

Novell® Linux Desktop

| NLD GNOME 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.

Top Panel: Use the top panel to access menu items, Quickstart Launcher icons, and view the date and time. In this example, the Programs menu is active.

Menu: Use the Programs, System, and Help menus to access applications and tools on your system.

Desktop Icons: Access programs and features on your system by double-clicking an icon. You can add as many icons to your desktop as you want.

Bottom Panel: Use the bottom panel to quickly access open applications.

Quickstart Launcher: Simply single-click an icon in the Quickstart Launcher area to open a program.

Windows Selector: Click here to view and select open windows.

Desktop Area: Right-click the background to access a menu to create objects, clean up the desktop, align icons, or change the background.

Desktop Toggle Button: Use this button to minimize all windows and quickly access the desktop.

Workspace Switcher: NLD provides multiple virtual workspaces to organize your work. Click the switcher to access the desired workspace.



Desktop Panels

The top and bottom panels can be customized to meet your individual needs, and additional panels can be configured to further personalize your desktop.

To add a new panel, right-click either the top or bottom panel and select *New Panel*. To delete a panel, right-click the panel and select *Delete This Panel*. NLD requires that at least one panel be left on the desktop.

Adding and Removing Panel Icons

1. Right-click a blank space on the panel and select *Add to Panel*.
2. Browse to the desired program and click it to add it to the panel.
3. Customize the program icon as desired by right-clicking the icon and selecting *Properties*.
4. To remove a program icon from a panel, right-click the icon and select *Remove From Panel*.

Running Programs

To run a program from Novell Linux Desktop, click the menu title in the top panel, then use the mouse to browse the submenus and locate the desired program.

Customizing Your Desktop

You can easily add, delete, and create shortcut icons on your desktop. You can also change icon properties and the desktop background to suit your needs.

Adding Icons to Your Desktop

1. Click the *Programs* menu.
2. Browse to the desired program.
3. Click and drag the icon to the desktop and position it as desired.

To delete an icon from your desktop, simply click the program icon and press the Delete key on your keyboard.



Changing Icon Properties

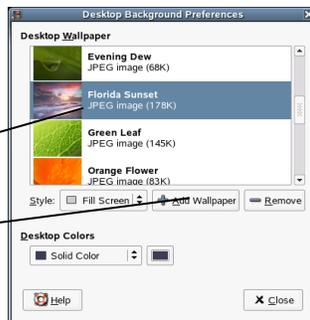
After a shortcut icon is on the desktop, you can change the icon,

add an emblem (a graphic image placed on the corner of the icon), configure permissions, or add a note regarding the program. This is done through the Properties dialog box. To access Properties:

1. Right-click the icon and select *Properties*.
2. From the tabs at the top of the dialog box, customize the icon as needed. Some options include:
 - **Basic:** Choose the Select Custom Icon option to customize the look of the icon.
 - **Emblems:** Choose a graphic image you want associated with the icon.
 - **Permissions:** Assign permissions for the owner, a group, or others who might be sharing this machine.
 - **Notes:** Add notes regarding the program or its use to the icon.
3. Click **Close** when you have completed your changes.

Changing the Desktop Background

1. Right-click the background.
2. Select *Change Desktop Background*.
3. To select wallpaper from the preprogrammed images, browse to the desired image. After you select it, the background changes automatically.
4. To add an image, select *Add Wallpaper*, browse to the desired image, then click *Open*.
5. To display a colored background, select *No Wallpaper* from the top of the list; then, from *Desktop Colors*, select the fill pattern and the desired colors.
6. Click *Close*.

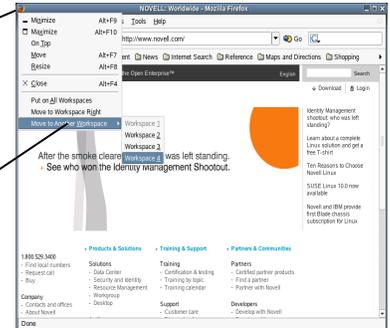


Using Workspaces

A useful feature of NLD is the ability to switch between multiple virtual workspaces. These workspaces help you better organize your work. You might, for example, use one workspace for your word-processing needs and another for graphic applications. Both could contain a Web browser and e-mail programs. The same panels, icons, menus, and background exist in each workspace.

To move an application to a workspace:

1. Open the application.
2. Click the application icon in the upper left corner on the title bar.
3. Click *Move to Another Workspace* and select the workspace of your choice.



