GNOME User's Guide

David C. Mason

David A. Wheeler

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by David C. Mason and David A. Wheeler

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Revision History

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I. Using GNOME

Table of Contents

In this section you will learn more about what GNOME is and how to use it, starting with the basic functionality. This material is mainly for new users of GNOME, however, since the development of GNOME is so rapid, it is worth a look even if you have used GNOME for a while.

An Introduction to GNOME

What is GNOME

GNOME is a user-friendly desktop environment that enables users to easily use and configure their computers. GNOME includes a panel (for starting applications and displaying status), a desktop (where data and applications can be placed), a set of standard desktop tools and applications, and a set of conventions that make it easy for applications to cooperate and be consistent with each other. Users of other operating systems or environments should feel right at home using the powerful graphics-driven environment GNOME provides.

GNOME is completely open source (free software), with freely available source code developed by hundreds of programmers around the world. If you would like to learn more about the GNOME project please visit the GNOME web site at http://www.gnome.org.

GNOME has a number of advantages for users. GNOME makes it easy to use and configure applications without using text-only interfaces. GNOME is highly configurable, enabling you to set your desktop the way you want it to look and feel. GNOME's session manager remembers previous settings, so once you've set things the way you like they'll stay that way. GNOME supports many human languages, and you can add more without changing the software. GNOME even supports several Drag and Drop protocols for maximum interoperability with applications that aren't GNOME-compliant.

GNOME also has a number of advantages for developers which indirectly also help users. Developers don't need to purchase an expensive software license to make their commercial application GNOME compliant. In fact, GNOME is vendor neutral - no component of the interface is controlled solely by one company or restricted from modification and redistribution. GNOME applications can be developed in a variety of computer languages, so you're not stuck with a single language. GNOME uses the Common Object Request Broker Architecture (CORBA) to allow software components

to interoperate seamlessly, regardless of the computer language in which they are implemented, or even what machine they are running on. Finally, GNOME runs on a number of Unix-like operating systems, including Linux.

GNOME is an acronym for the GNU Network Object Model Environment, so GNOME is a part of the larger GNU project. The GNU Project started in 1984 to develop a completely free Unix-like operating system. If you'd like to learn more about the GNU project you can read about it at http://www.gnu.org.

About This Guide

This users guide is designed to help you find your way around GNOME with ease. Both new and experienced computer users can benefit from this guide. If you're new to GNOME, or even computers, you'll gain an idea of how to use your desktop. If you're an advanced user, you can work with expert tips which will help you to become familiar with GNOME.

Although this was written originally in English, there are many translations of the guide available now or in the near future. If you would like to have this guide in another language you should check your operating system distribution or visit the GNOME Web Site (http://www.gnome.org) to find out more information on translation.

GNOME Quick Start

GNOME Quick Start

Figure 2-1 shows an example of GNOME running. GNOME is very configurable, so your screen may look quite different.

Figure 1. Sample GNOME Display.
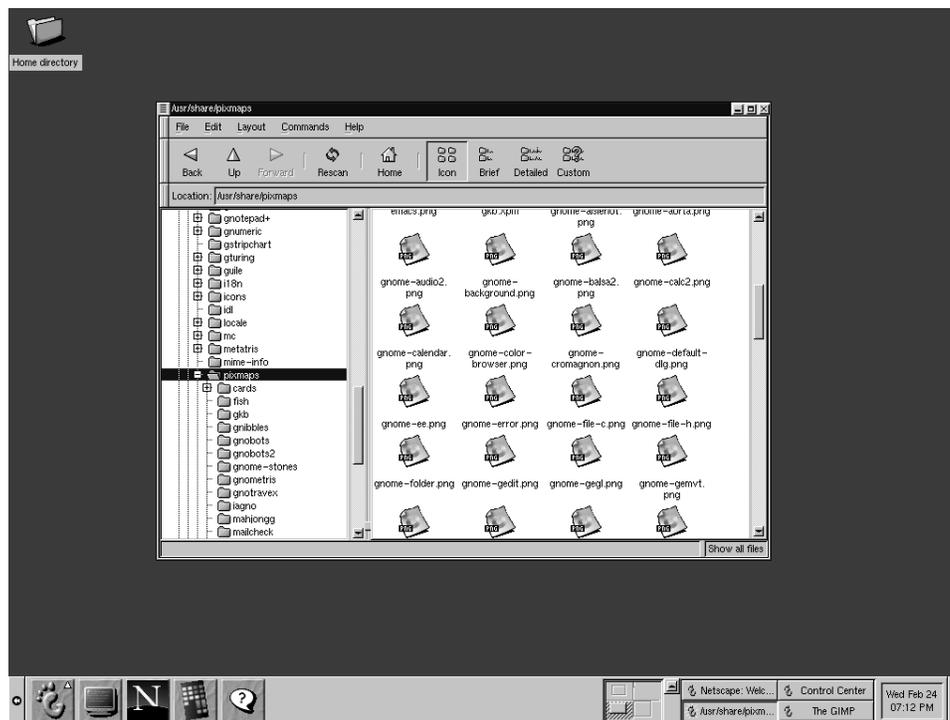
The long bar at the bottom of *Figure 2-1* is a GNOME Panel, which contains a collection of useful panel applets and menus. Panel applets are tiny programs designed

to be placed in a panel, for example, the clock applet on the far right shows the current time. The arrows on each side of the panel hide (and unhide) the panel.

The button in the panel containing a stylized foot is the Main Menu Button. Just click on the Main Menu Button and you'll see a menu of pre-loaded applications and actions, including a logout command.

The rest of the screen space is called the "Desktop." Just place on your desktop the items you use most often and you can double-click on an item (with the left mouse button) to use it:

- If the item is a program, that program will start.

- If it's data, the appropriate program will be start up with that data loaded.

- If it's a directory, the file manager application will start and show the contents of that directory. Your desktop will probably have a folder icon labelled "Home directory". Double-clicking on it will start a file manager at your home directory.

The file manager application lets you manipulate your files. The left side of its window shows directories, and the right side shows the selected directory's contents:

- To move the file or directory, just drag and drop it.

- To copy a file, hold down the SHIFT key while dragging.

- To run a program or edit a data file, double-click it.

- To perform other operations on a file (such as rename or delete), select it using the right mouse button.

- To select more than one item at a time, click on the items after the first one while holding down the SHIFT key.

You can easily move or copy files between directories by starting two file manager applications, each one showing a different directory. If you want to put a file on your desktop, simply drag it from the file manager onto the desktop. In fact, dragging and dropping items onto other items generally "does the right thing" in GNOME, making it easy to get work done.

GNOME is very configurable; for example, you can have multiple panels (horizontal and vertical), choose what goes in them, and have them hide automatically. There are many panel applets you can include in your panel. You can also change how the screen looks; later portions of this document tell you how.

GNOME follows several UNIX conventions you should be aware of. The left mouse button is used to select and drag items. The right mouse button brings up a menu for the selected object (if a menu applies). Most UNIX mice have 3 buttons, and the middle button is used to paste text (if in a text area) or to move things. If you only have two buttons, press the left and right buttons simultaneously to simulate the middle button. To copy text, use the left button to drag across the text you want to copy, move to the place you want the text to be, and press the middle button.

When an application window is displayed, there will be some buttons in its borders for controlling the window. These include buttons to minimize, maximize, and close the window. Their appearance can be configured and is controlled by a component called a "window manager."

Two examples of border styles are the Clean style (*Figure 2-2*) and the ICE style (*Figure 2-3*):

- In the Clean border style, the underscore means minimize, the square means maximize (use the whole screen), and the X button means close the window.

- In the ICE style, the X button will close the window. Clicking the arrow with the left mouse button minimizes the window, while clicking with the right mouse button shows a menu of other options.

Figure 2. Clean Border Style

Figure 3. ICE Border Style

If you are using a default installation of GNOME you may notice that minimizing a window actually causes that window to disappear from your desktop. To regain that window you may use the GNOME Pager which is located on the Panel. The Pager will show you which tasks are running and where they are on your desktops. You will find the application you minimized in the task list on the right side of the GNOME Pager. Press the button for that application and it will return to your desktop.

Figure 4. The GNOME Pager

You may read more about the GNOME Pager in the section called *GNOME Pager* in the chapter called *Panel Applets*.

The following sections go into more detail, describing each component of the system.

Using the GNOME Panel

Introduction

The Panel is the heart of the GNOME interface and acts as a repository for all of your system applications, applets, and the Main Menu. The Panel is also designed to be highly configurable. The Panel gives you a place that always contains menus and applications as you want the, to be.

The Basics

Using the GNOME Panel is very simple and will come easily to anyone who has used a graphical based operating system. You may add new panels, add applications to the panel, and add various applets. All of these functions and more will be described in this section.

Using the Main Menu

To start using any pre-loaded application press the Main Menu Button. The Main Menu has the picture of the stylized foot and on first use is on the bottom left of the screen. You should release the mouse button after pressing the Main Menu button so that you can take advantage of other features in the Main Menu such as right mouse clicks and drag and drop from the menu.

Figure 1. The Main Menu Button

The Main Menu is the starting point for all of the applications on your system. Later in this manual you will learn how to customize the Main Menu to suit your work environment, but for now you can use the menu that is established when you install GNOME. The Main Menu works like any other menu you might have used in other graphical desktop environments. Simply press the Main Menu Button and select from the menu that pops up from the button.

Hiding the Panel

At any time you may hide the GNOME Panel by pressing the Hide Button

Figure 2. The Hide Button

This will hide the GNOME Panel in the direction of the arrow on the Hide Button. There are hide buttons on both sides of a Panel so you can hide it in either direction.

You may decide that you want the Panel to hide on its own when you are not using it. This can be a helpful function if you are unable to run your system in a high resolution. You can find out how to autohide the Panel in the chapter called *Configuring the Panel*.

Moving and Adding Panels

Any Panel you have on your desktop can be moved by using the middle mouse button, or by simultaneously pressing the left and right mouse buttons, to drag the panel to the desired edge of your screen. If you do not have a middle mouse button or did not

configure your mouse to emulate a middle button you may also move a Panel by changing its location in the Panel Configuration dialog. You can read more in the chapter called *Configuring the Panel* of this documentation.

You may also add a new Panel to your desktop by selecting the Add New Panel from the Main Menu | Panel menu. You will be given a choice of Edge or Corner Panels. Both of these Panel types is described below.

* Edge Panel - An Edge Panel is exactly like the main Panel that starts up with GNOME. By selecting this type of panel you may add a new Panel to another edge of your screen to give yourself more functionality.

* Corner Panel - The Corner Panel is a small Panel that will not stretch to the extent of the edge of the screen it is on. The Corner Panel will, however, stretch to the extent of icons and applets it contains. The hide buttons work just a bit differently with Corner Panels. The hide button closest to the edge of your screen will hide the Panel as usual but the other hide button will send the whole panel to the opposite edge. When the latter move is made it will not hide the Panel since it is changing the side of the screen it resides on. If you want to hide it you will have to press the hide button once again.

At any time you can change the current panel to the opposite type by selecting either the Convert to edge panel or the Convert to corner panel from the pop-up menu. The selection that is available depends on which type of panel you right mouse click on. The selection displayed will be the opposite of the current panel.

Adding Applications and Applets to the Panel

Adding Application Launchers

If you would like to add an Application Launcher (an icon that starts a particular application) to the Panel, right mouse click the Panel and select Add New Launcher from the pop-up

After selecting the Add New Launcher menu item you will see a dialog which will allow you to set the properties for the application launcher you wish to add.

Figure 3. The Create Launcher Dialog
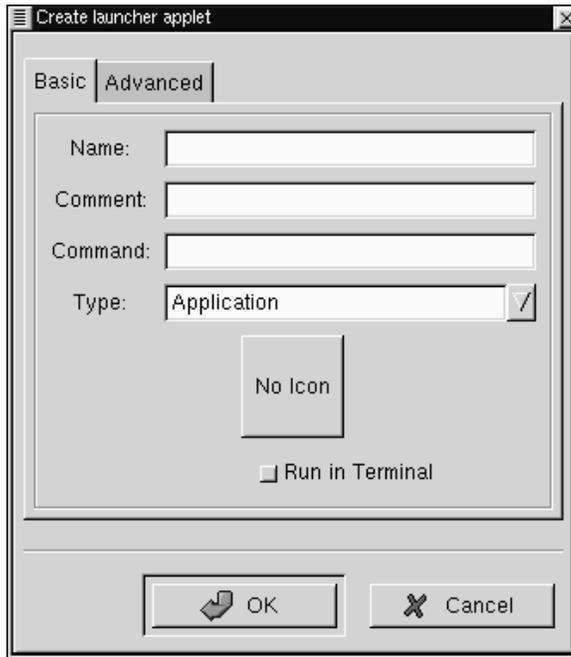
In the Create launcher applet dialog you may add a name for your launcher, a comment, the command line to launch the application, and define the application type. You may also press the icon button and choose an icon to represent the application from the icon picker. If no icon is chosen a default icon will be used.

Another, quicker method of adding an application launcher to the Panel is to go into the Main Menu and right mouse click on an application menu item. You will be given another menu selection which contains Add this launcher to Panel. If you select this menu item it will automatically add a launcher for that application to the Panel in which you invoked the Main Menu. At this point you may right mouse click on the

launcher and select the Properties menu item to change any options for that launcher.

Grouping Items with Drawers

If you would like to group a subset of applications together you may use a Drawer. A Drawer is simply a small menu-like button that sits on your panel that groups application launchers together is one place. Once you have placed a Drawer on the Panel you may click on it to raise the menu of applications and click again to lower them.

Figure 4. A Drawer Running on the Panel

There are a couple of ways to place a Drawer on your Panel. First you may right mouse click on the Panel and select the Add drawer from the pop-up menu. Second, if you want a whole subset of menus from the Main Menu to become a drawer you may right mouse click on the title bar of that menu and select the Add this as drawer to panel from the pop-up menu.

You can add menus to your panel in the same way you add Drawers. Menus are very similar to Drawers except that they do not use large icon application launchers, instead

they use a style similar to the Main Menu. You may add a menu by right mouse clicking on the title bar of a menu and select the Add this as menu to panel from the pop-up menu. You may also add system directories to the Panel as menus by dragging a directory out of the GNOME File Manager and dropping it on the Panel.

Adding Applets

There are many applets which you can add to the Panel as well. Applets are small applications which can perform tasks within the Panel itself. There are many applets you can add to the Panel and these are covered in more detail in the chapter called *Panel Applets* of this manual. As an example of how to add an applet you can add another clock applet to your Panel. To add the clock applet to your Panel:

- Right mouse click on the Panel

- From the pop-up menu choose the Add new applet menu item.

