storage medium, if the files or parts thereof have become fragmented and scattered in various locations within the storage medium in the course of normal computer operations. Used to optimize the operation of the computer, it will overwrite information in unallocated space. See Fragmented.
Deleted Data	Deleted Data is data that existed on the computer as live data and which have been deleted by the computer system or end-user activity. Deleted data may remain on storage media in whole or in part until they are overwritten or “wiped.” Even after the data itself have been wiped, directory entries, pointers or other information relating to the deleted data may remain on the computer. “Soft deletions” are data marked as deleted (and not generally available to the end-user after such marking), but not yet physically removed or overwritten. Soft-deleted data can be restored with complete integrity.
Deleted File	A file with disk space that has been designated as available for reuse. The deleted file remains intact until it has been overwritten with a new file.
Deletion	Deletion is the process whereby data is removed from active files and other data storage structures on computers and rendered inaccessible except through the use of special data recovery tools designed to recover deleted data. Deletion occurs on several levels in modern computer systems (a) File level deletion renders the file inaccessible to the operating system and normal application programs and marks the storage space occupied by the file’s directory entry and contents as free and available to re-use for data storage, (b) Record level deletion occurs when a record is rendered inaccessible to a database management system (DBMS) (usually marking the record storage space as available for re-use by the DBMS, although in some cases the space is never reused until the database is compacted) and is also characteristic of many email systems (c) Byte level deletion occurs when text or other information is deleted from the file content (such as the deletion of text from a word processing file); such deletion may render the deleted data inaccessible to the application intended to be used in processing the file, but may not actually remove the data from the file’s content until a process such as compaction or rewriting of the file causes the deleted data to be overwritten.
Digital Certificate	Electronic records that contain keys used to decrypt information, especially information sent over a public network like the Internet.

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Digital Fingerprint	A fixed-length hash code that uniquely represents the binary content of a file. See also Data Verification and File Level Binary Comparison and Hash Coding.
Directory	A simulated file folder or container used to organize files and directories in a hierarchical or tree-like structure. UNIX and DOS use the term “directory”, while Mac and Windows use the term “folder.”
Disaster Recovery Tapes	Portable media used to store data for backup purposes. See Backup Data/Backup Tapes.
Disc Mirroring	A method of protecting data from a catastrophic hard disc failure or for long term data storage. As each file is stored on the hard disc, a “mirror” copy is made on a second hard disc or on a different part of the same disc. See also Mirror.
Disc Partition	A hard drive containing a set of consecutive cylinders.
Disc/Disk	Round, flat storage media with layers of material which enable the recording of data.
Discwipe	Utility that overwrites existing data. Various utilities exist with varying degrees of efficiency some wipe only named files or unallocated space of residual data, thus unsophisticated users who try to wipe evidence may leave behind files of which they are unaware.
Disposition	The final business action carried out on a record. This action generally is to destroy or archive the record. Electronic record disposition can include “soft deletions” (see Deletion), “hard deletions,” “hard deletions with overwrites,” “archive to long-term store,” “forward to organization,” and “copy to another media or format and delete (hard or soft).”
Distributed Data	Distributed data is that information belonging to an organization which resides on portable media and non-local devices such as home computers, laptop computers, floppy disks, CD-ROMs, personal digital assistants (“PDAs”), wireless communication devices (i.e., Blackberry), zip drives, Internet repositories such as e-mail hosted by Internet service providers or portals, Web pages, and the like. Distributed data also includes data held by third parties such as application service providers and business partners.
DLT (Digital Linear Tape)	A type of backup tape which can hold up to 80 GB depending on the data file format.
Document	A page, a collection of pages or any file produced manually or by a software application, which constitutes a logical single communication of information. Examples include a letter, a spreadsheet or an email.
Document Metadata	Data about the document stored in the document, as opposed to document content. Often this data is not immediately viewable in the software application used to create/edit the document but often can be accessed via a “Properties” view. Examples include document author and company, and create and revision dates. Contrast with File System Metadata and Email Metadata. See also Metadata.
Domain	A sub-network of servers and computers within a LAN. Domain information is useful when restoring backup tapes, particularly of email.
Domino Database	Another name for Lotus Notes Databases versions 5.0 or higher. See NSF.

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Draft Record	A draft record is a preliminary version of a record before it has been completed, finalized, accepted, validated or filed. Such records include working files and notes. Records and information management policies may provide for the destruction of draft records upon finalization, acceptance, validation or filing of the final or official version of the record. However, draft records generally must be retained if (1) they are deemed to be subject to a legal hold; or (2) a specific law or regulation mandates their retention and policies should recognize such exceptions.
DRAM	Dynamic Random Access Memory, a memory technology which is periodically “refreshed” or updated – as opposed to “static” RAM chips which do not require refreshing. The term is often used to refer to the memory chips themselves.
Drive Geometry	A computer hard drive is made up of a number of rapidly rotating platters that have a set of read/write heads on both sides of each platter. Each platter is divided into a series of concentric rings called tracks. Each track is further divided into sections called sectors, and each sector is subdivided into bytes. Drive geometry refers to the number and positions of each of these structures.
DTP (Desktop Publishing)	PC applications used to prepare direct print output or output suitable for printing presses.
DVD-ROM (Digital Versatile Disc / Digital Video Disc – Read Only Memory)	A storage medium that uses plastic discs to store generally between 4.2 gigabytes and 4.5 gigabytes of data
ECM	Enterprise content management.
EDMS (Electronic Document Management System)	A system to electronically manage documents during all life cycles. See Electronic Document Management.
Electronic Discovery	The discovery of electronically stored information (ESI) including e-mail, Web pages, word processing files, computer databases, and virtually anything that is stored on a computer. Technically, documents and data are “electronic” if they exist in a medium that can only be read through the use of computers. Such media include cache memory, magnetic disks (such as computer hard drives or floppy disks), optical disks (such as DVDs or CDs), and magnetic tapes.
Electronic Document Management	For paper documents, involves imaging, indexing/coding and archiving of scanned documents/images, and thereafter electronically managing them during all life cycle phases. Electronic documents are likewise electronically managed from creation to archiving and all stages in between.
Electronic File Processing	Generally includes extraction of metadata from files, identification of duplicates/de-duplication and rendering of data into delimited format.
Electronic Mail Message	Commonly referred to as “e-mail”, an electronic mail message is a document created or received via an electronic mail system, including brief notes, formal or substantive narrative documents, and any attachments, such as word processing and other electronic documents, which may be transmitted with the message.

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Electronic Mail/Email	An electronic means for communicating information under specified conditions, generally in the form of text messages, through systems that will send, store, process, and receive information and in which messages are held in storage until the addressee accesses them.
Electronic Record	Information recorded in a form that requires a computer or other machine to process it and that otherwise satisfies the definition of a record.
E-mail Message Store	A top most e-mail message store is the location in which an e-mail system stores its data. For instance, an Outlook PST (personal storage folder) is a type of top most file that is created when a user's Microsoft Outlook mail account is set up. Additional Outlook PST files for that user can be created for backing up and archiving Outlook folders, messages, forms and files. Similar to a filing cabinet, which is not considered part of the paper documents contained in it, a top most store generally is not considered part of a family.
Email Metadata	Data stored in the email about the email. Often this data is not even viewable in the email client application used to create the email. The amount of email metadata available for a particular email varies greatly depending on the email system. Contrast with File System Metadata and Document Metadata.
Email String	A series of e mails linked together by email responses or forwards. The series of email messages created through multiple responses and answers to an originating message. Also referred to as an email "thread." Comments, revisions, attachments are all part of an email string.
Encryption	A procedure that renders the contents of a message or file scrambled or unintelligible to anyone not authorized to read it. Encryption is used to protect information as it moves from one computer to another and is an increasingly common way of sending credit card numbers and other personal information over the Internet.
Encryption Key	A data value that is used to encrypt and decrypt data. The number of bits in the encryption key is a rough measure of the encryption strength; generally, the more bits in the encryption key, the more difficult it is to break.
Enterprise Architecture	Framework for how software, computing, storage and networking systems should integrate and operate to meet the changing needs across an entire business.
Erasable Optical Drive	A type of optical drive that uses erasable optical discs.
ESI	Electronically stored information.
Ethernet	A common way of networking PCs to create a LAN (Local Area Network)
Eudora	Eudora is an e-mail client used on the Apple Macintosh and Microsoft Windows operating systems. Eudora uses the mboxo variation of the mbox file format for storing email messages.
Evidentiary Image or Copy	See Forensic Copy.
Exabyte (EB)	An "Exabyte – EB" is 1,024 pentabytes or approximately one quintillion bytes (18 zeros).

