

openSUSE

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GNOME User Guide



GNOME User Guide

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About This Guide

This manual introduces you to the GNOME graphical desktop environment as implemented in SUSE® Linux Enterprise Desktop and shows you how to configure it to meet your personal needs and preferences. It also introduces you to several programs and services, including office programs such as OpenOffice.org, Web browsers, file managers, scanning tools, and image editing tools. It is intended for users who have some experience using a graphical desktop environment such as Macintosh*, Windows*, or other Linux desktops.

The manual is subdivided into the following parts:

GNOME Desktop

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

Office and Collaboration

Use the office and collaboration software your 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

Learn how to use NetworkManager to connect to the Internet. Explore the Internet applications included in your openSUSE, such as the Firefox Web browser, or a news feed reader.

Multimedia

Find topics such as graphics applications, digital cameras, sound applications, and CD and DVD writers.

Many chapters in this manual contain links to additional documentation resources. This includes additional documentation that is available on the system as well as documentation available on the Internet.

For an overview of the documentation available for your product and the latest documentation updates, refer to <http://www.novell.com/documentation> or to the following section.

1 Available Documentation

We provide HTML and PDF versions of our books in different languages. The following manuals for users and administrators are available on this product:

Start-Up (↑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 User Guide (↑KDE User Guide)

Introduces the KDE desktop of openSUSE. It guides you through using and configuring the desktop and helps you perform key tasks. It is intended mainly for users who want to make efficient use of KDE as their default desktop.

GNOME User Guide (page 1)

Introduces the GNOME desktop of openSUSE. It guides you through using and configuring the desktop and helps you perform key tasks. It is intended mainly for end users who want to make efficient use of GNOME desktop as their default desktop.

Application Guide (↑Application Guide)

Learn how to use and configure key desktop applications on openSUSE. This guide introduces browsers and e-mail clients as well as office applications and collaboration tools. It also covers graphics and multimedia applications.

Reference (↑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 Administration Guide (↑Novell AppArmor Administration Guide)

Contains in-depth information about the use of Novell AppArmor in your environment. AppArmor is a security application that lets you specify per program which files the program may read, write, and execute.

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.

In addition to the comprehensive manuals, several quick start guides are available:

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.

Novell AppArmor Quick Start

Helps you understand the main concepts behind Novell® AppArmor.

Find HTML versions of most openSUSE manuals in your installed system under `/usr/share/doc/manual` or in the help centers of your desktop. Find the latest documentation updates at <http://www.novell.com/documentation> where you can download PDF or HTML versions of the manuals for your product.

For information where to find the books on your installation media, refer to the Release Notes of this product. The Release Notes are available from your installed system under `/usr/share/doc/release-notes/` or in the help centers of your KDE or GNOME desktop.

2 Feedback

Several feedback channels are available:

- To report bugs for a product component or to submit enhancements requests, please use <https://bugzilla.novell.com/>. If you are new to Bugzilla, you might find the *Submitting Bug Reports* article—available under http://en.opensuse.org/Submitting_Bug_Reports helpful. Frequently asked questions on reporting bugs are available under http://en.opensuse.org/Bug_Reporting_FAQ.
- 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.

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 XSL-FO using a customized version of Norman Walsh's stylesheets. The final PDF is formatted through XEP from RenderX.

5 Source Code

The source code of openSUSE is publicly available. To download the source code, proceed as outlined under http://www.novell.com/products/suselinux/source_code.html. If requested we send you the source code on a DVD. We need to charge a \$15 or €15 fee for creation, handling and postage. To request a DVD of the source code, send an e-mail to sourcedvd@suse.de [<mailto:sourcedvd@suse.de>] or mail the request to:

SUSE Linux Products GmbH Product Management openSUSE Maxfeldstr. 5 D-90409
Nürnberg Germany

6 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, goes to Linus Torvalds.

Have a lot of fun!

Your SUSE Team

Part I. Introduction to the GNOME Desktop

Getting Started with the GNOME Desktop

This section describes the conventions, layout, and common tasks of the GNOME desktop as implemented in your product.

GNOME is an easy-to-use graphical interface that can be customized to meet your needs and personal preferences. This section describes the default configuration of GNOME. If you or your system administrator modified the defaults, some aspect might 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 enabled for a certain user. Auto login lets a user automatically log in to the desktop environment when the system starts. This feature can be enabled or disabled during installation or at any time using the YaST User Management module. For more information, refer to Chapter 5, *Managing Users with YaST* (↑Start-Up).

If your computer is running 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, 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 GNOME, it is GDM. If the KDE desktop is also installed on your system, it might be KDM.

The login screen has the following items:

- **Login prompt** Enter your username and password to log in.
- **Language menu** Select a language for your session.
- **Session menu** Select the desktop to run during your session. If other desktops are installed, they appear in the list.
- **Restart** Select to restart the computer.
- **Shut Down** Select to shut down the computer.

1.1.1 What Is a Session?

A *session* is the period of time from when you log in to when you log out. During a session, you can use applications, print, browse the Web, and so on.

The login screen offers several login options. For example, you can select the language of your session so that text that appears in the interface is presented in that language.

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

The Session Manager can save and restore the following settings:

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

TIP

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

For information on configuring session preferences, see [Section 2.5.8, “Managing Sessions”](#) (page 98).

1.1.2 Switching Desktops

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

1 Click *Computer > Logout > Log Out*.

In KDE, click the main menu button, then click *Leave > Logout*.

2 On the login screen, click *Session*.

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

4 Type your username, then press Enter.

5 Type your password, then press Enter.

1.1.3 Locking Your Screen

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

- Click *Computer > Lock Screen*.
- If the *Lock* button is present on a panel, click it.

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

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

For information on configuring your screen saver, see [Section 2.3.4, “Configuring the Screen Saver”](#) (page 67).

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 your computer, making the next system start much faster than a complete reboot.

1.2.1 Logging Out or Switching Users

1 Click *Computer > Logout*.

2 Select one of the following options:

Log out Logs you out of the current session and returns you to the Login screen.

Switch User Suspends your session, allowing another user to log in and use the computer.

1.2.2 Restarting or Shutting Down the Computer

1 Click *Computer > Shutdown*.

2 Select one of the following options:

Shutdown Logs you out of the current session, then turns off the computer.

Restart Logs you out of the current session, then restarts the computer.

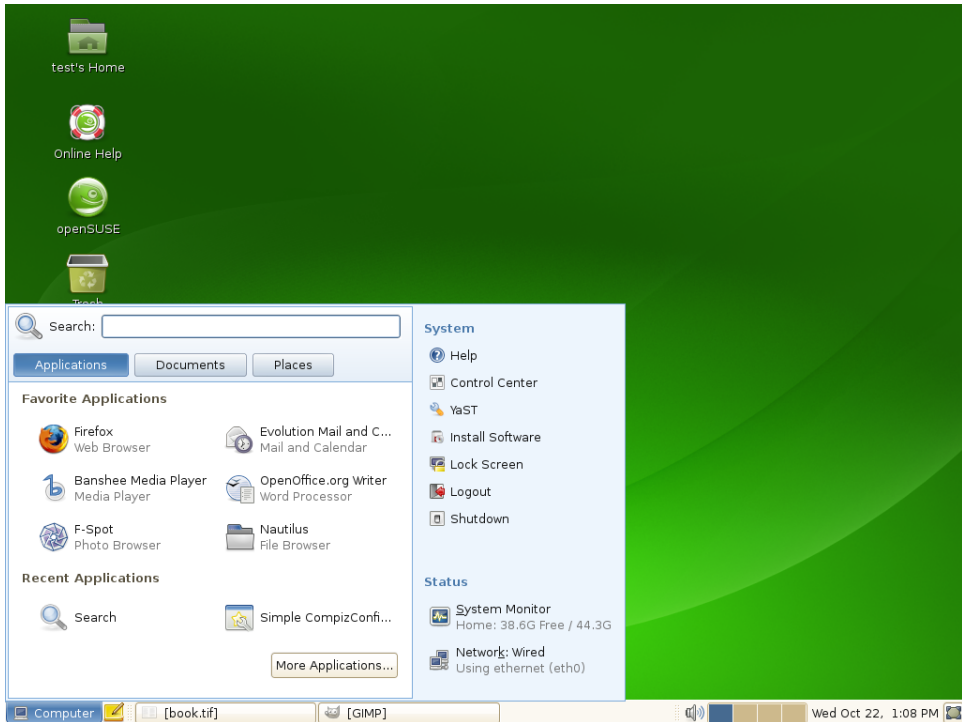
Suspend Puts your computer in a temporary state that conserves power. The state of your session is preserved, however, including all applications you have running and all documents you have open.

Hibernate Suspends your session, using no power until the computer is restarted. The state of your session is preserved, however, including all applications you have running and all documents you have open.

1.3 Desktop Basics

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

Figure 1.1 *GNOME Desktop*



By default, the desktop features two key icons: your personal Home folder and a trash can for deleted items. Other icons may also be present on the desktop, such as icons representing devices on your computer. If you double-click your Home folder, the Nautilus file manager starts and displays the contents of your home directory. For more information about using Nautilus, see [Section 1.5, “Managing Folders and Files with Nautilus”](#) (page 17).

Right-clicking an icon displays a menu that offers file operations such as copying, cutting, or renaming. Selecting *Properties* from the menu displays a configuration dialog. On the *Basic* tab, you can change the name of the icon as well as the icon itself (by clicking on it and selecting a file with a different one). Various information about the object represented by the icon are also shown here. The *Emblems* tab lets you add graphical descriptive symbols to the icon. The *Permissions* tab lets you set access permissions for the selected files. The *Notes* tab lets you manage comments. The menu for the trash can also features the *Empty Trash* option, which deletes its contents.

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

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

1.3.1 Default Desktop Icons

To remove an icon from the desktop, simply drag it onto the trash can. You cannot move the Home icon to the trash.

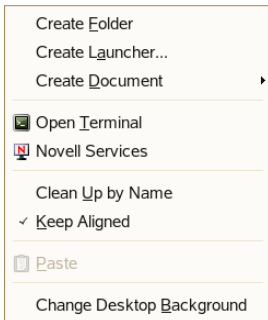
WARNING

Be careful with this option—if you move folder or file icons to the trash can and you empty the trash can, the actual data is deleted. If the icons only represent links to a file or to a directory, only the links are deleted.

1.3.2 Desktop Menu

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

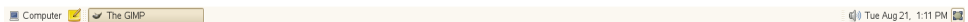
Figure 1.2 *GNOME Desktop Menu*



1.3.3 Bottom Panel

The desktop includes a panel across the bottom of the screen. The bottom panel contains the Computer menu (similar to the Start menu in Windows*) and the icons of all applications currently running. You can also add applications and applets to the panel for easy access. If you click the name of a program in the taskbar, the program's window is moved to the foreground. If the program is already in the foreground, a mouse click minimizes it. Clicking a minimized application reopens the respective window.

Figure 1.3 *GNOME Bottom Panel*



The *Show Desktop* icon is on the right side of the bottom panel. This icon minimizes all program windows and displays the desktop. Or, if all windows are already minimized, it reopens them.

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

Table 1.1 *Panel Menu Options*

| Option | Description |
|---------------------|--|
| <i>Add to Panel</i> | Opens a menu of applications and applets that can be added to the panel. |

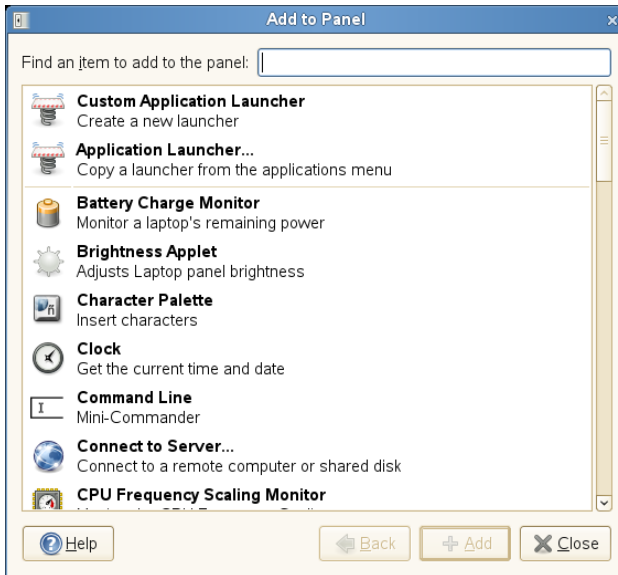
| Option | Description |
|--|--|
| <i>Properties</i> | Modifies the properties for this panel. |
| <i>Delete This Panel</i> | Removes the panel from the desktop. All of the panel settings are lost. |
| <i>Allow Panel to be Moved/Lock Panel Position</i> | Lets you drag the panel to another side of the screen, or locks the panel in its current position. |
| <i>New Panel</i> | Creates a new panel and adds it to the desktop. |
| <i>Help</i> | Opens the Help Center. |
| <i>About Panels</i> | Opens information about the panel application. |

1.3.4 Adding Applets and Applications to the Panel

You can add applications and applets to the bottom panel for quick access. An applet is a small program, while an application is usually a more robust stand-alone program. Adding an applet puts useful utilities where you can easily access them.

The GNOME desktop comes with many applets. You can see a complete list by right-clicking the bottom panel and selecting *Add to Panel*.

Figure 1.4 *Add to Panel Dialog Box*



Some useful applets include the following:

Table 1.2 *Some Useful Applets*

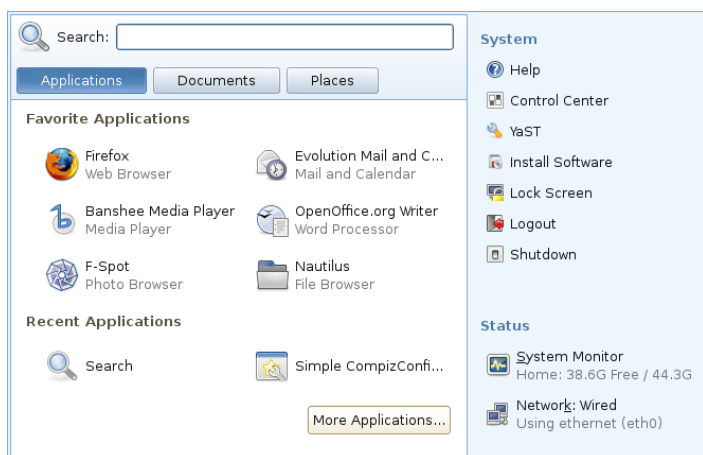
| Applet | Description |
|-----------------------|---|
| Dictionary Lookup | Look up a word in an online dictionary. |
| Force Quit | Terminate an application. This is especially useful if you want to terminate an application that is no longer responding. |
| Search for Files | Find files, folders, and documents on the computer. |
| Sticky Notes | Create, display, and manage sticky notes on your desktop. |
| Traditional Main Menu | Access programs from a menu like the one in previous versions of GNOME. This is especially useful for people who are used to earlier versions of GNOME. |

| Applet | Description |
|--------------------|---|
| Volume Control | Increase or decrease the sound volume. |
| Weather Report | Display current weather information for a specified city. |
| Workspace Switcher | Access additional work areas, called workspaces, through virtual desktops. For example, you can open applications in different workspaces and use them on their own desktops without the clutter from other applications. |

1.4 Using the Main Menu

Click *Computer* on the far left of the bottom panel to open the main menu. Commonly used applications appear in the main menu, along with recently used applications. You can also click *Documents* to display your recent documents, or click *Places* to display your favorite places (such as your home directory or the Desktop). Click *More Applications* to access additional applications, listed in categories. Use the options on the right to access Help, install additional software, open the GNOME Control Center, lock your screen, log out of the desktop, or check the status of your hard drive and network connections.

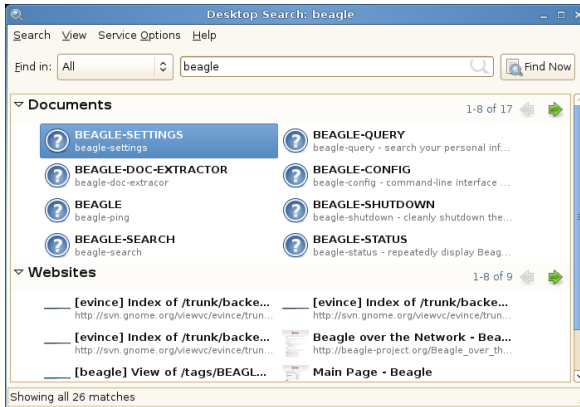
Figure 1.5 *Main Menu*



The main menu contains several elements:

1.4.1 Search Bar

The search bar helps you find applications and files on your system. Enter your search terms in the *Search* field, then press Enter. The results are displayed in the Desktop Search dialog box.



You can use the results list to open a file, forward it via e-mail, or display it in the file manager. Simply right-click an item in the results list and select the option you want. The options available for an item depend on the type of file it is. Clicking a file in the list displays a preview of the file and information such as the title, path, and date the file was last modified or accessed.

Use the *Search* menu to limit your search to files in a specific location, such as your address book or Web pages, or to display only a specific type of file in your results list. The *View* menu lets you sort the items in your results list according to name, relevance, or the date the file was last modified.

For more information about using the GNOME desktop's search function, see [Chapter 4, Searching with Beagle](#) (page 111).

1.4.2 Main Menu Tabs

You can determine which icons appear in the main menu by clicking the *Applications*, *Documents*, or *Places* tabs.

Favorite Applications

By default, Favorite Applications shows icons for several commonly used applications. Use this view to show the applications you use most often.

To add an item to your Favorite Applications:

- 1 Click *Computer > More Applications*.
- 2 Right-click the application you want to add.
- 3 Select *Add to Favorites*.

The selected application is added to your Favorite Applications.

To remove an item from your Favorite Applications:

- 1 Click *Computer*.
- 2 Make sure that your Favorite Applications appear in the main menu.
If *Favorite Applications* does not appear on the main menu, click *Applications*.
- 3 Right-click the item you want to remove.
- 4 Select *Remove from Favorites*.

The removed application no longer appears in your Favorite Applications view.

Recent Applications

Recent Applications shows the last two applications you have started. Use this view to quickly find applications you have used recently.

Recent Documents

Click the *Documents* tab to display the last several documents you have opened. Use this view to quickly locate the documents you worked on most recently. Click *More Documents* to open the File Browser.

Recent Places

Click the *Places* tab to display the last several places you have opened. Use this view to quickly locate the places you worked on most recently. Click *More Places* to open the File Browser.

1.4.3 System

System provides shortcuts to several system applications.

Table 1.3 *System Shortcuts*

| Application | Description |
|------------------|--|
| Help | Opens the Help Center, which provides online documentation for your system. |
| Control Center | Allows you to customize and configure your system. For more information, see Chapter 2, Customizing Your Settings (page 57). |
| Install Software | Opens the Software Installer, which guides you through the process of installing new software. |
| Lock Screen | Locks your system so that nobody can access it while you are away. Enter your password to unlock the system. |
| Log Out | Opens the Log Out dialog, where you can log out or switch users. |
| Shutdown | Opens the Shutdown dialog, where you can shut down or restart your system, or suspend the computer. |

1.4.4 Status

Status displays information about your hard drive and network connection, including the amount of available space on your hard disk and the type of network connection you are using.

