



UBUNTU GUIDE

20.04 LTS

Ver. 20210602

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

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Introduction

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

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

I also installed Ubuntu Mate on my old XP computer, but I have not used Windows anymore.

Ubuntu is free and is great for home use.

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

Here are a few examples of Ubuntu 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.

Here is a good introduction (PC Magazine) [Ubuntu 20.04](#)

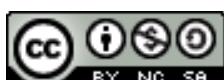
Best regards, Hannu



Feedback: comment@ubuntutor.com

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General Information about Ubuntu

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

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

The 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 20.04 LTS has been released in April 2020 and will be supported until 2025.

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.

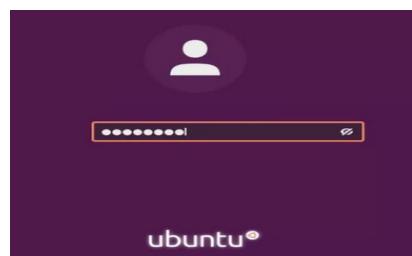
You can work with XP or with Ubuntu distros, and distros can use files from the XP area.

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.

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

Ubuntu instructions

The screenshot shows the Ubuntu desktop environment. On the left is the Dock with various icons. In the center is the Activities overview window titled "Ubuntu Desktop Guide". It lists several sections: Getting started with GNOME, Visual overview of GNOME, Log out, power off or switch users, Start application, Your desktop, Networking, web & email, Sound, video & pictures, Files, folders & search, Install & remove software, User & system settings, and Hardware & devices. A red arrow points from the Dock icon to the Dock. Another red arrow points from the "Help" section in the Activities overview to the "Help" menu in the file manager window on the right. The file manager window shows a sidebar with Home, Desktop, Documents, Downloads, Music, Pictures, and Videos. A red circle highlights the "Help" option in the menu bar.

Activities

Ubuntu Desktop Guide

Getting started with GNOME
New to GNOME? Learn how to get around.

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 application
Launch apps from the Activities overview.

Your desktop
Calendar, notifications, keyboard shortcuts, windows and workspaces...

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

Sound, video & pictures
Digital cameras, iPods, editing photos, playing videos...

Files, folders & search
Searching, delete files, backups, removable drives...

Install & remove software
Install applications, remove applications, add repositories...

User & system settings
Keyboard, mouse & touchpad, display, languages, user accounts...

Hardware & devices

<https://help.ubuntu.com/20.04/ubuntu-help/index.html.en>

Dock!

F1 = Show HELP

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

The screenshot shows the Ubuntu forums search results page. The URL is https://ubuntuforums.org/search.php. The search term is "Search: New Posts". The results list three posts: "Updating VirtualBox from a .deb file" (Started by walid, 9 Hours Ago 03:41 AM), "[all variants] upgrade notebook with ssd" (Started by marchello_lippi2, 2 Hours Ago 10:57 AM), and "Best OS for a Chromebook?" (Started by corvalrob, 1 Day Ago 12:30 AM). Each post includes replies, views, last post time, and forum information.

Search Results - Ubuntu Forum

ubuntu forums

Forum Activity Page Please read before SSO login

Activity Stream Today's Posts New Posts Quick Links

Search: New Posts

Type: Posts; New Posts

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: 3 Views: 0 Last Post: 13 Minutes Ago by corvalrob Forum: New to Ubuntu

Replies: 3 Views: 0 Last Post: 14 Minutes Ago by SeijiSensei Forum: Installation & Upgrades

2. Here are various instructions.

The screenshot shows the "Getting Started with Ubuntu 16.04" guide. It features a table of contents on the left and a "Getting Started" section with a purple wavy graphic at the bottom.

Hakemisto

Title page

Contents

Prologue

Installation

The Ubuntu

Working w...

Hardware

Software ...

Advanced ...

Troublesh...

Learning M...

License

Glossary

Credits

Index

Colophon

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Getting Started with Ubuntu 16.04

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/>

The screenshot shows the Ubuntu forums main page. It features a search bar and navigation links for Forum, Activity Page, and Login with SSO. The main content area is titled "Ubuntu Forums Welcome!" and includes sections for "The Ubuntu Forum Community" and "Ubuntu Official Flavours Support".

ubuntu forums

Forum Activity Page Please read before SSO login

Quick Links Forum Community Ubuntu Community Other Support Social Media Useful Links Advanced Search

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

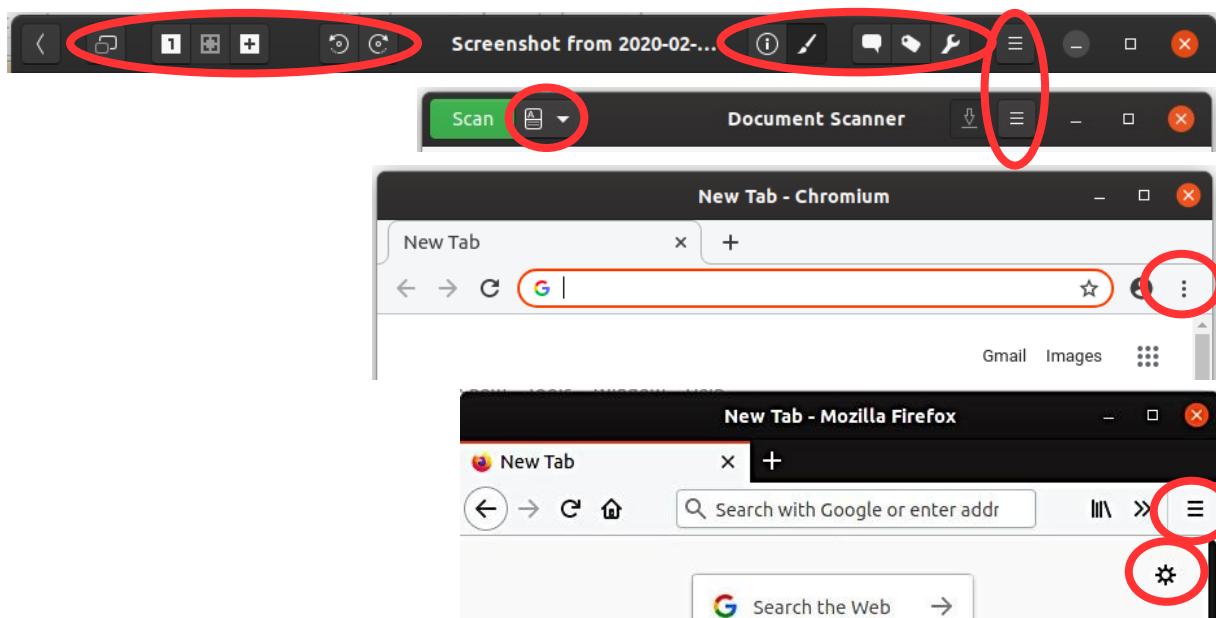
Try and find the command ;-)



1. Earlier all commands were found in the menu bar



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



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

Presentation of Ubuntu 20.04 LTS Desktop

Look Ubuntu Desktop Guide: Visual overview of GNOME

The image shows a screenshot of the Ubuntu 20.04 LTS desktop environment. At the top is the Unity Dash, which is a search bar for applications and files. Below it is the Activities overview, which lists all open windows and allows switching between them. On the right side of the screen is the system tray, which includes a clock, date, battery status, and notification area. A series of yellow callout boxes with black text provide a visual guide to various features:

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.

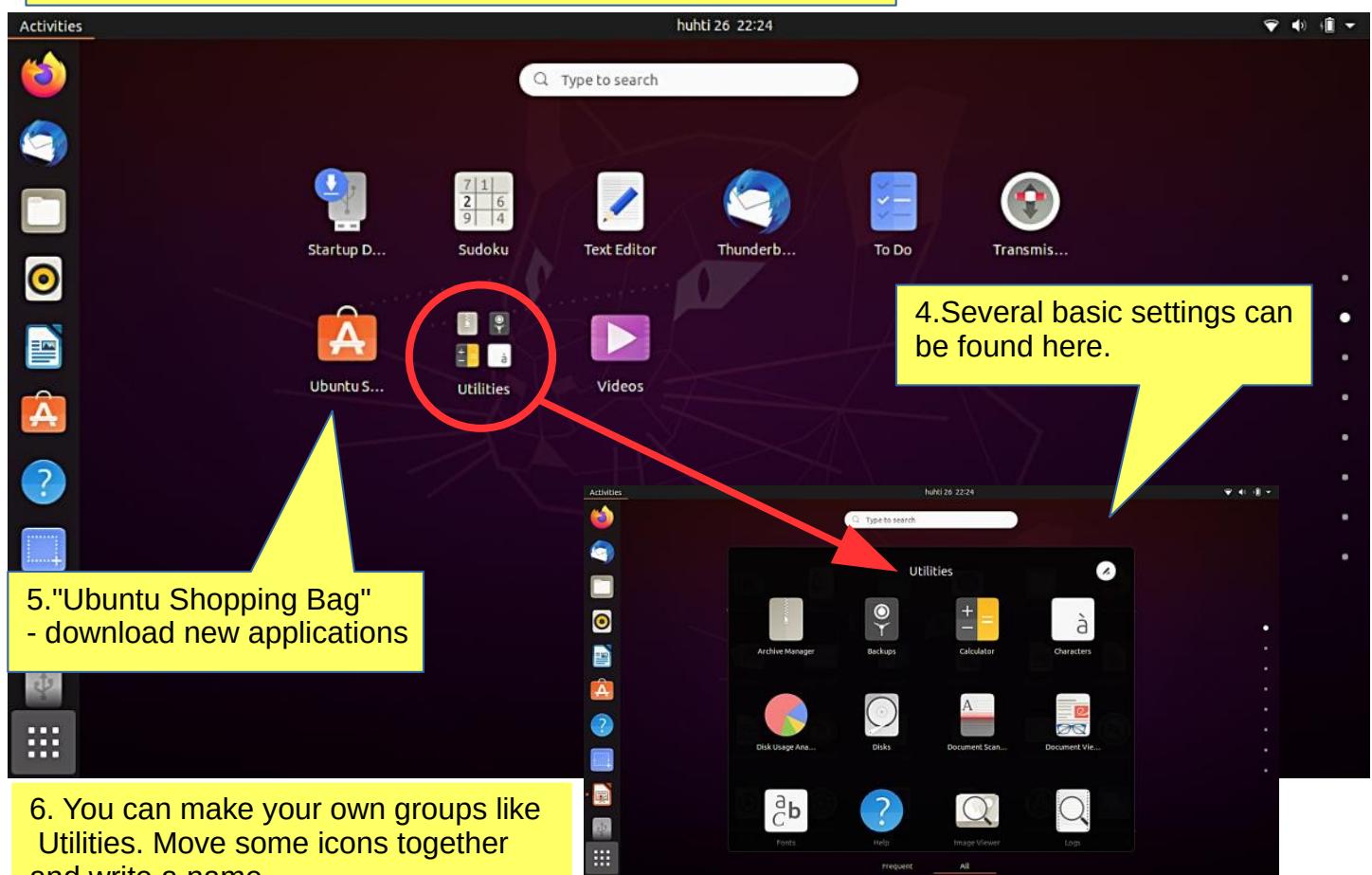
Pre-installed applications

Look Ubuntu Desktop Guide: Start applications



2. Click the grid button at the bottom of the dash to display the applications overview. This shows you all the applications installed on your computer.

3. Note two different options



Some thoughts before going on

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

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

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

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

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

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

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

Structure of the File System

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

You can now unplug Kingston DataTraveler 3.0

Some tips

Look Ubuntu Desktop Guide: Your desktop

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

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

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

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

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 20.04 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

HOME

DESKTOP

DOCUMENTS

DOWNLOADS

MUSIC

PICTURES

VIDEOS

DROPBOX

.MOZILLA .THUNDERBIRD

Videos

.cache

.config

.gnupg

.gvfs

.local

Examples

.ICEauthority

.bash_logout

Presentation of Folder / Directory Structure

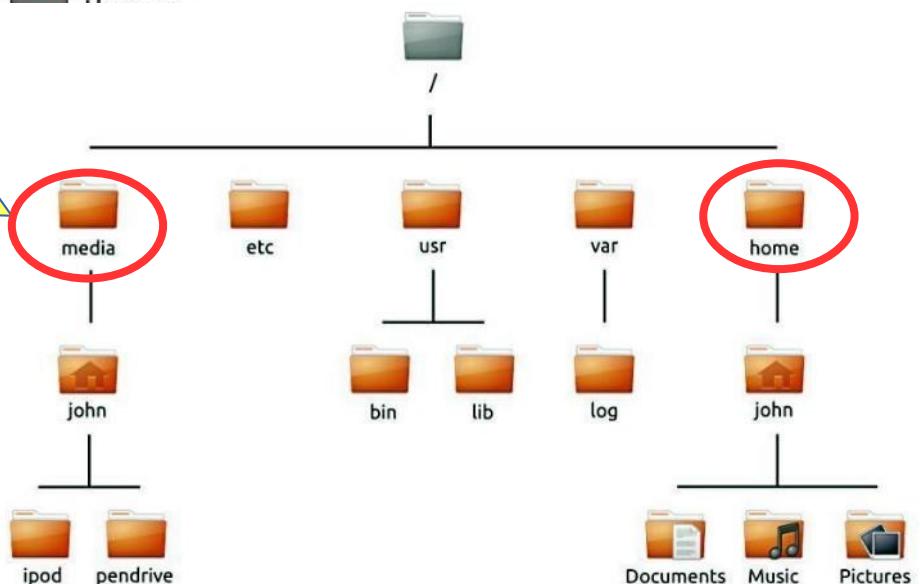
Screenshot of a file manager showing the directory structure:

- 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.



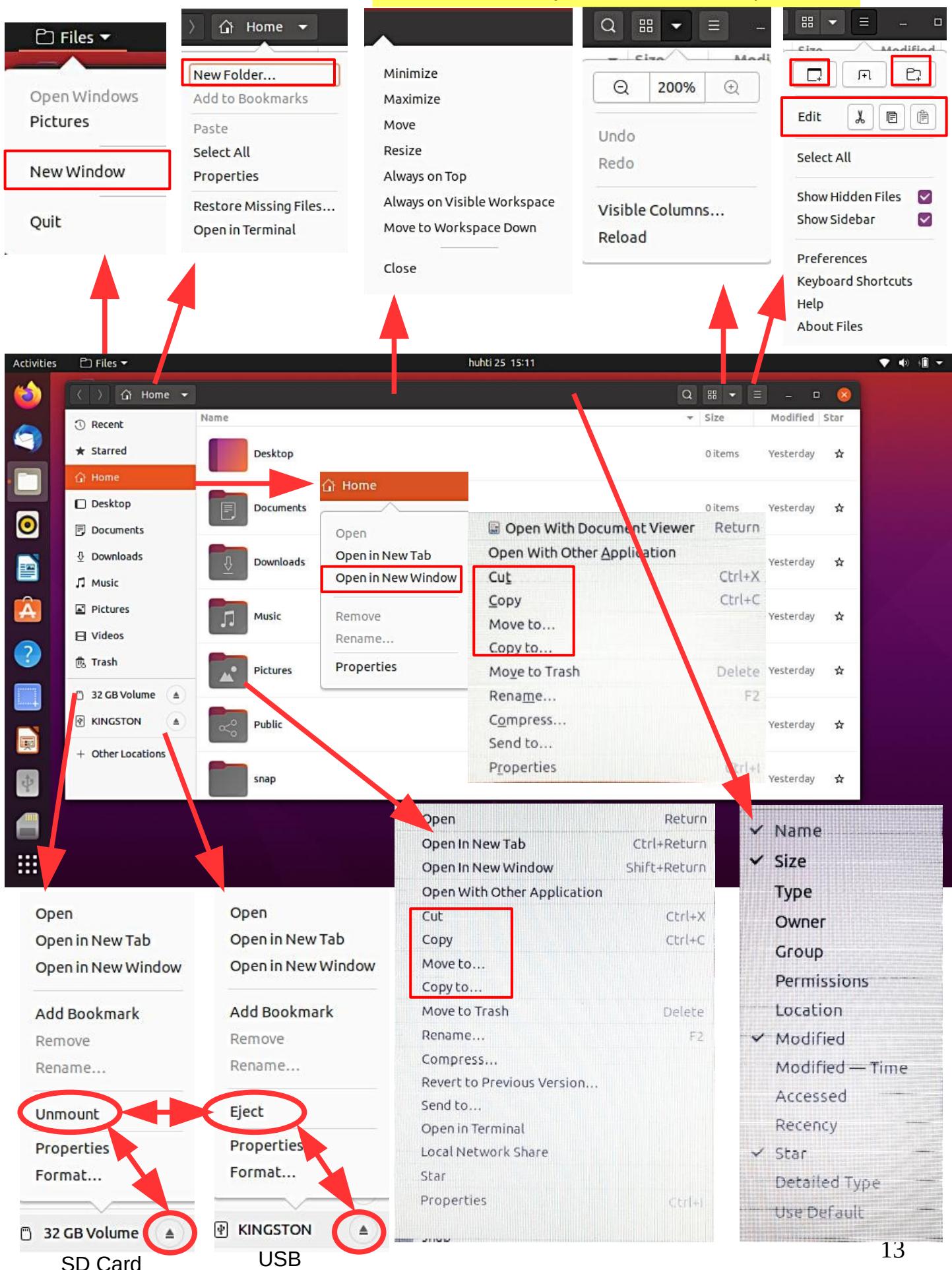
5. The file can be renamed: Edit - Rename

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 Application (Nautilus) hidden commands

1. Click name or symbol or with mouse button

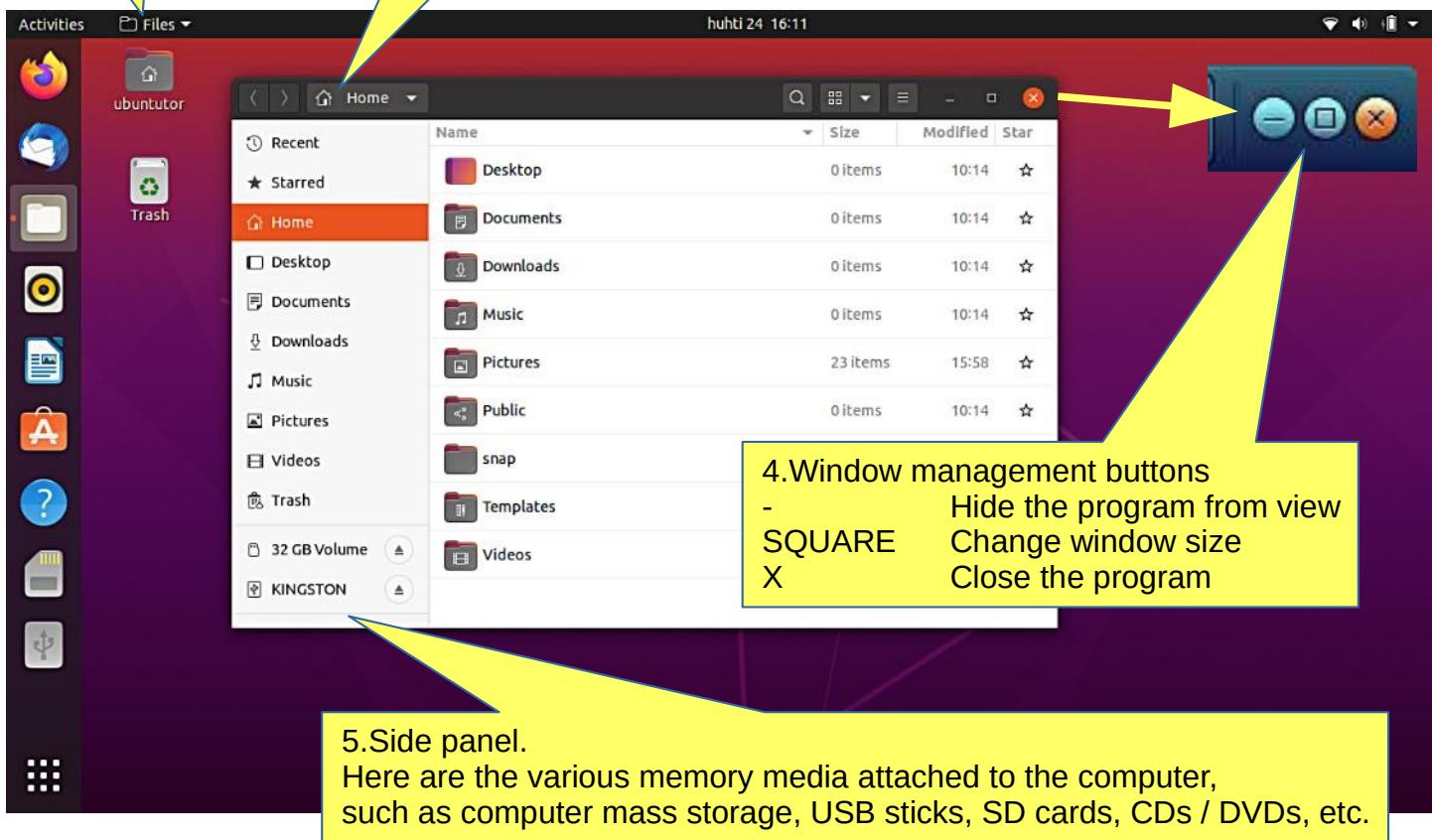


Files Application (Nautilus)

1.Click! You will see the Files application.

