



UBUNTU GUIDE

18.04 LTS

Ver. 20210602

Ubuntu's zealous name comes from South African "Ubuntu" ideology and is often translated into "humanity to others".

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Introduction

A couple of years ago I found out that my old XP Windows laptop was too old. I bought a small one, HP Stream Laptop (2 GB of RAM and 34 GB hard drive) and Windows 10. After installation, the free memory space was about 6 GB.

I had followed the development of Ubuntu, and I tested Ubuntu from the usb stick. Eventually I made a decision and copied Windows 10 from my laptop to a usb stick and I installed Ubuntu. The entire installation with Libre Office took about 9 GB. After installation, the free memory space was about 25 GB.

Ubuntu is free and is great for home use.

With this guide, I introduce the features of Ubuntu's Graphical Operating System (Gnome) to the beginners. The difference between Windows and Ubuntu is small and Ubuntu is easy to learn by using this guide.

Here are a few examples of Ubuntu programs:

Libre Office	- includes word processing, spreadsheet and presentation graphics
Document viewer	- viewing and using PDF documents
Thunderbird	- email
Firefox	- web browser
Chromium	- web browser (= Chrome)
gThumb	- organizing, editing and naming photos
Google Earth	- map program
Gimp	- image processing
VLC Media Player	- video + music
OpenShot	- video editing
Skype	- video calls
Dropbox	- cloud services

Attention!

This English-language guide includes a separate text file. The text of the guide is numbered and the same numbering is in the text file. The text file is easily translated by Google Translator into any language, which allows you to read the text of the guide in all languages.

Intro from PC Magazin [Ubuntu 18.04](#)



Best regards, Hannu



Feedback: comment@ubuntutor.com I look forward to your comments and suggestions for improvement ;-)

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General Information about Ubuntu

Look Ubuntu Desktop Guide: [Getting Started](#)

There seem to be a lot of Linux operating systems; which operating system do I choose?

The programs that a home user needs are email, web browser, pdf file viewer, video and music playback software as well as, office program including spreadsheet, word processing and presentation graphics. Today, cloud services, web calls and other social media programs are also often needed.

Although Linux has many different operating systems, the above mentioned programs can be found in all these systems and look the same. In this sense, the home user can choose any operating system.

There are plenty of tutorials of Ubuntu, as well as a very useful forum where you get advice very quickly.

The previously mentioned utilities are similar in appearance on the screen, whether you are running Windows or Ubuntu. Ubuntu does not need antivirus protection. The firewall has also been built inside Linux itself.

Ubuntu with all its programs is free.

Ubuntu needs much less memory compared to Windows.

When you start using Ubuntu instead of Windows, perhaps the most significant difference is the directory / folder structures. These differences are presented in this guide.

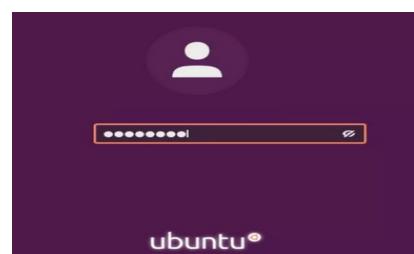
Ubuntu is updated annually and the so-called "Long-term support" (5 years) versions are published every two years with the symbol of year and month and the letters LTS (long-term support). For example, version 18.04 LTS has been released in April 2018 and will be supported until 2023.

Hint. If you have an old computer with Windows XP or Vista, you can install Ubuntu Mate. Ubuntu Mate is excellent with an old PC like XP or Vista.

You can work with XP or with Ubuntu Mate, and Mate can use files from the XP area. Very useful! And you can use this guide with Mate too!

How to open Ubuntu?

To **unlock your computer**, raise the lock screen curtain by dragging it upward with the cursor, or by pressing Esc or Enter. This will reveal the login screen, where you can enter your password to unlock. Alternatively, **just start typing your password** and the curtain will be automatically raised as you type.



When you lock your screen, or it locks automatically, the lock screen is displayed. In addition to protecting your desktop while you're away from your computer, the lock screen displays the date and time. It also shows information about your battery and network status.

Hint! You can easily check out the Linux distro at [Manjaro](#), which works with a web browser.

Ubuntu instructions



Ubuntu Desktop Guide

Getting Started with GNOME

New to GNOME? Learn how to get around.

Introduction to GNOME

A visual introduction to your desktop, the top bar, and the Activities overview.

Log out, power off or switch users

Learn how to leave your user account, by logging out, switching users, and so on.

Start applications

Launch apps from the Activities overview.

Your desktop

Calendars, notifications, keyboard shortcuts, windows and workspaces...

Networking, web & email

Wireless, wired, connection problems, web browsing, email accounts...

Sound, video & pictures

Digital cameras, iPods, editing photos, playing videos...

Files, folders & search

Searching, delete files, backups, removable drives...

Install & remove software

Install applications, remove applications, add repositories...

User & system settings

Keyboard, mouse, display, languages, user accounts...

Hardware & drivers

Hardware problems, printers, power

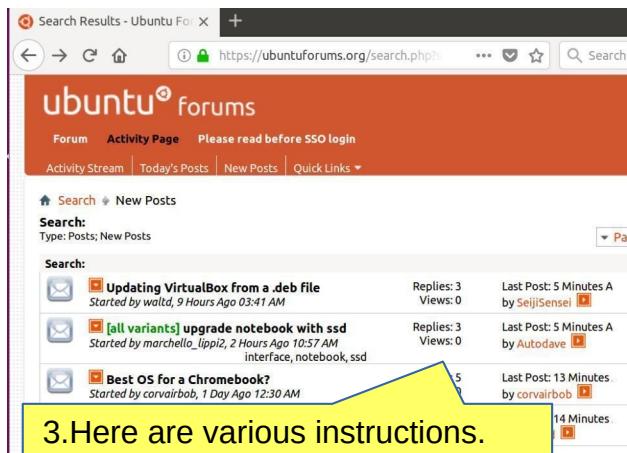
Universal access

Seeing, hearing, mobility, braille, screen

Tips & tricks

Special characters, middle click

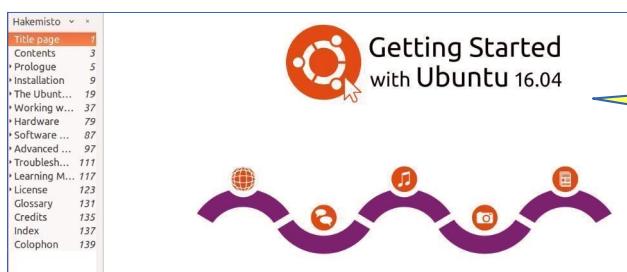
1. More information on the web
<https://ubuntuforums.org/forum.php>



2. Forums

Here you can ask if you have problems. You get the answers very quickly.
Useful and quick help!

3. Here are various instructions.



4. Excellent Guide in English can be found at
<http://ubuntu-manual.org/>

The guide is in pdf format and it can be downloaded to your computer.

5. Ubuntu's excellent discussion forum. If you have a problem, look here. Be brave, and ask. This forum is very good.
<https://ubuntuforums.org/>



6. LibreOffice documentation
<https://documentation.libreoffice.org/en/english-documentation/>

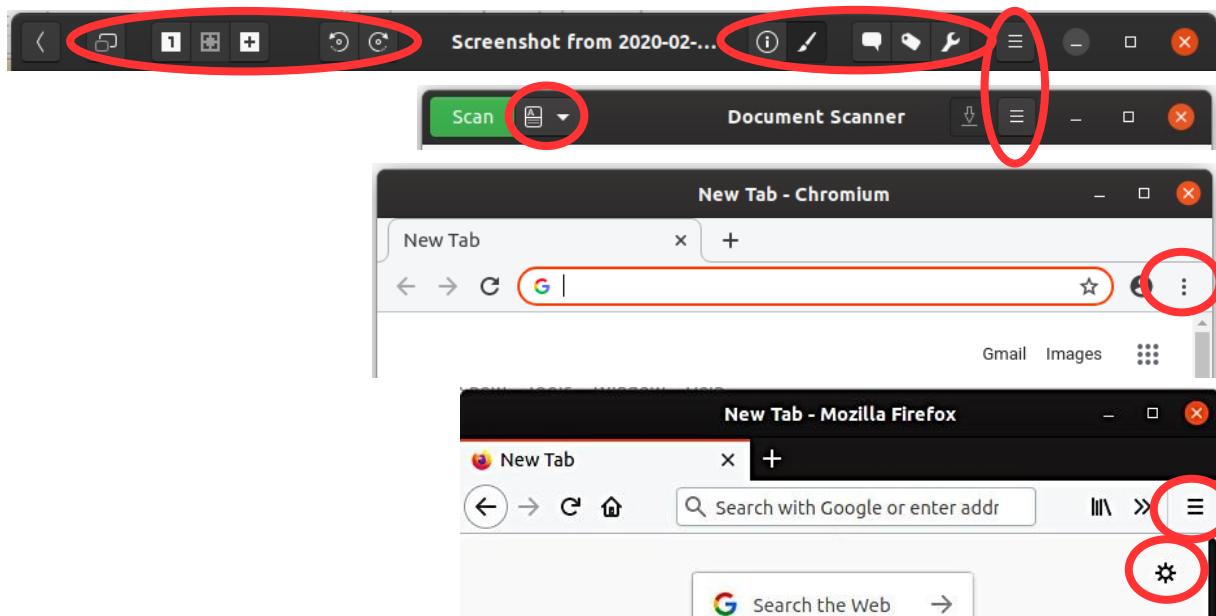
Try and find the command ;-)



1. Earlier all commands were found in the menu bar



2. Nowadays the command can be found in many places!



3. The same applications are now used on computers, tablets and phones. Because of this, menu commands are not convenient and new solutions have to be developed. The solutions are slightly different for different applications, unfortunately.

Ubuntu 16.4 → 18.4 differences

The image consists of three screenshots of the Ubuntu desktop environment, each with a yellow callout box containing text about a specific difference.

- Ubuntu 16.04 LTS:** Shows the classic Unity interface with a dock on the left. A red arrow points from the top-left towards this screen. A yellow callout box contains the text: "1.Files: disabled top menus! Activities with the touch pad, the buttons and with two finger clicks!"
- Ubuntu 18.04 LTS:** Shows the Gnome interface with a dock on the left. A red arrow points from the middle-left towards this screen. A yellow callout box contains the text: "2.Mode menus
 - network connection
 - keyboard language
 - bluetooth
 - email
 - battery
 - sound control
 - basic settings"
- Ubuntu 18.4:** Shows the Gnome interface with a dock on the left. A blue arrow points from the bottom-left towards this screen. A yellow callout box contains the text: "3.Starter = Dock (bar on left side of screen)
open the most common applications with the icons.
Launched applications are also displayed in the dock
The size of icons can be changed
If all the icons do not fit on the screen, they are either above or below the screen and come with the mouse cursor
(Move mouse to bottom or top of bar)"
- Ubuntu 18.4 (continued):** Shows the Gnome interface with a dock on the left. A blue arrow points from the bottom-left towards this screen. A yellow callout box contains the text: "4.All applications can be found here and some of the basic settings"

Presentation of Ubuntu Desktop

Look Ubuntu Desktop Guide: Visual overview of GNOME

1. Click Activities!

1.Click the clock on the top bar to see the current date, a month-by-month calendar, a list of your upcoming appointments and new notifications!.

2.Clock and day of the week and tasks

3.System Information

- network connections
- bluetooth, wifi
- battery charge / network
- the volume of the sound
- calendar
- system preferences

4. Directories / Folders and files

- directories, files
- additional memory / devices (USB, CD, DVD)

5.Image scroll bar up / down, will appear when mouse cursor is moved to the edge.

6.Shopping bag download new software

7.The program icons

- start the program
- icons can be added or removed
- icon size can be changed
- the sequence of icons can be changed
- the icons can be hidden
- the icon shows the number of windows

8.Dock
Selecting and starting programs.

9.The dock (bar on left side of screen) shows your most common application icons.
All applications can be found using the Unity icon.

The size of icons can be changed.
If all the icons do not fit on the screen, they are either above or below the screen (move mouse to bottom or top of bar).

10.Tip: You can zoom in to the smaller or larger screen by pressing ctrl and scrolling with your mouse.

Pre-installed applications

Look Ubuntu Desktop Guide: Start applications



Some thoughts before going on

Ubuntu works in a little different way than Windows. This guide presents the differences.

If the computer processor works hard, the screen may dim for a while.
When the workload gets easier, the screen brightens again.

Ubuntu does not always show the hourglass even though the computer is working.
This is a bit embarrassing. Wait patiently and be cautious in such a situation.

Sometimes the hourglass (or rotating arrow) may be hidden behind the active window,
so it is not noticeable.

When your computer updates the program, be patient. Click **Details** to see the update,
otherwise you do not know what is going to happen.

If the mouse does not move for a long time, the computer has apparently stopped
for some reason.

Anyway, it is a good idea to take backups often.

Structure of the File System

The index and file structure differ substantially from the corresponding structure in
Windows!

A good thing compared to Windows:

All user files are located in the "Home" directory and in its subdirectories, which
essentially facilitates backup.

Ubuntu does not use letters to mark different memories (A, C etc.).

External memories (CD, DVD, USB sticks, SD cards, etc.) can be found under
their own names.

In the file names big and small letters make a difference
(test.txt is different from Test.txt).

In front of a hidden file name there is a dot (.sale.txt)
Hidden files are displayed in the menu (**Show - Show hidden files**)



Clicking this symbol will disconnect a separate memory (eg USB, SD card)
off the computer. Wait until a message appears on the screen to remove the memory!

Please wait, to USB storage
can still be written!
Disconnect when this text
has appeared!

You can now unplug Kingston DataTraveler 3.0

Some tips

Look Ubuntu Desktop Guide: Your desktop

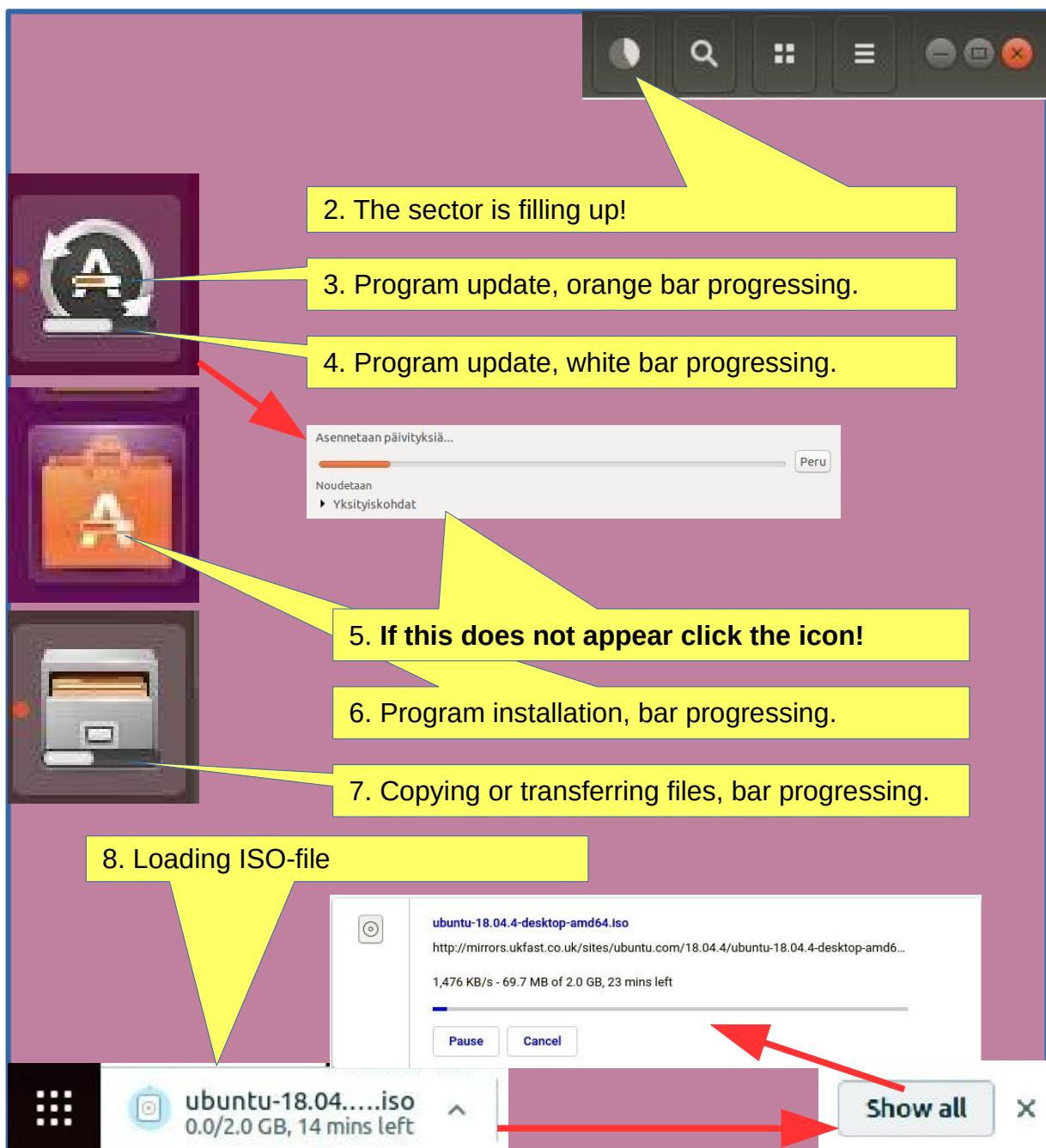
1. If you are copying or moving multiple files, or updating or installing a program, you may not know if anything is happening on your computer?

In this case, the program progress bar may be hidden under the window.

There are also sections on the Ubuntu screen that show the progress of the event.

The icons may show a line that is not easily noticed.

Click on the icon for more information!



Presentation of Folder / Directory Structure

Look Ubuntu Desktop Guide: [Files, folders & search](#)

1.By clicking here you can go back in the folder path

2.NOTE HOME and DESKTOP
HOME is the main folder and all other folders are subfolders!

3.Desktop is "Home screen"

4. 31 GB VOLUME is a USB Stick.
32 GB VOLUME is a memory card.
Ubuntu 18.04 L... is your PC.
Other Locations - this is not usually required for home use

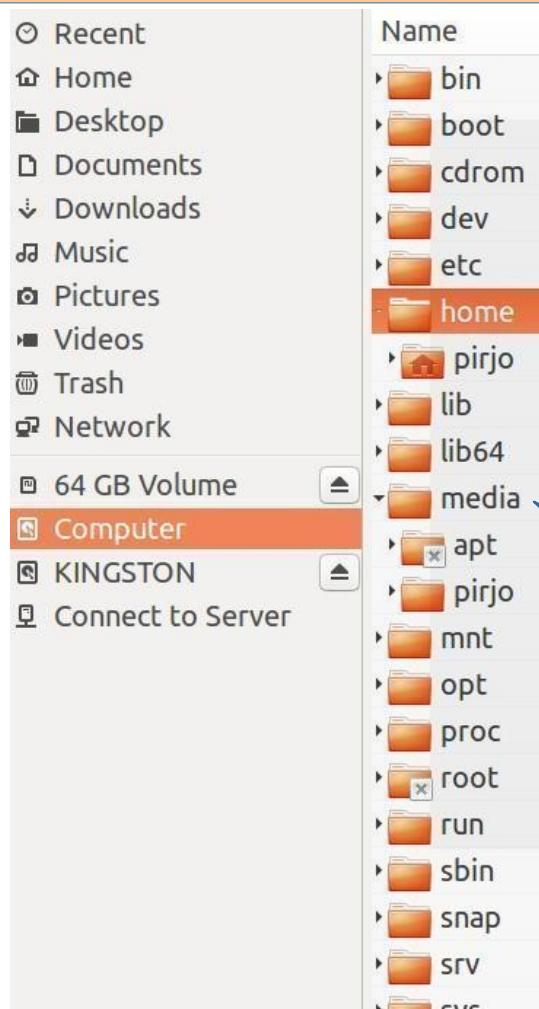
5.Hidden files, dot in front of the name.
These include user bookmarks,
emails and addresses.

6.The HOME directory stores all user files!
Under the home directory you can see its subdirectories (desktop etc)
Some of the directories may be hidden, in front of them there is a dot
(.THUNDERBIRD = emails and addresses)
Attention! The directories and files in external memory (CD, DVD, USB) are not displayed in the HOME directory.

```
graph TD; HOME[HOME] --> DESKTOP[DESKTOP]; HOME --> DOCUMENTS[DOCUMENTS]; HOME --> DOWNLOADS[DOWNLOADS]; HOME --> MUSIC[MUSIC]; HOME --> PICTURES[PICTURES]; HOME --> VIDEOS[VIDEOS]; HOME --> DROPBOX[DROPBOX]; HOME --> MOZILLA[.MOZILLA]; HOME --> THUNDERBIRD[.THUNDERBIRD]; DESKTOP --- Desktop[Desktop]; DOCUMENTS --- Documents[Documents]; DOWNLOADS --- Downloads[Downloads]; MUSIC --- Music[Music]; PICTURES --- Pictures[Pictures]; VIDEOS --- Videos[Videos]; DROPBOX --- Dropbox[Dropbox]; MOZILLA --- Mozilla[.MOZILLA]; THUNDERBIRD --- Thunderbird[.THUNDERBIRD];
```

VIDEOS .cache .config .gnupg .gvfs .local Examples .ICEauthority .bash_logout

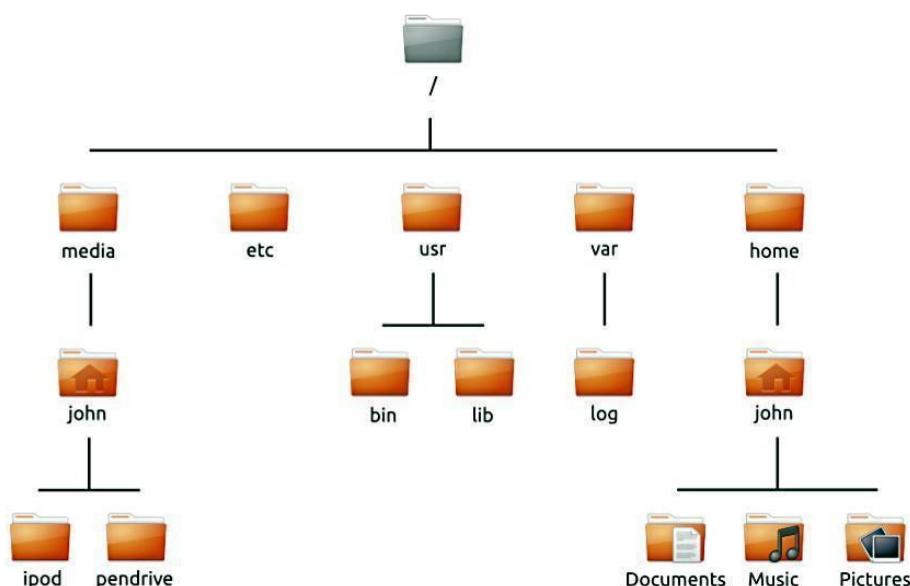
Presentation of Folder / Directory Structure



1. Home folder is the subfolder, where all your data is.

2. Media folder is the subfolder, where all external files are:
 - usb stick and hard drive
 - sd card
 - cd and dvd disc
 etc.

3. Hidden files can be seen with command Show / View hidden files.



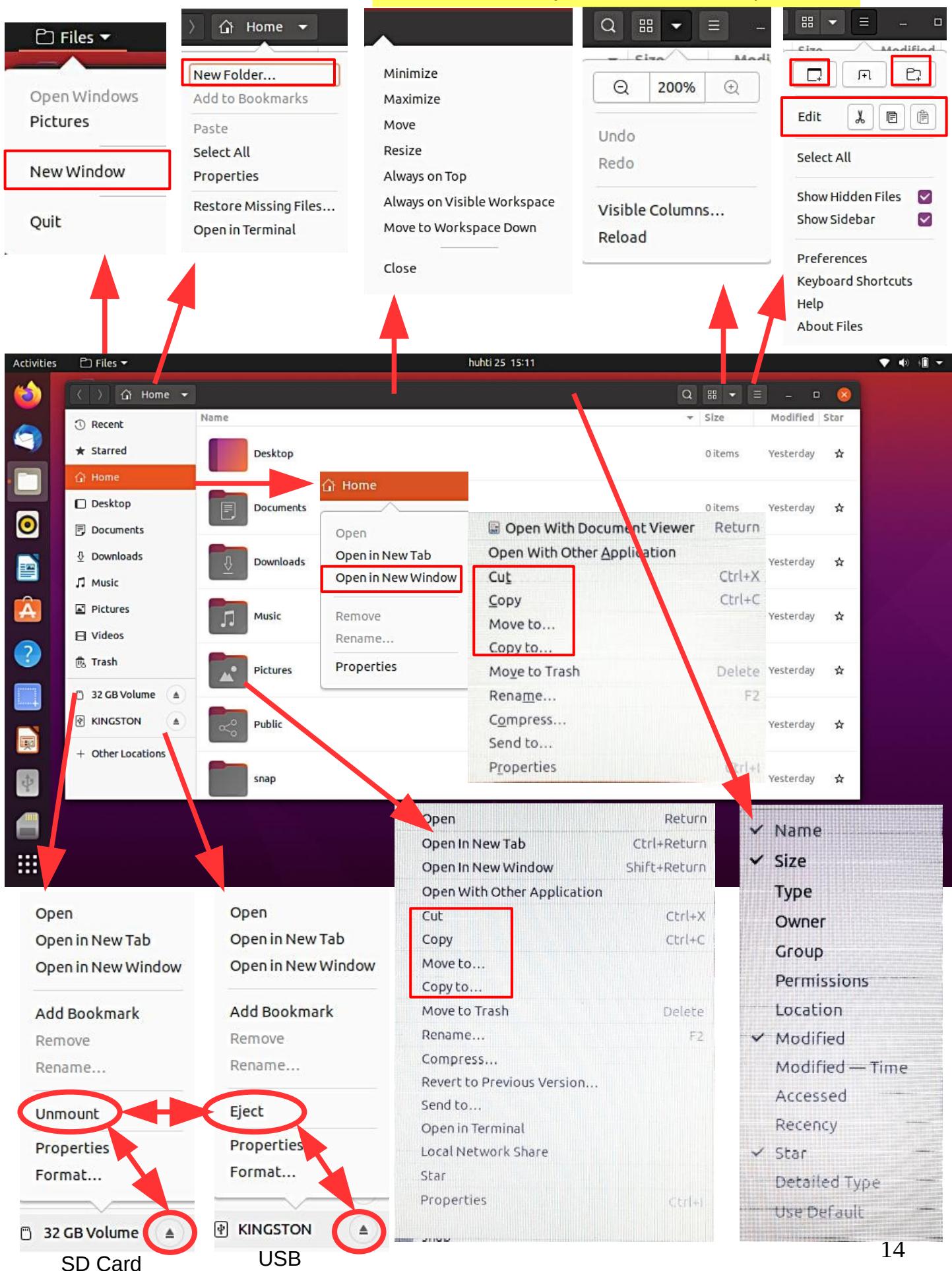
3. The file can be renamed: Edit - Rename

4. The folder can be renamed: Edit - Rename

5. USB / SD can only be renamed if you format it (where all old data is deleted!).
Attention! You can name your disc with the Discs program! See attachment.

