

**Desktop User Guide**

GNOME

# Desktop User Guide

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## Abstract

The GNOME User Guide is a collection of documentation which details general use of the GNOME Desktop environment. Topics covered include sessions, panels, menus, file management, and preferences.

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# Chapter 1

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## Basic Skills

This chapter introduces you to the basic skills that you need to work with the GNOME Desktop.

## Mouse Skills

This section describes the button conventions and action terminology used in this manual, and also the mouse pointers used throughout the desktop and applications.

### Mouse Button Conventions

All the instructions in this manual are for the following types of mouse devices:

- Devices that are configured for right-hand users.
- Three button devices.

The mouse button conventions used in this manual are as follows:

#### Left mouse button

The button on the left side of a mouse device configured for normal right-hand use.

#### Middle mouse button

The middle button of a mouse device configured for normal right-hand use. On many mice with a scroll wheel, the scroll wheel can be pushed directly down for a middle mouse button click.

#### Right mouse button

The button on the right side of a mouse device configured for normal right-hand use.

To reverse the handedness of your mouse device, start the Mouse Preferences, then select the options that you require. If you do reverse the handedness of your mouse device, then you must reverse the mouse button conventions used in this manual. See the section called “Mouse Preferences” for more information about setting your mouse preferences.

If you have a two-button mouse device, then your system may be configured to allow you to press the left and right mouse buttons simultaneously to simulate the effect of a middle mouse button press.

### Mouse Actions

The following conventions are used in this manual to describe actions that you take with the mouse:

| Action       | Definition   |
|--------------|--|
| Click        | Press and release the left mouse button, without moving the mouse.   |
| Left-click   | Same as <i>click</i> . The term 'left-click' is used where there might be confusion with <i>right-click</i> .  |
| Middle-click | Press and release the middle mouse button, without moving the mouse.   |
| Right-click  | Press and release the right mouse button, without moving the mouse.  |
| Double-click | Press and release the left mouse button twice in rapid succession without moving the mouse. You can configure the sensitivity to double-clicks by changing the <i>Double-click Timeout</i> setting: see the section called “Mouse Preferences” for more information. |

| Action         | Definition   |
|----------------|--|
| Drag           | <p>Press and do not release the left mouse button, and then move the mouse with the button still held down, and finally release the button.</p> <p>Dragging with the mouse is used in many different contexts. This moves an object around the screen with the mouse. The object is <i>dropped</i> at the location where the mouse button is released. This action is also called <i>drag-and-drop</i>. Clicking on an element of the interface to move it is sometimes called a <i>grab</i>. Click and drag</p> <p>For example, you can change the position of a window by dragging on its title bar, or move a file by dragging its icon from one window and dropping it on another.</p> <p>The left mouse buttons is usually used to perform drag actions, although the middle mouse button is sometimes used for an alternate drag action.</p> |
| Click-and-hold | Press and do not release the left mouse button.  |

You can perform the following actions with the mouse:

#### Left mouse button

- Select text.
- Select items.
- Drag items.
- Activate items.

#### Middle mouse button

- Paste text.
- Move items.
- Move windows to the back.

#### Right mouse button

Use the right mouse button to open a context menu for an item, if a menu applies. For most items, you can also use the **Shift-F10** keyboard shortcut to open the context menu once the item has been selected.

For example, when viewing files in the file manager, you select a file by clicking with the left mouse button and open a file by double-clicking with the left mouse button. Clicking with the right mouse button will bring up a context menu for that file.



In most applications, you can select text with your left mouse button and paste it in another application using the middle mouse button. This is called primary selection paste, and works separately from your normal clipboard operations.



To select more than one item, you can hold the **Ctrl** key to select multiple items, or hold the **Shift** key to select a contiguous range of items. You can also drag a *bounding box* to select several items by starting the drag in the empty space around items and dragging out a rectangle.

## Mouse Pointers

As you use the mouse, the appearance of the mouse pointer can change. The appearance of the pointer provides feedback about a particular operation, location, or state.

The following mouse pointers are shown as your mouse passes over different elements of the screen:



Your mouse pointers will differ from those shown here if you are using a different pointer theme. Your distributor or vendor may have set a different default theme.



Normal pointer

This pointer appears during normal use of the mouse.



Busy pointer

This pointer appears over a window that is busy performing a task. You cannot use the mouse to give this window any input, but you can move to another window and work with that.



Resize pointer

This pointer indicates that you can grab the control to resize parts of the interface. This appears over the borders of windows and over resize handles between panes in a window. The direction of the arrows indicates in which direction you can resize.



Hand pointer

This pointer appears when you hover over a *hypertext link*, in a web page for example. This pointer indicates that you can click on the link to load a new document or perform an action.



I-beam pointer

This pointer is shown when the mouse is over text that you can select or edit. Click to place the cursor where you want to type text, or drag to select text.

The following mouse pointers are shown when dragging an item such as a file, or a piece of text. They indicate the result of releasing the mouse button to drop the object being moved.



Move pointer

This pointer indicates that when you drop the object, the object is moved from the old location to the new location.



Copy pointer

This pointer indicates that when you drop the object, a copy of the object is created where you drop it.



Symbolic link pointer

This pointer indicates that when you drop the object, a *symbolic link* to the object is created where you drop the object. A symbolic link is a special type of file that points to another file or folder. For more on this, see the section called “Creating a Symbolic Link to a File or Folder”.



Ask pointer

This pointer indicates that when you drop the object, you will be given a choice of what to do. A menu will open to allow you to choose which operation you would like to perform. For instance, you may be able to move, copy, or create a symbolic link.



Not available pointer

This pointer indicates that you cannot drop the object at the current location. Releasing the mouse button now will have no effect: the dragged object will be returned to its starting location.

 Move panel object pointer

This pointer appears when you drag a panel or a panel object with the middle mouse button. See Chapter 4, *Working With Panels* for more information on panels.

 Move window pointer

This pointer appears when you drag a window to move it. See the section called “Manipulating Windows” for more information on moving windows.

## Keyboard Skills

For almost every task that you can perform with the mouse, you can use the keyboard to perform the same task. *Shortcut keys* are keys that provide you with a quick way to perform a task.

You can use shortcut keys to perform general GNOME Desktop tasks and to work with interface items such as panels and windows. You can also use shortcut keys in applications. To customize your shortcut keys, use the Keyboard Shortcuts preference tool. See the section called “Keyboard Shortcuts Preferences” for more information about configuring keyboard shortcuts.



Many PC keyboards come with two special keys for the Windows operating system: a key with a Microsoft Windows™ logo and a key for accessing context menus.

In GNOME, the Windows key is often configured to act as an additional modifier key, called the *Super key*. The context menu key can be used to access the context menu of the selected item, just as the **Shift-F10** keyboard shortcut can.

You can also modify the GNOME Desktop preferences to use keyboard accessibility features. See the section called “Keyboard Accessibility Preferences” for more information about the keyboard accessibility features.

The following sections describe the shortcut keys that you can use throughout the desktop and applications.

## Global Shortcut Keys

Global shortcut keys enable you to use the keyboard to perform tasks related to your desktop, rather than tasks on the currently selected window or application. The following table lists some global shortcut keys:

| Shortcut Key               | Function   |
|----------------------------|--|
| <b>Alt-F1</b>              | Open the Applications Menu.  |
| <b>Alt-F2</b>              | Display the Run Application dialog. See the section called “Running Applications” for more information.  |
| <b>Print Screen</b>        | Take a screenshot of the entire desktop. See the section called “Taking Screenshots” for more information.   |
| <b>Alt-Print Screen</b>    | Take a screenshot of the currently focused window.   |
| <b>Ctrl-Alt-Arrow keys</b> | Switch to the workspace to the specified direction of the current workspace. See the section called “Workspaces” for more information on working with multiple workspaces. |

| Shortcut Key        | Function   |
|---------------------|--|
| <b>Ctrl-Alt-D</b>   | Minimize all windows and give focus to the desktop.  |
| <b>Alt-Tab</b>      | Switch between windows. A list of windows that you can select is displayed. Release the keys to select a window. You can press the <b>Shift</b> key to cycle through the windows in reverse order.                         |
| <b>Ctrl-Alt-Tab</b> | Switch the focus between the panels and the desktop. A list of items that you can select is displayed. Release the keys to select an item. You can press the <b>Shift</b> key to cycle through the items in reverse order. |

## Window Shortcut Keys

Window shortcut keys allow you to use the keyboard to perform tasks on the currently focused window. The following table lists some window shortcut keys:

| Shortcut Key                     | Function   |
|----------------------------------|--|
| <b>Alt-Tab</b>                   | Switch between windows. A list of windows that you can select is displayed. Release the keys to select a window. You can press the <b>Shift</b> key to cycle through the windows in reverse order.             |
| <b>Alt-F4</b>                    | Close the currently focused window.  |
| <b>Alt-F5</b>                    | Unmaximize the current window, if it is maximized.   |
| <b>Alt-F7</b>                    | Move the currently focused window. After pressing this shortcut, you can move the window using either the mouse or the arrow keys. To finish the move, click the mouse or press any key on the keyboard.       |
| <b>Alt-F8</b>                    | Resize the currently focused window. After pressing this shortcut, you can resize the window using either the mouse or the arrow keys. To finish the resize, click the mouse or press any key on the keyboard. |
| <b>Alt-F9</b>                    | Minimize the current window.   |
| <b>Alt-F10</b>                   | Maximize the current window.   |
| <b>Alt-spacebar</b>              | Open the window menu for the currently selected window. The window menu allows you to perform actions on the window, such as minimizing, moving between workspaces, and closing.                               |
| <b>Shift-Ctrl-Alt-Arrow keys</b> | Move the current window to another workspace in the specified direction. See the section called “Workspaces” for more information on working with multiple workspaces.   |

## Application Keys

Application shortcut keys enable you to perform application tasks. You can use shortcut keys to perform application tasks more quickly than if you use a mouse. The following table lists some common application shortcut keys:

| Shortcut Key  | Command  |
|---------------|--|
| <b>Ctrl-N</b> | Create a new document or window.                               |
| <b>Ctrl-X</b> | Cut the selected text or region and place it on the clipboard. |
| <b>Ctrl-C</b> | Copy the selected text or region onto the clipboard.           |
| <b>Ctrl-V</b> | Paste the contents of the clipboard.                           |
| <b>Ctrl-Z</b> | Undo the last action.  |
| <b>Ctrl-S</b> | Save the current document to disk.                             |
| <b>F1</b>     | Load the online help document for the application.             |

In addition to these shortcut keys, all applications support a set of keys to navigate and work with the user interface. These keys allow you to perform operations that you might normally perform with a mouse. The following table describes some interface control keys:

| Keys                            | Command   |
|---------------------------------|---|
| Arrow keys or <b>Tab</b>        | Move between controls in the interface or items in a list.              |
| <b>Enter</b> or <b>spacebar</b> | Activate or choose the selected item.                                   |
| <b>F10</b>                      | Activate the left-most menu of the application window.                  |
| <b>Shift-F10</b>                | Activate the context menu for the selected item.                        |
| <b>Esc</b>                      | Close a menu without selecting a menu item, or cancel a drag operation. |

## Access Keys

A *menubar* is a bar at the top of a window that contains the menus for the application. An *access key* is an underlined letter in a menubar, menu, or dialog that you can use to perform an action. On a menubar, the access key for each menu is underlined.

To open a menu, hold the **Alt** key, then press the access key. In the menu, the access key for each menu item is underlined. To choose a menu item when a menu is displayed, you can simply press the access key for the menu item.

For example, to open a new window in the Help application, press **Alt-F** to open the File menu, then press **N** to activate the New Window menu item.

You can also use access keys to access elements in a dialog. In a dialog, one letter in most dialog elements is underlined. To access a particular dialog element, hold **Alt**, then press the access key.

# **Chapter 2**

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## **Desktop Overview**

This chapter introduces you to some of the very basic components of the desktop. These components include *Windows*, *Workspaces*, and *Applications*. Almost all the work (or play) that you do in GNOME will involve these very basic components.



This chapter describes the default configuration of GNOME. Your vendor or system administrator may have configured your desktop to look different than what is described here.

## Introduction

When you start a desktop session for the first time, you should see a default startup screen, with panels, windows, and various icons.

The major components of the GNOME Desktop are as follows:

### Desktop

The desktop itself is behind all of the other components on the desktop. You can place objects on the desktop to access your files and directories quickly, or to start applications that you use often. See the section called “The Desktop” for more information.

### Panels

The *panels* are the two bars that run along the top and bottom of the screen. By default, the top panel shows you the GNOME main menu bar, the date and time, and the launcher for the GNOME help system, and the bottom panel shows you the list of open windows and the workspace switcher.

Panels can be customized to contain a variety of tools, such as other menus and launchers, and small utility applications, called *panel applets*. For example, you can configure your panel to display the current weather for your location. For more information on panels, see Chapter 4, *Working With Panels*.

### Windows

Most applications run inside of one or more windows. You can display multiple windows on your desktop at the same time. Windows can be resized and moved around to accommodate your workflow. Each window has a *titlebar* at the top with buttons which allow you to minimize, maximize, and close the window. For more information on working with windows, see the section called “Windows”.

### Workspaces

You can subdivide your desktop into separate *workspaces*. Each workspace can contain separate windows, allowing you to group related tasks together. For more information on working with workspaces, see the section called “Workspaces”.

### File Manager

The Nautilus file manager provides access to your files, folders, and applications. You can manage the contents of folders in the file manager and open the files in the appropriate applications. See Chapter 6, *Nautilus File Manager* for more information.

### Preferences

You can customize your desktop using the desktop *preference tools*. Each tool controls a particular part of the behavior of the desktop. The preference tools can be found in the Preferences submenu of the Desktop top-level menu on your panel. See Chapter 8, *Configuring Your Desktop* for more information on the various preference tools.

Your vendor or system administrator can make configuration changes to suit your needs, so your desktop might not match exactly what is described in this manual. Nevertheless, this manual provides a useful introduction to using the various components of your desktop.

## The Desktop

The desktop lies behind all other components on your screen. When no windows are visible, the desktop is that part of the screen between the top and bottom panels. You can place files and folders on the desktop that you want to have easy access to.

The desktop also has several special objects on it:

- The Computer icon gives you access to CDs, removable media such as floppy disks, and also the entire filesystem (also known as the root filesystem). By default, you do not have the security permissions to read other users' files or edit system files, but you may need to do so something such as configure a web server on the computer.
- Your Home Folder, labelled *username's* Home, where all of your personal files are kept. You can also open this folder from the Places menu.
- The Trash is a special folder in which to place files and folders you no longer need. For more on this, see the section called “Using Trash”.
- When you insert a CD, a flashdrive, or other removable media, or a device containing files such as a music player or a digital camera, an icon representing this device will appear on the desktop.

As you work with your computer, the desktop becomes obscured by the windows you are working with. To quickly reveal the desktop by minimizing all windows, you can do one of the following:

- Click on the Show Desktop button at the far left of the bottom panel.
- Press **Ctrl-Alt-D**.

Either action will also restore your windows to their previous state. Alternatively, you can switch to another workspace to see the desktop.

You can change the colour of the desktop background or the image displayed there. For more on this, see the section called “Desktop Background Preferences”.



The files and folders you put on the desktop are stored in a special folder within your Home Folder, called `Desktop`. Like any other folder, you can put files (and other folders) directly into it, they will just also happen to show up on desktop itself.

## Windows

A *window* is a rectangular area of the screen, usually with a border all around and a title bar at the top. You can think of a window as a screen within the screen. Each window displays an application, allowing you to have more than one application visible, and work on more than one task at a time. You can also think of windows as pieces of paper on your desktop: they can overlap, or be side by side, for example.

You can control a window's position of the screen, as well as its size. You can control which windows overlap other windows, so the one you want to work with is completely visible. For more about moving and resizing windows, see the section called “Manipulating Windows”.

Each window is not necessarily a different application. An application usually has one main window, and may open additional windows at the request of the user.

The rest of this section describe the different types of windows and how you can interact with them.

## Types of Windows

There are two main types of window:

### Application windows

Application windows allow all the minimize, maximize and close operations through the buttons on the titlebar. When opening an application you will usually see a window of this type appear.

### Dialog windows

Dialog windows appear at the request of an application window. A dialog window may alert you to a problem, ask for confirmation of an action, or request input from you.

For example, if you tell an application to save a document, a dialog will ask you where you want to save the new file. If you tell an application to quit while it is still busy, it may ask you to confirm that you want it to abandon work in progress.

Some dialogs do not allow you to interact with the main application window until you have closed them: these are called *modal* dialogs. Others can be left open while you work with the main application window: these are called *transient* dialogs.



You can select the text in a dialog with the mouse. This allows you to copy it to the clipboard (CTRL-C to copy), and paste it into another application. You may wish to quote the text you see in a dialog when requesting support on the Internet.

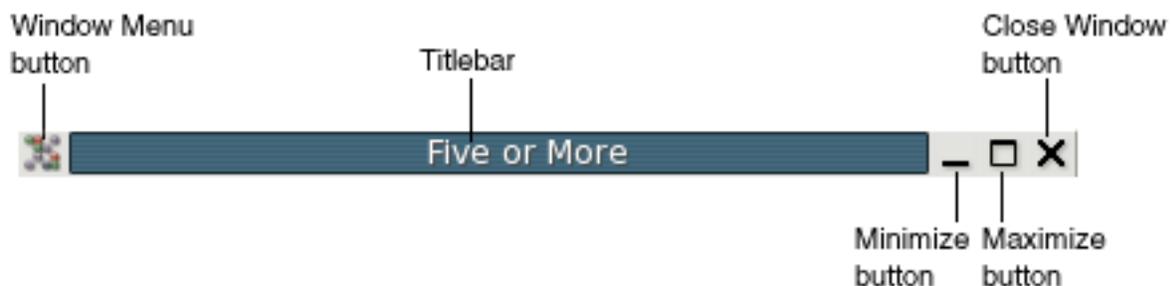
## Manipulating Windows

You can change the size and position of windows on the screen. This allows you to see more than one application and do different tasks at the same time. For example, you might want to read text on a web page and write with a word processor; or simple change to another application to do a different task or see the progress.

You can *minimize* a window if you are not currently interested in seeing it. This hides it from view. You can *maximize* a window to fill the whole screen so you can give it your full attention.

Most of these actions are carried out by using the mouse on different parts of the the window's frame (see the section called “Actions” for a recap of using the mouse). The top edge of the window frame, called the *titlebar* because it also displays the title of the window, contains several buttons that change the way the window is displayed. Figure 2.1, “Titlebar for a Typical Application Window” shows the titlebar for a typical application window.

**Figure 2.1. Titlebar for a Typical Application Window**



All actions can also be carried out from the Window Menu. To open this, click on the Window Menu Button at the left-hand edge of the titlebar. Common actions can also be carried out with keyboard shortcuts: see the section called

“Window Shortcut Keys” for a simple list of these. The following lists the actions you can carry out on a window, with the mouse or the keyboard:

#### Move the window

Drag the titlebar to move the window. You can click on any part of the titlebar except the buttons at either end to begin the drag action. The window will move on the screen as you drag the mouse. On less powerful computers, the movement of the window may be represented by moving an outline of its frame.

You can also choose Move from the Window Menu, or press **Alt-F7**, and then either move the mouse or press the keyboard arrow keys to move the window.

You can also press-and-hold **Alt** and drag any part of the window.

As you move the window, some parts of the screen will give slight resistance to movement. This is to help you align windows more easily to the edges of the desktop, the panels, and the edges of other windows.

You can also press-and-hold **Shift** while you move the window to cause it to only move between the corners of the desktop and other windows.



If the **Num Lock** key is off, you can use the arrows on the numeric keypad, as well as the **7**, **9**, **1**, and **3** keys to move diagonally.

#### Resize the window

Drag one of the borders to expand or contract the window on that side. Drag a corner to change two sides at once. The resize pointer appears when your mouse is in the correct position to begin the drag action.

You can also choose Resize from the Window Menu, or press **Alt-F8**. The resize pointer appears. Move the mouse in the direction of the edge you want to resize, or press one of the keyboard arrows keys. The pointer changes to indicate the chosen edge. Now you can use the mouse or the arrow keys to move this edge of the window. Click the mouse or press **Return** to accept the change. Press **Escape** to cancel the resize action and return the window to its original size and shape.

#### Minimize the window

Click on the Minimize button in the titlebar, the leftmost of the group of three on the right. This removes the window from view. The window can be restored to its previous position and size on the screen from the *window list* on the bottom edge panel or the *window selector* in the top panel.

You can also choose Minimize from the Window Menu, or press **Alt-F9**.



A minimized window is shown in the window list and the window selector with [ ] around its title.

#### Maximize the window

Click on the Maximize button in the titlebar, the middle of the group of three on the right. This expands the window so it fills the screen (the panels remain visible).

You can also choose Maximize from the Window Menu, or press **Alt-F10**, or double-click any part of the titlebar except the buttons at either end.



If you prefer, you can assign the double-click action to *roll up* the window: see the section called “Windows Preferences”.

#### Unmaximize the window

When a window is maximized, click again on the Maximize button to restore it to its previous position and size on the screen.

You can also choose Unmaximize from the Window Menu, press **Alt-F5**, or double-click any part of the titlebar

except the buttons at either end.

Close the window

Click the Close button, the rightmost of the group of three on the right. This could close the application too. The application will ask you to confirm closing a window that contains unsaved work.

*Workspaces commands or a link to them still to go in this section, perhaps*

## Giving Focus to a Window

To work with an application, you need to give the *focus* to its window. When a window has focus, any actions such as mouse clicks, typing text, or keyboard shortcuts, are directed to the application in that window. Only one window can have focus at a time. The window that has focus will appear on top of other windows, so nothing covers any part of it. It may also have a different appearance from other windows, depending on your choice of theme.

You can give the focus to a window in any of the following ways:

- With the mouse, click on any part of the window, if the window is visible.
- On the bottom panel, click on the window list button that represents the window in the Window List.
- On the Menu Panel, click the window list icon and choose the window you want to switch to from the list. The window list icon is at the extreme right of the panel, and its icon matches that of the current window's Window Menu button.



If the window you choose is on a different workspace, you will be switched to that workspace. For more on workspaces, see the section called “Workspaces”.

- With the keyboard, hold the [Alt] key and press the [Tab] key. A pop-up window appears with a list of icons representing each window. While still holding [Alt], press [Tab] to move the selection along the list: a black rectangle frames the selected icon and the position of the window it corresponds to is highlighted with a black border. When the window you want to see is selected, release the [Alt] key. Using [Shift+Tab] instead of just [Tab] cycles through the icons in reverse order.



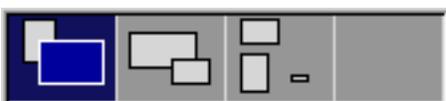
You can customize the shortcut used to perform this action with the Keyboard Shortcuts preference tool.

## Workspaces

Workspaces allow you to manage which windows are on your screen. You can imagine workspaces as being virtual screens, which you can switch between at any time. Every workspace contains the same desktop, the same panels, and the same menus. However, you can run different applications, and open different windows in each workspace. The applications in each workspace will remain there when you switch to other workspaces.

By default, four workspaces are available. You can switch between them with the Workspace Switcher applet at the right of the bottom panel. This shows a representation of your workspaces, by default a row of four rectangles. Click on one to switch to that workspace. In Figure 2.2, “Workspaces Displayed in Workspace Switcher”, Workspace Switcher contains four workspaces. The first three workspaces contain open windows. The last workspace does not contain currently open windows. The currently active workspace is highlighted.

**Figure 2.2. Workspaces Displayed in Workspace Switcher**



Each workspace can have any number of applications open in it. The number of workspaces can be customized: see the section called “Adding Workspaces”.



Workspaces enable you to organize the GNOME Desktop when you run many applications at the same time. One way to use workspaces is to allocate a specific function to each workspace: one for email, one for web browsing, one for graphic design, etc. However, everyone has their own preference and you are in no way restricted to only using workspaces like this.

## Switching Between Workspaces

You can switch between workspaces in any of the following ways:

- In the Workspace Switcher applet in the bottom panel, click on the workspace where you want to work.
- Move the mouse over the Workspace Switcher applet in the bottom panel, and scroll the mouse wheel.
- Press **Ctrl-Alt-right arrow** to switch to the workspace on the right of the current workspace.
- Press **Ctrl-Alt-left arrow** to switch to the workspace on the left of the current workspace.



The arrow shortcut keys work according to how your workspaces are set out in the Workspace Switcher applet. If you change your panel so workspaces are displayed vertically instead of horizontally, use **Ctrl-Alt-up arrow** and **Ctrl-Alt-down arrow** to switch workspaces.

## Adding Workspaces

To add workspaces to the GNOME Desktop, right-click on the Workspace Switcher applet, then choose Preferences. The Workspace Switcher Preferences dialog is displayed. Use the Number of workspaces spin box to specify the number of workspaces that you require.

For more on this, see the [Workspace Switcher Applet Manual](#).

## Applications

An *application* is a type of computer program that allows you to perform a particular task. You might use applications to create text documents such as letters or reports; to work with spreadsheets; to listen to your favorite music; to navigate the Internet; or to create, edit, or view images and videos. For each of these tasks, you would use a different application.

To launch an application, open the Applications menu and choose the application you want from the submenus. For more on this, see the section called “Applications Menu”.

The applications that are part of GNOME include the following:

- [Gedit Text Editor](#) can read, create, or modify any kind of simple text without any formatting.
- [Dictionary](#) allows you to look up definitions of a word.
- [Image Viewer](#) can display single image files, as well as large image collections.
- [Calculator](#) performs basic, financial, and scientific calculations.
- [Character Map](#) lets you choose letters and symbols from the *Unicode* character set and paste them into any application. If you are writing in several languages, not all the characters you need will be on your keyboard.
- [Nautilus File Manager](#) displays your folders and their contents. Use this to copy, move, classify your files; and

access CDs, USB flashdrives, or any removable media. When you choose an item from the Places menu, a Nautilus File Manager window opens you show you that location.

- **Terminal** gives you access to the system command line.

Further standard GNOME applications include games, music and video players, a web browser, software accessibility tools, and utilities to manage your system. Your distributor or vendor may have added other GNOME applications, such as a word processor and a graphics editor. Your distributor or vendor may also provide you with a way to install further applications.

All GNOME applications have many features in common, which makes it easier to learn how to work with a new GNOME application. The rest of this section describes some of these features.

## Common Features

The applications that are provided with the GNOME Desktop share several characteristics. For example, the applications have a consistent look-and-feel. The applications share characteristics because the applications use the same programming libraries. An application that uses the standard GNOME programming libraries is called a *GNOME-compliant application*. For example, Nautilus and the gedit text editor are GNOME-compliant applications.

GNOME provides libraries in addition to the libraries provided by your operating system. The libraries enable GNOME to run your existing applications as well as GNOME-compliant applications. For example, if your operating system is UNIX-based, you can run your current X11 applications and Motif applications from the GNOME Desktop.

Some of the features of GNOME-compliant applications are as follows:

- Consistent look-and-feel

GNOME-compliant applications have a consistent look-and-feel. GNOME-compliant applications use the look-and-feel settings that you specify in the preference tools. You can use the following tools to change the look-and-feel of your GNOME-compliant applications:

- Menus & Toolbars preference tool
- Theme preference tool
- Menubars, toolbars, and statusbars

Most GNOME-compliant applications have a menubar, a toolbar, and a statusbar. The menubar always contains a File menu and a Help menu. The File menu always contains an Quit menu item, and the Help menu always contains an About menu item.

A *toolbar* is a bar that appears under the menubar. A toolbar contains buttons for the most commonly-used commands. A *statusbar* is a bar at the bottom of a window that provides information about the current state of what you are viewing in the window. GNOME-compliant applications might also contains other bars. For example, Nautilus contains a location bar.

Some of the bars in GNOME-compliant applications are detachable. That is, the bar has a handle that you can grab then drag the bar to another location. You can drag the bar to snap to another side of the window, or to another part of the screen. For example, you can detach the menubar, toolbar, and location bar in the file manager.

