

# openSUSE

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November 24, 2008

KDE User Guide



# ***KDE User Guide***

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# About This Guide

This manual introduces the KDE 4 desktop of openSUSE® and a variety of applications shipping with it. It guides you through using these applications and helps you perform key tasks. It is intended mainly for end users who want to make efficient use of KDE in everyday life.

## KDE Desktop

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

## Office and Collaboration

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

## Internet

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

## Multimedia

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

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/opensuse111> or to the following section.

# 1 Verfügbare Dokumentation

Wir stellen Ihnen unsere Handbücher in verschiedenen Sprachen in den Formaten HTML und PDF zur Verfügung. Die folgenden Handbücher für Benutzer und Administratoren sind für dieses Produkt verfügbar:

## Start (↑Start)

Führt Sie durch die Installation und die grundlegende Konfiguration Ihres Systems. Einsteiger finden in diesem Handbuch zudem eine Einführung in grundlegende Linux-Konzepte, etwa das Dateisystem, das Benutzerkonzept und Zugriffsberechtigungen. Eine Übersicht über die Funktionen von openSUSE für die mobile Computernutzung ist ebenfalls enthalten. Stellt Hilfe und Rat bei Problemlösungen bereit.

## KDE Quick Start (↑)

Bietet eine kurze Einführung in den KDE-Desktop und einige wichtige Anwendungen, die darauf ausgeführt werden.

## KDE User Guide (page 1)

Stellt den KDE-Desktop von openSUSE vor. Das Handbuch begleitet Sie bei der Verwendung und Konfiguration des Desktops und hilft Ihnen, wichtige Aufgaben zu erledigen. Es richtet sich in erster Linie an Endbenutzer, die KDE als ihren Standard-Desktop nutzen.

## GNOME Quick Start (↑)

Bietet eine kurze Einführung in den GNOME-Desktop und einige wichtige Anwendungen, die darauf ausgeführt werden.

## GNOME User Guide (↑GNOME User Guide)

Stellt den GNOME-Desktop von openSUSE vor. Das Handbuch begleitet Sie bei der Verwendung und Konfiguration des Desktops und hilft Ihnen, wichtige Aufgaben zu erledigen. Es richtet sich in erster Linie an Endbenutzer, die den GNOME-Desktop als ihren Standard-Desktop nutzen möchten.

## Application Guide (↑Application Guide)

Erfahren Sie, wie wichtige Desktop-Anwendungen auf openSUSE konfiguriert werden. Dieses Handbuch bietet eine Einführung in Browser und E-Mail-Clients sowie Büro-Anwendungen und Tools für die Zusammenarbeit. Es behandelt auch Grafik- und Multimedia-Anwendungen.



### Referenz (↑Referenz)

Vermittelt Ihnen ein grundlegendes Verständnis von openSUSE und deckt erweiterte Aufgaben der Systemverwaltung ab. Es richtet sich in der Hauptsache an Systemadministratoren und andere Benutzer mit Grundkenntnissen der Systemadministration. Es enthält ausführliche Informationen über erweiterte Einsatzmöglichkeiten, Administration Ihres Systems, Interaktion von Schlüsselsystemkomponenten sowie die Einrichtung verschiedener Netzwerk- und Dateidienste, die openSUSE bietet.

### Novell AppArmor Administration Guide (↑Novell AppArmor Administration Guide)

Enthält ausführliche Informationen zur Verwendung von Novell AppArmor in Ihrer Umgebung. AppArmor ist eine Sicherheitsanwendung, mit der Sie festlegen können, welche Dateien das Programm lesen, schreiben und ausführen darf.

### *Lessons For Lizards*

Ein Community-Buchprojekt für die openSUSE-Bereitstellung. Ein Snapshot des von der Open Source-Community verfassten Handbuchs wird zusammen mit den Novell/SUSE-Handbüchern veröffentlicht. Diese Lektionen wurden im Stil eines Kochbuchs verfasst und behandeln besondere und exotischere Themen als die normalen Handbücher. Weitere Informationen finden Sie unter [http://developer.novell.com/wiki/index.php/Lessons\\_for\\_Lizards](http://developer.novell.com/wiki/index.php/Lessons_for_Lizards).

HTML-Versionen der meisten openSUSE-Handbücher finden Sie auf dem installierten System im Verzeichnis `/usr/share/doc/manual` bzw. in den Hilfezentren Ihres KDE- oder GNOME-Desktops. Die neuesten Dokumentationsaktualisierungen finden Sie unter <http://www.novell.com/documentation/>, von wo Sie PDF- oder HTML-Versionen der Handbücher für Ihr Produkt herunterladen können.

Wo sich die Handbücher auf Ihren Installationsmedien befinden, erfahren Sie in den Versionshinweisen zu diesem Produkt. Die Versionshinweise stehen in Ihrem installierten System unter `/usr/share/doc/release-notes/` oder im Hilfezentrum Ihres KDE- oder GNOME-Desktops zur Verfügung.

## 2 Rückmeldungen

Für Rückmeldungen stehen mehrere Kanäle zur Verfügung:

- Verwenden Sie für das Melden von Fehlern für eine Produktkomponente oder Verbesserungsvorschläge <https://bugzilla.novell.com/>. Falls Sie neu bei Bugzilla sind, kann der Artikel *Submittlung Bug Reports* (Senden von Fehler-

berichten) unter [http://en.opensuse.org/Submitting\\_Bug\\_Reports](http://en.opensuse.org/Submitting_Bug_Reports) nützlich sein. Häufig gestellte Fragen (FAQs) zu Fehlerberichten finden Sie unter [http://en.opensuse.org/Bug\\_Reporting\\_FAQ](http://en.opensuse.org/Bug_Reporting_FAQ).

- . Wir freuen uns über Ihre Hinweise, Anregungen und Vorschläge zu diesem Handbuch und den anderen Teilen der Dokumentation zu diesem Produkt. Bitte verwenden Sie die Funktion "Benutzerkommentare" unten auf den einzelnen Seiten der Onlinedokumentation, um Ihre Kommentare einzugeben.

## 3 Konventionen in der Dokumentation

In diesem Handbuch werden folgende typografische Konventionen verwendet:

- `/etc/passwd`: Dateinamen und Verzeichnisnamen
- *Platzhalter*: Ersetzen Sie *Platzhalter* durch den tatsächlichen Wert.
- `.PATH`: die Umgebungsvariable `PATH`
- `.ls, --help`: Befehle, Optionen und Parameter
- `.Benutzer`: Benutzer oder Gruppen
- `.Alt, Alt + F1`: Eine Taste oder Tastenkombination. Tastennamen werden wie auf der Tastatur in Großbuchstaben dargestellt.
- `.Datei, Datei > Speichern unter`: Menüoptionen, Schaltflächen
- *.Tanzende Pinguine* (Kapitel *Pinguine*, ↑Anderes Handbuch): Dies ist ein Verweis auf ein Kapitel in einem anderen Handbuch.

## 4 Informationen über die Herstellung dieses Handbuchs

Dieses Handbuch wurde in Novdoc, einem Teilsatz von DocBook (siehe <http://www.docbook.org>), geschrieben. Die XML-Quelldateien wurden mit `xmllint` überprüft, von `xsltproc` verarbeitet und mit einer benutzerdefinierten Version der Stylesheets von Norman Walsh in XSL-FO konvertiert. Die endgültige PDF-Datei wurde mit XEP von RenderX formatiert.

## 5 Quellcode

Der Quellcode von openSUSE ist öffentlich verfügbar. Um den Quellcode herunterzuladen, gehen Sie vor, wie unter [http://www.novell.com/products/suselinux/source\\_code.html](http://www.novell.com/products/suselinux/source_code.html) beschrieben. Auf Anforderung senden wir Ihnen den Quellcode auf DVD. Wir müssen eine Gebühr von 15 US-Dollar bzw. 15 Euro für Erstellung, Verpackung und Porto berechnen. Um eine DVD mit dem Quellcode anzufordern, senden Sie eine E-Mail an [sourcedvd@suse.de](mailto:sourcedvd@suse.de) [<mailto:sourcedvd@suse.de>] oder senden Sie Ihre Anforderung per Post an folgende Adresse:

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

## 6 Danksagung

Die Entwickler von Linux treiben in weltweiter Zusammenarbeit mit hohem freiwilligem Einsatz die Weiterentwicklung von Linux voran. Wir danken ihnen für ihr Engagement – ohne sie gäbe es diese Distribution nicht. Bedanken wollen wir uns außerdem auch bei Frank Zappa und Pawar. Unser besonderer Dank geht selbstverständlich an Linus Torvalds.

Viel Spaß!

Ihr SUSE-Team



# **Part I. Introduction to the KDE Desktop**



# Getting Started with the KDE Desktop

This chapter assists you in becoming familiar with the KDE desktop of your open-SUSE®. If you have not yet installed your system, refer to Kapitel 1, *Installation mit YaST* (↑Start).

KDE stands for *K Desktop Environment* and is an easy-to-use graphical user interface graphical user interface that communicates with the underlying Linux system to access and manage files, folders, and programs. It has many applications designed to help you in your daily work. KDE also offers many choices to modify your desktop according to your needs and wishes. Read more about configuring your desktop in [Chapter 3, Customizing Your Settings](#) (page 39).

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

## 1.1 Logging In

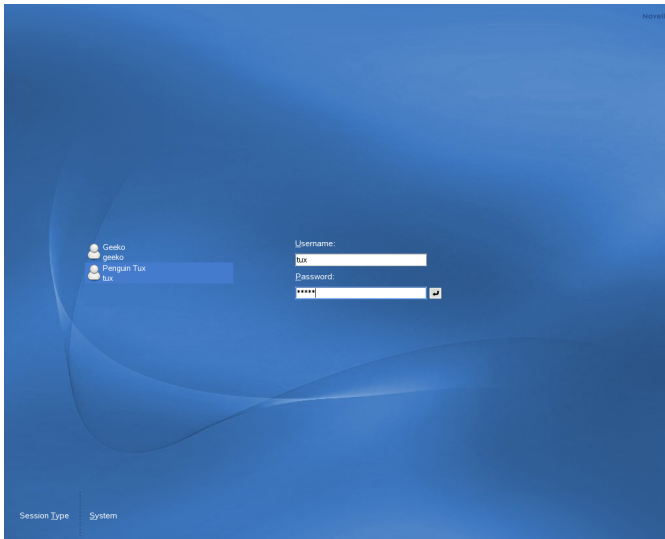
If more than one user account is configured on your computer, usually all users must authenticate—unless *Auto Login* is configured for a certain user. Auto login logs the user in to the desktop environment automatically on boot. This feature can be enabled or disabled during installation or at any time using the YaST user management module. For more information, see Kapitel 5, *Verwalten von Benutzern mit YaST* (↑Start). If your computer is run in a network environment and you are not the only person using the machine, you are usually prompted to enter your username and password when you

start your system. If you did not set up your system and your user account yourself, check with your system administrator for your username and password.

The appearance of the login screen depends on the product you use and on the desktop environment installed on your system. The login process is managed by an application. For KDE, it is KDM. If the GNOME desktop is additionally installed on your system, it may be GDM.

To start a normal login, enter your username and password. If desktops other than KDE are installed, you can select which desktop environment to start by clicking the *Session Typing* menu item at the bottom of the login screen. Press Enter to proceed. For more information about the login screen options, see [FIXME](#) .

**Figure 1.1** *A KDM Login Screen*



---

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

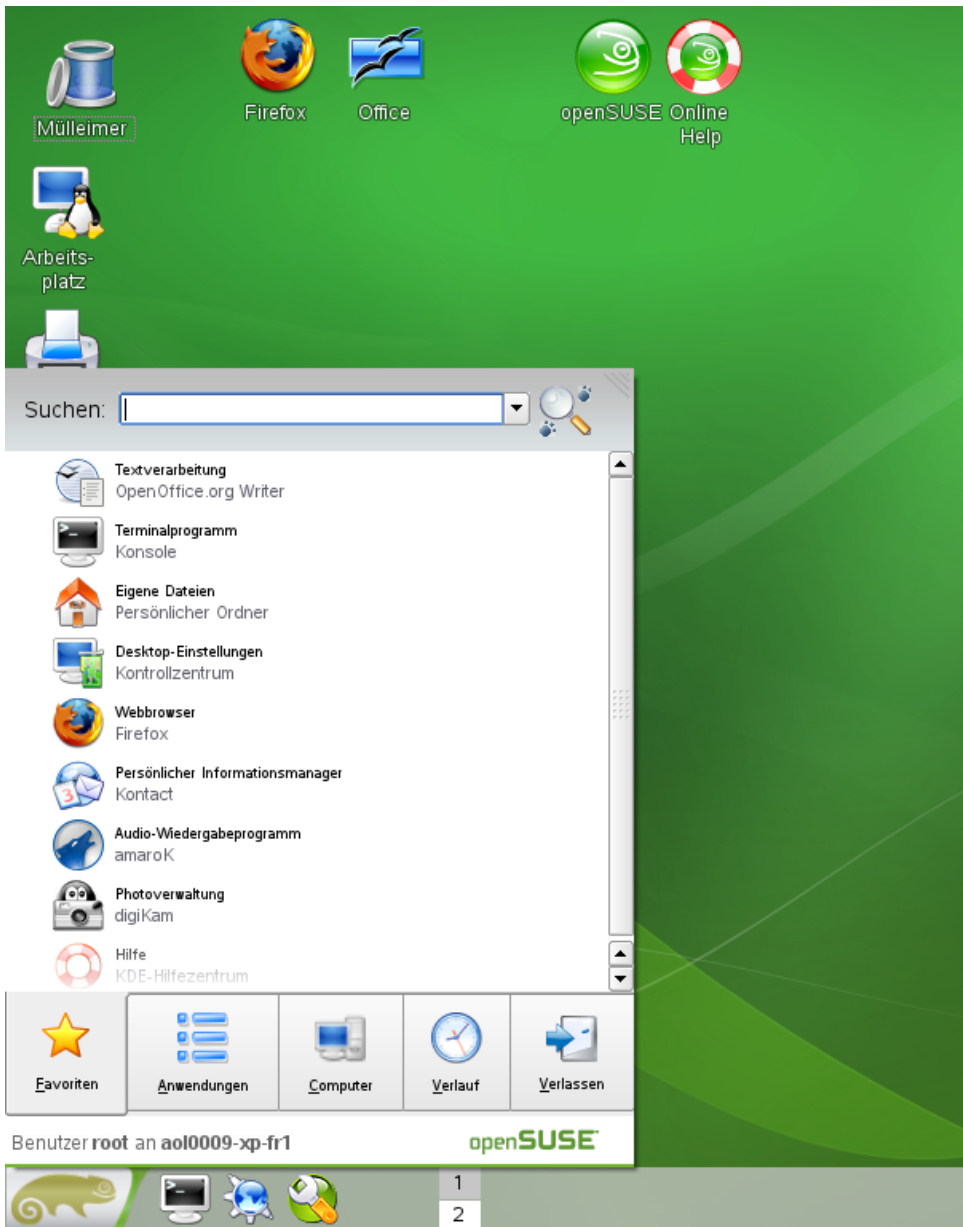
To access shared network resources, you can also authenticate a KDE client machine against an Active Directory server. For further details, refer to [Chapter 5, Accessing Network Resources](#) (page 77). If your machine is configured for this kind of authentication, the login screen also provides an additional field. In this case, proceed as follows during login:



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

## 1.2 Exploring the Desktop Components

After logging in to KDE for the first time, you see the KDE desktop. It consists of the following basic elements:



**Desktop Icons:** Desktop icons represent files, directories, applications, functions, and removable media, like CDs or DVDs. Click an icon on the desktop to access its

associated program or application. With KDE 4, icons appear as widgets that you can tilt, enlarge or minimize. Right-click to open a context menu to access the icon properties, or to remove the icon. FIXME .

**Desktop Context Menu:** Right-click an empty area on the desktop to access the context menu for configuring the appearance of the desktop, adding panels or widgets to the desktop, locking the widgets in their current position, or for leaving the current session or locking the screen.

**Desktop Toolbox:** Move your mouse pointer to the icon in the upper right corner of the desktop to access a menu that lets you configure desktop widgets. Use *Show Dashboard* to switch to a desktop view hiding all currently opened windows and panels. To show your windows and panels again, select *Hide Dashboard*. For the *Add Widgets* and *Lock Widgets* function, refer to FIXME for more information.

**KDE Panel:** The panel (in KDE also called “Kicker”) is a bar, typically located at the top or the bottom of the screen. By default, the panel of your KDE desktop consists of the following areas (from left to right): quick launcher with the main menu icon on the left and further program icons, pager (desktop previewer), taskbar, and system tray. You can add or remove icons in the panel and customize the appearance of the panel as well as its location on the desktop. If you hold your mouse pointer over an icon in the panel, a short description is displayed.

