eyeOS Web System

User Manual

Contents

1. Introduction

Welcome to the **eyeOS User Manual**. This HandBook does describe how to start using the eyeOS Web System and the common usage of its bundled applications.

eyeOS is a Web Based System that lets you work and have fun with your files and documents from everywhere an Internet connection is available. With eyeOS you can organize and centralize your files and documents, play your media, work with Word documents and much, much more. All you need to get started is a Web Browser. From your PC, an Internet Tablet or any Internet-capable device!

In order to start using eyeOS you need the address of the server where eyeOS is installed. If you do not have a private server (for example, the eyeOS Server provided by your company or group of friends), you can use the eyeOS Public Server, which is available from *www.eyeOS.info*.

1.1. Logging in

The first you have to do to use eyeOS is to type the address of your server in your browser's address bar. You will be then in an eyeOS Login Screen. *(see Illustration 1)*.
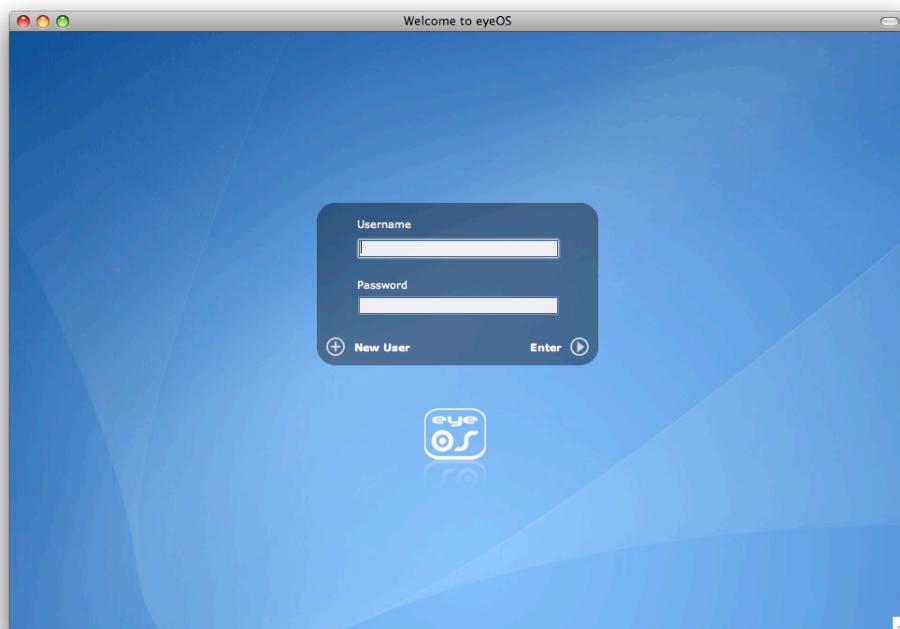

Illustration 1: eyeOS Login Screen

If you have already an account in this server, just type your Username and Password and press "**Enter**" to log into your Desktop. Please proceed to the chapter 2 *"The Desktop: First Steps"*.

If you do not have yet an eyeOS account for this server, and the server administrator allows new users (so the "**New User**" text appears in the bottom left part of the Login Box), you can create a new user. Please proceed to *chapter 1.2 "Creating a new user"*.

1.2. Creating a new user

To create a new user, press "**New User**" and fill the form with your desired Username and Password. Note that the username must have at least 4 characters, and that you have to introduce your password twice to ensure that you have not typed it wrong. Once you have filled the username and the password, click on "**Create account**". *(see Illustration 2).*
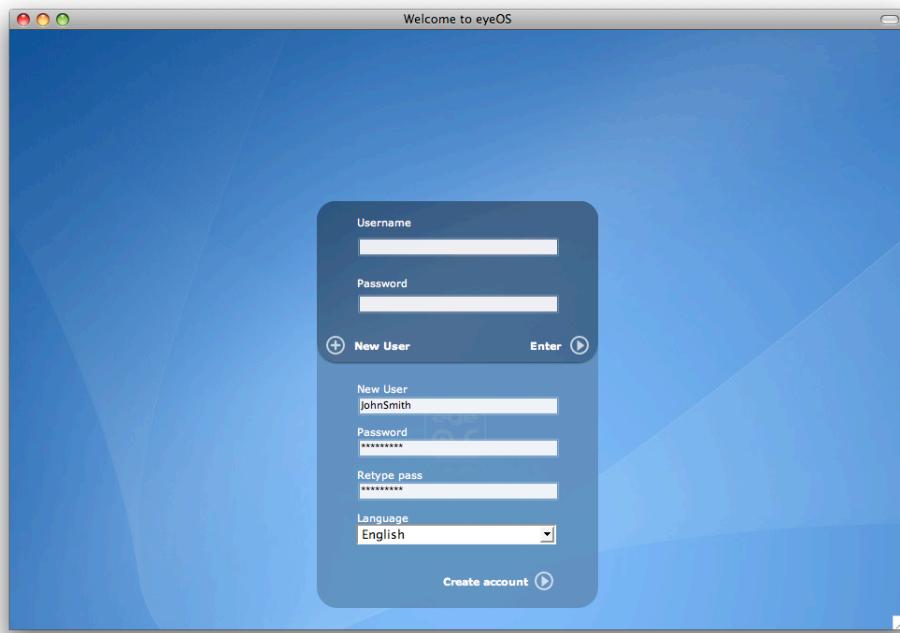

Illustration 2: Creating a new user

If everything was OK (and a message saying that your user has been created successfully appears), you can log in now using the Login Box, introducing the Username and Password you have just chosen while creating your user.

2. The Desktop: First Steps

Just after pressing the "**Enter**" button, the Login Box will fade off and your eyeOS Desktop will fade in. You will be then in your eyeOS Desktop *(see Illustration 3)*.
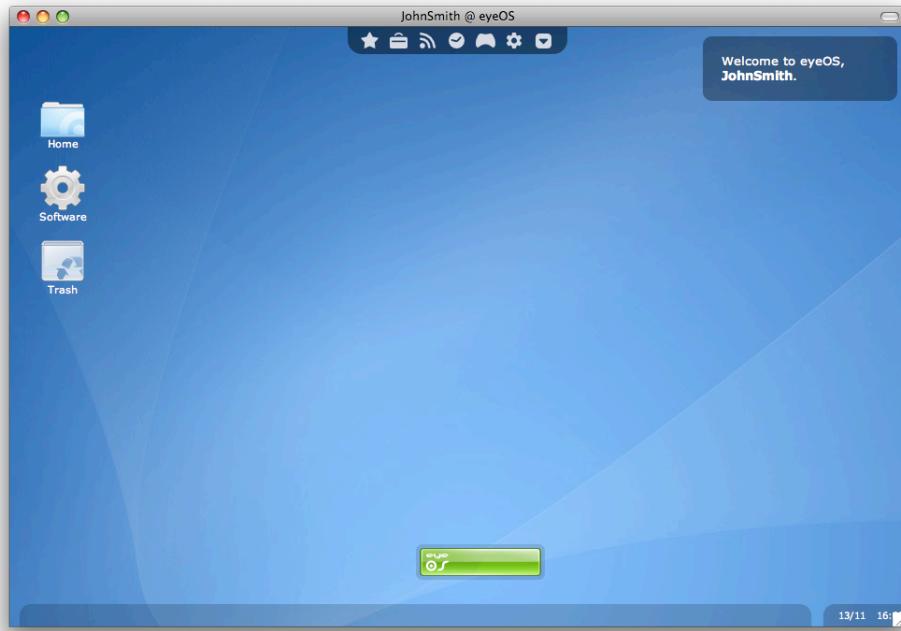
Illustration 3: Default eyeOS Desktop

You are now in your eyeOS Desktop, which is divided in four zones: the Applications Dock, the Desktop Icons, the System Bar and the Bottom Bar.

