Novell
Linux Desktop

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Contents

About This Guide

Thank you for choosing the Novell® Linux Desktop (NLD). This manual is designed to introduce you to the KDE 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. This guide is intended for users who have some experience using a graphical desktop environment such as Macintosh*, Windows*, or other Linux* desktops.

This guide is divided into the following sections:

Audience

This guide is intended for NLD users using the KDE 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 KDE 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 the Help icon on the bottom panel of the desktop, and then click NLD User Guide.

For documentation on the NLD GNOME* Desktop, see *Novell Linux Desktop GNOME User Guide* (http://www.novell.com/documentation/nld/userguide_gnome/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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In Novell documentation, a greater-than symbol (>) is used to separate actions within a step and items in a cross-reference path.

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Welcome

<div style="text-align: right; font-size: large;">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.

- "Introducing the Novell Linux Desktop" on page 13
- "For Microsoft Windows Users" on page 14
- "Finding the Information You Need" on page 18

1.1 Introducing the Novell Linux Desktop

The Novell Linux Desktop is a new Linux desktop created by combining two of the best Linux desktops available and including 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 3.7.4, "Configuring Keyboard Shortcuts," on page 96.

1.2 For Microsoft Windows Users

If you are coming from Microsoft Windows, the following graphic shows you how familiar elements of Windows translate to the Novell Linux Desktop.

Figure 1-1 *KDE Desktop*

1.2.1 Start Menu

You can access all of your programs by clicking the red *N* icon, similar to the Start menu on Windows.

Figure 1-2 *Novell Linux Desktop Programs Menu*
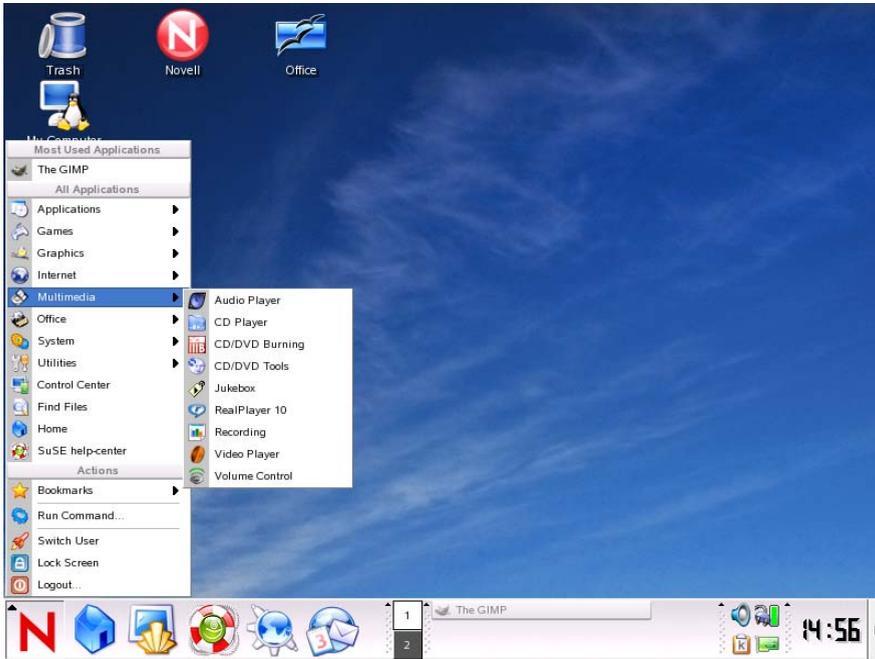
1.2.2 Windows Explorer

To manage files, click *N > System > File Manager > Home*. This launches Konqueror, the file and folder management program for the Novell Linux Desktop. You can also use the Quickstart icon

(Description: Personal Files Quickstart icon🌐) in the bottom panel.

Figure 1-3 *Comparing Windows Explorer to the Novell Linux Desktop File Manager*
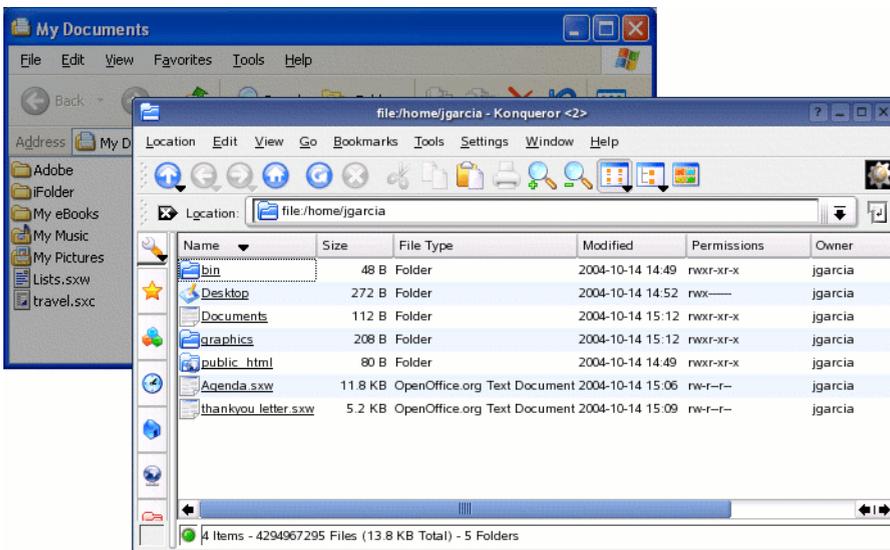
For more information, see "Managing Folders and Files with Konqueror" on page 32.

1.2.3 Command Prompt

To run commands from a command line, similar to a command prompt on Windows, click *N >*
System > Terminal > Konsole. From a terminal, you can run all Linux commands. You can also use

the Konsole Quickstart icon (Description: Konsole Quickstart icon⌖) in the bottom panel.

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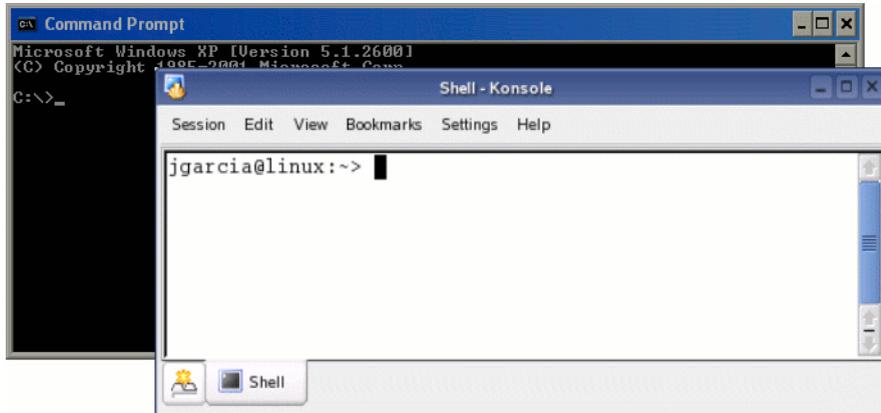
1.2.4 Control Panel

To change to the way NLD looks and behaves, click *N > Control Center*. 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 the Windows Control Panel to the KDE Control Center*

For more information, see "Customizing Your Settings" on page 53.

1.2.5 Print Manager

To set up or add a printer to NLD, click *N > Utilities > Printing > Printing Manager*. On the Printers page you can add and delete printers, manage print jobs, and configure your print system.

Figure 1-6   *Comparing the Printers and Faxes Folder in Windows to the Novell Linux Desktop Printers View*
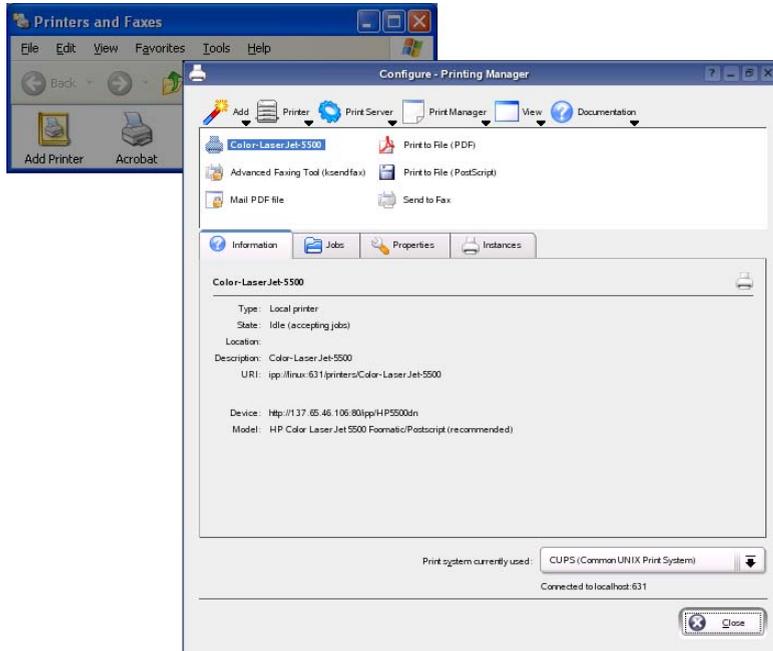
For more information, see Chapter 9, "Managing Printers," on page 163.

1.2.6 Task Switching

Similar to the taskbar on Windows, the bottom panel (also called the system tray) on 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 the Windows Taskbar to the Novell Linux Desktop System Tray*

1.2.7 My Network Places

If your system is configured to access places on a network, you can use the file manager to access those locations. On the Desktop, click *Network Browsing*. Depending on how your system was configured, select the network resource you want to browse.
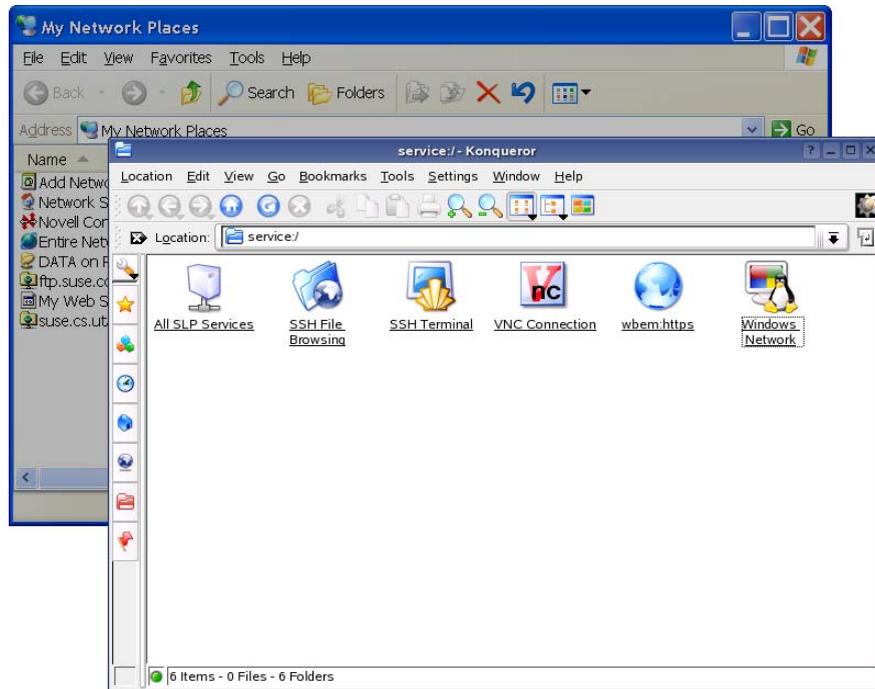
For more information, see Chapter 8, "Accessing Files on the Network," on page 157.

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 18
- "Additional Resources" on page 21

1.3.1 Instruction Manuals and Documentation

NLD includes a Help Center, which includes the *Novell Linux Desktop KDE User Guide* and the *KDE User's Manual*, 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 *N > SUSE Help Center*, and then click the links for the manual and info pages listed under the Administration heading.

Using the Help Center

Depending on how you access the Help Center (clicking *N > SUSE Help Center*, clicking the

Quickstart help icon (Description: Help Center Quickstart icon) in the panel, or clicking *Help* in an application), you are taken either to the application's manual or the main window of the Help Center.

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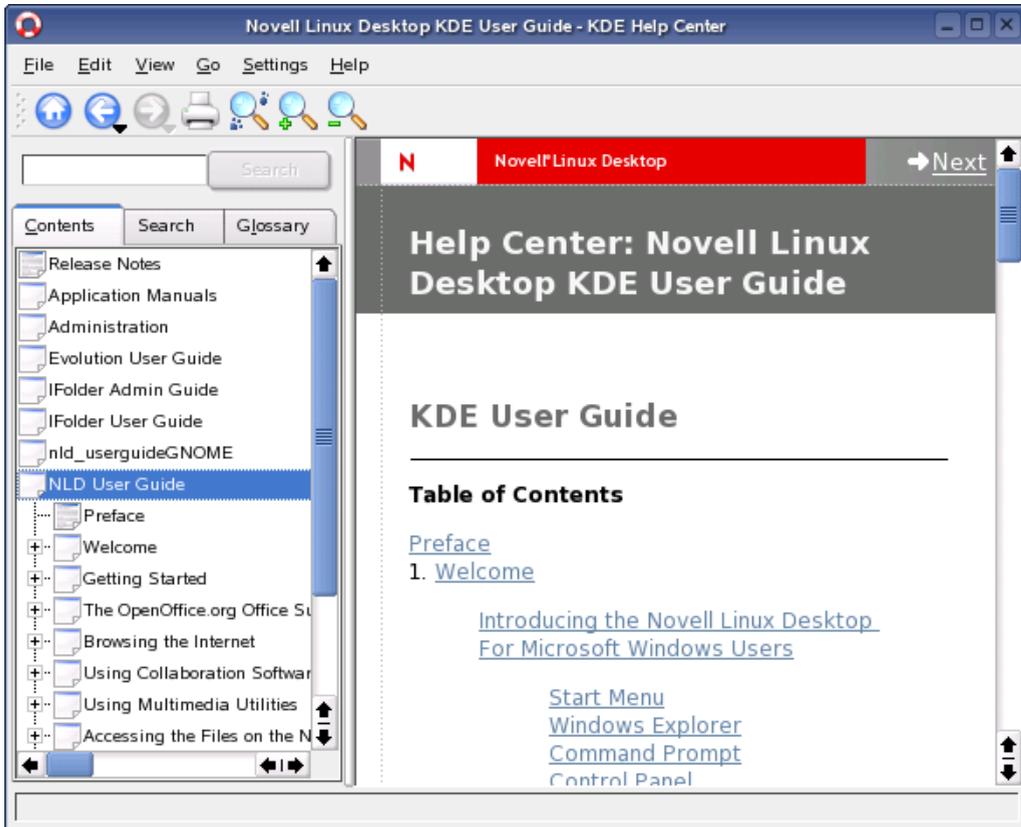
The Help Center consists of three main areas:

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 printer information and to icons 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 20.

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 the search parameters. To do this, click the *Search* tab.

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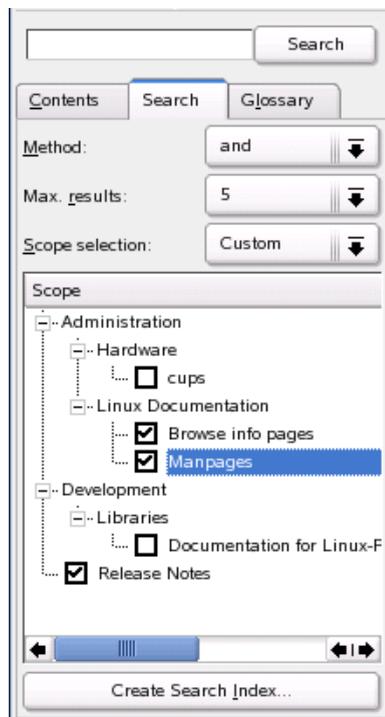
If no search index was generated previously, the system automatically prompts you to do so when you click the *Search* tab or type a search string and click *Search*. In the dialog for generating the search index (Figure 1-11), select the information sources to index. The index is generated when you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

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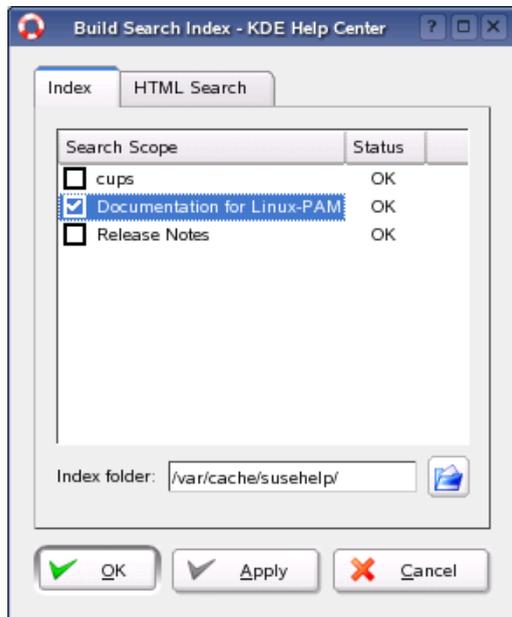
To limit the search base and the hit list as precisely as possible, use the three drop-down menus to determine the number of displayed hits and the selection area of sources to search. The following options are available for determining the selection area:

- **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

- 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)
- KDE Documentation Web site (http://www.kde.org/documentation)
- 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 that you might find useful.

Getting Started with the KDE Desktop

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).

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 "Configuring Sessions" on page 82.

2.1.2 Switching Desktops

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

1 Click *N > Logout > Logout*.

In GNOME, click *System > Logout username > OK*.

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 24 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 GNOME User Guide" for more information on using the GNOME desktop.

2.1.3 Locking Your Screen

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

- Click *N > 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 > Applet > Lock/ Lockout Applet*.

When you lock your screen, the screensaver starts. To lock your screen correctly, you must have a screensaver 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 screensaver, see "Configuring Screen Saver Options" on page 60.

2.2 Logging Out

When you are finished using the computer, click *N > Logout > Logout*.

2.3 Desktop Components

The graphical desktop environment should not pose any problems for former Windows or Macintosh users. The main components are the icons on the desktop and the panel at the bottom of the screen. Click a symbol or an icon once to start the associated program or the file manager Konqueror.

- Section 2.3.1, "Understanding the Desktop Menus," on page 26
- Section 2.3.2, "Managing the Trash Bin," on page 27
- Section 2.3.3, "Accessing CD-ROM, DVD-ROM, and Floppy Disks," on page 27
- Section 2.3.4, "Using the Bottom Panel," on page 28
- Section 2.3.5, "Accessing the Main Menu," on page 28
- Section 2.3.6, "Managing the Main Menu," on page 30

Figure 2-1 *KDE Desktop*

The desktop has the following icons by default:

- **Trash:** Contains files and folders that have been deleted. See "Managing the Trash Bin" on page 27 for more information.
- **My Computer:** Displays the devices such as hard drives and CD drives that are attached to your computer.

- **Network Browsing:** Displays network services that you can access. Some of the services might require you to authenticate to that service.

- **Printer:** Displays print jobs you have sent to printers. See Chapter 9, "Managing Printers," on page 163 for more information.

- **Novell:** Opens the Novell Web site.

- **Office:** Opens a new OpenOffice.org Write document. See Chapter 4, "The OpenOffice.org Office Suite," on page 113 for more information.

2.3.1 Understanding the Desktop Menus

If you middle-click the desktop (if your mouse only has two buttons, press both buttons at the same time), window and desktop management menus are displayed. If you keep the mouse button pressed, select a menu item directly. Alternatively, release the mouse button and click the menu item.

- **Unclutter Windows:** If you have several windows on your desktop, they are placed next to each other and aligned with the top left corner.

- **Cascade Windows:** Starting from the top left corner, the windows on the desktop are placed on top of each other so that only the top and left borders of the lower windows are visible.

- **Desktop 1:** Desktop 1 is your default desktop. All open windows are listed under this menu item. Click windows to move them to the foreground.

- **Additional Desktop:** You can use additional virtual desktops. Switch to another desktop with the menu or the panel. All functions are available on all desktops. This limits the number of programs and associated windows that need to be arranged on one desktop. These virtual desktops resemble additional desks in your office.

If you right-click the desktop, a more complex menu is displayed, allowing you to customize your desktop.

- **Create New:** Enables creation of new elements (such as directories, files, or URLs) on the desktop. A list of possible elements is provided for selection in a submenu.

- **Bookmarks:** Opens the KEditBookmarks bookmark editor so you can create, group, change, or delete bookmarks. The browser and file manager Konqueror can access these bookmarks.

- **Undo:** Lets you undo the last action. For example, if you just created a new directory on the desktop, clicking this item cancels the creation so the directory disappears.

- **Paste:** To create a desktop icon for a folder or document, copy the icon from the file manager by right-clicking and selecting *Copy* and then moving the mouse to the desired location on the desktop. Right-click again, then click *Paste*. The icon is now available on your desktop and can be dragged to another location.

- **Icons:** Rearranges the symbols on the desktop. You can also change the order of the icons.

- **Windows:** The windows on the desktop are either placed on top of each other at the top left corner or next to each other.

- **Refresh Desktop:** If the desktop appears garbled in some way, use this menu item to redraw it.

- **Configure Desktop:** Opens a configuration dialog where you can configure the appearance of the desktop. Details about desktop configuration are provided in "Customizing Your Settings" on page 53.

- **Lock Screen:** Lets you leave your workstation without logging out but prevents others from gaining access to your files. Depending on the setting, the screen either goes black or a screen saver starts. To continue using the computer, enter your password.

- **Logout** *User*: Logs you out from your system.

2.3.2 Managing the Trash Bin

The trash bin is a directory for files marked for deletion. Drag icons from the file manager or the desktop to the trash bin icon by keeping the left mouse button pressed, then release to drop them there. Alternatively, right-click an icon and select *Move to Trash* from the menu. Click the trash bin icon to view its contents. You can retrieve an item from the trash if desired.

Files removed with Delete are not moved to the trash bin, but deleted completely. To delete the files in the trash bin completely, right-click the trash bin icon, then click *Empty Trash Bin*.

2.3.3 Accessing CD-ROM, DVD-ROM, and Floppy Disks

Click My Computer on the desktop, then click the drive you want.

Figure 2-2 *My Computer*
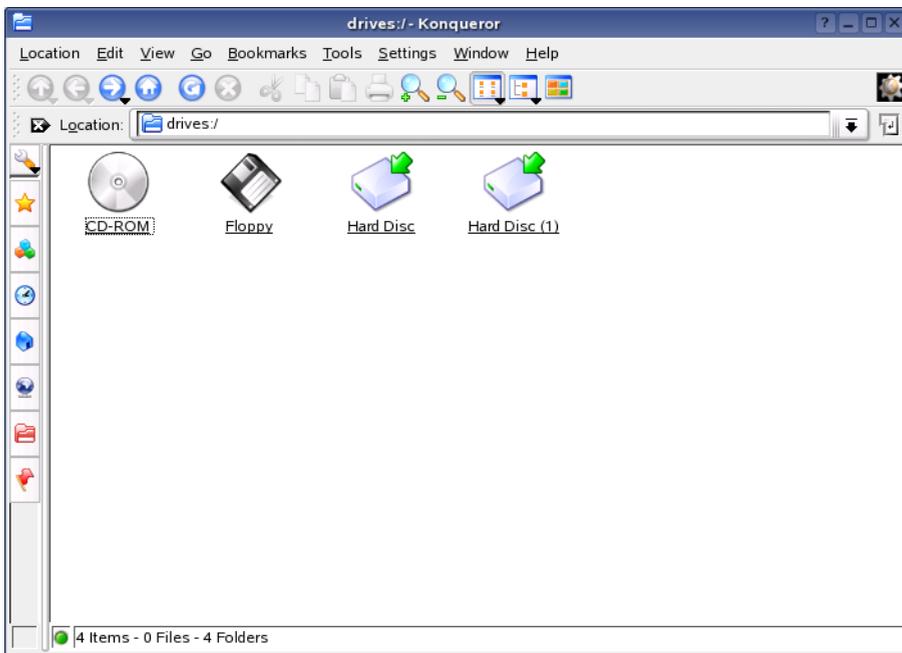
If you click the Floppy icon when a floppy disk is inserted (or the CD-ROM icon when a CD is inserted), the file manager starts and displays the content of the disk. Display a menu with various options by right-clicking the individual icons on the disk. It is also possible to move the icon to a different location, such as to the desktop or your home directory, by simply keeping the left mouse button pressed and dragging it to the appropriate location. You are asked whether you want to move or copy the file or create a link. You can also copy or move files from your home directory to a floppy disk.

2.3.4 Using the Bottom Panel

The panel at the bottom of the screen (also called the system tray) consists of several areas. By default, the icon for the main menu is located at the far left. Other icons are lined up next to it. The House icon provides quick access to your home directory with all subdirectories. The other icons start applications, such as a terminal window and the Konqueror Web browser.

Figure 2-3 *Bottom Panel (System Tray)*

Next to these icons are the numbered buttons that you use to switch desktops. These multiple desktops enable you to organize your work. If you use many programs simultaneously you might want to run some programs in one desktop and other programs in the other desktop. To switch between your work, click the desktop in the panel.

The taskbar is located next to the virtual desktops. All started applications are displayed in the taskbar. If you click a window title in the taskbar, the application is moved to the foreground. If it is already in the foreground, clicking minimizes the application; if you click it again, it reopens. To the right of the taskbar are applets, such as the clipboard Klipper, and any other applets you have started. The clock helps you keep track of the time.

If you right-click an empty space in the panel, a menu providing the usual help and configuration options for the panel is displayed. Use the menu to change the size of the panel and to add and remove applications. To add an application, right-click an empty space, click *Add > Application Button*, then select the application you want to add from the menu. To remove applications or applets, right-click the corresponding icon, then click *Remove* in the displayed menu.

2.3.5 Accessing the Main Menu

Access the main menu using the N icon to the far left of the panel.

Figure 2-4 *KDE Desktop Main Menu*
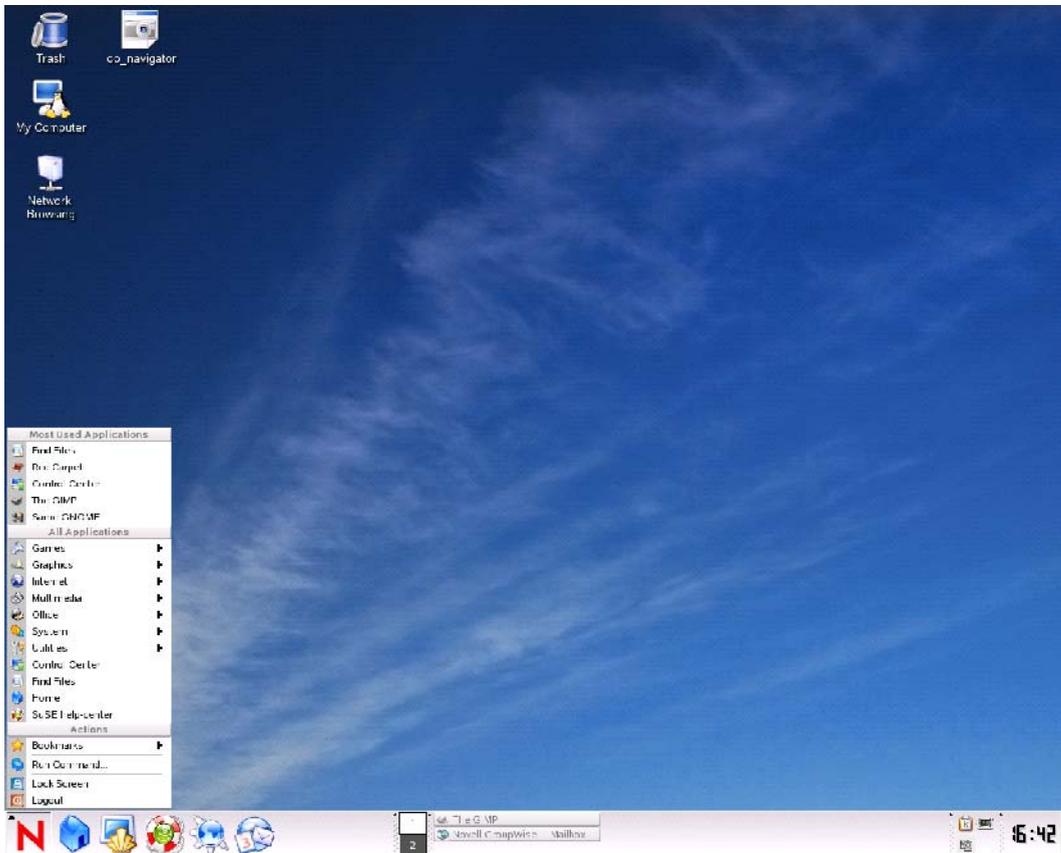
By default, this menu contains entries for logging out from the system, locking the screen, and executing commands. Use the Home item to display your home directory, or start the Control Center to customize the desktop. The other menu entries let you start a variety of programs sorted by subjects:

- **Logout User:** You can log out from the system using this menu item. However, you are first asked what should happen after the logout. If you select Login As Different User, the login screen is displayed, allowing you or another user to log in to the system. You can also turn off or restart the computer. Confirm your selection with OK, or remain logged in by clicking Cancel.

- **Lock Screen:** If you leave your workstation, you can blank your screen or start a screen saver. To restore the session view, enter your normal login password. This is a security so no one can access your documents or e-mail messages.

- **Switch User:** To start a second session with a graphical user interface on your machine, select Switch User from the main menu. Your current session remains active while you are taken to the login screen where you can log in as a different user Access the first session by pressing Ctrl+Alt+F7. Press Ctrl+Alt+F8 to access the new session. Additional sessions can be accessed by pressing Ctrl+Alt+F9 to F12.

- **Run Command:** To easily start an application whose name you know without navigating through the menus, enter its command in the dialog that opens.

- **Bookmarks:** Use Edit Bookmarks to start the bookmark editor and to manage your bookmarks. If you select a bookmark from the menu, the browser starts and loads the desired URL.

- **Find Files:** Starts the program KFind. If you forget where a certain file is, enter its name in the Named field and start a search in your home directory. If you are not sure what the exact file name is, use wildcards. Use Help to access the KFind manual, which provides detailed information about the program.

  Additional search criteria can be specified in the Properties dialog. You can limit your search to files that were modified or created recently or to files that belong to a specific user or group.

Detailed information about the Control Center is available in "Customizing Your Settings" on page 53.

2.3.6 Managing the Main Menu

You can use the KDE Menu Editor to add new programs to the main menu, remove a menu item for an application, or change the location of an item on the menu.

Figure 2-5 *KDE Menu Editor*
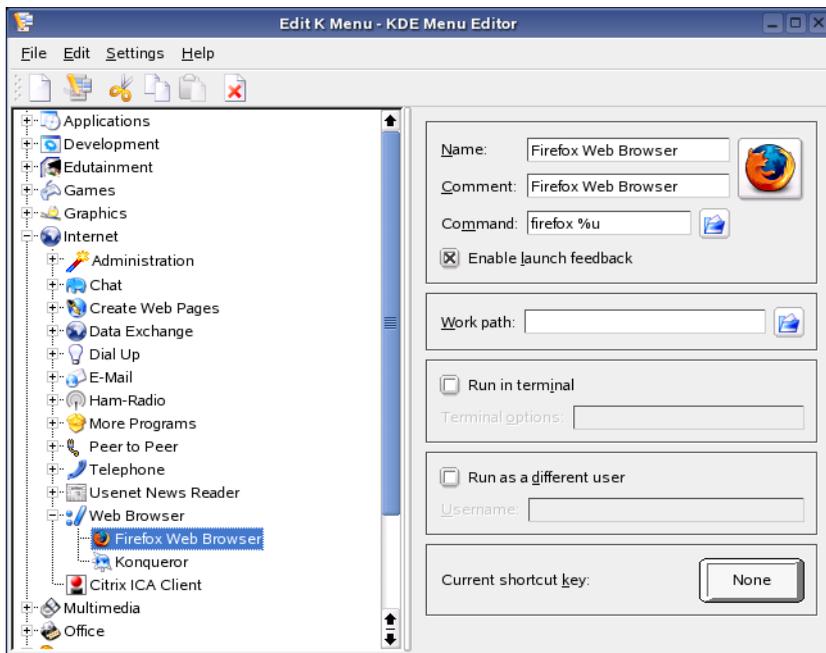
1 Click *N > Control Center* to open the KDE Control Center.

2 Click *Desktop > Panels*.

3 Click the *Menus* tab, then click *Edit K Menu*.

4 Choose from the following options:

Click	To
File > New Item	Add a new menu item.
File > New Submenu	Add a new submenu.

Click	To
Edit > Cut	Cut the current menu item to the clipboard. If you want to move a menu item, you should first cut it to the clipboard, move to the destination using the left panel, then use the Paste function to paste the menu item from the clipboard.
Edit > Copy	Copy the current menu item to the clipboard. You can later use the Paste function to paste the copied menu item from the clipboard to its new destination. You can paste the same item many times.
Edit > Paste	Paste a menu item from the clipboard to the currently selected place in the main menu. You must first use Cut or Copy before you can Paste.
Edit > Delete	Delete the currently selected menu item.
Settings > Configure Shortcuts	Add, delete, or change keystrokes for selected actions.

5 To edit a selected menu item, select the item in the left frame, then choose from the following options:

Option	Description
Name	The name of the program as it appears in the Main menu. It can be different from the real executable name.
Comment	Use this option to describe the program in greater detail.
Command	The name of the executable program. Make sure that you have permission to run the program.
Enable Launch Feedback	Select this option to display feedback when an application icon is clicked with the left mouse button.
Work Path	Specify the work path of the program. This is the current path when the program launches. It does not need to be the same as the executable location.
Icon List button	Click the icon button to display a choice of icons. Choose an icon for your program.
Run in Terminal	Select this option if your program requires a terminal emulator in order to run. This mainly applies to console applications.
Terminal Options	Put all terminal options in this field.
Run As Different User	Select this option if you want to run this program as a different user, then provide the username in the Username field.
Current Shortcut Key	Displays the assigned (if any) keystrokes for the item. Click the button to add or change the keystrokes.

6 Click *File > Quit* to exit the KDE Menu Editor.

2.4 Managing Folders and Files with Konqueror

Konqueror is a unified Web browser, file manager, document viewer, and image viewer. The following sections covers using Konqueror for file management.

Start Konqueror as a file manager by clicking the House icon (Description: Personal Files icon) in the panel. You can also press Alt+F2, then type `konqueror $HOME`. The contents of your home directory are then displayed.

Figure 2-6 *The File Manager Konqueror*
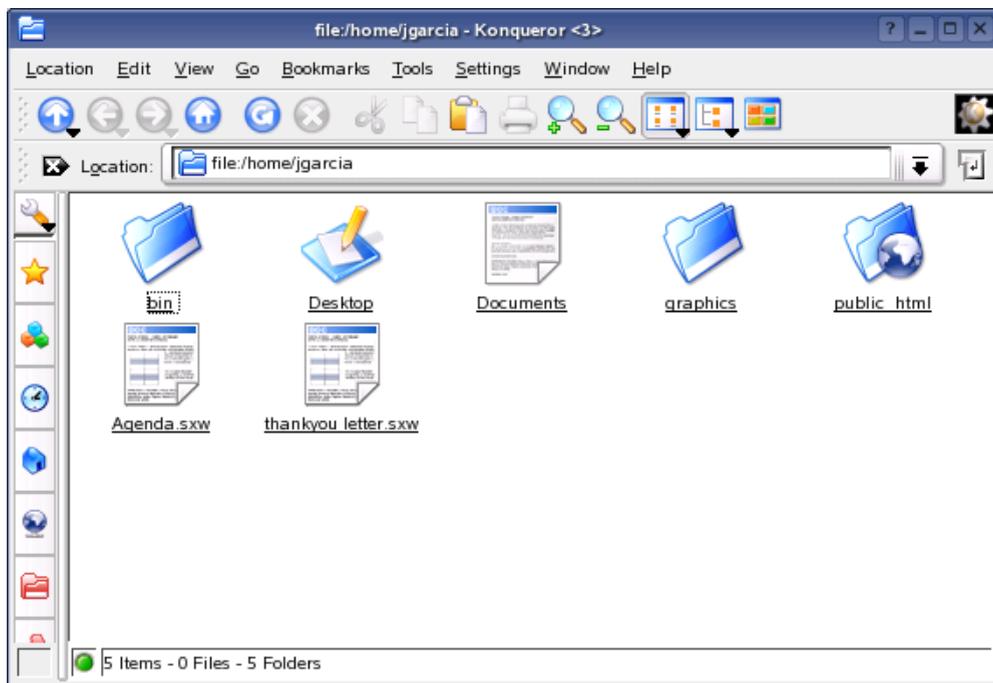
The file manager window consists of a menu bar at the top, a toolbar, and a location bar. The lower part of the window is split vertically into the navigation panel and the main window, which displays the contents. Use the icons on the left panel of Konqueror to display a navigation pane for items such as bookmarks and devices.

For information on using Konqueror as a Web browser, see Chapter 5, "The Konqueror Web Browser," on page 125.

2.4.1 The Konqueror Menu

- **Location:** Opens additional Konqueror windows. If you click New Window, your home directory is displayed in a new window. Duplicate Window produces a second window with the same content. You can also send a file or a link (using the browser function) by e-mail. If you click one of these menu items, the KMail composer opens. Specify the recipient and compose a text. Depending on the selected item, the file is already attached or the link is displayed in the e-mail body. You can also print directly from this menu.

- **Edit:** Most items under Edit become active only if you select an object in the main window. Standard editing functions are available. The Shred function destroys the data permanently. You can create new directories and files or change file properties, such as the file permissions. You can also grant or deny the user, a group, or all users read, write, and execute permissions. In the main window, one or several files can be selected by moving the mouse pointer over them while keeping the left mouse button pressed or by using the selection functions in the Edit menu.

- **View:** Lets you change views. If a directory is very full, the text view or the tree view might be more efficient. To view HTML pages, activate Use index.html. With Lock to Current Location, you can stop animated images and, with Unlock View, you can resume the animation. Icon Size, Sort, Preview, Show Hidden Files, and Folder Icons Reflect Contents control the icons shown in the main window. You can also use this menu to select a color or image for the background.

- **Go:** Contains the navigation functions and a list of recently viewed directories. You can probably access these navigation functions more quickly in the toolbar.

- **Bookmarks:** Bookmarks can be Internet addresses (URL) or paths to specific files or directories on your host. If you select Add Bookmark, the current content of the location bar is saved as a bookmark. To access this location, simply click this bookmark. For practical reasons, arrange bookmarks in folders. The SUSE folder already exists; it contains bookmarks of important SUSE Web pages. Edit Bookmarks opens the bookmark editor where you can perform tasks like deleting obsolete bookmarks, renaming bookmarks, and moving bookmarks from one folder to another.

- **Tools:** The Tools menu provides quick access to commonly used tools such as Open Terminal, which opens a Konsole and Find File. If you have Konqueror plug-ins installed, they also appear in this menu.

- **Settings:** Configures the look and feel of Konqueror. Hide the menu bar by deactivating Display Menu Bar; press Ctrl+M to display it again. Under Toolbars, hide or display the main toolbar, an extra toolbar, the location bar, and the bookmark list. If you changed the view of a specific directory, save these changes under View Properties Saved in Directory or Remove Directory Properties.

  Using View Profiles, change the view by means of predefined patterns. The default setting is File Management. Under Load View Profile, switch to File Preview, Midnight Commander, or Web Browsing. For example, when you click the Konqueror icon in the panel, the Web browser profile is displayed. Specify individual keyboard shortcuts with Configure Shortcuts, customize the toolbar with Configure Toolbars, and configure global settings for the file manager with Configure Konqueror.

- **Window:** Lets you split the main window horizontally and vertically. Remove Active View removes the split. New Tab creates an empty window in the Konqueror window. Switch between these windows with tabs. With Duplicate Current Tab, you can generate a second identical window that can be loaded to a separate Konqueror window with Detach Tab. You can also close the active subwindow.

- **Help:** Gives you access to the Konqueror handbook or the What's This? function. This function can also be accessed via the question mark symbol at the top right in the title bar. The mouse pointer is then displayed as a question mark; if you click an icon, a brief help text is displayed. The Help menu also provides a short introduction to Konqueror and the means to report bugs and other concerns to the developers. About Konqueror and About KDE provide information about the version, license, authors, and translations of the project.

2.4.2 The Toolbar

The toolbar provides quick access to frequently used functions that can also be accessed via the menu. If you mouse over an icon, a short description is displayed. Right-click a free space in the toolbar to open a menu that allows you to change the position of the toolbar, switch from icons to text, change the icon size, and display or hide the individual bars. The configuration dialog can be started with Configure Toolbars. To the right, the toolbar features the Konqueror icon, which is animated while a directory or Web page is loaded.

2.4.3 The Location Bar

The location bar is preceded by a black symbol with a white X. If you click this icon, the contents of the line are deleted, allowing you to enter a new location. Valid locations can be path specifications, like the one that appears when the home directory is displayed, or Web page URLs. After typing an address, press Enter or click *Go* to the right of the input line. Access directories or Web pages visited recently via the down arrow to the right of the location bar so you don't have to retype URLs if you need to access certain contents repeatedly. For even more convenience, create a bookmark.

2.4.4 The Main Window

The main window displays the content of the selected directory. If you click a file, the file is displayed in Konqueror or loaded into an application for further processing. If you click an RPM package, the description is displayed. Install the package by using Red Carpet® or the Install Package feature in YaST.

If you right-click an icon, a menu opens. The type of menu depends on the file type; common actions such as Cut, Copy, Paste, and Delete are available. Use Open With to select the application to open the file with. Files can be encrypted directly in Konqueror; however, to use this function, a key must be generated manually or in KGpg (http://developer.kde.org/~kgpg).

The quickest way to perform many actions is the drag-and-drop method. For instance, you can easily move files from one Konqueror window to another by simply dragging them. When you do this, you are asked whether the objects should be moved or copied.

2.4.5 File Preview

Konqueror can show you a preview of certain files. Normally this feature is switched on if you browse in a directory, and it only works if your Icon View is activated (click *View > View Mode > Icon View*). This feature is not always useful with packed (compressed) files, but if you mouse over a packed file, Konqueror opens a tooltip with additional information, such as the name, owner, and size.

You can change which files have a preview by clicking *Settings > Configure Konqueror > Previews & Meta-Data*. Konqueror differentiates between Internet and local protocols. Each protocol can be activated.

Figure 2-7   *Konqueror Previews & Meta-Data Dialog*
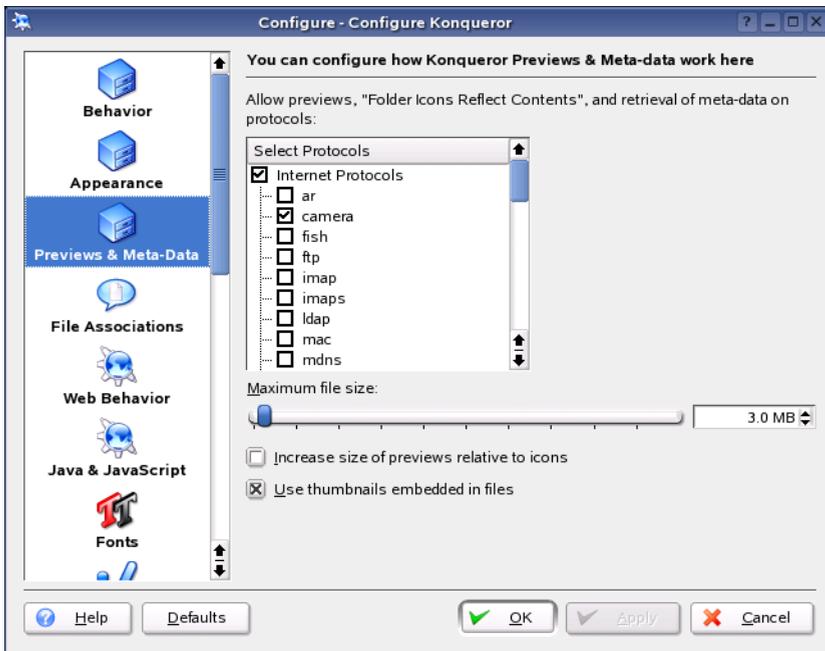
2.4.6 File Associations

With Konqueror, you can decide which application should be used to open a file.

Figure 2-8 *Konqueror Configure File Associations Dialog*
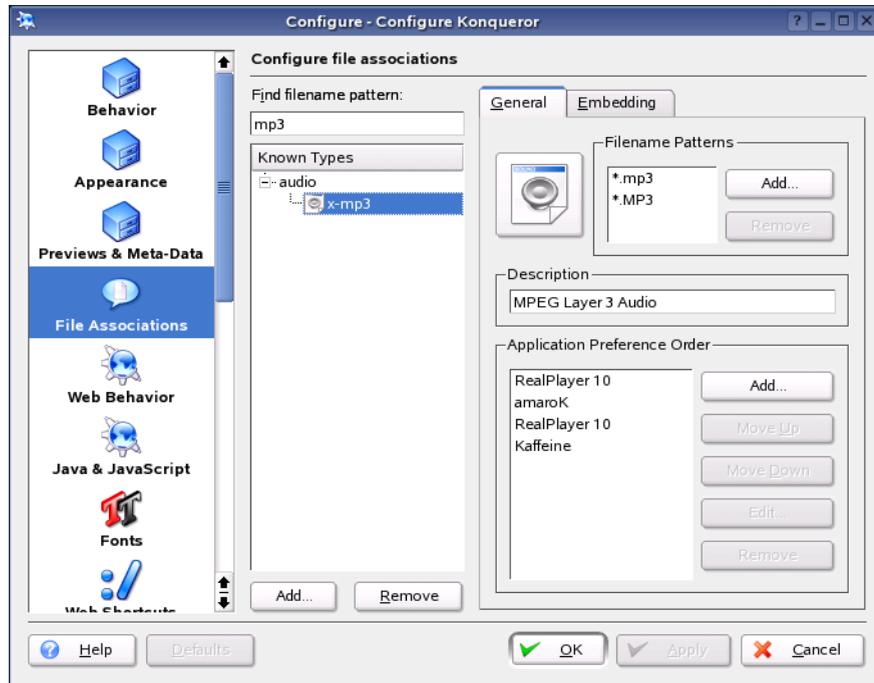
1 In Konqueror, click *Settings* > *Configure Konqueror* > *File Associations*.

2 To search for an extension, enter the extension in the Find Filename Pattern field.

Only file types with a matching file pattern appear in the list. For example, to modify the application for MP3 files, enter mp3 in the Find Filename Pattern field. You should see an entry for x-mp3 under the Audio heading.

3 Click the file type to open the setting dialog for this file type.

You can change the icon, the filename patterns, description, and the order of the applications.

