

openSUSE 11.0

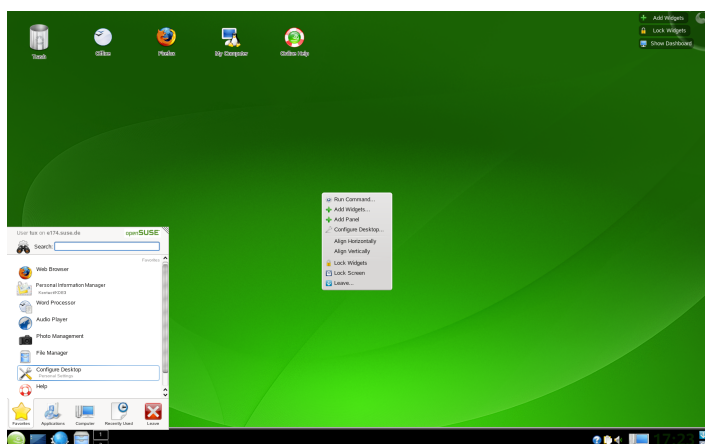
KDE Quick Start

openSUSE® provides the tools that Linux* users require in their daily activities. It comes with an easy-to-use graphical user interface (KDE* desktop) that communicates with the underlying Linux system to access and manage files, folders, and programs. openSUSE provides an integrated suite of applications for a wide range of purposes (office, multimedia, Internet). 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 you did not install your system yourself, check with your system administrator for your username and password.

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



Desktop Icons: 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.

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*.

KDE Panel: 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 which holds 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.

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 (see Section “Using Virtual Desktops”). To switch between desktops, click one of the symbols in the pager.

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.

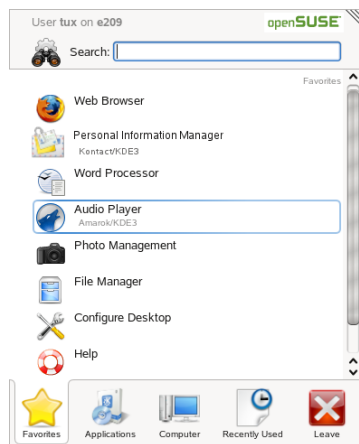
System Tray: This rightmost part of the panel usually holds some smaller icons, including the system clock displaying time and date, the volume control, and several other helper applications such as the device notifier, informing you about recently plugged or inserted devices such as USB sticks, external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

Starting Programs

Start programs 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.

Using the Main Menu

To open the main menu, click the main menu icon in the panel. 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. Additionally the menu displays your login name and the hostname of your computer.

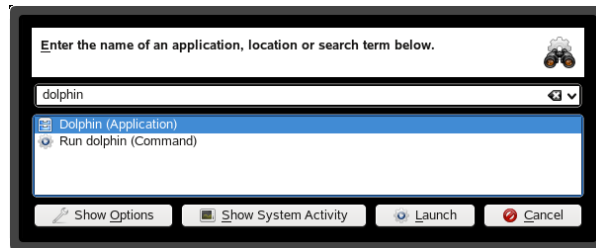


Favorites shows a default selection of key programs for quick access, whereas *Applications* shows all applications installed on your system. To navigate through the menu structure, click an entry and use the arrow icons at the right or the left to switch back and forth. *Computer* and *Recently Used* provide quick access to some frequently used places, applications, or 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.

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.

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 “Finding Information”.

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 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 matching your query.

Customizing Your Desktop

You can change the way your KDE desktop looks and behaves to suit your own personal tastes and needs.

Locking and Unlocking Desktop Objects

Desktop elements can be locked in their current position to prevent them from being moved around on the desktop. As long as the desktop elements are locked, you cannot add, move, or remove any objects to and from your desktop.

To lock or unlock the desktop elements, click the desktop toolbox at the upper right corner of the desktop and select *Lock Widgets* or *Unlock Widgets*.



Alternatively, right-click an empty patch on the desktop and select the respective menu items from the context menu.

Changing Individual Desktop Elements

In the following, find some examples of how to change individual desktops elements.

Adding Program Icons to the Desktop or Panel

To create a link to an application and place it on the desktop or the panel, proceed as follows:

1. Click the main menu button and browse to the desired application.
2. Right-click and select *Add to Desktop* or *Add to Panel* from the context menu that appears. If these menu items are not available, your desktop elements are probably locked. Unlock them first as described in Section “Locking and Unlocking Desktop Objects”.
3. To change the icon position on the desktop, left-click the icon and drag it to the desired place.

To delete an icon from your desktop, right-click the program icon and select *Remove this Icon*.

Adding Widgets to the Desktop or Panel

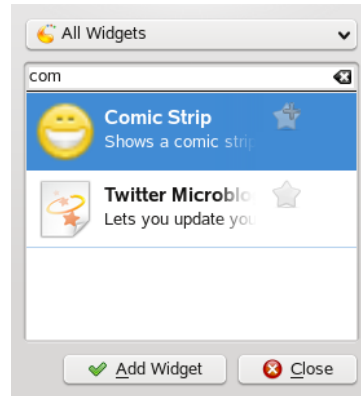
Widgets are small applications that can be integrated into your desktop or your panel.

1. To add widgets to you desktop, right-click an empty patch on your desktop and select *Add Widgets*.

To add a widget to the panel, right-click an empty patch on the panel, and select *Panel Options* → *Add Widgets*.

If these menu items are not available, your desktop elements are probably locked. Unlock them first as described in Section “Locking and Unlocking Desktop Objects”.

2. In the dialog box that appears, you can limit the selection of widgets that is shown with the drop-down list at the top.



3. Select a widget and click *Add Widget*. The widget appears on your desktop or in your panel.
4. To position the widget on your desktop, left-click the widget and drag it to it the desired place. To align all widgets to a grid, right-click an empty patch on the desktop and select *Align Horizontally* or *Align Vertically*.

To remove a widget from your desktop, right-click the widget and select the *Remove...* entry.

Configuring Widgets

In order to configure widgets, the desktop elements need to be unlocked as described in Section “Locking and Unlocking Desktop Objects”.

1. To configure a widget, hover your mouse pointer over the widget until a translucent frame appears around the widget, showing a number of symbols.



