

# openSUSE

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KDE3 User Guide



# KDE3 User Guide

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# About This Guide

This manual introduces the KDE desktop of openSUSE® and a variety of applications shipping with it. It guides you through using these applications and helps you perform key tasks. It is intended mainly for end users who want to make efficient use of KDE in everyday life.

## KDE Desktop

Get to know your KDE desktop and learn how to cope with basic and daily tasks, using the central KDE applications and some small utilities. Get an impression of the numerous possibilities KDE offers to modify and individualize your desktop according to your needs.

## Office and Collaboration

Use the office and collaboration software openSUSE offers, such as the OpenOffice.org suite, several e-mailing and calendaring programs, and applications for online conversations. Also find vital information concerning the management and exchange of data on your system: how to share files on the network, how to effectively search and encrypt data, and how to manage printers.

## Internet

Find out how to use the Internet applications included in openSUSE, such as Konqueror or the Firefox Web browser, a download manager, or a news feed reader.

## Multimedia

Get to know applications for graphics manipulation, management of digital photographs, sound manipulation and editing, and for CD and DVD writers.

# 1 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 and enter your comments there.

## 2 Additional Documentation

We provide HTML and PDF versions of our books in different languages. The following manuals are available for openSUSE:

### *Start-Up*

Guides you through the installation and basic configuration of your system. For newcomers, the manual also introduces basic Linux concepts such as the file system, the user concept and access permissions and gives an overview of the features openSUSE offers to support mobile computing. Provides help and advice in troubleshooting.

### *KDE Quick Start*

Gives a short introduction to the KDE desktop and some key applications running on it.

### *GNOME Quick Start*

Gives a short introduction to the GNOME desktop and some key applications running on it.

### *Reference*

Gives you a general understanding of openSUSE and covers advanced system administration tasks. It is intended mainly for system administrators and home users with basic system administration knowledge. It provides detailed information about advanced deployment scenarios, administration of your system, the interaction of key system components and the set-up of various network and file services openSUSE offers.

### *Novell AppArmor Quick Start*

Helps you understand the main concepts behind Novell® AppArmor.

### *Novell AppArmor Administration Guide*

Contains in-depth information about the use of Novell AppArmor in your environment.

### *Lessons For Lizards*

A community book project for the openSUSE distribution. A snapshot of the manual written by the open source community is released on an equal footing with the Novell/SUSE manuals. The lessons are written in a cook book style and cover more specific or exotic topics than the traditional manuals. For more information,

see [http://developer.novell.com/wiki/index.php/Lessons\\_for\\_Lizards](http://developer.novell.com/wiki/index.php/Lessons_for_Lizards).

Find HTML versions of the openSUSE manuals in your installed system under `/usr/share/doc/manual` or in the help centers of your KDE or GNOME desktop. You can also access the documentation on the Web at <http://www.novell.com/documentation/opensuse103/> where you can download PDF or HTML versions of the manuals. For information where to find the books on the installation media, refer to the Release Notes of this product, available in your installed system under `/usr/share/doc/release-notes/`.

## 3 Documentation Conventions

The following typographical conventions are used in this manual:

- `/etc/passwd`: filenames and directory names
- *placeholder*: replace *placeholder* with the actual value
- `PATH`: the environment variable `PATH`
- `ls, --help`: commands, options, and parameters
- `user`: users or groups
- `Alt, Alt + F1`: a key to press or a key combination; keys are shown in uppercase as on a keyboard
- *File, File > Save As*: menu items, buttons
- *Dancing Penguins* (Chapter *Penguins*, ↑Another Manual): This is a reference to a chapter in another manual.

## 4 About the Making of This Manual

This book is written in Novdoc, a subset of DocBook (see <http://www.docbook.org>). The XML source files were validated by `xmllint`, processed by `xsltproc`, and converted into HTML using a customized version of Norman Walsh's stylesheets.

# 5 Acknowledgments

With a lot of voluntary commitment, the developers of Linux cooperate on a global scale to promote the development of Linux. We thank them for their efforts—this distribution would not exist without them. Furthermore, we thank Frank Zappa and Pawar. Special thanks, of course, go to Linus Torvalds.

Have a lot of fun!

Your SUSE Team



# **Part I. KDE Desktop**



# Getting Started with the KDE Desktop

This chapter assists you in becoming familiar with the KDE desktop of your Linux system and in performing basic tasks.

KDE stands for *K Desktop Environment* and is a graphical user interface that has many applications designed to help you in your daily work. KDE also offers many choices to modify your desktop according to your needs and wishes. Read more about configuring your desktop in [Chapter 2, Customizing Your Settings](#) (page 49).

The following description is based on the default configuration of the KDE desktop shipped with your product. If you or your system administrator has modified the defaults, some aspects may be different, such as appearance or keyboard shortcuts.

## 1.1 Logging In and Selecting a Desktop

If more than one user account is configured on your computer, usually all users must authenticate—unless *Auto Login* is configured for a certain user. Auto login logs the user in to the desktop environment automatically on boot. Enable or disable this feature during installation or at any time using the YaST user management module. For more information, see the *Start-Up Guide*. But if your computer is run in a network environment and you are not the only person using the machine, you are usually prompted to enter your username and password when you start your system. If you did not set up your system and your user account yourself, check with your system administrator for your username and password.

The program managing the login process depends on the desktop environment installed on your system. For KDE, it is KDM. If the GNOME desktop is additionally installed on your system, it may be GDM.

As shown in **Figure 1.1**, “A KDM Login Screen” (page 4), the default KDM login screen provides input fields for username and password and the following menu items:

### *Session Type*

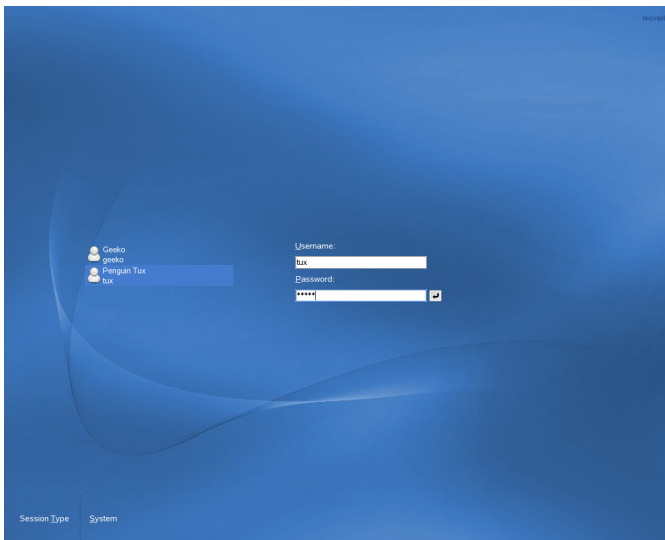
Specifies the desktop to run when you log in. If desktops other than KDE are installed, they appear in the list. Make changes only if you want to use a session type other than your default (usually KDE). Future sessions are automatically of the same type unless you change the session type manually.

### *System*

Performs a system action, such as shutting down the computer or starting different login actions. *Remote Login* enables you to log in on a remote machine.

To start a normal login, just enter your username and password.

**Figure 1.1** A KDM Login Screen



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**NOTE: Connecting to an Active Directory Server**

To access shared network resources, you can also authenticate a KDE client machine against an Active Directory server. For further details, refer to [Chapter 8, Accessing Network Resources](#) (page 151). If your machine is configured for this kind of authentication, the login screen also provides an additional field. In this case, proceed as follows during login:

1. Select the domain from the list.
2. Enter your Windows\* username.
3. Enter your Windows password and press Enter.

---

## 1.1.1 Controlling a Session

The Session Manager starts after your username and password are authenticated by the login process. 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 state 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 OpenOffice.org.

---

**NOTE: Saving and Restoring Applications**

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 about configuring session preferences, see [Adjusting the Session Handling](#) (page 73).

## 1.1.2 Switching Desktops

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

- 1 If you are logged in to KDE, select *Leave > Logout* from the main menu. On the following login screen, click *Session Type*.
- 2 Select the GNOME desktop.
- 3 Enter your username.
- 4 Enter your password. The GNOME desktop is started.

See *GNOME User Guide* at <http://www.novell.com/documentation/opensuse103/> for more information about using the GNOME desktop.

- 5 To switch back to KDE again, click *Desktop > Log Out* on the panel of the GNOME desktop then click *OK*. The session is closed and the login screen reappears.
- 6 Before logging in again, click *Session Type* and select *KDE* in the login screen. If you do not select a new session type, your next session will be of the same type (GNOME) as the session before.

## 1.1.3 Locking Your Screen

To lock the screen, do either of the following:

- From the main menu, select *Leave > Lock*.
- Use the keyboard shortcut defined in the KDE control center. Usually, this is Ctrl + Alt + L.

---

**TIP: Looking Up KDE Keyboard Shortcuts**

---

If you are interested in other KDE keyboard shortcuts, look them up in the KDE control center, described in [Chapter 2, Customizing Your Settings](#) (page 49). For a description of how to change KDE keyboard shortcuts, refer to [Modifying KDE Keyboard Shortcuts](#) (page 64).

---

- Click the *Lock Session* icon in the panel.

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

For information about configuring your screen saver, see [Configuring the Screen Saver](#) (page 54).

## 1.2 Logging Out

When you are finished using the computer, you can log out and leave the system running or restart or shut down the computer. If your system provides power management, you can also suspend the computer, making the next system start much faster than a complete boot.

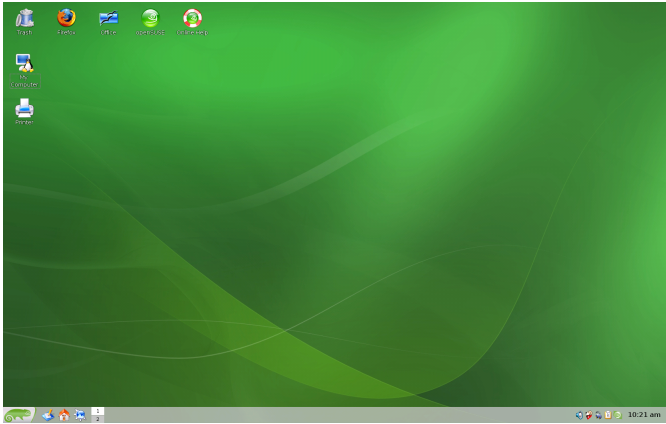
To log out and leave the system running, do one of the following:

- From the main menu, select *Leave > Logout*.
- Use the keyboard shortcut that is defined in the KDE control center. Usually, to log out with confirmation, this is Ctrl + Alt + Del. In the following dialog you still have the choice to cancel the logout process. If you want to log out without any confirmation, press Ctrl + Alt + Shift + Del.
- Click the *Logout* icon in the panel.

# 1.3 Desktop Components

The graphical desktop environment should not pose any problems for former Windows\* or Macintosh\* users. The main components of the desktop are the icons on the desktop and the panel at the bottom of the screen.

**Figure 1.2** *An Example KDE Desktop*



Desktop icons represent files, directories, applications, functions, and removable media, like CDs or DVDs.

The desktop has the following icons by default:

## *Trash*

Contains files and folders that have been deleted. For information about using the trash can, see [Section 1.3.4, “Managing the Trash Bin”](#) (page 19).

## *My Computer*

Displays information about hardware, network status, operating system, hard disks, common folders, and removable devices. For more information, refer to [Section 1.3.3, “Accessing Removable Media”](#) (page 17).

## *Printer*

Opens KJobViewer that displays print jobs you have sent to printers. See [Section 1.8.1, “Starting Print Jobs in KDE”](#) (page 32) for more information.



### *Firefox*

Opens the Firefox Web browser. For more information, refer to [Chapter 13, \*Browsing with Firefox\*](#) (page 199).

### *Office*

Opens a new OpenOffice.org document. For an introduction to this office suite, refer to [Chapter 3, \*The OpenOffice.org Office Suite\*](#) (page 79).

### *openSUSE*

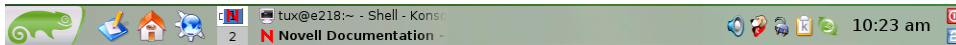
Opens the SUSEgreeter which holds introductory information and links to various information sources about openSUSE.

### *Online Help*

Starts a browser which leads you to the help resources available for openSUSE on the Web.

The panel (in KDE also called “Kicker”) is a bar, typically located at the top or the bottom of the screen. It is designed to provide information about running applications or the system and easy access to some important functions or applications. If you hold your pointer over an icon, a short description is displayed.

**Figure 1.3** *KDE Panel (Kicker)*



The panel typically consists of the following areas:

#### Main Menu Icon

By default, the left end of the panel has an icon that opens the main menu (in KDE also called K menu), similar to the *start button* on the MS Windows desktop. The main menu has a well-ordered structure for accessing the main applications. It also contains menu items for major functions like logging out or searching for applications. For more information, see [Section 1.3.1, “Accessing the Main Menu”](#) (page 10).

#### Quick Launcher

Next to the main menu icon, find the quick launcher. It holds some icons for the most important functions or applications to enable you to start them without going through the main menu.

### Desktop Previewer

Next to the quick launcher, find the desktop previewer, which shows your different desktops. These virtual 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 desktops, click the desktop symbol in the panel.

### Taskbar

The taskbar is located next to the desktop previewer. By default, all started applications and open windows are displayed in the taskbar, which allows you to access any application regardless of the currently active desktop. 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.

### System Tray

The rightmost part of the panel usually holds the system clock, the volume control, and several other helper applications.

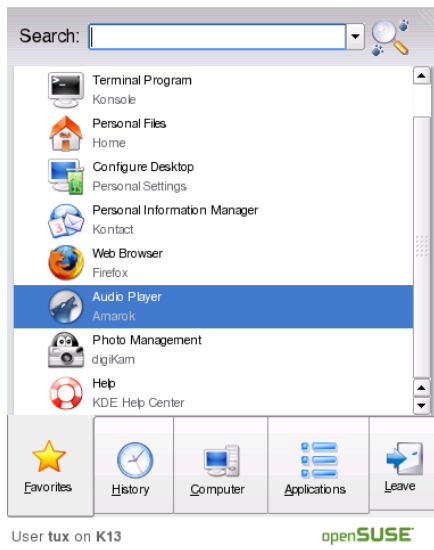
To learn how to configure the appearance and behavior of your desktop, including the main menu, desktop icons, or the panel, refer to [Section 2.1, “The KDE Control Center”](#) (page 49).

## 1.3.1 Accessing the Main Menu

Open the main menu by hovering the mouse pointer over the icon to the far left of the panel. Alternatively, press **Alt + F1**.

The main menu consists of the following elements: a search function at the top and several tabs at the bottom, providing quick access to the key functions of the menu. Additionally the menu displays your login name and the hostname of your computer at the very bottom. This information is useful when you are logged in as a different user or on a remote computer—it always shows you which system you are currently working on.

**Figure 1.4** KDE Main Menu



The following tabs are available:

### *Favorites*

Shows a default selection of key programs for quick access. You can modify the selection and add or delete programs from the list as described in [Changing the SUSE Menu Style](#) (page 57).

### *Applications*

Shows all applications installed on your system. The function-oriented menu structure makes it easy to find the right application for your purpose even if you do not know the application names yet. To navigate through the structure, click an entry and use the arrow icons at the right or the left to switch back and forth. To switch back to the top-level hierarchy from anywhere in the structure, just click the tab's name or icon.

### *Computer*

Gives quick access to some places often needed, such as important system folders (home directory, network folders) and media devices. Also allows you to quickly access system information and to change your system configuration with YaST, if necessary.

### *History*

Lists the most recently opened programs and files. To reopen a program or file, just click the entry. To remove all recently used programs or files from the list, right-click below the respective heading and select *Clear Recently Used Applications* or *Clear Recently Used Documents*.

### *Leave*

Shows several options for leaving the session:

**Logout:** Ends your current session and leaves your system running. If not configured otherwise in the KDE control center (see [Adjusting the Session Handling](#) (page 73), the session manager will restore the currently open windows by default next time you log in to KDE.

**Lock:** Locks your screen and starts a screensaver. Access to the session can only be regained with a password. To unlock, enter your normal login password. If you leave your computer you can prevent unauthorized access by others by locking your screen.

**Switch User:** Starts a second session with a graphical user interface on your machine. Your current session remains active while you are taken to the login screen where you can log in as a different user. You can access the first session by pressing Ctrl + Alt + F7. To access a new session, press F8 instead of F7. Additional sessions can be accessed by pressing Ctrl + Alt + F9 to F12.

**Shutdown Computer:** Logs you out and turns your computer off.

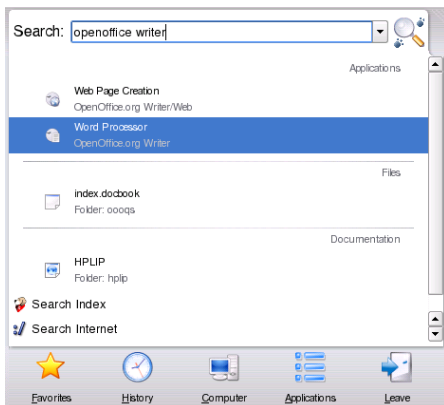
**Suspend Computer** This menu item is only available if your computer provides power management functionality. Pauses your computer without logging you out, thus offering a very fast access to your session when you get back to your computer.

**Restart Computer:** Initiates the shutdown process and reboots your computer. Instead of selecting the desired boot option in the boot manager, you can also select the desired option directly—just click one of the option below *Restart Computer*.

### **Procedure 1.1** *Using the Main Menu Search Function*

The search function in the main menu is partially based on Kerry/Beagle which is also available as standalone search module (see [Chapter 10, Searching with Kerry](#) (page 179)). You can restrict your search by combining certain search criteria as described in the *Search Quick Tips* below the search field.

- 1 To start a search for any item in the main menu, just type one or several letters from the search string you want to enter. Each character you enter narrows down the search. The search results are shown directly below the search field. The results are sorted by categories for better overview.



- 2 If a search result suits your wishes, just click the entry to open the file or to start an action or an application.
- 3 To extend the search, enter a search term in the search field and click *Search Index*. The search is now extended to objects such as documents, e-mails, Web histories, IM/ITC conversations, source code, images or music files.

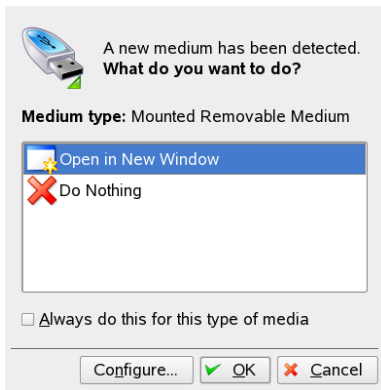
For more detailed information about search options with Kerry/Beagle, refer to [Chapter 10, \*Searching with Kerry\*](#) (page 179).

- 4 From the main menu, you can also search the Internet for a specific term. To do so, enter the term in the search field and click *Search Internet* at the bottom.

## 1.3.2 Inserting or Connecting Removable Media

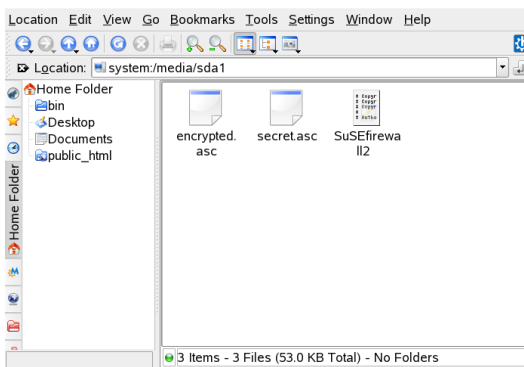
If you insert or connect removable media to your computer (such as CD-ROMs, digital cameras, or USB sticks), these are usually automatically detected. In KDE, a dialog appears, showing the medium type detected and offering several options of what to do with the new medium. The list of options depends on the type of medium inserted.

**Figure 1.5** *Automatic Detection of a USB Stick in KDE*



To view the data with a file manager, select *Open in New Window* and click *OK*. The Konqueror file manager appears, showing the contents of the removable device.

**Figure 1.6** *Viewing the Contents of a USB Stick*



For the same action to be performed every time you insert a removable medium of that type, activate *Always do this for this type of media* in the detection dialog before clicking *OK*.

If you insert or connect a removable medium to the system that has been encrypted with LUKS (Linux Unified Key Setup), KDE recognizes this and prompts for the password as shown in **Figure 1.7, “Automatic Detection of an Encrypted USB Stick”** (page 15). Enter the password to access the encrypted medium.

**Figure 1.7** *Automatic Detection of an Encrypted USB Stick*



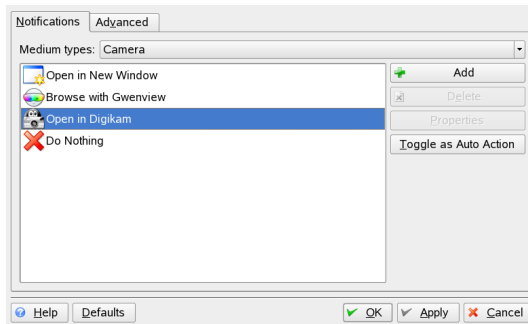
For information about encrypting removable media, refer to the *Reference*.

### **Procedure 1.2** *Configuring Removable Media Handling*

In the autodetection dialog, you can also configure how KDE should handle several types of removable media. For example, if you know that a certain type of medium that you use often always contains photos, you can configure it to open an image viewer application automatically:

- 1 In the autodetection dialog, click *Configure*.
- 2 A configuration dialog appears, showing a list of all available actions.
- 3 Click the *Medium types* drop-down list and select the type of medium for which to configure a certain action. The list of available actions now only shows actions applicable to the medium type selected.
- 4 Select the action to apply and click *Toggle as Auto Action*.

**Figure 1.8** KDE Configuration Dialog for Removable Media



- 5 Click the *Advanced* tab and make sure *Enable medium application autostart after mount* is selected.
- 6 Click *OK* to apply the changes and close the configuration dialog. Now every time you insert a medium of this type, the configured action is executed automatically and the autodetection dialog does not appear any more.

**Procedure 1.3** *Restoring Default Media Handling Options*

To reset the action assigned to the type of medium and restore the default options, proceed as follows:

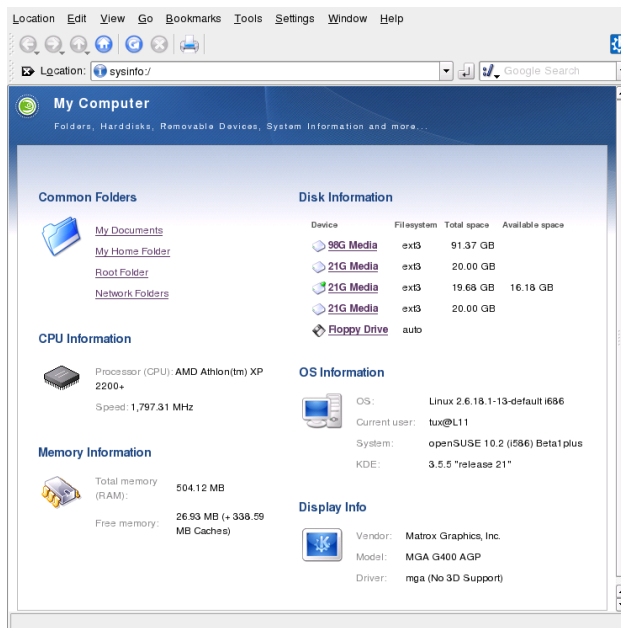
- 1 Start the KDE control center from the main menu by selecting *Favorites > Configure Desktop (Personal Settings)*.
- 2 In the left-hand navigation bar, click *Peripherals > Storage Media*. The configuration dialog appears on the right.
- 3 Click *Default* and *Apply*. The next time you insert a medium, the autodetection dialog appears again, leaving you the choice of what to do with the medium.



## 1.3.3 Accessing Removable Media

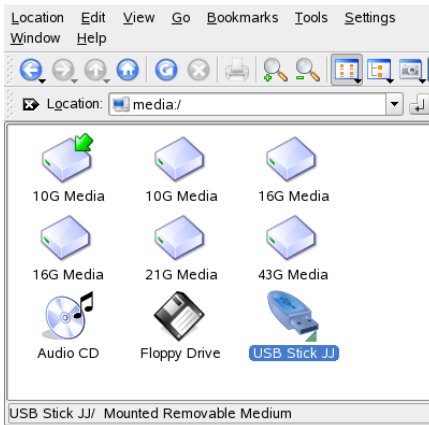
KDE offers several ways to access removable media at any time. Clicking *My Computer* on the desktops opens a view as shown in [Figure 1.9, “My Computer”](#) (page 17).

**Figure 1.9** *My Computer*



If you start Konqueror as a file manager (see [Section 1.4, “Managing Folders and Files with Konqueror”](#) (page 19)) and click *Storage Media* on the start window or enter `media : /` in the location bar, Konqueror displays the storage devices as shown in [Figure 1.10, “Displaying Media in Konqueror”](#) (page 18).

**Figure 1.10** *Displaying Media in Konqueror*



You can also name removable devices, such as USB sticks, with Konqueror. Right-click the USB stick in Konqueror and select *Properties*. On the *General* tab, enter a name in the input field and click *OK*. When inserting the stick the next time, Konqueror displays the name of the stick.

A small green arrow indicates that a medium has been *mounted* (integrated into your file system, which is necessary to access the data on the medium). In openSUSE, you normally do not have to care about mounting removable devices because this is done automatically by default.

---

### **NOTE: Removing Media Safely**

If you want to remove or disconnect a medium from your computer, make sure that the data on the medium is currently not accessed by any application or user. Otherwise, you risk a loss of data. To safely remove the medium, proceed as follows:

1. Open a view that displays all removable media.
  2. Right-click the medium to remove and select *Safely Remove* or *Eject*. *Safely Remove* unmounts the medium after which you can disconnect the medium from your computer. *Eject* automatically opens the CD or DVD drive of your computer.
-

## 1.3.4 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.

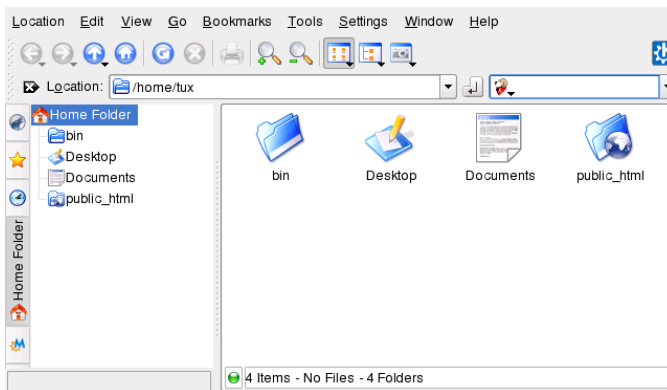
Files removed with *Delete* are not moved to the trash bin, but deleted completely. To delete the files in the trash bin completely, right-click the trash bin icon then click *Empty Trash Bin*.

## 1.4 Managing Folders and Files with Konqueror

Konqueror is a unified Web browser, file manager, document viewer, and image viewer. The following sections cover using Konqueror for file management. For information about Konqueror as a Web browser, see [Chapter 12, \*Browsing with Konqueror\*](#) (page 191).

Start Konqueror as a file manager by clicking the house icon in the panel. Konqueror displays the contents of your home directory.

**Figure 1.11** *The File Manager Konqueror*



The Konqueror file manager window consists of the following elements:

#### Menu Bar

The menu bar holds menu items for actions like copying, moving, or deleting files, changing views, starting additional tools, defining your settings, and getting help.

#### Toolbar

The toolbar provides quick access to frequently used functions that can also be accessed through the menu. If you hover the pointer over an icon, a short description is displayed. To the right, the toolbar features the Konqueror icon, which is animated while a directory or Web page is loaded.

#### Location Bar

The location bar shows the path to the directory or file in your file system. You can enter a path to a directory directly by typing it in or by clicking one of the directories in the display field. Delete the contents of the line by clicking the black symbol with a white X located left of the location bar. After typing an address, press Enter or click *Go* to the right of the input line.

Unlike a Windows operating system, Linux does not use drive letters. In Windows, you would address the floppy drive as `A : \`, Windows system data is under `C : \`, and so on. In Linux, all files and directories are located in a tree-like structure. The topmost directory is referred to as the file system root or just `/`. All other directories can be accessed from it. In the following, find a short overview of the most important directories in a Linux file system:

`/home` holds the private data of every user who has an account on your system. The files located here can only be modified by their owner or the system administrator. Your e-mail directory is located here, for example.

---

#### **NOTE: Home Directory in a Network Environment**

If you are working in a network environment, your home directory may not be called `/home` but can be mapped to any directory in the file system.

---

`/media` generally holds any type of drive except the hard drive of your system. Your USB flash drive appears under `/media` once you have connected it, as do your digital camera (if it uses USB) and DVD or CD drive.

Under `/usr/share/doc`, find any kind of documentation on your Linux system and the installed packages. The `manual` subdirectory holds a digital copy of this manual as well as the other manuals and the release notes of the installed version of your Linux system. The `packages` directory holds the documentation included in the software packages.

`/windows` only appears if you have both Windows and Linux installed on your system. It holds the MS Windows data.

Learn more about the Linux file system concept and find a more comprehensive list of directories in the *Start-Up Guide*.

### Navigation Panel

You can hide and show the navigation panel by pressing F9. The navigation panel displays your information in a tree view. Determine which contents you want to see by clicking one of the symbols in the tab at the left of the navigation panel. If you hold your mouse pointer over an icon, a short description is displayed. For example, you can show the file system as a tree starting at the root folder or at your home folder.

### Display Field

The display field shows the contents of the selected directory or file. In the *View* menu, choose between different view modes to display the contents, such as *Icon View*, *Tree View*, or *Detailed List View*. If you click a file, Konqueror shows a preview of the contents or loads the file into an application for further processing. If you hold the mouse pointer over the file, Konqueror shows a tool tip with detailed information about the file, such as owner, permissions, or last modification date.

By default, Konqueror does not show any hidden files, which are often system files that you usually do not want to access or see. In Linux, hidden files are indicated by a dot in front. You can toggle the view to see or hide hidden files by selecting *View > Show Hidden Files*.

## 1.4.1 Copying, Moving, or Deleting Files

For performing actions like copying, moving, or deleting files, you need appropriate permissions to the folders and files involved in your action. Read more about changing access permissions in [Section 1.4.3, “Changing Access Permissions”](#) (page 23).

---

### TIP: Selecting Objects in Konqueror

Clicking a file or a folder in Konqueror directly starts an action: a preview of the file is displayed or the folder is opened. To former users of Windows, this behavior may be rather unusual. If you just want to select one or several files without any other action, press Ctrl then click the object. Alternatively, alter your mouse settings in the KDE control center as described in [Adjusting the Mouse Settings](#) (page 63).

---

To copy or move a file or folder, proceed as follows:

- 1 Right-click the object and select *Copy* or *Cut* from the context menu. The object is kept in the clipboard.
- 2 Navigate to your destination folder under which you want to insert the object. Right-click the destination folder and select *Paste*. The object is copied or moved there.

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

To delete a file or folder, proceed as follows:

- Select the object and press Del or right-click the file then select *Move to Trash* from the context menu. The object is moved to the trash bin. If necessary, you can restore the file or folder from there or delete it completely. See also [Section 1.3.4, “Managing the Trash Bin”](#) (page 19).
- To delete the object irretrievably, click *Edit > Delete* or press Shift + Del. If you want to add *Delete* to the context menu, configure this behavior in Konqueror by clicking *Settings > Configure Konqueror > Behavior* and activating the respective check box.

## 1.4.2 Creating a New Folder

To create a new folder in Konqueror, proceed as follows:

- 1 Right-click the folder to which to add a subfolder.
- 2 Select *Create Folder*.
- 3 In the *New Folder* dialog, enter a name for the new folder and click *OK*.

## 1.4.3 Changing Access Permissions

Because Linux is a multiuser system, every file in a Linux file system belongs to a user and a group. All users, including the superuser, have their own home directories where private data, like documents, bookmarks, or e-mail, are stored. Write access to these home directories is strictly limited to the owner by default. As an owner of a file or directory, you can change the access permissions to your files. For example, you can protect files holding sensitive data against read access by other users and you can authorize other users to write, read, or execute several of your files where appropriate.

Traditionally, three permission sets are defined for each file object on a Linux system. These sets include the read (r), write (w), and execute (x) permissions for each of three types of users—the file owner, the group, and other users. For more information about the user concept of Linux, refer to the *Start-Up Guide*. Instead of using the “traditional” way to change access permissions in a shell, you can also use the graphical user interface Konqueror provides.

To set permissions for a file, choose from the following options in Konqueror:

### *Forbidden*

Users can see the filename in the file system but cannot open the file and read it.

### *Can Read*

Users can open and read the file but cannot change it.

### *Can Read & Write*

Users can open, read, and change the file.

To set permissions for a folder, the following options are available in Konqueror:

*Forbidden*

Users can see the folder name in the file system but cannot open the folder.

*Can View Content*

Users can see the folder contents.

*Can View & Modify Content*

Users can see the folder contents and create new files or subfolders.

To change access permissions:

- 1 Open Konqueror and select the file or folder for which to change access permissions.
- 2 Right-click the file and select *Properties*. A new dialog opens.
- 3 Click the *Permissions* tab. It shows the ownership of the file or folder in the lower part. The upper part shows the current access permissions.
- 4 From the lists for *Owner*, *Group*, and *Others*, select the permissions to set for the file or folder.
- 5 Click *OK* to apply the changes.

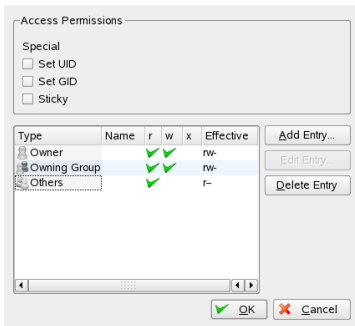
Apart from this traditional permission concept for file system objects, you can also use access control lists (ACLs) with Konqueror. With ACLs, permissions can be defined more flexibly than the traditional permission concept allows. They allow assigning permissions to individual users or groups even if these do not correspond to the original owner or the owning group. For more in-depth information about ACLs, refer to the *Reference*.

To grant certain users or groups access permission to a file or folder, proceed as follows:

- 1 Open Konqueror and select the file or folder for which to change access permissions.
- 2 Open the *Properties* dialog for the file or folder and click the *Permissions* tab.



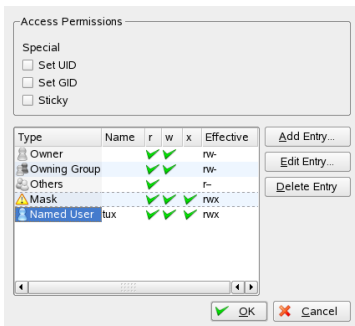
- 3 Click *Advanced Permissions*. The following dialog shows the current permissions for the object.



- 4 Click *Add Entry*.
- 5 To grant a certain user access permission to the file or folder, select *Named User* and select a user from the list.

To grant a certain group access permission to the file or folder, select *Named Group* and select a group from the list.

- 6 In the *Advanced Permissions* dialog, the added user or group appears in the list showing the current permissions. The green check marks in the columns *r*, *w*, and *x* indicate that the user has read, write, and execute access to the file or folder.



- 7 You can modify the access rights for the user by clicking the corresponding check marks for this user in the column *r*, *w*, or *x*.
- 8 When all access permissions are set according to your wishes, click *OK* to close the dialog.
- 9 Click *OK* to apply your changes and to close the *Properties* dialog.

## 1.4.4 Saving View Profiles

You can temporarily change the view of certain folders by selecting a different *View Mode* in the *View* menu. To apply these changes to all folders, you can save your options to a view profile. To do so, change the view according to your wishes and click *Settings > Configure View Profiles*. Enter a name for the profile to save and click *Save*. The view is changed for all folders and saved in this profile. You can now load this profile at any time by clicking *Settings > Load View Profile*. By default, Konqueror contains several view profiles designed for various tasks. You can also take one of these profiles as a draft and modify it according to your needs.

## 1.4.5 Accessing Digital Cameras with Konqueror

With Konqueror, you can also access your digital camera. Connect your camera to the USB port. A camera icon should appear on the desktop. Click this icon to open the camera in Konqueror. The camera can also be accessed by entering the URL `camera:/` in Konqueror. Navigate through the camera's directory structure until the files are shown. Use the usual Konqueror file management features to copy the files as desired.

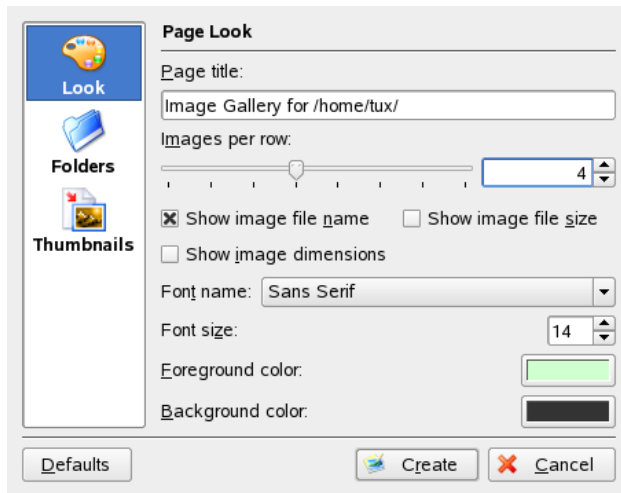
## 1.4.6 Viewing Images with Konqueror

You can also easily use Konqueror as image viewer. For a quick and comfortable overview of all images in a directory, select the directory and click the *Image View* icon in the toolbar. Konqueror generates thumbnails and shows them on the left-hand side of the window. Click a thumbnail to see the full-size view of the picture on the right-hand side of the window. A number of additional icons appears in the toolbar for navi-

gating back and forth, zooming or rotating the pictures, or creating a slide show. To toggle to “normal” view again, click *Icon View* or *Tree View* in the toolbar.

Apart from this functionality, you can also create image galleries that show your images in an album-like fashion. Open your image 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, 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 1.12** *Creating an Image Gallery with Konqueror*



For viewing your images, you can also use Gwenview. To start Gwenview, press `Alt + F2` and enter `gwenview`. For further information about Gwenview, see the Gwenview online help.

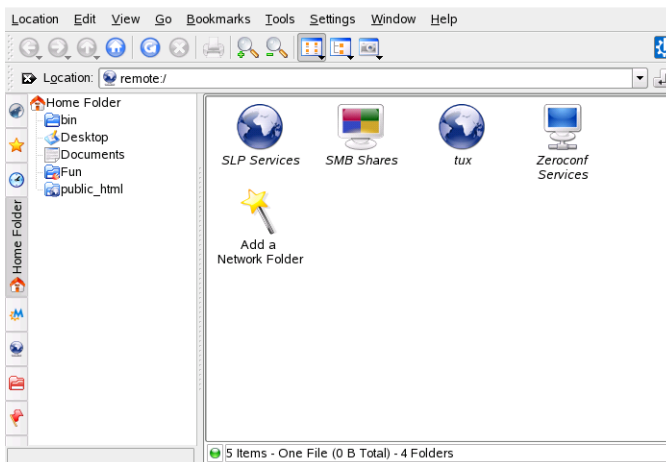
For downloading and editing photographs from digital cameras, you can use digiKam as described in [Chapter 17, Managing Your Digital Image Collection](#) (page 235).

# 1.5 Accessing Network Resources

From your desktop, you can access files and directories or certain services on remote hosts or make your own files and directories available to other users in your network. openSUSE offers various different ways of accessing and creating network-shared resources. Given that the network structure and the configuration of your computer allow for it, you can easily browse your network for shared resources and services with your file manager, Konqueror.

To do so, click the *Network Browsing* icon on the desktop or start Konqueror and enter `remote: /` in the location bar. The window displays the network share types that you can access. Click a network resource type then click the network share to access. You might be required to authenticate to the resource by providing a username and password.

**Figure 1.13** *Workgroups on a Windows Network*

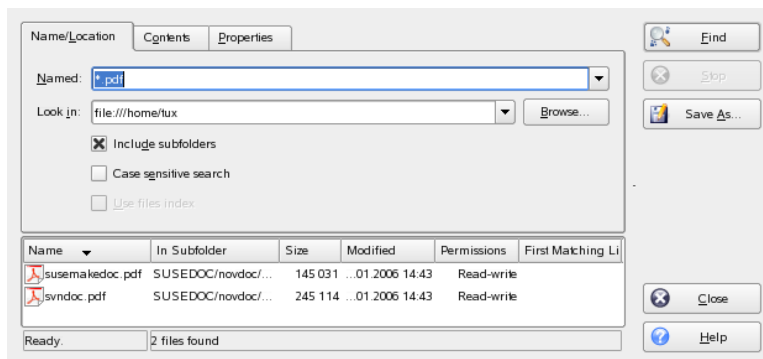


# 1.6 Finding Data on your Computer or in the File System

KDE provides more than one application for finding data on your computer or in the file system. With *Kerry*, you can very easily search your personal information space (usually your home folder) to find documents, e-mails, Web history, IM/ITC conversations, source code, images, music files, applications, and much more. For more information, refer to [Chapter 10, \*Searching with Kerry\*](#) (page 179).

With *KFind*, you can locate files on your computer or in the file system using a variety of search criteria, such as file content, dates, owner, or file size. Start it from the main menu with *Applications > Find Files/Folders*. Alternatively, press **Alt + F2** and enter `kfind`.

**Figure 1.14** *Finding Files with KFind*



## 1.6.1 Finding Files

To perform a search for certain filenames, proceed as follows:

- 1 Start KFind from the main menu or command line.
- 2 Click the *Name/Location* tab to perform a basic search.
- 3 Specify the name of the file to find in *Named*. You can use the following wild cards:

### Asterisk

The asterisk (\*) stands for any number of missing characters (even zero). For example, searching for `marc*` can find the files *marc*, *marc.png*, and *marc\_must\_not\_read\_this.kwd*. Searching for *mar\*.kwd* can find *market-place.kwd* and *marc\_must\_not\_read\_this.kwd*.

### Question Mark

The question mark (?) stands for exactly one character. For example, searching for `mar?` can find *marc*, but `marc?` cannot 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 finds exactly that number of characters.

You can combine those two wild card symbols in any search term.

- 4 Specify the folder to search in *Look In* or click *Browse* to find the folder you want. Select *Include Subfolders* to also search all subfolders starting from your specified folder.
- 5 Press Enter or click *Find*.

## 1.6.2 Performing an Advanced File Search

For a more detailed search, you can also specify further options, such as a text the file to find must contain:

- 1 Start KFind from the main menu or the command line.
- 2 Click the *Name/Location* tab.
- 3 Specify the name of the file to find in *Named*.
- 4 Specify the folder in which to search in *Look In* or click *Browse* to find the folder.
- 5 Click the *Contents* tab.
- 6 In *File Type*, specify the type of file to find.

- 7 In *Containing Text*, enter the word or phrase the file you are searching for must contain.
- 8 If you want to specify further options, click the *Properties* tab and choose the options you want. If you hold the mouse pointer over the options or fields, a short description is displayed.
- 9 Click *Find* to perform the search.

For detailed information about the search options available, refer to the KFind online help.

For advanced searches, you may want to use search patterns or regular expressions. KRegExpEditor offers search options based on regular expressions. You can install KRegExpEditor with YaST as the package `kdeutils3-extra`.

## 1.7 Moving Text between Applications

To copy text to the clipboard and insert it again, former MS Windows users automatically try the keyboard shortcut Ctrl + C and Ctrl + V, which often works in Linux as well. Copying and inserting texts is even easier in Linux: to copy a text to the clipboard, just select the text with the mouse then move the mouse cursor to the position to which to insert the text. Click the middle button on the mouse to insert the text (on a two-button mouse, press both mouse buttons simultaneously).

With some applications, if a text is already selected in the application where you want to insert the text, this method does not work because the text in the clipboard is overwritten by the other selected text. For such cases, the KDE application Klipper is very useful. Klipper “remembers” the last entries you have moved to the clipboard. By default, Klipper is started when KDE is loaded and appears as a clipboard icon in the panel. To view the clipboard contents, click the Klipper icon. The most recent entry is listed on top and is marked as active with a black check mark. If an extensive text was copied to Klipper, only the first line of the text is displayed.

To copy an older text fragment from Klipper to an application, select it by clicking it, move the mouse pointer to the target application, then middle-click. For further information about Klipper, see the Klipper online help.

# 1.8 Printing

After having configured one or more printers with YaST as described in the *Start-Up Guide*, you can address them from any application.

## 1.8.1 Starting Print Jobs in KDE

In KDE, you usually start print jobs with KPrinter. This application is started automatically each time you print from a KDE application. In the KPrinter dialog, choose a printer and edit the *Properties* of your print job, such as page orientation, pages per sheet, and duplex printing.

---

### **TIP: Sending Files to a Printer without Opening the Application**

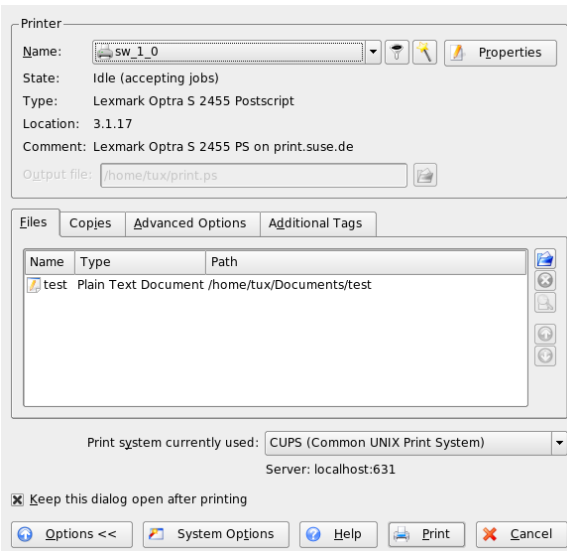
You can also start KPrinter manually by pressing Alt + F2 and entering `kprinter`. This is useful if you want to print one or several files without starting the application to view or edit the file. The KPrinter dialog then additionally includes the *Files* tab, where you can determine the files to print. Either drag them from the desktop and drop them into the list or use the file dialog to locate them.

