# **Linpus Linux Lite**

Operating System User Manual

使用手冊



# **Linpus Linux Lite**

# **Operating System User Manual**

Linpus Technologies, Inc.



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# **Manual Information**

Question	Answer
System and device basics	Chapter 1: Getting to Know Your System Chapter 6: System Configuration
Internet, connectivity and browsing	<ul><li>2-1 Wired Network Setup</li><li>2-2 Wireless Network Setup</li><li>2-3 Web Browsing</li></ul>
Office applications	Chapter 3: Office applications
Editing and printing	<ul><li>3-1 OpenOffice.org Writer main functions</li><li>6-3 Printer Setup</li></ul>
Playing disks	5-1 Multimedia Play
System recovery	Appendix A

# **Symbols**

	Attention
•	Explanation

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# **Getting to Know Your System**

Linpus Linux Lite has brought you a brand new super-intuitive user interface with a simple and easy-to-use system menu and more of your favorite applications.

#### 1.1 Turn on your computer

- 1. Switch on you PC monitor and press the power button to turn on your PC.
- 2. The system will then auto-login to the Simple Mode using the default user account "user".



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At default settings, the password for user account "user" is "null", the password of "root" is "111111".

#### **1.2 Turn off your computer**

To safely turn off your computer and protect your data integrity, please follow the steps below:

- 1. Click on the "Exit" icon on the right-hand side of the Tool Bar.
- 2. Then click on the "Turn Off" button on the pop-up dialog to safely shutdown your computer.



Picture 1-1 Turn off your computer



Please Note: To avoid serious damage to the system and loss of data, DO NOT directly switch-off the power of your computer before the system is safely shutdown.

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Linpus Linux Lite offers a super-intuitive icon desktop mode. After the system is started, you will see this Simple Mode user interface as shown in Picture 1-2. All software applications are categorized into 5 tabs – Internet, Work, Learn, Play and Setting.

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To open a tab or an application simply to click on it.



Picture 1-2 The Simple Mode Desktop Environment

### 1.4 Tool Bar

The Tool Bar is located at the bottom of the desktop. There are some application shortcuts, system notification, and permanent system utility icons within (see picture below).

OBB	al 🗟 🔘 🐧 🧃 14:15 🌌

Picture 1-3 The Tool Bar

### **Application Shortcuts**

Located on the left-hand side of the Tool Bar, there are 2 application shortcuts. They are shortcuts for "Display Desktop" and "File Manager". You can minimize all running applications at once using the "Display Desktop" - and browse through files using the "File Manager".

## System Notification Area

When an application program is started, it will remain running in the system until you close it. At the middle of the Tool Bar is the system notification area. All running applications will reside in this area.



Picture 1-4 System Notification Area

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### **Permanent System Utilities**

There are several permanent system utilities located at the right-hand side of the Tool Bar. Details about these utilities will be introduced in later chapters.

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Utility Icon	Description
FR	Language input methods
	System power supply status
	System network connection status
١	System sound volume
ยา หร	System Date/Time
4	Exit

## **1.5 Windows**

When you open a program, it should fit to your screen. If a running application window does not fit just right to your screen, you can make adjustments using the steps below:

- 1. Hold down the [Alt] button, then move the mouse cursor over the targeting window and hold down the left mouse key at the same time. The mouse cursor will then become a palm like icon.
- 2. Move the mouse to adjust the windows to an appropriate position.



#### 1.6 File Manager

Click on the "File Manager" icon located under the "Settings" feature group tab to start the File Manager program. Alternatively, you can click on the File Manager shortcut located at the left-hand side of the Tool Bar.



Picture 1-5 File Manager

### **1.7 Using Removable Devices**

When you plug-in removable storage devices such as USB Disks, the system will automatically detect the device and, using the File Manager, display its contents (As shown in Picture 1-6). You can use the File Manager to view, copy, modify, move and delete any files and folders stored on that device.



Picture 1-6 Using File Manager to browse data stored in a USB Disk.





After you have finished your tasks, please firstly close all files saved to the USB device. To remove the USB device safely, right click on the USB storage device icon and select the "Unmount" option in the quick menu, finally physically remove the USB storage device.



Picture 1-7 Safely unmount and remove a USB Disk.



Please DO NOT physically remove the USB storage device while files saved on it are open as it may corrupt the files and result in loss of data.

## 1.8 Using the Keyboard

Function Keys	Description
[Fn][Esc]	Camera on/off
[Fn] [F1]	Suspend to RAM
[Fn] [F2]	Screen On/Off
[Fn] [F3]	LCD / CRT dual displayer
[Fn] [F5]	WLAN & Bluetooth On/Off
[Fn] [F6]	Touchpad On/Off
[Fn] [F7]	NumLock On/Off
[Fn] [↑]	Brightness Up
[Fn] [↓]	Brightness Down
$[Fn] [\rightarrow]$	Volume Up



To use the Function Keys, you need to hold down the [Fn] key at the bottom-left of the keyboard then press the Function Key.



# Chapter 2 Using the Internet

Linpus Linux Lite supports both wired and wireless network. Before you start surfing on the Internet, please follow the steps below to setup your Internet connection.

### 2-1 Wired Network Setup

Before proceeding with the setup, please make sure the following:

- 1. One end of the network cable is properly plugged into your computer's network adapter port;
- 2. Plug the other end of the cable into a Switch or Hub which is already part of a LAN connected to the Internet.

## LAN Network with Dynamic IP Allocation (DHCP)

Linpus Linux Lite wired network is automatically set to on. If you are connected to a LAN configured with dynamic IP allocation (DHCP), the Internet will connect as soon as you have plugged in the cable.



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If you are connected to a wireless network and wish to switch to a wired network, firstly plug the network cable into the computer. Right click on the network adapter icon as shown in Picture 2-1 then uncheck the "Wireless Network" option.



Picture 2-1: Switching from a wireless network connection to a wired connection.

## 2-2 Wireless Network Setup

The wireless network adapter is turned on by default at startup. If no wireless network is detected, please firstly check if your wireless network access point is turned on. To get a list of all the wireless networks your device has detected left click on the wireless icon in the Tool Bar (see picture 2-2). Simply then click on the network you wish to connect to.



Picture 2-2: Selecting a wireless access point (AP)





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0	Rease enter you preferred	l access po	nt ("SHHOME")
•	Encryption type:	WEP	-
	Security type:	Open	
	Security key/passphrase:	12345	_
		Show c	haracters
	5	Cancel	Cornect

Picture 2-3 Input password of a wireless access point.

When you are successfully connected, you can see an icon indicating the connection signal strength at the Tool Bar.



Picture 2-4 Signal strength of the wireless network currently connected

#### 2-3 Web Browsing

When you have finished setting up your network you can start browsing the Internet. Linpus Linux Lite is equipped with the popular Firefox Internet browser to bring you the best Internet surfing experience. In the following sections, you can learn the basics of the Firefox user interface.

#### **Tabbed Browsing**

Tabbed Browsing is a page management feature for enhancing your browsing experience. When you are browsing several web pages at the same time, you can load these pages into "tabs" under the same browser; by doing so you can open many web pages in one browser and quickly switch between them. You may go to "File -> New Tab" to add an extra tab or alternatively use the shortcut key [Ctrl] + [t].



Picture 2-5 Tabbed web browsing



#### Using an Internet Search Engine

The Firefox Internet browser includes Google as shown in Picture 2-6. To use this feature, simply input the search keyword into box and press the Return/Enter key to start searching.

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Picture 2-6: Keyword search using Google.

Other than Google, Firefox also has many other popular search engine interfaces built-in like Yahoo, Amazon, eBay, Dictionary.com etc. You can select your favourite search engine from the textbox located at the top right-hand corner of Firefox browser. Input your search keyword then hit Return/Enter to start searching.

#### Font Size Adjustment

You may adjust the web page font size by using the "Increase" and "Decrease" options under the "View -> Text Size" setting in Firefox.

#### **Bookmark Management**

Click on "Bookmarks -> Book This Page" to bookmark the page you are browsing. You may also edit and modify the bookmark label when you add the bookmark.

#### **Popular Internet Website Services**

Linpus Linux Lite desktop is preloaded with several popular website shortcuts for your convenience. You may access these shortcuts in the Internet group tab.



Picture 2-7 Shortcuts to popular Internet website services



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Email is another common Internet tool. Linpus Linux Lite uses Thunderbird as the main email client software. You may start Thunderbird by clicking the Email icon in the Internet group tab. When Thunderbird is started for the first time, you will see an Account Wizard guiding you to setup your e-mail account configurations as illustrated below.