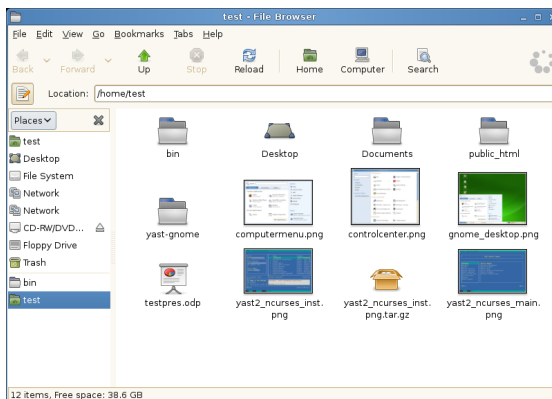
1.5 Managing Folders and Files with Nautilus

Use the Nautilus File Manager to create and view folders and documents, run scripts, and create CDs of your data. In addition, the File Manager provides support for Web and file viewing.

You can open the File Manager in the following ways:

- Click *Computer > Nautilus File Browser*.
- Double-click your Home directory icon on the desktop.
- Click *Computer > More Applications > System > Home Folder* or *Nautilus File Browser*.

Figure 1.6 *File Manager*



The elements of the Nautilus window include the following:

Menu Lets you perform most tasks in the file manager. You can also open a pop-up menu from file manager windows by right-clicking in a file manager window. The items in this menu depend on where you right-click. For example, if you right-click a file or folder, you can select items related to the file or folder. If you right-click the background of a view pane, you can select items related to the display of items in the view pane.

Toolbar Lets you quickly navigate among files and folders, and provides access to files and folders. The toolbar contains Back, Forward, Up, Stop, Reload, Home, Computer, and Search buttons.

Location Bar Lets you locate files, folders, and URI sites.

Side Pane Lets you navigate or display information about the selected file or folder. Use the drop-down list to customize what is shown in the pane. The list includes ways to view information about files, perform actions on files, add emblems to files, view a history of recently visited sites, and display your files in the Tree system. To close the side pane, click the X at the top right of the side pane. To display the side pane, click *View > Side Pane*.

View Pane Displays folders and files. Use the options on the *View* menu to increase or decrease the size of content in the view pane, and to display items as a list or as icons.

Status Bar Displays the number of items in a folder and gives the available free space. When a file is selected, the status bar displays the filename and size.

1.5.1 File Manager Navigation Shortcuts

Some simple shortcuts for navigating in the File Manager include the following:

Table 1.4 *File Manager Navigation Shortcuts*

| Shortcut | Description |
|------------------|--------------------------|
| <— or Alt↑ | Opens the parent folder. |
| ↑ or ↓ | Selects an item. |
| Alt + ↓ or Enter | Opens an item. |

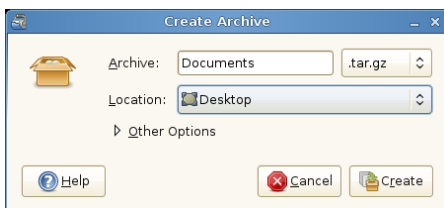
| Shortcut | Description |
|------------------|--|
| Shift + Alt + ↓ | Opens an item and closes the current folder. |
| Shift + Alt + ↑ | Opens the parent folder and closes the current folder. |
| Shift + Ctrl + W | Closes all parent folders. |
| Ctrl + L | Opens a location by specifying a path or URL. |
| Alt + Home | Opens your home directory. |

For more information, click *Help > Contents* in the File Manager.

1.5.2 Archiving Folders

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

- 1 In the Nautilus view pane, right-click the folder you want to archive, then click *Create Archive*.



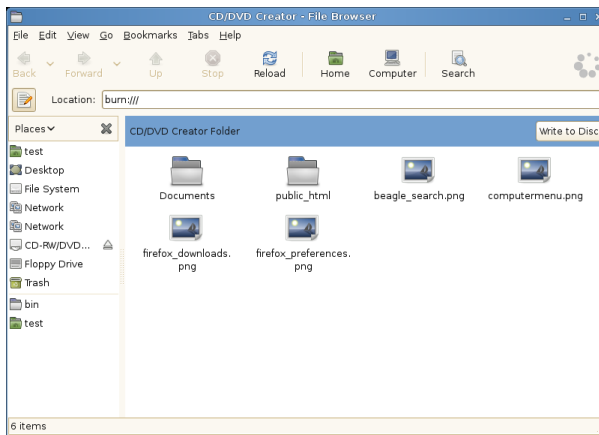
- 2 Accept the default archive filename or provide a new name.
- 3 Select a file extension from the drop-down list (use `tar.gz` for the most common archive form).
- 4 Specify a location for the archive file, then click *Create*.

To extract an archived file, right-click the file, then select *Extract Here*.

1.5.3 Creating a CD/DVD

If your system has a CD or DVD read/write drive, you can use the Nautilus file manager to burn CDs and DVDs.

- 1 Click *Computer > More Applications > Multimedia > GNOME CD/DVD Creator*, or insert a blank disc and click *Make Data CD/DVD* or *Make Audio CD/DVD*.
- 2 Copy the files you want to put on the CD or DVD into the Nautilus *CD/DVD Creator* window.



- 3 Click *Write to Disc*.
- 4 Modify information in the Write to Disc dialog box or accept the defaults, then click *Write*.

The files are burned to the disc. This could take a few minutes, depending on the amount of data being burned and the speed of your burner.

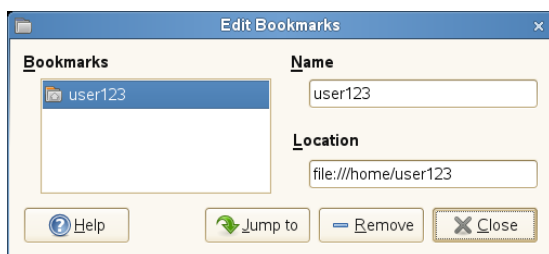
You can also use the Banshee to burn audio and MP3 CDs.

1.5.4 Using Bookmarks

Use the Nautilus 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.

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.

1.5.5 File Manager Preferences

You can change the File Manager preferences by clicking *Edit > Preferences*. For more information, see [Section 2.3.7, “File Management Preferences”](#) (page 72).

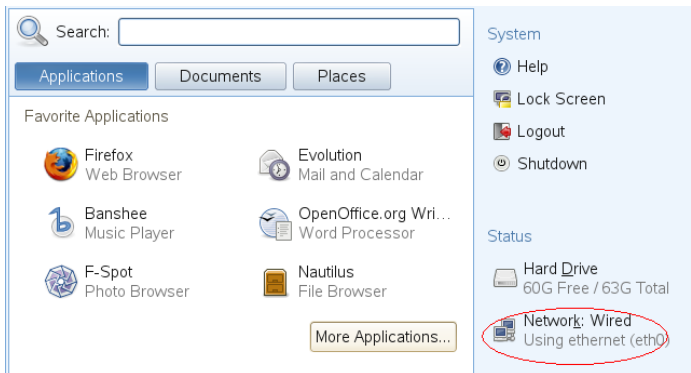
1.6 Accessing Network Resources

This section describes how to access network resources:

1.6.1 Connecting to Your Network

You can connect to a network with wired and wireless connections. To view your network connection status, click *Computer*. In the *Status* area of the main menu, The *Network Connections* icon shows your network connection status. For example, in the following figure, the computer is connected to a wired network using an Ethernet connection.

Figure 1.7 *Network Connections Icon in the Main Menu*



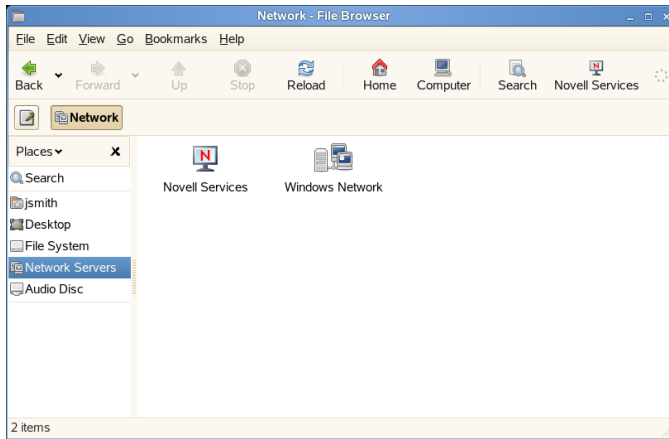
Click the icon to open the YaST Network Settings module. You can use this module to configure your network setup method or edit your network card configuration.

1.6.2 Accessing Network Shares

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

To access network shares, double-click your Home directory icon on the desktop, then click *Network* in the left pane. The view pane displays the network shares that you can access. Double-click the network resource that you want to access. You might be required to authenticate to the resource by providing a username and password.

Figure 1.8 *Network File Browser*



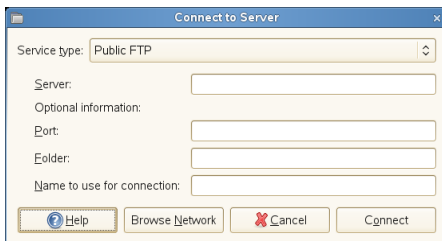
To access Windows shares, double-click the *Windows Network* icon. The Windows shares available to you are displayed.

Other common network shares are SFTP accessible resources (SSH File Transfer Protocol). Double-click the icon of the host you want to access and provide the required access data.

For more information, see [Chapter 3, Accessing Network Resources](#) (page 105).

Adding a Network Place

- 1 Click *Computer > Nautilus File Browser > File > Connect to Server*.



- 2 Select a service type, then specify the required information for your type of service.

- 3 Specify the name you want displayed for this connection, then click *Connect*.

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

1.6.3 Sharing Directories From Your Computer

You can make directories on your computer available to other users on your network.

Enabling Sharing

Use YaST to enable sharing on your computer. In order to enable sharing, you must have `root` privileges and be a member of a workgroup or domain.

- 1 Click *Computer > More Applications > System > YaST*.
- 2 In YaST, click *Network Services > Windows Domain Membership*.
- 3 In the Windows Domain Membership module, click *Allow Users to Share Their Directories*.
- 4 Click *Finish*.

Sharing a Directory

If directory sharing is enabled on your computer, use the following steps to configure a directory to be shared.

- 1 Open the File Manager and browse to the directory you want to share.
- 2 Right-click the directory you want to share, then click *Sharing Options*.



- 3 Select the *Share this folder* check box, then type the name you want to use for this share.
- 4 If you want other users to be able to copy files to your shared directory, select the *Allow other people to write in this folder* check box.
- 5 Optionally, type a *Comment* for the share.
- 6 Click *Create Share*.

1.7 Accessing Floppy Disks, CDs, or DVDs

To access floppy disks, CDs, or DVDs, insert the medium into the appropriate drive. For many types of removable media, a File Manager window pops up automatically when the media is inserted or attached to the computer. If File Manager does not open, double-click the icon for that drive to view the contents.

WARNING

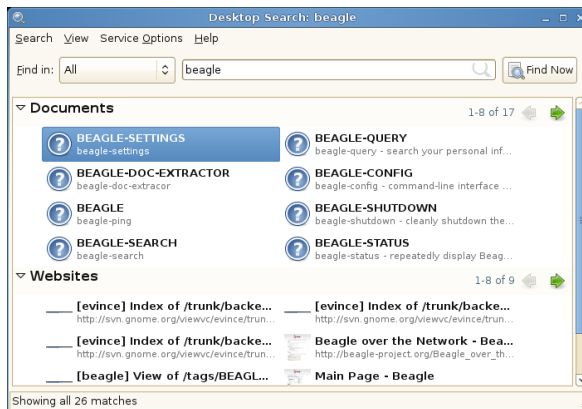
Do not simply remove disks from the drive after using them. Floppy disks, CDs, and DVDs must always be unmounted from the system first. Close all File Manager sessions still accessing the medium, then right-click the icon for the medium and select *Eject Volume* or *Unmount Volume* from the menu. Then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

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

1.8 Finding Data on Your Computer or in the File System

GNOME provides several ways to find data on your computer or in the file system. With Beagle (also called Desktop Search), you can 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.

To locate files on your computer, click *Computer*, enter your search terms in the *Search* field, then press Enter. The results are displayed in the Desktop Search dialog box.



You can use the results lists to open a file, forward it via e-mail, or display it in the file manager. Simply right-click an item in the results list and select the option you want. The options available for an item depend on the type of file it is. Clicking a file in the list displays a preview of the file and information such as the title, path, and date the file was last modified or accessed.

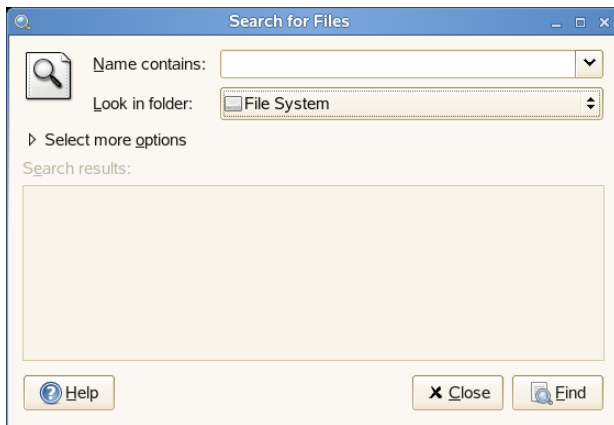
For more information, see [Chapter 4, Searching with Beagle](#) (page 111).

With Search for Files, you can locate files on your computer or in the file system using a variety of search criteria, such as file content, date, owner, or file size. Start it by clicking *Computer > More Applications > System > Search for Files*.

1.8.1 Searching for Files

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

Figure 1.9 *Search for Files Dialog*



Search for Files uses the `find`, `grep`, and `locate` UNIX commands, and all searches are case insensitive.

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

```
gnome-search-tool
```

Performing a Basic Search

- 1 Click *Computer > More Applications > System > Search for Files*.
- 2 Type the search text in the *Name contains* field.

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

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

- 3 In the *Look in folder* field, type the path to the directory where you want Search for Files to begin the search.
- 4 Click *Find*.

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

Adding Search Options

Use *Select more options* to search by file content, dates, owner, or file size.

- 1 Click *Computer > More Applications > System > Search for Files*.
- 2 Type the search text in the *Name contains* field.
- 3 In the *Look in folder* field, type the path to the directory where you want Search for Files to begin the search.
- 4 Click *Select more options*, then click *Available options*
- 5 Select a search option that you want to apply, then click *Add*.

The following options are available:

| Option | Description |
|--------------------------------|---|
| <i>Contains the text</i> | Searches for a file by filename. Type a full filename or a partial filename with wildcards in the field provided. Use an asterisk (*) to indicate a sequence of characters. Use a question mark (?) to indicate a single character. The search is case sensitive. |
| <i>Date modified less than</i> | Searches for files that were modified within the period specified (in days). |
| <i>Date modified more than</i> | Searches for files that were modified before the period specified (in days). |
| <i>Size at least</i> | Searches for files that are equal to or larger than the size specified (in kilobytes). |
| <i>Size at most</i> | Searches for files that are smaller than or equal to the size specified (in kilobytes). |
| <i>File is empty</i> | Searches for empty files. |
| <i>Owned by user</i> | Searches for files that are owned by the user specified. Type the name of the user in the text box provided. |
| <i>Owned by group</i> | Searches for files that are owned by the group specified. Type the name of the group in the text box provided. |
| <i>Owner is unrecognized</i> | Searches for files that are owned by a user or group that is unknown to the system. |
| <i>Name does not contain</i> | Searches for filenames that do <i>not</i> contain the string that you enter. Enter a full filename or a partial filename with wildcards in the field provided. Use an asterisk (*) to indicate a sequence of |

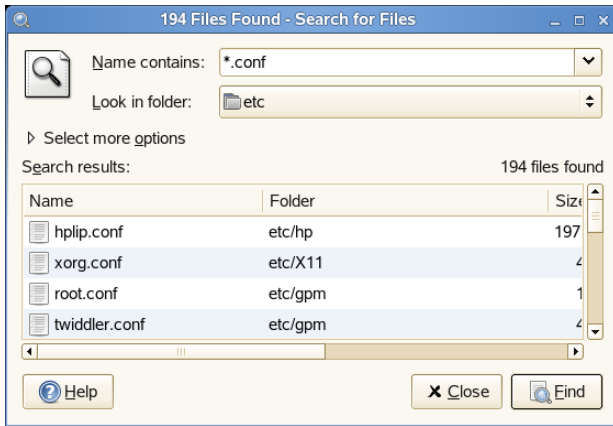
| Option | Description |
|--|--|
| | characters. Use a question mark (?) to indicate a single character. The search is case sensitive. |
| <i>Name matches regular expression</i> | Searches for files that contain the specified regular expression in their directory path or filename. Type the regular expression in the text box provided. Regular expressions are special text strings used to describe a search pattern. For more information, see Regular-Expressions.info [http://www.regular-expressions.info]. |
| <i>Show hidden and backup files</i> | Includes hidden and backup files in the search. |
| <i>Follow symbolic links</i> | Follows symbolic links when searching for files. |
| <i>Include other filesystems</i> | Searches in directories that are not in the same file system as the start directory. |

- 6 Specify the required search information for the search option.
- 7 To remove a search option from the current search, click the *Remove* button next to the option.
- 8 Click *Find*.

Using the Search Results List

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

Figure 1.10 *Search Results List*



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

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

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

Disabling Quick Searches

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

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

1.9 Moving Text Between Applications

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

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

1.10 Printing

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

You can also use YaST to configure your printers, as described in Section “Setting Up a Printer” (Chapter 2, *Setting Up Hardware Components with YaST*, ↑Start-Up).

1.10.1 Installing a Local Printer

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

The printer dialog should open. If it doesn't, click *Computer > Control Center > Add Printer > New Printer* to open it.

- 2 Enter the root password.

- 3 Click *Local Printer*.

- 4 If the printer was autodetected, select the printer from the list. If the printer was not autodetected, click *Use another printer by specifying a port* and then select the correct printer port.

- 5 Click *Forward*.

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

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

- 7 Specify desired options (such as a description or location) for the printer in the Properties dialog box, then click *Close*.

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

1.10.2 Monitoring Print Jobs in GNOME

Modifying Printer Settings

- 1 Click *Computer > Control Center > Printers*.
- 2 Right-click the printer you want to modify, then click *Properties*.
- 3 Modify the properties, then click *Close*.

Canceling Print Jobs

- 1 Click *Computer > Control Center > Printer*.
- 2 Double-click the printer you sent the job to.
- 3 Right-click the print job, then click *Cancel*.

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

Deleting a Printer

- 1 Click *Computer > Control Center > Printer*.
- 2 Click *Edit > Become Administrator*.

- 3 Type the root password, then click *Continue*.
- 4 Right-click the printer you want to delete, then click *Remove*.

1.11 Managing Internet Connections

To surf the Internet or send and receive e-mail messages, you must have configured an Internet connection with YaST. Depending on your environment, in YaST select whether to use NetworkManager. In GNOME, you can then establish Internet connections with NetworkManager as described in Section “Using GNOME NetworkManager Applet” (Chapter 10, *Using NetworkManager*, ↑Start-Up).

For a list of criteria to help you to decide whether to use NetworkManager, refer to Section “Use Cases for NetworkManager” (Chapter 10, *Using NetworkManager*, ↑Start-Up).

