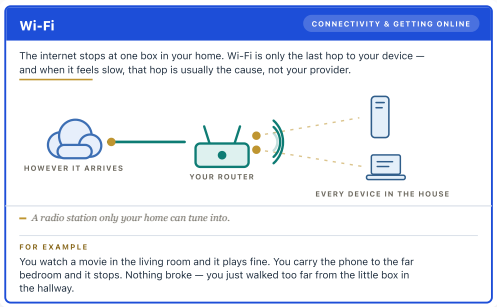
STILL AMBITIOUS · CALM MASTERY PRESS

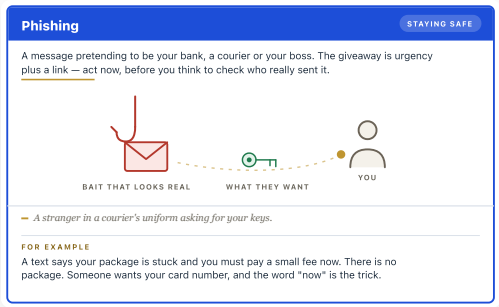
Tech, Drawn Simple

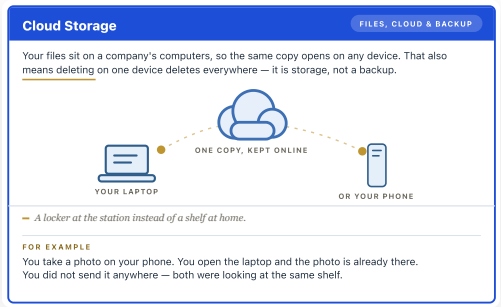
The Pocket 100 · free

The Tech Bible for people who were never in tech: the hundred words you actually meet, each explained in a sentence, a picture, an analogy and a moment from real life.

1 · TERM · 2 · PLAIN DESCRIPTION · 3 · DRAWING THAT PROVES IT · 4 · ANALOGY · 5 · REAL EXAMPLE







Calm Mastery Press · an imprint of Still Ambitious
100 terms · 14 chapters · edition of 9 September 2026

Free
the door to the series

HOW TO READ A CARD

Five layers, one page each

Every term in this book gets one page and the same five layers, in the same places, so your eye learns where to look. Read the sentence, check it against the drawing, and keep the example — that is the one you will recognise next week.

Wi-Fi

CONNECTIVITY & GETTING ONLINE

The internet stops at one box in your home. Wi-Fi is only the last hop to your device — and when it feels slow, that hop is usually the cause, not your provider.



— *A radio station only your home can tune into.*

FOR EXAMPLE

You watch a movie in the living room and it plays fine. You carry the phone to the far bedroom and it stops. Nothing broke — you just walked too far from the little box in the hallway.

1. **The term**
   Its everyday name, and the chapter it lives in, on the blue bar.
2. **The plain description**
   One or two sentences that carry a usable fact, correction or warning — never just a definition.
3. **The drawing that proves it**
   Not decoration: the picture shows the same fact the sentence states. If they ever disagreed, the picture was wrong and was redrawn.
4. **The analogy**
   "Think of it as…" — the household version, for when the word will not stick.
5. **The real example**
   A moment you have already lived — in a kitchen, on a phone, at a till. If a five-year-old could not follow it, it was rewritten.

CONTENTS

14 chapters · 100 terms

01	Connectivity & Getting Online	12 terms	4
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01

Connectivity & Getting Online

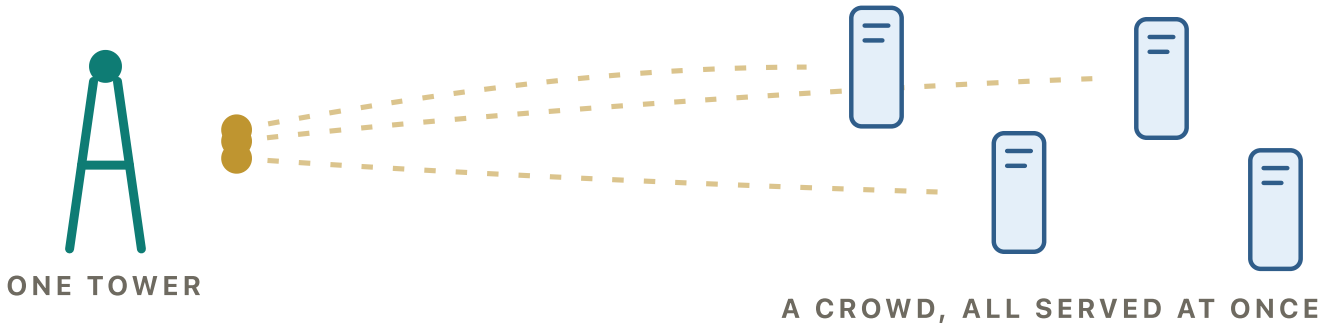
12 TERMS

5G
Airplane Mode
Bluetooth
Broadband
Hotspot
Mobile Data
Modem
Public Wi-Fi
Router
SIM Card
Signal Strength
Wi-Fi

5G

CONNECTIVITY & GETTING ONLINE

Mostly a capacity upgrade rather than a speed one — it shines in crowds where 4G stalls. It also drains battery faster, which is why phones drop back to 4G on their own.



— *Adding lanes and raising the speed limit at once.*

FOR EXAMPLE

At home your phone is quick. In a packed stadium with fifty thousand people, it still works — because the tower can now serve a crowd, not just you.

Airplane Mode

CONNECTIVITY & GETTING ONLINE

One switch that turns every radio off at once. Flicking it on and straight off again is the quickest way to make a stuck phone find the network afresh.



— *A single switch that closes all the windows.*

FOR EXAMPLE

Your phone says it has signal but nothing loads. You switch airplane mode on, wait a moment, switch it off — and it works.

Bluetooth

CONNECTIVITY & GETTING ONLINE

A short link between two devices close by. They pair once and remember each other, so when one refuses to connect the fix is usually to forget it and pair again.



— *A whisper that only carries across the room.*

FOR EXAMPLE

Your headphones connect the moment you take them out of the case. They only do that within about the length of a room.

Broadband

CONNECTIVITY & GETTING ONLINE

The advertised speed is a shared maximum, not a promise. For video calls the number that matters is upload, which is usually a small fraction of the download figure.



THE SMALL NUMBER IS THE ONE THAT BITES

— *A wide highway, with a narrow lane coming back.*

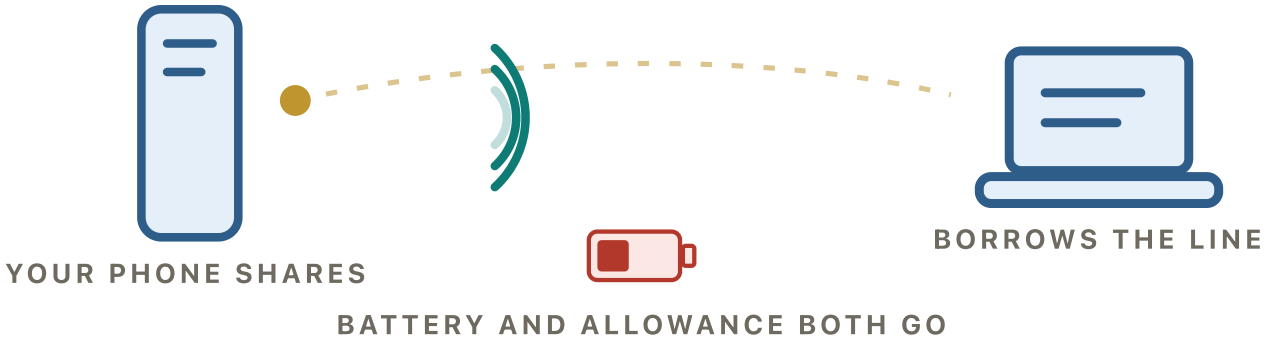
FOR EXAMPLE

You do not dial anything or wait to connect. You open the laptop and it is already online, the same as the lights being already on.

Hotspot

CONNECTIVITY & GETTING ONLINE

Your phone lends its mobile connection to a laptop beside it. Careful: a laptop treats it like home Wi-Fi and will happily pull a huge update over your allowance.



— *Holding your umbrella over the person beside you.*

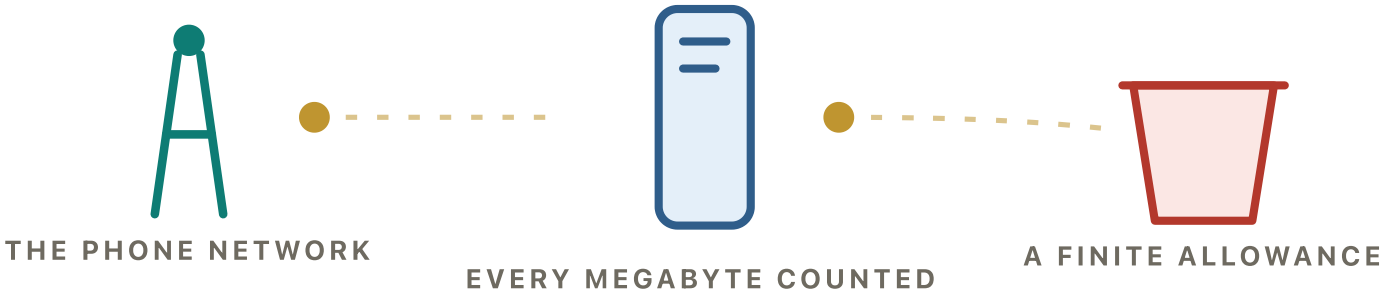
FOR EXAMPLE

You are in a café and the laptop has no internet. You switch something on in your phone and the laptop works — it is borrowing the phone's connection.

Mobile Data

CONNECTIVITY & GETTING ONLINE

Internet billed by how much you use, not how long. Video drains it fastest, and apps keep spending it in the background unless you go in and tell them not to.



— *Buying water by the bucket instead of the tap.*

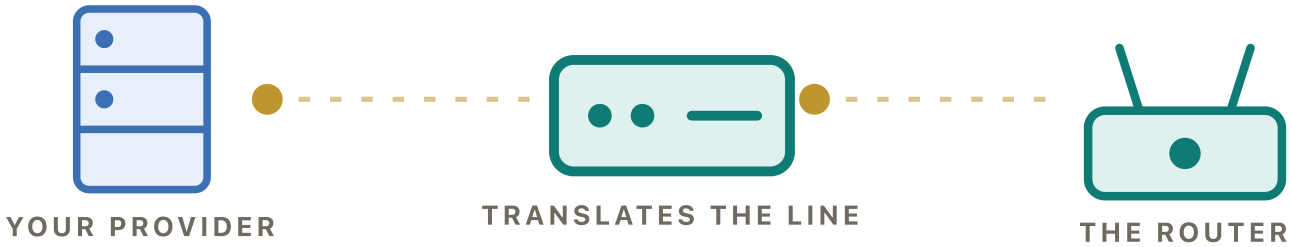
FOR EXAMPLE

You watch three movies on the train and get a message saying you have used your allowance. At home the movies cost nothing extra. On the train, each one was bought.