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Picture 2-8: Thunderbird -- Email account management wizard

If you do not wish to setup your e-mail account at this time, you may choose to setup your accounts later by selecting the "Add" option under the "Edit -> Account Setup" in Thunderbird.

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#### **Setup Email Accounts**

If you would like to add an email account into Thunderbird, the targeting email server should support SMTP and POP3 protocols for sending and receiving emails respectively. After you start Thunderbird, please following the steps below to complete your email account setup.

- 1. As illustrated in Picture 2-8, select "Email account" then click "Next";
- 2. Following by inserting "Your Name" and "Email Address";
- 3. Choose POP as the server type for retrieving your e-mails then input your email server address. Input your email SMTP server address as you email sending agent as illustrated in Picture 2-9.;
- 4. Follow the Account Wizard to input the receiving user name and the account name in the next two pages;
- 5. At last, check all the account details are correct and click on the "Finish" button.

(	<b>T</b>	Account Wizard	Q X	* 🖓
Edi	Congratulations!			1
Mail	Please verify that the information	n below is correct.		ard
Fold	Account Name:	user@example.com		
	Email Address:	user@example.com		
	Incoming User Name:	User Name		
	Incoming Server Name:	pop3.example.com		
	Incoming Server Type:	POP3		
- 1	Outgoing User Name:	User Name		
	Outgoing Server Name (SMTP):	smtp.example.com		
	☑ Download messages now			
	Click Finish to save these setting	is and exit the Account Wizard.		
		Cancel Back Fin	ish	
Done		the second second second second		

Picture 2-9: Confirm e-mail account configuration details.



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After you have properly configured your email account with Thunderbird, you can then start sending and receiving emails. All emails can be accessed from the email folders in the left panel. You can use the [<] and [>] controls to switch between email folders. If you would like to write an email, simply click on the "Compose" button and you will see a mail composer as illustrated below. To send your email, just click on the "Send" button.

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Picture 2-10: Composing an email



While composing your email you can use the "Attach" button to attach files to the email and use the "Contacts" button to add your friend's email address in the existing contact list.

#### **Receiving Emails**

At the main control page in Thunderbird, click on the "Get Mail" button to download your emails to Inbox.



Picture 2-11 Receiving emails



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Under the Internet tab, there is an instant messaging software that allows you use popular instant messaging services like MSN, ICQ, Yahoo, AIM etc. You can click on the "Messenger" icon to start the "Pidgin" instant messaging application. Click the "Add" icon to add accounts from various instant messaging services as illustrated in Picture 2-12.

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Picture 2-12: Choose the instant messaging service you want.

# Chapter 3 Office Applications

The "Office" tab provides some common office applications, you can double click the "Office Software" icon to open any one of OpenOffice. org product family, for example, word processor, spreadsheet, presentation and others tools.

Picture 3-1 OpenOffice.org product family

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OpenOffice.org and MS Office has a good format compatibility

## 3-1 Word Processor (OpenOffice.org Writer)

	Untitled1 - OpenOffice.org Writer	• 9
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#### **Create a New File**

Select "File" and then "New' from the top "Tool bar" to create a new Writer Text document, like Picture 3-2

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	Wizards +		HTML Document	
×	Close		XML Form Document Master Document	
8	Save As Ctrl+Shift+S Sage All	집립	Labels Bysiness Cards	
	Rejoad Vgršiana		Templates and Documents	]
•	Export Export as PDF Seng •			
	Properties Digital Signatures Templates			
	Preview in Web Browser			
	Page Preview			

Picture 3-2: Open a new Write text document

## **Open an Old File**

Select "File" and then "Open". Use the "File System" to find the file you want to open.

### Save File

Select "File" and then "Save", enter the "Filename" and "File type" when the "Save As" dialog window appears. This is the same for the "Save As" option.



#### **Change Font Type**

In Writer, you can use a lot of different ways to define the character appearance, such as font type, size, color and so on. The simple way is to highlight and select the words that you want to change, select "Format" and then "Character".



To edit a character, you can also use the right-click button of the mouse, and then select "Font", "Size", "Style" from the pop-up menu.

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Default	Western text foot	Asia	n Layout Hype	ening Backgrou	anaj		
Delaun	Eont		Typeface	Size	Language		
·····1	Times New Roman		Regular 💌	12 -	English (USA)		
	Asian text font				1	- 6	
	Font		Typeface	Sige	Language		
	Arial		Regular 🖛	12 💌	[None]		
			Times New	Roman			
	The same font will be use	d on bo	oth your printer	and your screen.	2 No		

Picture 3-4: "Character" setting dialog box



#### **Insert Table**

To insert a table into the document, select a location with your cursor, then click on "Insert" and then "Table" on the top "Tool bar"; finally input the table name, and number of columns and rows etc.

Point to the top frame boundary of the table and press the left button of the mouse, move left/right and up/down to set the height and width of the table

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#### **Insert a Picture**

On the top toolbar click on "Insert", "Picture" and then "From File"; at the "Insert Picture" dialog window, input the "File Name" to open.



You can also set the picture size; first select and click on the picture, then use the mouse to hold the tiny "Green" box on the picture boundary and move to resize. While resizing, press the "Shift" key to keep the picture size aligned in an even ratio.

### Print

If you want to print - assuming that your printer is already setup – click on "File" and then "Print" on the top "Tool bar"; choose a printer, and number of copies.

#### **Export to PDF format**

If you want to export your document as a PDF format, please directly click on "File" and then "Export as PDF" on the top "Tool bar".

## **3-2** Spreadsheet ( OpenOffice.org Calc )

## **Calc Introduction**



## Cell

Many cells form a sheet; each cell is able to hold data. If you want to select a whole row or column, just click the column name (e.g. C) or row name (e.g. 10). If you want to select non-sequential columns or rows, you can hold down "Ctrl" and then click a row or column.

## Edit the sheet

Use the left button of the mouse to click on the Cell. For example, if you want to create a sheet for a top 10 ranking, you can create columns named "Rank", "Candidate", "Score A" and "Score B". At the Candidate column, input "1" and "2" for the first 2 Cells. Select these 2 Cells and using the left button of the mouse move in a downwards direction the "Black" spot at the bottom right corner.



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Picture 3-6: The selected Cells are numbered "1,2,3,..."

If you want to change the background color, just select the Cells you want to color and then right-click button on the mouse and select "Format Cells". In the "Background" tab, select the color and press "OK".



Picture 3-7: Select the background color for the text within the Cell

### Insert a Column/Row

If you want to add a column or a row move the cursor to the last column or row; right-click on the mouse and select "insert". At the "Insert Cells" window dialog, you then select "Entire Row" or "Entire Column"

### **Automatically Summation**

If you want to calculate the total scores of Ellen, you can use "Summation" sign ( $\Sigma$ ) to do so. For example, first click on the "F3" Cell and then press the " $\Sigma$ " sign, a frame with blue color is shown to surround "D3" and "E3" Cells. Press "Enter" and the result will be put in the "F3" Cell.



Picture 3-8: Formula of Summing up

You can use "Sum(C1:C3)" in the formula, or use "Computation symbol" and "number" to do the calculation. First, at the input line, type an "=" sign and then type the equation (e.g. C1+C2+C3 or Sum(C1:C3)). The result is given after pressing the "Enter" key



#### **Create a Chart**

First Highlight and select the Cells, then select "Insert" and "Chart" on the top "Tool bar". A "Chart Wizard" will be shown and you can select and input the "Chart Type", "Data Range", "Data Series" and "Chart Element". However, the most important information needed is the "Title" , "X-axis" and "Y-axis" under "Chart Element". Press "Finish" when you are done and the chart will be inserted.



Picture 3-9: Result of inserting Chart

## **3-3 Slide Presentation (OpenOffice.org Impress)**



Picture 3-10: Impress Introduction

#### Insert a New page

Select "Insert" and then "Slide" from the top "Tool bar"; in the right window, you can select a slide layout.



Picture 3-11: Using Layouts windows to select the slide layout

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#### **View Slide**

Impress provides 5 different types of viewing modes. Use the right-hand side windows to switch viewing modes.

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#### **Insert Text Editor Frame**

Directly press the "T" icon on the bottom "Tool bar", and use the left button to insert a text editor frame.

#### **Insert Picture**

Select "Insert" and then "Picture" from the top "Tool bar", in "From File" dialog windows, select and open the needed picture.

