ཀྲོང་ཁ་ཨེ་བི་ཡུན་ལི་ནགསི།

ཐོན་རིམ ༣.༠

བཀོལ་སྤྱོད་ལག་དེབ།

བརྡ་དོན་འཕྲུལ་རིག་ལས་ཁུངས།

བརྡ་དོན་འཕྲུལ་རིག་ལས་ཁུངས།
བརྡ་དོན་དང་བརྒྱུད་འབྲེལ་ལྷན་ཁག།

འདྲ་བཤུས་དབང་ཆ་(c) ཕྱེན་ལོ་ཉུག་ལེ་ཊི་ཤུན་ལས་འགུལ། ཇི་ཨེན་ཡུ་ རང་དབང་ཡིག་བཀོད་ཚོག་ཐམ་ཐོན་རིམ་༡.༣ ཡང་ན་ རང་དབང་མཉེན་ཆས་གཞི་ཚོགས་ཀྱིས་ དཔེ་འབད་མི་ཤུལ་མའི་ཐོན་རིམ་གང་རུང་གི་ཁ་ཚིག་ཆུ་དང་འབྲེལ་ཏེ་ སྤྱི་ཚོན་ཆུ་ལུ་འགྱུར་བ་མེད་པ་དང་ ཕྱི་ཤོག་གི་གདོང་དང་ རྒྱབ་ལུ་ ཚིག་ཡིག་ཆུ་མེད་པའི་ཐོག་ལས་ ཡིག་ཆ་འདི་གི་འདྲ་བཤུས་བཀྲབ་ནི་དང་ ཡང་ན་ ལེགས་བཅོས་འབད་ནི་ཆུ་ཚོགཔ་ཨིན།

ལག་དེབ་འདི་གི་སྐོར།

ཡིག་ཆ་འདི་ཇི་ཨེན་ཡུ་ རང་དབང་ཡིག་བཀོད་ཚོག་ཐམ་ (ཇི་ཨེན་ཡུ་ ཨེཕ་ཌི་ཨེལ་) གི་ཐོག་ལུ་གསར་བཏོན་འབད་ཨིན།

Cover Designed at DIT, MoIC, Thimphu.

Contents

Dzongkha Linux Installation

Dzongkha Debian Linux installer is a customized version of the Debian Graphical installer which makes installation possible in many complex languages like Dzongkha. The installer in Dzongkha Debian Linux has been customized so that we can install it in either English or Dzongkha.

1. When you boot your computer using the Dzongkha Debian Linux installation CD, you will see a screen with the Debian logo and invitation to press **F1** for help or **Enter** to boot. You can press **Enter** to begin the installation.

2. In the next screen, we have to choose the language in which to proceed the installation. There is the choice to proceed installation in either English or Dzongkha.
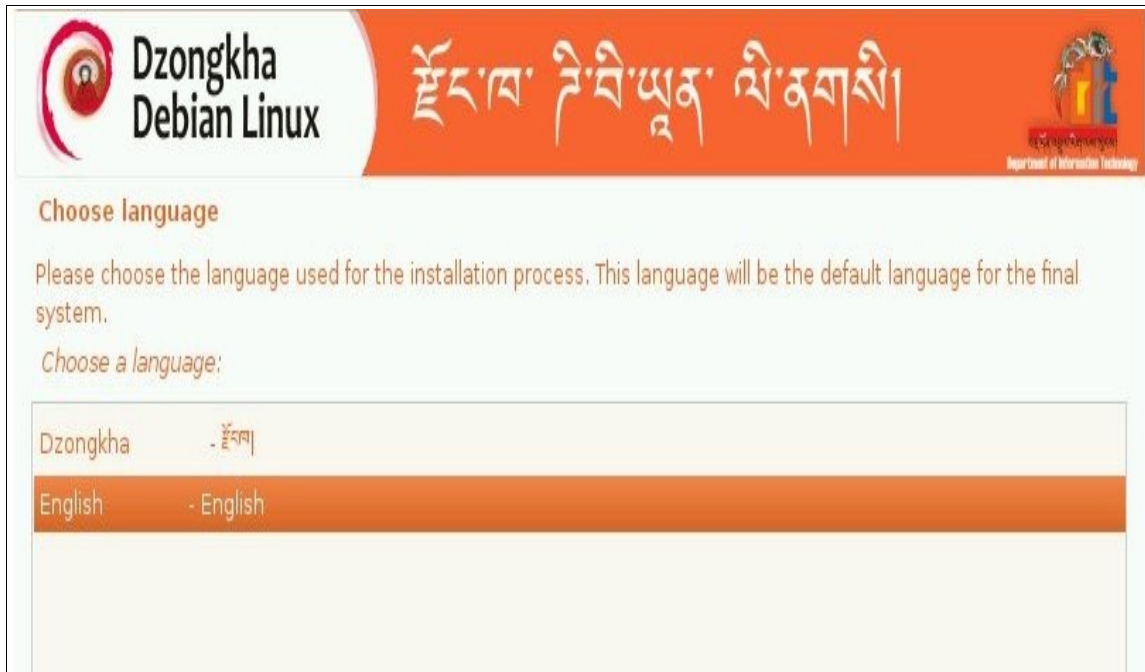
3. After making the choice of language for installation, click on Continue to proceed. The next couple of screens show the detection of hardware to find and scan CD-ROM and loading additional installer components from the CD-ROM.
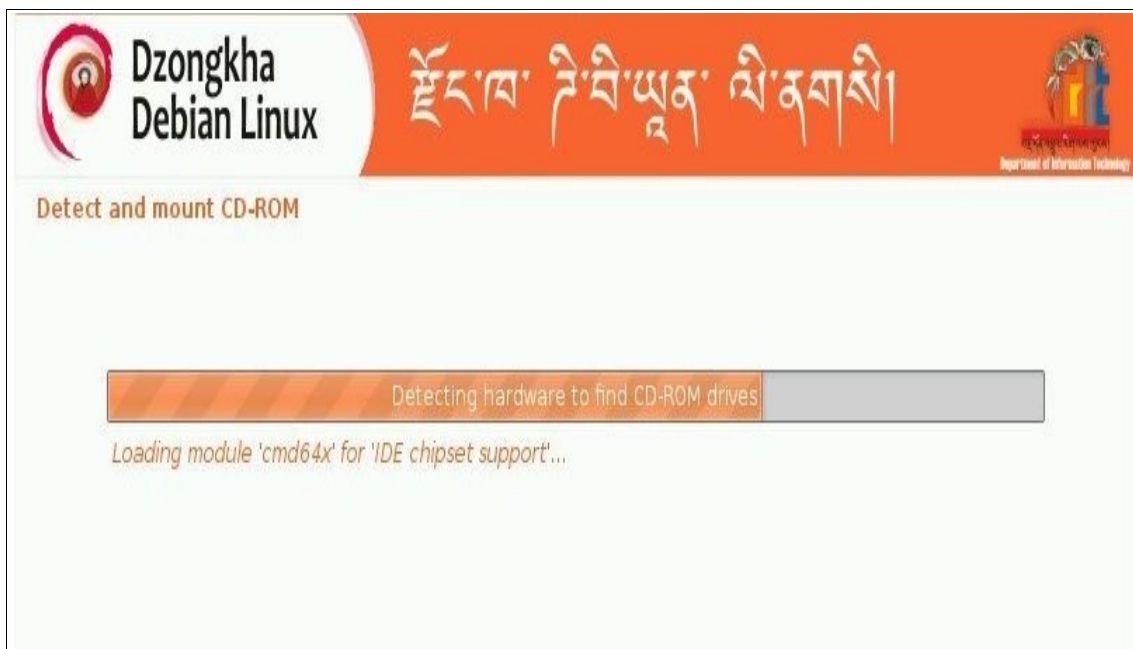
4. The next screen shows the detection and configuration of Network. If the computer on which Dzongkha Debian Linux is being installed has a wired network connection, the installer will try to get an IP address from a DHCP server. If the installer is not able to get an IP address, it will present a screen from which we can try network configuration once again or we can leave the network configuration for the time being. The network configuration can be then done after the installation is complete.

5. After network configuration, we come to partitioning the disk. The first screen of disk partition has the scanning of disks and starting the actual partitioning program. The disk partitioning is the most important and also the most toughest part of the whole installation procedure. It is also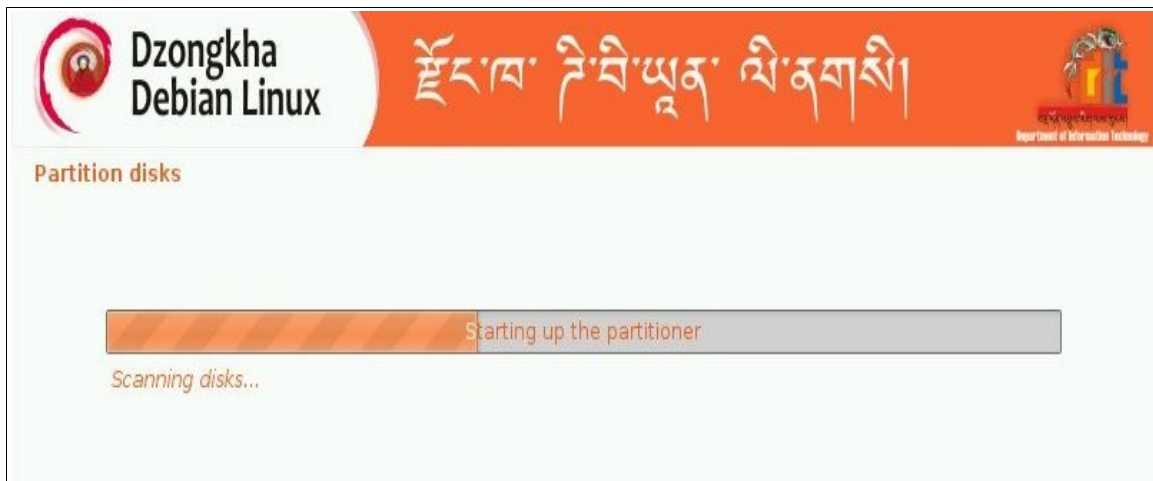 the risky part since a mistake here will result in deleting all the previous data and operating systems from the hard drive.

There are basically two different situations for installing Dzongkha Linux. The first one is installing it on a fresh hard drive without any other operating systems. The second one is where we have to install it to dual boot with Windows operating system. Both of these methods are explained below in detail.

Installation of Dzongkha Linux on a fresh hard drive

Installing Dzongkha Linux on a fresh hard drive without any previous operating systems or data is the most easiest method way. This is because the user does not have to do any partitioning of the hard drive.

- In the "Partition Disks" screen of the installer, the user is presented with a couple of choices. If we choose "Guided – use entire disk", the installer will user the entire disk of Dzongkha Linux and it will also calculate the disk space and do automatic partitioning. If we choose "Manual", the user has to do the partitioning manually. In the present case where we are installing Dzongkha Linux as the only operating system, we can choose "Guided – use entire disk".

- On the next screen, a list of hard disks is shown. If the system has more than one hard disk, the user has to choose the one on which to install Dzongkha Linux and then click on "continue".
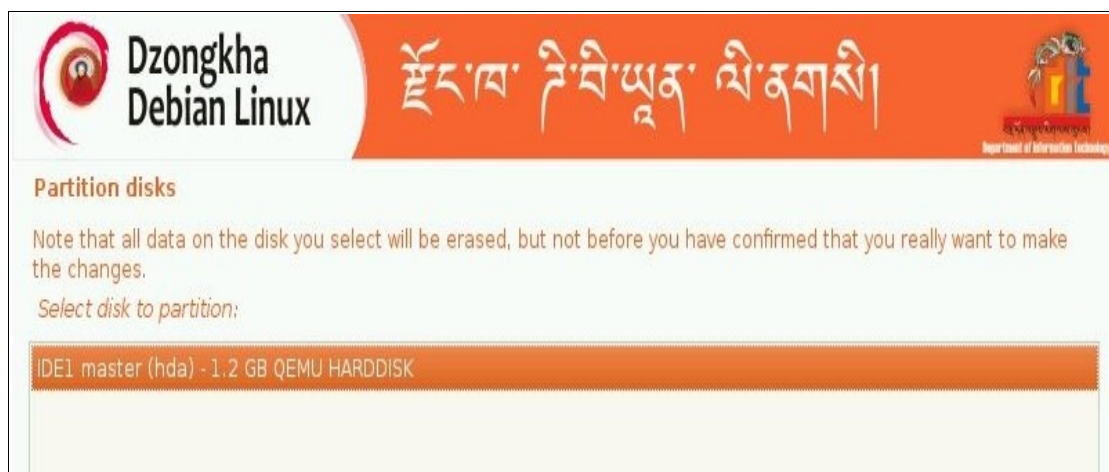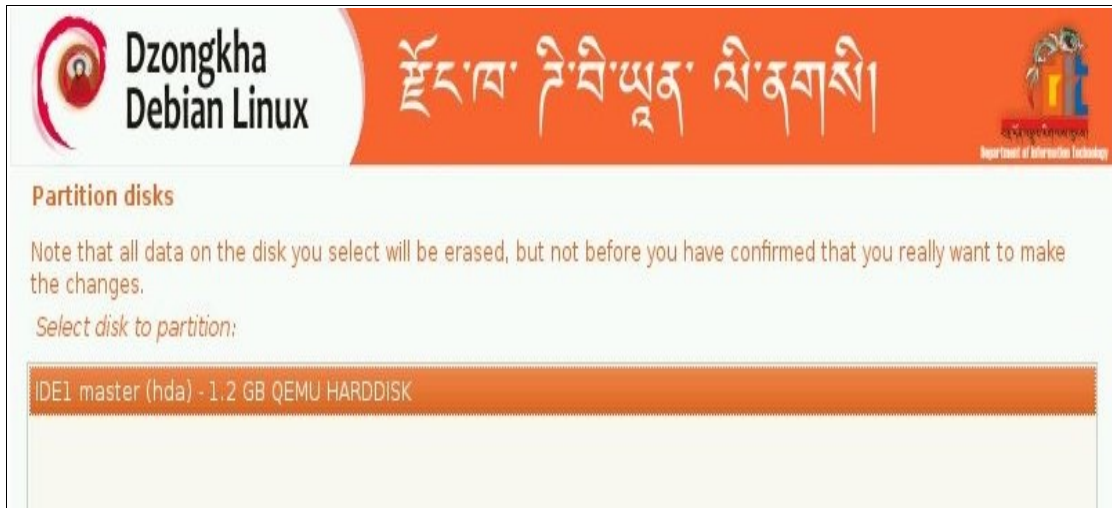
- Next, select "All files in one partition (recommended for new users)" and click on continue.
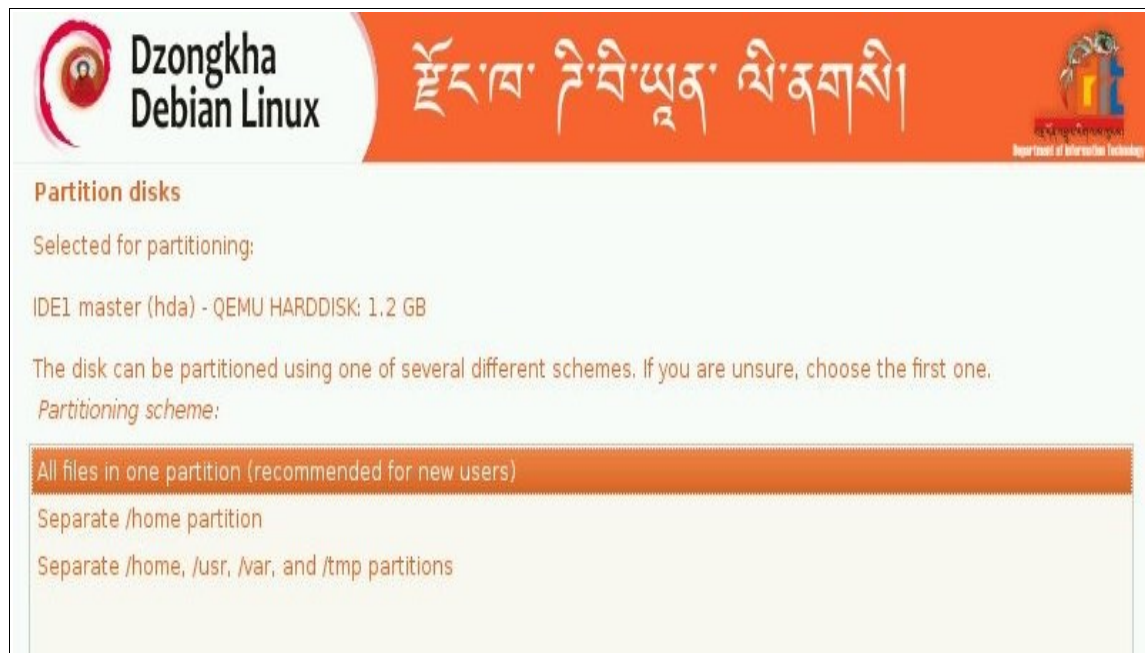
- The next screen then shows how the hard disk will be partitioned and formated. At this stage, the hard disk is still not partitioned or formatted. The user can still click on "Go Back" to change some earlier configurations. Once you are satisfied with the partitioning, select "Finish partitioning and write changes to disk" and click on continue.

5
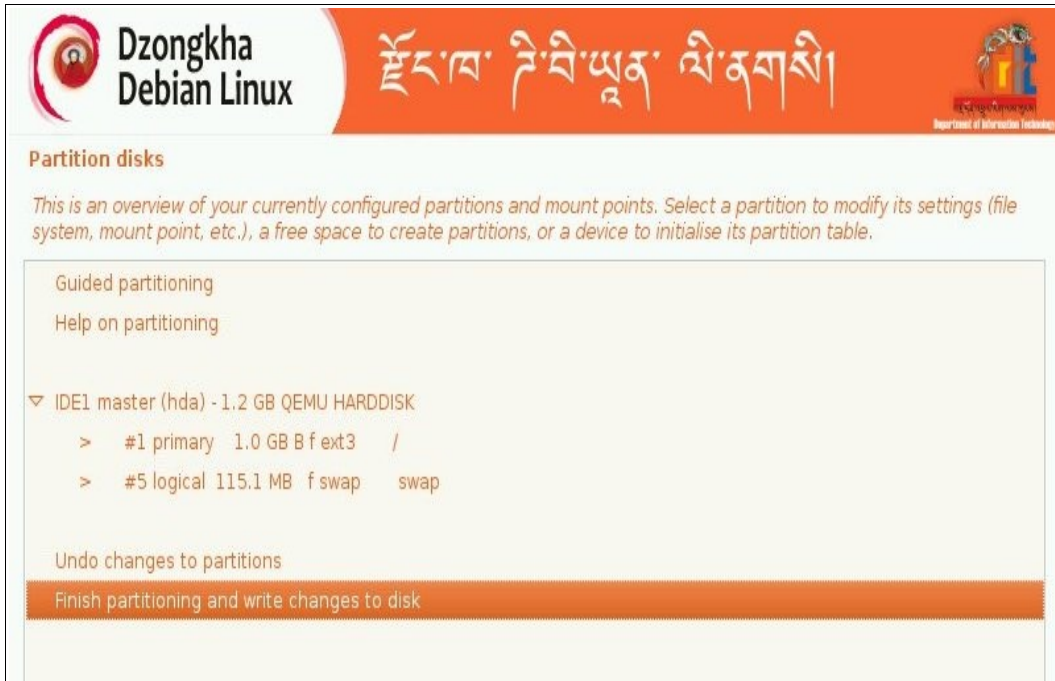
- On the next screen, the installer once again asks whether to write the changes to disk. You can select "Yes" and then click on continue to start partitioning and formatting the hard disk.
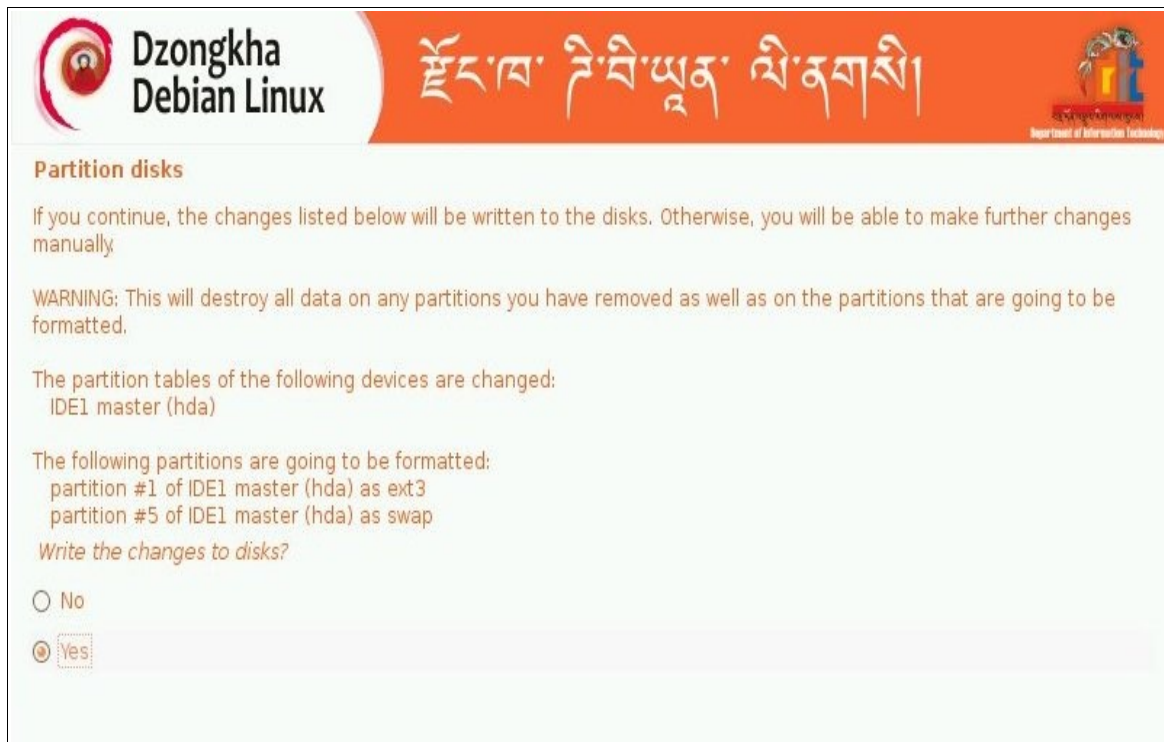
Installing Dzongkha Linux to dual boot with Windows

Installing Dzongkha Linux on a computer that already has Windows involves freeing space on the hard disk and resizing the windows partition. The detail steps are as follows:

- In the "Partition Disks" screen, choose the "Manual" option and click on continue.

- The next screen shows the overview of the current disk partitions. Since the disk already has windows, the screen shows the windows partitions which we need to resize to make space for Dzongkha Linux.
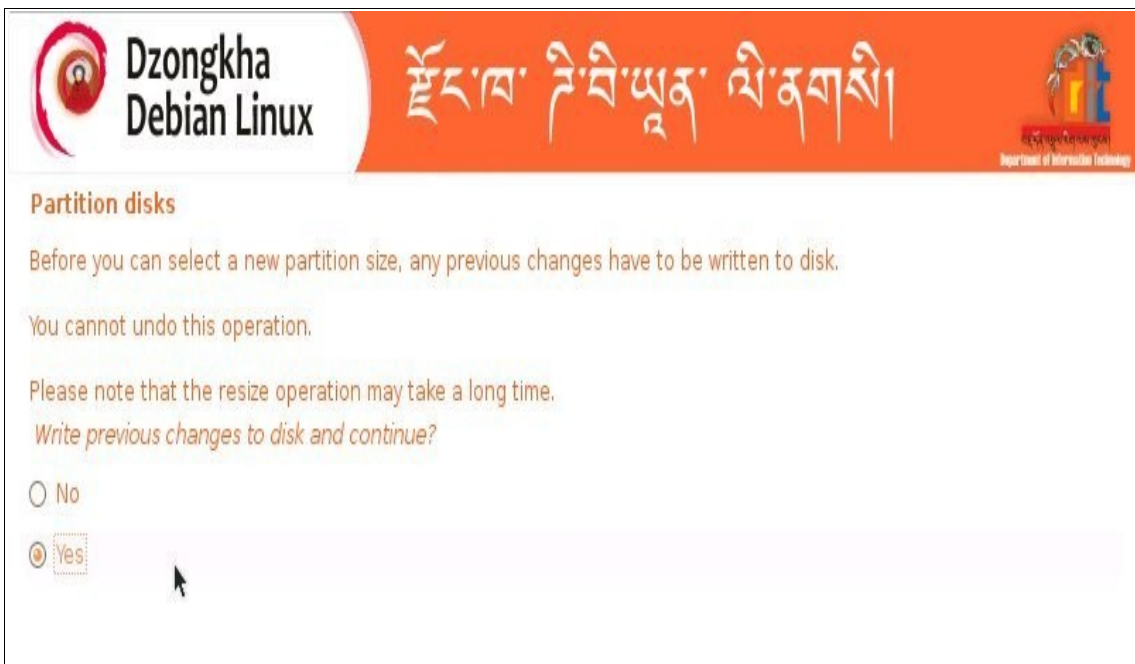
- Double click on the windows partition you want to resize. On the next screen, double click on "Resize the partition".
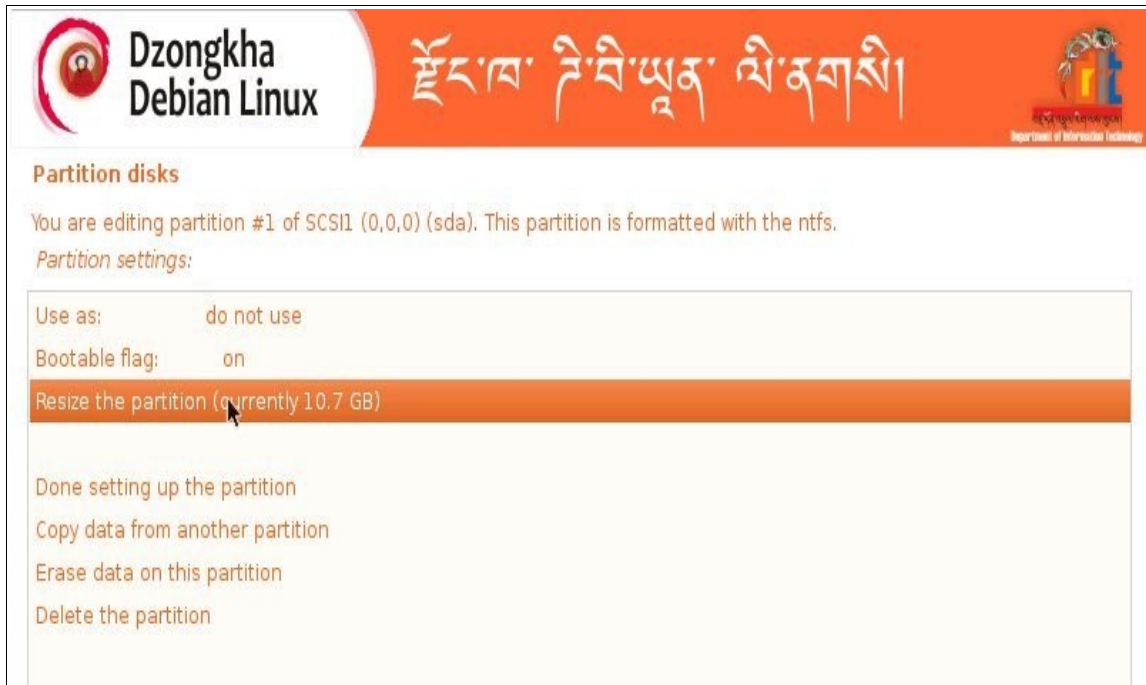
- The next screen asks whether to "write previous changes to disk and continue?". Select "yes" and then click on continue.

- The next screen presents us with a text box in which we can input the new partition size of the windows partition. Here we have to be careful to notice that the new partition size that we input in the text box is not the partition size for the Dzongkha Linux, but the new/resized partition size of the windows partition. For example, if we have a hard disk of size 80GB which is all allocated to windows in a single partition (it will be C drive in Windows) and we decide to allocate 20GB for Dzongkha Linux, then the resized partition size for Windows will be 60GB (i.e. 80 minus 20). Hence we input 60.0 GB in the text box. Once the appropriate size is given, click on continue.
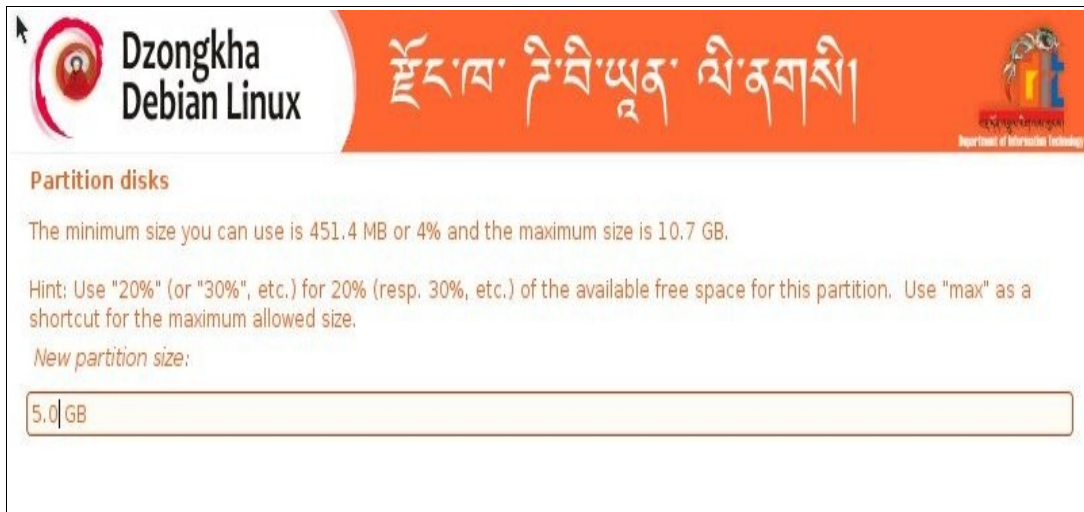
- The next screen then shows the latest disk partition status. It will list both the windows partition as well as the free space created for installing Dzongkha Linux. Select the free space from the partition list and click on continue.

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- In the next screen, we can choose how to use the free space just created. Here select "Automatically partition the free space" and click in continue.

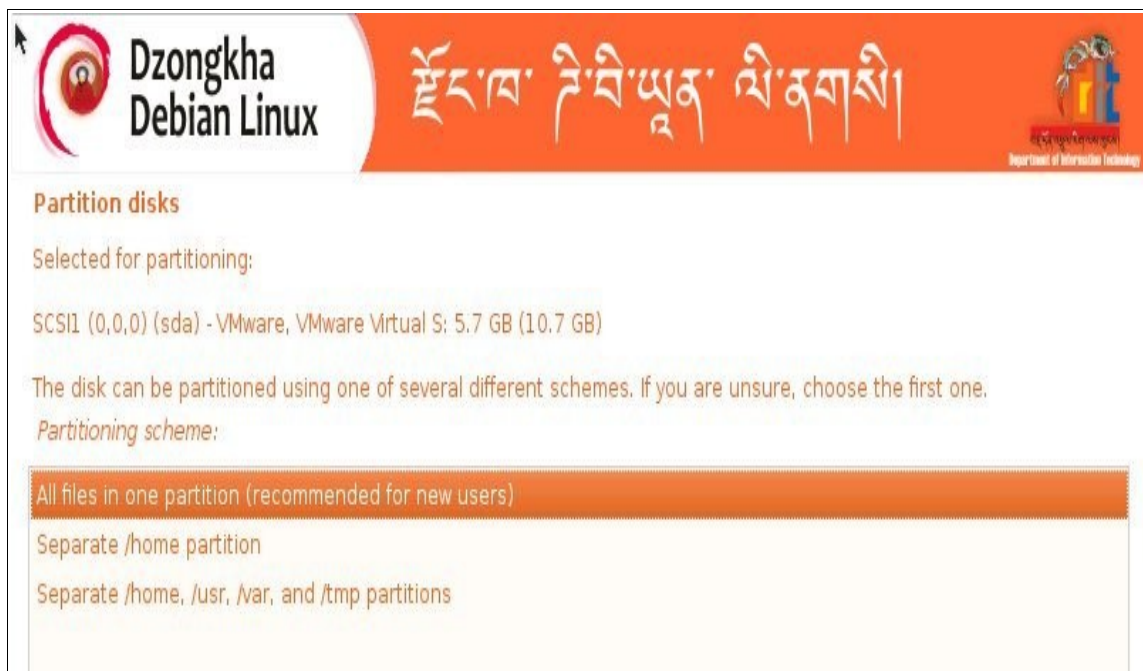- On the next screen select "All files in one partition" which is recommended for the new user.

- The next screen then shows the latest disk partition status. It lists the windows partition as well as the Linux partitions automatically created by the installer. Select "Finish Partitioning and write changes to disk" and click on continue.
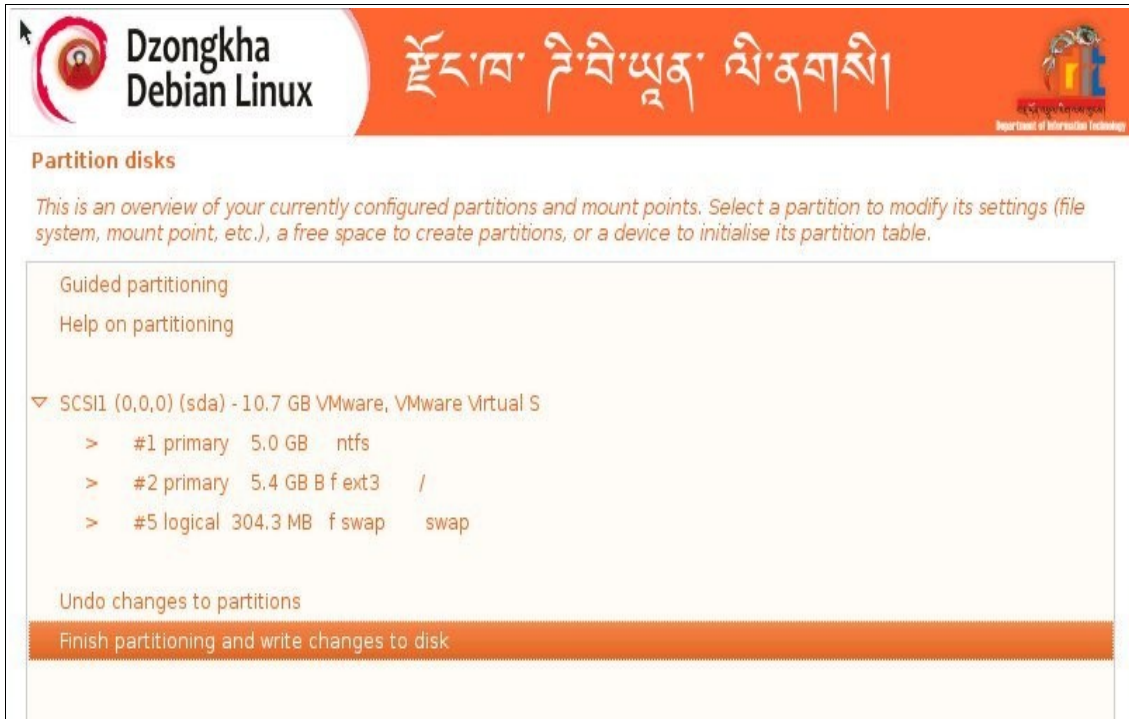
- On the next screen, when asked whether to write changes to disk, select "Yes" and continue.
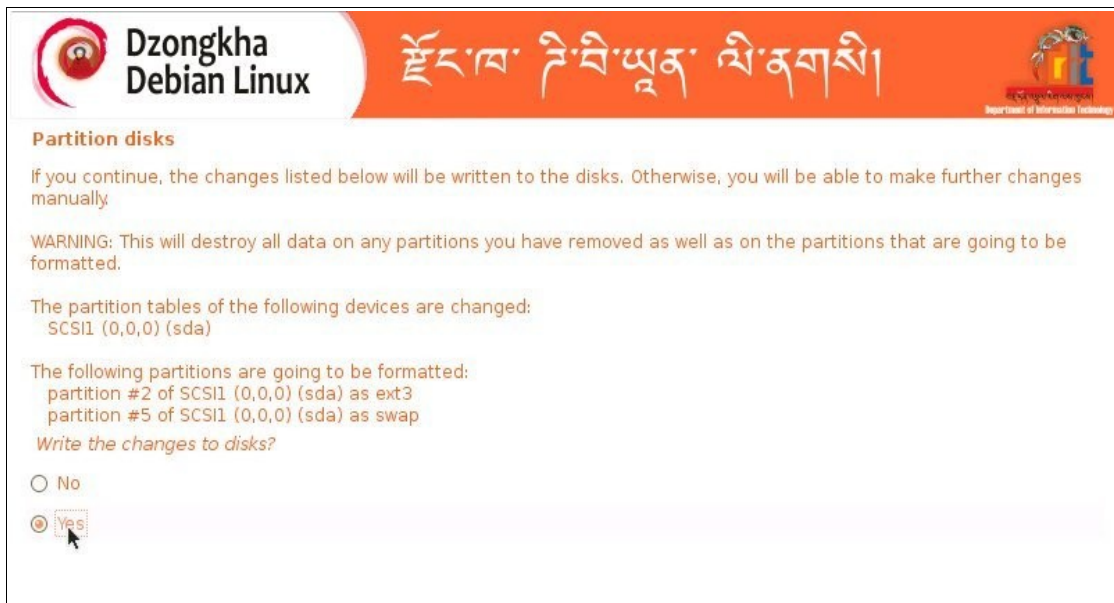
6. Here we come to the end of the disk partitioning part of the installation. The installation procedure from now on is straight forward.