- This will bring up more levels of pop-up menus.

- Choose the Utility | Clock menu item.

- The Clock will be added to your Panel.

Figure 5. The Clock Applet
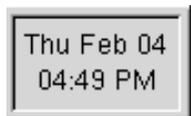
To remove the clock applet you added you can right mouse click on the clock and select Remove form panel from the pop-up menu.

Running Applications

There are many ways to launch applications within GNOME. Remember that one of GNOME's strong points is that it allows you to start and control applications using only an easy-to-use graphical interface. There are many ways to start the applications you wish to use:

As you saw in the previous section you may use the Main Menu to find applications which have been pre-loaded or you provided using the Menu Editor. You can read more about the Menu Editor in the the chapter called *Editing the Main Menu*.

You may also add application launchers from the Panel which was covered in the section called *Adding Application Launchers*.

If you are using the GNOME File Manager you may double click on any executable file and it will run.

You may use the GNOME Run program to launch any application. To use it select the Run program menu item from the Main Menu. This will launch a simple dialog which allows you to type in the command for launching the application. For example, if you wish to start the Emacs editor and it is not in a menu or on your panel you may start the GNOME Run Program and type **emacs** in the text box on the dialog.

Logging Out of GNOME

GNOME has a couple of helpful methods for Logging out. You may either use the Logout menu item or the Logout button.

The Logout menu item is the first menu item you will find in the Main Menu. Simply select the Logout menu item and you will be prompted on whether you would like to log out or not. Select Yes and your GNOME session will end.

If you would like, you may add the Logout button to the Panel. This is just another method for logging out, it does not provide you any other functionality than the Logout menu item other than a pretty button. To add the Logout button to the Panel right

mouse click on the Panel and select the Add logout button menu item from the pop-up menu. Once the button is there you may press it to log out.

> **NOTE:** If you are running a window manager that is GNOME compliant the logout feature will quit the window manager as well as GNOME. If you are not running such a window manager you will have to end that window manager yourself.

The GNOME Desktop

Introduction

The GNOME Desktop provides you with all the functionality of any traditional operating system desktop. You can drag files, programs and directory folders to the desktop; you can also drag those items back into GNOME-compliant applications.

> **IMPORTANT:** The GNOME Desktop is actually provided by a backend process in the GNOME File Manager. If, for any reason, that backend process has stopped running you may start the GNOME File Manager again and your desktop will be restored. If you do have to do this you will not need to keep the GNOME File Manager window open to enable the desktop.

Using the Desktop

Using the Desktop is as simple as dragging items you wish to use routinely to the desktop. The default desktop will include a folder of your home directory (/home/[user name]). By default the GNOME File Manager window will also appear for you to access other areas of your system.

To utilize drag and drop you need to be using either a GNOME compliant application or a Motif application. GNOME is compliant with Motif drag and drop so you will find it works with many applications you already have installed.

All items that are stored on your desktop are located in the following directory:

```
$/home/[user name]/desktop/
```

This is helpful to remember when you want an item to appear on your desktop that you

can not utilize drag and drop with.

Desktop Areas

Desktop areas allow you to keep a well organized system when you have many tasks to perform at one time. Just like adding a new desk when you have too much for one, desktop areas allow you to move to another area to launch more programs.

GNOME is aware of desktop areas even though they are controlled by another software program called the 'window manager'. You can set the number of desktop areas within the configuration of the window manager you are using. A fully GNOME aware window manager will have a tool within the GNOME Control Panel so check there first if you do not know how to configure your window manager.

IMPORTANT: Most window managers will give you the option of having multiple desktops which are different from desktop areas. Desktop areas are virtual extensions of one desktop whereas multiple desktops are actually separate.

The default setup of GNOME is to use desktop areas with only one desktop. The reason for this is because in older applications, such as those which use Motif, users can experience problems with some drag and drop functionality across desktops.

The GNOME File Manager

Introduction

GNOME includes a file manager that allows you to manipulate the files on your system in a comfortable, powerful, graphical environment. This File Manager is known as GMC for GNU Midnight Commander. GMC is based on the Midnight Commander file manager which can be run in a terminal.

Midnight Commander has long been known for its power and ease of use. GMC has taken the power and ease of use from MC and added the GNOME graphical frontend.

As mentioned in the previous chapter, the GNOME File Manager provides the desktop functionality for GNOME. The GNOME File Manager also provides a place to manipulate files on your system by using the GNOME File Manager window.

Figure 1. GNU Midnight Commander - The GNOME File Manager
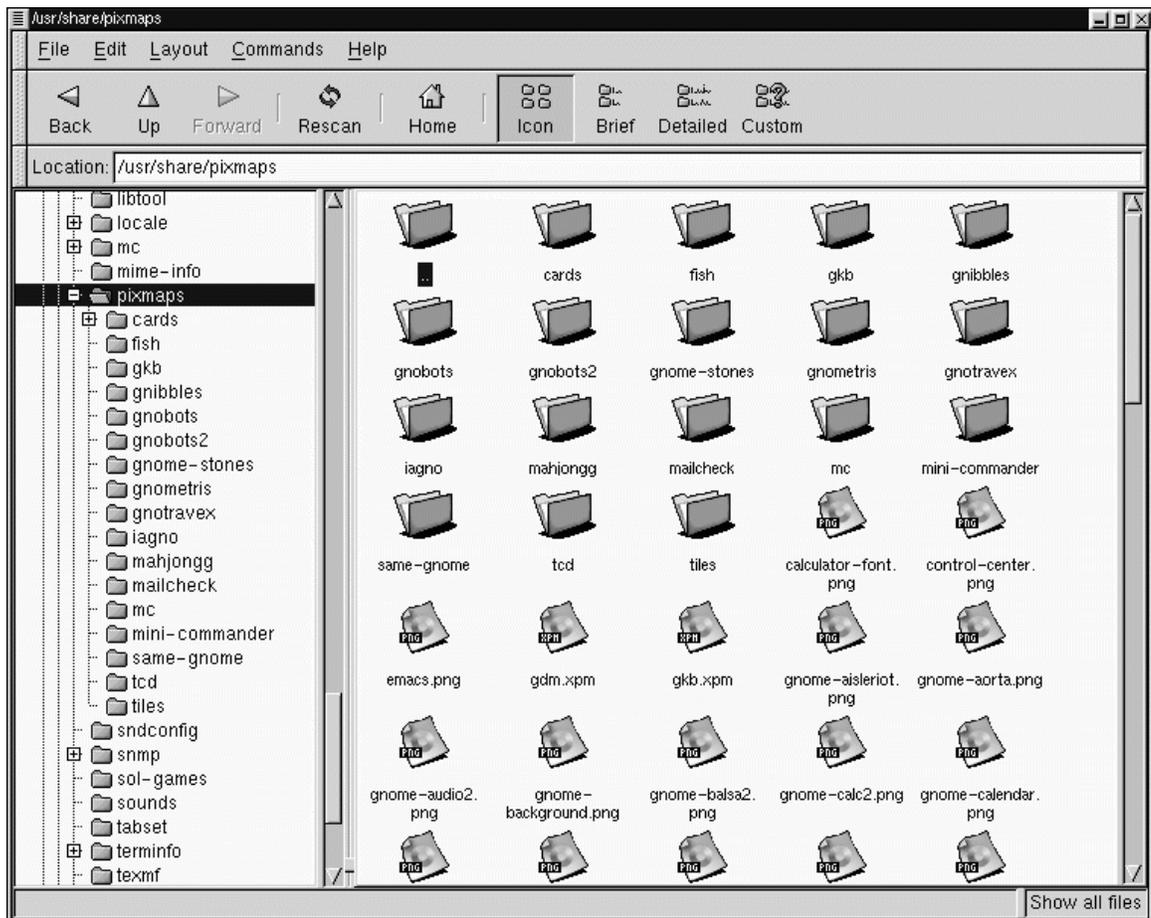
There are two main windows within the GNOME File Manager. On the left is the tree view which represents all of the directories on your system by their hierarchical position. On the right is the directory window which will show you the contents of the directory which you have selected in the tree view.

To select a directory in the tree view simply use a single mouse click. This will change the main directory view, showing the files in the directory you have chosen. If there are

directories contained within the directory, you may click on the plus sign in the tree view to expand the directory.

The main file view has a few viewing options you may wish to take advantage of: the icon view and detailed views.

The icon view is the default view and will display large icons for each file. The Brief view shows the files and directories in a list but without any extra information shown.The detailed view will display a list view of the files in the directory and information about the files. The Custom view is a list view which allows you to select the information you want to view about files.

In the Brief, Detailed, and Custom views if you click on one of the information titles on the top of the window it will sort the files according to that information. For example, if you want to find the largest files in the directory you can click on the Size title and the files will be sorted by size from largest to smallest. One more click on the Size title will change the sorting from smallest to largest.

Moving Around the GNOME File Manager

Above the tree and main file windows in the GNOME File Manager there is a Location text box.

Within this text box you can type the path location of the file in which you would like to view in the main window.

The GNOME File Manager is also equipped to view FTP sites. To view an FTP site you will need to be connected to the Internet either through a dial up account or a network. Type the FTP address in Location text box using and the GNOME File Manager will attempt to connect to the site.

Make sure you type in FTP addresses in the following manner:

```
ftp://[site address]
```

Next to the Location text box are navigation buttons you might wish to use. These buttons with the arrow icons allow you to move within the directories adjacent to the one you are in. The left button will take you to the previous directory you were in, the middle button will take you up one level in the directory hierarchy, and the right button will take you to the next directory if you have just moved backwards.

> **TIP:** You can open a secondary window by using your middle mouse button on any directory. Press the middle mouse button (or both left and right mouse buttons if you have emulation) on a directory in the main window and a new window will open showing the contents of the directory you clicked on.

Selecting Files

Selecting files is done with your mouse by clicking on the file or files in the GNOME File Manager. The file that is selected will then highlight to show you that it has been selected.

There are a couple of ways to select more than one file. One way is to use the "rubber band" select by clicking and dragging the mouse cursor around several files. This action will produce a small dotted line, the "rubber band", to show you the area in which files will be selected.

Figure 2. "Rubber Band Select"
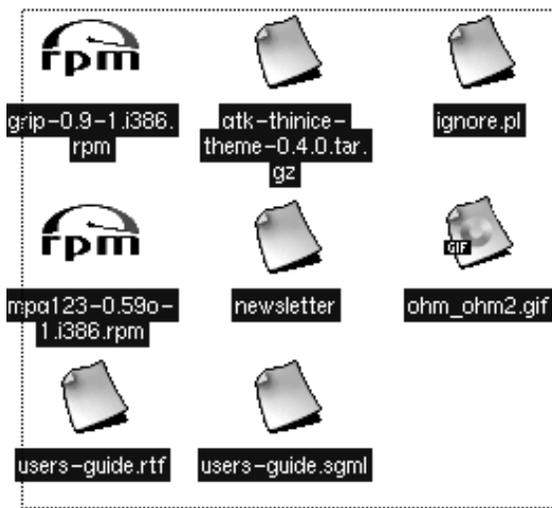
If you wish to be more selective about the files you are choosing, or the files you need do not reside next to one another, you may use the **CTRL** key to keep the files you have selected while you are selecting more. This works by selecting a file, pressing and holding the **CTRL** key and selecting another file. While the **CTRL** key is pressed you will be able to add to the "list" of files that are selected. Once you have selected multiple files by either method you may copy or move the files.

You may also select all files in a directory by selecting the Select All menu item from the Edit menu.

You may also filter your selection by using the Select Files menu item in the Edit menu. Using Select Files will display a simple dialog which will allow you to type in criteria for your selection. For example, if you would like to select all files in the directory that start with the letter **D** you can type a d* where the * is a "wildcard".

Copying and Moving Files

The default action for drag and drop in the GNOME File Manager is to move files. But you can also use drag and drop to copy a file by pressing the **SHIFT** key while dragging the file(s). This will work the same for any files you drag to the desktop.

You may also toggle a menu which lets you decide what action to perform with a drag by using the middle mouse button to drag a file or pressing the **ALT** Key while dragging a file. Once you release the drag you will get a pop-up menu which contains the options Copy, Move, Link, and Cancel Drag.

Another way to copy or move files is to take advantage of the right mouse click pop-up menu. Right mouse click on the file you want to copy or move and select Move/rename or Copy from the pop-up menu. This will bring up a dialog in which to perform these tasks.

Figure 3. The Move Dialog
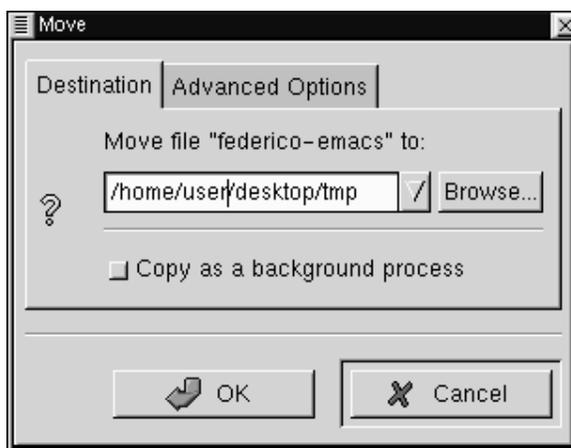
To use the move dialog you simply type in the path where you wish to move the file. If you want to rename the file you may type the new name of the file in the path string. The Copy dialog looks and works exactly the same way as the Move/rename dialog.

If the file you are moving has a symbolic link associated with it – that is, a virtual link to where the file actually resides – you may select the Advanced Options tab and select Preserve symlinks. Selecting this will make sure the link is preserved despite the move.

It is recommended that you use this method of moving a file if it has a symbolic link associated to it.

Renaming Files

Renaming files in the GNOME File Manager window or on the desktop can be achieved in two ways.

One method of renaming a file is to right mouse click on the file and choose the Properties menu item from the pop-up menu. In the Filename text box you may type in the new name as you wish it to appear.