#### **Change Background Color**

Select "Format" and then "Page" from the top "Tool bar", then the "Background" tab. You can select and apply "Color", "Bitmap", "Gradient" and "Hatching" as background for the slide.



After setting the background color, the system will prompt you with a dialog window, you can press "yes" to apply background settings for all pages or "No" to apply the setting to the present page

#### Insert a chart

Select "Insert" and then "Chart" to insert a chart. Use "Chart information" to define the columns and data, or to add/remove columns/ rows. You can also select the "Chart" icon on the top "Tool bar" to define different types of chart.



Picture 3-12: Insert a chart template



# Chapter 4 Useful Tools

Linpus Lite provides many useful tools, for example: PDF reader, dictionary, ebook, calculator etc. In this chapter, we will introduce them.

#### 4-1 PDF Reader

Click on the "Learn" tab, then click "PDF Reader". You can open PDF format files.



Picture: 4-1 PDF reader

#### 4-2 Dictionary – StarDict

On the "Learn" tab, click "Dictionary" to open StarDict. StarDict by default is a pure English dictionary. You can update or manager other translation dictionaries by clicking the icon in Picture: 4-2.



Picture: 4-2 StarDict



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On the "Learn" tab, click "eBook" to open the FBReader ebook software. Through it you can open fb2, HTML, CHM and RTF etc format files. FBReader can also open document files in the zip tar etc. formats.

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Picture 4-3 FBReader ebook

#### **4-4 Calculator**

On the "Learn" tab, click "Calculator" to open Gcalctool. By default, Gcalctool starts in "Basic" mode. To change the mode, click "View $\Box$  Advanced, Financial or Scientific".

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	(iere)	-	616	632			Mod	Acc		
1	Con 🔻	Fun 💌	Exp	ex	10*	-x*	- 21	Rand		
5	- D		-	Cos	Sin	Tan	In	Log		
		-	-	Or	And	Not	Xor	Xnor		
	1	8	9.00	•		Bicsp	CE	Ch		
	4	5	6	×	1	[1+±10]	Int	Sto 🔻		
	1	2	3	-	- %		Frac	Rel		
	0	(in second		+	1/x	x <sup>2</sup>	Abs	Exch 🕶		
	1	_	_	_	-					

Picture: 4-4 Calculator



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Linpus Lite has a number of multimedia tools and games, for example: gThumb, LTris, Lpairs etc. In this chapter, we have some brief introductions.

#### 5-1 Multimedia Play

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On the "Play" tab, click "Media Player" to open the SMPlayer (shown below in Picture 5-1).



Picture 5-1: SMPlayer multimedia player

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The "Media Player" can support the video and audio formats: VCD, Audio CD, MPEG1,OGG, WAV etc.

#### **Playing Disks**

Please use the following steps to play a disk:

- 1. Connect the USB DVD or CD-ROM player to your device;
- 2. Insert a disk into the player After the system detects the disk, the File Manager will display the CD icon at the left side.
- 3. Click on the disk icon to play it.
- 4. On the "Play" tab, click "Media Player" to run the SMPlayer. Then click "Open Disk" to play it.

While playing, you can find setting functions on the menu bar or the screen right-click shortcut menu. Click "Video Fullscreen" or directly press the [F] key to switch to Fullscreen mode.



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On the "Play" tab, click "Picture" to open gThumb, the included picture software. You can open BMP, JPEG, GIF, PNG etc. You can view images in Folders, Catalogs, Image, Fullscreen and Slide Show modes. You could configure the selected image. Use the following steps to configure:

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- 1. After choosing an image.
- 2. Select the function that you want in the "gThumb" menu bar.
- 3. After configure Click "File", "Save" or "File" or "Save As".



Picture 5-2 Image Viewer

#### 5-3 Games

On the "Play" tab, Linpus Lite provides some fun games as shown in Picture 5-3.



Picture: 5-3 Fun games

# Chapter 6 System Configuration

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#### 6-1 Date and Time

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Click on the icon named "Date and Time" located in the "Settings" page to launch the "Date and Time" application. Once there you can adjust system time and date. Additionally, you can view and change the time zone info by clicking into the "Time Zone" sub-tag.

2ate							Time		
•	March	٠			1 2	2008	Current Time :	15:14:	49
Sur	n Mon	Tue	Wed	Thu	Fri	Sat	<u>H</u> our :	15	
24	25	26	27	28	29	1	Minute	14	A
2	3	4	5	6	7	8	<u>Hindle</u> .	14	
9	10	11	12	13	14	15	Second :	45	-
16	17	18	19	20	21	22			
23	24	25	26	27	28	29			
30	31	1	2	3	-4	5			

Picture 6-1: Adjust System Date and Time

#### 6-2 System Monitoring

Click on the "System Monitor" icon to view the status of all running programs (processes). If a process is found to be behaving abnormally, you may opt to terminate it by clicking the "Processes" sub-tag, selecting the process and then clicking on the "End Process" button. In addition, you can get an overview of the system load - CPU, memory and network usage, by clicking into the "Resources" sub-tag.



Picture 6-2: Monitor System Running Status



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If you are setting up your printer for the first time, please click on the "New" icon, a printer setup wizard will walk you through the steps of setting up a printer.

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Picture 6-3: Printer Setup

#### Add a local printer

As you follow the instructions in the printer setup wizard, you will be prompted to enter a printer name and an optional description. Clicking on the "Forward" button, a screen like Fig. 6-4 will show up. Here you can select "Locally-connected" on the pull-down list and then select "/ dev/usb/lp0". Click on "Forward" button to continue.



Picture 6-4: Setup Local Printers

Next, you will be asked to select the make and model of the printer you wish to set up. Press the "Forward" button to continue and you will see the summary of the printer configuration. Please review it and press "Complete" if the information looks correct to you. A dialogue box will then pop up asking if you want to print a test page. Select "Yes" to print a test page and review the printed page to see if the printer works properly as configured.

This application only includes some popular printer drivers and can not support every printer type, please visit http://www.cups. org to get more details. Linpus Lite

#### **6-4 Power Management Preferences**

Click on the "Power Management" icon in the Settings sub-page to launch the power management application. In this application, you can configure how your system behaves both on AC power and battery power.

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Picture 6-5: Power Management Preferences

You can also access Power Management Preferences by right clicking the power icon located on the tool panel on the bottom of the screen and select "Preferences".

#### **6-5 Bluetooth Functions and Preferences**

If your device has Bluetooth built-in the icons for Bluetooth Manager and Bluetooth File Receiver can be seen on the bottom toolbar as below.





#### **Bluetooth Preferences**

Right click on "Bluetooth Manager" icon and select "Preferences", you will see the pop-up screen below where you have the following options:

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🔋 Bluetooth Preferences	
localhost-0 Services Genera	
Mode of operation	
Other devices can connect	
Visible and connectable for other devices	
Limited discoverable and connectable	
Make adapter invisible after:	
-(	) 🕘
	never
Adapter name	
localhost-0	
Bonded devices	
	sconnect
	Oclose

Picture6-7



1.Mode of Operation – Here you can choose to make yourself visible and connectable by other devices; only allow other devices to connect; and give yourself limited discoverability and connectibility.

Make Adapter Invisible After – In order to improve security, this function makes your device invisible to another after a period of time.

Adapter Name – Here you can rename your adapter to make yourself recognizable to others.

2.Selecting a Bluetooth Device

Right click on the Bluetooth Manager icon and then tap on "Browse Device...".

In the pop-up window there is a list of all detected devices.



#### **Sending and Receiving Files**

#### **1.Sending Files**

You can send files through either of the following methods:

#### **From Bluetooth Manager**

1)Right click on the Bluetooth Manager icon and then select "Send File..." from the pop-up menu.

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2)Select the file you want to send in the pop-up window and then tap Open.

