Online Documents
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What does the term uploaded mean?

When you upload a file you move it from one system to another system. For example, you can upload files from your computer to a web page.

What does the term downloaded mean?

This is when you move files from a system to your personal computer.

What is the common method of compressing files?

The common method of compressing files is to convert them to zip files(zip format)

What does the term algorithm mean?

A mathematical step-by-step sequence used to work out calculations or carry out instructions.

What are the advantages of using online software?

1. You can allow many people to share a version of a document and to work on it as the same time as other people.

2. You can also access it anywhere there is an available internet connection.

3. Via different devices (e.g. PC, smartphone, tablet)

4. On different operating devices(e.g. Windows and mac)

How does automatic backup work?

Some software programs will automatically make a copy of the file you have open and are working on at set time intervals. In Microsoft Word you can set how often you would like the file to automatically backup(every 30 minutes, every 60 minutes etc.). Automatic backup of online documents is just an extension of this concept.

What is version control?
What does the term locked mean?

Version control is a way of tracking changes to documents and making sure that you are working on the most up-to-date version. older version of the document are kept as backup in case the most up-to-date version is lost or becomes corrupt.

What are file permissions?

Access rights granted to specific users and groups of users. These rights control which users can view or make changes to the contents of the system.

File Permissions

Read-only Access	**Allow users to look at and reads a document but not to change it.**
Read/Write Access	Read write access; allows users to look at and read a document but also to make changes to it
Full Control	Allows users to retrieve a documents read it, edit it and add new documents or delete an archive existing documents.

File Permissions

Person	Permission…why?
Computer Administrator	A computer administer should have full control because they should be allowed to retrieve a document and to delete ones as they work with computers.
Teacher/Lecturer	A teacher should have read/write access because they should be allowed to make changes to certain documents they need to while teaching in class.
Pupil using a shared drive	Pupils should be allowed to have read only access because they should be allowed to use certain documents to help them with their work.