Files Application (Nautilus) hidden commands

1. Click name or symbol or with mouse button

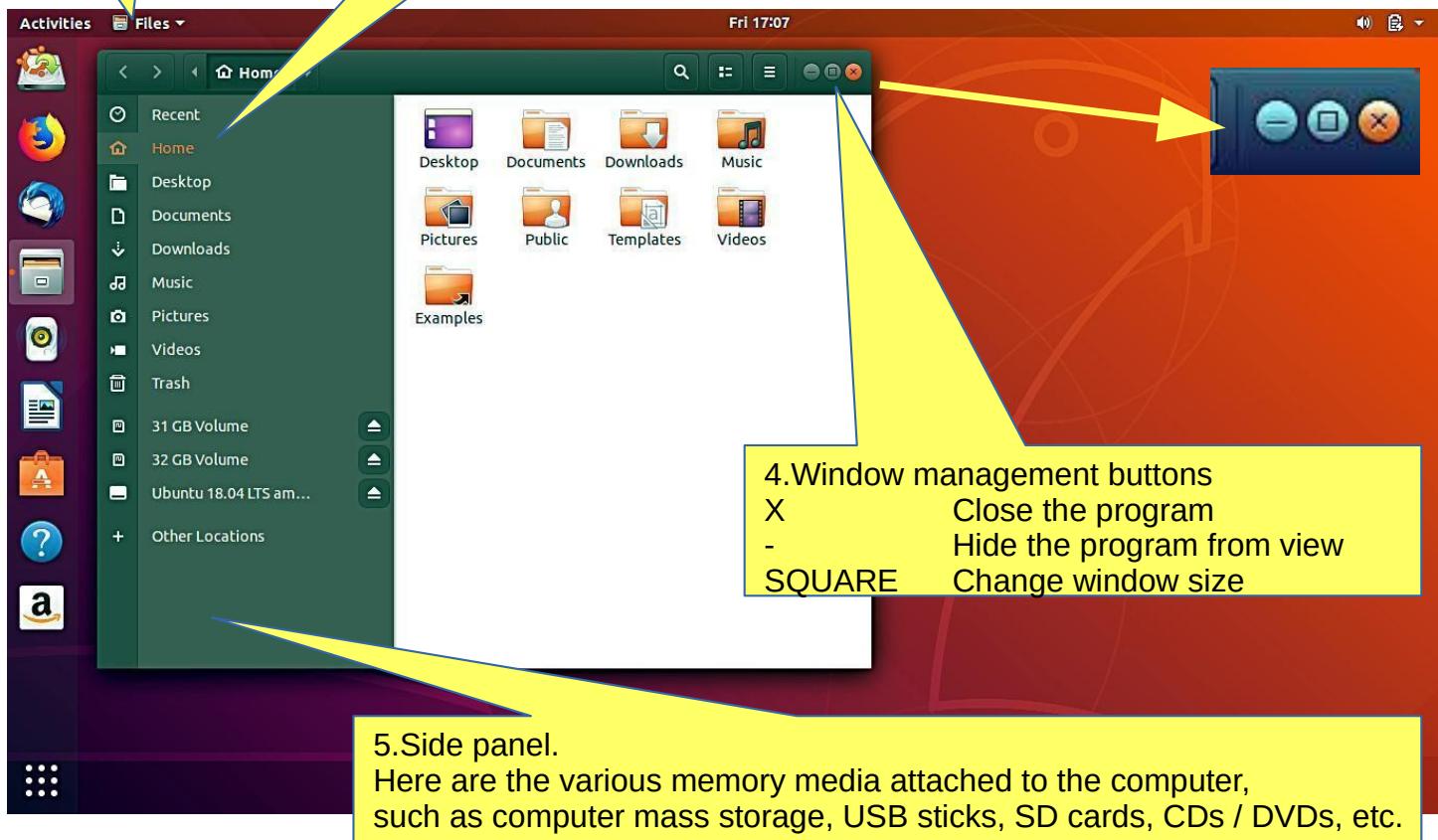


Files Application (Nautilus)

1.Click! You will see the Files application.

2.Folders are shown here. Red Activated Folder.

3.NB! There is no menu bar in the Files (Nautilus) app!
Use the touch pad to touch with two fingers!
Or with the mouse the right click.



4.Window management buttons
X Close the program
- Hide the program from view
SQUARE Change window size

5.Side panel.
Here are the various memory media attached to the computer, such as computer mass storage, USB sticks, SD cards, CDs / DVDs, etc.

How to use mouse and touch pad

Ubuntu 18.04 offers new ways to use touch pad!

6.How to operate with the mouse

With left or right button

Click
Click click
Click and press and move
Press a letter and move mouse

With mouse scroll button

Scroll
Press and scroll

7.How to operate with the touch pad

With one finger (left or right button or in the middle of touch pad)

Click
Click click
Click and press and move

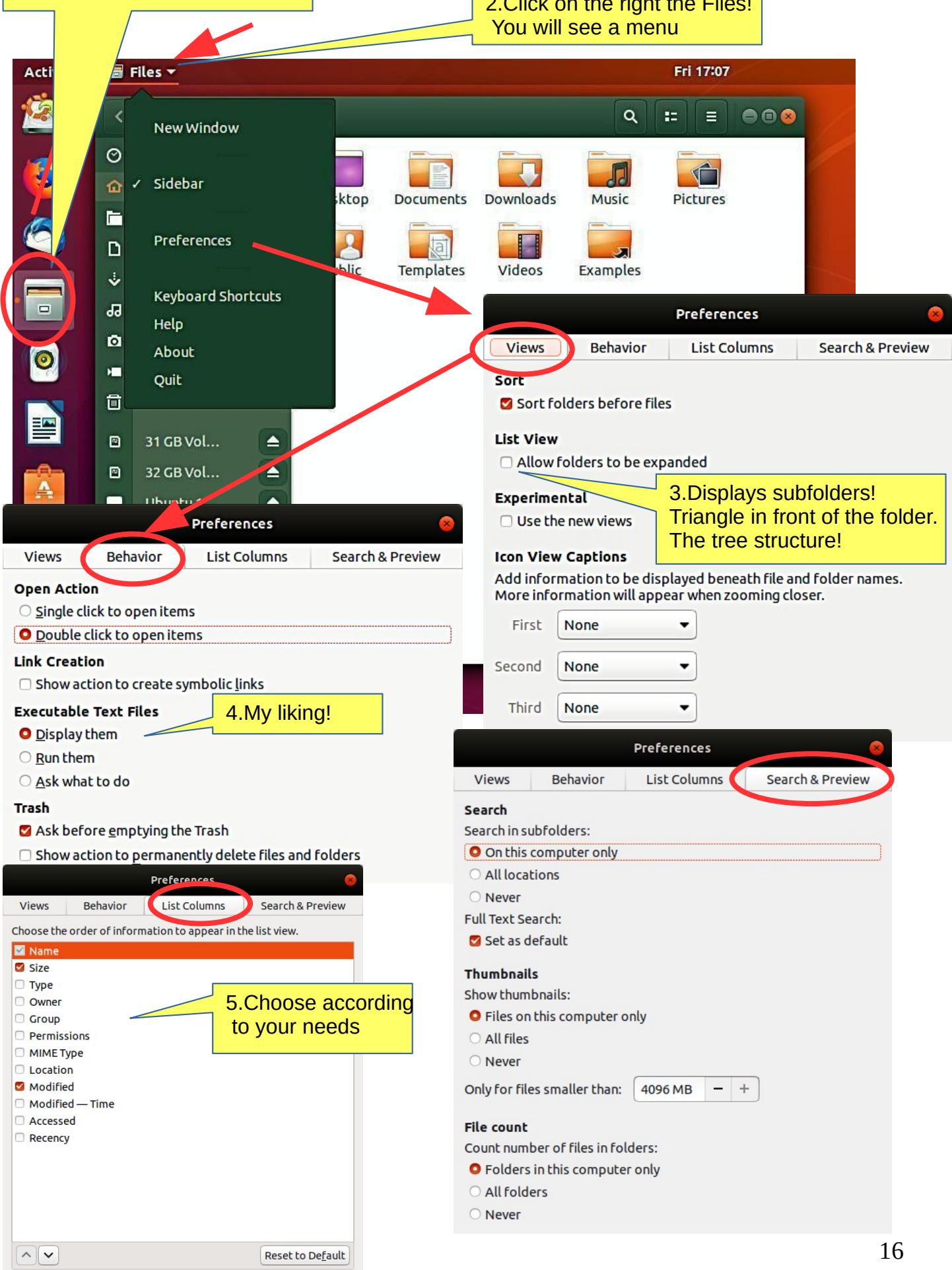
With two fingers at the same time

Click
Click click
Click and press and move

8. If you move the cursor quickly, the cursor will move a longer distance

Files Application (Nautilus)

1.Click Files! You will see Files.



Presentation / Files application.

The screenshot shows the Files application interface with several annotations:

- 1. You can change the order by clicking.** The icons are either side by side or one below the other. (Red arrow points to the top toolbar icons.)
- 2. Click! You will get a definition menu for several things.** (Yellow box with a red arrow pointing to the right toolbar icons.)
- 3. Click triangle!** (Yellow box with a red arrow pointing to the folder icon in the tree view.)
- 4. Click icon!** (Yellow box with a red arrow pointing to the folder icon in the tree view.)
- 5. Click ! New Folder** (Yellow box with a red arrow pointing to the 'New Folder' button in the top bar.)
- 6. Displays subfolders!** Triangle in front of the folder. The tree structure! (Yellow box with a red arrow pointing to the tree view.)
- 7. Click the new tab.** Tabs are created in the same window. (Yellow box with a red arrow pointing to the 'New Tab' button in the top bar.)
- 8. Two tabs Home and Desktop** (Yellow box with a red arrow pointing to the tabs at the bottom of the window.)
- 9. Three tabs**
Practice using these tabs.
Note that the tab is not a window or workspace.
How can you make the most of your tabs? (Yellow box with a red arrow pointing to the tabs in the bottom window.)

File Tree View Data:

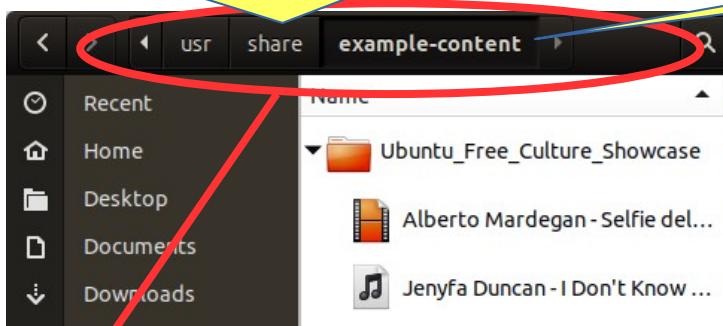
- Desktop
- Documents
- Downloads
- Music
- Pictures
- Videos
- Examples
- Desktop
- Documents
- Downloads
- Music
- Pictures
- Public
- Templates

Bottom Window File List Data:

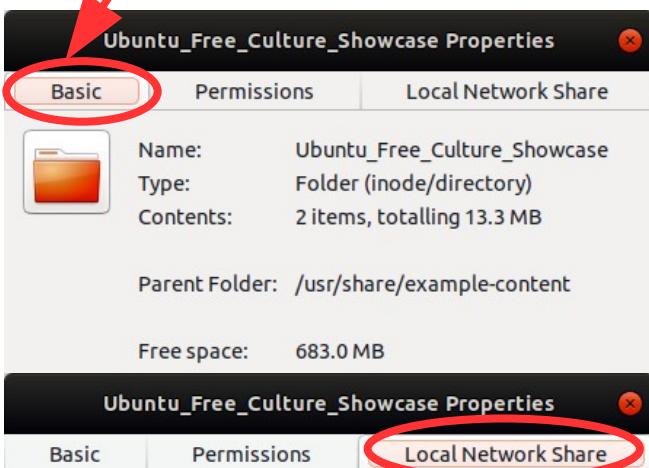
- Install Ubuntu 18.04 LTS
- 8.1 kB 17:00
- Volume
- Home
- Desktop
- 31 GB Vol... x
- Name Size Modified
- bin 162 items 12 Sep
- boot 17 items 12 Sep

Basic Settings / Folder Properties

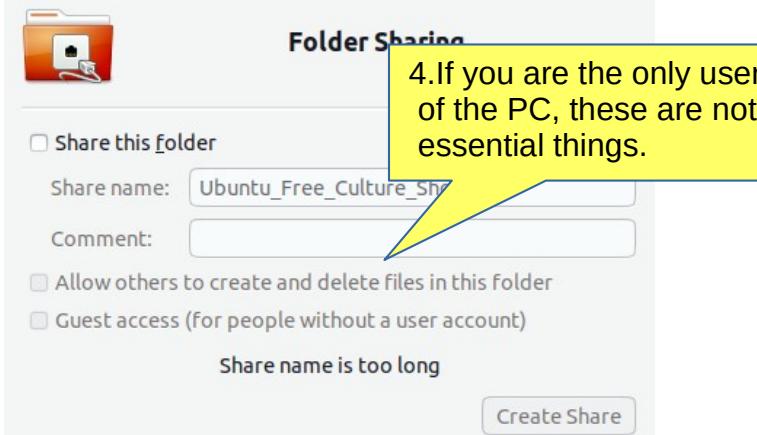
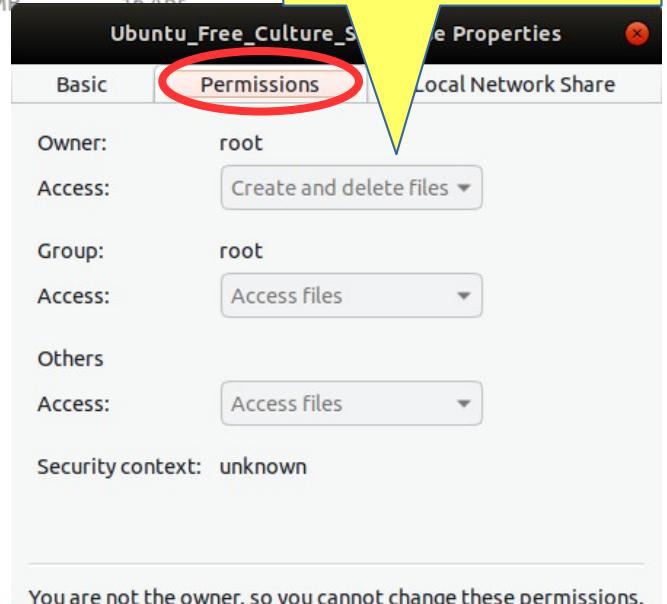
1. Folder path. NB! This works well if there are no triangles in front of the folders. That is, no wood structure.



2. Click right and you see Properties



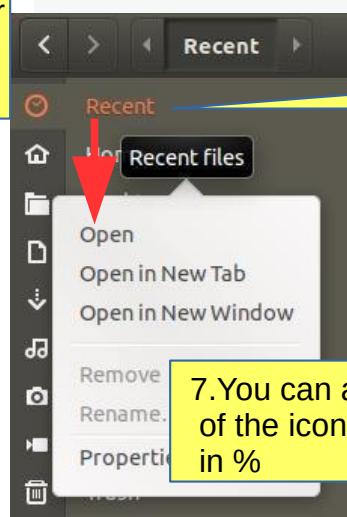
3. If you are the only user of the PC, these are not essential things.



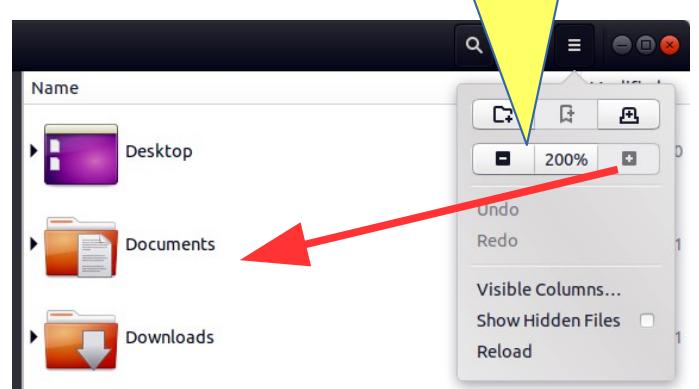
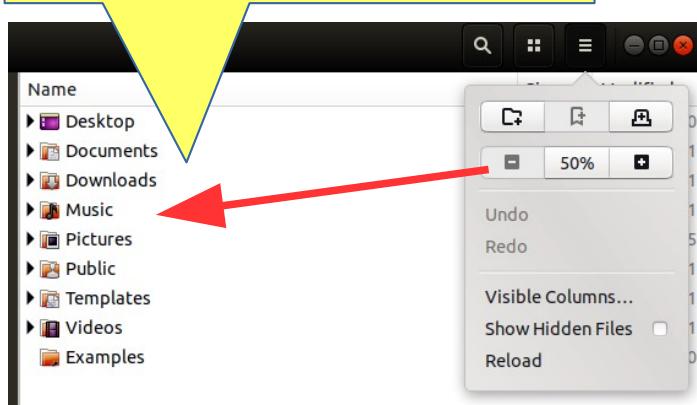
You are not the owner, so you cannot change these permissions.

4. If you are the only user of the PC, these are not essential things.

5. Click right button!



7. You can also change the size of the icons and see the size in %



6. You can change the size of the icons by pressing ctrl and + or ctrl and - buttons several times.

Presentation of Folder / Folder Properties

1. Removing a USB stick here or here.

2. Click right mouse button 31GB Volume (USB)

3. Click Properties with the mouse

4. The name of the USB stick in the folder structure.

5. USB stick path for folder structures.

6. NOTE!
With the command Properties you can see the capacity and use of the memory.

7. If you are the only user of the PC, these are not essential things.

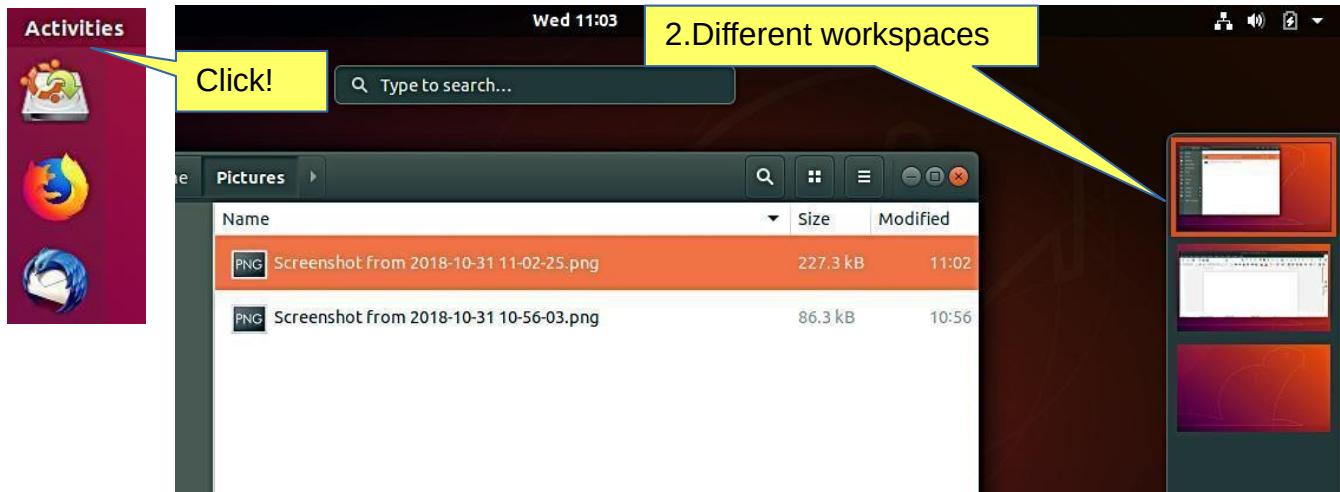
8. MEDIA contains USB stick, SD card, CD and DVD.

9. Click the folder icon or the small triangle on the left to get different presentation modes. Try it!

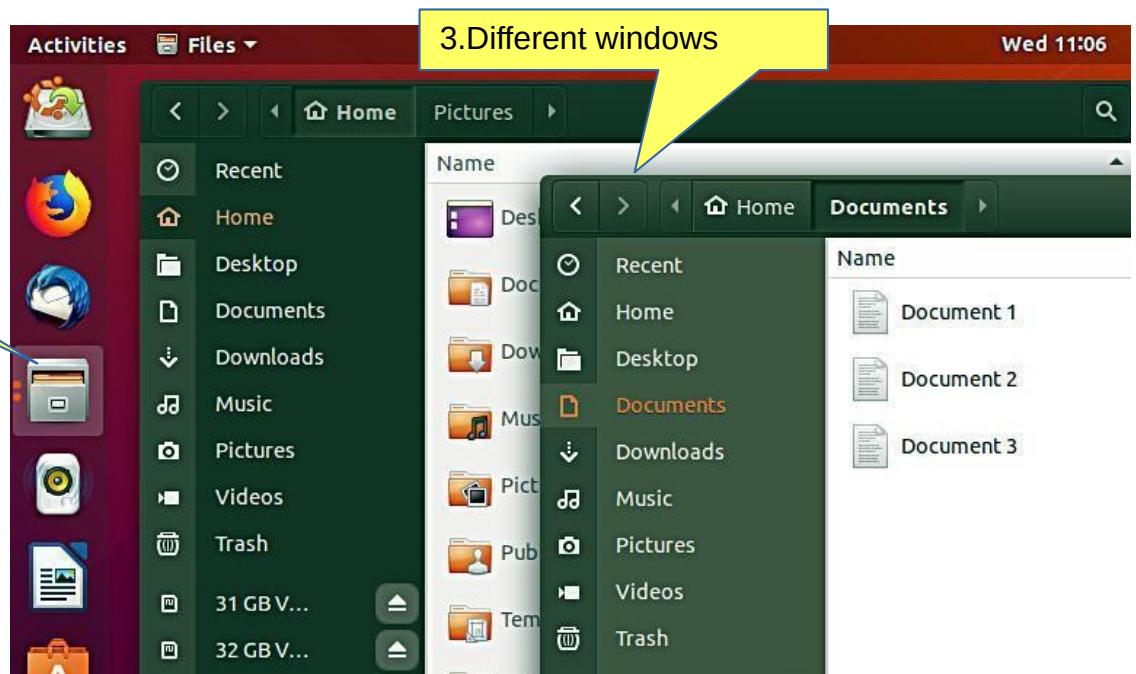
Different working areas

1. There are different "work areas" in Ubuntu, which are briefly presented here.

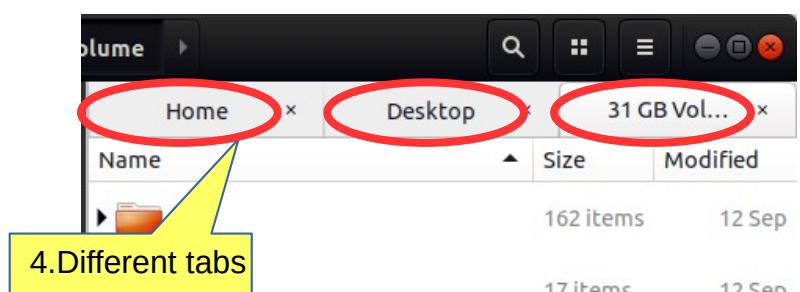
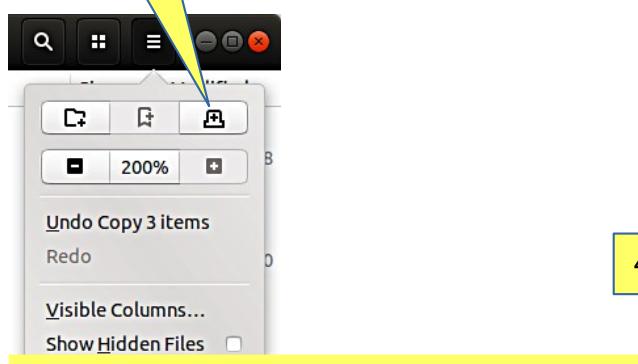
Workspaces = collects different app windows in the same workspace and other app windows in another workspace



Windows = app windows in the same workspace. Maybe the most used way



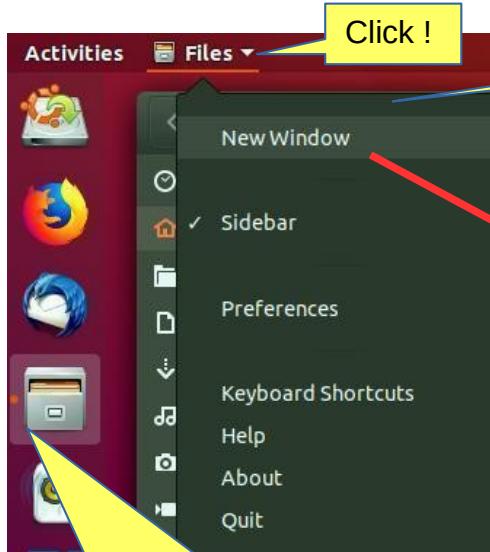
Tab = appears in the Files (Nautilus) program



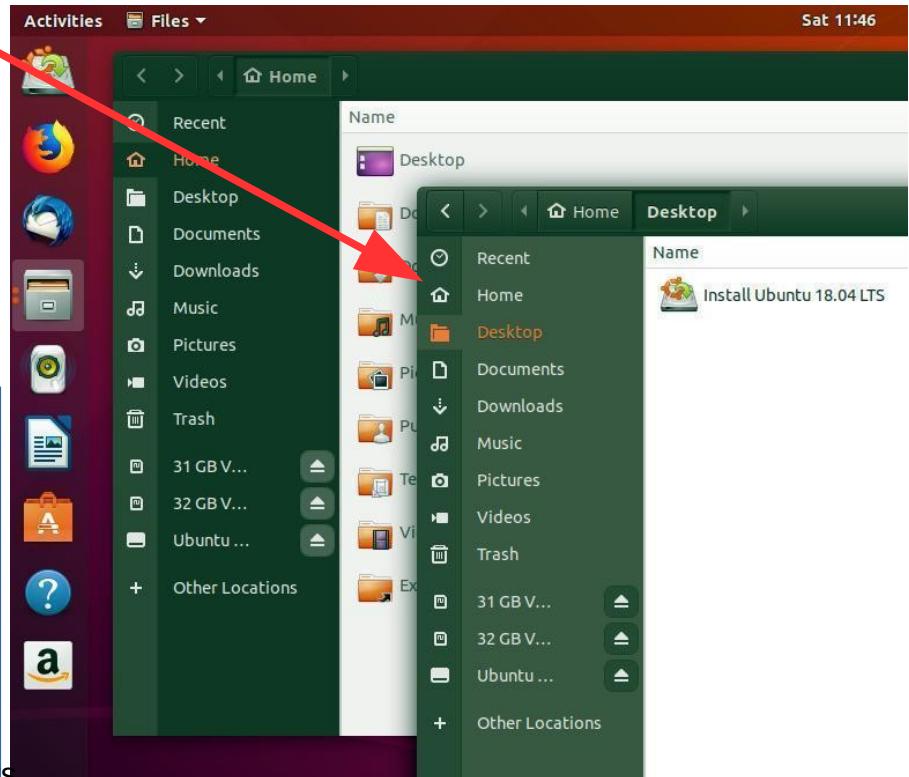
5. You should try these different methods to get acquainted with them.