If your tool is not listed, click *Add* in the Application Preference Order group box, then enter the command.

To change the order of the list entries, click the program you want to move, then give it a higher or lower priority by clicking *Move Up* or *Move Down*. The application listed at the top is used by default when you click a file of this type.

4 If you need a file type that is not listed in the Known Types list, click *Add* to open a dialog where you can select a group and enter a type name.

The group determines the main type, for example, audio, image, text, or video. Your file type can usually be assigned to one of these.

4a Click *OK*, then determine the extensions of the filename.

4b Specify a description in the text field and select which application to use.

5 Click *OK*.

2.4.7 Creating an Image Gallery

Konqueror can generate an HTML file with thumbnails to help you manage extensive image collections in a directory. Open the directory in Konqueror and click *Tools* > *Create Image Gallery*.

A dialog opens where you can specify the background and foreground colors, the page title, the location to save the gallery to, and other settings. Click *OK* to start the action. By default, a file called `index.html` is created. If you click this file in Konqueror, your images are displayed in a miniaturized, organized view. Click an image to access its full-size view.

Figure 2-9 *Konqueror Create Image Gallery Dialog*
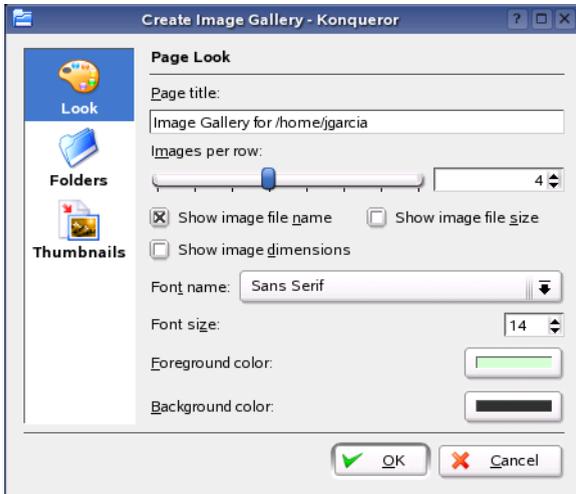
2.5 Accessing Network Shares

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 the file manager to access these shares.

To access network shares, click the *Network Browsing* icon on the desktop. The window displays the network share types that you can access. Double-click a network type resource, then click the network share that you want to access. You might be required to authenticate to the resource by providing a username and resource.

Figure 2-10 *Workgroups on a Windows Network*
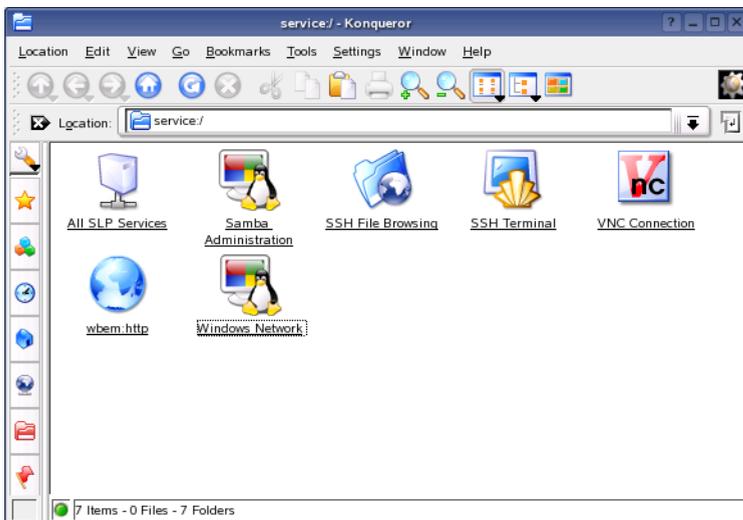
For more information, see Chapter 8, "Accessing Files on the Network," on page 157.

2.6 Accessing Files across Multiple Workstations with iFolder

Working in multiple locations has traditionally meant that you had to conscientiously manage file versions, secure data transfer, and periodic data backups 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 *N > System > File Manager > Novell iFolder*. You must have an iFolder account set up in order to use it. 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/index.html).

2.7 Opening or Creating Documents with OpenOffice.org

For creating and editing documents, NLD includes OpenOffice.org 1.1.4, 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 *N > Office* menu, or click the Office icon on the desktop to start OpenOffice.org.

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 that 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 113 or view the help in an OpenOffice.org program.

2.8 Finding Something on Your Computer

Use Find Files in the main menu to locate files on your computer using a variety of search criteria, such as file content, dates, owner, or file size.

Figure 2-11 *Find Files*
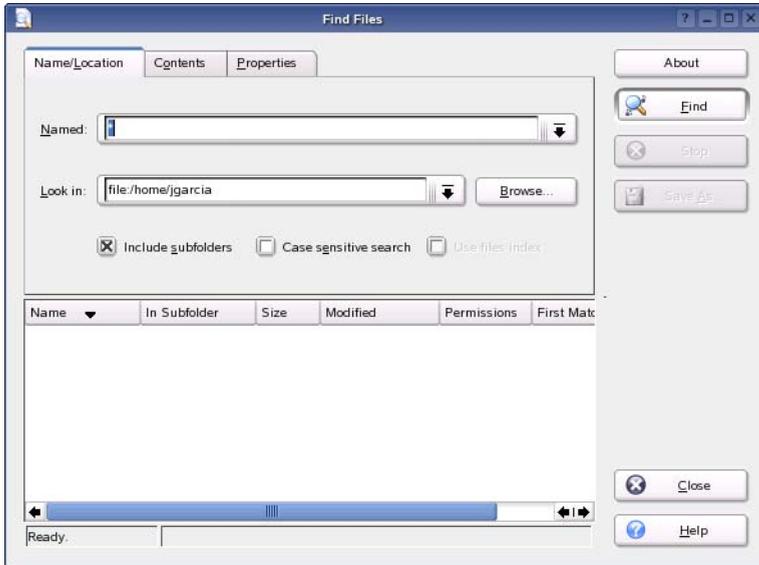
You can also open Find Files by typing `kfind` in a terminal window.

2.8.1 Finding Files

Use the Name/Location tab in the Find Files dialog to perform a basic search.

1 Click *N > Find Files*.

2 Specify the name of the file you are looking for in the Named field.

   You can use the following wildcards:

   Asterisk: The asterisk (*) stands for any number of missing characters (even zero). For example, searching for marc* will find the files marc, marc.png and marc_must_not_read_this.kwd. Searching for mar*.kwd will find marketplace.kwd and marc_must_not_read_this.kwd.

   Question Mark: The question mark (?) stands for exactly one character. For example, searching for mar? will find marc, but marc? will not find anything if your files are named marc and marc.png. You can put as many question marks in the search term as you want; it will find exactly that number of characters.

   You can combine those two wildcard symbols in any search term.

3 Specify the folder where you want to search in the Look In field, or clicking *Browse* to find the folder you want.

   Select *Include Subfolders* to also search all subfolders starting from your specified folder.

4 Press Enter or click *Find*.

2.8.2 Performing an Advanced File Search

Use the Contents and Properties tabs in the Find Files dialog to perform a more advanced file search.

1 Click *N > Find Files*.

2 Specify the name of the file you are looking for in the Named field.

3 Specify the folder where you want to search in the Look In field, or click *Browse* to find the folder you want.

4 Click the *Contents* tab, then choose from the following options:

Option	Description
File Type	Specify the type of file you are searching for (for example, video image, or WAV audio file).
Containing Text	Specify a word or phrase the files you are searching for must contain. If you do this in a large folder and you selected Include Subfolders on the Name/Location tab, this might take a long time.
	This option only works for the following file types:
	• Text files (for example, source code and README files)
	• KWord >= 1.2
	• KPresenter >= 1.2
	• KSpread >= 1.2
	• OpenOffice.org Writer
	• OpenOffice.org Impress
	• OpenOffice.org Calc
Case Sensitive	Finds files with only the exact case matching. For example, MARC only matches MARC, not Marc.
Include Binary Files	Includes binary files in the search. A binary file is computer-readable but not human-readable. All executable programs are stored in binary files, as are most numeric data files. In contrast, text files are stored in a form (usually ASCII) that is human-readable.
	Selecting this option increases the time it takes to find the files are you searching for.
Search Metainfo Sections	Searches data in non-text files, such as .jpeg with exif data and .pdf
	Enter the section you want to search (or enter * to search all metainfo sections), then enter the text you want to search for.

5 Click the *Properties* tab, then choose from the following options:

Option	Description
Find All Files Created or Modified	Use this option to either enter two dates between which the files were created or modified, or specify a time period.
File Size Is	Specify if the file has to be At Least, At Most, or Equal To the size you enter in the following field.
Files Owned by User/ Owned by Group	Specify user and group names.

6 Click *Find* to perform the search.

2.9 Exploring the Internet

In addition to the Konqueror Web browser, NLD ships the Firefox Web browser, a Mozilla*-based browser. Start Firefox by clicking *N > Internet > Web Browser > Firefox Web Browser* in your menu 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 on Konqueror. see Chapter 5, "The Konqueror Web Browser," on page 125. For more information on Firefox, see "Browsing the Internet"in the *Novell Linux Desktop GNOME User Guide*.

2.10 E-Mail and Scheduling

KMail is an e-mail client that supports popular e-mail protocols like POP3 and IMAP. It also has multiple e-mail account support, powerful filters, PGP/GnuPG privacy, and online attachments. To start Kmail, click *N > Internet > E-Mail*.

Kontact is a personal information Management (PIM) tool that combines well-known applications like KMail, KOrganizer, and KAddressBook into a single interface. This lets you have easy access to your e-mail, calendar, address book, and other PIM functionality. To launch Kontact, click *N > Office > Kontact*.

Novell Evolution™ seamlessly combines e-mail, calendar, address book, and 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 *N > Office > Evolution*.

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 131.

2.11 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 click the scroll wheel to copy the text.

2.12 Important Utilities

The following sections introduce a number of small KDE utilities intended to assist in daily work. These applications perform various tasks, such as managing your keys for encrypting and signing files and e-mail messages, managing your Clipboard, formatting floppy disks, compressing and decompressing diverse file archive types, and sharing your desktop with other users. You might find other applications that are not mentioned in this user guide. For more information on those programs, see the application help or search for the application on the Internet.

- "Managing Internet Connections" on page 42
- "Using the KGet Download Manager" on page 42
- "Using the Clipboard Klipper" on page 43

2.12.1 Managing Internet Connections

To surf the Internet or send and receive e-mail messages, connect a modem or an ISDN or Ethernet card to your machine and configure it. This can be done with the help of the YaST system assistant.

On startup, KDE loads KInternet. The program checks whether an Internet connection can be established. If this is possible, the application icon, a plug, automatically appears in the right section of the KDE panel.

Right-click *KInternet* to access a menu for configuring KInternet. To configure your access, click *Settings > Configure with YaST2*. After you enter the root password, YaST starts. Depending on the access type, start the modem, ISDN, network, or DSL configuration of YaST to select a provider from a list.

KInternet can do even more. If the Channel Bundling option is activated in YaST, a second ISDN channel can be added to an existing connection with *Add Link*. This doubles the transfer rate (although at a higher price). Activate channel bundling if you need to download large files. Activated channel bundling is indicated by a red plus sign (+) at the top left corner of the KInternet icon.

Users who want to automatically establish Internet connections can use Dial on Demand (DoD). If this mode is selected, KInternet automatically connects to your Internet service provider (ISP) as soon as a request is submitted. After a certain timeout, the connection is terminated. A DoD connection is evident from the blue D at the bottom-right corner of the KInternet icon. DoD makes sense only if you have a flat-rate Internet account; otherwise, the repeated establishment and termination of the connection can be quite costly.

2.12.2 Using the KGet Download Manager

KGet is the download manager for KDE. It manages your transfers in a window. You can stop, resume, delete, queue transfers, and add new transfers.

Launch KGet by clicking *N > System > Desktop Applet > KGet*. You can also press Alt+F2, then type kget.

When KGet is started for the first time, you can choose to have it integrated with Konqueror. If you integrate KGet with Konqueror, KGet is added to the system tray as an icon with a downward arrow

(Description: KGet icon). Click this arrow to view KGet transfers.

Figure 2-12   *KGet*

Adding Transfers to the List

1 Click Description: KGet icon 📥 to open the dialog displaying your transfers.

If the KGet icon is not in your system tray, click *N > System > Desktop Applet > KGet*.

2 Click *File > Paste*.

3 Specify a URL, then click *OK*.

4 Specify where you want the downloaded file saved.

The entry for the transfer is added to the main window of KGet and the download is initiated.

Another way to add a transfer is to simply drag a file (for example, from an FTP server) from Konqueror and drop it in to the main KGet window.

You can modify the preferences for your downloads by clicking *Settings > Configure KGet*.

Timer-Controller Transfers

You can configure KGet to perform transfers at a specific time.

1 Click Description: KGet icon 📥 to open KGet.

If the KGet icon is not in your system tray, click *N > System > Desktop Applet > KGet*.

2 Click *Options > Offline Mode*.

All transfers inserted from this point are not started immediately but are queued.

3 To start the clock, double-click the entry, then click *Advanced*.

4 Enter the day, month, year, and time you want to start the transfer, click the *Timer* icon, then close the dialog.

5 After making the settings you want for all your transfers, click *Options > Offline Mode* to set KGet back to the online mode.

The transfers should start at the specified times.

2.12.3 Using the Clipboard Klipper

The KDE program Klipper serves as a clipboard for selected text, normally marked by keeping the left mouse button pressed. This text can be transferred to another application by moving the mouse pointer to the target location then pressing the middle mouse button (on a two-button mouse, press both buttons simultaneously). The text is copied to the selected location from the clipboard.

By default, Klipper is started when KDE is loaded, appearing as a Clipboard icon in the panel (Description: Klipper icon). You can view the contents of the clipboard by clicking this icon. The Klipper context menu and the last seven entries, also referred to as the history, are displayed. If a long section of text was copied to Klipper, only the first line of the text is displayed. The most recent entry is listed on top and is marked as active with a black check mark. To copy an older text fragment from Klipper to an application, select it by clicking it in the list, move the mouse pointer to the target application, and then middle-click.

Figure 2-13   *The Clipboard Klipper*
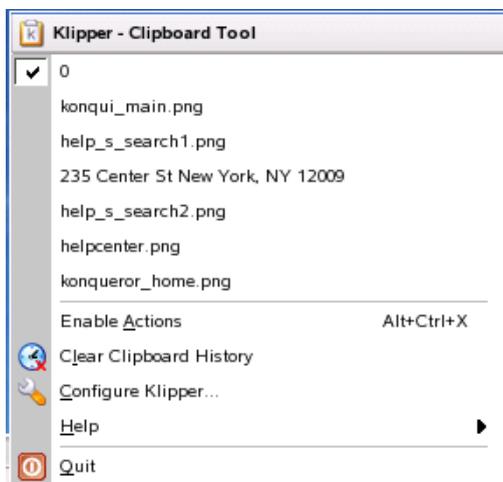
In addition to the clipboard, the context menu also contains the following menu items:

- **Enable Actions:** If you click this, it's marked with a black check mark. For example, if you mark a URL with the mouse when actions are enabled, a window opens, letting you select a browser for displaying this URL. Click Actions Enabled to disable this function.

- **Clear Clipboard History:** Deletes all entries from the clipboard.

- **Configure Klipper:** Opens the Klipper configuration dialog. Klipper can be customized in many ways. You can control the program with keyboard shortcuts or use regular expressions (see the Klipper handbook for details). Former Windows users can use an option to activate the keyboard shortcuts Ctrl+C for copying, Ctrl+X for cutting, and Ctrl+V for pasting under the General tab. To use this feature, activate Synchronize Contents of the Clipboard and the Selection. Then use the mouse or the keyboard shortcuts you are accustomed to using.

- **Help:** Opens a submenu that accesses the Klipper handbook and other information about Klipper and KDE.

- **Quit:** Displays a dialog asking whether Klipper should be started automatically the next time you log in. If you click No, start the program from the main menu the next time you want to use it. If you click Cancel, the program is not terminated.

2.12.4 Formatting Floppy Disks with KFloppy

KFloppy is a floppy disk formatter. To launch KFloppy, click *N > System > File System > KFloppy*. From the Floppy Drive drop-down list, select *Primary* or *Secondary* (if your machine has two floppy disk drives). The default setting for the size is 3.5" 1.44 MB. The setting for the file system is very important. Choose between the Linux format *ext2* and *MS-DOS*. If you select MS-DOS, you can read and write the floppy disk on a Windows machine.

Figure 2-14 *KFloppy*
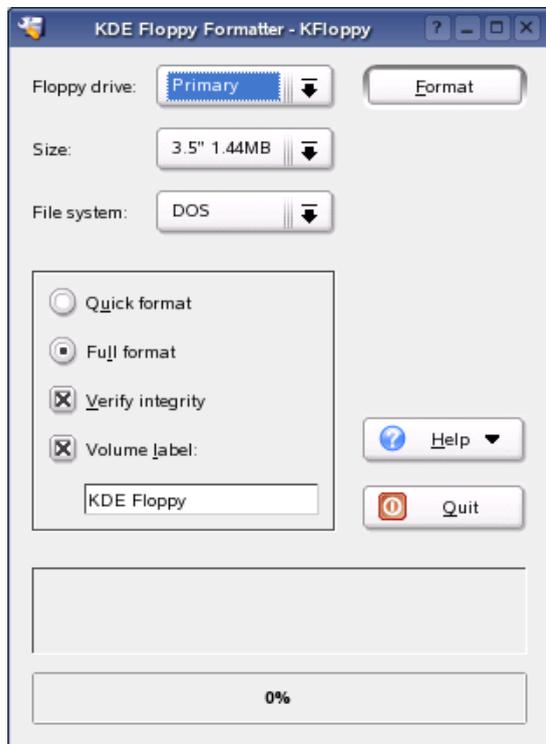
Select Quick Format or Full Format. The quick format procedure merely rewrites the file system and deletes all data. The full format procedure rewrites all tracks and sectors and is able to detect and mark bad sectors. Sectors marked as bad are not used for writing data. Select Verify Integrity to have the formatting checked and verified upon completion. If you select Volume Label, you must also specify a name for the floppy disk in its input field.

After making all settings, click *Format*. You are warned that all data on the disk will be lost and prompted to confirm. KFloppy informs you if any problems occur during the formatting procedure, including information about any bad sectors.

Click *Help* to access a short menu that offers the KFloppy handbook. Additionally, you can use it to send a bug report or other concerns to the developers of KFloppy. Selecting About KFloppy from the menu accesses information about the version, authors, translation, and license.

To exit KFloppy, click *Quit*.

2.12.5 Displaying, Decompressing, and Creating Archives

To save space on the hard disk, use a packer that compresses files and directories to a fraction of their original size. The application Ark can be used to manage such archives. It supports common formats, such as ZIP, TAR.GZ, TAR.BZ2, LHA, RAR, and ZOO.

Start Ark by clicking *N > Utilities > Archiving Ark*, or type `ark` in a terminal window. If you already have some compressed files, move these from an open Konqueror window to the Ark window to view the contents of the archive. To view an integrated preview of the archive in Konqueror, right-click the archive in Konqueror and select *Preview in Archiver*. Alternatively, select *File > Open in Ark* to open the file directly.

Figure 2-15 *Ark: File Archive Preview*

```
/home/jgarcia/Documents/documents.tar.gz - Ark
```

| File Edit Action Settings Help |

Filename	Permissions	Owner	Group	Size	Timestamp	Link
Agenda.sxw	-rw-r--r-- jgarcia	users		12,071	2004-10-14 15:06	
budget.sxc	-rw-r--r-- jgarcia	users		5,269	2004-10-14 15:12	
Documents	drwxr-xr-x jgarcia	users		0	2004-10-14 15:55	
Documents/budget.sxc	-rw-r--r-- jgarcia	users		5,269	2004-10-14 15:12	
graphics	drwxr-xr-x jgarcia	users		0	2004-10-14 15:52	
graphics/helpcenter.png	-rw-r--r-- jgarcia	users		55,243	2004-10-14 15:16	
graphics/help_s_search1.png	-rw-r--r-- jgarcia	users		18,061	2004-10-14 15:21	
thankyou letter.sxw	-rw-r--r-- jgarcia	users		5,368	2004-10-14 15:09	

| 0 files selected | | 8 files 98.9 KB |

In the archive window, the Action menu offers options such as Add File, Add Directory, Delete, Extract, View, Edit With, and Open With.

To create a new archive, click *File > New*. Type the name of the new archive in the dialog that opens. If you use a file extension, an archive with the specified format is generated. If you omit the extension, .zip is used as the default.

After you have specified the archive name, an empty window is displayed. Move files or directories into this window from Konqueror. Ark compresses and lists the files. For more information about Ark, click *Help > Ark Handbook*.

2.12.6 Desktop Sharing

You can share your desktop for use by other users on their hosts. Desktop sharing makes use of the remote framebuffer (RFB) protocol (http://www.realvnc.com/docs/rfbproto.pdf), more commonly referred to as Virtual Network Computing (VNC). This feature enables a Linux desktop to be made available for clients using other operating systems, provided they support VNC.

To share your desktop, click *N > System > Remote Access > Desktop Sharing*. Choose between *Create Personal Invitation* and *Invite via E-mail*. If you click *Create Personal Invitation*, an invitation indicating the IP address of the host, password, and expiry of the invitation is generated. Send this data manually to the person you want to invite. If you click *Invite via E-mail*, all required data is transmitted by e-mail. KMail starts automatically and generates an e-mail message with the needed data (host, password, and expiry). At the end of the e-mail, a link, which the recipient of the message can click to view your desktop in a browser, is provided. Simply type the e-mail address of the recipient and modify the standard text, if necessary. Then send the message.

Use *Manage Invitations* to view the status of existing invitations. Use *Delete All* to revoke all invitations. To delete an individual invitation, select it and then click *Delete*.

If an invited person requests a connection, KDE informs you about this request. Decide to accept or deny the connection. If you accept the connection, also use the check box to release the keyboard and mouse control. For security reasons, the maximum duration for a connection is one hour.

2.12.7 Taking Screen Shots with KSnapshot

With KSnapshot, you can create snapshots of your screen or special applications. Start the program by clicking *N > Utilities > Desktop > KSnapshot*. The KSnapshot dialog consists of two parts. The upper area (Current Snapshot) contains a preview of the current screen and three buttons for creating and saving the screen shots. The lower area contains further options for the actual creation of the screen shot.

Figure 2-16 *KSnapshot*

To take a screen shot, use *Snapshot Delay* to determine the time (in seconds) to wait between clicking New Snapshot and the actual creation of the screen shot. If *Only Grab the Window Containing the Pointer* is selected, only the window containing the pointer is saved. To save the screen shot, click *Save Snapshot* and designate the directory and filename for the image in the subsequent dialog. Click *Print Snapshot* to print the screen shot.

You can also use the GIMP to take screen shots. To open the GIMP, click *N > Graphics > Image Editing*. When you run the GIMP for the first time, it installs some files in your home directory and displays dialogs that give you the opportunity to adapt it to your environment. For information on using the GIMP, see The GIMP User Manual (http://www.gimp.org/docs).

2.12.8 Managing Fonts with KFontinst

By default, NLD provides various fonts commonly available in different file formats (bitmap, TrueType*, etc.). These are commonly known as system fonts. You can also install your own fonts from various collections on CD. Such user-installed fonts are, however, visible and available only to the user who installed them.

The KDE control center provides an easy tool for administering system and user fonts. To check which fonts are currently available, type `fonts:/` in the Address field of a Konqueror file manager window. This displays two icons: Personal and System. User-installed fonts are installed to the Personal folder. Only root can install to the System folder.

To install fonts as a user:

1 Click *N > Control Center > System Administration > Font Installer*.

2 Right-click the list window, then click *Add Fonts*.

3 Browse to and select one or more fonts for installation.

Select a font to see a preview of it. The marked fonts are installed to your personal font folder.

To update system fonts, select the System Administration mode, enter the root password, and then proceed as described above for user font installation.

The feature for deactivating installed fonts is very useful. The fonts are not removed but are made unavailable to the system. Click the *Deactivate* icon. This makes the green check mark disappear. The new settings become active after you click *Apply*. The deactivated fonts are no longer available to applications, which reduces the size of font lists displayed in applications.

2.12.9 Managing Passwords with KWallet Manager

Remembering all the passwords for protected resources that you need to log in to can be tedious and time consuming. KWallet can collect all your passwords and store them in an encrypted file (called a wallet file), accessible by all applications, and protected with a master password. This password lets you open your wallet and view, search, delete, or create new entries. You don't normally need to insert an entry manually; KDE recognizes if a resource requires authentication, and starts KWallet automatically.

IMPORTANT: Anyone who knows your password has access to all information contained in the wallet. If you forget your KWallet password, it cannot be recovered.

Starting KWallet

When KWallet starts for the first time (for example, when you access a Web site where you must enter a password to log in), a dialog appears with the welcome screen.

Figure 2-17 *KDE Wallet Wizard*

You can choose between Basic Setup (recommended) and Advanced Setup. If you choose Basic Setup, you can choose whether or not you want to store personal information. Some KDE applications, such as Konqueror or KMail, can use the wallet system to store Web form data and cookies. Click *Yes, I Wish to Use the KDE Wallet to Store My Personal Information*, enter a new password, then click Finish.

If you choose Advanced Setup, you have an additional security screen. The default settings are generally acceptable for most users, but you might want to change them. The *Automatically Close Idle Wallets* option closes wallets after a period of inactivity. The *Store Network Passwords and Local Passwords in Separate Wallet Files* option separates your network passwords and local passwords. The default setting is to store all passwords in one wallet.

Using the KWallet Manager

KWallet Manager lets you see if any wallets are open and which applications are using each wallet. You can also disconnect an application's access to a wallet, and manage the wallets installed on your system (creating and deleting wallets and manipulating their contents).

When a wallet is opened, the KWallet Manager application is automatically launched. A panel icon indicates that a wallet is open (Description: KWallet Open icon). When all wallets are closed, the icon reflects this by showing a closed wallet (Description: KWallet panel icon). Click the wallet icon to display a window showing all available wallets as icons that reflect their current status, either open or closed.

Figure 2-18 *KWallet Manager*

Right-clicking a wallet offers the following options:

- **New Wallet:** Creates a new wallet. A dialog opens requesting a name for the new wallet.
- **Open:** Opens the wallet. The contents of the wallet display in a new window.
- **Change Password:** Changes the master password for the wallet.
- **Disconnect:** Disconnects an application from the wallet. Currently connected applications appear in a submenu.
- **Close:** Forces the wallet to close.
- **Delete:** Deletes the wallet

The kdewallet folder is the default folder for your passwords. Click *kdewallet* to see the main window. It is divided into four different parts: the top left displays a summary, the top right displays subfolders, the lower left shows a list with folder entries, and the lower right shows the contents of a selected folder entry.

Figure 2-19   *The KWallet Manager Window*
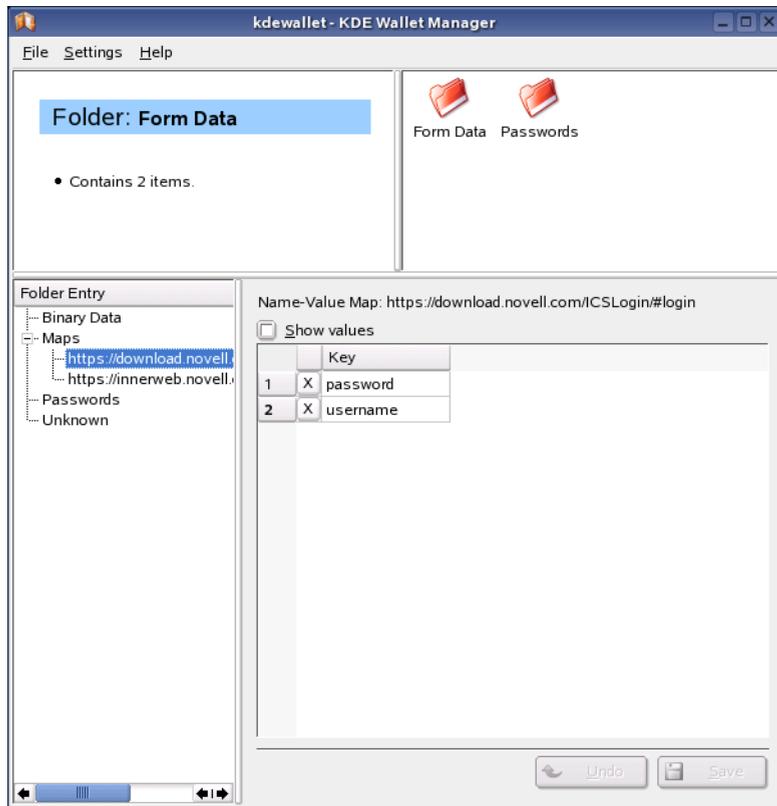
You can add or delete folders, and selecting a folder updates the folder entry list and the summary display. Selecting a folder entry updates the entry contents pane, and allows you to edit that entry. Entries can also be created or deleted using the context menu for the folder contents.

To add a new entry:

1 Right-click the folder entry.

   You can add a new entry only to Maps or Passwords. Use Maps if you have key and value pairs. Passwords can contain multiline entries.

2 Specify a name for the new entry, then click *OK*.

   Your new entry is sorted under your folder entry.

3 Click the new entry to display it on the right side (the folder is initially empty).

4 Right-click the bottom right panel, then click *New Entry*.

5 Specify a new key, click *Show Values* to view the value field, then enter a value.

   All entries are shown in a table view.

6 Click *Save*.

Copying Your Wallet to Another Computer

For the most part, KWallet resides silently in the panel and is automatically activated if needed. However, you can copy your wallet files to another computer (for example, your laptop). To simplify this task, wallets can be dragged from the manager window to a file browser window. This let you easily package a new wallet for transfer to another environment. For example, a new wallet

could be created and copied onto a removable flash memory device. Important passwords could be transferred there, so you have them available in other locations.

2.13 Obtaining Software Updates

Novell offers important updates and enhancements that help protect your computer and ensure that it runs smoothly via 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 making you track dependencies and resolve conflicts. Contact your system administrator for more information about how your company is distributing updates.

To access the update tool, click *N > System > Configuration > Red Carpet*.

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

Customizing Your Settings

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, screensaver, keyboard and mouse configuration, sounds, and file associations. Click *N > Control Center* to open the KDE Control Center, or type `kcontrol` in a terminal window.

Figure 3-1 *KDE Control Center*
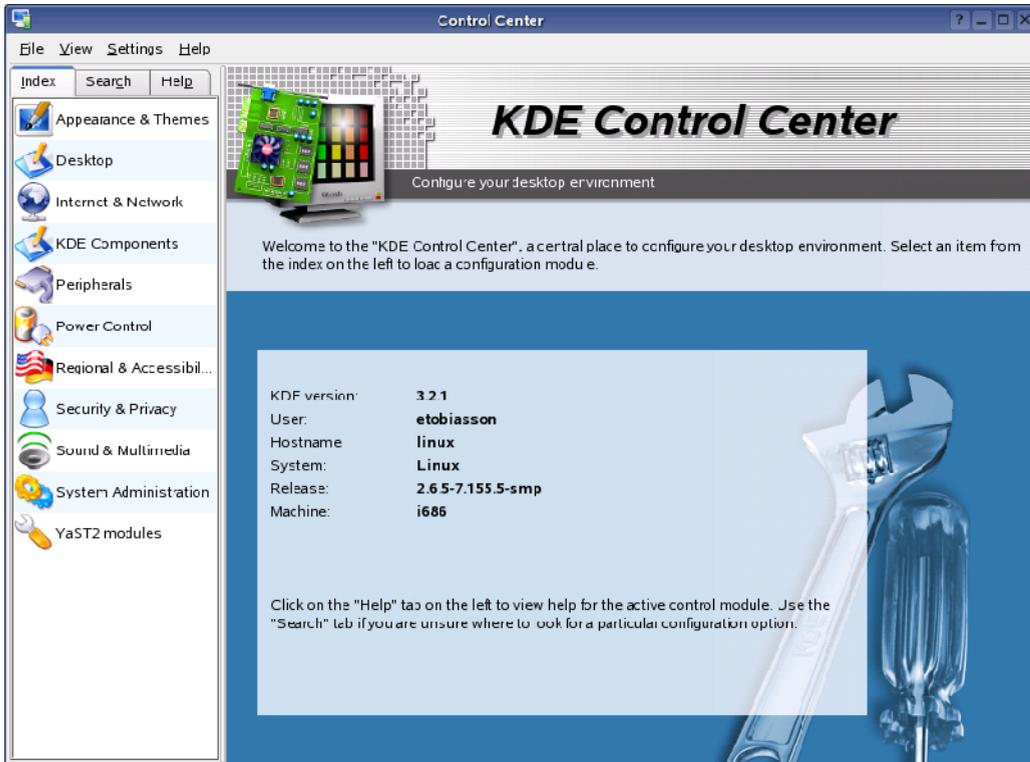
The settings are divided into several major categories, and each category contains several pages of settings. To display a settings page, click the category, then click the name of the page you want. The settings pages appear on the right. No changes take effect until you click *Apply*. If you make changes and then decide that you want to leave the settings as they were, click *Reset*.

The following sections introduce the major categories. Information about settings not mentioned here can be accessed through the *Help* tab or by accessing the KDE Control Center Handbook in the Help Center.

- Appearance & Themes
- Desktop
- Internet & Network
- KDE COmponents
- Peripherals
- Power Control

- Regional & Accessibility
- Security & Privacy
- Sound & Multimedia
- System Administration
- YaST 2 Modules

3.1 Appearance & Themes Settings

The Appearance & Themes settings let you change the way your KDE desktop and applications look.

3.1.1 Changing Your Desktop Background

Click *N* > *Control Center* > *Appearance & Themes* > *Background*.

The Background module allows you to configure colors or wallpapers for your desktop background. By default, your modifications are applied to all virtual desktops. To configure the backgrounds separately for the individual virtual desktops, select the desktop you want from the *Settings for Desktop* drop-down list. The effect of your configuration can be seen in the preview monitor at the top right of the dialog.

Figure 3-2 *KDE Control Center Background Dialog*
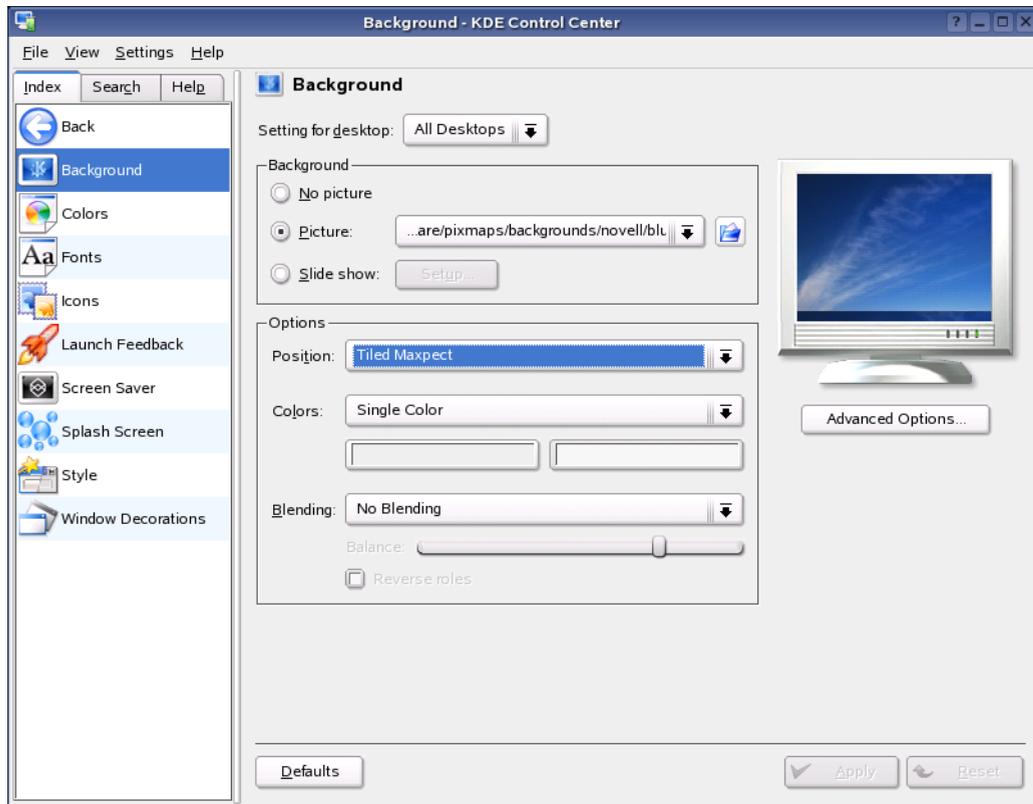
The Background section lets you load a wallpaper image on top of the color gradient chosen in the Options section (described below). You can choose from the following options:

- **No Picture:** No picture background is shown. The color and pattern choices displayed still take effect.
- **Picture:** A single picture is used as the background for the selected desktops.
- **Slide Show:** Lets you use an automatic slide show of wallpaper images. Click *Setup*, then choose the images (or folder of images) you want to use.

TIP: Displaying wallpaper requires that the image be kept in memory. If you are low on memory, we recommend using a small, tiled image (or no image at all).

Scaling or centering a small image still requires an image the size of your display to be maintained in memory.

The Options section lets you choose the type of color, gradient, or pattern to display under (or in place of) wallpaper. The Blending option lets you make a smooth transition (blend) from the wallpaper as it changes to the background. If you are using a picture as wallpaper, you can skip this section. However, if your chosen wallpaper does not cover the entire desktop, choose colors to show in the remaining space.

3.1.2 Choosing Colors For Your Desktop

Click *N* > *Control Center* > *Appearance & Themes* > *Colors*.

This module lets you manage and edits color schemes for your desktop. There are a variety of color schemes installed by default with NLD, or you can create your own. You can also modify the contrast and choose whether you want your KDE colors to be applied to non-KDE applications (for a more consistent overall appearance).

Figure 3-3   *KDE Control Center Colors Dialog*
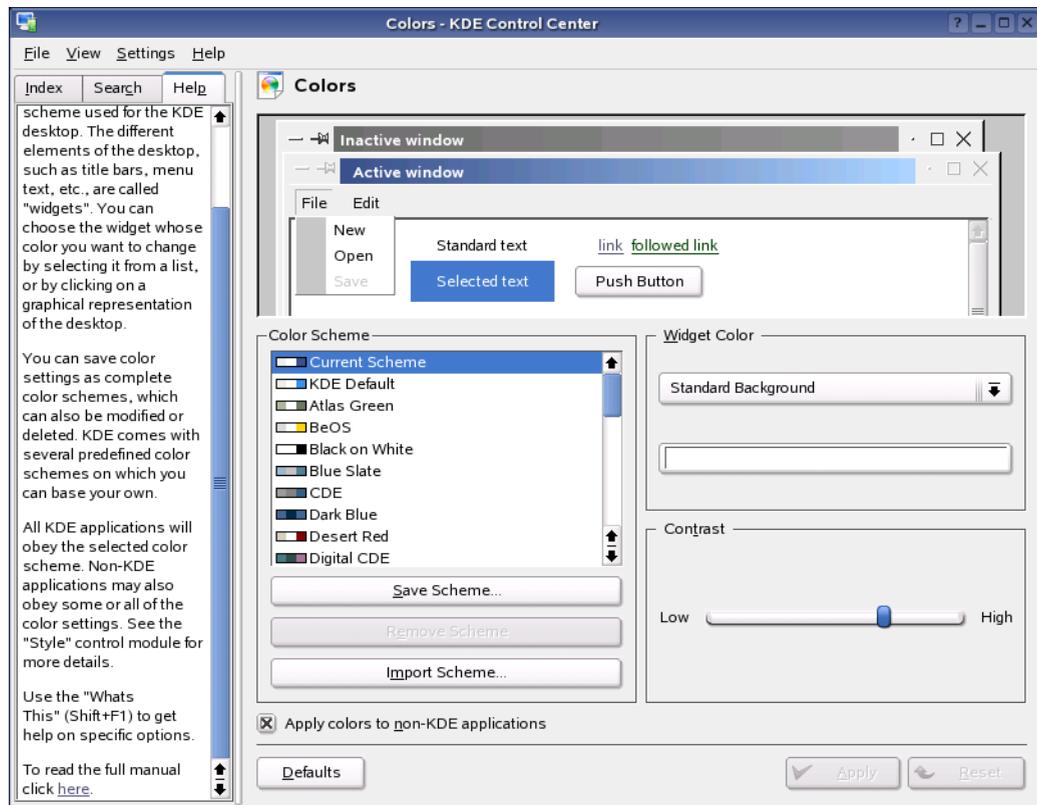
The preview area at the top demonstrates how a color scheme applies to a sample selection of widgets (a widget is a commonly-used programmer's term referring to user interface elements such as buttons, menus, and scroll bars). It provides you with a preview of your current color choices. Each widget is labeled to help you identify how your changes will impact the color scheme.

To change the color of a widget, select the name of the widget from the *Widget Color* drop-down menu, then click the color bar below to choose a suitable color in the color editor. The color will be updated in the preview area.

Use the *Contrast* slider to change the contrast between different shadings of the selected colors. The preview area instantly updates to show the results of you change.

To use a predefined scheme, choose the scheme you want from the *Color Scheme* list. The major color components of each scheme are shown beside the name in the list. To preview a scheme in the preview area, click the name in the list box.

You can use the NLD-supplied color schemes as a starting point to create your own schemes. Click *Save Scheme* to store the color scheme under a new name, then modify it. You can't modify or delete the NLD-supplied schemes.

Use *Import Scheme* to add new entries to the Color Scheme list. These can be color schemes you have created on another computer and saved, or color schemes you have downloaded from the Internet.

To change the style of widgets (that is, how individual widgets are drawn), see "Setting Widget Styles" on page 62.

3.1.3 Setting Desktop Fonts

Click *N > Control Center > Appearance & Themes > Fonts*.

All fonts and font attributes used on the desktop can be configured here. You can also modify anti-aliasing settings, including what range of fonts to exclude from antialiasing settings.

Figure 3-4   *KDE Control Center Fonts Dialog*
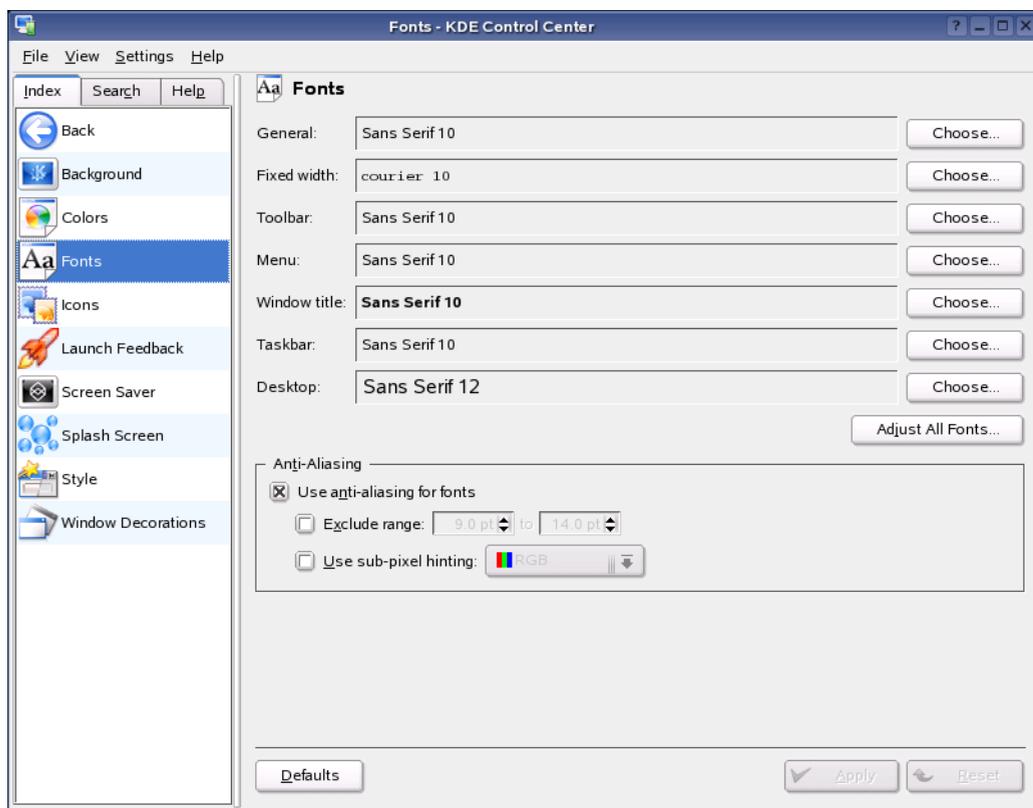
The Fonts panel contains different font groups that give you flexibility in configuring your fonts:

- **General:** Used everywhere the other font groups don't apply.
- **Fixed Width:** Used anywhere a non-proportional font is specified.
- **Toolbar:** The font used in KDE application toolbars.
- **Menu:** The font used in KDE application menus.
- **Window Title:** The font used in the window title.
- **Taskbar:** The font used in the taskbar panel applet.
- **Desktop:** The font used on the desktop to label icons.

Click *Choose* next to the font group you want the change, then specify your settings in the dialog that opens. An example of the font you have chosen is displayed in the space between the font group name and the *Choose* button.

Click *Adjust All Fonts* to quickly set properties for all the fonts selected above. A Select Font dialog similar to the standard one appears, but it has check boxes that let you change the Font, Font Style, or Size independently of each other. You can choose any of these options and apply them to all the font groups. For example, if you have selected several font faces, then realize that they are all a size too big (this often happens when you change screen resolutions), you can apply a new font size to all fonts without affecting your customized font faces and styles.

By default, antialiasing is activated for all fonts. Antialiasing is a software technique for diminishing jagged edges that should be smooth. These jagged edges occur when the output device (such as a monitor or printer) doesn't have a high enough resolution to represent a smooth line. Antialiasing reduces the prominence of jagged edges by surrounding the edges with intermediate shades of gray (for gray-scaling devices) or color (for color devices). Although this reduces the jagged appearance of the lines, it also makes them fuzzier.To deactivate or customize antialiasing, select the respective check boxes.

TIP: Changes to the anti-aliasing settings are applied only to newly started programs. Programs already open are not affected by the changes.

3.1.4 Changing Desktop, Panel, Konqueror, and Toolbar Icons

Click *N > Control Center > Appearance & Themes > Icons*.

