



Java Desktop System Release 3 User Guide

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Preface

The *Java Desktop System Release 3 User Guide* provides information for the following releases:

- Sun™ Java™ Desktop System Release 3 for the Solaris™ 10 Operating System on SPARC® platforms.
- Java Desktop System Release 3 for the Solaris 10 Operating System on x86 platforms.

Most of the information in the manual is generic to all releases of the Java Desktop System. Where the information is not generic, the platform is indicated.

Who Should Use This Book

This book is for users who plan to use the Java Desktop System as the default desktop environment. Use this book if you need to do the following:

- Work with applications in the desktop.
- Customize the look and feel of your personal desktop.
- Find out more about specific functionality.

How This Book Is Organized

This book is organized as follows:

- [Chapter 1](#)
This chapter provides information about how to start, manage, and end Java Desktop System sessions.

- [Chapter 2](#)

Panels are a key component of the Java Desktop System. This chapter tells you how to use the different parts of your panels, and how to invoke the available functions of the Java Desktop System using panels.
 - [Chapter 3](#)

This chapter provides information about how to use and customize the menus in the Java Desktop System.
 - [Chapter 4](#)

This chapter describes basic windows functions such as moving and resizing. This chapter also describes the controls that you use with windows.
 - [Chapter 5](#)

This chapter describes how to use the file manager to work with your file system.
 - [Chapter 6](#)

This chapter describes how to use the *desktop background* to start applications, and open your files and folders. The chapter also describes how to use Trash from the desktop background, how to use the desktop background menu, and how to customize the desktop background.
 - [Chapter 7](#)

This chapter describes how to use the preference tools to customize the Java Desktop System.
 - [Appendix A](#)

This appendix provides information about mouse usage, shortcut keys, basic window skills, and basic dialog skills.
 - [Glossary](#)

The glossary contains a list of terms used in this guide, and definitions of the terms.
-

Before You Read This Book

Before you read this book, click on the **Learn About The Java™ Desktop System** icon on the desktop background. This launches a help browser from where you can access overview information about the Java Desktop System.

You should also ensure that you have some familiarity with the following topics:

- Three-button mouse devices
- Graphical user interfaces
- Command line interfaces

See [Appendix A](#) for information about mouse usage, shortcut keys, basic window skills, and basic dialog skills.

Related Documentation

The following manuals are related to this guide:

- *Java Desktop System Release 3 Accessibility Guide*
- *Java Desktop System Release 3 Administration Guide*
- *Java Desktop System Release 3 Installation Guide*
- *Java Desktop System Release 3 Release Notes*
- *Java Desktop System Release 3 Troubleshooting Guide*

You can access these manuals on the accompanying software media, and at <http://docs.sun.com>.

Associated Documentation

The following manuals are associated with this guide:

- *Java Desktop System Email and Calendar User Guide*
- *StarOffice 7 Office Suite Administration Guide*
- *StarOffice 7 Office Suite Basic Guide*
- *StarOffice 7 Office Suite Setup Guide*
- *StarOffice 7 Office Suite User's Guide*
- *System Configuration Manager, Release 1*

You can access these manuals on the accompanying software media, or at <http://docs.sun.com>.

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Typographic Conventions

The following table describes the typographic changes used in this book.

TABLE P-1 Typographic Conventions

Typeface or Symbol	Meaning	Example
AaBbCc123	The names of commands, files, and directories; on-screen computer output	Edit your <code>.login</code> file. Use <code>ls -a</code> to list all files. <code>machine_name% you have mail.</code>
AaBbCc123	What you type, contrasted with on-screen computer output	<code>machine_name% su</code> Password:
<i>AaBbCc123</i>	Command-line placeholder: replace with a real name or value	To delete a file, type <code>rm filename</code> .
<i>AaBbCc123</i>	Book titles, new words, or terms, or words to be emphasized.	Read Chapter 6 in <i>User's Guide</i> . These are called <i>class</i> options. You must be <i>root</i> to do this.

Shell Prompts in Command Examples

The following table shows the default system prompt and superuser prompt for the C shell, Bourne shell, and Korn shell.

TABLE P-2 Shell Prompts

Shell	Prompt
C shell prompt	machine_name%
C shell superuser prompt	machine_name#
Bourne shell and Korn shell prompt	\$
Bourne shell and Korn shell superuser prompt	#

Mouse Usage Conventions

The following table lists the conventions for mouse usage in documentation for the Java Desktop System.

Action	Definition
Click	Press and release the left mouse button, without moving the mouse.
Click-and-hold	Press and do not release the left mouse button.
Left-click	Same as <i>click</i> . Left-click clarifies the action when 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.
Drag	Click-and-hold a mouse button, then move an object. For example, you can drag a window or an icon. The left and middle mouse buttons can perform drag actions.
Drag-and-drop	Click-and-hold a mouse button, then move an object. For example, you can drag-and-drop a window or an icon. Release the mouse button to place the object in a new location.
Grab	Point to an item that you can move, and click-and-hold on the mouse button. For example, you can grab the titlebar of a window, then drag the window to a new location.

Getting Started

This chapter provides the information you need to start, manage, and end a Java Desktop System session.

Logging In to Your Desktop

A session occurs between the time that you log in to the Java Desktop System and the time that you log out. The login screen is your gateway to the Java Desktop System. The login screen provides fields for you to enter your username and password. The login screen enables you to select login options, for example you can select the language of your session.

You start a session when you log in. The session manager starts after your username and password are authenticated. The session manager enables you to manage the session. For example, you can save the state of your most recent session and return to that session the next time that you log in. The session manager saves and restores the following:

- The appearance and behavior settings, for example fonts, colors, and mouse settings.
- The applications that you were running, for example file manager and text editor windows. You cannot save and restore applications that the session manager does not manage. For example, if you start the vi editor from the command line in a terminal window, session manager cannot restore your editing session.

To Log In to the Desktop on Linux

To log in to the desktop, perform the following steps:

1. On the login screen, click on the **Session** icon. Choose the Java Desktop System 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, the session manager starts a session. If this is 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 **Actions** icon on the login screen. A dialog is displayed. Select the option that you require, then click OK.

To Log In to a Different Language on Linux

To log in to the desktop 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.

Note – 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 specify a keyboard layout, use the Keyboard Layout Switcher panel application.

Panel applications are small, interactive applications that reside within a panel, for example CD Player. Each panel application has a simple user interface that you can operate with the mouse or keyboard.

To Log In to the Desktop on the Solaris Operating System

To log in to the desktop, perform the following steps:

1. Choose Options → Session. Choose the Java Desktop System from the list of available desktop environments.
2. Enter your login name in the field on the **Login Manager** dialog, then click OK.
3. Enter your password in the field on the **Login Manager** dialog, then click OK.

When you log in successfully, the session manager starts a session. If this is 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.

To Log In to a Different Language on the Solaris Operating System

To log in to the desktop in a different language, perform the following actions:

1. On the login dialog, choose Options → Session. Choose the Java Desktop System from the list of available desktop environments.
2. On the login dialog, choose Options → Language.
3. Choose the language group that includes the language that you want.
4. Choose a language.
5. Log in.

Your system administrator sets the default language for your system. The Options menu on the **Login Manager** dialog enables you to access other languages. When you choose a language in the Options menu, your system sets the LANG variable for your session. The system restores the default language at the end of the session.

When You Log In for the First Time

When you start a session for the first time, you should see a startup screen, with a panel at the bottom of the screen and various icons on the desktop background.

Initial Desktop Configuration

This section describes what you see when you start a session for the first time. Your system administrator might have set your default bottom edge panel according to your local requirements, so you might see a slightly different bottom edge panel.



The Java Desktop System startup screen typically consists of the following:

- **This Computer**
Enables you to access media and configuration details about your system.
- **Documents**
Enables direct access to files stored in your default directory.
- **Network Places**
Provides access to networked computers from a single directory.
- **Trash**
Provides a temporary holding area for files, folders or desktop objects that you can later retrieve or permanently delete.
- **StarOffice 7**
Launches the StarOffice application.
- **Learn About The Java™ Desktop System**
Launches a help browser from where you can access overview information about the Java Desktop System.
- Bottom edge panel

The following panel objects appear in your bottom edge panel by default:

- **Launch button:** Provides menus for applications and configuration tools on the Java Desktop System.
- **Clock:** Displays the time and date in a panel.
- **Show Desktop:** Displays a button that you can click to minimize all open windows.
- **Window List:** Displays a button for each window that is open. You can click on a window list button to minimize and restore windows.
- **Notification Area:** 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.
- **Workspace Switcher:** Displays a visual representation of your workspaces. You can use Workspace Switcher to switch between workspaces.
- **Volume Control:** Displays a button that enables you to control and set the sound level for your system.
- **Network Monitor:** Displays a dialog that enables you to monitor the activities of your network.

- **Desktop Background**

The desktop background lies behind all of the other components on the Java Desktop System. The desktop background is an active component of the user interface. You can place objects on the desktop background to quickly access your files and directories, or to start applications that you use often. You can also right-click on the desktop background to open a menu.

To Lock Your Screen

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

- Click Launch, then choose Lock Screen.
- If the Lock button is present on a panel, click on the Lock button.

To add the Lock button to a panel, right-click on the panel. Choose Add to Panel → Actions → Lock.

When you lock your screen, the screensaver starts. To unlock the screen, move your mouse to display the locked screen dialog. Enter your username and password in the locked screen dialog, then press Return.

Note – To lock your screen correctly, you must have a screensaver enabled.

Managing Your Desktop Session

To configure your desktop session, 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.

To Define Log In and Log Out Behavior

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

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

- All Java Desktop System 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 Java Desktop System application or preference tool that is in the list.

To Save Your 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.

If you do not select the **Automatically save changes to session** option, when you log out, a dialog asks if you want to save your current settings. To save your settings, select the option, then continue to log out.

Logging Out

To end your session, close all your currently active processes, then perform one of the following actions:

- Click Launch, then choose Log Out *name*.
- If the Log Out button is present on a panel, click on the Log Out button.
To add the Log Out button to a panel, right-click on the panel. Choose Add to Panel → Actions → Log Out.

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

Working With Panels

The information in this chapter describes how to use panels. A panel is an area in the Java Desktop System from which you can run applications and perform other tasks.

Introducing Panels

When you start a session for the first time, the Java Desktop System contains at least one panel. Your system administrator might have set your default panels according to your local requirements, so you might see slightly different default panels.

You can change the behavior and appearance of your panels to suit your requirements. You can also 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.

Typically, the Java Desktop System contains a preconfigured panel displayed at the bottom edge of the screen.

Bottom Edge Panel

The bottom edge panel contains the following items:

Object	Description
Launch	The Launch button contains menus and menu items for applications and configuration tools on the Java Desktop System.

Object	Description
Clock	Displays the time and date in a panel.
Show Desktop	Displays a button that you can click to minimize all open windows.
Window List	Displays a button for each window that is open. You can click on a window list button to minimize and restore windows.
Notification Area	Displays icons from various applications to indicate activity in the application.
Workspace Switcher	Displays a visual representation of your workspaces. You can use Workspace Switcher to switch between workspaces.
Volume Control	Displays a button that enables you to control and set the sound level for your system.
Network Monitor	Displays the status of a network device.

Managing Your Panels

The following sections describe how to manage your panels.

To Add 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 Java Desktop System. The new panel contains no objects. You can customize the new panel to suit your preferences.

To Interact With a Panel

To interact with a panel, you must left-click, middle-click, or right-click on a vacant space on the panel. 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.

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

- Middle-click Enables you to grab a panel, then drag the panel to a new location.
- Right-click Opens the panel popup menu.

To Move a Panel

You can move panels to different locations. To move a panel, middle-click and hold on any vacant space on the panel, then drag the panel to the new location.

To Hide 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.

To Modify Panel Properties

To modify preferences for all panels, use the **Panel** preference tool to make the changes that you require. For example, you can modify animation preferences for panels.

You can also modify properties for each individual panel. You can change the features for each panel, such as the position of the panel, the hide behavior, and the visual appearance.

To modify the properties of a panel perform the following steps:

- Right-click on a vacant space on the panel, then choose Properties to display the **Panel Properties** dialog. The **Panel Properties** dialog contains the following tabbed sections:
 - **General**
 - **Background**
- To modify panel size, position, and hiding properties, click on the **General** tab. The following table describes the dialog 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.
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	Select this option if you want the panel to expand to the full length of the edge of the screen where the panel is located.
Autohide	Select this option to enable autohide.
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.

- To modify the panel background, click on the **Background** tab. Choose the type of background for the panel. The choices are as follows:

Dialog Element	Description
None (use system theme)	Select this option to use the default panel background. The default panel background depends on the settings in the Theme preference tool.
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. 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 towards the Transparent end.

Dialog Element	Description
Background image	Select this option to specify an image for the panel background. Enter the filename of the image to use 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.

You can also drag a color or image on to a panel to set the color or image as the background of the panel. For more information, see [“To Drag a Color or Image to the Background of a Panel”](#) on page 29.

4. Click Close to close the **Panel Properties** dialog.

To Drag a Color or Image to the Background of a Panel

You can 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 the file manager to a panel to set the color as the background of the panel. You can also drag a color from any color selector dialog.

You can drag an image to a panel to set the image as the background of the panel. You can also drag pattern images from the file manager to set the background of the panel.

To Delete a Panel

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

Note – You must always have at least one panel in the Java Desktop System. If you have only one panel in the Java Desktop System, 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. |

You interact with panel objects in a different way. For more information, see [“To Select a Panel Application” on page 33](#).

To Add an Object to a Panel

You can add an object to a panel in several ways, as follows:

- From the panel popup menu
 - Right-click on a vacant space on a panel to open the panel popup menu. The panel popup menu contains an Add to Panel submenu. The Add to Panel submenu enables you to add the following objects to your panels:
 - Panel applications in the following categories: **Accessories, Amusements, Internet, Multimedia, Utility**.
 - Buttons for quick access to common actions: Find Files button, Force Quit button, Lock Screen button, Log Out button, Run Applications button, Screenshot button, Show Desktop button.
 - Launchers
 - Launchers from menus
 - Main Menu
 - Menu Bar
 - Drawers
- From any menu
 - When you right-click on a launcher in any menu, a popup menu for the launcher opens. You can use this popup menu to add the launcher to a panel.
 - You can also drag menus, launchers, and panel applications from menus to panels.
- From the file manager
 - Each launcher corresponds to a `.desktop` file. You can drag the `.desktop` file on to your panels to add the launcher to the panel.

To Modify 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 an 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 2-1](#).

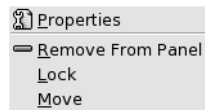


FIGURE 2-1 Panel Object Popup Menu

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.

To Move 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 Java Desktop System.

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.

Key	Movement Mode	Description
Alt key	Free movement	The object jumps over other panel objects into the next vacant space on the panel.
Shift key	Push movement	The object pushes other panel objects further along the panel.

To Lock 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.

To Remove 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.

Panel Applications

A panel application is a small application whose user interface resides within a panel. For example, the following figure shows the following panel applications, 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.



To Add an Application to a Panel

You can add an application to a panel from the panel popup menu. Right-click on any vacant space on the panel to open the panel popup menu. Choose Add to Panel, then choose the panel application that you want to add from one of the following submenus:

- Accessories
- Amusements
- Internet
- Multimedia
- Utility

Alternatively, drag the panel application from the submenu on to the panel.

To Select a Panel Application

To modify the properties of a panel application, you must first right-click on the panel application to display the panel object popup menu. To move a panel application, you must middle-click on the panel application.

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

- Some panel applications have popup menus of panel application-specific commands that open when you right-click on particular parts of the panel application. For example, the Window List panel application 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 panel application, 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 panel applications have areas that you cannot use to select the panel application. For example, the Command Line application has a field in which you enter commands. You cannot middle-click or right-click on this field to select the panel application. Instead, middle-click or right-click on another part of the panel application.