Places	Name	✓ Modified	1	
🛋 Search	my bocuments	07/20/2000	ľ	
🚯 Recently Used	My Internet	resterday at 17:26	L	
My Disk	My Learn	07/25/2008		
	My Play	10day at 10:34	L	
	My work	07/25/2008 Vesterday at 18:02		
	asoundrc	Testerday at 18:02	L	
My Documents My Internet My Work	Dash_history	10day at 10:35	L	
	.Dash_logout	04/23/2008		
	.bash_profile	06/27/2008	I	
	.Dashrc	06/25/2008		
My Play	dmrc	Today at 10:35	۲	
iny riay	esd_auth	06/26/2008	L	
	IDrc	07/01/2008	L	
	.gtk-bookmarks	07/21/2008	2	

Picture 6-8

3) Another menu will then appear asking you to select a device. Tap a device from the list and then connect.

elect a device fro	om the following list:	
Device		Туре
🎧 Jabra BT135		Headset
📃 localhost-peo	ple	Computer
💻 aspire one		Computer
📃 localhost-0		Computer
📃 localhost.loca	domain-0	Computer
00-1F-E1-FF-D	4-9A	Computer
00-1F-E1-F7-9	1-60	Computer
🔋 俞行		Phone
	- · · ·	
ow Only Blueto	oth Devices With	
Device <u>t</u> ype:	All types	
Device <u>c</u> ategory:	All categories	

Picture6-9

4) Once the device you are trying to connect to accepts your file the screen below will appear.



Picture6-10

\$55



#### **From File Manager**

From File Manager select the file you want to send, right click on it, and then select "Send To > Bluetooth" from the pop-up menu. Once you have done this follow through steps 3 and 4 above.

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#### **2.Receiving Files**

In order to receive files Visible and Connectable for other devices must be selected under Bluetooth Preferences.

When someone is attempting to send you a file the screen below will appear. Press Ok or cancel. Once it has been received press Delete or Close. The file will be stored in Home/User/My Internet.

×
Accept a file from 'localhost-people'?
The remote device is attempting to send you a file via Bluetooth. Do you wish to allow the connection?
ys accept files from this device.
🥝 <u>C</u> ancel

Picture6-11

🗊 Bluet	ooth Transfer Received
0	File received from 'localhost- people'. What would you like to do?
	Mame: uvcvideo-r239 (1).tgz Type: tar archive (gzip-compressed) Size: 96.4 KB
	<u>S</u> elete <u>S</u> close

Picture6-12

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## **Appendix A - Rapid System Recovery**

You can use the included recovery CD to quickly recover your system to its factory state. Please make sure you have made backups of files and data you wish to keep beforehand as recovery process will erase all your personal data. Please follow the steps below to carry out the system recovery:



Before starting system recovery, you may opt to back up personal files using USB Flash Disk or network drives. Please refer to "1-7 Using Removable Devices" for more details.



Attention: To ensure successful operation, please read closely the following instructions before attempting system recovery.



- 1. Please connect an external optical drive through the USB port on your system. The Recovery CD is a bootable DVD, please make sure your optical drive supports the bootable DVD disc.
- 2. Insert the Recovery CD into the drive and make sure your system is configured to boot up from your optical drive.
- 3. As shown in Fig. A-1, upon being greeted with the main screen of the recovery program, you may press F2 to switch the language. You may also press F1 to find out other options. Press Enter to continue and follow the instructions shown on the screen.



Fig. A-1: The greeting screen of system recovery program





4. By default, the recovery program will format the whole disk and restore the system to its factory state. Please press the "->" button on each screen to complete the recovery process.



Fig. A-2: Optionally select the disk partition to restore the system into

5. When system recovery is complete, you will be prompted so and at this moment, you may press the "Exit" icon to exit the recovery program and the system will reboot.

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Linpus Lite

# 百资Linux Lite

### (简体中文版)

# 使用手册

百资科技股份有限公司 Linpus Technologies, Inc.

# 前言

Linpus Lite

感谢您使用百资 Linux Lite 操作系统。自 1997 年发行以来,百资 Linux 以使 Linux 真正走向普通使用者为己任,以应用带动桌面,始终致力于为最终使用者提供最佳的解决方案。

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百资 Linux Lite 是本公司2007年最新推出的Desktop Linux版本, 提供了更简单易用的使用界面、更好的中文支持能力,同时大幅提 高了中文办公软件及 Linux 应用的水平,从而为自由的 Linux 增 添了丰富的色彩。到目前为止,百资 Linux 已发展成为大中华地区 销量相当可观的 Linux 发行版。随着我们不断的努力,将会有更 多、更高质量的发行版奉献给广大使用者。

假如您是初次使用 百资 Linux 操作系统,请务必先仔细阅读本使 用指南,它将会帮助您快速入门,力求在最短的时间内帮您掌握百 资 Linux 中的主要功能。

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## 关于本使用手册

欢迎使用百资 Linux Lite,本使用手册专门设计用于指导使用者如 何充分使用本系统上的所有功能,以便使用者能在最短时间内迅速 掌握其内容。使用者可通过以下表格快速检索相关信息。

如果您	请参阅
想知道系统基本使用功能	第一章 认识您的系统 第二章 系统设定
想知道如何进行上网	2.1 网络设定 第五章 使用 Internet 服务
想知道如何使用办公室软件	第四章 办公室应用快速入门
想知道如何在编辑及打印	第三章 中文输入 2.2 打印机设定 4.1 OpenOffice.org Writer
想知道如何播放 VCD	1.4 使用可移动装置 6.1 影音播放
还原预装的系统环境	附录A 快速还原系统

## 图示含义说明

	注意:用来提醒使用者对该部份内容多加留意, 心。	并谨记在
•	说明:用来标示参考信息及专有名词解释。	

3



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百资 Linux Lite 特别提供了人性化的全新使用界面,简单易用的 菜单及更多贴心的应用。在本章里,我们先来了解一些系统中的基 本操作及注意事项。

#### 1.1 登入系统

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当系统启动后,在预设的情况下系统会以"User"账号自动登入Lite版简易使用界面。

当您启动系统时, Linpus Lite会以"user"账号自动登入Lite版简易使用界面。在预设的情况下,"user"账号的密码为空。如果您是 Linux 高级用户,可能需要使用root用户,默认状态下其密码为"111111"。

百资 Linux Lite 同时提供 Lite简易风格和传统 PC 类 windows 风格 两种不同的桌面环境,您只要按下切换 键,如图1.1所示,就可以在这两种界面之间进行切换。



图1-1 在两种操作环境之间进行切换

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#### 1.2 Lite 简易模式导览

桌面

在启动 Lite简易界面之后,使用者将会看到如图 1-2 所示的画面。您可以在此通过鼠标点选桌面上的应用程序快捷方式直接执行 它,或者点选上方的功能群组分页标签,进行不同群组项目的切换。

第一章



图1-2 Lite简易风格工作环境

群组分页标签

在桌面上方提供了「互联网」、「办公」、「学习」、「娱乐」和 「设置」五个不同种类的群组分页标签,每个分页中包含了许多与 此相关的应用软件;默认情况下,Lite简易模式会首先显示「互联 网」分页的内容,使用者可以通过切换群组分页标签选择所需要使 用的应用程序。

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工具列

Lite简易模式桌面下方有一条长方形的工具列;其中包括了一些 最常用应用程序的快捷方式、系统通知程序以及常见的系统设定程 序,如下图所示。

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#### 图1-3 Lite简易操作模式下的工具列



快速启动

Lite简易操作模式的工具列提供了三个快捷方式,从左至右分别为「显示桌面」、「文件管理器」和「切换到类 Windows传统模式」。

系统通知区域

系统程序一旦被启动后便会一直在系统中运行;在工具列右边显示 了所有目前正在运行的系统程序。与快速快捷方式相同,点击图标 后即打开应用程序。

	🗅 [user - Fi	le Manager]	S End User License Agreement	al 🖲 🛞 🕄	0	14:29 🌒
 -					_	

1-4 系统通知区域



档案管理

Lite简易模式的「文件管理器」选项位于「配置」分页中,请先选择「设置」分页,并再点选「文件管理器」图示,使用者便可进行相关文件管理工作。

第一章



图1-5文件管理器


### 1.3 使用可移动装置

当光盘或优盘插入时,系统会自动侦测到该硬件装置,如图1-6所示,在文件管理器中点选该装置的选项即可通过文件管理器来查看 该装置内的文件,您可以复制、修改、移动及删除装置内的所有文 件及文件夹。

	4/53 #EB-04					
· · · · ·		en en 1 🖬 1	🛍 📄 /media/disk			
user 按照编	b					
Desktop	applications	BlueTooth	bmp	daniel	etc	grub
Mr. Doctoments						
My internet	guo	home	icon	kernel	lang-3.0	Lenovo
My Work						
My Learn	logs	new	peter	png	powersave	Rena
ing ray						
	rhythenbox	Skins	splash-holkey	Sysinfo	thomas	thresholds
	1	1				-
	trace	usr	ussia-String	1.png	01.099	2.6.25.6lw.tgz
	-	-	A	A	-	