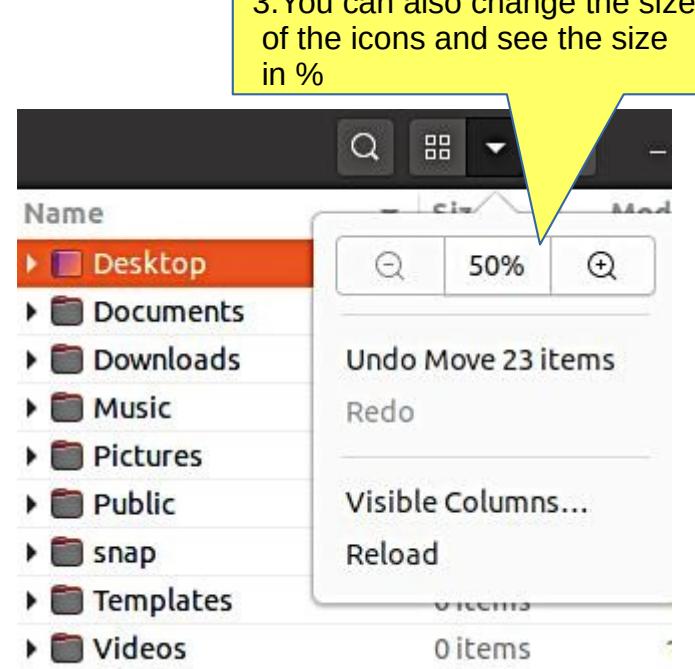
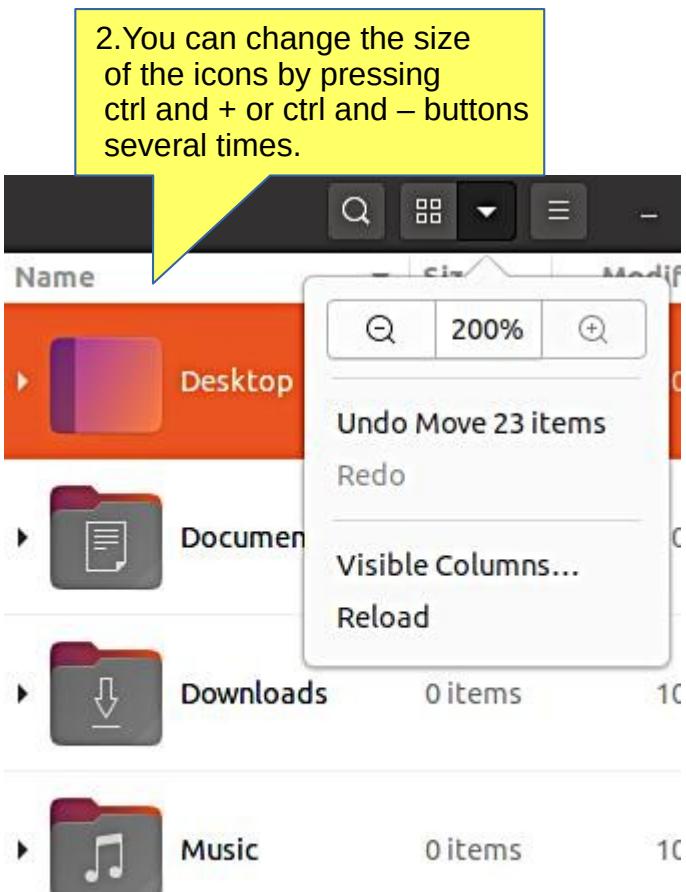
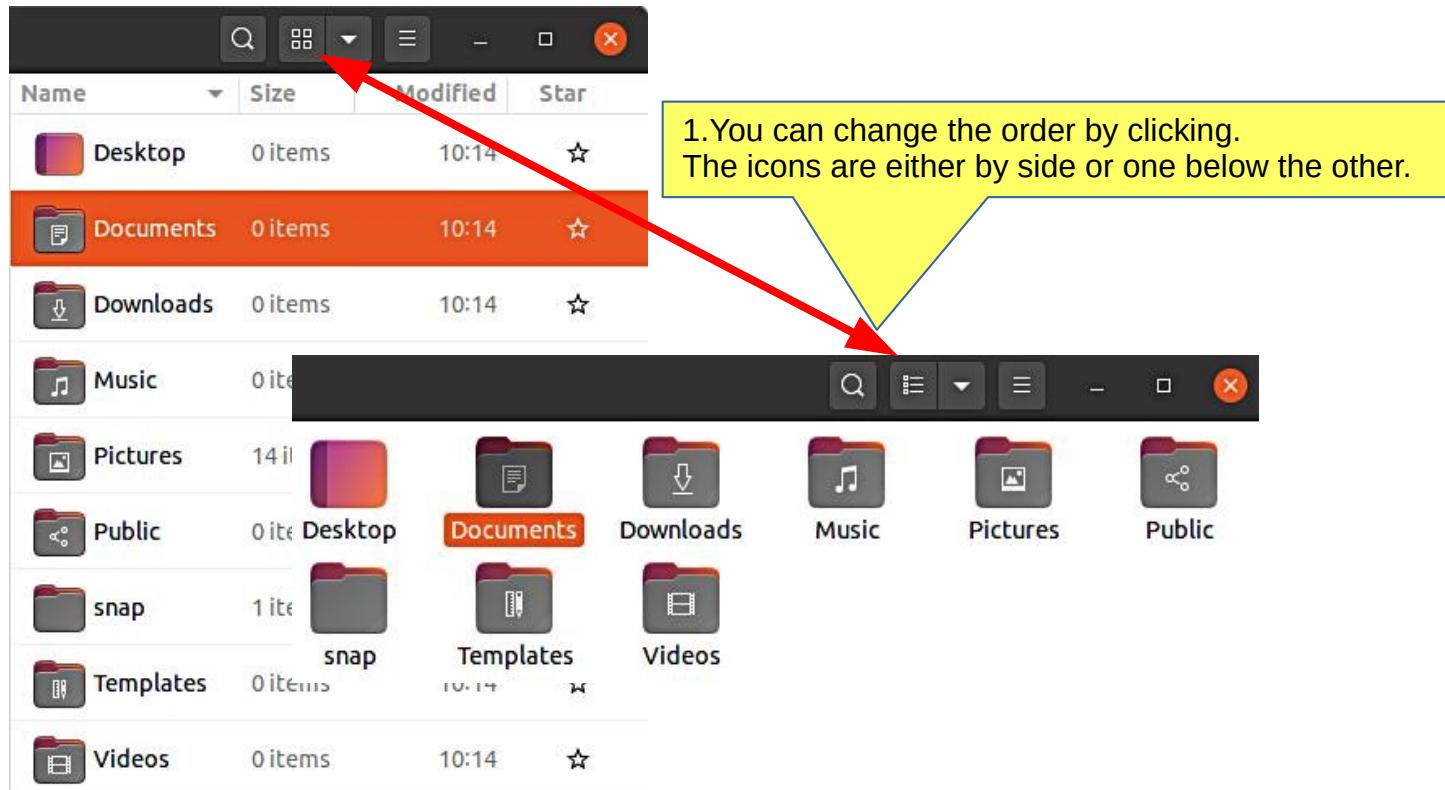
2.Folders are shown here. Red Activated Folder.

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



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 Application (Nautilus)

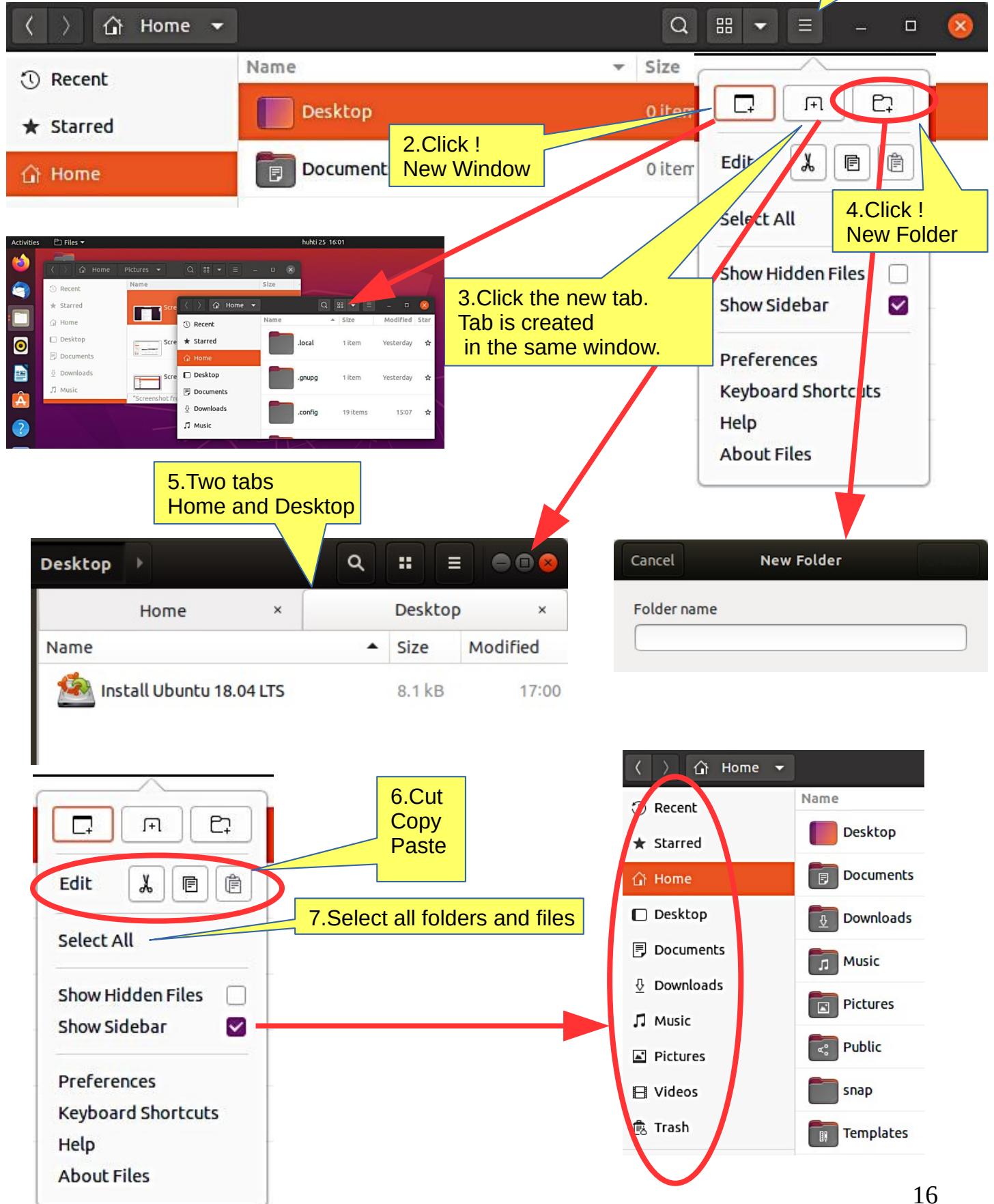


2. You can change the size of the icons by pressing ctrl and + or ctrl and - buttons several times.

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

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

Presentation / Files application



Presentation / Files application

The screenshot illustrates the Files application interface with several annotations:

- 1. Hidden files and folders, dot in front of the name.** A yellow callout points to a list of hidden files and folders in the sidebar, such as Templates, Videos, .cache, .config, .gnupg, private-keys-v1.d, .local, share, .bash_logout, .bashrc, and .profile. A red circle highlights the "Show Hidden Files" checkbox in the context menu.
- 2. Click! You will see a menu** A yellow callout points to the context menu that appears when clicking on a folder icon in the sidebar.
- 3. Click Files! You will see Files.** A yellow callout points to the "Files" button in the top bar, which is highlighted in orange.
- 4. Displays subfolders! Triangle in front of the folder. The tree structure! This is very useful!** A yellow callout points to the "List View" section of the Preferences window, where the "Allow folders to be expanded" checkbox is highlighted with a red circle. It also points to a folder icon with a triangle symbol in the sidebar.
- 5. Click triangle!** A yellow callout points to the triangle icon in front of the "Documents" folder in the sidebar, indicating it can be expanded.

Files Application (Nautilus)

1. Click Files! You will see Files.

2. Click! You will see a menu

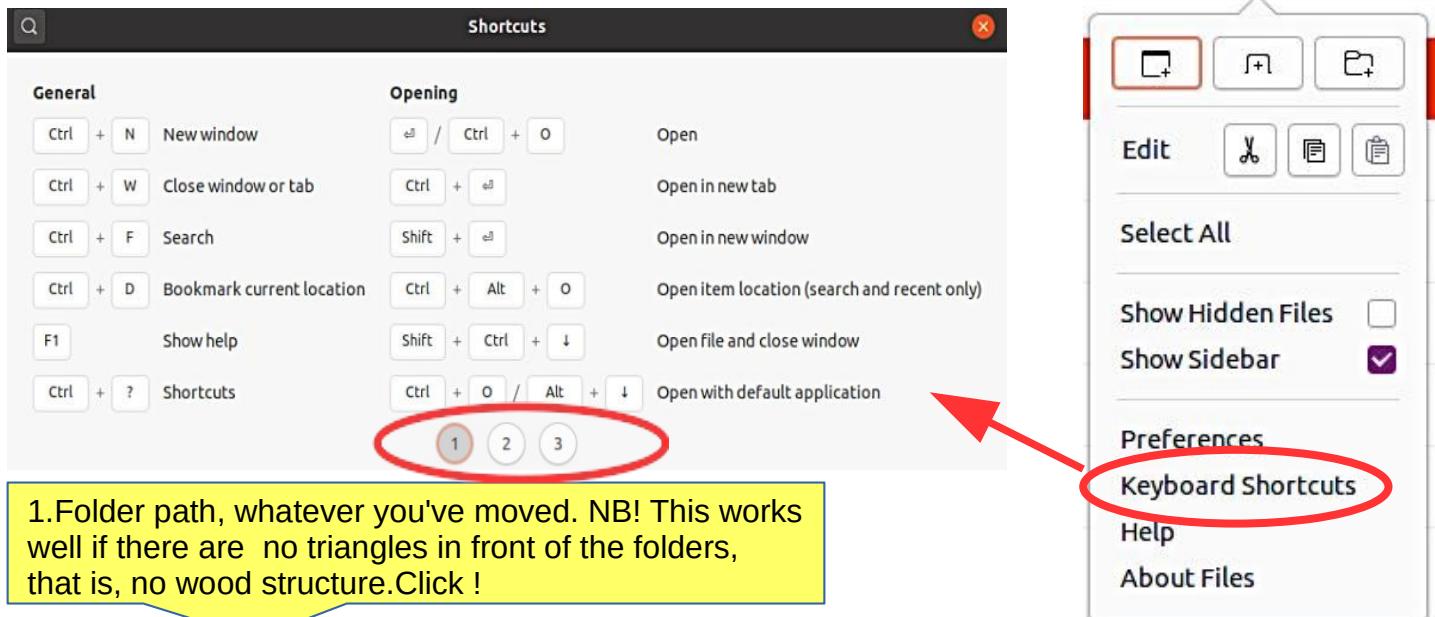
3. Try which way is better

4. Try which way is better

5. Choose according to your needs

The screenshot shows the Nautilus Files application window and its Preferences dialog. The main window has a sidebar with recent and starred locations, and a central list view showing files and folders. A red arrow points from the 'Activities' button to the 'Files' button in the top bar. Another red arrow points from the 'Recent' section of the sidebar to the 'Edit' menu in the top right. A yellow box highlights the 'Recent' section with the text '1. Click Files! You will see Files.' A yellow box highlights the 'Edit' menu with the text '2. Click! You will see a menu'. A blue box highlights the 'Behavior' tab in the Preferences dialog with the text '3. Try which way is better'. A blue box highlights the 'List Columns' tab in the Preferences dialog with the text '4. Try which way is better'. A yellow box highlights the 'List Columns' tab in the Preferences dialog with the text '5. Choose according to your needs'. Red circles highlight the 'Views', 'Behavior', 'List Columns', and 'Search & Preview' tabs in the Preferences dialog. Red arrows point from the 'Recent' section and 'Edit' menu to their respective counterparts in the Preferences dialog.

Basic Settings / Folder Properties



1. Folder path, whatever you've moved. NB! This works well if there are no triangles in front of the folders, that is, no wood structure. Click!

2. Click right and you see Properties

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

Properties Windows:

- Basic Tab:** Shows folder details like Name (snap), Type (Folder (inode/directory)), Contents (337 items, totalling 7,9 MB), Parent folder (/home/ubuntu), Modified (pe 24. huhtikuuta 2020 12.13.38), and Free space (22,0 GB).
- Permissions Tab:** Shows owner (Me), access (Create and delete files), group (ubuntutor), and others access (Access files).
- Local Network Share Tab:** Shows sharing options for the folder.

Sharing Options:

- Share this folder:** Share name: snap
- Allow others to create and delete files in this folder**
- Guest access (for people without a user account)**

Create Share

USB / SD memories

1. Click the USB/SD memory with mouse right

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

3. Click Properties

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

KINGSTON Properties

Basic		Permissions	Local Network Share
	Name: KINGSTON Type: Folder (inode/directory) Contents: 1 220 items, totalling 7,1 GB		
	Parent folder: /media/ubuntutor Volume: KINGSTON		
	Modified: unknown		

7,1 GB used
54,7 GB free
Total capacity: 61,9 GB
Filesystem type: msdos

Open in Disks

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

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

KINGSTON Properties

Basic		Permissions	Local Network Share
Owner: Me	Access: Create and delete files		
Group: ubuntutor	Access: Access files		
Others	Access: Access files		
Security context: unknown			

KINGSTON Properties

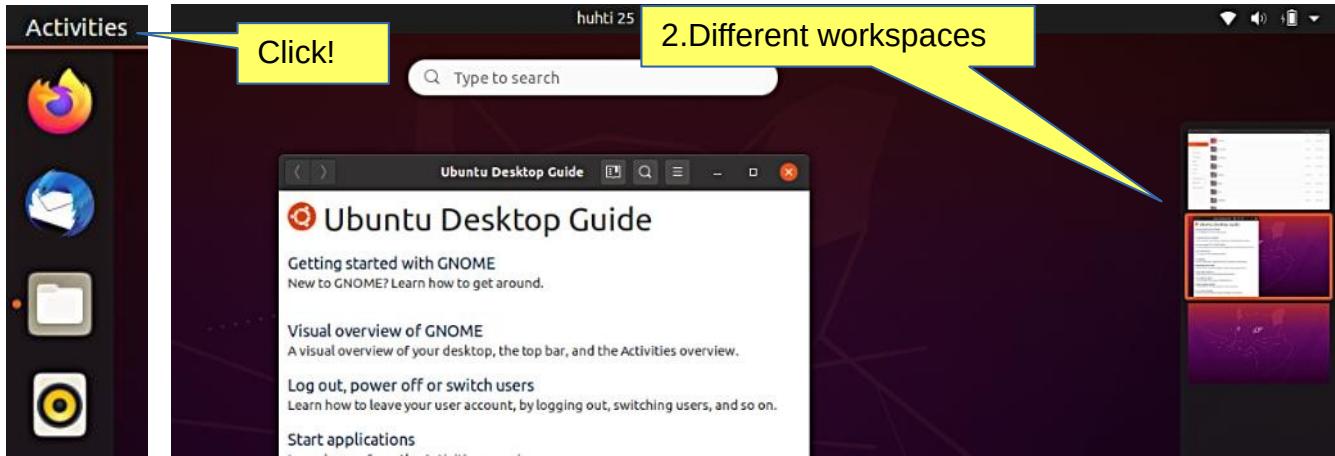
Basic		Permissions	Local Network Share
Share this folder	Share name: KINGSTON		
Comment:			
<input type="checkbox"/> Allow others to create and delete files in this folder			
<input type="checkbox"/> Guest access (for people without a user account)			

