USER MANUAL

Open a terminal
Start Firefox
Change timezone
Open personal folder
Start a text editor
Update your applications

551 MOTS ACTUELLEMENT sans compter les commandes et la colonne des raccourcis

Keyboard shortcuts
Get started
Change timezone
Check for update
Navigate on the internet

KEYBOARD SHORTCUTS

The shortcuts are triggered by pressing down the keys together and at the same time.

You can use the followings keyboard shortcuts in order to increase your productivity through a minimum effort:

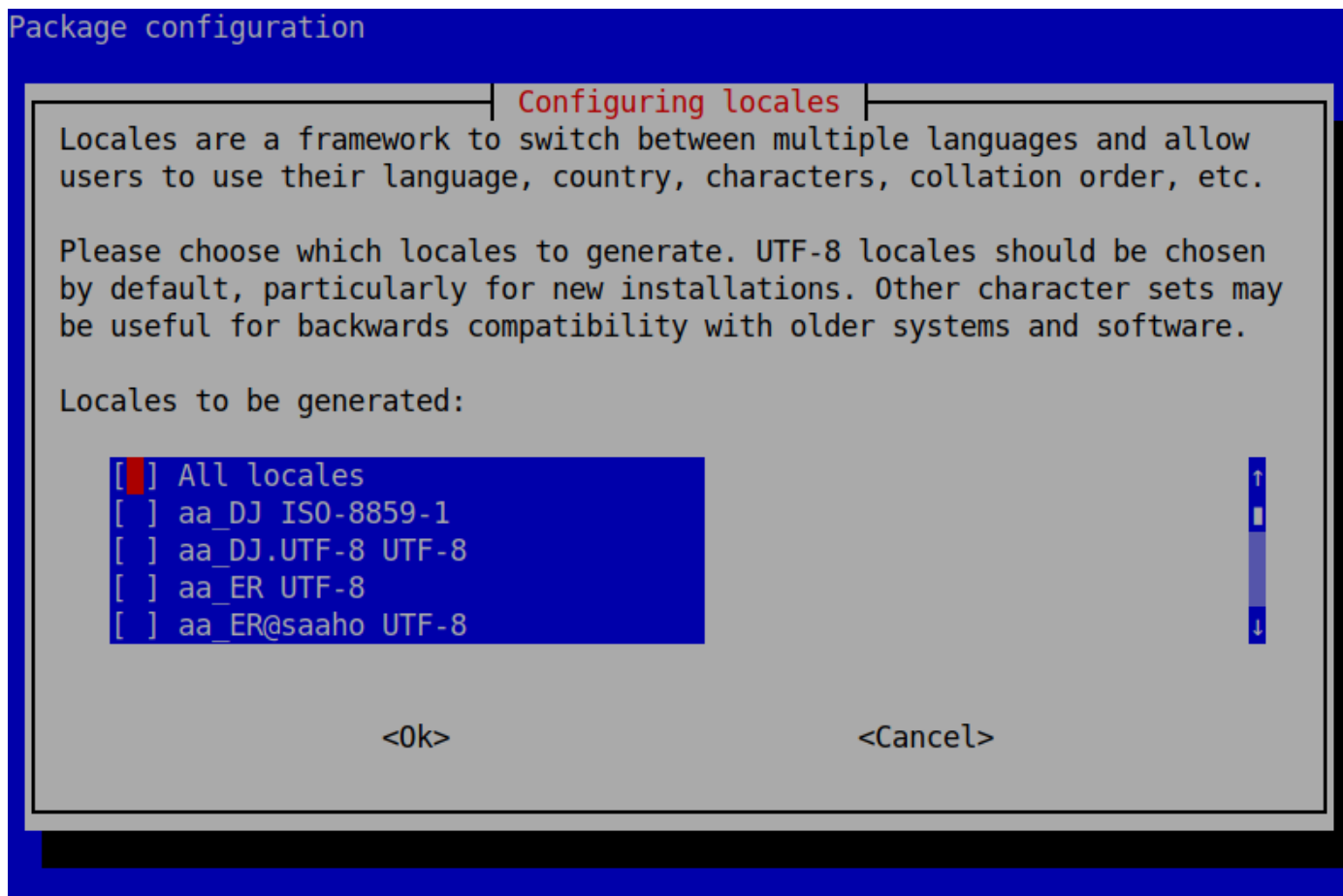| Shortcut	Action
Shift + arrows	Make a selection
Ctrl + Tab + "T"	Open a Terminal
Ctrl + "C"	Copy the current selection into the clipboard
Ctrl + "X"	Cut the current selection and save it into the clipboard
Ctrl + "V"	Past the copy/cut selection from the clipboard
Ctrl + "+/-"	Zoom in/out of the screen display
Alt + Tab	Jump from the active window to the next one
Alt + F4	Close the active window

CHANGE TIMEZONE

First of all, you need to open a terminal and check the current language with the following command:

```
env | grep LANG
```

Then reconfigure locales issuing the following command:

```
dpkg-reconfigure locales
```

A window should appear and ask you to select the language you want to have:

Configuration window

Press the **SPACE** key to select and use directional arrows to navigate between locales. Then use **TAB** to select "Ok" and press **SPACE** to confirm.