2.1. The Applications Dock

In the top of the Desktop you will see the Applications Dock (also known as **eyeDock**), where you will find the base applications ordered by categories.

To see the applications in a category just click on the category's icon. To launch an application, click on the application's icon or description. *(see Illustration 4)*.

Note that the dock categories and icons can be edited from the "**eyeManageApps**" application (you can launch it from *System Bar – Launch App* or by opening the Software folder and clicking on the "**Manage**" button). Feel free to customize your eyeDock!
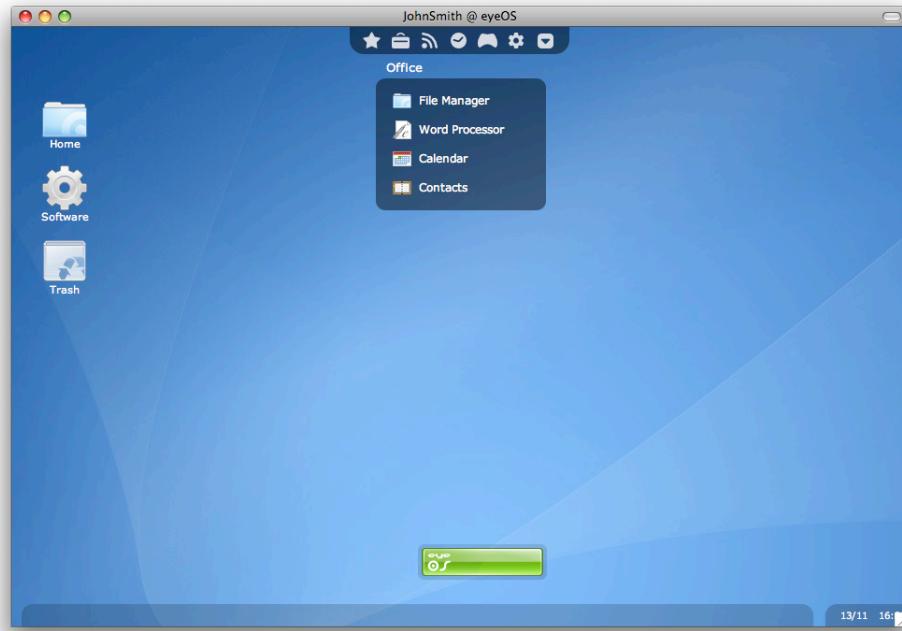
Illustration 4: Opening the Office category in eyeDock

2.2. The default Desktop Icons

In the right zone of the Desktop you have the default Icons (Home, Software and Trash). To launch one Icon, just click on it.

2.2.1. Home Icon

The Home icon will open the eyeOS File Manager (also known as **eyeFiles**) with your home folder, which contains your personal files and documents. *(see Illustration 5)*.

From eyeFiles you can upload files from your computer to eyeOS, download files from eyeOS to your computer, and manage them (copying/pasting and renaming them, creating folders...).

You will also be able to launch some files which are recognized by eyeOS. This includes images, videos, text documents, compressed files, eyePackages (eyeOS Installable Packages) and more.

Please check the chapter *3.1 "eyeFiles: The file manager"* for more information about eyeFiles and its usage.
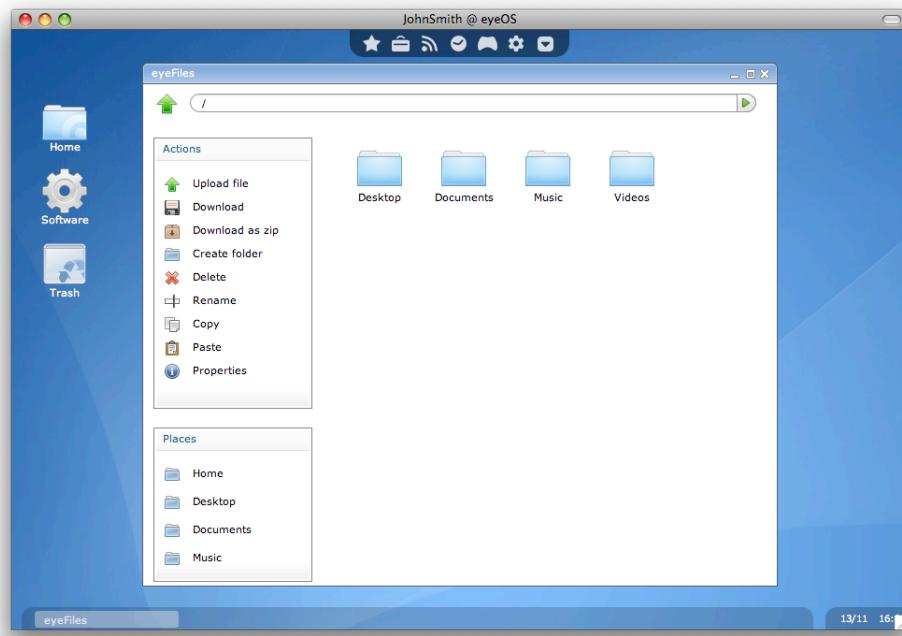
Illustration 5: The Home folder

2.2.2. The Software Icon

The Software icon will open the **Applications folder**, where you will be able to launch every installed application. Note that the system may have Applications installed that won't appear in eyeDock but on the Applications folder, since eyeDock shows only your preferred applications (to edit eyeDock, press "**Manage**" at the top left part of the Applications folder).
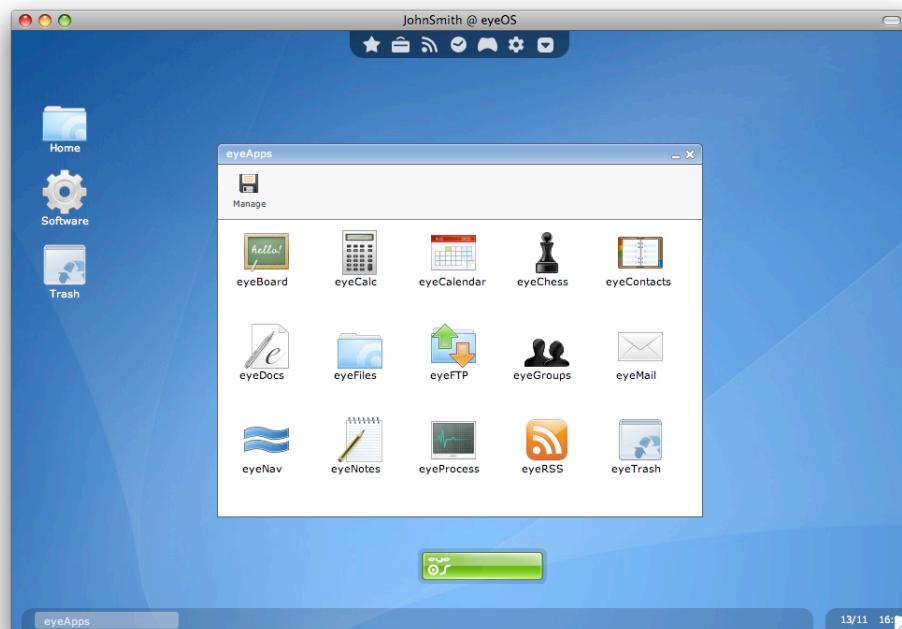
Illustration 6: Applications Folder