**Quick Launcher:** The quick launcher contains the main menu button and some larger icons that are shortcuts to frequently used programs, folders, and functions.

**Main Menu Button:** Use the icon at the far left of the panel to open a menu holding a search function at the top and several tabs at the bottom. The *Applications* tab shows all installed programs in a function-oriented menu structure which makes it easy to find the right application for your purpose even if you do not know the application names yet. FIXME .

**Pager (Desktop Previewer):** Between the quick launcher and the taskbar, find a miniature preview that shows your virtual desktops (if not configured otherwise, they are numbered). openSUSE allows you to organize your programs and tasks on several desktops, which minimizes the number of windows to arrange on the screen. For more information, see [Section 2.5, “Using Virtual Desktops”](#) (page 30) . To switch between the virtual desktops, click one of the symbols in the pager. FIXME .

**Taskbar:** By default, all started applications and open windows are displayed in the taskbar, which allows you to access any application regardless of the currently active

desktop. Click to open the application. Right-click to see options for moving, restoring, or minimizing the window.

**System Tray:** This rightmost part of the panel usually holds some smaller icons, including the system clock displaying time and date, the volume control, and several other helper applications such as the device notifier, informing you about recently plugged or inserted devices such as USB sticks, external hard disks, cameras, CDs, or DVDs. [FIXME](#) .

After this short overview, learn more about your desktop and panel icons in the following sections.

## 1.2.1 Desktop Icons

The KDE desktop as shipped with openSUSE shows the following desktop icons by default:

### *Trash*

Starts the file manager and shows the contents of your trash bin. The trash bin is a directory for files marked for deletion. Whenever you select *Move to Trash* for an object in the file manager or on your desktop, the file is moved to the trash bin. If you need to retrieve an item from the trash bin again, right-click the item and select *Restore*. As files in the trashcan also occupy disc space, it is advisable to delete the trash bin contents from time to time. To manually do so, right-click the trash bin icon and select *Empty Trashcan*.

Contains files and folders that have been deleted. For information about using the trash can, see [FIXME](#).

### *My Computer*

The *My Computer* icon is very useful for viewing the most important information about your hardware, network status, disks (hard disks, removable media, and external devices), operating system, and some common folders at one glance. For example, find processor type and speed listed there, information about your RAM and the current swap status, or your graphics card. *OS Information* lists the most important information about your operating system such as the Kernel version included, the current user, version number and type of the operating system , and the KDE version number. openSUSE ships with a number of further tools (either graphical or command line tools) that you can use to get more detailed information

about your system. *FIXME* . Displays information about hardware, network status, operating system, hard disks, common folders, and removable devices. For more information, refer to *FIXME*.

### *Network Browsing*

Displays network services you can access. Some of the services might require authentication. To learn more, refer to *FIXME*.

### *Printer*

Opens KJobViewer that displays print jobs you have sent to printers. See *FIXME* for more information.

### *Firefox*

Opens the Firefox Web browser. For more information, refer to Chapter 20, *Browsing with Firefox* (↑Application Guide).

### *Office*

Opens a new OpenOffice.org document. For an introduction to the office suite, refer to Chapter 1, *The OpenOffice.org Office Suite* (↑Application Guide).

### *openSUSE*

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

### *Help*

Starts Konqueror Web browser and takes you to the help page of the openSUSE community [<http://help.opensuse.org>] from where you can access various documentation resources, mailing lists, Web forums or chats with members of the openSUSE community. Find more information about accessing and using help resources (integrated with your system or on the Web) in Kapitel 12, *Hilfe und Dokumentation* (↑Start).

## 1.2.2 Panel Icons

The quick launch area of your panel as shipped with openSUSE includes the following icons by default:

Some Icon  
*FIXME*

Apart from the larger icons in the quick launcher, the panel also holds a number of smaller icons in the system tray area on the right:

#### *openSUSE Updater*

Helps you keeping your system up to date. When you connect to the Internet, the openSUSE Updater automatically checks whether software updates for your system are available. The applet icon changes color and appearance depending on the availability of updates for your system. For detailed information about how to install software updates with openSUSE Updater and how to configure openSUSE Updater, refer to Kapitel 5, *YaST-Online-Update* (↑Referenz).

#### *Klipper*

KDE's clipboard tool that “remembers” the last entries you have moved to the clipboard. To view the clipboard contents, click the Klipper icon or press Ctrl + Alt + V. The most recent entry is listed on top and is marked as active with a black check mark. To insert the active clipboard entry again, move the mouse pointer to the target application, then middle-click. For more information, see [Section 2.3, “Moving Text between Applications”](#) (page 24).

#### *KMix*

Your desktop's default mixer, KMix helps you to control sound on your desktop after your sound card has been detected and configured with YaST, the central tool for installation and configuration of your system. By default, clicking the KMix icon in the system tray shows the master controller with which to increase or decrease the overall volume. For more information, refer to [FIXME](#)

#### *KNetworkManager*

If you manage your network connection with NetworkManager and have enabled the use of NetworkManager in YaST, the KNetworkManager icon also appears in your system tray by default. Use it to change and configure network connections. For detailed information, refer to Kapitel 10, *Verwenden von NetworkManager* (↑Start).

#### *Device Notifier*

Informs you about recently plugged or inserted devices such as USB sticks, external hard disks, cameras, CDs, or DVDs. For more information, refer to [Section 2.4, “Inserting or Connecting External Devices”](#) (page 24).

### *Clock*

For information about the current date and time, click the clock in the system tray or hove your mouse pointer over the clock. For information on how to change or update the system time, refer to [FIXME](#) .

### *Lock Screen*

Locks your screen and starts the screen saver. Access to the session can only be regained with a password.

### *Log Out*

Logs you out and ends your current KDE session. If not configured otherwise in the KDE control center (see [Adjusting the Session Handling](#) (page 62), the session manager will restore the currently open windows by default next time you log in to KDE.

Of course, you can also change the way your KDE desktop looks and behaves to suit your own personal tastes and needs. To learn how to configure individual desktop elements or how change the overall appearance and behavior of your desktop, refer to [Section 3.1, “The Personal Settings”](#) (page 39).

If you would like to start working with your desktop now, continue reading at [Chapter 2, Working with Your Desktop](#) (page 15) or leave your system with one of the possibilities described below.

## 1.3 Leaving Your System

When you have finished using the computer, there are several options how to leave your system: some of them will leave the system running, others will shutdown the computer. If your system provides power management, you can also choose to *suspend* your computer—in this state, it will consume considerably less power that usual but it will start much faster than after a complete shutdown and boot process.

You can access all the options to leave your session or your system from the main menu. Click the main menu icon on the left and switch to the *Leave* tab. Select one of the following options:

### *Logout*

Ends your current session and leaves your system running. If not configured otherwise in the KDE control center (see [Adjusting the Session Handling](#) (page 62), the

session manager will restore the currently open windows by default next time you log in to KDE. Find more information about the session manager and configuration options at [Adjusting the Session Handling](#) (page 62).

### *Lock*

Prevents unauthorized access by others by locking your screen and starting a screen saver. Access to the session can only be regained with a password. To unlock, enter your normal login password. For information about configuring your screen saver, see [Configuring the Screen Saver](#) (page 44).

### *Switch User*

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

If more than one desktop environment is installed on your system, you can also choose to switch to another desktop for the new session as described in [Section 1.4, “Switching Desktops”](#) (page 13).

### *Suspend to RAM*

This menu item is only available if your computer provides power management functionality. Pauses your computer without logging you out. All your data and the session data is saved to disk before the system is laid to rest. It is thus protected against data loss should you loose power in the meantime. Waking the system up again is much faster than booting it from scratch.

### *Suspend to Disk*

This menu item is only available if your computer provides power management functionality. Pauses your computer without logging you out. All your data and the session data is saved to RAM. Bringing the system up again is faster than restoring a session from disk.

### *Shutdown Computer*

Logs you out and turns your computer off.

### *Restart Computer*

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



To access most of the options for leaving, you can also use the keyboard shortcut defined in the KDE control center. Usually, this is Ctrl + Alt + L.

---

**TIP: Looking Up KDE Keyboard Shortcuts**

If you are interested in other KDE keyboard shortcuts, look them up in the KDE control center, described in [Chapter 3, Customizing Your Settings](#) (page 39). For a description of how to change KDE keyboard shortcuts, refer to [Modifying KDE Keyboard Shortcuts](#) (page 53).

---

If you have already logged out, you can still access shutdown and restart option from the login screen by clicking *System* and selecting the respective menu items.

## 1.4 Switching Desktops

If more than one desktop environment is installed on your system (for example, KDE and GNOME, or KDE 3.5.x and KDE 4), you can choose to switch to another desktop when logging in again (or when logging in as a different user). To do so, proceed as follows:

- 1 On the login screen, click *Session Type* and select the desktop environment to start.
- 2 Enter a valid username and password. A new session on the selected desktop environment starts.
- 3 To switch back again, log out from the current desktop and select a different *Session Type* on the login screen. If you do not select a new session type, your next session will be of the same type as the session before.



# Working with Your Desktop

FIXME - some intro blurb

## 2.1 Starting Programs

You can start programs either from the main menu or from the command line, using the *Run Command* dialog or a shell. Additionally, you can start programs from the desktop or the panel by left-clicking the respective program icon once.

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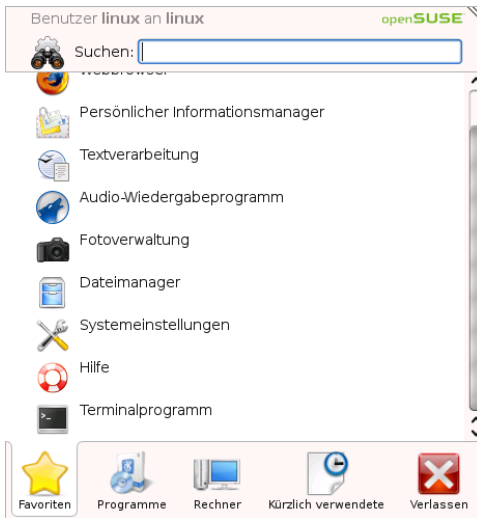
### TIP: Selecting and Starting Objects

Clicking an object once in openSUSE usually starts an action directly: a program starts, a preview of the file is displayed, or the folder is opened. To former users of Windows, this behavior may be rather unusual. If you just want to select one or several objects without any other action, press Ctrl then click the object. Alternatively, alter your mouse settings in the KDE control center as described in [Adjusting the Mouse Settings](#) (page 52).

---

### 2.1.1 Using the Main Menu

To open the main menu, click the main menu icon in the panel or press Alt + F1. The main menu consists of the following elements: a search function at the top and several tabs at the bottom, providing quick access to the key functions of the menu.



The following tabs are available:

### *Favorites*

Shows a default selection of key programs for quick access. You can modify the selection and add or delete programs from the list as described in [Changing the SUSE Menu Style](#) (page 46).

### *Applications*

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

### *Computer*

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

### *Recently Used*

Lists the most recently opened programs and files. To reopen a program or file, just click the entry. To remove all recently used programs or files from the list,

right-click below the respective heading and select *Clear Recently Used Applications* or *Clear Recently Used Documents*.

### *Leave*

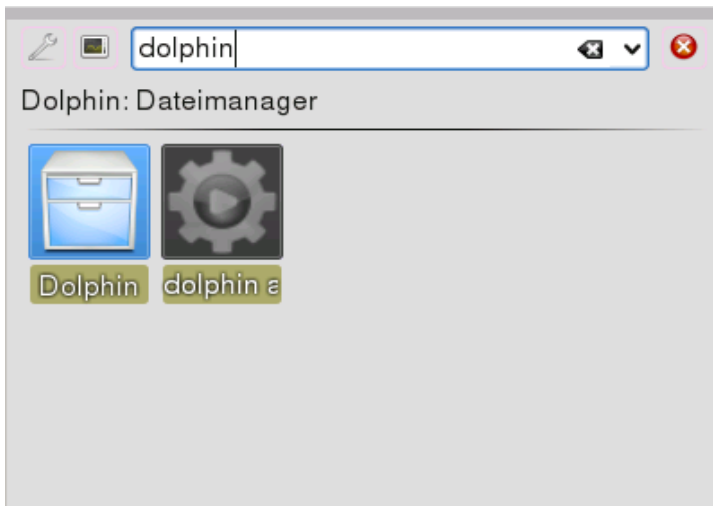
Shows several options for leaving the session such as logging out, locking the screen (access can only be regained with a password), shutting down or restarting the computer. For more information, see [Section 1.3, “Leaving Your System”](#) (page 11).

Additionally the menu displays your login name and the hostname of your computer. This information is useful when you are logged in as a different user or on a remote computer—it always shows you which system you are currently working on.

## 2.1.2 Using the Run Command Dialog

KRunner is a helper application with lets you quickly start programs. Apart from that, it offers a search function for finding applications or locations. Refer to [Section 2.1.3, “Searching for Programs”](#) (page 18) for more information.

Press Alt + F2 to open the *Run Command* dialog. Type a command, for example, `dolphin`, and press Enter or click *Launch* to start the application. The command to start the application is often (but not always) the application name written in lowercase.



If you want to start an application as a different user (for example, as `root`), click *Show Options* in the *Run Command* dialog. Activate *Run as Different User*, enter the user's password and press Enter.

The *Run Command* dialog also allows you to use the so-called Web shortcuts defined in Konqueror. With these, you can send search requests directly to a search engine like Google\*, without opening the browser and visiting the Web sites before. For more information, refer to Section “Using Web Shortcuts” (Chapter 19, *Browsing with Konqueror*, ↑Application Guide).

## 2.1.3 Searching for Programs

Both the main menu and the *Run Command* dialog offer a search function that lets you quickly start programs even if you do not know the exact application name or command yet. To search for an application, start typing a command or part of the application name in the main menu *Search* field of the menu or the input field in the *Run Command* dialog. Each character you enter narrows down the search.

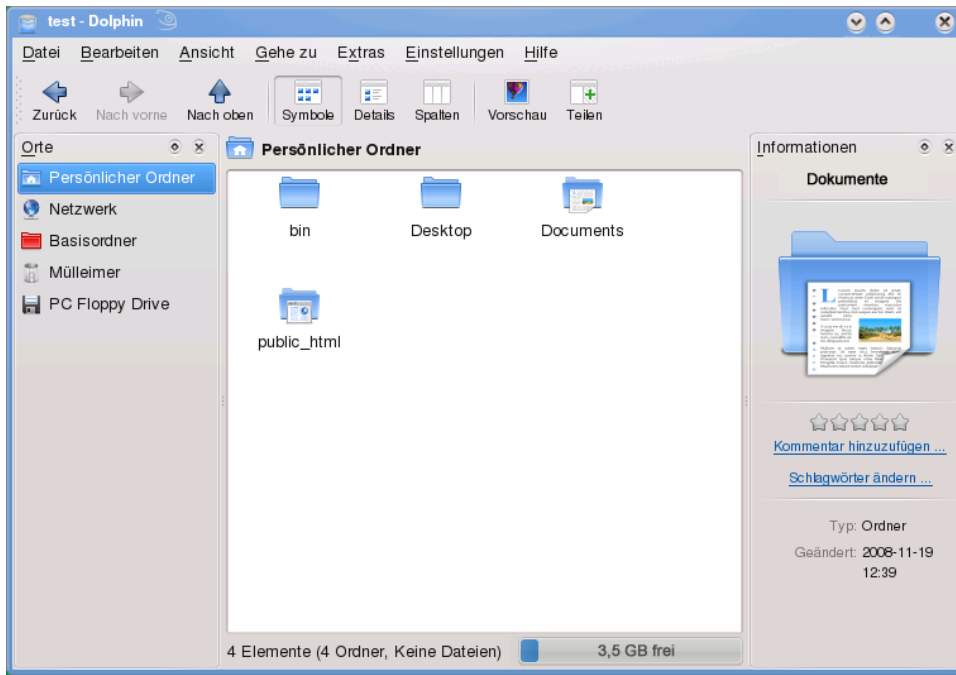
From the list below the input field, choose the application or object matching your query.

## 2.2 Using Dolphin File Manager

With KDE 4, Dolphin has replaced Konqueror as the default file manager, while Konqueror remains the default Web browser. For more (refer to Chapter 19, *Browsing with Konqueror* (↑Application Guide)). To start Dolphin, click the card box icon in the panel or press Alt + F2 and enter `dolphin`.

### 2.2.1 Dolphin Main Window

The Dolphin main window consists of the following elements:



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

**Toolbar:** The toolbar provides quick access to frequently used functions that can also be accessed via the menu. If you hover the mouse pointer over an icon, a short description is displayed.

**Location Bar:** The location bar displays the path to the current directory. It is available in two versions: one shows the path to the current directory with icons for every superordinate folder in a “bread crumb” view. Click any icon in the bread crumb view to change to that directory. The second version of the location bar shows the path to the current directory as a string of text you can edit.