---

To specify the number of copies and various other options, click *Expand* at the bottom left. The window then expands and shows three tabs: *Copies*, *Advanced Options*, and *Additional Tags*. See [Figure 1.15, “Starting a Print Job with KPrinter”](#) (page 33).



**Figure 1.15** *Starting a Print Job with KPrinter*

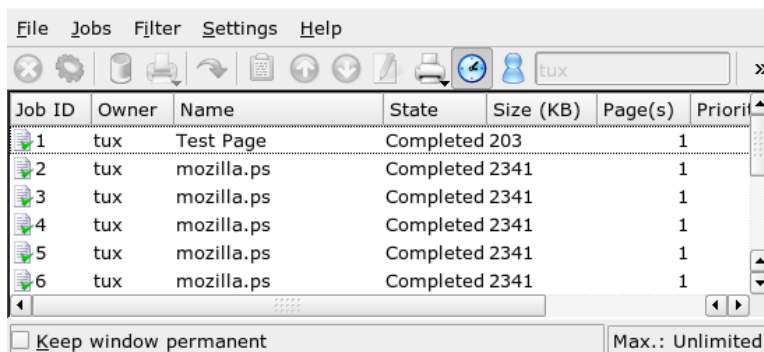


The *Copies* tab determines the page selection (all pages of the selected document, the currently selected one, or a range) and the number of copies. You may also choose to print only the even or only the odd numbered pages of the selected document. Use *Advanced Options* to specify any additional information for the print job. Enter any *Billing information* if needed or set a custom page label at the top and bottom of the page. The *Job Priority* can also be set here. The last tab, *Additional Tags* is rarely needed. Once your print job has been filed, you can watch its progress using KJobViewer.

## 1.8.2 Monitoring Print Jobs in KDE

Start KJobViewer from the main menu or with `kjobviewer` from the command line. A window like that in [Figure 1.16, “Monitoring Print Jobs with KJobViewer”](#) (page 34) opens, listing all the print jobs queued on your printer. As long as your print job is not active, you can edit it. Do this using the entries of the *Jobs* menu.

**Figure 1.16** *Monitoring Print Jobs with KJobViewer*



If, for example, you want to check if you sent the correct document to the printer, you can stop the job and resume it if you decide to print it. Remove your own print jobs from the queue with *Remove*. To change the printer, select a different printer with *Move to Printer*.

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

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

*Settings > Configure KJobViewer* opens a configuration dialog. Here, determine the maximum number of print jobs to display. Enter a number in the field or use the slider to the right to determine a value. Press *OK* to save the setting or *Cancel* to exit the dialog without saving.

The icons in the toolbar correspond to the functions you can access by way of the menu. Display a help text explaining the function by holding the mouse pointer 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 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 activate *Keep window permanent*, KJobViewer opens automatically the next time you log in.

## 1.9 Managing Internet Connections

To surf the Internet or send and receive e-mail messages, you must have configured an Internet connection with YaST as described in the *Start-Up Guide*. Depending on your environment, select whether to use NetworkManager or the traditional method. For a list of criteria that help you to decide which method to use, refer to the *Start-Up Guide*. If you use NetworkManager, establish and manage Internet connections in KDE with the KNetworkManager desktop applet. Find detailed information in the *Start-Up Guide*.

## 1.10 Exploring the Internet

In KDE, the default Web browser is Konqueror. To start Konqueror, click the Konqueror icon on the panel or press **Alt + F2** and enter `konqueror`. Learn more about Konqueror as a Web browser in [Chapter 12, \*Browsing with Konqueror\*](#) (page 191).

In addition to Konqueror, you can use a Mozilla-based browser, Firefox. Start Firefox from the main menu or by pressing **Alt + F2** and entering `firefox`. 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 about Firefox, see [Chapter 13, \*Browsing with Firefox\*](#) (page 199) .

## 1.11 E-Mail and Scheduling

KMail is an e-mail client that supports e-mail protocols like POP3 and IMAP. It also has multiple e-mail account support, powerful filters, PGP/GnuPG privacy, and online attachments. Start KMail from the main menu or press **Alt + F2** and enter `kmail`.

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 start Kontact, press Alt + F2 and enter `kontact`. For detailed information about using Kontact, see [Chapter 4, \*Kontact: E-Mailing and Calendaring\*](#) (page 113).

## 1.12 Opening or Creating Documents with OpenOffice.org

The office suite OpenOffice.org offers a complete set of office tools including a word processor, spreadsheet, presentation, vector drawing, and database components. Because OpenOffice.org is available for a number of operating systems, you can use the same data across different computing platforms. You can also open and edit files in Microsoft Office formats then save them back to this format, if needed.

Start OpenOffice.org from the main menu or click the Office icon on the desktop.

For an introduction to OpenOffice.org, see [Chapter 3, \*The OpenOffice.org Office Suite\*](#) (page 79) or view the help in an OpenOffice.org program.

## 1.13 Managing Passwords with KWallet Manager

Remembering all the passwords for protected resources to which you need to log in can be problematic. KWallet remembers them for you. It collects all passwords and stores them in an encrypted file. With a single master password, open your wallet to view, search, delete, or create entries. Normally you do not need to insert an entry manually. KDE recognizes if a resource requires authentication and KWallet starts automatically.

---

### **IMPORTANT: Protect Your KWallet Password**

If you forget your KWallet password, it cannot be recovered. Furthermore, anyone who knows your password can obtain all information contained in the wallet.

---

## 1.13.1 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. Choose between *Basic setup* (recommended) and *Advanced setup*. If you choose *Basic setup*, in the next screen you can choose whether to store personal information. Some KDE applications, such as Konqueror or KMail, can use the wallet system to store Web form data and cookies. Select *Yes, I wish to use the KDE wallet to store my personal information* to activate KWallet and leave with *Finish*.

If you choose *Advanced setup*, you have an additional security level screen. The default settings are generally acceptable for most users, but others may wish to change them. *Automatically close idle wallets* closes wallets after a period of inactivity. To separate network passwords and local passwords, activate *Store network passwords and local passwords in separate wallet files*. Close with *Finish*.

You can alter the settings at any time by right-clicking the KWallet icon in the panel and selecting *Configure Wallet*. A dialog box opens where you can select several options. By default, all passwords are stored in one wallet, *kdewallet*, but you can also add new wallets. Once configured, KWallet appears in the panel.

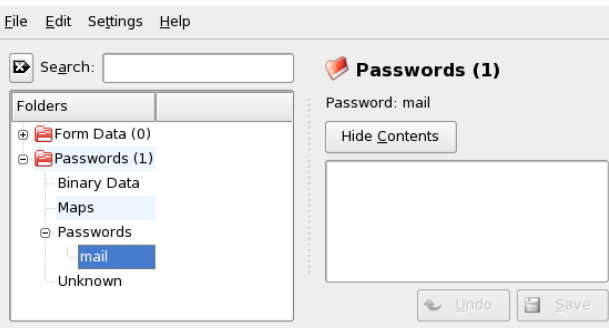
## 1.13.2 The KWallet Manager

To store data in your wallet or view its contents, click the KWallet icon in the panel. A dialog box opens, showing the wallets that are accessible on your system. Click the wallet to open. A window prompts for your password.

After a successful login, the KWallet Manager window opens. It is divided into four different parts: the top left part displays a summary, the top right part displays subfolders, the lower left part shows a list with folder entries, and the lower right part shows the contents of a selected entry.

In the KWallet Manager, you can change your master password for KWallet at any time with *File > Change Password*.

**Figure 1.17** *The KWallet Manager Window*



You can add or delete folders. 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.

### 1.13.3 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.

## 1.14 Controlling Your Desktop's Power Management with KPowersave

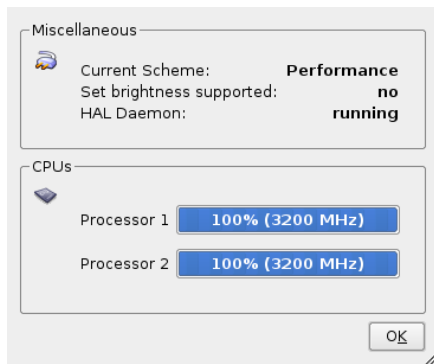
KPowersave is a small panel applet which allows you to control all power management functions supported by your system with just a few clicks on the desktop. You can track

power consumption and CPU frequency, choose another power management scheme to match the tasks your system is facing, and send your system into suspend or standby state by just clicking the applet.

## 1.14.1 Tracking the Current State

For a quick check of how your system is doing and which power management measures have been taken, left-click the KPowermanage panel icon.

**Figure 1.18** *Tracking the Current Power Management State*



Apart from telling you at which speed your CPU or CPUs are running, KPowermanage provides detailed information on the power saving mode your system is in:

### Current Scheme

Power management settings can be tied in to certain requirements your system needs to meet. This is done by assigning schemes.

### Set brightness supported

Some hardware supports the dimming of your monitor's brightness as a means to save power.

## 1.14.2 Suspending Your Computer

Whenever you need to cut down power consumption and you do not need to run your system continuously, consider using one of the three suspend modes supported by openSUSE:

#### Suspend to Disk

All your data and the session data is saved to disk before the system is laid to rest. It is thus protected against data loss should you lose power in the meantime. Waking the system up again is much faster than booting it from scratch.

#### Suspend to RAM

All your data and the session data is saved to RAM. Bringing the system up again is faster than restoring a session from disk.

#### Standby

Your data is written to RAM, the display is shut down, but the system keeps running.

Whether all of these are available or just one or two depends on the capabilities of your hardware. To trigger your system to enter one of these modes, right-click the panel icon and select the respective option.

## 1.14.3 Saving Power by Using Schemes

Power management schemes let you adjust various power management parameters to the requirements of certain typical situations you are facing when using your machine. KPowerSave ships with a set of four preconfigured schemes which you can adjust to your needs. To switch schemes with KPowerSave just right-click the panel icon and select *Set Active Scheme*. The following schemes are available:

#### Performance

Keep your machine running with full power and full speed to achieve maximum performance.

#### Acoustic

Apply any measure that makes sure your machine runs as quietly as possible.

#### Presentation

Disable any display power management and screen savers to make sure that your presentation is not interrupted by a blanked display or such like.

#### PowerSave

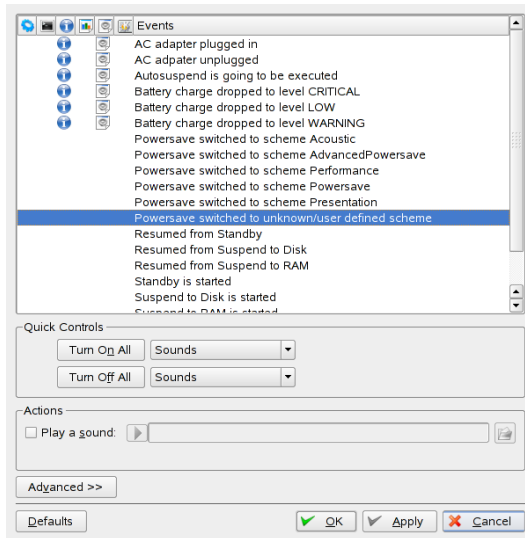
Apply aggressive power management methods to make sure that your machine runs as long as possible when put on battery power instead of AC power.



## 1.14.4 Configuring Notifications

KPowersave provides various types of feedback upon certain events. To open the notification configuration dialog, either right-click the panel icon and select *Configure Notifications* or select *Configure KPowersave > General Settings > Configure Notifications*.

**Figure 1.19** *Configuring KPowersave Notifications*



KPowersave supports several different types of notifications that can be associated with different events. The most prominent of them are:

### Sounds

Select one of the KDE system sounds to be played.

### Logging

Specify the full path to a file where KPowersave should log to.

### Program Execution

Specify the full command for a program that should be executed.

### Message Windows

Have KPowersave throw a pop-up window.

### Passive Windows

Have KPowersave throw a passive window that does not pull focus.

Basically, there are two different ways to configure KPowersave notifications. Either use the *Quick Controls* to toggle the notification status of multiple events at once or use the *Actions* settings to configure them one by one.

## 1.14.5 Configuring KPowersave

The KPowersave settings dialog comprises two different groups of settings:

### Scheme Settings

Detailed configuration for all power management schemes supported by KPower-save.

### General Settings

Miscellaneous options related to KPowersave's behavior, such as screen locking, auto-suspend, notification and autostart behavior.

## Configuring Schemes

Power saving schemes in KPowersave offer controls to:

- Enable or disable a screen saver
- Enable or disable display power management
- Change the brightness of your display to reduce power consumption
- Enable or disable auto-suspend of your machine
- Enable or disable notifications KPowersave events

You can modify any of the preconfigured schemes, but you cannot delete them or add new ones.

To configure a KPowersave scheme, proceed as follows:

- 1 Right-click the panel icon and select *Configure KPowersave > Scheme Settings*.

- 2 Select the scheme you want to modify.
- 3 Open the *Screen Saver and DPMS* tab and determine whether your scheme requires specific tuning of the screen saver settings. If using your machine in presentation mode, you should consider disabling the screen saver altogether. If you want your display to automatically enter powersaving modes after a certain period of time, activate *Enable specific display power management* and enter the number of minutes after which the display should use power management.
- 4 If your display hardware supports reducing the brightness for power saving reasons, open the *Brightness tab*, select *Enable scheme specific Brightness settings* and set the brightness value.
- 5 If you want your machine to automatically suspend (to disk) after a certain period of time, open the *Autosuspend* tab, select *Enable autosuspend* and determine when the machine should automatically enter suspend. To avoid problems with applications whose state cannot be properly restored when your session is resumed, maintain a blacklist of these applications via *Edit Blacklist*. If any of these applications is running, KPower save does not automatically suspend your desktop.
- 6 If you want KPower save to work quietly, turn off notifications for powersave events by entering the *Miscellaneous* tab and selecting *Disable Notifications*.
- 7 Click *OK* to apply your settings and leave the configuration dialog.

## Configuring General Settings

If you want the screen to be locked before the system enters suspend or standby, activate the *Lock Screen* control and choose a screen saver. A locked screen might keep unauthorized users off this machine.

If you want your machine to enter suspend after a certain period of idleness, be aware that several applications can cause problems with auto-suspend. Use a black list to keep KPower save from triggering a suspend action when one or more of the listed applications are running.

To configure notifications, select *Configure Notifications* and proceed as described above. The dialog described here is exactly the same as if you had right-clicked the panel icon and selected *Configure Notifications*.

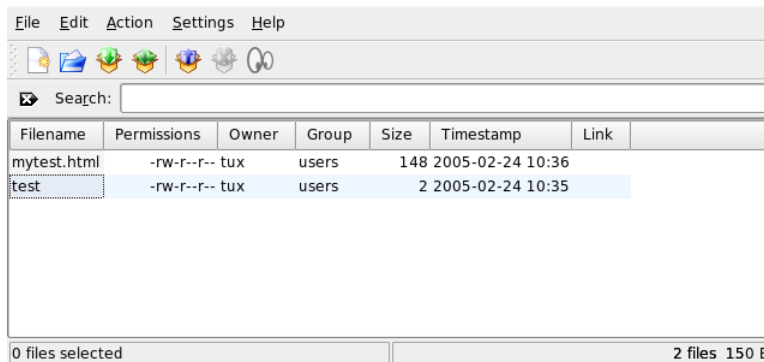
To configure KPowersave to be automatically started on login, select *KPowersave starts automatically on login*. If you select *Never ask me again on exit*, you will not be asked whether KPowersave should be automatically started when you exit a session that had not previously included KPowersave in the list of tasks to be started automatically.

## 1.15 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`, and `rar`.

Start Ark from the main menu or from the command line with `ark`. 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 1.20** *Ark: File Archive Preview*



Once you have opened an archive, perform various actions. *Action* offers options such as *Add File*, *Add Folder*, *Delete*, *Extract*, *View*, *Edit With*, and *Open With*.

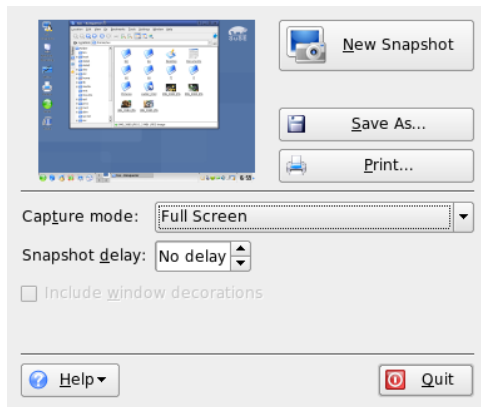
To create a new archive, select *File > New*. Enter the name of the new archive in the dialog that opens and specify the format using *Filter*. After confirming with *Save* or by

pressing Enter, Ark opens an empty window. You can drag and drop files and directories from the file manager into this window. As the final step, Ark compresses everything into the previously selected archive format. For more information about Ark, select *Help > Ark Handbook*.

## 1.16 Taking Screen Shots

With KSnapshot, you can create snapshots of your screen or individual application windows. Start the program from the main menu or by pressing Alt + F2 and entering `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 1.21** *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, press Alt + F2 and enter `gimp`. When you run 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 about using The GIMP, refer to [Chapter 16, \*Manipulating Graphics with The GIMP\*](#) (page 219) or see its help. You may need to install the help with YaST (`kdeutils3-extra`).

## 1.17 Viewing PDF Files with KPDF

PDF is probably one of more important document formats. KPDF is a KDE program that can view and print them.

Start KPDF by pressing `Alt + F2` and entering `kpdf`. Load a PDF file with *File > Open*. KPDF displays it in its main window. On the left side, there is a sidebar with thumbnails and a contents view. Thumbnails give an overview of the page. The contents view contains bookmarks to navigate in your document. Sometimes it is empty, meaning bookmarks are not supported by this PDF.

To view two pages in the main window, select *View > Two Pages*. The view depends on what last two options you activate in the *View* menu.

Another nice option is to select the area in which you are interested with the select tool from the toolbar. Draw a rectangle and choose from the pop-up menu whether you need the selected area as text or as a graphic. It is copied to the clipboard. You can even save the area to a file.

## 1.18 Controlling Sound with KMix

YaST identifies and configures the sound cards of your computer automatically. Otherwise, start the YaST *Hardware* module and configure the sound card manually. When your sound card has been configured, you can control the volume and balance of the sound with a mixer.

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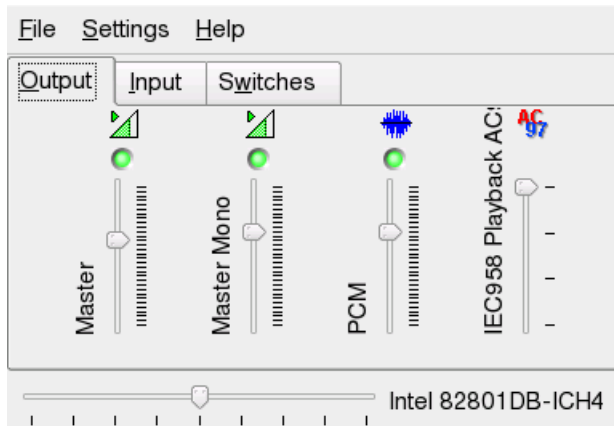
### TIP: Starting the Mixer

If the mixer icon (a loudspeaker symbol) is not visible in the panel of your desktop, press `Alt + F2` and enter `kmix` or start the mixer from the main menu. You usually find it under *Volume Control*.

---

By default, clicking the KMix icon in the system tray shows the master controller with which to increase or decrease the overall volume. To switch off the sound, click the green LED, which darkens when it is muted. Toggle this option by clicking the LED again. To fine-tune your sound settings for several channels, right-click the KMix icon and select *Show Mixer Window*. In the main window, you can configure *Output*, *Input*, and *Switches*. Each of the devices featured there has its own context menu that is opened by right-clicking the device icon. You can mute or hide each one of them separately. For further information about KMix, refer to the online help.

**Figure 1.22** *The KMix Mixer*



## 1.19 Obtaining Software Updates

When you connect to the Internet, the openSUSE Updater automatically checks whether software updates for your system are available. An openSUSE Updater applet in the system tray of your panel informs you about the availability of updates and lets you easily install them with just a few clicks. The applet icon changes color and appearance depending on the availability of updates for your system. For detailed information about how to install software updates with openSUSE Updater and how to configure openSUSE Updater, refer to the *Start-Up Guide*.

## 1.20 For More Information

As well as the applications described here for getting started, KDE can run a lot of other applications. Find detailed information about many important applications in the other parts of this manual.

- To learn more about KDE and KDE applications, also refer to <http://www.kde.org/> and <http://www.kde-apps.org/>.
- To report bugs or add feature requests, go to <http://bugs.kde.org/>.



# Customizing Your Settings

You can change the way your KDE desktop looks and behaves to suit your own personal tastes and needs. There are several ways to influence the look and feel of the KDE desktop depending on the scope of changes to make. For users, the following options are available:

- To change the appearance or behavior of individual desktop objects only, you can usually access a configuration dialog by right-clicking the object.
- To change the overall appearance and behavior of your KDE desktop, use the KDE control center. It offers access to numerous configuration modules and dialogs, some of which can also be accessed via the context menu of individual desktop objects.

## 2.1 The KDE Control Center

The KDE control center is the central place for users to change the overall appearance and behavior of nearly any component of the KDE desktop. Start the control center from the main menu by selecting *Favorites > Personal Settings* or press **Alt + F2** and enter `kcontrol`.

**Figure 2.1** KDE Control Center



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### TIP: Starting Individual Modules

You can also start individual modules of the KDE control center from the shell or by adding a special applet to your panel.

To start modules from a shell, enter `kcmshell --list` to get a list of all modules available. Then enter `kcmshell module name` to start the desired module.

Alternatively, add the *Settings* applet to your panel according to the description in [Section 2.4, "Configuring the Panel"](#) (page 59).

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The sidebar provides different categories with a subset of settings each. Click a category icon to explore the possibilities provided there. You can always return to the higher-level category by clicking *Back*. For an overview of all categories, switch to a tree view. Change the view by selecting *View > Mode > Tree View*.

Clicking an item displays the corresponding settings on the right. Change the settings as desired. No changes take effect until you click *Apply*. If you have changed an option then decide that you want to leave the settings as they were, click *Reset* to discard the

changes. Reset all items on the page to the default values by clicking *Default*. Changing some settings may require `root` permissions. Log in as `root` if prompted to do so.

The following list introduces the major categories and highlights the most important settings you can change there. Detailed information about the settings of each category is provided by the *Help* button on each page of settings or in the help center.

### *Appearance & Themes*

Holds settings for the desktop background, the screen saver, and the fonts appearing on the desktop. You can modify themes, window decorations, and styles of desktop elements, such as buttons, menus, and scroll bars. Cursor behavior and the splash screen that appears on KDE start-up can also be influenced here.

### *Desktop*

Holds settings that allow you to increase or decrease the number of virtual desktops and to control panel options such as size, position, length, and appearance of the panel. You can also change the main menu here. In the taskbar section, configure taskbar options such as whether to show windows from all desktops on the taskbar. Two further sections allow you to control the behavior of windows.

### *Internet & Network*

Lets you define Bluetooth options and preferences such as time-out values for certain connections. You can also share your desktop, enable or disable file sharing, and set options for local network browsing and proxy servers. The behavior of Konqueror as a Web browser can be modified here.

### *KDE Components*

With the *Component Chooser*, change the default e-mail client, text editor, messenger, terminal, and Web browser. Whenever a KDE application needs to start an application of these types, it always calls the default component set here. Configure options for your desktop search with *Kerry Beagle®* here, for example, which directories to index. If needed, change the default file associations to identify a file type and start an appropriate application. Set options for Konqueror as a file manager. Define how KDE handles sessions on login or shutdown and modify your spell checking options here.

### *Peripherals*

Holds options for devices such as digital cameras, displays, joysticks, keyboards, mouses, OBEX devices, printers, remote controls, and removable media like CD-ROMs or USB sticks. For example, you can add your camera model and define

the type of port by which it is connected to your computer or modify keyboard and mouse settings, such as repeat delay, single or double clicking options, and double-click intervals. You can assign default actions to certain types of removable media (for example, always start KsCD when detecting an audio CD) and configure printers.

### *Regional & Accessibility*

Define country and language-specific options here, such as currency, number and date format, and keyboard layouts for different languages between which you can switch. You can also view and modify the predefined KDE shortcuts (for example, Alt + Ctrl + L to lock the screen). This category also offers accessibility options for handicapped users, such as sound and keyboard options and mouse gestures.

### *Security & Privacy*

Go here to change your password, set options for KWallet (the KDE password management tool), configure encryption for KDE, or manage private data such as recently opened documents, recently visited Web sites, cookies, and the contents of the clipboard.

### *Sound & Multimedia*

Holds options for configuring the system bell and system notifications and the encoding and device settings for audio CDs.

### *System Administration*

Use this category to configure the appearance and behavior of the KDE login manager (KDM) or to change the default paths to some important directories for your data: *Desktop*, *Autostart*, and *Documents*. You can also install personal or systemwide fonts here.

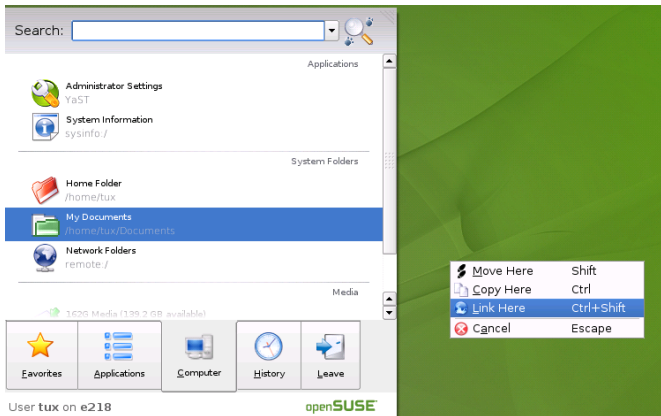
In the following sections, find examples of how to configure some aspects of your KDE desktop that you might want to customize.

## **2.2 Configuring Desktop Objects**

Your KDE desktop comes with a predefined set of desktop icons. By adding various objects such as folders, files, or links, you can create additional icons on your desktop and arrange them as you like.

## **Procedure 2.1** *Creating and Arranging Desktop Icons*

- 1 To add a new desktop object, for example, from the main menu or the Konqueror file manager, select an entry and drag it onto the desktop. A context menu appears from which to choose whether to copy, move, or create a link to the object.

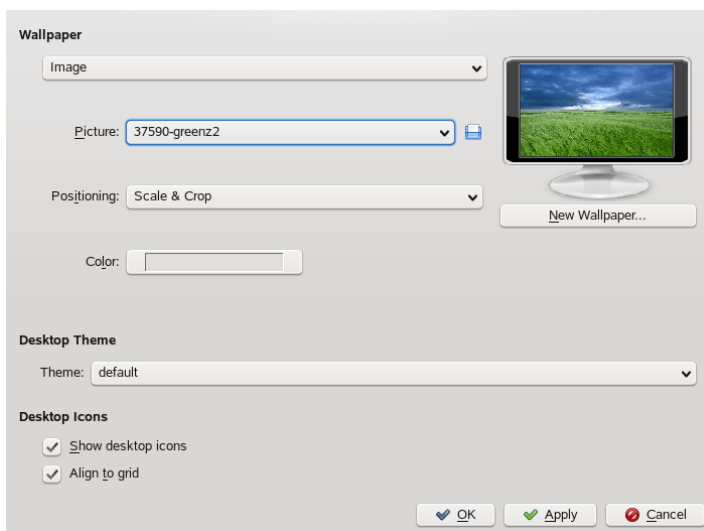


- 2 To add a new desktop object, you can also right-click an empty space on the desktop and select *Create New*. From the submenu, choose the type of object to create on the desktop: a folder, one of several types of files, or a link to an application, a file, a Web site, or a device like your CD-ROM drive.
- 3 To arrange the icons on your desktop, right-click an empty space on the desktop and select one of the options under *Icons*.

You can change the background colors of your desktop or select a picture to use as the background. Because KDE offers virtual desktops, you can apply these changes to one or all of your virtual desktops.

## **Procedure 2.2** *Changing the Desktop Background*

- 1 Right-click an empty patch of the desktop and select *Configure Desktop*. A configuration dialog appears.



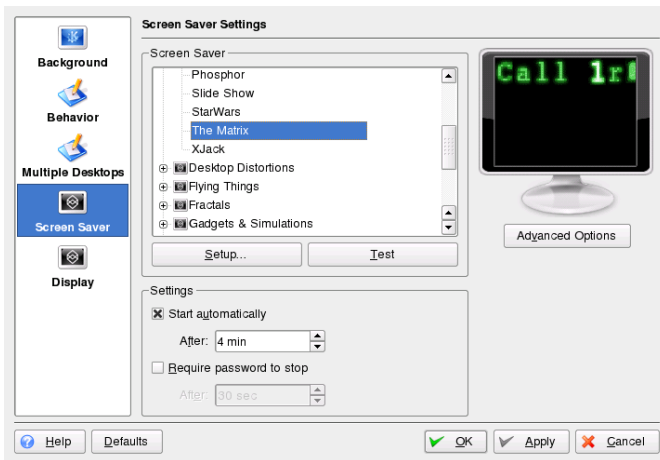
- 2 In *Settings for Desktop* select the virtual desktops to which the changes should apply.
- 3 To change the picture on the background, click *Picture* and select one of the pictures in the list. To use a custom picture, click the folder button beneath the list and select an image file from the file system.
- 4 Click *Slide Show* to have multiple images appear in a slide show mode.
- 5 If you do not want a picture on the background, click *No picture*.
- 6 From the *Options* group, click the left button below *Colors* to select the color for your background. For a multicolor background, set *Colors* to an option other than *Single Color* and click the right button below to select a second color.
- 7 Click *Apply* then *OK* to close the configuration dialog.

openSUSE® comes with predefined screen saver settings that you can adjust.

### **Procedure 2.3** *Configuring the Screen Saver*

- 1 Right-click an empty space on the desktop and select *Configure Desktop*.

- 2 In the dialog that opens, click *Screen Saver*.
- 3 In the list of screen savers, click a screen saver to see a preview in the right side of the dialog.

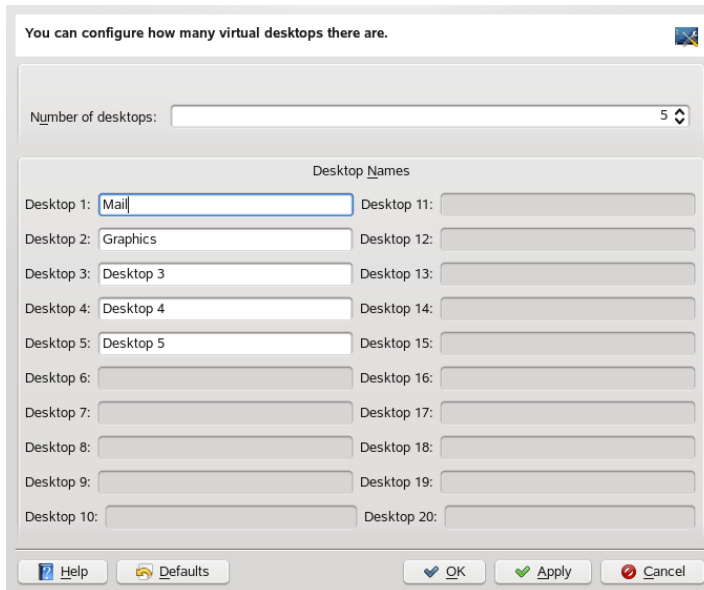


- 4 Click *Setup* to adjust options like speed or shapes.
- 5 You can also choose to view a blank screen instead or to let KDE start a random screen saver. Find these options at the end of the screen saver list.
- 6 Under *Settings*, determine after how long a time of inactivity the screen saver should start and whether a password is required to unlock the screen after the screen saver has started.
- 7 Click *OK* to apply the changes and close the configuration dialog.

Some users might need more desktops than provided by default.

### **Procedure 2.4** *Adding Additional Virtual Desktops*

- 1 Right-click the desktop previewer in the panel and select *Configure Desktops*. A configuration dialog appears where you can increase or reduce the number of virtual desktops. You can also change the default names of the desktop.



- 2 Click *OK* to apply the changes and close the configuration dialog.
- 3 For the names of the desktops to appear in the desktop previewer rather than the number, right-click the desktop previewer and select *Pager Options > Desktop Name*.

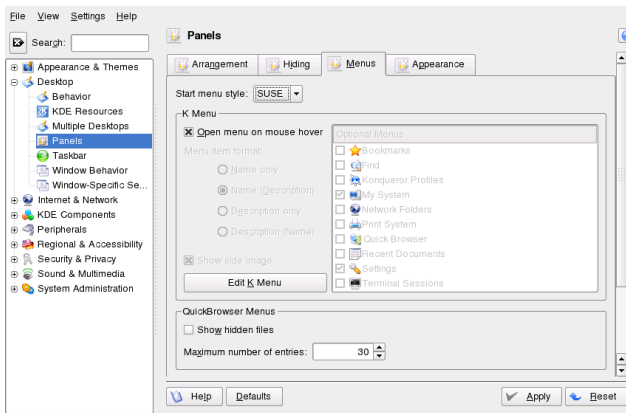
## **2.3 Configuring the Main Menu**

There are several options how to customize your main menu. To change the overall appearance of the menu, right-click the main menu button in the panel and select either the new *SUSE Menu Style* or the traditional *KDE Menu Style*.



## Procedure 2.5 Changing the SUSE Menu Style

- 1 When the menu appears in SUSE style, it usually opens when you hover the mouse over the main menu button.
  - 1a To change this default behavior, start the KDE control center from the main menu or press `Alt + F2` and enter `kcontrol`.
  - 1b Click *Desktop > Panels*.
  - 1c Click the *Menus* tab.



- 1d Deactivate *Open menu on mouse hover* if you want the menu to open on mouse click instead.
- 2 To add applications or files and folders to your menu favorites:
  - 2a Select an application or file/folder from one of the other tabs in the main menu.
  - 2b From the context menu choose *Add to Favorites*. The object appears in *Favorites* and can be accessed from there.
  - 2c Resort entries in *Favorites* per drag and drop.

- 2d** To delete objects shown in *Favorites*, right-click the object and select *Remove From Favorites*.

When the main menu appears in KDE style, you can configure further details, for example, you can add, rename or remove menu items from the menu:

### **Procedure 2.6** *Changing the KDE Menu Style*

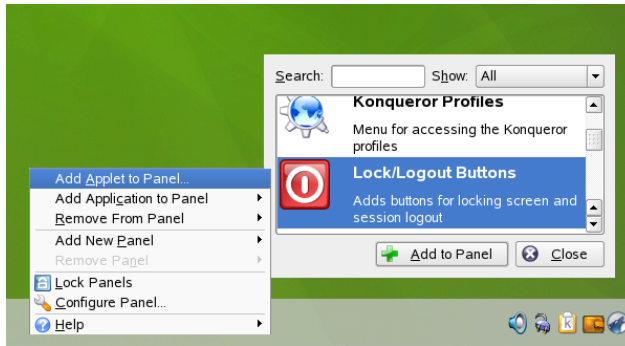
- 1** Start the KDE control center from the main menu or press Alt + F2 and enter `kcontrol`.
- 2** Click *Desktop > Panels*.
- 3** Click the *Menus* tab.
- 4** When the *Start menu style* is set to *KDE*, you can define whether you want to see the applications names or the descriptive text (or both) in the main menu. Select from *Name only*, *Name (Description)*, *Description only*, and *Description (name)*.
- 5** If you want to change a menu item, click *Edit K Menu*. The K Menu Editor shows a list of menu items on the left.
  - 5a** Click the item in the list and change its options on the right.
  - 5b** You can add new menu items, submenus, or separators with the *File* menu or the toolbar.
  - 5c** To cut, copy, paste, or delete objects in the main menu, use the *Edit* menu or the icons in the toolbar.
  - 5d** To save your changes in the K Menu Editor, click *File > Save*.
  - 5e** Quit K Menu Editor with *File > Quit*.
- 6** To apply all of your changes in the *Menus* tab and close the KDE control center, click *Apply*.

## 2.4 Configuring the Panel

You can add the following objects to your panel: applications, applets (mini-programs) and further panels. Applications and applets can either be added to the quick launch area or the system tray in the main panel or in additional panels. Panel elements and additional panels can be moved to different places or be completely removed at any time.

### **Procedure 2.7** *Adding and Removing Panel Elements*

- 1** Right-click an empty patch of the panel.
- 2** To add a new application to the panel:
  - 2a** From the context menu, select *Add Application to Panel*.
  - 2b** Select the application to add from one of the categories of the submenu. The application icon is inserted into the panel.
  - 2c** To change the icon for the application, right-click the button and select *Configure Application Button*. By clicking the application icon in the dialog box that appears, open a new window in which to select a different icon.
  - 2d** To remove the icon from the panel, right-click the icon and select *Remove Button*.
- 3** To add a new applet to the panel:
  - 3a** From the context menu, select *Add Applet to Panel*.
  - 3b** In the dialog box that appears, select the applet to add and click *Add to Panel*. The applet is inserted into the panel.



- 3c To remove the applet from the panel, right-click the icon and select *Quit*. If the context menu of the applet does not provide a *Quit* menu item, hold the mouse pointer over the left-side boundary of the area and right-click the small black arrow displayed there. Select *Remove*.
- 4 You can also add additional panels of different types. To do so, right-click an empty patch of the panel and select *Add Panel*. Choose the type of panel to add from the submenu.
- 5 To remove the additional panel, right-click an empty patch of a panel, select *Remove Panel* and choose the panel to remove from the desktop.

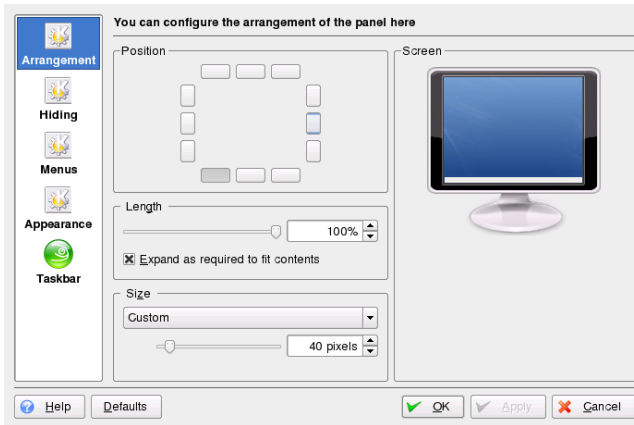
### **Procedure 2.8** *Moving Elements within Panels*

- 1 To move an application icon to a different position in the panel, right-click the icon and select *Move*. The mouse pointer changes into a cross-hair. Drag the pointer to the place in the panel where you want to insert the icon then press the left mouse button. The icon is inserted at the new position.
- 2 In the same way, you can also move areas of the panel, such as the desktop pre-viewer, the taskbar, and the system tray: Hold the mouse pointer over the boundary of the area and click the small black arrow displayed there. From the context menu, select *Move*. Click again to insert the area at the new position.

You can configure many aspects of the main panel and of additional panels. For example, you can change size, length, and position of a panel or activate transparency effects. You can also influence the taskbar behavior.

### **Procedure 2.9** *Changing Panel Appearance and Behavior*

- 1 Right-click an empty patch of the panel and select *Configure Panel*. A dialog opens in which you can configure several aspects of the panel. To access the different categories, click one of the icons at the left window pane. By default, the dialog shows the options of the *Arrangement* category.



- 2 If you added additional panels, a list appears at the top of the window, showing the available panels. Select the panel to configure.
- 3 If desired, choose a different position on the desktop, adjust the panel length, or increase or decrease the panel size and *Apply* your settings.
- 4 To activate or deactivate automatic hiding of the panel or change the default hiding options, click *Hiding* on the left window pane. Set the options according to your wishes and click *Apply*.
- 5 To change the color of the panel or to enable transparency or background images for the panel, click *Appearance*.
- 6 Below *Button Backgrounds*, you can choose a background for different parts of the panel. To color a part of the panel, choose *Custom Color* from the list for the respective button and click the button on the right to choose a color.

- 7 To make the panel appear transparent, activate *Enable transparency*. To increase visibility of the transparent panel also for very dark or very light backgrounds, click *Advanced Options* and set a color and the amount of tinting for the panel. *Apply* your changes.
- 8 To change the default behavior of the taskbar, click *Taskbar* on the left window pane.
- 9 To make the taskbar show only the applications from the currently active desktop instead of all applications, deactivate *Show windows from all desktops*.
- 10 Change the other taskbar options, if desired, and click *Apply*.
- 11 When all panel options are set according to your preferences, leave the configuration dialog with *OK*.

## 2.5 Configuring KDE Behavior

With the KDE control center you can not only modify the appearance of objects, but also change the behavior of some components. In the following, find some examples.

### **Procedure 2.10** *Changing the Cursor Behavior*

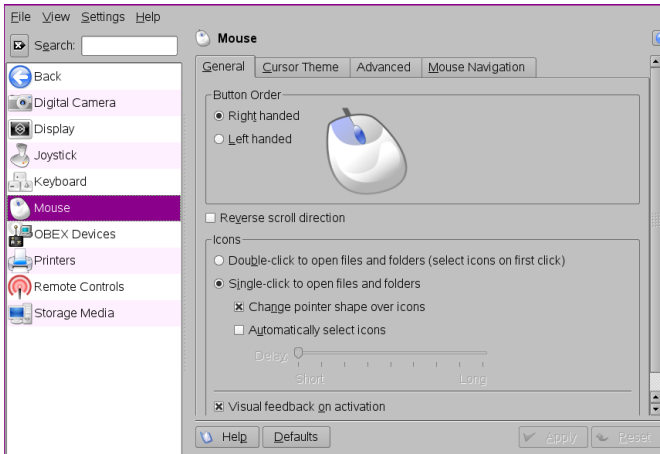
If you want to deactivate the bouncing cursor that shows when starting an application from the graphical user interface, proceed as follows:

- 1 Open the KDE control center and select *Appearance & Themes > Launch Feedback*.
- 2 From the drop-down list, select another option for *Busy Cursor*.
- 3 Click *OK* to apply the changes and close the configuration dialog.

You can set a number of mouse options in the KDE control center, from cursor themes to acceleration and double-click intervals. You can also change the default Linux behavior (use single mouse-click to open files or folders) to a double-click option (like in Microsoft Windows).

## Procedure 2.11 Adjusting the Mouse Settings

- 1 Open the KDE control center and click *Peripherals > Mouse*.

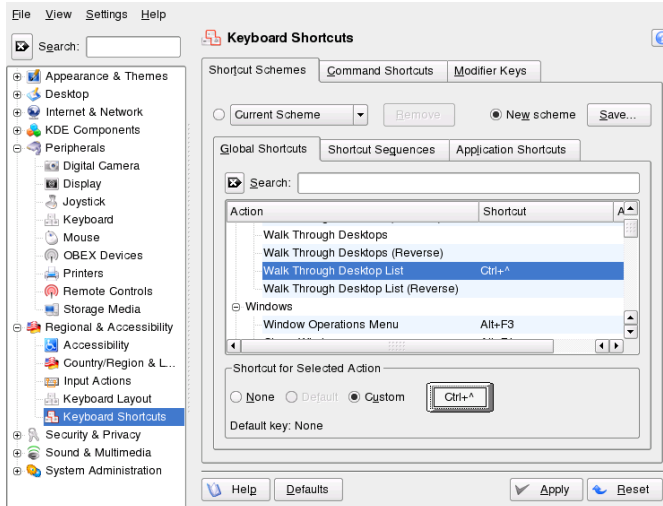


- 2 To switch to double-clicks to open files and folders, select the corresponding option on the *General* tab.
- 3 To change the mouse pointer appearance, switch to the *Cursor Theme* tab and select a different cursor theme.
- 4 To change the default values of double-click intervals or the distance that the pointer moves over the screen on movement of the mouse, adjust the settings on the *Advanced* tab.
- 5 Click *OK* to apply the changes and close the configuration dialog.

KDE comes with a set of predefined keyboard shortcuts. You can easily create more keyboard shortcuts or change existing shortcuts, especially if they should conflict with other application-specific shortcuts. KDE also allows you to store more than one scheme of shortcuts.

## Procedure 2.12 Modifying KDE Keyboard Shortcuts

- 1 Open the KDE control center and click *Regional & Accessibility > Keyboard Shortcuts*.



- 2 To switch from the default scheme to a Windows or Mac based scheme, for example, click *Current Scheme* and select a different scheme.
- 3 Browse through the list of non-application-specific KDE shortcuts on the *Global Shortcuts* tab. To filter for certain keywords, enter a search string in the search field above.
- 4 For shortcuts for switching between different desktops or windows see the *Shortcut Sequences* tab.
- 5 To view or change application-specific shorts, select the *Application Shortcuts* tab.
- 6 To change or add a shortcut, select an action in the list and click *Custom*. A new dialog opens.
- 7 To enter a shortcut, just press the desired key or key combination. If this shortcut cannot be accepted or in case of conflict with another existing shortcut, a notifi-



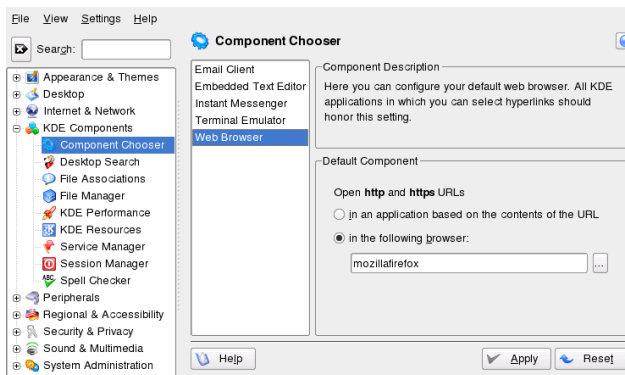
cation shows. If your input was successful, the new or modified shortcut appears in the list.