To Modify Preferences for a Panel Application

To modify the preferences for a panel application perform the following steps:

1. Right-click on the panel application, then choose Preferences. Use the **Preferences** dialog to modify the preferences as required. The preferences for panel applications vary depending on the panel application.
2. Click Close to close the **Preferences** dialog.

Launchers

When you click on a launcher, you initiate one of the following actions:

- Start a particular application.
- Execute a command.
- Open a folder in a file manager window.
- Open a browser at a particular *Uniform Resource Locator* (URL). A URL is the address of a particular location on the Web.
- Open special *Uniform Resource Identifiers* (URIs). The Java Desktop System contains special URIs that enable you to access particular functions from the file manager.

You can find launchers in the following places in the Java Desktop System:

- Panels: On panels, launchers are represented by icons.
- Menus: On menus, launchers are represented by menu items. The menu items usually have an icon beside the menu item.
- Desktop: On the desktop, launchers are represented by icons.

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.

To Add a Launcher to a Panel

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

- From the panel popup menu
 - To create a new launcher, right-click on any vacant space on the panel, then choose Add to Panel → Launcher. A **Create Launcher** dialog is displayed. For more information on how to complete this dialog, see [“To Create a Launcher With the Create Launcher Dialog” on page 35](#).
 - Alternatively, to add an existing launcher to the panel, choose Add to Panel → Launcher from menu from the panel popup menu. Choose the launcher that you want to add from the menu.
- 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. To add the launcher, drag the `.desktop` file to the panel.

To Create a Launcher With the Create Launcher Dialog

To create a launcher with the **Create Launcher** dialog perform the following steps:

1. Right-click on any part of a panel to open the panel popup menu. Choose Add to Panel → Launcher to display the **Create Launcher** dialog.
2. Enter the properties of the launcher in the **Basic** tabbed section. 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 Text Editor 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.
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">■ Application: Select this option to create a launcher that starts an application.■ Link: Select this option to create a launcher that links to a URI.
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.

- To set advanced properties for the launcher, click on the **Advanced** tab.
- Enter the advanced properties of the launcher in the **Advanced** tabbed section. 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.

- To create the launcher and close the **Launcher Properties** dialog, click OK.

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
<code>gedit</code>	Starts the gedit text editor application.
<code>gedit /user123/loremipsum.txt</code>	Opens the file <code>/user123/loremipsum.txt</code> in the gedit text editor application.
<code>nautilus /user123/Projects</code>	Opens the folder <code>/user123/Projects</code> in a file manager 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
<code>http://www.sun.com</code>	Opens the Sun Microsystems website in your default browser.
<code>ftp://ftp.gnome.org</code>	Opens the GNOME FTP site in your default browser.
<code>applications:///</code>	Opens the Applications location in a file manager window. Double-click on an application to start the application.
<code>preferences:///</code>	Opens the Preferences location in a file manager window. Double-click on a preference tool to start the preference tool.

To Modify the Properties of a Launcher

To modify the properties of a launcher 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 [“To Create a Launcher With the Create Launcher Dialog”](#) on page 35.
3. Click Close to close the **Launcher Properties** dialog.

Buttons

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

Find Files Button

You can use the Find Files button to open the Search for Files dialog.

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

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 lock your screen correctly, you must have a screensaver enabled.

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

Right-click on the Lock Screen button to open a menu of screensaver-related commands. [Table 2-1](#) describes the commands that are available from the menu.

TABLE 2-1 Lock Screen Menu Items

Menu Item	Function
Activate Screensaver	Activates the screensaver immediately, but does not lock the screen.
Lock Screen	Locks the screen immediately. This command performs the same function as when you click on the Lock button.
Kill Screensaver Daemon	Terminates the screensaver process. After you terminate the screensaver process, you cannot lock your screen.
Restart Screensaver Daemon	Terminates and restarts the screensaver process. Use this command after you change your password. When you restart the screensaver process, use your new password with the screensaver.
Properties	Displays the XScreenSaver preference tool.

Log Out Button

The Log Out button begins the process to log out of a Java Desktop System 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 Applications Button

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

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

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.

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.

Notification Area

The Notification Area 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. The graphic above illustrates the CD icon in the Notification Area.

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

Menus

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

- **Launch:** You can access almost all of the standard applications, commands, and configuration options from the Launch button. To add a Launch button to a panel, right-click on any vacant space on the panel, then choose Add to Panel → Main Menu. You can add as many Launch buttons 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 menu:** System menus contain the standard applications and tools that you can use in the Java Desktop System. 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.

Menus that you add to your panels are represented by an icon with an arrow. The arrow indicates that the icon represents a menu or drawer. [Figure 2-2](#) shows how menus typically appear on panels.



FIGURE 2-2 Typical Menu Objects on a 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, 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 [“To Add an Object to a Panel” on page 30](#).

To Modify Drawer Properties

To modify preferences for all panels and drawers, use the Panel preference tool. For example, you can select various options related to the appearance and behavior of objects on panels and drawers. You can also select options that relate to drawers only. For example, you can select an option to close your drawers when you click on a launcher in the drawer.

You can also modify other 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 [“To Modify Panel Properties” on page 27](#). 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 [“To Drag a Color or Image to the Background of a Panel” on page 29](#).
4. Click Close to close the **Panel Properties** dialog.

Working With Menus

This chapter describes how to use menus in the Java Desktop System.

Introduction to Menus

You can access all Java Desktop System functions through menus. You can add menus to panels and you can use a combination of menus and panels to perform your tasks. You can perform various actions on your menus, such as copy menu items to panels.

You can access the following menus in the Java Desktop System:

- **Launch button:** You can access the items in the Applications menu from the Launch button. You can have many Launch buttons in your panels.
- **Menu Bar:** You can access the items in the Applications and Actions menus from Menu Bar. You can have many Menu Bar panel applications in your panels.
- **Applications menu:** You can access many of your applications, commands, and configuration options from the Applications menu.
- **Actions menu:** You can access commands that enable you to perform various tasks from the Actions menu. For example, you can start the Search Tool application, or log out of the Java Desktop System.

You can also right-click on the desktop to open the Desktop menu. The Desktop menu enables you to perform desktop-related tasks.

All of these menus provide you with multiple ways to perform your tasks, and enable you to work in the way that you prefer.

Menu Features

Menus can contain the following items:

- Submenus
- Launchers or menu items

An arrow to the right of an item in a menu indicates that the item is a submenu. When you point to the submenu, the submenu opens. You can choose items from the submenu.

When you choose a launcher, the launcher starts an application or runs a command. You can also right-click on a launcher to open a popup menu. The popup menu enables you to add the item to a panel, and perform other tasks. For more information on the popup menu, see the next section.

You can change the theme for your session to change how all your menus look. To change the theme, use the Theme preference tool.

Menu Item Popup Menu

Items in menus have an associated popup menu that enables you to perform tasks related to the item. When you right-click on an item in a menu, the popup menu for the item opens. The popup menu also contains a submenu that enables you to perform menu-related tasks.

You can use the menu item popup menu to perform the following tasks:

- Add menu items as launchers to panels.
- Remove items from menus.
- Open the **Run Application** dialog with the menu item command in the dialog.
- Add menus to panels. You can add a menu as a menu object or as a drawer object.
- Add new items to menus.
- Change the properties of submenus and menu items.

Figure 3–1 shows the popup menu.

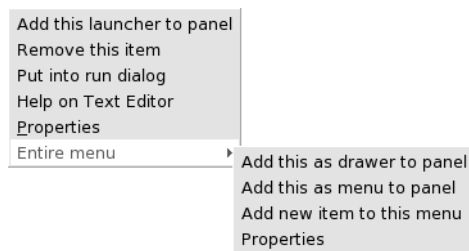


FIGURE 3-1 Menu Item Popup Menu

Table 3-1 describes menu item popup menus.

TABLE 3-1 Menu Item Popup Menus

Item	Description
Add this launcher to panel	Adds the launcher to the panel from which you open the menu.
Remove this item	Removes the launcher from the menu.
Put into run dialog	Displays the Run Application dialog with the command from the Command field of the launcher in the command field on the Run Application dialog.
Help on <i>application-name</i>	Opens the online help for the application.
Properties	Displays a dialog that enables you to edit the properties of the launcher.
Entire menu → Add this as drawer to panel	Adds the submenu as a drawer to the panel from which you open the menu.
Entire menu → Add this as menu to panel	Adds the submenu as a menu object to the panel from which you open the menu.
Entire menu → Add new item to this menu	Enables you to add an item to the submenu.
Entire menu → Properties	Displays a dialog that enables you to edit the properties of the submenu.

Applications Menu

The Applications menu contains a hierarchy of submenus, from which you can start the standard Java Desktop System applications and preference tools.

You can access the Applications menu from the following places:

- Launch button
- Menu Bar

Actions Menu

The Actions menu contains commands that enable you to perform various tasks in the Java Desktop System. [Table 3–2](#) describes the commands in the Actions menu.

TABLE 3–2 Actions Menu Commands

Menu Item	Function
Run Application	Opens the Run Application dialog. Use the Run Application dialog to run commands. For more information, see “Using the Run Application Dialog” on page 48 .
Open Recent	Displays a submenu of the last ten files which you saved.
Take Screenshot	Takes a screenshot of the screen, and opens the Save Screenshot dialog. Use the Save Screenshot dialog to save the screenshot.
Find Files	Starts the Search Tool application.
Lock Screen	Locks your screen.
Log Out	Logs you out of the current session.

You can access the Actions menu items from the following places:

- Launch button
- Menu Bar

Using the Run Application Dialog

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 any panel

Add the Run button to a panel. Right-click on the panel, then choose Add to Panel → Actions → Run. Click on the Run button.

- From the Launch button

Click Launch, then choose Run Application.

- From the Menu Bar

Choose Actions → Run Application.

- Use shortcut keys

The default shortcut keys to display the **Run Application** dialog are Super + R. You can change the shortcut keys that display the **Run Application** dialog in the Keyboard Shortcuts preference tool.

- From a menu item popup menu

Right-click on an item in a menu, then choose **Put into run dialog** from the popup menu. The **Run Application** dialog opens with the command from the menu in the command field.

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.

To Take a Screenshot

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

- From any panel

1. Add the Screenshot button to a panel.
2. Right-click on the panel, then choose Add to Panel → Actions → Screenshot.
3. Click on the Screenshot button to take a screenshot of the entire screen.
4. Use the **Save Screenshot** dialog to save the screenshot.

- Use shortcut keys

To take a screenshot, use the following shortcut keys:

Default Shortcut Keys	Function
Print Screen	Takes a screenshot of the entire screen, and displays the Save Screenshot dialog. Use the Save Screenshot dialog to save the screenshot.
Alt + Print Screen	Takes a screenshot of the window to which the mouse points, and displays the Save Screenshot dialog. Use the Save Screenshot dialog to save the screenshot.

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

- From Menu Bar

To take a screenshot of the entire screen, choose Actions → Take Screenshot. A **Save Screenshot** dialog is displayed. To save the screenshot, select the **Save screenshot to file** option. Enter the path and filename for the screenshot in the drop-down combination box. Alternatively, to save the screenshot to another directory, click Browse. When you select a directory, click OK.

You can also save the screenshot to the desktop. To save the screenshot to the desktop, select the **Save screenshot to desktop** option.

- Use a command

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

Launch Button



The Launch button 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 Launch button.

You can add Launch buttons to your panels.

To Access the Launch Button

You can access the Launch button in the following ways:

- From a panel with a Launch button.

Click Launch.

- Use shortcut keys.

You can use shortcut keys to open Launch.

The default shortcut keys to open Launch are Ctrl + Esc. To change the shortcut keys that open Launch, use the Keyboard Shortcuts preference tool.

To Add a Launch Button to a Panel

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

Menu Bar

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.

To Add a Menu Bar to a Panel

You can add as many Menu Bar panel applications 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.

Customizing Your Menus

You can modify the contents of the following menus:

- Applications menu
- Preferences menu

You use the following Java Desktop System components to customize menus:

- Menus on panels
- File manager

When you use panels to customize your menus, you use the menu item popup menu. For more information, see [“Menu Item Popup Menu” on page 46](#).

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

To access menus in the file manager, enter one of the following URIs in the field on the location bar:

Menu	Enter this URI
Applications menu	<code>applications:///</code>
Preferences menu	<code>preferences:///</code>

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:///` in the field on the location bar.
2. Choose File → Create Folder. An untitled folder is added to the view pane. 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.
3. Enter the properties of the launcher in the **Create Launcher** dialog.
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.
3. Enter the properties of the launcher in the **Create Launcher** dialog.
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:///` in the field on the location bar.
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.
3. Modify the properties of the menu in the **Launcher Properties** dialog.
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.
3. Modify the properties of the launcher in the **Launcher Properties** dialog.
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.

Working With Windows

The information in this chapter describes how to use windows in the Java Desktop System. You can use Metacity window manager with the Java Desktop System. This chapter describes the functions that are associated with the Metacity window manager.

Windows and Workspaces

Windows are displayed in subdivisions of the Java Desktop System that are called workspaces. 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. You can display only one workspace at a time, but you can have windows open in other workspaces.

The Workspace Switcher panel application displays a visual representation of your windows and workspaces, as shown in [Figure 4-1](#).

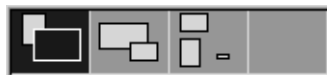


FIGURE 4-1 Workspace Switcher Panel Application

You can add workspaces at any time. To add workspaces to the Java Desktop System, right-click on the Workspace Switcher panel application, then choose Preferences. The **Workspace Switcher Preferences** dialog is displayed. Use the **Number of workspaces** spin box to specify the number of workspaces you require.

Window Manager Behavior

A window manager controls how windows appear and behave. The window manager manages where your windows are located, and which window has focus. The window frame contains buttons that enable you to perform standard actions such as moving, closing, and resizing windows.

You can set some window manager preferences in the Window Behavior preference tool. This manual describes the functions that are associated with the default configuration of the Metacity window manager. The default configuration is specified in the Window Behavior preference tool.

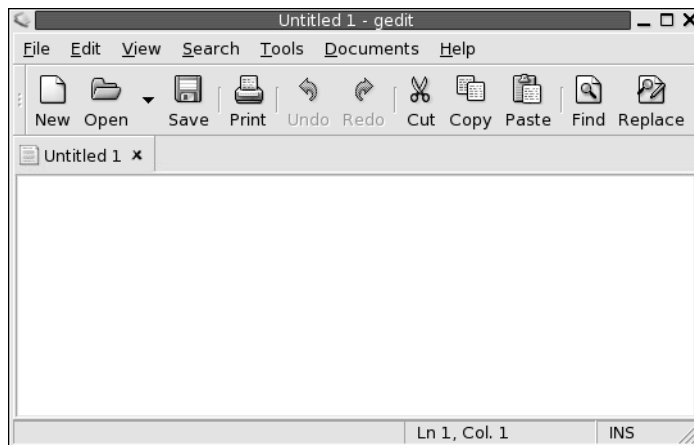
Types of Window

The Java Desktop System features the following types of windows:

- Application windows

When you start an application, an application window opens. The window manager applies a frame to the application window. By default, the top edge of the application window contains a titlebar. The titlebar contains buttons that you can use to work with the window. The buttons in an application window frame enable you to perform actions such as open the Window Menu, or close the window. The Window Menu provides a number of actions that you can perform on the window.

The following figure shows a typical application window.



- Dialog windows

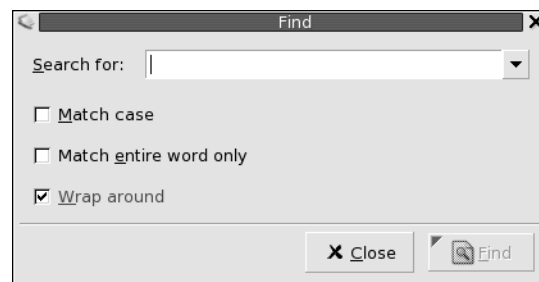
A dialog window is a popup window in which you enter information or commands. The dialog appears within a window frame.

