**Xubuntu (Xfce Ubuntu Linux) *with Expert Multimedia* *Preloaded Software***

Jake Gustafson 2021-07 linuxtower (hp)

**spelling is correct**: r click, add to dictionary

**to not get large copy & paste**: ctrl/shift/v, unformatted text, ok

**Margins** click Format, Page style, Page

**Page** click View, Zoom (at bottom), Optimal view

**Program Compatibility b p**

IF you have trouble with a website, tell them you are using *Chrome*.

For all other issues, you need to know that:

You have Ubuntu 20.04 (Focal Fossa)

Any software you install must work with that. Normally anything that is not in Xubuntu Software Center does not work (in some cases manually typing commands can make other things work).

**File Compatibility**

*LibreOffice* will open, edit, and save Microsoft Office and AppleWorks files (it is set to *save Microsoft Office formats by default*, so any file you create and send to someone should work on their computer—if not, they can buy Microsoft Office or download LibreOffice for free).

**Outdated Notes**

(2016 Lubuntu 16.04)

**Record Videos from Programs or Internet**

Make sure the video is ready.

Open *SimpleScreenRecorder*

Click Continue

(Make sure Backend is *PulseAudio* and Source is “Monitor of Built-in Analog Stereo”)

Click Continue, Continue

Start Recording when you are ready

Go to the video and press play, then fullscreen.

When finished go back to SimpleScreenRecorder (click SimpleScreenRecorder taskbar button), then click Pause to pause or “Save Recording” to save that file (cancel to forget what was recorded).

**Find Videos recorded from Programs or Internet**

Click File Manager (blue folder icon at bottom), then click Videos bookmark on left, then open the screencap folder. Double-click to play the video.

To delete: click once on a file then press delete key then OK.

**Find or open a Program**

If you are missing a program, it may be in the other virtual desktop (there are two total “desktops”):