2.2.3. The Trash Icon

The Trash icon will open your trash bin, where the deleted files will go before being completely removed from the System. *(see Illustration 7)*. You should check periodically the trash bin, since the files on the trash are also part of your File System, and you may find your disk quota full because of the files in the Trash.
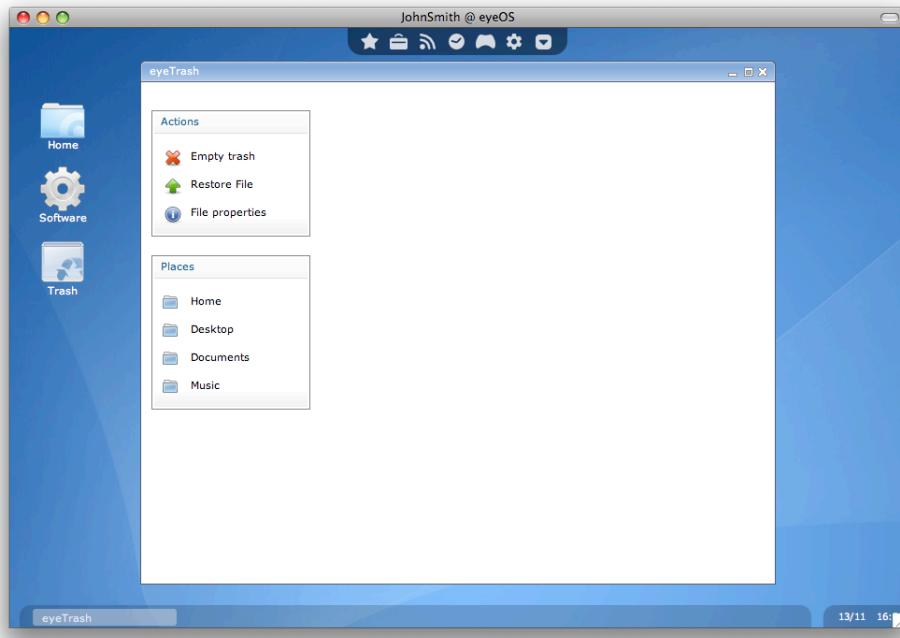
Illustration 7: The Trash Bin

2.3. The System Bar

Just over the Bottom Bar you will see the System Bar, which can be opened by clicking the green eyeOS bar at the center bottom part of your Desktop.

From the System Bar you can do some common actions (*see Illustration 8*):

- **Close session**: It will close your current session and go back to the Login Screen. Please note that all unsaved documents will be lost!
- **Launch App**: Use it to launch an application by typing its name. You can also use it to use system utilities (for example, type on the eyeLaunch "killall APPNAME" to close the APPNAME application).
- **About eyeOS**: In the eyeInfo Screen you will see the eyeOS version that is being used, and the names of the eyeOS team members, as well as some special collaborators.

- **Applications**: It will launch the Applications Folder, just as the Software Icon in the Desktop will do. *(see Illustration 6)*.
- **System preferences**: Click to launch the Control Center. If you are logged in as a normal user, you will be able to change some options and preferences for your user and desktop *(see Illustration 9)*. If you are logged as root user, you will see also some options to manage your eyeOS Server.
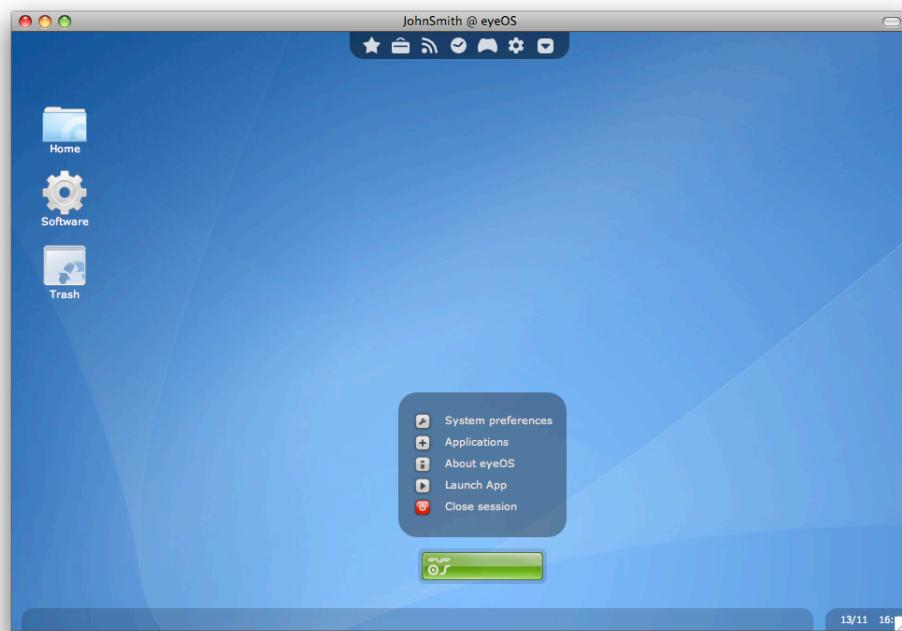
Illustration 8: Opening the System Bar
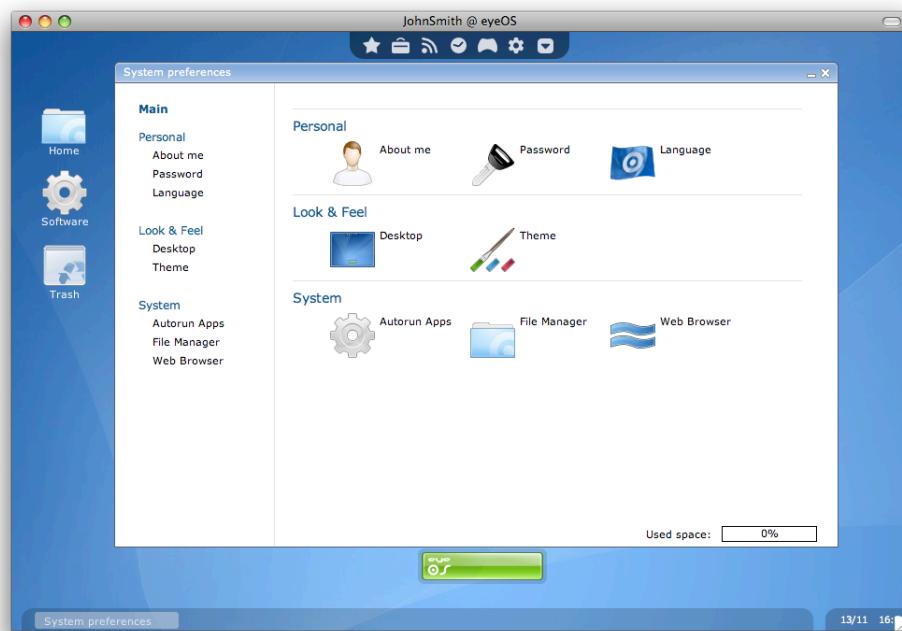
Illustration 9: System preferences for a normal user

2.4. The Bottom Bar

In the bottom of your desktop you will see an opaque bar, which contains the minimized applications. You can maximize a minimized application by clicking on its bubble. If you click on a maximized application's bubble, the clicked application will appear on the top of all the opened applications. Finally, if you click on the top application's bubble, it will be minimized.

