



UBUNTU GUIDE

22.04 LTS

Ver. 20221218

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

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Introduction

Welcome to study the Ubuntu operating system.

About Ubuntu:

It is a free operating system (cf. Windows, MacOS).

It also works well on older computers.

It needs little memory.

It can also be installed alongside your existing operating system.

Your own files (Windows, MacOS) also work in Ubuntu.

Ubuntu is Linux (also Android is Linux).

A few years ago I realized that my XP Windows laptop was old. I bought an inexpensive HP Stream laptop (2 GB central memory and 34 GB working memory). The Windows installation was 28 GB. I uninstalled Windows and installed just Ubuntu. Ubuntu needed 9 GB.

I installed Ubuntu Mate alongside Windows on an old Windows XP laptop.

With this guide, I aim to introduce the features of the Ubuntu graphical operating system to beginners.

Here are a few examples of Ubuntu applications:

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.

Best regards, Hannu



Feedback: comment@ubuntutor.com

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If you discover any errors in this tutorial, please notify me at comment@ubuntutor.com

General Information about Ubuntu

Look: [Ubuntu Desktop Guide](#)

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

The applications 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 applications are also often needed.

Although Linux has many different operating systems (distros), the above mentioned applications can be found in all these systems and look the same. In this sense, the home user can choose any Linux 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 applications 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 applications 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 folder structure. 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 22.04 LTS has been released in April 2022 and will be supported until 2027.

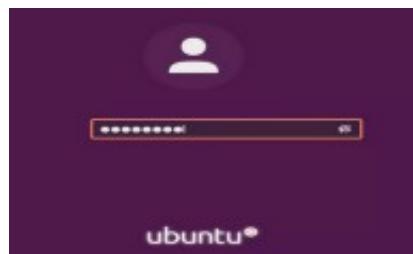
If you have an old computer running Windows XP or Vista, for example, you can install Ubuntu Mate or Lubuntu (distros). Both are excellent with an old PC like XP or Vista.

You can work with XP or with Ubuntu distros, and distros can use files from the XP area.

Very useful! And you can use this guide with distros 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.

Ubuntu instructions

Ubuntu Desktop Guide

Visual overview of GNOME
A visual overview of 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
Work with apps, windows, and workspaces. See your appointments and things that matter in the top bar.

Networking, web & email
Connect to wireless and wired networks. Stay safe with a VPN. Create a wireless hotspot.

Dock!

Help

1 item 07:26

1. Every window has a HELP! You get order to that window!
F1 = Show HELP

Search Results - Ubuntu Forum

ubuntu forums

Forum Activity Page Please read before SSO login

Activity Stream | Today's Posts | New Posts | Quick Links

Search: Type: Posts; New Posts

Search: Replies: 3 Views: 0 Last Post: 5 Minutes Ago by SeijiSensei Forum: New to Ubuntu

Replies: 3 Views: 0 Last Post: 5 Minutes Ago by Autodave Forum: Hardware

Replies: 5 Views: 0 Last Post: 13 Minutes Ago by corvalirbob Forum: New to Ubuntu

Replies: 10 Views: 0 Last Post: 14 Minutes Ago by oldfred Forum: Installation & Upgrades

Files, folders & search

Common tasks

Browse files and folders
Manage and organize files with the file manager.

Copy or move files and folders
Copy or move items to a new folder.

2. Here are various instructions.

Getting Started with Ubuntu 16.04

Hakemisto

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3. Excellent Guide in English can be found at <http://ubuntu-manual.org/> (Ubuntu 16.04)
The guide is in pdf format and it can be downloaded to your computer.

ubuntu forums

Forum Activity Page Please read before SSO login

Quick Links | Forum Community | Ubuntu Community | Other Support | Social Media | Useful Links

Forum

Ubuntu Forums Welcome!

The Ubuntu Forum Community

Ubuntu Official Flavours Support
Choose the most appropriate category for your questions regarding Ubuntu, Kubuntu, Xubuntu, Edubuntu, Lubuntu, UbuntuGnome, Ubuntu Studio, Mythbuntu, Ubuntu Mate, Ubuntu Budgie and Ubuntu Kylin.

New to Ubuntu
Installation & Upgrades
Desktop Environments
Multimedia Software
General Help
Hardware
Networking & Wireless

4. Ubuntu's excellent discussion forum.
If you have a problem, look here.
Be brave, and ask.
This forum is very good.
More information on the web
<https://ubuntuforums.org/forum.php>

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

Presentation of Ubuntu 22.04 LTS Desktop

Look Ubuntu Desktop Guide: Visual overview of GNOME

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. Click Activities! Access your windows and applications

3. Clock and day of the week and tasks

4. System Information
- network connections
- bluetooth, wifi
- battery charge / network
- the volume of the sound
- system preferences

5. Directories / Folders and files
- directories, files
- additional memory / devices (USB, CD, DVD)

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

7. Shopping bag - download new software

8. 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

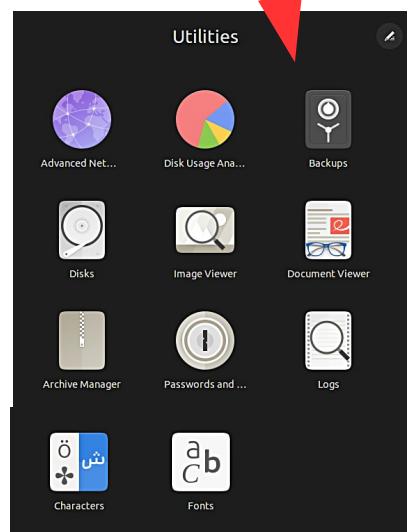
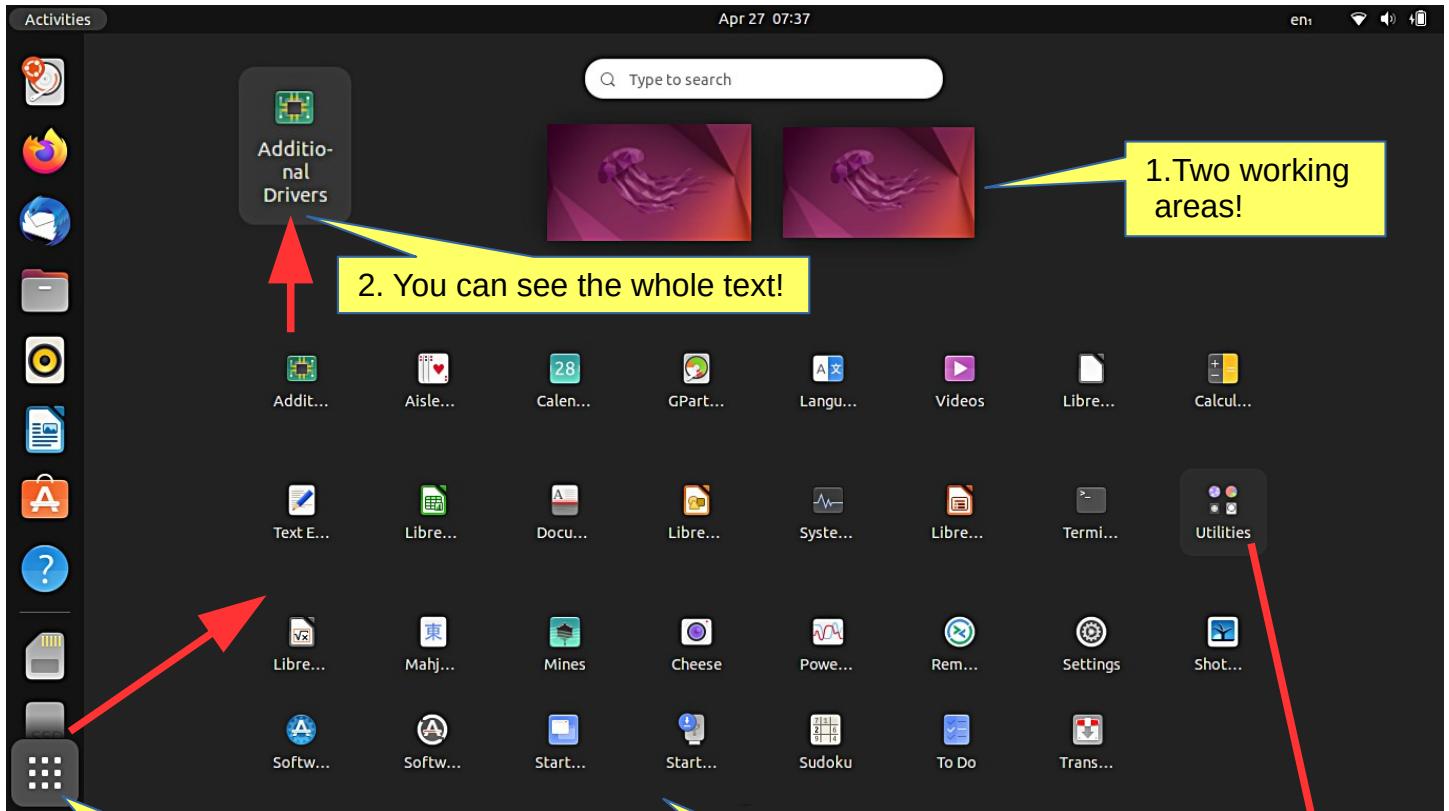
9. The Dash
Selecting and starting programs. The dash shows you your favorite and running applications.

10. 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).

11. 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

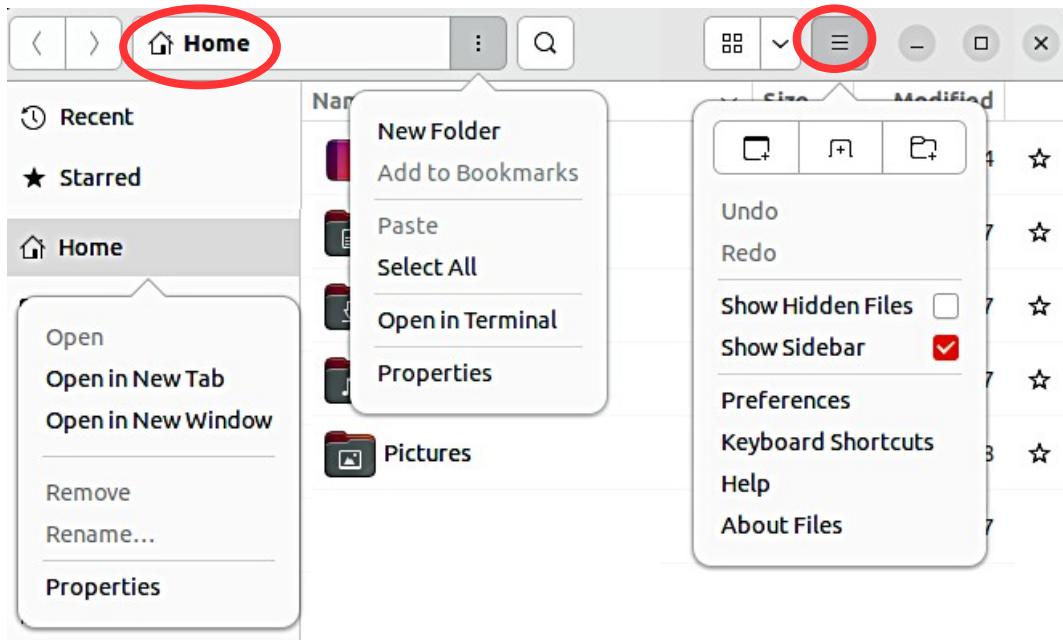


4. You can make your own groups (folder) like Utilities. Move some icons together and write a name.

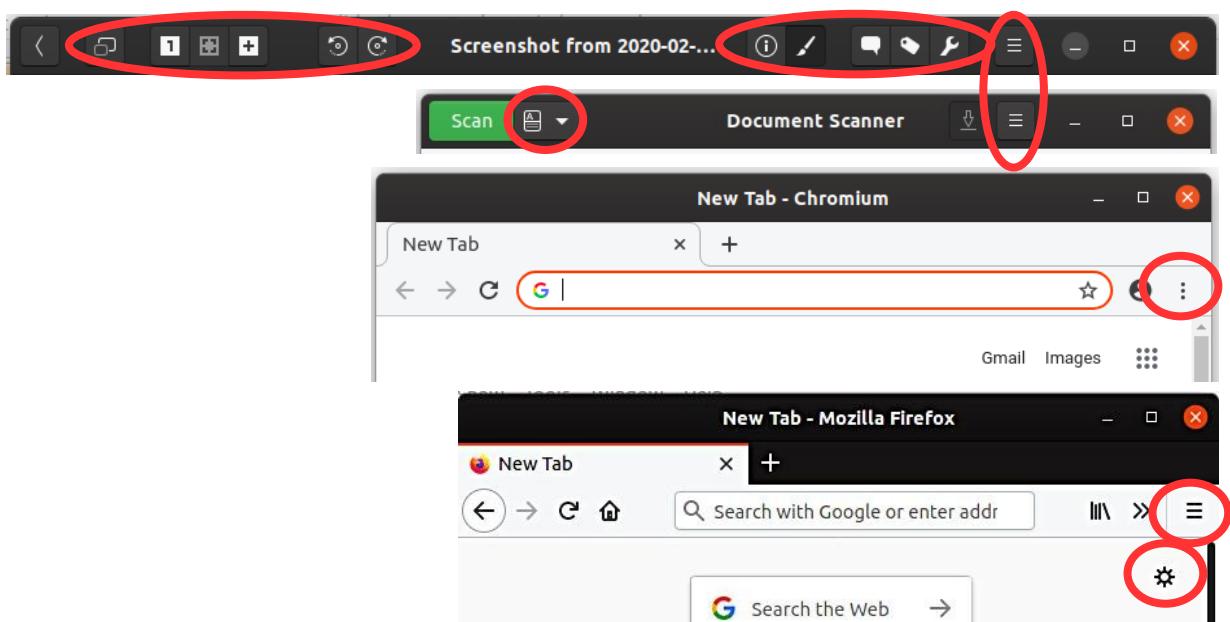
Find the command ;-)



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.

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 because the bar is moving slowly.

Click on the icon for more information!



How to use mouse and 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 midle of touch pad)

Click

Click click

Click and press and move

With two fingers at the same time

Click

Click click

CClick and press and move

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

Some thoughts before going on

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

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

Sometimes the 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 folder 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" and "Media" folders and in its subfolders, 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). You can make a file hidden by taping a dot.



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

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

You can now unplug Kingston DataTraveler 3.0

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 22.04 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.

Recent
Home
Desktop
Documents
Downloads
Music
Pictures
Videos
Trash
31 GB Volume
32 GB Volume
Ubuntu 18.04 L...
+ Other Locations

Name

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

VIDEOS

PICTURES

MUSIC

DOCUMENTS

HOME

DESKTOP

DOWNLOADS

DROPBOX

.MOZILLA .THUNDERBIRD

VIDEOS

.cache

.config

.gnupg

.gvfs

.local

Examples

.ICEauthority

.bash_logout

Presentation of Folder / Directory Structure

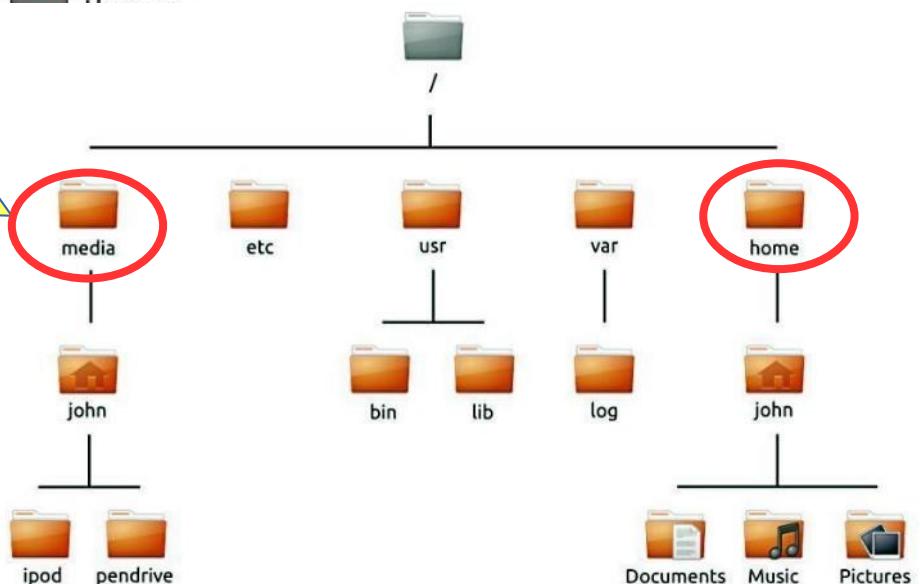
Screenshot of a file manager showing the directory structure:

- Recent:** Desktop, Documents
- Starred:** None
- Home:** Desktop, Documents, Downloads, Music, Pictures, Public, snap (highlighted), snap-store, 433, .config, .local
- Desktop:** None
- Documents:** None
- Downloads:** None
- Music:** None
- Pictures:** None
- Public:** None
- Videos:** None
- Trash:** None
- 32 GB Volume:** KINGSTON
- Other Locations:** None

Annotations:

1. Home folder is the subfolder, where all your data is.
2. Hidden folders can be seen.
3. Folder tree-structure. The triangle open/close the structure.

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



5. The file can be renamed: Edit - Rename

6. The folder can be renamed: Edit - Rename

7. USB / SD can be renamed if you format it (where all old data is deleted!) or later by the "Disks" utility. See attachment.

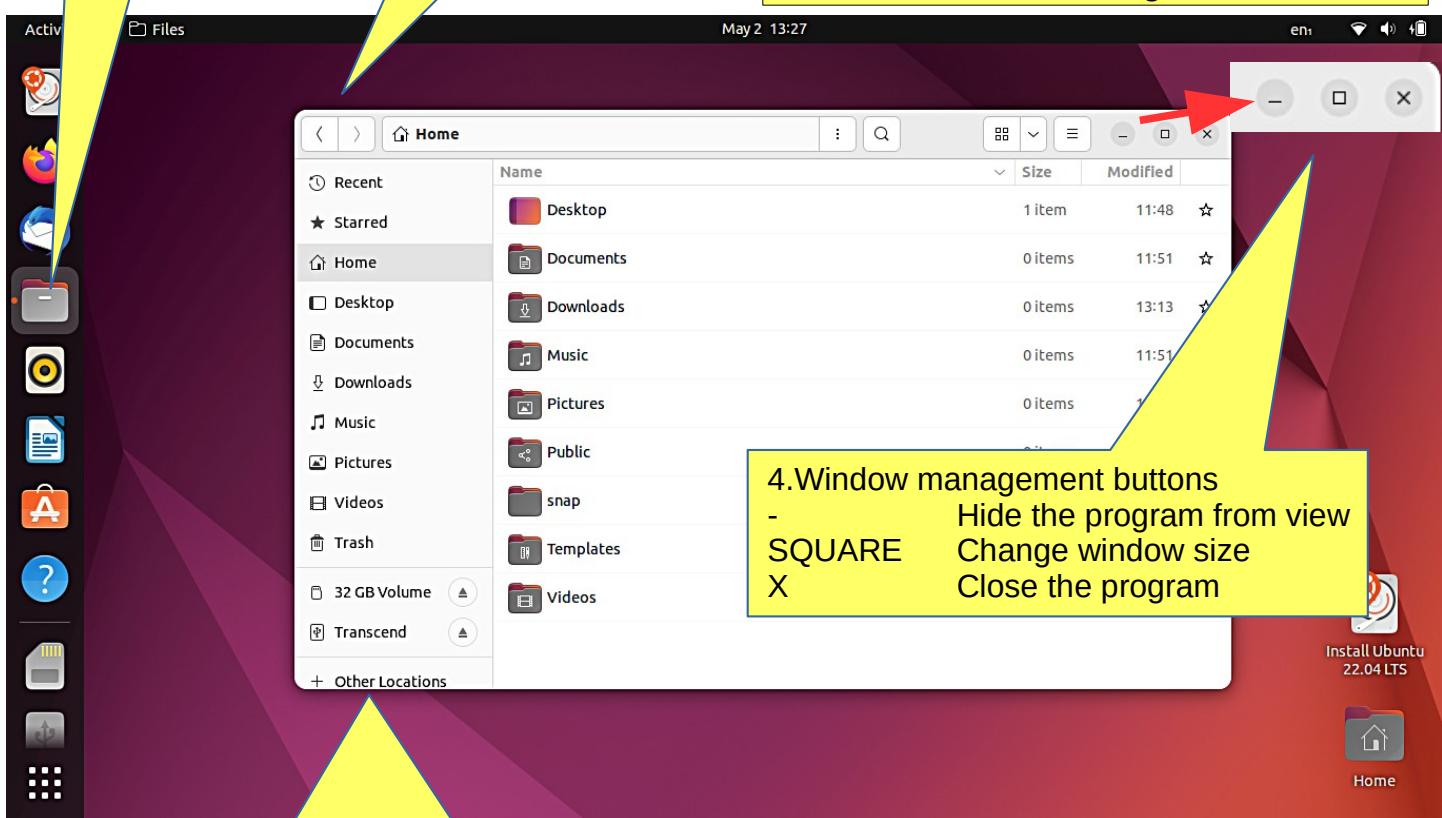
Files (Nautilus)

1.Click! You will see the Files application.

2.Folders are shown here. Grey 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 / left click.**



5.Side panel.

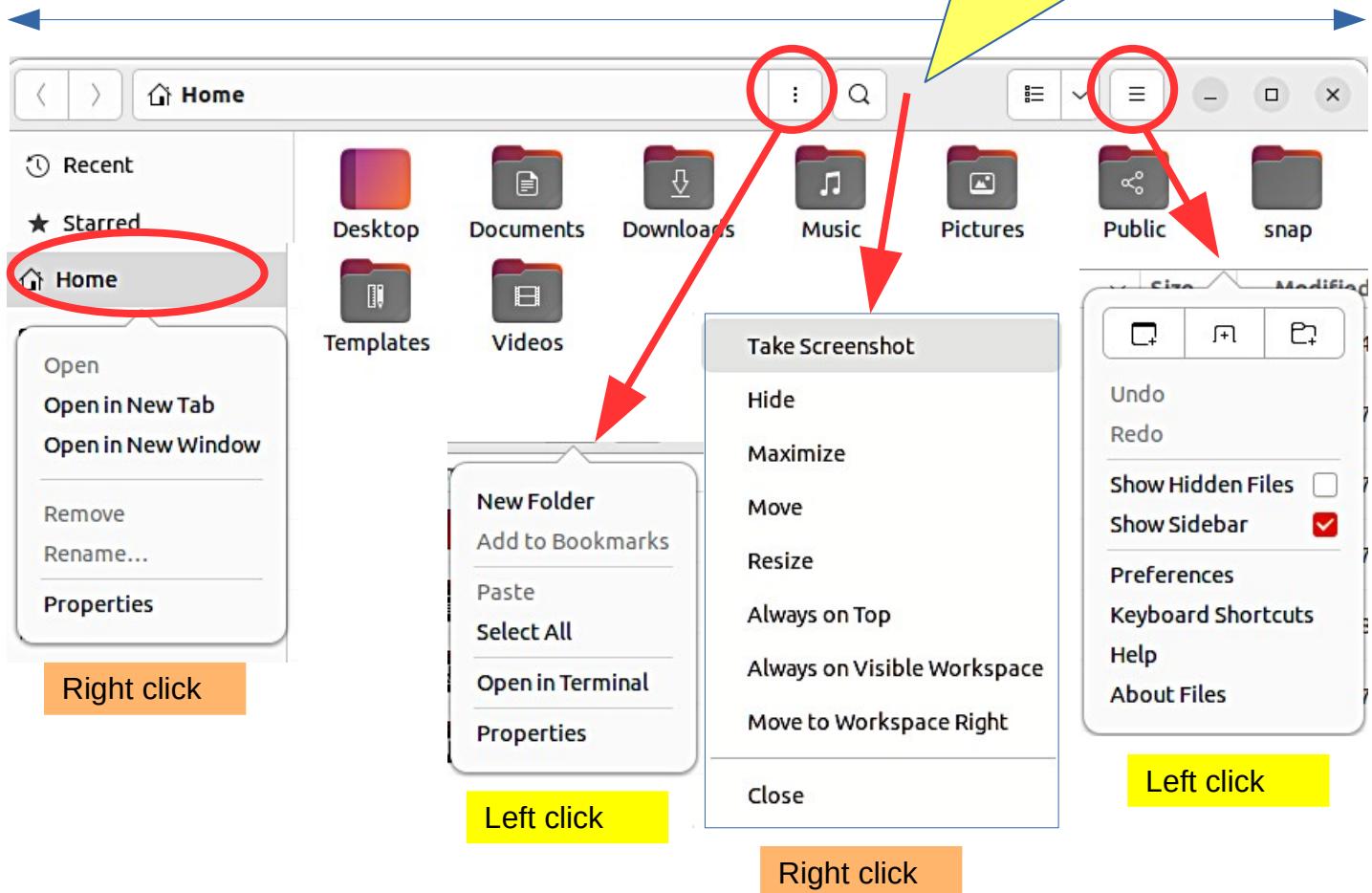
Here are the various memory media attached to the computer, such as computer mass storage, USB sticks, SD cards, CDs / DVDs, etc.

