KDE Quick Start
openSUSE 11.1

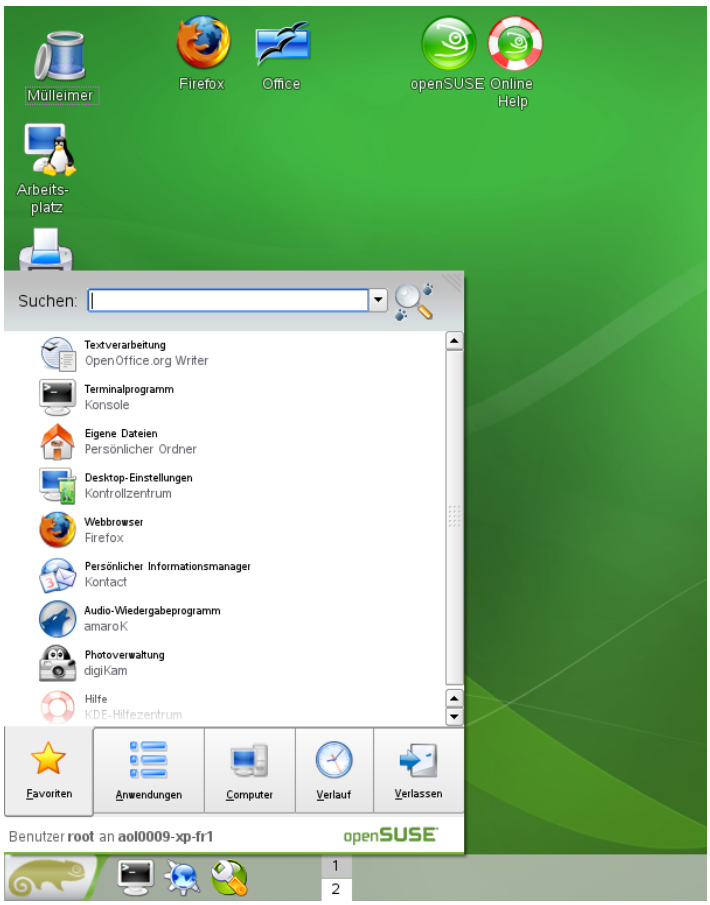
NOVELL® QUICK START CARD

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 Folder: By default, the desktop folder shows the contents of its `~/Desktop` directory. Whenever you insert some file into this directory, it appears in this view too.

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, configuring your desktop settings, 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 add or lock widgets.

KDE Panel: By default, the panel of your KDE desktop consists of the main menu icon on the left, further widgets and program icons, and the panel settings icon on the right. If you hold your mouse pointer over an icon in the panel, a short description is displayed.

Modifying Desktop Panels

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

To add a new panel, right-click an empty area on the desktop and select *Add Panel*. To delete a panel, right-click a blank space in the panel and select *Remove This Panel*. openSUSE requires that at least one panel is left on the desktop.

To add new widget, proceed with Section “Adding and Removing Widgets”.

Adding and Removing Widgets

Widgets are small applications that can be integrated into your panel:

1. 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 in your panel.

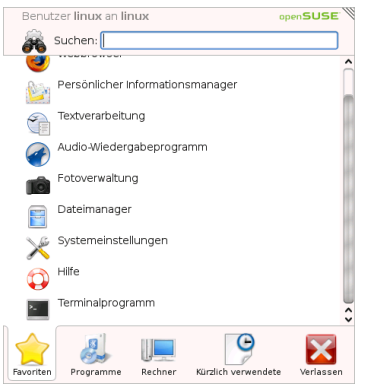
Starting Programs

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 or press Alt + F1. The main menu consists of the following elements: a search function at the top and several tabs at the bottom, providing quick access to the key functions of the menu. Additionally, the menu displays your login name and the hostname of your computer.

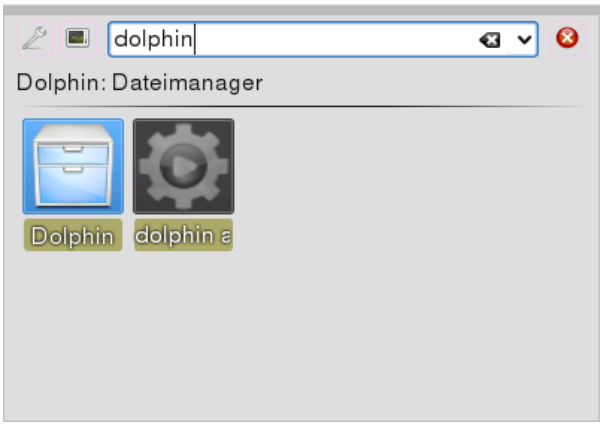
Favorites shows a default selection of key programs for quick access, whereas *Applications* shows all applications installed on your system. To navigate through the menu structure, click an entry and use the arrow icons at the right or the left to switch back and forth. *Computer* and *Recently Used*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

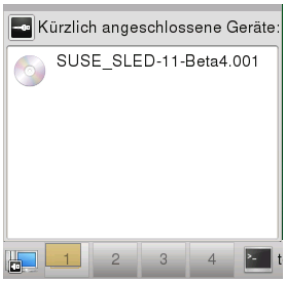
Searching for Programs

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.

