

Novell® Linux Desktop

| NLD KDE QUICK START

Getting Started

Novell Linux Desktop (NLD) provides the tools that Linux* users require in their daily activities. It interfaces with the Linux system to access and manage files, folders, and programs; it provides an integrated suite of applications (including OpenOffice.org) with the ability to save files in a number of formats, including Microsoft* Office application formats. NLD includes the Firefox* Web browser and Novell Evolution™ for e-mail, calendaring, contact management, and task lists.

Desktop Icons:

Click an icon to access its associated program or application. Right-click to access a menu for moving, copying, or performing other functions on an icon. You can add as many icons to your desktop as you want.

Novell Icon Button:

Click here to access a menu leading to all programs, tools, and applications on your system. Scroll to the program you want, then click it to open. You can add newly installed programs here as well.

Icon Bar: The icon bar contains shortcuts to frequently used programs and folders, such as your home folder and network connections. You can add icons to the bar to personalize your desktop.

View Desktop Buttons: NLD provides multiple virtual desktops to organize your work. Click the desired button to move between desktops.

Task List: This area displays a button for each open window. Click to open the application. Right-click to see options for moving, restoring, or minimizing the window. Associated applications can be grouped together.

Applets: Click these applets to access information about system settings such as sound, the clipboard tool, and network connections.

Time and Date: The time is displayed here. Clicking it opens a calendar with options for viewing any day, week, month, or year you choose.



Desktop Area:

Right-click the desktop to access this menu for creating new objects, such as files, folders, or bookmarks; configuring the appearance of the desktop; running applications; and logging out.

NLD Panel: From the icons and menu on the Novell Linux Desktop panel, you can access all programs and system settings. You can customize the panel with shortcut links and move it to other locations on the desktop. Click the arrow at the far right to hide the panel.

Running Programs

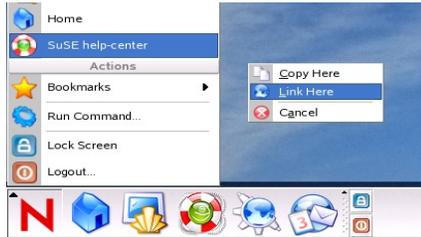
To run a program from Novell Linux Desktop, click **N** on the bottom panel, then use the mouse to browse the submenus and locate the desired program.

Customizing Your Desktop

You can customize your desktop by adding, deleting, and creating shortcut icons; customizing the NLD panel; and changing the desktop background.

Adding Icons to Your Desktop

1. Click **N**.
2. Browse to the desired program.
3. Left-click and drag the icon to the desktop, then release the mouse button.



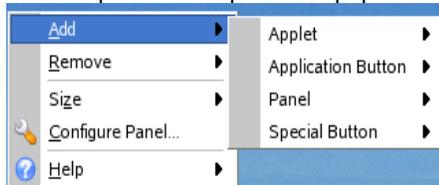
4. Select **Link Here** from the menu that appears, then position the icon as you like.

To delete an icon from your desktop, right-click the program icon and select *Move to Trash* or *Delete*. Selecting *Delete* will permanently remove an item from your system.

Customizing the NLD Panel

The Novell Linux Desktop Panel is one of the most helpful resources in NLD. You can customize the panel for easy access to you most-used programs, connections, and applets.

1. Right-click anywhere in the panel. A simple menu pops up.



2. If you want to add icons or applets to you panel, click **Add**. You are then given the choice of adding an Applet, Application Button, Panel, or Special Button.

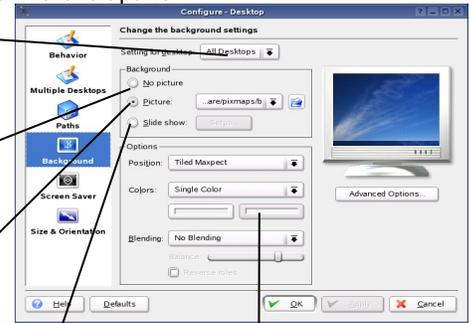
- **Applet:** Applets are mini-programs, such as your system's clock or the clipboard tool.
- **Application Button:** These buttons launch programs and applications on your system, such as your Web browser, word-processing program, or even a calculator.
- **Panel:** An additional panel can be placed on your desktop to further organize your space and programs.
- **Special Button:** These buttons provide links to special areas on your system, such as a list of recent documents or a button to quickly view the desktop.