You can use the top edge of the frame to work with the window. For example, you can use the titlebar to move the dialog. The frame also contains buttons that enable you to do the following:

- Open the Window Menu
- Close the dialog window

Typically, you open a dialog window from an application window. When you open a dialog window, the window is usually raised and has focus. Some dialog windows do not allow you to use the application until you close the dialog.

The following figure shows a typical dialog window.



Window Frames

A window frame is a border around a window. The window frame contains a titlebar. The titlebar contains buttons that you can use to work with the window.

Themes

You can apply several themes to your window frames. The theme determines how the frame looks. To choose a theme for all your window frames, use the Theme preference tool.

Control Elements

You can use the window frame to perform various actions with the window. In particular, the titlebar contains various buttons. The following figure shows the titlebar of an application window:



Dialog windows also contain some of the window frame control elements. [Table 4-1](#) describes the active control elements on window frames, from left to right.

TABLE 4-1 Window Frame Control Elements

Control Element	Description
Window Menu button	Click on the button to open the Window Menu.
Titlebar	You can use the titlebar to perform the following actions: <ul style="list-style-type: none"> ■ To give focus to the window click on the titlebar. ■ To move the window grab the titlebar and drag the window to the new location. ■ To shade the window, double-click on the titlebar. To unshade the window, double-click on the titlebar again.
Minimize button	Click on the Minimize button to minimize the window.
Maximize button	Click on the Maximize button to maximize the window.
Close Window button	Click on the Close Window button to close the window.
Border	The border around the window. Use the border to perform the following actions: <ul style="list-style-type: none"> ■ To resize the window grab the border and drag the border to the new size. ■ To open the Window Menu, right-click on the border.

TABLE 4-1 Window Frame Control Elements (Continued)

Control Element	Description
Window contents	The area inside the window frame. Use the window contents to perform the following actions: <ul style="list-style-type: none">■ To move a window, press-and-hold Alt, click in the window contents, then drag the window to the new location.■ To resize a window, press-and-hold Alt, then middle-click near the corner you want to resize. To resize the window, drag from the corner on which you middle-clicked.■ To open the Window Menu, press-and-hold Alt, then right-click in the window contents.

Using Menus and Panel Applications With Windows and Workspaces

This section describes the menus and panel applications that you can use to work with windows and workspaces.

Window Menu

The Window Menu is a menu of commands that you can use to perform actions on your windows. To open the Window Menu perform one of the following actions:

- Click on the Window Menu button on the window that you want to work with.
- Press Alt + spacebar.
- Press-and-hold Alt, then right-click on any part of the window that you want to work with.

Table 4-2 describes the commands and submenus in the Window Menu.

TABLE 4-2 Window Menu Commands and Submenus

Menu Item	Function
Minimize	Minimizes the window.
Maximize or Unmaximize	Maximizes the window. If the window is already maximized, choose Unmaximize to restore the window to its previous size.

TABLE 4-2 Window Menu Commands and Submenus *(Continued)*

Menu Item	Function
On Top	Places the window above any other open windows on the desktop background.
Move	Enables you to use the arrow keys to move the window.
Resize	Enables you to use the arrow keys to resize the window.
Close	Closes the window.
Put on All Workspaces or Only on This Workspace	Puts the window on all of your workspaces. If the window is already on all of your workspaces, choose Only on This Workspace to put the window on the current workspace only.
Move to Workspace Right or Move to Workspace Left	Move the window to the workspace to the right of the current workspace. If the window is already in the last workspace at the right of the Workspace Switcher, choose Move to Workspace Left to move the window to the workspace to the left of the current workspace.
Move to Another Workspace	Moves the window to another workspace. Select the workspace to which you want to move the window from the submenu.

Window List

The Window List displays a button for each application window that is open. You can use the Window List to perform the following tasks:

- To minimize a window
Click on the button that represents the window.
- To restore a minimized window
Click on the button that represents the window.
- To give focus to a window
Click on the button that represents the window.

When you open an application window, Window List displays a button that represents the window. The window list buttons show which application windows are open. You can view which windows are open even if some windows are minimized, or other windows overlap a window. Window List can display buttons for the windows in your current workspace, or in all workspaces. To select this option, you must change the preferences of Window List.

You can also right-click on a window list button to open the Window Menu for the window that the button represents. When you open the Window Menu from Window List, the Window Menu does not contain the workspace commands. For more information on the Window Menu commands, see [“Window Menu” on page 59](#).

Figure 4-2 shows Window List when the following windows are open:

- gedit
- Dictionary
- GHex
- GNOME Terminal



FIGURE 4-2 Window List Panel Application

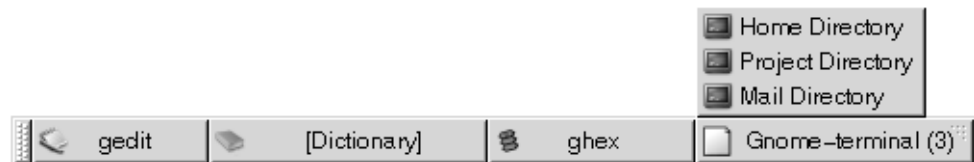
The buttons in the panel application show the status of your windows. Table 4-3 explains the information that the window list buttons provide about the window. The examples in Table 4-3 refer to Figure 4-2.

TABLE 4-3 Window Status Information on Window List Buttons

State	Indicates	Example
Button is pressed in.	The window has focus.	gedit
Square brackets around window title.	The window is minimized.	[Dictionary]
Button is not pressed in, no square brackets around title.	The window is displayed, and is not minimized.	ghex
Numeral on button, in parentheses.	The button represents a group of buttons.	Gnome-terminal (3)

Grouping Buttons

Window List can group the buttons that represent windows in the same class under one window list button. The Gnome-terminal button in Figure 4-2 is an example of a button that represents a group of buttons. The following figure shows an example of Window List with a button group open:



To open a list of the windows in a group, click on the window list button that represents the group. You can click on the items in the list to give focus to windows, minimize windows, and restore windows.

To open the Window Menu for a window in a button group, right-click on the window list button that represents the group. A list of the windows in the group is displayed. To open the Window Menu for a window in the group, click on the item in the list. When you open the Window Menu from the Window List, the Window Menu does not contain the workspace commands. For more information on the Window Menu commands, see “Window Menu” on page 59.

Workspace Switcher

Workspace Switcher displays a visual representation of your workspaces, as shown in Figure 4-3. Figure 4-3 shows the Workspace Switcher when the Java Desktop System session contains four workspaces. Your workspaces appear as buttons on the panel application. The background of the button in the Workspace Switcher that represents the current workspace is highlighted. The current workspace in Figure 4-3 is the workspace at the left of the panel application. To switch to another workspace, click on the workspace in the panel application.

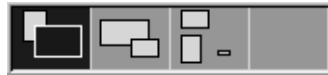


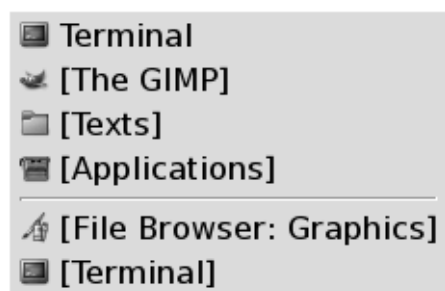
FIGURE 4-3 Workspace Switcher Panel Application

Workspace Switcher also displays the application windows and dialogs that are open in your workspaces.

The panel application displays the workspaces in order from left to right across the rows of the panel application. In Figure 4-3, the panel application is set up to display the workspaces in one row. You can specify the number of rows in which your workspaces are displayed in Workspace Switcher. You can also change the default behavior of the Workspace Switcher to display the names of your workspaces in the panel application.

Window Selector

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 panel application. The following figure shows an example of the Window Selector panel application:



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

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.

Manipulating Windows

This section describes how to manipulate windows.

To Give Focus to a Window

A window that has focus can receive input from the mouse and the keyboard. Only one window can have focus at a time. The window that has focus has a different appearance than other windows.

You can use the following elements to give focus to a window:

Element	Action
Mouse	Click on the window, if the window is visible.
Shortcut keys	Use shortcut keys to switch between the windows that are open. To give focus to a window, release the keys. The default shortcut keys to switch between windows are Alt + Tab.
Window List	Click on the button that represents the window in Window List.

Element	Action
Workspace Switcher	Click on the window that you want to give focus to in the Workspace Switcher display. If you click on a window in another workspace, Workspace Switcher switches to the new workspace, and gives focus to the window.

To Minimize a Window

To minimize a window perform one of the following actions:

- Click on the Minimize button on the window frame.
- Open the Window Menu, then choose Minimize.
- If the window has focus, click on the button that represents the window in Window List. If the window does not have focus, click twice on the button that represents the window.
- Right-click on the button that represents the window in Window List, then choose Minimize from the popup menu.

To Maximize a Window

When you maximize a window, the window expands as much as possible. To maximize a window perform one of the following actions:

- Click on the Maximize button on the window frame. Alternatively, open the Window Menu, then choose Maximize.
- Right-click on the button that represents the window in Window List, then choose Maximize from the Window Menu.

To Restore a Window

To restore a maximized window perform one of the following actions:

- Click on the Maximize button on the window frame.
- Open the Window Menu. Choose Unmaximize.
- Right-click on the button that represents the window in Window List to open the Window Menu. Choose Unmaximize.

To restore a minimized window, click on the button that represents the window in Window List.

To Place a Window on Top of Other Windows

To place a window on top of other windows, open the Window Menu, then choose On Top.

To Close a Window

To close a window perform one of the following actions:

- Click on the Close Window button on the window frame.
- Open the Window Menu. Choose Close.
- Right-click on the button that represents the window in Window List, then choose Close from the Window Menu.

If you have unsaved data in the window, you are prompted to save your data.

To Resize a Window

To resize a window perform one of the following actions:

- Point to a corner of the window. The mouse pointer changes to indicate that you can resize the window. Grab the corner and drag the window to the new size.
- Right-click on the button that represents the window in Window List. Choose Resize from the Window Menu. Use the arrow keys to resize the window.
- Press-and-hold Alt, then middle-click near the corner that you want to resize. The mouse pointer changes to indicate that you can resize from the corner. To resize the window, drag from the corner on which you middle-clicked.
- To resize a window horizontally point to one of the vertical edges of the window. The mouse pointer changes to indicate that you can resize the window. Grab the edge and drag the window to the new size.
- To resize a window vertically point to the bottom edge of the window. The mouse pointer changes to indicate that you can resize the window. Grab the edge and drag the window to the new size.

Note – You cannot resize some dialog windows. Also, some application windows have a minimum size below which you cannot reduce the window.

To Move a Window

To move a window perform one of the following actions:

- Grab the titlebar of the window and drag the window to the new location.
- Press-and-hold Alt, then drag the window to the new location.
- Open the Window Menu, then choose Move. Use the arrow keys to move the window to the new location.
- Right-click on the button that represents the window in Window List, then choose Move from the Window Menu. Use the arrow keys to move the window to the new location.

To Roll Up a Window

You can roll up and roll down windows, as follows:

- | | |
|-----------|--|
| Roll up | Reduce the window so that only the titlebar is visible. |
| Roll down | Switch a window from a rolled-up state so that the full window is displayed. |

To roll up a window perform one of the following actions:

- Double-click on the titlebar of the window. To roll down the window, double-click on the titlebar again.
- Right-click on the button that represents the window in Window List, then choose Roll Up from the Window Menu. To roll down the window, choose Unroll.

To Put a Window on All Workspaces

To put a window in all workspaces, open the Window Menu. Choose Put on All Workspaces. To set the window to appear only in the current workspace, choose Only on This Workspace.

To Move a Window to Another Workspace

You can move a window to another workspace in either of the following ways:

- Use Workspace Switcher
In the Workspace Switcher display, drag the window to the workspace you require.
- Use the Window Menu
Open the Window Menu. To move the window to the next workspace choose Move to *workspace-name*.

To Resize Panes

Some windows contain more than one *pane*. A pane is a subdivision of a window. For example, the file manager window contains a side pane and a view pane. A window that contains panes has a resize handle on the edge between the panes. To resize the pane, grab the resize handle, then drag the edge to the size you require.

Using Tables

Some windows contain information that is organized in a table. This section describes how to work with tables in windows.

To change the width of a column, drag one of the vertical edges of the column.

In some tables, you can sort the information by a particular column. To sort information in a table, click on the heading on top of the column by which you want to sort the information. An up arrow is displayed in the column heading by which the table is sorted. The following figure shows the up arrow.



To reverse the sort order, click on the column heading again. The up arrow changes to a down arrow. The down arrow indicates that the information in the column is sorted in reverse order.

In some tables, you can select multiple items. The following table describes how to select items in tables.

Task	Action
Select an item	Click on the item.
Select a group of contiguous items	Press-and-hold Shift. Click on the first item in the group, then click on the last item in the group.
Select multiple items	Press-and-hold Ctrl. Click on the items that you want to select.

Manipulating Workspaces

This section describes how to manipulate workspaces.

To Switch Between Workspaces

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

- Use Workspace Switcher
Click on the workspace that you want to switch to in Workspace Switcher.

- Use shortcut keys

The default shortcut keys to switch between the workspaces are as follows:

Default Shortcut Keys	Function
Ctrl + Alt + right arrow	Selects the workspace to the right.
Ctrl + Alt + left arrow	Selects the workspace to the left.

To Add Workspaces

To add workspaces to the Java Desktop System, right-click on Workspace Switcher, then choose Preferences. The **Workspace Switcher Preferences** dialog is displayed. Use the **Number of workspaces** spin box to specify the number of workspaces you require. Workspace Switcher adds new workspaces at the end of the workspace list.

To Name Workspaces

The default names of your workspaces are *Workspace 1*, *Workspace 2*, *Workspace 3*, and so on. To assign names to your workspaces, right-click on Workspace Switcher, then choose Preferences. The **Workspace Switcher Preferences** dialog is displayed. Use the **Workspaces names** list box to specify the names of your workspaces. Select a workspace, then type the new name for the workspace.

To Delete Workspaces

When you delete a workspace the windows in the workspace are moved to another workspace, and the empty workspace is deleted.

To delete workspaces from the Java Desktop System, right-click on Workspace Switcher, then choose Preferences. The **Workspace Switcher Preferences** dialog is displayed. Use the **Number of workspaces** spin box to specify the number of workspaces you require. Workspace Switcher deletes workspaces from the end of the workspace list.

Using Your File Manager

Nautilus is the name of the Java Desktop System file manager that provides an integrated access point to your files and applications.

This chapter describes how to use the file manager.

Introduction to File Manager

The file manager provides an integrated access point to your files and applications. The file manager enables you to do the following:

- Create folders and documents.
- Display your files and folders.
- Manage your files and folders.
- Customize your files and folders.
- Open special URI locations.
- Write data to a CD.
- Use removable media.

The file manager also manages the desktop background. The desktop background lies behind all of the other components on your visible desktop. The desktop background is an active component of the user interface.

To open a file manager window, double-click on the **Documents** object on the desktop background. The file manager window displays the contents of your default documents location in the view pane.

File Manager Windows

File manager windows enable you to display and manage your files and folders.

Figure 5-1 shows a file manager window that displays the contents of a folder.