- Default shortcut keys

GNOME-compliant applications use the same shortcut keys to perform the same actions. For example, to quit a GNOME-compliant application, press **Ctrl-Q**. To undo an action in a GNOME-compliant application, press **Ctrl-Z**.

- Drag-and-drop

GNOME-compliant applications use the same protocol to implement drag-and-drop operations. Therefore, GNOME-compliant applications provide consistent feedback when you drag-and-drop items.

The use of the same protocol also enables GNOME-compliant applications to interoperate in a sophisticated manner. For example, GNOME-compliant applications recognize the format of the items that you drag. When you drag a HTML file from a Nautilus window to a web browser, the file is displayed in HTML format in the browser. However, when you drag the HTML file to a text editor, the file is displayed in plain text format in the text editor.

## Working With Files

The work you do with an application is stored in *files*. These may be on your computer's hard drive, or on a removable device such as a USB flashdrive. You *open* a file to examine it or work on it, and you *save* a file to store your work. When you are done working with a file, you *close* it.

All GNOME applications use the same dialogs for opening and saving files, presenting you with a consistent interface. The following sections cover the open and the save dialog in detail.

## Choosing a File to Open

The Open File dialog allows you to choose a file to open in an application.

The right-hand pane of the dialog lists files and folders in the current location. You can use the mouse or the arrow keys on your keyboard to select a file.

Once a file is selected in the list, perform one of the following actions to open it:

- Click Open.
- Press **Return**.
- Press **Spacebar**.
- Double-click the file.

If you open a folder or a location instead of a file, the Open File dialog updates to show the contents of that folder or location.

To change the location shown in the right-hand pane, do one of the following:

- Open a folder that is listed in the current location.
- Open an item in the left-hand pane. This pane lists places such as your Documents folder, your Home Folder, media such as CDs and flashdrives, places on your network, and your bookmarks.
- Click one of the buttons in the path bar above the file listing pane. This shows the hierarchy of folders that contain your current location. Use the arrow buttons to either side of the button bar if the list of folders is too long to fit.

The lower part of the Open File dialog may contain further options specific to the current application.

### *Filtering the File List*

You can restrict the file list to show only files on certain types. To do this, choose a file type from the drop-down list beneath the file list pane. The list of file types depends on the application you are currently using. For example, a graphics application will list different image file formats, and a text editor will list different types of text file.

### *Find-as-you-type*

If you know the name of the file you want to open, begin typing it: the file list will jump to show you files whose names begin with the characters you type. Arrow keys will now select from only these files. The characters you have typed appear in a pop-up window at the base of the file list.

To cancel find-as-you-type, press **Esc**.

## Open Location

To enter the full path to a file you want to open, press **Ctrl-L** or right-click in the right-hand pane and choose Open Location. This opens the Open Location dialog.

Type a path from the current location, or an absolute path beginning with `/` or `~/`. The Location field has the following features to simplify the typing of a full filename:

- A drop-down of possible file and folder names is displayed once you begin typing. Use **down arrow** and **up arrow** and **Return** to choose from the list.
- If the part of the name typed uniquely identifies a file or folder, the name is auto-completed. Press **Tab** to accept the suggested text. For example, if you type "Do", and the only object in the folder beginning with "Do" is `Documents`, then the entire name appears in the field.

## Adding and Removing Bookmarks

To add the current location to the bookmarks list, press Add, or right-click a folder in the file list and choose Add to Bookmarks.

To remove a bookmark from the list, select it and press Remove.



Changes you make to the bookmarks list also affect the Places menu. For more on bookmarks, see the section called “Using Bookmarks For Your Favorite Locations”.

## Showing hidden files

To show hidden files in the file list, right-click in the file list and choose Show Hidden Files. For more on hidden files, see the section called “Hiding a File or Folder”.

## Saving a File

The first time you save your work in an application, the Save File dialog will ask you for a location and name for the new file. Subsequent saving updates this file. To save to a new file, choose File→Save As.

You can enter a filename and choose a location to save in from the drop-down list of bookmarks and commonly-used locations.

## Saving in another location

To save the file in a location not listed in the drop-down list, click the Browse for other folders expansion label. This shows a file browser similar to the one in the Open File dialog.



The expanded Save File dialog has the same features as the Open File dialog, such as filtering, find-as-you-type, and adding and removing bookmarks.

## Typing a Path

To specify a path to save a file, type it into the Name field. A drop-down of possible file and folder names is displayed once you begin typing. Use **down arrow** and **up arrow** and **Return** to choose from the list. If only one file or folder matches the partial name you have typed, press **Tab** to complete the name.

# **Chapter 3**

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## **Desktop Sessions**

*Needs better intro  
This chapter needs work*

This chapter provides the information you need to log in to and shut down GNOME, and to start, manage, and end a desktop session.

## Starting a Session

A *session* is the period of time you spend using GNOME. During a session, you use your applications, print, browse the web, and so on.

Logging in to GNOME begins your session. The login screen is your gateway to the GNOME Desktop: it is where you enter your username and password and select options such as the language you want GNOME to use for your session.



Normally, logging out ends the session, but you can choose to save the state of your session and restore it next time you use GNOME: see the section called “Sessions Preferences”.

## Logging in to GNOME

To log in to a session, perform the following steps:

1. On the login screen, click on the Session icon. Choose the GNOME Desktop from the list of available desktop environments.
2. Enter your username in the Username field on the login screen, then press **Return**.
3. Enter your password in the Password field on the login screen, then press **Return**.

When you log in successfully, you will see a splash informing you of the steps GNOME is taking to start up. When GNOME is ready, you will see the Desktop and you can begin using your computer.

The first time you log in, then the session manager starts a new session. If you have logged in before, then the session manager restores your previous session, if you saved the settings for the previous session when you logged out.

If you want to shut down or restart the system before you log in, click on the System icon on the login screen. A dialog is displayed. Select the option that you require, then click OK.

## Using a Different Language

To log in to a session in a different language, perform the following actions.

1. On the login screen, click on the Language icon. Choose the language you require from the list of available languages.
2. Enter your username in the Username field on the login screen, then press **Return**.
3. Enter your password in the Password field on the login screen, then press **Return**.



When you log in to a session in a different language, you choose the language for the user interface. You do not specify a keyboard layout for the session. To choose a keyboard layout, use the [Keyboard Indicator](#) applet.

## Locking Your Screen



Locking your screen allows you to leave your computer unattended and prevent access to your applications and information. While your screen is locked, the screensaver runs.

To lock the screen, perform one of the following actions:

- Choose Desktop→Lock Screen.
- If the Lock Screen button is present on a panel, click on the Lock Screen button.



The Lock Screen is not present on the panels by default. To add it, see the section called “Adding an Object to a Panel”.

To unlock the screen, move your mouse or press any key, enter your password in the locked screen dialog, then press **Return**.

## Managing the Session

To configure the session management of the GNOME Desktop, use the Sessions preference tool. The Sessions preference tool recognizes the following types of application:

- Applications that are session-managed. When you save the settings for your session, the session manager saves all of the session-managed applications. If you log out, then log in again, the session manager automatically starts the session-managed applications.
- Applications that are not session-managed. When you save the settings for your session, the session manager does not save any applications that are not session-managed. If you log out, then log in again, the session manager does not start non-session-managed applications. You must start the application manually. Alternatively, you can use the Sessions preference tool to specify non-session-managed applications that you want to automatically start.

## Defining Session Behavior When You Log In and Log Out

To set how a session behaves when you log in and log out, use Sessions preference tool. Make the changes you require in the Session Options tabbed section. For example, you can select to display a splash screen when you log in.

## To Use Startup Applications

You can configure your sessions to start with applications that are not session-managed. To configure non-session-managed startup applications, use the Sessions preference tool. Use the Startup Programs tabbed section to add, edit, and delete applications. If you save your settings and log out, the next time that you log in, the startup applications start automatically.

## To Browse Applications in the Current Session

To browse the applications in the current session, use the Sessions preference tool. The Current Session tabbed section lists the following:

- All GNOME applications that are currently running, that can connect to the session manager, and that can save the state of the application.
- All preference tools that can connect to the session manager, and that can save the state of the tool.

You can use the Current Session tabbed section to perform a limited number of actions on the session properties of an application or preference tool. For example, you can edit the startup order, and restart style of any GNOME application or preference tool that is in the list.

## To Save Session Settings

To save your session settings, perform the following steps:

1. Configure your session to automatically save settings when you end the session. To configure your session, use the Sessions preference tool. The Sessions preference tool starts. Select the Automatically save changes to session option on the Session Options tabbed section.
2. End your session.

## Ending a Session

When you have finished using your computer, you can choose to do one of the following:

- Log out for another user to begin working with it. To log out of GNOME, choose Desktop→Log Out *user-name*.
- Shut down your computer and switch off the power. To shut down, choose Desktop→Shut Down.
- Depending on your computer's configuration, you can also *Hibernate* your computer. During hibernation, less power is used, but the state of your computer is preserved: all the applications you have running and open documents.

When you end a session, applications with unsaved work will warn you. You can choose to save your work, or cancel the command to log out or shut down.

Before you end a session, you might want to save your current settings so that you can restore the session later. In the Sessions preference tool, you can select an option to automatically save your current settings.

# Chapter 4

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## Working With Panels

This chapter describes how to use the panels at the top and bottom of the GNOME Desktop, how to customize the objects that appear on them, and how to add new panels to the desktop.

## Introduction

A panel is an area in the GNOME Desktop where you have access to certain actions and information, no matter what the state of your application windows. For example, in the default GNOME panels, you can launch applications, see the date and time, control the system sound volume, and more.

You can customize panels to your liking. You can change their behavior and appearance, and you can add or remove objects from your panels. You can create multiple panels, and choose different properties, objects, and backgrounds for each panel. You can also hide panels.

By default, the GNOME Desktop contains a panel at the top edge of the screen, and a panel at the bottom edge of the screen. The following sections describe these panels.

## Top Edge Panel

By default, the top edge panel contains the following objects:



Your distribution of GNOME may have altered this default setup.

### Menu Bar applet

Contains the Applications, the Places, and the Desktop menu. For more on the menu bar, see Chapter 5, *Menubar*.

### Web Browser Launcher

Click on this launcher to open the web browser.

### Notification Area applet

Displays icons from other applications that may require your attention, or that you may want to access without switching from your current application window. For more on this, see the section called “Notification Area Applet”.

Until an application adds an icon to the notification area, only a narrow bar is visible.

### Clock applet

Clock shows the current time. Click on the time to open a small calendar. For more on this, see the [Clock Applet Manual](#).

### Volume Control applet

Volume Control enables you to control the volume of the speaker on your system. For more on this, see the [Volume Control Manual](#).

### Window Selector icon

Window Selector lists all your open windows. To give focus to a window, click on the window selector icon at the extreme right of the top edge panel, then select the window. For more on this, see the section called “Giving Focus to a Window”.

## Bottom Edge Panel

By default, the bottom edge panel contains the following objects:



Your distribution of GNOME may have altered this default setup.

### Show Desktop button

Click on this button to minimize all open windows and show the desktop.

### Window List applet

Displays a button for each window that is open. Window List enables you to minimize and restore windows. For more on this, see the [Window List manual](#).

### Workspace Switcher applet

Enables you to switch between your workspaces. For more on workspaces, see the section called “Workspaces”.

## Managing Panels

The following sections describe how to manage your panels.

To interact with a panel, you must click on the vacant space on the panel, rather than any of the objects it holds. You can also middle-click or right-click on one of the hide buttons to select the panel, if the panel has no vacant space. If the hide buttons are not visible on a panel, modify the properties of the panel so that the hide buttons are visible.

### Moving a Panel

Drag a panel to another side of the screen to move it there. Click on any vacant space on the panel to begin the drag.

A panel that is not set to expand to the full width of the screen can be dragged away from the edge of the screen and placed anywhere. See the section called “Panel Properties” for details on how to set a panel's expand property.

### Panel Properties

You can change the properties of each panel, such as the position of the panel, the hide behavior, and the visual appearance.

To modify the properties of a panel, right-click on a vacant space on the panel, then choose Properties. The Panel Properties dialog contains two tabbed sections, General and Background.

#### *General Properties Tab*

In the General tab, you can modify panel size, position, and hiding properties. The following table describes the dialog elements on the General tabbed section:

| Dialog Element | Description   |
|----------------|---|
| Orientation    | Select the position of the panel on your screen. Click on the required position for the panel.  |
| Size           | Use the spin box to specify the size of the panel.  |
| Expand         | By default, a panel expands to the full length of the edge of the screen where it is located. A panel that does not expand can be moved away from the screen edges to |

| <b>Dialog Element</b> | <b>Description</b>  |
|-----------------------|---|
|                       | any part of the screen.   |
| Autohide              | Select this option if you want the panel to only be fully visible when the mouse pointer is over it. The panel hides off-screen along its principal edge, leaving a narrow part along the edge of the desktop. Move the mouse pointer over the visible part of the panel to make it move fully into the screen. |
| Show hide buttons     | Select this option to display hide buttons at each end of your panel. Clicking on a hide button moves the panel lenthways, hiding it off-screen except for the hide button at the opposite end. Click this hide button to restore the panel to being fully visible.   |
| Arrows on hide button | Select this option to display arrows on the hide buttons, if the hide button is enabled.  |

### *Background Properties Tab*

You can choose the type of background for the panel in the Background tab. The choices are as follows:

| <b>Dialog Element</b>   | <b>Description</b>  |
|-------------------------|---|
| None (use system theme) | Select this option to have the panel use the settings in the Theme preference tool. This keeps your panel's background looking the same as the rest of the desktop and applications.  |
| Solid color             | Select this option to specify a single color for the panel background. Click on the Color button to display the color selector dialog. Choose the color that you require from the color selector dialog.<br><br>Use the Style slider to specify the degree of transparency or opaqueness for the color. For example, to make the panel transparent, move the slider to the Transparent end. |
| Background image        | Select this option to specify an image for the panel background. Click on the button to browse for the file. When you have selected the file, click OK.   |

You can also drag a color or image on to a panel to set the color or image as the background of the panel. You can drag a color or image from many applications. For example:

- You can drag a color from any color selector dialog.
- You can drag an image file from the Nautilus file manager to set it as the background of the panel.
- You can drag a color or a pattern from the Backgrounds and Emblems dialog in Nautilus file manager to a panel to set it as the background.

Click Close to close the Panel Properties dialog.

## Hiding a Panel

You can hide or show panels. To hide a panel, use a hide button. If the hide buttons are not visible on a panel, modify the panel properties so that the hide buttons are visible.

Hide buttons are at either end of a panel. The hide buttons contain an optional arrow icon. The following illustration shows hide buttons.



To hide a panel, click on one of the hide buttons. The panel reduces in the direction of the arrow on the hide button. The hide button at the other end of the panel remains visible.

To show a hidden panel again, click on the visible hide button. The panel expands in the direction of the arrow on the hide button. Both hide buttons are now visible.

You can set a panel to autohide. When you set autohide, the panel hides automatically when the mouse is not pointing to the panel. The panel reappears when you point to the part of the screen where the panel resides. To set your panel to autohide, modify the properties of the panel.

## Adding a New Panel

To add a panel, right-click on a vacant space on any panel, then choose New Panel. The new panel is added to the GNOME Desktop. The new panel contains no objects. You can customize the new panel to suit your preferences.

## Deleting a Panel

To delete a panel from the GNOME Desktop, right-click on the panel that you want to delete, then choose Delete This Panel.



You must always have at least one panel in the GNOME Desktop. If you have only one panel in the GNOME Desktop, you cannot delete that panel.

## Panel Objects

This section describes the objects that you can add to your panels, and use from your panels.

### Interacting With Panel Objects

You use the mouse buttons to interact with a panel object in the following ways:

Left-click

Launches the panel object.

Middle-click

Enables you to grab an object, then drag the object to a new location.

Right-click

Opens the panel object popup menu.

## To Select an Applet

Some restrictions apply on where you can click on an applet in order to display the panel object popup menu, or to move the applet, as follows:

- Some applets have popup menus of applet-specific commands that open when you right-click on particular parts of the applet. For example, the Window List applet has a vertical handle on the left side, and buttons that represent your windows on the right side. To open the panel object popup menu for the Window List applet, you must right-click on the handle. If you right-click on a button on the right side, a popup menu for the button opens.
- Some applets have areas that you cannot use to select the applet. For example, the Command Line applet has a field in which you enter commands. You cannot middle-click or right-click on this field to select the applet. Instead, middle-click or right-click on another part of the applet.

## Adding an Object to a Panel

To add an object to a panel, perform the following steps:

1. Right-click on a vacant space on a panel to open the panel popup menu.
2. Choose Add to Panel.

The Add to Panel dialog opens. The available panel objects are listed alphabetically, with launchers at the top.



You can type a part of the name or description of an object in the find box. This will narrow the list to those objects that match what you type.

To restore the full list, delete the text in the find box.

3. Either drag an object from the list to a panel, or select an object from the list and click Add to add it at the spot on the panel where you first right-clicked.

You can also add any item in the Applications menu to the panel: right-click the menu item and choose Add this launcher to panel.

Each launcher corresponds to a `.desktop` file. You can drag the `.desktop` file on to your panels to add the launcher to the panel.

## Modifying the Properties of an Object

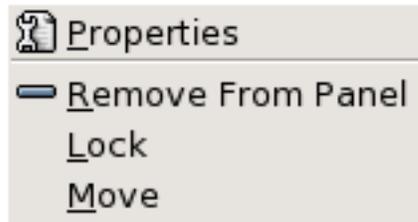
Some panel objects, such as launchers and drawers, have a set of associated properties. The properties are different for each type of object. The properties specify details such as the following:

- The command that starts a launcher application.
- The location of the source files for a menu.
- The icon that represents the object.

To modify the properties of an object perform the following steps:

1. Right-click on the object to open the panel object popup menu, as shown in Figure 4.1, “Panel Object Popup Menu”.

**Figure 4.1. Panel Object Popup Menu**



2. Choose Properties. Use the Properties dialog to modify the properties as required. The properties in the Properties dialog depend on which object you select in step 1.
3. Click OK to apply the changes, then close the Properties dialog.

## Moving a Panel Object

You can move panel objects within a panel, and from one panel to another panel. You can also move objects between panels and drawers.

To move a panel object, middle-click and hold on the object and drag the object to a new location. When you release the middle mouse button, the object anchors at the new location.

Alternatively, you can use the panel object popup menu to move an object, as follows:

1. Right-click on the object, then choose Move.
2. Point to the new location for the object, then click any mouse button to anchor the object to the new location. This location can be on any panel that is currently in the GNOME Desktop.

Movement of a panel object affects the position of other objects on the panel. To control how objects move on a panel, you can specify a movement mode. To specify the movement mode, press one of the following keys as you move the panel object:

| Key              | Movement Mode     | Description   |
|------------------|-------------------|---|
| No key           | Switched movement | The object swaps places with other panel objects. Switched movement is the default movement mode. |
| <b>Alt</b> key   | Free movement     | The object jumps over other panel objects into the next vacant space on the panel.                |
| <b>Shift</b> key | Push movement     | The object pushes other panel objects further along the panel.                                    |

## Locking a Panel Object

You can lock panel objects so that the objects stay in the same position on the panel. This feature is useful if you do not want some panel objects to change position when you move other panel objects.

To lock an object to the current location of the object in the panel, right-click on the object to open the panel object popup menu, then choose Lock. To unlock the object, right-click on the object, then choose Unlock.

## Removing a Panel Object

To remove an object from a panel right-click on the object to open the panel object popup menu, then choose Remove From Panel.

## Applets

An applet is a small application whose user interface resides within a panel. You use the applet panel object to interact with the applet. For example, the following figure shows the following applets, from left to right:

- Window List: Displays the windows currently open on your system.
- CD Player: Enables you to control the compact disc player on your system.
- Volume Control: Enables you to control the volume of the speaker on your system.



## Launchers

A *launcher* is an object that performs a specific action when you open it.

You can find launchers in the panels, in the Main Menubar, and on the desktop. A launcher is represented by an icon in all of these locations.

You might use a launcher to do any of the following:

- Start a particular application.
- Execute a command.
- Open a folder.
- Open a Web browser at a particular page on the Web.
- Open special *Uniform Resource Identifiers* (URIs). The GNOME Desktop contains special URIs that enable you to access particular functions from the file manager.

You can modify the properties of a launcher. For example, the properties of a launcher include the name of the launcher, the icon that represents the launcher, and how the launcher runs. For more on this, see the section called “Modifying a Launcher”.



In certain situations, a launcher in a menu might not show an icon. For example, if it specifies no icon to display, or if the entire menu is set to show no icons.

## Adding a Launcher to a Panel

You can add a launcher to a panel in one of the following ways:

- From the panel popup menu

Right-click on any vacant space on the panel, then choose Add to Panel. The Add to Panel dialog opens.

To create a new launcher, select Custom Application Launcher from the list. A Create Launcher dialog is displayed. For more information on the properties in this dialog, see the section called “Launcher Properties”.

Alternatively, to add an existing launcher to the panel, select Application Launcher from the list. Choose the launcher that you want to add from the list of menu items.

- From any menu

To add a launcher to a panel from any menu, perform one of the following steps:

- Open a menu that contains the launcher. Drag the launcher on to the panel.
- Open the menu that contains the launcher from the panel where you want the launcher to reside. Right-click on the title of the launcher. Choose Add this launcher to panel.

- From the file manager

To add a launcher to a panel from the file manager, find the `.desktop` file for the launcher in your file system, then drag the `.desktop` file to the panel.

## Modifying a Launcher

To modify the properties of a launcher in a panel, perform the following steps:

1. Right-click on the launcher to open the panel object popup menu.
2. Choose Properties. Use the Launcher Properties dialog to modify the properties as required. For more information on the Launcher Properties dialog, see the section called “Launcher Properties”.
3. Click Close to close the Launcher Properties dialog.

## Launcher Properties

You can set a number of properties for a launcher, whether you are creating a launcher, or modify an existing one.

The following table describes the dialog elements on the Basic tabbed section:

| Dialog Element | Description  |
|----------------|--|
| Name           | Use this text box to specify the name of the launcher. You can use the Advanced tab to add translations of the name. This name is the name that appears when you add the launcher to a menu or to the desktop.                                   |
| Generic name   | Use this text box to specify the class of application to which the launcher belongs. For example, you might type <b>Text Editor</b> in this text box for a gedit launcher. You can use the Advanced tab to add translations of the generic name. |
| Comment        | Use this text box to specify a short description of the launcher. The comment is displayed as a tooltip when you point to the launcher icon on the panel. You can use the Advanced tabbed section to add translations of the comment.            |

| Dialog Element  | Description   |
|-----------------|---|
| Command         | Use this field to specify a command to execute when you click on the launcher. For sample commands, see the next section.   |
| Type            | Use this drop-down combination box to specify the type of launcher. Select from the following: <ul style="list-style-type: none"> <li>• Application: Select this option to create a launcher that starts an application.</li> <li>• Link: Select this option to create a launcher that links to a URI.</li> </ul> |
| Icon            | Choose an icon to represent the launcher. To choose an icon, click on the No Icon button. An icon selector dialog is displayed. Choose an icon from the dialog. Alternatively, to choose an icon from another directory, click Browse. When you choose an icon, click OK.   |
| Run in terminal | Select this option to run the application or command in a terminal window. Choose this option for an application or command that does not create a window in which to run.  |

The following table describes the dialog elements on the top part of the Advanced tabbed section:

| Dialog Element        | Description  |
|-----------------------|--|
| Try this before using | Enter a command here to check before starting the launcher. If the command is executable and is in your path, the launcher appears on the panel.   |
| Documentation         | Enter the path to the help file for the launcher. If you enter a path in this field, a Help on <i>launcher-name</i> Application menu item is displayed on the popup menu for the launcher. |

You can also add a translation of the Name, Generic name, and Comment fields from the Basic tabbed section. To add a translation, enter the details of the translation in the Name/Comment translations table as follows:

| Field        | Description   |
|--------------|---|
| First field  | Enter the two-letter code for the language for which you want to add a translation. |
| Second field | Enter the translation of the Name of the launcher.                                  |
| Third field  | Enter the translation of the Generic name of the launcher.                          |
| Fourth field | Enter the translation for the Comment for the launcher.                             |

Then click on the Add/Set button.

To edit a translation, select the translation. The translated text appears in the lower part of this dialog. Edit the fields as required, then click on the Add/Set button.

To remove a translation, select the translation, then click on the Remove button.

## Launcher Commands

The type of commands that you can enter in the Command field depend on the option that you choose from the Type drop-down combination box. If you choose Application from the Type drop-down combination box, you can enter a normal command. The following table shows some sample commands and the actions that the commands perform:

| Sample Application Command           | Action  |
|--------------------------------------|---|
| <b>gedit</b>                         | Starts the gedit text editor application.   |
| <b>gedit /user123/loremipsum.txt</b> | Opens the file <code>/user123/loremipsum.txt</code> in the gedit text editor application. |
| <b>nautilus /user123/Projects</b>    | Opens the folder <code>/user123/Projects</code> in a file object window.                  |

If you choose Link from the Type drop-down combination box, you can enter a link command. The following table shows some sample link commands and the actions that the commands perform:

| Sample Link Command         | Action  |
|-----------------------------|---|
| <b>http://www.gnome.org</b> | Opens the GNOME website in your default browser.  |
| <b>ftp://ftp.gnome.org</b>  | Opens the GNOME FTP site in your default browser. |

## Buttons

You can add buttons to your panels to provide quick access to common actions and functions.

### Force Quit Button



The Force Quit button enables you to select a window to terminate an application. This button is useful if you want to terminate an application that does not respond to your commands.

To terminate an application, click on the Force Quit button, then click on a window from the application that you want to terminate. If you do not want to terminate an application after you click on the Force Quit button, press **Esc**.

### Lock Screen Button



The Lock Screen button locks your screen and activates your screensaver. To access your session again, you must enter your password.

To add a Lock Screen button to a panel, right-click on any vacant space on the panel. Choose Add to Panel, then

choose Lock Screen from the Add to Panel dialog. See the section called “Adding an Object to a Panel” for more on this.

Right-click on the Lock Screen button to open a menu of screensaver-related commands. Table 4.1, “Lock Screen Menu Items” describes the commands that are available from the menu.

**Table 4.1. Lock Screen Menu Items**

| Menu Item            | Function  |
|----------------------|---|
| Activate Screensaver | Activates the screensaver immediately.<br><br>This will also lock the screen if you have set Lock screen when screensaver is active in the Screensaver preference tool. |
| Lock Screen          | Locks the screen immediately. This command performs the same function as when you click on the Lock Screen button.  |
| Properties           | Opens the Screensaver preference tool, with which you can configure the type of screensaver that is displayed when you lock the screen.                                 |

## Log Out Button



The Log Out button begins the process to log out of a GNOME session.

To add a Log Out button to a panel, right-click on any vacant space on the panel. Choose Add to Panel→Actions→Log Out. To log out of your session or shut down your system, click on the Log Out button.

## Run Button



You can use the Run button to open the Run Application dialog.

To add a Run button to a panel, right-click on any vacant space on the panel. Choose Add to Panel→Actions→Run. To open the Run Application dialog, click on the Run button.

For more information on the Run Application dialog, see *Working With Menus*.

## Screenshot Button



You can use the Screenshot button to take a screenshot of your screen.

To add a Screenshot button to a panel, right-click on any vacant space on the panel. Choose Add to Panel→Actions→Screenshot. To take a screenshot of your screen, click on the Screenshot button.

For more information on how to take screenshots, see *Working With Menus*.

## Search Button



You can use the Search button to open the Search Tool.

To add a Search button to a panel, right-click on any vacant space on the panel. Choose Add to Panel→Actions→Search. To open the Search Tool, click on the Search button.

For more information on the Search Tool, see the [Search Tool Manual](#).

## Show Desktop Button



You can use the Show Desktop button to minimize all open windows and show the desktop.

To add a Show Desktop button to a panel, right-click on any vacant space on the panel. Choose Add to Panel→Actions→Show Desktop. To minimize all windows and show the desktop, click on the Show Desktop button.