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Extended Partitions	If a computer hard drive has been divided into more than four partitions, extended partitions are created. Under such circumstances each extended partition contains a partition table in the first sector that describes how it is further subdivided.
Extensible Markup Language (XML)	Short for Extensible Markup Language, a specification developed by the W3C (World Wide Web Consortium—the Web development standards board). XML is a pared-down version of SGML, designed especially for Web documents. It allows designers to create their own customized tag, enabling the definition, transmission, validation, and interpretation of data between applications and between organizations.
Extranet	An Internet based access method to a corporate intranet site by limited or total access through a security firewall. This type of access is typically utilized in cases of joint venture and vendor client relationships.
Family Range / Attachment Range	A family range or attachment range describes the range of documents from the first Bates production number assigned to the first page of the top most parent document through the last Bates production number assigned to the last page of the last child document.
Family Relationship / Attachment Relationship	A family relationship is formed among two or more documents that have a connection or relatedness because of some factor.
FAT (File Allocation Table)	An internal data table on hard drives that keeps track of where the files are stored. If a FAT is corrupt, a drive may be unusable, yet the data may be retrievable with forensics. See Cluster File.
FAX	Short for facsimile. A process of transmitting documents by scanning them to digital, converting to analog, transmitting over phone lines and reversing the process at the other end and printing.
Fiber Optics	Transmitting information by sending light pulses over cables made from thin strands of glass.
Field (or Data Field)	A name for an individual piece of standardized data, such as the author of a document, a recipient, the date of a document or any other piece of data common to most documents in an image collection, to be extracted from the collection.
Field Separator	A code that separates the fields in a record. For example, the CSV format uses a comma as the field separator.
File	A collection of data or information stored under a specified name on a disk.
File Extension	Many systems, including DOS and UNIX, allow a filename extension that consists of one or more characters following the proper filename. For example, image files are usually stored as .bmp, .gif, .jpg or .tiff. Audio files are often stored as .aud or .wav. There are a multitude of file extensions identifying file formats. The filename extension should indicate what type of file it is; however, users may change filename extensions to evade firewall restrictions or for other reasons. Therefore, file types should be identified at a binary level rather than relying on file extensions. To research file types, see (http://www.filext.com). Different applications can often recognize only a predetermined selection of file types. See also Format
File Format	The organization or characteristics of a file that determine with which software programs it can be used. See also Format.

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File Level Binary Comparison	Method of de-duplication using the digital fingerprint (hash) of a file. File Level Binary comparison ignores metadata, and can determine that “SHOPPING LIST.DOC” and “TOP SECRET.DOC” are actually the same document. See Data Verification, Digital Fingerprint, and Hash coding. See De-Duplication.
File Plan	A document containing the identifying number, title, description, and disposition authority of files held or used in an office.
File Server	When several or many computers are networked together in a LAN situation, one computer may be utilized as a storage location for files for the group. File servers may be employed to store e-mail, financial data, word processing information or to back-up the network.
File Sharing	One of the key benefits of a network is the ability to share files stored on the server among several users.
File Slack	The unused space on a cluster that exists when the logical file space is less than the physical file space.
File System	The engine that an operating system or program uses to organize and kept track of files. More specifically, the logical structures and software routines used to control access to the storage on a hard disc system and the overall structure in which the files are named, stored, and organized. The file system plays a critical role in computer forensics because the file system determines the logical structure of the hard drive, including its cluster size. The file system also determines what happens to data when the user deletes a file or subdirectory.
File System Metadata	Data that can be obtained or extracted about a file from the file system storing the file. Examples include file creation time, last modification time, and last access time.
File Transfer	The process of moving or transmitting a file from one location to another, as between two programs or from one computer to another.
Filename	The name of a file, excluding root drive and directory path information. Different operating systems may impose different restrictions on filenames, for example, by prohibiting use of certain characters in a filename or imposing a limit on the length of a filename. The filename extension should indicate what type of file it is. However, users often change filename extensions to evade firewall restrictions or for other reasons. Therefore, file types must be identified at a binary level rather than relying on file extensions. See also File Extension and Full Path.
Filter (verb)	See Data Filtering.
FIPS	Federal Information Processing Standards issued by the National Institute of Standards and Technology after approval by the Secretary of Commerce pursuant to Section 111(d) of the Federal Property and Administrative Services Act of 1949, as amended by the Computer Security Act of 1987, Public Law 100-235.
Firewall	A set of related programs, or hardware, which protects the resources of a private network from users from other networks. A firewall filters information to determine whether to forward the information toward its destination.
Floppy Disc	An increasingly rare storage medium consisting of a thin magnetic film disk housed in a protective sleeve. Capable of storing between 1.4 megabyte and 2.8 megabytes of data.

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Folder	See Directory.
Forensic Copy	A forensic copy is an exact copy of an entire physical storage media (hard drive, CDROM, DVD-ROM, tape, etc.), including all active and residual data and unallocated space on the media. Compresses and encrypts to ensure authentication and protect chain of custody. Forensic copies are often called “image or imaged copies.” See Bit Stream Back-up and Mirroring.
Forensics	Computer forensics is the scientific examination and analysis of data held on, or retrieved from, computer storage media in such a way that the information can be used as evidence in a court of law. It may include the secure collection of computer data; the examination of suspect data to determine details such as origin and content; the presentation of computer based information to courts of law; and the application of a country’s laws to computer practice. Forensics may involve recreating “deleted” or missing files from hard drives, validating dates and logged in authors/editors of documents, and certifying key elements of documents and/or hardware for legal purposes.
Format (noun)	The internal structure of a file, which defines the way it is stored and used. Specific applications may define unique formats for their data (i.e., “MS Word document file format”). Many files may only be viewed or printed using their originating application or an application designed to work with compatible formats. Computer storage systems commonly identify files by a naming convention that denotes the format (and therefore the probable originating application) (i.e., “DOC” for Microsoft Word document files; “XLS” for Microsoft Excel spreadsheet files; “TXT” for text files; and “HTM” (for Hypertext Markup Language (HTML) files such as Web pages). Users may choose alternate naming conventions, but this may affect how the files are treated by applications.
Format (verb)	Makes a drive ready for first use. Erroneously thought to “wipe” drive. Typically, only overwrites FAT, but not files on the drive.
Fragmented	In the course of normal computer operations when files are saved, deleted or moved, the files or parts thereof may be broken into pieces, or fragmented, and scattered in various locations on the computer’s hard drive or other storage medium, such as removable discs. Data saved in contiguous clusters may be larger than contiguous free space, and it is broken up and randomly placed throughout the available storage space. See De-Fragment.
Fragmented Data	Fragmented data is live data that has been broken up and stored in various locations on a single hard drive or disk.
FTP (File Transfer Protocol)	An Internet protocol that enables you to transfer files between computers over a network or the Internet.
Full Path	A path name description that includes the drive, starting or root directory, all attached subdirectories and ending with the file or object name.
Full-Text Indexing and Search	Every word in the document is indexed into a master word list with pointers to the documents and pages where each occurrence of the word appears.
Full-Text Search	The ability to search a data file for specific words, numbers and/or combinations or patterns thereof.