1.12 Exploring the Internet

The GNOME desktop includes Firefox, a Mozilla*-based Web browser. You can start it by clicking *Computer > Firefox*.

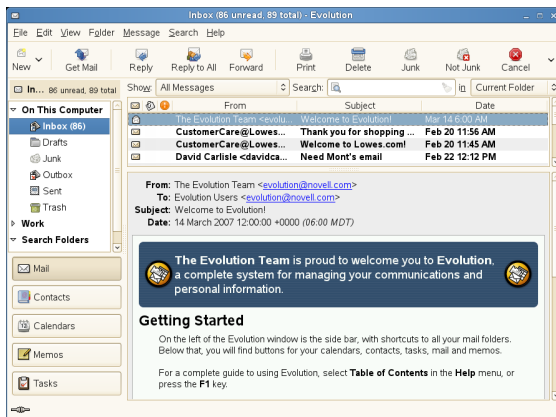
You can type an address into the location bar at the top or click links in a page to move to different pages, just like in any other Web browser.

For more information, see Chapter 20, *Browsing with Firefox* (↑Application Guide).

1.13 E-mail and Scheduling

For reading and managing your mail and events, openSUSE offers you Novell® Evolution™, a groupware program that makes it easy to store, organize, and retrieve your personal information.

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



To start Evolution, click *Computer > More Applications > Office > Evolution Mail and Calendar*.

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

Press **Ctrl + N** to open a new item for whatever part of Evolution you're working in. In mail, this creates a new message. If you're in the address book, **Ctrl + N** creates a new contact card, and in the calendar, **Ctrl + N** creates a new appointment.

For more information, see Chapter 12, *Evolution: E-Mail and Calendaring* (↑Application Guide).

1.14 Opening or Creating Documents with OpenOffice.org

For creating and editing documents, OpenOffice.org is installed with the GNOME desktop. OpenOffice.org is a complete set of office tools that can both read and save Microsoft Office file formats. OpenOffice.org has a word processor, a spreadsheet, a database, a drawing tool, and a presentation program.

To get started, click *Computer > OpenOffice.org Writer* or select an OpenOffice.org module by clicking *Computer > More Applications > Office*, then select the module you want to open.

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

For more information, see Chapter 1, *The OpenOffice.org Office Suite* (↑Application Guide) or view the help in any OpenOffice.org program.

1.15 Controlling Your Desktop's Power Management

GNOME Power Manager is a session daemon for the GNOME desktop that manages the power settings for your laptop or desktop computer.

GNOME Power Manager is usually started automatically when GNOME starts, but you can manually start GNOME Power Manager by using the following command:

```
gnome-power-manager --verbose --no-daemon
```

1.15.1 GNOME Power Manager Notification Messages

The GNOME Power Manager displays the following notifications under the specified conditions:

AC Adapter Unplugged

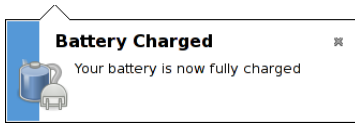
Figure 1.11 *GNOME Power Manager Notification When AC Adapter is Removed*



You can disable this notification by changing the GConf key `/apps/gnome-power-manager/notify_ac_adapter`.

Fully Charged

Figure 1.12 *GNOME Power Manager Notification When Laptop Primary Battery is Fully Charged*



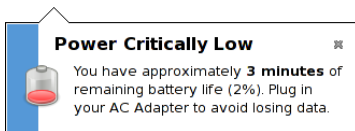
You can disable this notification by changing the GConf key `/apps/gnome-power-manager/notify_fully_charged`.

You will receive a repeat notification only if your battery percentage charge drops below 95% and then is again fully charged. This prevents some machines from showing unwanted repeat notifications if the battery is incorrectly reporting the charged status.

Power Low

When the battery is low, you will receive the following notification. You should consider switching to AC power as soon as possible.

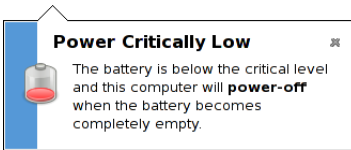
Figure 1.13 *GNOME Power Manager Notification When Battery Power is Low*



Power Critical

When the computer has run out of power, it will show this notification explaining what action is required. You can change the critical low action using the preferences tool (see [Section 1.15.3, “Modifying Power Management Preferences”](#) (page 40) for more information).

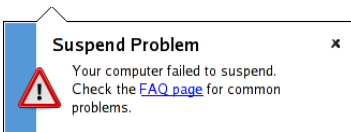
Figure 1.14 *GNOME Power Manager Notification When the System Power is Critically Low*



Suspend Failure

When a suspend failure occurs, you might receive this following warning. The most common reason for this notification is that the current user does not have permission to suspend or hibernate the computer.

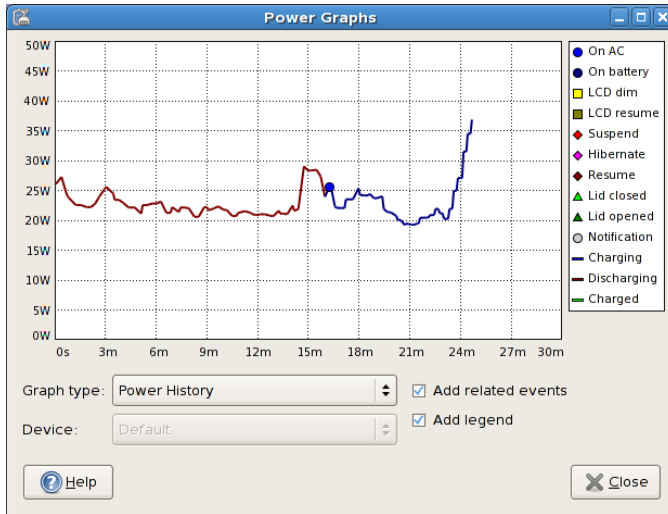
Figure 1.15 *GNOME Power Manager Notification When Suspend Failure Occurs*



1.15.2 Viewing Power Statistics

The statistics program lets you view the power consumption of your laptop hardware in graphic form.

Figure 1.16 *Power History Going From Battery Power to AC*



To access the statistics graphs, click *Computer > More Applications > System > Power Statistics*.

You might not see some options or graphs if your computer does not have the required hardware. You might also see other hardware not shown here (for example UPS devices), but these are treated the same way as other devices.

Change History

This graph shows the percentage charge available for the composite primary battery. If you have a main laptop battery and an auxiliary battery, only the averaged value will be shown. A legend is not shown with this graph.

Power History

This graph shows the power history charge used by the composite primary battery. The line represents the amount of power that is either being used to charge the batteries in the system, or the power being used by the system from the batteries. You should see the line go up when processor intensive tasks are performed, and go down when the system is at idle (or when the screen is dimmed). A legend is shown with this graph when data events have been received.

You will not receive rate data from your computer if it is not charging or discharging, or if the computer is suspended. This is due to hardware limitations where the rate is only sent from the battery management chip, rather than the power management chip on the motherboard.

Estimated Time History

This graph shows the estimated charge history for the composite primary battery. The line represents the amount of time required until charged, or the amount of time until discharge. This line should go proportionally up when the power decreases and down when the rate increases. A legend is shown with this graph when data events have been received.

1.15.3 Modifying Power Management Preferences

The Power Management Preferences dialog box lets you control the LCD brightness when your system is on AC or battery power, the idle time for the screen power-down and suspend action, the actions to perform when the laptop lid is closed, and the notification area icon policy.

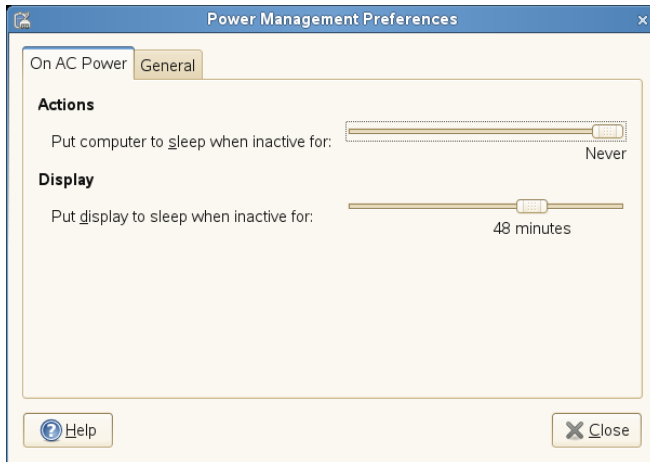
To access Power Management Preferences, click *Computer > More Applications > System > Power Management*.

On AC Power Preferences

Use the options on the On AC Power dialog box to automatically put your computer to sleep when it has been inactive for a specified amount of time. When your computer is asleep, it is turned on but in a low power mode. It takes less time for a computer to wake up from sleep than it does for the computer to start up after being turned off.

You can also set only the display to sleep. If your computer is in the middle of a task (for example, burning a DVD) that you want to finish while you are away, set only the display to sleep.

Figure 1.17 *GNOME Power Manager On AC Power Preferences*



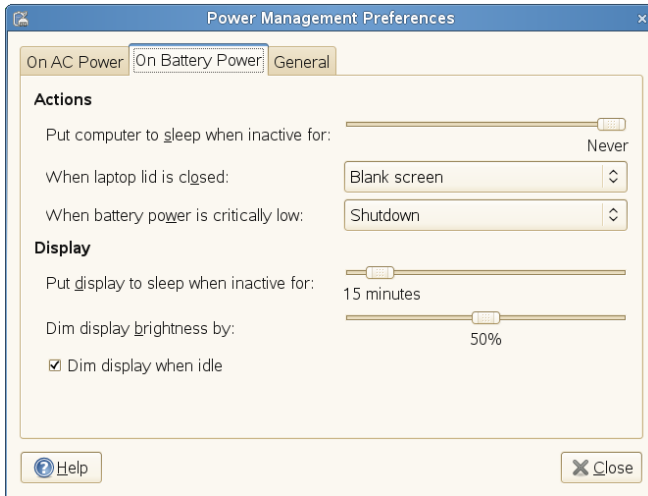
On Battery Power Preferences

Use the options on the On Battery Power dialog box to automatically put your computer to sleep when it has been inactive for a specified amount of time, to specify what happens when you laptop lid closed, and what happens when battery power is critically low.

When your computer is asleep, it is turned on but in a low power mode. It takes less time for a computer to wake up from sleep than it does for the computer to start up after being turned off.

You can also set only the display to sleep. If your computer is in the middle of a task (for example, burning a DVD) that you want to finish while you are away, set only the display to sleep.

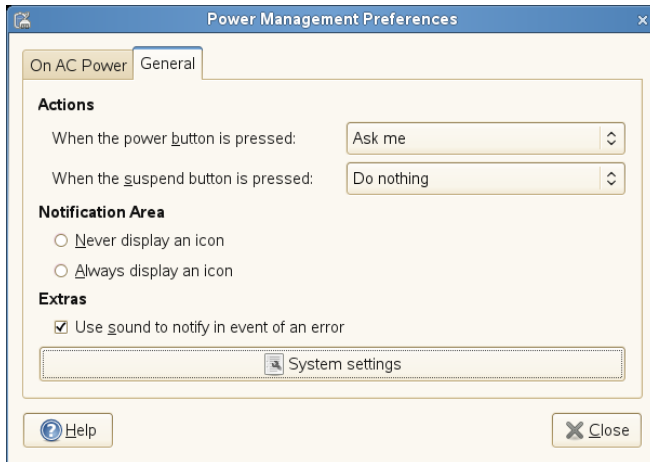
Figure 1.18 *GNOME Power Manager On Battery Power Preferences*



General Preferences

Use the options on the General Power Management Preference dialog box to configure miscellaneous options related to GNOME Power Manager's behavior, such as the actions to perform when the power or suspend buttons are pressed, if an icon is displayed in the Notification area, and if sound is used to notify you in the event on an error.

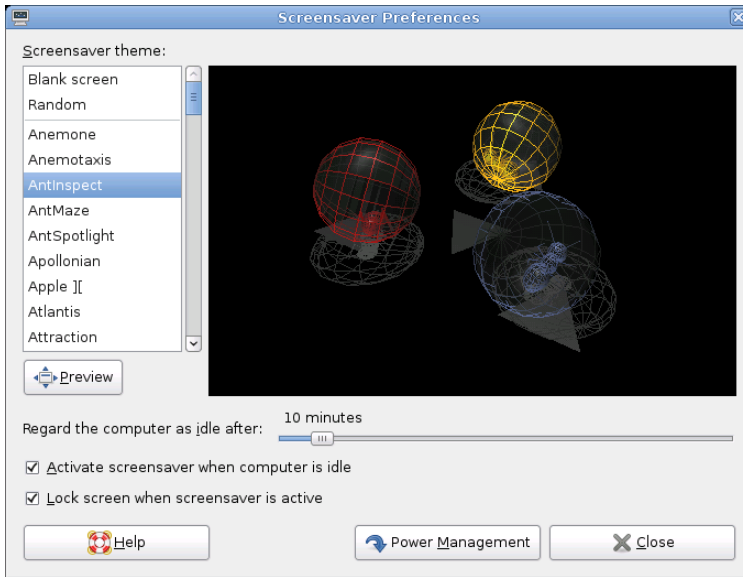
Figure 1.19 *GNOME Power Manager General Preferences*



1.15.4 Session and System Idle Times

`gnome-screensaver` is a session daemon that monitors user input (if the mouse has or has not been moved, and if the keyboard has or has not been pressed), then starts a timeout. When the value of this timeout reaches the value set in Screensaver Preferences (using the *Regard this computer as idle after* option), then the login is marked as “session idle.” At this point, GNOME Power Manager performs the session idle actions, such as enabling low-power mode, and lowering the laptop panel brightness.

Figure 1.20 *Changing the Session Idle Timeout in Screensaver Preferences*



As soon as the session is marked idle, GNOME Power Manager starts its own system timer. When the timeout set in GNOME Power Manager Preferences is reached, and the CPU load is idle, then the idle action is performed (such as turning off the screen, suspending, or hibernating the computer).

To make this clearer, the sliders in GNOME Power Manager Preferences are set to start at the value of the session-timeout + 1 minute, as GNOME Power Manager Preferences cannot logically trigger before the session is marked as idle. If you adjust the value of the session idle timeout in Screensaver Preferences, the start time of the sliders in GNOME Power Manager Preferences will change accordingly.

For more information, see [Section 2.3.4, “Configuring the Screen Saver”](#) (page 67).

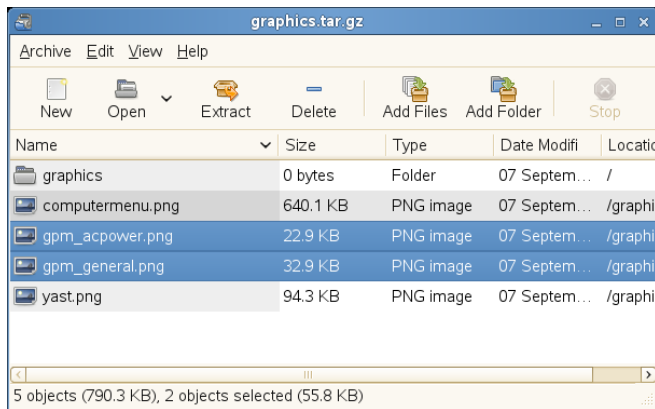
1.16 Creating, Displaying, and Decompressing Archives

You can use the Archive Manager application (also known as File Roller) to create, view, modify, or unpack an archive. An archive is a file that acts as a container for

other files. An archive can contain many files, folders, and subfolders, usually in compressed form. Archive Manager application supports common formats, such as `zip`, `tar.gz`, `tar.bz2`, `lzh`, and `rar`. You can use Archive Manager to create, open, and extract a compressed non-archive file.

To start Archive Manager, click *Computer > More Applications > Utilities > File Roller*. If you already have a compressed file, double-click the filename in the Nautilus file manager to view the contents of the archive in Archive Manager.

Figure 1.21 *Archive Manager*



1.16.1 Opening an Archive

- 1 In Archive Manager, click *Archive > Open*.
- 2 Select the archive you want to open.
- 3 Click *Open*.

Archive Manager automatically determines the archive type, and displays the following:

- The archive name in the window titlebar.
- The archive contents in the display area.

- The total number of files in the archive, and the size of the archive when uncompressed, in the statusbar.

To open another archive, click *Archive > Open* again. Archive Manager opens each archive in a new window. To open another archive in the same window, you must first click *Archive > Close* to close the current archive, then click *Archive > Open*.

If you try to open an archive that was created in a format that Archive Manager does not recognize, the application displays an error message.

1.16.2 Creating Archives

- 1 In Archive Manager, click *Archive > New*.
- 2 Specify the name and location of the new archive.
- 3 Select an archive type from the *Archive type* drop-down list.
- 4 Click *New*.

Archive Manager creates an empty archive, but does not yet write the archive to disk. Archive Manager writes a new archive to disk only when the archive contains at least one file. If you create a new archive and quit Archive Manager before you add any files to the archive, Archive Manager deletes the archive.

- 5 Add files and folders to the new archive:
 - 5a Click *Edit > Add Files* or *Edit > Add a Folder*, then select the files or folders you want to add.

You cannot add folders to the archive with the *Add Files* dialog box. Use the *Add a Folder* dialog box.

- 5b Click *Add*.

Archive Manager adds the files to the current folder in the archive.

You can also add files to an archive in a file manager window without opening Archive Manager. See [Section 1.5.2, “Archiving Folders”](#) (page 19) for more information.

1.16.3 Extracting Files From an Archive

- 1 In Archive Manager, select the files that you want to extract.
- 2 Click *Archive > Extract*.
- 3 Specify the folder where Archive Manager will extract the files.
- 4 Choose from the following extract options:

| Option | Description |
|--------------------------|---|
| All files | Extracts all files from the archive. |
| Selected files | Extracts the selected files from the archive. |
| Files | Extracts from the archive all files that match the specified pattern. |
| Re-create folders | <p>Reconstructs the folder structure when extracting the specified files.</p> <p>For example, you specify <code>/tmp</code> in the <i>Filename</i> text box and choose to extract all files. The archive contains a subfolder called <code>doc</code>. If you select the <i>Re-create folders</i> option, Archive Manager extracts the contents of the subfolder to <code>/tmp/doc</code>. If you do not select the <i>Re-create folders</i> option, Archive Manager does not create any subfolders. Instead, Archive Manager extracts all files from the archive, including files from subfolders, to <code>/tmp</code>.</p> |
| Overwrite existing files | Overwrites any files in the destination folder that have the same name as the specified files. |

| Option | Description |
|--|--|
| | If you do not select this option, Archive Manager does not extract the specified file if an existing file with the same name already exists in the destination folder. |
| Do not extract older files | <p>Extracts the specified file only if the destination folder does not contain the specified file, or if the destination folder contains an older version of the specified file. Archive Manager uses the modification date to determine which file is the most recent. If the version of the file in the archive is older, Archive Manager does not extract the specified file to the destination folder.</p> <p>This option is only available if the <i>Overwrite existing files</i> option is selected.</p> |
| Password | <p>This option is available only if the archive type supports encryption. Currently, only <code>.zip</code> and <code>.arj</code> archives support encryption.</p> <p>If the archive contains encrypted files, enter the required password in the <i>Password</i> field to decrypt the specified files during the extraction process. The required password is the encryption password that was specified when the archive was created.</p> |
| Open destination folder after extraction | Displays the contents of the destination folder in a file manager window after the extraction of the specified files is completed. |

5 Click *Extract*.

If all of the files in the archive are protected by a password, and you have not specified the password, Archive Manager displays an error dialog.