- 8 To save the altered settings, click *Apply*. To reset all shortcuts to the default values, click *Defaults* then *Apply*.

When you click a link to a Web page, KDE opens the Konqueror Web browser by default, when you click an e-mail address, KMail starts.

### **Procedure 2.13** *Changing the Default Web or E-Mail Application*

- 1 To change this behavior and set your preferred Web browser or e-mail client as default, open the KDE control center and click *KDE Components > Component Chooser*.
- 2 To change the Web browser:
  - 2a In the list of components, select *Web browser*.
  - 2b Select *Open http and https URLs in the following browser* and click the browse button beneath.
  - 2c A dialog opens, showing the main menu structure. Select the Web browser to set as default and click *OK*. The component chooser now shows the selected application in the display field.

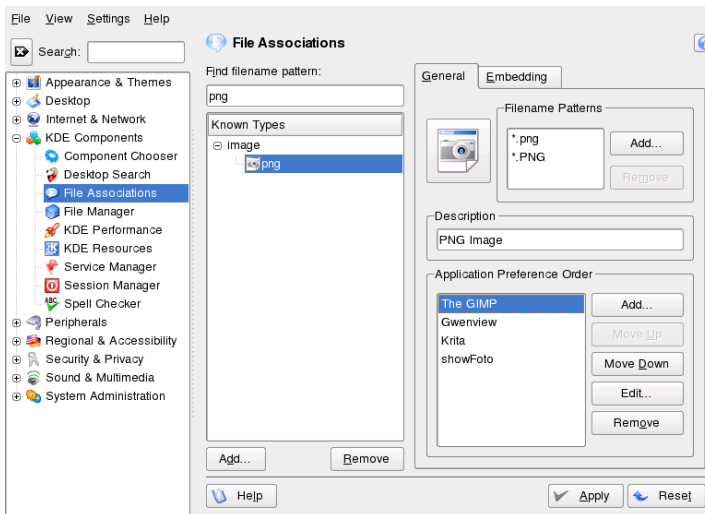


- 3 To change the e-mail client:

- 3a** In the list of components, select *Email Client*.
  - 3b** Select *Use a different email client* and click the browse button.
  - 3c** A dialog showing the main menu structure opens. Select the e-mail client to set as default and click *OK*. The component chooser now shows the selected application in the display field.
- 4** If desired, change other default applications for KDE, like the application for the terminal window or the instant messenger client.
  - 5** When all options are set according to your wishes, click *Apply*.

Similar to setting the default Web browser or e-mail application, you can change file associations in KDE. File associations determine which application should be used to open a file, for example, if you want to start a file from Konqueror.

- 1** Open the KDE control center and click *KDE Components > File Associations*.
- 2** To search for an extension, enter the extension in *Find Filename Pattern*. Only file types with a matching file pattern appear in the list. For example, to modify the application for \*.png files, enter `png` in *Find Filename Pattern*.
- 3** In the *Known Types* list, 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 *Application Preference Order* then enter the command.

To change the order of the list entries, click the program 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 When all options are set according to your wishes, click *Apply*.

## 2.6 Configuring 3D Desktop Effects

Configuring desktop effects (XGL) for your KDE desktop comes down to a few clicks in YaST and the KDE control center (*Personal Settings*).

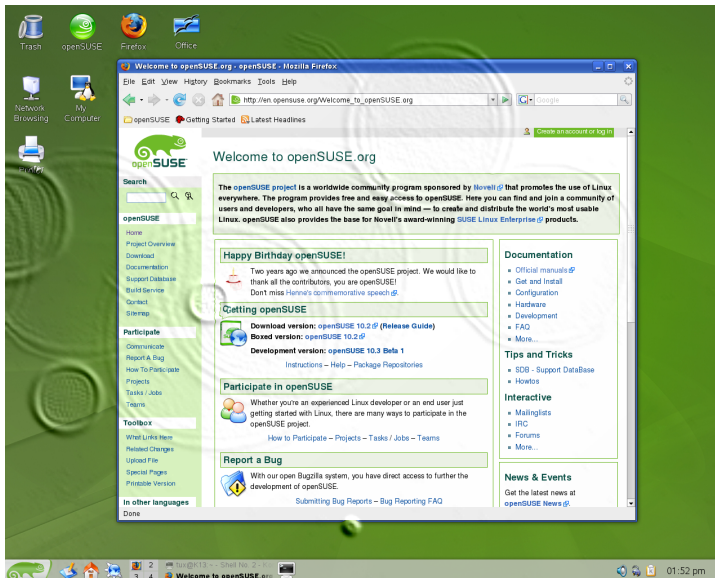
---

### NOTE: Support of Desktop Effects in KDE

Note that the support of desktop effects in this release of KDE is still in experimental state. Some features may not work.

---

**Figure 2.2** 3D Desktop Effects on KDE



Before considering to use desktop effects, make sure the following requirements are met:

- Check whether your hardware supports desktop effects at all by reviewing [http://gentoo-wiki.com/HARDWARE\\_Video\\_Card\\_Support\\_Under\\_XGL](http://gentoo-wiki.com/HARDWARE_Video_Card_Support_Under_XGL).
- Download and install missing drivers if needed by following the vendor's instructions.

- Install the following packages with YaST: `xgl`, `xgl-hardware-list` and `compiz`.

To enable 3D desktop effects on your desktop, proceed as follows:

- 1 Start YaST from the main menu or by pressing `Alt + F2` and entering `yast`.
- 2 In YaST, select *System > /etc/sysconfig Editor*.
- 3 In the list on the left, unfold the *Desktop > Display manager* entries.
- 4 Select the `DISPLAYMANAGER_XSERVER` entry and set its value to `Xgl`.
- 5 Click *Finish* to apply the changes.
- 6 Reboot your machine.

Desktop effects should now be available to you.

These are the most prominent features available to you when using desktop effects and their default keyboard shortcuts:

- Wrap your virtual desktops round a cube and rotate the cube to get to another virtual desktop. Rotate the cube with `Ctrl + Alt + →` or `Ctrl + Alt + ←` key combinations.
- Fly through the range of virtual desktops without having to use the pager and select the one you want to use. To change to this panel-like view, use the `Ctrl + Alt + ↓` key combination. To scroll to a desktop left or right to the current one, keep holding `Ctrl + Alt` and use the `→` and `←` keys.
- Zoom into certain parts of the desktop. Select the area to which you want to zoom in and use the `Windows + right mouse button` key combination to zoom into your desktop.
- Fit all windows opened on one virtual desktop to be displayed in full so you can easily switch focus between them. Arrange the windows by using the `Ctrl + Alt + ↑` key combination. While holding down the `Ctrl + Alt` keys, use the arrow keys to determine the focus.

- Create virtual raindrops on your desktop and use a virtual windscreen wiper to get rid of them. Toggle the raindrops with Shift + F9 and toggle the windscreen wiper with Shift + F8.

To disable desktop effects in a running session, proceed as follows:

- 1 Open the KDE control center and select *KDE Components > Session Manager*.
- 2 In the *Advanced* group, set *Preferred Window Manager* to *kwin*.
- 3 *Apply* your settings and leave the module.

To disable desktop effects permanently, proceed as follows:

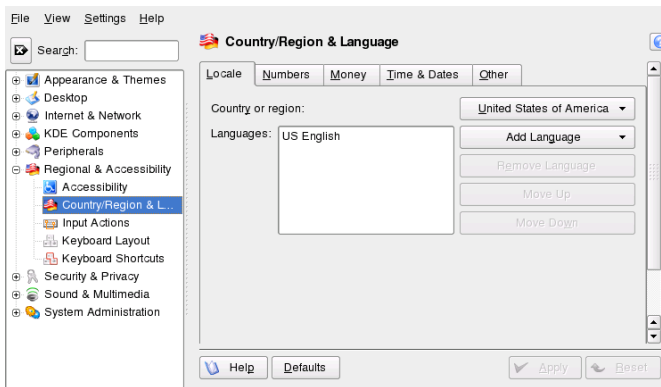
- 1 Start YaST.
- 2 Select *System > /etc/sysconfig Editor*.
- 3 In the list on the left, unfold the *Desktop > Display manager* entries.
- 4 Select the `DISPLAYMANAGER_XSERVER` entry and set its value to `Xorg`.
- 5 Click *Finish* to apply the changes.
- 6 Reboot your machine.

## 2.7 Configuring System and Security Aspects

To adjust settings such as time and date format, number format, or currency, select the desired country as the default country in KDE. If more than one system language is installed on your computer, you can also select different languages in which KDE should show the graphical user interface and application interfaces.

### **Procedure 2.14** *Adjusting Regional Settings*

- 1 To set your default country options, open the KDE control center and select *Regional & Accessibility > Country/Region & Language*.

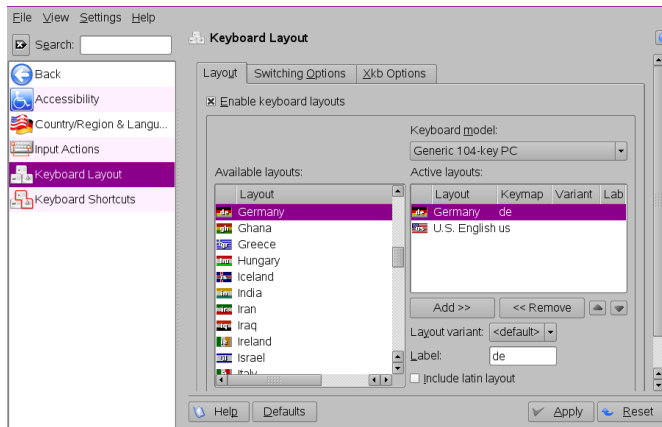


- 2 From *Country or Region*, select the desired country. If the language of the country is installed on your system, KDE automatically sets the language as the default language and shows it at the top position in the *Languages* list.
- 3 If needed, adjust the other country-dependent options, such as number or time and date format, on the other tabs.
- 4 If more than one language is installed on your system (as secondary languages with YaST) and you want to change the graphical interface of KDE to a different language, click *Add Language* on the *Locale* tab.
- 5 Choose *Other* to open a list of other languages installed on your system. Select the language for the graphical user interface. The new language is now shown at the top position in the *Language* list.
- 6 To confirm the changes, click *Apply*. All newly started applications or desktop objects now appear in the new language.
- 7 To switch to another language, re-sort the languages in the *Languages* list until the desired language is at the top position and apply your changes.

If you often need to enter texts in various languages, you may want to add different language layouts for your keyboard. You can then easily switch layouts when needed.

### Procedure 2.15 Adding Keyboard Layouts

- 1 To add additional keyboard layouts, open the KDE control center and select *Regional & Accessibility > Keyboard Layout*.
- 2 Activate *Enable keyboard layouts* at the top.
- 3 In the list of *Available layouts*, select a layout. Click *Add* to transfer it to the list of *Active layouts*.



- 4 If you added several layouts, you can change the sorting order with the help of the up and down arrow buttons.
- 5 Depending on the options you choose in the *Switching Options* tab an indicator or country flag appears in the system tray. With a click on the icon you can change between different keyboard layouts after you confirmed your changes with *Apply*.

By default, openSUSE provides various fonts commonly available in different file formats (Bitmap, TrueType, etc.). These are known as *system fonts*. Users can additionally install their own fonts from various collections. Such user-installed fonts are, however, only visible and available to the corresponding user.

### Procedure 2.16 Installing New Fonts

To check which fonts are currently available, type the URL `fonts:/` into the address field of a Konqueror session. This displays two windows: *Personal* and *System*.



User-installed fonts are installed to the folder `Personal`. Only `root` can install to the `System` folder.

To install new fonts, proceed as follows:

- 1 Start the control center from the main menu or press `Alt + F2` and enter `kcontrol`.
- 2 Click *System Administration > Font Installer*.
- 3 To update system fonts, click *Administrator Mode* and enter the `root` password. Then proceed as described below.
- 4 To install fonts as a user, click *Add Fonts*.
- 5 In the dialog that opens, select one or more fonts for installation. The marked fonts are then installed to your personal font folder. Selecting a font shows a preview.

KDE runs a session manager that lets you save the status of a certain session and return to that status the next time you log in. For example, it can automatically start the applications that you were running in the most recent session or when you manually saved a session.

### **Procedure 2.17** *Adjusting the Session Handling*

- 1 To change the session handling options, open the KDE control center and click *KDE Components > Session Manager*. The groups *General* and *Default Shutdown Option* hold options for the confirmation dialog that usually appears on logout.
- 2 By default, Session Manager restores the applications that were running when you logged out from the previous session, enabling an automatic start of these applications.

To be able to save a certain session manually and restore this session each time you log in to KDE, select *Restore manually saved sessions*. This adds a new menu item, *Save Session*, to your main menu. After a session is saved, KDE automatically restores the saved session on each login.

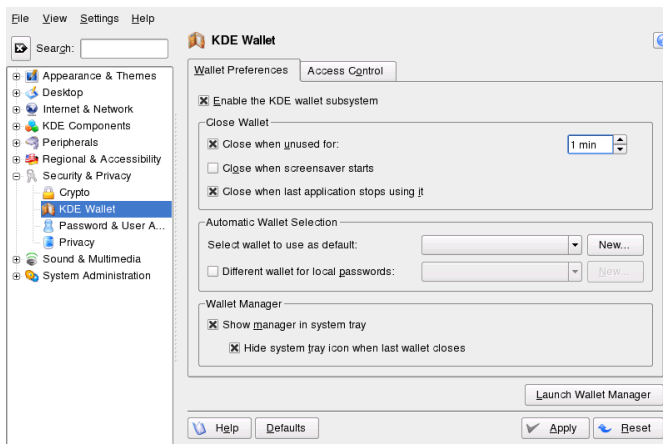
- 3 To start with a “fresh” session each time you log in, select *Start with an empty session*.

- 4 Click *Apply* to confirm your changes.

By default, you define the settings for KWallet password manager with the help of a wizard when you use KWallet for the first time. You can adjust the initial settings at any time to increase security.

### **Procedure 2.18** *Adjusting KWallet Settings*

- 1 If KWallet is already started, click the KWallet symbol in the panel and select *Configure Wallet*. Otherwise, open KDE control center and click *Security & Privacy > KDE Wallet*.
- 2 If KWallet Manager is not yet enabled, activate the respective check box at the top.
- 3 By default, a wallet is closed when the last application stops using it. To increase security, you can set a more restrictive policy: to close a wallet automatically after a period of inactivity or after start-up of the screen saver, activate the respective check boxes.



- 4 To remove the KWallet icon from the panel, deactivate *Show manager in system tray*. You can then only access KWallet from the main menu.

- 5 By default, KWallet stores all passwords in one wallet named `kdewallet`. To store local and network-related passwords in different wallets, activate *Different wallet for local passwords*. Click *New* to create an additional wallet, if needed.



## **Part II. Office and Collaboration**



# The OpenOffice.org Office Suite

OpenOffice.org is a powerful open-source office suite that provides tools for all types of office tasks, such as writing texts, working with spreadsheets, or 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 other formats, including Microsoft Office, then save them back to this format, if needed. This chapter covers information about the Novell® edition of OpenOffice.org and some of the key features you should be aware of when getting started with the suite.

## 3.1 Understanding OpenOffice.org

OpenOffice.org consists of several application modules (subprograms), which are designed to interact with each other. They are listed in [Table 3.1](#). A full description of each module is available in the online help, described in [Section 3.8, “Finding Help and Information About OpenOffice.org”](#) (page 112).

**Table 3.1** *The OpenOffice.org Application Modules*

Module	Purpose
Writer	Word processor application module
Calc	Spreadsheet application module
Impress	Presentation application module

Module	Purpose
Base	Database application module
Draw	Application module for drawing vector graphics
Math	Application module for generating mathematical formulas

The appearance of the application varies depending on the desktop or window manager you use. Regardless of the appearance, the basic layout and functions are the same.

This section contains information that applies to all of the application modules in OpenOffice.org. Module-specific information can be found in the following subsections.

## 3.1.1 Advantages of the Novell Edition of OpenOffice.org

openSUSE® includes the Novell edition of OpenOffice.org. The Novell edition includes several enhancements that are not yet included in the standard edition.

### Calc Enhancements

The Novell edition of OpenOffice.org Calc includes the following enhancements that are not found in the standard edition:

- Improved Excel compatibility for certain functions (for example, ADDRESS/OFFSE).
- Improved ergonomics, such as fixes for the standard editions missing keybindings and the “merge and center” problem.
- Support for R1C1-style addresses.
- Interoperation between OpenOffice.org Data Pilots and Microsoft\* Pivot Tables\*.
- The ability to edit Data Pilots after they are created.



- Addition of the GETPIVOTDATA function to help manipulate information from Pivot Tables.
- Inclusion of a subset of Excel VBA macros that can be loaded and run in OpenOffice.org as if they were native macros, allowing a number of small accounting and management tools to be migrated to OpenOffice.org without having to rewrite them to target StarBasic.
- A simple linear solver that allows simple numerical analysis.

## Writer Enhancements

The Novell edition of OpenOffice.org Writer includes the following enhancements that are not found in the standard edition:

- The Navigator provides a tree view of the document structure, providing improved document navigation.
- Improved change-tracking interoperability.
- Better HTML export.
- Improved printing of fonts.
- Enhanced “FormField handling”.

“Form Fields” are a concept in Microsoft Office which allows users to add text fields, check boxes and drop down lists into documents in order to create forms which are easy to fill out.

If you want to disable the support for enhanced fields and go with the limited form fields set the following configuration item:

```
<?xml version="1.0" encoding="UTF-8"?>
<oor:component-data
  xmlns:oor="http://openoffice.org/2001/registry"
  xmlns:xs="http://www.w3.org/2001/XMLSchema"
  oor:name="Common"
  oor:package="org.openoffice.Office">
  <node oor:name="Filter">
    <node oor:name="Microsoft">
      <node oor:name="Import">
        <prop oor:name="ImportWWFieldsAsEnhancedFields" oor:type="xs:boolean">
```

```
<value>false</value>
</prop>
</node>
</node>
</node>
</oor:component-data>
```

## Font Improvements

The Novell edition of OpenOffice.org includes several font enhancements, including:

- Aliased (bitmap) fonts are not allowed, preventing poor display of fonts when a document is projected.
- Inclusion of a set of fonts licensed from AGFA, which are metrically compatible with some key, default Microsoft fonts and are transparently mapped to the corresponding Microsoft fonts when documents are exported or imported.
- An improved OpenSymbol font with attractive bullets rather than a symbol which is displayed when a glyph is missing.

## OpenClipart

The linux version of the Novell edition of OpenOffice.org includes a large selection of free clipart from the OpenClipart <http://openclipart.org> project. To access this clipart, click *Tools > Gallery*.

## Multimedia

The Novell edition includes native platform multimedia support with gstreamer on Linux.

## Performance Improvements

The Novell edition of OpenOffice.org on Linux starts faster than the standard edition due to several enhancements. This is valid even on lower-memory systems.

## GroupWise Integration

The Novell edition of OpenOffice.org includes basic integration with GroupWise, allowing documents to be placed in and loaded from the GroupWise Document Management System.

### 3.1.2 Using the Standard Edition of OpenOffice.org

You can use the standard edition of OpenOffice.org rather than the Novell edition. If you install the latest version of OpenOffice.org, all of your Novell Edition files remain compatible. However, the standard edition does not contain the enhancements made in the Novell edition.

### 3.1.3 Compatibility with Other Office Applications

OpenOffice.org can work with documents, spreadsheets, presentations, and databases in many other formats, including Microsoft Office. They can be seamlessly opened like other files and saved back to the original format. Because the Microsoft formats are proprietary and the specifications are not available to other applications, there are occasionally formatting issues. If you have problems with your documents, consider opening them in the original application and resaving them in an open format such as RTF for text documents or CSV for spreadsheets.

---

#### TIP

For good information about migrating from other office suites to OpenOffice.org, refer to the OpenOffice.org Migration Guide at <http://documentation.openoffice.org/manuals/oooauthors2/0600MG-MigrationGuide.pdf>.

---

## Converting Documents to the OpenOffice.org Format

OpenOffice.org can read, edit, and save documents in a number of formats. It is not necessary to convert files from those formats to the OpenOffice.org format to use those files. However, if you want to convert the files, you can do so. To convert a number of documents, such as when first switching to OpenOffice.org, do the following:

- 1 Select *File > Wizards > Document Converter*.
- 2 Choose the file format from which to convert.

There are several StarOffice and Microsoft Office formats available.

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

---

### IMPORTANT

Documents retrieved from a Windows partition are usually in a subdirectory of `/windows`.

---

- 5 Make sure that all other settings are appropriate, then click *Next*.
- 6 Review the summary of the actions to perform, then start the conversion by clicking *Convert*.

The amount of time needed for the conversion depends on the number of files and their complexity. For most documents, conversion does not take very long.

## Sharing Files with Users of Other Office Suites

OpenOffice.org is available for a number of operating systems. This makes it an excellent tool when a group of users frequently need to share files and do not use the same system on their computers.

When sharing documents with others, you have several options.

If the recipient needs to be able to edit the file

Save the document in the format the other user needs. For example, to save as a Microsoft Word file, click *File > Save As*, then select the Microsoft Word file type for the version of Word the other user needs.

If the recipient only needs to read the document

Export the document to a PDF file with *File > Export as PDF*. PDF files can be read on any platform using a viewer like Adobe Acrobat Reader.

If you want to share a document for editing

Use one of the standard 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, might be a good option for text documents. *Comma Separated Value* (CSV) is useful for spreadsheets. OpenOffice.org might also offer your recipient's preferred format, especially Microsoft formats.

If you want to e-mail a document as a PDF

Click *File > Send > E-mail as PDF*. Your default e-mail program opens with the file attached.

If you want to e-mail a document to a Microsoft Word user

Click *File > Send > E-mail as Microsoft Word*. Your default e-mail program opens with the file attached.

Send a document as the body of an e-mail

Click *File > Send > Document as E-mail*. Your default e-mail program opens with the contents of the document as the e-mail body.

## 3.1.4 Starting OpenOffice.org

Start the application in one of the following ways:

- Click *Computer > OpenOffice.org Writer*.

This opens Writer. To open a different module, click *File > New* from the newly opened Writer document, then choose the module you want to open.

- Click *Computer > More Applications > Office*, then click the name of the OpenOffice.org module you want to start.

Some OpenOffice.org modules can be found in other sections of the More Applications window. For example, the Writer/Web module is listed under *Internet* and the Draw module is under *Graphics*.

- In a terminal window, enter `ooffice`. The OpenOffice.org window opens. Click *File New*, then choose the module you want to open.

If any OpenOffice.org application is open, you can open any of the other applications by clicking *File > New > Name of Application*.

## 3.1.5 Improving OpenOffice.org Load Time

To speed up the load time of OpenOffice.org by preloading the application at system startup:

- 1 Click *Tools > Options > Memory*.
- 2 Select *Enable systray quickstarter*.

The next time you restart your system, OpenOffice.org will preload. When you open an OpenOffice.org application module, it will open faster.

## 3.1.6 Customizing OpenOffice.org

You can customize OpenOffice.org to best suit your needs and working style. Toolbars, menus, and keyboard shortcuts can all be reconfigured to help you more quickly access the features you use the most. You can also assign macros to application events if you want specific actions to occur when those events take place. For example, if you always work with a specific spreadsheet, you can create a macro that opens the spreadsheet and assign the macro to the Start Application event.

This section contains simple, generic instructions for customizing your environment. The changes you make are effective immediately, so you can see if the changes are what you wanted and go back and modify them if they were not. See the OpenOffice.org help files for detailed instructions.

# Customizing Toolbars

Use the *Customize* dialog to modify OpenOffice.org toolbars.

- 1 Click the arrow icon at the end of any toolbar, then click *Customize Toolbar*.

or

Click *Tools > Customize > Toolbars*.

- 2 Select the toolbar you want to customize.

The toolbar you clicked should already be selected. You can change the toolbar you want to customize by selecting the desired toolbar from the *Toolbar* menu.

- 3 Select the check boxes next to the commands you want to appear on the toolbar, and deselect the check boxes next to the commands you do not want to appear.
- 4 Select whether to save your customized toolbar in the OpenOffice.org module you are using or in the document.

- OpenOffice.org module

The customized toolbar is used whenever you open that module.

- Document filename

The customized toolbar is used whenever you open that document.

- 5 Repeat to customize additional toolbars.

- 6 Click *OK*.

You can quickly choose the buttons that appear on a particular toolbar.

- 1 Click the arrow icon at the end of the toolbar you want to change.
- 2 Click *Visible Buttons* to display a list of buttons.
- 3 Select the buttons in the list to enable (check) or disable (uncheck) them.

## Customizing Menus

You can add or delete items from current menus, reorganize menus, and even create new menus.

- 1 Click *Tools > Customize > Menus*.
- 2 Select the menu you want to change, or click *New* to create a new menu.  
  
Click *Help* for more information about the options in the *Customize* dialog.
- 3 Modify, add, or delete menu items as desired.
- 4 Click *OK*.

## Customizing Keyboard Shortcuts

You can reassign currently assigned keyboard shortcuts and assign new shortcuts to frequently used functions.

- 1 Click *Tools > Customize > Keyboard*.
- 2 Select the keys you want to assign to a function, or select the function and assign the keys or key combinations.  
  
Click *Help* for more information about the options in the *Customize* dialog.
- 3 Modify, add, or delete keyboard shortcuts as desired.
- 4 Click *OK*.

## Customizing Events

OpenOffice.org also provides ways to assign macros to events such as application startup or the saving of a document. The assigned macro runs automatically whenever the selected event occurs.

- 1 Click *Tools > Customize > Events*.



- 2 Select the event you want to change.

Click *Help* for more information about the options in the *Customize* dialog box.

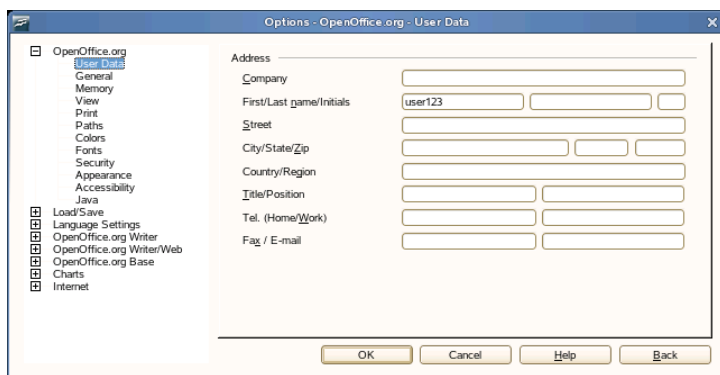
- 3 Assign or remove macros for the selected event.

- 4 Click *OK*.

## 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 3.1** *The Options Window*



The following table lists the settings categories along with a brief description of each category:

---

### NOTE

The settings categories that appear depend on the module you are working in. For example, if you are in Writer, the OpenOffice.org Writer category appears in the list, but the OpenOffice.org Calc category does not. The OpenOffice.org Base category appears in both Calc and Writer. The Application column in the table shows where each setting category is available.

---

**Table 3.2** *Global Setting Categories*

<b>Settings Category</b>	<b>Description</b>	<b>Application</b>
<i>OpenOffice.org</i>	Various basic settings, including your user data (such as your address and e-mail), important paths, and settings for printers and external programs.	All
<i>Load/Save</i>	Includes the settings related to the opening and saving of several file types. There is a dialog for general settings and several special dialogs to define how external formats should be handled.	All
<i>Language Settings</i>	Covers the various settings related to languages and writing aids, such as your locale and spell checker settings. This is also the place to enable support for Asian languages.	All
OpenOffice.org Writer	Configures the global word processing options, such as the basic fonts and layout that Writer should use.	Writer
OpenOffice.org Writer/Web	Changes the settings related to the HTML authoring features of OpenOffice.org.	Writer
OpenOffice.org Calc	Changes the settings for Calc, such as those related to sort lists and grids.	Calc
OpenOffice.org Impress	Changes the settings that should apply to all presentations. For example, you can specify the measurement unit for the grid used to arrange elements.	Impress
OpenOffice.org Draw	Includes the settings related to the vector drawing module, such as the drawing scale, grid properties, and some print options.	Draw

Settings Category	Description	Application
<i>OpenOffice.org Math</i>	Provides a single dialog to set special print options for formulas.	Math
<i>OpenOffice.org Base</i>	Provides dialogs to set and edit connections and registered databases.	Base
<i>Charts</i>	Defines the default colors used for newly created charts.	All
<i>Internet</i>	Includes the dialogs to configure any proxies and to change settings related to search engines.	All

---

## IMPORTANT

All settings listed in the table are applied *globally* for the specified applications. They are used as defaults for every new document you create.

---

## 3.1.7 Finding Templates

Templates greatly enhance the use of OpenOffice.org by simplifying formatting tasks for a variety of different types of documents. OpenOffice.org comes with a few templates, and you can find additional templates on the Internet. You can also create your own. Creating templates is beyond the scope of this guide, but detailed instructions are found in the OpenOffice.org help system and in other documents and tutorials available online.

In addition to templates, you can find other extras and add-ins online. The following table lists a few of the prominent places where you can find templates and other extras. Please note that the information in the following table might not be current, because Web sites often close or change its content.

**Table 3.3** *Where to Find OpenOffice.org Templates and Extras*

Location	What You Can Find
OpenOffice.org documentation Web site, see <a href="http://documentation.openoffice.org/Samples_Templates/User/template_2_x/index.html">http://documentation.openoffice.org/Samples_Templates/User/template_2_x/index.html</a>	Templates for Calc spreadsheets, CD cases, seed packets, fax cover sheets, and more
Worldlabel.com, see <a href="http://www.worldlabel.com/Pages/openoffice-template.htm">http://www.worldlabel.com/Pages/openoffice-template.htm</a>	Templates for many types of labels

For more information about templates, see [Section 3.2.4, “Using Templates to Format Documents”](#) (page 97) and [Section 3.3.2, “Using Templates in Calc”](#) (page 103).

## 3.2 Word Processing with Writer

OpenOffice.org Writer is a full-featured word processor with page and text formatting capabilities. Its interface is similar to interfaces for other major word processors, and it includes some features that are usually found only in expensive desktop publishing applications.

This section highlights a few key features of Writer. For more information about these features and for complete instructions for using Writer, look at the OpenOffice.org help or any of the sources listed in [Section 3.8, “Finding Help and Information About OpenOffice.org”](#) (page 112).

---

### NOTE

Much of the information in this section can also be applied to other OpenOffice.org modules. For example, other modules use styles similarly to how they are used in Writer.

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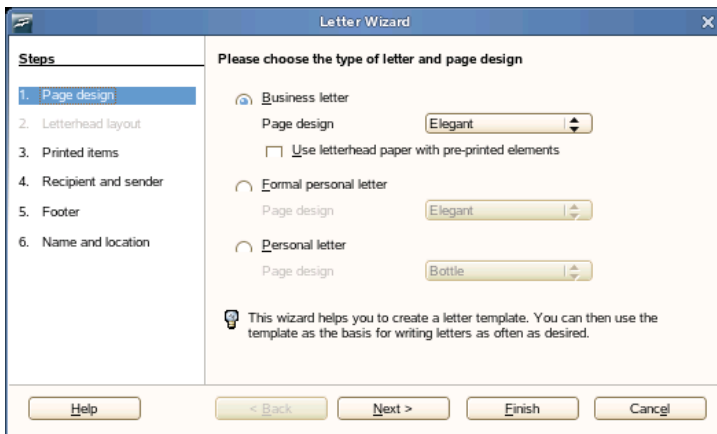
## 3.2.1 Creating a New Document

There are two ways to create a new document:

To create a document from scratch, click *File > New > Text Document*.

To use a standard format and predefined elements for your own documents, try a wizard. Wizards are small utilities that let you make some basic decisions and then produce a ready-made document from a template. For example, to create a business letter, click *File > Wizards > Letter*. Using the wizard's dialogs, easily create a basic document using a standard format. A sample wizard dialog is shown in [Figure 3.2](#).

**Figure 3.2** *An OpenOffice.org Wizard*



Enter text in the document window as desired. Use the *Formatting* toolbar or the *Format* menu to adjust the appearance of the document. Use the *File* menu or the relevant buttons in the toolbar to print and save your document. With the options under *Insert*, add extra items to your document, such as a table, picture, or chart.

## 3.2.2 Sharing Documents with Other Word Processors

You can use Writer to edit documents created in a variety of other word processors. For example, you can import a Microsoft Word document, edit it, and save it again as

a Word document. Most Word documents can be imported into OpenOffice.org without any problem. Formatting, fonts, and all other aspects of the document remain intact. However, some very complex documents—such as documents containing complicated tables, Word macros, or unusual fonts or formatting—might require some editing after being imported. OpenOffice.org can also save in many popular word processing formats. Likewise, documents created in OpenOffice.org and saved as Word files can be opened in Microsoft Word without any trouble.

This means, if you use OpenOffice.org in an environment where you frequently share documents with Word users, you should have little or no trouble exchanging document files. Just open the files, edit them, and save them as Word files.

## 3.2.3 Formatting with Styles

OpenOffice.org uses styles for applying consistent formatting to various elements in a document. The following types of styles are available:

**Table 3.4** *About the Types of Styles*

Type of Style	What it Does
Paragraph	Applies standardized formatting to the various types of paragraphs in your document. For example, apply a paragraph style to a first-level heading to set the font and font size, spacing above and below the heading, location of the heading, and other formatting specifications.
Character	Applies standardized formatting for types of text. For example, if you want emphasized text to appear in italics, you can create an emphasis style that italicizes selected text when you apply the style to it.
Frame	Applies standardized formatting to frames. For example, if your document uses sidebars, you can create frames with specified graphics, borders, location, and other formatting so that all of your sidebars have a consistent appearance.
Page	Applies standardized formatting to a specified type of page. For example, if every page of your document contains a

Type of Style	What it Does
	header and footer except for the first page, you can use a first page style that disables headers and footers. You can also use different page styles for left and right pages so that you have bigger margins on the insides of pages and your page numbers appear on an outside corner.
List	Applies standardized formatting to specified list types. For example, you can define a checklist with square check boxes and a bullet list with round bullets, then easily apply the correct style when creating your lists.

## Opening the Styles and Formatting Window

The *Styles and Formatting* window (called the *Stylist* in earlier versions of OpenOffice.org), is a versatile formatting tool for applying styles to text, paragraphs, pages, frames, and lists. To open this window, click *Format > Styles and Formatting*. OpenOffice.org comes with several predefined styles. You can use these styles as they are, modify them, or create new styles.

---

### TIP

By default, the *Styles and Formatting* window is a floating window; that is, it opens in its own window that you can place anywhere on the screen. If you use styles extensively, you might find it helpful to dock the window so that it always present in the same part of the Writer interface. To dock the *Styles and Formatting* window, press Control while you double-click on a gray area in the window. This tip applies to some other windows in OpenOffice.org as well, including the Navigator.

---

## Applying a Style

To apply a style, select the element you want to apply the style to, and then double-click the style in the *Styles and Formatting* window. For example, to apply a style to a paragraph, place the cursor anywhere in that paragraph and double-click the desired paragraph style.

## Using Styles Versus Using Formatting Buttons and Menu Options

Using styles rather than the *Format* menu options and buttons helps give your pages, paragraphs, texts, and lists a more consistent look and makes it easier to change your formatting. For example, if you emphasize text by selecting it and clicking the *Bold* button, then later decide you want emphasized text to be italicized, you need to find all of your bolded text and manually change it to italics. If you use a character style, you only need to change the style from bold to italics and all text that has been formatted with that style automatically changes from bold to italics.

Text formatted with a menu option or button overrides any styles you have applied. If you use the *Bold* button to format some text and an emphasis style to format other text, then changing the style does not change the text that you formatted with the button, even if you later apply the style to the text you bolded with the button. You must manually unbold the text and then apply the style.

Likewise, if you manually format your paragraphs using *Format > Paragraph*, it is easy to end up with inconsistent paragraph formatting. This is especially true if you copy and paste paragraphs from other documents with different formatting. However, if you apply paragraph styles, formatting remains consistent. If you change a style, the change is automatically applied to all paragraphs formatted with that style.

## Changing a Style

With styles, you can change formatting throughout a document by changing a style, rather than applying the change separately everywhere you want to apply the new formatting.

- 1 In the *Styles and Formatting* window, right-click the style you want to change.
- 2 Click *Modify*.
- 3 Change the settings for the selected style.

For information about the available settings, refer to the [OpenOffice.org](http://OpenOffice.org) online help.

- 4 Click *OK*.



## Creating a Style

OpenOffice.org comes with a collection of styles to suit many users' needs. However, most users eventually need a style that does not yet exist. To create a new style:

- 1 Right-click in any empty space in the *Styles and Formatting* window.

Make sure you are in the list of styles for the type of style you want to create. For example, if you are creating a character style, make sure you are in the character style list.

- 2 Click *New*.

- 3 Click *OK*.

- 4 Name your style and choose the settings you want applied with that style.

For details about the style options available in any tab, click that tab and then click *Help*.

## 3.2.4 Using Templates to Format Documents

Most word processor users create more than one kind of document. For example, you might write letters, memos, and reports, all of which look different and require different styles. If you create a template for each of your document types, the styles you need for each document are always readily available.

Creating a template requires a little bit of up-front planning. You need to determine how you want the document to look so you can create the styles you need in that template. You can always change your template, but a little planning can save you a lot of time later.

---

### NOTE

You can convert Microsoft Word templates like you would any other Word document. See [Section “Converting Documents to the OpenOffice.org Format”](#) (page 84) for information.

---

A detailed explanation of templates is beyond the scope of this section. However, more information is found in the help system, and detailed how-tos are found at the OpenOffice.org Documentation page, see [http://documentation.openoffice.org/HOW\\_TO/index.html](http://documentation.openoffice.org/HOW_TO/index.html).

## Creating a Template

A template is a text document containing only the styles and content that you want to appear in every document, such as your address information and letterhead on a letter. When a document is created or opened with the template, the styles are automatically applied to that document.

To create a template:

- 1 Click *File > New > Text Document*.
- 2 Create the styles and content that you want to use in any document that uses this template.
- 3 Click *File > Templates > Save*.
- 4 Specify a name for the template.
- 5 In the *Categories* box, click the category you want to place the template in.

The category is the folder where the template is stored.

- 6 Click *OK*.

## 3.2.5 Working with Large Documents

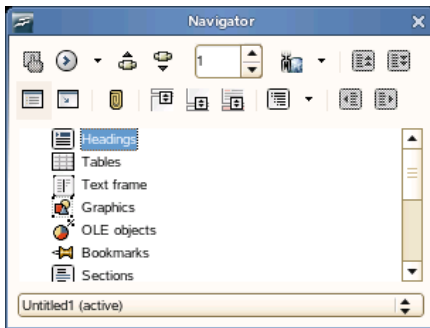
You can use Writer to work on large documents. Large documents can be either a single file or a collection of files assembled into a single document.

## 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 the Navigator to get a quick overview of all images included in the document.

To open the Navigator, click *Edit > Navigator*. The elements listed in the Navigator vary according to the document loaded in Writer.

**Figure 3.3** *Navigator Tool in Writer*



Click an item in the Navigator to jump to that item in the document.

## Using a Master Document to Create a Single Document from Multiple Files

If you are working with a very large document, such as a book, you might find it easier to manage the book with a master document, rather than keeping the book in a single file. A master document enables you to quickly apply formatting changes to a large document or to jump to each subdocument for editing.

A master document is a Writer document that serves as a container for multiple Writer files. You can maintain chapters or other subdocuments as individual files collected in the master document. Master documents are also useful if multiple people are working on a document. You can separate each person's portion of the document into subdocuments collected in a master document, allowing multiple writers to work on their subdocuments at the same time without fear of overwriting other people's work.

---

## NOTE

If you are coming to OpenOffice.org from Microsoft Word, you might be nervous about using master documents because the master document feature in Word has a reputation for corrupting documents. This problem does not exist in OpenOffice.org Writer, so you can safely use master documents to manage your projects.

---

To create a master document:

**1** Click *New > Master Document*.

or

Open an existing document and click *File > Send > Create Master Document*.

**2** Insert subdocuments.

**3** Click *File Save*.

The OpenOffice.org help files contain more complete information about working with master documents. Look for the topic entitled *Using Master Documents and Subdocuments*.

---

## TIP

The styles from all of your subdocuments are imported into the master document. To ensure that formatting is consistent throughout your master document, you should use the same template for each subdocument. Doing so is not mandatory; however, if subdocuments are formatted differently, you might need to do some reformatting to successfully bring subdocuments into the master document without creating inconsistencies. For example, if two documents imported into your master document include different styles with the same name, the master document will use the formatting specified for that style in the first document you import.

---

## 3.2.6 Using Writer as an HTML Editor

In addition to being a full-featured word processor, Writer also functions as an HTML editor. Writer includes HTML tags that can be applied as you would any other style in a Writer document. You can view the document as it will appear online, or you can directly edit the HTML code.

### Creating an HTML Document

- 1 Click *File > New > HTML Document*.
- 2 Click the arrow at the bottom of the *Formatting and Styles* window.
- 3 Select *HTML Styles*.
- 4 Create your HTML document, using the styles to tag your text.
- 5 Click *File > Save As*.
- 6 Select the location where you want to save your file, name the file, and select *HTML Document (.html)* from the *Filter* list.
- 7 Click *OK*.

If you prefer to edit HTML code directly, or if you want to see the HTML code created when you edited the HTML file as a Writer document, click *View > HTML Source*. In HTML Source mode, the *Formatting and Styles* list is not available.

---

#### NOTE

The first time you switch to HTML Source mode, you are prompted to save the file as HTML, if you have not already done so.

---

## 3.3 Using Spreadsheets with Calc

Calc is the OpenOffice.org spreadsheet application. Create a new spreadsheet with *File > New > Spreadsheet* or open one with *File > Open*. Calc can read and save in Microsoft Excel's format, so it is easy to exchange spreadsheets with Excel users.

---

### NOTE

Calc can process many VBA macros in Excel documents; however, support for VBA macros is not yet complete. When opening an Excel spreadsheet that makes heavy use of macros, you might discover that some do not work.

---

In the spreadsheet cells, enter fixed data or formulas. A formula can manipulate data from other cells to generate a value for the cell in which it is inserted. You can also create charts from cell values.

### 3.3.1 Using Formatting and Styles in Calc

Calc comes with a few built-in cell and page styles to improve the appearance of your spreadsheets and reports. Although these built-in styles are adequate for many uses, you will probably find it useful to create styles for your own frequently used formatting preferences.

#### Creating a Style

- 1 Click *Format > Styles and Formatting*.
- 2 In the *Formatting and Styles* window, click either the *Cell Styles* or the *Page Styles* icon.
- 3 Right-click in the *Formatting and Styles* window, then click *New*.
- 4 Specify a name for your style and use the various tabs to set the desired formatting options.
- 5 Click *OK*.

## Modifying a Style

- 1 Click *Format > Styles and Formatting*.
- 2 In the *Formatting and Styles* window, click either the *Cell Styles* or the *Page Styles* icon.
- 3 Right-click the name of the style you want to change, then click *Modify*.
- 4 Change the desired formatting options.
- 5 Click OK.

### 3.3.2 Using Templates in Calc

If you use different styles for different types of spreadsheets, you can use templates to save your styles for each spreadsheet type. Then, when you create a particular type of spreadsheet, use the applicable template and the styles you need for that template are available in the *Formatting and Styles* window.

A detailed explanation of templates is beyond the scope of this section. However, more information is found in the help system and detailed how-tos are found at the OpenOffice.org Documentation page, see [http://documentation.openoffice.org/HOW\\_TO/index.html](http://documentation.openoffice.org/HOW_TO/index.html).

## Creating a Template

A Calc template is a spreadsheet that contains styles and content that you want to appear in every spreadsheet created with that template, such as headings or other cell styles. When a spreadsheet is created or opened with the template, the styles are automatically applied to that spreadsheet.

To create a template:

- 1 Click *File > New > Spreadsheet*.
- 2 Create the styles and content that you want to use in any spreadsheet that uses this template.

- 3 Click *File > Templates > Save*.
- 4 Specify a name for the template.
- 5 In the *Categories* box, click the category you want to place the template in.  
  
The category is the folder where the template is stored.
- 6 Click *OK*.

## 3.4 Using Presentations with Impress

Use OpenOffice.org Impress to create presentations for screen display or printing, such as slide shows or transparencies. If you have used other presentation software, you can move comfortably to Impress, which works very similarly to other presentation software.

Impress can open and save Microsoft Powerpoint presentations, which means you can exchange presentations with Powerpoint users, as long as you save your presentations in Powerpoint format.

### 3.4.1 Creating a Presentation

- 1 Click *File > New > Presentation*.
- 2 Select the option to use for creating the presentation.

There are two ways to create a presentation:

- Create an empty presentation

Opens Impress with a blank slide. Use this option to create a new presentation from scratch, without any preformatted slides.

- Create a presentation from a template

Opens Impress with your choice of template. Use this option to create a new presentation with a predesigned OpenOffice.org template or a template you've created or installed yourself, such as your company's presentation template.



Impress uses styles and templates the same way other OpenOffice.org modules do. See [Section 3.2.4, “Using Templates to Format Documents”](#) (page 97) for more information about templates.

You can also choose to open an existing presentation.

- 3 Select a slide design and an output medium, then click *Next*.

The slide design provides a variety of backgrounds and ready-made presentations, or you can select *Original* to create your own.

The output medium is the form the final presentation will take, such as an overhead sheet, paper, or a screen slide show, among other choices.

Select *Preview* for a thumbnail showing your choices.

- 4 Select the type and speed of slide transitions and the presentation type (the timing of the presentation), then click *Create*.

