

Instructor Guide
Get Ready for Open Source:
SUSE Linux Enterprise Desktop
Book 1

Novell Training Services

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1 Introduction

1.1 Get Ready for Open Source

The course “Get Ready for Open Source: SUSE Linux Enterprise Desktop” is designed for schools and universities. After three years the students should be able to take part at an open source development project.

Book 1 – Use the Linux GUI and the most important applications.

Book 2 – Do some basic administration tasks. Use the bash shell and write some simple shell programs.

Book 3 – Write programs by using the programming language Mono/C#.

Each book has content for about 60 hours and a lot of examples and exercises. The students are motivated to learn Linux and developing software by exploration.

1.2 Audience

The course is designed for students of around 13 years of age who have no prior knowledge of Linux. Knowledge about other operating systems and computer applications is useful but not essential.

1.3 Prerequisites

The course is designed for beginners with the Linux operating system. The students are required to have only basic computer skills on any operating system. Knowledge of a desktop operating system is sufficient.

1.4 Setup Requirements

Each student and the instructor should have a computer with an SUSE Linux Enterprise Desktop 10 installation.

For the Firefox, Gaim and Evolution chapter, access to the internet is required.

Access to a printer is recommended but not required.

1.5 Key Course Objectives

During this course you will learn how to complete the following tasks:

- ✎ Manage Files
- ✎ Use the Components of OpenOffice
- ✎ Use Evolution to Manage Mails, Contacts and Appointments
- ✎ Manipulate Images

1.6 Agenda

Chapter	Schedule
Understand the Concept of Open Source Software	4 hours
Understand the GUI Environment	14 hours
Use Open Source Tools	42 hours
Sum	60 hours

1.6.1 Understand the Concept of Open Source Software

Section	Schedule
The Historical Development of UNIX	.5 hours
The Development of Linux	.5 hours
Installation of SUSE Linux Enterprise Desktop 10	3 hours

1.6.2 Understand the GUI Environment

Section	Schedule
Introduction	.5 hours
Overview of the Linux Desktop	1.5 hours
Use the GNOME Desktop Environment	6 hours
Use the KDE Desktop Environment	6 hours

1.6.3 Use Open Source Tools

Section	Schedule
Use Firefox	4 hours
Use OpenOffice.org	6 hours
Work with Spreadsheets	4 hours
Create Formulas using Math	2 hours
Work with Presentations	4 hours
Draw Images Using Draw	4 hours
Use Gaim	2 hours
Use the Collaboration Software Evolution	6 hours
Use Gimp to Manipulate Images	8 hours
Enable Multimedia	2 hours

2 Understand the Concept of Open Source Software

Learning target: Students understand the history of Linux

2.1 The Historical Development of UNIX

Additional Information

- ➡ Additional information on the differences between Unix variants:
<http://www.bhami.com/rosetta.html>
- ➡ Additional information on Unix history:
<http://www.levenez.com/unix/>

Answers Exercise “The Historical Development of UNIX”

MS-DOS 1.0	1981
MS-DOS 6.0	1993
Windows 1.0	1985
Windows 3.0	1990
Windows NT	1993
Apple I	1976
Apple Mac II	1987

2.2 The Development of Linux

Additional Information

Kernel sources: <http://www.kernel.org>

Answers Exercise “The Development of Linux”

- ✎ The GPL was developed by Richard Stallman and is now copyright of the Free Software Foundation, see <http://www.fsf.org/licensing/licenses/gpl.html>
- ✎ The first SUSE Linux was released in 1994
- ✎ Novell acquired SUSE Linux AG in the beginning of 2004

2.3 Installation of SUSE Linux Enterprise Desktop 10

Learning target: Students know how to perform a standard installation of SUSE Linux Enterprise Desktop 10

Tips and Cautions

Before embarking on the actual installation with the students, perform a test installation on the hardware to verify that the hardware is adequate.

If your students will create a dual boot system you will have to take extra caution that they do not wipe the existing OS by installing Linux over it. In this case you should probably explain at least briefly what partitions are.