Handling Media

If you insert a CD or DVD in your respective drive, plug-in an USB stick or removeable hard disk, or any other plug-gable device, the device notifier widget opens a small window notifying you about this. Click on the entry to open it with Dolphin.



Customizing Your Desktop

You can change the way your KDE desktop looks and behaves to suit your personal preferences.

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

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* 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

Widgets (or “plasmoids”) 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*.

   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.
4. To position the widget on your desktop, left-click the widget and drag it to 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.
3. 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.
4. 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.

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.

- Click on the desktop toolbox (lower right corner, half-round icon) to open the settings panel. If you cannot find the desktop toolbox, it is probably locked. Click on a widget and choose *Unlock Widgets*.

- To move panel objects to a different place within the panel, hover the mouse over the respective widget. The mouse cursor turns into a crosslines-like form. When you click on the widget, you can move it to a different position. Click again to fix it at this place.
- To change the overall appearance or behavior of the panel, click on the icons at the borders of the settings panel. The icons have the form of arrows and you can change the adjustment of the left and right side. If you click on one of these icons and drag them inside, the width of the panel is immediately changed.

The icons in the settings panel have the following meaning:

- To place the panel on different sides of the screen use the *Screen Edge* button. Drag and drop it to the preferred place.
- To change the height of the panel, click the *Height* button and move the mouse cursor to the end location.
- If you need additional widgets on your panel, place them with the *Add Widgets...* button.
- To prevent the panel and widgets from being moved accidentaly, use *Lock Widgets*.
- To adjust additional configurations, use *More Settings...*.
- Close the settings panel with the red close button on the right side.

Changing the Desktop Background

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

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

2. Choose from the *Type* drop-down list, if you want to use an *Image*, a *Slide Show* or *None* as background first.

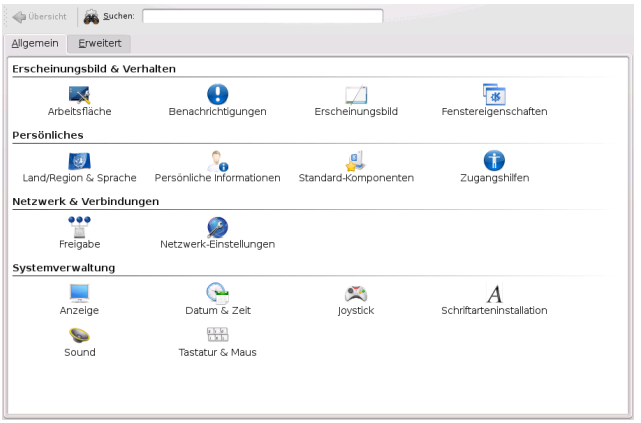
   - For an image wallpaper, choose a default wallpaper from the *Picture* list. Download and install new wallpapers with *Get New Wallpaper...*. To use a custom picture, click the folder button beneath the list and select an image file from the file system. Define the *Positioning* of the image.
   - To 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 an image or slide show, you can set a *Color* as desktop background.

3. 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 (for example, *Screen Saver*) to find the category which holds options related to the search string. Each character you enter in the *Search* field narrows down the search.

Applying Desktop Effects

If your computer supports a 3D graphic card with Xgl, you can use graphical effects like turning your desktop into a rotating 3D cube, enabling translucent or transparent windows, zooming in and out of the desktop screen, and using other window effects, such as shadows, fading, and transformations. If you do not have a 3D graphic card, some effects may be disabled or reduce the performance of your system.

To configure the effects on your desktop, proceed as follows:

1. Start the personal settings window as described in Section “Modifying Personal Settings”.
2. Select *Desktop* → *Desktop Effects* and choose *Enable Desktop Effects*.
3. If you like, choose some configuration from *Common Effects*
4. Select the effects in the *All Effects* tab. The info icon gives you a small explanation. Some effects may have a configuration dialog for further adjustments.
5. Use *Apply* to enable the effects permanently.