## Menus

You can add the following types of menu to your panels:

- **Main Menu:** You can access almost all of the standard applications, commands, and configuration options from the Main Menu. To add a Main Menu to a panel, right-click on any vacant space on the panel, then choose Add to Panel→Main Menu. You can add as many Main Menu objects to your panels as you want.
- **Menu Bar:** You can access almost all of the standard applications, commands, and configuration options from the menus in the Menu Bar. The Menu Bar contains the Applications menu and the Actions menu. To add a Menu Bar to a panel, right-click on any vacant space on the panel, then choose Add to Panel→Menu Bar. You can add as many Menu Bar objects to your panels as you want.
- **System menus:** System menus contain the standard applications and tools that you can use in the GNOME Desktop. The Applications menu and Actions menu are system menus. To add a system menu to a panel, right-click on a launcher in the menu, then choose Entire menu→Add this as menu to panel.

## Drawers

A drawer is an extension of a panel. You can open and close a drawer in the same way that you can show and hide a panel. A drawer can contain all panel objects, including launchers, menus, applets, other panel objects, and other drawers. When you open a drawer, you can use the objects in the same way that you use objects on a panel.

The following figure shows an open drawer that contains two panel objects.



The arrow on the drawer icon indicates that the icon represents a drawer or menu.

You can add, move, and remove objects from drawers in the same way that you add, move, and remove objects from panels.

### To Open and Close a Drawer

To open a drawer, click on the drawer object in a panel. You can close a drawer in the following ways:

- Click on the drawer.
- Click on the drawer hide button.

### To Add a Drawer to a Panel

You can add a drawer to a panel in the following ways:

- From the panel popup menu
  - Right-click on any vacant space on the panel, then choose Add to Panel→Drawer.
- From any menu

You can add a menu as a drawer object to a panel.

To add a menu as a drawer to a panel, open the menu from the panel. Right-click on any launcher in the menu, then choose Entire menu→Add this as drawer to panel.

### To Add an Object to a Drawer

You add an object to a drawer in the same way that you add objects to panels. For more information, see the section called “Adding an Object to a Panel”.

## To Modify Drawer Properties

You can modify properties for each individual drawer. You can change features for each drawer, such as the visual appearance of the drawer and whether the drawer has hide buttons.

To modify properties for a drawer perform the following steps:

1. Right-click on the drawer, then choose Properties to display the Panel Properties dialog. The dialog displays the General tabbed section.
2. Select the properties for the drawer in the dialog. The following table describes the elements on the General tabbed section:

| Dialog Element        | Description   |
|-----------------------|---|
| Name                  | Type a name for the panel. When you use shortcut keys to switch between your panels and the desktop, this panel name is displayed.  |
| Size                  | Select the size of the panel.   |
| Icon                  | Choose an icon to represent the drawer. Click on the Icon button to display an icon selector dialog. Choose an icon from the dialog. Alternatively, click Browse to choose an icon from another directory. When you choose an icon, click OK. |
| Show hide buttons     | Select this option to display hide buttons on your panel.   |
| Arrows on hide button | Select this option to display arrows on the hide buttons, if the hide button is enabled.  |

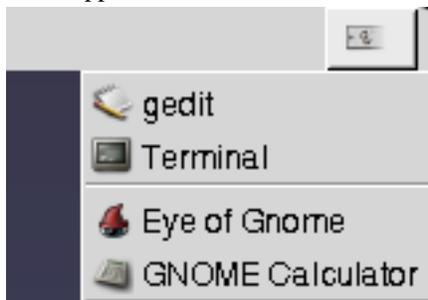
3. You can use the Background tabbed section to set the background for the drawer. For information on how to complete the Background tabbed section, see the step on this topic in the section called “Panel Properties”. You can also drag a color or image on to a drawer to set the color or image as the background of the drawer. For more information, see the section called “Background Properties Tab”.
4. Click Close to close the Panel Properties dialog.

## Default Panel Objects

This section covers the panel objects that appear in the default GNOME desktop.

### Window Selector Applet

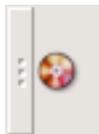
You can view a list of all windows that are currently open. You can also choose a window to give focus to. To view the window list, click on the Window Selector applet. The following figure shows an example of the Window Selector applet:



To give focus to a window, select the window from the Window Selector applet.

The Window Selector lists the windows in all workspaces. The windows in all workspaces other than the current workspace, are listed under a separator line.

## Notification Area Applet



The Notification Area applet displays icons from various applications to indicate activity in the application. For example, when you use the CD Player application to play a CD, a CD icon is displayed in the Notification Area applet. The graphic above illustrates the CD icon in the Notification Area applet.

To add a Notification Area applet to a panel, right-click on any vacant space on the panel. Choose Add to Panel→Utility→Notification Area.

## Main Menu panel object

The Main Menu provides access to the Applications menu and many of the items in the Actions menu. You can access almost all of the standard applications, commands, and configuration options from the Main Menu.

You can add Main Menu buttons to your panels. Click on the Main Menu button to open the Main Menu.

### *To Add a Main Menu to a Panel*

You can add as many Main Menu buttons as you want to your panels. To add a Main Menu to a panel, right-click on any vacant space on the panel. Choose Add to Panel→Main Menu.

## Menu Bar panel object



The Menu Bar provides access to the Applications and Actions menus. You can access almost all of the standard applications, commands, and configuration options from the Menu Bar. For more on using the Menu Bar, see Chapter 5, *Menubar*.

### *To Add a Menu Bar to a Panel*

You can add as many Menu Bar applets as you want to your panels. To add a Menu Bar to a panel, right-click on any vacant space on the panel. Choose Add to Panel→Menu Bar.

# Chapter 5

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## Menubar

This chapter describes how to use the GNOME Desktop Menubar.

The menubar at the top of the GNOME Desktop, in the Top Edge Panel, is your main point of access to GNOME. Use the Applications menu to launch applications, the Places to open locations on your computer or network, and the Desktop to customize your system, get help with GNOME, and log out of GNOME or shut down your computer.

The following sections describe these three menus.



The menubar is in fact a panel object: you can move the menubar to another panel, or have more than one instance of the menubar in your panels. For more on this, see the section called “Menu”.

## Applications Menu

The Applications menu contains a hierarchy of submenus, from which you can start the applications that are installed on your system.

Each submenu corresponds to a category. For example, in the Sound & Video submenu, you will find applications for playing CDs and recording sound.

To launch an application, perform the following steps:

1. Open the Applications menu by clicking on it.
2. Move the mouse down the menu to the category the application you want is in. Each submenu opens as your mouse passes over the category.
3. Click the menu item for the application.

When you install a new application, it is automatically added to the Applications menu in a suitable category. For example, if you install an instant messenger application, a VoIP application, or an FTP client, you will find it in the Internet submenu.

## Places Menu

The Places menu is a quick way to go to various locations on your computer and your local network. The Places menu allows you to open the following items:

- Your Home folder *Add link!*
- The Desktop folder, which corresponds to the items displays in the desktop.
- The items in your Nautilus bookmarks. For more on this, see the section called “Using Bookmarks For Your Favorite Locations”.
- Your computer, which shows all your drives.
- The Nautilus CD/DVD Creator. For more on this, see the section called “Writing CDs or DVDs”.
- The local network. For more on this, see the section called “To Access Network Places”.

The last three items on the menu perform actions rather than open locations.

- Connect to Server lets you choose a server on your network. For more on this, see the section called “To Access a remote server”.
- Search for Files lets you search for files on your computer. For more on this, see the [Search for Files Manual](#).
- The Recent Documents submenu lists the documents you have recently opened. The last entry in the submenu

clears the list.

## Desktop Menu

The Desktop menu allows you to set your preferences for the GNOME Desktop, get help with using GNOME, and log out or shut down.

- The Administration submenu contains tools to manage your computer. These all require your system's password.
- The Preferences submenu contains all the *preference tools*. With these you can configure your GNOME Desktop. For more on preference tools, see Chapter 8, *Configuring Your Desktop*.
- The Help item launches the Help Browser.
- The About GNOME item has a brief introduction to GNOME, links to the GNOME website, and credits.
- The Lock Screen command starts your screensaver, and requires your password to return to the desktop. For more on this, see the section called “Locking Your Screen”.
- Choose Log Out to log out of GNOME, or to switch user.
- Choose Shut Down to end your GNOME session and turn off your computer, or restart it.

For more on logging out and shutting down, see the section called “Ending a Session”.

## Customizing Your Menus

You can modify the contents of the following menus:

- Applications menu
- Desktop Preferences menu

You use the following GNOME Desktop components to customize menus:

- Menus on panels
- Nautilus file manager

When you use panels to customize your menus, you use the menu item popup menu. For more information, see Chapter 5, *Menubar*.

When you use the file manager to customize your menus, you must access the Applications menu or the Desktop Preferences menu from within the file manager. To access the Applications menu or the Desktop Preferences menu, open a file manager window.

To access menus in the file manager, access one of the following URIs in the file manager:

| Menu                     | Enter this URI          |
|--------------------------|-------------------------|
| Applications menu        | <b>applications:///</b> |
| Desktop Preferences menu | <b>preferences:///</b>  |

For more information on the file manager, see *Nautilus File Manager*.

## To Add a Menu

To add a menu, perform the following steps:

1. In a file manager window, access the location where you want to add the menu. For example, if you want to add a menu to the Applications menu, enter **applications:///** URI.
2. Choose File→Create Folder. An untitled folder is added to the menu. The name of the folder is selected.
3. Type a name for the folder, then press **Return**.

The next time that you log out then log in again, the menu is in the assigned location.

## To Add a Launcher to a Menu

To add a launcher to a menu, perform the following steps:

1. Right-click on any item in the menu to which you want to add the launcher.
2. Choose Entire menu→Add new item to this menu. A Create Launcher dialog is displayed.
3. Enter the properties of the launcher in the Create Launcher dialog. For more information on the elements in the Create Launcher dialog, see *Working With Panels*.
4. Click OK.

## To Add a Launcher to an Empty Menu

To add a launcher to an empty menu, perform the following steps:

1. In a file manager window, access the menu where you want to add the launcher.
2. Choose File→Create Launcher. A Create Launcher dialog is displayed.
3. Enter the properties of the launcher in the Create Launcher dialog. For more information on the elements in the Create Launcher dialog, see *Working With Panels*.
4. Click OK.

## To Copy a Launcher to a Menu

To copy an existing launcher to a menu, perform the following steps:

1. In a file manager window, access the location from which you want to copy the launcher. For example, if you want to copy a launcher from the Applications menu, enter **applications:///** URI.
2. Select the launcher that you want to copy, then choose Edit→Copy File.
3. In a file manager window, access the location to which you want to copy the launcher.
4. Choose Edit→Paste Files. The launcher is added to the new location.

Alternatively, you can drag the launcher from one location to another.

The next time that you log out then log in again, the launcher is in the new menu location.

## To Edit the Properties of a Menu

To edit the properties of a menu, perform the following steps:

1. Right-click on any item in the menu that you want to edit.
2. Choose Entire menu→Properties. A Launcher Properties dialog is displayed.
3. Modify the properties of the menu in the Launcher Properties dialog. For more information on the elements in the Launcher Properties dialog, see *Working With Panels*.
4. Click OK.

## To Edit a Menu Item

To edit a menu item, perform the following steps:

1. Right-click on the item that you want to edit.
2. Choose Properties. A Launcher Properties dialog is displayed.
3. Modify the properties of the launcher in the Launcher Properties dialog. For more information on the elements in the Launcher Properties dialog, see *Working With Panels*.
4. Click OK.

## To Delete an Item from a Menu

To delete an item from a menu, use the menu item popup menu. To delete an item from a menu, perform the following steps:

1. Right-click on the item that you want to delete.
2. Choose Remove this item.

# Chapter 6

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## Nautilus File Manager

This chapter describes how to use the Nautilus file manager.

## Introduction

### File Manager Functionality

The Nautilus file manager provides a simple and integrated way to manage your files and applications. You can use the file manager to do the following:

- Create folders and documents
- Display your files and folders
- Search and manage your files
- Run scripts and launch applications
- Customize the appearance of files and folders
- Open special locations on your computer
- Write data to a CD or DVD
- Install and remove fonts

The file manager lets you organize your files into folders. Folders can contain files and may also contain other folders. Using folders can help you find your files more easily.

Nautilus also manages the desktop. The desktop lies behind all other visible items on your screen. The desktop is an active component of the way you use your computer.

Every user has a Home Folder. The Home Folder contains all of the user's files. The desktop is another folder. The desktop contains special icons allowing easy access to the users Home Folder, Trash, and also removable media such as floppy disks, CDs and USB flashdrives.

Nautilus is always running while you are using GNOME. To open a new Nautilus window, double-click on an appropriate icon on the desktop such as Home or Computer, or choose an item from Places menu on the top panel.

In GNOME many things are files, such as word processor documents, spreadsheets, photos, movies, and music.

### File Manager Presentation

Nautilus provides two modes in which you can interact with your filesystem: spatial and browser mode. You may decide which method you prefer and set Nautilus to always use this by selecting (or deselecting) Always open in browser windows in the Behavior tab of the Nautilus preferences dialog.

Spatial mode is the default in GNOME, but your distributor, vendor, or system administrator may have configured Nautilus to use browser mode by default.

The following explains the difference between the two modes:

**Browser mode: browse your files and folders**

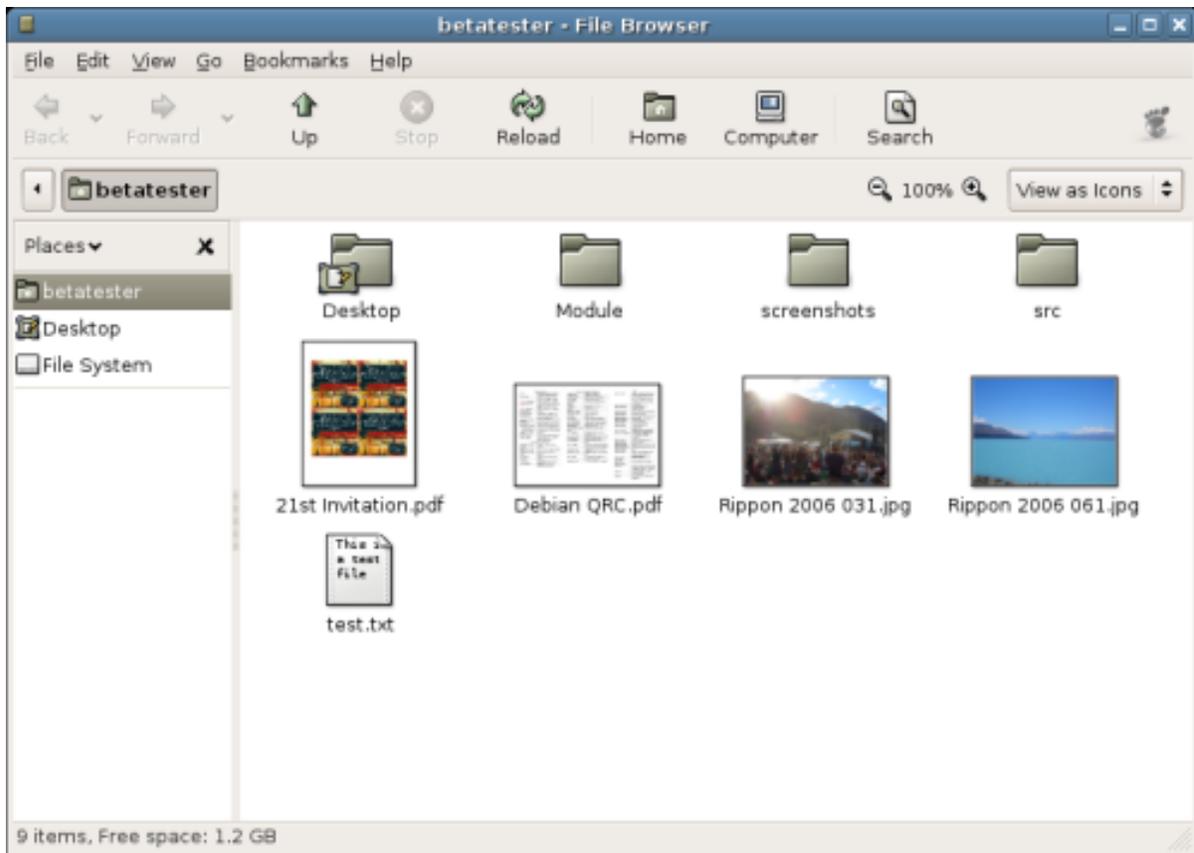
The file manager window represents a browser, which can display any location. Opening a folder updates the current file manager window to show the contents of the new folder.

As well as the folder contents, the browser window displays a toolbar with common actions and locations, a location bar that shows the current location in the hierarchy of folders, and a sidebar that can hold different kinds of information.

In Browser Mode, you typically have fewer file manager windows open at a time. For more information on us-

ing browser mode see the section called “Browser Mode”.

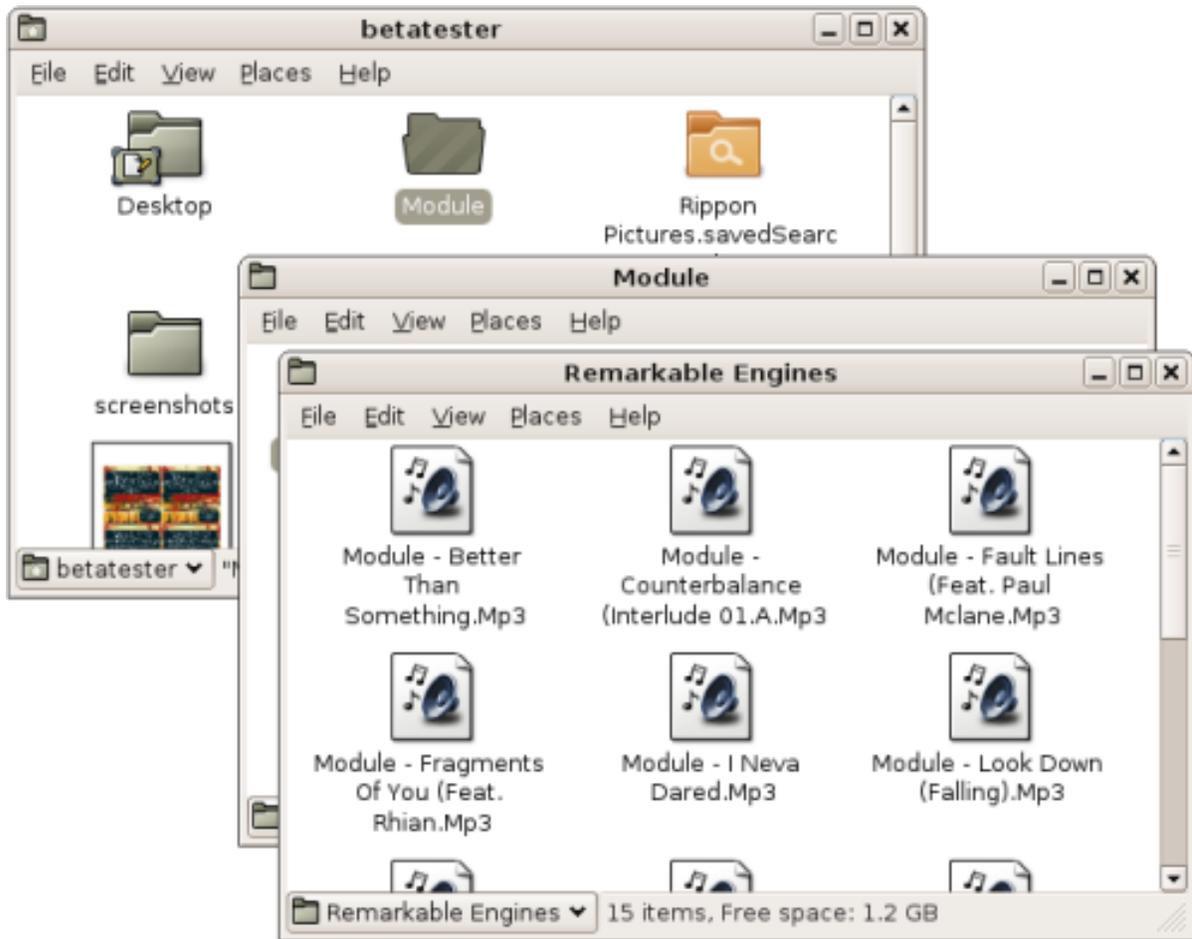
**Figure 6.1. Nautilus in browser mode.**



Spatial mode: navigate your files and folders as objects

The file manager window represents a particular folder. Opening a folder opens the new window for that folder. Each time you open a particular folder, you will find its window displayed in the same place on the screen and the same size as the last time you viewed it (this is the reason for the name 'spatial mode').

Using spatial mode may lead to more open file manager windows on the screen. On the other hand, some users find that representing files and folders as though they were real physical objects with particular locations makes it easier to work with them. For more information on using spatial mode see the section called “Spatial Mode”

**Figure 6.2. Three Folders Opened in Spatial Mode.**

Notice how, when in spatial mode, Nautilus indicates an open folder with a different icon.

## Spatial Mode

The following section describes how to browse your system using the Nautilus file manager when configured in spatial mode. In spatial mode, each Nautilus window corresponds to a single folder. When you open a folder its window appears at the same place on the screen as the last time you looked at it. This is the default behaviour in Nautilus.

For a comparison of browser mode and spatial mode, see the section called “File Manager Presentation”.

## Spatial Windows

A new spatial window opens each time you open a folder. To open a folder, do one of the following:

- Double-click the folder's icon on the desktop or an existing window
- Select the folder, and press **Ctrl-O**.

- Select the folder, and press **Alt-down arrow**
- Choose an item from the Places menu on the top panel. Your Home Folder and folders you have bookmarked are listed here. For more on bookmarks, see the section called “Using Bookmarks For Your Favorite Locations”.

To close the current folder while opening the new one, hold down **Shift** when double-clicking, or press **Shift-Alt-down arrow**.

Figure 6.3, “Contents of a folder in a spatial mode.” shows a spatial mode window that displays the contents of the Computer folder.

**Figure 6.3. Contents of a folder in a spatial mode.**



In spatial mode each open Nautilus windows shows only one location. Selecting a second location will open a second Nautilus window. Because each location remembers the previous position on screen in which it was opened it allows you to easily recognize folders when many of them are open at once.

Some people consider spatial mode better, particularly for moving files or folders to different location, others find the number of open windows daunting. Figure 6.4, “Three Folders Opened in Spatial Mode.” shows an example of spatial browsing with many open locations.

**Figure 6.4. Three Folders Opened in Spatial Mode.**

Because spatial mode will fill your screen with Nautilus windows it is important to be able to reposition them effectively. By holding the the **ALT** and clicking anywhere within the bounds of a Nautilus window you may reposition it simply, instead of the requiring that you reposition it by dragging its title bar.

## Spatial Window Components

Table 6.1, “The Spatial Window Components” describes the components of file object windows.

**Table 6.1. The Spatial Window Components**

| Component | Description   |
|-----------|---|
| Menubar   | Contains menus that you use to perform tasks in the file manager. |

| Component              | Description  |
|------------------------|--|
|                        | You can also open a popup menu from file manager windows. To open this popup menu right-click in a file manager window. The items in this menu depend on where you right-click. For example, when you right-click on a file or folder, you can choose items related to the file or folder. When you right-click on the background of a view pane, you can choose items related to the display of items in the view pane. |
| View pane              | Shows the contents of the following: <ul style="list-style-type: none"> <li>• Folders</li> <li>• FTP sites</li> <li>• Windows shares</li> <li>• WebDAV servers</li> <li>• Locations that correspond to special URIs</li> </ul>   |
| Statusbar              | Displays status information.   |
| Parent folder selector | This drop-down list shows the hierarchy of the folder. Choose a folder from the list to open it.   |



Hold down **Shift** while choosing from the list to close the current folder as you open the new one.

## Displaying Your Home Folder in a Spatial Window

To display your Home Folder, perform one of the following actions:

- Double-click on the Home object on the desktop.
- From a folder window's menubar, choose Places→Home.
- From the top panel menubar, choose Places→Home Folder.

The spatial window displays the contents of your Home Folder.

## Displaying a Parent Folder

A parent folder is the folder that contains the current folder. To display the contents of your current folder's parent, do one of the following:

- Choose File→Open Parent.
- Press **Alt-up arrow**.
- Choose from the parent folder selector at the bottom left of the window.

To close the current folder while opening the parent, hold down **Shift** while choosing from the parent folder selector, or press **Shift-Alt-up arrow**.

## Closing Folders

To close folders you may simply click on the close window button, this however may not be the most efficient way to close many windows. If you would like to view only the current folder, and not the folders you opened to reach the current folder, choose File→Close Parent Folders. If want to close all folders on the screen, choose File→Close All Folders.

## Displaying a Folder in a Browser Window

If you wish to display a single folder in browser mode, while otherwise continuing to work in spatial mode, perform the following steps:

1. Select a folder in while in spatial mode.
2. Choose File→Browse Folder.

## Opening a Location

You can open a folder or other location in spatial mode by typing its name.

Choose File→Open Location (L), and type the path or URI of the location you wish to open.

## Browser Mode

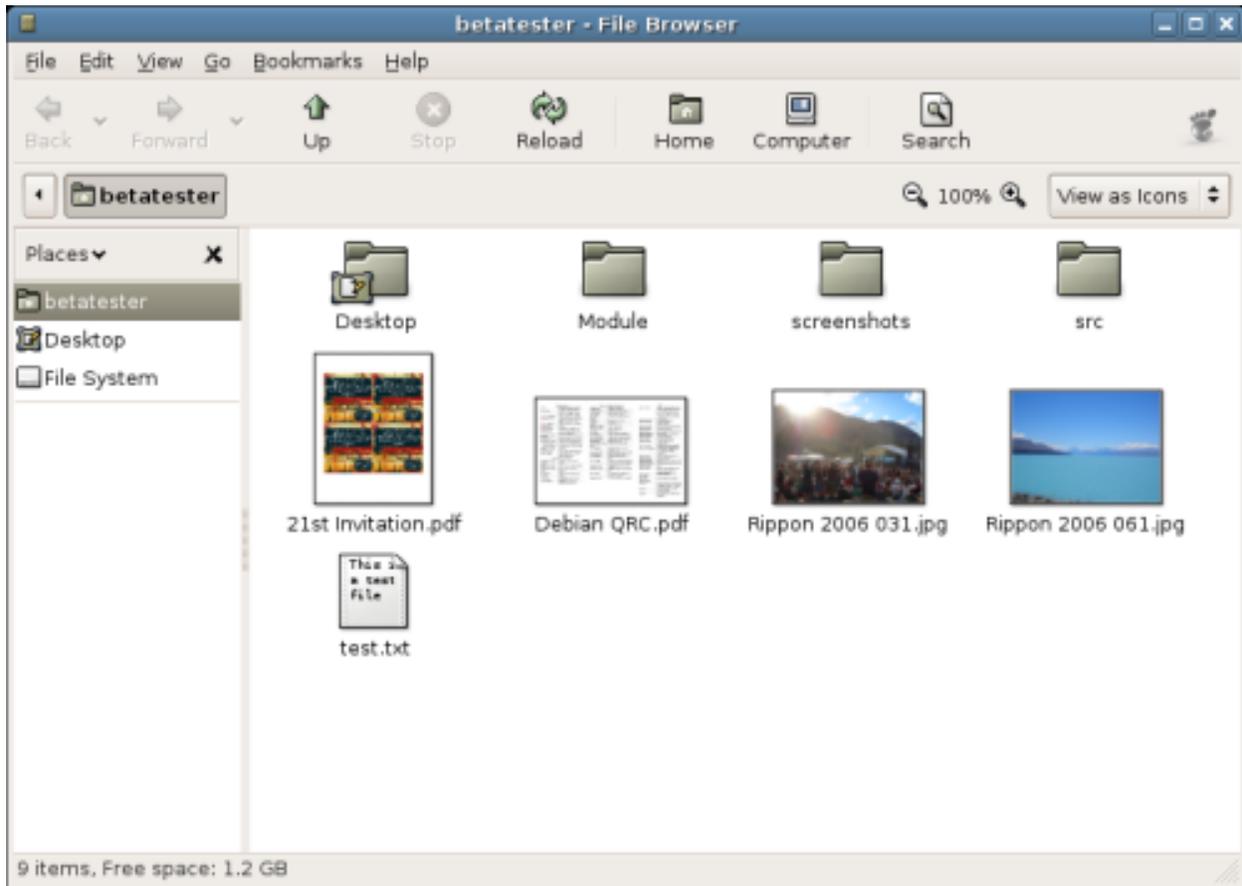
The following section describes how to browse your system using the Nautilus file manager when configured in browser mode. In browser mode, opening a folder updates the current file manager to show the contents of the new folder.