If the frame does not appear, your widgets are probably locked. Unlock them first as described in Section “Locking and Unlocking Desktop Objects”

2. To change the widget size, left-click the star symbol in the frame and keep the mouse button pressed while moving your cursor across the desktop to scale the widget size.

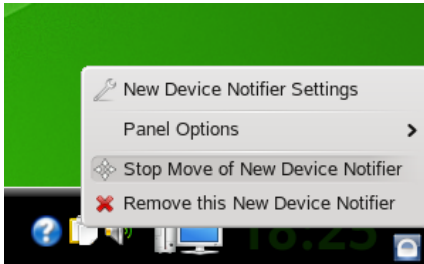
- To rotate the widget in any direction, left-click the arrow symbol in the frame and keep the mouse button pressed while moving your cursor in a circle across the desktop. There is a sticky boundary in the horizontal and vertical positions where you can “clamp” the widget, if you like. Of course, you can also arrange it in any tilted position.
- To change the contents, settings, or properties of a widget, left-click the wrench symbol in the frame. In the configuration dialog box that appears, set the options according to your wishes.

Use the **x** symbol in the frame if you want to close the widget.

Customizing the Panel

You can customize the KDE panel according to your preferences: Applications and widgets can 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.

- To move panel objects to a different place within the panel, right-click the panel object (e.g. program icon, pager, task manager, system tray) and select *Start Move of*. Move the cursor to the desired position in the panel, right-click again and select *Stop Move of* to fix the object in the new position.



- To remove program icons or widgets from the panel, right-click the respective object and select the menu item to remove the icon or widget.

The icons in the system tray usually belong to applications running in the background. Therefore you can only remove those icons if you close the respective application (right-click the icon and select *Quit*).

- To change the overall appearance or behavior of the panel, select *Panel Settings* from the context menu. A configuration dialog appears where you can adjust further settings like *Size* and *Location*.

Changing the Desktop Background

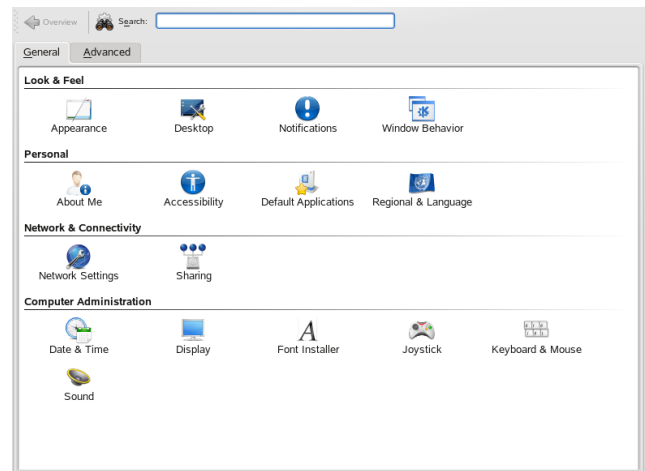
You can change the background colors of your desktop or select a picture to use as the background.

- Right-click an empty patch of the desktop and select *Configure Desktop*. A configuration dialog appears.
 - From the drop-down list, choose if you want to use an *Image*, a *Slide Show* or *None* as background first.
 - For an image wallpaper, choose a default wallpaper from the *Picture* list or download and install a *New Wallpaper*. To use a custom picture, click the folder button beneath the list and select an image file from the file system. Define the *Positioning* of the image.
 - To have multiple images appear in a *Slide Show* mode, define the directory from which to select the pictures and set the interval after which to change the images.
 - If you do not want a certain image or a slide show, you can set a *Color* as desktop background.
- Set the other options in the configuration dialog according to your wishes and click *OK* to save your changes and leave the configuration dialog.

Modifying Personal Settings

Apart from changing individual desktop elements, KDE allows you to personalize your desktop to a very high degree. Possibilities to adjust the overall appearance and behavior of your desktop can be found in the *Personal Settings* configuration dialog.

Start the *Personal Settings* from the main menu by selecting *Favorites* → *Configure Desktop* .



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 control center 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 (e.g. *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.

Using Virtual Desktops

The desktop environment allows you to organize your programs and tasks on several virtual desktops. 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.

Moving an Application to Another Virtual Desktop

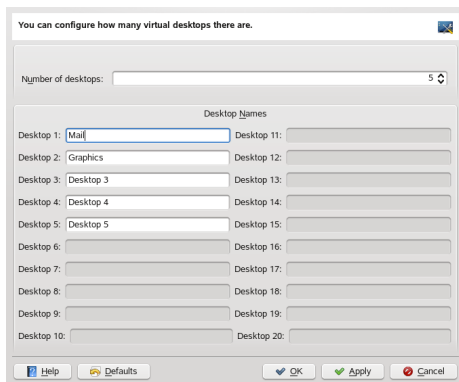
You can display a running application on one or all virtual desktops or move it to other desktops.

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.

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.



2. Click *OK* to apply the changes and to close the configuration dialog.

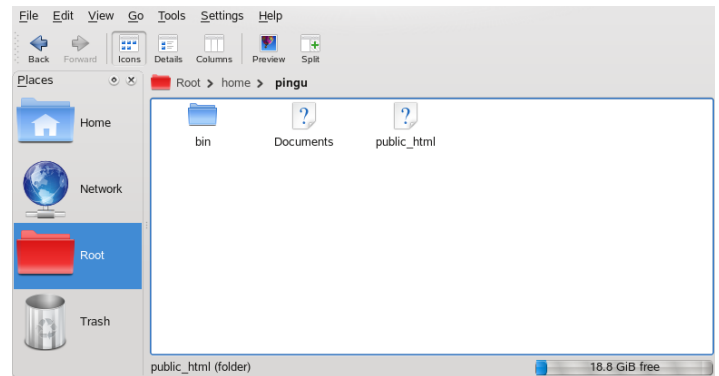
3. If you want the names of the desktops to appear in the pager rather than the number, right-click the pager and select *Pager Settings*.
4. From the drop-down list, select *Desktop Name* and click *OK* to apply your changes and close the dialog.

