UBUNTU GUIDE

16.04 LTS

Ver. 20221218

Canonical Extends Support of Ubuntu 14.04 and 16.04 to 10 Years

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

www.ubuntutor.com
Twitter @LaoYa14

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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 programs:

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 I look forward to your comments and suggestions for improvement ;-)

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General about Ubuntu

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

The programs that a home user needs are email, web browser, pdf file viewer, video and music playback software, office program including spreadsheet, word processing and presentation program. Today, cloud services, web calls and other social media programs are also often needed.

Although Linux has many different operating systems, the above mentioned programs can be found in all these systems and look the same. In this sense, the home user can choose any operating system.

There are plenty of tutorials of Ubuntu, as well as a very useful forum where you get advice very quickly.

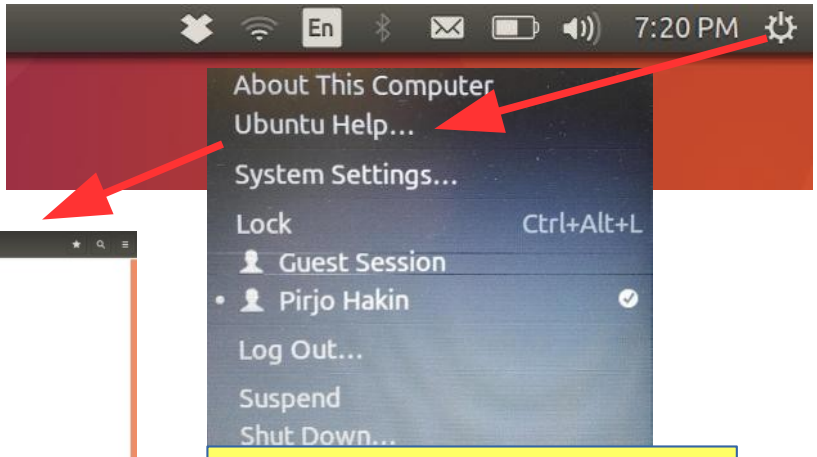
The previously mentioned utilities are similar in appearance on the screen, whether you are running Windows or Ubuntu. Ubuntu does not need antivirus protection. The firewall has also been built inside Linux itself.
Ubuntu with all its programs is free.
Ubuntu needs much less memory compared to Windows.

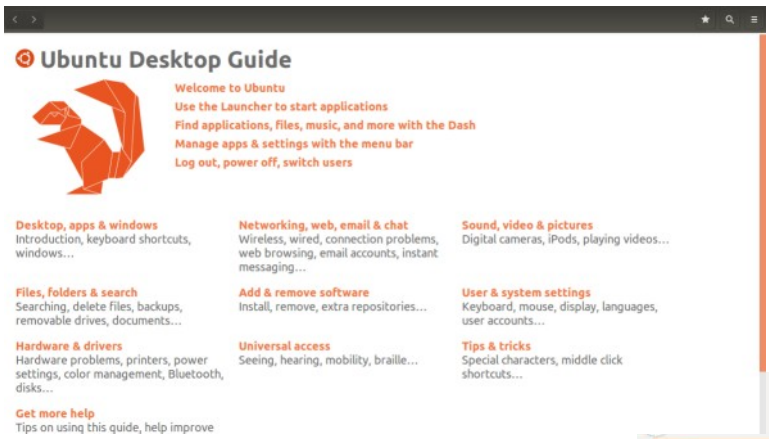
When you start using Ubuntu instead of Windows, perhaps the most significant difference is directory / folder structures. These differences are presented in this guide.

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 16.04 LTS has been released in April 2016 and will be supported until 2021.

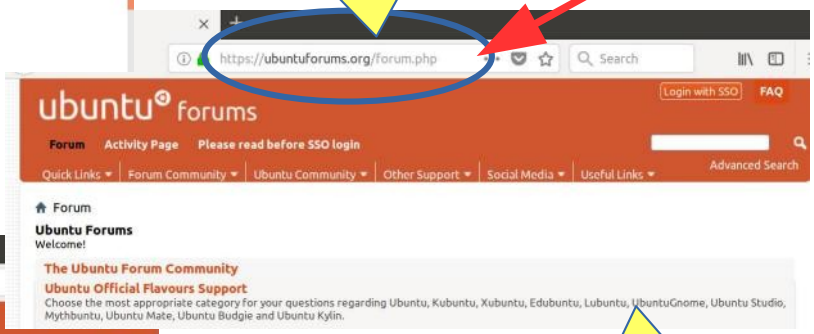
Hint. If you have an old computer with Windows XP or Vista, you can install Ubuntu Mate. Ubuntu Mate is exellent with old PC like XP or Vista.
You can work with XP or with Ubuntu Mate, and Mate can use files from XP area.
Very useful! And you can use this guide with Mate too!

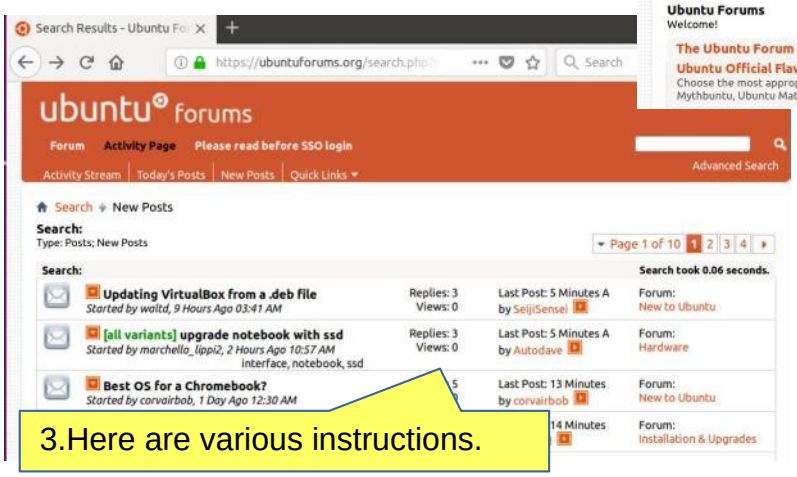
Ubuntu instructions





1.More information on the web
https://ubuntuforums.org/forum.php



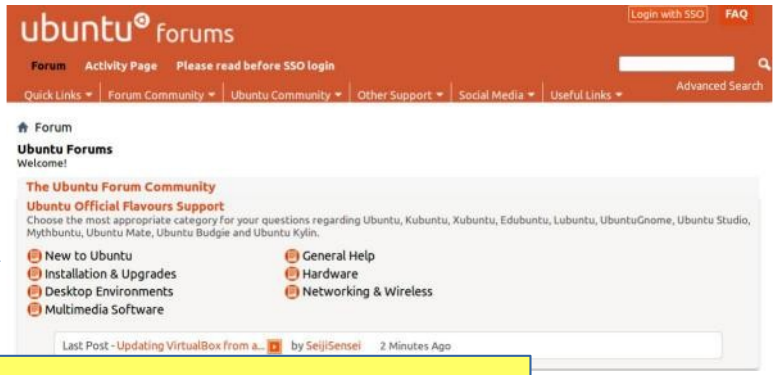


2.Forums
Here you can ask if you have problems. You get the answers very quickly.
Useful and quick help!

3.Here are various instructions.

4.Excellent Guide in English
can be found at
http://ubuntu-manual.org/

The guide is in pdf format and
it can be downloaded to your computer.

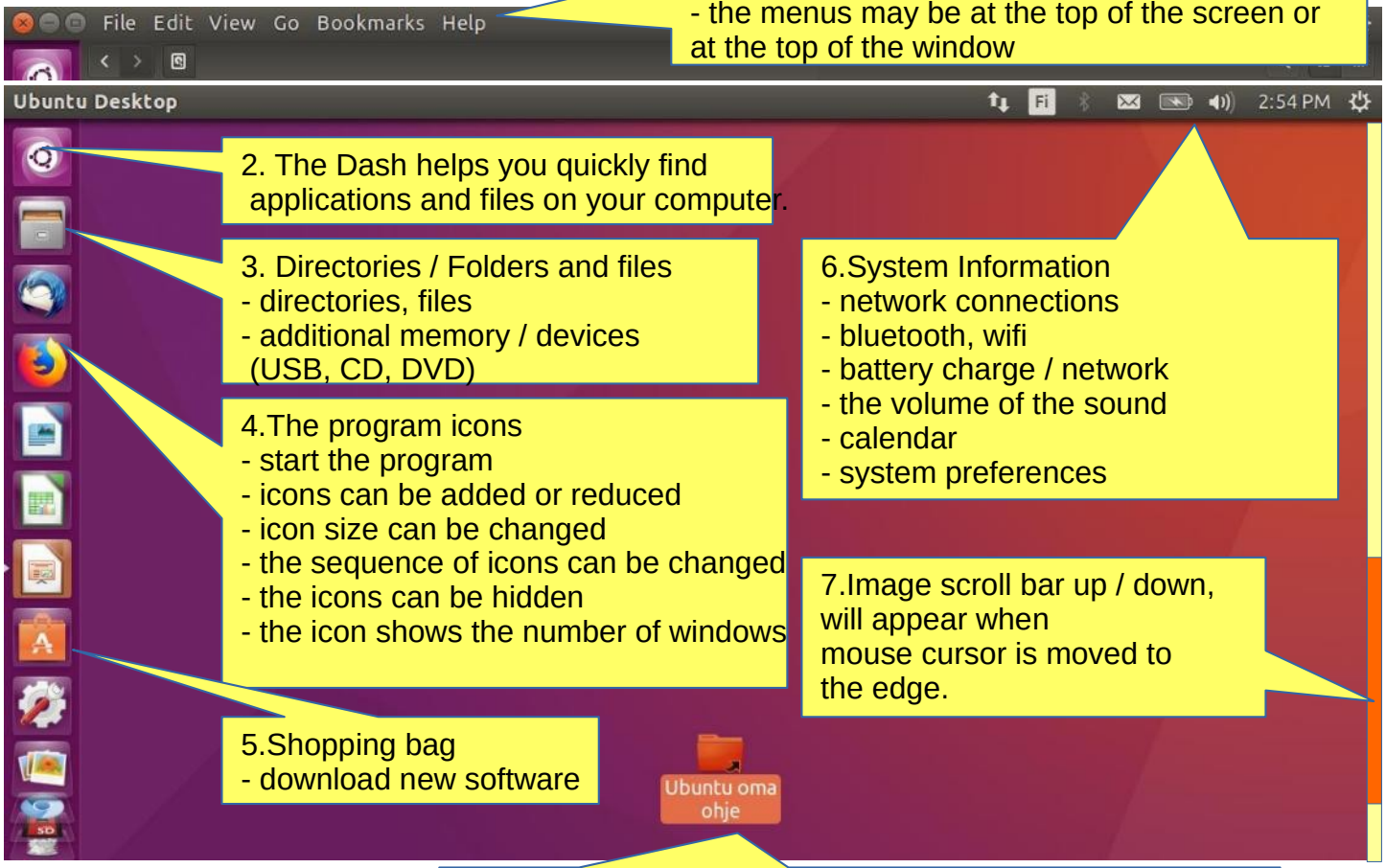


5.Ubuntu's excellent discussion forum.
If you have a problem, look here.
Be brave, and ask.
This forum is very good.
https://ubuntuforums.org/

6. LibreOffice documentation
https://documentation.libreoffice.org/en/english-documentation/

Presentation of Ubuntu Desktop

1.The Menu bar
- Displays the menus of the active program
Menus can be
-all displayed or seen with the mouse pointer
- the menus may be at the top of the screen or at the top of the window



2. The Dash helps you quickly find applications and files on your computer.

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

4.The program icons
- start the program
- icons can be added or reduced
- icon size can be changed
- the sequence of icons can be changed
- the icons can be hidden
- the icon shows the number of windows

5.Shopping bag
- download new software

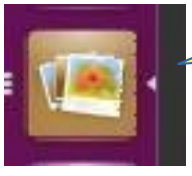
6.System Information
- network connections
- bluetooth, wifi
- battery charge / network
- the volume of the sound
- calendar
- system preferences

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

8.You can also drag a folder or a file to the desktop area.
Please note that the Desktop is a Folder.
The best solution is to make a LINK, this is advised later.

9.The Launcher (bar on left side of screen)
shows your most common applications with icons.
All applications can be found using the Unity icon.

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).



10.A small triangle on the right side of the icon indicates that the program window is active.

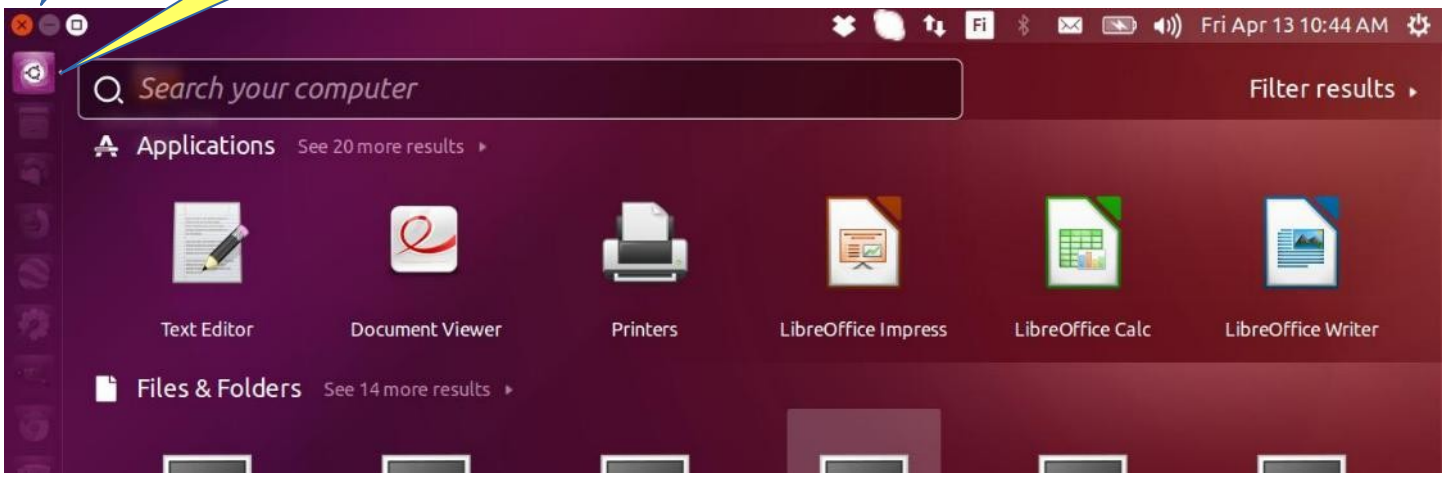
The lines on the left side indicate that there are several windows in use.

Unity Screen Presentation

1.Window management buttons

X	Close the program
-	Hide the program from view
SQUARE	Change window size

2.UNITY icon
- shows apps
- some may be hidden



3.UNITY view

APPLICATIONS	Displays the last used apps
FILES AND FOLDERS	Displays the files and folders / directories used recently
SEE MORE RESULTS	More files and folders

4.Hint: To zoom the screen smaller or larger, press ctrl and scroll with the mouse

Some thoughts before going on

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

If the computer processor works hard, the screen may be darkening 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. Although nothing appears to be happening on the screen, the program update is still in progress.

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 index 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" directory and in its subdirectories, 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).

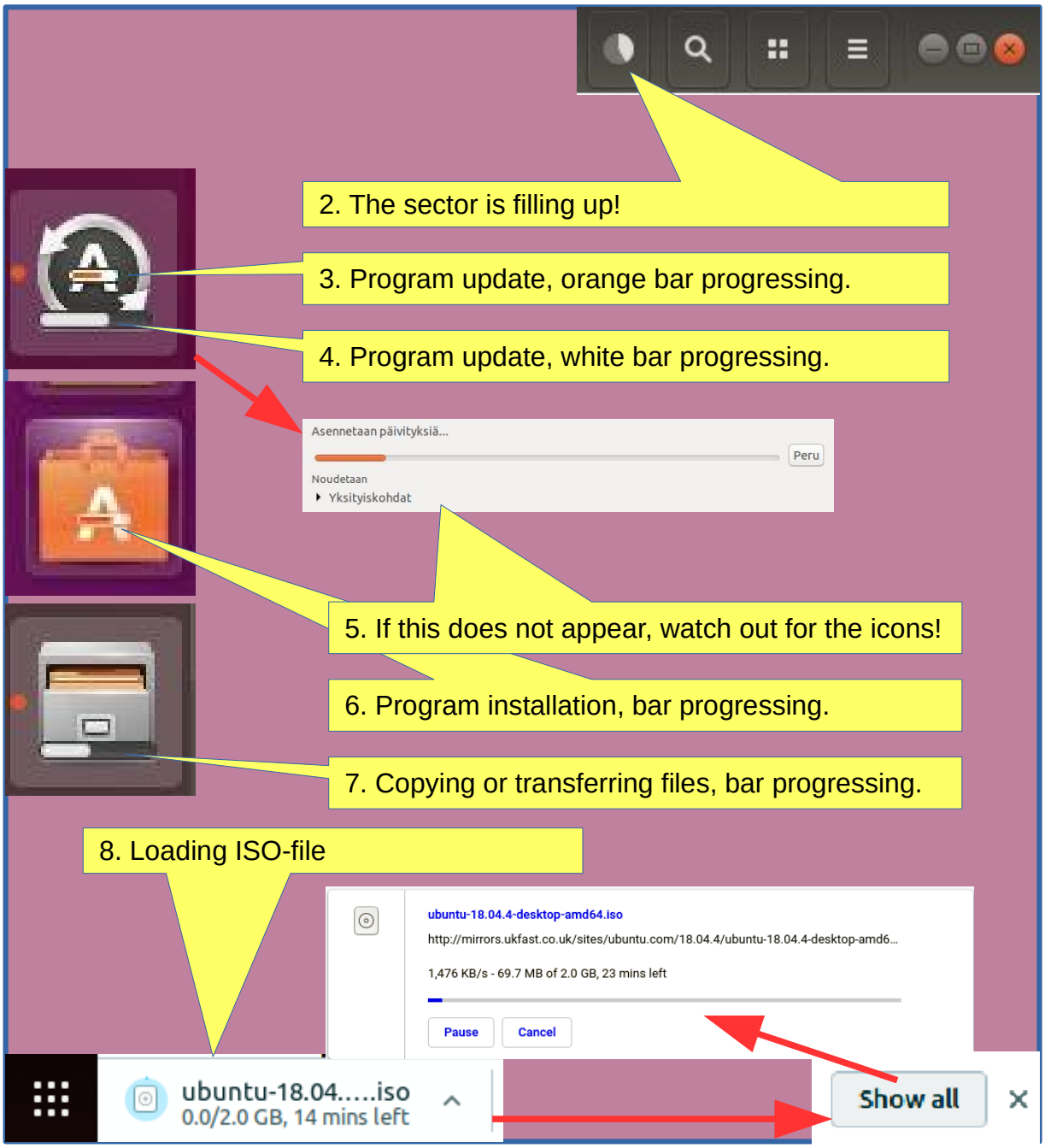
In front of a hidden file name there is a dot (.sale.txt)
Hidden files are displayed in the menu (Show - Show hidden files)

Clicking this symbol will connect a separate memory (eg USB, SD card) off the computer. 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!