For a comparison of browser mode and spatial mode, see the section called “File Manager Presentation”.

## The File Browser Window

You can access the file browser in the following ways:

- Choose Applications→System Tools→File Browser.
- While in spatial mode you may open a folder in browser mode by right clicking on that folder and selecting Browse Folder. A new file browser window will then open and display the contents of the selected folder in the view pane.
- If nautilus is set to always open browser windows, double clicking any folder will open a browser window, see the section called “Behavior Preferences”.

**Figure 6.5. Contents of a Folder in a File Browser Window**

In other distributions of the GNOME Desktop, the Home toolbar button might have another designation, for example, Documents.

### *The File Browser Window Components*

Table 6.2, “File Browser Window Components” describes the components of a file browser window.

**Table 6.2. File Browser Window Components**

| Component | Description   |
|-----------|---|
| Menubar   | Contains menus that you use to perform tasks in the file manager.<br><br>You can also open a popup menu from file manager windows. To open this popup menu right-click in a file manager window. The items in this menu depend on where you right-click. For example, when you right-click on a file or folder, you can choose items related to the file or folder. When you right-click on the background of a view pane, you can choose items related to the display of items |

| Component    | Description  |
|--------------|--|
| Toolbar      | <p data-bbox="552 273 738 304">in the view pane.</p> <p data-bbox="552 336 1266 367">Contains buttons that you use to perform tasks in the file manager.</p> <ul data-bbox="552 388 1435 766" style="list-style-type: none"> <li data-bbox="552 388 1435 472">• Back Returns to the previously visited location. The adjacent drop down list also contains a list of the most recently visited locations to allow you to return to them faster.</li> <li data-bbox="552 483 1435 556">• Forward Performs the opposite function to the Back toolbar item. If you have previously navigated back in time then this button returns you to the present.</li> <li data-bbox="552 567 1209 598">• Up Moves up one level to the parent of the current folder.</li> <li data-bbox="552 609 1144 640">• Reload Refreshes the contents of the current folder.</li> <li data-bbox="552 651 950 682">• Home Opens your Home Folder.</li> <li data-bbox="552 693 1023 724">• Computer Opens your Computer folder.</li> <li data-bbox="552 735 901 766">• Search Opens the search bar.</li> </ul>  |
| Location bar | <p data-bbox="552 798 1435 913">The location bar is a very powerful tool for navigating your computer. It can appear in three different ways depending on your selection. For more on using the location bar see the section called “Using the Location Bar”. In all three configurations the location bar always contains the following items.</p> <ul data-bbox="552 934 1435 1039" style="list-style-type: none"> <li data-bbox="552 934 1356 966">• Zoom buttons: Enable you to change the size of items in the view pane.</li> <li data-bbox="552 976 1435 1039">• View as drop-down list: Enables you to choose how to show items in your view pane.</li> </ul>  |
| Side pane    | <p data-bbox="552 1071 917 1102">Performs the following functions:</p> <ul data-bbox="552 1123 1128 1207" style="list-style-type: none"> <li data-bbox="552 1123 1128 1155">• Shows information about the current file or folder.</li> <li data-bbox="552 1165 1055 1207">• Enables you to navigate through your files.</li> </ul> <p data-bbox="552 1228 1435 1323">To display the side pane, choose View→Side Pane. The side pane contains a drop-down list that enables you to choose what to show in the side pane. You can choose from the following options:</p> <ul data-bbox="552 1344 1435 1879" style="list-style-type: none"> <li data-bbox="552 1344 1435 1438">• Places<br/>Displays places of particular interest.</li> <li data-bbox="552 1438 1435 1585">• Information<br/>Displays the icon and information about the current folder. Buttons may appear in the side pane, these buttons enable you to perform actions on the current folder, other than the default action.</li> <li data-bbox="552 1585 1435 1711">• Tree<br/>Displays a hierarchical representation of your file system. You can use the Tree to navigate through your files.</li> <li data-bbox="552 1711 1435 1837">• History<br/>Contains a history list of files, folders, FTP sites, and URIs that you have recently visited.</li> <li data-bbox="552 1837 657 1879">• Notes</li> </ul> |

| Component | Description  |
|-----------|--|
|           | <p>Enables you to add notes to your files and folders.</p> <ul style="list-style-type: none"> <li>Emblems</li> </ul> <p>Contains emblems that you can add to a file or folder.</p> <p>To close the side pane, click on the X button at the top right of the side pane.</p> |
| View pane | <p>Shows the contents of the following:</p> <ul style="list-style-type: none"> <li>Folders</li> <li>FTP sites</li> <li>Windows shares</li> <li>WebDAV servers</li> <li>Locations that correspond to special URIs</li> </ul>  |
| Statusbar | Displays status information.   |

## Showing and Hiding File Browser Window Components

To show or hide any of the components of the file browser described in Table 6.2, “File Browser Window Components” select any of the following items from the menu:

- To hide the side pane, choose View→Side Pane. To display the side pane again, choose View→Side Pane again. Alternatively you may press **F9** to toggle the visibility of the side pane.
- To hide the toolbar, choose View→Main Toolbar. To display the toolbar again, choose View→Main Toolbar again.
- To hide the location bar, choose View→Location Bar. To display the location bar again, choose View→Location Bar again.
- To hide the statusbar, choose View→Statusbar. To display the statusbar again, choose View→Statusbar again.

## Using the Location Bar

Depending on your selection, the location bar can show either a location field, a button bar, or a search field. Each is useful in different situations and as you become experienced working with the Nautilus file manager you will become proficient at switching between them.

- Location field

By pressing **Ctrl-L** or **Leading Slash (/)** or choosing Go→Location the Location : field will appear and allow you to type the location you wish to browse to manually. To make the location field disappear hit the **Esc** key. The location field is particularly useful for jumping to a known folder very quickly.

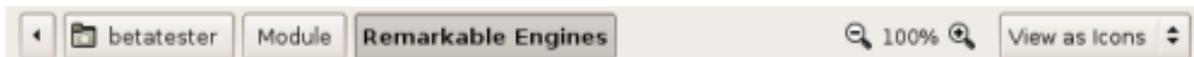
**Figure 6.6. The location bar.**



- Button bar

By default the button bar is shown. Each button represents a folder, by clicking on them you can change your location. You can also drag buttons, for example to another location, in order to copy a folder. The button bar is excellent for jumping quickly between frequently accessed folders.

**Figure 6.7. The button bar.**



- Search bar

By pressing **Ctrl-F** or selecting the Search toolbar button the search bar appears. For more information on searching see the section called “Searching For Files”. The search bar is excellent for locating files of folders when you are not sure of their exact location.

**Figure 6.8. The button bar.**



If you prefer the location field over the button bar you can choose for this to be shown by default. See the section called “Behavior Preferences” for instructions on how to do this.

## Displaying Your Home Folder

To quickly display your Home Folder, perform one of the following actions from a file browser window:

- Choose Go→Home.
- Click on the Home toolbar button.
- Click on the Home button in the Places side pane.

The file browser window displays the contents of your Home Folder.

## Displaying a Folder

The contents of a folder can be displayed in either list or icon view by selecting the appropriate item in the location bar View as menu. For more information on the list and icon view see the section called “Using Views to Display Your Files and Folders”

- Double-click on the folder in the view pane.
- Use the Tree in the side pane. For more information, see the section called “Using the Tree From the Side Pane”.
- Click on the Location buttons in the location bar.
- Press **Ctrl-L** to show the text Location field, type the path of the folder that you want to display, then press **Return**. The Location field includes an autocomplete feature. As you type a path, the file manager reads your file system. When you type enough characters to uniquely identify a directory, the file manager completes the name of the directory in the Location field.
- Use the Back toolbar button and the Forward toolbar button to browse through your navigation history.

To change to the folder that is one level above the current folder, choose Go→Up. Alternatively, click on the Up toolbar button.

## Displaying a Parent Folder

The parent folder of the current folder which you are browsing is the one which exists, in a hierarchical representation, one level above the current. To display the contents of parent folder, perform one of the following steps:

- Press the Up button on the toolbar.
- Choose Go→Open Parent from the menubar.
- Press the **Backspace** key.

## Using the Tree From the Side Pane

The Tree view is one of the most useful features of the side pane. It displays a hierarchical representation of your file system and provides a convenient way to browse and to navigate your file system. To display the Tree in the side pane, choose Tree from the drop-down list at the top of the side pane.

In the Treeview, open folders are represented as downwards facing arrows.

Table 6.3, “Tree Tasks” describes tasks you can perform with the Tree, and how to do so.

**Table 6.3. Tree Tasks**

| <b>Task</b>  | <b>Action</b>  |
|--|--|
| Open the Tree.                                     | Choose Tree from the drop-down list at the top of the side pane.         |
| Close the Tree.                                    | Choose another item from the drop-down list at the top of the side pane. |
| Expand a folder in the Tree.                       | Click on the arrow next to the folder in the Tree.                       |
| Collapse a folder in the Tree.                     | Click on the arrow next to the folder in the Tree.                       |
| Display the contents of a folder in the view pane. | Select the folder in the Tree.   |
| Open a file.                                       | Select the file in the Tree.   |

You can set your preferences so that the Tree does not display files. For more information, see the section called “Views Preferences”.

## Using Your Navigation History

The file browser window maintains a history list of files, folders, FTP sites, and URI locations you have recently visited. You can use the history list to navigate to quickly return to these places. Your history list contains the last ten items that you viewed.

To clear your history list choose Go→Clear History.

### *Navigating Your History List Using the Go Menu*

To display a list of previously-viewed items, choose the Go menu. Your history list is displayed in the lower part of the Go menu. To open an item in your history list, simply click on the item.

## Navigating Your History List Using the Toolbar

To use the toolbar to navigate your history list, perform one of the following actions:

- To open the folder or URI in your history list, click on the Back toolbar button.
- To open the folder or URI in your history list, click on the Forward toolbar button.
- To display a list of previously-viewed items, click on the down arrow to the right of the Back toolbar button. To open an item from this list, click on the item.
- To display a list of items that you viewed after you viewed the current item, click on the down arrow to the right of the Forward toolbar button. To open an item from this list, click on the item.

## Navigating Your History List Using History in the Side Pane

To display the History list in the side pane, choose History from the drop-down list at the top of the side pane. The History list in the side pane displays a list of your previously-viewed items.

To display an item from your history list in the view pane, double-click on the item in the History list.

# Opening Files

When you open a file, the file manager performs the default action for that file type.

For example, opening a music file will play it with the default music playing application, opening a text file will allow you to read and edit it in a text editor, and opening an image file will display the image.

The file manager checks the contents of a file to determine the type of a file. If the first lines do not determine the type of the file, then the file manager checks the *file extension*.



If you open an executable text file, that is, one that Nautilus considers can be run as a program, then you will be asked what you want to do: run it, or display it in a text editor. You can modify this behaviour in the File Management preferences.

## Executing the Default Action

To execute the default action for a file, double-click on the file. For example, the default action for plain text documents is to display the file in a text viewer. In this case, you can double-click on the file to display the file in a text viewer.

You can set your file manager preferences so that you click once on a file to execute the default action. For more information, see the section called “Behavior Preferences”.

## Executing Non-Default Actions

To execute actions other than the default action for a file, select the file that you want to perform an action on. In the File menu you will either have “Open with” choices, or an Open With submenu. Select the desired option from this list.

## Adding Actions

To add actions associated with a file type, perform the following steps:

1. In the view pane, select a file of the type to which you want to add an action.
2. Choose File→Open with Other Application.
3. Either choose an application in the open with dialog or browse to the program with which you wish to open this type.

The action you have chosen is now added to the list of actions for that particular file type. If there was no prior action associated with the type, the newly added action is the default.

You may also add actions in the Open With tabbed section under File→Properties.

## Modifying Actions

To modify the actions associated with a file or file type, perform the following steps:

1. In the view pane, select a file of the type to which you want to modify the action.
2. Choose File→Properties.
3. Choose Open With tabbed section.
4. Use Add or Remove buttons to tailor the list of actions. Select the default action with the option to the left of the list.

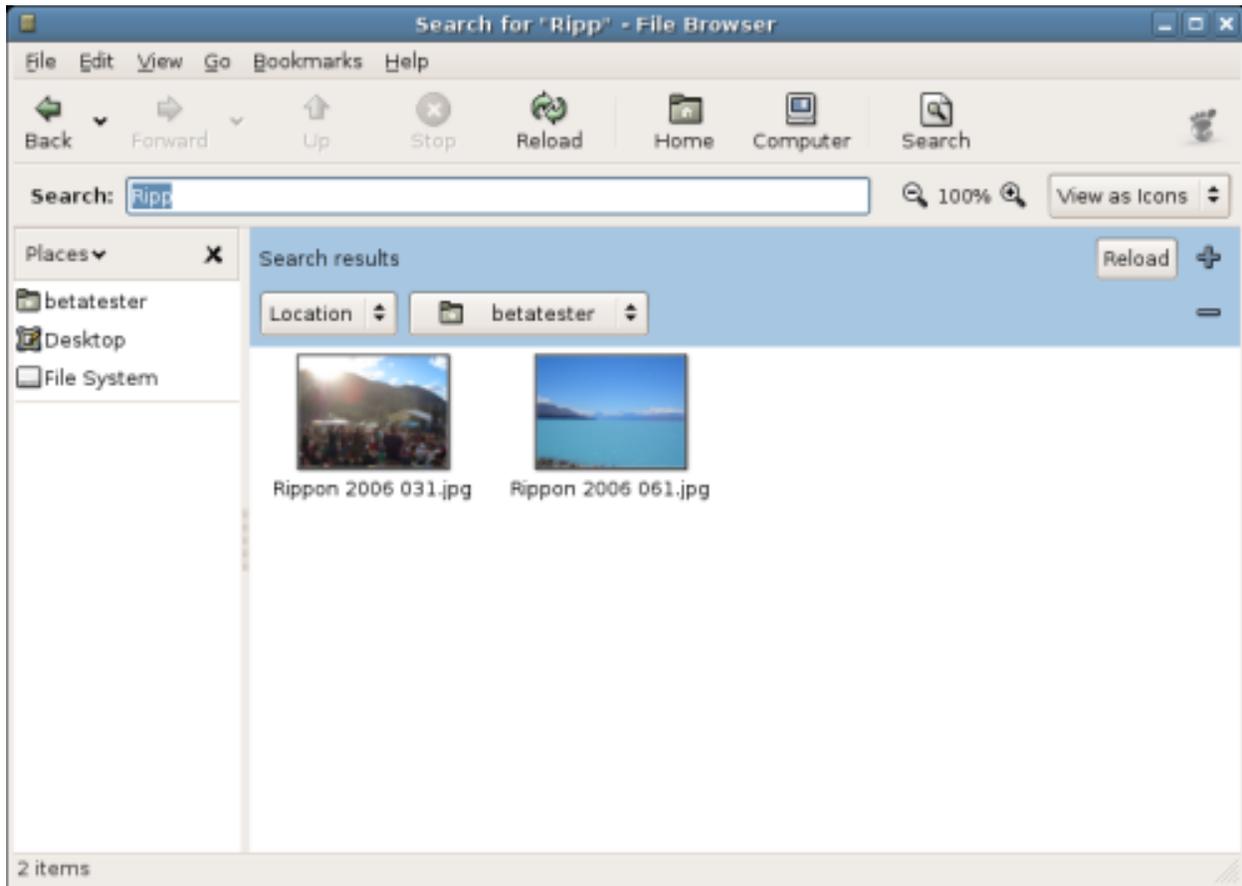
## Searching For Files

The Nautilus file manager includes an easy and simple to use way search for your files and folders. To begin a search press **Ctrl-F** or select the Search toolbar button. The search bar should appear as in Figure 6.9, “The search bar.”

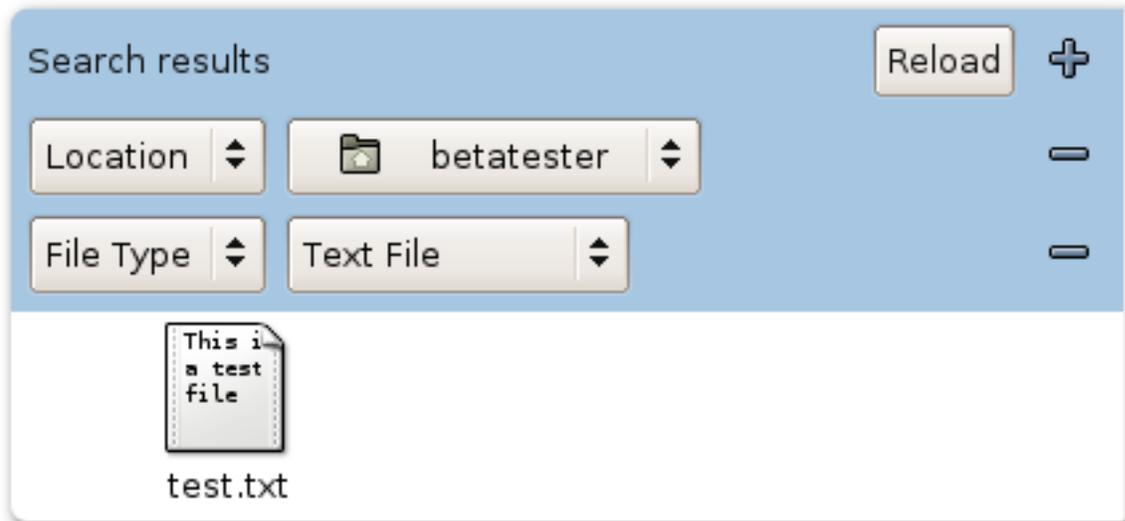
**Figure 6.9.** The search bar.



Enter characters present in the name or contents of the file or folder you wish to find and press **Enter**. The results of your search should appear in the view pane as illustrated in Figure 6.10, “The result of a search.”

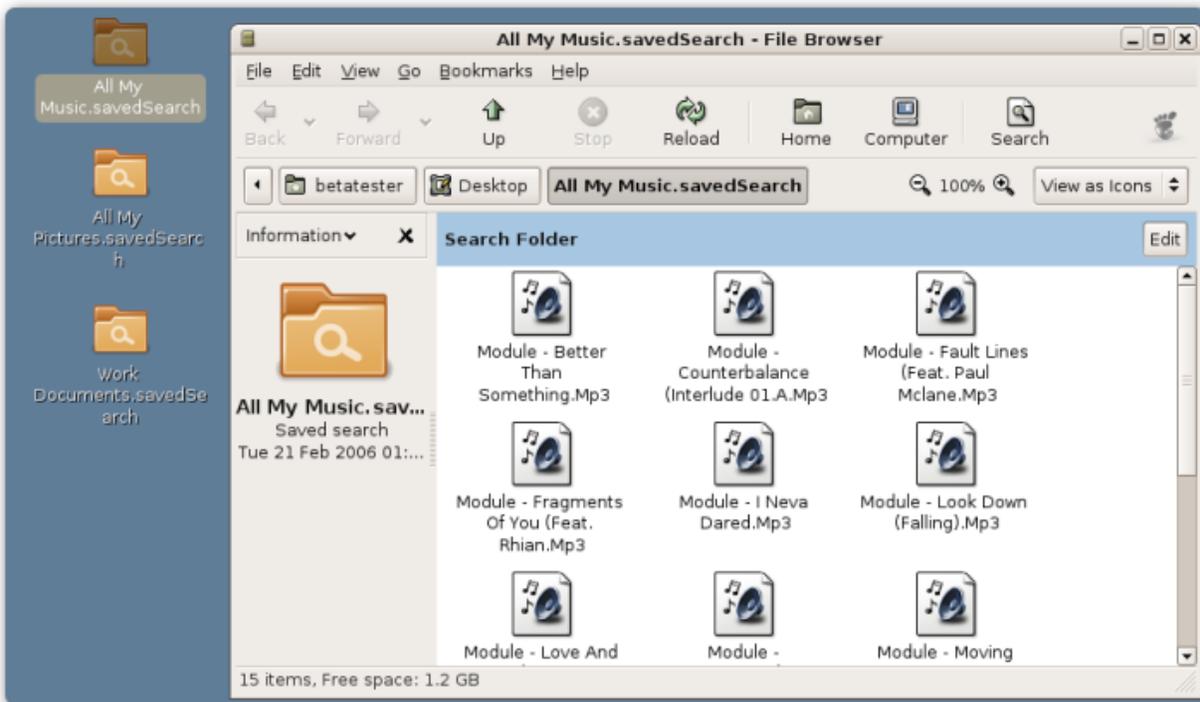
**Figure 6.10. The result of a search.**

If you are not happy with your search you can refine it by adding additional conditions. This allows you to restrict the search to a specific file type or location. To add search conditions click the + icon. Figure 6.11, "Restricting a search," shows a search which has been restricted to the user's home directory and to only search for text files.

**Figure 6.11. Restricting a search.**

## Saving Searches

Nautilus searches can also be saved for future use. Once saved, searches may be reopened later. Figure 6.12, “Browsing the results of a saved search,” shows a user with three saved searches, browsing one of them.

**Figure 6.12. Browsing the results of a saved search.**

Saved searches behave exactly like regular folders, for example you can open, move or delete files from within a saved search.

## Managing Your Files and Folders

This section describes how to work with your files and folders.

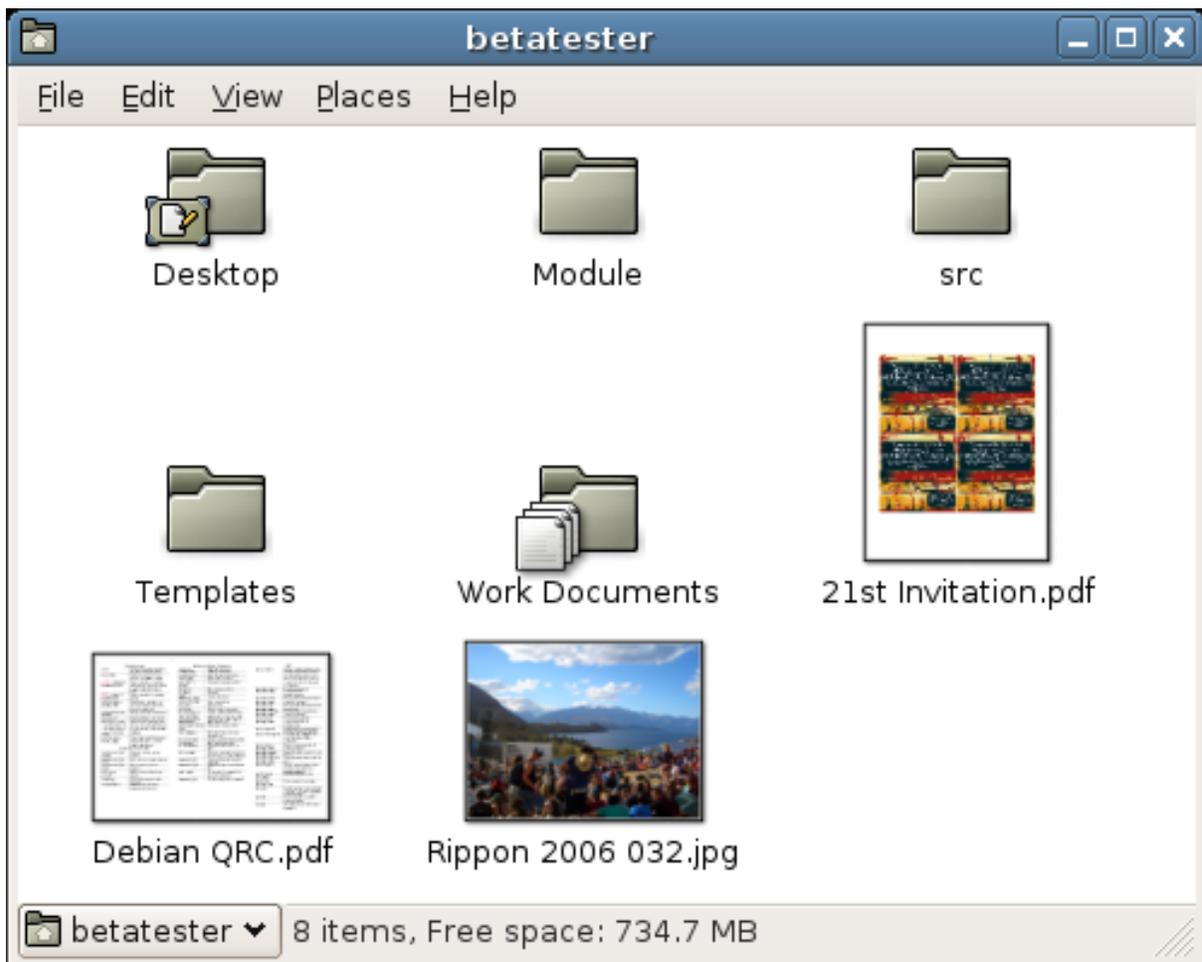
### Using Views to Display Your Files and Folders

The file manager includes views that enable you to show the contents of your folders in different ways, icon view, and list view.

- Icon view

Figure 6.13, “The Home Folder displayed in a icon view.” Shows the items in the folder as icons.

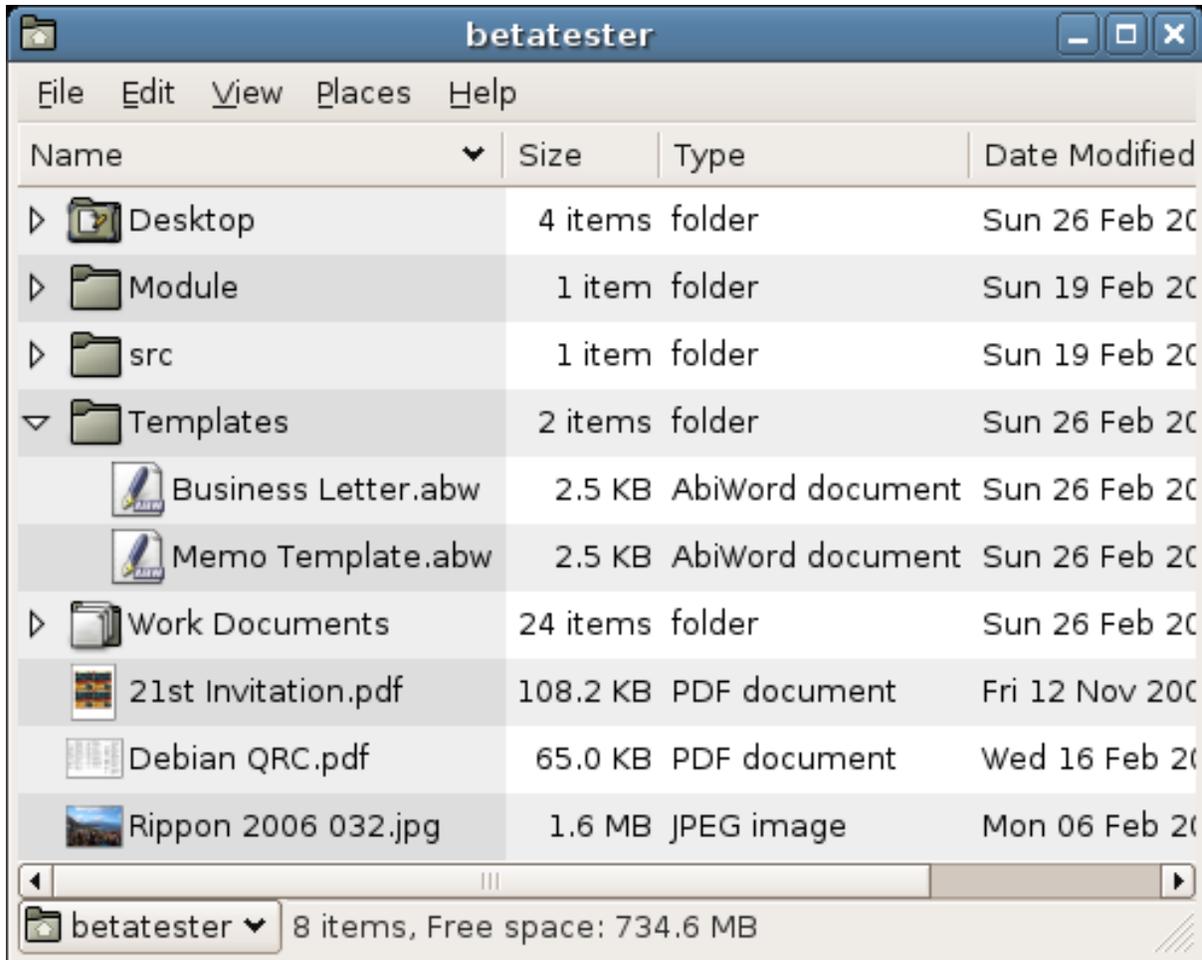
**Figure 6.13. The Home Folder displayed in a icon view.**



- List view

Figure 6.14, “The Home Folder displayed in a list view.” Shows the items in the folder as a list.