3. Scroll to the type of icon you want to add, then click the mouse. The icon appears on the panel. You can then drag the icon anywhere you want on the panel.
4. To remove an icon, right-click the icon, then click **Remove**.
5. Select **Size** to change the size of the panel.
6. Select **Configure Panel** to make additional changes. A screen appears with options for positioning and lengthening the panel, choosing how to hide the panel, selecting menus to appear on the panel, and changing the way the panel looks.

Changing the Desktop Background

To change your desktop background:

1. Right-click the background, select *Configure Desktop*, then click *Background* in the left panel.
2. Choose the desktops you want the image to appear on.
3. Click **No picture** if you don't want one.
4. Click **Picture** and browse through the available images. The image displays on the right. Click the Folder icon to search your system for more images.
5. Click **Slide Show** to have multiple images appear in a slide show mode.
6. Use this area to change viewing options as desired.
7. Click **Apply**, then click **OK**.



Using Virtual Desktops

Another useful feature of NLD is the ability to switch between multiple virtual desktops. These desktops help you better organize you work. You might, for example, use one desktop for your word-processing needs and another for graphic applications. Both could contain a Web browser and e-mailing programs. The same panels, icons, and menus are present on each desktop.

Moving an Application to a Virtual Desktop

To move an application to a virtual desktop:

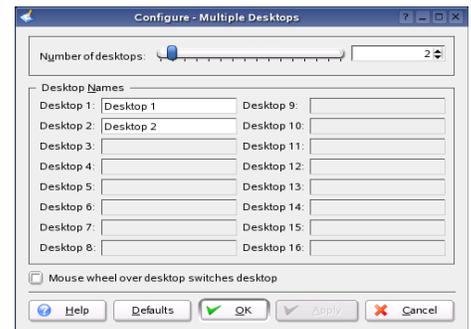
1. Open the application.
2. Right-click the application's title bar.
3. Click **To Desktop**.
4. Select the desktop you want to place the application on.

To move between desktops, simply click the desktop of your choice from the View Desktop Buttons area on the panel.

Adding Additional Virtual Desktops

Some users might need more desktops than provided by default. To add additional desktops:

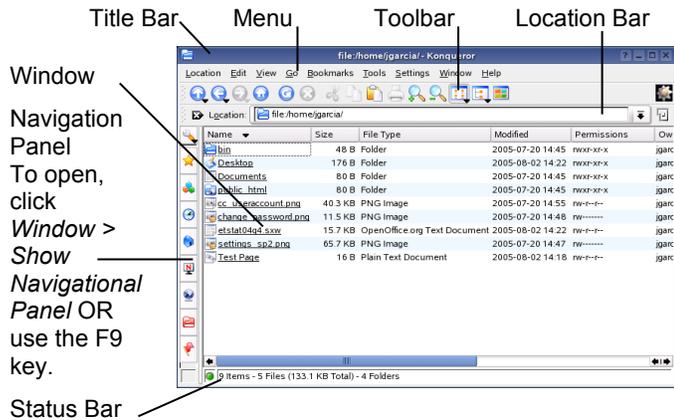
1. Right-click one of the virtual desktop buttons.
2. Select **Configure Virtual Desktops**.
3. Use the blue scroll icon or the arrows to select the number of desktops you'd like.
4. If desired, name each desktop to reflect its contents.
5. Click **Apply**, then click **OK**.



Using Konqueror

Konqueror is your system's file manager. It lets you display, manage, and create files, and generally organize your file system the way you like. It also works as a Web browser.

To access Konqueror, click the Home icon  on the panel.



Understanding How Konqueror Works

The elements of Konqueror's main window (labeled above) include the following:

Title Bar: Displays the path of the folder being viewed.

Menu: Use to access drop-down menus for performing most tasks, including changing viewing options.

Toolbar: Use to access icons for your most-used operations, such as moving between files and folders.

Location Bar: Displays the path of the file being viewed. Click the X to the left of the bar to clear the path. Click the arrow to the right to view previous locations.

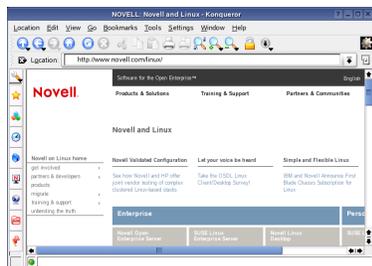
Window: Displays the contents of a file or directory. Right-clicking a file brings up a menu with options for copying, moving, renaming, and deleting the file or folder. Selecting *Move to Trash* allows you to restore the file if needed. Selecting *Delete* permanently removes the file from your system.