At the right part of the Bottom Bar you will see a small bar, sightly darker than the minimized applications bar, which contains the current hour and date. If you click on the date (which is in DD/MM format) a small calendar for the current month will appear. To close the calendar, just click again on the date. *(see Illustration 10)*.
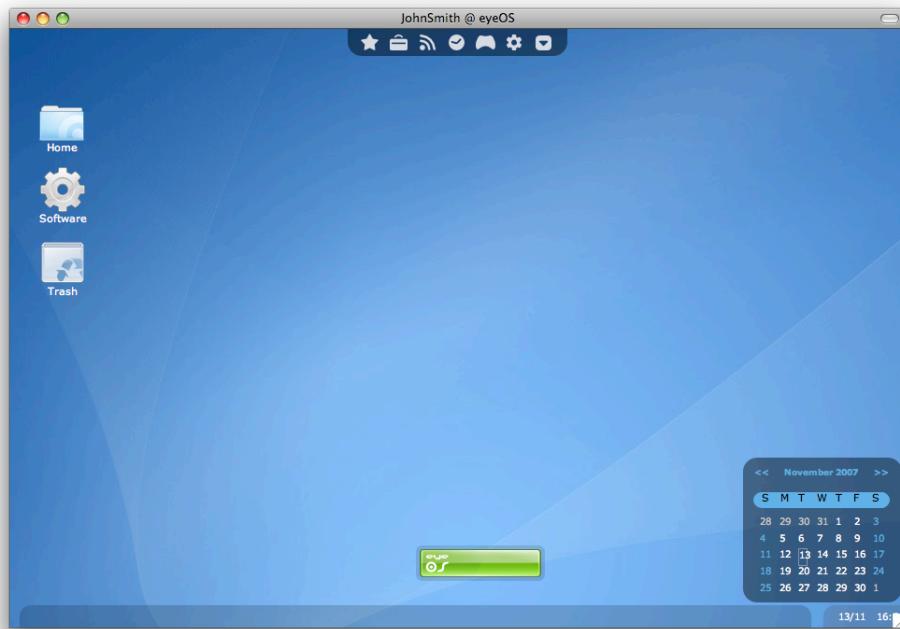
Illustration 10: Bottom Bar's calendar

3. Base Applications

eyeOS comes with a set of bundled applications that will allow you to work from the system with a wide variety of documents and files.

With a default eyeOS installation you will be able to create and read word documents (with support for Microsoft Word's format), manage your calendar, contacts and mail, share files with other users on the system, listen to your music, and much more.

This chapter will review the most important applications bundled with eyeOS, but the best way to discover all its possibilities is to explore it yourself!

3.1. eyeFiles: The file manager

eyeFiles is the eyeOS file manager. From eyeFiles you can upload your files and documents from your hard drive to eyeOS, move and manage them between different instances of the application, and launch a wide variety of files to be reproduced/shown with each specific application.

To launch **eyeFiles**, just click on the Home icon on your Desktop or open **File Manager** in the **Office** menu at eyeDock.

Once you are on the application, you will see three zones:

- The left bar with the common **Actions** and **Places**.
- A top bar with the current path. You can use it to navigate by text trough your Home space. Note that if you are root you will be able to navigate trough the whole eyeOS virtual file system.
- The files space, where you will see all the files and folders inside your current directory (by default, your Home directory).

3.1.1. Common Actions

The eyeFiles actions can be launched by clicking on it's icon on the left bar. Note that you must click **first the Action** and **finally the file** or folder where it will be applied.

3.1.1.1. Example on using an action

To show how to use actions in eyeFiles, we will copy and paste a file:

1. **Click** on the "**Copy**" action (Note that the action's background turns blue).
2. **Click** on the **file** you want to copy.
3. **Go** to the **folder** where you want to paste the file.
4. **Click** on the "**Paste**" action.

This process applies also to *Download*, *Download as zip*, *Delete*, *Rename* and *Properties*.

3.1.1.2. Uploading files

If you want to upload a file to your eyeOS, just navigate to the folder you want to upload it, and click on the "**Upload**" action.

The Upload dialog will pop up and you will be able to select one or more files you want to upload (*see Illustration 11*). Note that the system administrator may have limited in the web server's configuration an amount of MegaBytes per file to upload (usually 2MB).
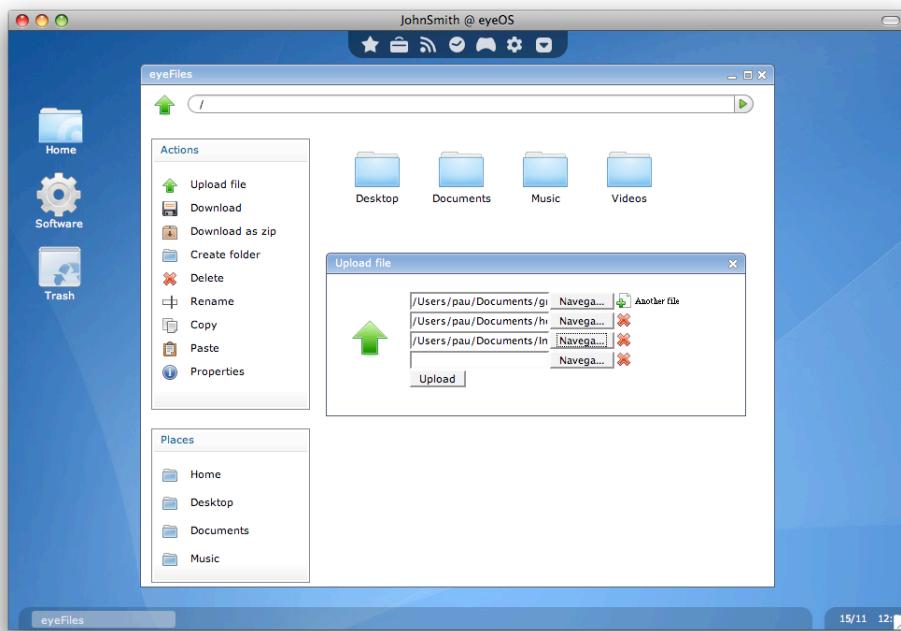
Illustration 11: Uploading some files to the Home folder

Once the upload has finished, a message will appear with the confirmation of the upload. When you close the upload window, you will see the new files just uploaded in your folder.

Note that if the server allows it, you will see thumbnails of the images instead of the image icon. If you see the image icon and would like to see automatic thumbnails, please ask your system administrator to install the GD library and its module for your PHP installation.

3.1.1.3. Opening files

If a file is recognized by eyeOS and is associated to an installed application, you can just click on the file without any action selected Action, and the appropiate application will be launched opening the file.

Some file types that will be recognized by eyeOS by default are:

- **Images** (.bmp, .png, .jpg, .jpeg, .gif, .tiff) will be opened with the eyeOS Image Viewer.

- **MP3 Music files** (.mp3) will be opened with the eyeOS Music Player.

- **Videos and movies** (.flv, .avi, .divx...) will be opened with eyeVideo or eyeMovies, depending if the DivX plugin is needed or not.

- **Microsoft Word Documents** (.doc) and **eyeOS Documents** (.eyedoc) will be opened with eyeDocs, the eyeOS Word Processor.

- **Compressed files** (.zip, .tar, .tbz, .tbz2, .tgz, .tar.gz, .tar.bz2) will be opened with eyeArchive, the eyeOS compressing and uncompressing tool.

- **Text files** (.eyecode, .txt, .py, .pl, .c, .cc) will be opened with eyeNotes.

- **eyePackages**, the eyeOS installable packages (.eyepackage) will be opened with eyeInstaller, but only if you are logged in as root.

3.2. eyeDocs: The word processor

eyeDocs is the eyeOS word processor. With eyeDocs you can create and edit rich documents in both **eyeOS Document** format or in **Microsoft Word** format.

3.2.1. Creating a document

To **create** a new document, open eyeDocs. You can do it from the **Office** menu in eyeDock. A new document will appear, so you can start writing. (*see Illustration 12*).

3.2.2. Saving a document

To **save** it, just click on "**Save**" or "**Save As**" button if you have not saved before the document.

Note that if you do not add any extension when saving your document, it will be saved as an **eyeOS Document**, with the *.eyedoc* extension. If you want to save it to be **Microsoft Word compatible**, just add the *.doc* extension at the end of the file name.