Additional Information

- ✎ To find out if a certain hardware is certified:
<http://developer.novell.com/yesssearch/Search.jsp>

- ☞ A more general page not limited to SUSE Linux Enterprise Desktop 10 is the component database: <http://cdb.suse.de/>
- ☞ The support database is at:
<http://www.novell.com/support/products/linuxenterpriseserver/>

Answers Exercise “Installation of SUSE Linux Enterprise Desktop 10”

The installation is described within the text and the basic steps are listed in the exercise itself.

3 Understand the GUI Environment

Learning target: Students understand the graphical user interface of Linux

Tips and Cautions

One advantage of Linux is that the GUI is not part of the operating system. The users can choose the GUI they like the most. In this section we introduce GNOME and KDE. Feel free to introduce other GUIs of Linux (by default fvwm2 and twm are installed).

Motivate the students to explore the GUIs.

3.1 Overview of the Linux Desktop

Additional Information

- ☞ SUSE Enterprise Desktop uses the X.Org implementation of the X Window system. Previous versions of SUSE Linux used the XFree86 implementation. That change caused on the XFree86 licensing.
- ☞ Website of the X.org Foundation: <http://www.x.org>
- ☞ Website of XFree86: <http://www.xfree86.org>

Answers Exercise “Overview of the Linux Desktop”

The exercise is described step-by-step.

3.2 Use the GNOME Desktop Environment

Answers Exercise “Identify GNOME Desktop Components”

From top to bottom:

- ☞ Main menu
- ☞ Post-it notes
- ☞ Task Manager
- ☞ NetworkManager applet
- ☞ Display information
- ☞ Software Updater
- ☞ Volume control
- ☞ Clock
- ☞ Minimize windows

Answers Exercise ““Manage Icons in the GNOME Environment”

- ☞ Create a launcher on the desktop: Open the main menu. → Select **More Applications**. → Enter `calc` in the **Filter** field. → Use drag and drop to move the icon of the Gnome Calculator on the desktop. → Close the Desktop Search window.
- ☞ Create a launcher in the bottom panel: Open the main menu. → Select **More Applications**. → Enter `calc` in the **Filter** field. → Use drag and drop to move the icon of the Gnome Calculator over the bottom panel. → Close the Desktop Search window.
- ☞ Create a launcher in the main menu: Open the main menu. → Select **More Applications**. → Enter `calc` in the **Filter** field. → Right-click the Gnome Calculator icon and select **Add to Favorites** from the menu. → Close the Desktop Search window.

Answers Exercise “Create Directories”

Launch Nautilus. → Right-click in the Nautilus window. → Select **Create Folder**.

Answers Exercise “Copy and Move Files”

Launch Nautilus → Navigate to the directory `/usr/share/cups/`. → Right-click on `calibrate.ppm`. → Select **Copy**. → Navigate back to `~/GNOMEFiles`. → Right-click in the window and select **Paste Files**.

Answers Exercise “Rename Files”

In Nautilus, navigate to `~/GNOMEFiles`. → Right-click on `calibrate.ppm`. → Select **Rename**. → Enter `first_picture.ppm` and press **Enter**.

Answers Exercise “Connect Files Using Links”

- ➊ In Nautilus, navigate to `~/GNOMEFiles`. → Right-click on `/GNOMEFiles/first_picture.ppm`. → Select **Make Link**. → Move the link to your home directory.
- ➋ Right-click on the link icon. → Select **Rename**. → Enter `first_link` and press **Enter**.
- ➌ Navigate to `~/GNOMEFiles`. → Use drag and drop to move the icon of `first_picture.ppm` over the trash icon.
- ➍ Double-click the → A Broken Link message appears. → Select **Move to Trash**.
- ➎ Right-click the trash icon. → Select **Empty Trash**.

Answers Exercise “Use the Linux File Permissions”

In Nautilus, navigate into your home directory. → Right-click on the icon for the directory `GNOMEFiles`. → Select **Properties**. → Activate

the **Permissions** tab. → Make sure that only the options **Read** and **Write** in the **Owner** are activated.