There are several slide transition choices, available from the drop-down.

You can choose either the default presentation type or *Automatic*. If you select *Automatic*, specify the amount of time each page displays and the length of the pause between presentations.

The presentation opens, ready for editing.

## 3.4.2 Using Master Pages

Master pages give your presentation a consistent look by defining the way each slide looks, what fonts are used, and other graphical elements. Impress uses two types of master pages:

- Slide Master

Contains elements that appear on all slides. For example, you might want your company logo to appear in the same place on every slide. The slide master also determines the text formatting style for the heading and outline of every slide that uses that master page, as well as any information you want to appear in a header or footer.

- Notes Master

Determines the formatting and appearance of the notes in your presentation.

## Creating a Slide Master

Impress comes with a collection of preformatted master pages. Eventually, most users will want to customize their presentations by creating their own slide masters.

- 1 Start Impress, then create a new empty presentation.

- 2 Click *View > Master > Slide Master*.

This opens the current slide master in *Master View*.

- 3 Right-click the left-hand panel, then click *New Master*.

- 4 Edit the slide master until it has the desired look.

- 5 Click *Close Master View* or *View > Normal* to return to *Normal View*.

---

### TIP

When you have created all of the slide masters you want to use in your presentations, you can save them in an Impress template. Then, any time you want to create presentations that use those slide masters, open a new presentation with your template.

---

## Applying a Slide Master

Slide masters can be applied to selected slides or to all slides in the presentation.

- 1 Open your presentation, then click *View > Master > Slide Master*.

- 2 (Optional) If you want to apply the slide master to multiple slides, but not to all slides, select the slides that you want to use that slide master.

To select multiple slides, press **Ctrl** in the *Slides Pane* while clicking on the slides you want to use.

**3** In the Task Pane, right-click the master page you want to apply.

If you do not see the *Task Pane*, click *View > Task Pane*.

**4** Apply the slide master by clicking one of the following:

- *Apply to All Slides*

Applies the selected slide master to all slides in the presentation.

- *Apply to Selected Slides*

Applies the selected slide master to the current slide, or to any slides you select before applying the slide master. For example, if you want to apply a different slide master to the first slide in a presentation, select that slide, then change to *Master View* and apply a slide master to that slide.

## 3.5 Using Databases with Base

OpenOffice.org includes a database module: Base. Use Base to design a database to store many different kinds of information, from a simple address book or recipe file to a sophisticated document management system.

Tables, forms, queries, and reports can be created manually or using convenient wizards. For example, the Table Wizard contains a number of common fields for business and personal use. Databases created in Base can be used as data sources, such as when creating form letters.

It is beyond the scope of this document to detail database design with Base. More information can be found at the sources listed in [Section 3.8, “Finding Help and Information About OpenOffice.org”](#) (page 112).

### 3.5.1 Creating a Database Using Predefined Options

Base comes with several predefined database fields to help you create a database. The steps in this section are specific to creating an address book using predefined fields,

but it should be easy to follow them to use the predefined fields for any of the built-in database options.

The process for creating a database can be broken into several subprocesses:

## Creating the Database

First, create the database.

- 1 Click *File > New > Database*.
- 2 Select *Create a new database > Next*.
- 3 Click *Yes, register the database for me* to make your database information available to other OpenOffice.org modules, select both check boxes in the bottom half of the dialog, then click *Finish*.
- 4 Browse to the directory where you want to save the database, specify a name for the database, then click *OK*.

## Setting Up the Database Table

Next, define the fields you want to use in your database table.

- 1 In the Table Wizard, click *Personal*.

The *Sample tables* list changes to show the predefined tables for personal use. If you had clicked *Business*, the list would contain predefined business tables.

- 2 In the *Sample tables* list, click *Addresses*.

The available fields for the predefined address book appear in the *Available fields* menu.

- 3 In the *Available fields* menu, click the fields you want to use in your address book.

You can select one item at a time, or you can shift-click multiple items to select them.

- 4 Click the single → to move the selected items to the *Selected fields* menu.

To move all available fields to the *Selected fields* menu, click the double right-arrow.

- 5 Use the ↑ and ↓ keys to adjust the order of the selected fields.

The fields appear in the table and forms in the order in which they are listed.

- 6 Click *Next*.

- 7 Make sure each of the fields is defined correctly.

You can change the field name, type, whether the entry is required, and the maximum length of the field (the number of characters that can be entered in that field). For this example, leave the settings as they are.

- 8 Click *Next*.

- 9 Click *Create a primary key*, click *Automatically add a primary key*, click *Auto value*, then click *Next*.

- 10 Accept the default name for the table, select *Create a form based on this table*, then click *Finish*.

## Creating a Form

Next, create the form to use when entering data into your address book.

- 1 In the Form Wizard, click the double right-arrow icon to move all available fields to the *Fields in the form* list, then click *Next* twice.
- 2 Select how you want to arrange your form, then click *Next*.
- 3 Select the option to use the form to display all data and leave all of the check boxes empty, then click *Next*.
- 4 Apply a style and field border, then click *Next*.

For this example, accept the default selections.

- 5 Name the form, select the *Modify the form* option, then click *Finish*.

## Modifying the Form

After the form has been defined, you can modify the appearance of the form to suit your preferences.

- 1 Close the form that opened when you finished the previous step.
- 2 In the main window for your database, right-click the form you want to modify (there should be only one option), then click *Edit*.
- 3 Arrange the fields on the form by dragging them to their new locations.

For example, move the First Name field so it appears to the right of the Last Name field, and then adjust the locations of the other fields to suit your preference.

- 4 When you have finished modifying the form, save it and close it.

## What's Next?

After you have created your database tables and forms, you are ready to enter your data. You can also design queries and reports to help sort and display the data.

Refer to OpenOffice.org online help and other sources listed in [Section 3.8, “Finding Help and Information About OpenOffice.org”](#) (page 112) for additional information about Base.

## 3.6 Creating Graphics with Draw

Use OpenOffice.org Draw to create graphics and diagrams. You can save your drawings in today's most common formats and import them into any application that lets you import graphics, including the other OpenOffice.org modules. You can also create Flash versions of your drawings.

The OpenOffice.org documentation contains complete instructions on using Draw. See [Section 3.8, “Finding Help and Information About OpenOffice.org”](#) (page 112) for more information.

To use a Draw graphic in a document:

- 1 Open Draw, then create the graphic.
- 2 Save the graphic.
- 3 Copy the graphic and paste it into the document, or insert the graphic directly from the document.

One particularly useful feature of Draw is the ability to open it from other OpenOffice.org modules so you can create a drawing that is automatically imported into your document.

- 1 From an OpenOffice.org module (for example, from Writer), click *Insert > Object > OLE Object > OpenOffice.org 2.x Drawing > OK*.

This opens Draw.

- 2 Create your drawing.
- 3 Click in your document, outside the Draw frame.

The drawing is automatically inserted into your document.

## 3.7 Creating Mathematical Formulas with Math

It is usually difficult to include complex mathematical formulas in your documents. The OpenOffice.org Math equation editor lets you create formulas using operators, functions, and formatting assistants. You can then save those formulas as objects that can be imported into other documents. Math functions can be inserted into other OpenOffice.org documents like any other graphic object.

---

### NOTE

Math is not a calculator. The functions it creates are graphical objects. Even if they are imported into Calc, these functions cannot be evaluated.

---

## 3.8 Finding Help and Information About OpenOffice.org

OpenOffice.org contains extensive online help. In addition, a large community of users and developers support it. As a result, it is seldom hard to find help or information about using the OpenOffice.org. The following table shows some of the places where you can go for additional information. (Because Web sites often close or their content changes, the information in the following table might not be current when you read it.)

OpenOffice.org online help menu

Extensive help on performing any task in OpenOffice.org

Official OpenOffice.org support page (<http://support.openoffice.org/index.html>)

Manuals, tutorials, user and developer forums, users@openoffice.org mailing list, FAQs, and much more

OpenOffice.org Migration Guide (<http://documentation.openoffice.org/manuals/oooauthors2/0600MG-MigrationGuide.pdf>)

Information about migrating to OpenOffice.org from other office suites, including Microsoft Office

Taming OpenOffice.org (<http://www.taming-openoffice-org.com/>)

Books, news, tips and tricks

OpenOffice.org Macros (<http://www.pitonyak.org/oo.php>)

Extensive information about creating and using macros



# Kontakt: E-Mailing and Calendaring

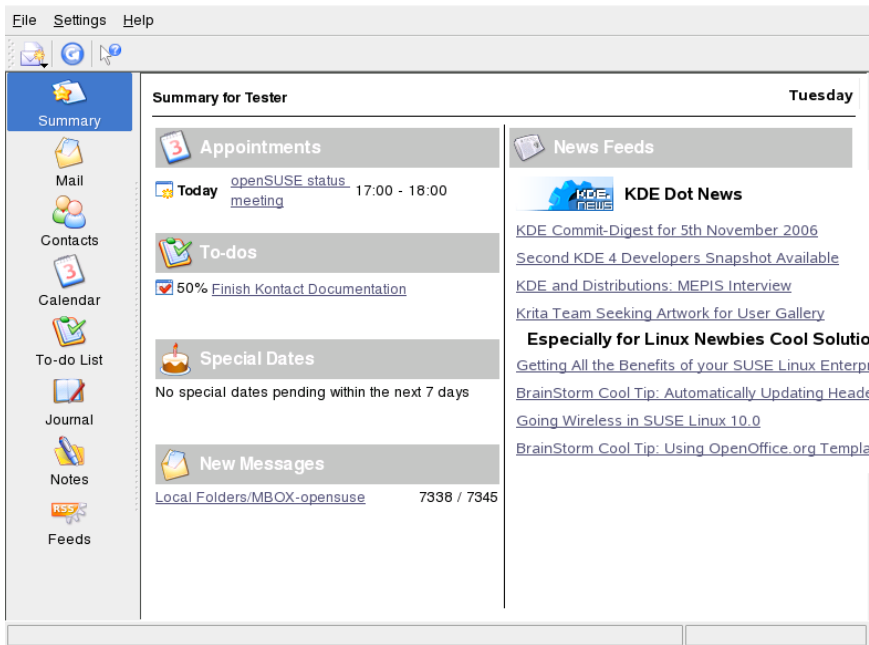
Kontakt combines the functionality of a number of KDE applications into a convenient, single interface for personal information management. These applications include KMail for e-mail, KOrganizer for the calendar, KAddressBook for contacts, KNode for newsgroups, and KNotes for notes. It is also possible to sync data with external devices, such as handheld device. Kontakt integrates easily with the rest of the KDE desktop and connects to a variety of groupware servers. It includes extra features, such as journal entries, Spam and virus filtering, and an RSS reader.

Start Kontakt from the main menu. Alternatively, enter `kontakt` in a command line or in the *Run Command* dialog. You can also open the individual components instead of the combined application if you only need partial functionality.

## 4.1 Kontakt Overview

The default window view is shown in [Figure 4.1, “The Kontakt Summary View”](#) (page 114). Use the icons in the left section to access the different components. The *Summary* provides basic information, including upcoming birthdays and to-dos and the number of new mail messages. The news section can access RSS feeds to provide updated news of interest to you. Use *Settings > Configure Summary View* to configure the information displayed.

**Figure 4.1** *The Kontact Summary View*



## Mail

The folder area to the left contains a list of your mail folders (mail boxes) indicating the total number of messages and how many are still unread. To select a folder, simply click it. The messages in that folder appear in the top right frame. The number of messages in that folder is also shown in the status bar at the bottom of the application window.

The subject, sender, and time of receipt of each message 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 column headers (subject, sender, date, etc.). The contents of the currently selected message are displayed in the message frame of the window. Attachments are depicted as icons at the end of the message, based on the MIME type of the attachment, or they can be displayed inline.

## Contacts

The upper left frame of this component shows all addresses in the currently activated address books. The lower left frame lists your address books and shows whether

each one is currently active. The right frame shows the currently selected contact. Use the search bar at the top to find a particular contact.

### Calendar

The calendar view is divided into a number of frames. By default, view a small calendar of this month and a week view of the current week. Also find a list of to-dos, a detailed view of the current event or to-do, and a list of calendars with the status of each. Select a different view from the toolbar or the *View* menu.

### To-Do List

*To-do List* shows your list of tasks. Click the field at the top to add a new item to the list. Right-click in a column of an existing item to make changes to the value in that column. An item can be broken into several subitems. Right-click and select *New Sub-to-do* to create a subitem. You can also assign to-dos to other people.

### Journal

The *Journal* provides a place for your reflections, occurrences, or experiences. Choose a date in the calendar frame and click *Add Journal Entry* to add a new entry. If a journal entry already exists for the chosen date, edit it in the right frame.

### Notes

Use the Notes component to keep sticky notes to yourself. If you are using KDE, use the KNotes icon in the system tray to make your notes visible on the desktop.

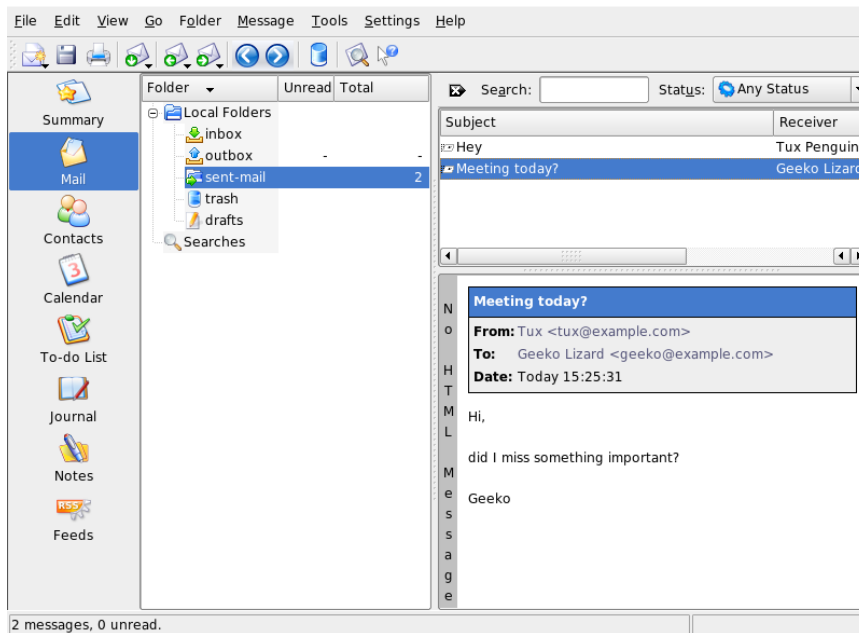
### Feeds

The *Feeds* window is divided into three frames—a tree view with RSS feeds on the left, an article list on the top right, and the article view on the bottom right side. Click a feed in the tree view to display it. Right-click a feed to update, edit, or delete it. Right-click a folder in the tree view to open a menu where you can add a new feed or manipulate existing feeds within this folder.

## 4.2 Mail

Kontact uses KMail as its e-mail component. You can also start it separately with the command `kmail`. To configure it, open the mail component then select *Settings > Configure KMail*. KMail is a fully-featured e-mail client that supports a number of protocols.

**Figure 4.2** *The Kontact Mail Component*



## 4.2.1 Configuring Identities

Kontact can manage multiple e-mail accounts, such as your private e-mail and your business ones. Creating separate identities for your different e-mail accounts allows you to associate different sender addresses, cryptography settings and signatures with each of them. To create an identity, select *Settings > Configure KMail* and choose *Identities > Add*. Determine whether to create a new identity from scratch, use the user settings from *Personal Settings > Password & User Account*, or whether to duplicate an existing identity.

To create a new identity from scratch, enter the name of the new identity and enter your name, organization and e-mail address in the *General* tab. Optionally, configure one or several of the following options:

### *Cryptography*

Set the keys to use for signing and encrypting messages. For the encryption to work, first create a key with KGpg, as described in [Chapter 9, \*Encryption with KGpg\*](#) (page 169).

### *Advanced*

Enter a default reply-to and a default blind carbon-copy address, choose a dictionary, select the folders for draft and sent messages, and define by which sending account the messages should be sent.

### *Templates*

Define templates to use for new messages, for default replies to senders and lists, and for forwarded messages.

### *Signature*

Decide how your messages should be signed. Use the input field below to configure your signature or obtain it from a file or the output of a command.

### *Picture*

Use this tab to include a picture in the X-Face format in your messages. X-Face can only hold black and white images with a dimension of  $48 \times 48$  pixels. You can obtain the picture from an external source or of the input field below.

## 4.2.2 Creating Accounts

Before you can send or receive e-mails, create one or several accounts. The settings under *Accounts* determine how Kontact receives and sends e-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 ISP or system administrator.

- 1 Start Kontact and select *Settings > Configure KMail > Accounts*.
- 2 Create an incoming account by clicking on the *Receiving* tab:
  - 2a Click *Add* and choose the account type. The following dialog box shows only the respective entries of your selected type.
  - 2b If you have selected POP3, IMAP or disconnected IMAP, enter username, password and hostname. Depending on the chosen account type, configure

additional parameters such as the mail checking interval, the hiding folders, security settings, and others.

**2c** If you selected local mailbox or maildir mailbox, enter the folder location.

**2d** Proceed with *OK*.

**3** Create an outgoing account by clicking on the *Sending* tab and click *Add* to choose either *SMTP* or *Sendmail*:

- If you select SMTP, enter an account name, the host name of the SMTP server. Should the server require login and password, also check *Server requires authentication* and enter the required credentials. Optionally, configure additional security settings using the *Security* tab.
- If you select Sendmail, no further configuration efforts are required.

**4** Apply your settings and leave the account configuration dialog with *OK*.

## 4.2.3 Composing Messages

To compose new messages, select *Message > New Message* or click the corresponding icon in the toolbar. To send messages from different e-mail accounts, select one of the identities as described in [Section 4.2.1, “Configuring Identities”](#) (page 116). In *To*, enter an e-mail address or part of a name or address in your address book. If Kontact can match what you enter to something in the address book, a selection list opens. Click the desired contact or complete your input if none matches. To select directly from the address book, click the ... button next to the *Address* field.

To attach files to your message, click the paper clip icon and select the file to attach. Alternatively, drag a file from the desktop or another folder to the *New Message* window or select one of the options in the *Attach* menu. Normally, the format of a file is recognized correctly. If the format is not recognized, right-click the icon. From the menu that appears, select *Properties*. Set the format and filename in the next dialog and add a description. In addition, decide whether the attached file should be signed or encrypted.

When you are finished composing your message, send it immediately with *Message > Send* or move it to the outbox with *Message > Queue*. If you send the e-mail, the message

is copied to `sent-mail` after having been sent successfully. Messages moved to the `outbox` can be edited or deleted.

## 4.2.4 Managing Folders

Message folders help organize your messages. By default, they are located in the `~/ .kde/share/apps/kmail/mail` directory. When starting KMail for the first time, the program creates several folders. `inbox` is where new messages fetched from a server are initially placed. `outbox` is used for temporary storage of messages queued for sending. `sent-mail` is for copies of messages sent. `trash` contains copies of all e-mails deleted with **Del** or *Edit > Delete*. `drafts` is where you can save unfinished messages. If you are using IMAP, the IMAP folders are listed below the local folders. Each incoming mail server has its folders in the Folder list.

If you want to organize your messages in additional folders, create new folders by selecting *Folder > New Folder*. This opens a window in which to specify the name and format of the new folder.

Right-click the folder for a context menu offering several folder operations. Click *Expire* to specify the expiration date for read and unread messages, what should happen with them after expiration, and whether expired messages should be deleted or moved to a folder. If you intend to use the folder to store messages from a mailing list, set the necessary options under *Folder > Mailing List Management*.

To move one or several messages from one folder to another, drag them from the upper window and drop them into the appropriate folder in the left window. Messages can also be moved by highlighting the messages then pressing **M** or selecting *Message > Move to*. In the list of folders that appears, select the folder to which to move your messages.

## 4.2.5 Signing and Encrypting E-Mails

E-mail is an insecure medium as anyone could theoretically read your e-mails or send some in your name. By signing your e-mails you enable the recipient of your e-mails to verify the sender of the messages as the key used to sign is only available to you. By encrypting the contents of your e-mails make sure that they can only be read by the recipient. KMail supports both the signing and encryption of e-mails.

Set up KMail for signing and encrypting e-mails:

- 1** Generate a key pair as described in [Section 9.2, “Generating a New Key Pair”](#) (page 170) and export your public key as described in [Section 9.3, “Exporting the Public Key”](#) (page 171).
- 2** Configure the details of the encryption procedure in KMail:
  - 2a** Start KMail and go to *Settings > Configure KMail > Identities*.
  - 2b** Select the identity under which to send encrypted and signed messages. Click *Modify...* and proceed to *Cryptography*.
  - 2c** Change the *OpenPGP signing key* by clicking on *Change...* and selecting your key from the dialog box.
  - 2d** Change the *OpenPGP encryption key* by clicking on *Change...* and selecting your key from the dialog box.
- 3** Apply your settings and leave the configuration dialog with *OK*.

## Sending Signed Mails

Sign your e-mails to allow the recipient to verify whether these have really been sent by you. KMail uses your private key to sign your messages and the recipient can verify the signature using your public key available on key servers. To sign an e-mail, proceed as follows:

- 1** Compose your e-mail as usual.
- 2** Select *Options > Sign Message*.
- 3** Select *Attach > Attach My Public Key* to create an attachment to your e-mail containing your public key.
- 4** Send your message as usual via *Message > Send Mail* and enter your key's passphrase when prompted. KMail signs your message using your private key and the recipient can verify the signature by the public key attached to your message.



## Sending Encrypted Mails

Use encryption on your e-mails whenever you want to make sure that only the recipient can read the contents. To be able to exchange encrypted e-mails with another party, get the appropriate public key and use it to encrypt your message. At the other end, the private key is then used to decrypt the contents of your message. Of course, you can use both signatures and encryption on your messages.

To send an encrypted e-mail, proceed as follows:

- 1 Start KGpg with Alt + F2 and entering `kgpg`.
- 2 Get the recipient's public key:
  - If you get it directly from the recipient, import the key with KGpg via *Keys > Import Key*.
  - Access a public key server and import it from there. Select in KGpg *File > Key Server Dialog*, and search for the key. Select the respective key and import it into your keyring.
- 3 Compose a new message.
- 4 Select *Options > Encrypt Message*. If you want additionally sign it with your key, select the respective menu entry.
- 5 Send the mail.
- 6 Check whether all keys are correct.
- 7 Enter your passphrase.

### 4.2.6 Importing E-Mail from Other Mail Programs

To import e-mail from other applications, select *File > Import Messages* from the mail view in Kontact. It currently features import filters for Outlook Express, the mbox for-

mat, e-mail text format, Pegasus Mail, Opera, Evolution, and more. The import utility can also be started separately with the command `kmailcvt`.

Select the corresponding application and confirm with *Continue*. A file or a folder must be provided, depending on the selected type. Kontact then completes the process.

## 4.2.7 Filters

Filters are a convenient method of automatically processing incoming mail. They use aspects of the mail, such as sender or size, to move mail to certain folders, delete unwanted mails, bounce mails back to the sender, or perform a number of other actions.

### Setting Up a Filter

To create a filter from scratch, select *Settings > Configure Filters*. To create a filter based on an existing message, right-click the desired message then select *Create Filter* and the desired filter criteria.

Select the match method for filter criteria (all or any). Then select criteria that applies only to the desired messages. In *Filter Actions*, set what the filter should do to the messages that meet the criteria. *Advanced Options* provides control over when the filter is applied and whether additional filters should be considered for these messages.

### Applying Filters

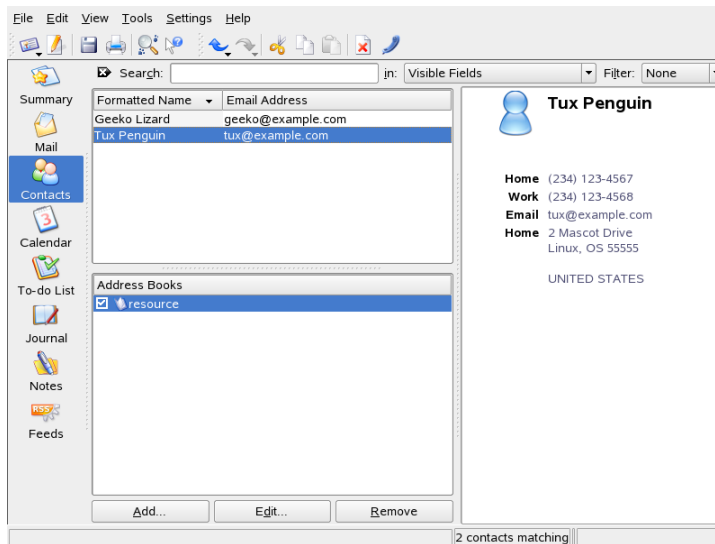
Filters are applied in the order listed in the dialog accessed with *Settings > Configure Filters*. Change the order by selecting a filter and clicking the arrow buttons. Filters are only applied to new incoming messages or sent messages as specified in the filter's advanced options. To apply filters to existing messages, right-click the desired messages and choose *Apply Filter* and the desired filter.

If your filters do not act as expected, monitor them with *Tools > Filter Log Viewer*. When logging is enabled in this dialog, it shows how messages are processed by your filters and can help locate the problem.

## 4.3 Contacts

The contacts component uses KAddressBook. You can also start it separately with the command `kaddressbook`. Configure it with *Settings > Configure KAddressBook*. To search for a particular contact, use the search bar. With *Filter*, select to display only contacts in a certain category. Right-click a contact to open a menu in which to select from a variety of options, such as sending the contact information in an e-mail.

**Figure 4.3** *The Contact Address Book*



### 4.3.1 Adding Contacts

To add a contact with the name and e-mail address from an e-mail, right-click the address in the mail component and select *Open in Address Book*. To add a new contact without using an e-mail, select *File > New Contact* in the address component. Both methods open a dialog in which to enter information about the contact.

In the *General* tab, enter basic contact information, such as name, e-mail addresses, and telephone numbers. Categories can be used to sort addresses. *Details* contains more specific information, such as birthday and spouse's name.

If your contact uses an instant messenger, you can add these identities in *IM Addresses*. If you do this and have Kopete or another KDE chat program running at the same time as Kontact, view status information about these identities in Kontact. In *Crypto Settings*, enter the contact's encryption data, such as public key.

*Misc* has additional information, such as a photograph and the location of the user's Free/Busy information. Use *Custom Fields* to add your own information to the contact or address book.

Contacts can also be imported in a variety of formats. Use *File > Import* and select the desired format. Then select the file to import.

## 4.3.2 Creating a Distribution List

If you frequently send e-mail messages to the same group of people, a distribution list enables you to store multiple e-mail addresses as a single contact item so that you do not need to enter each name individually in every e-mail you send to that group. First, click *Settings > Show Extension Bar > Distribution List Editor*. In the new section that appears, click *New List*. Enter a name for the list then click *OK*. Add contacts to the list by dragging them from the address list and dropping them in the distribution list window. Use this list like you would an individual contact when creating an e-mail.

## 4.3.3 Adding Address Books

---

### IMPORTANT: Groupware Address Books

The best way to add groupware resources is with the Groupware Wizard, a separate tool. To use it, close Kontact then run `groupwarewizard` in a command line or from the Office group of the KDE menu. Select the server type, such as SLOX, GroupWise, or Exchange, from the list offered then enter the address and authentication data. The wizard then adds the available resources to Kontact.

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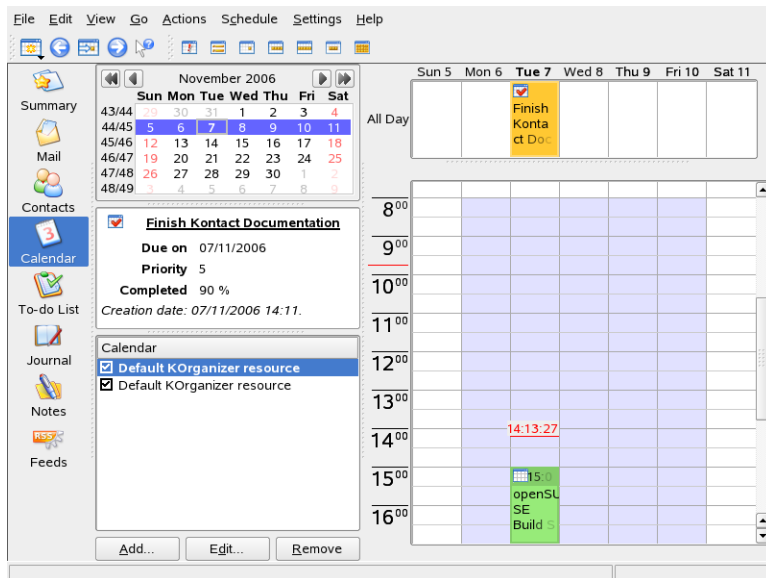
Kontact can access multiple address books, such as shared ones offered by Novell GroupWise or an LDAP server. Select *Settings > Show Extension Bar > Address Books* to view the current address books. Press *Add* to add one then select the type and enter the required information.

The check boxes in front of the address books show the activation status of each address book. To prevent the display of a book without deleting it, uncheck it. *Remove* deletes the selected book from the list.

## 4.4 Calendar

Kontakt uses KOrganizer as its calendar component. You can also start it separately with the command `korganizer`. To configure it, use *Settings > Configure KOrganizer*. With the calendar, enter appointments and schedule meetings with others. If desired, you can be reminded of upcoming events. You can also import, export, and archive calendars with the options in *File*.

**Figure 4.4** *The Kontakt Calendar*



### 4.4.1 Scheduling an Event

Add a new event or meeting with *Actions > New Event*. Enter the desired details. Under *Reminder*, specify the exact time (minutes, hours, or days in advance) when the attendees should be reminded of the event. If an event recurs, specify the appropriate interval.

Another way to create an event at a specific point in the calendar is to double-click the corresponding field in one of the program's calendar views. This opens the same dialog window as that available from the menu. Alternatively, select a time range in the Calendar view and right-click.

Specify the attendees of an event by entering their data manually in the dialog or by inserting data from the address book. To enter data manually, select *New*. To import data from the address book, click *Select Addressee* then select the corresponding entries from the dialog. To schedule the event based on the participants' availability, go to *Free/Busy* and click *Pick Date*.

Use the *Recurrence* tab to configure an event that happens on a regular basis. *Attachments* can be convenient for linking other information with the event, such as an agenda for a meeting.

## 4.4.2 Adding Calendars

---

### IMPORTANT: Groupware Calendars

The best way to add groupware resources is with Groupware Wizard, a separate tool. To use it, close Kontakt then run `groupwarewizard` in a command line or from the Office group of the KDE menu. Select the server type, such as SLOX, GroupWise, or Exchange, from the list offered then enter the address and authentication data. The wizard adds the available resources to Kontakt.

---

The calendar module can connect to multiple calendars simultaneously. This is useful, for example, to combine a personal calendar with an organizational one. To add a new calendar, click *Add* then select the calendar type. Complete the necessary fields.

The check boxes in front of the calendars show the activation status of each. To prevent the display of a calendar without deleting it, uncheck it. *Remove* deletes the selected calendar from the list.

## 4.5 Kontakt for GroupWise Users

If you are used to working in GroupWise, you should have very little trouble adjusting to Kontakt. The two programs share many concepts and provide many of the same

services. This section discusses notable terminology differences, as well as some tips to help GroupWise users make the most of Kontact.

**Table 4.1** *Kontact and GroupWise Terminology Differences*

GroupWise	Kontact
Appointments	Events
Busy search	Free/Busy
Notes	Journal entries
Posted, nonposted items	An event without attendees is posted. If an event has attendees, it is a Sent item.
Tasks	To-dos

## 4.5.1 Accessing GroupWise Mail Account

Accessing your GroupWise server is not very different from accessing an IMAP or POP3 server. Proceed as follows:

- 1 Start Kontact and select the mail component (KMail).
- 2 Choose *Settings > Configure KMail* from the menu.
- 3 Select *Accounts*.
- 4 Create a new account with *Add*.
- 5 Choose your account type. In most cases your GroupWise account is IMAP.
- 6 Enter your login, password and hostname and proceed with *OK*.

## 4.5.2 Accessing GroupWise Calendar

To access your GroupWise calendar through Kontact, proceed as follows:

- 1 Start Kontact and open the calendar view (KOrganizer).
- 2 Click on *Add*. You find this button on the lower left corner.
- 3 Choose *Novell GroupWise Server* and proceed with *OK*.
- 4 Enter your name, URL, user and password. The URL is your GroupWise server, for example `https://groupwise.example.com:7191/soap`.
- 5 Apply your settings with *OK* and leave the configuration dialog. The calendar view now includes your GroupWise calendar entries.

## 4.5.3 Tips for GroupWise Users

This section contains hints to help GroupWise users work with some of the differences between GroupWise and Kontact:

### Contact Information

You can add your GroupWise Messenger and e-mail contacts to your Kontact contact information. Then you can create an e-mail or open an instant messaging session with that contact by right-clicking the name in the Contact view.

### Color Coding

It is helpful to color code GroupWise items, as well as items from other sources. Color coding makes it easy to scan your e-mails, contacts, and other information for items from a particular source.

### Inviting Attendees to Events

Unlike GroupWise, Kontact does not automatically enter you as an attendee for events you schedule. Make sure that you remember to invite yourself.



## 4.6 For More Information

Kontakt includes help for itself and its various components. Access it with *Help > Kontakt Handbook*. The project's Web page, <http://www.kontakt.org>, is also informative.



# Synchronizing Handheld Devices with Kitchensync

Although mobile devices most of the times have a specialized purpose, they often provide common functionalities like address books or personal organizers. A common task is to synchronize different utilities to have access to the same data.

Kitchensync is a graphical front-end to OpenSync. It enables you to synchronize several different devices like mobile phones, organizers, address books or just plain files by creating and configuring synchronization groups.

---

**WARNING: Kitchensync is Experimental Software**

Kitchensync and OpenSync are under heavy development. They are tested with some devices that are available to the developers, but might behave different with untested devices. Please do a backup of all data with the utilities provided by the manufacturer of your device before proceeding.

---

Before you start to configure kitchensync, you must install several packages that are needed for this application.

kitchensync

This is the main graphical front-end that is used for the configuration. This package is required.

libopensync-plugin-evolution2

Use this plug-in if you intend to synchronize with Evolution 2.

libopensync-plugin-file

If you need plain file access to your data, use this plug-in.

`libopensync-plugin-gnokii`

This is the Gnokii Synchronization plug-in to synchronize with Nokia mobile phones.

`libopensync-plugin-google-calendar`

Google Calendar Synchronization Plug-In

`libopensync-plugin-irmc`

Open sync plug-in for mobile devices that support the infra red mobile communication standard.

`libopensync-plugin-kdepim`

Plug-in to synchronize with the KDE address book (kaddressbook).

`libopensync-plugin-moto`

Plug-in to synchronize Motorola mobile phones.

`libopensync-plugin-opie`

Plug-in to synchronize with Opie/OpenZaurus and Zaurus devices.

`libopensync-plugin-palm`

This plug-in supports Palm handheld devices.

`libopensync-plugin-python-module`

OpenSync module for Python plug-ins.

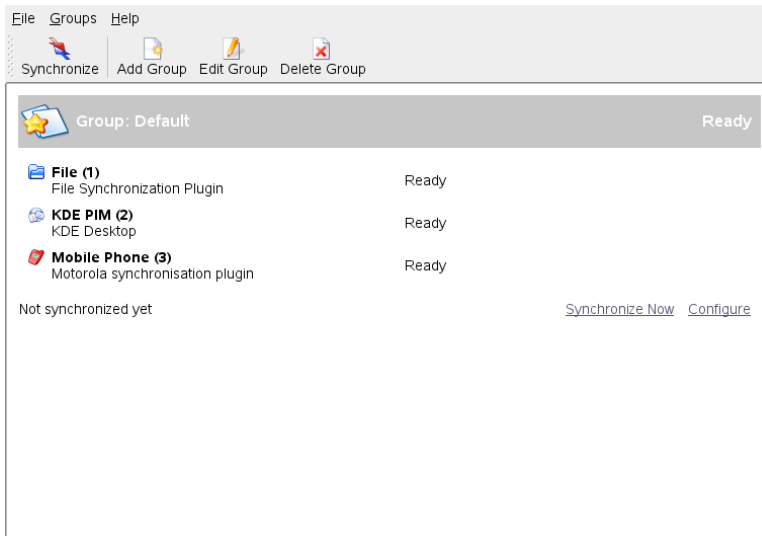
`libopensync-plugin-syncml`

This plug-in allows applications using OpenSync to synchronize to and from SyncML based devices.

All plug-in packages have their own documentation packaged. You can find this documentation in the directory `/usr/share/doc/packages/<package_name>`.

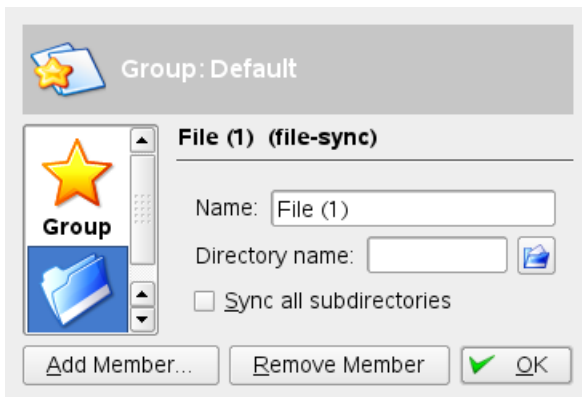
To get started, run the application `kitchensync`. The first thing you have to do is creating a synchronization group. In `kitchensync`, all devices that belong to a certain synchronization group are updated when you run the synchronization process. For example, a group that contains the file plug-in, the KDE pim plug-in and the plug-in for Motorola mobile phones could look like in [Figure 5.1, “OpenSync Default Group”](#) (page 133).

**Figure 5.1** *OpenSync Default Group*



Several of the plug-ins have to be configured before synchronization can take place. **Figure 5.2, “OpenSync File Plugin”** (page 133) shows the configuration dialog of the file plug-in that needs a directory to store all synchronization data.

**Figure 5.2** *OpenSync File Plugin*



Note, that in some cases you first must configure your device to provide the correct interface to the computer. For example, if you want to synchronize a device with USB

storage enabled, you first have to switch to the modem interface before the device can be used.

More detailed information about Kitchensync can be found in the Internet:

<http://en.opensuse.org/OpenSync>

Main information base for users of the SUSE OpenSync implementation.

<http://www.opensync.org>

The project page of OpenSync.

<http://www.opensync.org/wiki/FAQ>

Many common questions are answered here.

<https://lists.sourceforge.net/lists/listinfo/opensync-users>

Users mailing list for OpenSync.

# Instant Messaging with 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 AOL\* Instant Messenger (AIM), GroupWise® Messenger, ICQ, IRC, Jabber\*, Lotus\* Sametime, MSN, SMS, and Yahoo!\*

## 6.1 Configuring Kopete

Before you can chat with your friends, you need to configure an account:

- 1 Open Kopete by pressing **Alt + F2** and entering `kopete`. If Kopete does not start, check if the package `kdenetwork3-InstantMessenger` is installed.
- 2 When starting Kopete for the first time, a configuration wizard appears that assists you in creating your user profile. Otherwise, select *Settings > Configure*.
- 3 Choose *Accounts* and either select an account from the list to *Modify* or click *New* to create a new account.
- 4 Select your messaging service. Generally, this is mostly determined by what service your friends are using.
- 5 If the messaging services requires registration but you do not have an account for this service yet, click *Register New Account*. In the browser window that opens, enter your user data to register.

- 6 Switch back to Kopete and enter the data received on registration with the messaging service. This usually consists of the nickname or e-mail address and a password. Complete the configuration of your account by clicking *Finish*.

After you have configured your account you need to add contacts to chat with them. If you have already created an account on another PC this data is imported and automatically added to your contact list. To manually create a contact entry, click *File > Add Contact*. A new assistant appears to help with creation. However, you must be online and connect with Kopete to the selected messaging service to add a contact to your list.

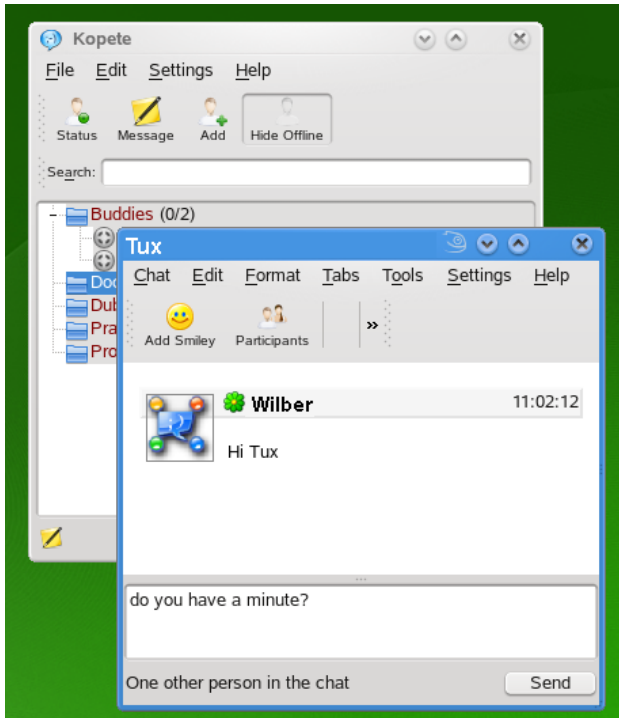
## 6.2 Chatting with Friends

It is necessary to be connected to the Internet to be able to chat with other participants. When this is done, you should set your status by clicking *File > Set Status > Online*. This establishes a connection between Kopete and the selected messaging service. After the successful login, you are visible to others.

The main application window features a list of contacts. You must have contacts to chat with others. When you right-click a contact marked as online, a menu opens with various options. Send that person a message or start a chatting session. A chat allows invitation of additional participants for real-time discussion. Connection to all participants is closed when the creator of the chat session closes it.



**Figure 6.1** Chat Window



If you want to see your previous chat session, select a contact and go to *Edit > View History*. This menu item opens a dialog where you can search and view your chat sessions with this person.

You can view other options by right-clicking a username. A pop-up menu opens. An important option is *Start Chat* to start a chatting session. With *Rename Contact* and *Remove Contact*, you can run the respective action. The pop-up menu also contains a submenu item with the username where you can block the user or get user information.

---

### **TIP: Scrolling Through Old Chat Sessions**

If you want to know what you wrote during one of the last chat sessions with a person, click a contact to open the chat window again and press **Alt + ←** or **Alt + →** to scroll through your sessions. Alternatively, use the arrow icons in the toolbar to scroll back and forth.

---

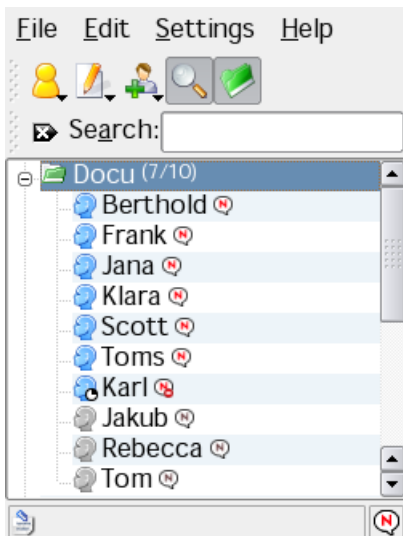
## 6.3 Customizing Kopete

Kopete offers numerous options to customize it according to your needs. Find some examples in the following sections.

### 6.3.1 Adding Groups

Grouping contacts in your list can give a better overview. Click *File > Create New Group*. Name the group and confirm this with *OK*. A new folder appears in the contact list that can be used to store the desired contacts. Drag and drop contacts into the desired folder.

**Figure 6.2** *The Main Kopete Window*



Empty groups can be disabled by activating *Settings > Hide Empty Groups*.

## 6.3.2 Using a Global Identity

Kopete can manage several accounts which is helpful if you have friends using different messenger protocols. Instead of creating several identities for various protocols, you can also set up a “global identity”:

- 1** In Kopete, select *Settings > Configure*.
- 2** In the configuration window, select *Identity* and activate *Enable global identity*.
- 3** Click *New Identity* and enter a name for your global identity.
- 4** Specify some details for your identity such as nickname or photo.
  - 4a** On the *Nickname* tab, decide if you want to use a *Custom* nickname or a nickname already specified in another Kopete account.
  - 4b** If you want to add a photo, select one of the options on the *Phototab*.
  - 4c** In order to use data that you have already specified in KAddressbook, go to the *Address Book Link* tab first. Click *Change...*, select your entry from the list and click *OK*. Now you can switch back to the *Nickname* or *Photo* tab and activate the address book options there.

## 6.3.3 Changing the Appearance

Kopete lets you install new themes, change the style of the chat window or modify colors and fonts. To change the appearance, select *Settings > Configure* and click *Appearance*. Find two examples below:

### Installing a New Icon Theme

On the *Emoticons* tab, click *Get New Themes...* for a list of themes available from the Internet. To download one or several themes, select an entry in the list and click *Install*. The new theme is added to your list on the *Emoticonstab*. From there, choose the desired theme and click *Apply*.

### Changing the Style of the Chat Window

Choose one of several Kopete styles available from the *Chat Window* tab or download new styles with *Get New...*

## 6.3.4 Configuring Notifications

Kopete allows you to configure notifications for events such as contacts coming online or going offline or an incoming message for you.

If you want to be notified if a certain contact has come online, proceed as follows:

- 1 Make sure all your contacts are shown in the Kopete window (otherwise select *Settings > Show offline users*).
- 2 Right-click your preferred contact and select *Properties*.
- 3 Go to the *Custom Notification* tab and select *A contact has gone online*.
- 4 Decide which action should be executed for this event: *Play a Sound*, *Display a Message*, *Start a Chat* or *Suppress Standard Notifications*.
- 5 Click *OK* to confirm your settings.