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Fuzzy Search	Subjective content searching (as compared to word searching of objective data). Fuzzy Searching lets the user find documents where word matching does not have to be exact, even if the words searched are misspelled due to optical character recognition (OCR) errors.
GAL	Microsoft Outlook's Global Address List - directory of all Microsoft Exchange users and distribution lists to whom messages can be addressed. The administrator creates and maintains this list. The global address list may also contain public folder names. Entries from this list can be added to a user's personal address book.
GIF(Graphics Interchange Format)	CompuServe's native file format for storing images. Limited to 256 colors.
Gigabyte (Gig or GB)	A "gigabyte - GB" is 1,024 megabytes or approximately one billion bytes; a "terabyte – TB" is 1,024 gigabytes or approximately one trillion bytes.
GMT Timestamp	Identification of a file using Greenwich Mean Time as the central time authentication method.
GPS Generated Timestamp	Timestamp identifying time as a function of its relationship to Greenwich Mean Time.
Gray Scale	The use of many shades of gray to represent an image. Continuous-tone images, such as black-and-white photographs, use an almost unlimited number of shades of gray. Conventional computer hardware and software, however, can only represent a limited number of shades of gray (typically 16 or 256).
Groupware	Software designed to operate on a network and allow several people to work together on the same documents and files.
Hacker	Someone who breaks into computer systems in order to steal, change or destroy information.
Hard Disc Drive	The primary storage unit on PCs, consisting of one or more magnetic media platters on which digital data can be written and erased magnetically.
Harvesting	The process of retrieving or collecting electronic data from storage media or devices; an E-Discovery vendor "harvests" electronic data from computer hard drives, file servers, CDs, and backup tapes for processing and load to storage media or a database management system.
Hash	A mathematical algorithm that represents a unique value for a given set of data, similar to a digital fingerprint. Common hash algorithms include MD5 and SHA.
Hash Coding	To create a digital fingerprint that represents the binary content of a file unique to every electronically-generated document; assists in subsequently ensuring that data has not been modified. See also Data Verification and Digital Fingerprint and File Level Binary Comparison.
Hash Function	A function used to create a hash value from binary input. The hash is substantially smaller than the text itself, and is generated by the hash function in such a way that it is extremely unlikely that some other input will produce the same hash value.
HD (High Density)	A 5.25" HD Floppy Disc holds 1.2 MB and a 3.5" holds 1.4 MB.

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Head	Each platter on a hard drive contains a head for each side of the platter. The heads are devices which ride very closely to the surface of the platter and allow information to be read from and written to the platter.
Hexadecimal	A number system with a base of 16. The digits are 0-9 and A-F, where F equals the decimal value of 15.
Hidden Files or Data	Files or data not visible in the file directory; cannot be accessed by unauthorized or unsophisticated users. Some operating system files are hidden, to prevent inexperienced users from inadvertently deleting or changing these essential files.
Hierarchical Storage Management (HSM)	Software that automatically migrates files from on-line to near-line storage media, usually on the basis of the age or frequency of use of the files.
Hold	See Legal Hold.
Horizontal De-duplication	A way to identify documents that are duplicated across multiple custodians or other production data sets. See De-Duplication.
Host	In a network, the central computer which controls the remote computers and holds the central databases.
HP-PCL & HPGL	Hewlett-Packard graphics file formats.
HTML	HyperText Markup Language, developed by CERN of Geneva, Switzerland. The document standard of choice of Internet. (HTML+ adds support for multi-media.) The tag-based ASCII language used to create pages on the World Wide Web - uses tags to tell a web browser to display text and images.
HTTP (HyperText Transfer Protocol)	The underlying protocol used by the World Wide Web. HTTP defines how messages are formatted and transmitted, and what actions Web servers and browsers should take in response to various commands. For example, when you enter a URL in your browser, this actually sends an HTTP command to the Web server directing it to fetch and transmit the requested Web page.
Hyperlink	A link - usually appearing as a highlighted word or picture within a hypertext document that when clicked changes the active view, possibly to another place within the same document or view, or to another document altogether, usually regardless of the application or environment in which the other document or view exists.
HyperText	Text that includes links or shortcuts to other documents or views, allowing the reader to easily jump from one view to a related view in a non-linear fashion.
ILM	Information lifecycle management.
Image	To image a hard drive is to make an identical copy of the hard drive, including empty sectors. Also known as creating a “mirror image” or “mirroring” the drive.
Image Copy, Imaged Copy	See Forensic Copy.

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Image File Format	See File Format and Format.
Image Processing	To capture an image or representation, usually from electronic data in native format, enter it in a computer system and process and manipulate it. See also Native Format.
Inactive Record	Inactive records are those Records related to closed, completed, or concluded activities. Inactive Records are no longer routinely referenced, but must be retained in order to fulfill reporting requirements or for purposes of audit or analysis. Inactive records generally reside in a long-term storage format remaining accessible for purposes of business processing only with restrictions on alteration. In some business circumstances inactive records may be re-activated.
Index	The searchable catalog of documents created by search engine software. Also called “catalog.” Index is often used as a synonym for search engine.
Information	For the purposes of this document, information is used to mean both documents and data.
Instant Messaging (“IM”)	A form of electronic communication involving immediate correspondence between two or more online users. Peer-to-peer IM communications may not be stored on servers after receipt; logging of peer-to-peer IM messages is typically done on the client computer, and may be optionally enabled or disabled on each client.
Interleave	To arrange data in a noncontiguous way to increase performance. When used to describe disc drives, it refers to the way sectors on a disc are organized. In one-to-one interleaving, the sectors are placed sequentially around each track. In two-to-one interleaving, sectors are staggered so that consecutively numbered sectors are separated by an intervening sector. The purpose of interleaving is to make the disc drive more efficient. The disc drive can access only one sector at a time, and the disc is constantly spinning beneath.
Internet	A worldwide network of networks that all use the TCP/IP communications protocol and share a common address space. It supports services such as email, the World Wide Web, file transfer, and Internet Relay Chat. Also known as “the net”, “the information superhighway”, and “cyberspace”.
Internet Publishing	Specialized imaging software that allows documents to be published on the Internet
Inter-Partition Space	Unused sectors on a track located between the start of the partition and the partition boot record. This space is important because it is possible for a user to hide information here.
Intranet	A network of interconnecting smaller private networks that is isolated from the public Internet.
IP address (Internet Protocol address)	A string of four numbers separated by periods used to represent a computer on the Internet - a unique identifier for the physical location of the server containing the data. See TCP/IP (e.g., 206-1432.001).
IPX/SPX	Communications protocol used by Novell networks.
IS/IT (Information Systems or	Usually refers to the people who implement, modify, administer, manage and maintain computers and computer systems.