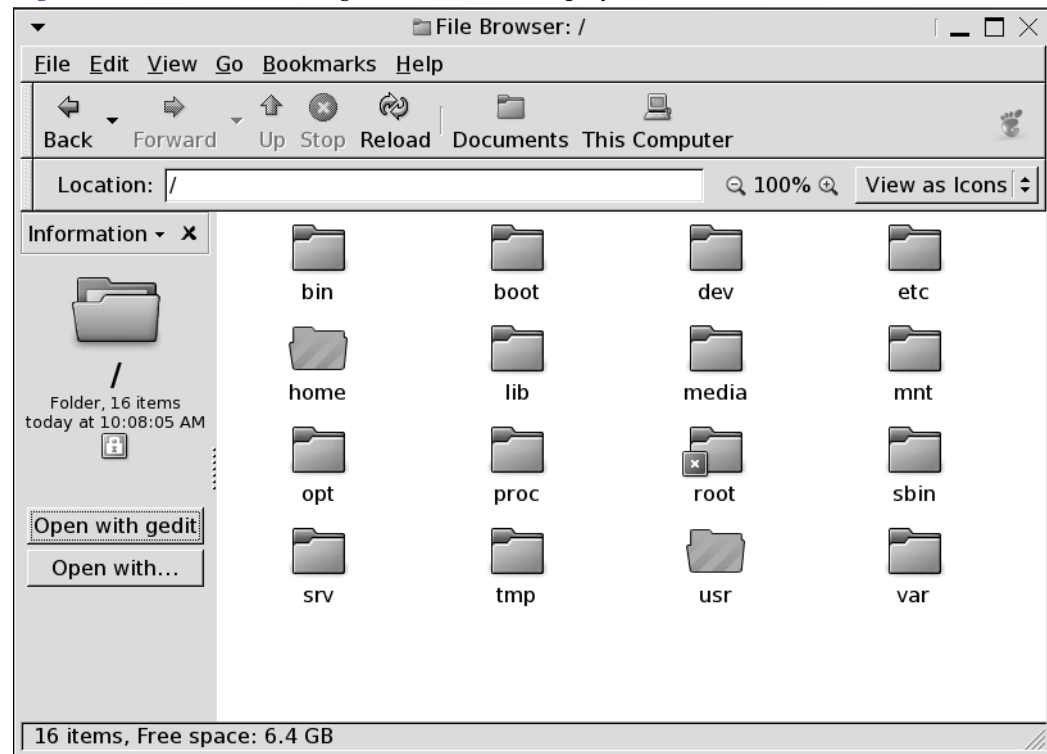


FIGURE 5-1 Contents of a Folder in a File Manager Window

Table 5-1 describes the components of file manager windows.

TABLE 5-1 File Manager Window Components

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

TABLE 5–1 File Manager Window Components (Continued)

Component	Description
Location bar	Contains the following elements: <ul style="list-style-type: none">■ Location field or Go To field: Enables you to specify a file, folder, or URI that you want to view.■ Zoom buttons: Enable you to change the size of items in the view pane.■ View as drop-down list: Enables you to choose how to show items in your view pane.
Side pane	Performs the following functions: <ul style="list-style-type: none">■ Shows information about the current file or folder.■ Enables you to navigate through your files. <p>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 style="list-style-type: none">■ Information■ Emblems■ History■ Notes■ Tree <p>To display the side pane, choose View → Side Pane.</p>
View pane	Shows the contents of the following: <ul style="list-style-type: none">■ Particular types of files■ Folders■ FTP sites■ Locations that correspond to special URIs
Statusbar	Displays status information.

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

The view pane can display the contents of the following:

- Particular types of files
- Folders
- FTP sites
- Locations that correspond to special URIs

The file manager contains *viewer components* that enable you to display particular types of file in the view pane. For example, you can use a text viewer to display text files in the view pane.

Displaying a file in the view pane provides the following benefits:

- Uses less system resources than when you launch an application.
- Takes less time than when you launch an application.

However, you cannot edit a file in the view pane.

The file manager also includes *views* that enable you to display the contents of your folders in different ways. For example, you can display the contents of a folder in the following types of view:

- Icon view: Shows the items in the folder as icons.
- List view: Shows the items in the folder as a list.
- Audio view: Shows only the audio items in the folder.

Use the View menu to choose how to display a folder. For more information on views, see [“Using Views to Display Your Files and Folders”](#) on page 94.

Side Pane

To display the side pane, choose View → Side Pane. You can choose what information you want to view in the side pane. You can choose to display one of the following:

- **Information**
Displays an icon that represents the current file or current folder. Also displays information about the current file or current folder. If a file is displayed in the view pane, buttons appear in the side pane. The buttons enable you to perform actions on a file, other than the default action.
- **Emblems**
Contains emblems that you can add to a file or folder.
- **History**
Contains a history list of files, folders, FTP sites, and URIs that you have recently visited.
- **Notes**
Enables you to add notes to your files and folders.
- **Tree**
Displays a hierarchical representation of your file system. You can use the **Tree** to navigate through your files.

To close the side pane, click on the X button at the top right of the side pane.



Icons and Emblems

In icon view, the file manager displays your files and folders as icons. You can add emblems to your file icons and folder icons. An emblem is a small icon that you can add to an item to visually mark the item. For example, to mark a file as important, you can add an **Important** emblem to the file icon to create the following visual effect:



For more information on how to add an emblem to an icon, see [“To Add an Emblem to a File or Folder”](#) on page 92.




The following table describes the structure of the file icon:

Component	Description
	Emblem. This emblem is the Important emblem.
	Icon that represents the file. This icon might contain a preview of the contents of the file.
loremipsum.txt 2.7 K	Icon caption. You can modify what items of information are displayed in the icon caption.

The file manager includes default emblems for the following types of item:

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

The following table shows the default emblems:

Default Emblem	Description
	Symbolic link
	Read permission only
	No read permission and no write permission

Navigating Your Computer

The file manager provides an integrated access point to your files, applications, FTP sites, and URIs.

This section describes the following:

- How to display items in file manager windows.
- How to open files from file manager windows.
- How to navigate the files and folders in your file system.
- How to open locations on your file system.
- How to connect to a server.
- How to navigate to FTP sites.
- How to access special URI locations.

To Display a Folder

You can display the contents of a folder in any of the following ways:

- Double-click on the folder in the view pane.
- In the **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 **Tree** in the side pane. For more information, see [“Using the Tree From the Side Pane” on page 75](#).
- 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.

To reload the display, click on the Reload button.

If you cannot find the folder that you want to display, you can use Search Tool. To start the Search Tool, click Launch, then choose Find Files.

Using the Tree From the Side Pane

The **Tree** displays a hierarchical representation of your file system. The **Tree** provides a convenient way 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 **Tree**, folders are represented as follows:

Folder State	Graphic Representation
Closed folder	Right arrow
Open folder	Down arrow

[Table 5-2](#) describes the tasks that you can perform with the **Tree**, and how to perform the tasks.

TABLE 5-2 Tree Tasks

Task	Action
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.
Open a folder in the Tree .	Click on the arrow next to the folder in the Tree .
Close a folder in the Tree .	Click on the arrow next to the folder in the Tree .

TABLE 5-2 Tree Tasks (Continued)

Task	Action
Display the contents of a folder in the view pane.	Select the folder in the Tree .
Display the contents of a file in the view pane.	Select the file in the Tree .

You can set your preferences so that the **Tree** does not display files.

Opening Files

When you open a file, the file manager performs the default action for that file type. The default action can be one of the following:

- Use a viewer component to display the file in the view pane.
- Launch an application that opens the file.

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 cannot find the file that you want to open, you can use Search Tool. To start the Search Tool, click Launch, then choose Find Files.

Viewing Files in the View Pane

The file manager contains viewer components that enable you to display particular types of file in the view pane. For example, you can display the following types of files in the view pane:

- Plain text files
- PNG files
- Joint Photographic Experts Group (JPEG) files

To reload the contents of the view pane, choose View → Reload. To stop loading an item in the view pane, choose View → Stop.

When you display a file in the view pane, the viewer component might add menu items to the file manager menus. The menu items relate to the file type that is displayed. For example, when you display a PNG file, the Edit menu contains flip and rotate menu items.

Also, when you display some types of file in the view pane, you can use the file manager zoom buttons to change the size of the item.

To Execute the Default Action

To execute the default action for a file, double-click on the file. For example, if 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.

To Execute Non-Default Actions Using the Open With Submenu

To execute actions other than the default action for a file, perform the following steps:

1. In the view pane, select the file that you want to perform an action on. Choose File → Open With. The Open With submenu opens. The items in this submenu correspond to the contents of the following parts of the File Associations preference tool:
 - **Default action** drop-down list in the **Edit file type** dialog
 - **Viewer component** drop-down list in the **Edit file type** dialog
2. Choose an action from the Open With submenu.

To Execute Other Actions When Displaying a File

When you display a file in the view pane, the side pane might contain buttons.

The buttons represent any actions that are defined in the File Associations preference tool. The actions are defined in the **Default action** drop-down list in the **Edit file type** dialog in the File Associations preference tool. Click on a button to execute an action. For example, if an action defined for plain text documents is to open the file in the gedit text editor. If this action is defined, an Open with gedit button is displayed in the side pane. To open the file in the gedit application, click on the Open with gedit button.

Note – A button that represents the action does not appear in the side pane if the actions are excluded in either of the following dialogs:

- **Open with Other Application**
 - **Open with Other Viewer**
-

To Open Locations

The file manager provides an integrated access point to your files, applications, FTP sites, and URIs.

You can use the file manager to quickly access different locations on your file system. To open a location, perform the following steps:

1. Choose Go → Location.
2. In the **Location** field, type the path of the folder that you want to display
3. 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 autocompletes the name of the directory in the **Location** field.

To Connect to a Server

If your Java Desktop System environment is configured to access servers on a network, you can use the **Connect to Server** menu to connect to servers.

To connect to a server, perform the following steps:

1. Choose File → Connect to Server.
2. Enter the name of a server in the **Link name** field of the **Connect to Server** dialog.
3. Enter the URL location, for example `ftp:///ftp.gnome.org` in the **Location (URL)** field.
4. Click on the Connect button.

Using the This Computer Location



The **This Computer** location enables you to access the following functions:

- **Applications**
Double-click **Applications** to access your key Java Desktop Systems applications. You can also access the Applications menu through the Launch menu and the Menu Bar.
- **Preferences**
Double-click on **Preferences** to customize the Java Desktop System. You can also access the preference tools through the Launch menu
- **File System**

Double-click on **File System** to access the top level folder of the Java Desktop System.

You can access the **This Computer** location in the following ways:

- From the desktop background
Double-click on the **This Computer** object on the desktop background. The contents of the **This Computer** location are displayed in a file browser window.
- From a file browser window, access the `computer:///` URI.

To Access FTP Sites

You can use the file manager to access FTP sites. To access an FTP site, enter the URL for the site in the field on the location bar, then press Return. The contents of the site are displayed in the view pane. To copy a file from the FTP site, drag the file to the new location.

To access an FTP site that requires a username and password, you can enter the URL in the following form:

```
ftp://username:password@hostname.domain
```

To reload the FTP site in the view pane, choose View → Reload. To stop loading the FTP site, choose View → Stop.

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 Go → Network Places. Alternatively, double-click on the **Network Places** object on the desktop background. Double-click on the **Network** object. A file manager window is displayed. The window 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.

To Add a Network Place

To add a network place, perform the following steps:

1. Open the file manager and choose Go → Network Places. Alternatively, double-click on the **Network Places** object on the desktop background.
2. Double-click on the **Add Network Place** object. The **Add Network Place** dialog is displayed. Enter the details of the server in the dialog, as follows:

Dialog Element	Description
Location	Use this text box to specify the location that you want to add. Alternatively, select one of the following locations from the drop-down list: <ul style="list-style-type: none"> ■ FTP Server ■ Web Folder ■ Windows Network (SMB) ■ Unix Network (NFS)
Shortcut name	Use this text box to specify a shortcut name for the network place.
Anonymous login	FTP Server option only. Select this option to log in to the FTP server as an anonymous user.
No login required	Web Folder, Windows Network (SMB), and Unix Network (NFS) options only. Select this option if you do not need to log in to the web folder, Windows share, or UNIX share.
Username	Use this text box to specify a username when you connect to the specified network place. When you connect to the network place, you must enter your password.
Go there now	Select this option if you want to access the network place immediately.

3. Click OK to add your network place.

To Access Network Servers

If your GNOME desktop environment is configured to access servers on a network, you can use the **Applications** menu to access the network servers.

To access network servers, choose Applications → Network Servers. A file object window is displayed. The window displays the network servers that you can access. Double-click on the network server that you want to access.

To Add a Network Server

To add a network server, choose Applications → Network Servers. A file object window is displayed. Double-click on the **New Server** object. A **New Server** dialog is displayed. Enter the name of the server in the dialog, then click OK.

Accessing Special URI Locations

The Java Desktop System contains special URI locations that enable you to access particular functions from the file manager. For example, to access the preference tools, you can access the `preferences:///` URI in a file manager window. Table 5-3 lists the special URI locations that you can use with the file manager.

TABLE 5-3 Special URI Locations

URI Location	Description
<code>applications:///</code>	Displays a list of the applications in the Java Desktop System. The applications are the same as the applications in the Applications menu. To open an application, double-click on the application.
<code>computer:///</code>	Displays a list of applications and preference tools in the Java Desktop System. Also displays icons to access your file system, CD-ROM, and floppy drives.
<code>network:///</code>	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.
<code>preferences:///</code>	Displays a list of the preference tools in the Java Desktop System. The preference tools are the same as the preference tools in the Preferences menu. To open a preference tool, double-click on the preference tool.
<code>server-settings:///</code>	Displays a list of applications that you can use to configure your system as a server.
<code>system-settings:///</code>	Displays a list of applications that you can use to modify your system settings.

Using Your Navigation History

The file manager maintains a history list of files, folders, FTP sites, and URI locations. You can use the history list to navigate to files, folders, FTP sites, and URI locations that you have recently visited. Your history list contains the last ten items that you viewed. The following sections describe how to navigate your history list.

To clear your history list choose Go → Clear History.

To Navigate 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, choose the item from the Go menu.

To Navigate Your History List Using the Toolbar

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

- To open the previous file, folder, or URI in your history list, click on the Back toolbar button.
- To open the next file, 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.

To Navigate 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, click on the item in the **History** list.

To Bookmark Your Favorite Locations

To access an item in your bookmarks, choose the item from the Bookmarks menu. You can add your favorite locations to your Bookmarks menu. You can add bookmarks to files and folders in your file system, to FTP sites, or to URI locations.

To Add a Bookmark

To add a bookmark, display the item that you want to bookmark in the view pane. Choose Bookmarks → Add Bookmark.

To Edit a Bookmark

To edit your bookmarks perform the following steps:

1. Choose Bookmarks → Edit Bookmarks.
2. To edit a bookmark, 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 Bookmarks menu.
Location	Use this field to specify the location of the bookmark.

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

Managing Your Files and Folders

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

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 5-4](#) 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 5-4 Drag-and-Drop in the File Manager





Task	Action	Mouse Pointer
Move an item	Drag the item to the new location.	

TABLE 5-4 Drag-and-Drop in the File Manager (Continued)

Task	Action	Mouse Pointer
Copy an item	Grab the item, then press-and-hold Ctrl. Drag the item to the new location.	
Create a symbolic link to an item	Grab the item, then press-and-hold Ctrl + Shift. Drag the item to the location where you want the symbolic link to reside.	
Ask what to do with the item you drag	<p>Grab the item, then press-and-hold Alt. 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:</p> <ul style="list-style-type: none"> ■ Move here Moves the item to the location. ■ Copy here Copies the item to the location. ■ Link here Creates a symbolic link to the item at the location. ■ Set as Background If the item is an image, sets the image to be the desktop background. You can use this command to set the desktop background and the view pane background. ■ Cancel Cancels the drag-and-drop operation. 	

To Select Files and Folders

You can select files and folders in several ways in the file manager. [Table 5-5](#) describes how to select items in file manager windows and from the desktop background.

TABLE 5-5 Selecting Items in the File Manager

Task	Action
Select an item	Click on the item.
Select a group of contiguous items	<p>In icon view, drag around the files that you want to select.</p> <p>In list view, click on the first item in the group. Press-and-hold Shift, then click on the last item in the group.</p>

TABLE 5-5 Selecting Items in the File Manager (Continued)

Task	Action
Select multiple items	Press-and-hold Ctrl. Click on the items that you want to select. Alternatively, press-and-hold Ctrl, 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.