**Figure 6.14. The Home Folder displayed in a list view.**



You may use the View menu, or the View as drop-down list to choose between icon or list view. You can specify how you want to arrange or sort items in the folder and modify the size of the items in the view pane. The following sections describe how to work with icon view and list view.

### *To Arrange Your Files in Icon View*

When you display the contents of a folder in icon view, you can specify how to arrange the items in the folder. To specify how to arrange items in icon view, choose View→Arrange Items. The Arrange Items submenu contains the following sections:

- At the top is an option that enables you to arrange your files manually.
- The middle section contains options that enable you to sort your files automatically.
- The bottom section contains options that enable you to modify how your files are arranged.

Choose the appropriate options from the submenu, as described in the following table:

| Option               | Description  |
|----------------------|--|
| Manually             | Select this option to arrange the items manually. To arrange the items manually, drag the items to the location you require within the view pane.  |
| By Name              | Select this option to sort the items alphabetically by name. The order of the items is not case sensitive. If the file manager is set to display hidden files, the hidden files are shown last.  |
| By Size              | Select this option to sort the items by size, with the largest item first. When you sort items by size, the folders are sorted by the number of items in the folder. The folders are not sorted by the total size of the items in the folder.  |
| By Type              | Select this option to sort the items alphabetically by object type. The items are sorted alphabetically by the description of their <i>MIME type</i> . The MIME type identifies the format of a file, and enables applications to read the file. For example, an email application can use the <code>image/png</code> MIME type to detect that a PNG file is attached to an email. |
| By Modification Date | Select this option to sort the items by the date the items were last modified. The most recently modified item is first.   |
| By Emblems           | Select this option to sort the items by any emblems that are added to the items. The items are sorted alphabetically by emblem name. Items that do not have emblems are last.  |
| Compact Layout       | Select this option to arrange the items so that the items are closer to each other.  |
| Reversed Order       | Select this option to reverse the order of the option by which you sort the items. For example, if you sort the items by name, select the Reversed Order option to sort the items in reverse alphabetical order.   |

## To Arrange Your Files in List View

When you display the contents of a folder in list view, you can specify how to arrange the items in the folder. To specify how to arrange items in list view, click on the header of the column specifying the property by which you wish to arrange the items. To inverse the sorting order click on the same column header again.

To add or remove columns from the list view choose View→Visible Columns

The file manager remembers how you arrange the items in a particular folder. The next time that you display the folder, the items are arranged in the way that you selected. In other words, when you specify how to arrange the items in a folder, you customize the folder to display the items in that way. To return the arrangement settings of the folder to the default arrangement settings specified in your preferences, choose View→Reset View to Defaults.

## To Change the Size of Items in a View

You can change the size of items in a view. You can change the size if the view displays a file or a folder. You can change the size of items in a view in the following ways:

- To enlarge the size of items in a view, choose View→Zoom In.
- To reduce the size of items in a view, choose View→Zoom Out.
- To return items in a view to the normal size, choose View→Normal Size.

You can also use the zoom buttons on the location bar in a browser window to change the size of items in a view. Table 6.4, “Zoom Buttons” describes how to use the zoom buttons.

**Table 6.4. Zoom Buttons**

| Button  | Button Name        | Description  |
|---|--------------------|--|
|  | Zoom Out button    | Click on this button to reduce the size of items in a view.    |
|  | Normal Size button | Click on this button to return items in a view to normal size. |
|  | Zoom In button     | Click on this button to enlarge the size of items in a view.   |

The file manager remembers the size of items in a particular folder. The next time that you display the folder, the items are displayed in the size that you selected. In other words, when you change the size of items in a folder, you customize the folder to display the items at that size. To return the size of the items to the default size specified in your preferences, choose View→Reset View to Defaults.

## Selecting Files and Folders

You can select files and folders in several ways in the file manager. Typically this is achieved by clicking on the files using the mouse, as explained in Table 6.5, “Selecting Items in the File Manager”. In addition the section called “Selecting Files Matching a Specific Pattern” describes how to select a group of files matching a specific pattern.

**Table 6.5. Selecting Items in the File Manager**

| Task                               | Action  |
|------------------------------------|---|
| Select an item                     | Click on the item.  |
| Select a group of contiguous items | In icon view, drag around the files that you want to select.<br><br>In list view, click on the first item in the group. Press-and-hold <b>Shift</b> , then click on the last item in the group. |
| Select multiple items              | Press-and-hold <b>Ctrl</b> . Click on the items that you want to select.<br><br>Alternatively, press-and-hold <b>Ctrl</b> , then drag around the files that you want to select.                 |
| Select all items in a folder       | Choose Edit→Select All Files.   |

To perform the default action on an item, double-click on the item. You can set your file manager preferences so that you click once on a file to execute the default action. For more information, see the section called “Behavior Preferences”.

## Selecting Files Matching a Specific Pattern

Nautilus allows you to select all files matching a pattern based upon their filename and an optional number of wild-cards. This can be useful if, for example, you wish to select all files which contain the phrase "memo" in their filename. Table 6.6, "Selecting Items in the File Manager" gives some examples of possible patterns and the resulting files they would match.

**Table 6.6. Selecting Items in the File Manager**

| Pattern | Files Matched  |
|---------|--|
| note.*  | This pattern would match files called note, with any extension.                  |
| *.ogg   | This pattern would match all files with the .ogg extension                       |
| *memo*  | This pattern would match all files or folders whose name contains the word memo. |

To perform the Select Pattern command Choose Edit→Select Patterns from the menu. After entering the desired pattern you are left with those files or folders which matched the pattern selected. You may then do with the selected files or folders what you choose.

## Drag-and-Drop in the File Manager

You can use drag-and-drop to perform several tasks in the file manager. When you drag-and-drop, the mouse pointer provides feedback about the task that you perform. Table 6.7, "Drag-and-Drop in the File Manager" describes the tasks that you can perform with drag-and-drop. The table also shows the mouse pointers that appear when you drag-and-drop.

**Table 6.7. Drag-and-Drop in the File Manager**

| Task                                  | Action   | Mouse Pointer   |
|---------------------------------------|--|---|
| Move an item                          | Drag the item to the new location.   |  |
| Copy an item                          | Grab the item, then press-and-hold <b>Ctrl</b> . Drag the item to the location where you want the copy to reside.  |  |
| Create a symbolic link to an item     | Grab the item, then press-and-hold <b>Ctrl-Shift</b> . Drag the item to the location where you want the symbolic link to reside.   |  |
| Ask what to do with the item you drag | Grab the item, then press-and-hold <b>Alt</b> . You may also use the middle mouse button to perform the same operation. Drag the item to the location where you want the item to reside. Release the mouse button. A popup menu appears. Choose one of the following items from the popup menu: <ul style="list-style-type: none"> <li>Move here <p>Moves the item to the location.</p> </li> <li>Copy here</li> </ul> |  |

| Task | Action   | Mouse Pointer |
|------|--|---------------|
|      | <p>Copies the item to the location.</p> <ul style="list-style-type: none"> <li>• Link here</li> </ul>  |               |
|      | <p>Creates a symbolic link to the item at the location.</p> <ul style="list-style-type: none"> <li>• Set as Background</li> </ul> <p>If the item is an image, sets the image to be the background. You can use this command to set the background of the desktop, the side pane or the view pane.</p> <ul style="list-style-type: none"> <li>• Cancel</li> </ul> <p>Cancels the drag-and-drop operation.</p> |               |

## Moving a File or Folder

You can move a file or folder by dragging it with the mouse, or with the cut and paste commands. The following sections describe these two methods.

### *Drag to the New Location*

To drag a file or folder to a new location, perform the following steps:

1. Open two file manager windows:
  - The window containing the item you want to move.
  - The window you want to move it to, or the window containing the folder you want to move it to.
2. Drag the file or folder that you want to move to the new location. If the new location is a window, drop it anywhere in the window. If the new location is a folder icon, drop the item you are dragging on the folder.

To move the file or folder to a folder that is one level below the current location, do not open a new window. Instead, drag the file or folder to the new location in the same window.



For more on dragging items, see the section called “Drag-and-Drop in the File Manager”.

### *Cut and Paste to the New Location*

You can cut a file or folder and paste the file or folder into another folder, as follows:

1. Select the file or folder that you want to move, then choose Edit→Cut File.
2. Open the folder to which you want to move the file or folder, then choose Edit→Paste Files.

## Copying a File or Folder

You can copy a file or folder by dragging it with the mouse, or with the copy and paste commands. The following sections describe these two methods.

### *Drag to the New Location*

To copy a file or folder, perform the following steps:

1. Open two file manager windows:
  - The window containing the item you want to move.
  - The window you want to move it to, or the window containing the folder you want to move it to.
2. Drag the file or folder that you want to move to the new location. Press-and-hold **Ctrl** either before or during the drag. If the new location is a window, drop it anywhere in the window. If the new location is a folder icon, drop the item you are dragging on the folder.

To copy the file or folder to a folder that is one level below the current location, do not open a new window. Instead, grab the file or folder, then press-and-hold **Ctrl**. Drag the file or folder to the new location in the same window.



For more on dragging items, see the section called “Drag-and-Drop in the File Manager”.

### *Copy and Paste to the New Location*

You can copy a file or folder and paste the file or folder into another folder, as follows:

1. Select the file or folder that you want to copy, then choose Edit→Copy File.
2. Open the folder to which you want to copy the file or folder, then choose Edit→Paste Files.

## Duplicating a File or Folder

To create a copy of a file or folder in the current folder, perform the following steps:

1. Select the file or folder that you want to duplicate.
2. Choose Edit→Duplicate. Alternatively, right-click on the file or folder, then choose Duplicate.

A copy of the file or folder appears in the current folder.

## Creating a Folder

To create a folder, perform the following steps:

1. Select the folder where you want to create the new folder.
2. Choose File→Create Folder. Alternatively, right-click on the background of the window, then choose Create Folder.

An untitled folder is added to the location. The name of the folder is selected.

3. Type a name for the folder, then press **Return**.

## Templates and Documents

You can create templates from documents that you frequently create. For example, if you often create invoices, you can create an empty invoice document and save the document as `invoice.doc` in the `$HOME/Templates` folder.

You can also access the templates folder from a file browser window. Choose Go→Templates.

The template name is displayed as a submenu item in the Create Document menu.

You can also create subfolders in the template folder. Subfolders display as submenus in the menu.

You can also share templates. Create a symbolic link from the template folder to the folder containing the shared

templates.

### *To Create a Document*

If you have document templates, you can choose to create a document from one of the installed templates.

To create a document perform the following steps:

1. Select the folder where you want to create the new document.
2. Choose File→Create Document. Alternatively, right-click on the background of the view pane, then choose Create Document.

The names of any available templates are displayed as submenu items from the Create Document menu.

3. Double-click on the template name for the document that you want to create.
4. Rename the document before saving to the appropriate folder.

## Renaming a File or Folder

To rename a file or folder perform the following steps:

1. Select the file or folder that you want to rename.
2. Choose Edit→Rename. Alternatively, right-click on the file or folder, then choose Rename.

The name of the file or folder is selected.

3. Type a new name for the file or folder, then press **Return**.

## Moving a File or Folder to Trash

To move a file or folder to Trash perform the following steps:

1. Select the file or folder that you want to move to Trash.
2. Choose Edit→Move to Trash. Alternatively, right-click on the file or folder, then choose Move to Trash.

Alternatively, you can drag the file or folder to the Trash object on the desktop.



When you move a file or folder from a removable media to Trash, the file or folder is stored in a Trash location on the removable media. To remove the file or folder permanently from the removable media, you must empty Trash.

## Deleting a File or Folder

When you delete a file or folder, the file or folder is not moved to Trash, but is deleted from your file system immediately. The Delete menu item is only available if you select the Include a Delete command that bypasses Trash option in the File Management Preferences dialog.

To delete a file or folder perform the following steps:

1. Select the file or folder that you want to delete.
2. Choose Edit→Delete. Alternatively, right-click on the file or folder, then choose Delete.

## Creating a Symbolic Link to a File or Folder

A symbolic link is a special type of file that points to another file or folder. When you perform an action on a symbolic link, the action is performed on the file or folder to which the symbolic link points. However, when you delete a symbolic link, you delete the link file, not the file to which the symbolic link points.

To create a symbolic link to a file or folder, select the file or folder to which you want to create a link. Choose **Edit**→**Make Link**. A link to the file or folder is added to the current folder.

Alternatively, grab the item to which you want to create a link, then press-and-hold **Ctrl-Shift**. Drag the item to the location where you want to place the link.

By default, the file manager adds an emblem to symbolic links.



The permissions of a symbolic link are determined by the file or folder to which a symbolic link points.



For more on dragging items, see the section called “Drag-and-Drop in the File Manager”.

## Viewing the Properties of a File or Folder

To view the properties of a file or folder, perform the following steps:

1. Select the file or folder whose properties you want to view.
2. Choose **File**→**Properties**. A properties dialog is displayed.
3. Use the properties dialog to view the properties of the file or folder.
4. Click **Close** to close the properties dialog.

The following table lists the properties that you can view or set for files and folders, the exact information shown depends on the object type:

| Property   | Description   |
|------------|---|
| Name       | The name of the file or folder. You can change the name here and the file or folder will be renamed when you click on <b>Close</b> .                      |
| Type       | The type of object, file or folder for example.   |
| Location   | The system path for the object. This represents where the object is situated on your computer, relative to the system root.                               |
| Volume     | The volume on which a folder resides. This is the physical location of the folder, on which media it resides, for example which hard disk or CDROM drive. |
| Free space | The amount of free space on the media upon which a folder resides. This represents the maximum amount of data you can copy to this folder.                |
| MIME Type  | The official naming of the type of file.  |
| Modified   | The date and time at which the object was last changed.   |

| Property | Description  |
|----------|--|
| Accessed | The date and time at which the object was last viewed. |

## Changing Permissions

Permissions are settings assigned to each file and folder that determine what type of access users can have to the file or folder. The following table lists the permissions that you can set for files and folders, and the effect of the permission on files and folders:

| Permission | File   | Folder   |
|------------|--|--|
| Read       | Permission to read the file.   | Permission to list the contents of the folder.       |
| Write      | Permission to make changes to the file.  | Permission to create and delete files in the folder. |
| Execute    | Permission to run the file as a program. This is only relevant if the file is a program or script. | Permission to access files in the directory.         |

You can set permissions for different types of user. The following table lists the types of user for which you can set permissions:

| User Category | Description  |
|---------------|--|
| Owner         | The user that created the file or folder.                            |
| Group         | The group to which the owner belongs.                                |
| Others        | All other users who are not in the group to which the owner belongs. |

To change the permissions on a file or folder perform the following steps:

1. Select the file or folder that you want to change.
2. Choose File→Properties. A properties dialog is displayed.
3. Click on the Permissions tab. In the Permissions tabbed section, use the drop-down lists and check boxes to change the permissions for the file or folder. The following table describes the dialog elements on the Permissions tabbed section:

| Element    | Description  |
|------------|--|
| File owner | To change the owner of the file or folder, select the owner from the drop-down list.             |
| File group | To change the group to which a file or folder belongs, select the group from the drop-down list. |
| Owner      | Select the permissions that you want to apply to the owner of the file or folder.                |

| Element      | Description   |
|--------------|---|
| Group        | Select the permissions that you want to apply to the group to which the owner of the file or folder belongs.          |
| Others       | Select the permissions that you want to apply to all other users who are not in the group to which the owner belongs. |
| Text view    | Displays the permissions that you select from the Read, Write, and Execute options, in text format.                   |
| Number view  | Displays the permissions that you select from the Read, Write, and Execute options, in text format.                   |
| Last changed | Displays the date and time that the file or folder was last modified.   |

4. Click Close to close the properties dialog.

## Adding Notes to Files and Folders

You can add notes to files or folders. You can add notes to files or folders in the following ways:

- From the properties dialog
- From Notes in the side pane

### *To Add a Note Using the Properties Dialog*

To add a note to a file or folder, perform the following steps:

1. Select the file or folder to which you want to add a note.
2. Choose File→Properties. A properties dialog is displayed.
3. Click on the Notes tab. In the Notes tabbed section, type the note.
4. Click Close to close the properties dialog. A note emblem is added to the file or folder.

To delete a note, delete the note text from the Notes tabbed section.

### *To Add a Note Using Notes in the Side Pane*

To add a note to a file or folder, perform the following steps:

1. Open the file or folder to which you want to add a note in the view pane.
2. Choose Notes from the drop-down list at the top of the side pane. To display the side pane, choose View→Side Pane.
3. Type the note in the side pane. A note emblem is added to the file or folder in the view pane, and a note icon is added to the side pane. You can click on this icon to display the note.

To delete a note, delete the note text from Notes in the side pane.

## Using Bookmarks For Your Favorite Locations

You can keep a list of *bookmarks* in Nautilus: folders and other locations that you frequently need to open.

Your bookmarks are listed in the following places:

- The Places menu on the top panel.
- The Places menu in a folder window.
- The Bookmarks menu in a Nautilus browser window.
- The side pane in the Open File dialog. This allows you to quickly open a file that is in one of your bookmarked locations.
- The list of commonly used locations in the Save File dialog. This allows you to quickly save a file to a location you have in your bookmarks.

To open an item that is in your bookmarks, choose the item from a menu.

### *Adding a Bookmark*

To add a bookmark, open the folder or location that you want to bookmark, then choose Places→Add Bookmark.

If you are using a Nautilus browser window, choose Bookmarks→Add Bookmark.

### *To Edit a Bookmark*

To edit your bookmarks perform the following steps:

1. Choose Places→Edit Bookmarks, or in a browser window, Bookmarks→Edit Bookmarks. An Edit Bookmarks dialog is displayed.
2. Select the bookmark on the left side of the Edit Bookmarks dialog. Edit the details for the bookmark on the right side of the Edit Bookmarks dialog, as follows:

| Dialog Element | Description  |
|----------------|--|
| Name           | Use this text box to specify the name that identifies the bookmark in the menus.                                     |
| Location       | Use this field to specify the location of the bookmark.<br>Folders on your system use the <code>file:///</code> URI. |

3. To delete a bookmark, select the bookmark on the left side of the dialog. Click Delete.

## Using Trash



Trash is a special folder that holds files that you no longer want to keep. Files in the Trash are not deleted permanently until you empty the trash. This two-stage process is in case you change your mind, or accidentally remove the wrong file.

You can move the following items to Trash:

- Files
- Folders
- Desktop objects

If you need to retrieve a file from Trash, you can display Trash and move the file out of Trash. When you empty Trash, you delete the contents of Trash permanently.

### *To Display Trash*

You can display the contents of Trash in the following ways:

- From a file browser window  
Choose Go→Trash. The contents of Trash are displayed in the window.
- From a spatial window  
Choose Places→Trash. The contents of Trash are displayed in the window.
- From the desktop  
Double-click on the Trash object on the desktop.

### *To Empty Trash*

You can empty the contents of Trash in the following ways:

- From a file browser window  
Choose File→Empty Trash.
- From the desktop  
Right-click on the Trash object, then choose Empty Trash.



When you empty trash, you destroy all files in the trash. Be sure that the trash only contains files you no longer need.

## **Hidden Files**

By default, Nautilus does not display certain system and backup files in folders. This prevents accidental modification or deletion of them, which can impair the operation of your computer, and also reduces clutter in locations such as your Home Folder. Nautilus does not display:

- Hidden files, whose filename begins with a period (.),
- Backup files, whose filename ends with a tilde (~)
- Files that are listed in a particular folder's `.hidden` file.

You may hide or show hidden files in a particular folder by selecting View→Show Hidden Files.

To set Nautilus to always show hidden files, see the section called “Nautilus Preferences”.

### *Hiding a File or Folder*

To hide a file or folder in Nautilus, either rename the file so its name begins with the period (.) character, or create a text file named `.hidden` in the same folder, and add its name to it, as in the example below:

```
filename
foldername
```

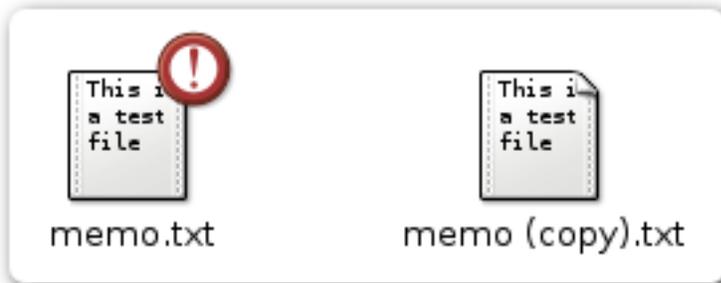
You may need to refresh the relevant Nautilus window to see the change: press **Ctrl-R**.

## Modifying the Appearance of Files and Folders

The Nautilus file manager enables you to modify the appearance of your files and folders in several ways. You may customize the way files or folders look by attaching emblems or backgrounds to them. You can also change format in which Nautilus displays these items to you. The following sections describe how to do so.

### Icons and Emblems

The file manager displays your files and folders as icons. Depending on the type of the file the icon may be a image representative of the file type, a small thumbnail or preview showing the files contents. You can also add emblems to your file and folder icons. Such emblems appear in addition to the file icon and provide another means to manage your files. For example you can mark a file as important by adding an Important emblem to it, creating the following visual effect:



Notice how the file on the left is distinguished from the file on the right by the addition of the Important (!) icon. See the section called “Adding an Emblem to a File or Folder” for more on adding emblems.

The file manager automatically applies emblems for the following types of files:

- Symbolic links
- Items for which you have the following permissions:
  - No read permission
  - No write permission

The following table shows the default emblems:

| Default Emblem  | Description         |
|---|---------------------|
|  | Symbolic link       |
|  | No write permission |
|   | No read permission  |

**Default Emblem****Description**

## Adding an Emblem to a File or Folder

To add an emblem to an item perform the following steps:

1. Select the item to which you want to add an emblem.
2. Right-click on the item, then choose Properties. A properties dialog is displayed.
3. Click on the Emblems tab to display the Emblems tabbed section.
4. Select the emblem to add to the item.
5. Click Close to close the properties dialog.

In browser windows you may also add emblems to items by dragging them from the emblem side pane.

## Creating a New Emblem

To Create a new emblem, perform the following steps:

1. Choose Edit→Backgrounds and Emblems.
2. Click on the Emblem button, then click on the Add a New Emblem button. A Create a New Emblem dialog is displayed.
3. Type a name for the emblem in the Keyword text box.
4. Click on the Image button. A dialog is displayed, click Browse. When you choose an emblem, click OK.
5. Click OK on the Create a New Emblem dialog.

## Changing the Icon for a File or Folder

To change the icon that represents an individual file or folder, perform the following steps:

1. Select the file or folder that you want to change.
2. Choose File→Properties. A properties dialog is displayed.
3. On the Basic tabbed section, click on the current Icon. A Select custom icon dialog is displayed.
4. Use the Select custom icon dialog to choose the icon to represent the file or folder.
5. Click Close to close the properties dialog.

To restore an icon from a custom icon to the default icon, Select the file or folder that you want to change, choose File→Properties. click on the Icon button, in the Select custom icon dialog click Revert.

## Changing Backgrounds

The file manager includes backgrounds that you can use to change the look-and-feel of the following screen components:

- Desktop
- Side pane and view pane of a file browser window

- Spatial mode windows
- Panels

To change the background of a screen component perform the following steps:

1. Choose Edit→Backgrounds and Emblems. The Backgrounds and Emblems dialog is displayed.
2. To display a list of patterns that you can use on the background, click on the Patterns button. To display a list of the colors that you can use on the background, click on the Colors button.
3. To change the background to a pattern, drag the pattern to the screen component. To change the background to a color, drag the color to the screen component.
4. Click Close to close the dialog.

To reset the background of the view pane or side pane to the default background, right-click on the background of the pane, then choose Use Default Background.

### *To Add a Pattern*

To add a pattern to the patterns that you can use on your screen components, choose Edit→Backgrounds and Emblems. Click on the Patterns button, then click on the Add a New Pattern button. A dialog is displayed. Use the dialog to find the new pattern. Click OK to add the new pattern to the Backgrounds and Emblems dialog.

### *To Add a Color*

To add a color to the colors that you can use on your screen components, choose Edit→Backgrounds and Emblems. Click on the Colors button, then click on the Add a New Color button. A color selector dialog is displayed. Use the color wheel or the sliders to choose the color. Click OK to add the new color to the Backgrounds and Emblems dialog.

## Using Removable Media

The file manager supports all removable media that have the following characteristics:

- The removable media has an entry in the `/etc/fstab` file. The `/etc/fstab` file describes the file systems that the computer uses.
- The `user` option is specified in the entry for the removable media in the `/etc/fstab` file.

## To Mount Media

To *mount* media is to make the file system of the media available for access. When you mount media, the file system of the media is attached as a subdirectory to your file system.

To mount media, insert the media in the appropriate device. An object that represents the media is added to the desktop. The object is added only if your system is configured to mount the device automatically when media is detected.

If your system is not configured to mount the device automatically, you must mount the device manually. Double-click on the Computer icon from the desktop. A Computer dialog is displayed. Double-click on the object that represents the media. For example, to mount a floppy diskette, double-click on the Floppy object. An object that represents the media is added to the desktop.



You cannot change the name of a removable media object.

## To Display Media Contents

You can display media contents in any of the following ways:

- Double-click on the object that represents the media on the desktop.
- Right-click on the object that represents the media on the desktop, then choose Open.

A file manager window displays the contents of the media. To reload the display, click on the Reload button.

## To Display Media Properties

To display the properties of removable media, right-click on the object that represents the media on the desktop, then choose Properties. A dialog displays the properties of the media.

To close the properties dialog, click Close.

## To Format a Floppy Disk

To *format* media is to prepare the media for use. You can use the file manager to format floppy disks.



### Warning

When you format, you destroy all files on your floppy disk. Do not format floppies containing files you wish to keep.

To format a floppy disk, right-click on the object that represents the floppy on the desktop, then choose Format. A Floppy Formatter dialog is displayed. See the [Floppy Formatter](#) documentation for more details.

## To Eject Media

To eject media, right-click on the media object on the desktop, then choose Eject. If the drive for the media is a motorized drive, the media is ejected from the drive. If the drive for the media is not motorized, wait until the desktop object for the media disappears, then eject the media manually.

You cannot eject media from a motorized drive when the media is mounted. To eject media, first unmount the media. To remove a floppy diskette from the drive, perform the following steps:

1. Close all file manager windows, Terminal windows, and any other windows that access the diskette.
2. Right-click on the object that represents the diskette on the desktop, then choose Eject. The desktop object for the diskette disappears.
3. Eject the diskette from the drive.