7. One important step is in the screen titled "configure the package manager". In this screen the installer asks whether to "use a network mirror" for installation. Here, the user has to select "No".
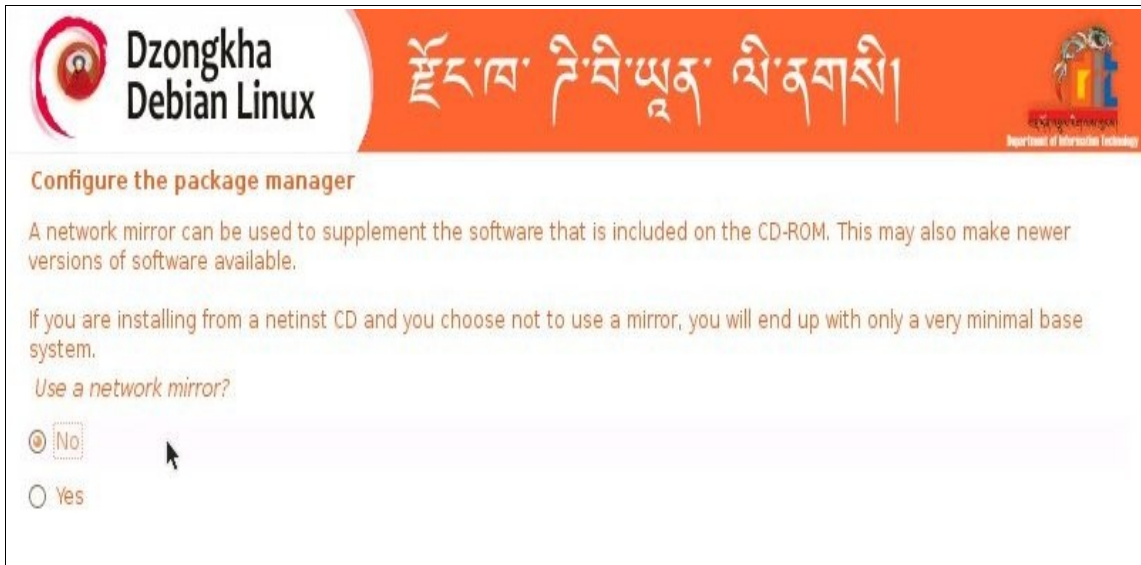
8. The next is the software selection screen. If you are installing Dzongkha Linux on a Desktop PC, select "Desktop environment" and "Standard system". On a laptop, select the above two and also "Laptop". After selecting the softwares, the actual installation begins and this will take some time to finish.
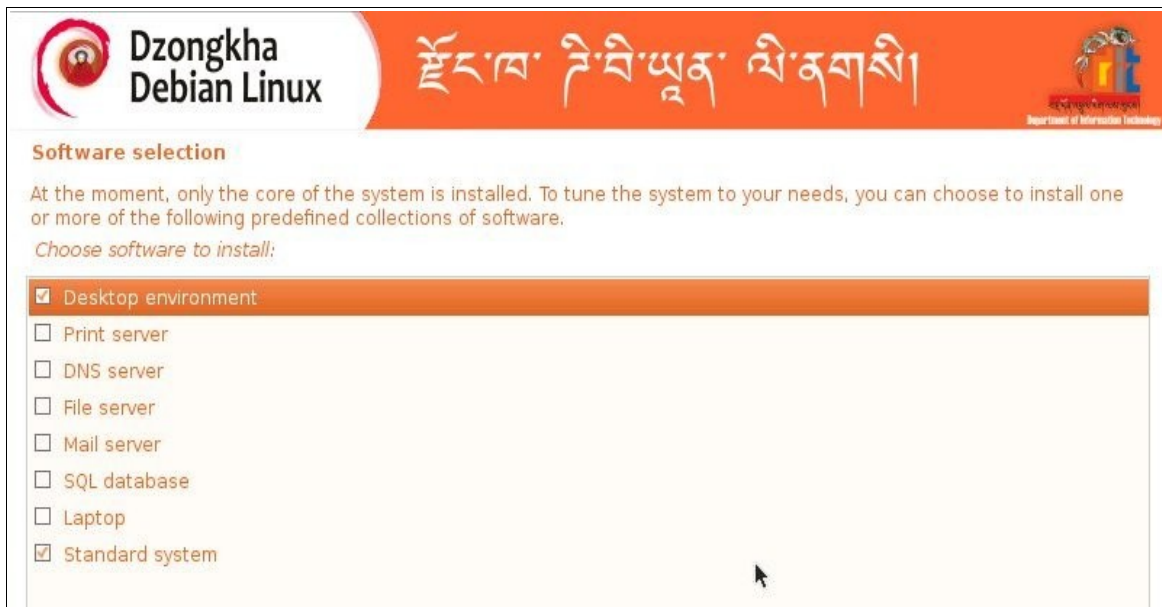
9. The next screen is where we choose whether to install the Grub boot loader or not. Grub enables us to choose the operating system to boot into while starting the computer. Here, choose "Yes" and continue.
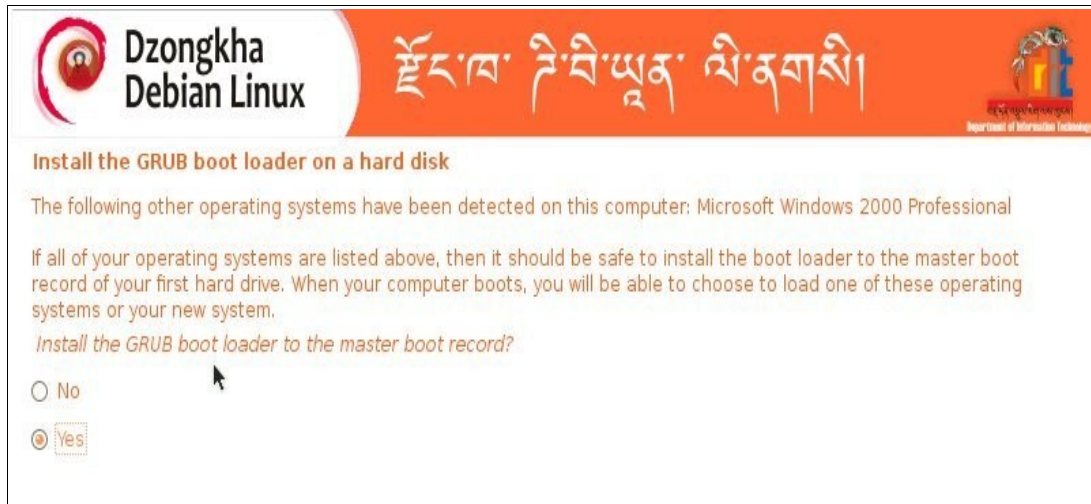
10. The final screen titled "Finish the installation" is shown next. When this screen is shown, the installation CD is also ejected. Remove the CD from the CD-Drive and then click on continue. The installation is completed now and the computer will reboot.
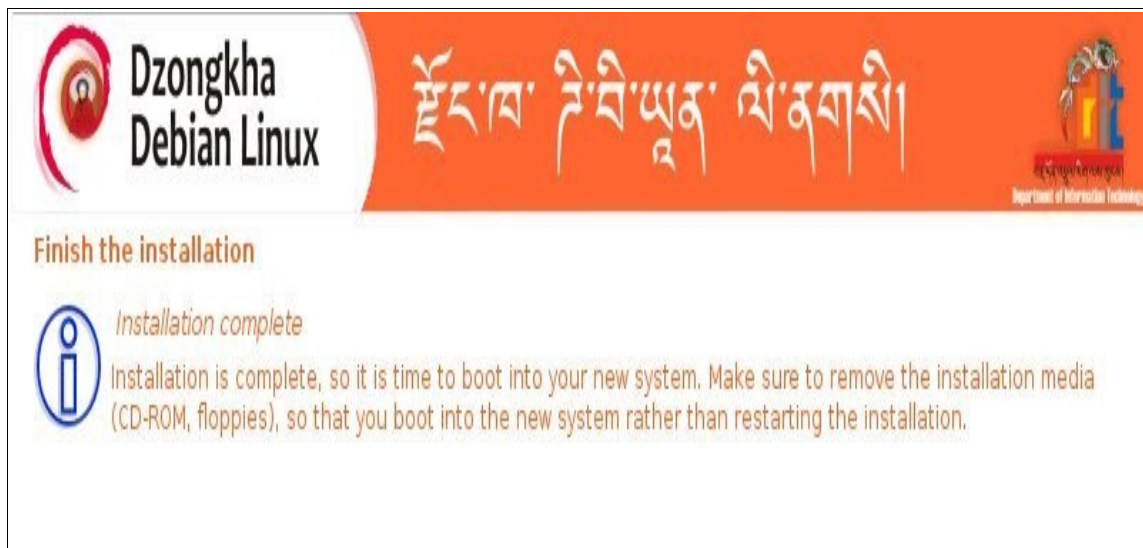

11. During the entire installation process, the installer doesn't ask the user to input the username and password. This is because for Dzongkha Linux, the username and password as well as the password for the administrative user (root) is preset to "bhutan" (without quotes). When you log into the new system, use "bhutan" as the username and password.

Gnome Desktop

The Gnome desktop is the computer display area that contains shortcuts and icons for programs that are frequently used. This typically is the main user graphical interface to the computer, internet, word processing, tools, folders, files etc for the Linux system.
Two most commonly used desktop environment with Linux are Gnome & KDE.
The main components are:

     I.   Desktop
     II. Nautilus File Manager
     III. Workspaces
     IV. Panels and Menus
     V.   Date and Time
     VI. Task bar
     VII. Gnome Applet
   VIII.Preferences
     IX. Trash

Desktop: It's an active component for user interface, and make our work more easier by placing the most frequently used objects (files and folders)in the desktop. User can also change the background by doing right-click and selecting "**Change Desktop Background**".
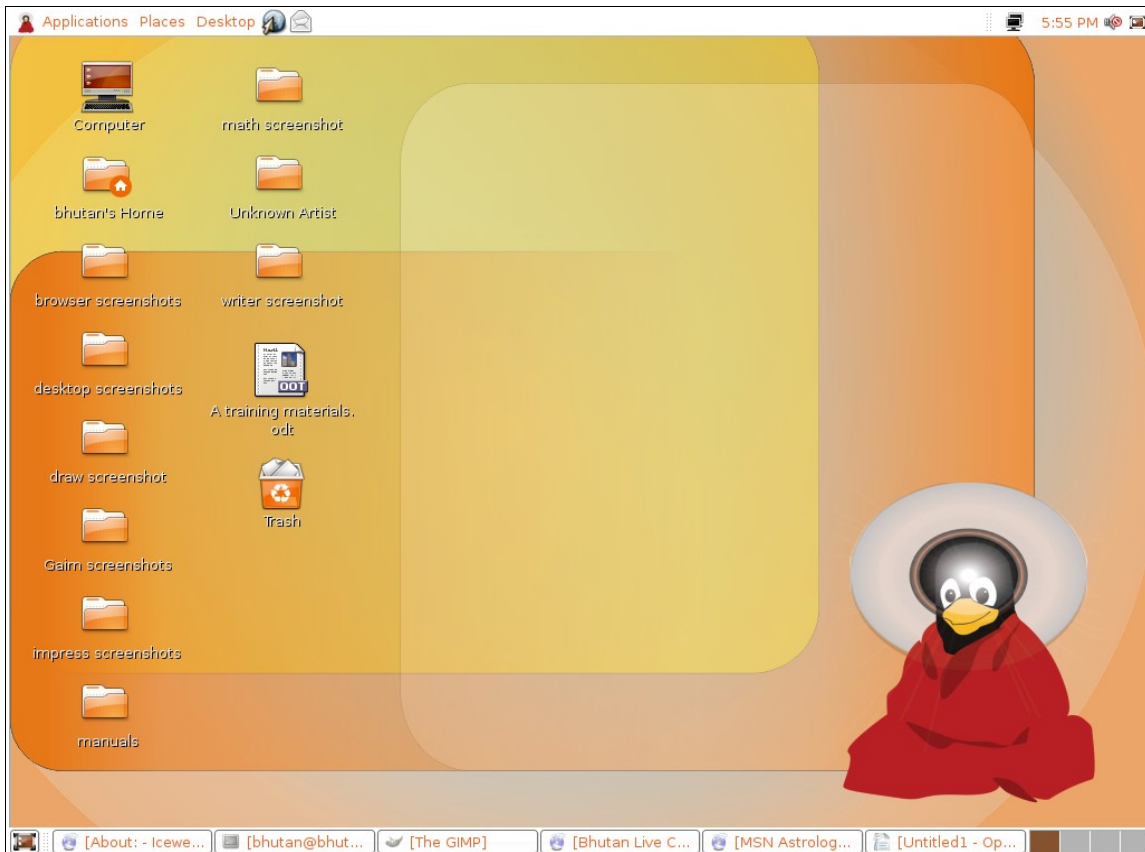
The latest backgrounds can be easily downloaded from "http://art.gnome.org/backgrounds", save it in some location & can later select the desired background by browsing through that location. It also contains important components like Preferences and Administration Control Panels, Log Out, Shut Down and Help.

Nautilus File Manager: It's a default file manager,to view files and folders as icon or list. We can also perform various file operation like creating ,copying, moving, renaming and removing files and folders.

Workspaces: A workspace is a discrete area where you can work and user can subdivide the Gnome desktop into separate workspaces. Only one workspace can be displayed at a time but can switch to different workspace. We can have numbers of workspaces in Gnome desktop.

Workspace 2
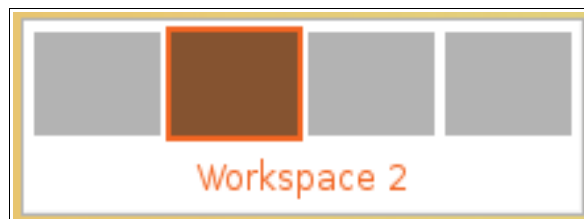
Panels and Menus: It shows all the system applications,icons and menus that makes accessing the system much easier. The 3 special menus are:

Applications Places Desktop

I. **Applications**-->It contains all the standard applications like Accessories, Games, Debian, Graphics, Internet, Programming, Office, Sound and Video and system tools.

II. **Places**--->It contains Home folder, Network Server and Search Features.

III. **Desktop**---> It contains Administration and Preferences, Help and shut Down.

Date and Time: By default, it's displayed on the top-right corner of the Gnome panel. We can adjust to either 12 hours or 24 hours system by right-clicking over the date and time area ,then select preferences.

Preferences: To customize Gnome desktop,click **Desktop > Preferences**.

Taskbar: It's an applet which shows the titles of running application on any desktop.

Gnome Applet: It's an small application in Gnome Panel which provide an easy access to control like a clock, volume control and network status display etc.

Trash: It contains the deleted files and folders, and to empty the trash, right-click on the trash icon and select empty trash.
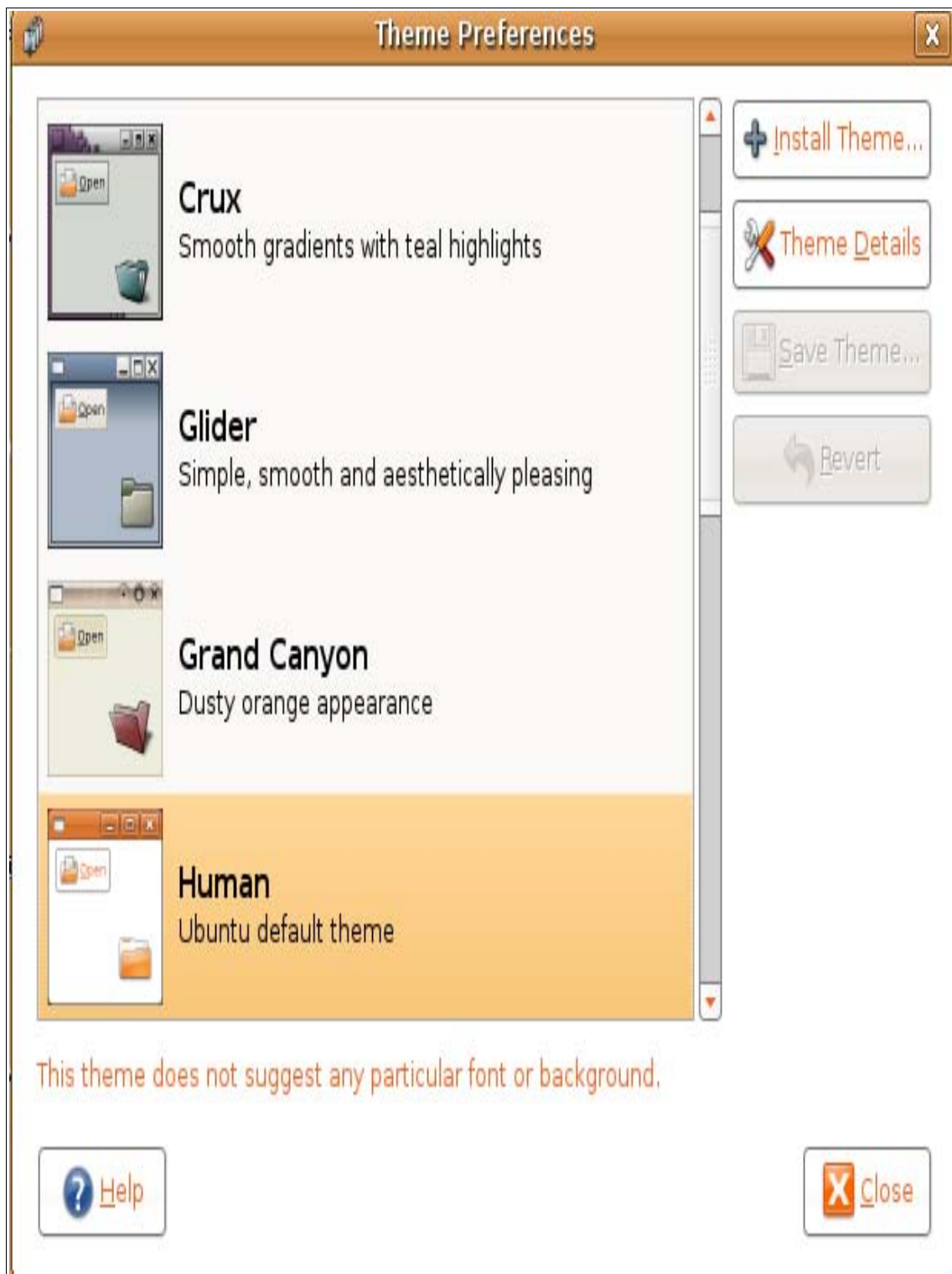
Customizing Gnome Desktop

I. **Adding icons in Gnome Panel:** Icons can be easily added in the desktop panel by right clicking on the panel, select '**Add to panel**'. The panel can be made to auto hide to display bigger desktop area.

II. **Desktop Themes:** Themes can be changed from **Desktop > Preferences > Themes,** and can also switch between different icon-sets and border styles.

III. **Screensaver:** It's an application used to replace image on the screen when the screen is not in use and in Gnome Desktop, it's known as Xscreen Saver. To have one, go to **Desktop > Preferences > Screensaver**.

IV. **Screen Resolution:** It refers to the clarity and sharpness of an image. Goto **Desktop > Preferences > screen resolution**.

V. **Fonts:** The font size and font-face can be changed through **desktop > preferences > fonts**.
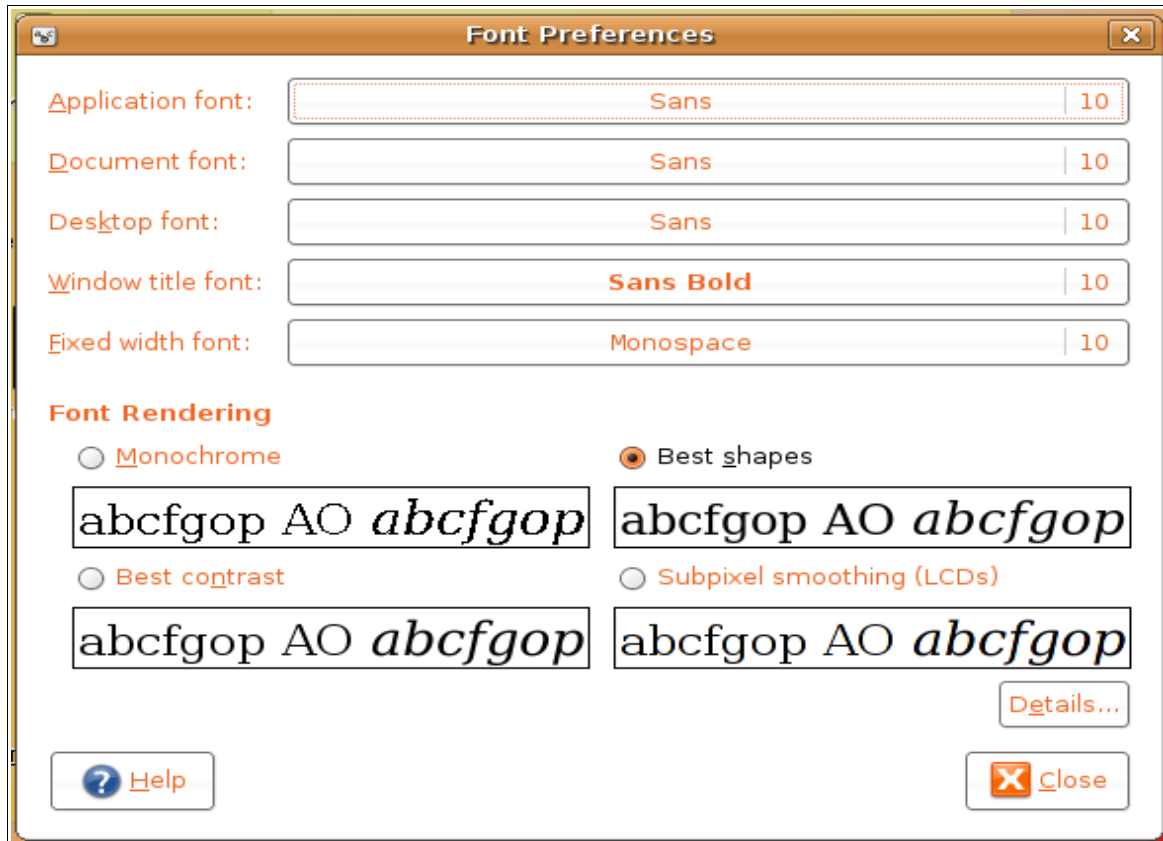
VI. **Gnome Login Screen:** Login screen can be changed through **Desktop > Administration > Login window**, and also we can manage auto login by allowing root user to login through this "login window".
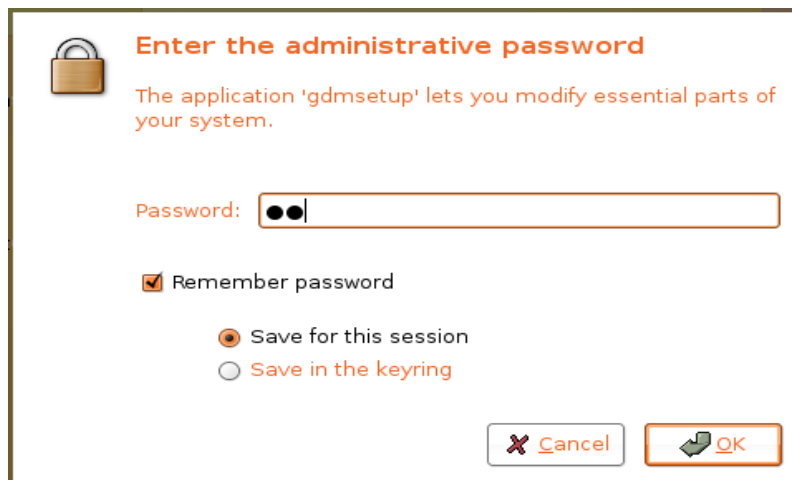
Shortcuts for Gnome:

Shortcut Keys	Description
Alt + F1	Open the application menu
Alt + F2	Displays the Run application dialog
Alt + F4	Close window
Alt + F5	Unmaximize window
Alt + F7	Move window
Alt + F9	Minimize window
Alt + F10	Maximize window
F1	Start the online help browser and displays online appropriate Help
Alt + Space	Pop up window menu
Alt + Tab	cycle through windows
Ctrl+Alt+right arrow	it switches workspace to the right of the current workspace
Ctrl+Alt+left arrow	it switches the workspace to the left of the current workspace.
Ctrl+ Alt+up arrow	it switches the workspace above the current workspace
Ctrl+Alt+down arrow	it switches the workspace below the current workspace.
Ctrl+Alt+backspace	Logout
Print screen	To take a screen shot

<u>Login,Logout ,Restart and Shutting Down of Computer</u>

Login: user can login by entering the username and password, that was created during the time of installation. To change the language of the session, choose the language you want from the language menu in the login screen.

Logging in as "root" is not recommended unless required, and if you want to login as "root", then go to **Actions>Configure Login Manager**, then enter the root password that was created during installation, and go to **Security** and *check "Allow root to login with GDM"*. Close and login with root.

Logout: Go to **Desktop**, then logout in the menu panel. Save the current active applications to run in next login by default, and logout. Use shortcut-> **CTRL+ALT+BACKSPACE** to log out.

Shutting Down & Restarting: Goto **Desktop--->shutdown** or **Restart**.

Dzongkha Font & Keyboard

To develop Dzongkha script, Open Type fonts have been developed which includes fonts developed by DIT and DDA in Bhutan, example Tsuyig, Joyig, Tashi, xTashi, Uchen, Wangdi. The Dzongkha fonts can be rendered on both the Microsoft platform as well as Linux platform.
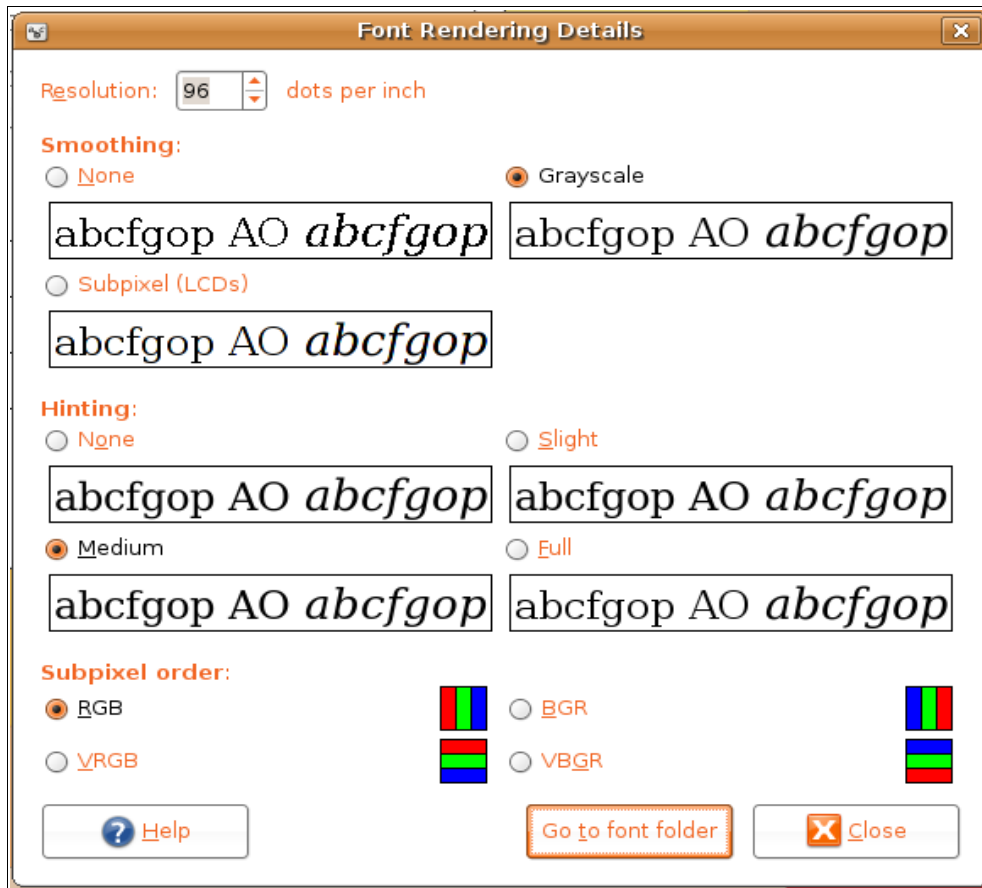
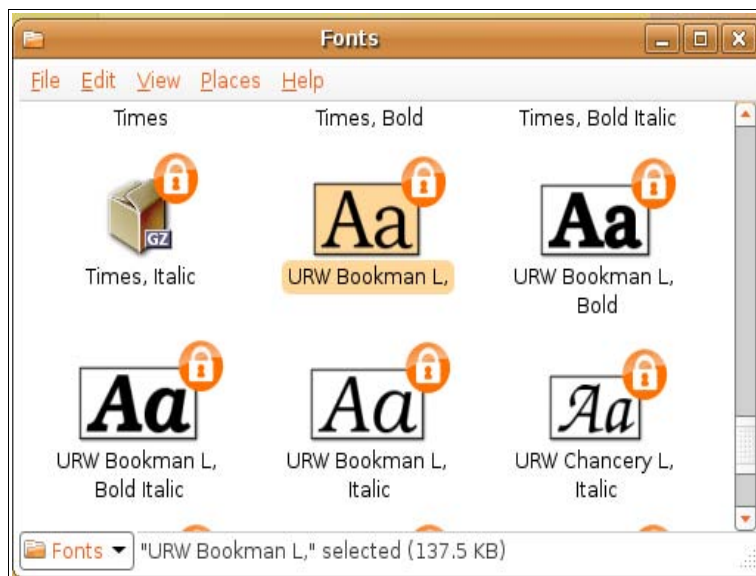## Font Installation

1. Go to **Desktop > Preferences > Fonts.**

2. Click **Details > Font folders**.

3. Paste the font that you want to install, in the font folder.

Dzongkha Keyboard

A computer keyboard is a peripheral partially modeled after the typewriter keyboard and they are designed to input text, characters and also to control the operation of the computer. The Dzongkha keyboard layout has been nationally standardized and designed by DDA(Dzongkha Development Authority) following consultation with DIT(Department of Information Technology).

To display the keyboard utility on the panel:

I. Right-click on the panel and select "**Add to panel**".

II. Choose keyboard indicator and click "**Add**" button to show the default keyboard on the panel(eg. USA).
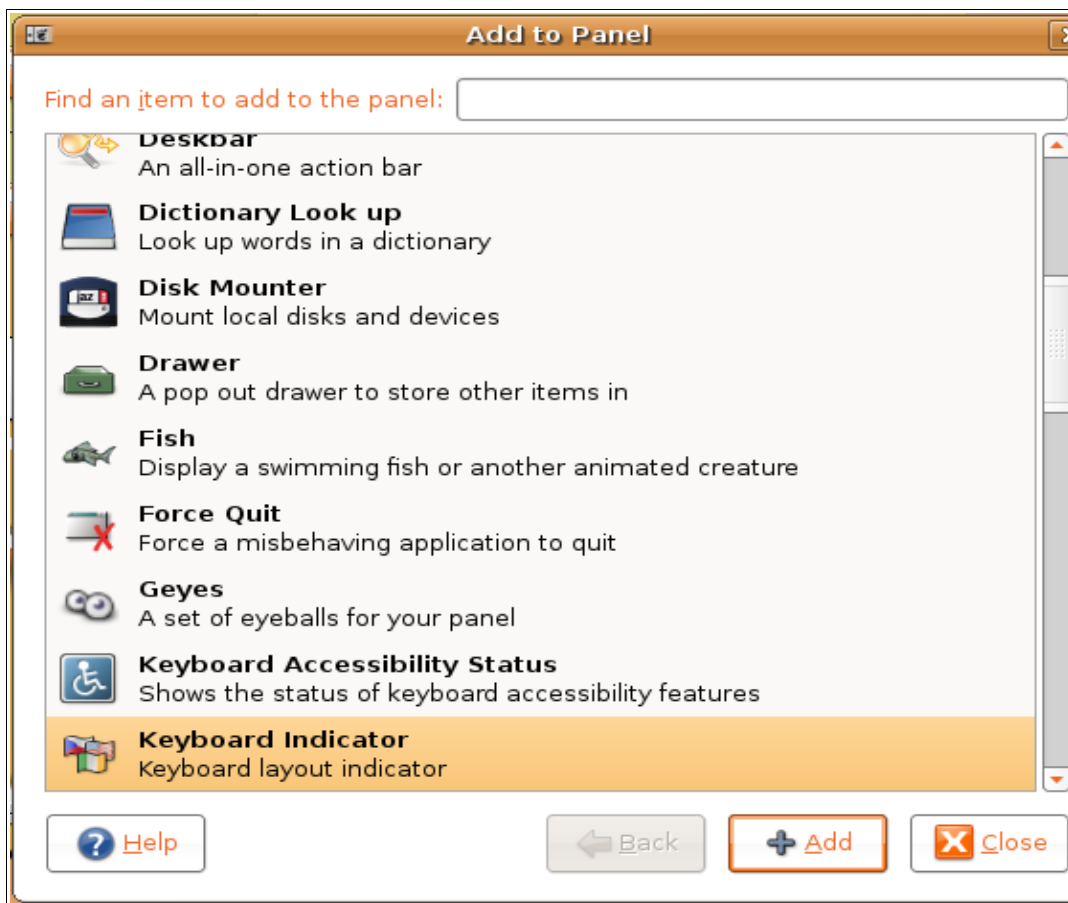
III. Right-click on the **keyboard indicator** on the panel, and select "**open keyboard preferences**".

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IV. Click to "**Layout**" tab and select "**Add**" button. Then select "**Dzongkha keyboard**" from given "Available Layouts" and click "**Ok**". Now, you can choose between the two keyboard layouts i.e Dzongkha and US.

V. Click "**Layout Options**".

VI. Click "**Available options**" to select your choice of toggle keys. (For example click on the keyboard instance on the panel to change between the Dzongkha keyboard type and USA keyboard type).
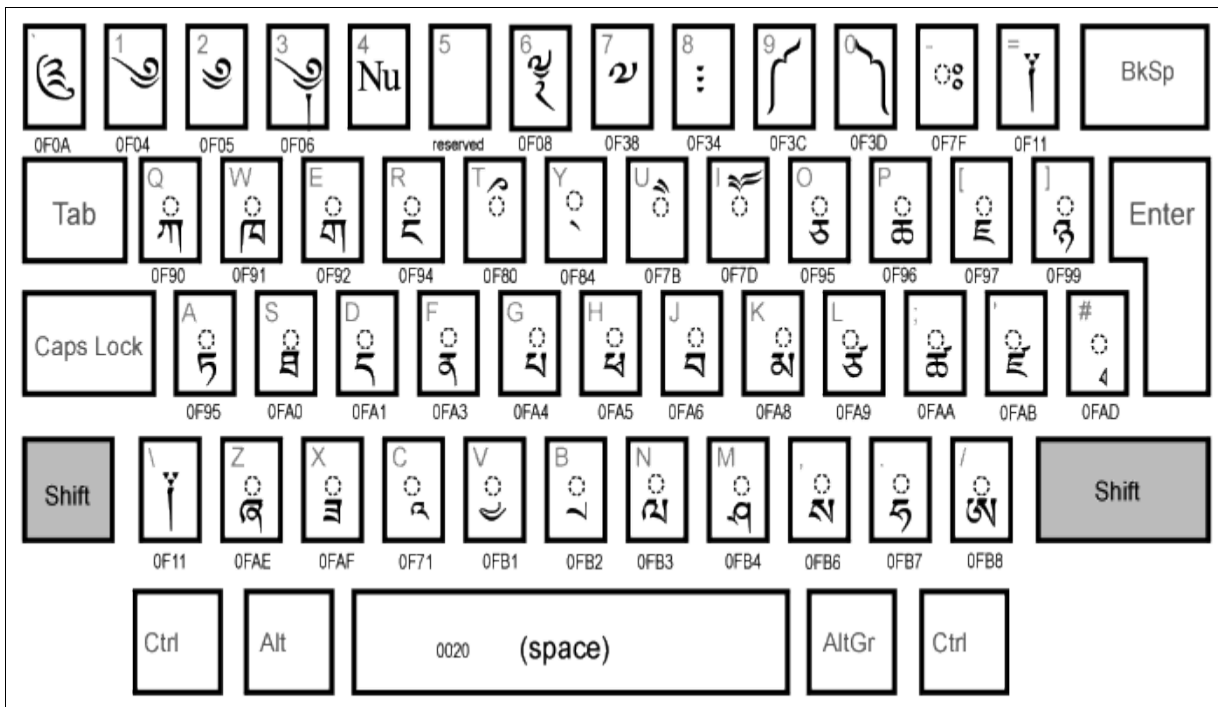
Dzongkha Keyboard Layout

The dzongkha keyboard has four levels in accessing different keys namely:

Level 1
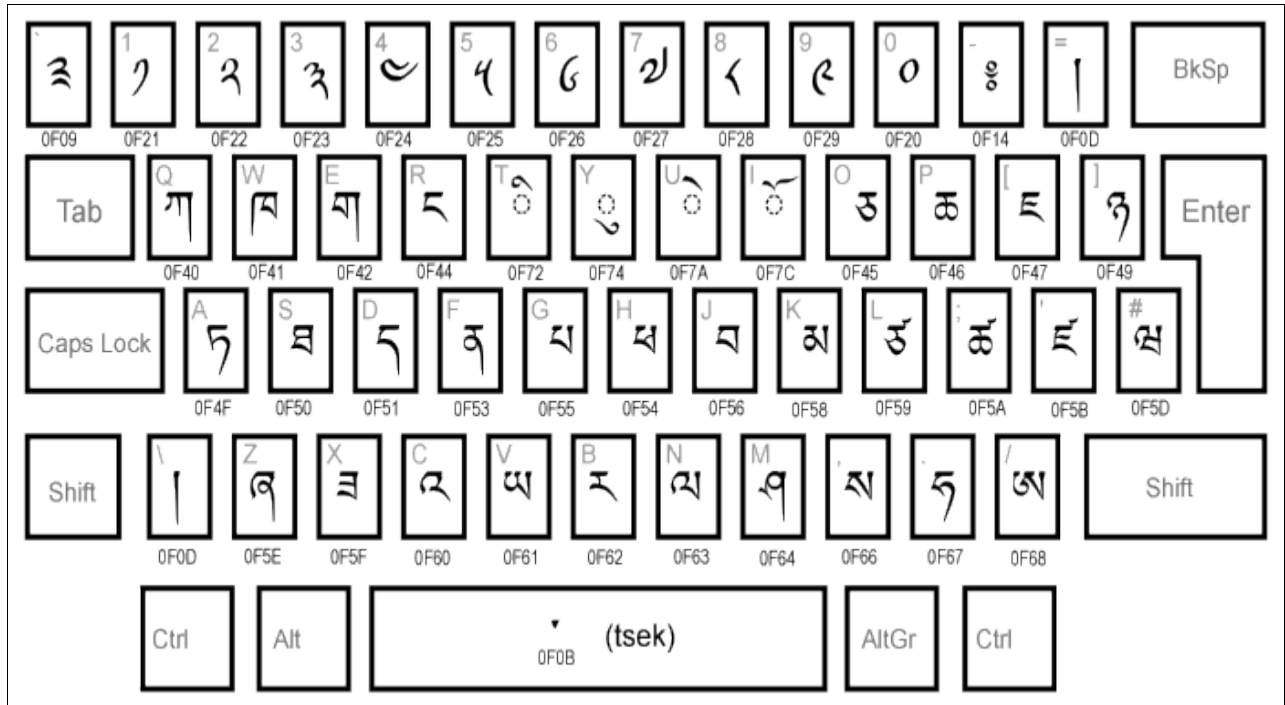
Normal State

NOTE: U+OFOB (TSHEG) is located on the space bar at level 1 since it's the most frequent character in Dzongkha and also serves more or less the same purpose as an inter word space in English.

Shift State
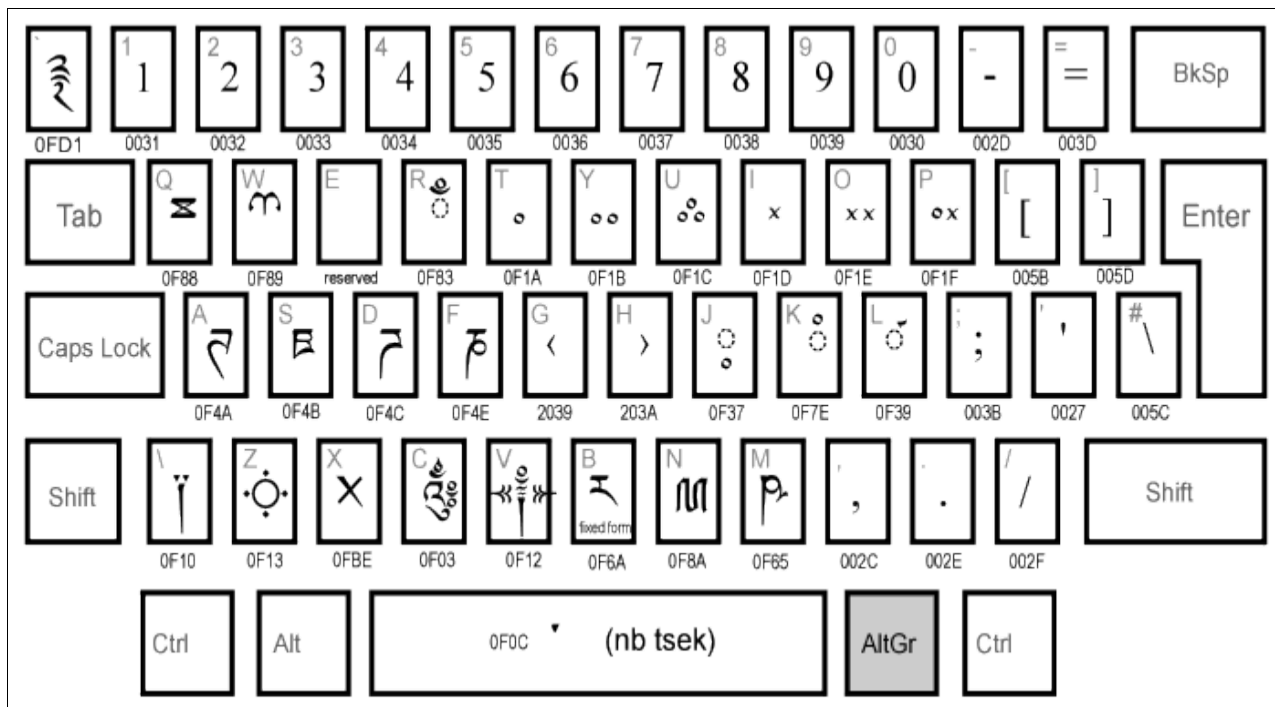
Alt Gr State
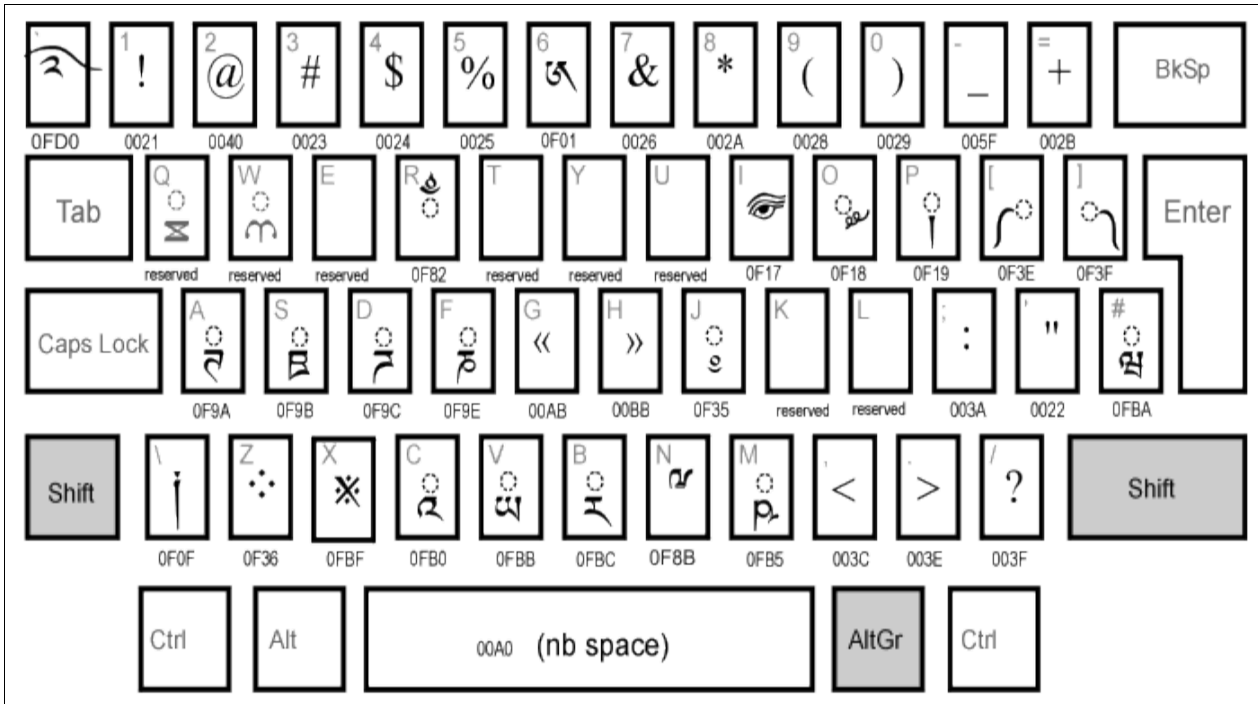
Shift - Alt Gr State

Working with Files & Folders

A *file* is a collection of data or information, stored in a computer with a specific filename. There are various types of files such as text files, program files,data files, directory files etc and each of them will store different types information. For instance, text files store text whereas program files store only programs.