To Move a File or Folder

The following sections describe the ways that you can move a file or folder.

Drag to the New Location in a View Pane

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

1. Open a file manager window. Choose File → New Window to open a second file manager window.
2. In one window, select the folder from which you want to move the file or folder. In the other window, select the folder to which you want to move the file or folder.
3. Drag the file or folder that you want to move to the new location in the other window.

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.

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.

To Copy a File or Folder

The following sections describe the ways you can copy a file or folder.

Drag to the New Location in a View Pane

To copy a file or folder perform the following steps:

1. Open a file manager window. Choose File → New Window to open a second file manager window.
2. In one window, select the folder from which you want to copy the file or folder. In the other window, select the folder to which you want to copy the file or folder.
3. Grab the file or folder, then press-and-hold Ctrl. Drag the file or folder to the new location in the other window.

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.

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.

To Duplicate 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 in the view pane.
2. Choose Edit → Duplicate. Alternatively, right-click on the file or folder in the view pane, then choose Duplicate.

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

To Create 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 view pane, then choose Create Folder.

An **untitled** folder is added to the view pane. The name of the folder is selected.

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

To Rename 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 in the view pane.
2. Choose Edit → Rename. Alternatively, right-click on the file or folder in the view pane, 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.

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 that contains 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 and save to the appropriate folder.

To Move 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** in the view pane.
2. Choose Edit → Move to Trash. Alternatively, right-click on the file or folder in the view pane, then choose Move to Trash.

Alternatively, you can drag the file or folder from the view pane to the **Trash** object on the desktop background.

Note – 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**.

To Delete 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 **Folders Preferences** dialog.

To delete a file or folder perform the following steps:

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

To Create 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.

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

To View 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.
3. Use the properties dialog to view the properties of the file or folder.
4. Click Close to close the properties dialog.

To Change 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 that you can set 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.
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.
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.
3. Click on the **Notes** tab in the properties dialog. 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 Trash

You can move the following items to **Trash**:

- Files
- Folders
- Desktop background 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 manager window
Choose Go → Trash. The contents of **Trash** are displayed in the window.
- From the desktop background
Double-click on the **Trash** object on the desktop background.

To Empty Trash

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

- From a file manager window

Choose File → Empty Trash.

- From the desktop background
Right-click on the **Trash** object, then choose Empty Trash.

Modifying the Appearance of Files and Folders

The file manager enables you to modify the appearance of your files and folders in several ways, as described in the following sections.

To Add 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.
3. Click on the **Emblems** tab in the properties dialog to display the **Emblems** tabbed section.
4. Select the emblem to add to the item.
5. Click Close to close the properties dialog.

To Add a New Emblem

To add 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 in the **Backgrounds and Emblems** dialog.
3. Type a name for the emblem in the **Keyword** text box of the **Create a New Emblem** dialog.
4. Click on the **Image** button.
5. Click Browse in the **Select an image file for the new emblem** dialog. When you choose an emblem, click OK.
6. Click OK in the **Create a New Emblem** dialog.

To Change the Icon for a File or Folder

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

1. Select a file or folder.
2. Choose File → Properties.
3. On the **Basic** tabbed section in the properties dialog, click on the Select Custom Icon button.
4. Use the **Select an icon** dialog to choose the icon to represent the file or folder. Click Ok.
5. Click Close to close the properties dialog.

To restore an icon from a custom icon to the default icon specified in the File Associations preference tool, right-click on the icon then choose Remove Custom Icon. Alternatively, click on the **Remove Custom Icon** button on the properties dialog.

To change the icon that represents a file type, use the File Associations preference tool.

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 to change the size of items in a view. [Table 5-6](#) describes how to use the zoom buttons.

TABLE 5-6 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.

TABLE 5-6 Zoom Buttons (Continued)

Button	Button Name	Description
	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**.

Using Views to Display Your Files and Folders

The file manager provides several ways to display the contents of your files. The file manager includes viewer components that enable you to display particular types of file in the view pane. For example, you can use a web page viewer to display HTML files in the view pane. You can use a text viewer to view plain text files in the view pane.

You can also use the file manager to open a file in an appropriate application. For more information, see [“Opening Files” on page 76](#).

The file manager includes views that enable you to show the contents of your folders in different ways. For example, you can show the contents of a folder in the following types of view:

- **Icon view**
Shows the items in the folder as icons.
- **List view**
Shows the items in the folder as a list.

Use the **View** menu to choose how to display a file or folder. You can also use the **View as** drop-down list to choose how to display a file or folder. When you display a folder, you can specify how you want to arrange or sort items in the folder. You can modify the size of the items in the view pane. The following sections describe how to work with icon view, list view, and views of files.

To Choose a View in Which to Display a File or Folder

Choose the type of view in which to display the contents of a file or folder from the **View** menu.

Alternatively, to choose a view, choose View → View as. Select the view that you want to use from the **Open with Other Viewer** dialog, then click on the Choose button.

You can also choose the type of view from the **View as** drop-down list. The **View as** drop-down list is located at the right side of the location bar.

You can display different folders in different views. The file manager remembers the view that you choose for a particular folder. The next time that you display the folder, the file manager displays the folder in that view. To return the view for the folder to the default view specified in your preferences, choose View → Reset View to Defaults.

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:

- The top section contains 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> in the File Associations preference tool. 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.

Option	Description
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 sorted after items with emblems.
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.

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 Resize an Icon in Icon View

In icon view, you can change the size of the icon that represents an item that is displayed. To change the size of an item in icon view, perform the following steps:

1. Right-click on the item that you want to resize, then choose **Stretch Icon**. A rectangle appears around the item, with a handle at each corner.
2. Grab one of the handles, then drag the icon to the size that you want.
To return the icon to the original size, right-click on the icon, then choose **Restore Icon's Original Size**.

You can also resize objects on the desktop background.

To Modify the Behavior of a View

You can modify the behavior of a view in the following ways:

- Specify that the view is the default view for a particular file or folder.
- Specify that the view is the default view for a file type or all folders.
- Specify that the view is an item in the **View as** submenu for a particular file or folder.
- Specify that the view is an item in the **View as** submenu for all of a particular file type or for all folders.

- Specify that the view is not an item in the View as submenu for a particular file or folder.

To modify the behavior of a view perform the following steps:

1. Choose View → View as.
2. Select the view that you want to modify from the table in the **Open with Other Viewer** dialog.
3. Click on the Modify button. The following table describes the options on the **Modify** dialog:

Option	Description
Include in the menu for <i>item-name</i> items	Select this option to include the view in the View as submenu for this type of item.
Use as default for <i>item-name</i> items	Select this option to use the view as the default for this type of item.
Include in the menu for <i>item-name</i> only	Select this option to include the view in the View as submenu for this item only.
Use as default for <i>item-name</i> only	Select this option to use the view as the default for this item only.
Don't include in the menu for <i>item-name</i> items	Select this option to exclude the view from the View as submenu for this type of item.

4. Click OK, then click Cancel to close the **Open with Other Viewer** dialog.

Note – You can also modify the actions that are associated with a file type in the **Edit file type** dialog in the File Associations preference tool. To open the **Edit file type** dialog, click on the Go There button.

Assigning Actions to Files

When you open a file, the file manager performs the default action for that file type. The File Associations preference tool contains a table of file types, their associated file extensions, and their default actions. This table specifies what happens when you double-click on a file in the file manager.

You can also use the file manager to modify the actions that are associated with a particular file or file type.

You can use the File Associations preference tool to perform the following tasks:

- Specify the default action for a file type. You can also change the default action for a file type in the file manager.
- Associate a file type with one or more applications. The default action might specify to open the file in an application that is associated with the file type.
- Associate a file type with one or more viewers. The default action might specify to open the file in a viewer that is associated with the file type.
- Associate a file extension with a MIME type. The MIME type specifies the format of the file so that Internet browsers and email applications can read the file.

To Modify Actions

You can modify the actions associated with a file or file type. You can do the following:

- Specify that the action is the default action for a particular file.
- Specify that the action is the default action for a particular file type.
- Specify that the action is an item in the Open With submenu for a particular file.
- Specify that the action is an item in the Open With submenu for a particular file type.
- Specify that the action is not an item in the Open With submenu for a particular file type.

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

1. In the view pane, select the file for which you want to modify an action. If you want to modify an action associated with a file type, select a file of that type.
2. Choose File → Open With.
3. Choose Other Application. An **Open with Other Application** dialog is displayed.
4. From the table in the dialog, select the application or viewer for which you want to modify the behavior.
5. Click on the Modify button. The following table describes the options on the **Modify** dialog:

Option	Description
Include in the menu for <i>filetype</i> items	Select this option to include the application or viewer in the Open With submenu for this file type.
Use as default for <i>filetype</i> items	Select this option to use the application or viewer as the default action for this file type.

Option	Description
Include in the menu for filename only	Select this option to include the application or viewer in the Open With submenu for this file, and not for other files of this type.
Use as default for filename only	Select this option to use the application or viewer as the default action for this file, and not for other files of this type.
Don't include in the menu for filetype items	Select this option to exclude the application or viewer from the Open With submenu for this file type.

6. Click OK, then click Cancel to close the dialog.

Note – You can also modify the actions that are associated with a file type in the **Edit file type** dialog in the File Associations preference tool. To open the **Edit file type** dialog, click on the Go There button.

Writing CDs

The file manager provides a special location where you can copy files and folders that you want to write to a CD. You can write the contents of the location to a CD easily.

To write a CD, perform the following steps:

1. From a file browser window, choose Go → CD Creator. The file manager opens a special location, **burn:///**, from which you can write CDs.
2. From a file browser window, copy the files and folders that you want to write to CD into the **burn:///** location.
3. Insert a writable CD into the CD writer device on your system.
4. Choose File → Write to CD. Alternatively, click on the Write to CD button on the toolbar.
5. Use the **Write files to a CD recorder** dialog to specify how you want to write the CD, as follows:

Dialog Element	Description
Target to write to	Select the device to which you want to write the CD from the drop-down list. To create an CD image file for the files and folders, select the File image option.
Write speed	Select the speed at which you want to write the CD from the drop-down list.
CD name	Type a name for the CD in the text box.
Erase CD	Select this option to erase the current contents of the CD.
Eject CD when done	Select this option to eject the CD from the drive when the CD is written.
Reuse these files for another CD	Select this option if you want to write the files and folders to another CD. If you select this option, the files and folders are not removed from the burn:/// location after the CD is written.

- Click on the Write files to CD button.

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

A **Writing CD** dialog is displayed. When the CD is written or when the CD image file is created, a message to indicate that the process is complete is displayed in the dialog.

If you created a CD image file, you can write this file to a CD. To write a CD image file to CD, right-click on the CD image file, then choose Write to CD from the popup menu.

If you did not select the **Reuse these files for another CD** option, the files and folders are removed from the **burn:///** location.

Using Removable Media on the Solaris Operating System

The file manager supports the following removable media:

- Floppy diskette
- CD-ROM

- Digital Video Disc (DVD)

When the file manager detects a new media, an object for the media is added to the desktop. You can display the contents of the media in a file manager window. You can drag-and-drop files and folders between removable media. You cannot format media that is read-only, such as CD-ROM.

Note – Removable media works on Solaris 9 and Solaris 10 only.

To Display Media Contents on the Solaris Operating System

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 on the Solaris Operating System

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

To view basic information on the media, select the **Basic** tab. The following table describes the **Basic** elements on the **Media Properties** dialog:

Dialog Element	Description
Name	Displays the name assigned to the media.
Location	Displays the file path assigned to the media.
Volume	Displays the name of the volume assigned to the media.
Free Space	Displays the free space available on the media.
Modified	Displays the date that the media was last modified.

Select the **Emblems** tab to assign an emblem to the media icon.

To view permissions information on the media, select the **Permissions** tab. The following table describes the **Permissions** elements on the **Media Properties** dialog:

Dialog Element	Description
File Owner	Displays the name of the user that owns the file.
File Group	Displays the name of the group that owns the file.
Read/Write/Execute checkboxes	Displays the read/write/execute permissions for Owner/Group/Others.
Special Flags	Displays the Set user ID , Set group ID , and Sticky checkboxes set for the media.
Text view	Displays the <code>drwxrwxrwx</code> string that corresponds to the Read/Write/Execute checkboxes.
Number view	Displays the octal string that corresponds to the Read/Write/Execute checkboxes.
Notes	Displays a note that you previously assigned to the media using the File Manager. The note is not visible to other users.

Click Close to close the **Media Properties** dialog.

To Format Media on the Solaris Operating System

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. To format media, perform the following steps:

1. Right-click on the object that represents the media on the desktop, then choose Format. A **Media Format** dialog is displayed.
2. Select your format options in the **Media Format** dialog. The following table describes the elements on the dialog:

Dialog Element	Description
Quick Format	Select this option to format without certification, or with limited certification of certain tracks on the media.
Long Format	Select this option to perform a complete format. For some devices this might include certification of whole media by the drive.

Dialog Element	Description
File System Type	<p>Select the type of file system in which you want to format the media. Select from the following options:</p> <ul style="list-style-type: none"> ■ PCFS (DOS): Select this option if you want to use the media on an MS-DOS operating system. ■ UFS (UNIX): Select this option if you want to use the media on a UNIX operating system. ■ UDFS (UNIX): Select this option if you want to format the media in Universal Disk File System (UDFS). ■ NEC (DOS): Select this option if you want to format the media in the NEC file system.
Volume Label	Type a name for the media in the text box.

3. Click Apply to format the media.

To Eject Media on the Solaris Operating System

To eject a floppy, right-click on the floppy object on the desktop, then choose Unmount Volume. 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 a motorized drive, a message is displayed when you can manually eject the media.

To eject a CD-ROM, right-click on the CD-ROM object on the desktop, then choose Eject. When you use the Eject command to eject media, the media is automatically unmounted.

Using Your Desktop Background

This chapter describes how to use the desktop background to start applications, and open your files and folders. The chapter also describes how to use the Desktop Background menu, and how to customize the desktop background.

Introduction to the Desktop Background

The desktop background lies behind all of the other components on your visible desktop. The desktop background is an active component of the user interface. You can perform the following tasks from your desktop background:

- Start your applications, and open your files and folders.
You can add desktop objects for convenient access to files, folders, and applications that you use frequently. For example, you can add an application launcher to the desktop background. You can create a symbolic link to a file that you use often, then add this link to your desktop background. You can also store files and folders on the desktop background.
- Open the Desktop Background menu.
Right-click on the desktop background to open the Desktop menu. You can use the Desktop menu to perform actions on the desktop background.
- Work with **Trash**.
You can move objects to **Trash** and empty your **Trash**.
- Customize your desktop background.
You can customize the pattern or color of the desktop background.

By default, your desktop background contains five objects. [Table 6-1](#) describes the functions of the default objects on the desktop:

TABLE 6-1 Functions of Default Desktop Background Objects

Object	Function
This Computer	Provides an access point to some of the key features of the Java Desktop System. You can access your applications and configuration tools from the This Computer location. You can also access programs that enable you to configure your system as a server, and to modify other system configuration details.
Documents	Enables direct access to files stored in your default directory.
Trash	Provides a temporary holding area for files, folders or desktop objects that you can later retrieve or permanently delete.
Learn About The Java Desktop System	Launches a help browser from where you can access Help about the Java Desktop System.
Star Office 7	Launches the StarOffice application.

Desktop Background Objects

A desktop background object is an icon on your desktop background that you can use to open your files, folders, and applications. You can also add objects to your desktop background to provide convenient access to files, folders, applications, and URIs that you use frequently. For example, you can add a launcher to your desktop background to enable you to open a particular application that you use often.

Table 6-2 describes the types of object that you can add to your desktop background.