3.2.3. Opening a document

To **open** a document, you can click on "**Open**" button in eyeDocs or just click on the document from the file manager (eyeFiles).
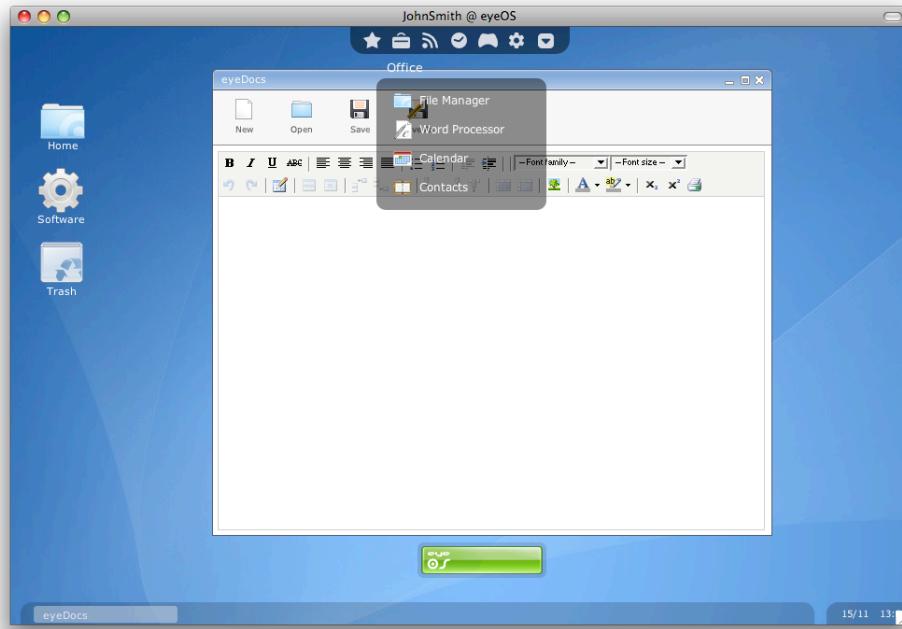
Illustration 12: Creating a new document

3.3. eyeCalendar

eyeCalendar is the eyeOS simple calendar. With eyeCalendar you can create events in a very visual and intuitive way, and move them along the time.

To navigate to a specific date, just use the small calendar on the top right part of the application to move between months. When you're on the month you want, click on the day you're interested in and the displayed week will change to the selected one.

3.3.1. Adding an event

To add an event to a specific date, just scroll to the hour and day you want to get it started, and click, without leaving the mouse button, to the start time. Then just drag the new bubble to the end time and leave the mouse button when you're done. (*see Illustration 13*).
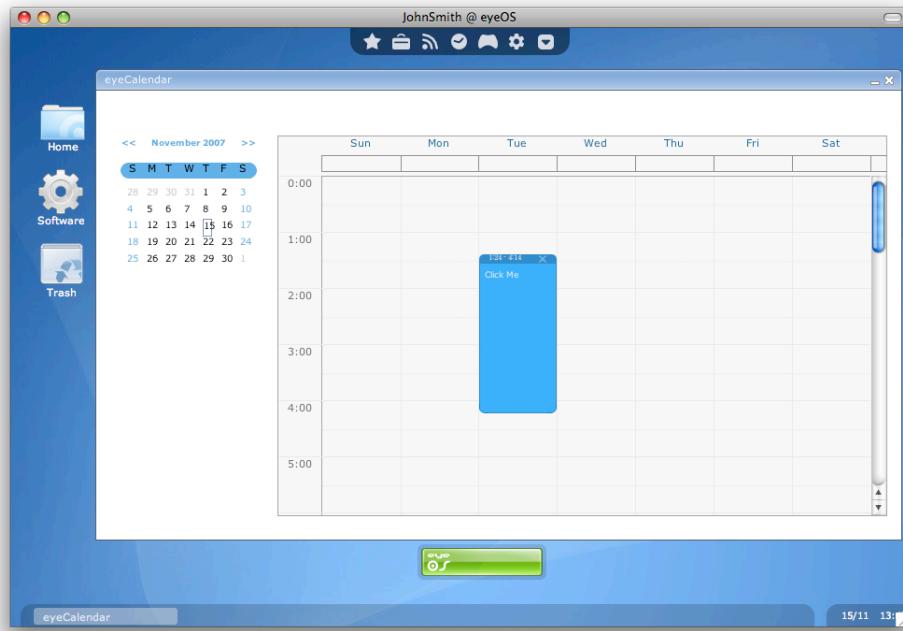
Illustration 13: Creating a new event the Tuesday at 1:24 am

When you have created the event, just click on it and write the text for it. When you are done, simply click anywhere in the application to save the note. Note that if you click inside the week, another event will be created, so it's recommended to click out of the calendar area.

3.3.2. Moving an event

If you want to move an event to another day on the same week, just click and drag it's header (the navy blue part, where the time is) to the new date and/or time.

3.3.3. Editing an event

To edit an existing event, just click on it's text, and modify it. When you are done, click anywhere outside the calendar area to get it saved.

3.4. eyeContacts

eyeContacts is the system's Contacts Manager. With eyeContacts you will be able to create and maintain your contacts list.

To launch it just click on **Contacts** at the **Office** menu at eyeDock.

3.4.1. Adding a new contact

If it's the first time that you launch eyeContacts, you may want to go to the New Contact tab to start adding your contacts to it (*see Illustration 14*). From there you can fill all the information you want to add for the new contact. Take special care to the **Name**, **Surname** and **Home Phone**, since they will appear on the Contacts tab listed.
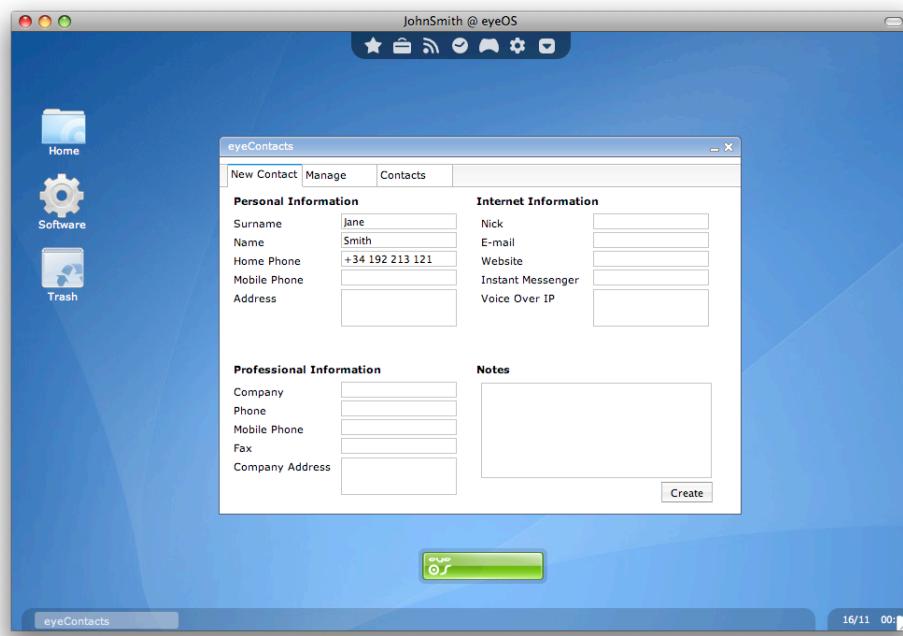
Illustration 14: Adding a new contact

When you press the "**Create**" button, the contact will be created. You will be returned to the **Contacts** tab, and you will be able to view, edit and remove it.

3.4.2. Viewing, editing and deleting a contact

To view/edit or remove a contact, just select it from the list and click on the appropriate button ("**View**" to view and edit it or "**Delete**" to remove it).

3.4.3. Importing and Exporting contacts

You may also want to import and export your Contacts from/to vCard format. You can do it from the **Manage** tab, by clicking on "**Import from vCard**" or "**Export all as vCard**" buttons.

3.5. eyeBoard: The bulletin board

eyeBoard is a place in eyeOS to leave messages that all the users on the server will see.

To launch eyeBoard, click on **Bulletin Board** on the **Network** menu at eyeDock.