6.Application menu, located beside the Activities button, shows the name of the active application alongside with its icon and provides quick access to windows and details of the application, as well as a quit item.

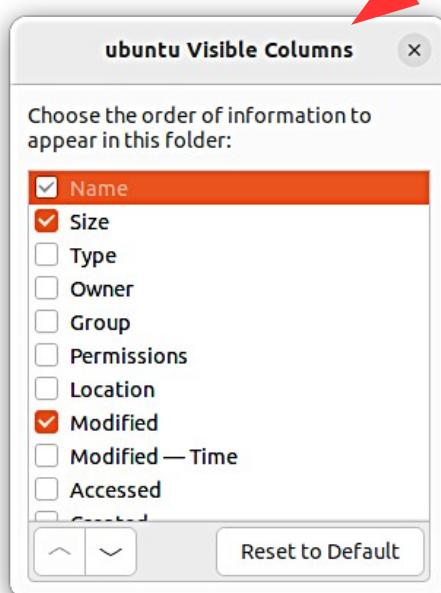
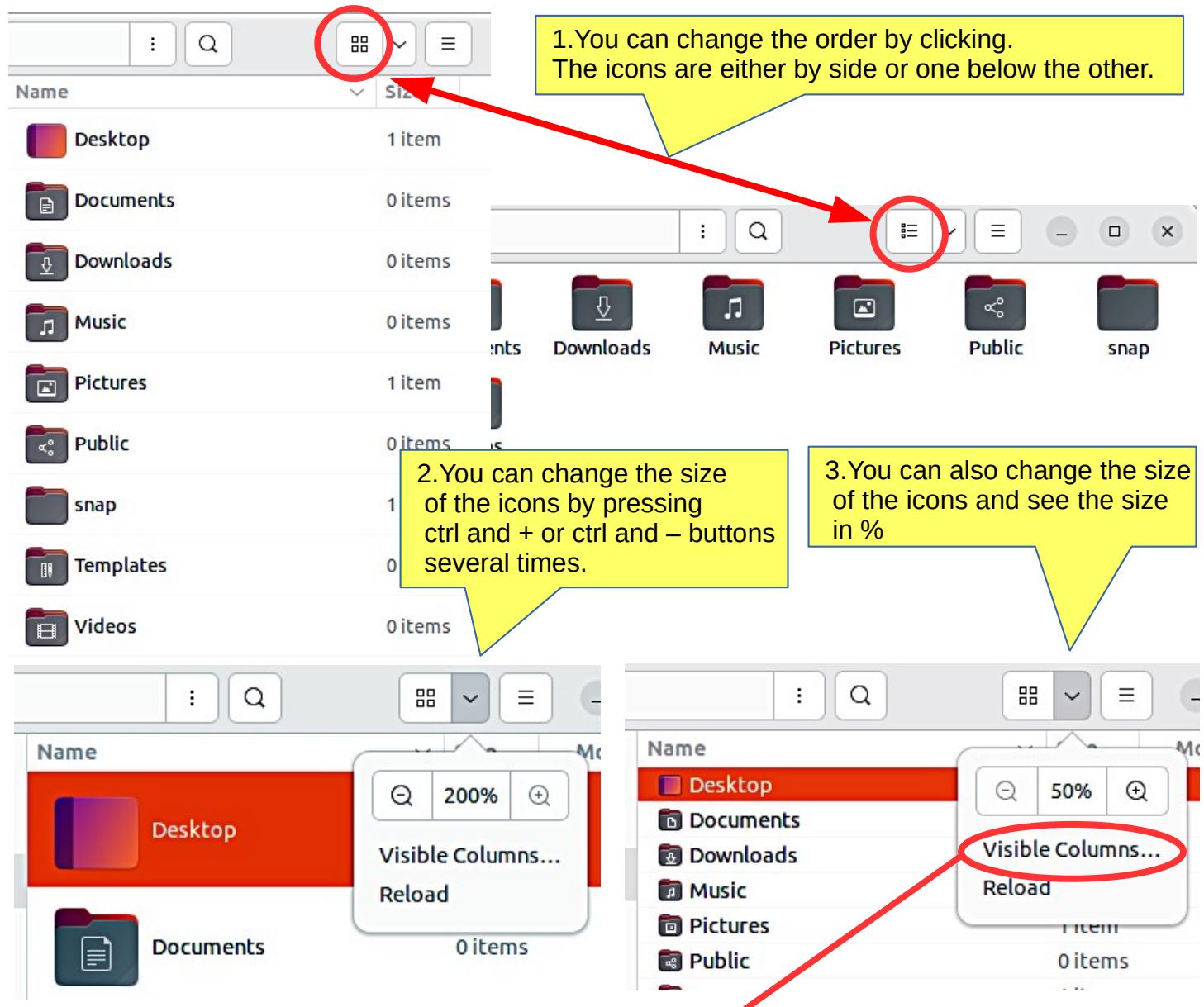
Files (Nautilus)

The top bar

1. Gray area of the bar = try right click!



Files handling



Files handling

1. Click! You will get a definition menu for several things

2. Click ! New Window

3. Click the new tab. Tab is created in the same window.

4. Two tabs Pictures and Home

5. Click ! New Folder

6. Displays subfolders! Triangle in front of the folder. The tree structure! This is very useful!

7. Click triangle!

Preferences

General

- Sort Folders Before Files (Switched On)
- Expandable Folders in List View** (Switched Off)
- Action to Open Items (Double click)

Optional Context Menu Actions

Show more actions in the menus. Keyboard shortcuts can be used even if the actions are not shown.

- Create Link
- Delete Permanently

Performance

These features may cause slowdowns and excess network usage, especially when browsing files outside this computer, such as on a remote server.

- Search in Subfolders (On this computer only)
- Show Thumbnails (On this computer only)
- Count Number of Files in Folders (On this computer only)

Icon View Captions

Add information to be displayed beneath file and folder names. More information will appear when zooming closer.

First	None
Second	None
Third	None

Files (Nautilus)

The screenshot displays the Files (Nautilus) application interface. On the left, a sidebar lists various system folders like Templates, Videos, .cache, .config, .gnupg, private-keys-v1.d, .local, share, .bash_logout, .bashrc, and .profile. A red arrow points from the .local folder to a yellow callout box containing the text: "1. Hidden files and folders, dot in front of the name." In the center, a context menu is open with options: Undo, Redo, Show Hidden Files (checked), Show Sidebar (checked), Preferences, Keyboard Shortcuts, Help, and About Files. A red circle highlights the "Show Hidden Files" and "Show Sidebar" checkboxes. A red arrow points from the "Show Hidden Files" checkbox to the sidebar's .local folder. Another red arrow points from the "Show Sidebar" checkbox to the right-hand file list. On the right, the main window shows a file list with items such as Recent, Starred, Home, Desktop, Documents, Downloads, Music, Picture, Public, snap, Templar, and Videos. A red circle highlights the "Home" item in the list. Below the sidebar, a "Shortcuts" panel lists keyboard shortcuts for opening windows, closing tabs, searching, bookmarking, showing help, and navigating. A red circle highlights the first three shortcut keys (1, 2, 3). At the bottom, an "About" panel provides information about the application, including its version (41.1), a link to its website, and copyright details. A red circle highlights the "Website" link.

1. Hidden files and folders,
dot in front of the name.

Recent
Starred
Home
Desktop
Documents
Downloads
Music
Picture
Public
snap
Templar
Videos
Transcend
+ Other Locations

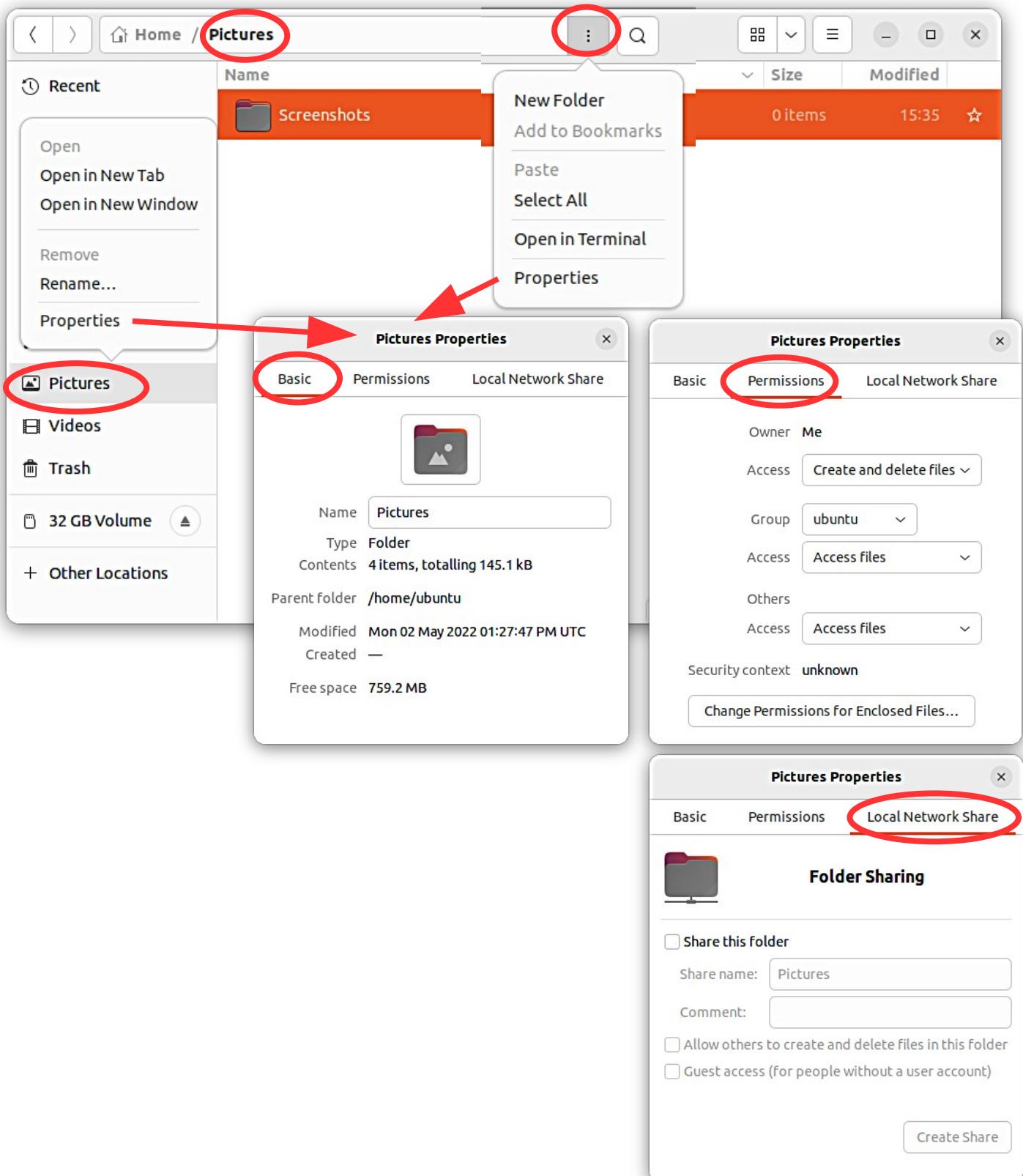
Shortcuts

General	Opening
Ctrl + N	New window
Ctrl + W	Close window or tab
Ctrl + F	Search
Ctrl + D	Bookmark current location
F1	Show help
Ctrl + ?	Shortcuts
	/ Ctrl + O
	Ctrl + Shift
	Shift + Ctrl
	Ctrl + Alt + O
	Shift + Ctrl + ↓
	Ctrl + O / Alt + ↓
	Open
	Open in new tab
	Open in new window
	Open item location (search and recent only)
	Open file and close window
	Open with default application

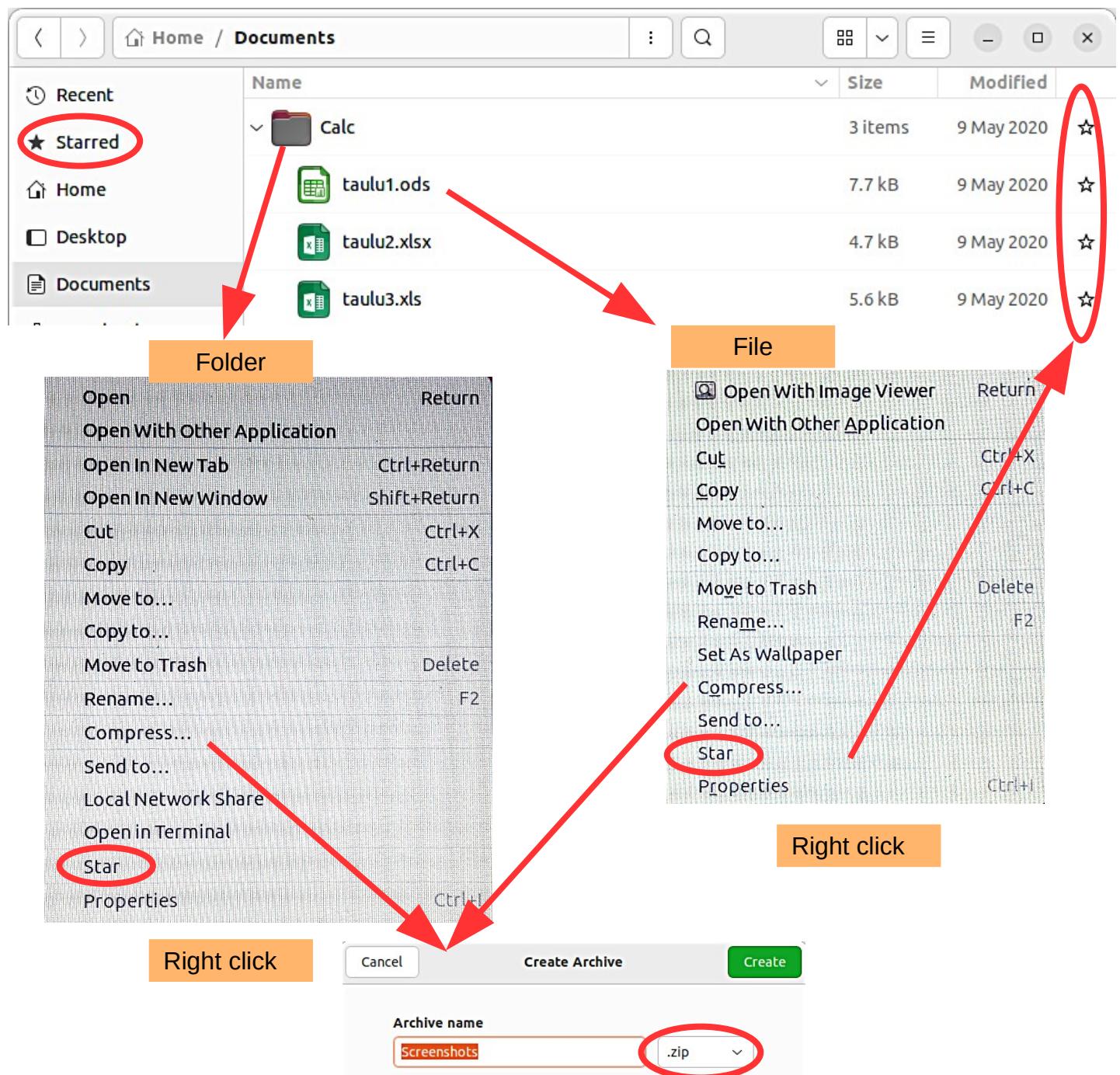
About
Credits

Files
41.1
Access and organize your files
Website
© 1999 The Files Authors
This program comes with absolutely no warranty.
See the [GNU General Public License, version 3 or later](#) for details.

Files (Nautilus)

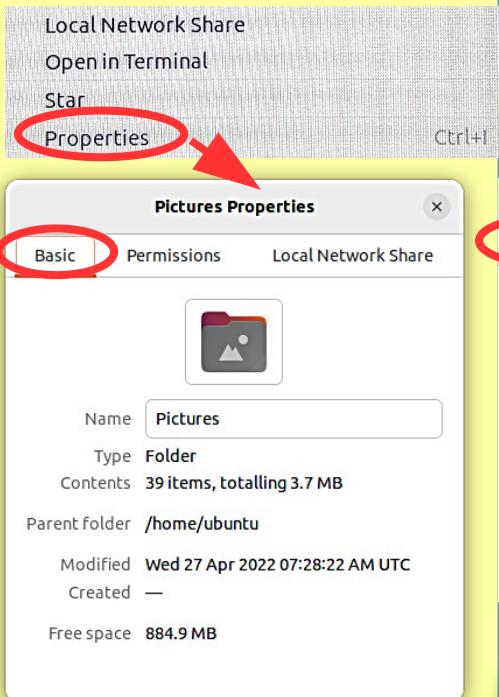


Files (Nautilus)

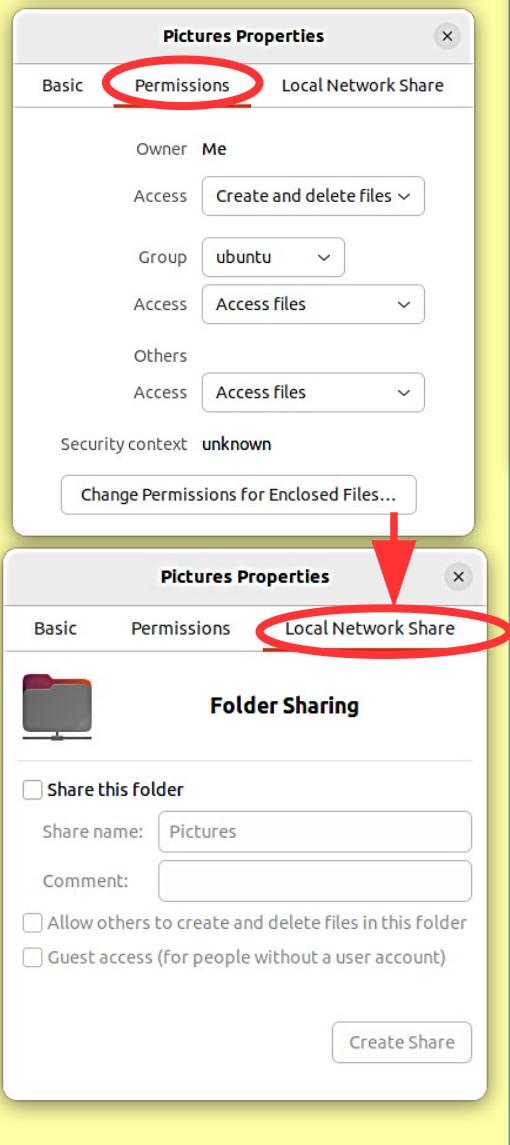
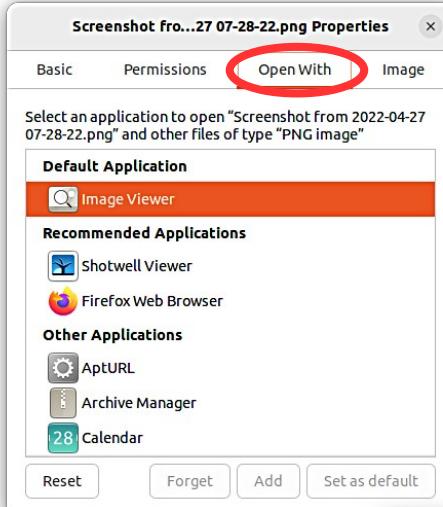
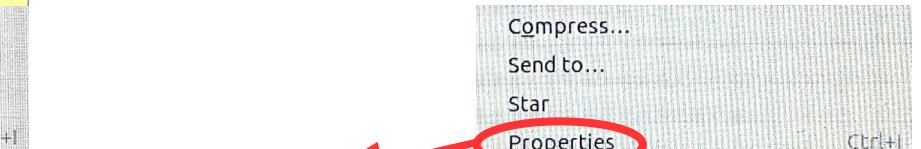


Files (Nautilus)

Folder



File



USB / SD memories

1. Click the USB/SD memory with mouse right

2. Click Properties

SD Card

USB

2. Remove the USB/SD memory with a command or from triangle, but wait until you get permission!

You can now unplug Kingston DataTraveler 3.0

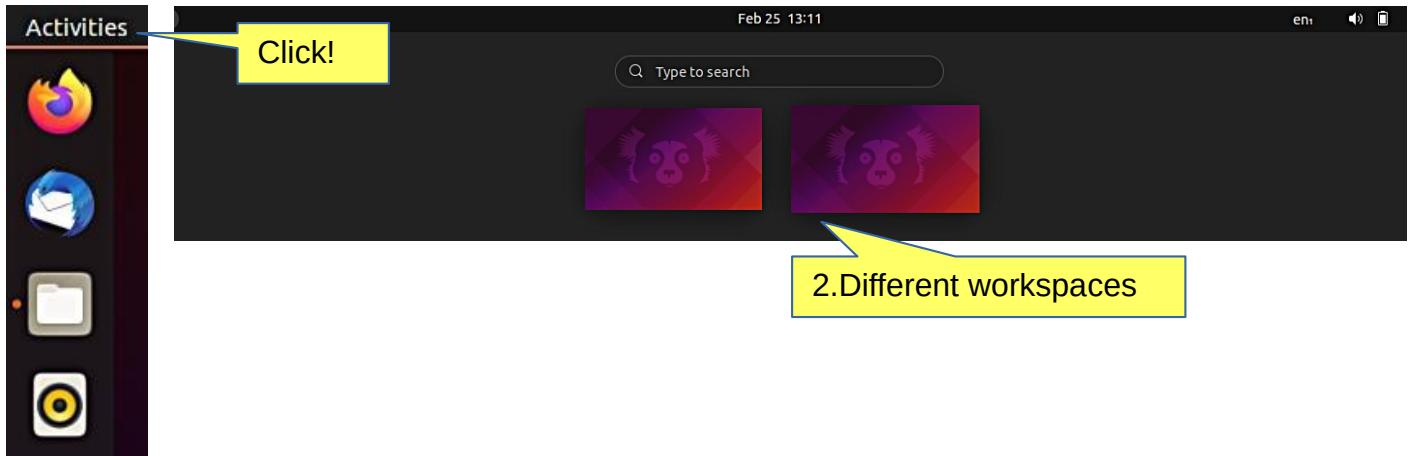
4.NOTE!
With the command Properties you can see the capacity and use of the memory.