6. In many apps, the work area can be divided into many tabs, such as with a spreadsheet

Windows



1.Add another window



2.A small dot on the left side of the Icon indicates that there is one window in use.

When there are two or more windows on the screen, click the program icon.

→ The windows are placed side by side and you can move to another window.

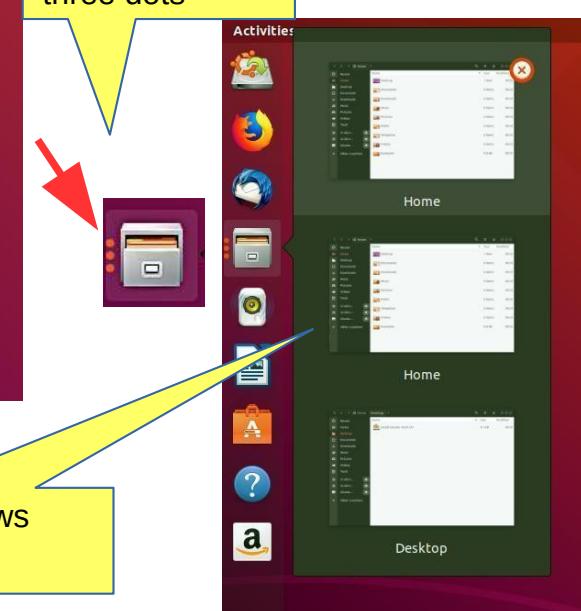
Note in the folder button two red dots.

3.When there are two or more displays on the screen, click the program icon.
→ The windows are placed side by side and you can move to another window.

4.Two windows
two dots

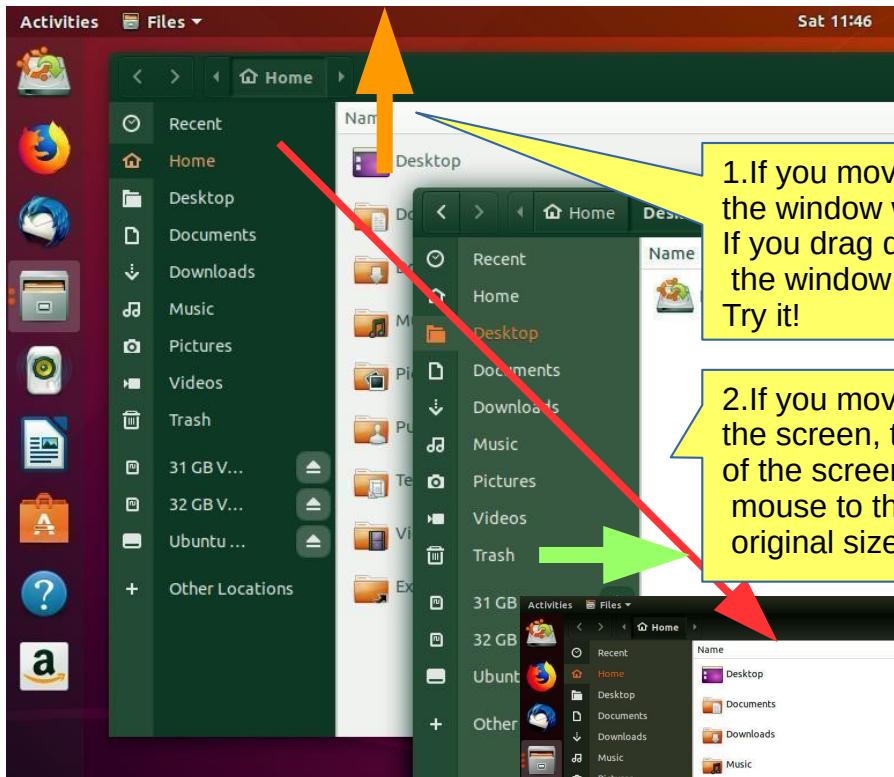


5.Three windows
three dots



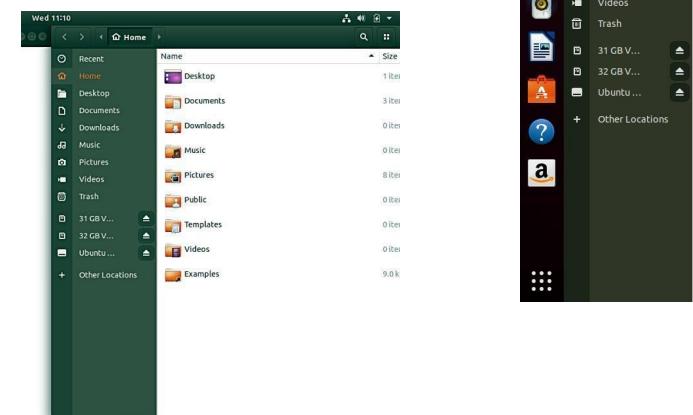
6.Here are three windows
to choose from.

Several windows



1. If you move the window to the top of the screen, the window will increase to full screen size. If you drag down full screen with the mouse the window returns to its original small size. Try it!

2. If you move the window to the right edge of the screen, the window will increase to half size of the screen. If you then drag the window with the mouse to the left, the window returns to its original size. Try it!



3. If you move two windows to the right and left edge of the screen, you get two half-size windows side by side.



4. Two parallel windows

File handling with mouse

1.Files can be copied, transferred or linked.

These functions can be done with terminal commands, keyboard commands, menus or with the mouse.

Try transferring, copying and linking with different techniques and with small test files!

2.When copying and transferring files, the sequence is similar, if you have all the time the same memory or two different memories.. Ubuntu 16.04 is working differen way.

Remember, that Shift+mouse = move and Ctrl+mouse = Copy

3.First compare mouse-enabled functions

4.Within the same memory (eg hard drive)
two open windows + mouse

Move a file with mouse+shift



= move

Different memory (hard drive and USB)
two open windows + mouse



= move

Move a file with mouse + ctrl



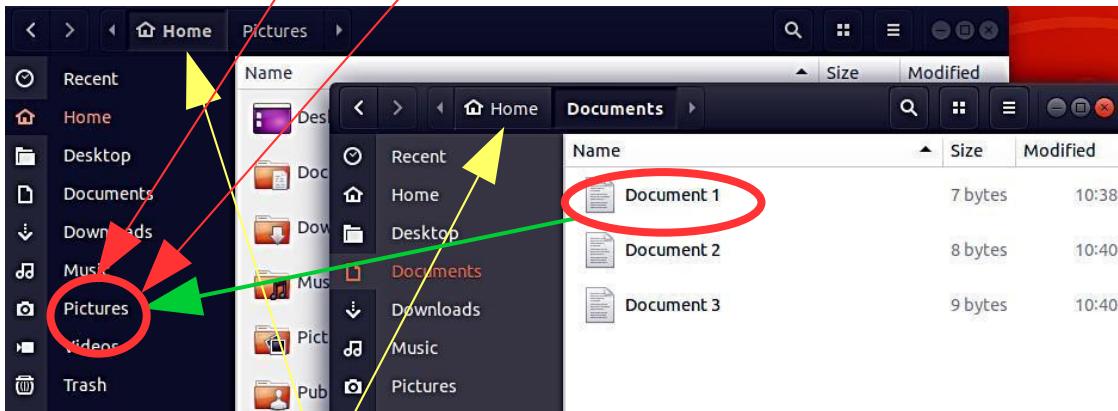
= copy

Move a file with mouse + ctrl



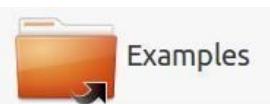
= copy

5.It is worth checking the function from a small icon, is it an arrow or a +

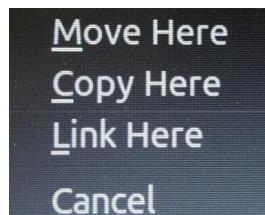
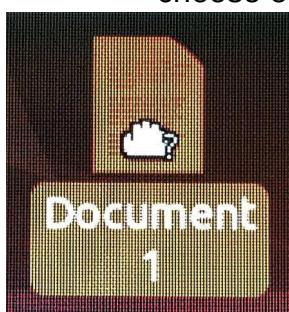


6.Same storage (Home), two windows, file Document, copy / move to folder "Pictures", observe icon (arrow or +)

7.In linking (Hyperlinks), the file or folder itself remains in the original location, but another location is made with an icon that can be clicked into the file or folder itself.
The link on this icon has a curved arrow.



8.Drag the file/folder to the desired location while pressing Alt. When you release the mouse button, a window appears, where you can choose either move, copy or link.



File handling with commands

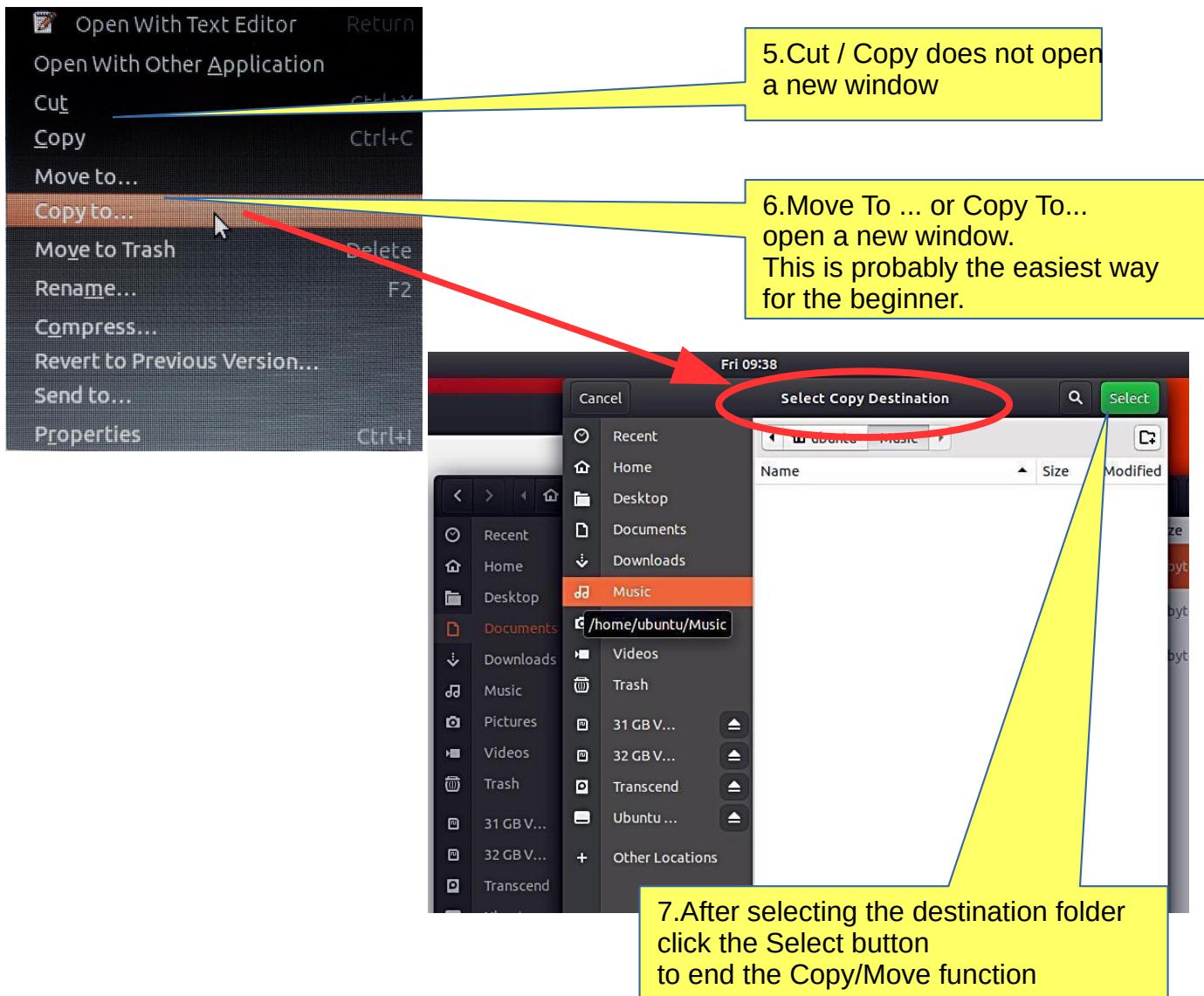
1.Let's look at the same things with menu commands.

2.You can see the menus by clicking the right button of the mouse or by selecting Edit from the menu bar.

There are commands that are confusing. Note that the commands Copy and Copy To... (with 3 dots) have different functions.

3.The commands without dots work on the same window.

4.Commands with 3 dots always open a new window.



8.You can use the keys to do the following:

Select a file or folder and press

Ctrl + x cut

Ctrl + c copy

Ctrl + v paste

Presentation of basic settings

Look Ubuntu Desktop Guide: User & system settings

1.Click these icons and see the contents.

Click !

2.The following pages show the basic settings for System Preferences.

It's a good idea to go through those right away. At the same time, you should consider what kind of settings best serve your own use.

3.Many of these settings are specified when installing Ubuntu, but they can be changed later.

Click !

Wi-Fi Not Connected

On

Estimating...

Live session user

>

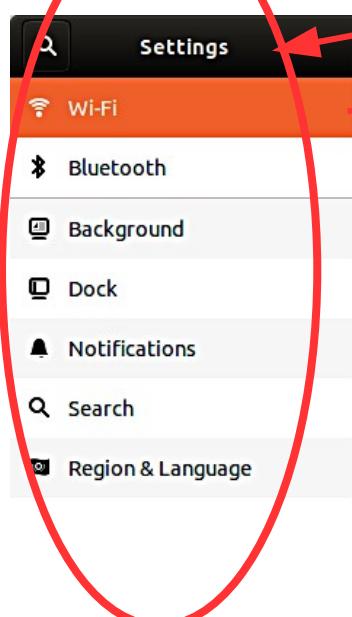
>

>

>

>

4.Close the computer



Airplane Mode

Disables Wi-Fi, Bluetooth and mobile broadband

ON OFF

Click !

Visible Networks

DNA-WLAN-2G-C2CC

lock WiFi

HUAWEI-B593-A337

lock WiFi

SoneraGateway00-22-07-EC-BC-E3

lock WiFi

Authentication required by wireless network

Password: Required to connect to the network "HUAWEI-B593-A337".

Cancel

Connect



Visible as "ubuntu" and available for Bluetooth file transfers.
Transferred files are placed in the [Downloads](#) folder.

Devices

Unknown

Not Set Up

Unknown

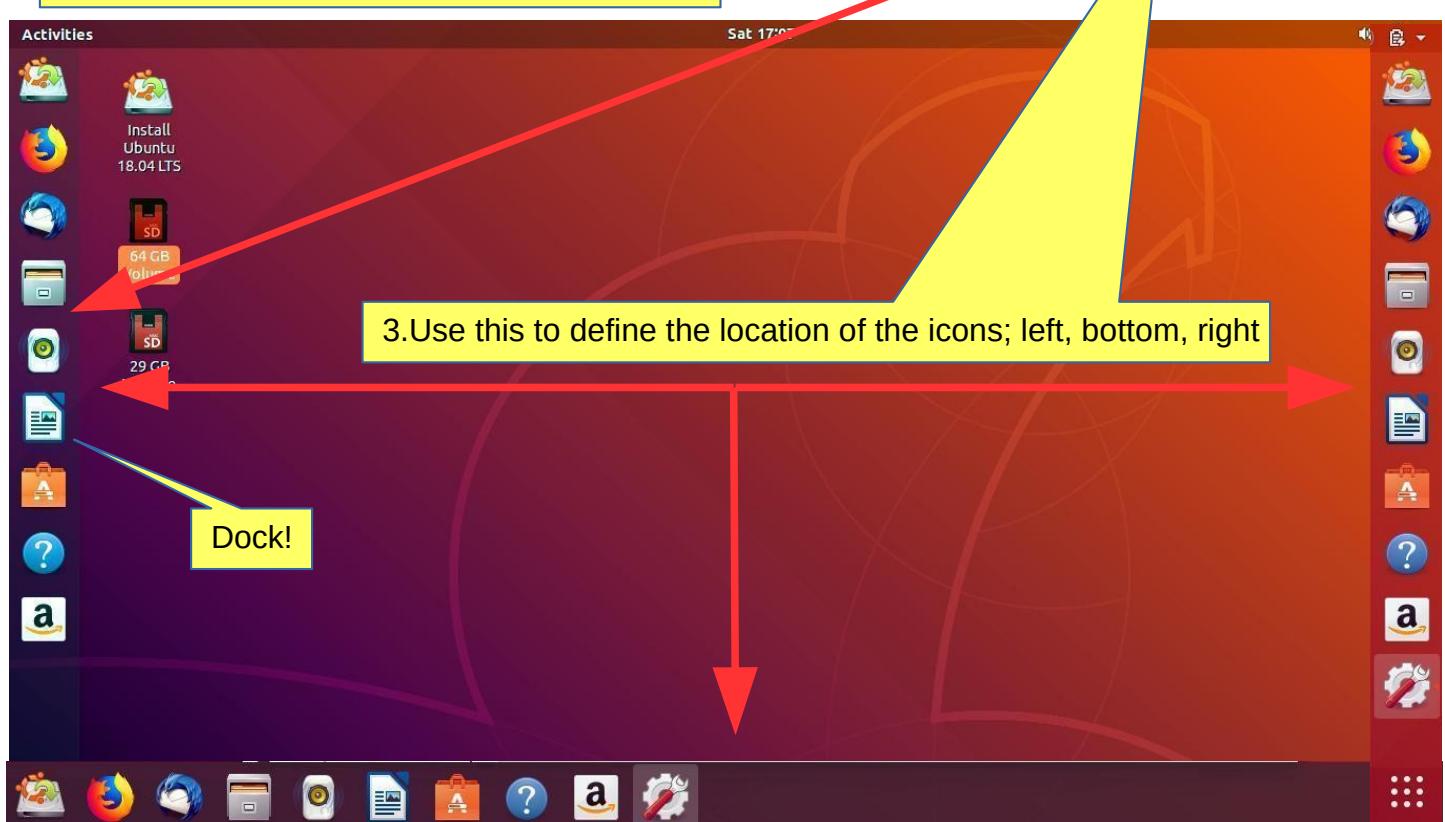
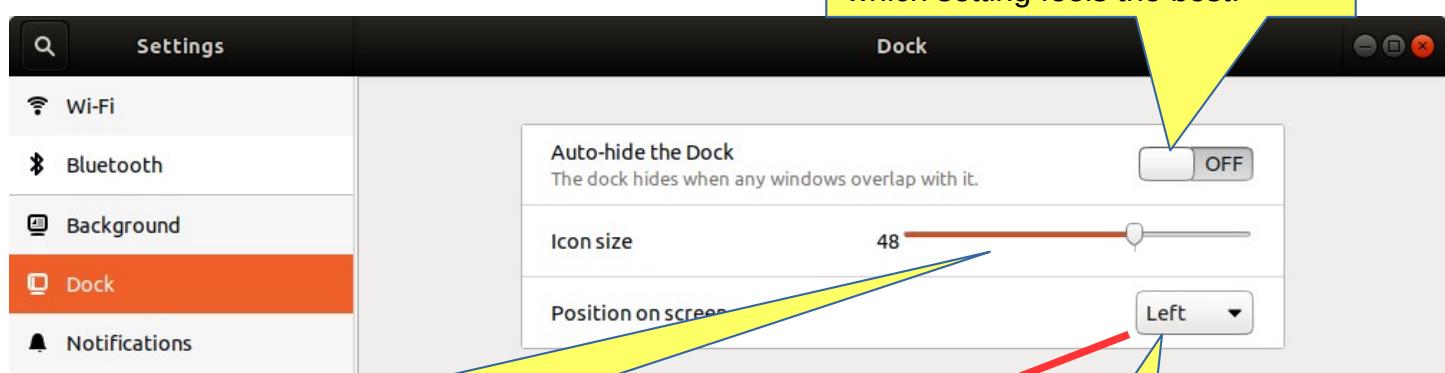
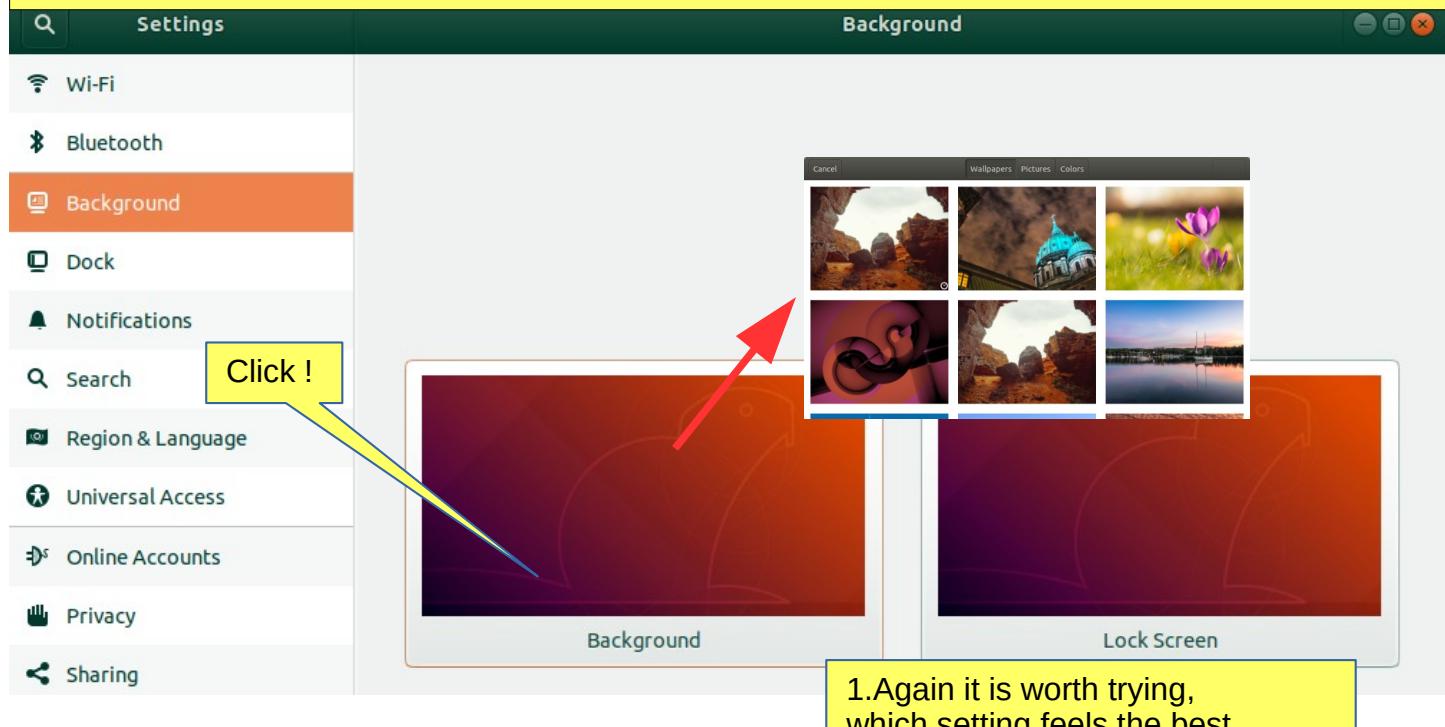
Not Set Up