If some but not all of the files in the archive are protected by a password, and you have not specified the password, Archive Manager does not display an error dialog. However, Archive Manager extracts only the unprotected files to the new archive.

To extract an archived file in a file manager window without opening Archive Manager, right-click the file, then select *Extract Here*.

The Extract operation extracts a copy of the specified files from the archive. The extracted files have the same permissions and modification date as the original files that were added to the archive.

The Extract operation does not change the contents of the archive.

1.17 Taking Screen Shots

You can take a snapshot of your screen or an individual application window using any of the following methods:

- From any panel

You can add the Take Screenshot button to any panel. For information on how to do this, see [Section 1.3.4, “Adding Applets and Applications to the Panel”](#) (page 11). After you have added the button, click the *Take Screenshot* button to take a snapshot of the entire desktop.

- Use shortcut keys

Press the Print Screen button to take a screen shot of the entire desktop. Press Alt+Print Screen to take a screen shot of the currently active window or dialog box.

- From the Application Browser

Click *Computer > More Applications > System > Take Screenshot*.

- From a terminal

You can use the `gnome-panel-screenshot` command to take a screen shot. This command takes a screen shot of the entire screen, then displays the Save Screenshot dialog box, which you can use to save the screen shot.

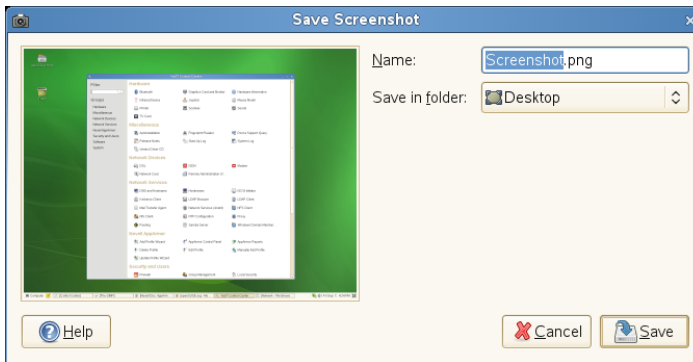
You can use the following options with the `gnome-panel-screenshot` command:

--window Takes a screen shot of the currently active window.

--delay=seconds Takes a screen shot after the specified number of seconds, then displays the Save Screenshot dialog box.

When you take a screen shot, the Save Screenshot dialog box opens. To save the screen shot as an image file, enter the filename for the screen shot and choose a location from the drop-down list.

Figure 1.22 *Save Screenshot Dialog Box*

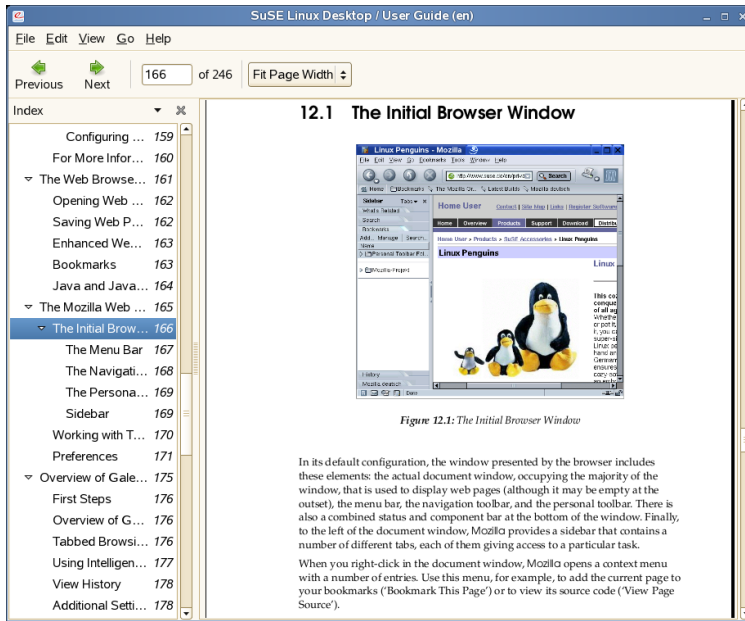


You can also use The GIMP to take screen shots. In The GIMP, click *File > Acquire > Screen Shot*, select a *Single Window* or *the Whole Screen*, then click *Grab*.

1.18 Viewing PDF Files

Documents that need to be shared or printed across platforms can be saved as PDF (Portable Document Format) files. openSUSE ships with the Evince PDF Viewer.

Figure 1.23 *Evince PDF Viewer*



To open Evince, double-click a PDF file in a file manager window (or Web site), or press **Alt + F2**, type **evince**, then press **Enter**.

To view a PDF file in Evince, click **File > Open**, locate the desired PDF file, then click **Open**.

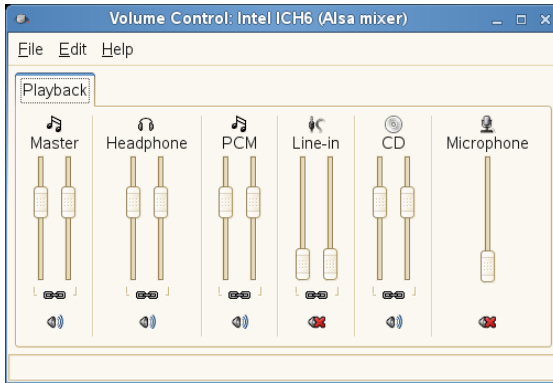
Use the navigation icons at the top of the window to navigate through the document. If your PDF document provides bookmarks, you can access them in the left panel of the viewer.

1.19 Controlling Sound

YaST automatically identifies and configures the sound cards in your computer. You can also use the YaST Hardware module to configure your sound card manually. When your sound card has been configured, you can control the volume and balance of the sound with the GNOME Volume Control mixer.

If the mixer icon (a loudspeaker symbol) is not visible in the panel on your desktop, press **Alt + F2** and enter `gnome-volume-control`, or click *Computer > More Applications > Multimedia > Volume Control*.

Figure 1.24 GNOME Volume Control Dialog Box



The GNOME Volume Control dialog box contains the following elements:

Menubar The items on the menubar contain all of the commands that you need to work with the GNOME Volume Control.

Display area The display area contains the channel faders and associated options for several mixers, which enable you to control the volume on those mixers.

NOTE

GNOME Volume Control populates the display area dynamically, based on the functionality supported by your sound card. The mixers displayed in your GNOME Volume Control window might be different to those shown in [Figure 1.24, “GNOME Volume Control Dialog Box”](#) (page 52).

To increase the volume, slide the fader up. To decrease the volume, slide the fader down. To lock the left and right mixer channels together, select the *Lock* option for that mixer. When you lock the mixer channels, GNOME Volume Control synchronizes both faders. To silence a mixer, select the *Mute* option for that mixer. When you adjust the fader of a muted channel, GNOME Volume Control deselects the Mute option for that mixer.

Any mixer that has a Rec option can be a recording source. To specify the current recording source, select the Rec option for that mixer.

1.20 Using the Fingerprint Reader

With the ThinkFinger driver, openSUSE supports the fingerprint reader by UPEK/SGS Thomson Microelectronics included with some IBM and Lenovo ThinkPads. The same fingerprint reader can also be found in other laptops and either as a stand-alone device or built into some USB keyboards. For more details, refer to http://thinkfinger.svn.sourceforge.net/viewvc/*checkout*/thinkfinger/README.in. After registering their fingerprint, users can log in to the system either by swiping a finger on the fingerprint reader or by typing in a password.

If the hardware check detects the fingerprint reader integrated with your laptop (or connected to your system), the packages `libthinkfinger` and `pam_thinkfinger` are automatically installed. Use the command line tool `tf-tool` to register or verify a fingerprint for various users. `root` permission is required for this. The PAM module `pam_thinkfinger` supports user authentication by fingerprint for the following applications and actions (although you might not be prompted to swipe your finger in all cases):

- Logging in to GDM or a login shell
- Unlocking your screen on the GNOME desktop
- Starting YaST and the YaST modules in the GNOME control center
- Starting an application with `root` permission: `sudo` or `gnomesu`
- Changing to a different user identity with `su` or `su - username`

1.20.1 Registering a Fingerprint

Fingerprints can either be registered with YaST or from the command line. This section contains instructions on registering fingerprints from the command line. Currently, only one fingerprint per user can be registered.

For more detailed information about configuring and using fingerprint authentication, see http://en.opensuse.org/Using_Fingerprint_Authentication.

- 1** Open a shell and log in as `root`.
- 2** Run `tf-tool --help` to view the available options.
- 3** To register a fingerprint for a certain user, enter

```
tf-tool --add-user login
```

`tf-tool` prompts the user to swipe a finger until three readable fingerprints have been gathered. The user's fingerprint data is then stored to `/etc/pam_thinkfinger/login.bir`.

- 4** If you want to use fingerprint authentication for starting YaST or the YaST modules in the GNOME control center, register a fingerprint for `root`, too.
- 5** To verify an existing fingerprint for a certain user, enter

```
tf-tool --verify-user login
```

- 6** Let the user swipe a finger. `tf-tool` compares the fingerprint to the print stored for this user and provides a message if the fingerprints match.

As soon as the user's fingerprint has been successfully registered, the user can choose to authenticate with either fingerprint or password.

To remove a user's fingerprint, delete the appropriate fingerprint file for this user: `/etc/pam_thinkfinger/login.bir`.

With `tf-tool --acquire` you can do a test run with `tf-tool`. The fingerprint is stored as `/tmp/test.bir` and can be verified with `tf-tool --verify`.

1.20.2 For More Information

- Find the project home page at <http://thinkfinger.sourceforge.net/>

- For more technical details, refer to `/usr/share/doc/packages/libthinkfinger/README` in your installed system.
- There are also man pages available for `pam_thinkfinger` and `tf-tool`.

1.21 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 on how to install software updates with openSUSE Updater and how to configure openSUSE Updater, refer to the chapter about installing and removing software in Section “Keeping the System Up-to-date” (Chapter 3, *Installing, Removing and Updating Software*, ↑Start-Up).

1.22 For More Information

Along with the applications described in this chapter for getting started, GNOME 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 GNOME and GNOME applications, see <http://www.gnome.org> and <http://gnomefiles.org>.

To report bugs or add feature requests, go to <http://bugzilla.gnome.org>.

Customizing Your Settings

You can change the way the GNOME desktop looks and behaves to suit your own personal tastes and needs. Some of the settings you might want to change include:

- Keyboard and mouse configuration, as described in [Section 2.2.1, “Modifying Keyboard Preferences”](#) (page 60) and [Section 2.2.2, “Configuring the Mouse”](#) (page 61)
- Desktop background, as described in [Section 2.3.1, “Changing the Desktop Background”](#) (page 64)
- Screen saver, as described in [Section 2.3.4, “Configuring the Screen Saver”](#) (page 67)
- Password, as described in [Section 2.4.2, “Changing Your Password”](#) (page 89)
- Sounds, as described in [Section 2.5.9, “Setting Sound Preferences”](#) (page 100)

These settings and others can be changed in the Control Center.

2.1 The Control Center

To access the Control Center, click *Computer > Control Center*. The Control Center is divided into the following four categories:

Hardware

Allows you to configure hardware components such as graphics cards, monitors, printers, or keyboard layout, and to set up your network devices and configure your network connection. For more information, see [Section 2.2, “Hardware”](#) (page 60).

Look and Feel

Holds settings for the desktop background, the screen saver, and the fonts appearing on the desktop. You can modify themes, window behavior, and styles of desktop elements, such as menus, and scroll bars. Here, you can also configure 3D desktop effects (Xgl). For more information, see [Section 2.3, “Look and Feel”](#) (page 64).

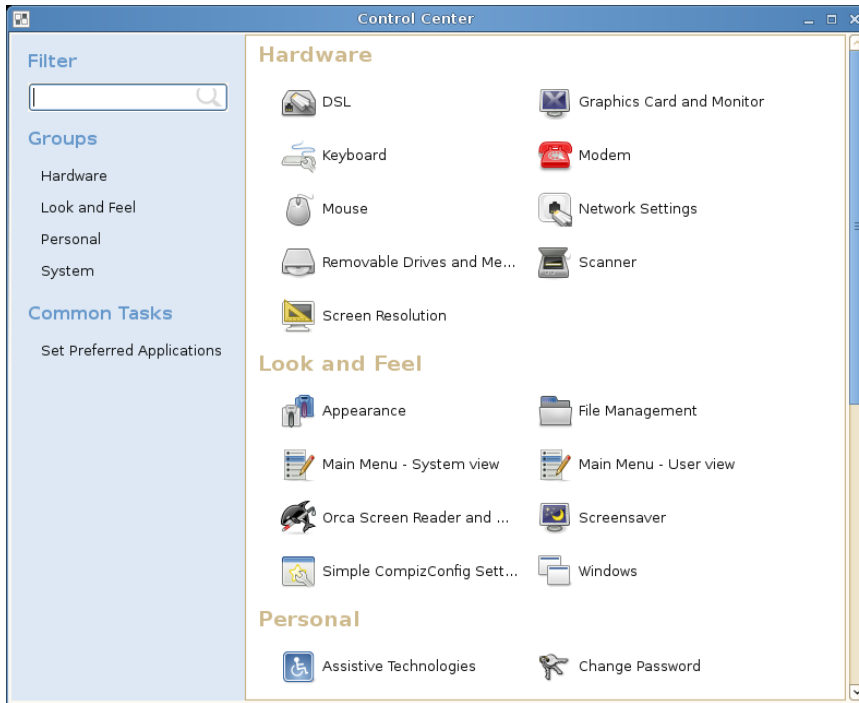
Personal

Go here to change your login password, or to configure keyboard shortcuts or keyboard accessibility settings. For more information, see [Section 2.4, “Personal”](#) (page 87).

System

Lets you configure system settings such as date and time, language, sound, or power management,. Define how GNOME handles sessions on login or shutdown, and modify the Beagle search settings. For more information, see [Section 2.5, “System”](#) (page 91).

Figure 2.1 *GNOME Control Center*



In order to change some systemwide settings, Control Center will prompt you for the `root` password and start YaST. This is mostly the case for administrator settings (including most of the hardware, the graphical user interface, Internet access, security settings, user administration, software installation, and system updates and information). Follow the instructions in YaST to configure these settings. Refer to the integrated YaST help texts or refer to the Part “Installation and Setup” (↑Start-Up).

NOTE: YaST Gtk and Qt Front-Ends

YaST comes with two front-ends depending on the desktop installed on your system. By default, the YaST gtk front-end runs on the GNOME desktop, and the YaST qt front-end on the other desktops. This is defined with the `WANT_UI` parameter in `/sbin/yast2`.

Feature-wise, the gtk front-end is very similar to the qt front-end described in the manuals. One exception is the gtk software management module, which differs considerably from the qt port.

This chapter focuses on individual settings you can change directly in the GNOME Control Center (without YaST interaction).

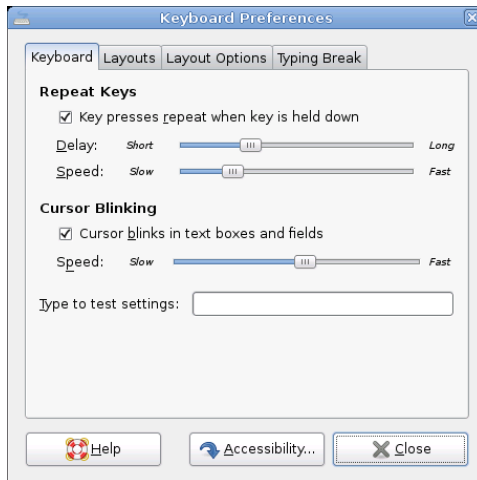
2.2 Hardware

In the following sections, find examples of how to configure some hardware aspects of your GNOME desktop like keyboard or mouse preferences, handling of removable drives and media, or the screen resolution.

2.2.1 Modifying Keyboard Preferences

To modify some keyboard settings such as autorepeat preferences or typing break sessions, click *Computer > Control Center > Hardware > Keyboard*.

Figure 2.2 *Keyboard Preferences Dialog*



- 1 On the *Keyboard* tab, you can set some general keyboard preferences, such as enabling keyboard repeat with individual delay and speed options, or enabling

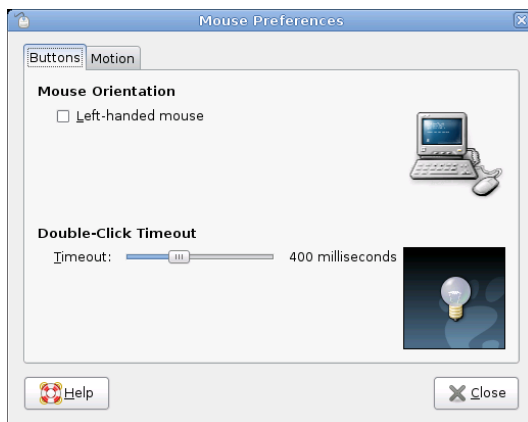
or disabling the blinking of the cursor and defining the speed. For more information about the individual options, click *Help*.

- 2 To select your keyboard model, click the *Layouts* tab, click the *Browse* button and select your model from the list.
- 3 To add a new language layout, click *Add* and choose a language layout to add to the list. You can select different layouts to suit different locales. Select one layout as *Default*.
- 4 On the *Typing Break* tab, you can set typing break preferences. For more information about the individual options, click *Help*.
- 5 If all options are set according to your wishes, click *Close*.

2.2.2 Configuring the Mouse

To modify some mouse options, click *Computer > Control Panel > Hardware > Mouse* to open the *Mouse Preferences*.

Figure 2.3 *Mouse Preferences Dialog*



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

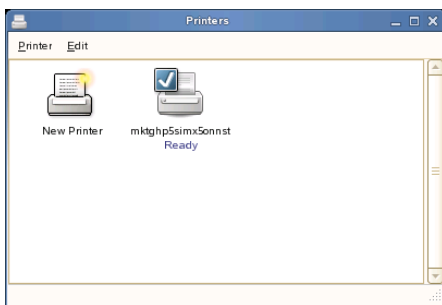
- 2 To select a different cursor theme, switch to the *Cursors* tab. There, you can also enable a mouse pointer animation when you press and release Ctrl. This feature can help you locate the mouse pointer.
- 3 On the *Motion* tab, define the *Acceleration* and *Sensitivity* of your mouse pointer. You can also modify the distance that you must move an item with the pointer before the action is interpreted as a drag and drop action.
- 4 If all options are set according to your wishes, click *Close*.

2.2.3 Installing and Configuring Printers

Use the Printers module to install and configure printers.

To start the Printers module, click *Computer > Control Center > Hardware > Printers*.

Figure 2.4 *Printers Dialog*



2.2.4 Configuring Removable Drives and Media

You can use a wide variety of removable drives and media, including storage devices, cameras, scanners, and more. The configurations for many of these devices are set up automatically during installation. To change the configuration for a drive or other removable device, click *Computer > Control Center > Hardware > Removable Drives and Media*.