Icons are used on the desktop, the panel, the Konqueror file manager, and toolbars of applications. You can use this module to install and choose icon themes, choose different icon sizes, assign effects to icons (for example, you can make them semi-transparent or colorize them), and configure settings for each of the different places icons are used

Figure 3-5 *KDE Control Center Icons Dialog*
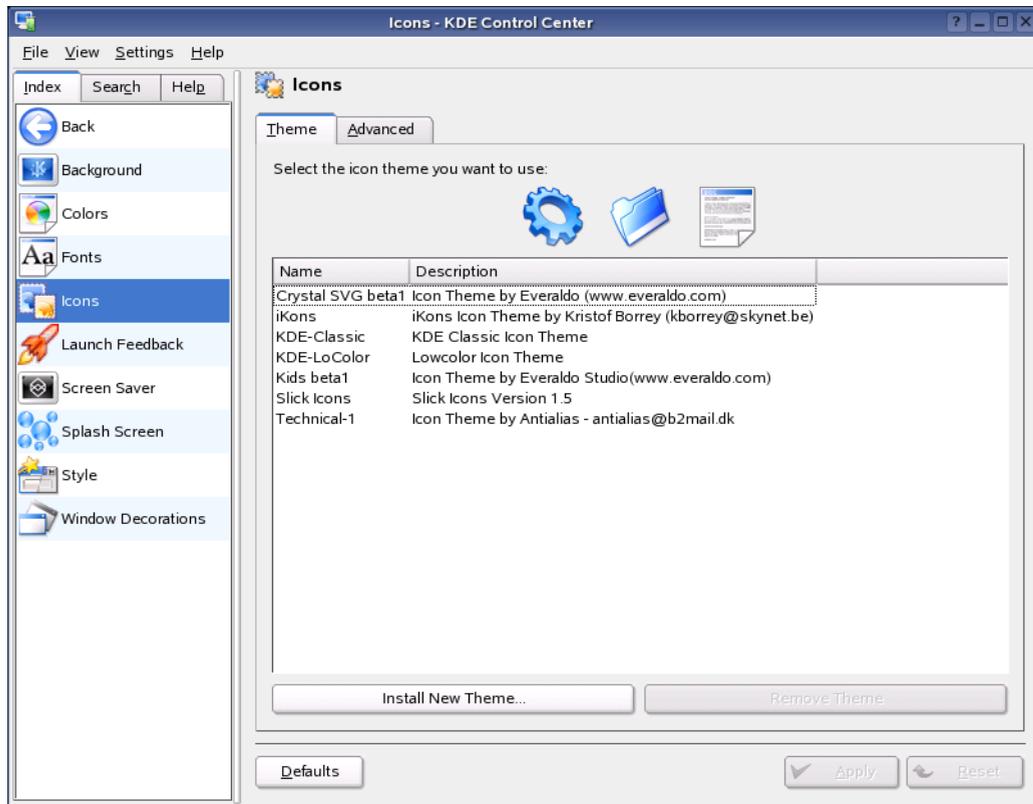
You can see example icons at the top of the dialog. These icons change appearance depending on the icon theme you select. To choose an icon theme, click its name, then click *Apply*. Click *Install New Theme* to install any icon themes you have downloaded from the Internet.

Click *Remove Theme* to remove a theme that you installed using this module. You cannot remove globally installed themes here.

Use the options on the Advanced tab to configure icons for a particular use (for example, for use on the desktop or in toolbars), and to change the size of icons. You can choose from a drop-down list of icons sizes, and you can tell KDE to draw all pixels using double-sized pixels (that is, using a 2x2 block instead of normal pixels). The icon sizes offered depend on the icons that you selected on the Theme tab. You can also choose animated icons, but keep in mind that the animations might appear slow or jerky if your graphics card is old or you are low on memory.

You can configure certain filters to be applied to icons that are in one of three states:

- **Default:** This is how the icon looks normally.
- **Active:** This is how the icon looks when the mouse cursor is over the icon.
- **Disabled:** This is how the icon looks if its corresponding action is disabled (that is, if clicking it does not lead to any result).

Select one of these states, then click *Set Effect* to configure a corresponding icon effect. This configuration only affects icons of the currently selected Use of Icon category. Configuring an effect for active icons while the Toolbar icon usage is selected does not affect icons in other places. Selecting the semi-transparent option makes the background shine through the icon.

3.1.5 Configuring Cursor and Taskbar Feedback

Click *N > Control Center > Appearance & Themes > Launch Feedback.*

This is where you can modify what kind of cursor and taskbar feedback you want for launching applications. This gives you visible feedback to help you know if you clicked an icon or not.You can also set the duration of this feedback. For example, the default setting is for a bouncing cursor with a duration of 30 seconds, or when the application has loaded.

Figure 3-6   *KDE Control Center Launch Feedback Dialog*
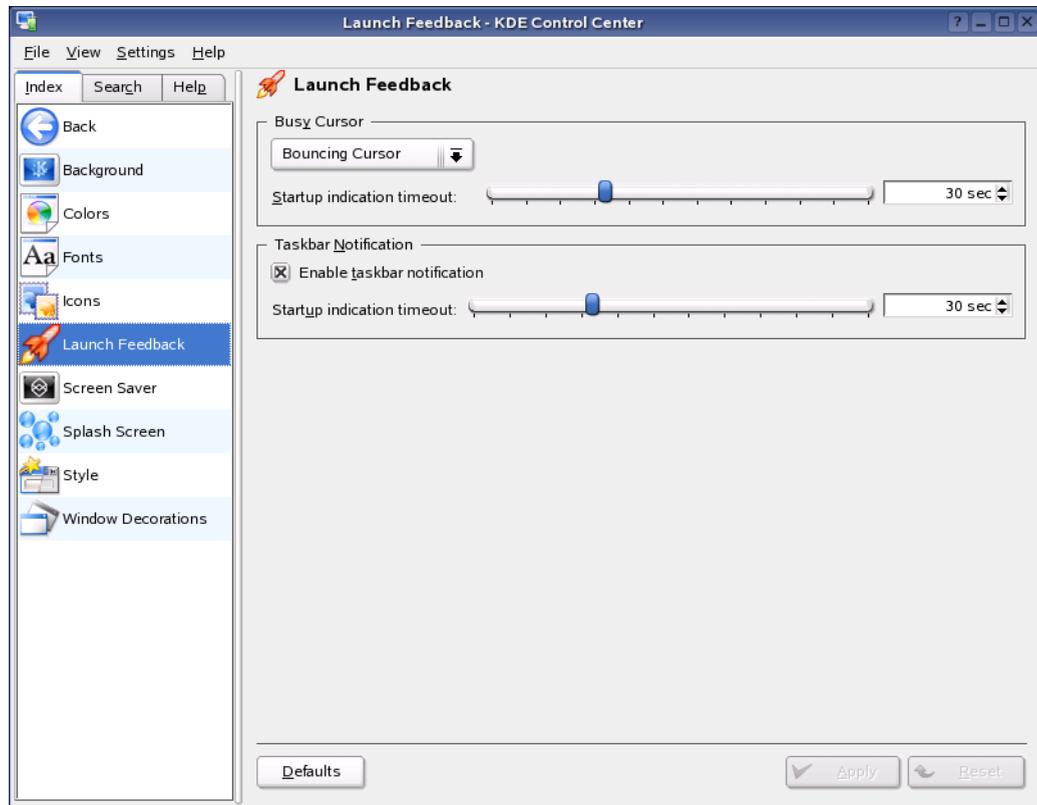
The traditional way to indicate that your computer is busy is to modify the cursor. You can turn this on by selecting an option from the *Busy Cursor* drop-down list. When this option is enabled, your cursor has an icon attached to it for a short time when a new application is being launched. You can use the *Startup Indication Timeout* option to configure how long this icon is displayed (in seconds).

If you enable the *Taskbar Notification* option, any application you start gets an immediate entry in the taskbar, with the icon replaced by a spinning hourglass to let you know something is happening. This is useful because not all applications that you start show a window or an entry in the taskbar. Some applications are docked into the system tray, and some are sent to a different virtual desktop. Setting a timeout ensures that you get launch feedback and that the feedback goes away when the job is finished.

3.1.6 Configuring Screen Saver Options

Click *N > Control Center > Appearance & Themes > Screen Saver*.

Use this module to configure screen saver options. For example, you can configure the timeout before it starts, and whether it requires a password to unlock the screen.

Figure 3-7 *KDE Control Center Screen Saver Dialog*
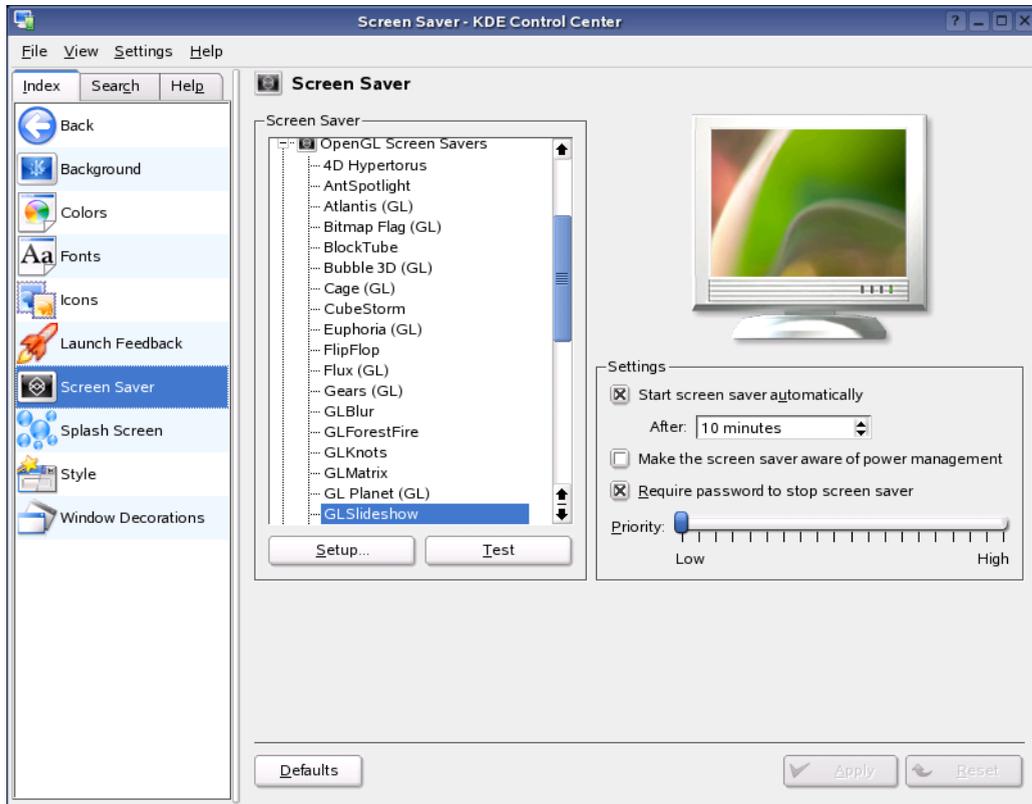
Select the screen saver you want from the list on the left. The preview to the right shows how the selected screen saver will look. Use *Setup* and *Test* to test the screen saver in the running system and to configure it.

The Settings section of the Screen Saver dialog contains the following options:

- **Start Screen Saver Automatically:** For the screen saver to be activated automatically, select this check box and specify the time (in minutes) after which the screen saver should be activated.

- **Make the Screen Saver Aware of Power Management:** Select this option if you don't want the screen saver to start while you watch TV or movies on your monitor.

- **Require Password to Stop Screen Saver:** The screen saver can lock your workstation and require a password for its release.

- **Priority:** Use the slider to set the priority of the screen saver in relation to other processes. If you use a graphically complicated screen saver that generates a high processor load, set the priority higher to achieve a smooth display quality. In this case, the priority of other processes is reduced accordingly. However, if you frequently let your machine work while you do other things, you should refrain from running a complex screen saver with a high priority.

TIP: If you have a collection of .jpg images that you want to use as a screen saver, click *N* > *Run Command*, type xscreensaver, click *Run*, and then click *Settings*. This opens the *Screensaver Preferences* window.

Set the *Mode* to *Only One Screen Saver* and select *GLSlideshow* in the list. Click the *Advanced* tab, select *Choose Random Image*, then specify the directory where your images are located.

After you close the *Screensaver Preferences* window, you can use the *Screen Saver* dialog in the KDE Control Center to set other parameters and test your screen savers.

3.1.7 Managing the KDE Startup Splash Screen

Click *N* > *Control Center* > *Appearance & Themes* > *Splash Screen*.

This is where you can install, remove and test the splash screens that display on KDE startup.

Figure 3-8   *KDE Control Center Splash Screen Dialog*
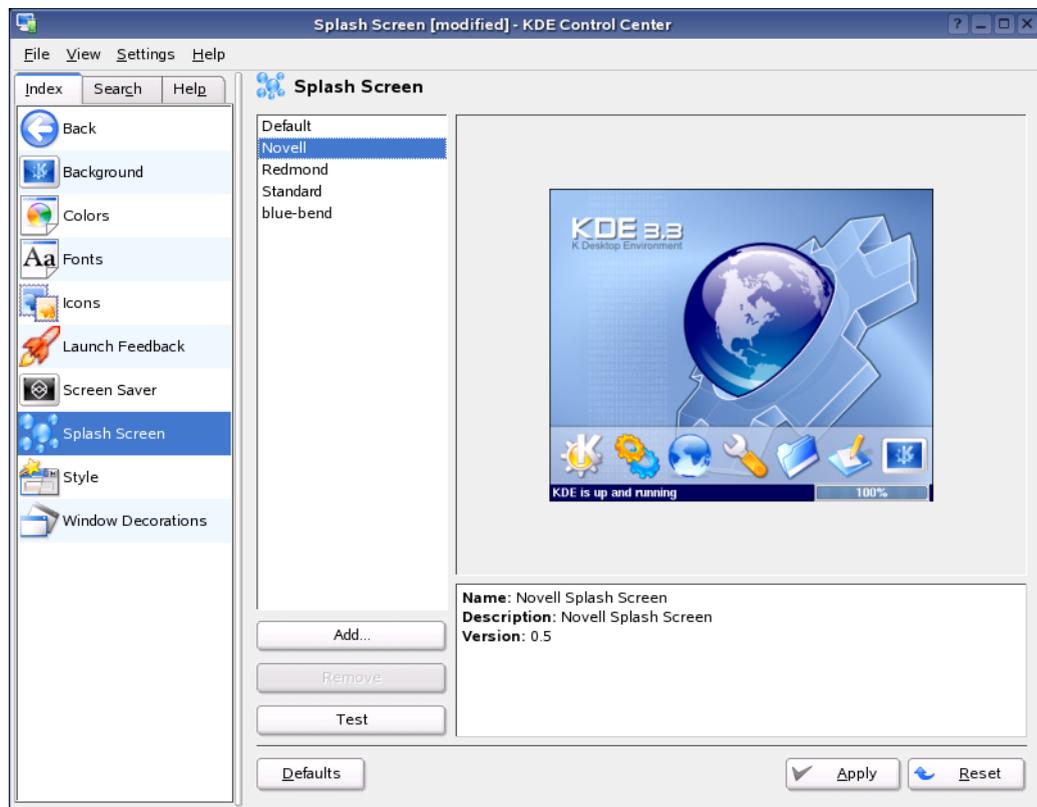
For information on making your own splash screens, see How to Make Themes for KSplash (http://docs.kde.org/en/3.3/kdebase/ksplashml/themes.html).

3.1.8 Setting Widget Styles

Click *N* > *Control Center* > *Appearance & Themes* > *Style*.

This module let you set the style for all widgets (elements of the graphical interface such as buttons, menus, and scroll bars) in KDE applications. A variety of styles come with NLD, and you can

download more from the Internet. You can also enable or disable interface options such as transparent menus, and the display of icons on buttons and tooltips. Some styles have more configuration options than others.

Figure 3-9   *KDE Control Center Style Dialog*
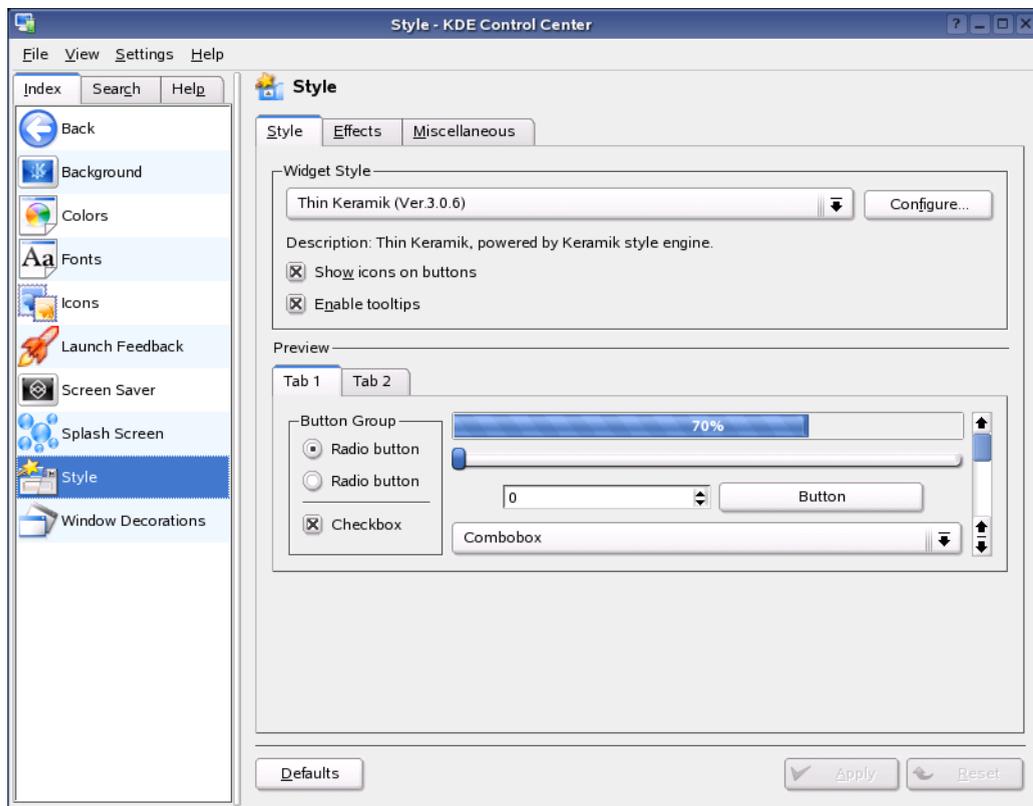
The configuration contains three tabs. Select the style under *Style,* using the preview area in the lower part of the window. Use *Effects* to configure various GUI effects and transparency types, if supported by the respective style. Use Miscellaneous to change toolbar settings.

To change the color of widgets, see .

3.1.9 Choosing Window Decorations

Click *N > Control Center > Appearance & Themes > Window Decorations*.

This module lets you select a style for the borders around windows, and select title bar button positions and custom decoration options.

Figure 3-10 *KDE Control Center Window Decorations Dialog*
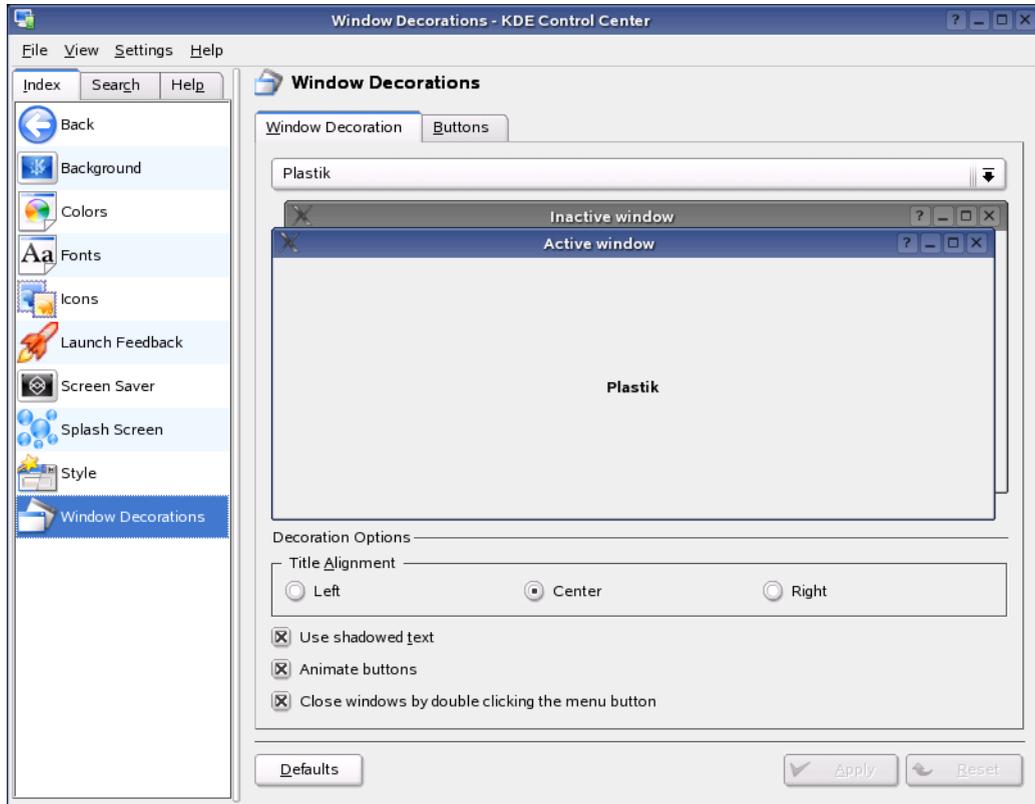
Select a window decoration style from the drop-down list at the top of the dialog to see a preview of it in the lower pane. Click *Apply* to test the selected style. If there are any configurable options for the theme, they become available below the preview area.

To position or move individual elements of the title bar, activate *Use Custom Title Bar Button Positions* and then rearrange the elements on the *Buttons* tab. If additional configuration options are available for the selected style, access these on the *Configure* tab.

3.2 Desktop Settings

Use the settings under the Desktop category to configure the appearance and behavior of your KDE desktop.

3.2.1 Configuring Desktop Behavior

Click *N* > *Control Center* > *Desktop* > *Behavior*.

Use this module to configure the behavior of your desktop. This is where you would go to configure options such as showing or hiding desktop icons, showing tooltips and icon layout. You can also specify if you want to see previews of particular file types on the desktop, and which devices you want to see icons for.

Figure 3-11   *KDE Control Center Behavior Dialog*
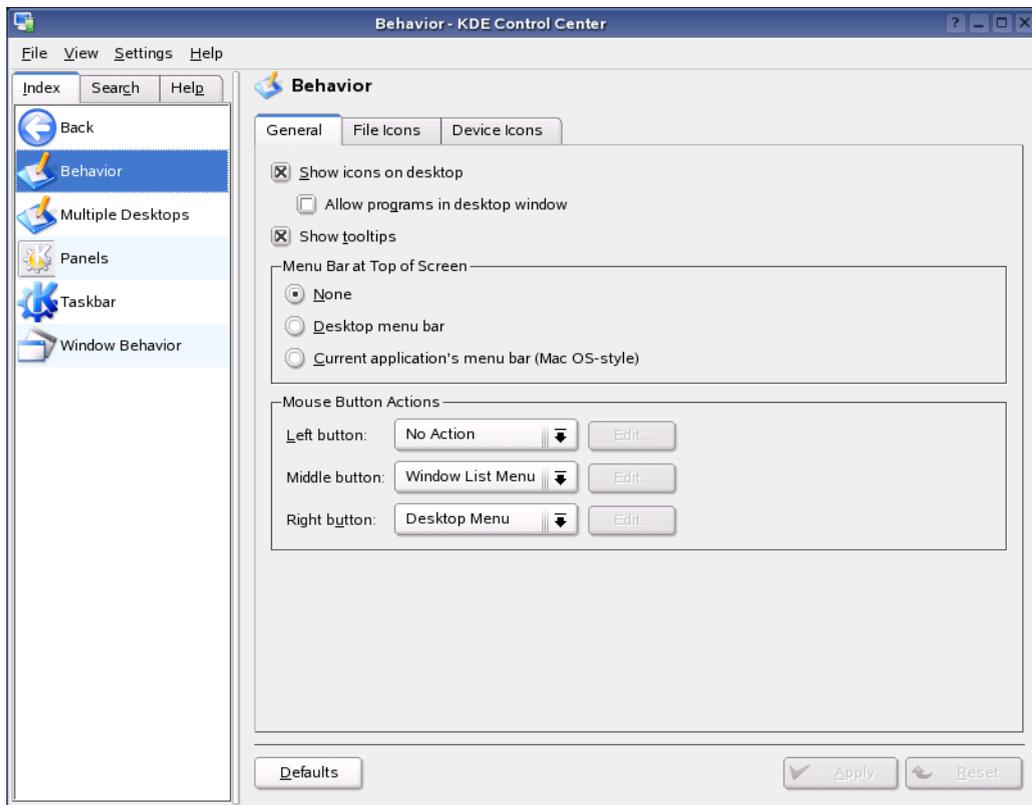
3.2.2 Configuring Multiple Desktops

Click *N > Control Center > Desktop > Multiple Desktops*.

The Multiple Desktops dialog lets you determine the number of virtual desktops or workspaces you want to have, and what you want them to be called. By default, KDE has four virtual desktops, and you can configure up to twenty. You can also enable switching between virtual desktops using the scroll button on your mouse.

Figure 3-12 *KDE Control Center Multiple Desktops Dialog*
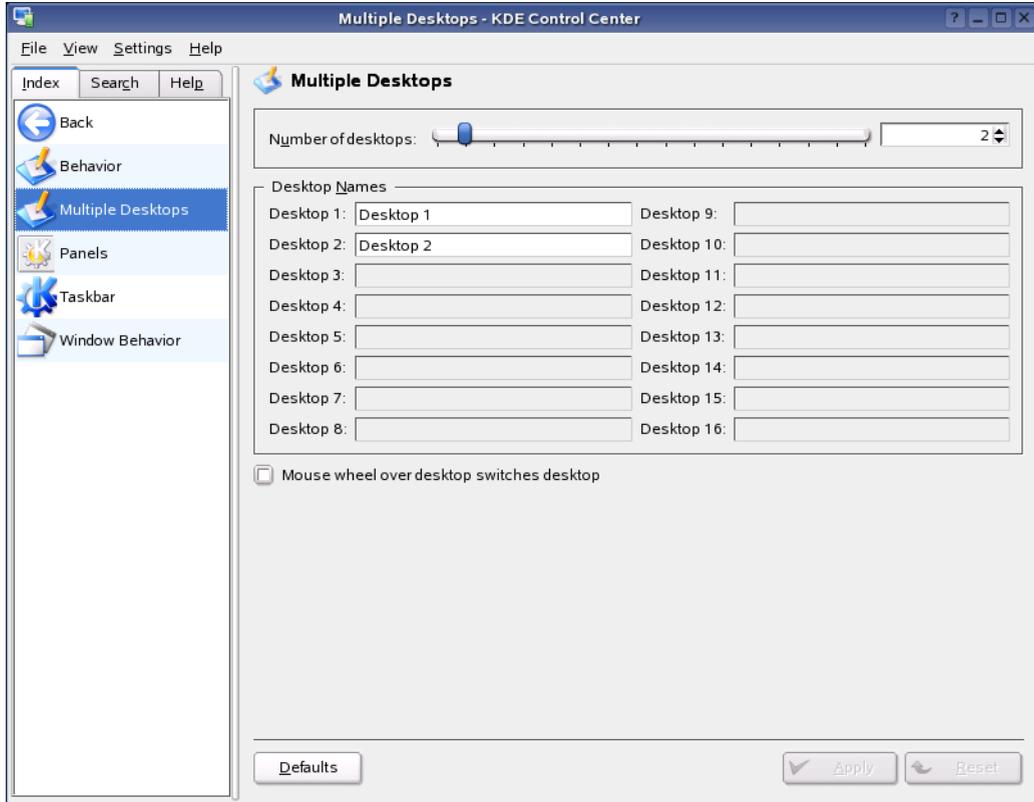
3.2.3 Modifying Panels Options

Click *N > Control Center > Desktop > Panels*.

Use this module to modify options to do with Kicker (the bottom panel) and other KDE panels. Among the options are size, position, length, and display. You can also modify the appearance of the panel with transparency, background images, and icon zooming. This is also where you can configure various menu options, including the applications you want to show on your N menu.

Figure 3-13 *KDE Control Center Window Panels Dialog*
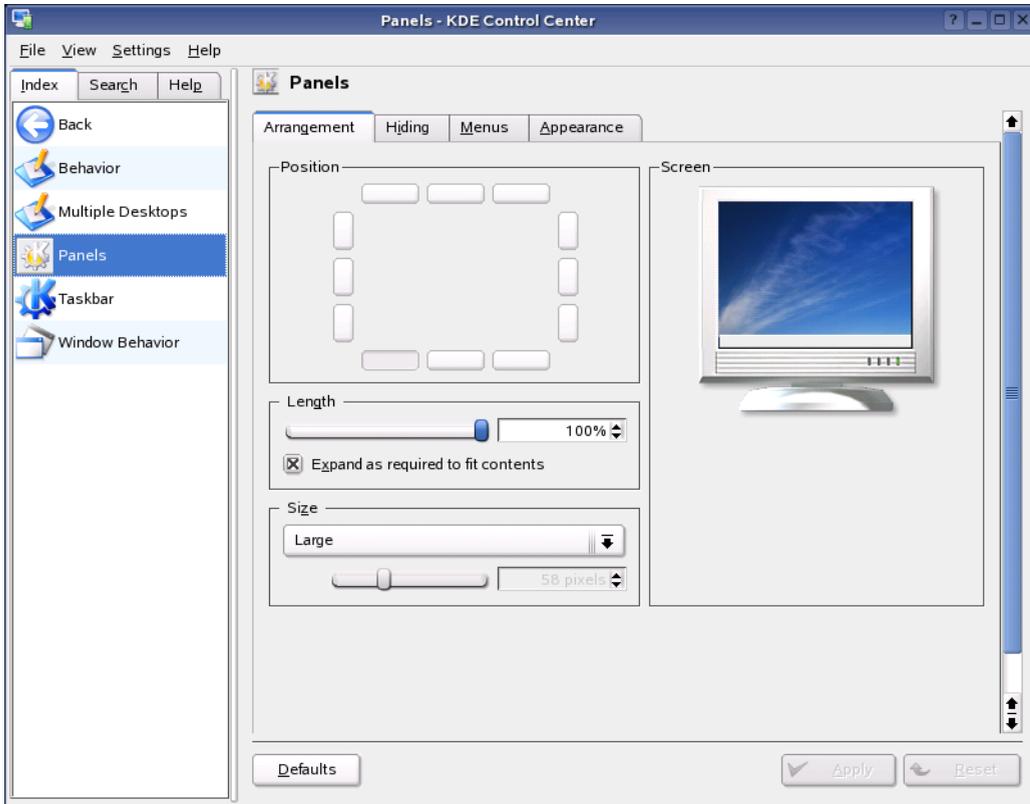
See "Managing the Main Menu" on page 30 for more information.

3.2.4 Setting Taskbar Options

Click *N* > *Control Center* > *Desktop* > *Taskbar*.

The Taskbar module let you configure options related to your taskbar. You can configure whether to show windows from all desktops, grouping of similar tasks, and what actions you want to assign to your mouse buttons.

Figure 3-14 *KDE Control Center Taskbar Dialog*
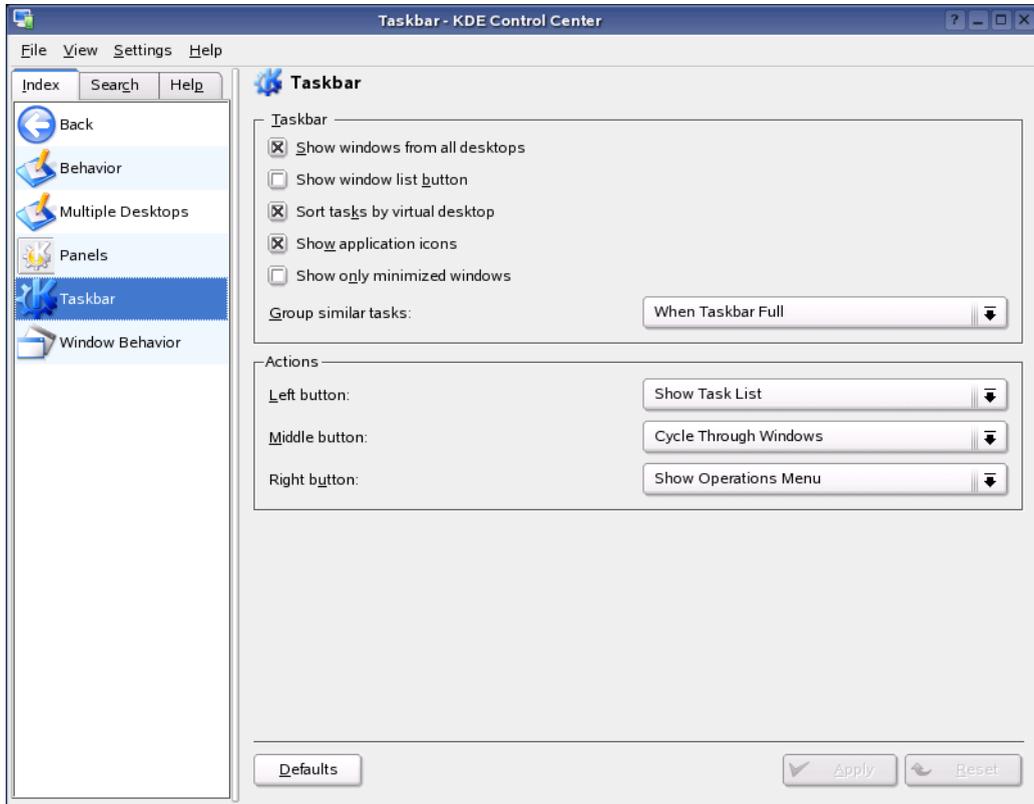
3.2.5 Configuring Window Behavior

Click *N > Control Center > Desktop > Window Behavior*.

This is where you configure options related to the behavior of KDE's window manager, KWin. KWin is extremely configurable and has advanced features such as focus stealing prevention and different focus policies such as focus follows mouse. You can also configure what actions you want to bind to certain keys and mouse events.

Figure 3-15 *KDE Control Center Window Behavior Dialog*
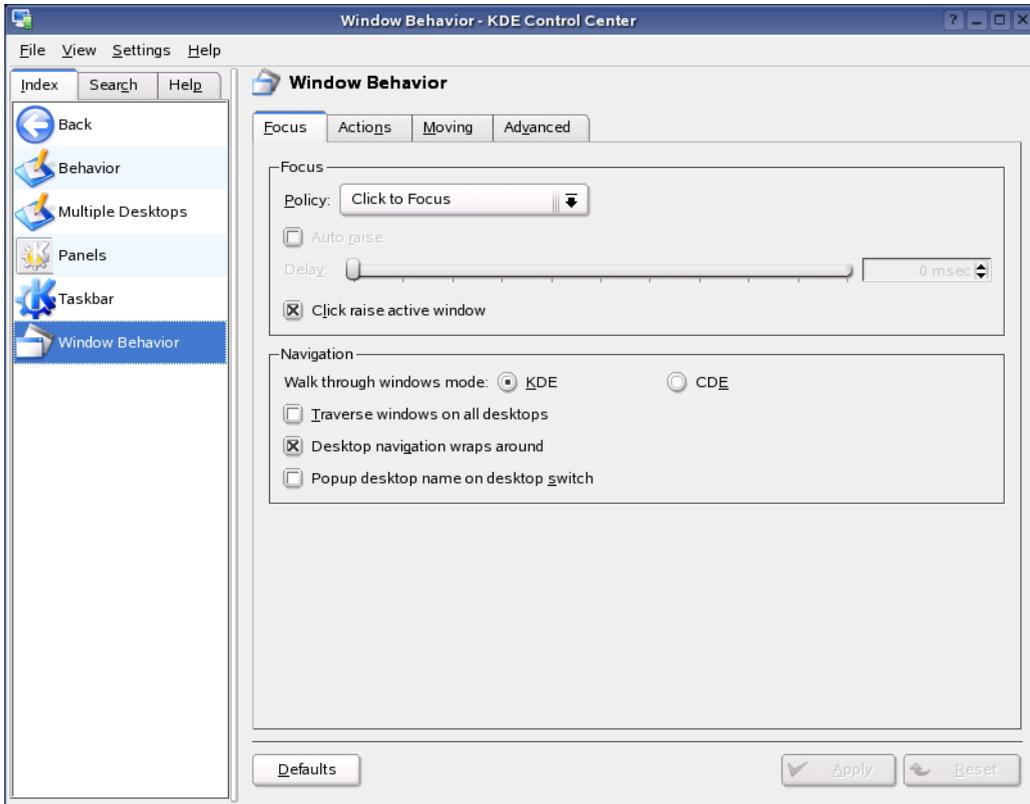
For more information, see The K Window Manager Handbook (http://kde.sw.com.sg/documentation/en/applications/kwm).

3.3 Internet & Network Settings

Use the settings under the Internet & Network category to configure internet and networking options.

- "Sharing Your Desktop" on page 69
- "Configuring Web Browser Options" on page 70
- "Setting Email Information" on page 71
- "Configuring File Sharing Options" on page 72
- "Configuring Local Network Browsing" on page 73
- "Setting Advanced Network Preferences" on page 74
- "Connecting to a Proxy Server" on page 75

3.3.1 Sharing Your Desktop

Click *N > Control Center > Internet & Network > Desktop Sharing*.

Desktop Sharing lets you invite someone to share your session with you, or can let you log in remotely to your machine from another location. You would then use a VNC client such as KDE's

Remote Desktop Connection application to control your desktop over the network. This is extremely useful if you want someone to help you perform a task.

Figure 3-16 *KDE Control Center Desktop Sharing Dialog*
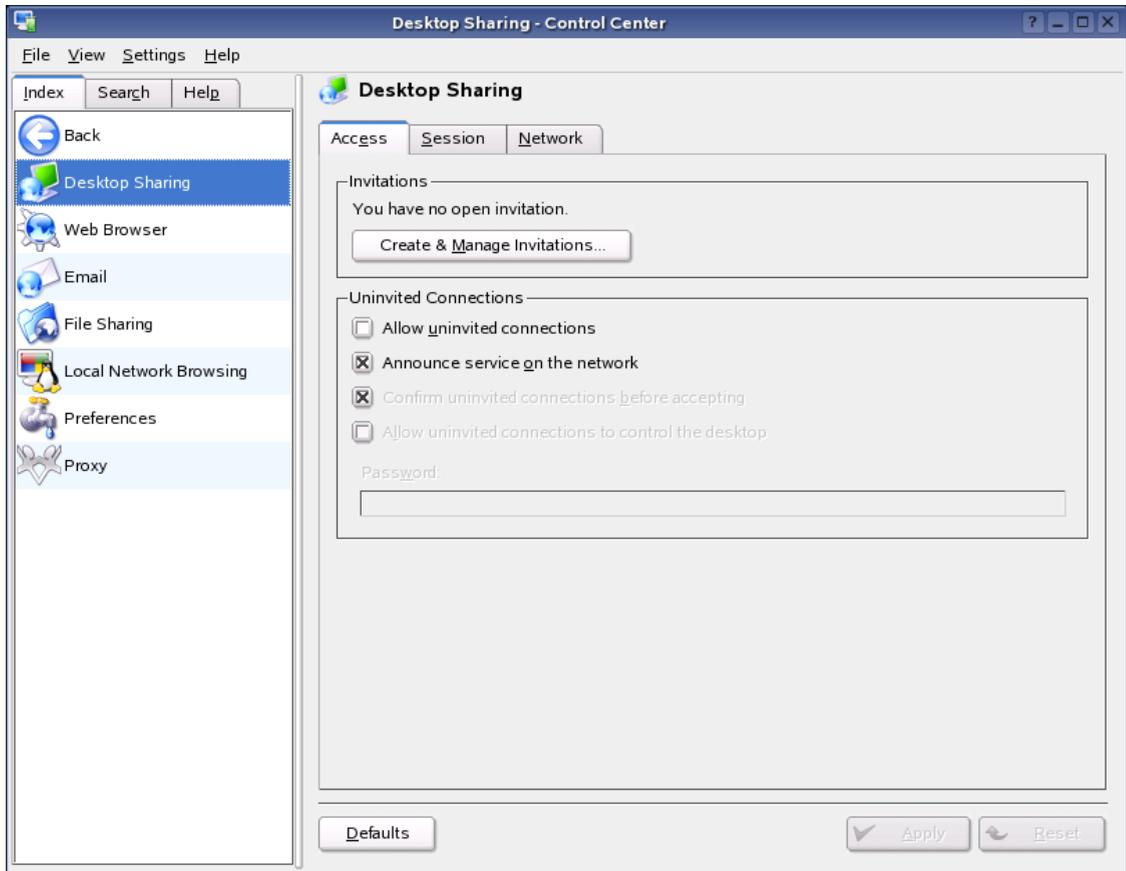
Use this module to create and manage invitations as well as set your security policy for uninvited connections. You can also configure whether to show a background image and which port the service should listen on.

3.3.2 Configuring Web Browser Options

Click *N* > *Control Center* > *Internet & Network* > *Web Browser*.

This module lets you configure options relating to Konqueror as a Web browser. The usual options you would expect from a Web browser, such as cookie configuration, cache, and history are found here, as well as sections that let you modify keyboard shortcuts, plug-ins, and fonts.

Figure 3-17 *KDE Control Center Web Browser Dialog*
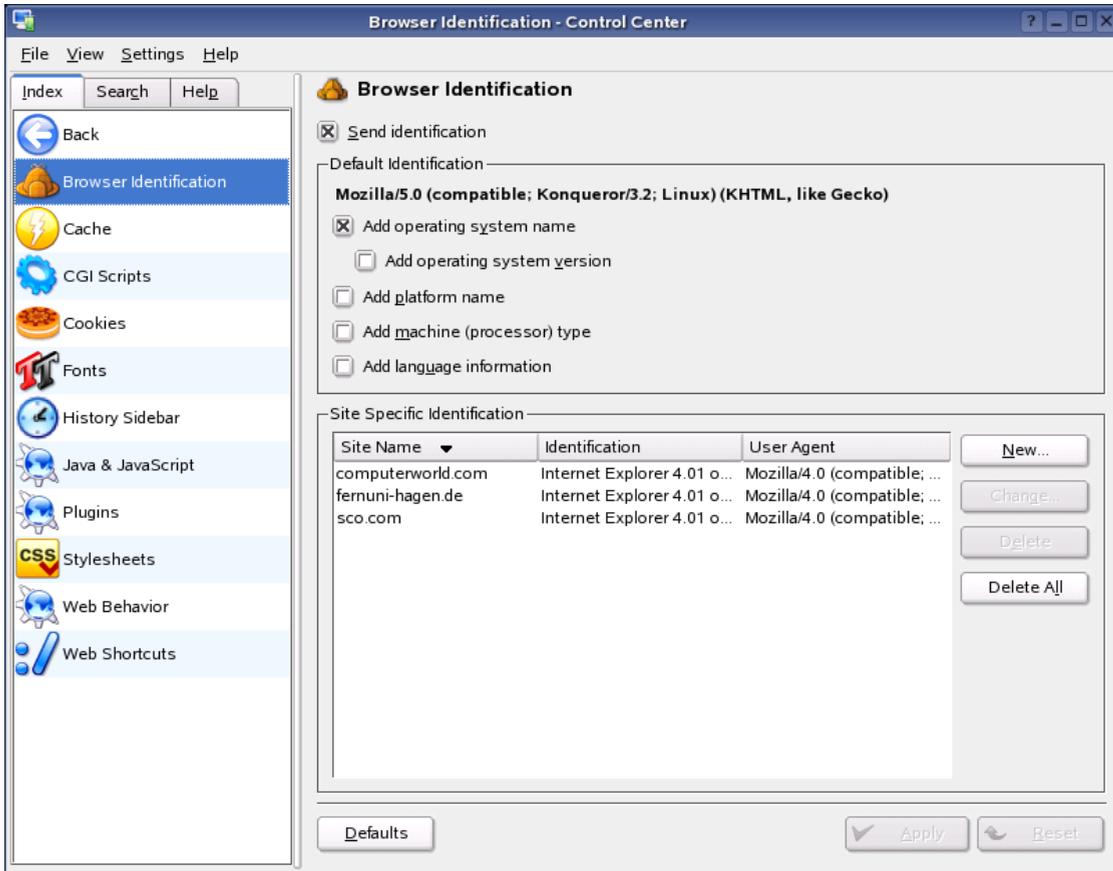
3.3.3 Setting Email Information

Click *N > Control Center > Internet & Network > Email*.

This module lets you enter basic e-mail information for the current user. The information listed here is used, among other things, for sending bug reports to the KDE developers when you use the bug report dialog.

Figure 3-18 *KDE Control Center Email Dialog*
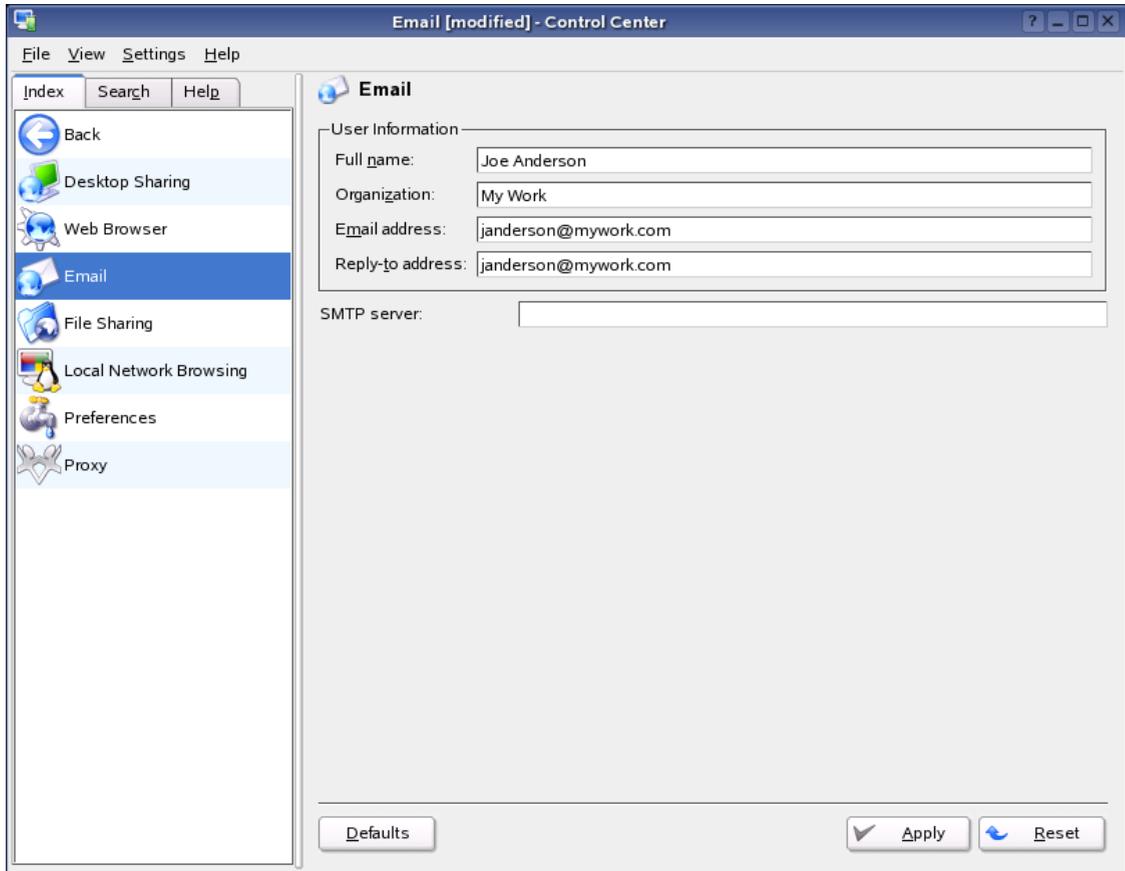
E-mail programs such as KMail offer many more features, and they provide their own configuration facilities.