Answers Exercise “How to Search for Files”

- ➊ Open the main menu. → Enter `novell` in the **Search** field and press **Enter**.
- ➋ Open the main menu. → Select **OpenOffice.org Writer**. → Enter `It starts with Novell`.
- ➌ Select **Save As** from the **File** menu. → Enter `testdoc` in the **Name** textbox. → Select **Save**. → Close **OpenOffice**. → The `testdoc` document should be shown in the **Search** dialog.
- ➍ Open the main menu. → Select **More Applications**. → Enter `search` in the **Filter** field. → Select the **GNOME Search Tool** icon. → Open the **Select more options** dialog. → From the **Available options** menu, select **Date modified more than**. → Select **Add**. → Select “1” in the **days** textbox. → Select **Search**.

Answers Exercise “Archive Files”

- ➊ Open the main menu. → Enter `archive` in the **Search** field and press **Enter**. → Select **File Roller** from the search results.
- ➋ Select the **New** icon. → Enter a file name in the **Name** textbox (e.g., `bin.zip`). → Select **New**.
- ➌ Select the **Add** icon. → Navigate into the `/bin` directory. → Select all file in the right frame. (Select the first file, press **Shift** and select the last file.) → Select **Add**.
- ➍ Repeat the steps 2 and 3 with an archive labeled `bin.tar` and `bin.tar.bz2`

Answers Exercise “How to Customize GNOME”

- ➊ Download a theme archive. GNOME Themes can be found, for example, at:

- ☞ <http://www.gnome-look.org>
- ☞ <http://www.art.gnome.org>

Make sure that the theme works for GTK2.

- ② Open the main menu and select **Control Center** → Double-click the **Theme** icon from the **Look and Feel** section. → Select **Install Theme** → Select **Browse** → Navigate to the downloaded file, select it and select **Open**. → Select **Install** → Select **OK**.
- ③ Depending on the theme you downloaded, you have to activate it in the **Theme Details** dialog.

3.3 Use the KDE Desktop Environment

Answers Exercise “Install the KDE Desktop Environment”

Start YaST. → Enter the root password. → Select **Software Management** from the **Software** section. → Select **Patterns** from the **Filter** menu. → Select **KDE**. → Select **Accept**. → In the **Changed Packages** dialog, select **Continue**. → When the installation finishes, select **No**. → Close the YaST dialog.

Answers Exercise “Identify KDE Desktop Components”

From bottom to top:

- ☞ KDE Menu
- ☞ Konqueror (file manager)
- ☞ Konsole (terminal window)
- ☞ SUSE Help Center
- ☞ Konqueror (web browser)
- ☞ Kontact
- ☞ Virtual desktops
- ☞ Task manager area

- ☞ Sound mixer
- ☞ Beagle search
- ☞ Clipboard
- ☞ Power management
- ☞ NetworkManager
- ☞ Software Updater
- ☞ Clock

Answers Exercise “Manage Icons in the KDE Environment”

Starting xlogo is described in the exercise.

- ❶ To create an icon for xlogo on the Desktop: Right-click on the desktop → Move the mouse pointer over **Create New** and select **Link to Application** from the submenu → Enter **xlogo** as name. → Select the icon left to the name. → Select an icon from the list. → Select **OK**. → Activate the **Application** tab. → Enter **xlogo** in the **Description** textbox. → Enter **xlogo** in the **Command** textbox. → Select **OK**.
- ❷ To create an icon for xlogo in Kicker: Use drag and drop to move the icon just created to Kicker.
- ❸ To create an icon for xlogo in the KDE menu: Right-click on the KDE menu button. → Select **Menu Editor**. → Select a place where the icon should appear within the menu (e.g., **Applications**). → Select the **New Item** icon. → Enter **xlogo** as item name. → Select **OK**. → Enter **xlogo** in the **Description** textbox. → Enter **xlogo** in the **Command** textbox. → Select **OK**. → Select the icon right to the name. → Select an icon from the list. → Select the **Save** icon. → Close the Menu Editor. → Open the KDE menu and look for your new icon.

Answers Exercise “Customize Konqueror”

- ❶ Start the Konqueror file manager.

- ② Select Window → Split View Left/Right.
- ③ Select Window → Split View Top/Bottom.
- ④ Click in the middle frame and select Window → Split View Top/Bottom.
- ⑤ Select the Tree View icon.
- ⑥ Select Settings → Configure View Profiles.
- ⑦ Enter My Profile as profile name.
- ⑧ Select Save.

Answers Exercise “Create Directories”

Start the Konqueror file manager. → Right-click on a free space in the right frame. → Move the mouse pointer over **Create New** and select **Folder** from the submenu. → Enter **FirstFiles** as folder name.