To enable and use Xgl, you can make use of the following effects:

- Wrap your virtual desktops around a cube and rotate the cube to get to another virtual desktop. Rotate the cube with Ctrl + Alt + → or Ctrl + Alt + ←.
- Fly through the range of virtual desktops without having to use the pager and select the one to use. To change to this panel-like view, use Ctrl + Alt + ↓. To scroll to a desktop left or right of the current one, keep holding Ctrl + Alt and use → and ←.
- Zoom into certain parts of the desktop. Select the area to enlarge and right-click while holding the Windows key.
- Show all windows opened on one virtual desktop as if they were resized so all fit in the display at once. Arrange the windows using Ctrl + Alt + ↑. While holding down Ctrl + Alt, use the arrow keys to determine the focus.

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

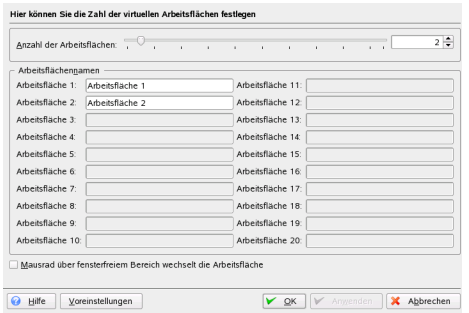
You can display a running application on one or all virtual desktops or move it to other desktops.

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.



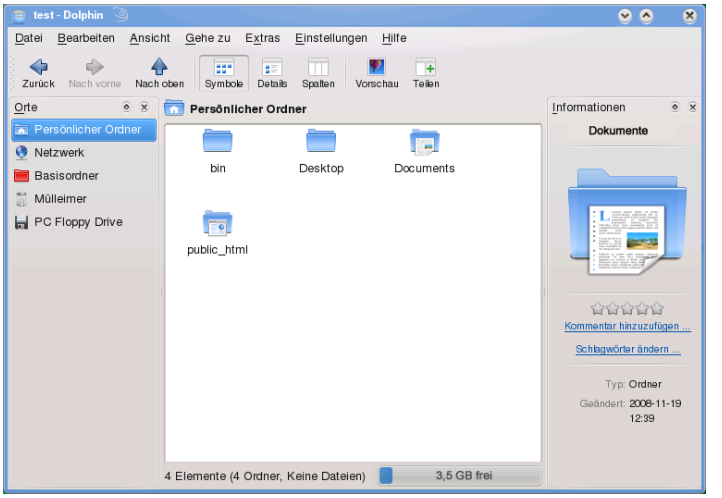
2. Click *OK* to apply the changes and to close the configuration dialog.
3. If you want the names of the desktops to appear in the pager rather than the number, right-click the pager and select *Pager Settings*.
4. From the drop-down list, select *Desktop Name* and click *OK* to apply your changes and 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 parent 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 right. 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, move your mouse over the icon but do not click. A green cross appears on the upper-left edge. If you click on it, the icon is selected. Alternatively, 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.

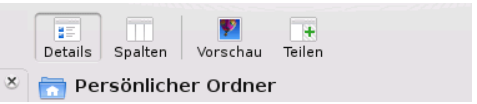
To quickly filter for certain filenames in the current directory, press Ctrl + I to add the *Filter* input field to the bottom of the Dolphin main window. Type any part of the filename you are searching for to see all files in the current directory containing the search string. For more detailed and advanced searches, press Ctrl + F to use KFind. For more information, refer to Section “Using KFind”.

Configuring Dolphin

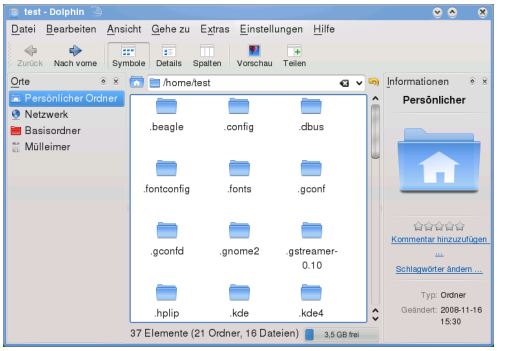
Dolphin offers many options to adjust the view and the overall settings according to your needs and wishes.

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 or click on the background of the breadcrumbs view.



   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 trough 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 helps 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.

