Novell
Linux Desktop

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GNOME USER GUIDE

July 28, 2005

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About This Guide

Congratulations on choosing the Novell® Linux* Desktop (NLD). This manual is designed to introduce you to the GNOME graphical desktop environment and show you how to configure it to meet your personal needs and preferences. It also introduces you to several programs and services, including office programs such as OpenOffice.org, Web browsers, file managers, scanning tools, and image editing tools. It is intended for users who have some experience using a graphical desktop environment such as Macintosh*, Windows*, or other Linux desktops.

This guide contains the following sections:

Audience

This guide is intended for NLD users using the GNOME desktop.

Feedback

We want to hear your comments and suggestions about this manual and the other documentation included with this product. Please use the User Comments feature at the bottom of each page of the online documentation, or go to www.novell.com/documentation/feedback.html and enter your comments there.

Documentation Updates

For the latest version of this documentation, see the Novell Linux Desktop documentation (http://www.novell.com/documentation/lg/nld/index.html) Web site.

Additional Documentation

The *Novell Linux Desktop GNOME User Guide* and documentation for each of the components included with Novell Linux Desktop can be accessed using the Help Center. To access the Novell Help Center, click *Help* on the top panel of the desktop and then click *User's Manual*.

For documentation about the NLD KDE Desktop, see *Novell Linux Desktop KDE User Guide* (http://www.novell.com/documentation/nld/userguide_kde/data/front.html).

For information about installing and administering NLD, see the *Novell Linux Desktop Deployment Guide* (http://www.novell.com/documentation/nld/nld_deployment/data/front.html).

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Welcome

<div style="text-align: right; font-size: 3em;">1</div>

The Novell® Linux Desktop (NLD) offers an easy-to-use graphical interface that, like other popular desktops, can be customized to meet your needs and personal preferences. This chapter introduces the desktop and highlights some of the differences between NLD and other common desktop products.

1.1 Introducing the Novell Linux Desktop

The Novell Linux Desktop (NLD) is a new Linux desktop created by combining two of the best Linux desktops available with leading Novell products and services.

NLD is powered by SUSE® LINUX and combines the best Linux software—including OpenOffice.org productivity software (compatible with Microsoft* Office documents) and the award winning Novell Evolution™ collaboration software—with leading Novell products and services to create a work environment that helps you capture and share business information.

NLD features include the following:

- **OpenOffice.org productivity suite:** Provides word processing, spreadsheet, presentation, drawing, and database programs.
- **CD nurner:** Provides a comfortable user interface to perform most CD- and DVD-burning tasks.
- **CUPS printing system:** Lets you set up and print to local and network printers.
- **File manager:** Helps you navigate files, networks, and devices; designed especially for people migrating from Microsoft Windows. The file manager includes a desktop icon named Computer, similar to the Windows My Computer.
- **Firefox*:** A powerful Web browser.
- **Agfa* fonts:** High-quality licensed fonts, metrically compatible with those used in Microsoft Office, to help preserve formatting and styles across platforms.
- **RealNetworks* RealPlayer*:** Media player for RealAudio* and RealVideo* formats. Works with or without your Web browser.
- **Macromedia* Flash*:** Browser plug-in for display of Flash vector animation on the Web.
- **Sun* Java* Runtime Environment:** Lets you use the broadest range of Java software with the best performance.

NLD offers a host of capabilities for organizations using a mixture of Linux and Windows systems. They include the following:

- **Microsoft Office format support:** OpenOffice.org supports the file formats from Office 97, 2000, and XP, so you don't have to worry about the format, even when people send you documents from the newest systems.

- **Citrix*:** Lets you establish a session with a Citrix server, which enables the user to access server-based applications that appear to run locally on the client machine but execute on the server.

- **Metrically compatible fonts:** Not only do the files translate, but Novell has chosen fonts that are the same size as those on Windows, to help preserve page breaks, bullet points, and other document formatting.

- **Windows (SMB) networking:** Lets you open the My Computer view and double-click the Windows Network icon to get to file servers and shared volumes.

- **Communications standards support:** Novell Evolution works with POP, SMTP, IMAP, and other standardized communications protocols, letting you use the application as an e-mail client for virtually any messaging system.

- **Optional Microsoft Exchange support with Novell Connector:** With Novell Connector, you can use Evolution to access shared or private e-mail, group schedules, company address lists, public folders, and more on a Microsoft Exchange 2000 or 2003 server.

- **Keyboard shortcuts:** NLD uses familiar Windows shortcuts such as Cut, Copy, and Paste. For information on changing keyboard shortcuts, see Section 3.1.4, "Customizing Keyboard Shortcuts," on page 40.

1.2 For Microsoft Windows Users

If you are coming from Microsoft Windows, take a look at how familiar elements of Windows translate to the Novell Linux Desktop. After logging in, you will notice that the desktop has a familiar layout and recognizable icons, many of them similar to the Windows and Macintosh* desktops.

Figure 1-1   *Novell Linux Desktop (GNOME)*

1.2.1 Start Menu

You can access all of your programs by clicking the *Programs* menu, similar to the *Start* menu in Windows.

Figure 1-2 *Novell Linux Desktop Programs Menu*

1.2.2 Windows Explorer

To manage files, double-click *Computer* on the desktop. This opens the contents of the Computer folder in File Manager.

Figure 1-3 *Comparing Windows Explorer to the Novell Linux Desktop File Manager*
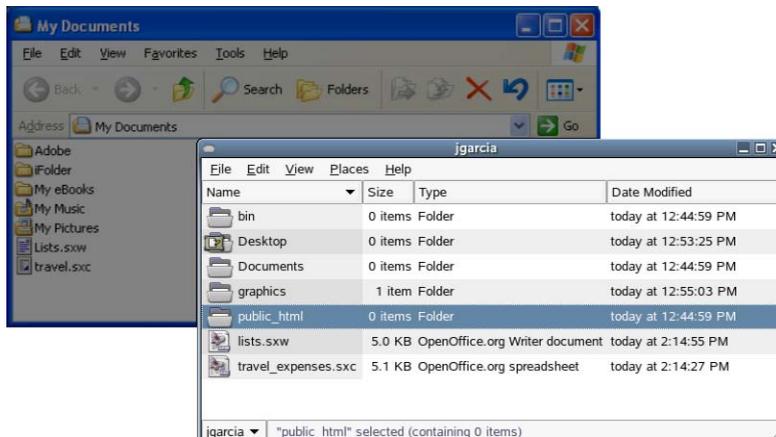
For more information, see "Managing Folders and Files with File Manager" on page 27.

1.2.3 Command Prompt

To run commands from a command line, similar to what you might have done at Command Prompt in Windows, click *Programs* > *System Tools* > *Terminal*. In the terminal window, you can run most Linux commands.

Figure 1-4 *Comparing Windows Command Line Prompt to the Novell Linux Desktop Terminal Window*
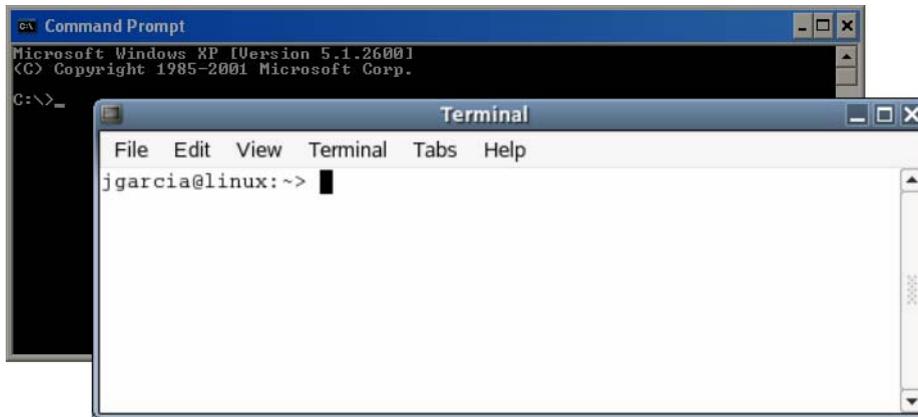
1.2.4 Control Panel

To change to the way NLD looks and behaves, click *System* > *Personal Settings*. Some of the settings you might want to change include the desktop background, screen saver, keyboard and mouse configuration, sounds, and file associations.

Figure 1-5 *Comparing Windows Control Panel to Novell Linux Desktop Personal Settings*

For more information, see .

1.2.5 Print Manager

To set up or add a printer to NLD, click *System > Personal Settings*. In the Settings window, double-click *Printers*.

Figure 1-6   *Comparing the Printers and Faxes Folder in Windows to the Novell Linux Desktop Printers View*

For more information, see Chapter 9, "Managing Printers," on page 105.

1.2.6 Task Switching

Similar to the Task Bar in Windows, the bottom panel in NLD lets you easily switch between open windows. Unlike Windows, NLD lets you set up multiple desktops where each one can be running different programs. With a single click, you can switch between them.

TIP: You can also use the traditional Alt+Tab to switch between tasks.

Figure 1-7   *Comparing Windows Task Bar to Novell Linux Desktop Bottom Panel*

1.2.7 My Network Places

If your system is configured to access places on a network, you can use File Manager to access those locations. On the Desktop, click *Computer > Network*. Depending on how your system was configured, select the network resource you want to browse.

Figure 1-8 *Comparing Windows My Network Places to Novell Linux Desktop Network*
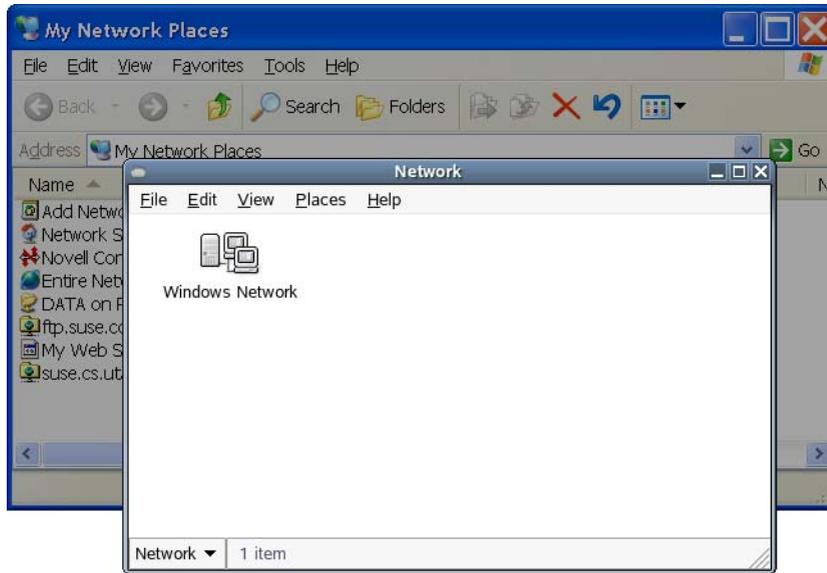
For more information, see Chapter 8, "Accessing Files on the Network," on page 101.

1.3 Finding the Information You Need

To help you use NLD, Novell and the open source community at large have created a wealth of information. We have compiled relevant information and made it available to you in various formats:

- "Instruction Manuals and Documentation" on page 16
- "Additional Resources" on page 19

1.3.1 Instruction Manuals and Documentation

NLD includes a Help Center, which includes the NLD User Guides, all available information sources for your workstation, and online help for installed programs. The Help Center also provides access to man (manual) and info (information) pages associated with command line programs as well as to the help for graphical programs. To access the man and info pages, click *Help > User's Manual* from the menu panel and then click the links for the manual and info pages listed under the heading Additional Documents.

Using the Help Center

When you start the Help Center (by clicking *Help > User's Manual* in the menu panel or clicking *Help* in an application), the view as shown in the following figure is displayed and consists of three main areas.

Figure 1-9 *Main Window of the Help Center*
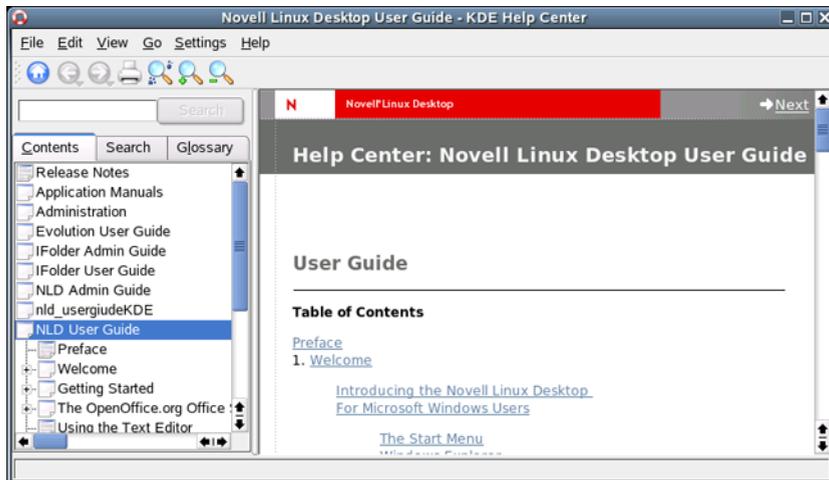
The Help Center consists of three main areas:

- Menu Bar and Toolbar (page 17)
- Navigation Area with Tabs (page 17)
- View Window (page 18)

Menu Bar and Toolbar

The menu bar provides the main editing, navigation, and configuration options.

- **The File menu:** Contains the option for printing the currently displayed content.
- **The Edit menu:** Lets you access the search function.
- **The Go menu:** Contains navigation options, including Home (home page of the Help Center), Back, Forward, and Last Search Result.
- **The Settings menu:** Lets you configure shortcuts to the Help Center and generate a search index for all selected information sources.

The toolbar contains three navigation icons (Forward, Back, Home) and a Printer icon for printing the current contents. Also on the toolbar is a shortcut to printing information and to zoom in or out on the displayed information.

Navigation Area with Tabs

The navigation area in the left frame of the window provides an input field for a quick search in selected information sources.

- **The Contents tab:** Presents a tree view of all available and currently installed information sources. Click the book icons to open and browse the individual categories.
- **The Glossary tab:** Provides a quick reference where you can look up the definitions of words that might be unfamiliar to you.

Details regarding the search and the configuration of the search function in the Search tab are found in "Search Function of the Help Center" on page 18.

View Window

The view window always displays the currently selected contents, such as online manuals, search results, or Web pages.

Search Function of the Help Center

To search all installed information sources in NLD, generate a search index and set a number of search parameters. To do this, click the Search tab.

Figure 1-10 *Configuring the Search Function*
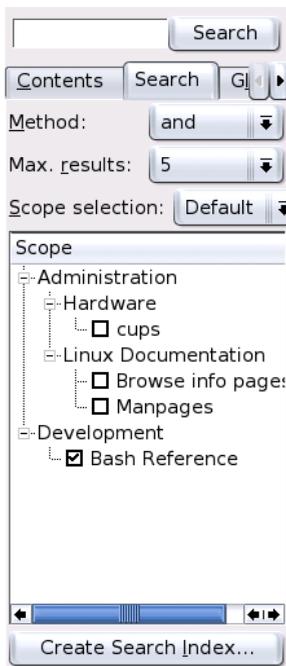
If no search index was generated previously, the system automatically prompts you to do so when you click the Search tab or type a search string and click Search. In the dialog for generating the search index (Figure 1-11 below), select the information sources to index. The index is generated when you exit the dialog by clicking *OK*.

Figure 1-11 *Generating a Search Index*
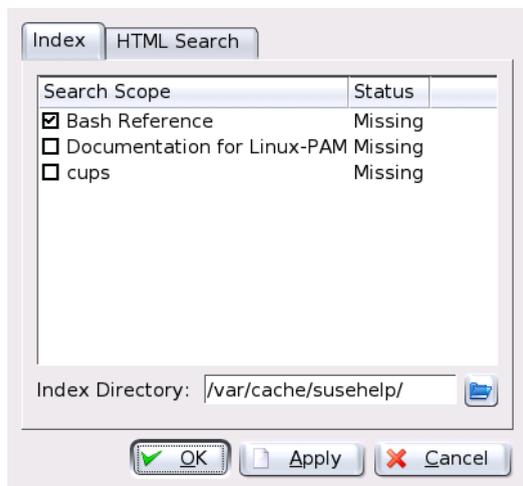
To limit the search base and the hit list as precisely as possible, use the three drop-down menus to determine the number of displayed hits and the selection area of sources to search. The following options are available for determining the selection area:

- **Default:** A predefined selection of sources is searched.
- **All:** All sources are searched.
- **None:** No sources are selected for the search.
- **Custom:** Lets you determine the sources to search by selecting them in the overview.

Upon completion of the search configuration, click *Search*. The relevant items are then displayed in the view window and can easily be navigated with mouse clicks.

1.3.2 Additional Resources

Other places to look for support include the following:

- Novell Linux Desktop Deployment Guide (http://www.novell.com/documentation/nld/nld_deployment/data/front.html)
- SUSE Support Knowledgebase (http://portal.suse.com/sdb/en/index.html)
- GNOME Documentation Web site (http://www.gnome.org/learn/users-guide/latest/)
- Novell Online Documentation (http://www.novell.com/documentation/nld)
- Novell Technical Support Knowledgebase (http://support.novell.com/search/kb_index.jsp)
- Novell Discussion Groups (http://support.novell.com/forums/index.html)

In addition, general purpose search engines are often helpful. For example, you might try the search terms "Linux CD-RW help" or "OpenOffice file conversion problem" if you were having trouble with the CD burning or with OpenOffice.Org file conversion. Google* also has a specific Linux search engine at http://www.google.com/linux which you might find useful.

() () ()Novell Linux Desktop 9 GNOME User Guide

Getting Started

2

This chapter assists you in becoming familiar with the conventions, layout, and common tasks of Novell® Linux Desktop (NLD). If you have not yet installed NLD, see the *Novell Linux Desktop Quick Start* (http://www.novell.com/documentation/nld/qsnld/data/brmch9i.html).

- Starting NLD (page 21)
- Logging Out (page 22)
- Desktop Basics (page 23)
- Managing Folders and Files with File Manager (page 27).
- "Accessing Files across Multiple Workstations" on page 29
- Opening or Creating Documents with OpenOffice.org (page 29)
- Finding Files on Your Computer (page 30)
- Exploring the Internet (page 33)
- E-mail and Calendering (page 33)
- Moving Text between Applications (page 33)
- Other Useful Programs (page 33)
- Obtaining Software Updates (page 34)

2.1 Starting NLD

When you start NLD, you are prompted to enter your username and password. This is the username and password you created when you installed NLD. If you did not install NLD, check with your system administrator for the username and password.

The login has three menu items:

- **Login Prompt:** Enter your username and password to log in.
- **Session:** Specify the desktop to run during your session. If other desktops are installed, they appear in the list.
- **Actions:** Perform a system action, such as shut down the computer, reboot the computer, or configure the Login Manager.

2.1.1 What Is a Session?

A *session* is the period of time from when you log in to when you log out. The login screen offers several login options. For example, you can select the language of your session so that text that appears in the NLD interface is presented in that language.

After your username and password are authenticated, the Session Manager starts. The Session Manager lets you save certain settings for each session. It also lets you save the state of your most recent session and return to that session the next time you log in.

The Session Manager can save and restore the following settings:

- Appearance and behavior settings, such as fonts, colors, and mouse settings.
- Applications that you were running. such as a file manager or an OpenOffice.org program.

> **TIP:** You cannot save and restore applications that Session Manager does not manage. For example, if you start the vi editor from the command line in a terminal window, Session Manager cannot restore your editing session.

For information on configuring session preferences, see "Managing Sessions" on page 59.

2.1.2 Switching Desktops

If you installed both the GNOME and the KDE desktops, use the following instructions to switch desktops.

1 Click *System > Logout username > OK*.

In KDE, click *N > Logout > Logout*.

2 On the Novell Linux Desktop login screen, click *Session*.

3 Select the desktop you want (*GNOME* or *KDE*), then click *OK*.

4 Type your username, then press Enter.

5 Type your password, then press Enter.

6 Click *Make Default* to make the desktop you choose in Step 3 on page 22 your new default desktop, or click *Just For This Session* to leave your previous desktop as the default the next time you log in.

See the "Novell Linux Desktop 9 KDE User Guide"for more information on using the KDE desktop.

2.1.3 Locking Your Screen

To lock the screen, you can do either of the following:

- Click *System > Lock Screen*.

- If the *Lock* button is present on a panel, click it (Description: Lockscreen icon).

   To add the *Lock* button to a panel, right-click the panel and then click *Add to Panel > Actions > Lock*.

When you lock your screen, the screen saver starts. To lock your screen correctly, you must have a screen saver enabled. To unlock the screen, move your mouse to display the locked screen dialog. Enter your username and password, then press Enter.

For information on configuring your screen saver, see "Configuring the Screen Saver" on page 44.

2.2 Logging Out

When you are finished using the computer, click *System > Log Out username*. Then select one of the following:

- *Log out*
- *Shut down*

- *Restart the computer*

If you want to save your current settings so that you can restore the session later, click *Save Current Setup*.

2.3 Desktop Basics

As with other common desktop products, the main components of the NLD desktop are icons that link to files, folders, or programs, as well as the panels at both the top and bottom of the screen (similar to the Task Bar in Windows). Double-click an icon to start its associated program. Right-click an icon to access additional menus and options. You can also right-click any empty space on the desktop to access additional menus for configuring or managing the desktop itself.

By default, the desktop features three key icons: your personal folder, Computer, and a trash can for deleted items. Other icons representing devices on your computer might also be present on the desktop. If you double-click your personal folder, File Manager starts and displays the contents of your home directory. For more information about using File Manager, see "Managing Folders and Files with File Manager" on page 27.

Right-clicking an icon displays a menu offering file operations, like copying, cutting, or renaming. Selecting *Properties* from the menu displays a configuration dialog. The title of an icon as well as the icon itself can be changed with *Select Custom Icon*. The Emblems tabbed page lets you add graphical descriptive symbols to the icon. The Permissions tabbed page provides access to the access, read, and write permission settings for this file for the user, the group, or others. The Notes tabbed page lets you manage comments. The menu for the trash can additionally features the *Empty Trashcan* option, which deletes its contents.

A link is a special type of file that points to another file or folder. When you perform an action on a link, the action is performed on the file or folder the link points to. When you delete a link, you delete only the link file, not the file that the link points to.

To create a link on the desktop to a folder or a file, access the object in question in File Manager by right-clicking the object and then clicking *Make Link*. Drag the link from the File Manager window and drop it onto the desktop.