Some tips

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.

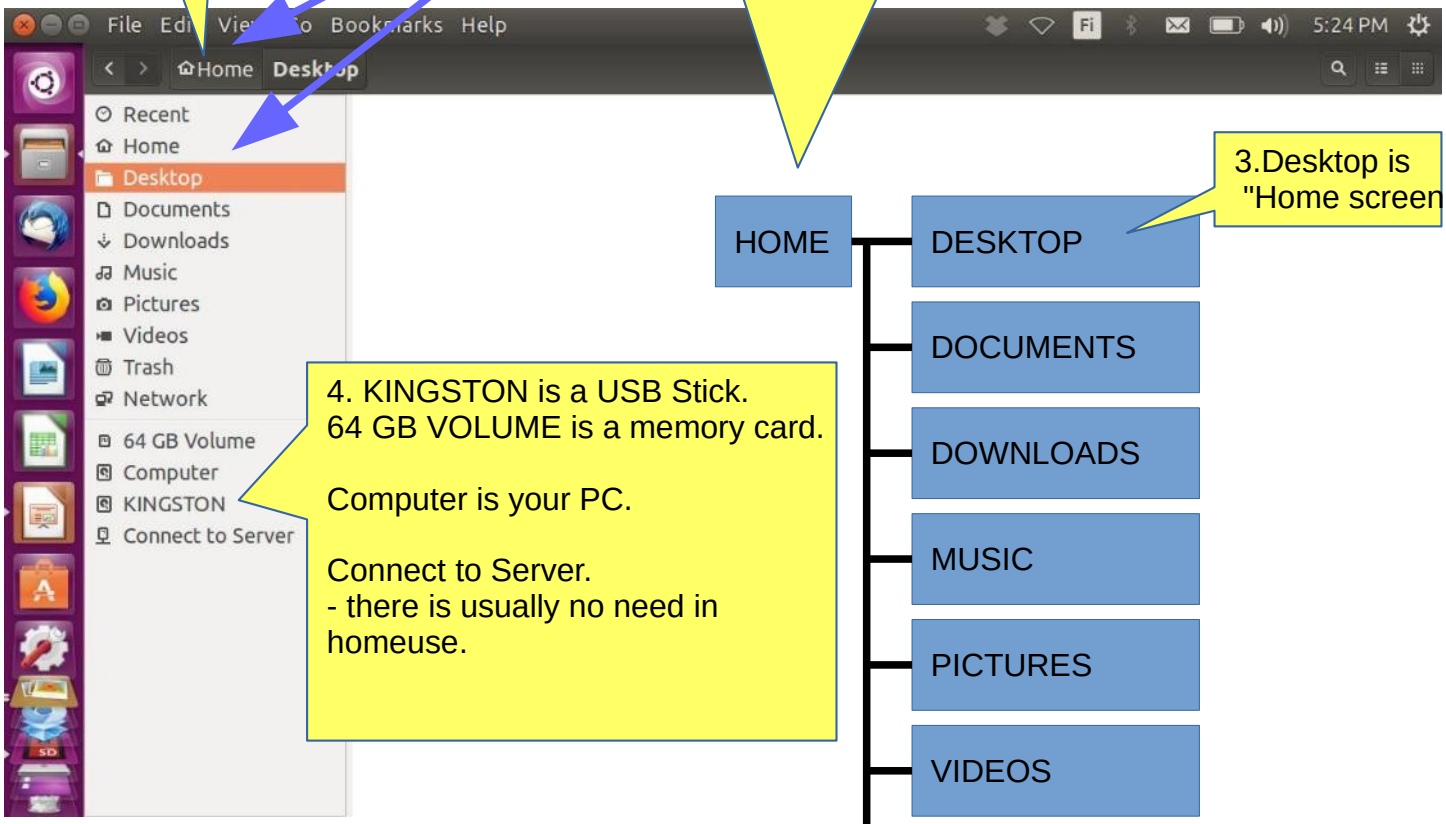


Presentation of Folder / Directory Structure

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!



4. KINGSTON is a USB Stick.
64 GB VOLUME is a memory card.

Computer is your PC.

Connect to Server.
- there is usually no need in homeuse.

3.Desktop is "Home screen"

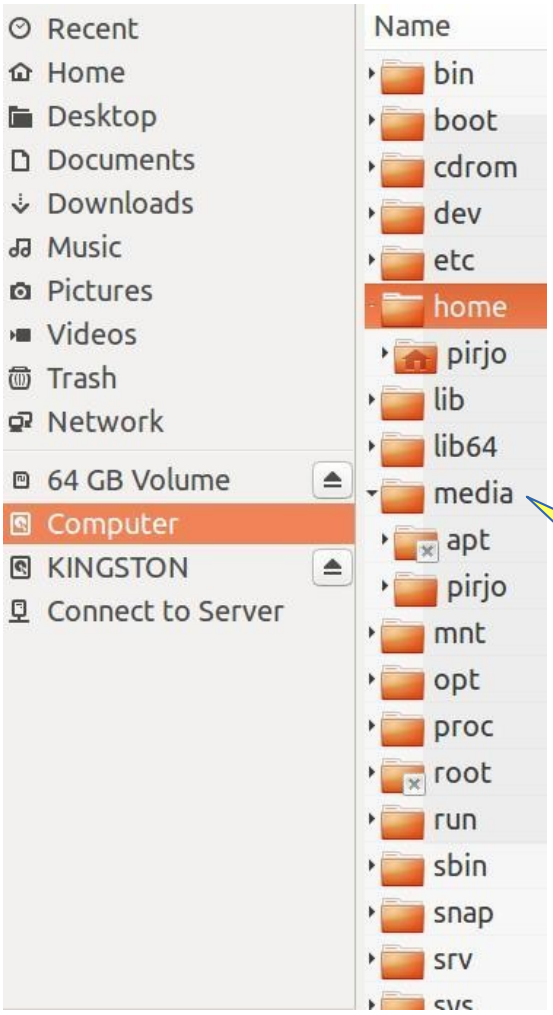
- HOME
  - DESKTOP
  - DOCUMENTS
  - DOWNLOADS
  - MUSIC
  - PICTURES
  - VIDEOS
  - DROPBOX
  - .MOZILLA .THUNDERBIRD

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.

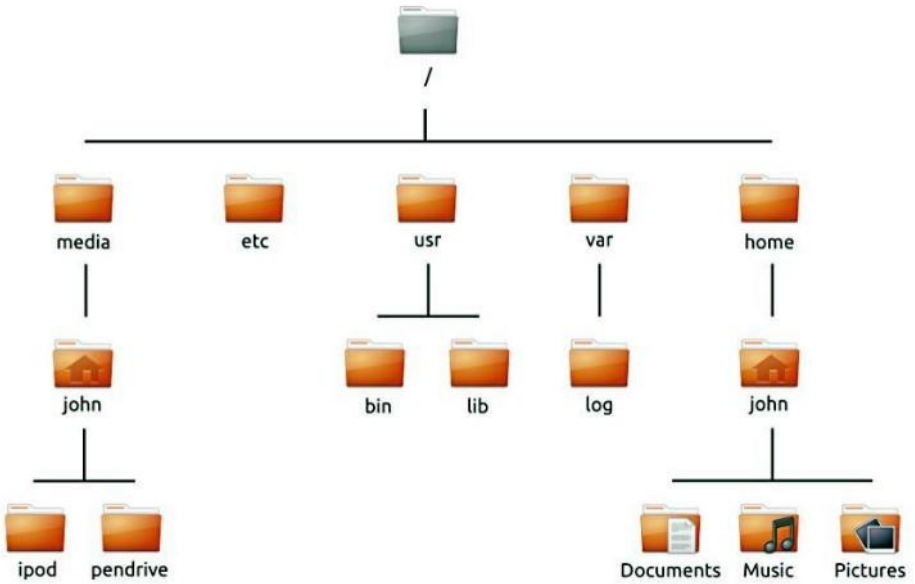
Presentation of Folder / Directory Structure



1.Home folder
is the subfolder, where all your data is.

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

3.Hidden files can be seen with command
Show / View hidden files.



4.The file can be renamed: Edit - Rename

5.The folder can be renamed: Edit - Rename

6.USB / SD can only be renamed if you format it (where all old data is deleted!).
Attention! You can name your disc with the Discs program! See attachement.

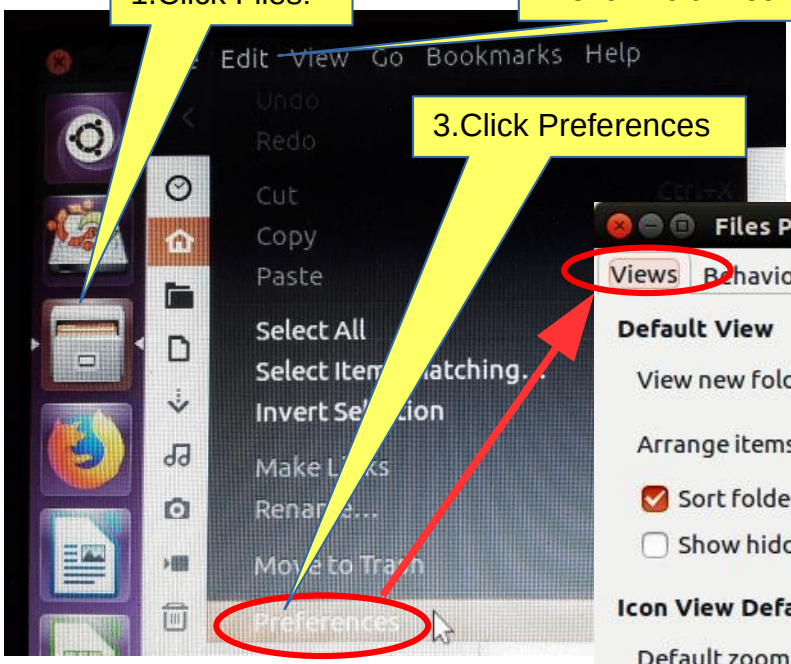
Files Application (Nautilus)

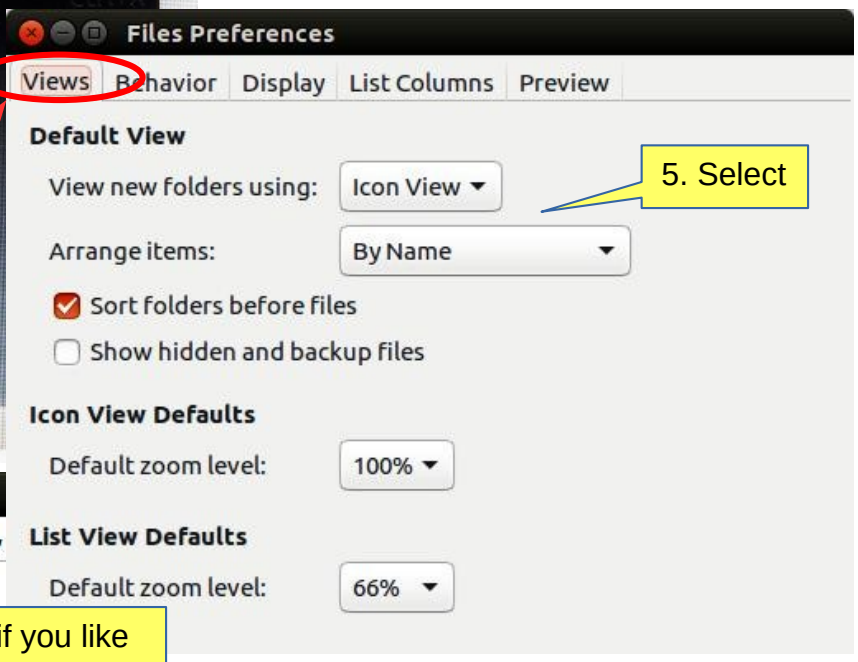
1.Click Files!