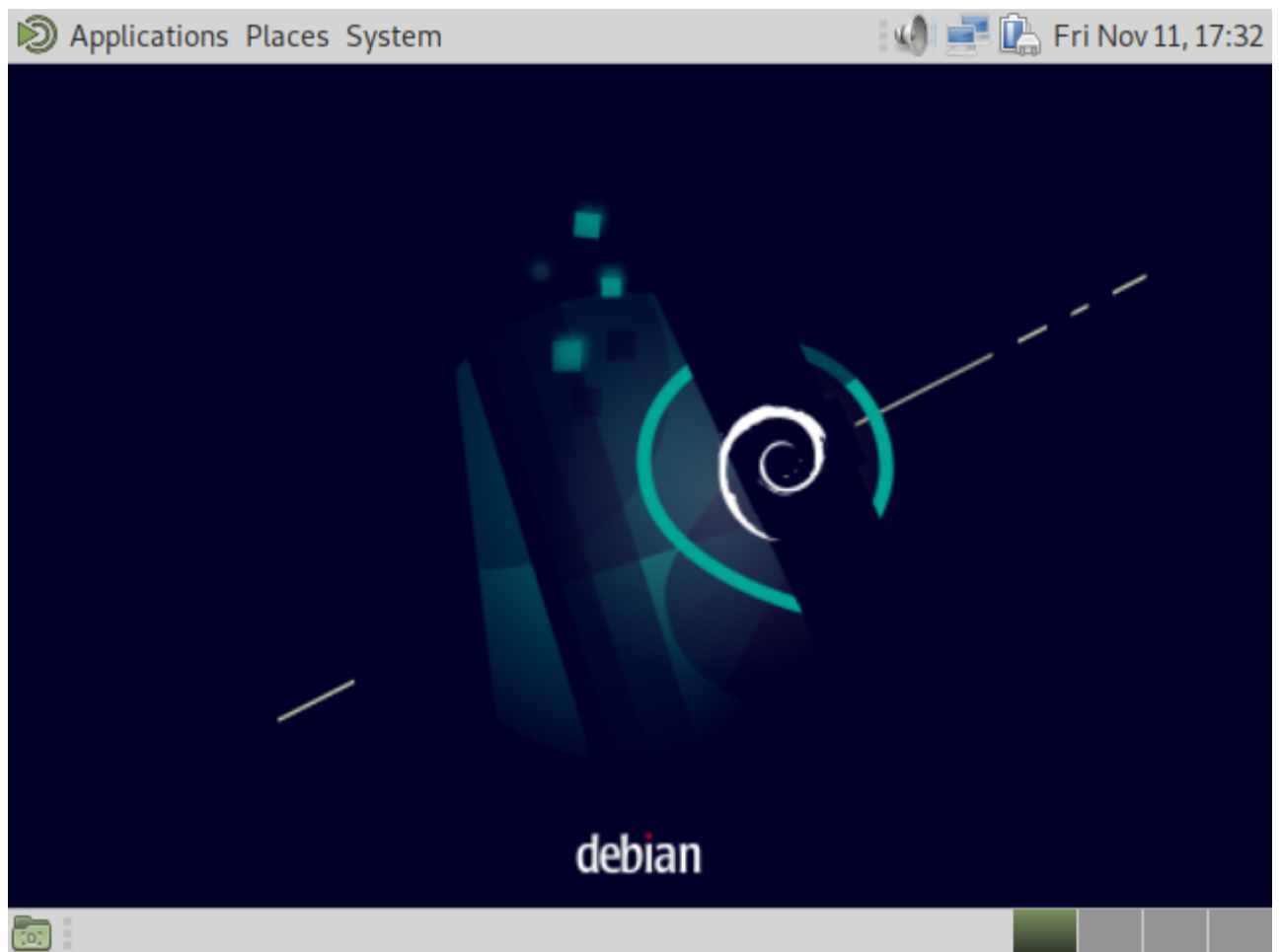Changes may not show immediately, a reboot will be needed.

CHECK FOR UPDATE

You are going to use a terminal to update the entire system.
Start by opening a terminal window then execute the following command:

```
sudo apt update && sudo apt upgrade
```

GET STARTED

Debian desktop

The task bar (at the top and bottom of the screen) shows the list of the currently open windows, your favorite applications, the application menu listing your installed software, the time, the volume…