5.Some settings similar to Ubuntu basic settings are also available in the Programs dialog box, for example, under Utilities

Presentation of basic settings

Look Ubuntu Desktop Guide: [Networking, web & email](#)



Presentation of basic settings

Settings

Notifications

Notification Popups

Lock Screen Notifications

Applications

Archive Manager	On
Backups	On
Banner Designer	On
Desktop Sharing	On
Files	On
Network	On
Rhythmbox	On
Ubuntu Software	On

1. Again it is worth trying, which setting feels the best.

Settings

Search

Files

Calendar

Passwords and Keys

Terminal

Ubuntu Software

2. Again it is worth trying, which setting feels the best.

Presentation of basic settings

Look Ubuntu Desktop Guide: Universal access

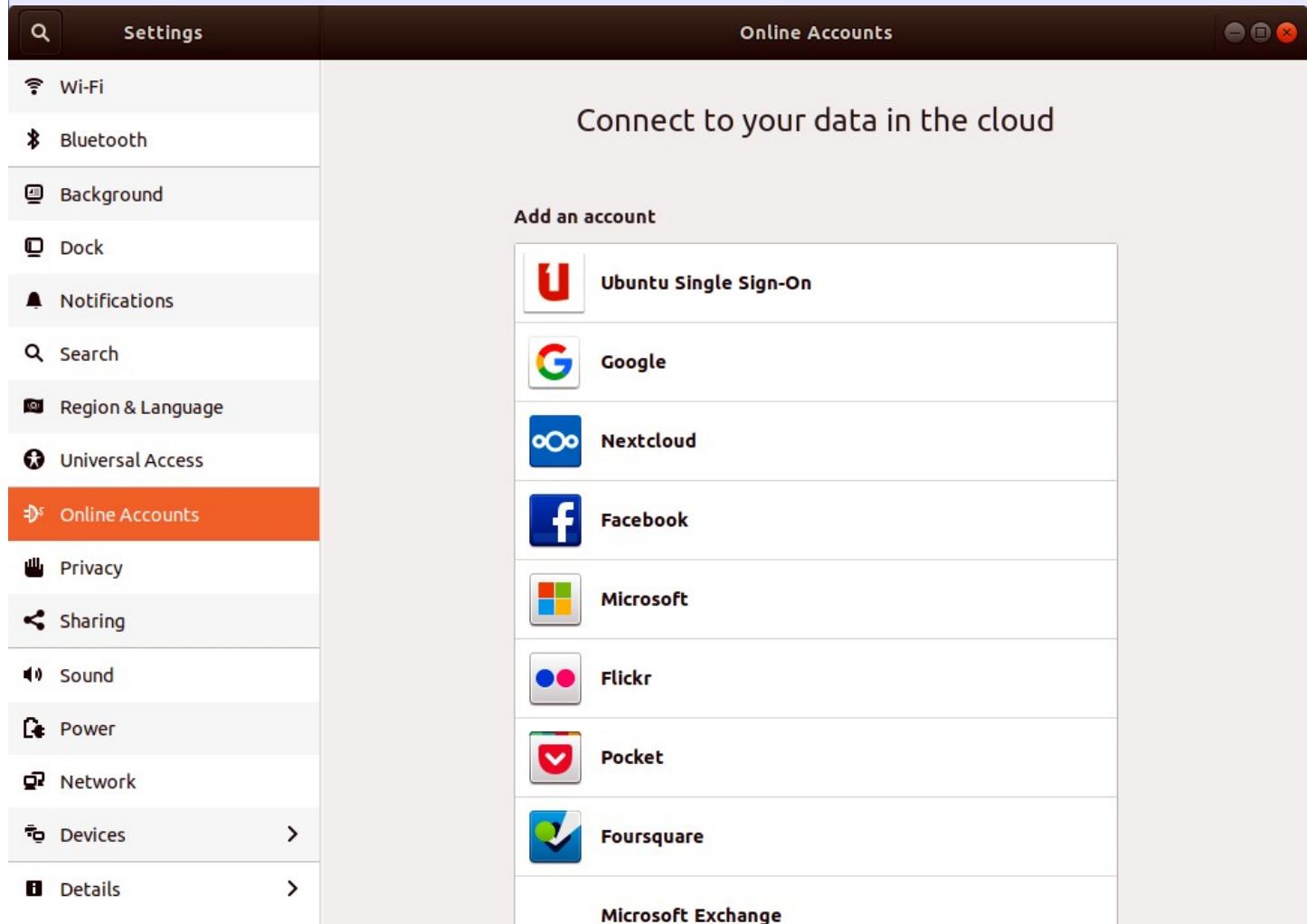
The screenshot shows the Look Ubuntu Desktop Settings interface. The left sidebar has a 'Region & Language' section highlighted in orange. The main window shows the 'Region & Language' settings with 'Language' set to 'English (United States)' and 'Formats' set to 'United States (English)'. Below that is the 'Input Sources' section, which currently lists 'English (US)'. A red arrow points to the 'Manage Installed Languages' button. A yellow box contains the text: '1. You can change these regional settings later!'. The 'Universal Access' section is also highlighted in orange in the sidebar. The main window shows the 'Universal Access' settings with various options like 'High Contrast', 'Large Text', 'Cursor Size', etc., each with an 'OFF' switch. A red arrow points to the 'High Contrast' switch. Another red arrow points to the 'Double-Click Delay' slider at the bottom. A yellow box contains the text: '2. Again it is worth trying, which setting feels the best.' On the right side, there is a vertical 'Activities' dock with icons for different applications.

1. You can change these regional settings later!

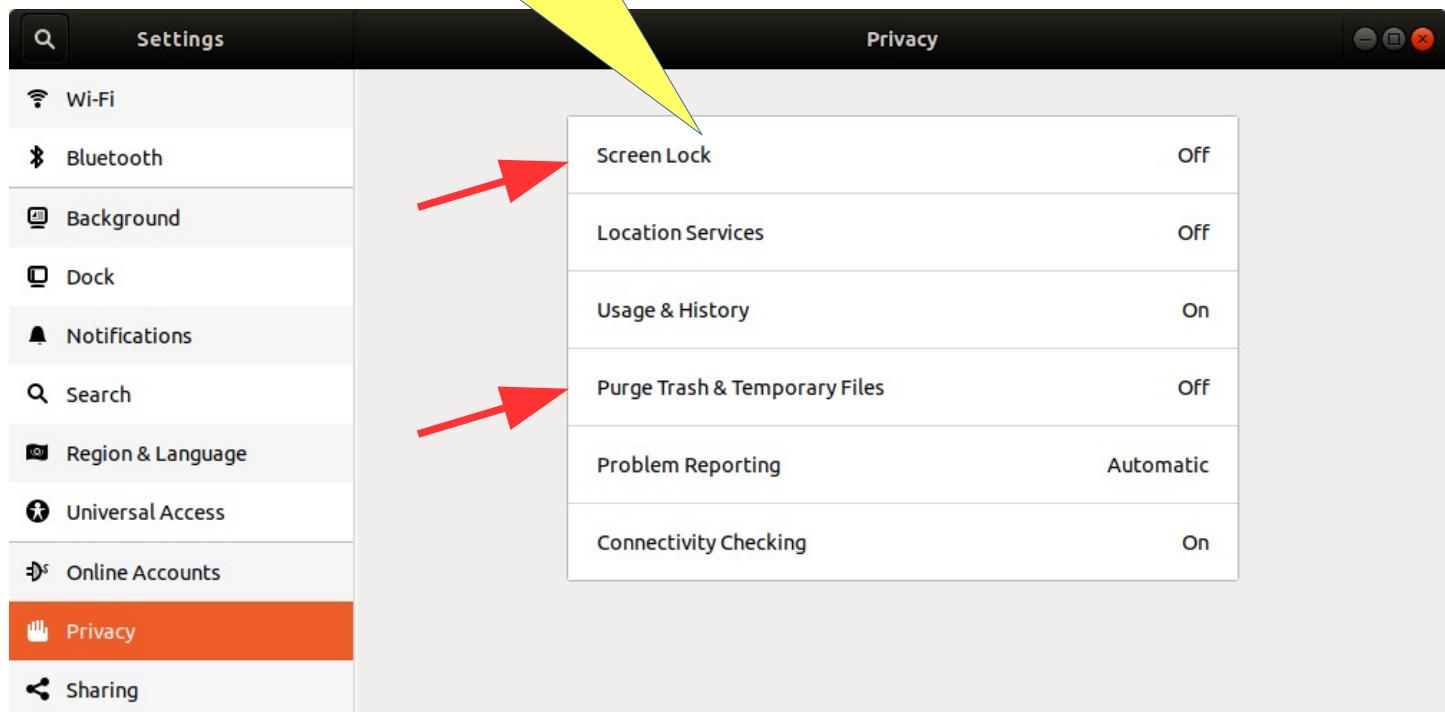
2. Again it is worth trying, which setting feels the best.

Try it !

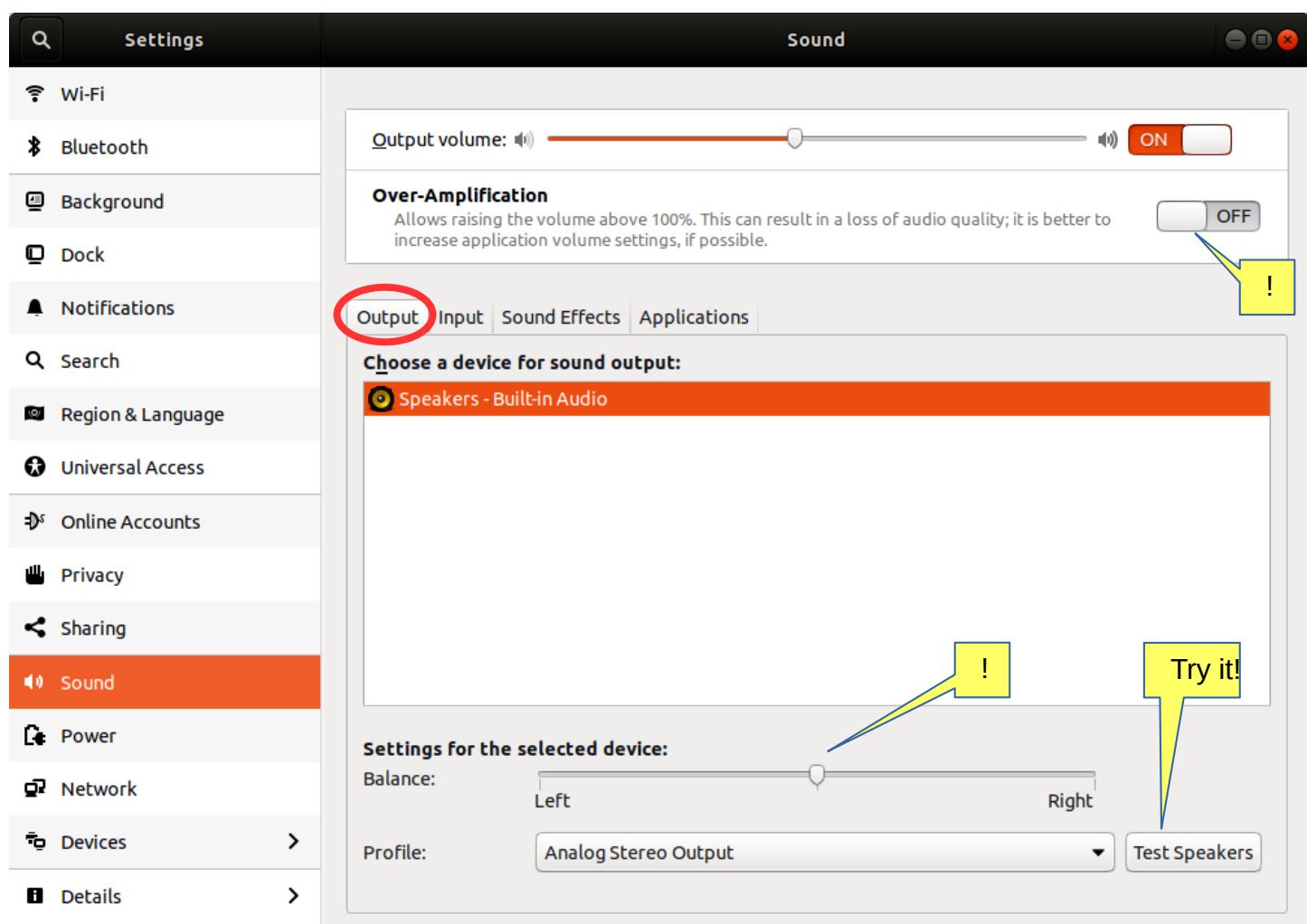
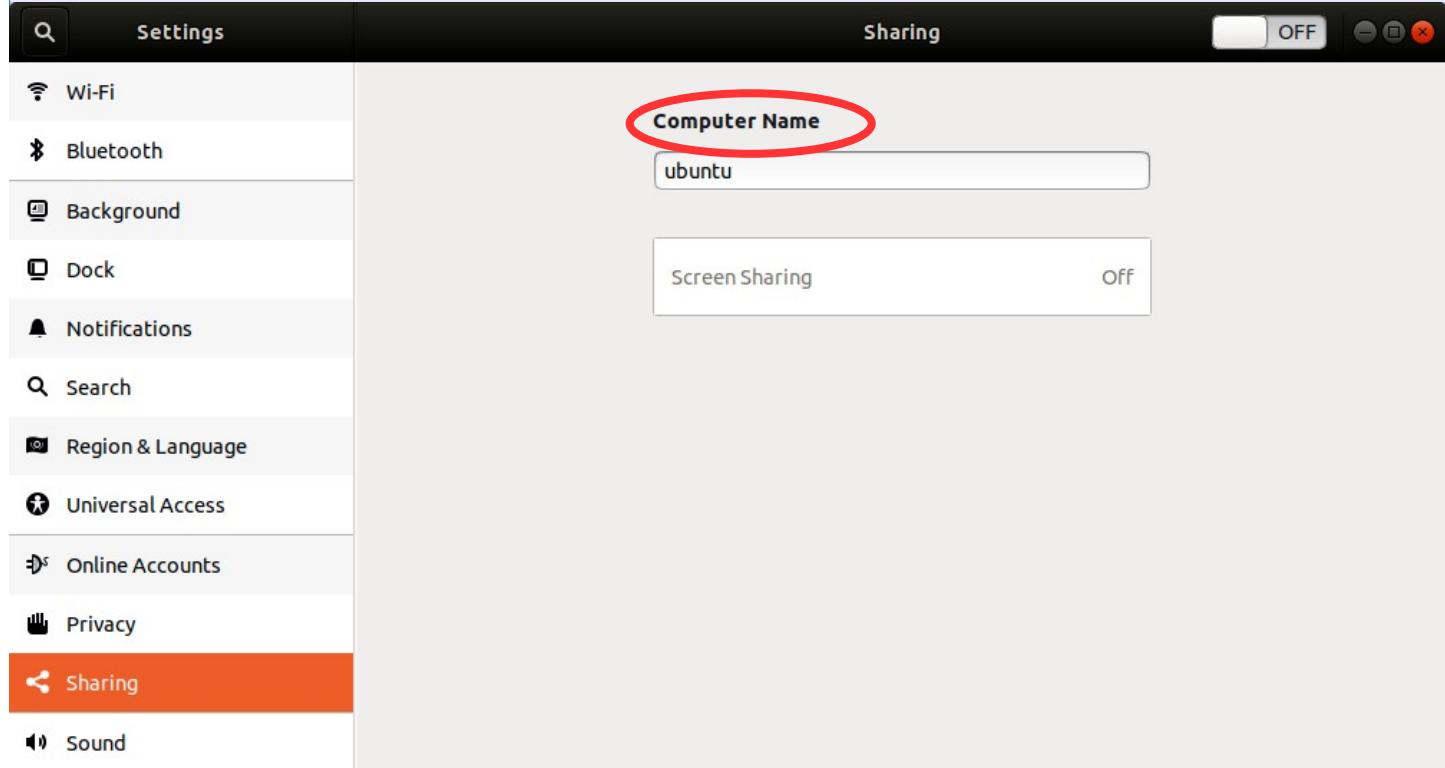
Presentation of basic settings



1. Think of your own safety.

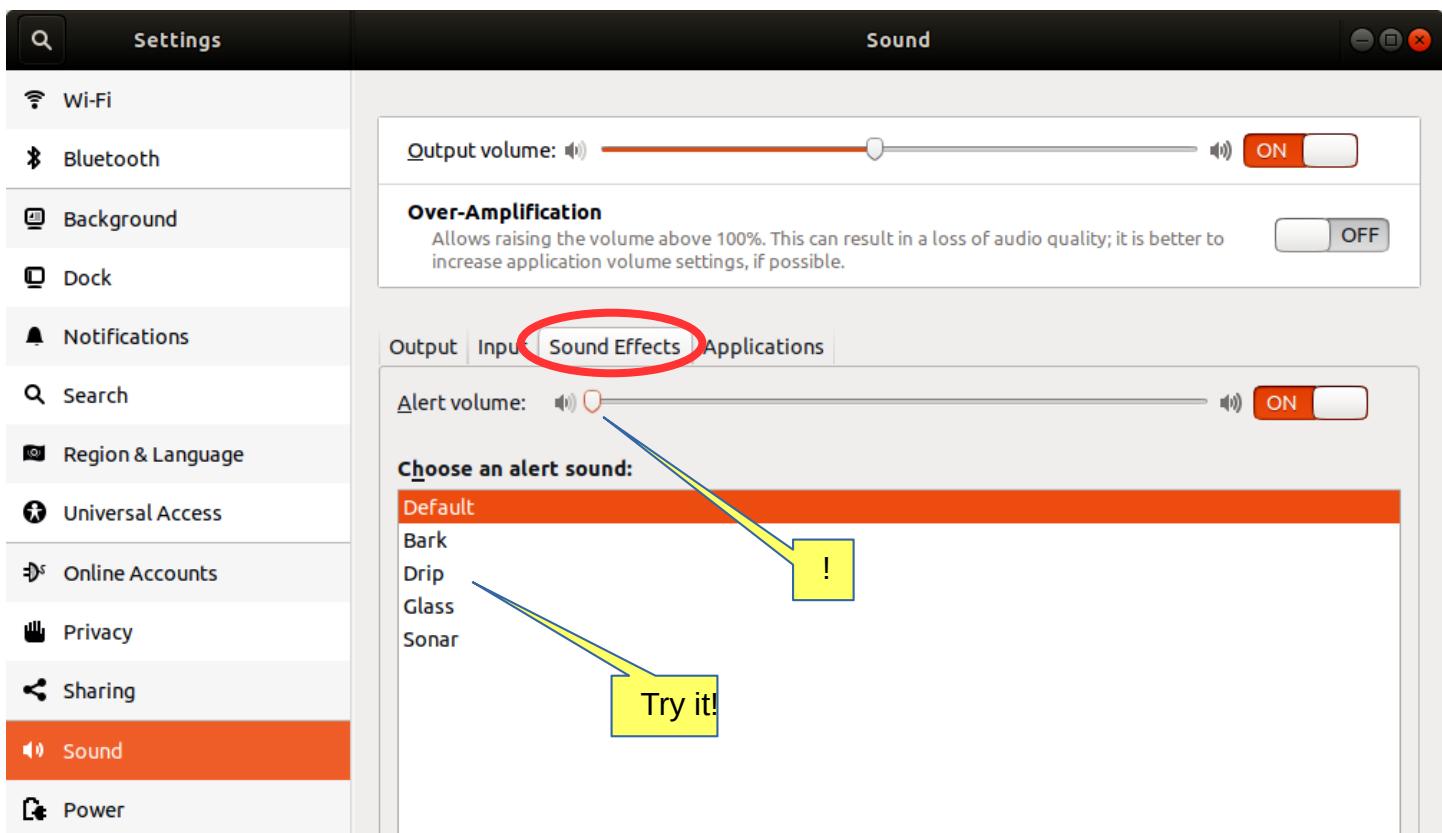
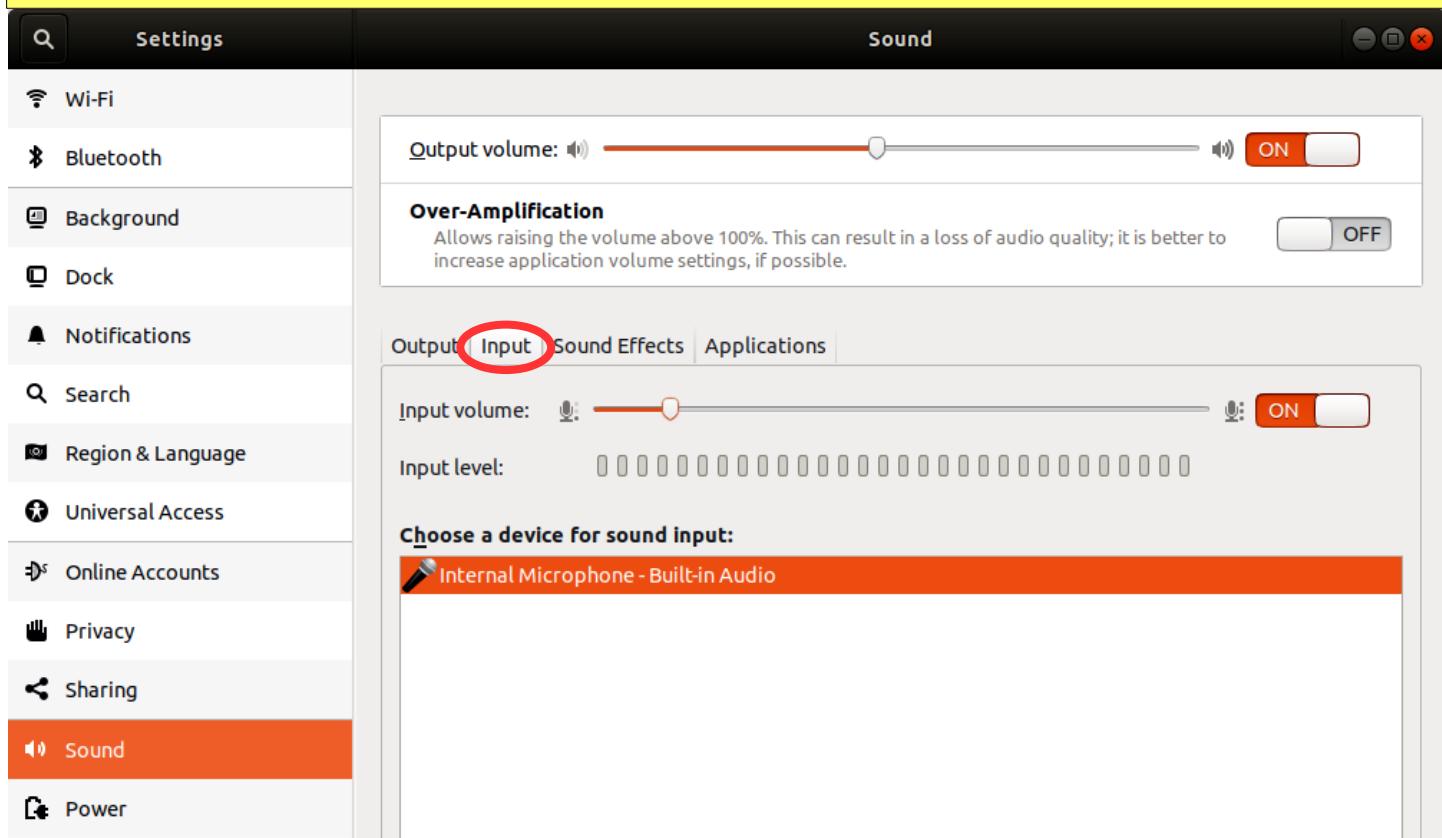


Presentation of basic settings



Presentation of basic settings

Look Ubuntu Desktop Guide: Sound, video & pictures



Presentation of basic settings

Sound Settings

Output volume: ON

Over-Amplification
Allows raising the volume above 100%. This can result in a loss of audio quality; it is better to increase application volume settings, if possible.

Output | Input | Sound Effects | **Applications**

No application is currently playing or recording audio.

Power Settings

Battery

Charging 100%

Power Saving

- Screen brightness
- Dim screen when inactive
- Blank screen
- Wi-Fi Turn off Wi-Fi to save power.
- Bluetooth Turn off Bluetooth to save power.

Suspend & Power Button

Automatic suspend	When on battery power
When the Power Button is pressed	<input type="button" value="Power Off ▾"/>

You can define different times for actions

Screen saver on		
Display on	The display is off	
PC on	Suspend	PC off

Setting: Brightness and lock

Setting: Power Saving

Shut down

Presentation of basic settings

Network Settings Overview:

The main window shows a summary of network connections: **Wired** (Connected, ON), **VPN** (Not set up), and **Network Proxy** (Off). A red arrow points from the main window to the detailed configuration dialog for the **Wired** connection.