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Information Technology)	
ISO	International Standards Organization.
ISO 9660 CD Format	The International Standards Organization format for creating CD-ROMs that can be read worldwide.
ISP (Internet Service Provider)	A business that provides access to the Internet, usually for a monthly fee. ISPs may be a source of evidence through files (such as ISP email) stored on ISP servers.
IT (Information Technology) Infrastructure	The overall makeup of business-wide technology operations, including mainframe operations, standalone systems, email, networks (WAN and LAN), internet access, customer databases, enterprise systems, application support, regardless of whether managed, utilized or provided locally, regionally, globally, etc., or whether performed or located internally or by outside providers (outsourced to vendors). The IT Infrastructure also includes applicable standard practices and procedures, such as backup procedures, versioning, resource sharing, retention practices, janitor program utilization, and the like.
Janitor Program	An application which runs at scheduled intervals to manage business information by deleting, transferring, or archiving on-line data (such as email) which is at or past its scheduled active life. Janitor programs are sometimes referred to as “agents”—software that runs autonomously “behind the scenes” on user systems and servers to carry out business processes according to pre-defined rules. Janitor programs must include a facility to support disposition and process holds.
Java	Sun Microsystems’ Java is a platform-independent, programming language for adding animation and other actions to websites.
Jaz Drive	A removable disc drive. A Jaz drive holds up to 2 GB of data. Commonly used for backup storage as well as everyday use.
JMS	Jukebox Management Software.
Journal	A chronological record of data processing operations that may be used to reconstruct a previous or an updated version of a file. In database management systems, it is the record of all stored data items that have values changed as a result of processing and manipulation of the data.
Journaling	A function of e-mail systems (such as Microsoft Exchange and Lotus Notes) that copies sent and received items into a second information store for retention or preservation. Because Journaling takes place at the information store (server) level when the items are sent or received, rather than at the mailbox (client) level, some message-related metadata, such as user foldering (what folder the item is stored in within the recipient’s mailbox) and the status of the “read” flag, is not retained in the journaled copy. The Journaling function stores items in the system’s native format, unlike e-mail archiving solutions, which use proprietary storage formats that are designed to reduce the amount of storage space required. Journaling systems also lack the sophisticated search and retrieval capabilities contained in e-mail archiving solutions.
JPEG (Joint Photographic	An image compression standard for photographs that is commonly used on the web.

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Experts Group)	
Jukebox	A mass storage device that holds optical discs and loads them into a drive.
Jump Drive	See Key Drive.
Key Drive	A small removable data storage device that uses flash memory and connects via a USB port. Key drives are also known as keychain drive, thumb drive, jump drive, USB flash drive. Can be imaged and may contain residual data.
Key Field	Database fields used for document searches and retrieval.
Keyword Search	A search of the text of documents containing one or more words that are specified by a user.
Keywords	Words designated by a user as important for searching purposes.
Kilobyte (K or KB)	A "kilobyte - KB" is 1,024 bytes; a "megabyte - MB" is 1,024 kilobytes or approximately one million bytes; a "gigabyte - GB" is 1,024 megabytes or approximately one billion bytes; a "terabyte – TB" is 1,024 gigabytes or approximately one trillion bytes.
LAN (Local Area Network)	Usually refers to a network of computers in a single building or other discrete location.
Laser Disc	Same as an optical CD, except 12" in diameter.
Latency	The time it takes to read a disc (or jukebox), including the time to physically position the media under the read/write head, seek the correct address and transfer it.
Latent Data	Latent or ambient data are deleted files and other data that are inaccessible without specialized forensic tools and techniques. Until overwritten, these data reside on media such as a hard drive in unused space and other areas available for data storage.
Legacy Data	Legacy Data is information in the development of which an organization may have invested significant resources and which has retained its importance, but which has been created or stored by the use of software and/or hardware that has been rendered outmoded or obsolete.
Legal Hold	A legal hold is a communication issued as a result of current or anticipated litigation, audit, government investigation or other such matter that suspends the normal disposition or processing of records. The specific communication to business or IT organizations may also be called a "hold," "preservation order," "suspension order," "freeze notice," "hold order," or "hold notice."
Lifecycle	The records lifecycle is the life span of a record from its creation or receipt to its final disposition. It is usually described in three stages creation, maintenance and use, and archive to final disposition.

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Link	See Hyperlink.
Load File	A file that relates to a set of scanned images and indicates where individual pages belong together as documents. A load file may also contain data relevant to the individual documents, such as metadata, coded data and the like. Load files must be obtained and provided in prearranged formats to ensure transfer of accurate and usable images and data.
Logical File Space	The actual amount of space occupied by a file on a hard drive. The amount of logical file space differs from the physical file space because when a file is created on a computer, a sufficient number of clusters (physical file space) are assigned to contain the file. If the file (logical file space) is not large enough to completely fill the assigned clusters (physical file space) then some unused space will exist within the physical file space.
Logical Volume	An area on the hard drive that has been formatted for files storage. A hard drive may contain a single or multiple volumes.
Lossless Compression	Exact construction of image, bit-by-bit, with no loss of information.
Lossy Compression	Reduces storage size of image by reducing the resolution and color fidelity while maintaining minimum acceptable standard for general use.
LTO (Linear Tape-Open)	A type of backup tape which was developed as an open alternative to the proprietary Digital Linear Tape (DLT). The technology was developed and initiated by Seagate, Hewlett-Packard, and IBM. Depending on compression an LTO can store between 100 GB and 3.2 TB.
LZW (Lempel-Ziv & Welch)	A common, lossless compression standard for computer graphics, used for most TIFF files. Typical compression ratios are 4/1.
Magnetic/Optical Storage Media	Includes, but is not limited to, hard drives, backup tapes, CD-ROMs, DVD-ROMs, Jaz and Zip drives.
Magneto-Optical Drive	A drive that combines laser and magnetic technology to create high-capacity erasable storage.
Mailbox	An area on a storage device where email is placed. In email systems, each user has a private mailbox. When the user receives email, the mail system automatically puts it in the appropriate mailbox.
MAPI (Mail Application Program Interface)	A Windows software standard that has become a popular email interface used by MS Exchange, GroupWise, and other email packages.
MAPI Mail Near-Line	Documents stored on optical discs or compact discs that are housed in the jukebox or CD changer and can be retrieved without human intervention.
Master Boot Record	See Boot Sector.
Mastering	Making many copies of a disc from a single master disc.

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MBox	MBox is a generic term for a family of related file formats used for holding collections of electronic mail messages. In its purest form, all messages in an mbox mailbox are concatenated and stored as plain text in a single file. The beginning of each message is indicated by a line whose first five characters are "From " (the so-called "From_ line" or "'From ' line") and a blank line is appended to the end of each message. The mbox family comprises four main different and incompatible formats: mboxo, mboxrd, mboxcl, and mboxcl2.
MD5	Message-digest algorithm meant for digital signature applications where a large message has to be “compressed” in a secure manner before being signed with the private key
MDE (Magnetic Disc Emulation)	Software that makes a jukebox look and operate like a hard-drive such that it will respond to all the I/O commands ordinarily sent to a hard drive.
Media	An object or device, such as a disc, tape, or other device, on which data is stored
Megabyte (Meg or MB)	A "megabyte - MB" is 1,024 kilobytes or approximately one million bytes; a "gigabyte - GB" is 1,024 megabytes or approximately one billion bytes; a “terabyte – TB” is 1,024 gigabytes or approximately one trillion bytes.
Memory	Data storage in the form of chips, or the actual chips used to hold data; “storage” is used to describe memory that exists on tapes or discs. See RAM and ROM.
Message Header	Message headers generally contain the identities of the author and recipients, the subject of the message, and the date the message was sent.
Metadata	Metadata is information about a particular data set which may describe, for example, how, when, and by whom it was received, created, accessed, and/or modified and how it is formatted. Some metadata, such as file dates and sizes, can easily be seen by users; other metadata can be hidden or embedded and unavailable to computer users who are not technically adept. Metadata is generally not reproduced in full form when a document is printed. (Typically referred to by the less informative shorthand phrase “data about data,” it describes the content, quality, condition, history, and other characteristics of the data.)
MFT (Master File Table)	Index to files on a computer. If corrupt, a drive may be unusable, yet data may be retrievable using forensic methods.
Migrated Data	Migrated Data is information that has been moved from one database or format to another, usually as a result of a change from one hardware or software technology to another.
Migration	Moving files to another computer application or platform; may require conversion to a different format.
Mirror Image	Used in computer forensic investigations and some electronic discovery investigations, a mirror image is a bit by bit copy of a computer hard drive that ensures the operating system is not altered during the forensic examination. May also be referred to as “disc mirroring,” or as a “forensic copy.”
Mosaic	A web browser popular before the introduction of Netscape and Internet Explorer.
Mount/Mounting	The process of making off-line data available for on-line processing. For example, placing a magnetic tape in a drive and setting up the software to recognize or read that tape. The terms “load” and “loading” are often used

