**Ubuntu Linux 20.04 “Focal Fossa” (with MATE)**

(formerly Xubuntu (Xfce Ubuntu Linux))

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**Zoom**: Before a meeting starts run a test: <https://zoom.us/test>. The steps below apply to either the test or a real meeting.

1. Press “Join”.

2. If says “Update Required” (skip to 3 if not), installing from there (the deb package) doesn’t work (“Join from your browser” also doesn’t seem to work on Linux). Therefore, run the system upgrades using the computer’s “Software & Updates” window (info for Jake: use the [snap package](https://github.com/Poikilos/linux-preinstall/issues/34)) which appears when there are updates, or find it in the “Menu” at the bottom left.

3. If asked for your name, type in your name in the name box.

4. If asked “Do you see yourself” or “Select Camera” choose your camera such as “ASUS USB2.0 Webcam”), Yes.

5. For “Do you hear a ringtone” click yes if so, otherwise connect & power on your speakers or choose a different output that works.

6. Choose a microphone. Next.

7. (optional step, only if using “Join from browser” such as on the Windows computer) If it asks to allow the microphone or camera, click “Allow” for each. If it doesn’t ask you but doesn’t let you join video or audio, click the padlock () by the site address, “Site Settings”, then change “Camera” and “Microphone” permissions each to “Allow”. Then click the back arrow ().

**Take a screenshot**: Press the print screen “Prt Scr” key, choose Save if not already selected, click OK, choose where to save, type a filename, click the “Save” button to confirm.

**Set single spacing for a large area**: select an entire area, click the Decrease Paragraph Spacing button:  until it turns gray (it will be gray when there is no extra paragraph spacing. The only other setting to try is Line Spacing:  ).

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

**to not get large copy & paste**: ctrl/shift/v, Unformatted Text, ok (This is the shortcut for Edit, Paste Special, Paste Unformatted Text, which you can do if you forget). If it is already messed up either undo/delete and try Unformatted Text, or select the text and click Format, Clear Direct Formatting.

**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).

**Fit the page to the width of the screen**

In LibreOffice Writer click “View,” “Zoom,” “Page Width”.

**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”):