Wired Connection Details:

Identity Tab: Shows the connection name (**Wired connection 1**), MAC address (**84:16**), Cloned Address, and MTU (**automatic**). The **Identity** tab is highlighted with a red circle.

IPv4 Tab: Shows the IPv4 address (**19**), IPv6 address (**20**), Hardware Address (**84**), Default Route (**19**), and DNS (**19**). **Connect automatically** and **Make available to other users** are checked. **Restrict background data usage** is unchecked.

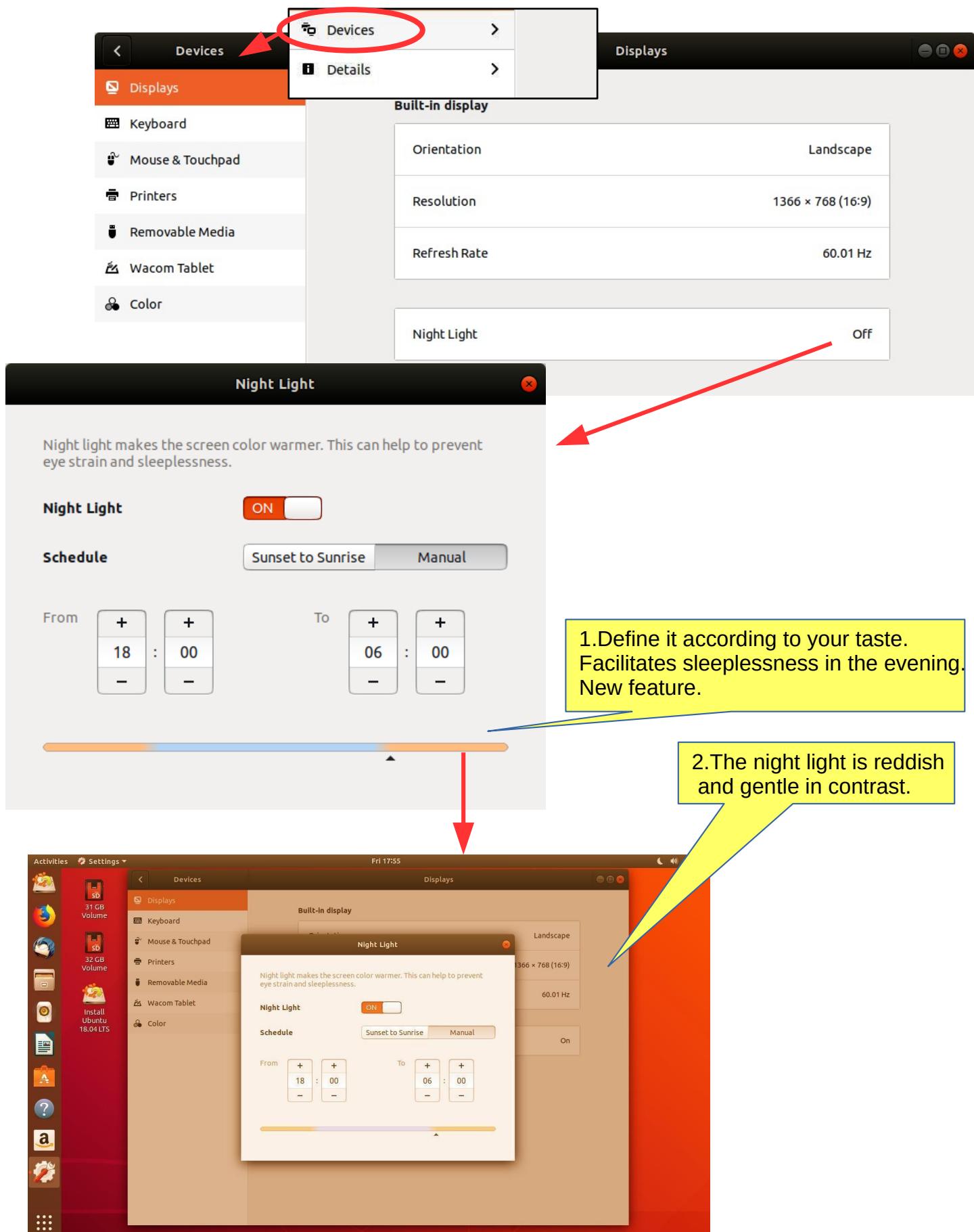
IPv6 Tab: Shows the IPv6 method (**Automatic**), DNS, Routes, and a checkbox for using the connection only for its network.

Security Tab: Shows 802.1x Security (OFF), Authentication (MD5), Username, Password, and a Show password checkbox.

Buttons: **Cancel**, **Apply**

Presentation of basic settings

Look Ubuntu Desktop Guide: Hardware & drivers



Presentation of basic settings

Category	Action	Keybinding
Launchers	Home folder	Explorer
	Launch calculator	Calculator
	Launch email client	Mail
	Launch help browser	Disabled
	Launch terminal	Ctrl+Alt+T
	Launch web browser	WWW
	Search	Search
	Settings	Tools
Navigation	Hide all normal windows	Ctrl+Super+D
	Move to workspace above	Super+Page Up
	Move to workspace below	Super+Page Down
	Move window one monitor down	Shift+Super+Down
	Move window one monitor to the left	Shift+Super+Left
	Move window one monitor to the right	Shift+Super+Right
	Move window one monitor up	Shift+Super+Up
	Move window one workspace down	Shift+Super+Page Down
	Move window one workspace up	Shift+Super+Page Up
	Move window to last workspace	Shift+Super+End
	Move window to workspace 1	Shift+Super+Home
	Move window to workspace 2	Disabled

General

Primary Button
Sets the order of physical buttons on mice and touchpads.

Mouse

Mouse Speed (Slider)

Natural Scrolling
Scrolling moves the content, not the view.

Touchpad

Touchpad (Switch)
Natural Scrolling
Scrolling moves the content, not the view.

Touchpad Speed (Slider)

Tap to Click (Switch)
Two-finger Scrolling (Switch)
Edge Scrolling (Switch)

Test Your Settings

1. Define your own rhythm

2. Natural scrolling = When two fingers are pushed fore, the image moves in the same direction, ie upward.

3. An external mouse makes it easier to work, it's a good idea to get one

4. Options to move the image with two fingers

5. Note that the touch pad can be taped at the edges (left / right) or at the center of the touch pad. Double-click to override the border of the primary button

Presentation of basic settings

Screenshot of the "Devices" application showing the "Printers" tab.

The sidebar on the left shows the following options:

- Displays
- Keyboard
- Mouse & Touchpad
- Printers** (highlighted in orange)
- Removable Media
- Wacom Tablet
- Color

The main area shows a printer entry for "Brother_HL_3140CW_series" which is "Ready". It also shows the "Model" as "HL-3140CW series". There are buttons for "No Active Jobs" and a gear icon. A yellow arrow points from the text "1. Adding a new printer if Ubuntu can not find it" to the "Add..." button in the top right corner.

Additional Printer Settings... button is visible in the bottom right.

Screenshot of the "Devices" application showing the "Removable Media" tab.

The sidebar on the left shows the following options:

- Displays
- Keyboard
- Mouse & Touchpad
- Printers
- Removable Media** (highlighted in orange)
- Wacom Tablet
- Color

The main area shows settings for handling media:

- CD audio: Ask what to do
- DVD video: Ask what to do
- Music player: Ask what to do
- Photos: Ask what to do
- Software: Run Software

A "Select how media should be handled" header is present above these settings. A "Other Media..." button is at the bottom.

An unchecked checkbox at the bottom says "Never prompt or start programs on media insertion".

Screenshot of the "Devices" application showing the "Wacom Tablet" tab.

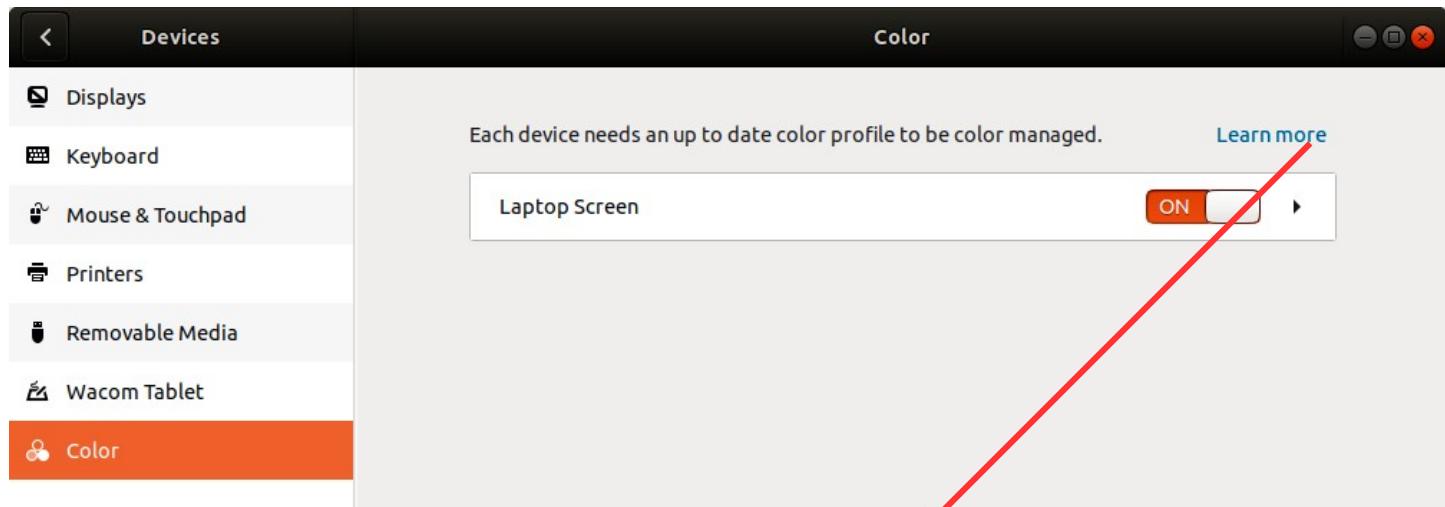
The sidebar on the left shows the following options:

- Displays
- Keyboard
- Mouse & Touchpad
- Printers
- Removable Media
- Wacom Tablet** (highlighted in orange)
- Color

The main area shows a stylus icon and the text "No stylus found". It also says "Please move your stylus to the proximity of the tablet to configure it". Two buttons labeled "Stylus" and "Tablet" are circled in red at the top right of the main area.

A "Test Your Settings" button is in the top right of the main area.

Presentation of basic settings



A screenshot of a web browser window. The title bar says 'Why is color management imp... Ubuntu Desktop Guide'. The address bar shows the URL. Below the address bar, there are two breadcrumb links: 'Ubuntu Desktop Guide » Hardware » Color management »' and 'Ubuntu Desktop Guide » Settings » Color management »'. The main content area of the browser displays the text of the article 'Why is color management important?'.

Why is color management important?

Color management is the process of capturing a color using an input device, displaying it on a screen, and printing it all whilst managing the exact colors and the range of colors on each medium.

The need for color management is probably explained best with a photograph of a bird on a frosty day in winter.



A bird on a frosty wall as seen on the camera view-finder

Displays typically over-saturate the blue channel, making the images look cold

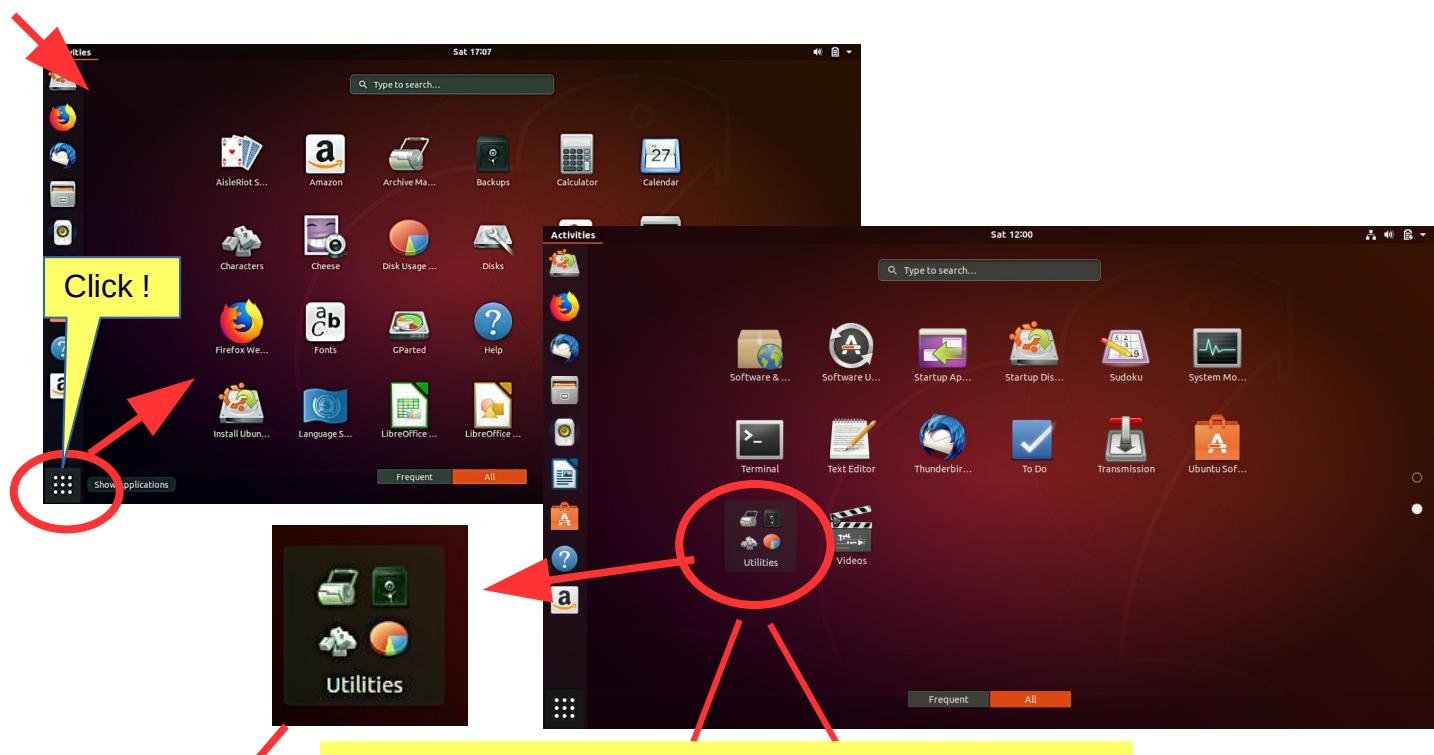
Presentation of basic settings

Look Ubuntu Desktop Guide: Log out, power off or switch users

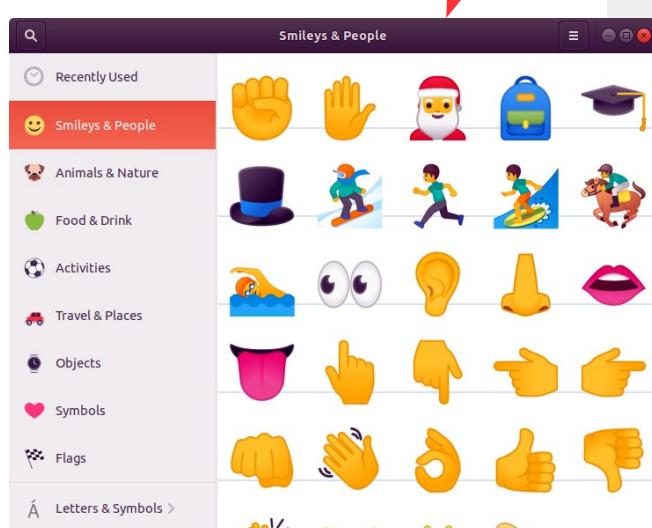
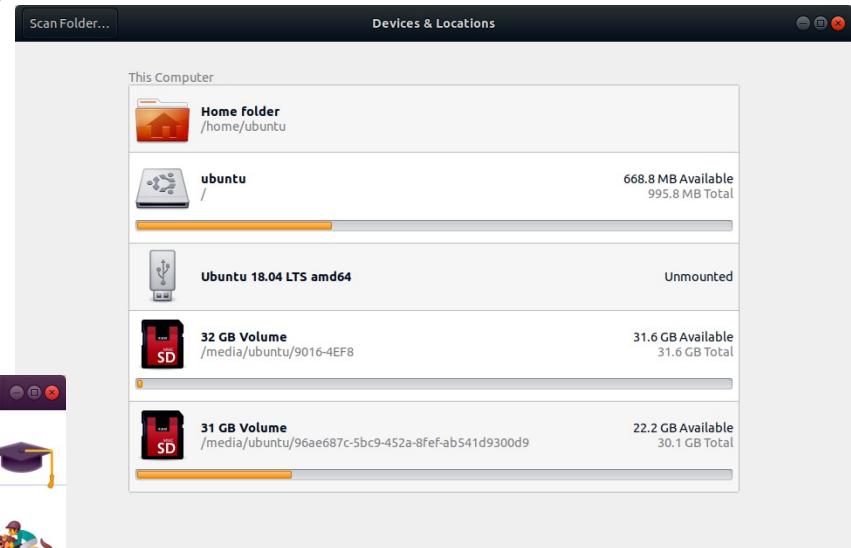
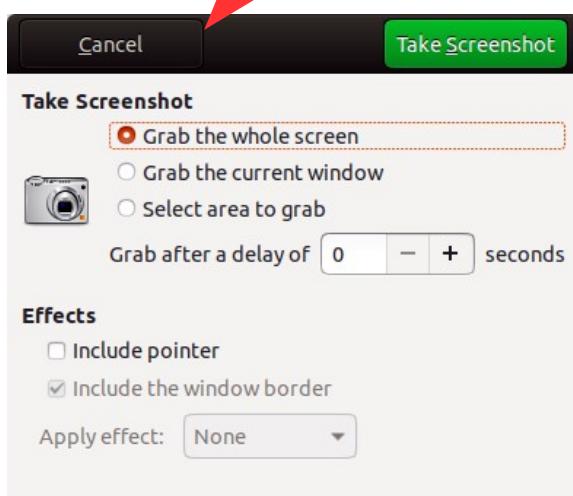
The image shows four screenshots of the Look Ubuntu desktop interface, each highlighting a different aspect of basic system settings:

- 1. Basic computer information.** This screenshot shows the "Details" screen. A red arrow points from the "Details" button in the sidebar to the "About" tab in the main menu. Another red arrow points from the "Check for updates" button in the bottom right corner of the screen.
- 2. If you have one user, then it is "Administrator" who has great powers.** This screenshot shows the "Users" screen. It displays a user profile icon, the status "Live session user", and a password field set to "None". A red arrow points from the "ON" switch for "Automatic Login" to a yellow callout box containing this text.
- 3. Password is important!** This screenshot also shows the "Users" screen, focusing on the password field which is currently set to "None". A red arrow points from this field to a yellow callout box containing this text.
- 4. Select the default applications here.** This screenshot shows the "Default Applications" screen. It lists various application categories with their default programs: Web (Firefox Web Browser), Mail (Thunderbird Mail), Calendar (Calendar), Music (Rhythmbox), Video (Videos), and Photos (Image Viewer). A red arrow points from the "Default Applications" button in the sidebar to the "Default Applications" tab in the main menu.

Introduction to installed Ubuntu apps

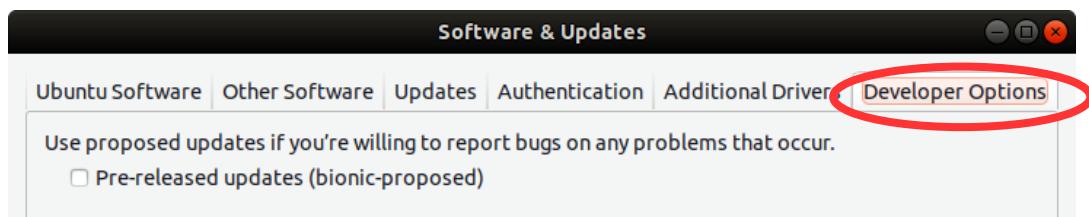
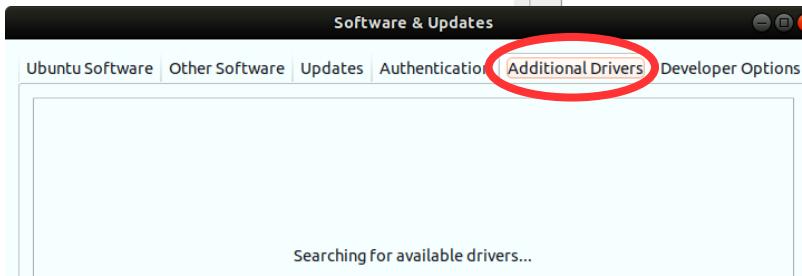
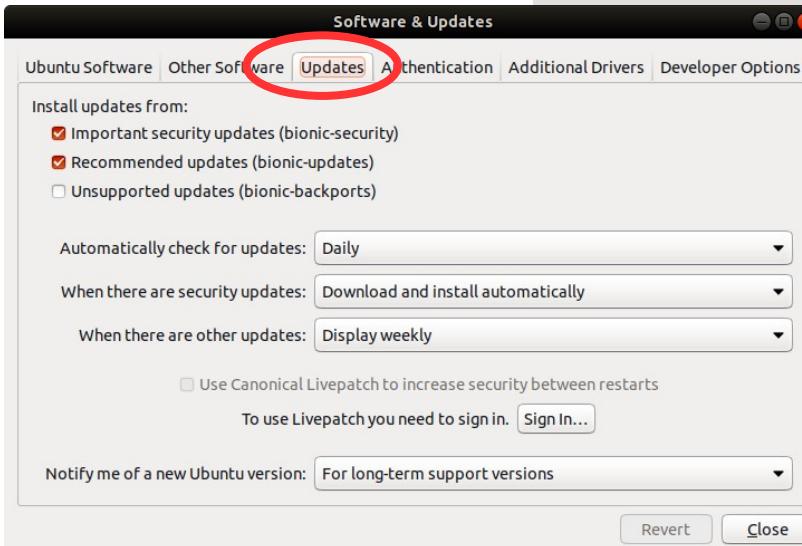
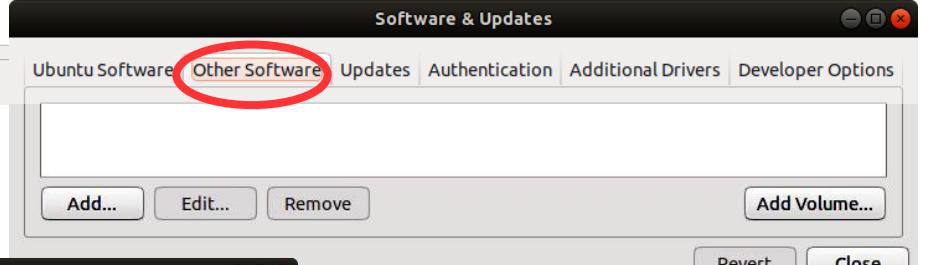
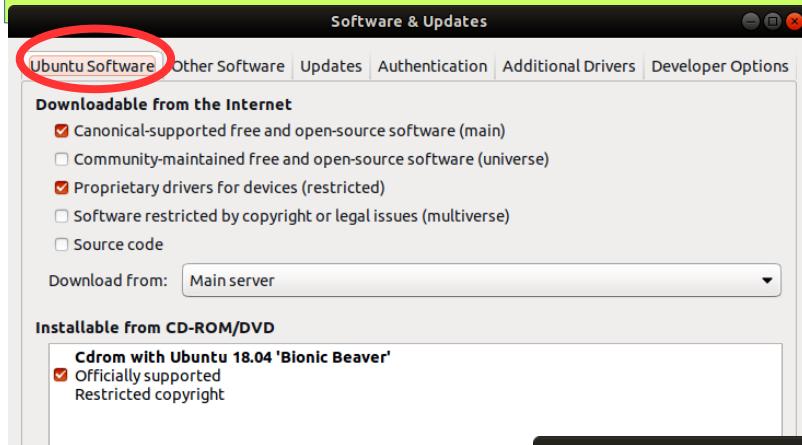


2. Programs and specifications under the Utilities icon



3. Next pages: Further presentation of basic settings

Introduction to Ubuntu Basic Settings, Part 2



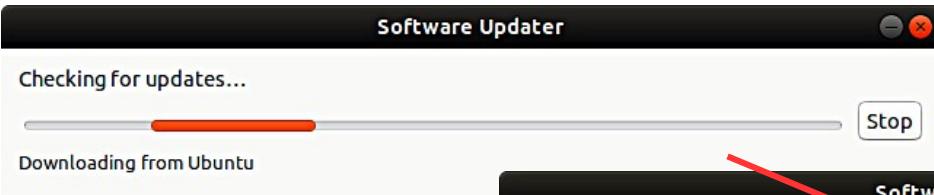
Introduction to Ubuntu Basic Settings, Part 2

1.Ubuntu suggests updates automatically, but the user can decide on the timing of the upgrade.