Modem

CONNECTIVITY & GETTING ONLINE

The box that turns your provider's line into something your devices understand. In most homes it is built into the router, which is why one box appears to do both jobs.



— *Interpreter standing between two languages.*

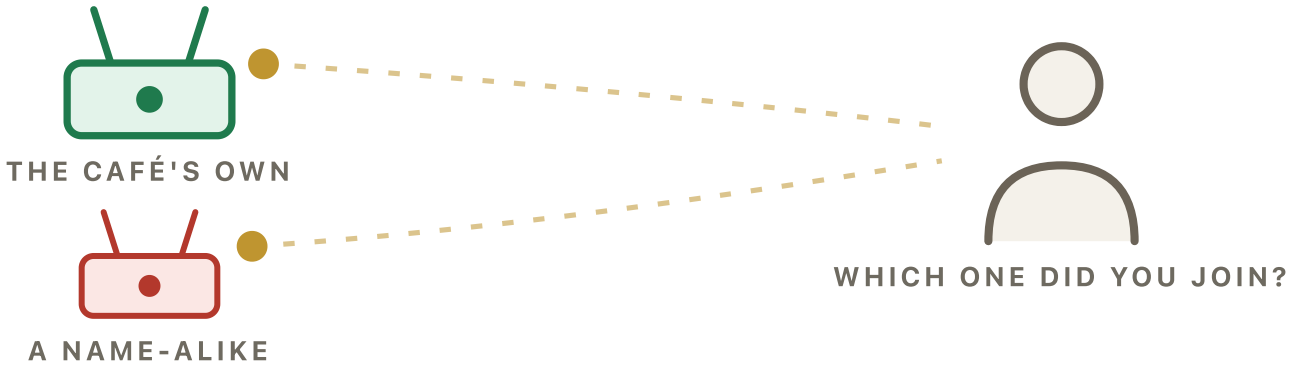
FOR EXAMPLE

The technician asks whether the lights on your box are green. That box is the one where the cable from the street comes into the house.

Public Wi-Fi

CONNECTIVITY & GETTING ONLINE

The real danger now is rarely eavesdropping — it is a fake network wearing a familiar name. Ask staff for the exact name, and do no banking on one you did not verify.



— *A private conversation held in a crowded waiting room.*

FOR EXAMPLE

The café has free internet. So does every person sitting in it, and you cannot see which of them is which.

Router

CONNECTIVITY & GETTING ONLINE

One connection shared out to every device in the house. It is the first thing to restart when the internet misbehaves, and it has its own password worth changing.



— *Traffic constable at a household junction.*

FOR EXAMPLE

The internet stops working and nothing you tap helps. You switch the little box in the hallway off, count to twenty, and switch it back on. It works again.

SIM Card

CONNECTIVITY & GETTING ONLINE

The chip that tells the network which number is yours. It can be moved to another phone, which is exactly what SIM-swap fraud does to intercept the codes sent to you.



— *Your membership card to the phone network.*

FOR EXAMPLE

You buy a new phone. The shop moves a tiny card from the old one into the new one, and your number comes with it.

Signal Strength

CONNECTIVITY & GETTING ONLINE

The bars are not a standard measure and mean different things on different phones. Moving a few steps, or to a window, changes reception more than anything else.



— *How well you hear someone calling across a field.*

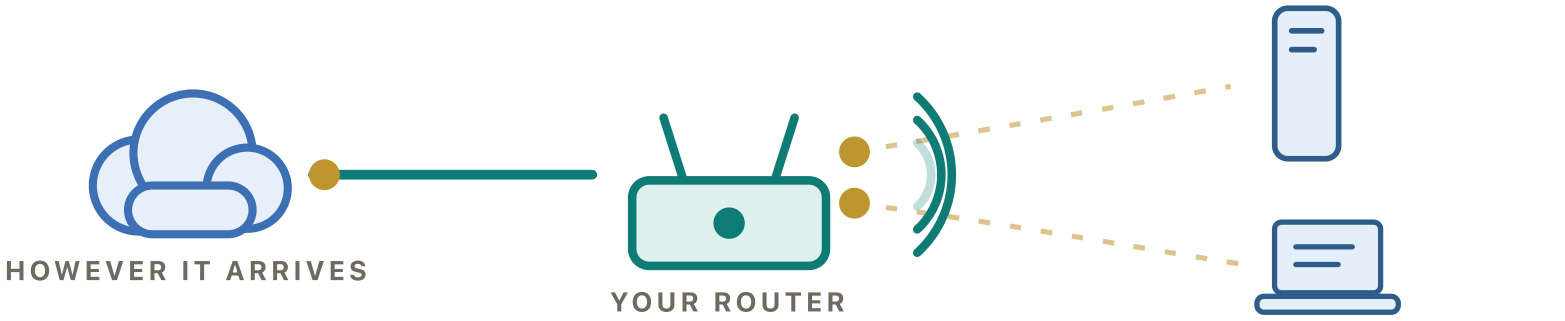
FOR EXAMPLE

You have one bar by the kitchen wall and four by the window. Same phone, same minute — you simply moved three steps.

Wi-Fi

CONNECTIVITY & GETTING ONLINE

The internet stops at one box in your home. Wi-Fi is only the last hop to your device — and when it feels slow, that hop is usually the cause, not your provider.



— *A radio station only your home can tune into.*

FOR EXAMPLE

You watch a movie in the living room and it plays fine. You carry the phone to the far bedroom and it stops. Nothing broke — you just walked too far from the little box in the hallway.

02

Streaming & Media

2 TERMS

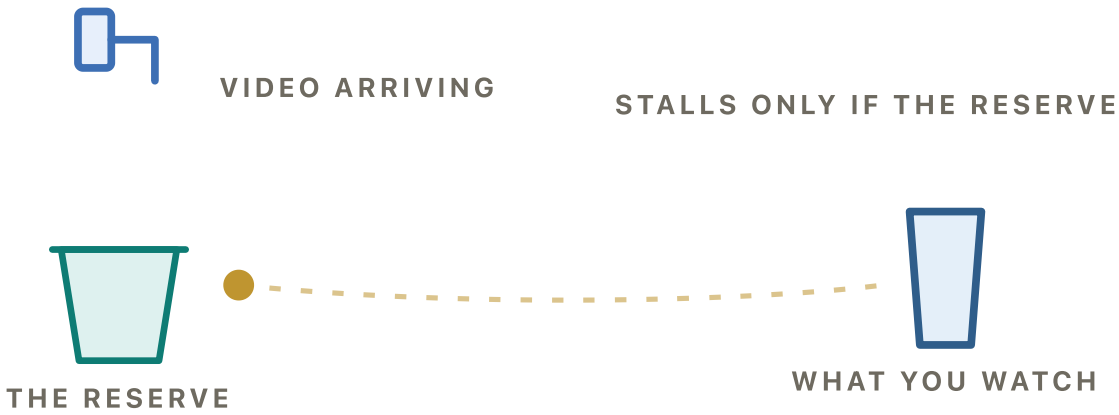
Buffering

Streaming

Buffering

STREAMING & MEDIA

The player downloads the next stretch of video before you reach it. When the connection dips it plays from that reserve, and stalls only when it runs dry.



— *Filling the bucket before you pour the glass.*

FOR EXAMPLE

The movie pauses and a little circle spins. It is not stuck — it is quietly collecting the next part before carrying on.

Streaming

STREAMING & MEDIA

The file is never fully yours — it arrives in pieces as you watch and is discarded behind you. Stop paying and it stops arriving.



— *Drinking from the tap rather than filling the tank.*

FOR EXAMPLE

You watch a three-hour movie and your phone has no more storage used than before. Nothing was kept; it flowed past you.

03

Your Devices

11 TERMS

Battery Health
Factory Reset
Fast Charging
Force Quit
Processor (CPU)
RAM (Memory)
Safe Mode
Screen Resolution
Software Update
Storage vs Memory
USB-C

Battery Health

YOUR DEVICES

Batteries age by charge cycles, not by months. A phone holding 78% of its original charge is not broken — just older. The figure only falls.



— *A bucket that has slowly sprung leaks.*

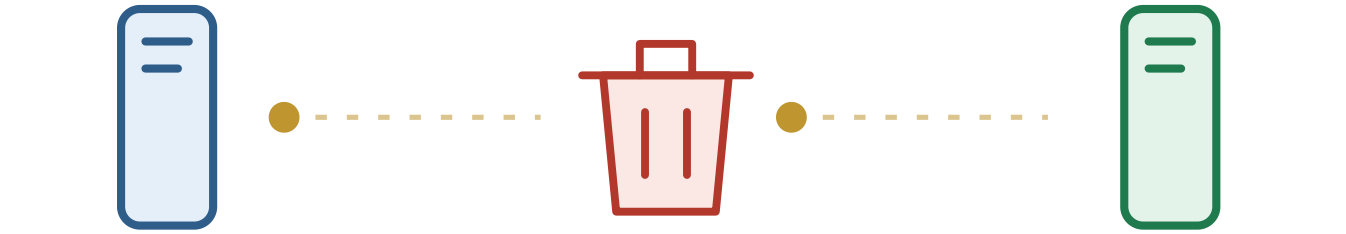
FOR EXAMPLE

Your three-year-old phone needs charging by dinnertime. It is not broken. The bucket simply holds less water than it used to.

Factory Reset

YOUR DEVICES

It wipes the device back to the day it was bought, taking everything not already backed up with it. It is also the only proper way to pass a phone on to someone else.



— *Repainting a room back to bare white.*

FOR EXAMPLE

You give your old phone to your nephew. First you wipe it, so it starts up asking his name, not showing your photographs.

Fast Charging

YOUR DEVICES

Fast only to about eighty percent, then deliberately slow, because the last stretch is where cells are stressed. Heat, not the charger, is what shortens a battery's life.



— *Filling a glass fast, then slowing at the brim.*

FOR EXAMPLE

The phone races to eighty in half an hour, then crawls the last bit. It is not stuck — it slows down on purpose to be kind to itself.

Force Quit

YOUR DEVICES

Ends one app that has stopped responding. Anything unsaved inside it is lost, but the rest of the machine is untouched — always try this before restarting everything.