To modify the default notification options, select *Settings > Configure Notifications*. Select which event is important for you and change the notification settings. For example, if you want to be informed by a sound when any of your contacts has come online, select *A contact has come online* and activate *Play a sound*. Select the sound and click *OK* to close the configuration dialog.

## 6.3.5 Configuring Kopete Plug-ins

Kopete offers some nice extensions for you chat sessions which can be accessed from *Settings > Configure Plugins*. For example, you can auto replace text, encrypt outgoing messages, highlight text if the message contains some interesting words, render LaTeX formulas, or translate messages.

## 6.4 For More Information

More information about Kopete and chats can be found on the following Web sites:

- Kopete Home Page [ <http://kopete.kde.org/> ]
- Common Abbreviations Used in Chat Sessions [ [http://www.webopedia.com/quick\\_ref/textmessageabbreviations.asp](http://www.webopedia.com/quick_ref/textmessageabbreviations.asp) ]
- KDE “Internet & Network” Forum [ <http://www.kde-forum.org/board.php?boardid=34> ]



# Using Voice over IP with Ekiga

Modern telecommunication means far more than just making a phone call. It is also about exchanging text messages and sometimes even video conferencing. Roaming enables you to be reachable under one phone number all across the world. Ekiga brings these features to your Linux desktop, allowing you to communicate over broadband Internet.

Before starting, make sure that the following requirements are met:

- Your sound card is properly configured.
- A headset or a microphone and speakers are attached to your computer.
- For dialing in to regular phone networks, a SIP account is required. SIP (*Signaling protocol for Internet Telephony*) is the protocol used to establish sessions for audio and video conferencing or call forwarding. For a list of providers, refer to <http://www.voipproviderslist.com/>. Free trials are provided by <http://www.voipbuster.com>.
- For video conferencing, a Web cam is connected to your computer.

## 7.1 Configuring Ekiga

On first start, Ekiga opens a configuration assistant that requests all data needed to configure your instance of Ekiga. To configure Ekiga, proceed as follows:

- 1** Enter your full name (name and surname).
- 2** Enter your `ekiga.net` account data or choose not to sign up with [ekiga.net](http://ekiga.net).  
  
To add other accounts later, configure them using *Edit > Accounts*.
- 3** Determine your connection type.
- 4** Determine the type of firewall to use to enable you to make calls with Ekiga.
- 5** Choose the audio manager to use. Accept the default setting *ALSA*, as it guarantees the best sound quality and other sound systems, like *OSS*, are not available on openSUSE.
- 6** Choose the audio input and output devices and test your settings.
- 7** Accept the video manager selection, *V4L*.
- 8** Choose the video input device and test your settings.
- 9** Check the summary of your settings and apply them.
- 10** If registration fails after you made changes to your configuration, just restart Ekiga.

Ekiga allows you to maintain multiple accounts. To configure an additional account, proceed as follows:

- 1** Open *Edit > Accounts* and select *Add*.
- 2** Choose an *Account Name*.
- 3** Select an appropriate *Protocol* depending on the type of account you use. Normally, you would select *SIP* here.
- 4** Enter the *Registrar* to which you want to register. This is usually an IP address or a host name that will be given to you by your Internet Telephony Service Provider. Enter *User*, and *Password* according to the data provided by your provider.

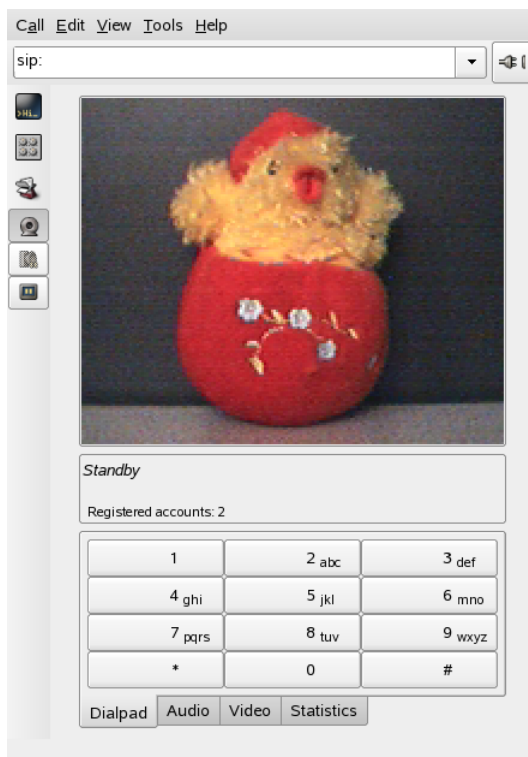


- 5 Leave the configuration dialog with *OK* and activate the account. The status of your account displayed in the Ekiga main window changes to *Registered*.

## 7.2 The Ekiga User Interface

All functions of Ekiga are available through the menu bar. Shortcuts to the most important functions are available in a toolbar to the left and by special key combinations.

**Figure 7.1** *Ekiga User Interface*



The user interface has different modes. To switch between views, use *View > View Mode* and *View > Control Panel* or select the view mode icon on the left side of the GUI and the different tabs at the bottom. The *Full View* is shown in [Figure 7.1, “Ekiga User Interface”](#) (page 145). All icons in the toolbar provide a tool tip that is activated by the mouse pointer hovering over the icon.

At the bottom of the user interface, several tabs provide the functionality for *Dialpad*, *Audio*, *Video*, and *Statistics*. Some settings like the *Audio* settings may only be changed during a phone call.

Many of the functions of Ekiga are available with keyboard shortcuts. [Table 7.1, “Keyboard Shortcuts for Ekiga”](#) (page 146) summarizes the most important ones.

**Table 7.1** *Keyboard Shortcuts for Ekiga*

Ctrl Sequence	Description
Ctrl + O	Initiate a call with the current number.
Ctrl + D	Hang up.
Ctrl + G	Hold the current call.
Ctrl + T	Transfer the current call to another party.
Ctrl + S	Save the current picture to hard disk.
Ctrl + W	Close the Ekiga user interface.
Ctrl + Q	Quit Ekiga.
Ctrl + E	Start the account manager.
Ctrl + P	Open the <i>Ekiga Preferences</i> overview. This dialog allows you to do some fine-tuning to your Ekiga settings.
Ctrl + +	Zoom in to the picture from the Web cam.
Ctrl + -	Zoom out on the picture from the Web cam.
Ctrl + =	Return to the normal size of the Web cam display.
Ctrl + F	Use full screen for the Web cam.
Ctrl + H	Display the history of your calls.

## 7.3 Making a Call

Once Ekiga is configured appropriately, making a call is straightforward.

- 1 Start Ekiga using the menu or the command line.
- 2 Enter the SIP address of the party to call at the *SIP address* prompt. The address should look like:

- for direct local calls: `sip:username@domainname` or `username@hostname`
- `sip:username@domainname` or `userid@sipserver`

If you have a SIP provider who accepts real phone calls, you may just enter the number like `sip:<call number>`

- 3 Click *Call* or type Ctrl + O and wait for the other party to pick up the phone.
- 4 To end the call, click *Hang up* or type Ctrl + D.

If you need to tweak the sound parameters during a call, click *View > View Mode > Full View* to show four tabs holding more options. The second one holds the *Audio* options for *Playback level* and *Recording level*. Use the sliders to adjust the levels to fit your needs.

## 7.4 Answering a Call

Ekiga can receive calls in two different ways. First, the user may be called directly with `sip:user@host`. Alternatively, make your calls via a SIP provider. Most SIP providers enable you to get calls from a normal landline to your VoIP account. Depending on the mode in which Ekiga is run, there are several ways in which you would notice an incoming call:

### Normal Application

Incoming calls can only be received and answered if Ekiga is already running. You hear the ring sound on your headset or your speakers. If Ekiga is not running, the call cannot be received.

### Panel Applet

Normally, the Ekiga panel applet would run silently without giving any notice of its existence. This changes as soon as a call comes in. The main window of Ekiga opens and you hear a ring sound on your headset or speakers.

Once you have noticed an incoming call, just click *Accept* to answer the call then start talking. If you do not want to accept this call, click *Reject*. It is also possible to transfer the call to another SIP address.

## 7.5 Using the Address Book

Ekiga offers to manage your SIP contacts. Start the address book with *Tools > Address book*. An empty list window opens. To add a contact, first select *Personal* with your mouse. Then right-click into the address window and select *New Contact*. Alternatively, just press *Ctrl > N*.

The following entries are required for a valid contact:

### Name

Enter the name of your contact. This may be a full name, but you can also use a nickname here.

### SIP Address

Enter a valid SIP address for your contact.

### Email

Enter the e-mail address of your contact for your own reference.

### Speed Dial

With a *Speed Dial* you can access often used numbers more easily. This is optional.

### Categories

If desired, add your own categories if you have many different contacts.

### Local Address Book

By default, you have a local address book with the name *Personal* available. If you need more address books, create them with *File > New Address Book* or use the keyboard shortcut *Ctrl + B*.

To call any contact from the address book, double-click this contact. The call is initiated immediately.

## 7.6 For More Information

The official home page of Ekiga is <http://www.ekiga.org/>. This site offers answers to frequently asked questions as well as more detailed documentation.

For information about the support of the H323 teleconferencing protocol in Linux, see <http://www.voip-info.org/wiki/view/H.323>. This is also a good starting point when searching for projects supporting VoIP.

To set up a private telephone network, you might be interested in the PBX software Asterisk <http://www.asterisk.org/>. Find information about at <http://www.voip-info.org/wiki-Asterisk>.



# Accessing Network Resources

From your desktop, you can access files and directories or certain services on remote hosts or make your own files and directories available to other users in your network. openSUSE® offers various different ways of accessing and creating network shared resources:

## Network Browsing

Your file manager, Konqueror, lets you browse your network for shared resources and services. Learn more about this in [Section 8.2, “Accessing Network Shares”](#) (page 153).

## Sharing Folders in Mixed Environments

Using Konqueror, configure your files and folders to share with other members of your network. Make your data readable or writable for users from any Windows or Linux workstation. Learn more about this in [Section 8.3, “Sharing Folders in Mixed Environments”](#) (page 154).

## Managing Windows Files

openSUSE can be configured to integrate into an existing Windows network. Your Linux machine then behaves like a Windows client. It takes all account information from the Active Directory domain controller, just as the Windows clients do. Learn more about this in [Section 8.4, “Managing Windows Files”](#) (page 157).

## Configuring and Accessing a Windows Network Printer

You can configure a Windows network printer through the KDE Control Center. Learn how to configure this in [Section 8.5, “Configuring and Accessing a Windows Network Printer”](#) (page 160).

### Configuring Shortcuts to Network Folders

By creating shortcuts to remote network folders (FTP, WebDAV, Windows Network Drives, and SSH), interacting with them can be greatly simplified. Learn how to configure this in [Section 8.6, “Configuring Shortcuts to Network Folders”](#) (page 162).

### Configuring a Small Web Server

If you need a simple way to share information with others, set up a lean Web server. Learn how to do this in [Section 8.7, “Configuring and Using a Small Web Server”](#) (page 164).

## 8.1 General Notes on File Sharing and Network Browsing

Whether and to which extent you can use file sharing and network browsing on your machine and in your network highly depends on the network structure and on the configuration of your machine. Before setting up either of them, contact your system administrator to make sure that your network structure supports this feature and to check whether your company's security policies permit it.

Network browsing, be it SMB browsing for Windows shares or SLP browsing for remote services, relies heavily on the machine's ability to send broadcast messages to all clients in the network. These messages and the clients' replies to them enable your machine to detect any available shares or services. For broadcasts to work effectively, your machine must be part of the same subnet as all other machines it is querying. If network browsing does not work on your machine or the detected shares and services do not match with what you expected, contact your system administrator to make sure that you are connected to the appropriate subnet.

To allow network browsing, your machine needs to keep several network ports open to send and receive network messages that provide details on the network and the availability of shares and services. The standard openSUSE is configured for tight security and has a firewall up and running that protects your machine against the Internet. To adjust the firewall configuration, you would either need to ask your system administrator to open a certain set of ports to the network or to tear down the firewall entirely according to your company's security policy. If you try to browse a network with a restrictive firewall running on your machine, Konqueror warns you about your security restrictions not allowing it to query the network.

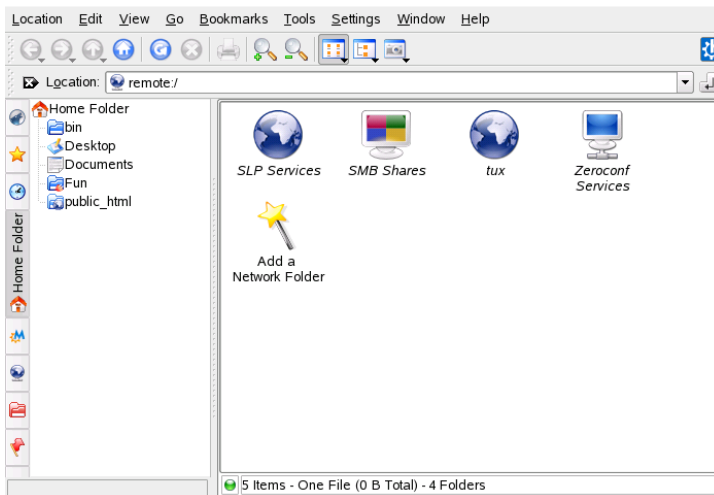


## 8.2 Accessing Network Shares

Networking workstations can be set up to share folders. 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 your file manager to access these shares and browse them just as easily as if they were located on your local machine. Whether you have only read access or also write access to the shared folders depends on the permissions granted to you by the owner of the shares.

To access network shares, click the *Network Browsing* icon on your desktop or open Konqueror and enter `remote:/` in the location bar. Konqueror then opens a virtual folder that displays the network share types that you can access. Click a network resource type then click the network share to access. You might be required to authenticate to the resource by providing a username and password.

**Figure 8.1** *Network Browsing*

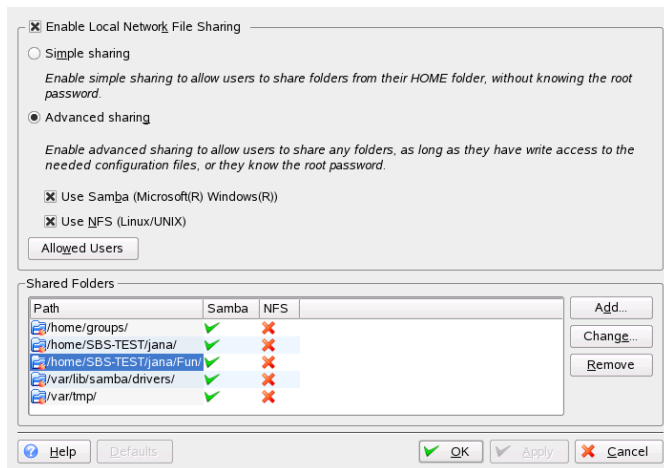


## 8.3 Sharing Folders in Mixed Environments

Sharing and exchanging documents is a must-have in corporate environments. Konqueror offers you file sharing with Samba, which makes your files and folders available to both Linux and Windows users. To configure Samba file sharing with Konqueror, proceed as follows:

- 1 Open Konqueror.
- 2 Select *Home Folder*, right-click the window background and then select *Properties* from the context menu.
- 3 In the *Properties* dialog, click the *Share* tab. When file sharing is not yet generally enabled, you are informed about this on the tab. To enable file sharing or select the files to share, click *Configure File Sharing* and enter the `root` password.
- 4 To enable or disable file sharing, select or deselect *Enable Local Network File Sharing*.

**Figure 8.2** *Enabling File Sharing*



- 5 Select the appropriate sharing option: *Simple sharing* or *Advanced sharing*.
- 6 To limit the number of users allowed to share folders to certain groups, click *Allowed Users*, select *Only users of a certain group are allowed to share folders*, click *Choose Group*, and select the appropriate group from the list in the window that opens.
- 7 Add the folder to share to the list of shared items at the bottom of the dialog by clicking *Add* and specifying the folder's exact path.

**Figure 8.3** *Detailed Sharing Options*



- 8 Activate *Share with Samba* to enable Samba file sharing. If needed, apply some fine-tuning to the Samba options:

Name

Specify a name other than the preset default.

Public/Writable

Determine which kind of access to grant others to your share. You can grant users full read and write access or limit their access to just reading your shares.

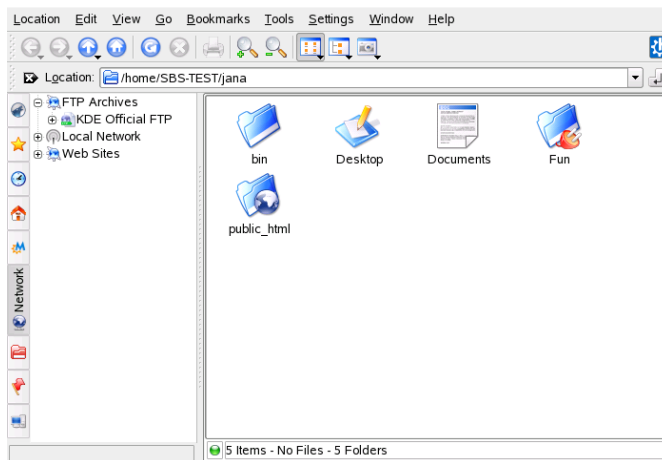
### More Samba Options

These contain basic settings like name, an optional comment, and basic access rights as well as user and security settings and an option to hide particular files and subfolders in the shared folder.

## 9 Apply your settings and leave the file sharing dialog with *OK*.

The folder icon now appears in Konqueror with a plug.

**Figure 8.4** *Shared Folder*



To revoke the share, enter the file sharing dialog again and remove the folder from the list of shared items. The folder icon then appears without a plug.

Other members of your network can reach your share by entering `smb: /` in the location bar of Konqueror and clicking the appropriate workgroup icon and hostname.

---

### **IMPORTANT: Samba Domain Browsing**

Samba domain browsing only works if your system's firewall is configured accordingly. Either disable the firewall entirely or assign the browsing interface to the internal firewall zone. Ask your system administrator about how to proceed.

---

## 8.4 Managing Windows Files

With your openSUSE machine being an Active Directory client you can browse, view, and manipulate data located on Windows servers. The following examples are just the most prominent ones:

### Browsing Windows Files with Konqueror

Use Konqueror's `smb : /` browsing option to browse your Windows data.

### Viewing Windows Data with Konqueror

Use Konqueror to display the contents of your Windows user folder just as you would for displaying a Linux directory. Create new files and folders on the Windows server.

### Manipulating Windows Data with KDE Applications

KDE applications, such as the Kate text editor, allow you to open files on the Windows server, manipulate them, and save them to the Windows server.

### Single-Sign-On

KDE applications, including Konqueror, support Single-Sign-On, which means that to access other Windows resources, such as Web servers, proxy servers, or groupware servers like MS Exchange, you do not need to reauthenticate. Authentication against all these is handled silently in the background once you provided your username and password on login.

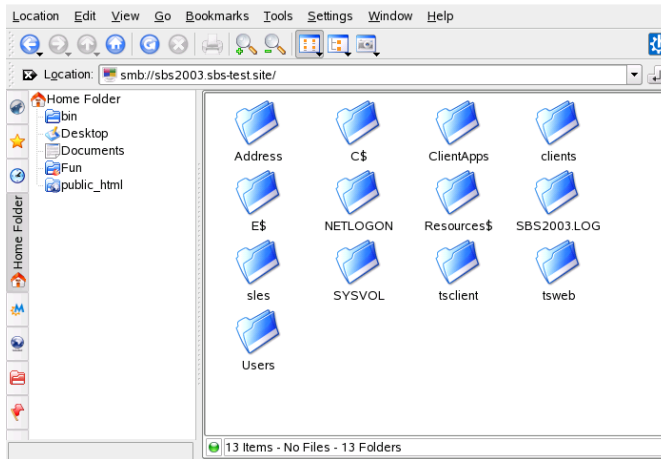
To access your Windows data using Konqueror, proceed as follows:

- 1 Press `Alt + F2` and enter `smb : / / /`

This opens a Konqueror window displaying all Samba workgroups and domains that could be found in your network.

- 2 Click the icon of the workgroup or domain of your AD server.

**Figure 8.5** *Browsing Data on the AD Server*



- 3 Click the *Users* folder and select your personal user folder icon. The contents of your *My Documents* folder are displayed.

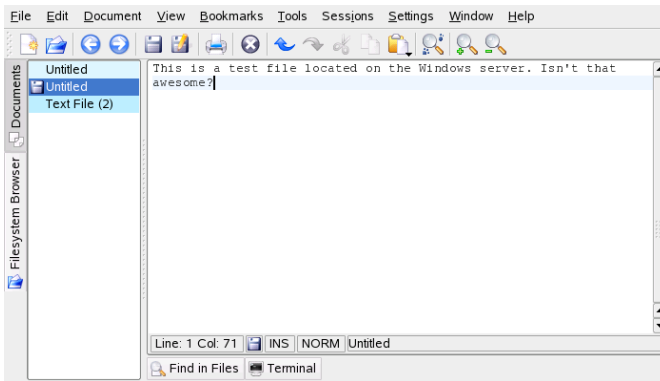
To create folders in your Windows user folder using Konqueror, proceed as you would when creating a Linux folder:

- 1 Right-click the background of the Konqueror folder view to open the menu.
- 2 Select *Create New > Folder*.
- 3 Enter the new folder's name when prompted to do so.

To create a file on the AD server, proceed as described in the following example for the Kate text editor.

- 1 Press **Alt + F2** and enter `kate`.
- 2 Enter your text.

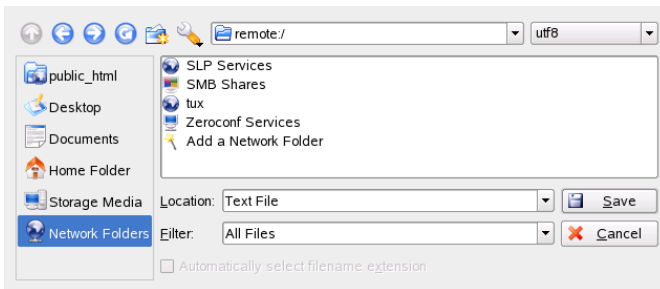
**Figure 8.6** *Editing a Text File with Kate*



**3** To save the newly created text, select *Save as*.

**4** Click the *Network Folders* icon to the left and select *SMB Shares*.

**Figure 8.7** *Saving a File to a Remote Windows Folder*



**5** Navigate to your Windows folder.

**6** Enter the filename and click *Save*.

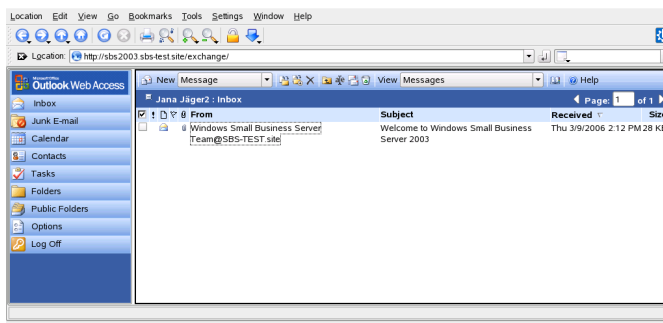
The file is saved on the Windows server.

Make use of Konqueror's Single-Sign-On support, as in the following example—Web access to your MS Exchange mailbox:

- 1 Make sure that you have a valid MS Exchange account under your current Windows user identity.
- 2 Request the Exchange server's address from your system administrator.
- 3 Press Alt + F2 and enter `konqueror`  
`http://address_exchange_server`.

You are logged in to your Exchange account without having to reauthenticate.

**Figure 8.8** *Accessing MS Exchange through Konqueror*



- 4 Write or read your e-mails and log out as usual.

## 8.5 Configuring and Accessing a Windows Network Printer

Being part of a corporate network and authenticating against a Windows Active Directory server, you can access corporate resources, such as printers. KDE allows you to configure printing from your Linux client to a Windows network printer.

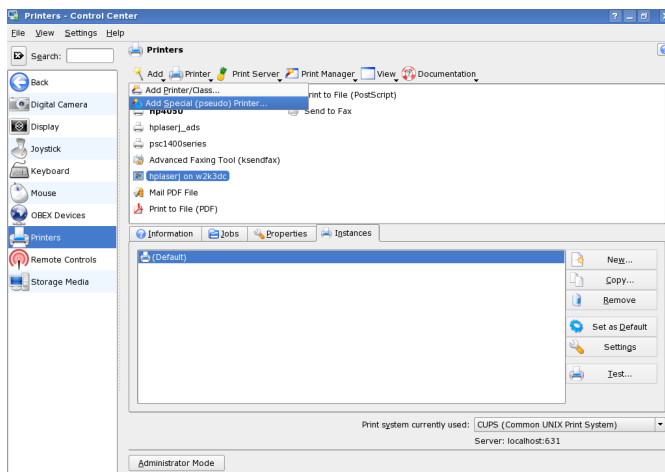
To configure a Windows network printer for use through your Linux workstation, proceed as follows:

- 1 Start the KDE Control Center from the main menu.



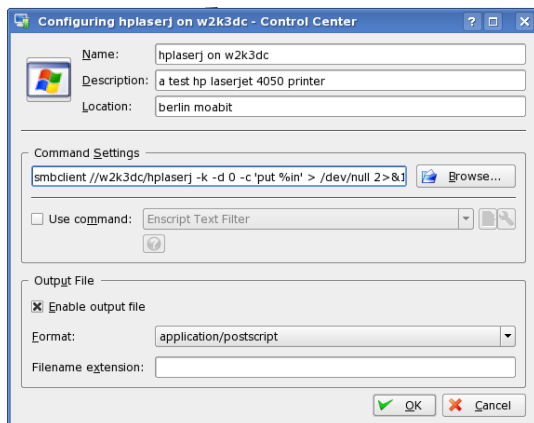
2 Select *Peripherals > Printers*.

**Figure 8.9** Adding a Printer



3 Select *Add > Add Special (pseudo) Printer*.

**Figure 8.10** Adding Printer Details



4 Enter the printer's name, a short description, and its location.

- 5 Enter a command line similar to the following example in *Command Settings*:

```
smbclient //domain/printer -k -d 0 -c 'put %in' > /dev/null 2>&1
```

Replace *domain* and *printer* with the exact values matching your setup.

- 6 Check *Enable output file* and select *application/postscript* to pipe all your print jobs to a postscript file.
- 7 Leave the printer configuration with *OK*.
- 8 Leave the KDE Control Center with *File > Quit*.

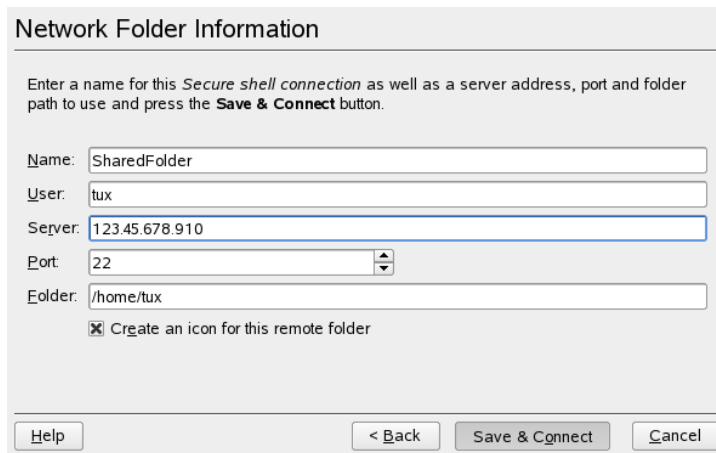
The printer is ready for use.

To print to the Windows network printer configured above, just select it from the list of available printers in KPrinter.

## 8.6 Configuring Shortcuts to Network Folders

With KNetAttach, you can also add new network folders to this view by clicking *Add a Network Folder* in a Konqueror `remote:/` view. A wizard opens where you can select the type of network folder to access and enter the details, such as a name for the network folder, the address of the server (either the IP address or domain name), the login name, the port, and the path to folder to access.

**Figure 8.11** *Adding a Network Folder*



Network Folder Information

Enter a name for this *Secure shell connection* as well as a server address, port and folder path to use and press the **Save & Connect** button.

Name: SharedFolder

User: tux

Server: 123.45.678.910

Port: 22

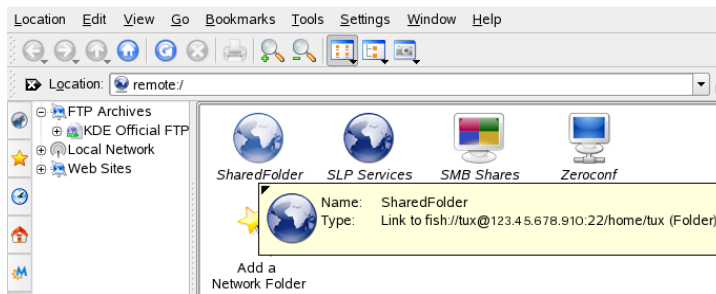
Folder: /home/tux

☒ Create an icon for this remote folder

Help < Back Save & Connect Cancel

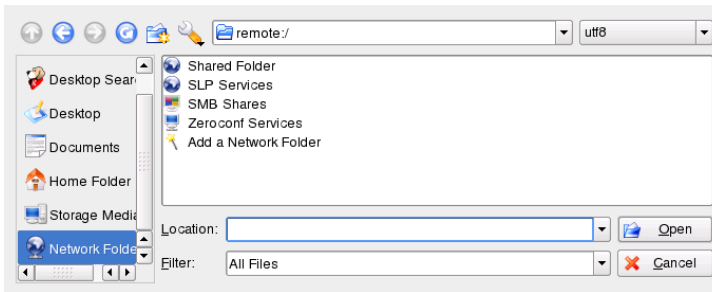
After finishing, you can access the network share in Konqueror by clicking the newly created link instead of entering a lengthy URL for this share in the location bar.

**Figure 8.12** *New Network Folder*



If you add a network folder in this way, you can also access this folder easily when opening or saving a file from a KDE application. If you click *Network Folders* in the left-hand bar of an *Open File* or a *Save File* dialog, the network folder you added appears.

**Figure 8.13** *Opening a File from a Network Share*



---

**TIP: Linking to Network Shares on the Desktop**

For quick access to network shares you need very often, you can also create links to these resources on your desktop. To do so, select the desired resource in Konqueror and drag it onto your desktop while keeping the left mouse button pressed. From the context menu, select *Link Here*. A new icon appears on your desktop. If you click that icon, Konqueror opens and displays the content of this directory.

---

## 8.7 Configuring and Using a Small Web Server

The `kpf` utility provides simple file sharing using HTTP (*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.

---

## IMPORTANT: Security Considerations

Before setting up a file server with kpf, check with your system administrator whether your company's security policies allow this. You should never set up a file server in a corporate or private environment if you are not entirely sure that your network is protected by an outer firewall. Otherwise you might risk accidentally leaking sensitive information to the Web. In addition to that, any Web server is a potential target for hacker's exploits. Setting up a Web server in a secure way is a very hard job and kpf was not designed to act as such a Web server.

---

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

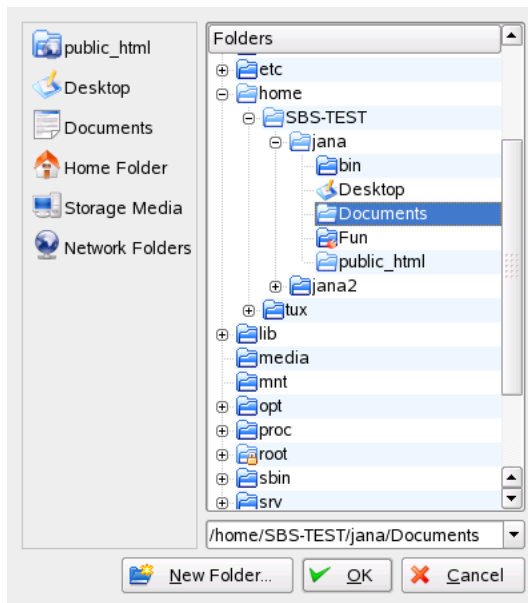
kpf is typically set up to serve files from a `public_html` folder in your home directory. For example, if you want to make a file available to some people with whom you are chatting online, you can use kpf to copy the file into your `public_html` folder and announce to those listening that your file 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 to Panel* and select *Public File Server*.

A new icon depicting a small globe appears on the bottom panel.

- 2 Right-click the icon then click *New Server*.
- 3 Specify the directory containing the files you want to share then click *Next*.

**Figure 8.14** *Selecting the File Server Root Directory*



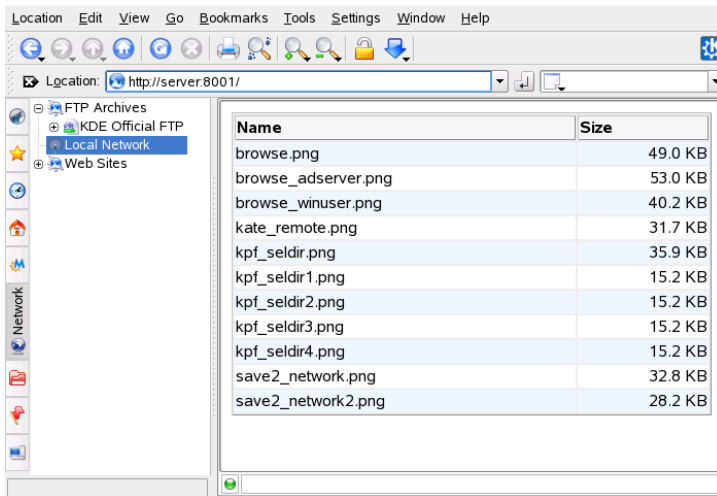
All files in the folder and its subfolders, including hidden files (files that start with a dot) and symbolic links, are made publicly available, so be careful not to share sensitive information, such as passwords, cryptographic keys, your address book, or documents private to your organization. Make sure that any symbolic links included do not point outside your published folder, because that would give others access to areas of your system that are not intended for public viewing.

- 4 Complete the remainder of the *New Server* wizard to share the folder specified in [Step 3](#) (page 165).

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

Other parties wishing to connect to this server should just enter a URL like `http://hostname:8001` into their browsers. An overview of the published content is displayed.

**Figure 8.15** *Published Contents*



On the hosting machine, you can monitor the network traffic on your file server by right-clicking the globe icon and selecting *Monitor*. A short set of statistics similar to the following is given.

**Figure 8.16** *File Server Statistics*

Status	Progress	File Size	Bytes Sent	Response	Resource
	<div><div></div></div>	2787	2947	OK	/
	<div><div></div></div>	425	204	Not found	/favicon.ico
	<div><div></div></div>	432	102	Not implemented	/
	<div><div></div></div>	62847	45844	OK	/kpf_connect.p





# Encryption with KGpg

KGpg is an important component of the encryption infrastructure on your system. This program helps you to generate and manage all needed keys. Use its editor function for the quick creation and encryption of files or use the applet in your panel to encrypt or decrypt by dragging and dropping. Other programs, such as your mail program (Kontact or Evolution), access the key data to process signed or encrypted contents. This chapter covers the basic functions needed for daily work with encrypted files.

## 9.1 Why Signing and Encrypting?

### Signing

Signing means attaching electronic signatures to mails or even software to prove its correct derivation. To avoid that someone writes mails using your name and to protect both you and the people you send them to, you should sign your mails. Signatures help you to easily check the sender of the mails you receive and to distinguish good-natured mails from malicious.

Software developers sign their software so you are able to check its integrity. Even if you have the software from an unofficial server, you can verify the package with the signature.

### Encrypting

You might have sensitive information you want to protect from other parties. Encrypting helps you to transform data and make it unreadable for others. This is especially important for companies who must protect internal information as well as the employees' privacy.

## 9.2 Generating a New Key Pair

To be able to exchange encrypted messages with other users, first generate your own key pair. One part of it—the *public key*—is distributed to your communication partners, who can use it to encrypt the files or e-mail messages they send. The other part of the key pair—the *private key*—is used to decrypt the encrypted contents.

---

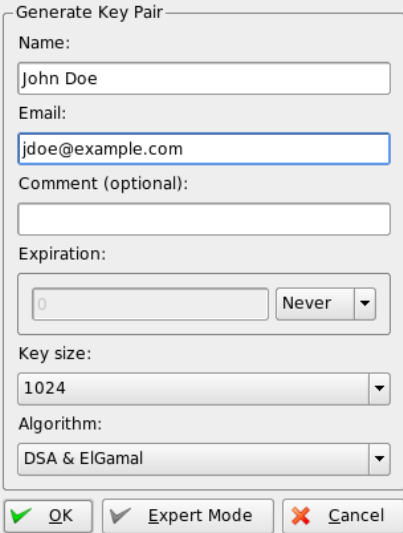
### IMPORTANT: Private Key versus Public Key

The public key is intended for the public and should be distributed to all your communication partners. However, only you should have access to the private key. Do not grant other users access to this data.

---

Start KGpg from the main menu or press Alt + F2 and enter `kgpg`. When you start the program for the first time, an assistant appears to guide you through the configuration. Follow the instructions up to the point where you are prompted to create a key. Enter a name, an e-mail address, and, optionally, a comment. If you do not like the default settings provided, also set the expiration time for the key, the key size, and the encryption algorithm used. See [Figure 9.1](#).

**Figure 9.1** *KGpg: Creating a Key*



Generate Key Pair

Name:

Email:

Comment (optional):

Expiration:

Key size:

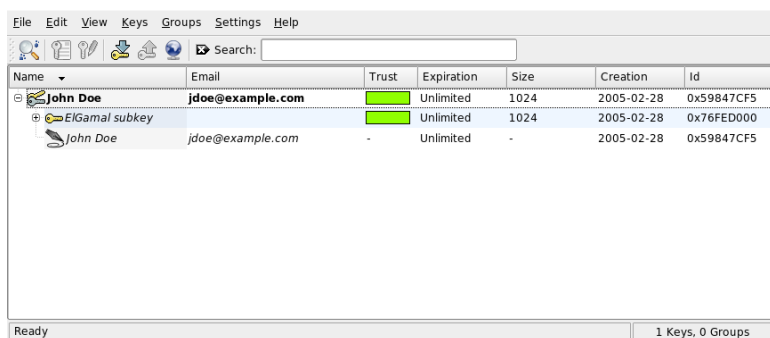
Algorithm:

☒ OK ☐ Expert Mode

When you start KGpg in later sessions, only a small icon with a padlock appears in the system tray. Click that icon to display the main KGpg window on your desktop.

Confirm your settings with *OK*. The next dialog prompts you to enter a password twice. The relative strength of your chosen password is measured and displayed by the *Password strength meter*. The program generates the key pair and displays a summary. Save and print this revocation certificate right away and keep it in a save place. You will need the certificate to revoke your password if you forgot it. After you confirm with *OK*, KGpg displays its main window. See [Figure 9.2, “The Key Manager”](#) (page 171).

**Figure 9.2** *The Key Manager*



## 9.3 Exporting the Public Key

After generating your key pair, make the public key available to other users. This enables them to use it to encrypt or sign the messages or files they send you. To make the public key available for others, select *Keys > Export Public Key(s)*. The dialog that opens offers four options:

### *Email*

Your public key is sent to a recipient of your choice by e-mail. If you activate this option and confirm with *OK*, the dialog for creating a new e-mail message with KMail appears. Enter the recipient and click *Send*. The recipient receives your key and can then send you encrypted contents.

### *Clipboard*

You can place your public key here before continuing to process it.

### *Default Key Server*

To make your public key available to a wide audience, export it to one of the key servers on the Internet. For more information, refer to [Section 9.5, “The Key Server Dialog”](#) (page 173).

### *File*

If you prefer to distribute your key as a file on a data medium instead of sending it by e-mail, click this option, confirm or change the file path and name, and click *OK*.

## 9.4 Importing Keys

If you receive a key in a file (for example, as an e-mail attachment), integrate it in your key ring with *Import Key* and use it for encrypted communication with the sender. The procedure is similar to the procedure for exporting keys already described.

### 9.4.1 Signing Keys

Keys can be signed like every other file to guarantee their authenticity and integrity. If you are absolutely sure an imported key belongs to the individual specified as the owner, express your trust in the authenticity of the key with your signature.

---

#### **IMPORTANT: Establishing a Web of Trust**

Encrypted communication is only secure to the extent that you can positively associate public keys in circulation with the specified user. By cross-checking and signing these keys, you contribute to the establishment of a Web of Trust. For these reasons, make really sure you only sign keys you personally checked.

---

Select the key to sign in the key list. Select *Keys > Sign Keys*. In the following dialog, designate the private key to use for the signature. An alert reminds you to check the authenticity of this key before signing it. If you have performed this check, click *Continue* and enter the password for the selected private key in the next step. Other users can now check the signature by means of your public key.

## 9.4.2 Trusting Keys

Normally, you are asked by the corresponding program whether you trust the key, or rather, whether you assume it is really used by its authorized owner. This happens each time a message needs to be decrypted or a signature has to be checked. To avoid this, edit the trust level of the newly imported key. By default, the newly imported key is listed in a white box, meaning that no concrete value has been assigned for the trust level. To trust a key, do the following:

- 1 Right-click the newly imported key to access a small context menu for the key management.
- 2 Select *Sign Keys*. KGpg opens a dialog that asks the user to recheck the fingerprint of the key.
- 3 Use *Continue* to access the key signing dialog.
- 4 Select your trust level, for example, select *I Have Done Very Careful Checking*. Finish this dialog.
- 5 Enter your passphrase to finish the key signing process. The imported key now appears green in the trust column.

The lower the trust level is, the less you trust the signer of the key to have checked the true identity of the keys signed. You may be entirely sure about the signer's identity, but he may not check other people's identities properly before signing their keys. Therefore, you could still trust him and his own key, but assign lower trust levels to the keys signed by him. Notice that the trust level does not trigger any automatic actions by KGpg.

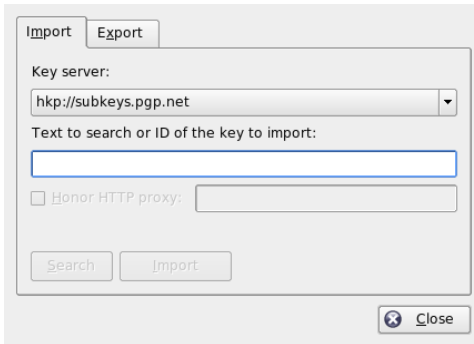
## 9.5 The Key Server Dialog

Several Internet-based key servers offer the public keys of many users. To engage in encrypted communication with a large number of users, use these servers to distribute your public key. For this purpose, export your public key to one of these servers. Similarly, KGpg enables you to search one of these servers for the keys of certain people and import their public keys from the server. Open the key server dialog with *File > Key Server Dialog*.

## 9.5.1 Importing a Key from a Key Server

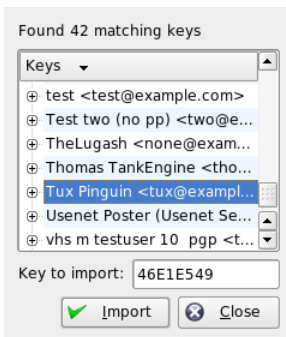
By means of the *Import* tab in the key server dialog, import public keys from one of the Internet-based key servers. Select one of the preconfigured key servers and enter a search string (e-mail address of the communication partner) or the ID of the key to find. When you click *Search*, your system connects to the Internet and searches the specified key server for a key that matches your specifications. Refer to [Figure 9.3](#).

**Figure 9.3** Search Screen for Importing a Key



If your search on the key server is successful, a list of all retrieved server entries is displayed in a new window. Select the key to include in your key ring and click *Import*. See [Figure 9.4](#). Confirm the following message with *OK* then exit the key server dialog with *Close*. The imported key then appears in the main overview of the key manager and is ready for use.

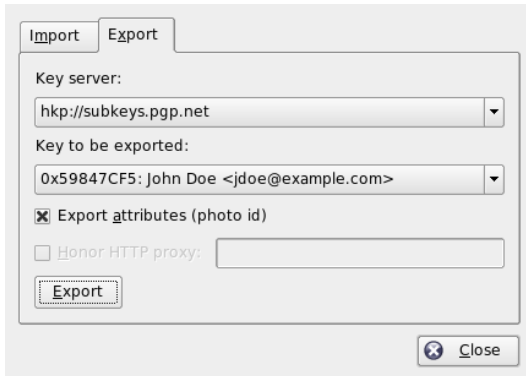
**Figure 9.4** Hits and Import



## 9.5.2 Exporting Your Keys to a Key Server

To export your key to one of the freely accessible key servers on the Internet, select the *Export* tab in the key server dialog. Designate the target server and the key to export by means of two drop-down menus. Then start the export with *Export*.

**Figure 9.5** *Exporting a Key to a Key Server*



## 9.6 Text and File Encryption

KGpg also offers the possibility to encrypt text or clipboard contents. Right-click the padlock icon and find the options *Encrypt clipboard* and *Decrypt clipboard* as well as the option for opening the integrated editor.

### 9.6.1 Encrypting and Decrypting the Clipboard

Files copied to the clipboard can easily be encrypted with a few clicks. Open the function overview by right-clicking the KGpg padlock icon. Select *Encrypt Clipboard* and designate the key to use. A status message about the encryption procedure is displayed on the desktop. The encrypted contents can now be processed from the clipboard as needed. The decryption of clipboard contents is just as easy. Simply open the menu on the panel, select *Decrypt Clipboard*, and enter the password associated with your private

key. The decrypted version is now available for processing in the clipboard and in the KGpg editor.

## 9.6.2 Encrypting and Decrypting by Dragging and Dropping

To encrypt or decrypt files, click the icons on the desktop or in the file manager, drag them to the padlock in the panel, and drop them there. If the file is not encrypted, KGpg asks for the key to use. As soon as you select a key, the file is encrypted without any further messages. In the file manager, encrypted files are designated with the suffix `.asc` and the padlock icon. These files can be decrypted by clicking the file icon, dragging it to the KGpg symbol in the panel, and dropping it there. If the original file-name already exists, a dialog opens that asks how to name the file or if it should be overwritten.