Using the File Manager

With KDE 4, Dolphin has replaced Konqueror as the default file manager, while Konqueror remains the default Web browser (refer to Section “Browsing the Internet”). To start Dolphin, click the card box icon in the panel or press *Alt + F2* and enter *dolphin*.

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 .

Managing Files and Folders with Dolphin

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

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

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.

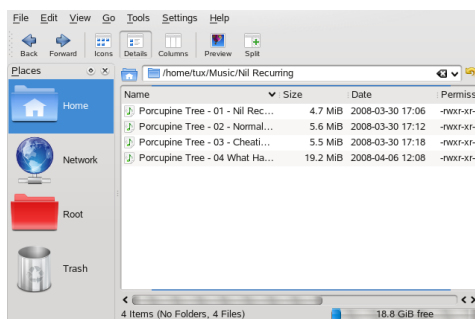
To quickly filter for certain filenames in the current directory, press **Ctrl + I** to add the *Filter* input field to the bottom of the Dolphin main window. Type any part of the filename you are searching for to see all files in the current directory containing the search string.

Configuring Dolphin

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

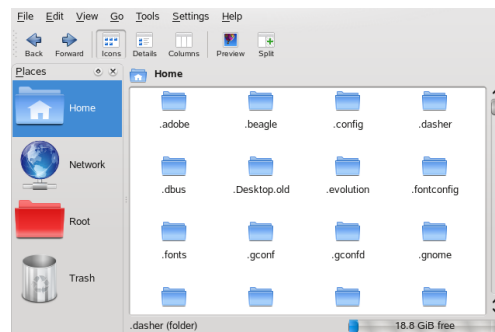
Changing the View

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. 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.
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.

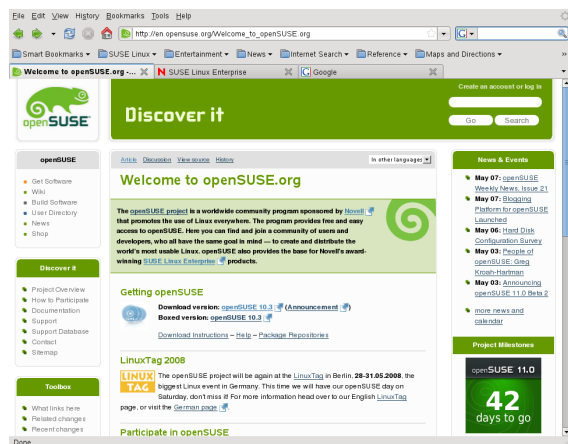
If you want to change Dolphin's overall behavior or view, select *Settings* → *Configure Dolphin* and explore the options offered in the Dolphin configuration dialog.

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.

Browsing the Internet

Apart from Konqueror (KDE's default Web browser), 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 help you to find the information you need.



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

Finding Information

Both browsers offer different kinds of search options: you can find information on the Web or you can search the current Web page for keywords.

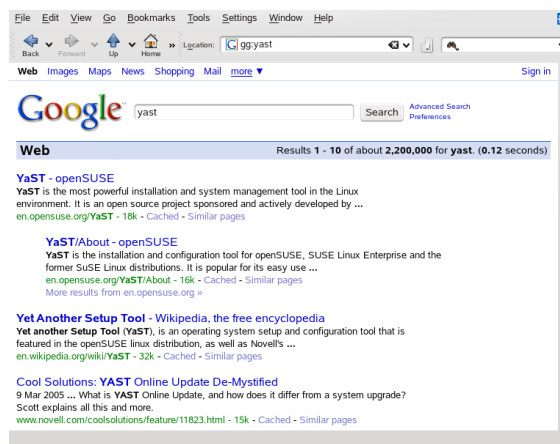
Searching the Web

1. To start a search on the Web, click the left icon in the search bar on the right to open a list of search engines, like Google* or Wikipedia.
2. Select the desired engine and type your search keywords into the input field.
3. Press **Enter** to start the search.

Searching the Current Web Page

1. To search the current Web page for keywords with Konqueror, press **Ctrl + F** to open a *Find* dialog. Type your search keyword and press **Enter**.
2. To search the current Web page with Firefox, press **Ctrl + F** to open a find bar at the bottom of the window. Enter your search keyword there and use the buttons beneath the bar to search in different directions or to highlight all hits in the text.

Konqueror offers Web shortcuts for quickly searching the Web. For example, to search the Web for `yast` using the Google search engine, just type `gg:yast` into the Konqueror location bar (or the *Run Command* dialog) and press **Enter**.



Apart from predefined shortcuts such as `gg` for Google or `wp` for Wikipedia, you can also define further, individual Web shortcuts as described in Section “Configuring Preferences”.

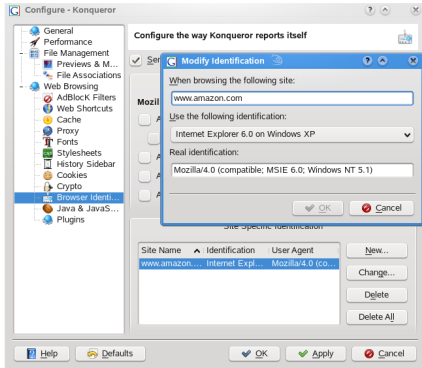
Downloading Files from the Web

If you download a file with Firefox or Konqueror, a dialog window appears asking you if you want to save the file. In Konqueror, you then need to specify the location for the file. Firefox by default saves the file to the folder configured in the *Firefox Preferences* and shows your finished downloads in the *Downloads* dialog.

To open the downloaded files directly from there, right-click and select *Open*. To clean up the history of downloaded files, right-click and select *Clear List*.

Configuring Preferences

To adjust Konqueror or Firefox to your needs and wishes, both browsers offer configuration dialogs. In Konqueror, access the configuration dialog with *Settings* → *Configure Konqueror*. To change the behavior of Konqueror as Web browser, select one of the *Web Browsing* categories in the left sidebar to show the options for the respective category. For example, you can “hide” Konqueror's real identity and make Konqueror identify as a different browser (e.g. Internet Explorer*) for certain Web sites you visit. To do so, select *Browser Identification*, and click *New* to add a new, site-specific identification.