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

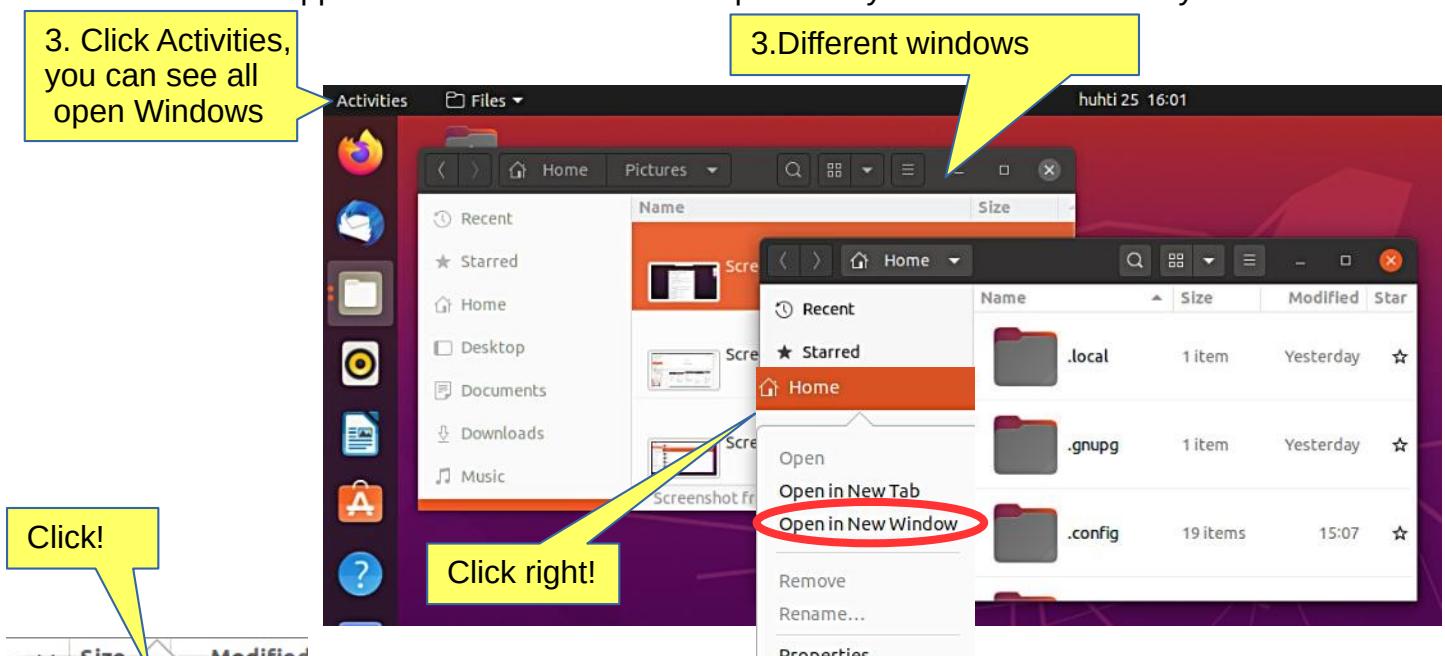
Different working areas

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

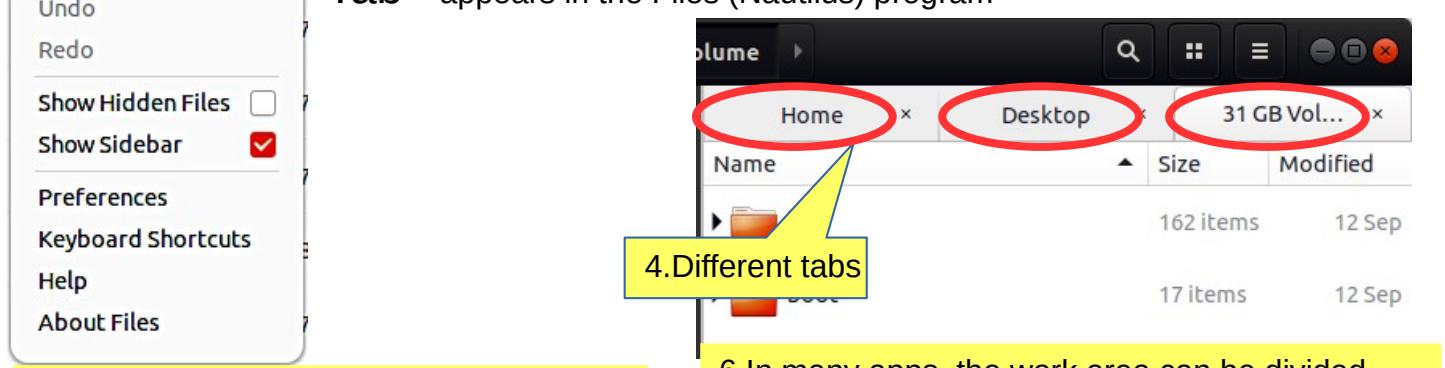
Workspaces = collect different app windows in the same workspace and other app windows in another workspace



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



Tab = appears in the Files (Nautilus) program

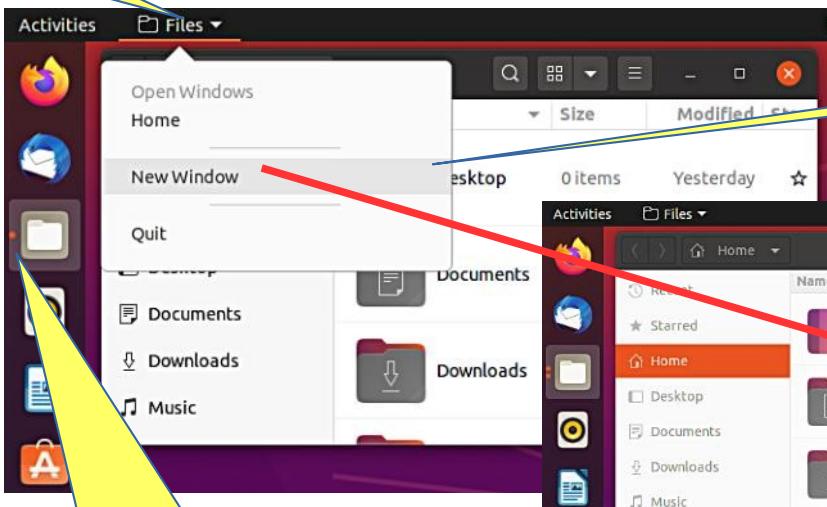


5. You should try these different methods to get acquainted with them

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

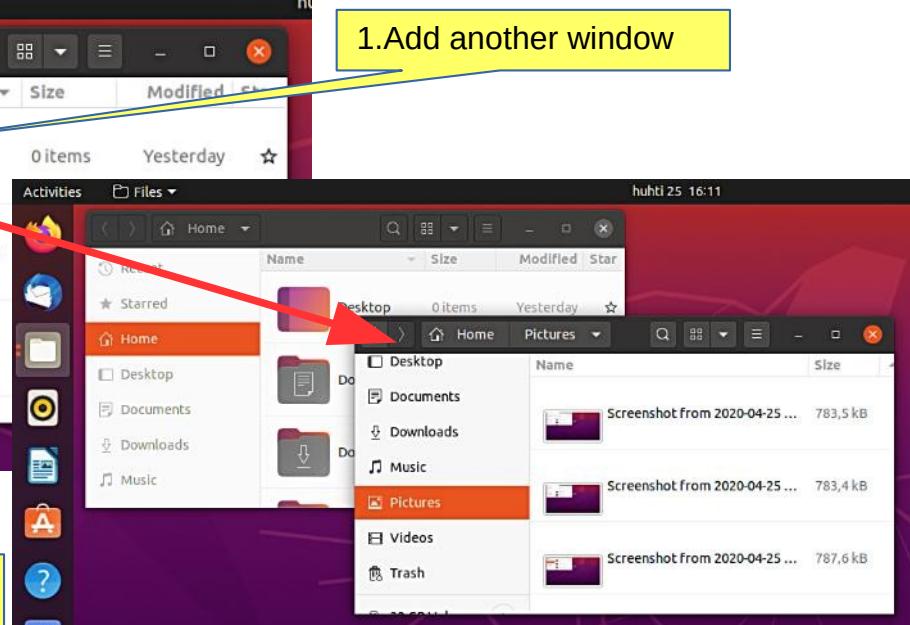
Windows

Click !



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.

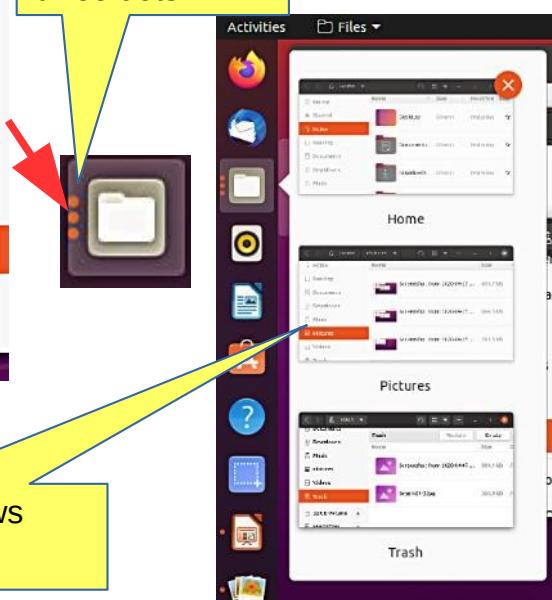


3.When there are two or more displays on the screen, click the program icon.
→ The windows are placed side by side and you can move to another window.

4.Two windows
two dots

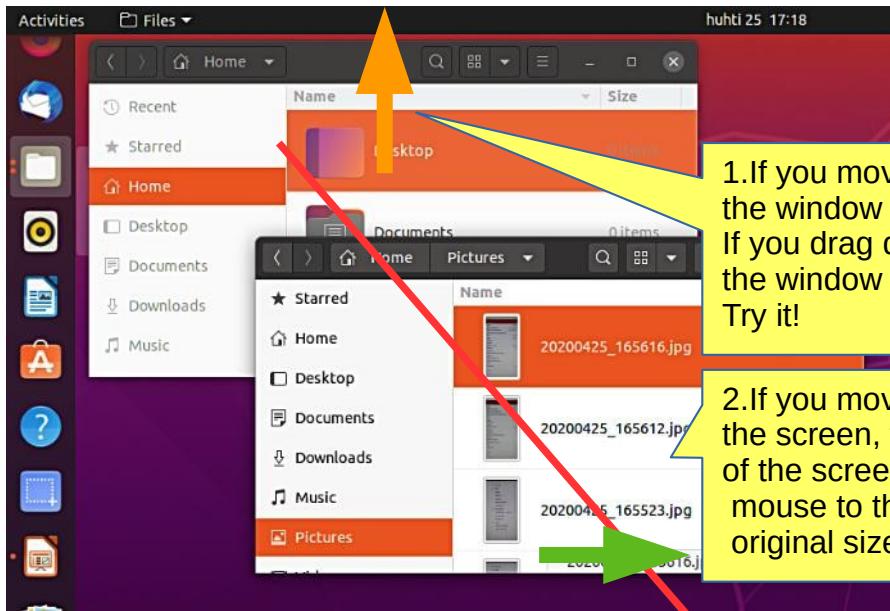


5.Three windows
three dots



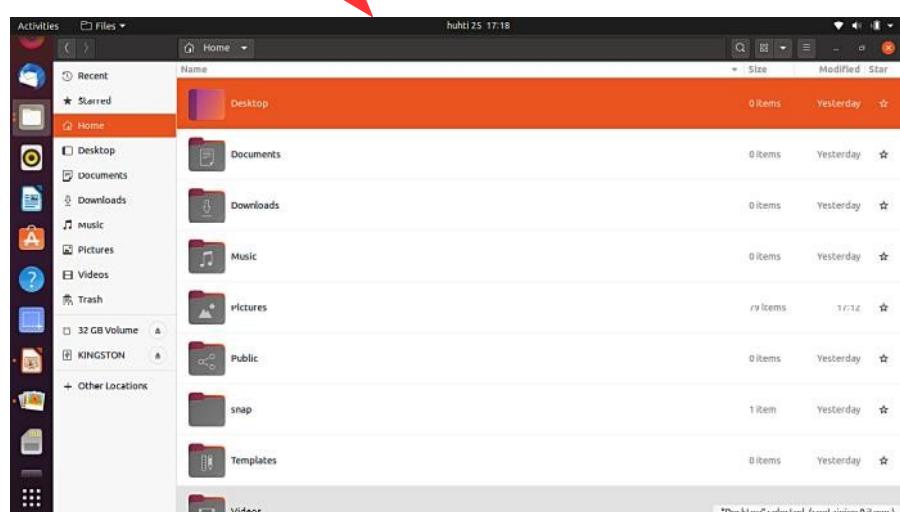
6.Here are three windows
to choose from.

Several windows

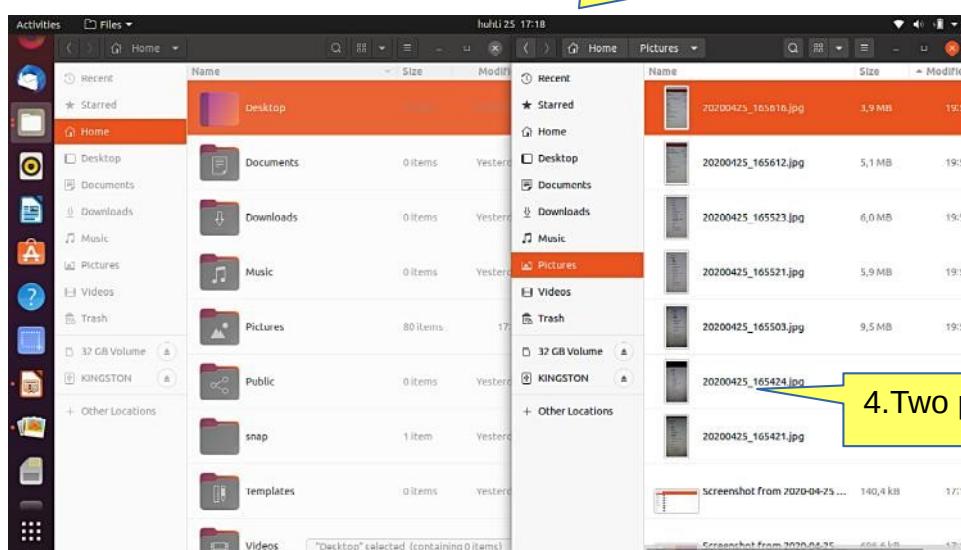


1. If you move the window to the top of the screen, the window will increase to full screen size. If you drag down the full screen with the mouse, the window returns to its original small size. Try it!

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; copy, move and paste

Look Ubuntu Desktop Guide: [Copy or move files and folders](#)

A file or folder can be copied or moved to a new location by dragging and dropping with the mouse, using the copy and paste commands, or by using keyboard shortcuts.

COPY AND PASTE

Select the file(s) or folder(s).

Right-click and pick Copy, or press Ctrl+C.

Navigate to another folder, where you want to put the copy.

Click the menu button and pick Paste, or press Ctrl+V.

CUT AND MOVE

Select the file(s) or folder(s).

Right-click and pick Cut, or press Ctrl+X.

Navigate to another folder, where you want to move.

Click the menu button and pick Paste, or press Ctrl+V.

DRAG WITH MOUSE THE FILE(S) OR FOLDER(S)

You can do this with two different windows.

Press and drag the item(s) from one window to another.

This will move it if the destination is on the same device, or copy it if the destination is on a different device. Be careful!

You can force the file to be copied by holding down the Ctrl key while dragging, or force it to be moved by holding down the Shift key while dragging.



move



copy

More options

You can see the menus by clicking the file with right button of the mouse.

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

Commands with 3 dots always open a new window to choose the target.

1. Move to ... or Copy to...
open a new window.
This is probably the easiest way
for the beginner.

2. After selecting the destination folder
click the Select button
to end the Copy/Move function

Presentation of basic settings

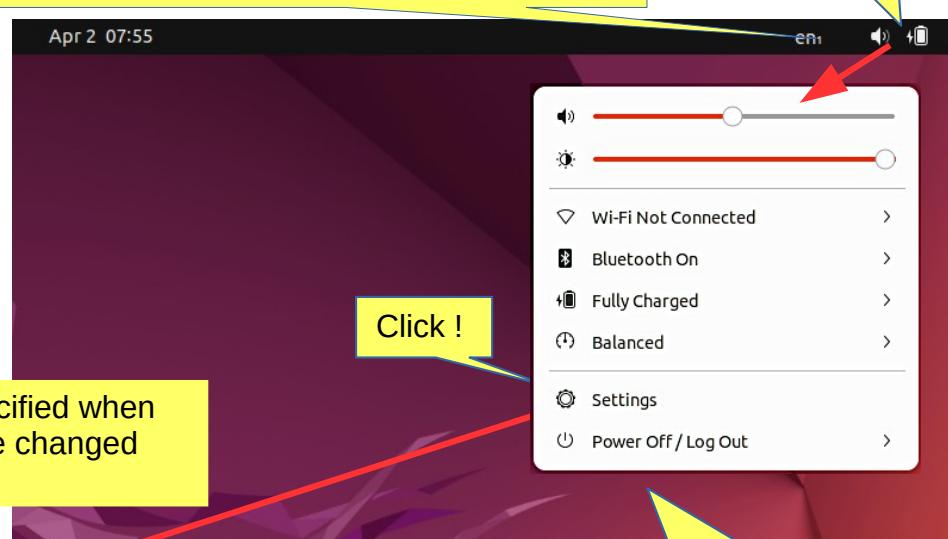
1.Click these icons and see the contents.

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.



4.Close the computer

A composite screenshot of the Ubuntu Settings interface and its network configuration. On the left, a red circle highlights the "Settings" window with a sidebar containing "Wi-Fi", "Network", "Bluetooth", "Background", and "Appearance". A red arrow points from this window to a "Wi-Fi" sub-menu window. This sub-menu shows "Airplane Mode" (disabled), "Visible Networks" (listing "Koti_k9sH" and "DNA-WLAN-2G-A970"), and options for "Connect to Hidden Network...", "Turn On Wi-Fi Hotspot...", and "Known Wi-Fi Networks". A red arrow points from the "Known Wi-Fi Networks" option to a "Known Wi-Fi Networks" dialog box. Another red arrow points from the "Turn On Wi-Fi Hotspot..." option to a "Turn On Wi-Fi Hotspot?" dialog box. A yellow callout box with the text "Click !" points to the "Turn On" button in the hotspot dialog. Other windows shown include a "Hidden Wi-Fi network" configuration dialog and a "Connect to Hidden Wi-Fi Network" dialog.

6.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.

Basic settings

Look Ubuntu Desktop Guide: Hardware & drivers

The screenshot shows the Ubuntu Settings interface under the Network tab. A red arrow points from the 'Add' button in the top right of the main window to a floating 'Add VPN' dialog. This dialog lists 'OpenVPN' (selected), 'Point-to-Point Tunneling Protocol (PPTP)', and 'Import from file...'. Another red arrow points from the 'Show password' checkbox in the bottom right of the 'Security' tab of the 'AndroidAP HKE' connection details to the 'Show password' checkbox in the 'Security' tab of the 'AndroidAP HKE' connection details.

Network

VPN

Not set up

Network Proxy Off

AndroidAP HKE

Signal Strength Good

Link speed 72 Mb/s (2.4 GHz)

Security WPA2

IPv4 Address 192. [REDACTED]

IPv6 Address 2001:999 [REDACTED]

Hardware Address 74:E [REDACTED]

Supported Frequencies 2.4 GHz / 5 GHz

Default Route 192. [REDACTED]

DNS 192. [REDACTED]

Connect automatically

Make available to other users

Metered connection: has data limits or can incur charges
Software updates and other large downloads will not be started automatically.

AndroidAP HKE

Identity

SSID AndroidAP HKE

BSSID [REDACTED]

MAC Address [REDACTED]

Cloned Address [REDACTED]

IPv4

IPv4 Method Automatic (DHCP)

Manual

Shared to other computers

DNS Automatic

Separate IP addresses with commas

Routes Automatic

Address	Netmask	Gateway	Metric
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Use this connection only for resources on its network

IPv6

IPv6 Method Automatic

Automatic, DHCP only

Link-Local Only

Manual

Disable

Shared to other computers

DNS Automatic

Separate IP addresses with commas

Routes Automatic

Address	Prefix	Gateway	Metric
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Use this connection only for resources on its network

Security

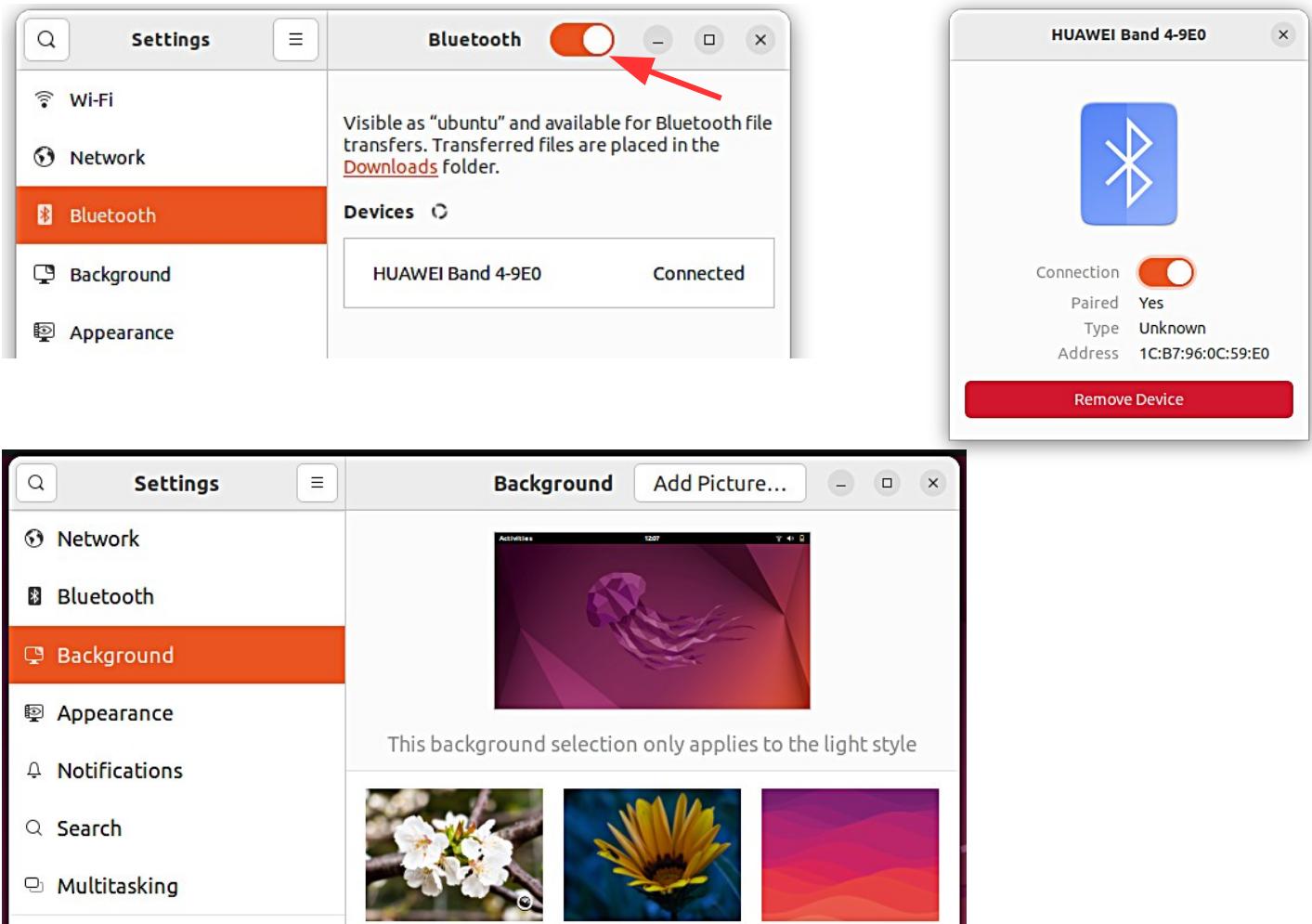
Security WPA & WPA2 Personal

Password [REDACTED]