For updating, Ubuntu will notify you of the Dock icon.
Click the icon to start the update

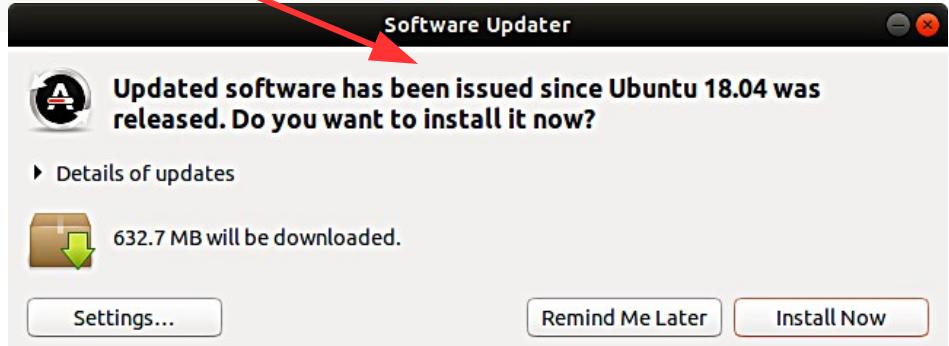


2.You can also start the update by clicking the icon

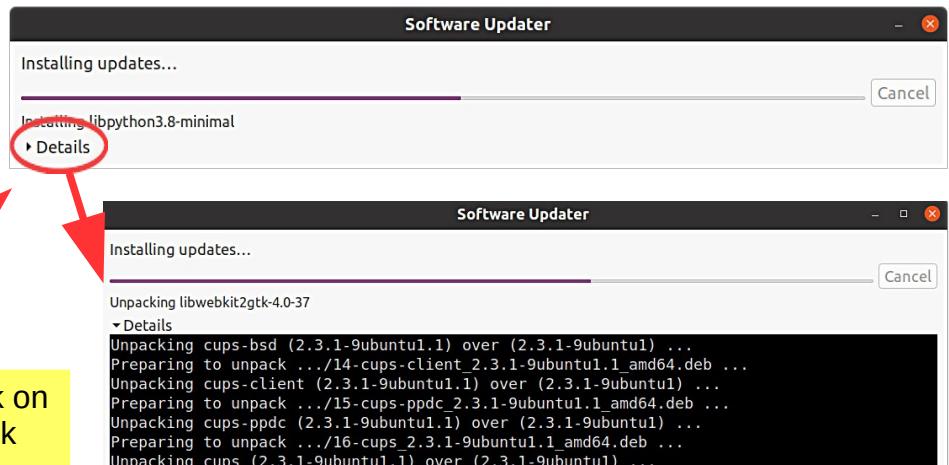


3.Updating asks for a password.

This prevents unauthorized updates and software installations!

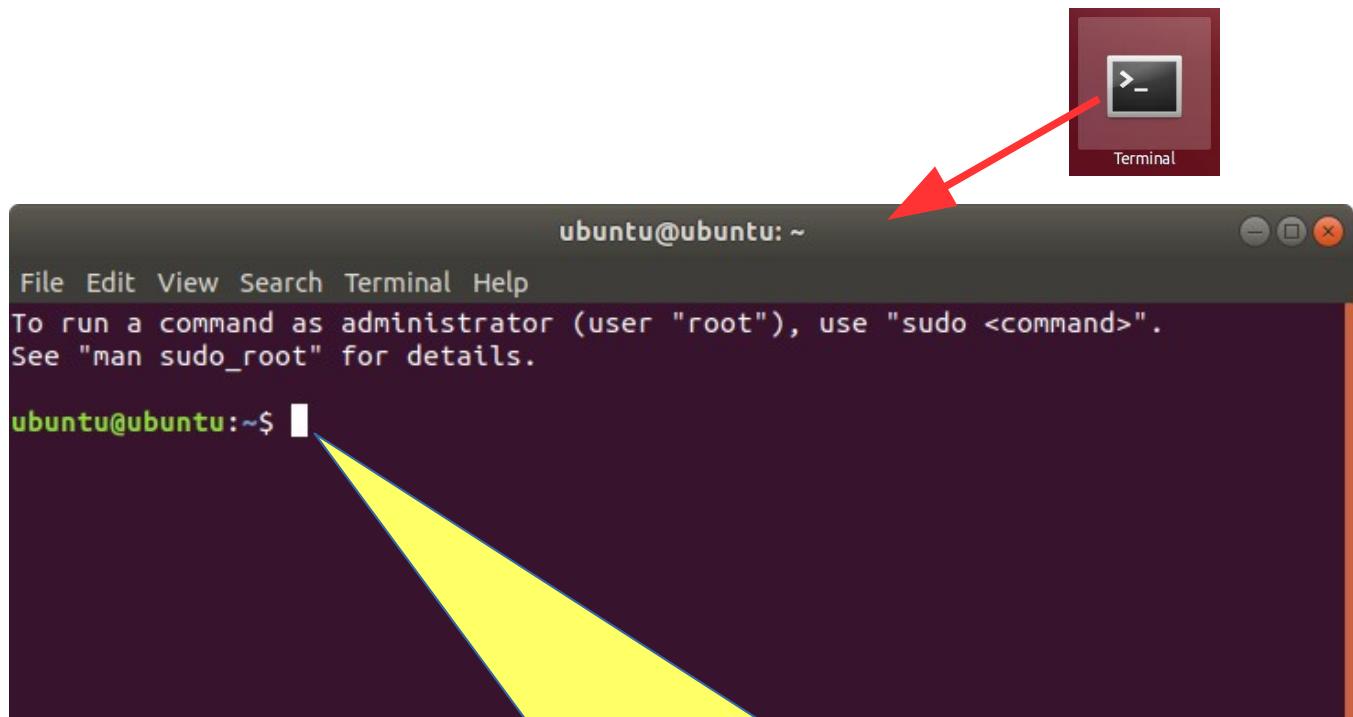


4.In the updates, you should click on Details to see it. It's easier to track the progress of the update



Command Prompt (Terminal)

1. The command line is one of the most powerful tools in the Linux system. If you have a problem and ask a Linux specialist, he will usually start by telling you what to do in the command line.
2. In this guide, I have not referred to the command line, because it is unfamiliar to the beginner. However, it is good to understand the basics of the mysterious command line.



3. This is where the command is written.

4. In particular, "sudo" commands are required:
Start by writing the administrator password here
(note: the password cannot be seen here at all).
Press Enter.
After that you can give commands to the computer.

5. For more information about how to use the command line,
see the Help section, a couple of links below:

<https://help.ubuntu.com/community/UsingTheTerminal>

<https://help.ubuntu.com/community/Beginners/BashScripting>

<https://ubuntu.com/tutorials/command-line-for-beginners#1-overview>

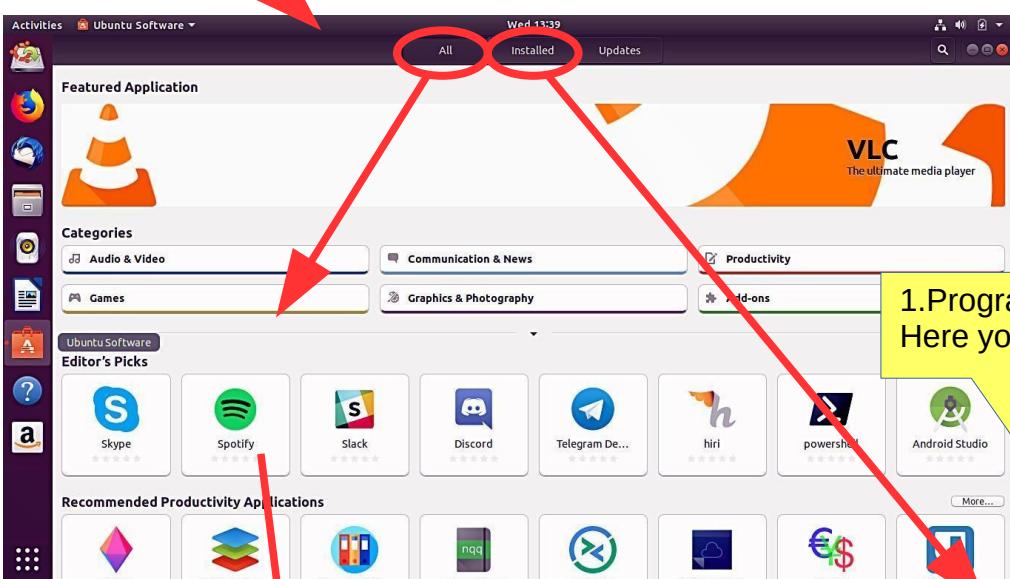
<https://techlog360.com/basic-ubuntu-commands-terminal-shortcuts-linux-beginner/>

<https://vitux.com/40-most-used-ubuntu-commands/>

<https://www.howtogeek.com/140679/beginner-geek-how-to-start-using-the-linux-terminal/>

Installed apps

Look Ubuntu Desktop Guide: Install & remove software

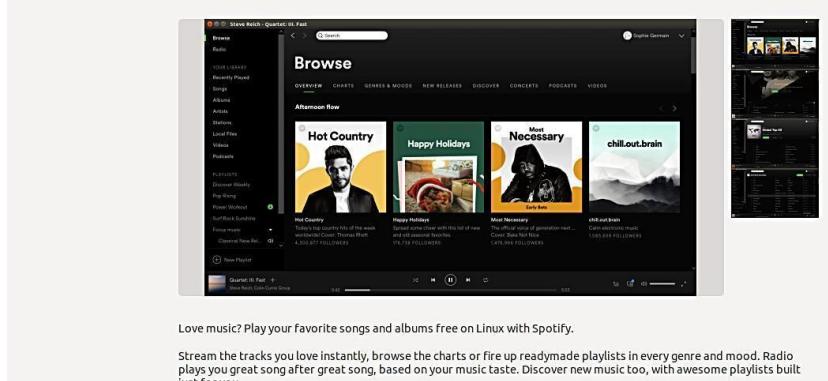


1. Programs on your computer.
Here you can remove the application

2. Applications that you can install
on your computer



3. A more detailed presentation and
installation of the application



If you are planning to install a new app

Here are some tips when looking for a new application

1. Compare different applications. Which would seem best suited to your needs.
2. Find comments and opinions about the app.
3. If you find the manual for the app, examine it. You can get good tips and ideas.

INSTALL ONLY RELIABLE SOFTWARE!

After installing the app.

1. Now you can properly explore the features and functions of the app
 - if you collect a lot of data with the app, do you think the app will slow down?
 - can you divide the data into sections if needed so that the app works smoothly and the files are not too large.
 - can you transfer older data to another storage medium.
2. Can you easily backup your data to another storage medium?
3. If you are replacing a computer, whether the app and data are successfully implemented on a new machine.
4. If the app fails, for example, it will no longer work after the update, can you access your own data files with another app.
5. Practice using the app first with training material, allowing you to figure out the features of the app and learn about its details.
6. Plan the use of the application (nomenclature, folder structures, backup, etc.).
7. When the job seems to work, start the actual use of the app.

Good luck!

-
-
8. If you are unsatisfied with the app, you can easily delete it and look for a better app. In Ubuntu and Linux, this is easy. The apps are packages.

More information

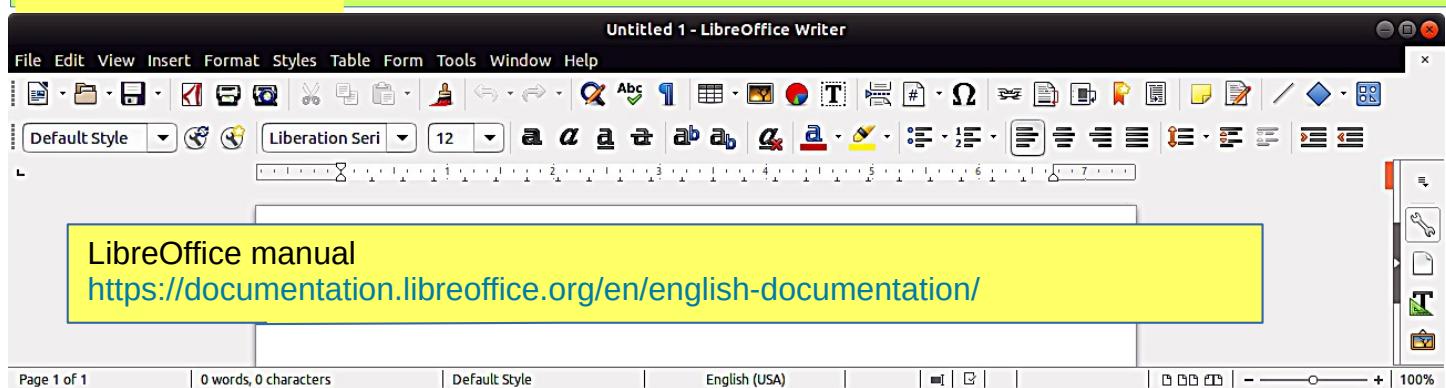
[**How To Install Software in Ubuntu Linux: A Complete Guide for Newbie**](#)

[**Installing software in Ubuntu using .deb files**](#)

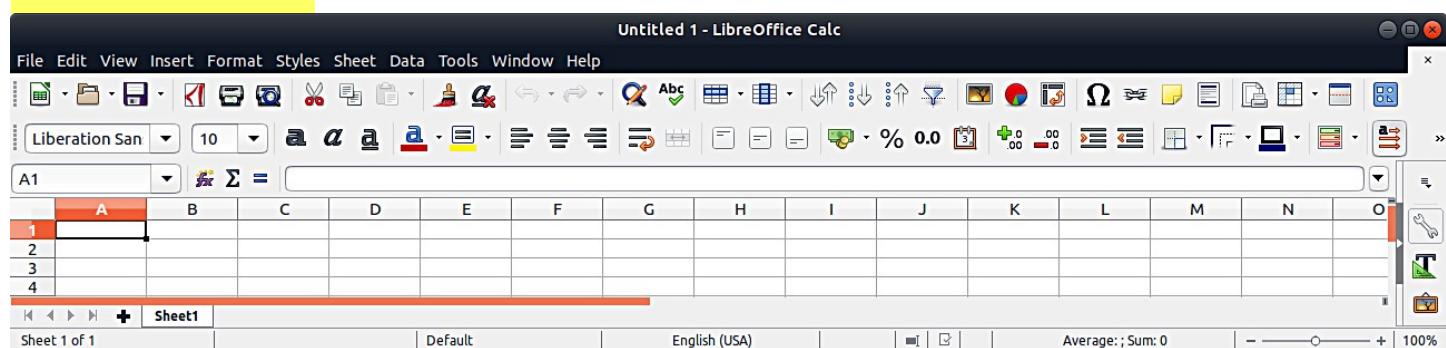
[**All the Possible Ways to Install deb Packages in Ubuntu Linux**](#)

LibreOffice Writer

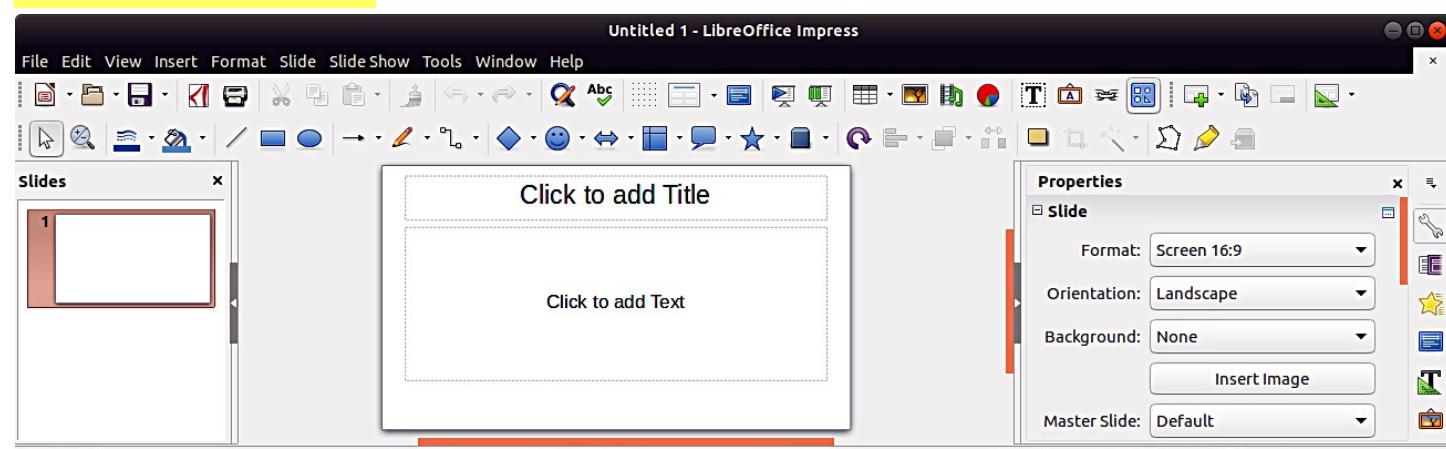
Presentation of some apps



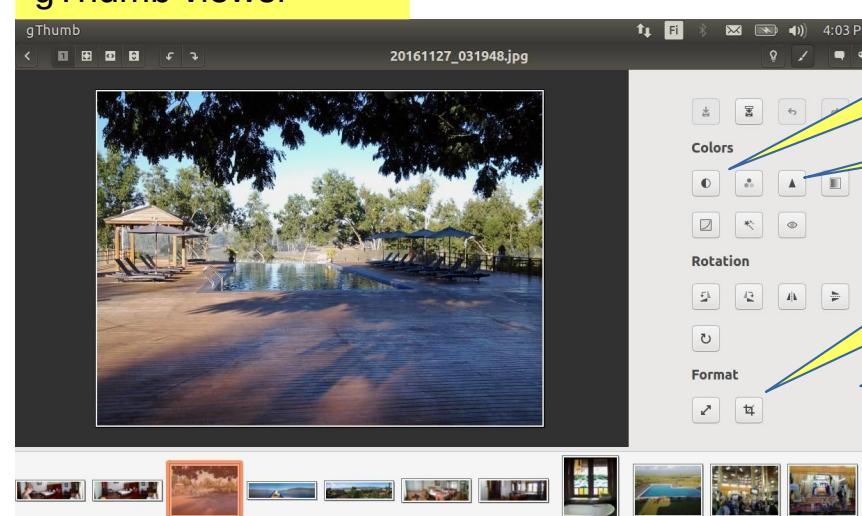
LibreOffice Calc



LibreOffice Impress



aThumb viewer



1. Automatic color correction

2. Automatic sharpening

3.Limiting the picture

- 4. The program can also
 - sort the picture files according to time
 - rename and renumber the picture files

Presentation of some apps

Basic Mode

Advanced Mode

Financial Mode

Unit Converter

Programming Mode

Keyboard Mode

Presentation of some apps

Welcome!

OK



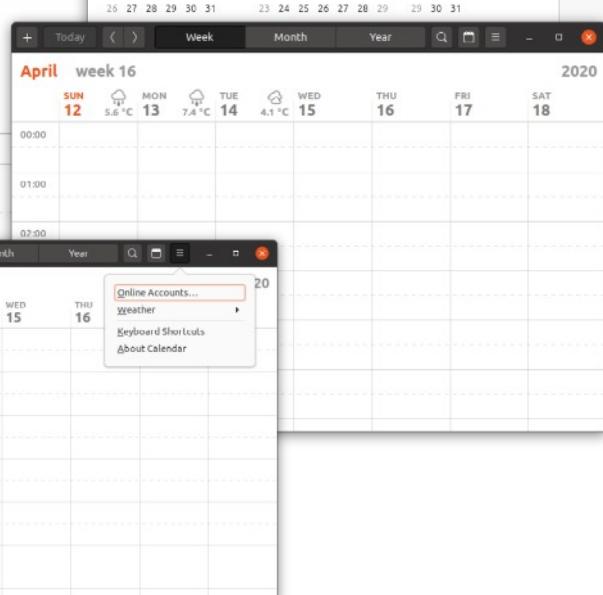
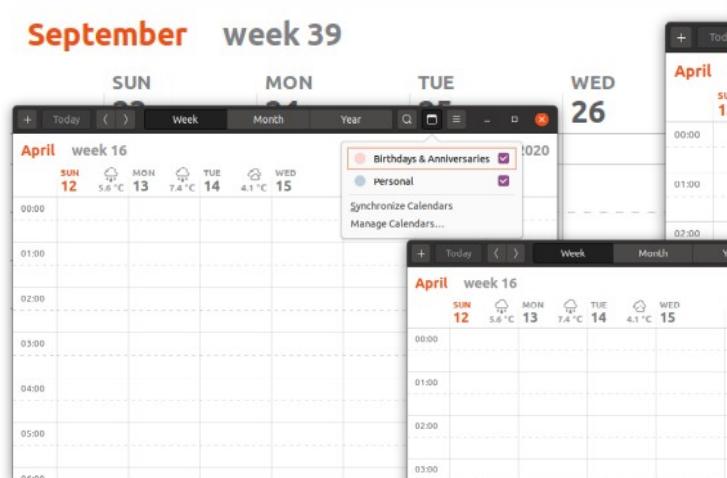
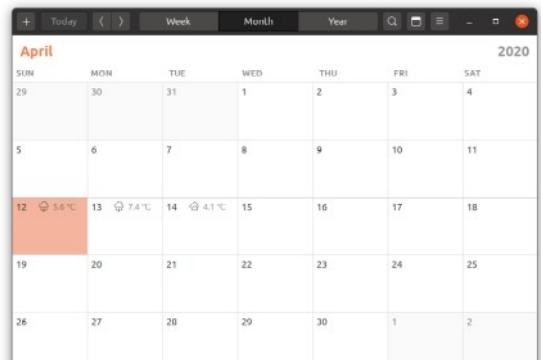
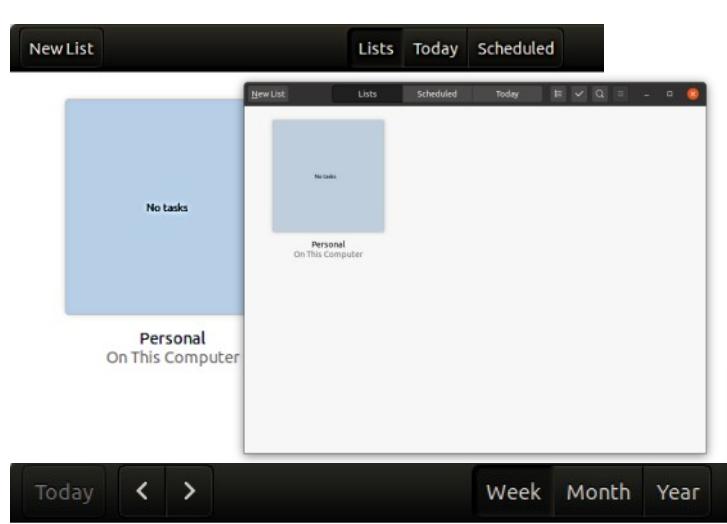
Welcome to Shotwell!