Figure 4. File Properties
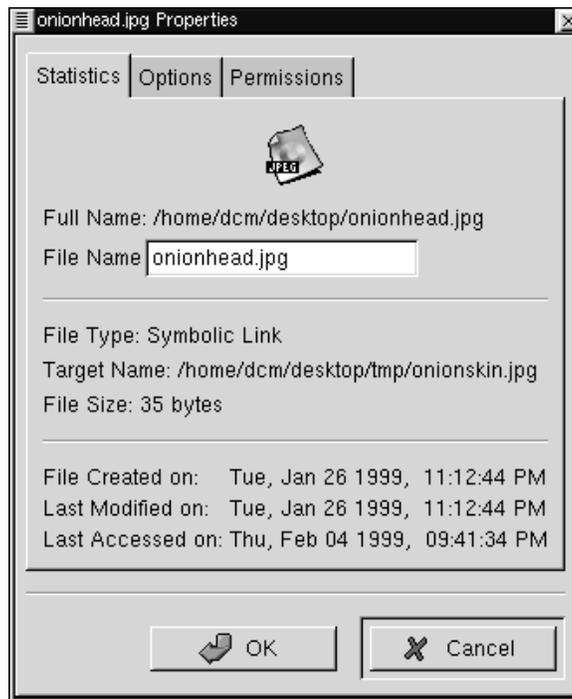
A shortcut method to rename a file is to slowly double click on the file. Make sure this is slow so you do not launch the file but you simply highlight and then click again. At this point the name of the file will enter into the editing mode, your mouse cursor will change to an editing line, and you can type in the new name.

Launching Applications From the GNOME File Manager

The GNOME File Manager allows you to launch applications from the main window by simply double clicking your mouse on a file which has an application associated

with it.

If the file does not have an associated application you can right mouse click on the file and select Open with from the pop-up menu. This will bring up a dialog which allows you to define the application which will launch the file. For example, if you want to edit my file names test.txt with Emacs (a popular text editor) you can right mouse click on test.txt and choose Open with. When you get the Open with dialog box simply type in emacs in front of the test.txt file name. When you press OK Emacs will open the file.

Figure 5. The Open With Dialog
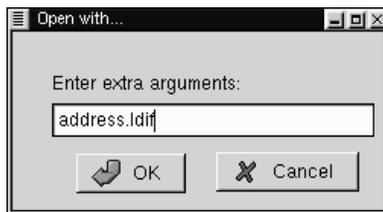
Changing Your Preferences in The File Manager

There are many settings you can configure for the GNOME File Manager.

These settings may be accessed from the GMC Preferences dialog. You may launch this dialog by selecting the Preferences menu item from the Edit menu.

The GMC Preferences dialog is divided into Five major sections: File Display, Confirmation, Custom View, Caching Optimizations, and VFS.

File Display

Figure 6. File Display Preferences
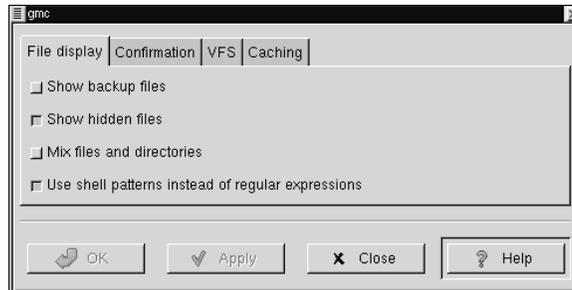
- The File Display tab allows you to change the way files are displayed in GMC.

  - Show backup files - This will show any backup file which might be on your system.

  - Show hidden files - This will show all "dot files" or files that begin with a dot. This files typically include configuration files and directories.

    Mix files and directories - This option will display files and directories in the order you sort them instead of always having directories shown above files.

    Use shell patterns instead of regular expressions - This option is for advanced users only. If you are unfamiliar with Regular Expressions you should not use this option. If you are familiar with how to create regular expressions you may select this option to use them in your sorts and filters.

Confirmation

Figure 7. Confirmation Preferences
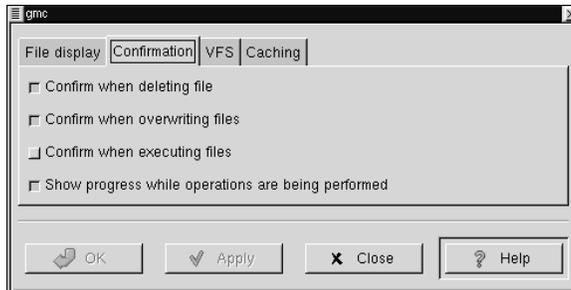
- This tab allows you to change which functions ask for your confirmation before continuing.

  - **Confirm when deleting file** - This will bring up a confirmation screen before deleting a file.

  - **Confirm when overwriting files** - This will bring up a confirmation screen before overwriting a file.

  - **Confirm when executing files** - This will bring up a confirmation screen before executing a file.

  - **Show progress while operations are being performed** - This will bring up a progress bar while certain operations are being performed such as copying, moving, deleting, etc.

VFS

Figure 8. VFS Preferences
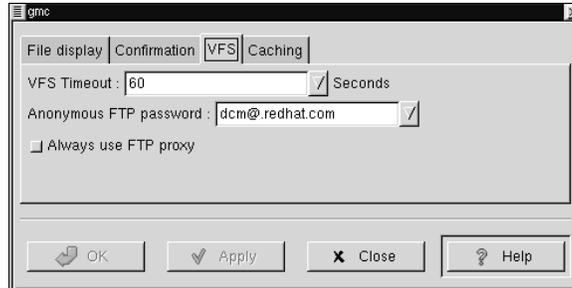
- This tab allows you to configure the options for your Virtual File System.

  The Virtual File System allows you to manipulate files that are not located on your local file system. There are different version of the VFS including ftpfs and tarfs. The ftpfs allows you to work on FTP sites while the tarfs gives you access inside .tar files.

  - VFS Timeout - This will determine how long you will be connected to any VFS without activity. The timeout is measured in seconds.

  - Anonymous FTP password - This allows you to set a password for logging into anonymous FTP sites. Usually you will want to make this your email address.

  - Always use FTP proxy - If you need to use a proxy to connect to FTP sites you will want to enable this.

Caching

Figure 9. Caching Preferences
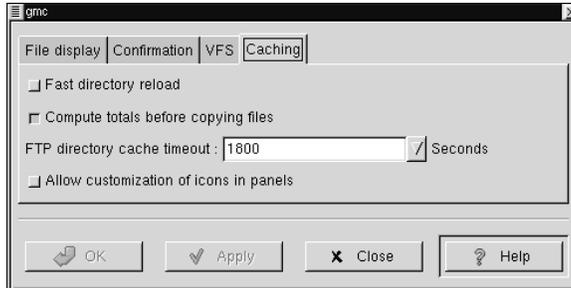
- This tab allows you to configure items that will enhance the speed of GMC by using caching.

    - Fast directory reload - This option will store directory information in cache so that it can load faster.

        > **IMPORTANT:** If you enable the Fast directory reload you may experience problems with not seeing new files that have been added to directories.

    - Compute totals before copying files - This will make GMC determine the number of files you are copying before it performs the task so that it can give you information about the process as its happening.

    - FTP directory cache timeout - This option will keep recently visited FTP site information in cache for the amount of time you specify. The time is measured in seconds.

    - Allow customization of icons in icon view - This will allow you to change the icons in the icon view by right mouse clicking on them and selecting the

Properties menu item. You can always change the icons of items that are on your desktop but you can only change the icons in the icon view with this option turned on.

> **IMPORTANT:** Turning on the Allow customization of icons in icon view function may result in a slower system.

Menu Guide to GNOME File Manager

In this section each menu item in the GNOME File Manager will be described.

> **Tip:** All menus in the GNOME File Manager are enabled with the tear-away feature. If you would like any menu to "float" on the desktop in its own window simply select the perforation line at the top of the menu.

• File - The File Menu contains items associated with files and higher level activity.

   • New Window - This will open a new File Manager Window.

   • Open - This will open the file you have selected with your mouse cursor.

   • Copy - This will launch the Copy dialog to enable you to copy the selected file to a destination you choose.

   • Move - This will launch the Move/rename dialog to enable you to move or rename the selected file to a destination you choose.

   • Delete - This will delete the file you have selected.

   • Close - This will close the GNOME File Manager

- **Edit** - The Edit menu contains items that are associated with editing and selecting files.

  - **Select All** - This will select all of the files in the directory you are currently in in the GNOME File Manager.

  - **Select Files** - This will launch a simple dialog box which will allow you to specify a file selection range. For Example, if you wish to select all files beginning with the letter D you can simple type d* and press OK.

  - **Invert Selection** - This will invert the current selection. For example, if you have 7 files selected in a directory with 10 files, selecting Invert Selection will select the three remaining files and unselect the 7 files that were previously selected.

  - **Rescan Directory** - This will rescan the current directory in case the files in the directory have changed.

  - **Preferences** - This will launch the Preferences dialog so that you can customize the GNOME File Manager.

- **Layout** - This menu contains items that are associated with the layout in GNOME File Manager.

  - **Sort By** - This will launch a dialog box which will allow you to select how you wish the files to be sorted in the current directory. You may sort by one of the following:

    Name
    File Type
    Size
    Time Last Accessed
    Time Last Modified
    Time Last Changed

  - **Filter View** - This will bring up a simple dialog which allows you to only view files with certain attributes. For example, if you wish to only view files in the

directory that start with the letter D you can type d* into the dialog and press OK. If you wish to see all files again you will need to launch the Filter View dialog again and clear the dialog or type in a *.

- Icon View - Selecting this will display the files in the main view as large icons.

- Partial View - Selecting this will display the files in the main view as a list with only file names.

- Full View - Selecting this will display the files in the main view as a list with all file information.

- Commands - The Command menu contains items that are commands to run on files in the GNOME File Manager.

  - Find File - Find File brings up a dialog which allows you to search for particular files on your system.

  - Run Command - This menu item allows you to run a command from GMC.

  - Run Command in panel - This menu item lets you run preloaded commands or commands you specify within the directory that you are currently in. Such commands might be to find SUID or SGID programs, etc.

  - Active VFS list - The Virtual File System allows you to manipulate files that are not located on your local file system.

  There are different version of the VFS including ftpfs and tarfs. The ftpfs allows you to work on FTP sites while the tarfs gives you access inside .tar files. These can both be very useful in your work environment and the Active VFS list allows you to see which VFS's are currently open. When you select the Active VFS menu item you get a list of the current VFSs you have opened.

  There is also an option to change to a different VFS by pressing the Change To button.

A Drag and Drop Tour of GNOME

There are many tips and tricks to the Desktop in GNOME. The Drag and Drop functionality extends to many areas of GNOME making it easy to interconnect GNOME in many interesting ways. Below is a series of tips and tricks to using GNOME Drag and Drop. This is a good tour of GNOME and will show you how to utilize GNOME to its fullest extent.

- Drag a Color onto the Panel - Whenever you have a color selector displayed you may drag a color from the selected color bar to the Panel and it will change the Panel to that color.

- Drag a Pixmap to the Background Selector - If you would like to change the background to an image, you can drag that image from your GNOME File Manager to the Monitor Image in the Background Capplet of the Control Center and it will change to that image.

- Drag to an Application - Many GNOME compliant applications will accept drag and drop. If you would like to open a file in Gnumeric, a GNOME compliant spreadsheet application, you may simply drag the file from the GNOME File Manager onto Gnumeric and it will open the file. The same is true for applications built using Motif. You may drag a saved URL onto Netscape 4x and it will open the URL. This can be very useful if you are working within the GNOME File Manager and wish to quickly open a file.

- Adding an Application Launcher to the Panel - If you would like to add an application launcher to the Panel you may drag and drop any executable file from the GNOME File Manager, or the Desktop, onto the Panel. This will display the Create Launcher applet dialog box which will allow you to select a name and an icon for that launcher.

- Dragging Files - There are many ways to use drag and drop to help you manage your system. You can open two GNOME File Manager windows to two different directories then drag files between the two windows to copy, move, or link files. You can drag files from the File Manager to the desktop to make it more accessible. Use the middle mouse button or the right and left mouse buttons together and Drag a

directory folder to the desktop. Choose the link option from the pop-up menu to make a link to the desktop. This will give you a quick way to launch the File Manager to that directory.

- Dragging Directories - You can drag a directory out of the GNOME File Manger and place it on the Panel. This will create a new menu which allows you easy access to the files in that directory.

- You may drag any sub menu from the Main Menu to the panel and a new menu launcher is added to the panel. This allows easier access to that sub-set of menus.

II. Configuring GNOME

Table of Contents

GNOME is highly flexible and enables you to create a work environment that suits your tastes and needs.

This Section will show you how to configure the GNOME Panel, Main Menu, and Other GNOME functions.

Configuring the Panel

Introduction

The GNOME Panel is highly configurable and comes equipped with many graphical tools to help you do the configuration. In this section you will learn how to configure any GNOME Panel the way you would like it.

Global Panel Properties

To start configuring the GNOME panel right click on the panel and select the Global Properties menu item. You may also press the Main Menu button and select the Panel | Global Properties menu item.

This will bring the Global Panel Configuration dialog up. With this dialog you can set the global properties for all panels you use now and any panels you add in the future.

Figure 1. The Global Panel Configuration Dialog
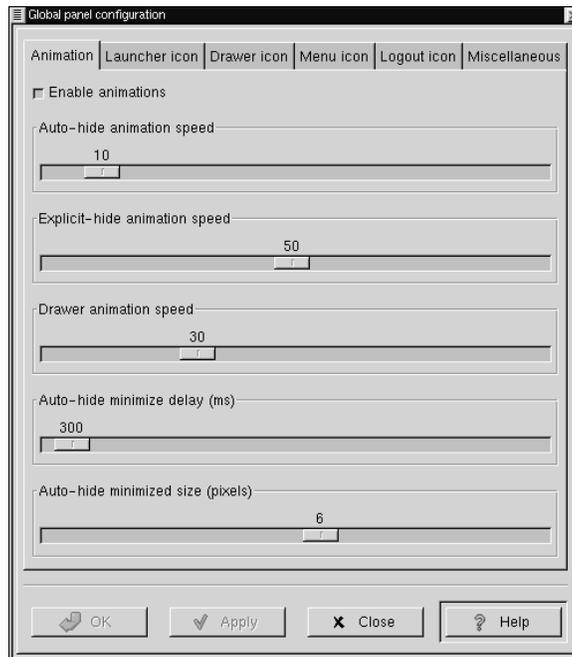
The Global Panel Configuration Dialog contains six tabs which help you configure the global properties of the GNOME Panel: Animation, Launcher Icon, Drawer Icon, Menu Icon, and Miscellaneous. Each of these tabs is explained below.

Animation Tab

- Enable animations - This allows the animations configurable on this tab to be visible. The animations must be enabled to use the other features of this tab. The default position is on.

- Auto-Hide Animation Speed - If you have the panel hiding automatically this will

control how fast it occurs.

- **Explicit-Hide Animation Speed** - This controls the hide speed when you press the Panel's Hide Button.

- **Drawer Animation Speed** - If you use a Drawer panel this will control how fast the drawer menu will raise.