Create Share

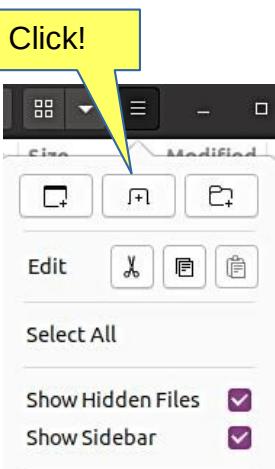
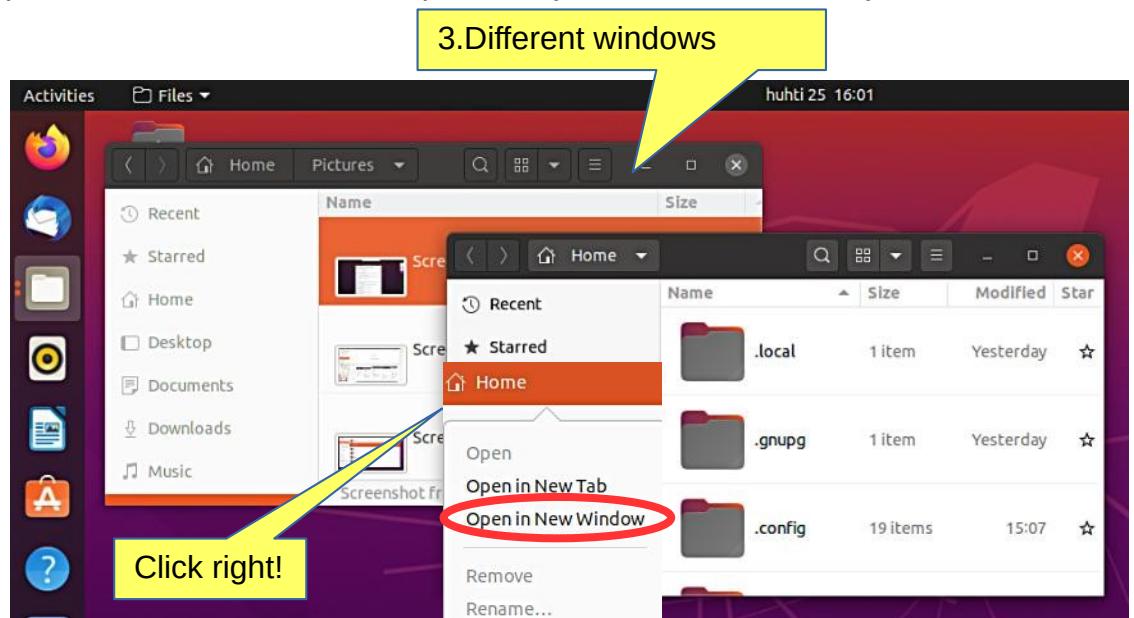
Different working areas

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

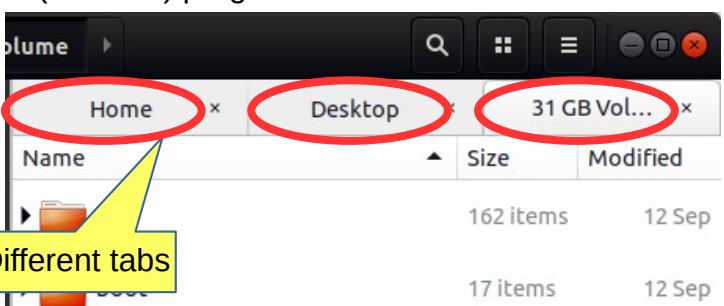
Workspaces = collect different app windows in the same workspace and other app windows in another workspace



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



Tab = appears in the Files (Nautilus) program

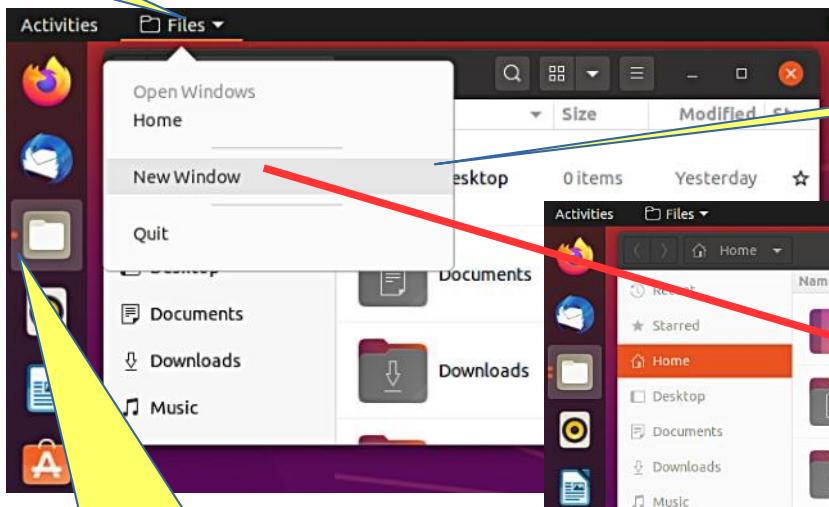


5. You should try these different methods to get acquainted with them

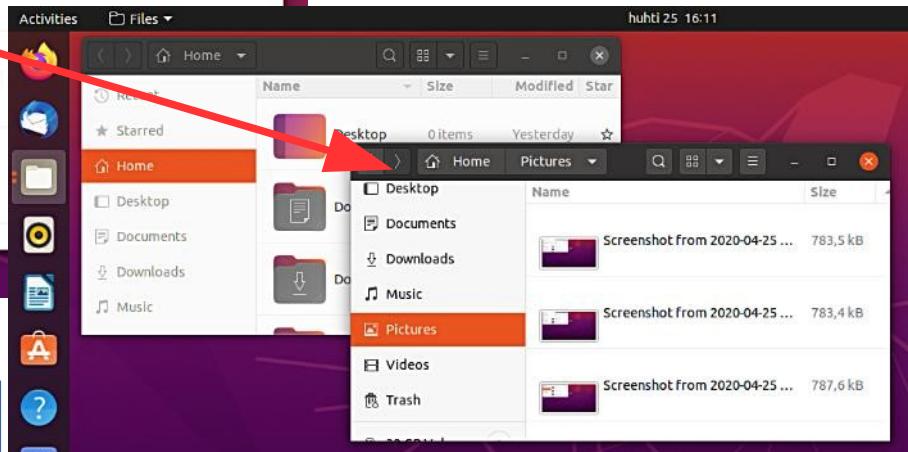
6. In many apps, the work area can be divided into many tabs, such as with a spreadsheet

Windows

Click !



1.Add another window



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

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

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

Note in the folder button two red dots.

4.Two windows
two dots



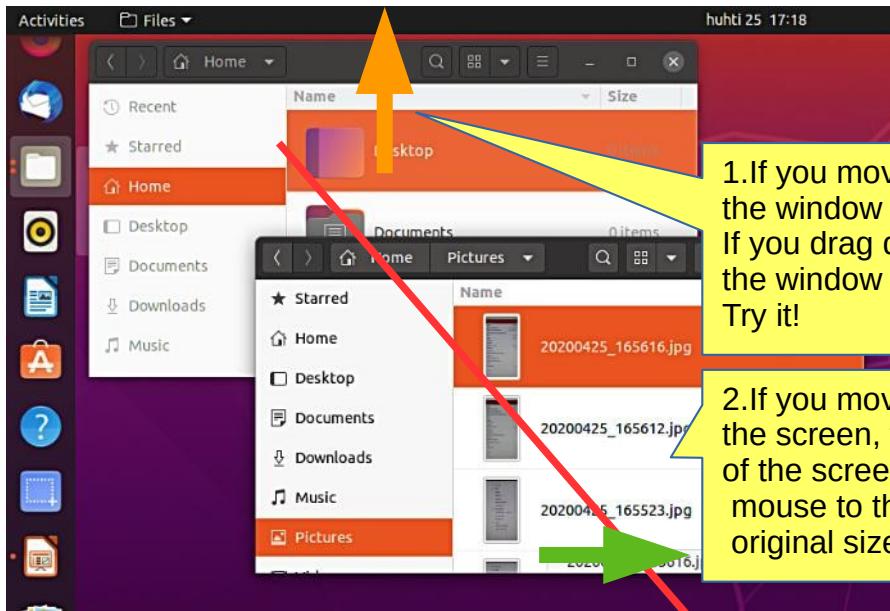
3.When there are two or more displays on the screen, click the program icon.
→ The windows are placed side by side and you can move to another window.

5.Three windows
three dots



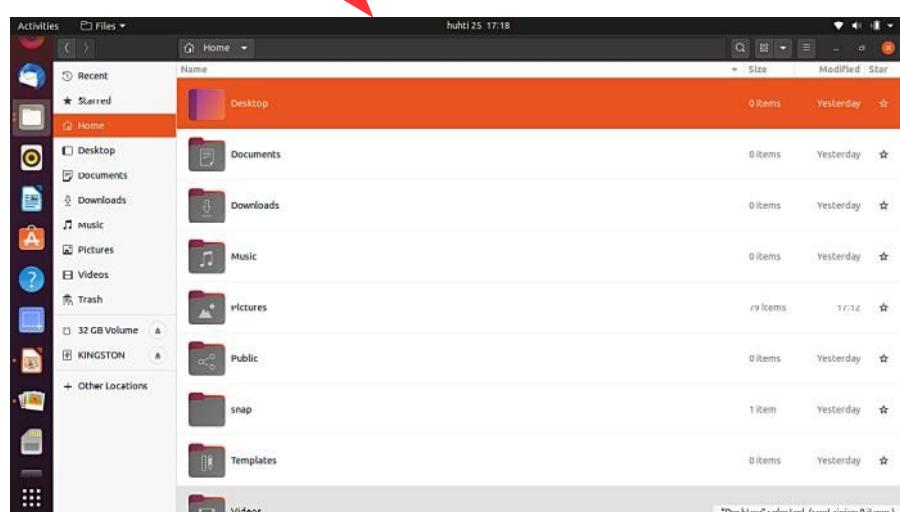
6.Here are three windows
to choose from.

Several windows

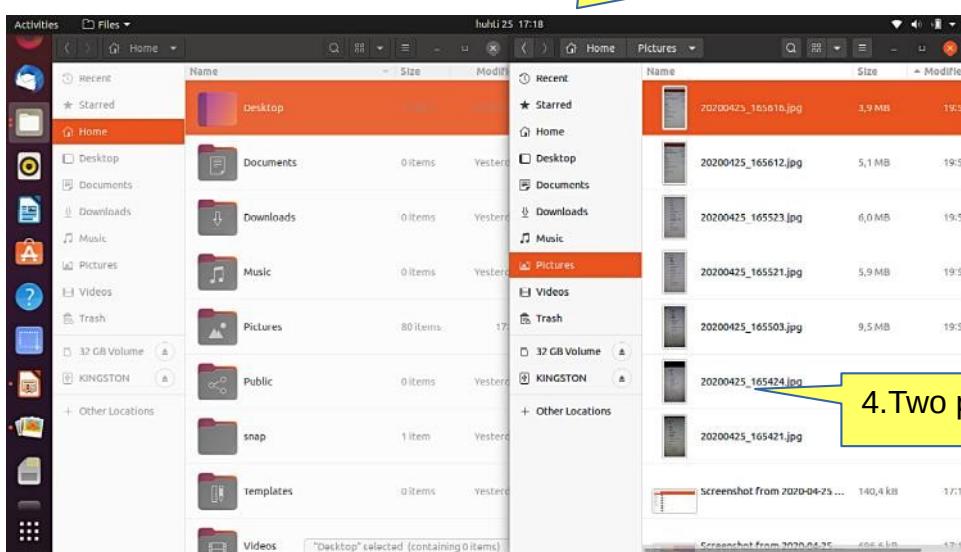


1. If you move the window to the top of the screen, the window will increase to full screen size. If you drag down the full screen with the mouse, the window returns to its original small size. Try it!

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

1.Files can be copy, move or link.

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

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

Same memory (flash)

Different memory (flash ↔ USB)

Kopioi Copy

Menu

Copy (same screen) Paste
Copy... (new screen) Paste *

Keyboard

Ctrl + c Ctrl + v

Mouse

Ctrl+mouse = Copy Release

Move a file with mouse

Terminal

Kopioi Copy

Menu

Copy (same screen) Paste
Copy... (new screen) Paste *

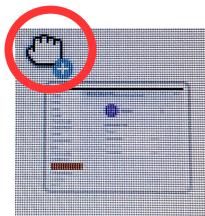
Keyboard

Ctrl + c Ctrl + v

Mouse

Ctrl+mouse = Copy Release

Move file with mouse=COPY



Terminal

Siirrä Paste

Menu

Move (same screen) Paste
Move... (new screen) Paste *

Keyboard

Ctrl + x Ctrl + v

Mouse

Shift+mouse =move Release

Move a file with mouse=MOVE



Terminal

Siirrä Paste

Menu

Move (same screen) Paste
Move... (new screen) Paste *

Keyboard

Ctrl + x Ctrl + v

Mouse

Shift+mouse = move Release

Move a file with mouse

Terminal

* Very easy and safe to use

File handling with mouse

1. When copying and transferring files with Shift+mouse or Ctrl+mouse, the sequence is similar, if you have all the time the same memory or two different memories.
Remember, that Shift+mouse = move and Ctrl+mouse = Copy

2. If you move the file with mouse, be careful, the function depends on have you all the time the same memory or two different memorys (flash to USB)

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

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



5. Drag the file/folder to the desired location while pressing Alt. When you release the mouse button, a window appears, where you can choose either move, copy or link. (This is not working in 20.04?)

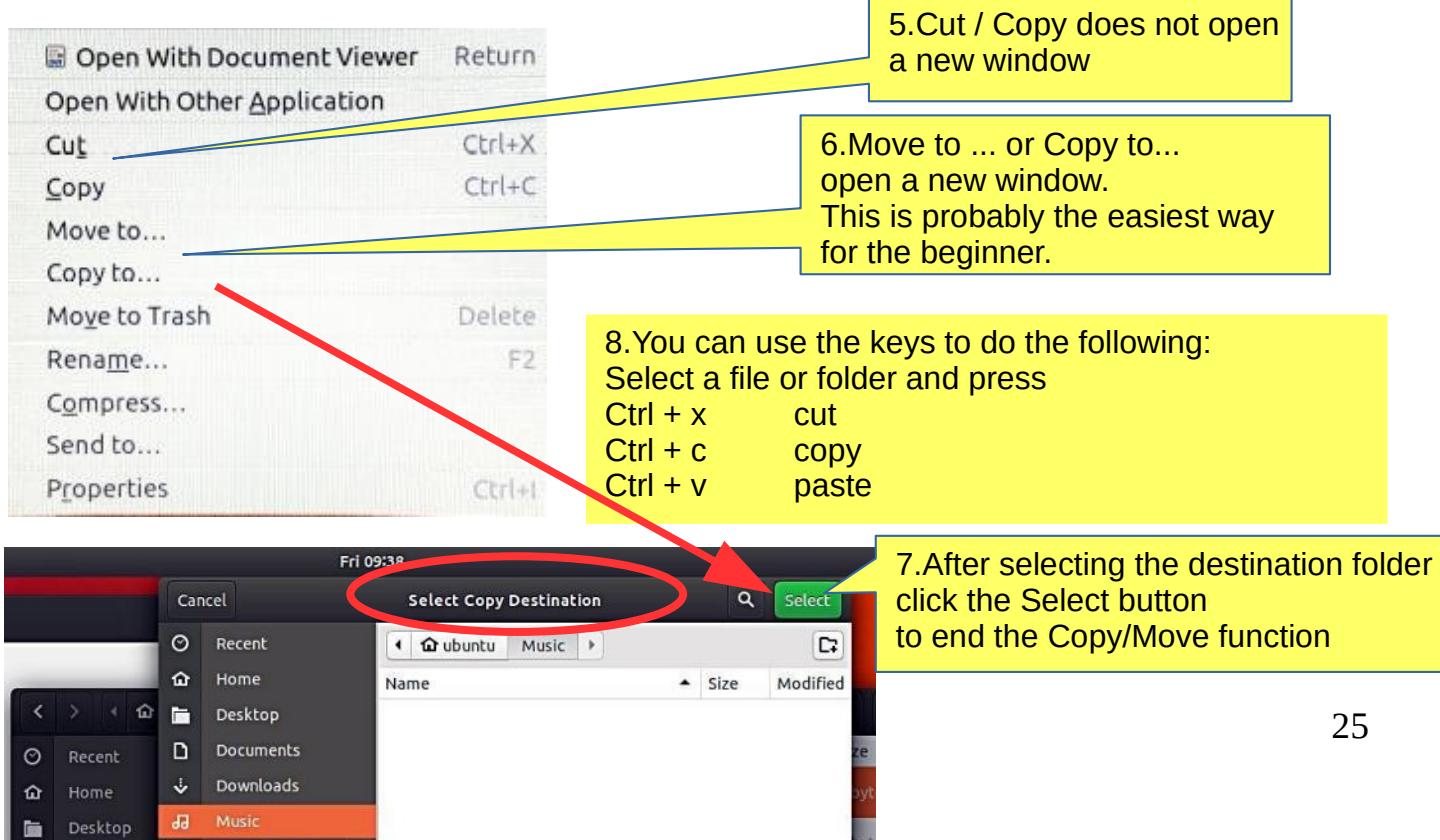
File handling with commands

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

2. You can see the menus by clicking the file with right button of the mouse.
There are commands that are confusing. Note that the commands
Copy and Copy To... (with 3 dots) have different functions.

3. The commands without dots work on the same screen (can be different windows).

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



The screenshot shows a context menu for a file named 'test'. The menu items are:

- Open With Document Viewer
- Open With Other Application
- Cut (Ctrl+X)
- Copy (Ctrl+C)
- Move to... (highlighted with a red arrow)
- Copy to... (highlighted with a red arrow)
- Move to Trash
- Delete (F2)
- Rename...
- Compress...
- Send to...
- Properties (Ctrl+I)

Annotations explain the following:

- 5. Cut / Copy does not open a new window
- 6. Move to ... or Copy to... open a new window.
This is probably the easiest way for the beginner.
- 8. You can use the keys to do the following:
 - Select a file or folder and press Ctrl + x cut
 - Ctrl + c copy
 - Ctrl + v paste
- 7. 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.

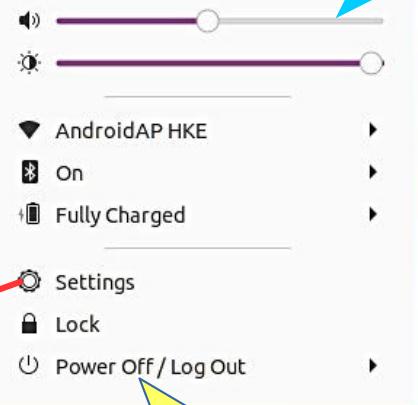
Click !

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

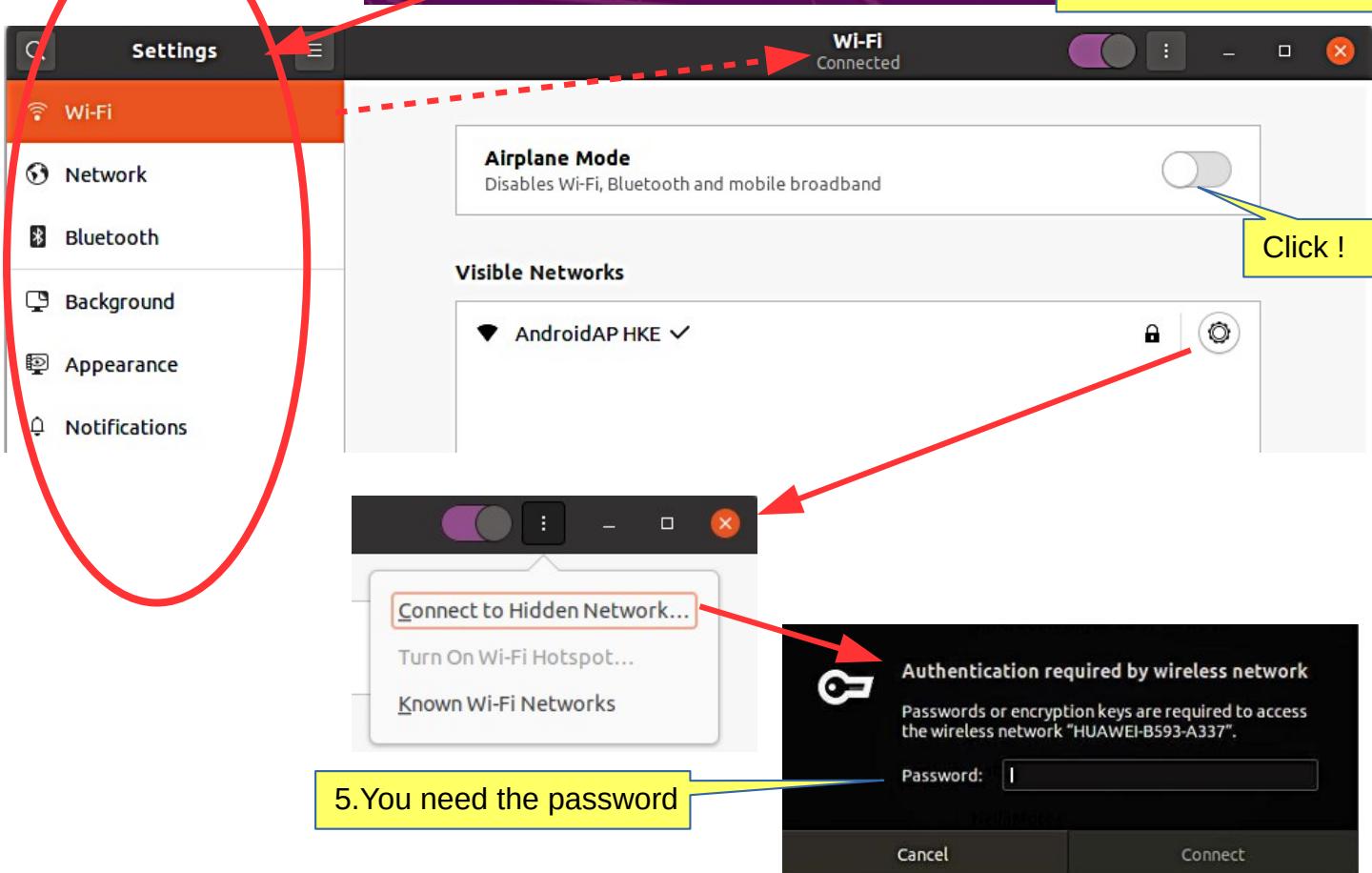
It's a good idea to go through those right away. At the same time, you should consider what kind of settings best serve your own use.