You might also want to configure the Web shortcuts you can use with Konqueror (and the *Run Command* dialog). In the Konqueror configuration dialog, click *Web Shortcuts* to see which shortcuts are already defined. Click *New* to define new shortcuts. Leave the Konqueror configuration dialog with *OK* to apply your changes.

In Firefox, select *Edit* → *Preferences* to open the *Firefox Preferences*. Click the icons in the upper display field to access the options for the respective category. For example, change the default download folder on the *Main* page, or adjust the pop-up blocking feature on the *Content* page. Click *Close* to apply the changes.

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.



To activate KWallet, select *Basic Setup* and click *Next*. Select *Yes, I wish to use the KDE wallet to store my personal information* and enter a password. This is your master password to open KWallet. It cannot be recovered if you forget it. Click *Finish* to close the wizard. After this initial configuration, you can open your wallet at any time 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, prompting you for the KWallet password.

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.

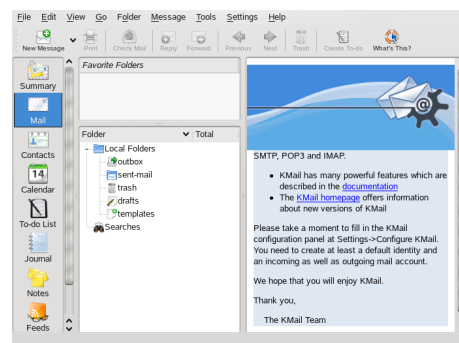
To review or manage your passwords in Firefox, click *Edit* → *Preferences* → *Security* → *Saved Passwords...*

E-Mailing and Calendaring

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. Kontact can also manage multiple e-mail accounts, such as your private e-mail and your business ones. Kontact is not yet available as a KDE 4 application, but you can use the KDE 3 version of Kontact on your KDE 4 desktop.

Starting Kontact for the First Time

To start Kontact, press *Alt + F2* and enter *kontact*. To access one of the components, click the corresponding icon in the left sidebar.



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: Select the *Account Type* you want to create (like IMAP or POP3), enter your *Account Information* like name and e-mail address, and enter your *Login Information*

for the e-mail account. In the last step, enter the *Server Information* for incoming and outgoing mail and click *Finish*.

If you want to modify your e-mail account (for example, if you need to change any ports or want to add a second account), click the *Mail* icon, then select *Settings* → *Configure KMail* to open the configuration dialog. If you are not sure about the settings or items to select, consult your Internet Service Provider or system administrator.

To write a new mail, click the *Mail* icon in the Kontakt main window and press **Ctrl + N** to open the mail composer. After you have finished your mail, click *Send* to send it immediately. In case you have configured multiple e-mail accounts, keep the *Send* button pressed, then select the account from which you want to send the mail.

Instant Messaging with Kopete

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, such as AOL* Instant Messenger (AIM), Gadu-Gadu, GroupWise® Messenger, ICQ, Jabber*, MSN, SMS, and Yahoo!*. 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`.

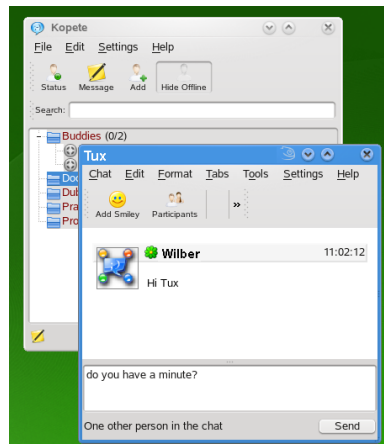
To configure an account, proceed as follows:

1. Select *Settings* → *Configure*.
2. Choose *Accounts* and click *Add Account*.
3. Select your messaging service. Generally, this is mostly determined by what service your friends are using.
4. Enter your account information. If the messaging services requires registration but you do not have an account for this service yet, click *Register New Account*. In the browser window that opens, enter your user data to register.
5. Switch back to Kopete and enter the data received on registration with the messaging service. This usually consists of the nickname or e-mail address and a password. Complete the configuration of your account by clicking *Finish*.

If you decided to go online after configuring your account, you can now add contacts in the main Kopete window. Otherwise, first click *File* → *Set Status* → *Online* and enter your password if you are prompted for it. When you are connected, click *File* → *Add Contact* and select the Kopete account for which you want to add contacts. Enter the contact data or search for a contact and click *OK*.

To view all your contacts, even if they are offline at the moment, select *Settings* → *Show Offline Users*.

To start a chat with someone, click the desired contact and type your message in the lower part of the chatting window. Press **Enter** to send the message. The upper part of the window displays the messages you have sent and received.



Starting OpenOffice.org

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

To start OpenOffice.org in the word processor view, press **Alt + F2** and enter `oowriter`. Alternatively, start OpenOffice.org Writer from the main menu. To create a new document, select *File* → *New* and choose the type of document to create. To open an existing document, select *Open* and choose the appropriate file from the file system.

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.

Using Okular Document Viewer

Apart from PDF files, Okular allows you to view a great number of file formats, such as PostScript, several image formats, OpenDocument format (ODF), OpenDocument text (ODT), some eBook formats, and even Microsoft* Compiled HTML Help (CHM). Okular also provides support for bookmarks, annotations, form fields and multimedia contents, and rotation of pages.

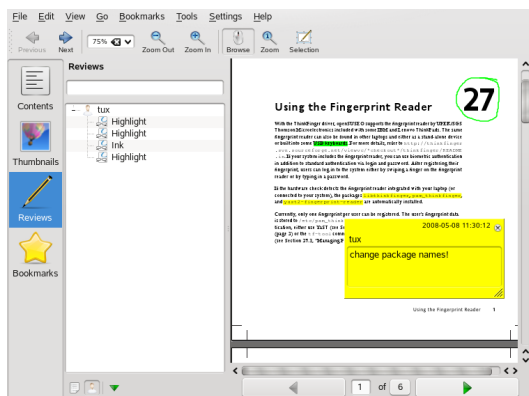
Start Okular from the main menu or press **Alt + F2** and enter `okular`.