- **Auto-Hide Minimize Delay(ms)** - If you have the Panel set to minimize automatically this will allow you to control how much time passes before it minimizes. The Panel will start the time count once the mouse is no longer over it. It will appear again when the mouse is passed to the area it occupies when up. This time is measured in milliseconds.

- **Auto-Hide Minimized Size(pixels)** - If you have the Panel hiding automatically this determines the number of pixels that will show while the Panel is minimized.

Launcher icon Tab

- **Tiles enabled** - This checkbox will enable background tiles for all icons on the Panel.

- **Tile filename (up)** - This is the name and path of the image file you wish to use for the tile in the up position(inactive, not pressed) You may press the Browse button to search for the file. Tiles must be enabled to access this option.

- **Tile filename (down)** - This is the name and path of the image file you wish to use for the tile in the down position(active, pressed). You may press the Browse button to search for the file. Tiles must be enabled to access this option.

- **Border width (tile only)** - This determines the width of the border around an icon. This is very useful if you have an icon that would normally cover up a tile. You can set the border to a smaller size and still be able to see your tile.

- **Depth (displacement when pressed)** - This determines the depth an icon will displace when pressed. Tiles must be enabled to access this option.

Drawer icon Tab

- Tiles enabled - This checkbox will enable background tiles for all drawers on the Panel.

- Tile filename (up) - This is the name and path of the image file you wish to use for the tile in the up position(inactive, not pressed) You may press the Browse button to search for the file. Drawer tiles must be enabled to access this option.

- Tile filename (down) - This is the name and path of the image file you wish to use for the tile in the down position(active, pressed) You may press the Browse button to search for the file. Drawer tiles must be enabled to access this option.

- Border width (tile only) - This determines the width of the border around a tile. Drawer tiles must be enabled to access this option.

- Depth (displacement when pressed) - This determines the depth a tile will displace when pressed. Drawer tiles must be enabled to access this option.

Menu icon Tab

- Tiles enabled - This checkbox will enable background tiles for the Main Menu button on the Panel.

- Tile filename (up) - This is the name and path of the image file you wish to use for the tile in the up position(inactive, not pressed) You may press the Browse button to search for the file. Menu tiles must be enabled to access this option.

- Tile filename (down) - This is the name and path of the image file you wish to use for the tile in the down position(active, pressed) You may press the Browse button to search for the file. Menu tiles must be enabled to access this option.

- Border width (tile only) - This determines the width of the border around a tile. Menu tiles must be enabled to access this option.

- Depth (displacement when pressed) - This determines the depth a tile will displace when pressed. Menu tiles must be enabled to access this option.

Logout Icon Tab

- Tiles enabled - This checkbox will enable background tiles for all drawers on the Panel.

- Tile filename (up) - This is the name and path of the image file you wish to use for the tile in the up position(inactive, not pressed) You may press the Browse button to search for the file. Drawer tiles must be enabled to access this option.

- Tile filename (down) - This is the name and path of the image file you wish to use for the tile in the down position(active, pressed) You may press the Browse button to search for the file. Drawer tiles must be enabled to access this option.

- Border width (tile only) - This determines the width of the border around a tile. Drawer tiles must be enabled to access this option.

- Depth (displacement when pressed) - This determines the depth a tile will displace when pressed. Drawer tiles must be enabled to access this option.

Miscellaneous Tab

- Tooltips enabled - This enables tooltips for items on the panel. Tooltips are pop-up help dialogs that appear when you mouse is over an element on the panel.

- Show Small Icons - This will enable small icons in the Main Menu.

- Show ... buttons - This will enable three small dots to appear on Main Menu items that launch dialogs.

- Show popup menus outside of panels - This allows popup menus to appear away from the Panel when on. When toggle off the popups will appear over the

Panel. This can be useful on smaller screens or cluttered desktops.

- **Keep menus in memory** - This will keep your menus in memory so that they do not rescan for added items. This can increase the speed of GNOME but may also result in you missing new items in your menu that are GNOME compliant.

- **Switched movement** - This allows launcher buttons on the panel to switch places with other icons when being moved.

- **Free Movement (doesn't disturb other applets)** - This feature locks the arrangement of your icons on the Panel. This is a good feature to use if you like the way your icons are arranged.

- **Prompt before logout** - This will bring up a yes/no dialog which asks you if you would really like to log out.

- **Raise panels on mouse-over** - If you are using a window manager that is not GNOME compliant it will not understand its relationship with the Panel. This can cause your Panel to be covered by applications. If you enable this feature you can have the Panel automatically raise when your mouse is over it.

- **Keep panel below windows** - If you are using a GNOME compliant window manager the window manager will understand its relationship with the Panel. If you choose this feature the window manager and GNOME will allow applications to appear over the Panel. This can be useful on smaller screens.

- **Close drawer if a launcher inside it is pressed** - By default drawers will remain open when you select an item within one. This can be annoying as the drawer will remain open until you close it with a mouse click. With this option selected drawers will close automatically when you select any item within one.

- **Applet padding** - This changes the amount of space (padding) between icons and applets.

This Panel Properties

Each Panel's properties can be configured individually. To change the configuration of the active Panel, right mouse click on the Panel and select the This panel properties menu item from the pop-up menu. You may also press the Main Menu button and select the Panel | This panel properties menu item.

This will bring up the Panel properties dialog box. In this box you can change the properties for the active Panel.

Figure 2. This Panel Properties Dialog
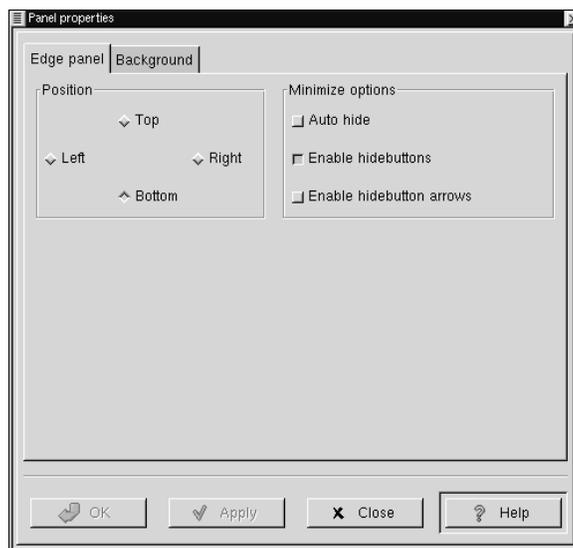
The Panel properties dialog contains two tabs to help you set the active Panel properties: Edge Panel and Background. Both of these tabs are explained below.

Edge Panel Tab

- Position - This changes the position of the Panel on the screen. You may select either Top, Right, Left or Bottom. The Panel will change position once you have

pressed the Apply button.

- Minimize Options - The options here will enable you to either Explicitly hide the Panel yourself using the hide buttons or Auto Hide when the mouse is not over the Panel. If you choose to Auto Hide you might want to Disable the hide buttons here as well. You may also disable the hide button arrows graphics on the Panel as well.

Background Tab

- Background - These options allow you to change the background of the Panel itself. You may choose, if you wish, to have the standard, Pixmap, or Color background. The standard look for the Panel is determined by the GTK theme you are running at the time. The Pixmap option allows you to choose an image to tile or scale to the Panel. The Color option allows you to specify a particular color for the Panel.

  IMPORTANT: An easier way to change the background of your panel is to drag and drop an image file from the GNOME File Manager onto the Panel. This will automatically change the background of the panel to that image.

- Image file - If you choose to have a Pixmap for the background of your Panel this will allow you to choose which image to use. If you press the Browse button you can search for the file you want to use.

- Scale image to fit panel - This allows a background image to scale to the size of the panel. If not checked images will tile to the panel.

- Background color - If you choose to have your Panel one color this button will launch a dialog which allows you to specify which color to use.

Editing the Main Menu

Introduction

The Main Menu is a repository for your applications and can be found on the Panel. The Main Menu is preloaded with GNOME but is can be configured to fit your work habits. The Main Menu is broken up into two main subdirectories: the System menus and the User menus. The Menu Editor is available for you to add new applications to the Main Menu but you can not add applications to the System menus if you are not the system administrator (root). In this section you will learn how to configure the Main Menu with applications you wish to use everyday.

Using the Menu Editor

The Menu Editor is a configuration tool for the Main Menu. It is very useful in setting up your system to your requirements. The Menu Editor is started by clicking on the Main Menu Launcher and selecting System | Menu editor from the Main Menu.

This will launch the Menu Editor.

Figure 1. The Menu Editor
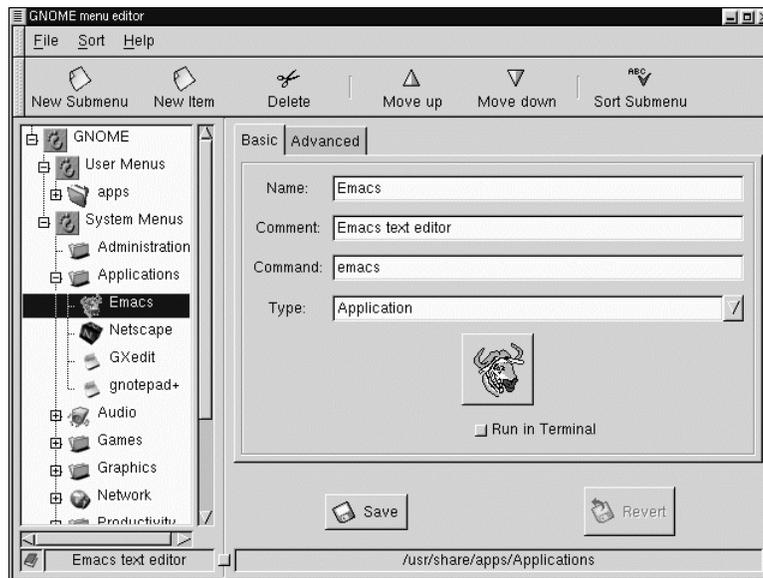
The Menu Editor is divided into two main panels. The left side contains the menu in its default state. The right side contains a tabbed dialog that allows you to add new applications to the menu.

On the left side in the menu tree you will notice that there are two main menu lists, one for User Menus and one for System Menus. The User Menus are for the current user and the System Menus are for all users on the system. The prepackaged applications are all located in the System Menus.

Within the menu list on the left side you may open and close folders and see what is in your current menu by clicking on the small plus signs beside the menus.

Adding a New Menu Item

If you want to add a new menu item press the New Item button on the toolbar. A new menu item will be placed where the highlighted menu is. If you do not have a menu highlighted it will be placed at the top of the menu tree. Select the new item and type in the information for the item in the dialog on the right. Once the information is complete press the Save button and the new menu item will be inserted where your cursor is on the right side menu tree. You may then move the menu item by pressing the up or down buttons on the toolbar. You may also move the menu item by dragging it with your left mouse button.

> **IMPORTANT:** Keep in mind that you can not change the System menus unless you are logged in as root. If not, you can only add to, and edit, the User Menus.

Drag and Drop in the Main Menu

In the Menu Editor - The Menu Editor supports drag and drop functionality which will make your work easier. You may drag applications to the folders you wish them to reside in or re-arrange you folders completely.

To the Panel - If you would like to place a menu item onto the Panel you can drag and drop from the menu to the Panel and it will place a launcher there with all the appropriate properties set for you. If you prefer not to use drag and drop you may also right click on the menu item and choose the Add this launcher to panel from the pop-up menu.

The GNOME Control Center

Introduction

The GNOME Control Center allows you to configure various parts of your system using a collection of tools called "capplets". These capplets may be associated with the core set of GNOME applications or other applications for which the developers have written capplets.

Your Control Center may contain more capplets than are documented here depending on the applications installed on your system.

The Control Center is divided into two main sections, the menu of configurable capplets and the main work space.

Working with the Control Center simply requires you to select a capplet from the menu on the left and double click on it. Once this is done, the workspace will change, allowing you to configure the item.

Figure 1. The GNOME Control Center
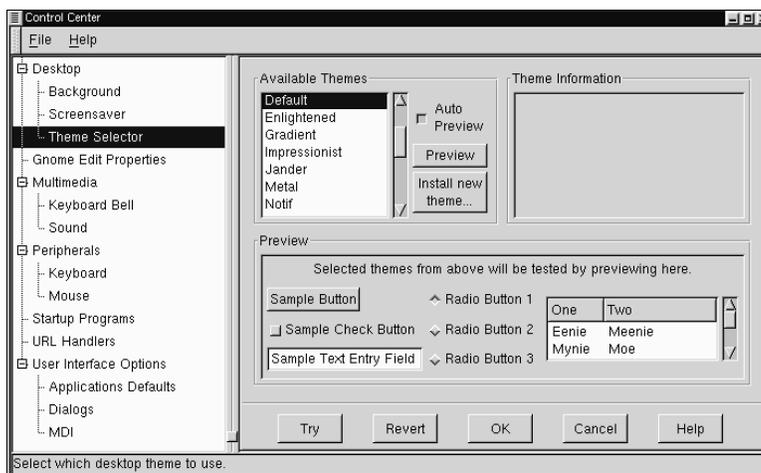
You may start the Control Center one of two ways. To launch the Control Center without any particular active capplet select the Control Center menu item from the System menu.

If you know which capplet you would like to edit you may start that capplet by selecting the correct menu item in the Control Center menu.

Desktop Capplets

The Background Properties Capplet

The properties for your background image can be set here by either selecting a color or an image. If you select a color you have the option of having Solid or Gradient colors. If you choose to have Gradient colors you may choose between a Vertical or Horizontal gradient and choose the second color for the gradient to end on.

If you decide to have an image as wallpaper you may browse for the image you wish to use. Once you have found your image you need to decide whether you would like to have the image tiled, centered, scaled keeping aspect, or simply scaled. Once you have changed your background properties you may press the Try button at the bottom of the Control Center to make the change.

If you would like to set the background by any other means you may disable this capplet by selecting Disable background selection.