图1-6 自动侦测可移动装置

当您使用完毕后,首先关闭任何正在使用或浏览可移动装置内容的 应用程序,然后在可移动装置图标上按鼠标右键,在弹出式菜单中 点选「卸载卷」,您便可以安全地将可移动装置从计算机中取出。



请勿在使用存储装置或正在执行移除功能时将装置拔出,这 将会引起存储装置内的档案造成损毁。 注意:光盘在已挂载的状态无法直接通过光驱上的弹出按钮 取出光盘,此时您需要请先点击【卸载卷】。



### 1.4 关闭您的计算机

在关闭您的计算机之前,请勿直接关闭计算机的电源,否则会对系 统造成严重损毁,储存的数据很可能因此而被遗失。

点选右下角的「离开」按钮,然后按「关机」或「重启」便可以关 闭或重新启动系统。



图1-7 关闭操作系统



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点选「设置」选项,通过这些选项进行各种与系统相关的设定。

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图2-1 Lite简易模式下的系统设置群组

#### 2.1 网络设置

在「设置」中点选「网络配置」打开网络连接设置窗口,或在「工 具栏」中点选「网络」图标,出现如图 2-2 所示菜单。选择「连 接管理器」将出现网络连接设置窗口,您可以对有线网络、无线网 络、DSL连接等进行新建、编辑、删除等操作。如果目前的网络处 于关闭状态,您可以在网络连接列表中选取您想要的连接,然后按 「连接」。待网卡被启动后,会在该选项中的「状况」栏显示「活 动」,表示网络卡已正常启动。

# 

9 🐏 🚬	TANK				
	linpus-WEP	A (			
Filler #145	Olinpus	0		网络女件本	
P15010.07k	Belkin_N_Wireless_563412A3	0			
	OARCADYAN_00001	6			
	Ovivoice	6	)		
	OPLDS_SHANGHAI	6			
	SHHOME	0	)		
	ONAVI210WV		)		
	重新扫描(图)				
	连接管理器 (C)				/
			õ 📶 🤇	6 🖓 🚺 🔂 🧶 153	ر 🍋
<ul> <li>注接管理</li> <li>① 注接管理</li> <li>② 原 Auto I</li> </ul>	innus-WEP			-0	
Adton	inpus-wer				- 1
EAN-U					- 1
					_
新建 (1)	编辑 (E) 删除 (D)		连	接 (C) 关闭 (E)	Э

第二章

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| 网络连按页直」 囱 |

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如果您想针对目前的网卡作进一步的设置,您只需点选该装置选项,再按「编辑」;在在弹出的新窗口中,您可以指定网卡获取 IP 地址的方式。

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Ô

<ul> <li>使用以下</li> <li>IP 地址:</li> </ul>	IP 地址	: 192	8	. 168	. 0	. 5	
子网掩码	:	255	5	. 255	. 255	. 00	
默认网关	:	192		. 168	. 0	. 1	
主 DNS	202	. 71	• 1	22	. 81		
辅 DNS		•	<b>-</b> .				

图2-3 「网络连接」编辑窗口



### 2.2 打印机设定

在「设置」中点选「打印设置」打开打印机设定窗口。



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图2-4 打印机设置界面



如果您是第一次设定打印机的话,请点选「新建」图标,通过设定向导来为您的系统进行打印机设置。

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添加打印机

新建打印机向导的会自动扫描网络中可用的打印机,请选择或输入 打印机的网络地址及输入相关信息,完成后按「前进」。

选择连接	SMB Printer
设备	smb // 192.168.1.211/HPLaserJ
Peter (Bluetooth)	smb://IP(server)[:port]/printer
ocalhost-0 (Bluetooth)	共享 ▼   注解
ocalhost-0 (Bluetooth)	▶ MYGROUP
ocalhost-0 (Bluetooth)	✓ WORKGROUP
ocalhost-apple (Bluetooth)	AAAA 🗢
Nindows Printer via SAMBA	HPLaser) HP Laserjet P1505
internet in inting in coocol upp?	FILESERVER FETER PUBLIC1
	身份验证
	用户名:
	口令: 《仪概述-
	用户名: 口令:

🗊 HITPH ▲ 关于打印机的注释 型号 Laserlet M3035 MFP LaserJet M4345 MFP Laserlet M5025 MFP LaserJet M5035 MFP Laserjet P1005 Laserjet P1006 关于驱动的注释 Laserlet P2014 驱动程序 关于 PPD 的信息 HP LaserJet P1505 Foomatic/foo2xqx (recommended) 14. 注解:打印机 驱动程序 PPD ← 后退(B) Ø 取消(C) → 前进(F)

第二章

图2-5 添加打印机

接着会切换到下一个画面,您将被要求选择打印机的生产厂商和型号。待完成以上步骤后按「前进」,设置向导会列出刚才针对打印机所设定的相关信息,您只要按「完成」确认即可。当所有设定完成后,您可以通过[打印测试页]验证刚才的设定是否正确。如果系统无法正常打印测试页,则需重新进行设定;若可以正常打印,证明您的本机打印机已经设定成功了。

 $\triangle$ 

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声明: 本开源软件默认情况下只包含了部分打印机的驱动程序,并不保证支持所有打印机,请查询 CUPS 网站 http://www.cups.org 获取更多详细信息。



## 2.3 蓝牙功能及设置

如果您的机器内建有蓝牙装置,默认状态下蓝牙功能会自动开启, 在屏幕右下方任务栏上会显示两个图标:"蓝牙文件接收器"图标 和"蓝牙管理器"图标,如下图所示:





蓝牙首选项设置

如果希望内建的蓝牙设备能够被发现和被连接,需进行相应的 设置。右击"蓝牙管理器"图标,在弹出菜单中选择"首选项 (P)",将弹出蓝牙首选项配置界面(如图),如下图所示:

第二章

⑧ 蓝牙首选项	- 🗆 🗙
localhost-0 服务 普通	
操作模式	
💽 可被其他设备连接	
🔘 可被其他设备发现和连接	
🔵 限制性可发现并可连接	
使适配器可见:	
-(0	)
3 分钟	
适配器名称	
localhost-0	
结合的设备	
<b>③</b> 删除(0)	▲ 断开连接(□)
	<b>冬</b> 关闭( <u>C</u> )
N	

图2-7

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在第一个标签页中有以下主要选项:

\*操作模式:如果希望蓝牙设备能够被其他设备发现且连接,请选择 第二项;

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- \*使适配器可见: 蓝牙设备的可见时间,根据需要设定,最右端表示 永久可见;
- \*适配器名称:指本地蓝牙设备的名称,可以根据个人喜好自行设定。

设定好之后点击"关闭"按钮之后系统将自动保存您的设定。

搜索蓝牙设备

右键点击"蓝牙管理器"图标,在弹出菜单中选择"浏览设备", 将弹出设备列表对话框,系统将自动列出所有可发现或连接的蓝牙 设备。



发送与接收文件 <1>发送文件 您可以通过以下两种方式发送文件:

- 方式一: 从蓝牙管理器菜单中选择"发送文件..."
- 步骤一:右键点击任务栏上的"蓝牙管理器"图标,在弹出的菜单中选择"发送文件..."