To open a document, select *File* → *Open* and choose the desired file from the file system. Navigate through the document by using the navigation icons at the top or bottom of the window. Depending on which icon you click on the navigation panel on the left, the sidebar either shows a table of *Contents*, a *Thumbnail* view of each page, the *Reviews* for this file, or your *Bookmarks* for this file. To filter for any text listed in the sidebar or the overall document, enter a string into the input field at the top of the sidebar. If you want to select and copy text or images from the file in Okular, click the *Selection* icon in the toolbar and select one of the options from the context menu. Click the *Browse* icon to switch back to browsing the document.

Working with Bookmarks and Annotations

With Okular, you can review a document by highlighting certain text parts or adding annotations or bookmarks that Okular then attaches to the file in form of metadata. Note that the annotations and markers you add are not stored within the document, so you cannot print them or pass them on to other users.

1. To add a bookmark for a page, click the page in the sidebar or in the main display field and press **Ctrl + B**. The page is added to the *Bookmarks* list on the left sidebar. Right-click the bookmark entry to access a context menu for going to this bookmark or renaming, or removing it.
2. To create an annotation for a page, press **F6** and select one of the annotation tools from the toolbar that appears. The annotation is added to the list of *Reviews* and is flagged with the login name of the user who created it. Use the icons at the bottom of the sidebar to group the annotations by page, by author or to show the annotations for the current page only.



3. To open a pop-up note and add text for an annotation (or to remove an annotation), right-click the annotation entry in the *Reviews* list and select the respective menu item. The annotations or markers you added are automatically attached to the file, you do not need to save them.

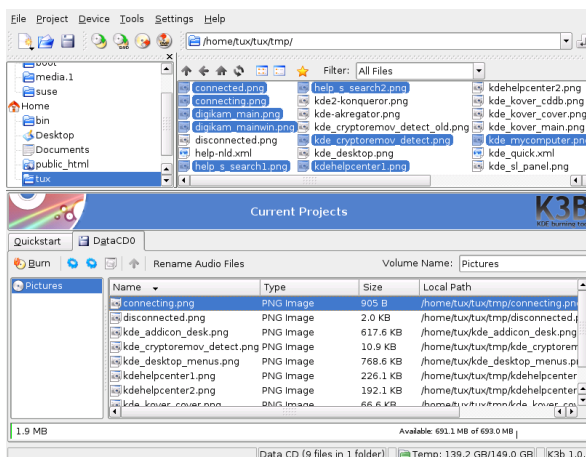
Using Acrobat Reader

If Acrobat Reader is not installed by default, install the `acroread` package with YaST. To start Acrobat reader, press **Alt + F2** and enter `acroread` or start the program from the main menu. Click *File* → *Open*, locate the desired PDF file and click *Open* to view the file.

Creating a CD or DVD

If you possess a CD or DVD writer, you can burn files to a CD or DVD with K3b.

1. Press **Alt + F2** and enter `k3b`. K3b opens.
2. Click one of the options already listed at the bottom part of the window (*New Data CD Project* or *New Data DVD Project*) or select *Tools* from the menu to get a list of further options.
3. Use the tree view in the top left part of the window to search for the files or folders to burn. When they appear in the top right part of the window, drag and drop them into the *Current Projects* window.



4. Insert a writable CD into the device then click the *Burn* icon.
5. Enter the required information in the *Data Project* dialog. If you are not sure which settings to choose, click *K3b Defaults*. This should work well for almost all files.
6. Click *Burn*.

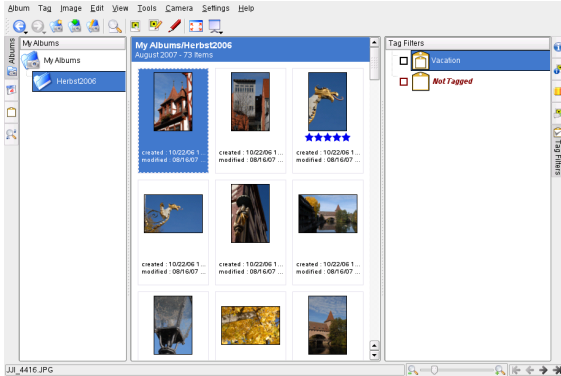
Managing Your Digital Image Collection

With digiKam, it is easy to manage your digital images: 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.

digiKam also contains a set of useful batch functions and plug-ins, allowing you to convert multiple images to various different formats, rename multiple images, or automatically improve them with functions such as red eye reduction,

speck removal, and hot pixel removal. Various filter and effect plug-ins help create works of art from your digital images.

digiKam is not yet available as a KDE 4 application, but you can use the KDE 3 version of digiKam on your KDE 4 desktop. To start digiKam, press **Alt + F2** and enter `digikam`. On first start-up, digiKam creates a custom folder in which to store your albums.

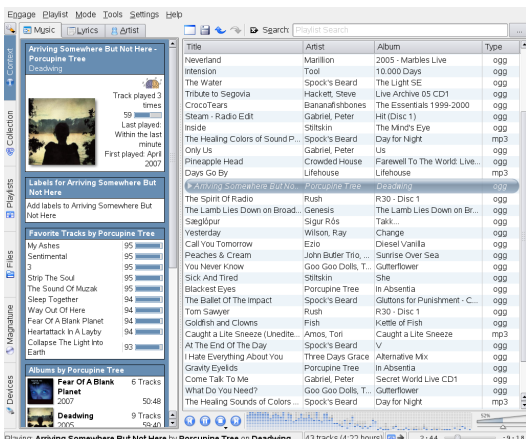


digiKam's main window contains a tree view at the left and shows thumbnails of the images at the right. For quick access to your images, use the sidebar at the left, which allows you to switch between different views, sorting the images according to *Albums*, *Dates*, *Tags* or *Searches*. To enter digiKam's viewing and editing mode, double-click an image thumbnail.

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.

amarok is not yet available as a KDE 4 application, but you can use the KDE 3 version of amarok on your KDE 4 desktop. 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.



amarok's main window shows a sidebar on the left providing different views: your music collection, a context browser, your playlists, a file browser, etc. The right part of the window shows the current playlist. To play music, just drag and drop items from any of the sidebar browsers to the playlist area. Double-click an item in the playlist to start playback.