2.Click Edit. You will see a menu

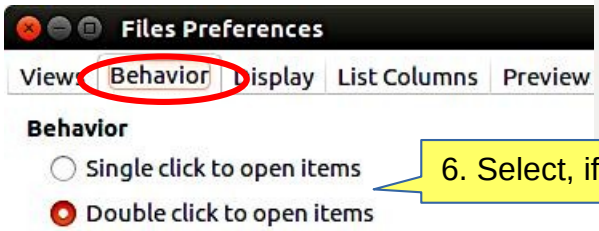
3.Click Preferences

4. These are permanent settings.

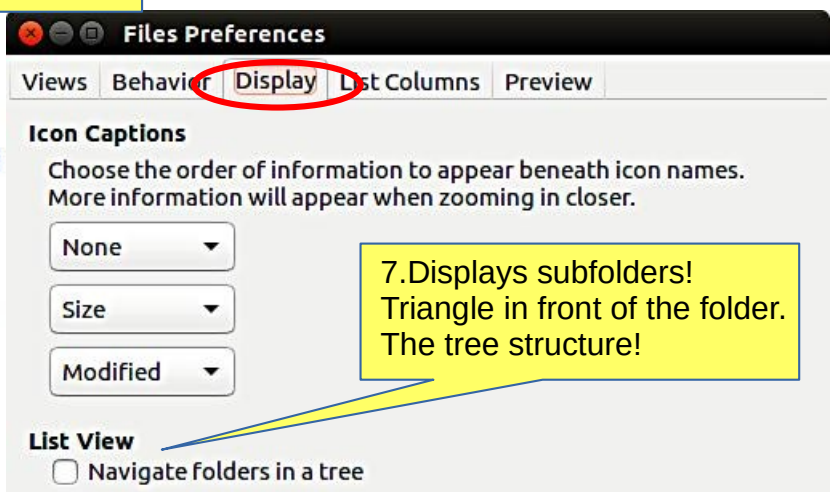




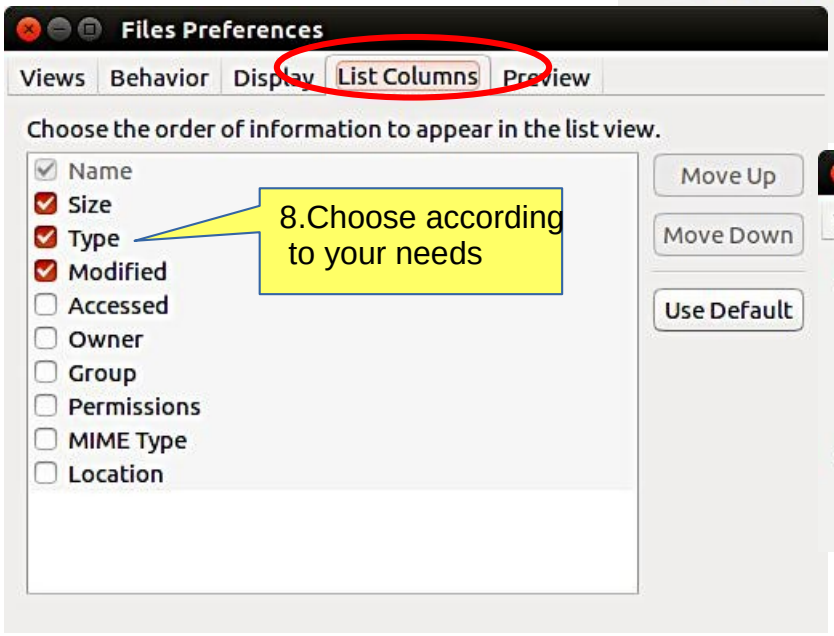
5. Select



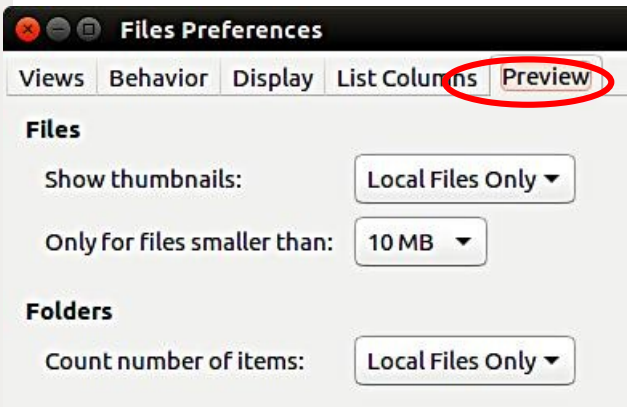
6. Select, if you like



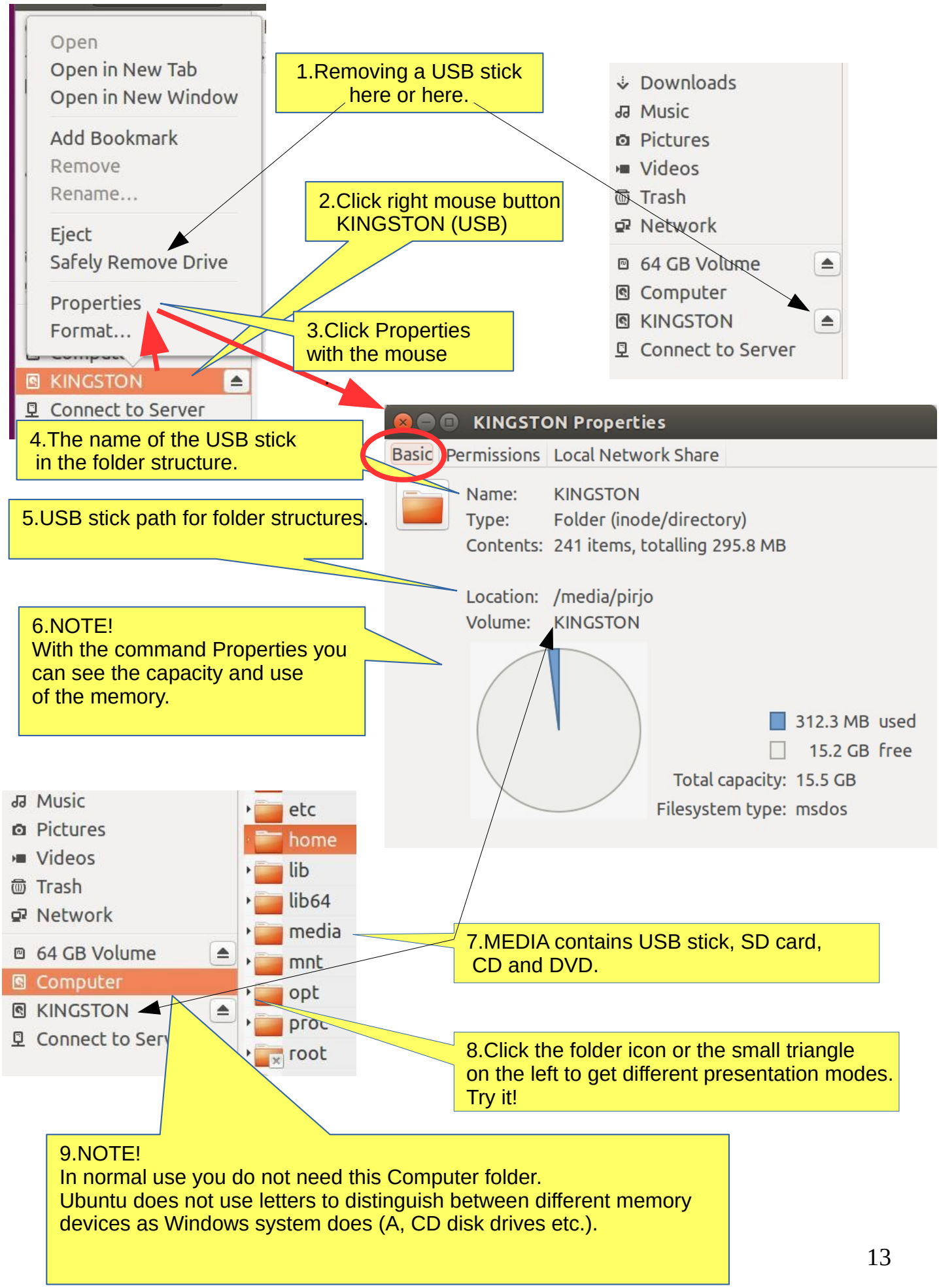
7.Displays subfolders!
Triangle in front of the folder.
The tree structure!



8.Choose according to your needs

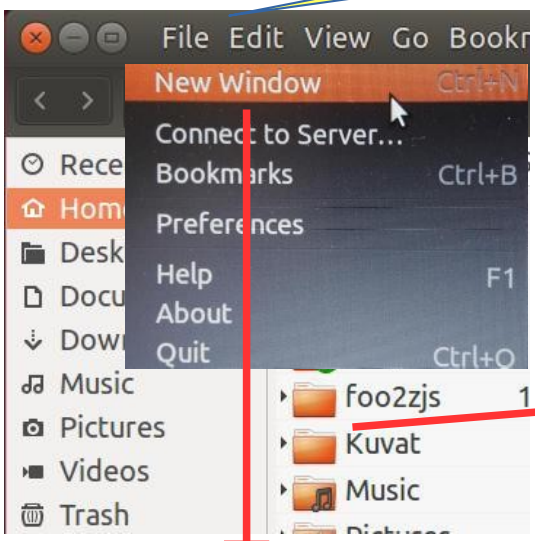


Presentation of Folder / Directory Structure

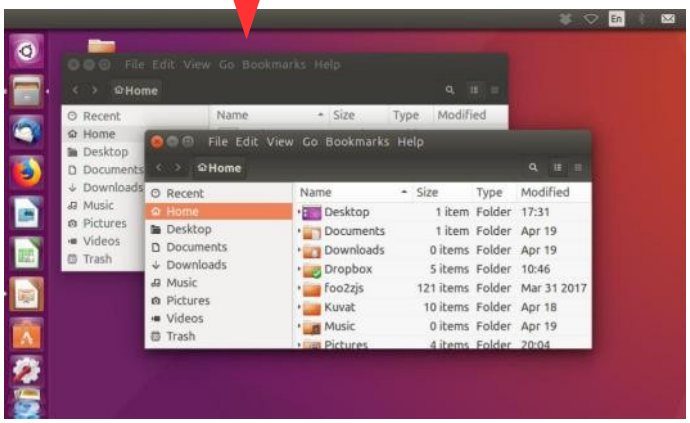


Windows

1.Add another window
File - New window.

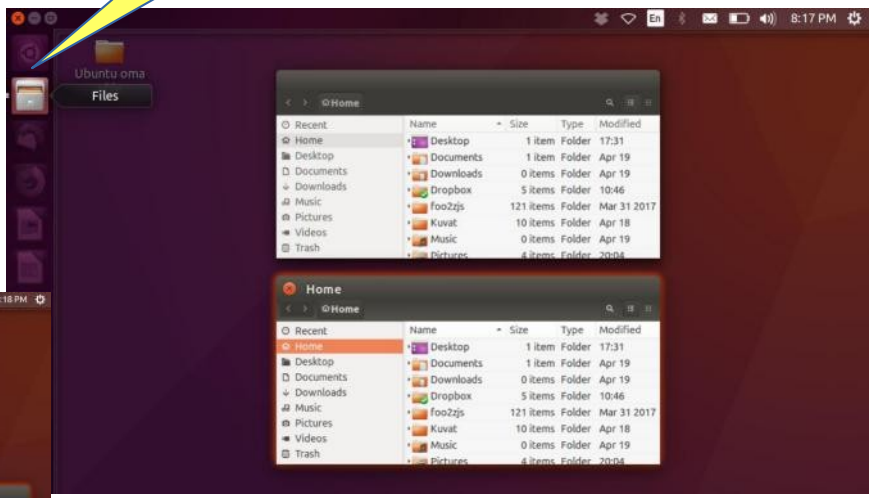


2.Zoom the screen with Shift + mouse scrolling.



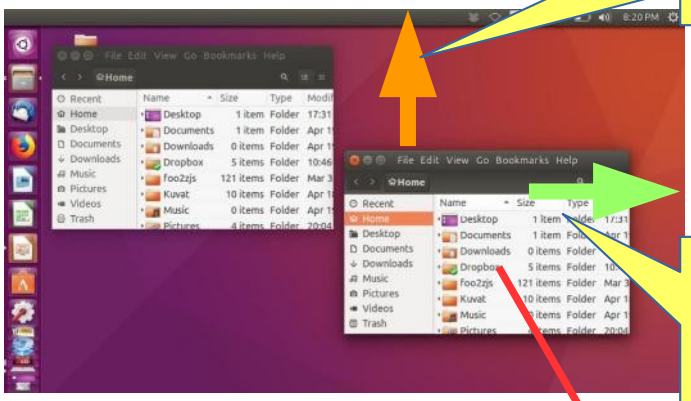
3.When there are two or more displays on the screen, click the program icon.
→ The windows are placed side by side and you can move to another window.

4.Here are three windows to choose from.

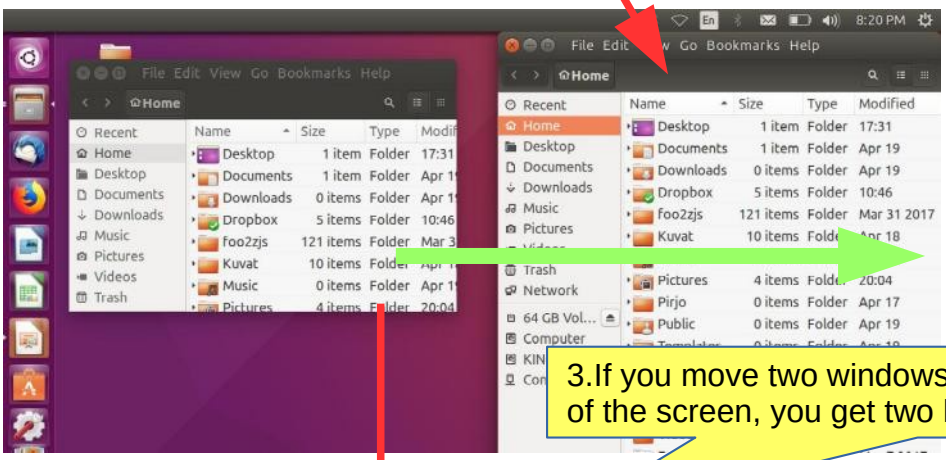


Several windows

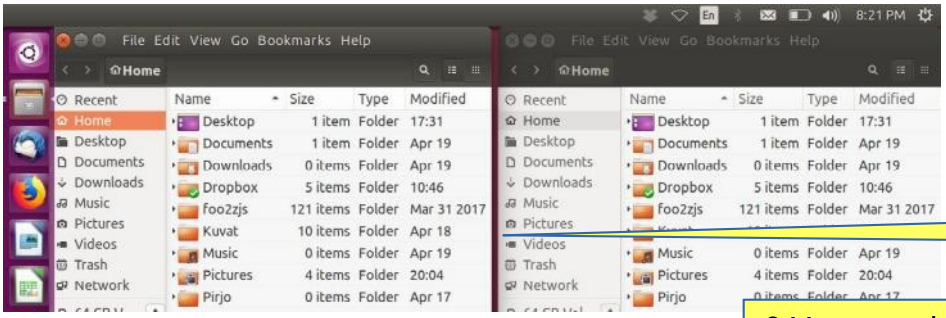
1.If you move the window to the top of the screen, the window will increase to full screen size.
If you drag down with the mouse at the top of the full screen,the window returns to its original small size. Try it!



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!



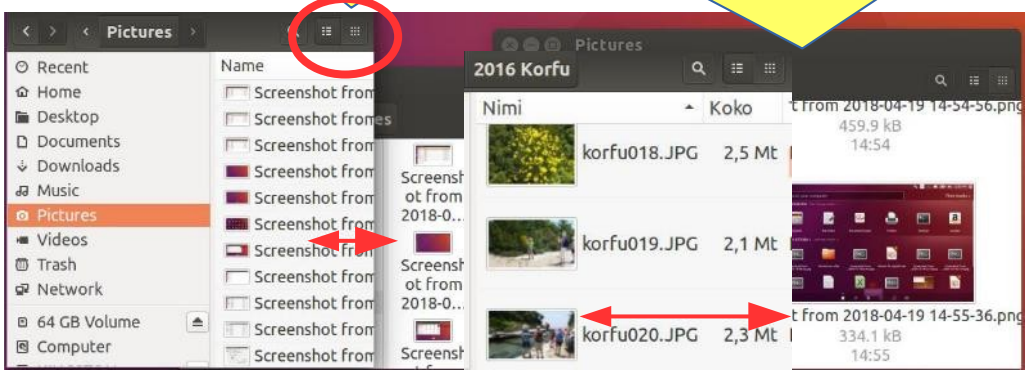
3.If you move two windows to the right and left edge of the screen, you get two half-size windows side by side.



4.Two parallel windows

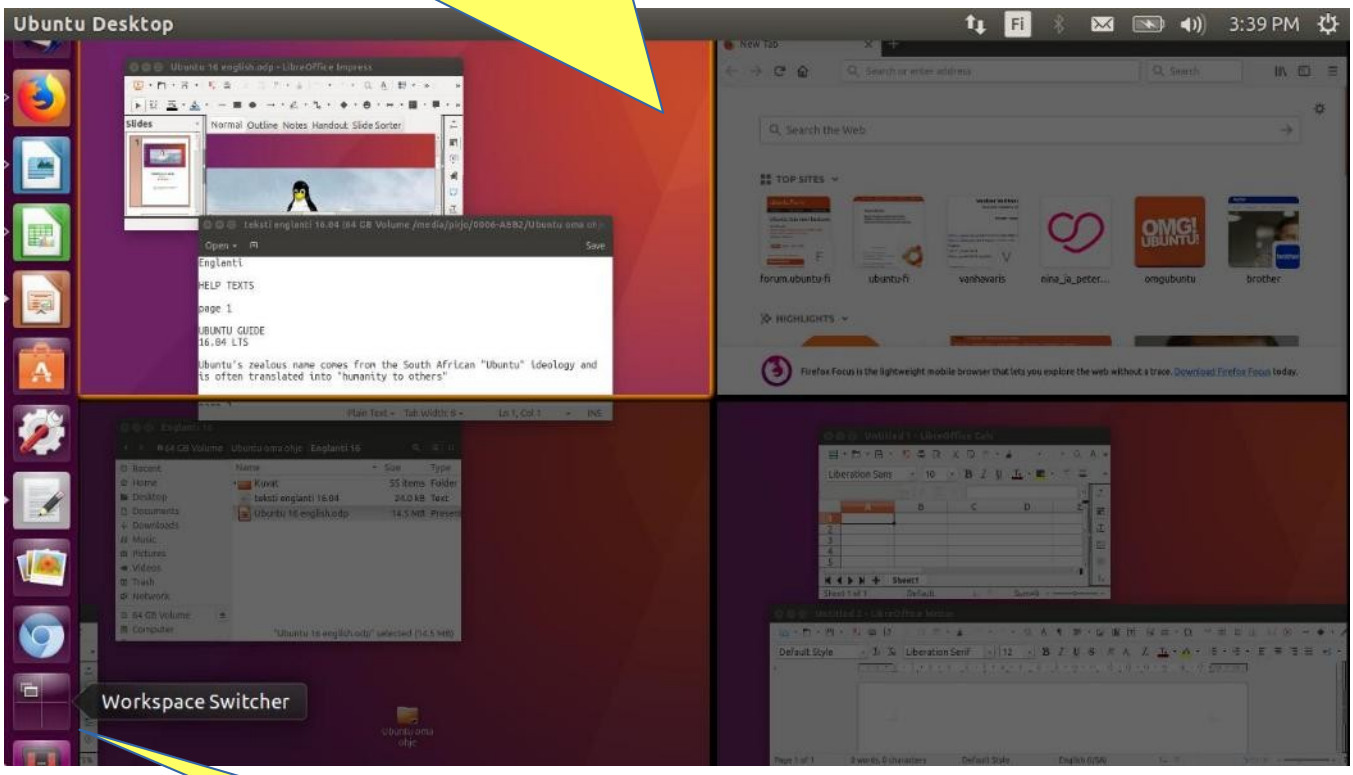
5.Here you can select file presentation.

6.You can change the size of the icons by pressing ctrl and + or - buttons several times. Or Ctrl + scroll the mouse.



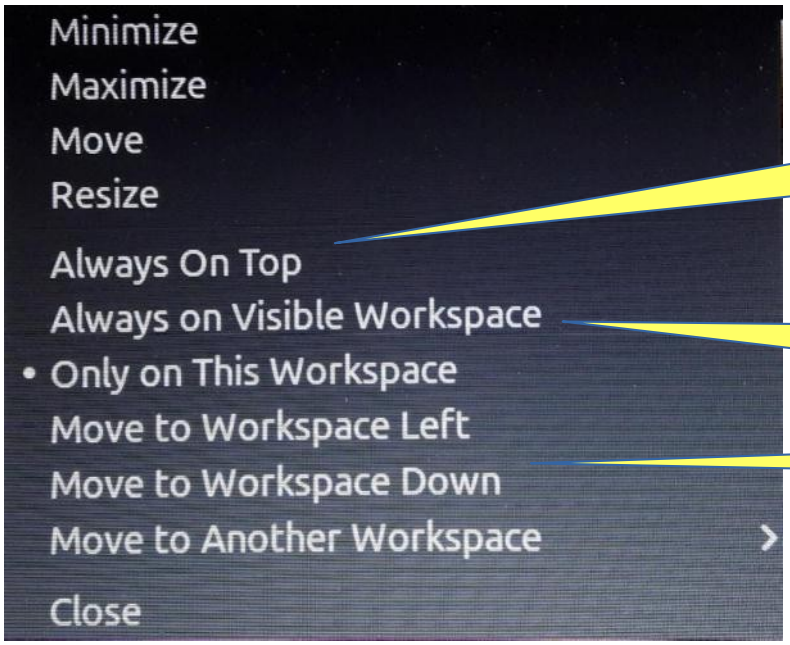
Multiple workspaces

1.You can specify workspace settings, the default is one.
Here are four workspaces. An icon will appear in the launcher bar.
Clicking the desired workspace will activate it.



2.Workspace icon

Window always on top



3.Click the right mouse button
in the desired window to get a menu.
Choose ALWAYS ON TOP

4.The same program is always
shown in active workspace. Try it!

5.Program processing in workspaces

File handling; copy, move and paste

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.