Answers Exercise “Copy and Move Files”

In Konqueror, navigate into the directory `/usr/share/cups/`. → Right-click on the icon of the file `calibrate.ppm`. → Select **Copy**. → Navigate into `~/FirstFiles/`. → Right-click on a free space and select **Paste File**.

Answers Exercise “Rename Files”

In Konqueror, navigate into `~/FirstFiles/`. → Right-click the file `calibrate.ppm` and select **Rename**. → Enter `first_picture.ppm` and press .

Answers Exercise “Connect Files Using Links”

- ① In Konqueror, navigate into `~/FirstFiles/`. → Split the window by selecting **Split View Left/Right** from the Window menu. → Navigate into your home directory. → Use drag and drop to move

the icon of `first_picture.ppm` from the `~/FirstFiles/` frame into the home directory frame. → Select `Link Here`.

- ② Right-click the link icon and select `Rename`. → Enter `first_link` and press `Enter`.
- ③ Use drag and drop to move the icon of `first_picture.ppm` from the directory `~/FirstFiles/` over the Trash icon. → Select `Trash`.
- ④ When selecting the link `first_link`, an error message should appear. → Select `OK`.
- ⑤ Right-click on the Trash icon on the desktop. → Select `Empty Trash Bin`.
- ⑥ Use drag and drop to move the icon of `first_link` from the home directory over the Trash icon. → Select `Trash`.
- ⑦ While pressing `Shift`, right-click on the link icon, then select `Delete`.

Answers Exercise “Use the Linux File Permissions”

In Konqueror, navigate into your home directory. → Right-click on the icon of the `FirstFiles` directory. → Select `Properties`. → Activate the `Permissions` tab. → Make sure that `Can View & Modify Content` is selected for the owner. → Select `Forbidden` for the group and for others. → Select `OK`.

Answers Exercise “How to Search for Files”

- ① Select the `Kerry` icon in the KDE Control Panel. → Enter `desktop` in the search textbox and press `Enter`. → An error message appears. Select `Click to start the Beagle daemon`.
- ② Select the `Office` icon on the desktop. → Select `Spreadsheet and Open`. → Enter `KDE Desktop Environment` and press `Enter`.
- ③ Select `Save As` from the `File` menu. → Enter `testspread` in the `Name` textbox. → Select `Save`. → Close `OpenOffice`. → The `testspread` document should be shown in the Search dialog.

Answers Exercise “How to Archive Files”

Ark sometimes has problems when adding files to an archive. An error message “An error occurred while trying to open the archive” can appear. Ark creates an archive file, but it is not able to open it anymore. You can use GNOME File Roller (KDE menu → Tools → Archiving → File Roller) to see the content of the archive. A patch for this bug should be available for registered SLED10 users.

Theoretically the steps to proceed this exercise are:

- ❶ From the KDE menu select Tools → Archiving → Ark (Archiving Tool).
- ❷ Select New from the File menu.
- ❸ Enter bin in the Location textbox. → Make sure that Gzipped Tar Archive is selected in the Filter menu. → Select Save.
- ❹ Select the Add File icon. → Navigate in the root directory (“/”) and select the bin directory. → Press **Ctrl**+**A** (or use the mouse) to select all files. → Select OK.
- ❺ Repeat from step 2. But select Bzip2-ed Tar Archive from the Filter menu.
- ❻ Select New from the File menu.
- ❼ the file name and choose the Archive format from the drop-down menu. Select Add folder and navigate to the /bin directory. Repeat this for the other file formats.

Answers Exercise “Change the Background”

Can be done as described in the text via KDE Control Center.

An alternative is: Right-click on the desktop background. → Select Configure Desktop. → → Select Background. → Select a picture you like.

Answers Exercise “Change the Colors”

Proceed as described in the text above the exercise.

Answers Exercise “Change the Appearance of KDE”

In the KDE Control Center, for Windows 95 look select Appearance & Themes → Theme Manager → Redmond.

KDE themes can be found in the internet, for example, at <http://www.kde-look.org>.

Answers Exercise “Change Window Behavior”

Proceed as described in the text above the exercise.