If your music files are properly tagged (containing at least information about the artist and album), you can make use of several nice amarok features. To automatically fetch the album cover images from Amazon, select *Tools* → *Cover Manager* and click *Fetch Missing Covers*. The next time you play a track from this album, the cover is displayed in the context browser and on the on-screen display. To learn more about the artist, switch to the *Context* browser in the sidebar. Click the *Artist* tab to make amarok search for the appropriate Wikipedia article, which is then displayed in the context browser. To view a track's lyrics, click the *Lyrics* tab to start a search and display the results.

To configure the use of another engine (or various other amarok features), select *Settings* → *Configure amarok*.

Configuring Your System with YaST

Use the YaST Control Center to change the installation and configuration of your whole system. Administrator (`root`) permission is required to open YaST. To open YaST, press **Alt + F2** and enter `yast`. A dialog opens in which to enter the `root` password.

YaST holds various modules for adjusting your system settings. They are subdivided into the following categories:

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

Hardware: Use these modules to configure the hardware of your computer, such as monitor, keyboard, mouse, printer, or scanner.

System: With these modules, you can change system settings, such as date, time, or language, and perform tasks, such as backup or restoration of files.

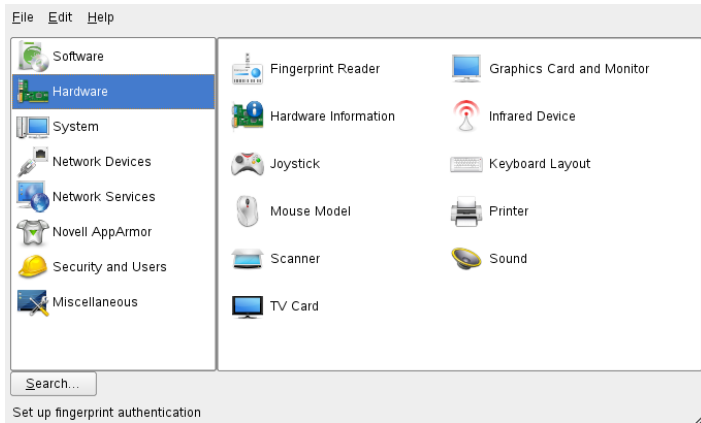
Network Devices: Use these modules to configure your network devices, such as network cards, ISDN, DSL, or modem.

Network Services: These modules are for network services and for configuring several clients, such as LDAP and NFS clients.

Novell AppArmor: Use the modules of this category to configure the Novell AppArmor application security system.

Security and Users: Here, you can configure security aspects, such as the firewall options, and create and manage users and groups.

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



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. Click the main menu button on your panel and select *Leave* → *Logout*. This ends your session but leaves the system running. To turn off the computer, select *Leave* → *Shutdown Computer* instead.

For More Information

This guide gave you a short introduction to the KDE desktop and some key applications running on it.

Find the other manuals available for openSUSE at <http://www.novell.com/documentation/opensuse110> or in your installed system under `/usr/share/doc/manual`.

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

Legal Notice

Copyright© 2006–2008 Novell, Inc. All rights reserved.

Permission is granted to copy, distribute and/or modify this document under the terms of the GNU Free Documentation License, Version 1.2 or any later version published by the Free Software Foundation; with no Invariant Sections, no Front-Cover Texts, and no Back-Cover Texts. A copy of the license is included in the section entitled “GNU Free Documentation License”.

SUSE®, openSUSE®, the openSUSE® logo, Novell®, the Novell® logo, the N® logo, are registered trademarks of Novell, Inc. in the United States and other countries. Linux* is a registered trademark of Linus Torvalds. All third-party trademarks are the property of their respective owners. A trademark symbol (®, ™, etc.) denotes a Novell trademark; an asterisk (*) denotes a third-party trademark.

GNU Free Documentation License

Version 1.2, November 2002

Copyright (C) 2000,2001,2002 Free Software Foundation, Inc. 59 Temple Place, Suite 330, Boston, MA 02111-1307 USA

Everyone is permitted to copy and distribute verbatim copies of this license document, but changing it is not allowed.

PREAMBLE

The purpose of this License is to make a manual, textbook, or other functional and useful document “free” in the sense of freedom: to assure everyone the effective freedom to copy and redistribute it, with or without modifying it, either commercially or noncommercially. Secondly, this License preserves for the author and publisher a way to get credit for their work, while not being considered responsible for modifications made by others.

This License is a kind of “copyleft”, which means that derivative works of the document must themselves be free in the same sense. It complements the GNU General Public License, which is a copyleft license designed for free software.

We have designed this License in order to use it for manuals for free software, because free software needs free documentation: a free program should come with manuals providing the same freedoms that the software does. But this License is not limited to software manuals; it can be used for any textual work, regardless of subject matter or whether it is published as a printed book. We recommend this License principally for works whose purpose is instruction or reference.

APPLICABILITY AND DEFINITIONS

This License applies to any manual or other work, in any medium, that contains a notice placed by the copyright holder saying it can be distributed under the terms of this License. Such a notice grants a world-wide, royalty-free license, unlimited in duration, to use that work under the conditions stated herein. The “Document”, below, refers to any such manual or work. Any member of the public is a licensee, and is addressed as “you”. You accept the license if you copy, modify or distribute the work in a way requiring permission under copyright law.

A “Modified Version” of the Document means any work containing the Document or a portion of it, either copied verbatim, or with modifications and/or translated into another language.

A “Secondary Section” is a named appendix or a front-matter section of the Document that deals exclusively with the relationship of the publishers or authors of the Document to the Document’s overall subject (or to related matters) and contains nothing that could fall directly within that overall subject. (Thus, if the Document is in part a textbook of mathematics, a Secondary Section may not explain any mathematics.) The relationship could be a matter of historical connection with the subject or with related matters, or of legal, commercial, philosophical, ethical or political position regarding them.

The “Invariant Sections” are certain Secondary Sections whose titles are designated, as being those of Invariant Sections, in the notice that says that the Document is released under this License. If a section does not fit the above definition of Secondary then it is not allowed to be designated as Invariant. The Document may contain zero Invariant Sections. If the Document does not identify any Invariant Sections then there are none.