2.3.1 Default Desktop Icons

To remove an icon from the desktop, simply drag it onto the trash can. However, be careful with this option—if you move folder or file icons to the trash can, the actual data is deleted. If the icons only represent links to a file or to a directory, only the links are deleted.

2.3.2 Desktop Menu

Right-clicking an empty spot on the desktop displays a menu with various options. Click *Create Folder* to create a new folder. Create a launcher icon for an application with *Create Launcher*. Provide the name of the application and the command for starting it, then select an icon to represent it. You can also change the desktop background and align desktop icons.

2.3.3 Panel

The desktop includes two panels: the top and the bottom.

Top Panel

The left side of the top panel (as shown in the following figure) consists of the *Program*, *System*, and *Help* menus, and quick start icons for the Web browser, Evolution™, OpenOffice.org Writer, and the network connection monitor. The right side of the top panel consists of a volume manager, a time and date program, and a task switcher.

Figure 2-1 *Top Panel*

You can add quick start icons to the top panel by right-clicking the panel and then clicking *Add to Panel*. Browse to and select the program you want to add from the menu list.

Bottom Panel

The bottom panel contains the icons of all applications currently running. If you click the name of a program in the taskbar, the program's window is moved to the foreground. If the program is already in the foreground, a mouse click minimizes it. Clicking a minimized application reopens the respective window.

On the right side of the bottom panel are two icons: the *Show Desktop* icon which minimizes all program windows and displays the desktop, and the *Workspace Switcher* icon.

Show Desktop:

Workspace Switcher:

Workspace Switcher provides access to additional work areas through virtual desktops. These virtual desktops, called *workspaces*, provide extra space in which to arrange open applications and windows. For example, you can put an editor on one workspace, some shells on another, and your e-mail application and Web browser on a third workspace. Using Workspace Switcher, you can quickly access the programs running in the selected space and avoid windows piled on top of each other on one desktop.

If you right-click an empty spot in the panel, a menu opens, offering the options listed in the following table:

Table 2-1 *Panel Menu Options*

Option	Description
Add to Panel	Opens a menu list of applications and applets that can be added to the panel.
Delete This Panel	Removes the panel from the desktop. All of the panel settings are lost.
Lock/Unlock Panel Position	Locks the panel in its current position (so that it can't be moved to another location on the desktop, and unlocks the panel (so it can be moved).
	To move the panel to another location, middle-click and hold on any vacant space on the panel, and then drag the panel to the location you want.

Option	Description
Properties	Modifies the properties for this panel.
New Panel	Creates a new panel and adds it to the desktop.
Help	Opens the Help Center.
About Panels	Opens information about the panel application.
About GNOME	Opens information about GNOME.

2.3.4 Adding Applets and Applications to the Panel

You can add applications and applets to a panel for quick access. An applet is a small program that has limited access to your system resources. An application is usually a more robust stand-alone program, and access to your system resources is not as strict.

Right-click any vacant space on the panel, click *Add to Panel*, then click the applet that you want to add from one of the submenus. Some useful programs to add to your panel include the following:

Table 2-2 *Programs You Can Add to Your Panel*

Grouping	Program	Description
Accessories	Dictionary Lookup	Searches an online dictionary for definitions and correct spellings of words you enter.
	Sticky Notes	Creates, displays, and manages sticky notes on your desktop.
	Stock Ticker	Displays continuously updated stock quotes.
	Weather Report	Displays current weather information for the specified city.
Actions	Force Quit	Terminates an application. This is especially useful if you want to terminate an application that is no longer responding.
	Lock	Locks the screen so you can temporarily leave your computer.
	Log Out	Logs you out of this session so you can log in as a different user or shut down the computer.
	Search	Finds files, folders, and documents on your computer.
Internet	Inbox Monitor	Sends an alert when new mail arrives.
Utility	Battery Charge Monitor	Monitors a laptop's remaining battery power.
	Disk Mounter	Mounts local disks and devices.
	Pilot Applet	Moves information between your handheld PalmOS device and your desktop.
	System Monitor	Monitors your system's load.

Mousing over a program in the list displays a brief overview of the program. For more information about a program, see the program's Help which is available by right-clicking on the icon in the panel and then clicking *Help*.

2.3.5 Main Menu

Open the main menu by clicking *Programs* on the far left of the top panel. The applications are listed in categories, except for more commonly used applications, which can be added to the main menu. The *System* menu includes tasks and applications that affect the entire system, like *Personal Settings*, *Recent Files*, and *Search for Files*. There is also the *Run Program* option, which lets you enter a command to start a program instead of navigating through the various program menus.

Figure 2-2 *Novell Linux Desktop Programs Menu*

For information on editing the main menu, see "Modifying the Contents of the Programs Menu" on page 38.

2.3.6 Handling Floppy Disks, CDs, or DVDs

To access floppy disks, CDs, or DVDs, insert the medium into the appropriate drive. Double-click the drive in *Computer* to view the contents. Copy files to your personal home directory by dragging-and-dropping.

WARNING: Do not simply remove floppy disks from the drive after using them. Floppy disks, CDs, and DVDs must always be unmounted from the system first. Close all File Manager sessions still accessing the medium, then right-click the icon for the medium and select *Eject* from the menu. Then safely remove the floppy disk or CD when the tray opens automatically.

Floppy disks can also be formatted by clicking *Programs > System Tools > Format a Floppy*. In the Floppy Formatter dialog, select the density of the floppy disk and the file system settings: Linux native (ext2), the file system for Linux, or DOS (FAT) to use the floppy with Windows systems.

2.4 Managing Folders and Files with File Manager

The File Manager program included with NLD is Nautilus. Using File Manager, you can create and view folders and documents, run scripts, and create CDs of your data. In addition, File Manager provides support for Web and file viewing.

Figure 2-3   *Nautilus File Manager*
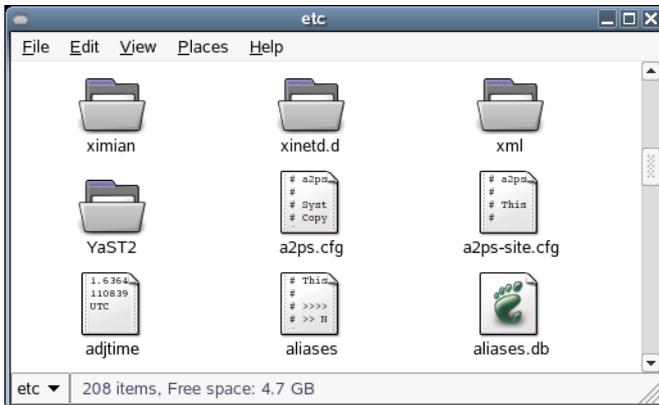
You can open File Manager in the following ways:

- Click *Programs > Accessories > File Manager*
- Click the *Computer* icon on the desktop
- Click the *username* Home icon on the desktop

File Manager runs in object-oriented or spatial mode by default, similar to the early Macintosh Finder*. When you click a folder in spatial mode, a window for that folder opens. If you click the folder again, the opened folder is brought into focus. This one-to-one relationship is closer to the way you work with objects around you, like desks, chairs, and tables. However, spatial mode might be awkward for those that are use to a file manager like Windows Explorer, which uses a browser mode.

Figure 2-4   *Nautilus File Manager in Browser Mode*
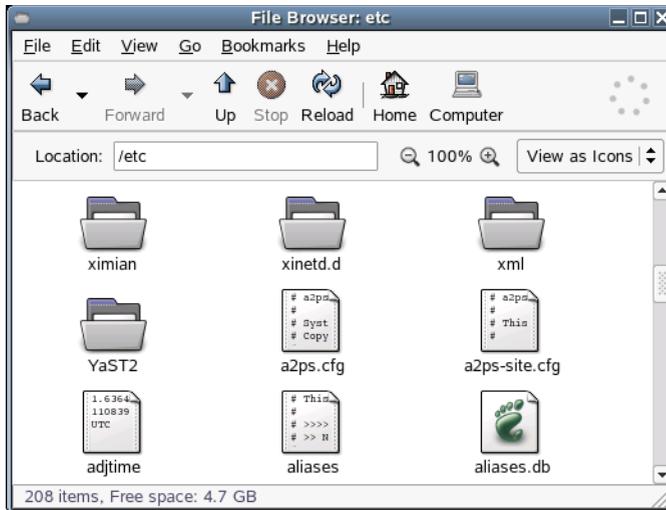
You can change to the browser mode by right-clicking the folder and then clicking *Browse Folder*. This gives you a familiar view with a location window that shows the current path and buttons for common functions. This applies to the current File Manager window.

You can change the preferences for files and folders in File Manager by clicking *Edit > Preferences > Behavior,* then selecting from the following options:

Table 2-3   *File Manager Options*

Option	Description
Single Click to Activate Item	Performs the default action for an item when you click the item. If this option is selected and you point to an item, the title of the item is underlined.
Double Click to Activate Items	Performs the default action for an item when you double-click the item.
Run Executable Files When They Are Clicked	Runs an executable file when you click the file. An executable file is a text file than can execute (that is, a shell script).
View Executable Files When They Are Clicked	Displays the contents of an executable file when you click the file.
Ask Each Time	Displays a dialog when you click an executable file. The dialog asks whether you want to execute the file or display the file.
Ask Before Emptying Trash or Deleting Files	Displays a confirmation message before the Trash is emptied or before files are deleted.
Include a Delete Command That Bypasses Trash	Adds a *Delete* menu item to the *Edit* menu and the pop-up menu that is displayed when you right-click a file, folder, or desktop object. When you select an item and then click *Delete*, the item is immediately deleted from your file system.

Some simple shortcuts for navigating include the following:

Table 2-4 *File Manager Navigation Shortcuts*

Shortcut	Description
Backspace or Alt+Up-arrow	Opens the parent folder.
Up or Down	Selects an item.
Alt+Down, or Enter	Opens an item.
Shift+Alt+Down	Opens an item and closes the current folder.
Shift+Alt+Up	Opens the parent folder and closes the current folder.
Shift+Ctrl+W	Closes all parent folders.
Ctrl+L	Opens a location by specifying a path or URL.
Alt+Home	Opens your home directory.

For more information, click *Help > Contents* on the File Manager menu bar.

2.5 Accessing Files across Multiple Workstations

Working in multiple locations has traditionally meant that you had to conscientiously manage file versions, secure data transfer, and periodically back up data for multiple workstations. With Novell iFolder®, you always have convenient and secure access to the most recent version of your documents because iFolder transparently updates your files between the iFolder server and any workstations where you log in to iFolder.

To log in to iFolder, click *Programs > Accessories > Novell iFolder*. You must have an iFolder account set up in order to use iFolder. If you do not have an account, contact your system administrator.

For more information, see the *Novell iFolder 2.1 User Guide* (http://www.novell.com/documentation/ifolder21/enduser/data/a2iii88.html).

2.6 Opening or Creating Documents with OpenOffice.org

For creating and editing documents, NLD includes OpenOffice.org, a complete set of office tools that can both read and save Microsoft Office file formats. OpenOffice.org has a word processor, a spreadsheet, a drawing tool, and a presentation program. To get started, select one of the tools from the *Programs > Office* menu, or click the quick start icon (Description: OpenOffice.org Writer icon) in the top panel to start OpenOffice.org Writer.

A number of sample documents and templates are included with OpenOffice.org. You can access the templates by clicking *File > New > Templates and Documents*. In addition, you can use AutoPilot, a feature which guides you through the creation of letters and other typical documents.

For a more in-depth introduction to OpenOffice.org, see Chapter 4, "The OpenOffice.org Office Suite," on page 65 or view the help in any OpenOffice.org program.

2.7 Finding Files on Your Computer

Using *Search for File* on the *System* menu, you can locate files on your computer using any number of search criteria.

Figure 2-5 *Search for Files Dialog*
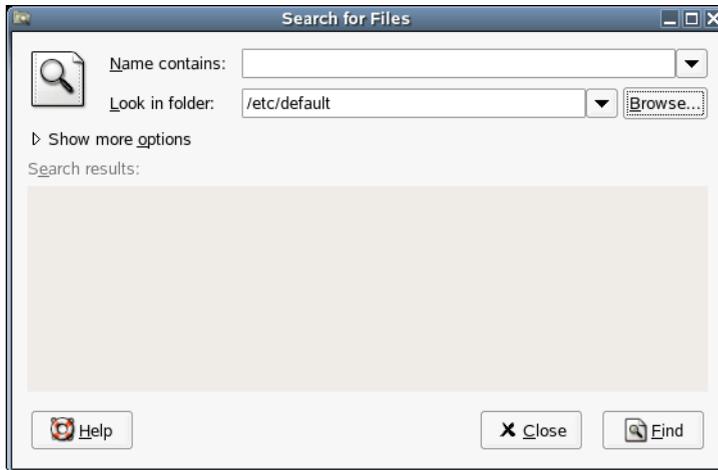
Search for Files uses the find, grep, and locate UNIX commands, and all searches are case insensitive.

You can also open the Search for Files dialog by entering the following command in a terminal window:

```
gnome-search-tool
```

2.7.1 Performing a Basic Search

1 Click *System* > *Search for Files*.

2 Type the search text in the *Name Contains* field.

The search text can be a filename or partial filename, with or without wildcards, as shown in the following table:

Search Text	Example	Result
Full or partial filename	myfile.txt	Searches for all files that contain "myfile.txt" in the filename.
Partial filename combined with wildcards (* [ ])	*.[ch]	Searches for all files that have a .c or .h extension.

3 In the *Look in Folder* field, type the path to the directory where you want Search for Files to begin the search.

4 Click *Find*.

Search for Files searches in the directory that you specify (and any subdirectories of the directory) and displays the results of the search in the Search Results list. If Search for Files does not find any files that match the search criteria, the application displays the message `No files found` in the Search results list.

2.7.2 Adding Search Options

Use *Show More Options* to search by file content, dates, owner, or file size.

1 Click *System > Search for Files*.

2 Type the search text in the *Name Contains* field.

3 In the *Look in Folder* field, type the path to the directory where you want Search for Files to begin the search.

4 Click *Show More Options*, then click *Available Options*

5 Select a search option that you want to apply, then click *Add*.

The following options are available:

Option	Description
Contains the Text	Searches for a file by filename. Type a full filename or a partial filename with wildcards in the field provided. Use an asterisk (*) to indicate a sequence of characters. Use a question mark (?) to indicate a single character. The search is case sensitive.
Date Modified Less Than	Searches for files that were modified within the period specified (in days).
Date Modified More Than	Searches for files that were modified before the period specified (in days).
Size At Least	Searches for files that are equal to or larger than the size specified (in kilobytes).
Size At Most	Searches for files that are smaller than or equal to the size specified (in kilobytes).
File is Empty	Searches for empty files.
Owned By User	Searches for files that are owned by the user specified. Type the name of the user in the text box provided.
Owned By Group	Searches for files that are owned by the group specified. Type the name of the group in the text box provided.
Owner is Unrecognized	Searches for files that are owned by a user or group that is unknown to the system.
Name Does Not Contain	Searches for filenames that do **not** contain the string that you enter. Enter a full filename or a partial filename with wildcards in the field provided. Use an asterisk (*) to indicate a sequence of characters. Use a question mark (?) to indicate a single character. The search is case sensitive.

Option	Description
Name Matches Regular Expression	Searches for files that contain the specified regular expression in their directory path or filename. Type the regular expression in the text box provided.
	Regular expressions are special text strings used to describe a search pattern. For more information, see Regular-Expressions.info (http://www.regular-expressions.info).
Show Hidden and Backup Files	Includes hidden and backup files in the search.
Follow Symbolic Links	Follows symbolic links when searching for files.
Include Other Filesystems	Searches in directories that are not in the same file system as the start directory.

6 Specify the required search information for the search option.

7 Repeat and for each search option you want to apply.

To remove a search option from the current search, click the *Remove* button next to the option.

8 Click *Find*.

2.7.3 Using the Search Results List

You can use the Search Results list to open or delete a file found during a search, or you can save the search results to a file.

Figure 2-6 *Search Results List*
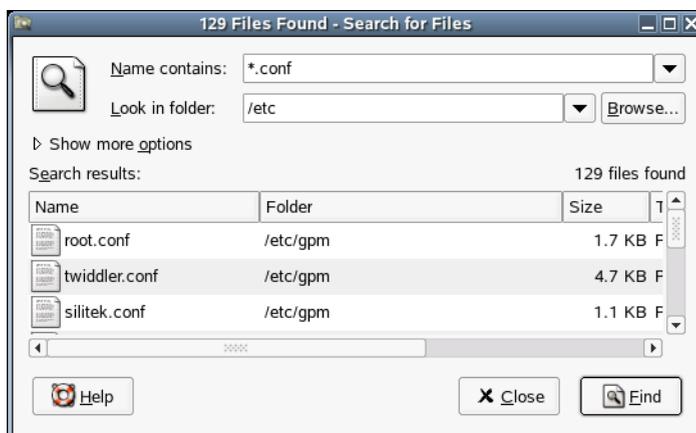
To open a file displayed in the Search Results list, right-click the file and then click *Open* or double-click the file. To open the folder that contains a file displayed in the Search Results list, right-click the file and then click *Open Folder*.

To delete a file displayed in the Search Results list, right-click the file and then click *Move to Trash*.

To save the results of the last search that Search for Files performed, right-click anywhere in the Search results list and then click *Save Results As*. Type a name for the file the results are saved to, then click *Save*.

2.7.4 Disabling Quick Searches

By default, Search for Files tries to speed up some searches by using the `locate` command. `locate` provides a secure way to index and quickly search for files. Because `locate` relies on a file index, the Search Results list might not be up to date. To disable quick searches, run the following command in a terminal window:

```
# gconftool-2 --type=bool --set /apps/gnome-search-tool/
disable_quick_search 1
```

2.8 Exploring the Internet

NLD includes Firefox, a Mozilla* based Web browser. You can start it by clicking *Programs > Firefox Web Browser*, or clicking the quick start icon (Description: Firefox Quick Start icon) in the top panel.

You can type an address into the location bar at the top or click links in a page to move to different pages, just like in any other Web browser.

For more information, see Chapter 5, "Browsing the Internet," on page 77.

2.9 E-mail and Calendering

Novell Evolution seamlessly combines e-mail, a calendar, an address book, and a task list in one easy-to-use application. With its extensive support for communications and data interchange standards, Evolution can work with existing corporate networks and applications, including Microsoft Exchange.

To start Evolution, click *Programs > Novell Evolution* or click the quick start icon (Description: Evolution Quick Start icon) in the top panel.

The first time you start it, Evolution prompts you with a few questions as it sets up a mail account and helps you import mail from your old mail client. Then it shows you how many new messages you have and lists upcoming appointments and tasks, as well as the current weather and news from news feeds. The calendar, address book, and mail tools are available in the shortcut bar on the left.

For more information, see Chapter 6, "Using Collaboration Software," on page 89.

2.10 Moving Text between Applications

To copy text between applications, select the text and then move the mouse cursor to the position where you want the text copied. Click the center button on the mouse or the scroll wheel to copy the text.

When copying information between programs, you must keep the source program open and paste the text before closing it. When a program closes, any content from that application that is on the clipboard is lost.

2.11 Other Useful Programs

In addition to the programs already discussed, like applets you can add to a panel, NLD also includes additional programs that can help you complete your work (listed in the following table).

When you mouse over an application in the menu, a brief overview of the program is displayed. For more information about a program, see the program's Help.

Table 2-5 *Additional NLD Programs*

Program Grouping	Program	Description
Accessories	Calculator	Performs simple and advanced calculations.
	Dictionary	Looks up words online.
	File Manager	Displays and accesses documents and folders on your system.
	Find Files	Finds documents and folders on your computer.
	Text Editor	Creates and edits simple text files.
Graphics	Diagram Editor	Creates and edits simple diagrams and flowcharts.
	GIMP Image Editor	Creates, edits, and composes graphics.
	Thumbnail Image Browser	Displays and organizes your images.
Internet	Citrix ICA Client	Establishes a session with a Citrix server.
	Instant Messenger	Sends instant messages using Gaim.
	IRC Client	Collaborates with others on an Internet Relay Chat network.
	NetWork Selector	Selects a different network device on your computer.
	Video Conferencing	Communicates with others using audio/video-conferencing.
System Tools	Archive Files	Creates, displays, modifies, or unpacks .tar, .zip, and .tgz files.

2.12 Obtaining Software Updates

Novell offers important updates and enhancements that help protect your computer and ensure that it runs smoothly through Red Carpet®. The Software Update feature is designed to help you manage the software you have on your computer and to install, update, and remove programs without your having to track dependencies and resolve conflicts. Contact your system administrator for more information about how your company is disseminating updates.

To access the update tool, click *Programs > System Tools > Software Update*.

For more information on Red Carpet, see the *Novell Red Carpet Administration Guide* (http://www.novell.com/documentation/ximian/redcarpet.pdf).

Customing Your Settings

3

You can change the way Novell® Linux Desktop (NLD) looks and behaves to suit your own personal tastes and needs. Some of the settings you might want to change include the desktop background, screen saver, keyboard and mouse configuration, sounds, and file associations. Start by clicking *System* > *Personal Settings*, and then select the desktop settings you want to modify. The Settings dialog is divided into the following four categories:

- Personal Settings (page 35)
- Appearance (page 41)
- Hardware (page 47)
- System (page 54)

Figure 3-1 *Settings Dialog*
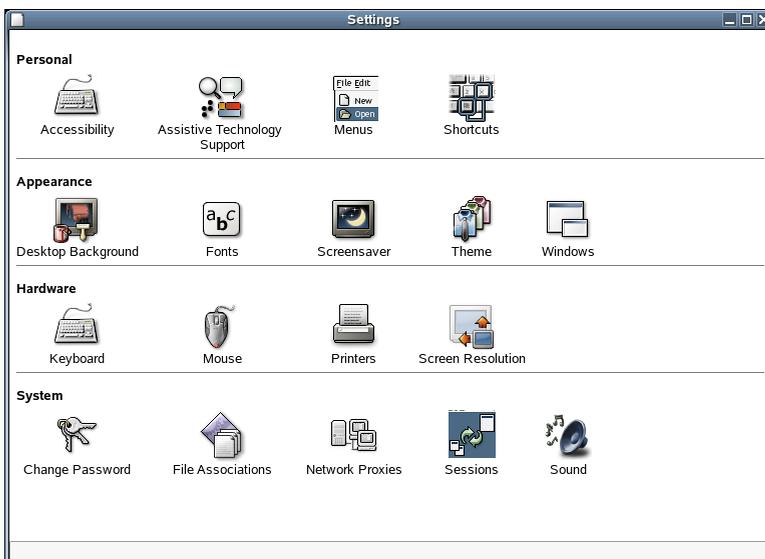
To edit administrator settings (*System* > *Administrator Settings*), you use the YaST Control Center. The administrator settings includes most of the hardware, the graphical user interface, Internet access, security settings, user administration, software installation, and system updates and information. You need the root password to access the YaST Control Center.