You must unmount removable media before ejecting. Do not eject a diskette from the drive before you unmount the diskette. Do not remove a USB flash drive before you unmount the flash drive. If you do not unmount the media first you might lose data.

## Writing CDs or DVDs

Writing a CD or DVD is a good method of backup up your important documents. To do this, your computer must have a CD or DVD writer.



A simple way to check what sort of CD or DVD drive your computer has is to choose Places→Computer from the top panel menubar. If the icon for your CD drive has terms like "CD-RW" or "DVD(+/-)R" in its label, then your computer is able to write discs.

You can start choosing files to burn to a disc at any time. The file manager provides a special folder for files and folders that you want to write to a CD or DVD. From here you can write the contents of the location to a CD or DVD easily.

## Creating Data Discs

To write a CD or DVD, perform the following steps:

1. In a folder window menubar, choose Places→CD/DVD Creator. The file manager opens the CD/DVD Creator folder.



In a File Browser window, this item is in the Go menu.

2. Drag the files and folders that you want to write to CD or DVD to the CD/DVD Creator folder.
3. Insert a writable CD or DVD into the CD/DVD writer device on your system.
4. Press the Write to Disc button, or choose File→Write to CD/DVD. A Write to Disc dialog is displayed.
5. Use the Write to Disc dialog to specify how you want to write the CD, as follows:

| Dialog Element | Description   |
|----------------|---|
| Write disc to  | Select the device to which you want to write the CD from the drop-down list. To create an CD image file, select the File image option. A CD image file is a normal file that contains all of the data in the same format as a CD, that you can write to a CD later. |
| Disc name      | Type a name for the CD in the text box.   |
| Data size      | Shows the size of the data to be written to disc. The blank disk must be at least this size.  |
| Write speed    | Select the speed at which you want to write the CD from the drop-down list.   |

6. Click on the Write button.

If you selected the File image option from the Target to write to drop-down list, a Choose a filename for the disc image dialog is displayed. Use the dialog to specify the location where you want to save the disc image file. By default, disc image files have a .iso file extension.

A Writing disc dialog is displayed. This process takes some time. When the disc is written or when the disc im-

age file is created, a message to indicate that the process is complete is displayed in the dialog.



You can set the CD/DVD Creator folder to open automatically when you insert a blank disc. See Removable Drives and Media Preferences.



The filesystem written to the CD will be readable with long filenames on all recent operating systems. Both the Joliet and the Rock Ridge CD-ROM filesystem extensions are used.

## Copying CDs or DVDs

You can create a copy of a CD or DVD, either to another disc or to an image file stored on your computer. To create a copy, perform the following steps:

1. Insert the disc you want to copy.
2. Choose Places→Computer from the top panel menubar.
3. Right-click on the CD icon, and choose Copy Disc.
4. The Write to Disc dialog is displayed.

If you have only one drive with write capabilities, the process will first create a disc image file on your computer. It will then eject the original disk, and ask you to change it for a blank disk on which to write the copy.



If you want to create more than one copy, choose the Image File option on the Write to Disc and then write the disc image: see the section called “Creating a Disc from an Image File”.

## Creating a Disc from an Image File

You can write a disc image to a CD or DVD. For example, you may have downloaded a disc image from the internet, or previously created one yourself. Disc images usually have a `.iso` file extension and are sometimes called iso files.

To write a disc image, right-click on the disc image file, then choose Write to Disc from the popup menu.

## Navigating Remote Servers

The Nautilus file manager provides an integrated access point to your files, applications, FTP sites, Windows shares, WebDav servers and SSH servers.

### To Access a remote server

You can use the file manager to access a remote server, be it an FTP site, a Windows share, a WebDav server or an SSH server.

To access a remote server, choose File→Connect to Server. You may also access this dialog from the menubar by choosing Places→Connect to Server.

In the Connect to Server dialog, you may click on the Browse network button to close this dialog and view services available on your network in a nautilus window.

To connect to a remote server, start by choosing the service type, then enter the server address.

If required by your server, you may provide the following optional information :

| Dialog Element             | Description  |
|----------------------------|--|
| Port                       | Port to connect to on the server. This should only be used if it is necessary to change the default port, you would normally leave this blank.   |
| Folder                     | Folder to open upon connecting to server.  |
| User Name                  | The user name of the account used to connect to the server. This should be supplied with the connexion information if needed. The user name information is not appropriate for a public FTP connexion. |
| Name to use for connection | The designation of the connexion as it will appear in the file manager.  |
| Share                      | Name of desired windows share. This is only applicable to Windows shares.  |
| Domain name                | Windows domain. This is only applicable to Windows shares.   |

If the server information is provided in the form of a URI, or you require a specialized connection, choose Custom Location as the service type.

Once you have filled in the information, click on the Connect button. When the connection succeeds, the contents of the site are displayed and you may drag and drop files to and from the remote server.

## To Access Network Places

If your system is configured to access places on a network, you can use the file manager to access the network places.

To access network places, open the file manager and choose Places→Network Servers. A window opens that displays the network places that you can access. Double-click on the network that you want to access.

To access UNIX shares, double-click on the Unix Network (NFS) object. A list of the UNIX shares available to you is displayed in the file manager window.

To access Windows shares, double-click on the Windows Network (SMB) object. A list of the Windows shares available to you is displayed in the file manager window.

## Accessing Special URI Locations

Nautilus has certain special URI locations that enable you to access particular functions from the file manager. For example, to access fonts, you can access the **fonts:///** URI in a file manager window.

These are intended for advanced users: in most cases, an easier method of accessing the function or location exists.

Table 6.8, “Special URI Locations” lists the special URI locations that you can use with the file manager.

**Table 6.8. Special URI Locations**

| URI Location       | Description  |
|--------------------|--|
| <b>fonts:///</b>   | Displays all the fonts that are available in your system. To preview a font, double-click on the font. You can also use this location to add fonts to the GNOME Desktop.   |
| <b>burn:///</b>    | This is a special location where you can copy files and folders that you want to write to a CD. From here you can write the contents of the location to a CD easily. See also the section called “Writing CDs or DVDs”.  |
| <b>network:///</b> | Displays network locations to which you can connect, if your system is configured to access locations on a network. To access a network location, double-click on the network location. You can also use this URI to add network locations to your system. See also the section called “To Access Network Places”. |
| <b>themes:///</b>  | Displays all the themes that are available in the GNOME Desktop. To apply a theme to the GNOME Desktop, double-click on the theme. You can also use this location to add themes to the GNOME Desktop.<br><br>Alternatively, set a theme with the Theme preference tool.  |

## Nautilus Preferences

Use the File Management Preferences dialog to customize the file manager to suit your requirements and preferences.

To display the File Management Preferences dialog, choose Edit→Preferences. You can also access this dialog directly from the top panel Menubar by choosing Desktop→Preferences→File Management.

You can set preferences in the following categories:

- The default settings for views.
- The behavior of files and folders, executable text files, and Trash.
- The information that is displayed in icon captions and the date format.
- The columns that appear in the list view and their order.
- Preview options to improve the performance of the file manager.

### Views Preferences

You can specify a default view, and select sort options and display options. You can also specify default settings for icon views and list views.

To specify your default view settings, choose Edit→Preferences. Click on the Views tab to display the Views tabbed section.

Table 6.9, “Views Preferences” lists the views preferences that you can modify.

**Table 6.9. Views Preferences**

| <b>Dialog Element</b>        | <b>Description</b>  |
|------------------------------|---|
| View new folders using       | Select the default view for folders. When you open a folder, the folder is displayed in the view that you select. This can be either the icon view or the list view.                                      |
| Arrange items                | Select the characteristic by which you want to sort the items in folders that are displayed in this view.   |
| Sort folders before files    | Select this option to list folders before files when you sort a folder.   |
| Show hidden and backup files | Select this option to display files that are normally not shown in folders. For more on hidden files, see the section called “Hidden Files”.  |
| Icon View Default zoom level | There are two settings, one for the icon view and one for the list view. Select the default zoom level for folders that are displayed in this view. The zoom level specifies the size of items in a view. |
| Use compact layout           | Select this option to arrange the items in icon view so that the items in the folder are closer to each other.  |
| Text beside icons            | Select this option to place the icon captions for items beside the icon rather than under the icon.   |
| Show only folders            | Select this option to display only folders in the Tree in the side pane.  |

## Behavior Preferences

To set your preferences for files and folders, choose Edit→Preferences. Click on the Behavior tab to display the Behavior tabbed section.

Table 6.10, “File and Folder Behavior Preferences” lists the preferences that you can modify for files and folders.

**Table 6.10. File and Folder Behavior Preferences**

| <b>Option</b>                       | <b>Description</b>  |
|-------------------------------------|---|
| Single click to activate items      | Select this option to perform the default action for an item when you click on the item. When this option is selected, and you point to an item, the title of the item is underlined.                                 |
| Double click to activate items      | Select this option to perform the default action for an item when you double-click on the item.   |
| Always open in browser windows      | Select this option to use nautilus in browser mode rather than spatial mode. Selecting this lets you browse your files and folders in the same window, otherwise you will navigate your files and folders as objects. |
| Always use text entry location bar. | Select this option to force Nautilus to use the Location bar in location field  |

| Option   | Description  |
|--|--|
|  | mode instead of the button bar mode by default. For more on using the location bar see the section called “Using the Location Bar”.  |
| Run executable text files when they are clicked  | Select this option to run an text executable file when you choose the file. An executable text file is a text file that can execute, that is, a shell script.  |
| View executable text files when they are clicked | Select this option to display the contents of an executable text file when you choose the executable text file.  |
| Ask each time                                    | Select this option to display a dialog when you choose an executable text file. The dialog asks whether you want to execute the file or display the file.  |
| Ask before emptying the Trash or deleting files  | Select this option to display a confirmation message before Trash is emptied, or files are deleted. Leave this selected unless you have good reason not to.  |
| Include a Delete command that passes Trash       | Select this option to add a Delete menu item to the following menus: <ul style="list-style-type: none"> <li>• The Edit menu.</li> <li>• The popup menu that is displayed when you right-click on a file, folder, or desktop object.</li> </ul> <p>When you select an item then choose the Delete menu item, the item is deleted from your file system immediately. There is no way to recover a deleted file. Do not select this unless you have good reason to.</p> |

## Display Preferences

An icon caption displays the name of a file or folder in an icon view. The icon caption also includes three additional items of information on the file or folder. The additional information is displayed after the file name. Normally only one item of information is visible, but when you zoom in on an icon, more of the information is displayed. You can modify what additional information is displayed in icon captions.

To set your preferences for icon captions, choose Edit→Preferences. Click on the Display tab to display the Display tabbed section.

Select the items of information that you want to display in the icon caption from the three drop-down lists. Select the first item from the first drop-down list, select the second item from the second drop-down list, and so on. The following table describes the items of information that you can select:

| Information   | Description   |
|---------------|---|
| Size          | Choose this option to display the size of the item.                         |
| Type          | Choose this option to display the description of the MIME type of the item. |
| Date modified | Choose this option to display the last modification date of the item.       |
| Date accessed | Choose this option to display the date that the item was last accessed.     |
| Owner         | Choose this option to display the owner of the item.                        |

| Information       | Description   |
|-------------------|---|
| Group             | Choose this option to display the group to which the item belongs.  |
| Permissions       | Choose this option to display the permissions of the item as three sets of three characters, for example <code>-rwxrwx-r--</code> . |
| Octal permissions | Choose this option to display the permissions of the item in octal notation, for example <code>764</code> .                         |
| MIME type         | Choose this option to display the MIME type of the item.  |
| None              | Choose this option to display no information for the item.  |

The date Format option lets you choose how the date is displayed throughout Nautilus.

## List Columns Preferences

You can specify what information is displayed in list view in file manager windows. You can specify which columns are displayed in list view, and the order in which the columns are displayed.

To set your preferences for list columns, choose Edit→Preferences. Click on the List Columns tab to display the List Columns tabbed section.

To specify a column to display in list view, select the option that corresponds to the column, then click on the Show button. To remove a column from the list view, select the option that corresponds to the column, then click on the Hide button.

Use the Move Up and Move Down buttons to specify the position of columns in list view.

To use the default columns and column positions, click on the Use Default button.

The following table describes the columns that you can display:

| Information       | Description  |
|-------------------|--|
| Name              | Choose this option to display the name of the item.  |
| Size              | Choose this option to display the size of the item.  |
| Type              | Choose this option to display the description of the MIME type of the item from the File Types and Programs preference tool. |
| Date Modified     | Choose this option to display the last modification date of the item.  |
| Date Accessed     | Choose this option to display the date that the item was last accessed.  |
| Group             | Choose this option to display the group to which the item belongs.   |
| MIME type         | Choose this option to display the MIME type of the item.   |
| Octal Permissions | Choose this option to display the permissions of the item in octal notation, for example <code>764</code> .                  |

| Information | Description   |
|-------------|---|
| Owner       | Choose this option to display the owner of the item.  |
| Permissions | Choose this option to display the permissions of the item as three sets of three characters, for example <code>-rwxrwx-r--</code> . |

## Preview Preferences

The file manager include some file preview features. The preview features can affect the speed with which the file manager responds to your requests. You can modify the behavior of some of these features to improve the speed of the file manager. For each preview preference, you can select one of the options described in the following table:

| Option           | Description  |
|------------------|--|
| Always           | Performs the action for both local files, and files on other file systems. |
| Local Files Only | Performs the action for local files only.                                  |
| Never            | Never performs the action.   |

To set your preview preferences, choose Edit→Preferences. Click on the Preview tab dialog to display the Preview tabbed section.

Table 6.11, “Preview Preferences” lists the preview preferences that you can modify.

**Table 6.11. Preview Preferences**

| Dialog Element              | Description  |
|-----------------------------|--|
| Show text in icons          | Select an option to specify when to preview the content of text files in the icon that represents the file.  |
| Show thumbnails             | Select an option to specify when to show thumbnails of image files. The file manager stores the thumbnail files for each folder in a <code>.thumbnails</code> directory in the user's Home Folder. |
| Only for files smaller than | Specify the maximum file size for files for which the file manager creates a thumbnail.  |
| Preview sound files         | Select an option to specify when to preview sound files.   |
| Count number of items       | Select an option to specify when to show the number of items in folders. When in icon view, you might need to increase your zoom level to see the number of items in each folder.                  |

## Extending Nautilus

Nautilus can be extended in two main ways. Through nautilus extensions, and through scrips. This section explains the difference between the two and how to install.

### Nautilus Scripts

Nautilus can run scripts. Scripts are typically simpler in operation than full Nautilus extensions and can be written in any scripted language capable of being executed on your computer. To run a script choose File→Scripts, then choose the script that you want to run from the submenu.

To run a script on a particular file, select the file in the view pane. Choose File→Scripts, then choose the script that you want to run on the file from the submenu. You can also select multiple files to run your scripts on.

You may also access scripts from the context menu.



If you do not have any scripts installed, the script menu will not appear.

### *Installing File Manager Scripts*

The file manager includes a special folder where you can store your scripts. All executable files in this folder will appear in the Scripts menu. The script folder is located at `$HOME/.gnome2/nautilus-scripts`.

To install a script, simply copy the script to the script folder and give it the user executable permission.

To view the contents of your scripts folder, if you already have scripts installed, choose File→Scripts→Open Scripts Folder. You will have to navigate to the scripts folder with the file manager if you do not yet have any scripts. You may need to show hidden files for this, use View→Show Hidden Files

A good source to download Nautilus scripts is from the [G-Scripts website](#).

### *Writing File Manager Scripts*

When executed from a local folder, scripts will be passed the selected file names. When executed from a remote folder (e.g. a folder showing web or ftp content), scripts will be passed no parameters.

The following table shows variables passed to the script :

| <b>Environment variable</b>         | <b>Description</b>   |
|-------------------------------------|--|
| NAUTILUS_SCRIPT_SELECTED_FILE_PATHS | newline-delimited paths for selected files (only if local) |
| NAUTILUS_SCRIPT_SELECTED_URIS       | newline-delimited URIs for selected files                  |
| NAUTILUS_SCRIPT_CURRENT_URI         | URI for current location                                   |
| NAUTILUS_SCRIPT_WINDOW_GEOMETRY     | position and size of current window                        |

## Nautilus Extensions

Nautilus extensions are far more powerful than Nautilus scripts, allowing more freedom where and how they extend Nautilus. Nautilus extensions are typically installed by your system administrator.

Some popular Nautilus extensions include:

1. `nautilus-actions`

This extension allows you to easily assign actions based on file type

2. `nautilus-send-to`

This extension provides a simple way to send a file or folder to another using email, instant messaging, or Bluetooth.

3. `nautilus-open-terminal`.

This extension provides an easy way to open a terminal at the selected starting location.



If you are looking for the Open Terminal command which used to exist in the Nautilus right click menu by default then you should install the `nautilus-open-terminal` extension.

# **Chapter 7**

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## **Tools and Utilities**

This section describes some of the tools and utilities in the GNOME Desktop.

## Running Applications

The Run Application dialog gives you access to the command line. When you run a command in the Run Application dialog, you cannot receive output from the command.

To run a command from the command line perform the following steps:

1. Display the Run Application dialog. You can display the Run Application dialog in any of the following ways:
  - From a panel  
You can add the Run Application object to any panel. See the section called “Adding an Object to a Panel”. Click on the Run button to open the Run Application dialog.
  - Using shortcut keys  
Press **Alt-F2**. You can change the shortcut keys that display the Run Application dialog in the Keyboard Shortcuts preference tool.

The Run Application dialog is displayed.
2. Enter the command that you want to run in the blank field.
 

Alternatively, to choose a command that you ran previously, click the down arrow button beside the command field, then choose the command to run.

Alternatively, select the Show list of known applications option to display a list of available applications.

You can also use the Run with file button to choose a file to append to the command line. For example, you can enter emacs as the command, then choose a file to edit.

Select the Run in terminal option to run the application or command in a terminal window. Choose this option for an application or command that does not create a window in which to run.
3. Click on the Run button on the Run Application dialog.

## Taking Screenshots

You can take a screenshot in any of the following ways:

- From any panel  
You can add a Take Screenshot button to any panel. For instructions on how to do this, see the section called “Adding an Object to a Panel”. Click on the Take Screenshot button to take a screenshot of the entire screen.
- Use shortcut keys

To take a screenshot, use the following shortcut keys:

| Default Shortcut Keys   | Function  |
|-------------------------|---|
| <b>Print Screen</b>     | Takes a screenshot of the entire screen.                    |
| <b>Alt-Print Screen</b> | Takes a screenshot of the window to which the mouse points. |

You can use the Keyboard Shortcuts preference tool to modify the default shortcut keys.

- From the Menubar

Choose Applications→Accessories→Take Screenshot.

- From the Terminal

You can use the **gnome-panel-screenshot** command to take a screenshot. The **gnome-panel-screenshot** command takes a screenshot of the entire screen, and displays the Save Screenshot dialog. Use the Save Screenshot dialog to save the screenshot.

You can also use options on the **gnome-panel-screenshot** command as follows:

| Option                        | Function  |
|-------------------------------|---|
| <b>--window</b>               | Takes a screenshot of the window that has focus.  |
| <b>--delay=<i>seconds</i></b> | Takes a screenshot after the specified number of seconds, and displays the Save Screenshot dialog. Use the Save Screenshot dialog to save the screenshot. |
| <b>--help</b>                 | Displays the options for the command.   |

When you take a screenshot, the Save Screenshot dialog opens. To save the screenshot as an image file, enter the filename for the screenshot and choose a location from the drop-down list.

## Yelp Help Browser

### Introduction

The Yelp Help Browser application allows you to view documentation regarding GNOME and other components through a variety of formats. These formats include docbook files, HTML help pages, man pages and info pages (support for man pages and info pages may optionally be compiled in). Despite the different formats supported, Yelp does its best to provide a unified look and feel regardless of the original document format.

Yelp Help Browser is internationalised, meaning that it has support to view documents in different languages. The documents must be localised or translated for each language and installed properly for Yelp Help Browser to be able to view them.

### Starting Yelp

#### *To Start Yelp Help Browser*

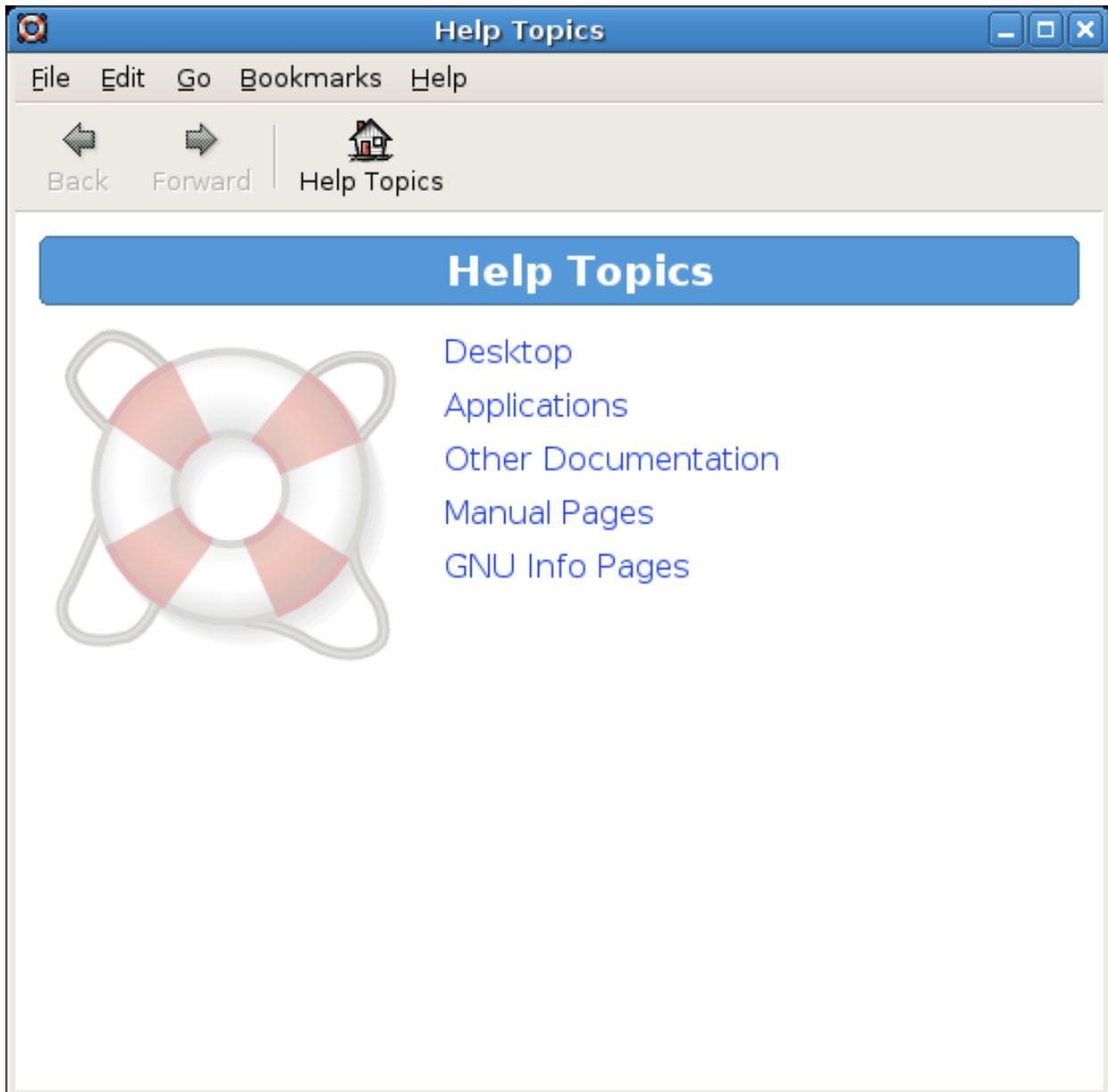
You can start Yelp Help Browser in the following ways:

System Menu  
Choose Help

Command Line  
Execute the following command: **yelp**

#### *Interface*

When you start Yelp Help Browser, you will see the following window appear.

**Figure 7.1. Yelp Help Browser Window**

Yelp Help Browser contains the following elements in Figure 7.1, “Yelp Help Browser Window”

#### Menubar

##### File

Use this menu to Open a New Window, view the About this Document page, Print the current document, or Close the window.

##### Edit

Use this menu to Copy, Select all, Find..., or to set your Preferences.

##### Go

Use this menu to navigate Back, Forward, to the Help Topics page. When viewing a DocBook document, use this menu to navigate to the Next Section, Previous Section or to the Contents.

#### Bookmarks

Use this menu to Add Bookmark(s), or Edit Bookmark(s).

#### Help

View information about Yelp Help Browser and contributors to the project through the About menuitem. Open this document with the Contents menuitem or by pressing **F1**.

#### Toolbar

##### Back

Use this button to navigate back in your document history.

##### Forward

Use this button to navigate forward in your document history.

##### Help Topics

Use this button to return to the main table of contents (shown in Figure 7.1, “Yelp Help Browser Window”)

#### Browser Pane

The browser pane is where you will be presented with the table of contents or the documentation. Use the table of contents to navigate to the documentation you need.

## Using Yelp

### *Open a Document*

To open a document in Yelp Help Browser, use the Table of Contents to navigate to the desired document

Alternatively, you may view a particular document by invoking Yelp Help Browser from the command line. Please see Using the Command Line to Open Documents.

### *Open a New Window*

To open a new window:

- Click File→New Window
- Use the key combination **Ctrl+N**

### *About This Document*

To view information about the currently open document:

- Click File→About This Document



This option is only available for DocBook documentation. Legal notices and documentation contributors are usually listed in this section.

### *Print a Page*

To print any page that you are able to view in Yelp Help Browser:

- Click File→Print this Page

## Print a Document

To print an entire document:

- Click File→Print this Document



This option is only available for DocBook documentation.

## Close a Window

To close a window in Yelp Help Browser, do the following:

- Click File→Close Window
- Use the key combination **Ctrl+W**

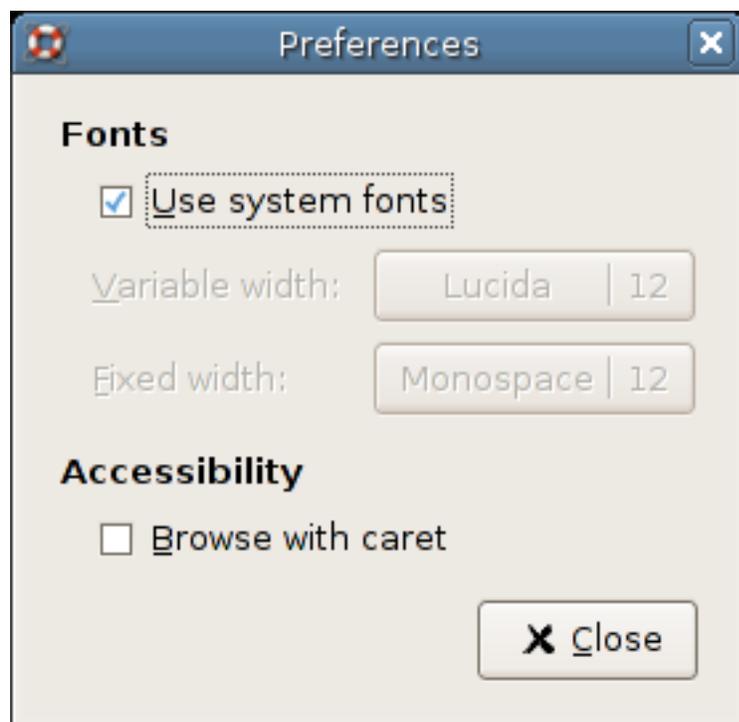
## Set Preferences

To set your preferences in Yelp Help Browser:

- Click Edit→Preferences

A window will appear that looks like Figure 7.2, “Yelp Help Browser Preferences Window”:

**Figure 7.2. Yelp Help Browser Preferences Window**



The options that are available in this dialog have the following functions:

#### Use system fonts

Check this option to display documentation using the default fonts used by the GNOME Desktop.

To choose your own fonts to display documentation, uncheck this option and click on the buttons next to the text Variable Width or Fixed Width.