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	in conjunction with, or synonymously with, “mount” and “mounting” (as in “mount and load a tape”). “Load” may also refer to the process of transferring data from mounted media to another media or to an on-line system.
Mozilla Thunderbird	Mozilla Thunderbird is a free, cross-platform e-mail client. Mozilla Thunderbird uses the mboxrd variation of the mbox file format for storing email messages.
MPEG-1 & -2	Two different standards for full motion video to digital compression/decompression techniques advanced by the Moving Pictures Experts Group. MPEG-1 compresses 30 frames/second of full-motion video down to about 1.5 Mbits/sec from several hundred megabytes. MPEG-2 compresses the same files down to about 3.0 Mbits/sec and provides better image quality.
MS-DOS	Microsoft (MS)-Disc Operating System. Used in PCs as the control system.
MUA (Mail User Agent)	A mail user agent (MUA) functions by connecting to a mailbox into which e-mail has been fetched and stored in a particular format. It typically presents a simple user interface to perform tasks with the mail.
Multimedia	The combined use of different media; integrated video, audio, text and data graphics in digital form.
Native Format	Electronic documents have an associated file structure defined by the original creating application. This file structure is referred to as the “native format” of the document. Because viewing or searching documents in the native format may require the original application (i.e., viewing a Microsoft Word document may require the Microsoft Word application), documents are often converted to a standard file format (i.e., tiff) as part of electronic document processing.
Natural Language Search	A manner of searching that permits the use of plain language without special connectors or precise terminology, such as “Where can I find information on William Shakespeare?” as opposed to formulating a search statement (such as “information” and “William Shakespeare”).
Near-Line Data Storage	Storage in a system that is not a direct part of the network in daily use, but that can be accessed through the network. There is usually a small time lag between the request for data stored in near-line media and its being made available to an application or end-user. Making near-line data available will not require human intervention (as opposed to “off-line” data which can only be made available through human actions).
Nesting	Document nesting occurs when one document is inserted within another document (i.e., an attachment is nested within an email; graphics files are nested within a Microsoft Word document).
Network	A group of two or more computers and other devices connected together (“networked”) for the exchange and sharing of data and resources. A local-area network (LAN) refers to connected computers and devices geographically close together (i.e. in the same building). A wide-area network (WAN) refers generally to a network of PC’s or other devices, remote to each other, connected by telecommunications lines. Typically, a WAN may connect two or more LAN’s together.
Network Gear	Refers to the actual hardware used in the operation of networks – for example routers, switches and hubs.

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Neural Network	Neural networks are made up of interconnected processing elements called units, which respond in parallel to a set of input signals given to each NIST - National Institute of Standards and Technology - a federal technology agency that works with industry to develop and apply technology measurements and standards.
Node	Any device connected to network. PCs, servers, and printers are all nodes on the network.
NOS (Network Operating System)	See Operating System.
NSF	Lotus Notes Format Database File (i.e. database.nsf) Can be either an email database or the traditional type of fielded database.
Objects	In programming terminology, an object is a freestanding block of code that defines the properties of some thing. Objects are created and used in a high-level method of programming called object-oriented programming (OOP). OOP involves giving programming objects characteristics that can be transferred to, added to, and combined with other objects to make a complete program.
Official Record Owner	See Record Owner.
Offline	Not connected (to a network).
Off-line Data	The storage of electronic data outside the network in daily use (i.e., on backup tapes) that is only accessible through the off-line storage system, not the network.
Off-Line Storage	Electronic records stored or archived on removable disc (optical, compact, etc.) or magnetic tape used for making disaster-recovery copies of records for which retrieval is unlikely. Accessibility to off-line media usually requires manual intervention and is much slower than on-line or near-line storage depending on the storage facility. The major difference between near-line data and offline data is that offline data lacks an intelligent disc subsystem, and is not connected to a computer, network, or any other readily-accessible system.
OLE	Object Linking and Embedding. A feature in Microsoft's Windows which allows each section of a compound document to call up its own editing tools or special display features. This allows for combining diverse elements in compound documents.
Online	Connected (to a network).
On-line Storage	The storage of electronic data as fully accessible information in daily use on the network or elsewhere.
Operating System (OS)	An Operating system provides the software platform which directs the overall activity of a computer, network or system, and on which all other software programs and applications can run. In many ways, choice of an operating system will effect which applications can be run. Operating systems perform basic tasks, such as recognizing input from the keyboard, sending output to the display screen, keeping track of files and directories on the disc and controlling peripheral devices such as disc drives and printers. For large systems, the operating

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	<p>system has even greater responsibilities and powers - becoming a traffic cop to makes sure different programs and users running at the same time do not interfere with each other. The operating system is also responsible for security, ensuring that unauthorized users do not access the system. Examples of operating systems are UNIX, DOS, Windows, LINUX, Macintosh, and IBM's VM. Operating systems can be classified in a number of ways, including multi-user (allows two or more users to run programs at the same time - some operating systems permit hundreds or even thousands of concurrent users); multiprocessing (supports running a program on more than one CPU); multitasking (allows more than one program to run concurrently); multithreading (allows different parts of a single program to run concurrently); and real time (instantly responds to input - general-purpose operating systems, such as DOS and UNIX, are not real-time).</p>
Optical Discs	Computer media similar to a compact disc that cannot be rewritten. An optical drive uses a laser to read the stored data.
OST	A Microsoft Outlook information store that is used to save folder information that can be accessed offline.
Overwrite	To record or copy new data over existing data, as in when a file or directory is updated. Data that is overwritten cannot be retrieved.
PAB (Personal Address Book)	A Microsoft Outlook Personal Address Book is a list of recipients created and maintained by an individual user for personal use. The personal address book is a subset of the global address list (GAL).
PackBits	A compression scheme which originated with the Macintosh. Suitable only for black & white.
Packet	A unit of data sent across a network which may contain identify and routing information. When a large block of data is to be sent over a network, it is broken up into several packets, sent, and then reassembled at the other end. The exact layout of an individual packet is determined by the protocol being used.
Page File/Paging File	A file used to temporarily store code and data for programs that are currently running. This information is left in the swap file after the programs are terminated, and may be retrieved using forensic techniques. Also referred to as a swap file.
Parent-Child Relationships	A parent-child relationship is a term used in e-discovery to describe a chain of documents that stems from a single e-mail or storage folder. These types of relationships are primarily encountered when a party is faced with a discovery request for e-mail. A "child" (i.e., an attachment) is connected to or embedded in the "parent" (i.e., an e-mail or Zip file) directly above it.
Partition	A partition is an individual section of computer storage media such as a hard drive. For example a single hard drive may be divided into several partitions. When a hard drive is divided into partitions, each partition is designated by a separate drive letter, i.e., C, D, etc.
Partition Table	The partition table indicates each logical volume contained on a disc and its location.
Partition Waste Space	After the boot sector of each volume or partition is written to a track, it is customary for the system to skip the rest of that track and begin the actual useable area of the volume on the next track. This results in unused or "wasted" space on that track where information can be hidden. This "wasted space" can only be viewed with a

