

GNOME Quick Start

SUSE Linux Enterprise Desktop 10 SP2

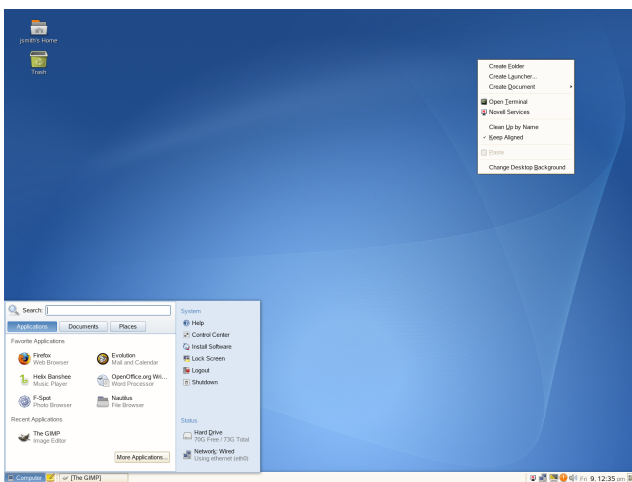
NOVELL® QUICK START CARD

SUSE Linux Enterprise® provides the tools that Linux* users require in their daily activities. It comes with an easy-to-use graphical user interface (the GNOME* desktop) that communicates with the underlying Linux system to let you access and manage files, folders, and programs. SUSE Linux Enterprise provides an integrated suite of applications for a wide range of office, multimedia, and Internet activities. The OpenOffice.org suite is also included, which allows you to edit and save files in a number of formats. Because the office suite is available for several operating systems, you can use the same data across different computing platforms.

Getting Started

When you start your system, you are usually prompted to enter your username and password. If someone else installed your system, check with your system administrator for your username and password.

After logging in to GNOME for the first time, you see the GNOME desktop, which offers the following basic elements:



Desktop Icons: Access programs and features on your system by double-clicking an icon. Right-click an icon to access additional menus and options. You can add as many

icons to your desktop as you want. By default, the desktop features several key icons, including your personal *Home* folder and a trash can for deleted items. Other icons representing devices on your computer, such as CD drives, might also be present on the desktop. If you double-click your *Home* folder, the Nautilus file manager starts and displays the contents of your home directory.

Bottom Panel: The desktop includes a panel across the bottom of the screen. This panel contains the *Computer* menu (similar to the Start menu in Windows*), the system tray, and a taskbar to display icons for all applications currently running. You can also add applications and applets to the panel for easy access.

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

System Tray: The right side of the bottom panel holds some smaller icons, including the system clock that displays

the date and time, the volume control, and icons for several other helper applications.

Taskbar: By default, all started applications are displayed in the taskbar (the area in the middle of the panel between the Computer button and the system tray). You can access any started application regardless of the currently active desktop. Click an application name to open it. Right-click an application name to see options for moving, restoring, or minimizing the window.

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

Modifying Desktop Panels

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

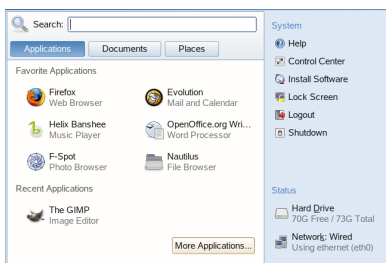
To add a new panel, right-click the bottom panel and select *New Panel*. To delete a panel, right-click the panel and select *Delete This Panel*. SUSE Linux Enterprise requires that at least one panel be left on the desktop.

Adding and Removing Panel Icons

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

Starting Programs

To run a program in SUSE Linux Enterprise, click *Computer* on the panel to open the main menu screen. If the program you want is not in the main menu screen, click *More Applications* to view a list of all available applications. Navigate the submenus and click an entry to start the corresponding program.



You can also add an icon to your panel that opens a more traditional version of the main menu. Right-click a blank space on the panel, select *Add to Panel*, then double-click *Traditional Main Menu*.

If you already know the name of an application but are not sure how to start it from the main menu, use the *Search* field in the main menu. Click *Computer*, type a portion of the application name in the *Search* field, then press *Enter*. If the application is installed on your system, the name of the application appears in the *Desktop Search* dialog box. Click the name to start the program.