Navigation Panel: Click an icon for quick viewing access to your Bookmarks ; Devices , such as a floppy drive or CD-ROM; History ; Home Folder ; Network ; Root Folder , and Services .

Status Bar: Displays the number of items in a folder. When a file is selected, it displays the filename and size.

Konqueror as a Web Browser

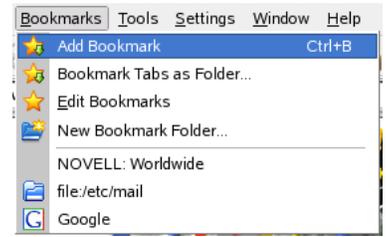
Typing a URL in the Location Bar allows Konqueror to work just as any Web browser would. One function of Konqueror is tabbed browsing. This means you can load one page in the background while reading another. To do so, select *Location > New Tab*. Type in the URL, then select a previous tab to view while the other downloads.



Using Bookmarks

Use Konqueror's Bookmarks feature to mark your favorite folders or Web sites.

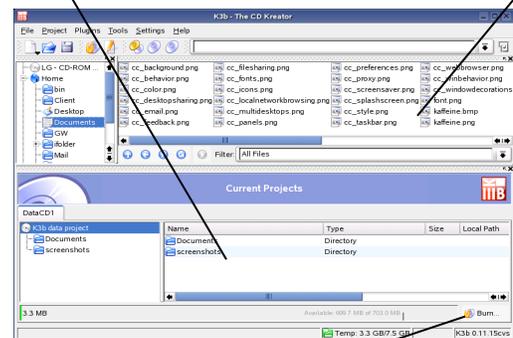
1. Locate the folder or Web site you want to add a bookmark for (the path or URL should be displayed in the location bar).
2. Click *Bookmarks > Add Bookmark*. The bookmark is added to the list, with the path or URL as the bookmark name.
3. To select an item from your Bookmarks list, click *Bookmarks* and scroll to the desired bookmark in the bottom half of the list.
4. To edit your Bookmarks list, click *Bookmarks > Edit Bookmarks*. A list of your bookmarked sites and folders appears. Right-click any item to view a menu with options for moving a bookmark, creating a new bookmark folder, renaming a bookmark, and so on. Click *File > Save* when finished.



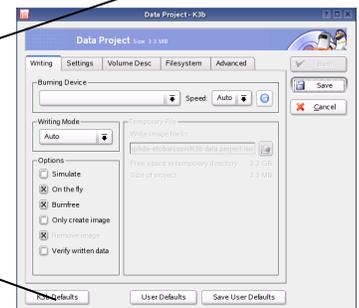
Creating a CD

You can burn files to a CD with K3b-The CD Kreator. A CD read/write drive is required, but the process is quite easy.

1. Click .
2. Click *Multimedia > CD/DVD Burning*.
3. Click the New Data CD Project button  in the bottom window.
4. Use the tree view in the top left pane to search for the files or folders you want to burn. When they appear in the main window, drag and drop them into the Current Projects window.



5. Insert a writeable CD into the device, then click *Burn*.
6. Enter the required information in the Data Project window. If you don't know which settings to choose, click *K3b Defaults*. This should work well for almost all files you need to burn.
7. Click *Burn*.

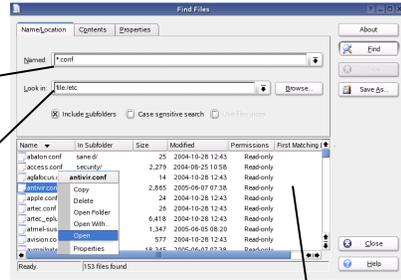


Searching for a File or Folder

Finding files and folders on your system is easy with the Find Files feature. Simply click **N** > *Find Files*. The Find Files window contains three tabs for different types of searching. The simplest search is by Name and Location.