Show password

Basic settings

Look Ubuntu Desktop Guide: Networking, web & email

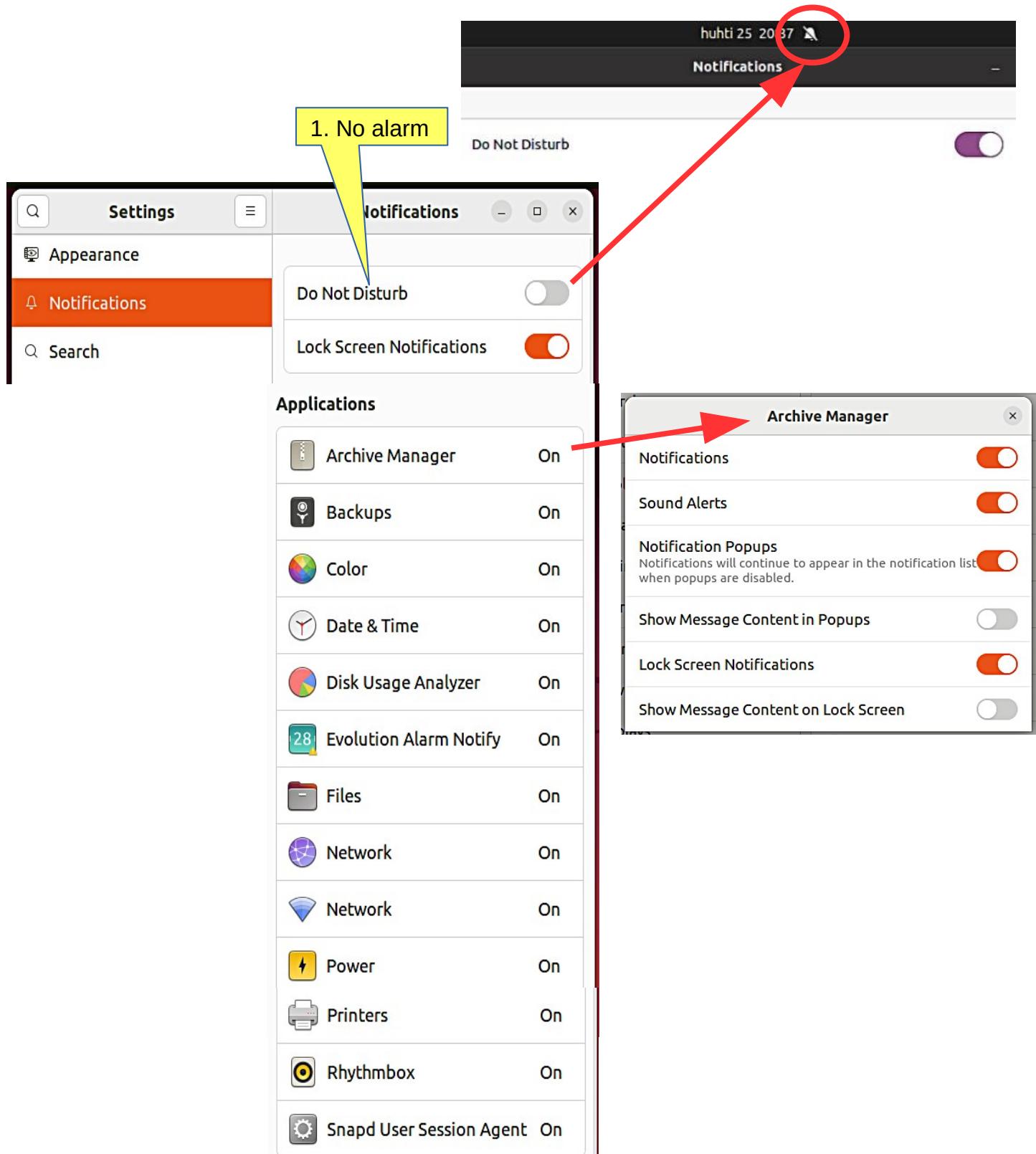


Basic settings

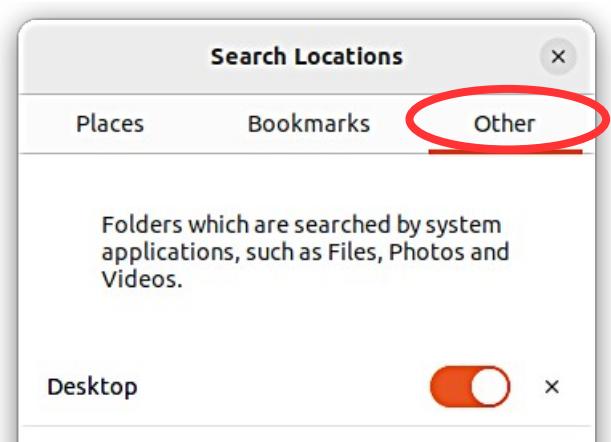
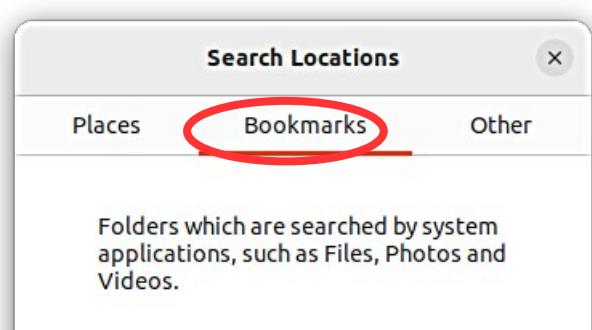
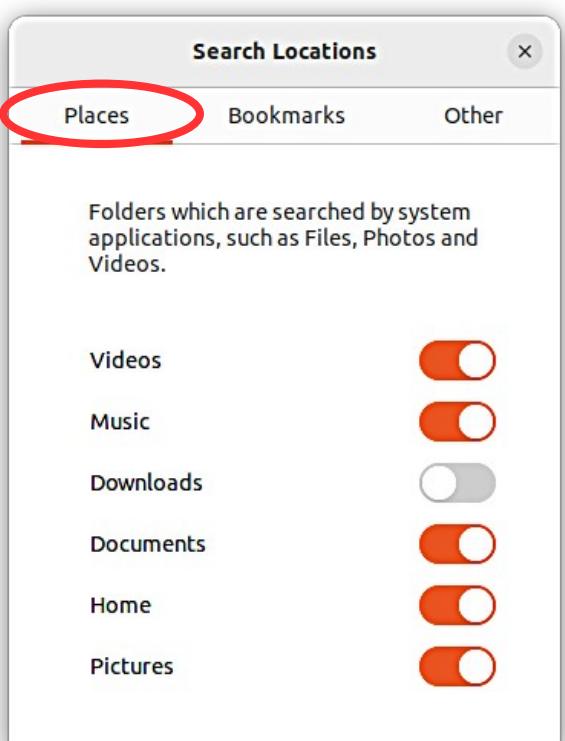
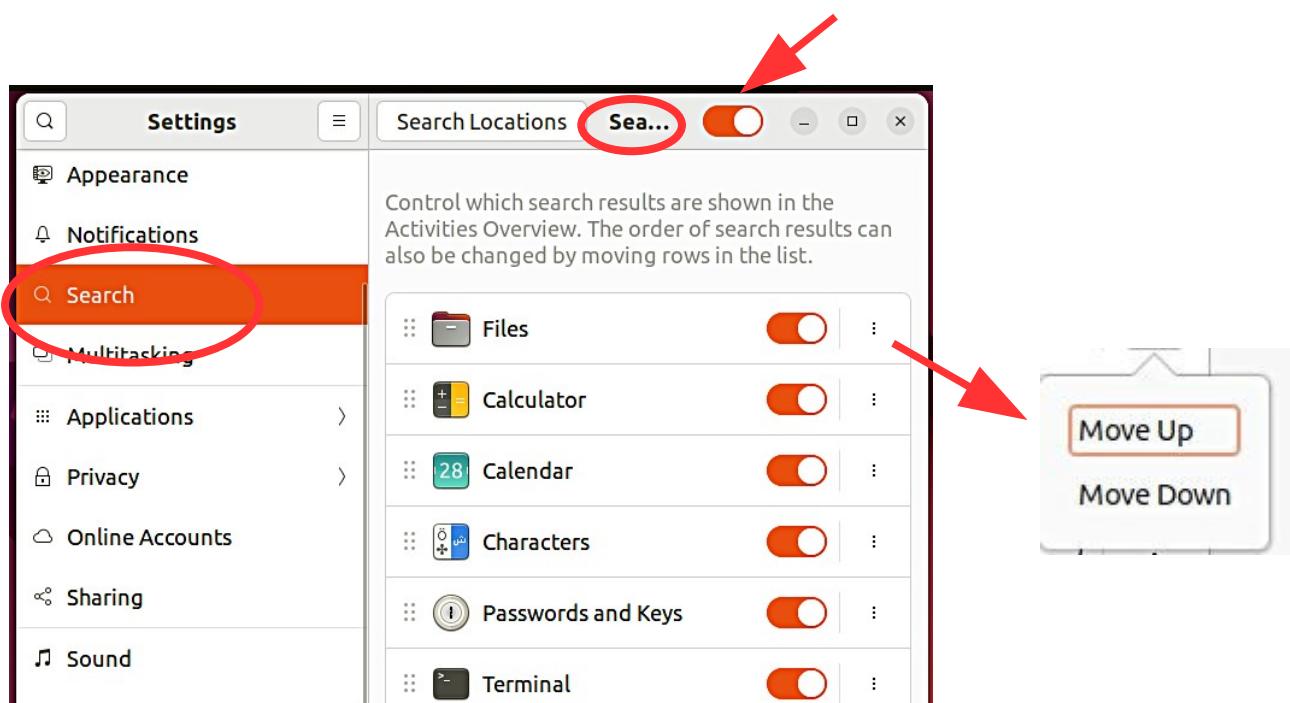
The image shows the Ubuntu desktop environment with several windows open, illustrating basic system settings:

- Settings Window (Left):** Shows various system categories: Network, Bluetooth, Background, **Appearance** (selected), Notifications, Search, Multitasking, Applications, Privacy, Online Accounts, Sharing, and Sound.
- Appearance Window (Top Right):** Under the **Style** section, it shows two themes: Light (selected) and Dark. A color palette below includes orange, dark green, teal, blue, purple, and red. A yellow callout bubble says: "1. Again it is worth trying, which setting feels the best."
- Appearance Window (Bottom Right):** Under **Desktop Icons**, it shows icon sizes (Small, Normal, Large, Tiny) and positions (Top Left, Top Right, Bottom Left, Bottom Right). A yellow callout bubble says: "2. This allows you to adjust the size of icons."
- Dock Window (Bottom Left):** Shows dock-related settings: Auto-hide the Dock (disabled), Panel mode (disabled), Icon size (set to 40), Show on (Primary Display (1)), Position on screen (Left), and Configure dock behavior. A yellow callout bubble says: "3. Use this to define the location of the icons; left, bottom, right".
- Dock Behavior Window (Bottom Center):** Shows options for the dock: Show Volumes and Devices (enabled), Include Unmounted Volumes (checked), Include Network Volumes (checked), and Show Trash (enabled).
- Desktop (Bottom):** Shows the dock at the bottom with various application icons. A yellow callout bubble says: "Dock!"

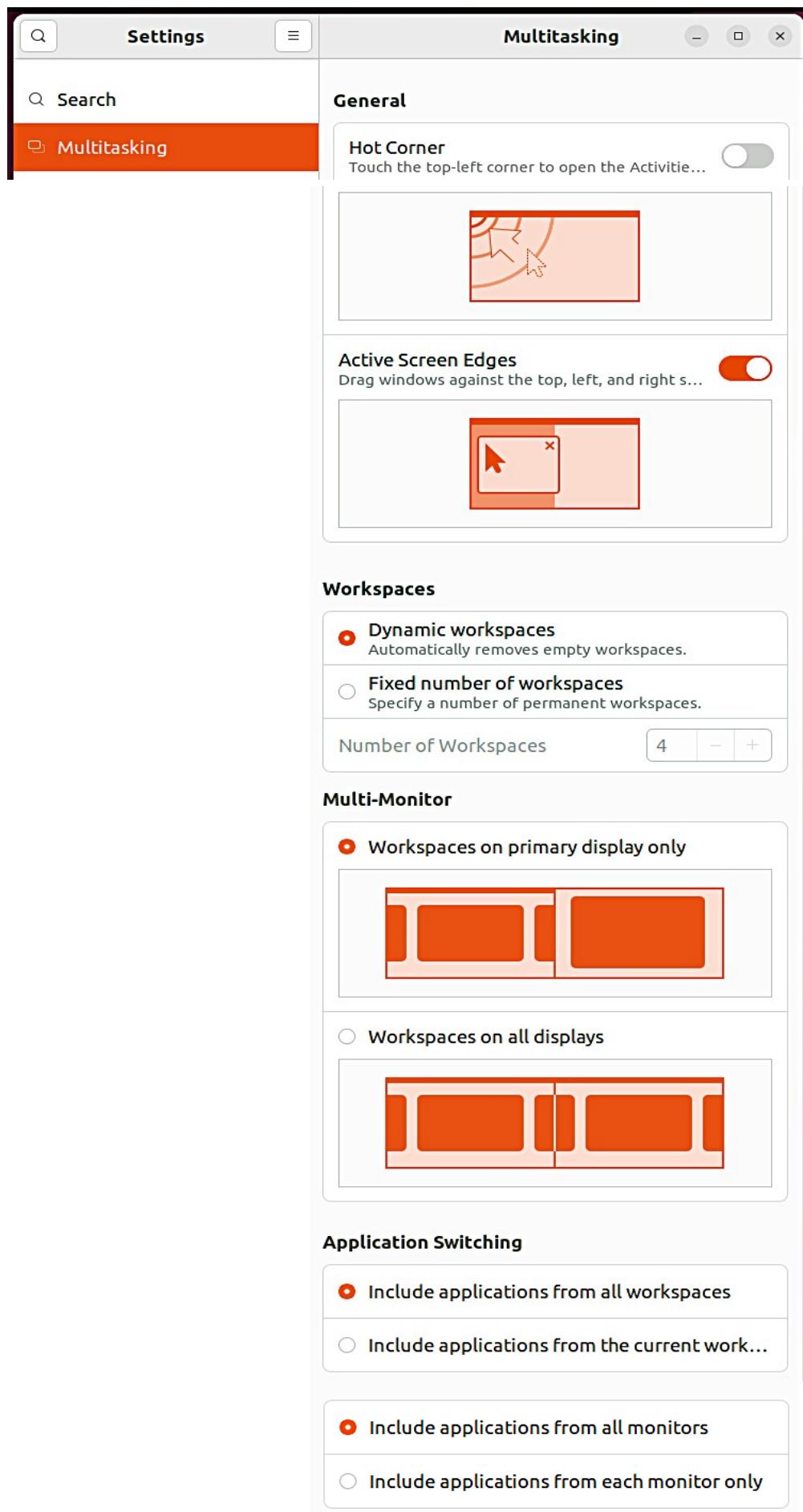
Basic settings



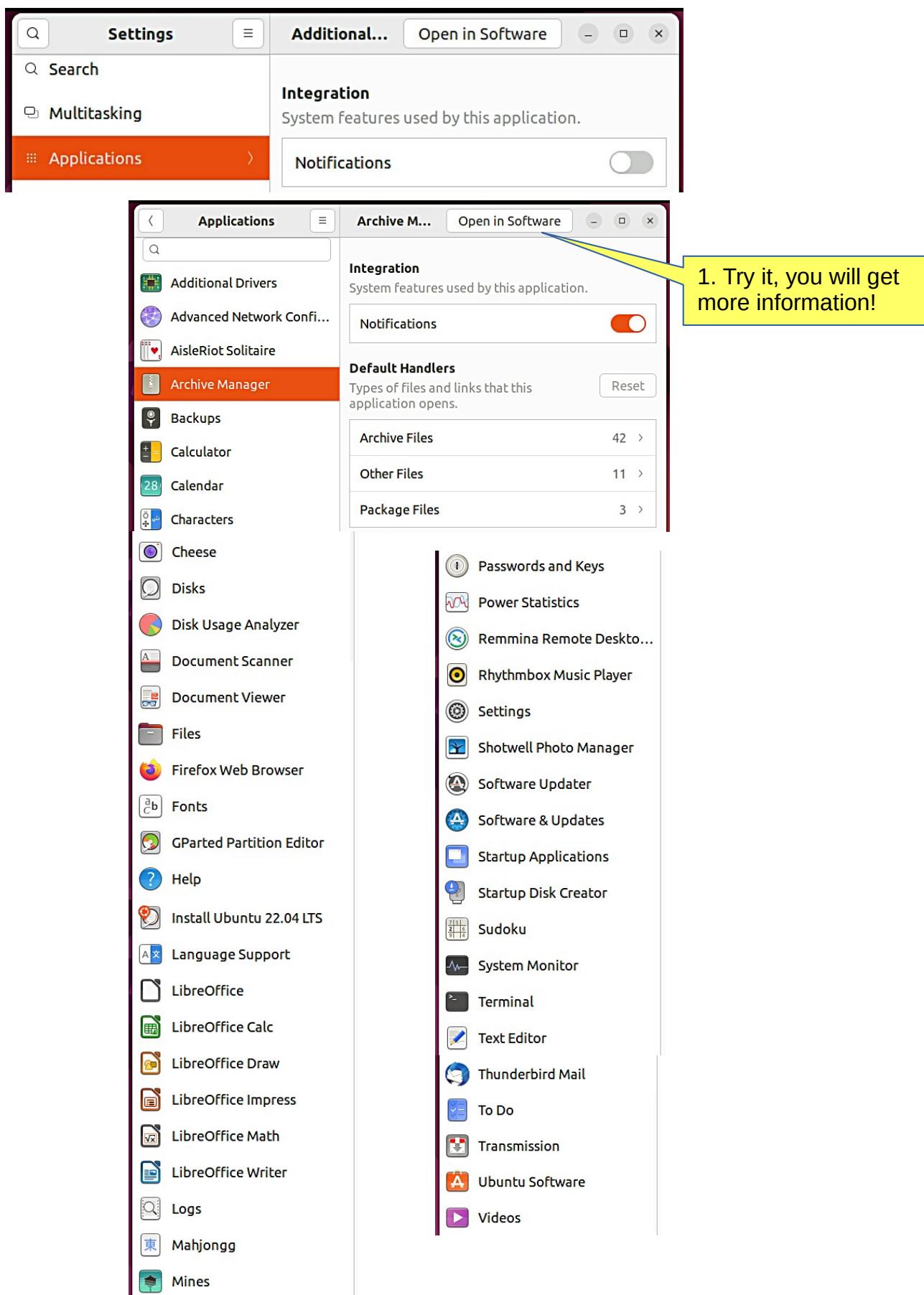
Basic settings



Basic settings



Basic settings



Basic settings

The image displays a series of screenshots illustrating the 'Basic settings' interface in a Linux environment, likely Ubuntu. The windows are arranged in a grid:

- Top Left:** A 'Settings' window with a sidebar containing 'Applications', 'Privacy' (highlighted in orange), and 'Online Accounts'. The title bar has a red circle around the word 'Settings'.
- Top Middle:** A 'Privacy' window showing 'Connectivity' (highlighted in orange). It includes a descriptive text about connectivity checking and a 'Connectivity Checking' toggle switch (set to 'On').
- Top Right:** A 'Connectivity' window with a descriptive text about connectivity checking and a status message: 'No Thunderbolt support' with a lightning bolt icon.
- Middle Left:** A 'Privacy' window showing 'Location Services' (highlighted in orange). It includes a descriptive text about location services, a link to 'Privacy Policy', and a note that no applications have asked for location access.
- Middle Right:** A 'Thunderbolt' window with a descriptive text about Thunderbolt support and a status message: 'Thunderbolt security level could not be determined'.
- Bottom Left:** A 'Privacy' window showing 'Screen' (highlighted in orange). It includes a 'Screen Lock' section with options for 'Blank Screen Delay' (5 minutes), 'Automatic Screen Lock' (set to 'On'), 'Automatic Screen Lock Delay' (Screen Turns Off), 'Lock Screen on Suspend' (set to 'On'), and 'Show Notifications on Lock Screen' (set to 'On').
- Bottom Middle:** A 'File History & Trash' window with a 'File History' section (highlighted in orange) and a 'Trash & Temporary Files' section. The 'File History' section includes a 'File History Duration' dropdown set to 'Forever' and a 'Clear History...' button. The 'Trash & Temporary Files' section includes three toggle switches: 'Automatically Delete Trash Content' (set to 'On'), 'Automatically Delete Temporary Files' (set to 'On'), and 'Automatically Delete Period' (set to '30 days').
- Bottom Right:** A 'Diagnostics' window with a 'Problem Reporting' section (highlighted in orange). It includes a descriptive text about sending reports to Canonical and a 'Send error reports to Canonical' dropdown set to 'Manual'.

Basic settings

Look Ubuntu Desktop Guide: Sound, video & pictures

The image shows the Ubuntu desktop environment with several open windows illustrating basic system settings:

- Online Accounts**: A window titled "Online Accounts" with a sub-section "Remote Desktop". It lists various services like Ubuntu Single Sign-On, Google, Nextcloud, Microsoft, Flickr, Foursquare, Microsoft Exchange, Last.fm, IMAP and SMTP, and Enterprise Login. It includes fields for "Device Name" (ubuntu), "Remote Desktop Address" (ms-rd://ubuntu.local), "User Name" (ubuntu), and "Password". A "Verify Encryption" button is at the bottom right.
- Sharing**: A window titled "Sharing" with a toggle switch turned on. It shows "Computer Name" set to "ubuntu". Under "Sharing", there are sections for "Remote Desktop" (Off) and "Media Sharing" (Off). A red arrow points from the "Sharing" window to the "Media Sharing" section in the "Sharing" window.
- Media Sharing**: A detailed window titled "Media Sharing" with a toggle switch turned off. It has sections for "Folders" (Music, Videos, Pictures) and "Networks" (Koti_k9sH). A red arrow points from the "Sharing" window to this window.
- Sound**: A window titled "Sound" with a sidebar menu showing "Sharing", "Sound" (selected), "Power", and "Displays". The main area contains "System Volume" (with a slider and an exclamation mark icon), "Over-Amplification" (with a toggle switch), "Volume Levels" (with a slider and an exclamation mark icon), "Output" (with "Output Device" set to "Speakers - Built-in Au..."), "Input" (with "Input Device" set to "Internal Microphone - Built-in ..."), and "Alert Sound" (with options: Default, Bark, Drip, Glass, Sonar).
- Annotations**: Three yellow callout boxes provide instructions:
 1. If you connect the TV, check audio output to television
 2. Set up a video conference microphone sound strength! Watch out for the sound circulation i.e. whining.A blue speech bubble labeled "Try it!" points towards the "Input" section of the Sound window.

Basic settings

1. Power Saving, you should define it for your own needs.

The screenshot shows the macOS Settings window with the Power tab selected. Under Power Mode, 'Balanced' is selected. In the Power Saving Options section, 'Automatic Suspend' is enabled for battery power with a delay of 20 minutes, and for plugged-in power with a delay of 1 hour. A yellow callout points to this section with the text: "1. Power Saving, you should define it for your own needs."

2. Power Off button, you should define it for your own needs. Suspend; Power Off; Nothing

A red arrow points from the "Plugged In" section of the Automatic Suspend settings to the Power & Suspend section of the main Settings window. In the main window, the Power Button Behavior is set to "Power Off". A yellow callout points to this section with the text: "2. Power Off button, you should define it for your own needs. Suspend; Power Off; Nothing".

3. I recommend "Suspend"

A blue arrow points from the "On Battery Power" section of the Automatic Suspend settings to the "Automatic Suspend" section of the main Settings window. The "When on battery power" option is selected. A yellow callout points to this section with the text: "3. I recommend 'Suspend'".

NOTE! See the next page!

The screenshot shows the macOS Settings window with the Displays tab selected. Under Built-in display, the Orientation is set to Landscape, Resolution is 1366 x 768 (16:9), Refresh Rate is 59.99 Hz, and Fractional Scaling is disabled. A yellow callout points to this section with the text: "NOTE! See the next page!".

4. Define it according to your taste. Facilitates sleeplessness in the evening.

A red arrow points from the Displays tab in the main Settings window to the Night Light tab in the detailed Displays settings window. In the Night Light tab, the switch is on, and the schedule is set from Sunset to Sunrise. A yellow callout points to this section with the text: "4. Define it according to your taste. Facilitates sleeplessness in the evening."