To move between desktops, simply click the workspace of your choice from the Workspace switcher on the bottom panel of your desktop.

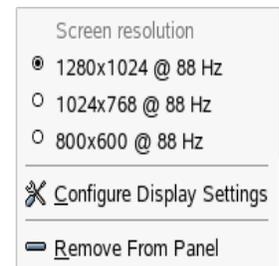
Using Panel Icons Effectively

Many icons and applets can be added to the panels on your desktop, including one to easily adjust your screen resolution and another to monitor your network connections.

Screen Resolution Icon

To add the screen resolution icon to a panel, select *Program > System Tools > Resolution Switcher*. This adds the icon to the top panel.

To change the screen resolution, click the panel icon and select the desired screen definition.

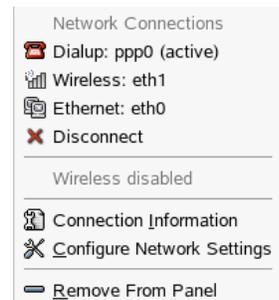


Network Connections Icon

The Network Connections icon should already be on your top panel. If you don't have a network connection, a red X appears in the top panel. This icon changes depending on the type of network connection you have.

Click the icon to display your network connections and options for disconnecting or viewing configurations. You can also use this icon to switch network devices.

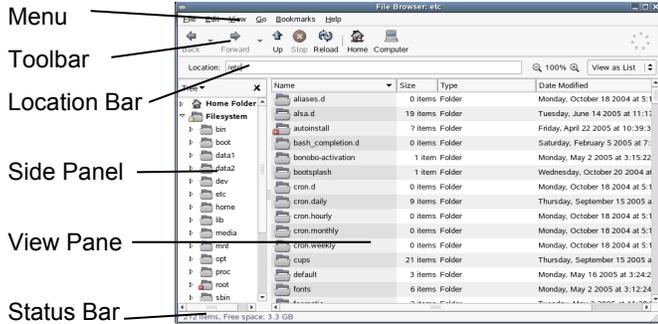
For example, if you are connected to the network via a cable and need to switch to your wireless device, simply click the Network Connections icon, and then click *Wireless: eth1*. NLD switches your network connection and acquires a new IP address, if needed.



Using the File Browser

The File Browser feature is a component of the File Manager utility. The File Browser allows you to display, manage, and create files; create directories; and generally organize your file system the way you like. You can also run scripts, open Universal Resource Identifier (URI) and FTP sites, or write data to a CD.

To access a File Browser, right-click any folder icon on your desktop and select *Browse Folder*.



Note: To display the File Browser using the side pane view, as seen here, click *View > Side Pane*.

Understanding File Browser Elements

The elements of the File Browser window (labeled above) include the following:

Menu: Use to perform most tasks.

Toolbar: Use to quickly navigate between files and folders, and to access files and folders.

Location Bar: Use to locate files, folders, and URI sites. Use the zoom buttons to increase/decrease the size of content in the view pane. Use the *View as* drop-down list to see items as a list or as icons.

Side Pane: Use to navigate or display information about the selected file or folder. You can customize what is shown in the pane through the drop-down list. The list includes ways to view information about files, perform actions on file, add emblems to files, view a history of recently visited sites, and display your files in the Tree system.

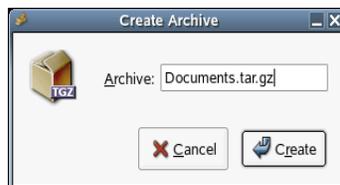
View Pane: Displays folders and files.

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

Archiving Folders

If you have files you haven't used in a while but want to keep on your computer, you can compress the files into a tape archive (TAR) format.

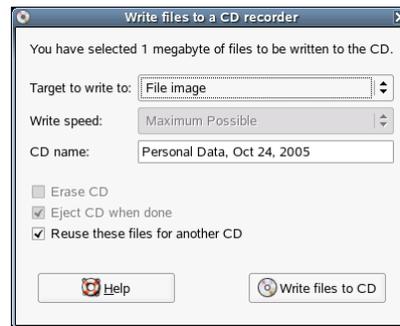
1. In the File Browser view pane, click the folder you want to archive.
2. Select *File > Create Archive* or right-click the folder and select *Create Archive*.
3. Accept the default archive file name or enter a new name. Use the .tar.gz file extension for the most common form.
4. Select *Create*. The archive file is created in the same directory.
5. To extract an archived file, click the file and choose *Edit > Extract Here* or right-click the file and choose *Extract Here*.