Customizing Your Desktop

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

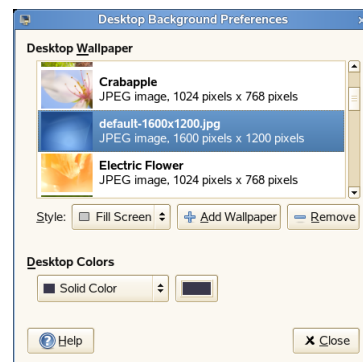
Adding Program Icons to Your Desktop

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

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

Changing the Desktop Background

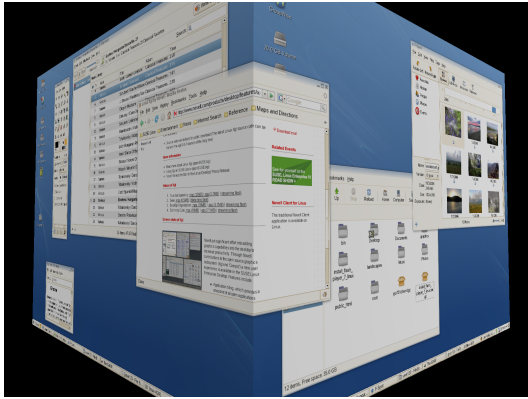
1. Right-click the background.
2. Select *Change Desktop Background*.



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

Configuring Desktop Effects

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



To enable Xgl, you need a graphics adapter capable of providing 3D support, and you also need the graphics driver that Linux uses to operate the graphics adapter. This driver must be able to handle OpenGL (or 3D) requests from the Linux kernel. Your screen resolution must be within the 1024x768 to 1920x2000 range, and your color depth must be set at 24-bit. 3D acceleration must also be enabled. Use SaX2 to change your graphics card and monitor properties if necessary.

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

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

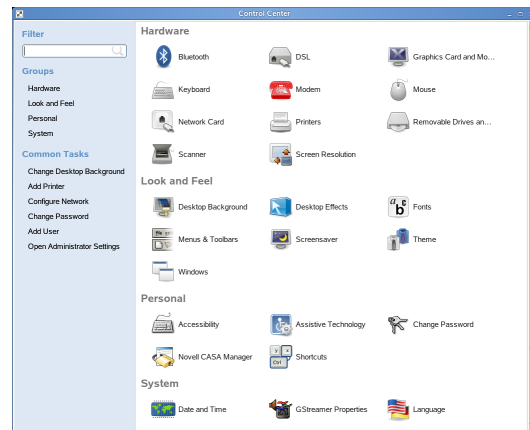
3. After your system is configured for Xgl, click *Enable Desktop Effects*.
4. Type the `root` password, then click *Continue*.
5. Log out of your session, then log back in.

The default desktop effects are now enabled. For example, windows are translucent when you move them, they fade away when you close them, and dragging a window to the far right of the screen rotates the desktop cube. To change any of these effects, use the options in the *Desktop Effects Setting* dialog box.

Using the GNOME Control Center

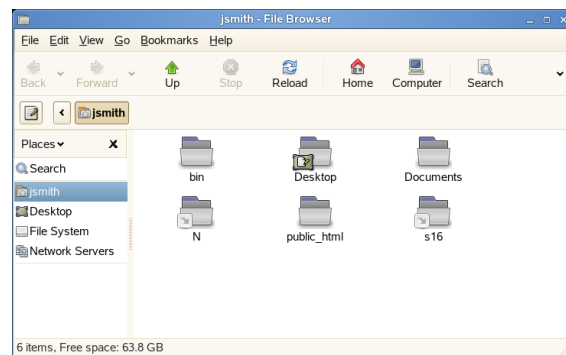
In addition to letting you change individual desktop elements, GNOME lets you extensively personalize your desktop. You can find more settings to adjust the overall appearance and behavior of your desktop in the GNOME Control Center. There, you can also change fonts, keyboard and mouse configurations, regional and language settings, parameters for your Internet and network usage, and more.

To start the Control Center, click *Computer*, then click *Control Center* on the right of the main menu.



Managing Files and Folders

Use the Nautilus File Manager to create and view folders and documents, run scripts, and create CDs of your data. Open Nautilus by double-clicking your home directory icon on the desktop. The contents of your home directory are displayed.



The elements of the Nautilus window include the following:

Menu: Lets you perform most tasks.