1. Copying a File/Folder: Right-click on that File/Folder that you want to copy, and click **Copy** File.
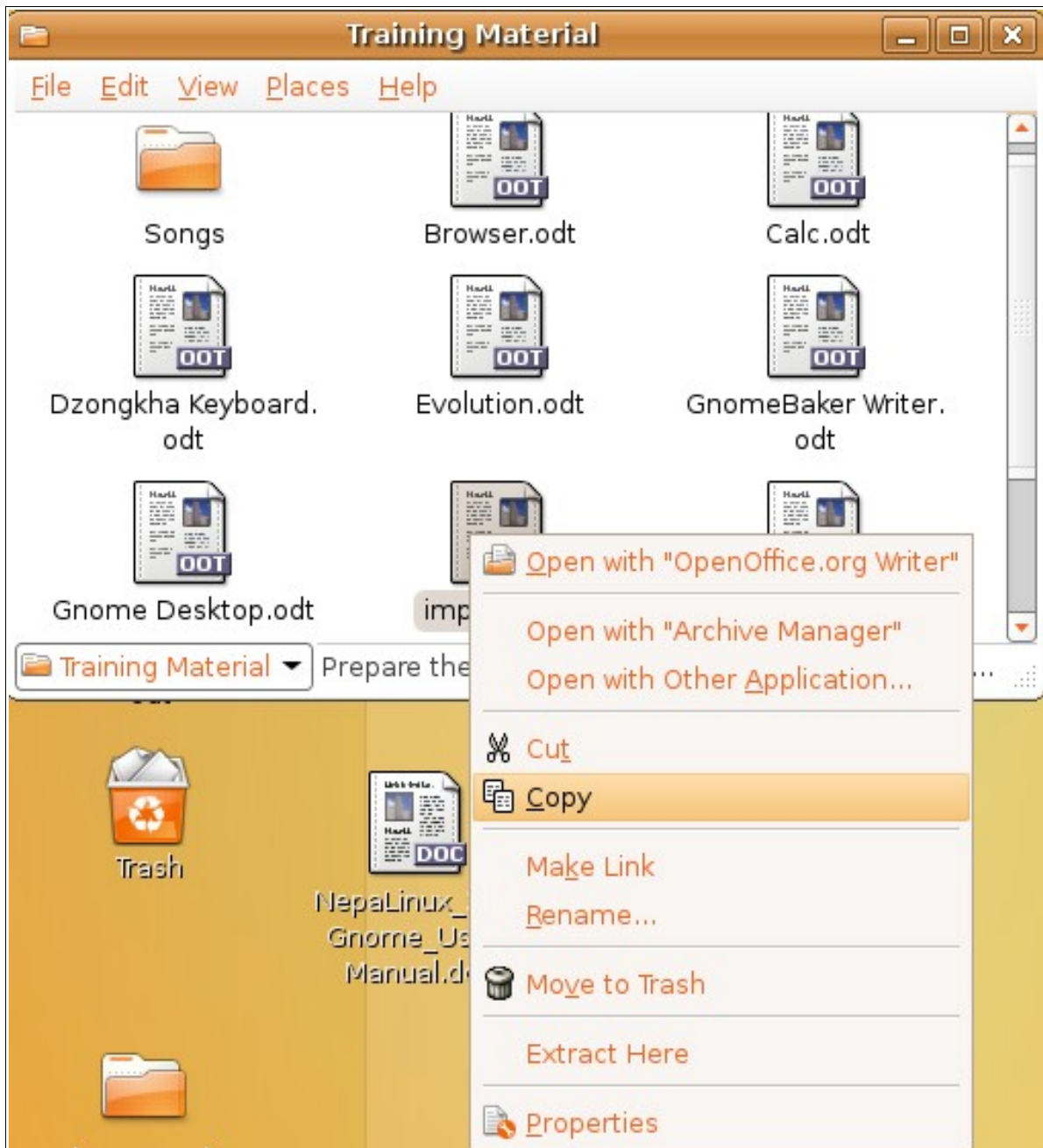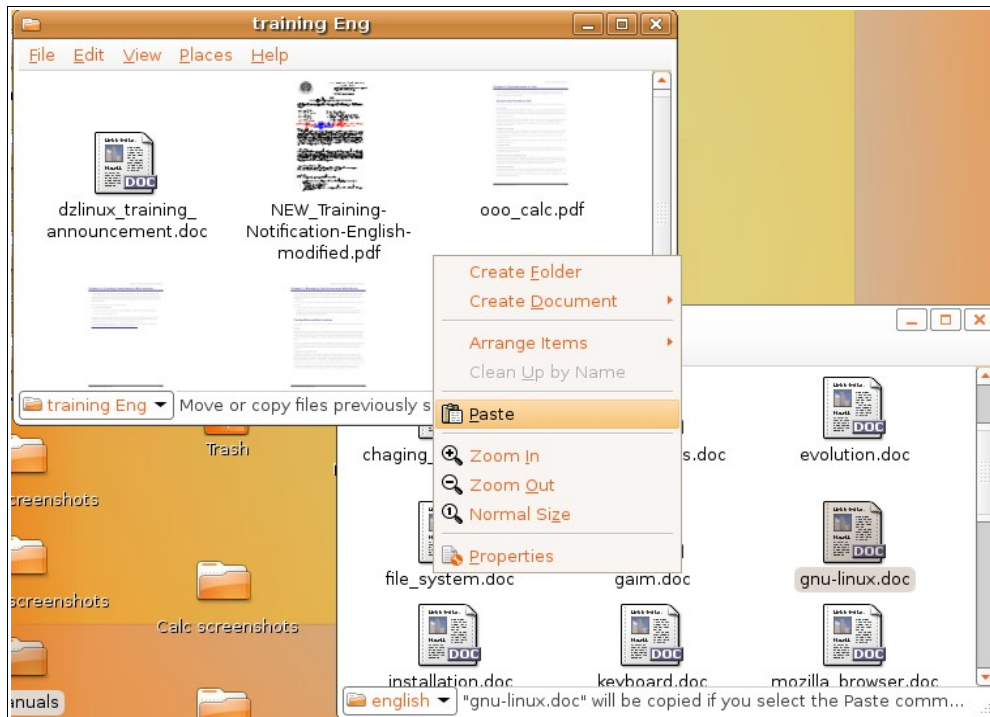
2. Go to the destination folder in which you want to copy the file and right-click to select **Paste** Files.
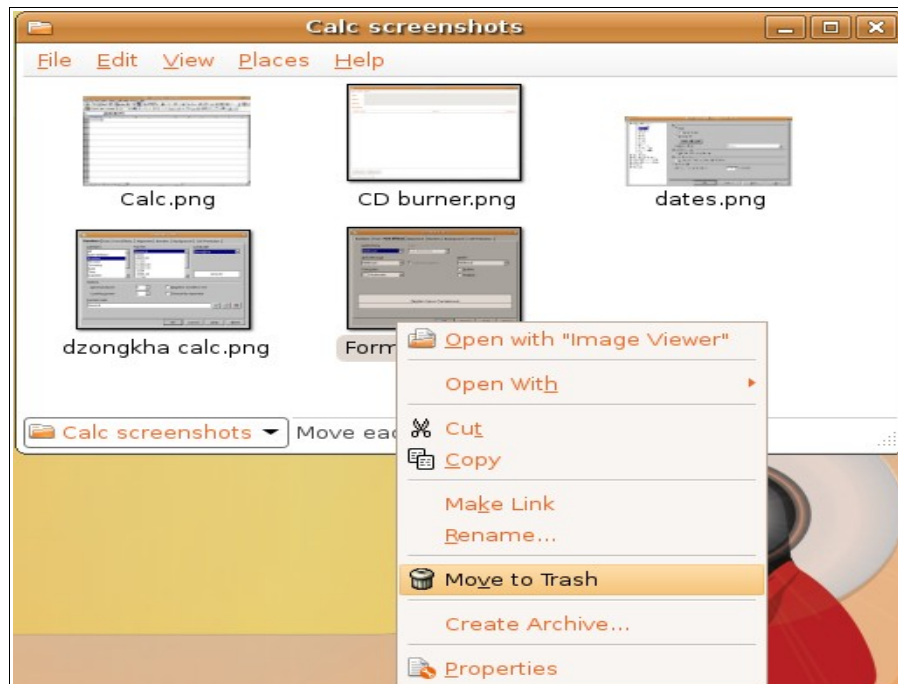
How to Move a File/Folder:

1. Right-click on the folder you want to move and select **Cut**.
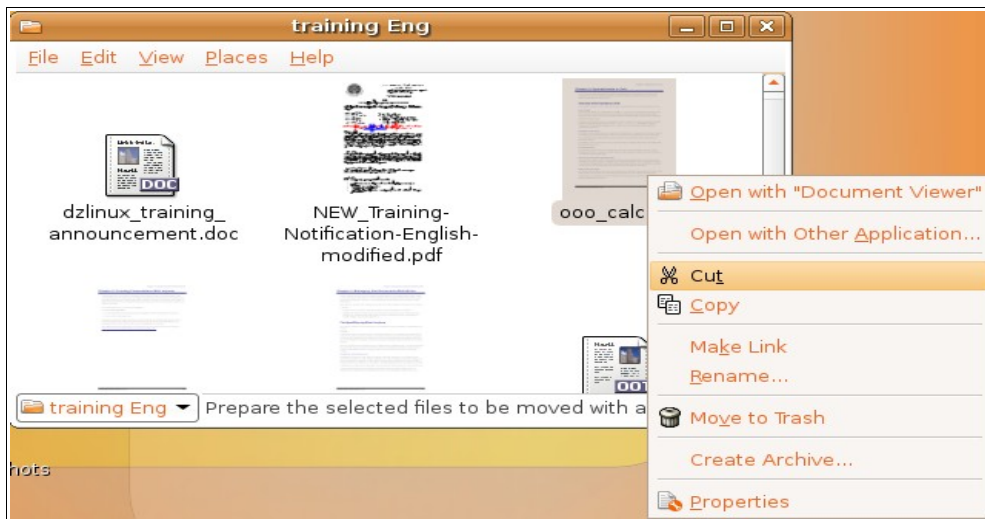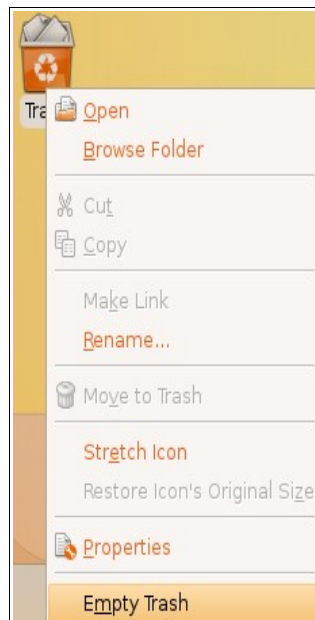

2. Go to the *Destination Folder* into which you want to paste the file/folder, and right-click to **Paste** it.

How to Delete a File/ Folder:

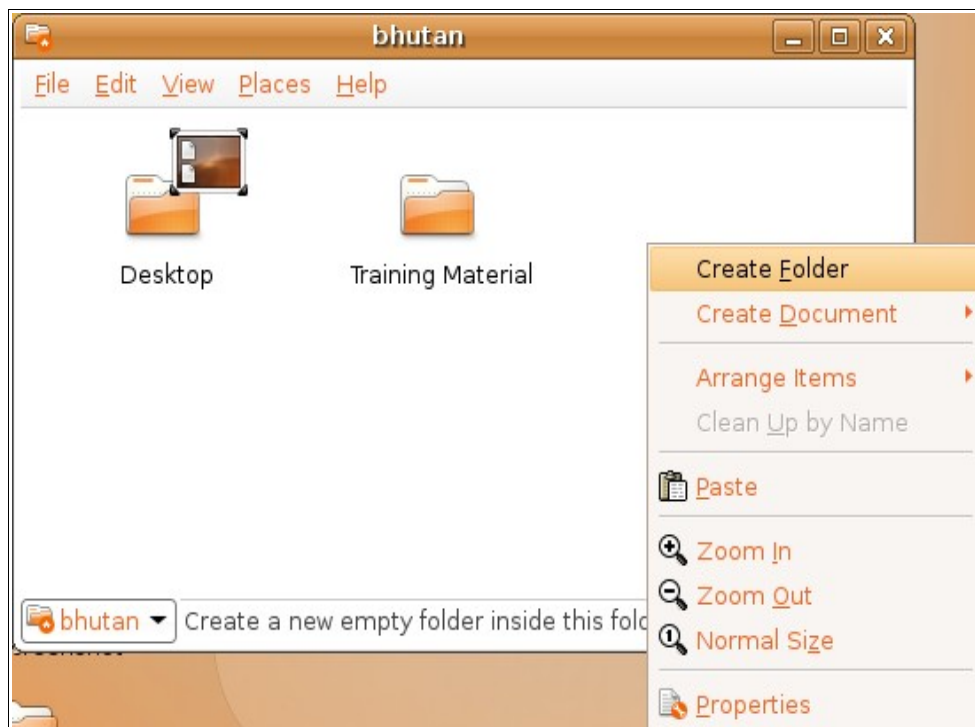1. Right-click on the file/folder that you want to delete, and select '*Move to Trash*'.

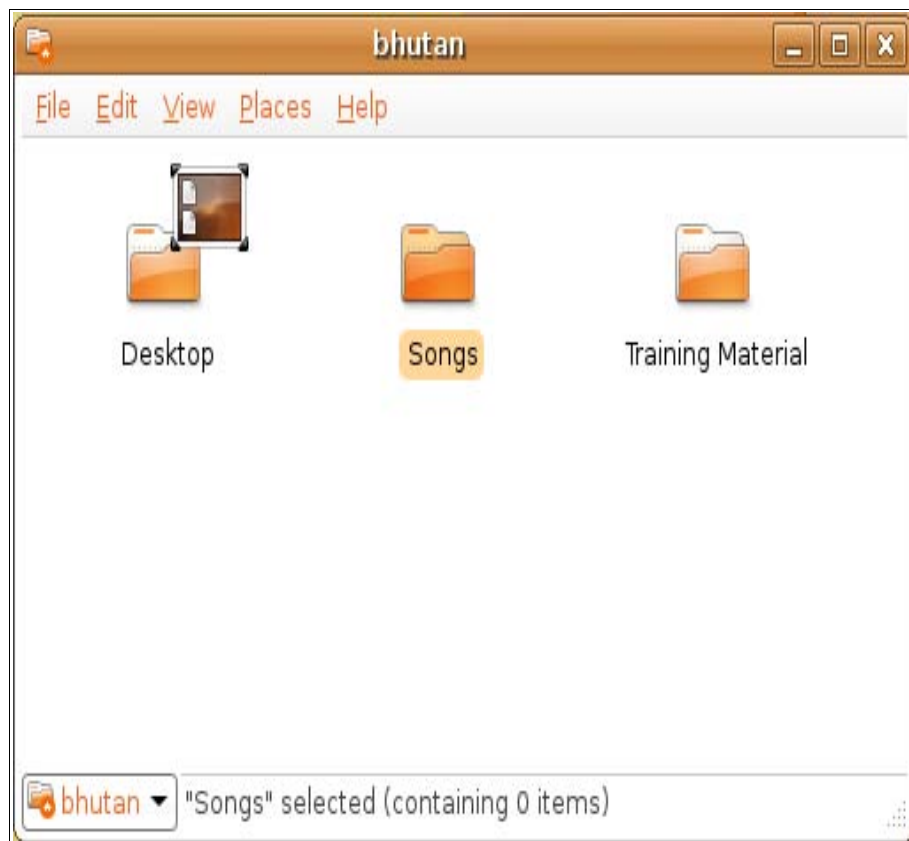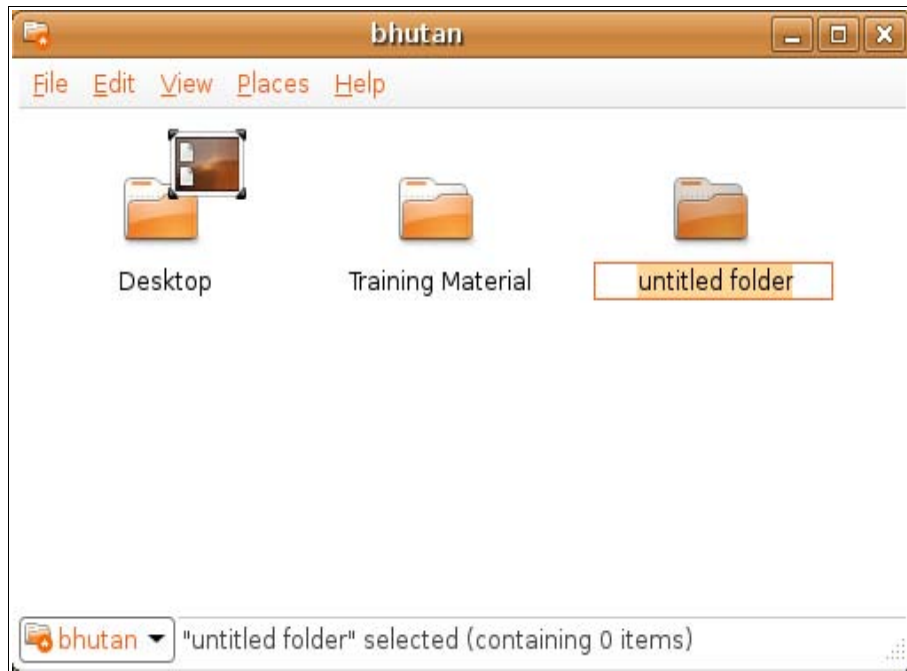2. Right-click on the 'Trash' icon, and click 'Empty Trash' to delete the file completely.

How to Create a New Folder:

1. Right-click on the empty space where you want to create a new folder and select Create Folder, which will create a new folder.
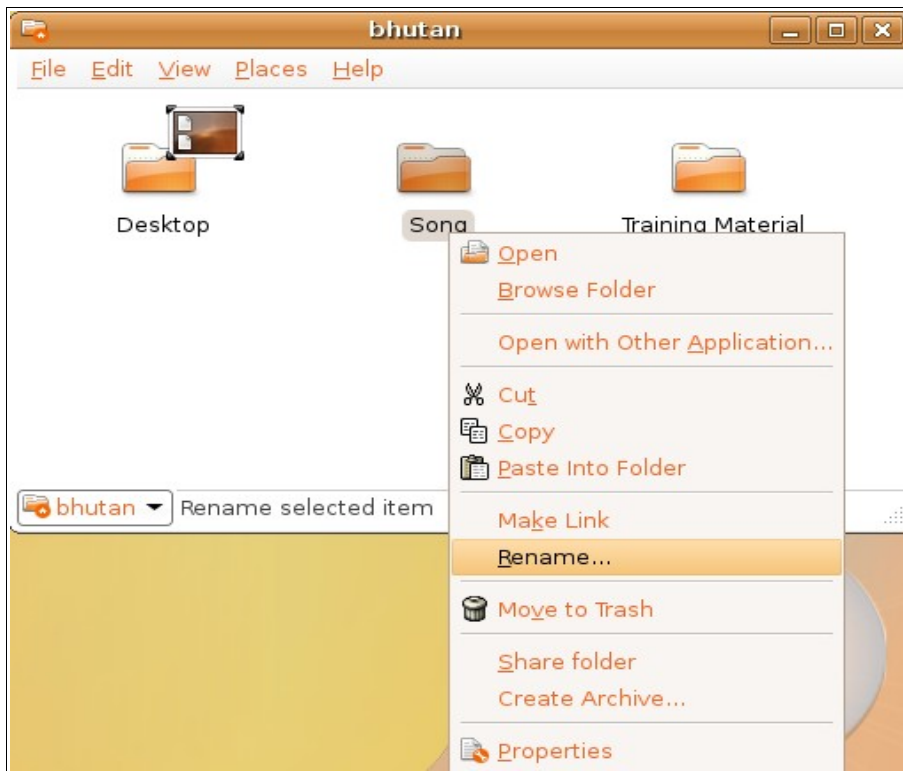
2. Enter New Name for the folder that is being created with a default name 'Untitled' folder.
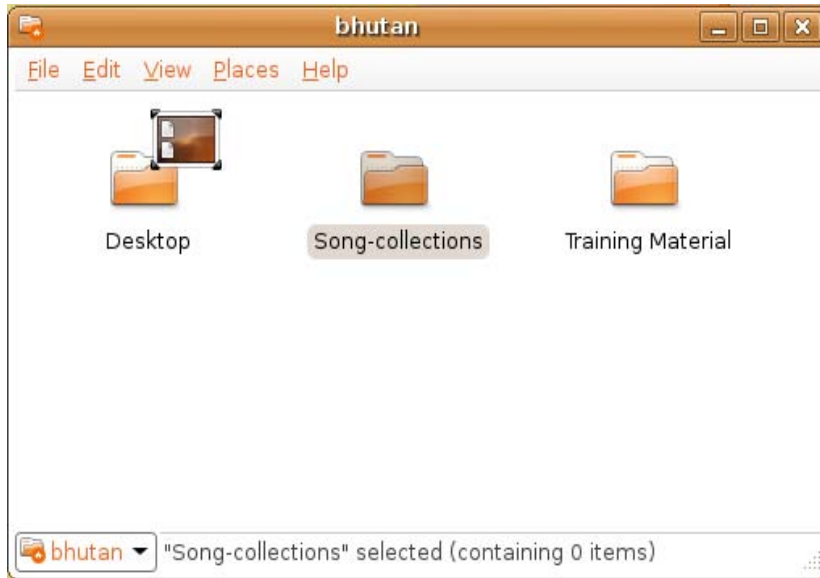
How to Rename a file/folder:

1. Right-click and select **Rename**, on the folder you want to rename.

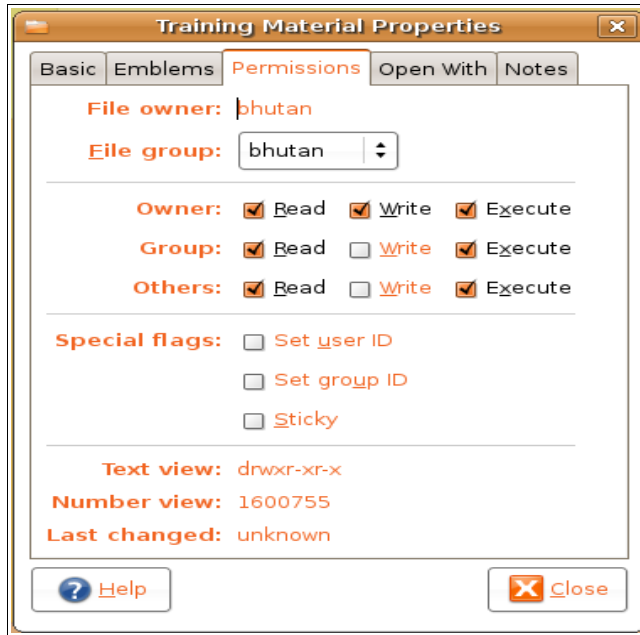2. Type the 'New Name' of the file/folder and press **Enter**.

How to View and Modify the File/Folder Permissions:

1. Right-click and select Properties, on the file/folder of which you want to view the owner, group or modify it's permission settings.Folders
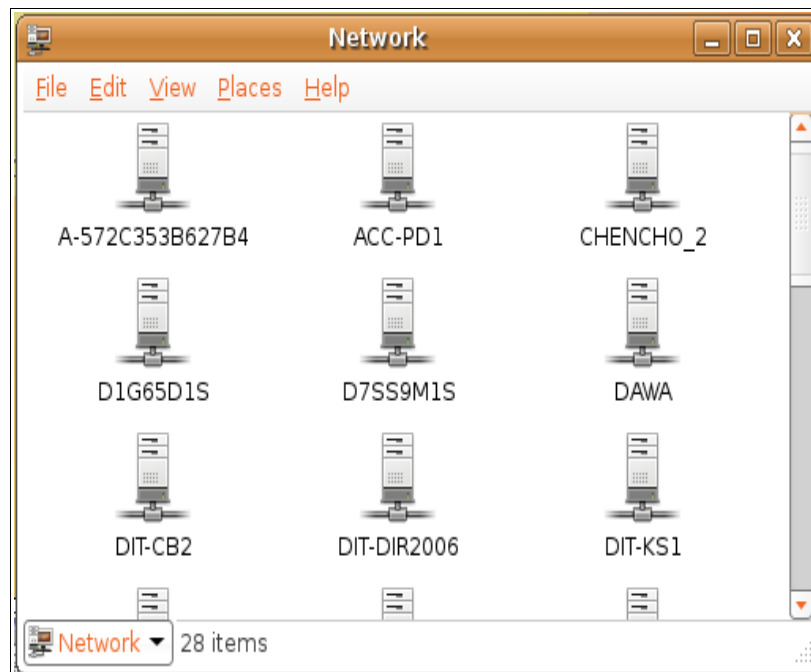
2. Click on the **Permission** tab, it displays the owner and the group of the file/folder and also the associated permissions.

How to Access Network Server

1. Select **Places > Network Servers** and double-click on the **network server** you want to access in the 'File object' window.
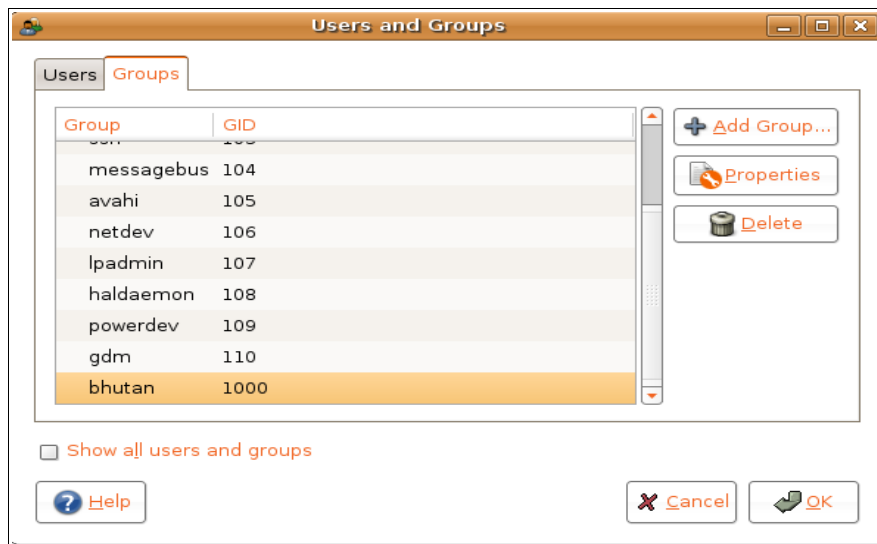
How to Add Users and Groups

1. Go to **Desktop > Administration > Users and Groups**.
2. Enter *Root* password.
3. Click **Add User** button.
4. Provide detailed information about user like username, password etc .

5. Similarly, to add a group, click **Group** tab, and click **Add Group** button.

How to Change a File Permission

1. Right-click **folder** and click **Permission** to change the permission for a particular folder.
2. Click **Permission** tab, and change the permission as required.

Totem Movie Player

It's a movie player application for Gnome Desktop, based on xine library that allows you to play movies or songs. It also provides the following features:

- It supports variety of video and audio files.
- It also provide variety of zoom levels, aspect ratios and full screen view.
- Seek and Volume controls.
- A Playlist.
- A complete keyboard navigation.

To open a Totem movie player, go to **Applications > Sound & Video > Totem Movie Player**.
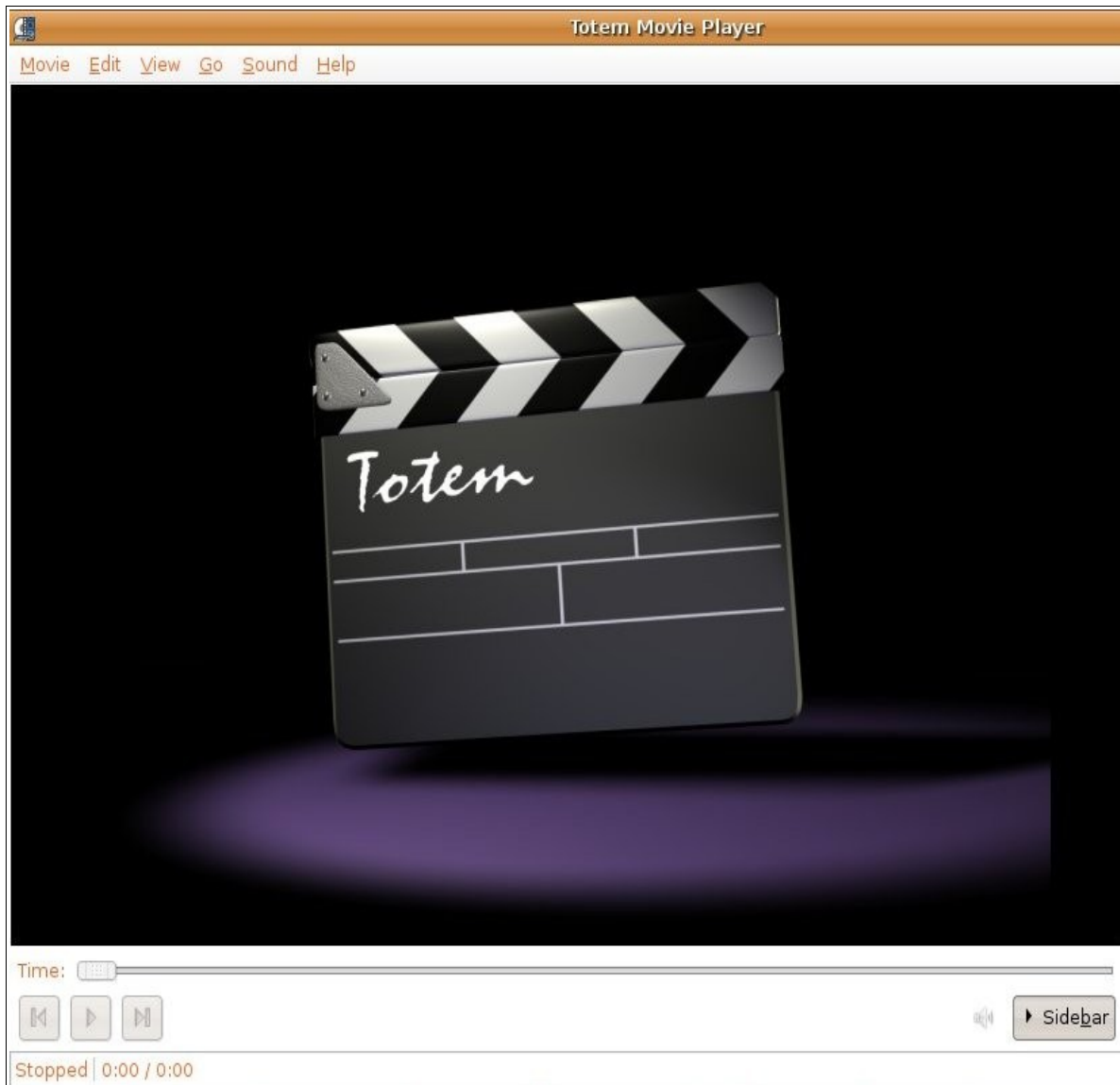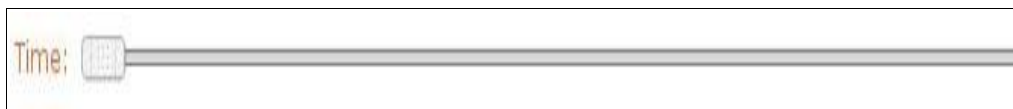
Totem movie player consist of different elements :
**Menubar**: it contains all the commands used in Totem movie player.

1. ***Display Area:*** It displays movie or visualization of songs.

2. **Time Elapsed Slider:** It displays time elapsed by playing a movie or a song and also enables you to skip the movie or song forward or backward as you like.

3. **Seek Control button:** This buttons enables you to move to next or previous track, or to pause or play a movie or a song.
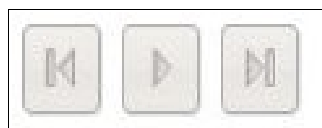
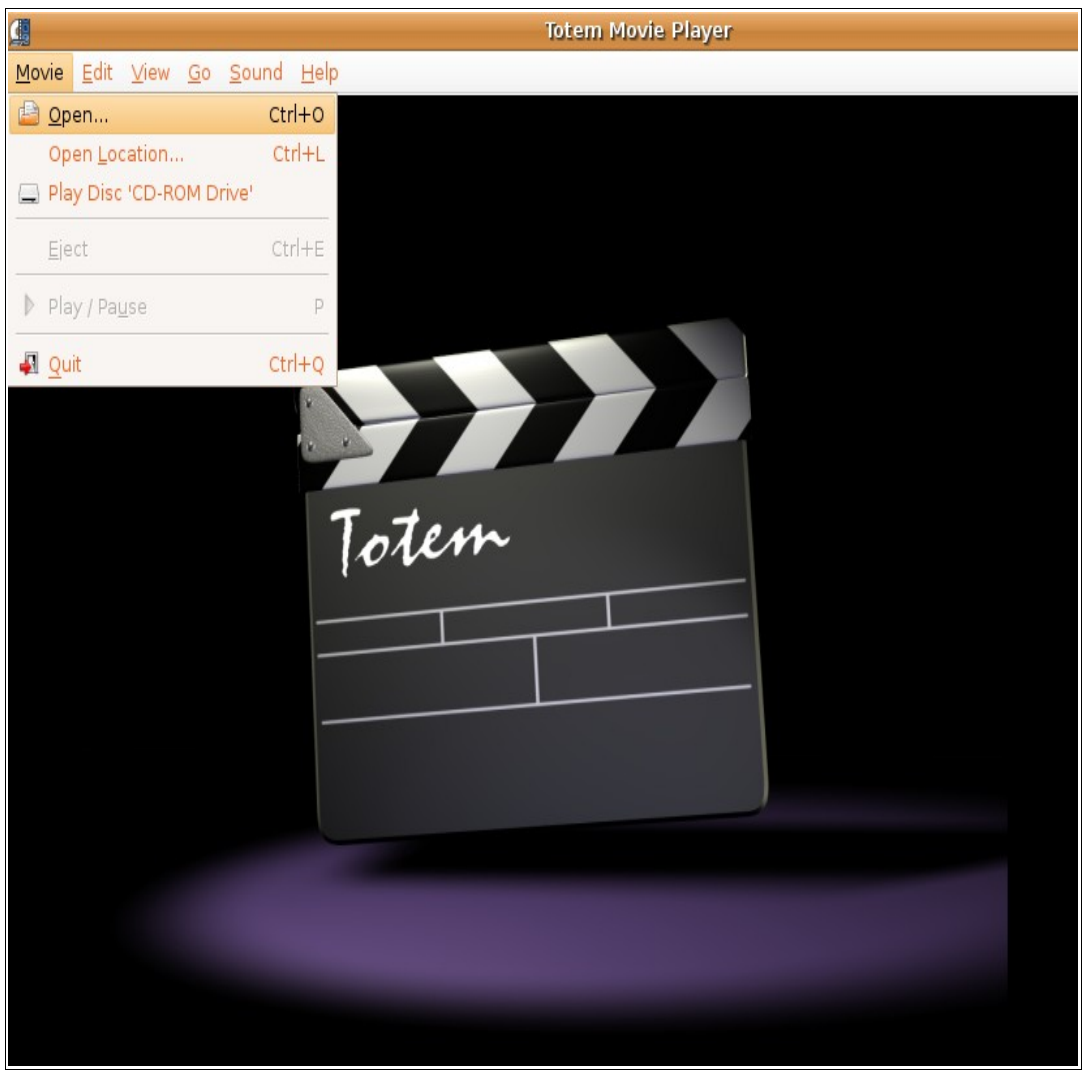4. **Volume Slider**: It enable you to adjust volume.

5. **Status bar**: It displays status information about a movie or song that is playing.