#### Variable Width

This is the font to use when a static or fixed width font is not required. The majority of text will be of this type.

#### Fixed Width

This is the font to use when all text characters need to be of the same size. This font is usually used to indicate commands, program blocks, or other text that falls under these categories.

#### Browse with caret

Click this option if you would like see a caret or cursor in the Yelp Browser Pane. This allows you to browse the document more easily by showing where the cursor is located in the document.

### *Go Back in Document History*

To go back in the document history:

- Click Go→Back
- Use the key combination **Alt+Left**
- Use the Back button in the Toolbar

### *Go Forward in Document History*

To go forward in the document history:

- Click Go→Forward
- Use the key combination **Alt+Right**
- Use the Forward button in the Toolbar

### *Go to Help Topics*

To go to the Help Topics:

- Click Go→Help Topics
- Use the key combination **Alt+Home**
- Use the Help Topics button in the Toolbar

### *Go to Previous Section*

To go to the previous section:

- Click Go→Previous Section
- Use the key combination **Alt+Up**



This option is only available in DocBook formatted documents.

### *Go to Next Section*

To go to the next section:

- Click Go→Next Section
- Use the key combination **Alt+Down**



This option is only available in DocBook formatted documents.

### *Go to Contents*

To go to the contents for a document:

- Click Go→Contents



This option is only available in DocBook formatted documents.

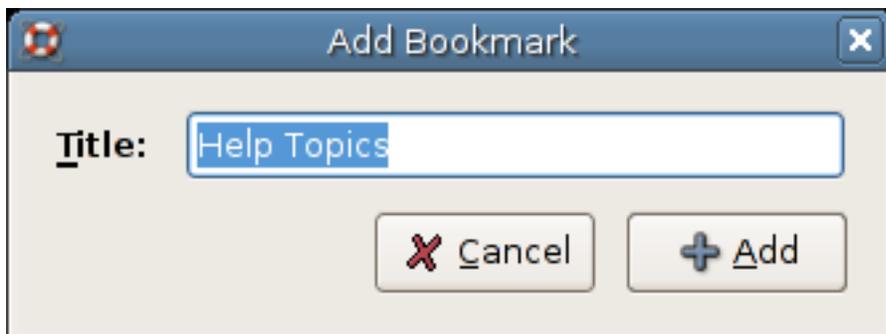
### *Add a Bookmark*

To add a bookmark for a particular document:

- Click Bookmarks→Add Bookmark
- Use the key combination **Ctrl+D**

A window will appear that looks like Figure 7.3, “Add Bookmark Window”.

**Figure 7.3. Add Bookmark Window**



Enter your desired bookmark title in to the Title text entry field. Then click Add to add the bookmark, or click Cancel to cancel the request.

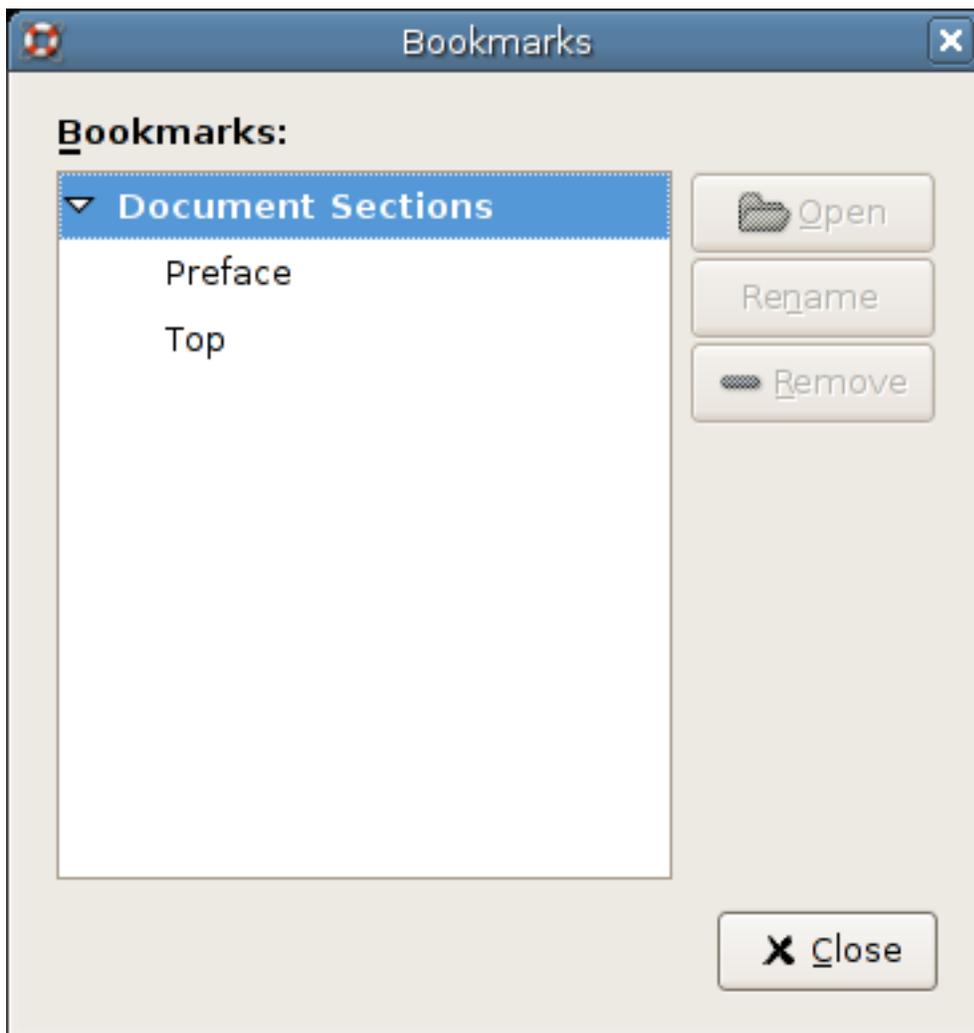
## Edit Bookmarks

To edit your collection of bookmarkst:

- Click Bookmarks→Edit Bookmarks...
- Use the key combination **Ctrl+B**

A window will appear that looks like Figure 7.4, “Edit Bookmarks Window”.

**Figure 7.4. Edit Bookmarks Window**



You can manage your bookmarks using this window in the following ways:

### Open

Use this button to open the selected bookmark in a new window.

### Rename

Use this button to rename the title of your bookmark.

### Remove

Use this button to delete the bookmark from your collection.

Once you are finished managing your bookmarks, click the Close button to exit the Edit Bookmarks Window.

## Get Help

To get help using Yelp Help Browser (and see this document):

- Click Help→Contents

## Advanced Features

### Using the Command Line to Open Documents

Yelp Help Browser supports opening documents from the command line. There are a number of URIs (Uniform Resource Identifiers) that can be used. These include:

#### file:

Use this URI when you want to access a file with `yelp`, for example:

```
yelp file:///usr/share/gnome/help/gcalctool/C/gcalctool.xml
```

#### ghelp: or gnome-help:

Use this URI when you want to access GNOME help documents, which are typically written in DocBook format.

```
yelp ghelp:gcalctool
```

If you want to open the help document at a particular section, append a question mark to the end of the URI, followed by the section id.

```
yelp ghelp:user-guide?yelp-advanced-cmdline
```

#### man:

Use this URI when you want to access a particular man page. You can append the section of the man page you would like to view if there are multiple man pages with the same name. The section number should be enclosed in parenthesis and therefore it may be necessary to escape the argument so that the shell does not interpret the parenthesis.

```
yelp man:gcalctool
```

or

```
yelp 'man:intro(1)'  
yelp 'man:intro(2)'
```

#### info:

Use this URI when you want to access a particular GNU info page.

```
yelp info:make
```

### Refreshing Content on Demand

Yelp Help Browser supports the **Ctrl-R** shortcut keys, which will reload the DocBook document that is currently open. This allows developers to view changes to documents as they are made.

## More Information

This section details some of the helper applications which Yelp Help Browser uses, and provides resources where you can get more information about Yelp Help Browser.

### *Scrollkeeper*

Yelp Help Browser uses scrollkeeper to generate the table of contents for DocBook and HTML documentation, and also keep track of translations for each document.

### *GNOME Documentation Utilites*

The documentation distributed with GNOME uses this set of utilities for a variety of things:

- Ease translation of documents to different languages.
- Provide a set of tools to help package and install documentation into the correct location and register the documentation with scrollkeeper.
- Perform conversion from DocBook format to a format suitable for display.

Yelp Help Browser relies on [GNOME XSLT Stylesheets](#) to perform conversion from DocBook to HTML. [GNOME Documentation Build Utilities](#) are relied upon by application authors to install and register documentation within the help system.

### *Mailing List*

For further information on Yelp Help Browser please subscribe to the mailing list, [gnome-doc-devel-list@gnome.org](mailto:gnome-doc-devel-list@gnome.org).

## Joining the GNOME Documentation Project

If you are interesting in helping produce and update documentation for the GNOME project, please visit the following link: <http://live.gnome.org/DocumentationProject>

# Chapter 8

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## Configuring Your Desktop

This chapter describes how to use the preference tools to customize the GNOME Desktop.

A preference tool is a small application that allows you to change settings in the GNOME Desktop. Each preference tool covers a particular aspect of your computer. For example, with the Mouse preference tool you can set your mouse to left-handed or right-handed use, or change the speed of the pointer on the screen. With the Windows preference tool you can set behaviour common to all windows such as the way in which you select them with the mouse.

To open a preference tool, choose Desktop→Preferences in the top panel. Choose the tool that you require from the submenu.

With a few exceptions, the changes you make to settings in a preference tool take effect immediately, without needing to close the preference tool. You can keep the preference tool window open while you try the changes, and make further changes if you wish.

Some applications or system components may add their own preference tools to the menu.



Some settings for your system require administrator access. These are in the Desktop→Administration submenu.

## Assistive Technology Preferences

Use the Assistive Technology preference tool to enable assistive technologies in the GNOME Desktop. You can also use the Assistive Technology preference tool to specify assistive technology applications to start automatically when you log in.

Table 8.1, “Assistive Technology Preferences” lists the assistive technology preferences that you can modify.

**Table 8.1. Assistive Technology Preferences**

| Dialog Element                | Description   |
|-------------------------------|---|
| Enable assistive technologies | Select this option to enable assistive technologies in the GNOME Desktop.                     |
| Screenreader                  | Select this option to start the Screenreader application automatically when you log in.       |
| Magnifier                     | Select this option to start the Magnifier application automatically when you log in.          |
| On-screen keyboard            | Select this option to start the On-screen keyboard application automatically when you log in. |

## CD Database Preferences

The CD Database preference tool enables you to configure a CD database that your system can query. A CD database contains information about CDs, such as the name of the artist, the title, and the track list. When an application plays a CD, the application can query the CD database about the CD, then display the information.



Not all applications that use audio CDs use the settings in this preference tool. Some may have supply their own settings in their preference dialog.

Table 8.2, “CD Database Preferences” describes the preferences in the CD Database preference tool.

**Table 8.2. CD Database Preferences**

| Dialog Element            | Description  |
|---------------------------|--|
| Send no information       | Select this option if you do not want to send any information to the CD database server.   |
| Send real information     | Select this option to send your name and hostname information to the CD database server.   |
| Send other information    | Select this option to send another name and hostname to the CD database server. Enter the name in the Name field. Enter the hostname in the Hostname field.  |
| FreeDB round robin server | FreeDB is a CD database. The FreeDB round robin server is a load-sharing configuration of FreeDB servers. Select this option to access the FreeDB CD database from this server.                                |
| Other FreeDB server       | Select this option to access the FreeDB CD database from another server. Select the server that you require from the server table.   |
| Update Server List        | Click on this button to update the list of available FreeDB servers in the server table.   |
| Other server              | Select this option to use another CD database. Enter the name of the server on which the database resides in the Hostname field. Enter the port number on which you can access the database in the Port field. |

## Desktop Background Preferences

The desktop background is the image or color that is applied to your desktop. You can open Desktop Background Preferences by right-clicking on the desktop and choosing Change Desktop Background, as well as from the Desktop→Preferences menu.

You can customize the desktop background in the following ways:

- Select an image for the desktop background. The image is superimposed on the desktop background color. The desktop background color is visible if you select a transparent image, or if the image does not cover the entire desktop.

- Select a color for the desktop background. You can select a solid color, or create a gradient effect with two colors. A gradient effect is a visual effect where one color blends gradually into another color.



You can also drag a color or a pattern to the desktop from the Backgrounds and Emblems dialog in the Nautilus file manager.

Table 8.3, “Desktop Background Preferences” lists the background preferences that you can modify.

**Table 8.3. Desktop Background Preferences**

| Dialog Element    | Description  |
|-------------------|--|
| Desktop Wallpaper | Choose an image from the list. Alternately, you can select Add Wallpaper to choose any image on your computer.   |
| Style             | To specify how to display the image, select one of the following options from the Style drop-down list: <ul style="list-style-type: none"> <li>• Centered: Displays the image in the middle of the desktop.</li> <li>• Fill Screen: Enlarges the image to cover the desktop and maintains the relative dimensions of the image.</li> <li>• Scaled: Enlarges the image until the image meets the screen edges, and maintains the relative dimensions of the image.</li> <li>• Tiled: Enlarges the image until the image meets the screen edges, and maintains the relative dimensions of the image.</li> </ul>  |
| Add Wallpaper     | Click on Add Wallpaper to browse for an image on your computer. A standard file selector will be presented. Choose the image you want and click Open.  |
| Remove            | Choose the Desktop Wallpaper that you want to remove, then click Remove. This removes the image from the list of available wallpapers; however, it does not delete the image from your computer.   |
| Desktop Colors    | To specify a color scheme, use the options in the Background Style drop-down list, and the color selector buttons. <p>You can specify a color scheme in one of the following ways:</p> <ul style="list-style-type: none"> <li>• Choose Solid color from the Background Style drop-down list to specify a single color for the desktop background. <p>To choose the color that you require, click on the Color button. The Pick a Color dialog is displayed. Choose a color, then click OK.</p> </li> <li>• Choose Horizontal gradient from the Background Style drop-down list. This option creates a gradient effect from the left screen edge to the right screen edge. <p>Click on the Left Color button to display the Pick a Color dialog. Choose the color that you want to appear at the left edge.</p> <p>Click on the Right Color button. Choose the color that you want to appear at the right edge.</p> </li> </ul> |

| Dialog Element | Description  |
|----------------|--|
|                | <ul style="list-style-type: none"> <li>Choose Vertical gradient from the Background Style drop-down list. This creates a gradient effect from the top screen edge to the bottom screen edge.</li> </ul> <p>Click on the Top Color button to display the Pick a Color dialog. Choose the color that you want to appear at the top edge.</p> <p>Click on the Bottom Color button. Choose the color that you want to appear at the bottom edge.</p> |

## File Management Preferences

Use the File Management preference tool to set your Nautilus file manager preferences. You can also set your file manager preferences in the File Management preferences dialog, which you can open from the file manager application. For information on the preferences in the File Management preferences dialog and File Management preference tool, see the section called “Nautilus Preferences”.

## Font Preferences

Use the Font preference tool to select the fonts to use in your applications, windows, terminals, and desktop.

Table 8.4, “Font Preferences” lists the font preferences that you can modify.

**Table 8.4. Font Preferences**

| Dialog Element    | Description   |
|-------------------|---|
| Application font  | Click on the font selector button to select a font to use in your applications.   |
| Desktop font      | Click on the font selector button to select a font to use on your desktop only.   |
| Window title font | Click on the font selector button to select a font to use in the titlebars of your windows.   |
| Terminal font     | Click on the font selector button to select a font to use in the Terminal application   |
| Font Rendering    | <p>To specify how to render fonts on your screen, select one of the following options:</p> <ul style="list-style-type: none"> <li><b>Monochrome:</b> Renders fonts in black and white only. The edges of characters might appear jagged in some cases because the characters are not antialiased. <i>Antialiasing</i> is an effect that is applied to the edges of characters to make the characters look smoother.</li> <li><b>Best shapes:</b> Antialiases fonts where possible. Use this option for standard Cathode Ray Tube (CRT) monitors.</li> <li><b>Best contrast:</b> Adjusts fonts to give the sharpest possible contrast, and also antialiases fonts, so that characters have smooth edges. This option might enhance the accessibility of the GNOME Desktop to users with visual impairments.</li> </ul> |

| Dialog Element    | Description   |
|-------------------|---|
|                   | <ul style="list-style-type: none"> <li>Subpixel smoothing (LCDs): Uses techniques that exploit the shape of individual Liquid Crystal Display (LCD) pixels to render fonts smoothly. Use this option for LCD or flat-screen displays.</li> </ul>  |
| Details           | <p>Click on this button to specify further details of how to render fonts on your screen.</p> <ul style="list-style-type: none"> <li>Resolution (dots per inch): Use the spin box to specify the resolution to use when your screen renders fonts.</li> <li>Smoothing: Select one of the options to specify how to antialias fonts.</li> <li>Hinting: <i>Hinting</i> is a font-rendering technique that improves the quality of fonts at small sizes and an at low screen resolutions. Select one of the options to specify how to apply hinting your fonts.</li> <li>Subpixel order: Select one of the options to specify the subpixel color order for your fonts. Use this option for LCD or flat-screen displays.</li> </ul> |
| Go to font folder | Click on this button to open the Fonts folder.  |

## Previewing a Font

A preview of a font shows the characters of a font at different sizes, as well as copyright and technical information. To preview a font, perform the following steps:

1. Open the Font preference tool by choosing Desktop→Preferences→Font in the top panel.
2. Click on Details.
3. Click on Go to font folder. The Fonts folder opens.
4. Open a font to display a preview.

## Adding a TrueType Font

To add a TrueType font to your system, perform the following steps:

1. Open the Font preference tool by choosing Desktop→Preferences→Font in the top panel.
2. Click on Details.
3. Click on Go to font folder. The Fonts folder opens.
4. Open a file manager window and select the TrueType font that you want to add.
5. Copy the TrueType font file that you want to add to the Fonts folder.



You can also open the Fonts folder by typing the following URI into Nautilus file manager's Open Location dialog: **fonts:///**.

## Login Photo Preferences

The Login Photo preference tool enables you to change the picture that is displayed in your login screen.

From the Login Photo preference tool, select an image to display in your login screen. Type the path for the folder from where you want to select your image. Alternatively, click Browse to display a dialog from which you can select an image to display as your photograph and click OK.

## Keyboard Accessibility Preferences

The Keyboard Accessibility preference tool allows you to set options such as filtering out accidental keypresses, using the keyboard as a substitute for the mouse, and using shortcut keys without having to hold down several keys at once. The Keyboard accessibility preference tool is also known as AccessX.

This section describes each of the preferences you can set. For a more task-oriented description of keyboard accessibility, see the *GNOME Desktop Accessibility Guide*.

To open the Keyboard Accessibility preference tool, do one of the following:

- From the Main Menu, choose Desktop→Preferences→Accessibility→Keyboard.
- In the Keyboard preference tool, click the Accessibility button.

You can customize the preferences for the keyboard accessibility in the following functional areas:

- Basic
- Filters
- Mouse

### Basic Preferences

Table 8.5, “Keyboard Accessibility Preferences” lists the basic keyboard accessibility preferences that you can modify.

**Table 8.5. Keyboard Accessibility Preferences**

| Dialog Element                         | Description   |
|--|---|
| Enable keyboard accessibility features | Select this option to enable keyboard accessibility features. When you select this option, the other options in the preference tool become available.   |
| Disable if unused for                  | Select this option to deactivate keyboard accessibility preferences if the keyboard is not used for a specified period of time. Use the slider to specify the number of seconds of keyboard idle time required before the system disables the keyboard accessibility preferences. When the specified number of seconds elapses, the following keyboard accessibility preferences are disabled: <ul style="list-style-type: none"> <li>• Bounce keys</li> <li>• Mouse keys</li> <li>• Slow keys</li> </ul> |

| Dialog Element                                    | Description  |
|---|--|
|   | <ul style="list-style-type: none"> <li>Sticky keys</li> <li>Toggle keys</li> </ul>   |
| Beep when features turned on or off from keyboard | Select this option for an audible indication when a feature such as sticky keys or slow keys is activated, or deactivated.   |
| Import Feature Settings                           | Click on this button to import an AccessX configuration file.  |
| Enable Sticky Keys                                | <p>Select this option to perform multiple simultaneous keypress operations by pressing the keys in sequence. Alternatively, to enable the sticky keys feature, press <b>Shift</b> five times.</p> <p>You can set the following sticky keys preferences:</p> <ul style="list-style-type: none"> <li>Beep when modifier is pressed: Select this option for an audible indication when you press a modifier key.</li> <li>Disable if two keys pressed together: Select this option to specify that when you press two keys simultaneously, you can no longer press keys in sequence to perform multiple simultaneous keypresses.</li> </ul> |
| Enable Repeat Keys                                | <p>Select this option to enable the autorepeat settings for your keyboard. You can set the following autorepeat preferences:</p> <ul style="list-style-type: none"> <li>Delay: Use the slider or the spin box to specify the interval to wait after the first keypress before the automatic repeat of a pressed key.</li> <li>Speed: Use the slider or the spin box to specify the number of characters per second to enter.</li> </ul>  |
| Type to test settings                             | The test area is an interactive interface so you can see how the keyboard settings affect the display as you type. Type text in the test area to test the effect of your settings.   |

For more information on configuring keyboard accessibility preferences, see the [GNOME Desktop Accessibility Guide](#).

## Filter Preferences

Table 8.6, “Filter Preferences” lists the filter preferences that you can modify.

**Table 8.6. Filter Preferences**

| Dialog Element                         | Description   |
|--|---|
| Enable keyboard accessibility features | Select this option to enable keyboard accessibility features. When you select this option, the other options in the preference tool become available.   |
| Enable Slow Keys                       | Select this option to control the period of time that you must press-and-hold a key before acceptance. Alternatively, to enable the slow keys feature, press-and-hold <b>Shift</b> for eight seconds. |

| Dialog Element        | Description  |
|-----------------------|--|
|                       | <p>You can set the following slow keys preferences:</p> <ul style="list-style-type: none"> <li>• Only accept keys held for: Use the slider or the spin box to specify the period of time that you must press-and-hold a key before acceptance.</li> <li>• Beep when key is: Select the appropriate option or options for an audible indication when a key is pressed, accepted, or rejected.</li> </ul>  |
| Enable Bounce Keys    | <p>Select this option to accept a key input and to control the key repeat characteristics of the keyboard. You can set the following bounce keys preferences:</p> <ul style="list-style-type: none"> <li>• Ignore duplicate keypresses within: Use the slider or the spin box to specify the interval to wait after the first keypress before the automatic repeat of a pressed key.</li> <li>• Beep if key is rejected: Select this option for an audible indication of key rejection.</li> </ul> |
| Enable Toggle Keys    | <p>Select this option for an audible indication of a toggle keypress. You hear one beep when a toggle key is turned on. You hear two beeps when a toggle key is turned off.</p>  |
| Type to test settings | <p>The test area is an interactive interface so you can see how the keyboard settings affect the display as you type. Type text in the test area to test the effect of your settings.</p>  |

For more information on configuring keyboard accessibility preferences, see the [GNOME Desktop Accessibility Guide](#).

## Mouse Preferences

Table 8.7, “Mouse Preferences” lists the mouse preferences that you can modify.

**Table 8.7. Mouse Preferences**

| Dialog Element                         | Description  |
|--|--|
| Enable keyboard accessibility features | <p>Select this option to enable keyboard accessibility features. When you select this option, the other options in the preference tool become available.</p>   |
| Enable Mouse Keys                      | <p>Select this option to make the numeric keypad emulate mouse actions. The list of keys and their equivalences is in the <a href="#">GNOME Desktop Accessibility Guide</a> under the heading <a href="#">To Enable the Keyboard to Emulate the Mouse</a>.</p> <p>You can set the following mouse key preferences:</p> <ul style="list-style-type: none"> <li>• Maximum pointer speed: Use the slider or the spin box to specify the maximum speed that the pointer moves across the screen.</li> <li>• Time to accelerate to maximum speed: Use the slider or the spin box to specify the duration of the acceleration time of the pointer.</li> <li>• Delay between keypress and pointer movement: Use the slider or the spin box to specify the period of time that must pass after a keypress before the pointer moves.</li> </ul> |

| Dialog Element    | Description   |
|-------------------|---|
| Mouse Preferences | Click on this button to open the Mouse preference tool. |

For more information on configuring keyboard accessibility preferences, see the [GNOME Desktop Accessibility Guide](#).

## Keyboard Preferences

Use the Keyboard preference tool to modify the autorepeat preferences for your keyboard, and to configure typing break settings.

You can set the preferences for the Keyboard preference tool in the following functional areas:

- Keyboard
- Typing Break
- Layouts
- Layout Options

## Keyboard Preferences

Use the Keyboard tabbed section to set general keyboard preferences. To start the Keyboard *accessibility* preference tool, that is, AccessX, click on the Accessibility button.

Table 8.8, “Keyboard Preferences” lists the keyboard preferences that you can modify.

**Table 8.8. Keyboard Preferences**

| Dialog Element                           | Description  |
|--|--|
| Key presses repeat when key is held down | Select this option to enable keyboard repeat. If keyboard repeat is enabled, when you press-and-hold a key, the action associated with the key is performed repeatedly. For example, if you press-and-hold a character key, the character is typed repeatedly. |
| Delay                                    | Select the delay from the time you press a key to the time that the action repeats.  |
| Speed                                    | Select the speed at which the action is repeated.  |
| Cursor blinks in text boxes and fields   | Select this option to enable the cursor to blink in fields and text boxes.   |
| Speed                                    | Use the slider to specify the speed at which the cursor blinks in fields and text boxes.   |
| Type to test settings                    | The test area is an interactive interface so you can see how the keyboard settings affect the display as you type. Type text in the test area to test the effect of your settings.   |

## Typing Break Preferences

Use the Typing Break tabbed section to set typing break preferences. To start the Keyboard *accessibility* preference tool, that is, AccessX, click on the Accessibility button.

Table 8.9, “Typing Break Preferences” lists the typing break preferences that you can modify.

**Table 8.9. Typing Break Preferences**

| Dialog Element                      | Description   |
|-------------------------------------|---|
| Lock screen to enforce typing break | Select this option to lock the screen when you are due a typing break.          |
| Work interval lasts                 | Use the spin box to specify how long you can work before a typing break occurs. |
| Break interval lasts                | Use the spin box to specify the length of your typing breaks.                   |
| Allow postponing of breaks          | Select this option if you want to be able to postpone typing breaks.            |

## Keyboard Layout Preferences

Use the Layouts tabbed section to set your keyboard layout. Select your keyboard model from the drop-down list. Use the navigational buttons to add or remove a selected layout from the list of available layouts.

You can choose different layouts to suit different locales. For more information on keyboard layouts, see the *Keyboard Layout Switcher* manual.

To start the Keyboard *accessibility* preference tool, that is, AccessX, click on the Accessibility button.

## Keyboard Layout Options

Use the Layout Options tabbed section to set your keyboard layout options. Select an option from the list of available layout options and click Add to select an option. Use Remove to remove a selected option.

For more information on the layout options, see the *Keyboard Layout Switcher* manual.

To start the Keyboard *accessibility* preference tool, that is, AccessX, click on the Accessibility button.

## Keyboard Shortcuts Preferences

A *keyboard shortcut* is a key or combination of keys that provides an alternative to standard ways of performing an action.

Use the Keyboard Shortcuts preference tool to display the default keyboard shortcuts. You can customize the default keyboard shortcuts to your requirements.

Table 8.10, “Keyboard Shortcuts Preferences” lists the keyboard shortcut settings that you can customize.