**Panels:** By default, Dolphin shows only the *Places* panel on the left. It allows quick access to some often used places like your home directory, the `/root` directory of the file system, the trash bin, or removable media. There are several other panels you can add to the main window.

**Display Field (Working Space):** The display field shows the contents of the selected directory or file. By default, Dolphin displays the contents of your home directory on start-up. Clicking a folder or file in Dolphin directly starts an action: Dolphin loads the file into an application for further processing or opens the folder.

**Status Bar:** Shows the file type and size of the currently selected object and the available disk space .

## 2.2.2 Managing Files and Folders

To perform actions like copying, moving, creating or deleting files, you need appropriate permissions to the folders and files involved in your action.

### ***Procedure 2.1*** *Copying, Moving, or Delete Files or Folders*

- 1** In order to select one or multiple files and folders in Dolphin, press **Ctrl** and click the file or files.
- 2** Right-click and select *Copy* or *Cut* from the context menu.
- 3** Navigate to the destination folder in which to insert the object.
- 4** To create a new folder at the current location, select *File > Create New > Folder* or press **F10**. Enter a folder name in the new window and press **Enter**.
- 5** To insert the object you copied or cut in Step 2 (↑), right-click the destination folder in the main display field and select *Paste*. The object is copied or moved there.
- 6** To delete a file or folder, right-click the object in the main display field and select *Move to Trash* from the context menu. The object is moved to the trash bin. From there, you can restore it if necessary or delete the object irretrievably.

To quickly filter for certain filenames in the current directory, press **Ctrl + I** or select *Tools > Show Filter Bar* to add the *Filter* input field to the bottom of the Dolphin main window. Type any part of the filename you are searching for to see all files in the current directory containing the search string.

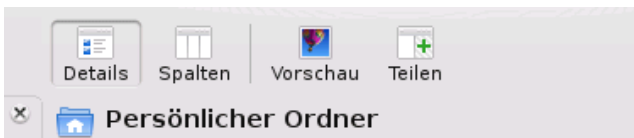


## 2.2.3 Configuring Dolphin

Dolphin offers many options to adjust the view and the overall settings according to your needs and wishes.

### **Procedure 2.2** *Changing the View*

- 1 To switch from the bread crumb view to the editable version of the location bar, press F6. Enter a path to a directory by typing it in. After typing an address, press Enter.



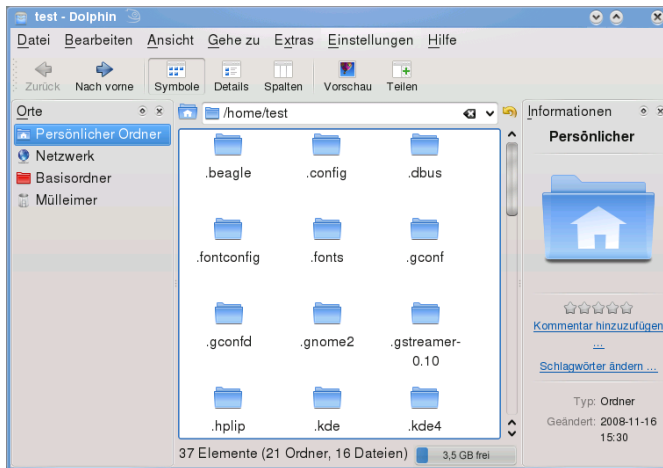
To delete the contents of the location bar click the black X symbol on the left.  
To switch back to the bread crumb view, press Ctrl + L.

- 2 To change the view of the currently displayed folder, either click *Icons*, *Details*, or *Columns* in the toolbar. Dolphin remembers the selected view for each folder. Alternatively, press Ctrl + 1, Ctrl + 2, or Ctrl + 3 to switch between the view modes. Click *Split* or press F3 to view the contents of the current folder in two separate columns. Now you can navigate to a different directory in each column and easily drag or drop objects or compare the contents of directories.



I'm a placeholder

- 3 To make Dolphin also show hidden files, select *View > Show Hidden Files* or press **Alt + +**.
- 4 To view more details about the files (like access permissions or ownership), select *View > Additional Information* and enable the respective options.



- 5 To add further directories to the *Places* panel, drag a folder from the working space to the *Places* panel and drop it there. Right-click and use the context menu to hide, edit or remove entries from *Places*.
- 6 If you want to add more panels to the main window, select *View > Panels* and select additional panels such as *Information*, *Folders*, or *Terminal*.
  - The *Information* panel shows the properties and a preview of the currently selected file. It also lets you add comments to the file.
  - The *Folder* panel shows a tree view of the whole file system and lets you navigate through all subdirectories of `/root`.
  - The *Terminal* panel attaches a command line to the bottom of the main Dolphin window. Whenever you click a directory in the display field, the *Terminal* panel also changes to the according directory, so you can easily switch to the command line for certain tasks you prefer to execute in a shell.

You can even detach the panels from the main Dolphin window by clicking the left icon at the top of each panel. Click the panel's title bar and drag it to another place on the desktop. To reintegrate the panel into the Dolphin window again, click the left symbol at the top of the panel again.

If you want to change Dolphin's overall behavior or view, select *Settings > Configure Dolphin* and explore the options offered in the Dolphin configuration dialog.

- 1 To use the same view mode for all folders, click *View Modes* in the left sidebar. Activate *Use Common View Properties for All Folders* on the *General* tab. Adjust the options for the individual view modes on the other tabs according to your wishes and click *Apply* to save the changes.
- 2 If you want Dolphin to show a different default directory on start-up, or if you want to permanently use the editable location bar instead of the bread crumb view, change the according options on the *General* tab.
- 3 Click *OK* to save the changes and to close the Dolphin configuration dialog.

## 2.3 Moving Text between Applications

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

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

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

## 2.4 Inserting or Connecting External Devices

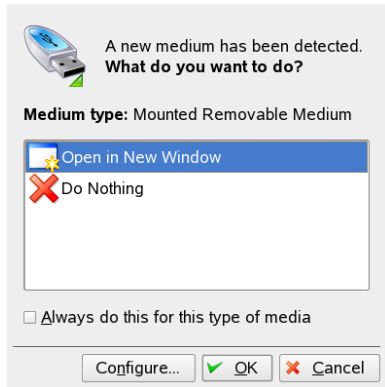
FIXME: describe how to connect/insert media, add section about media handling (where we could also cover the device notifier - Fate #302545) , for file management, refer to Dolphin chapter

### 2.4.1 Inserting or Connecting Removable Media

If you insert or connect removable media to your computer (such as CD-ROMs, digital cameras, or USB sticks), these are usually automatically detected. In KDE, a dialog

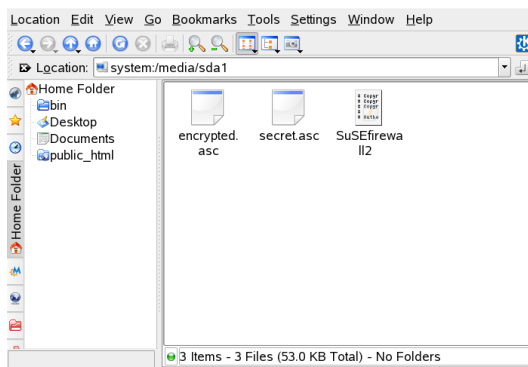
appears, showing the medium type detected and offering several options of what to do with the new medium. The list of options depends on the type of medium inserted.

**Figure 2.1** *Automatic Detection of a USB Stick in KDE*



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

**Figure 2.2** *Viewing the Contents of a USB Stick*



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

If you insert or connect a removable medium to the system that has been encrypted with LUKS (Linux Unified Key Setup), KDE recognizes this and prompts for the

password as shown in [Figure 2.3, “Automatic Detection of an Encrypted USB Stick”](#) (page 26). Enter the password to access the encrypted medium.

**Figure 2.3** *Automatic Detection of an Encrypted USB Stick*



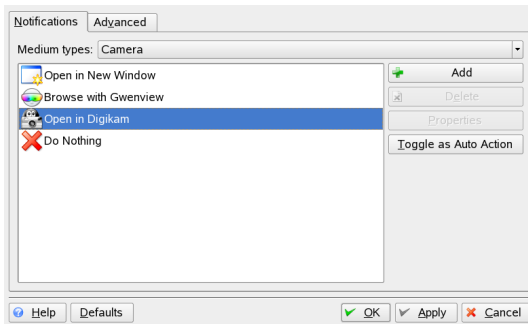
For information about encrypting removable media, refer to Abschnitt „Verschlüsseln des Inhalts von Wechselmedien“ (Kapitel 36, *Verschlüsseln von Partitionen und Dateien*, ↑Referenz).

### **Procedure 2.3** *Configuring Removable Media Handling*

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

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

**Figure 2.4** KDE Configuration Dialog for Removable Media



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

**Procedure 2.4** *Restoring Default Media Handling Options*

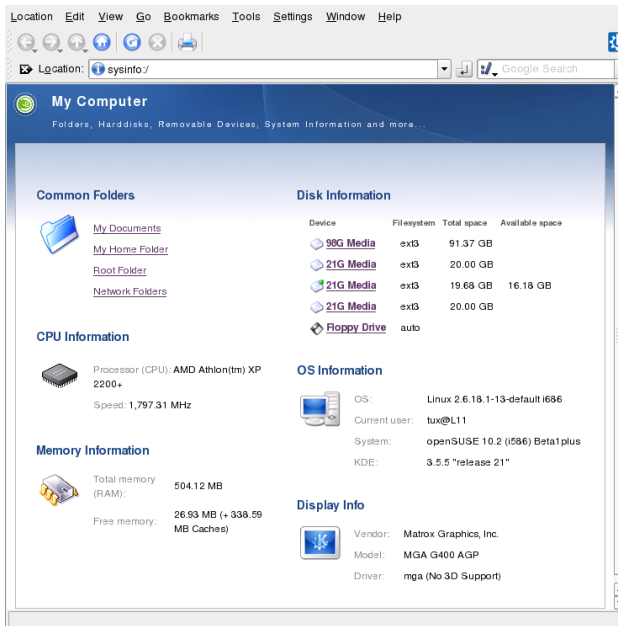
To reset the action assigned to the type of medium and restore the default options, proceed as follows:

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

## 2.4.2 Accessing Removable Media

KDE offers several ways to access removable media at any time. Clicking *My Computer* on the desktops opens a view as shown in [Figure 2.5, “My Computer”](#) (page 28).

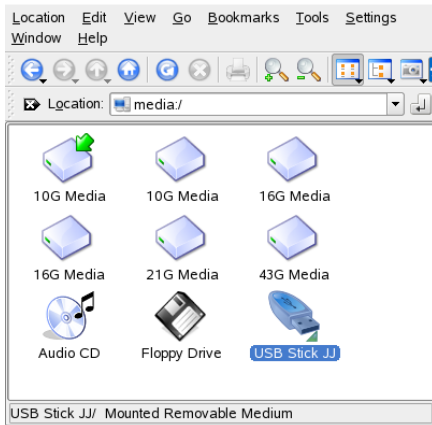
**Figure 2.5** *My Computer*



If you start Konqueror as a file manager (see [Chapter 4, Managing Folders and Files with Konqueror](#) (page 67)) and click *Storage Media* on the start window or enter `media : /` in the location bar, Konqueror displays the storage devices as shown in [Figure 2.6, “Displaying Media in Konqueror”](#) (page 29).



**Figure 2.6** *Displaying Media in Konqueror*



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

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

---

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

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

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

## 2.5 Using Virtual Desktops

The desktop environment allows you to organize your programs and tasks on several virtual desktops between which you can switch the pager in the panel. If you often run a lot of programs simultaneously, this minimizes the number of windows to arrange on your screen. You might, for example, use one desktop for e-mailing and calendaring and another for word processing or graphics applications.

### **Procedure 2.5** *Moving an Application to Another Virtual Desktop*

You can display a running application on one or all virtual desktops or move it to other desktops.

- 1 Open the application.
- 2 Right-click the title bar of the application.
- 3 Click *To Desktop*.
- 4 Select the desktop on which to place the application.
- 5 To switch between desktops, click the desired desktop in the pager in the panel.

### **Procedure 2.6** *Adding Additional Virtual Desktops*

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

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

Hier können Sie die Zahl der virtuellen Arbeitsflächen festlegen

Anzahl der Arbeitsflächen:

Arbeitsflächenamen

Arbeitsfläche 1:	Arbeitsfläche 1	Arbeitsfläche 11:	
Arbeitsfläche 2:	Arbeitsfläche 2	Arbeitsfläche 12:	
Arbeitsfläche 3:		Arbeitsfläche 13:	
Arbeitsfläche 4:		Arbeitsfläche 14:	
Arbeitsfläche 5:		Arbeitsfläche 15:	
Arbeitsfläche 6:		Arbeitsfläche 16:	
Arbeitsfläche 7:		Arbeitsfläche 17:	
Arbeitsfläche 8:		Arbeitsfläche 18:	
Arbeitsfläche 9:		Arbeitsfläche 19:	
Arbeitsfläche 10:		Arbeitsfläche 20:	

☐ Mausrad über fensterfreiem Bereich wechselt die Arbeitsfläche

Hilfe Voreinstellungen OK Anwenden Abbrechen

- 2 Click *OK* to apply the changes and to close the configuration dialog.
- 3 If you want the names of the desktops to appear in the pager rather than the number, right-click the pager and select *Pager Settings*.
- 4 From the drop-down list, select *Desktop Name* and click *OK* to apply your changes and close the dialog.

## 2.6 Managing Internet Connections

To surf the Internet or send and receive e-mail messages, you must have configured an Internet connection with YaST as described in Abschnitt „Konfigurieren von Netzwerkverbindungen mit YaST“ (Kapitel 20, *Grundlegendes zu Netzwerken*, ↑Referenz). Depending on your environment, select whether to use *NetworkManager* or the traditional method. For further details, refer to Kapitel 10, *Verwenden von NetworkManager* (↑Start). It includes a list of criteria that help you to decide whether to use *NetworkManager* or other applications and describes the usage of the applications.

## 2.7 Exploring the Internet

In KDE, the default Web browser is Konqueror. Apart from Konqueror, openSUSE also includes the Firefox Web browser. To start Konqueror or Firefox, press **Alt + F2** and enter `konqueror` or `firefox`.

With features like tabbed browsing, pop-up window blocking, and download and image management, both browsers combine the latest Web technologies. Their easy access to different search engines helps you to find the information you need.

For more information about Firefox, see Chapter 20, *Browsing with Firefox* (↑Application Guide). Learn more about Konqueror as a Web browser in Chapter 19, *Browsing with Konqueror* (↑Application Guide).

## 2.8 E-Mail and Scheduling

For reading and managing your mails and appointments, you can use Kontact as your personal information management tool (PIM). Kontact combines KDE applications like KMail, KOrganizer, and KAddressBook into a single interface. This gives you easy access to your e-mail, calendar, address book, and other PIM functionality. KMail can also manage multiple e-mail accounts, such as your private e-mail and your business ones. To start Kontact, press **Alt + F2** and enter `kontact`. Before you can send or receive mails, you must configure an e-mail account. When starting KMail for the first time, a configuration wizard appears that assists you in setting up your account. For detailed information about configuring and using Kontact, see Chapter 11, *Kontact: E-Mailing and Calendaring* (↑Application Guide).

## 2.9 Instant Messaging

Kopete is an online messenger application that allows multiple partners connected to the Internet to chat with each other. Kopete currently supports a number of common messenger protocols. To be able to use instant messaging (IM), you must register with a provider offering IM services and configure a Kopete account.

To start Kopete, press **Alt + F2** and enter `kopete`. Learn more about Kopete in Chapter 15, *Instant Messaging with Kopete* (↑Application Guide).

## 2.10 Managing Passwords

When you enter a password in a KDE application for the first time (in KMail or Konqueror, for example), you are asked if you want to store the password in an encrypted wallet. If you click *Yes*, KWallet wizard starts by default. KWallet is a password management tool that can collect all passwords and store them in an encrypted file. For more information on how to configure and use KWallet, refer to [Chapter 8, \*Managing Passwords with KWallet Manager\*](#) (page 105).

Whereas KWallet is designed to centrally manage passwords for several KDE applications, Firefox also offers the ability to store data when you enter a username and a password on a Web site. If you accept by clicking *Remember*, the password will be stored on your hard disk in an encrypted format. Next time you access this site, Firefox will automatically fill in the login data.

To review or manage your passwords in Firefox, click *Edit > Preferences > Security > Saved Passwords....*

## 2.11 Opening or Creating Documents with OpenOffice.org

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

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

For an introduction to OpenOffice.org, see Chapter 1, *The OpenOffice.org Office Suite* (↑Application Guide) or view the help in an OpenOffice.org program.