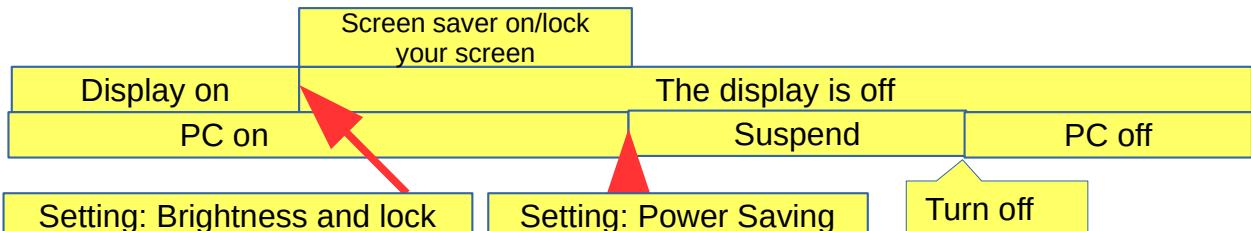
5. The night light is reddish and gentle in contrast.

A red arrow points from the Color Temperature slider in the Night Light tab to a detailed view of the color temperature scale. The scale shows a gradient from "Less Warm" to "More Warm" with a midpoint labeled "Gentle". Two red circles highlight the "Less Warm" and "More Warm" ends of the scale. A yellow callout points to this section with the text: "5. The night light is reddish and gentle in contrast."

Basic settings

Look Ubuntu Desktop Guide: User & system settings

You can define different times for actions



1. To save power, suspend your computer when you are not using it. If you use a laptop, GNOME suspends your computer automatically when you close the lid.

The screenshot shows the "Mouse & Touchpad" settings page in the Ubuntu Settings application. The "Test Your Settings" button is highlighted with a red circle and a red arrow pointing to it. The "Touchpad" section contains several options with toggle switches and sliders:

- Touchpad**: Enabled.
- Natural Scrolling**: Enabled.
- Touchpad Speed**: Slider control.
- Tap to Click**: Enabled.
- Two-finger Scrolling**: Enabled.
- Edge Scrolling**: Disabled.

Annotations on the right side provide additional information:

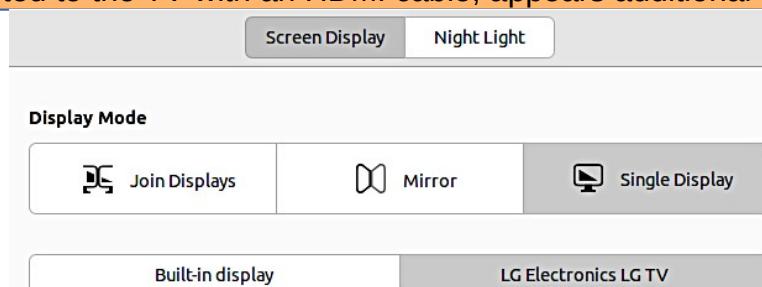
- 2. Define your own rhythm**: Points to the "Natural Scrolling" option.
- 3. An external mouse makes it easier to work, it's a good idea to get one**: Points to the "Touchpad" section.
- 4. Natural scrolling = When two Fingers are pushed fore, the image moves in the same direction, ie upward.**: Points to the "Two-finger Scrolling" option.
- 6. Options to move the image with two fingers**: Points to the "Two-finger Scrolling" option.

Annotation 5 at the bottom left points to the "Edge Scrolling" option.

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

NOTE! Previous page!

If the PC is connected to the TV with an HDMI cable, appears additional specifications below.



Basic settings

The screenshot shows the elementary OS Settings application with the 'Keyboard' section selected. The main window displays 'Input Sources' (English (US), English (Australian), English (Cameroon), English (UK)) and 'Input Source Switching' options ('Use the same source for all windows' selected). Below these are sections for 'Special Character Entry' and 'Keyboard Shortcuts'. Two red arrows point from two separate configuration dialogs to their respective sections in the main window:

- A red arrow points from the **Compose Key** configuration dialog to the 'Compose Key' section in the main window. This dialog contains a 'Use layout default' toggle switch and a list of options: Left Alt (selected), Right Alt, Left Super, Right Super, Menu key, Right Ctrl, Caps Lock, Scroll Lock, and Print Screen.
- A red arrow points from the **Alternate Characters Key** configuration dialog to the 'Alternate Characters Key' section in the main window. This dialog contains a 'Use layout default' toggle switch and a list of options: None (selected), Left Alt, Right Alt, Left Super, Right Super, Menu key, and Right Ctrl.

Next page

Basic settings

Keyboard Shortcuts

- Accessibility
- Launchers
- Navigation
- Screenshots
- Sound and Media
- System
- Typing
- Windows
- Custom Shortcuts

Accessibility

Decrease text size	Disabled
High contrast on or off	Disabled
Increase text size	Disabled
Turn on-screen keyboard on or off	Disabled
Turn screen reader on or off	Alt+Super+S
Turn zoom on or off	Alt+Super+8
Zoom in	Alt+Super+=
Zoom out	Alt+Super+-

Launchers

Home folder	Disabled
Launch calculator	Disabled
Launch email client	Disabled
Launch help browser	Super+F1
Launch terminal	Ctrl+Alt+T
Launch web browser	Disabled
Search	Disabled
Settings	Disabled

Navigation

Hide all normal windows	Ctrl+Super+D
Move to workspace on the left	Super+Page Up
Move to workspace on the right	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 to the left	Shift+Super+Page Up
Move window one workspace to the right	Shift+Super+Page Down
Move window to last workspace	Shift+Super+End
Move window to workspace 1	Shift+Super+Home

Sound and Media

Eject	Disabled
Launch media player	Disabled
Microphone mute/unmute	Disabled
Next track	Disabled
Pause playback	Disabled
Play (or play/pause)	Disabled
Previous track	Disabled
Stop playback	Disabled
Volume down	Disabled
Volume mute/unmute	Disabled
Volume up	Disabled

Screenshots

Record a screencast interactively	Shift+Ctrl+Alt+R
Take a screenshot	Shift+Print
Take a screenshot interactively	Print
Take a screenshot of a window	Alt+Print

Typing

Switch to next input source	Super+Space
Switch to previous input source	Shift+Super+Space

System

Focus the active notification	Super+N
Lock screen	Super+L
Log out	Ctrl+Alt+Delete
Open the application menu	Super+F10
Restore the keyboard shortcuts	Super+Escape
Show all applications	Super+A
Show the notification list	Super+V
Show the overview	Super+S
Show the run command prompt	

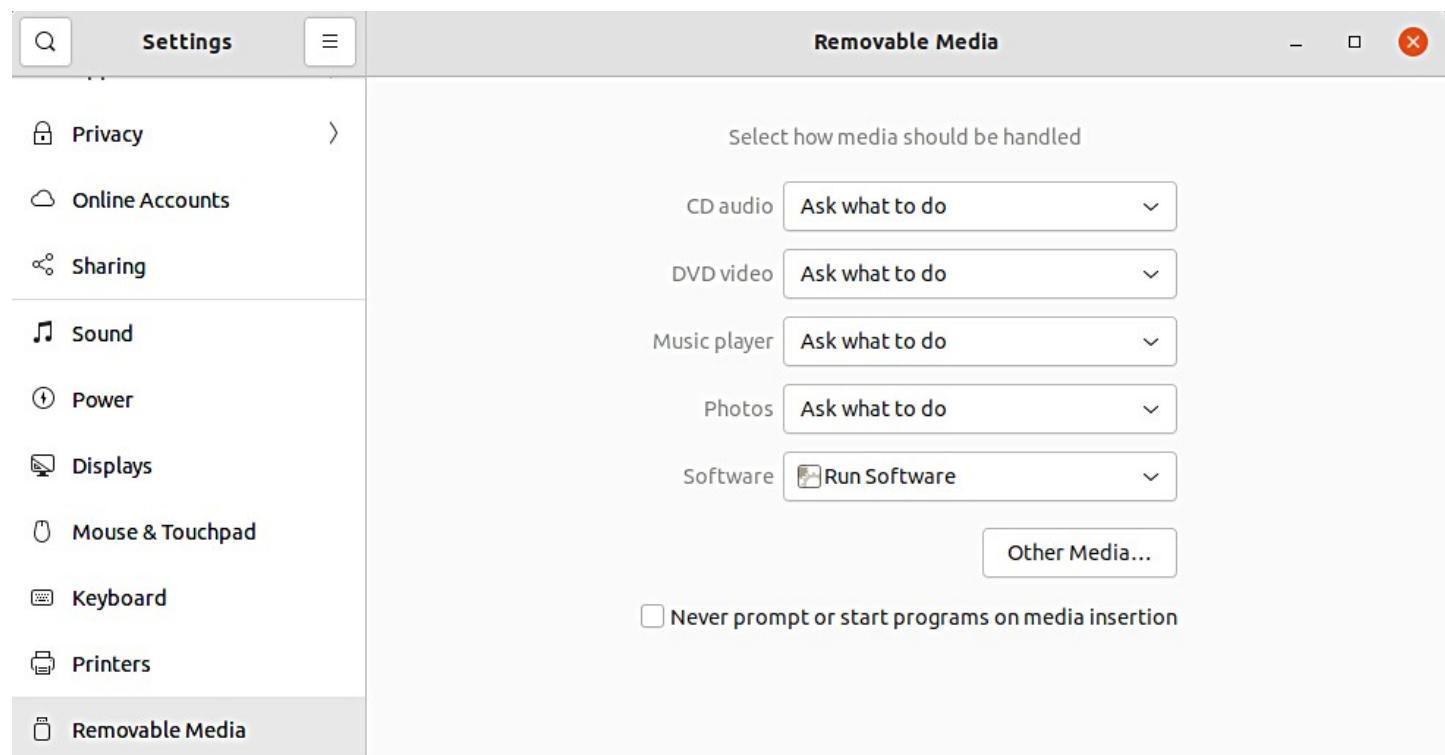
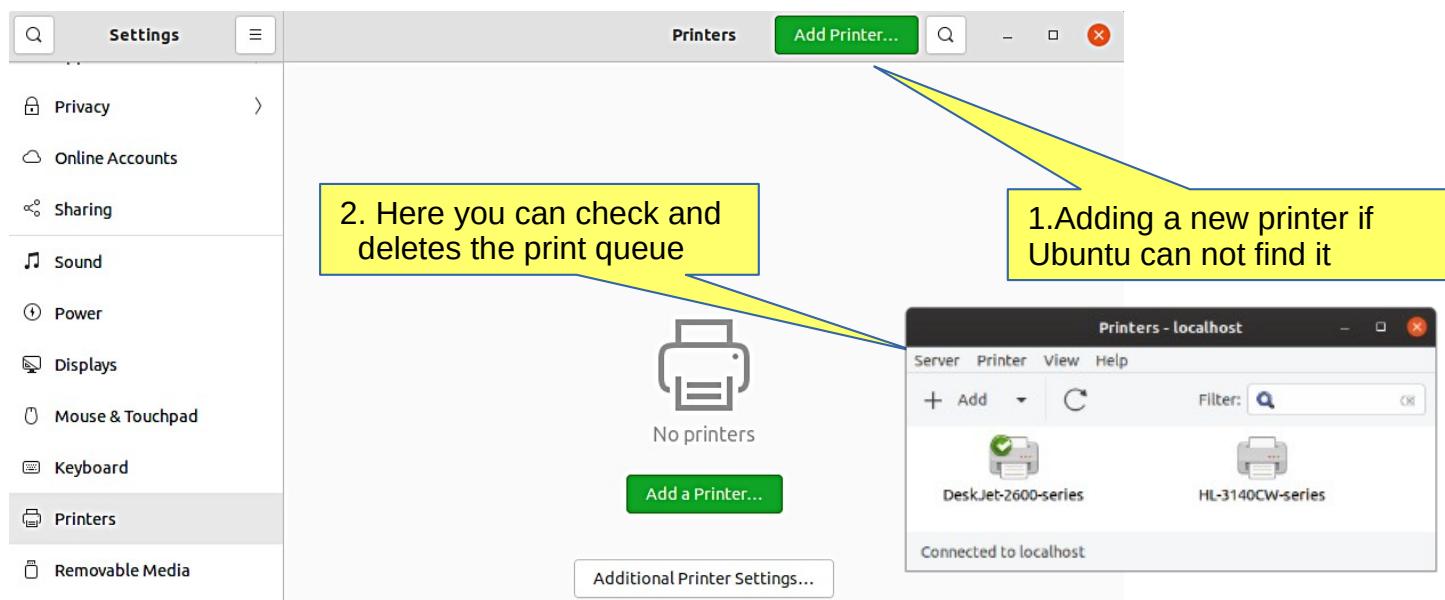
Windows

Activate the window menu	Alt+Space
Close window	Alt+F4
Hide window	Super+H
Lower window below other windows	Disabled
Maximize window	Super+Up
Maximize window horizontally	Disabled
Maximize window vertically	Disabled
Move window	Alt+F7
Raise window above other windows	Disabled
Raise window if covered, otherwise lower it	Disabled
Resize window	Alt+F8

Custom Shortcuts

Add Custom Shortcuts
Set up custom shortcuts for launching apps, running scripts, and more.
Add Shortcut

Basic settings



Basic settings

The screenshot shows the Ubuntu Settings window. The left sidebar has 'Color' selected. The main area is the 'Color' settings page, which displays a message about color management and a toggle switch for 'Laptop Screen'. A red arrow points from the 'Color' section in the sidebar to the 'Learn more' link in the main window. Below the main window is a browser tab titled '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

The screenshot shows the Ubuntu Settings window. The left sidebar has 'Region & Language' selected. The main area is the 'Region & Language' settings page, which includes sections for 'Language' (set to English (United States)) and 'Formats' (set to United States (English)). A red arrow points from the 'Region & Language' section in the sidebar to the 'Formats' section in the main window.

1. You can change the language

2. These region settings will also be added later!

The screenshot shows two windows side-by-side. The left window is 'Input Source Options' with a checkbox for 'Use the same source for all windows' checked. The right window is a keyboard layout editor for 'Suomalaiset' (Finnish) with various key mappings and layout options.

Input Source Options

Use the same source for all windows

Allow different sources for each window

Keyboard Shortcuts

Previous source Shift+Super+Space
Next source Super+Space

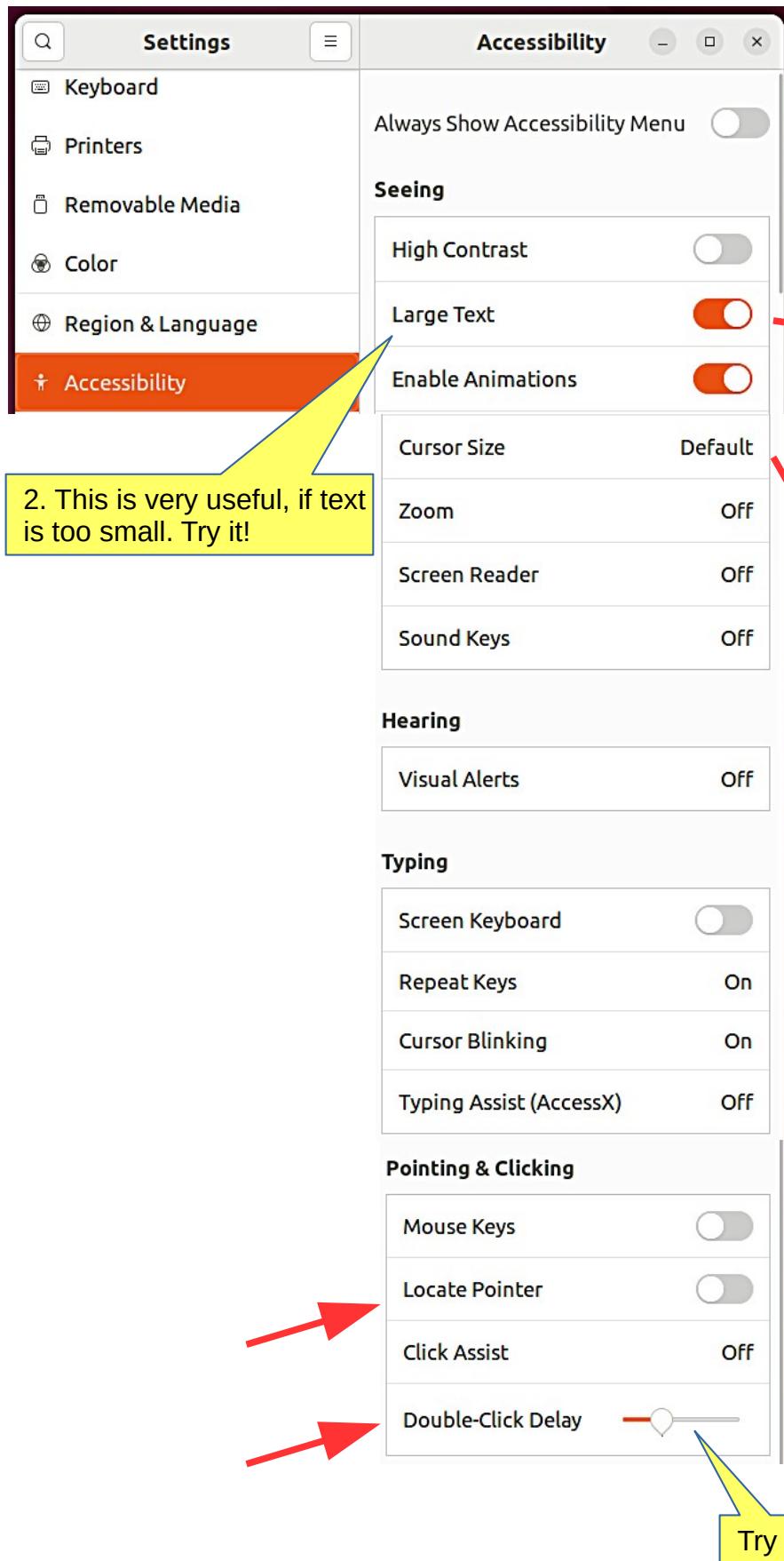
These keyboard shortcuts can be changed in the keyboard settings

Suomalaiset

Key layout configuration for the Finnish keyboard.

Basic settings

Look Ubuntu Desktop Guide: Universal access



2. This is very useful, if text is too small. Try it!

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

The screenshot shows the Ubuntu Settings window with the 'Accessibility' option selected. The 'Seeing' section is expanded, showing options like 'High Contrast', 'Large Text' (which is turned on), 'Enable Animations', 'Cursor Size', 'Zoom', 'Screen Reader', and 'Sound Keys'. The 'Large Text' option is highlighted with a red arrow. To the right, a preview window titled 'Kohdistimen koko' (Cursor size) shows five cursor icons of increasing size. A red arrow points from the 'Large Text' option in the main window to this preview window. Another red arrow points to the 'Double-Click Delay' slider at the bottom of the 'Pointing & Clicking' section. A yellow callout box with the text 'Try it!' points to the 'Double-Click Delay' slider.

Setting	Status
High Contrast	Off
Large Text	On
Enable Animations	On
Cursor Size	Default
Zoom	Off
Screen Reader	Off
Sound Keys	Off
Visual Alerts	Off
Screen Keyboard	Off
Repeat Keys	On
Cursor Blinking	On
Typing Assist (AccessX)	Off
Mouse Keys	Off
Locate Pointer	Off
Click Assist	Off
Double-Click Delay	Medium

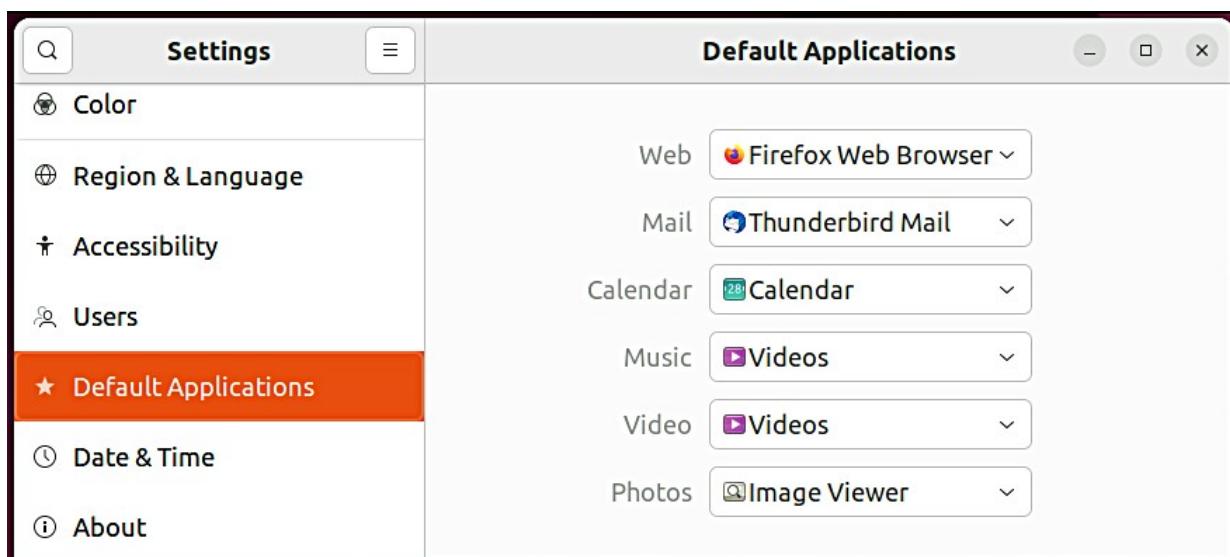
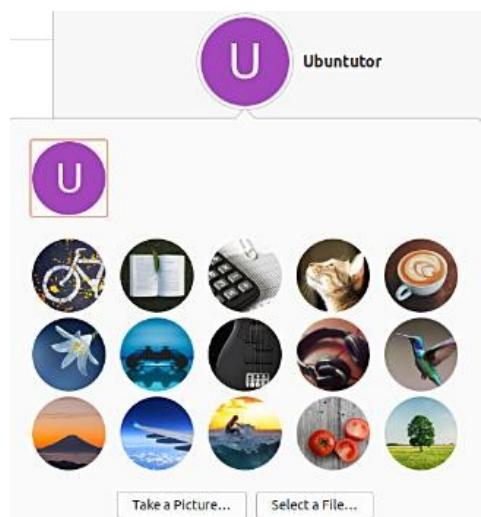
Basic settings



1.If you have one user, then you are the "Administrator" who has great powers.

The screenshot shows the 'Add User' dialog box. It includes fields for 'Full Name' and 'Username', and a note about home folder naming. Under 'Password', the 'Allow user to set a password when they next login' radio button is selected. Below it is a password input field and a 'Confirm' field. At the bottom are 'Enterprise Login' and 'Add' buttons.