— *Lifting the needle off a stuck record.*

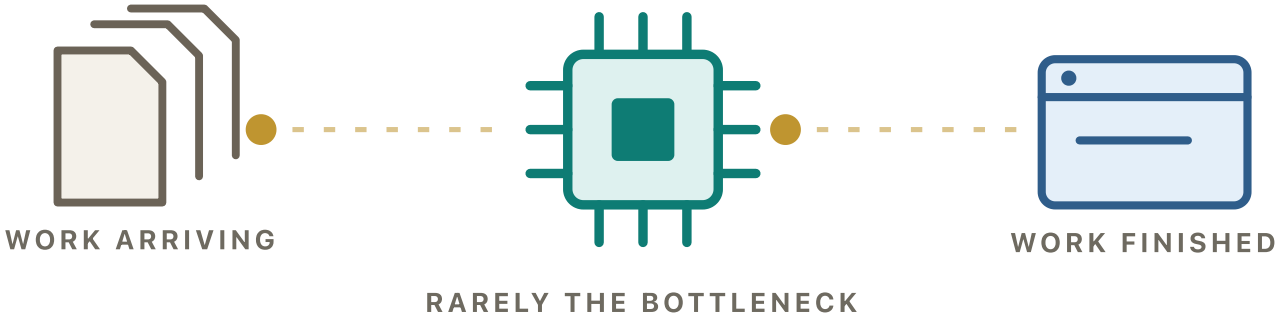
FOR EXAMPLE

One program freezes and will not close. You end that one program. Everything else stays exactly where it was.

Processor (CPU)

YOUR DEVICES

The part that does the actual thinking. For everyday use it is rarely what slows a machine down — a full disk or too little memory almost always gets there first.



— *The cook in the kitchen.*

FOR EXAMPLE

Two laptops sit side by side. One opens a big photo instantly and the other takes a few seconds. The quick one has a better cook in the kitchen.

RAM (Memory)

YOUR DEVICES

It is not speed, it is room to work. More of it will not make a machine faster; it lets you keep more things open before everything begins to crawl.



— *Counter space while you're cooking.*

FOR EXAMPLE

You open twenty tabs and the computer slows to treacle. You close fifteen and it is quick again. Nothing was deleted — the desk was simply too full to work on.

Safe Mode

YOUR DEVICES

Starts the device with only its own essentials loaded. If the trouble disappears in safe mode, something you installed is causing it and the machine itself is fine.



— *Switching every breaker off, then back on one at a time.*

FOR EXAMPLE

The laptop keeps freezing. You start it a special way, with only its own basic parts running, and it behaves perfectly — so something you added is the problem.

Screen Resolution

YOUR DEVICES

How many dots make up the picture. Past a point your eyes cannot tell at arm's length — brightness matters far more to how a screen actually feels than pixel count does.



— *Threads per inch in cloth.*

FOR EXAMPLE

Two televisions show the same movie. Standing close, one looks sharper. Standing back on the sofa, you cannot tell them apart at all.

Software Update

YOUR DEVICES

Most updates are not new features. They close holes that attackers already know about — which is why postponing them repeatedly is the risk, not the update itself.



— *A service for the car you drive every day.*

FOR EXAMPLE

A message keeps asking to update and you keep saying later. The update is mostly locks being changed — and you keep saying later.

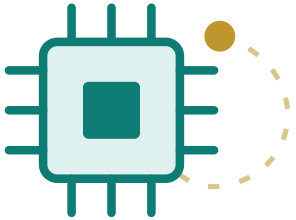
Storage vs Memory

YOUR DEVICES

Two different things sold with similar words. Out of storage means delete files; out of memory means close apps. Buying more of one will never fix the other.



STORAGE — KEEPS THINGS



MEMORY — HOLDS THINGS

— *The pantry versus the countertop.*

FOR EXAMPLE

The phone says it is out of space, so you close some apps. It still says it. Closing apps clears the desk; you needed to empty the closet.

USB-C

YOUR DEVICES

The same plug now fits almost everything, but the cables behind it are not equal. Some carry power only, others carry data or video — a cable that charges may not transfer.



— *One key that opens every door.*

FOR EXAMPLE

The same little oval plug charges your phone, your headphones and your laptop. You stop needing a different cable for every thing you own.

04

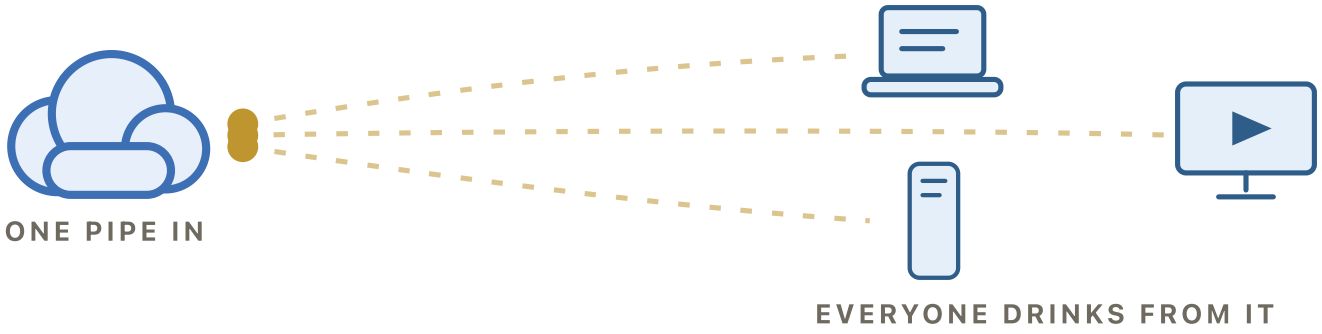
How the Internet Actually Works

6 TERMS

Bandwidth
Cookies
Domain Name
HTTPS
IP Address
URL

Bandwidth

Capacity, not speed — how much can travel at once. It is shared across the whole house, so one large download can starve everything else until it has finished.



A wide pipe, with everyone drinking from it.

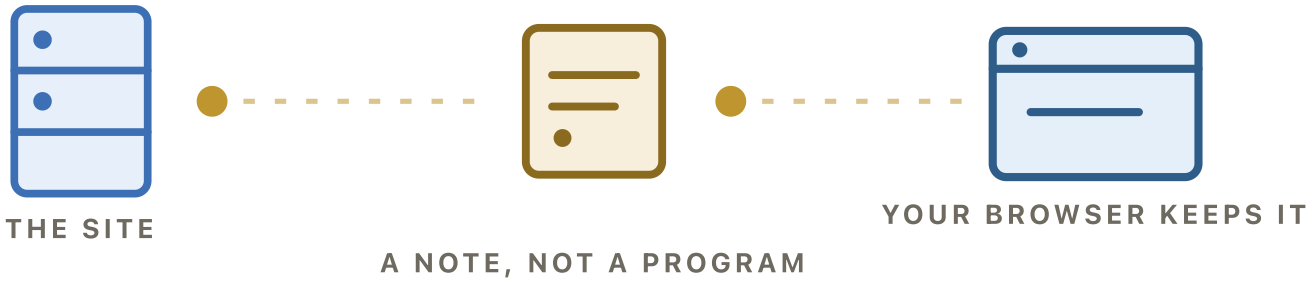
FOR EXAMPLE

Someone upstairs starts downloading something huge and your movie stops. One pipe, and they took most of it.

Cookies

HOW THE INTERNET ACTUALLY WORKS

Small notes a site leaves in your browser so it remembers you next time. They cannot infect anything — the concern is the ones left by other companies to follow you.



— *A stranger's bookmark slipped into your book.*

FOR EXAMPLE

You put shoes in a basket, close the page, come back tomorrow, and the shoes are still in the basket. The shop left a note in your browser.

Domain Name

HOW THE INTERNET ACTUALLY WORKS

A readable name, rented rather than bought, pointing at a numbered address. Look-alike names are the whole basis of phishing, so read them letter by letter.



READ IT LETTER BY LETTER

— *The name on the door, not the building itself.*

FOR EXAMPLE

A page looks exactly like your bank. The name has one letter changed. Everything else was copied; that letter was not.

HTTPS

It scrambles everything traveling between you and the site, so nobody in between can read it. It says nothing at all about whether the site itself is honest.



— *A sealed envelope, which says nothing about the sender.*

FOR EXAMPLE

You see a small padlock beside the address. What you type is now sealed on the way — though the padlock says nothing about who is at the other end.

IP Address

HOW THE INTERNET ACTUALLY WORKS

The number your connection uses online. It gives away roughly where you are and usually changes over time. It identifies a line, not a person.



— *A house number for your connection.*

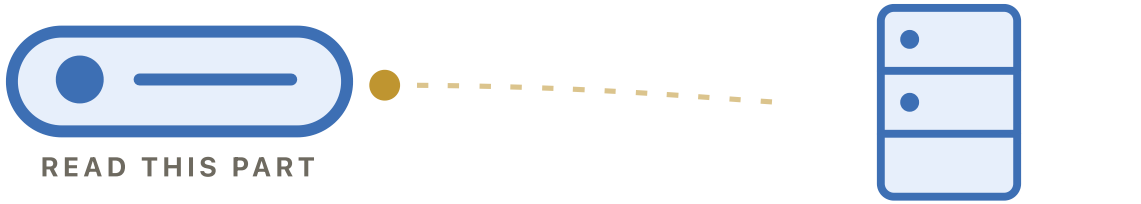
FOR EXAMPLE

A website greets you in the wrong language for your street but the right one for your city. It saw roughly where your line comes out, not who you are.

URL

HOW THE INTERNET ACTUALLY WORKS

A full address: which method, which computer, which file. The part just before the first single slash is the real destination — the rest can be made to look like anything.



— *House number, street and city — for a page.*

FOR EXAMPLE

A message says your package is waiting at a very long address. Read the bit just before the first single slash — that is where it really goes.

05

Browsing the Web

9 TERMS

Bookmark
Browser Extension
Browser Tab
CAPTCHA
Cookie Banner
Pop-Up
Search Engine
Secure Padlock
Web Browser

Bookmark

BROWSING THE WEB

A saved address you reach by name instead of by searching. For banking especially, a bookmark you made yourself cannot be faked the way a search result can.



— *The ribbon in the book.*

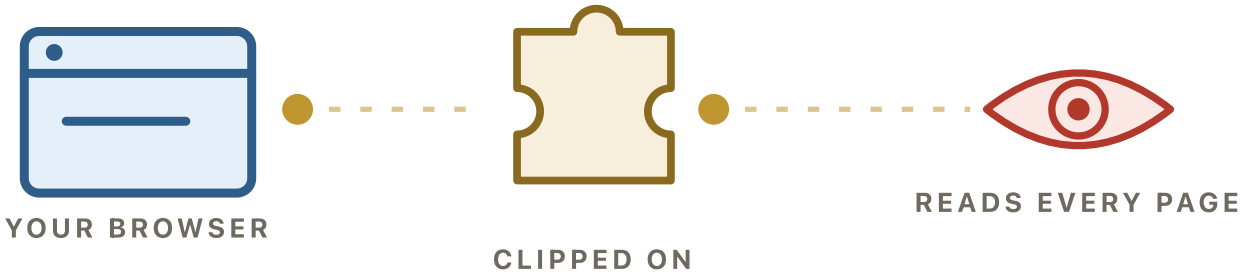
FOR EXAMPLE

You save your bank yourself and always open it from that saved link. Nobody can put a fake one in your own list.