## 2.12 Viewing PDF Files and Other Documents

Documents that need to be shared or printed across platforms can be saved as PDF (Portable Document Format) files, for example, in the OpenOffice.org suite. View them with Okular, the default KDE document viewer, or with Adobe\* Acrobat\* Reader.

Start Okular or Adobe Acrobat Reader from the main menu or press **Alt + F2** and enter `okular` or `acroread`.

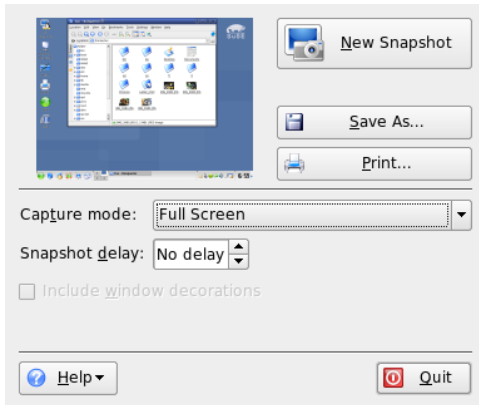
To open a document, select *File > Open* and choose the desired file from the file system. Navigate through the documents by using the navigation icons at the top or bottom of the window. If your PDF document provides bookmarks, you can access them in the left panel of the viewer.

Okular also allows you to review a document by highlighting certain text parts or adding annotations. For more information about working with Okular, see [FIXME](#).

## 2.13 Taking Screen Shots

With KSnapshot, you can create snapshots of your screen or individual application windows. Start the program from the main menu or by pressing **Alt + F2** and entering `ksnapshot`. The KSnapshot dialog consists of two parts. The upper area (Current Snapshot) contains a preview of the current screen and three buttons for creating and saving the screen shots. The lower area contains further options for the actual creation of the screen shot.

**Figure 2.7** *KSnapshot*



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

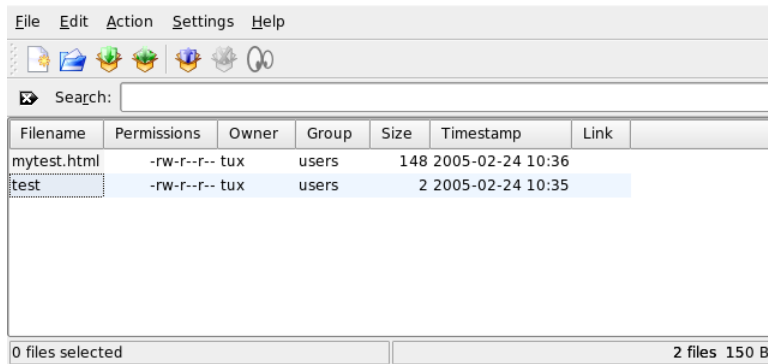
You can also use The GIMP to take screen shots. To open The GIMP, press Alt + F2 and enter `gimp`. When you run GIMP for the first time, it installs some files in your home directory and displays dialogs that give you the opportunity to adapt it to your environment. For information about using The GIMP, refer to Chapter 22, *Manipulating Graphics with The GIMP* (↑Application Guide) or see its help. You may need to install the help with YaST (`kdeutils3-extra`).

## 2.14 Displaying, Decompressing, and Creating Archives

To save space on the hard disk, use a packer that compresses files and directories to a fraction of their original size. The application Ark can be used to manage such archives. It supports common formats, such as `zip`, `tar.gz`, `tar.bz2`, `lha`, and `rar`.

Start Ark from the main menu or from the command line with `ark`. If you already have some compressed files, move these from an open Konqueror window to the Ark window to view the contents of the archive. To view an integrated preview of the archive in Konqueror, right-click the archive in Konqueror and select *Preview in Archiver*. Alternatively, select *File > Open* in Ark to open the file directly.

**Figure 2.8** Ark: File Archive Preview



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

To create a new archive, select *File > New*. Enter the name of the new archive in the dialog that opens and specify the format using *Filter*. After confirming with *Save* or by pressing Enter, Ark opens an empty window. You can drag and drop files and directories from the file manager into this window. As the final step, Ark compresses everything into the previously selected archive format. For more information about Ark, select *Help > Ark Handbook*.

## 2.15 Creating CDs or DVDs

If you possess a CD or DVD writer, you can burn files to a CD or DVD with K3b. To start K3b, press `Alt + F2` and enter `k3b`. Learn more about K3b in Chapter 28, *Burning CDs and DVDs With K3b* (↑Application Guide).



## 2.16 Viewing and Managing Digital Images

You can view digital images in the file manager or use Gwenview. Start Gwenview by pressing **Alt + F2** and entering `gwenview`. Gwenview can load and save all image formats supported by KDE. It shows them either as thumbnails, in full screen view, or in slide show mode. When browsing JPEG images with EXIF information, Gwenview automatically rotates them according to the EXIF Orientation tag.

For managing and editing your digital images, digiKam is the right choice: download your images from the camera, edit and improve them, organize them in albums (or flag them with tags for easy retrieval, independent of folders or albums), and archive them on CD or export them to a Web image gallery.

To start digiKam, press **Alt + F2** and enter `digikam`. Find an introduction to digiKam in Chapter 23, *Managing Your Digital Image Collection* (↑Application Guide).

## 2.17 Managing Your Music Collection

KDE's amaroK music player allows you to play various audio formats, create playlists, import music from an iPod\* (or upload files to your iPod), and listen to streaming audio broadcasts of radio stations on the Internet. The file types supported depend on the engine used for amaroK. To start amaroK, press **Alt + F2** and enter `amarok`. On first start, amaroK launches a *First-Run Wizard* with which to define the folders where amaroK should look for your music files. For more information about amaroK, refer to Chapter 25, *Playing Music and Movies* (↑Application Guide).

## 2.18 For More Information

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

- To learn more about KDE and KDE applications, also refer to <http://www.kde.org/> and <http://www.kde-apps.org/>.

- Communicate and discuss topics with other KDE users and get help at <http://forum.kde.org/index.php>.
- To learn more about the helper applications included in the `kdeutils` package (like Ark or KWallet), see also <http://utils.kde.org/>.
- To report bugs or add feature requests, go to <http://bugs.kde.org/>.

# Customizing Your Settings

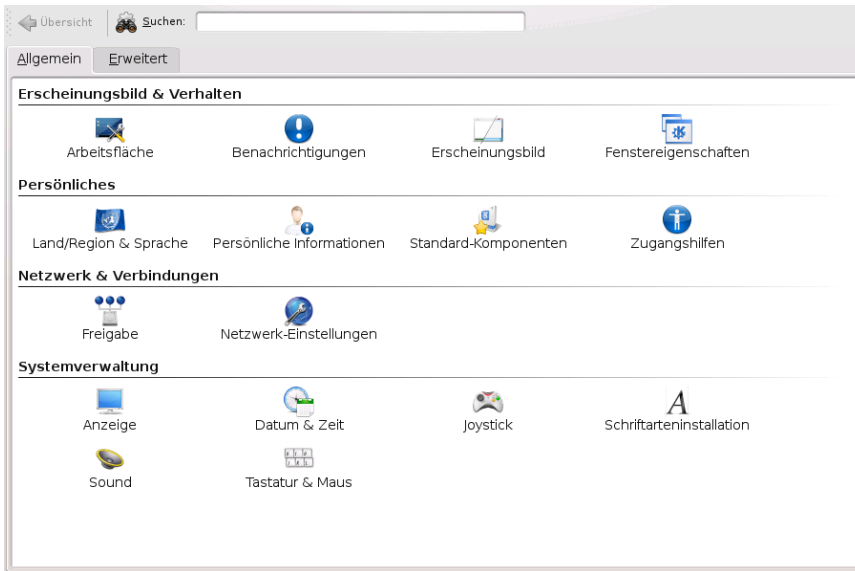
You can change the way your KDE desktop looks and behaves to suit your own personal tastes and needs. There are several ways to influence the look and feel of the KDE desktop depending on the scope of changes to make. For users, the following options are available:

- To change the appearance or behavior of individual desktop objects only, you can usually access a configuration dialog by right-clicking the object.
- To change the overall appearance and behavior of your KDE desktop, use the *Personal Settings* that in KDE 4 replace the former KDE Control Center. The Personal Settings offer access to numerous configuration modules and dialogs, some of which can also be accessed via the context menu of individual desktop objects.

## 3.1 The Personal Settings

The Personal Settings are the central place for users to change the overall appearance and behavior of many components of the KDE desktop. Start the Personal Settings from the main menu by selecting *Favorites > Configure Desktop*.

**Figure 3.1** *Personal Settings*



---

### **TIP: Starting Individual Modules**

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

To start modules from a shell, enter `kcmshell14 --list` to get a list of all modules available. Then enter `kcmshell14 module name` to start the desired module.

Alternatively, add the *Settings* applet to your panel according to the description in [Section 3.4, “Configuring the Panel”](#) (page 48).

---

The *General* and *Advanced* tabs provide different categories of settings. To get an impression of the numerous possibilities, just click a category icon and explore the possibilities provided there. Performing tasks in some areas of the personal settings requires system administrator (`root`) permissions.

Change the settings as desired. No changes take effect until you click *Apply*. To discard changes in the recent view that you have not yet applied, click *Reset*. To reset all items in the recent view to the default values, click *Defaults*.

To get back to the start-up view showing all categories again, click *Overview*. You can also enter a search string at the top of the window (for example, *Screen Saver*) to find the category which holds options related to the search string. Each character you enter in the *Search* field narrows down the search.

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

The *General* tab holds the following categories:

### *Look & Feel*

Holds settings for the appearance of your KDE 4 desktop, such as themes, window decorations, and styles of desktop elements. Allows you to configure 3D desktops effects, increase or decrease the number of virtual (multiple) desktops, or to configure screen saver options. Cursor behavior, window behavior and the splash screen that appears on KDE start-up can also be influenced here.

### *Desktop*

Holds settings for changing the default paths to some important directories for your data: Desktop, Autostart, and Documents. Allows you to change the default applications like e-mail client, text editor, messenger, and Web browser that are called whenever a KDE application needs to start an application of these types. Define country and language-specific options here, such as default spell checking options, currency, number and date format, and keyboard layouts for different languages between which you can switch. This category also offers accessibility options for handicapped users, such as sound and keyboard options and mouse gestures.

### *Network & Connectivity*

Allows you to set options for local network browsing and proxy servers.

### *Computer Administration*

Allows you to configure date and time settings for your KDE desktop, to change size and orientation of your display, and to specify power management options for saving energy. Also holds settings for joysticks, keyboard and mouse. For example, you can view and modify the predefined KDE shortcuts (for example, Alt + Ctrl + L to lock the screen). You can also install personal or systemwide fonts here and configure your sound system.

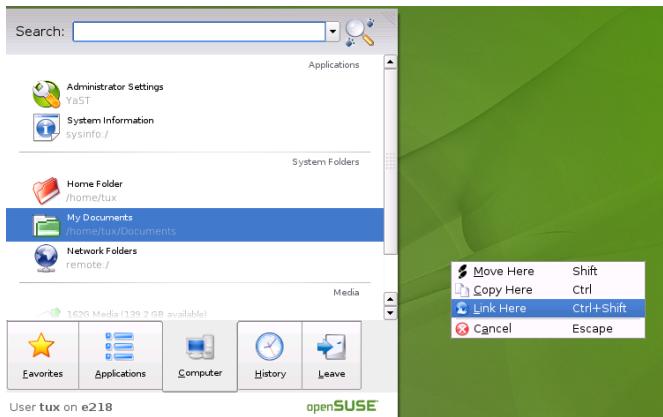
In the following sections, find examples of how to configure some aspects of your KDE desktop that you might want to customize.

## 3.2 Configuring Desktop Objects

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

### **Procedure 3.1** *Creating and Arranging Desktop Icons*

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

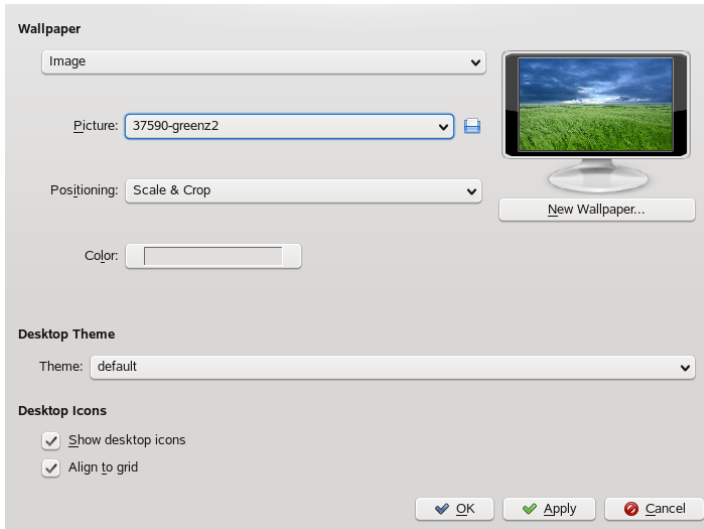


- 2 To add a new desktop object, you can also right-click an empty space on the desktop and select *Create New*. From the submenu, choose the type of object to create on the desktop: a folder, one of several types of files, or a link to an application, a file, a Web site, or a device like your CD-ROM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

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

### **Procedure 3.2** *Changing the Desktop Background*

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



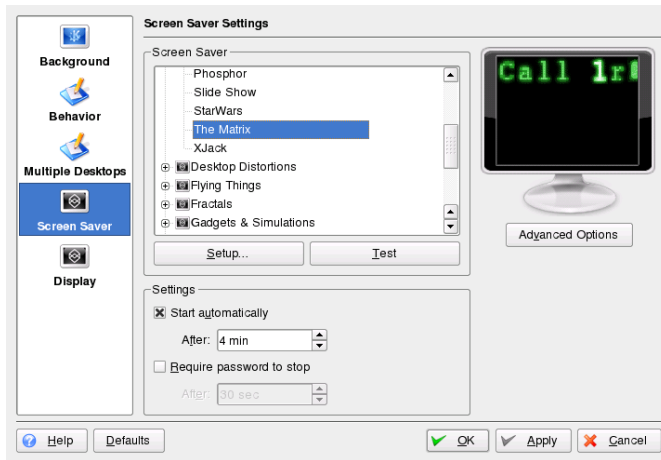
- 2 In *Settings for Desktop* select the virtual desktops to which the changes should apply.
- 3 To change the picture on the background, click *Picture* and select one of the pictures in the list. To use a custom picture, click the folder button beneath the list and select an image file from the file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

- 7 Click *Apply* then *OK* to close the configuration dialog.

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

### **Procedure 3.3** *Configuring the Screen Saver*

- 1 Right-click an empty space on the desktop and select *Configure Desktop*.
- 2 In the dialog that opens, click *Screen Saver*.
- 3 In the list of screen savers, click a screen saver to see a preview in the right side of the dialog.



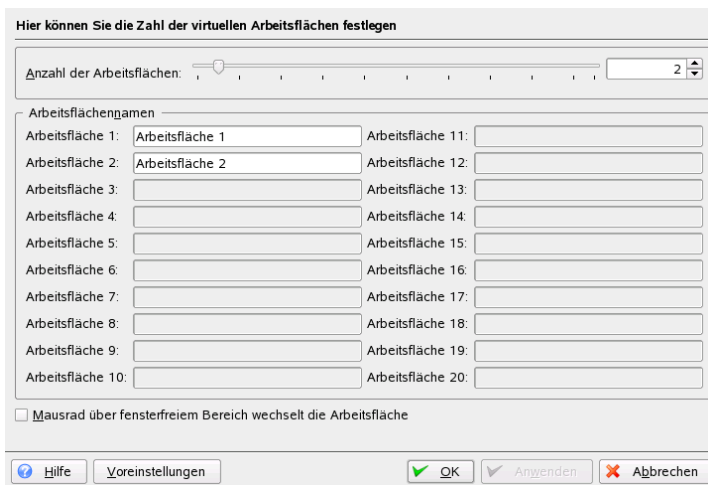
- 4 Click *Setup* to adjust options like speed or shapes.
- 5 You can also choose to view a blank screen instead of or to let KDE start a random screen saver. Find these options at the end of the screen saver list.
- 6 Under *Settings*, determine after how long a time of inactivity the screen saver should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



Some users might need more desktops than provided by default.