Figure 2. The Background Properties Capplet
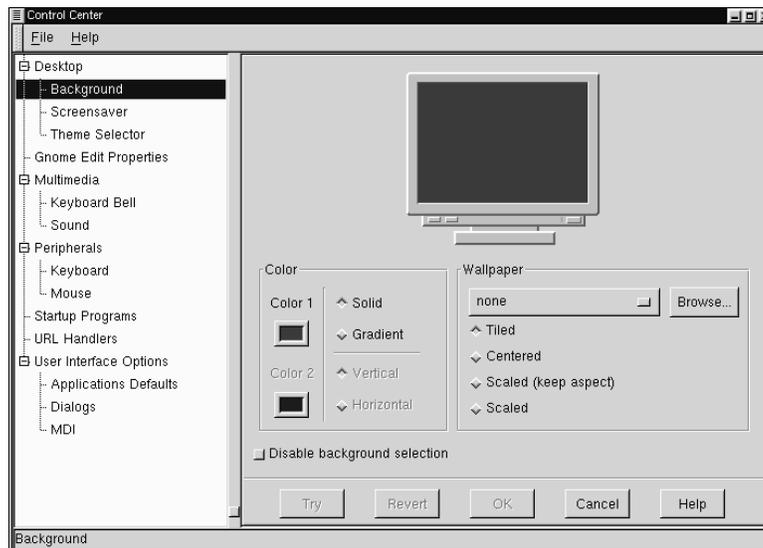
The Screensaver Capplet

In this capplet you can change your xscreensaver properties. This capplet contains a list of available screen savers you may choose and a demo screen. Below these two dialogs you will see a set of tools that allow you to change the settings for the global screen saver properties. If the screen saver you choose has particular settings you can change those by pressing the Settings button that appears below the Screen Saver list.

Global Screen Saver settings - In this section of the capplet you can change the time, password, and power management properties. You can decide how long you would like the screen saver to wait before starting by typing the number of minutes in the Start After text box. If you would like a password to return to your desktop click the Require Password button. Your account login password is the password set for the screen saver.

You are also given the option of using power management – if your monitor is capable of it. You may set the time to wait before the monitor is shut off by typing the time in the Shutdown monitor text box.

Figure 3. The Screensaver Properties Capplet
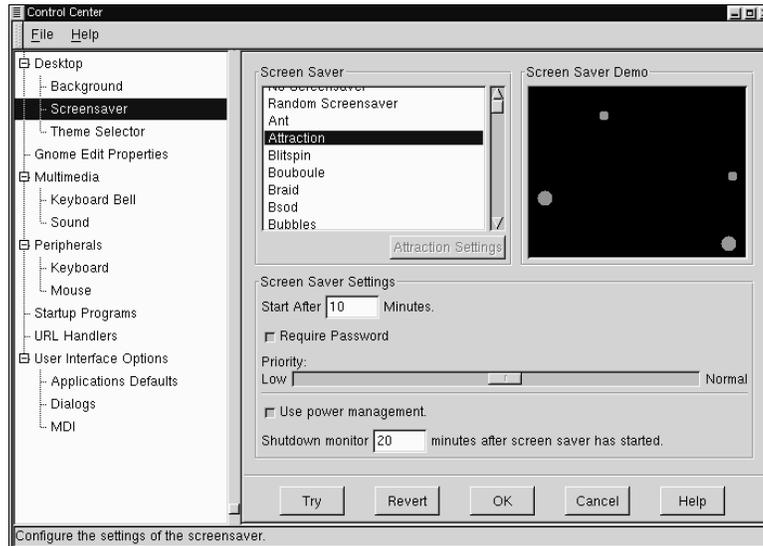
Theme Selector

The Appearances capplets contains the Theme Selector which allows you to select which GTK theme you would like to run.

GTK themes are themes which allow the GTK widget set to change look and feel. The widget set is the set of tools that provide buttons, scrollbars, checkboxes, etc. to applications. GNOME compliant applications use the GTK tool set so most of your GNOME applications will change look and feel if you change the GTK theme.

To change your GTK theme select a theme from the Available Themes list on the left

side of the main workspace. If you have Auto Preview selected you will be able to see what the theme looks like in the preview window below. If you like the theme press the Try button on the bottom of the GNOME Control Center to install it.

There are a few GTK themes that come loaded with GNOME when you install it. If you would like more themes you can check resources on the Internet like http://gtk.themes.org. Once you have found and downloaded a theme you like, press the Install new theme button. This will launch a file browser that allows you to find the theme you have just downloaded. The theme files should be in a **tar.gz** or **.tgz** format(otherwise known as a "tarball"). Once you have found the file press the OK and it will install the theme for you automatically. Now you can look in the Available Themes list for the theme you have installed.

Once the theme has been unpacked into the .themes directory it will be listed in the available themes window the next time you start the GNOME Control Center.

Figure 4. The Theme Selector Capplet
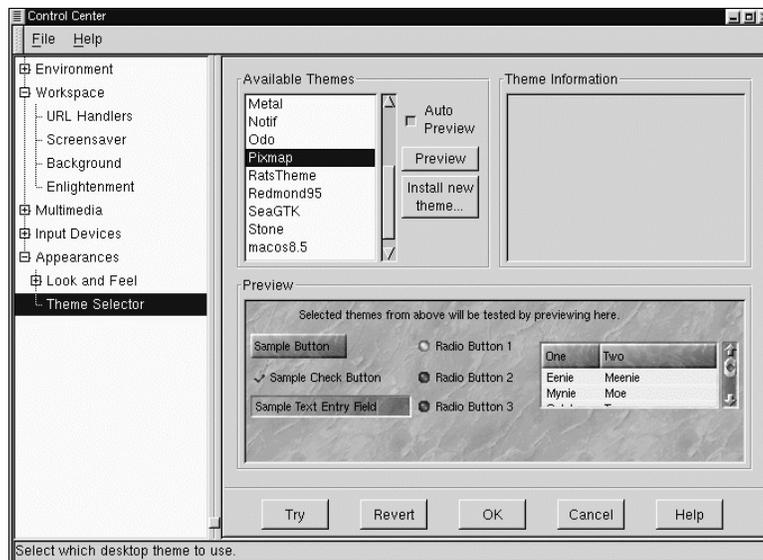
Window Manager Capplet

Because GNOME is not dependent on any one window manager this capplet allows you to select which window manager you wish to use. The Window Manager capplet does not determine which window managers you have available but allows you to define what, and where they are.

Figure 5. Window Manager Capplet
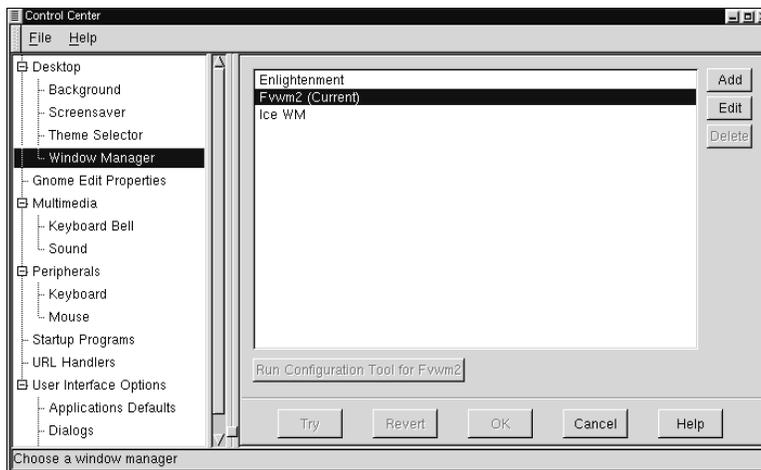
The Window Manager capplet has a main list of the window managers that you can currently select from. Whichever window manager is active is notated by the word "Current".

If you wish to add a new window manager to the main list you may press the Add button. This will launch the Add New Window Manager dialog.

Figure 6. Add New Window Manager

In the Add New Window Manager you may specify the name you wish to give the window manager, the command to launch that window manager, and the command to launch any configuration tool that might be available for that window manager.

If you know that the window manager is fully GNOME compliant and can be session managed you may select the Window manager is session managed button. If you are unsure you should check the documentation of your window manager.

Press OK when you are done.

Once you have finished adding your new window manager you will see it appear in the main list of window managers. If you need to change any of the properties you set in the Add New Window Manager dialog you may select the window manager from the main list with your mouse and press the Edit button.

You may also delete any window manager in the main list by selecting it with your mouse and pressing the Delete button.

If you are ready to switch the current window manager you may select the manager you wish to run from the main list and press the Try button. If you would like to run the configuration tool before or after you switch, make sure the manager you want to configure is selected and press the Run Configuration Tool for [window manager name] button.

GNOME Edit Properties

The GNOME Edit Properties allows you to select which editor will be your default editor while using GNOME. This will allow applications like the GNOME File Manager to launch the correct editor when you try to open files associated with editing. All popular editors available are included in the selection list.

Figure 7. The GNOME Edit Properties Capplet
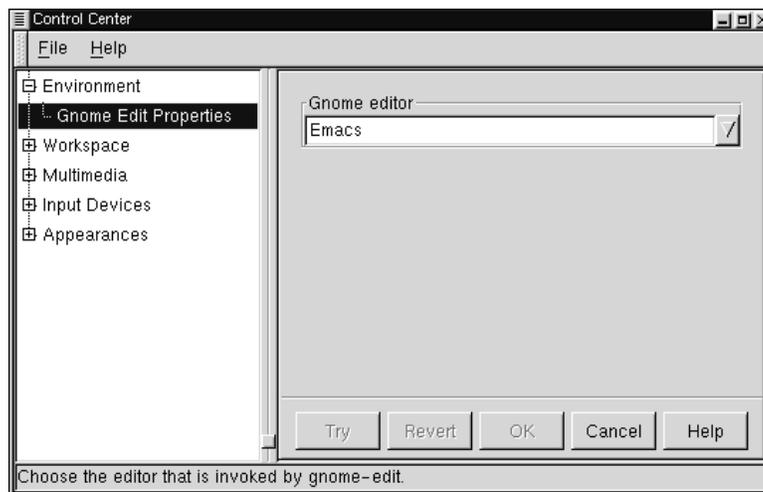
Multimedia Capplets

Keyboard Bell

The Keyboard Bell capplet allows you to change the bell sound which is produced by your CPU speaker when a keyboard error or message is sent.

Volume changes the actual volume of the bell.

The pitch slider will change the pitch of the note that is played. By default it is set to 440Hz, or the A above middle C.

Duration changes the length of time the tone is played.

The Test button will allow you to hear the current settings of your keyboard bell.

Figure 8. The Keyboard Bell Capplet
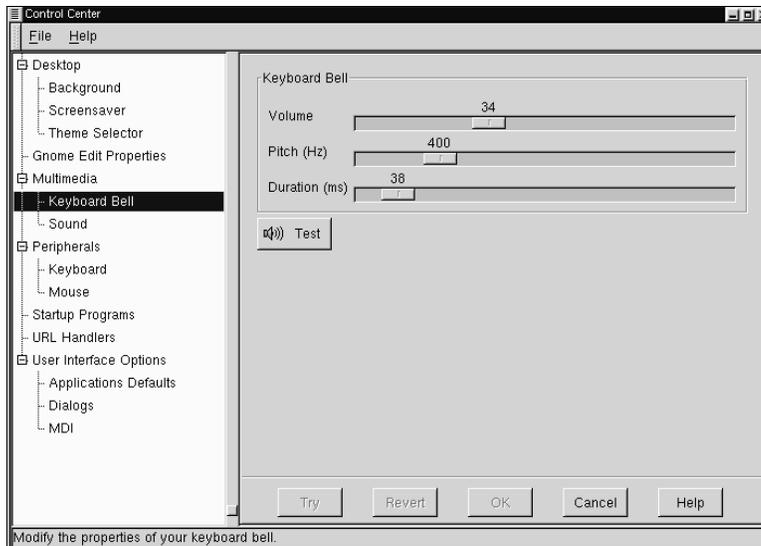
The Sound Capplet

The Sound capplet allows you to set the system sounds for your GNOME session. There are two tabs to select in the sound capplet: General and Sound Events.

General Tab - At this point you have two options to choose from in the General tab, enabling sound for GNOME and for events. If you select Enable Sound for GNOME you will make sure that GNOME's sound engine (ESD) will be launched every session of GNOME you run. Enable sound for events will launch any sound files you have

set in the Sound Events tab when those events occur. With these two items enabled you will utilize GNOME's session management which will remember your sound settings whenever you log in or out.

Sound Events Tab - This tab allows you to navigate through the sound events in GNOME and change their sounds.

To change a sound associated with a GNOME event select the event in the hierarchical list on the left and press the Browse button to find a sound file on your system that you wish to associate with that event. Once you have found a sound file you may press the Play button to test the sound and see if you like it enough to hear it every time the event occurs.

Figure 9. The Sound Properties Capplet
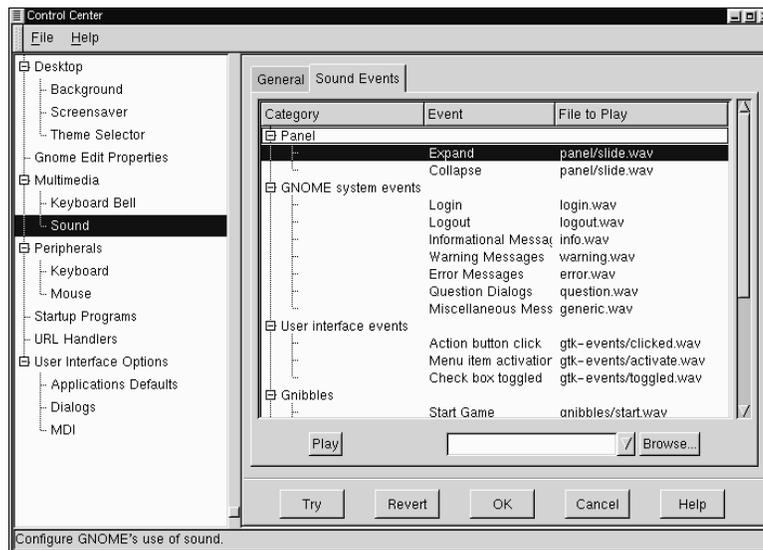
Peripherals

The capplets in this section of the Control Center will help you configure hardware input devices including keyboard, and mouse properties.

The Keyboard Properties Capplet

There are currently two settings for the keyboard in this capplet. You may change the properties of Auto-repeat and the Keyboard Click.

Auto-repeat enables you to hold a key down and have it repeat the character at the rate and delay you set in this capplet. Keyboard Click enables a small click sound to play at each key press.