3.3.4 Configuring File Sharing Options

Click *N > Control Center > Internet & Network > File Sharing*.

File sharing allows you to configure Samba (Microsoft Windows) and NFS (UNIX*) file sharing. To make changes in this module, you need to have the root or administrator password. This is where you set up whether users are allowed to share files without knowing the root password, and which users are allowed to do so. You can also configure which folders you want to be shared, the kind of sharing to be used, and who is allowed to view these shares.

Figure 3-19 *KDE Control Center File Sharing Dialog*
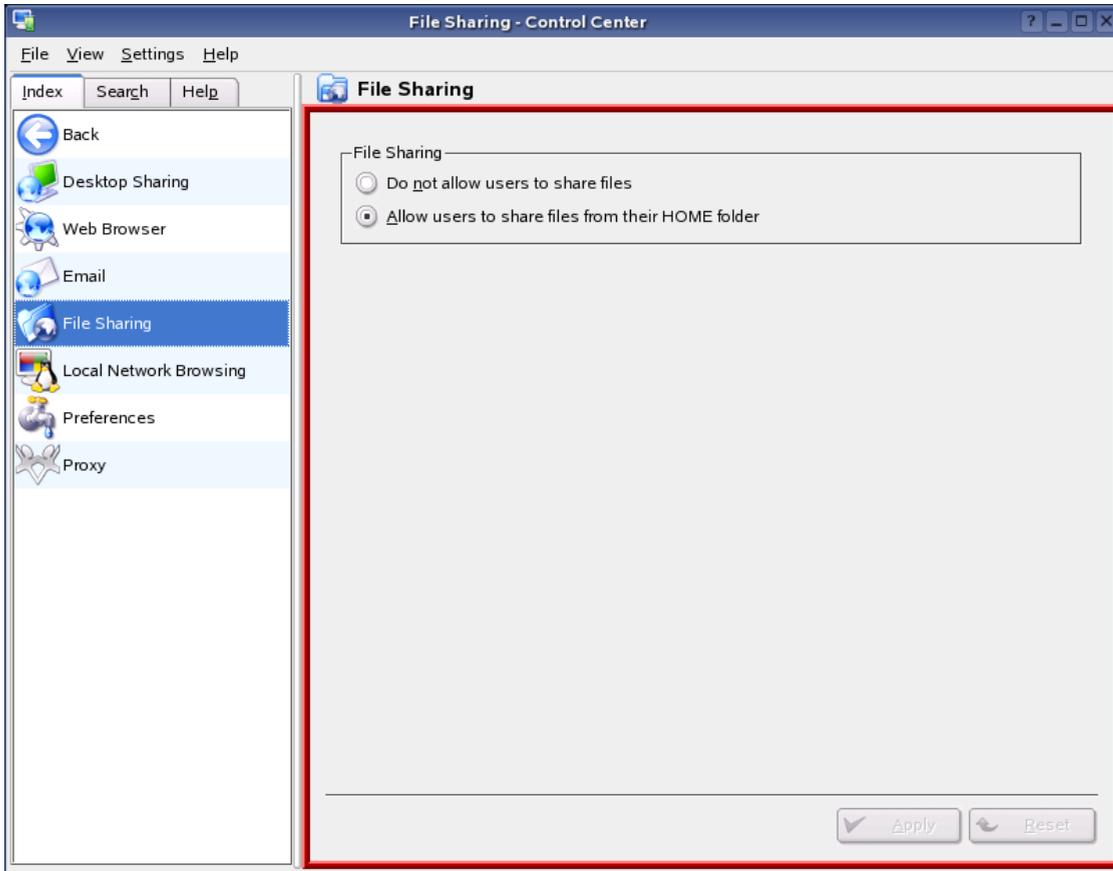
For more information on file sharing, see "Creating Your Own Network Shares" on page 158.

3.3.5 Configuring Local Network Browsing

Click *N > Control Center > Internet & Network > Local Network Browsing*.

Use this module to configure options related to browsing network shares in Konqueror. Konqueror is able to browse a variety of network shares and manipulate remote files as though they were on your local machine. You can configure it to remember your preferred username and password for connecting to Windows shares (Samba). You can also set what types of network shares you want to be able to browse, including FTP, NFS, and SMB.

Figure 3-20 *KDE Control Center Local Network Browsing Dialog*
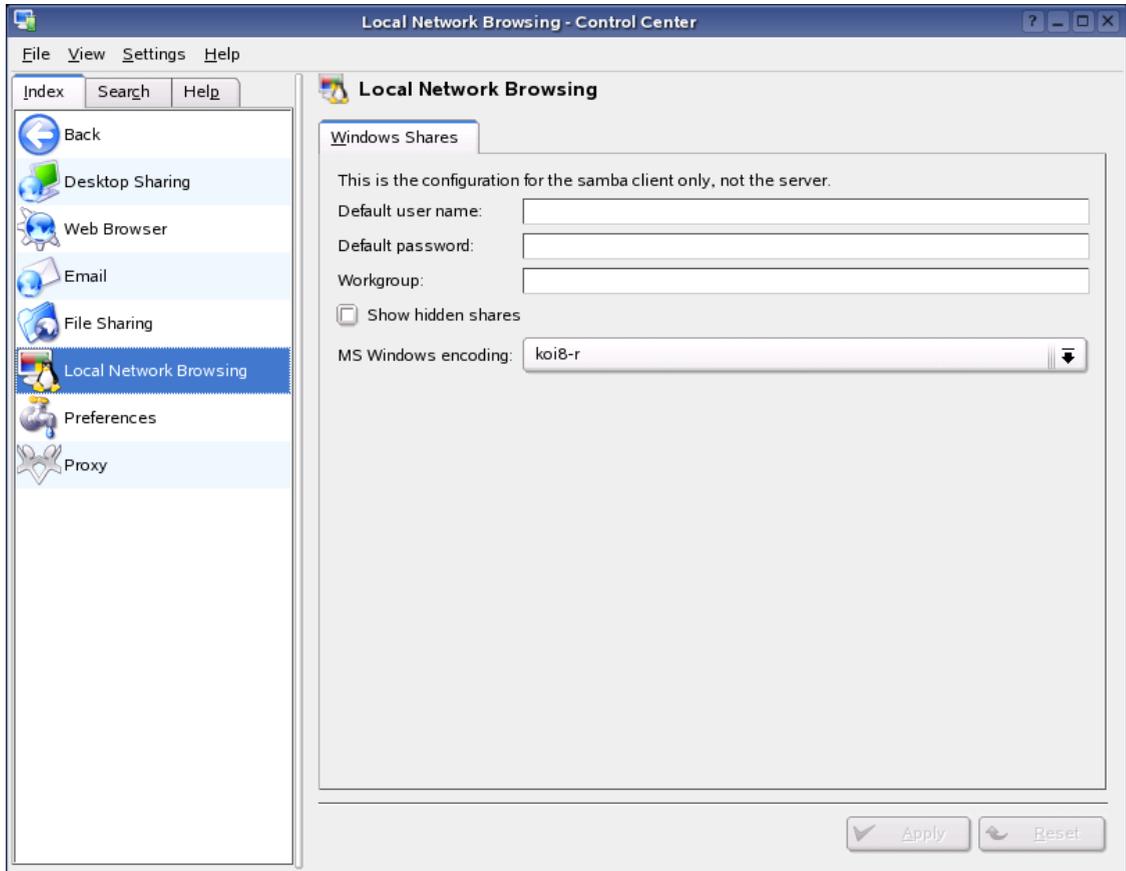
For more information, see "Using Konqueror to Make One of Your Own Directories Available to Other Network Users" on page 158.

3.3.6 Setting Advanced Network Preferences

Click *N > Control Center > Internet & Network > Preferences*.

Use this module to set advanced networking options such as timeout values for server connects. You should leave these options at the default values unless you have advanced knowledge about this functionality.

Figure 3-21 *KDE Control Center Preferences Dialog*
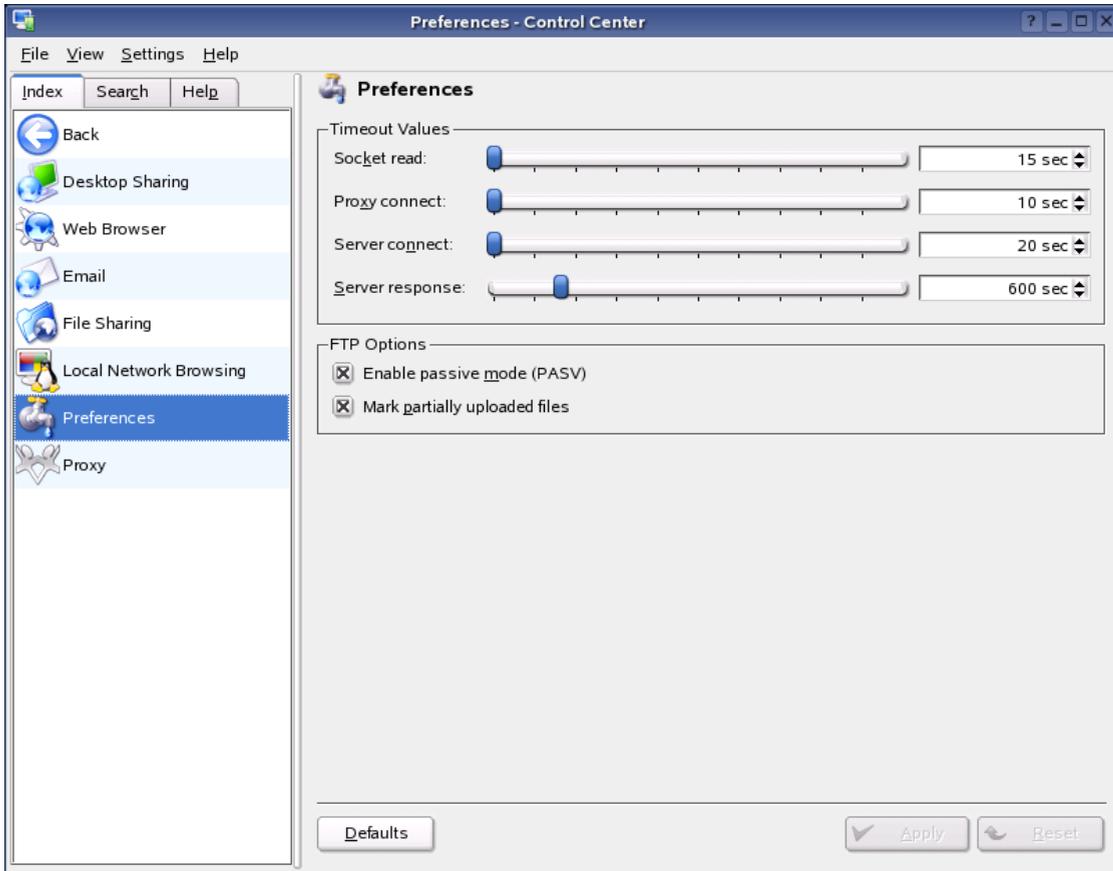
3.3.7 Connecting to a Proxy Server

Click *N > Control Center > Internet & Network > Proxy*.

Use this module to configure KDE to connect to a proxy server rather than directly to the Internet. You should generally leave these options at their default values unless you have advanced knowledge about this functionality. If you do use a proxy server, your network administrator will be able to tell you what details to fill in here.

Figure 3-22 *KDE Control Center Proxy Dialog*
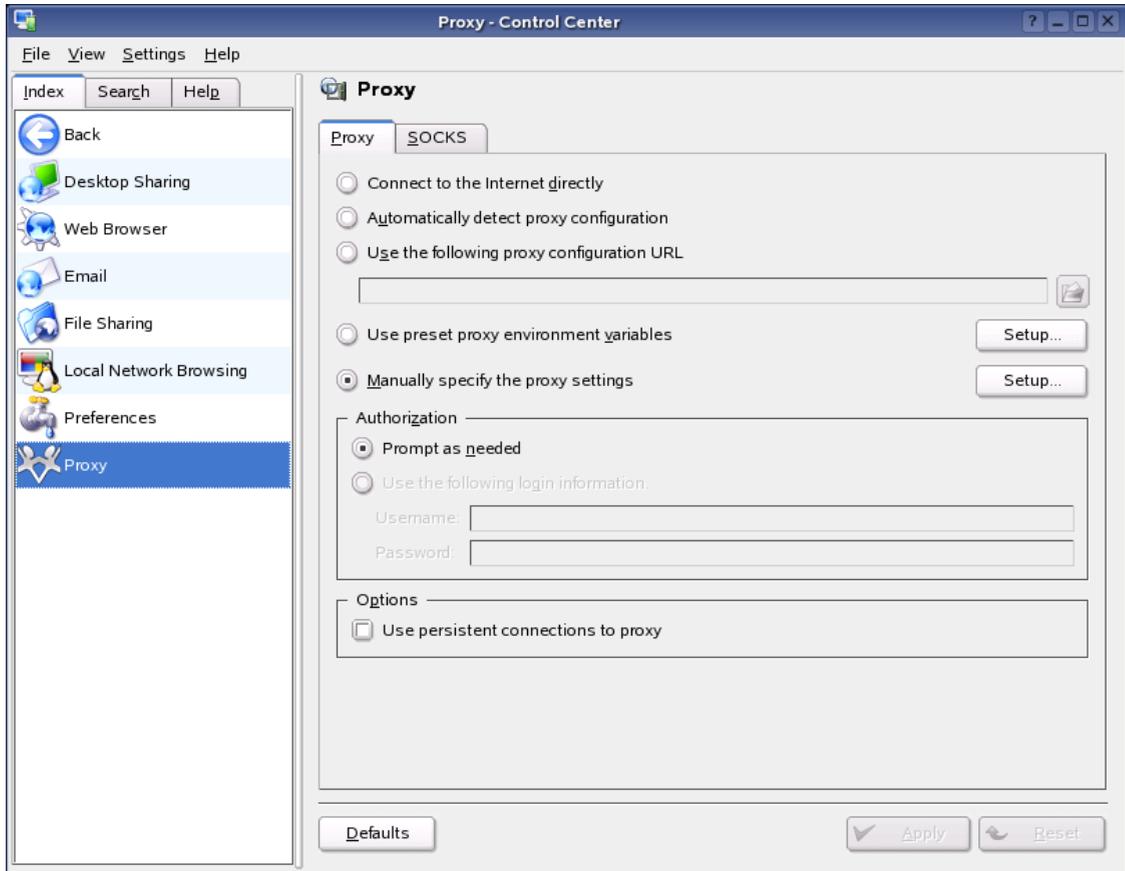
3.4 KDE Components

Use the settings under the KDE Components category to modify advanced KDE options such as file associations and default applications.

3.4.1 Setting Default Applications for Services

Click *N* > *Control Center* > *KDE Components* > *Component Chooser*.

The Component Chooser module lets you select the default applications you want to use for various services. You can define what e-mail client, embedded text editor, instant messenger, terminal emulator, and Web browser to use. If you prefer to use Xterm, Vim or Mozilla, this is the place to specify those preferences.

Figure 3-23   *KDE Control Center Component Chooser Dialog*
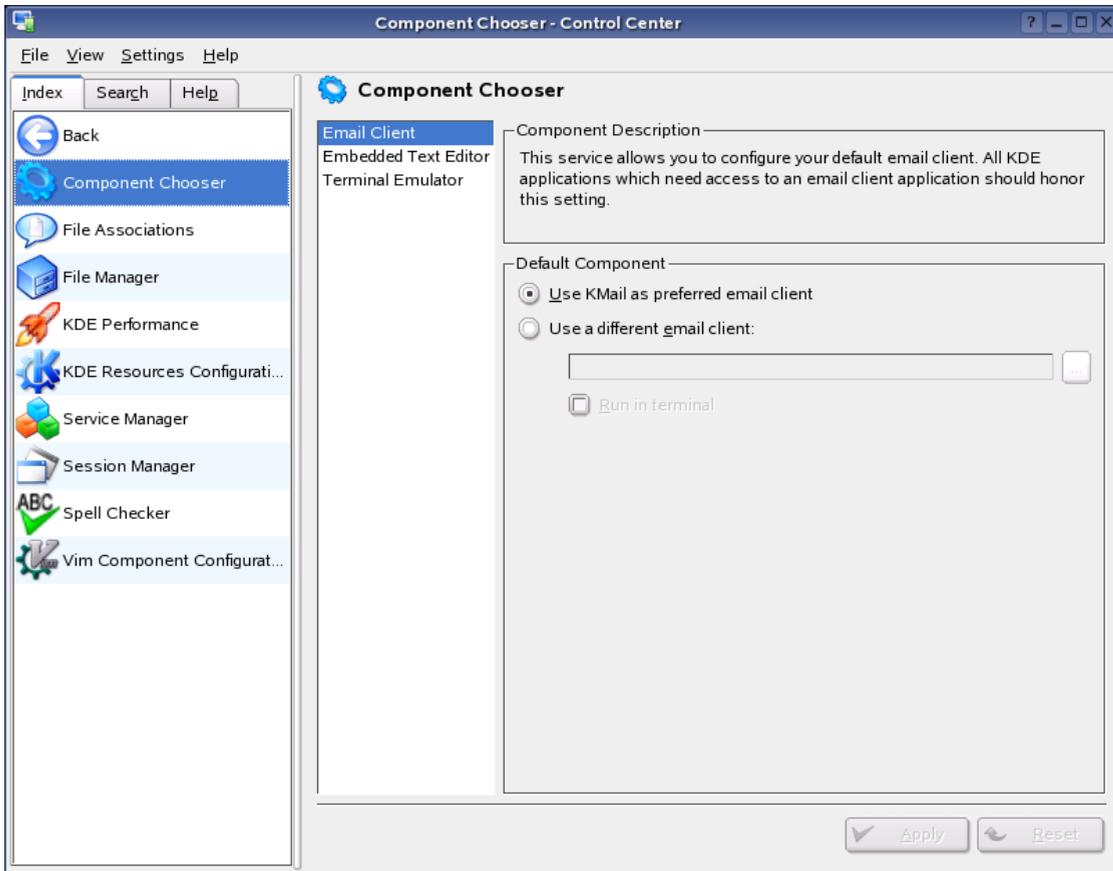
3.4.2 Configuring File Associations

Click *N > Control Center > KDE Components > File Associations*.

Use this module to configure everything to do with file associations. You can select a file type and choose what applications you want to open it with. You can also choose which icon you want to represent each file type, and whether to show it in an embedded or a separate viewer.

Figure 3-24   *KDE Control Center File Associations Dialog*
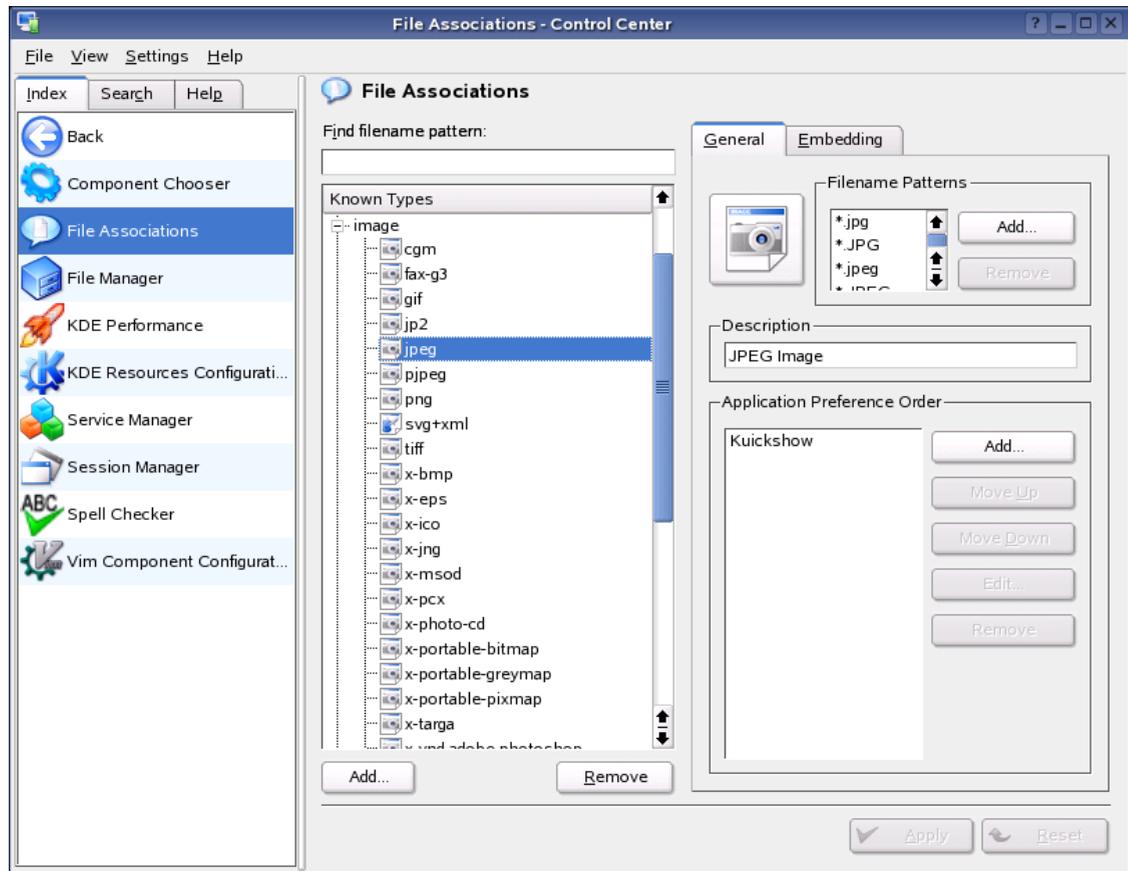
3.4.3 Configuring the Konqueror File Manager

Click *N > Control Center > KDE Components > File Manager*.

Use this module to configure the behavior of Konqueror in file manager mode. Among the options are fonts and font sizes, previews over various network protocols, and context menus. Konqueror is an extremely powerful and configurable file management tool with many options. For more information, see The Konqueror Handbook (http://docs.kde.org/development/en/kdebase/konqueror).

Figure 3-25 *KDE Control Center File Manager Dialog*
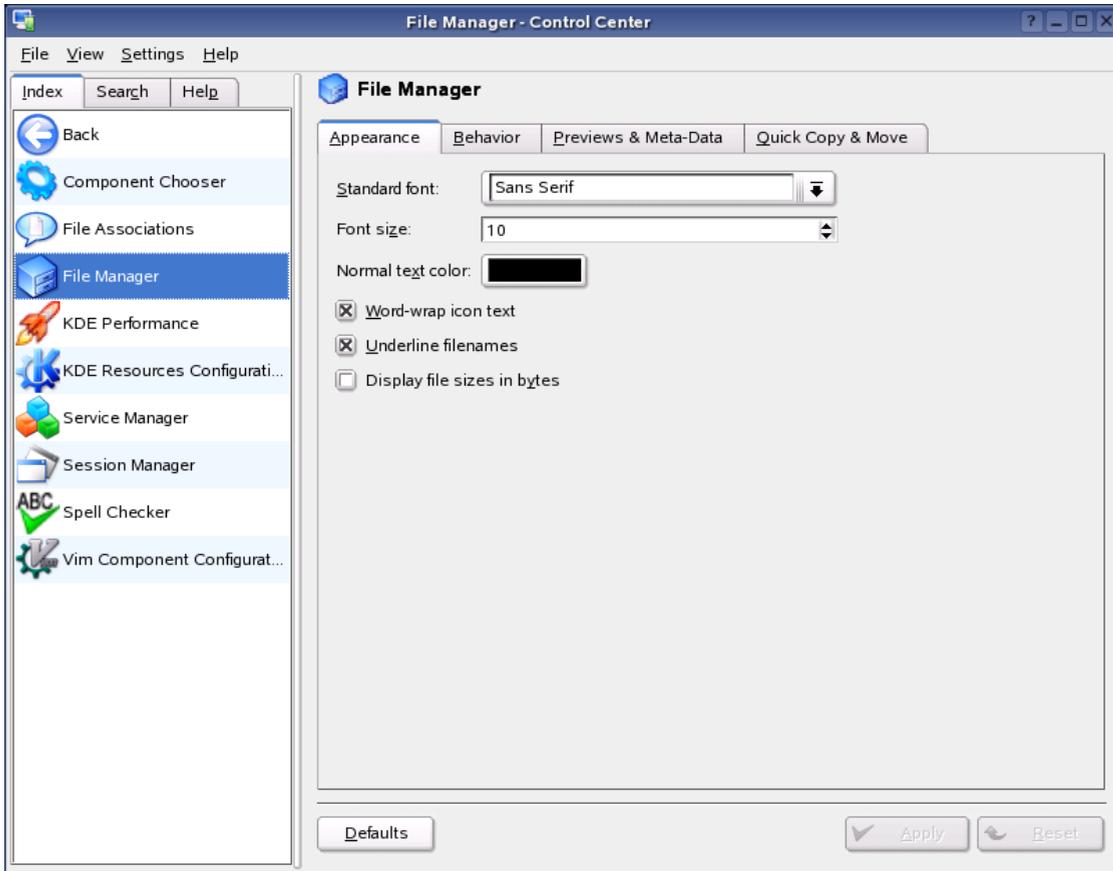
3.4.4 Configuring Konqueror Memory Usage

Click *N > Control Center > KDE Components > KDE Performance*.

Use this module to configure settings related to the memory usage of Konqueror. *Minimize Memory Usage* allows you to control whether separate instances of Konqueror open or whether all new Konqueror windows connect to the same instance. This has the effect of reducing memory usage. You can also select whether to preload Konqueror after KDE starts up, which reduces the start time.

Figure 3-26 *KDE Control Center KDE Performance Dialog*
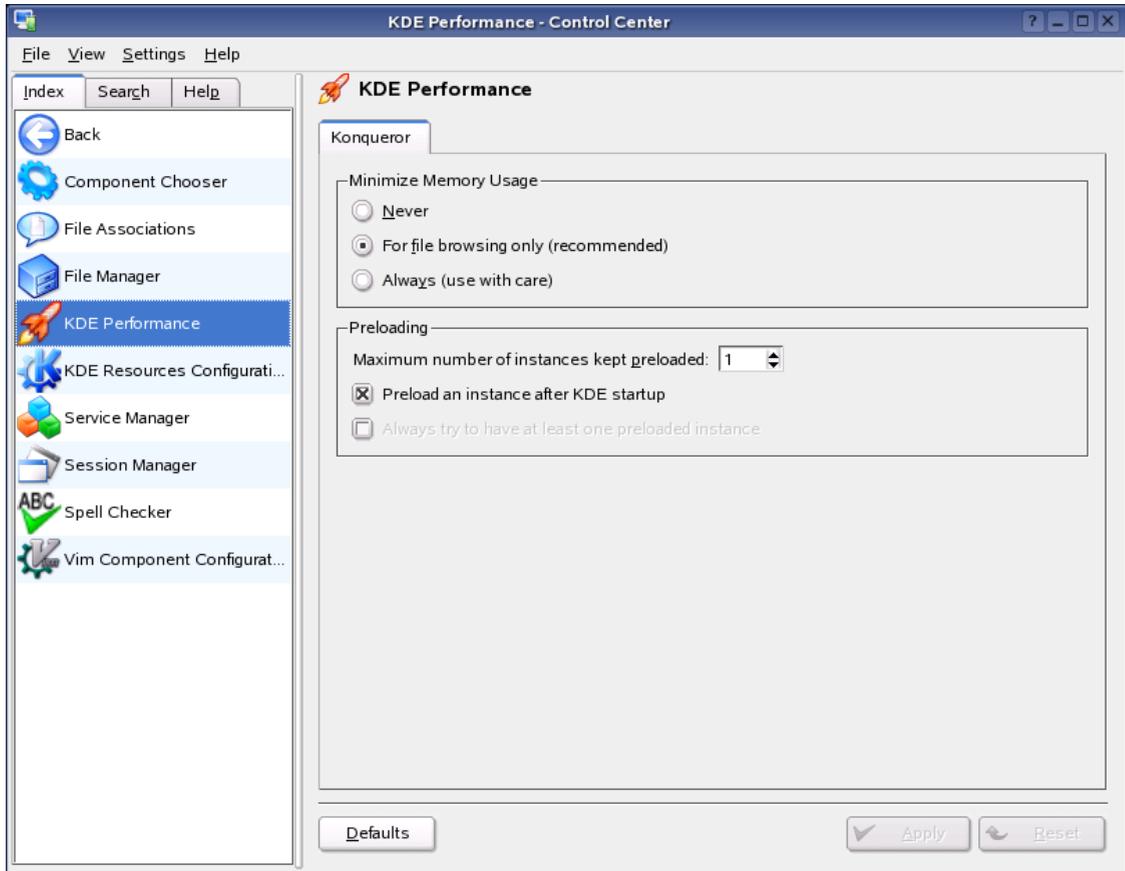
3.4.5 Configuring KDE Resources

Click *N > Control Center > KDE Components > KDE Resources Configuration*.

Different utilities (such as e-mail programs) can use multiple resources for loading and storing contacts, calendars, and notes. You can add more resources to the list by using the KDE Resource Configuration dialog.

Figure 3-27 *KDE Control Center KDE Resources Configuration Dialog*
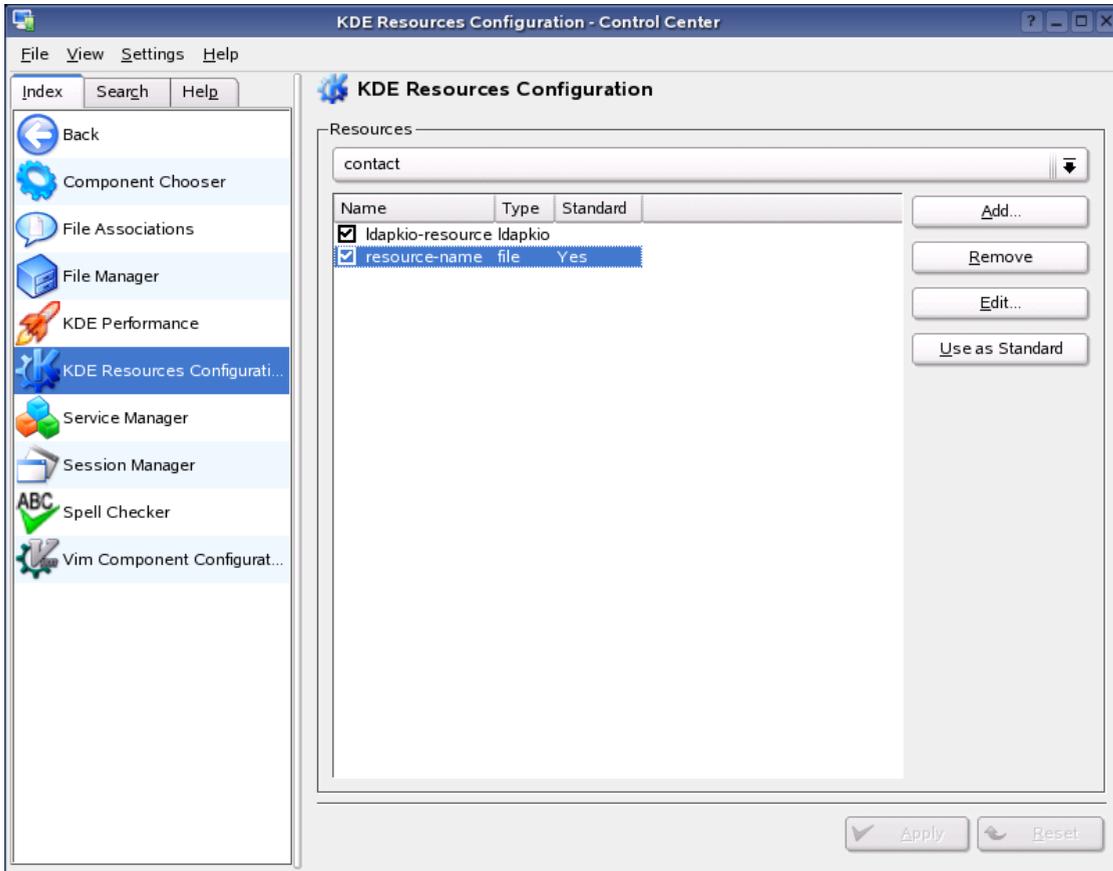
Load the configuration module you want to add your resources to by selecting it from the *Resources* drop-down list at the top dialog. For example, choose contact as the module for KAddressBook.

You can open the Resource Configuration dialog by clicking *Add*. Choose the resource you want to add to your module, then click *OK*. The type of resources available to you depend on the Resource you currently have selected.

3.4.6 Starting and Stopping Services

Click *N* > *Control Center* > *KDE Components* > *Service Manager*.

The Service Manager module displays a static list of services that are started on demand, and a second list of services that can be manipulated by the user. The services in the first list cannot be modified or changed. You can configure the services in the second list to load at startup, and manually start and stop services.

Figure 3-28 *KDE Control Center Service Manager Dialog*
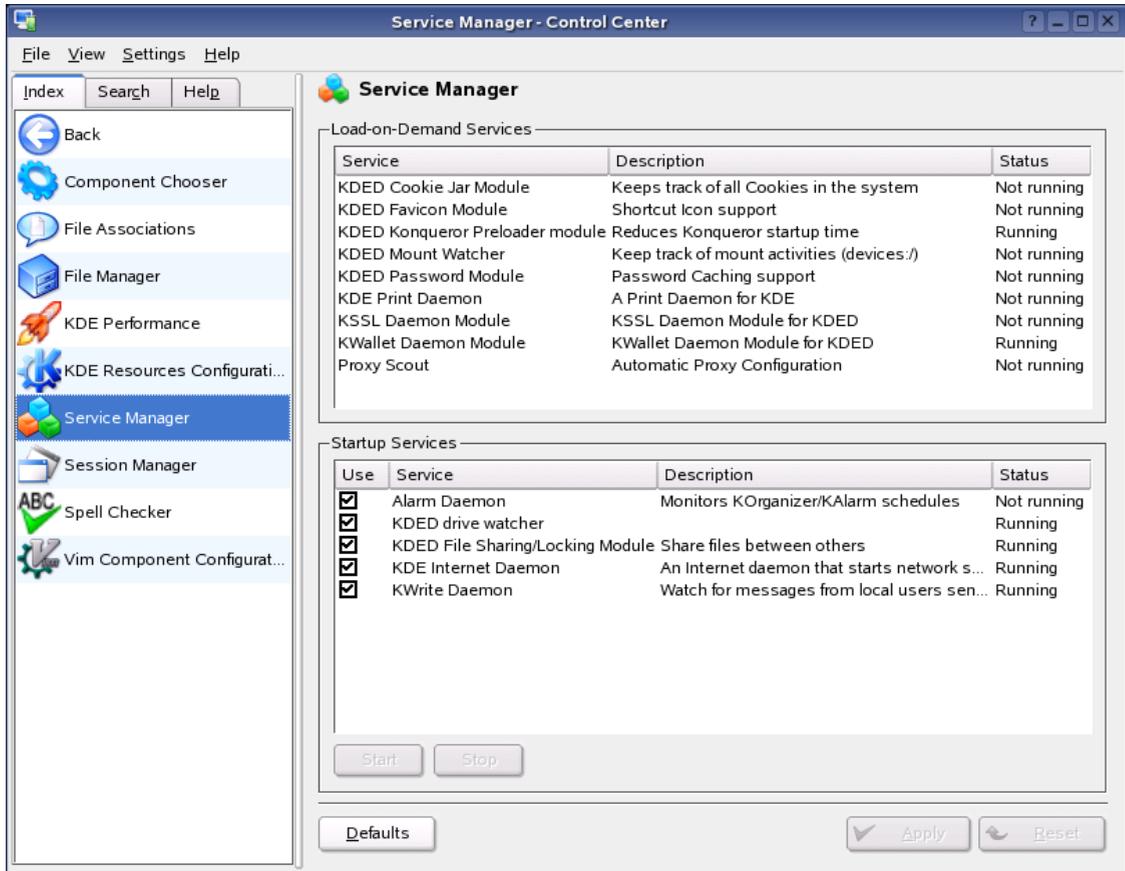
3.4.7 Configuring Sessions

Click *N > Control Center > KDE Components > Session Manager*.

Use this module to configure how KDE handles sessions. You can configure KDE to remember your previous session and restore the applications you were using the next time you log in. You can also specify individual applications to exclude from being restored, or disable restoring sessions on login.

Figure 3-29 *KDE Control Center Session Manager Dialog*
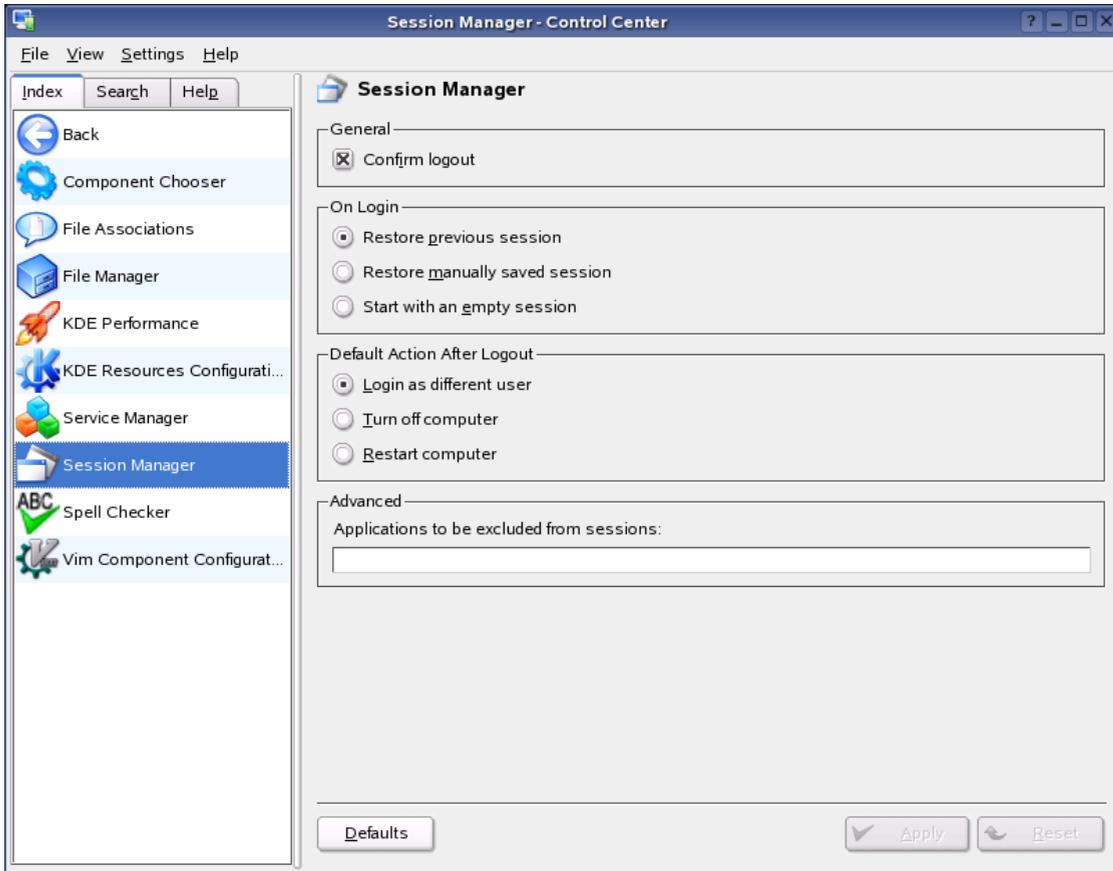
3.4.8 Configuring the Spell Checker

Click *N > Control Center > KDE Components > Spell Checker*.

This module lets you configure the KDE spell checker. It allows you to modify what spell checker to use, what types of error to check for and also what default dictionary to use. KDE supports the use of both ASpell (http://aspell.sourceforge.net) and ISpell (http://fmg-www.cs.ucla.edu/fmg-members/geoff/ispell.html) dictionaries.

Figure 3-30 *KDE Control Center Spell Checker Dialog*
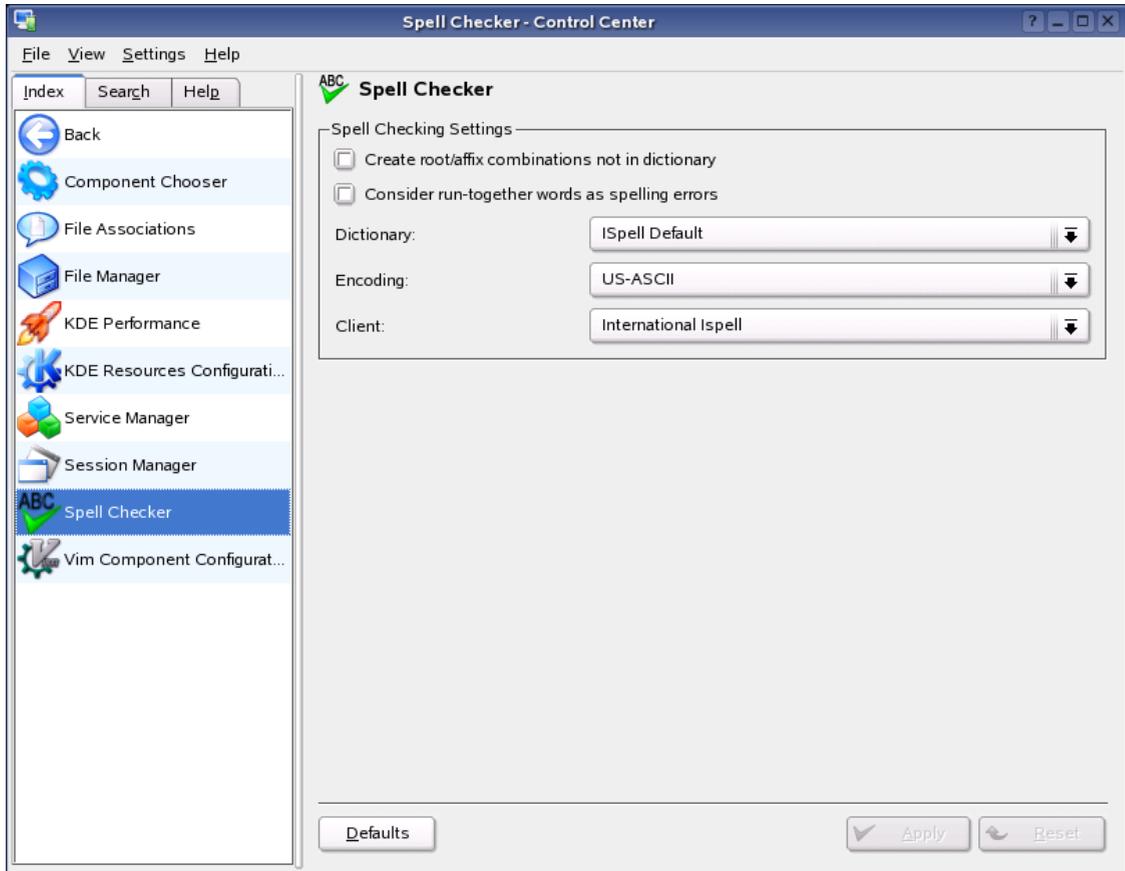
3.4.9 Configuring Vim Components

Click *N > Control Center > KDE Components > Vim Component Configuration*.

Vim is a highly configurable text editor built to enable efficient text editing. It is an improved version of the vi editor distributed with most UNIX systems.

This module lets you configure the use of Vim as an embeddable component. You need to have a recent version of GVim (http://www.vim.org/download.php) or KVim (http://www.freehackers.org/kvim) installed for this. You can configure the appearance of the editor, and which Vim binary to use.

Figure 3-31   *KDE Control Center Vim Component Configuration Dialog*
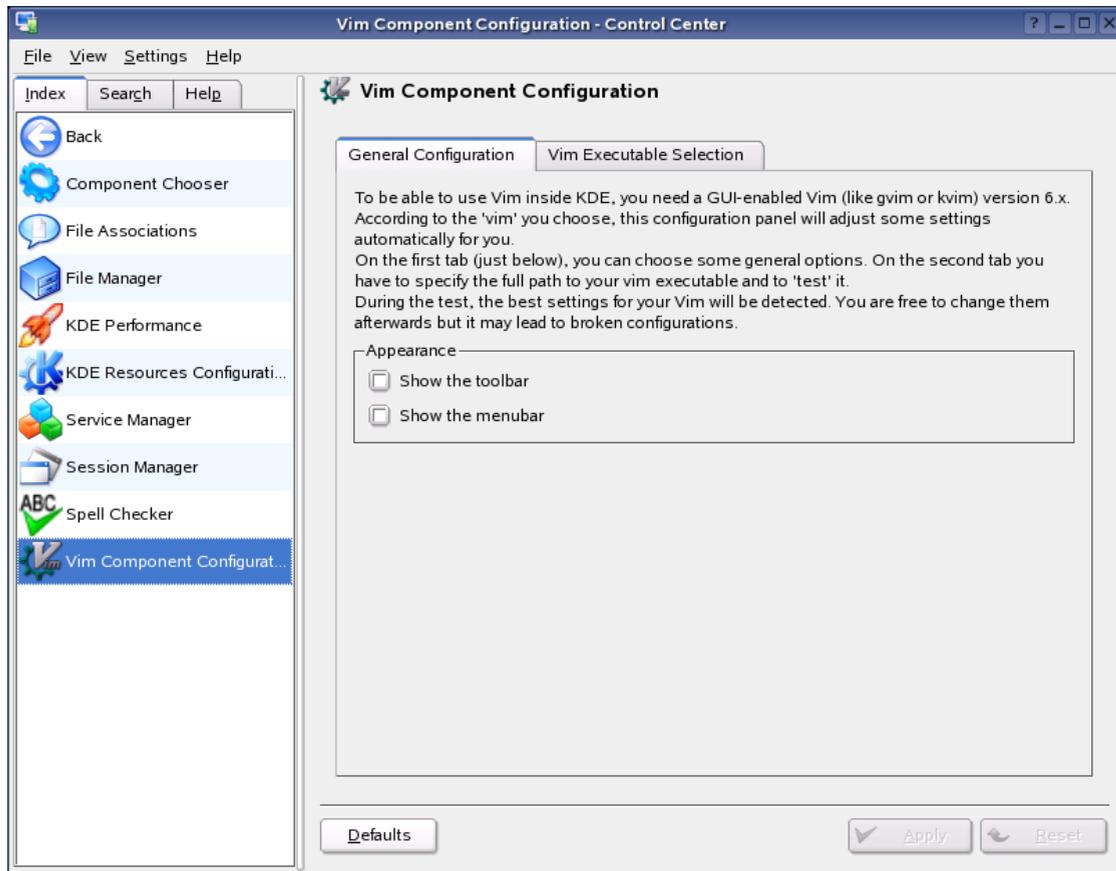
For more information, see Vim the Editor (http://www.vim.org).