Creating a CD

A very useful File Browser function is the ability to burn files to a CD. A CD read/write drive is required, but the process is quite easy.

1. From the File Browser, select the Tree view in the side pane.
2. Locate the files or folder you want to burn.
3. Right-click the folder or file and select *Copy File* or *Copy Folder*.
4. From the File Browser menu, select *Go > CD Creator*. The File Browser location changes to burn:///.
5. Right-click your mouse in the View pane and select *Paste Files*. The Paste Files option pastes any copied folder or file to the burn:/// directory.
6. Repeat steps 2 through 5 until you've copied all files you want to burn to CD.

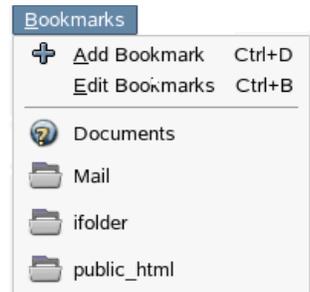


7. Insert a writeable CD into the device and select *File > Write to CD*.
8. Enter your desired recorder configuration information.
9. Click *Write files to CD*.

Using Bookmarks

Use the File Browser's Bookmarks feature to mark your favorite folders.

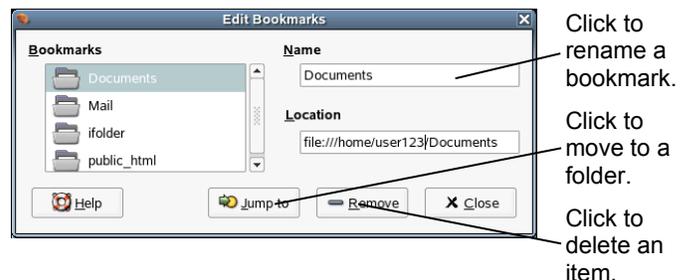
1. Select the folder or item you want to create a bookmark for.
2. Click *Bookmarks > Add Bookmark*. The bookmark is added to the list, with the folder name as the bookmark name. When you bookmark a file, it is the folder that is actually bookmarked.
3. To select an item from your Bookmarks list, click *Bookmarks*, then click the desired bookmark in the list.



Using the Side Pane view in File Browser makes creating bookmarks easier because the parent directory is displayed in the side pane.

Editing Bookmarks

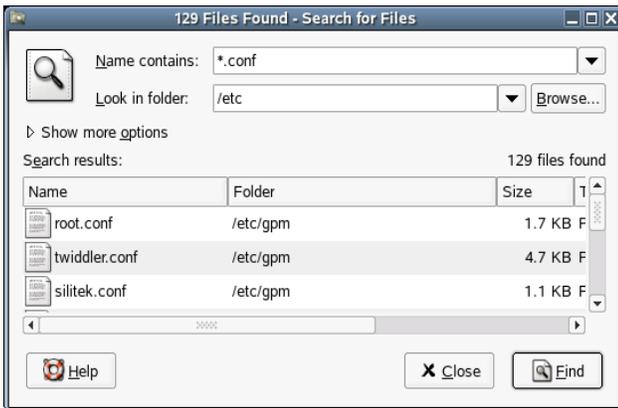
You can also organize your Bookmarks list by clicking *Bookmarks > Edit Bookmarks* and making your selections in the dialog box.



To change the order of your bookmarks, click a bookmark and drag it to the desired location.

Searching for a File or Folder

The Search feature is used to help you find programs, files, folders, and other media items stored on your computer. To access the Search feature directly, click *System > Search for Files* or click *Programs > Accessories > Find Files*.

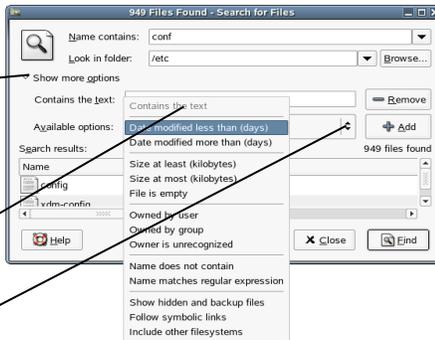


To search for files:

1. In the *Name contains* field, enter the filename (or a portion of the filename). No wildcard characters are required.
2. In the *Look in folder* field, click *Browse* to locate the search directory. All subdirectories are also searched.
3. Click *Find*. Your computer searches for files and folders that match the details you provided. A list of possible matches displays in the Search results area.
4. To open the resulting folder or file, right-click the folder or filename and select *Open*. You can also double-click the file or folder to open it.