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步骤二: 在弹出的对话框中(如下图所示)选择要发送的文件, 然 后点击对话框右下角"打开"按钮。

位置( <u>R</u> )	名称	▼ 修改日期		
🗟 搜索	.bashrc	2008年06月25日		
🚱 最近使用的	🔄 .dmrc	今天于 1655		
My Disk	🛿 esd_auth			
	.fbrc	2008年07月01日		
S 6.0 GB Volume	.gtk-bookmarks	2008年07月21日		
> 7.8 GB Volume	💽 .ICEauthority	今天于 1655		
My Documents	🔲 🗐 .icebreaker	2008年07月08日		
My Internet	🦉 🕑 .lpairs.cfg	2008年07月08日		
My Work	.optsdksettings	2008年07月16日		
My Learn	🕑 .recently-used.xbel	今天于 1700		
My Play	.tuxpuckrc	2008年07月07日		
	📧 .viminfo	2008年07月21日		
	.XHkeys	2008年07月29日		
· 体力(4) 《田田(1)	🕑 🔄 .xsession-errors	今天于 1701		

图2-8

步骤三:之后会弹出"选择设备"页面,选中想要发送的对方设备 (如下图所示),然后点击右下角的"连接"按钮,此时 系统会弹出"文件传输"对话框,等待对方的应答。

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设备		类型		
🕥 Jabra BTI	.35	Headset		
📃 localhost	-people	Computer		
🗐 俞行		Phone		
Iocalhost	localdomain-0	Computer		
ow Only Blu 设备类型(T):	uetooth Devices With 所有类型	<b></b>		

- 图2-9
- 步骤四:如果对方确认接收,"文件传输"对话框即出现发送的进 度(如下图所示),发送完毕后对话框将自动消失。



图2-10



方式二:直接发送文件到其他的蓝牙设备 从文件管理器中找到想要发送的文件,右键单击此文件,在弹出菜 单中选择在"发送到(S)"-->"蓝牙"项,接下来同方式一中的 步骤三和步骤四。



<2>接收文件

接收文件之前,请确认蓝牙管理器中已选中"可被其他设备 发现和连接"并且"蓝牙文件接收器"处于活动状态(即图标可 见),如果弹出文件接收对话框(如下图所示),则表示有其他的 蓝牙设备要向此系统传输文件,点击"确定"则开始接收文件,在 接收过程中,蓝牙文件接收器会不停的闪烁。系统默认的文件接收 保存路径在"/home/user/My Internet/"下(即: Internet 组 下的"My Internet"文件夹中)。



图2-11

文件接收完毕后,将弹出对话框询问文件处理方式,您可以根据需要自行选择。(如下图所示)

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声明: 本开源软件默认情况下只支援通过蓝牙发送与接收 文件,其他蓝牙功能目前暂时无法支援。



提示:该 Linux 操作系统为联想指定机型的专属客制化版本,因此对于某些特定外接 USB 设备及 PCI-E 扩展设备的 支援,需要您手动额外添加 Linux 驱动程序,更多细节可 以访问 Linux 相关论坛寻求帮助。



# 第三章 中文输入

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在百资 Linux Lite 中提供了完整的中文输入法工具,支持智能拼 音及五笔等常用的简体中文输入法。

#### 3.1 如何使用

基本使用方法

当 XFCE 启动后,输入法亦会同时启动,这时候,您会发现在工具列的「系统通知区域」中出现输入法的图示。



图3-1在 XFCE 环境下的输入法图标

当您启动编辑工具(如OpenOffice.org Writer)或终端机后,再打 开输入法,输入法面板会在桌面上显示,如图 3-2 所示。

🎬 智智能拼音 全 中 🌙 🥺 📰 🔞 图3-2 输入法面板



以下是输入法面板内各功能按钮之说明。

功能键	说明
智 智能拼音	选择输入法。
中	切换输入键盘。在使用简体中文输入法时,用来切 换中文和英文键盘。
2	切换全型和半型字符。您可以利用【Shift】+ 【Space】组合键来切换全型与半型字符。
92	切换全型和半型符号。
0	热键查询。

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您可以利用鼠标点选「系统通知区域」中的输入法图标,在选单中选择常用的输入法,如图 3-3 所示。

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	智 简体中文 - 智	能拼音
	■ 英语	
	☆ 日语	
五 五笔字型	简体中文	•
智 智能拼音	繁体中文	•
	其它语言	•
	■ 英语键盘	

图3-3 利用鼠标选择输入法

组合键	说明
【Ctrl】+【Space】	开启 / 关闭输入法。
【Ctrl】+【Shift】	切换输入法。
【1, 2,, 9】	选择候选字符 / 词汇。
【↑】, 【↓】	选择候选字符 / 词汇。
【<】, 【>】	切换候选字符 / 词汇。
【Pg up】, 【Pg down】	切换候选字符 / 词汇。
(Esc)	取消输入。
【Shift】+【Space】	切换全型 / 半型字符。
【Shift】+ 符号	以全型方式输入符号。



输入文字

假如您启动 OpenOffice.org Writer 后,利用鼠标选择自己惯用的 输入法,然后在 Writer 文件中输入「pu」,您可以按【1, 2, ... , 9】或【↑】,【↓】选择候选字符/词汇,或按【Pg up】, 【Pg down】切换到其它候选字符/词汇选单来进行选择。

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当您使用「智能」或其它输入法时,您可以利用【<】, 【>】来寻找其它候选字符/词汇。



# 3.2 新增/移除输入法

您可以利用「泛用对照表 / 管理对照表」来加入或删除输入法。

SCIM ▼ 前端	通用 键盘 码表管理 已安装的码表:							
全局设置	名称	语言	类型	文件	前 安装			
▽ 输入法引擎	行 行列30			/usr/share/scim/tables/Array30.bin	(B))\$			
全局设置	State 交換码	繁体中文	系统	/usr/share/scim/tables/CNS11643.bin	Ett(			
Anthy	念仓颉第三代	繁体中文	系统	/usr/share/scim/tables/CangJie3.bin				
智能拼音	倉 仓颉第五代	繁体中文	系统	/usr/share/scim/tables/CangJie5.bin				
通用码表		繁体中文	系统	/usr/share/scim/tables/CantonHK.bin				
▽ 面板	廣广东拼音	繁体中文	系统	/usr/share/scim/tables/Cantonese.bin				
GTK	桓 轻松大词库	累体中文	柔統	/usr/share/scim/tables/EZ-Big.bin				
	專 粵语拼音	繁体中文	系统	/usr/share/scim/tables/Jyutping.bin				
	速速成	繁体中文	系统	/usr/share/scim/tables/Quick.bin				
	易商易	繁体中文	系统	/usr/share/scim/tables/Simplex.bin				
	恙 笔顺五码	繁体中文	系统	/usr/share/scim/tables/Stroke5.bin				
	吳 吳語註音法	繁体中文	系统	/usr/share/scim/tables/Wu.bin				
	五 五笔字型	简体中文	系统	/usr/share/scim/tables/Wubi.bin				
	注 注音大字集	繁体中文	系统	/usr/share/scim/tables/ZhuYin-Big.bin				
	注 挂音	繁体中文	系统	/usr/share/scim/tables/ZhuYin.bin				
	自自然码	简体中文	系统	/usr/share/scim/tables/Ziranma.bin				

图3-5 删除输入法

如图3-5 所示,在「码表管理」设置页面中选择不常用的输入法选项后,按「删除」,然后按「确定」保存设定值并重新启动输入法即可生效。



# 第四章 办公应用快速入门

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OpenOffice.org 是目前在 Linux 平台下最受广大用户所使用的办 公软件,它具备跨平台的特性,并提供了诸如文字处理 (Writer)、 电子表格 (Calc)、简报 (Impress)等功能,而且与微软Office 文 件格式具备良好的兼容性。

