**Server;** a server is a computer, a device or a program that manages network resources. Personal files are stored on your computer, but a server, contains all the files that make up a website. A server is always running, even if your computer is turned off. Servers can store large contents of your digital workspace.

**Command Line;** is to navigate the File System on your server and view the changing File Systems list of command line commands

<https://www.codecademy.com/articles/command-line-commands>.

On a Mac or Linus, the command line in the application is in the Terminal application. <https://tutorial.djangogirls.org/en/intro_to_command_line/>

**Terminal;** On your mac the Terminal is an application in your utilities folder that lets you see what is on your computer through coded commands you can access and move files accordingly.

**CSS;** or a Cascading Style Sheets is a programming language that is used to define text styles, table sizes, and other aspects of Web pages. It is a language used to make your web page look and act the way you would like it to.

**Computer Programming Languages;** There are multiple languages you can use to give instructions to your computer. These languages allow computers to process information and compile data efficiently. <https://www.computerscience.org/resources/computer-programming-languages/>

**GUI’S are your Graphic User Interfaces;** GUI's are ways to communicate what you want to a computer application (or computer operating system) using graphical symbols. <https://study.com/academy/lesson/what-is-a-graphical-user-interface-gui-definition-components-examples.html>

**IP Address;** IP stands for “Internet Protocol”. Any computer or device connected to the internet will have its own IP address. Find out your IP address through opening Terminal on your Mac and typing the following command:

ifconfig |grep inet

<http://osxdaily.com/2010/11/21/find-ip-address-mac/>

**File Format;** A file format is a standard way of encoding information for storage in a file on your computer. The best way to label file formats are with using underscores such as “File\_format” to label a file. <http://en.wikipedia.org/wiki/File_format>

**SSH;** Using the SSH protocol you can connect to servers through generating a passphrase key that means you will be asked a password before accessing a server.

You can generate an SSH key through the Terminal on your mac: <https://help.github.com/en/github/authenticating-to-github/generating-a-new-ssh-key-and-adding-it-to-the-ssh-agent>

**URLS;** Uniform Resource Locators are website addresses that are connected to the internet with a fixed location. A URL is the address or location of something on the internet.

**Archival Management System (AMS);** The Archival Management System (AMS) is a free and open source multi-functional tool for managing the digitization workflow, which is especially useful for projects involving multiple departments or organizations.

<https://www.weareavp.com/products/ams/>

**Digital Preservation Coalition;** This is a website that is dedicated to providing help for digital archivists with handbooks and their own defined terms with coding for beginners. You can also see different organizations involved in digital archiving and preservation projects. <https://www.dpconline.org/handbook/glossary#I>