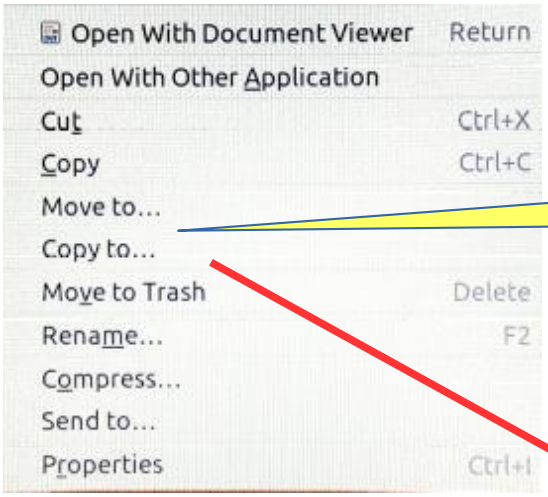
CUT AND MOVE
Select the file(s) or folder(s).
Right-click and pick Cut, or press Ctrl+X.
Navigate to another folder, where you want to move.
Click the menu button and pick Paste, or press Ctrl+V.

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.

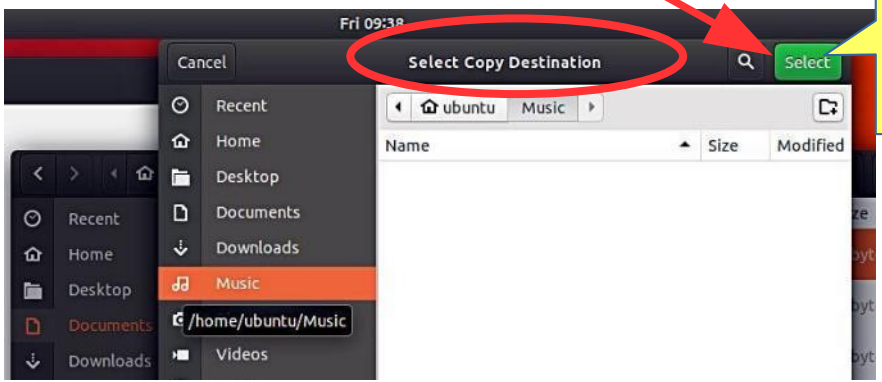
More options

You can see the menus by clicking the filr 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.



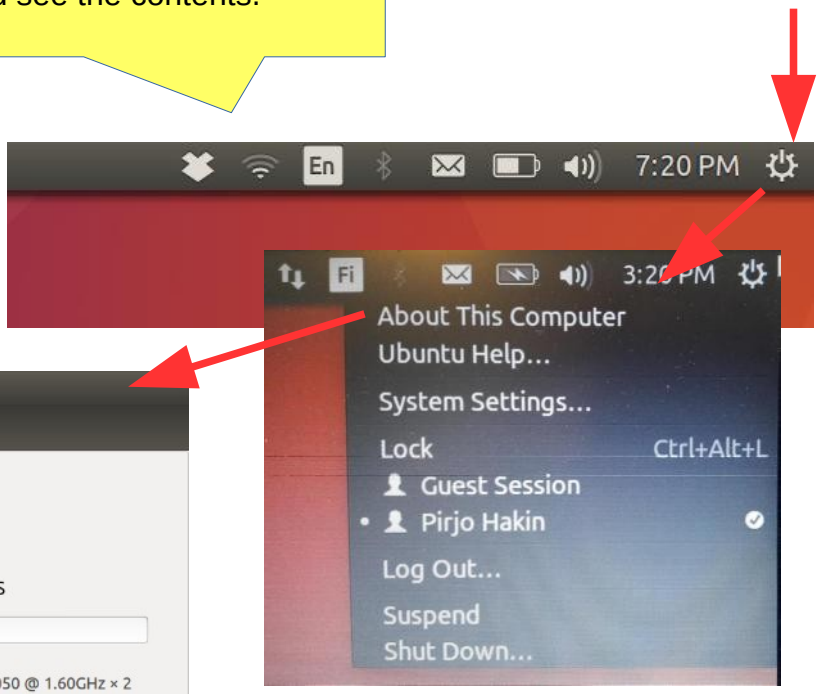
1.Move to ... or Copy to...
open a new window.
This is probably the easiest way for the beginner.

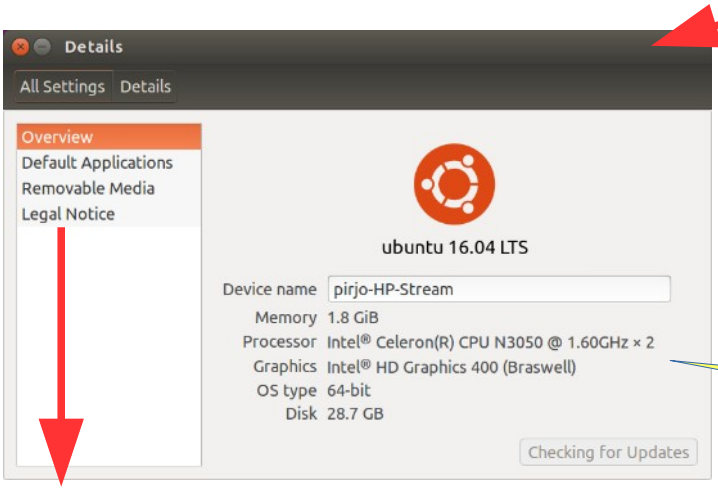


2.After selecting the destination folder click the Select button
to end the Copy/Move function

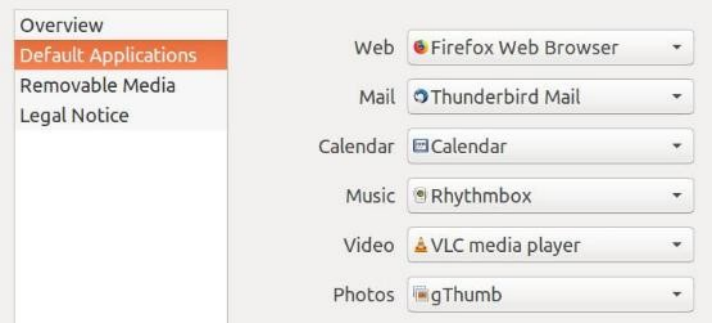
Presentation of basic settings

1.Click these icons and see the contents.

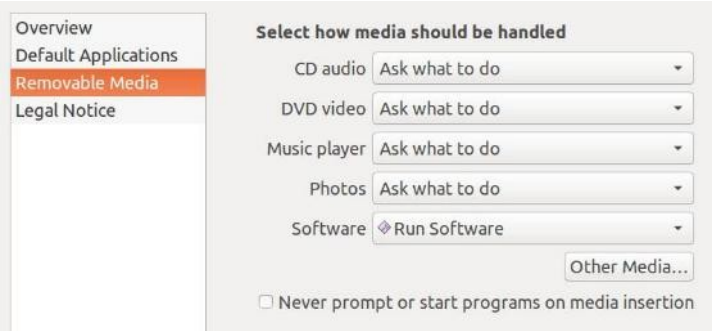




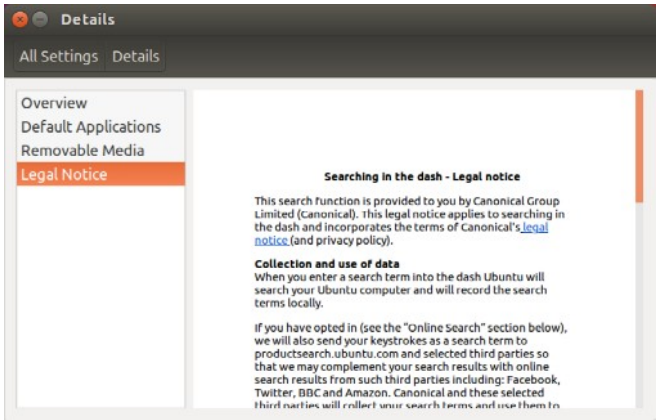
2.Basic computer information.



3.Select the default applications here.



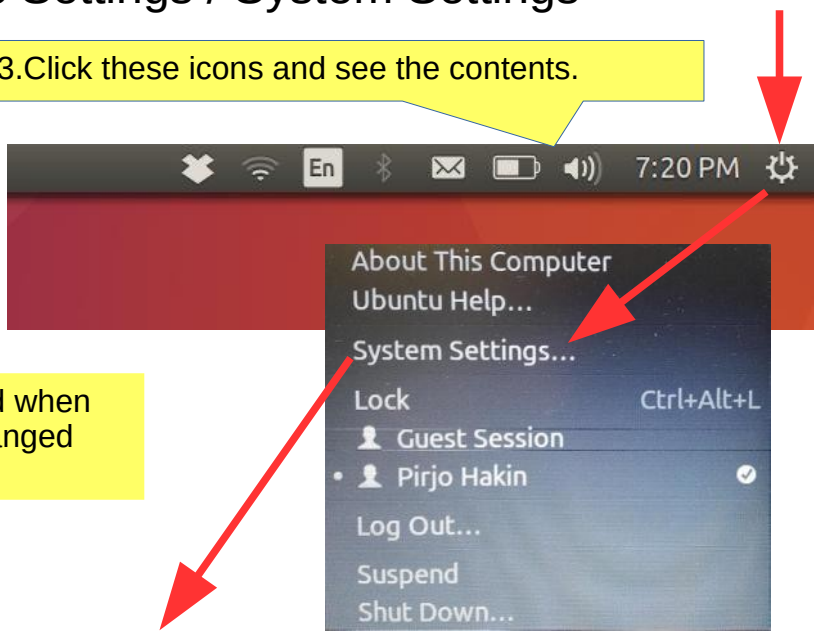
4.Choice of media handling.



Introduction to Basic Settings / System Settings

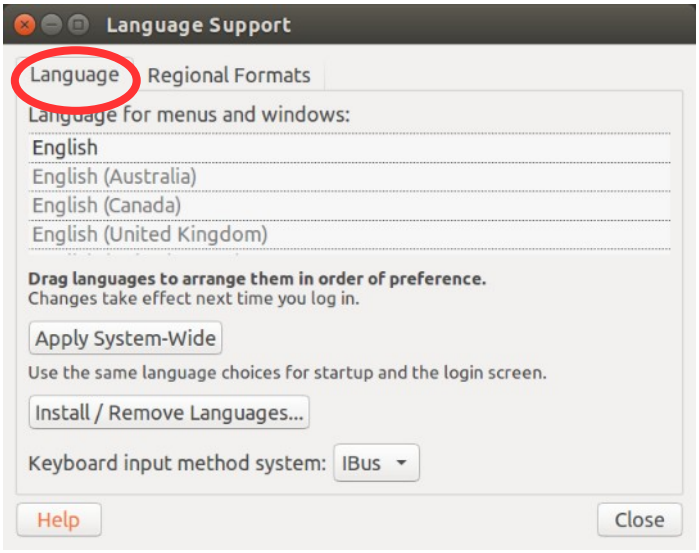
1.The following pages show the basic settings for System Preferences.
It's a good idea to go through those right away. At the same time, you should consider what kind of settings best serve your own use.

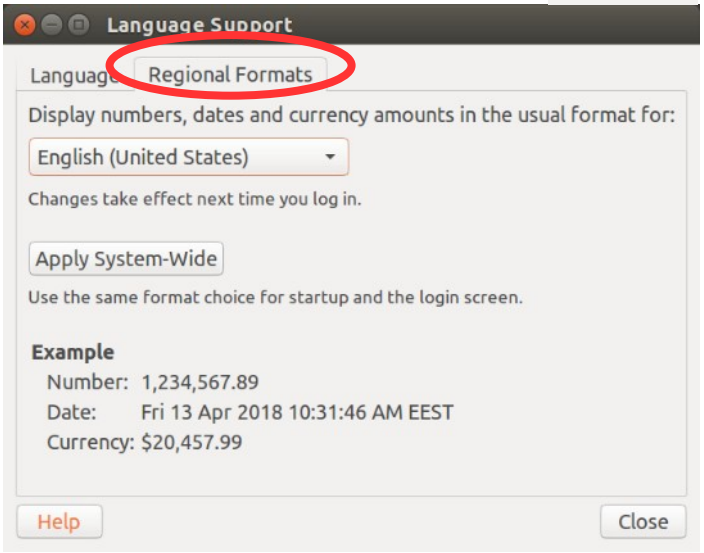
3.Click these icons and see the contents.

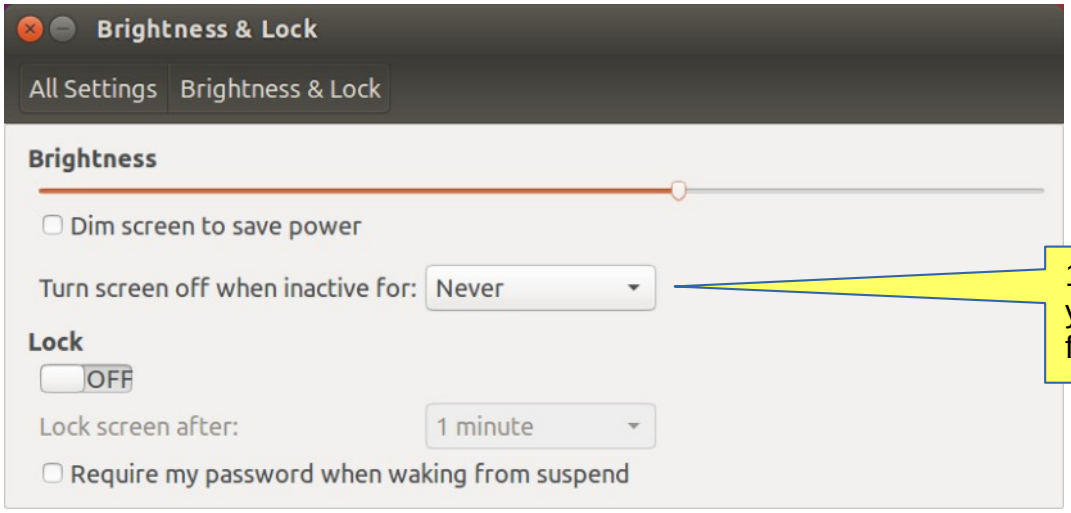


2.Many of these settings are specified when installing Ubuntu, but they can be changed later.

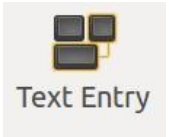
4.The next pages cover these basic settings.

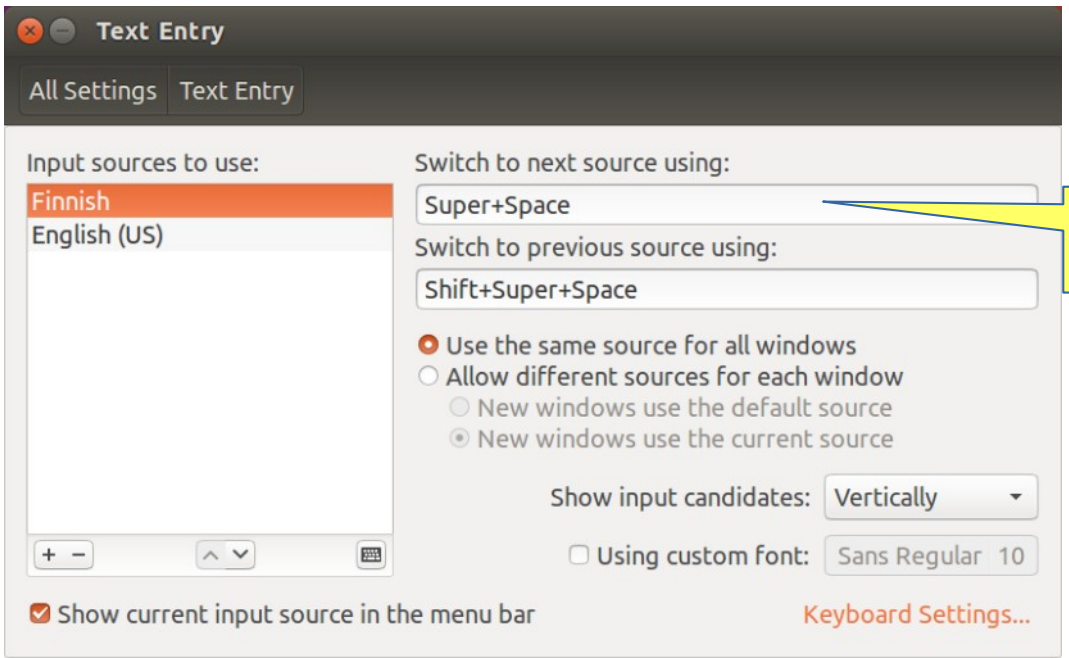




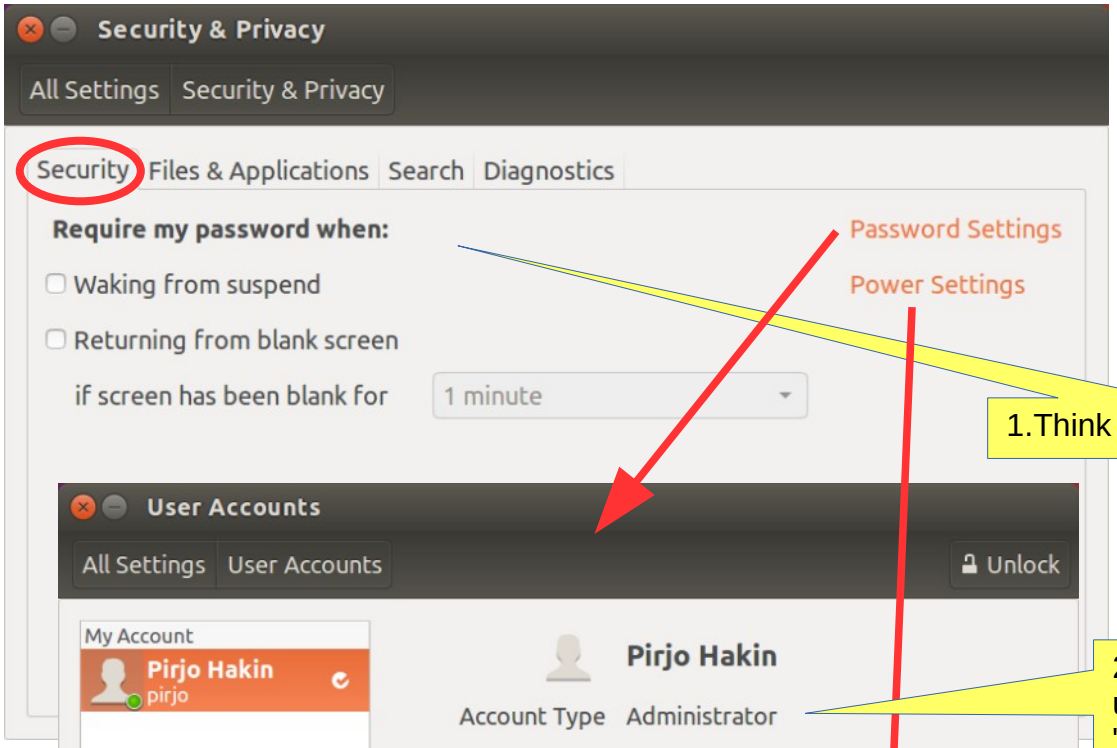


1.Display operation, you should define it for your own needs.