Browser Extension

BROWSING THE WEB

A small add-on that can usually read every page you visit. Useful ones exist, but extensions get sold to new owners and the permissions quietly carry over.



— *A tool clipped onto the penknife.*

FOR EXAMPLE

You added a little tool for coupons. It can read every page you open, including your bank, because that is what you agreed to.

Browser Tab

BROWSING THE WEB

Each tab is a separate page kept loaded in the same window. They all use memory whether you are looking at them or not — which is why forty tabs slow a machine down.



— *Several books held open at once, fingers in each.*

FOR EXAMPLE

You have forty pages open across the top and the laptop is crawling. Each one is still running, whether you are looking at it or not.

CAPTCHA

BROWSING THE WEB

A small puzzle to prove you are a person. Failing it again and again usually means your connection looks suspicious to the site, not that you are answering it wrongly.



— *A bouncer asking a question a machine can't answer.*

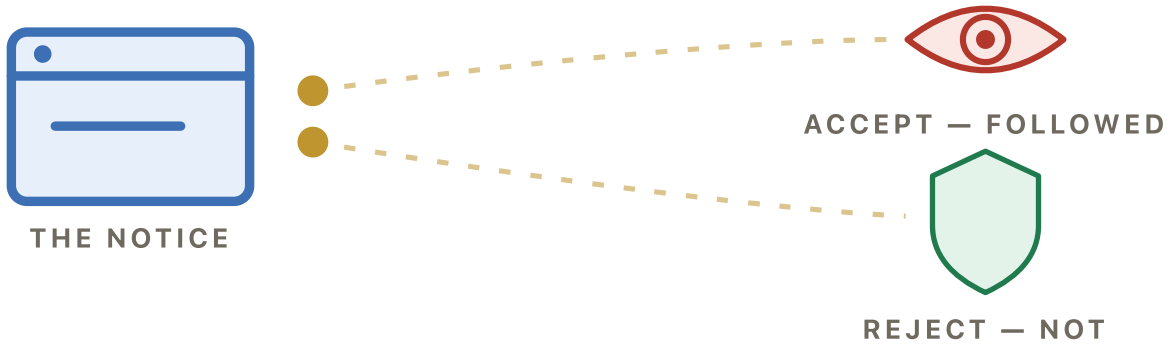
FOR EXAMPLE

You are asked to pick every square with a bus in it, three times. You are not answering wrongly. Your connection looks odd to the site.

Cookie Banner

BROWSING THE WEB

The law says you may refuse. Reject all is usually one click behind the Manage button, and refusing costs you almost nothing on the overwhelming majority of sites.



— *A form at the door asking whether you may be followed.*

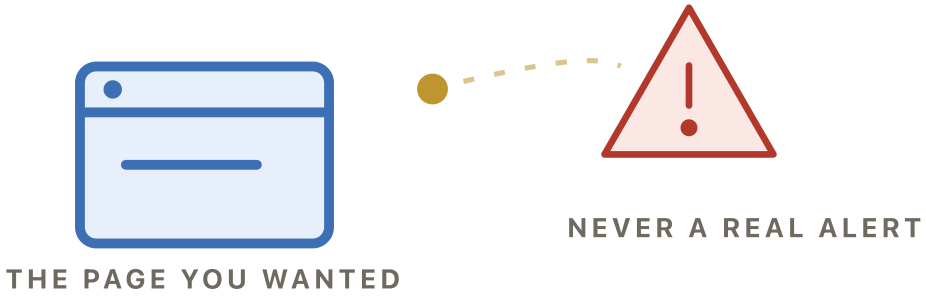
FOR EXAMPLE

A gray box asks to follow you around. There is usually a Manage button, and behind it a Reject All, and refusing costs you nothing.

Pop-Up

BROWSING THE WEB

A window opening over the page. The dangerous kind imitates a system warning — but a genuine virus alert never arrives from a website you happen to be visiting.



— *A salesman stepping in front of the shelf.*

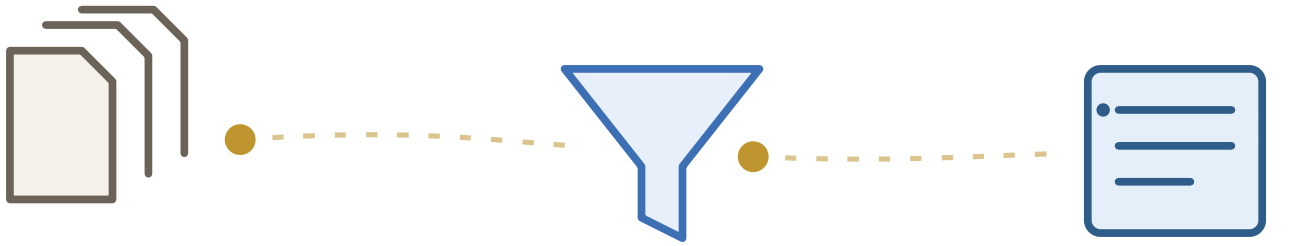
FOR EXAMPLE

A window appears saying your computer is infected and to call a number. A real warning never arrives from a page you are visiting.

Search Engine

BROWSING THE WEB

It read and sorted the web in advance. When you type a question it is not searching the internet — it is searching the index it built earlier.



— *A librarian who has read everything and points at a shelf.*

FOR EXAMPLE

You type a question and answers appear instantly. Nothing went and read the internet just then — it had read it already.

Secure Padlock

BROWSING THE WEB

It means the connection is encrypted, nothing more. Scam sites have padlocks too. Read the address beside it — that is the part that says who you actually reached.



— *A good lock on the door tells you nothing about the shopkeeper.*

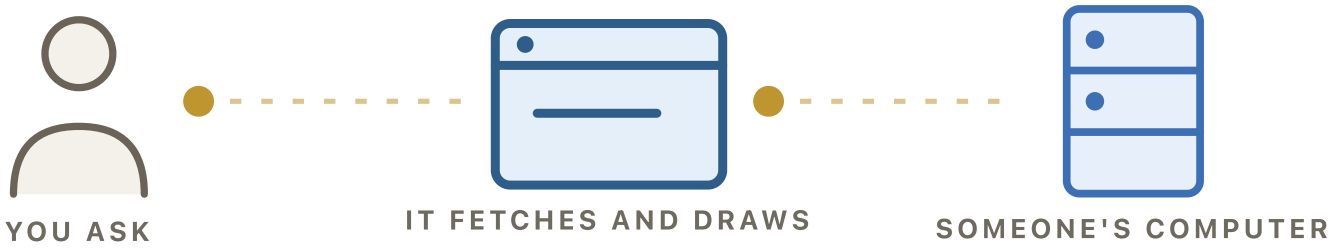
FOR EXAMPLE

The scam shop has a padlock too. It means the road is safe. It says nothing about the shop at the end of it.

Web Browser

BROWSING THE WEB

It fetches pages from other computers and draws them for you. It is also where the address and the padlock live — your only view of who you are really talking to.



— *A window you carry from building to building.*

FOR EXAMPLE

You want to read a page. Something on your machine goes and fetches it, then draws it for you. That something is the window you look through.

CHAPTER 6 OF 14

06

Files, Cloud & Backup

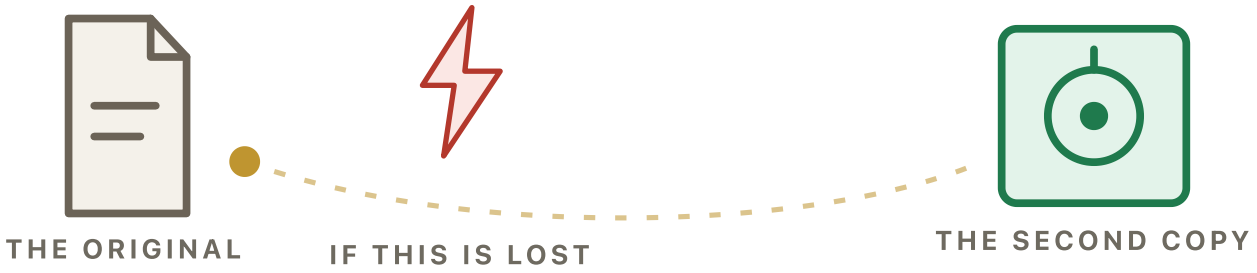
10 TERMS

Backup
Clearing the Cache
Cloud Storage
File Format
Link Sharing
PDF
Shared Folder
Storage Full
Sync
ZIP File

Backup

FILES, CLOUD & BACKUP

A second copy kept somewhere the first disaster cannot reach. A backup on the same machine is not a backup — it burns with everything else.



— *A spare key at your sister's house.*

FOR EXAMPLE

The laptop is dropped in the kitchen and never wakes up again. Every photograph is still safe, because a copy sits on a little drive in a drawer upstairs.

Clearing the Cache

FILES, CLOUD & BACKUP

Apps keep copies of what they already fetched so they load faster. Clearing it frees space and fixes odd behavior — your actual data stays.



— *Throwing out the scrap paper, keeping the ledger.*

FOR EXAMPLE

An app is behaving oddly and taking up a lot of room. You clear its saved bits and it works again. None of your photos or messages went anywhere.

Cloud Storage

FILES, CLOUD & BACKUP

Your files sit on a company's computers, so the same copy opens on any device. That also means deleting on one device deletes everywhere — it is storage, not a backup.



— *A locker at the station instead of a shelf at home.*

FOR EXAMPLE

You take a photo on your phone. You open the laptop and the photo is already there. You did not send it anywhere — both were looking at the same shelf.

File Format

FILES, CLOUD & BACKUP

The few letters after the dot decide what can open a file. Renaming them converts nothing — the contents stay exactly as they were, only now they are mislabeled.



— *The language a document is written in.*

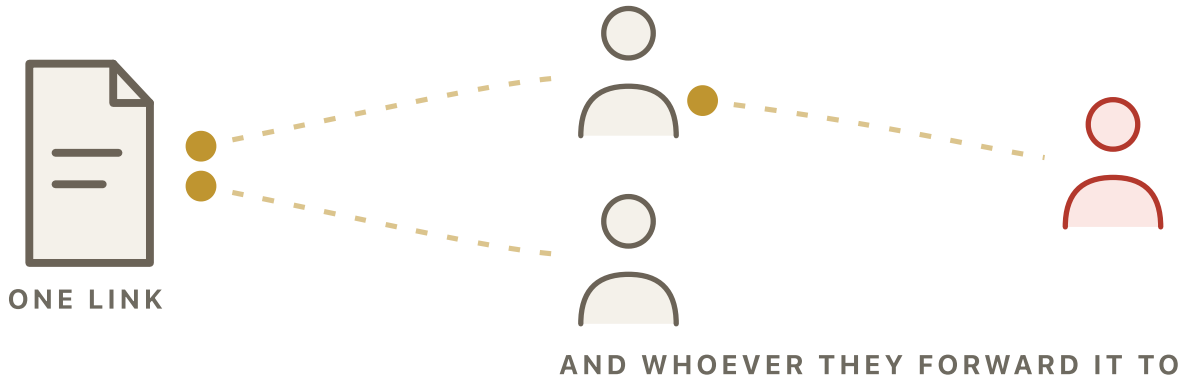
FOR EXAMPLE

A file will not open and somebody says to rename the ending. You do, and it still will not open — because renaming the label changed nothing inside.