### **Procedure 3.4** *Adding Additional Virtual Desktops*

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



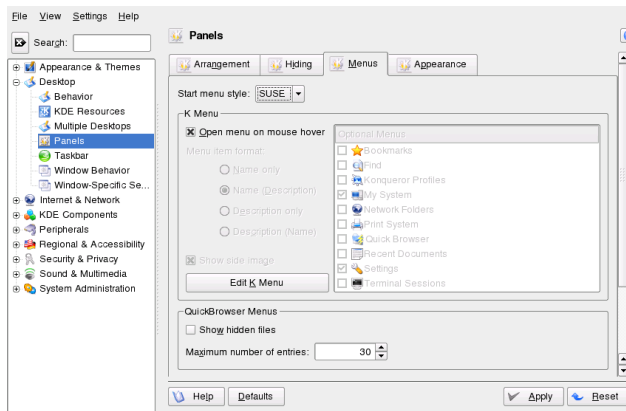
- 2 Click *OK* to apply the changes and close the configuration dialog.
- 3 For the names of the desktops to appear in the desktop previewer rather than the number, right-click the desktop previewer and select *Pager Options > Desktop Name*.

## **3.3 Configuring the Main Menu**

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

### Procedure 3.5 Changing the SUSE Menu Style

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



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

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

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

### **Procedure 3.6** *Changing the KDE Menu Style*

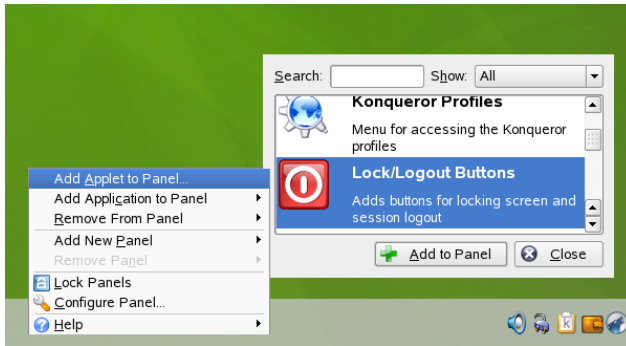
- 1** Start the Personal Settings from the main menu or press Alt + F2 and enter `kcontrol`.
- 2** Click *Desktop > Panels*.
- 3** Click the *Menus* tab.
- 4** When the *Start menu style* is set to *KDE*, you can define whether you want to see the applications names or the descriptive text (or both)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

## 3.4 Configuring the Panel

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

### ***Procedure 3.7 Adding and Removing Panel Elements***

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



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

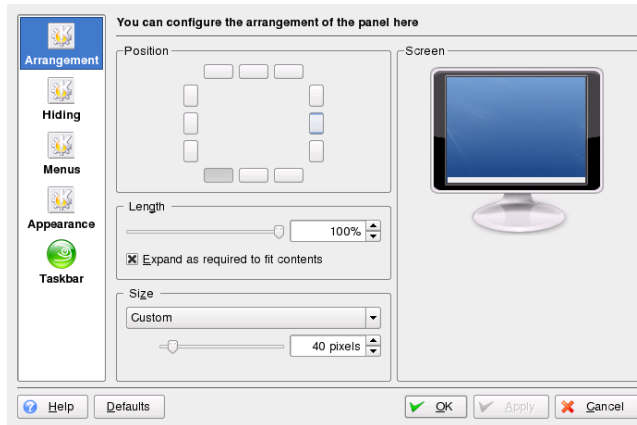
### **Procedure 3.8** *Moving Elements within Panels*

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

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

### Procedure 3.9 Changing Panel Appearance and Behavior

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



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

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

## 3.5 Configuring KDE Behavior

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

### **Procedure 3.10** *Changing the Cursor Behavior*

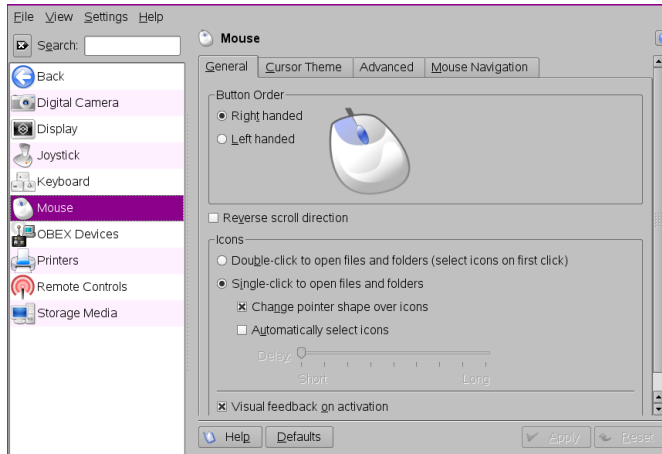
If you want to deactivate the bouncing cursor that shows when starting an application from the graphical user interface, proceed as follows:

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

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

### Procedure 3.11 Adjusting the Mouse Settings

- 1 Open the Personal Settings and click *Peripherals > Mouse*.



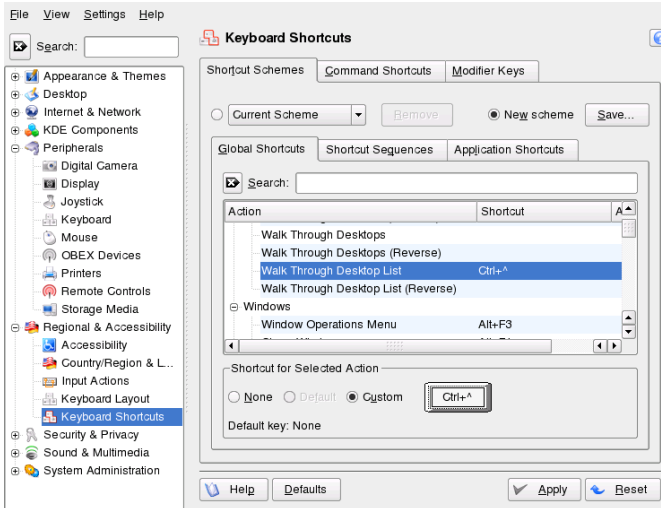
- 2 To switch to double-clicks to open files and folders, select the corresponding option on the *General* tab.
- 3 To change the mouse pointer appearance, switch to the *Cursor Theme* tab and select a different cursor theme.
- 4 To change the default values of double-click intervals or the distance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

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



### Procedure 3.12 Modifying KDE Keyboard Shortcuts

- 1 Open the Personal Settings and click *Regional & Accessibility > Keyboard Shortcuts*.



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

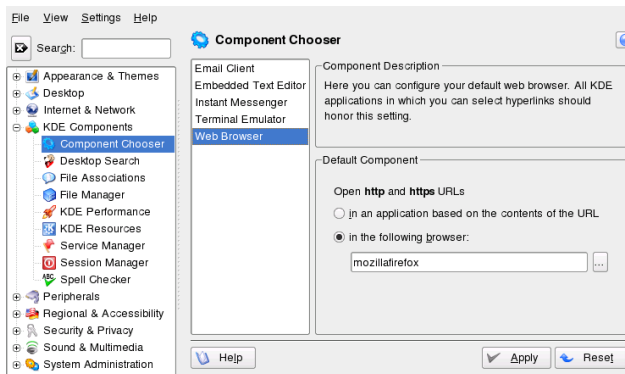
cation shows. If your input was successful, the new or modified shortcut appears in the list.

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

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

### **Procedure 3.13** *Changing the Default Web or E-Mail Application*

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

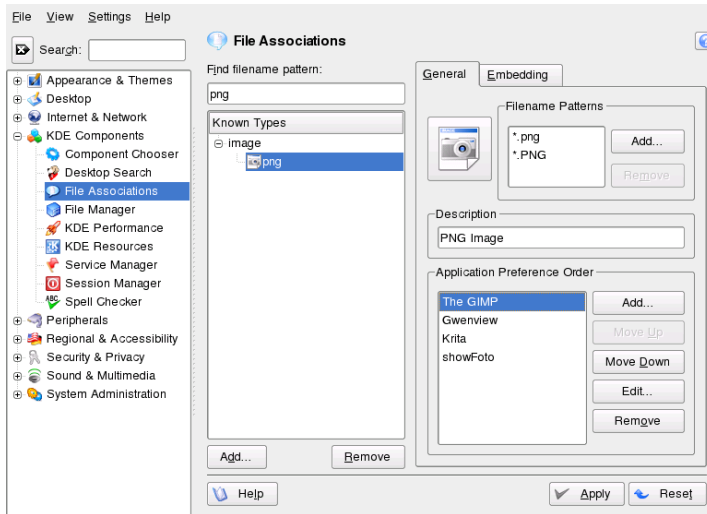


- 3** To change the e-mail client:

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

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

- 1** Open the Personal Settings and click *KDE Components > File Associations*.
- 2** To search for an extension, enter the extension in *Find Filename Pattern*. Only file types with a matching file pattern appear in the list. For example, to modify the application for \*.png files, enter png in *Find Filename Pattern*.
- 3** In the *Known Types* list, click the file type to open the setting dialog for this file type. You can change the icon, the filename patterns, description, and the order of the applications.



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

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

- 4 If you need a file type that is not listed in the *Known Types* list, click *Add* to open a dialog where you can select a group and enter a type name. The group determines the main type, for example, audio, image, text, or video. Your file type can usually be assigned to one of these.
  - 4a Click *OK* then determine the extensions of the filename.
  - 4b Specify a description in the text field and select which application to use.
- 5 When all options are set according to your wishes, click *Apply*.

## 3.6 Configuring 3D Desktop Effects

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

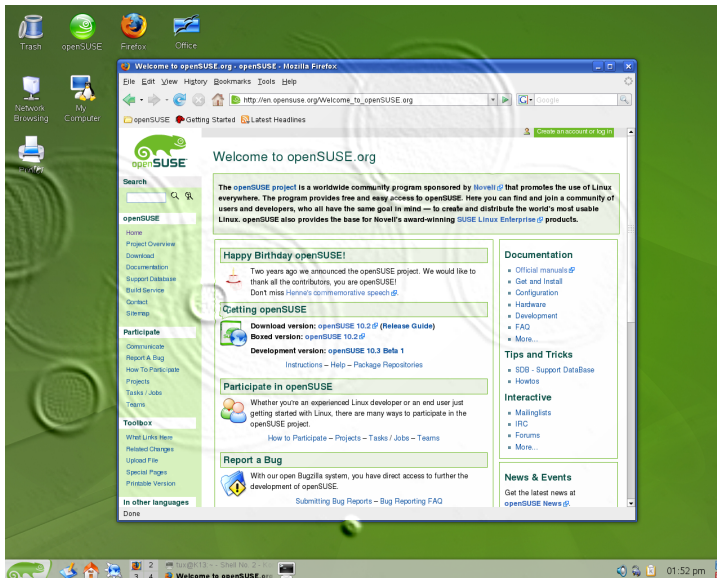
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### NOTE: Support of Desktop Effects in KDE

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

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**Figure 3.2** 3D Desktop Effects on KDE



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

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

- Install the following packages with YaST: `xgl`, `xgl-hardware-list` and `compiz`. For a description of how to install software packages with YaST, refer to Kapitel 3, *Installieren bzw. Entfernen von Software* (↑Referenz).

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

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

Desktop effects should now be available to you.

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

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

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

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

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

To disable desktop effects permanently, proceed as follows:

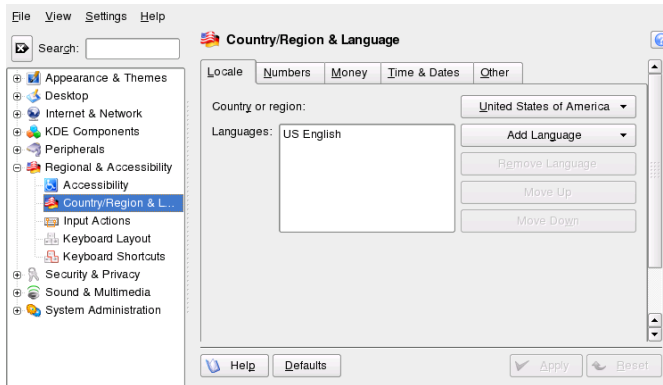
- 1 Start YaST.
- 2 Select *System > /etc/sysconfig Editor*.
- 3 In the list on the left, unfold the *Desktop > Display manager* entries.
- 4 Select the `DISPLAYMANAGER_XSERVER` entry and set its value to `Xorg`.
- 5 Click *Finish* to apply the changes.
- 6 Reboot your machine.

## 3.7 Configuring System and Security Aspects

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

### **Procedure 3.14** *Adjusting Regional Settings*

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



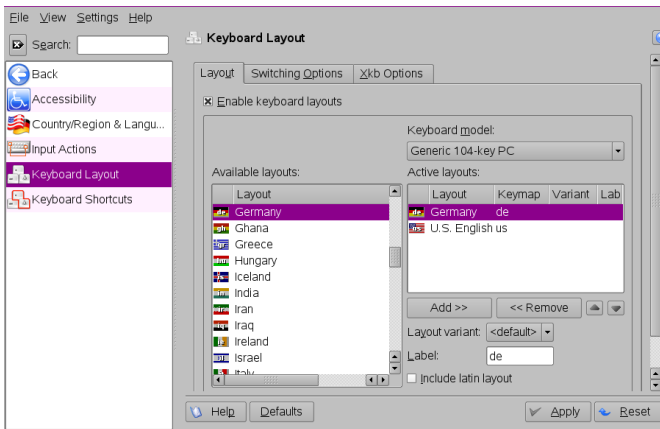
- 2 From *Country or Region*, select the desired country. If the language of the country is installed on your system, KDE automatically sets the language as the default language and shows it at the top position in the *Languages* list.
- 3 If needed, adjust the other country-dependent options, such as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

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



### Procedure 3.15 Adding Keyboard Layouts

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



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

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

### Procedure 3.16 Installing New Fonts

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

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

To install new fonts, proceed as follows:

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

KDE runs a session manager that starts after your username and password are authenticated by the login process. It lets you save the status of a certain session and return to that status the next time you log in. For example, it can automatically start the applications that you were running in the most recent session or when you manually saved a session. It can save and restore the following settings:

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

---

**NOTE: Saving and Restoring Applications**

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

---

### **Procedure 3.17** *Adjusting the Session Handling*

- 1 To change the session handling options, open the Personal Settings and click *KDE Components > Session Manager*. The groups *General* and *Default Shutdown Option* hold options for the confirmation dialog that usually appears on logout.

- 2 By default, Session Manager restores the applications that were running when you logged out from the previous session, enabling an automatic start of these applications.

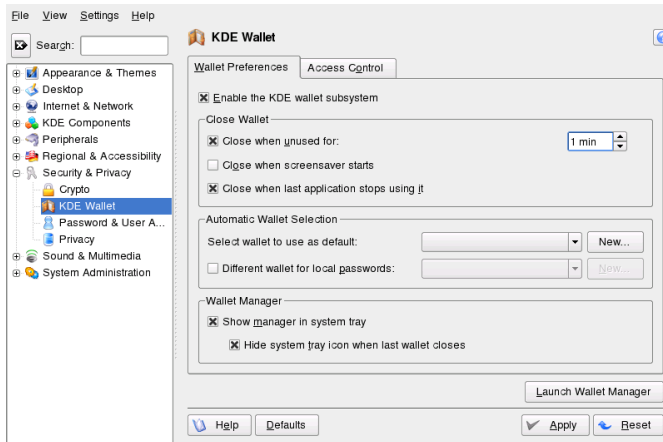
To be able to save a certain session manually and restore this session each time you log in to KDE, select *Restore manually saved sessions*. This adds a new menu item, *Save Session*, to your main menu. After a session is saved, KDE automatically restores the saved session on each login.

- 3 To start with a “fresh” session each time you log in, select *Start with an empty session*.
- 4 Click *Apply* to confirm your changes.

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

### **Procedure 3.18** *Adjusting KWallet Settings*

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



- 4 To remove the KWallet icon from the panel, deactivate *Show manager in system tray*. You can then only access KWallet from the main menu.
- 5 By default, KWallet stores all passwords in one wallet named `kdewallet`. To store local and network-related passwords in different wallets, activate *Different wallet for local passwords*. Click *New* to create an additional wallet, if needed.

## **Part II. Managing Files and Resources**

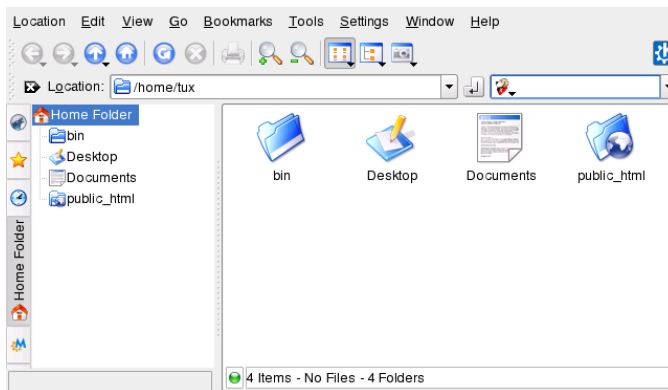


# Managing Folders and Files with Konqueror

Konqueror is a unified Web browser, file manager, document viewer, and image viewer. The following sections cover using Konqueror for file management. For information about Konqueror as a Web browser, see Chapter 19, *Browsing with Konqueror* (↑Application Guide).