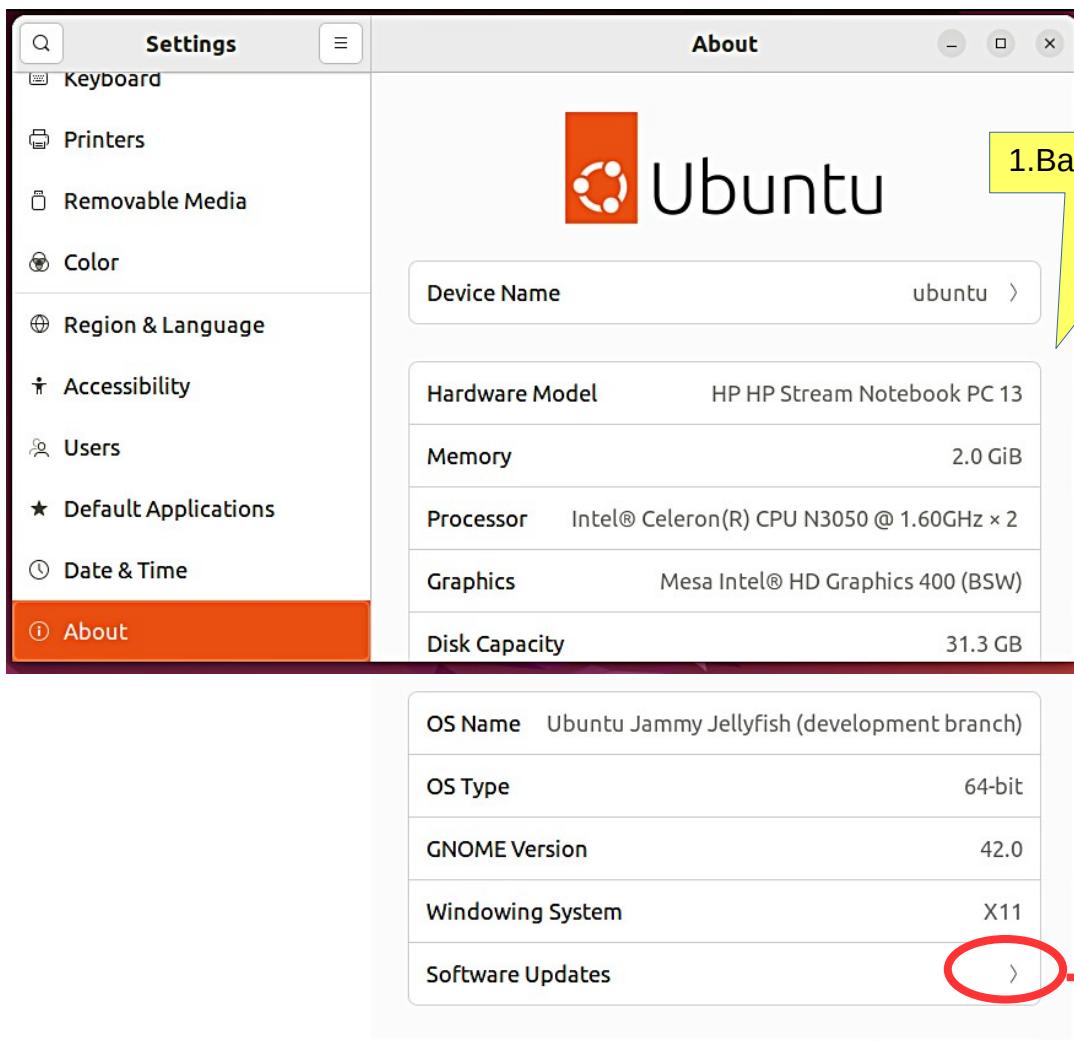
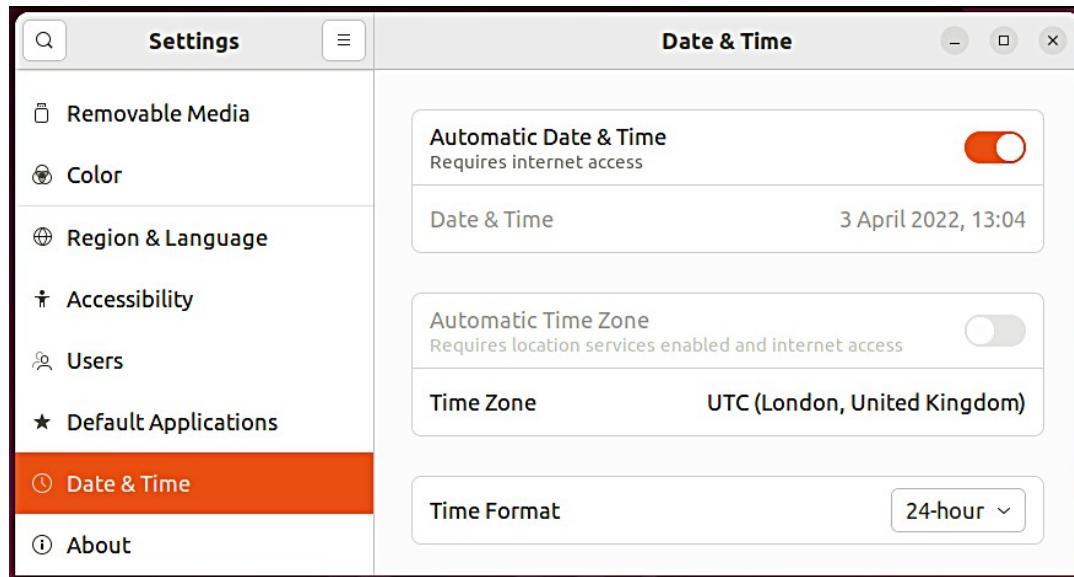
2.Password is important!



3.Select the default applications here. When you click a file define what application opens that file.

Basic settings

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



Basic settings

Software & Updates

Ubuntu Software Other Software Updates Authentication Additional Drivers Developer Options Ubuntu Pro

Downloadable from the Internet

- Canonical-supported free and open-source software (main)
- Community-maintained free and open-source software (universe)
- Proprietary drivers for devices (restricted)
- Software restricted by copyright or legal issues (multiverse)
- Source code

Download from: Main server

Installable from CD-ROM/DVD

Installation medium with Ubuntu 22.04 'Jammy Jellyfish'

- Officially supported
- Restricted copyright

Software & Updates

Ubuntu Software Updates Authentication Additional Drivers Developer Options

Snap package updates are checked routinely and installed automatically.

For other packages, this system has: Basic Security Maintenance
Active until 04/21/2027

Subscribed to: Security and recommended updates

Automatically check for updates: Daily

When there are security updates: Download and install automatically

When there are other updates: Display weekly

Notify me of a new Ubuntu version: For long-term support versions



Software & Updates

Other Software Updates Authentication Additional Drivers Developer Options

Snap package updates are checked routinely and installed automatically.

For other packages, this system has: Basic Security Maintenance
Active until 04/21/2027

Subscribed to: Security and recommended updates

Automatically check for updates: Daily

When there are security updates: Download and install automatically

When there are other updates: Display weekly

Notify me of a new Ubuntu version: **For long-term support versions**

1. Do not change these settings unless you know what you are doing!

Software & Updates

Ubuntu Software Other Software Updates Authentication Additional Drivers Developer Options Ubuntu Pro

Settings

Attach this machine This machine is not covered by an Ubuntu Pro subscription. Receive security updates for over 30,000 Ubuntu packages, on up to 3 machines free for personal use: [More information](#).

Services

Extended Security Maintenance provides security updates for over 30,000 Ubuntu packages.
 Livepatch helps keep your system secure by applying security updates that don't require a restart.
 Show Livepatch status in the top bar

Compliance & Hardening

Please read the documentation and only enable these settings if you specifically require these certifications.

FIPS 140-2 Level 1. [FIPS documentation](#).
 FIPS Updates. [FIPS Updates documentation](#).
 CC-EAL2. [CC-EAL2 documentation](#).
 CIS Tools. [CIS Tools documentation](#).

Revert Close

Software & Updates

Ubuntu Software Other Software Updates Authentication Additional Drivers Developer Options Ubuntu Pro

Settings

Attach this machine This machine is not covered by an Ubuntu Pro subscription. Receive security updates for over 30,000 Ubuntu packages, on up to 3 machines free for personal use: [More information](#).

Services

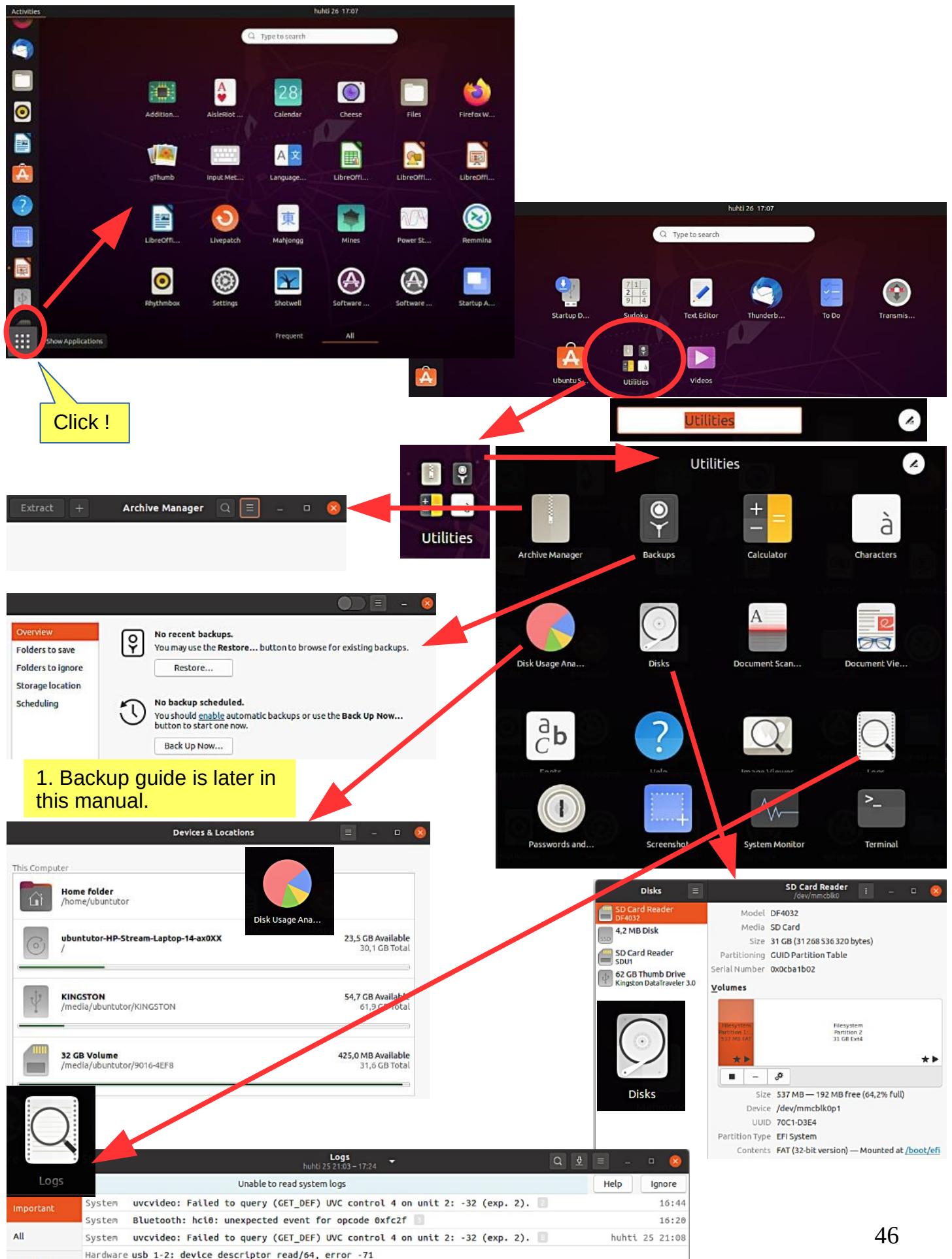
Extended Security Maintenance provides security updates for over 30,000 Ubuntu packages.
 Livepatch helps keep your system secure by applying security updates that don't require a restart.
 Show Livepatch status in the top bar

Compliance & Hardening

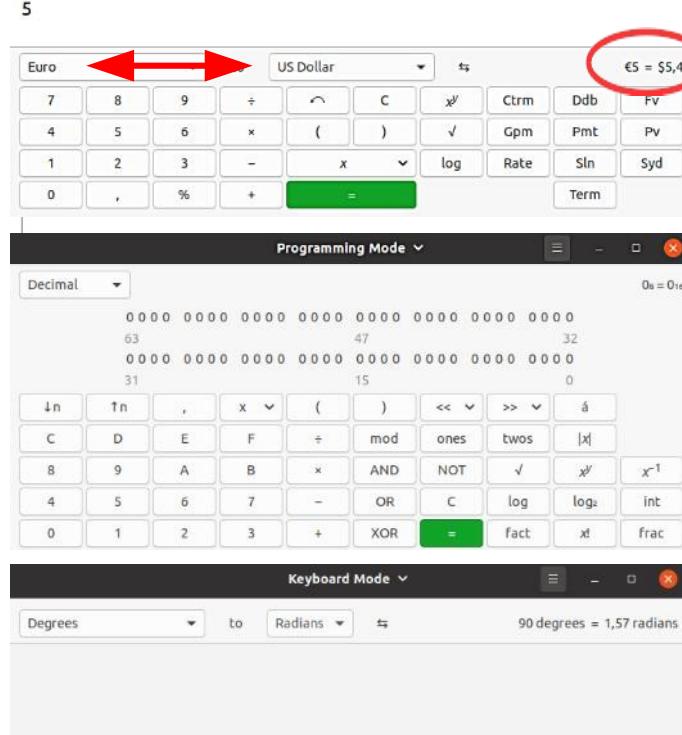
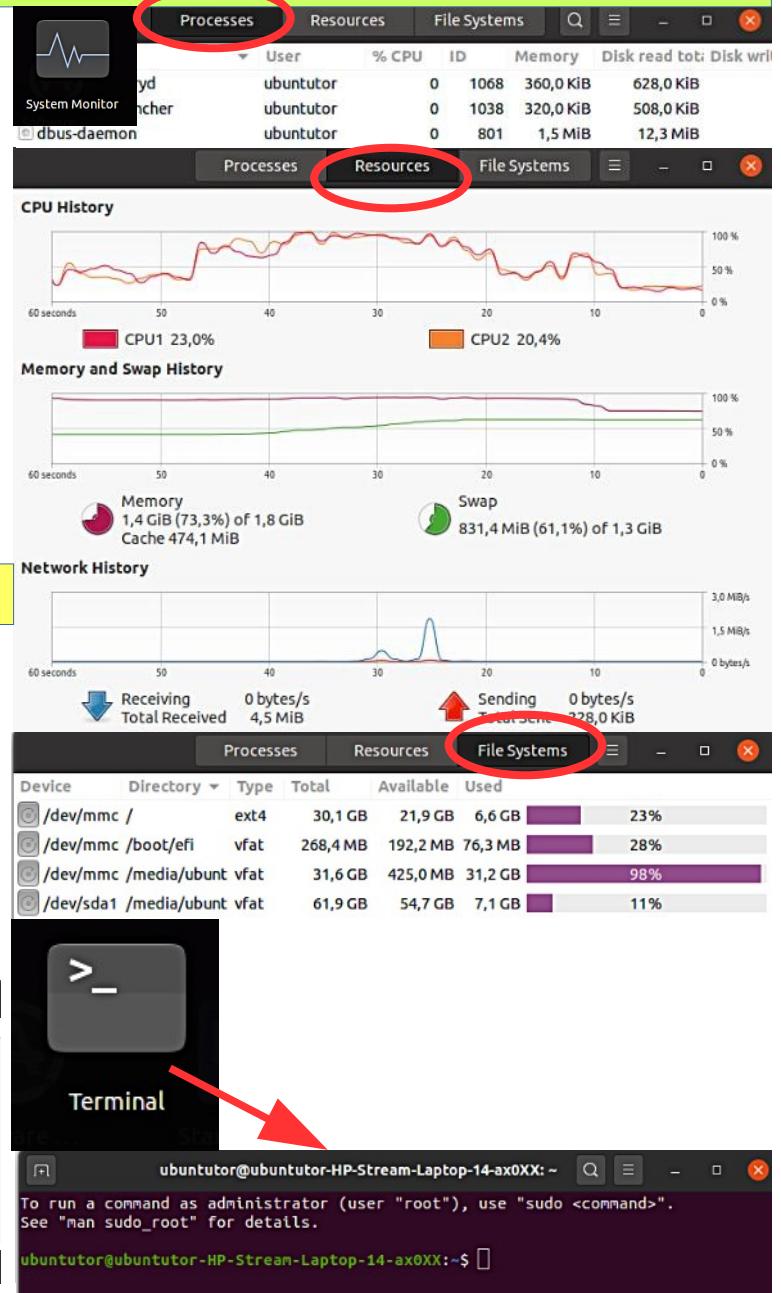
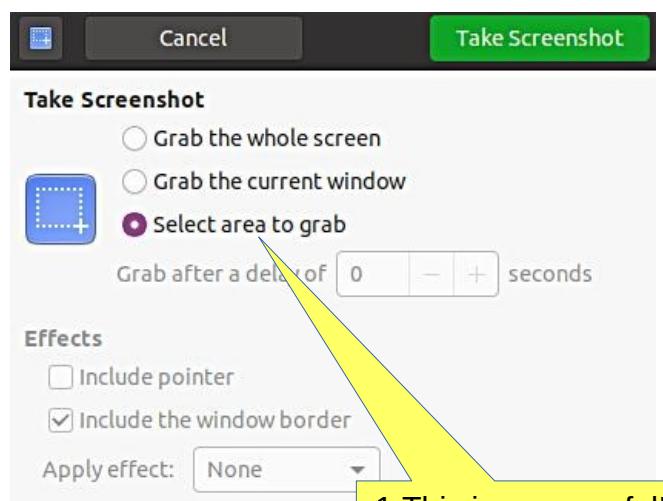
Please read the documentation and only enable these settings if you specifically require these certifications.

FIPS 140-2 Level 1. [FIPS documentation](#).
 FIPS Updates. [FIPS Updates documentation](#).
 CC-EAL2. [CC-EAL2 documentation](#).
 CIS Tools. [CIS Tools documentation](#).

Introduction to installed Ubuntu apps



Introduction to installed Ubuntu apps

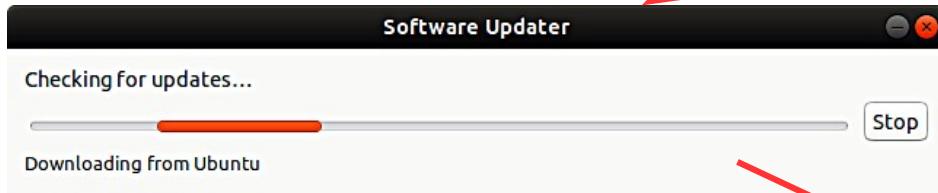


Introduction to installed Ubuntu apps

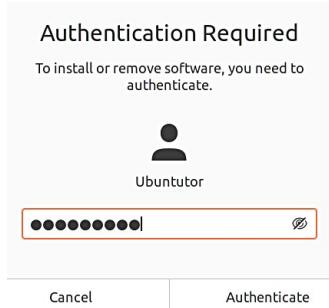
1.Ubuntu suggests updates automatically, but the user can decide on the timing of the upgrade.
For updating, Ubuntu will notify you of the Dock icon.
Click the icon to start the update



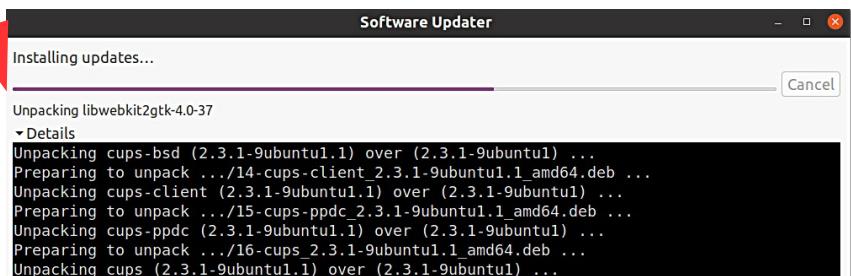
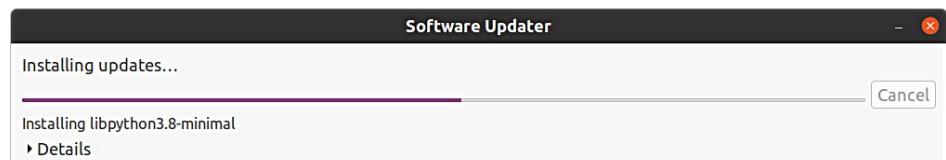
2.You can also start the update by clicking the icon



3.Updating asks for a password.
This prevents unauthorized updates and software installations!



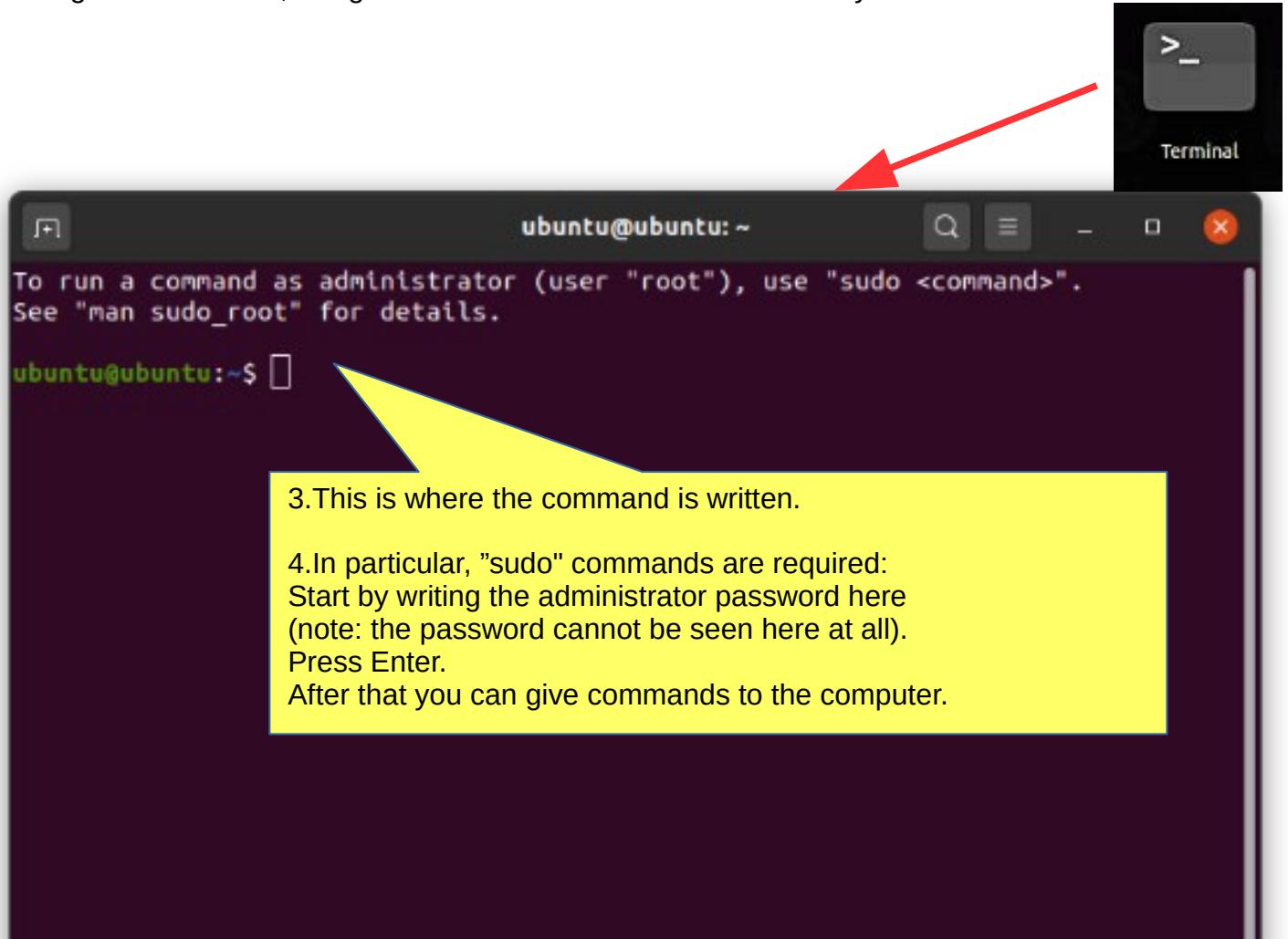
4.In the updates, you should click on Details to see it. It's easier to track the progress of the update



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.



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/>

Install apps

Look Ubuntu Desktop Guide: Install & remove software

The image shows the Ubuntu desktop environment. At the top, there's a dock with various application icons like AisleRiot, Amazon, Calculator, Calendar, Cheese, Files, Firefox, GParted, Input Method, Install Ubuntu, Language Selection, LibreOffice, LibreOffice Calc, LibreOffice Writer, Mahjongg, Mines, Mozc Setup, Power Statistics, Remmina, Rhythmbox, Settings, Shotwell, and Simple Scan. Below the dock is the Unity Dash, which lists frequently used and all installed applications. Red arrows point from the Unity Dash to the Software Center window. The Software Center window has tabs for All, Installed, and Updates. It displays a featured application (VLC), categories (Audio & Video, Communication & News, Productivity, Games, Graphics & Photography), and Editor's Picks (Skype, Spotify, Slack, Discord, Telegram Desktop, hiri, powershell, Android Studio). A yellow callout box labeled '1. Programs on your computer. Here you can remove the application' points to the Software Center. Another yellow callout box labeled '2. Applications that you can install on your computer' points to the Software Center. A third yellow callout box labeled '3. A more detailed presentation and installation of the application' points to a detailed view of the Spotify application page in the Software Center.