3.5 Peripherals Settings

Use the settings under the Peripherals category to change mouse, keyboard, and printer administration configurations.

- "Modifying Display Settings" on page 85
- "Configuring Basic Keyboard Settings" on page 86
- "Configuring Mouse Settings" on page 87
- "Configuring Printers" on page 89
- "Configuring Remote Control Buttons" on page 90

3.5.1 Modifying Display Settings

Click *N > Control Center > Peripherals > Display*.

Use this module to modify settings for the size, orientation and refresh rate of your display, and whether you want these settings to be applied on KDE startup. On the *Power Control* tab, you can configure power management options for this screen, such as screen blanking.

Figure 3-32 *KDE Control Center Display Dialog*
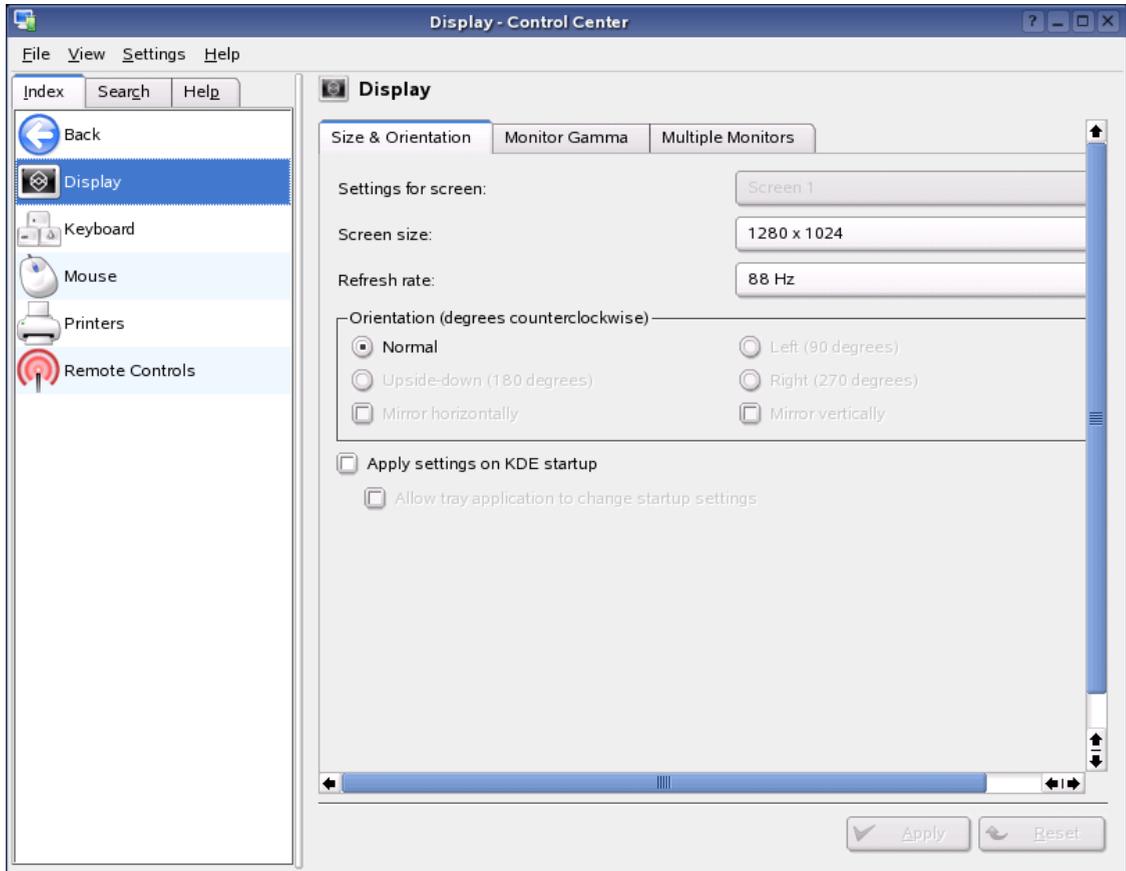
3.5.2 Configuring Basic Keyboard Settings

Click *N > Control Center > Peripherals > Keyboard*.

This module allows you to configure basic keyboard settings. These include keyboard repeat delay and rate, and the numlock state on KDE startup.

Figure 3-33 *KDE Control Center Keyboard Dialog*
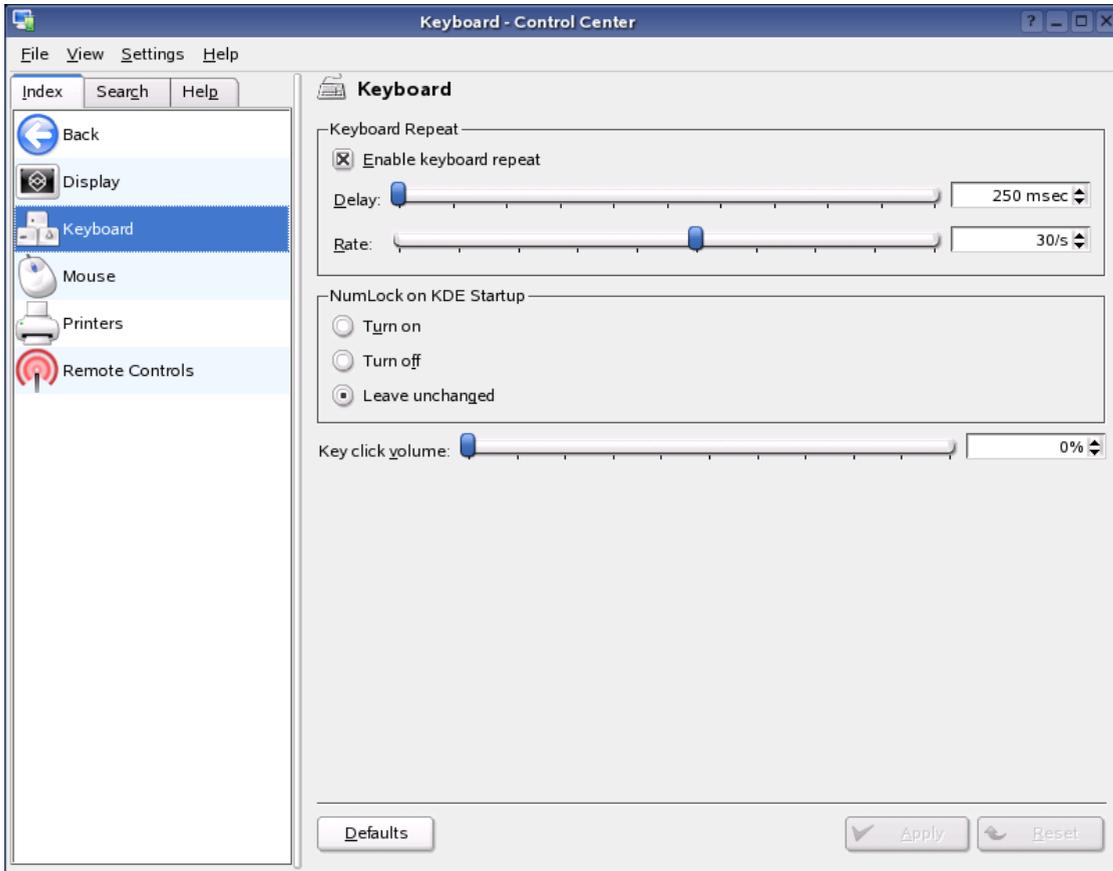
Choose from the following options:

- **Keyboard Repeat:** Keeping a key pressed causes the associated character to be printed repeatedly as long as the key is pressed. The option is activated by default.

- **Key Click Volume:** If you want to hear a sound when a key is clicked, activate this option and adjust the volume with the slider.

- **Use Sticky Keys, Slow Keys, or Bounce Keys:** These options are the same as those listed in "Configuring Accessibility Settings" on page 93, where they are described in detail.

- **NumLock on KDE Startup:** Determines whether the number pad of your keyboard should be active when KDE is started.

For information about keyboard accessibility options, see "Configuring Keyboard Layouts" on page 96 and "Configuring Keyboard Shortcuts" on page 96.

3.5.3 Configuring Mouse Settings

Click *N > Control Center > Peripherals > Mouse*.

Use this module to configure mouse settings. You can switch the button order, reverse the scroll direction, or modify the behavior of clickable icons. You can also preview, install, and select cursor themes. The *Advanced* tab allows you to further fine-tune your mouse settings.

Figure 3-34 *KDE Control Center Mouse Dialog*
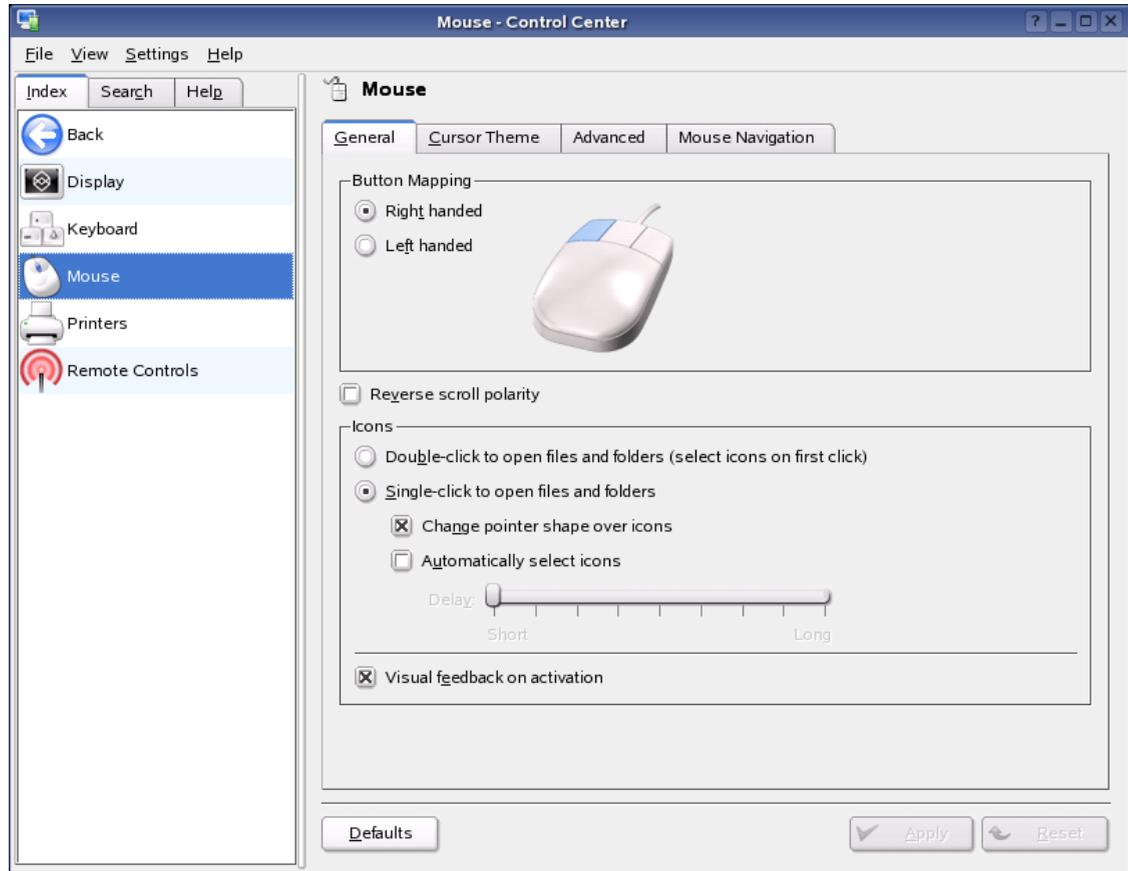
The mouse configuration includes three tabs: *General*, *Advanced*, and *Mouse Navigation*.

The configuration options on the *General* page include:

- **Button Mapping:** Specifies right-handed or left-handed use of your mouse.
- **Icons:** Determines how the system should react to clicks and double-clicks. The default setting for the KDE desktop is a single click for opening files or folders and a mouse pointer that changes its appearance when it is moved over icons. Select *Double-click to Open Files and Folders* if you want to use double-click for opening files and folders, while a single click only selects icons. You can also set the size and color of the pointer and the visual feedback on activation.

The configuration options on the *Advanced* page include:

- **Pointer Acceleration and Pointer Threshold:** The pointer acceleration defines the relation between the movement speed of the input device (mouse) and the speed of the pointer on the screen. The higher the selected factor is, the more difficult it is to control the screen pointer. The threshold (in pixels) specifies the distance the pointer must cover before the indicated pointer acceleration is activated. This lets you easily control the mouse pointer when covering small distances and cover large distances on the screen with small movements.
- **Double Click Interval:** Sets the maximum interval between two mouse clicks that should be interpreted as a double-click.

- **Drag Start Time and Drag Start Distance:** The object selected with a click is moved if you move it by the distance in pixels specified in Drag Start Distance within the period specified in Drag Start Time.

- **Mouse Wheel Scrolls By:** If you have a wheel mouse, this option specifies the number of lines the image should scroll per wheel tooth.

To be able to navigate the mouse pointer with the arrow keys of the number pad, activate this function under Mouse Navigation and customize the parameters according to your needs.

3.5.4 Configuring Printers

Click *N > Control Center > Peripherals > Printers*.

This module lets you configure printers using a variety of print systems. You can add local and remote printers, check current jobs, and look at printer properties.

Figure 3-35   *KDE Control Center Printers Dialog*
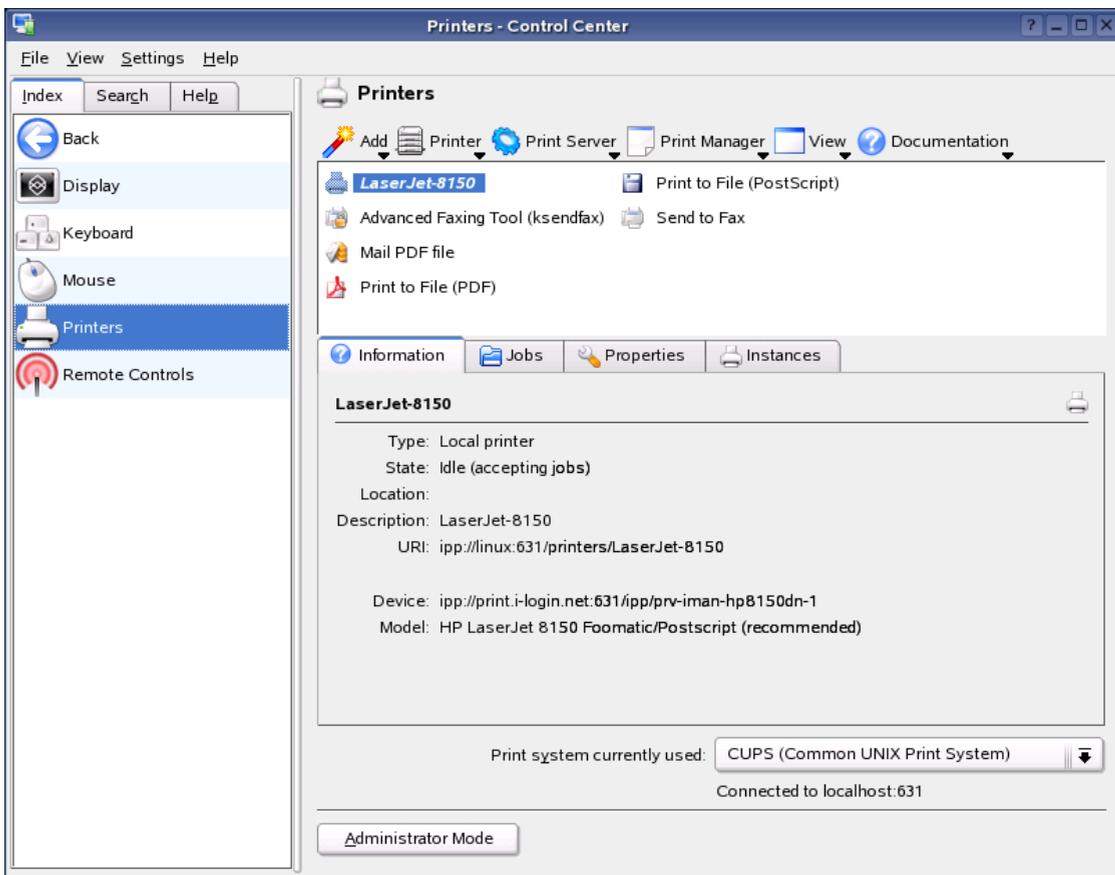
The printer administration module consists of three parts. The top lists all printers available in the network. The center features a configuration and information are with four tabs. The bottom indicates the current print system type. The following description only covers the configuration part.

TIP: The configuration options relevant for your daily work with the system can be accessed under Jobs and Instances. Information and Properties mainly provide information or are used for system administration.

Depending on which printer is currently selected in the overview, you can view and modify the status and model information and configuration options on the following four tabs:

- **Information:** Provides information about the printer, such as the printer type, its status, location, and designation. You cannot modify this information.

- **Jobs:** Corresponds to KJobViewer, described in "Monitoring Print Jobs" on page 164.

- **Properties:** All settings related to the printer are available here: general information, drivers, interfaces, separator pages, quotas, and user accesses.

- **Instances:** Depending on the document type, you might have diverse requirements for the printouts (page format, duplex printing, orientation, print quality, and banners). Combine the characteristic settings for each type in instances. To create a new profile, select New and specify a name for the profile. Click Settings to open a configuration dialog where you can specify these settings. To define one of your custom profiles as the default for this printer, click Set As Default. Your default profile is used when printing from applications. You can switch only between the individual profiles in the printer administration module.

For more information, see Chapter 9, "Managing Printers," on page 163.

3.5.5 Configuring Remote Control Buttons

Click *N* > *Control Center* > *Peripherals* > *Remote Controls*.

The Remote Controls module (kcmlirc) lets you configure buttons on remote controls to perform functions in KDE programs. Modes are used to allow the same button to control different actions in different circumstances.

Figure 3-36   *KDE Control Center Remote Controls Dialog*
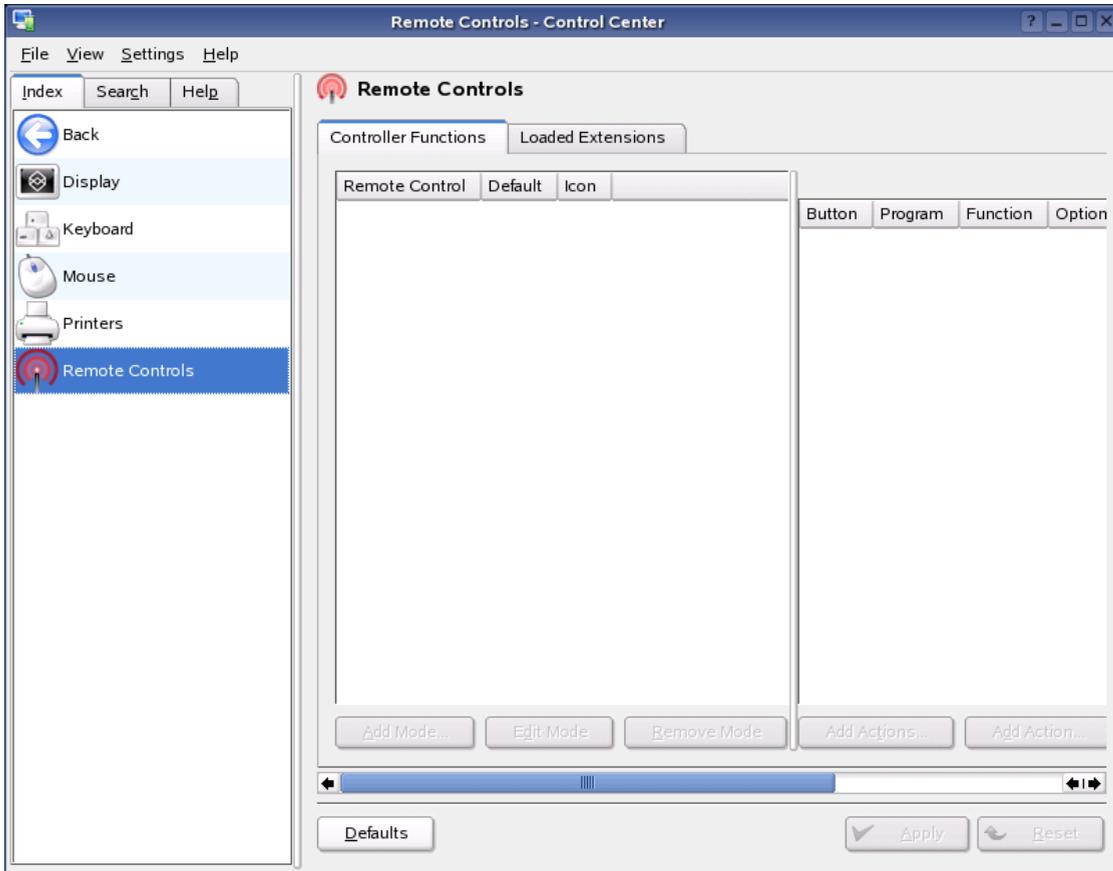
This module requires LIRC, a package that lets you decode and send infrared signals for many commonly used remote controls. For information, see the Linux Infrared Remote Control (http://www.lirc.org) Web site.

3.6 Power Control Settings

Use the settings in the Power Control category to configure power saving features (if your monitor supports them), and configure the appearance and behavior of the laptop battery monitor.

- "Configuring Power Saving Features" on page 91
- "Configuring the Appearance and Behavior of the Laptop Battery Monitor" on page 92

3.6.1 Configuring Power Saving Features

Click *N* > *Control Center* > *Power Control* > *Display Rower Control*.

If your display supports power saving features, you can configure them using this module.

Figure 3-37 *KDE Control Center Display Power Control Dialog*
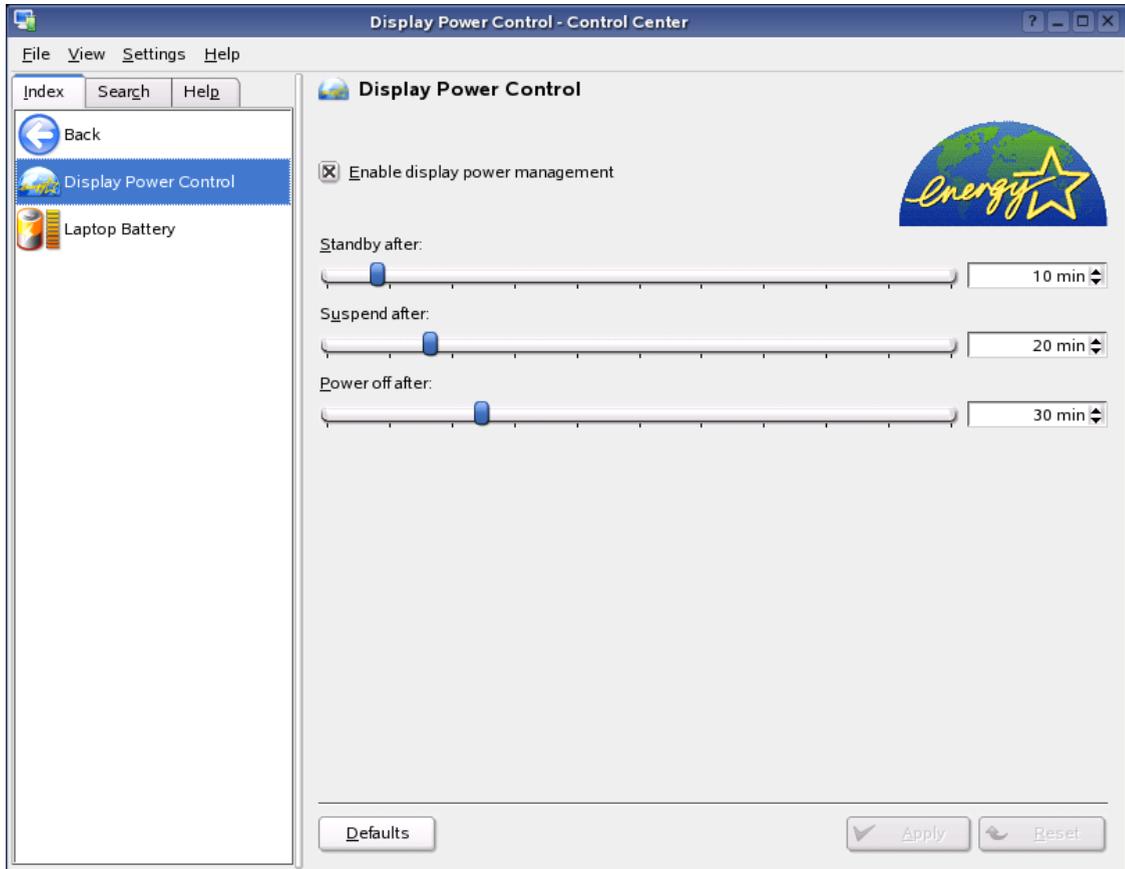
There are three levels of power saving: standby, suspend, and off. The greater the level of power saving, the longer it takes for the display to return to an active state.

To wake up the display from a power saving mode, you can make a small movement with the mouse, or press a key that is not likely to cause any unintentional side-effects (for example, the Shift key).

3.6.2 Configuring the Appearance and Behavior of the Laptop Battery Monitor

Click *N* > *Control Center* > *Power Control* > *Laptop Battery*.

Use this module to configure the appearance and behavior of the Klaptopdaemon battery monitor. You can select battery icons to represent different power states, and set up notification of certain events. If your battery runs down to a critical level, you can configure the daemon to suspend or shut down your laptop to save you from losing data.

Figure 3-38 *KDE Control Center Laptop Battery Dialog*
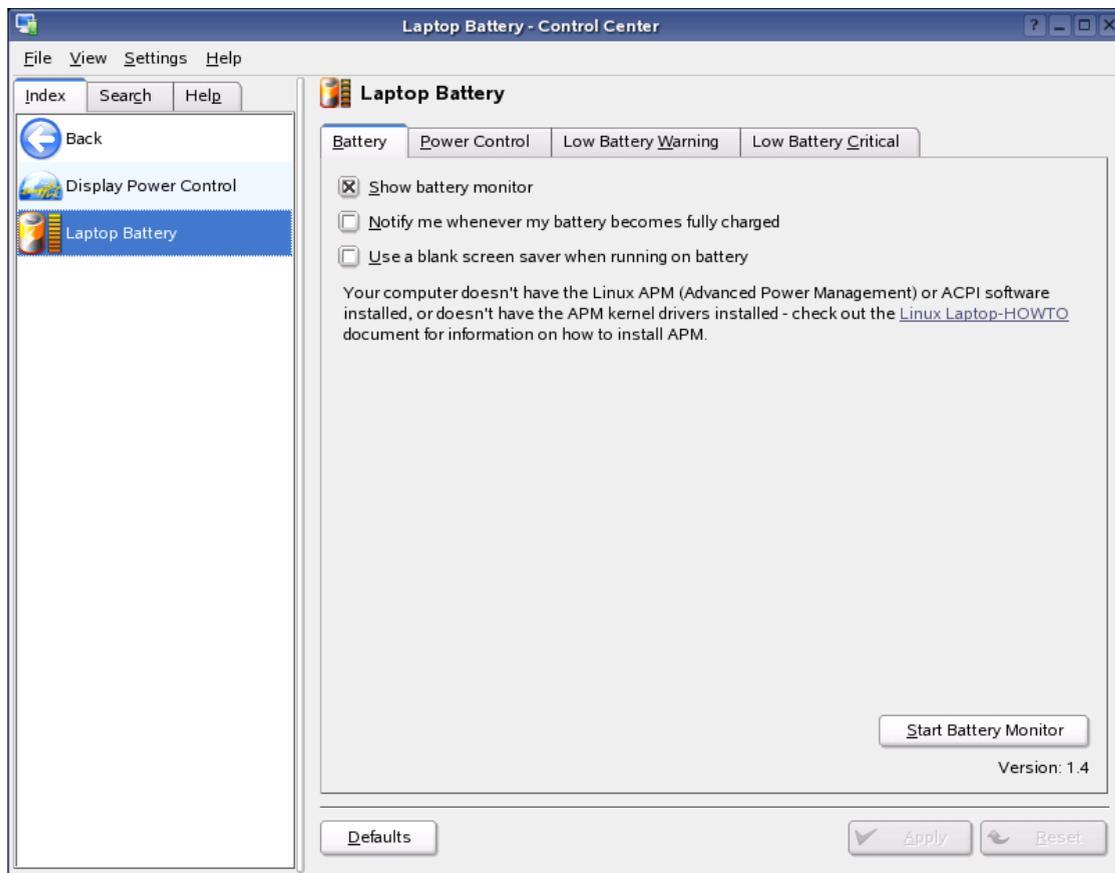
3.7 Regional & Accessibility Settings

Use the settings under the Regional & Accessibility category to configure options to do with region and locale, and also accessibility-related options for disabled persons.

3.7.1 Configuring Accessibility Settings

Click *N > Control Center > Regional & Accessibility > Accessibility*.

This module facilitates access to the system for users with hearing problems or motor disorders. This module contains the *Bell* and *Keyboard* tabs.

Figure 3-39   *KDE Control Center Accessibility Dialog*
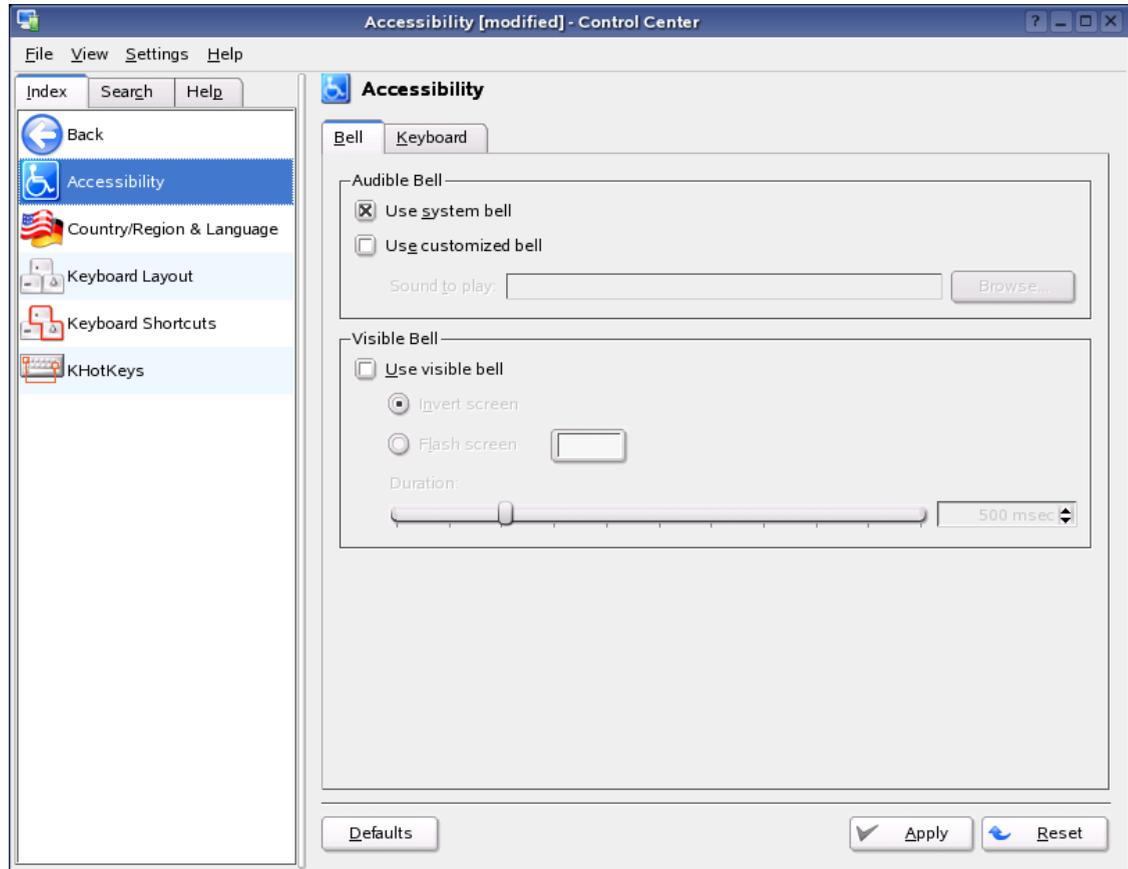
The options in this dialog include:

- **Audible Bell:** System bells can be communicated to the user in a visible or in an audible form. The default setting is the audible variant with *Use System Bell*. To configure a specific sound, activate *Use Customized Bell* and then use *Browse* to select a suitable sound from the list.

- **Visible Bell:** For system bells to be communicated visually, activate *Use Visible Bell*. If no other modifications are performed, the screen is inverted when a system bell rings (*Invert Screen* is activated by default). The duration of the visual bell can be adjusted with the slider. Instead of the inversion, the screen can be set to flash. To do this, activate *Flash Screen* and then select a suitable color in the color editor by clicking the color bar.

- **Sticky Keys:** Some shortcuts require a key to be held down (this is the case with Alt, Ctrl, and Shift) while the second part of the shortcut is entered. If sticky keys are used, the system considers these keys to be pressed continuously even if they are pressed only once.

- **Slow Keys:** Determines if and to what extent the system delays the output of characters on the screen when a key is pressed. The longer the interval adjusted with the slider is, the longer a key can be pressed without triggering a repeated output of the respective character on the screen.

- **Bounce Keys:** If you activate this option, pressing a key twice is interpreted as two characters only if the interval selected with the slider has elapsed. If a key is pressed twice inadvertently, this is ignored.

3.7.2 Configuring Country, Region, and Language Options

Click *N* > *Control Center* > *Regional & Accessibility* > *Country/Region & Language*.

This module lets you configure options that are specific to your location, such as language, currency, and the date format. The settings in this module apply only to KDE applications. Other applications, such as OpenOffice.org, might need to be configured separately.

Figure 3-40 *KDE Control Center Country/Region & Language Dialog*
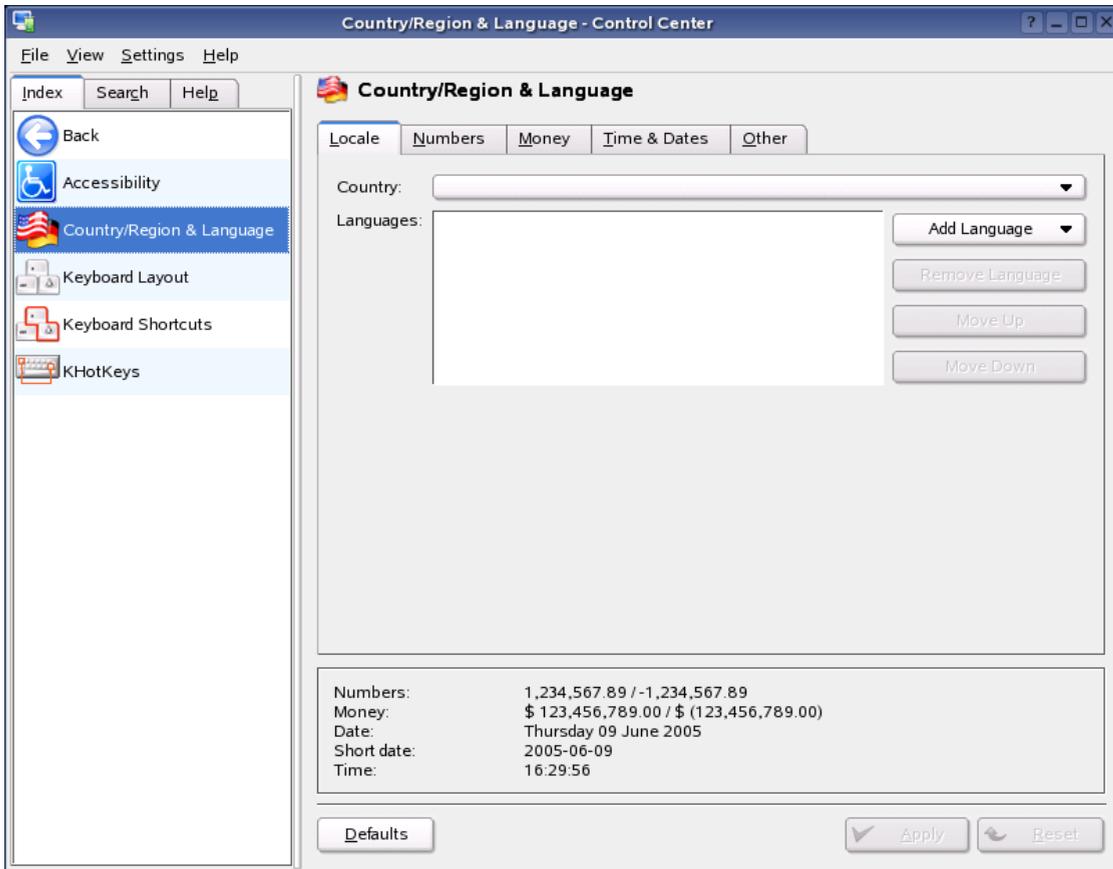
All regional system settings can be configured using these five tabs:

- **Locale:** Use the drop-down menu to select the desired country from the list. Settings such as the language, numbers, currency, time, and date are automatically set to suitable values. A preview of all current regional settings is displayed at the bottom of the page. For example, to use the regional settings for the U.S. but use Spanish as the system language, click Add Language to select this language and add it to the list of available system languages. To remove a language, select it from the list and click Remove Language.

- **Numbers:** To use different number settings than the default settings associated with the country selected under Locale, configure the decimal symbol, thousands separator, positive sign, and negative sign. The decimal symbol and the thousands separator for currencies are configured separately on the Money tab.

- **Money:** Configure all currency-related settings that should differ from the default settings for the selected system language. The position of the currency symbol and the prefix for positive

and negative amounts are arranged in such a way that the currency symbol precedes the prefix and the amount.

- **Time & Date:** Sets the time format, date format, short date format, and first day of the week.
- **Other:** Sets the default paper format and measurements. On a U.S. system, the default paper format is US Letter and the imperial system is used for measurements.

3.7.3 Configuring Keyboard Layouts

Click *N* > *Control Center* > *Regional & Accessibility* > *Keyboard Layout*.

Use this module to configure Kxkb, a keyboard layout switching utility that uses the X Window System* xkb extension. It allows you to switch between different layouts using a tray indicator or a keyboard shortcut. You can enable/disable keyboard layouts through this dialog, and add more. Some of the more powerful features are the ability to configure switching of layouts globally, per application or per window.

Figure 3-41 *KDE Control Center Keyboard Layout Dialog*
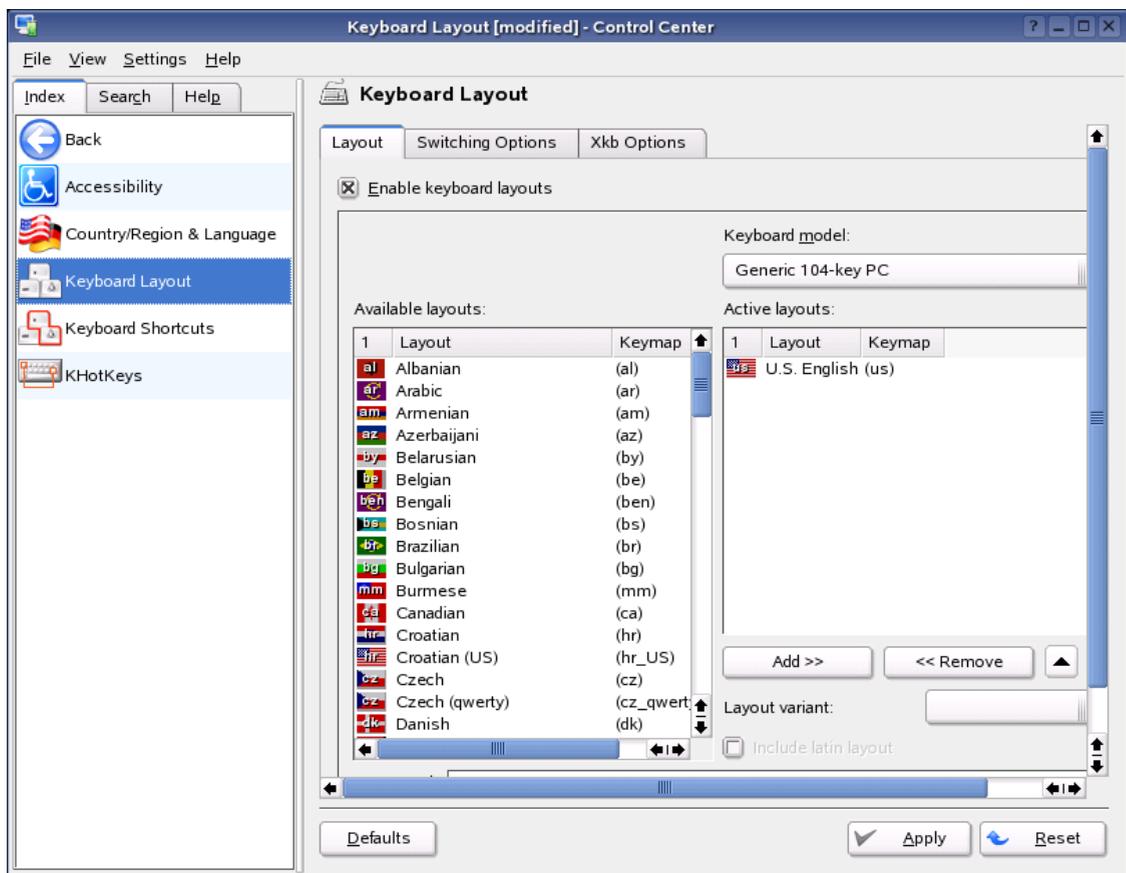
For more information, see "Configuring Basic Keyboard Settings" on page 86 and "Configuring Keyboard Shortcuts" on page 96.

3.7.4 Configuring Keyboard Shortcuts

Click *N* > *Control Center* > *Regional & Accessibility* > *Keyboard Shortcuts*.

Use this module to configure global KDE keyboard shortcuts. There are several predefined shortcut schemes you can use if you are more used to another windowing environment, such as Windows or Macintosh. If you prefer, you can customize your own scheme and modifier keys.

Figure 3-42 *KDE Control Center Keyboard Shortcuts Dialog*
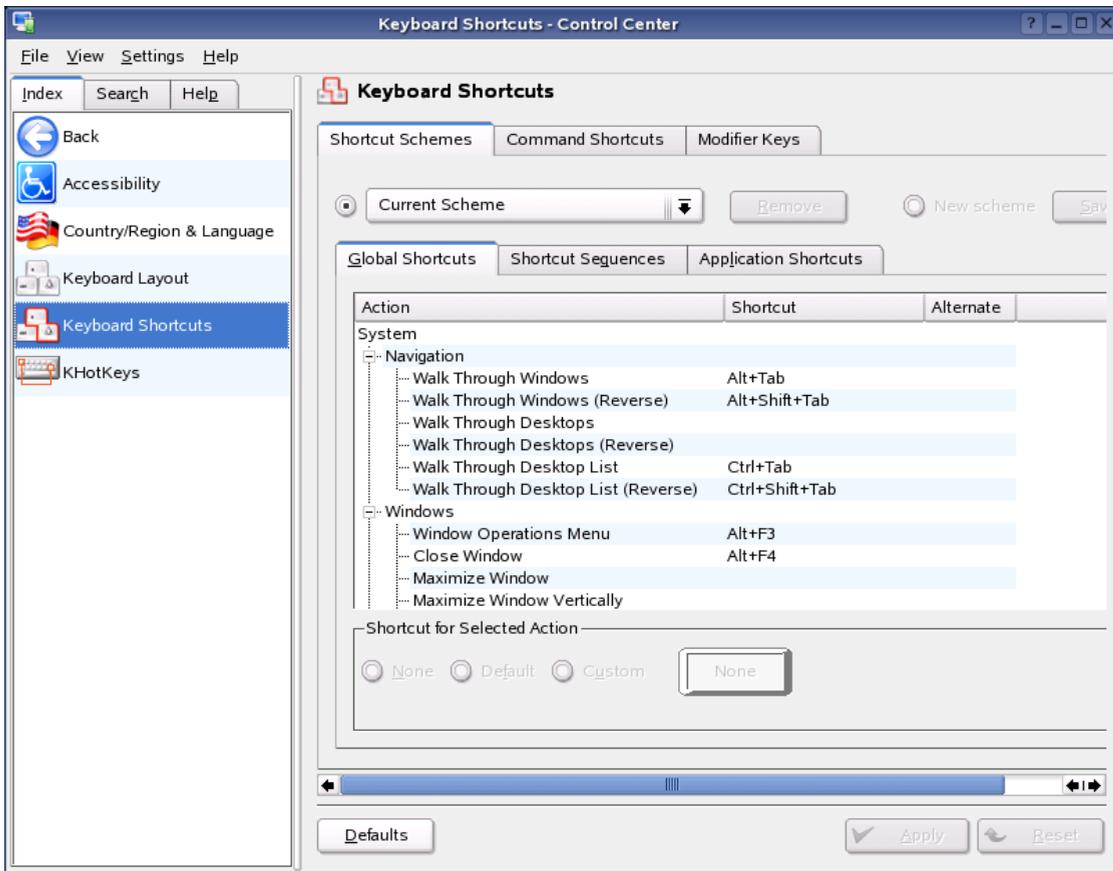
Use *Shortcut Schemes* to select an existing layout or create new keyboard layout schemes. *Modifier Keys* provides an overview of the special keys available on your keyboard.