Toolbar: Lets you quickly navigate among files and folders, and provides access to files and folders.

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

Side Pane: Lets you navigate or display information about the selected file or folder. Use the drop-down list to customize what is shown in the pane. The list includes ways to view information about files, perform actions on files, add

emblems to files, view a history of recently visited sites, and display your files in the tree system.

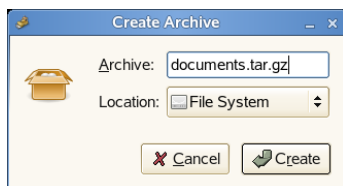
View Pane: Displays folders and files. Use the options on the *View* menu to increase or decrease the size of content in the view pane and to display items as a list or as icons.

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

Archiving Folders

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

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



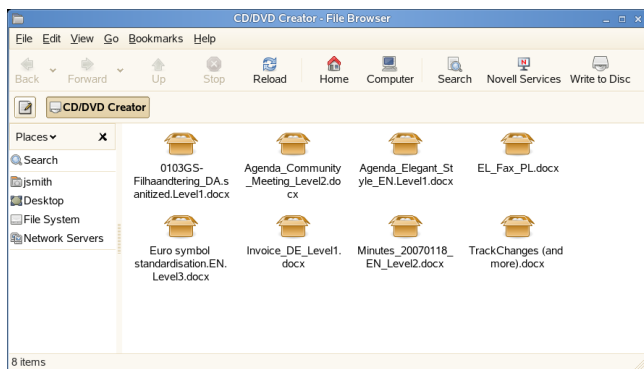
2. Accept the default archive filename or provide a new name. Use `tar.gz` for the most common archive form.
3. Specify a location for the archive file, then click *Create*.

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

Creating a CD/DVD

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

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



3. Click *Write to Disc*.

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

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

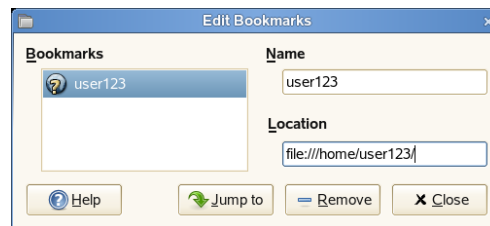
You can also use the Helix* Banshee™ music player to burn audio and MP3 CDs.

Using Bookmarks

Use the Nautilus bookmarks feature to mark your favorite folders.

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

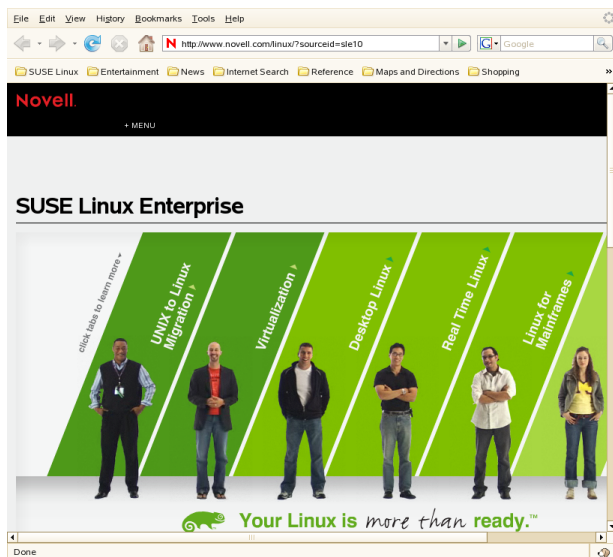
You can also organize your bookmarks list by clicking *Bookmarks* → *Edit Bookmarks* and making your selections in the dialog box.



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

Browsing the Internet with Firefox

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




To start Firefox, click *Computer* → *Firefox Web Browser*.

With features like tabbed browsing, pop-up window blocking, and download and image management, Firefox combines the latest Web technologies. Its easy access to different search engines helps you find the information you need. Enter a URL in the location bar to start browsing.

To open an empty tab in Firefox, press **Ctrl + T** and type a new URL. To open a link in a new tab, click the link with your middle mouse button. Right-click a tab to access more tab options. You can create a new tab, reload one or all existing tabs, or close a single tab or all tabs. You can also change the sequence of the tabs by dragging and dropping them to a new position.