When you open it you will see the latest messages from all the users on the server and you will be able to send new messages (*see Illustration 15*).
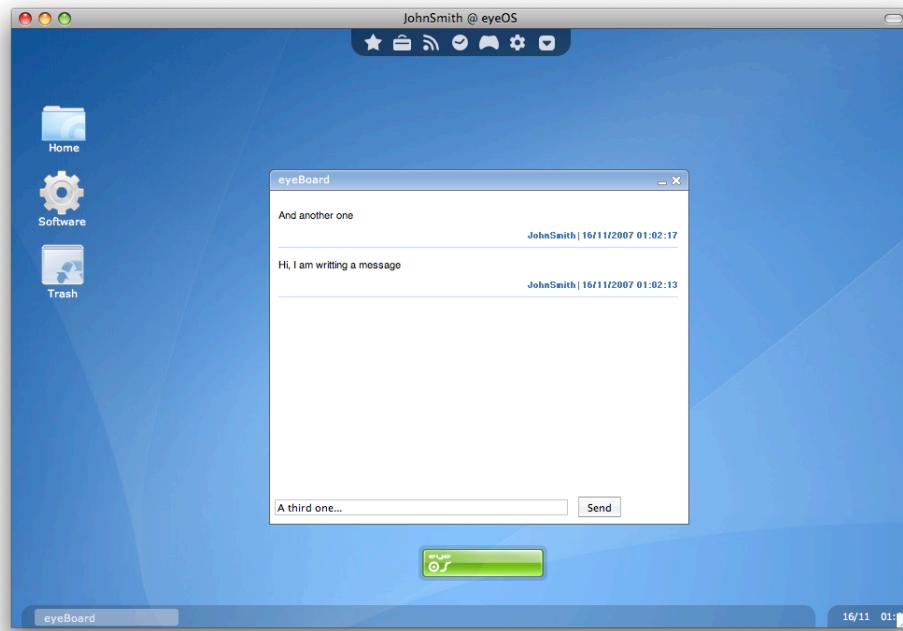

Illustration 15: Sending a message to eyeBoard

3.5.1. Sending a message

To send a message just write it on the box and hit Enter or click the "**Send**" button.

3.5.2. Cleaning the board

To clean the board you must be logged in as root. Then you will see an "**Empty**" button that will clean all the messages from the board when clicked.

3.6. eyeMail: The e-mail client

With eyeMail you can handle trough eyeOS all your mail addresses, reading your incoming mail (and saving it so you can access it later) and writing and sending mails.

To launch eyeMail, click on **Mail Client** on the **Network** menu at eyeDock.

When you open eyeMail for the first time you will see a configuration box asking you to configure your first mail account in order to start using eyeMail (*see Illustration 16*).
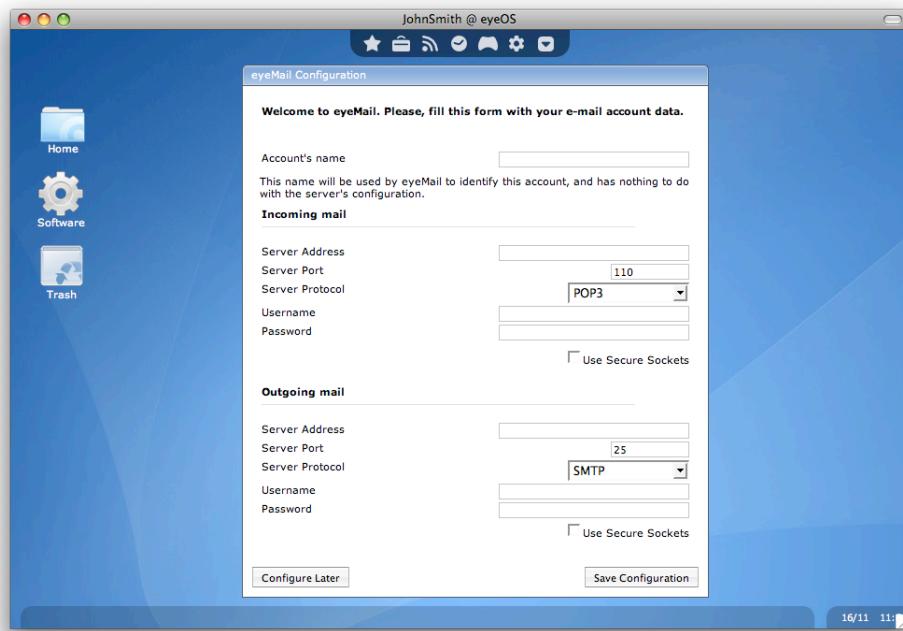
Illustration 16: Configuring an account in eyeMail

If you do not have your account configuration settings, just press "**Configure Later**" button. You can later access this configuration box by clicking on "**Accounts**" and then clicking on "**Add**".

3.6.1. Retrieving mail

If you want to load the new incoming mail, click on the name of the account you want to update and then click on "**Inbox**" in the Folders box and wait for eyeMail to load your new incoming mail.

3.6.2. Sending a new mail

To send a mail, just select the account you want to use to send the mail by clicking on

it's name on the **Accounts** box, and click on "**Send**" button on eyeMail's toolbar. The *Send Message* window will open. Write your mail, recipient and subject and click on "**Send**" button.

3.7. eyeRSS: The feed reader

eyeRSS is the eyeOS RSS feed reader. It can handle RSS feeds and save them so you can access and read all your news feeds from a single place, inside your eyeOS desktop.

You can launch eyeRSS by clicking on **RSS Feed Reader** on the category **Network** at eyeDock.

3.7.1. Adding a new feed

To add a new feed, just click on the "**Add feed**" button, and write your feed's URL. For example, if you want to add the eyeOS Blog with all the projects news and releases, type *http://feeds.feedburner.com/eyeOS* (*see Illustration 17*).
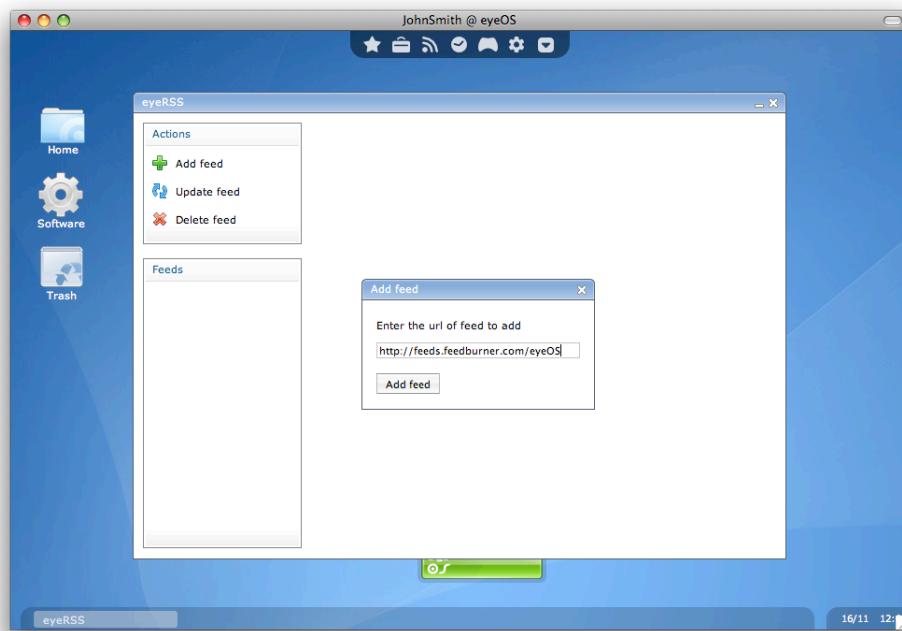

Illustration 17: Adding eyeOS Blog feed at eyeRSS

You can add various feeds with the same window, and close it when you are done. The new feeds are going to be placed at the **Feeds** box.