Your system offers a number of predefined shortcuts for specific tasks arranged in schemes. Use *Shortcut Schemes* to manage all shortcuts on your system. By default, the following schemes are available on your system:

- Windows Scheme (With Win Key)
- Mac Scheme
- KDE Default for 3 Modifier Keys
- Windows Scheme (Without Win Key)
- KDE Default for 4 Modifier Keys
- UNIX Scheme

To change the scheme used on your system, select one of the listed schemes and adopt it globally (*Global Shortcuts*, *Shortcut Sequences*, and *Application Shortcuts*) or assign shortcuts to individual actions and save them as a custom scheme.

To create a new shortcut for an action or modify an existing shortcut, click the tab for the respective area (for example, Global Shortcuts) and then click the action to assign (for example, *Show Taskmanager*). The *Shortcut for Selected Action* section is then activated at the bottom of the page. Three radio buttons offer the basic configuration options of *None*, *Default*, and *Custom*.

Existing schemes are write-protected, allowing restoration of the default values at any time. Save your own modifications by clicking *Save* at the top right and specifying a name for your custom scheme. The new scheme is then listed in the selection menu.

TIP: Under Application Shortcuts, you can configure only standard actions available in all applications. Program-specific shortcuts must be configured in the program itself.

For more information, see "Configuring Basic Keyboard Settings" on page 86 and "Configuring Keyboard Layouts" on page 96.

3.7.5 Configuring Input Actions

Click *N > Control Center > Regional & Accessibility > KHotKeys*.

Use this module to configure input actions, such as mouse gestures and keyboard shortcuts, for launching applications and running commands.

Figure 3-43 *KDE Control Center KHotKeys Dialog*
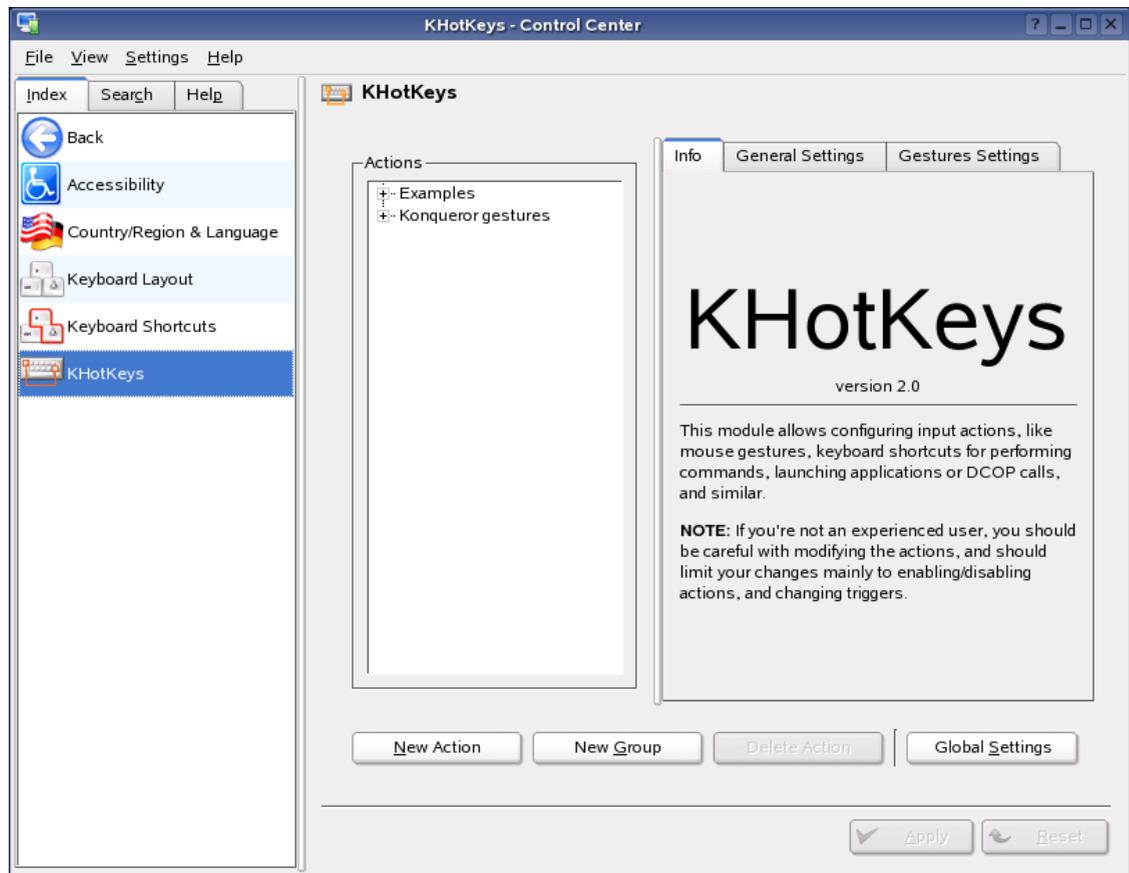
3.8 Security & Privacy Settings

Use the settings under the Security & Privacy category to manage your personal security certificates, configure KWallet, control the way passwords are treated, and clear privacy settings such as Web histories and browser caches.

3.8.1 Configuring Encryption

Click *N* > *Control Center* > *Security & Privacy* > *Crypto*.

This module lets you configure SSL (Secure Sockets Layer) for use with most KDE applications, and manage your personal certificates and the known certificate authorities.

Figure 3-44 *KDE Control Center Crypto Dialog*
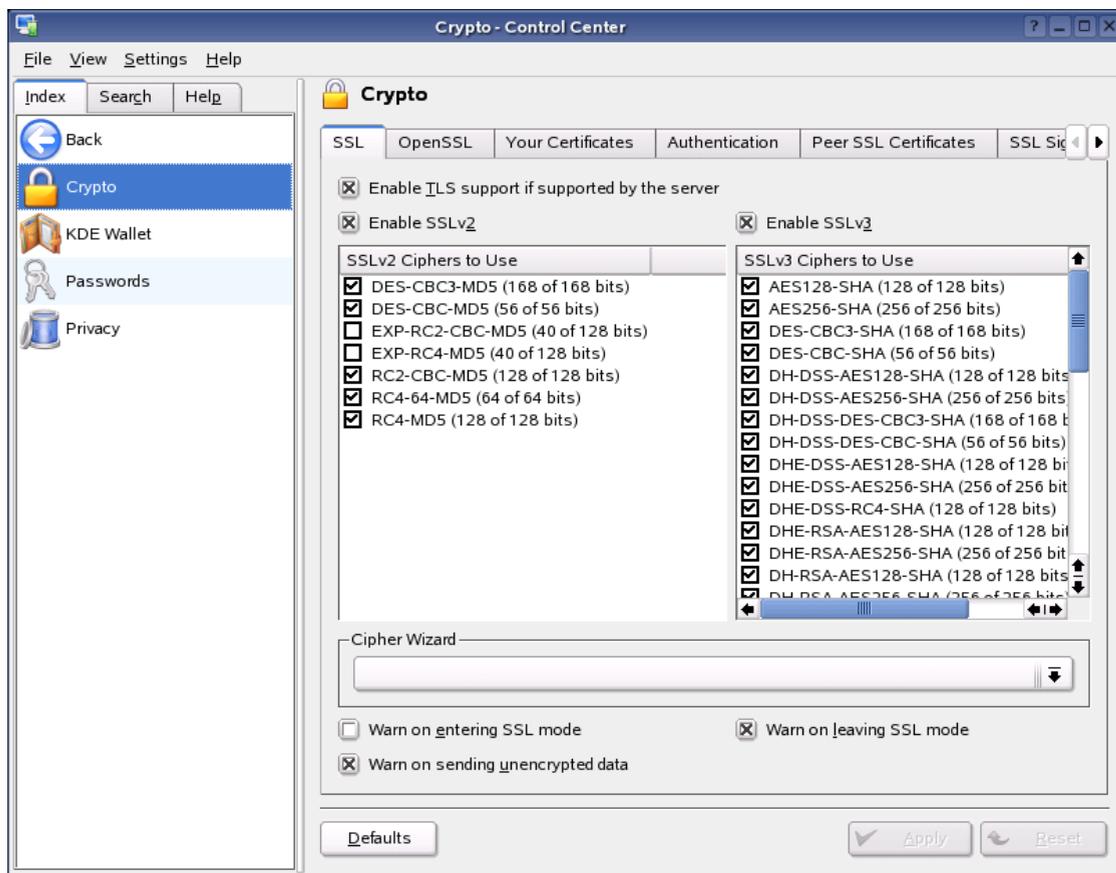
3.8.2 Configuring the KDE Wallet System

Click *N* > *Control Center* > *Security & Privacy* > *KDE Wallet*.

Use this module to configure the KDE Wallet (KWallet) system. KWallet saves sensitive information (such as passwords, cookies, and form data) for you in a strongly encrypted file, accessible by all applications, and protected with a master password that you define.

Figure 3-45 *KDE Control Center KDE Wallet Dialog*
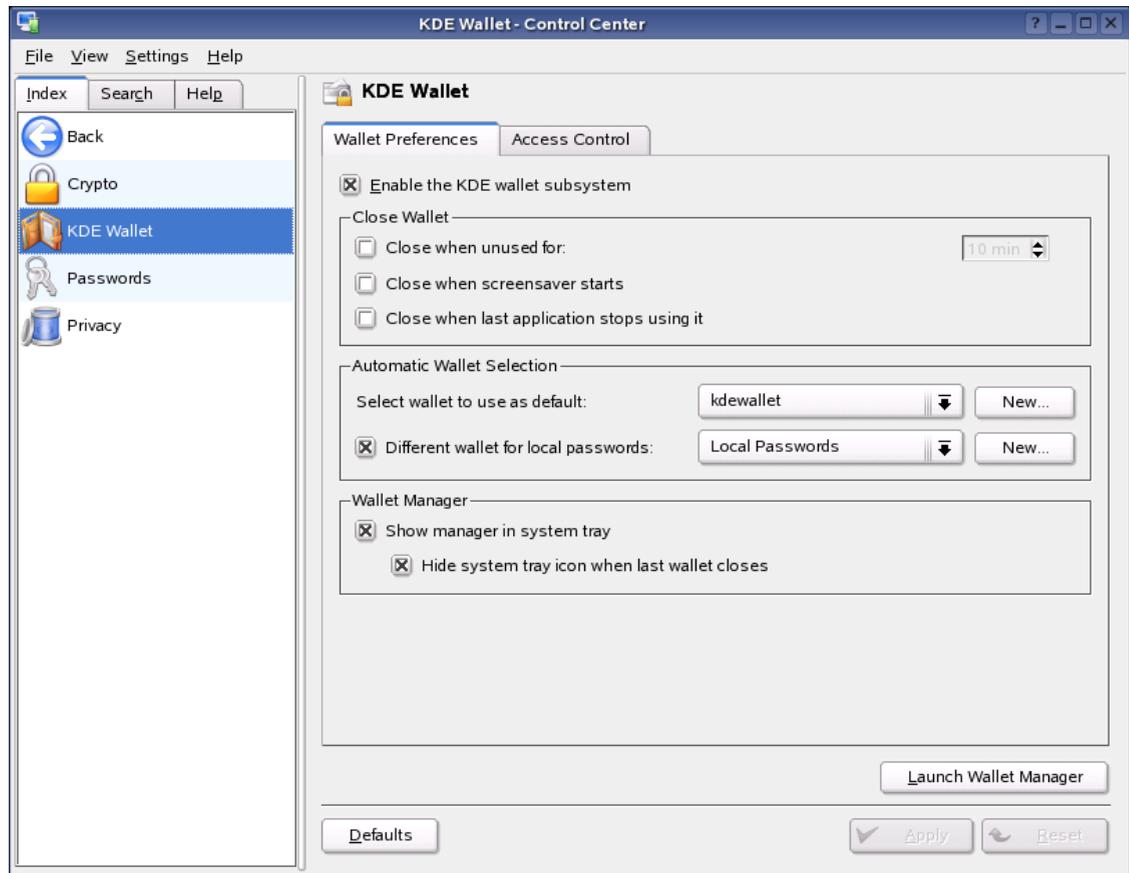
For more information on using KWallet, see "Managing Passwords with KWallet Manager" on page 48.

3.8.3 Configuring Passwords

Click *N > Control Center > Security & Privacy > Passwords*.

This module lets you configure the way in which the kdesu program treats passwords. Kdesu will ask you for a password when you try to carry out some privileged actions, such as changing the date and time stored in your system clock, or adding new users on your computer.

Figure 3-46 *KDE Control Center Passwords Dialog*
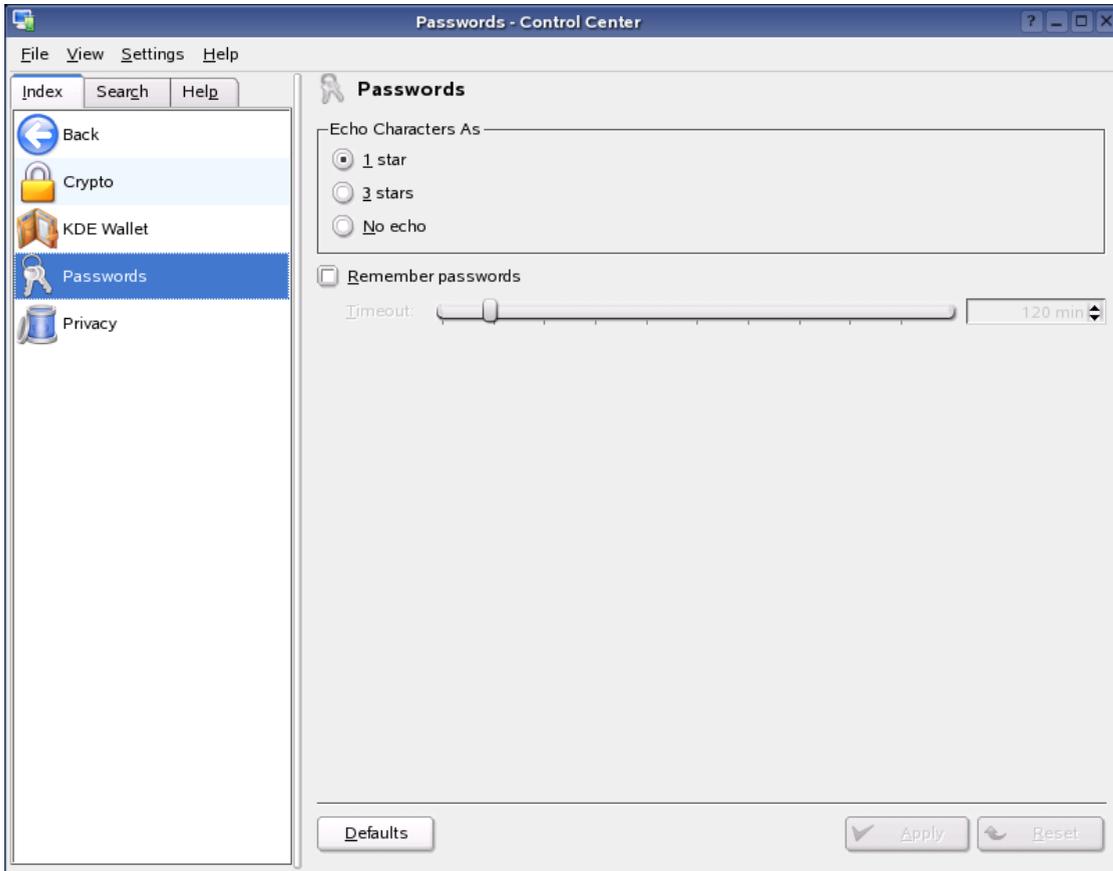
You can configure the type of visual feedback given when you type a password, and whether kdesu should remember passwords for some time after you have given them.

These settings affect only kdesu. This means that the behavior of passwords in KMail and other programs cannot be configured here.

3.8.4 Configure Privacy Settings

Click *N > Control Center > Security & Privacy > Privacy*.

Use this module to erase traces that KDE leaves on the system, such as command histories or browser caches.

Figure 3-47 *KDE Control Center Privacy Dialog*
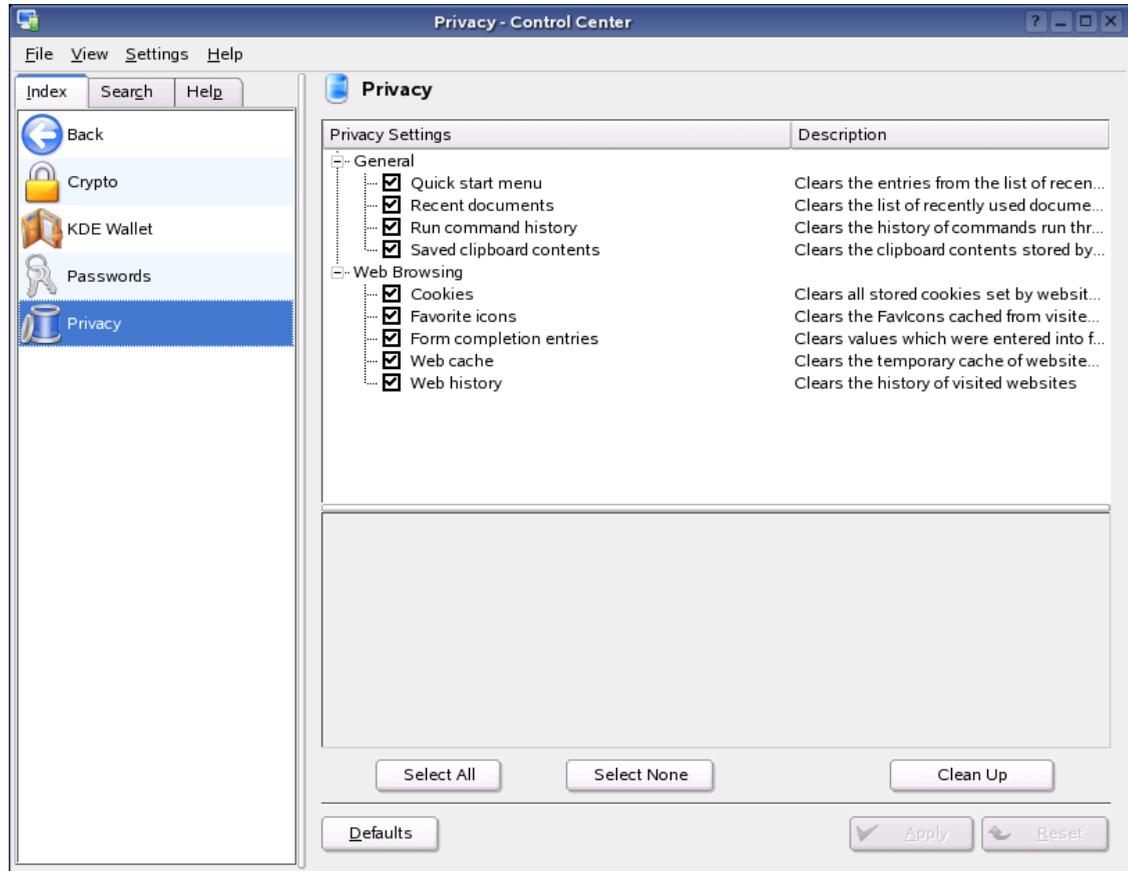
3.9 Sound & Multimedia Settings

Use the settings under the Sound & Multimedia category to set the playback of audio CDs, configure your sound system, and determine how the system should inform you in the event of a problem.

- "Configuring Audio CD Encoding and Device Settings" on page 102
- "CDDB Retrieval" on page 103
- "Configuring the Sound System" on page 104
- "Customizing the Sound of the System Bell" on page 105
- "Modifying System Notification Settings" on page 106

3.9.1 Configuring Audio CD Encoding and Device Settings

Click *N > Control Center > Sound & Multimedia > Audio CDs*.

The Audio CD IO-Slave lets you easily create wav, MP3 or Ogg Vorbis files from your audio CDs or DVDs. The slave is invoked by typing `audiocd:/` in a Konqueror location bar.

Use this module to configure encoding and device settings. MP3 and Ogg Vorbis encoding are only available if KDE was built with a recent version of the LAME or Ogg Vorbis libraries.

Figure 3-48 *KDE Control Center Audio CDs Dialog*
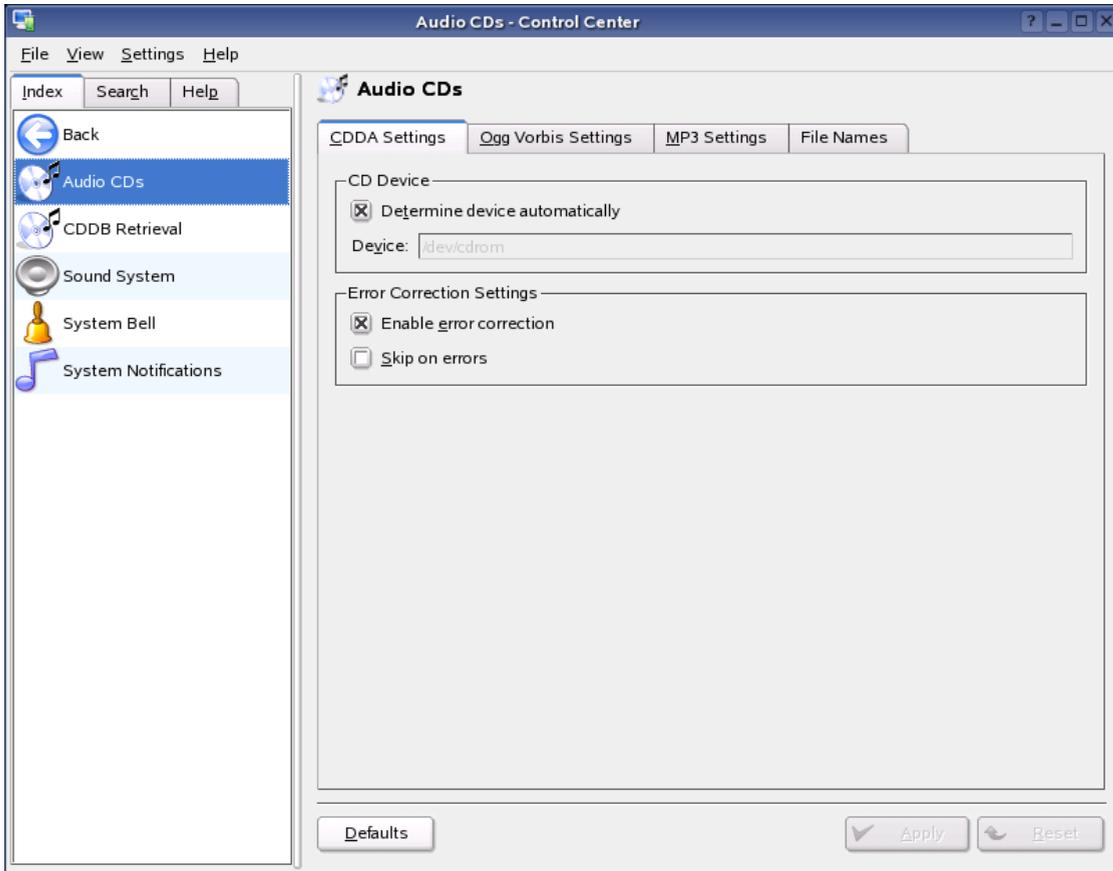
3.9.2 CDDB Retrieval

Click *N > Control Center > Sound & Multimedia > CDDB Retrieval*.

CDDB is an online database of CD album, artist, track, and genre information. Software programs can make a request to the CDDB to download CD information for automatic track naming in the program. This is particularly useful for ripping CDs and having your tracks named automatically rather than manually.

Use the CDDB module to look up artist, title, and song-name information for audio CDs, and to submit changes or additions to the CDDB database.

Figure 3-49 *KDE Control Center CDDB Retrieval Dialog*
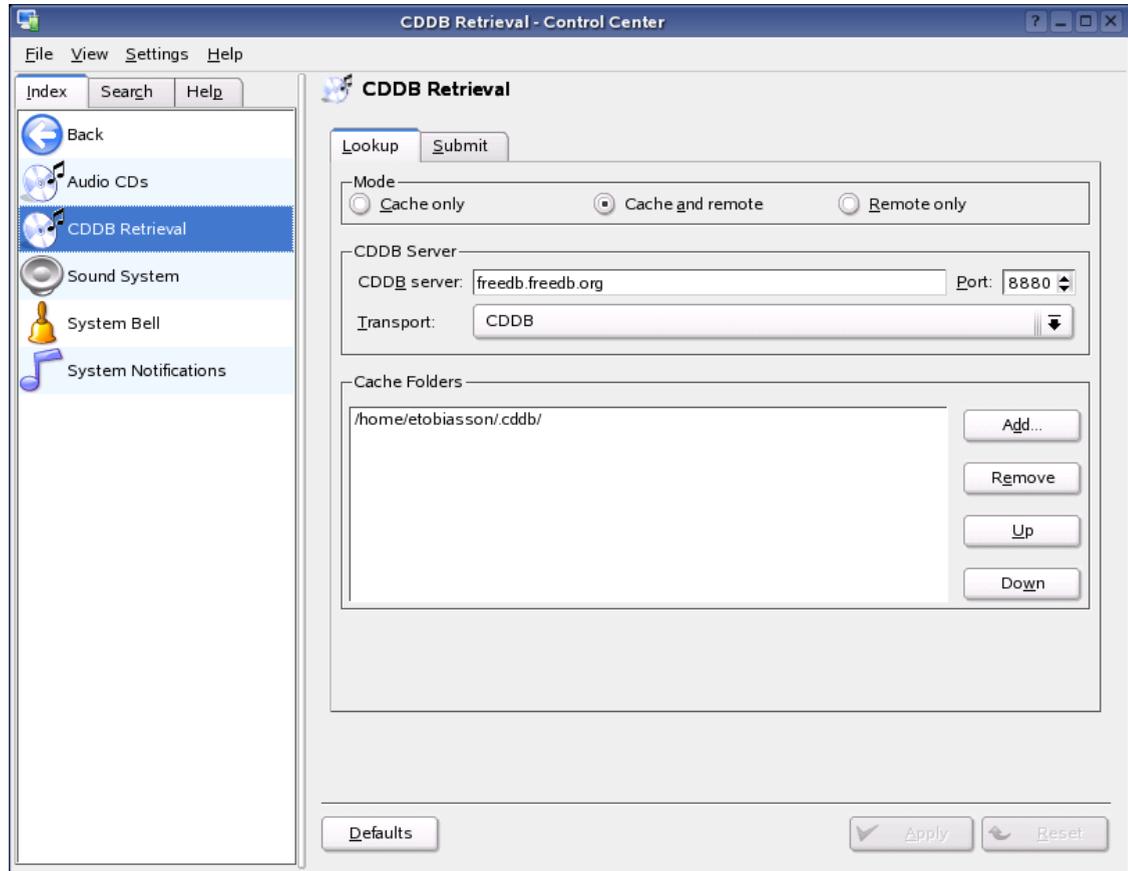
For more information on CDDB see Gracenote CDB FAQ (http://www.gracenote.com/corporate/FAQs.html/faqset=all).

3.9.3 Configuring the Sound System

Click *N > Control Center > Sound & Multimedia > Sound System*.

Use this module to configure aRts, which is KDE's sound server. This program allows you to hear your system sounds while simultaneously listening to an MP3 file or playing a game with background music. It also allows you to apply different effects to your system sounds, and provides programmers with an easy way to achieve sound support.

Figure 3-50   *KDE Control Center Sound System Dialog*
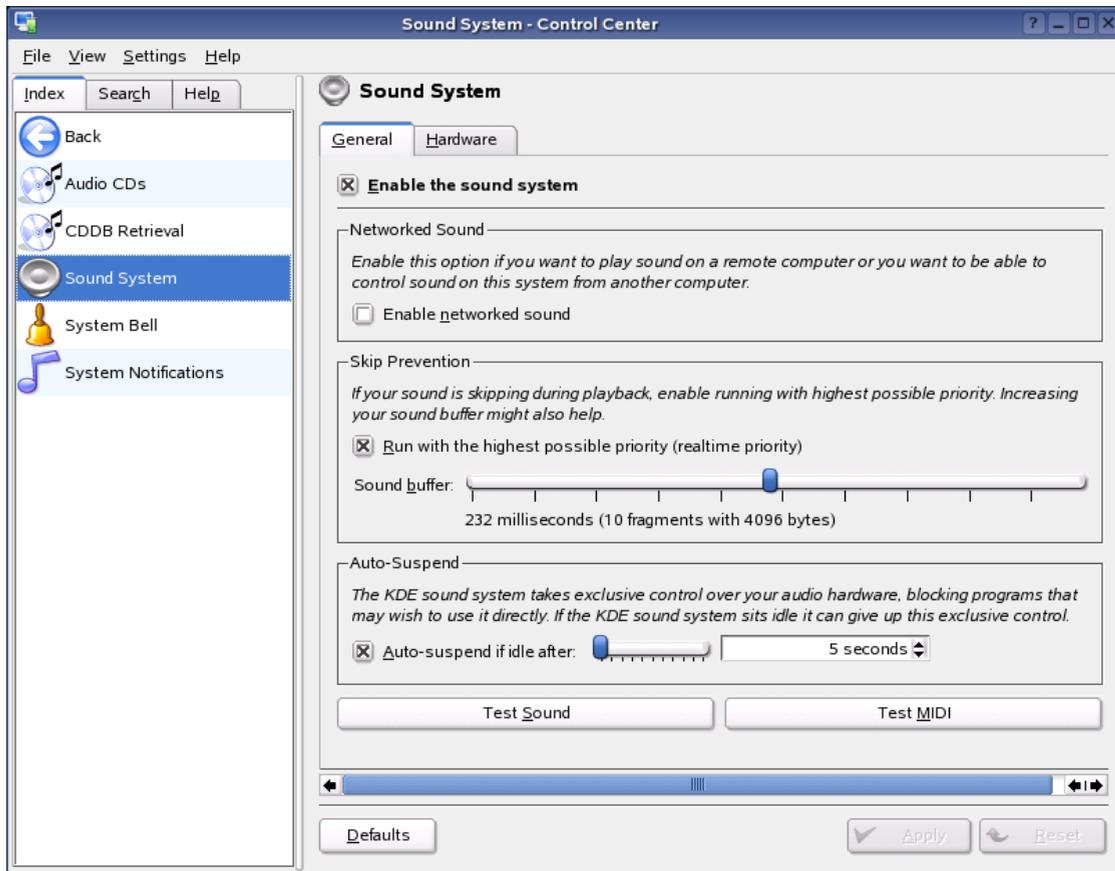
3.9.4 Customizing the Sound of the System Bell

Click *N > Control Center > Sound & Multimedia > System Bell*

This module lets you customize the sound of the standard system bell (that is, the beep you hear when something's wrong). You can further customize this sound using the Accessibility control module: for example, you can choose a sound file to be played instead of the standard bell.

Figure 3-51 *KDE Control Center System Bell Dialog*
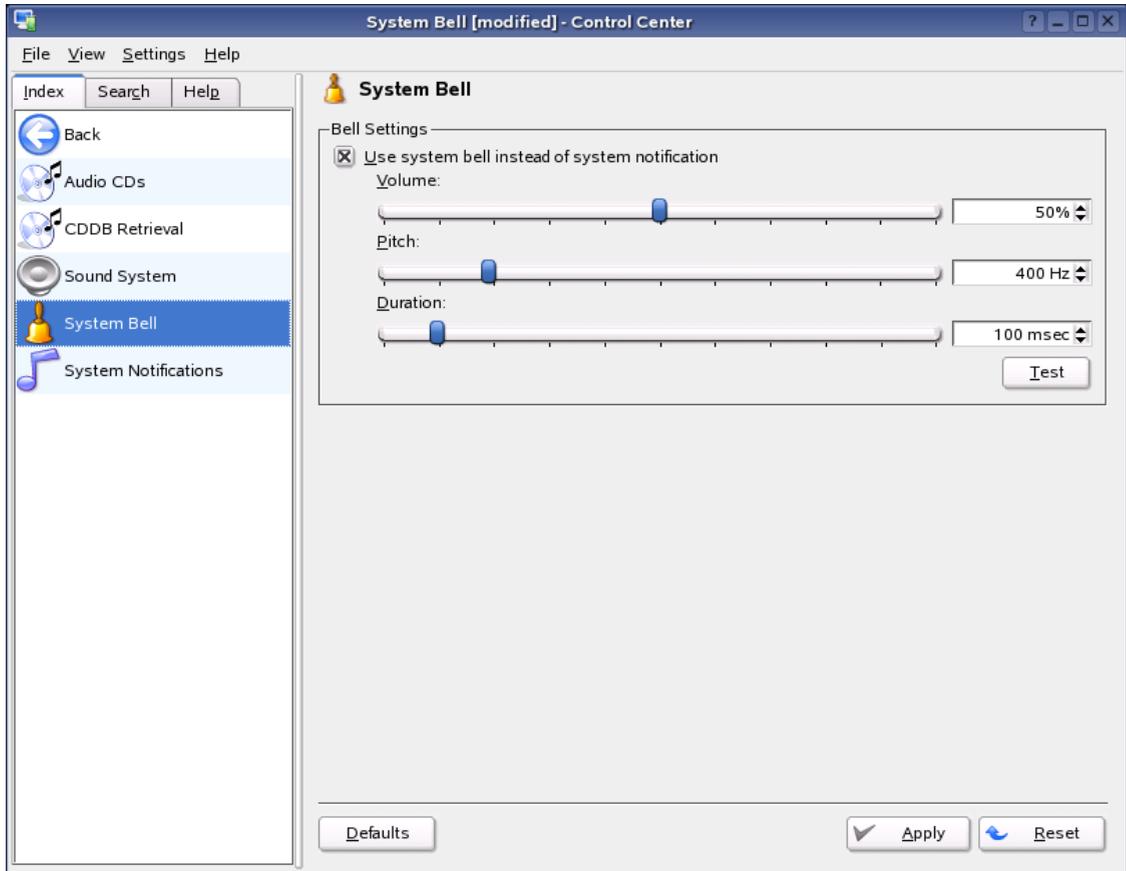
3.9.5 Modifying System Notification Settings

Click *N > Control Center > Sound & Multimedia > System Notifications*.

Use the System Notification module to set up notifications for application events in KDE.

Figure 3-52 *KDE Control Center System Notifications Dialog*
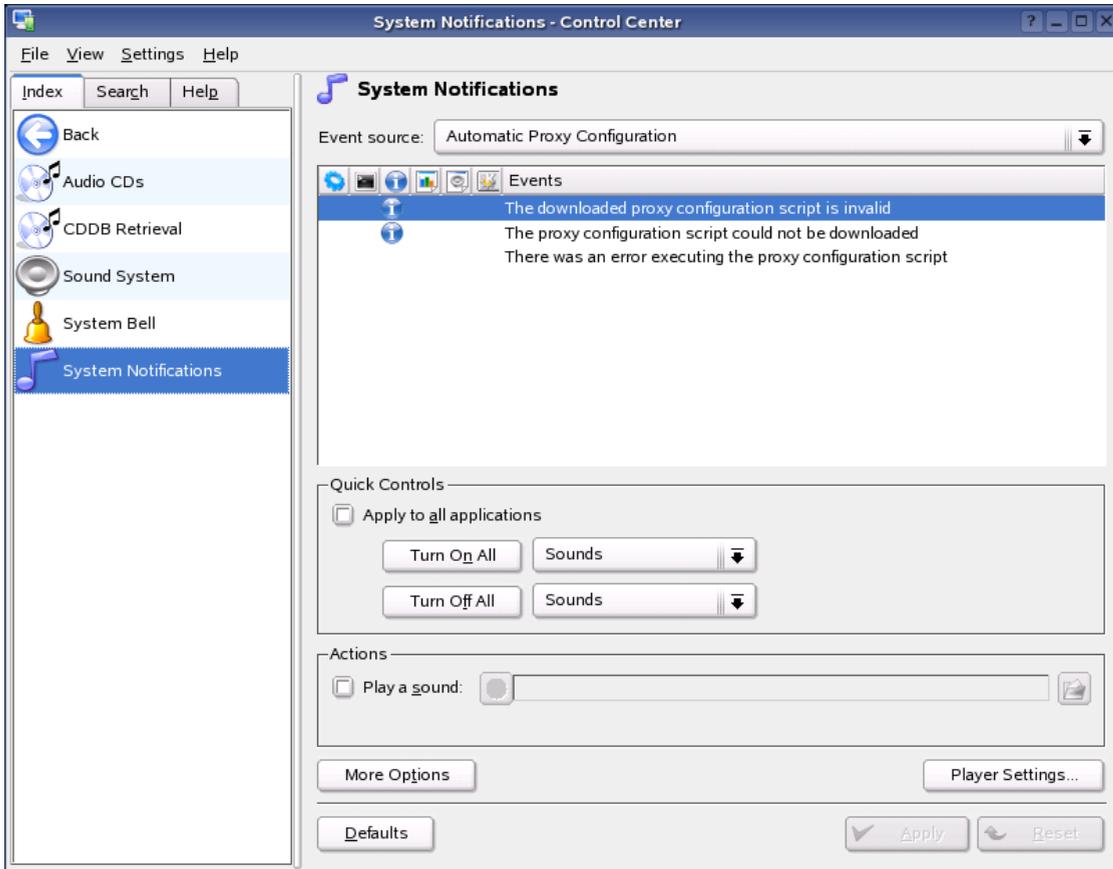
KDE allows for a great deal of control over how you are notified when certain events occur:

- As the application was originally designed.
- With a beep or other noise.
- Via a pop-up dialog with additional information.
- By recording the event in a log file without any additional visual or audible alert.

3.10 System Administration Settings

Use the settings under the System Administration category to configure aspects of your system such as the boot loader and the kernel, and perform essential system tasks. Most of these sections require the root or Administrator password to make changes.

- "Configuring Personal and System-Wide Fonts" on page 108
- "Configuring the KDE Login Manager" on page 108
- "Determining Default File Locations" on page 109
- "Configuring Sony Vaio Laptop Hardware" on page 110
- "Changing Basic User Information" on page 110

3.10.1 Configuring Personal and System-Wide Fonts

Click *N > Control Center > System Administration > Font Installer*.

This module lets you configure both personal and system-wide fonts. You can install new fonts, delete old ones, and preview the fonts you have installed. By default, it displays personal fonts. To modify system-wide fonts, click Administrator Mode.

Figure 3-53 *KDE Control Center Font Installer Dialog*
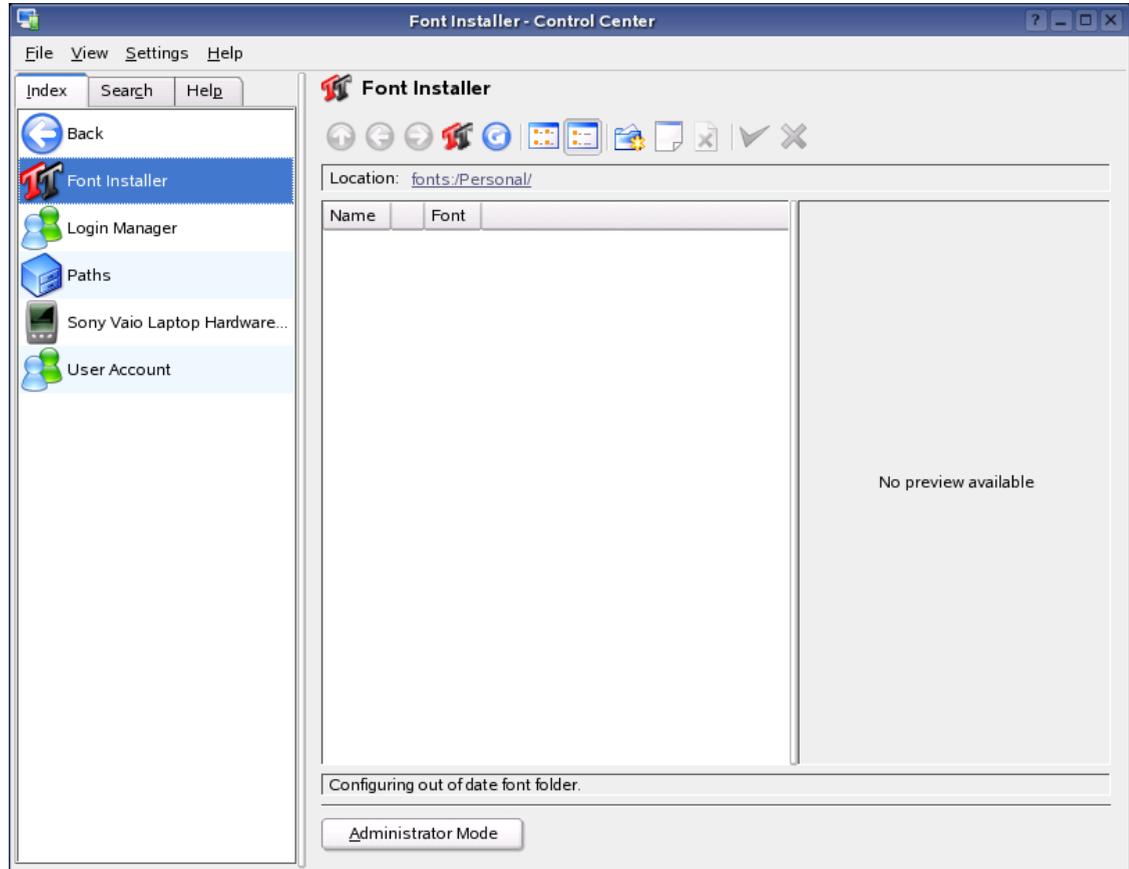
For more information, see "Managing Fonts with KFontinst" on page 47.

3.10.2 Configuring the KDE Login Manager

Click *N > Control Center > System Administration > Login Manager*.

This module lets you configure the KDE login manager, kdm. kdm is a powerful login manager with a large range of options. It supports user switching, remote graphical logins, and has a fully customizable appearance.

Figure 3-54 *KDE Control Center Login Manager Dialog*
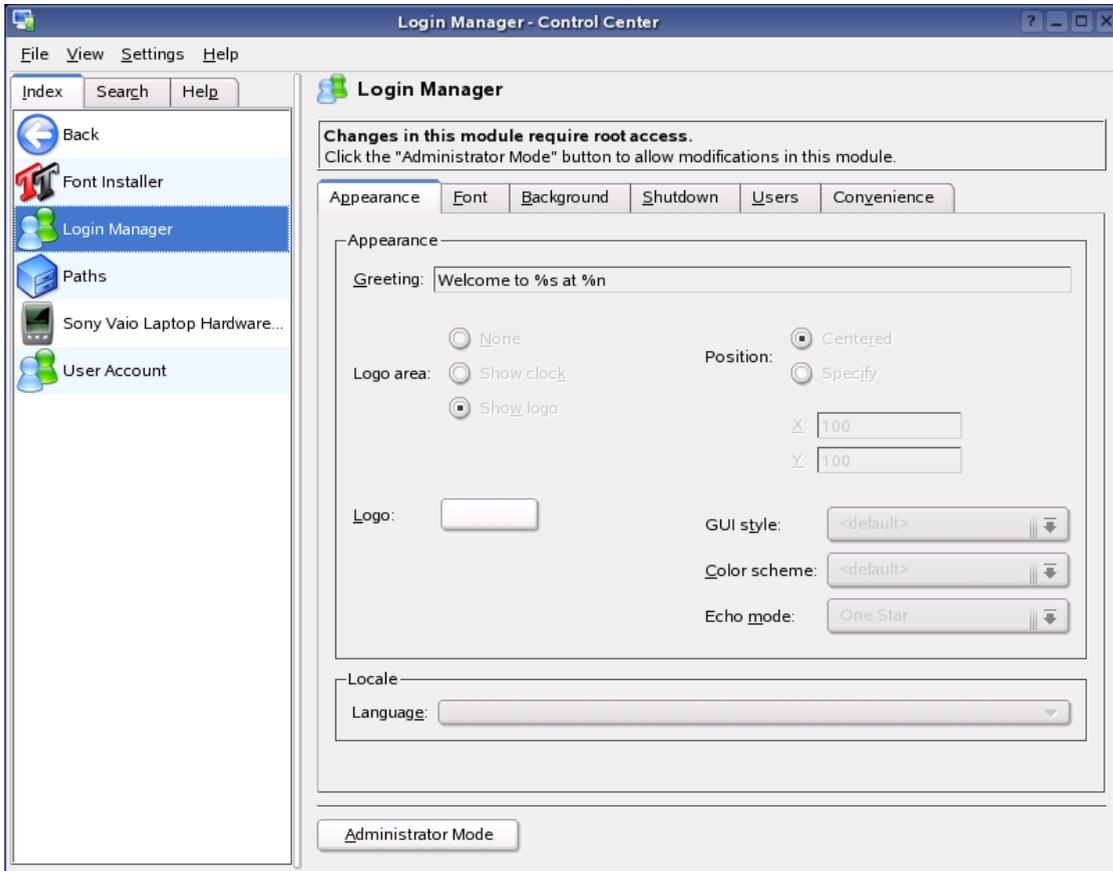
For more information, see the kdm Handbook (http://docs.kde.org/en/3.2/kdebase/kdm).

3.10.3 Determining Default File Locations

Click *N* > *Control Center* > *System Administration* > *Paths*.

This module lets you configure the default locations where certain important files are kept. The Desktop directory contains all the files on your desktop. The Autostart directory contains files or links to files that you want run when KDE starts, and the Documents directory is the default location KDE applications open or save documents to.