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

**Figure 4.1** *The File Manager Konqueror*



The Konqueror file manager window consists of the following elements:

## Menu Bar

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

## Toolbar

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

## Location Bar

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

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

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

---

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

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

---

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

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



of your Linux system. The `packages` directory holds the documentation included in the software packages.

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

### Navigation Panel

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

### Display Field

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

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

## 4.1 Copying, Moving, or Deleting Files

For performing actions like copying, moving, or deleting files, you need appropriate permissions to the folders and files involved in your action. Read more about changing access permissions in [Section 4.3, “Changing Access Permissions”](#) (page 71).

---

### TIP: Selecting Objects in Konqueror

Clicking a file or a folder in Konqueror directly starts an action: a preview of the file is displayed or the folder is opened. To former users of Windows, this behavior may be rather unusual. If you just want to select one or several files without any other action, press Ctrl then click the object. Alternatively, alter your mouse settings in the KDE control center as described in [Adjusting the Mouse Settings](#) (page 52).

---

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

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

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

To delete a file or folder, proceed as follows:

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

## 4.2 Creating a New Folder

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

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

## 4.3 Changing Access Permissions

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

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

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

### *Forbidden*

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

### *Can Read*

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

### *Can Read & Write*

Users can open, read, and change the file.

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

*Forbidden*

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

*Can View Content*

Users can see the folder contents.

*Can View & Modify Content*

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

To change access permissions:

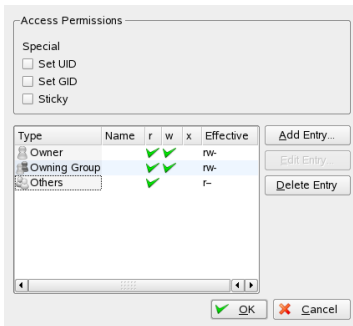
- 1 Open Konqueror and select the file or folder for which to change access permissions.
- 2 Right-click the file and select *Properties*. A new dialog opens.
- 3 Click the *Permissions* tab. It shows the ownership of the file or folder in the lower part. The upper part shows the current access permissions.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

Apart from this traditional permission concept for file system objects, you can also use access control lists (ACLs) with Konqueror. With ACLs, permissions can be defined more flexibly than the traditional permission concept allows. They allow assigning permissions to individual users or groups even if these do not correspond to the original owner or the owning group. For more in-depth information about ACLs, refer to Kapitel 18, *Zugriffssteuerungslisten unter Linux* (↑Referenz).

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

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

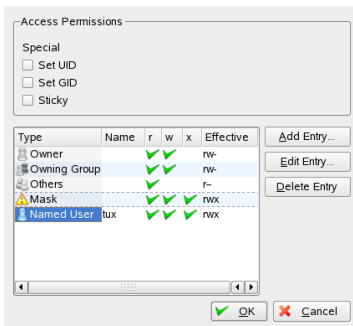
- 3 Click *Advanced Permissions*. The following dialog shows the current permissions for the object.



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

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

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



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

## 4.4 Saving View Profiles

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

## 4.5 Accessing Digital Cameras with Konqueror

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

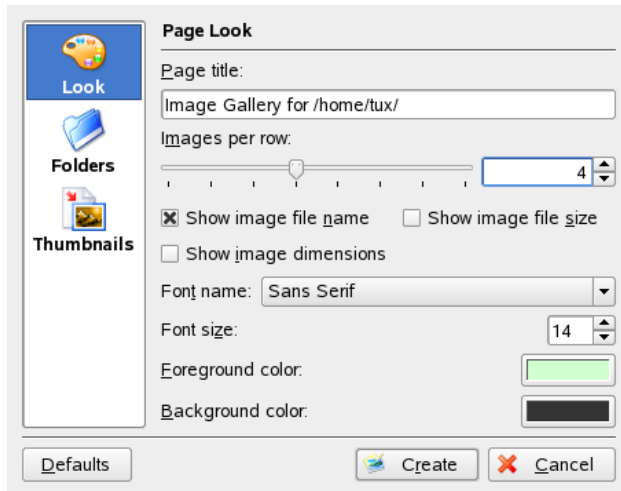
## 4.6 Viewing Images with Konqueror

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

hand side of the window. A number of additional icons appears in the toolbar for navigating back and forth, zooming or rotating the pictures, or creating a slide show. To toggle to “normal” view again, click *Icon View* or *Tree View* in the toolbar.

Apart from this functionality, you can also create image galleries that show your images in an album-like fashion. Open your image directory in Konqueror and click *Tools > Create Image Gallery*. A dialog opens where you can specify the background and foreground colors, the page title, the location to save the gallery, and other settings. Click *OK* to start the action. By default, a file called `index.html` is created. If you click this file in Konqueror, your images are displayed in a miniaturized, organized view. Click an image to access its full-size view.

**Figure 4.2** *Creating an Image Gallery with Konqueror*



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

For downloading and editing photographs from digital cameras, you can use digiKam as described in Chapter 23, *Managing Your Digital Image Collection* (↑Application Guide).





# Accessing Network Resources

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

## Network Browsing

Your file manager, Konqueror, lets you browse your network for shared resources and services. Learn more about this in [Section 5.2, “Accessing Network Shares”](#) (page 79).

## Sharing Folders in Mixed Environments

Using Konqueror, configure your files and folders to share with other members of your network. Make your data readable or writable for users from any Windows or Linux workstation. Learn more about this in [Section 5.3, “Sharing Folders in Mixed Environments”](#) (page 80).

## 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 5.4, “Managing Windows Files”](#) (page 83).

## Configuring and Accessing a Windows Network Printer

You can configure a Windows network printer through the KDE Control Center. Learn how to configure this in [Section 5.5, “Configuring and Accessing a Windows Network Printer”](#) (page 86).

### Configuring Shortcuts to Network Folders

By creating shortcuts to remote network folders (FTP, WebDAV, Windows Network Drives, and SSH), interacting with them can be greatly simplified. Learn how to configure this in [Section 5.6, “Configuring Shortcuts to Network Folders”](#) (page 88).

### Configuring a Small Web Server

If you need a simple way to share information with others, set up a lean Web server. Learn how to do this in [Section 5.7, “Configuring and Using a Small Web Server”](#) (page 90).

## 5.1 General Notes on File Sharing and Network Browsing

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

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

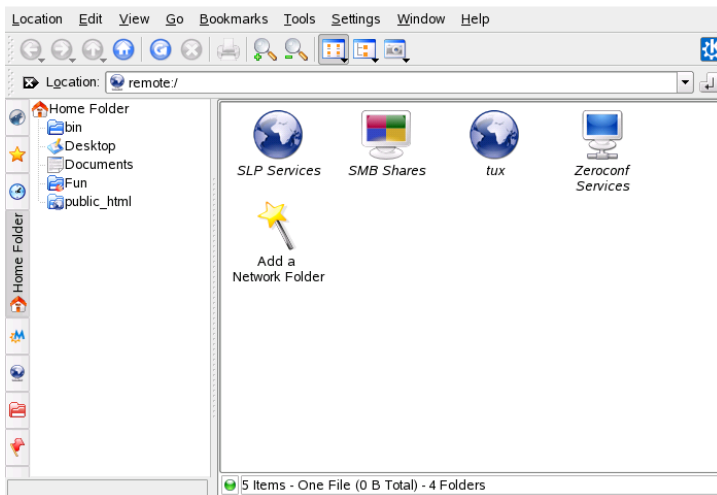
To allow network browsing, your machine needs to keep several network ports open to send and receive network messages that provide details on the network and the availability of shares and services. The standard openSUSE is configured for tight security and has a firewall up and running that protects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

## 5.2 Accessing Network Shares

Networking workstations can be set up to share folders. Typically, files and folders are marked to let remote users access them. These are called *network shares*. If your system is configured to access network shares, you can use your file manager to access these shares and browse them just as easily as if they were located on your local machine. Whether you have only read access or also write access to the shared folders depends on the permissions granted to you by the owner of the shares.

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

**Figure 5.1** *Network Browsing*

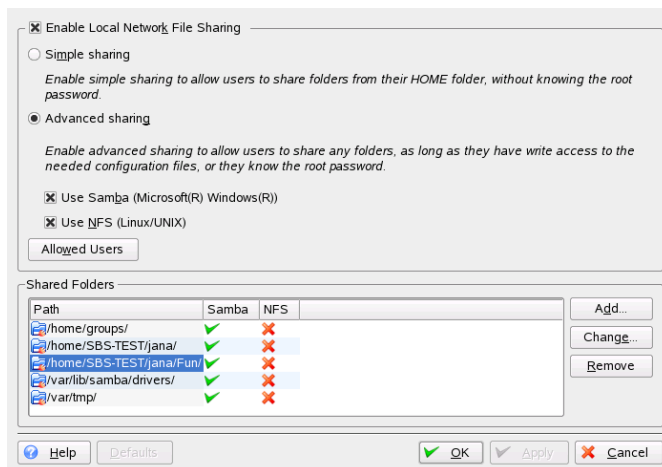


## 5.3 Sharing Folders in Mixed Environments

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

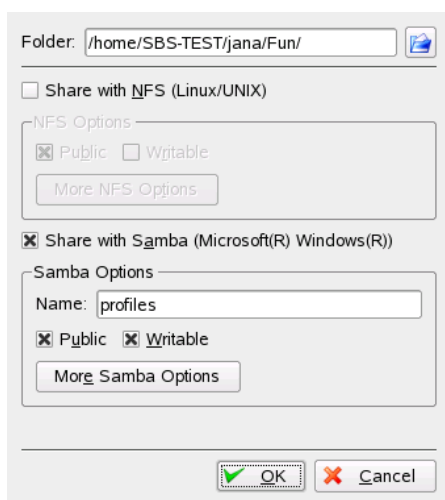
- 1 Open Konqueror.
- 2 Select *Home Folder*, right-click the window background and then select *Properties* from the context menu.
- 3 In the *Properties* dialog, click the *Share* tab. When file sharing is not yet generally enabled, you are informed about this on the tab. To enable file sharing or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

**Figure 5.2** *Enabling File Sharing*



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

**Figure 5.3** *Detailed Sharing Options*



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

#### Name

Specify a name other than the preset default.

#### Public/Writable

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

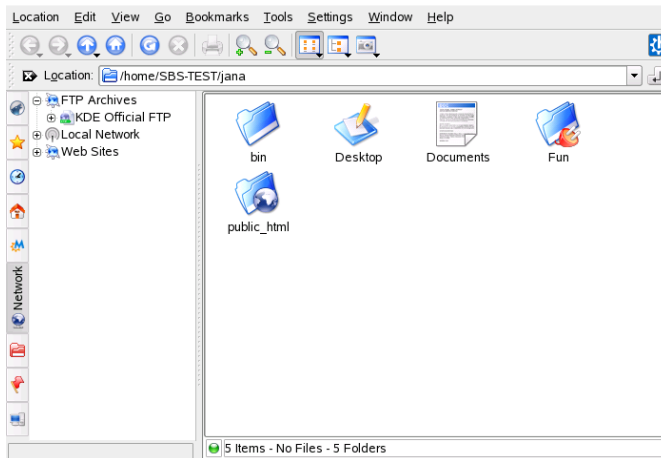
### More Samba Options

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

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

The folder icon now appears in Konqueror with a plug.

**Figure 5.4** *Shared Folder*



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

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

---

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

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

---

## 5.4 Managing Windows Files

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

### Browsing Windows Files with Konqueror

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

### Viewing Windows Data with Konqueror

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

### Manipulating Windows Data with KDE Applications

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

### Single-Sign-On

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

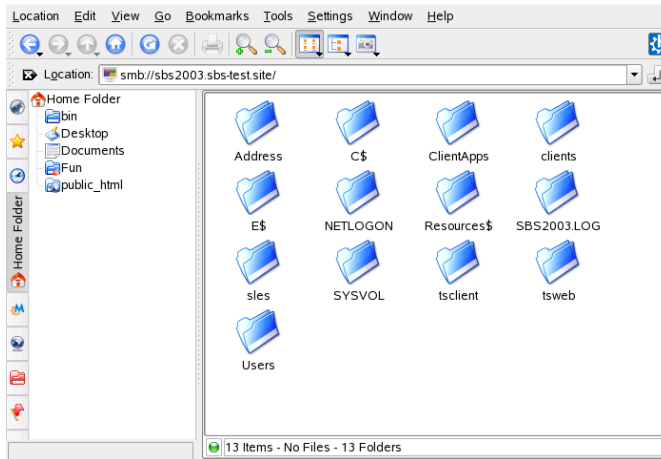
To access your Windows data using Konqueror, proceed as follows:

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

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

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

**Figure 5.5** *Browsing Data on the AD Server*



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

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

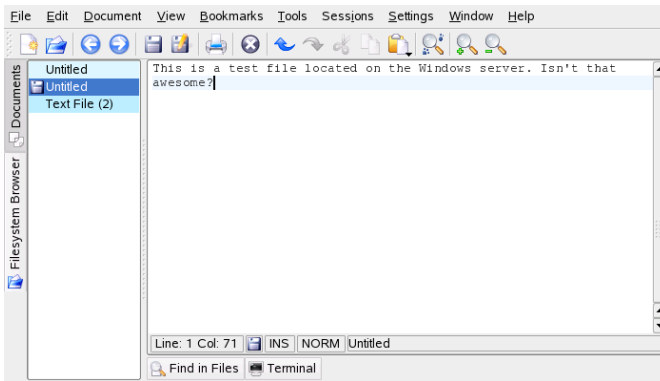
- 1 Right-click the background of the Konqueror folder view to open the menu.
- 2 Select *Create New > Folder*.
- 3 Enter the new folder's name when prompted to do so.

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

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



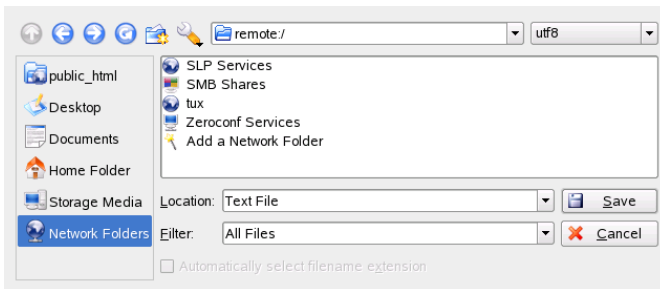
**Figure 5.6** *Editing a Text File with Kate*



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

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

**Figure 5.7** *Saving a File to a Remote Windows Folder*



**5** Navigate to your Windows folder.

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

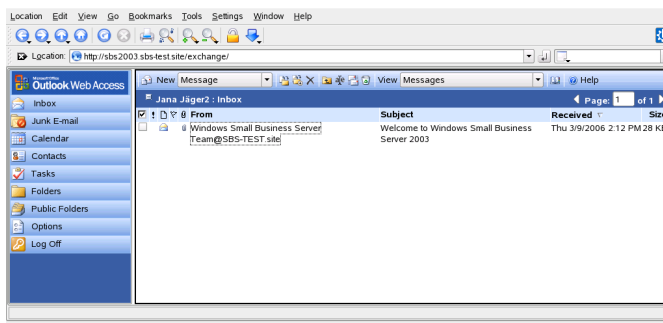
The file is saved on the Windows server.

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

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

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

**Figure 5.8** *Accessing MS Exchange through Konqueror*



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

## 5.5 Configuring and Accessing a Windows Network Printer

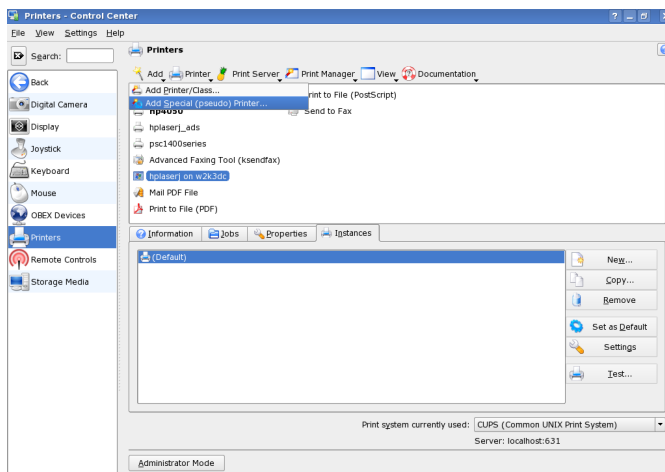
Being part of a corporate network and authenticating against a Windows Active Directory server, you can access corporate resources, such as printers. KDE allows you to configure printing from your Linux client to a Windows network printer.