Answers Exercise “Change Region”

Select from the KDE Control Center Regional & Accessibility → Country/Region & Language.

4 Use Open Source Tools

Learning target: Students are able to use basic tools to browse the Internet, write texts, and read mail.

Answers Exercise “Use Open Source Tools”

Software on Servers	Software on Workstations
Web Server	Office Suite
Mail Server	Photo Manipulation Software
DNS Server	Multimedia Software
Application Server	Instant Messaging
Logging Tools	Games

4.1 Use Firefox

Answers Exercise “Use Tabbed Browsing”

The steps are described in the text above the exercise.

Note: If your mouse has only two buttons, you can simulate the middle mouse button by pressing the left and the right button together.

Note: There is a fourth method to open a tab: double-click on the empty area between the tabs and the button to close tabs.

Answers Exercise “Use Bookmarks”

- 1 Open the Bookmark Manager by selecting Bookmarks → Manage Bookmarks

- ② Open the **Bookmarks** folder.
- ③ Right-click on the **Bookmarks Toolbar Folder** and select **New Folder**.
- ④ Enter a folder name (e. g., **Personal Bookmarks**).
- ⑤ Close the **Bookmark Manager**.
- ⑥ To add bookmarks to the new folder, open the website you want to bookmark and drag the icon left of `http://...` in the address bar to the new folder.

Answers Exercise “Print Web pages”

The steps are described in the text above the exercise.

Answers Exercise “Manage Cookies”

Select **Edit** → **Preferences** → **Privacy** → **Cookies** → **View Cookies**.

Answers Exercise “Install Themes”

The steps are described in the text above the exercise.

Make sure that the theme is compatible with Firefox version 1.5.0.

Answers Exercise “Install Extensions”

The steps are described in the text above the exercise.

Make sure that the extension is compatible with Firefox version 1.5.0.

4.2 Use OpenOffice.org

Additional Information

To be exact, the program is called **OpenOffice.org**, as **OpenOffice** is already used for some other product.

Answers Exercise “Work with Text Documents – Part 1”

What are the benefits of PDF? For example:

- ☞ Can be viewed on Linux, Windows, Mac.
- ☞ Layout stays consistent, editing usually not possible.
- ☞ No hidden information that can be recovered under certain circumstances from Word documents, like former versions or deleted text.
- ☞ Can be viewed in most web browsers as well.
- ☞ File size is relatively small.

In which case does it not make sense to give a friend a PDF-file? For example:

- ☞ When he has to edit the content.

Answers Exercise “Work with Text Documents – Part 2”

Select **Open** from the **File** menu. → Navigate to the directory `examples/OpenOffice/` on the CD and open the file `loremipsum.odt`.
→ Select **Save As** from the **File** menu. → Select a directory where to save the file (e.g., `~/Documents`). → Open the **File type** menu and select **Microsoft Word 97/2000/XP**. → Select **Save**.

Answers Exercise “Change Character Formats”

Select **Select all** from the **Edit** menu. → Select **Lucida Sans** in the fonts drop-down menu.

Answers Exercise “Use defined Paragraph Styles”

- ① Select two paragraphs, then select **Default** from the **Paragraph Styles** drop-down menu.
- ② Put the cursor in the first line, then select **Heading 1** from the **Paragraph Styles** drop-down menu.

Answers Exercise “Use the Stylist”

- ➊ Start the Stylist by selecting its icon.
- ➋ Put the cursor in a paragraph that uses the font Lucida Sans.
- ➌ Then, in the Stylist, select the icon to the right and select **New Style from Selection**. Use **Body Sans** as the Style name.
- ➍ Select the whole text excluding the heading and then double-click on **Body Sans** in the Stylist.

Answers Exercise “Work with Text Documents”

Motivate the students to be creative.

There is no set series of steps to take, it depends on how you design the template.

You should save the file in `~/ .ooo-2.0/user/template/` so that it becomes available in the **File** → **New** → **Templates and Documents** dialog.

4.3 Work with Spreadsheets

Answers Exercise “Enter and Format Data”

There is no set series of steps to take.