For information on configuring administrator settings, see Using YaST to Configure the Novell Linux Desktop (http://www.novell.com/documentation/nld/nld_deployment/data/bsj9luh.html) in the *Novell Linux Desktop Deployment Guide*.

3.1 Personal Settings

Personal settings include the following:

- Accessibility
- Assistive Technology Support

- Menu
- Shortcuts

3.1.1 Configuring Accessibility Settings

Click *System* > *Personal Settings* > *Accessibility*.

The settings of this module facilitate the use of the keyboard for users with motion impairments. The module consists of the three tabs: *Basic*, *Filters*, and *Mouse Keys*. Before modifying settings, activate *Enable Keyboard Accessibility Features*.

Figure 3-2 *Keyboard Accessibility Preferences Dialog*
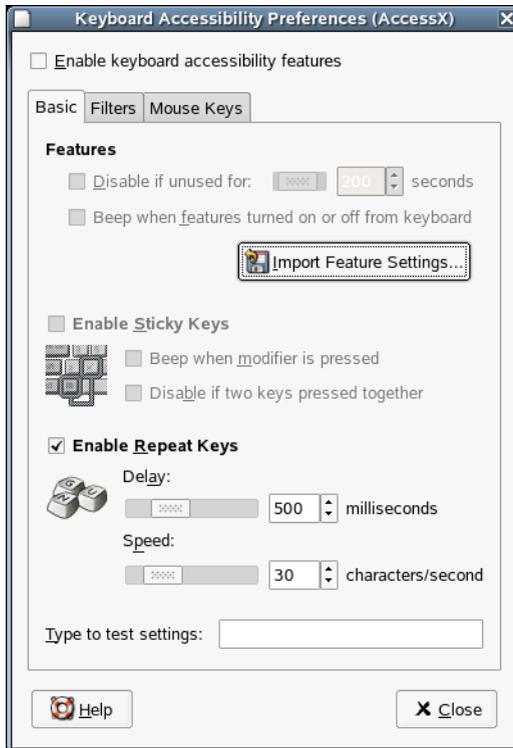
Features (Basic Tab)

The keyboard accessibility functions can be deactivated automatically after a certain time. Set an appropriate time limit (measured in seconds) with the slider. The system can additionally provide audible feedback when the keyboard accessibility functions are activated and deactivated.

Enable Sticky Keys (Basic Tab)

Some keyboard shortcuts require that one key (a modifier key) is kept pressed constantly (this applies to Alt, Ctrl, and Shift) while the rest of the shortcut is typed. When sticky keys are used, the system regards those keys as staying pressed after being pressed once. For an audible feedback generated each time a modifier key is pressed, activate *Beep* when the modifier is pressed. If *Disable If Two Keys Pressed Together* is selected, the keys do not "stick" anymore when two keys are pressed simultaneously. The system then assumes that the keyboard shortcut has been completely entered.

Enable Repeat Keys (Basic Tab)

Activate *Repeat Keys* to make settings with sliders for *Delay* and *Speed*. This determines how long a key must be pressed for the automatic keyboard repeat function to be activated and at what speed the characters are then typed.

Test the effect of the settings in the field at the bottom of the dialog. Select parameters that reflect your normal typing habits.

Enable Slow Keys (Filters Tab)

To prevent accidental typing, set a minimum time limit that a key must be pressed and held before it is recognized as valid input by the system. Also determine whether audible feedback should be provided for keypress events, accepted keypresses, and the rejection of a keypress.

Enable Bounce Keys (Filters Tab)

To prevent double typing, set a minimum time limit for accepting two subsequent keypress events of the same key as the input of two individual characters. If desired, activate audible feedback upon rejection of a keypress event.

Toggle Keys (Filters Tab)

You can request audible feedback from the system when a keycap modifier key is pressed.

Mouse Keys Tab

Activates the keyboard mouse; the mouse pointer is controlled with the arrow keys of the number pad. Use the sliders to set the maximum speed of the mouse pointer, the acceleration time until the maximum speed is reached, and the latency between the pressing of a key and the cursor movement.

3.1.2 Configuring Assistive Technology Support

Click *System > Personal Settings > Assistive Technology Support*.

NLD includes assistive technologies for users with special needs. These technologies include a screenreader, magnifier, and on-screen keyboard. To enable the technologies, first select *Enable Assistive Technologies* and then select the technologies you want.

Figure 3-3 *Assistive Technology Preferences Dialog*
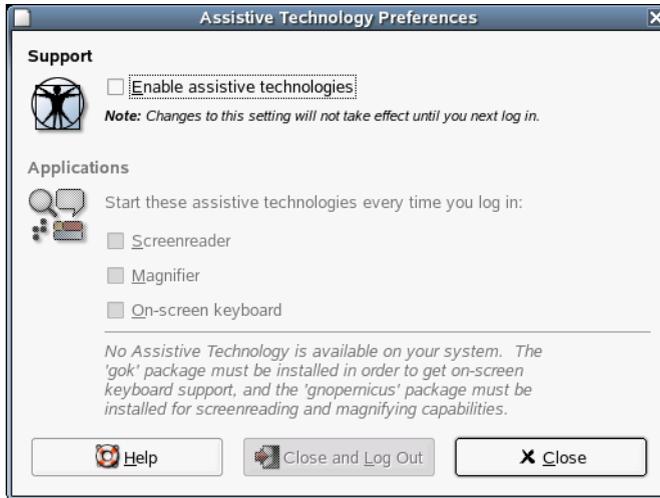
The gok package must be installed in order to get on-screen keyboard support, and the gnopernicus and gnome-mag packages must be installed in order to get screenreading and magnifying capabilities.

To install these packages:

1 Click *System > Administrator Settings*.

2 Type the root password, then click *OK*.

3 Click *Software > Install and Remove Software*.

4 Select *Selection* from the *Filter* drop-down menu, then select *Accessibility* from the *Selection* list.

5 Select gok, gnopernicus, and gnome-mag from the *Package* list

6 Click *Accept*.

7 Insert *Novell Linux Desktop 9 CD 2*, then click *OK*.

8 Click *Cancel > Close* after the package installation is complete.

3.1.3 Modifying the Contents of the Programs Menu

Click *System > Personal Settings > Menus*.

Use this module to modify the contents of the *Programs* menu.

Figure 3-4 *Programs Menu Dialog*

Adding a Menu

1 Click *System > Personal Settings > Menus*.

2 Access the location where you want to add the menu.

3 Click *File > Create Folder*.

An untitled folder is added to the menu. The name of the folder is selected.

4 Type a name for the folder, then press Enter.

The next time that you log out then log in again, the menu is in the assigned location.

Adding a Launcher to a Menu

When you click a launcher, you initiate one of the following actions:

- Start a particular application.
- Execute a command.
- Open a folder in a File Manager window.
- Open a Web browser at a particular URL. A URL (the address of a particular location on the Web).
- Open special URIs. The GNOME Desktop contains special URIs that enable you to access particular functions from File Manager.

You can find launchers in the following places in the GNOME Desktop:

- **Panels:** Launchers are represented by icons.
- **Menus:** Launchers are represented by menu items, which usually have icons beside them.
- **Desktop:** Launchers are represented by icons.

To add a launcher to a menu:

1 Click *System > Personal Settings > Menus*.

2 Access the location where you want to add the launcher.

3 Click *File > Create Launcher*.

4 Specify the properties of the launcher in the Create Launcher dialog.

5 Click *OK*.

Editing a Menu Item

1 Click *System > Personal Settings > Menus*.

2 Right-click the item that you want to edit, then click *Properties*.

Click *Edit Launcher* if the item you are editing is a launcher.

3 Modify the properties of the menu item.

4 Click *Close*.

Deleting an Item from a Menu

1 Right-click the item that you want to delete.

2 Click *Move to Trash*.

3.1.4 Customizing Keyboard Shortcuts

Click *System > Personal Settings > Shortcuts*.

A keyboard shortcut is a key or combination of keys that provides an alternative to standard ways of performing an action. Use the Keyboard Shortcuts tool to display the default keyboard shortcuts. You can customize the shortcuts to your preferences.

Figure 3-5 *Keyboard Shortcuts Dialog*

To change the shortcut keys for an action, click the shortcut for the action and then press the keys you want to associate with the action. To disable the shortcut keys for an action, click the shortcut for the action and then press the Backspace key.

3.2 Appearance

Appearance settings include the following:

- Desktop background
- Fonts
- Screen saver
- Theme
- Windows

3.2.1 Changing the Desktop Background

Click *System > Personal Settings > Desktop Background*.

The desktop background is the image or color that is applied to your desktop. You can customize the desktop background in the following ways:

- Select an image for the desktop background. The image is superimposed on the desktop background color. The desktop background color is visible if you select a transparent image or if the image does not cover the entire desktop.
- Select a color for the desktop background. You can select a solid color or create a gradient effect with two colors. A gradient effect is a visual effect where one color blends gradually into another color.

You can also change the appearance of your desktop background from within the Nautilus file manager. To use an image file as a background picture, drag it from the file manager and drop it into Desktop Wallpaper.

If you do not want any background picture, click *No Wallpaper* and select a desktop color instead.

The following table lists the background preferences that you can modify:

Table 3-1 *Background Preferences*

Option	Description
Desktop Wallpaper	Displays an image of your choice on the desktop.
Style	Determines what processing steps should be applied to the selected image to adapt it optimally to the current screen resolution. To specify how to display the image, select one of the following options from the *Style* drop-down list: • **Centered:** Displays the image in the middle of the desktop. • **Fill Screen:** Enlarges the image to cover the desktop and maintains the relative dimensions of the image. • **Scaled:** Enlarges the image until the image meets the screen edges and maintains the relative dimensions of the image. • **Tiled:** Enlarges the image until the image meets the screen edges and maintains the relative dimensions of the image.
Add Wallpaper	Opens a dialog where you can select an image file to use as the background picture.

Option	Description
Remove	Removes a Desktop Wallpaper after you select it and then click *Remove*.
Desktop Colors	Lets you specify a color scheme using the options in the *Desktop Color* drop-down list and the color selector buttons. You can specify a color scheme using any of the following options:

- *Solid Color* specifies a single color for the desktop background.

  To select a color, click *Color*. In the Pick a Color dialog, select a color and then click *OK*

- *Horizontal Gradient* creates a gradient effect from the left screen edge to the right screen edge.

  Click *Left Color* to display the Pick a Color dialog, then select the color that you want to appear at the left edge.

  Click *Right Color*, then select the color that you want to appear at the right edge.

- *Vertical Gradient* creates a gradient effect from the top screen edge to the bottom screen edge.

  Click *Top Color* to display the Pick a Color dialog, then select the color that you want to appear at the top edge.

  Click *Bottom Color*, then select the color that you want to appear at the bottom edge.

3.2.2 Configuring Fonts

Click *System > Personal Settings > Fonts*.

Use the Font Preferences dialog to select the fonts to use in your applications, windows, terminals, and desktop.

Figure 3-6   *Font Preferences Dialog*
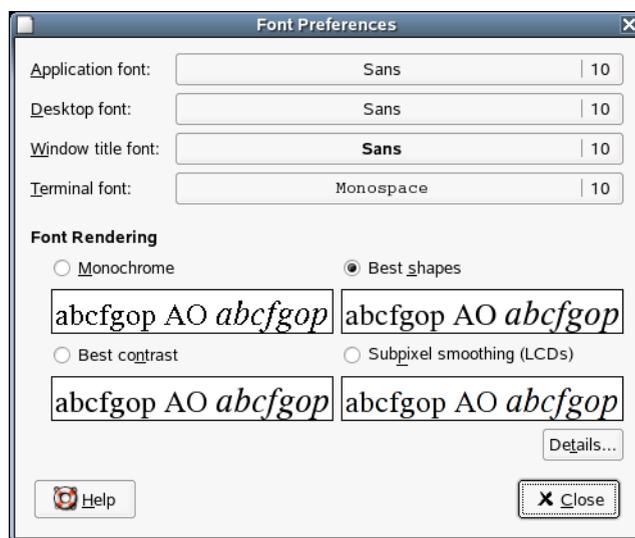
The upper part of the dialog shows the fonts selected for the application, desktop, window title, and terminal. Click one of the buttons to open a selection dialog where you can set the font family, style, and size.

To specify how to render fonts on your screen, select one of the following options:

- **Monochrome:** Renders fonts in black and white only. The edges of characters might appear jagged in some cases because the characters are not antialiased. *Antialiasing* is an effect that is applied to the edges of characters to make the characters look smoother.

- **Best Shapes:** Antialiases fonts where possible. Use this option for standard Cathode Ray Tube (CRT) monitors.

- **Best Contrast:** Adjusts fonts to give the sharpest possible contrast and antialiases fonts so that characters have smooth edges. This option might enhance the accessibility of the GNOME Desktop to users with visual impairments.

- **Subpixel Smoothing (LCDs):** Uses techniques that exploit the shape of individual Liquid Crystal Display (LCD) pixels to render fonts smoothly. Use this option for LCD or flat-screen displays.

Click *Details* to specify further details of how to render fonts on your screen:

- **Resolution (Dots Per Inch):** Use the spin box to specify the resolution to use when your screen renders fonts.

- **Smoothing:** Select one of the options to specify how to antialias fonts.

- **Hinting:** Select one of the options to specify how to apply hinting to improves the quality of fonts at small sizes and at low screen resolutions.

- **Subpixel Order:** Select one of the options to specify the subpixel color order for your fonts. Use this option for LCD or flat-screen displays.

Previewing a Font

You can use the File Manager to preview a font:

1 Open a File Manager window.

To open a file manager in browser mode, right-click a folder then click *Browse Folder*. See "Managing Folders and Files with File Manager" on page 27 for more information.

2 Enter the following URI in the location bar:

```
fonts:///
```

The fonts are displayed as icons in the view pane.

3 Double-click an icon to display a preview of the font.

Adding a TrueType Font

You can use the File Manager to add a TrueType font:

1 Open a File Manager window, then select the TrueType font you want to add.

2 Open another file browser window, then enter the following URI in the location bar:

```
fonts:///
```

The fonts are displayed as icons in the view pane.

3 Copy the TrueType font file that you want to add to the fonts:/// location.

3.2.3 Configuring the Screen Saver

Click *System > Personal Settings > Screensaver*.

The module for configuring the screen saver is subdivided into two tabbed pages: *Display Modes* and *Advanced*. Select the screen saver on the Display Modes page; the Advanced page contains a few special options that normally do not need to be modified.

Figure 3-7   *Screensaver Preferences Dialog*
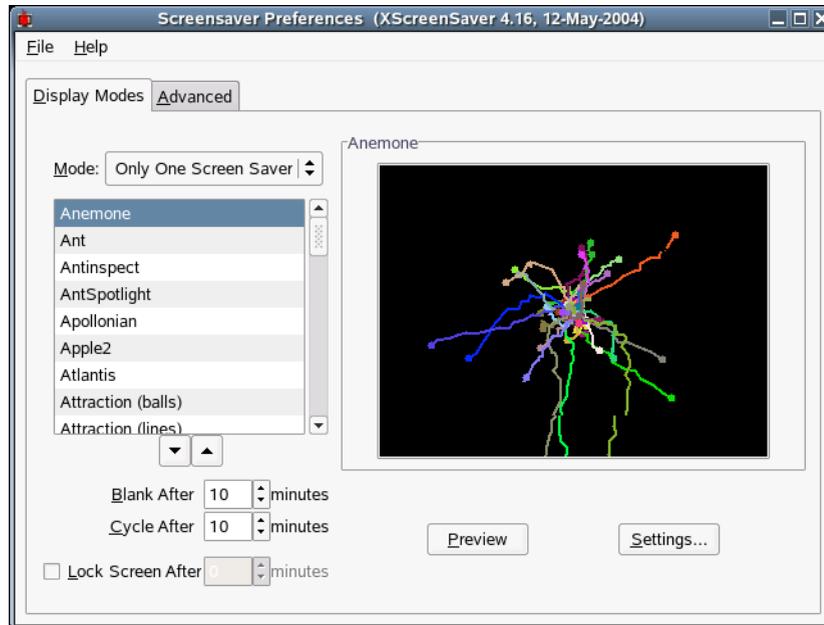
You can select from *Random Screen Saver* (random selection of screen savers from a custom-defined list), *Only One Screen Saver*, *Blank Screen Only*, or *Disable Screen Saver*.

Select one or more screen savers from the list for the either the Only One Screen Saver or Random Screen Saver operating mode. The currently selected screen saver is displayed in the small preview window. The *Preview* button launches a full screen preview of that screen saver, which can be closed by pressing any key. Select the previous or following screen saver for preview by clicking the corresponding triangles below the selection list.

Finally, determine after how long the screen should be made completely blank (*Blank After*), the screen saver module should be changed (*Cycle After*), or the screen should be locked (*Lock Screen After*). All time references are in minutes.

You can use the Advanced page to display a directory of graphics as your screen saver by selecting *Choose Random Image* and then selecting a directory containing images.

3.2.4 Choosing a Theme

Click *System > Personal Settings > Theme*.

A theme is a group of coordinated settings that specifies the visual appearance of a part of the desktop. You can choose themes to change the appearance of the desktop. Use the Theme Preferences tool to select from a list of preinstalled themes. The list of available themes includes several themes for users with accessibility requirements.

A theme contains settings that affect different parts of the desktop, as follows:

- Controls

  The controls setting for a theme determines the visual appearance of windows, panels, and applets. It also determines the visual appearance of the GNOME-compliant interface items that appear on windows, panels, and applets, such as menus, icons, and buttons. Some of the controls setting options that are available are designed for special accessibility needs. You can select an option for the controls setting in the Controls tabbed page of the Theme Details tool.

- Window frame

  The window frame setting for a theme determines the appearance of the frames around windows only. You can select an option for the window frame setting in the Window Border tabbed page of the Theme Details tool.

- Icon

  The icon setting for a theme determines the appearance of the icons on panels and the desktop background. You can select an option for the icon setting in the Icons tabbed page of the Theme Details tool.

The color settings for the desktop and applications are controlled using themes. You can choose from a variety of preinstalled themes. Selecting a style from the list overview applies it automatically. *Details* opens another dialog where you can customize the style of single desktop elements, like window content, window borders, and icons. Making changes and leaving the dialog by clicking *Close* switches the theme to Custom Theme. Click *Save Theme* to save your modified theme under a custom name. The Internet and other sources provide many additional themes for GNOME as .tar.gz files. Install these with the Install theme.

Creating a Custom Theme

The themes that are listed in the Theme Preferences tool are different combinations of controls options, window frame options, and icon options. You can create a custom theme that uses different combinations of options.

1 Click *System > Personal Settings > Theme*.

2 Select a theme from the list of themes, then click *Theme Details*.

3 Select the controls option that you want to use in the custom theme from the list in the Controls tabbed page.

4 Click the *Window Border* tab, then select the window frame option that you want to use in the custom theme.

5 Click the *Icons* tab, then select the icons option that you want to use in the custom theme.

6 Click *Close > Save Theme*.

  A Save Theme to Disk dialog is displayed.

7 Type a name and a short description for the custom theme in the dialog, then click *Save*.

  The custom theme now appears in your list of available themes.

Installing a New Theme

You can add a theme to the list of available themes. The new theme must be an archive file that is tarred and zipped (a .tar.gz file).

1 Click *System > Personal Settings > Theme*.

2 Click *Install Theme*.

3 Specify the location of the theme archive file in the *Location* field, then click *OK*.

You can also click *Browse* to browse for the file.

4 Click *Install* to install the new theme.

Installing a New Theme Option

You can install new controls options, window frame options, or icons options. You can find many controls options on the Internet.

1 Click *System > Personal Settings > Theme*.

2 Click *Theme Details*, then click the tab for the type of theme you want to install.

For example, to install an icons option, click the *Icons* tab.

3 Click *Install Theme*.

4 Specify the location of the theme archive file in the *Location* field, then click *OK*.

5 Click *Install* to install the new theme option.

Deleting a Theme Option

You can delete controls options, window frame options, or icons options.

1 Click *System > Personal Settings > Theme*.

2 Click *Theme Details*, then click the tab for the type of option you want to delete.

3 Click *Go To Theme Folder*.

A File Manager window opens on the default option folder.

4 Use the File Manager window to delete the option.

Previewing Themes

You can use the File Manager to preview and change themes.

1 Open a file manager window.

To open a File Manager in browser mode, right-click a folder and then click *Browse Folder*. See for more information.

2 Enter the following URI in the location bar:

`themes:///`

The themes are displayed in the view pane.

3 Double-click a theme to change it.

3.2.5 Customizing Window Behavior

Click *System > Personal Settings > Windows*.

Use the Window Preferences tool to customize window behavior for the desktop. You can determine how a window reacts to contact with the mouse pointer or to double-clicks on its titlebar, and you can define which key to hold for moving an application window.

Figure 3-8 *Window Preferences Dialog*
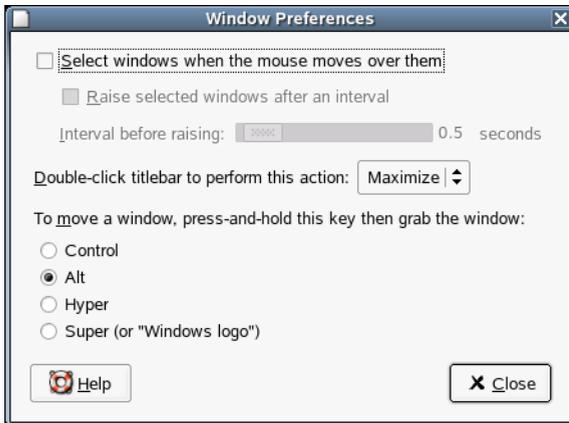
When several application windows populate the desktop, the active one by default is the one last clicked. Change this behavior by activating *Select Windows When the Mouse Moves over Them*. If desired, activate *Raise Selected Window after an Interval* and adjust the latency time with the slider. This raises a windows a short time after the window receives focus.

Application windows can be shaded (rolled up) by double-clicking the title bar, leaving only the title bar visible. This saves space on the desktop and is the default behavior. It is also possible to set windows to maximize when the title bar is double-clicked.

Using the radio buttons, select a modifier key to press for moving a window (Ctrl, Alt, Hyper, or the Windows logo key).