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	low level disc viewer. However, forensic techniques can be used to search these “wasted space” areas for hidden information.
Password	A secret code utilized, usually along with a user ID, in order to log on or gain access to a PC, network or other secure system, site or application.
Path	The hierarchical description of where a directory, folder, or file is located on a computer or network. In DOS and Windows systems, a path is a list of directories where the operating system looks for executable files if it is unable to find the file in the working directory. The list of directories can be specified with the PATH command. Path is also used to refer to a transmission channel, the path between two nodes of a network that a data communication follows, and the physical cabling that connects the nodes on a network.
Pattern Matching	A generic term that describes any process that compares one file’s content with another file’s content.
Pattern Recognition	Technology that searches data for like patterns and flags, and extracts the pertinent data, usually utilizing an algorithm. For instance, in looking for addresses, alpha characters followed by a comma and a space, followed by two capital alpha characters, followed by a space, followed by five or more digits, are usually the city, state and zip code. By programming the application to look for a pattern, the information can be electronically identified, extracted, or otherwise utilized or manipulated.
PCM/CIA	Personal Computer Memory Card International Association. Plug-in cards for computers (usually portables), which extend the storage and/or functionality.
PDA (Personal Digital Assistant)	A small, usually hand-held, computer which “assists” business tasks.
PDF (Portable Document Format)	An imaging file format technology developed by Adobe Systems. PDF captures formatting information from a variety of applications in such a way that they can be viewed and printed as they were intended in their original application by practically any computer, on multiple platforms, regardless of the specific application in which the original was created. PDF files may be text-searchable or image-only. Adobe® Reader, a free application distributed by Adobe Systems, is required to view a file in PDF format. Adobe® Acrobat, an application marketed by Adobe Systems, is required to edit, capture text, or otherwise manipulate a file in PDF format.
Petabyte (PB)	A “petabyte – PB” is 1,024 gigabytes or approximately one quadrillion bytes (15 zeroes)
Physical Disc	An actual piece of computer media, such as the hard disc or drive, floppy discs, CDROM discs, Zip discs, etc.
Physical File Space	When a file is created on a computer, a sufficient number of clusters (physical file space) are assigned to contain the file. If the file (logical file space) is not large enough to completely fill the assigned clusters (physical file space) then some unused space will exist within the physical file space. This unused space is referred to as file slack and can contain unused space, previously deleted/overwritten files or fragments thereof.
PKI Digital Signature	A document or file may be digitally signed using a party’s private signature key, creating a “digital signature” that is stored with the document. Anyone can validate the signature on the document using the public key from the

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	digital certificate issued to the signer. Validating the digital signature confirms who signed it, and ensures that no alterations have been made to the document since it was signed. Similarly, an email message may be digitally signed using commonly available client software that implements an open standard for this purpose, such as Secure Multipurpose Internet Mail Extensions (S/MIME). Validating the signature on the email can help the recipient know with confidence who sent it, and that it was not altered during transmission. See Certificate.
Plaintext	The least formatted and therefore most portable form of text for computerized documents.
Platter	One of several components that make up a computer hard drive. Platters are thin, rapidly rotating discs that have a set of read/write heads on both sides of each platter. Each platter is divided into a series of concentric rings called tracks. Each track is further divided into sections called sectors, and each sector is sub-divided into bytes.
Pointer	A pointer is an index entry in the directory of a disk (or other storage medium) that identifies the space on the disc in which an electronic document or piece of electronic data resides, thereby preventing that space from being overwritten by other data. In most cases, when an electronic document is “deleted,” the pointer is deleted, which allows the document to be overwritten, but the document is not actually erased.
Portable Volumes	A feature that facilitates the moving of large volumes of documents without requiring copying multiple files. Portable volumes enable individual CDs to be easily regrouped, detached and reattached to different databases for a broader information exchange.
Preservation	The process of ensuring retention and protection from destruction or deletion all potentially relevant evidence, including electronic metadata. See also Spoliation.
Preservation Notice, Preservation Order	See Legal Hold.
Private Network	A network that is connected to the Internet but is isolated from the Internet with security measures allowing use of the network only by persons within the private network.
Program	See Application and Software.
Properties	Fields of electronic information, or “metadata,” associated with a record or document such as creation date, author, date modified, blind cc’s and date received.
Protocol	Defines a common series of rules, signals and conventions that allow different kinds of computers and applications to communicate over a network. One of the most common protocols for networks is called TCP/IP.
Proximity Search	For text searches, the ability to look for words or phrases within a prescribed distance of another word or phrase, such as “accident” within 5 words of “tire.”
PST (Personal Folder File)	The place where Outlook stores its data (when Outlook is used without Microsoft® Exchange Server). A PST file is created when a mail account is set up. Additional PST files can be created for backing up and archiving Outlook folders, messages, forms and files. The file extension given to PST files is .pst.

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Public Network	A network that is part of the public Internet.
QBIC (Query By Image Content)	An IBM search system for stored images which allows the user to sketch an image, and then search the image files to find those which most closely match. The user can specify color and texture – such as “sandy beaches” or “clouds”.
Quarter Inch Cartridge (QIC)	Digital recording tape, 2000 feet long, with a storage capacity of between 0.12 GB and 100 GNB depending on the tape model
Query	A request for specific information from a database or other data set.
Queue	A sequence of items such as packets or print jobs waiting to be processed. For example, a print queue holds files that are waiting to be printed.
RAID (Redundant Array of Independent Discs)	A method of storing data on servers that usually combines multiple hard drives into one logical unit thereby increasing capacity, reliability and backup capability. RAID systems may vary in levels of redundancy, with no redundancy being a single, non-mirrored disc as level 0, two discs that mirror each other as level 1, on up, with level 5 being one of the most common. RAID systems are more complicated to copy and restore.
RAM (Random Access Memory)	Hardware inside a computer that retains memory on a short-term basis and stores information while the computer is in use. It is the “working memory” of the computer into which the operating system, startup applications and drivers are loaded when a computer is turned on, or where a program subsequently started up is loaded, and where thereafter, these applications are executed. RAM can be read or written in any section with one instruction sequence. It helps to have more of this “working space” installed when running advanced operating systems and applications. RAM content is erased each time a computer is turned off. (See Dynamic Random Access Memory DRAM).
Record	Information, regardless of medium or format, which has value to an organization. Collectively the term is used to describe both documents and electronically stored information.
Record Custodian	A records custodian is an individual responsible for the physical storage and protection of records throughout their retention period. In the context of electronic records, custodianship may not be a direct part of the records management function in all organizations.
Record Lifecycle	The time period from when a record is created until it is disposed.
Record Owner	The records owner is the subject matter expert on the contents of the record and is responsible for the lifecycle management of the record. This may be, but is not necessarily, the author of the record.
Record Series	A description of a particular set of records within a file plan. Each category has retention and disposition data associated with it, applied to all record folders and records within the category. (DOD 5015)
Record Submitter	The Record Submitter is the person who enters a record in an application or system. This may be, but is not necessarily, the author or the record owner.
Records Hold	See Legal Hold.