You could do:

- ➊ In row 1, leave the first cell (A1) empty, enter **Monday** into cell B1. → Select the cell B1 with the mouse. → Move the mouse pointer over the dot in the bottom right corner of cell B1. (It becomes a cross.) → Select the dot, keep the mouse button pressed and move the mouse pointer to cell G1.
- ➋ In column A, leave the first cell (A1) empty, enter the times for each lesson in the subsequent cells.
- ➌ Select your cells and select **Format** → **Cells** to change fonts, colors, alignment, etc.

Answers Exercise “Work with Formulas”

- ❶ Enter each item’s price in a cell of its own in one column.
- ❷ Position the cursor in the cell below those you entered.
- ❸ Select the SUM icon left of the formula input line. A line will highlight the cells that will be summed up – if all is included just press **Enter**, if not select the cells you want to add up with the mouse.
- ❹ Select another cell and enter a formula to calculate any taxes.

Answers Exercise “Create Charts”

Enter your grades similar to the following:

Year	Grade
2003	3
2004	2
2005	4
...	...

Select the cells, then select **Insert** → **Chart**. Mark the area that will hold your chart and then make the appropriate entries in the chart wizard.

Answers Exercise “Create Serial Letter”

The spreadsheet could look like this:

Name	Forename	Street	City	ZIP
Penguin	Tux	Polarstreet 5	Antarctis	12345
...

Otherwise the steps are described in the text above the exercise.

4.4 Create Formulas Using Math**Answers Exercise “Create Formulas Using Math”**

- ❶ $\frac{a}{x-y} + \frac{b}{x+y}$ over $\{1 + \frac{a-b}{a+b}\}$
- ❷ $n\sqrt[n]{\frac{x^n - y^n}{1 + u^{2n}}}$
- ❸ $\cos\left(\frac{\pi}{2} z^2\right)$

4.5 Work with Presentations

Answers Exercise “Insert and Edit Slide Content”

There are no set steps for this exercise. The general steps are outlined in the text above the exercise.

You may want to help the students regarding the content by asking them to cover a certain topic they are familiar with and which they might want to present to their classmates in a later exercise.

Answers Exercise “Manage Slides”

The general steps are outlined in the text above the exercise.

Answers Exercise “Give a Presentation”

As described in the text above the exercise.

4.6 Draw Images Using Draw

Answers Exercise “Basics of Computer Graphics”

	Bitmap	Vector Image
File size of large images	big	small
Quality after zooming	bad	good
Computing time needed for zooming	higher	lower
Suited for photo manipulation?	<i>yes</i>	no
Suited for technical graphs	fair	good

Answers Exercise “Create a Drawing”

Tool	Shift	Alt
Line	fixed angles	Starting point is center of line
Arrow	fixed angles	Starting point is center of line
Rectangle	Square	Starting point is center of rectangle
Ellipse	Circle	Starting point is center of ellipse
Curve	Line somewhat aligned to a grid	./.
Symbols	Fits into a circle or square	Starting point becomes center of symbol
Stars	Fits into a circle or square	Starting point becomes center of symbol

Answers Exercise “Specify Lines and Fills”

As described in the text above the exercise.

Answers Exercise “Group Objects”

Select one object. → Press **Shift** and select the next object, and so on until all objects you want to group are selected. → Select **Group** from the **Modify** menu.

Answers Exercise “Draw Images Using Draw”

Combine the points covered in the other exercises of the OpenOffice.org Draw section to create the picture.

Motivate the students to be creative.

4.7 Use Gaim

Remark

A lot of people think, instant messaging an IRC is something “unserious”. But it can be very useful because it is much faster than communicating by email. Especially when you have “just one short question”.

Answers Exercise “Create an Account”

Follow the instructions on the web site <https://www.icq.com/register>.

Answers Exercise “Manage Buddies”

Managing buddies is described above the exercise.

Answers Exercise “Block a User”

Blocking a user is described above the exercise.

Answers Exercise “Chat”

Double click on the entry of your class mate and type the message you want to send to him.

4.8 Use the Collaboration Software Evolution

Answers Exercise “Configure Evolution”

You should get the information on SMTP and POP server as well as logins and passwords for your students before starting with this exercise. If the students have this information, you will most likely get much less questions during this exercise.

The configuration is described in the text above the exercise.

Answers Exercise “Read Email Messages”

This is described above the exercise.

Answers Exercise “Handle Attachments”

This is described above the exercise.