Some of the possible configuration settings include:

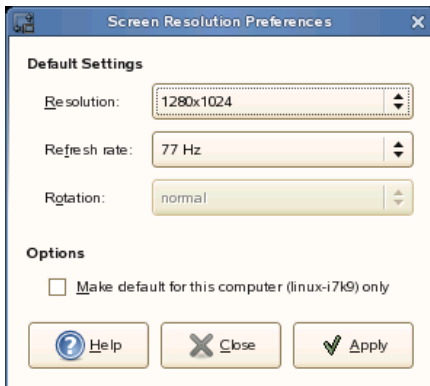
- What happens when a blank CD is inserted in the CD drive
- What happens when an audio CD is inserted in the drive
- Whether images are automatically imported from a digital camera when it is attached to the computer
- Whether removable storage devices are mounted when they are plugged in to the computer
- Whether PDAs are automatically synced when attached to the computer

In general, you do not need to change the settings that are already configured unless you want to change the behavior when a device is connected or if you want to connect a new device that is not yet configured. If you attach a device for the first time and it behaves in an unexpected or undesired way, check the Removable Drives and Media settings.

2.2.5 Specifying Screen Resolution Settings

To specify the resolution and refresh rate for your screen, click *Computer > Control Center > Hardware > Screen Resolution* and modify the options.

Figure 2.5 *Screen Resolution Preferences Dialog*



2.2.6 Configuring a Touchpad

Use this module to configure the behavior of a touchpad. This module is only available on computers containing touchpads, such as laptops. In most cases, the default behavior should remain unchanged. Click *Computer > Control Center > Hardware > Touchpad* to start the Touchpad module.

2.3 Look and Feel

In the following sections, find examples of how to configure some look and feel aspects of your GNOME desktop, like desktop background and screens saver, 3D desktop effects, themes, window behavior, or menus.

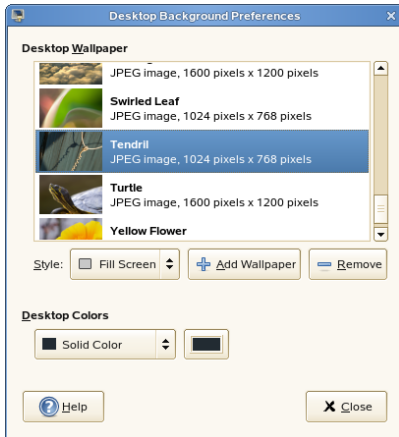
2.3.1 Changing the Desktop Background

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

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

To change the desktop preferences:

- 1 Click *Computer > Control Center > Look and Feel > Desktop Background*.



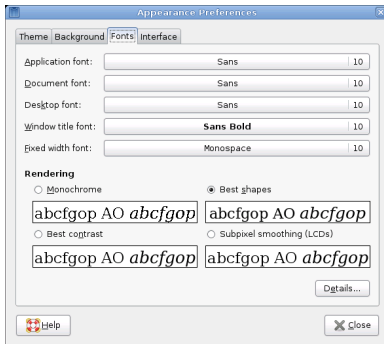
- 2 To change the picture on the background, select one of the *Desktop Wallpapers* from the list and select the style in which to arrange the image on the desktop.
- 3 To use a custom picture, click *Add Wallpaper* and select an image file from the file system.
- 4 If you do not want a picture on the background, specify a color scheme using the options in the *Desktop Color* drop-down list and the color selector buttons.
- 5 When you are satisfied with your choices, click *Close*.

Your desktop immediately changes to show the new settings.

2.3.2 Configuring Fonts

To select the fonts to use in your applications, windows, terminals, and desktop, click *Computer > Control Center > Look and Feel > Fonts*.

Figure 2.6 *Font Preferences Dialog*



The upper part of the dialog shows the fonts selected for applications, documents, the desktop, window titles, and a fixed-width font for terminals. Click one of the buttons to open a selection dialog where you can set the font family, style, and size. For more information on the individual options, click *Help*.

2.3.3 Configuring Menus and Toolbars

You can configure the appearance and behavior of menus and toolbars. Click *Computer > Control Center > Look and Feel > Menus & Toolbars*.

If you want icons to appear in menus, select *Show icons in menus*. Not all menu items have icons.

If you want to be able to define new keyboard shortcuts for menu items, select *Enable menu accelerators*. When this option is enabled, you can change an application shortcut key by placing the mouse pointer over the menu item you want to change, then pressing the new key combination. To remove a shortcut key combination, place the mouse pointer over the menu item, then press *<—* or *Del*.

IMPORTANT: New Keyboard Combinations Can Change Defaults

If you assign a new keyboard combination, you are not warned if you select a combination that was previously assigned to something else. The previous assignment is removed and replaced by the new one. There is no automatic way to restore the original, default keyboard shortcut for a command. You must manually reassign the keyboard shortcut.

This feature does not maintain shortcuts that are normally assigned to all applications, such as Ctrl + C for copy. This might lead to inconsistencies in your GNOME applications.

If you want to be able to move toolbars to other locations on the screen, click *Detachable toolbars*. When this option is enabled, a handle displays on the left side of the toolbars in your applications. To move a toolbar, click and hold on the handle, then drag the toolbar to the new location.

Select one of the following options to specify how toolbar button labels display in your GNOME-compliant applications:

Text below icons

Displays icon labels below the icons for each button.

Text beside icons

Displays icons on the toolbar, with text beside the most important icons.

Icons only

Displays icons only, without any text labels.

Text only

Displays text labels on each button, without icons.

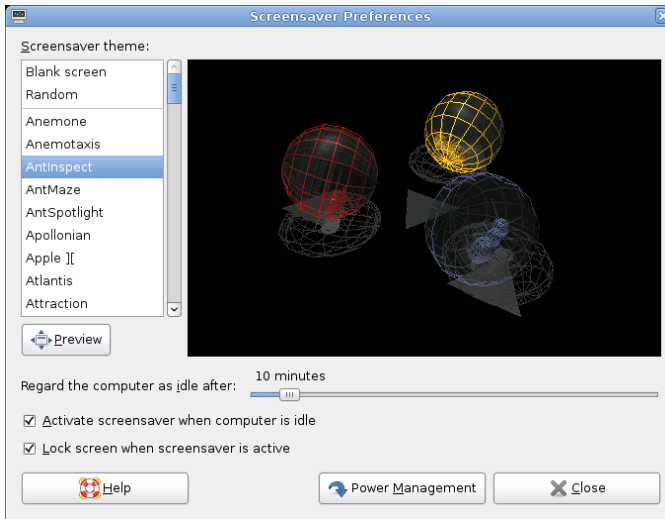
A preview of the selected option appears in the *Menu and Toolbar Preferences* dialog.

2.3.4 Configuring the Screen Saver

A screen saver is a program that blanks the screen or displays graphics when the computer is not used for a specified amount of time. Originally, screen savers protected monitors from having images burned into them. Now they are used primarily for entertainment or security.

To configure a screen saver, click *Computer > Control Center > Look and Feel > Screensaver*.

Figure 2.7 *Screensaver Preferences Dialog*



You can select from *Random* (random selection of screen savers from a custom-defined list), *Blank Screen*, or a selection of installed screen savers.

Select a screen saver from the list to choose it. The currently selected screen saver is displayed in the small preview window. Specify the amount of time that the screen is to be idle before the screen saver is activated, and whether the screen is locked when the screen saver is activated.

2.3.5 Choosing a Theme

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

To choose a theme, click *Computer > Control Center > Look and Feel > Theme*.

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

Controls

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

Window frame

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

Icon

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

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

Procedure 2.1 *Creating a Custom Theme*

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

- 1 Click *Computer > Control Center > Look and Feel > Theme*.
- 2 Select a theme from the list of themes, then click *Theme Details*.
- 3 Select the controls option that you want to use in the custom theme from the list in the *Controls* tabbed page.

- 4 Click the *Window Border* tab, then select the window frame option that you want to use in the custom theme.
- 5 Click the *Icons* tab, then select the icons option that you want to use in the custom theme.
- 6 Click *Close > Save Theme*.

A *Save Theme to Disk* dialog is displayed.

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

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

Procedure 2.2 *Installing a New Theme*

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

- 1 Click *Computer > Control Center > Look and Feel > Theme*.
- 2 Click *Install Theme*.
- 3 Specify the location of the theme archive file in the *Location* field, then click *OK*.

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

- 4 Click *Install* to install the new theme.

Procedure 2.3 *Installing a New Theme Option*

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

- 1 Click *Computer > Control Center > Look and Feel > Theme*.
- 2 Click *Theme Details*, then click the tab for the type of theme you want to install.

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

- 3 Click *Install Theme*.
- 4 Specify the location of the theme archive file in the *Location* field, then click *OK*.
- 5 Click *Install* to install the new theme option.

Procedure 2.4 *Deleting a Theme Option*

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

- 1 Click *Computer > Control Center > Look and Feel > Theme*.
- 2 Click *Theme Details*, then click the tab for the type of option you want to delete.
- 3 Click *Go To Theme Folder*.

A file manager window opens on the default option folder.

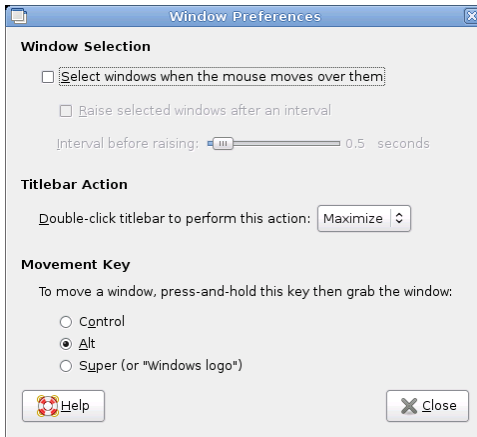
- 4 Use the file manager window to delete the option.

2.3.6 Customizing Window Behavior

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

To customize window behavior, click *Computer > Control Center > Look and Feel > Windows*.

Figure 2.8 *Window Preferences Dialog*



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

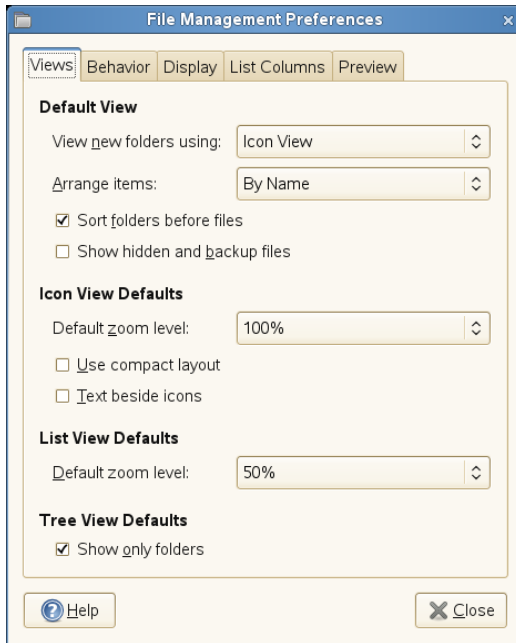
Application windows can be shaded (rolled up) by double-clicking the title bar, leaving only the title bar visible. This saves space on the desktop and is the default behavior. It is also possible to set windows to maximize when the title bar is double-clicked.

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

2.3.7 File Management Preferences

You can change the preferences for Nautilus file manager in the Control Center by clicking *Computer > Control Center > Look and Feel > File Management*, or from Nautilus by clicking *Edit > Preferences*.

Figure 2.9 *File Manager Preferences*



- 1 On the *Views* tab, define options for various Nautilus views, for example, select if Nautilus should also show hidden files and backup files.
- 2 On the *Behavior* tab, you can define several options such as to open files or folders in Nautilus upon single or double mouse-click, or to include a *Delete* menu item in Nautilus which deletes files or folders directly from your file system instead of moving them to the trash.
- 3 On the *Display* tab, configure the date format and the way icon captions appear in Nautilus.
- 4 Switch to the *List Columns* tab to configure the columns that appear in Nautilus, as well as the order in which they appear.
- 5 Click the *Preview* tab to specify for which files to show previews in Nautilus and if folders should the number of items they contain.
- 6 For more information on the available options click *Help*.

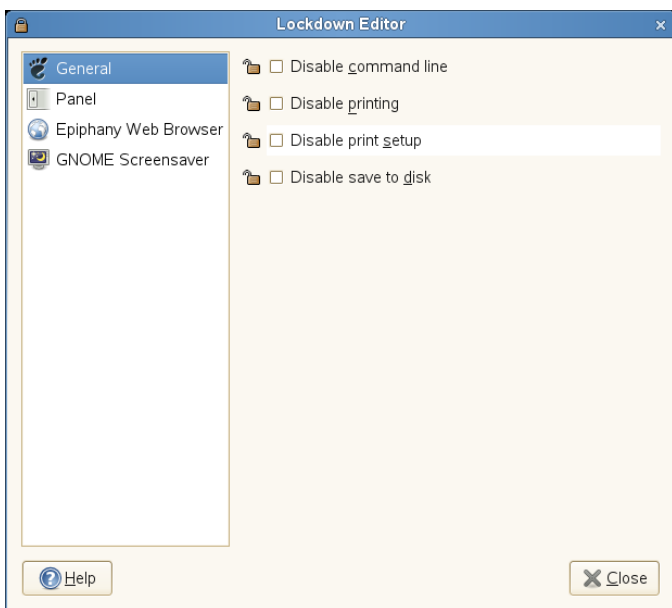
7 If all options are set according to your wishes, click *Close* to apply the changes.

2.3.8 Locking Desktop Functions

openSUSE ships with a graphical lockdown editor (`pessulus` package) that lets you disable (lockdown) certain desktop functions. This is useful if you want to restrict the actions that users can perform on a computer. For example, you might want to prevent command line operations on a computer that is for public use at a trade show.

If the `pessulus` package is already installed, start the Lockdown Editor from the main menu with *Computer > Control Center > Look and Feel > Lockdown Editor* or press `Alt + F2` and enter `pessulus`.

Figure 2.10 *General Lockdown Editor Settings*



When the Lockdown Editor starts, it tries to connect to the GConf mandatory configuration source (`xml:merged:$prefix/etc/gconf/gconf.xml.mandatory`). If you run `pessulus` as `root`, you have access to this configuration source and a lock icon is displayed next to the checkbox for each setting. Click the lock to specify if the setting is mandatory. If the setting is mandatory, regular users will not be able to

change or override the setting. If you do not have access to the mandatory configuration source, the lock icon does not appear. In this case, all disabled settings are stored in the user's default configuration source and can be modified later using other tools such as gconf-editor or gconftool-2. For more information about GConf and mandatory configuration sources, see “Using GConf” [<http://library.gnome.org/admin/system-admin-guide/stable/>] in the *GNOME Desktop System Administration Guide* .

Click a category on the left to view the settings for this category that can be disabled.

- 1 To disable printing (or prevent the user from modifying print settings), access to the command line, and saving to disk, set the according options in the *General* category.
- 2 To lock down the panel, disable the panel applets you specify, and disable the force quit, lock screen, and log out options, use the options in the *Panel* category.
- 3 To control access to features in Epiphany, use the options in the *Epiphany Web Browser* category.
- 4 Use the options in the *GNOME Screensaver* category to lock the screen when the screen saver goes active, enable or disable the log out after a delay option in the unlock dialog box, and to enable or disable the switch user option in the unlock dialog box.
- 5 For more information on the available options of each category, click *Help*.
- 6 If all options are set according to your wishes, click *Close* to apply the changes.

2.3.9 Customizing the Main Menu

Use the *Main Menu* application to customize the GNOME Main menu. To start the application in system view, `root` privileges are needed. . To start the application in user view , click *Computer > Control Center > Look and Feel > Main Menu - User View*.

Figure 2.11 *Main Menu Editor*



The *Main Menu* window shows the selected *Editing Mode* at the top. The current main menu submenus are displayed on the left of the main window, the items belonging to the selected submenu are shown on the right. Groups in a submenu are nested below that submenu. To find an item, click the arrow next to a submenu in the *Menus* list, select the group containing that item, then locate the item in the *Items* list.

NOTE: Implications of Main Menu Changes

Changes you make to the main menu are not overwritten during a subsequent system update. Changes are applied after the latest menu view is generated.

Procedure 2.5 *Editing the Main Menu*

You can change the order in which items appear in the main menu, rename menu items, show or hide menu items, or delete items from the menu altogether, and add new menu items. For example, you might want to place your frequently used applications at the top of the menu or at the top of their groups to make them easier to find. Adding new items to the main menu is helpful when you install an application, but

it is also useful if you have other applications that do not currently appear on the menu. You can also add a directory, a link, or another type of item to the menu.

- 1** To move a menu item, click the menu item in the *Items* list on the right and drag it to a new location in the menu. You can move the item to a new location in the same menu, or drop it on an item in the *Menus* list to move it to a new menu or group. Use the *Move Up* and *Move Down* buttons to change an item's location in the menu.
- 2** To rename an existing menu item, right-click the item in the *Items* list, select *Properties*, and enter a new name.
- 3** To hide an item so it does not appear in the menu, deactivate the checkbox next to the item in the *Items* list. An activated checkbox indicates that the item is currently shown in the menu. When an item is hidden, it still remains in the *Items* list and can be shown at any other time if you decide you want it to (re)appear in the menu.
- 4** To delete an item from the *Items* list altogether, right-click the item and click *Delete*. If you want to show a deleted item in the menu again, you must add it like you would a new application.
- 5** To add a new item, proceed as follows:
 - 5a** In the *Menus* list, click the arrow next to the menu containing the group where you want to add the application, then select the group. The contents of that group appear in the *Items* list.
 - 5b** Click *New Item* and select the *Type* of menu item to add. For example, to add a directory, select *Directory*.
 - 5c** Click *Browse* and select the item to add.
 - 5d** Enter a *Name* for the new menu item.
 - 5e** If you want a short description to appear in the main menu if a user hovers the mouse pointer over the menu item, enter the description in the *Comment* field.

5f If you want to assign an icon to the new item, click the image frame on the left, then select an icon for the item. If you do not select an icon, the item appears in the menu without an icon.

6 If you want to restore the default menu layout, click *Revert*.

7 If all options are set according to your wishes, click *Close* to apply your changes.

NOTE

The first time you use the *Main Menu* application to edit the menu, changes do not take effect until you log out and log back in. After the first time, changes appear immediately when you make them.

2.3.10 Improving Access for the Visually Impaired

The Orca screen reader assists visually impaired users so they can read the information on the screen, either by magnifying the screen, reading screen output aloud, or outputting information from the screen in Braille to a screen reader. To configure Orca, click *Computer > Control Center > Look and Feel > Orca Screen Reader*.

The first time you run this module, a terminal opens so you can set up the Orca screen reader. This setup consists of a series of yes/no questions. Answer the questions as appropriate for your setup. After the setup is complete, you must log out and log back in for your setup to take effect.

After the initial setup, to change the preferences you set during setup or to set additional options, click *Computer > Control Center > Look and Feel > Orca Screen Reader*.

2.3.11 Configuring Desktop Effects

Xgl is an X server architecture that lets you turn your desktop into a rotating 3D cube, tile windows so they do not overlap, and switch tasks while viewing live thumbnails. You can enable translucent or transparent windows, zoom in and out of the desktop screen, and use other window effects such as shadows, fading, and transformations.