Link Sharing

FILES, CLOUD & BACKUP

Anyone with the link means exactly that, including whoever it gets forwarded to next. For anything private, share with named people instead and the link cannot travel.



— *Leaving a key that works for whoever holds it.*

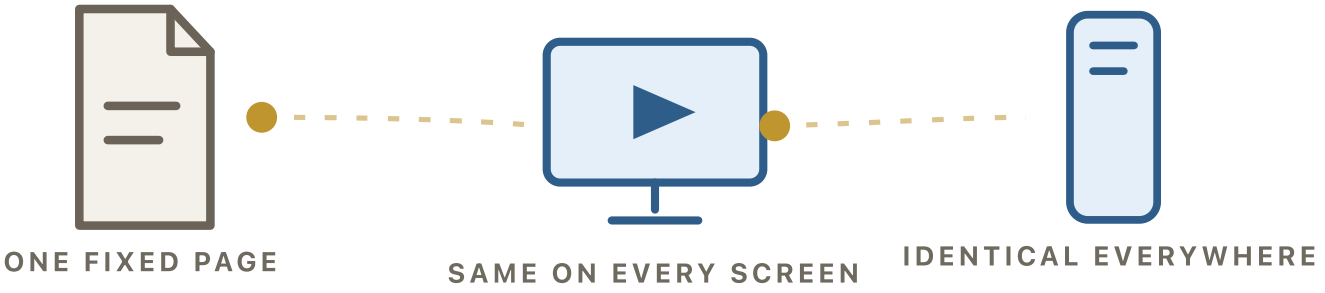
FOR EXAMPLE

You send a link to vacation photos to one friend. He forwards it to three people you have never met, and it works perfectly for all of them.

PDF

FILES, CLOUD & BACKUP

It preserves the page exactly, which is why it looks right everywhere and is awkward to edit. A scanned PDF is only a picture of text until the words are recognized.



— *A photograph of the page, not the page itself.*

FOR EXAMPLE

A form looks exactly the same on your phone, the library computer and the printer. That is what it is for, and also why it is hard to change a word.

Shared Folder

FILES, CLOUD & BACKUP

Everyone works on the same copy, so an edit or a deletion lands for all of them at once. Give people view access unless they genuinely need to change things.



— *A drawer in a shared desk.*

FOR EXAMPLE

Three of you keep the accounts in one folder. Somebody tidies up and deletes a file, and it disappears for all three at once.

Storage Full

FILES, CLOUD & BACKUP

A full device stops taking updates, which quietly makes it less safe as well as slower. Photos and video are nearly always what filled it — look there first.



— *A closet so packed the door won't shut.*

FOR EXAMPLE

The phone refuses to take another photo. You find one vacation video from last year and delete it, and there is room for hundreds more photos.

Sync

FILES, CLOUD & BACKUP

Change a file anywhere and every device updates itself. A deletion travels just as faithfully as an edit, which is why sync on its own is not a backup.



— *Two notebooks that rewrite themselves to match.*

FOR EXAMPLE

You delete an old file on the laptop. That evening it is gone from your phone as well. You only deleted it once, but it left everywhere.

ZIP File

FILES, CLOUD & BACKUP

Several files squeezed into one, which has to be unpacked before use. It is also a favorite wrapper for malware, because the contents stay hidden until you open it.



— *A vacuum bag for clothes.*

FOR EXAMPLE

Twenty photographs arrive as one file. Nothing opens until you unpack it, and then all twenty are there.

07

Staying Safe

16 TERMS

Antivirus
Data Breach
Firewall
Identity Theft
Incognito Mode
Malware
One-Time Password (OTP)
Password Manager
Phishing
Ransomware
Screen Lock
Social Engineering
Spam
Tech Support Scam
Two-Factor Authentication (2FA)
VPN (Virtual Private Network)

Antivirus

STAYING SAFE

It checks what arrives and what runs against known threats. A filter, not a force field — it lowers the odds, it does not remove them.



A guard dog trained on the smell of intruders.

FOR EXAMPLE

The guard dog catches the obvious intruder at the door. It does not catch the clever one who has a key and walks in politely.

Data Breach

STAYING SAFE

A company loses its customers' data — not something you did. The damage spreads only if you used that same password elsewhere, which is the one thing to go and fix.



— *The hotel's guest register left on the street.*

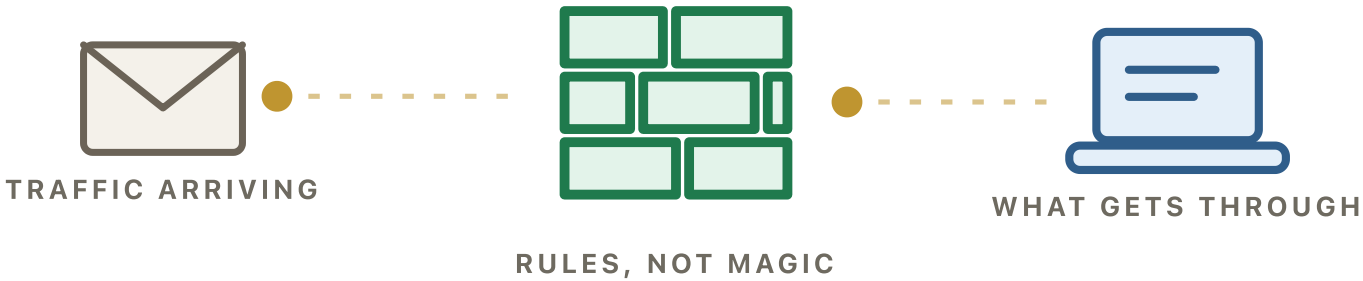
FOR EXAMPLE

A shop you bought socks from four years ago loses its customer list. Nothing you did was wrong — but if you used that password elsewhere, go and change it.

Firewall

STAYING SAFE

A set of rules deciding which traffic may pass. Your router already blocks most uninvited traffic — today the danger is far more often something you invited in.



— *A doorman working from a guest list.*

FOR EXAMPLE

Nothing uninvited gets in through the front. The trouble walked in through a door you opened yourself, holding an attachment.

Identity Theft

STAYING SAFE

Someone uses your details to open accounts as you. The first sign is usually mail you did not expect — a bill or a card for an account you never opened.



— *A stranger wearing your face to the bank.*

FOR EXAMPLE

A letter arrives about a credit card you never applied for. Somebody used your name and your address to open it.

Incognito Mode

STAYING SAFE

It only stops your own device keeping a record. The website, your employer and your provider all still see it. This is privacy from the next person on your sofa.



— *Wiping your own diary, not the shop's security camera.*

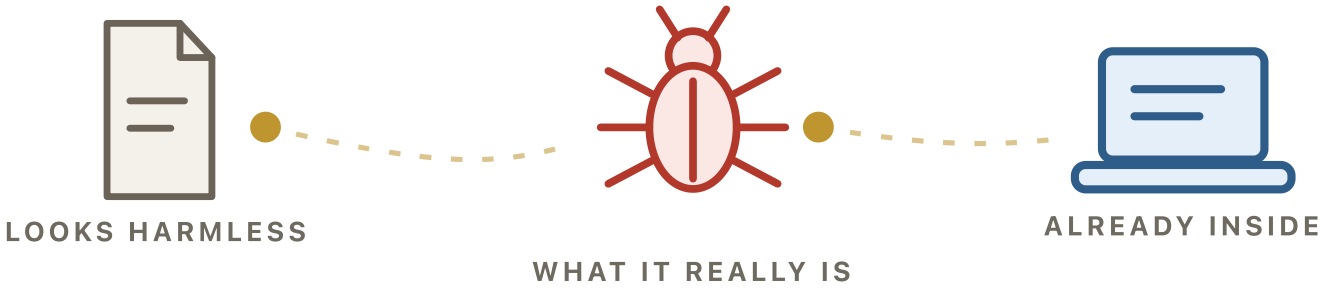
FOR EXAMPLE

You browse in a private window so nobody knows. Your own laptop forgets. The website, your office and your internet company all still know.

Malware

STAYING SAFE

Any program built to work against you — stealing what you type, locking your files, or using your machine for someone else. It nearly always arrives as something you opened.



— *Poison hidden in the pantry.*

FOR EXAMPLE

You open an attachment from what looked like a delivery company. Nothing seems to happen. Something is now running that you did not choose.

One-Time Password (OTP)

STAYING SAFE

A code that works once and expires in minutes. No real bank or company will ever call and ask you to read it out. Anyone who does is taking your account.



— *A movie ticket good for exactly one showing.*

FOR EXAMPLE

A man calls, says he is from your bank, and asks you to read out the six numbers that just arrived. Hang up. Your bank never asks for those.

Password Manager

STAYING SAFE

One app invents and remembers a different long password for every account, so a break-in at one company cannot open all the others.



— *A locksmith who keeps every key but only opens for you.*

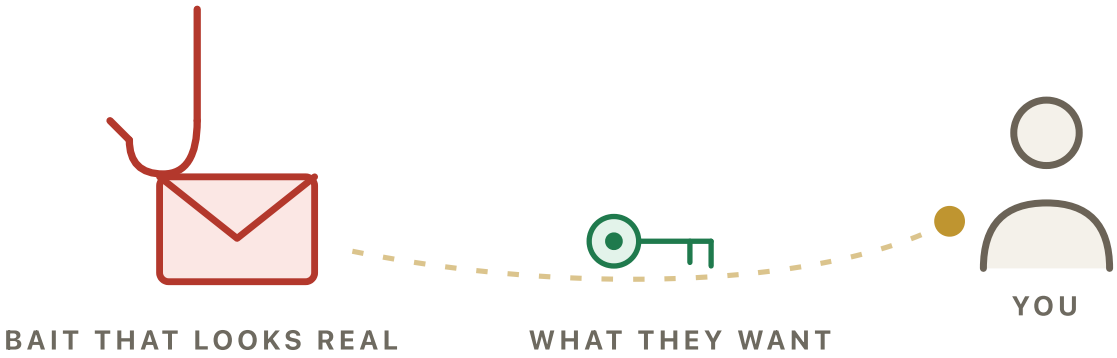
FOR EXAMPLE

You have one password you remember. Everything else is a long jumble you have never seen and never need to.