- **The application menu** (top bar) shows you the installed software tools. They are sorted and grouped by categories (Accessories, Graphics, Internet …). You can browse by hovering the area with the cursor and run them by a left-click on their icons.
- **A notification area** where the volume, network connection and every message coming from your applications are displayed.
- **Quick settings** where you can find the date, audio volume, keyboard configuration, small agenda.
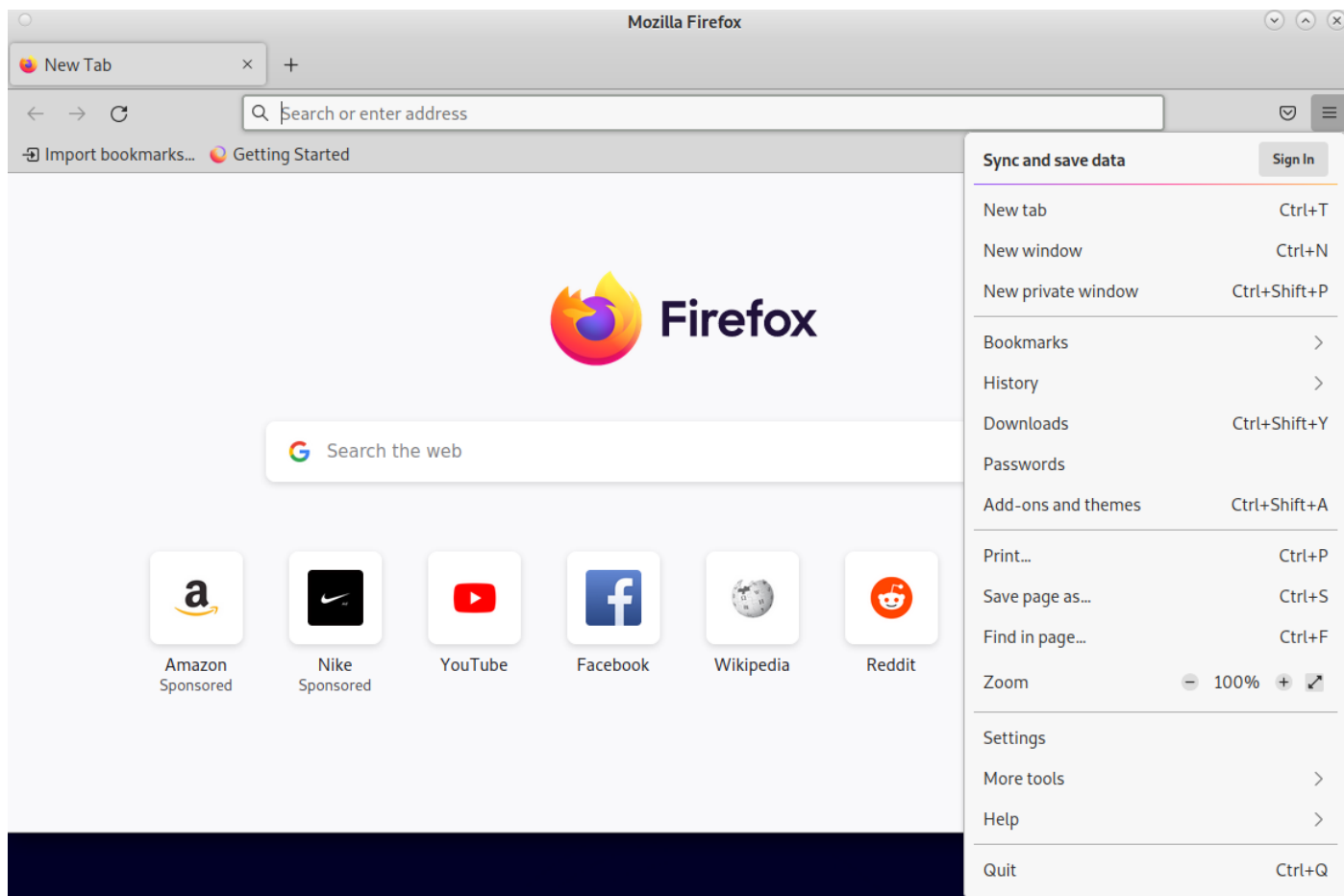
- **The list of active windows** (bottom bar), depending on the state, a left click will minimize, restore or bring to the foreground the application.
- **Virtual desktops selector**, you can switch between them by a left-click.

You can customize the task bar with a right-click on the panel and a drop down menu should show up, allowing you to change its configuration.

NAVIGATE ON THE INTERNET

A web browser takes you anywhere on the internet. It retrieves information from other parts of the web and displays it on your screen.
Debian already integrated **Firefox-ESR**.

Firefox home page

A **Firefox** window consists of 3 mains elements:
- **The tab bar** displays the open internet pages and allows you to switch between them with a left-click.
- **The tools bar** displays the backward and forward buttons, the address bar and search field, the Firefox menu.
- **The browsing pane** displays the web pages contents.

When clicking on the burger icon at the right end of the tool bar, its main menu appears:
- **The "Sync and save data"** allows you to synchronize your data like your bookmarks, history, passwords and open tabs on all your different devices
- **New tab** opens another tab in the current window.

- **New window** opens a second window of Firefox.
- **New private window** opens a second window but none of your browsing history, cookies and site data or information entered in forms are saved, so people who use the device won't see your activity.