You can also configure windows to snap to other windows and screen edges when they are moved.

Figure 2.12 3D Desktop



Enabling Desktop Effects

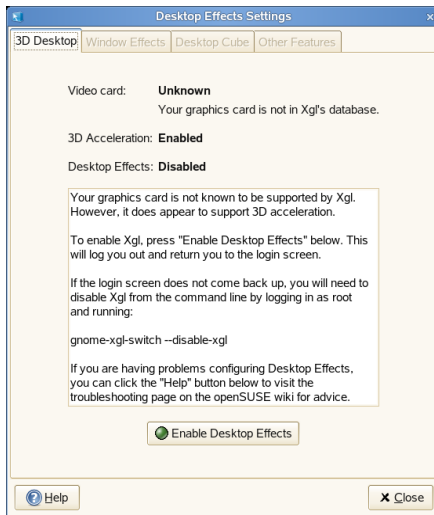
To enable Xgl, you need a graphics adapter capable of providing 3D support, and you also need the graphics driver that Linux uses to operate the graphics adapter. This driver must be able to handle OpenGL (or 3D) requests from the Linux kernel. For a list of supported adapters, see the `/etc/X11/xgl-hardware-list` file that is included with the openSUSE installation. This file tells you which graphics cards are known to work with Xgl, which cards do not work with Xgl, and which cards might work with Xgl but are not supported because they are either too slow or contain too many known defects.

Your screen resolution must be within the 1024x768 to 1920x2000 range, and your color depth must be set at 24-bit. 3D acceleration must also be enabled. Use `SaX2` to change your graphics card and monitor properties if necessary.

To enable desktop effects:

- 1 Click *Computer > Control Center*.
- 2 Click *Desktop Effects* in the *Look and Feel* group.

The Desktop Effects tool analyzes your system and tries to determine whether or not you can run Xgl. If it finds anything wrong, it advises you on what actions you can take. For example, you might be advised to change your screen resolution or color depth, or to activate 3D acceleration. Follow the on-screen prompts to configure your system for Xgl.



- 3 After your system is configured for Xgl, click *Enable Desktop Effects*.
- 4 Type the `root` password, then click *Continue*.
- 5 Click *Log Out* to log out of your session, then type your username and password to log back in.

The default desktop effects are now enabled. For example, windows “wobble” when they first appear and when you move them, they fade away when you close them, and dragging a window to the far right of the screen rotates the desktop

cube. To change any of these effects, see [Section “Modifying Desktop Effects”](#) (page 81).

You can also enable Xgl by running the following command as `root`:

```
gnome-xgl-switch --enable-xgl
```

To disable Xgl, click *Disable Desktop Effects* in the *Desktop Effects Settings* dialog box, or run the following command as `root`:

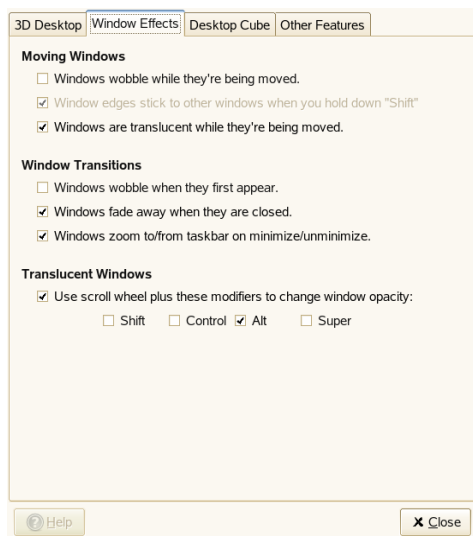
```
gnome-xgl-switch --disable-xgl
```

Modifying Desktop Effects

Use the *Desktop Effects Settings* tool to enable or disable specific desktop effects, or to change the keystrokes or mouse actions used to control those effects.

Open *Desktop Effects Settings* from the main menu by clicking *Computer > Control Center > Look and Feel > Desktop Effects*.

Figure 2.13 *Window Effects Tabbed Page*



- 1 Use the options on the *Window Effects* tab to specify what happens when you move windows, how window transitions appear, and to change window opacity.

- 2 Switch to the *Desktop Cube* tab to specify how many sides your desktop cube has, which keystroke and mouse button combination you can use to drag the cube, and to configure edge flipping.
- 3 To configure window tiling, zooming, and water effects, click the *Other Features* tab.
- 4 For more information on the individual options, click *Help*.
- 5 If all options are set according to your wishes, click *Close* to apply the changes.

You can also use `gconf-editor` to change Xgl settings.

- 1 Click *Computer > More Applications > System > GNOME Configuration Editor* or press `Alt + F2` and enter `gconf-editor`.
- 2 Navigate to the `apps/compiz/general` and `apps/compiz/plugins` registry folders and make the changes you want.
- 3 Click *File > Quit* to close the *Configuration Editor*.

Xgl Shortcuts

The following table contains a list of the default keystrokes and mouse movements you can use to perform desktop effects. To change any of these shortcuts, see [Section “Modifying Desktop Effects”](#) (page 81).

Table 2.1 *Desktop Effects Shortcuts*

| Effect | Shortcut |
|---------------------------------------|---|
| Activate or deactivate rain effect | Shift + F9 |
| Create ripples with the mouse pointer | Ctrl + Alt + Super (Windows key) and move the mouse pointer |
| Panoramic view of all desktop cubes | Ctrl + Alt + ↓ (use the Left and Right arrows to scroll) |

| Effect | Shortcut |
|--|---|
| Rotate desktop cube | Ctrl + Alt + ← or → or drag a window to the edge of the screen |
| Rotate desktop cube manually | Ctrl + Alt + left-click the desktop and drag the mouse pointer |
| Rotate desktop cube while keeping the current active window with you | Ctrl + Alt + Shift + ← or → |
| Switch windows (thumbnail view) | Alt + → |
| Tile windows | Ctrl + Alt + ↑ or move the mouse pointer to the top left corner of the screen |
| Wobbly window | Left-click the window and drag |
| Zoom once | Super key (Windows key) and Button 3 |
| Zoom in manually | Super key (Windows key) and scroll wheel up |
| Zoom out manually | Super key (Windows key) and scroll wheel down |

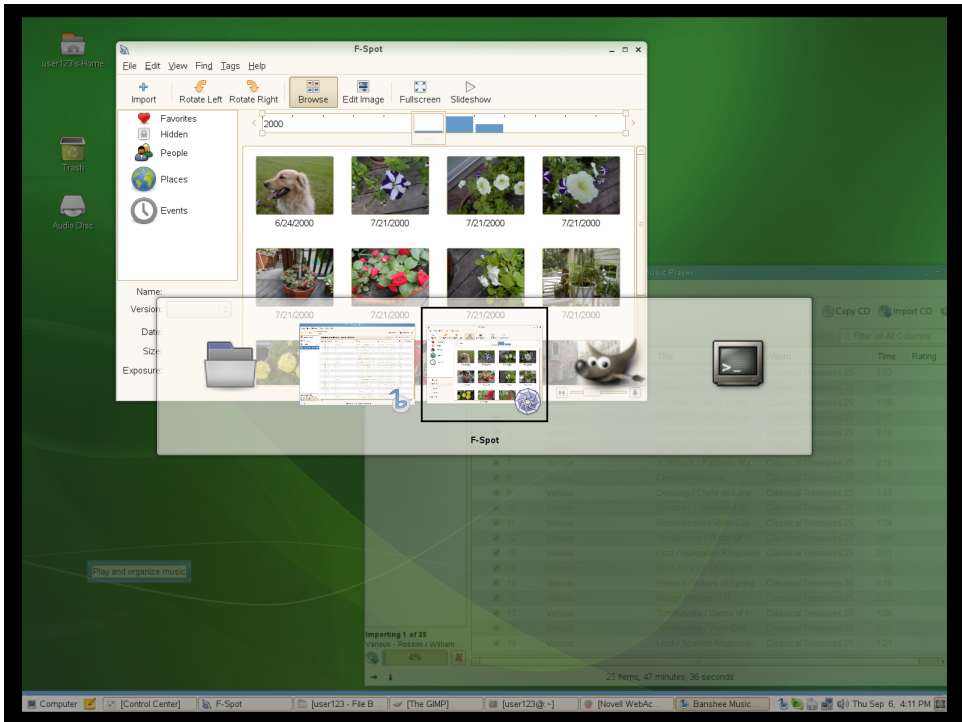
More Desktop Effects

Here are some other things you can do with Xgl.

Switching Tasks

Press Alt + → | to display a thumbnail view of all windows open on your desktop. While holding the Alt key down, press → | to cycle through the list of windows. The currently highlighted window will appear in focus. Release the keys to access that window.

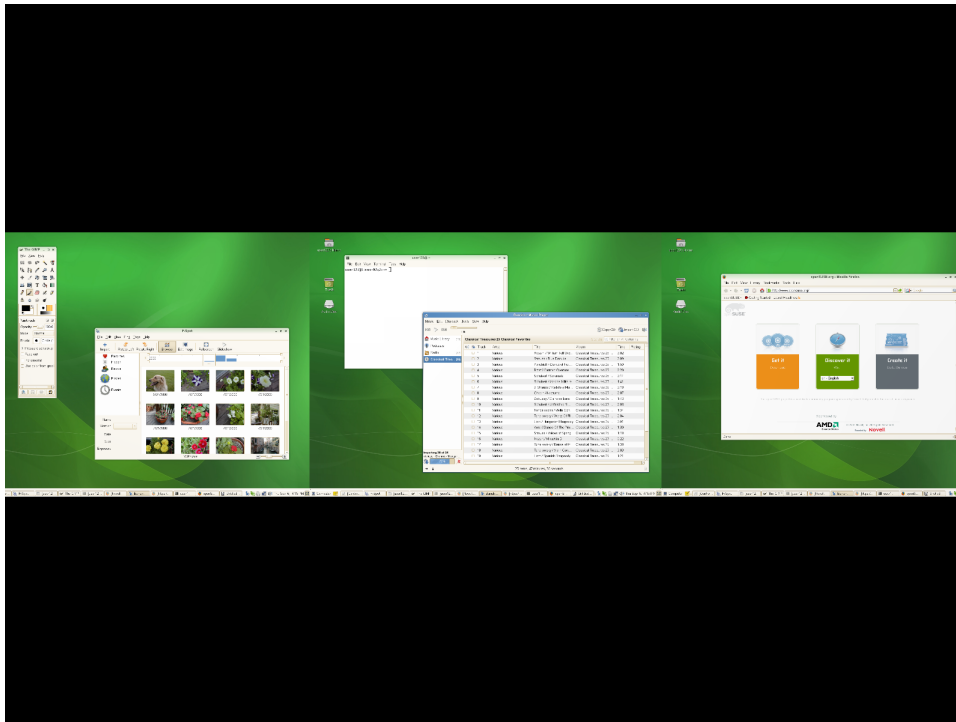
Figure 2.14 *Thumbnail View*



Unfolding the Cube

Press **Ctrl + Alt + ↓** to unfold the desktop cube, opening a panoramic view of all your desktops. Your desktop cube is laid out like a film strip on your screen, and you can use **←** and **→** to select a different screen. This is similar to the switcher feature (**Alt + →|**), but lets you view a thumbnail of your entire desktop instead of only your active windows.

Figure 2.15 *Panoramic View of All Desktop Cubes*



Displaying a Skydome Image Behind the Cube

You can add background wallpaper (also known as a skydome image) that is visible when you rotate or unfold the desktop cube.

- 1 Click *Computer > More Applications > System > GNOME Configuration Editor* or press **Alt + F2** and enter `gconf-editor`.
- 2 Navigate to the `apps/compiz/plugins/cube/screen0/options` registry folder.
- 3 Scroll down the list on the right side of the *Configuration Editor* and select *skydome*.
- 4 Double-click *skydome_image* and specify the path to the skydome image you want to display behind the cube.

(Optional) Select *skydome_animated* to make it look like you are moving around the cube when you use your mouse to rotate the cube.

Click *OK*.

Click *File > Quit* to close the *Configuration Editor*.

A 3D perspective view of a computer desktop environment. The desktop is green and features a file manager window on the left, a terminal window in the center, and a web browser window on the right. The terminal window shows a series of commands and their outputs, including 'gconf', 'command not found', and 'gconf-editor'. The web browser window displays a Google search page. The desktop also has a trash icon and a 'user123's Home' folder. The entire scene is set against a background of a stylized, pixelated Earth from space.

2.4 Personal

In the following sections, find examples of how to configure some personal aspects of your GNOME desktop, like keyboard accessibility, keyboard shortcuts, assistive technology support, and learn how to change your password or manage virtual keyrings.

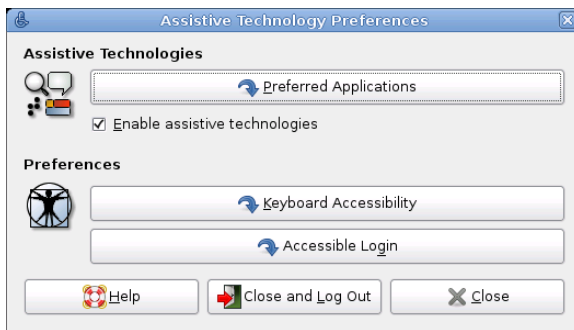
2.4.1 Configuring Assistive Technology Support

Several assistive technologies are included for users with special needs:

- Screen reader
- Screen magnifier
- On-screen keyboard

To configure assistive technology options, click *Computer > Control Center > Personal > Assistive Technology Preferences*.

Figure 2.17 *Assistive Technology Preferences Dialog*



To activate the technologies, first select *Enable Assistive Technologies*. Choose the technologies you want to enable every time you log in.

Click *Keyboard Accessibility* to get to the *Keyboard Preferences* designed to help users with motion impairments using the GNOME desktop. Some of the available settings on the *Accessibility* include:

- How long a key is pressed and held before being recognized as valid input
- Whether the keyboard can be used as a mouse
- Whether key combinations that use Alt, Ctrl, and Shift can be duplicated with “sticky keys”

You can then define various settings for keys:

Sticky Keys

Some keyboard shortcuts require that one key (a modifier key) is kept pressed constantly (this applies to Alt, Ctrl, and Shift) while the rest of the shortcut is typed. When sticky keys are used, the system regards those keys as staying pressed after being pressed once. To enable sticky keys, activate *Simulate simultaneous keypresses*. If *Disable if two keys pressed together* is selected, the keys do not “stick” anymore when two keys are pressed simultaneously. The system then assumes that the keyboard shortcut has been completely entered.

Slow Keys

To prevent accidental typing, activate *Only Accept long keypresses*. Set a minimum time limit that a key must be pressed and held before it is recognized as valid input by the system.

Bounce Keys

To prevent double typing, activate *Ignore fast duplicate keypresses* and set a minimum time limit for accepting two subsequent keypress events of the same key as the input of two individual characters.

Mouse Keys

To use the keyboard as mouse, switch to the *Mouse Keys* tab and activate *Allow to control the pointer using the keyboard*. The mouse pointer is controlled with the arrow keys of the number pad. Use the sliders to set the maximum speed of the mouse pointer, the acceleration time until the maximum speed is reached, and the latency between the pressing of a key and the cursor movement.

In order to set acoustic notifications for some key or accessibility events, click *Notifications* and set the options according to your wishes.

The `gok` package must be installed in order to get on-screen keyboard support, and the `gnopernicus` and `gnome-mag` packages must be installed in order to get screen-reading and magnifying capabilities.

If these packages are not installed on your system (they are installed by default during installation), install them with the following procedure:

- 1 Start the YaST package manager from the command line or open YaST and select *Software > Software Management*.
- 2 For *Filter*, select *Search*.
- 3 In the *Search* field, enter the name of the package you want to install and press Enter. The package is listed in the right frame.
- 4 Select it for installation. Once done, you can search for more packages and select them for installation in one go.
- 5 Click *Accept* to start the installation of the packages.

For more information about the GNOME accessibility features, refer to the *GNOME Desktop Accessibility Guide* available from Yelp.

2.4.2 Changing Your Password

For security reasons, it is a good idea to change your login password from time to time. To change your password:

- 1 Click *Computer > Control Center > Personal > Change Password*.
- 2 Type your old (current) password.
- 3 Type your new password.
- 4 Confirm your new password by typing it again, then click *OK*.

2.4.3 Managing Keyrings

GNOME Keyring Manager provides an interface for viewing secrets stored in keyrings on your computer. Secrets include such items as:

- Passwords

- Wireless credentials
- Certificates
- Credentials for logging in to another computer

Most users will not need to use GNOME Keyring Manager because secrets are automatically managed by the applications that create them. Whenever any GNOME application that uses GNOME Keyring needs to access passwords or credentials stored there, a check is made if the keyring is locked or not. If it is locked, you will be prompted for the master password to unlock the keyring.

To open Keyring Manager (independent of any application interaction) press **Alt + F2** and enter `gnome-keyring-manager`.

To delete a secret:

- 1** In the list of keyrings on the left side of Keyring Manager, click *Default*.
- 2** Click the secret you want to delete in the list in the top right area of Keyring Manager.
- 3** Click *Keyring Delete Keyring*.

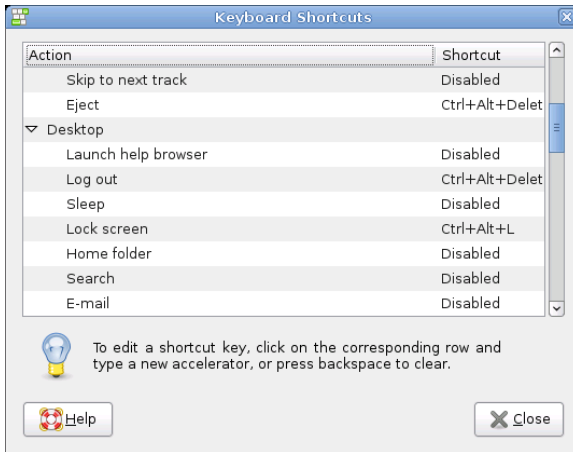
The secret is removed from the list.

2.4.4 Customizing Keyboard Shortcuts

A keyboard shortcut is a key or combination of keys that provides an alternative to standard ways of performing an action. You can customize the keyboard shortcuts for a number of actions.

To open the Keyboard Shortcuts tool, click *Computer > Control Center > Personal > Shortcuts*.

Figure 2.18 *Keyboard Shortcuts Dialog*



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

2.5 System

In the following sections, find examples of how to configure some system aspects of your GNOME desktop, like language settings, power management, preferred applications, session and session sharing preferences, Beagle search options, and audio preferences.

2.5.1 Configuring Streaming Audio and Video

With GNOME Control Center, you can configure which audio and video plug-ins you want to use for streaming multimedia. To open this application, click *Computer > Control Center > System > GStreamer Properties*.

In most cases, you should use the default selections. However, if you want to select other plug-ins, select the plug-in you want from the menus. The *Audio* tab lists the plug-ins for audio input and output. The *Video* tab lists the video plug-ins.

Click *Close* when you are finished. The system is immediately configured to use the selected plug-ins.

2.5.2 Configuring Language Settings

SUSE Linux Enterprise Desktop can be configured to use any of many languages. The language setting determines the language of dialogs and menus, and can also determine the keyboard and clock layout.