How to open a file

Go to **Movie > Open**, and select a movie or song file you want to play from the Select file dialog box. Then click **Ok.**
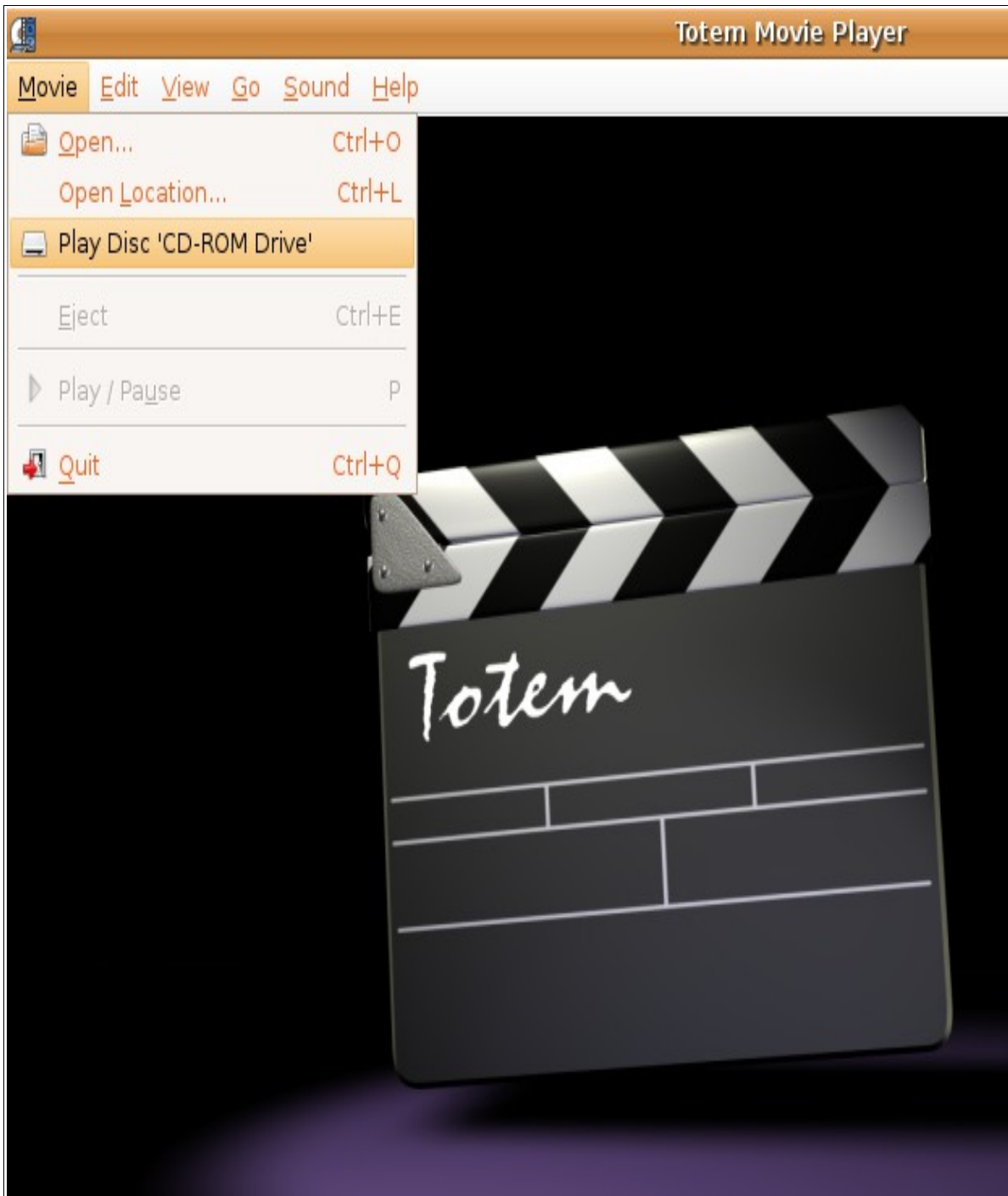
How to open a location

Go to **Movie > Open Location** or press **Ctrl + L** to open a file url location. Choose the url location from the drop-down box, and click **Open**.
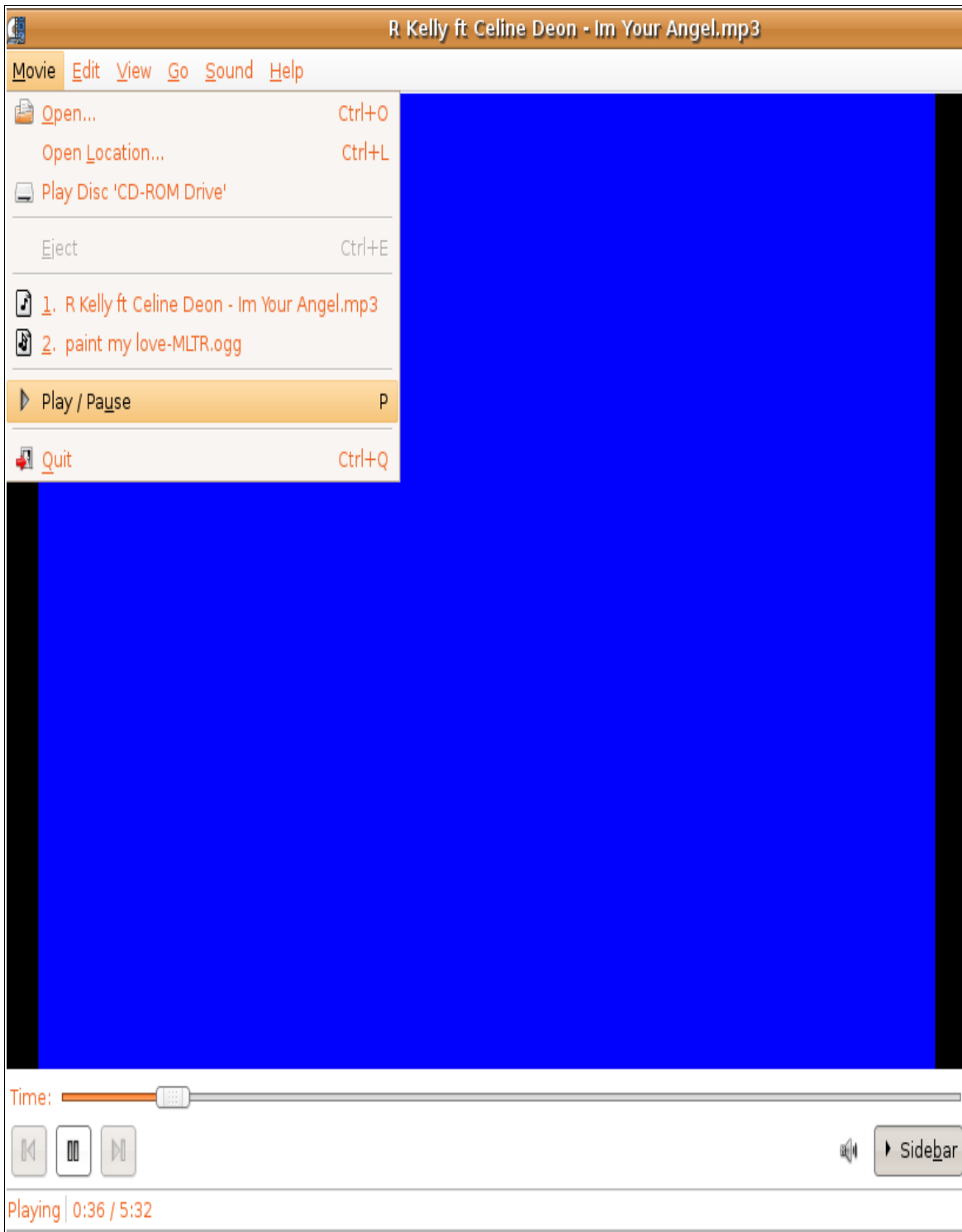
How to Play DVD, VCD or CD

Insert DVD, VCD or CD into the respective device of the computer, and click **Movie > Play DVD** or **Movie > Play VCD** or **Movie > Play CD**.

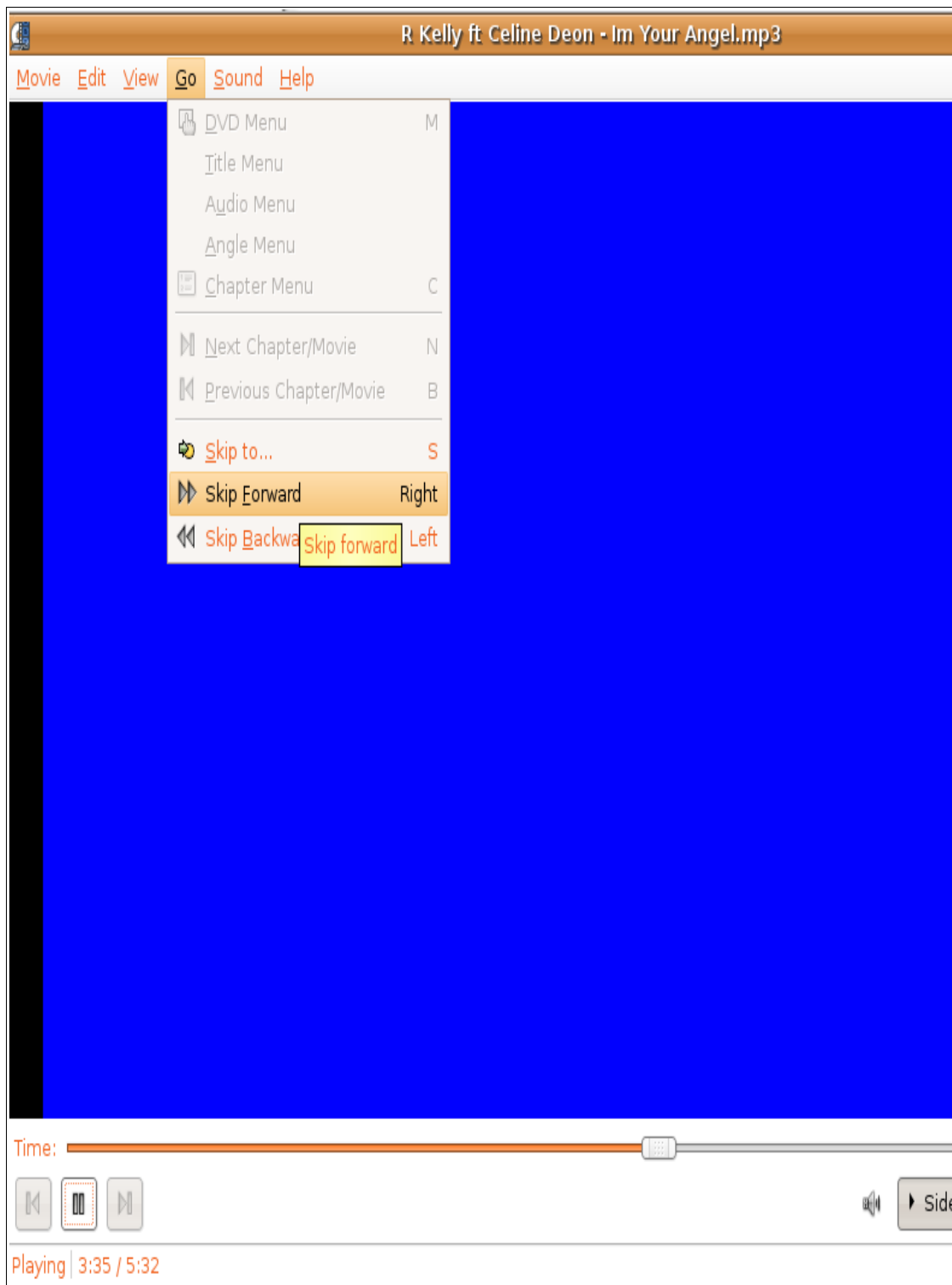To Eject a DVD, VCD or CD, Go to **Movie > Eject**.

To Play and Pause a movie or song, click on the **Seek Control button** or Go to **Movie > Play > Pause,** and to resume , follow the same step.

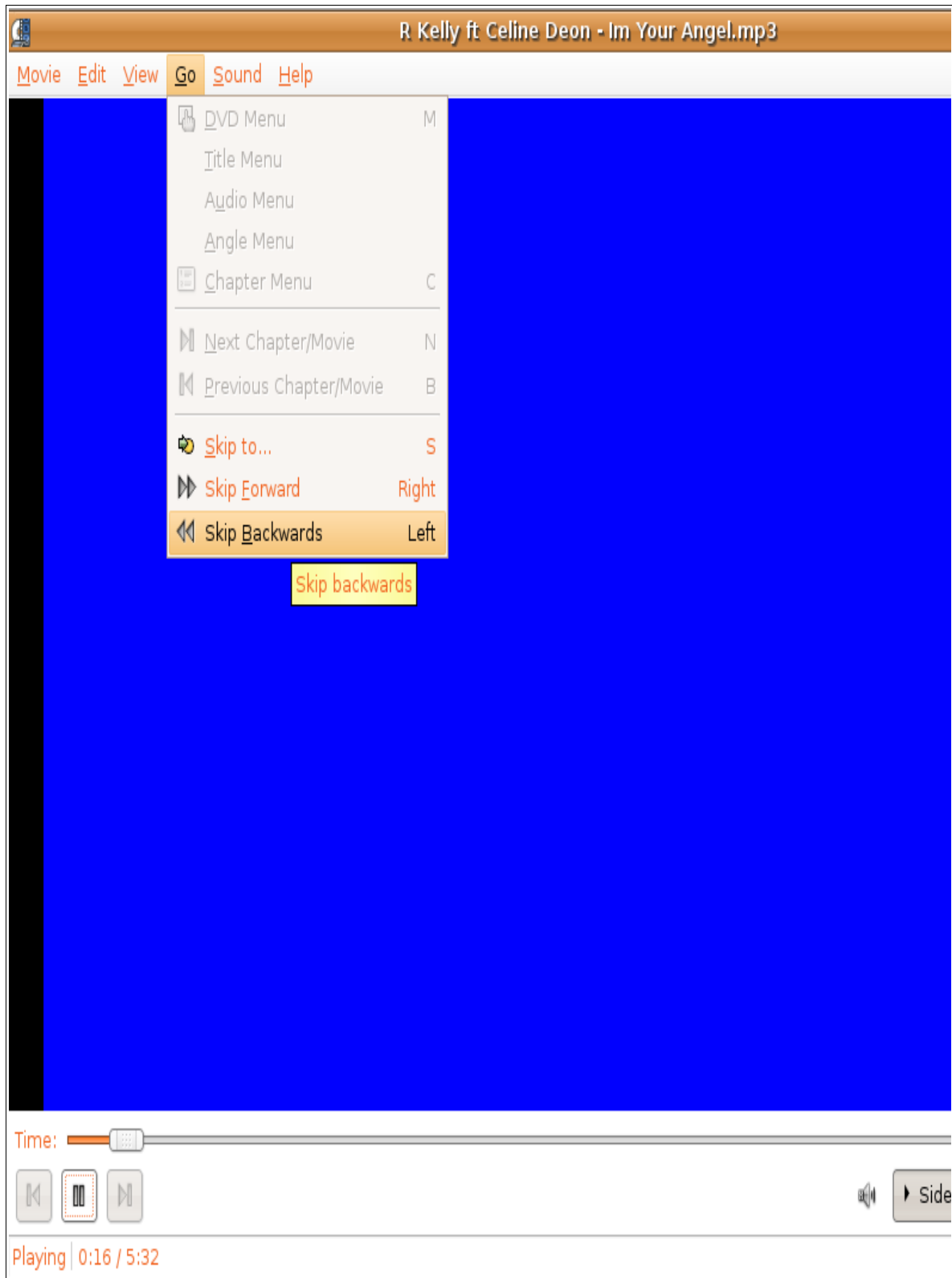To view properties of a movie or a song, go to **Movie > Properties.**
To seek through a movie or a song:
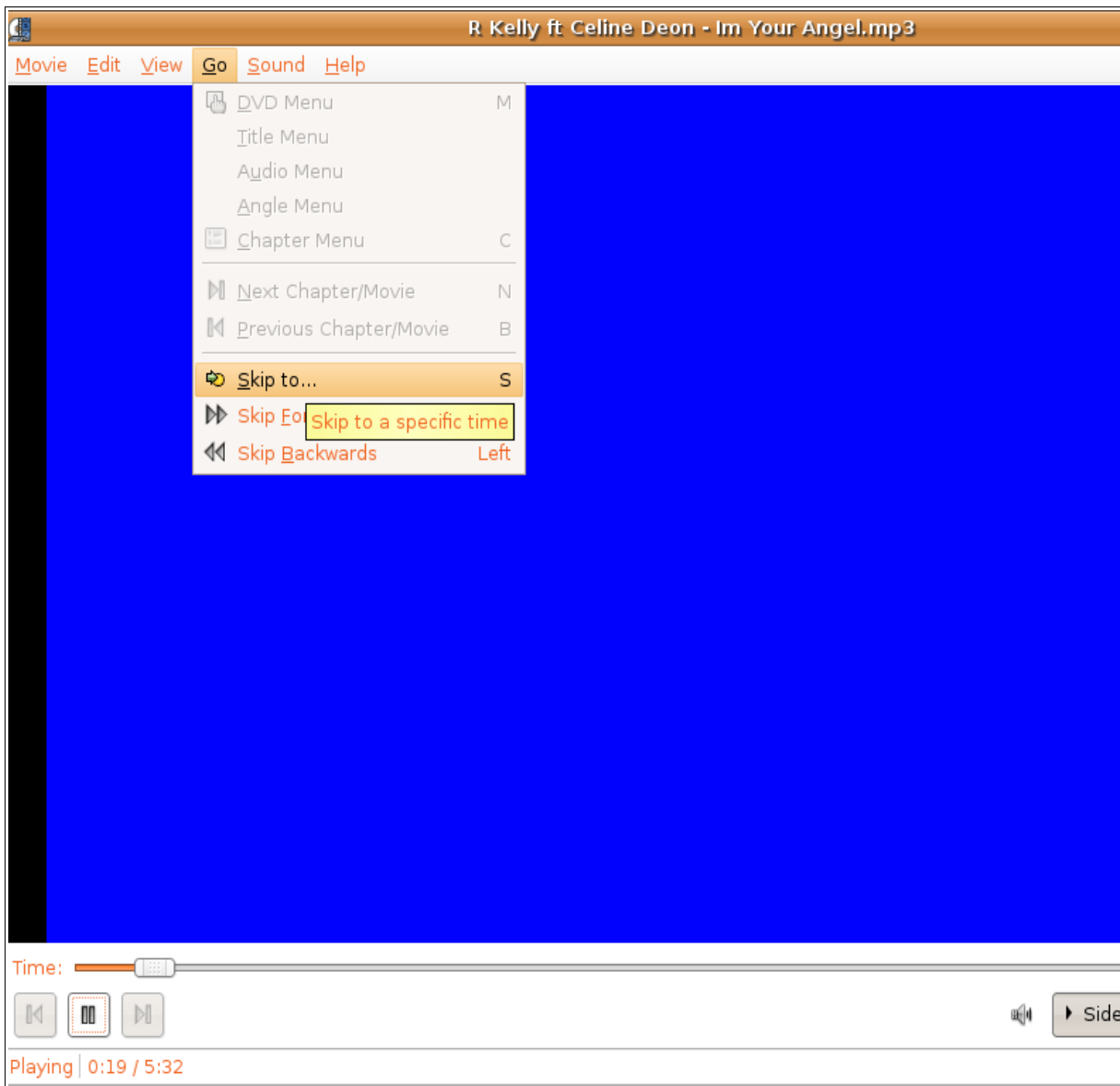1. Click on **Go > Skip Forward**, to skip forward.

2. Click **Go > Skip Backward** to skip backward.

3. Click **Go > Skip To**, if you want to skip to a specific elapsed time and specify the elapsed time to skip in the spin box and click **OK**.
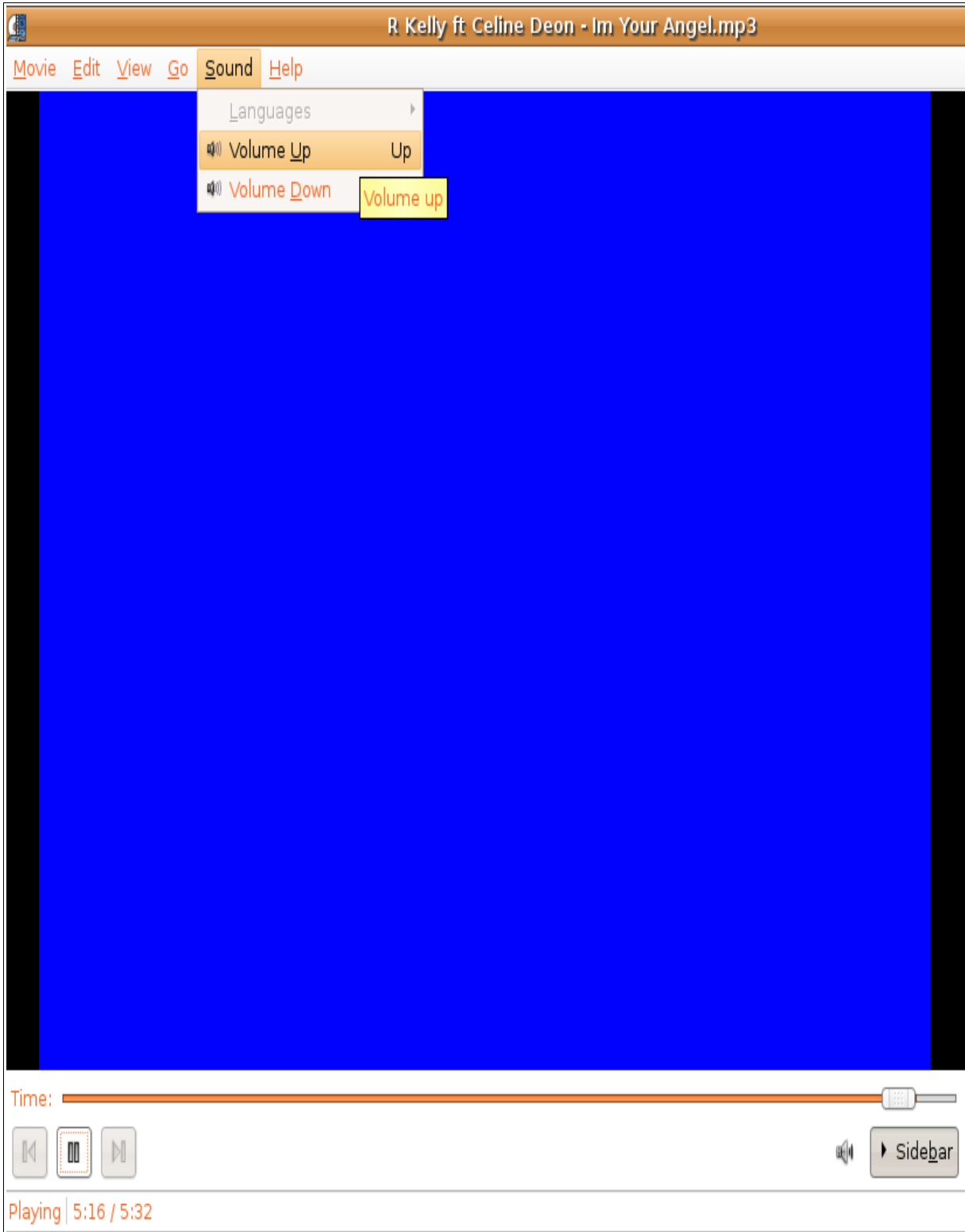

To view full screen, choose **View > Fullscreen** and press **ESC** or click **Exit Full screen** to exit fullscreen**.**
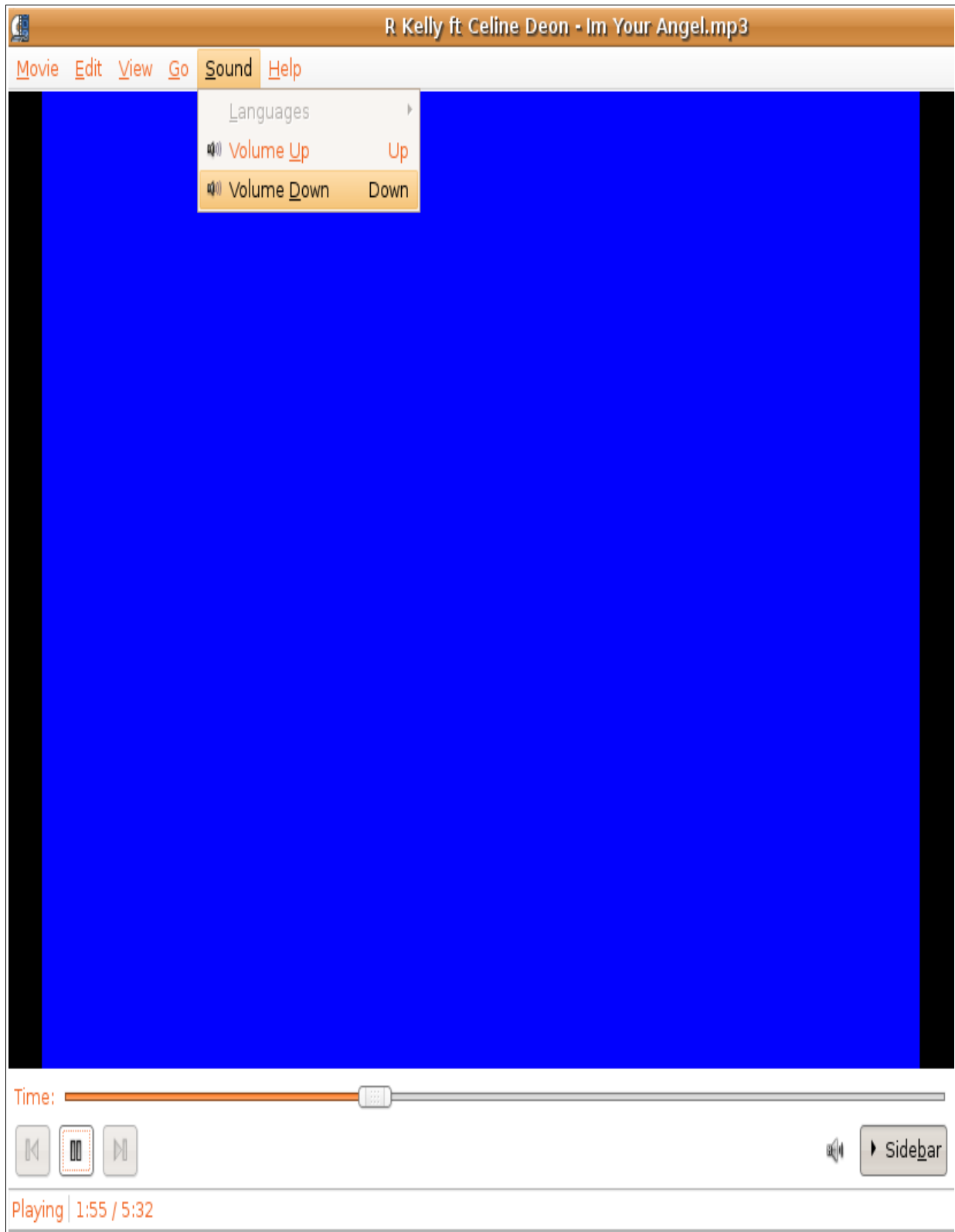
How to Take a Screenshot

Go to **Edit > Screenshot,** and click **Save** to take a screenshot of a movie or a song's visualization.

How to Adjust Volume

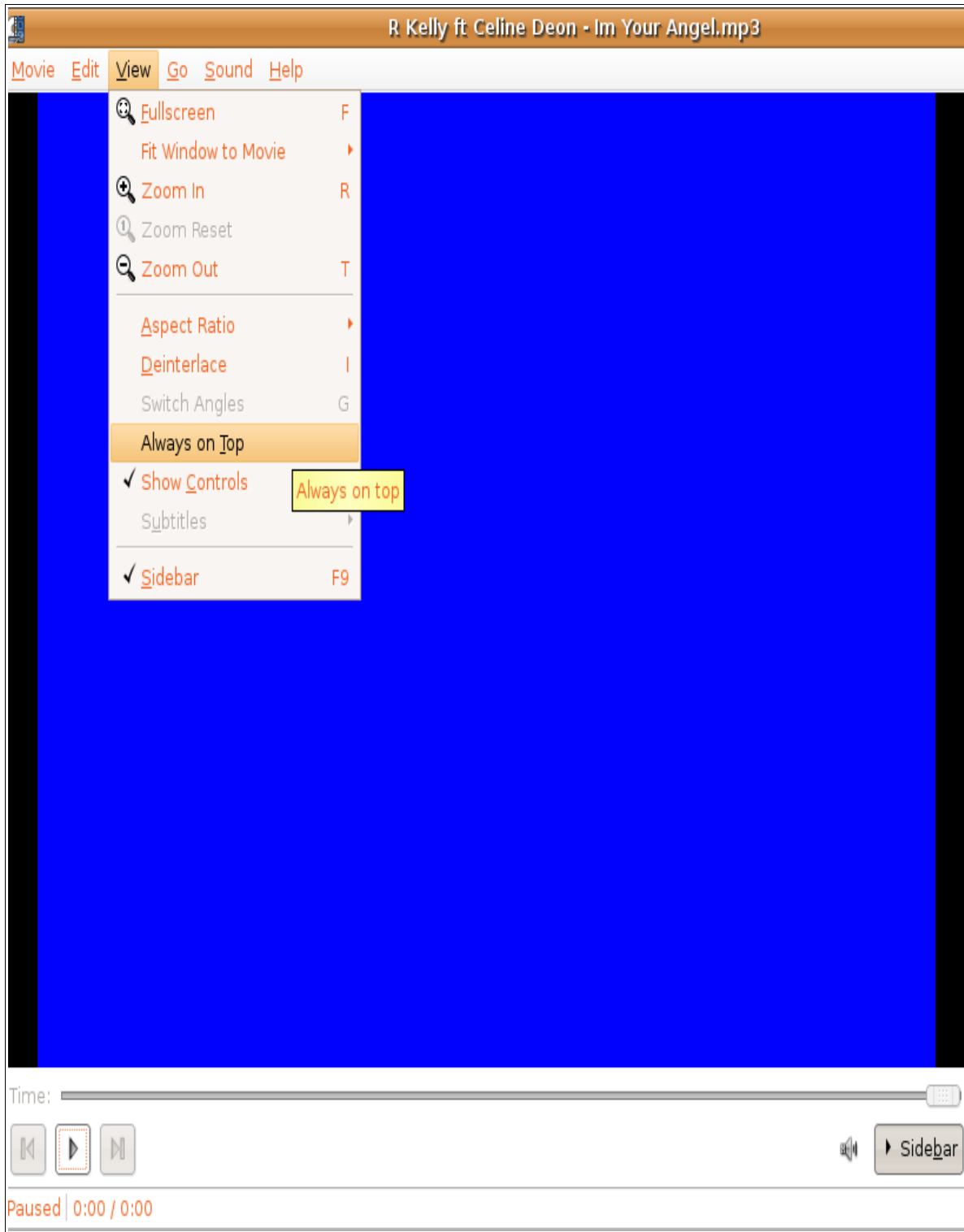1. Go to **Sound > Volume up** or move volume slider to the right.

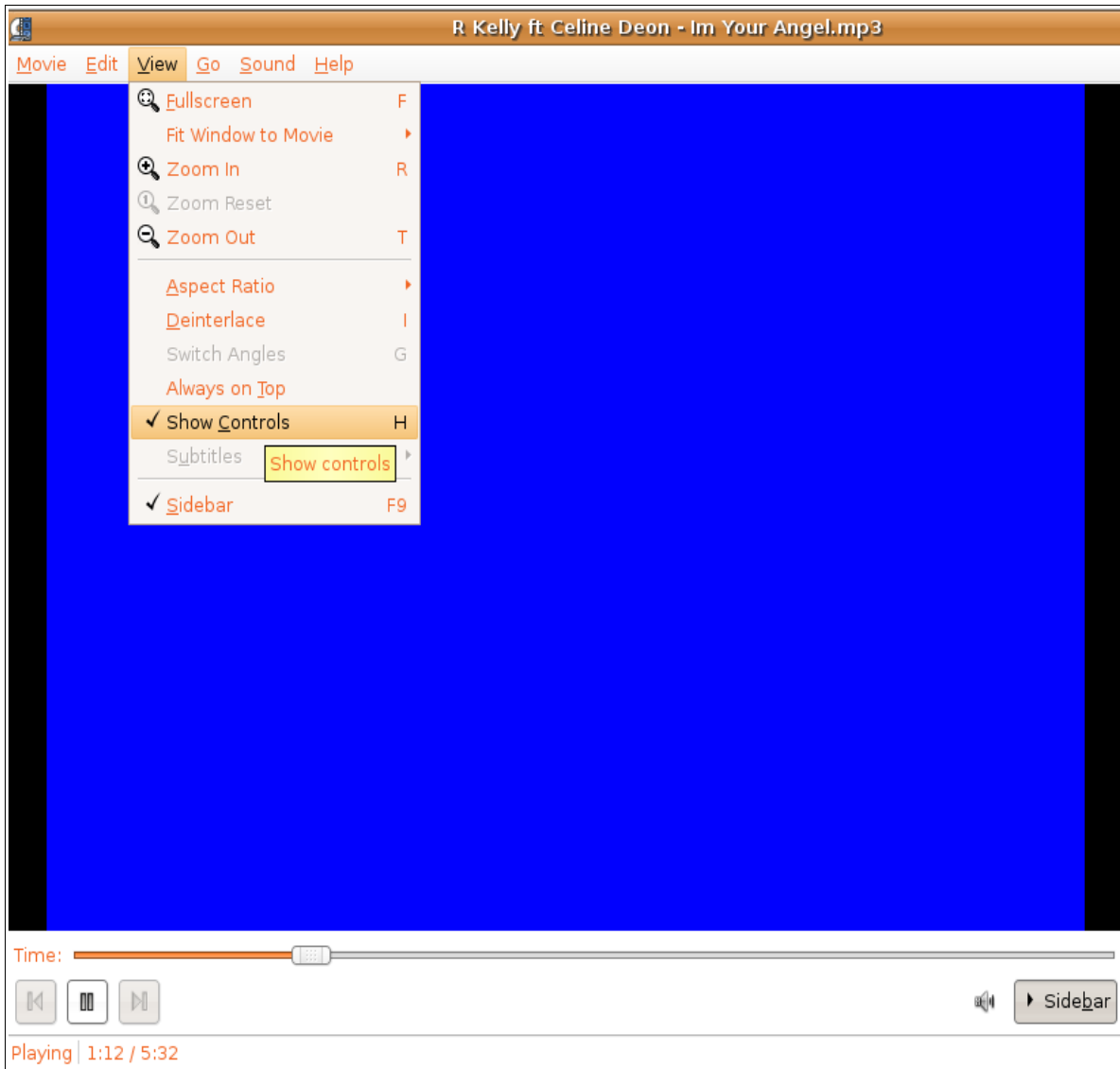2. Go to **Sound > Volume Down** or move volume slider to the left.

How to Make Window Always on the Top:

◆   Go to **View > Always on Top**.

How to Manage Playlist

- Choose **View > Show/Hide Playlist,** to show or hide the playlist.

- Click **Add** button, & select file that you want to add to playlist , then click **Ok,**to add a track or a movie to the playlist.
- Select the file you want to remove from the "filename" list box and click **Remove,** to remove a movie or a track from the playlist.
- Select a **'**_filename_' from the filename list box and click the '**Down**' button, to move the track or a movie down the playlist.
- Select the '_Repeat Mode_' option and play the movie or song repeatedly.
- Select '_Shuffle Mode_' to play movies or songs randomly.

How to Quit Totem Movie Player

To quit the Totem movie player, go to **Movie > Quit**.
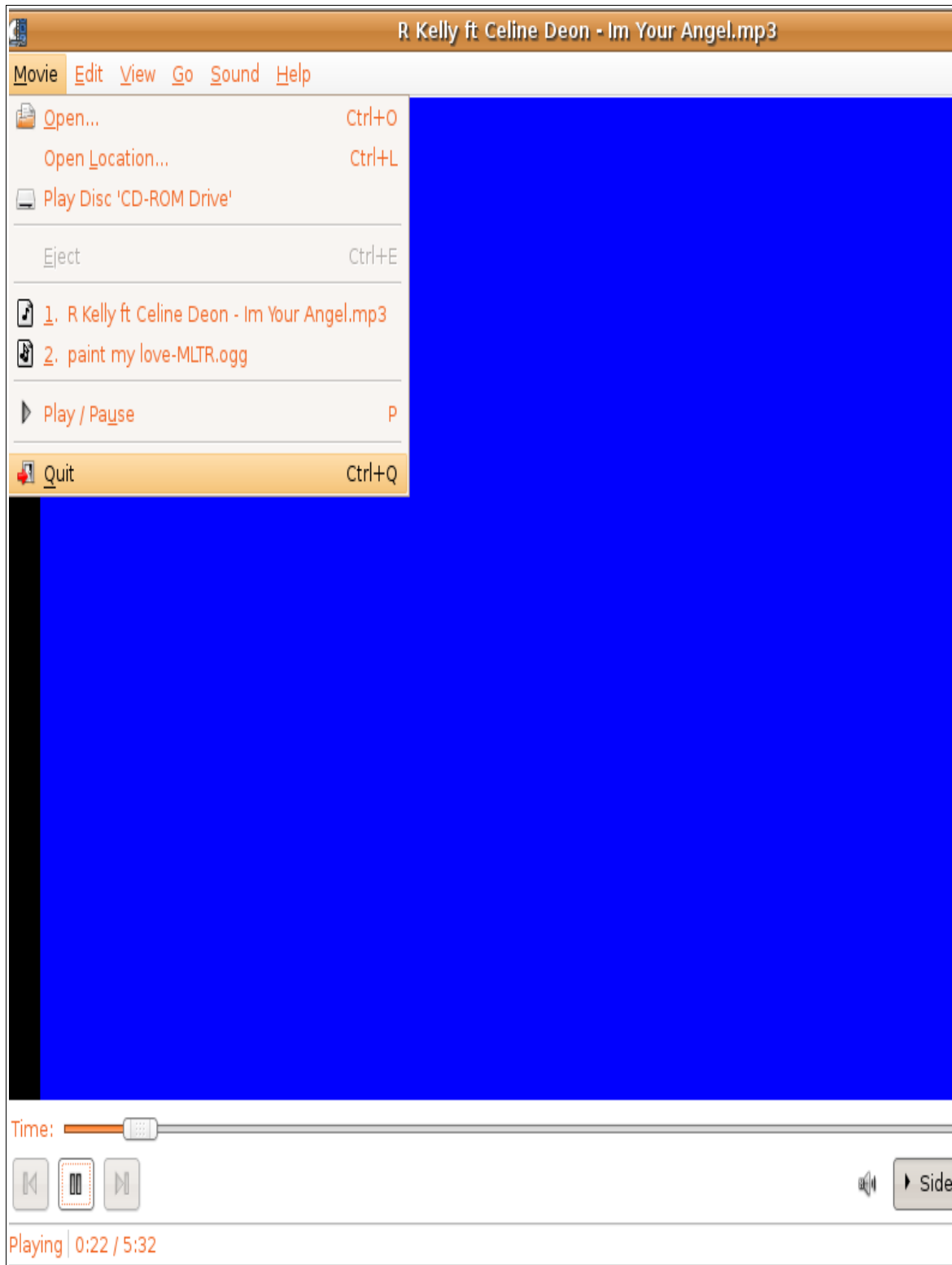
CD/DVD Writer GnomeBaker

How to Burn a CD/DVD:

The GnomeBaker is a Disc Burning Application, that allows you to write, copy and manipulate different types of CD / DVD.

To use it, Go to **Application > Sound & video > CD/DVD Writer GnomeBaker.**
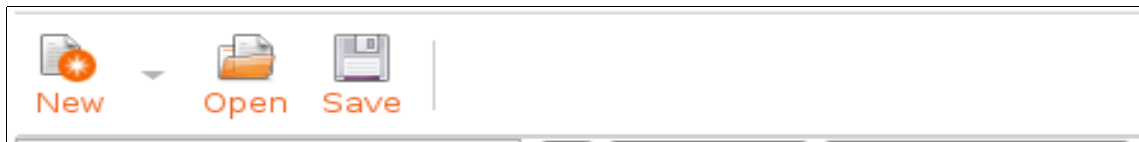
The main elements in the Gnomebaker are:

1. **Menubar** : It contains those commands that are needed to work with Gnome baker.

2. **Toolbar**: It contains the subset of commands which can be accessed from the menu bar.

3. **File Browser**: It holds the files on your system which you like to write on your CD.

4. **Compilation Browser** : It displays those files and directories that are to be written on your CD.

5. **Media Size**: It allows you to adjust the capacity of your CD.

How to create a Data CD:

1. Select **Data CD** from the *Compilation Browser* and **drag** the file that you want to burn on the CD, from the *File System Browser* to the *Compilation Browser*. Then click Burn on the lower right corner, which will show the following dialog box.