3.3 Hardware

Hardware settings include the following:

- Keyboard
- Mouse
- Printers
- Screen resolution

3.3.1 Modifying Keyboard Preferences

Click *System > Personal Settings > Keyboard*.

Use the Keyboard Preferences tool to modify the autorepeat preferences for your keyboard and to configure typing break settings.

You can set the preferences in the following areas:

- Keyboard
- Typing Break
- Layouts
- Layout Options

Configuring Keyboard Preferences

Use the Keyboard tabbed page to set general keyboard preferences.

Figure 3-9 *Keyboard Preferences Dialog—Keyboard Page*
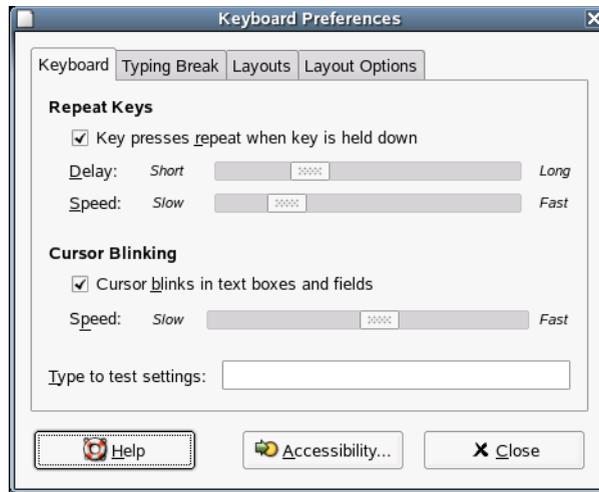
You can modify any of the following keyboard preferences:

Table 3-2 *Keyboard Preferences*

Option	Description
Key Presses Repeat When Key is Held Down	Enables keyboard repeat. The action associated with a key is performed repeatedly when you press and hold that key. For example, if you press and hold a character key, the character is typed repeatedly.
	Use the *Delay* option to select the delay from the time you press a key to the time that the action repeats.
	Use the *Speed* option to set the speed at which the action is repeated.
Cursor Blinks in Text Boxes and Fields	Lets the cursor blink in fields and text boxes.
	Use the slider to specify the speed at which the cursor blinks.
Type to Test Settings	The test area is an interactive interface that lets you see how the keyboard settings affect the display as you type. Type text in the test area to test the effect of your settings.

Click the *Accessibility* button to start the Keyboard accessibility preference tool.

Configuring Typing Break Preferences

Use the Typing Break tabbed page to set typing break preferences.

Figure 3-10   *Keyboard Preferences Dialog—Typing Break Page*
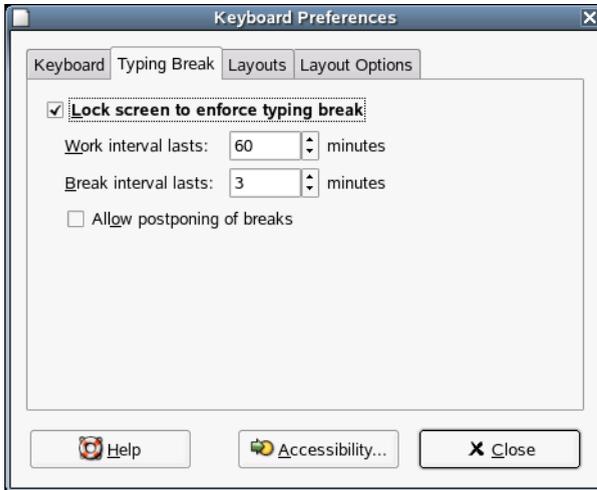
You can modify any of the following typing break preferences:

Table 3-3   *Typing Break Preferences*

Option	Description
Lock Screen to Enforce Typing Break	Locks the screen when you are due a typing break.
Work Interval Lasts	Lets you specify how long you can work before a typing break occurs.
Break Interval Lasts	Lets you specify the length of your typing breaks.
Allow Postponing of Breaks	Lets you postpone typing breaks.

Click the *Accessibility* button to start the Keyboard accessibility preference tool.

Configuring Keyboard Layout Preferences

Use the Layouts tabbed page to set your keyboard layout.

Figure 3-11 *Keyboard Preferences Dialog—Layouts Page*
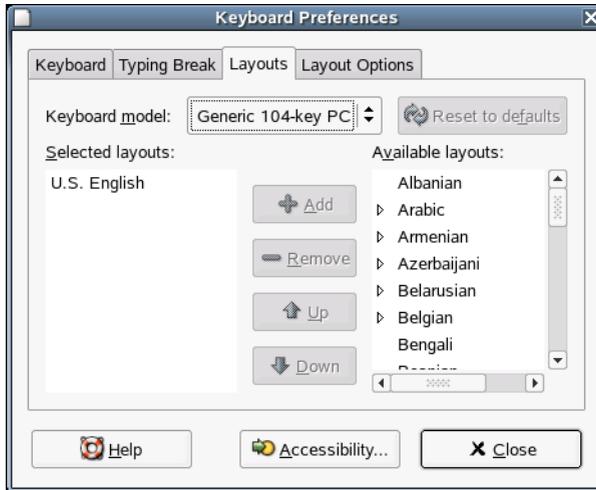
Select your keyboard model from the drop-down list, then use the navigational buttons to add or remove the selected layout to or from the list of available layouts.

You can select different layouts to suit different locales. For more information on keyboard layouts, see the Keyboard Layout Switcher manual (http://www.gnome.org/~shaunm/doctable/docs/gkb/ HEAD/index.html).

Click the *Accessibility* button to start the Keyboard accessibility preference tool.

Configuring Keyboard Layout Options

Use the Layout Options tabbed page to set your keyboard layout options.

Figure 3-12 *Keyboard Preferences Dialog—Layout Options Page*
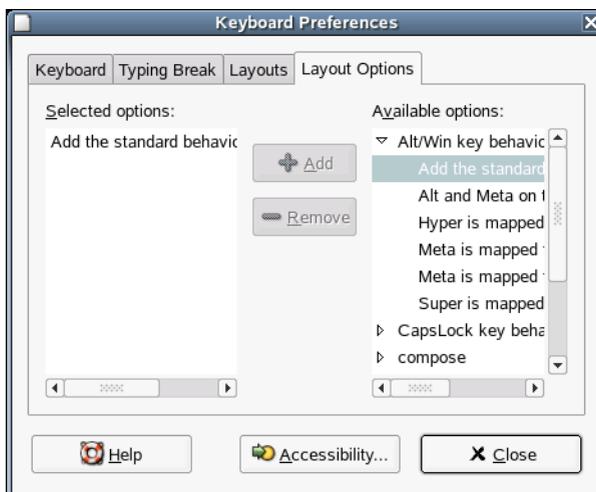
Select an option from the list of available layout options and click *Add* to add the option or *Remove* to remove it.

For more information on keyboard layouts, see the Keyboard Layout Switcher manual (http:// www.gnome.org/~shaunm/doctable/docs/gkb/HEAD/index.html).

Click the *Accessibility* button to start the Keyboard accessibility preference tool.

3.3.2 Configuring the Mouse

Click *System > Personal Settings > Mouse*.

Use the Mouse Preference tool to configure your mouse for right-hand use or for left-hand use. You can also specify the speed and sensitivity of mouse movement.

You can customize the settings for the Mouse Preference tool in the following areas:

- Buttons
- Cursors
- Motion

Configuring Button Preferences

Use the Buttons tabbed page to specify whether the mouse buttons are configured for left-hand use. You can also specify the delay between clicks for a double-click.

Figure 3-13 *Mouse Preferences Dialog—Buttons Page*
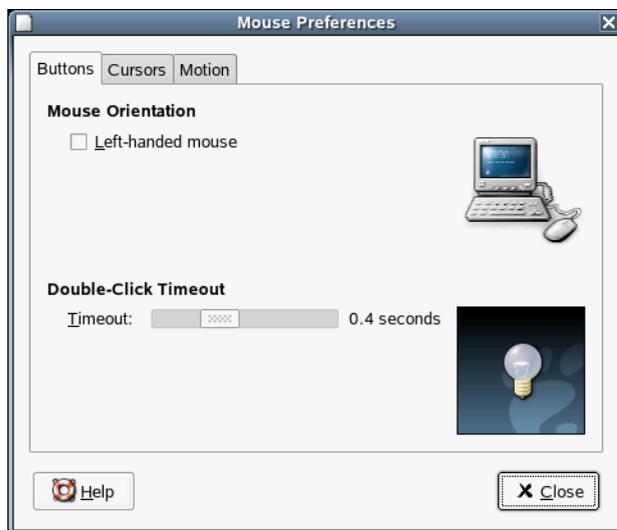
The following table lists the mouse button preferences you can modify.

Table 3-4 *Mouse Button Preferences*

Option	Description
Left-handed Mouse	Configures your mouse for left-hand use, swapping the functions of the left mouse button.
Timeout	Use the slider to specify the amount of time that can pass between clicks when you double-click. If the interval between the first and second clicks exceeds the time that is specified here, the action is not interpreted as a double-click.

Configuring Cursor Preferences

Use the Cursors tabbed page to set your mouse pointer preferences.

Figure 3-14 *Mouse Preferences Dialog—Cursors Page*
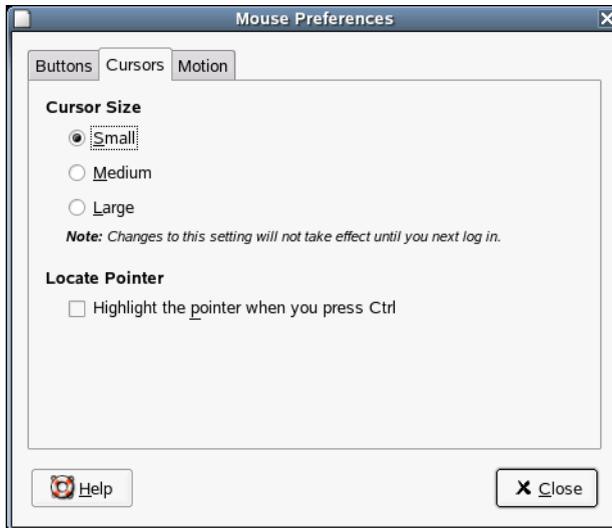
The following table lists the mouse pointer preferences you can modify.

Table 3-5 *Mouse Pointer Preferences*

Option	Description
Cursor Size	Displays a small, medium, or large mouse pointer. Changes are not activated until the next time you log in.
Highlight the Pointer When You Press Ctrl	Enables a mouse pointer animation when you press and release Ctrl. This feature can help you locate the mouse pointer.

Configuring Motion Preferences

Use the Motion tabbed page to set your preferences for mouse movement.

Figure 3-15 *Mouse Preferences Dialog—Motion Page*
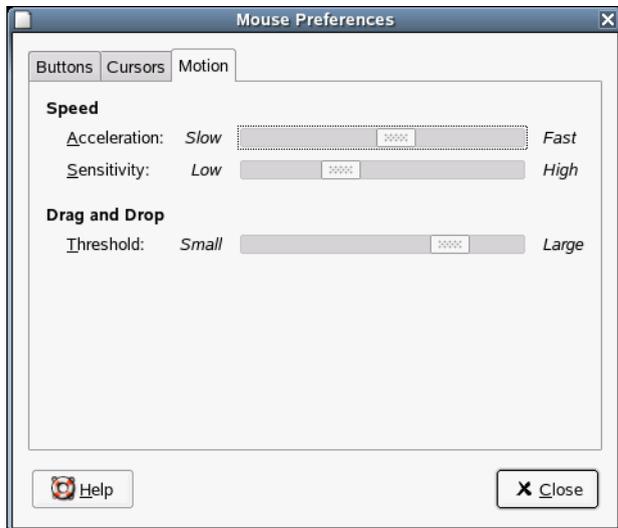
The following table lists the mouse motion preferences you can modify.

Table 3-6 *Mouse Motion Preferences*

Option	Description
Acceleration	Use the slider to specify the speed at which your mouse pointer moves on your screen when you move your mouse.
Sensitivity	Use the slider to specify how sensitive your mouse pointer is to movements of your mouse.
Threshold	Use the slider to specify the distance that you must move an item before the move action is interpreted as a drag and drop action.

3.3.3 Installing and Configuring Printers

Click *System > Personal Settings > Printers*.

Use this module to install and configure printers.

Figure 3-16 *Printers Dialog*
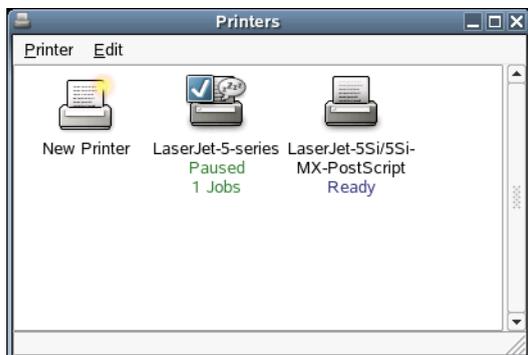
For more information about setting up printing, see .

3.3.4 Specifying Screen Resolution Settings

Click *System* > *Personal Settings* > *Screen Resolution*.

Use this module to specify the resolution settings for your screen, including Resolution and Refresh Rate.

Figure 3-17 *Screen Resolution Preferences Dialog*
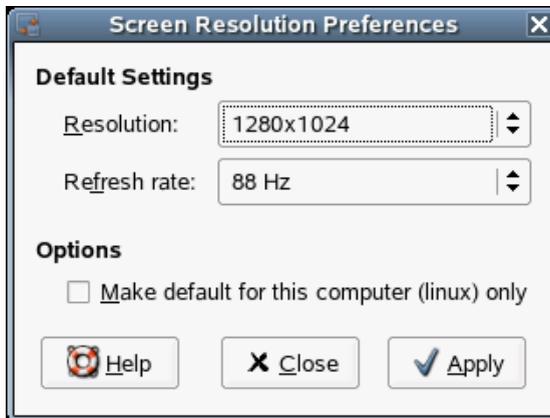
The following table lists the screen resolution preferences you can modify.

Table 3-7 *Screen Resolution Preferences*

Option	Description
Resolution	Select the resolution (in pixels) to use for the screen.
Refresh Rate	Select the refresh rate to use for the screen.
Make Default for This Computer Only	Makes the screen resolution settings the default settings only for the computer that you are logged in to.

If you cannot find a setting you want, you might need to use the Administrator Settings to reconfigure your graphics card and monitor settings. See Configuring the Graphics Card and Monitor (http://www.novell.com/documentation/nld/nld_deployment/data/bsj9mwg.html#bsmqn45) in the *Novell Linux Desktop Deployment Guide* for more information.

3.4 System

System settings include the following:

- Change Password
- File associations
- Network proxies
- Sessions
- Sound

3.4.1 Changing Your Password

Click *System > Personal Settings > Change Password*

Use this module to change your password. This module is included with NLD 9 SP2 or later.

Figure 3-18 *Change Password Dialog*

Specify your current password, specify your new password twice, then click *OK*.

3.4.2 Specifying File Associations

Click *System > Personal Settings > File Associations*.

Use the File Types and Programs tool to specify how files of various types are displayed and edited, and to associate an application with a service so that the application performs the task required by the service.

Figure 3-19 *File Types and Programs Dialog*
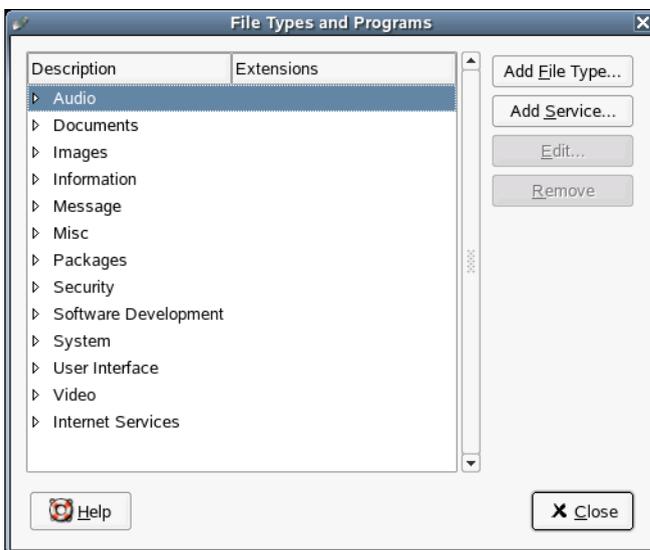
Use the File Types and Programs tool to configure the following:

- File Types

You can specify how files of various types are displayed and edited. For example, you can specify an icon to represent a particular type of file, or you can specify that if a file is a plain text file, the file is launched in a text editor.

The file manager and other applications check the contents of a file to determine the type of a file. If the first lines do not determine the type of the file, then the application checks the filename.

• Services

A Uniform Resource Identifier (URI) is a string that identifies a particular location in a file system or on the Web. For example, the Web address of a Web page is a URI. A service is a protocol or task that a URI requests. For example, the http://www.gnome.org URI requests the HTTP service.

You can associate an application with a service so that the application performs the task required by the service. For example, you can associate your preferred Web browser with the HTTP service.

To view the contents of a category of file types, click the Right-arrow next to the category name. The category expands and displays a description of each file type and the file extension that is associated with the file type.

To select a file type that you want to work with, click the file type.

Adding a File Type

  1 Click *System > Personal Settings > File Associations*.

  2 Click *Add File Type*, then specify the properties of the new file type.

The following table describes the options available in the Add File Type dialog.

Option	Description
No Icon	The icon that represents the file type. Select an icon in the selector dialog or select an icon from another directory by clicking *Browse*. Then click *OK*.
Description	A description of the file type.
MIME Type	The MIME type for this type of file, which identifies the format of the file and enables applications to read it. For example, an e-mail application can use the image/png MIME type to detect that a Portable Networks Graphic (PNG) file is attached to an e-mail message.
Category	The category the file type belongs to in this preference tool. Click *Choose* to select a category in the Choose a File category dialog.
Filename Extensions	The file extensions associated with the file type. Type a file extension in the field on the left side, then press Enter.
	To delete a file extension, select the file extension in the field on the right side and then click *Remove*.
Viewer Component	The viewer component used to display files of this type in the File Manager.
Default Action	The default application used to open files of this type.

Option	Description
Program to Run	The command used to start the program associated with the file type.To choose a command that you entered previously, click the Down-arrow and then select the command to run.
	You can also use the *Browse* find and select a command to run.
Run in Terminal	Runs the program in a terminal window. Select this option for a program that does not create a window to run in.

3 Click *OK*.

Adding a Service

1 Click *System > Personal Settings > File Associations*.

2 Click *Add Service*, then specify the properties of the new service.

Description: Add Service dialog
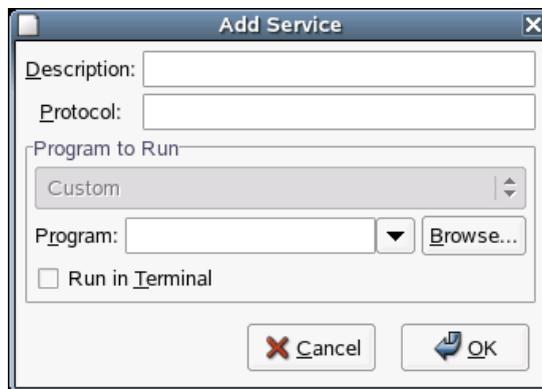
The following table describes the options available in the Add Service dialog:

Option	Description
Description	A description of the service.
Protocol	The protocol for the service.
Program to Run	This option is not available in this release.
Program	The command used to start the program associated with the service. To choose a command that you entered previously, click the Down-arrow and then select the command to run.
	You can also use the *Browse* button to find and select a command to run.
Run in Terminal	Runs the program in a terminal window. Select this option for a program that does not create a window to run in.

3 Click *OK*.

3.4.3 Configuring Network Proxies

Click *System > Personal Settings > Network Proxies*.

The Network Proxy Configuration tool lets you configure how your system connects to the Internet. You can configure the desktop to connect to a proxy server and specify the details of the server. A proxy server is a server that intercepts requests to another server and fulfills the request itself, if it can. You can specify the Domain Name Service (DNS) name or the Internet Protocol (IP) address of the proxy server. A DNS name is a unique alphabetic identifier for a computer on a network. An IP address is a unique numeric identifier for a computer on a network.

Figure 3-20   *Network Proxy Configuration Dialog*
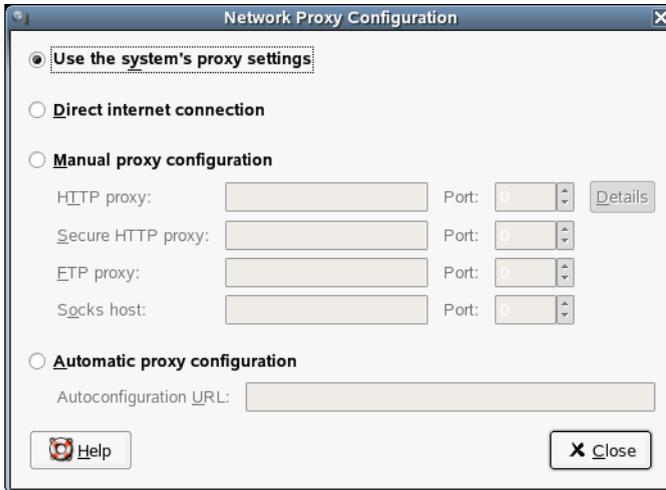
The following table lists the Internet connection options that you can modify.

Table 3-8   *Internet Connection Options*

Option	Description
Direct Internet connection	Connects directly to the Internet, without a proxy server.
Manual proxy configuration	Connects to the Internet through a proxy server and lets you configure the proxy server manually.
HTTP proxy	The DNS name or IP address of the proxy server to use when you request a HTTP service. Specify the port number of the HTTP service on the proxy server in the Port box.
Secure HTTP proxy	The DNS name or IP address of the proxy server to use when you request a Secure HTTP service. Specify the port number of the Secure HTTP service on the proxy server in the Port box.
FTP proxy	The DNS name or IP address of the proxy server to use when you request an FTP service. Specify the port number of the FTP service on the proxy server in the Port box.
Socks host	The DNS name or IP address of the Socks host to use. Specify the port number for the Socks protocol on the proxy server in the Port spin box.

Option	Description
Automatic proxy configuration	Connects to the Internet through a proxy server and lets you configure the proxy server automatically.
Autoconfiguration URL	The URL that contains the information required to configure the proxy server automatically.

3.4.4 Managing Sessions

Click *System > Personal Settings > Sessions*.