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

Click !



4.Close the computer



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 Network settings window with the Network tab selected. In the main area, there is a section for 'Network Proxy' with a dropdown menu set to 'Off'. A red arrow points from the 'Apply' button at the bottom left of this window to a yellow callout bubble containing an exclamation mark, indicating that changes need to be applied.

Network Proxy

Off

AndroidAP HKE

Details **Identity** **IPv4** **IPv6** **Security**

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

Details **Identity** **IPv4** **IPv6** **Security**

SSID AndroidAP HKE
BSSID [REDACTED]
MAC Address [REDACTED]
Cloned Address [REDACTED]

AndroidAP HKE

Details **Identity** **IPv4** **IPv6** **Security**

IPv4 Method Automatic (DHCP) Link-Local Only Manual Shared to other computers

DNS Automatic
Separate IP addresses with commas [REDACTED]

Routes Automatic
Address Netmask Gateway Metric
[REDACTED] [REDACTED] [REDACTED] [REDACTED]

Use this connection only for resources on its network

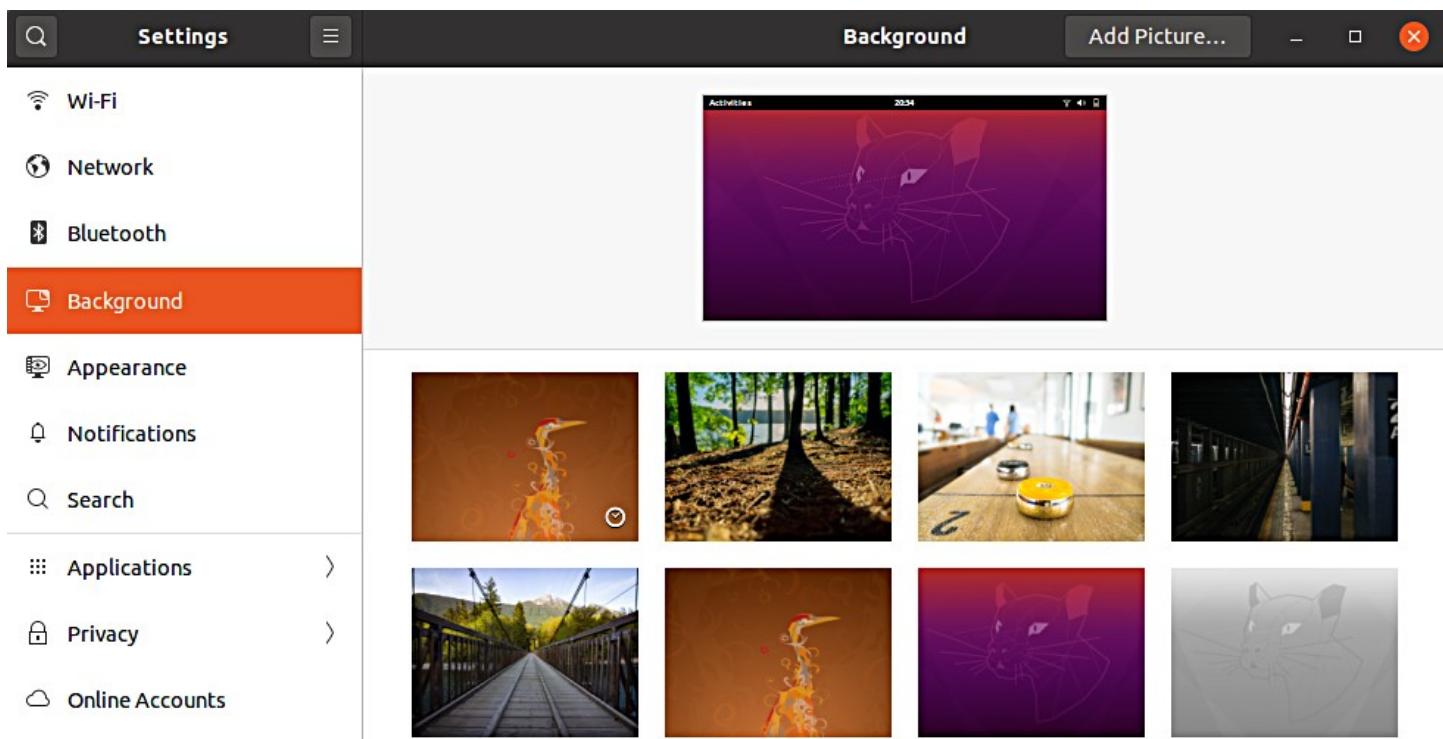
AndroidAP HKE

Details **Identity** **IPv4** **IPv6** **Security**

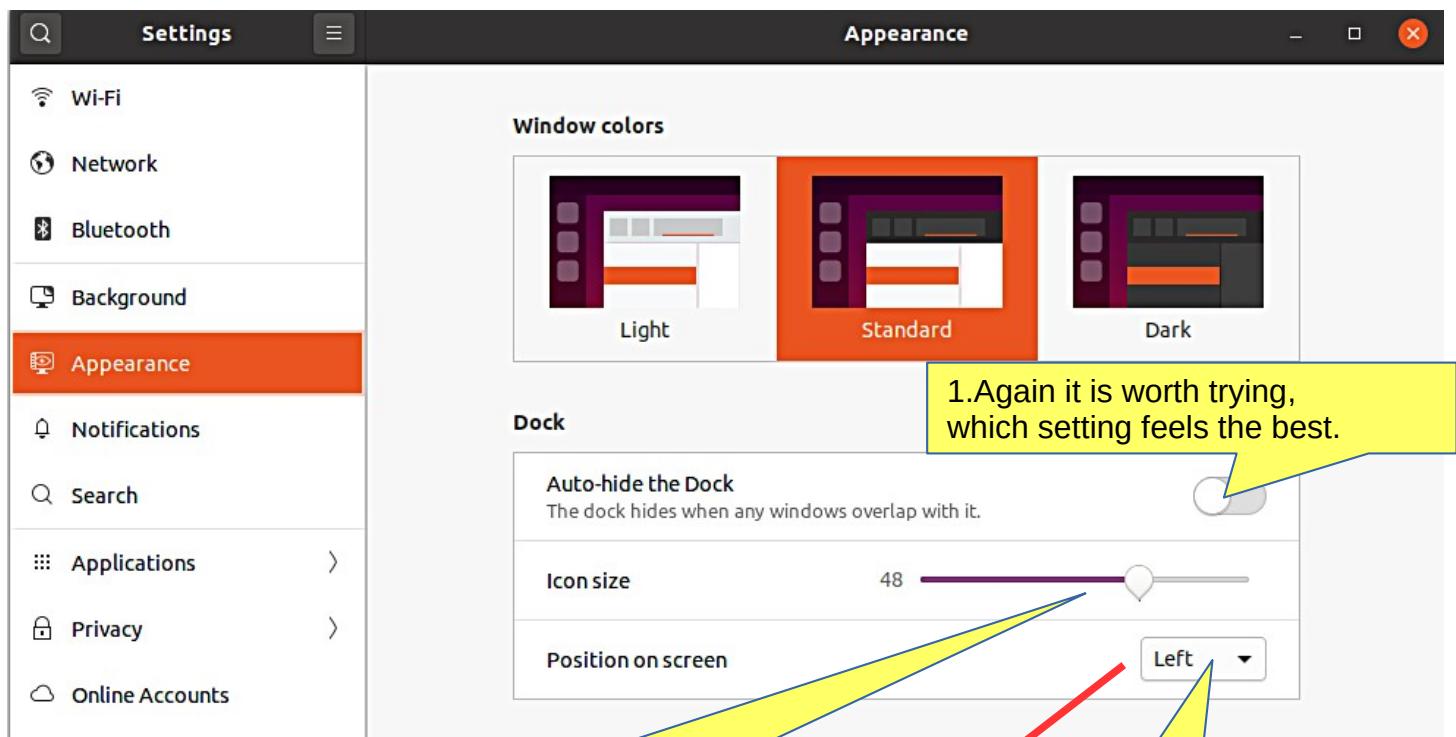
Security WPA & WPA2 Personal
Password [REDACTED] Show password

Basic settings

Look Ubuntu Desktop Guide: **Networking, web & email**

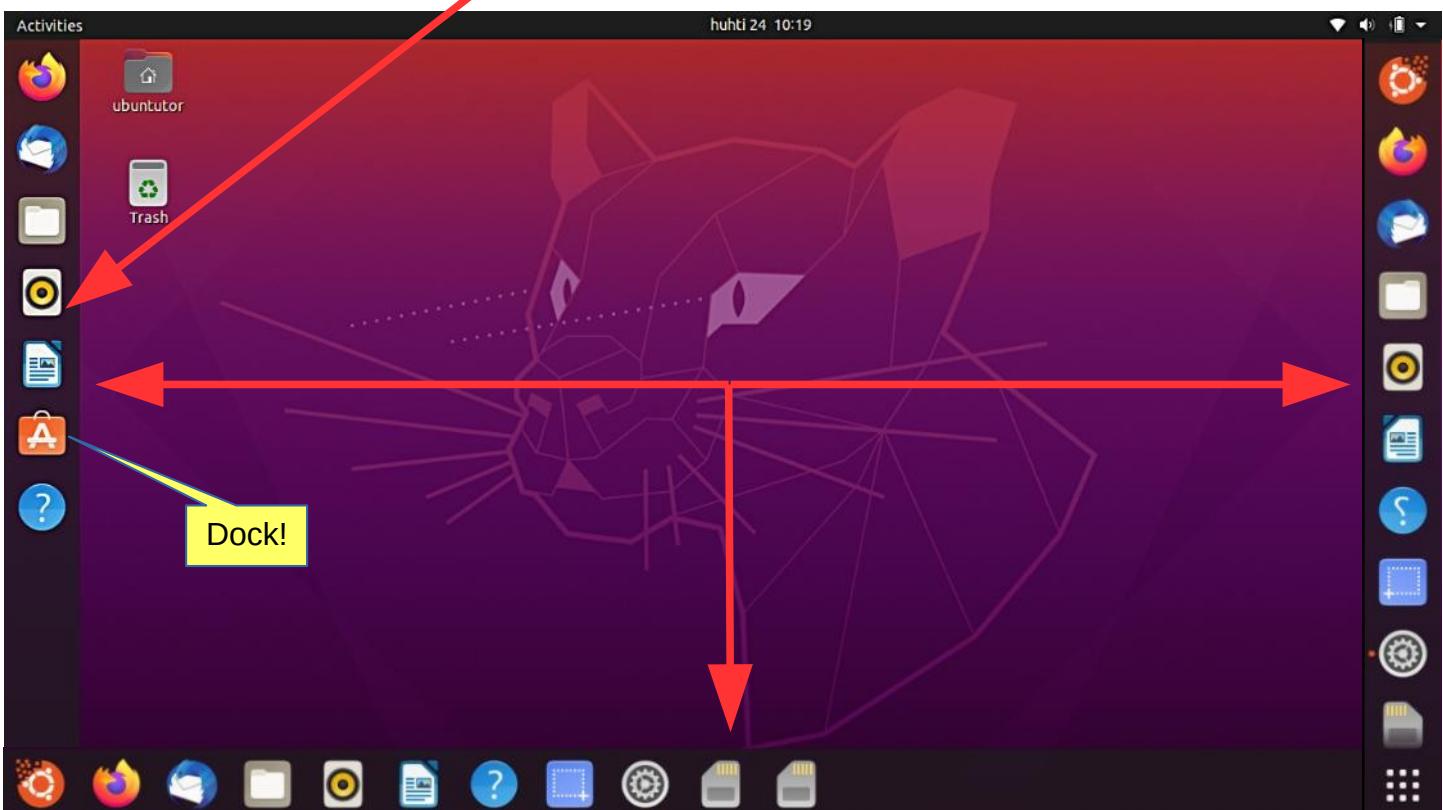


Basic settings



2. This allows you to adjust the size of icons.

3. Use this to define the location of the icons; left, bottom, right



Basic settings

The screenshot illustrates the basic settings interface in Ubuntu. On the left, the 'Settings' window is open, showing various system options like Wi-Fi, Network, Bluetooth, Background, Appearance, Notifications, Search, Applications, Privacy, Online Accounts, Sharing, Sound, Power, Displays, and Mouse & Touchpad. The 'Notifications' option is highlighted with an orange bar. A yellow callout box labeled '1. No alarm' points to the 'Do Not Disturb' setting in the main panel. A red arrow points from the 'Do Not Disturb' switch in the panel to the 'Do Not Disturb' switch in the 'Notifications' application window. The 'Notifications' application window also shows the 'Lock Screen Notifications' switch, which is turned on (purple).

1. No alarm

Do Not Disturb

Do Not Disturb

Lock Screen Notifications

Applications

Archive Manager	On
Backups	On
Color	On
Date & Time	On
Desktop Sharing	On
Disk Usage Analyzer	On
Files	On
Network	On
Power	On
Printers	On
Report a problem...	On
Rhythmbox	On
Software Updater	On
Ubuntu Software	On

Basic settings

The screenshot shows the 'Search' section of the basic settings. On the left, a sidebar lists various system categories like Wi-Fi, Network, Bluetooth, Background, Appearance, Notifications, Applications, Privacy, and Online Accounts. The 'Search' category is highlighted with a red oval. At the top, there's a search bar labeled 'Search Locations' and a 'Search' button. A red arrow points to the 'Search' button. Below the search bar, a list of search results is shown with toggle switches and three-dot menus. A yellow callout box with a lightning bolt icon contains the text: '1. Again it is worth trying, which setting feels the best.' To the right, there are 'Move Up' and 'Move Down' buttons.

Control which search results are shown in the Activities Overview. The order of search results can also be changed by moving rows in the list.

⋮	Files	<input checked="" type="checkbox"/>	⋮
⋮	Calculator	<input checked="" type="checkbox"/>	⋮
⋮	Calendar	<input checked="" type="checkbox"/>	⋮
⋮	Characters	<input checked="" type="checkbox"/>	⋮
⋮	Passwords and Keys	<input checked="" type="checkbox"/>	⋮
⋮	Terminal	<input checked="" type="checkbox"/>	⋮

Move Up Move Down

Search Locations

Places (highlighted with a red oval) Bookmarks Other

Folders which are searched by system applications, such as Files, Photos and Videos.

Videos	<input checked="" type="checkbox"/>
Downloads	<input type="checkbox"/>
Documents	<input checked="" type="checkbox"/>
Music	<input checked="" type="checkbox"/>
Pictures	<input checked="" type="checkbox"/>
Home	<input checked="" type="checkbox"/>

Search Locations

Places Bookmarks (highlighted with a red oval) Other

Folders which are searched by system applications, such as Files, Photos and Videos.

Desktop	<input checked="" type="checkbox"/>
---------	-------------------------------------

+

Basic settings

The image shows the Ubuntu desktop environment with several windows open, illustrating basic system settings and application integration.

Left Panel (Settings):

- Wi-Fi
- Network
- Bluetooth
- Background
- Appearance
- Notifications
- Search
- Applications** (highlighted)
- Startup Disk Creator
- Sudoku
- System Monitor
- Terminal
- Text Editor
- Thunderbird Mail
- To Do
- Transmission BitTorrent ...
- Ubuntu Software
- Videos

Middle Panel (Applications):

Integration: System features used by this application.

Notifications:

Applications:

- Additional Drivers (highlighted)
- AisleRiot Solitaire
- Archive Manager
- Backups
- Calculator
- Calendar
- Characters
- Cheese
- Disks
- Disk Usage Analyzer
- Document Scanner
- Document Viewer
- Files

Right Panel (List of Applications):

- Firefox Web Browser
- Fonts
- gThumb Image Viewer
- Help
- Image Viewer
- Input Method
- Language Support
- LibreOffice Calc
- LibreOffice Draw
- LibreOffice Impress
- LibreOffice Writer
- Livepatch
- Logs
- Mahjongg
- Mines
- Passwords and Keys
- Power Statistics
- Remmina Remote Deskt...
- Rhythmbox Music Player
- Screenshot
- Settings
- Shotwell Photo Manager
- Software Updater
- Software & Updates
- Startup Applications

Bottom Panel (Integration Settings):

Integration: Sovelluksen käyttämät järjestelmäominaisuudet.

Ilmoitukset:

Oletuskäsitteimet: Sovelluksen avaimat tiedosto-ja linkkityypit.

Tyhjennä asetukset

Muut tiedostot	25
Tekstitiedostot	2
Kuvatiedostot	4

Basic settings

The image shows a series of five screenshots of the "Basic settings" interface in Ubuntu, each with a red circle or arrow highlighting a specific feature.

- Connectivity:** A red circle highlights the "Privacy" tab in the top navigation bar. The main content area describes connectivity checking and includes a toggle switch for "Connectivity Checking".
- File History & Trash:** A red circle highlights the "File History & Trash" tab in the top navigation bar. The main content area includes sections for "File History" and "File History Duration" (set to "Forever"), and a "Clear History..." button.
- Location Services:** A red arrow points to the "Location Services" tab in the left sidebar. The main content area shows a lock icon and the message "Location services turned off".
- Screen Lock:** A red arrow points to the "Screen Lock" tab in the left sidebar. The main content area includes sections for "Blank Screen Delay" (set to 5 minutes), "Automatic Screen Lock" (enabled), "Automatic Screen Lock Delay" (set to "Screen Turns Off"), "Lock Screen on Suspend" (enabled), and "Show Notifications on Lock Screen" (enabled). A yellow callout bubble with the text "1. Think of your own safety." is positioned over the "Automatic Screen Lock" section.
- Diagnostics:** A red arrow points to the "Diagnostics" tab in the left sidebar. The main content area includes a section for "Problem Reporting" which states: "Sending reports of technical problems helps us improve Ubuntu. Reports are sent anonymously and are scrubbed of personal data." It includes a dropdown menu for "Send error reports to Canonical" set to "Manual".

Basic settings

Look Ubuntu Desktop Guide: Sound, video & pictures

The image shows two screenshots of the Ubuntu Settings interface. The top screenshot is titled "Online Accounts" and shows a list of account providers: Ubuntu Single Sign-On, Google, Nextcloud, Facebook, Microsoft, Flickr, Foursquare, and Microsoft Exchange. The "Sharing" option under the "Ubuntu Single Sign-On" provider is highlighted with a red box. The bottom screenshot is titled "Sound" and shows the "System Volume" slider, an "Over-Amplification" toggle switch (which is off), the "Volume Levels" for "System Sounds", the "Output" section with an "Output Device" set to "Speakers - Built-in Audio" and a "Balance" slider, the "Input" section with an "Input Device" set to "Internal Microphone - Built-in Audio" and a "Volume" slider, and the "Alert Sound" section with five options: Default, Bark, Drip, Glass, and Sonar. A yellow callout box with an exclamation mark points to the "Over-Amplification" toggle. Another yellow callout box with an exclamation mark points to the "Output Device" dropdown in the "Output" section. A third yellow callout box with the text "1. If you connect the TV, check audio output to television" points to the "Output Device" dropdown. A fourth yellow callout box with the text "Try it!" points to the "Volume" slider in the "Input" section.