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

Activities

Activities Ubuntu Software

Featured Application

VLC The ultimate media player

All Installed Updates

Categories

Editor's Picks

Recommended Productivity Applications

Ubuntu Software

All Installed Updates

Spotify

Install

Spotify Music for everyone

Alisleriot Solitaire

Amazon

Calendar

GNOOME Calendar is a simple and beautiful calendar application designed to perfectly fit the GNOOME desktop. By reusing the co...

Remove

Remove

Remove

Love music? Play your favorite songs and albums free on Linux with Spotify.

Stream the tracks you love instantly, browse the charts or fire up ready-made playlists in every genre and mood. Radio plays you great songs after great song, based on your music taste. Discover new music too, with awesome playlists built just for you.

50

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.

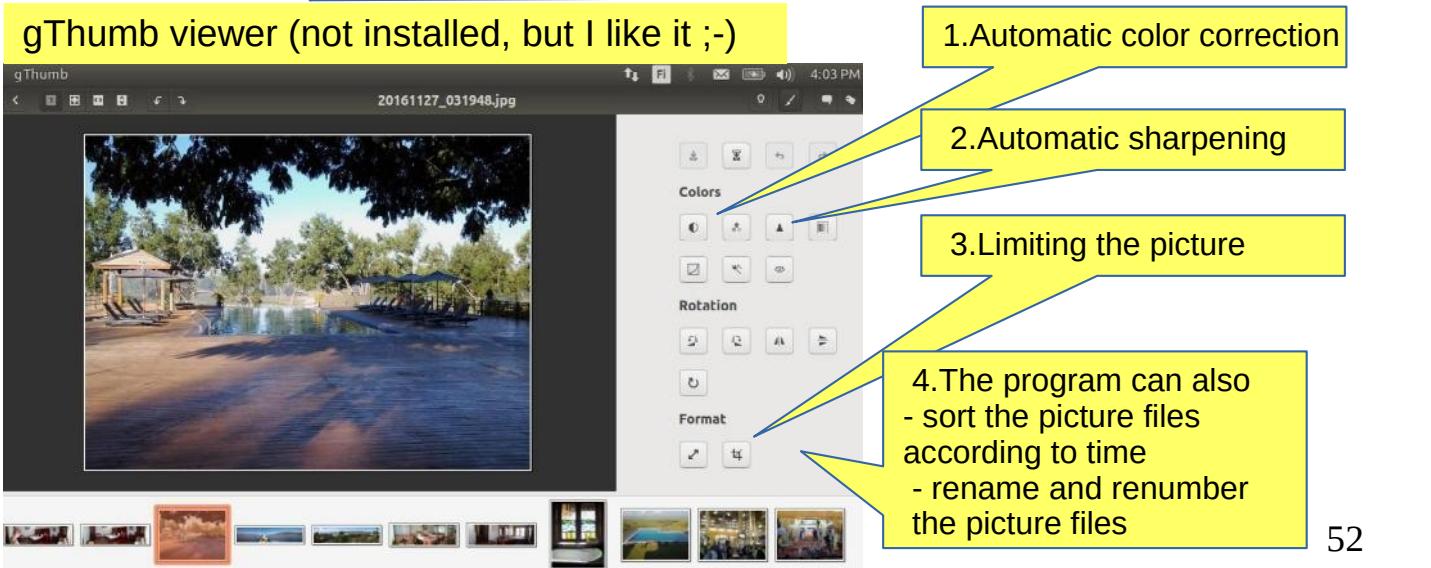
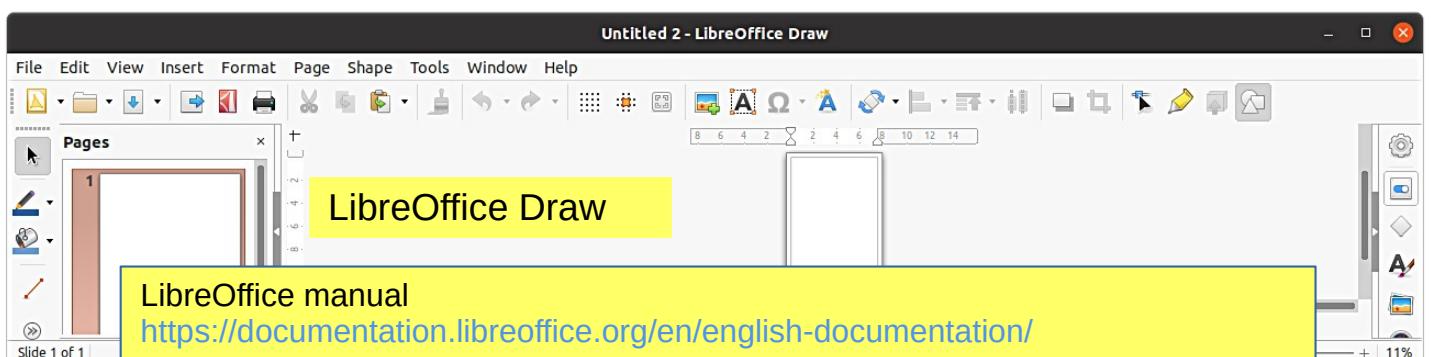
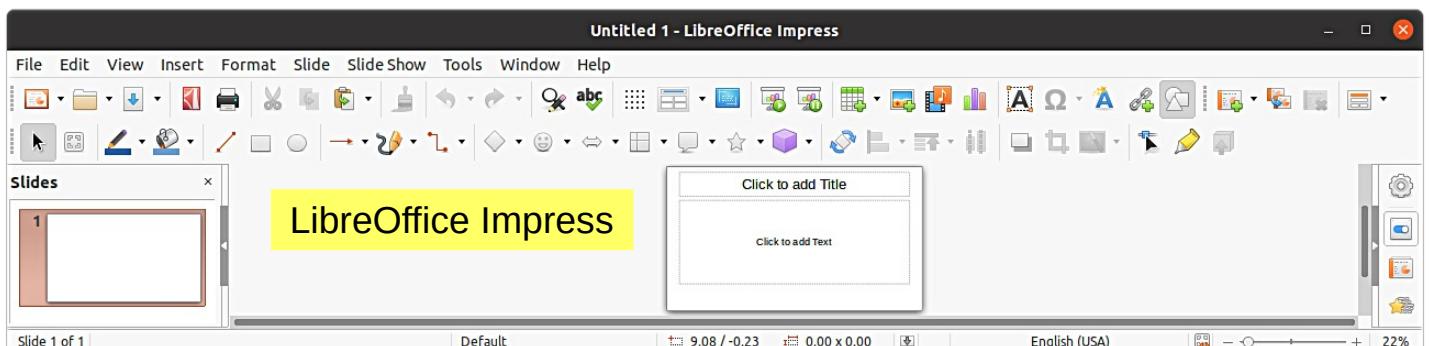
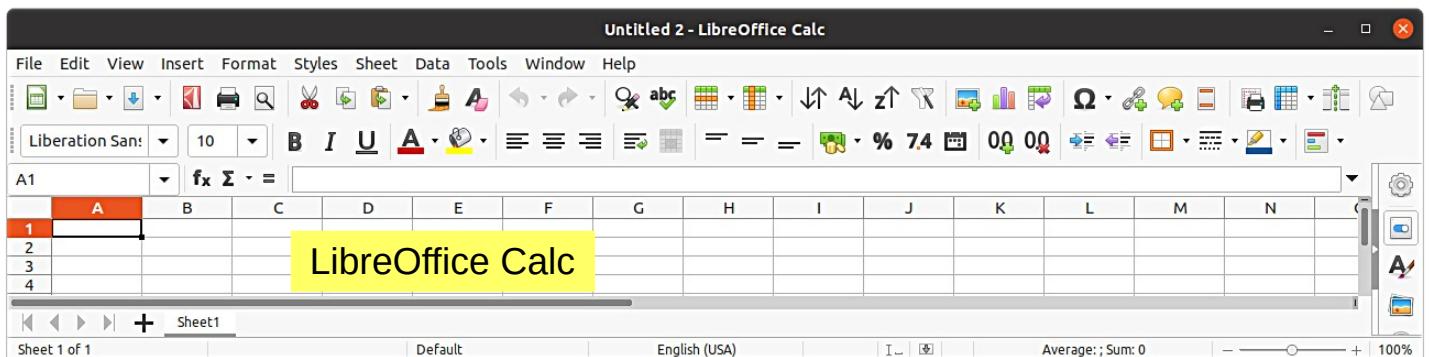
More information

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

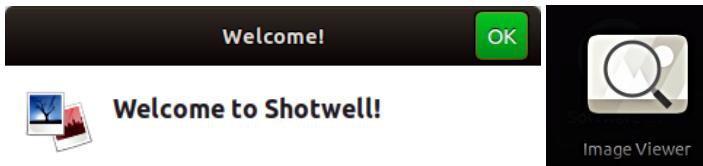
[Installing software in Ubuntu using .deb files](#)

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

Introduction to installed Ubuntu apps



Introduction to installed Ubuntu apps

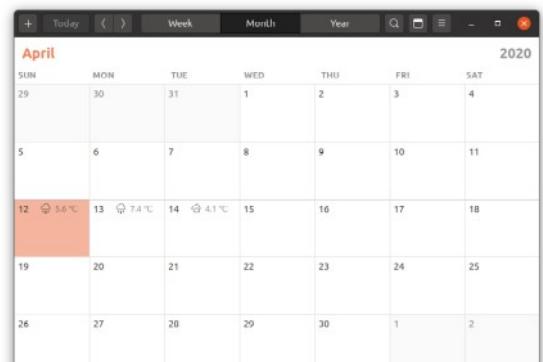
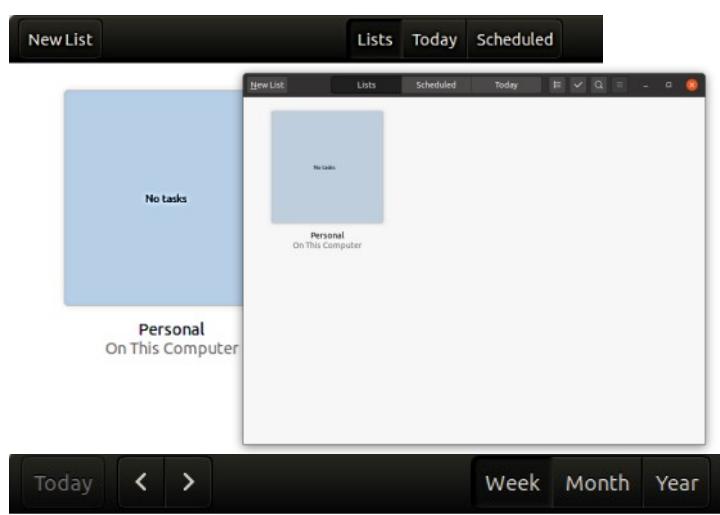


Import photos from your ~/Pictures folder

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



A screenshot of the Gnome Calendar application showing a detailed view of April week 16, 2020. It includes a weather forecast for each day (e.g., Sun 12: 5.6°C, Mon 13: 7.4°C, Tue 14: 4.1°C) and a sidebar with options like "Online Accounts...", "Weather", "Keyboard Shortcuts", and "About Calendar".

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/22.04/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 manuaal 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>

OMG

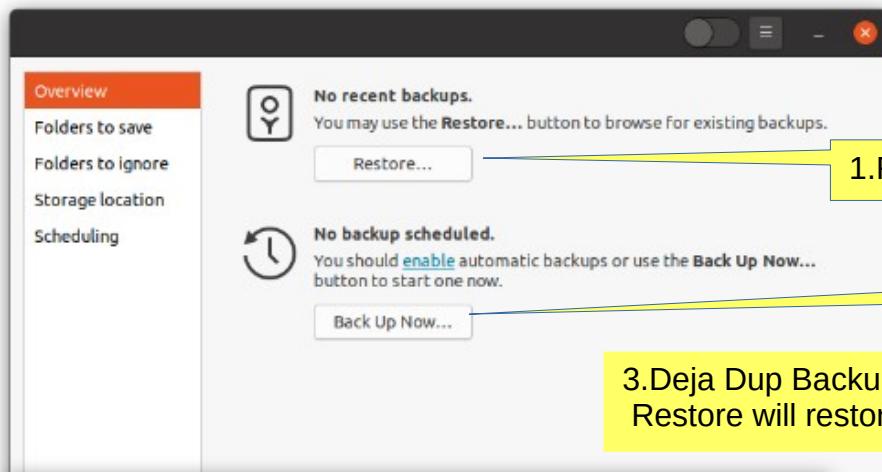
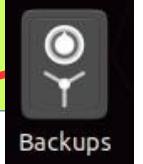
<https://www.omgubuntu.co.uk>

HISTORY

https://en.wikipedia.org/wiki/History_of_Linux

<https://en.wikipedia.org/wiki/Ubuntu>

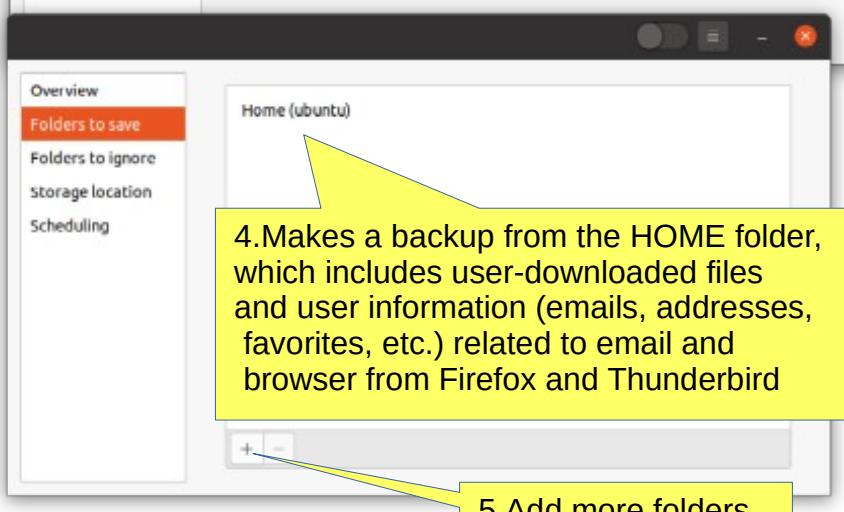
Deja Dup Backup 1



1.Returns the backup to the computer

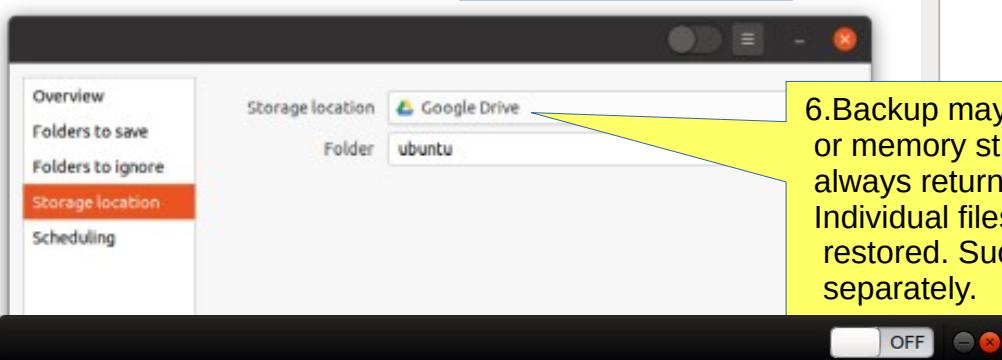
2.Makes a backup

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

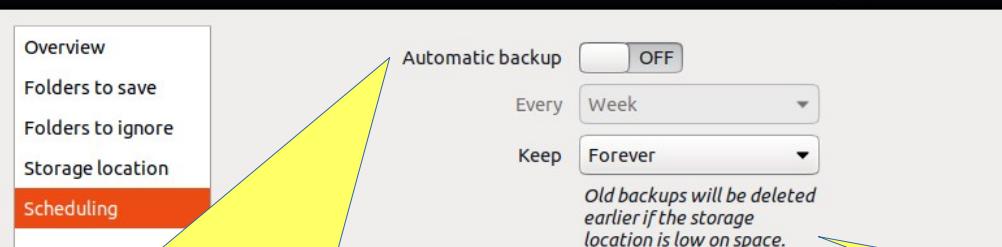


4.Makes a backup from the HOME folder, which includes user-downloaded files and user information (emails, addresses, favorites, etc.) related to email and browser from Firefox and Thunderbird

5.Add more folders



6.Backup may be located on a hard drive or memory stick. NOTE! Deja Dup always returns 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.

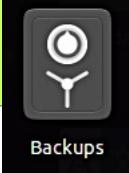
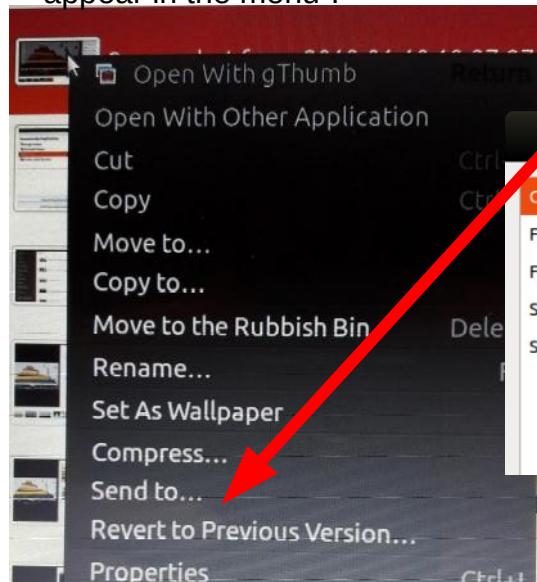
<https://vitux.com/how-to-backup-files-with-duplicity-on-ubuntu/>

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

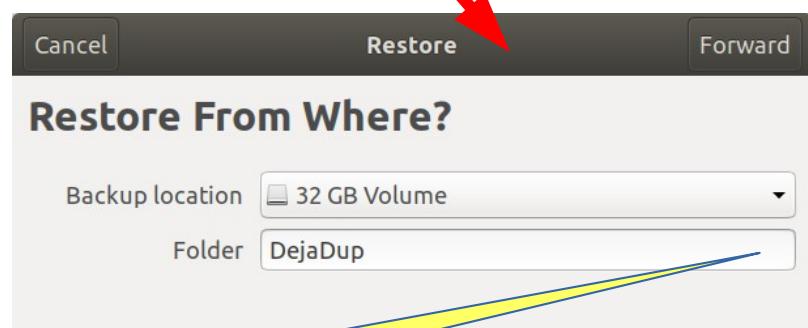
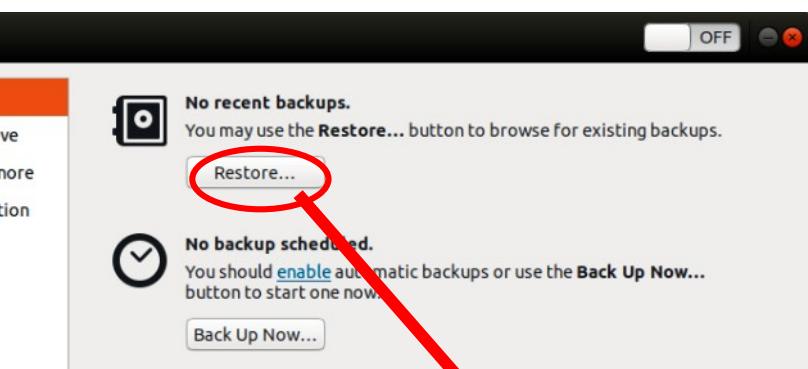
Deja Dup Backup 2

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

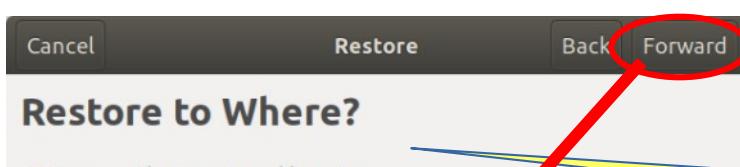
When you back up your data, "Revert to Previous Version..." will appear in the menu".



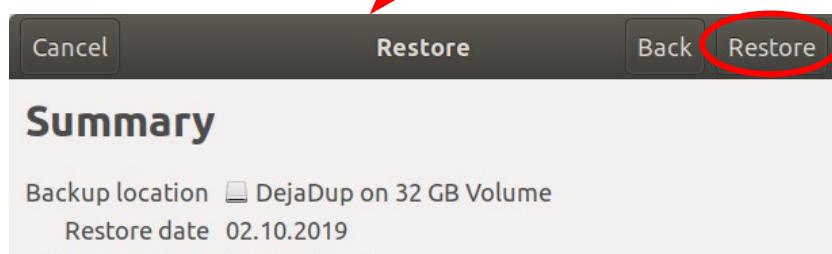
2. If you want to restore the entire backup, click "Restore ..." and then Deja Dup first installs itself.



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 strategy!

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.

After you have backed up your files, you should make sure that the backup was successful.

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**.

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, I have attached to this guide.



I wish good Ubuntu moments!