The “Cover Texts” are certain short passages of text that are listed, as Front-Cover Texts or Back-Cover Texts, in the notice that says that the Document is released under this License. A Front-Cover Text may be at most 5 words, and a Back-Cover Text may be at most 25 words.

A “Transparent” copy of the Document means a machine-readable copy, represented in a format whose specification is available to the general public, that is suitable for revising the document straightforwardly with generic text editors or (for images composed of pixels) generic paint programs or (for drawings) some widely available drawing editor, and that is suitable for input to text formatters or for automatic translation to a variety of formats suitable for input to text formatters. A copy made in an otherwise Transparent file format whose markup, or absence of markup, has been arranged to thwart or discourage subsequent modification by readers is not Transparent. An image format is not Transparent if used for any substantial amount of text. A copy that is not “Transparent” is called “Opaque”.

Examples of suitable formats for Transparent copies include plain ASCII without markup, Texinfo input format, LaTeX input format, SGML or XML using a publicly available DTD, and standard-conforming simple HTML, PostScript or PDF designed for human modification. Examples of transparent image formats include PNG, XCF and JPG. Opaque formats include proprietary formats that can be read and edited only by proprietary word processors, SGML or XML for which the DTD and/or processing tools are not generally available, and the machine-generated HTML, PostScript or PDF produced by some word processors for output purposes only.

The “Title Page” means, for a printed book, the title page itself, plus such following pages as are needed to hold, legibly, the material this License requires to appear in the title page. For works in formats which do not have any title page as such, “Title Page” means the text near the most prominent appearance of the work’s title, preceding the beginning of the body of the text.

A section “Entitled XYZ” means a named subunit of the Document whose title either is precisely XYZ or contains XYZ in parentheses following text that translates XYZ in another language. (Here XYZ stands for a specific section name mentioned below, such as “Acknowledgements”, “Dedications”, “Endorsements”, or “History”.) To “Preserve the Title” of such a section when you modify the Document means that it remains a section “Entitled XYZ” according to this definition.

The Document may include Warranty Disclaimers next to the notice which states that this License applies to the Document. These Warranty Disclaimers are considered to be included by reference in this License, but only as regards disclaiming warranties; any other implication that these Warranty Disclaimers may have is void and has no effect on the meaning of this License.

VERBATIM COPYING

You may copy and distribute the Document in any medium, either commercially or noncommercially, provided that this License, the copyright notices, and the license notice saying this License applies to the Document are reproduced in all copies, and that you add no other conditions whatsoever to those of this License. You may not use technical measures to obstruct or control the reading or further copying of the copies you make or distribute. However, you may accept compensation in exchange for copies. If you distribute a large enough number of copies you must also follow the conditions in section 3.

You may also lend copies, under the same conditions stated above, and you may publicly display copies.

COPYING IN QUANTITY

If you publish printed copies (or copies in media that commonly have printed covers) of the Document, numbering more than 100, and the Document’s license notice requires Cover Texts, you must enclose the copies in covers that carry, clearly and legibly, all these Cover Texts: Front-Cover Texts on the front cover, and Back-Cover Texts on the back cover. Both covers must also clearly and legibly identify you as the publisher of these copies. The front cover must present the full title with all words of the title equally prominent and visible. You may add other material on the covers in addition. Copying with changes limited to the covers, as long as they preserve the title of the Document and satisfy these conditions, can be treated as verbatim copying in other respects.

If the required texts for either cover are too voluminous to fit legibly, you should put the first ones listed (as many as fit reasonably) on the actual cover, and continue the rest onto adjacent pages.

If you publish or distribute Opaque copies of the Document numbering more than 100, you must either include a machine-readable Transparent copy along with each Opaque copy, or state in or with each Opaque copy a computer-network location from which the general network-using public has access to download using public-standard network protocols a complete Transparent copy of the Document, free of added material. If you use the latter option, you must take reasonably prudent steps, when you begin distribution of Opaque copies in quantity, to ensure that this Transparent copy will remain thus accessible at the stated location until at least one year after the last time you distribute an Opaque copy (directly or through your agents or retailers) of that edition to the public.

It is requested, but not required, that you contact the authors of the Document well before redistributing any large number of copies, to give them a chance to provide you with an updated version of the Document.

MODIFICATIONS

You may copy and distribute a Modified Version of the Document under the conditions of sections 2 and 3 above, provided that you release the Modified Version under precisely this License, with the Modified Version filling the role of the Document, thus licensing distribution and modification of the Modified Version to whoever possesses a copy of it. In addition, you must do these things in the Modified Version:

- A. Use in the Title Page (and on the covers, if any) a title distinct from that of the Document, and from those of previous versions (which should, if there were any, be listed in the History section of the Document). You may use the same title as a previous version if the original publisher of that version gives permission.
- B. List on the Title Page, as authors, one or more persons or entities responsible for authorship of the modifications in the Modified Version, together with at least five of the principal authors of the Document (all of its principal authors, if it has fewer than five), unless they release you from this requirement.
- C. State on the Title page the name of the publisher of the Modified Version, as the publisher.
- D. Preserve all the copyright notices of the Document.
- E. Add an appropriate copyright notice for your modifications adjacent to the other copyright notices.
- F. Include, immediately after the copyright notices, a license notice giving the public permission to use the Modified Version under the terms of this License, in the form shown in the Addendum below.
- G. Preserve in that license notice the full lists of Invariant Sections and required Cover Texts given in the Document’s license notice.
- H. Include an unaltered copy of this License.
- I. Preserve the section Entitled “History”, Preserve its Title, and add to it an item stating at least the title, year, new authors, and publisher of the Modified Version as given on the Title Page. If there is no section Entitled “History” in the Document, create one stating the title, year, authors, and publisher of the Document as given on its Title Page, then add an item describing the Modified Version as stated in the previous sentence.
- J. Preserve the network location, if any, given in the Document for public access to a Transparent copy of the Document, and likewise the network locations given in the Document for previous versions it was based on. These may be placed in the “History” section. You may omit a network location for a work that was published at least four years before the Document itself, or if the original publisher of the version it refers to gives permission.
- K. For any section Entitled “Acknowledgements” or “Dedications”, Preserve the Title of the section, and preserve in the section all the substance and tone of each of the contributor acknowledgements and/or dedications given therein.
- L. Preserve all the Invariant Sections of the Document, unaltered in their text and in their titles. Section numbers or the equivalent are not considered part of the section titles.
- M. Delete any section Entitled “Endorsements”. Such a section may not be included in the Modified Version.
- N. Do not retitle any existing section to be Entitled “Endorsements” or to conflict in title with any Invariant Section.
- O. Preserve any Warranty Disclaimers.