Online Accounts

Connect to your data in the cloud

No internet connection — connect to set up new online accounts

Add an account

- Ubuntu Single Sign-On
- Google
- Nextcloud
- Facebook
- Microsoft
- Flickr
- Foursquare
- Microsoft Exchange

Sharing

Computer Name: `ubuntutor-HP-Stream-Laptop-14-ax0XX`

Screen Sharing: Off

Media Sharing: Off

System Volume

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

Volume Levels

Output

Output Device: Speakers - Built-in Audio

Test

Balance: Left

Input

Input Device: Internal Microphone - Built-in Audio

Volume

Alert Sound

Default

Bark

Drip

Glass

Sonar

Basic settings

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

The screenshot shows the 'Power' section of the settings. It includes a battery level indicator at 100% and a 'Power Saving' section with options like 'Screen Brightness' (set to 100%), 'Dim Screen When Inactive' (on), 'Blank Screen' (set to 5 minutes), 'Wi-Fi' (off), and 'Bluetooth' (on). A yellow box highlights the 'Power Saving' section with an exclamation mark.

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

The screenshot shows the 'Automatic Suspend' dialog. It has two sections: 'On Battery Power' (delay 20 minutes) and 'Plugged In' (delay 1 hour). A red arrow points from the 'Plugged In' section to the 'Suspend & Power Button' settings below. A yellow box highlights the 'Power Off' dropdown menu with the option 'Power Off' selected.

3. I recommend "Suspend"

The screenshot shows the 'Suspend & Power Button' settings. A red arrow points from the 'Power Off' dropdown in the previous screen to this screen. A yellow box highlights the 'When on battery power' dropdown with the option 'Suspend' selected.

Click

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

The screenshot shows the 'Displays' section of the settings. It includes 'Orientation' (Landscape), 'Resolution' (1366 x 768 (16:9)), 'Refresh Rate' (60,01 Hz), and 'Fractional Scaling' (off). A red arrow points from the 'Night Light' section in the next screen to this screen. A yellow box highlights the 'Fractional Scaling' toggle switch with the text 'New!'.

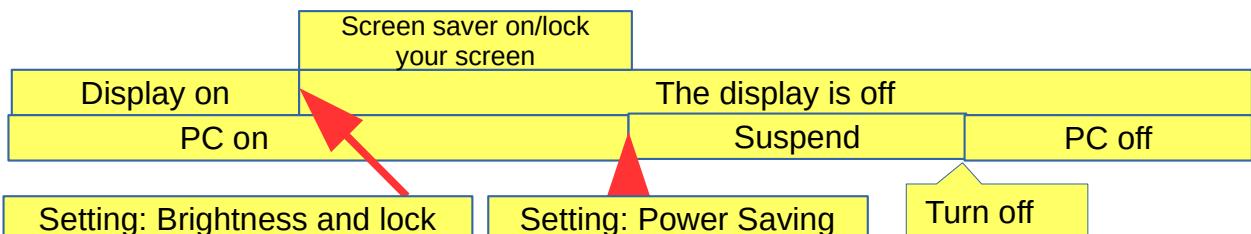
5. The night light is reddish and gentle in contrast.

The screenshot shows the 'Night Light' section of the settings. It includes a toggle switch, a 'Schedule' dropdown set to 'Sunset to Sunrise', a 'Times' section for setting times, and a 'Color Temperature' slider between 'Less Warm' and 'More Warm'. A red arrow points from the 'Color Temperature' slider in this screen to the 'Color Temperature' slider in the next screen. A yellow box highlights the 'Color Temperature' slider with two red circles indicating the range.

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.

Annotations and descriptions:

2. Define your own rhythm
3. An external mouse makes it easier to work, it's a good idea to get one
4. Natural scrolling = When two fingers are pushed fore, the image moves in the same direction, ie upward.
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
6. Options to move the image with two fingers

Basic settings

Settings	Reset All...	Keyboard Shortcuts
Online Accounts		
Sharing		Move window one monitor up Shift+Super+Up
Sound		Move window one workspace down Shift+Super+Page Down
Power		Move window one workspace up Shift+Super+Page Up
Displays		Move window to last workspace Shift+Super+End
Mouse & Touchpad		Move window to workspace 1 Shift+Super+Home
Keyboard Shortcuts		Move window to workspace 2 Disabled
Printers		Move window to workspace 3 Disabled
Removable Media		Move window to workspace 4 Disabled
		Switch applications Super+Tab
		Switch system controls Ctrl+Alt+Tab

1. Adding a new printer if Ubuntu can not find it

2. Here you can check and delete the print queue

Printers - localhost

Printer	Status
DeskJet-2600-series	Connected to localhost
HL-3140CW-series	Connected to localhost

Select how media should be handled

CD audio	Ask what to do
DVD video	Ask what to do
Music player	Ask what to do
Photos	Ask what to do
Software	Run Software
Other Media...	

Never prompt or start programs on media insertion

Basic settings

Settings

- Keyboard Shortcuts
- Printers
- Removable Media
- Color**
- Region & Language

Color

Each device needs an up to date color profile to be color managed. [Learn more](#)

Laptop Screen

Why is color management important?

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

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

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

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

Settings

- Keyboard Shortcuts
- Printers
- Removable Media
- Color**
- Region & Language**
- Universal Access
- Default Applications

Region & Language

Language English (United States)

Formats 1. You can change the language Suomi

Input Sources
Choose keyboard layouts or input methods.

Finnish

Manage Installed Languages

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

Suomalainen

Basic settings

Look Ubuntu Desktop Guide: Universal access

Settings

Universal Access

Mouse & Touchpad

Keyboard Shortcuts

Printers

Removable Media

Color

Region & Language

Universal Access

Users

Default Applications

Date & Time

Always Show Universal Access Menu

Seeing

High Contrast **High Contrast**

Large Text **Large Text**

Cursor Size **Cursor Size**

Zoom

Screen Reader

Sound Keys

Hearing

Visual Alerts

Typing

Screen Keyboard

Repeat Keys

Cursor Blinking

Typing Assist (AccessX)

Pointing & Clicking

Mouse Keys

Locate Pointer

Click Assist

Double-Click Delay

Kohdistimen koko

Kohdistimen koon muuttamisella ja suurenneksella on mahdollista tehdä kohdistimen erottaminen helpomaksi.

Try it !

Basic settings

The screenshot shows the Unity desktop environment with several windows open:

- Left Panel (Settings):** Shows icons for Online Accounts, Sharing, Sound, Power, Displays, Mouse, Keyboard, Printers, Removable Media, Color, Region, Universal Access, Users (highlighted in orange), Default Applications (highlighted in orange), and Date & Time.
- Top Bar:** Shows the title "Settings", a search icon, a menu icon, "Users", and a green "Add User..." button.
- User Accounts Window:** Shows a list of users. One user, "Ubuntutor", is highlighted with a purple circle containing a white "U". A yellow callout bubble says: "1.If you have one user, then you are the "Administrator" who has great powers." A red arrow points from this bubble to the "Ubuntutor" user icon.
- Authentication & Login Window:** Shows fields for "Password" (with a red arrow pointing to it), "Automatic Login" (with a red arrow pointing to its toggle switch), and "Account Activity". A yellow callout bubble says: "2.Password is important!" A red arrow points from this bubble to the "Change Password" button at the bottom.
- Change Password Dialog:** Shows fields for "Current Password", "New Password" (with a red arrow pointing to it and a note "Mix uppercase and lowercase and try to use a number or two."), and "Confirm New Password". A red arrow points from the "New Password" field to the "Confirm New Password" field.
- Account Activity Window:** Shows a title bar "Ubuntutor — Account Activity This Week" and a list of session events:

Event	Date
Session Started	Today, 21:03
Session Ended	Today, 21:03
Session Started	Today, 20:28
Session Ended	Today, 20:28
Session Started	Yesterday, 19:04

The screenshot shows the Unity desktop environment with several windows open:

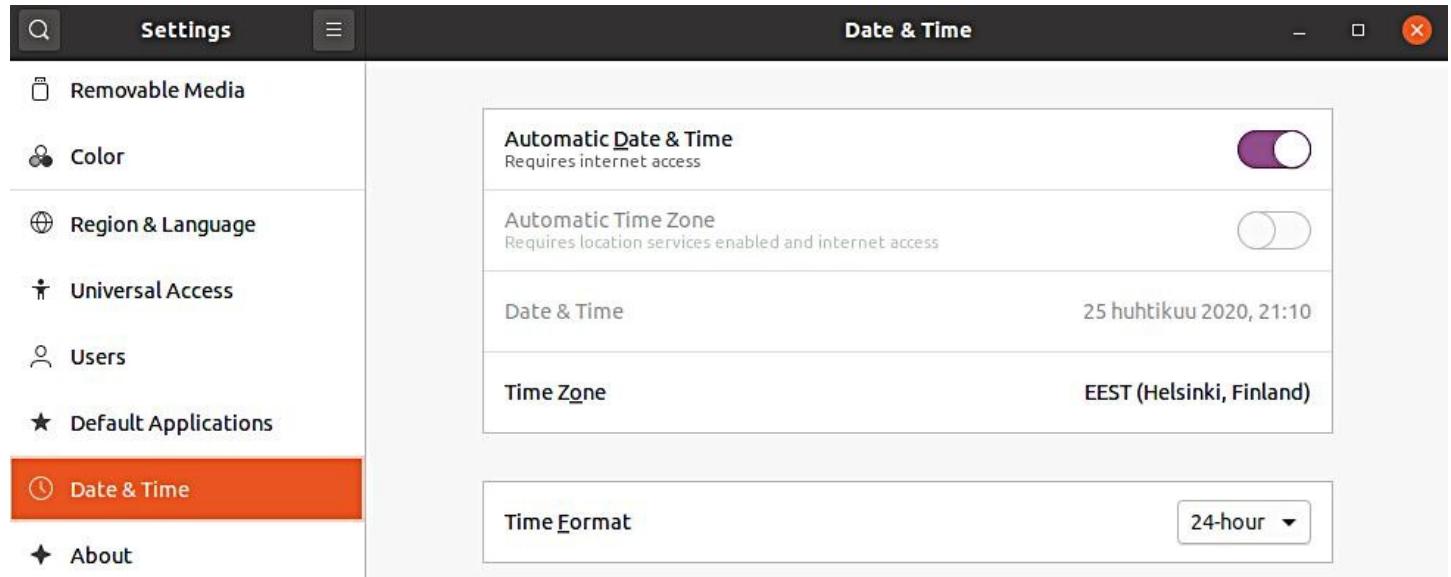
- Left Panel (Settings):** Shows icons for Color, Region & Language, Universal Access, Users (highlighted in orange), Default Applications (highlighted in orange), Date & Time, and About.
- Top Bar:** Shows the title "Settings", a search icon, a menu icon, and a close button.
- Default Applications Window:** Shows a title bar "Default Applications" and a list of application mappings:

Category	Application
Web	Firefox Web Browser
Mail	Thunderbird Mail
Calendar	Text Editor
Music	Rhythmbox
Video	Videos
Photos	Image Viewer

A yellow callout bubble says: "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



The screenshot shows the 'About' settings page. On the left is a sidebar with icons for Sharing, Sound, Power, Displays (highlighted with a yellow box and arrow), Mouse & Touchpad, Keyboard Shortcuts, Printers, Removable Media, Color, Region & Language, Universal Access, Users, Default Applications, Date & Time, and About (selected and highlighted in orange). The main area displays system information in two tables. The first table includes Device Name (ubuntutor-HP-Stream-Laptop-14-ax0XX), Memory (1,8 GiB), Processor (Intel® Celeron(R) CPU N3060 @ 1.60GHz × 2), Graphics (Intel® HD Graphics 400 (BSW)), and Disk Capacity (Unknown). The second table includes OS Name (Ubuntu 20.04 LTS), OS Type (64-bit), GNOME Version (3.36.1), Windowing System (X11), and Software Updates (with a red circle and arrow pointing to it).

Device Name	ubuntutor-HP-Stream-Laptop-14-ax0XX
Memory	1,8 GiB
Processor	Intel® Celeron(R) CPU N3060 @ 1.60GHz × 2
Graphics	Intel® HD Graphics 400 (BSW)
Disk Capacity	Unknown

OS Name	Ubuntu 20.04 LTS
OS Type	64-bit
GNOME Version	3.36.1
Windowing System	X11
Software Updates	>

Next page

41

Basic settings

The screenshot shows the 'Ubuntu Software' tab selected in the top navigation bar. Under 'Downloadable from the Internet', several checkboxes are checked: 'Canonical-supported free and open-source software (main)', 'Community-maintained free and open-source software (universe)', 'Proprietary drivers for devices (restricted)', and 'Software restricted by copyright or legal issues (multiverse)'. There is also an unchecked checkbox for 'Source code'. A dropdown menu 'Download from:' is set to 'Server for Finland'. Under 'Installable from CD-ROM/DVD', there is a single checkbox for 'Cdrom with Ubuntu 20.04 "Focal Fossa"' which is unchecked.

The screenshot shows the 'Other Software' tab selected in the top navigation bar. It lists two categories: 'Canonical Partners' (with sub-options for 'Software packaged by Canonical for their partners' and '(Source Code)') and 'Canonical Partners (Source Code)' (with sub-options for 'Software packaged by Canonical for their partners'). Below these are three buttons: 'Add...', 'Edit...', and 'Remove'.

The screenshot shows the 'Updates' tab selected in the top navigation bar. It contains several dropdown menus for update preferences: 'For other packages, subscribe to:' (set to 'All updates'), 'Automatically check for updates:' (set to 'Daily'), 'When there are security updates:' (set to 'Download and install automatically'), 'When there are other updates:' (set to 'Display weekly'), and 'Notify me of a new Ubuntu version:' (set to 'For long-term support versions').

The screenshot shows the 'Authentication' tab selected in the top navigation bar. It displays a list of 'Trusted software providers' with their keys: 3B4FE6ACC0B21F32 2012-05-12, Ubuntu Archive Automatic Signing Key (2012) <ftpmaster@ubuntu.com>, D94AA3F0EFE21092 2012-05-12, Ubuntu CD Image Automatic Signing Key (2012) <cdimage@ubuntu.com>, 871920D1991BC93C 2018-09-17, and Ubuntu Archive Automatic Signing Key (2018) <ftpmaster@ubuntu.com>. A yellow exclamation mark is placed over the list of keys.

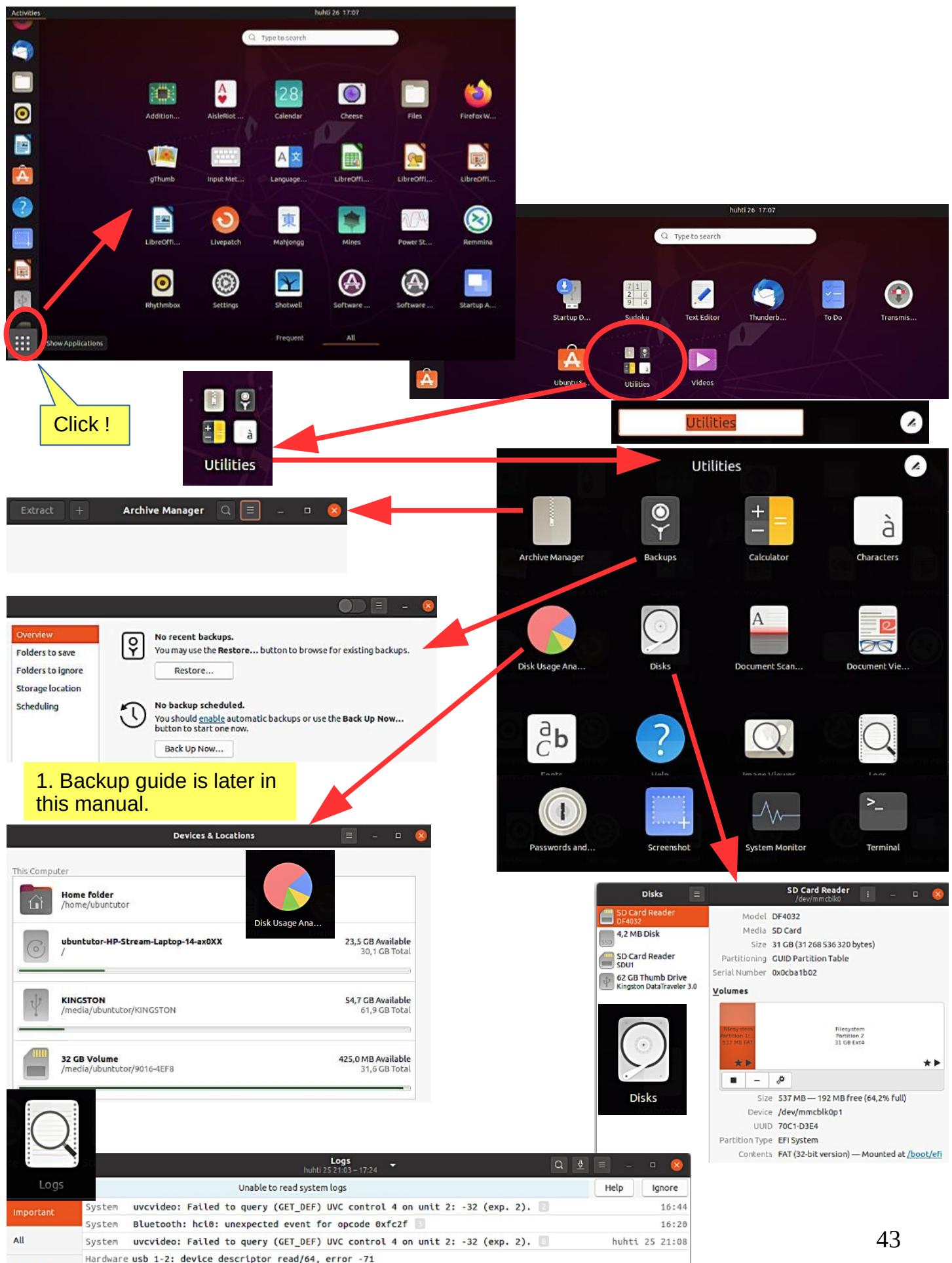
The screenshot shows the 'Additional Drivers' tab selected in the top navigation bar. It displays a message 'Searching for available drivers...' and a note 'No proprietary drivers are in use.' with buttons 'Revert' and 'App'. Below this, it says 'A proprietary driver has private code that Ubuntu developers can't review or improve. Security and other updates are dependent on the driver vendor.'

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

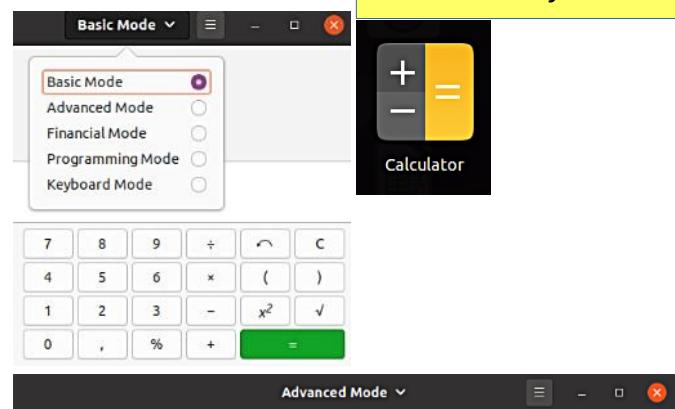
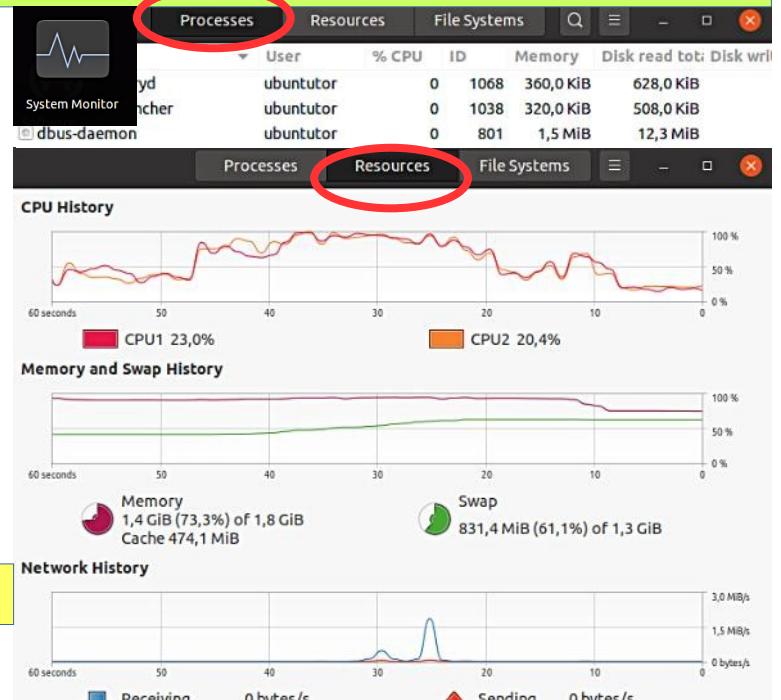
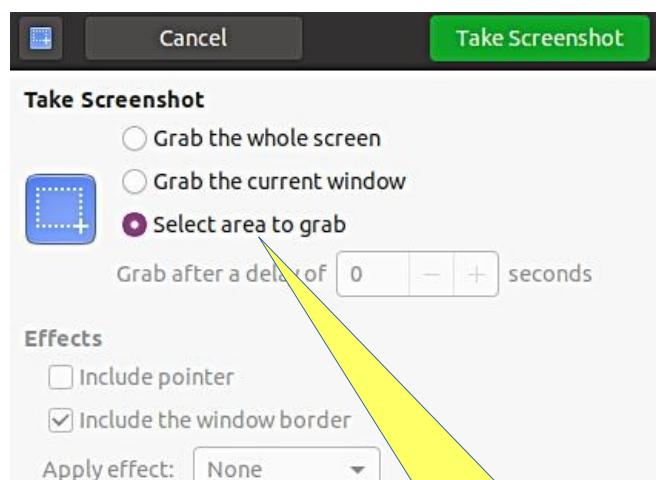
The screenshot shows the 'Developer Options' tab selected in the top navigation bar. It features a section about Canonical Livepatch with a note 'Canonical Livepatch helps keep your system secure by applying security updates that don't require a restart.' and a link 'Learn More'. A red arrow points to the 'Livepatch' tab in the top navigation bar. Below this, there is a checkbox for 'Livepatch requires an Internet connection.' and another for 'Show Livepatch status in the top bar.'