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Records Management	Records Management is the planning, controlling, directing, organizing, training, promoting and other managerial activities involving the lifecycle of information, including creation, maintenance (use, storage, retrieval), and disposition, regardless of media.
Records Manager	The records manager is responsible for the implementation of a records management program in keeping with the policies and procedures that govern that program, including the identification, classification, handling and disposition of the organization's records throughout their retention life. The physical storage and protection of records may be a component of this individual's functions, but it may also be delegated to someone else. See Records Custodian.
Records Retention Period, Retention Period	The length of time a given records series must be kept, expressed as a time period (i.e., four years), an event or action (i.e., audit), or a combination (i.e., six months after audit).
Records Retention Schedule	A plan for the management of records, listing types of records and how long they should be kept; the purpose is to provide continuing authority to dispose of or transfer records to historical archives.
Records Store	See Repository for Electronic Records.
Recover, Recovery	See Restore.
Remote Access	The ability to access and use digital information from a location off-site from where the information is physically located. For example, to use a computer, modem, and some remote access software to connect to a network from a distant location.
Render Images	To take a native format electronic file and convert it to an image that appears as the original format file as if printed to paper.
Repository for Electronic Records	Repository for Electronic Records is a direct access device on which the electronic records and associated metadata are stored. Sometimes called a "records store," "online repository" or "records archive."
Residual Data	Residual Data (sometimes referred to as "Ambient Data") refers to data that is not active on a computer system. Residual data includes (1) data found on media free space; (2) data found in file slack space; and (3) data within files that has functionally been deleted, in that it is not visible using the application with which the file was created, without use of undelete or special data recovery techniques.
Restore	To transfer data from a backup medium (such as tapes) to an on-line system, often for the purpose of recovery from a problem, failure, or disaster. Restoration of archival media is the transfer of data from an archival store to an on-line system for the purposes of processing (such as query, analysis, extraction or disposition of that data). Archival restoration of systems may require not only data restoration but also replication of the original hardware and software operating environment. Restoration of systems is often called "recovery".
Reverse Engineering	The process of analyzing a system to identify its intricacies and their interrelationships, and create depictions of the system in another form or at a higher level. Reverse engineering is usually undertaken in order to redesign the system for better maintainability or to produce a copy of a system without utilizing the design from which it

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	was originally produced. For example, one might take the executable code of a computer program, run it to study how it behaved with different input, and then attempt to write a program which behaved the same or better.
Rewriteable Technology	Storage devices where the data may be written more than once – typically hard drives, floppies and optical discs.
RFC822	Standard that specifies syntax for text messages that are sent among computer users, within the framework of email.
RIM	Records and information management.
RIP	The procedures used to unbundle email collections into individual emails during the e-discovery process while preserving authenticity and ownership.
ROM (Read Only Memory)	Random memory which can be read but not written or changed. Also, hardware, usually a chip, within a computer containing programming necessary for starting up the computer, and essential system programs that neither the user nor the computer can alter or erase. Information in the computer's ROM is permanently maintained even when the computer is turned off.
Root Directory	The top level in a hierarchical file system. For example on a PC, the root directory of your hard drive, usually C:\ contains all the second-level subdirectories on that drive.
SAIT (Super Advanced Intelligent Tape)	Super Advanced Intelligent Tape (SAIT) is a high-speed, high-capacity magnetic tape data storage format developed and controlled by Sony. Depending on model SAIT tapes can store between 500 GB and 4.0 TB.
Sampling	Sampling usually (but not always) refers to the process of statistically testing a data set for the likelihood of relevant information. It can be a useful technique in addressing a number of issues relating to litigation, including decisions as to which repositories of data should be preserved and reviewed in a particular litigation, and determinations of the validity and effectiveness of searches or other data extraction procedures. Sampling can be useful in providing information to the court about the relative cost burden versus benefit of requiring a party to review certain electronic records.
SAN (Storage Area Network)	A high-speed sub-network of shared storage devices. A storage device is a machine that contains nothing but a disc or discs for storing data. A SAN's architecture works in a way that makes all storage devices available to all servers on a LAN or WAN. As more storage devices are added to a SAN, they too will be accessible from any server in the larger network. In this case, the server merely acts as a pathway between the end user and the stored data. Because stored data does not reside directly on any of a network's servers, server power is utilized for business applications, and network capacity is released to the end user. Also see Network.
Scalability	The capacity of a system to expand without requiring major reconfiguration or re-entry of data. For example, multiple servers or additional storage can be easily added.
Schema	A set of rules or conceptual model for data structure and content, such as a description of the data content and relationships in a database.

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SDLT (Super DLT)	A type of backup tape which can hold up to 220 GB or 330 CDs, depending on the data file format. See DLT.
Search Engine	A program that enables search for keywords or phrases, such as on web pages throughout the World Wide Web.
Sector	A sector is normally the smallest individually addressable unit of information stored on a hard drive platter, and usually holds 512 bytes of information. Sectors are numbered sequentially starting with 1 on each individual track. Thus, Track 0, Sector 1 and Track 5, Sector 1 refer to different sectors on the same hard drive. The first PC Hard discs typically held 17 sectors per track. Today, they can hold thousands of sectors per track.
Server	Any central computer on a network that contains data or applications shared by multiple users of the network on their client PCs. A computer that provides information to client machines. For example, there are web servers that send out web pages, mail servers that deliver email, list servers that administer mailing lists, FTP servers that hold FTP sites and deliver files to users who request them, and name servers that provide information about Internet host names. See File Server.
SGML/HyTime	A multimedia extension to SGML, sponsored by DOD.
SHA-1	Secure Hash Algorithm, for computing a condensed representation of a message or a data file specified by FIPS PUB 180-1.
Sibling	A sibling is a document that shares a common parent with the document in question (e.g. two attachments that share the same parent email or are sibling documents in the same Zip file).
Slack Space	A form of residual data, slack space is the amount of on-disk file space from the end of the logical record information to the end of the physical disk record. Slack space can contain information soft-deleted from the record, information from prior records stored at the same physical location as current records, metadata fragments and other information useful for forensic analysis of computer systems.
Smart Card	A credit card size device which contains a microprocessor, memory and a battery.
SMTP (Simple Mail Transfer Protocol)	The protocol widely implemented on the Internet for exchanging email messages.
Software	Any set of coded instructions (programs) stored on computer-readable media that tells a computer what to do. Includes operating systems and software applications.
Splatter	Data that should be kept on one disc of a jukebox goes instead to multiple platters.
Spoliation	The destruction of records which may be relevant to ongoing or anticipated litigation, government investigation or audit. Courts differ in their interpretation of the level of intent required before sanctions may be warranted.
SQL (Structured Query Language)	A standard fourth generation programming language (4GL - a programming language that is closer to natural language and easier to work with than a high-level language). The popular standard for running database searches (queries) and reports.

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Stand alone computer	A personal computer that is not connected to any other computer or network, except possibly through a modem.
Standard Generalized Markup Language (SGML)	An informal industry standard for open systems document management which specifies the data encoding of a document's format and content.
Storage Device	A device capable of storing data. The term usually refers to mass storage devices, such as disc and tape drives.
Storage Media	See Magnetic or Optical Storage Media.
Swap File	A file used to temporarily store code and data for programs that are currently running. This information is left in the swap file after the programs are terminated, and may be retrieved using forensic techniques. Also referred to as a page file or paging file.
System	A system is (1)a collection of people, machines, and methods organized to perform specific functions; (2)an integrated whole composed of diverse, interacting, specialized structures and sub-functions; and/or (3)a group of sub-systems united by some interaction or interdependence, performing many duties, but functioning as a single unit.
Tape Drive	A hardware device used to store or backup electronic data on a magnetic tape. Tape drives are usually used to back up large quantities of data due to their large capacity and cheap cost relative to other data storage options.
Taxonomy	The science of categorization, or classification, of things based on a predetermined system. In reference to Web sites and portals, a site's taxonomy is the way it organizes its data into categories and subcategories, sometimes displayed in a site map.
TCP/IP (Transmission Control Protocol/Internet Protocol)	A collection of protocols that define the basic workings of the features of the Internet.
Telephony	Converting sounds into electronic signals for transmission.
Templates, Document	Sets of index fields for documents, providing framework for preparation.
Temporary ("Temp") Files	Temporary (or "temp") files are files stored on a computer for temporary use only, and are often created by Internet browsers. These temp files store information about Web sites that a user has visited, and allows for more rapid display of the Web page when the user revisits the site. Forensic techniques can be used to track the history of a computer's Internet usage through the examination of these temporary files. Temp files are also created by common office applications, such as word process or spreadsheet applications.
Terabyte (TB)	A "terabyte – TB" is 1,024 gigabytes or approximately one trillion bytes.
TGA	Targa format. This is a "scanned format" – widely used for color-scanned materials (24-bit) as well as by various "paint" and desktop publishing packages.