2. Choose the **Speed** to burn the CD.

3. Check the **Dummy Write** Checkbox to stimulate CD writing.

4. Select your **Writer** from the Writer drop-down menu.

5. Select the **Eject CD** checkbox to eject the CD-RW after writing is finished.

6. Select **Burn Free** option to turn on the BurnFree protection.
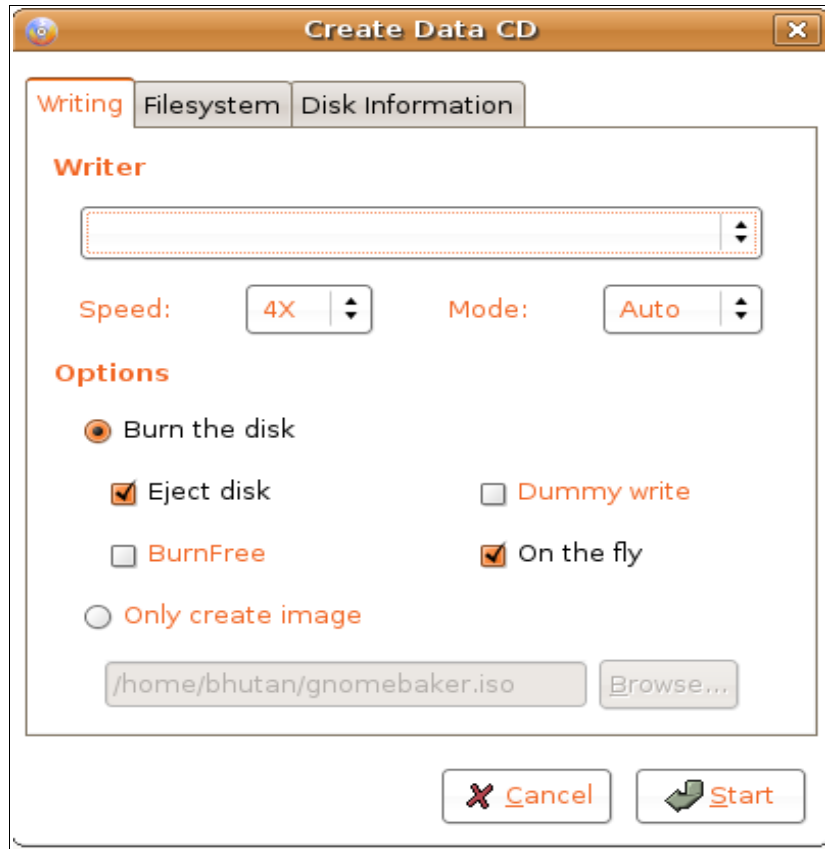
How to Copy a Data CD

1. To copy a Data CD, go to **Tools > Copy Data CD**, and a dialog box pops out having various options.

2. Select the **Reader** from the Reader drop-down menu, from which the data will be copied.

3. Select the **Writer** from the Writer drop-down menu.

4. Select the **Speed** with which you want to bum the CD.

5. Select the **Eject CD** checkbox to eject the CD-RW after writing is finished.

6. Check the **Dummy Write** Checkbox to stimulate CD writing.

7. Select **Burn Free** option to turn on the BurnFree protection.

How to Copy an Audio CD

1. To copy an audio CD, go to Tools> Copy Audio CD, ans a dialog box pop out containing various options.

2. Select the **Reader** from the Reader drop-down menu, from which the data will be copied.

3. Select the **Writer** from the Writer drop-down menu.

4. Select the **Speed** with which you want to bum the CD.

5. Select the **Eject CD** checkbox to eject the CD-RW after writing is finished.

6. Check the **Dummy Write** Checkbox to stimulate CD writing.

7. Select **Burn Free** option to turn on the BurnFree protection.

How to Erase a CD-RW/Format a DVD-RW

1. To erase a CD, go to **Tools > Blank CD-RW,** and a dialog box containing various options pops out:

   - Select the **Writer** from the Writer drop-down menu.
   - Select the **Speed** with which you want to burn the CD.
   - Select the **Eject CD** checkbox to eject the CD-RW after erasing is finished.
   - Select the **Fast Blank** option to activate this method of blanking.

2. To format a CD, go to **Tools> Format DVD-RW**.
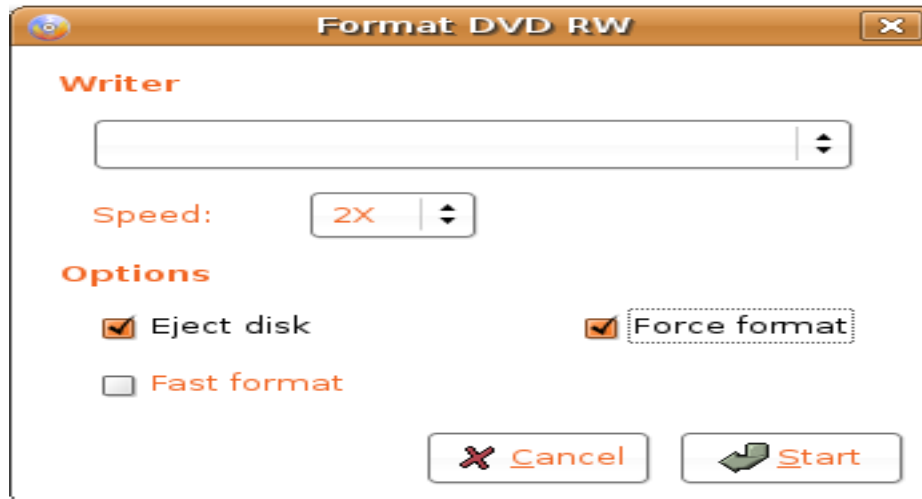
<u>How to Burn an ISO Image</u>

1. Select **Tools > Burn a CD Image / DVD Image,** and navigate through the directories after selecting the *ISO file* that you want to burn, then press **OK**.

GIMPS(GNU Image Manipulation Program)

It's a free, GNU Image Manipulation Program, replacing adobe photoshop and used to edit and manipulate images. It loads and save variety of image formats which are later used to convert between formats.

It also serve as a Paint program as it consist of drawing and painting tools like, Paint brush, air brush, clone and pencil etc. which can be applied to an image with a variety of paint modes. It also have arrays of extensive selection tools like rectangle, ellipse, fuzzy select, bezier select, intelligent select and select by colors.

Gimp also provide a variety of plugins to perform a variety of image manipulations like, bumpmap, edge detect, gaussian blur etc.

Working with GIMP:

Go to **Applications > Graphics > Gimp Image Editor,** to open a Gimp application.
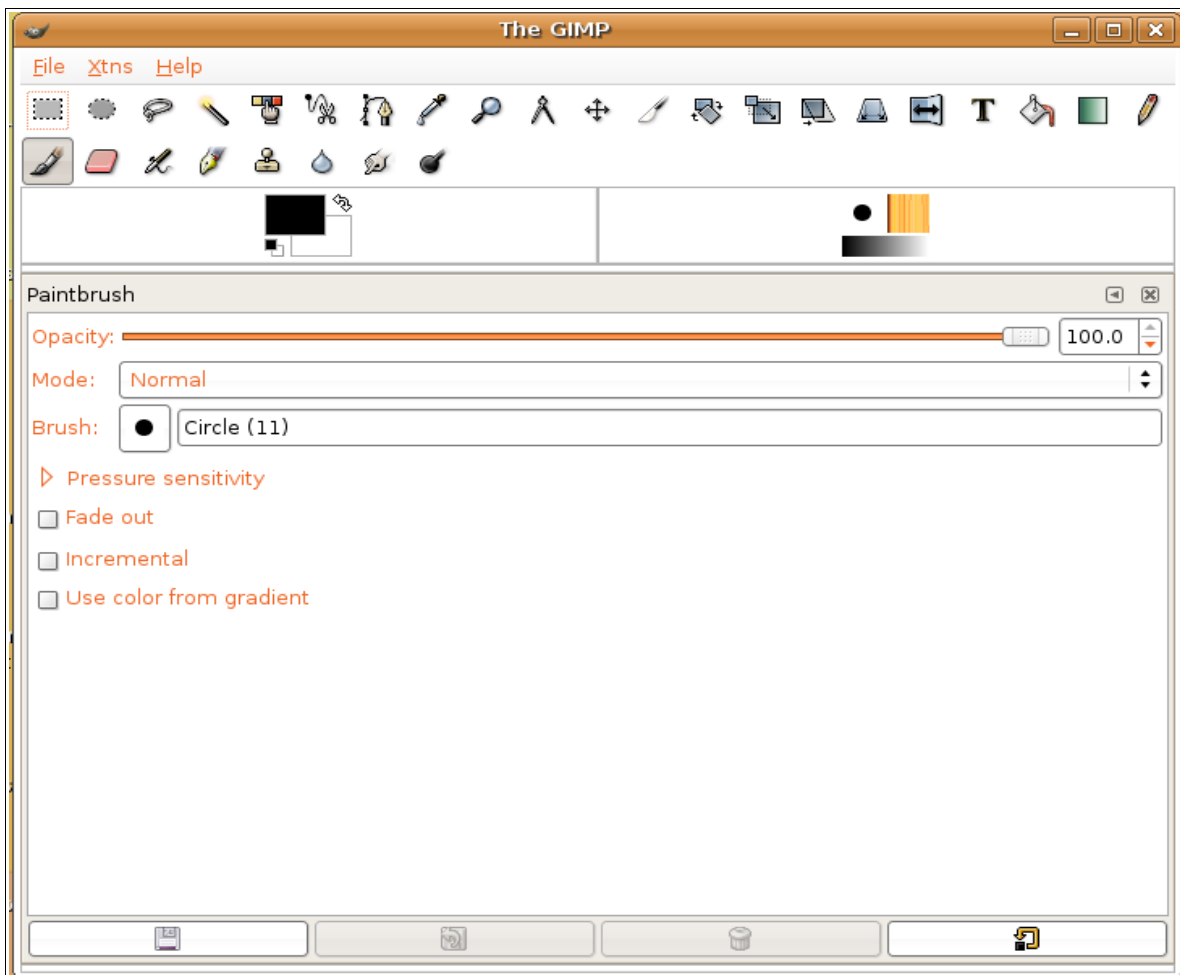
How to change the size of the image:

1. Go to the **File > Open (CTRL + O)** to browse the image you want to edit, from the files and click **Open**.

2. You can change the size of the image by **Right-clicking** on the image and click **Image > scale image**.

How to crop an image:

Cropping of an image refers to removing of unwanted areas from a photographic or illustrated image to improve framing, accentuate subject matter or change aspect ratio by using an image editing tools like Gimp in Debian Linux.

To crop the image, go to **Tools >Transform Tools > Crop & Resize (Ctrl + C)**. We usually crop the image to change the image from one shape to another, or to cut an image from a group image etc.

How to Change the Mode of an Image:

To change the mode of an image, go to **Image > Mode > RGB (default mode) / Grayscale / Indexed / Decompose**.

- ***RGB***: Go to **Image > Mode > RGB(default).**
  It's a default mode in which the image will appear with rich and high quality color images. This image mode has three color combination namely, R-red, G-green, B-blue having the intensity value from 0-255, whose combination can result in million of colors.

- ***Indexed:*** Go to **Image > Mode > Indexed**, to set the image in indexed mode.
  The indexed mode command will convert the image to an indexed mode. In this mode, the image will be encoded with colors where each pixel in the image is assigned an 8-bit color number. This colors are put in a table to form a palette colors and we can change the colors of entire pixel by changing the color in the palette.

- **_Grayscale:_** To turn your image to grayscale, select **Image > Mode > Grayscale.**
It's used to encode the color of an image from default RGB to only white, black and shades of gray(grayscale), having 256 levels of gray, from 0(Black) to 255(White).
To create a new image in grayscale, set the grayscale mode and create the image or you can even change an existing image to grayscale by enabling/ selecting '_Grayscale_' or '_Decompose_'. The grayscale files(8-bit) are smaller than RGB files.

Decompose: To decompose an image into it's color components, go to **Image > Mode > Decompose**.
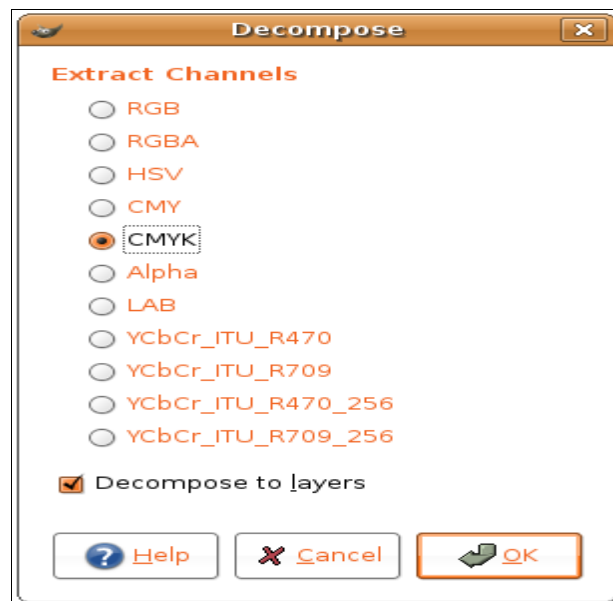
How to Flip an Image:

1. To flip an image, go to **Tools > Transform Tools > Flip (Shift+F)**. This flipping technique is used to create reflexions, by flipping layers or selections horizontally or vertically and creates a new layer with a *Floating Selection*.

How to Rotate an Image:

Rotating an image will rotate the whole image at a different angle such as rotating a selection or rotating a layer, which is used to change between the Potrait and Landscape orientation.

1. To rotate an image by 90 Clockwise or Counterclock-wise or 180, select **Images > Transform.**
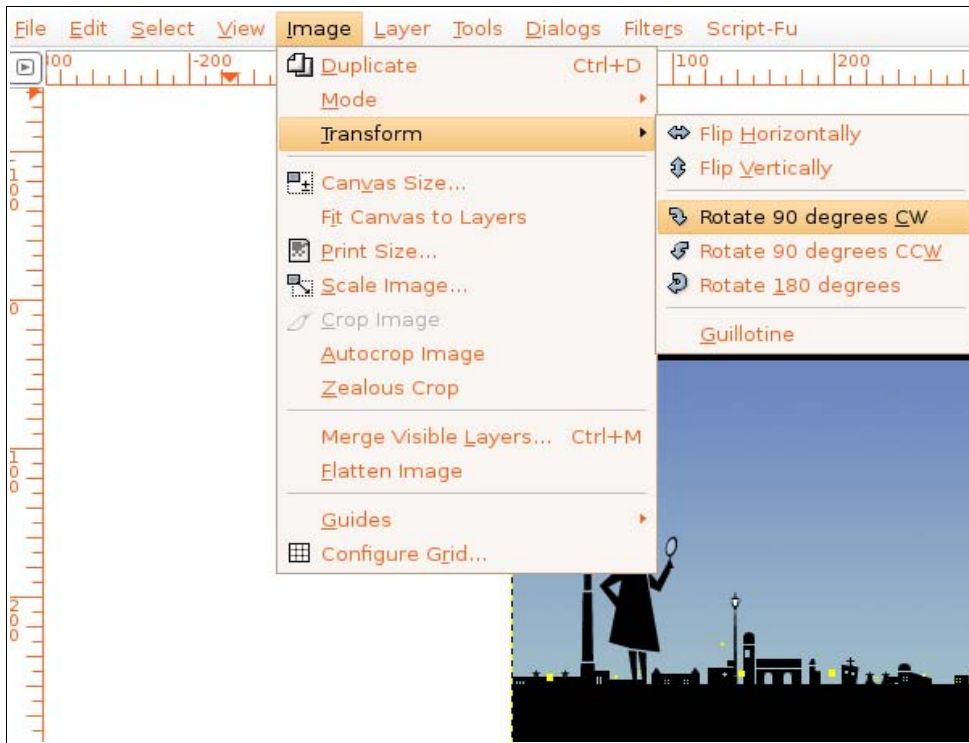
2. To rotate 90 clockwise, click **Images > Transform > Rotate 90 CW**.

3. To rotate 90 counter-clockwise, click **Images > Transform > Rotate 90 CCW**.
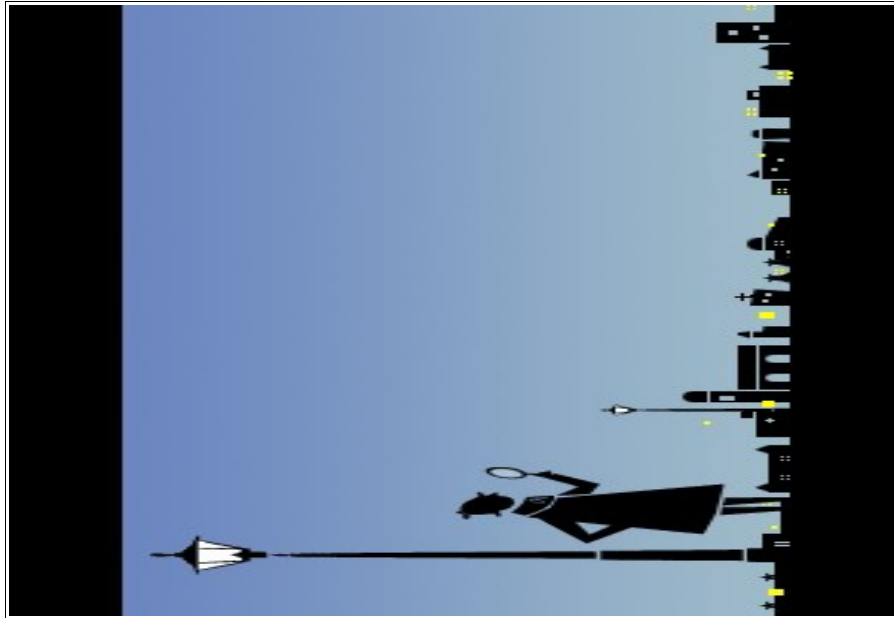
4. To rotate 180. click **Images > Transform > Rotate 180**.
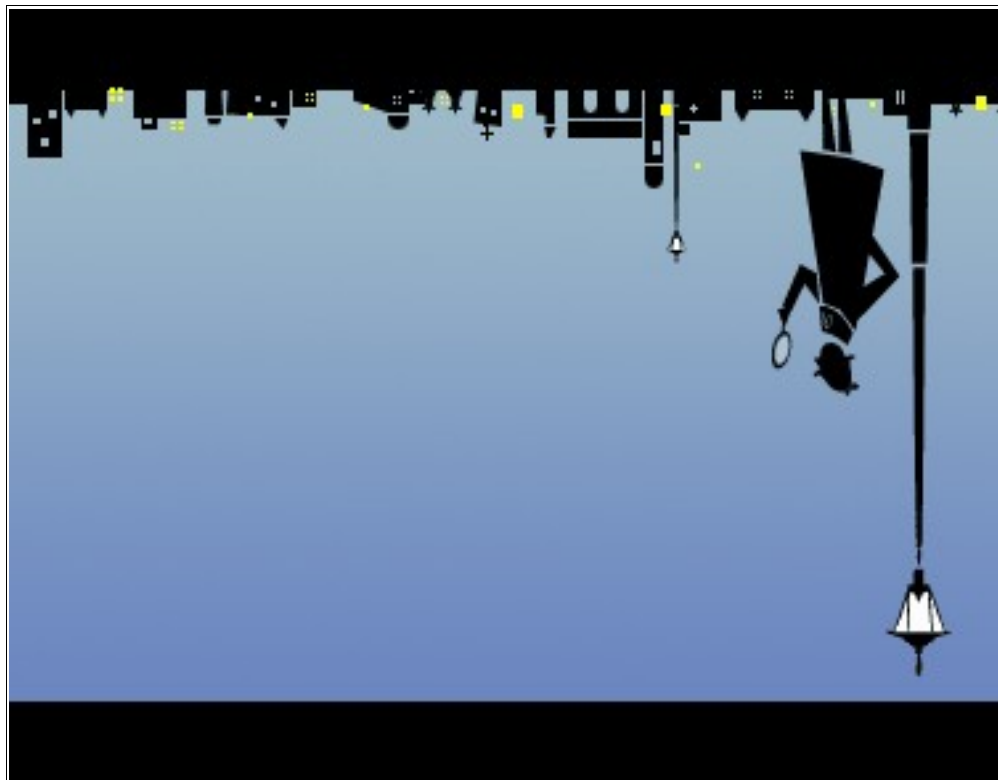
Inkscape SVG Vector Illustrator

It's an open source drawing tools, which includes features like basic shapes, path, clones, markers, alpha blending, transform, texts, gradients and grouping.

Beside it's ability to import different graphic formats like JPEG, BMP, PNG, TIFF, Postscript, EPS and export PNG and other vector-based formats, it also supports Creative common metadata, note editing, layers, complex path operations, text-on-path, text-in-shape, and XML SVG editing.

How to Create and Manage Documents

- Go to **File > New(Ctrl + N)** to create a new document.
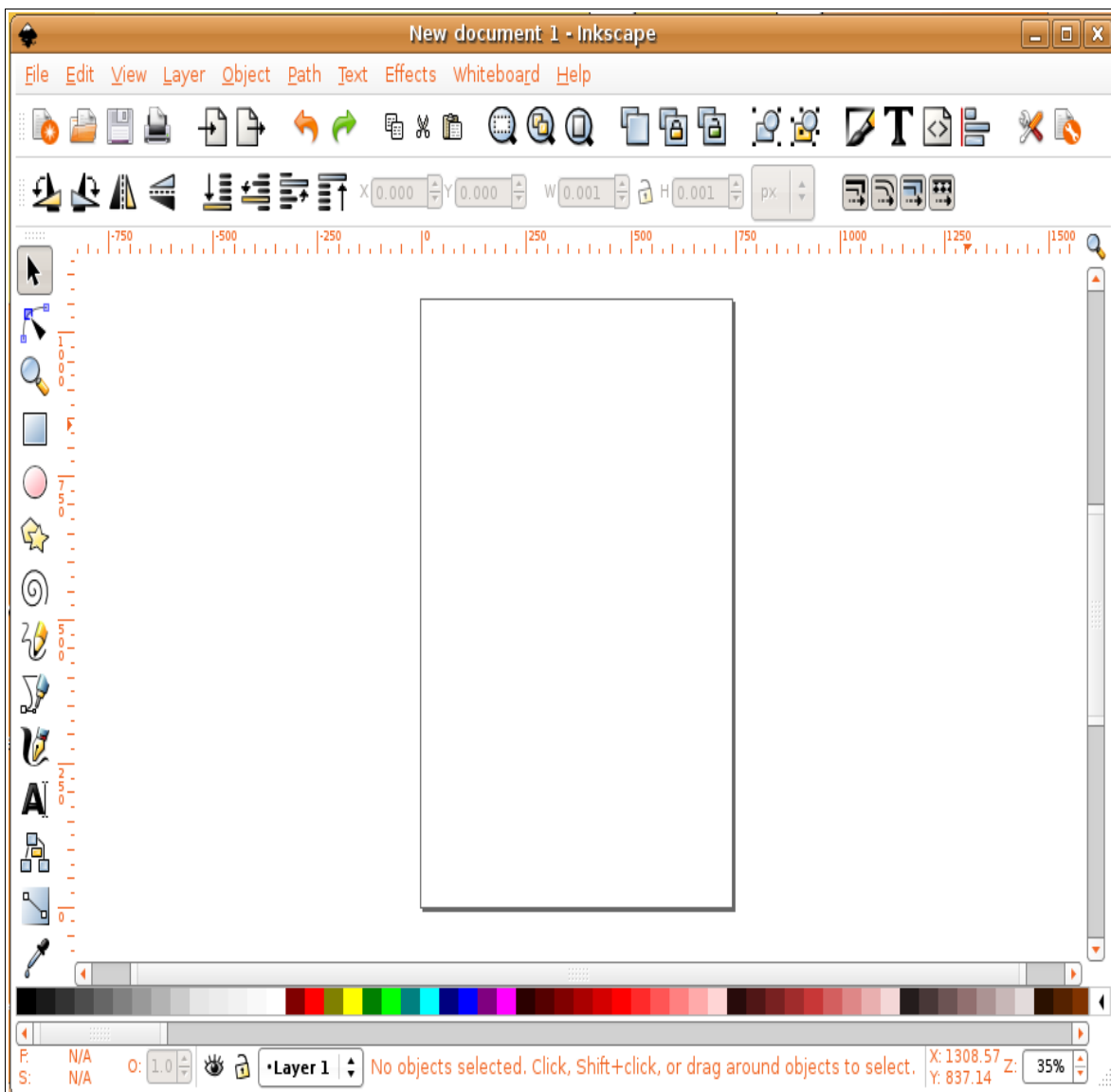
- Go to **File > Open(Ctrl + O)** to open an existing *SVG* document.
- Go to **File > Save(Ctrl + S)** to save or **Save as (Shift+Ctrl+S)** to save under a new name.
- *SVG* (Scalable Vector Graphics) is the file format used by the Inkscape.
- To open separate document windows using windows manager (**ALT + TAB**) or (**CTRL + TAB**) to cycle through all open document windows.

How to Create Shapes

- To create some nice shapes, click on the *Rectangular Tool* in the toolbar or press **F4** to **Click & Drag** it to a new document.
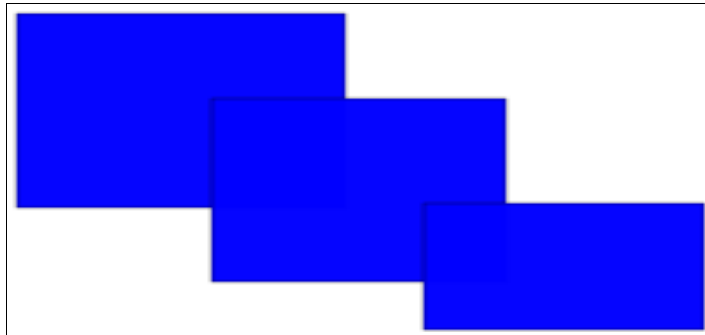
- There are also Shape Tools like ellipse, stars and spirals which displays one or more diamond-shaped *handles* and will respond when they are dragged to a new document.
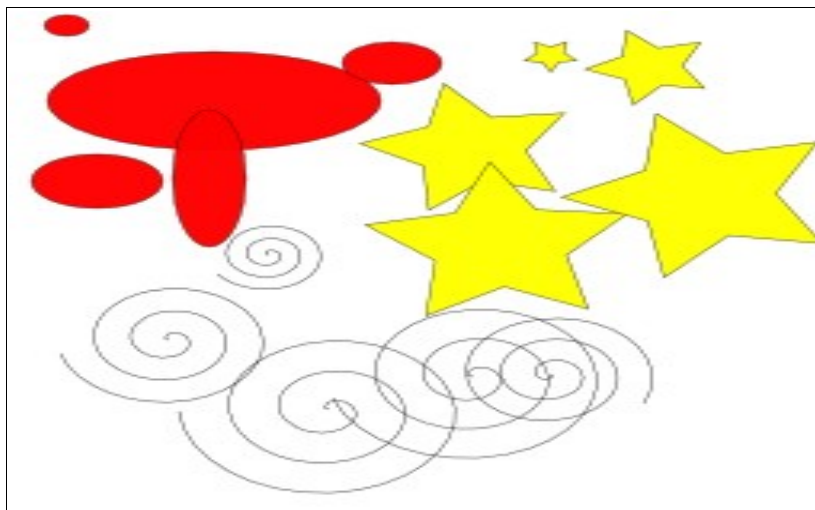
- The Control Panel are used to tweak the shapes i.e it's control affect the currently selected shapes and set default to newly created shape.

- Press **CTRL + Z** to *Undo* the last action and press **SHIFT + CTRL + Z** to *Redo* the action.

How to Move, Scale and Rotate

To perform the above operation, *Selector* is the most frequently used tool. In selector, you can also enter the numeric values to set exact values for X and Y, and also size (W and H) of the selection.

Hit the **Space tab** or **F1** to select any object on the canvas, where the rectangle will have eight-arrows around it, which allows you to:
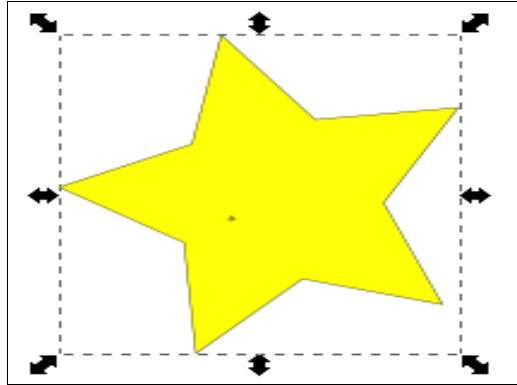
1. **Move** : *Drag* the object to move it and restrict the horizontal and vertical movement by pressing **Ctrl.**
2. **Scale** : *Drag* any handle to scale the object and press **Ctrl** to preserve the original height/width ratio.
3. **Rotate** : *Drag* the corner handles to rotate the object and *drag* the cross mark to position the center of rotation. To restrict rotation to 15 degree steps, press **Ctrl**.
4. **Skew** : *Drag* the non-corner handles to shear the object and to restrict skewing to 15 degree steps, press **Ctrl**.

How to Transform Object Using Keyboard

1. To *Scale* an object , press **<** and **>** keys. By default, scaling is done by 2px, and along with **SHIFT**, it scales to 10 times. To scale 200% or 50% of the original, press **Ctrl+>**(scale up) or **Ctrl+<**(scale down) respectively.
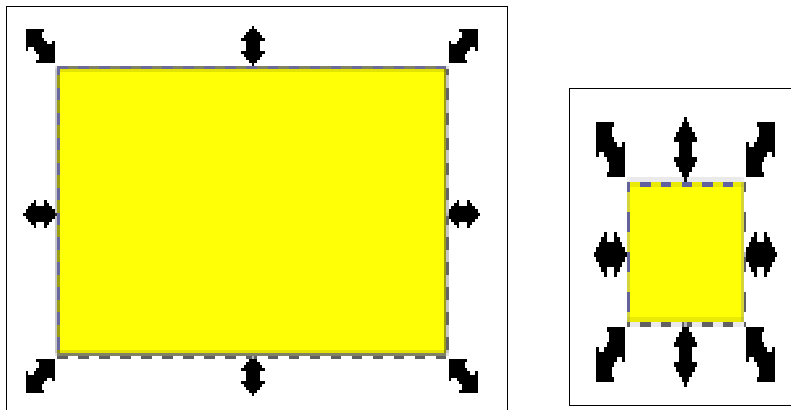
2. To *Move* an object, press **Arrow** keys. By default, moving is done by 2px, and along with **SHIFT**, it moves to 10 times.
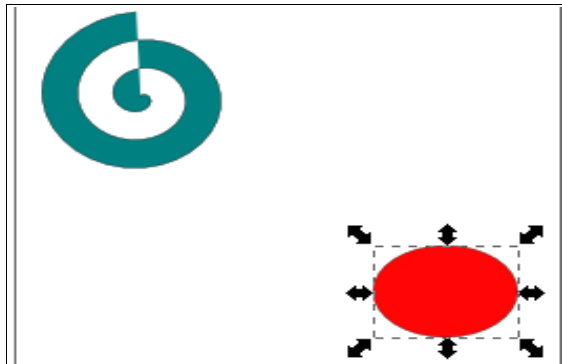
3. To *Rotate* an object, press **[** and **]** keys. By default, rotation are by 15 degrees and using **Ctrl**, it rotates by 90 degrees.
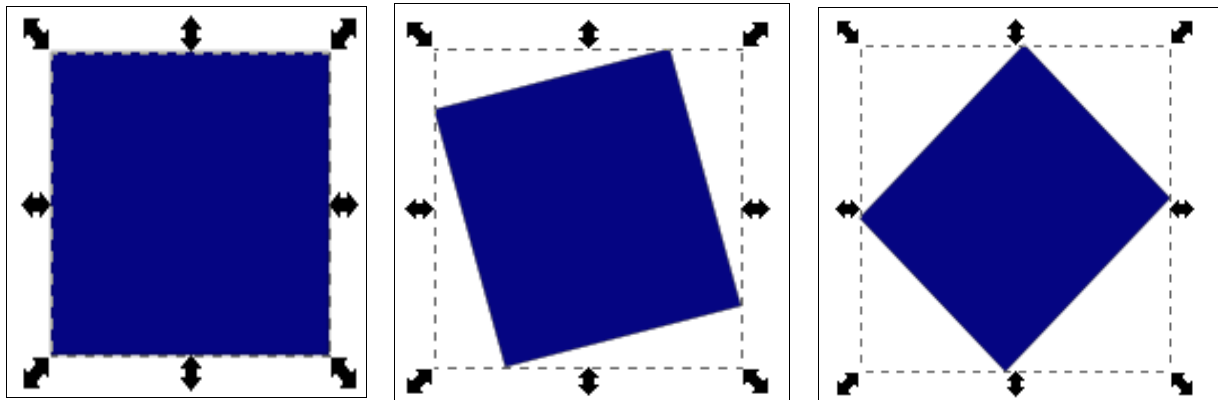
4. For P*ixel-Size Transformation*, use **Alt + Arrow** keys to move the selection by 1 pixel at the current zoom. Similarly, use **Alt + >** and **Alt + <** to scale the object by one screen pixel and to rotate, use **Alt+[** and **Alt+]** to rotate the object by one screen pixel.

How to Select Multiple Objects

Rubberband Selection is a technique of selecting numbers of objects simultaneously by **SHIFT+CLICK**ing them or dragging around the object that you selected which creates a rubberband.

1. To exclude it from the selection, press **SHIFT+CLICK**.
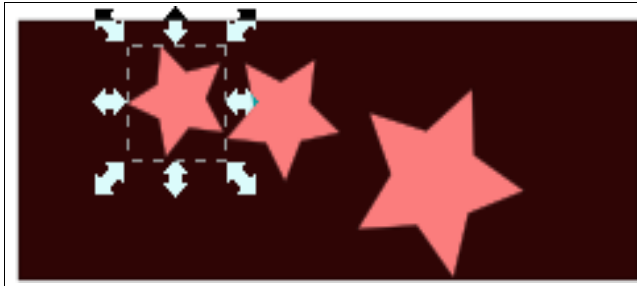
2. To deselect any selected objects, press **Esc** key.

3. To select all the object in the current layer, press **Ctrl+A**.
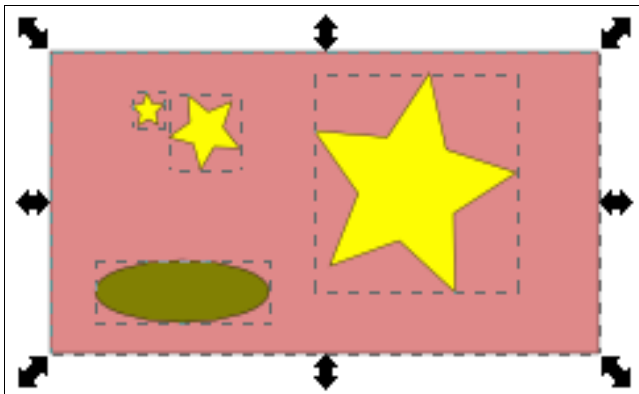
How to Create a Group

A *Group* is a collection of several objects which behaves as a single object when it's being dragged or transformed.
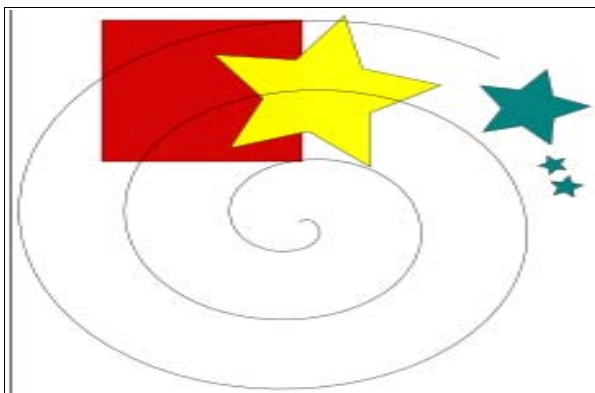
1. Press **Ctrl+G** after selecting one or more objects to create a group.
2. Press **Ctrl+U** to ungroup the top-most level of one or more groups, and to completely ungroup a deep group-in-group, press **Ctrl+U** repeatedly.
3. Click **Ctrl+Click** to edit an object within a group.
4. Click **Shift+Ctrl+Click** to edit several objects for multiple selection regardless of grouping.

How to Fill and Stroke

1. Press **Shift+Ctrl+F** to open Fill and stroke dialog box, which consist of three tabs namely *Fill, Stroke Paint* and *Stroke Style*.
   - **Fill** : It's used to edit the fill the interior of the selected objects, by selecting the fill type, no fill(X), flat color fill and linear or radical gradients. The Color Picker's tab (RGB, CMYK, HSL and Wheel) are used to select a color and set the opacity for the selected object.

   - **Stroke Paint** : It's used to remove the outline(stroke) of an object and assign any color or transparency to it. To select the Dropper tool, click **F7** and click on the drawing tool to assign (**Shit+Click**) the selected color.

   - **Stroke Style** : It's used to set the width and other parameter of the stroke.

Using Gradient instead of Flat color will create the objects and it's color from opaque to transparent.

How to Scroll the Document Canvas
Panning(scrolling) a document canvas in Inkscape can be done by:

   - Press **Ctrl+arrow** key to scroll by keyboard.
   - Press **Ctrl+B** to show or hide the scrollbars.
   - Press **Shift+wheel** of the mouse to scroll horizontally or only use wheel on the mouse to scroll vertically.

How to Align, Duplicate and Distribute
   - To *Duplicate* an object, click **Ctrl+D** and you will find that the duplicate object is selected and placed over the original object, which can later be dragged away by an arrow keys or a mouse.
   - Press **Ctrl+Shift+A** to open an *Align Dialog* box, to align the objects neatly and distribute equispacedly. This can be done by Pressing **Shift+Click** to select all the squares and press ' *Center on horizontal axis* ' button and ' *Make horizontal between objects equal* ' button.

How to Stack the Objects in Z-Order
To stack objects in Z-order refers to the order in which the objects are stacked in a drawing or to which objects are on top and obscure others.

The four commands in the Object menu:

1. Click **Home** key to Raise the selected objects to the very Top of the current layer's Z-order.

2. Click **End** key to Lower the selected objects to the very Bottom of the current layer's Z-order.

3. Click **Page Up** key to Raise(emerge) the selected object one step only.

4. Click **Page Down** key to Lower(sink) the selected object one step only.

5. The **Tab key** and **Shift+Tab** key are used to select the *Bottommost* and *Topmost* objects respectively in *Z-Order*.

How to Select an Under-the-Surface Objects

To select an object which is *hidden under another object*, use the two command **Alt+Click** and **Alt+Drag**.
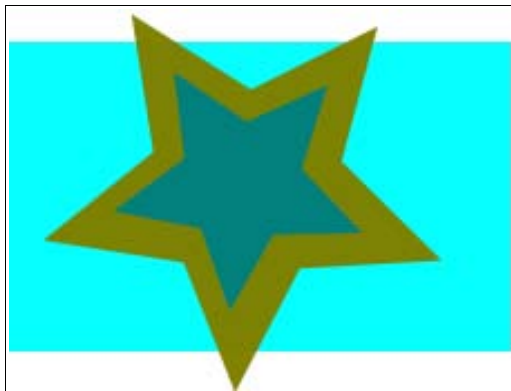
1. Press **Alt+Click** to select the top object and again hit **Alt+Click** to select the object below the top one. Once bottom object is reached, next **Alt+Click** will again select the topmost object.
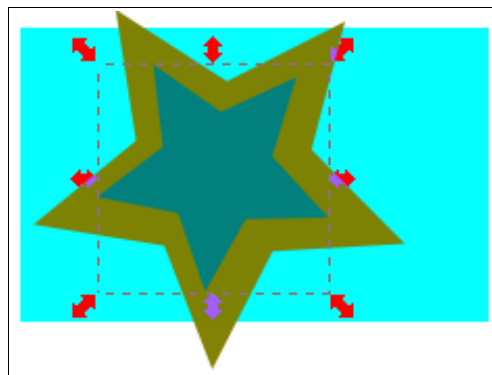
2. Press **Alt+Drag** to move the current selection.
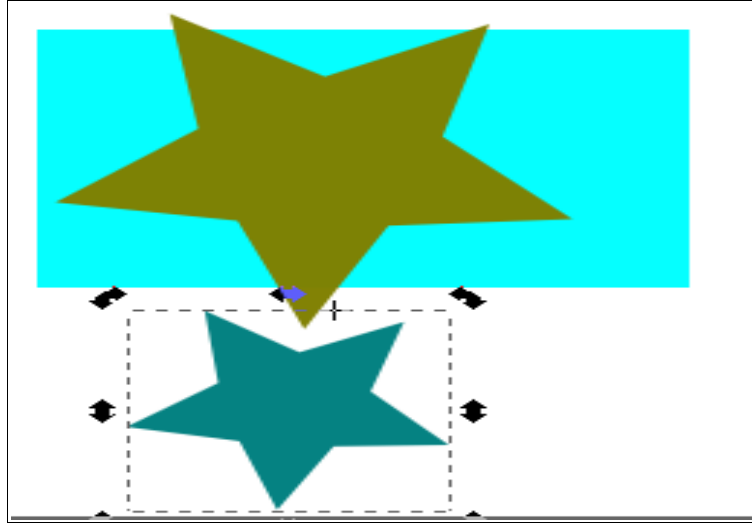
How to Copy, Cut and Paste

1. To *Copy* an object, click **Ctrl+C.**

2. To *Cut* an object, click **Ctrl+X**.

3. To Paste an object, click **Ctrl+V**.

4. Use *Paste in Place* (**Ctrl+Alt+V**) to paste the object in the original place from which they were copied.

5. Use *Paste Style* (**Shift+Ctrl+V**) to assign the styles (fill stroke, font settings etc) of first object on the clipboard to the current selection.