You can set the following language settings:

- Primary language
- Whether the keyboard language setting should depend on the primary language
- Whether the time zone should depend on the primary language
- Secondary languages

To configure your language settings:

1 Click *Computer > Control Center > System > Language*.

2 Enter the `root` password.

If you do not know the root password, contact your system administrator. You cannot continue without the root password.

3 Specify the primary language, whether you want to adapt the keyboard layout or time zone to the primary language, and any secondary languages you need to support on the computer.

4 Click *Accept*.

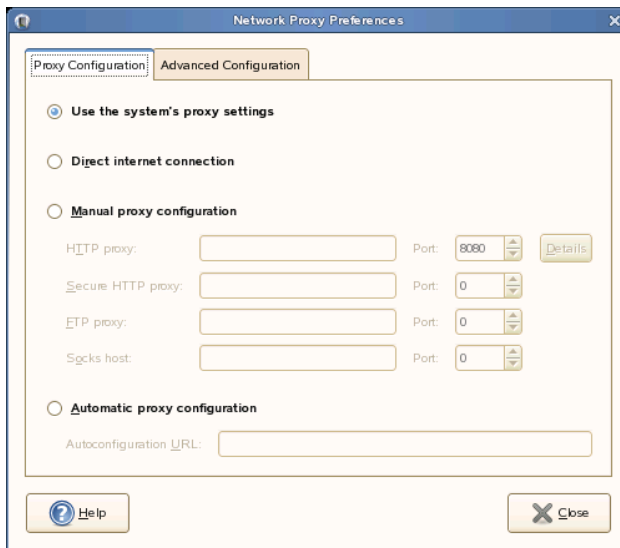
The language configuration settings are written to several configuration files. This process can take a few minutes. The new settings take effect immediately after they are written to the configuration files.

2.5.3 Configuring Network Proxies

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

Click *Computer > Control Center > System > Network Proxies*.

Figure 2.19 *Network Proxy Configuration Dialog*



For more information on the individual options, click *Help*.

2.5.4 Configuring Power Management

The Power Management module lets you manage your system's power-saving options. It is especially useful for extending the life of a laptop's battery charge. However,

several options also help to save electricity when you are using a computer that is plugged in to an electricity source.

Sleep mode shuts down the computer when it is unused for a specified amount of time. Whether you are using battery or AC power, you can specify the amount of time that the computer remains unused before it is put to sleep. You can also put the computer's display to sleep without shutting down the computer, saving the power required by the display.

Sleep mode is especially important when the computer is operating under battery power. Both the screen and the computer draw power from the battery, so you can save a significant amount of battery power by shutting down one or both. It is common to put the display to sleep after a shorter period of time. Then, if the computer remains unused for an additional amount of time, it is also put to sleep.

There are several sleep modes or actions you can set in the Power Management module:

Do nothing

The computer does not shut down or automatically go into any kind of power-saving mode. If you have a laptop, the laptop continues to run normally when the lid is closed.

Blank screen

The screen is blanked, reducing power consumption.

Suspend

Suspend mode turns off power-consuming computer components such as the display and the hard drive without saving the contents of RAM. Any unsaved data is lost.

Hibernate

The computer saves the contents of RAM to the hard disk, then shuts down. When you turn the computer on again, the saved data is put back into RAM, restoring your computer to the state it was in before it shut off. *Hibernate* requires an amount of free hard disk space equal to the amount of RAM installed on the computer.

To open the Power Management module, click *Computer > Control Center > System > Power Management*.

Procedure 2.6 *Specifying Your Computer's Sleep Settings*

- 1** Click the tab for the type of power you are using: if your computer uses AC power, click *Running on AC*. If your computer runs on battery power, click *Running on Battery*. If your computer operates on both AC and battery power, you can configure the settings on both tabs.

The settings you choose are in effect no matter which power source you use.

- 2** Use the sliders to set the amount of inactive time that passes before the display and computer go into sleep mode.

When the display is in sleep mode, the computer continues to run. When the computer is in sleep mode, power to the display and hard disk is shut off and the computer uses only the power needed to maintain the contents of RAM.

- 3** If the computer is a laptop, set the actions you want taken when the laptop lid is closed.
- 4** If you configure how a laptop manages battery power, configure the action you want taken if battery power reaches a critical level.

Choose the option you prefer by selecting it from the menu. If you have sufficient free disk space, *Hibernate* is the best choice.

- 5** If you want power management to prefer power savings over performance, select the check box for that option.

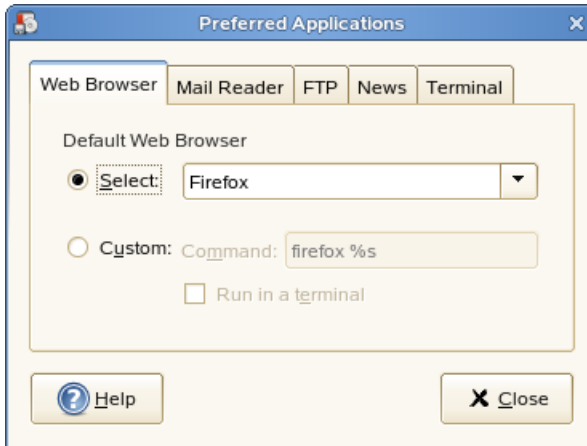
If the check box is selected, the performance of some power-consuming features, such as the display, is reduced slightly to reduce power consumption.

- 6** On the *General* tab, you can set further options, for example the action to take when the power button is pressed, or the sleep type to use when the computer is inactive. The options available there depend on the type of computer you use (laptop or other computer).
- 7** You can also define when and how to display the power icon in the notification area.
- 8** When all options are set according to your wishes, click *Close*. The options you selected go into effect immediately.

2.5.5 Setting Preferred Applications

The Preferred Applications module allows you change the default application for various common tasks such as browsing the internet, sending mails or transferring data with FTP.

Figure 2.20 *Preferred Applications*



- 1 Click *Computer > Control Center > System > Preferred Applications*.
- 2 Click the tab for the type of application you want to set.
- 3 Select one of the available from the applications from the *Select* menu or enter the command used to start the application.
- 4 Click *Close*.

The changes take effect immediately.

2.5.6 Setting Session Sharing Preferences

The *Remote Desktop Preference* dialog box lets you share a GNOME desktop session between multiple users and set session-sharing preferences.

IMPORTANT: Sharing Desktop Sessions Affects System Security

Be aware that sharing desktop sessions can be a security risk. Use the restriction options available. If you need to adjust the options to a lower security level, do not forget to switch back to a higher security level as soon as possible.

- 1 Click *Computer > Control Center > System > Remote Desktop*.



- 2 To share your desktop session with other users, activate *Allow other users to view your desktop*. All keyboard, pointer, and clipboard events from the remote user are ignored.
- 3 If you want or need to allow other users to access and control your session from a remote location, activate *Allow other users to control your desktop*. Click the highlighted text below to send the system address by e-mail to a remote user.
- 4 Make use of the security options available: if *Ask you for confirmation* is activated, remote users require your confirmation before they can connect to your session. To achieve a higher security level, activate *Require the user to enter this password* (if authentication is used).

2.5.7 Configuring Search with Beagle Settings

Beagle is the search engine used on the GNOME desktop. By default, Beagle is configured to start automatically and index your home directory. If you want to change these settings, specify the number of results displayed after a search or change the Beagle privacy settings, click *Computer > Control Center > System > Search & Indexing*.

Figure 2.21 *Search Preferences*



For more information, see [Section 4.4, “Setting Search Preferences”](#) (page 116) and [Section 4.6, “Preventing Files and Directories from Being Indexed”](#) (page 118).

2.5.8 Managing Sessions

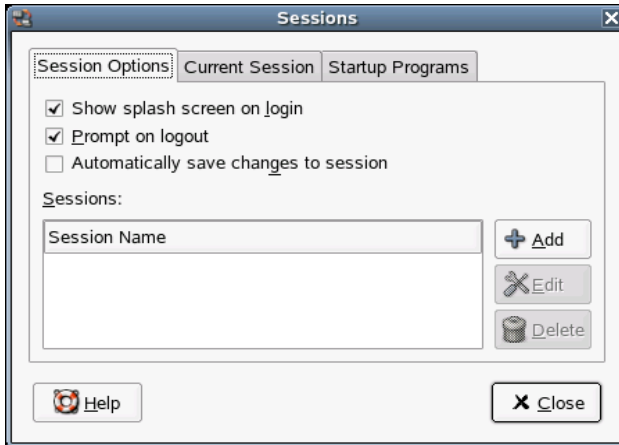
This module lets you manage your sessions. A session occurs between the time that you log in to the desktop environment and the time that you log out. You can set session preferences and specify which applications to start when you begin a session. You can configure sessions to save the state of applications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

You can also use this preference tool to manage multiple sessions. For example, you might have a mobile session which starts applications you use most frequently when traveling, a demo session that starts applications used to present a demonstration or

slide show to a customer, and a work session that uses a different set of applications when you are working in the office.

Click *Computer > Control Center > System > Sessions*.

Figure 2.22 *Sessions Dialog—Session Options Page*



Procedure 2.7 *Setting Session Preferences*

- 1 Use the *Session Options* tab to manage multiple sessions and set preferences for the current session.

For example, to manage multiple sessions, click *Add* and enter a session name to create a new session. When you log in to GDM, you can then choose which of the multiple session to use.

- 2 On the *Current Session* tab, you can modify options for your current session. For more information on the individual options, click *Help*.
- 3 On the *Startup Programs* tab you can add programs to start automatically when beginning a session. Click *Add* and specify the command that runs this application. If you specify more than one startup application, use the *Order* box to specify the startup order of the each application. The commands are executed automatically when you log in.

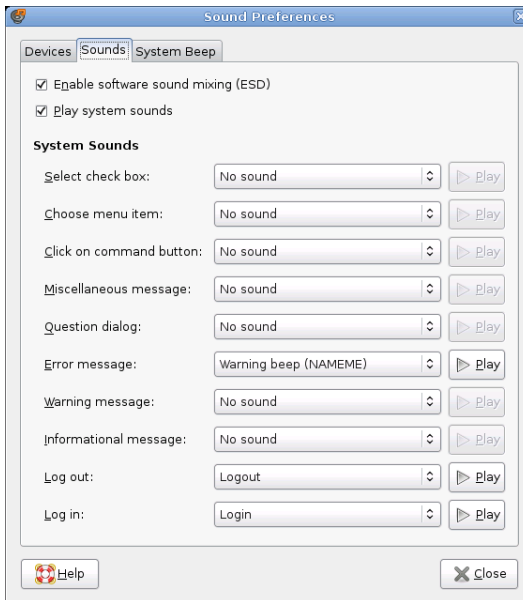
You can also *Delete* a startup application or temporarily *Disable* a startup application.

2.5.9 Setting Sound Preferences

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

Click *Computer > Control Center > System > Sound* to open the *Sound Preferences* tool.

Figure 2.23 *Sound Preferences Dialog*



Use the *Sounds* tab to specify when to launch the sound server. You can also enable sound event functions.

Click *Enable software sound mixing (ESD)* to start the sound server when you start a session. When the sound server is active, the desktop can play sounds.

Click *Play system sounds* to play sounds when particular events occur in the desktop.

Finally, select the sound to play at each of the specified events.

Some applications play a beep sound to indicate a keyboard input error. Use the *System Beep* tab to set preferences for the system beep.

2.5.10 Configuring Administrative Settings with YaST

For your convenience, YaST is available from the Control Panel as well as the Applications menu. For information about using YaST, refer to Part “Installation and Setup” (↑Start-Up).

Part II. Internet Connectivity, Files and Resources

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 the following ways of accessing and creating network shared resources.

- **Network Browsing:** Your file manager, Nautilus, lets you browse your network for shared resources and services. Learn more about this in [Section 3.2, “Accessing Network Shares”](#) (page 106).
- **Sharing Folders in Mixed Environments:** Using Nautilus, 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 3.3, “Sharing Folders”](#) (page 107).
- **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 3.4, “Managing Windows Files”](#) (page 109).
- **Configuring and Accessing a Windows Network Printer:** You can configure a Windows network printer through the GNOME Control Center. Learn how to configure this in [Section 3.5, “Configuring and Accessing a Windows Network Printer”](#) (page 110).

3.1 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.

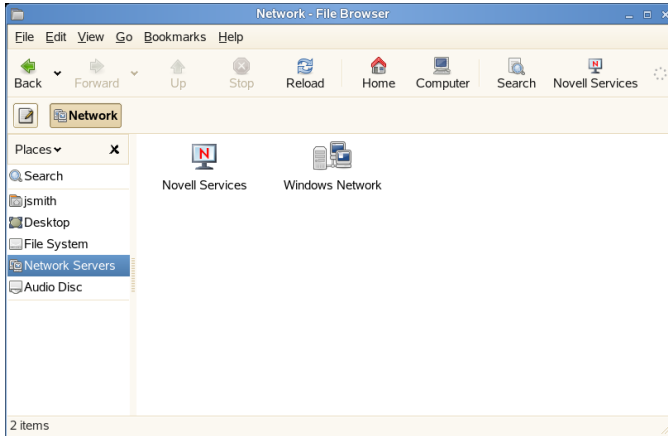
To allow network browsing, your machine needs to keep several network ports open to send and receive network messages that provide details on the network and the availability of shares and services. The standard openSUSE is configured for tight security and has a firewall up and running that protects 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, Nautilus warns you about your security restrictions not allowing it to query the network.

3.2 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, open Nautilus and click *Network Servers*. Nautilus displays the networks that you can access. Click a network, then click the server. You might be required to authenticate to the server by providing a username and password.

Figure 3.1 *Network File Browser*



3.3 Sharing Folders

Sharing and exchanging documents is a must-have in corporate environments. Nautilus offers you file sharing, which makes your files and folders available to both Linux and Windows users.

3.3.1 Enabling Sharing on the Computer

Before you can share a folder, you must enable sharing on your computer. To enable sharing:

- 1 Click *Computer > More Applications > System > YaST*.
- 2 Enter the root password.
- 3 Click *Network Services*.

- 4 Click *Windows Domain Membership*.
- 5 Click *Allow Users to Share Their Directories*, then click *Finish*.

3.3.2 Enabling Sharing for a Folder

To configure file sharing for a folder:

- 1 Open Nautilus.
- 2 Right-click the window background or a folder, then select *Sharing Options* from the context menu.



- 3 Select *Share this folder*.
- 4 (Optional) If you want other people to be able to write to the folder, select *Allow other people to write in this folder*.
- 5 (Conditional) If the folder does not already have the permissions that are required for sharing, click *Add the permissions automatically*.

The folder icon changes to indicate that the folder is now shared.

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.

3.4 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 Nautilus

Use Nautilus's network browsing features to browse your Windows data.

Viewing Windows Data with Nautilus

Use Nautilus 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 GNOME Applications

Many GNOME applications allow you to open files on the Windows server, manipulate them, and save them back to the Windows server.

Single-Sign-On

GNOME applications, including Nautilus, 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 Nautilus, proceed as follows:

- 1 Open Nautilus and click *Network Servers*.
- 2 Click *Windows Network*.
- 3 Click the icon of the workgroup containing the computer you want to access.
- 4 Click the computer's icon (and authenticate, if prompted to do so), then navigate to the shared folder on that computer.

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

3.5 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. GNOME 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 GNOME Control Center from the main menu.

- 2 Select *Hardware > Printers*.

- 3 Select *New Printer*.

Adding a printer requires root privileges, so you must enter the root password to continue.

- 4 Select *Network Printer*, then select *Windows Printer (SMB)* from the drop-down menu.

- 5 Enter or select the Windows host, the printer, and the username and password required to access the Windows computer, then click *Forward*.

- 6 Select the driver that most closely matches the printer, then click *Forward*.

- 7 Click *Apply*.

The printer is ready for use.

To print to the Windows network printer configured above, select it from the list of available printers.

Searching with Beagle

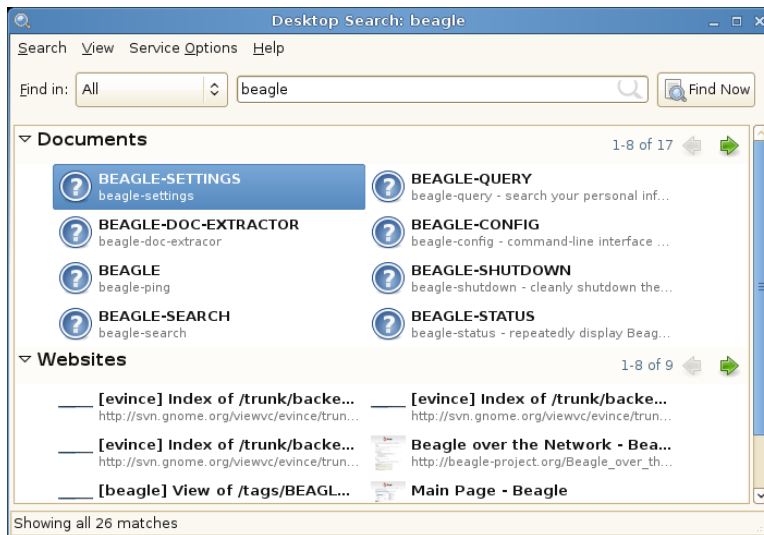
Beagle is a search tool that indexes your personal information space (normally your home directory) to find whatever you are looking for. Using Beagle, you can find documents, e-mails and attachments, Web history, IM/IRC conversations, address book contacts, calendar appointments, notes, source code, images, music and video files, archives and their contents, and applications.

- [Section 4.1, “Using Beagle”](#) (page 111)
- [Section 4.2, “Search Tips”](#) (page 113)
- [Section 4.3, “Performing a Property Search”](#) (page 114)
- [Section 4.4, “Setting Search Preferences”](#) (page 116)
- [Section 4.5, “Indexing Other Directories”](#) (page 117)
- [Section 4.6, “Preventing Files and Directories from Being Indexed”](#) (page 118)

4.1 Using Beagle

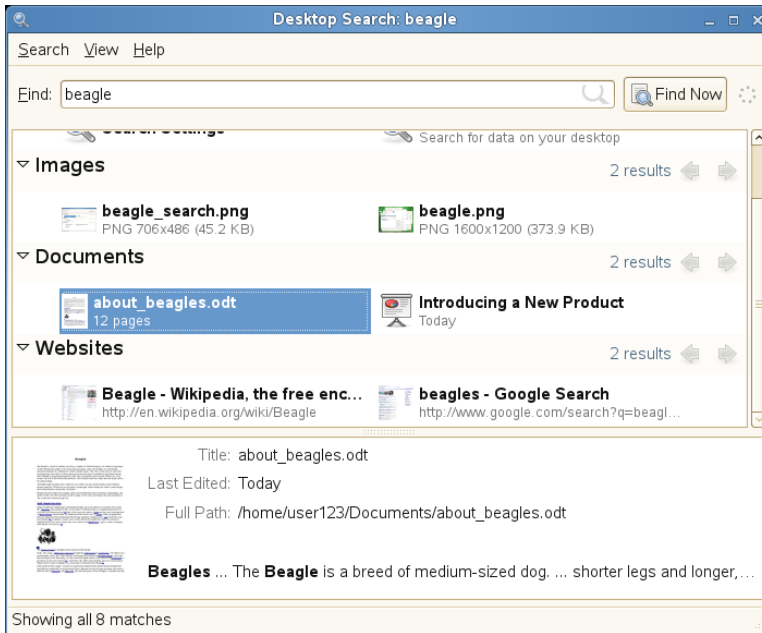
To use Beagle, click *Computer*, enter your search terms in the *Search* field, then press Enter. The results are displayed in the Desktop Search dialog box.