Phishing

STAYING SAFE

A message pretending to be your bank, a courier or your boss. The giveaway is urgency plus a link — act now, before you think to check who really sent it.



A stranger in a courier's uniform asking for your keys.

FOR EXAMPLE

A text says your package is stuck and you must pay a small fee now. There is no package. Someone wants your card number, and the word "now" is the trick.

Ransomware

STAYING SAFE

It locks your files and demands payment for the key. Paying frequently returns nothing, which is why a backup kept somewhere separate is the only defense that reliably works.



— *A padlock fitted to your own front door.*

FOR EXAMPLE

Every photograph on the computer is locked and a message asks for money. The people who paid mostly got nothing back.

Screen Lock

STAYING SAFE

The single setting that decides whether a lost phone is an expensive annoyance or a stranger reading your email, your messages and your bank app.



— *The front door, not the safe.*

FOR EXAMPLE

The phone is left in a taxi. With a lock, someone has an expensive brick. Without one, they have your email, your messages and your bank.

Social Engineering

STAYING SAFE

Attacking the person instead of the system, using urgency and authority. Almost every version of it fails if you stop and check on a number you already had.



— *Talking your way past the guard instead of picking the lock.*

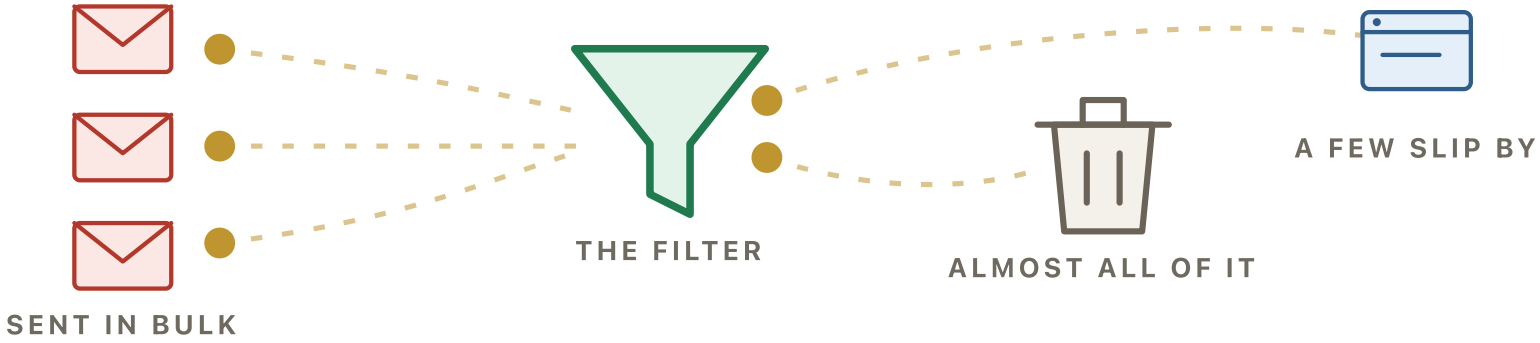
FOR EXAMPLE

A very urgent, very official voice needs you to act right now. You say you will call back on the number on your card. The urgency was the whole plan.

Spam

STAYING SAFE

Sending a million messages costs almost nothing, so it pays even if one person in a million replies. The filter is what stands between that and your morning.



— *Flyers stuffed into every mailbox on the street.*

FOR EXAMPLE

Forty messages arrive about things you never asked for. Sending them cost almost nothing, so it was worth sending to a million people.

Tech Support Scam

STAYING SAFE

A caller says your computer has a problem. No real company knows that or calls about it — and the moment they ask to install something to help, the help is the attack.



— *A plumber who breaks the pipe he offers to fix.*

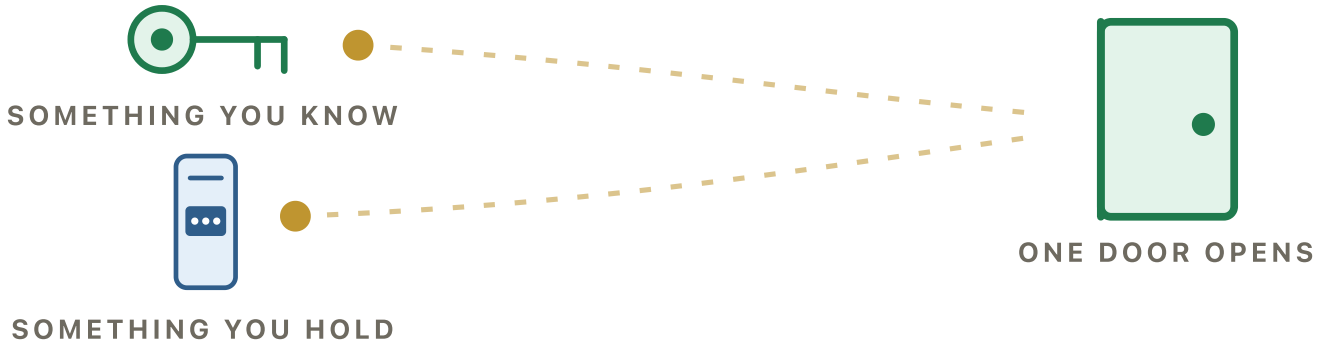
FOR EXAMPLE

A caller says your computer has a virus and he can fix it. No real company knows that. The moment he asks to install something, that is the attack.

Two-Factor Authentication (2FA)

STAYING SAFE

A second proof on top of your password — usually a code on the phone in your pocket. A thief who steals the password still cannot get in without the phone.



— *A bank locker needing your key and the manager's.*

FOR EXAMPLE

Somebody in another country types your password correctly. Your phone buzzes with a code. They do not have your phone, so they do not get in.

VPN (Virtual Private Network)

STAYING SAFE

It hides your traffic from the network you are sitting on by routing it through a company's server. You are not anonymous — you have moved who has to be trusted.



— *Mailing your letter from a different city, in a sealed pouch.*

FOR EXAMPLE

On the café internet nobody around you can see what you are doing. The company you paid for that can.

CHAPTER 8 OF 14

08

Money & Buying Online

10 TERMS

Auto-Renewal
Blockchain
Cryptocurrency
Digital Wallet
Free Trial
In-App Purchase
QR Code
Subscription
Tap to Pay (NFC)
UPI (Unified Payments Interface)

Auto-Renewal

MONEY & BUYING ONLINE

It charges again on its own until you stop it. Canceling usually keeps your access until the period you already paid for runs out, so cancel the moment you decide.



— *A tap left running quietly in another room.*

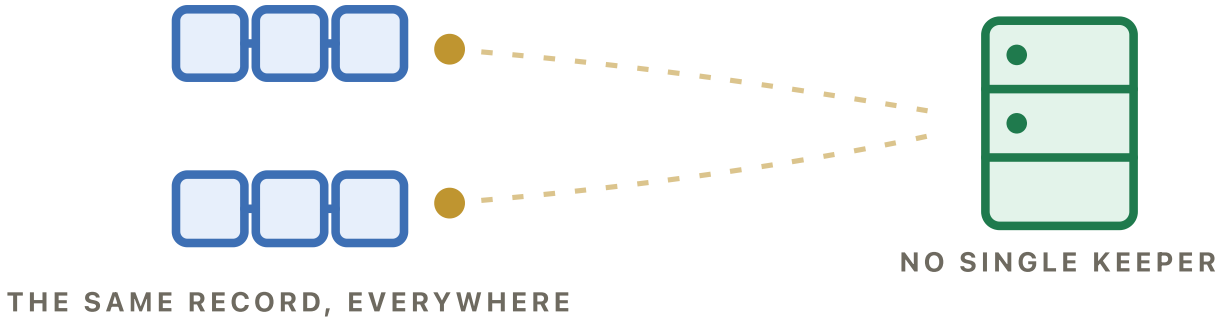
FOR EXAMPLE

A payment goes out for a thing you stopped using in March. Nobody asked you. It simply came round again.

Blockchain

MONEY & BUYING ONLINE

A record kept in identical copies by many computers, so old entries cannot be quietly changed. Useful when nobody trusts a single keeper; slower than a database otherwise.



— *A ledger written in ink, copied to a thousand desks.*

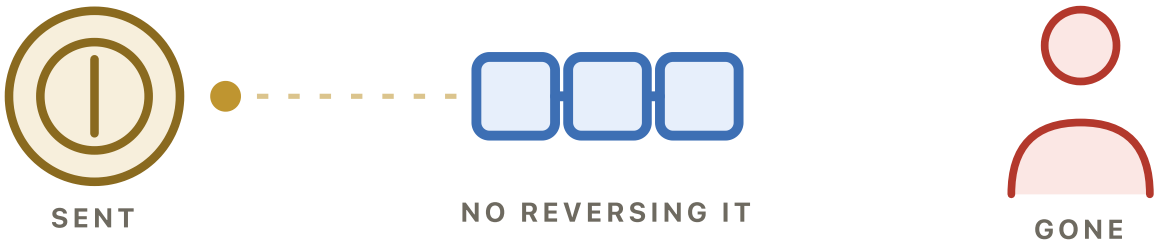
FOR EXAMPLE

The same list is kept on thousands of computers at once. To change yesterday's entry you would have to change it on all of them.

Cryptocurrency

MONEY & BUYING ONLINE

Digital money recorded on a public ledger rather than issued by a bank. Transfers cannot be reversed and there is nobody to appeal to, which is why scams favor it.



— *Cash handed over in a room with no doorman.*

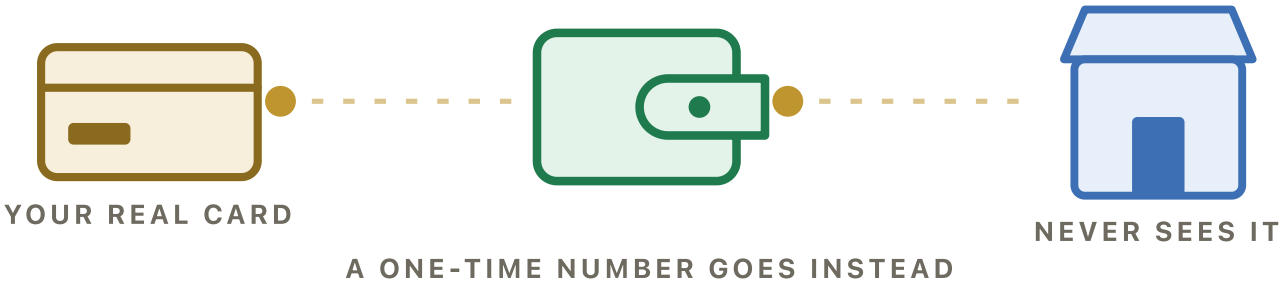
FOR EXAMPLE

You send it to the wrong person by mistake. There is no bank to call and nobody to reverse it. It has simply gone.