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

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

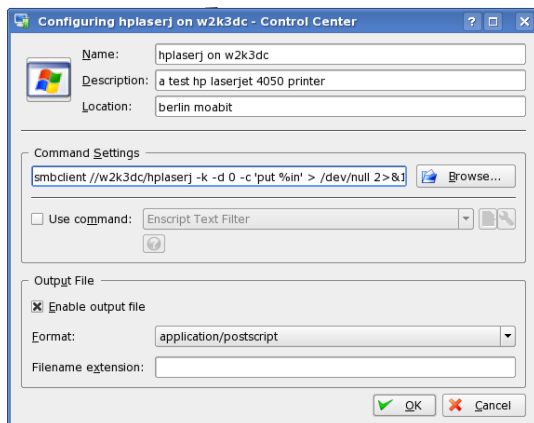
2 Select *Peripherals > Printers*.

**Figure 5.9** *Adding a Printer*



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

**Figure 5.10** *Adding Printer Details*



4 Enter the printer's name, a short description, and its location.

- 5 Enter a command line similar to the following example in *Command Settings*:

```
smbclient //domain/printer -k -d 0 -c 'put %in' > /dev/null 2>&1
```

Replace *domain* and *printer* with the exact values matching your setup.

- 6 Check *Enable output file* and select *application/postscript* to pipe all your print jobs to a postscript file.
- 7 Leave the printer configuration with *OK*.
- 8 Leave the KDE Control Center with *File > Quit*.

The printer is ready for use.

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

## 5.6 Configuring Shortcuts to Network Folders

With KNetAttach, you can also add new network folders to this view by clicking *Add a Network Folder* in a Konqueror `remote:/` view. A wizard opens where you can select the type of network folder to access and enter the details, such as a name for the network folder, the address of the server (either the IP address or domain name), the login name, the port, and the path to folder to access.

**Figure 5.11** *Adding a Network Folder*

**Network Folder Information**

Enter a name for this *Secure shell connection* as well as a server address, port and folder path to use and press the **Save & Connect** button.

Name:

User:

Server:

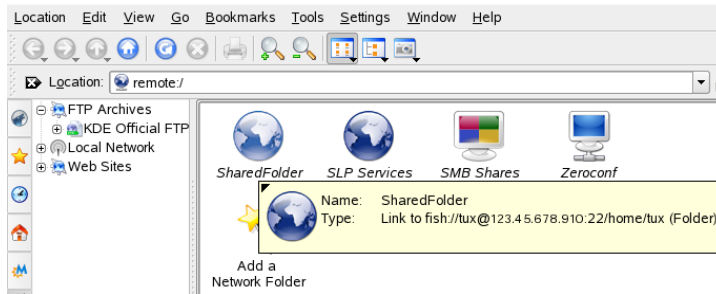
Port:

Folder:

☒ Create an icon for this remote folder

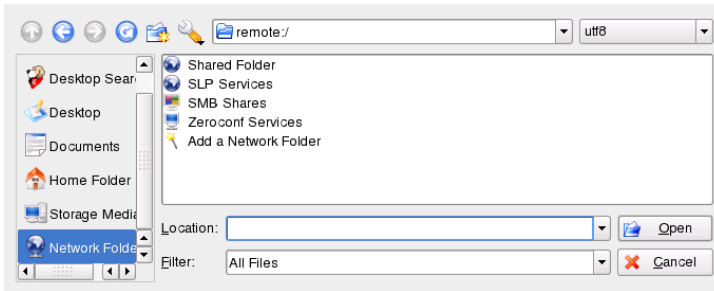
After finishing, you can access the network share in Konqueror by clicking the newly created link instead of entering a lengthy URL for this share in the location bar.

**Figure 5.12** *New Network Folder*



If you add a network folder in this way, you can also access this folder easily when opening or saving a file from a KDE application. If you click *Network Folders* in the left-hand bar of an *Open File* or a *Save File* dialog, the network folder you added appears.

**Figure 5.13** *Opening a File from a Network Share*



---

**TIP: Linking to Network Shares on the Desktop**

For quick access to network shares you need very often, you can also create links to these resources on your desktop. To do so, select the desired resource in Konqueror and drag it onto your desktop while keeping the left mouse button pressed. From the context menu, select *Link Here*. A new icon appears on your desktop. If you click that icon, Konqueror opens and displays the content of this directory.

---

## 5.7 Configuring and Using a Small Web Server

The `kpf` utility provides simple file sharing using HTTP (*Hyper Text Transfer Protocol*), which is the same protocol used by Web sites to provide data to your Web browser. `kpf` is strictly a public file server, which means that there are no access restrictions to shared files. Whatever you select for sharing is available to anyone.

---

## IMPORTANT: Security Considerations

Before setting up a file server with kpf, check with your system administrator whether your company's security policies allow this. You should never set up a file server in a corporate or private environment if you are not entirely sure that your network is protected by an outer firewall. Otherwise you might risk accidentally leaking sensitive information to the Web. In addition to that, any Web server is a potential target for hacker's exploits. Setting up a Web server in a secure way is a very hard job and kpf was not designed to act as such a Web server.

---

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

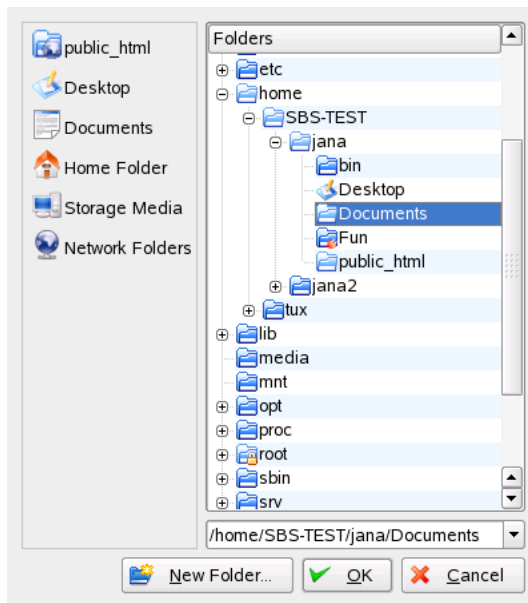
kpf is typically set up to serve files from a `public_html` folder in your home directory. For example, if you want to make a file available to some people with whom you are chatting online, you can use kpf to copy the file into your `public_html` folder and announce to those listening that your file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

- 1 Right-click the bottom panel in KDE then click *Add Applet to Panel* and select *Public File Server*.

A new icon depicting a small globe appears on the bottom panel.

- 2 Right-click the icon then click *New Server*.
- 3 Specify the directory containing the files you want to share then click *Next*.

**Figure 5.14** *Selecting the File Server Root Directory*



All files in the folder and its subfolders, including hidden files (files that start with a dot) and symbolic links, are made publicly available, so be careful not to share sensitive information, such as passwords, cryptographic keys, your address book, or documents private to your organization. Make sure that any symbolic links included do not point outside your published folder, because that would give others access to areas of your system that are not intended for public viewing.

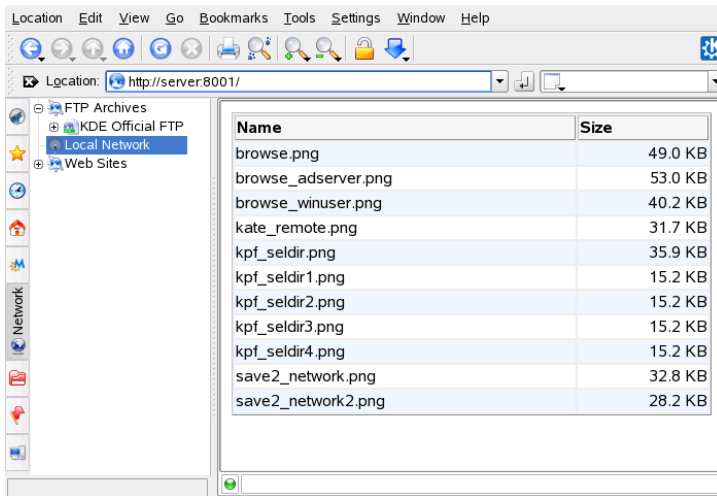
#### 4 Complete the remainder of the *New Server*.

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

Other parties wishing to connect to this server should just enter a URL like `http://hostname:8001` into their browsers. An overview of the published content is displayed.



**Figure 5.15** *Published Contents*



On the hosting machine, you can monitor the network traffic on your file server by right-clicking the globe icon and selecting *Monitor*. A short set of statistics similar to the following is given.

**Figure 5.16** *File Server Statistics*

Status	Progress	File Size	Bytes Sent	Response	Resource
	<div><div></div></div>	2787	2947	OK	/
	<div><div></div></div>	425	204	Not found	/favicon.ico
	<div><div></div></div>	432	102	Not implemented	/
	<div><div></div></div>	62847	45844	OK	/kpf_connect.p



# Searching with Kerry

Kerry is a KDE front-end for the Beagle search tool, which indexes your personal information space to help you find whatever you need. You can use Kerry to find documents, e-mails, Web history, IM/ITC conversations, source code, images, music files, applications, and much more.

Because Kerry is a front-end to Beagle, it needs the beagle daemon to be functional. Kerry and Beagle can now index many KDE-specific sources of information, such as Kopete conversations, Konqueror history, or KMail messages. The result is a smooth integration into the KDE environment through the Kerry interface. Find more about Beagle in Chapter 4, *Searching with Beagle* (↑GNOME User Guide).

## 6.1 Searching Using Kerry

To find data using the Kerry tool, follow these steps:

- 1 Press **Alt + Space** to open the Kerry Beagle Search window. Alternatively, open the search window by left-clicking on the Kerry applet icon (a dog's head) in the system tray.
- 2 Enter the term to find in *Search*. To quickly clear the previously entered text, press the black arrow on the left.

The search is case insensitive. It does not matter whether you use uppercase or lowercase characters. To search for optional terms, use the *OR* keyword (in uppercase). For example, *Mars OR Venus* finds all data containing any occurrence

of Mars, Venus, or both. To exclude search terms, use a minus symbol (–) in front of them. For example, *Mars –Venus* finds all data containing any occurrence of Mars but without any occurrence of Venus. To search for an exact phrase, enclose the phrase in quotes. If you want to include only certain file type in results, specify the filename extension with *ext:*. For example, *Mars ext:xml* finds xml files containing Mars.

- 3 Select the scope of the search in the *Show* section of the right panel. To search all the indexed content, choose *Everything*. However, you can limit the search only to indexed *Applications*, *Contacts*, *Office documents*, instant messenger *Conversations*, *Images*, *Media* files, *Web pages*, or *File/Path names* by clicking the appropriate item in the panel. You can change the scope before or after the search is performed.

Change the sort order of results in the *Sort By* section of the right panel. To sort results by type, click *Type*. Sorting by *Date*, *Name*, and *Relevance* is also possible. You can change the sort order before or after the search is completed.

You can limit the results by date of last modification. To show all results regardless of the date of the last modification, click *Any Date* in the right panel. You can show items modified today, since yesterday, this week, month, or year by clicking the appropriate item in the right panel. You can change this before or after the search is performed.

- 4 Press **Enter** or click the icon to the right of the search field to start the search. Results are displayed in the main area of the window.

Results are displayed in a window, sorted according to your settings. Click any item to activate it. To open a folder containing a found file instead of the file itself, click the name of the folder to the right of the filename. To display more information about an item, click the icon with the *i* on the left.

You can change the scope of the search, sort order, or limitation by date at any time by clicking appropriate item in the panel on the right.

Use *Previous results* and *Next results* to move between pages of the result list. The number of items found is shown in the bottom part of the window.

## 6.2 Configuring Kerry

You can configure Kerry by right-clicking its icon in the tray and choosing *Configure Kerry* or by clicking *Configure* in Kerry's main window. The configuration dialog has four tabs.

On the *Search* tab, you can change the *Default result sort order*, *Maximum number of results displayed* on one page, or shortcuts for activating Kerry Beagle Search.

On the *Indexing* tab, set whether the Beagle indexing service should be started automatically and whether data should be indexed while the computer is operating on battery power. You can also determine which folders should be indexed by Kerry Beagle Search and which folders should not be indexed at all. See [Section 6.2.1, “Indexing More Directories”](#) (page 97) and [Section 6.2.2, “Preventing Files and Directories from Being Indexed”](#) (page 98) for detailed instructions.

On the *Backends* tab, choose which of the available Beagle back-ends should be enabled. To disable a back-end, uncheck it. For example, if you do not want your Kopete conversations be indexed by Kerry Beagle, uncheck the *Kopete* back-end.

On the *Daemon Status* tab, check the status of Beagle daemon. You can stop or start the daemon manually here. To use Kerry Beagle Search functionality, the daemon must be running.

### 6.2.1 Indexing More Directories

By default, Kerry indexes your home folder only. If you do not want your home folder to be indexed, uncheck the *Index my home folder* option on the *Indexing* tab of the Kerry configuration. To index more folders, follow these steps:

- 1 If the Kerry Beagle configuration dialog is not open yet, right-click the Kerry icon in the tray and choose *Configure Kerry*.
- 2 Click the *Indexing* tab.
- 3 Click the *Add* button in the middle part (*Index*) of the tab.
- 4 In the dialog that opens, choose the folder to index and click *OK*.

5 Press *OK*.

## 6.2.2 Preventing Files and Directories from Being Indexed

To exclude some folders or files from being indexed by Kerry, follow these steps:

- 1 If the Kerry Beagle configuration dialog is not open yet, right-click the Kerry icon in the tray and choose *Configure Kerry*.
- 2 Click the *Indexing* tab.
- 3 Click *Add* in the bottom part (*Privacy*) of the tab.
- 4 In the dialog that opens, choose a folder not to index by selecting the *Folder* option. Specify the path to the folder in the text field or press the folder button and choose the folder in a file dialog.

You can also specify files not to index by selecting *File name pattern* and specifying the file pattern.

5 Press *OK*.

# Managing Print Jobs

Printers can either be connected to your system locally or accessed over a network. There are several ways to set up a printer in openSUSE: with YaST, with iPrint, or on the command line. There are also desktop tools in KDE or GNOME for setting up printers but we recommend to use either YaST (or iPrint???) for this task.

Refer to Abschnitt „Einrichten eines Druckers“ (Kapitel 2, *Einrichten von Hardware-Komponenten mit YaST*, ↑Start) for detailed information how to configure printers with YaST. For information about how to manage printers with iPrint® refer to the *iPrint User Guide* at <http://www.novell.com/documentation/sled10/>.

---

## NOTE: Troubleshooting

If you have problems configuring your printer, ask your system administrator. An in-depth coverage of printer configuration for administrators can be found in Kapitel 9, *Druckerbetrieb* (↑Referenz).

---

This chapter describes how to set up printers with the KDE Printing Manager. After configuring the printer correctly, you can address it from any application.

## 7.1 Starting Print Jobs in KDE

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

---

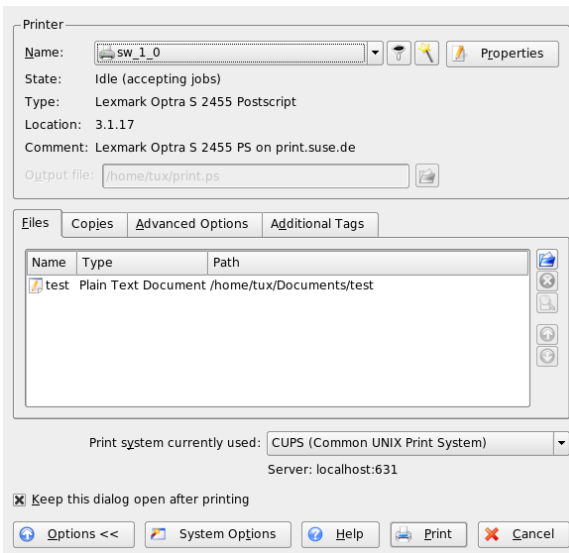
## TIP: Sending Files to a Printer without Opening the Application

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

---

To specify the number of copies and various other options, click *Expand* at the bottom left. The window then expands and shows three tabs: *Copies*, *Advanced Options*, and *Additional Tags*. See [Figure 7.1, “Starting a Print Job with KPrinter”](#) (page 100).

**Figure 7.1** Starting a Print Job with KPrinter



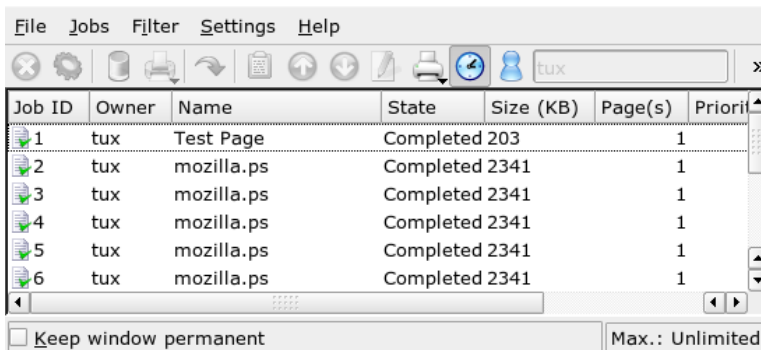
The *Copies* tab determines the page selection (all pages of the selected document, the currently selected one, or a range) and the number of copies. You may also choose to print only the even or only the odd numbered pages of the selected document. Use *Advanced Options* to specify any additional information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



## 7.2 Monitoring Print Jobs in KDE

Start KJobViewer from the main menu or with `kjobviewer` from the command line. A window like that in [Figure 7.2, “Monitoring Print Jobs with KJobViewer”](#) (page 101) opens, listing all the print jobs queued on your printer. As long as your print job is not active, you can edit it. Do this using the entries of the *Jobs* menu.