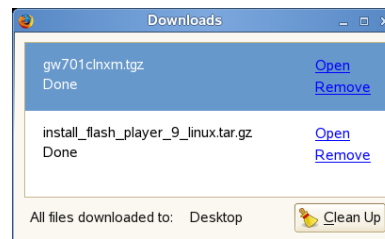
Finding Information on the Web

1. To start a search on the Web with the Google* engine, type your search keywords in the integrated search box  on the right of the location bar, then press **Enter**. The results display in the window.
2. To use a different search engine, click the G icon in the search box to open a list of other search engines.
3. Click the desired engine, then press **Enter** to start the search.

You can also search the current Web page for keywords. To do so, press **Ctrl + F** to open a *Find* bar at the bottom of the window. Enter your search keyword there and use the buttons to the right of the box to search in different directions or to select all hits in the text.

Downloading Files with Firefox

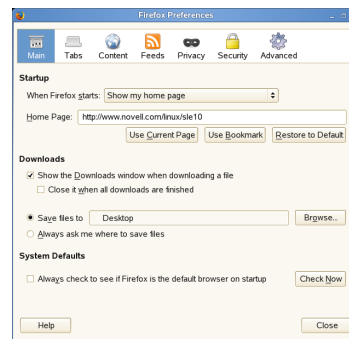
If you download a file with Firefox, the *Firefox Download Manager* starts and saves this file to the folder configured in *Firefox Preferences*. By default, your desktop is the destination folder for downloaded files. Firefox shows your finished downloads in the *Downloads* window.



You can open the downloaded files directly from the *Downloads* window or from the destination folder. To clean up the history of downloaded files, click *Clean Up*.

Configuring Firefox Preferences

To adjust the default download folder or to activate or modify the pop-up blocking feature, click *Edit* → *Preferences*.



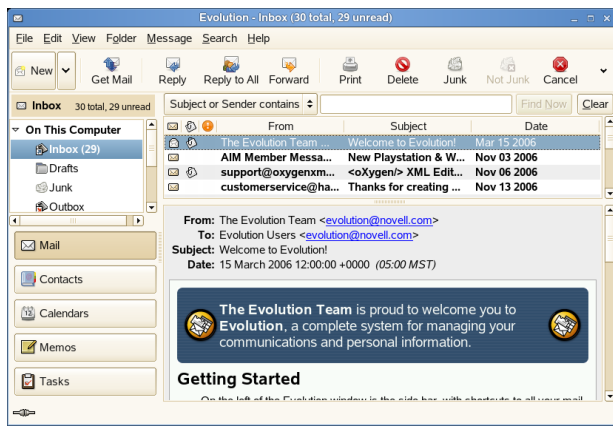
From here you can also configure numerous other settings such as appearance, language, privacy, and tab options. Click the icons and set the options on each page according to your preferences. Click *Close* to apply the changes.

E-Mailing and Calendaring

For reading and managing your mail and events, SUSE Linux Enterprise offers you Novell® Evolution™, a groupware program that makes it easy to store, organize, and retrieve your personal information; it also offers the GroupWise® Client, a cross-platform, corporate e-mail system that provides secure messaging, calendaring, scheduling, and instant messaging.

Starting Evolution for the First Time

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



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

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

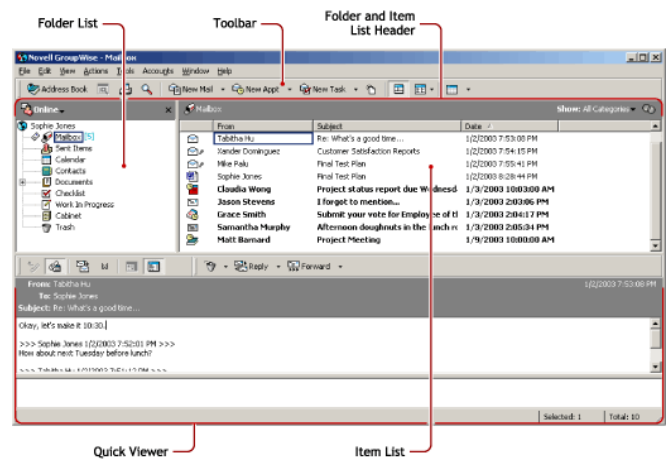
Press **Ctrl + N** to open a new item for whatever part of Evolution you are working in. In mail, this creates a new message. If you are in the address book, **Ctrl + N** creates a new contact card, and in the calendar, **Ctrl + N** creates a new appointment.