3.7.2. Reading a feed

To read a feed, just click on the feed's name on the **Feeds** box. Wait for the server to load it and show you the latest news on the main zone of eyeRSS. (*see Illustration 18*).
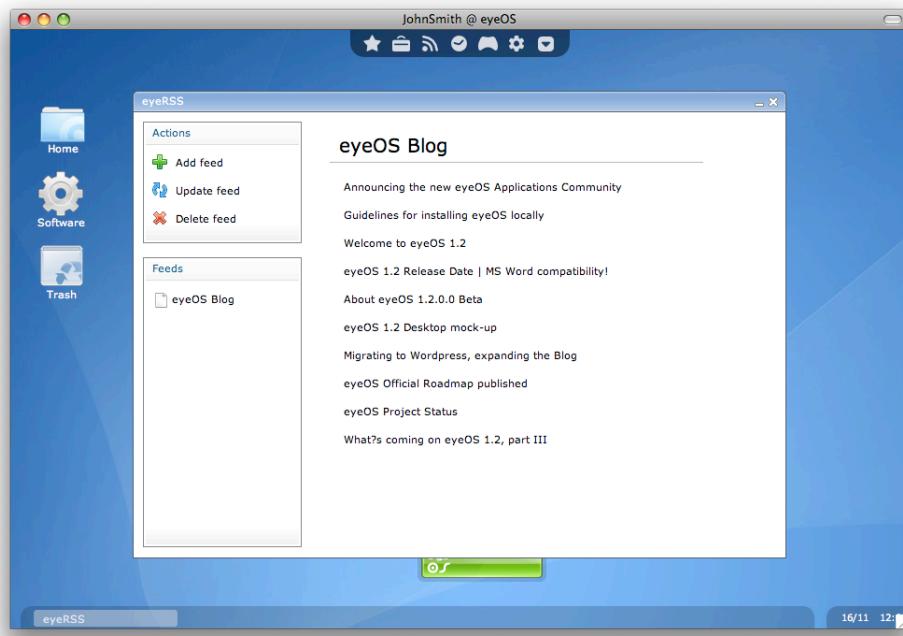

Illustration 18: Reading eyeOS Blog feed

To read an item just click on it and **eyeNav** will open with the full item.

3.7.3. Updating a feed

To update a feed, do the following process:

1. Click on the feed's name at the **Feeds** box.
2. Click on the "**Update**" button at the **Actions** box.
3. Wait the feed to be updated. It will pop up with the latest news when it's done.

3.7.4. Deleting a feed

If you want to delete a feed from your eyeRSS, do the following:

1. Click on the feed's name at the **Feeds** box.
2. Click on the "**Delete feed**" button at the **Actions** box.

The feed will be then be removed from your eyeRSS app and cache.

3.8. eyeProcess: The process manager

Sometimes an eyeOS Application can hang on a large process so you can't close it. Then it's when eyeProcess is the perfect solution for you. With eyeProcess you can close any running application (even some Desktop parts such as eyeDock or eyeBar!).

To launch eyeProcess, click on **Process Manager** at the **System** category at eyeDock.

If you open eyeProcess without any opened Desktop Application, you will see the default applications and system parts loaded. (*see Illustration 19*). Note that they are some important needed parts for your Desktop to run correctly, and you may not want to close them.
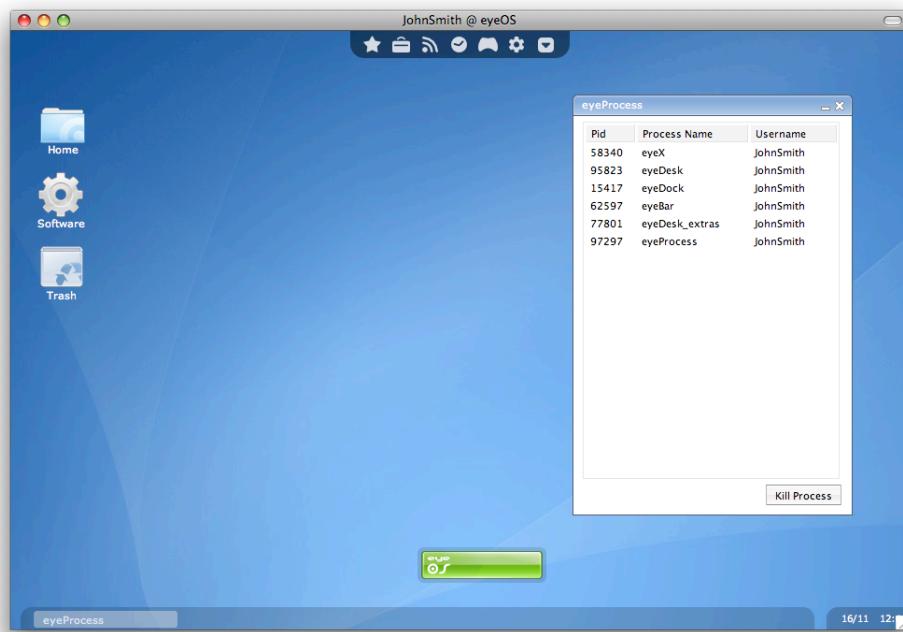

Illustration 19: eyeProcess with the Desktop default apps

3.8.1. Closing an Application

To close an opened application, just select it by clicking on it's name at the eyeProcess sortable table, and click on the "**Kill Process**" button. Note that if there is more than one instance of a single application, you will only close one of the instances.

3.9. eyeControl: The control center

eyeControl is both the System preferences application where you can choose all your desktop settings and preferences, and the system administration menu where you can change your system's behavior if you are logged as root user.

To open eyeControl, click on **System preferences** on the **eyeBar** menu.

3.9.1. Changing your Desktop preferences

When you open eyeControl as a normal user you will see three groups: **Personal**, **Look & Feel** and **System** (*see Illustration 20*).

You will also see how many used space you have on your account in the bottom right part of eyeControl.
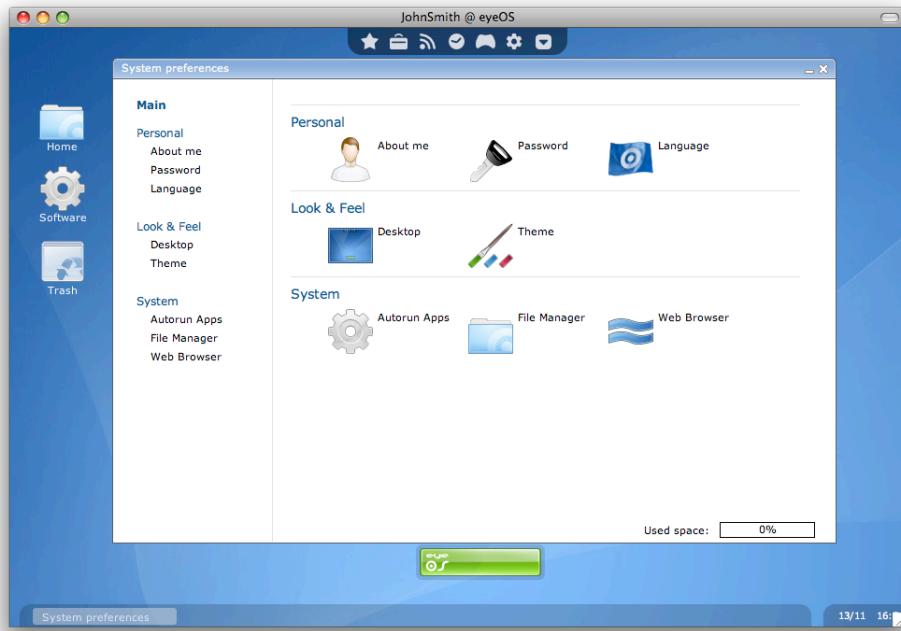

Illustration 20: System preferences for a normal user

From the **Personal** menu you can change your user information, password and language that you are using on this system. To do any of this actions, first click on the preferences panel you want to go it, change/add the required fields and click on the submit button to save the changes.