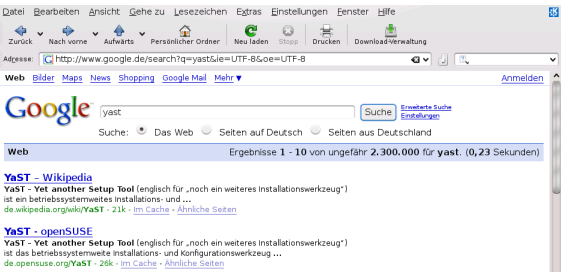
Searching the Web

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”.

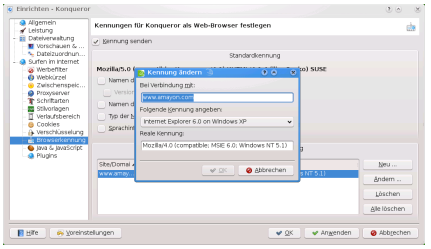
Downloading Files from the Web

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 (for example, 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.

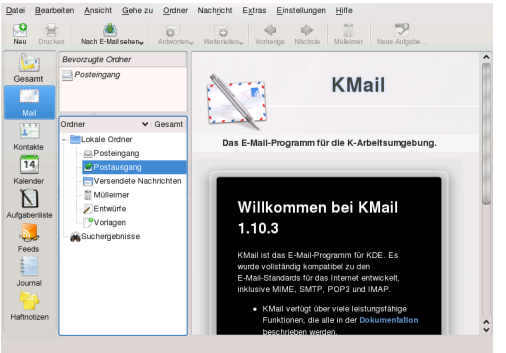
To review or manage your passwords in Firefox, click *Edit* → *Preferences* → *Security* → *Saved Passwords...*.

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.

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 Kontact 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`.

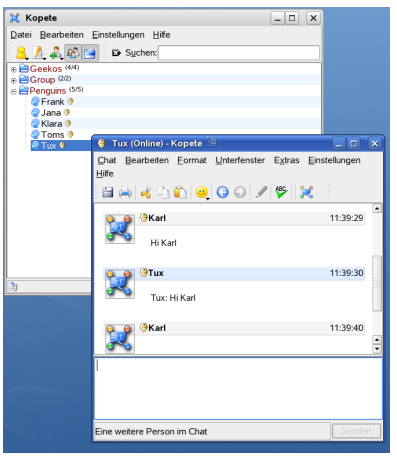
To configure an account, proceed as follows:

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.

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 (ePub), and even Microsoft* Compiled HTML Help (CHM). Okular also provides support for bookmarks, annotations, form fields and multimedia contents, and rotation of pages.

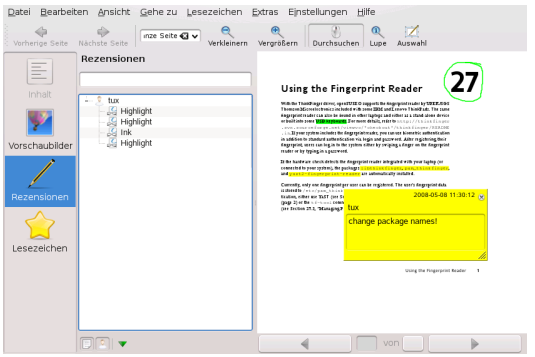
Start Okular from the main menu or press Alt + F2 and enter `okular`.

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.

Searching for Data

KDE provides more than one application for finding data on your computer or in the file system. One application is KFind which is described below.

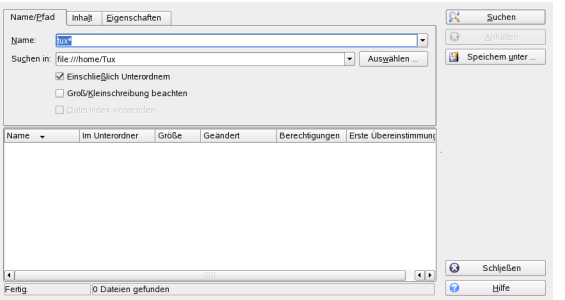
Using KFind

To perform basic and advanced searches, use KFind. Start it from the main menu by clicking *Applications* → *Find Files/Folders* or press Alt + F2 and enter `kfind`.

Searching by Name

To use a filename (or a part of it) as the search keyword, proceed as follows:

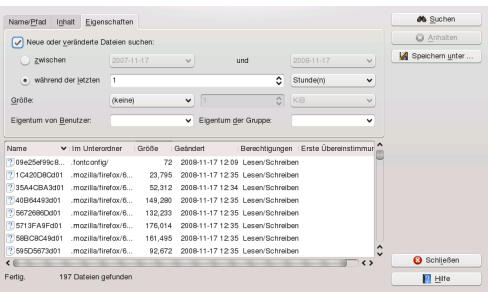
1. Enter the filename or a part of the filename in the *Named* input field. Use wild cards, such as an asterisk (*), to indicate missing characters in the filename.
2. Specify the folder in which to search for the file. Either enter a path to the folder in *Look in* or click *Browse* to locate the folder.
3. To search subfolders, check *Include Subfolders*.
4. Click *Find* to start the search. The results are displayed in the lower part of the dialog. To directly open the result, just click it. Right-click it to choose one of the options from the context menu.