The screenshot shows the 'Developer Options' tab selected in the top navigation bar. It displays a note 'Use proposed updates if you're willing to report bugs on any problems that occur.' and a checkbox for 'Pre-released updates (focal-proposed)'.

Introduction to installed Ubuntu apps



Introduction to installed Ubuntu apps

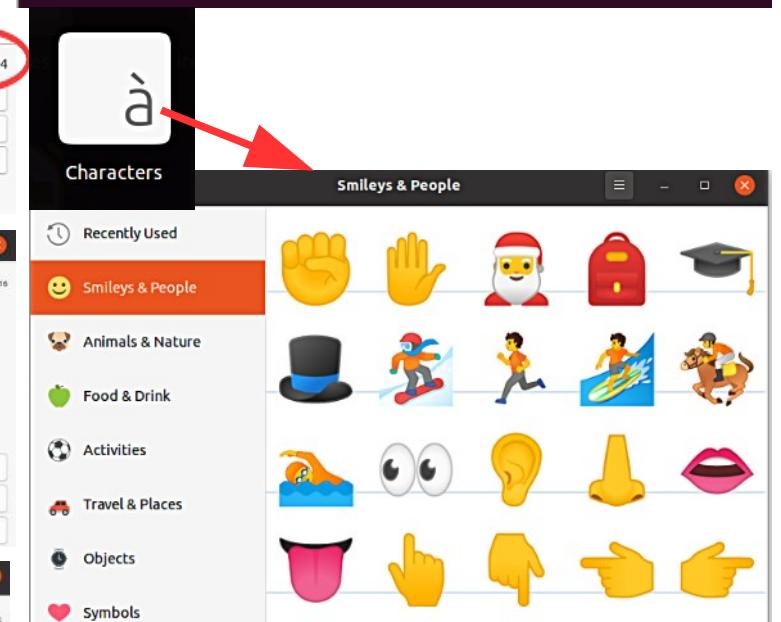
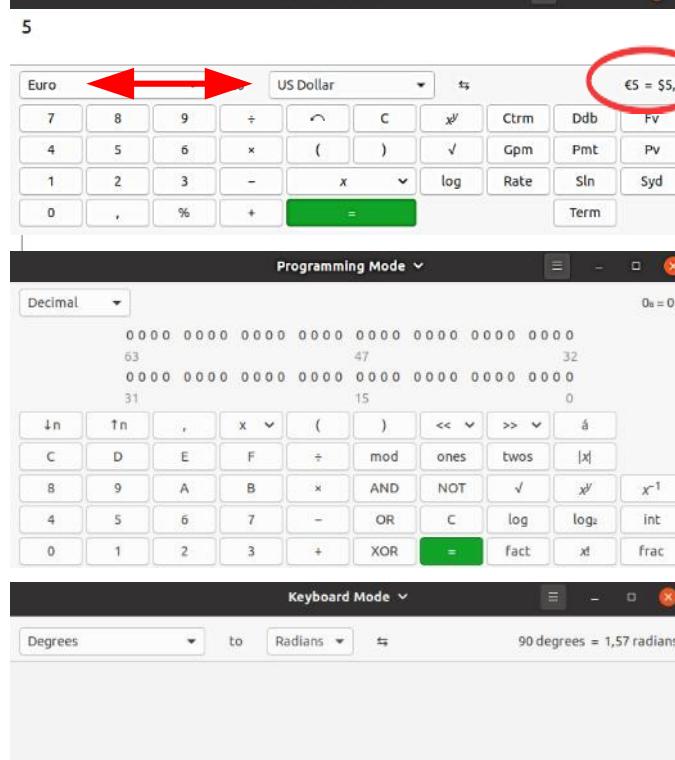


Device	Directory	Type	Total	Available	Used
/dev/mmc	/	ext4	30,1 GB	21,9 GB	6,6 GB
/dev/mmc	/boot/efi	vfat	268,4 MB	192,2 MB	76,3 MB
/dev/mmc	/media/ubuntu	vfat	31,6 GB	425,0 MB	31,2 GB
/dev/sda1	/media/ubuntu	vfat	61,9 GB	54,7 GB	7,1 GB



```
ubuntu@ubuntutor-HP-Stream-Laptop-14-ax0XX: ~$
```

To run a command as administrator (user "root"), use "sudo <command>". See "man sudo_root" for details.

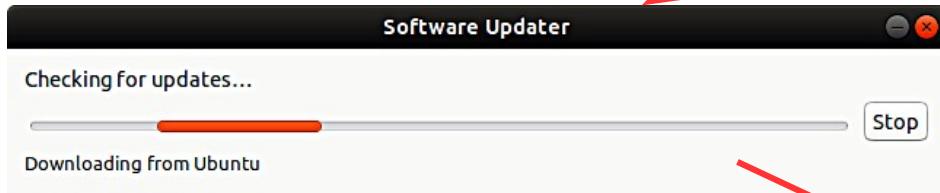


Introduction to installed Ubuntu apps

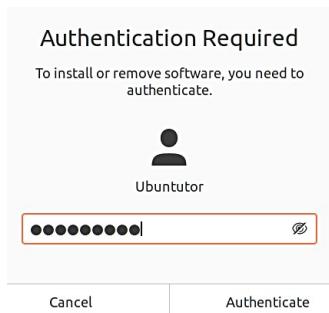
1.Ubuntu suggests updates automatically, but the user can decide on the timing of the upgrade.
For updating, Ubuntu will notify you of the Dock icon.
Click the icon to start the update



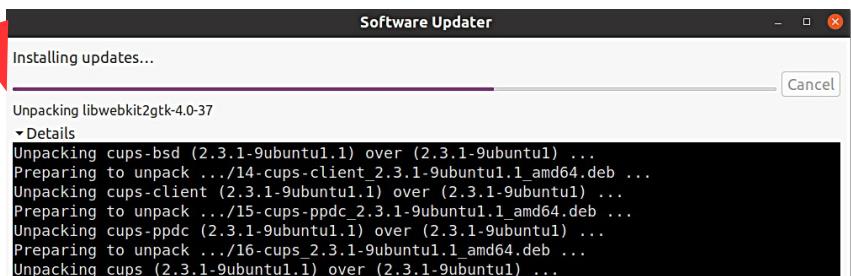
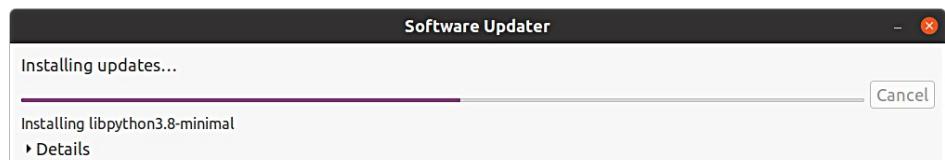
2.You can also start the update by clicking the icon



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



Introduction to installed Ubuntu apps

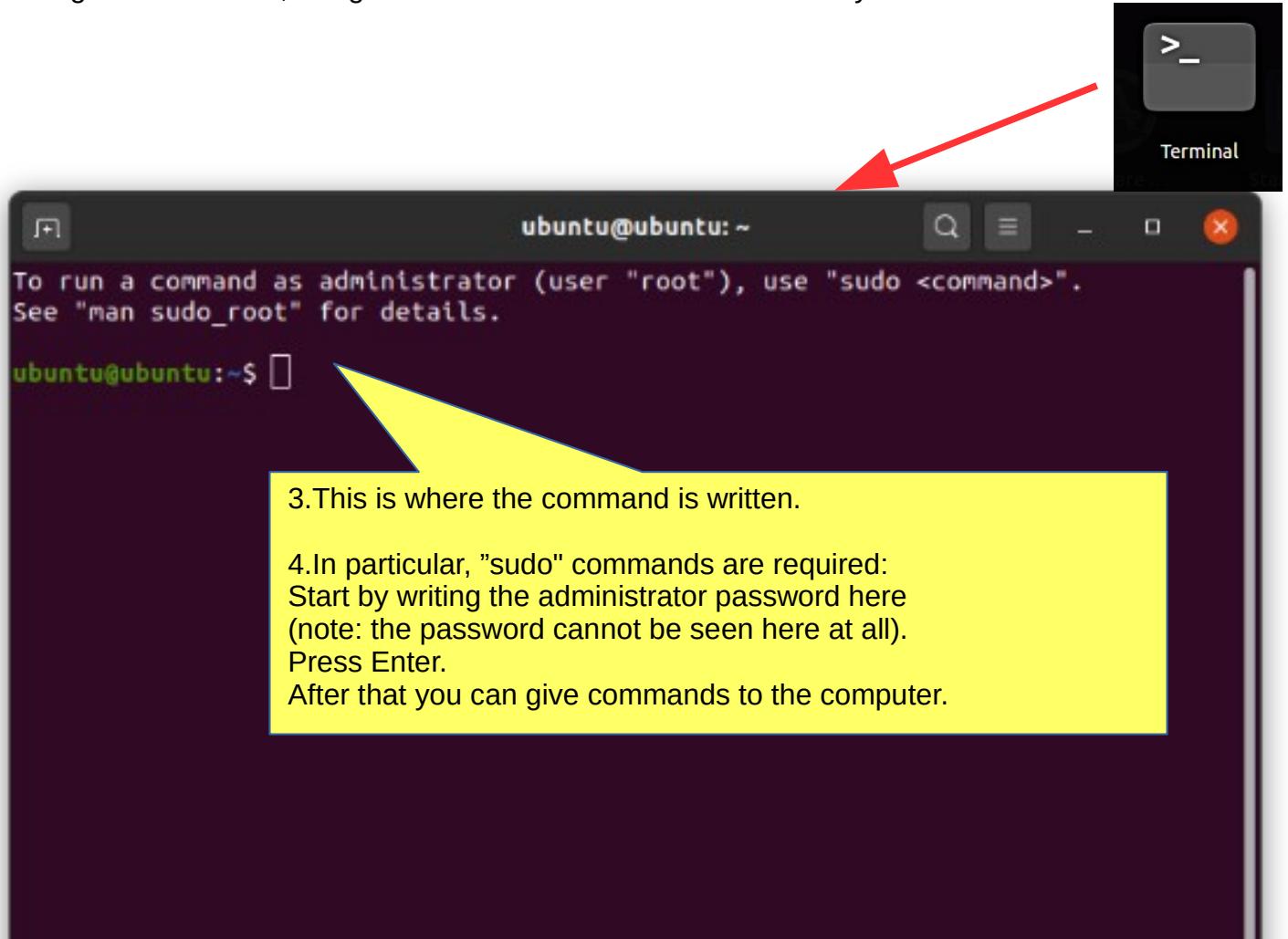


The figure shows a screenshot of the Log window from the Gnome Control Center. The window displays multiple panes of log entries, each corresponding to a different category: Important, All, Applications, System, Security, and Hardware. Each pane contains a list of log messages with timestamps and descriptions. The 'Logs' tab is selected at the top of each pane. The 'Important' pane is currently active, showing several critical system errors such as 'uvccvideo: Failed to query (GET_DEF) UVC control 4 on unit 2: -32 (exp. 2.)' and 'Failed to start Save current user state periodically.' The other panes show less critical information like application startup logs ('Started Application launched by gnome-shell.') and hardware status ('Btrfs loaded, crc32=crc32c-intel'). The logs are color-coded by severity: red for errors, yellow for warnings, and green for informational messages.

Command Prompt (Terminal)

1.The command line is one of the most powerful tools in the Linux system.
If you have a problem and ask a Linux specialist, he will usually start by telling you what to do in the command line.

2.In this guide, I have not referred to the command line, because it is unfamiliar to the beginner. However, it is good to understand the basics of the mysterious command line.



3.This is where the command is written.

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

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

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

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

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

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

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

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

Install apps

Look Ubuntu Desktop Guide: [Install & remove software](#)



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.

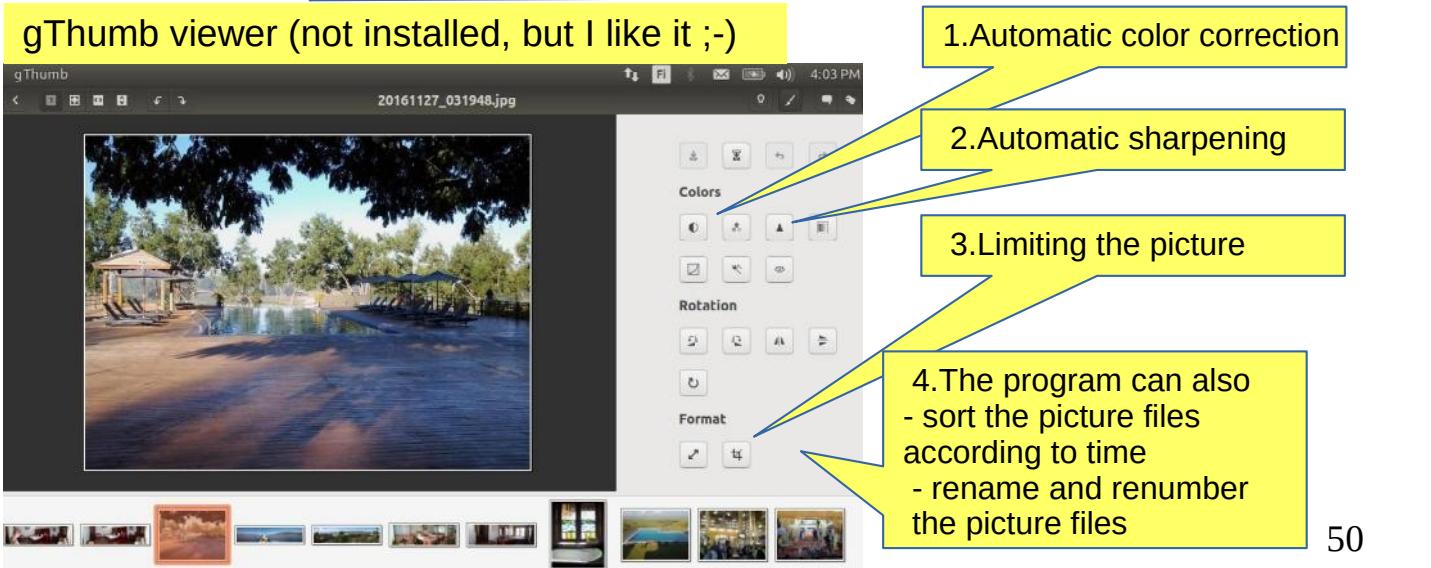
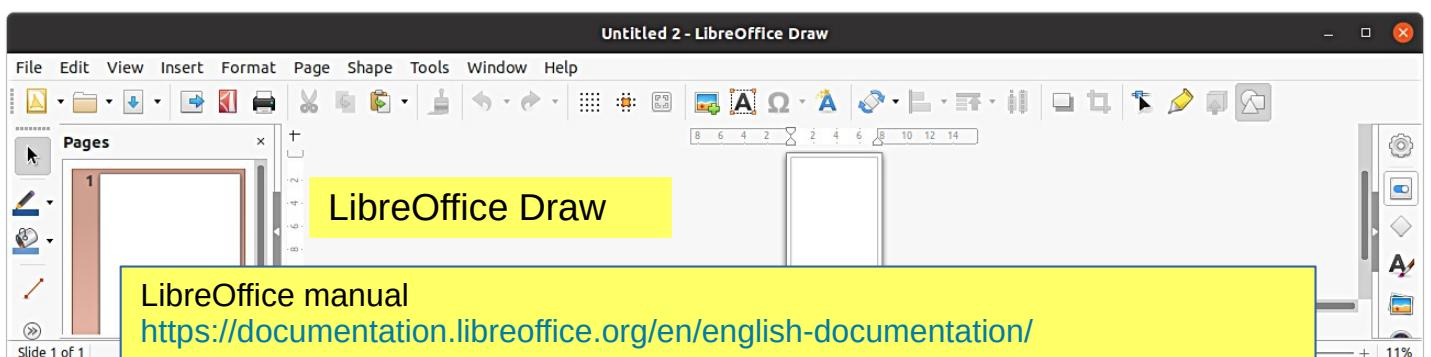
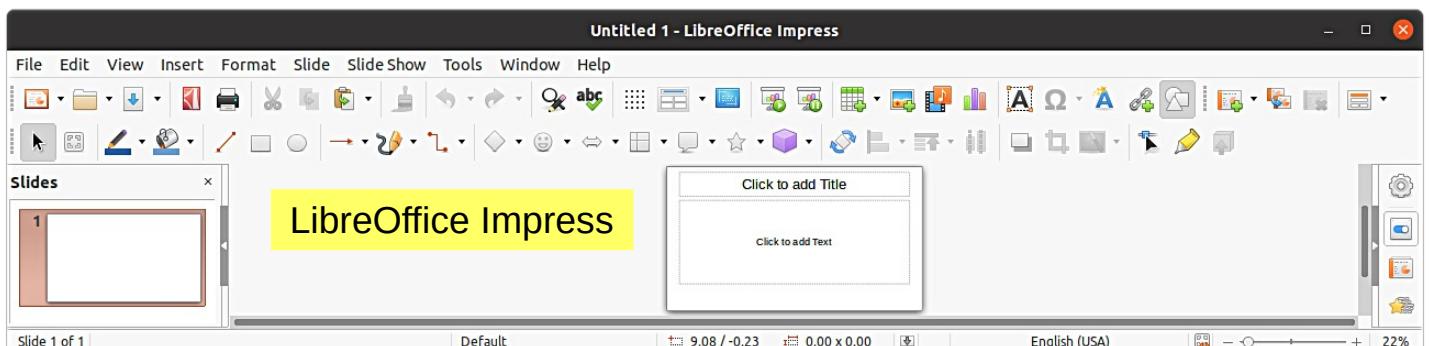
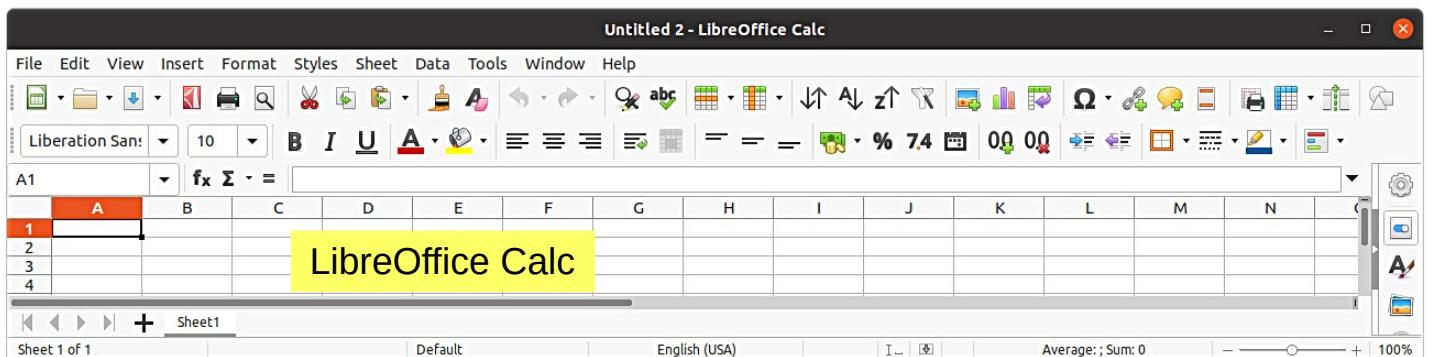
More information