**Figure 7.2** *Monitoring Print Jobs with KJobViewer*



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

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

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

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

The icons in the toolbar correspond to the functions you can access by way of the menu. Display a help text explaining the function by holding the mouse pointer over one of the icons.

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

## **Part III. FIXME Setting Up KDE System Aspects**



# Managing Passwords with KWallet Manager

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

---

## IMPORTANT: Protect Your KWallet Password

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

---

## 8.1 Starting KWallet

When KWallet starts for the first time (for example, when you access a Web site where you must enter a password to log in), a dialog appears with the welcome screen. Choose between *Basic setup* (recommended) and *Advanced setup*. If you choose *Basic setup*, in the next screen you can choose whether to store personal information. Some KDE applications, such as Konqueror or KMail, can use the wallet system to store Web form data and cookies. Select *Yes, I wish to use the KDE wallet to store my personal information* to activate KWallet and leave with *Finish*.

If you choose *Advanced setup*, you have an additional security level screen. The default settings are generally acceptable for most users, but others may wish to change them.

*Automatically close idle wallets* closes wallets after a period of inactivity. To separate network passwords and local passwords, activate *Store network passwords and local passwords in separate wallet files*. Close with *Finish*.

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

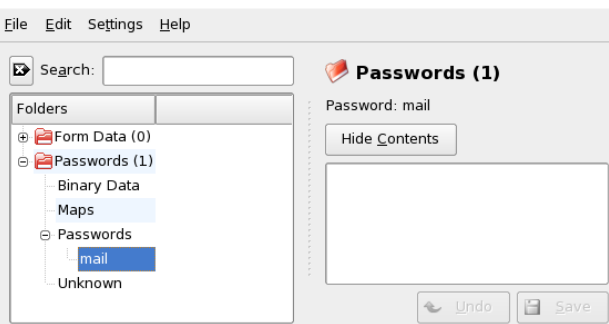
## 8.2 The KWallet Manager

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

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

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

**Figure 8.1** *The KWallet Manager Window*



You can add or delete folders. Selecting a folder updates the folder entry list and the summary display. Selecting a folder entry updates the entry contents pane and allows

you to edit that entry. Entries can also be created or deleted using the context menu for the folder contents.

## 8.3 Copying Your Wallet to Another Computer

For the most part, KWallet resides silently in the panel and is automatically activated if needed. However, you can copy your wallet files to another computer (for example, your laptop). To simplify this task, wallets can be dragged from the manager window to a file browser window. This let you easily package a new wallet for transfer to another environment. For example, a new wallet could be created and copied onto a removable flash memory device. Important passwords could be transferred there, so you have them available in other locations.





# Controlling Your Desktop's Power Management with KPowersave

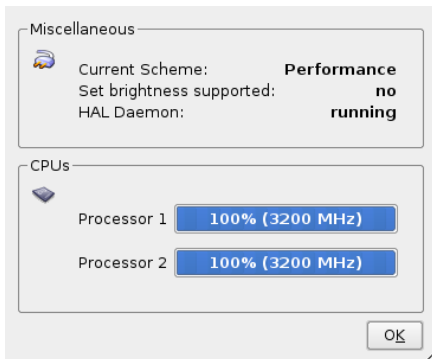
# 9

KPowersave is a small panel applet which allows you to control all power management functions supported by your system with just a few clicks on the desktop. You can track power consumption and CPU frequency, choose another power management scheme to match the tasks your system is facing, and send your system into suspend or standby state by just clicking the applet.

## 9.1 Tracking the Current State

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

**Figure 9.1** *Tracking the Current Power Management State*



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

#### Current Scheme

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

#### Set brightness supported

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

## 9.2 Suspending Your Computer

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

#### Suspend to Disk

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

#### Suspend to RAM

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

#### Standby

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

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

## 9.3 Saving Power by Using Schemes

Power management schemes let you adjust various power management parameters to the requirements of certain typical situations you are facing when using your machine. KPowerSave ships with a set of four preconfigured schemes which you can adjust to

your needs. To switch schemes with KPowerSave just right-click the panel icon and select *Set Active Scheme*. The following schemes are available:

#### Performance

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

#### Acoustic

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

#### Presentation

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

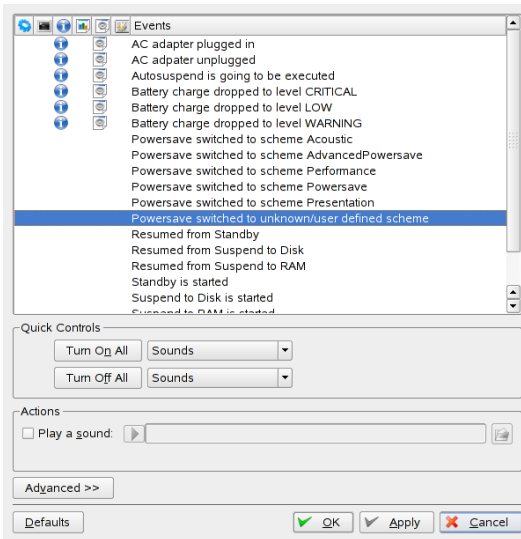
#### PowerSave

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

## 9.4 Configuring Notifications

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

**Figure 9.2** *Configuring KPowersave Notifications*



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

### Sounds

Select one of the KDE system sounds to be played.

### Logging

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

### Program Execution

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

### Message Windows

Have KPowersave throw a pop-up window.

### Passive Windows

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

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

## 9.5 Configuring KPowersave

The KPowersave settings dialog comprises two different groups of settings:

### Scheme Settings

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

### General Settings

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

### 9.5.1 Configuring Schemes

Power saving schemes in KPowersave offer controls to:

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

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

To configure a KPowersave scheme, proceed as follows:

- 1 Right-click the panel icon and select *Configure KPowersave > Scheme Settings*.
- 2 Select the scheme you want to modify.
- 3 Open the *Screen Saver and DPMS* tab and determine whether your scheme requires specific tuning of the screen saver settings. If using your machine in presentation mode, you should consider disabling the screen saver altogether. If you want your display to automatically enter powersaving modes after a certain period

of time, activate *Enable specific display power management* and enter the number of minutes after which the display should use power management.

- 4 If your display hardware supports reducing the brightness for power saving reasons, open the *Brightness tab*, select *Enable scheme specific Brightness settings* and set the brightness value.
- 5 If you want your machine to automatically suspend (to disk) after a certain period of time, open the *Autosuspend tab*, select *Enable autosuspend* and determine when the machine should automatically enter suspend. To avoid problems with applications whose state cannot be properly restored when your session is resumed, maintain a blacklist of these applications via *Edit Blacklist*. If any of these applications is running, KPowerSave does not automatically suspend your desktop.
- 6 If you want KPowerSave to work quietly, turn off notifications for powersave events by entering the *Miscellaneous tab* and selecting *Disable Notifications*.
- 7 Click *OK* to apply your settings and leave the configuration dialog.

## 9.5.2 Configuring General Settings

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

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

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

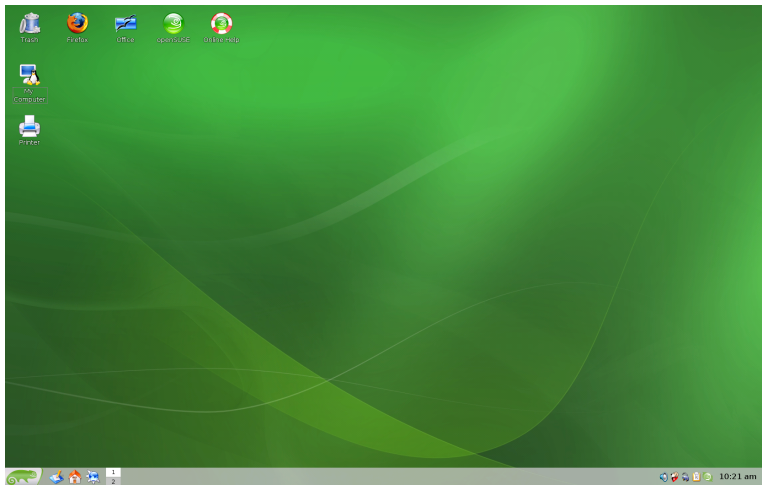
To configure KPowerSave to be automatically started on login, select *KPowerSave starts automatically on login*. If you select *Never ask me again on exit*, you will not be asked whether KPowerSave should be automatically started when you exit a session that had not previously included KPowerSave in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

# 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.

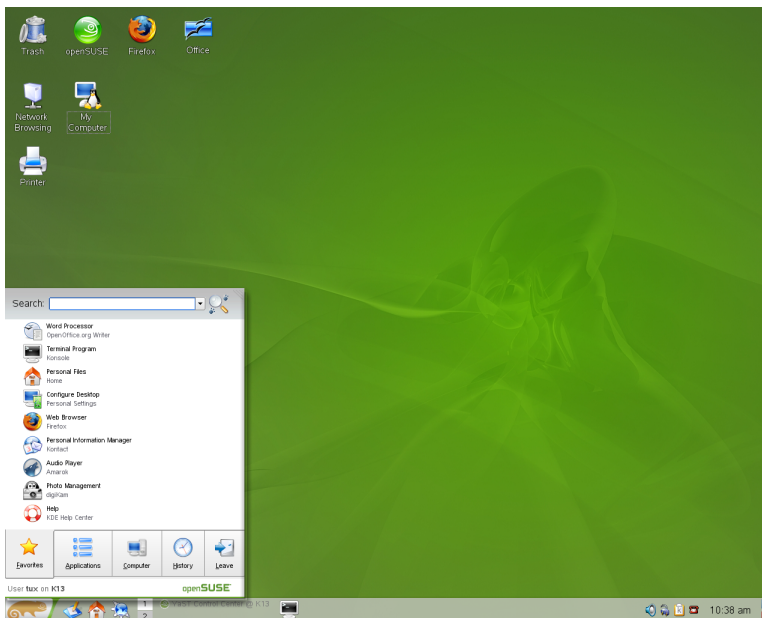
**Figure A.1** *KDE Desktop*



# A.1 Starting Applications from the Main Menu

Similar to the Start menu on Windows, you can access all the programs installed on your system from the main menu. To open the menu click the green SUSE icon in the left corner of the panel. The function-oriented menu structure makes it easy to find the right application for your purpose even if you do not know the application names yet. Find more information about the main menu in [FIXME](#) .

**Figure A.2** *Main Menu in KDE*



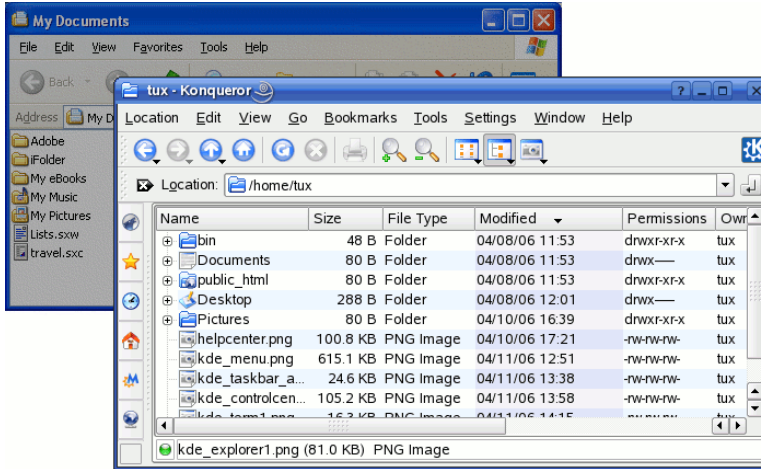
Alternatively, you can also start programs from the command line. Press **Alt + F2** to open a dialog where you can enter a command to start the application. The name of the command is often (but not always) the application name written in lowercase.



## A.2 Managing Files

To start Konqueror, the default KDE file manager (and Internet browser), press **Alt + F2** and enter `konqueror`. To view the contents of your home directory, click *Personal Files*. To open this view directly, use the quick start icon with a house in the panel.

**Figure A.3** *Windows Explorer and Konqueror*

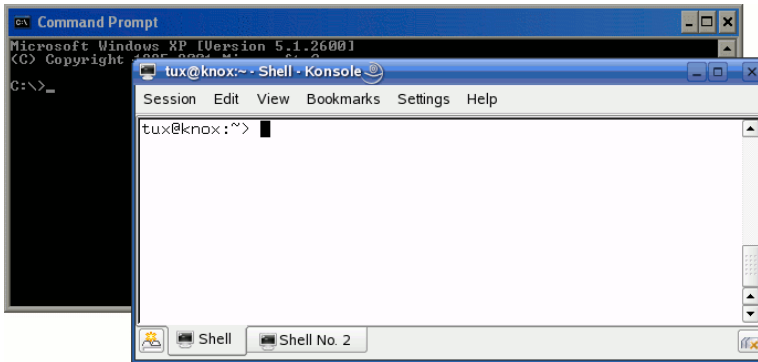


For more information about Konqueror as a file manager, see [Chapter 4, Managing Folders and Files with Konqueror](#) (page 67).

## A.3 Using the Command Line

To run commands in a command line environment, similar to a command prompt on Windows, press **Alt + F2** and enter `konsole` or use the quick start icon in the panel.

**Figure A.4** *Windows Command Prompt and Konsole Terminal*



## A.4 Customizing Your Desktop

To change to the way your KDE desktops looks and behaves, press **Alt + F2** and enter **kcontrol**. Some of the settings you might want to change include the desktop background, screen saver, keyboard and mouse configuration, sounds, and file associations.

**Figure A.5** *Windows Control Panel and KDE Control Center*



For more information, see [Section 3.1, “The Personal Settings”](#) (page 39).

## A.5 Switching between Applications

Similar to the taskbar on Windows, the bottom panel in KDE lets you easily switch between open windows. Unlike Windows, KDE lets you set up multiple desktops where each one can run different programs. Switch between them with a single click.

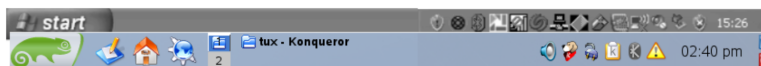
---

### TIP: Using Shortcut Keys

You can also use shortcut keys to switch between your multiple desktops and the applications running. Use the familiar **Alt + →|** to switch between applications. With **Ctrl + F1**, **Ctrl + F2**, etc., switch between desktops.

---

**Figure A.6** *Windows Panel and KDE Panel*

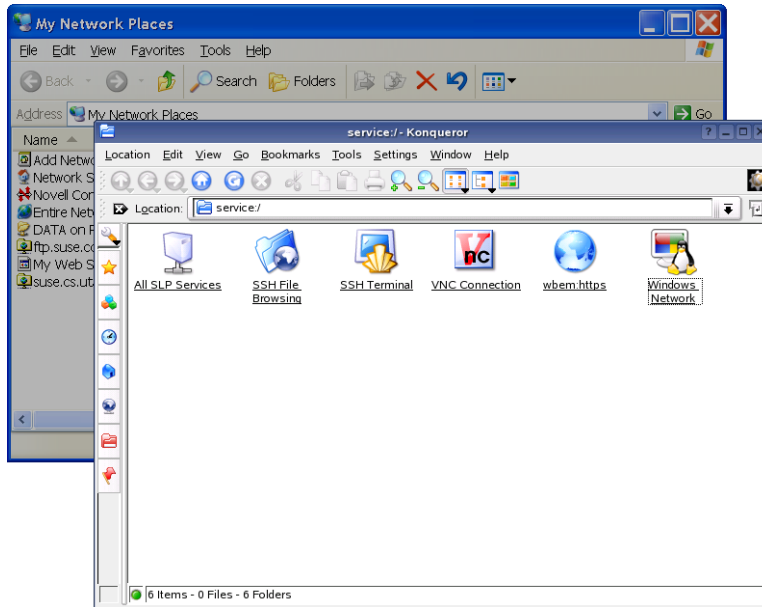


For more information about Konqueror as a file manager, see [Section 3.2, “Configuring Desktop Objects”](#) (page 42).

## A.6 Accessing Network Resources

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

**Figure A.7** *Windows My Network Places and Konqueror Network Browsing*



To learn more about the various possibilities of accessing network resources, refer to [Chapter 5, Accessing Network Resources](#) (page 77).

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