**Table 8.10. Keyboard Shortcuts Preferences**

| Dialog Element         | Description  |
|------------------------|--|
| Text editing shortcuts | Select one of the following settings: <ul style="list-style-type: none"> <li>GNOME Default: Use this setting for standard shortcut keys.</li> <li>Emacs: Use this setting for Emacs shortcut keys.</li> </ul>  |
| Desktop shortcuts      | This table lists actions and the shortcut keys that are associated with each action. <p>To change the shortcut keys for an action, click on the action to select the action, then click on the shortcut for the action. Press the keys that you want to associate with the action.</p> <p>To disable the shortcut keys for an action, click on the action to select the action, then click on the shortcut for the action. Press the <b>Backspace</b> key.</p> |

## Menus & Toolbars Preferences

You can use the Menus & Toolbars preference tool to customize the appearance of menus, menubars, and toolbars for GNOME-compliant applications.

Table 8.11, “Menu and Toolbar Preferences” lists the menu and toolbar preferences that you can modify for GNOME-compliant applications.

**Table 8.11. Menu and Toolbar Preferences**

| Dialog Element        | Description  |
|-----------------------|--|
| Show icons in menus   | Select this option to display an icon beside each item in a menu. Some menu items do not have an icon.   |
| Detachable toolbars   | Select this option if you want to move toolbars from application windows to any location on the screen. If you select this option, handles are displayed on the left side of the toolbars in your applications. To move a toolbar, click-and-hold on the handle, then drag the toolbar to the new location.  |
| Toolbar button labels | Choose one of the following options to specify what to display on the toolbars in your GNOME-compliant applications: <ul style="list-style-type: none"> <li>Text Below Icons: Select this option to display toolbars with text as well as an icon on each button.</li> <li>Text Beside Icons: Select this option to display toolbars with an icon only on each button, and with text on the most important buttons.</li> <li>Icons Only: Select this option to display toolbars with an icon only on each button.</li> <li>Text Only: Select this option to display toolbars with text only on each button.</li> </ul> |

| Dialog Element | Description |
|----------------|-------------|
|----------------|-------------|

## Mouse Preferences

With the Mouse preference tool you can:

- configure your mouse for right-hand use or for left-hand use,
- specify the speed and sensitivity of mouse movement.

## Buttons Preferences

Use the Buttons tabbed section to specify whether the mouse buttons are configured for left-hand use. You can also specify the delay between clicks for a double-click.

Table 8.12, “Mouse Button Preferences” lists the mouse button preferences that you can modify.

**Table 8.12. Mouse Button Preferences**

| Dialog Element    | Description  |
|-------------------|--|
| Left-handed mouse | Select this option to configure your mouse for left-hand use. When you configure your mouse for left-hand use, the functions of the left mouse button and the right mouse button are swapped.  |
| Timeout           | Use the slider to specify the amount of time that can pass between clicks when you double-click. If the interval between the first and second clicks exceeds the time that is specified here, the action is not interpreted as a double-click.<br><br>Use the light bulb icon to check double-click sensitivity: the light will light up briefly for a click, but stay lit for a double-click. |

## Pointer Preferences

Use the Pointers tabbed section to set your mouse pointer preferences.

Table 8.13, “Mouse Pointer Preferences” lists the mouse pointer preferences that you can modify:

**Table 8.13. Mouse Pointer Preferences**

| Dialog Element                            | Description  |
|---|--|
| Pointer Theme                             | Select the mouse pointer theme that you require from the list box.   |
| Highlight the pointer when you press Ctrl | Select this option to enable a mouse pointer animation when you press and release <b>Ctrl</b> . This feature can assist you to locate the mouse pointer. |

## Motion Preferences

Use the Motion tabbed section to set your preferences for mouse movement.

Table 8.14, “Mouse Motion Preferences” lists the mouse motion preferences that you can modify:

**Table 8.14. Mouse Motion Preferences**

| Dialog Element | Description  |
|----------------|--|
| Acceleration   | Use the slider to specify the speed at which your mouse pointer moves on your screen when you move your mouse.                     |
| Sensitivity    | Use the slider to specify how sensitive your mouse pointer is to movements of your mouse.  |
| Threshold      | Use the slider to specify the distance that you must move an item before the move action is interpreted as a drag-and-drop action. |

## Multimedia Systems Selector

See the [GStreamer Properties Manual](#).

## Network Proxy Preferences

The Network Proxy preference tool enables you to configure how your system connects to the Internet. You can configure the GNOME Desktop to connect to a *proxy server*, and specify the details of the proxy server. A proxy server is a server that intercepts requests to another server, and fulfills the request itself, if it can. You can enter the Domain Name Service (DNS) name or the Internet Protocol (IP) address of the proxy server. A *DNS name* is a unique alphabetic identifier for a computer on a network. An *IP address* is a unique numeric identifier for a computer on a network.

Table 8.15, “Internet Connection Preferences” lists the Internet connection preferences that you can modify.

**Table 8.15. Internet Connection Preferences**

| Dialog Element             | Description   |
|----------------------------|---|
| Direct internet connection | Select this option if you want to connect directly to the Internet, without a proxy server.   |
| Manual proxy configuration | Select this option if you want to connect to the Internet through a proxy server, and you want to configure the proxy server manually.  |
| HTTP proxy                 | Enter the DNS name, or the IP address of the proxy server to use when you request a HTTP service. Enter the port number of the HTTP service on the proxy server in the Port spin box. |
| Secure HTTP proxy          | Enter the DNS name, or the IP address of the proxy server to use when you   |

| Dialog Element                | Description   |
|-------------------------------|---|
|                               | request a Secure HTTP service. Enter the port number of the Secure HTTP service on the proxy server in the Port spin box.   |
| FTP proxy                     | Enter the DNS name, or the IP address of the proxy server to use when you request a FTP service. Enter the port number of the FTP service on the proxy server in the Port spin box. |
| Socks host                    | Enter the DNS name, or the IP address of the Socks host to use. Enter the port number for the Socks protocol on the proxy server in the Port spin box.                              |
| Automatic proxy configuration | Select this option if you want to connect to the Internet through a proxy server, and you want to configure the proxy server automatically.   |
| Autoconfiguration URL         | Enter the URL that contains the information required to configure the proxy server automatically.   |

## Preferred Applications

Use the Preferred Applications preference tool to specify the applications that you want the GNOME Desktop to use when the GNOME Desktop starts an application for you. For example, you can specify Xterm as your preferred terminal application. When you open the Desktop menu then choose Open Terminal, Xterm starts.

You can customize the preferences for the Preferred Applications preference tool in the following functional areas.

- Web Browser
- Mail Reader
- Text Editor
- Terminal

## Web Browser Preferences

Use the Web Browser tabbed section to configure your preferred web browser. The preferred web browser opens when you click on a URL. For example, the preferred web browser opens when you select a URL in an application, or when you select a URL launcher on the desktop.

Table 8.16, “Preferred Web Browser Preferences” lists the preferred web browser preferences that you can modify.

**Table 8.16. Preferred Web Browser Preferences**

| Dialog Element       | Description   |
|----------------------|---|
| Select a Web Browser | Select this option if you want to use a standard web browser. Use the drop-down combination box to select your preferred web browser.                   |
| Custom Web Browser   | Select this option if you want to use a custom web browser.   |
| Command              | Enter the command to execute to start the custom web browser. To enable the browser to display a URL that you click on, include "%s" after the command. |

| Dialog Element    | Description   |
|-------------------|---|
| Start in Terminal | Select this option to run the command in a terminal window. Select this option for a browser that does not create a window in which to run. |

## Email Client Preferences

Use the Mail Reader tabbed section to configure your preferred email client.

Table 8.17, “Preferred Email Client Preferences” lists the preferred email client preferences that you can modify.

**Table 8.17. Preferred Email Client Preferences**

| Dialog Element       | Description   |
|----------------------|---|
| Select a Mail Reader | Select this option if you want to use a standard email client. Use the drop-down combination box to select your preferred email client.           |
| Custom Mail Reader   | Select this option if you want to use a custom email client.  |
| Command              | Enter the command to execute to start the custom email client.  |
| Start in Terminal    | Select this option to run the command in a terminal window. Select this option for an email client that does not create a window in which to run. |

## Text Editor Preferences

Use the Text Editor tabbed section to configure your preferred text editor.

Table 8.18, “Preferred Text Editor Preferences” lists the preferred text editor preferences that you can modify.

**Table 8.18. Preferred Text Editor Preferences**

| Dialog Element   | Description   |
|------------------|---|
| Select an Editor | Select this option if you want to use a standard text editor. Use the drop-down combination box to specify your preferred text editor.  |
| Custom Editor    | Select this option if you want to use a custom text editor. A Custom Editor Properties dialog is displayed. <ul style="list-style-type: none"> <li>Name: Type the name of the custom text editor.</li> <li>Command: Enter the command to start the custom text editor.</li> <li>This application can open multiple files: Select this option if the default text editor can open multiple files.</li> <li>This application needs to be run in a shell: Select this option to run the command in a terminal window. Select this option for an editor that does not create a window in which to run.</li> </ul> |

| Dialog Element   | Description   |
|--|---|
|  | After you specify a custom text editor, you can click on the Properties button to display the Custom Editor Properties dialog. You can use the dialog to modify the properties of the custom text editor. |
| Use this editor to open text files in the file manager | Select this option if you want the file manager to start the custom text editor to display text files.  |

## Terminal Preferences

Use the Terminal tabbed section to configure your preferred terminal.

Table 8.19, “Preferred Terminal Preferences” lists the preferred terminal preferences that you can modify.

**Table 8.19. Preferred Terminal Preferences**

| Dialog Element    | Description  |
|-------------------|--|
| Select a Terminal | Select this option if you want to use a standard terminal. Use the drop-down combination box to specify your preferred terminal. |
| Custom Terminal   | Select this option if you want to use a custom terminal.   |
| Command           | Enter the command to execute to start the custom terminal.   |
| Exec Flag         | Enter the <b>exec</b> option to use with the command.  |

## Remote Desktop Preferences

The Remote Desktop preference tool enables you to share a GNOME Desktop session between multiple users, and to set session-sharing preferences.

Table 8.20, “Session Sharing Preferences” lists the session-sharing preferences that you can set. These preferences have a direct impact on the security of your system.

**Table 8.20. Session Sharing Preferences**

| Dialog Element                                  | Description   |
|---|---|
| Allow other users to view your desktop          | Select this option to enable remote users to view your session. All keyboard, pointer, and clipboard events from the remote user are ignored. |
| Allow other users to control your desktop       | Select this option to enable other to access and control your session from a remote location.   |
| Users can view your desktop using this command: | Click on the highlighted text to system address by email to a remote user.  |

| Dialog Element                                    | Description   |
|---|---|
| When a user tries to view or control your desktop | <p>Select the following security considerations when a user tries to view or control your session:</p> <ul style="list-style-type: none"> <li>• <b>Ask you for confirmation:</b> Select this option if you want remote users to ask you for confirmation when they want to share your session. This option enables you to be aware of other users who connect to your session. You can also decide what time is suitable for the remote user to connect to your session.</li> <li>• <b>Require the user to enter this password:</b> Select this option to authenticate the remote user if authentication is used. This option provides an extra level of security.</li> </ul> |
| Password  | Enter the password that the client who attempts to view or control your session must enter.   |

## Screen Resolution Preferences

Use the Screen Resolution preference tool to specify the resolution settings for your screen. Table 8.21, “Screen Resolution Preferences” lists the screen resolution preferences that you can modify.

**Table 8.21. Screen Resolution Preferences**

| Dialog Element                      | Description   |
|-------------------------------------|---|
| Resolution                          | Select the resolution to use for the screen from the drop-down list.  |
| Refresh rate                        | Select the screen refresh rate to use for the screen from the drop-down list.   |
| Make default for this computer only | Select this option to make the screen resolution settings the default settings for the system that you are logged in to only. |

## Screensaver Preferences

A *screensaver* displays moving images on your screen when your computer is not being used. Screensavers also help prevent older monitors being damaged by the same image being displayed for long periods of time.

Use the Screensaver preference tool to set the type of screensaver, the time before the screensaver starts, and whether to require a password to return to the desktop.

You can modify the following settings:

- Screensaver**  
 Select the type of screensaver to display. The preview area to the right of the list shows the how the selected screensaver will look on your screen.

- The Blank screen screensaver displays no image and only shows a black screen.
- The Random screensaver selects a screensaver to display from the list at random.

Which screensavers are shown in the remainder of the list depends on your distributor or vendor.

Set session as idle after ... minutes

If GNOME receives no input from you for this length of time (such as moving the mouse or typing), the computer is set as idle. This may affect power management (the monitor may power down for example) or instant messaging (chat applications may set your status as "away"). Use the slider to set the length of time in minutes.

Activate the screensaver when session is idle

Select this option to have the screensaver start after the set length of time. To stop the screensaver and return to the desktop, move the mouse or press a key on the keyboard.

Lock screen when screensaver is active

When this option is selected, the screensaver will prompt you for your password when you try to return to the desktop. For more on locking your screen, see the section called "Locking Your Screen".

## Sessions Preferences

The Sessions preference tool enables you to manage your sessions. You can set session preferences, and specify which applications to start when you start a session. You can configure sessions to save the state of applications in the GNOME Desktop, and to restore the state when you start another session. You can also use this preference tool to manage multiple GNOME sessions.

You can customize the settings for sessions and startup applications in the following functional areas:

- Session Options
- Current Session
- Startup Programs

## Setting Session Preferences

Use the Session Options tabbed section to manage multiple sessions, and to set preferences for the current session.

Table 8.22, "Session Options" lists the session options that you can modify.

**Table 8.22. Session Options**

| Dialog Element                        | Description   |
|---------------------------------------|---|
| Show splash screen on login           | Select this option to display a splash screen when you start a session.   |
| Prompt on logout                      | Select this option to display a confirmation dialog when you end a session.   |
| Automatically save changes to session | Select this option if you want the session manager to save the current state of your session. The session manager saves the session-managed applications that are open, and the settings associated with the session-managed applications. The next time that you start a session, the applications start automatically, with the saved settings.<br><br>If you do not select this option, when you end your session the Logout Confirmation dialog displays a Save current setup option. |

| Dialog Element | Description  |
|----------------|--|
| Sessions       | <p>Use this area of the dialog to manage multiple sessions in the GNOME Desktop, as follows:</p> <ul style="list-style-type: none"> <li>• To create a new session, click on the Add button. The Add a new session dialog is displayed. Use this dialog to specify a name for your session.</li> <li>• To change the name of a session, select the session in the Sessions table. Click on the Edit button. The Edit session name dialog is displayed. Type a new name for your session.</li> <li>• To delete a session, select the session in the Sessions table. Click on the Delete button.</li> </ul> <p>When you log in on GDM, you choose a session. When you choose a session, you can select which of the multiple sessions to use.</p> |

## Setting Session Properties

Use the Current Session tabbed section to specify startup order values, and to choose restart styles for the session-managed applications in your current session.

Table 8.23, “Session Properties” lists the session properties that you can configure.

**Table 8.23. Session Properties**

| Dialog Element | Description  |
|----------------|--|
| Order          | <p>The Order property specifies the order in which the session manager starts session-managed startup applications. The session manager starts applications with lower order values first. The default value is 50.</p> <p>To specify the startup order of an application, select the application in the table. Use the Order spin box to specify the startup order value.</p>   |
| Style          | <p>The Style property determines the restart style of an application. To select a restart style for an application, select the application in the table, then choose one of the following styles:</p> <ul style="list-style-type: none"> <li>• Normal <p>Starts automatically when you start a GNOME session.</p> </li> <li>• Restart <p>Restarts automatically whenever you close or terminate the application. Choose this style for an application if the application must run continuously during your session.</p> </li> <li>• Trash <p>Does not start when you start a GNOME session.</p> </li> <li>• Settings <p>Starts automatically when you start a session. Applications with this style usu-</p> </li> </ul> |

| Dialog Element | Description   |
|----------------|---|
|                | ally have a low startup order, and store your configuration settings for GNOME and session-managed applications.  |
| Remove         | Click on the Remove button to delete the selected application from the list. The application is removed from the session manager, and closed. If you save the session after doing this any deleted applications will not start the next time you start a session. |
| Apply          | Click on the Apply button to apply changes to the startup order and the restart style.  |

## Configuring Startup Applications

Use the Startup Programs tabbed section of the Sessions preference tool to specify non-session-managed *startup applications*. Startup applications are applications that start automatically when you start a session. You specify the commands that run the non-session-managed applications in the Startup Programs tabbed section. The commands execute automatically when you log in.

You can also start session-managed applications automatically. For more information, see the section called “Setting Session Preferences”.

Table 8.24, “Startup Programs Preferences” lists the startup applications preferences that you can modify.

**Table 8.24. Startup Programs Preferences**

| Dialog Element              | Description   |
|-----------------------------|---|
| Additional startup programs | <p>Use this table to manage non-session-managed startup applications as follows:</p> <ul style="list-style-type: none"> <li>To add a startup application, click on the Add button. The Add Startup Program dialog is displayed. Enter the command to start the application in the Startup Command field.</li> </ul> <p>If you specify more than one startup application, use the Priority spin box to specify the startup order of the each application. The startup order is the order in which you want the startup applications to start.</p> <ul style="list-style-type: none"> <li>To edit a startup application, select the startup application, then click on the Edit button. The Edit Startup Program dialog is displayed. Use the dialog to modify the command and the startup order for the startup application.</li> <li>To delete a startup application, select the startup application, then click on the Delete button.</li> </ul> |

## Sound Preferences

The Sound preference tool enables you to control when the GNOME sound server starts. You can also specify which sounds to play when particular events occur.

You can customize the settings for the Sound preference tool in the following functional areas:

- General
- Sound Events
- System Bell

### General Sound Preferences

Use the General tabbed section of the Sound preference tool to specify when to launch the GNOME sound server. You can also enable sound event functions.

Table 8.25, “General Sound Preferences” lists the general sound preferences that you can modify.

**Table 8.25. General Sound Preferences**

| Dialog Element              | Description   |
|-----------------------------|---|
| Enable sound server startup | Select this option to start the GNOME sound server when you start a GNOME session. When the sound server is active, the GNOME Desktop can play sounds.                      |
| Sounds for events           | Select this option to play sounds when particular events occur in the GNOME Desktop. You can select this option only if the Enable sound server startup option is selected. |

### Sound Event Preferences

Use the Sound Events tabbed section of the Sound preference tool to associate particular sounds with particular events.



You must select the Enable sound server startup option, and the Sounds for events option before you can access the Sound Events tabbed section.

Table 8.26, “Sound Event Preferences” lists the sound events preferences that you can modify.

**Table 8.26. Sound Event Preferences**

| Dialog Element | Description  |
|----------------|--|
| Sounds table   | Use the Sounds table to associate particular sounds with particular events.<br><br>The Event column displays a hierarchical list of events that can occur. To expand a category of events, click on the right arrow beside a category of events. |

| Dialog Element                               | Description   |
|--|---|
|  | The File to play column lists the sound file that plays when the event occurs.  |
| Play   | Click on this button to play the sound file that is associated with the selected event.   |
| Sound file drop-down combination box, Browse | To associate a sound with an event, select the event in the Sounds table. Enter the name of the sound file that you want to associate with the selected event in the drop-down combination box. Alternatively, click Browse to display a Select sound file dialog. Use the dialog to specify the sound file that you want to associate with the selected event. |



You can only associate sound files in .wav format with events.

## System Bell Settings

Use the System Bell tabbed section to set your preferences for the system bell.

Some applications play a bell sound to indicate a keyboard input error. Use the preferences in the System Bell tabbed section to configure the bell sound. Table 8.27, “System Bell Preferences” lists the system bell preferences that you can modify.

**Table 8.27. System Bell Preferences**

| Dialog Element        | Description   |
|-----------------------|---|
| Sound an audible bell | Select this option to enable the system bell.   |
| Visual feedback       | Select this option to enable visual feedback to indicate input errors.                |
| Flash window titlebar | Select this option if you want window titlebars to flash to indicate an input error.  |
| Flash entire screen   | Select this option if you want the entire screen to flash to indicate an input error. |

## Theme Preferences

A theme is a group of coordinated settings that specifies the visual appearance of a part of the GNOME Desktop. You can choose themes to change the appearance of the GNOME Desktop. Use the Theme preference tool to select a theme. You can choose from a list of available themes. The list of available themes includes several themes for users with accessibility requirements.

A theme contains settings that affect different parts of the GNOME Desktop, as follows:

### Controls

The controls setting for a theme determines the visual appearance of windows, panels, and applets. The controls setting also determines the visual appearance of the GNOME-compliant interface items that appear on windows, panels, and applets, such as menus, icons, and buttons. Some of the controls setting options that are available are designed for special accessibility needs. You can choose an option for the controls setting from the

Controls tabbed section in the Theme Details.

#### Window frame

The window frame setting for a theme determines the appearance of the frames around windows only. You can choose an option for the window frame setting from the Window Border tabbed section in the Theme Details.

#### Icon

The icon setting for a theme determines the appearance of the icons on panels and the desktop background. You can choose an option for the icon setting from the Icons tabbed section in the Theme Details.

## To Create a Custom Theme

The themes that are listed in the Theme preferences tool are different combinations of controls options, window frame options, and icon options. You can create a custom theme that uses different combinations of controls options, window frame options, and icon options.

To create a custom theme, perform the following steps:

1. Start the Theme preference tool.
2. Select a theme in the list of themes.
3. Click on the Theme Details button. A Theme Details dialog is displayed.
4. Select the controls option that you want to use in the custom theme from the list in the Controls tabbed section. The list of available controls options includes several options for users with accessibility requirements.
5. Click on the Window Border tab to display the Window Border tabbed section. Select the window frame option that you want to use in the custom theme from the list of available options. The list of available window frame options includes several options for users with accessibility requirements.
6. Click on the Icons tab to display the Icons tabbed section. Select the icons option that you want to use in the custom theme from the list of available options. The list of available icons options includes several options for users with accessibility requirements.
7. Click Close to close the Theme Details dialog.
8. On the Theme preferences tool, click on the Save theme button. A Save theme to disk dialog is displayed.
9. Type a name and a short description for the custom theme in the dialog, then click Save. The custom theme now appears in your list of available themes.

## To Install a New Theme

You can add a theme to the list of available themes. The new theme must be an archive file that is tarred and zipped. That is, the new theme must be a `.tar.gz` file.

To install a new theme, perform the following steps:

1. Start the Theme preference tool.
2. Click on the Install Theme button. A Theme Installation dialog is displayed.
3. Enter the location of the theme archive file in the drop-down combination box. Alternatively, to browse for the file, click on the Browse button. When you have selected the file, click OK.
4. Click on the Install button to install the new theme.

## To Install a New Theme Option

You can install new controls options, window frame options, or icons options. You can find many controls options on the Internet.

To install a new controls option, window frame option, or icons option, perform the following steps:

1. Start the Theme preference tool.
2. Click on the Theme Details button. A Theme Details dialog is displayed.
3. Click on the tab for the type of theme that you want to install. For example, to install an icons option, click on the Icons tab.
4. Click on the Install Theme button. A Theme Installation dialog is displayed.
5. Enter the location of the option archive file in the drop-down combination box. Alternatively, to browse for the file, click on the Browse button. When you have selected the file, click OK.
6. Click on the Install button to install the new option.

## To Delete a Theme Option

You can delete controls options, window frame options, or icons options.

To delete a controls option, window frame option, or icons option, perform the following steps:

1. Start the Theme preference tool.
2. Click on the Theme Details button. A Theme Details dialog is displayed.
3. Click on the tab for the type of option that you want to delete.
4. Click on the Go To Theme Folder button. A file manager window opens on the default option folder.
5. Use the file manager window to delete the option.

## Previewing Themes

As well as the Theme preference tool, you can also use the file manager to change themes. To change themes, perform the following steps:

1. Use the file manager to access the **themes:///** URI. The themes are displayed as icons.
2. Double-click on a theme to change the theme.

# Windows Preferences

Use the Windows preference tool to customize window behavior for the GNOME Desktop.

Table 8.28, “Windows Preferences” lists the windows preferences that you can modify.

**Table 8.28. Windows Preferences**

| Dialog Element                                | Description  |
|---|--|
| Select windows when the mouse moves over them | Select this option to give focus to a window when you point to the window. The window retains focus until you point to another window. |
| Raise selected windows after an interval      | Select this option to raise windows a short time after the window receives focus.  |
| Interval before raising                       | Specify the interval to wait before raising a window that has received focus.  |
| Double-click titlebar to perform this action  | Select the behavior that you want to occur when you double-click on a window titlebar. Select one of the following options:            |

| <b>Dialog Element</b> | <b>Description</b>   |
|-----------------------|--|
|                       | <ul style="list-style-type: none"><li>• Maximize: Maximizes the window.</li><li>• Roll up: Roll up the window.</li></ul> |

To move a window, press- Select the key to press-and-hold when you drag a window to move the window.  
and-hold this key then grab the  
window

# Glossary

|                             |   |
|-----------------------------|---|
| applet                      | An applet is a small, interactive application that resides within a panel, for example the CD Player. Each applet has a simple user interface that you can operate with the mouse or keyboard.  |
| desktop                     | The part of the GNOME Desktop where there are no interface graphical items, such as panels and windows.   |
| desktop background          | The image or color that is applied to your desktop.   |
| desktop object              | An icon on your desktop that you can use to open your files, folders, and applications. You can use desktop objects to provide convenient access to files, folders, and applications that you use frequently.   |
| DNS name                    | A unique alphabetic identifier for a computer on a network.   |
| drawer                      | A drawer is a sliding extension to a panel that you can open or close from a drawer icon.   |
| file extension              | <p>The final portion of a file's name, after the last period (.) in the name. For example, the file extension of the file <code>picture.jpeg</code> is <code>jpeg</code>.</p> <p>The file extension can identify the type of a file. Nautilus file manager uses this information when to determine what to do when you open a file. For more on this, see the section called “Opening Files”.</p> |
| format                      | To format media is to prepare the media for use with a particular file system. When you format media, you overwrite any existing information on the media.  |
| GNOME-compliant application | An application that uses the standard GNOME programming libraries is called a GNOME-compliant application. For example, Nautilus file manager and <code>gedit</code> text editor are GNOME-compliant applications.  |
| IP address                  | A unique numeric identifier for a computer on a network.  |
| keyboard shortcut           | A <i>keyboard shortcut</i> is a key or combination of keys that provides an alternative to standard ways of performing an action.   |
| launcher                    | A launcher starts a particular application, executes a command, or opens a file. A launcher can reside in a panel or in a menu.   |
| menubar                     | A menubar is a bar at the top of an application window that contains the menus for the application.   |
| MIME type                   | A Multipurpose Internet Mail Extension (MIME) type identifies the format of a file. The MIME type enables applications to read the file. For example, an email application can use the <code>image/png</code> MIME type to detect that a Portable Networks Graphic (PNG) file is attached to an email.  |
| mount                       | To mount is to make a file system available for access. When you mount a file system, the file system is attached as a subdirectory to your file system.  |
| pane                        | A pane is a subdivision of a window. For example, the Nautilus window contains a side pane and a view pane.   |
| preference tool             | A dedicated software tool that controls a particular part of the behavior of the  |

|                             |  |
|-----------------------------|--|
|                             | GNOME Desktop.   |
| shortcut keys               | Shortcut keys are keystrokes that provide a quick way to perform an action.  |
| stacking order              | The stacking order is the order in which windows are stacked on top of each other on your screen.  |
| statusbar                   | A statusbar is a bar at the bottom of a window that provides information about the current state of what you are viewing in the window.  |
| symbolic link               | A special type of file that points to another file or folder. When you perform an action on a symbolic link, the action is performed on the file or folder to which the symbolic link points.  |
| toolbar                     | A toolbar is a bar that contains buttons for the most commonly-used commands in an application. Typically, a toolbar appears under a menubar.  |
| Uniform Resource Identifier | A Uniform Resource Identifier (URI) is a string that identifies a particular location in a file system or on the Web. For example, the address of a web page is a URI.   |
| Uniform Resource Locator    | A Uniform Resource Locator (URL) is the address of a particular location on the Web.   |
| view                        | A Nautilus component that enables you to display a folder in a particular way. For example, Nautilus contains an icon view which enables you to display the contents of a folder as icons. Nautilus also contains a list view which enables you to display the contents of a folder as a list. |
| workspace                   | A workspace is a discrete area in the GNOME Desktop in which you can work.   |

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