For more information on using Evolution, click *Help* → *Contents* in any Evolution window.

Using the GroupWise Client

GroupWise is a robust, dependable messaging and collaboration system that connects you to your universal mailbox anytime and anywhere. SUSE Linux Enterprise includes the GroupWise Cross-Platform Client for Linux.

GroupWise is not installed by default. Use the *Software Management* feature in YaST to install the `novell-groupwise-gwclient` package. Then click *Computer* → *More Applications* → *Communicate* → *GroupWise* to open the GroupWise Client.



Your main work area in GroupWise is called the main window. From the main window, you can read your messages, schedule appointments, view your calendar, manage contacts, change the mode of GroupWise you are running in, open folders, open documents, and much more.

For more information on using GroupWise, click *Help* → *User Guide* in the GroupWise Client.

Instant Messaging with Gaim

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

To configure Gaim:

1. Click *Computer* → *More Applications* → *Communicate* → *Gaim Instant Messenger*.



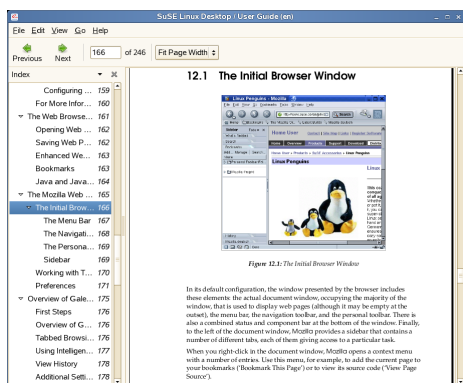
2. The first time you start Gaim, you are prompted to *Add* an account. Select the protocol you want, then type your screen name, password, and alias in the appropriate fields.
3. Specify any desired user options, then click *Show More Options*.
4. Type your server address in the *Server Address* field.
5. Type your server port (if different from the default) in the *Server Port* field.
6. Select your proxy type, if needed.
7. Click *Save*, then click *Close* in the *Accounts* window.

8. Select the account you just created in the *Login* window.
9. Type your password in the *Password* field.
10. Click *Sign On*.

Viewing PDF Files

Documents that need to be shared or printed across platforms can be saved as PDF (Portable Document Format) files in the OpenOffice.org suite. SUSE Linux Enterprise ships with several PDF viewers, such as Evince and Adobe* Acrobat* Reader.

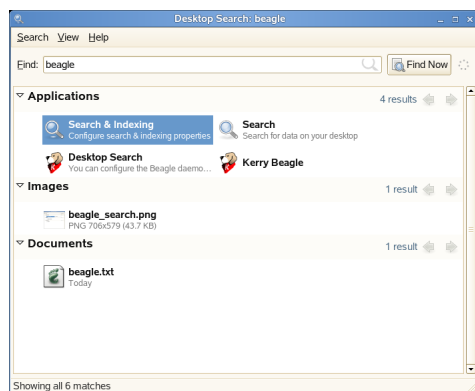
1. Click *Computer* → *More Applications* → *Office*.
2. Select *Acrobat Reader* or *Evince*.
3. To view a PDF file, click *File* → *Open*, locate the desired PDF file, then click *Open*.



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

Finding Files on Your Computer

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



You can use the results lists to open a file, forward it via e-mail, or display it in the file manager. Simply right-click an item in the results list and select the option you want. The options available for an item depend on the type of file it

is. Clicking a file in the list displays a preview of the file and information such as the title, path, and date the file was last modified or accessed.

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

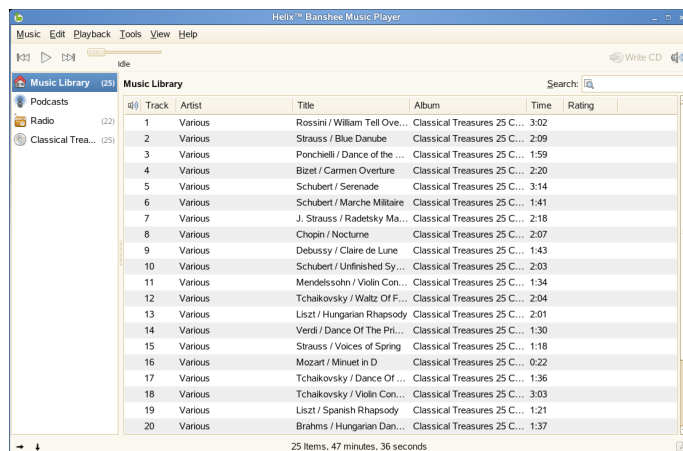
You can also access *Desktop Search* by clicking *Computer* → *More Applications* → *System* → *Search*.