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Thin Client	A networked user computer that acts only as a terminal and stores no applications or user files. May have little or no hard drive space. See Client.
Thread	A series of postings on a particular topic. Threads can be a series of bulletin board messages (for example, when someone posts a question and others reply with answers or additional queries on the same topic). A thread can also apply to chats, where multiple conversation threads may exist simultaneously.
Thumb Drive	See Key Drive.
TIFF (Tagged Image File Format)	One of the most widely used and supported graphic file formats for storing bit-mapped images, with many different compression formats and resolutions. File name has .TIF extension. Can be black and white, gray-scaled, or color. Images are stored in tagged fields, and programs use the tags to accept or ignore fields, depending on the application. The format originated in the early 1980's.
TIFF Group III (compression)	A one-dimensional compression format for storing black and white images that is utilized by many fax machines. See TIFF.
TIFF Group IV (compression)	A two-dimensional compression format for storing black and white images. Typically compresses at a 20-to-1 ratio for standard business documents. See TIFF.
Toggle	A switch that is either on or off, and reverses to the opposite when selected.
Topology	The geometric arrangement of a computer system. Common topologies include a bus (network topology in which nodes are connected to a single cable with terminators at each end), star (local area network designed in the shape of a star, where all end points are connected to one central switching device, or hub), and ring (network topology in which nodes are connected in a closed loop; no terminators are required because there are no unconnected ends). Star networks are easier to manage than ring topology.
Track	Each of the series of concentric rings contained on a hard drive platter.
Unallocated Space	The area of computer media, such as a hard drive, that does not contain normally accessible data. Unallocated space is usually the result of a file being deleted. When a file is deleted, it is not actually erased, but is simply no longer accessible through normal means. The space that it occupied becomes unallocated space, i.e., space on the drive that can be reused to store new information. Until portions of the unallocated space are used for new data storage, in most instances, the old data remains and can be retrieved using forensic techniques.
UNIX	A software operating system.
Upload	To send a file from one computer to another via modem, network, or serial cable. With a modem-based communications link, the process generally involves the requesting computer instructing the remote computer to prepare to receive the file on its disc and wait for the transmission to begin.
URI (Uniform Resource Indicators)	An URL is a URI.

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URL (Uniform Resource Locators)	The addressing system used in the World Wide Web and other Internet resources. The URL contains information about the method of access, the server to be accessed and the path of any file to be accessed. A URL looks like this
User-Added Metadata	Data or work product created by a user while reviewing a document, including annotations and subjective coding information.
Vendor-Added Metadata	Data created and maintained by the electronic discovery vendor as a result of processing the document. While some vendor-added metadata has direct value to customers, much of it is used for process reporting, chain of custody and data accountability. Contrast with Customer-Added Metadata.
Version, Record Version	A particular form or variation of an earlier or original record. For electronic records the variations may include changes to file format, metadata or content.
Vertical De- Duplication	A process through which duplicate data are eliminated within a single custodial or production data set. See Content Comparison, File level Binary Comparison Horizontal De- duplication, Meta Data Comparison.
Virus	A self-replicating program that spreads by inserting copies of itself into other executable code or documents. A program into which a virus has inserted itself is said to be infected, and the infected file (or executable code that is not part of a file) is a host. Viruses are a kind of malware (malicious software). Viruses can be intentionally destructive, for example by destroying data, but many viruses are merely annoying. Some viruses have a delayed payload, sometimes referred to a bomb. The primary downside of viruses is uncontrolled self-reproduction, which desecrates or engulfs computer resources.
Vlog (Videoblog)	A vlog is a Weblog that uses video as its primary medium for distributing content. Vlog posts are usually accompanied by text, image, and other metadata to provide a context or overview for the video.
VoIP (Voice over Internet Protocol)	Telephonic capability across an IP connection; increasingly used in place of standard telephone systems.
Volume	A volume is a specific amount of storage space on computer storage media such as hard drives, floppy discs, CD-ROM discs, etc. In some instances, computer media may contain more than one volume, while in others, one volume may be contained on more than one disc.
Volume Boot Sector	When a partition is formatted to create a volume, a volume boot sector is created to store information about the volume. One volume contains the operating system and its volume boot sector contains code used to load the operating system when the computer is booted up.
VPN (Virtual Private Network)	A secure network that is constructed by using public wires to connect nodes. For example, there are a number of systems that enable creation of 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.
WAV	File extension name for Windows sound files . “.WAV” files can reach 5 Megabytes for one minute of audio.
Web site	A collection of Uniform Resource Indicators (URIs, including URLs (Uniform Resource Locators)) in the control of one administrative entity. May include different types of URIs (i.e., file transfer protocol sites, telnet

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	sites, as well as World Wide Web sites).
RAR / WIN-RAR	RAR is a proprietary file format for data compression and archiving, developed by Eugene Roshal (hence the name RAR: Roshal ARchive). WIN-RAR is the Microsoft Windows version of the Roshal Archive (RAR).
Workgroup	A group of computer users connected to share individual talents and resources as well as computer hardware and software – often to accomplish a team goal.
WORM (Write-Once, Read-Many)	Data storage devices (e.g. CD-ROM's) where the space on the discs can only be written once. The data is permanently stored. This is often today's primary media for archival information. Common disc sizes run from 5.25" (1.3 gigabytes) to 12" (8 to 10 gigabytes) capacities. There is also a 14" disc (13 to 15 gigabytes), only manufactured by Kodak's optical storage group. WORMs can also be configured into jukeboxes. There are various technologies. The expected viable lifetime of a WORM is at least 50 years. Since it's impossible to change, the government treats it just like paper or microfilm and it is accepted in litigation and other record-keeping applications. On the negative side, there is no current standard for how WORMs are written. The only ISO standard is for the 14" version, manufactured only by one vendor. A 5.25" standard is emerging from the European Computer Manufacturing Association but is not yet accepted. Further, WORM discs are written on both sides, but there are currently no drives that read both sides at the same time. As for speed, WORM is faster than tape or CD-ROM, but slower than magnetic. Typical disc access times run between 40 and 150 milliseconds (compared with 11 ms for fast magnetic discs and 300 ms for CD-ROM). Data transfer rates run between 1 and 2 MB/sec (compared with 5 to 10 for magnetic discs and 600KB/sec for CD-ROM).
WORM Discs	Write Once Read Many discs. A popular archival storage media during the 1980s. Acknowledged as the first optical discs, they are primarily used to store archives of data that cannot be altered. WORM discs are created by standalone PCs and cannot be used on the network, unlike CDROM discs.
WWW (World Wide Web)	All of the computers on the Internet which use HTML-capable software (Netscape, Explorer, etc.) to exchange data. Data exchange on the WWW is characterized by easy to use graphical interfaces, hypertext links, images, and sound. Today the WWW has become synonymous with the Internet, although technically it is really just one component.
XML	See Extensible Markup Language.
ZIP	An open standard for compression and decompression used widely for PC download archives. ZIP is used on Windows based programs such as WinZip and Drag and Zip. The file extension given to ZIP files is .zip.
Zip Drive	A floppy disc drive that can hold a large amount of data, usually as much as 250 megabytes or more. Often used for backing up hard discs.

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