Figure 4.1 *Desktop Search Dialog Box*



You can use the results lists to open a file, forward it via e-mail, or display it in the file manager. Simply right-click an item in the results list and select the option you want. The options available for an item in the results list depend on the type of file it is. Selecting a file in the list displays a preview of the file and information such as the title, path, and date the file was last modified or accessed.

Figure 4.2 Desktop Search Dialog Box With a File Selected



Use the *Search* menu to limit your search to files in a specific location, such as your address book or Web pages, or to display only a specific type of file in your results list. The *View* menu lets you sort the items in your results list according to name, relevance, or the date the file was last modified.

You can also access Desktop Search by clicking *Computer > More Applications > System > Search*.

4.2 Search Tips

- You can use both uppercase and lowercase letters in search terms. Searches are not case-sensitive by default.

To perform a case-sensitive search, put double quotation marks (“”) around the word you want to match exactly. For example, if you use “APPLE” in a search, apple will be ignored.

- To search for optional terms, use OR (for example, apples OR oranges).

IMPORTANT

The OR is case-sensitive when used to indicate optional search terms.

- To exclude search terms, use a minus sign (-) in front of the term you want to exclude (for example, apples -oranges will find results containing apples but not oranges).
- To search for an exact phrase or word, put quotation marks (“”) around the phrase or word.
- Common words such as “a,” “the,” and “is” are ignored.
- The base form of a search term is used when searching (for example, a search for “driving” will match “drive,” “drives,” and “driven”).

4.3 Performing a Property Search

By default, the Beagle search tool looks for search terms in the text of documents and in their metadata. To search for a word in a particular property, use *property:query*. For example, `author:john` searches for files that have “john” listed in the Author property.

Table 4.1 *Supported Property Keywords*

| Keyword | Applies to | Property |
|---------|-------------|---|
| album | Music files | Name of album |
| artist | Music file | Name of artist |
| author | Document | Author of the document (same as Creator of the Document) |
| creator | Document | Creator of the document, mapped to dc:creator (for example, creator of PDF files) |

| Keyword | Applies to | Property |
|------------------|--------------|---|
| email | Address book | E-mail address |
| extension or ext | File | File extension (for example, extension:jpeg or ext:mp3). Use extension: or ext: to search in files with no extension. |
| genre | Music file | Genre of music |
| imagecomment | Image file | Comments and descriptions found in images that have an IPTC caption or Exif comment |
| imagemodel | JPEG image | Model of camera (for example, EOS2D) |
| imagetag | Image file | F-Spot and Digikam image tags, and IPTC keywords |
| mailfrom | E-mail | Name of sender |
| mailfromaddr | E-mail | E-mail address of sender |
| mailinglist | E-mail | Id of mailing list (for example, dashboard-hackers.gnome.org) |
| mailto | E-mail | Name of recipient |
| mailtoaddr | E-mail | E-mail address of recipient |
| speakingto | Chat | Speaker |
| title | Document | Title of document, mapped to dc:title (for example, title tag of HTML files) |

Property searches follow the rules mentioned in [Section 4.2, “Search Tips”](#) (page 113). You can use property searches as an OR query or as an exclusion query, and phrases can be used as *query*. For example, the following line will search for all PDF or HTML documents containing the word “apple” whose author property contains “john” and whose title does not contain the word “oranges”:

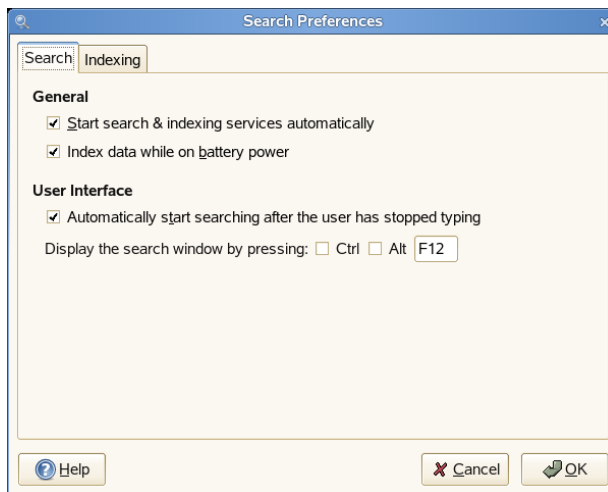
```
apple ext:pdf OR ext:html author:john -title:oranges
```

4.4 Setting Search Preferences

Use the Search Preferences dialog box to set search preferences for Beagle.

- 1 Click *Computer > More Applications > System > Search & Indexing*.

You can also click *Search > Preferences* in the Desktop Search dialog box.



- 2 Choose from the following options:

Start search & indexing services automatically: Select this option if you want the search daemon to start automatically when you log in to your session (this option is selected by default). If you want to use Beagle's Search functionality, the daemon must be running.

Index data while on battery power: Select this option if you want your data to be indexed when your computer is operating on battery power. This option is particularly useful if you are using openSUSE on a laptop and you want to stop indexing when your laptop is running on battery power.

Automatically start searching after the user has stopped typing: Select this option if you want Beagle to start searching as soon as you stop entering text in the *Find* field in the Desktop Search window. This option has no effect on the *Search* field in the main menu.

Display the search window by pressing: Choose the keystrokes that will display the Desktop Search window by specifying any combination of Ctrl, Alt, and a function key. F12 is the default keystroke.

3 Click *OK*.

4.5 Indexing Other Directories

By default, Beagle indexes your home directory only. If you do not want your home directory to be indexed, uncheck the *Index my home directory* option on the *Indexing* tab of the Search Preferences dialog box. If you want to index additional folders, follow these steps:

1 Click *Computer > More Applications > System > Search & Indexing*.

You can also click *Search > Preferences* in the Desktop Search dialog box.

2 Click the *Indexing* tab.



3 Click *Add* in the *General* section of the dialog box.

4 Select the directory you want to index, then click *Open*.

Make sure you have rights to the directories you add.

5 If you want to remove a directory from the list of indexed directories, select it in the list, then click *Remove*.

6 Click *OK*.

4.6 Preventing Files and Directories from Being Indexed

Use the Search Preferences dialog box to specify resources that you do not want indexed. These resources can include directories, patterns, mail folders, or types of objects.

1 Click *Computer > More Applications > System > Search & Indexing*.

2 Click the *Indexing* tab.

3 Click *Add* in the *Privacy* section.

4 Select a resource to exclude from indexing, then specify the path to the resource.

5 Click *OK* twice.

4.7 For More Information

More information about Beagle can be found on the following Web site:

- Beagle Home Page [<http://beagle-project.org/>]

Managing Printers

openSUSE® makes it easy to print your documents, whether your computer is connected directly to a printer or linked remotely on a network. This chapter describes how to set up printers in SLED and manage print jobs.

5.1 Installing a Printer

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

5.1.1 Installing a Network Printer

- 1 Click *Computer > Control Center > Add Printer > New Printer*.
- 2 Enter the root password.
- 3 Click *Network Printer*, then select the type of connection for this printer.

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

Windows Printer (SMB): A printer attached to a different system which is sharing a printer over a SMB network (for example, a printer attached to a Microsoft Windows machine). Please refer to [Section 3.5, “Configuring and Accessing a Windows Network Printer”](#) (page 110) for configuration details.

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

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

- 4 Specify the printer's information, then click *Forward*.
- 5 Select the printer driver for this printer, then click *Apply*.

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

- 6 Specify desired options (such as a description or location) for the printer in the Properties dialog box, then click *Close*.

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

5.1.2 Installing a Local Printer

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

The printer dialog should open. If it doesn't, click *Computer > Control Center > Add Printer > New Printer* to open it.

- 2 Enter the root password.
- 3 Click *Local Printer*.
- 4 If the printer was autodetected, select the printer from the list. If the printer was not autodetected, click *Use another printer by specifying a port* and then select the correct printer port.

- 5 Click *Forward*.
- 6 Select the printer driver for this printer, then click *Apply*.

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

- 7 Specify desired options (such as a description or location) for the printer in the Properties dialog box, then click *Close*.

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

5.2 Modifying Printer Settings

- 1 Click *Computer > Control Center > Printers*.
- 2 Right-click the printer you want to modify, then click *Properties*.
- 3 Modify the properties, then click *Close*.

5.3 Canceling Print Jobs

- 1 Click *Computer > Control Center > Printer*.
- 2 Double-click the printer you sent the job to.
- 3 Right-click the print job, then click *Cancel*.

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

5.4 Deleting a Printer

- 1 Click *Computer > Control Center > Printer*.

- 2** Click *Edit > Become Administrator*.
- 3** Type the root password, then click *Continue*.
- 4** Right-click the printer you want to delete, then click *Remove*.

Desktop Integrated Collaboration Environment

6

Assistive Technology Support

7

Backing Up User Data

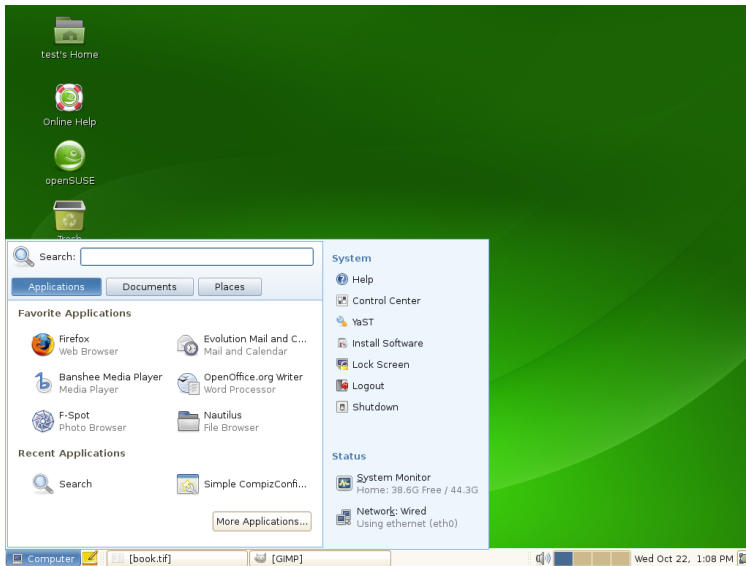
8

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 familiar layout and recognizable icons, many of them similar to the Windows and Macintosh desktops.

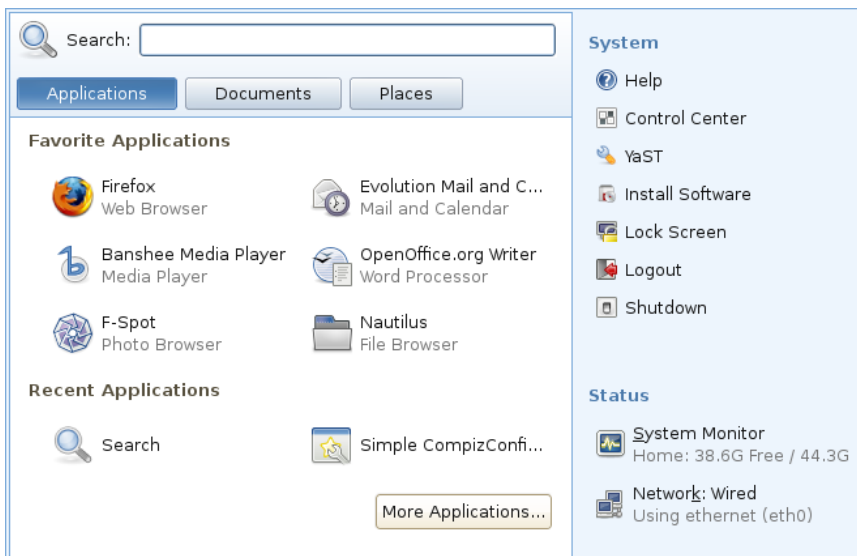
Figure A.1 *GNOME Desktop*



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 *Computer* in the left corner of the panel. Commonly used applications appear in the main menu, along with recently used applications. Click *More Applications* to access additional applications, listed in categories. Find more information about the main menu in [Section 1.4, “Using the Main Menu”](#) (page 13).

Figure A.2 *Main Menu in GNOME*

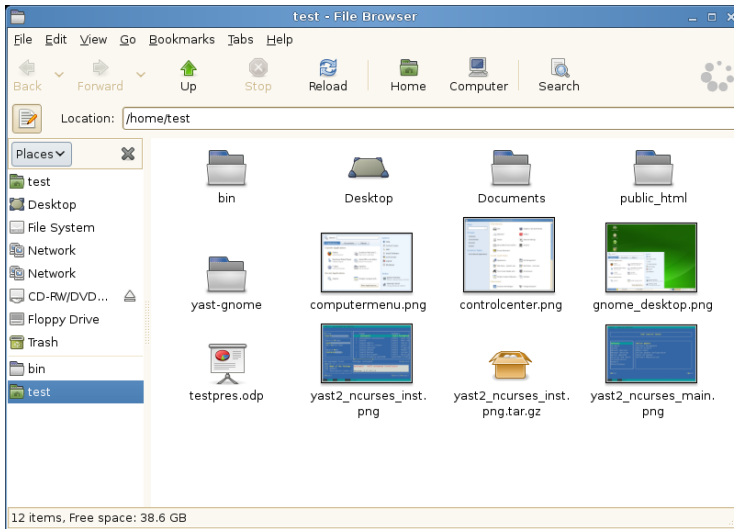


Alternatively, you can also start programs from the command line. Press **Alt + F2** to open a dialog where you can enter a command to start the application. The name of the command is often (but not always) the application name written in lowercase.

A.2 Managing Files

To start the File Manager, click *Computer > Nautilus File Browser*, click your home folder icon on the desktop or press **Alt + F2** and enter `nautilus`.

Figure A.3 File Manager

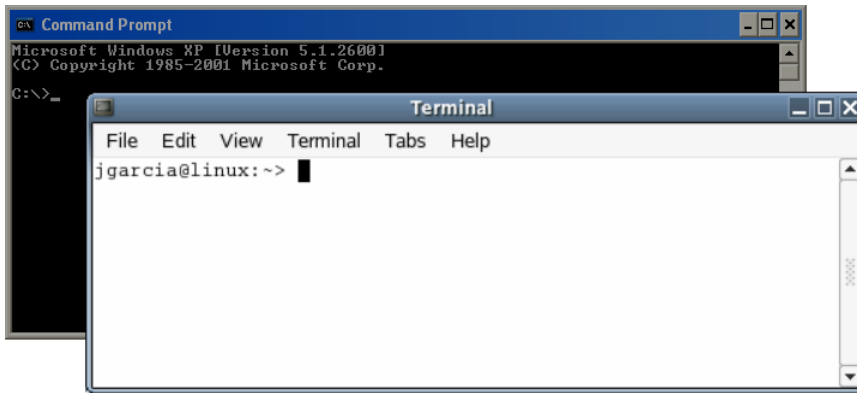


For more information about the File Manager, see [Section 1.5, “Managing Folders and Files with Nautilus”](#) (page 17).

A.3 Using the Command Line

To run commands in a command line environment, similar to a command prompt on Windows, click *Computer > More Applications > System > Gnome Terminal* or press **Alt + F2** and enter `gnome-terminal`.

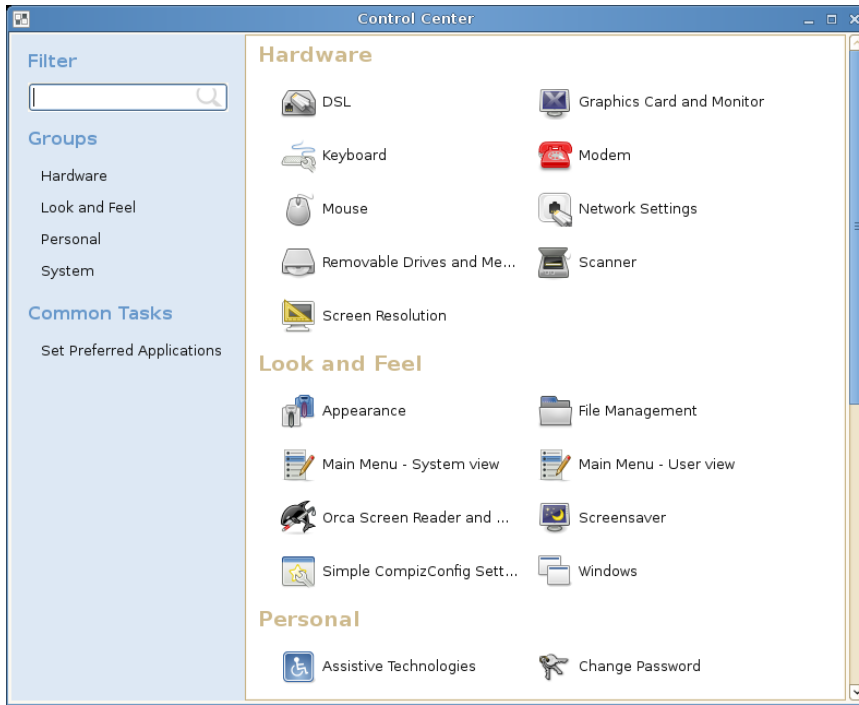
Figure A.4 *Windows Command Prompt and Terminal*



A.4 Customizing Your Desktop

To change to the way your GNOME desktops looks and behaves, click *Computer > Control Center*. Some of the settings you might want to change include the desktop background, screen saver, keyboard and mouse configuration, sounds, and file associations.

Figure A.5 *GNOME Control Center*



For more information, see [Chapter 2, Customizing Your Settings](#) (page 57).

A.5 Switching between Applications

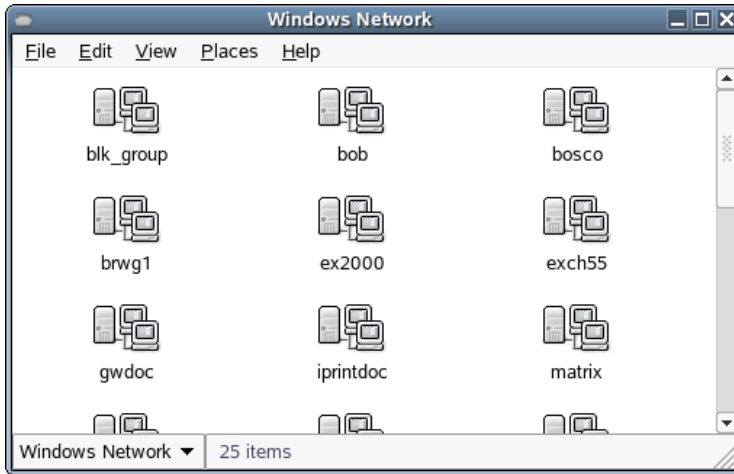
Similar to the taskbar on Windows, the bottom panel in GNOME lets you easily switch between open windows. Switch between them with a single click.

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 the file manager.

Figure A.6 *GNOME Network Browsing*



To learn more about the various possibilities of accessing network resources, refer to [Section 1.6, “Accessing Network Resources”](#) (page 21).

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Version 2, June 1991

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