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

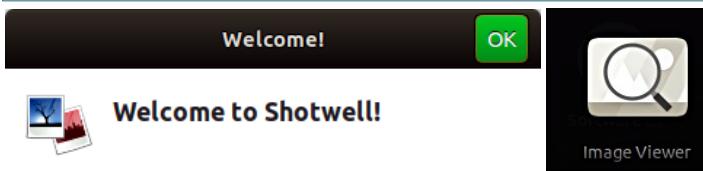
[Installing software in Ubuntu using .deb files](#)

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

Introduction to installed Ubuntu apps



Introduction to installed Ubuntu apps

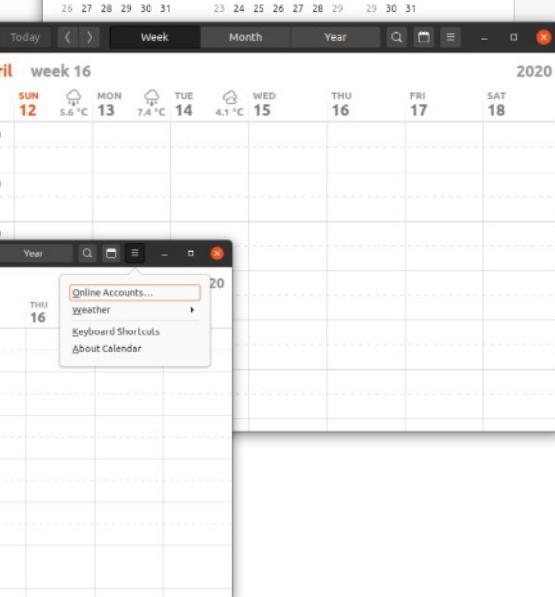
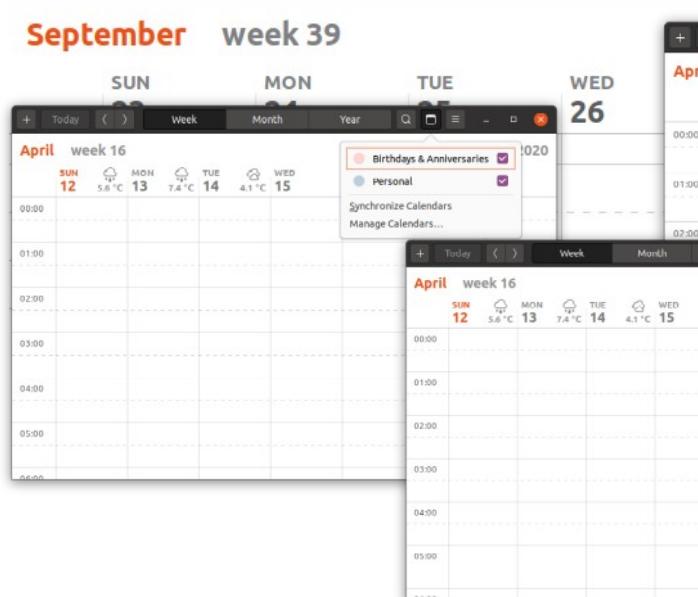
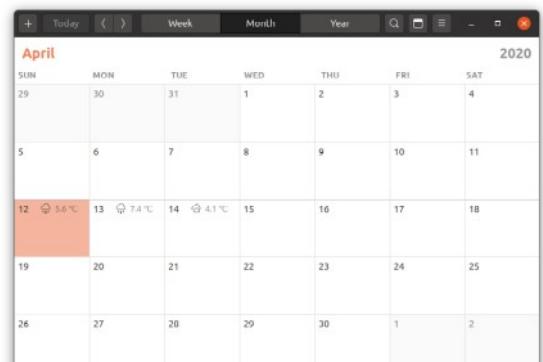
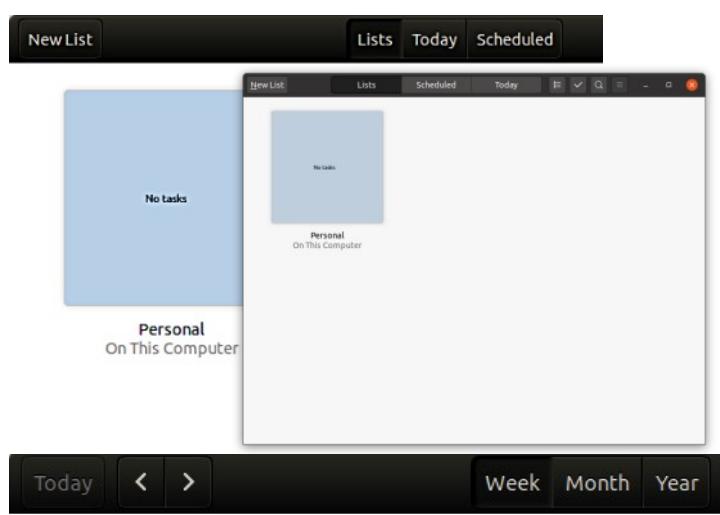


Import photos from your ~/Pictures folder

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



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/16.04/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

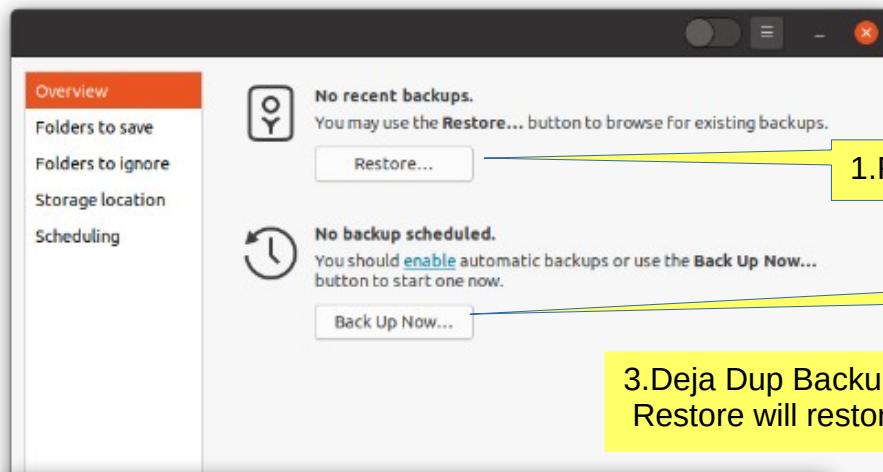
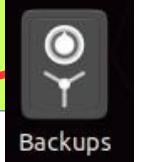
<https://www.omgubuntu.co.uk>

HISTORY

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

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

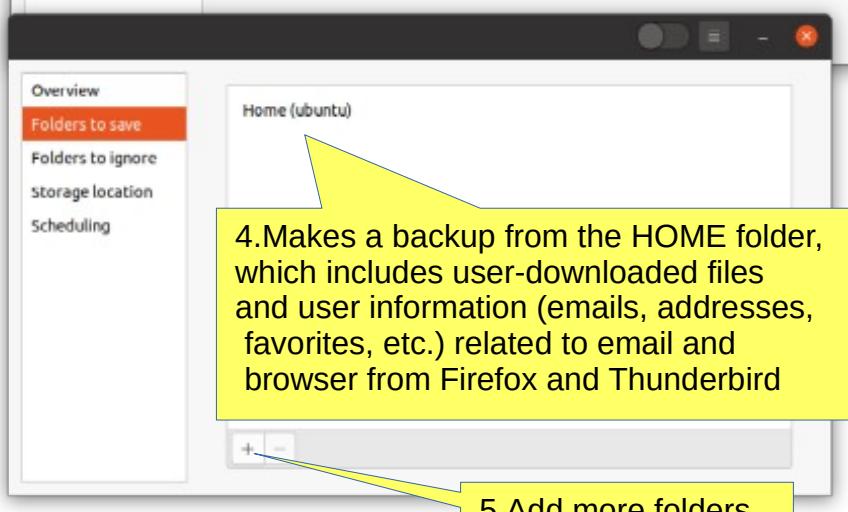
Deja Dup Backup 1



1.Returns the backup to the computer

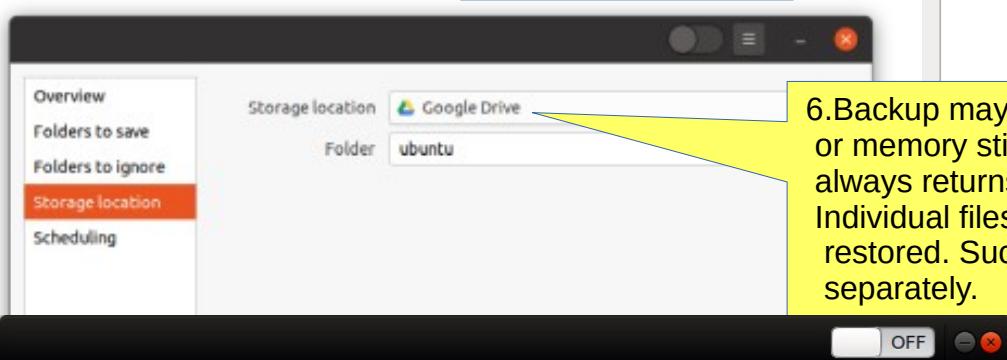
2.Makes a backup

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

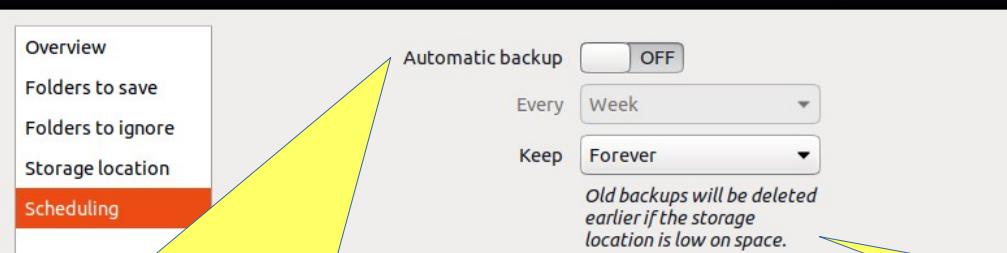


4.Makes a backup from the HOME folder, which includes user-downloaded files and user information (emails, addresses, favorites, etc.) related to email and browser from Firefox and Thunderbird

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.

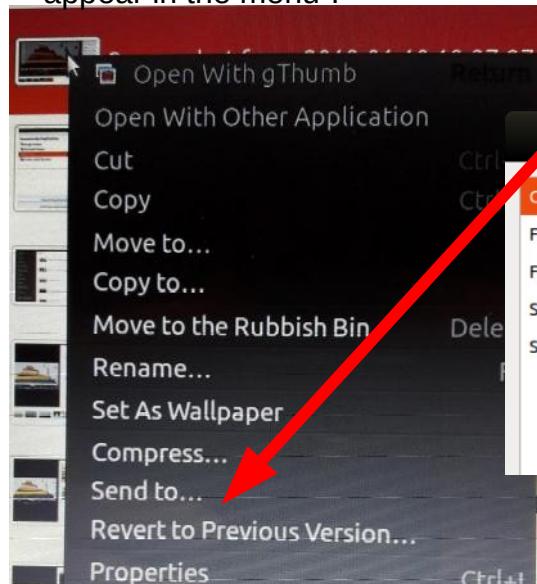
<https://vitux.com/how-to-backup-files-with-duplicity-on-ubuntu/>

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

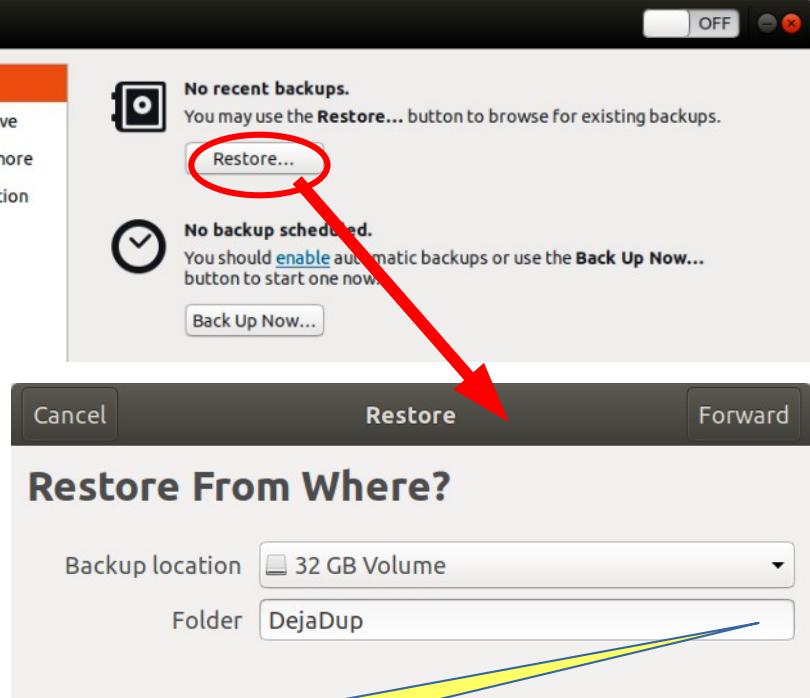
Deja Dup Backup 2

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

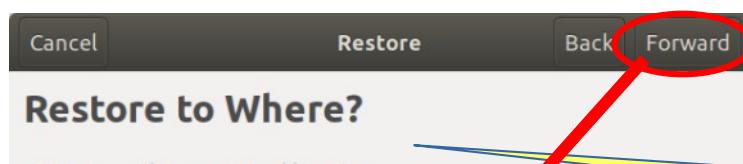
When you back up your data, "Revert to Previous Version..." will appear in the menu".



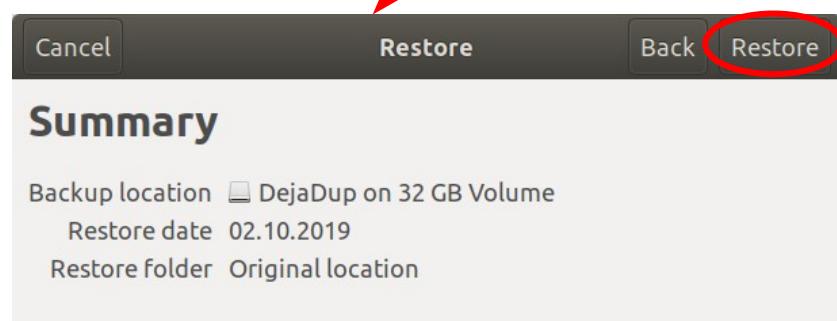
2. If you want to restore the entire backup, click "Restore ..." and then Deja Dup first installs itself.



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)

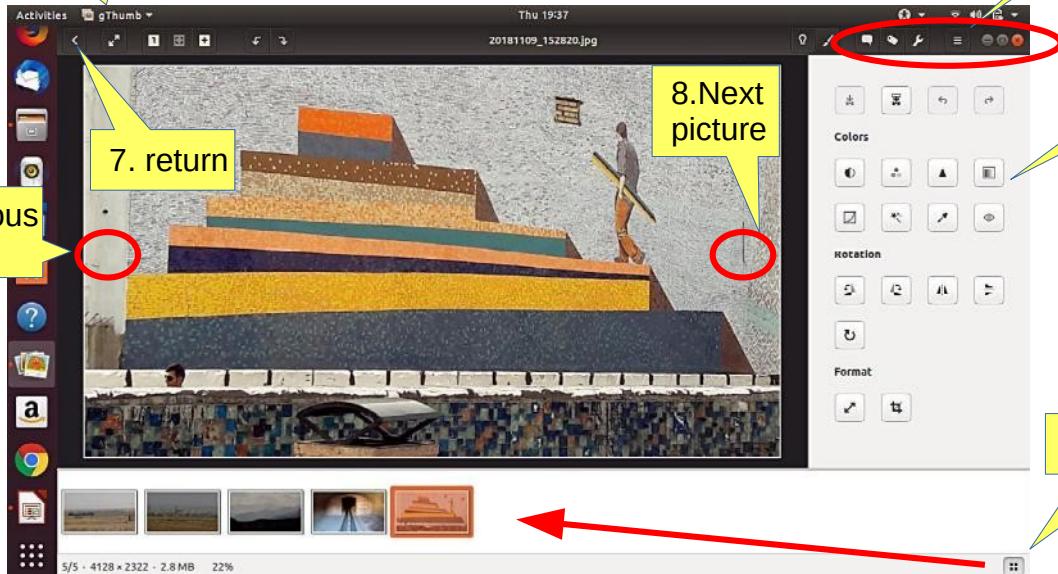
gThumb image viewer

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



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

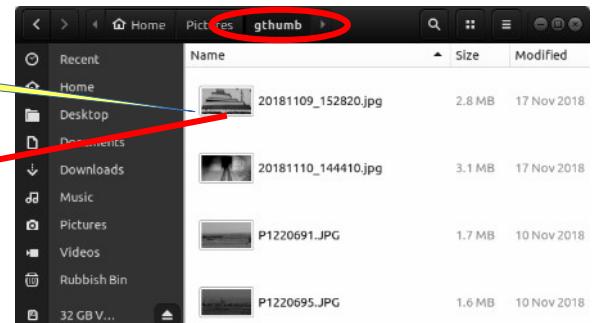
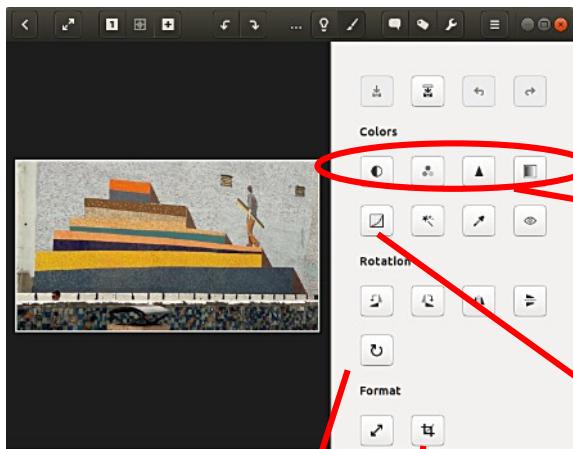


gThumb image editor - Editing images

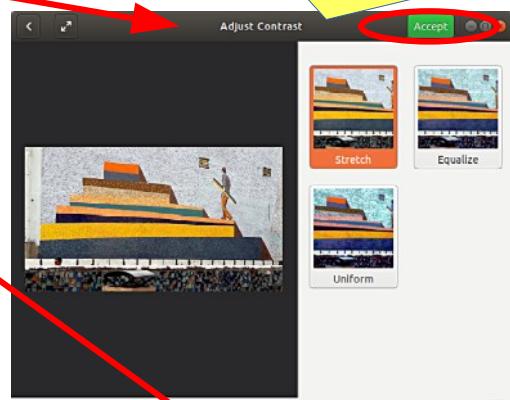
1.2

1. gThumb
First picture

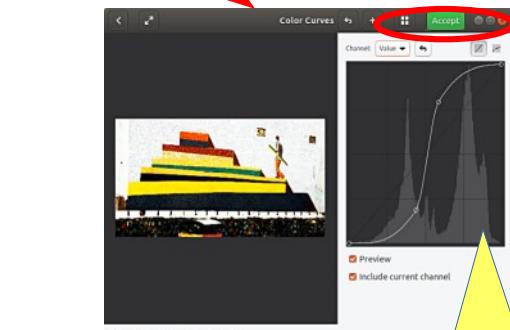
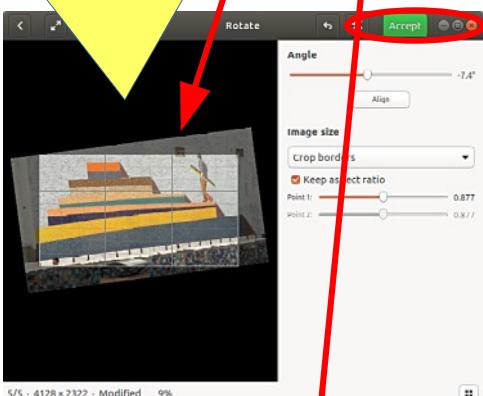
2. Images to be processed