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)

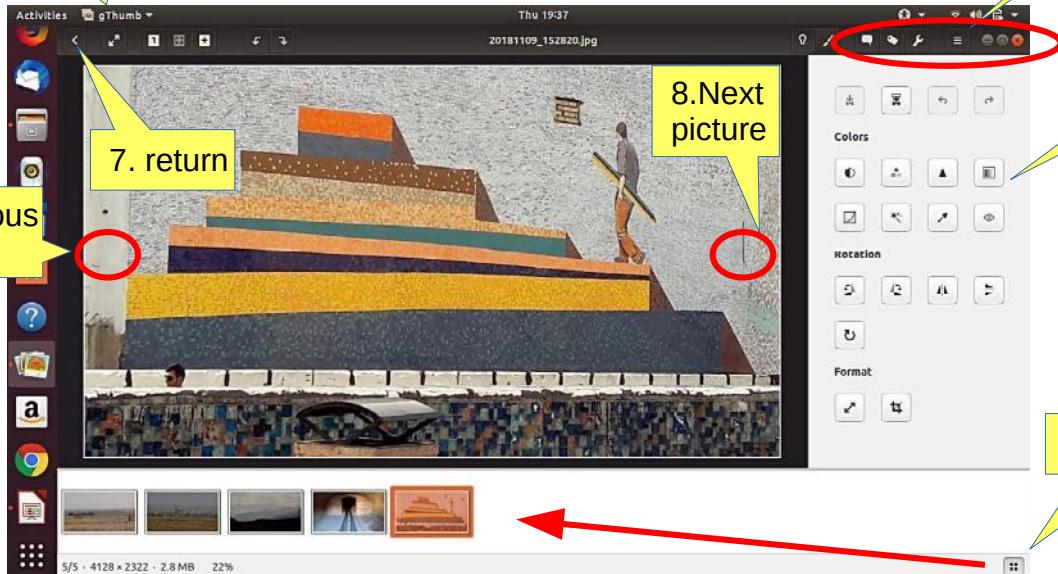
gThumb image viewer

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. menus

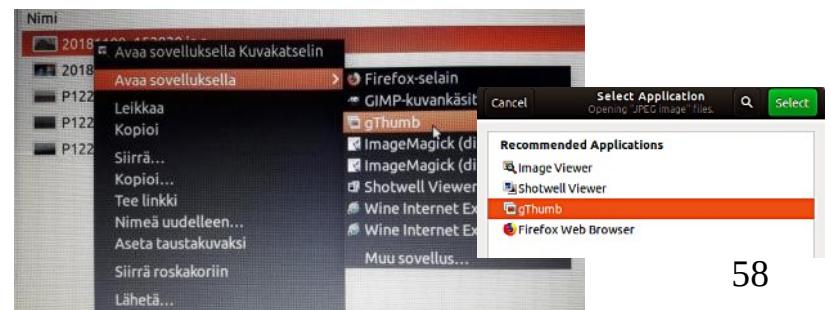


10. Previous picture

9. tools

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

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

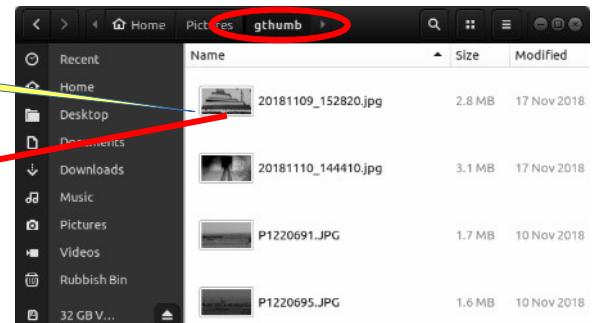
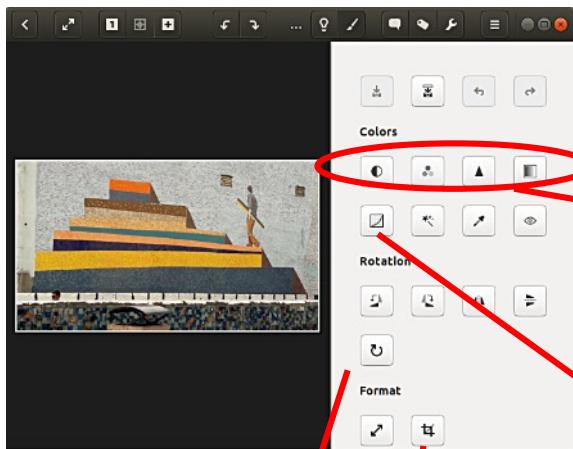


gThumb image editor - Editing images

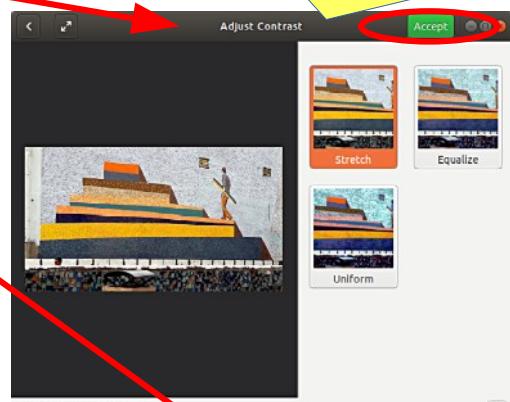
1.2

1. gThumb
First picture

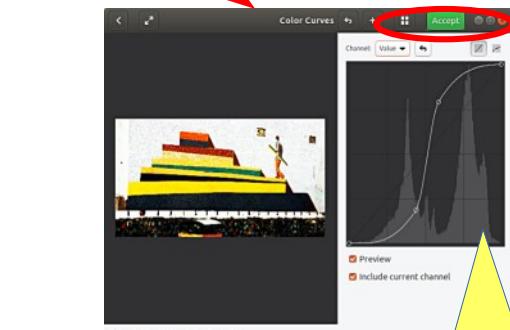
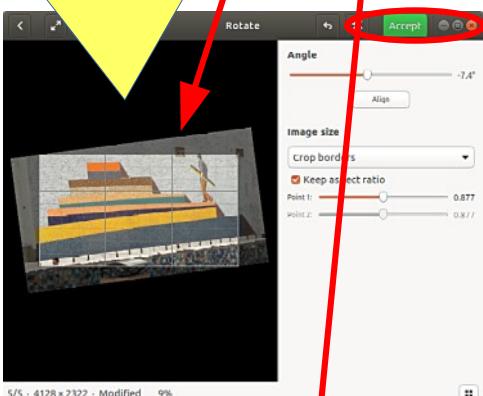
2. Images to be processed



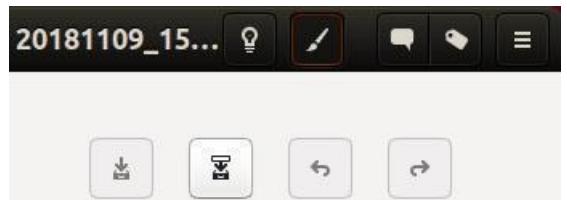
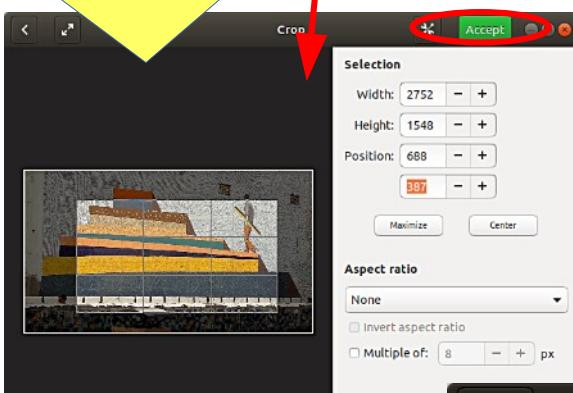
3. Adjust the contrast, colors, and sharpness. Accept



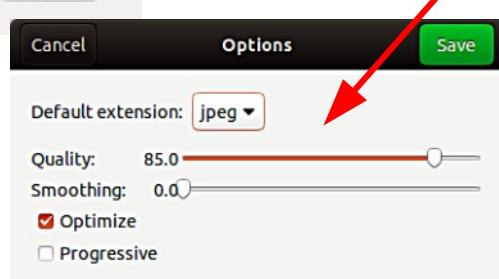
4. If necessary, straighten the image
Use the +or- buttons to adjust the slope



5. Crop the image area
Accept all actions with the Accept button



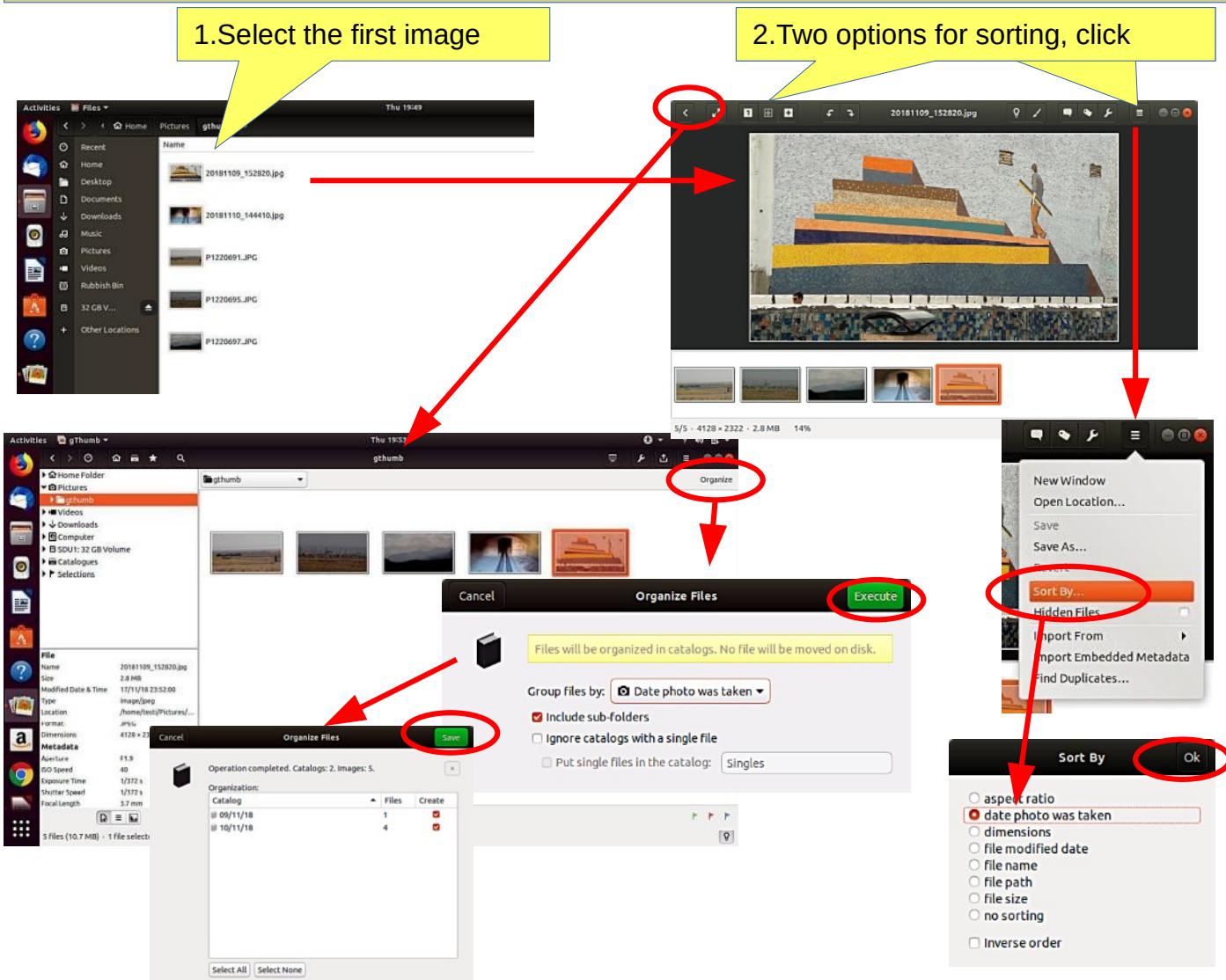
7. Save to the original



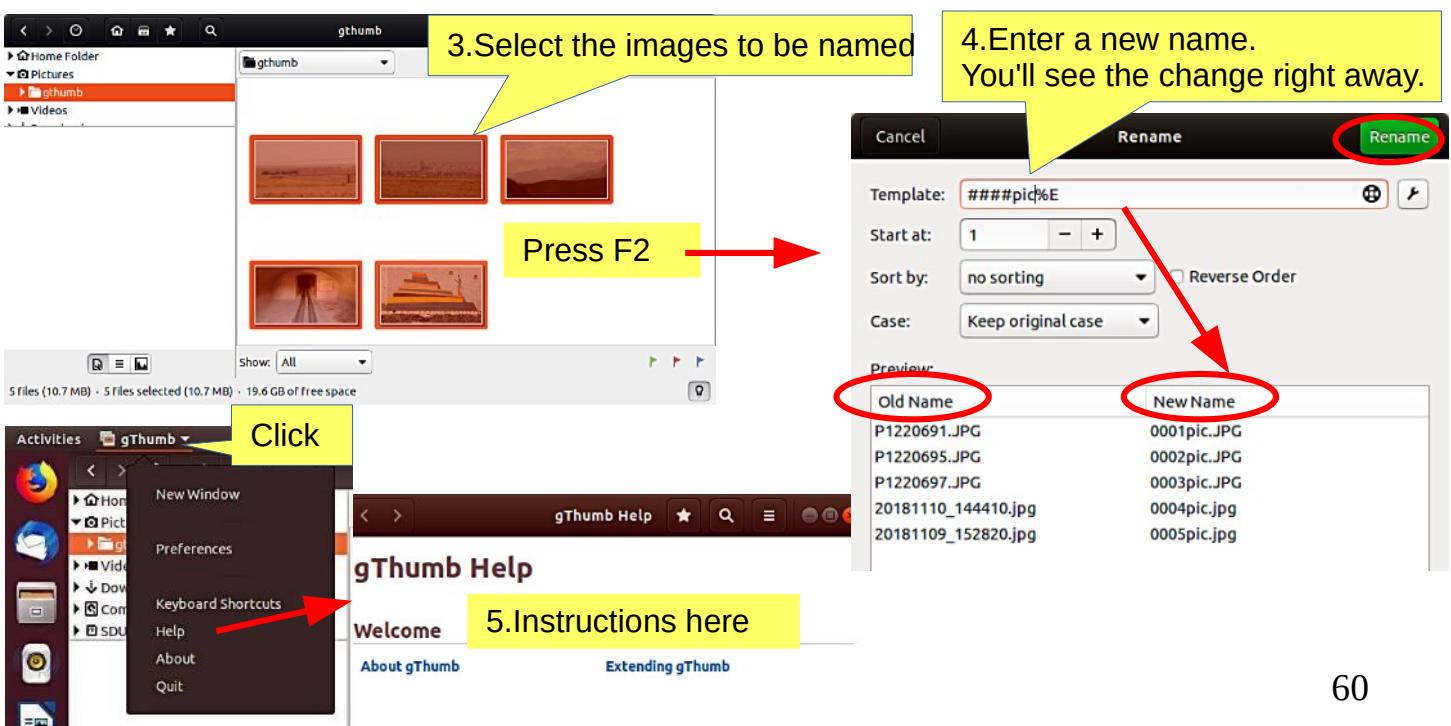
8. Save as new and
adjust the packaging

gThumb image editing software - sorting images

1.3



gThumb image editing software - naming images



gThumb - Reduce the size of the images

1.4

1. Pictures before reduction

File Name	Size
20190502_153650.jpg	5,6 Mt
20190502_153701.jpg	6,2 Mt
20190502_175033.jpg	1,9 Mt
20190502_175128.jpg	6,5 Mt
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.

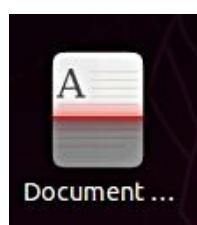
File Name	Size
20190502_153650.jpg	451,7 kt
20190502_153701.jpg	520,3 kt
20190502_175033.jpg	170,2 kt
20190502_175128.jpg	550,6 kt
20190509_080329.jpg	568,3 kt

Look Ubuntu Desktop Guide: [Tips & tricks](#)

1. You can define the area you want to copy! Convenient feature!



Image Scanning



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

Icons in different versions of Ubuntu

1. The storage can be named either during formatting or later by the "Disks" utility

Format Dialog:

- Tyhjennä
- Älä kirjoita nykyisten tietojen yli (Nopea)
- Typpi: Yhteensopiva kaikkien järjestelmien ja laitteiden kanssa (FAT)
- Nimi:
- Esimerkiksi "Omat tiedostot" tai "Varmuuskopion data"
- Peru
- Alusta...

Context Menu (Ubuntu 16.04):

- Open
- Open in New Tab
- Open in New Window
- Add Bookmark
- Remove
- Rename...
- Eject
- Safely Remove Drive
- Properties
- Format...
- TRANS16GBYT**
- + Other Locations

Ubuntu 16.04 - Disks Application:

Ubuntu 16.04->

Ubuntu 18.04 - Disks Application:

Ubuntu 18.04->

Disks Application Details:

- 16 GB Thumb Drive /dev/sda
- Model: JetFlash Transcend 16GB (1100)
- Size: 16 GB (15 721 824 256 bytes)
- Partitioning: Master Boot Record
- Serial Number: 03R28RBTEVD254CI
- Volumes:**
 - TRANS16GBYT Partition 1 16 GB FAT

File Context Menu (Ubuntu 18.04):

- Format Partition...
- Edit Partition...**
- Edit Filesystem...**
- Change Passphrase...
- Resize...
- Check Filesystem...
- Repair Filesystem...
- Edit Mount Options...
- Edit Encryption Options...
- Create Partition Image...
- Restore Partition Image...
- Benchmark Partition...

Change Filesystem Label Dialog:

- Label:
- Cancel
- Change

Step-by-Step Instructions:

- Start the "Disks" program.
- Check that you are processing the correct memory!
- Click to stop.
- Select "Edit Filesystem...".
- Click.
- Select "Edit Filesystem...". (The name is incorrect, here changing the memory name!)

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.linuxtechi.com/ubuntu-20-04-lts-installation-steps-screenshots/>

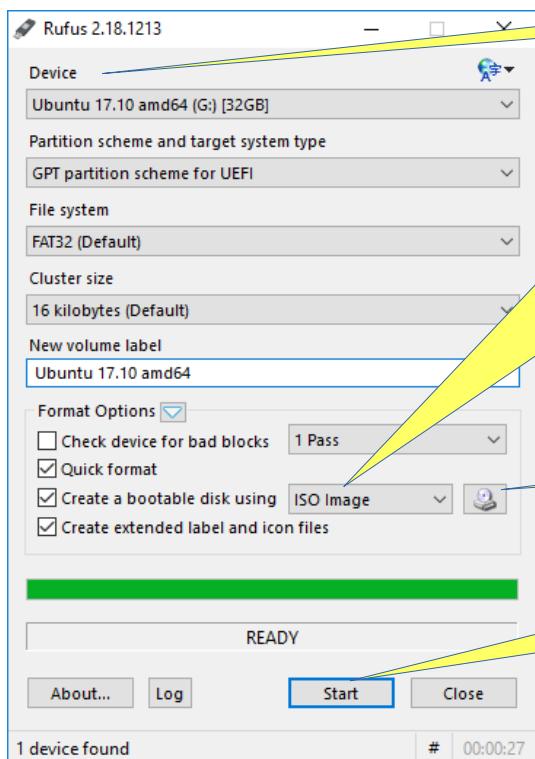
Create a bootable Ubuntu USB stick

4.2

Windows computer.

0. Work on a Windows computer!

1. Go to <https://www.ubuntu.com/download/desktop>.
2. Select "Download Ubuntu 22.04 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

4.3

Ubuntu computer.

0. Instructions can be found here <https://en.wikipedia.org/wiki/Ubuntu#Installation>

1. Go to 22.04

([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.

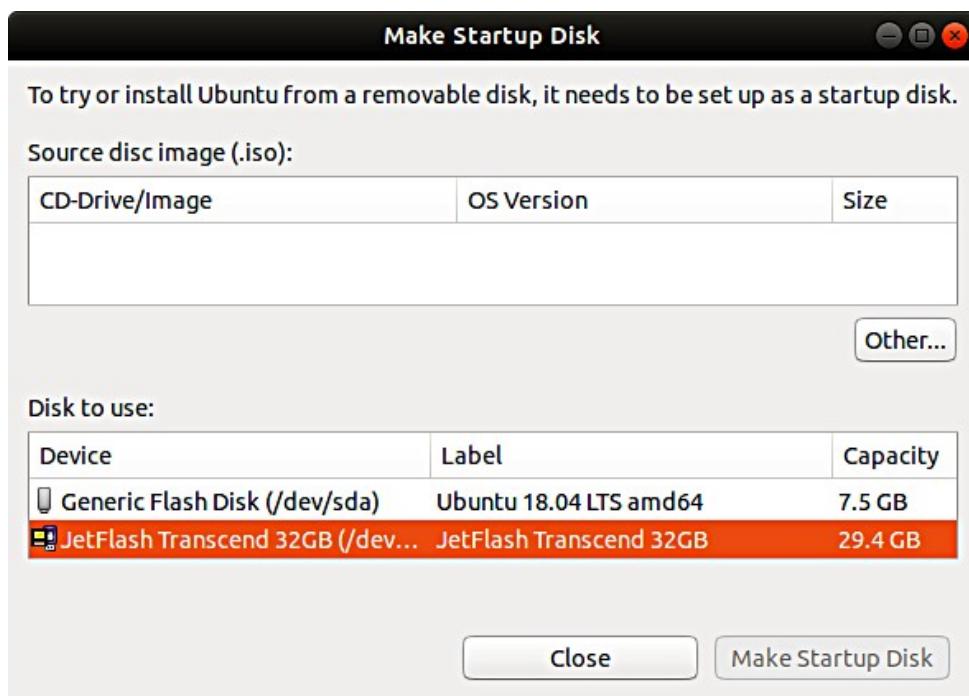
11. Shut down the computer.

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.



Installing Ubuntu alongside Windows

Typical problem situations in current UEFI machines are:

When you want to leave Windows alongside Ubuntu on the machine, fast startup of Windows 8/10/11 (Fast Startup)

- prevent Ubuntu installation from starting or
- starting the previously installed Ubuntu.

The problem is fixed by turning off fast startup in the power saving settings in Windows.

Uninstalling Windows Fast Startup:

Win10->settings->system->power and sleep mode->advanced power settings->select power button behavior->shutdown settings->uncheck the option: Enable fast startup.

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 → 22.04), 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 22.04 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>

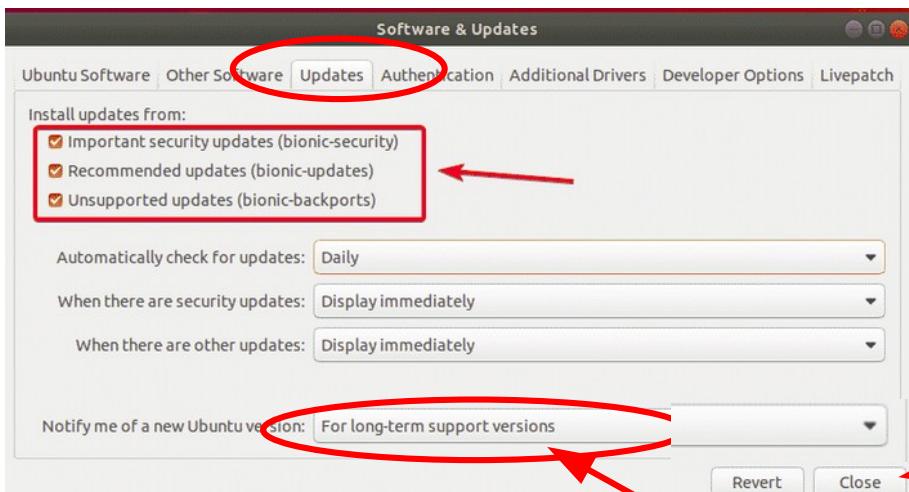
UPGRADE UBUNTU 2

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.

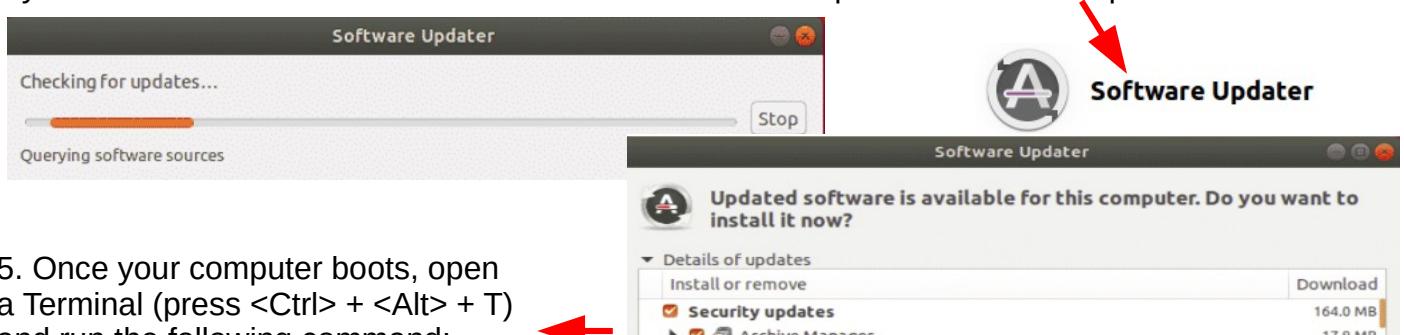


- Make sure all the checkboxes are marked.



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

- Before you upgrade to Ubuntu 22.04 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 22.04 is now available. Click on Upgrade...





- 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. 65)
- 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 22.04 LTS via GUI

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

[How To Upgrade from Ubuntu 20.04 To Ubuntu 22.04](#)

[How To Upgrade Ubuntu To 22.04 LTS](#)

[2 Ways to Upgrade Ubuntu 20.04 To Ubuntu 22.04 \(Graphical & Terminal\).](#)

[Upgrade to Ubuntu 22.04 LTS](#)



Ubuntu 22.04 & 18.04 guide (pdf) for beginner

www.ubuntutor.com

English 18.04 updated 20201105

Ubuntu guide 16.04

Ubuntu guide 18.04

22.04

Some Linux distos

Suomeksi 22.04 uusittu 20200722

Ubuntu ohjevihko 16.04

Ubuntu ohjevihko 18.04

22.04

Guide 16.04 text file for Google Translator

Guide 18.04 text file for Google Translator

22.04

Visitors ubuntutor.com in October 2020 ;-)

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