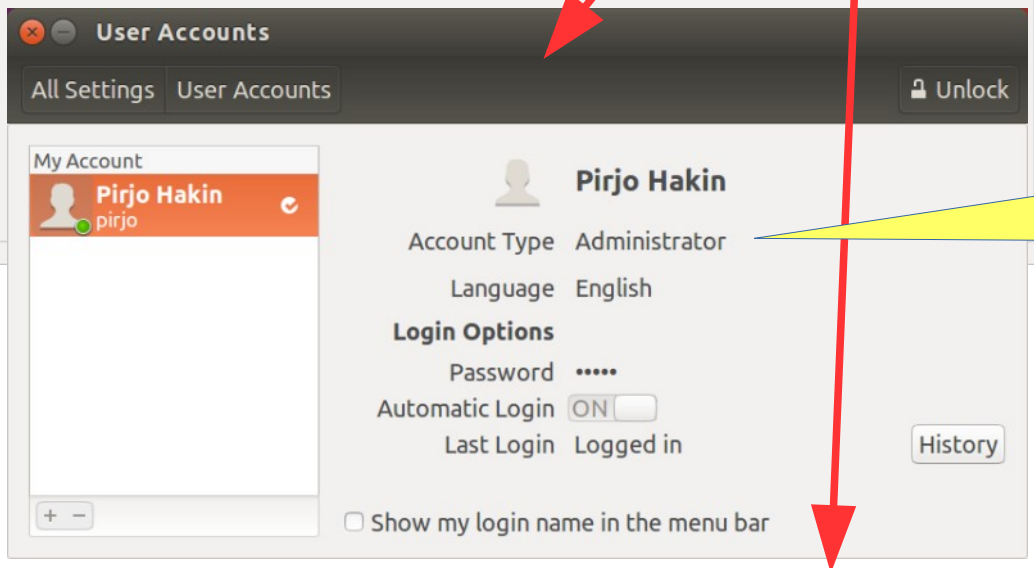




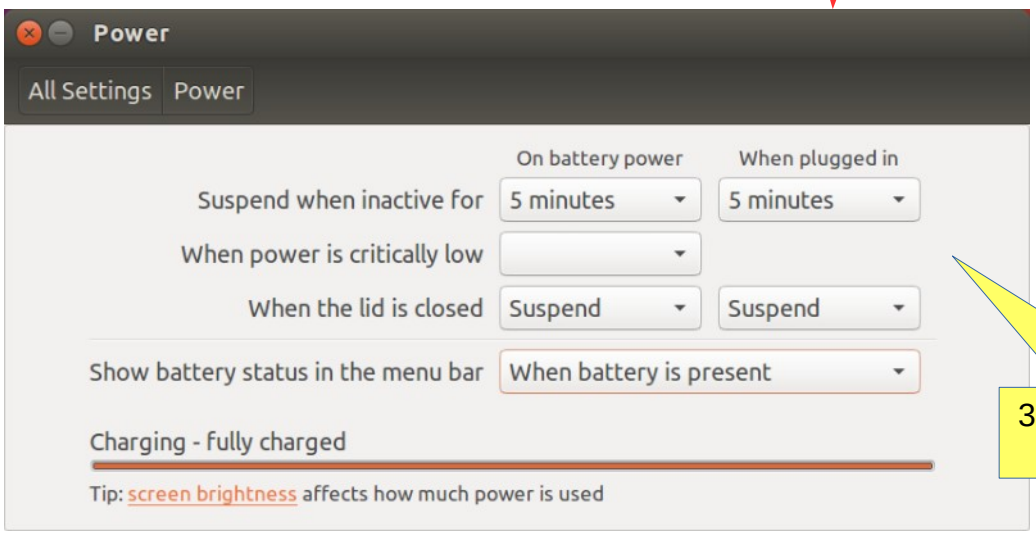
2.Do you write English, keyboard switch



1.Think of your own safety.



2.If you have one user, then it is "Administrator" who has great powers.



3.Define your own needs

You can define different times for actions

Screen saver on

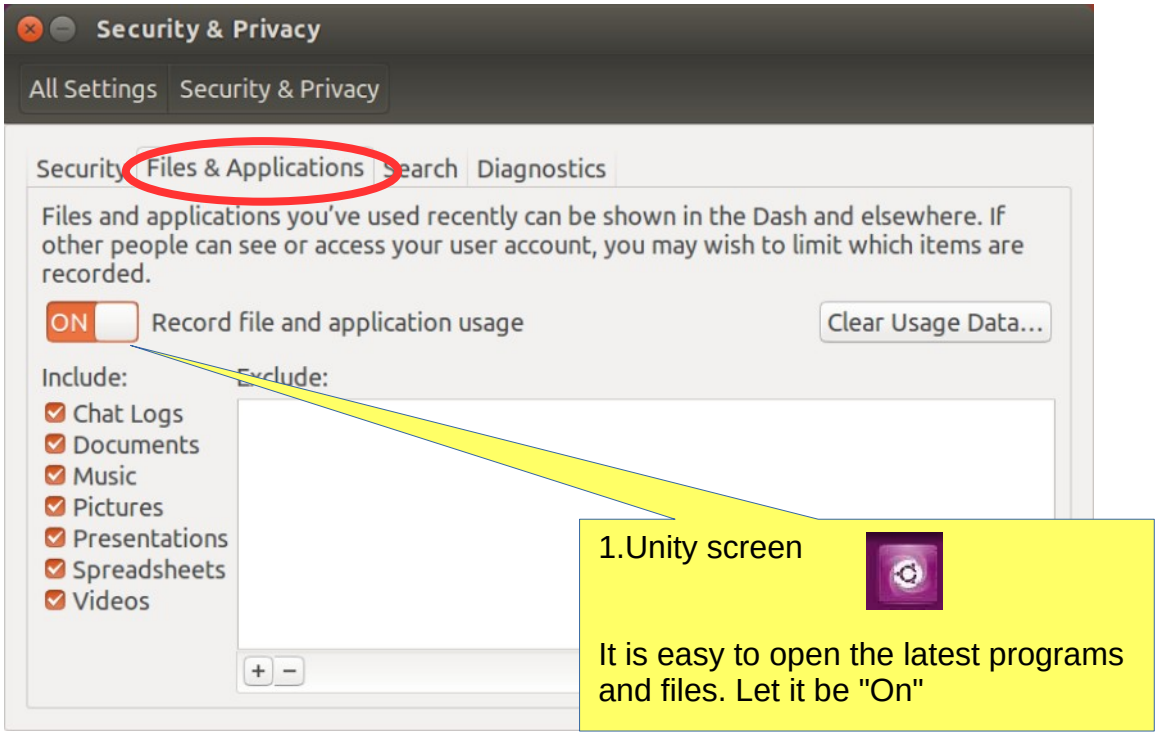
Display on	The display is off	
PC on	Suspend	PC off

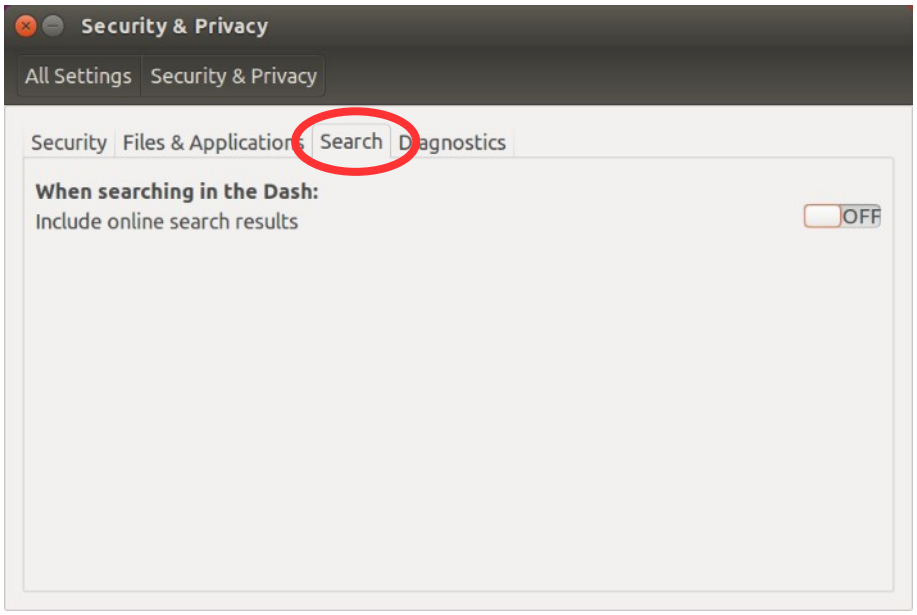
Setting: Brightness and lock

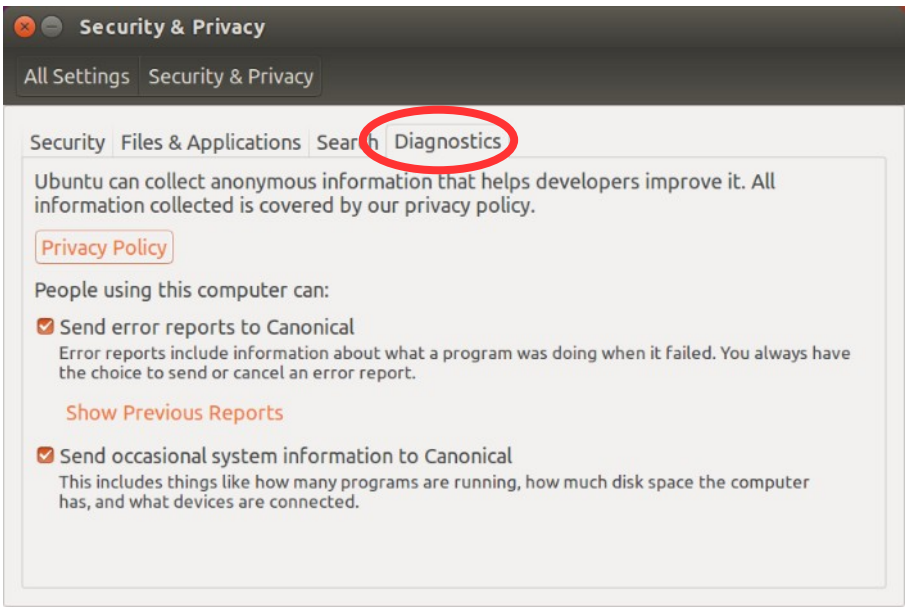
Setting: Power Saving

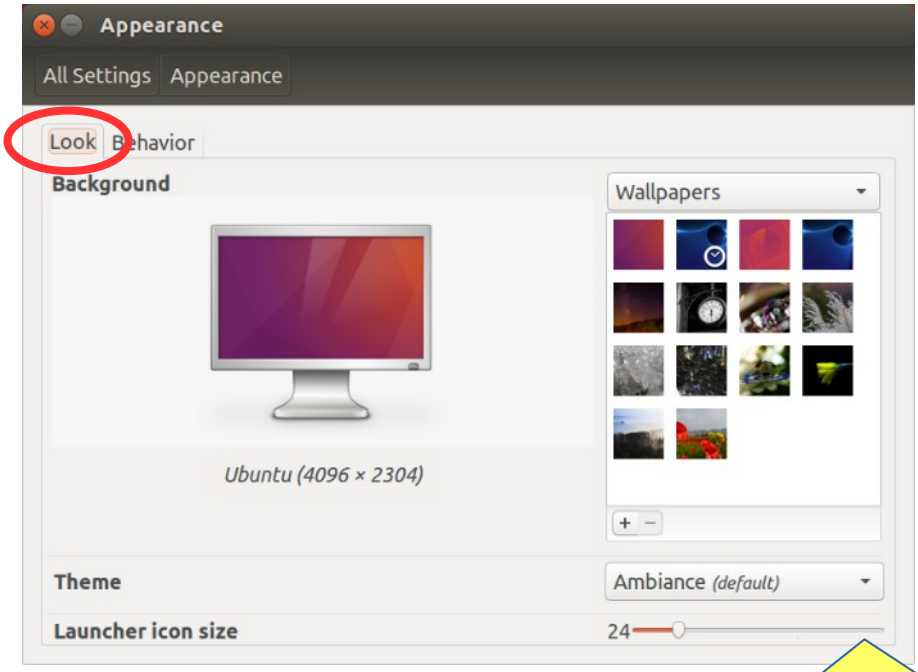
Shut down

Security &
Privacy

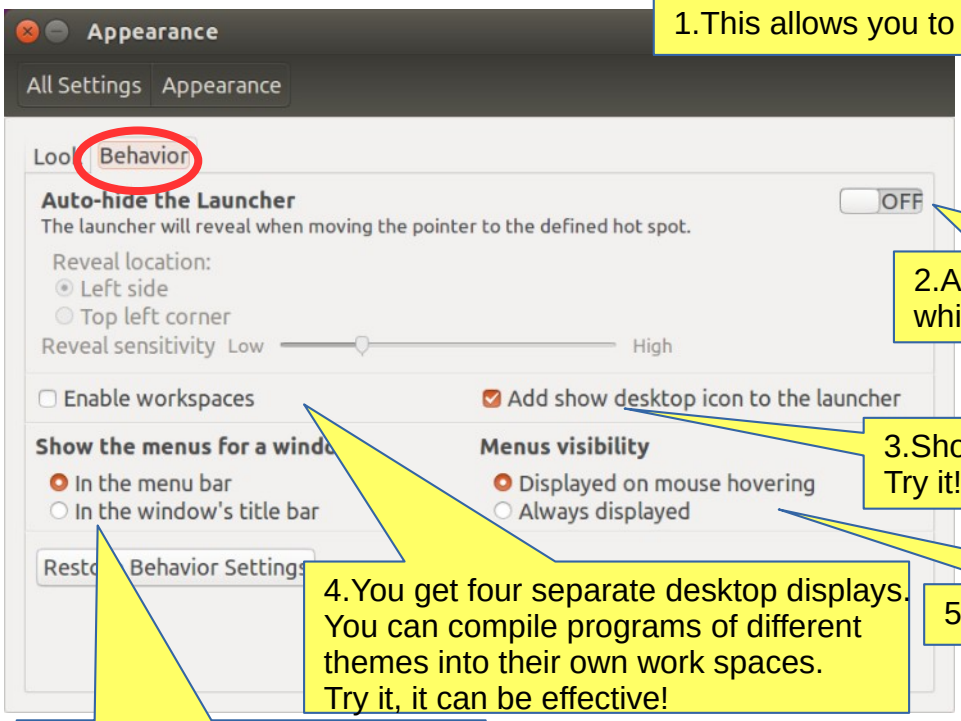

Security & Privacy
All Settings
Security & Privacy
Security
Files & Applications
Search
Diagnostics
Files and applications you've used recently can be shown in the Dash and elsewhere. If other people can see or access your user account, you may wish to limit which items are recorded.
ON
Record file and application usage
Clear Usage Data...
Include:
Exclude:
Chat Logs
Documents
Music
Pictures
Presentations
Spreadsheets
Videos
1.Unity screen
It is easy to open the latest programs and files. Let it be "On"


Security & Privacy
All Settings
Security & Privacy
Security
Files & Applications
Search
Diagnostics
When searching in the Dash:
Include online search results
OFF


Security & Privacy
All Settings
Security & Privacy
Security
Files & Applications
Search
Diagnostics
Ubuntu can collect anonymous information that helps developers improve it. All information collected is covered by our privacy policy.
Privacy Policy
People using this computer can:
Send error reports to Canonical
Error reports include information about what a program was doing when it failed. You always have the choice to send or cancel an error report.
Show Previous Reports
Send occasional system information to Canonical
This includes things like how many programs are running, how much disk space the computer has, and what devices are connected.



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



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

3.Show your desktop icons quickly.
Try it!

4.You get four separate desktop displays.
You can compile programs of different
themes into their own work spaces.
Try it, it can be effective!

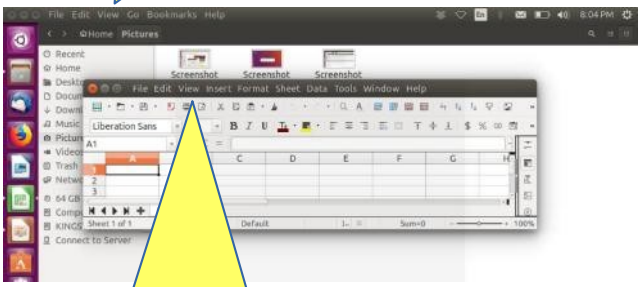
5.Try the best way for yourself.