How to Create Texts
Inkscape offers it's text capabilites like creating long and complex texts, creating small text objects like captions, logo, diagram labels, banners, headings etc. Follow the following steps to create texts in Inkscape:

1. Go to **Text Tool** (**F8**) to create a text object and click in a document where you want to type your texts.

2. Open *Text and Font Dialog* box (**Shift+Ctrl+T**) to edit the selected text object on the canvas.

3. To adjust the spacing between letters and lines, use **Alt+<** and **Alt+>** which changes the letter spacing in the current line of a text object by 1 px at the current zoom.

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Original

Inkscape is fun.

After reducing the space

Inkscape is fun.

4. Use **Alt+ Right** and **Alt+Left** to shift letters horizontally and press **Alt+Up** or **Alt+ Down** to move them vertically.

5. To adjust line spacing in multi-line text objects, click Ctrl+Alt+< and Ctrl+Alt+> to space it in or out, so that overall height of the text object changes by 1px at the current zoom.

Iceweasel Browsers

Iceweasel is a free software derivation of the Mozilla Firefox web browser.
Browser is a software program to view, interact and surf various types of Internet resources available on World Wide Web.

In DzongkhaLinux, the browsers used are Iceweasel Web Browser(Firefox), Epiphany Web Browser, Iceape Web Browser etc.

To start Iceweasel Web browser in Dzongkhalinux, go to **Application > Internet > Iceweasel Web Browser(Dz)** will render Dzongkha fonts.

Iceweasel Browser:
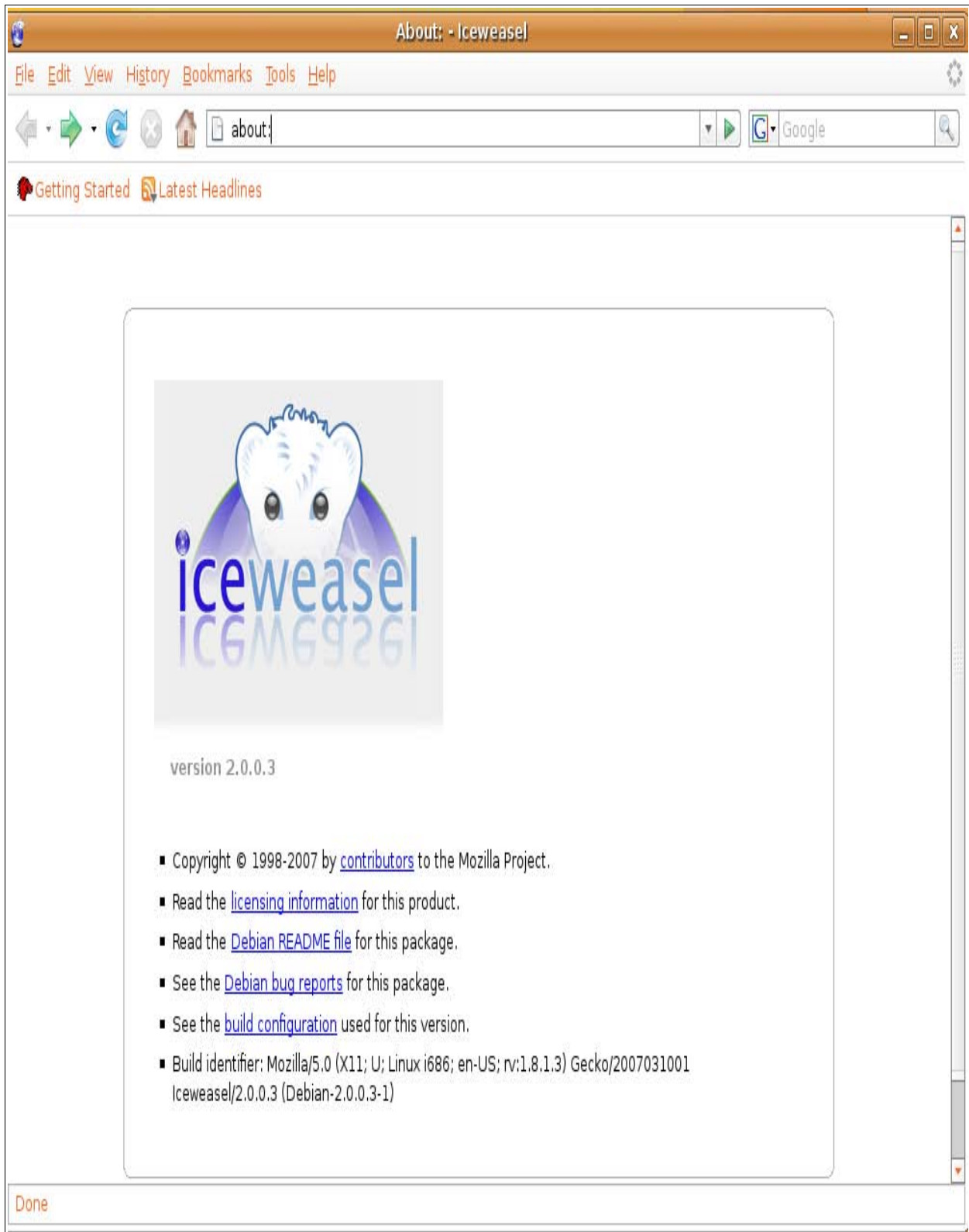
How to Access a Web Page:
Click on the **Location Bar** to select the URL that's already there or you can also type a new URL you want to visit, which replaces any text that was in the Location Bar.

1. Click **Go** or hit **Enter**.
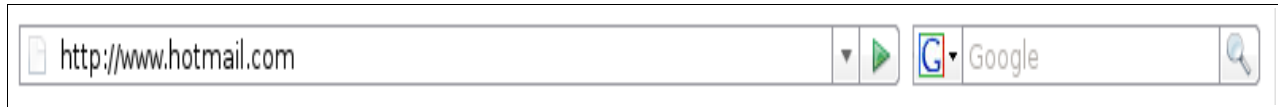
How to Use Links to Navigate to Other Pages:
The pointer when ever moved over the link will change into a pointing finger. Links can be an underlined texts, images and buttons.

1. As soon as link is clicked, the Network locates the page that link has been pointing to, and at the bottom of the window, there the status message appears.

How to Retrace/Revisit Pages:

1. Click **Forward** button or **Backward** button on the main tool bar to go back or forward one page.

2. You can also click the **small triangles** on the Back and Forward button, which will show a list of pages you have visited. So, choose the page you want to return to, from the given list.
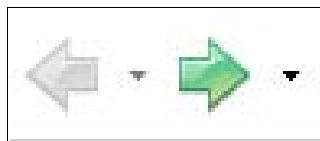
How to Stop and Reload a Page:

1. Click the Stop button to stop viewing the page.

2. Click the Refresh button to refresh the current page and to get the most up-to date version.

How to Use Tabbed Browsing:

Tabbed Browsing is a fast and easy technique to open more than one web page at a time within the single Navigator window.

This not only free up space on your desktop but also can open, close, reload web pages conveniently in one place without having to switch to another window.

1. To open a new tab, go to **File > New Tab** or use shortcut **Ctrl+T**.

2. To close it, right-click on the tab and select **Close Tab**.
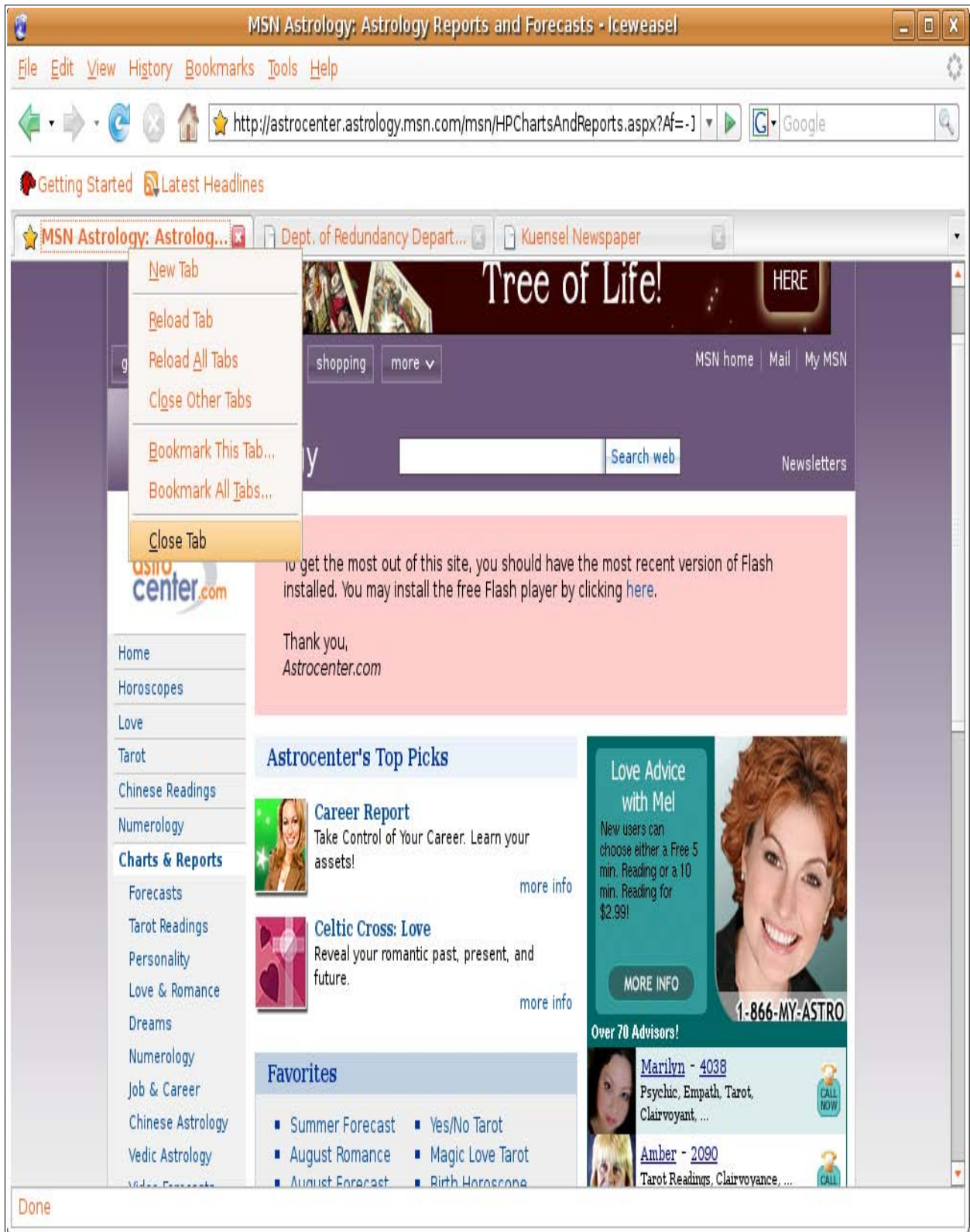
How to Use a Bookmark:

Bookmark is a web page address(URL) that is stored to view easily, by choosing the bookmark's name from the Bookmark's menu.

1. To Bookmark a current page, go to 'Bookmark's' menu and click '**Bookmark This Page**'. Your Bookmark will be listed in the Bookmark's Menu.
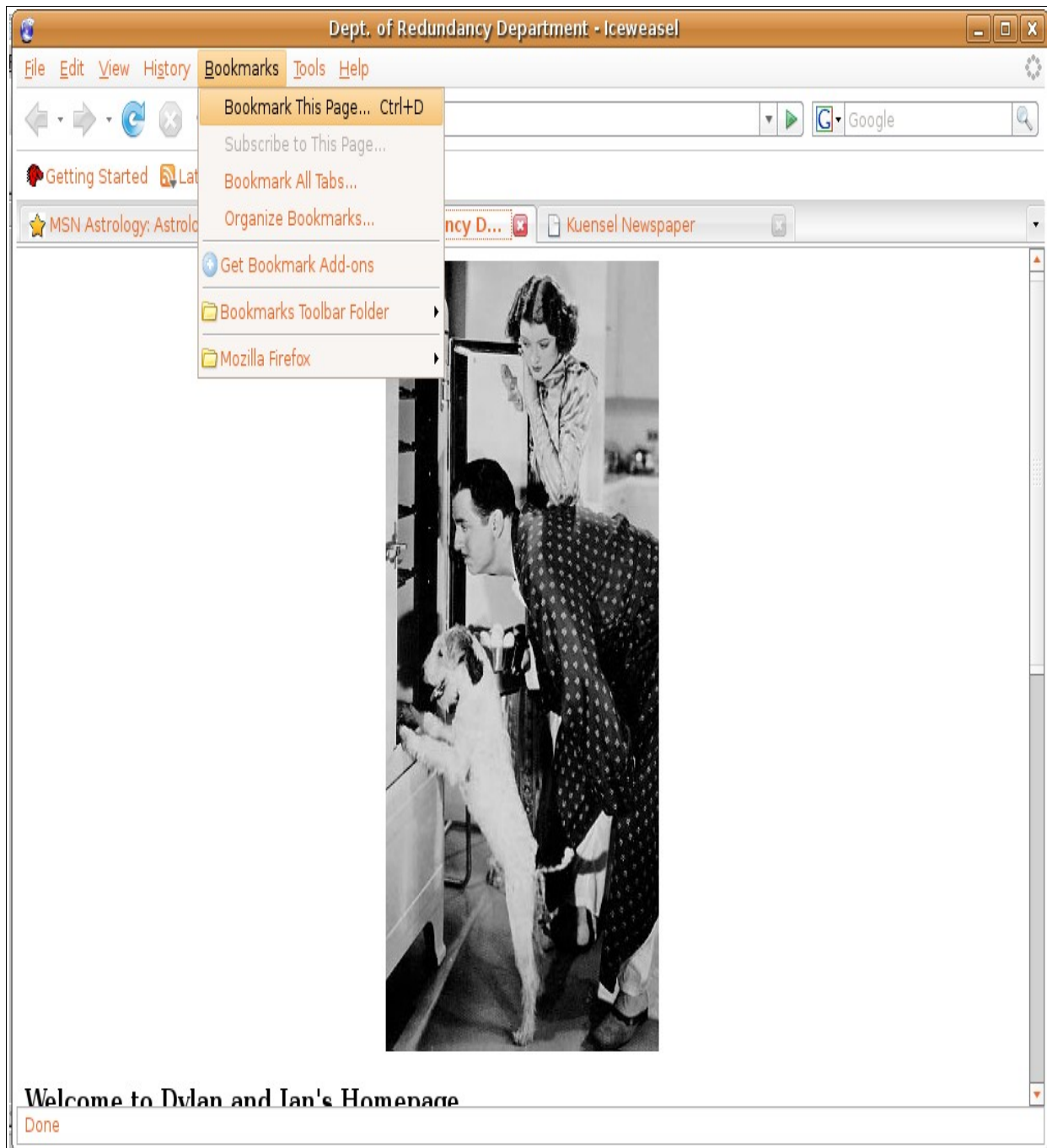
1. To open a Bookmarked page, go to '*Bookmark*' menu and click the '*name of your bookmarks*' in the list.
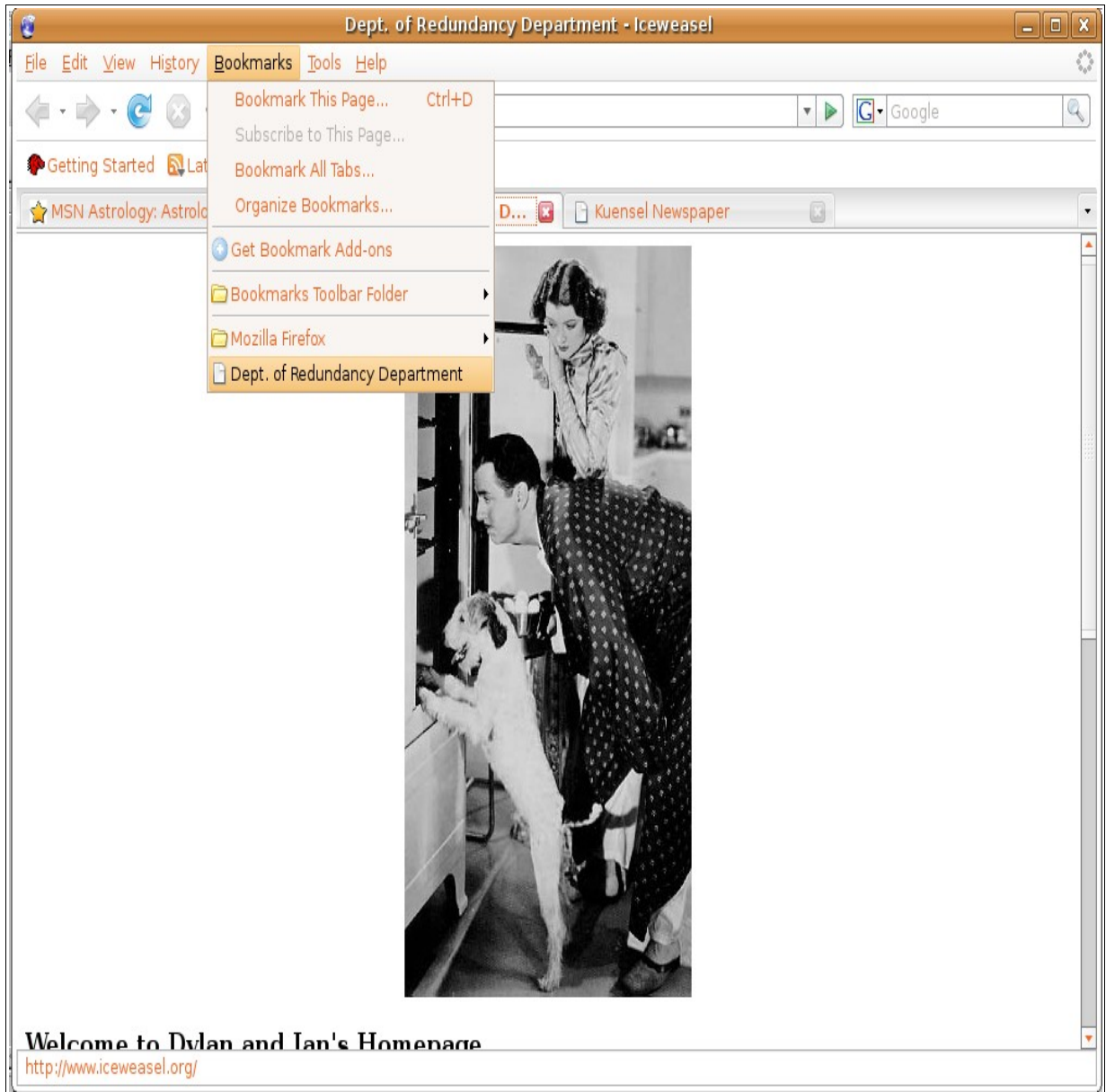
How to Save a Web Page:

1. Go to **File > Save Page As,** and type in name and click **Save**.

How to Print a Web Page:

1. Go to **File > Print**, to print a web page or simply press **Print** icon in the main toolbar.

How to Search a Web:
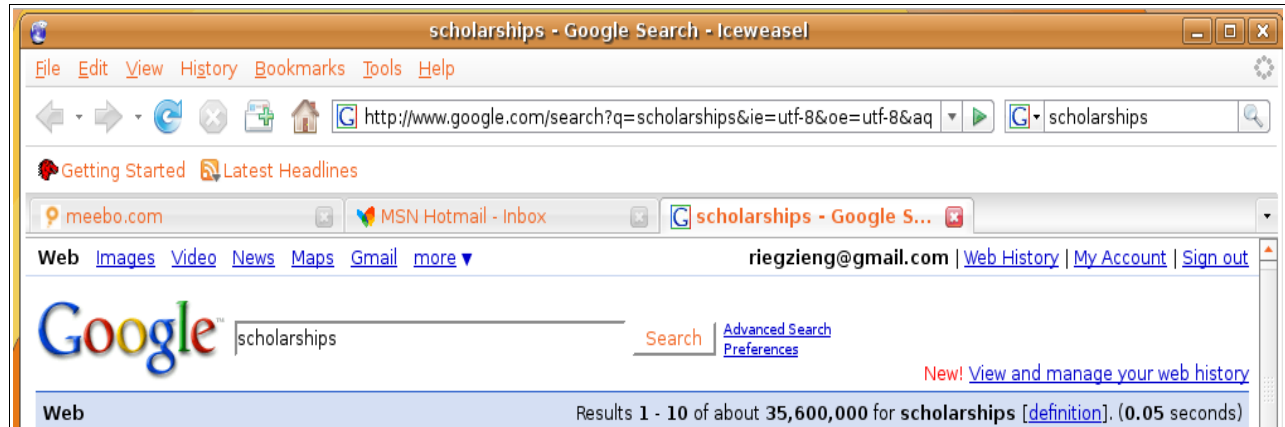
1. Enter the text you want to search, in the Search Bar(next to Location Bar), and click **Search** button.
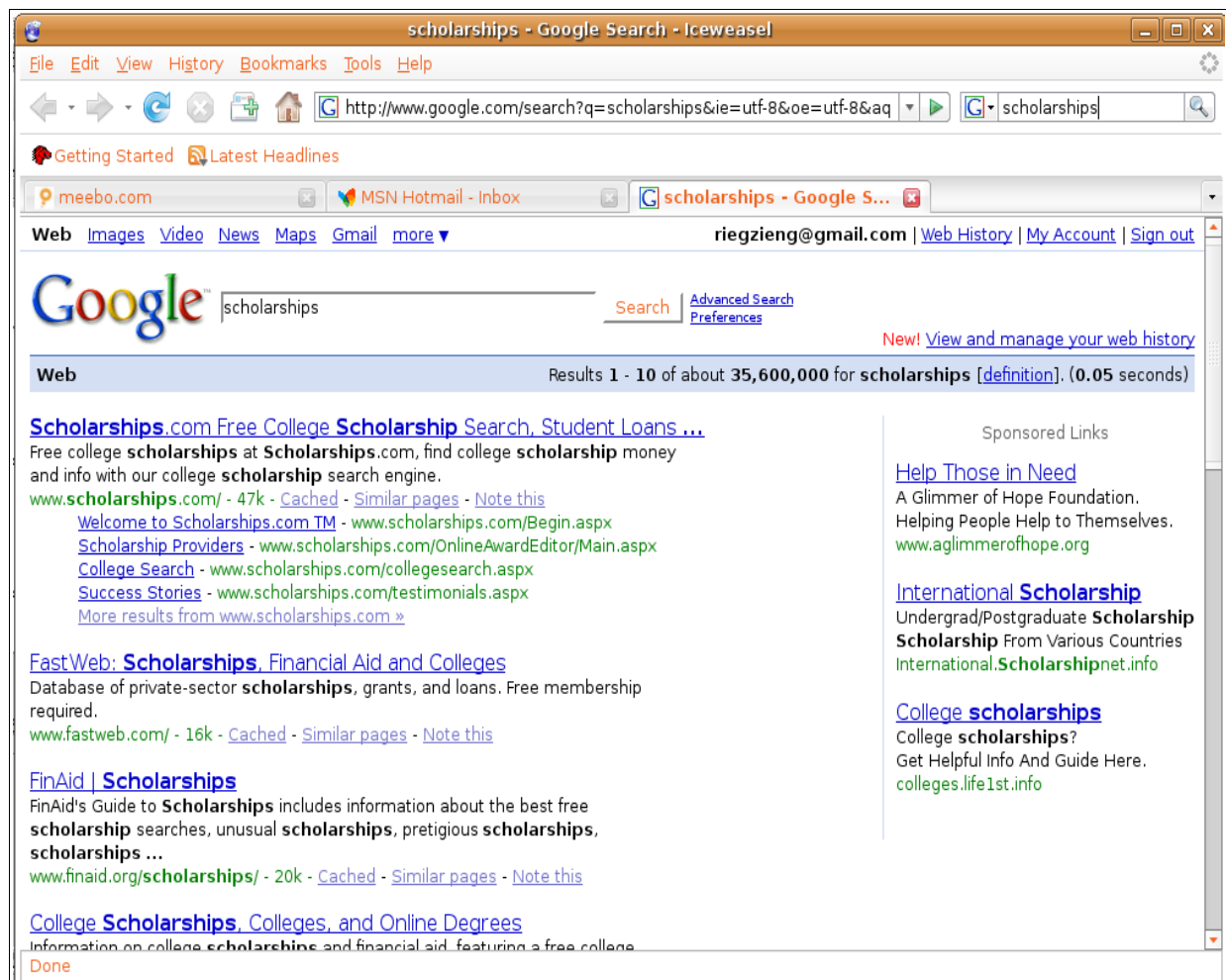
Iceweasel Preferences:

1. Go to **Edit > Preferences.**
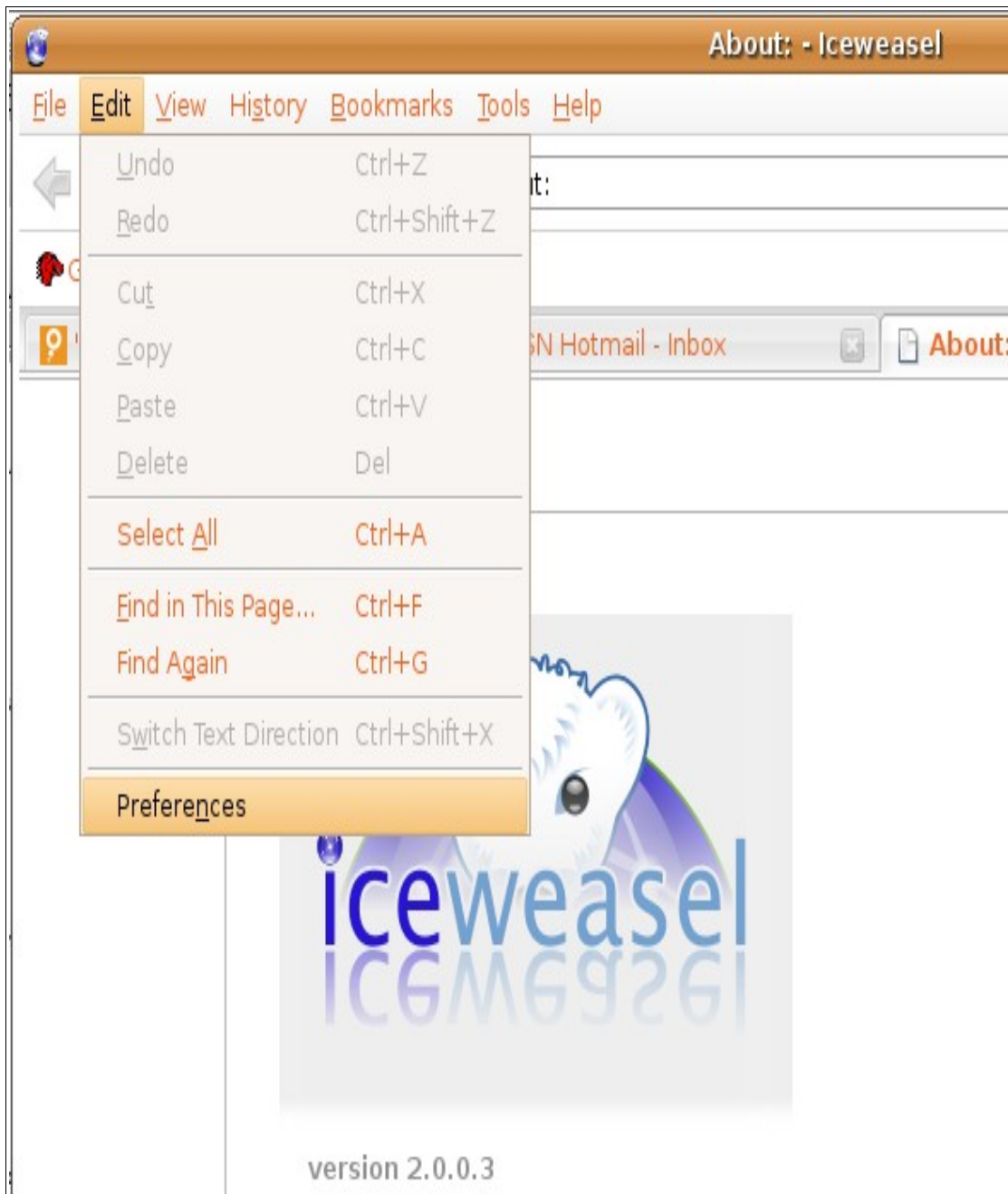
2. In the Preferences Dialog box, the user can change the preferences like the Main, Tabs, Contents, Feeds, Setting the Privacy and security and Advanced tools.

Icedove Mail Client

Icedove is a Free, Open-Source and Cross-Platform Thunderbird mail client suitable for free distribution. It's robust and easy to use client, similar to Outlook Express(Windows) and Evolution(in Openoffice.org).
The advantage of Icedove mail client over the MS Outlook Express are:

1. It's *User-friendly*, easy to install and easy to use.
2. It's a *Open-Source* which mean the source code behind the application is freely available over the web, to any programmer who wishes to shape the future development of the Mozilla Suite.
3. It's a *Free software*, meaning you can download it from the web free of charge.
4. It's *Cross-Platform*, as you can use it with both Windows and GNU/Linux operating system.

How to Create a New Account:

1. Go to **Application > Internet > Icedove Mail Client,** a *Local Folder* dialog box appears.
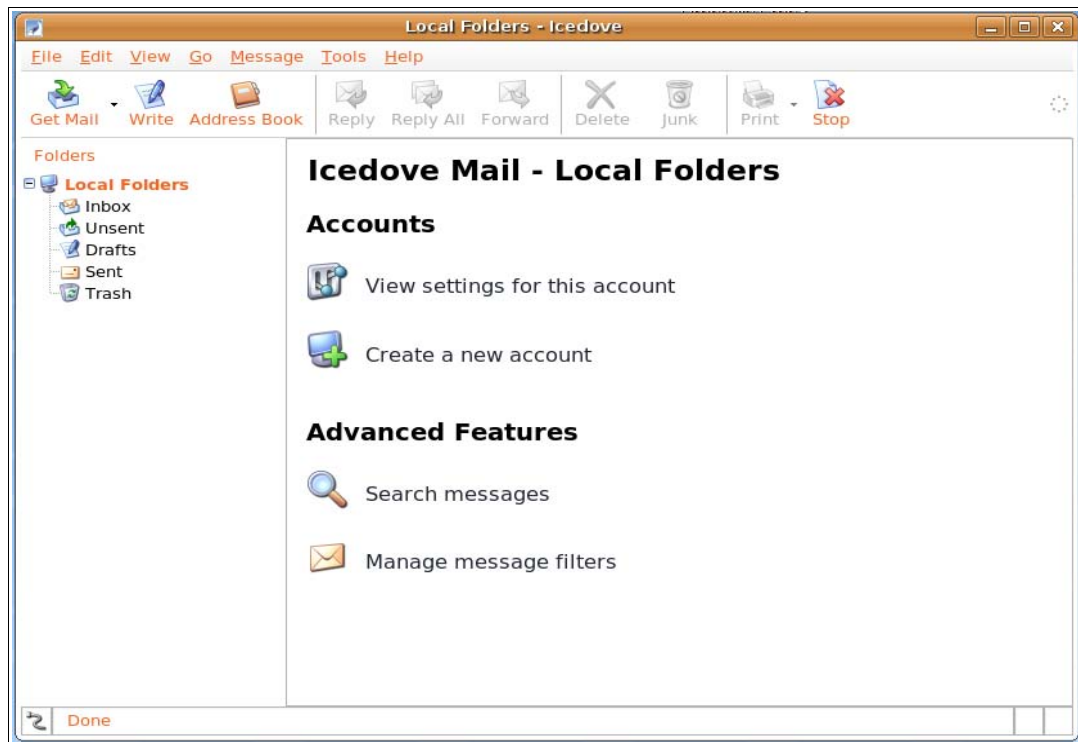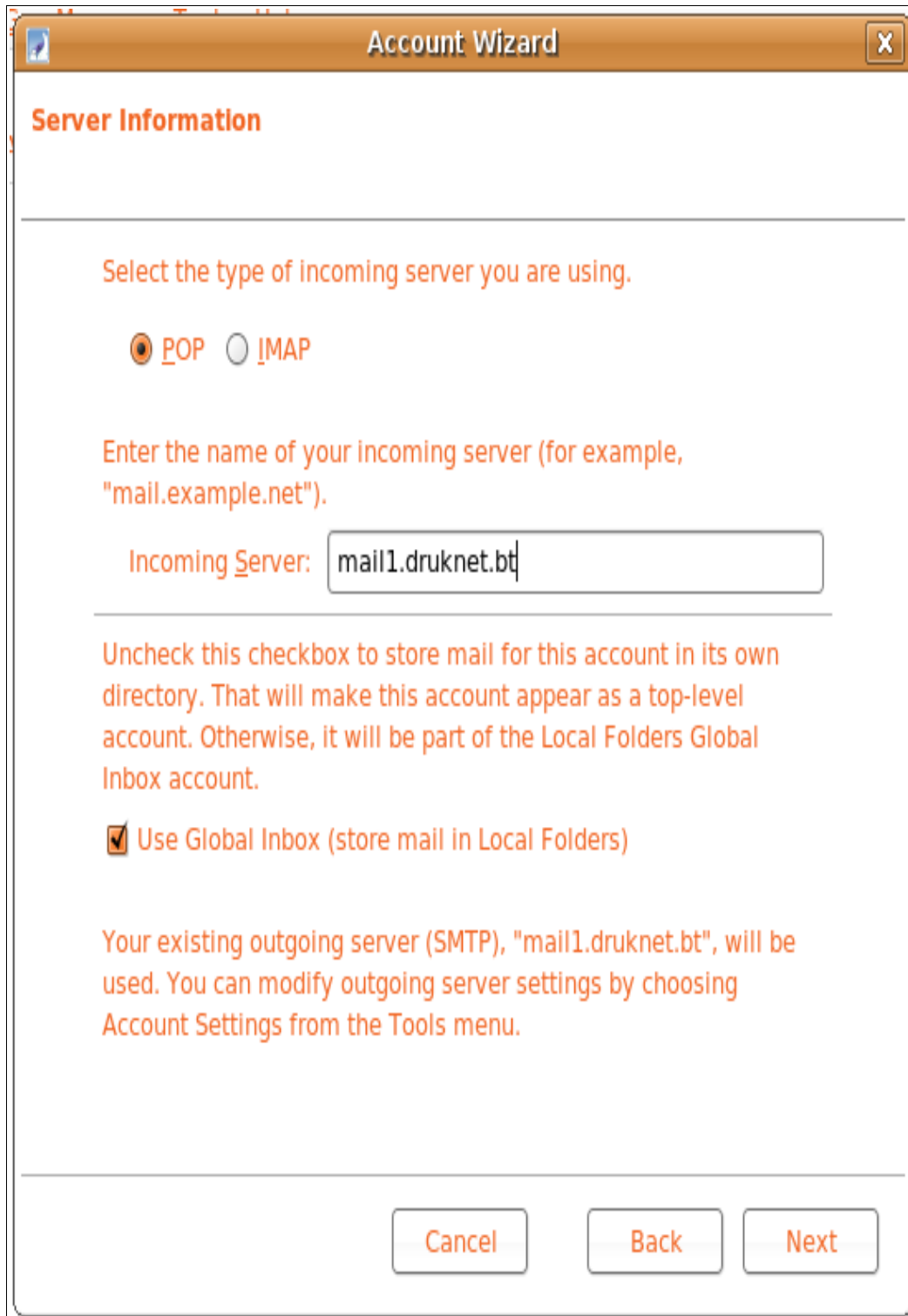
2. Click **Create a New Account** button and you will get an *Account Wizard* dialog box.
3. Then select the type of account you want to create Choosing the **Email Account** as your account type and click**Next**.
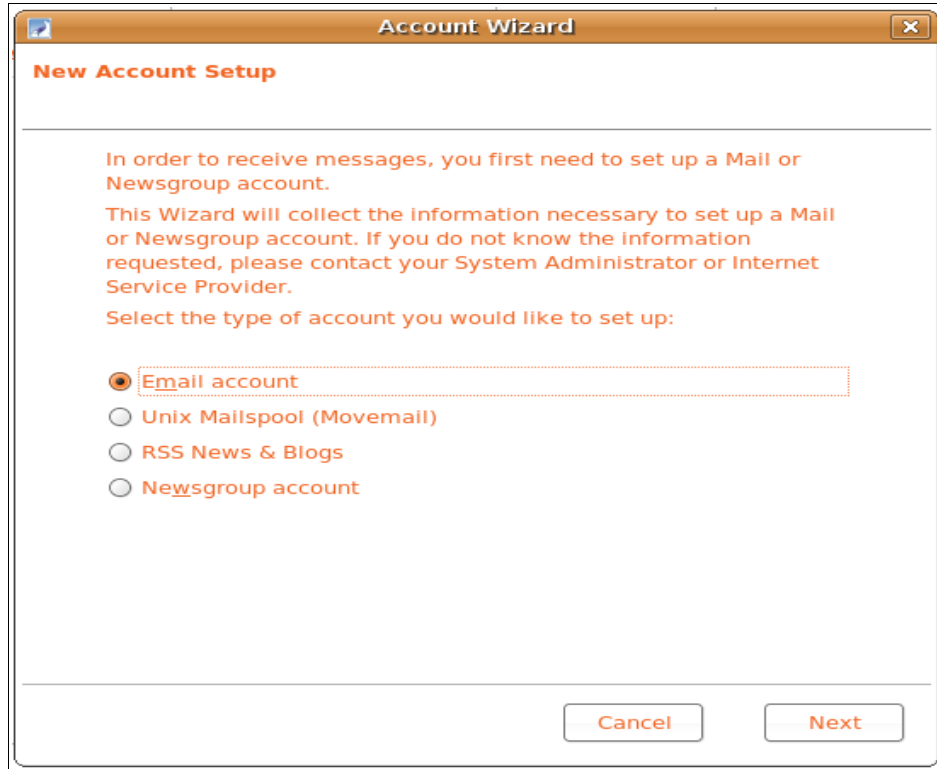
4. Enter your **Name** and **Email Address** to send and receive your mails and click **Next**.
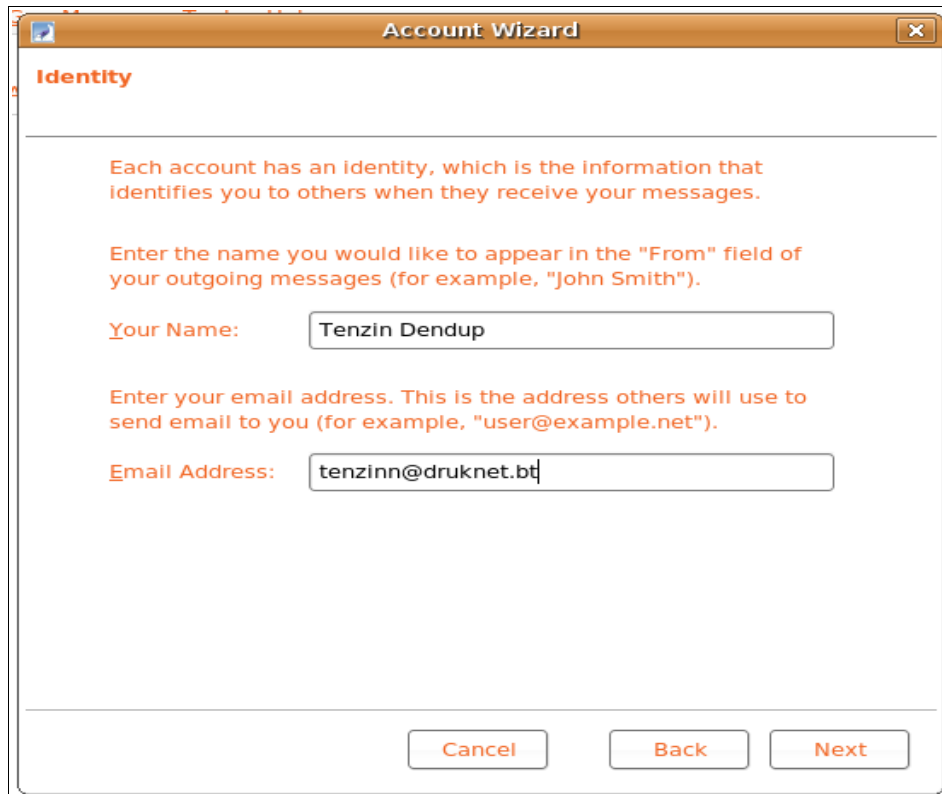
5. Fill the Server Information dialog box by Choosing **POP** as the *Incoming Server* and enter the *Name of Incoming Server as* "**mail1.druknet.bt**". Keep the checkbox "*Use Global Inbox*" as **checked** to to add more email account later and click **Next**.

