

*Title: General Terms*

*Category: Information*

*Time: 10 minutes*

### Editing, Copy-Paste, Posting

Editing means changing or modifying something. Copy-Paste refers to copying and then pasting content, usually using the keyboard shortcuts Ctrl-C to copy and Ctrl-V to paste. Posting refers to publishing something online.

### Screenshot, Greenscreen, Update, Backup

A screenshot is a screen capture taken of your screen, often using a snipping tool or other apps. Greenscreen is often used in movies to create virtual backgrounds. An update is a software upgrade that provides improvements. Backup refers to saving data additionally to protect it from loss.

### Scrolling

Scrolling means moving the screen content up or down to see more.

### Bluetooth

Bluetooth is often used with wireless headphones to connect them to a laptop, tablet, or smartphone. There is a specific setting for this, and you can then connect the devices without cables.

### QR-Code

A QR code is a square barcode. When you scan a QR code, you are redirected to another webpage. QR codes are often found on food or other products. You scan them to get more information about the product or food. It is a quick method to access certain websites.

## URL

URL is the address of a webpage on the internet. When you enter a URL into the browser's address bar, you go directly to the webpage, provided you have entered everything correctly.