Import photos from your ~/Pictures folder

You can also import photos in any of these ways:

- Choose File > Import From Folder
- Drag and drop photos onto the Shotwell window
- Connect a camera to your computer and import

Don't show this message again



Links, nice reading for rainy days

Look Ubuntu Desktop Guide: [Get more help](#)

Ubuntu forum

<https://ubuntuforums.org/>

Ubuntu Desktop Guide

<https://help.ubuntu.com/18.04/ubuntu-help/index.html.en>

Linux wiki

<https://www.linux.org/>

Using Ubuntu Linux

https://en.wikibooks.org/wiki/Using_Ubuntu_Linux

Ubuntu hardware support

<https://wiki.ubuntu.com/HardwareSupport>

Ubuntu help

<https://help.ubuntu.com/community/TroubleShootingGuide>

Ubuntu: A Beginner's Guide

<https://www.makeuseof.com/tag/ubuntu-an-absolute-beginners-guide/>

The Complete Beginners Guide To Ubuntu

<https://www.lifewire.com/beginners-guide-to-ubuntu-2205722>

[PDF]Ubuntu Manual – Getting Started with Ubuntu 14.04

<http://ubuntu-manual.org/>

[Open Office manual PDF

<https://documentation.libreoffice.org/en/english-documentation/getting-started-guide/>

YOUTUBE VIDEOS

Learning the Linux File System

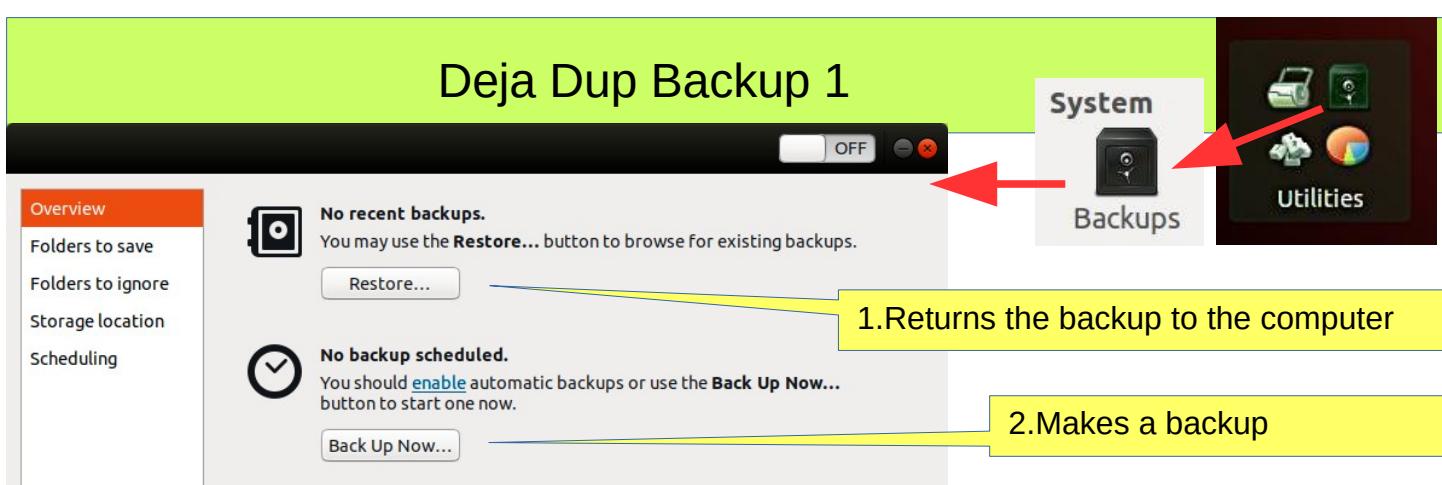
<https://www.youtube.com/watch?v=HIXzJ3Rz9po>

NEWS

OMG

<https://www.omgubuntu.co.uk>

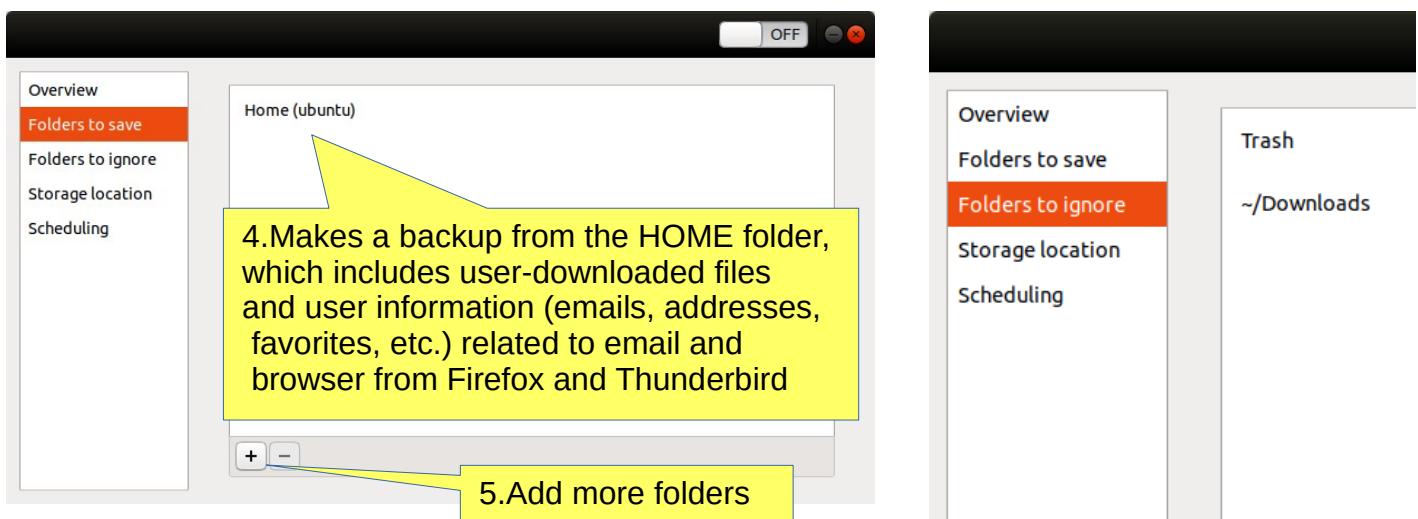
Deja Dup Backup 1



1.Returns the backup to the computer

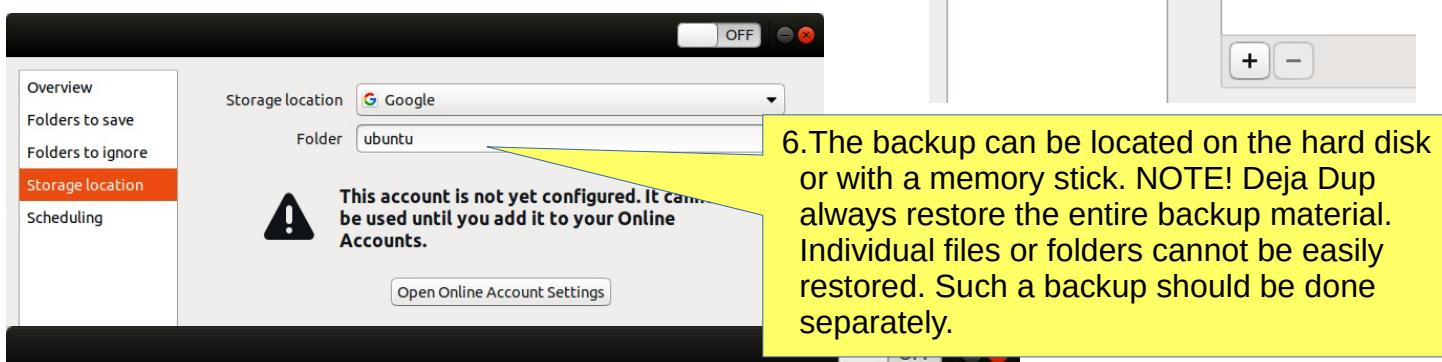
2.Makes a backup

3.Deja Dup Backup. The program ensures all user files.
Restore will restore all copied files

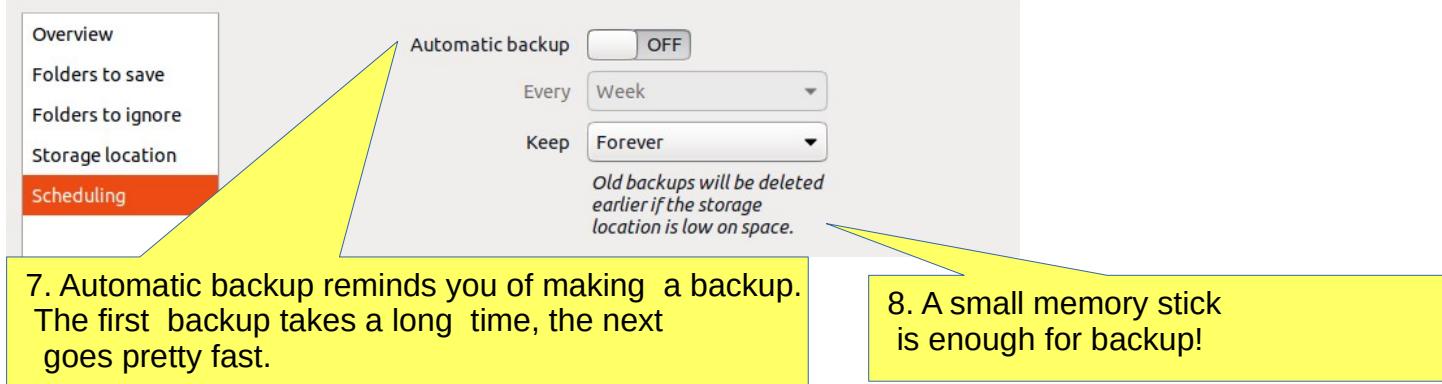


4.Makes a backup from the HOME folder, which includes user-downloaded files and user information (emails, addresses, favorites, etc.) related to email and browser from Firefox and Thunderbird

5.Add more folders



6.The backup can be located on the hard disk or with a memory stick. NOTE! Deja Dup always restore the entire backup material. Individual files or folders cannot be easily restored. Such a backup should be done separately.



7. Automatic backup reminds you of making a backup. The first backup takes a long time, the next goes pretty fast.

8. A small memory stick is enough for backup!

9. DejaDub tells you when to make a copy. Insert the USU-media and click on the DejaDub icon to start copying.

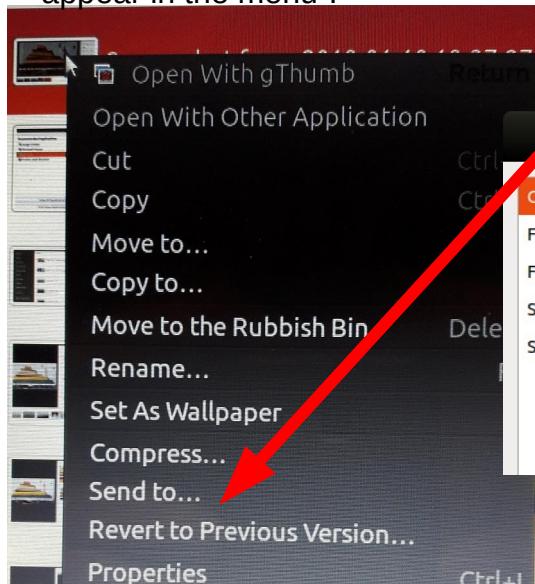
<https://vitux.com/how-to-backup-files-with-duplicity-on-ubuntu/>

<https://www.howtogeek.com/108869/how-to-back-up-ubuntu-the-easy-way-with-dj-dup/>

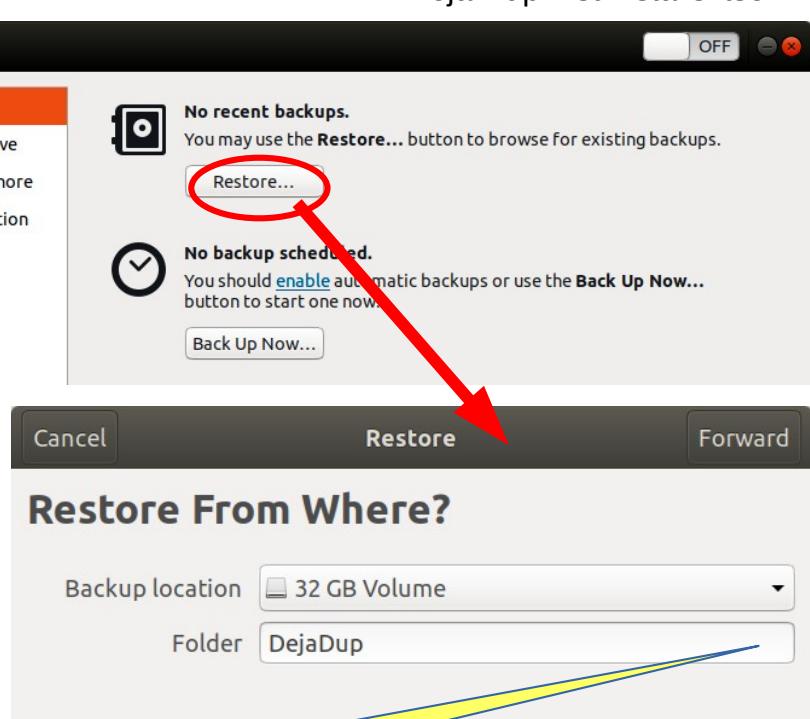
Deja Dup Backup 2

1. DejaDub can restore individual files or folders if they have been backed up by DejaDub.

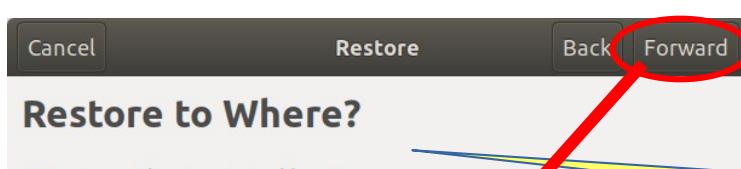
When you back up your data, "Revert to Previous Version..." will appear in the menu".



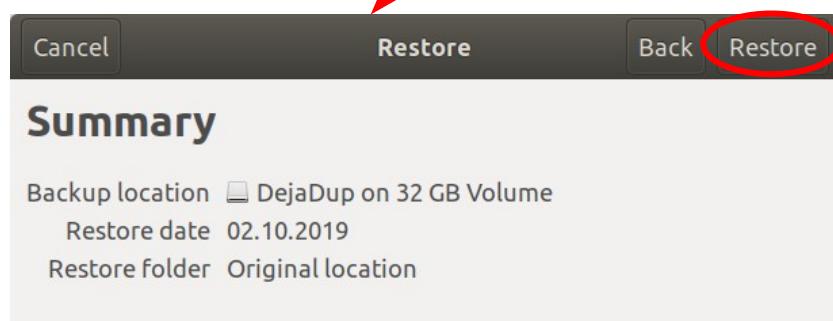
2. If you want to restore the entire backup, click "Restore ..." and then Deja Dup first installs itself.



3. Specify where the backup is located.
Note. This is where you may write the path (missing black triangle).



4. Specify where the backup will be restored.
You can restore to the original position or
you can extract the copy to another memory, from where
you can move the parts you want to replace the originals.



Backup!

0. Remember to take backups! Here are some ideas about backing up.

1. Take a copy of the HOME folder to a memory stick or USB hard drive. Before that, check the size of the HOME folder, and check the free space in the backup memory storage.

You can change the backup HOME folder name slightly by adding the backup date to the name to find the latest backup, eg, 20180305 HOME.

NOTE! The HOME folder also contains hidden files, such as Firefox bookmarks and Thunderbird emails and email addresses.

2. Keep the Ubuntu installation usb stick. Then it's easy to reinstall Ubuntu.

- a. Install Ubuntu first and then
- b. Restore your own files with Deja Dup.

3. It is very unlikely, but ... if Ubuntu will not start at all!

4. You should prepare for this by making a **Boot-Repair bootable usb stick** using Windows.

Boot-Repair automatically or semi-automatically fixes startup problems:

<https://help.ubuntu.com/community/Boot-Repair>

Guide:

1. Go to the link page
2. According to the instructions, copy the Boot-Repair iso file
3. Install Rufus (it's easier to do with Windows)
4. Make Boot-Repair bootable usb stick
5. Put the usb stick on the problem computer and boot
6. Boot-Repair will most likely repair the bug and Ubuntu is again available.
7. No user files in this operation will be lost.

On the following pages are new additions, which I have attached to this guide.



I wish good Ubuntu moments!

A little about image processing

1.1

1. Going on a holiday trip?

Multiple cameras and phone cameras?
→ Same date and time for all cameras!

2. After the trip.

Processing and assembling images.
Two phones with the same type =>
Can have the same names with files! =>
Rename images on another phone.

3. Image processing

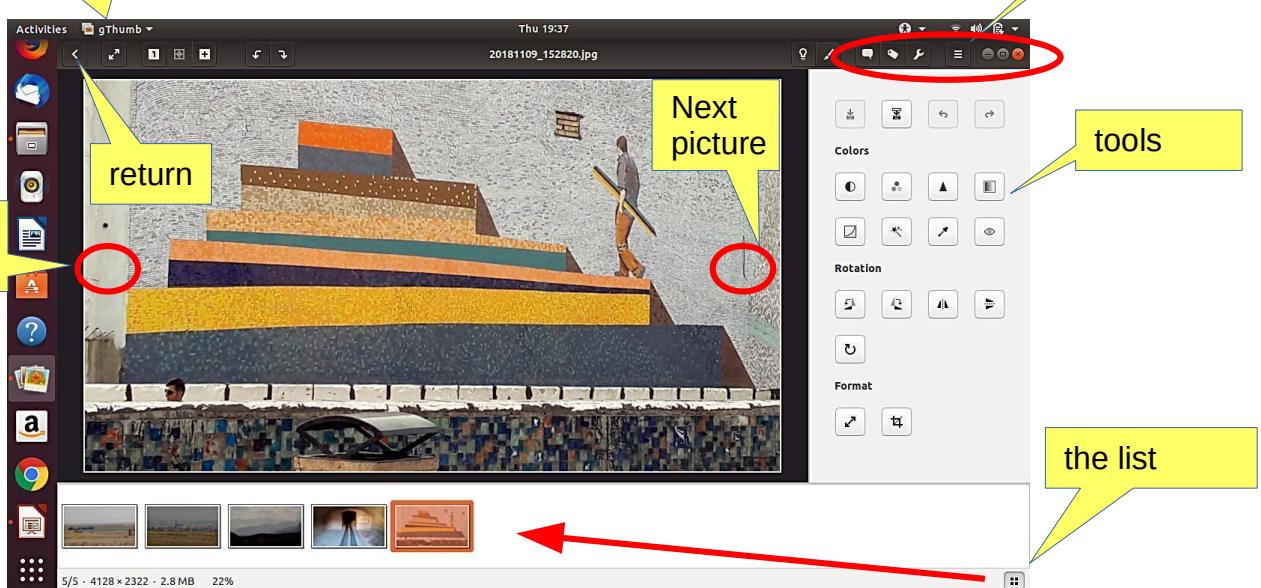
1. Collect the images in the same folder, copy them, don't move, for security
2. Sort images by time of capture (metadata)
3. Rename images (Number order)
4. Select the best images for the new folder
5. Handle images (Crop, Improve)

gThumb image viewer

4. Install the gThumb.

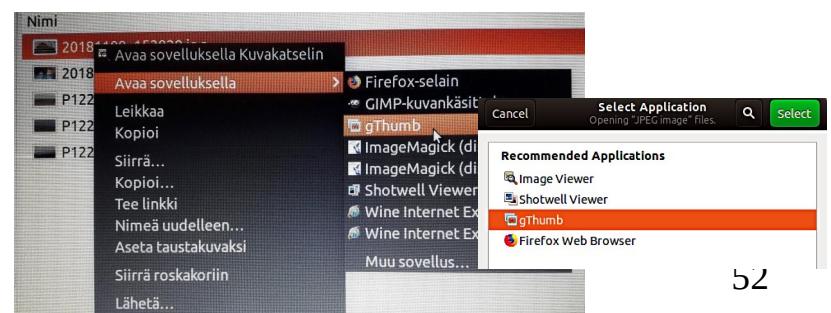
It is a handy little program that can do important things.

5. gThumb, click left or right to get the menus



6. NB! In System Preferences, you can specify Details → Default Applications → The image always opens in gThumb or ->

7. Click on the file on the left
Open with app
Select gThumb



gThumb image editor - Editing images

1.2

gThumb First picture

Images to be processed

1. Adjust the contrast, colors, and sharpness. Accept

**2. If necessary, straighten the image
Use the +or- buttons to adjust the slope**

**3. Crop the image area
Accept all actions with the Accept button**

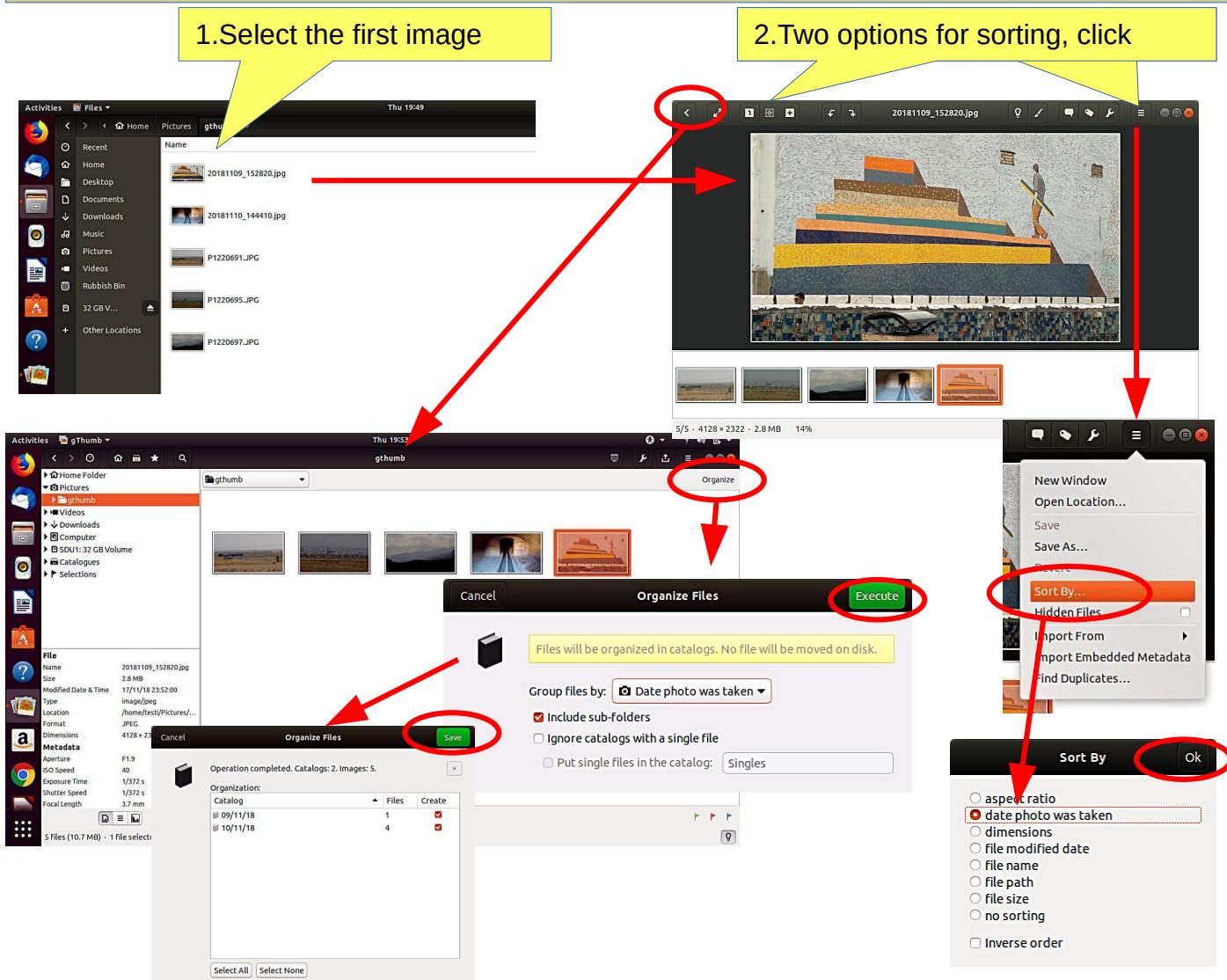
4. Save to the original

5. Save as new and adjust the packaging

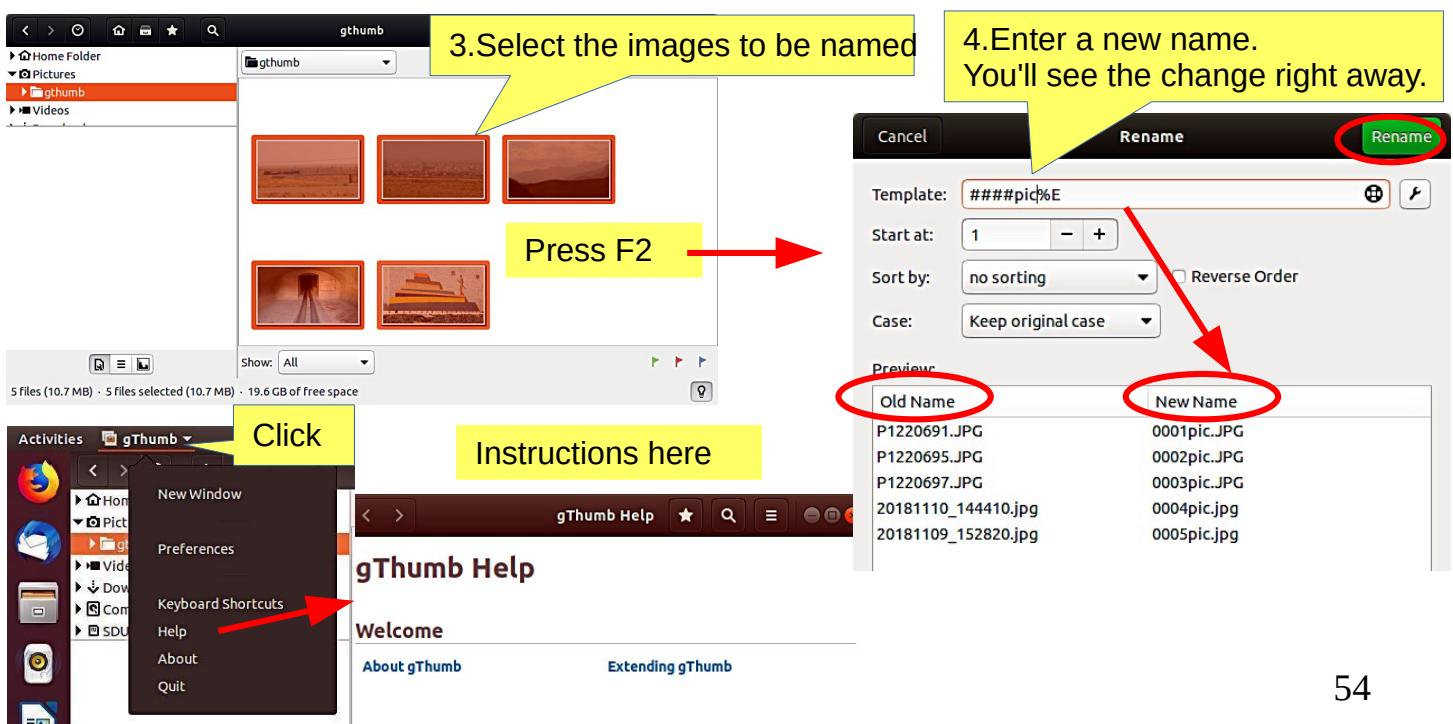
The diagram illustrates the workflow for editing images in gThumb. It starts with a file browser showing several images. The first image is selected and shown in the main editing window. The user then performs a series of edits: 1) Adjusts contrast, colors, and sharpness using a dialog box; 2) Straightens the image using a rotation dialog; 3) Crops the image area using a crop dialog; 4) Saves changes to the original file; 5) Saves the image as a new file with options for quality and optimization.

gThumb image editing software - sorting images

1.3



gThumb image editing software - naming images



1. Pictures before reduction

20190502_153650.jpg	5,6 Mt
20190502_153701.jpg	6,2 Mt
20190502_175033.jpg	1,9 Mt
20190502_175128.jpg	6,5 Mt 1,3
20190509_080329.jpg	4,8 Mt

2. Open gThumb and highlight the files you want

3. Select tools

4. Select Resize Images...

5. Decrease size with - First try 70%

6. Select a new storage location and "Execute"

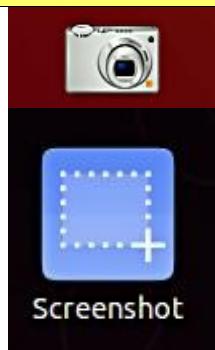
7. New file size. Compare the quality of the images with the originals.