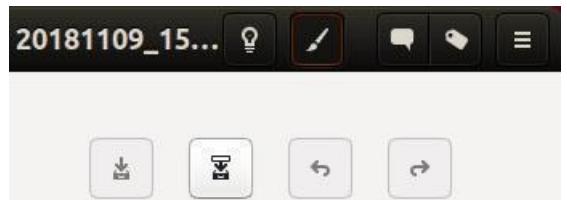
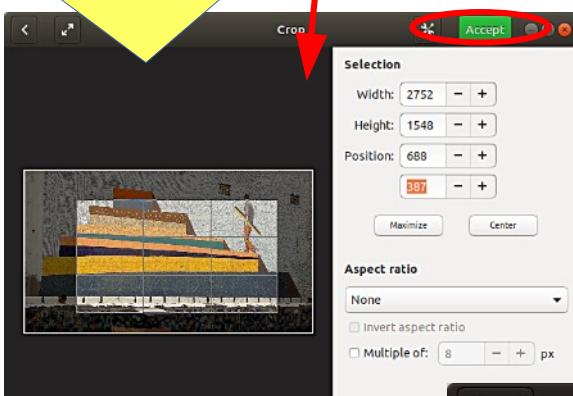
3. Adjust the contrast, colors, and sharpness. Accept



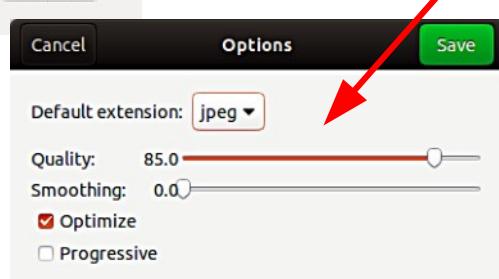
4. If necessary, straighten the image
Use the +or- buttons to adjust the slope



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



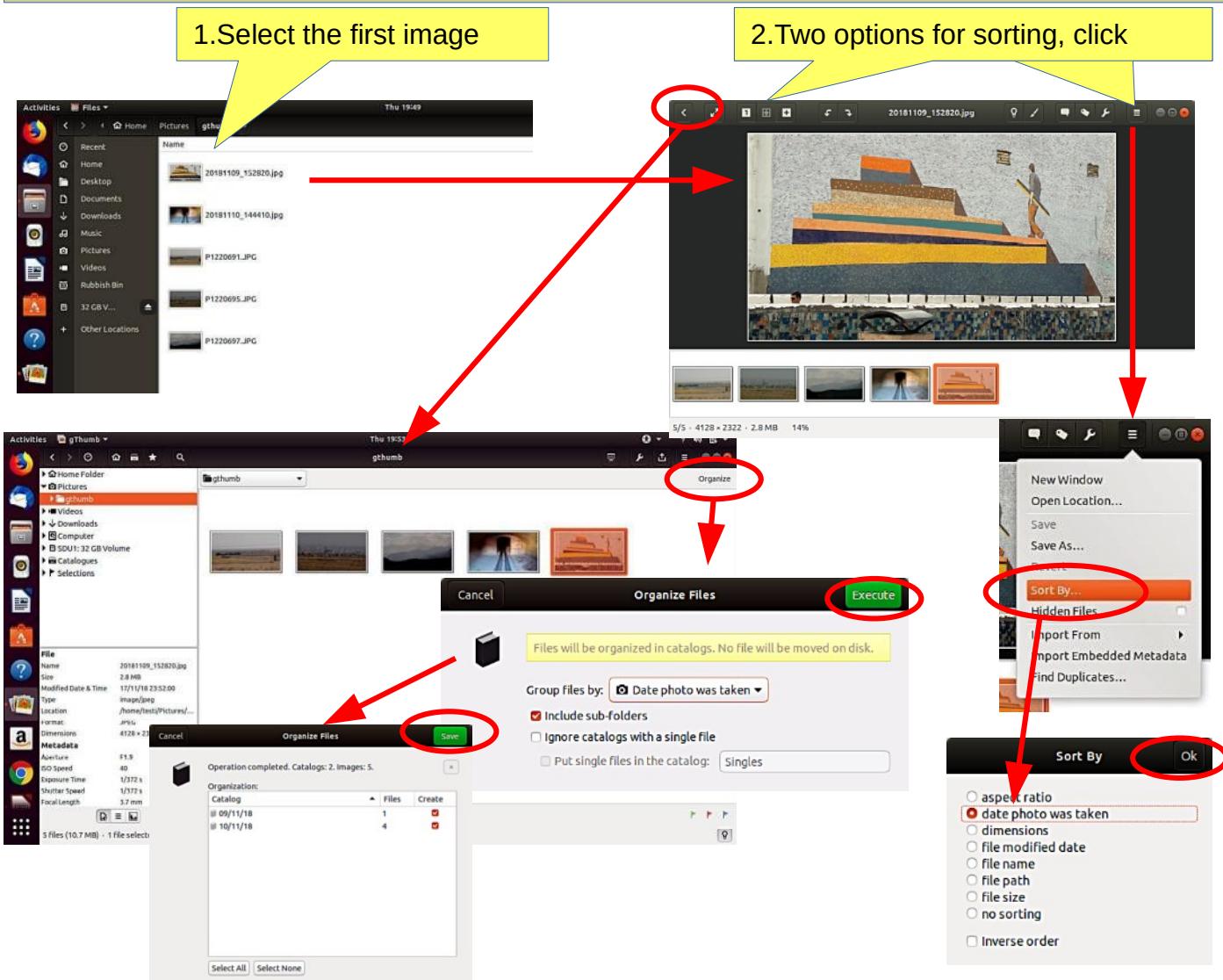
7. Save to the original



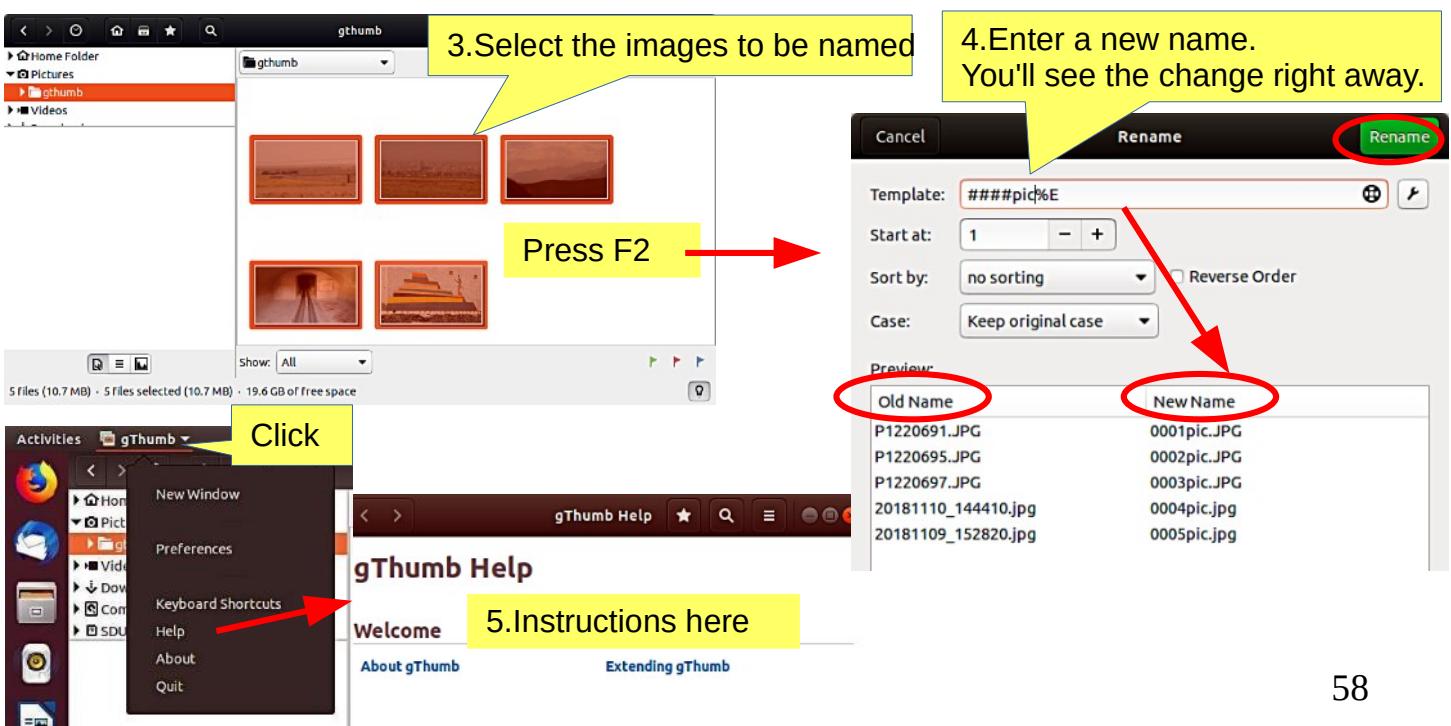
8. Save as new and
adjust the packaging

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!
Bring the icon to the bar!

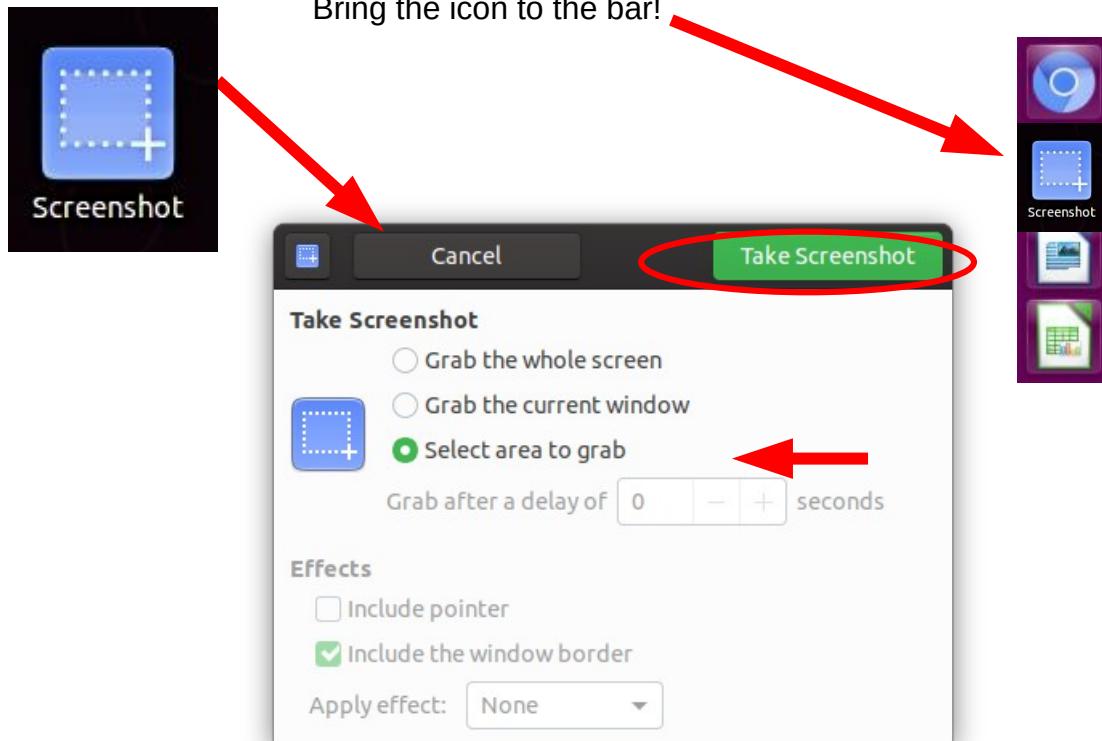
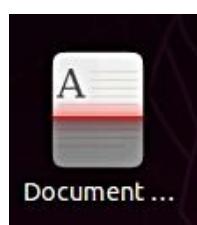


Image Scanning



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

Ubuntu 16.04->

Ubuntu 18.04->

2. Start the "Disks" program

3. Check that you are processing the correct memory!

4. Click to stop

5. Click

6. Select "Edit Filesystem..." (The name is incorrect, here changing the memory name!)

Format Dialog:

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

Disks Application:

- SD Card Reader DF4032
- 4,2 MB Disk SSD
- SD Card Reader SDU1
- 16 GB Thumb Drive JetFlash Transcend 16GB** (selected)

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
Size	16 GB (15 721 799 680 bytes)	
Device	/dev/sda1	
UUID	0361-5F25	
Partition Type	W95 FAT32 (LBA)	
Contents	FAT (32-bit version) — Not Mounted	

Change Filesystem Label Dialog:

- Label: Transcend
- Cancel
- Change

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/>

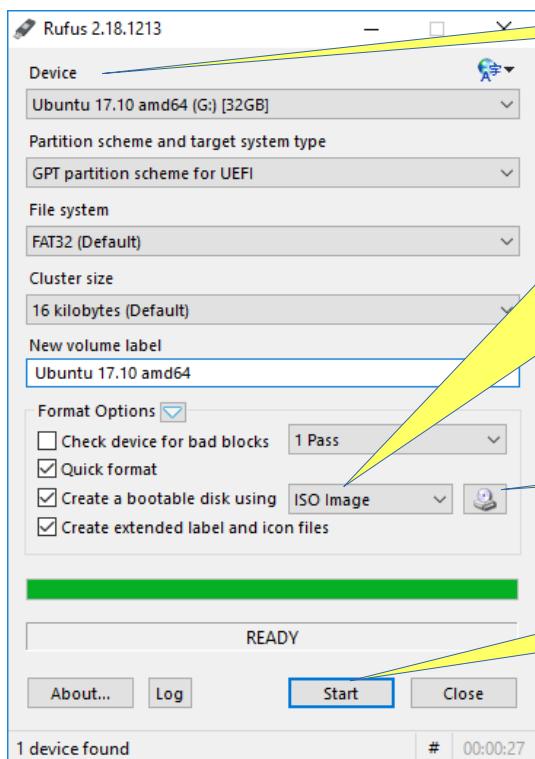
Create a bootable Ubuntu USB stick

4.2

Windows computer.

0. Work on a Windows computer!

1. Go to <https://www.ubuntu.com/download/desktop>.
2. Select "Download Ubuntu 20.04 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

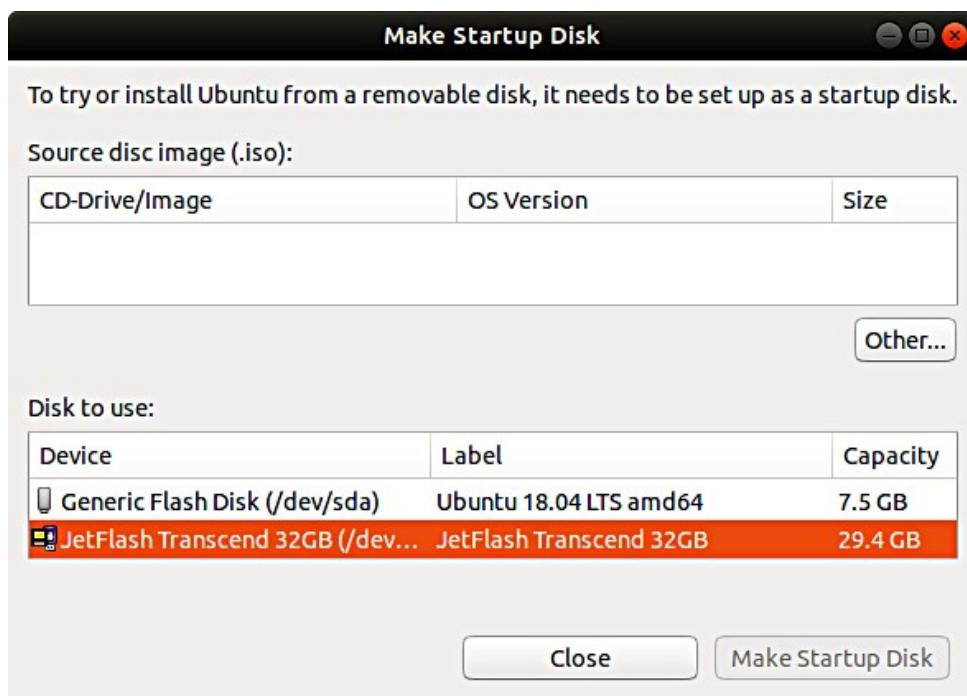
4.3

Ubuntu computer.

0. Instructions can be found here <https://en.wikipedia.org/wiki/Ubuntu#Installation>
1. Go to <http://releases.ubuntu.com/20.04/>
(Create a bootable USB stick on Ubuntu)
2. Select "Desktop image".
3. When downloading a program, you get an ISO file for your computer.
4. Launch the Startup Disk Creator from the Application Range.
5. Insert a blank min 2 GB-usb stick into the computer.
6. Specify a .iso file.
7. Select USB stick.
8. Finally, select "Create Startup Disk".
9. The computer creates a startup disk.
10. Now, there should be a bootable Ubuntu USB stick ready.
11. Shut down the computer.
12. Do you know how to start your machine so that your machine open the bios?

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

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



UPGRADE UBUNTU 1

Sometimes you need to upgrade Ubuntu to a newer version.

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

Here are some ideas for changing the version.

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

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

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

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

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

In both cases, first:

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

https://linuxhint.com/upgrade_ubuntu_1804_2004/

Upgrade Ubuntu 18.04 LTS to 20.04 LTS via GUI

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

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

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

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

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

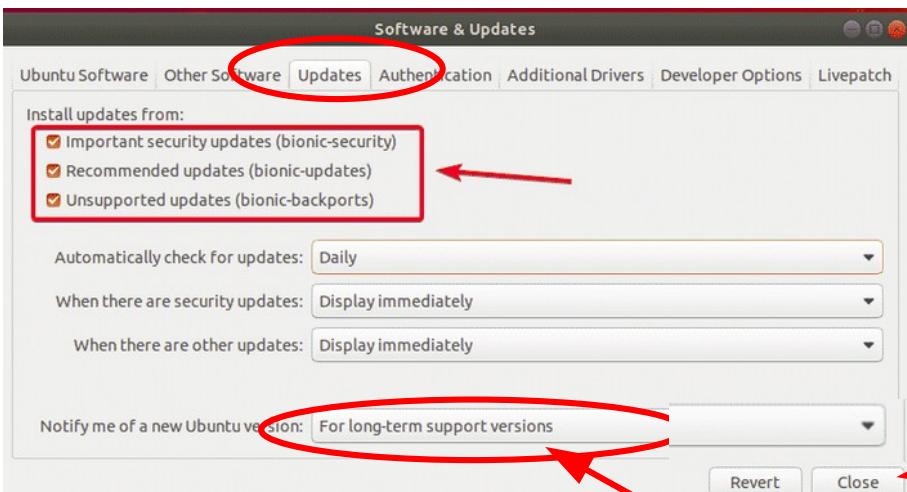
UPGRADE UBUNTU 2

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

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

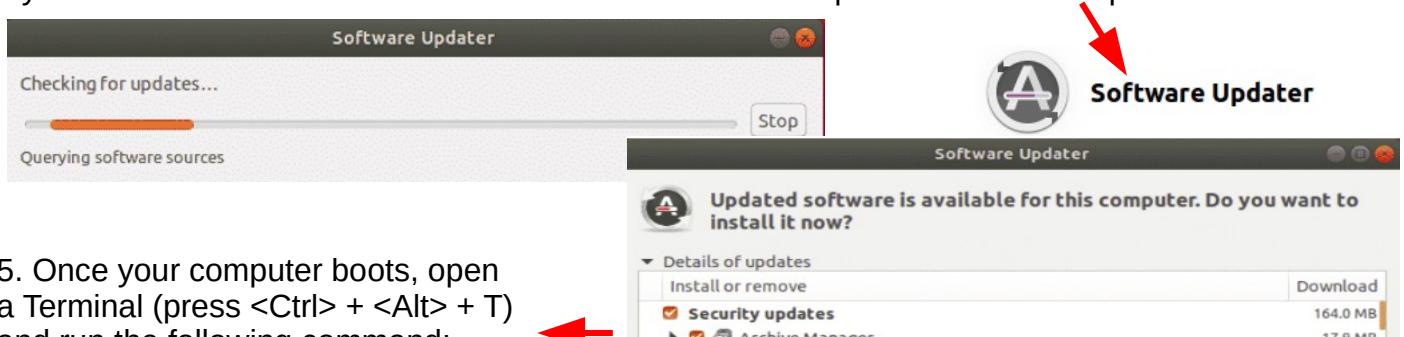


- Make sure all the checkboxes are marked.



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

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



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

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

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



UPGRADE UBUNTU 3



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

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

Here you can install the newest Ubuntu version!

- Copy the Ubuntu ISO-file <https://ubuntu.com/download/desktop>
- Prepare a live USB stick (s. 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 20.04 LTS via GUI

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



Ubuntu 20.04 & 18.04 guide (pdf) for beginner

www.ubuntutor.com

English 18.04 updated20201105

Ubuntu guide 16.04

Ubuntu guide 18.04

Ubuntu guide 20.04

Some Linux distos

Suomeksi 20.04 uusittu 20200722

Ubuntu ohjevihko 16.04

Ubuntu ohjevihko 18.04

Ubuntu ohjevihko 20.04

Guide 16.04 text file for Google Translator

Guide 18.04 text file for Google Translator

Guide 20.04 text file for Google Translator

Visitors ubuntutor.com in October 2020 ;-)

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