Figure 3-55 *KDE Control Center Paths Dialog*
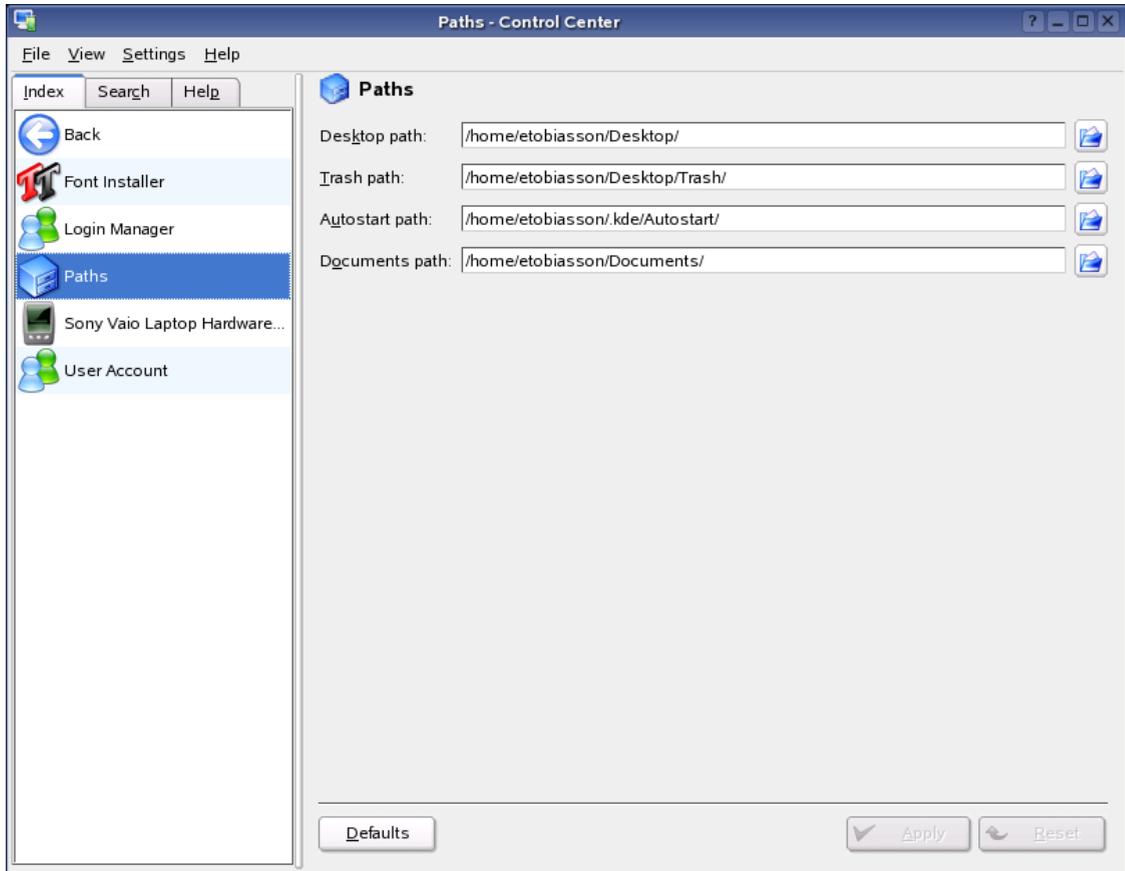
If you change the paths in the first three fields, the files in those locations are automatically moved to the new locations you specified. If the paths listed in this module do not exist when KDE is started, they are re-created.

3.10.4 Configuring Sony Vaio Laptop Hardware

Click *N > Control Center > System Administration > Sony Vaio Laptop Hardware Configuration*.

This module lets you configure features specific to Sony* Vaio* laptops. If you have a Sony Vaio, you must install the sonypi driver (http://popies.net/sonypi) to use this module.

3.10.5 Changing Basic User Information

Click *N > Control Center > System Administration > User Account*.

This module gives you options for changing basic user information such as your full name, your password, and the icon that represents your account when you log in.

Figure 3-56 *KDE Control Center User Account Dialog*
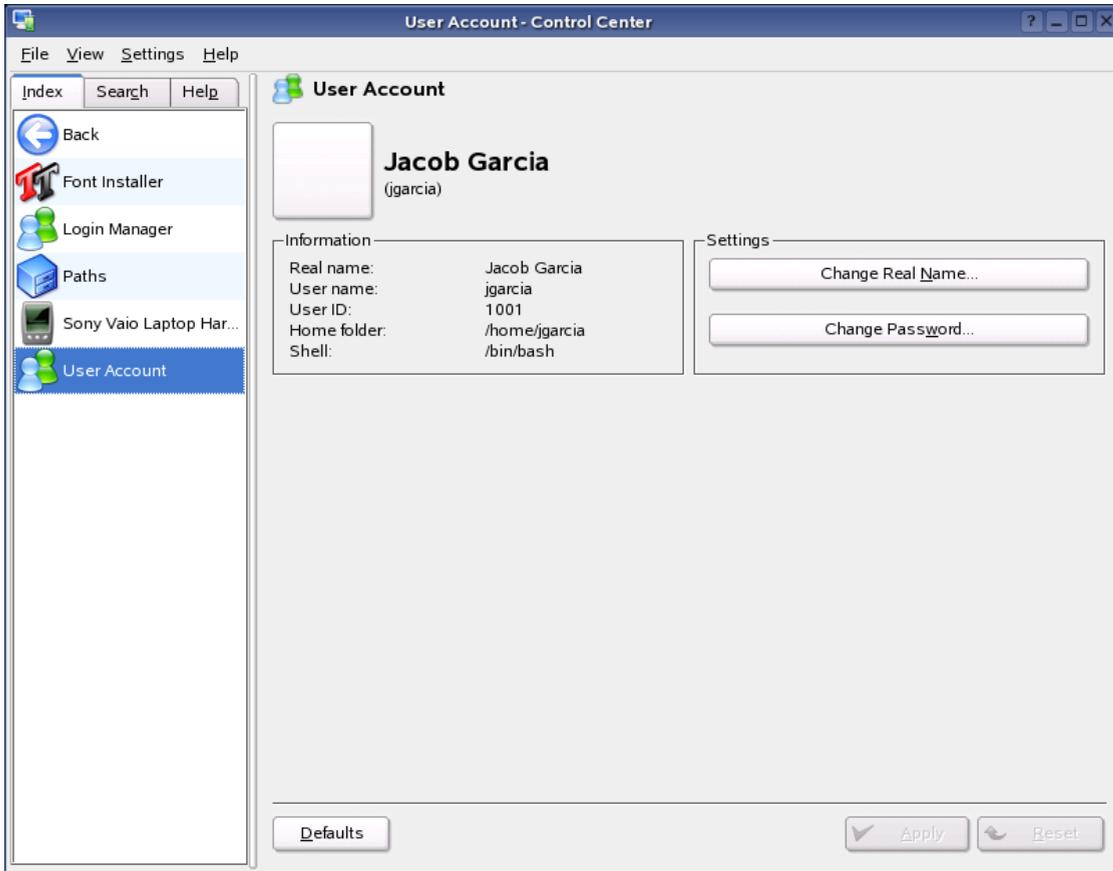
3.11 YaST2 Modules

Use the settings under the YaST2 Modules category to configure the main system components, including most of the hardware, the graphical user interface, Internet access, security settings, user administration, software installation, and system updates and information. Most of these sections require the root password to make changes.

These are the same settings you configure in the YaST Control Center. To access the YaST Control Center directly, click *N > System > YaST*. For detailed information on these modules, see "Using YaST to Configure the Novell Linux Desktop" in the *Novell Linux Desktop Deployment Guide*.

The OpenOffice.org Office Suite

4

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).

- "Accessing OpenOffice.org" on page 113
- "Compatibility with Other Applications" on page 114
- "Getting Help" on page 114
- "Changing the Global Settings" on page 115
- "Word Processing with Writer" on page 116
- "Using Spreadsheets with Calc" on page 120
- "Creating Presentations with OpenOffice.org Impress" on page 121
- "Creating Graphics Using Draw" on page 122

4.1 Accessing OpenOffice.org

1 Click *N > Office*.

2 Select from the following options:

Click	To Open
Wordprocessor	Writer
Presentation	Impress
Spreadsheet > OpenOffice.org Calc	Calc

To access OpenOffice.org Draw, click *N > Graphics > Vector Drawing > OpenOffice.org Draw*.

You can also start OpenOffice.org by typing `ooffice` in a terminal window, or by clicking the OpenOffice.org icon on the desktop. If an 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 to 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 become thoroughly acquainted with a topic, click *Help > Contents*. The help system provides information about each of the modules (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 access the Help Agent. If less information is sufficient, try *Tips* and *Extended Tips*. They enable the program's tooltips—short information about the element that the mouse is pointing to. These items can easily be disabled when you are more familiar with the program.

TIP: If you are not sure whether the features are active, open the *Help* menu. A check mark next to a menu item indicates that the corresponding help function is 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*
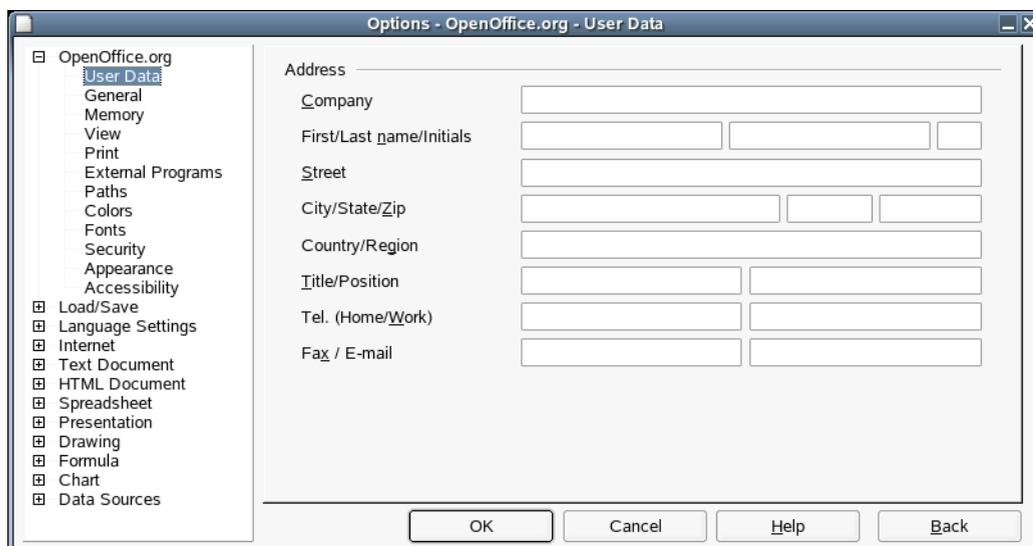
The following table lists the setting categories along with a brief description of each category.

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 opening and saving several file types. There is a dialog for general settings and several special dialogs to define how external formats should be handled.

Setting Category	Description
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.
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 116
- "Creating Documents without AutoPilot" on page 117
- "Selecting Text" on page 118
- "Navigating in Large Documents" on page 118
- "Formatting with Styles" on page 118

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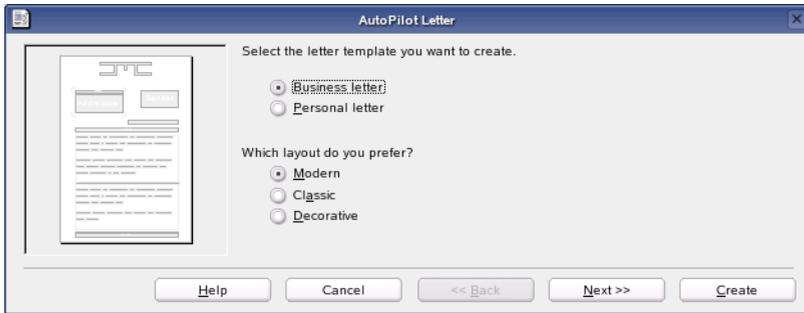
Click *Next* to proceed to each successive page. To modify any previous entries, click *Back*. Exit the AutoPilot by clicking *Cancel*. Access a help document with *Help*.

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 119 for more information.

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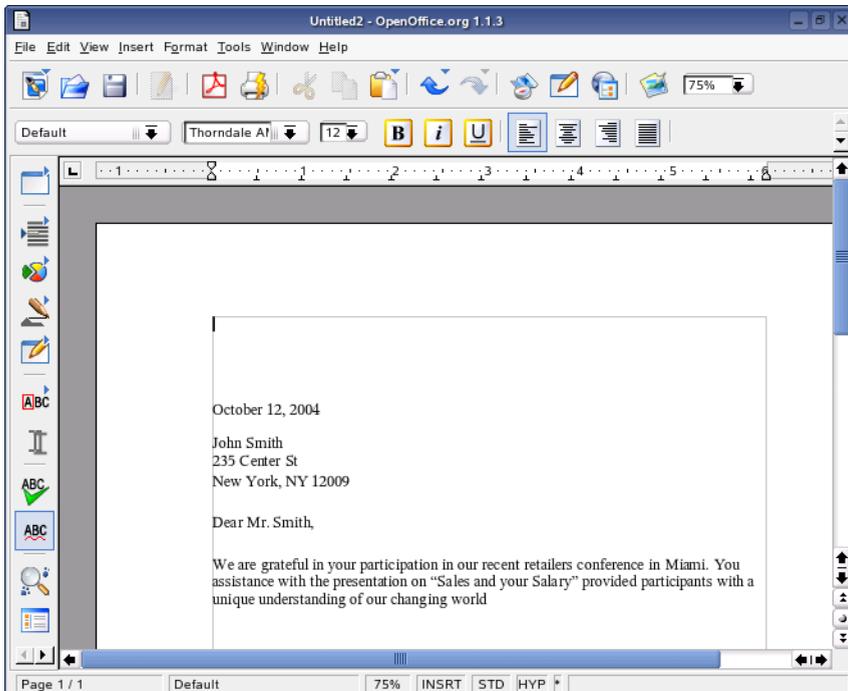
Use the *File* menu or the relevant buttons on the toolbar to print and save your document. Use the options on the *Insert* menu to add extra items to your document, such as a table, picture, or chart.

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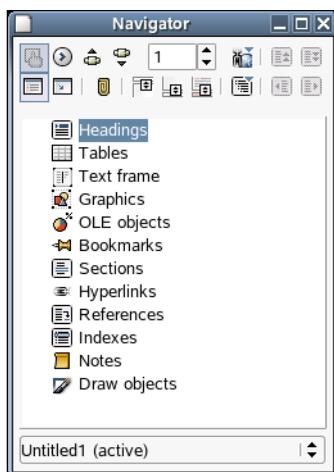
Open Navigator by clicking *Edit > Navigator*. The elements listed in Navigator vary according to the document loaded in Writer.

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" on page 118
- "Creating Your Own Styles" on page 119
- "Using the Stylist" on page 119

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*
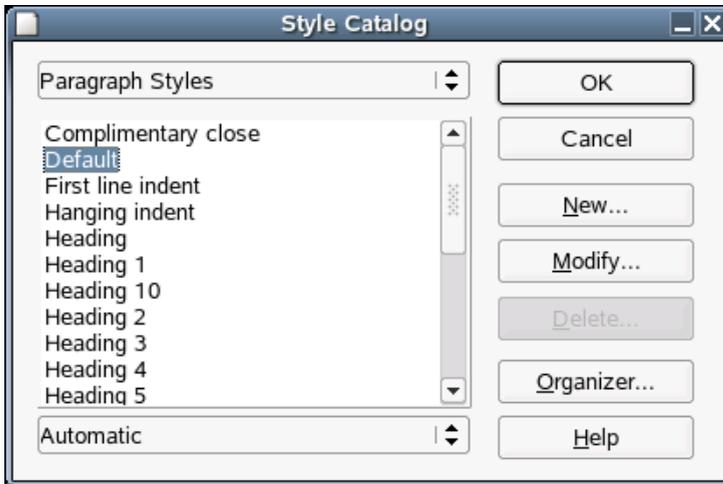
If you set the drop-down list at the bottom of this dialog to *Automatic*, OpenOffice.org offers a selection of styles appropriate for the task at hand. If you select *All Styles* from the list, the Style Catalog displays all styles from the currently active category. In the previous figure, the category 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 text.

You can change the details of a style by selecting it in the Style Catalog and then clicking *Modify*. This opens a dialog where 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*
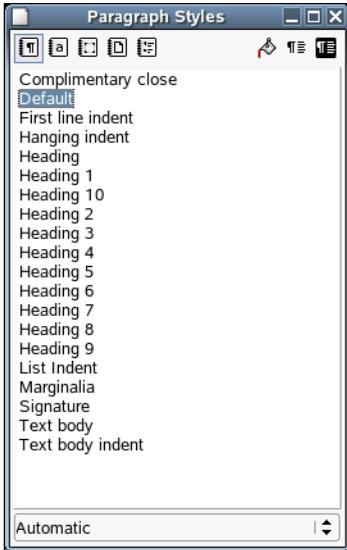
To dock the Stylist, hold down the Ctrl key and drag the title bar to the left or to the right side of your workspace. To undock the Stylist, hold down the Ctrl key and double-click a free space on the Stylist's toolbar.

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. For example, you can use this application to 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 *N > Office > Spreadsheet > OpenOffice.org Calc* 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*
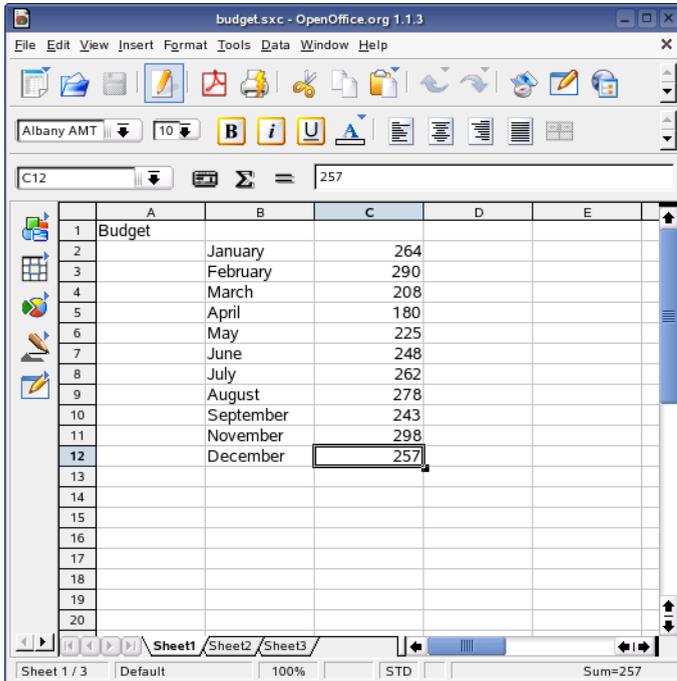
A cell can be active or inactive. The currently active cell has a thick black frame around it. To activate another cell, move the frame with the arrow keys or click another cell with the mouse. You can edit a cell if it is currently active.

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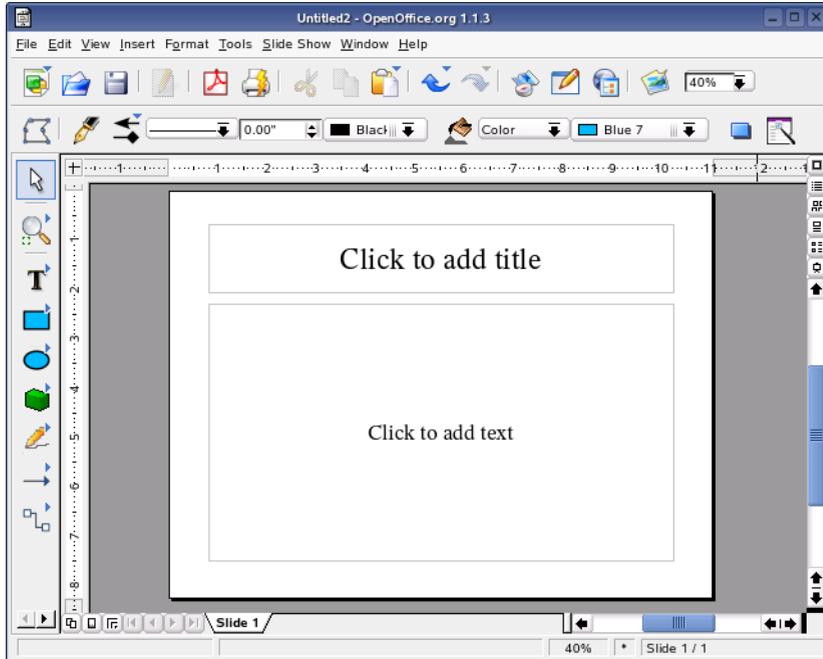
If Writer (or any other OpenOffice.org application) is already running, start Impress by clicking *File > New > Presentation*—or click *N > Office > Presentation* on the main desktop menu.

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 *N > Graphics > Vector Drawing > OpenOffice.org Draw*. 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*
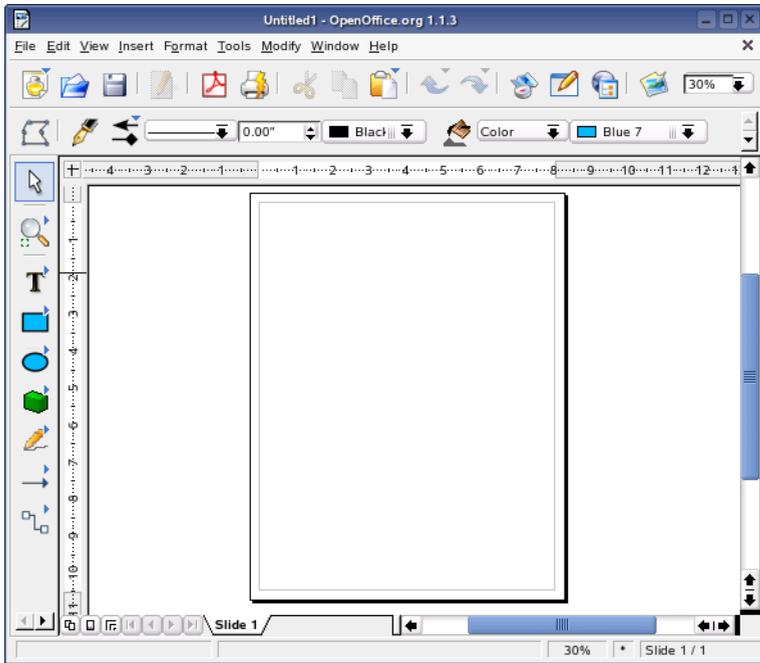
The Konqueror Web Browser

5

Konqueror is not only a versatile file manager, it is also a modern Web browser. If you start

Konqueror with the Description: Konqueror Web Browser icon icon in the panel, it opens as the Web browser. As a browser, Konqueror offers tabbed browsing, the ability to save Web pages with graphics, Internet keywords, bookmarks, and support for Java and JavaScript*. The following sections will help you with Konqueror:

- "Accessing the Konqueror Web Browser" on page 125
- "Opening Web Pages" on page 125
- "Tabbing Through Multiple Web Sites" on page 126
- "Saving Web Pages and Graphics" on page 127
- "Enhanced Web Browsing (Internet Keywords)" on page 128
- "Using Bookmarks" on page 129
- "Understanding Java and JavaScript" on page 129

5.1 Accessing the Konqueror Web Browser

You can open the Konqueror Web browser in any of the following ways:

- Click *N > Internet > Web Browser > Konqueror*.

- Click Description: Konqueror Web Browser icon on the system tray.

- Type `konqueror` in a terminal window.

5.2 Opening Web Pages

Enter a Web address in the Location field (for example, www.novell.com). Konqueror then goes to the address and displays the page. Entering the protocol (http://) at the beginning is optional, because it is recognized automatically by the program. However, this feature works reliably only with Web addresses. For FTP servers, type `ftp://` at the beginning of the entry line.

Figure 5-1   *The Konqueror Web Browser*
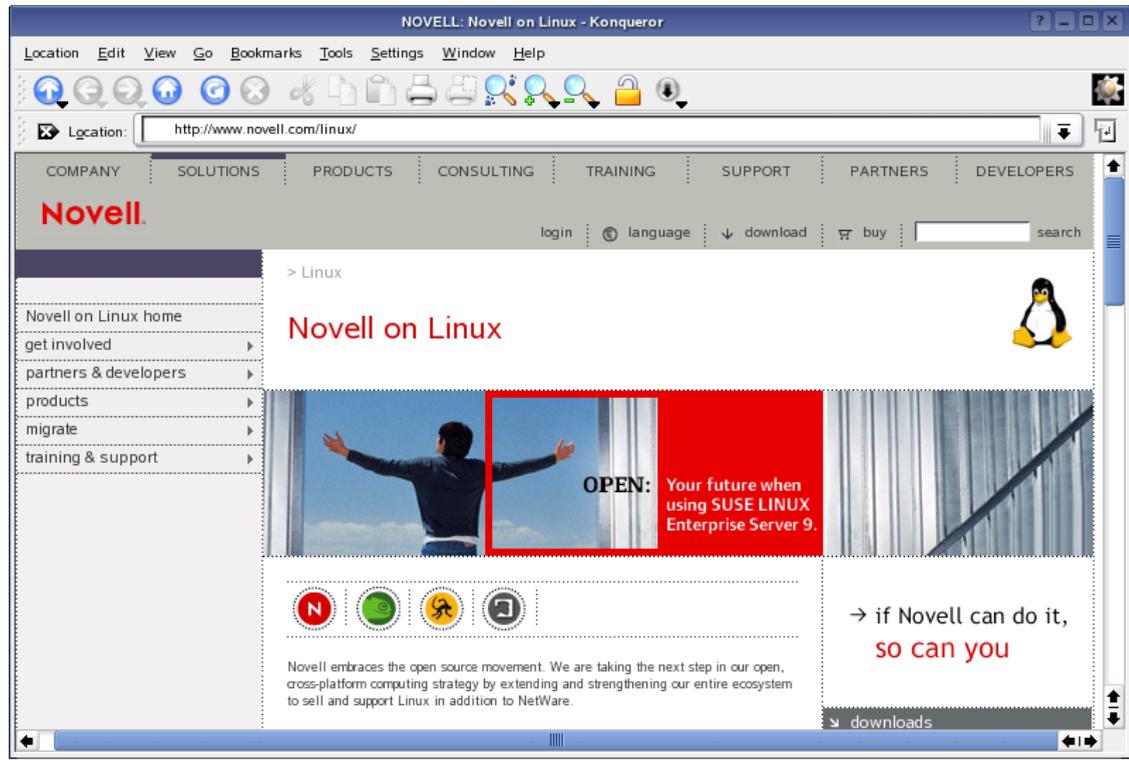
5.3 Tabbing Through Multiple Web Sites

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

To see how this works, open Konqueror. After the browser loads your default home page, press Ctrl+T to open a new tab, or right-click a link and then click *Open in New Tab*. The second tab appears at the top of the main window. You can alternate between these Web pages by clicking their tabs.

To change the behavior of tabs, click *Settings > Configure Konqueror*. In the Configure Konqueror dialog, click *Web Behavior > Tabbed Browsing*. To open new tabs instead of windows, select *Open Links in New Tab Instead of in New Window*.

Figure 5-2 *Configure Konqueror Dialog*
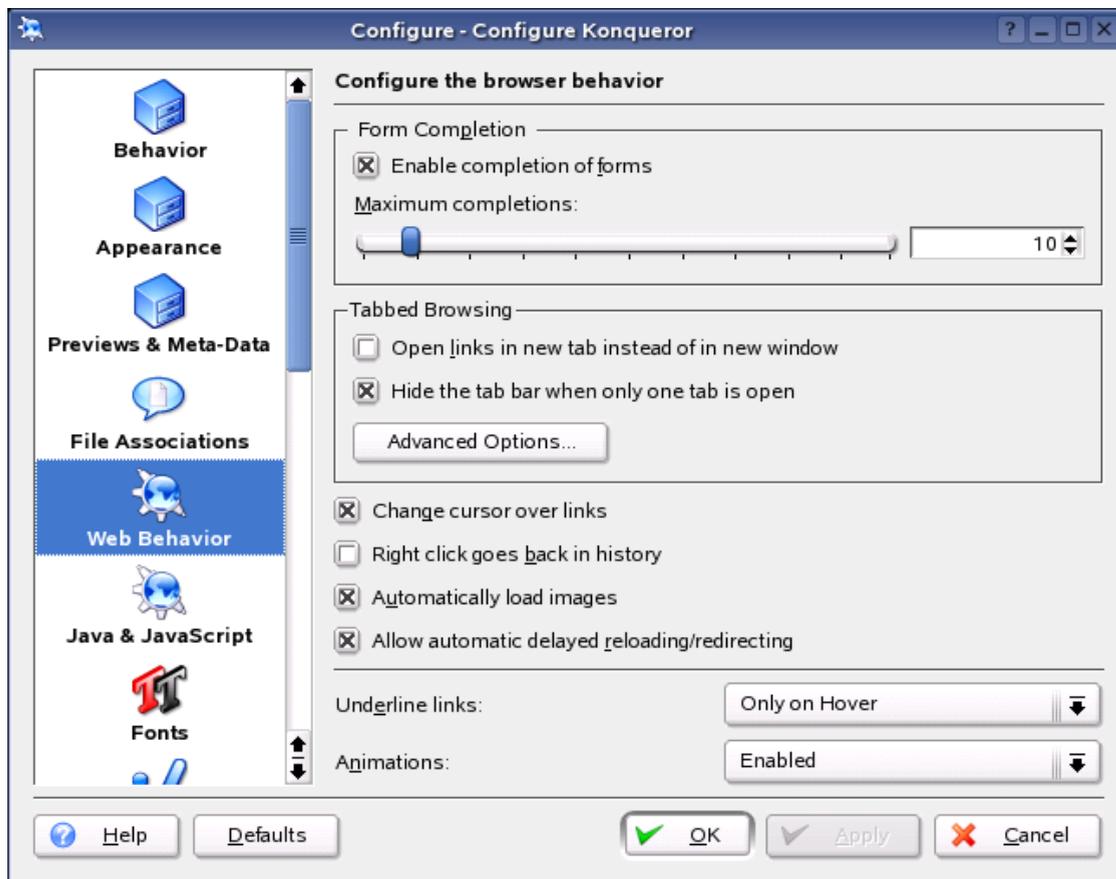
To hide the tab bar, select *Hide the Tab Bar When Only One Tab is Open*. For more options, click *Advanced Options*.

You can use a profile to save your tabs with URLs and the position of the window. This is a bit different from the session management mentioned above. With profiles, you have your saved tabs at hand and without intensive startup time like session management.

Click *Settings > Configure View Profiles*, then give your profile a name. You can also save the window size in the profile if you want. Make sure that Save URLs in Profile is selected, then click Save. The next time you need your tab collection, click *Settings > Load View Profile*, then click the name of your profile. Konqueror then restores your tabs.

5.4 Saving Web Pages and Graphics

As in other browsers, you can save Web pages. To do this, click *Location > Save As* and specify a name for your HTML file. However, images are not saved. To archive an entire Web page (including the images), click *Tools > Archive Web Page*. Konqueror suggests a filename that you can accept or change. The filename ends with .war, the extension for Web archives. To view the saved Web archive later, click the file and the Web page is displayed in Konqueror along with its images.

5.5 Enhanced Web Browsing (Internet Keywords)

Searching the Web using Konqueror is very easy. Konqueror defines a number of search filters for you, each with a specific shortcut. To search for a certain topic on the Internet, enter the shortcut and the keyword separated by a colon (:). The page containing the search results is then displayed.

To see the predefined shortcuts, click *Settings > Configure Konqueror > Web Shortcuts*. Now you can see the names of the search providers and the shortcuts. Konqueror defines lots of search filters, including the classical search engines (such as Google, Yahoo*, and Lycos*), and a number of filters for less common purposes, like an acronym database, the Internet movie database, or KDE application searches.

Figure 5-3 *Predefined Shortcuts in Konqueror*
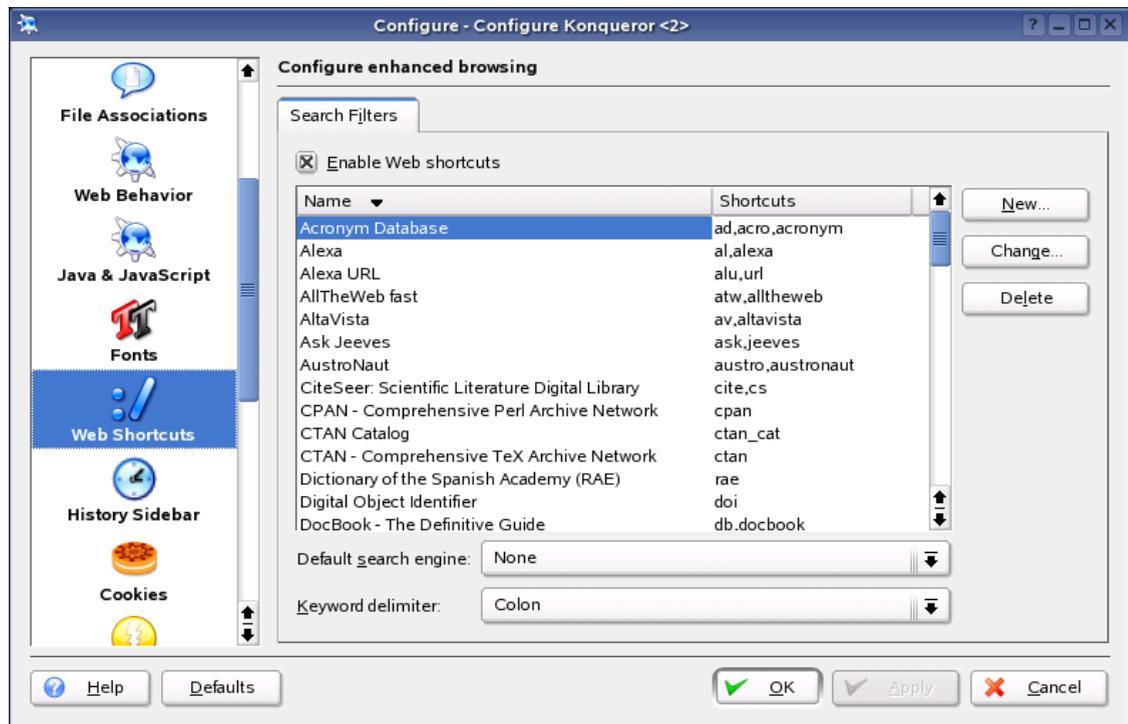
If you do not find your favorite search engine here, you can easily define a new shortcut. For example, to search the Novell support database for interesting articles, you would normally go to http://support.novell.com, click *Knowledgebase*, then enter your query. This can be simplified by using shortcuts. In the dialog shown above, click *New*, give your shortcut a name, then enter your abbreviations (there can more than one, separated by commas). The important text field is Search URI. Press Shift+F1, then click in the field to open a small help window. The search query is specified as \{@}.

Click *OK* twice, then enter your query in Konqueror's location bar. The result is displayed in the current window.

5.6 Using Bookmarks

If you frequently visit certain pages, it can be useful to save them as bookmarks. You can use the *Bookmark* menu to save all important locations of Web pages or directory links on your local hard disk.

To create a new bookmark in Konqueror, click *Bookmarks > Add Bookmark*. If you have already added some bookmarks, you see them in this list. We recommend arranging your bookmarks into a collection by subjects, grouped hierarchically. Create a new group for bookmarks by clicking *New Bookmark Folder* on the *Bookmarks* menu. Open the bookmark editor by clicking *Bookmarks > Edit Bookmarks*. Use this utility to organize, rearrange, add, and delete bookmarks.

If you are using Netscape* or Mozilla as additional browsers, it is not necessary to re-create your bookmarks. In the bookmark editor, click *File > Import* and then select the type of bookmarks you want to import. You can also export bookmarks by clicking *File > Export*.

Change your bookmarks by right-clicking the entry. A pop-up menu appears where you can select the action you want. When you are satisfied with the result, save the bookmarks by clicking *File > Save*. If you only want to change the name or link, right-click the entry in the bookmark menu, then click *Properties*. Change the name and location, then click *Update*.

To save your bookmark list and have instant access to it, make your bookmarks visible in Konqueror. Click *Settings > Toolbars > Show Bookmark Toolbar (Konqueror)*. A bookmark panel is automatically displayed in the current Konqueror window.

5.7 Understanding Java and JavaScript

Java is an object-oriented, platform-independent programming language from Sun Microsystems*. It is frequently used for small programs (applets), which are executed over the Internet for things like online banking, chatting, and shopping. JavaScript is an interpreted scripting language mainly used for the dynamic structuring of Web pages (for example, menus and other effects).

Konqueror allows you to enable or disable these two languages. This can even be done in a domain-specific way, which means that you can permit access for some hosts and block access for others. Java and JavaScript are often disabled for security reasons. Some Web pages require JavaScript for correct display.

To configure the behavior of Java and JavaScript, click *Settings > Configure Konqueror > Java & JavaScript*.

Figure 5-4 *Configuring Java and JavaScript in Konqueror*
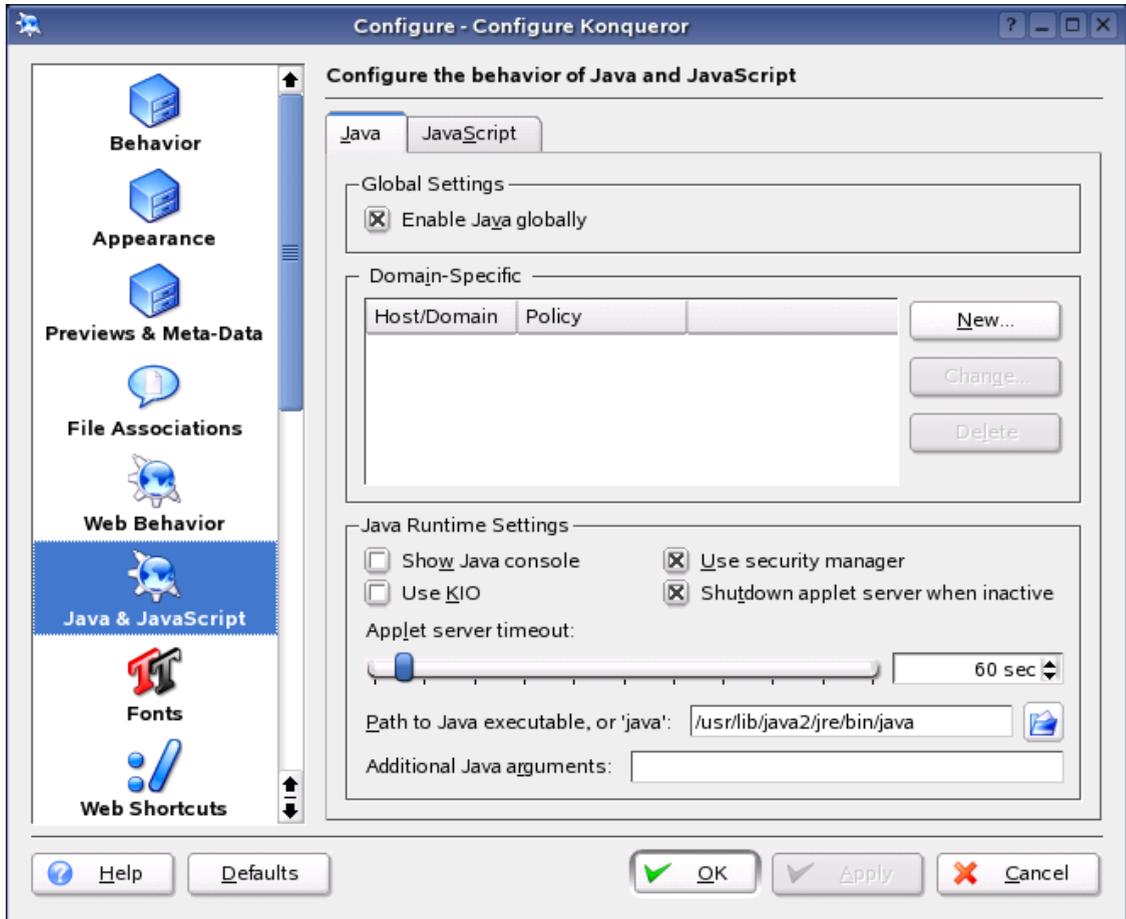
Using Collaboration Software

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

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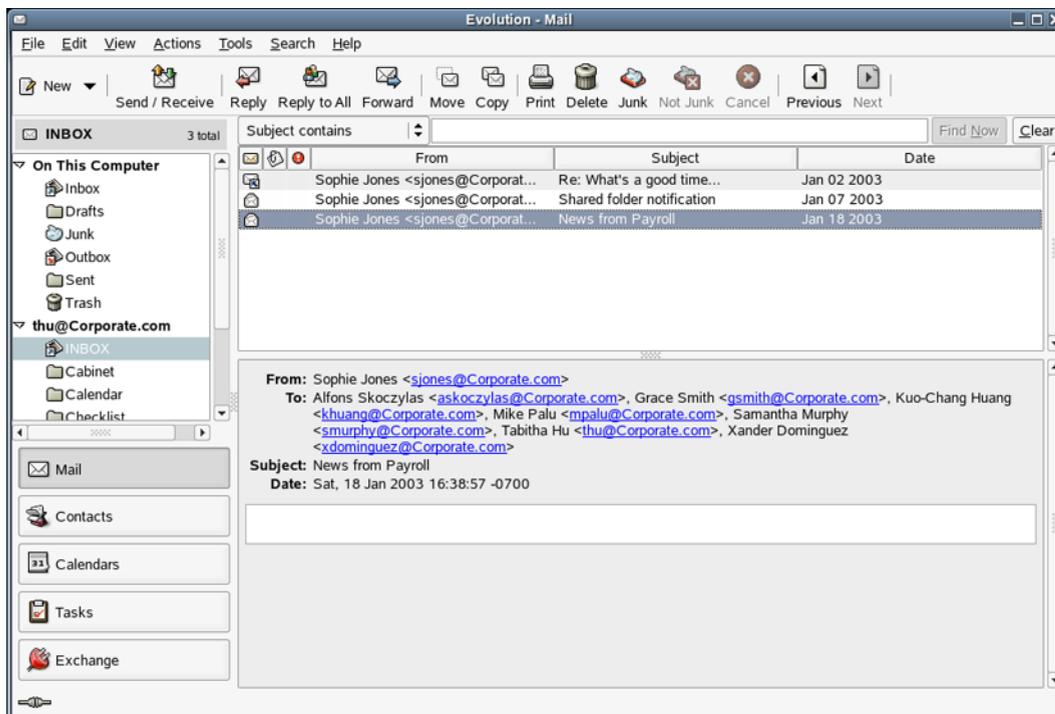
Evolution can help you work in a group by handling e-mail, address, and other contact information, as well as one or more calendars. It can do all this on one or several computers, connected directly or over a network, for one person or for large groups.

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 *N > Office > Evolution*.

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 client provides Linux users with the following essential collaboration features, including:

- 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, click GroupWise in

the *Limit Results To* list, click *Search*, 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 KMail

KMail is a KDE mail application. In addition to sending and receiving e-mail and using multiple mail protocols, it offers the ability to configure several user-defined filters for sorting e-mail messages in individual folders. Encryption, decryption, and signing of e-mail messages can also be handled conveniently in KMail.

To launch KMail, click *N > Internet > E-mail*.

6.3.1 KMail and Kontact

KMail can be displayed along with other applications in one window. This is done with the Kontact utility. See "Kontact" on page 138 for more information.

6.3.2 Access Types

KMail lets you access your electronic mail in various ways. The access type you use largely depends on your Internet Service Provider (ISP) or mail server. The main access types are POP3 and IMAP.

POP3 (Post Office Protocol Version 3) is a standardized procedure for receiving e-mail. A POP3 server stores the messages until the user retrieves them with a POP3 client (in this case, KMail). This method is used frequently by Internet Service Providers.

With IMAP (Internet Message Access Protocol), e-mail messages can be received and administered on the server without downloading them to the hard disk. This is often used in internal networks because it allows access to mail from different computers.

6.3.3 Configuring KMail

When KMail is started for the first time, a Mail folder is added to your home directory. This folder contains some basic mail directories (inbox, outbox, drafts, sent, and trash). Click *Settings > Configure KMail* to enter the information needed for sending and receiving messages. All configuration options can be accessed by clicking *Settings > Configure KMail*.

Defining Your User Identity

You can manage several e-mail addresses (for example, your private e-mail address and your business address) with KMail. Select from the defined identities when writing e-mail.

To create a new identity profile:

1 In KMail, click *Settings > Configure KMail > New*.

2 Type a name for the profile (such as Private or Office), click *OK*, then specify additional identity information.

Setting Up Network Connections

The settings in *Settings > Configure KMail > Network* tell KMail how to send and receive e-mail. There are two tabs, one for sending and one for receiving mail. Many of these settings vary depending on the system and network in which your mail server is located. If you are not sure about the settings or items to select, consult your system administrator.

Figure 6-2 *Configuring Network Options in KMail*
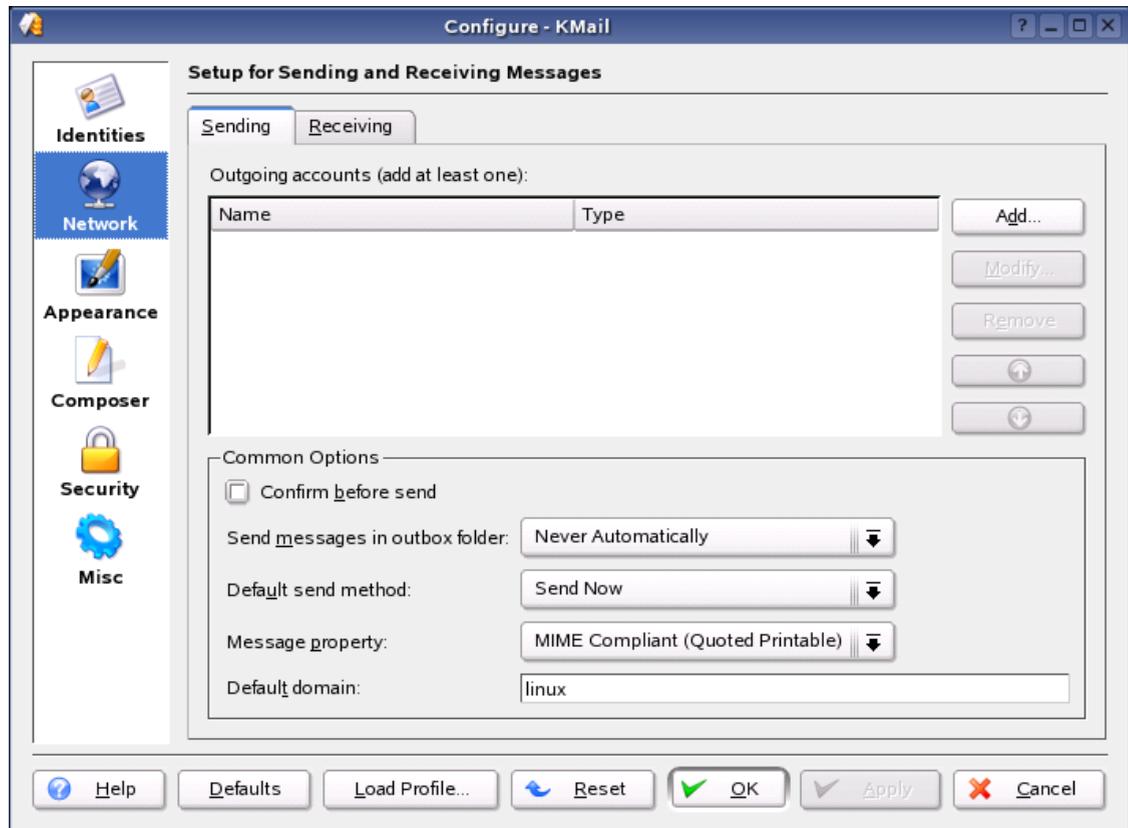
Configuring the Appearance of KMail

The settings in *Settings > Configure KMail > Appearance* let you customize KMail according to your preferences. Click the *Fonts* tab to configure the fonts for the various displays, such as the message text and first-level quoted text.