This module lets you manage your sessions. A session occurs between the time that you log in to the desktop environment and the time that you log out. You can set session preferences and specify which applications to start when you begin a session. You can configure sessions to save the state of applications and then restore the state when you start another session.

You can also use this preference tool to manage multiple sessions. For example, you might have a mobile session which starts applications you use most frequently when traveling, a demo session that starts applications used to present a demonstration or slide show to a customer, and a work session that uses a different set of applications when you are working in the office.

This module consists of three tabbed pages:

- **Session Options:** Lets you manage multiple sessions and set preferences for the current session.
- **Current Session:** Lets you specify startup order values and select restart styles for the session-managed applications in your current session.
- **Startup Programs:** Lets you specify non-session-managed startup applications, which start automatically when you start a session.

Setting Session Preferences

Use the Session Options tabbed page to manage multiple sessions and set preferences for the current session.

Figure 3-21   *Sessions Dialog—Session Options Page*
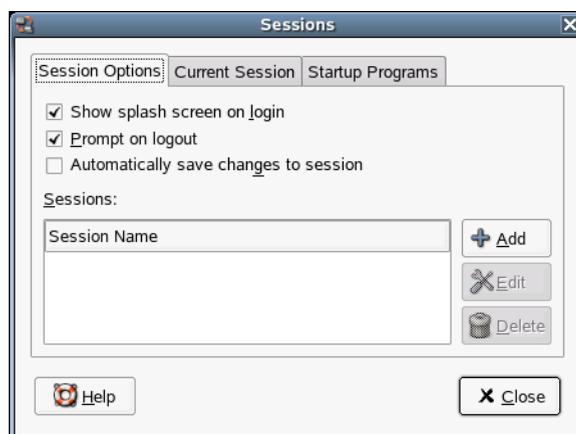
The following table lists the session options that you can modify.

Table 3-9 *Session Preferences for Current Session*

Option	Description
Show Splash Screen on Login	Displays a splash screen when you start a session.
Prompt on Logout	Displays a confirmation dialog when you end a session.
Automatically Save Changes to Session	Automatically saves the current state of your session. The session manager saves the session-managed applications that are open and the settings associated with the session-managed applications. The next time you start a session, the applications start automatically with the saved settings. If you do not select this option, the Logout Confirmation dialog displays a *Save Current Setup* option when you end your session.
Sessions	Lets you manage multiple sessions in the desktop, as follows: • To create a new session, click *Add*. The Add a New Session dialog is displayed, letting you specify a name for your session. • To change the name of a session, select the session and then click `Edit`. The Edit Session Name dialog is displayed, letting you specify a new name for your session. • To delete a session, select the session and then click *Delete*.

Setting Session Properties

Use the Current Session tabbed page to specify startup order values and to choose restart styles for the session-managed applications in your current session.

Figure 3-22 *Sessions Dialog—Current Session Page*
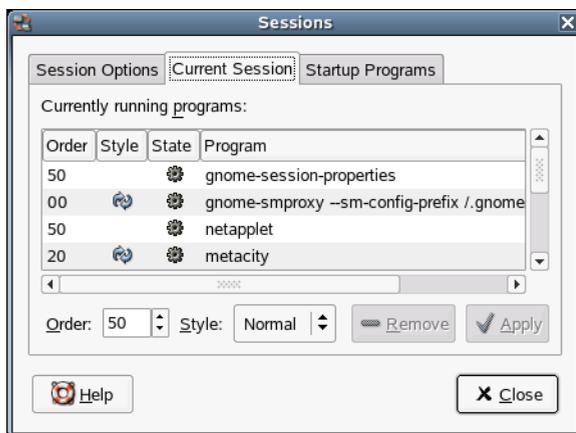
The following table lists the session properties that you can configure.

Table 3-10 *Session Properties for Session-Managed Applications*

Option	Description
Order	Specifies the order in which the session manager starts session-managed startup applications. The session manager starts applications with lower order values first. The default value is 50. To set the startup order of an application, select the application in the table. Use the *Order* box to specify the startup order value.
Style	Determines the restart style of an application. To select a restart style for an application, select the application in the table and then select one of the following styles: • **Normal:** Starts automatically when you start a session. Use the `kill` command to terminate applications with this restart style during a session. • **Restart:** Restarts automatically when you close or terminate the application. Select this style for an application if it must run continuously during your session. To terminate an application with this restart style, select the application in the table and then click *Remove*. • **Trash:** Does not start when you start a session. • **Settings:** Starts automatically when you start a session. Applications with this style usually have a low startup order and store your configuration settings for GNOME and session-managed applications.
Remove	Deletes the selected application from the list. The application is removed from the session manager and closed. Applications that you delete are not started the next time you start a session.
Apply	Applies changes made to the startup order and the restart style.

Configuring Startup Applications

Use the Startup Programs tabbed page to specify non-session-managed startup applications.

Figure 3-23 *Sessions Dialog—Startup Programs Page*
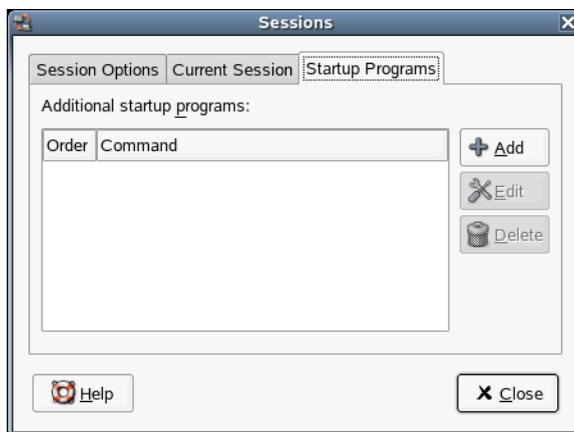
Startup applications are applications that start automatically when you begin a session. You specify the commands that run these applications and the commands execute automatically when you log in.

You can also start session-managed applications automatically. For more information, see "Setting Session Preferences" on page 60.

To add a startup application, click *Add*. The Add Startup Program dialog is displayed. Specify the command to start the application in the *Startup Command* field. If you specify more than one startup application, use the *Order* box to specify the startup order of the each application.

To edit a startup application, select the startup application and then click *Edit*. The Edit Startup Program dialog is displayed. Modify the command and the startup order for the startup application.

To delete a startup application, select the startup application and then click *Delete*.

3.4.5 Setting Sound Preferences

Click *System > Personal Settings > Sound*.

The Sound Preference tool lets you control when the sound server starts. You can also specify which sounds to play when particular events occur.

Setting General Sound Preferences

Use the General tabbed page to specify when to launch the sound server. You can also enable sound event functions.

Figure 3-24   *Sound Preferences Dialog—General Page*
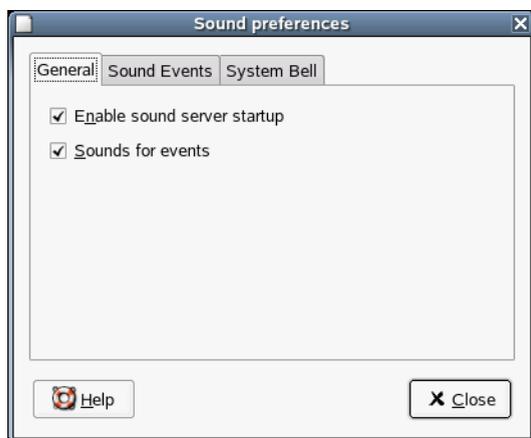
Click *Enable sound server startup* to start the sound server when you start a session. When the sound server is active, the desktop can play sounds.

Click *Sounds for events* to play sounds when particular events occur in the desktop. You can select this option only if the *Enable sound server startup* option is selected.

Setting Sound Event Preferences

Use the Sound Events tabbed page to associate particular sounds with particular events.

IMPORTANT: You must enable the Enable Sound Server Startup and Sounds For Events options on the General tab before you can access the Sound Events page.

Figure 3-25 *Sound Preferences Dialog—Sound Events Page*
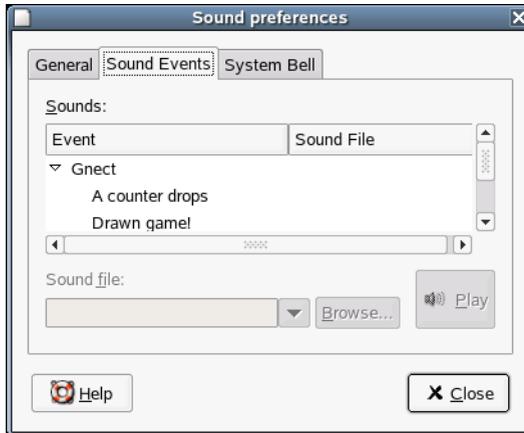
The Event column displays a hierarchical list of events that can occur. To expand a category of events, click the Right-arrow beside a category of events. The Sound File column lists the sound file that plays when the event occurs. You can test a sound by first selecting the corresponding notice in the Event column, then clicking *Play*

To associate a sound with an event, select the event in the Sounds table. Specify the name of the sound file that you want to associate with the selected event in the *Sound File* field, or click *Browse* to display the Select Sound File dialog which provides a list of files to choose from. You can only associate sound files in .wav format with events.

Setting System Bell Preferences

Some applications play a bell sound to indicate a keyboard input error. Use the System Bell tabbed page to set preferences for the system bell.

Figure 3-26 *Sound Preferences Dialog—System Bell Page*
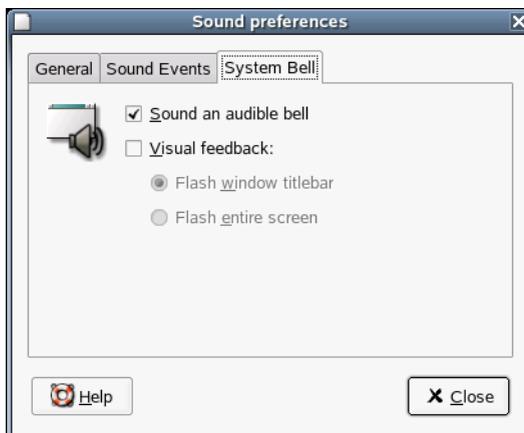
The following table lists the system bell preferences that you can modify.

Table 3-11 *System Bell Preferences*

Option	Description
Sound an Audible Bell	Enables the system bell.
Visual Feedback	Enables visual feedback to indicate input errors.
Flash Window Titlebar	Causes window titlebars to flash to indicate an input error.
Flash Entire Screen	Causes the entire screen to flash to indicate an input error.

The OpenOffice.org Office Suite

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4

</div>

OpenOffice.org is a powerful Linux office suite that offers tools for all types of office tasks, such as writing texts, working with spreadsheets, and creating graphics and presentations. With OpenOffice.org, you can use the same data across different computing platforms. You can also open and edit files in Microsoft Office formats and then save them back to the same format, if needed.

OpenOffice.org comprises the following application modules that are designed to interact with each other.

- **Writer:** Powerful word processor application.
- **Calc:** Spreadsheet application that includes a chart utility.
- **Draw:** Drawing application for creating vector graphics.
- **Impress:** Application for creating presentations.

This chapter covers only the following basic skills needed to get started with OpenOffice.org. For more detailed information, see the *OpenOffice.org 1.x.x User Guide* (http:// documentation.openoffice.org/manuals/OOo1.x.x/user_guide.pdf).

4.1 Accessing OpenOffice.org

1 Click *Programs > Office*.

2 Select from the following options:

Click	To Open
Word Processor	Writer
Presentation	Impress
Spreadsheet	Calc
Drawing	Draw

You can also start OpenOffice.org by typing `ooffice` in a terminal window, or by clicking

Description: Word Processor icon ![icon] on the menu bar. If any OpenOffice.org application is open, you can open any of the other applications by clicking *File > New > Name of Application*.

4.2 Compatibility with Other Applications

OpenOffice.org works with Microsoft Office documents, spreadsheets, presentations, and databases. These files can be seamlessly opened like other files and saved back to the same format. Because the Microsoft formats are closed and the specifics are not available to other applications, there are occasionally formatting issues. If you have problems with your documents, open them in the original application and resave them in an open format, such as RTF for text documents or CSV for spreadsheets.

4.2.1 Converting Documents

To convert a number of documents, such as when first switching to OpenOffice.org:

1 Click *File > AutoPilot > Document Converter*.

2 Select the file format you want to convert.

There are several StarOffice and Microsoft Office formats available.

3 Click *Next*, then specify where OpenOffice.org should look for templates and documents to convert and in which directory the converted files should be placed.

4 Click *Next* to see a summary of the actions that will be performed.

5 Click *Convert*.

4.2.2 Sharing Documents

When sharing documents with others, you have several options. If the recipient only needs to read the document, export it to PDF format by clicking *File > Export as PDF*. PDF files can be read on any platform using the Adobe* Acrobat* Reader. To share a document for editing, use one of the regular document formats. The default formats comply with the OASIS standard XML format, making them compatible with a number of applications. TXT and RTF formats, although limited in formatting, are a good option for text documents, and CSV is useful for spreadsheets. OpenOffice.org might also offer your recipient's preferred format.

OpenOffice.org is available for a number of operating systems. This makes it an excellent tool when a group of users needs to share files and does not use the same file systems.

4.3 Getting Help

You can get help for OpenOffice.org at any time from the *Help* menu. Depending on your selection, the depth and type of help provided varies. To get thoroughly acquainted with a topic, click *Help > Contents*. The help system provides information about each of the modules of OpenOffice.org (Writer, Calc, Impress, and Draw).

If you find this information too broad or overwhelming, try the Help Agent instead, which offers help and tips as you perform different actions with OpenOffice.org. Click *Help > Help Agent* to enable this. If less information would be sufficient, try *Tips* and *Extended Tips*. They enable the program's tool tips—short information about the element that the mouse is pointing to. These items can easily be disabled later when you are more familiar with the program.

TIP: If you are not sure whether the features are active, open the *Help* menu. A checked menu item indicates that the corresponding help function is currently active.

For more information and tutorials for an OpenOffice.org application, use one of the following sources:

- How To (http://documentation.openoffice.org/HOW_TO/index.html)
- User FAQ (http://documentation.openoffice.org/user_faq/index.html)
- *OpenOffice.org 1.1 Impress QuickStart Guide* (PDF) (http://documentation.openoffice.org/quickstart/Impress_quickstart.pdf)
- OpenOffice Support Web site (http://support.openoffice.org/index.html)
- OpenOffice Tutorials (http://www.tutorialsforopenoffice.org)

4.4 Changing the Global Settings

Global settings can be changed in any OpenOffice.org application by clicking *Tools > Options* on the menu bar. This opens the window shown in the figure below. A tree structure is used to display categories of settings.

Figure 4-1 *The Options Window*
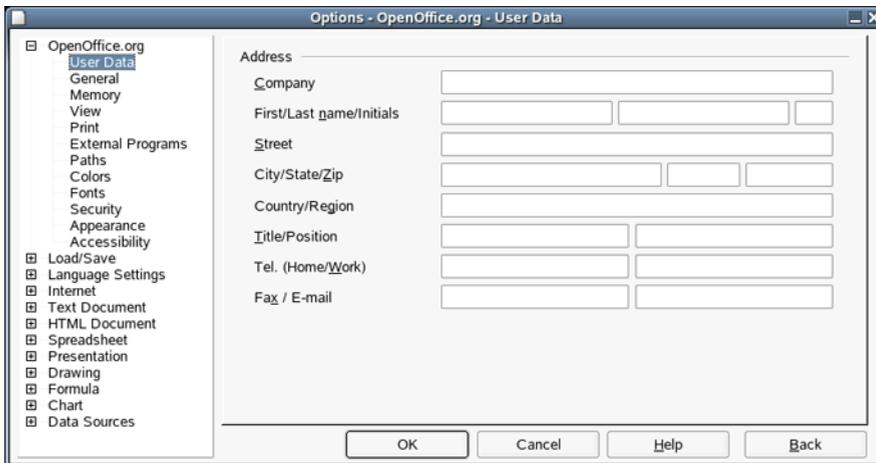
The following table lists the setting categories along with a brief description of each category.

Table 4-1 *Global Setting Categories*

Setting Category	Description
OpenOffice.org	Covers the various basic settings, including your user data (like your address and e-mail), important paths, and settings for printers and external programs.
Load/Save	Includes the settings related to the opening and saving of several file types. There is a dialog for general settings and several special dialogs to define how external formats should be handled.
Language Settings	Covers the various settings related to languages and writing aids, namely your locale and spell checker settings. This is also the place to enable support for Asian languages.

Setting Category	Description
Internet	Includes the dialogs to configure any proxies and to change settings related to search engines.
Text Document	Configures the global word processing options, such as the basic fonts and layout that Writer should use.
HTML Document	Changes the settings related to the HTML authoring features of OpenOffice.org.
Spreadsheet	Changes the settings for Calc, such as those related to sort lists and grids.
Presentation	Changes the settings that should apply to all presentations. For example, you can specify the measurement unit for the grid used to arrange elements.
Drawing	Includes the settings related to the vector drawing module, such as the drawing scale, grid properties, and some print options.
Formula	Provides a single dialog to set some special print options for formulas.
Chart	Defines the default colors used for newly created charts.
Data Sources	Defines how external data sources should be accessed.

IMPORTANT: All settings as listed above are applied *globally*—they are used as defaults for every new document you create.

4.5 Word Processing with Writer

There are two ways to create a new document: from scratch or using AutoPilot, which lets you use a standard format and predefined elements. This sections discusses the following tasks:

- "Creating Documents with AutoPilot" on page 68
- "Creating Documents without AutoPilot" on page 69
- "Selecting Text" on page 70
- "Navigating in Large Documents" on page 70
- "Formatting with Styles" on page 70

4.5.1 Creating Documents with AutoPilot

To use a standard format and predefined elements for your own documents, try AutoPilot. This is a small utility that lets you make some basic decisions and then produces a ready-made document from a template. For example, to create a business letter, click *File > AutoPilot > Letter*.

Figure 4-2 *OpenOffice.org AutoPilot*

Click *Next* to proceed to each successive page. To modify any previous entries, click *Back*. Exit the AutoPilot by clicking *Cancel*. Access a help document with *Help*.

When you are finished, click *Create*. OpenOffice.org produces a document according your specifications. Now you can compose the text (body) of the document itself. AutoPilot can assist in the creation of letters, faxes, agendas, memos, and presentations.

4.5.2 Creating Documents without AutoPilot

Create a new text document by clicking *File > New > Text Document*. When editing a text document, a second toolbar called the object bar, is available just below the standard function bar. Move the mouse pointer over an icon to get a tooltip. Documents can also be formatted with the Stylist. See "Using the Stylist" on page 71 for more information.

Figure 4-3 *OpenOffice.org Writer*
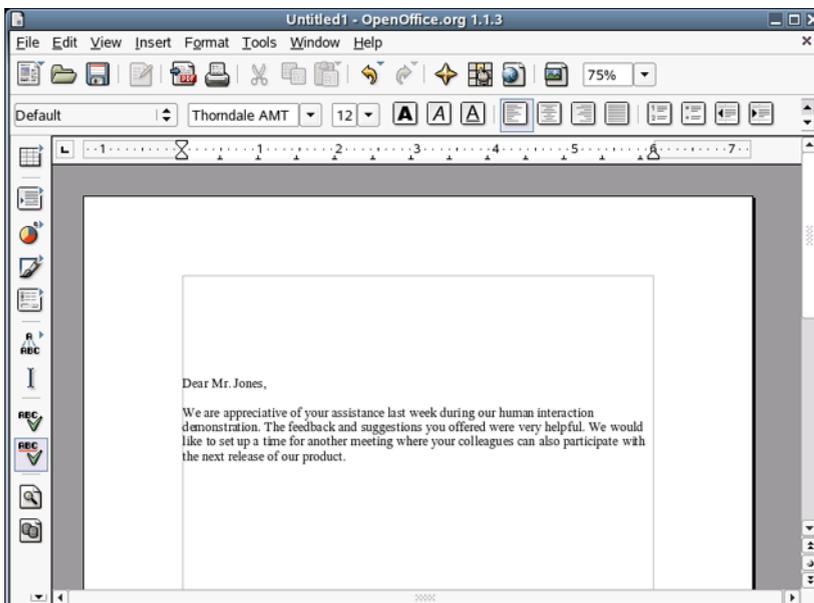
Use the *File* menu or the relevant buttons on the toolbar to print and save your document. Use the options on the *Insert* menu to add extra items to your document, such as a table, picture, or chart.

4.5.3 Selecting Text

To select text, click the desired beginning of the selection and, keeping the mouse button pressed, move the cursor toward the end of the range (which can be characters, lines, or entire paragraphs). Release the button when all desired text is selected. While selected, text is displayed in inverted colors. Open a context menu by right-clicking the selected text. Use the context menu to change the font, the font style, and other text properties.

Selected text can also be cut or copied to the clipboard, then pasted back into the document at another location. Use the *Edit* context menu or the relevant toolbar icons to access these functions.

4.5.4 Navigating in Large Documents

The Navigator tool displays information about the contents of a document. It also lets you quickly jump to different elements. For example, you can use Navigator to get a quick overview of all the chapters or to see a list of the images included in the document.

Figure 4-4 *Navigator Tool in Writer*
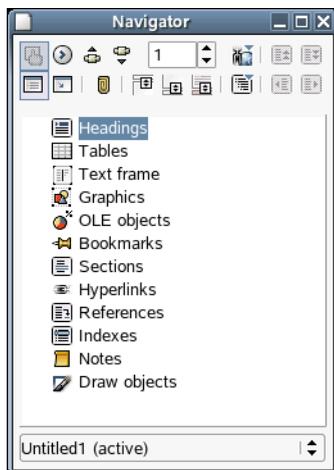
Open Navigator by clicking *Edit* > *Navigator*. The elements listed in Navigator vary according to the document loaded in Writer.

4.5.5 Formatting with Styles

Styles save you time by letting you make formatting changes once that apply to the entire document. They give you templates not only for paragraphs and individual characters, but also for pages, text frames, and lists.

Using the Style Catalog

Click *Format* > *Styles* > *Catalog* to open the Style Catalog, which you can use to create, edit, and manage the formatting styles used by OpenOffice.org.

Figure 4-5 *OpenOffice.org Style Catalog*

If you set the drop-down list at the bottom of this dialog box to *Automatic*, OpenOffice.org offers a selection of styles appropriate for the task at hand. If you select *All Styles* from the list, the Style Catalog displays all styles from the currently active category. In the previous figure, the category is `Paragraph Styles`. You can select a different category by clicking the drop-down list at the top of the dialog.

By formatting your text with this method, called *soft formatting*, text is not formatted directly. Instead, a style is applied to it. The style can be easily modified, automatically resulting in a formatting change for all the text that the style is assigned to.