Searching by Contents or Properties

For a more detailed search, you can also specify further options, such as a text the file must contain or the creation or modification date of a file.

1. On the *Name/Location* tab, specify at least the path to search for the file. You can leave the *Named* empty.
2. To search for certain contents in a file, click the *Contents* tab. In *Containing Text*, enter the word or phrase the file to find must contain. This option does not work for all types of files.
3. To search for properties such as creation or modification date of the file, click the *Properties* tab and choose the options you want.



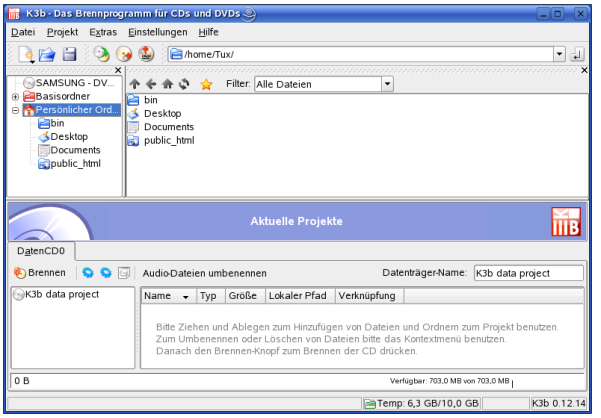
4. Click *Find* to start the search.

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.



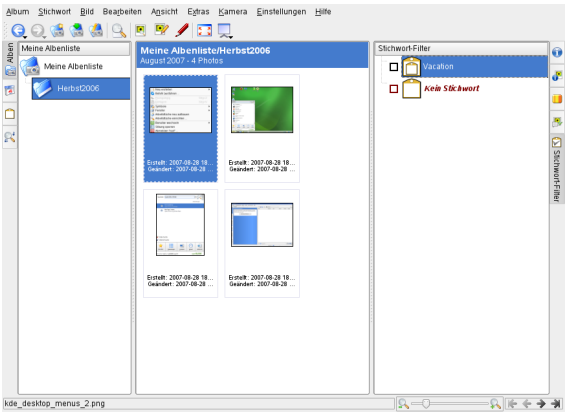
4. Insert a writable CD into the device then click the *Burn* icon.
5. Enter the required information in the *Data Project* dialog. If you are not sure which settings to choose, click *K3b Defaults*. This should work well for almost all files.
6. Click *Burn*.

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.

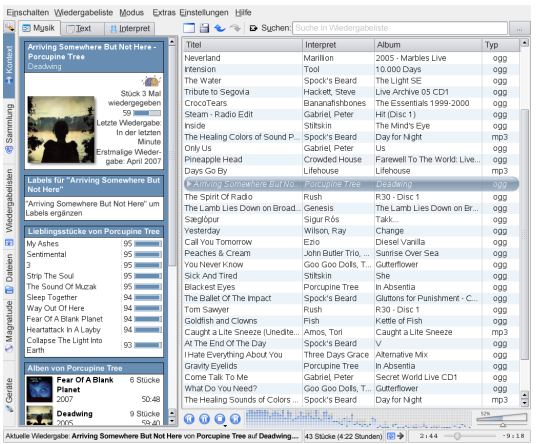


digiKam's main window contains a tree view at the left and shows thumbnails of the images at the right. For quick access to your images, use the sidebar at the left, which allows you to switch between different views, sorting the images according to *Albums*, *Dates*, *Tags* or *Searches*. To enter digiKam's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

Virtualization Use this module to install and configure the XEN hypervisor.

Support: Holds the module for registration, if you want technical support and updates.

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.

Logging Out or Switching Users

Click the main menu button on your panel and select *Leave* → *Logout*. This ends your session but leaves the system running. To start a parallel session as a different user, select *Leave* → *Switch User* instead.

Restarting or Shutting Down the Computer

Click *Leave*, then select one of the following options:

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

Suspend to RAM
: Pauses your current session without logging out. Your computer consumes very little power. This mode is used, if you want to save energy but want to quickly work again, if necessary.

Suspend to Disk
: 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.

Restart
: Restarts your computer.

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/`.

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