6. Then enter the *Incoming User Name (eg. tenzinn)* given to you by the email provider and click **Next**.

7. Enter the user's **Account Name** and click **Next**.

8. Your account will be be created and here you have to verify the information are correct. The checkbox which is checked by default will automatically check the emails on your provider's server as soon as you click the **Finish** button.
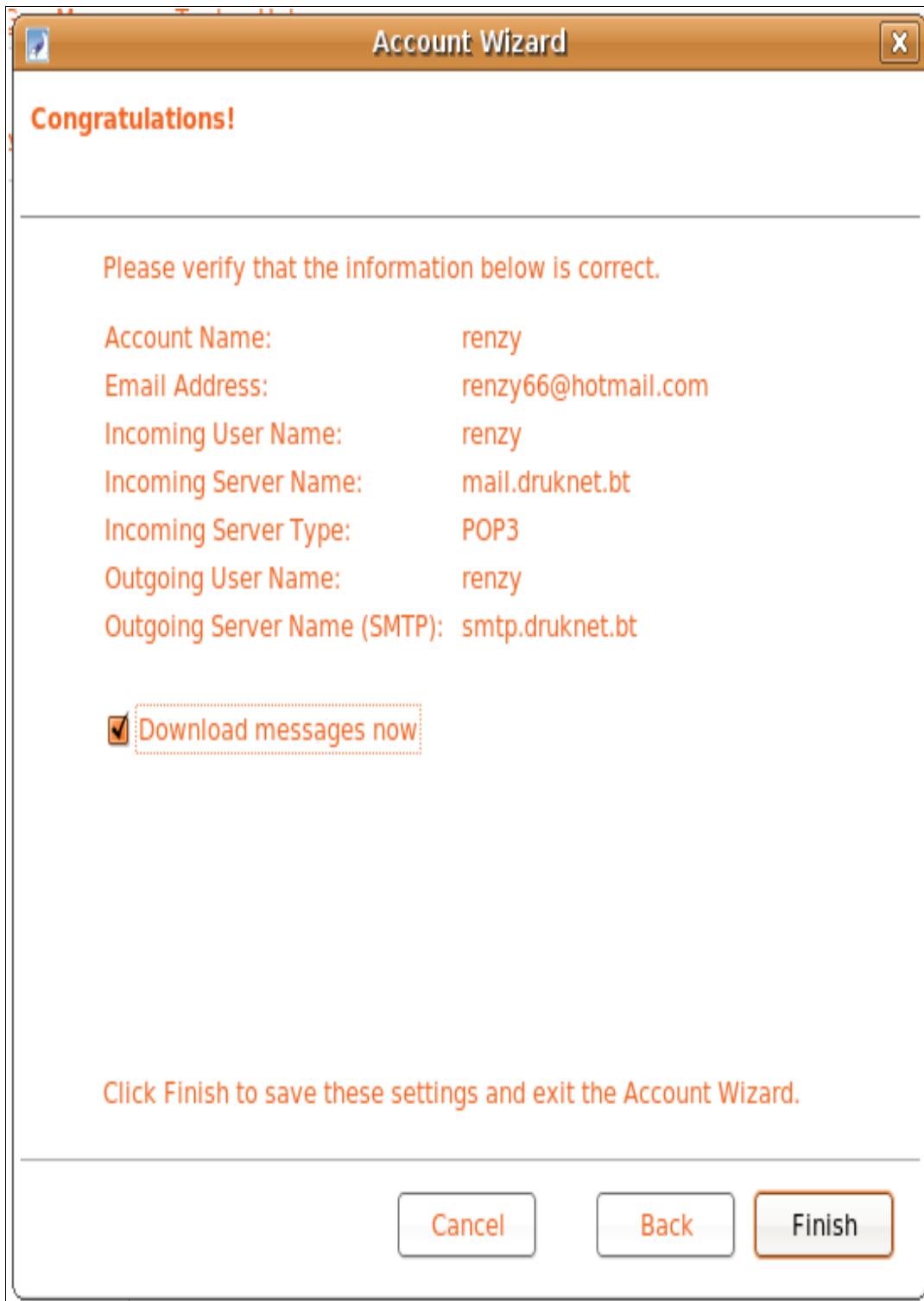
9. Icedove will prompt you for the email account's **Password**. If you are the only one using your computer, you can leave the checkbox checked, so that you don't have to enter the password everytime. Otherwise, leave it unchecked.
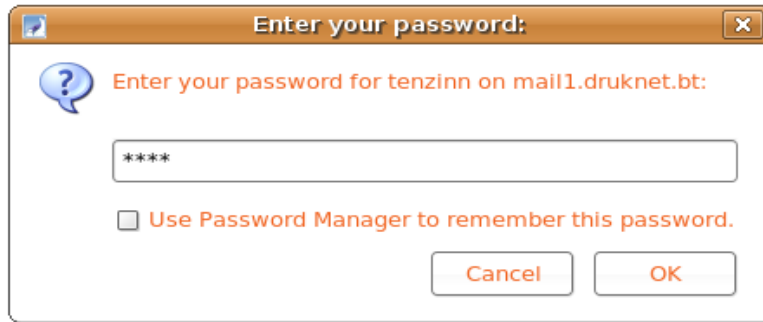
10. Finally, you will see Icedove's Main Window, which is further divided into three panes.
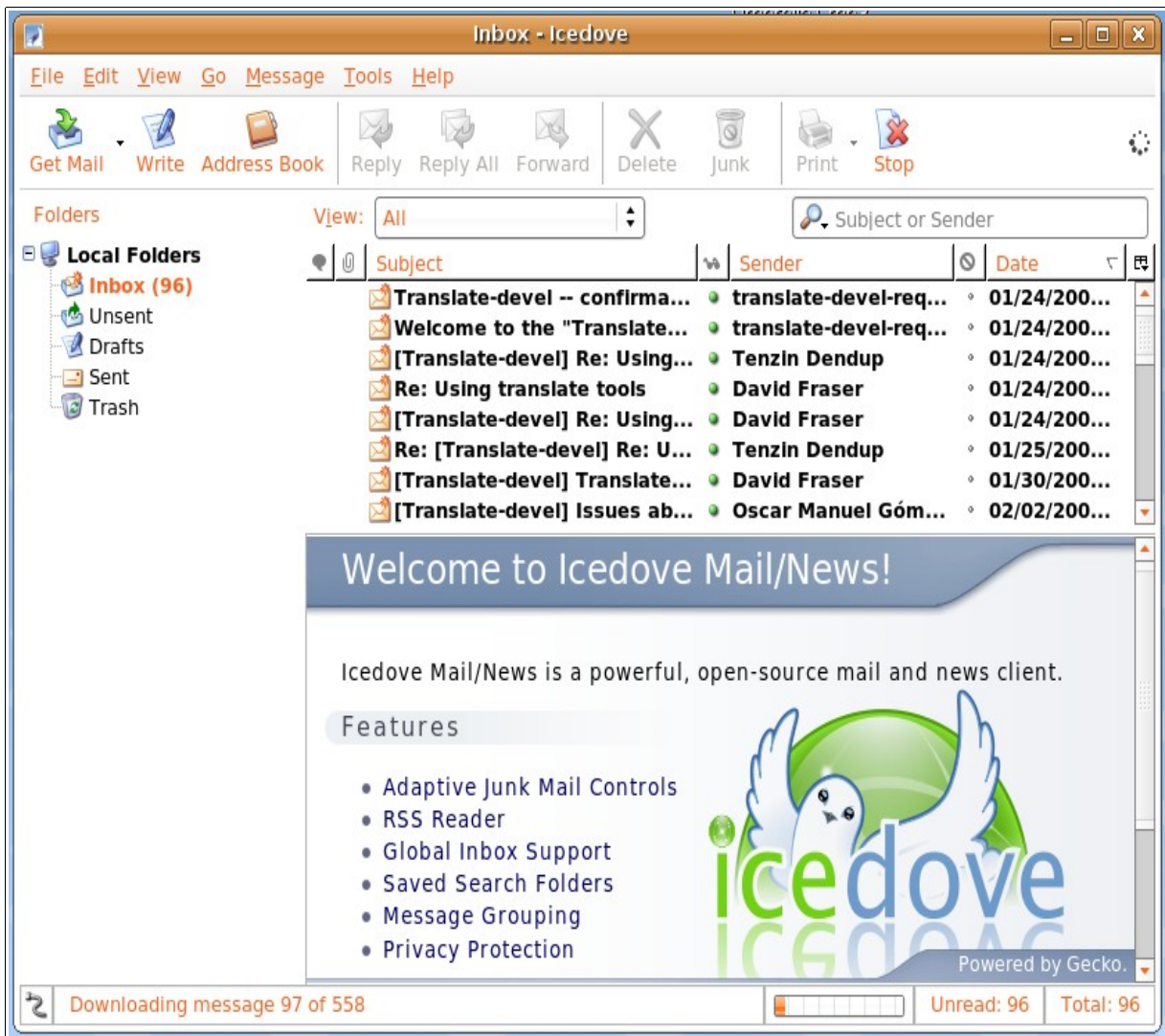
> ➢ The **Top Left Pane** consist of folders, default and customs.
> ➢ The **Top Right Pane** contains displays the emails(if any) from folder selected in the left pane.
> ➢ The **Bottom Pane** displays contents of the selected emails.

And another advantage of Icedove mail client is that it lets you to read your emails in full width of your screen while in other mail clients, the reading pane is only as wide as the top right pane.

Folders	
⊟ 🖳 **Local Folders**	• **Inbox**- by default, all your incoming mails will be stored here.
📨 Inbox (96)	• **Unsent**- It works similar to 'Outbox', where your unsent mails will be stored, until a connection is available.
📤 Unsent	• **Draft**- It stores your *Saved* but *Unsent* mails, so that you can send it later.
📝 Drafts	• **Sent**- It stores the copy of every mail you send.
🗐 Sent	• **Trash**- It stores all the deleted mails.
🗑 Trash	

Icedove Mail Toolbar:

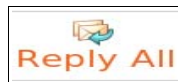|	
Get Mail	➢ This button checks for emails in the server on it's own and the drop-down arrow allows you to select an email account to check from the server, from multiple email accounts.
Write	➢ This button allows you to create a new, blank, email messages.
Address Book	➢ This button lets you create and manage contacts by storing the email address of the person you email frequently in it.
Reply	➢ This button lets you to reply the current email, to the sender of the email.
Reply All	➢ This button allows you to send reply, not only to the currently selected email but also to other people who received the email(recipients).
Forward	➢ This button is enabled only when an email is selected in the right pane, and allows you to forward the email to the other people.
Delete	➢ This button allows you to delete the currently selected emails, which are then moved to the *Trash folder*(you can also restore the deleted emails from here). You can delete them forever by deleting from the *Trash*

folder.

> This button toggles between "Junk" and "Not-Junk" and determines how Thunderbird treats the email. Since the images lets the sender know that the email is read, Thunderbird and other email client have started blocking images when an email is perceived as junk, to protect privacy and fight spam.

> This button lets you to print the currently selected email and the drop-down button allows you to see the print preview (how email will look on the paper) of the email. Unlike other mail client, it will *not* print directly to the default printer but will let you choose where to print, by popping out a print dialog box.

> This button stops the current incoming transfer but not the outgoing data i.e an outgoing email.

The Shortcut keys:
The keyboard shortcut keys used are:

- **F5**---------------> To *Send* and *Receive* emails.
- **Ctrl+M**---------> To *Create* a blank email.
- **Ctrl+N**---------> Also to *Create* a blank email.
- **Ctrl+2**---------> To *Create* an Address book.
- **Ctrl+R**---------> To *Reply* an email.
- **Ctrl+Shift+R**-> To *Reply* to all recipients.
- **Ctrl+L**----------> To *Forward* email.
- **Del**--------------> To *Delete* the selected emails.
- **J**------------------> To mark current email as *Junk*.
- **Ctrl+P**----------> To *Print* current email.
- **P**-----------------> Go to Previous unread email.
- **N**-----------------> Go to *Next* unread email.
- **M**-----------------> Toggles Read / Unread status.

Icedove's Search Bar:
The *Icedove Search bar* is located just below the *Mail Toolbar* and it allows you to change the view of the current folder, find emails, and filter the contents you view in the current folder.
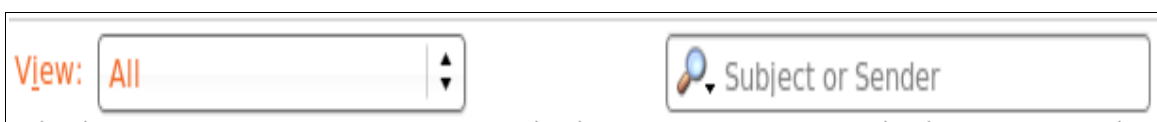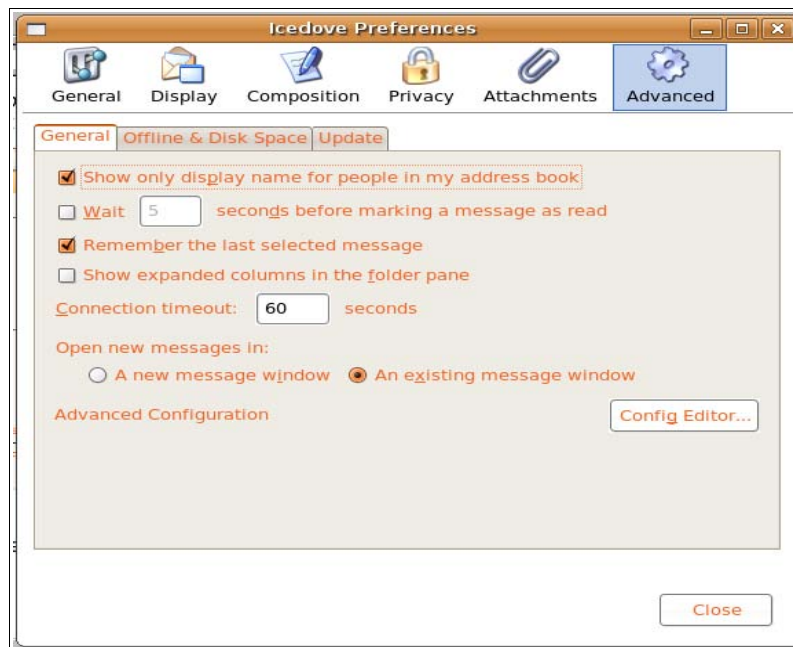
View:

The *View drop-down menu* lists filters: it will filter the contents of the current folder, if it shows the option other than **All**. To focus on the Search Bar, press **Alt+i**.
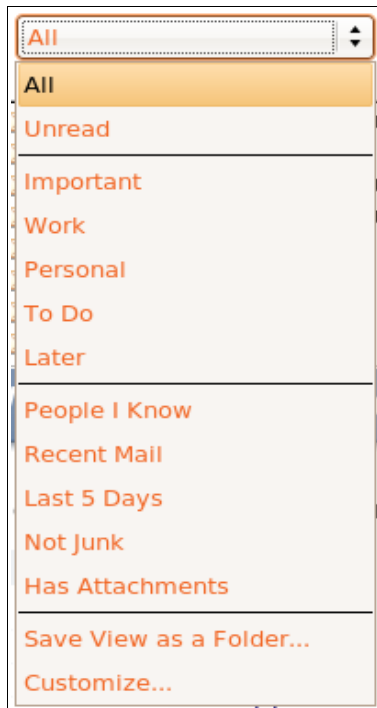
- · **All**- it shows the unfiltered content of the current folder.

- · **Unread**- it displays the emails that are not yet read, and hide the mails that are already read.

- · **Label Name**- It will hide all emails that are not marked as a particular label.

- · **Generic Filters**- It displays only the emails that matches the given condition. To add, edit or customize filters, choose **Customize** from the drop-down menu.

- · **Save View as a Folder**- It allows you to create "Virtual Folders" and shows only emails that matches the current condition. To create multiple conditions, repeat the selection of View drop-down and Save as you go.

You can also change how long an email is left as "Unread" by selecting **Edit > Preferences,** an Icedove Preferences dialog box appears. Then click on the **Advanced icon** and select **General** tab.

Customizing the View:
The Icedove View can be added, removed or edited. To customize the View:

1. Go to **View > Customize**, a *Customize Message Views* box appears which allows you to add, delete or edit Views. For instance, we can add a View "**Larger Emails**" with condition as **[Size] [greater than] [5**].
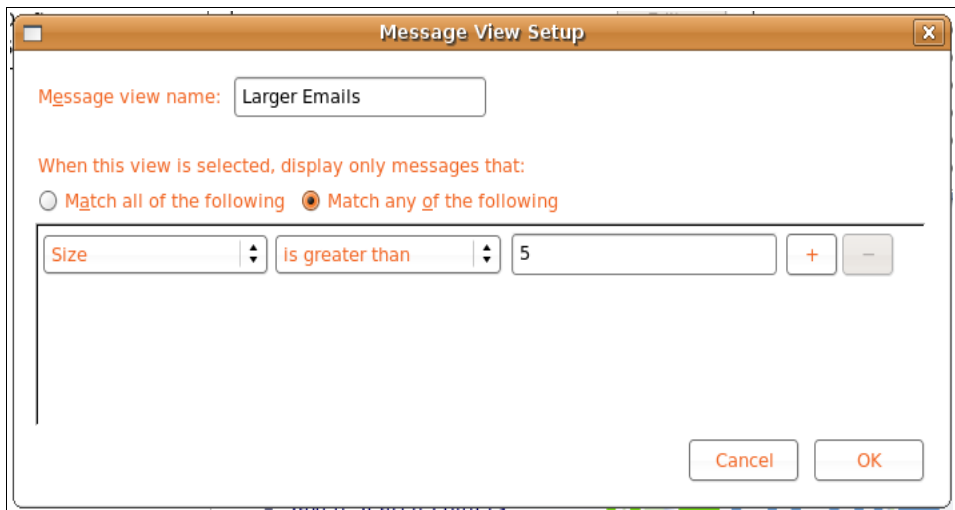
2. The new item "Larger Emails" will be added to the View's drop-down menu and to save it as a folder, select **Save View as a Folder** from the View drop-down menu.

Icedove's Quick Search:

It works similar to the View by allowing you to filter on the fly, the emails in the current folder.

1. Enter the *text* in the input field and hit **Enter**.
2. Icedove will display only the emails matching the current condition. For instance, type **L10n,** it will display only the emails containing the word "L10n" in the subject line.
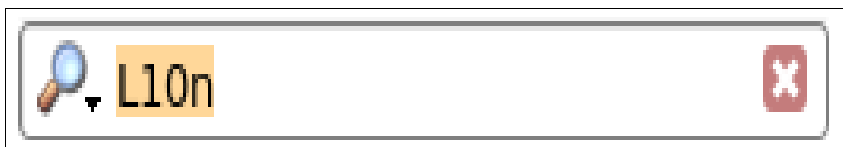
3. We can also change the **Search Field** by clicking the magnifying glass icon, which will further list down the search fields like: Subject or *Sender, To or Cc, Entire Message or Find in Message*. For instance, if you select "Find in Message", it will find the text in the body (content) of the email currently selected.
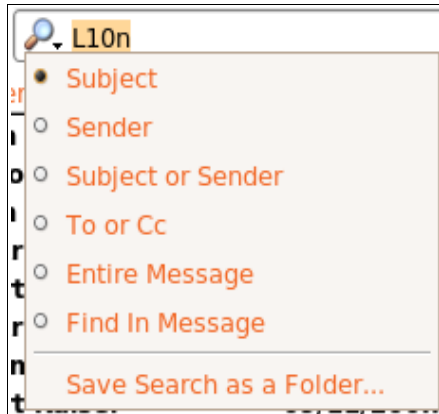
4. To **clear Quick Search Query**, click the **"X"** button on the right or delete the text from the input field manually. Then your inbox will revert to showing all emails matching the current view i.e **"All"**(by default).
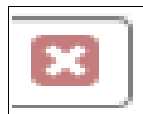
Saving Your Quick Search as a Virtual Folder:
If you use the same Quick Search action regularly, it makes sense to save it as a **Search Folder** after specifying your search parameters by clicking **Save Search as a Folder** in the *Quick Search's* drop-down menu.
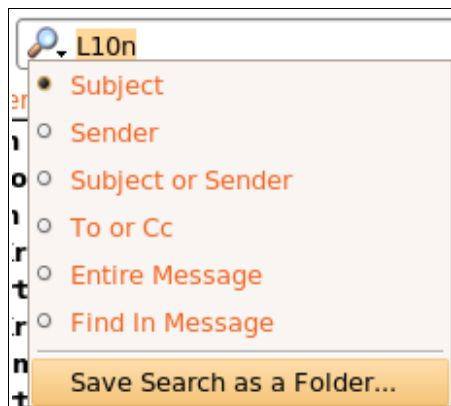
For example, everytime we click on the saved Quick Search "Virtual Folder", we will see emails with subject line as "L10n" in our inbox.

How to Send and Receive Emails:

To communicate with friends, collegues and clients, Thunderbird is used for it is very user-friendly with it's clean, large, labelled icons which makes the user easy to the program right after installing.

1. Click "**Write**" button (**Ctrl+M** or **Ctrl+N**) and a *new, blank email* will popup.

   - Your email account will be visible on the top drop-down menu, displaying your *name*, *actual email address* enclosed in an <angular bracket > and the *nickname* you gave to your email account.
   - In the next line, pick the **Recipient's email address** in the next row. There are four lines below which can be increased further as required.
   - The last line is the **Subject line**, in which you need to enter the title of your email. Thunderbird will give you last chance to enter your email title (**No Subject** as the default title).
   - The email contents will be written at the bottom, and you can use the text control like different font families, font sizes, font styles, numbered lists etc for "Rich Text Editing" to format your emails.
   - Press **Ctrl+S**, to save in Draft the email you are editing.
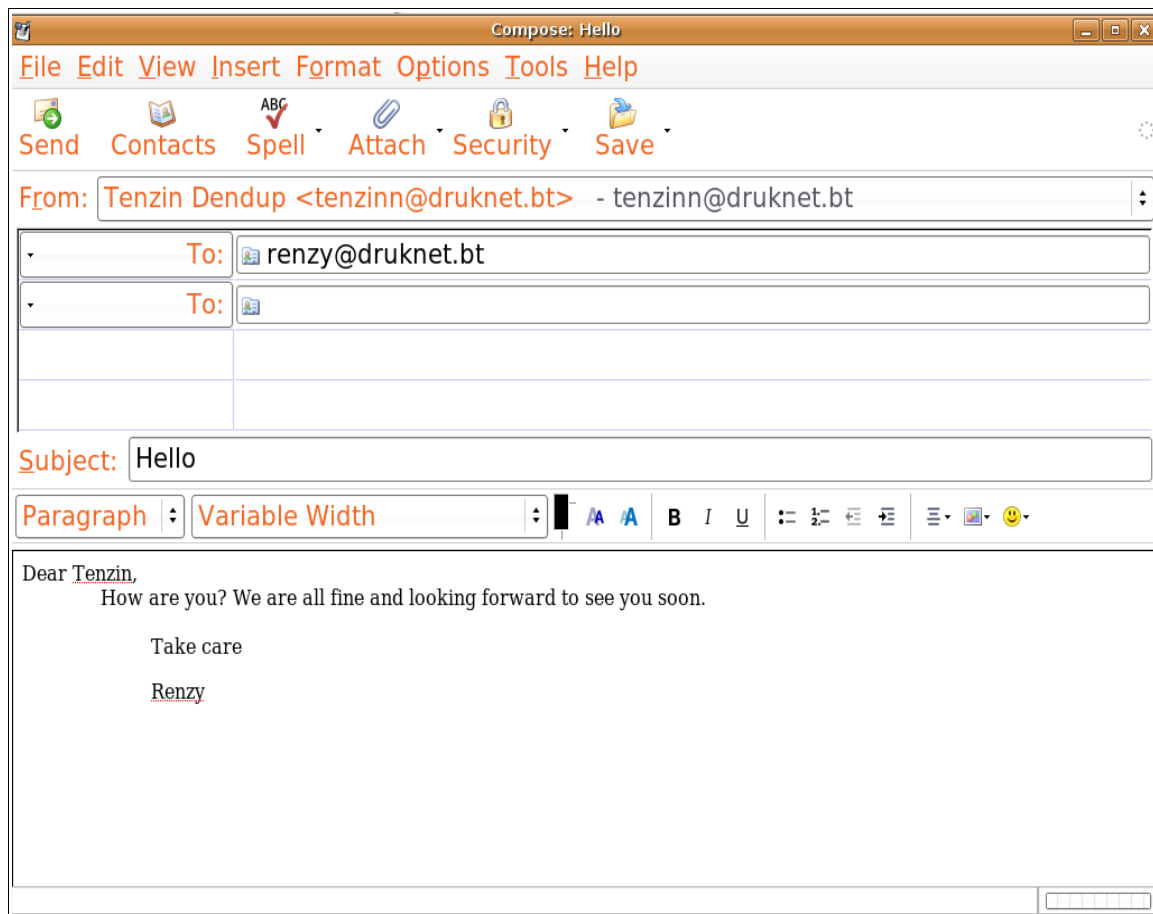
2. Thunderbird supports both "plain text" emails and "rich-format" emails, by using Formatting toolbar which formats the content of your emails.

3. Use the Insert button to insert the non-text elements in your emails. Press **Ctrl+L** to insert Link.

- The clickable link.

- An "anchor" or a link which points to an internal spot in your email content.

- An image, either from your hard-drive or from the internet.

- An "H-Line" (horizontal line) to separate segments of text.

- A table to display tabular data.

4. You can also enter **Smiley** icons called as "**Emotions**" to *spice up* your emails. If email client doesnot support smiley faces, then a wink would appear as " **;)** ".
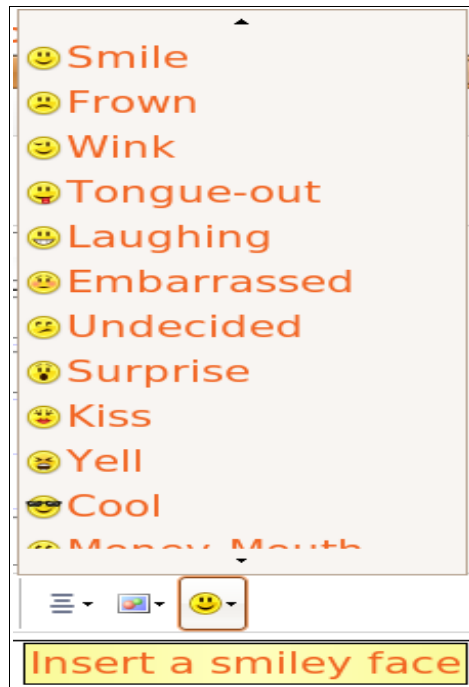
Sending an Attachment with Your Email.

One of the nice feature in Thunderbird is that it lets you to send or forward emails with attachments, web pages or even a whole page, which will save a link click. To send a web page, do this:

1. Click the *drop-down arrow* to the right of the right of the **Attach** button and select what you want to attach(File, Web page or a Personal Card). For instance, select Web page.
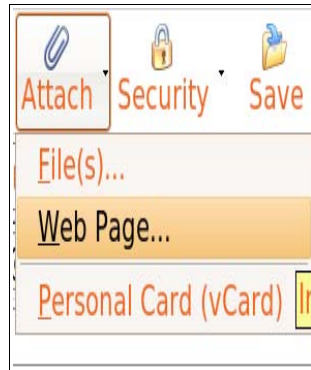
2. Specify your **URL** in the "*Specify location*" dialog box (eg. *http://www.dit.gov.bt*).
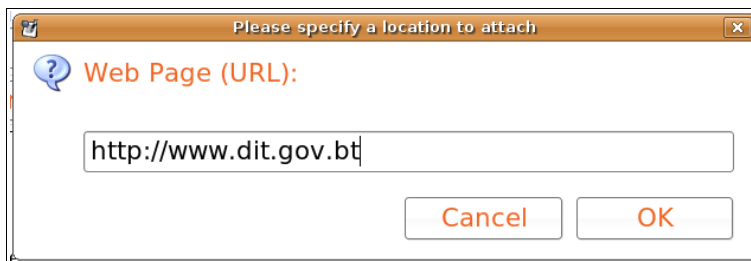
3. To send, Click the **Send** button or (**Ctrl+Enter**) and your emails will be queued. If there is no internet connection available currently, then it will be temporarily stored in the **Outbox** folder until it can access your email server. Once the connection is established with the mail server, then an email "Sending Message" box appears for a few second. This delivery message appears longer if your internet connection is slow, busy or if you are sending a longer attachments.

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By default, the copy of emails sent will be stored in the **Sent** Folder which is useful, but can be turned off too.

Thunderbird's Spell-Checker (Ctrl+K):

Thunderbird includes spell checker which is enabled by default. It prevents you from sending out misspelled emails and allows you to add unrecognized words to the dictionary of the spell checker.
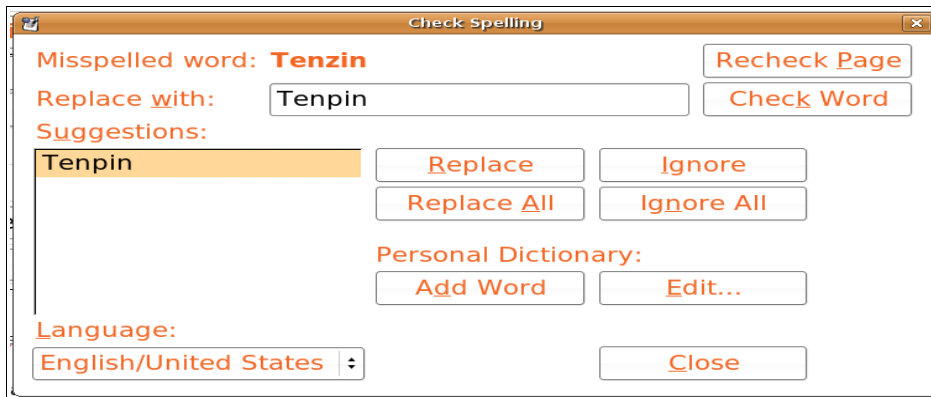
Spell-Checker popup, if any word in your email is not recognized. You can either choose to follow it's advice or disregard by clicking **Send**.

Receiving Email:
Whenever you receive a new mail, a small indicator(envelope icon) appears for a few seconds on the bottom right of your screen.
New mails are shown in bold to distinguish themselves from the read mails. Click **M** to toggle the selected email's "Read" status.
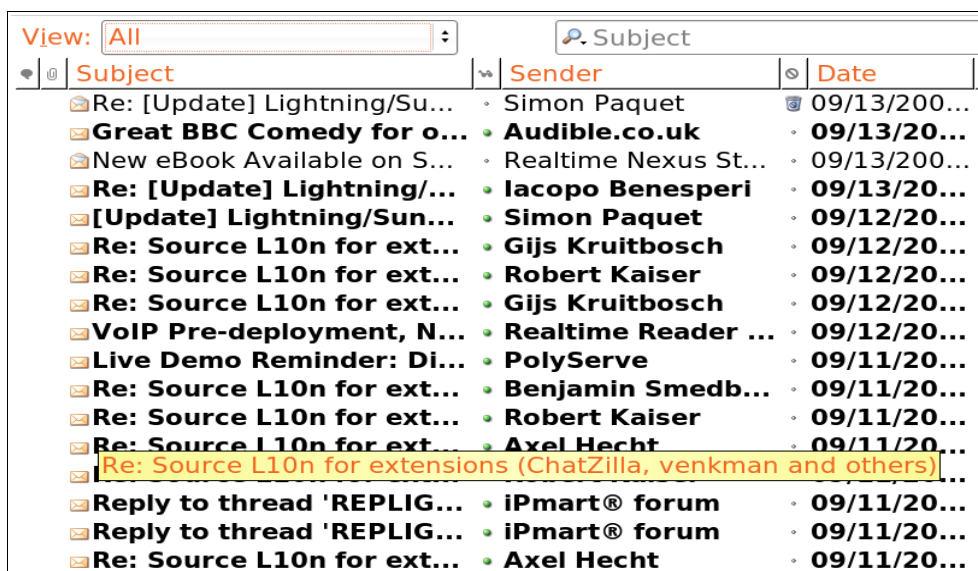
Customizing Email Column Headers:

By default, incoming mails are sorted by date. We can customize the order of email in ascending or descending order by clicking on the header button.

Column Headers can also be added or removed by clicking the right-most button header, and checking and unchecking the header's name.
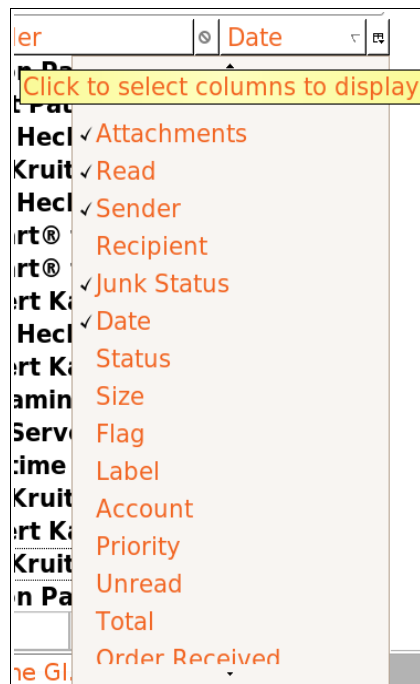
Thread-Grouping Emails:

Thread grouping your emails is like putting all related emails in a thread(group), so that the whole email exchange is available in one convenient group.

And also it's easy for the readers to go back and forth through the discussion,as all the related emails are together. A thread of emails can be expanded(+) or collapsed(-). To view emails as conversation threads, go to **View > Sort By > Threaded** (to stop thread, choose **Unthreaded**).

Group-Sorting Emails:

Emails in Thunderbird can also be sorted in a logical groups, which visually connects emails according to your current sort-order. To sort:

➢ Go to **View > Sort By > Grouped Sort By** or press **G**(shortcut).

Flagging Emails:

Flagging email is an easy "to do" reminder, which makes them stand out from the rest. To do it:

- Add and make the **Flag Header** and column visible by adding it from the right-most button header.
- Select an email and hit the letter "**i**" (toggles the selected email's "flag " status), a red flag icon appears and disappears.
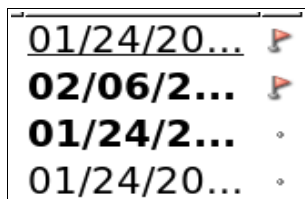
Address Book:

An address book stores all your correspondant's contact information like Email address, Physical address, Website, Phone/Fax/Mobile/Pager numbers, 4 Custom fields, Notes etc. two address books comes by default("Personal Address book" and "Collected Addresses").
Press **Ctrl+2** to show the existing Address book and select **Tools > Export** to export your Address book.
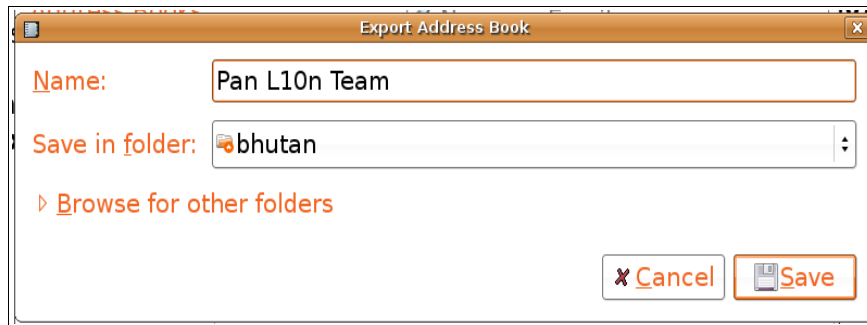
To create a new card:

1. Go to **File > New > Address Book**, a New Card dialog box appears in which u need to fill up the information.
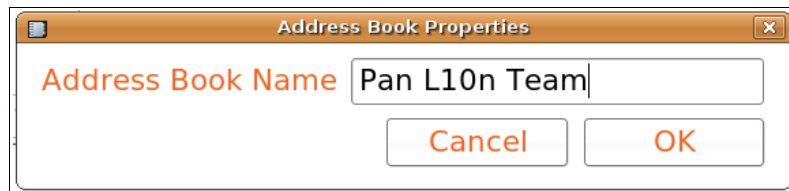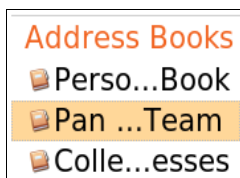
2. Then click on the "**New List**" icon, which is a collection of email addresses. A Mailing list dialog box appears, where you can add the email addresses.

New List
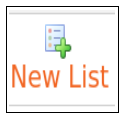
Mailing List

List Name: DIT
List Nickname: DIT
Description: DIT team

Type email addresses to add them to the mailing list:

renzy@dit.gov.bt
dchhoden@dit.gov.bt
u_sherpa@dit.gov.bt
tenzin_dendup@dit.gov.bt
sanjayG@dit.gov.bt

Cancel   OK

Mailing List: DIT

Contact

List Name: DIT

Nickname: DIT

Description

DIT team

Card for Riegzieng Om

Contact

Display Name: Riegzieng Om
Nickname: renzy
Email:
riegzieng@gmail.com
Additional Email:
renzy66@hotmail.com
Screen Name: renzy

Home

Lhakyi Lam,
Post Box 209
Changangkha

Phone

Work: 321521

Work

Developer
Department of Informationn Technology
Ministry of Information & communication
Norzin Lam, Post Box#429, Chubachu

Get Map

Display a map of this address from the

Evolution Mail
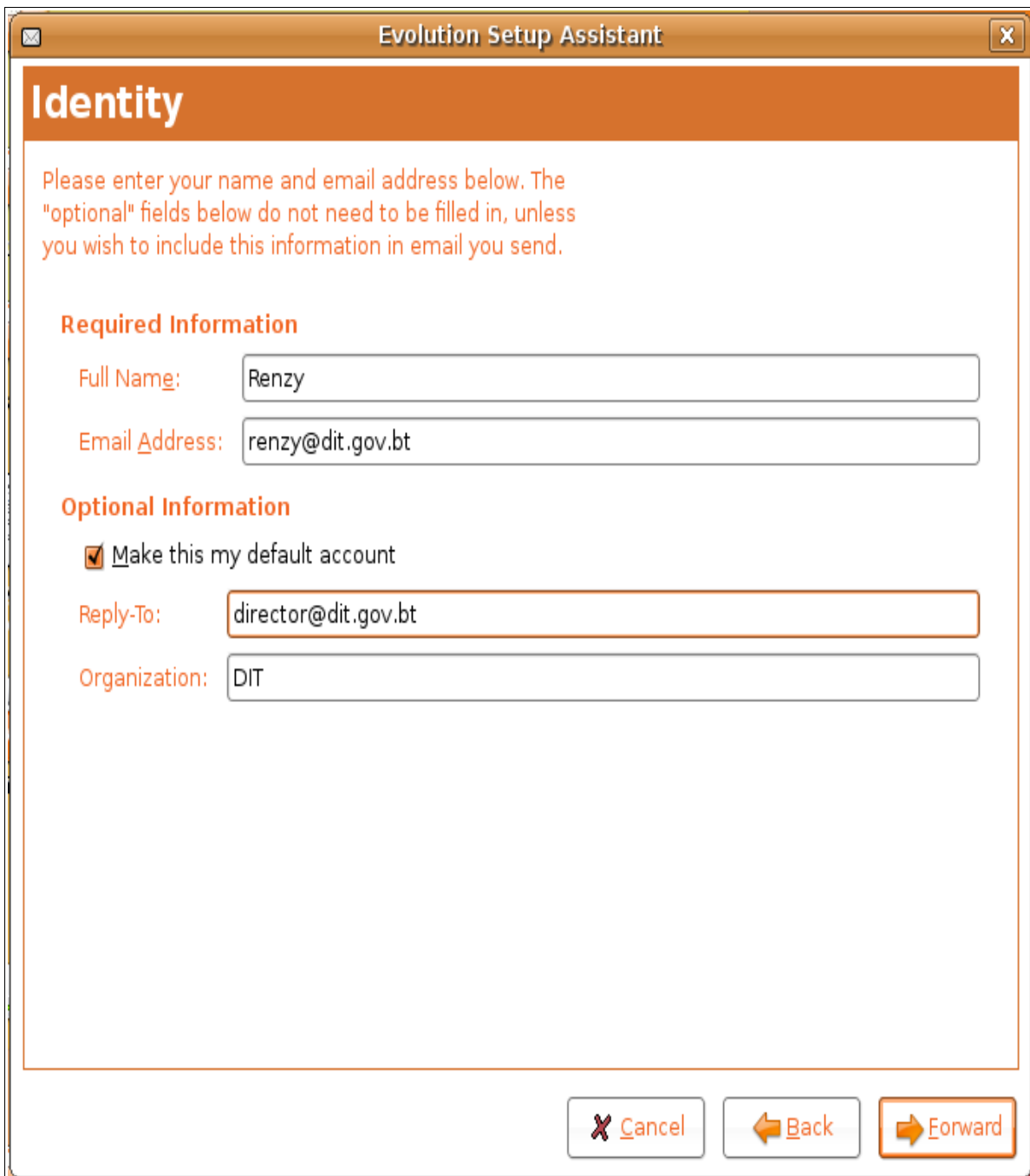
It's a polished, fast, flexible and a standard Gnome email client which supports extensive groupware and personal information management functionality (calendering, managing an address book in an integrated package).