To assign a style to a paragraph, click anywhere inside the paragraph, click *Format > Styles > Catalog*, and then double-click the style you want to apply.

Creating Your Own Styles

1 Format a paragraph or a character as desired using the *Format* menu or the toolbar.

2 Select the formatted item whose style you want to copy.

3 Click *Format > Styles > Catalog*.

4 Click *New*, then type a name for your style.

5 Click *OK*.

This style can now be applied to other texts.

You can change the details of a style by selecting it in the Style Catalog and then clicking *Modify*. This opens a dialog in which all the possible formatting properties are available for modification.

Using the Stylist

The Stylist is a floating palette you can use to apply styles quickly as you type. You can also use it to modify existing styles or create new ones. The Stylist lists styles using several different filters, so you can locate the ones you need quickly. To open the Stylist, click *Format > Stylist*

Figure 4-6 *OpenOffice.org Stylist*
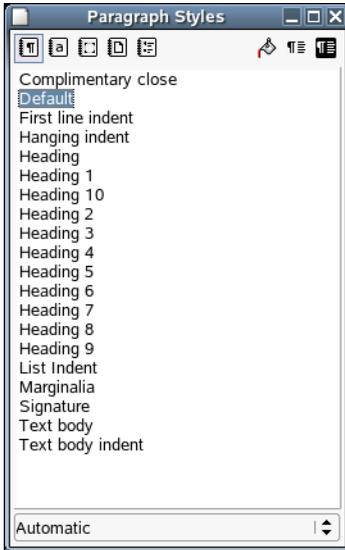
To dock the Stylist, hold down the Ctrl key and drag the title bar to the left or to the right side of your workspace. To undock the Stylist, hold down the Ctrl key and double-click a free space on the Stylist's toolbar.

To apply a style:

1 Select the text you want to format.

To apply a character style to a word, click the word; to apply a paragraph style, click the paragraph.

2 Double-click the style in the Stylist.

4.6 Using Spreadsheets with Calc

Calc is the spreadsheet module of OpenOffice.org. Use this application to, for example, handle your private or business accounting data. If Writer (or any other OpenOffice.org application) is already running, start Calc by clicking *File > New > Spreadsheet*—or click *Programs > Office > Spreadsheet* on the main desktop menu.

After starting, Calc presents an empty spreadsheet divided into rows and columns. Rows are numbered from top to bottom and columns are lettered from left to right. The intersection of a row and a column marks the location of a cell, so each cell has a unique address coordinate. For instance, the address B3 refers to the cell located in the second column (B) and the third row. This address is also shown at the top to the left of the entry field.

Figure 4-7   *OpenOffice.org Calc*
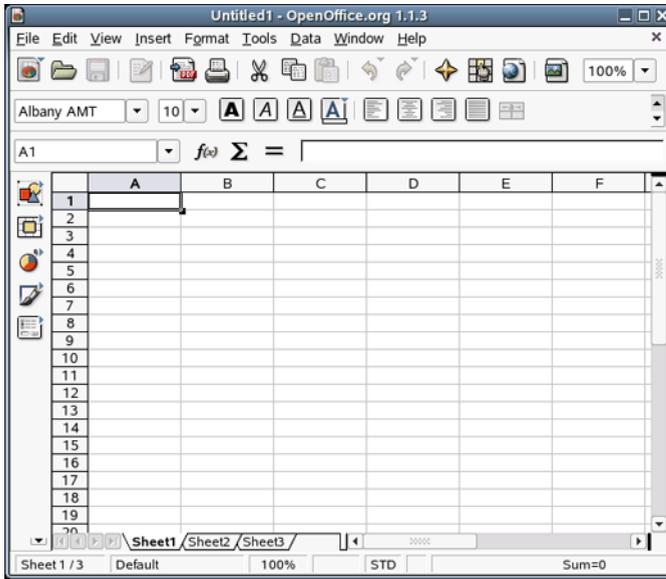
A cell can be active or inactive. The currently active cell has a thick black frame around it. To activate another cell, move the frame with the arrow keys or click another cell with the mouse. You can edit a cell if it is currently active.

4.7 Creating Presentations with OpenOffice.org Impress

The Impress presentation software helps you create effective multimedia presentations. You can create slides that contain many different elements, including text, bulleted and numbered lists, tables, charts, clip art, and graphic objects. Also integrated with Impress is a spell checker, a thesaurus, preset text styles, and attractive background styles. You can edit PowerPoint* presentations in Impress as well as save your work in PowerPoint format or create Flash (.swf) versions of your presentations.

Figure 4-8 *OpenOffice.org Impress*
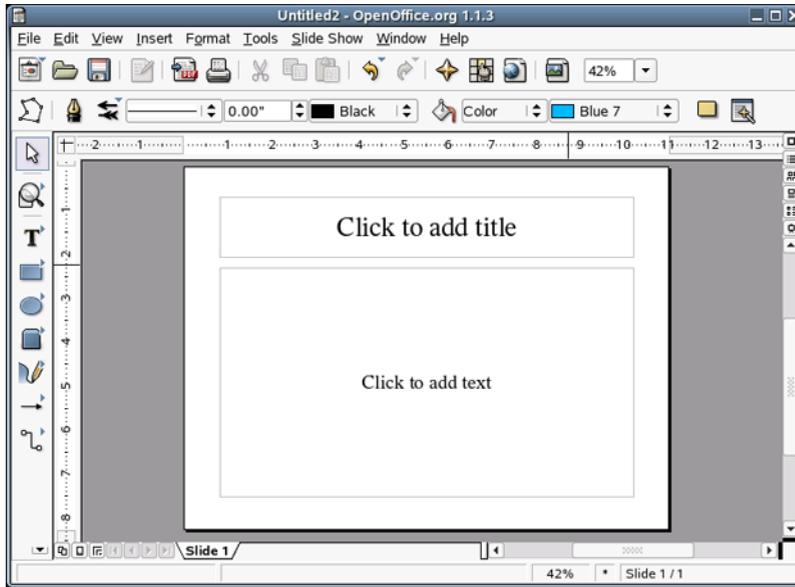
If Writer (or any other OpenOffice.org application) is already running, start Impress by clicking *File > New > Presentation*—or click *Programs > Office > Presentation* on the main desktop menu.

4.8 Creating Graphics Using Draw

Draw can be used to create vector graphics. Vector graphics are images in which lines and curves are defined through certain parameters, such as the location of points and the curvature.

To create a new drawing, start Draw from the main menu by clicking *Programs > Office > Drawing*. If OpenOffice.org is already running, click *File > New > Drawing*. The graphical objects available in Draw can be modified in various aspects, such as line thickness, line type, color, and fill.

Figure 4-9 *OpenOffice.org Draw*

Browsing the Internet

5
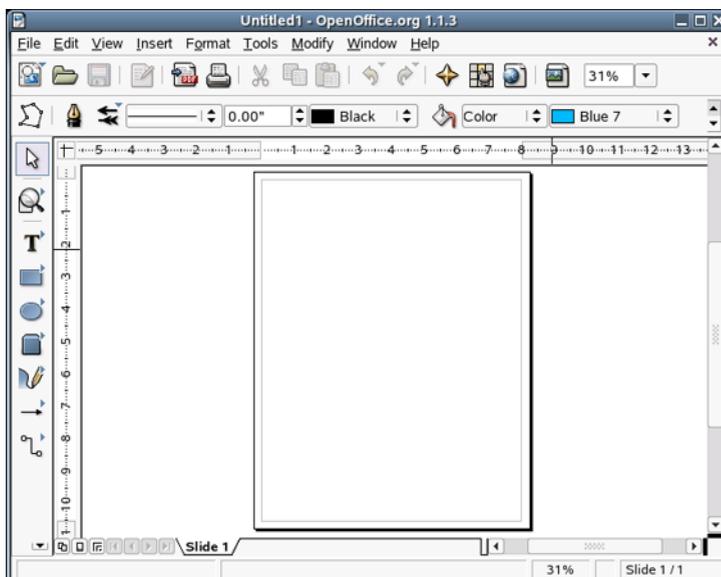
Included with Novell® Linux Desktop (NLD) is the Mozilla Firefox browser. Firefox lets you browse the Web the same as other Web browsers. Firefox includes features such as tabbing, pop-up window blocking, and download management. This chapter discusses the following information:

5.1 Navigating Web Pages

To start Firefox, click *Programs > Firefox Web Browser* or click the quick start icon (Description: Mozilla Firefox Quick Start icon🦊) on the top panel. You will notice that Firefox has the same look-and-feel as other browsers. The Navigation Toolbar includes navigational buttons such as Forward and Back as well as a location bar for a Web address. Bookmarks are also available for quick access.

Figure 5-1 *Firefox Interface*
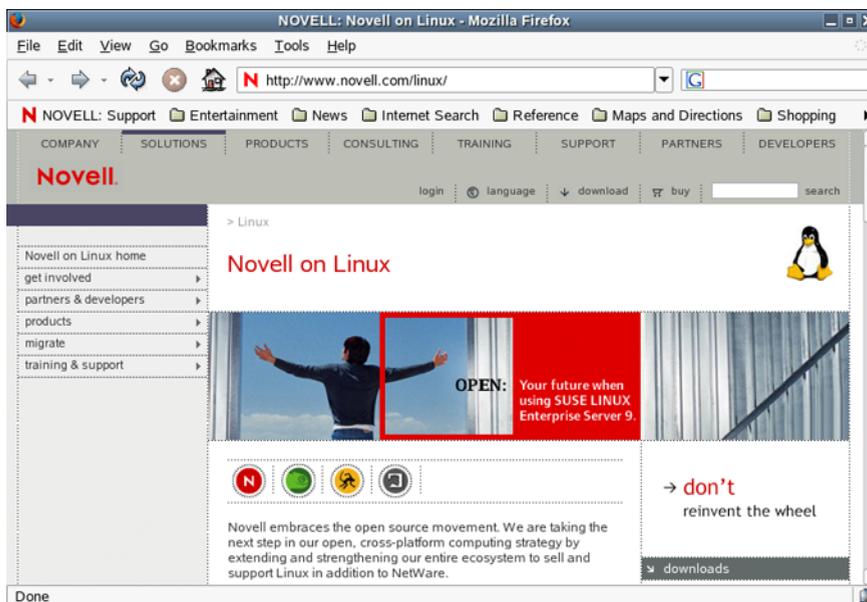
For more information about the various Firefox features, click *Help* on the menu bar.

5.2 Tabbing through Multiple Web Sites

Viewing multiple Web sites can clutter your desktop with open windows. Firefox can display each additional Web site using tabs within a single browser window.

To see how this works, open Firefox. After the browser loads your default home page, press Ctrl+T to open a new tab.

Figure 5-2   *Firefox Tabbing Feature*
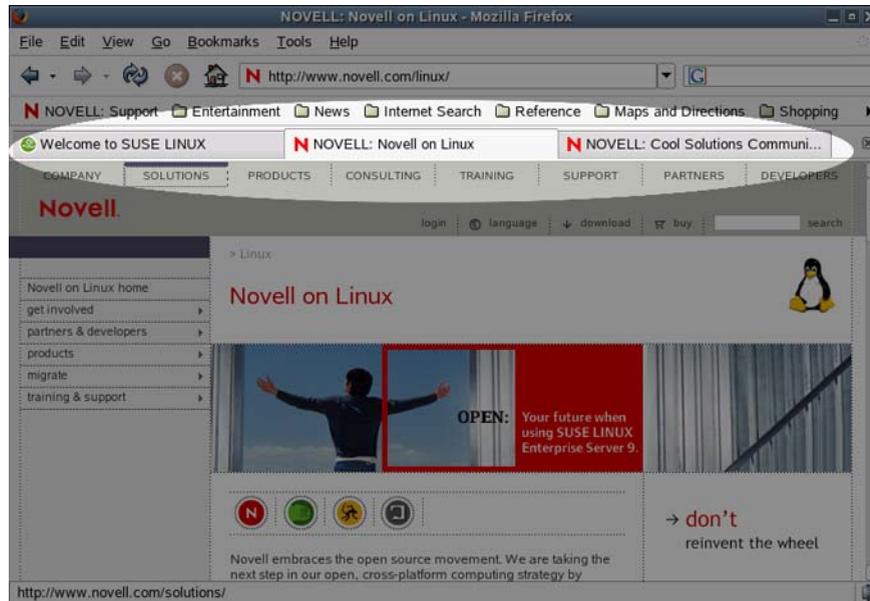
Note that the second tab appears at the top of the main window. You can alternate between these Web pages by pressing Ctrl+Tab. If you need additional browsing tabs, press Ctrl+T again or right-click a link and then click *Open Link in New Tab*.

If you want the browser to open multiple sites when you start the browser, click *Edit > Preferences*. In the Preferences dialog, click *General*.

Figure 5-3 *Browsing Multiple Sites*

The browser offers a variety of options. You can use the pages you're currently browsing, select startup pages from your bookmarks, or use a blank page. You can also type one or more start page addresses, separating multiple address with a space. And you can specify as many addresses as you like.

You can also customize the behavior of tabs by accessing the *Tabs* menu. To do so, right-click a tab. The *Tab* menu lets you create new tabs, reload the current tab (also Ctrl+R), reload all tabs, close other tabs, or close the current tab (Ctrl+W).

5.3 Using Basic Commands and Functions and Stopping Pop-ups

This section discusses basic commands and functions you can use to get around in Firefox, as well as the features for stopping annoying pop-up advertisements:

5.3.1 Keyboard Commands for Getting Around Firefox

The following are the most common commands for navigating Firefox.

Table 5-1 *Firefox Navigation Commands*

Command	Description
Ctrl+N	Opens a new browser window.
Ctrl+T	Opens a new tabbed page in the browser.

Command	Description
Ctrl+O	Opens a file.
Ctrl+W	Closes the current tabbed window in the browser.
Ctrl+Shift+W	Closes the window.
Ctrl+R	Refreshes the window.

You can view all of the available commands in the drop-down menus under *File*, *Edit*, and *View*. For a complete listing of shortcuts, see Keyboard Shortcuts (http://www.mozilla.org/support/firefox/keyboard).

5.3.2 Controlling Pop-ups

When browsing the Internet, you might come across Web sites that pop up new browser windows to advertise products or services, which can become annoying. Firefox includes built-in features for managing pop-ups. Click *Edit > Preferences*, and then click *Web Features* in the Preferences dialog.

Figure 5-4   *Blocking Pop-ups in Firefox*
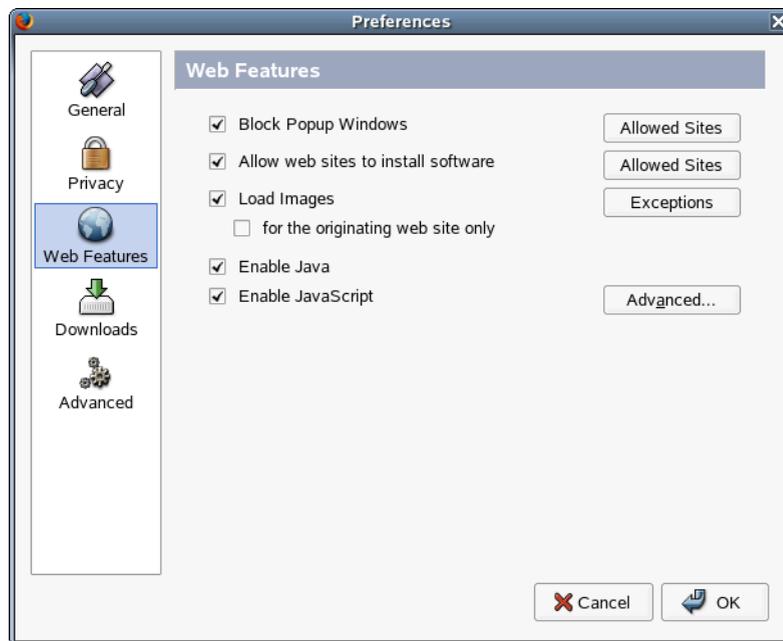
If you want to completely remove pop-ups, make sure that *Block Pop-up Windows* is selected. If you want, you can then approve specific Web sites to allow them to push pop-ups to your Web browser.

After you have configured pop-up filtering, the first time you access a Web site that uses pop-ups, a message similar to the following appears above the Web site content indicating that one or more pop-ups have been blocked.

Figure 5-5   *Message When Pop-ups are Detected*
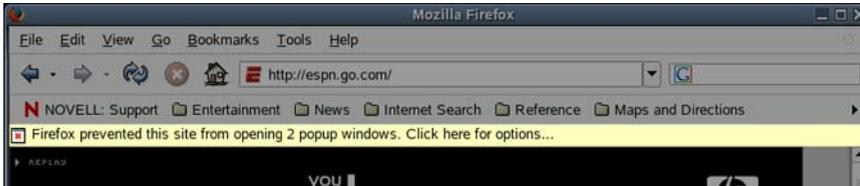
In the lower-left corner of your browser, an icon also appears each time a pop-up is blocked:

Figure 5-6   *Pop-up Blocked Icon*

Some sites require the use of pop-ups to function properly. If you need to toggle your pop-up settings for a particular site, click the icon shown above.

Figure 5-7   *Unblock Current Site*
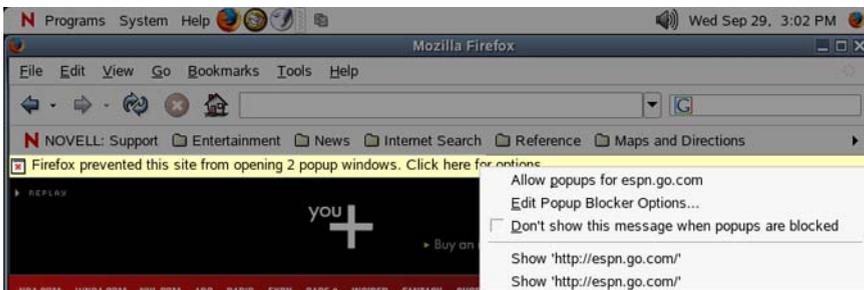
To unblock the current Web site pop-ups, click *Allow popups for name_of_site*.

5.4 Mozilla Firefox Extensions

Mozilla Firefox is a multifunctional application, which means you can download and install add-ons, known as *extensions*. For example, you can add the Google Search Bar to Firefox, which provides a convenient Google search box to your browser.

To add an extension, click *Tools > Extensions*.

Figure 5-8   *Firefox Extensions*

In the bottom-right corner of the Extensions dialog, click *Get More Extensions* to launch the Mozilla extensions update Web page where you can choose from a variety of available extensions, such as the Google bar. Click the extension you want to install. When the page loads with the extension you want, click the install link to download and install the extension. When you restart Firefox, the new extension is installed and running.

5.5 Browsing History

Like other Web browsers, Firefox keeps a history of the Web sites you have visited, making it easier to go find these sites again later.

Press Ctrl+H to open the History frame.

Figure 5-9   *Browsing History*
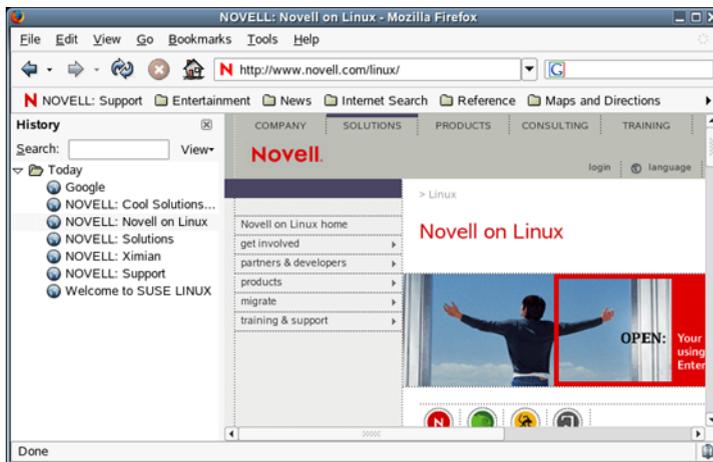
You can browse the history, which is recorded by days. You can also search through your browser history. To view a Web site accessed on a particular day, click that day.

When you enter a search word, Firefox searches the browser history for sites containing your search term. A search results list is returned displaying all visited sites containing your search term.

To the right of the Search string field, click *View* to display a menu that lets you sort the sites in your history in other ways.

5.6 Printing from Firefox

You can configure the way Firefox prints the content it displays using the Page Setup dialog.

Click *File > Page Setup*, then click the *Format & Options* tab to select the orientation of your print jobs. You can scale or make it auto-adjust. If you want to print a background, select *Print Background (Colors & Images)*.

Figure 5-10   *Page Setup Dialog—Format & Options Page*
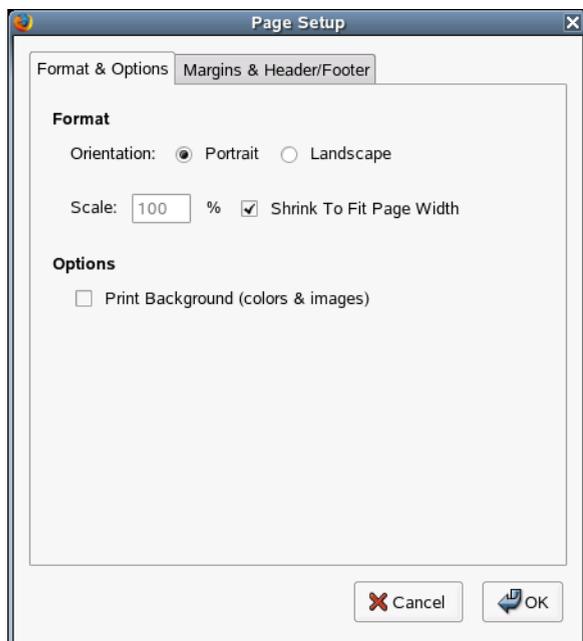
Click the *Margins & Header/Footer* tab to adjust margins as well as to select what you want or don't want in the headers and footers.