点选「办公」功能标签就可以打开 OpenOffice 家族中的各种工具 及其它办公软件,如图 4-1 所示。



图4-1 「办公」群组中的应用软件



#### 4.1 OpenOffice.org Writer

新建文件

点选主菜单中的「文件-新建」即可打开一个空白的 Writer 工作 区,如图 4-2 所示。

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第編集() 視風() 福丸() 福丸() 東橋(4) 工具() 根歯(4) 新助()     ×       ● 市田(1)     (1) 文本文符() (Cr)+N 単式的(2)     (1) 文本文符() (Cr)+N 単 电子条体(3)     (2) 文本文符(3)       ● 市町(1)     (1) 文本文符(2) (Cr)+N 単 电子条体(3)     (2) 文本文符(3)     (2) ①       ● 市町(1)     (2) 文本文符(3)     (2) ①     (2) ①       ● 市町(1)     (2) ①     (2) ○     (2) ①       ● 市町(1)     (2) ②     (2) ①     (2) ②       ● 市町(1)     (2) ②     (2) ○     (2) ○       ● 市町(2)     (2) ②     (2) ○     (2) ○       ● 市町(2)     (2) ○     (2) ○     (2) ○       ● 田田田田田田田田田田田田田田田田田田田田田田田田田田田田田田田田田田田田	♥			未命名1 - OpenOffice.org Writer	• X
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両時低り     ●     田川山、交播       X 关闭の     ●     MUL SH 東文格       ●     MUL SH 東文格       ●     新広口       ●     秋広口       ●     秋広口 <t< th=""><th>ľ</th><th>新建(1) 打开(0)。 最近的文档(1)</th><th>Ctrl+0</th><th>文本文格① Ctrl+N</th><th></th></t<>	ľ	新建(1) 打开(0)。 最近的文档(1)	Ctrl+0	文本文格① Ctrl+N	
■ 建制料入论 ■ 建制料入论 ■ 非社① 物社成了D 物社成了D 物社①_ 数字签名(k)_ 文材料水①_ ● 耳田和(①) ■ 耳目(2)_ ■ 丁田和(①) ■ 丁田和(①) ■ 非社(①) ■ 正社(①) ■ 正社(①) ■ 正社(①) ■ 正社(②) ■ 正社(②) ■ 正社(③) ■ 正社(③) ■ 正社(③) ■ 正社(③) ■ 正社(③) ■ 正社(⑤) ■ 正社(⑥) ■ 正社(⑦) ■ 正社(⑧) ■ 正(□) ■	×	向导()) 关闭(℃) 保存(≤) 另存为( <u>A</u> ) C 全部保存(⊻)	Ctrl+S trl+Shift+S	G UTU 2番     A 2 2 - 2 - 2 - 2 - 2 - 2 - 2 - 2 -	
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■ 属性① 效用体和① 、 文档体和① 、 ■ 页面积图③ ■ JTRP② Ctrl+P ■ 透现订印机② ■ 通 进业③ Ctrl+P ■ 通 进业③ Ctrl+P		输出(ID 输出成 PDF 输出(D)	,		
□ 訂問報題(① □ 訂訂和2D Ctrl+P □ 法说訂印机图) □ 法说訂印机图) □ 法说订印机图)		属性(1) 数字签名(8) 文档样式(1)			
	- A - A	页面视图(G) 打印(P) 设定打印机(R	Ctrl+P		
	1	退出(1)	Ctrl+Q		
4 ( ) (4) (4) (4) (4) (4) (4) (4) (4) (4					
	4	/1		1 WW 4421 4214 1000	34.3

图4-2 打开一个空白的 Writer 工作区

打开现有文件的方法基本上是相同的,点选主菜单中的「文件--打 开」,并在选单中选择需要打开的档案即可。

保存文件

点选主菜单中的「文件-保存」,然后在「保存」窗口中输入文件 名称及选择档案类型即可。「另存为」的使用方法大致相同。



变更文字外观

在 Writer 中,您可以通过各种不同的方法来定义文字的外观,如 字型、大小、颜色等等。最简单直接的方法,就是选取需要变更的 文字后,点击「对象工具列」中附带的快捷方式,如图 4-3 所示。

第四章

· E I A F E B B B B " 🐻 X 6 0 · 🛦 🖘 · 🔊 🖬 · 🗗 & 🔶 🖬 1 Q 🞯 . 默认

您亦可以通过点选鼠标右键,在「快速选单」中选择变更文字的字型、大小或样式。您还可以点选主菜单中的「格式-字符」选项,您可以在「字符」设置页中定义文字的字型、大小、颜色和形状(如:粗体、斜体)。

文鼎PL细上海宋Uni	→ 标准	· 12	▼ 🖤 英语 (美国)
=日韩字体			
字体(E)	字体形状(2)	大小(E)	语言( <u>G</u> )
文鼎PL细上海宋Uni	▼ 标准	• 12	• 中文 (简体)
	立身日知	⊢海宇IIni	

图4-4 在「字符」设定页中定义文字的外观

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图4-3 「对象工具列」中用来定义文字外观的快捷方式



插入表格

您可以在 Writer 中插入一些表格; 点选主菜单中的「插入一表格」选项, 再在「插入表格」窗口中指定栏和列数目, 即可在目前的位置插入所指定的表格。

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插入图片

点选主菜单中的「插入一图片一来自文件」选项,然后在「插入图 片」窗口中选择要插入的图片即可。

您还可以调整图片的大小;首先点选图片,接着利用鼠标按 住图片边上的绿色方格向四周拖动来调整图片的大小。您可 以在拖动过程的同时,按【Shift】键保持图片在等比例之 下调大小尺寸。

打印

A

如果您想把文章打印到纸张上,并假设您的打印机已经正确设置, 点选主菜单中的「文件-打印」来指定执行打印的打印机、打印范 围和打印数量。

输出成 PDF 格式

如果您想把文件输出成 PDF 格式档案,请直接点击「工具列」中的 「输出成为 PDF」快捷方式,然后选择储存路径和文件名再按「保 存」键即可。

#### 4.2 OpenOffice.org Calc

储存格

工作表中每一个小方格称为储存格,每一张工作表由多个储存格组成,每一个储存格都可以用来存放资料。如果要选择整栏或整列时,只需要直接点选行号(如 C)或列号(如 10)即可。如果希望选取不连续的栏或列,可利用【Ctrl】+列号 / 栏号组合键来完成。

编辑工作表

利用鼠标左键点选储存格,这表示该方格已被选取,您可以对它进行修改。例如您要制作一个前 10 名投票排行榜的话,您可以先输入「排名」、「姓名」、「语文成绩」、「数学成绩」和「总成绩」等字段,接着分别在两个储存格上输入「1」和「2」,再选中这两个数值的储存格,利用鼠标左键点右下角的「黑色正方形」向下拖动时,会出现一个「充填序列」窗口,请在「排列类型」中选取「直线」后按「确定」,即可出现 1 至 10 的名次编号,如图 4-5 所示。

Ninte	n Sens L			0 • 1 • 0 E = = =		) 🐝 🐝 🐠	10 8 4 1 1 1 1	18 <b>Q</b> 19	а. 8-д-1		
	• fω Σ	= 1									
¢	н	1	1	x	L	×	N	0	P	Q	R
-	216	姓名	语文联播	数学成绩							
	1	何士尊	9	9 100							
	2	激光明	9	6 99							
	3	张福平	9	6 96							
1	4	张华谱	8	9 58							
8	6	平相	8	3 90							
68	6	胞华峰	8	5 91							
2	7	许鸿具	8	2 88							
1	0	吴武	7	5 90							
2	9	蟇余	71	8 63							
3	10	林将	7	0 75							
	11	孙川	7	2 70							
5											
S											
7											
8											
9											
-	##1/1##2	(工作表) /	11+4	_							14
Ar# 1/2		MACK.			100M						

图4-5 以「 1,2,3, ... 」快速填满储存格

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按着「工具列」中「字型颜色」及「背景颜色」快捷方式,为储存 格或格子里的文字指定颜色。

⊽					未命名1 -	OpenOf	fice.org C	alc				• ×
文件(	E) 编辑(E)	视图(12)	插入① 枚	時式(1)) 工具	(I) 数据(I	)) 视窗(!!)	帮助(出)					×
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B12	(	• f∞ Σ	= 10								$\smile$	
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		D	0		Б	1	u	11	1	J	n	ь

图4-6 为储存格中的文字选择颜色

例如:需要把所有学生在「语文成绩」栏的得分统一以小数后两位来 表示,请先选取所有学生的「语文成绩」栏,然后点击「工具列」 中「增加小数点位数」快捷方式两次即可。

插入行/列

如果您想在目前的表格中加入一行或一列,只须把光标移到表格最 后一行或列,然后按鼠标右键,在「快速选单」中点选「插入储存 格」,然后在「插入储存格」窗口中选择「插入整列」或「插入整 行」即可。



自动求和

如计算学生的总得分,可以利用 Calc 中的「求和」功能来完成,操作步骤如:首先把光标移到「L4」储存格,然后点击「工具列」中的「求和」快捷方式,这时候 Calc 会以蓝色边框选取目前的计算范围(如目前的计算范围为「J4」至「K4」),再按一下【Enter】键,「F3」储存格将显示刚才计算的结果。当您把光标点选「F3」储存格,Calc 会在「编辑列」中显示加总的计算公式;如图 4-7 所示,「=SUM(J4:K4)」表示「J4」与「K4」储存格的求和结果。



图4-7 求和的计算公式

在公式中除了以「Sum(C1:C3)」格式来指定计算范围外,Calc 支持 在公式中加入「运算符号」及「数字」进行计算。首先,在「编辑 列」中先输入一个「=」符号,再输入公式(如输入「C1+C2+C3」或 「Sum(C1:C3)」),再按【Enter】键,便可获得计算结果。



制作图表

点选「菜单列」中的「插入/图表」后出现「自动格式图表」窗 口,在这个窗口中,指定图表所表达的表格范围、结果显示位置, 然后在最后一页中,为图表输入「主标题」、「X轴标题」及「Y轴 标题」后按「完成」键,便可发现刚才指定的图表已在 Calc 工作 区中出现。