## 9.6.3 The KGpg Editor

Instead of creating contents for encryption in an external editor then encrypting the file with one of the methods described above, you can use the integrated editor of KGpg to create the file. Open the editor (*Open Editor* from the context menu), enter the desired text, and click *Encrypt*. Then select the key to use and complete the encryption procedure. To decrypt files, use *Decrypt* and enter the password associated with the key.

Generating and checking signatures on documents is just as easy as encrypting directly from the editor. Select a file in the file manager and copy it to the clipboard. Right-click the padlock icon in the panel and select *Sign/Verify Clipboard*. Then choose the private key to use and enter the associated password. KGpg informs about the successful generation of the signature. Files can also be signed from the editor by simply clicking *Sign/Verify*. To check a signed file, go to *File > Open Editor*, load the file to check in the editor, and click *Sign/Verify*.



## 9.7 For More Information

For theoretical background information about the encryption method, refer to the brief and clear introduction on the GnuPG project pages at <http://www.gnupg.org/documentation/howtos.html.en>. This document also provides a list of further information sources.



## Searching with Kerry

Kerry is a KDE front-end for the Beagle search tool, which indexes your personal information space to help you find whatever you need. You can use Kerry to find documents, e-mails, Web history, IM/ITC conversations, source code, images, music files, applications, and much more.

Because Kerry is a front-end to Beagle, it needs the beagle daemon to be functional. Kerry and Beagle can now index many KDE-specific sources of information, such as Kopete conversations, Konqueror history, or KMail messages. The result is a smooth integration into the KDE environment through the Kerry interface. Find more about Beagle in *GNOME User Guide*.

### 10.1 Searching Using Kerry

To find data using the Kerry tool, follow these steps:

- 1 Press **Alt + Space** to open the Kerry Beagle Search window. Alternatively, open the search window by left-clicking on the Kerry applet icon (a dog's head) in the system tray.
- 2 Enter the term to find in *Search*. To quickly clear the previously entered text, press the black arrow on the left.

The search is case insensitive. It does not matter whether you use uppercase or lowercase characters. To search for optional terms, use the *OR* keyword (in uppercase). For example, *Mars OR Venus* finds all data containing any occurrence

of Mars, Venus, or both. To exclude search terms, use a minus symbol (–) in front of them. For example, *Mars –Venus* finds all data containing any occurrence of Mars but without any occurrence of Venus. To search for an exact phrase, enclose the phrase in quotes. If you want to include only certain file type in results, specify the filename extension with *ext:.* For example, *Mars ext:xml* finds xml files containing Mars.

- 3 Select the scope of the search in the *Show* section of the right panel. To search all the indexed content, choose *Everything*. However, you can limit the search only to indexed *Applications*, *Contacts*, *Office documents*, instant messenger *Conversations*, *Images*, *Media* files, *Web pages*, or *File/Path names* by clicking the appropriate item in the panel. You can change the scope before or after the search is performed.

Change the sort order of results in the *Sort By* section of the right panel. To sort results by type, click *Type*. Sorting by *Date*, *Name*, and *Relevance* is also possible. You can change the sort order before or after the search is completed.

You can limit the results by date of last modification. To show all results regardless of the date of the last modification, click *Any Date* in the right panel. You can show items modified today, since yesterday, this week, month, or year by clicking the appropriate item in the right panel. You can change this before or after the search is performed.

- 4 Press **Enter** or click the icon to the right of the search field to start the search. Results are displayed in the main area of the window.

Results are displayed in a window, sorted according to your settings. Click any item to activate it. To open a folder containing a found file instead of the file itself, click the name of the folder to the right of the filename. To display more information about an item, click the icon with the *i* on the left.

You can change the scope of the search, sort order, or limitation by date at any time by clicking appropriate item in the panel on the right.

Use *Previous results* and *Next results* to move between pages of the result list. The number of items found is shown in the bottom part of the window.

## 10.2 Configuring Kerry

You can configure Kerry by right-clicking its icon in the tray and choosing *Configure Kerry* or by clicking *Configure* in Kerry's main window. The configuration dialog has four tabs.

On the *Search* tab, you can change the *Default result sort order*, *Maximum number of results displayed* on one page, or shortcuts for activating Kerry Beagle Search.

On the *Indexing* tab, set whether the Beagle indexing service should be started automatically and whether data should be indexed while the computer is operating on battery power. You can also determine which folders should be indexed by Kerry Beagle Search and which folders should not be indexed at all. See [Section 10.2.1, “Indexing More Directories”](#) (page 181) and [Section 10.2.2, “Preventing Files and Directories from Being Indexed”](#) (page 182) for detailed instructions.

On the *Backends* tab, choose which of the available Beagle back-ends should be enabled. To disable a back-end, uncheck it. For example, if you do not want your Kopete conversations be indexed by Kerry Beagle, uncheck the *Kopete* back-end.

On the *Daemon Status* tab, check the status of Beagle daemon. You can stop or start the daemon manually here. To use Kerry Beagle Search functionality, the daemon must be running.

### 10.2.1 Indexing More Directories

By default, Kerry indexes your home folder only. If you do not want your home folder to be indexed, uncheck the *Index my home folder* option on the *Indexing* tab of the Kerry configuration. To index more folders, follow these steps:

- 1 If the Kerry Beagle configuration dialog is not open yet, right-click the Kerry icon in the tray and choose *Configure Kerry*.
- 2 Click the *Indexing* tab.
- 3 Click the *Add* button in the middle part (*Index*) of the tab.
- 4 In the dialog that opens, choose the folder to index and click *OK*.

5 Press *OK*.

## 10.2.2 Preventing Files and Directories from Being Indexed

To exclude some folders or files from being indexed by Kerry, follow these steps:

- 1 If the Kerry Beagle configuration dialog is not open yet, right-click the Kerry icon in the tray and choose *Configure Kerry*.
- 2 Click the *Indexing* tab.
- 3 Click *Add* in the bottom part (*Privacy*) of the tab.
- 4 In the dialog that opens, choose a folder not to index by selecting the *Folder* option. Specify the path to the folder in the text field or press the folder button and choose the folder in a file dialog.

You can also specify files not to index by selecting *File name pattern* and specifying the file pattern.

5 Press *OK*.

# Getting Started with BasKet

BasKet is a note-taking application that allows you to collect and sort all kind of data. It helps with writing down your ideas, making to do lists, and allocating your contacts. You can sort the data in hierarchies and share it with other people. If needed, you can even protect some of your baskets with passwords.

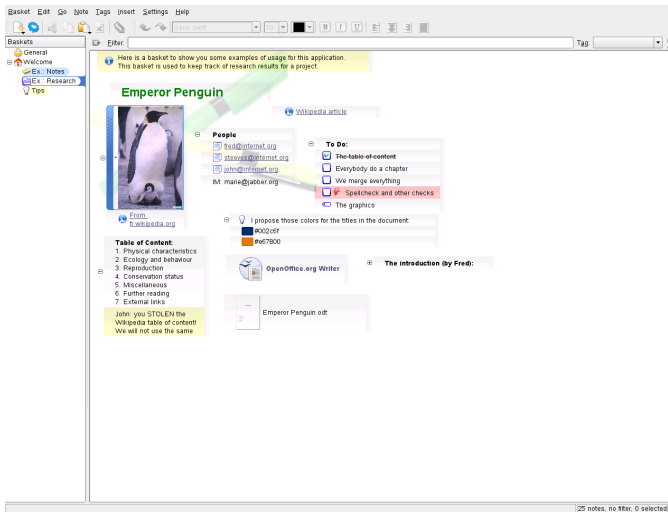
## 11.1 Creating Baskets

A basket is a document in which you can place notes. Create baskets that include different topics, contents, or projects and give each its own layout.

- 1 To start BasKet, open a shell with `Alt + F2` and enter `basKet`.
- 2 To create a basket, select *Basket > New > New Basket*.
- 3 Enter a name for your basket and select a template for its column structure.
- 4 The basket tree on the left side shows all your baskets.

Right-click a basket in the tree and select *Properties* to give it a special appearance (background color or image and text color), change its disposition (column format), or create a shortcut for it.

**Figure 11.1** *Basket in Use*



### NOTE: Saving your Baskets

There is no need to save your work. It is saved automatically.

To assure a clearly arranged structure, you may want to create sibling baskets or sub-baskets as well. You can do this by selecting *Basket > New > New Sub-Basket*. The sub-basket appears one level down the parent basket. By selecting *Basket > New > New Sibling-Basket* you create a basket in the same level as the parent basket. In both cases the new baskets inherit the appearance and disposition from their parent baskets.

## 11.2 Working with Baskets

After creating your baskets and sub-baskets, fill them with different notes. Notes can include different types of data, for example text, images, URLs, application launchers as well as links, e-mail addresses, files and colors.

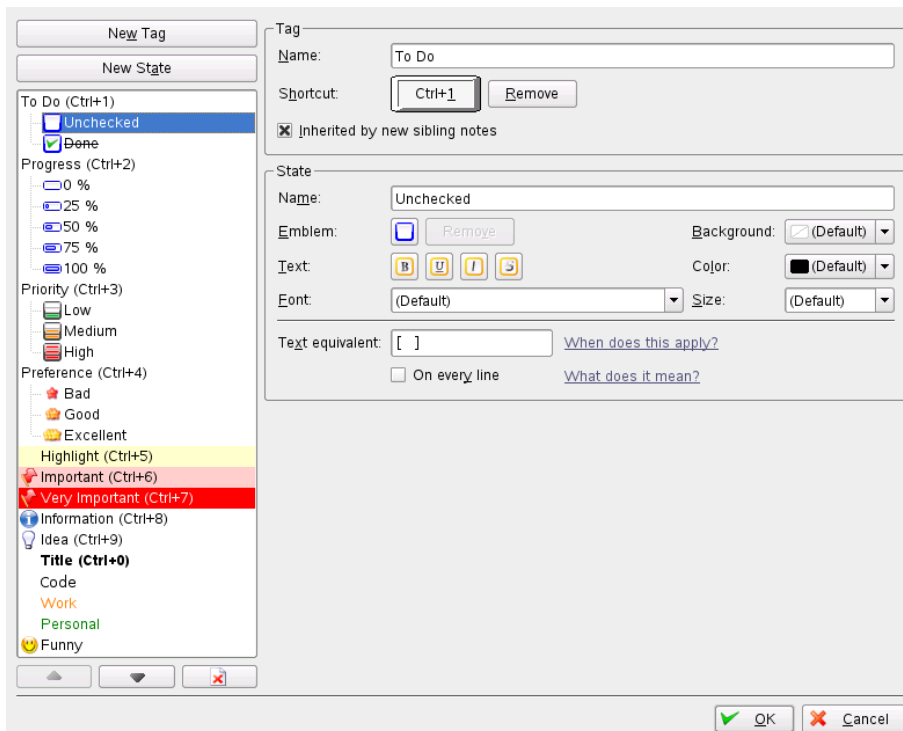


## 11.2.1 Filling and Personalizing your Baskets

To insert notes into baskets, just right-click the area on the right side and choose the type of data you need to add. You can import screen shots or colors picked from the screen into your baskets. For a screen shot, select *Insert > Grab from screen*. To select a screen color, use *Insert > Color from Screen*.

You may want to assign tags to your notes to structure them. Tags are marks that represent the priority, preference, or progress of a note. Select *Tags* and simply check or uncheck the tags to assign or remove them from the selected notes. Customize the available tags by selecting *Tags > Customize*.

**Figure 11.2** Customizing Tags



To group notes that belong together select the ones you want to group, right-click on them and select *Group*. To break up a group of notes, make sure you selected the whole group of notes, then right-click and select *Ungroup*.

You can move a note within a group of notes by selecting *Note > Move Up*. If you want to move a note from within a group of notes outside it, select *Note > Move On Top*.

## 11.2.2 Importing and Exporting Baskets

If you worked with other note-taking applications in the past and do not want to lose the collected information, import these files to BasKet. You can import data from the applications KNotes, KJots, and StickyNotes. To do that, right-click either in the tree structure on the left side or directly on the basket into which you want to import the notes and select *Import*.

After collecting and sorting a lot of data, you might want to share it with other people. There are two ways to prepare your notes for sharing:

- Export a basket into HTML files by right-clicking the basket you want to export and selecting *Export > HTML Web Page*.
- For others to be able to open and modify your baskets, export them into basket archives. Right-click the basket you want to export and select *Export > Basket Archive*.

## 11.2.3 Protecting Baskets

There might be baskets that you want to protect with a password so you are the only person who can access them. To protect a basket using a password or private and public keys Right-click the basket and select *Password*.

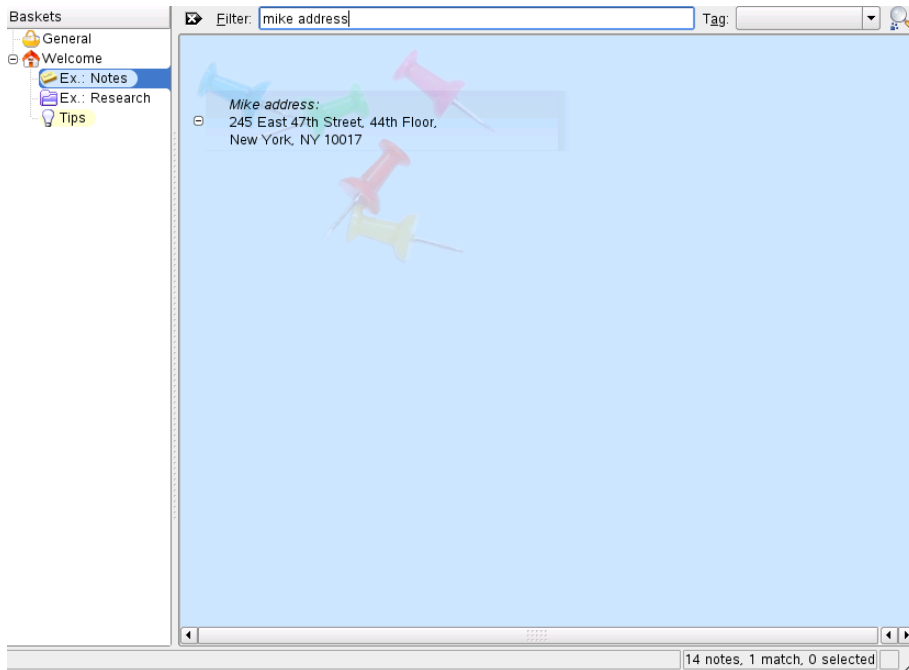
## 11.2.4 Finding Data

Once you have several baskets, finding specific data can be challenging. You have different possibilities to find the information you are looking for very quickly even without remembering its exact title:

- Find notes by simply typing a word or two in the filter box.
- If you are searching for notes with a certain tag assigned to them, select the desired tag in the tag box.

- The icon on the right applies a filter to every basket.

The numbers in the basket tree on the left indicate how many notes match your search options. The lock icon indicates that the basket is currently locked, so has not been searched. For more information, see [Section 11.2.3, “Protecting Baskets”](#) (page 186).



## 11.3 For More Information

The official home page of BasKet is <http://basket.kde.org/index.php>. This site offers a tour through the application, news of the latest versions, and a collection of screen shots showing different use cases.



## **Part III. Internet**



## Browsing with Konqueror

Konqueror is not only a versatile file manager. It is also a modern Web browser. If you start the browser with the icon in the panel, Konqueror opens with the Web browser profile. As a browser, Konqueror offers tabbed browsing, the possibility of saving Web pages with graphics, Internet keywords, bookmarks, and support for Java and JavaScript.

**Figure 12.1** *The Browser Window of Konqueror*



Start Konqueror from the main menu or by entering the command `konqueror`. To load a Web page, enter its address in the location bar, for example, <http://www>

[.opensuse.org](http://opensuse.org). Konqueror now tries to reach the address and display the page. Entering the protocol at the beginning of the address (`http://` in this case) is not strictly required. The program is able to complete the address automatically, but this only works reliably with Web addresses. For an FTP address, always enter `ftp://` at the beginning of the input field.

## 12.1 Tabbed Browsing

If you often use more than one Web page at a time, tabbed browsing may make it easier to switch between them. Load Web sites in separate tabs within one window. The advantage is that you keep more control over your desktop because you only have one main window. After logout, the KDE session management allows for saving your Web session in Konqueror. The next time you log in, Konqueror loads the exact URLs visited last time.

To open a new tab, select *Window > New Tab* or press `Ctrl + Shift + N`. To change the behavior of tabs, go to *Settings > Configure Konqueror*. In the dialog box that opens, select *Web Behavior > Tabbed Browsing*. To open new tabs instead of windows, enable *Open links in new tab instead of in new window*. You can also hide the tab bar with *Hide the tab bar when only one tab is open*. To see more options, press *Advanced Options*.

## 12.2 Automatic Scrolling

In general, scrolling with the mouse is the normal way to view information farther down a Web page. However, there are sometimes occasions when it is preferable not to use a mouse. It can be very convenient to use key combinations instead of removing hands from the keyboard.

To scroll down automatically, use `Shift + ↓`. This scrolls down the page without further intervention. Increase the speed by pressing `Shift + ↓` again. Pressing `Shift + ↑` slows down. To stop scrolling, use `↓`.



## 12.3 Profiles

Section 12.1, “**Tabbed Browsing**” (page 192) described how to handle tabs in Konqueror. You can save your tabs with URLs and the position of the window in a profile. This differs from the session management already mentioned. With profiles, your saved tabs are at hand without the intensive start-up time of session management.

To create a profile, do the following:

- 1 Go to *Settings > Configure View Profiles*.
- 2 In the dialog box that appears, insert a name in *Profile name*.
- 3 To save your URLs, select *Save URLs in profile*.
- 4 To freeze the position and size of the windows, select *Save window size in profile*.
- 5 Approve with *Save*.

The next time you need your tab collection, go to *Settings > Load View Profile* and find the name listed in the menu. After you select it, Konqueror restores your tabs.

## 12.4 Saving Web Pages and Graphics

As in other browsers, you can save Web pages. To do this, select *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, select *Tools > Archive Web Page*. Konqueror suggests a filename that you can usually accept. The filename ends with *.war*, the extension for Web archives. To view the saved Web archive later, simply click the respective file and the Web page is displayed in Konqueror along with its images.

## 12.5 Searching with Konqueror

Searching with Konqueror is very convenient. You can use the search bar or Web shortcuts.

## 12.5.1 Using the Search Bar

Konqueror contains a search bar where you can choose from many search engines. If you want to search for a specific term, proceed as follows:

- 1 Locate the search bar in Konqueror. It is on the right side after the location bar.
- 2 Click the icon inside the search bar. Choose a search engine from the pop-up menu.
- 3 Insert your search term and press Enter. The result is displayed in Konqueror.

If you need a search engine that is not listed in the pop-up menu, add it as follows:

### **Procedure 12.1** *Adding More Search Engines*

- 1 In Konqueror, click the icon in the search bar.
- 2 Choose *Select Search Engines*.
- 3 Make sure that *Enable Web shortcuts* is activated.
- 4 Enable the respective search engine and close the dialog with *Ok*. You can see your selected search engine if you click the icon in the search bar.

## 12.5.2 Using Web Shortcuts

Each search engine defined is attached to a *web shortcut*. This shortcut can be entered in the location bar.

To see which are already defined, go to *Settings > Configure Konqueror > Web Shortcuts*. You can see the names of the search providers and the shortcuts. Konqueror defines many search engines: Google, Yahoo, and Lycos, and a number of less common resources, like an acronym database, the Internet movie database, and KDE application searches.

If you do not find your preferred search engine here, you are able to define a new one very easily. For example, to search our home page for some interesting articles, go to <http://en.opensuse.org/>, enter your query and look for the appropriate results.

### **Procedure 12.2** *Creating New Web Shortcuts*

- 1 Go to the search bar, click the icon, and select *Select Search Engines*.
- 2 Make sure that *Enable Web Shortcuts* is activated.
- 3 Click *New*.
- 4 Create a new Web shortcut:
  - 4a Assign your Web shortcut a name in *Search provider name*.
  - 4b Enter the search URI. For example, if you want to search in openSUSE, use <http://en.opensuse.org/Special:Search?search=\{@}>. The search query is specified as `\{@}`. Get more information by clicking in the text field labeled with *Search URI* and pressing Shift + F1.
  - 4c Enter your abbreviations in *URI shortcuts*. There can more than one, separated by commas.
- 5 Proceed with *Ok*.

After creating a new Web shortcut, you can use it in the location bar. The result is displayed in the current window.

---

#### **TIP: Using Shortcuts Directly without Opening Konqueror**

You do not need to open Konqueror and enter the Web shortcut. You can use it directly: select *Run command* from the main menu or press Alt + F2. After the dialog box appears, enter your shortcut, a colon (:) and your search term.

---

## **12.6 Bookmarks**

Instead of remembering and reentering addresses for sites visited often, you can bookmark these URLs using the *Bookmark* menu. As well as Web page addresses, you can also bookmark any directories of your local disk in this way.

To create a new bookmark in Konqueror, click *Bookmarks > Add Bookmark*. Any bookmarks added previously are included as items in the menu. It is a good idea to arrange the bookmark collection by subjects in a hierarchical structure, so that you do not lose track of the different items. Create a new subgroup for your bookmarks with *New Bookmark Folder*. Selecting *Bookmarks > Edit Bookmarks* opens the bookmark editor. Use this program to organize, rearrange, add, and delete bookmarks.

If you are using Netscape, Mozilla, or Firefox as additional browsers, it is not necessary to recreate your bookmarks. *File > Import > Import Netscape Bookmarks* in the bookmark editor enables you to integrate your Netscape and Mozilla bookmarks into your most current collection. The reverse is also possible via *Export as Netscape Bookmarks*.

Change your bookmarks by right-clicking the entry. A pop-up menu appears in which to select the desired action (cut, copy, delete, etc.). When you are satisfied with the result, save the bookmarks with *File > Save*. If you only want to change the name or link, just right-click the entry in the bookmark toolbar and select *Properties*. Change the name and location and confirm with *Update*.

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

## 12.7 Java and JavaScript

Do not confuse these two languages. 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, for 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. Unfortunately, some Web pages require JavaScript for correct display.

## 12.8 Enabling Advertisement Blockers

Some Web pages open annoying advertisements. With the help of Konqueror, these windows can be blocked. Proceed as follows:

### **Procedure 12.3** *Blocking Advertisements*

- 1** Select in Konqueror *Settings > Configure Konqueror > AdBlock Filter*.
- 2** Activate *Enable filters*.
- 3** Click *Insert*.
- 4** Enter an expression for the Web page to filter. For example:

`http://www.example.com/*`

This filters everything that comes from that URL.

## 12.9 For More Information

For any questions or problems that arise when working with Konqueror, refer to the application's handbook, which is available from the *Help* menu. Konqueror also has a Web page, located at <http://www.konqueror.org>.



# Browsing with Firefox

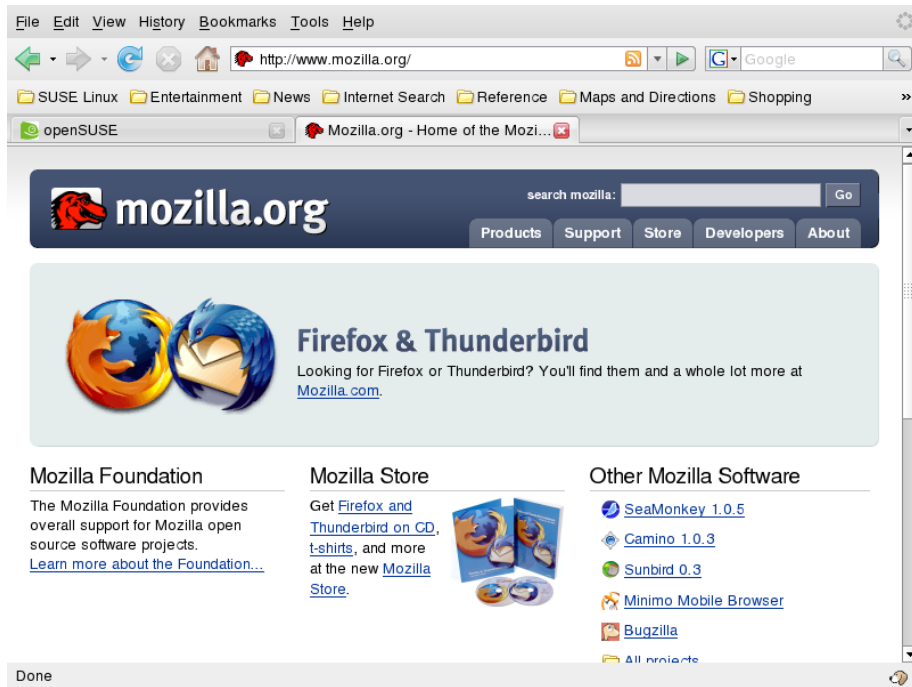
Included with your openSUSE® is the Mozilla Firefox Web browser. With features like tabbed browsing, pop-up window blocking, and download and image management, Firefox combines the latest browsing and security technologies with an easy to use interface. Using tabs you can view more than one Web page in a single window. You can suppress annoying advertisements and disable images for faster browsing. Firefox's easy access to different search engines helps you find the information you need.

Start Firefox from the main menu or by entering the command `firefox`. The main program features are described in the following sections.

## 13.1 Navigating Web Sites

Firefox has much the same look and feel as other browsers. It is shown in [Figure 13.1, “The Browser Window of Firefox”](#) (page 200). The navigation toolbar includes *Forward* and *Back* and a location bar for a Web address. Bookmarks are also available for quick access. For more information about the various Firefox features, use the *Help* menu.

**Figure 13.1** *The Browser Window of Firefox*



## 13.1.1 Tabbed Browsing

If you often use more than one Web page at a time, tabbed browsing makes it easier to switch between the pages. It allows you to load Web sites in separate tabs within one window.

To open a new tab, select *File > New Tab* or press **Ctrl + T**. This opens an empty tab in the Firefox window. Alternatively, right-click a link and select *Open link in new tab*. Right-click the tab itself to access more tab options. You can create a new tab, reload one or all existing tabs, or close them. You can also change the sequence of the tabs by dragging and dropping them on a requested position.



## 13.1.2 Using the Sidebar

Use the left side of your browser window for viewing bookmarks or the browsing history. Extensions may add new ways to use the sidebar as well. To display the sidebar, select *View > Sidebar* and select the desired contents.

## 13.2 Finding Information

There are two ways to find information in Firefox: use the search bar to search the Internet with a search engine and the find bar to search the page currently displayed.

### 13.2.1 Finding Information on the Web

Firefox has a search bar that can access different engines, like Google, Yahoo, or Amazon. For example, if you want to find information about SUSE using the current engine, click in the search bar, type *SUSE*, and hit *Enter*. The results appear in your window. To choose your search engine, click the icon to the left of the search bar. A menu opens with a list of available search engines.

### Customizing the Search Bar

If you want to change the order, add, or delete a search engine to the bar, establish an Internet connection and proceed as follows.

- 1 Click the icon to the left of the search bar.
- 2 Select *Manage Search Engines* from the menu.
- 3 Click *Remove* to delete an entry, *Move Up/Down* to change the order.

To add a search engine, click *Get more search engines*. Firefox displays a Web page with available plug-ins. You can choose from Wikipedia, IMDB, Flickr, and others. Click on a plug-in link and choose *Add* to install it.

## 13.2.2 Searching in the Current Page

To search inside a Web page, click *Edit > Find in This Page* or press Ctrl + F. The find bar opens. Usually, it is displayed at the bottom of a window. Type your query in the input field. Firefox finds the first occurrence of this phrase. You can find other occurrences of the phrase by pressing F3 or the *Next* button in the find bar. You can also highlight all occurrences by pressing the *Highlight all* button. Checking the *Match case* option makes the query case-sensitive.

## 13.3 Managing Bookmarks

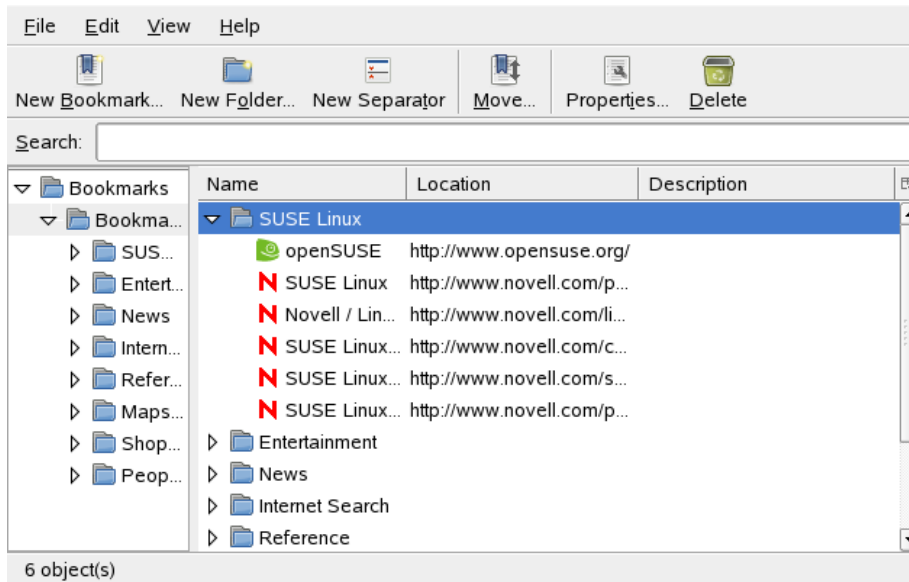
Bookmarks offer a convenient way of saving links to your favorite Web sites. To add the current Web site to your list of bookmarks, click *Bookmarks > Bookmark This Page*. If your browser currently displays multiple Web sites on tabs, only the URL on the currently selected tab is added to your list of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

When adding a bookmark, you can specify an alternative name for the bookmark and select a folder where Firefox should store it. To bookmark Web sites on multiple tabs, select *Bookmark All Tabs*. Firefox creates a new folder that includes bookmarks of each site displayed on each tab. To remove a Web site from the bookmarks list, click *Bookmarks*, right-click the bookmark in the list, then click *Delete*.

### 13.3.1 Using the Bookmark Manager

The bookmark manager can be used to manage the properties (name and address location) for each bookmark and organize the bookmarks into folders and sections. It resembles [Figure 13.2, “Using the Firefox Bookmark Manager”](#) (page 203).

**Figure 13.2** *Using the Firefox Bookmark Manager*



To open the bookmark manager, click *Bookmark > Organize Bookmarks*. A window opens and displays your bookmarks. With *New Folder*, create a new folder with a name and a description. If you need a new bookmark, click *New Bookmark*. This lets you insert the name, location, keywords, and also a description. The keyword is a shortcut to your bookmark which you can type in the navigation bar instead of the full URL. If you need your newly created bookmark in the sidebar, check *Load this bookmark in the sidebar*.

## 13.3.2 Importing Bookmarks from Other Browsers

If you used a different browser in the past, you probably want to use your old bookmarks in Firefox, too. Firefox allows to import bookmarks from other browsers installed on your system such as Netscape or Opera. It also allows to import bookmarks from a file exported from a browser on different computer.

To import your settings, click *File > Import*. Select the browser from which to import settings. After you click *Next*, your settings are imported. Find your imported bookmarks in a newly created folder, beginning with `From`.

## 13.3.3 Live Bookmarks

Live bookmarks display headlines in your bookmark menu and keep you up to date with the latest news. This enables you to save time with one glance at your favorite sites.

Many sites and blogs support this format. A Web site indicates this by showing an orange icon in the right part of the location bar. Click the icon and choose *Subscribe now* in the page that opens. A dialog box opens in which to select the name and location of your live bookmark. Confirm with *Add*. This page also lets you choose alternative applications to subscribe to, such as *Bloglines*, or *My Yahoo*. To manually add a live bookmark, you need the URL of the feed. Proceed as follows:

### **Procedure 13.1** *Manually Adding a Live Bookmark*

- 1 Open the bookmark manager with *Bookmarks > Organize Bookmarks*.
- 2 Select *File > New Live Bookmark*
- 3 Insert a name for the live bookmark and enter the URL in the *Feed Location*, for example, <http://www.novell.com/newsfeeds/rss/cool solutions.xml>. Firefox updates your live bookmarks.
- 4 Close your bookmark manager.

## 13.3.4 The Bookmarks Toolbar

The `Bookmarks Toolbar` is displayed beneath the navigation bar and lets you quickly access bookmarks. You can also add, organize, and edit bookmarks directly. By default the `Bookmarks Toolbar` is populated with a predefined set of bookmarks organized in several folders (see [Figure 13.1, “The Browser Window of Firefox”](#) (page 200)).

To manage the `Bookmarks Toolbar` you can use the bookmark manager as described in [Section 13.3.1, “Using the Bookmark Manager”](#) (page 202). Its content is located in the *Bookmarks Toolbar Folder*. It is also possible to manage the toolbar directly. To add a folder, bookmark, or separator, right-click on an empty space in the toolbar and choose the appropriate entry from the pop-up menu. For adding the current page to the bar use drag and drop: left-click on the Web page's icon in the navigation bar and drag it to the desired position on the bookmarks toolbar while holding the mouse button pressed. Hovering over an existing bookmark folder for a short while will automatically open it enabling you to place the bookmark within this folder.

To manage a certain folder or bookmark, right-click on it. A pop-up menu opens which lets you *Delete* it or change its *Properties*. To move or copy an entry, choose *Cut* or *Copy* and *Paste* it to the desired position.

## 13.4 Using the Download Manager

Keep track of your current and past downloads with the help of the download manager. It automatically opens every time you download a file. To manually start the download manager, click *Tools > Downloads*. While downloading a file, a progress bar indicates the download status. If necessary, pause the download and resume it later. To open a downloaded file, click *Open*. With *Remove*, remove it from the list. If you need information about the file, right-click the filename and choose *Properties*.

---

### NOTE

Removing a file from the download manager only removes the list entry, it does not delete the file from the hard disk.

---

By default all files are downloaded to your desktop. To change this behavior, open the download manger's configuration window from *Edit > Preferences* and go to the *Main* tab. In the *Download* area, either choose another default location or *Always ask me where to save files*.

## 13.5 Password Management

Every time you enter a username and a password on a Web site, Firefox offers to store this data. If you accept by clicking *Remember*, the password will be stored on your hard

disk in an encrypted format. Next time you access this site, Firefox will automatically fill in the login data.

To review or manage your passwords, open the Password Manager by clicking *Edit > Preferences > Security > Show Passwords...* The Password Manager opens with a list of sites and their corresponding usernames. By default, the passwords are not displayed—click on *Show Passwords* to display them. Delete single or all entries from the list using *Remove* or *Remove All*, respectively.

## 13.6 Customizing Firefox

Firefox can be customized extensively. You can install extensions, change themes, and add smart keywords for your online searches.

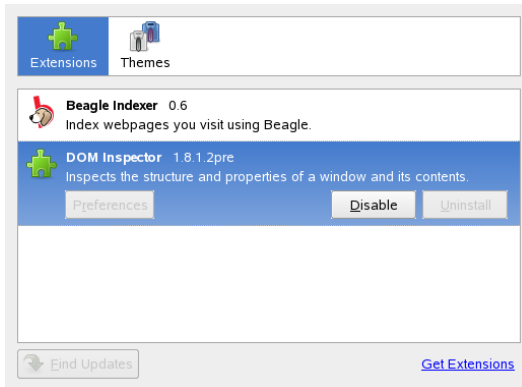
### 13.6.1 Extensions

Mozilla Firefox is a multifunctional application, which means that you can download and install add-ons, known as extensions. For example, add a new download manager and mouse gestures. This has the advantage that Firefox itself stays small and lean.

Extensions let you personalize Firefox to exactly fit your needs. With the help of extensions you can change Firefox's look and feel, enhance existing functionality (such as the download manager or tabbed browsing) or add functions such as a Web log editor, Bit Torrent support or even a music player. Certain extensions also assist Web developers while others increase security by dynamically blocking active contents. More than 1000 extensions are available for Firefox. With the add-ons manager you cannot only install new extensions, but also disable, enable, or delete them. It also finds updates to installed extensions.

To add an extension, start the add-ons manager with *Tools > Add-ons*. Click on the *Extensions* tab and then on *Get Extensions* in the bottom-right corner to open the Firefox extensions Web page, where you can browse extensions by category. You may also visit <http://addons.mozilla.org/> directly. To install an extension, click on the *Install Now* link on the page describing the extension. In order to activate the extension, Firefox needs to be restarted.

**Figure 13.3** *Installing Firefox Extensions*

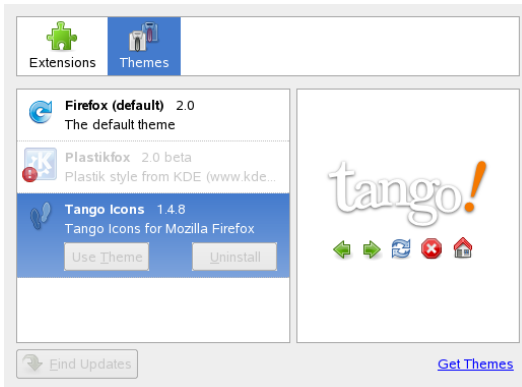


In order to disable or activate a temporarily disabled extension, click on an extension in the add-ons manager and choose *Disable* or *Enable*. To definitely remove an extension, use *Delete*. Firefox always has to be restarted for the change to take effect.

## 13.6.2 Changing Themes

If you do not like the standard look and feel of Firefox, install a new *theme*. Themes do not change the functionality, only the appearance of the browser. Installing a theme is very similar to installing an extension. Start the add-ons manager as described in [Section 13.6.1, “Extensions”](#) (page 206) and click on the *Themes* tab. Open the themes Web page by clicking on *Get Themes* in the bottom right corner. Proceed as described in [Section 13.6.1, “Extensions”](#) (page 206).

**Figure 13.4** *Installing Firefox Themes*



You can always switch between installed themes by clicking *Tools > Add-ons > Themes* and then *Use Theme*. However, Firefox has to be restarted for the change to take effect. If you do not use a theme anymore, you can delete it in the same dialog with *Uninstall*.

## 13.6.3 Adding Smart Keywords to Your Online Searches

Searching the Internet is one of the main tasks a browser can perform for you. Firefox lets you define your own *smart keywords*: abbreviations to use as a URL shortcut for searching a particular Web site. For example, if you often search within Wikipedia, assign a smart keyword to this search in order to simplify this task:

- 1 Go to <http://en.wikipedia.org>.
- 2 After Firefox displays the Web page, right-click on the search field within the Wikipedia Web page and choose *Add a Keyword for this Search* from the menu that opens.
- 3 The *Add Bookmark* dialog appears. In *Name*, enter a name for this smart keyword, for example, *Wikipedia (en)*.
- 4 Enter your *Keyword* for this search, for example *ws*.



- 5 With *Create in*, choose the location within your bookmarks where to save this smart keyword.
- 6 Finalize with *Add*.

You have successfully generated a new keyword. Whenever you want to search in Wikipedia , you can now type `ws SEARCHTERM` into the navigation bar.

## 13.7 Printing from Firefox

Before you actually print a Web page, you can use the print preview function to control how the printed page will look like. To do so, choose *File > Print Preview*. Customize the printing output with *File > Page Setup*. Specify the page orientation and a scaling factor under *Format & Options*. Also choose whether to print the background here. Adjusting the page margins and customizing the page's header and footer is done under *Margins & Header/Footer*.

To print a Web page either choose *File > Print* or type Ctrl + P. Select the *Printer* and change its *Properties*. Apart from the printing range and the number of copies to print, you can also specify how a Web page with frames should be printed.

## 13.8 For More Information

Get more information about Firefox from the official home page at <http://www.mozilla.com/firefox/>. Refer to the integrated help (available via F1) to find out more about certain options or features.



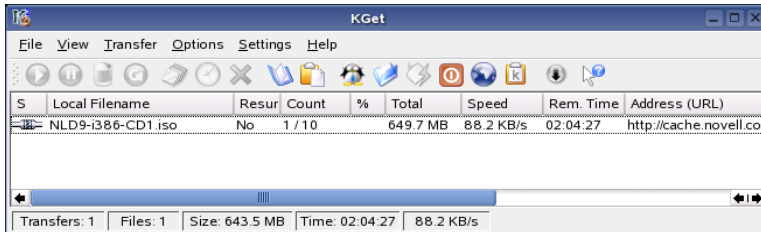
# Transferring Data from the Internet

# 14

KGet is the download manager for KDE. It manages your transfers in a window. You can stop, resume, delete, queue, and add transfers. Start KGet from the main menu or by pressing Alt + F2 then entering `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. Click this arrow to view KGet transfers.

**Figure 14.1** *KGet*



## 14.1 Adding Transfers to the List

To add a transfer, click *File > Paste*. Specify a URL then click *OK*. Finally, select where to save the downloaded file. The entry for the transfer is added to the main window of KGet and the download starts. Another way to add a transfer is to simply drag a file (for example, from an FTP server) from Konqueror and drop it in the main KGet window.

---

### TIP: Using the Drop Target

To occasionally add transfers to the list while not leaving the KGet window on the desktop all the time, select *Settings > Show Drop Target* and minimize the KGet window. Now you can drag and drop transfers to the blue arrow displayed instead.

---

Modify the preferences for your downloads by clicking *Settings > Configure KGet*.

## 14.2 Adding Transfers from a File

If you want to download several files from a number of different locations, you can collect the download links in a text file to be imported in KGet. This is very convenient because you do not have to add each URL separately to the transfer list. KGet can parse the URLs in the text file, provided they start at the left margin of the file. Select *File > Import Text File...* to use this feature. For each URL, you need to specify a location where to save the downloaded file. After this, KGet starts the download.

## 14.3 Timer-Controlled Transfers

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

- 1 Start 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 to start the transfer, click the *Timer* icon, then close the dialog.
- 5 After making the desired settings for all your transfers, click *Options > Offline Mode* to set KGet back in online mode.

The transfers should start at the specified times.

---

**TIP: Export Transfer Lists**

If you have added a number of downloads to the file transfer list and need this list for another computer, select *Options > Offline mode*. Select the list entries you want to export and choose *File > Export Transfer List*. KGet saves the entries to a \*.kgt file which you can then import from another computer.

---

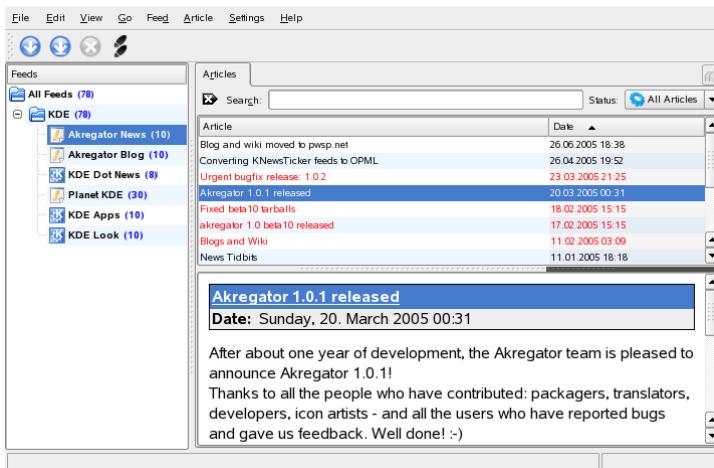


# Reading News Feeds with Akregator

# 15

If you want to get the latest news, get your information with a news feed reader. One reader is Akregator. It connects to a server that contains a newsticker file and downloads it then shows the headlines and sometimes a small text to give an overview. See [Figure 15.1](#), “Akregator Showing Some News” (page 215). If interested in this news, click it and view it in a separate tab.

**Figure 15.1** Akregator Showing Some News



Akregator contains some predefined news feeds for KDE. You can add news feeds manually or some Web sites announce it. For example, a Web site with feed support contains in Konqueror an orange rectangle in the bottom right corner. Click it to open a pop-up menu where you can select *Add Feed to Akregator*. Sometimes a Web site

does not announce that it supports a news feed. Then you can search this site with some keywords like `feed` or `rss`. Sometimes you are successful and can obtain a link.

To add a news feed, do the following:

**Procedure 15.1** *Adding a News Feed to Akregator*

- 1** Determine the URL of your news feed. Normally this can be found on your preferred Web site. More links can be found in the KNewsticker tool, an applet for the KDE panel.
- 2** Open Akregator by pressing `Alt + F2` and entering `akregator`. It opens a new window with the list of all feeds in your configuration. If you close this window, it docks in the system tray.
- 3** Create a new folder with *Feed > New Folder*. This gives you the opportunity to group your feeds in categories.
- 4** Name your new folder.
- 5** Click this folder and choose *Feed > Add Feed*.
- 6** Insert the feed URL, for example, <http://www.novell.com/newsfeeds/rss/cool solutions.xml>. A new window opens where you can change the feed name, URL, or the update interval. With the *Feed Archive* tab, change how long articles should be stored.
- 7** Proceed with *Ok*. Akregator downloads the latest articles.

After the download of the latest headers is finished, you can click an entry. Depending on the feed, this can list a small summary or just a link. With *Complete Story*, read the entire article.

Check for new news manually with *Fetch Feed*. Another option is to specify an update interval. Configure this by clicking *Settings > Configure Akregator*. A window opens where you can select the interval in *General > Use interval fetching*. Confirm with *Ok*.

You can read the complete story in Akregator or an external browser. Clicking *Complete Story* lets you select which.



## **Part IV. Multimedia**



# Manipulating Graphics with The GIMP

# 16

The GIMP (*The GNU Image Manipulation Program*) is a program for creating and editing raster graphics. In most aspects, its features are comparable to those of Adobe Photoshop and other commercial programs. Use it to resize and retouch photographs, design graphics for Web pages, create covers for your custom CDs, or almost any other graphics project. It meets the needs of both amateurs and professionals.