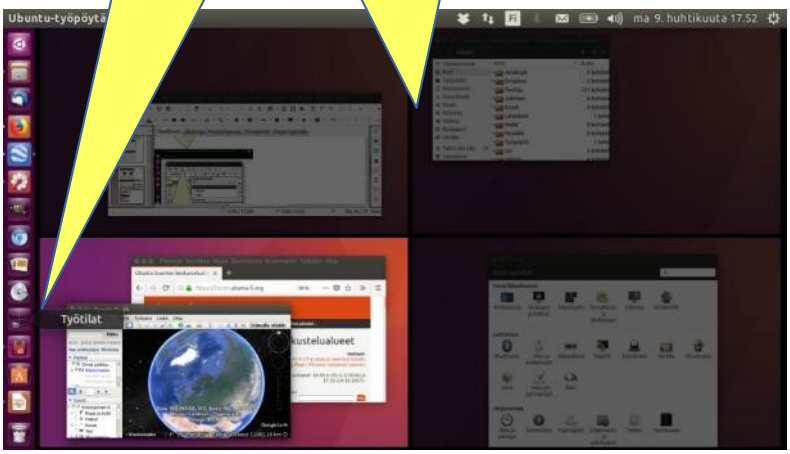
6.Try the best way for yourself.

7.Menu bar = at the top of the screen.

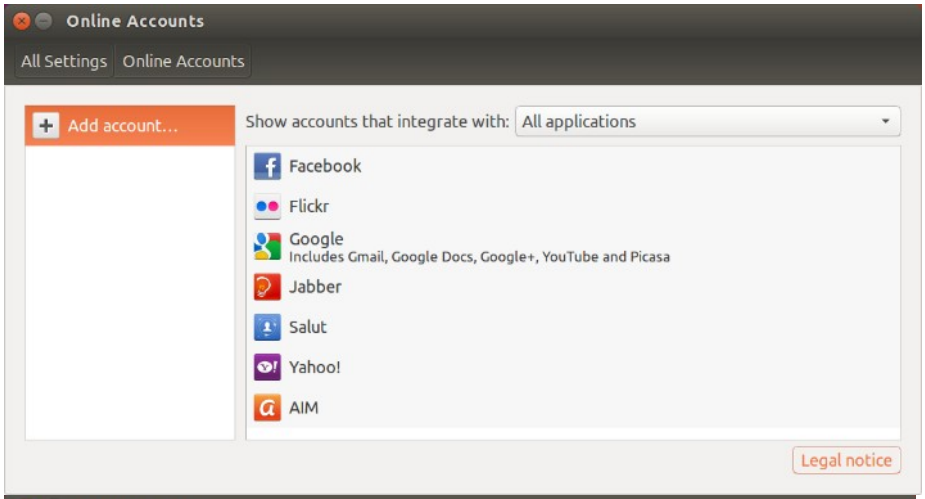
8.Four separate workspace displays.

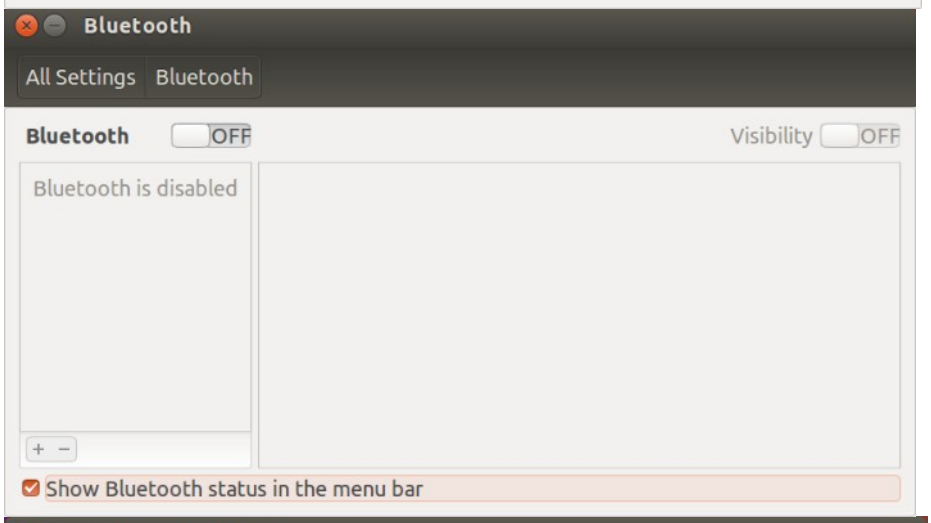
9.Change the workspace.

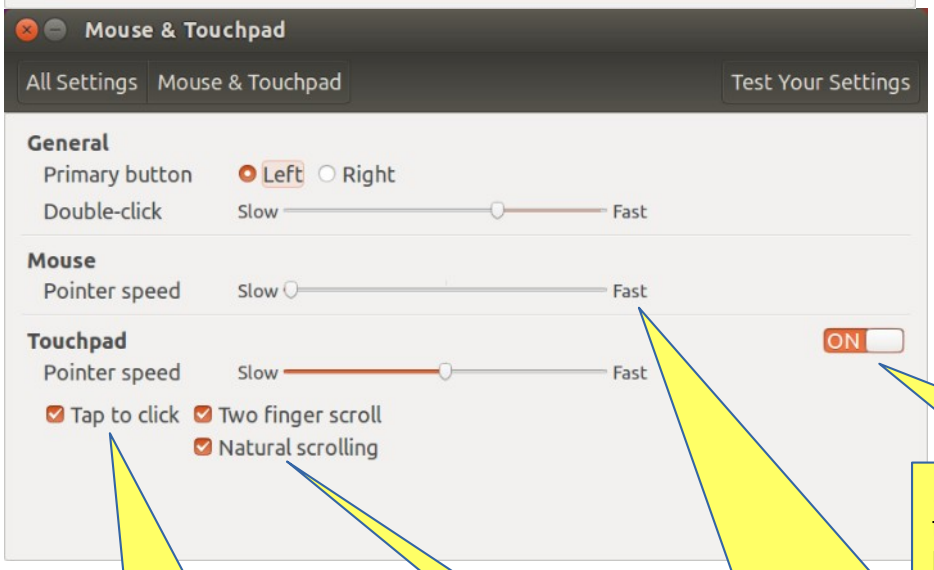




10.Header bar = at the top of the window.





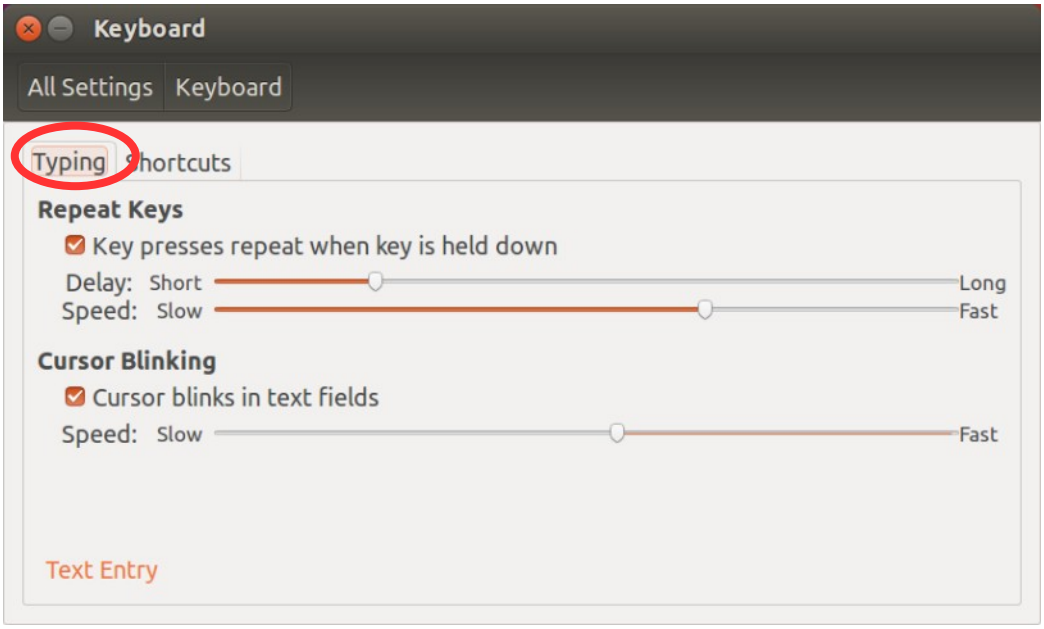


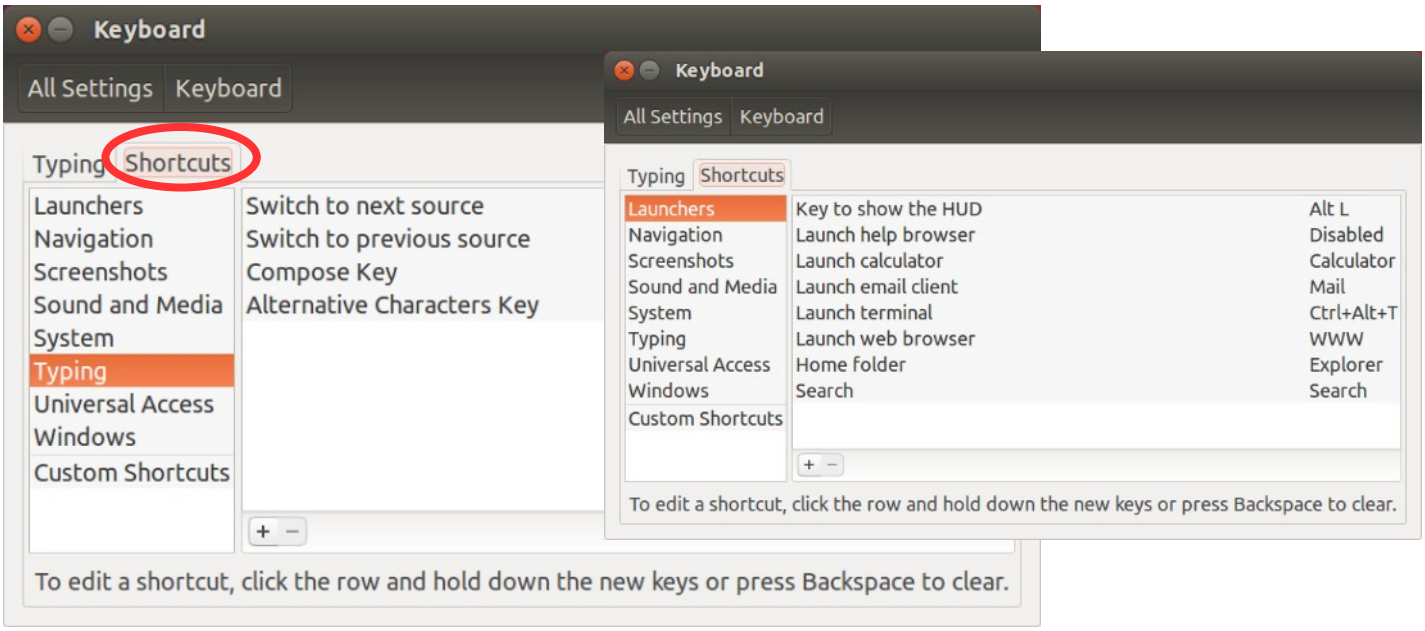
1.If you write a lot, it's good to have the touchpad switched off, because the thumb easily touches the touchpad by mistake.

2.An external mouse makes it much easier to work.

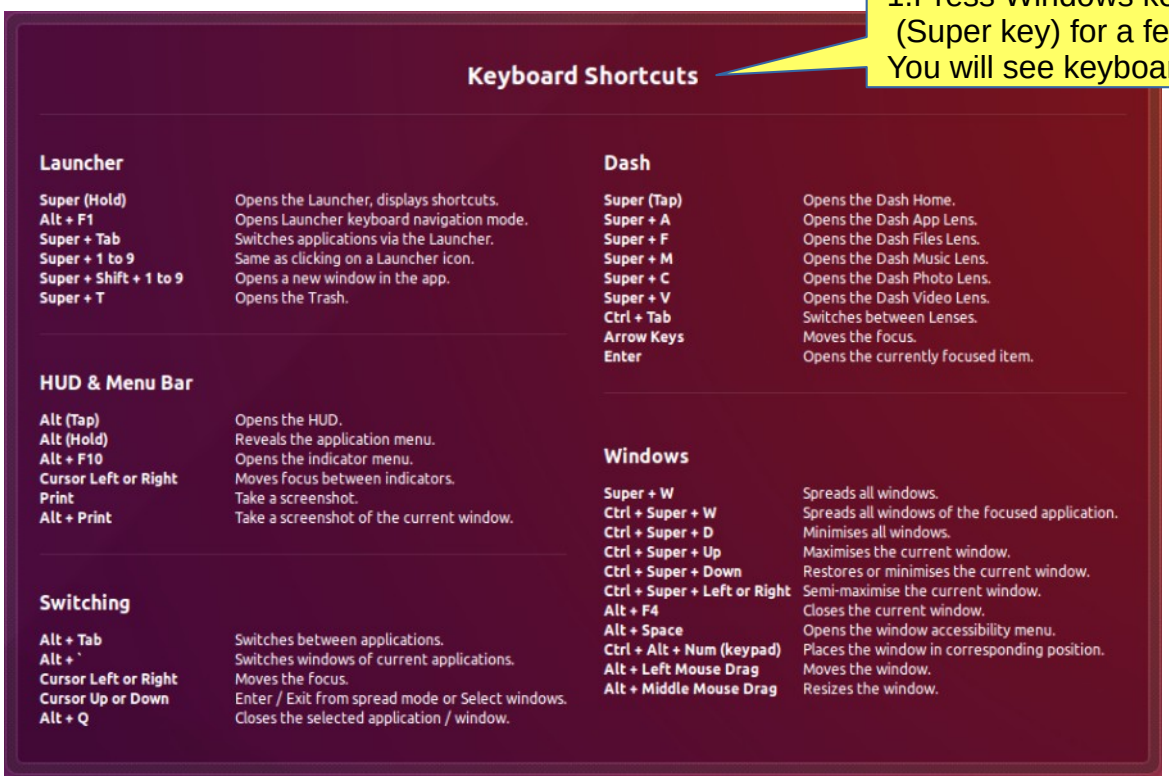
3.The touchpad can be tapped at the edges or in the center.
Double-click in the middle of the touchpad.

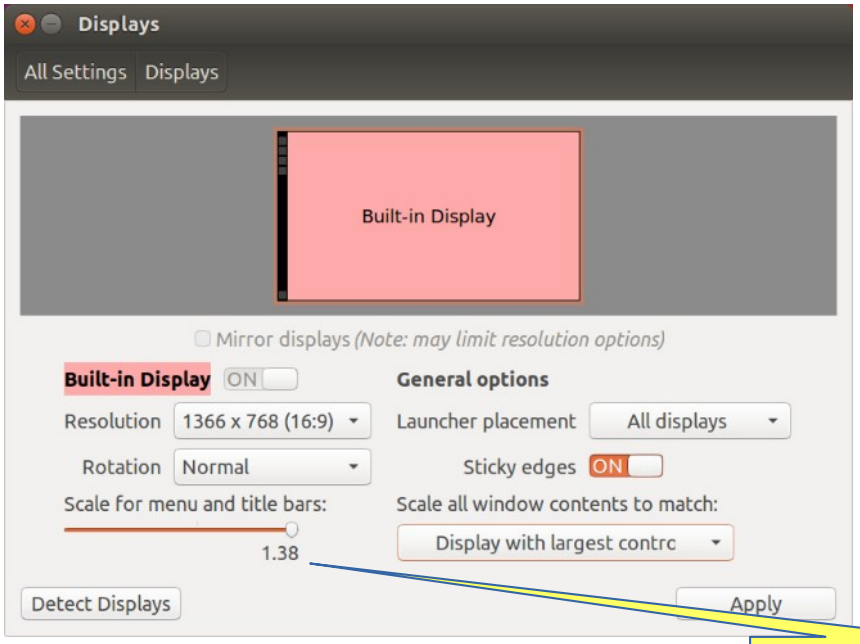
4.Natural scrolling.
When two fingers are pushed the screen moves to the same direction, upwards.



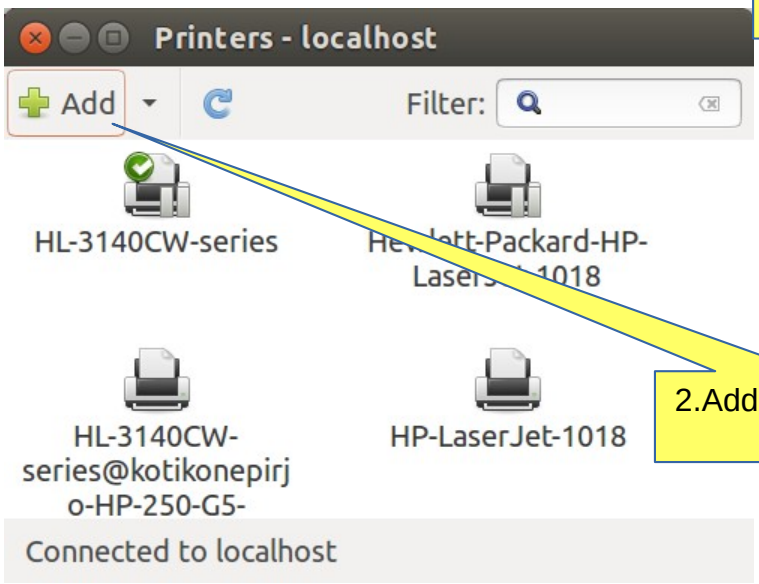


1.Press Windows key (Super key) for a few seconds. You will see keyboard shortcuts.