TABLE 6-2 Types of Desktop Background Objects

Object Type	Description
Symbolic link	<p>A symbolic link is an object that points to another file or folder. When you choose a symbolic link from the desktop background, the file or folder that the symbolic link points to is opened. You can move or copy a symbolic link to the desktop background.</p> <p>You can identify symbolic links by the default arrow emblem that appears on all symbolic links.</p>
Launcher	<p>You can add the following types of launcher to the desktop background:</p> <ul style="list-style-type: none">■ Application: Starts a particular application.■ Link: Links to a particular file, folder, or URI.

TABLE 6-2 Types of Desktop Background Objects (Continued)

Object Type	Description
File	You can add files to your desktop background. Files on your desktop background reside in your Desktop directory.
Folder	You can move folders to your desktop background, and you can create folders on your desktop background. Folders on your desktop background reside in your Desktop directory.

The following sections describe how to work with objects on the desktop background.

To Select Objects on the Desktop Background

To select an object on the desktop background, click on the object. To select multiple objects, press-and-hold Ctrl, then click on the objects that you want to select.

You can also select an area on the desktop background to select all objects within that area. Click-and-hold on the desktop background, then drag over the area that contains the objects that you want to select. When you click-and-hold then drag, a rectangle appears to mark the area that you select.

To select multiple areas, press-and-hold Ctrl, then drag over the areas that you want to select.

To Open an Object from the Desktop Background

To open an object from the desktop background, double-click on the object. Alternatively, right-click on the object, then choose Open. When you open an object, the default action for the object executes. For example, if the object is a text file, the text file opens in a file manager window. The default actions for file types are specified in the File Associations preference tool.

To execute an action other than the default action for an object, right-click on the object, then choose Open With. Choose an action from the Open With submenu.

The items in the Open With submenu correspond to the contents of the following parts of the File Associations preference tool:

- **Default action** drop-down list in the **Edit file type** dialog
- **Viewer Component** drop-down list in the **Edit file type** dialog

You can set your preferences in a file manager window so that you click once on a file to execute the default action.

To Add a Launcher to the Desktop Background

A desktop background launcher can start an application or link to a particular file, folder, FTP site, or URI location.

To add a launcher to your desktop background, perform the following steps:

1. Right-click on the desktop background, then choose **Create Launcher**.
2. Type the required information in the **Create Launcher** dialog. The command that you enter for the launcher is the command that is executed when you use the desktop background object.

To Add a Symbolic Link to the Desktop Background

You can create symbolic links on your desktop background to perform the following actions:

- Open a particular file in a particular application.
- Open a particular folder in a file manager window.
- Run a binary file or a script.

To create a symbolic link on the desktop background, perform the following steps:

1. Display the file or folder for which you want to create a symbolic link in a file manager window.
2. Create a symbolic link to the file or folder. 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. You can identify symbolic links by the default arrow emblem that appears on all symbolic links. The following figure shows a symbolic link to a file:



3. Drag the symbolic link to the desktop background. The icon for the object is moved to the desktop background.

Adding a File or Folder to the Desktop Background

The following sections describe how you can add file objects and folder objects to the desktop background.

To Move a File or Folder to the Desktop Background

You can move a file or folder from the file manager to the desktop background. To move a file or folder to the desktop background, perform the following steps:

1. Open a file manager window.
2. Display the file or folder that you want to move.
3. Drag the file or folder to the desktop background. The icon for the file or folder is moved to the desktop background. The file or folder is moved to your `Desktop` directory.

Alternatively, select the file or folder, then choose `Edit → Cut Files`. Right-click on any desktop background object, then choose `Paste Files`.

To Copy a File or Folder to the Desktop Background

You can copy a file or folder from the file manager to the desktop background. To copy a file or folder to the desktop background, perform the following steps:

1. Open a file manager window.
2. Display the file or folder that you want to move.
3. Press-and-hold `Ctrl`, then drag the file or folder to the desktop background. An icon for the file or folder is added to the desktop background. The file or folder is copied to your `Desktop` directory.

Alternatively, select the file or folder, then choose `Edit → Copy Files`. Right-click on any desktop background object, then choose `Paste Files`.

To Create a Folder Object on the Desktop Background

To create a folder object, right-click on the desktop background to open the `Desktop` menu. Choose `Create Folder`. An **untitled** folder is added to the desktop background. Type the name of the new folder, then press `Return`. The folder is displayed with the new name. The new folder resides in your `Desktop` directory.

To Rename a Desktop Background Object

To rename a desktop background object, right-click on the object, then choose `Rename`. The name of the desktop background object is highlighted. Type the new name for the object, then press `Return`.

To Remove an Object from the Desktop Background

To remove an object from the desktop background, right-click on the object, then choose `Move to Trash`. Alternatively, drag the object to **Trash**.

Note – 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**.

To Delete an Object from the Desktop Background

When you delete an object from the desktop background, the object is not moved to **Trash**, but is immediately deleted from the desktop background. The Delete menu item is only available if you select the **Include a Delete command that bypasses Trash** option in the file manager **File Management Preferences** dialog.

To delete an object from the desktop background, right-click on the object, then choose Delete.

Note – You cannot delete the **This Computer** or **Trash** desktop background objects.

To View the Properties of a Desktop Background Object

To view the properties of a desktop background object, perform the following steps:

1. Right-click on the object whose properties you want to view, then choose Properties.
2. Use the properties dialog to view the properties of the desktop background object.
3. Click Close to close the properties dialog.

To Change the Permissions of a Desktop Background Object

To change the permissions of a desktop background object, perform the following steps:

1. Right-click on the object whose permissions you want to change, then choose Properties.
2. Click on the **Permissions** tab in the properties dialog.
3. In the **Permissions** tabbed section, use the drop-down lists and check boxes to change the permissions for the file or folder. For more information on the dialog elements in the **Permissions** tabbed section, see *Using Your File Manager*.

4. Click Close to close the properties dialog.

To Add an Emblem to a Desktop Background Object

To add an emblem to a desktop background object, perform the following steps:

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

To Add a Note to a Desktop Background Object

To add a note to a desktop background object, perform the following steps:

1. Select the object to which you want to add a note.
2. Choose File → Properties.
3. Click on the **Notes** tab in **Notes** tabbed section. Type the note.
4. Click Close to close the properties dialog. A note emblem is added to the desktop background object.

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

To Change the Icon for a Desktop Background Object

To change the icon for desktop background object, perform the following steps:

1. Right-click on the object whose permissions you want to change, then choose Properties.
2. On the **Basic** tabbed section, click on the Select Custom Icon button.
3. Use the **Select an icon** dialog to choose the icon to represent the file or folder.
4. Click Close to close the properties dialog.

To restore an icon from a custom icon to the default icon, click on the **Remove Custom Icon** button on the **Properties** dialog.

To Resize a Desktop Background Object Icon

You can change the size of the icon that represents a desktop background object. To change the size of an icon on the desktop background, perform the following steps:

1. Right-click on the desktop background object whose icon you want to resize, then choose Stretch Icon. A rectangle appears around the icon, with a handle at each corner.
2. Grab one of the handles, then drag the icon to the size that you want.
To return the icon to the original size, right-click on the icon, then choose Restore Icon's Original Size.

Using Trash on the Desktop Background

You can move the following items to **Trash**:

- Files
- Folders
- Desktop background objects

If you need to retrieve a file from **Trash**, you can view **Trash** and move the file out of **Trash**. When you empty **Trash**, you delete the items in **Trash** permanently.

To Display Trash

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

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

To Empty Trash

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

- From the desktop background
Right-click on the **Trash** object, then choose Empty Trash.

- From a file manager window
Choose File → Empty Trash.

Using the Desktop Background Menu

To open the Desktop Background menu, right-click on a vacant space on the desktop background. You can use the Desktop menu to perform actions on the desktop background.

Table 6-3 describes the items in the Desktop Background menu.

TABLE 6-3 Items on the Desktop Background Menu

Menu Item	Function
Open Terminal	Starts a Terminal application.
Create Folder	Creates a new folder object.
Create Launcher	Creates a launcher on your desktop background. For more information, see “To Add a Launcher to the Desktop Background” on page 108.
Create Document	Creates a document. 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 <code>invoice.doc</code> in the <code>\$HOME/Templates</code> folder.
Clean Up By Name	Arranges the objects on the desktop background alphabetically by name.
Keep Aligned	Ensures that the left edges of the objects on the desktop background are aligned with one another.
Paste Files	Puts file or files into a selected folder or the desktop background.
Use Default Background	Resets the desktop background to the last pattern that you chose from the Backgrounds and Emblems dialog. You can access the Backgrounds and Emblems dialog from Nautilus windows.
Change Desktop Background	Starts the Desktop Background preference tool.
Change Desktop Resolution	Starts the Screen Resolution preference tool.

Changing the Pattern or Color of the Desktop Background

You can change the pattern or color of the desktop background to suit your preferences. The file manager includes background patterns and colors that you can use to change the look-and-feel of the desktop background.

You can change the pattern or color of the desktop background in any of the following ways:

- Drag a pattern or color from another window or dialog to the desktop background.
If your desktop background is a color, you can create a gradient effect from a color into the desktop background color. A gradient effect is a visual effect where one color blends gradually into another color. To create a gradient effect on your desktop background, drag a color to one of the edges of the screen. The color blends from the edge to which you drag the color, to the opposite edge of the screen.
Before you drag a color to a screen edge, check if there is an edge panel on the screen edge. If there is an edge panel on the screen edge, you must hide the panel before you drag the color.
- Use the Desktop Background preference tool.
- Choose a pattern or color for the background from the **Backgrounds and Emblems** dialog. To change the pattern or color of the desktop background, perform the following steps:
 1. Open a file manager window.
 2. Choose Edit → Backgrounds and Emblems.
 3. To display a list of patterns that you can use, click on the Patterns button in the **Backgrounds and Emblems** dialog. To display a list of the colors that you can use, click on the Colors button.
 4. To change the desktop background to a pattern, drag the pattern to the desktop background. To change the desktop background to a color, drag the color to the desktop background.
 5. Click Close.

Using Your Preference Tools

This chapter describes how to start and use the preference tools to customize the Java Desktop System.

Starting a Preference Tool

You can start the preference tools in the following ways:

- Click Launch, then choose Preferences. Choose the tool that you require from the submenus.
- Double-click on the **This Computer** object on the desktop background. A file browser window opens at the **This Computer** location. Double-click on the **Preferences** object in the browser window to display your preference tools. Double-click on the tool that you require.

Setting Assistive Technology Preferences

To access the **Assistive Technology Support** preference tool, click Launch, then choose Preferences → Assessibility → Assistive Technology Support.

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

[Table 7-1](#) lists the assistive technology preferences that you can modify.

TABLE 7-1 Assistive Technology Preferences

Dialog Element	Description
Enable assistive technologies	Select this option to enable assistive technologies in the Java Desktop System.
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.

Customizing the Desktop Background

To access the **Desktop Background** preference tool, click Launch, then choose Preferences → Desktop Preferences → Display → Desktop Background.

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 background.
- 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 change the appearance of your desktop background from within the file manager.

Table 7-2 lists the background preferences that you can modify.

TABLE 7-2 Desktop Background Preferences

Dialog Element	Description
Desktop Wallpaper	Choose an image to display on the desktop background. To choose an image, click on the Select picture button. An image selector dialog is displayed. Use the dialog to choose an image. When you choose an image, click OK.

TABLE 7-2 Desktop Background Preferences (Continued)

Dialog Element	Description
Style	<p>To specify how to display the image, select one of the following options from the Style drop-down list:</p> <ul style="list-style-type: none">■ Centered: Displays the image in the middle of the desktop background.■ Fill Screen: Enlarges the image to cover the desktop background and maintains the relative dimensions of the image.■ Scaled: Enlarges the image until the image meets the screen edges, and maintains the relative dimensions of the image.■ Tiled: Enlarges the image until the image meets the screen edges, and maintains the relative dimensions of the image.
Add Wallpaper	<p>Click on Add Wallpaper to display the Add Wallpapers dialog. Choose the wallpaper that you want to appear as the background, then click OK.</p>
Remove	<p>Choose the Desktop Wallpaper that you want to remove, then click Remove.</p>
Desktop Colors	<p>To specify a color scheme, use the options in the Background Style drop-down list, and the color selector buttons.</p> <p>You can specify a color scheme in one of the following ways:</p> <ul style="list-style-type: none">■ Choose Solid color from the Background Style drop-down list to specify a single color for the desktop background. 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.■ 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. 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. Click on the Right Color button. Choose the color that you want to appear at the right edge.■ 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. 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. Click on the Bottom Color button. Choose the color that you want to appear at the bottom edge.

Configuring a CD Database Server

To access the **CD Database Server** preference tool, click **Launch**, then choose **Preferences → Desktop Preferences → CD Database Server**.

The CD Database Server preference tool enables you to configure a CD database server that your system can query. A CD database server 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 server about the CD, then display the information.

Table 7–3 describes the preferences in the CD Database Server preference tool.

TABLE 7–3 CD Database Server 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 server. 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.

Configuring File Associations

To access the **File Associations** preference tool, click Launch, then choose Preferences → Desktop Preferences → File Associations.

Use the File Associations preference tool to configure the following:

File types You can specify how files of various types are displayed and edited. For example, you can specify an icon to represent a particular type of file. For another example, you can specify that if a file is a plain text file, the file is launched in a text editor.

The file manager and other desktop applications check 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 application checks the filename.

Services A *Uniform Resource Identifier* (URI) is a string that identifies a particular location in a file system or on the Web. For example, the web address of a web page is a URI. A *service* is a protocol or task that a URI requests. For example, the `http://www.gnome.org` URI requests the `http` service.

You can associate an application with a service, so that the application performs the task required by the service. For example, you can associate your preferred web browser with the `http` service.

Table 7-4 describes the elements on the File Associations preference tool.

TABLE 7-4 Elements on File Associations Preference Tool

Element	Description
Table	To view the contents of a category of file types, click on the right arrow next to the category name. The category expands, and displays a description of each file type, and the file extension that is associated with the file type. To select a file type that you want to work with, click on the file type.
Add File Type	Click on this button to add a file type. For more information, see “To Add a File Type” on page 120.
Add Service	Click on this button to add a service. For more information, see “To Add a Service” on page 121.
Edit	To edit a file type, a service, or a file type category, select the item that you want to edit, then click Edit.

TABLE 7-4 Elements on File Associations Preference Tool (Continued)

Element	Description
Remove	To delete a file type or a service, select the item that you want to delete, then click Remove.

To Add a File Type

To add a file type, perform the following steps:

1. Start the File Associations preference tool.
2. Click on the Add File Type button.
3. Enter the properties of the file type in the **Add File Type** dialog. The following table describes the dialog elements of the **Add File Type** dialog:

Dialog Element	Description
No Icon	Choose an icon to represent the file type. 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.
Description	Type a description of the file type.
MIME type	Enter the MIME type for this type of file.
Category	Enter the category to which you want the file type to belong in this preference tool. Click on the Choose to choose a category from the Choose a file category dialog.
Filename extensions	Enter the file extensions to associate with the file type. Enter a file extension in the field on the left side, then press Return. To delete a file extension, select the file extension in the field on the right side, then click on the Remove button.
Viewer component	Select the viewer component to use to display files of this type in the file manager.
Default action	Select the default application to use to open files of this type.

Dialog Element	Description
Program to run	Specify a program to associate with the file type. Enter the command to start the program in this field. Alternatively, to choose a command that you entered previously, click the down arrow button, then choose the command to run. You can also use the Browse button to choose a command to run.
Run in Terminal	Select this option to run the program in a terminal window. Choose this option for a program that does not create a window in which to run.