Figure 5-11 *Page Setup Dialog—Margins & Header/Footer Page*
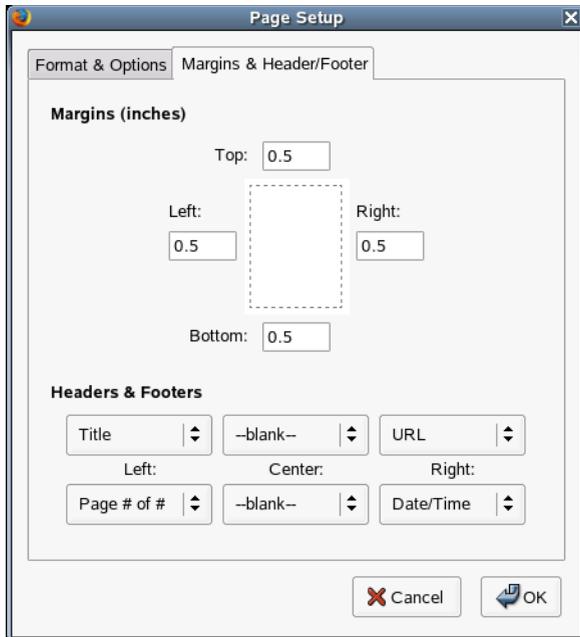
5.7 Managing Bookmarks

Bookmarks offer a handy way of returning to a Web site that you have visited before.

To add the current Web site to your list of bookmarks, click *Bookmarks > Bookmark This Page*. If your browser currently displays multiple Web sites on tabs, only the URL on the currently selected tab is added to your list of bookmarks.

When you add a bookmark, you can specify an alternate name for the bookmark and you can select a folder where Firefox should store it. If you want to bookmark Web sites on multiple tabs, click *Bookmark All Tabs in a Folder* in the Add Bookmark dialog. Firefox creates a new folder that includes bookmarks of each site displayed on each tab.

To remove a Web site from the bookmarks list, click *Bookmarks*, right-click the site's bookmark in the list, and then click *Delete*.

5.7.1 Using Bookmarks Manager

Bookmarks Manager can be used to manage the properties (name, address location) for each bookmark, as well as organize the bookmarks into folders and separate sections. You can rearrange, automatically sort, edit, and import or export bookmarks.

Figure 5-12   *Bookmarks Manager in Firefox*
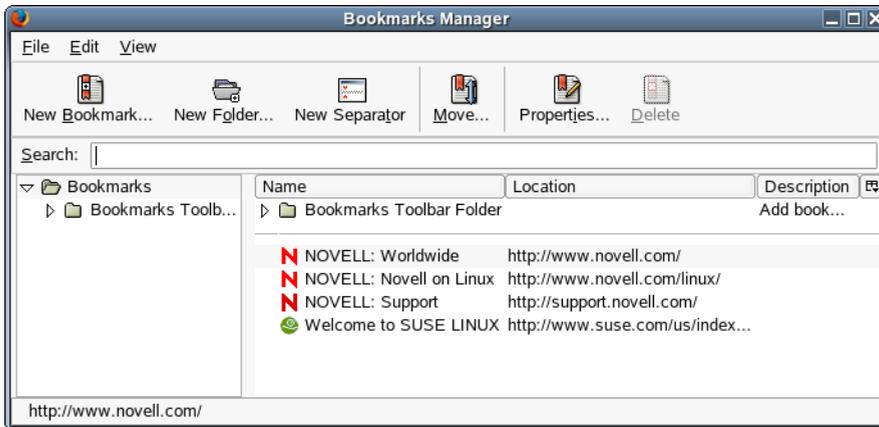
To open Bookmarks Manager, click *Bookmarks > Manage Bookmarks*.

5.7.2 Moving and Editing Bookmarks

Bookmark Manager has several buttons that allow you to edit and move bookmarks:

Table 5-2   *Bookmark Manager Buttons*

Button	Description
New Bookmark	Manually add a new bookmark.
New Folder	Creates a new bookmark (subfolder).
New Separator	Adds a new separator. The separator is placed above the bookmark/folder that you have selected in Bookmark Manager. Separators can help distinguish different bookmark categories from each other.
Move	Moves a bookmark to a new position/folder in your bookmarks file. When you click this button, a Choose Folder dialog appears, letting you select the folder you want to move the bookmark to; then click *OK*. You can also drag-and-drop bookmarks to a new location: You cannot move the bookmark out of your bookmarks file; that is, this function cannot be used for exporting individual bookmarks.
Properties	Opens the Bookmark Properties dialog.
Delete	Deletes the selected bookmark.

5.7.3 Adding or Editing Bookmark Properties

Use the Bookmark Properties dialog to specify or edit the following:

- **Name:** The name that appears on the toolbar. It is prefilled with the page's title. If the title is long, it is a good idea to edit the bookmark name to free up space on the toolbar.
- **Location:** The Web address (URL) of the site/page you bookmarked.

- **Keyword:** A shortcut to Web sites. Using a keyword is a great way to easily access your favorite sites. For example, you can enter *news* as the keyword for your favorite news site. Then simply typing news in the browser's address bar (where you would normally enter the site's address) will take you to this site.

- **Description:** You can add a description for your site here. This can be useful if you have many bookmarks or the site's address or name doesn't indicate what the site is about.

Figure 5-13 *Bookmark Properties Dialog*
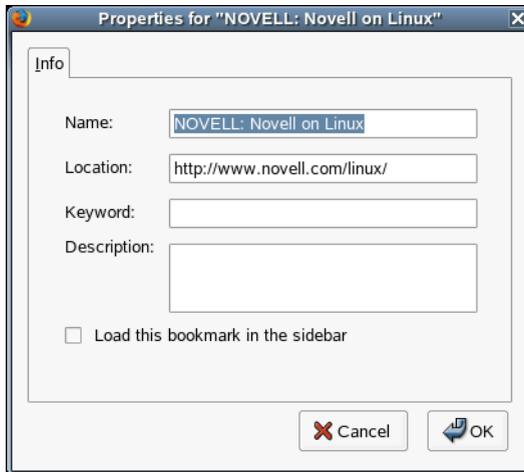
Select *Load this bookmark* in the sidebar to make the bookmarked page load in Firefox's sidebar instead of in the browser window.

5.7.4 Sorting Bookmarks

You can sort your bookmarks manually by dragging-and-dropping them to a new position, or by using the automatic sort function in Bookmarks Manager.

To access the automatic sort function, click the *View* menu in Bookmarks Manager. You can choose to sort by name, location, keyword, description, last modified, last visited, or alphabetically (A-Z or Z-A).

This rearranges the bookmark order in Bookmark Manager. If you want to rearrange the order in which they appear when you select *Bookmarks*, right-click any bookmark in the browser window (not in Bookmark Manager) and then click *Sort By Name*.

5.8 Importing and Exporting Bookmarks

You can use Bookmarks Manager to import bookmarks from a different browser (or from a backup copy), take your bookmarks with you to another browser, or make a backup copy of your bookmarks.

5.8.1 Importing Bookmarks

1 In Firefox, click *Bookmarks > Manage Bookmarks*.

2 Click *File > Import*.

3 Select a bookmark import source, then click *Next*.

If you.choose to import bookmarks from a listed browser, Firefox automatically finds and imports your bookmarks for you.

If you want to import bookmarks from a browser that is not listed, from backed up Firefox bookmarks, or from bookmarks from any other source, select *From File*. In this case, a dialog appears that lets you specify the file you want to import. Depending on the browser you want to import bookmarks from, it might be necessary to export those bookmarks first.

5.8.2 Exporting Bookmarks

1 In Firefox, click *Bookmarks* > *Manage Bookmarks*.

2 Click *File* > *Export*.

3 Specify a name and location for the exported file.

4 Click *Save*.

Using Collaboration Software

6

Novell® Linux Desktop (NLD) includes groupware programs to make the tasks of managing information and communicating with colleagues easier:

- E-mail and Calendering with Novell Evolution (page 89)
- E-mail and Calendaring with the GroupWise Linux Client (page 90)
- Instant Messaging with Gaim (page 91)

6.1 E-mail and Calendering with Novell Evolution

Information is useless unless it's organized and accessible. Novell Evolution™ makes the tasks of storing, organizing, and retrieving your personal information easier so you can work more efficiently and communicate with others.

Figure 6-1   *Novell Evolution Main Mail Window*
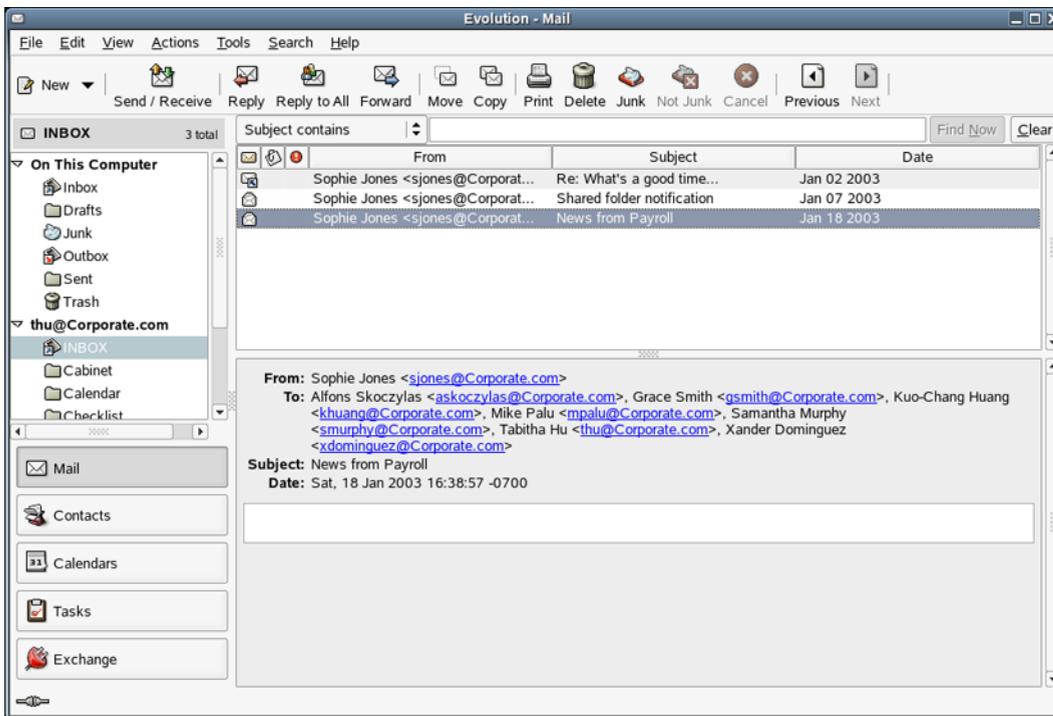
Evolution can help you work in a group by handling e-mail, address, and other contact information, as well as one or more calendars. It can do all this on one or several computers, connected directly or over a network, for one person or for large groups.

With Evolution, you can accomplish your most common daily tasks faster. For example, it takes only one or two clicks to enter appointment or contact information sent to you by e-mail, or to send e-mail to a contact or appointment. Evolution makes displays faster and more efficient, so searches are faster and memory usage is lower. People who get a lot of mail will appreciate advanced features like VFolders, which lets you save searches as though they were ordinary mail folders.

6.1.1 Starting Evolution for the First Time

To start Evolution, click *Programs > Novell Evolution* on the menu panel.

The first time you run the program, it creates a directory called `.evolution` in your home directory, where it stores all of its local data. Then, it opens a first-run assistant to help you set up mail accounts and import data from other applications. Using the first-run assistant should take approximately two to five minutes.

Later, if you want to change this account or create a new one, click *Tools > Settings > Mail Accounts*. Then select the account you want to change and click *Edit*, or click *Add* to configure another account.

6.1.2 For More Information

For complete Novell Evolution documentation, see the *Evolution 2.0 User Guide* (http://www.novell.com/documentation/nld/evolution/data/front.html).

6.2 E-mail and Calendaring with the GroupWise Linux Client

If your company uses Novell GroupWise®, you can download and install the GroupWise 6.5 for Linux Cross-Platform client. This GroupWise client lets Linux users access their GroupWise mailboxes to send and receive mail.

The GroupWise Cross-Platform client provides Linux users with the following essential collaboration features:

- Online mode and Caching mode
- Read/Compose messages, appointments, tasks, and notes in Plain Text or HTML views
- Reply/Forward/Accept/Decline/Delegate
- Address Book
- Calendaring support, including Busy Search and Posted Items
- Folder support, including Checklist, Contacts, Junk Mail, and Trash
- Personal folders and shared folders
- Proxy access to others' mailboxes
- Archiving
- Find

The GroupWise Client is a free download from the Novell Download Web site (http://download.novell.com/pages/PublicSearch.jsp). On the Novell Downloads page, select *GroupWise* from the *Limit Results To* list, click *Search*, and then click *GroupWise 6.5 for Linux Cross-Platform Client on Linux*.

The *GroupWise 6.5 Cross-Platform Client User Guide* (http://www.novell.com/documentation/gw65/index.html?page=/documentation/gw65/gw65d_userxplat/data/ab32nt1.html) is available on the GroupWise 6.5 Documentation Web site.

6.3 Instant Messaging with Gaim

Gaim is a multiprotocol instant messaging (IM) client for Linux, BSD, Mac* OS X, and Windows. It is compatible with GroupWise Messenger, AOL* Instant Messenger (AIM), ICQ, Yahoo!*, IRC, Jabber, Gadu-Gadu, and Zephyr networks.

This release of Gaim includes the following new features:

- Added support for Novell privacy settings
- Added ability to initiate multiuser chats in GroupWise Messenger
- *Plug-in Actions* menu
- Support for the SLIC protocol
- An option to suppress disconnect notification when using the auto-connect plug-in

6.3.1 Configuring Gaim for GroupWise Messenger

In order to use Gaim with GroupWise Messenger, your system administrator must be running GroupWise Messenger for Linux Server or GroupWise Messenger Support Pack 2 (or later) Messenger Server for NetWare® and Windows.

1 Launch Instant Messenger by clicking *Programs > Internet > Instant Messenger*.

2 Click *Accounts > Add*.

3 Select the GroupWise protocol.

4 Type your screen name, password, and alias in the appropriate fields.

5 Select any desired user options.

6 Click *Show More Options*.

7 Type your server address in the *Server Address* field.

8 Type your server port (if different from the default) in the *Server Port* field.

9 Select your proxy type, if needed.

10 Click *Save*, then click *Close* in the Accounts window.

11 Select the GroupWise account you just created in the Login window.

12 Type your password in the *Password* field.

13 Click *Sign On*.

6.3.2 For More Information

For complete GAIM documentation, see the GAIM Web Site (http://gaim.sourceforge.net/documentation.php).

Using Multimedia Utilities

<div style="text-align: right; font-size: 3em;">7</div>

This chapter provides an overview of music and movie applications for various multimedia tasks. A more detailed explanation of a utility's features can be found by clicking *Help* inside the utility.

Novell® Linux Desktop (NLD) provides utilities for the following:

7.1 Creating CDs

The CD Burner is a feature-rich CD/DVD burning application using K3b - The CD Kreator. It supports various project types (audio CD, data CD, mixed mode CD, Video CD, and data DVD) and also features like Audio CD ripping with CDDB support.

Figure 7-1   *K3b - The CD Kreator*
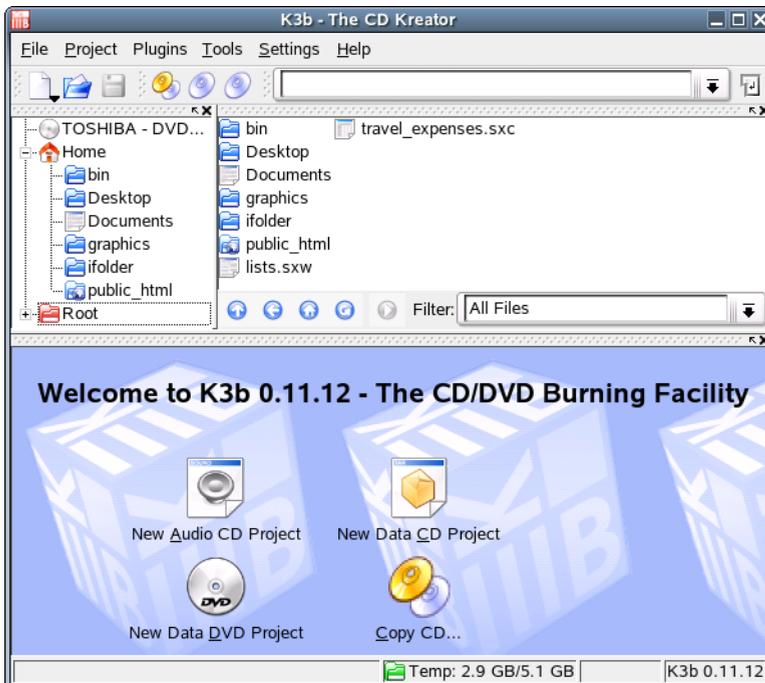
K3b - The CD Kreator provides a comfortable user interface to perform most CD/DVD-burning tasks like creating an Audio CD from a set of audio files or copying a CD. The experienced user can

take advantage of all steps of the burning process, and the beginner can use the automatic settings and the CD Burner defaults that allow a quick start.

7.1.1 Creating a Data CD

1 Click *Programs > Multimedia > CD Burner*.

2 Click the *New Data CD Project* icon in the bottom panel.

3 Follow the instructions to drag-and-drop files you want to include on the CD.

4 Click *Project > Burn*.

5 Specify the settings for burning your CD, then click *Burn*.

7.1.2 Creating an Audio CD

1 Click *Programs > Multimedia > CD Burner*.

2 Click the *New Audio CD Project* icon in the bottom panel.

3 Follow the instructions to drag-and-drop the audio tracks you want to include on the CD.

The audio data must be in MP3, WAV, or Ogg Vorbis format. The sequence of the tracks can be determined by moving them up or down in the project folder.

4 Click *Project > Burn*.

5 Specify the settings for burning your CD, then click *Burn*.

If you select the *Track at Once* mode, a two-second intermission is inserted after each track.

7.1.3 Copying a CD

1 Click *Programs > Multimedia > CD Burner*.

2 Click the *Copy CD* icon in the bottom panel.

3 Select settings for the CD reading and writing devices.

Click *On the Fly* to burn the CD as soon as it has been read, or click *Only Create Image* to create an image in the path specified in the *Write Image File to* field.

4 Click *Start*.

7.1.4 Writing ISO Images

1 Click *Programs > Multimedia > CD Burner*.

2 Click *Tools*, select the media, then click *Burn ISO Image*.

3 Browse to and select the *Image to Burn*.

K3b calculates and displays a check sum. If the ISO file was downloaded from the Internet, this sum is displayed if the download was successful.

4 (Optional) Use the Options and Advanced tabbed pages to set your preferences.

5 Click *Start* to burn the image.

7.2 Playing CDs

NLD includes CD Player for playing CDs. The first time a CD is inserted, NLD detects the CD and prompts you about running CD Player. If you select Yes, the player is launched. If you select No, no application is launched.

Figure 7-2 *CD Player*

To launch CD Player, click *Programs > Multimedia > CD Player*.

7.3 Playing Music Files

Music Player is an ID3 organized music library and player for your MP3, PLAC, or Ogg Vorbis music files. It lets you display information about the songs in your Library though metadata reading, create playlists by dragging and dropping from the Library view, search for entries in the Library, and listen to Internet radio stations.

To launch the player, click *Programs > Multimedia > Music Player*.

Figure 7-3 *Music Player*

To play a track, select the track, then click the play button on the toolbar, or simply double-click the track to start playing it. When a track ends, Music Player plays the next track in the list. In the Library, you can play all the songs from an artist, or you can play a single album.

For more information on using Music Player, click *Help > Contents* to open the Music Player Manual.

7.4 Playing Movies

Totem Movie Player lets you play MPEG and AVI movies and supports playback of DVDs, VCDs, and audio CDs. In addition to playing video and audio files, Totem Movie Player lets you view video in different aspect ratios and zoom levels, play video at full screen, perform seeks, and create playlists. Totem Movie Player does not play some codecs, QuickTime*, Windows Media files, and copy-protected DVDs.

To launch the player, click *Program > Multimedia > Totem Movie Player*.

Figure 7-4   *Totem Movie Player*
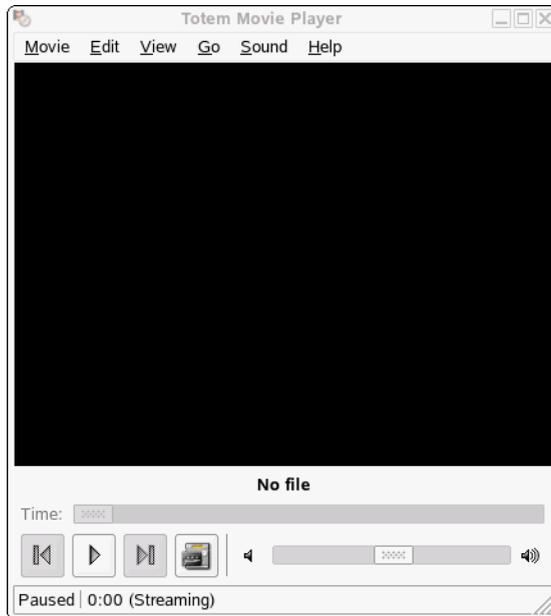
Click *Movie > Play VCD* or *Movie > Play DVD* to start playback of a VCD or DVD. Totem offers menu support for DVDs on the *Go* menu. Movie streams can be fetched via the network—click *Movie > Open Location* and enter the URL. You can take screen shots by clicking *Edit > Take Screenshot*.

7.5 Playing Streaming Audio and Video

Although you can listen to radio stations with Music Player, NLD also includes RealPlayer for streaming audio and video. While browsing the Internet, you might come across other radio stations, movie trailers, and other music sources. RealPlayer supports RealAudio, RealVideo 10, MP3, Ogg Vorbis (http://www.vorbis.com), Theora, H263, AAC, and more.

To launch RealPlayer, click *Programs > Multimedia > RealPlayer*.

Figure 7-5 *RealPlayer*

7.6 Controlling Volume and Balance

The Volume Control application provides a means of controlling the volume and balance of the sound output and input of your computer. To access Volume Control, click *Programs > Multimedia > Volume Control*, or click the Quickstart icon in the top panel.

Figure 7-6 *Volume Control*
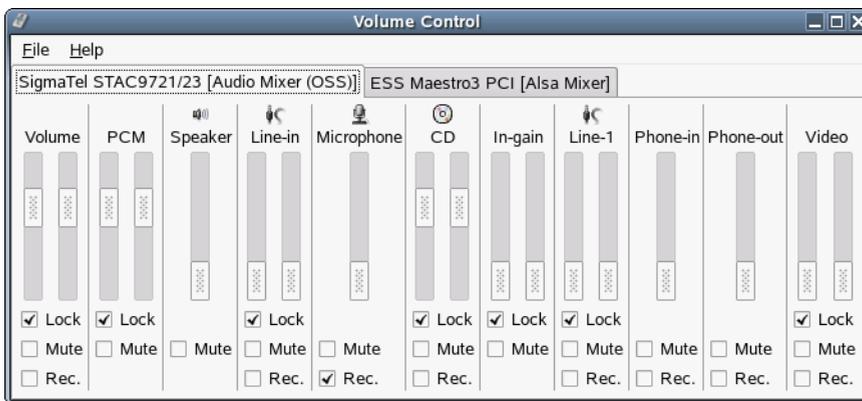
For easier access, Volume Control can be added to upper or lower panels, giving you one-click access. Right-click a panel, then click *Add to Panel > Multimedia > Volume Control*. Right-click the volume control applet, then click *Open Volume Control* to access the more advanced mixer functions.