Managing Your Music

Use Helix Banshee to import CDs, sync your music collection to an iPod* or other digital audio player, play music directly from an iPod (or other digital audio player), create playlists with songs from your library, create audio and MP3 CDs from subsets of your library, and subscribe to, download, and listen to your favorite podcasts. Helix Banshee also supports streaming audio through its Internet Radio plug-in.

To open Helix Banshee, click *Computer* → *Helix Banshee Music Player*.

The first time you open Helix Banshee, click *OK* to accept the license agreement. You are then prompted to import music. Choose an import source, such as a local folder, local file, or your home directory, then click *Import Music Source*. After successfully importing your music, your library is displayed.



To play a song, simply select the song in the library and click the play button. You can also use the buttons in the upper left corner to pause a song or play the next or previous song. Use the loudspeaker button on the right to adjust the volume.

Helix Banshee also has an integrated CD player. When you insert a music CD, your CD title appears in the left panel.

Select the title and click the *Play* button to play your full CD.

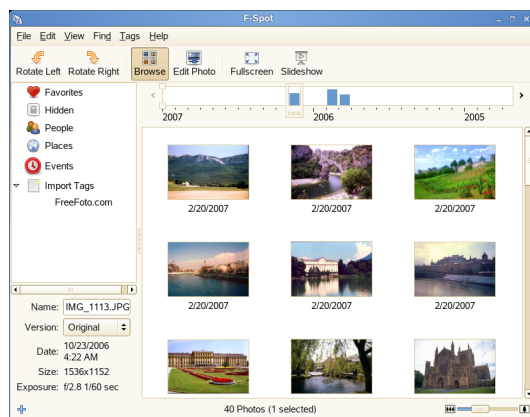
To create audio and MP3 CDs, select the songs you want, then click the *Write CD* button in the upper-right side of Helix Banshee.

Managing Your Digital Image Collection

F-Spot is a management tool for your collection of digital images tailored for the GNOME desktop. It allows you to assign different tags to your images in order to categorize them and offers various image editing options. For example, you can remove red-eye, crop, and adjust brightness and colors. F-Spot supports sixteen common file types, including JPEG, GIF, TIFF, and RAW.

You can import photos from your hard drive, your digital camera, or your iPod. You can also use F-Spot to create photo CDs, generate a Web site gallery, or export your photos to your Flickr, 23, Picasa Web, or SmugMug account.

To access F-Spot, click *Computer* → *F-Spot Photo Browser*. The first time you run F-Spot, you must tell it where to find the images you want to import into your collection. If you already have a collection of images stored on your hard drive, enter the path to the respective directory and optionally include subfolders. F-Spot imports these images into its database.



Thumbnails of your images are displayed in the right part of the window, and detailed information for a selected image is displayed in a sidebar to the left. By default, your photos are displayed in reverse-chronological order, so your newest photos are always at the top. You can sort your photos in chronological order or reverse-alphabetical order by clicking *View* → *Reverse Order*.

A menu bar at the top of the window allows you to access the main menus. A toolbar below offers several different functions depicted by a matching icon.

Starting OpenOffice.org

The OpenOffice.org office suite offers a complete set of office tools, including word processing, 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.

To start OpenOffice.org, click *Computer* → *OpenOffice.org Writer*. To create a new document, click *File* → *New*, then choose the type of document you want to create. To open an existing document, click *Open*, then select the file you want from the file system.

Configuring Your System with YaST

Use the YaST Control Center to change the installation and configuration of your whole system. Administrator (or `root`) permission is required to open YaST.

To open YaST, click *Computer* → *More Applications* → *System* → *YaST*, then enter the `root` password. If you do not know the `root` password, ask your system administrator.

YaST contains various modules you can use to adjust your system settings. These modules are divided into the following categories:

AppArmor: Use the modules of this category to configure the Novell AppArmor™ access control system. This option is available only if the *Novell AppArmor* pattern is installed.