Like many other Linux programs, The GIMP is developed as a cooperative effort of developers worldwide who volunteer their time and code to the project. The program is under constant development, so the version included in your system may vary slightly from the version discussed here. The layout of the individual windows and window sections is especially likely to vary.

The GIMP is an extremely complex program. Only a small range of features, tools, and menu items are discussed in this chapter. See [Section 16.7, “For More Information”](#) (page 234) for ideas of where to find more information about the program.

## 16.1 Graphics Formats

There are two main types of graphics—raster and vector. The GIMP is intended for working with raster graphics, which is the normal format for photographs and scanned images. Raster graphics consist of pixels—small blocks of color that together create the entire image. The files can easily become quite large because of this. It is also not possible to increase the size of a pixel image without losing quality. The GIMP supports most common formats of raster graphics.

Unlike raster graphics, vector graphics do not store information for all individual pixels. Instead, it uses geometrical primitives such as points, lines, curves, and polygons. Vector images can be scaled very easily. There are many specialized applications for vector graphics, for example Inkscape. The GIMP has only a very limited support for vector graphics. For example, the GIMP can open and rasterize vector graphics in SVG format or work with vector paths.

## 16.2 Starting The GIMP

Start The GIMP from the main menu. Alternatively, enter `gimp &` in a command line.

### 16.2.1 Initial Configuration

When starting The GIMP for the first time, a configuration wizard opens for preparatory configuration. The default settings are acceptable for most purposes. Press *Continue* in each dialog unless you are familiar with the settings and prefer another setup.

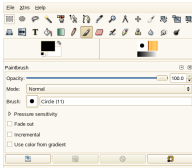
### 16.2.2 The Default Windows

Three windows appear by default. They can be arranged on the screen and, except the toolbox, closed if no longer needed. Closing the toolbox closes the application. In the default configuration, The GIMP saves your window layout when you exit. Dialogs left open reappear when you next start the program.

#### The Toolbox

The main window of The GIMP, shown in [Figure 16.1, “The Main Window”](#) (page 221), contains the main controls of the application. Closing it exits the application. At the very top, the menu bar offers access to file functions, extensions, and help. Below that, find icons for the various tools. Hover the mouse over an icon to display information about it.

**Figure 16.1** *The Main Window*



The current foreground and background color are shown in two overlapping boxes. The default colors are black for the foreground and white for the background. Click the box to open a color selection dialog. Swap the foreground and background color with the bent arrow symbol to the upper right of the boxes. Use the black and white symbol to the lower left to reset the colors to the default.

To the right, the current brush, pattern, and gradient are shown. Click the displayed one to access the selection dialog. The lower portion of the window allows configuration of various options for the current tool.

Under the toolbox, a dialog shows options for the currently selected tool. If it is not visible, open it by double-clicking the tool's icon in the toolbox.

## Layers, Channels, Paths, Undo

In the first section, use the drop-down box to select the image to which the tabs refer. By clicking *Auto*, control whether the active image is chosen automatically. By default, *Auto* is enabled.

*Layers* shows the different layers in the current images and can be used to manipulate the layers. Information is available in [Section 16.5.6, “Layers”](#) (page 232). *Channels* shows and can manipulate the color channels of the image.

Paths are a vector-based method of selecting parts of an image. They can also be used for drawing. *Paths* shows the paths available for an image and provides access to path functions. *Undo* shows a limited history of modifications made to the current image. Its use is described in [Section 16.5.5, “Undoing Mistakes”](#) (page 231).

## 16.3 Getting Started

Although The GIMP can be a bit overwhelming for new users, most quickly find it easy to use once they work out a few basics. Crucial basic functions are creating, opening, and saving images.

### 16.3.1 Creating a New Image

To create a new image, select *File > New* or press **Ctrl + N**. This opens a dialog in which to make settings for the new image. If desired, select a predefined setting called a *Template*. To create a custom template, select *File > Dialogs > Templates* and use the controls offered by the window that opens.

In the *Image Size* section, set the size of the image to create in pixels or another unit. Click the unit to select another unit from the list of available units. The ratio between pixels and a unit is set in *Resolution*, which appears when the *Advanced Options* section is opened. A resolution of 72 pixels per inch corresponds to common screen display. It is sufficient for Web page graphics. A higher resolution should be used for images to print. For most printers, a resolution of 300 pixels per inch results in an acceptable quality.

In *Colorspace*, select whether the image should be in color (*RGB*) or *Grayscale*. For detailed information about image types, see [Section 16.5.7, “Image Modes”](#) (page 232). In *Fill With* select the color the image is filled with. You can choose between *Foreground Color* and *Background Color* set in the toolbox, *White* or *Transparency* for a transparent image. Transparency is represented by a gray checkerboard pattern. Enter a comment for the new image in *Comment*.

When the settings meet your needs, press *OK*. To restore the default settings, press *Reset*. Pressing *Cancel* aborts creation of a new image.

### 16.3.2 Opening an Existing Image

To open an existing image, select *File > Open* or press **Ctrl + O**. In the dialog that opens, select the desired file. You can also press **Ctrl + L** and type directly the path to the desired image. Then click *Open* to open the selected image or press *Cancel* to skip opening an image.

## 16.3.3 Scanning an Image

Instead of opening an existing image or creating a new one, you can scan one. To scan directly from The GIMP, make sure that the package `xsane` is installed. To open the scanning dialog, select *File > Acquire > XSane: Device dialog*.

Create a preview when the object to scan is smaller than the total scanning area. Press *Acquire preview* in the *Preview* dialog to create a preview. If you want to scan only part of the area, select the desired rectangular part with the mouse.

In the *xsane* dialog, select whether to scan a binary (black and white without shades of gray), grayscale, or color image and the required scan resolution. The higher the resolution you choose, the better is the quality of the scanned image. However, this also results in a correspondingly larger file and the scanning process can take a very long time at higher resolutions. The size of the final image (both in pixels and bytes) is shown in the lower part of the dialog.

In the *xsane* dialog, use the sliders to set desired gamma, brightness, and contrast values. These sliders are not available in binary mode. Changes are visible in the preview immediately. Once all settings have been made, click *Scan* to scan the image.

## 16.3.4 The Image Window

The new, opened, or scanned image appears in its own window. The menu bar in the top of the window provides access to all image functions. Alternatively, access the menu by right-clicking the image or clicking the small arrow button in the left corner of the rulers.

*File* offers the standard file options, such as *Save* and *Print*. *Close* closes the current image. *Quit* closes the entire application.

With the items in the *View* menu, control the display of the image and the image window. *New View* opens a second display window of the current image. Changes made in one view are reflected in all other views of that image. Alternate views are useful for magnifying a part of an image for manipulation while seeing the complete image in another view. Adjust the magnification level of the current window with *Zoom*. When *Shrink Wrap* is selected, the image window is resized to fit the current image display exactly.

## 16.4 Saving Images

No image function is as important as *File > Save*. It is better to save too often than too rarely. Use *File > Save as* to save the image with a new filename. It is a good idea to save image stages under different names or make backups in another directory so you can easily restore a previous state.

When saving for the first time or using *Save as*, a dialog opens in which to specify the filename and type. Enter the filename in the field at the top. For *Save in folder*, select the directory in which to save the file from a list of commonly used directories. To use a different directory or create a new one, open *Browse for other folders*. It is recommended to leave *Select File Type* set to *By Extension*. With that setting, The GIMP determines the file type based on the extension appended to the filename. The following file types are frequently useful:

### XCF

This is the native format of the application. It saves all layer and path information along with the image itself. Even if you need an image in another format, it is usually a good idea to save a copy as XCF to simplify future modifications. Information about layers is available in [Section 16.5.6, “Layers”](#) (page 232).

### PAT

This is the format used for The GIMP patterns. Saving an image in this format enables using the image as a fill pattern in The GIMP.

### JPEG

JPG or JPEG is a common format for photographs and Web page graphics without transparency. Its compression method enables reduction of file sizes, but information is lost when compressing. It may be a good idea to use the preview option when adjusting the compression level. Levels of 85% to 75% often result in an acceptable image quality with reasonable compression. Saving a backup in a lossless format, like XCF, is also recommended. If editing an image, save only the finished image as JPG. Repeatedly loading a JPG then saving can quickly result in poor image quality.

### GIF

Although very popular in the past for graphics with transparency, GIF is less often used now because of license issues. GIF is also used for animated images. The format can only save *indexed* images. See [Section 16.5.7, “Image Modes”](#) (page 232)



for information about indexed images. The file size can often be quite small if only a few colors are used.

## PNG

With its support for transparency, lossless compression, free availability, and increasing browser support, PNG is replacing GIF as the preferred format for Web graphics with transparency. An added advantage is that PNG offers partial transparency, which is not offered by GIF. This enables smoother transitions from colored areas to transparent areas (*antialiasing*).

To save the image in the chosen format, press *Save*. To abort, press *Cancel*. If the image has features that cannot be saved in the chosen format, a dialog appears with choices for resolving the situation. Choosing *Export*, if offered, normally gives the desired results. A window then opens with the options of the format. Reasonable default values are provided.

# 16.5 Editing Images

The GIMP provides a number of tools for making changes to images. The functions described here are those most interesting for home users.

## 16.5.1 Changing the Image Size

Once an image is scanned or a digital photograph is loaded from the camera, it is often necessary to modify the size for display on a Web page or for printing. Images can easily be made smaller either by scaling them down or by cutting off parts of them. Making an image larger is much more problematic. Because of the nature of raster graphics, quality is lost when an image is made larger. It is recommended to keep a copy of your original image before scaling or cropping.

### Cropping an Image

Cropping an image works like cutting the edges off a piece of paper. Select the crop tool from the toolbox (it resembles a scalpel) or with *Tools > Transform Tools > Crop & Resize*. Click a starting corner and drag to outline the area to keep.

A small window opens with information about the starting point and the size of the selected area. Adjust these values by clicking and dragging a corner of the crop box or by adjusting the values in the window. *From Selection* adjusts the crop to fit the current selection (selections are explained in [Section 16.5.2, “Selecting Parts of Images”](#) (page 227)). *Auto Shrink* makes the crop smaller based on color changes in the image.

Press *Cancel* to abort the crop. Press *Crop* to crop the image. The results of *Resize* are identical to those of *Change Canvas Size*, described in [Section “Changing the Canvas Size”](#) (page 226).

## Scaling an Image

Select *Image > Scale Image* to change the overall size of an image. Select the new size by entering it in *Width* or *Height*. To change the proportions of the image when scaling (this distorts the image), click the chain icon to the right of the fields to break the link between them. When those fields are linked, all values are changed proportionately when the value in one of the fields is changed. Adjust the resolution with *X resolution* and *Y resolution*.

*Interpolation* is an expert option that controls the scale method. When finished adjusting the size, press *Scale* to scale the image. *Reset* restores the original values. *Cancel* aborts the procedure.

## Changing the Canvas Size

Changing the canvas size is like putting a mat around an image. Even if the mat is smaller, the rest of the image is there, but you can only see part of it. If the mat is larger, you see the original image with extra space around it. To do this, select *Image > Canvas Size*.

In the dialog that opens, enter the new size. By default, the width and height maintain the same proportions as the current image. To change this, click the chain icon.

After adjusting the size, determine how the existing image should be positioned in comparison to the new size. Use the offset values or drag the box inside the frame at the bottom. When satisfied with the changes, click *Resize* to change the canvas size. Click *Reset* to restore the original values or *Cancel* to cancel the canvas resize.

## 16.5.2 Selecting Parts of Images

It is often useful to perform an image operation on only part of an image. To do this, the part of the image with which to work must be selected. Areas can be selected using the select tools available in the toolbox, using the quick mask, or combining different options. Selections can also be modified with the items under *Select*. The selection is outlined with a dashed line, called *marching ants*.

### Using the Selection Tools

The main select tools are rather easy to use. The paths tool, which can also be used for more than selecting, is more complicated so is not described here. In the tool options for the other select tools, use one of the icons in the *Mode* row to determine whether the selection should replace, be added to, be subtracted from, or intersect with an existing selection.

#### Rect Select

This tool can be used to select rectangular or square areas. In the tool options, select among *Free Select*, *Fixed Size*, and *Fixed Aspect Ratio* to control the shape and size of the selection. To make a square selection in the free select mode, hold Shift while selecting a region.

#### Ellipse Select

Use this to select elliptical or circular areas. The same options are available as with rectangular selection. Holding Shift during selection produces a circle.

#### Free Select (Lasso)

Draw a selection area freehand with this tool by dragging the mouse over the image with the left mouse button pressed. The end points will be connected with a straight line when you release the tool. The area inside is then selected.

#### Fuzzy Select (Magic Wand)

This tool selects a continuous region based on color similarities. Set the maximum difference between colors in the tool options dialog in *Threshold*.

#### By Color Select

With this, select all the pixels in the image with the same or similar color as the clicked pixel. The maximum difference between colors can be set in the tool options dialog in *Threshold*.

### Intelligent Scissors

Click a series of points in the image. As you click, the points are connected based on color differences. Click on the first point to close the area. Convert it to a regular selection by clicking inside it.

## Using the Quick Mask

The quick mask is a way of selecting parts of an image using the paint tools. A good way to use it is to make a rough selection using the intelligent scissors or the lasso (freehand selection tool). Then activate the quick mask by pressing the small icon with the dashed box in the lower left corner.

The quick mask displays the selection using an overlay of red. Areas shaded with red are not selected. Areas appearing as they did before the mask was activated are selected. To modify the selection, use the paint tools. Painting with white selects the painted pixels. Painting with black deselects pixels. Shades of gray (colors are treated as shades of gray) are a partial selection. Partial selection allows smooth transitions between selected and unselected areas.

To use a different color for displaying the quick mask, right-click the quick mask button then select *Configure Color and Opacity* from the menu. Click the colored box in the dialog that opens to select a new color.

After using the paint tools to adjust the selection as desired, convert from the quick mask view back to the normal selection view by clicking the icon in the lower left corner of the image window (currently displaying a red box). The selection is again displayed with the marching ants.

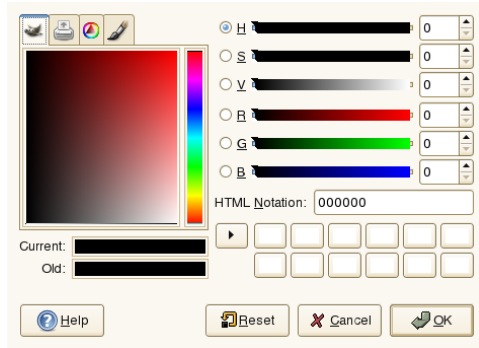
## 16.5.3 Applying and Removing Color

Most image editing involves applying or removing color. By selecting a part of the image, limit where color can be applied or removed. When you select a tool and move the cursor onto an image, the cursor's appearance changes to reflect the chosen tool. With many tools, an icon of the current tool is shown along with the arrow. For paint tools, an outline of the current brush is shown, allowing you to see exactly where you will be painting in the image and how large an area will be painted.

## Selecting Colors

Paint tools use the foreground color. To select the color, first click the display box of the foreground color. A dialog with four tabs opens. These tabs provide different color selection methods. Only the first tab, shown in [Figure 16.2, “The Basic Color Selector Dialog”](#) (page 229), is described here. The new color is shown in *Current*. The previous color is shown in *Old*.

**Figure 16.2** *The Basic Color Selector Dialog*



The easiest way to select a color is using the colored areas in the boxes to the left. In the narrow vertical bar, click a color similar to the desired color. The larger box to the left then shows available nuances. Click the desired color. It is then shown in *Current*. If that color is not what you want, try again.

The arrow button to the right of *Current* enables saving a number of possible colors. Click the arrow to copy the current color to the history. A color can then be selected by clicking it in the history. A color can also be selected by directly entering its hexadecimal color code in *HTML Notation*.

The color selector defaults to selecting a color by hue, which is usually easiest for a new user. To select by saturation, value, red, green, or blue, select the corresponding radio button to the right. The sliders and number fields can also be used to modify the currently selected color. Experiment a bit to find out what works best for you.

When the desired color is shown in *Current*, click *OK*. To restore the original values shown when the dialog was opened, click *Reset*. To abort changing the color, click *Cancel*.

To select a color that already exists in your image, use the color picker tool, the icon for which resembles an eye dropper. With the tool options, set whether the foreground or background color should be selected. Then click a point in the image that shows the desired color. When the color is right, click *Close* to close the tool's dialog.

## Painting and Erasing

To paint and erase, use the tools from the toolbox. There are a number of options available to fine-tune each tool. Pressure sensitivity options apply only when a pressure-sensitive graphics tablet is used.

The pencil, brush, airbrush, and eraser work much like their real-life equivalents. The ink tool works like a calligraphy pen. Paint by clicking and dragging. The bucket fill is a method of coloring areas of an image. It fills based on color boundaries in the image. Adjusting the threshold modifies its sensitivity to color changes.

## Adding Text

With the text tool, easily add text to an image. With the tool options, select the desired font, font size, color, justification, indent, and line spacing. Then click a starting point in the image. A small dialog opens in which to enter your text. Enter single or multiple lines of text then press *Close*.

The text tool creates text on a special layer. To work with the image after adding text, read [Section 16.5.6, “Layers”](#) (page 232). When the text layer is active, it is possible to modify the text by clicking in the image to reopen the entry dialog. Change the settings by modifying the tool options.

## Retouching Images—The Clone Tool

The clone tool is ideal for retouching images. It enables you to paint in an image using information from another part of the image. If desired, it can instead take information from a pattern.

When retouching, it is usually a good idea to use a small brush with soft edges. In this way, the modifications can blend better with the original image.

To select the source point in the image, press and hold Ctrl while clicking the desired source point. Then paint with the tool as usual. When you move the cursor while

painting, the source point, marked by a cross, moves as well. If the *Alignment* is set to *Non Aligned* (the default setting), the source resets to the original when you release the left mouse button.

## 16.5.4 Adjusting Color Levels

Images often need a little adjusting to get ideal print or display results. In many programs designed for inexperienced users, the brightness and contrast levels are modified. This can work and is also available in The GIMP, but better results can be obtained by adjusting the color levels.

To do this, select *Layer > Colors > Levels*. A dialog opens for controlling the levels in the image. Good results can usually be obtained by clicking *Auto*. To make manual adjustments to all channels, use the dropper tools in *All Channels* to pick areas in the image that should be black, neutral gray, and white.

To modify a channel individually, select the desired channel in *Channel*. Then drag the black, white, and middle markers in the slider in *Input Levels*. Alternatively, use the dropper tools to select points in the image that should serve as the white, black, and gray points for that channel.

If *Preview* is checked, the image window shows a preview of how the image would look with the modifications applied. When the desired result is achieved, press *OK* to apply the changes. With *Reset*, restore the original settings. *Cancel* aborts level adjustment.

## 16.5.5 Undoing Mistakes

Most modifications made in The GIMP can be undone. To view a history of modifications, use the undo dialog included in the default window layout or open one from the toolbox menu with *File > Dialogs > Undo History*.

The dialog shows a base image and a series of editing changes that can be undone. Use the buttons to undo and redo changes. In this way, you can work back to the base image. If you undo a modification then make a new one, the undone modification cannot be redone.

Changes can also be undone and redone with the *Edit* menu. Alternatively, use the shortcuts Ctrl + Z and Ctrl + Y.

## 16.5.6 Layers

Layers are a very important aspect of The GIMP. By drawing parts of your image on separate layers, change, move, or delete those parts without damaging the rest of the image. To understand how layers work, imagine an image created from a stack of transparent sheets. Different parts of the image are drawn on different sheets. The stack can be rearranged, changing which parts are on top. Individual layers or groups of layers can shift position, moving sections of the image to other locations. New sheets can be added and others set aside.

Use the *Layers* dialog to view the available layers of an image. The text tool automatically creates special text layers when used. The active layer is highlighted. The buttons at the bottom of the dialog offer a number of functions. More are available in the menu opened when a layer is right-clicked in the dialog. The two icon spaces before the image name are used for toggling image visibility (eye icon when visible) and for linking layers. Linked layers are marked with the chain icon and moved as a group.

Only layers with transparency (an alpha channel) can be placed above other layers in a stack. To add this to a layer, right-click and select it from the menu.

## 16.5.7 Image Modes

The GIMP has three image modes—RGB, Grayscale, and Indexed. RGB is a normal color mode and is the best mode for editing most images. Grayscale is used for black-and-white images. Indexed limits the colors in the image to a set number. It is mainly used for GIF images. If you need an indexed image, it is normally best to edit the image in RGB then convert to indexed right before saving. If you save to a format that requires an indexed image, The GIMP offers to index the image when saving.

## 16.5.8 Special Effects

The GIMP includes a wide range of filters and scripts for enhancing images, adding special effects to them or making artistic manipulations. They are available in *Filters*

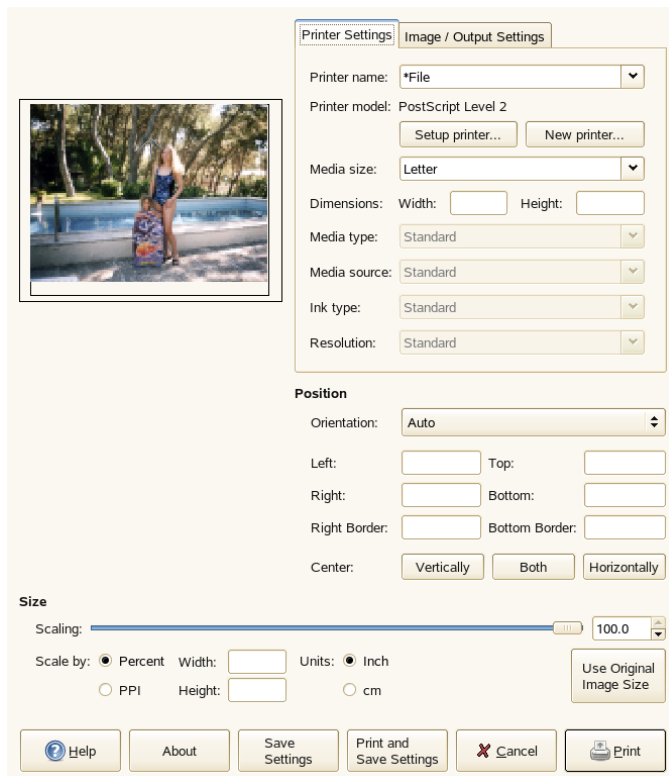


and *Script-fu*. Experimenting is the best way to find out what is available. *Xtns* in the toolbox includes a number of items for creating buttons, logos, and other things.

## 16.6 Printing Images

To print an image, select *File > Print* from the image menu. If your printer is configured in the system, it should appear in the list. In some cases, it may be necessary to select an appropriate driver with *Setup Printer*. Select the appropriate paper size with *Media Size* and the type in *Media Type*. Other settings are available in the *Image / Output Settings* tab.

**Figure 16.3** *The Print Dialog*



In the bottom portion of the window, adjust the image size. Press *Use Original Image Size* to take these settings from the image itself. This is recommended if you set an ap-

appropriate print size and resolution in the image. Adjust the image's position on the page with the fields in *Position* or by dragging the image in *Preview*.

When satisfied with the settings, press *Print*. To save the settings for future use, instead use *Print and Save Settings*. *Cancel* aborts printing.

## 16.7 For More Information

The following resources are useful for users of The GIMP, even if some of them apply to older versions.

- *Help* provides access to the internal help system. This documentation is also available in HTML and PDF formats at <http://docs.gimp.org>.
- Find many tutorials explaining basic or advanced image manipulation techniques with The GIMP at <http://gimp.org/tutorials/>.
- The GIMP User Group offers an informative Web site at <http://gug.sunsite.dk>.
- <http://www.gimp.org> is the official home page of The GIMP.
- *Grokking the GIMP* by Carey Bunks is an excellent book based on an older version of The GIMP. Although some aspects of the program have changed, it can provide excellent guidance for image manipulation. An online version is available at <http://gug.sunsite.dk/docs/Grokking-the-GIMP-v1.0/>.

# Managing Your Digital Image Collection

# 17

Managing digital photographs in Linux is very straightforward. KDE's digiKam downloads your images directly from your camera. It helps you organize and manipulate your images to get the best possible result to present to others. The application includes several useful plug-ins that can convert your images to various different formats. Image improvement plug-ins also include red eye reduction, speck removal and hot pixel removal. Various filter and effect plug-ins help create little works of art from your digital images.

Start digiKam from the main menu or by pressing Alt + F2 and entering `digikam`. On start-up, digiKam shows a window with two main areas: a list of your albums to the left and the images in the current album to the right. See [Figure 17.1, “The Main Window of digiKam”](#) (page 236). The rightmost edge of the window has a number of tabs attached which can be used to display important information about your images or to manipulate certain image-related data:

## Properties

Use this tab to access properties assigned to your images, such as file properties (permissions, ownership, modification date, etc.), image properties (dimensions, file format, etc.), and photograph properties (basic model, exposure and aperture information).

## Metadata

Use this tab to access various kinds of metadata associated with your images, such as EXIF and GPS, for example.

## Colors

Use this tab to access color management-related data and to analyze the histograms associated with your images.

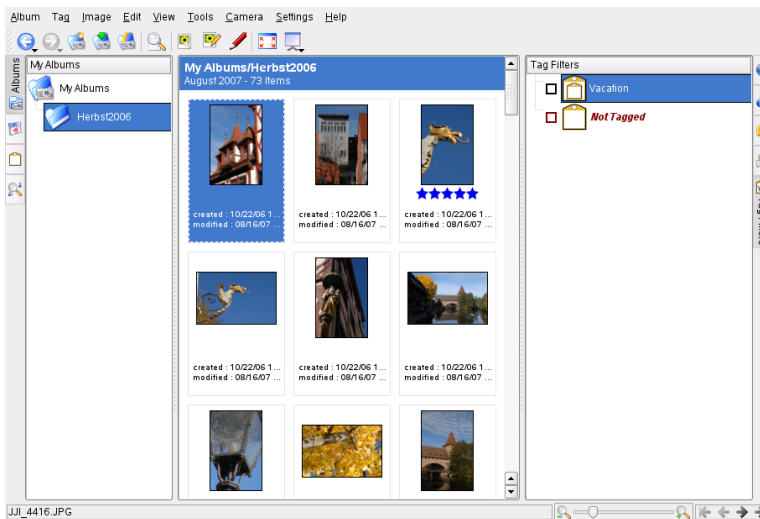
## Comments/Tags

Use this tab to assign comments, tags or ratings to your images.

## Tag Filters

Use *Tag Filter* to filter the amount of images displayed in the main view using tagging information. For details about tagging in digiKam, refer to [Section 17.4](#), “Managing Tags” (page 239).

**Figure 17.1** *The Main Window of digiKam*



# 17.1 Configuring Your Camera

To download images from your digital camera, simply connect the camera to the USB port of your computer using the USB cable provided by the camera manufacturer. Depending on your camera model, you may need to switch your camera to a special data transfer mode. Consult the camera's manual about this.

There are three possibilities for accessing the pictures on the camera. USB mass storage or PTP (also known as PictBridge) are the most widely used protocols. Some camera models do not work with either one and need special drivers provided by gphoto2 (Section 17.9, “Troubleshooting” (page 255)).

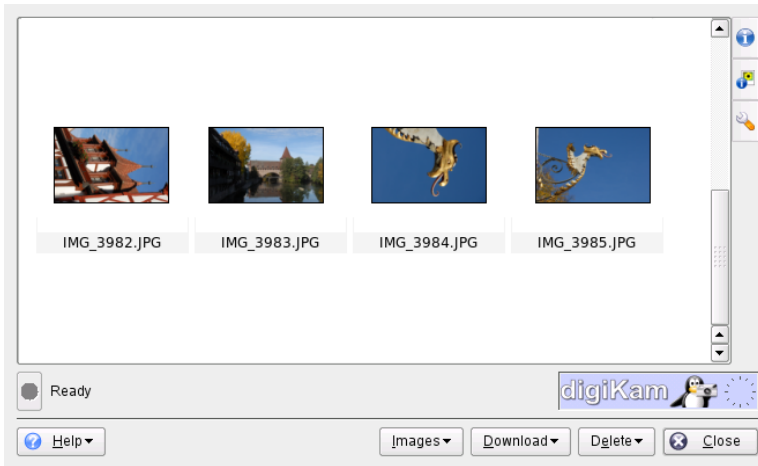
If your camera can be switched to a USB mass storage device, select this option. After you connect the camera to the USB port of your computer and turn the camera on, the new USB device is automatically detected and mounted. KDE lets you select the action to take in the event of any such device being mounted. You can choose to start digiKam or any other image viewing or processing application whenever a device of this type is mounted.

To set up a camera in digiKam, select *Camera > Add Camera*. First, try to detect the camera automatically with *Auto-Detect*. If this fails, browse the list of supported cameras for your model with *Add*. If your camera model is not included in the list, try an older model or use USB/IEEE mass storage camera and confirm with *OK*.

## 17.2 Downloading Pictures from the Camera

To download images from a camera that has been correctly configured, attach the camera to your computer and select the camera from the *Camera* menu. digiKam opens a window and begins to download thumbnails and display them as in Figure 17.2, “Downloading Pictures from a Camera” (page 238). Right-click an image to open a pop-up menu with the options to *View* the image, to *Download*, or *Delete* the image. Select the *Settings* tab to the right of the download window to rename the image files using *Renaming Options*. Review the EXIF data associated with the selected image using the *Metadata* tab.

**Figure 17.2** *Downloading Pictures from a Camera*



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### **TIP: Renaming Images**

Mass renaming of your images comes in handy if your camera's filenames are not meaningful enough for your purpose. Provide a unique prefix, add an optional date, and let digiKam provide a sequence number.

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Select all images to download from the camera by pressing the left mouse button or by clicking individual images with Ctrl pressed or by using one of the select modes provided by the *Images* menu at the bottom of the download window. Click *Download* and select the destination from the list or create a new album with *New Album*, which automatically suggests a filename with the current date. Confirm with *OK* to start the download process.

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### **TIP: Downloading Images from the Storage Medium**

To save your camera's battery power, you can also attach a USB hub to your computer providing an appropriate slot for your storage medium and download the files from there. Once the USB hub is connected to your computer, the KDE media handler dialog opens and offers to download the images from the medium you attached.

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## 17.3 Managing Albums

digiKam creates a folder called *My Albums* by default to hold all of your images. You can move your images to subfolders later. The albums can be sorted by directory layout, by collection name set in the album properties, or the date that the albums were first created (this date can also be changed in the properties of each album).

To create a new album, use one of these methods:

- Upload new images from the camera and create the target album on-the-fly during the download.
- Create a new album by selecting *Album > New Album* in the toolbar.
- Import an existing folder of images from your hard disk (select *Album > Import > Import Folders*).
- Right-click *My Albums* and select *New Album*.

Once you have chosen to create a new album, provide some basic administrative information about the new album, such as an album title. Optionally, choose a collection, insert some comments, and select an album date. Collections are a way of organizing your albums by a common label. This label is used when you select *View > Sort Albums > By Collection*. The comment is shown in the banner at the top of the main window. The album date is used when you select *View > Sort Albums > By Date*.

digiKam uses the first photograph in the album as the preview icon in the *My Albums* list. To select a different one, right-click the respective photograph and select *Set as Album Thumbnail* from the context menu.

## 17.4 Managing Tags

Managing lots of different images across various albums can be a nightmare. To manage your images by custom categories and across albums, digiKam provides the *My Tags* system. Tags categorize images and more than one tag can be assigned to an image.

For example, assume that you took several pictures of your friend, Joe, and distributed them across various albums. Now you are looking for an easy way to generate an

overview of all pictures ever taken of Joe. Using digiKam's tags, proceed as follows for this scenario:

- 1 Select *Tag > New Tag* in the upper menu bar and enter a name for the new tag, in this case *Joe*. Provide an optional icon and leave this dialog with *OK*.
- 2 Go to each album and tag all images showing Joe by right-clicking the image and selecting *Assign Tag > Joe*.

If you need to process a huge number of images, an easier way to do the tagging would be using the *Comments/Tags* tab from the tab bar at the right edge of the main window. This interface allows you to assign tags to this image, enter an optional descriptive comment, and rate this image. When you are done with the first image, stay in this dialog, click *Forward*, and proceed with all the other images of this album. When finished, click *Apply* and *OK* to apply your settings. Proceed similarly with all other albums and images.

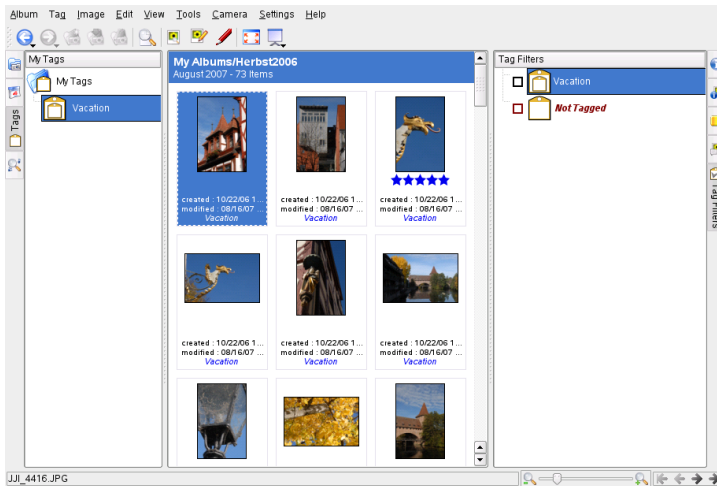
To retrieve all images in your entire collection that carry a certain tag (in this case *Joe*), proceed as follows:

- 1 Open the *Tags* tab in the left tab bar.
- 2 Unfold the *My Tag* item.
- 3 Select the *Joe* tag.

As a result, all images in your entire collection carrying this tag are displayed.



**Figure 17.3** *Display Tagged Images Only*



The *Tag Filter* in the rightmost edge of the main window limits the number of images displayed for the current album to those marked by the tag or tags selected here.

## 17.5 Creating Powerful Search Filters

Any image collection soon becomes unmanageable if you do not find a means to search for the images you need and find them without much of a hassle. To help you organize your collection, digiKam offers you two search options:

### Simple Search

A basic search. Just enter a text string that might be associated with your image (image or tag name or comment) and hit *OK*. You can save this search for future use and edit other existing searches listed under *My Searches*.

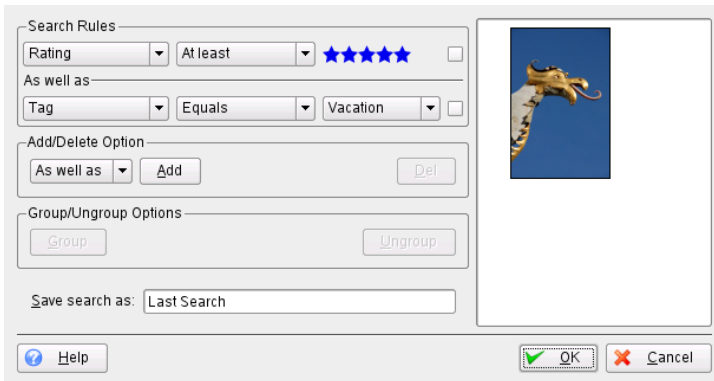
### Advanced Search

Complex search filter. Set up complex rules using any image property (album, tag, rating, date, etc.) and combine these options as needed. You can save your search filter for future use and edit other existing searches listed under *My Searches*.

The following example illustrates how to create an *Advanced Search* using rating or tag information to search for images:

- 1 Select the *Searches* tab to the left of the main window.
- 2 Right-click the *My Searches* area and select *Add New Advanced Search*.
- 3 Select the first search criterion. In this case, select `Rating+Equals+5 Stars` to search for all images that have been rated with five stars.
- 4 In the *Add/Delete Option* section, select *Or* and click *Add*. A new search rule is added below the existing one.
- 5 Select the second search criterion. In this case, select `Tag+Equals+Filters` to search for all images that have been tagged with a tag named *Filters*.
- 6 Add other search criteria if needed, group criteria, or delete them. The results of your search are displayed in the search window.
- 7 To save the search for future use, specify a name for this search and leave the *Advanced Search* dialog with *OK*.

**Figure 17.4** *Creating an Advanced Search Filter*



# 17.6 Exporting Image Collections

digiKam provides several export options that help archive and publish your personal image collections. It offers archiving to CD or DVD (with k3b), HTML export, and export to a remote gallery.

To save your image collection to CD or DVD, proceed as follows:

- 1** Select *Album > Export > Archive to CD/DVD*.
- 2** Make your adjustments in the *Create CD/DVD Archive* dialog using its various submenus. After that, click *OK* to initiate the burning process.
  - 2a** With *Album Selection*, determine which part of your collection should be archived by selecting albums and tags.
  - 2b** In *HTML Interface*, decide whether your image collection should be accessible through an HTML interface and whether automatic run functionality should be added to your CD or DVD archive. Set a selection title and image, font, and background properties.
  - 2c** Change the settings for the volume description in *Media Volume Descriptor*, if necessary.
  - 2d** Adjust the burning options to your needs in *Media Burning*, if necessary.

To create an HTML export of your image collection, proceed as follows:

- 1** Select *Album > Export > HTML Gallery*.
- 2** Determine which part of your collection should be archived by selecting albums and tags in *Collection* and click *Next*.
- 3** Use *Theme* dialog to set the title and appearance of your HTML gallery and click *Next*.
- 4** Specify size, compression and file type for the thumbnails used for gallery navigation in *Image Settings* and click *Next*.

- 5 Determine the location of the gallery on disk with *Output* and click *Finish*.

To export your collection to an external image gallery on the Internet, proceed as follows:

- 1 Get an account for an external Web site to host your gallery.
- 2 Select *Album > Export > Remote Gallery Sync* and provide URL, username, and password for the external site when asked for them. digiKam establishes a connection to the site specified and opens a new window called *Gallery Export*.
- 3 Determine the location of your new album in the gallery.
- 4 Click *New Album* and provide the information requested by digiKam.
- 5 Upload the images to the new album with *Add Photos*.

## 17.7 Viewing and Editing Images

digiKam comes with a comprehensive image viewing and editing suite consisting of various plug-ins. To enter digiKam's viewing or editing mode, right-click an image thumbnail and select *View* or *Edit* from the context menu. To use the plug-ins, you need to install the `digikamplugins` package.

Use *View* to zoom in and out of your image or to start a slide show with a selection of images or all images in your album/collection. Use *Edit* to open the selected image in editing mode and to use all the editing options introduced below.

The toolbar in the image editing mode of digiKam contains some of the most frequently used basic editing options:

- Use the back/forward buttons to browse your album without having to go back to the full album view.
- Use the undo/redo menus to selectively undo or redo certain operations.
- Use the zooming options to zoom in or out or to fit the image view to the window size you are using. Use the looking glass icon to selectively zoom into a particular area of the image.

- Flip the image clockwise or counter-clockwise.
- Activate a slide show or full screen view of the selected image.

## 17.7.1 Applying Image Decorations

Use the *Decorate* menu to superimpose various kinds of graphics and text effects on your images without having to bother about filters and their fine-tuning:

### Apply Texture

Select the type of texture you want to apply to your image and determine how prominent this texture should be (*Relief*). digiKam applies the texture and saves the changes to the original copy of your image.

### Add Border

Select the type of border. Depending on the type of border you have selected, choose one or two colors to be used for the border and set the width of the border around your image. digiKam creates the border and saves the changes to the original copy of your image.

### Insert Text

Enter the text you want to superimpose on the image, choose font, font style and size. Select the text justification and decide whether the text should be rotated and to what degree. Add an optional border and semi-transparency. digiKam adds your text layer to the original image.

### Template Superimpose

Just as you can superimpose any text on your image, you can also apply ready-made templates to create funny greeting cards, posters and the like.

## 17.7.2 Manipulating Color Settings

The *Color* menu allows you to manage all kinds of different color-related settings. Its capabilities range from simple auto correction mechanisms to full-blown color management via color profiles:

### Auto Color Correction

If aiming for a straightforward color and exposure correction of your image, try this option. Choose from various preset modes and apply the one that matches best. Use the histograms to determine whether the result matches your needs.

### Brightness/Contrast/Gamma

This tool offers a simple way of fixing over or underexposed images.

### Hue/Saturation/Lightness

This tool helps you to optimize images that have been taken under very bright lighting conditions and appear somewhat washed out. Bring color saturation back to these images by manipulating the hue and saturation sliders. Depending on the level of color, you might also want to adjust the lightness to prevent the image from registering too dark. Of course, you can also use this tool to achieve the opposite effect if you need to brighten up an image that has been taken at low light conditions and contains far too much color saturation.

### Color Balance

Depending on the lighting conditions under which an image was taken or the quality of an image scan, the colors may appear somehow out of balance. Using the color balance tool, you can try to shift the balance towards another end of the color spectrum.

### Invert

Invert the color values.

### Black & White

Transform your color image into a black and white one. Use the *Film*, *Lens Filters*, *Tone*, and *Lightness* to tweak the end product. The *Film* tab offers you to emulate the effects various black and white films. To emulate color filters used with the camera lens, use the *Lens Filters* tab. Note that you can only apply one filter at a time. Using the *Tone* tab you can have your black and white image tinted in a particular way (sepia, for example).

### Depth

Determine the color depth (in bit). Transform 8-bit into 16-bit images and vice versa.

### Color Management

Color management via ICC color profiles helps you maintain color fidelity across multiple output devices (camera, display, printer).

### Levels Adjust

Use this option to control multiple levels and to check the resulting image in just one tool. It lets you save the level settings you chose and thus enables you to apply the same corrections to multiple images if needed. This comes in handy if you know that your camera tends to use the same faulty color settings all the time and you would like to be able to correct them with just a single click.

### Color Effects

This tool offers a selection of color effects like edge finding, solarizing, etc.

### White Balance

Every source of light registers differently on your digital camera's chip. Depending on the light source, the color temperature tends to register either warmer (towards the red end of the spectrum) or cooler (towards the blue end of the spectrum) than standard daylight. Most cameras ship with preset white balance schemes that try to compensate these effects. If the resulting images registers faulty, use the white balance adjustment provided by digiKam. Either manipulate the color temperature directly by using the Kelvin slider or choose one of the preset white balance schemes.

### Curves Adjust

This tool allows you to basically perform any operation available through the *Brightness/Contrast/Gamma* and the *Levels Adjust* tools, but in one tool and using free-function mapping. Therefore this tool is more powerful and flexible than the other two, but it may take some time to get used to its handling.

### Channel Mixer

The channel mixer tool provides an alternative way of converting colored images to black and white. Using the *Monochrome* option and the channel sliders, you can selectively determine how much each of the color channels contributes to the overall image. The channel mixer option is much more flexible than the standard conversion to black and white, because you can manage each color channel separately.

## 17.7.3 Fixing and Tweaking Your Images

Use the *Enhance* menu to address a number of common defects related to digital imagery:

### Blur/Sharpen

Tweak the sharpness of your image or smooth it.

### Red Eyes

Reduce or eliminate red eyes caused by use of a flash.

### Inpainting

“Heal” defective areas of your image.

### Noise Reduction

Remove artifacts, such as those caused by dust on your lens or sensor. Compensate for pixel noise caused by high ISO settings of your digital camera and reduce noise and artifacts in low quality scans.

### Hot Pixels

Detect and erase problem pixels of your image caused by defective pixels of your camera's sensor.

### Lens Distortion Correction

Compensate for barrel and pincushion distortion of your images caused by the use of strong wide-angle or telephoto lenses.

### Restoration

Provides an all-inclusive treatment to images suffering from all sorts of digital defects, such as noise and scratches.

### Anti Vignetting

Compensates circular shades (*vignettes*) at the edges or in the center of your image that were caused by the use of strong wide-angle or telephoto lenses.

To observe the functionality of the *Fix* options, look at *Inpainting*, for example. Assume some dust or scratch on your lens ruined an image. To remove this kind of artifact, proceed as follows:

- 1 Open your image.
- 2 Use the mouse cursor to select the area to which to apply the fix.
- 3 Select *Enhance > Inpainting* or press Ctrl + E.
- 4 Determine the method to use to remove the artifact:



- Choose one of the preset options (*Remove Small Artifact*, *Remove Medium Artifact*, or *Remove Large Artifact*) and proceed with **Step 6**.
  - Set the filter parameters on your own. Proceed with **Step 5**.
- 5 If you opted against using any of the preset filters (in the *Preset* tab), open the *General* and *Advanced Settings* tabs and adjust the settings to your needs.
  - 6 Click *OK* to apply your settings and modify the image accordingly.

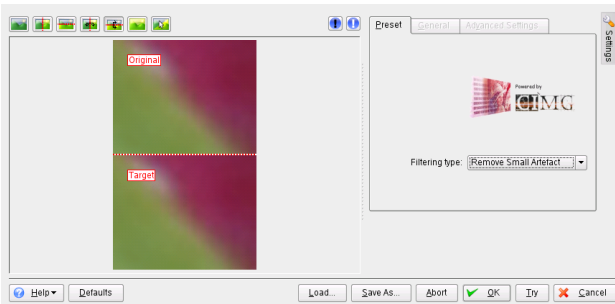
---

### TIP: Creating and Reusing Your Own Filter Settings

If you need to use the same set of settings more than once, for example, if a scratch on the lens ruined an entire series of images, create your set of filter settings. Save them for later use by clicking *Save As* and saving them to a text file. For subsequent images, open the *Image Inpainting* dialog, click *Load*, then select the text file and apply the filter settings with *OK*.

---

**Figure 17.5** *Using Inpainting to Remove Artifacts*



## 17.7.4 Applying Image Transformations

To scale or rotate an image, use the *Transform* menu:

Rotate, Flip, Free Rotation

Rotate your image to a certain degree. *Rotate* rotates by multiples of 90 degrees. With *Free Rotation*, specify any angle you want.

### Crop, Aspect Ratio Crop

Crop your image. *Crop* cuts to any rectangular selection on top of your image.