How to Configure Evolution Mail Account:

1. Go to **Application > Office > Evolution** (or directly click the launcher on the upper panel)to start the evolution mail client.

2. Click **Forward** in the *Mail Configuration* dialog box to begin.
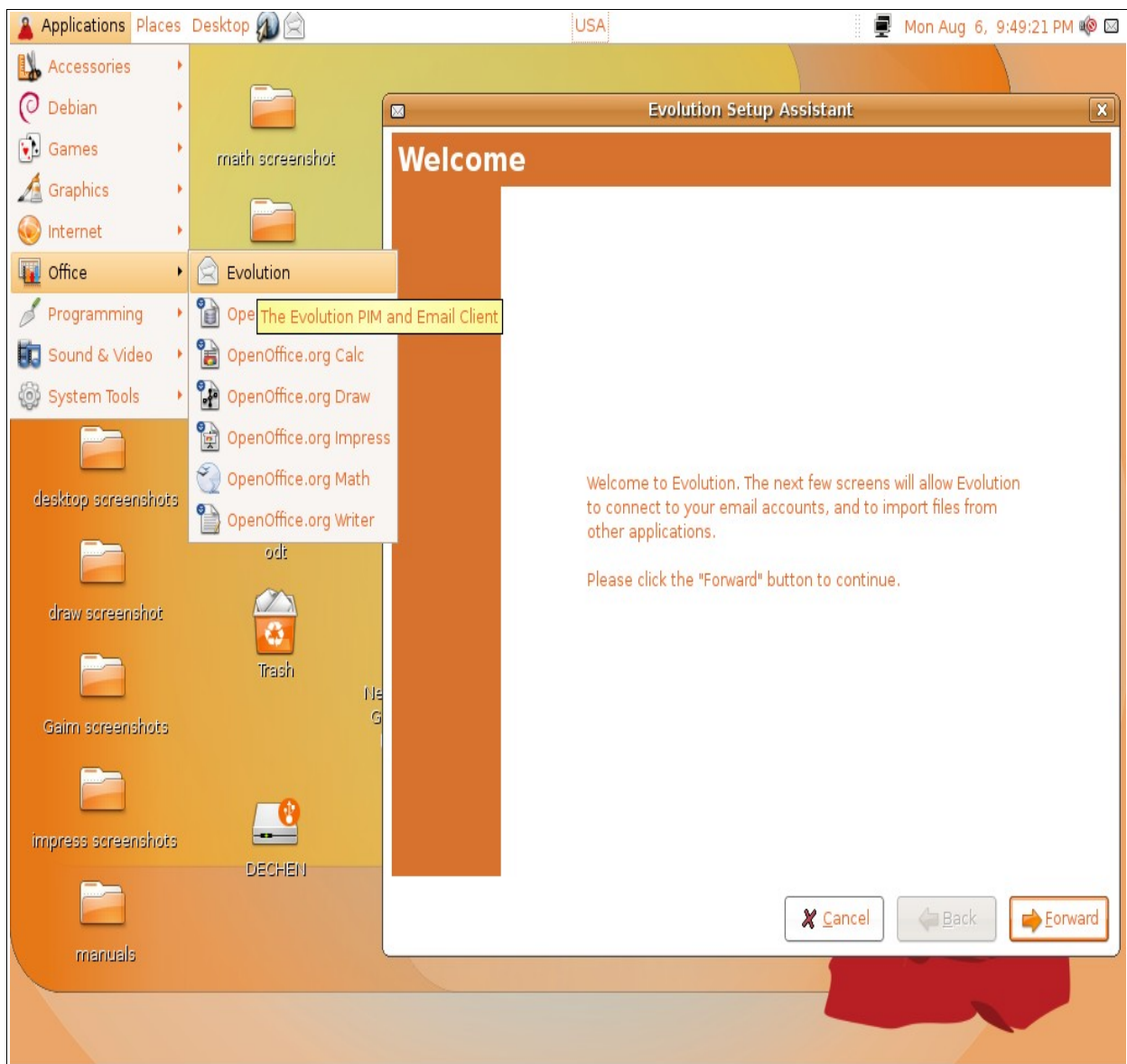
3. Enter *Full Name* and *Email-ID* (for instance, fullname: Dechen Om & Email-id: dech@hotmail.com), & click **Forward**.

4. Select '***Server Type***' and '***Server Address***' of your email account and click **Forward** in the **Receiving Mail Dialog**. For instance, Server Type: POP and server Address: mail1.druknet.bt. Two popular server types are:

- POP : It free up space on the evolution server by downloading your e-mail to your hard disk for permanent storage.

- IMAP : It's being used for configuration purpose, by keeping your e-mails on the server to access your e-mail from multiple systems.

5. User can also check the new mails automatically, by setting the **Mail Receiving** dialog box and also leave message on server, by enabling the '**Leave Message on Server**' checkbox. Then click **Forward** to continue.
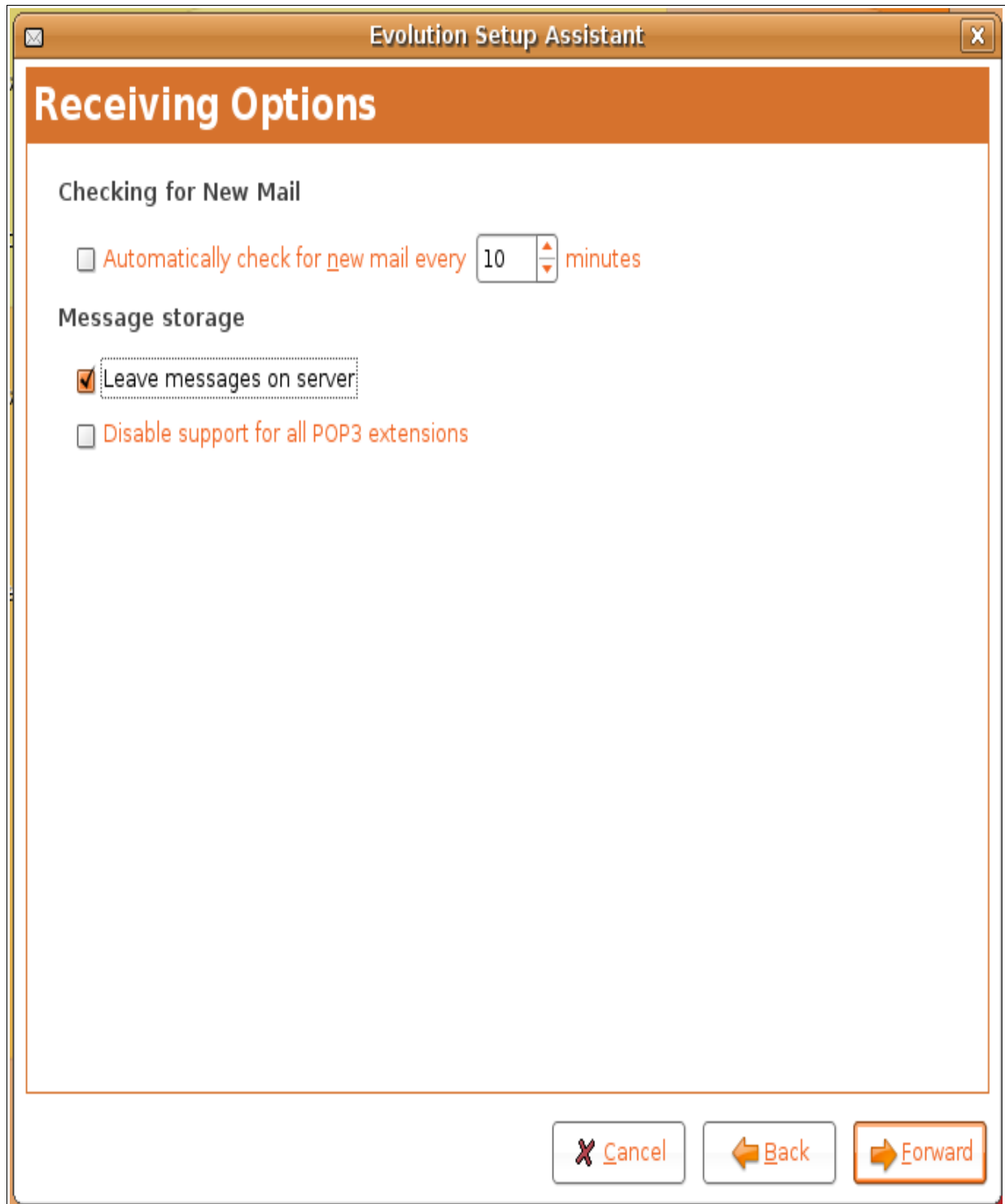
6. Select '**SMTP**' as default server type by entering the Host Name in the '*Sending Email Configuration*' dialog box (eg. mail1.druknet.bt for druknet mail account). Then click **Forward** to continue.

7. By default, your **Account Information Name** is set to your email address in the '**Account Management**' dialog box, click **Forward** to continue.
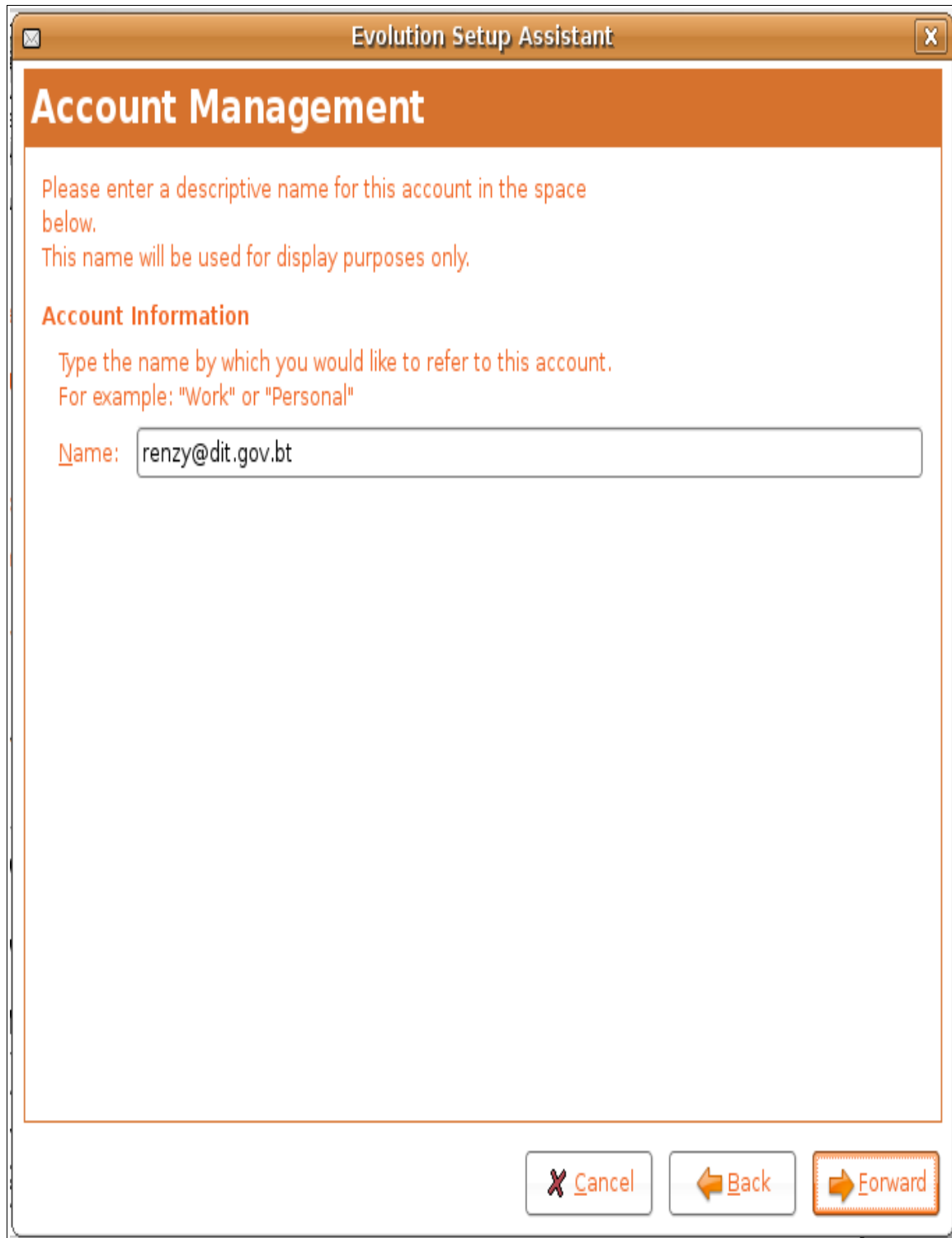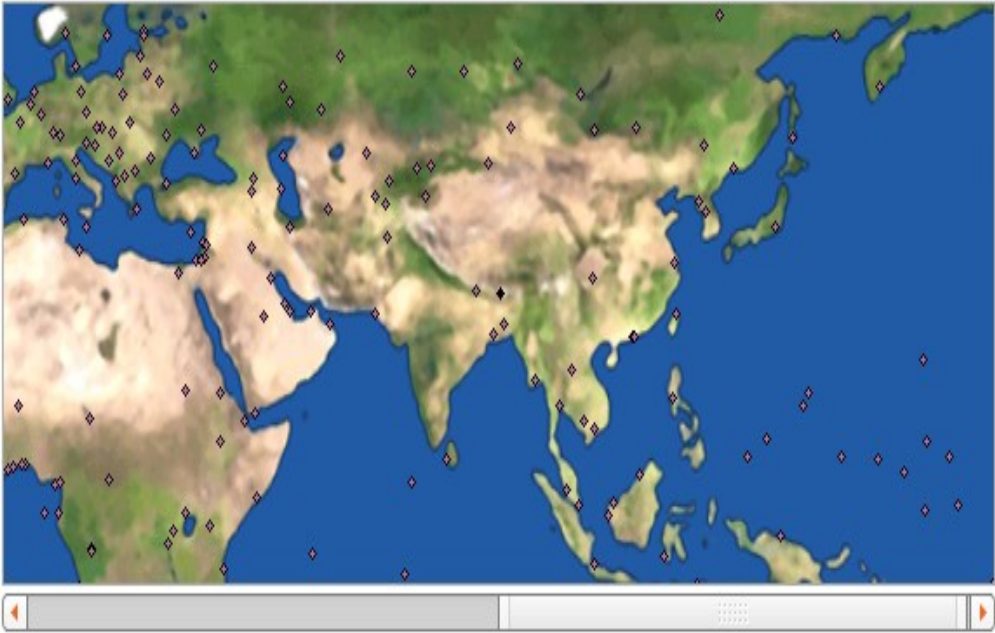
8. Select the Time Zone (Asia/Thimphu) from the drop-down list.
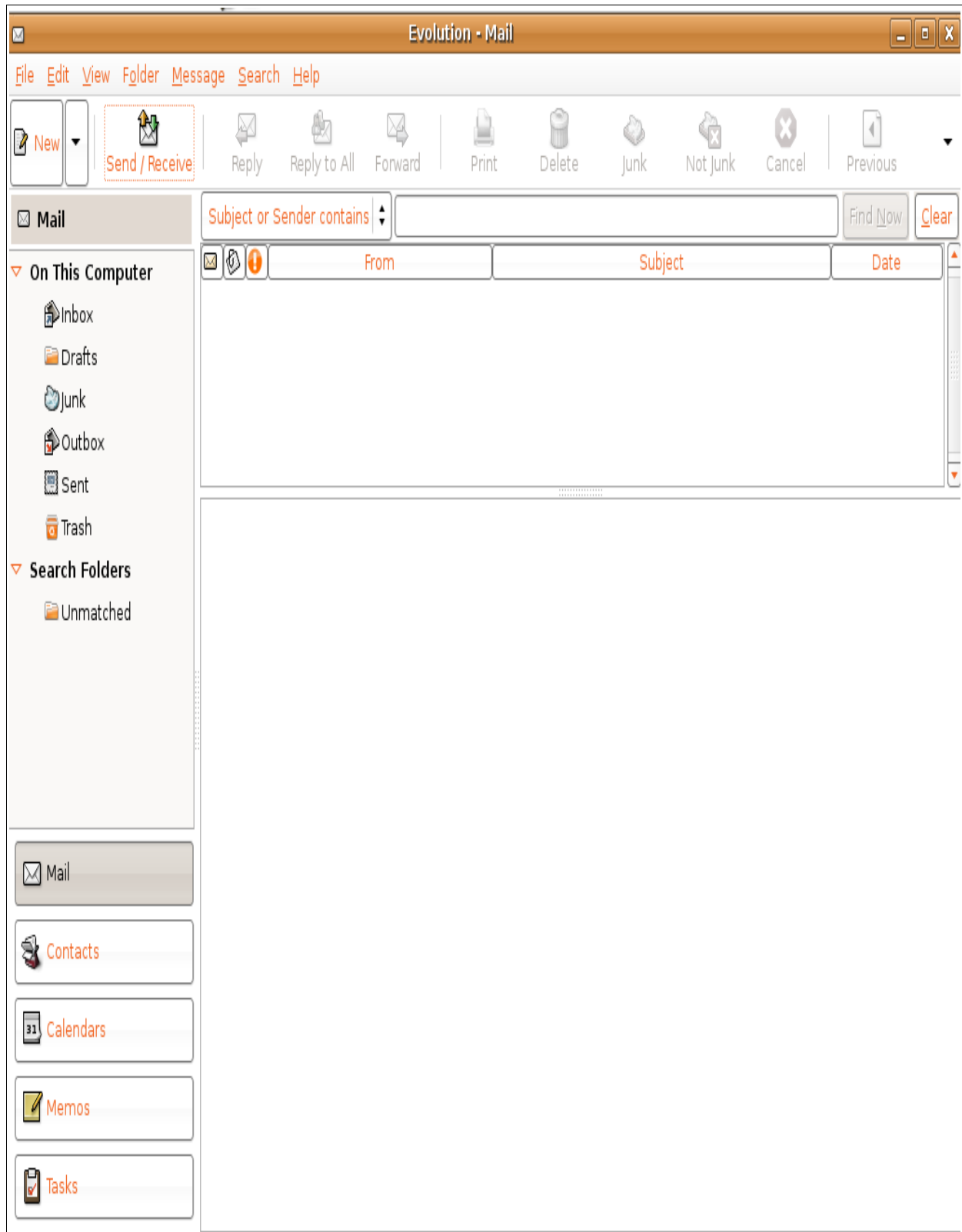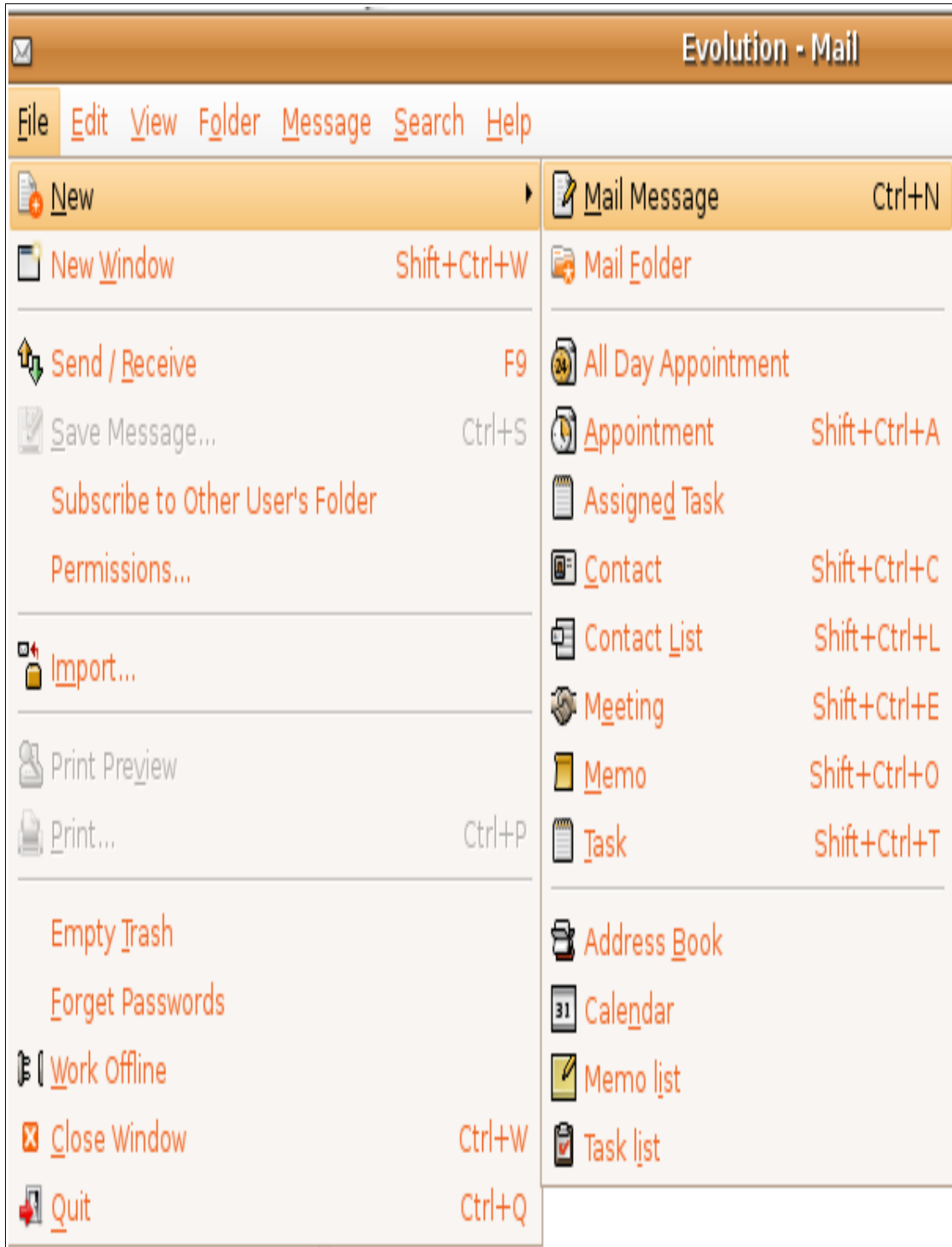
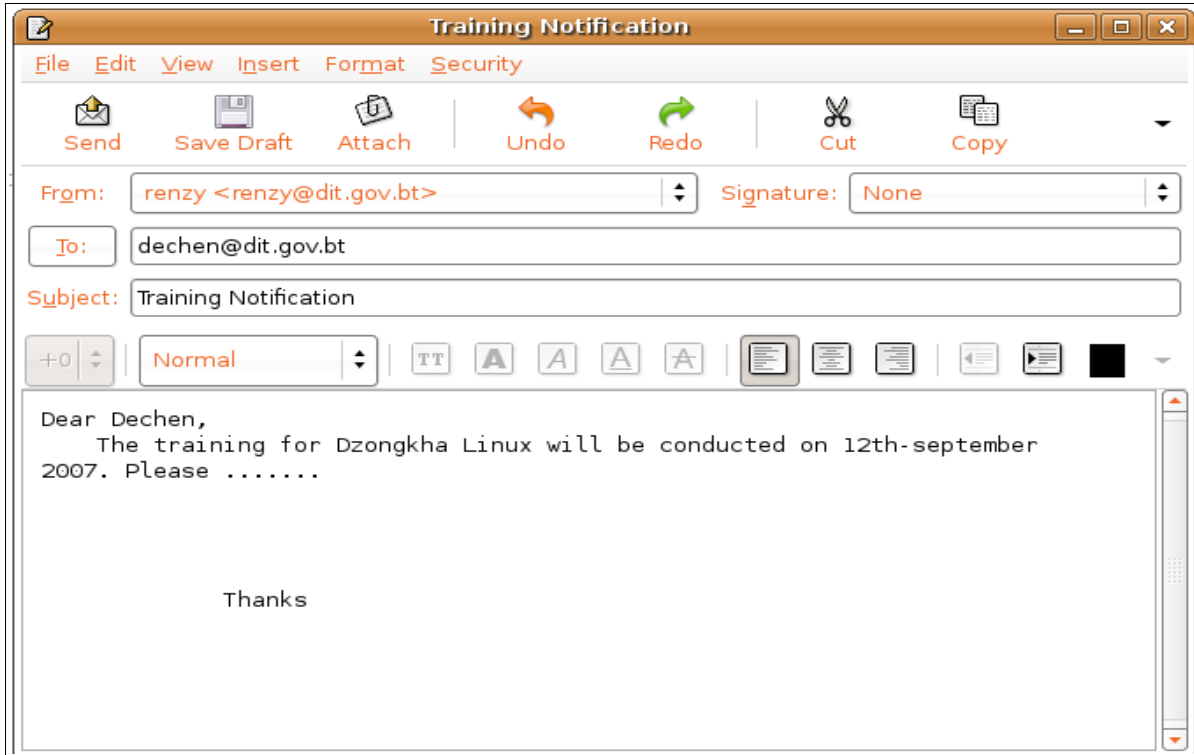9. Click **Apply** to finish Evolution Mail Account Configuration.

How to Send a Mail:

1. Go to Evolution window and click New > Mail Message, to compose a mail.

2. Enter the email id of the person to whom you want to send, enter the subject and write your mail. Then click **Send** button to send it or you can also save it to send later by selecting '**Save as Draft**' button.

3. Enter your mail account password in the dialog box, to confirm your mail is sent.

How to Read a mail:

1. Click on **Send/Receive** button to see if there is any new mails or not.

2. Click on **Inbox** to see list of your mails.

3. Click on the mail you want to read, and it will be displayed on the lower panel of the list.

Chatting with Gaim Internet Messenger

Gaim Internet Messenger, is a multi-protocol instant messaging(IM) client for Linux, MacOS X, and Windows. It is compatible with AIM, ICQ(Oscar Protocol), MSN Messenger, Yahoo, IRC(Internet Relay Chat), Jabber, Gadu-Gadu, Novell Groupwise Messenger, SILC, Lotus Sametime and Zephyrs Networks.

Gaim users can also login to multiple account in multiple IM networks simultaneously by, for instance, talking to a friend on Yahoo Messenger, Chatting with friends on AOL Messenger, and sitting in IRC channel all at the same time.
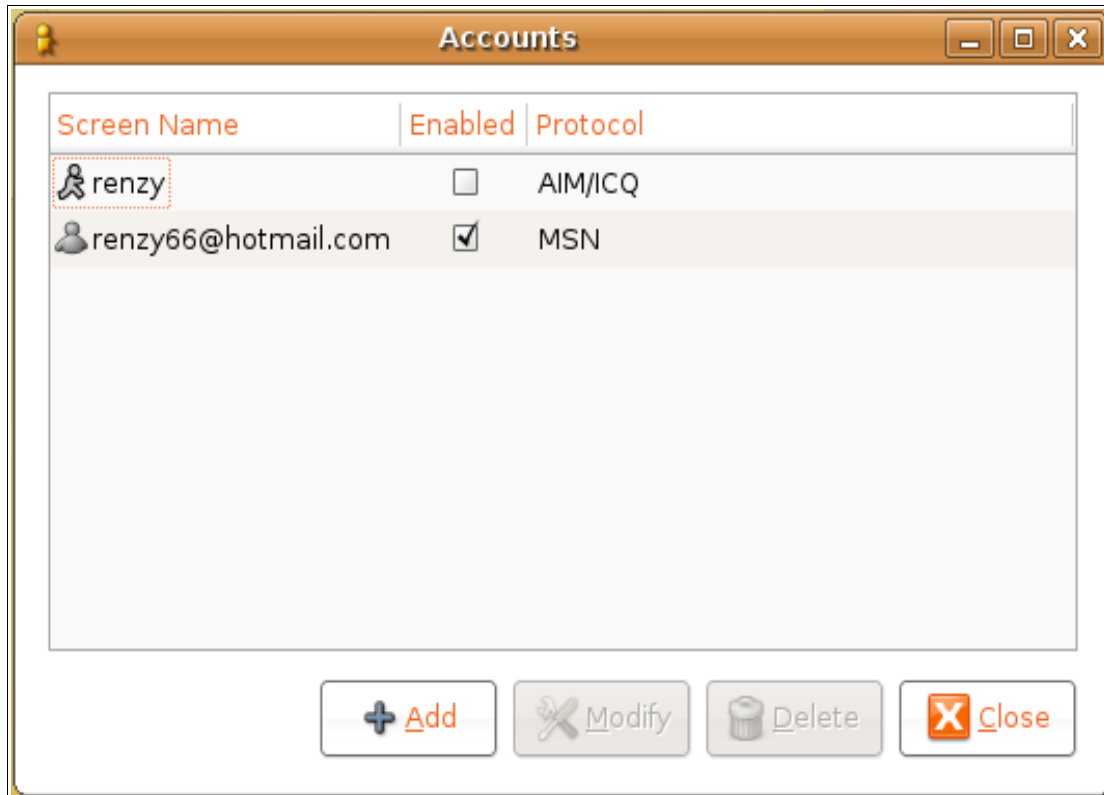
How to Start a Gaim in Dzongkha Linux:

Go to **Application > Internet > Gaim Internet Messenger**

How to Configure Your Account:
Click on **ACCOUNT** button in Gaim Log In Window and Account Window pops out.


1. Click **ADD** button to add a new user.

2. Select appropriate protocol from the drop-down list and type your 'screen name' (e-mail ID).

3. Password can be entered later also(optional). To remember your password so that you don't need to type every time, type your password, and check the 'Remember Password' check box.

4. You can also login automatically, and notify you of new mails by enabling the 'Auto-Login' and 'New mail Notification' check boxes.

5. Click **Save** and **Close,** to save you account configuration and display it in 'Accounts' Window.

6. To sign in your account, click **Sign On** and once you signed-in successfully, a new window ' Buddy List' appears listing all your online friends.

How to Add New Friends:
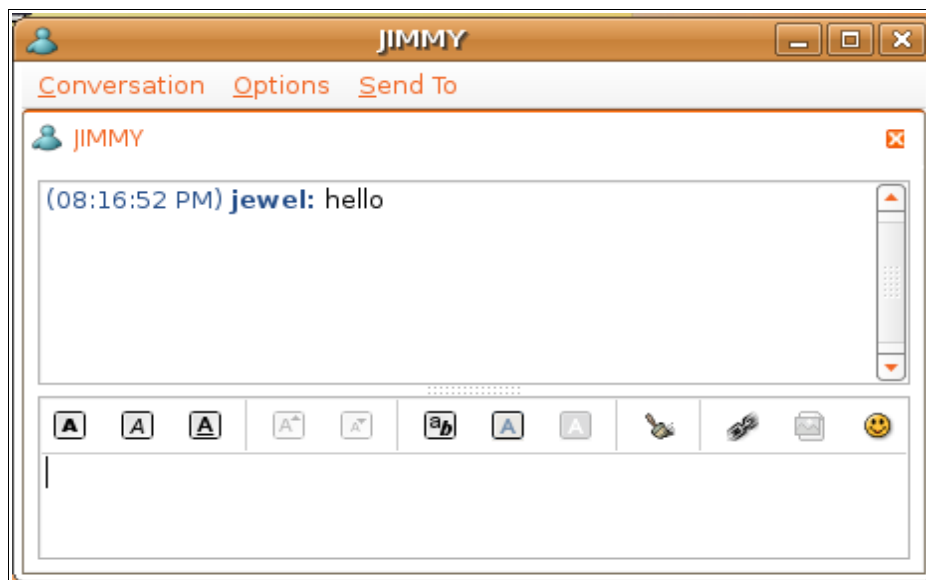   1. Go to **Buddies > Add Buddies** in the Buddy-list Window.
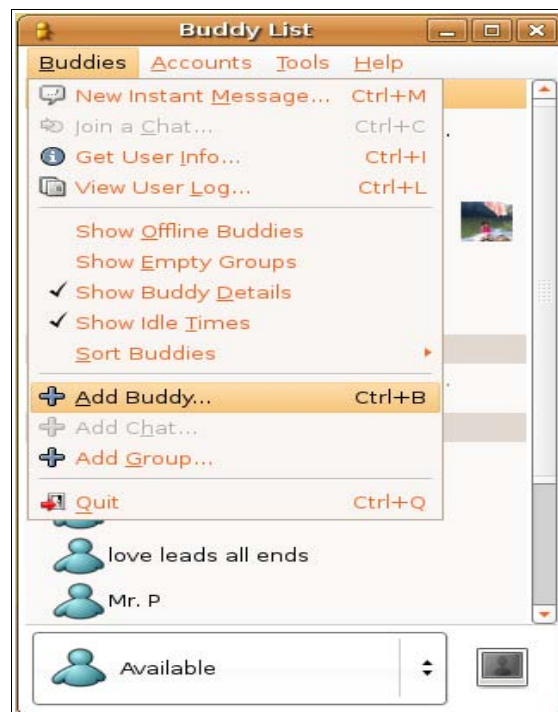
2. Enter Screen name(e-mail Id) of your friend whom you want to add, choose appropriate group and click **Add** in the 'Add Buddy ' Dialog box.
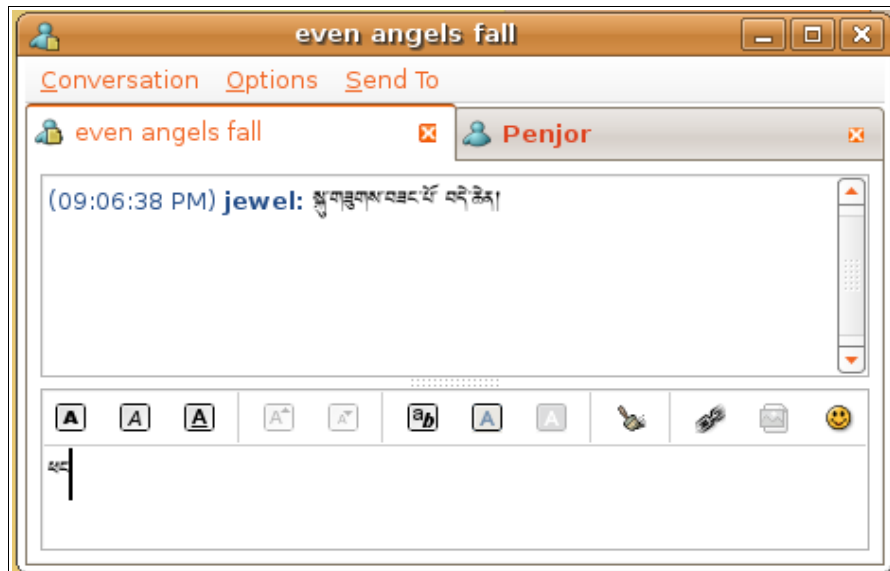

How to Chat with a Friend:

1. Double-click on your friend's icon, in the 'Buddy List' to start a chat.


2. You can chat in either English or Dzongkha. To chat in Dzongkha, you must have Dzongkha support installed in his/her Linux system.

How to Set Status:

By setting your status, your friends will know that whether you are busy, Out for lunch, Away for Lunch, On Phone etc.

1. To set it, Click **Away** button and set your status accordingly, for instance, 'Out for Lunch' in the Buddy List window.
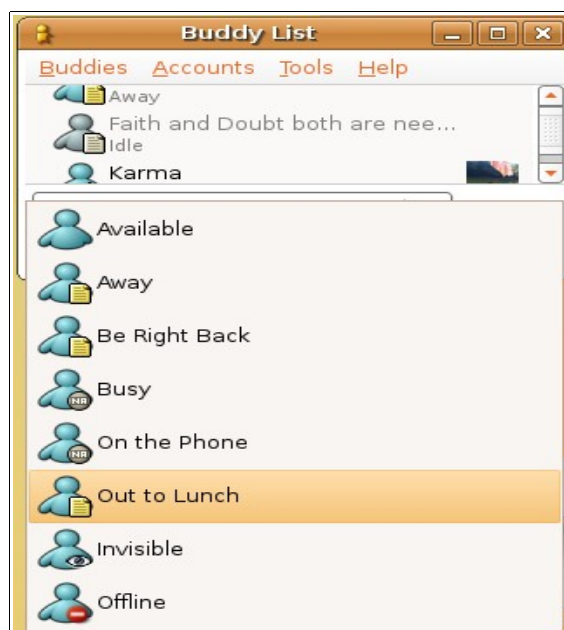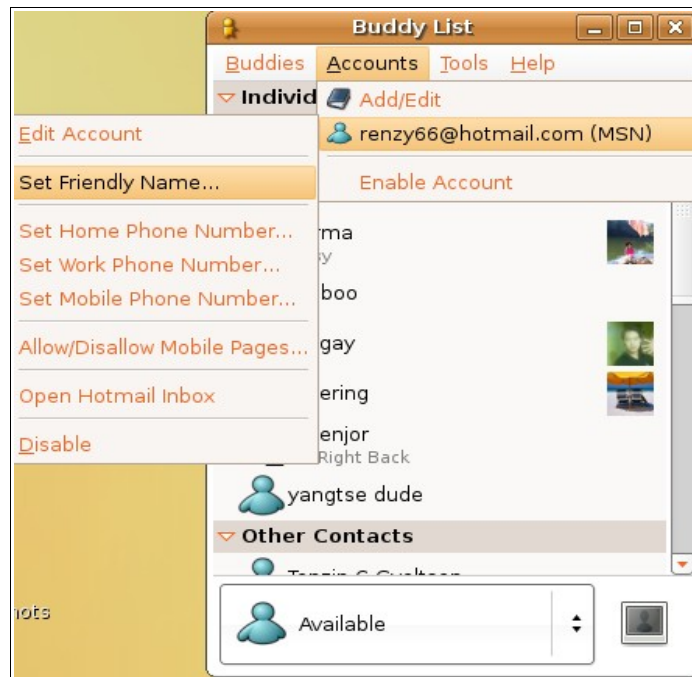

2. To change your status back to on-line, click '**Away**', and then '**Available**'.
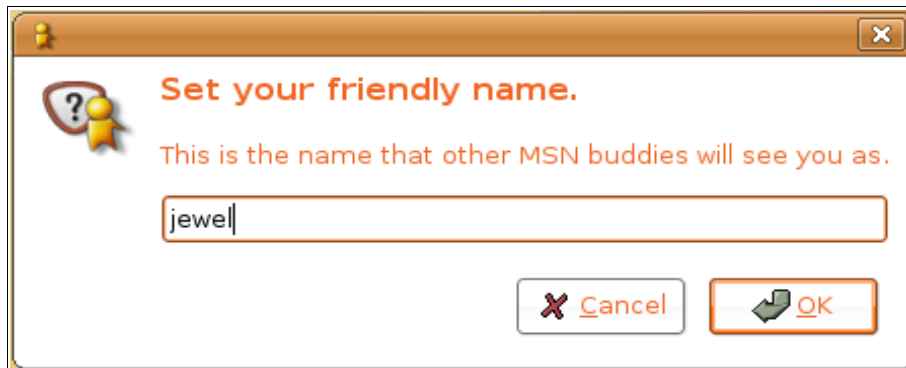
<u>**How to Set your Nickname or Friendly Name:**</u>

1. Go to **Tools > Account > <u>renzy66@hotmail.com</u>(MSN) > Set Friendly Name.**

2. Type your '*Friendly Name*', so that your MSN buddies will call you with that name.

<u>**How to Sign Out from the Chat:**</u>

To sign-off from the current chat session, Go to **Buddies > Quit**.