Figure 10. The Keyboard Properties Capplet
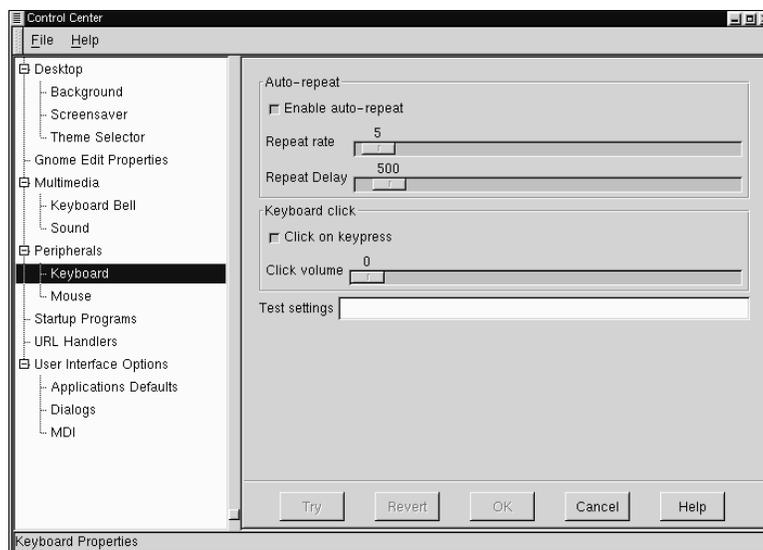
The Mouse Properties Capplet

The Mouse Properties capplet allows you to change between left and right handed mouse buttons and define the Accelerations and Threshold properties.

The Accelerations setting allows you to change the speed the mouse moves across the screen in relation to the movement of the mouse on your mouse pad. The Threshold setting allows you to set the speed at which you have to move your mouse before it starts the acceleration speed you have defined in the Acceleration setting.

Figure 11. The Mouse Properties Capplet
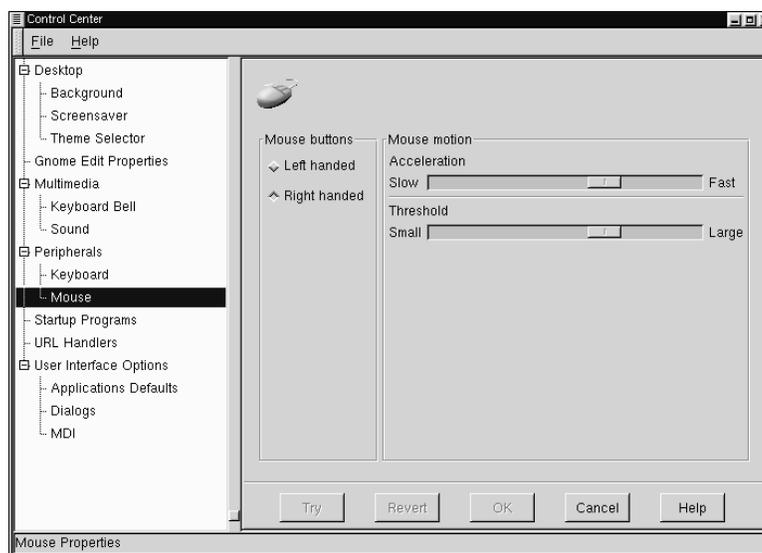
Startup Programs

The Startup Programs capplet allows you to define which applications you wish to have

automatically start up whenever you run GNOME.

To add a program to the Startup Programs capplet simply type the command to launch the application in the text box below the Add and Remove buttons.

Once you have the command typed you may add it to your startup list by pressing the Add button. If you wish to remove a program from you startup list select it with your mouse and press the Remove button.

Figure 12. The Startup Programs Capplet
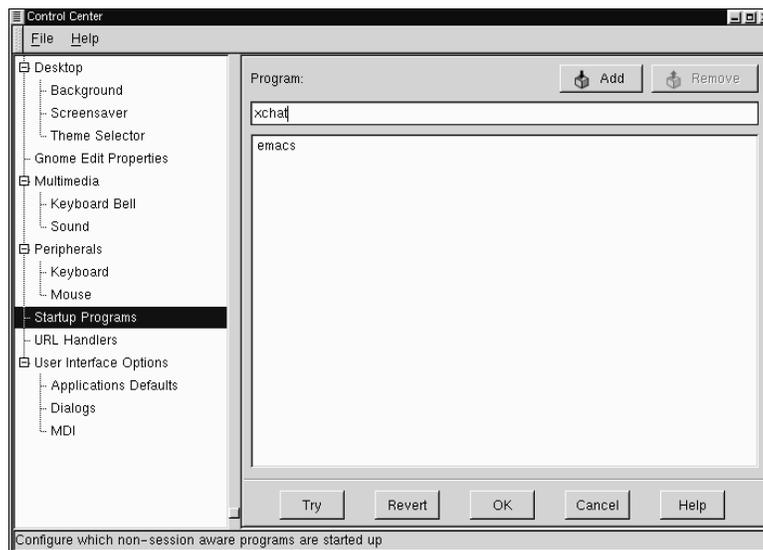
User Interface Options

The User Interface Options allows you to change the appearance of applications that are GNOME-compliant. You may recognize these applications as ones that are pre-installed with GNOME or ones that say they are built with GTK(the GIMP Toolkit).

Application Defaults

The Application Defaults capplet allow you to change certain user interface aspects of your GNOME compliant applications.

> **IMPORTANT:** Although this capplet gives you great control over the look and feel of your applications you should consider these tools for advanced use only.

- Can detach and move toolbars - By default toolbars in GNOME applications may be dragged from their usual location and placed anywhere within the application or desktop. If you do not wish to use this feature you may turn it off.

- Can detach and move menubars - By default menubars in GNOME applications may be dragged from their usual location and placed anywhere within the application or desktop. If you do not wish to use this feature you may turn it off.

- Menubars have relieved borders - By default menubars have relieved borders. If you do not like this look you may turn this feature off.

- Toolbars have relieved borders - By default toolbars have relieved borders. If you do not like this look you may turn this feature off.

- Toolbar buttons have relieved borders - By default toolbar buttons do not have relieved borders in their natural state. They do, however, change when the mouse is over them. If you wish them to be relieved at all times you may turn on this feature.

- Toolbars have line separators - By default toolbar buttons have small line separators between them. If you so not wish to have the line separators you may turn this feature off.

- Toolbars have text labels - By default toolbar buttons have images and text to identify them. If you are familiar with the buttons and do not need the text you may turn on this feature.

- Statusbar in interactive when possible - Some applications can have the status bar at the bottom become separated into its own window. If you would like to have those applications separate the status bar into another window you may turn on this option.

- Statusbar progress meter on right - Some applications have progress meters in their statusbars. By default these progress meters are on the right side of the statusbar. If you wish them to be on the left you may turn off this feature.

- Dialog buttons have icons - Some dialog buttons (for example "OK") can have icons on them. By default the applications which provide this have the icons turned on. If you wish not to see them you may turn off this feature.

- Menu items have icons - Some menu items in applications will have icons. If you wish not to see these icons in applications that use them you may turn off this feature.

Figure 13. Applications Defaults Capplet
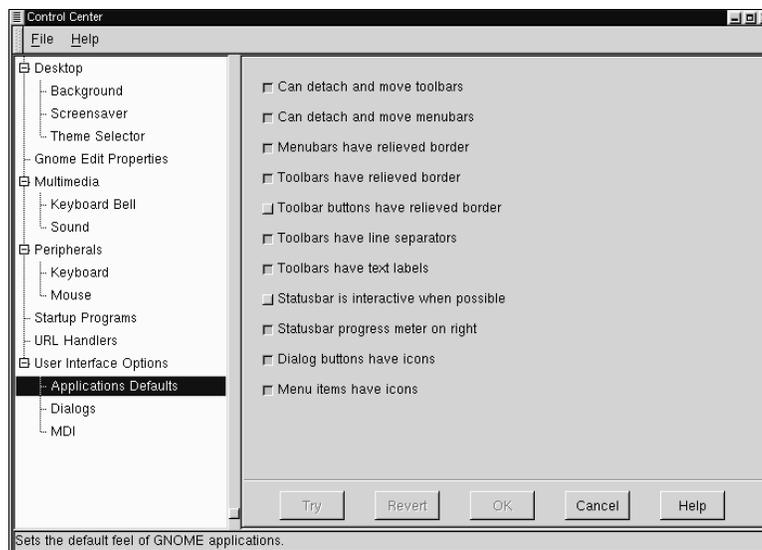
Dialogs

The Dialogs Capplet will allow you to change the default settings for dialog boxes in GNOME compliant applications. A dialog box is a window that is launched by an

application to help perform a task needed by that application. An example of a dialog box is a Print dialog which appears when you press a print button. The dialog allows you to set print options and start the print process. The Dialogs capplet will allow you to change the following options:

Dialog buttons - Choose to use the default buttons, buttons more spread out, put buttons on the edges, put the buttons on the left with left-justify, and put buttons on the right with right-justify.

Default position - This will let you choose how the dialogs appear when launched. You can let the window manager decide for you (or how you have defined it in the window manager configuration), center the dialogs on the screen, or drop them where the mouse pointer is when they are launched.

Dialog hints - This will let you change the behavior of the dialog hints which are the tooltips that appear when you move your mouse button over a button or part of the dialog. You may choose to have hints handled like other windows, or let the window manager decide how to display them.

You may tell applications to use the statusbar instead of a dialog if the application will allow it. This will only work with dialogs that provide information not one that require some interaction on your part.

You may choose to place dialog over the applications when possible which will help you keep your windows organized on your screen If you are familiar with other operating systems you may wish to keep this selected as this is how most operating systems handle dialogs.

> **IMPORTANT:** Although this capplet gives you great control over the look and feel of your applications you should consider these tools for advanced use only.

Figure 14. Dialog Capplet
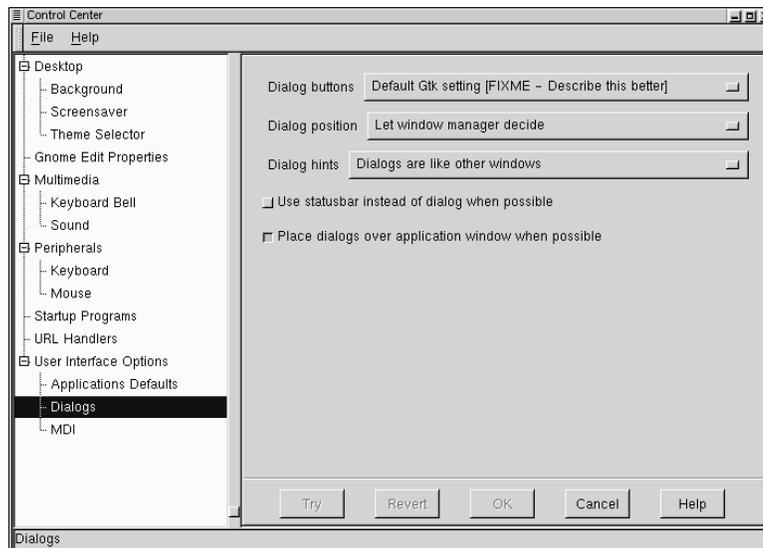
MDI

The MDI capplet allows you to change the MDI mode for GNOME applications. MDI stands for Multiple Document Interface and refers to the how more than one document is displayed in GNOME applications.

> **IMPORTANT:** Although this capplet gives you great control over the look and feel of your applications you should consider these tools for advanced use only.

The default style in GNOME-compliant applications for MDI is usually tabs or "notebooks" If you do not like the tab look you may change it here.

In addition to Notebook, you will find, Toplevel and Modal. Notebook is the default tab look, Toplevel displays only the active document on the top view until it is closed and

Modal has only one toplevel which can contain any of the documents at any one time, however only one can be displayed. If you have ever used Emacs Modal is very similar to the way Emacs handles buffers.

If you choose to use the Notebook style you may then decide where you want the tabs to appear in your applications. You may have them at the top, left, right, or bottom of your application. Keep in mind that these choices will only work in applications that are GNOME compliant.

Figure 15. MDI Capplet
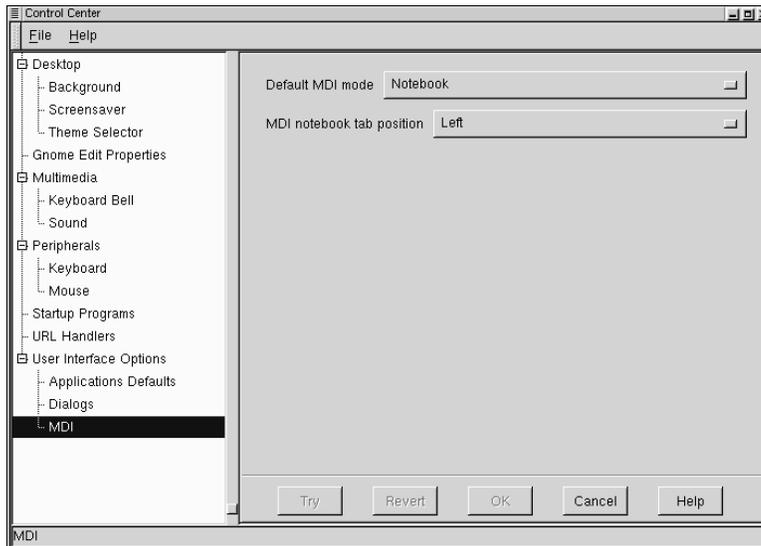
III. GNOME Applications

Table of Contents

There are many GNOME applications that are included with the packages used to install GNOME. There are more GNOME applications being written on a daily basis that are considered GNOME compliant but are not included with the distribution. This section will contain both types of GNOME applications but does not contain all of them. Some GNOME applications, particularly large ones, may come with their own separate documentation. Check the package you used to install that application if it is not described in this section.

Panel Applets

Introduction

This section describes the GNOME applets that are available to add to the GNOME Panel. To access these applets right mouse click on the Panel and select Add new applet from the pop-up menu.

Amusements

The Amusement applets are applets that are designed to make your life more enriched by providing you with a complete waste of time and resources purely for your entertainment. If you find that valuable space in your brain has been filled with something an Amusement applet has taught you then the authors of that applet have succeeded in their task.

Monitors

Monitor Applets are designed to be used to keep track of your system and its functions. You can monitor the resources left on your machine which allows you to keep close tabs on how things are working.

Battery Monitor

The Battery Monitor is a simple applet that allows you to see how much time you have remaining on your laptop monitor.

Battery Charge Monitor

The Battery Charge Monitor is used while you are charging the battery for you laptop. It will show you how much your battery has been charged and how much it has left to complete the task.

CPU/MEM Usage Monitor

The CPU/MEM Usage Monitor is an applet that will show you the current usage of CPU, Memory, and Swap Space. The applet consists of three bars that are shaded with colors to represent the usage. If you are running the applet on a horizontal panel the top bar is CPU, the middle bar is Memory, and the bottom bar is Swap Space. If you are running the applet on a vertical panel the CPU is the left bar, Memory is the middle bar, and Swap Space is the right bar.

Figure 1. The CPU/MEM Applet

- CPU - The CPU bar will show the current CPU usage with one of three colors. The yellow shows the current hit by the current user. Grey shows the current hit by non-user specified system activity. Black show idle use.