To search this way:

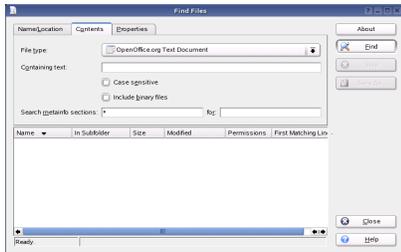
1. Enter the file name in the *Named* field. If needed, you can use asterisks * to indicate missing characters in the file name.
2. In the *Look in* field, type the name of the folder or click *Browse* to locate the folder.
3. To search subfolders, check *Include Subfolders*.
4. Click *Find*. A list of possible matches displays in the bottom half of the window.
5. To open the resulting folder or file, right-click the folder or file and click *Open*.



Searching by Contents

For more advanced searching, select the *Contents* tab:

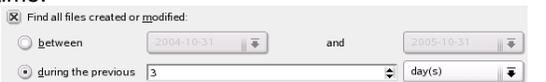
1. In the File type field, select the type of file you are searching for. In this example, the desired file is an OpenOffice.org Text document.
2. In the Containing Text field, type a word or phrase you know is in the file. (This option does not work for all types of files.)
3. Enter any other pertinent information.
4. Click *Find*.



Searching by Properties

To refine your search even more, select the *Properties* tab:

1. Check *Find all files created or modified*.
2. Use the drop-down menus to tell the system to look for files created between specific dates or during a previous length of time.
3. Use the drop-down menus to indicate the approximate size of the file.
4. If desired, type the user or owner of the file.
5. Click *Find*.



Viewing PDF Files

Documents that need to be shared or printed across platforms can be saved as PDF (Portable Document Format) files. Novell Linux Desktop ships with Adobe* Acrobat* Reader. To access the PDF viewer:

1. Click **N**.
2. Click *Office > Document Viewer*. Adobe Reader opens.

To view a PDF file, click *File > Open*. Locate the desired PDF file and click *Open*.

Using the Control Center

From the Control Center, you can configure how your system looks and operates. To access the Control Center, click **N** > *Control Center*.

The Control Center is navigated by searching through the index in the left panel, then viewing the results and taking action in the right panel. From the Index panel, you can select the following options:



- Appearance & Themes** : Use this module to configure the background, screen saver, and the way icons, windows, fonts, and colors display on your system.
- Desktop** : Use this module to control settings for your virtual desktop, panels, and desktop icons.
- Internet & Network** : Use this module to set parameters for your Internet and network usage, such as the history of sites viewed and the way your system accepts cookies.
- KDE Components** : Use this module to control settings for the Konqueror file manager, spell checking, and other system operations.
- Peripherals** : Use this module to change settings for your mouse, keyboard, and printers.
- Power Control** : Use this module to manage how your machine is powered.
- Regional & Accessibility** : Use this module to configure keyboard shortcuts, regional and language settings, and hot keys.
- Security & Privacy** : Use this module to set up passwords and perform other security features for you system.
- Sound & Multimedia** : Use this module to set up your system's sound preferences.
- System Administration** : Use this module to configure user accounts, install fonts, and manage log ins.
- YaST2 modules** : See the YaST section of this document (below) for information on this area.

After you have made a selection from the Index Pane, a new menu appears in its place. To return to a previous menu, simply click the *Back* arrow that appears at the top of the menu.

Performing tasks in some areas of the Control Center requires system administrator (otherwise known as root) permissions.

Using YaST to Configure Your System

YaST (Yet another Setup Tool) is the device used to perform initial installation and configuration on your system. You or the system administrator can use YaST to:

- Configure display settings
- Add printers

To access YaST, click **N** > *System > YaST*. System administrator (or root) privileges are required to proceed from this point.

Using Red Carpet

Red Carpet® helps you manage the software on your system, including installing updates and subscribing to and managing the channels that contain groups of software. To update software:

1. Click **N** > *System* > *Configuration* > *Red Carpet*.
2. Enter the root password, and then click *OK*.
3. On the *Updates* tab, select the packages you want to update.
4. Click *Mark for Installation*. This moves the items to the *Pending Actions* pane on the left.
5. Repeat steps 1 and 2 until all actions are listed in the left pane, then click *Run Now*.
6. A list of actions displays. Click *Continue* if the list is accurate.

Subscribing to Channels

Software updates are grouped into channels. Red Carpet installs and updates software from the channels to which you have subscribed. To subscribe to a channel:

1. Click *Edit* > *Channel Subscriptions* or click the *Channels* button in the toolbar.
2. A window with available channels displays. Click the channels you want to subscribe to.
3. Click *Close*.

Before you can use Red Carpet, you need to add and activate a service. See [“Subscribing to a Red Carpet Channel”](#) in the *Novell Linux Desktop Deployment Guide* for more information.