Answers Exercise “Manage Email Folders”

- ① Select File → Folder → New Folder.
- ② Enter Classmates in the Folder name field.
- ③ Select the Inbox folder and select Create.

Answers Exercise “Manage Filter Rules”

- ① Select Edit → Message Filter.
- ② Select Add.
- ③ In the Search name textbox enter Classmates.
- ④ In the textbox right to Sender contains enter a string that is part of the students email address and can be used to separate their emails from external emails.
- ⑤ Select <click here to select a folder>.
- ⑥ Select OK.

Answers Exercise “Add an Address Book”

- ① Select File → New → Address Book.
- ② Select the On This Computer from the Type menu.
- ③ Enter Classmates in the Name field and select OK.

Answers Exercise “Add a Contact”

- ❶ Select File → New → Address Book.
- ❷ Enter some information about the contact.
- ❸ In the Contact tab, select Classmates from the Where menu.
- ❹ Select OK.

Answers Exercise “Add a Contact List”

- ❶ Select File → New → Contact List.
- ❷ Enter Classmates in the List name field.
- ❸ Select the Classmates from the Where menu.
- ❹ Use drag and drop to move the contacts from the main dialog of Evolution into the Members textbox of the Contact List Editor.
- ❺ Select OK.

Answers Exercise “Navigate Through the Calendar”

The steps are described above the exercise.

Date	Day
Jan. 2, 09	Friday
Oct. 14, 07	Sunday
Nov. 30, 04	Tuesday
Mar. 8, 07	Thursday
Feb. 6, 30	Wednesday

Answers Exercise “Add a New Calendar”

- ❶ Select File → New → Calendar.
- ❷ Select the On This Computer from the Type menu.
- ❸ Enter Classmates in the Name field and select OK.

Answers Exercise “Create a New Appointment”

If you entered the birthday of a contact in your address book, it is listed in the calendar **Birthday & Anniversaries** automatically.

- ❶ Select **File** → **New** → **Appointment**.
- ❷ Select **All Day Event**.
- ❸ Select the **Classmates** from the **Calendar** menu.
- ❹ Enter a name of a student in the **Summary** field.
- ❺ Select the birthday of the student from the left **Time** menu.
- ❻ Select **Recurrence**.
- ❼ Activate **This appointment recurs**.
- ❽ In the **Every** line, select **1 year(s) forever**.
- ❾ Select **Close**.
- ❿ Select **Save**.

Repeat these steps to enter the appointments for your Linux course. The recurrence will look different.

Answers Exercise “Filter Appointments”

- ❶ Doubleclick a Linux course appointment in your calendar.
- ❷ Select **View** → **Categories**.
- ❸ Select **Categories**.
- ❹ Activate **Favorites** in the **Available Categories** list.
- ❺ Select **OK**.
- ❻ Select **Save**.
- ❼ In the **Evolution** main dialog, select **Category is** from the **Summary contains** menu.
- ❽ Select **Favorites** from the **Any Category** menu.

After this exercise you should reset the filter (Category is Any Category).

Answers Exercise “Set Up a Meeting”

- ① Select File → New → Meeting.
- ② Select the Classmates from the Calendar menu.
- ③ Enter Linux Preparation in the Summary field.
- ④ Select date and time as you like.
- ⑤ Select Attendees.
- ⑥ Select five students from the Contacts list and add them to the Required Participants list by selecting the corresponding Add button.
- ⑦ Select Free/Busy.
- ⑧ If there are time conflicts, solve them by selecting Autopick.
- ⑨ Select Close.
- ⑩ Select Send.

If you get an invitation, accept it by selecting Accept.

Answers Exercise “Create a New Task List”

- ① Select File → New → Task list.
- ② Select the On This Computer from the Type menu.
- ③ Enter Classmates in the Name field and select OK.

Answers Exercise “Create a New Task”

For each task, do the following:

- ① Select File → New → Task.
- ② Select the Classmates from the Group menu.
- ③ Enter a summary of the task—like it is named in the student book—into the Summary textbox.
- ④ Select a Start date and Due date as you like.

- ⑤ Select Categories.
- ⑥ Select a category from the Available Categories list.
- ⑦ Select OK.
- ⑧ Select Save.