Figure 6-3   *Configuring the Appearance of KMail*
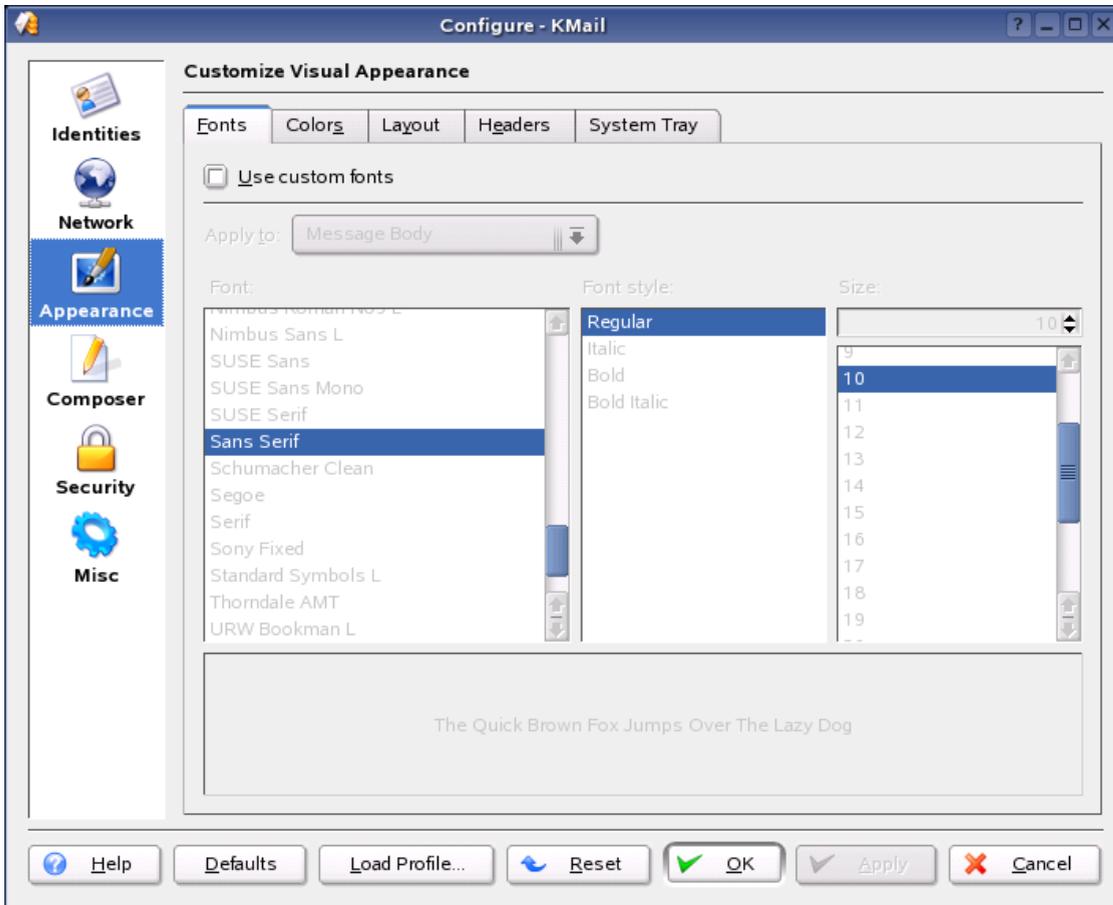
6.3.4 Using KMail

When KMail starts, the main window opens. By default, the main window consists of three sections: the folder area, the header area, and the message area.

Figure 6-4 *Main Window of KMail after Startup*
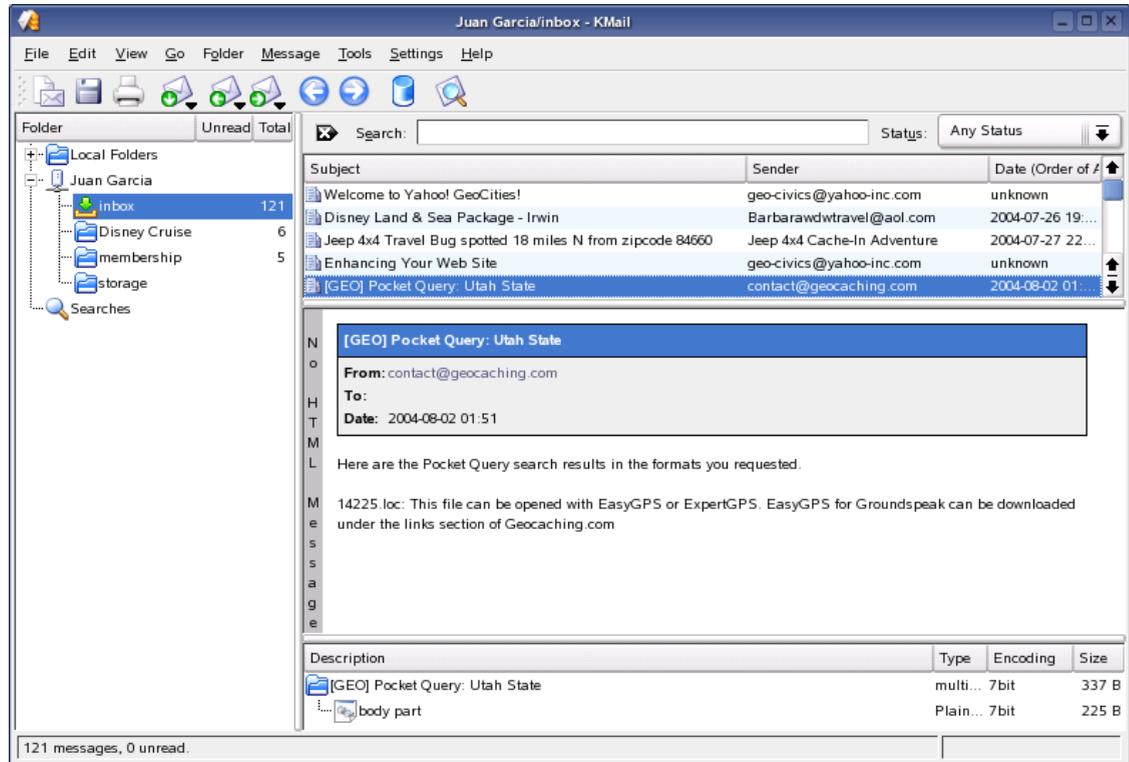
The folder area to the left contains a list of your mail folders (mailboxes) indicating the total number of messages and how many are still unread. To select a folder, simply click it. The messages it contains appear in the top right frame. The number of messages is also displayed in the status bar at the bottom of the application window.

The subject, sender, and time of receipt of received messages are listed in the header area to the right. Click a message to select it and display it in the message window. Sort the messages by clicking one of the columns (Subject, Sender, Date, etc.).

The contents of the currently selected message are displayed in the message frame in the lower part of the window. Attachments are depicted as icons at the end of the message, based on the MIME type of the attachment. Use PageUp and PageDown to scroll through the pages of the message.

Messages can be marked with different status flags:

New: (red dot, header in red) The message is new and has not yet been read.

Unread: (green dot, header in blue) A message changes its status from New to Unread after the folder containing it is reopened.

Read: (dash) The message has been read.

Replied: (blue, U-shaped arrow) The message has been answered.

Forwarded: (blue, straight arrow) The message has been forwarded to another e-mail address.

Waiting: (envelope) The message has been placed in the outbox to send later.

Sent: (slanted envelope) The message has been sent.

Important: (flag) The message is important.

You can change the status by clicking *Message > Highlight As*.

6.3.5 Message Folders

Message folders serve as an organizing tool for your messages. By default, all message folders are stored in the Mail folder in your home directory. The inbox, outbox, sent-mail, and trash folders are created when KMail is started for the first time.

Inbox: KMail stores new messages here (unless a filter has been defined).

Outbox: Messages to send are stored here.

Sent-mail: Copies of all sent e-mails are stored here.

Trash: Stores deleted e-mails until emptied.

Clicking *Folder > New Folder* creates additional folders for organizing your e-mail messages. To create a subfolder, select the parent folder from the *Belongs To* drop-down list. Specify the folder type, any mailing list associated with it, and an expiration date after which the messages are marked for deletion. You can also select an identity or display a certain sender or recipient.

Figure 6-5 *Creating New Folders*

Messages are not permanently deleted until you empty the trash.

6.3.6 Importing Mail

KMail assists in importing e-mail messages from other applications. Click *Tools > Import Messages* to start the KMailCVT Import Tool. The tool currently features import filters for Outlook* Express 4, 5, and 6; the mbox format; simple e-mail texts; and Pegasus Mail folders.

6.3.7 The Address Book

Save frequently used addresses and contacts in the address book by clicking *Tools > Address Book*. To create a new address book entry, click *File > New Contact* and then enter the data of the person.

The *View* menu allows creation of custom views for the contacts. The Table View is the default setting. Add View lets you create a new view with options for how contact information should be displayed. You can change between views by clicking *View > Select View* and then selecting the view you want.

6.4 Kontact

The Kontact application bundles the display of e-mails, notes, contacts, news, weather, and a calendar into one window. Kontact combines KDE applications such as KMail, KOrganizer (a calendar), and KAddressBook into a single interface, which provides easy access to your information.

To launch Kontact, click *N > Office > Kontact*.

Figure 6-6 *Kontact*
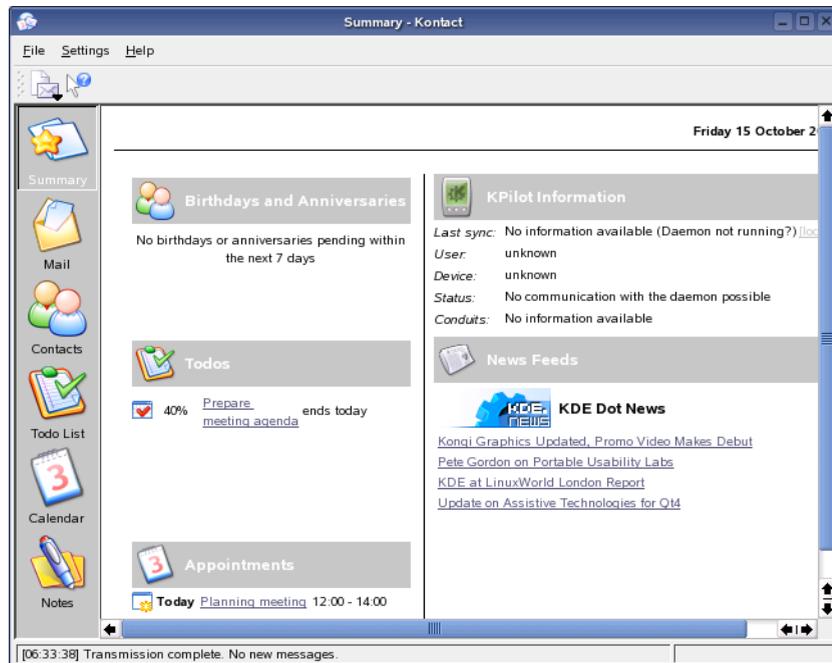
Kontact's main window consists of a side pane on the left showing the icons of the available components; the main view on the right, which displays the main window of the active component; and the familiar tool and status bars. You can customize Kontact's layout by clicking *Settings > Configure Kontact*.

For more information on using Kontact, see The Kontact Handbook (http://docs.kde.org/en/3.4/kdepim/kontact).

6.5 Chatting with Friends Using Kopete

Kopete is an online messenger application allowing multiple partners connected to the Internet to chat with each other. Kopete currently supports all common messenger protocols, such as ICQ, MSN, Yahoo, SMS, Jabber, and IRC.

To launch Kopete, click *N > Internet > Chat > Kopete*.

Figure 6-7 *Kopete*

6.5.1 Configuring Kopete

Configure Kopete by entering your personal user data. Click *Settings > Configure Kopete*. On the Accounts page, click *New* and then complete the Add Account Wizard. You must register with a provider offering instant messaging services before you can use the service.

The Behavior and Appearance pages let you personalize Kopete to your preferences by specifying things such as how you are notified when you receive a message and what emoticons you want available for use.

6.5.2 Adding Contacts

In order to chat with a participant, you must first add them as a contact. If you have already created an account on another PC, this data is readily imported and automatically added to your contact list.

To create a contact entry manually, click *File > Add Contact*. To add a group, click *File > Create New Group*.

6.5.3 Using Kopete

To chat with other participants, you must establish a connection to the Internet by clicking *File > Connection > Connect All* and then selecting the messaging service.

The main application windows features a list of contacts. When you right-click a contact marked as being online, a menu opens with various options. Send that person a message or start a chat session. A chat allows invitation of other participants for real-time discussion. The connection to all other participants is closed whenever the creator of the chat session leaves the room.

Files can be transferred easily with an instant message by right-clicking a user and then clicking his name. Click *Send File*, then select the file you want to send. The receiving user is asked whether he wants to accept the file. If he accepts, the file transfer starts.

6.6 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

6.6.1 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 Gaim by clicking *N > Internet > Chat > Gaim Internet 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.*

6.6.2 For More Information

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

Using Multimedia Utilities

7

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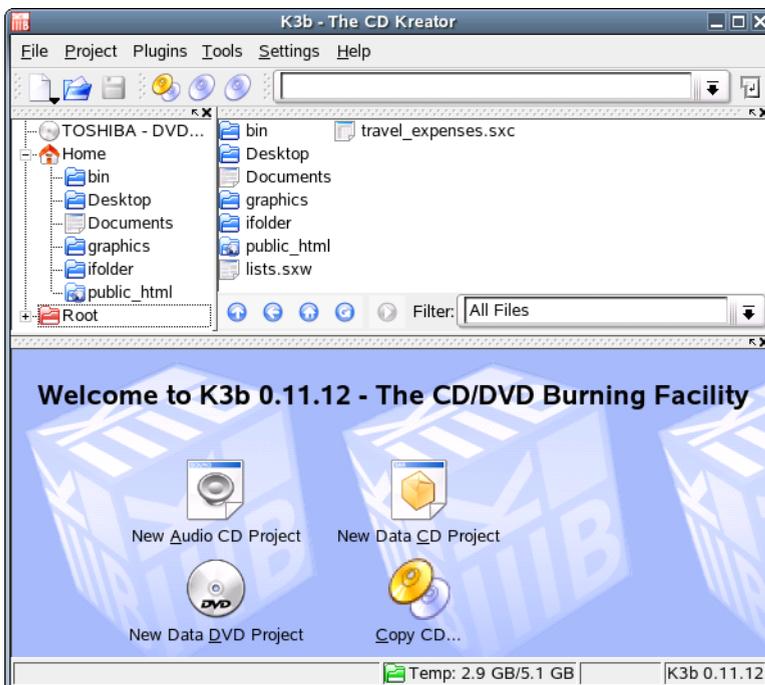
K3b - The CD Kreator provides a comfortable user interface to perform most CD/DVD-burning tasks like creating an Audio CD from a set of audio files or copying a CD. The experienced user can

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 *N* > *Multimedia* > *CD/DVD Burning*.

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 *N* > *Multimedia* > *CD/DVD Burning*.

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. You can determine the sequence of the tracks 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 *N* > *Multimedia* > *CD/DVD Burning*.

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 *N* > *Multimedia* > *CD/DVD Burning*.

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 checksum. 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 offers the following utilities for playing music CDs:

7.2.1 CD Player

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 manually, click *N > Multimedia > CD Player > CD Player*.

7.2.2 KsCD

KsCD is an easy-to-use audio CD player that is CDDB enabled. To launch the player, click *N > Multimedia > CD Player > KsCD*.

Figure 7-3 *The KsCD Audio CD Player*

KsCD can be integrated into the KDE taskbar, and can be configured to start playing automatically after a CD has been inserted. To access the configuration options, click *Extras > Configure KsCD*.

KsCD can also be configured to search an online CDDB server for album and track information. Click *CDDB* to open the CD Database Editor dialog which lets you fetch and upload information.

7.3 Playing Music Files

NLD offers a variety of programs for playing various music formats such as MP3, OGG, and WAV files. Where possible, the supported formats of the players are listed.

- "amaroK" on page 146
- "JuK" on page 148
- "Music Player" on page 148

7.3.1 amaroK

In addition to KsCD, which is a pure audio CD player, KDE comes with the amaroK media player, which handles various audio formats, such as MP3 and OGG, and plays the streaming audio broadcast by radio stations on the Internet. The program handles all file types supported by the sound server acting as a back end (currently aRts or GStreamer).

amaroK lets you easily create playlists with a few drag-and-drop actions. Playlists can be created using a number of different views, simplifying the management of music titles. You can also drag and drop files from Konqueror. You can save playlists in m3u or pls format so you can share them with other people using these formats.

To launch the player, click *N > Multimedia > Audio Player > amaroK*.

After starting amaroK for the first time, the program displays two windows. To open the amaroK application menu, right-click anywhere in the player window or click the *Menu* drop-down list in the bottom right of the playlist window. The menu includes a Help entry, which describes the program's numerous features.

Figure 7-4 *The amaroK Media Player*
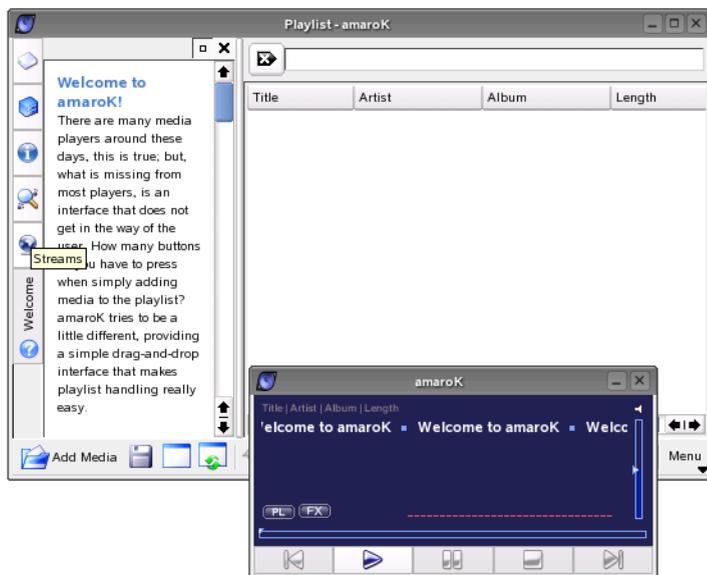
Managing Playlists

On startup, amaroK scans the file system for multimedia files according to the settings made in the Configure General Options dialog (in the playlist window, click *Menu > Configure amaroK*). The right part of the playlist window lists any playlists found. If no playlist is found, you can create one. The best way to do this is by using the sidebar to the left of the window. To the far left, there are a number of tabs that can be used to open different views. From each of these views, drag individual titles or entire directories and drop them into the playlist. The following is a description of the tabs.

- **Context:** Displays information about your collection and the current artist. For example, the view informs you about your favorite titles, the newest titles added to the collection, and other details. The Home view provides statistics on your listening habits, listing your favorite, newest, and least-played tracks. Current Track provides data related to the track currently being played, such as the album cover (see "The Cover Manager" on page 147), the listening statistics related to this track, and more. If you are interested in the lyrics of the track, display them using the Lyrics tab.

- **Collection Browser:** Use this view to manage and display your personal collection of titles. The collection view can include files from different locations. The wrench icon in the toolbar lets you determine what locations should be scanned for music files. After you select the directories, the scan starts automatically, and the result is displayed as a tree structure. Use the Primary and Secondary menus to organize the top two branches of the tree according to Album, Artist, Genre, and Year. After the tree view is ready, find titles by typing them into the input field. The selection in the tree view automatically jumps to the first matching entry as you type. To update your collection data, rescan the file system by clicking *Actions > Rescan Collection*.

- **Playlist Browser:** The playlist browser is divided into two parts. The upper part lists all your custom playlists created by dragging tracks into the playlist window and clicking Save Playlist As. View the contents of the playlist by clicking the + next to the playlist's name. Modify these playlists using drag and drop. To load one of them, double-click the playlist.

  IMPORTANT: Save playlists in m3u or pls format so you can share them with other people using these formats.

  amaroK can compile useful playlists (Smart Playlists) on the fly. Use the bottom part of the playlist browser to select one of the smart playlists or click *Create Smart Playlist* to define a custom smart playlist. Enter a name, search criteria, order, and optional track limit.

- **File Browser:** This tab opens a file browser that corresponds to the standard KDE file selector dialog with the usual controls for navigating the file system. Enter a URL or directory directly into the text field. From the contents displayed, you can drag elements to the playlist. You can also perform a recursive search for a file in a given directory. To do this, enter a text string for the title and the location where you want to start the search, then click *Search* and wait for the results to appear in the lower section of the window.

The Cover Manager

amaroK features a cover manager that lets you keep matching music and image data on the albums you play. To start the Cover Manager, click *Actions > Cover Manager* in the Collection Browser. A tree view in the left part of the window lists all the albums of your collection. The covers retrieved from Amazon are displayed in the right part of the window. With *View*, you can choose what is displayed in the cover list view. *All Albums* lists all albums of your collection, regardless of whether they have a cover image. *Albums with Cover* lists only those with a cover, and *Albums without Cover* lists those lacking a cover. To retrieve cover data, choose your Amazon locale, then click *Fetch Missing Covers*. amaroK then tries to get covers for all albums contained in your collection.

Effects

Click *FX* in the player window, or right-click the player window, then click *Configure Effects* to open a dialog where you can enable and configure several sound effects, such as an equalizer, the stereo balance, and a hall effect. Select the desired effects and adjust the settings, if available, for each of them.

Visualizations

amaroK comes with a number of visualizations that display a graphical effect for the music played. Native amaroK visualizations are displayed in the player window. Cycle through the various available display modes by clicking the animation.

amaroK also supports the visualization plug-ins of the XMMS media player. To use these, first install the xmms-plugins package, then click *Menu > Visualizations* in the playlist window. This opens a window listing the available plug-ins. XMMS plug-ins are always displayed in an extra window. In some cases, there is an option to display them in full screen mode. For some plug-ins, you might not get a smooth visual effect unless you use a 3D-accelerated graphics card.

7.3.2 JuK

JuK is a jukebox application that lets you manage your music file collection and playlists. JuK maintains a list of all files it knows about. This is called the Collection List. The collection list is specific to JuK and is not shared with other applications. Independent of the Collection List are playlists. You can have as many playlists as you want, and you can share your JuK playlists with other media players. You can also edit the tags of your music files.

To launch JuK, click *N > Multimedia > Jukebox > Juk*.

Figure 7-5   JuK
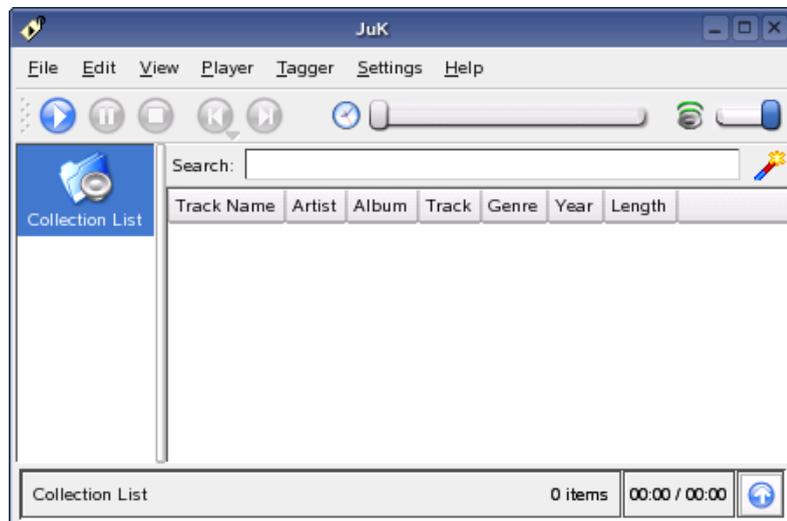
7.3.3 Music Player

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 Music Player, click *N > Multimedia > Jukebox > Music Player*.

Figure 7-6   *Music Player*
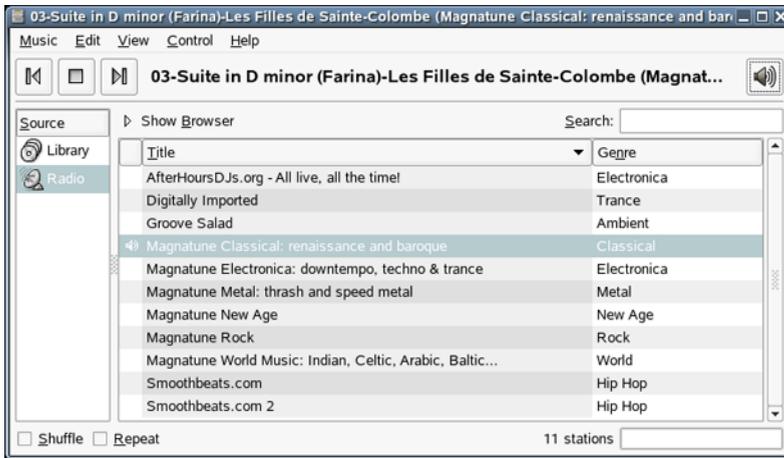
To play a track, select the track, then click the play button on the toolbar, or simply double-click the track to start playing it. When a track ends, Music Player plays the next track in the list. In the Library, you can play all the songs from an artist, or you can play a single album.

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

7.4 Playing Movies

NLD includes the following utilities for playing movies on your desktop:

7.4.1 Kaffeine

Kaffeine is a multimedia player that plays CDs and VCDs. Kaffeine can also decode multimedia files like AVI, MOV, WMV, and MP3 from your local disks as well as display multimedia streams from the Internet.

To launch Kaffeine, click *N > Multimedia > Video Player > Kaffeine*.

Figure 7-7   *Kaffeine Media Player*

For more information, see Kaffeine Player (http://kaffeine.sourceforge.net).

7.4.2 Totem

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 *N > Multimedia > Video Player > Totem Movie Player*.

Figure 7-8 *Totem Movie Player*
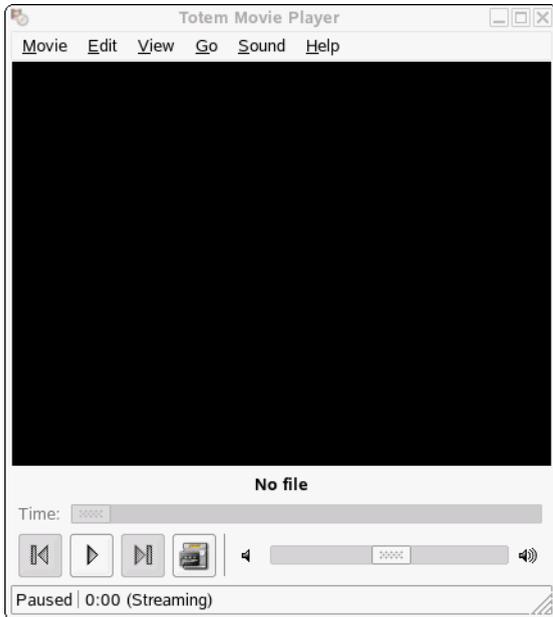
Click *Movie > Play VCD* or *Movie > Play DVD* to start playback of a VCD or DVD. Totem offers menu support for DVDs on the *Go* menu. Movie streams can be fetched via the network—click *Movie > Open Location* and enter the URL. You can take screen shots by clicking *Edit > Take Screenshot*.

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 *N > Multimedia > RealPlayer 10*.

Figure 7-9   *RealPlayer*

7.6 Controlling Volume and Balance

KAMix is a simple mixer application you can use to control the volume and balance of the sound output and input of your computer. To launch the mixer, click *N > Multimedia > Volume Control > KAMix*.

Figure 7-10   *KAMix*
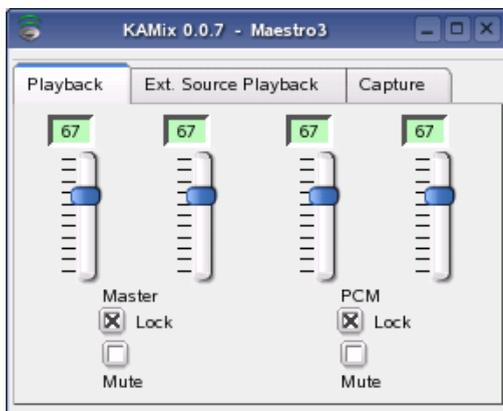
You can also click *N > Multimedia > Volume Control > Volume Control* and *N > Multimedia > Volume Control > Volume Monitor* to change the volume of your sound card.

7.7 Extracting Audio from CDs

NLD includes the following tools that let you extract audio files from CDs:

7.7.1 KAudioCreator

KAudioCreator is a front-end tool for ripping audio CDs and encoding WAV files using any encoder you choose.

To launch the tool, click *N > Multimedia > CD/DVD Tools*.

Figure 7-11 *KAudioCreator*
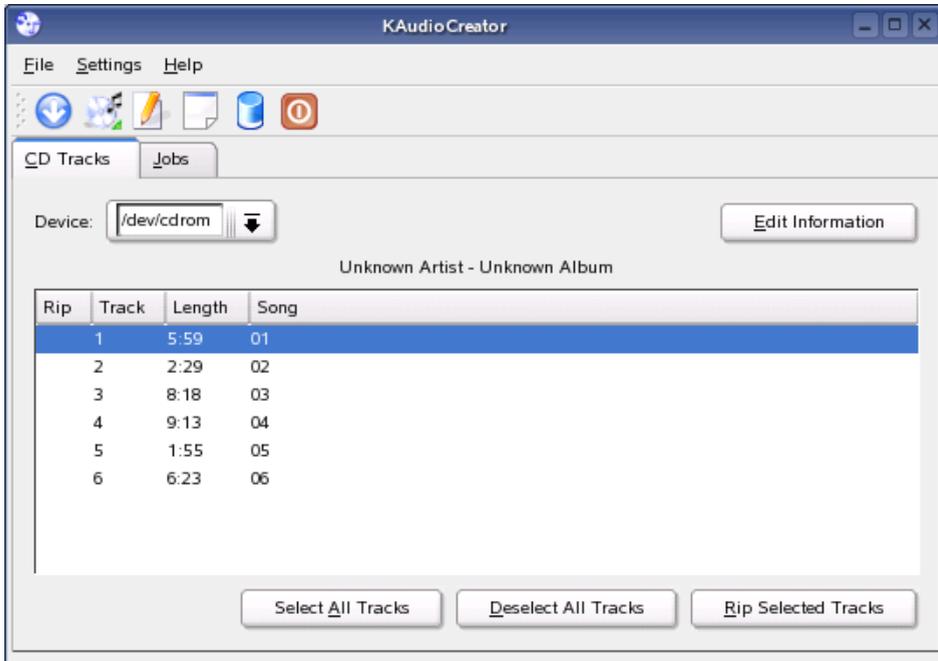
After it is started, KAudioCreator lists all the tracks of your CD on the CD Tracks tab. Select the tracks to rip and encode. To edit the track information, click *File > Edit Album*. Otherwise just start the ripping and encoding by clicking *File > Rip Selected Tracks*. You can watch the progress of these jobs on the Jobs tab. If configured accordingly, KAudioCreator also generates playlist files for your selection that can be used by players such as amaroK.

7.7.2 Sound Juicer

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 *N > Multimedia > Audio Player > CD Ripper*.

Figure 7-12   Sound Juicer

Using Sound Juicer

1 Insert an audio CD into your drive.

2 Click *N > Multimedia > Audio Player > 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. This saves you typing, because 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.

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 7-13   *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

<div style="text-align: right; font-size: large;">8</div>

From your desktop, you can access files and directories or certain services on remote hosts, or make your own directories available for network-wide use. This chapter shows you how to configure this access from your desktop.

8.1 Accessing Network Shares

Network devices such as 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 the File Manager to access these shares.

To access network shares, double-click the *Network Browsing* icon on the desktop. The window displays the network share types that you can access. Double-click a network type resource and then click the network share that you want to access. You might be required to authenticate to the resource by providing a user name and password.

Figure 8-1 *Network Browsing Dialog*
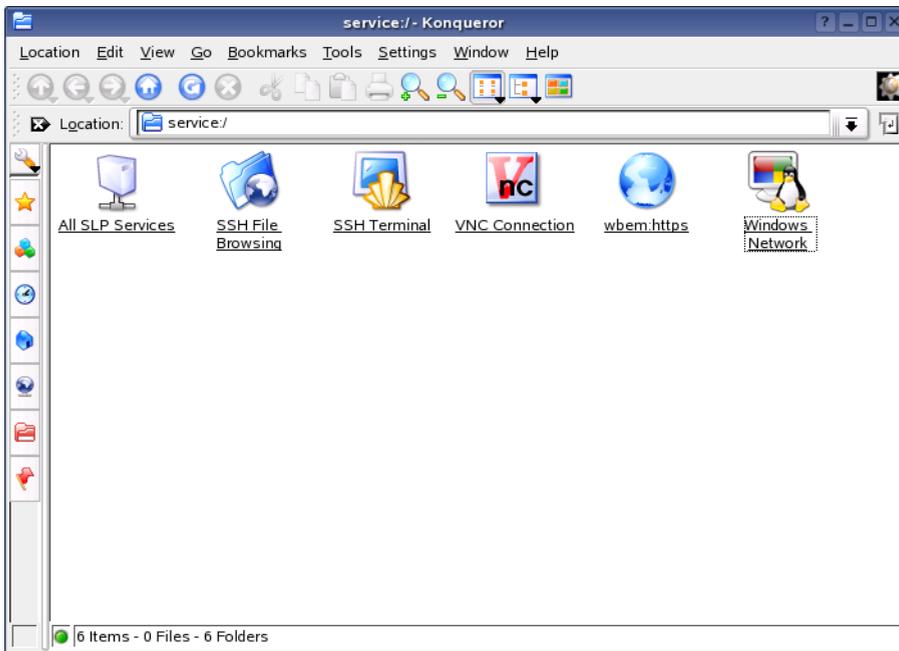
If you click one of these icons, a new view opens, displaying all services activated on the selected host. To simplify navigation to frequently-used services or hosts, you can create icons with links on your desktop.

1 Drag the directory folder to the desired position on your desktop while keeping the left mouse button pressed.

2 Release the mouse button, which opens a context menu.

3 Click *Link Here* to create a link on the desktop.

If you click the icon, Konqueror opens and displays the content of this directory.

8.2 Creating Your Own Network Shares

Within your network, you can make directories available to all users. These shares can be limited to just read permissions or expanded to grant write permissions to all network users, depending on the purpose.

You can use either of the following ways to create network shares:

8.2.1 Using Konqueror to Make One of Your Own Directories Available to Other Network Users

This method of sharing requires that you know the root password.

1 Click Description: Personal Files icon to open Konqueror, make sure folders are displayed, then right-click the background.

2 Click *Properties*, then click the *Local Net Sharing* tab.

3 Click *Configure File Sharing*, then enter the root password.

4 Click *Allow Users to Share Files From Their HOME Folder*, then click *OK* twice.

5 In Konqueror, right-click the directory you want to share, then click *Share*.

6 Specify the kind of access other users should be granted to your share.

The following options are available:

Not Shared: Select this item if you decide not to make this share available or to revoke an existing share.

Shared - Read Only For Others: Other users can browse your share, but they do not have write permissions for the contained files and subdirectories.

Shared - Writeable For Others: Grants other users read and write access.

7 Click *OK*.

If you selected one of the Shared options in Step 6 on page 158, the directory icon now appears in Konqueror with a plug. To revoke the share, right-click the share icon in Konqueror, click *Share > Not Shared > OK*. The directory icon then appears without the plug in Konqueror.

8.2.2 Using the Public File Server

The kpf utility provides simple file sharing using HTTP (the Hyper Text Transfer Protocol,) which is the same protocol used by Web sites to provide data to your Web browser. kpf is strictly a public

file server, which means that there are no access restrictions to shared files. Whatever you select for sharing is available to anyone.

kpf is designed to be used for sharing files with friends, not to act like a fully-fledged Web server such as Apache. kpf was primarily conceived as an easy way to share files with others while chatting on IRC (Internet Relay Chat, or chat rooms).

kpf is typically set up to serve files from a public_html folder in your home directory. For example, if you want to make a file available to some people with whom you are chatting online, you can use kpf to copy the file into your public_html folder and announce to those listening that your file is available at http://www.mymachine.net:8001/thefile (rather than send them each an e-mail with the file attached).

1 Right-click the bottom panel in KDE, then click *Add > Applet > Public File Server*.

A new icon appears on the bottom panel (Description: Public File Server icon).

2 Right-click the new icon, then click *New Server*.

3 Specify the directory containing the files you want to share, then click *Next*

All files in the folder and its subfolders, including hidden files (files that start with a dot) are made publicly available, so be careful not to share sensitive information, such as passwords, cryptographic keys, your address book, or documents private to your organization.

4 Complete the remainder of the New Server wizard to share the folder you specified in Step 3 on page 159.

The directory icon now appears in Konqueror with a world icon at the bottom right side.

IMPORTANT: A symbolic link is a special file which is a reference to another file (or folder) in your file system. By following the link, you reach the file or folder referred to. The link is generally transparent. By default, a network share does not allow following symbolic links. This means that, for example, if you have a share pointing to /your/home/folder/public_html and you create a link inside public_html pointing to /tmp, anyone requesting /tmp can see the contents of your /tmp folder.

In general, you shouldn't allow following symbolic links in this way. The main reason this is allowed is so that you can have symbolic links inside the shared folder that point to another place inside the shared folder. This can be useful if you're serving up an entire Web site (which, however, is not the intended use of kpf).

Be careful not to link to anywhere on your file system that might hold sensitive information, or use a symbolic link that points to sensitive information.

8.3 Monitoring Network Connections

Use the *Network Selector* (`netapplet`) to monitor, manage, and configure your network connections. An icon is also available on the panel. If you do not have the panel icon, click *N > Internet > Dial Up > Network Selector* to add the icon to your bottom panel.

Figure 8-2   *Network Selector Icon*

Click the icon to open a menu to view your network devices, to disconnect the active device, and to view Connection Information, such as the IP address that you are using.

If you are connected to the network via a cable and need to switch to use your wireless device, simply click the *Network Selector* 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.

8.3.1 Using the Network Selector Icons

Depending on the type of network adapters you have, you see one or more of the following icons on the Network Selector button:

Icon	Description
🖧	Ethernet
📶	Wireless
☎	Dialup

Click the icon to display a menu with options relating to the network device you are currently using. You can also use the options on this menu to change the type of device you are using. For example, to quickly change from Ethernet to Wireless, click the *Ethernet* icon, then click *Wireless:ethx*.

Ethernet

Click *Connection Information* to view your IP address, subnet mask, and default gateway. You can also click *Configure Network Settings* to open the Network Cards Configuration screen in YaST, which allows you to configure your network devices.

Figure 8-3 *Ethernet Menu*

For more information, see "Network Devices"in the *Novell Linux Desktop Deployment Guide*.

Wireless

The wireless settings let you perform the same tasks listed in the Ethernet section, with one addition: you can see your active ESSID (the identifying name of a wireless network) that you configured in YaST. You can enter a temporary ESSID by clicking *Other*, where you are prompted to specify a temporary ESSID. This is useful, for example, when you are attending a conference where the ESSID is only used temporarily. After you restart your computer, the ESSID resets to your original configuration.

Figure 8-4 *Wireless Menu*

Dialup

The modem is typically in an on or off status. You are either connected or you are not connected. You must configure the interface before it shows as an available option. To configure your dialup settings, click *N > System > YaST > Network Devices > Modem*. You will need the root password to use YaST.

Figure 8-5 *Dialup Menu*

For more information, see "Configuring a Modem"in the *Novell Linux Desktop Deployment Guide*.

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 section describes how to set up printers in NLD and manage print jobs:

- "Installing a Printer" on page 163
- "Modifying Printer Settings" on page 164
- "Deleting a Printer" on page 164
- "Monitoring Print Jobs" on page 164

9.1 Installing a Printer

Before you can install a printer, you need to have the root password and have your printer information ready. Depending on how you connect to the printer, you might 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. You can access the Printing Manager through the Control Center or by clicking *N > Utilities > Printing > Printing Manager*.

Figure 9-1 *Printing Manager*
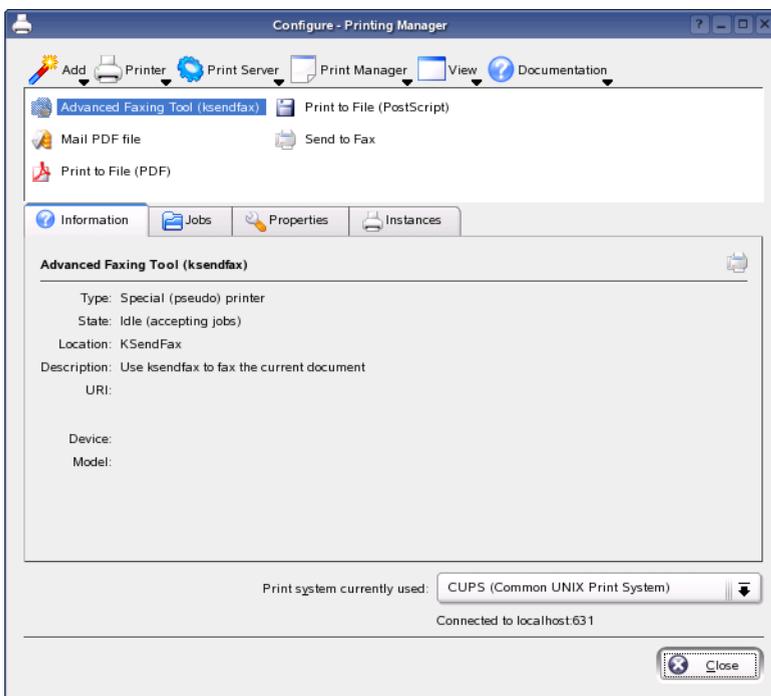
To install a printer:

1 Click *N > Utilities > Printing > Printing Manager > Add > Add Printer/Class*.

The Add Printer Wizard opens.

2 Click *Next*.

3 Select the type of connection for this printer:

Local printer: A printer that is attached to your workstations through a parallel, serial, or USB connection.

Remote LPD queue: 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).

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

Network Printer (TCP): A printer connected to the network using the TCP protocol

Remote CUPS server (IPP/HTTP): 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.

Network printer w/IPP (IPP/HTTP): A printer connected to the network using the IPP/HTTP protocol

Other printer type: If your printer does not fit one of the classes above, choose this option.

Class of printers: To find printers by a specific class, choose this option.

4 Complete the Add Printer Wizard by specifying the printer's information and selecting a printer 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 *N > Utilities > Printing > Printing Manager*.

2 Select the printer you want to modify.

3 Click *Printer > Configure*.

4 Modify the properties, then click *OK*.

9.3 Deleting a Printer

1 Click *N > Utilities > Printing > Printing Manager*.

2 Select the printer you want to delete.

3 Click *Printer > Remove*.

9.4 Monitoring Print Jobs

KJobViewer lets you monitor print jobs. Print jobs are placed in a queue, from which they are consecutively sent to the printer. As long as your jobs are not printed, you can edit them with the Jobs menu or by clicking the respective icon.

To start KJobViewer, click *N > Utilities > Printing > Print Jobs*, or type kjobviewer in a terminal window.

Figure 9-2 *Monitoring Print Jobs with KJobViewer*
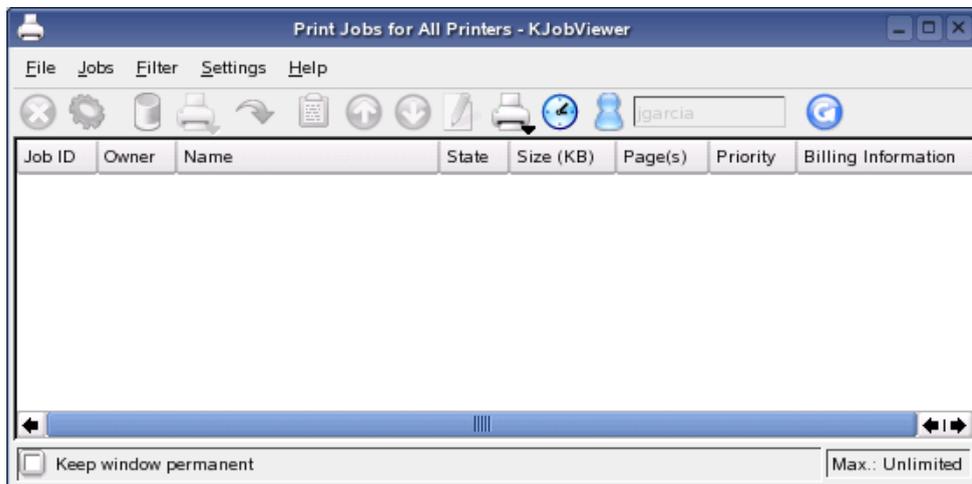
For example, if you want to see if you sent the correct document to the printer, you can stop the job and then resume it if you decide to print it. You can remove your own print jobs from the queue with *Remove*. To change the printer, select a different printer with *Move to Printer*.

To reprint a document, click *Filter > Toggle Completed Jobs*, select the document you want, and then click *Jobs > Restart*. *Job IPP Report* contains the technical details of a job. Use *Increase Priority* and *Decrease Priority* to set the priority, depending on how quickly you need the document.

Filter lets you switch between various printers, toggle completed jobs, and limit the view to just your own print jobs by selecting *Show Only User Jobs*. The current user is displayed in the top right field.

Settings > Configure KJobViewer opens a configuration dialog. You can determine the maximum number of print jobs to display. Specify a number in the field or use the slider to the right to determine a value.

The icons in the toolbar correspond to the functions you can access on the menu. Help text explaining the function is displayed when you mouse over one of the icons.

The job list consists of eight columns. The job ID is automatically assigned by the print system to identify the various jobs. The next column contains the login of the user who sent the job followed by the filename of the document. The status column indicates whether a job is still in the queue, currently being printed, or already completed. Next, the size of the document is displayed in kilobytes (KB) and number of pages. The default priority of 50 can be increased or reduced if necessary. Billing information can be cost centers or other company-specific information. If you right-click a job in the list, the Jobs menu opens under the mouse pointer, allowing you to select an action. Only a few functions are available for completed jobs. If you click *Keep Window Permanent*, the KJobViewer window opens automatically when you log in the next time. You can also start KJobViewer using the Printer icon in the panel.

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

This appendix contains the following:

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Version 2, June 1991

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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).

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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.