Novell iFolder

Novell iFolder® allows you to manage, access, and update your files from any location by tracking changes and synchronizing those changes to all of your workstations, including your home computer, laptop, etc.

Using Your iFolder Client Software

After the iFolder client software is installed on your machine (by default), it is active and begins tracking changes as soon as you start your computer. You can synchronize your files across workstations after you are logged in. To log in:

1. Click **N** > *System* > *File Manager* > *Novell iFolder*. This adds an iFolder icon to your panel.
2. Type your User ID, Password, and Server information.
3. Click *Login*. The icon in your panel changes color, indicating that it is active.



The image shows the 'Novell iFolder Login' dialog box. It has a 'Login' field with 'user123' entered, a 'Password' field with '*****', and a 'Server' dropdown menu with 'ifolder.novell.com' selected. There is a 'Set Proxy...' button next to the server field. At the bottom, there is a checkbox for 'Place a shortcut to the iFolder on the desktop' and 'Login' and 'Cancel' buttons.

If you are logging in for the first time, you might be asked to verify the location of your files, enable automatic login at startup, and set an encryption passphrase.

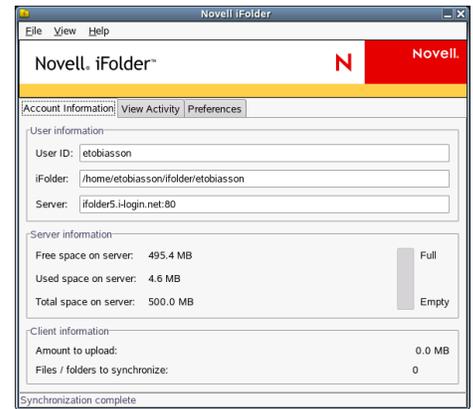
To synchronize files:

1. Right-click the iFolder icon, then click *Sync Now*. iFolder synchronizes your personal iFolder directory with your files on the iFolder server.
2. To log out and cease actively synchronizing files, right-click the iFolder icon and select *Logout*.
3. To exit your iFolder client session, which means that iFolder stops tracking changes, right-click the iFolder icon and select *Exit*. The iFolder icon is removed from your top panel.
4. To place the icon back on your panel and activate it, click **N** > *System* > *File Manager* > *Novell iFolder* and log in.

Managing Novell iFolder

To view and manage iFolder and its configuration, right-click the iFolder icon and select **Account Information**. A window with three tabs appears.

Account Information: This tab provides information about your folder user name and location, the space available on the iFolder server, and the size and number of files waiting in your directory to be synchronized with the server.



The image shows the 'Novell iFolder' window with the 'Account Information' tab selected. It displays fields for 'User ID' (etobiasson), 'iFolder' (/home/etobiasson/efolder/etobiasson), and 'Server' (ifolder5-1.hogin.net:80). Below, it shows server information: 'Free space on server: 495.4 MB', 'Used space on server: 4.6 MB', and 'Total space on server: 500.0 MB'. There is a slider for 'Full' and 'Empty' space. Client information shows 'Amount to upload: 0.0 MB' and 'Files / folders to synchronize: 0'. A 'Synchronization complete' message is at the bottom.

View Activity: This tab contains a record of the changes uploaded/downloaded between your directory and the iFolder server. From this tab, you can click *Sync* to immediately begin synchronization.

Preferences: This tab lets you set preferences about how and when synchronization takes place, and allows you to set password and encryption passphrase preferences.

Installing and Managing iPrint

iPrint allows you to access location-based printers from anywhere in the world that you have an Internet connection. iPrint is available with NLD 9 Support Pack 2 or later.

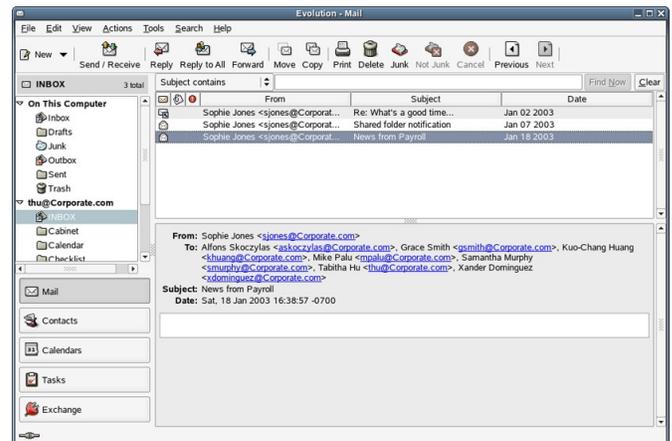
To install the iPrint Linux Client, see [“Installing the iPrint Linux Client”](#) in the *Novell Linux Desktop iPrint Client User Guide*.