4. Click OK.

To Add a Service

To add a service, perform the following steps:

1. Start the File Associations preference tool.
2. Click on the Add Service button.
3. Enter the properties of the service in the **Add Service** dialog. The following table describes the dialog elements on the **Add Service** dialog:

Dialog Element	Description
Description	Type a description of the service.
Protocol	Enter the protocol for the service.
Program to Run	Information to be supplied in a future release.
Program	Specify the program to associate with the service. Enter the command to start the program in this field. Alternatively, to choose a command that you entered previously, click the down arrow button, then choose the command to run. You can also use the Browse button to choose a command to run.
Run in Terminal	Select this option to run the program in a terminal window. Choose this option for a program that does not create a window in which to run.

4. Click OK.

Setting Folder Preferences

You can customize your folders to suit your requirements and preferences. This section describes how to customize your folder preferences.

Setting Your Preferences

To access the **Folders** preference tool, click Launch, then choose Preferences → Desktop Preferences → Folders.

Alternatively, you can use the **Folders Preferences** dialog to set preferences for the file manager. To display the **Folder Preferences** dialog, choose Edit → Preferences from any file browser window.

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.
- Preview options to improve the performance of the file manager.

To Set 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 7-5 lists the views preferences that you can modify.

TABLE 7-5 Views Preferences

Dialog Element	Description
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.
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.

TABLE 7-5 Views Preferences (Continued)

Dialog Element	Description
Show hidden and backup files	Select this option to display hidden files and backup files in the view pane. The first character in a hidden filename is a period (.). The last character in a backup filename is a tilde (~). You can hide files from the view pane by adding <code>.hidden</code> extension to the filename.
Default zoom level	Icon view and 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.

To Set 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 7-6 lists the preferences that you can modify for files and folders.

TABLE 7-6 File and Folder Behavior Preferences

Option	Description
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.
Run executable files when they are clicked	Select this option to run an executable file when you choose the executable file. An executable file is a text file that can execute, that is, a shell script.
View executable files when they are clicked	Select this option to display the contents of an executable file when you choose the executable file.
Ask each time	Select this option to display a dialog when you choose an executable file. The dialog asks whether you want to execute the file or display the file.

TABLE 7-6 File and Folder Behavior Preferences (Continued)

Option	Description
Ask before emptying the Trash or deleting files	Select this option to display a confirmation message before Trash is emptied, or files are deleted.
Include a Delete command that bypasses Trash	Select this option to add a Delete menu item to the following menus: <ul style="list-style-type: none"> ■ The Edit menu. ■ The popup menu that is displayed when you right-click on a file, folder, or desktop background object. <p>When you select an item then choose the Delete menu item, the item is deleted from your file system immediately.</p>

To Set Icon Captions 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 **Icon Caption** tab to display the **Icon Caption** 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 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.
Owner	Choose this option to display the owner of the item.
Group	Choose this option to display the group to which the item belongs.

Information	Description
Permissions	Choose this option to display the permissions of the item as three sets of three characters, for example <code>-rwxrw-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.

To Set 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	Select this option to display the name of the item.
Size	Select this option to display the size of the item.
Type	Select this option to display the description of the MIME type of the item from the File Types and Programs preference tool.
Date Modified	Select this option to display the last modification date of the item.
Date Accessed	Select this option to display the date that the item was last accessed.
Group	Select this option to display the group to which the item belongs.

Information	Description
MIME type	Select this option to display the MIME type of the item.
Octal Permissions	Select this option to display the permissions of the item in octal notation, for example 764.
Owner	Select this option to display the owner of the item.
Permissions	Select this option to display the permissions of the item as three sets of three characters, for example -rwxrwx-r--.

To Set 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 7-7 lists the preview preferences that you can modify.

TABLE 7-7 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 that is one level below the 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.

TABLE 7-7 Preview Preferences (Continued)

Dialog Element	Description
Count number of items	Select an option to specify when to show the number of items in folders. If you have set your view to icon view, you might need to increase your default zoom level in the Views tabbed section to see the number of items in each folder.

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 file browser windows
- Panels

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

1. Choose Edit → Backgrounds and Emblems.
2. To display a list of patterns that you can use on the background, click on the Patterns button in the **Backgrounds and Emblems** dialog. 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 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.

When you change the background of the side pane or the view pane of a particular folder, the file manager remembers the background that you chose. The next time that you display the folder, the background that you selected is displayed. In other words, when you change the background of a folder, you customize the folder to display the 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.

Choosing Default Fonts

To access the **Fonts** preference tool, click Launch, then choose Preferences → Desktop Preferences → Display → Fonts.

Use the Fonts preference tool to select the fonts to use in your applications, windows, terminals, and desktop background.

Table 7–8 lists the font preferences that you can modify.

TABLE 7–8 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 background 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

TABLE 7-8 Font Preferences (Continued)

Dialog Element	Description
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"> ■ Monochrome: 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. ■ Best shapes: Antialiases fonts where possible. Use this option for standard Cathode Ray Tube (CRT) monitors. ■ Best contrast: 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 Java Desktop System to users with visual impairments. ■ 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.
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"> ■ Resolution (dots per inch): Use the spin box to specify the resolution to use when your screen renders fonts. ■ Smoothing: Select one of the options to specify how to antialias fonts. ■ 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 to your fonts. ■ 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.

Configuring Your Proxy Connection

To access the **Proxy Configuration** preference tool, click Launch, then choose Preferences → Desktop Preferences → Proxy Configuration.

The Proxy Configuration preference tool enables you to configure how your system connects to the Internet. You can configure the Java Desktop System 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 7–9 lists the proxy configuration preferences that you can modify.

TABLE 7–9 Internet 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 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.

Configuring Keyboard Accessibility Options

To access the **Keyboard** accessibility preference tool, click Launch, then choose Preferences → Accessibility → Keyboard.

Use the Keyboard accessibility preference tool to set the keyboard accessibility preferences. The Keyboard accessibility preference tool is also known as AccessX.

You can customize the preferences for the keyboard accessibility in the following functional areas:

- **Basic**
- **Filters**
- **Mouse**

Basic Preferences

Table 7–10 lists the basic keyboard accessibility preferences that you can modify.

TABLE 7–10 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">■ Bounce keys■ Mouse keys■ Slow keys■ Sticky keys■ Toggle keys
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.

TABLE 7–10 Keyboard Accessibility Preferences (Continued)

Dialog Element	Description
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 Shift five times.</p> <p>You can set the following sticky keys preferences:</p> <ul style="list-style-type: none"> ■ Beep when modifier is pressed: Select this option for an audible indication when you press a modifier key. ■ 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.
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"> ■ 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. ■ Speed: Use the slider or the spin box to specify the number of characters per second to enter.
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 basic keyboard accessibility preferences, see the *Java Desktop System Release 3 Accessibility Guide*.

Filter Preferences

Table 7–11 lists the filter preferences that you can modify.

TABLE 7–11 Filter 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>

TABLE 7–11 Filter Preferences (Continued)

Dialog Element	Description
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 Shift for eight seconds. You can set the following slow keys preferences: <ul style="list-style-type: none">■ 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.■ Beep when key is: Select the appropriate option or options for an audible indication when a key is pressed, accepted, or rejected.
Enable Bounce Keys	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: <ul style="list-style-type: none">■ 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.■ Beep if key is rejected: Select this option for an audible indication of key rejection.
Enable Toggle Keys	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.
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 filter accessibility preferences, see the *Java Desktop System Release 3 Accessibility Guide*.

Mouse Preferences

Table 7–12 lists the mouse preferences that you can modify.

TABLE 7–12 Mouse 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.

TABLE 7–12 Mouse Preferences (Continued)

Dialog Element	Description
Enable Mouse Keys	Select this option to make the numeric keypad emulate mouse actions. You can set the following mouse key preferences: <ul style="list-style-type: none">■ Maximum pointer speed: Use the slider or the spin box to specify the maximum speed that the pointer moves across the screen.■ Time to accelerate to maximum speed: Use the slider or the spin box to specify the duration of the acceleration time of the pointer.■ 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.
Mouse Preferences	Click on this button to open the Mouse preference tool.

For more information on configuring the mouse accessibility preferences, see the *Java Desktop System Release 3 Accessibility Guide*.

Configuring Keyboard Behavior Preferences

To access the **Keyboard** preference tool, click Launch, then choose Preferences → Desktop Preferences → Keyboard → Behavior.

Use the Keyboard Behavior preference tool to modify the autorepeat preferences for your keyboard, and to configure typing break settings.

You can set the preferences for the Keyboard Behavior 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 7–13 lists the keyboard preferences that you can modify.

TABLE 7–13 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 7–14 lists the typing break preferences that you can modify.

TABLE 7–14 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

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.

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.

To start the Keyboard *accessibility* preference tool, that is, AccessX, click on the Accessibility button.

Customizing Menus and Toolbars in Applications

To access the **Menus & Toolbars** preference tool, click Launch, then choose Preferences → Desktop Preferences → Display → Menus & Toolbars.

You can use the Menus & Toolbars preference tool to customize the appearance of menus, menubars, and toolbars for GNOME-compliant applications.

[Table 7-15](#) lists the menu and toolbar preferences that you can modify for GNOME-compliant applications.

TABLE 7-15 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.

TABLE 7–15 Menu and Toolbar Preferences (Continued)

Dialog Element	Description
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">■ Text below icons: Select this option to display toolbars with text as well as an icon on each button.■ Text beside icons: Select this option to display toolbars with an icon only on each button, and with text on the most important buttons.■ Icons only: Select this option to display toolbars with an icon only on each button.■ Text only: Select this option to display toolbars with text only on each button.

Setting Mouse Preferences

To access the **Mouse** preference tool, click Launch, then choose Preferences → Desktop Preferences → Mouse.

Use the Mouse preference tool to configure your mouse for right-hand use or for left-hand use. You can also specify the speed and sensitivity of mouse movement.

You can customize the settings for the Mouse preference tool in the following functional areas:

- **Buttons**
- **Cursors**
- **Motion**

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 7–16 lists the mouse button preferences that you can modify.

TABLE 7–16 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.

Pointer Preferences

Use the **Cursors** tabbed section to set your mouse pointer preferences.

[Table 7–17](#) lists the mouse pointer preferences that you can modify:

TABLE 7–17 Mouse Pointer Preferences

Dialog Element	Description
Small	Select this option to display a small mouse pointer.
Medium	Select this option to display a medium mouse pointer.
Large	Select this option to display a large mouse pointer.
Highlight the pointer when you press Ctrl	Select this option to enable a mouse pointer animation when you press and release Ctrl. 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 7–18](#) lists the mouse motion preferences that you can modify:

TABLE 7-18 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.

Customizing Your Panels

To access the **Panel** preference tool, click Launch, then choose Preferences → Desktop Preferences → Panel.

The Panel preference tool enables you to configure the behavior of panels. Any changes that you make with the Panel preference tool affect all of your panels.

Table 7-19 lists the panel preferences that you can modify:

TABLE 7-19 Panel Preferences

Dialog Element	Description
Close drawer when launcher is clicked	Select this option if you want a drawer on a panel to close when you choose a launcher in the drawer.
Drawer and panel animation	Select this option if you want your panels and drawers to show and to hide in an animated style.
Animation speed	Select the speed of the panel animation from the drop-down list.

Choosing Your Preferred Applications

To access the **Preferred Applications** preference tool, click Launch, then choose Preferences → Desktop Preferences → Preferred Applications.

Use the Preferred Applications preference tool to specify the applications that you want the Java Desktop System to use when the preferred application starts. For example, you can specify Xterm as your preferred terminal application. When you click Launch, then choose Applications → Utilities → 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 background.

Table 7–20 lists the preferred web browser preferences that you can modify.

TABLE 7–20 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.
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 7–21 lists the preferred email client preferences that you can modify.

TABLE 7–21 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 7–22](#) lists the preferred text editor preferences that you can modify.

TABLE 7–22 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	<p>Select this option if you want to use a custom text editor. A Custom Editor Properties dialog is displayed.</p> <ul style="list-style-type: none"> ■ Name: Type the name of the custom text editor. ■ Command: Enter the command to start the custom text editor. ■ This application can open multiple files: Select this option if the default text editor can open multiple files. ■ 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. <p>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.</p>
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 7-23](#) lists the preferred terminal preferences that you can modify.

TABLE 7-23 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 <code>exec</code> option to use with the command.

Setting Screen Resolution Preferences

To access the **Screen Resolution** preference tool, click Launch, then choose Preferences → Desktop Preferences → Display → Screen Resolution.

Use the Screen Resolution preference tool to specify the resolution settings for your screen. [Table 7-24](#) lists the screen resolution preferences that you can modify.

TABLE 7-24 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.

Setting Screensaver Preferences

To access the **Screensaver** preference tool, click Launch, then choose Preferences → Desktop Preferences → Display → Screensaver.

A screensaver is an application that you can use to replace the image on your screen when the screen is not in use. You can use screensavers in the following ways:

- Activate after a specified period of idle time.
- Activate when you lock your screen.
- Manage power used by your monitor when your system is idle.

You can customize the settings for the Screensaver preference tool in the following functional areas:

- **Display Modes**
- **Advanced**

Display Modes Preferences

Use the **Display Modes** tabbed section to set display mode preferences.

[Table 7-25](#) lists the display mode preferences that you can modify.

TABLE 7-25 Screensaver Display Mode Preferences

Dialog Element	Description
Mode	Use the drop-down list to specify the behavior of the screensaver application. Select from the following options: <ul style="list-style-type: none">■ Disable Screen Saver: Select this option if you do not want to use the screensaver application.■ Blank Screen Only: Select this option if you want your screen to become blank when your screen locks.■ Only One Screen Saver: Select this option if you want to display a single screensaver display from the display list when your screen locks.■ Random Screen Saver: Select this option if you want to display a random selection of screensaver displays from the screensaver display list when your screen locks.
Display list	Select the screensaver display that you require from the list.
Blank After	Specify how long to wait after the last use of the mouse or keyboard, to activate the screensaver.

TABLE 7–25 Screensaver Display Mode Preferences (Continued)

Dialog Element	Description
Cycle After	Specify how long to show a particular screensaver display before the next display.
Lock Screen After	Select this option if you want the screen to lock after the screensaver is activated. Use the spin box to specify the delay between the activation of the screensaver and when the screen locks.
Preview	Click on this button to preview the screensaver display that is selected in the screensaver display list. To stop the preview, press any key or click a mouse button.
Settings	Click on this button to display the options for the screensaver display that is selected in the screensaver display list.

Advanced Preferences

Use the **Advanced** tabbed section to set advanced screensaver preferences.

[Table 7–26](#) lists the advanced screensaver preferences that you can modify.

TABLE 7–26 Advanced Screensaver Preferences

Dialog Element	Description
Grab Desktop Images	Some screensavers can take a screenshot of your screen, then manipulate the screenshot to create your screensaver display. Select this option to enable screensavers to take a screenshot of your screen.
Grab Video Frames	Some screensavers can capture a frame of video, then manipulate the captured image to create your screensaver display. If your system has a video capture card, select this option to enable screensavers to capture a frame of video.
Choose Random Image	Select this option to enable screensavers to use images from a directory that you select. Type the path for the directory in the field. Alternatively, click Browse to display a dialog from which you can select a directory.
Verbose Diagnostics	Select this option if you want to display screensaver diagnostic information.
Display Subprocess Errors	Select this option if you want to display errors related to screensaver subprocesses on screen.

TABLE 7-26 Advanced Screensaver Preferences (Continued)

Dialog Element	Description
Display Splash Screen at Startup	Select this option if you want Xscreensaver to display a splash dialog when Xscreensaver starts.
Power Management Enabled	Select this option to enable power management of your monitor. Power management can reduce energy consumption by your monitor when you are not using the monitor.
Standby After	Specify how long to wait to put the monitor in standby mode. When the monitor is in standby mode, the screen is black.
Suspend After	Specify how long to wait to put the monitor in power-saving mode.
Off After	Specify how long to wait to switch off monitor.
Install Colormap	Select this option to install a private colormap when the screensaver is active. Use of a private colormap might improve the quality of the color in particular screensaver displays.
Fade to Black When Blanking	Select this option if you want your display to fade to black when the screensaver activates.
Fade from Black When Unblanking	Select this option if you want your display to fade from black to the screen contents when the screensaver stops.
Fade Duration	Specify how long to take to fade to black when the screensaver activates.