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图4-8 插入图表后的结果

#### 4.3 OpenOffice.org Impress

插入新页

点选主菜单中的「插入一幻灯片」,然后在「版式」窗口中为幻灯 片选择版式即可。



图4-9 为幻灯片选择页面版式

查看幻灯片

在 Impress 中提供了五种不同的视图模式,您可以通过窗口的右边 切换按钮进行模式切换。

插入文本框

直接点击「主工具列」中的「T」快捷方式,然后利用鼠标左键在「Impress 工作区」中拉出文本编辑框,接着在插入点中输入文字即可。

插入图片

点选主菜单中的「插入一图片一来自文件...」,然后在「插入图 片」窗口中选择图片的位置即可。



#### 变更背景颜色

点选「菜单列」中的「格式一页面」选项,再切换到「背景」设置 页;您可以选择以「渐变」、「位图」或「阴影线」的方法为投影 片上加入背景,最后在选单中选取所喜爱的选项即可。



当背景颜色设置完成后,系统会出现确认窗口,您可以按 「是」把刚才的设置都应用在所有幻灯片中,或按「是」把 设置应用在目前的幻灯片。

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#### 插入图表

首先点选主菜单中的「插入-图表」,然后在「图表数据」里针对 默认的字段名称、数据进行修改,或自行增加或删除行/列。您也可 以利用「快捷菜单」选取「图表类型」,为图表定义不同的类型。



图4-10 插入图表模板

# 第五章 使用 Internet 服务

### 5.1 FireFox 网页浏览

浏览器是网络应用中最为常用的Internet工具,点选「网络」功能标签中的「浏览器」打开Firefox浏览器。

#### 分页浏览

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分页浏览 (Tabbed Browsing) 是一种利用「标签页」的方式管理 浏览窗口的功能,当您同时浏览多个网页时,可以方便您在多个网 页中来回切换。您可以点选「文件 — 新建标签页」或按【Ctr1】+ 【t】键来开启新的标签页。



图5-1 标签页方式浏览网页



使用搜索引擎

在 FireFox 中提供了 Google 的「手气不错」功能,如图 5-2 所示,只要在网址列输入关键词,如「联想」,然后按【Enter】, FireFox 便立刻进行搜寻。

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图5-2 利用 FireFox 中的「手气不错」功能搜索网页

另外,FireFox 中预装了多种最常的搜寻引擎,包括 Google、 Yahoo、Amazon、eBay、Dictionary.com;您可以在浏览器右上角的 搜寻方块中,选择搜寻引擎,输入关键词,最后按下【Enter】键即 立刻进行搜寻。

书签管理

点选「书签一加入书签」便可以把目前正在浏览的网页记录起来, 以方便日后浏览该网页。您还可以在加入书签时编辑书签的名称、 位置。



#### 5.2 电子邮件

您可以使用 Thunderbird 来发送与接收电子邮件,点选「网络」功能标签页中的「电子邮件」即出现如图 5-3 所示的画面。



图5-3 开启「Thunderbird 邮件客户端」浏览邮件

#### 设置电子邮件信箱

假设您准备为您的系统新增一个电子邮件信箱,该信箱分别通过 SMTP 和 POP3 协议来发送和接收邮件。当您启动Thunderbird 后, 首先您必须完成基本的电子邮件设定工作,这样才可以顺利收发邮 件。

在第一次启动Thunderbird 时,Thunderbird会弹出中个新增邮件账 号界面,您可以根据设置向导的提示进行邮箱设置。



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	帐户向导
í	
每个帐户可! 这是您发的?	以有一个标识,当其他人接收到您的消息时此标识可以让他们知道 肖息。
请输入您希望 兵")	望在发送的消息中出现在"发件人"字段中的姓名。 (例如,"张
您的姓名 (Y	): linpus
请输入您的吗 (例如,"用	电子邮件地址,这个地址是其他人用来向您发送电子邮件的地址。 户@example.net").
电子邮件地址	⊥: (E) linpus@linpus.com
	◎取消 ●上一步(B) ●下一步(

图5-4 填写邮件账号所需要的数据



如图 5-5 所示的设置画面,请填写 POP3 账号的主机名称后按照设置向导的指示即可完成邮箱的设定工作。

	帐户向导
器信息	
选择您使用的接收服	务器类型。
● POP 邮件服务器	○ <u>I</u> MAP 邮件服务器
输入接收服务器名。	(例如, "pop.netscape.net")
接收服务器 ( <u>5</u> ):	mail.linpus.com
不选此检查框可使该为一个最上层帐户。	帐户的邮件保存到它自己的目录中。此操作将使该帐户变 否则,他将成为本地文件夹全局收件箱帐户的一部分。
☑ 使用全局收件箱 (	将邮件保存至本地文件夹中)
输入发送服务器 (SM	ITP) 名。(例如,"smtp.netscape.net")
外发服务器 ( <u>O</u> ):	mail.linpus.com
	●取消 ●上一步(B) ●下一步

图5-5 设置 POP3 账号

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新建邮件

当您设置好您的邮件服务器之后,您便可开始发送和接收电子邮件 了。您可以点选在Thunderbird 窗口左侧的「本地文件夹」来查看 所接收到的、准备发送的以及已发送的电子邮件等。如果您要撰写 一封电子邮件,请点选「新建」图标。当邮件编辑完成后点选「发 送」,Thunderbird 便会替您发送邮件。

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接收邮件

在Thunderbird 主画面中,点选「接收邮件」图标即可利用 Thunderbird 接收电子邮件。



#### 图5-6 接收电子邮件



## 第六章 进入多媒体世界

#### 6.1 游戏娱乐

在「娱乐」功能标签页下有多款小游戏,供您在工作之余放松放 松。



图6-1 游戏娱乐主页面

撞球游戏

提示:该游戏启动的时候,需要按鼠标左键才能继续。

破冰游戏

提示: 该游戏启动后, 控制主菜单在窗口右下方, 需要鼠标才能进行操作。

超级企鹅

提示: 该游戏在第一关冲关的时候,需要同时按【加速键】和【空 格键】才能跳过障碍,默认键盘设置【左Alt】键为加速键。您可以 自行更改【加速键】,但请注意不要设置为【左Ctrt1】键,否则会 和输入法的快捷键冲突。

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### 6.2 影音播放

MPlayer 是一个多媒体播放工具,可支持VCD 及 Audio CD (音乐光盘)等多媒体格式。点选「娱乐」功能标签页中的「媒体播放器」 后,系统会立即启动 MPlayer,如下图所示。



图6-2 MPlayer 主界面



媒体播放器和音乐播放器可以支援各种主流媒体格式,但很 多媒体格式必须先获得授权才能播放。基于保护知识产权的 考虑,您电脑中预置支援的媒体格式会依据各硬件配套品牌 厂商所获得的媒体格式授权的种类不同而有很大的差别。



## 附录A 快速还原系统

百资 Linux Lite 操作系统提供快速系统还原方法,您可通过随机 附送的百资系统恢复光盘,在较短的时间内迅速恢复百资 Linux 系 统。请务必在您准备使用系统恢复功能之前详细阅读以下说明,以 确保您正确地使用该功能。

附录



请在做系统还原之前,请确保您已经成功备份好硬盘上的个 人数据,还原过程将会清空硬盘上的所有数据。



通过百资系统恢复光盘还原系统

当您把系统恢复光盘插入光驱并设置好以光驱为优先启动设备后,恢复光盘首先会进行一系列恢复系统的准备工作。这时候您可以按 [F1]查看各选项功能;按[F2]切换语言,或直接选择从硬盘启动, 如图 A-1 所示在默认情况下,预设语言为英文,您可以按[F2]选择 您需要的系统语言环境(简体中文)。

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图 A-1 语言选择画面



接着,您会看到恢复光盘的欢迎画面。假如您要继续执行系统恢复 功能,请在这个画面中按下「下一步」按键即可。

▼ 欢迎	选择分区
→ 选择分区	O Whole-disk 1 /dew/hdc 3919MB ■ Linux ext3 /dew/hdc 3919MB
资料写入	
结束	
lenovo	← → - €]

图 A-2 选择系统还原的硬盘分区

当您所使用的是一个空白的硬盘时,在默认情况下系统恢复光盘会格式化整个硬盘然后建立恢复系统。这时候,您只需要按下「下一步」按键,恢复光盘将立即会为您建立一个 Linux 分区。

当套件安装完成后,您会看到一个安装成功的提示画面,这表示整 个系统恢复过程已经顺利完成。这时候,请按下「退出」按键,计 算机便会重新启动。至此,系统将恢复到出厂默认状态。



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