Answers Exercise “Manage Tasks”

For each task, do the following:

- ① Double-click a task.
- ② Select Status Details.
- ③ Enter the given percentages into the Percent complete textbox.

Answers Exercise “Assign Tasks”

- ① Select File → New → Assigned Task.
- ② Select the Classmates from the Group menu.
- ③ Enter Linux Preparation in the Summary field.
- ④ Select a Start date and Due date as you like.
- ⑤ Select date and time as you like.
- ⑥ Select Attendees.
- ⑦ Select five students from the Contacts list and add them to the Required Participants list by selecting the corresponding Add button.
- ⑧ Select Close.
- ⑨ Select Send.

If you get an invitation, accept it by selecting Accept.

Answers Exercise “Create a New Memo List”

For each task, do the following:

- ❶ Select File → New → Memo List.
- ❷ Select the On This Computer from the Type menu.
- ❸ Enter Classmates in the Name field and select OK.

4.9 Use Gimp to Manipulate Images**Answers Exercise “Start Gimp”**

Start Gimp as described in the text above this exercise. You always have to select Continue.

Answers Exercise “Know the Gimp Windows”

Selection	Layer tools	Draw tools	Other tools
Rectangular selection	Move layers	Text tool	Color selection
Elliptic selection	Rotate layers	Fill tool	Zoom in or out
Hand-drawn selection	Resize layers	Gradient fill tool	Measuring tool
Select contiguous regions	Shear layers	Pencil	Crop tool
Select regions by color	Change perspective	Brush	
Select shapes	Flip layers	Eraser	
Select using curves		Airbrush	
		Clone tool	
		Blur or sharpen	
		Smudge	
		Dodge or burn	

Answers Exercise “Open and Save Image Files”

From the **File** menu, select **Open**. → Browse to the directory `examples/Gimp` on the CDROM. → Select `couple.jpg`. → Select **Open**. → Right-click on the image. → Select **Save as** from the **File** menu. → Enter `couple.xcf`. → Select your home directory from the **Save in folder** menu. → Select **Save**.

Answers Exercise “Select Regions – Part 1”

Elliptic selection:

Shift – Draws circles

Ctrl – The selected point is the center of the ellipse

Alt – Moves the selection

Answers Exercise “Select Regions – Part 2”

Contiguous selection tool:

To right – More similar colors are selected

To left – Less similar colors are selected.

Answers Exercise “Select Regions – Part 3”

Click on the shape selection tool and select the windows as good as you can. By pressing **Shift** and **Ctrl** and the use of the hand-drawn selection tool, you can optimize the selection.

Answers Exercise “Select Regions – Part 4”

You can only draw within the selected region.

Answers Exercise “Use Layers”

In the Layers, Channels Paths... dialog, select the New layer icon.
→ Enter Test Layer into the Layer Name textbox. → Select OK.

Answers Exercise “Use Draw Tools”

Pencil – Sharp edge

Brush – Smooth edge (anti aliasing)

Airbrush – Amount of color depends on how fast or slow you move the Airbrush

Answers Exercise “Use Gimp Tools”

From the File menu, select Open. → Browse to the directory examples/Gimp on the CDROM. → Select house.jpg. → Select Open.
→ Right-click on the image. → Select Save as from the File menu.
→ Enter house.xcf. → Select your home directory from the Save in folder menu. → Select Save.

One way to go about removing the cars would be to use the clone tool, pick an area near the leaf and draw the pattern you picked next to the car.

Answers Exercise “Improve Colors”

You will get the best results, when you adjust the colors of the whole image first. In a second step, select the sky and change its color.

Experiment with the color dialogs covered in this section.

Answers Exercise “Use Effects”

Just experiment!

Answers Exercise “Use Script-Fu”

Just experiment!

Answers Exercise “Create a Screen Shot”

- ❶ Select **File** → **Acquire** → **Screen Shot**.
- ❷ Select **Whole Screen**, and increase the delay to 5 seconds.
- ❸ Minimize all dialogs except the **Screen Shot** dialog.
- ❹ Select **Grab**, then within the 5 seconds open the main menu.

4.10 Enable Multimedia

Tips and Cautions

To teach this section, you need a computer with a sound card and speakers. It would be helpful to have an audio CD available.