Hardware: Contains modules for configuring hardware components such as your monitor, keyboard, mouse, printer, and scanner.

Miscellaneous: Holds several modules that cannot easily be classified into the first six module groups. For example, you can view log files and install drivers from a vendor CD.

Network Devices: Includes modules for configuring network devices such as network cards, ISDN, DSL, or modem.

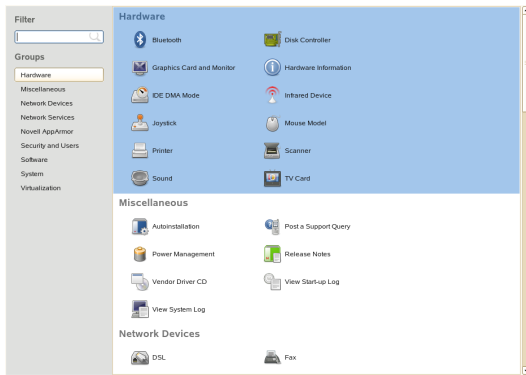
Network Services: Contains modules for network services and for configuring clients such as LDAP and NFS.

Security: Use these modules to configure security details such as firewall options, and to create and manage users and groups.

Software: Use the modules of this category to set options for installation and updates, and to install or remove software packages.

System: Use these modules to change system settings such as the date, time, or language, and to perform tasks such as backing up or restoring files.

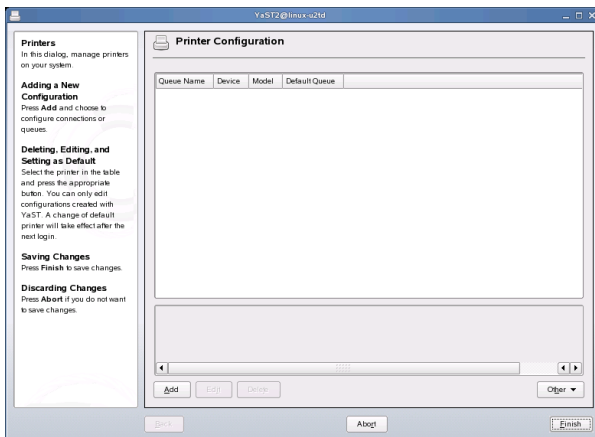
Other: Use the modules of this category to create and administer virtual machines. This option is available only if the *Xen Virtual Machine Host Server* pattern is installed.



Managing Printers

Printers can either be connected to your system locally or accessed over a network. To use a local printer, make sure that it is connected to your machine. Shut down the system before connecting a non-USB printer to your system.

You can configure printers with YaST. Start YaST, then click *Hardware* → *Printer* to open the main printer configuration window. Depending on the network environment or your local printer model, YaST might be able to configure the printer automatically. If autodetection of printing devices fails, click *Add* in the *Printer Configuration* dialog to start the manual configuration workflow. Follow the instructions in the YaST online help. If you are not sure which option to choose and which information to enter, ask your system administrator.



After configuring a printing device correctly, you can address it from any application.

SUSE Linux Enterprise also includes iPrint, which lets mobile employees, business partners, and customers access printers from a variety of remote locations using existing Internet connections. Whether users are working in an office building, telecommuting from home, or attending a sales meeting in another country, iPrint ensures that they can print documents quickly, easily, and reliably. To install the iPrint Client,

see Installing the iPrint Linux Client [<http://www.novell.com/documentation/sled10/iprint/data/bwajcld.html>] in the *SUSE Linux Enterprise Desktop iPrint Client User Guide*.

You can also use the GNOME Control Center to monitor and manage your print jobs. Click *Computer* → *Control Center* → *Printers*. Administrator (or `root`) permission is required.

Logging Out

When you are finished using the computer, you can log out and leave the system running, or restart or shut down the computer.

Logging Out or Switching Users

Click *Computer* → *Logout*, then select one of the following options:

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

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

Restarting or Shutting Down the Computer

Click *Computer* → *Shutdown*, then select one of the following options:

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

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

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

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

For More Information

This guide gave you a short introduction to the GNOME desktop and some key applications running on it. To discover more, refer to *GNOME User Guide* and the other manuals available for SUSE Linux Enterprise at <http://www.novell.com/documentation/sled10/> or in your installed system under `/usr/share/doc/manual`.

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