To monitor and manage your print jobs, click **N** > *Utilities* > *Printing* > *Print Jobs*.

Configuring Evolution

Novell Evolution makes the tasks of storing, organizing, and retrieving your personal information easier so you can work more efficiently and communicate with others.

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



The image shows the 'Evolution - Mail' window. It displays an email list in the 'INBOX' with columns for 'From', 'Subject', and 'Date'. The selected email is from 'Sophie Jones <sjones@Corporate.com>' with the subject 'Re: What's a good time...'. The email body shows a list of recipients: 'Alfons Skoczylas <askoczylas@Corporate.com>', 'Grace Smith <gsmith@Corporate.com>', 'Kuo-Chang Huang <kuang@Corporate.com>', 'Mike Palu <mpalu@Corporate.com>', 'Samantha Murphy <smurphy@Corporate.com>', 'Tabitha Hu <thuh@Corporate.com>', and 'Xander Dominguez <xdominguez@Corporate.com>'. The subject is 'News from Payroll' and the date is 'Sat, 18 Jan 2003 16:38:57 -0700'.

Starting Evolution for the First Time

To start Evolution, click **N** > *Office* > *Evolution*.

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

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

E-mail and Calendaring with the GroupWise Linux Client

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

The GroupWise Client is a free download from the [Novell Download Web site](#). On the Novell Downloads page, select *GroupWise* from the Product or Technology list, click *Search*, then click *GroupWise 7 Client*.

Using the Firefox Web Browser

Firefox is fast becoming the Web browser of choice for many. It has all the familiarity of other browsers, plus added features such as security and privacy tools.



To access Firefox, click **N** > *Internet* > *Web Browser* > *Firefox Web Browser*.

Tabbed Browsing

Firefox lets you open tabbed windows to conveniently switch between sites. Click *File* > *New Tab* to create a tabbed window within the current window.

Pop-up Blocking

Firefox has built-in pop-up blocking capabilities. To configure sites to allow desired pop-up windows, click *Edit* > *Preferences* > *Web Features* > *Block Popup Windows* > *Allowed Sites* and type the URL of the site you choose. Click *Allow*, then click *OK*.

Using Google Search

Google Search is built into the Firefox toolbar. Enter a keyword in the search box , and the results display in the window. You can also click the G in the Google Search box and search other sites or add engines.

Viewing Toolbars

The Bookmarks Toolbar can be very useful. To display this toolbar, click *View* > *Toolbars* > *Bookmarks Toolbar*. To add a site to the Bookmarks Toolbar, enter the URL in the location bar. When the site is displayed, click the icon to the left of the URL and drag it to the desired location on the Bookmarks Toolbar.

Downloading from Firefox

Downloaded files are automatically saved to your desktop. To view a list of downloads, click *Tools* > *Downloads*. Click *Desktop* to view your desktop in File Browser mode. Click *Clean Up* to remove the history of downloaded items.

Accessing Developer Support Tools

A number of developer tools are available from the Tools menu. The JavaScript* Console provides detailed information regarding Firefox's error/warning console for accessing sites, which can be helpful when troubleshooting.

Configuring Firefox Preferences

To configure Firefox preferences, click *Edit* > *Preferences*.



From here you can configure appearance, language, and privacy settings, determine Web features like pop-up blocking, and specify download configuration and advanced features.

Instant Messaging with Gaim

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

To configure Gaim:

1. Click **N** > *Internet* > *Chat* > *Gaim Internet Messenger*.
2. Click *Accounts* > *Add*.
3. Select the protocol you want, then type your screen name, password, and alias in the appropriate fields.
4. Select any desired user options, then click *Show More Options*.
5. Type your server address in the Server Address field.
6. Type your server port (if different from the default) in the Server Port field.
7. Select your proxy type, if needed.
8. Click *Save*, then click *Close* in the Accounts window.
9. Select the account you just created in the Login window.
10. Type your password in the Password field.
11. Click *Sign On*.



Novell