- MEMORY - The Memory bar show the current physical memory usage with one of four colors. The yellow show the current shared memory usage. The grey-yellow show other memory usage. The grey shows the buffers being used. The Green show free physical memory available on your system.

- SWAP SPACE - The Swap Space bar shows how much swap space is being used with a yellow bar. Any free swap space will be shown with a green bar.

CPULoad Applet

The CPULoad Applet is a simple graph that shows you the current CPU Usage using one of three colors:

Figure 2. The CPULoad Applet

The yellow shows the current hit by the current user. Grey shows the current hit by non-user specified system activity. Black show idle use.

MEMLoad Applet

The MEMLoad is a simple graph that shows you the current Memory usage using one of four colors:

Figure 3. The MEMLoad Applet

The yellow show the current shared memory usage. The grey-yellow show other memory usage. The grey shows the buffers being used. The Green shows free physical memory available on your system.

SWAPLoad Applet

The SWAPLoad is a simple graph that shows you the current Swap Space usage using one of two colors:

Figure 4. The SWAPLoad Applet

The yellow bar shows how much swap space is currently being used. Any free swap space will be shown with a green bar.

Multimedia

The Multimedia Applets are a collection of applets that allow you to utilize multimedia on your system. You will find applets that control sound, video, and other multimedia.

CD Player Applet

The CD Player Applet is a simple CD player that resides in the panel.

When you have an audio CD in your CDROM drive you may use the Play/Pause, Stop, Forward, backward and Eject buttons to control your CD for playback. Above the buttons is a small display that shows the time remaining on the track and in between the Forward and Backward buttons is the track number.

Figure 5. The CD Player Applet
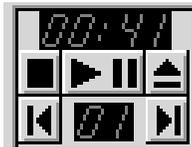
> **IMPORTANT:** You must have the correct access to your CDROM drive for this application to be successful. If you have the root password type the following in a terminal window.

```
$ su
$ Password: [type  in root password]
$ chmod a+r /dev/cdrom
$ exit
```

> If your CDROM is located somewhere other than /dev/cdrom make sure you change it in the commands above.

If you want more control over your CD you may right mouse click on the CD Player Applet and select Run gtcd from the pop-up menu. This will launch the GNOME CD Player which you can read more about in the chapter called *GNOME CD Player*.

> **IMPORTANT:** When the CD Player Applet is running you will not have physical control over the eject button on your CDROM drive. If you wish to eject the CD you must use the Eject Button on the CD Player Applet.

Mixer Applet

The Mixer Applet is a simple applet that allows you to control the volume on your system. There are two main controls on the applet: the Volume Slidebar and the Mute button. To raise or lower the volume use the slide bar with your mouse. To mute your system press the small mute button on the bottom of the applet.

Figure 6. The Mixer Applet

If you want more control over your system volume you may right mouse click on the Mixer Applet and select the Run gmix menu item from the pop-up menu.

Network

Network applets are all applets that allow your work on a network or the internet to be monitored or enhanced. Network applets range from checking mail to monitoring the time you have spent on the internet.

MailCheck Applet

The Mailcheck applet will check mail on your system and let you know if there is some new mail waiting for you. At this point it will only check your local system mail. It will not query another server for your mail. To access the properties for the Mailcheck applet right mouse click on the applet and select the Properties menu item from the pop-up menu. The Mail check properties dialog box will appear and you may change the following properties. If you would like to execute a program before each update you may enter a command in the Execute text box. This can be useful if you want to

run fetchmail to retrieve your mail from another server. You may also specify how often you check for mail and select which animation style you would like displayed in the applet.

PPP Dialer Applet

The PPP Dialer is an applet that will start your ppp connection. This is a simple applet that requires you to have a ppp connection set up properly on your system. Once you have your ppp connection configured properly you may press the On button(which displays play/ pause icons on it. This will launch your ppp connection.

WebControl Applet

The WebControl applet allows you to launch your web browser with the URL you indicate in the URL text box. If you would like to launch a new window instead of using the active one you may check the Launch new window checkbox. To clear the URL textbox, press the Clear button. To access the properties right mouse click on the WebControl applet and select the Properties menu item from the pop-up menu. The Mail check properties dialog box will appear and you can select whether you want to Display the URL text label and the launch new window options on your applet.

Utility

The Utility Applets are a set of general utilities to use in your work environment.

Clock Applet

The Clock applet is the only applet which is loaded by default when you install GNOME for the first time. To access the clock properties right mouse click on the

clock and select the Properties menu item from the pop-up menu. The Clock Properties dialog box will appear allowing you to specify whether you would like 12 or 24 hour time to be displayed.

Printer Applet

The Printer Applet is represented by a small printer icon that lives on your Panel. If you drag a file to the Printer Applet it will print the file for you. To set up the Printer Applet right mouse click on it and select the Properties menu item from the pop-up menu. This ill bring up the Printer properties dialog box. In this dialog you may specify a printer name and the Print Command. For most systems the Print Command will be

```
lpr
```

Figure 7. The Printer Applet Properties
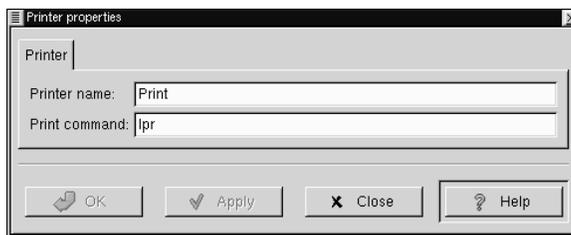
Drive Mount Applet

On many Unix-like systems, after inserting a disk you must tell the computer to mount it in order to use that disk.

The Drive Mount Applet allows you or your systems administrator to mount a drive on your system by simply clicking the icon on your Panel. In order for this to work you

will to have to set the drive you want to access as user mountable.

This can be done quite easily if you have *linuxconf* installed on your machine. Just select the drive you want to access in the Access local drive section. In the Options tab select the User Mountable option. Your drive will now be mountable by users.

If you do not have *linuxconf* you must edit your */etc/fstab* to include user access. This is done by adding user access to the drive. For Example:

If your fstab file looks like this:

```
     /dev/cdrom /mnt/cdrom iso9660  exec,dev,ro,noauto 0 0
```

Add "user" to the fourth column:

```
     /dev/cdrom       /mnt/cdrom iso9660
user,exec,dev,ro,noauto 0 0
```

Now that you can mount the drive without being root you may add the Drive Mount Applet to your panel by selecting Drive Mount from the Utilities menu in the Add new applet menu.

You will see a small drive image on your Panel that looks like a floppy drive.

Figure 8. The Drive Mount Applet

The Drive Mount applet will always default to access your floppy drive. You may change this by right mouse clicking on the applet www.dejanews.com and selecting the

Properties item from the pop-up menu.

Figure 9. The Drive Mount Applet
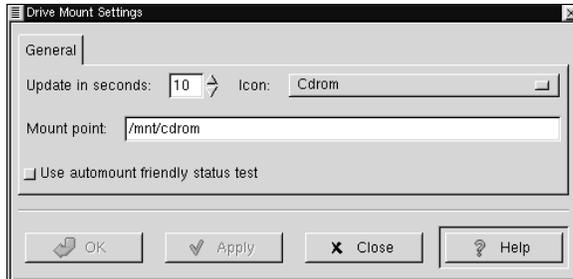
The Drive Mount Settings dialog allows you to define which drive you want to mount and where it is located.

The first option is how many seconds you wish to have before the applet updates. This will check the drive to make sure it is still mounted (in case it was unmounted by other means) and will display the applet correctly.

The second option you have is which icon to be displayed. You have a choice of four icons, Floppy, CDROM, Zip Disk, and Hard Drive. After you have selected the icon you must put the correct mount point for the drive in the Mount point text box.

The last option to set in the Drive Mount Settings is whether or not you wish to Use automount friendly status test If you are using a system that utilizes autofs to auto-mount your drives the Drive Mount applet might interfere with autofs. If this is the case you should select this option. If you are not using autofs(which is most likely the case) do not select this option as it is taxing on your system and is much slower.

GNOME Pager

The GNOME Pager is an applet that will show you all of your virtual desktops and the applications within them. There are two main areas on the GNOME Pager, the

desktops view and the applications view. In the desktop view all of your desktops will be represented as a small rectangle. If there are any applications on the desktops, they will show up as small outlines according to their position on the desktop. The Applications view will show you the applications on your active desktop in a list view. If you press the button in the middle that contains the arrow it will show you a view of all desktops and list the applications that are currently on them.

Figure 10. The GNOME Pager

NOTE: If windows "disappear" from your screen when you iconify them, just add a GNOME Pager to your Panel.

You may access the GNOME Pager properties dialog with a right mouse click on the Pager and select the Properties menu item from the pop-up menu. On the left side of the GNOME Pager properties you may adjust: the maximum width of the task list, the number of rows in the task list, the number of columns in the task list and the number of rows in the pager. On the right side of the GNOME Pager properties you may turn on and off certain views on the Pager including: a view of all applications on all desktops, the tasks list, and the Pager view. You may also choose to use small pagers and include icons in the task list.

Figure 11. The GNOME Pager Properties
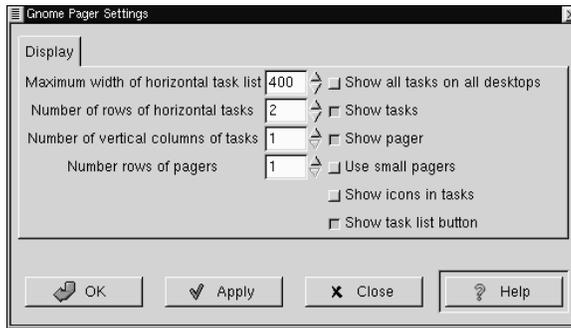
GNOME CD Player

Introduction

The GNOME CD Player (gtcd) is a GNOME enabled application which is preloaded with GNOME. This is a simple CD Player which allows you to listen to Compact Discs on your PC.

Using the GNOME CD Player

The GNOME CD Player will be available to you in the Main Menu in the Audio menu and can also be invoked in the command line with **$gtcd**.

Figure 1. The GNOME CD Player

> **IMPORTANT:** You must have the correct access to your CDROM drive for this application to be successful. If you have the root password type the following in a terminal window.

```
$ su
$ Password: [type  in root password]
$ chmod a+r /dev/cdrom
$ exit
```

If your CDROM is located somewhere other than /dev/cdrom make sure you
change it in the commands above.

The GNOME CD Player works like any CD Player with common buttons such as Play,
Stop, Pause, etc. Plus a track selector button which displays the track titles in a drop
down menu. You have access to change various properties as well by pressing the
Preferences button. This will bring up the GNOME CD Player Preferences dialog.

There are three tabs in the GNOME CD Player Preferences, Preferences, Keybindings,
and CDDB Settings.

Figure 2. The GNOME CD Player Properties
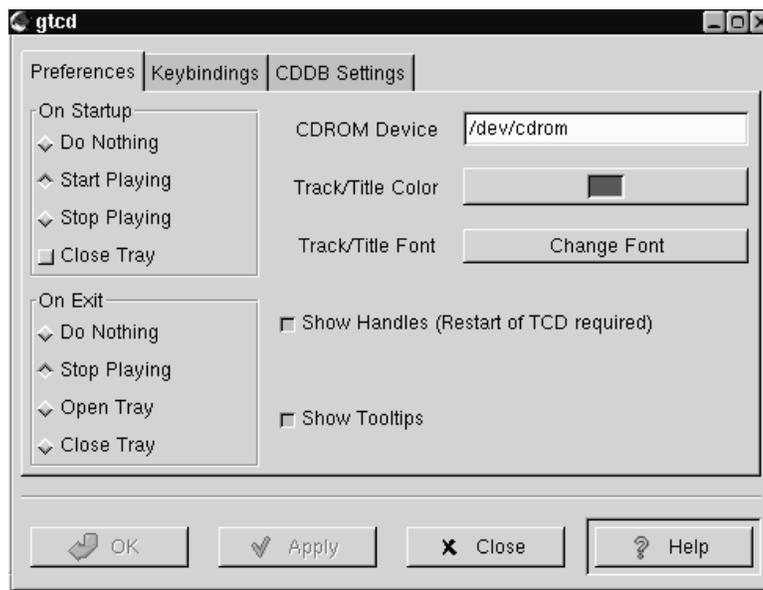
• Preferences Tab - In this dialog you may specify:

What you would like the GNOME CD Player to do when first started, and when exited.

The location of your CDROM on your system. This is usually **/dev/cdrom**.

The Color to display the Track and CD Title.

The Font to display the Track and CD Title.

Whether you would like handles on the title window which will allow you to drag the title window off of the CD Player to float on the desktop.

Whether tooltips are enabled when your mouse is over the buttons.

* Keybindings Tab - In this tab you can change the key bindings associated with the GNOME CD Player. These keybindings allow you to use the Player without using your mouse. If you want to change one of the bindings select it with your mouse and type the new key in the **Click here to change** text box. Press Apply to save the changes

* CDDB Settings Tab - CDDB stands for CD Database and is a huge global database of CD information. Each CD has an identity which the CD Player can read. If you are connected to the internet it will then search a CDDB server for that CD identity and return any information it has on it. This usually includes CD Title, Artist, and track titles. It can also include notes and lyric information. Once retrieved the GNOME CD Player will store the information on your hard drive for future access. In the CDDB Setting tab you can change the CDDB server and edit your local CDDB database. You can read more about CDDB by visiting the CDDB Website (http://www.cddb.org).

Another feature in the GNOME CD Player is the Track Editor. The track editor can be launched by the Track Editor button on the main GNOME CD Player window. The Track Editor allows you to edit the CD track information in case it is incorrect or there was no CDDB entry for your CD. You may also check the status of the CDDB information by pressing the CDDB Status button at the bottom of the Track Editor. This will show you what messages, if any, were returned from the CDDB server.

Figure 3. The GNOME CD Player Track Editor

The GNOME Calendar

Introduction

The GNOME Calendar is a simple calendar applications which can be quite useful in your daily work. The Calendar, like the rest of GNOME, is in its infancy and while it is a very useful application, there will be some very impressive functionality that will come like network shared calendar usage, and syncing capability with Palm Pilots and other hand held PDAs.

The Calendar is broken up into four main tabs: Day, Week, Month, and Year. Each view allows you to view the respective time period but will also allow you to schedule appointments from any one of the tabs.