*Aspect Ratio Crop* crops the image following various sophisticated design principles.

### Perspective Adjustment

Adjust the perspective of an image. For example, if you notice some odd angles in shots containing vertical or horizontal lines, use this tool to set them right. Grab any of the four handles to the corners of your image and move them as much as needed. Use the *Crop* tool to remove the resulting black edges of your image and to trim it down.

### Shear

Shift one part of your image to one direction and the other to the opposite direction, either horizontally or vertically. Specify the angles for vertical and horizontal shear and use *Crop* to trim the resulting image.

### Resize

Scale your image. *Resize* offers a simple interface allowing you to manipulate your image size by pixel or percentage. Select whether to keep the aspect ratio. If you select *Restore photograph*, you can fine-tune the algorithms used to on your resized image and improve the quality of the end product. Note that this option might be considerably slower than a simple resize operation.

Assuming you have an image that is otherwise perfect, but you are not entirely satisfied with the composition yet or need to crop your image to match a certain paper format for reproduction. In this case, use *Aspect Ratio Crop* and proceed as follows:

- 1 Open your image.
- 2 Select *Transform > Aspect Ratio Crop*.
- 3 Determine the orientation and aspect ratio to use:

#### *None*

Specify a free crop of the image using the *X*, *Width*, and *Y*, *Height* sliders.

#### *Custom*

Select a custom ration of width versus height instead of using one of the preset values.

### *X:Y Ratio*

These ratios match most of the common paper sizes used to print photographs. Pick the one that suits your purpose best.

### *Golden Ratio*

A ratio (1:1.618) that is traditionally used by artists and architects to create harmonious results.

Use *Max. Aspect* to set the crop area to the maximum possible size of the ratio specified.

- 4 After determining the size of your crop selection, optionally apply compositional rules to it. The *Composition Guide* helps to create a crop selection that results in a visually pleasing image. Dotted lines are displayed that guide you to a better composition of your image.

---

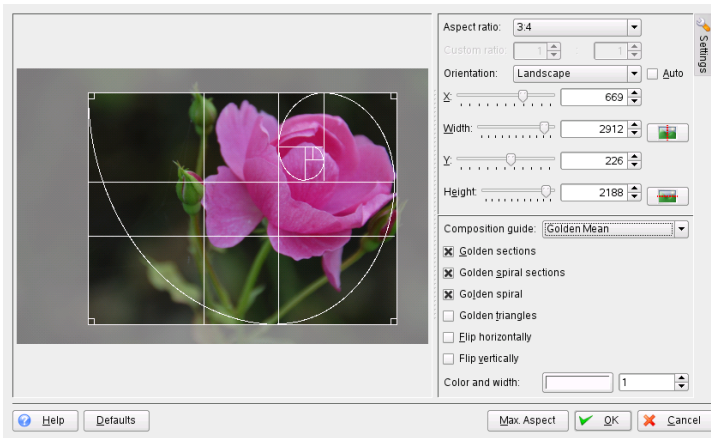
#### **TIP: For More Information**

For a comprehensive description of the options, refer to <http://docs.kde.org/stable/en/extragear-graphics/digikam/using-kapp-imageeditor.html>.

---

- 5 If the position of your crop does not follow the compositional rule to your satisfaction, move it.
- 6 Click *OK* to apply your crop selection and trim your image.

**Figure 17.6** *Creating a Custom Crop Using Aspect Ratio Crop*



## 17.7.5 Applying Filters and Effects

You can select from a variety of basic effects and filters to apply to your images to give them a more artistic or over-the-top look:

### Raindrops

Apply raindrop effects to your image. Determine the size and number of the drops and finally specify the degree of distortion caused by the drops (*Fish eyes*).

### Infrared Film

Simulate the use of infrared film to achieve a slightly surreal effect. The result is strikingly different from the original image. Add additional film grain and tweak the sensitivity (ISO) to achieve a more artistic feel.

### Oil Paint

Simulate an oil painting. Determine the brush size and the degree of smoothing to apply to your image.

### Emboss

Pretend your image had been embossed to a sheet of paper. Choose an appropriate depth.

### Distortion Effects

Apply various strange distortion effects, such as fish eyes, to your image. Determine type, level, and repetition.

### Add Film Grain

Add film grain to your image to give it a rough look.

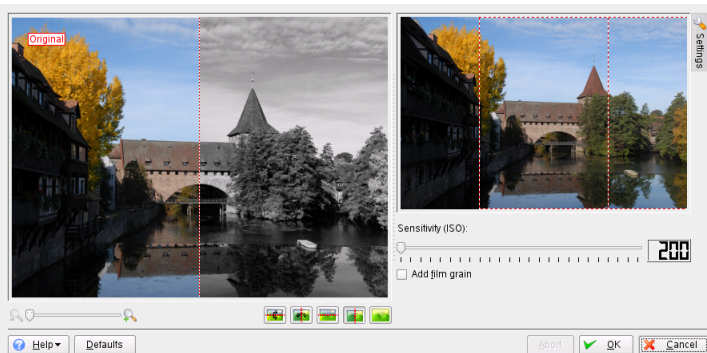
### Blur Effects

Blur your image to simulate the image being out of focus or to mimic any kind of movement that was not there when you took the image.

### Charcoal Drawing

Transform your image into a black and white charcoal drawing. Choose an appropriate pencil size and determine the degree of smoothing to apply to the image.

**Figure 17.7** *Simulating IR Photography*



## 17.8 Useful Tools

digiKam offers several little helpers for organizing your image collection and for processing your images. Find them in the *Tools* menu:

### Find Duplicate Images

If you suspect your collection to contain a number of duplicates, use this option to find and delete them. First, determine which album or tag to include in the scope of your search. Click *OK* to initiate the search. If your collection contains any du-

plicates, you get a split screen showing both images and can select one of them for deletion to eliminate the duplicate.

#### Create Calendar

Create a simple calendar using a standard layout by just selecting the images to use and by selecting paper size and fonts.

#### Slideshow

Present your image collection by means of a slide show. Determine the scope of the slide show, the effects to use and what information to display along with the images. Set the delay between images and start the slide show.

#### RAW Image Converter (Single)

digiKam supports converting images from various vendor-specific RAW formats to common image formats such as JPEG or PNG. Using this option, convert single images. If you need to convert several images, consider using a batch conversion (*Tools > Batch Processes > RAW Images Converter (Batch)*). To find out whether your camera's RAW format is supported by digiKam converter plug-in, check <http://www.cybercom.net/~dcoffin/dcraw/>.

#### Batch Processes

Perform certain actions on a large number of files at once. Add borders, edit the colors, apply various effects and filters, rename and resize images, recompress them, or perform a RAW conversion.

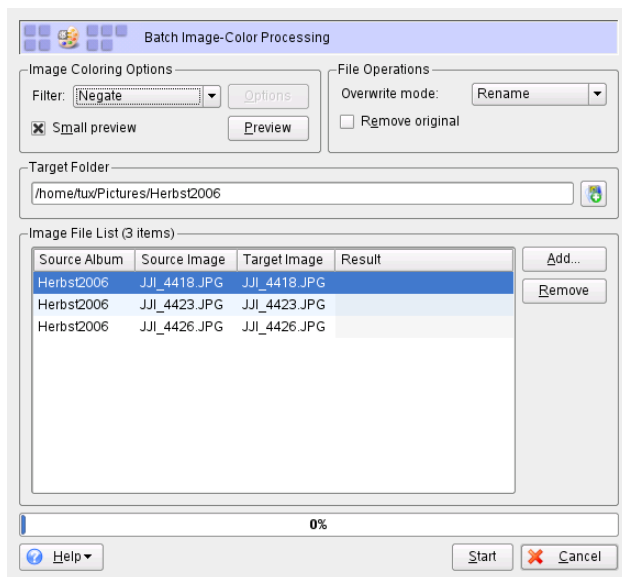
An example batch processing of images could involve applying a solarizing effect to a number of images. To queue images for batch processing and perform the actual processing, proceed as follows:

- 1 Select *Tools > Batch Processes > Image Effects* or right-click the album's name and select *Batch Processes > Image Effects*.
- 2 Set the effect to *Solarize* and click *Options* to determine the degree of the effect to be applied and display an optional preview.
- 3 Determine whether to rename or overwrite the original images or even have them removed after the transformation has taken place.
- 4 Set the target folder to hold the resulting images. If you do not want the new images to be written to the original folder, select *New* and add a new folder or subfolder. Select the new folder with your mouse pointer.

- 5 Accept or modify the list of images queued for the transformation.
- 6 Click *Start* to initiate the transformation.

digiKam informs you about the progress and the success of the transformation.

**Figure 17.8** *Batch Processing: Solarizing Images*



## 17.9 Troubleshooting

Although openSUSE and digiKam support a broad range of cameras, you might occasionally hit one of the following problems when using your digital camera with openSUSE:

### Downloading Images from Your Camera Fails

If downloading your images fails no matter which protocol you have chosen (PTP or USB), try using the command line instead of digiKam. The `gphoto2 --P` command initializes the camera and downloads the images if gphoto2 supports this camera.

Your Camera is not Officially Supported by digiKam

Try `gphoto2 --list-cameras` and the information at <http://www.gphoto.org/> to obtain more information about the status of your camera's support by Linux.

If the camera is not listed there, remove the storage medium from the camera and use a card reader device (either an external or internal one). As soon as the medium is detected, it is mounted automatically and you can import the images to your digiKam collection with *Albums > Import > Add Images* or *Albums > Import > Import Folders*.

## 17.10 For More Information

For more information about using digital cameras with Linux, refer to the following Web sites:

- <http://docs.kde.org/development/en/extragear-graphics/digikam/index.html>—The official digiKam Handbook
- <http://www.gphoto.org>—Information about gPhoto2
- <http://www.gphoto.org/proj/libgphoto2/support.php>—A comprehensive list of supported cameras



## Playing Music and Movies

During installation, YaST normally identifies and configures the sound cards of your computer automatically. Otherwise (or if you installed a new sound card), start YaST and configure the sound card manually in the *Sound* module. When your sound card has been configured, you can control the volume and balance with a mixer and start other sound applications.

Linux includes a wide range of sound and multimedia applications. Some of these applications are installed on your Linux system by default. With the applications described here, control the volume and balance of playback and play CDs, music and movie files. You can also record and compress your own audio data.

In case one of the listed applications is not installed by default on your system, use YaST to install the missing packages. Use the search function of the YaST package management tool to find the package names.

### 18.1 Mixers

Mixers provide a convenient means of controlling the volume and balance of the sound output and input of computers. For a description of the default KDE mixer applet, refer to [Section 1.18, “Controlling Sound with KMix”](#) (page 46).

The main difference between the various mixers is the outer appearance of the user interface. However, there are a number of mixers that are designed for specific hardware. From the mixers available, select the one that best suits your needs.

---

**TIP: Starting the Mixer**

Generally, it is advisable to open a mixer application before opening other sound applications. Use the mixer to test and adjust the control settings for the input and output of the sound card.

---

## 18.2 Playing Music Files

In Linux, find a variety of programs for playing music files, such as Ogg Vorbis, or WAV files. Ogg Vorbis is a free audio compression format that is now supported by the majority of audio players and even portable MP3 players. The file types supported by the applications depend on the engine used.

---

**NOTE: Playing MP3 Files**

openSUSE® also comes with MP3 support. If your music collection consists of both MP3 and Ogg Vorbis files, you do not need to convert any files to a different format. Just open amaroK (KDE) and start listening.

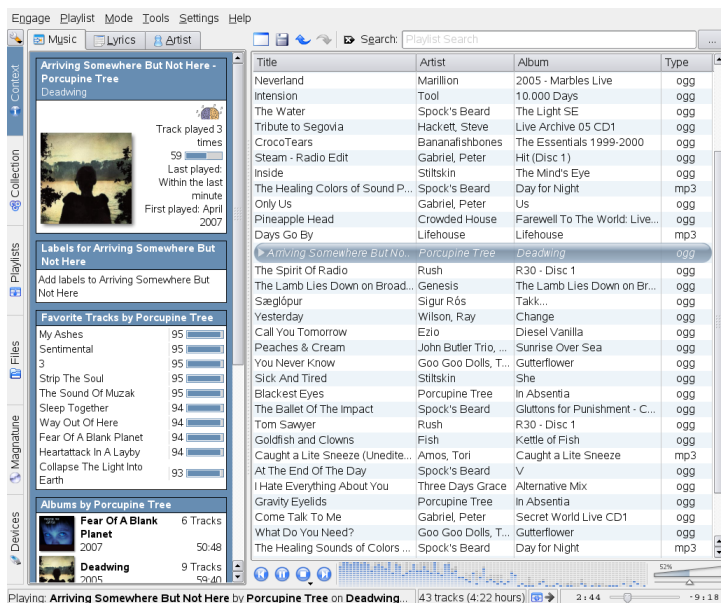
---

### 18.2.1 amaroK Media Player

The amaroK music player allows you to play various audio formats, create playlists, import music from removable media such as portable MP3 players or external hard disks (or upload files to removable media), and listen to streaming audio broadcasts of radio stations on the Internet. The file types supported depend on the engine used.

On first start, amaroK launches a *First-Run Wizard*, which helps set up amaroK. In the first step, configure your preferred look and feel for amaroK. Choose to display player and playlist in separate windows (see [Figure 18.1, “The amaroK Media Player”](#) (page 259)) or combine their functionality in one single window (default). In the second step, determine where amaroK should look for your music collection. amaroK scans these folders for playable media. By default, amaroK is configured to scan the selected folders recursively (to include all their subdirectories in the scan), monitor changes to the content of the selected directories, and import any playlists located there. All the settings made with the wizard can be modified later in the configuration dialog by selecting *Settings > Configure AmaroK*.

**Figure 18.1** *The amaroK Media Player*



## Quick Start

On start-up, amaroK scans the folders that are part of your collection for music files. Although you can use amaroK without building a collection, it is recommended to do so, because most of the powerful, advanced features are only available with an existing collection.

The amaroK main window is divided into two parts. The sidebar on the left providing different views: your music collection, a context browser, your playlists, a file browser, etc. Change the browser by clicking a tab on the far left. The right part contains the playlist window and, below it, the player (if you have not configured it to be shown in a separate window).

To play music, just drag and drop items from any of the sidebar browsers to the playlist area. Use Shift or Ctrl to select multiple items. Double-click an item in the playlist to play it. You can add or delete items from the list during playback with the context menu. Use the icons located above the playlist area to *Clear* the playlist, to *Save playlist as*, to *Undo* and *Redo* changes or to *Search* for a certain track. To manipulate play modes,

either click the *Repeat* or *Random* icons in the amaroK status bar several times to switch mode or select the desired *Mode* from the main amaroK menu.

## The Sidebar Browsers

### *Context*

With this tab, view information and statistics related to the track currently being played. Switch to different views within the *Context* browser by clicking the tabs on top of the sidebar. For example, click *Artist* to make amaroK search for the appropriate Wikipedia article, which is then displayed in the context browser. To view a track's lyrics, click the *Lyrics* tab to start a search and display the results. The *Music* tab shows the album cover, if available, (see [Section “The Cover Manager”](#) (page 261)) and the listening statistics related to the current track.

### *Collection*

Use this view to manage and display your personal collection of titles. The toolbar on top of the browser allows you to configure the way your collection is displayed and to reorganize the collection. Define the order your titles are displayed in the browser with *Group By*. You can choose between predefined criteria or create your own sort criteria using *Primary*, *Secondary*, and *Tertiary*. The next four icons let you toggle between tree view, flat view and iPod\* view or *Show dividers* for better overview in large music collections. Use the wrench icon to add or delete folders amaroK should scan for music to add to your collection.

To search or filter your collection for a certain track or album, enter the title (or part of it) in the search field at the top. Each character you enter narrows down the search and the selection in the browser is adjusted as you type. To search for certain metadata such as *Genre* or *Bitrate* or to combine several search options, click the button to the right of the search field to open the *Edit Filter* dialog.

### *Playlists*

You can access different playlists with the playlist browser. *Playlists* holds your personal playlists found in your collection folders. Every time you create and save a new playlist from the playlist window, it appears here. Right-click the *Playlist* folder to create or import a new playlist or to add a subfolder. To add new items from the playlist window to an existing playlist, just drag and drop them on the playlist in the browser window.

---

## IMPORTANT: Sharing Playlists with Other Players

Save playlists in `m3u` format, so you can share them with any other players using this format.

---

*Smart Playlists* offer various views of your collection, such as tracks never played, newest tracks, or tracks by genre. For example, to create a random playlist from your collection, select *50 random Tracks* and drag the entry to the playlist area. Right-click the *Smart Playlists* folder to add subfolders or to create your own smart playlists.

*Radio Streams* lets you listen to live radio streams from the Internet. An extensive list is already shipped with amaroK. Right-click to add more or create subfolders.

*Podcasts* imports podcasts to amaroK. Right-clicking opens a menu where you can add podcasts and subfolders, refresh all podcasts, or set the scan interval.

### *Files*

This tab opens a file browser which corresponds to the standard KDE file manager dialog. Use the icons at the top to navigate the file system, change the view or to create bookmarks. Enter a URL or a path directly into the text input field. From the contents displayed, drag elements to the playlist to include them.

### *Magnatune*

On this tab, you can establish a connection to the Magnatune store where you can purchase music online. Click *Update* to view the available albums and titles at magnatune.com. Sort the album list by *Genre* and listen to some tracks with amaroK. To buy music, click *Purchase Album* and enter your payment details.

### *Devices*

If you own portable MP3 players or external hard disks, use this browser to configure your portable device and to access it from amaroK.

## The Cover Manager

With amaroK, you can assign a cover to each album of your collection. With the *Cover Manager*, easily add, delete, and retrieve album covers.

Start the cover manager with *Tools > Cover Manager*. A tree view in the left part of the window lists all artists in your collection. The main part of the window lists the

covers of all albums. To filter the covers displayed, click an individual artist in the tree view or enter a term in the input field at the top of the window. Use *View* to toggle between displaying all albums, albums with covers, or albums without covers.

There are three different methods for assigning covers to the albums:

#### Automatically Assign Covers

amaroK can automatically fetch all missing covers displayed in the main windows from Amazon. Use *Amazon Locale* to determine from which Amazon Web server the covers should be fetched then click *Fetch Missing Covers*.

---

### **IMPORTANT: Proper Tagging Needed**

amaroK fetches the covers from Amazon using the query string *Artist - Album*. This information is extracted from the tags of your music files. The better they are tagged, the better the hit rate is when automatically fetching covers.

---

#### Manually Choose a Cover Fetched from Amazon

If you want more control over what image to use and what query string to use to retrieve a cover, right-click an album in the main window and choose *Fetch From amazon.com*. *Next Cover* lets you cycle through all images available. *Save* selects the actual cover and assigns it to the album selected. If you are not satisfied with the covers displayed, use *New Search* to refine the search. Use *Amazon Locale* from the toolbar of the main window to determine from which Amazon Web server the covers should be fetched.

#### Manually Assign Covers

If you already have your own cover images, you can assign them by right-clicking an album and choosing *Set Custom Cover*.

## **Visualizations**

If visualizations for amaroK are installed, you can select various graphical effects for the music played with *Tools > Visualizations*. Native amaroK visualizations are displayed in the player window. Cycle through the various available display modes by clicking the animation.

## The amaroK Tray Icon

Like other KDE applications, amaroK adds an icon to the KDE system tray. You can use this icon to control a large number of amaroK's features. Hovering the mouse pointer over the icon displays information about the track currently played, by scrolling the mouse wheel simultaneously you can reduce or increase the playback volume. A single left-click closes the application window without affecting playback. Click again to reopen the window. Clicking with the middle mouse button pauses playback—middle-click again to resume playback. Right-clicking opens a context menu where you have access to the player controls and can exit amaroK.

Using the Shift and Ctrl keys together with the mouse gives you access to more advanced features. Holding Shift while scrolling the mouse wheel seeks through the current track. Holding Ctrl while scrolling the mouse wheel skips through tracks in the playlist.

You may also drag items and drop them on the tray icon to add them to the current playlist. A pop-up menu opens, asking whether to append the track to the playlist, append and play it, or queue it after the current track.

## 18.2.2 JuK Jukebox

JuK (`kdemultimedia3-jukebox` package) 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 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.

Start JuK with the main menu or press Alt + F2 and enter `juk`. Find more information about JuK in the online help.

## 18.3 Handling Audio CDs

There are many ways to listen to your favorite music tracks. Either play a CD or play digitized versions of them. The following section features some CD player applications as well as some applications that can be used for digitizing audio CDs.

For information about how to create your own CDs, refer to [Chapter 19, \*Burning CDs and DVDs\*](#) (page 269).

---

### IMPORTANT: CDDA and Analog CD Playback

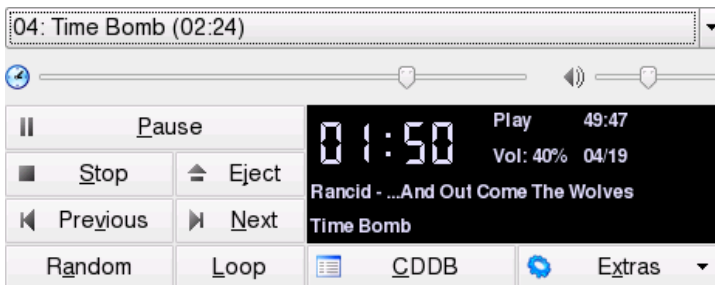
There are two different ways of playing audio CDs. CD and DVD drives capable of analog CD playback read the audio data and send it to the sound output device. Some external drives connected via PCMCIA, FireWire, or USB need to use CDDA (Compact Disk Digital Audio) to extract the audio data first then play it as digital PCM. The players featured in the following sections do not support CDDA. Use XMMS if you need CDDA support.

---

### 18.3.1 KsCD—Audio CD Player

KsCD is an easy-to-use audio CD player included in the `kdemultimedia3-extra` package. If it is installed, press `Alt + F2` and enter `kscd` to start the application. KsCD integrates into your KDE panel and can be configured to start playing automatically after a CD has been inserted. To access the configuration menu, select *Extras > Configure KsCD*. Fetch album and track information from a CDDB server on the Internet if KsCD is configured accordingly. You can also upload CDDB information to share it with others. Use the *CDDB* dialog for information retrieval and upload.

**Figure 18.2** *The KsCD User Interface*





## 18.3.2 Compressing Audio Data: Ripping

Audio compression can be handled by various tools. The following sections feature a command line approach to encoding and playing audio data as well as some graphical applications capable of audio compression.

### Command Line Tools for Encoding and Playback of Audio Data

Ogg Vorbis (package `vorbis-tools`) is a free audio compression format that is now supported by the majority of audio players and even portable MP3 players. The Web page of the project is <http://www.xiph.org/ogg/vorbis>.

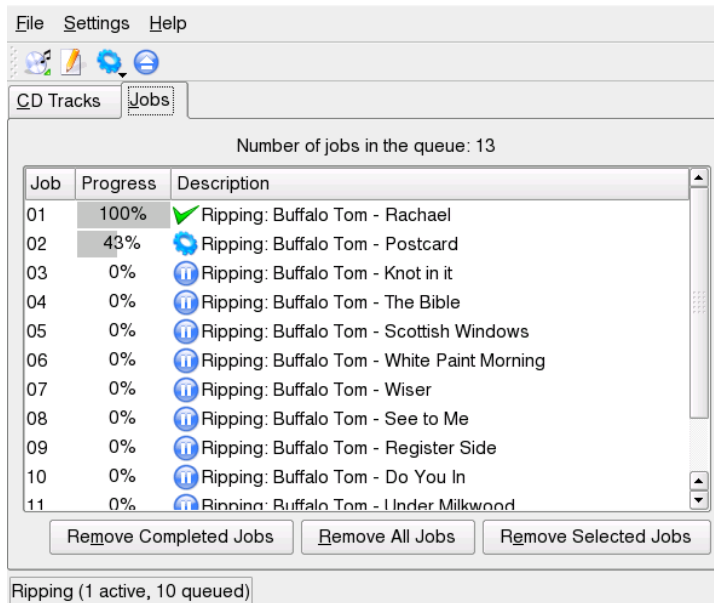
Your system comes with several tools supporting Ogg Vorbis. `oggenc` is a command line tool used for encoding WAV files to Ogg. Just run `oggenc myfile.wav` to transform a given `.wav` file into Ogg Vorbis. The `-h` option displays an overview of the other parameters. `Oggenc` supports encoding with a variable bit rate. In this way, an even higher degree of compression can be achieved. Instead of the bit rate, specify the desired quality with the parameter `-q`. `-b` determines the average bit rate. `-m` and `-M` specify the minimum and maximum bit rate.

`ogg123` is a command line Ogg player. Start it with a command like `ogg123 mysong.ogg`.

### Compressing Audio Data Using KAudioCreator

KAudioCreator is a lean CD ripper application (see [Figure 18.3, “Ripping Audio CDs with KAudioCreator”](#) (page 266)). Once started, it lists all the tracks of your CD in the *CD Tracks* tab. Select the tracks to rip and encode. To edit the track information, use the *Album Editor* under *File > Edit Album*. Otherwise just start the ripping and encoding with *File > Rip Selection*. Watch the progress of these jobs using the *Jobs* tab. If configured accordingly, KAudioCreator also generates playlist files for your selection that can be used by players like amaroK, XMMS, or Banshee.

**Figure 18.3** *Ripping Audio CDs with KAudioCreator*

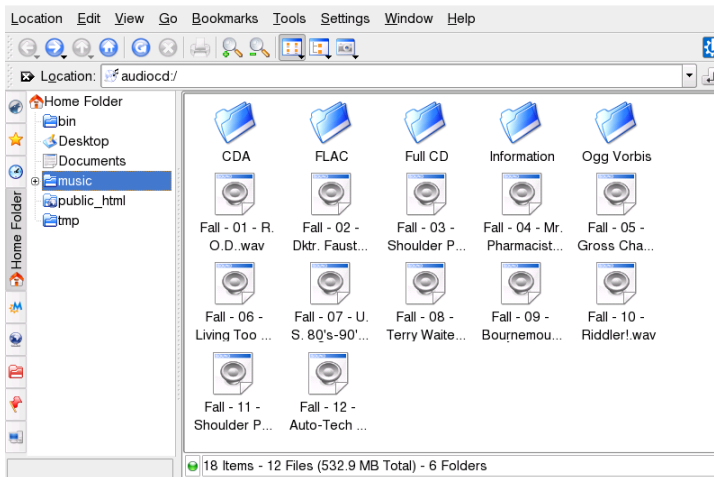


## Compressing Audio CDs Using Konqueror

Before you start the actual ripping process with Konqueror, configure the handling of audio CDs and the Ogg Vorbis encoder in the KDE Control Center. Select *Sound & Multimedia > Audio CDs*. The configuration module is divided into three tabs: *General*, *Names*, and *Ogg Vorbis Encoder*. Normally, a suitable CD device is detected automatically. Do not change this default setting unless the autodetection failed and you need to set the CD device manually. Error correction and encoder priority can also be set here. The *Ogg Vorbis Encoder* tab determines the quality of the encoding. To configure online lookup of album, track, and artist information for your ripped audio data, select *Add Track Information*.

Start the ripping process by inserting the CD into the CD-ROM drive and entering `audiocd:/` in the *Location* bar. Konqueror then lists the tracks of the CD and some folders (see [Figure 18.4, “Ripping Audio Data with Konqueror”](#) (page 267)).

**Figure 18.4** *Ripping Audio Data with Konqueror*



To keep uncompressed audio data on your disk, just select the `.wav` files and drag them into another Konqueror window to copy them to their final destination. To start the Ogg Vorbis encoding, drag the `Ogg Vorbis` folder or files from this folder to another Konqueror window. The encoding starts as soon as you drop the `Ogg Vorbis` folder at its destination.

## 18.4 Playing Movie Files

You can choose between several movie players shipped with your openSUSE. Kaffeine is the default KDE movie player and can be run with several back-ends, such as Xine and MPlayer.

The formats you can view with Kaffeine depends on the back-end (by default, Xine is used). Xine interprets many of the most common multimedia formats available. For more information, refer to <http://xinehq.de/>.

In case the format is not supported by the player's engine, openSUSE offers to search for a suitable codec which you can then install with YaST.

**Figure 18.5** *Kaffeine Main Window*



Kaffeine can also play multimedia streamed over the Internet and can be used as a plug-in for Konqueror. It provides the usual options for playing files in full screen mode, navigating through files, and more. You can also take a snapshot of the video and save it as an image.

Apart from Kaffeine, openSUSE also ships RealPlayer for Linux. RealPlayer supports RealAudio, RealVideo, Ogg Vorbis, Theora, and more.

**Figure 18.6** *RealPlayer for Linux*



# 19

## Burning CDs and DVDs

K3b is a comprehensive program for writing data and audio CDs and DVDs. Start the program from the main menu or by entering the command `k3b`. The following sections brief you on how to start a basic burning process to get your first Linux-made CD or DVD.

### 19.1 Creating a Data CD or DVD

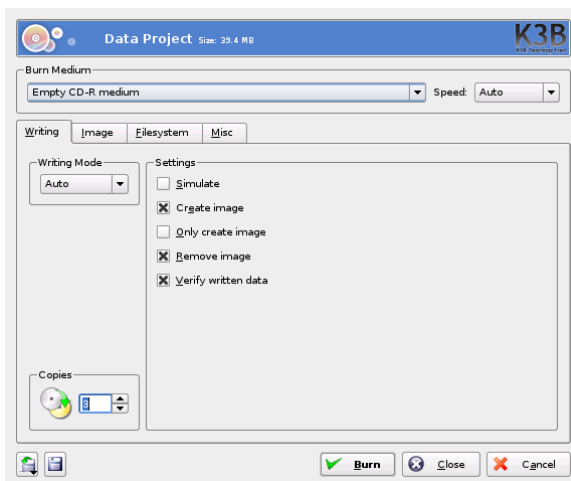
To create a data CD, go to *File > New Project > New Data CD Project*. To create a data DVD, go to *File > New Project > New Data DVD Project*. The project view appears in the lower part of the window, as shown in **Figure 19.1, “Creating a New Data Project”** (page 270). Drag the desired directories or individual files from your home directory to the project folder and drop them there. Save the project under a name of your choice with *File > Save as*.

**Figure 19.1** *Creating a New Data Project*



Then select *Burn* from the toolbar or hit Ctrl + B. A dialog with four tabs offering various options for writing the CD or DVD opens. See [Figure 19.2, “Customizing the Burning Process”](#) (page 270).

**Figure 19.2** *Customizing the Burning Process*



The *Writing* tab has various settings for the burning device, the speed, and the burning options. The following options are offered here:

#### *Burn Medium*

The detected medium and writer are displayed under this pop-up menu. If you have more than one writer installed, choose which one you want to use here. You can select the speed here too.

---

#### **WARNING: Select the Writing Speed with Care**

Normally, you should select *Auto*, which chooses the maximum writing speed possible. However, if you increase this value but your system is not able to send the data fast enough, the likelihood of buffer underruns increases.

---

#### *Writing Mode*

This option determines how the laser writes the CD or DVD. For CDs, there are three modes available: DAO (disk at once), TAO (track at once), and RAW. In DAO mode, the laser is not deactivated while the disk is written. This mode is recommended for the creation of audio CDs. In the TAO mode, a separate write process is used for each individual track. The RAW mode is not used very often, because the writer does not perform any data corrections. For DVDs, auto or DAO modes are available. Do not use DAO mode if you want to create multisession DVD.

We recommend you to select *Auto*, because it allows K3b to use the most suitable settings.

#### *Simulate*

This function can be used to check if your system supports the selected writing speed. The writing is performed with a deactivated laser to test the system.

#### *Create image*

If this option is enabled, an ISO image of the CD or DVD is created first. This image file is subsequently written to the CD or DVD. This option should be used on low performance systems. You can set the path for this file under *Temporary File* on the *Image* tab. Checking this option also activates the *Remove image* option. If you want the image to be not deleted after burning is finished, uncheck that option.

### *Only Create Image*

If this option is enabled, the ISO image file is created but it is not subsequently written on CD or DVD. Use this option if you want to write the image on CD or DVD at a later time. To do this, use *Tools > Burn CD Image* or *Tools > Burn DVD ISO Image*. If this option is used, all other options in this section are deactivated.

### *Remove Image*

Remove the temporary image file from hard disk when finished.

### *Verify Written Data*

Check the integrity of the written data by comparing the MD5 sums of the original and the burned data.

The *Image* tab is useful only if the *Create image* or the *Only create image* option is set. In this case, determine the file on which you want to write the ISO.

In the *Filesystem* tab, set the *Volume Name*. If you click *More fields*, you can add more information about the project, such as its publisher and preparer, copyright information and the application and operating system used in the creation of this project. You are able to set the used *File System* and determine how *Symbolic Links* and *White Space* should be handled.

The *Misc* tab contains two options. The first one, *Datatrack Mode* is available only for CDs. Here you can set up how data tracks should be written. In general, *Auto* is considered the best suited method. The *Multisession Mode* is used to append data to an already written but not finalized medium.

After adjusting all settings to your needs, start the actual burning process using *Burn*. Alternatively, save these settings for future use and adjustment with *Save*.

## 19.2 Creating an Audio CD

Basically, there are no significant differences between creating an audio CD and creating a data CD. Select *File > New Audio CD Project*. Drag and drop the individual audio tracks to the project folder. The audio data must be in WAV or Ogg Vorbis format. Determine the sequence of the tracks by moving them up or down in the project folder.

With the help of CD Text, you are able to add certain text information to a CD, such as CD title, artist name, and track name. CD players that support this feature can read



and display this information. To add CD Text information to your audio tracks, select the track first. Right-click and select *Properties*. A new window opens in which to enter your information. You can also download track information from internet by clicking *Query Cddb*.

The dialog for burning an audio CD is not very different from the dialog for burning a data CD. However, the *Disc at once* and the *Track at once* modes have greater importance. The *Track at once* mode inserts an intermission of two seconds after each track.

---

**TIP: Preserving Data Integrity**

When burning audio CDs, choose a lower burning speed to reduce the risk of burning errors.

---

After adjusting all settings to your needs, start the actual burning process using *Burn*. Alternatively, save these settings for future use and adjustment by clicking on the floppy disk icon.

## 19.3 Copying a CD or DVD

Select *Tools > Copy CD* or *Tools > Copy DVD* depending on your media. In the dialog that opens, choose *Source Medium* and *Burn Medium* as shown in [Figure 19.3](#), “Copying a CD” (page 274). The writing options discussed are also available here. An additional function enables the creation of several copies of the CD or DVD.

**Figure 19.3** Copying a CD



Check *Create Image* to cache data to the hard disk before writing them on target medium. Check *Only create image* to create an image in the path specified on the *Image* tab in the *Write image files to* option and burn the image later.

## 19.4 Writing ISO Images

If you already have an ISO image, go to *Tools > Burn CD Image* or *Tools > Burn DVD ISO Image*. A window opens in which to enter the location of the *Image to Burn*. K3b calculates a check sum and displays it in *MD5 Sum*. Make sure to compare ISO files you downloaded from the Internet with the MD5 sum provided by the source of the image. If the sums are different, the image has not been downloaded correctly.

Choose the medium and writer to use in *Burn Medium*. Select the speed of writing. Set your preferences, such as number of copies in *Settings*. Their meaning is the same as if creating a new CD or DVD from scratch. To burn the disk, click *Start*.

## 19.5 Creating a Multisession CD or DVD

Multisession discs can be used to write data in more than one burning session. This is useful, for example, for writing backups that are smaller than the media. In each session, you can add another backup file. The interesting part is that you are not only limited to data CDs or DVDs. You can also add audio sessions in a multisession disc.

To start a new multisession disc, do the following:

- 1 Create your data disc first and add all your files. You cannot start with an audio CD session. Make sure that you do not fill up the entire disc, because otherwise you cannot append a new session.
- 2 Burn your data with *Project > Burn*.
- 3 In the dialog box that appears, go to the *Misc* tab and select *Start Multisession*. In the case of DVD, do not use the DAO writing mode, because it does not support multisession.
- 4 Configure other options if needed. See also [Section 19.1, “Creating a Data CD or DVD”](#) (page 269).
- 5 Start the burning session with *Burn*.

After a successful burning process, you have created a multisession disc. As long as the media contains enough space, you can append more sessions if you like. Finish discs with *Finish Multisession* only if you are sure you do not need any new sessions or the space is occupied.

---

### NOTE: About Storage Space on Multisession Discs

Be aware that multisession discs need space for bookkeeping all the entries from your sessions. This leads to a smaller amount of available space on your disc. The amount depends on the number of sessions.

---

## 19.6 For More Information

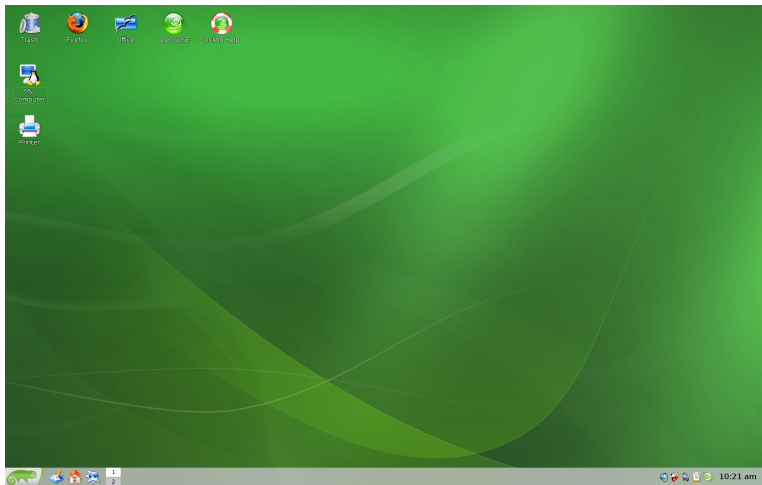
Apart from the functions described above, K3b offers other functions, such as ripping music from audio CDs, rewriting CDs, and more. You can find more informations about K3b at <http://k3b.org/>.

# Moving from Windows to Linux

# A

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

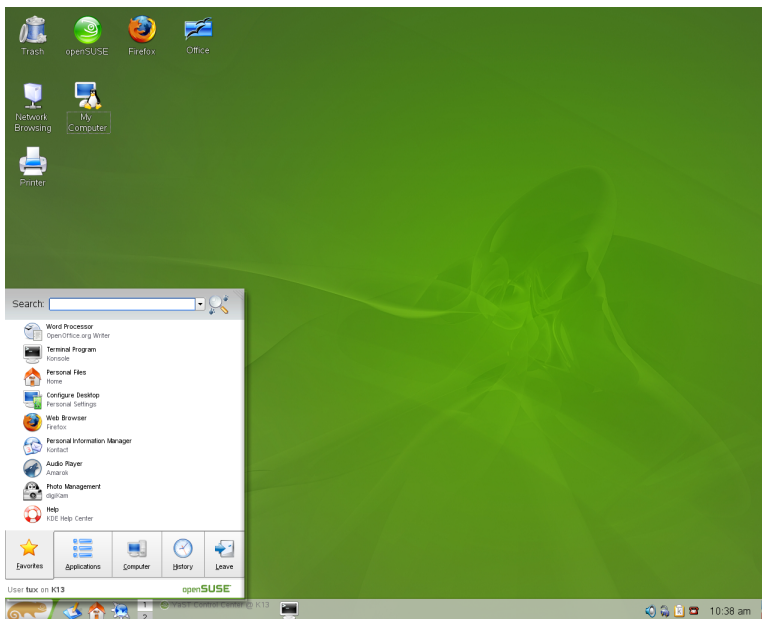
**Figure A.1** *KDE Desktop*



# A.1 Starting Applications from the Main Menu

Similar to the Start menu on Windows, you can access all the programs installed on your system from the main menu. To open the menu click the green SUSE icon in the left corner of the panel. The function-oriented menu structure makes it easy to find the right application for your purpose even if you do not know the application names yet. Find more information about the main menu in [Section 1.3.1, “Accessing the Main Menu”](#) (page 10).

**Figure A.2** *Main Menu in KDE*

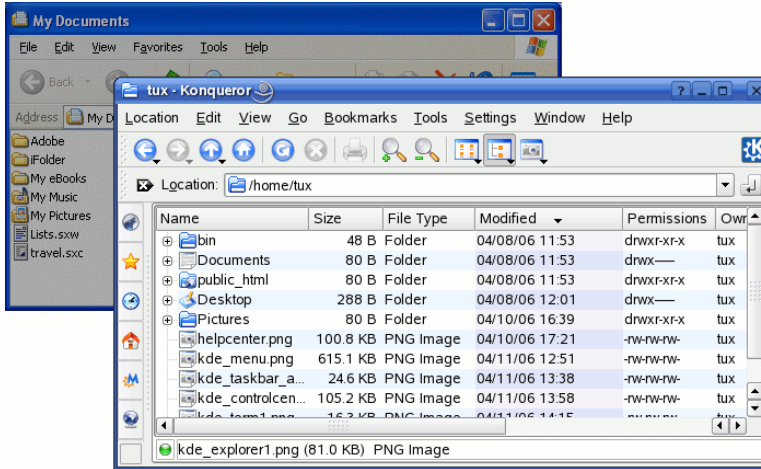


Alternatively, you can also start programs from the command line. Press **Alt + F2** to open a dialog where you can enter a command to start the application. The name of the command is often (but not always) the application name written in lowercase.

## A.2 Managing Files

To start Konqueror, the default KDE file manager (and Internet browser), press **Alt + F2** and enter `konqueror`. To view the contents of your home directory, click *Personal Files*. To open this view directly, use the quick start icon with a house in the panel.

**Figure A.3** *Windows Explorer and Konqueror*

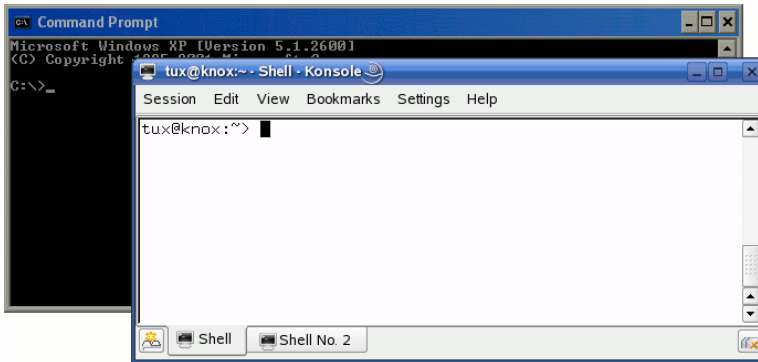


For more information about Konqueror as a file manager, see [Section 1.4, “Managing Folders and Files with Konqueror”](#) (page 19).

## A.3 Using the Command Line

To run commands in a command line environment, similar to a command prompt on Windows, press **Alt + F2** and enter `konsole` or use the quick start icon in the panel.

**Figure A.4** *Windows Command Prompt and Konsole Terminal*



## A.4 Customizing Your Desktop

To change to the way your KDE desktops looks and behaves, press **Alt + F2** and enter **kcontrol**. Some of the settings you might want to change include the desktop background, screen saver, keyboard and mouse configuration, sounds, and file associations.

**Figure A.5** *Windows Control Panel and KDE Control Center*



For more information, see [Section 2.1, “The KDE Control Center”](#) (page 49).



## A.5 Switching between Applications

Similar to the taskbar on Windows, the bottom panel in KDE lets you easily switch between open windows. Unlike Windows, KDE lets you set up multiple desktops where each one can run different programs. Switch between them with a single click.

---

### TIP: Using Shortcut Keys

You can also use shortcut keys to switch between your multiple desktops and the applications running. Use the familiar Alt + →| to switch between applications. With Ctrl + F1, Ctrl + F2, etc., switch between desktops.

---

**Figure A.6** *Windows Panel and KDE Panel*

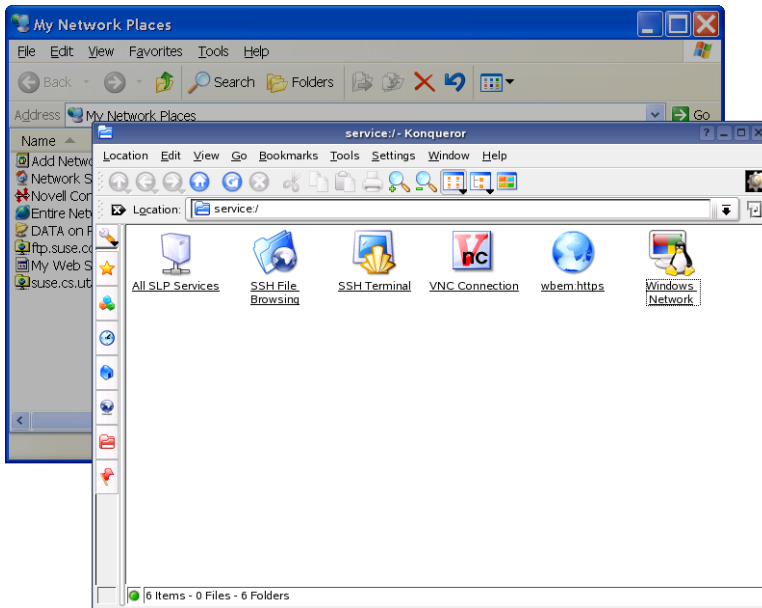


For more information about Konqueror as a file manager, see [Section 2.2, “Configuring Desktop Objects”](#) (page 52).

## A.6 Accessing Network Resources

From your desktop, you can access files and directories or certain services on remote hosts or make your own files and directories available to other users in your network. openSUSE offers various different ways of accessing and creating network-shared resources. Given that the network structure and the configuration of your computer allow for it, you can easily browse your network for shared resources and services with your file manager, Konqueror.

**Figure A.7** *Windows My Network Places and Konqueror Network Browsing*



To learn more about the various possibilities of accessing network resources, refer to [Chapter 8, Accessing Network Resources](#) (page 151).

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Version 2, June 1991

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