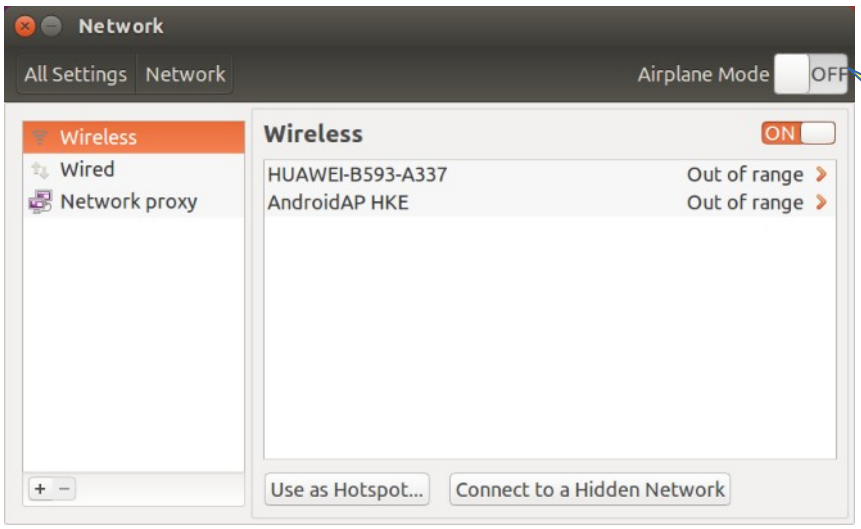




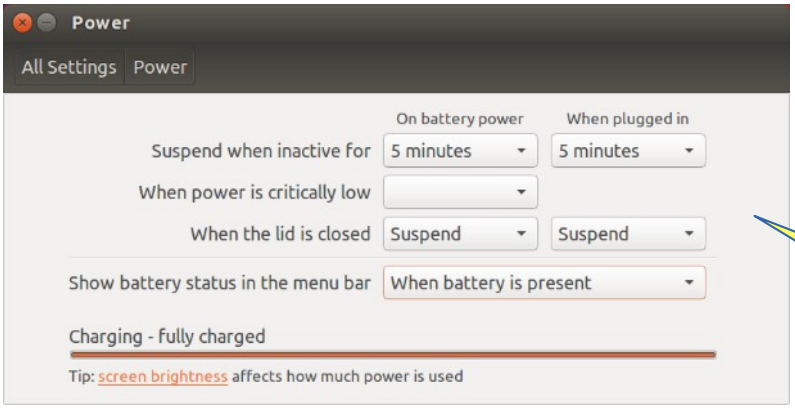
1.Try to find your favourite.



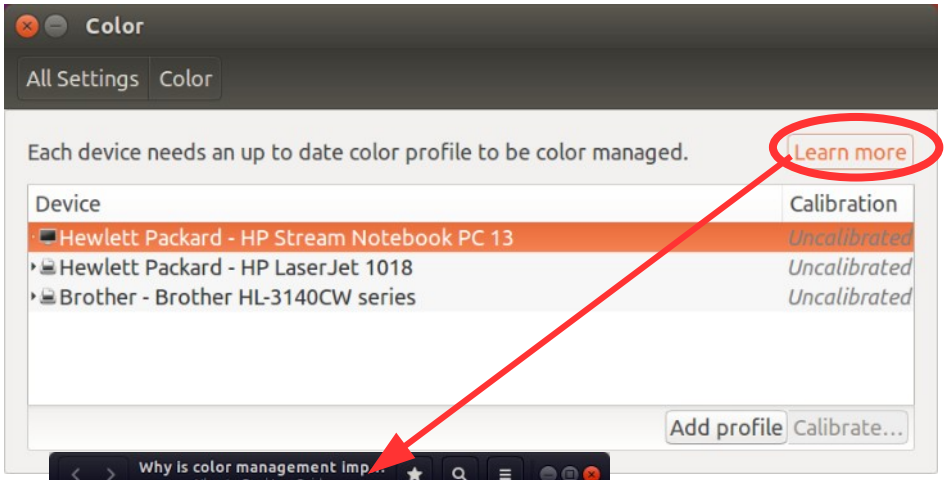
2.Adding a new printer

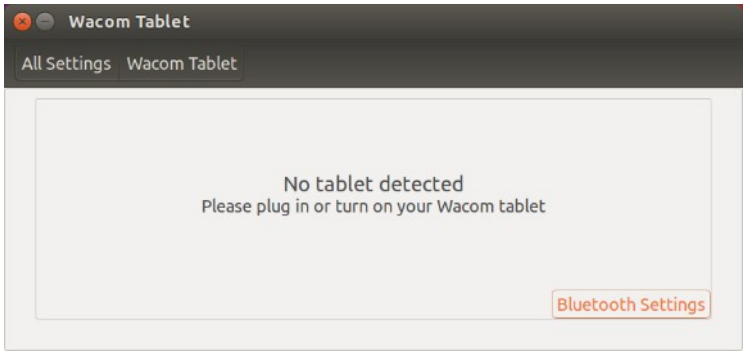


3.Sometimes it may be necessary

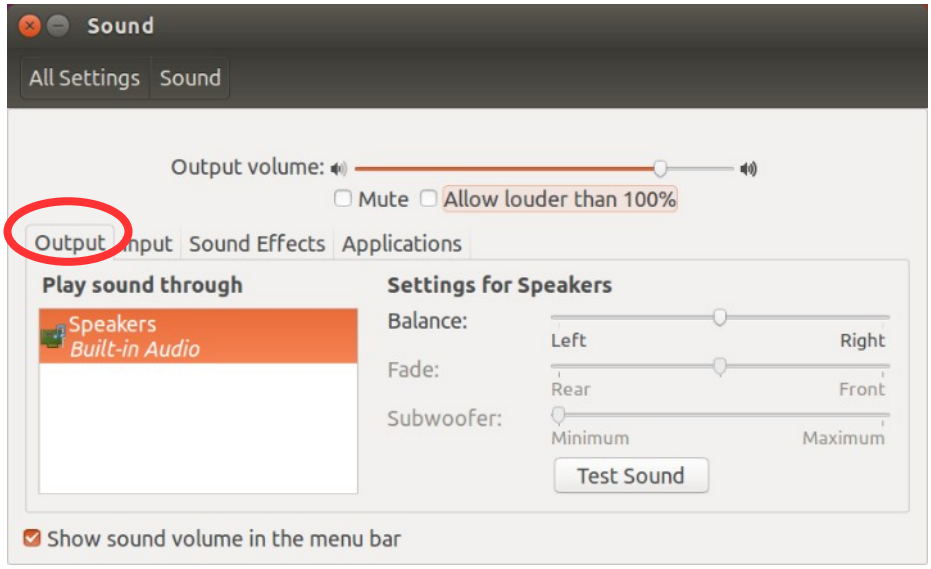


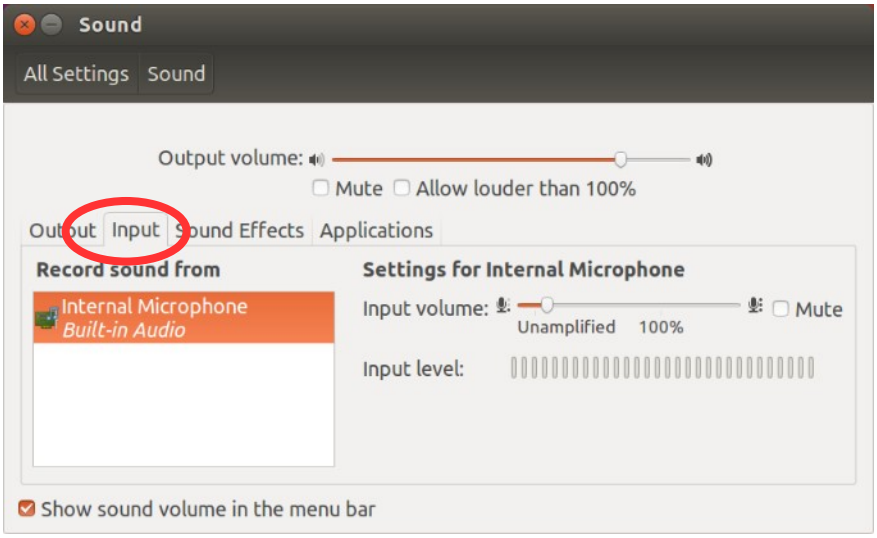
1.Adjust to suit you.

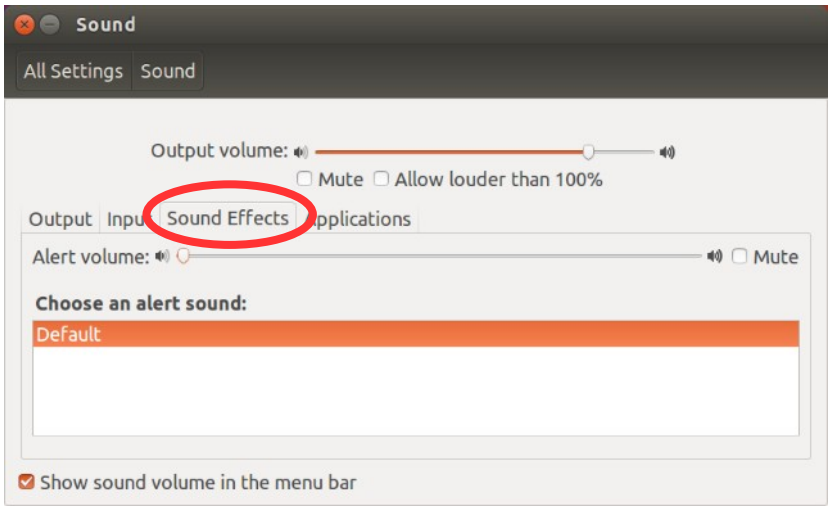


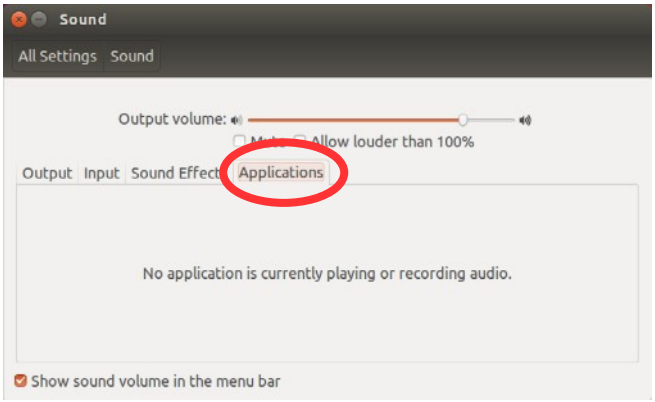


Sound

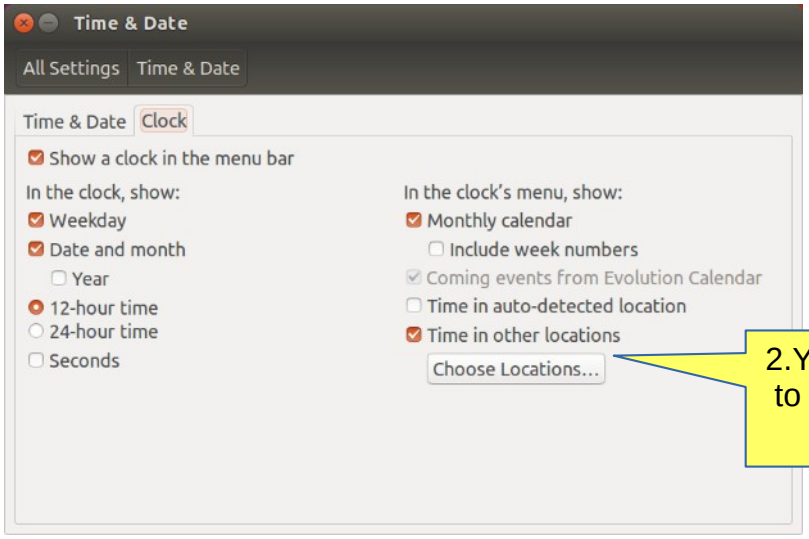

Sound
All Settings
Sound
Output volume:
Mute
Allow louder than 100%
Output
Input
Sound Effects
Applications
Play sound through
Speakers
Built-in Audio
Settings for Speakers
Balance:
Left
Right
Fade:
Rear
Front
Subwoofer:
Minimum
Maximum
Test Sound
Show sound volume in the menu bar


Sound
All Settings
Sound
Output volume:
Mute
Allow louder than 100%
Output
Input
Sound Effects
Applications
Record sound from
Internal Microphone
Built-in Audio
Settings for Internal Microphone
Input volume:
Unamplified
100%
Mute
Input level:
Show sound volume in the menu bar

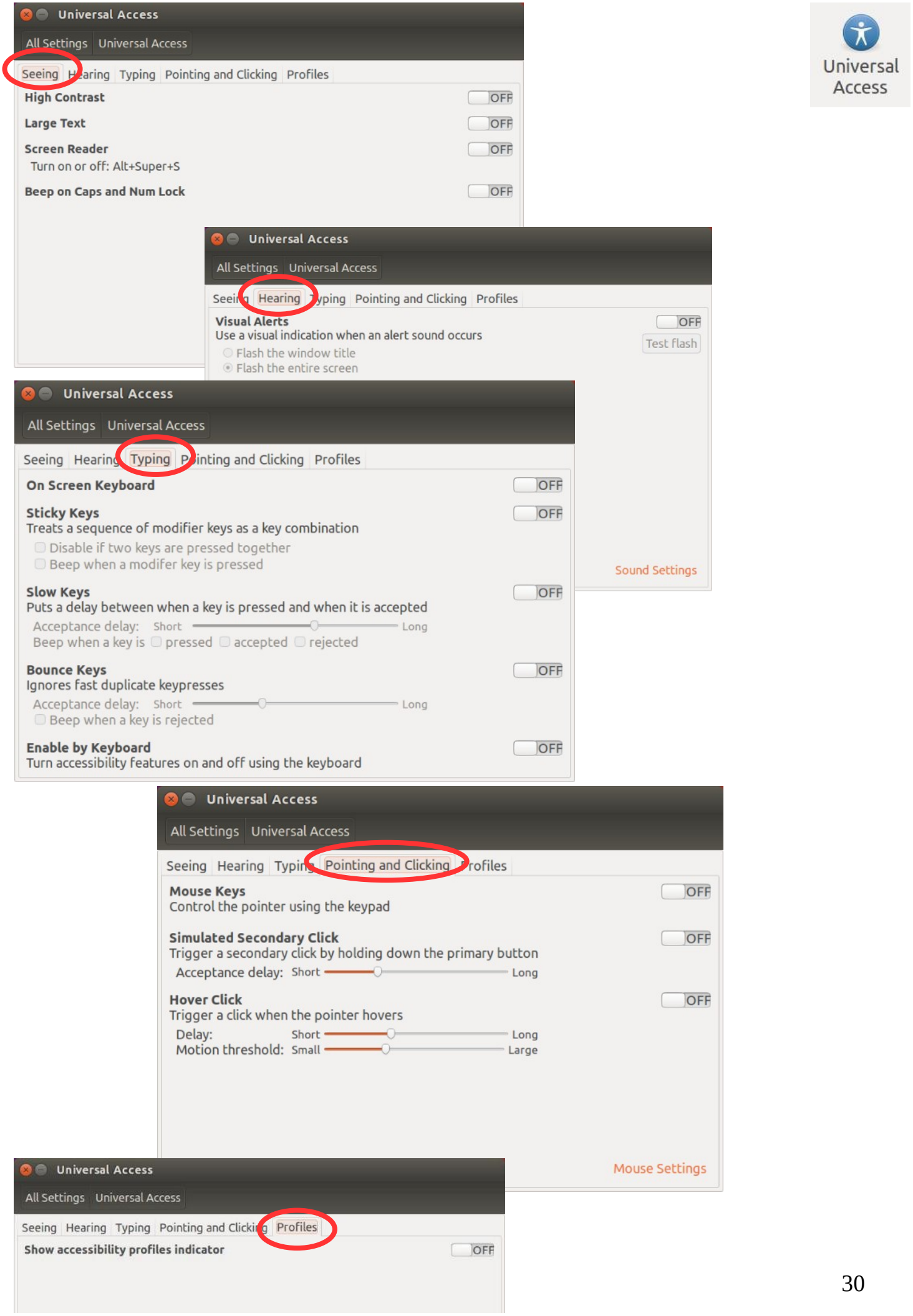

Sound
All Settings
Sound
Output volume:
Mute
Allow louder than 100%
Output
Input
Sound Effects
Applications
Alert volume:
Mute
Choose an alert sound:
Default
Show sound volume in the menu bar

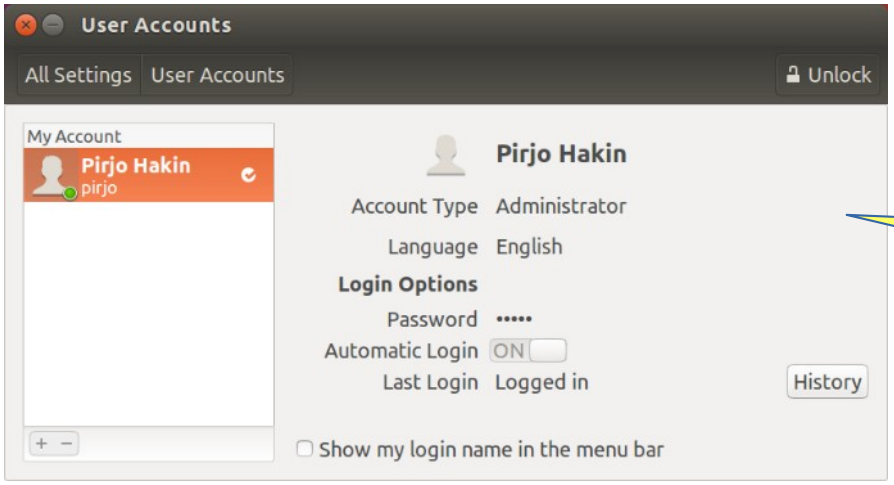

Sound
All Settings
Sound
Output volume:
Allow louder than 100%
Output
Input
Sound Effect
Applications
No application is currently playing or recording audio.
Show sound volume in the menu bar

1.If necessary, repair time / date

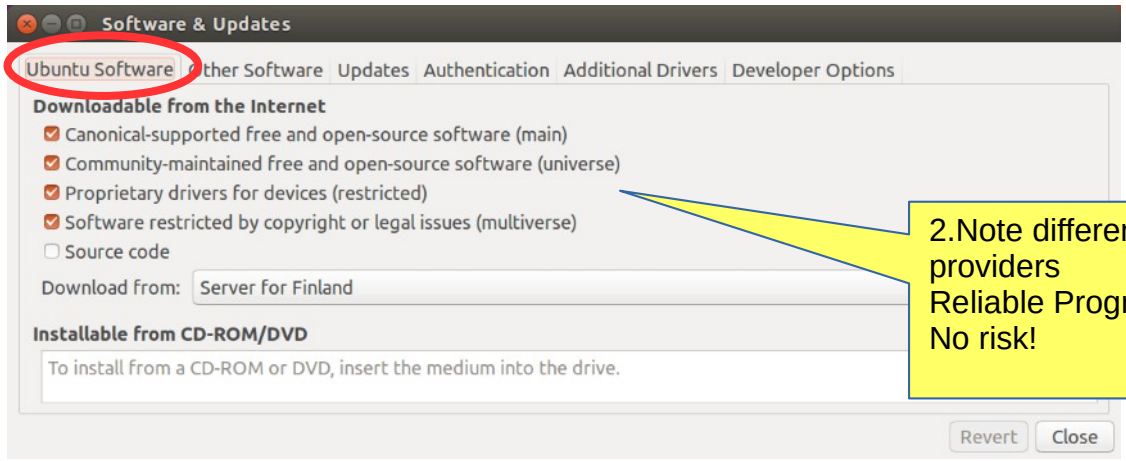


2.You can choose a second country to show its time.