20190502_153650.jpg	451,7 kt
20190502_153701.jpg	520,3 kt
20190502_175033.jpg	170,2 kt
20190502_175128.jpg	550,6 kt
20190509_080329.jpg	568,3 kt

Self-defined printscrean area

2.1

Look Ubuntu Desktop Guide: Tips & tricks



You can define the area you want to copy! Convenient feature!
Bring the icon to the bar!

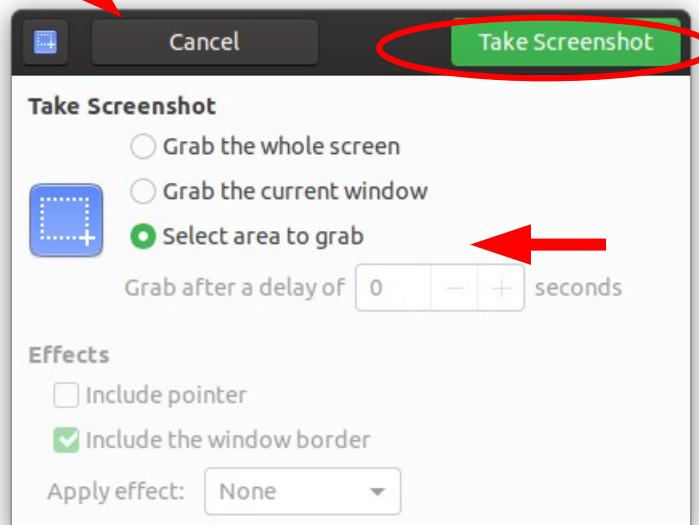
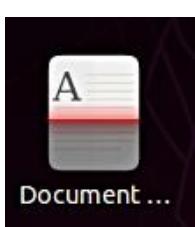


Image Scanning



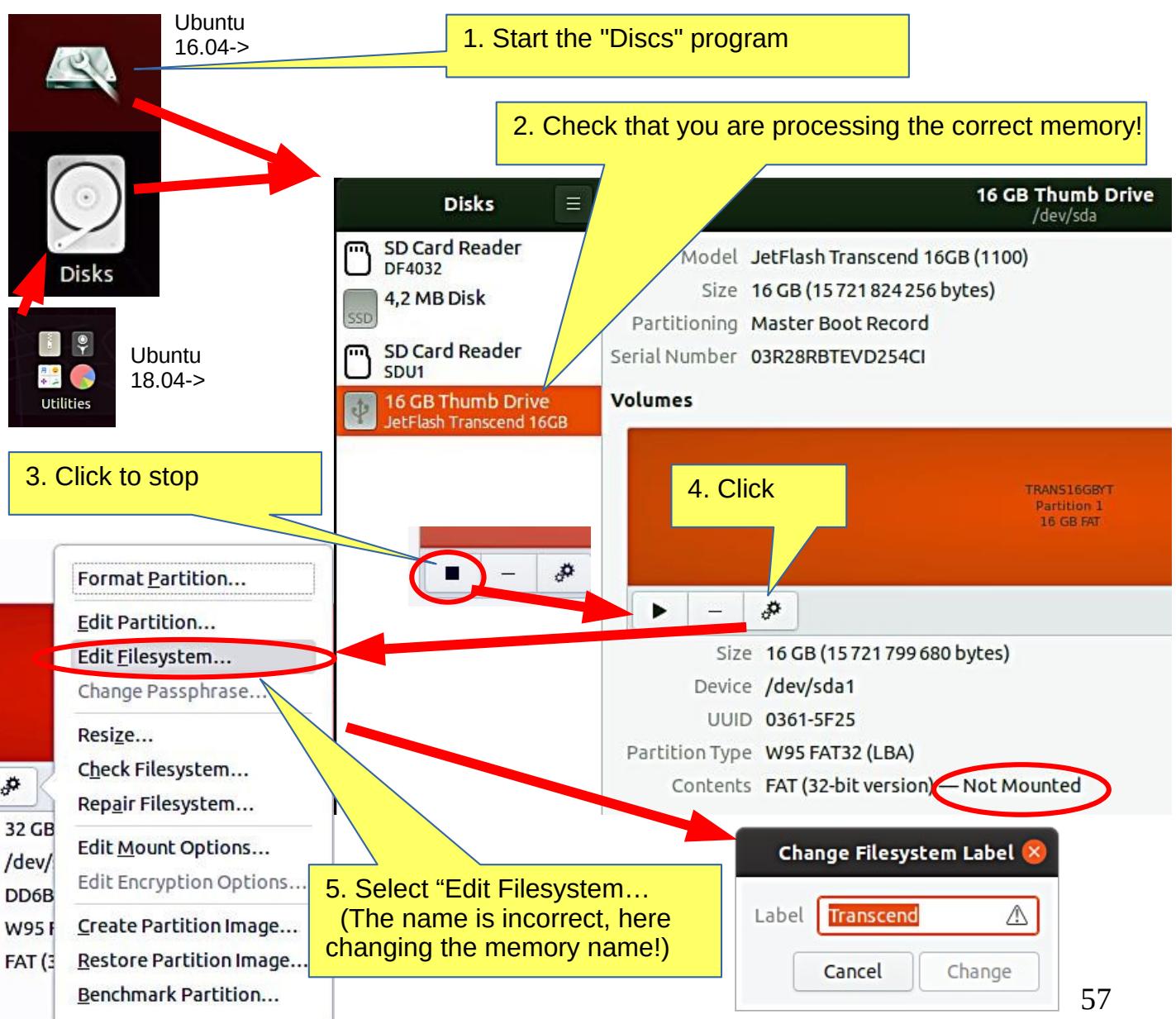
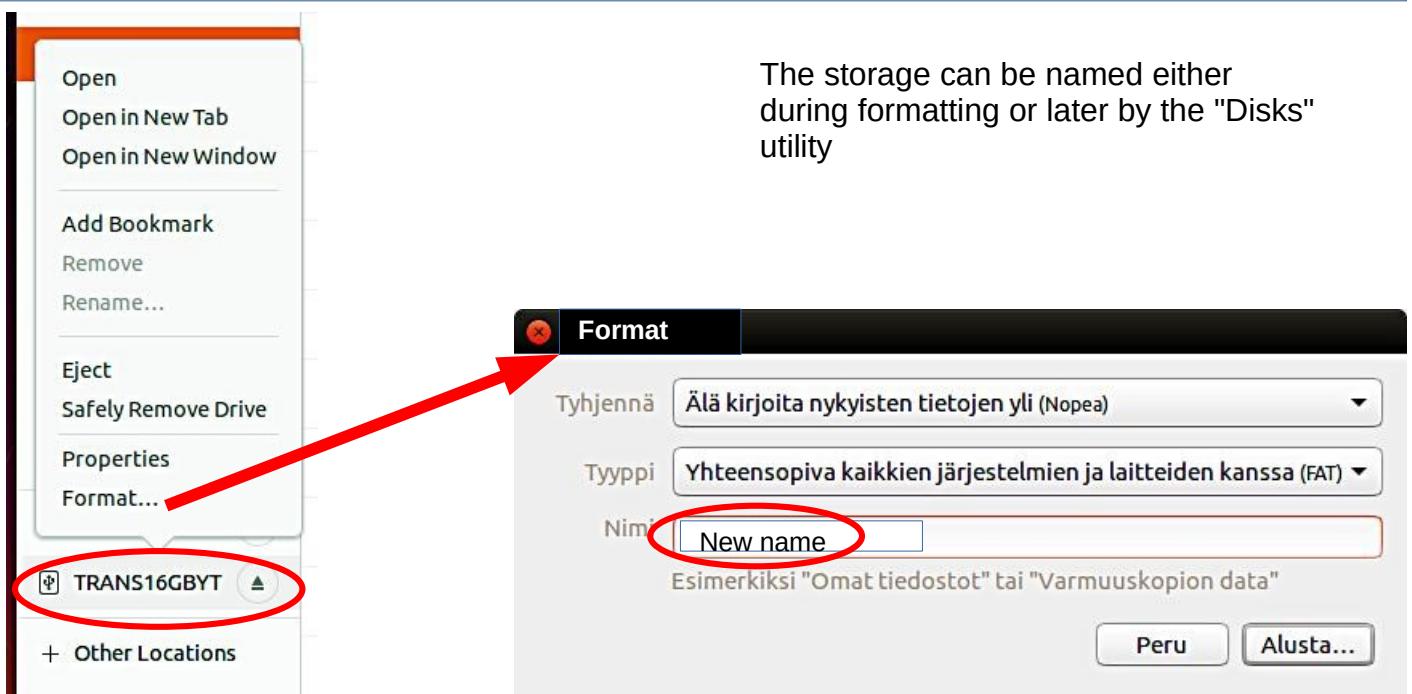
Kuvanluku



Document ...

If you have a scanner,
you will find a preinstalled program.

Icons in different versions of Ubuntu



1.Interested in Linux Ubuntu?

Browse this guide

2.Prepare a USB stick for you to try Ubuntu (or CD)

See next pages for instructions

3.Try Ubuntu with a USB stick

The experiment does not permanently change anything on your machine. If the experiment fails, your machine may be too old.

4.You decide to install Ubuntu

A good decision!
First, check out the Ubuntu Forums so you can ask for advice.

5.Do you also keep Windows?

When booting, you can choose either Windows or Ubuntu.

6.Back up your files and make reinstalling files!

Backup your files, emails, web links, etc!
Also do a Windows Reinstall usb stick.

7.Perform the initial installation as recommended.

If you are unsure of your skills, install as recommended.

8.Explore and use Ubuntu.

Please read this guide for details.

9.Change the settings as needed, or explore new distros.

Check out the Linux distros guide and help on the web.
You are becoming a Linux expert.

<https://ubuntu.com/tutorials/tutorial-install-ubuntu-desktop#1-overview>

<https://www.linuxtech.com/ubuntu-18-04-lts-desktop-installation-guide-screenshots/>

<https://www.forbes.com/sites/jasonevangelho/2018/08/29/beginners-guide-how-to-install-ubuntu-linux/#746c517951c9>

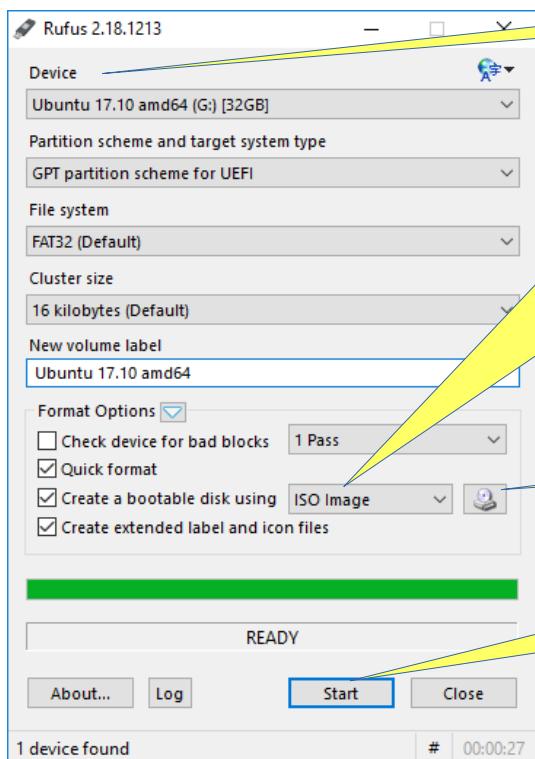
Create a bootable Ubuntu USB stick

Windows computer.

4.2

0. Work on a Windows computer!

1. Go to <https://www.ubuntu.com/download/desktop>.
2. Select "Download Ubuntu 18.04 LTS".
3. When downloading a program, you get an ISO file for your computer.
4. Start downloading Rufus from its web site. Install it by double-clicking the file you downloaded. Another option is Balena Etcher.
5. Insert a blank min 2 GB-usb stick into the computer.
6. Open Rufus.



7. Select USB stick

7a. Note: Bootable disk and ISO Image

8. Choose the downloaded ISO file

9. Finally, click Start.
After that click
"Write in ISO image mode" and OK

10. Now, there should be a bootable Ubuntu USB stick ready.
11. Shut down the computer.
12. Do you know how to start your computer so that your computer open the bios?
When you succeed here, you will see a menu (make sure you do not mess with the bios settings) from where to select the USB stick as the startup device and start the micro.
13. After that, Ubuntu should start up (it happens slowly because all the information is downloaded from a USB stick).
14. Choose "Try Ubuntu" in the menu.
15. As a precaution, it is recommended that you keep your Ubuntu USB installer stick in storage if for some reason you will have to install Ubuntu again.

Rufus

<https://www.techspot.com/downloads/6062-rufus.html>

Create a bootable USB stick on Ubuntu

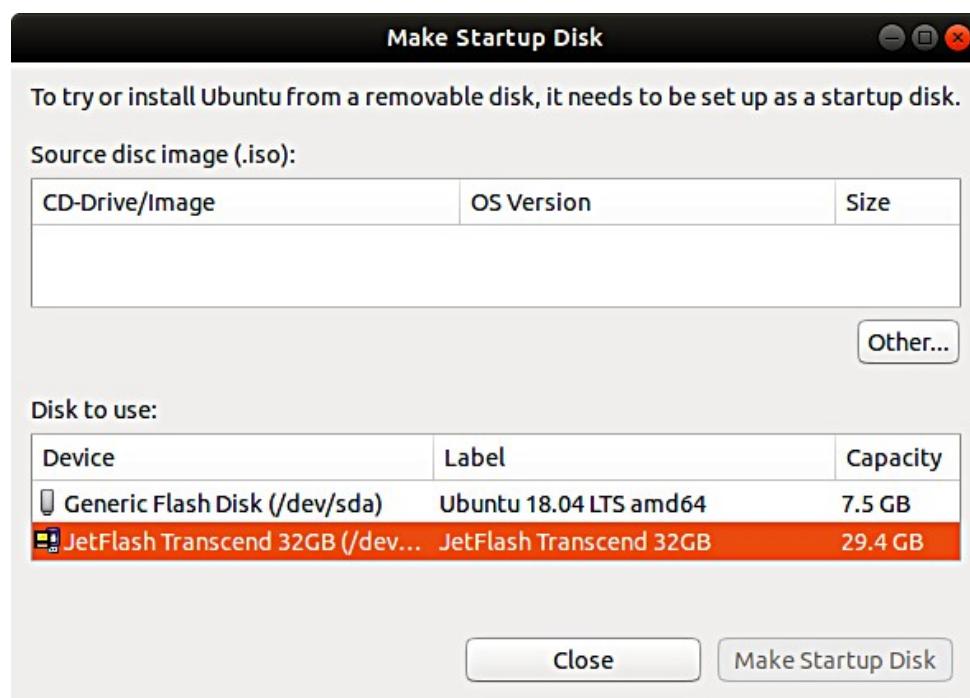
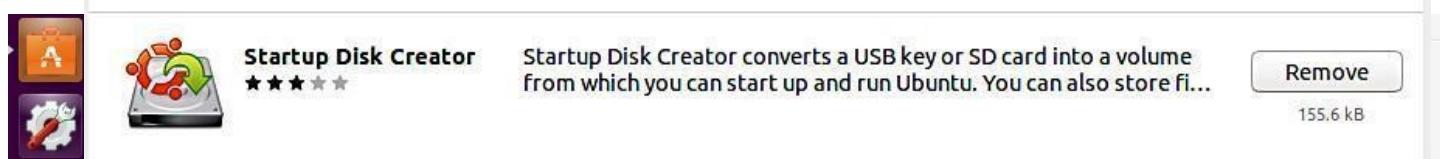
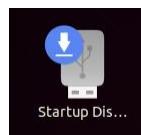
Ubuntu computer.

4.3

0. Instructions can be found here <https://en.wikipedia.org/wiki/Ubuntu#Installation>
1. Go to <http://releases.ubuntu.com/18.04/>
(Create a bootable USB stick on Ubuntu)
2. Select "Desktop image".
3. When downloading a program, you get an ISO file for your computer.
4. Launch the Startup Disk Creator from the Application Range.
5. Insert a blank min 2 GB-usb stick into the computer.
6. Specify a .iso file.
7. Select USB stick.
8. Finally, select "Create Startup Disk".
9. The computer creates a startup disk.
10. Now, there should be a bootable Ubuntu USB stick ready.
11. Shut down the computer.
12. Do you know how to start your machine so that your machine open the bios?

When you succeed here, you will see a menu (make sure you do not mess with the bios settings) from where to select the USB stick as the startup device and start the micro.

13. After that, Ubuntu should start up (it happens slowly because all the information is downloaded from a USB stick).
14. Choose "Try Ubuntu" in the menu.



UPGRADE UBUNTU 1

Sometimes you need to upgrade Ubuntu to a newer version.

- the program indicates that a new version is available, do you want to upgrade?
- the version you are using will become obsolete and will no longer be updated

Here are some ideas for changing the version.

Warning: The upgrade may take a long time for nothing to appear to be happening. Look on page 10 for follow-up instructions.

A. Do you want to upgrade to the new version as recommended

(if you have installed and uninstalled several different programs, there may still be data files in the programs and these will be unnecessarily transferred to the new version) or

B. Do a whole new “clean install” with the new version.

The upgrade goes in the order 16.04 → 18.04 → 20.04), cannot be skipped!

In both cases, first:

1. Back up all your personal data. For example, use DejaDub backup. Make backups to removable memory.
2. Make a second backup with the copy command to removable memory (easier to handle).
3. Make a copy of your Firefox and Mozilla hidden folders (= emails and bookmarks)
Home/.thunderbird
Home/.mozilla (firefox)
Save your Chromium bookmarks.
(Note! These can be found in the Deja Dup backup, but they are much easier to handle with the files).
4. Make a note of any programs you have installed so that you can easily reinstall them.
5. Make a note of the user names and passwords for all your programs. You need them when you have to reinstall the programs.
6. To be sure, make a live USB stick from the new version of Ubuntu.

https://linuxhint.com/upgrade_ubuntu_1804_2004/

Upgrade Ubuntu 18.04 LTS to 20.04 LTS via GUI

<https://www.linuxtechi.com/upgrade-ubuntu-18-04-lts-to-ubuntu-20-04-lts/>

How to Export, Save, and Import Chrome Bookmarks ...

<https://www.hellotech.com/guide/for/how-to-export-save-import-bookmarks-in-chrome>

Export Firefox bookmarks to an HTML file to back up or transfer bookmarks

<https://support.mozilla.org/en-US/kb/export-firefox-bookmarks-to-backup-or-transfer>

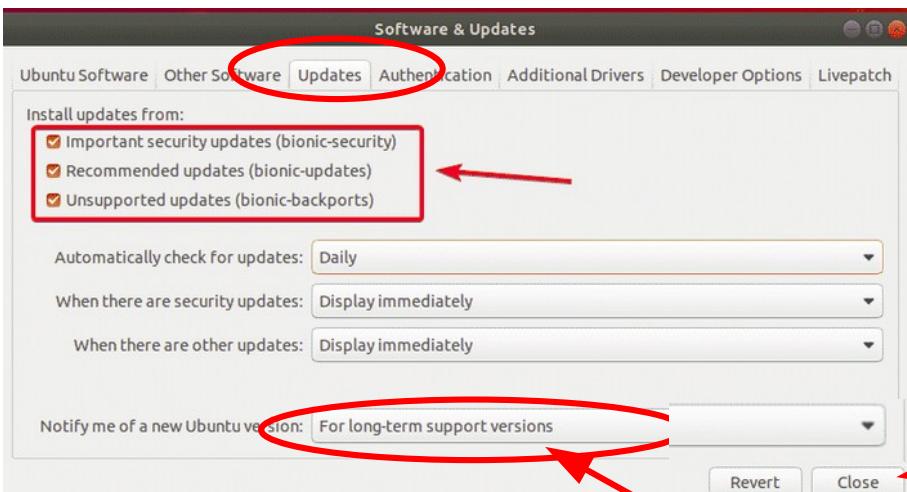
UPGRADE UBUNTU 2

A. Do you want to upgrade to the new version as recommended

- Before upgrading Ubuntu, ensure you have the latest software. Open Software & Updates app from the Application Menu.

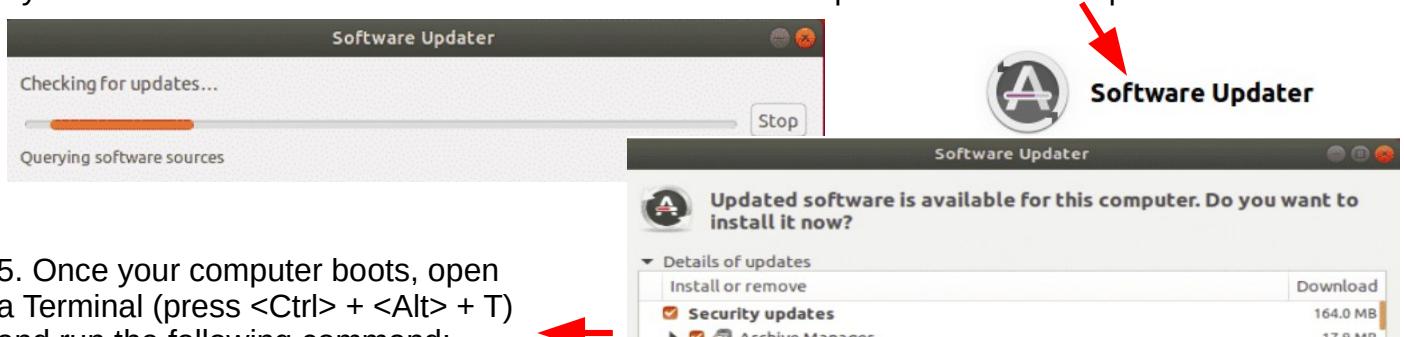


- Make sure all the checkboxes are marked.



- Make sure that **Notify me of new Ubuntu version** is set to For long-term support versions.

- Before you upgrade to Ubuntu 20.04 LTS, you should update all the existing packages of your Ubuntu 18.04 LTS to the latest available versions. Open the Software Updater.



- Once your computer boots, open a Terminal (press **<Ctrl> + <Alt> + T**) and run the following command:

```
$ update-manager -c -d
```

- Software Updater should display the message Ubuntu 20.04 is now available. Click on Upgrade...



UPGRADE UBUNTU 3



- When the installation is complete, check and install the missing programs.

B. Do a whole new “clean install” with the new version

Here you can install the newest Ubuntu version!

- Copy the Ubuntu ISO-file <https://ubuntu.com/download/desktop>
- Prepare a live USB stick (s. 60)
- Insert the live USB stick, boot into the BIOS / UEFI, and select the live USB stick.
- The program loads “temporarily”. At this point, you can still test the new program, but eventually select INSTALL.
- If you are unsure, you should install according to the program's recommendation.
- Installing Ubuntu takes about 30 minutes and then another 15 min when the program updates the online version to the present.
- Recover your own files. (DejaDub)
- Carefully research how to recover all emails and bookmarks.
- When the installation is complete, check and install the missing programs.

https://linuxhint.com/upgrade_ubuntu_1804_2004/

Upgrade Ubuntu 18.04 LTS to 20.04 LTS via GUI

<https://www.linuxtechi.com/upgrade-ubuntu-18-04-lts-to-ubuntu-20-04-lts/>



Ubuntu 20.04 & 18.04 guide (pdf) for beginner

www.ubuntutor.com

English 18.04 updated20201105

Ubuntu guide 16.04

Ubuntu guide 18.04

Ubuntu guide 20.04

Some Linux distos

Suomeksi 20.04 uusittu 20200722

Ubuntu ohjevihko 16.04

Ubuntu ohjevihko 18.04

Ubuntu ohjevihko 20.04

Guide 16.04 text file for Google Translator

Guide 18.04 text file for Google Translator

Guide 20.04 text file for Google Translator

Visitors ubuntutor.com in October 2020 ;-)

United States	Saudi Arabia	Colombia	Turkmenistan	Guatemala
Great Britain	Ukraine	Norway	New Zealand	United Arab Emirates
Poland	Afghanistan	Rwanda	Hong Kong	Guinea
Germany	Venezuela	Mauritius	Somalia	Azerbaijan
Finland	Republic of Serbia	Seychelles	Chile	Libya
India	Argentina	Ireland	South Korea	Congo, Democratic Republic of the
China	Israel	Nicaragua	Bolivia	Jamaica
Canada	Malaysia	Laos	Uruguay	Unknown
France	Czech Republic	Polynesia (French)	Cuba	Montenegro
Brazil	Pakistan	Estonia	Uzbekistan	Ghana
Ecuador	Niger	Cambodia	Maldives	Algeria
Netherlands	Mexico	Croatia	Kuwait	Kenya
Russian Federation	Sri Lanka	Japan	Haiti	Zambia
Spain	Tanzania	Benin	Morocco	Myanmar
Belgium	Slovenia	Djibouti	Sudan	Cyprus
Indonesia	Denmark	Puerto Rico	Zimbabwe	Trinidad and Tobago
Australia	Hungary	Taiwan	Curacao	Suriname
Sweden	Bangladesh	Senegal	Peru	Iran
South Africa	Greece	Dominican Republic	Lithuania	
Switzerland	Ethiopia	Papua New Guinea	Lesotho	
Romania	Bulgaria	Cameroon	Madagascar	
Turkey	Uganda	Mozambique	Georgia	
Thailand	Singapore	El Salvador	Qatar	
Portugal	Angola	Nepal	Slovak Republic	
Italy	Nigeria	Tunisia	Jordan	
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Austria	Egypt	Iraq	Bosnia-Herzegovina	