To perform a more advanced search:

1. Follow steps 1 and 2 above.
2. Click *Show more options*.
3. If desired, enter a full or partial filename in the *Contains the text* field (this option applies only to the file name).
4. Click the *Available options* drop-down list and select the search options you want to use.
5. Click *Add*. For each option you add, a new line is added to the Search for Files window.
6. To remove search criteria, click *Remove* next to the search box.
7. 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, click *Programs > Office > PDF Viewer*. Adobe Reader opens.

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

Using Personal Settings

The Personal Settings dialog box is the center for configuring how your system looks and operates. Here you can configure mouse and keyboard options and your system appearance. You can also manipulate hardware configuration and other system settings. To access these settings, click *System > Personal Settings*.



Personal Settings are divided into the following categories:

Personal: Use the options in this category to configure how your mouse and keyboard function. For those who need assistance with a screen reader, online keyboard, etc., select *Assistive Technology Support*. Select *Menus* to edit your menu choices.

Appearance: These options let you change your desktop background, set fonts for various elements on the desktop or window, add a screen saver, assign a theme to the window title, or configure other window properties.

Hardware: These options are used for additional keyboard and mouse settings, printing options, adding a printer, and setting a default screen resolution.

System: System options are used to specify file associations, identify network proxies, and configure session options and sound.

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 *System > Administrator Settings*, enter the root password, and then click *OK*.



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 *System > Software Update*, enter the root password, then click *OK*.
2. On the Updates tab, select the packages you want to update.
3. Click *Mark for Installation*. This moves the items to the Pending Actions pane on the left.
4. Repeat steps 1 and 2 until all actions are listed in the left pane, then click *Run Now*.
5. 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 will display. 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.

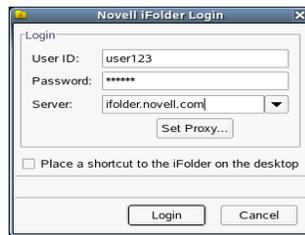
Novell iFolder

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



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 *Programs > Accessories > Novell iFolder* and log in.

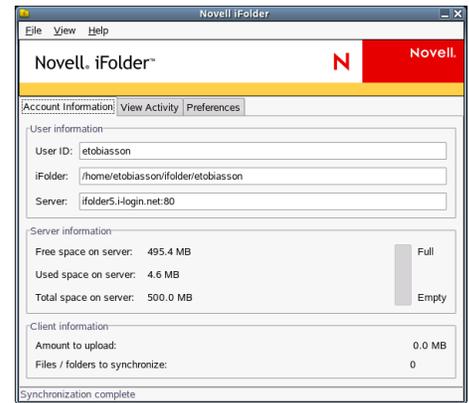
Managing Novell iFolder

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.

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.

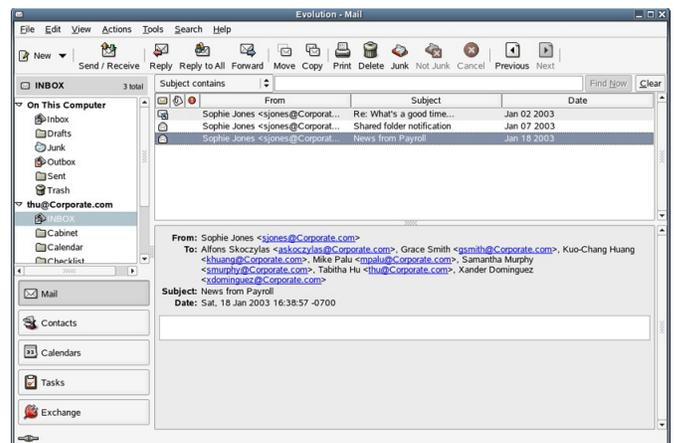
To install the iPrint Linux Client, see [“Installing the iPrint Linux Client”](#) in the *Novell Linux Desktop iPrint Client User Guide*.

To monitor and manage your print jobs, click *System > Personal Settings > Print*.

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.



Starting Evolution for the First Time

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

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

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

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  in the Quickstart Launcher area.

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 Pop-up 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 *Programs > Internet > Instant 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*.



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