7.7 Extracting Audio from CDs

Sound Juicer is a.CD ripper tool that lets you extract the audio from audio CDs and convert it into a variety of audio formats your computer can understand and play. It can also look up the titles and

artists of the tracks on your CD from the Internet using the freely available MusicBrainz (http://www.musicbrainz.org) service.

To launch Sound Juicer, click *Programs > Multimedia > More > CD Ripper*.

Figure 7-7   Sound Juicer

7.7.1 Using Sound Juicer

1 Insert an audio CD into your drive.

2 Click *Programs > Multimedia > More > CD Ripper*.

When you start Sound Juicer, it examines the CD in the currently selected drive and tries to locate information about its contents. It can match against things like the serial number and the length and positions of the tracks.

3 In the fields at the top of the dialog, type the artist and album name.

If the disk is a single, type the name of the artist and the title of the track. If the disc is by multiple artists, you can type Various or leave it blank. This information is placed in the extracted files so that the files can be easily catalogued and searched by music-playing software. Each track also has a title and artist field that can be set separately. This information is also encoded in the output files.

TIP: When you edit the disk *Artist* field, all the track *Artist* fields are updated to reflect that. This saves you a lot of typing as most discs are by a single artist.

4 To exclude tracks, deselect them in the Extract column.

Use the options on the *Edit* menu to select or deselect all the tracks at the same time.

5 Click *Extract* to read the audio from the CD and save it to disk.

By default, files are stored in the /*album_artist/album_title* directory in your home directory, but you can change this in the Preferences dialog.

Extracting a CD can take a long time, depending on the speed of your computer. By default, Sound Juicer compresses the audio at the same time it extracts it from the CD so that it takes up less space on disk.

The *Re-read* button is useful if you change CDs but don't want to restart the program. Clicking this button causes Sound Juicer to update the list of tracks.

7.7.2 Configuring Sound Juicer Preferences

The Preferences window lets you control which CD drive Sound Juicer uses (if you have more than one CD drive), where the extracted audio is placed, and which file format/codec is used for the extracted audio.

Figure 7-8 *Sound Juicer Preferences Dialog*

If you have multiple CD drives in your system, click the *CD Drive* drop-down list to select the drive to use by default. You can also browse for a directory to place the audio files in.

The *Track Names* section lets you control how the audio files are laid out in your chosen directory. For example, in the default setup, the first track of your CD might be extracted to ~ /*album artist/ album title*/01 - Rapture [Radio Edit].ogg.

Strip Special Characters controls whether the filename should be made safe for the command line. This involves removing characters such as / \ * and ?. It's a good idea to select this option.

The options in the *Track Format* section let you select the file format you want to save the audio files to:

- Ogg Vorbis (http://www.vorbis.com) is the default and is recommended due to its high quality and low file size nature, as well as the fact that it is an open format available to everyone. Ogg Vorbis can be played by virtually all Linux installations out of the box, and WinAmp for Windows also supports it.

- MP3 is widely known and used, and has good hardware support. If you have a portable MP3 player that doesn't accept Vorbis files, you might want to use this so you can upload the music to that device.

- FLAC is a lossless codec, as opposed to Vorbis and MP3 which are lossy. Lossless codecs don't throw away any information, which means that you get a 100% faithful reproduction of the original sound. Lossy codecs use complex mathematical constructions, called *psychoacoustic models*, to eliminate information that you cannot normally hear. The end result sounds virtually identical to the original, however. If quality is of the highest concern to you, and you have a lot of disk space, you might want to try FLAC.

- Wave raw audio is the lowest common denominator format. It isn't compressed at all, and results in the biggest files. It's often used for professional audio work.

Accessing Files on the Network

8

This chapter helps you access network resources using the following tasks:

8.1 Connecting to Your Network

There are essentially two ways that you can connect to a network: via wired and wireless connections.

By default, the *Network Connections* icon is loaded on your main panel. If the icon is a red X, your machine is not currently connected to a network:

Figure 8-1 *Main Panel When Not Connected to a Network*

8.1.1 Connecting to a Wired Connection

1 Make sure that an Ethernet cable is connected to your computer's network interface card.

2 Click the *Network Connections* icon on the main panel, then click *Ethernet: eth0*.

After a wired network connection is established, the *Network Connections* icon changes to display two desktops.

Figure 8-2 *Main Panel When Connected to a Wired Network*

A connection to the network is confirmed when *(active)* is listed next to the *Ethernet* menu item. You can also confirm connectivity by clicking the *Network Connections* icon and then clicking *Connection Information*. If connected, the Connection Information window displays your IP address.

8.1.2 Connecting to a Wireless Connection

1 Make sure that an Ethernet cable is connected to your computer's network interface card.

2 Click the *Network Connections* icon on the main panel, then click *Wireless: eth1*.

The Network Connections icon changes to a wireless signal strength bar, and any detected wireless networks are displayed in the *Network Connections* menu.

Figure 8-3 *Main Panel When Connected to a Wireless Network*

If your network name is displayed, select the network name from the *Network Connections* menu.

After you are connected, the *Network Connections* icon turns blue (Description: NetApplet icon).

If you do not see your wireless network name in the *Network Connections* menu:

1 Click the *Network Connections* icon on the main panel, then click *Other*.

2 In the Specify an ESSID dialog, type the wireless network name in the *ESSID:* field.

3 (Conditional) If the wireless network is encrypted, click *Show Encryption Key* to display the *Encryption Key* field.

4 Type the encryption code, then click *OK*.

Your wireless network's name should now appear in the *Network Connections* menu.

5 Select the wireless network's name.

Upon connection, the *Network Connections* icon turns blue.

You can also confirm connection by selecting *Connection Information* from the *Network Connections* menu. If connected, your IP address is displayed in the Connection Information dialog.

8.2 Managing Network Connections

The *Network Connection* icon lets you monitor, manage, and configure your network connections. Clicking the icon opens a menu that displays which network connection is active, if you have more than one network device in your computer.

For example, if your laptop computer is configured to use a wireless port and a port for a network cable, you will see two network connections in the list, as in the following figure.

Figure 8-4 *Managing Network Connections*

If you are connected to the network via a cable and need to switch to use your wireless, simply click the *Network Connections* icon and then click *Wireless: eth1*. NLD switches your network connection and acquires a new IP address, if needed.

IMPORTANT: Prior to making the change, you should save any data, because the change in services might require that certain applications or services be restarted.

Using the menu, you can view connection informations such as the IP address being used and your hardware address.

If you need to update or make changes to your network settings, select *Configure Network Settings* from the *Network Connections* menu. This launches the Network Card Setup wizard, which steps you through the configuration process. Using this option requires you to provide the password for root.

8.3 Accessing Network Shares

Other network devices, like workstations and servers, can be set up to share some or all of their resources. Typically, files and folders are marked to let remote users access them. These are called *network shares*. If your system is configured to access network shares, you can use File Manager to access them.

To access network shares, double-click *Computer* and then click *Network*. The window displays the network shares that you can access. Double-click the network resource that you want to access. You might be required to authenticate to the resource by providing a username and password.

To access NFS shares, double-click the *UNIX Network* icon. A list of UNIX shares available to you is displayed.

To access Windows shares, double-click the *Windows Network* icon. The Windows shares available to you are displayed.

Figure 8-5   *Workgroups on a Windows Network*
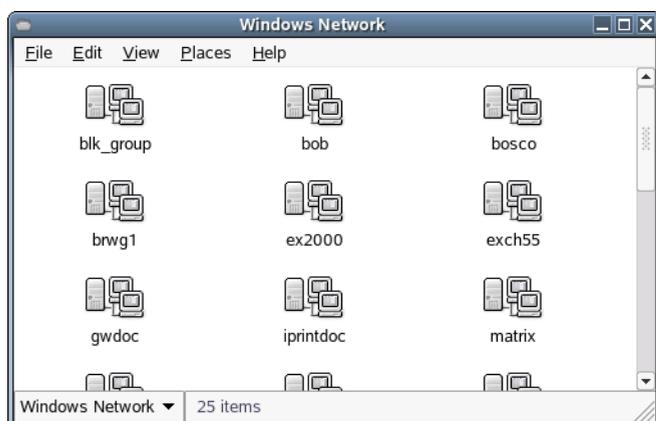
8.3.1 Adding a Network Place

1 Double-click *Computer*.

2 Click *File > Connect to Server*.

3 Specify the name you want displayed for this link and its URL, then click *Connect*.

An icon for the network place is added to the desktop.

Managing Printers

9

Novell® Linux Desktop (NLD) makes it easy to print your documents, whether your computer is connected directly to a printer or linked remotely on a network. This chapter describes how to set up printers in NLD and manage print jobs with the following tasks:

- "Installing a Printer" on page 105
- "Modifying Printer Settings" on page 106
- "Canceling Print Jobs" on page 106
- "Deleting a Printer" on page 106

9.1 Installing a Printer

Before you can install a printer, you need to know the root password and have your printer information ready. Depending on how you connect to the printer, you might also need the printer URI, TCP/IP address or host, and the driver for the printer. A number of common printer drivers ship with NLD. If you cannot find a driver for the printer, check the printer manufacturer's Web site.

9.1.1 Installing a Network Printer

1 Click *System > Personal Settings > Printers > New Printer*.

2 Enter the root password.

3 Click *Network Printer*, then select the type of connection for this printer.

   CUPS Printer (IPP): A printer attached to a different Linux system on the same network running CUPS or a printer configured on another operating system to use IPP.

   Windows Printer (SMB): A printer attached to a different system which is sharing a printer over a SMB network (for example, a printer attached to a Microsoft Windows machine).

   UNIX Printer (LPD): A printer attached to a different UNIX system that can be accessed over a TCP/IP network (for example, a printer attached to another Linux system on your network).

   HP JetDirect Printer: A printer connected directly to the network instead of to a computer.

4 Specify the printer's information.

5 Select the printer driver for this printer, then click *Apply*.

   You can also install a printer driver from a disk, or visit the printer manufacturer's Web site to download the latest driver.

The installed printer appears in the Printers panel. You can now print to the printer from any application.

9.1.2 Installing a Local Printer

1 Connect the printer cable to your computer and connect the printer's power supply.

2 Click *System > Personal Settings > Printers > New Printer*.

3 Enter the root password.

4 Click *Local Printer*.

5 If the printer was autodetected, select the printer from the list. If the printer was not autodetected, click *Use Another Printer by Specifying a Port* and then select the correct printer port.

6 Select the printer driver for this printer, then click *Apply*.

You can also install a printer driver from a disk, or visit the printer manufacturer's Web site to download the latest driver.

The installed printer appears in the Printers panel. You can now print to the printer from any application.

9.2 Modifying Printer Settings

1 Click *System > Personal Settings > Printer*.

2 Right-click the printer you want to modify, then click *Properties*.

3 Modify the properties, then click *Close*.

9.3 Canceling Print Jobs

1 Click *System > Personal Settings > Printer*.

2 Double-click the printer you sent the job to.

3 Select the print job from the list.

If the print job does not appear in the list, then the print job might have been sent to the printer already.

4 Click *Edit > Cancel Jobs*.

9.4 Deleting a Printer

1 Click *System > Personal Settings > Printer*.

2 Click *Edit > Become Administrator*.

3 Type the root password, then click *OK*.

4 Right-click the printer you want to delete, then click *Remove*.

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A

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Version 2, June 1991

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one line to give the program's name and an idea of what it does. Copyright (C) yyyy name of author

```
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```

```
Foundation, Inc., 59 Temple Place - Suite 330, Boston, MA 02111-1307,
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```

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```
Gnomovision version 69, Copyright (C) year name of author
Gnomovision comes with ABSOLUTELY NO WARRANTY; for details
type `show w'. This is free software, and you are welcome
to redistribute it under certain conditions; type `show c'
for details.
```

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```
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(which makes passes at compilers) written
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signature of Ty Coon, 1 April 1989
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Glossary

This glossary contains general terms commonly used in Linux and computing.

access permissions
The access permissions define which user group a new user is assigned to and the resulting permissions. The access permissions are generally set by the system administrator.

ACL
Access Control List. A set of data that informs a computer's operating system which permissions, or access rights, that each user or group has to a specific system object, such as a directory or file. Each object has a unique security attribute that identifies which users have access to it, and the ACL is a list of each object and user access privileges such as read, write, or execute.

ADSL
Asymmetric Digital Subscriber Line. Transmission procedure that transmits data about 100 times faster than ISDN in the telephone network.

AGP
Accelerated Graphics Port. High-speed slot for graphics cards based on PCI but offering a larger bandwidth. In Contrast, AGP graphics cards can revert directly (without routing around the processor) to the random access memory and main memory, to swap graphics data there.

ATAPI
Advanced Technology Attachment Packet Interface. Type of CD-ROM drive that is connected to an (E)IDE controller. Apart from ATAPI drives, there are SCSI CD-ROM drives, handled by a SCSI controller, and proprietary CD-ROM drives that use their own controller or are connected to a sound card.

bandwidth
Maximum load capacity of a data channel.

BIOS
Basic Input/Output System. Small component responsible for the initialization of important hardware processes. This essential procedure is complete when the boot menu appears on the screen.

bookmark
Personal collection of interesting Web page or file references directly accessible in the browser.

browser
Program that searches and displays contents. Today it is mostly used for programs that graphically display contents of World Wide Web pages.

client

Workstation in a computer network using the services of a server.

codec

Compressor/Decompressor. A codec is any technology for compressing and decompressing data. Codecs can be implemented in software, hardware, or a combination of both. Some popular codecs for computer video include MPEG, Indeo, and Cinepak.

command line

Text-based mode of operating in which commands are entered at a prompt. A command line can be accessed from within a graphical environment as well as from virtual consoles.

console

Formerly synonymous with *terminal*. In Linux, there are several virtual consoles that allow the screen to be used for several independent, parallel work sessions.

daemon

Disk and Execution Monitor. Program that monitors in the background and comes into action when required. Daemons answer FTP or HTTP requests, for example, or control activity in the PCMCIA slots.

DDC

Direct Display Channel. Communication standard between the monitor and the graphics card which transmits various parameters, such as monitor name or resolution, to the graphics card.

DNS

Domain Name System. System that converts name-based addresses to TCP/IP addresses and vice versa.

EIDE

Enhanced Integrated Drive Electronics. Improved IDE standard that allows hard disks with a size greater than 512 MB. *See also* IDE.

environment

A shell usually provides an environment in which the user can perform temporary settings. These settings include path specifications for programs, the username, the current path, and the appearance of prompts. The data is saved in an environment variable. The assignment of the environment variables is possible, for example, by means of the configuration files of the shell.

environment variable

Position in the environment of the shell. Every environment variable has a name that is usually capitalized. The variables are assigned values, such as pathnames.

EXT2

Second Extended File System. Default file system used by Linux.

firewall

Protects a local network or host from unauthorized access from the Internet using various security measures.

free software
See GNU.

FTP
File Transfer Protocol. Protocol based on TCP/IP for transferring files.

GNOME
GNU Network Object Model Environment. User-friendly graphical desktop environment for Linux.

GNU
Project of the Free Software Foundation (FSF).The aim of the GNU Project is to create a free UNIX-compatible operating system—free not so much in the sense of free of cost, but in the sense of freedom: having the right to obtain, modify, and change the software. To guarantee the freedom of the source code (the actual program code), every change of the original code must be free as well, so modifications of or additions to the original software cannot compromise this freedom in any way. The now classic GNU Manifesto (http.//www.gnu.org/gnu/manifesto.html) explains many aspects of this thinking. In legal terms, GNU software is protected by the GNU General Public License or GPL (http.//www.gnu.org/copyleft/gpl.html) and by the GNU Lesser General Public License or LGPL (http.//www.gnu.org/copyleft/lgpl.html).

In connection with the GNU Project, all UNIX tools and utilities are being redeveloped and, in part, provided with more or enhanced functionalities. Even complex software systems, such as Emacs or glibc, are integral components of the project.

The Linux kernel, subject to the GPL, profits from this project (especially from the tools), but should not be seen as the same thing.

GPL
GNU General Public License. *See* GNU.

home directory
Private directory in the Linux system that belongs to a specific user (usually in /home/*username*). Except for the superuser root, only the home directory owner has full access rights to his home directory.

hostname
Name of a machine in Linux, usually the name by which it can be reached on the network.

HTML
Hyper Text Markup Language. Most important language used in the World Wide Web for designing the contents. The layout commands made available by HTML define how a document looks and how it is displayed in a browser.

HTTP
Hyper Text Transfer Protocol. Protocol used between the browsers and Internet servers to transmit HTML pages over the World Wide Web.

IDE
Integrated Drive Electronics. Widely used hard disk standard in low-grade and middle-grade PCs.

IP address

Numerical 32-bit Internet address, appearing in four decimal series separated by periods (for example, 192.168.10.1), which is uniquely assigned to a machine connected to TCP/IP networks.

IRQ

Interrupt Request. Request to the operating system carried out by a hardware component or a program to assign it processor capacity.

ISDN

Integrated Services Digital Network. Popular digital standard for high-speed data transfer over the telephone network.

KDE

K Desktop Environment. User-friendly graphical desktop environment for Linux.

kernel

The central core of any operating system. It manages memory, contains the drivers that enable communication with the hardware, and handles processes and tasks. Applications run on top of the kernel.

LILO

Linux Loader. Small program installed in the boot sector of the hard disk that can start not only Linux but other operating systems as well.

link

Pointer to a file, widely used in the Internet as well as in the Linux file system. In Linux, there is a distinction made between *hard* and *symbolic* links. Although hard links refer to the exact position in the file system, the symbolic link only points to the respective name.

Linux

High performance UNIX-like operating system core distributed freely under the GPL (GNU). The name is an acronym (LINUS' uniX) and refers to its creator, Linus Torvalds. Although the name, in a strict sense, refers only to the kernel itself, the popular understanding of the term usually includes the entire system.

man pages

Manual Pages. Traditional documentation for UNIX systems, which can be read using the `man` command.

MBR

Master Boot Record. First physical sector of the hard disk from which the content is loaded to the main memory and executed by the BIOS. This code then loads either the operating system from a hard disk partition or a more sophisticated boot loader, such as LILO.

MD5

Algorithm for generating check sums.

mounting

Insertion of file systems into the directory tree of the system.

MP3

Very efficient compression procedure for audio files that reduces the size by a factor of ten, in contrast to an uncompressed audio file.

NFS

Network File System. Protocol for accessing a file system shared over a network.

NIS

Network Information Service. Centralized data administration system in networks. Usernames and passwords can be simultaneously managed network-wide by NIS.

partition

Logical, independent section of a hard disk. Each partition can contain different file systems. In Windows, also known as *drives*.

path

Unique description of a file's position in a file system.

PCMCIA

Personal Computer Memory Card International Association. An organization consisting of companies that have developed a standard for small, credit card-sized devices, called PC Cards. Originally designed for adding memory to portable computers, the PCMCIA standard has been expanded several times and is now suitable for many types of devices. In general, you can exchange PC Cards on the fly, without rebooting your computer. For example, you can slip in a fax modem card when you want to send a fax and then, when you're done, you can replace the fax modem card with a memory card.

plug-and-play

Automatic hardware component configuration technology. Resources, such as IRQ and DMA, are configured and managed separately from the system.

process

Execution of a program by the processor. In Linux, started programs or executable files run as processes, often referred to as *tasks*. Processes can be controlled by commands entered in the shell.

processor

Brain of every computer, working through and performing commands given by a user or a program in machine language. The processor has control over the entire system and is responsible for the actual performance of the computer.

prompt

See command line.

protocol

Standard specifically defined for regulating communication for hardware, software, or networks. There is a multitude of these standards. The most common examples are HTTP and FTP.

proxy

Most commonly used cache implemented by Internet providers that stores frequently requested contents in a database to allow other machines requesting those pages to load

them directly from it. This process not only reduces the time it takes to download this information, but also conserves the available bandwidth.

ReiserFS

File system that logs its changes to a journal. Compared to Ext2, this features allows a file system to be restored very speedily. ReiserFS is optimized for small files.

root

User undertaking the configuration and maintenance of a complex computer system, such as a network. This system administrator is usually the only person who has access to all parts of the system (root permissions).

root directory

The base directory of the file system that does not have any parent directory (all other directories have a parent directory). In UNIX, the root directory is represented as a slash (/).

SCSI

Small Computer Systems Interface. Hard disk standard implemented in servers and other high-level machines because of its high-speed performance.

shell

Especially flexible command line often equipped with its own specific programming language. Examples are BASH, sh, and tcsh.

SMTP

Simple Mail Transfer Protocol. Protocol for transferring e-mails.

SSL

Secure Socket Layer. Encryption procedure for transferring HTTP data.

superuser

See root.

system administrator

See root.

task

See process.

TCP/IP

Internet communication protocol finding increased use in local networks, known as intranets.

Telnet

Protocol and command for communicating with other hosts. Normally, the user sees Telnet only as a means for logging in to a remote system.

terminal

Designation of a keyboard and monitor combination connected to a central computer. On workstations, this term is also used for programs that emulate a real terminal.

UNIX

Operating system that is widely distributed, mostly on workstations in networks. Since the beginning of the 1990s, there has been a freely available version for PCs: Linux.

URL

Uniform Resource Locator. Unique Internet address that contains the type (for example, http://) and the name of the host (for example, www.suse.de).

user directory

See home directory.

VESA

Video Electronics Standard Association. Industrial consortium that defines, among other things, important video standards.

window manager

Layer that interacts between the X Window System and the user. It is responsible for, among other things, the desktop display. There is a wide variety of window managers available, one of the more popular ones being kwm for KDE.

WWW

World Wide Web. Based on the HTTP protocol, this is a hyperlinked collection of documents, files, and images that can be viewed with a Web browser.

X Window System

Standard for graphical interfaces in Linux. It is the middle layer between the hardware and the window manager, such as KDE or GNOME.

X11

See X Window System.

YaST

Yet another Setup Tool. The SUSE LINUX system assistant.