From the **Look & Feel** menu, you can change your Desktop's wallpaper (or restore the eyeOS default one if you changed it before), and change your Theme between the available themes for the current eyeOS System.

Finally, from the **System** menu you can update the applications that will autorun when you log in as your user (so you can add a new application, for example, to open eyeFiles each time you log in), or delete current ones. It's not recommended at all to remove the Desktop applications, since you may leave your account unusable without an administrator's fix.

You can also change the Places of your eyeFiles with the **File Manager** menu, and to change your eyeNav's default start page from the **Web Browser** menu.

3.9.2. Changing the System's behavior

Note that you must be logged as root user in order to be able to see and update the system administration panels.

To change your System's options and behavior, just open eyeControl as root user and you will see a new menu called **Administration** (*see Illustration 21*).
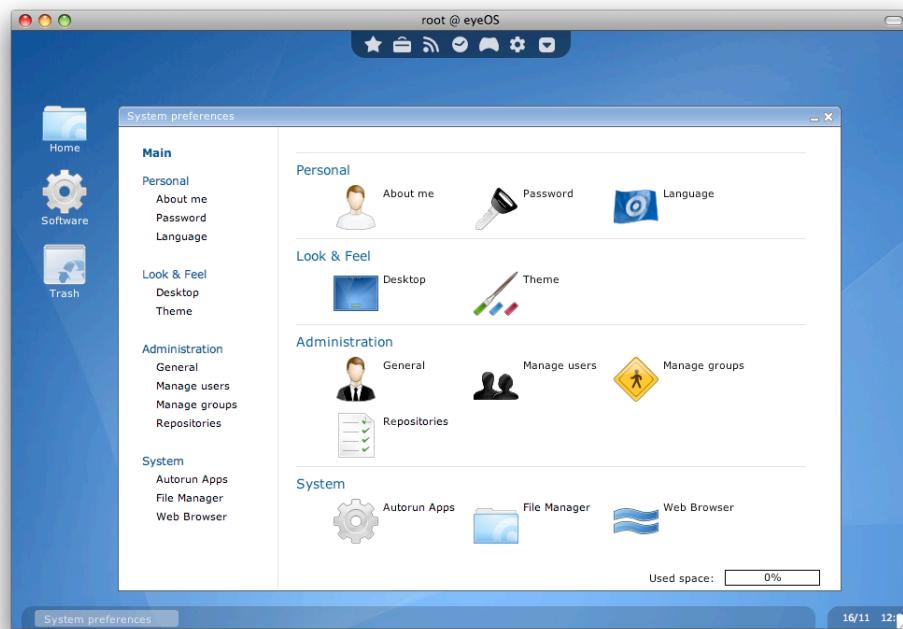

Illustration 21: eyeControl as root user

3.9.2.1. General Administration

The **General** menu inside the **Administration** panel allows you to update some system's option such as the System's host name (that appears as the browser's title after the username), and some options such as allowing new users to register in your system, allowing public directories to be created, the system's default language and the Login's box theme that is being used.

To update some of the options, just change their values to the new ones and click on the "**Save changes**" button.

Note that you can also completely uninstall your eyeOS from that panel, by typing your root's password and clicking on "**Uninstall eyeOS**" button. This is useful when you want to completely remove your eyeOS installation and you can't do it due to the permissions assigned to eyeOS files during the Installation.

Note that uninstalling your eyeOS can't be undone. Please do it only when you and all the users inside your system have backed up all the important data.

3.9.2.2. Managing Users

The Manage Users menu allows you to create new users, by clicking on the "**New**" button and filling the form.

You can also edit a current users (for example, for assigning them permission to access a new group you have just created or change their password), by **selecting the user** you want to modify and **clicking** on the "**Edit**" button.

Finally, you can remove an user and all it's data by selecting the user and clicking on "**Remove**" button.

Note that you can't remove the root user and this action can't be undone.

3.9.2.3. Managing Groups

The Manage Groups menu allows you to create new groups to work collaboratively between users. This is one of the most important options inside eyeOS because it allows you to create shared folders between users, so they can work between them.

To create a new group, just create on the "**New**" button and type the group's name.

Once it's created, it won't be assigned automatically to any user. You can go then to the **Manage users** menu, and edit some users to assign them to the new group.

The next time that those users will log in into their account and go to **eyeGroups** folder inside the **Places** category in eyeDock, they will see their new group and will be able to copy and manage files inside it.

3.9.2.4. Managing Repositories

Repositories are something very important in eyeOS, since they allow you to install applications from the eyeSoft application automatically, without need to download or upload anything into your system.

If you have an eyeOS repository URL and would like to add it to your repositories list so you can install software from there, just click on the "**New**" button and type the new repository URL.

The next time you update **eyeSoft**, you will see the applications from that repository too.

3.9.2.5. Installing new software

To install new software into your eyeOS, you can do it from the eyeSoft repository-based application, or by uploading an eyeOS Prepared Package (usually named eyepackages) to your home folder, being root user, and clicking on it.

To install new software trough eyeSoft, just open it by clicking on the "**Launch eyeSoft**" button in the Repositories menu. eyeSoft will be then opened.

The first thing you should do every time you open eyeSoft is to click on the "**Update**" button so it can refresh its sources and show you the latest available packages and applications to install. (*see Illustration 22*).
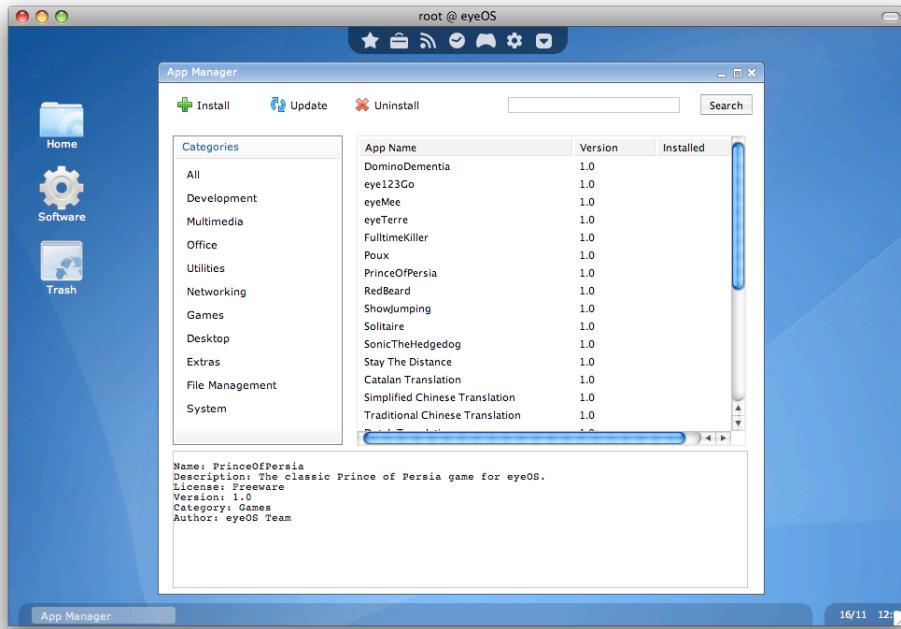
Illustration 22: Updating eyeSoft

To install an application, just click on it on the Applications list and click on "**Install**" button. The Install process will start by showing you some informations about the application, and asking you to accept it's license by clicking on "**Accept**" button.

Then the application will be downloaded and installed into your system. Wait for the *Application installed successfully* message and then close the window.

You can now launch your new Application from the Applications folder. Note that every application you install will be available for all users inside your system.

To remove an application, just select it (note that the *Installed* message appears next to the application on the list) and click on "**Uninstall**" button. The application will be now uninstalled from your system.

Finally, to search over the application list, just type the word you want to search and press the "**Search**" button. The list will be updated with the results of your search. To clean the search and show all the applications again, just remove the search words and press the "**Search**" button again.