Digital Wallet

MONEY & BUYING ONLINE

Your card sits in the phone and the shop is handed a one-time number instead of your real one. That substitution is why paying by phone is safer than typing the card in.



— *A purse that lives in your pocket computer.*

FOR EXAMPLE

You tap the phone at the register. The shop is handed a one-time number, and never sees the long number on your actual card.

Free Trial

MONEY & BUYING ONLINE

Free for a period, with your card already stored. It does not end when the trial does — it converts, unless you cancel before the date.



— *A test drive where you've already signed the papers.*

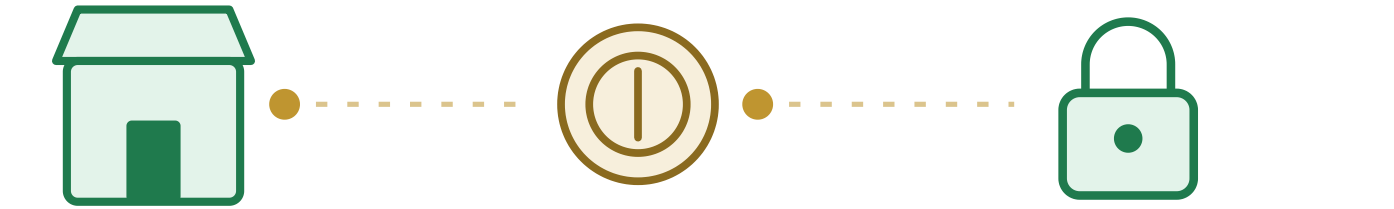
FOR EXAMPLE

It is free for thirty days and you give your card to start. On day thirty-one it charges, because nobody was ever going to remind you.

In-App Purchase

MONEY & BUYING ONLINE

The app is free to install and sells things once you are inside. On a child's device this is the first setting to find — require a password for every single purchase.



— *Free entry to the fair, paid rides inside.*

FOR EXAMPLE

The game was free. Your child taps a few times and a cartful of coins is bought, because nothing asked for a password.

QR Code

MONEY & BUYING ONLINE

A square holding a short piece of text — usually a web address or a payment request. You cannot see where it leads until you open it.



— *A barcode that can hold a sentence.*

FOR EXAMPLE

You point the camera at a square on a restaurant table and the menu appears. You had no idea where it was going until it opened.

Subscription

MONEY & BUYING ONLINE

You are renting access, not buying a thing. The charge repeats on a date you agreed to once and will probably never think about again.



— *Renting the apartment instead of buying it.*

FOR EXAMPLE

You pay every month and use it constantly. You stop paying and it all disappears, because you were renting the whole time.

Tap to Pay (NFC)

MONEY & BUYING ONLINE

It works only within about an inch and hands over a one-time code, not your card number. A reader in somebody's pocket cannot quietly charge you in a crowd.



— *A handshake so brief it needs no words.*

FOR EXAMPLE

You hold the card near the machine and it beeps. Somebody with a reader in their pocket cannot do that to you in a crowd — it only works almost touching.

UPI (Unified Payments Interface)

MONEY & BUYING ONLINE

Money moves bank to bank in seconds, with no card number shared. You never enter your PIN to receive money — only to send it. Any request to do so is a scam.



— *Handing cash across the counter, but the counter is anywhere.*

FOR EXAMPLE

You scan the shopkeeper's square and the money is in his bank before you have put the phone away. He never saw a card.

09

Phones & Apps

4 TERMS

Push Notification

App Store

Dark Mode

Location Services

Push Notification

PHONES & APPS

The app does not need to be open. Its company sends a message to your device whenever it chooses — which is why the setting is worth visiting.



— *A tap on the shoulder from a shop you once visited.*

FOR EXAMPLE

A shop you visited once last year taps you on the shoulder at nine at night. You never opened their app; they opened yours.

App Store

PHONES & APPS

Apps here have been through automated and human checks before you can install them. That gate is most of the reason your phone is safer than your laptop.



— *A licensed bazaar with a gate.*

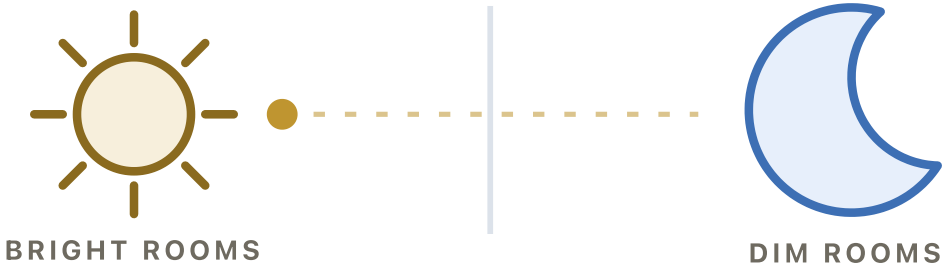
FOR EXAMPLE

Everything you install comes from one place that checked it first. That gate is most of why your phone gives you less trouble than your laptop.

Dark Mode

PHONES & APPS

Light text on a dark background. Easier in dim rooms and a little kinder on battery — but many eyes, especially with astigmatism, read it worse. Try both.



SAME SCREEN, DIFFERENT COMFORT

— *Reading by lamplight instead of floodlight.*

FOR EXAMPLE

You switch to the dark screen at night and it feels kinder. Your friend tries it and says the words look smeared. Both of you are right.

Location Services

PHONES & APPS

Apps must ask before they can see where you are, and you can answer once, while using, or never. Most apps that ask do not need it.



— *A map that asks permission before pointing at you.*

FOR EXAMPLE

A game asks to know where you are. You choose "only while using", and it works exactly as well.

10

Working & Talking Online

2 TERMS

Screen Share

Video Call

Screen Share

WORKING & TALKING ONLINE

Everyone sees whatever appears on your screen, including a message that pops up mid-call. Share one window rather than the whole screen whenever the option is there.



— *Turning your notebook around for the table to read.*

FOR EXAMPLE

You share your screen in a meeting and a message from your sister pops up in the corner. Everybody reads it.

Video Call

WORKING & TALKING ONLINE

Picture and sound compressed, sent and rebuilt many times a second, both ways at once. A weak upload hurts how others see you, not how you see them.



— *A window opened between two rooms far apart.*

FOR EXAMPLE

They can see and hear you fine, but say you look frozen. Your picture going out is the small pipe, not the one coming in.

11

The Smart Home

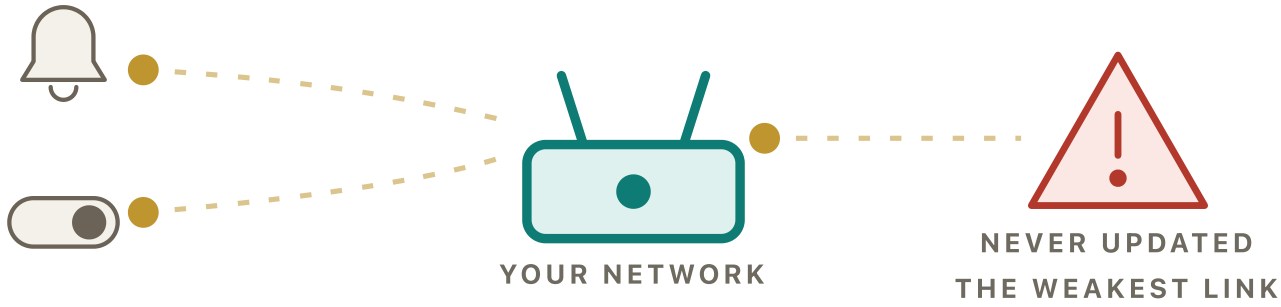
4 TERMS

Internet of Things (IoT)
Smart Home
Smart Speaker
Voice Assistant

Internet of Things (IoT)

THE SMART HOME

Everyday objects given a chip and a connection. The cheap ones often never receive a security update, which is what makes them the weakest thing on your network.



— *Furniture that can send postcards.*

FOR EXAMPLE

The cheap plug you bought in 2021 still works. It has also never once had a security update, and it is on the same network as your laptop.

Smart Home

THE SMART HOME

Household things given a chip and a connection. Most depend on the maker's servers, so a company closing down can quietly turn a working device into an ornament.



— *A house with a nervous system.*

FOR EXAMPLE

The lights come on at dusk without anybody touching a switch. Then the company that made them closes down, and they are just lamps again.

Smart Speaker

THE SMART HOME

It listens locally for its wake word and sends nothing onward until it hears it. What comes after may be stored, and in some cases reviewed by a person.



An ear that hears everything but writes down only its own name.

FOR EXAMPLE

You say its name and a light comes on. Until you said the name, it was not sending anything anywhere.

Voice Assistant

THE SMART HOME

The software behind the listening. Accents and background noise change how well it hears you, and most of them let you go back, review and delete what was kept.



— *The mind behind the butler's ears.*

FOR EXAMPLE

You ask for the weather and get it. Your grandmother asks the same thing and it mishears her twice, because it has heard fewer voices like hers.

12

Understanding AI

5 TERMS

Artificial Intelligence (AI)

Hallucination

Large Language Model (LLM)

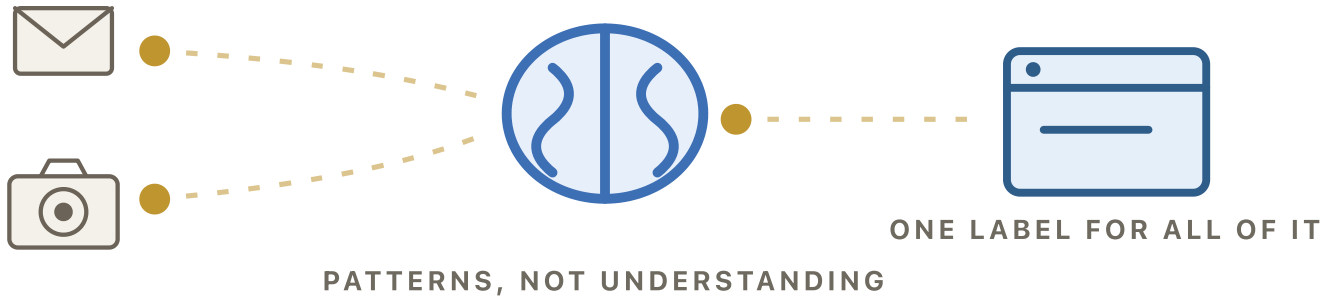
Machine Learning (ML)

Prompt Engineering

Artificial Intelligence (AI)

UNDERSTANDING AI

A label stretched over very different things, from spam filters to chatbots. None of it understands; it finds patterns in what it was shown and repeats them.



— *A word doing the work of twenty.*

FOR EXAMPLE

The same two letters are on a spam filter, a chatbot and a washing machine. None of the three understands anything at all.