Figure 1. The GNOME Calendar
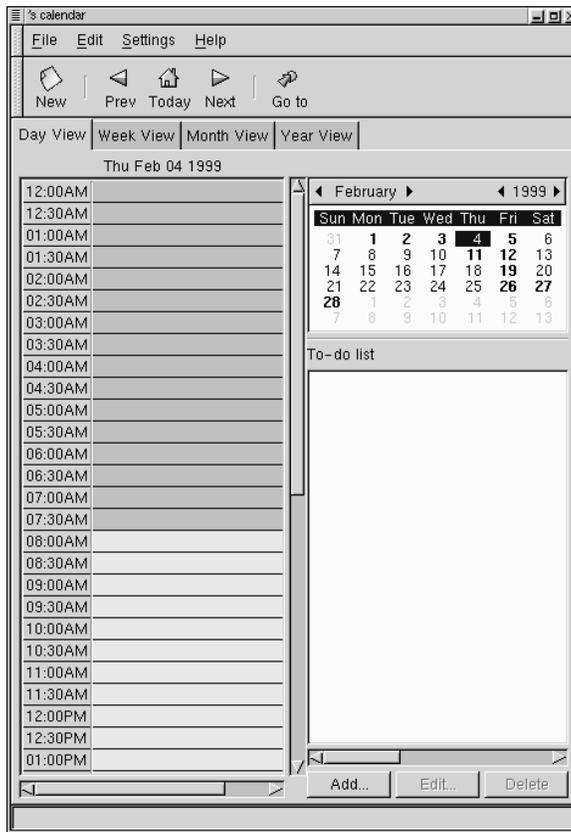
Setting Up the GNOME Calendar

The GNOME Calendar can be used in the state which it is shipped but there are some tools available to make sure it is setup the way you would like it to be. The first place you should go is the GNOME Calendar Preferences. You can find the Preferences

dialog by selecting the Preferences menu item from the File menu.

Figure 2. The GNOME Calendar Preferences
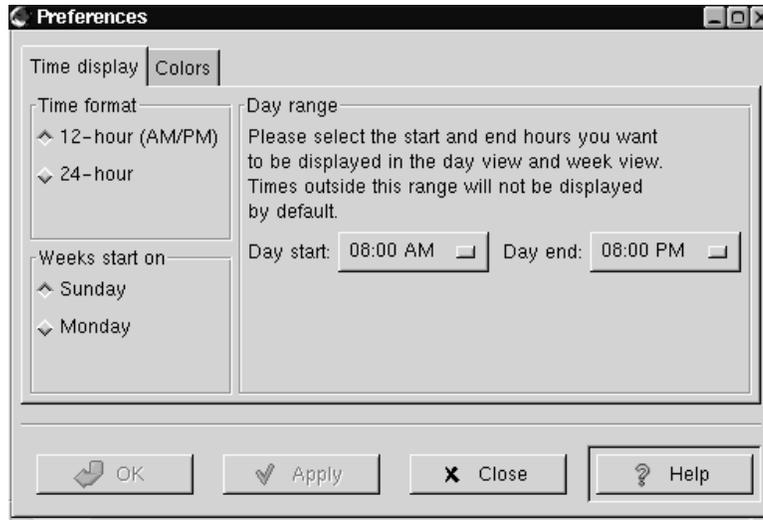
The Calendar Preferences dialog is broken up into two tabs, Time display and Colors.

Time - This tab is broken up into three main sections: Time format, Weeks start on, and Day range.

Time format - This allows you to choose between a 12 or 24 hour format clock.

Weeks start on - This allows you to define what day your week will start on, Sunday or Monday. This will affect how the calendar is laid out in the Day and Week views.

Day range - This section lets you choose what time your days will start and end. Any hours outside the range selected will not be displayed on your Day view.

Colors - This tab allows you to change the default colors used in the Calendar. There are seven color choices you can customize: Outline, Headings, Empty days, Appointments, Highlighted day, Day numbers, and Current day's number. Each choice has a small color selector box next to it. When you press this box you will be given a

color selector dialog in which you can choose the color you want. Once you have selected a color the small sample calendar on the right side of the tab will preview your choice.

Once you have made the changes to the Calendar Preferences you may press the Apply button to apply them.

Using the GNOME Calendar

Using the GNOME Calendar is quite simple and most tasks can be performed from any of the major views, Day, Week, Month or Year. Probably one of the most important features to remember is that at any time you may right mouse click on a particular day and add a new appointment. There are many other features which will be described below in each of the major views.

The Day View

The Day tab is probably the most useful view in the GNOME Calendar as it acts just as a day timer would. On the left of the tab is the hour listing for the current day. The light grey coloring in the hour list separates the work hours from the non-work hours. If you would like to change the work hours displayed in light grey you can do so in the section called *Setting Up the GNOME Calendar*.

Figure 3. The Day View
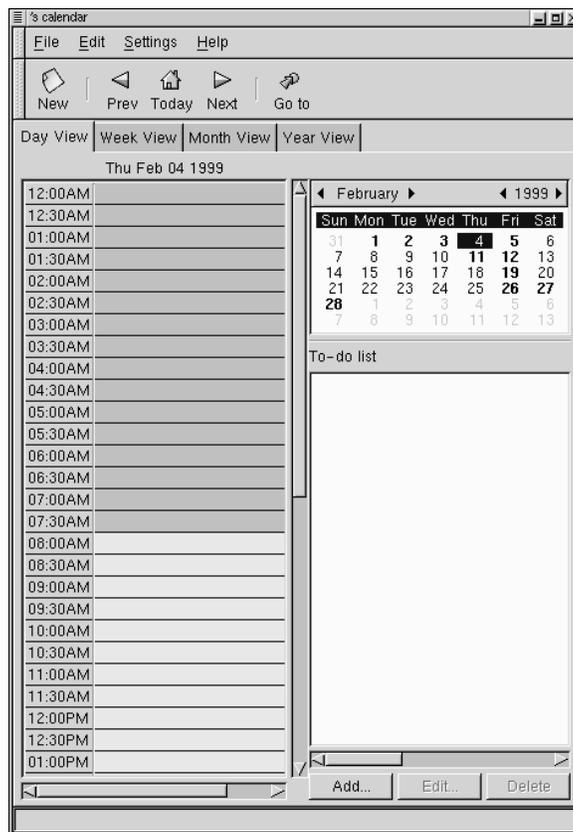
TIP: One tip for adding a new appointment in the Day View is to select a few hours in the hours list by clicking and dragging your mouse down the hours list. Once the correct range of time has been selected you may press Enter and type in the appointment. This will allow you to skip the Create New Appointment dialog.

Next to the hours listing in the right hand corner is a small full month calendar. You may change the month or year of the small month calendar by pressing the forward and backward arrows on the top. You may use the small month calendar to navigate the

days as well. Double clicking on any day in the small month calendar will move the current day view to that particular day.

Below the small month calendar is your To-do list. The To-do list is a simple list where you can keep all your tasks on hand. To add an item to the To-do list press the Add button. This will launch a small editing box where you can type in the item. Once you have entered an item in the To-do list you may use the Edit and Delete to manage you items. The To-do items are available no matter which days are displayed in the Day View and can only be deleted with the Delete button.

The Week View

The Week View shows the current week with detailed descriptions of your appointments. If you would like to add an appointment any of the days in the week view you may right mouse click on the day and select the New appointment menu item from the pop-up menu. You may also use the week view to navigate to particular days in the Day View. Double-click on any day in the Week View and you will go to that day in the Day View.

Figure 4. The Week View
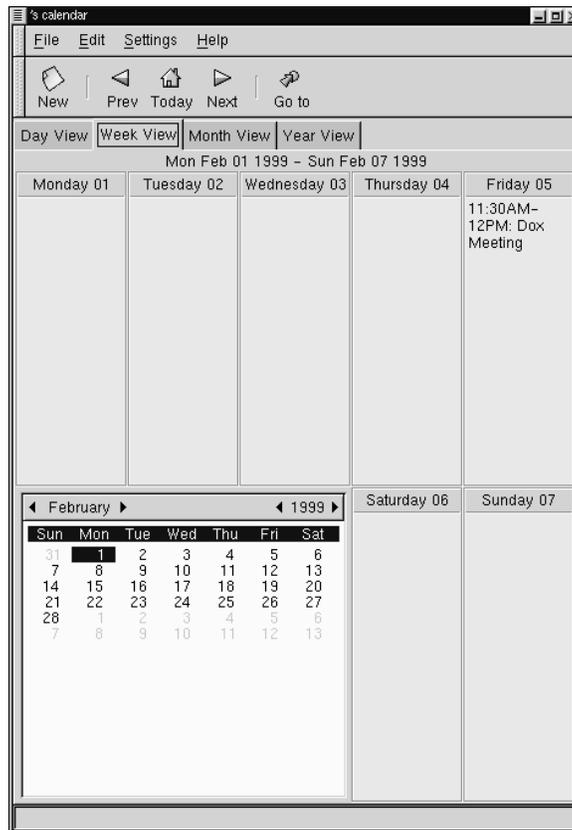
In the lower left corner of the Week View there is a small month calendar. You may change the month or year of the small month calendar by pressing the forward and backward arrows on the top. You may use the small month calendar to navigate the days as well. Double clicking on any day in the small month calendar will move the current week view to that particular week.

The Month View

The Month View shows the entire month with brief detailed descriptions of your appointments. The Month View makes use of the customized colors available in the Calendar. You may read about how to set these colors in the section called *Setting Up the GNOME Calendar*. For any day with a brief description of an appointment you may click on the day to display a detailed description of the appointment in a pop-up window. If you would like to add an appointment to a day in the Month View you may right mouse click on any day and select the New Appointment in this day item from the pop-up menu. You may use the items in the pop-up menu to navigate in the Day, Week, and Year views by selecting either Jump to this day, Jump to this week, or Jump to this Year.

Figure 5. The Month View

The Year View

The Year View shows you the entire year with no descriptions of appointments. Like the Month View, the Year View makes use of the customized colors available in the Calendar. You may read about how to set these colors in the section called *Setting Up the GNOME Calendar*. If you have an appointment on a day you may click on that day and a description of the appointment will be displayed in the pop-up window. If you would like to add an appointment to a day in the Year View you may right mouse click on any day and select the New Appointment in this day item from the pop-up menu. You may use the items in the pop-up menu to navigate in the Day, Week, and Month views by selecting either Jump to this day, Jump to this week, or Jump to this Month.

Figure 6. The Year View
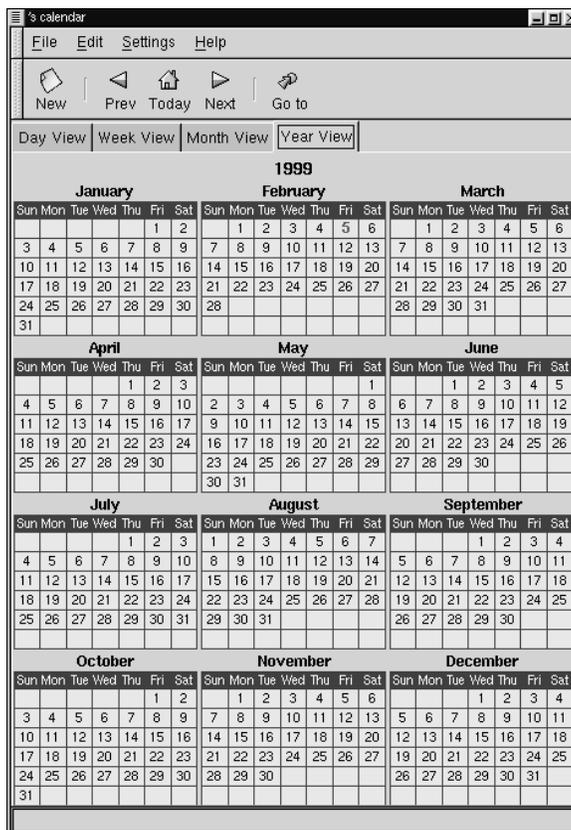
Making a New Appointment

There are many methods for making a new appointment in the GNOME Calendar, the easiest by pressing the New button on the button bar. Whenever you make a new appointment you will launch the Create New Appointment dialog that allows you to set the properties of that appointment. The Create New Appointment dialog is broken into

two different tabs, the General and the Recurrence tabs.

General - The General tab is the area in which you define when the appointment is and set reminders for yourself. There are four different areas on the General tab: Summary, Time, Alarms, and Classification.

- Summary - The Summary box allows you to type a description of the appointment. Keep in mind that only a portion of this description will be available in the Week and Month Views.

- Time - The Time area allows you to set the time range for the appointment by selecting the date and hours. Beside each start and end days there is a small selection box named Calendar. This will bring up a small Calendar when pressed. You may select the start and end date in the small calendar. Beside the start and end hours there is a small button which will display the hours of the day when pressed. Each hour in the list will have a sub menu displaying each quarter hour so you may select them.

- Alarms - The Alarms area allows you to set up an alarm to remind you of an appointment. There are four different types of alarms you may use to remind yourself of appointments: Display, Audio, Program, and Mail. The Display alarm will display a message on your screen in the time you set. The Audio alarm will play an audio file in the time you set. The Program alarm will run a program you specify in the time you set. The Mail alarm will send email to the user specified in the time you set.

Recurrence - The Recurrence tab allows you to specify how often an appointment should recur, if at all. The first property you should set if you want a recurring appointment is the Recurrence rule. You may choose among None, Daily, Weekly, Monthly, and Yearly. For each selection you may adjust the recurrence properties for your selection. In the Ending date area you may set a rule which will stop the recurrence of your appointment or allow it to repeat forever. In the Exceptions area you may make exceptions to the recurring appointment by selecting the date a pressing the Add button.

Appendix A. GNU General Public License

Version 2, June 1991

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Appendix B. A Word About Session Management

You might have seen a little bit about session management when you read about GNOME. Session management can be a very useful tool for you in your use of GNOME and GNOME applications.

The main idea of session management is that your work will be saved whenever you log out of GNOME. Your GNOME "Session" is currently saved when you log out, however you may not notice all that it can do.

Probably one of the most useful features of session management is the ability to start applications you had open when you logged out of GNOME. This is easily demonstrated as you exit GNOME and enter again. You will see your applications re-appear in the same location on your desktop as they were when you logged out.

For this feature of session management to work correctly you must be using a fully GNOME compliant window manager. If you are not using one, the applications you had open will restart but they will not be in the same location as they were before.

If there are certain applications you wish to start up whenever you log in, even if they were not open the last time your session was saved, you may add them to the Startup Programs which you can read about in the section called *Startup Programs* in the chapter called *The GNOME Control Center*.

> **IMPORTANT:** If you have heard about application data being session managed you have heard about the future of GNOME. For application data to be saved correctly you must be using a fully compliant GNOME application. At the time of publication of this manual there were not any applications that offer full session management for your data, so until there are some and you are aware of its capabilities you should not rely on session management to save your application data.

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