Configuring Sessions

To access the **Sessions** preference tool, click Launch, then choose Preferences → Desktop Preferences → Sessions.

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 Java Desktop System, and to restore the state when you start another session. You can also use this preference tool to manage multiple Java Desktop System 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 7-27 lists the session options that you can modify.

TABLE 7-27 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. If you do not select this option, when you end you session the Logout Confirmation dialog displays a Save current setup option.
Sessions	Use this area of the dialog to manage multiple sessions in the Java Desktop System, as follows: <ul style="list-style-type: none"> ■ To create a new session, click on the Add button. Use the Add a new session dialog to specify a name for your session. ■ To change the name of a session, select the session in the Choose Current Session table. Click on the Edit button. The Edit session name dialog is displayed. Type a new name for your session. ■ To delete a session, select the session in the Choose Current Session table. Click on the Delete button.

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 7-28 lists the session properties that you can configure.

TABLE 7–28 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"> ■ Normal Starts automatically when you start a Java Desktop System session. Use the <code>kill</code> command to terminate applications with this restart style during a session. ■ Restart Restarts automatically whenever you close or terminate the application. Choose this style for an application if the application must run continuously during your session. To terminate an application with this restart style, select the application in the table, then click on the Remove button. ■ Trash Does not start when you start a Java Desktop System session. ■ Settings Starts automatically when you start a session. Applications with this style usually have a low startup order, and store your configuration settings for the Java Desktop System and session-managed applications.
Remove	<p>Click on the Remove button to delete the selected application from the list. The application is removed from the session manager, and closed. Applications that you delete are not started the next time that you start a session.</p>
Apply	<p>Click on the Apply button to apply changes to the startup order and the restart style.</p>

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 “Setting Session Preferences” on page 146.

Table 7–29 lists the startup applications preferences that you can modify.

TABLE 7–29 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">■ 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. If you specify more than one startup application, use the Order 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.■ 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.■ To delete a startup application, select the startup application, then click on the Delete button.

Customizing Keyboard Shortcuts

To access the **Shortcuts** preference tool, click Launch, then choose Preferences → Desktop Preferences → Keyboard → Shortcuts.

A *keyboard shortcut* is a key or combination of keys that provides an alternative to standard ways of performing an action.

Use the Shortcuts preference tool to display the default keyboard shortcuts. You can customize the default keyboard shortcuts to your requirements. In addition, you can also set shortcut key preferences for multimedia functions.

You can also create *hot keys* on Solaris systems. Hot keys are keyboard shortcuts that start applications.

Table 7–30 lists the keyboard shortcut settings that you can customize on Linux.

TABLE 7-30 Keyboard Shortcuts Preferences on Linux

Dialog Element	Description
Text editing shortcuts	Select one of the following settings: <ul style="list-style-type: none">■ Default: Use this setting for standard shortcut keys.■ Emacs: Use this setting for Emacs shortcut keys.
Desktop shortcuts	<p>This table lists actions and the shortcut keys that are associated with each action.</p> <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 Back Space.</p>

Table 7-31 lists the keyboard shortcut settings that you can customize on Solaris.

TABLE 7-31 Keyboard Shortcuts Preferences on Solaris

Dialog Element	Description
Text editing shortcuts	Select one of the following settings: <ul style="list-style-type: none">■ Default: Use this setting for standard shortcut keys.■ Emacs: Use this setting for Emacs shortcut keys.
Desktop shortcuts	<p>This table lists actions and the shortcut keys that are associated with each action.</p> <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 Back Space.</p>

TABLE 7-31 Keyboard Shortcuts Preferences on Solaris (Continued)

Dialog Element	Description
Custom Shortcuts	<p>To add a hot key, perform the following steps:</p> <ol style="list-style-type: none">1. Click New. A Custom Binding dialog is displayed. Enter the command to associate with the hot key in the New Command field. Alternatively, to browse for the command, click on the Browse button. When you have selected the command, click OK. The command is added to the Custom Shortcuts section of the Desktop shortcuts table.2. Click in the Shortcut column of the command in the Custom bindings section of the Desktop shortcuts table. Press the key or key combination that you want to associate with the command. <p>To edit a hot key, select the hot key in the Custom Shortcuts section of the Desktop shortcuts table, then click Edit. Edit the command in the Custom Binding dialog.</p> <p>To remove a hot key, select the hot key in the Custom Shortcuts section of the Desktop shortcuts table, then click Delete.</p>

Use the Multimedia Keys preference tool to assign shortcut keys to an action.

Table 7-32 lists the shortcut key preferences that you can set for multimedia functions.

TABLE 7-32 Multimedia Keys Preferences

Dialog Element	Description
Multimedia keys table	<p>To add the shortcut keys for an action, click on the action to select the action, then 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 press Back Space.</p>
Use PCM volume instead of Master volume	Select this option if you want to use Pulse Code Modulation (PCM) volume instead of Master volume.

Setting Sound Preferences

To access the **Sound** preference tool, click Launch, then choose Preferences → Desktop Preferences → Sound.

The Sound preference tool enables you to control when the Java Desktop System 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 Java Desktop System sound server. You can also enable sound event functions.

Table 7-33 lists the general sound preferences that you can modify.

TABLE 7-33 General Sound Preferences

Dialog Element	Description
Enable sound server startup	Select this option to start the sound server when you start a session. When the sound server is active, the Java Desktop System can play sounds.
Sounds for events	Select this option to play sounds when particular events occur in the Java Desktop System. 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.

Note – 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 7-34 lists the sound events preferences that you can modify.

TABLE 7-34 Sound Event Preferences

Dialog Element	Description
Sounds table	<p>Use the Sounds table to associate particular sounds with particular events.</p> <p>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.</p> <p>The Sound File column lists the sound file that plays when the event occurs.</p>
Play	Click on this button to play the sound file that is associated with the selected event.
Sound file drop-down combination box, Browse	<p>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.</p> <p>Note – You can only associate sound files in .wav format with events.</p>

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 7-35 lists the system bell preferences that you can modify.

TABLE 7-35 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.

Customizing Themes

To access the **Theme** preference tool, click Launch, then choose Preferences → Desktop Preferences → Display → Theme.

A theme is a group of coordinated settings that specifies the visual appearance of a part of the Java Desktop System. You can choose themes to change the appearance of the Java Desktop System. 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 Java Desktop System, as follows:

Controls	The controls setting for a theme determines the visual appearance of windows, panels, and panel applications. The controls setting also determines the visual appearance of the GNOME-compliant interface items that appear on windows, panels, and panel applications, 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 preference tool.
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 preference tool.
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 preference tool.

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.
9. Type a name and a short description for the custom theme in the **Save Theme to Disk** 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.
3. Enter the location of the theme archive file in the drop-down combination box of the **Install a Theme** dialog. 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.
3. Click on a tab in the **Theme Details** dialog 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.
5. Enter the location of the option archive file in the drop-down combination box of the **Install a Theme** dialog. 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.
3. Click on a tab in the **Theme Details** dialog 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.

Customizing Windows

To access the **Window Behavior** preference tool, click Launch, then choose Preferences → Desktop Preferences → Display → Window Behavior.

Use the Window Behavior preference tool to customize window behavior for the Java Desktop System.

[Table 7-36](#) lists the windows preferences that you can modify.

TABLE 7-36 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: <ul style="list-style-type: none">■ Roll up: Shades the window.■ Maximize: Maximizes the window.
To move a window, press-and-hold this key then grab the window	Select the key to press-and-hold when you drag a window to move the window.

Mouse and Keyboard Functionality

This appendix discusses some of the basic skills that you need to work with the Java Desktop System.

Mouse Functionality

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

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. If you have a two-button mouse device, then you press the two buttons simultaneously to simulate the effect of a middle mouse button.

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

Mouse Button	Definition
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.

Mouse Button	Definition
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 preference tool, 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.

Mouse Actions

The following table describes the actions that you can perform with the mouse:

Mouse Button	Usage
Left mouse button	Use to perform the following actions: <ul style="list-style-type: none"> ■ Select text. ■ Choose items. ■ Drag items.
Middle mouse button	Use to perform the following actions: <ul style="list-style-type: none"> ■ Paste text. ■ Move items.
Right mouse button	Opens a menu for the selected object, if a menu applies.










For example, if you want to copy text then perform the following steps:



1. Select the text with the left mouse button.
2. Move the mouse pointer to the location where you want to copy the text.
3. Click on the middle mouse button.

You can also right-click on the desktop background to open the Desktop background menu.

Mouse Pointers

As you use the mouse, the appearance of the mouse pointer can change. The appearance of the pointer can provide feedback about a particular operation, location, or state. The following table lists and describes some of the mouse pointers.

Pointer	Associated Action	Description
	Point to an item, choose a menu item	Normal pointer. The pointer that appears during normal use of the mouse.
	Drag-and-drop	Move pointer. Indicates that when you drop the object, the object is moved from the old location to the new location.
	Drag-and-drop	Copy pointer. Indicates that when you drop the object, a copy of the object is created where you drop the object.
	Drag-and-drop	Symbolic link pointer. Indicates that when you drop the object, a <i>symbolic link</i> 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.
	Drag-and-drop	Ask pointer. Indicates that when you drop the object, a menu opens. You can choose to move or copy the object, or to create a symbolic link to the object.
	Drag-and-drop	Not available pointer. Indicates that you cannot drop the object at the current location.
	Move panel object	Move panel object pointer. Indicates that you have selected a panel object to move.
	Resize window horizontally	Horizontal resize pointer. Indicates that you have selected a vertical window border to resize the window horizontally.
	Resize window vertically	Vertical resize pointer. Indicates that you have selected a horizontal window border to resize the window vertically.

Pointer	Associated Action	Description
	Resize window horizontally and vertically	Corner resize pointer. Indicates that you have selected a corner of a window border to resize the window horizontally and vertically.
	Resize window pane or resize table column	Window pane or table column resize pointer. Indicates that you have selected a column in a table to resize.

Keyboard Functionality

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 Java Desktop System 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 Shortcuts preference tool.

You can also modify the desktop preferences to use keyboard accessibility features.

The following sections describe the shortcut keys that you can use.

General Shortcut Keys

General shortcut keys enable you to use the keyboard to perform general Java Desktop System tasks. The following table lists some general shortcut keys:

Default Shortcut Keys	Function
Ctrl + Esc	Opens the Main Menu.
Super + R	Displays the Run Application dialog.
Print Screen	Takes a screenshot.
Alt + Print Screen	Takes a screenshot of the window that has focus.
Ctrl + Alt + right arrow	Switches to the workspace to the right of the current workspace.

Default Shortcut Keys	Function
Ctrl + Alt + left arrow	Switches to the workspace to the left of the current workspace.
Ctrl + Alt + up arrow	Switches to the workspace above the current workspace.
Ctrl + Alt + down arrow	Switches to the workspace below the current workspace.
Ctrl + Alt + d	Minimizes all windows, and gives focus to the desktop background.
F1	Starts the online help browser, and displays appropriate online Help.

Window Shortcut Keys

Window shortcut keys enable you to use the keyboard to perform window tasks. The following table lists some window shortcut keys:

Default Shortcut Keys	Function
Alt + Tab	Switches between windows. When you use these shortcut keys, a list of windows that you can select is displayed. Release the keys to select a window.
Alt + Esc	Switches between windows in reverse order. Release the keys to select a window.
F10	Opens the first menu on the left side of the menubar.
Alt + spacebar	Opens the Window Menu .
Arrow keys	Moves the focus between items in a menu.
Return	Chooses a menu item.
Esc	Closes an open menu.
Ctrl + Alt + right arrow	Switches to the workspace to the right of the current workspace.
Ctrl + Alt + left arrow	Switches to the workspace to the left of the current workspace.
Ctrl + Alt + up arrow	Switches to the workspace above the current workspace.
Ctrl + Alt + down arrow	Switches to the workspace below the current workspace.
Ctrl + Alt + d	Minimizes all windows, and gives focus to the desktop background.

Panel Shortcut Keys

Panel shortcut keys enable you to use the keyboard to perform panel tasks. The following table lists panel shortcut keys:

Default Shortcut Keys	Function
Ctrl + Alt + Tab	Switches the focus between the panels and the desktop background. When you use these shortcut keys, a list of items that you can select is displayed. Release the keys to select an item.
Ctrl + Alt + Esc	Switches the focus between the panels and the desktop background. Release the keys to select an item.
Ctrl + F10	Opens the popup menu for the selected panel.
Tab	Switches the focus between objects on a panel.
Return	Chooses the selected panel object or menu item.
Shift + F10	Opens the popup menu for the selected panel object.
Arrow keys	Moves the focus between items in a menu. Moves the focus between interface items in an applet also.
Esc	Closes an open menu.
F10	Opens the Applications menu from the Menu Bar, if the Menu Bar is in a panel.

Application Shortcut 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 application shortcut keys:

Shortcut Keys	Command
Ctrl + N	New
Ctrl + X	Cut
Ctrl + C	Copy
Ctrl + V	Paste
Ctrl + Z	Undo
Ctrl + S	Save

Shortcut Keys	Command
Ctrl + Q	Quit

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, press Alt, then press the access key. In the menu, the access key for each menu item is underlined. To choose a menu item, press the access key for the menu item. The following table shows example access keys from the Text Editor application:

Access Keys	Function
Alt + F	Opens the File menu.
N	Chooses the New item on the File menu.

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, press Alt, then press the access key. The following table shows an example access key from the **Preferences** dialog in the Text Editor application:

Access Key	Function
Alt + U	Gives focus to the Use default theme font check box.

You can use also other keys to navigate within a window or dialog.

Key	Function
Tab	Moves the focus from element to element in a window or dialog.

Key	Function
Arrow keys	<p data-bbox="743 369 1338 394">Use the arrow keys to perform the following actions:</p> <ul data-bbox="743 399 1338 604" style="list-style-type: none"><li data-bbox="743 399 1338 487">■ In a menubar, move the focus from one menu to the next menu. In an open menu, move the focus from one menu item to the next menu item.<li data-bbox="743 491 1338 579">■ Move the focus from one option to the next option to make your selection, for example, within a group of radio buttons in a dialog.<li data-bbox="743 583 1338 604">■ Change the value that a spin box displays.

Glossary

desktop	Your visible Java Desktop System, including all panels, icons, applications, and the desktop background.
desktop background	The desktop background lies behind all of the other components on the Java Desktop System.
desktop background object	An icon on your desktop background that you can use to open your files, folders, and applications.
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.
format	To prepare storage 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. For example, gedit text editor is a GNOME-compliant application.
hot key	Hot keys are keyboard shortcuts that start 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 on 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 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 file browser window contains a side pane and a view pane.
panel application	A panel application is a small, interactive application that resides within a panel, for example the CD Player.
PDA	Personal Digital Assistant. A hand-held computer that you can use as a personal organizer.
PDA daemon	A background application which waits for a PDA to attempt to synchronize with your computer. When a PDA attempts to synchronize with the computer, the PDA daemon synchronizes the data on the PDA with data on the computer.
preference tool	A dedicated software tool that controls a particular part of the behavior of the Java Desktop System.
shortcut keys	Shortcut keys are keystrokes that provide a quick way to perform an action.
slice	A partition of a disk. You can create slices on your Zip and Jaz media. An object for each slice appears on the desktop.
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 file manager component that enables you to display a folder in a particular way. For example, the file manager contains an icon view which enables you to display the contents of a folder as icons. The file manager also contains a list view which enables you to display the contents of a folder as a list.
viewer component	A file browser window component that enables you to display a particular type of file in the view pane. A viewer component might add menu items that are relevant to the file type to the file manager menus. A viewer component might also enable you to use the file browser window zoom buttons to change the size of the item in the view pane.
workspace	A workspace is a discrete area in the desktop in which you can work.

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