If the Modified Version includes new front-matter sections or appendices that qualify as Secondary Sections and contain no material copied from the Document, you may at your option designate some or all of these sections as invariant. To do this, add their titles to the list of Invariant Sections in the Modified Version’s license notice. These titles must be distinct from any other section titles.

You may add a section Entitled “Endorsements”, provided it contains nothing but endorsements of your Modified Version by various parties—for example, statements of peer review or that the text has been approved by an organization as the authoritative definition of a standard.

You may add a passage of up to five words as a Front-Cover Text, and a passage of up to 25 words as a Back-Cover Text, to the end of the list of Cover Texts in the Modified Version. Only one passage of Front-Cover Text and one of Back-Cover Text may be added by (or through arrangements made by) any one entity. If the Document already includes a cover text for the same cover, previously added by you or by arrangement made by the same entity you are acting on behalf of, you may not add another; but you may replace the old one, on explicit permission from the previous publisher that added the old one.

The author(s) and publisher(s) of the Document do not by this License give permission to use their names for publicity for or to assert or imply endorsement of any Modified Version.

COMBINING DOCUMENTS

You may combine the Document with other documents released under this License, under the terms defined in section 4 above for modified versions, provided that you include in the combination all of the Invariant Sections of all of the original documents, unmodified, and list them all as Invariant Sections of your combined work in its license notice, and that you preserve all their Warranty Disclaimers.

The combined work need only contain one copy of this License, and multiple identical Invariant Sections may be replaced with a single copy. If there are multiple Invariant Sections with the same name but different contents, make the title of each such section unique by adding at the end of it, in parentheses, the name of the original author or publisher of that section if known, or else a unique number. Make the same adjustment to the section titles in the list of Invariant Sections in the license notice of the combined work.

In the combination, you must combine any sections Entitled "History" in the various original documents, forming one section Entitled "History"; likewise combine any sections Entitled "Acknowledgements", and any sections Entitled "Dedications". You must delete all sections Entitled "Endorsements".

COLLECTIONS OF DOCUMENTS

You may make a collection consisting of the Document and other documents released under this License, and replace the individual copies of this License in the various documents with a single copy that is included in the collection, provided that you follow the rules of this License for verbatim copying of each of the documents in all other respects.

You may extract a single document from such a collection, and distribute it individually under this License, provided you insert a copy of this License into the extracted document, and follow this License in all other respects regarding verbatim copying of that document.

AGGREGATION WITH INDEPENDENT WORKS

A compilation of the Document or its derivatives with other separate and independent documents or works, in or on a volume of a storage or distribution medium, is called an "aggregate" if the copyright resulting from the compilation is not used to limit the legal rights of the compilation's users beyond what the individual works permit. When the Document is included in an aggregate, this License does not apply to the other works in the aggregate which are not themselves derivative works of the Document.

If the Cover Text requirement of section 3 is applicable to these copies of the Document, then if the Document is less than one half of the entire aggregate, the Document's Cover Texts may be placed on covers that bracket the Document within the aggregate, or the electronic equivalent of covers if the Document is in electronic form. Otherwise they must appear on printed covers that bracket the whole aggregate.

TRANSLATION

Translation is considered a kind of modification, so you may distribute translations of the Document under the terms of section 4. Replacing Invariant Sections with translations requires special permission from their copyright holders, but you may include translations of some or all Invariant Sections in addition to the original versions of these Invariant Sections. You may include a translation of this License, and all the license notices in the Document, and any Warranty Disclaimers, provided that you also include the original English version of this License and the original versions of those notices and disclaimers. In case of a disagreement between the translation and the original version of this License or a notice or disclaimer, the original version will prevail.

If a section in the Document is Entitled "Acknowledgements", "Dedications", or "History", the requirement (section 4) to Preserve its Title (section 1) will typically require changing the actual title.

TERMINATION

You may not copy, modify, sublicense, or distribute the Document except as expressly provided for under this License. Any other attempt to copy, modify, sublicense or distribute the Document is void, and will automatically terminate your rights under this License. However, parties who have received copies, or rights, from you under this License will not have their licenses terminated so long as such parties remain in full compliance.

FUTURE REVISIONS OF THIS LICENSE

The Free Software Foundation may publish new, revised versions of the GNU Free Documentation License from time to time. Such new versions will be similar in spirit to the present version, but may differ in detail to address new problems or concerns. See <http://www.gnu.org/copyleft/>.

Each version of the License is given a distinguishing version number. If the Document specifies that a particular numbered version of this License "or any later version" applies to it, you have the option of following the terms and conditions either of that specified version or of any later version that has been published (not as a draft) by the Free Software Foundation. If the Document does not specify a version number of this License, you may choose any version ever published (not as a draft) by the Free Software Foundation.

ADDENDUM: How to use this License for your documents

To use this License in a document you have written, include a copy of the License in the document and put the following copyright and license notices just after the title page:

```
Copyright (c) YEAR YOUR NAME.  
Permission is granted to copy, distribute and/or modify this document  
under the terms of the GNU Free Documentation License, Version 1.2  
only as published by the Free Software Foundation;  
with the Invariant Section being this copyright notice and license.  
A copy of the license is included in the section entitled "GNU  
Free Documentation License".
```

If you have Invariant Sections, Front-Cover Texts and Back-Cover Texts, replace the "with...Texts." line with this:

```
with the Invariant Sections being LIST THEIR TITLES, with the  
Front-Cover Texts being LIST, and with the Back-Cover Texts being LIST.
```

If you have Invariant Sections without Cover Texts, or some other combination of the three, merge those two alternatives to suit the situation.

If your document contains nontrivial examples of program code, we recommend releasing these examples in parallel under your choice of free software license, such as the GNU General Public License, to permit their use in free software.

Novell.