Hallucination

UNDERSTANDING AI

When it invents something and states it with complete confidence. The dangerous ones look ordinary — a date, a citation, a phone number. Check anything that matters.



— *A colleague's account of a meeting they half-attended.*

FOR EXAMPLE

It gives you a book title, an author and a year. All three sound completely right. The book has never existed.

Large Language Model (LLM)

UNDERSTANDING AI

It predicts the next word, over and over, from everything it has read. It is not looking anything up, which is why it can be fluent and completely wrong at the same time.



— *Someone finishing your sentences, very fast.*

FOR EXAMPLE

It writes a beautiful paragraph about your town, and invents a street that has never existed. It was never looking anything up.

Machine Learning (ML)

UNDERSTANDING AI

Instead of being given rules, it is shown thousands of examples and works the rules out itself. Whatever was missing from those examples becomes its blind spot.



— *Everything the apprentice ever watched being done.*

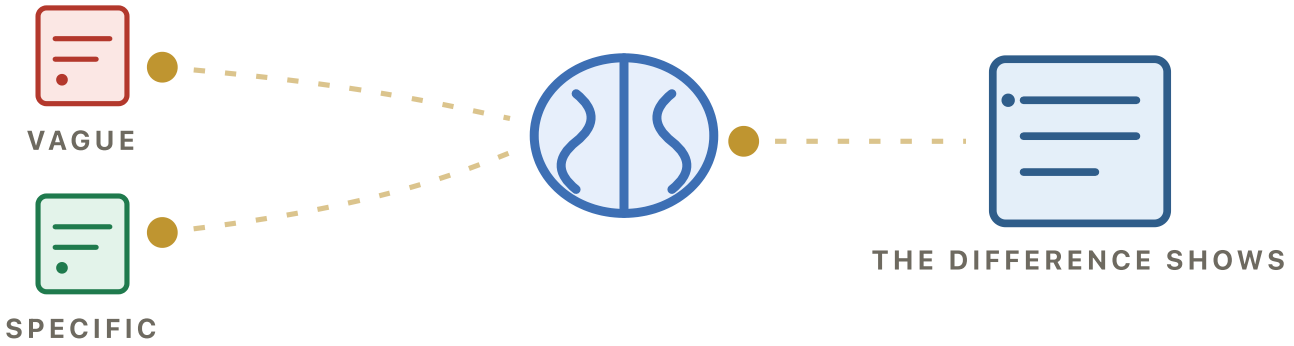
FOR EXAMPLE

Nobody wrote a rule for what a cat looks like. It was shown a hundred thousand cats until it worked the rule out itself.

Prompt Engineering

UNDERSTANDING AI

Saying clearly what you want, in what form, and what to leave out. Being specific changes the answer far more than being polite to it ever will.



— *Describing the dish, not just saying you're hungry.*

FOR EXAMPLE

You ask for "a letter" and get something vague. You ask for "a short polite letter to a landlord about a broken furnace" and get something you can send.

13

AI in Everyday Life

3 TERMS

AI Image Generation

Chatbot

Deepfake

AI Image Generation

AI IN EVERYDAY LIFE

It builds a new picture out of patterns rather than copying an existing one. Look at hands, at text and at edges — that is still where the seams show most often.



CHECK HANDS, TEXT AND EDGES

— *Describing a scene to an artist who paints it instantly.*

FOR EXAMPLE

The picture is beautiful until you look at the hands, and count six fingers.

Chatbot

AI IN EVERYDAY LIFE

Software you talk to in ordinary words instead of menus. It will often agree with you if you push back, so treat a confident answer as a first draft, not a verdict.



— *A clerk you can simply talk to.*

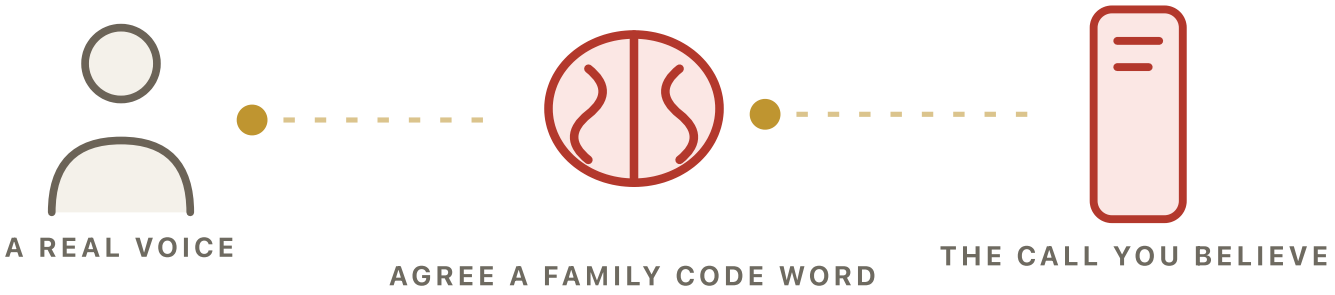
FOR EXAMPLE

You tell it that it is wrong. It apologizes immediately and agrees with you — even on the occasions when it was right.

Deepfake

AI IN EVERYDAY LIFE

Fake video or a cloned voice of a real person, now made from seconds of recording. Agree a word with your family that a caller in distress would have to know.



— *A forged portrait that also moves and speaks.*

FOR EXAMPLE

Your daughter calls in tears asking for money. The voice is exactly hers. Ask her the word only your family knows.

14

How Tech Culture Works

6 TERMS

Algorithmic Feed
Clickbait
Digital Footprint
Doomscrolling
Downtime
Open Source

Algorithmic Feed

HOW TECH CULTURE WORKS

Ordered by what holds attention, not by what is recent or true. Two people opening the same app see genuinely different worlds, and neither of them is told that.



— *A newspaper reprinted for each reader.*

FOR EXAMPLE

You and your neighbor open the same app on the same morning and see two different worlds. Neither of you is told that.

Clickbait

HOW TECH CULTURE WORKS

A headline written to be clicked rather than to inform. The trick is withholding the one detail that would answer it, so that you have to open the page to find out.



— *A shop sign promising more than the shelves hold.*

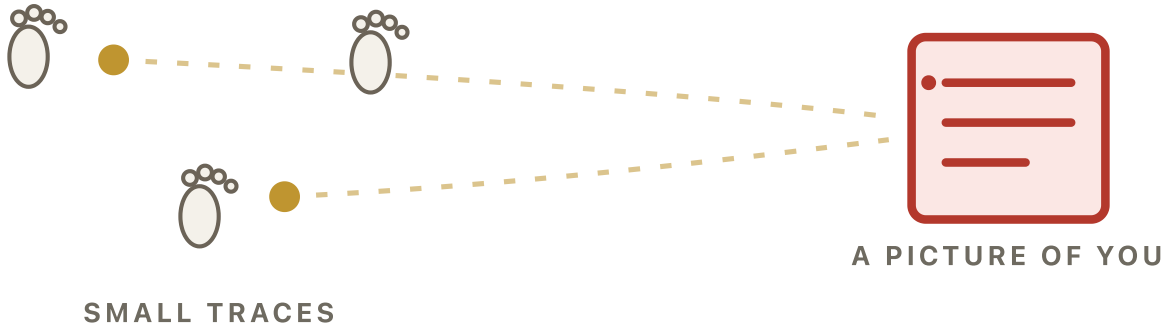
FOR EXAMPLE

"You will not believe what happened next." You click. What happened next is ordinary, and they got what they wanted.

Digital Footprint

HOW TECH CULTURE WORKS

The trail you leave, assembled from many small traces rather than one big one. Deleting a post rarely removes it — copies and records usually outlive the original.



— *Footprints in wet cement, not sand.*

FOR EXAMPLE

You delete an old post. A screenshot of it is still on somebody else's phone, and the search engine remembers it for another month.

Doomscrolling

HOW TECH CULTURE WORKS

Reading distressing news long past the point of use. The feed has no end by design, so a stopping point decided beforehand works far better than willpower ever does.



— *Picking at a scab because it's there.*

FOR EXAMPLE

You look at the news for two minutes before bed and put the phone down forty minutes later, feeling worse and knowing nothing new.

Downtime

HOW TECH CULTURE WORKS

The service itself is down, not your equipment. Checking the provider's status page first saves an hour of restarting things that were never broken.



— *The Closed sign up in the middle of the day.*

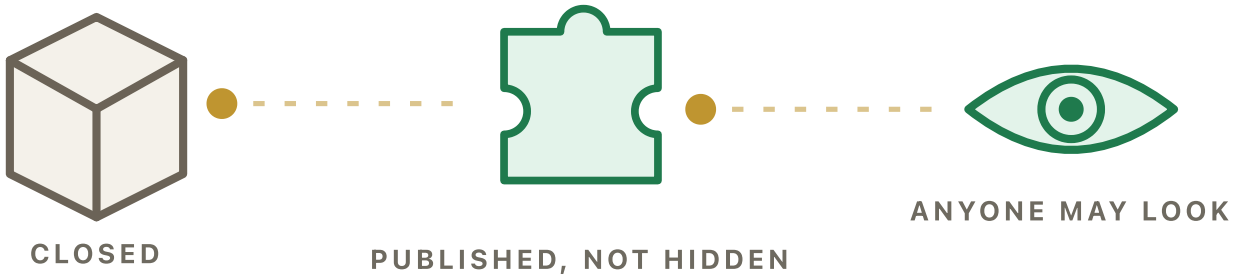
FOR EXAMPLE

Nothing loads. You restart the box, the laptop and the phone. It was their service all along, and it came back on its own.

Open Source

HOW TECH CULTURE WORKS

The code is published, so anyone may inspect it. That openness is a security argument as much as a price one — flaws can be found by people who do not work there.



— *A recipe printed on the packet.*

FOR EXAMPLE

Anybody may read how it works. Somebody who does not work there spots a flaw and reports it, which is exactly the point.

WHAT COMES NEXT

Keep going

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- On a tablet, turn it sideways — every card fills the screen.
- Read one chapter, not the whole book. The examples are the part worth keeping.
- The online edition animates: the gold dots travel. Same cards, same words.

COLOPHON

About this edition

Tech, Drawn Simple — The Pocket 100 · free, edition of 9 September 2026. 100 terms in 14 chapters.

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How it was made. The terms were chosen and validated for accuracy. The explanations, analogies and examples were drafted with an AI writing tool and then edited and checked, card by card. The drawings are vector illustrations produced from code by the same AI tool and checked by hand against their sentences — where a picture could not prove its sentence, one of them was redone.

What it is not. This is a plain-language guide, not professional, legal, financial or security advice. Where a card warns you about a scam or a setting, that warning is general; when in doubt, ask the bank, the company or a person you trust before acting.

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Set in the system typeface of the device that prints it, with Georgia for the analogies. Royal blue #1D4ED8, gold #BF9530, on white — the house colours of the series.