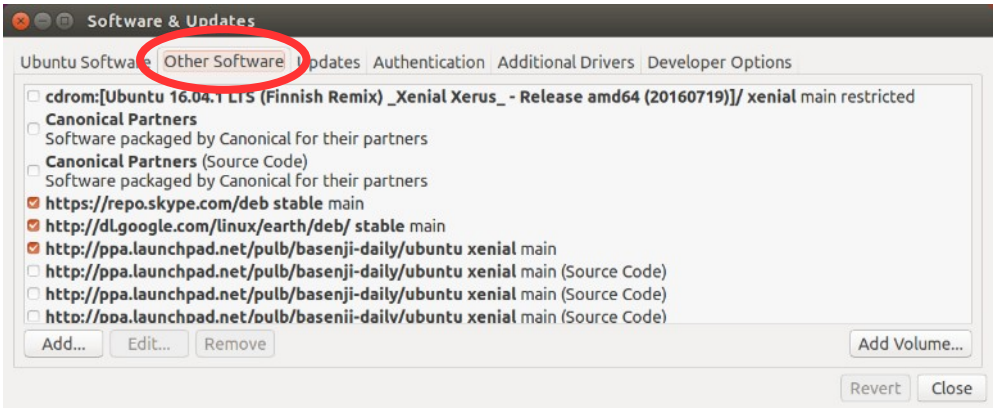

Universal Access
All Settings
Universal Access
Seeing
Hearing
Typing
Pointing and Clicking
Profiles
High Contrast
OFF
Large Text
OFF
Screen Reader
Turn on or off: Alt+Super+S
OFF
Beep on Caps and Num Lock
OFF
Visual Alerts
Use a visual indication when an alert sound occurs
Flash the window title
Flash the entire screen
OFF
Test flash
Sound Settings
On Screen Keyboard
OFF
Sticky Keys
Treats a sequence of modifier keys as a key combination
Disable if two keys are pressed together
Beep when a modifer key is pressed
OFF
Slow Keys
Puts a delay between when a key is pressed and when it is accepted
Acceptance delay: Short Long
Beep when a key is pressed accepted rejected
OFF
Bounce Keys
Ignores fast duplicate keypresses
Acceptance delay: Short Long
Beep when a key is rejected
OFF
Enable by Keyboard
Turn accessibility features on and off using the keyboard
OFF
Mouse Keys
Control the pointer using the keypad
OFF
Simulated Secondary Click
Trigger a secondary click by holding down the primary button
Acceptance delay: Short Long
OFF
Hover Click
Trigger a click when the pointer hovers
Delay: Short Long
Motion threshold: Small Large
OFF
Mouse Settings
Show accessibility profiles indicator
OFF

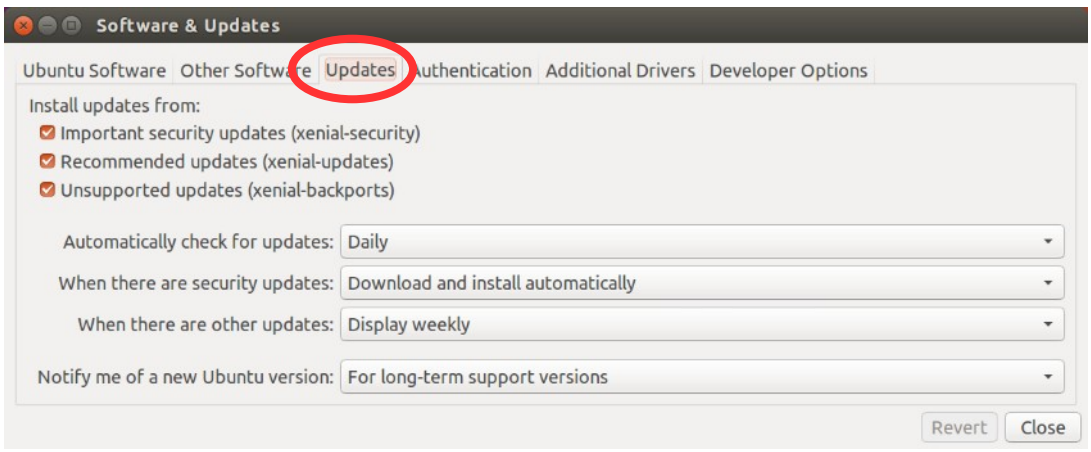


1.The same screen was in "Security and privacy "

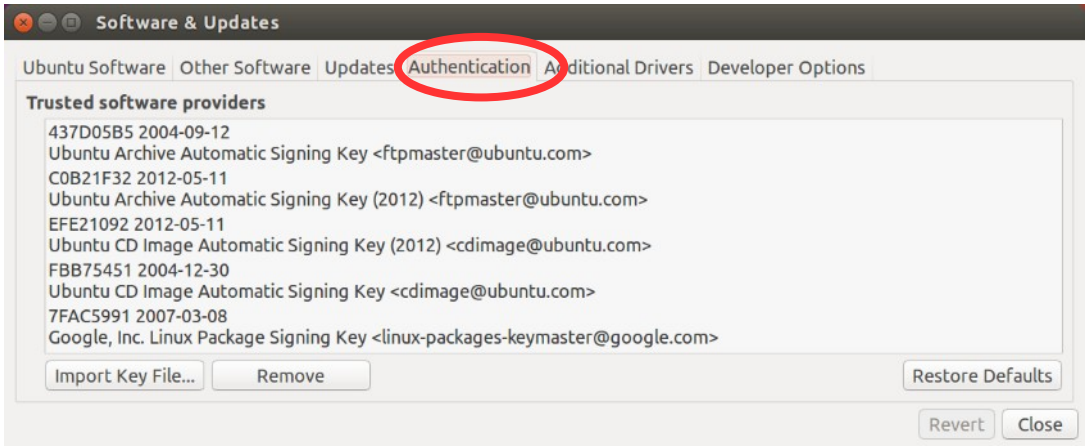


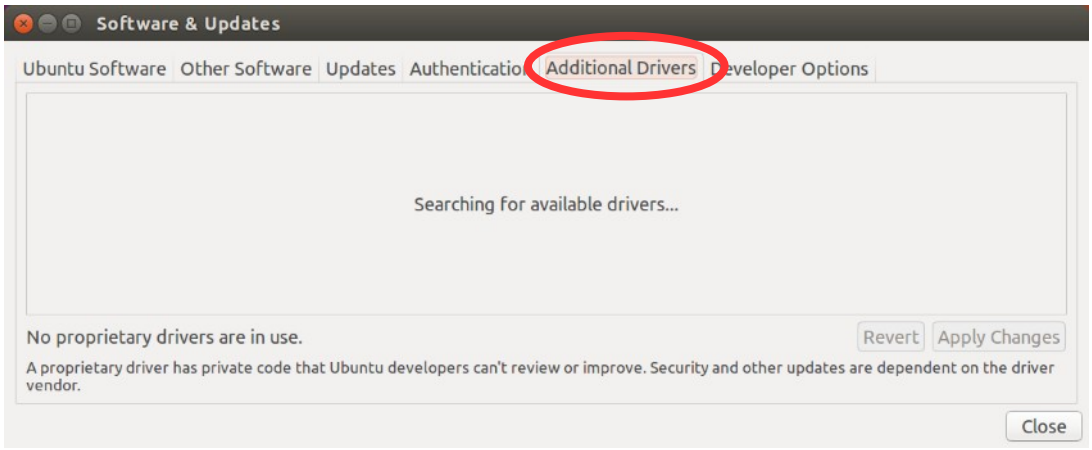
2.Note different software providers
Reliable Programmers = No risk!

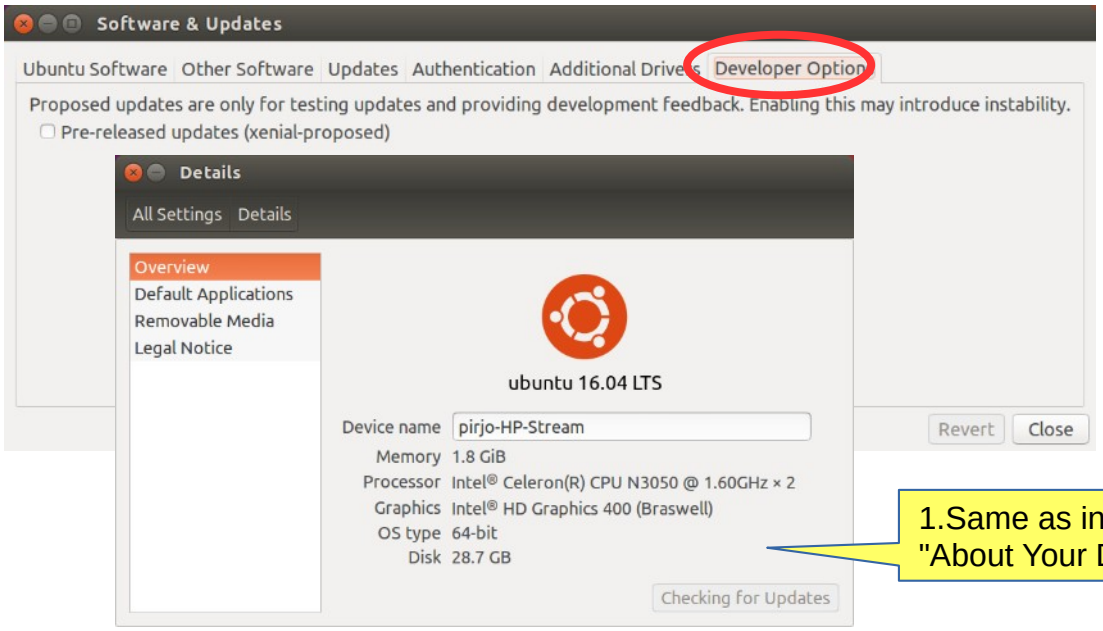




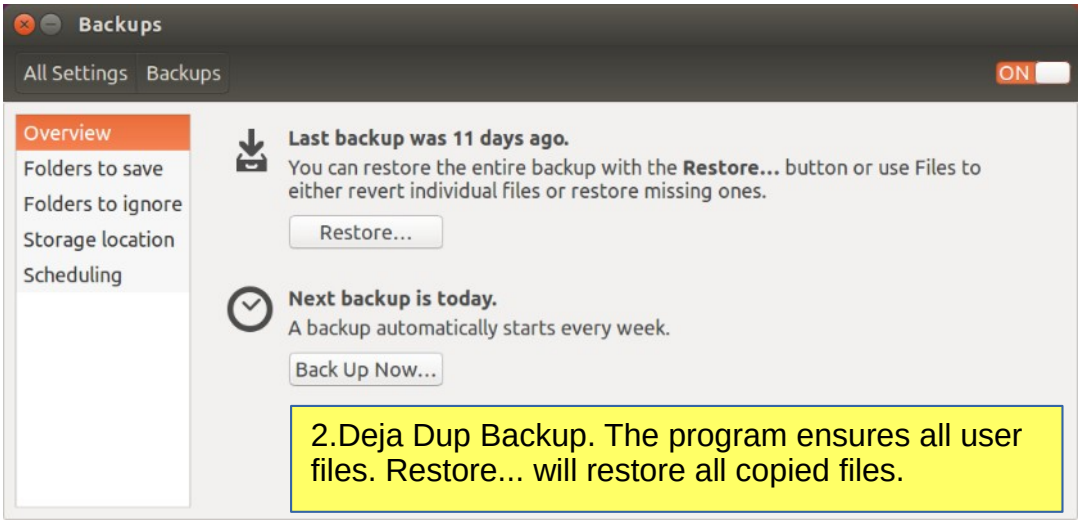
3.These settings are worth keeping Ubuntu pre-installed.





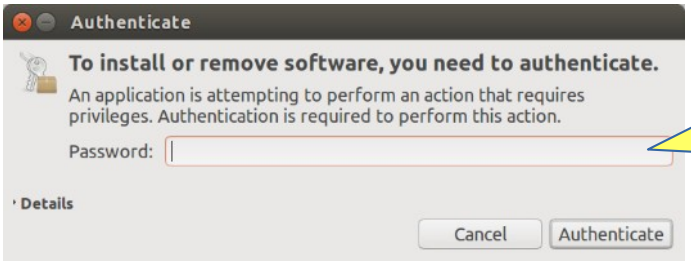


1.Same as in the start menu "About Your Device"



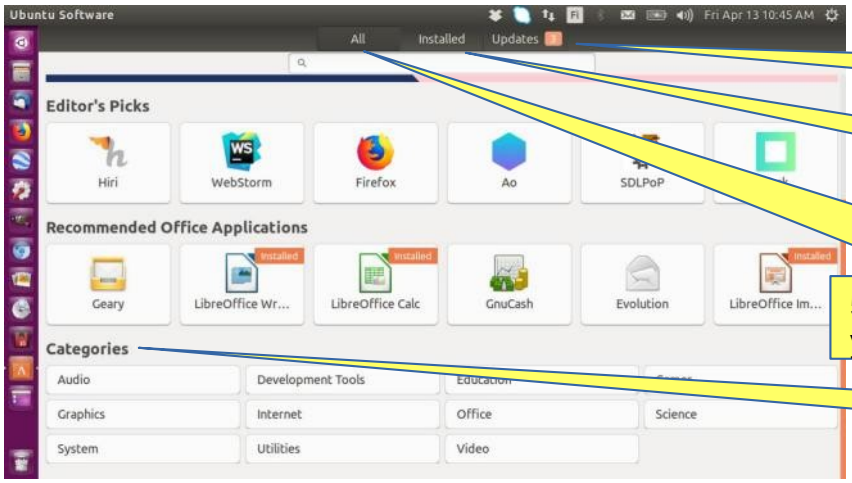
2.Deja Dup Backup. The program ensures all user files. Restore... will restore all copied files.

Installing software



1.If you are installing new software, use administrator password.
This ensures that no one can install programs.
This feature improves security essentially.

2.Open the Ubuntu Shopping Bag icon and get the view below

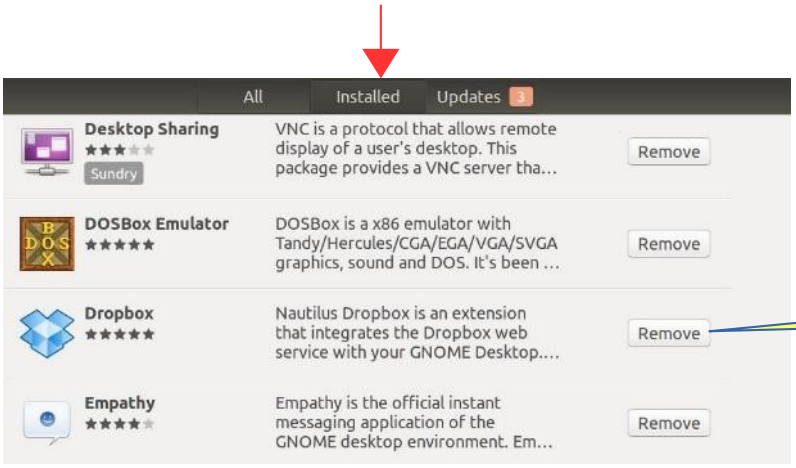


3.Updates = Shows number of available updates

4.Installed = Shows all installed software

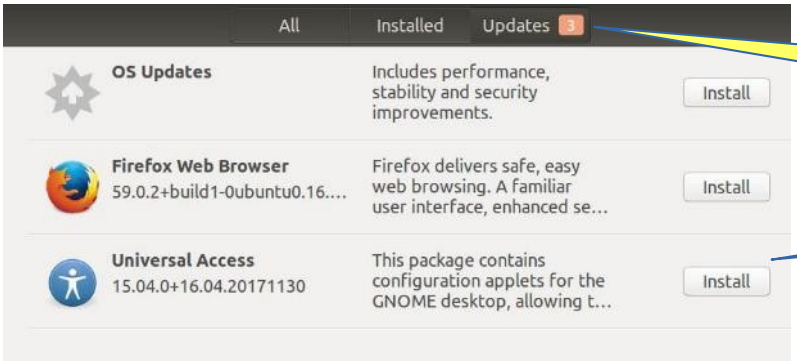
5.All = Displays all software that you can install in your computer

6.You can search new software by category



7.Some of the software may be so called third-party programs

8.Remove program packages



9.You can choose when to update

10.Install the program

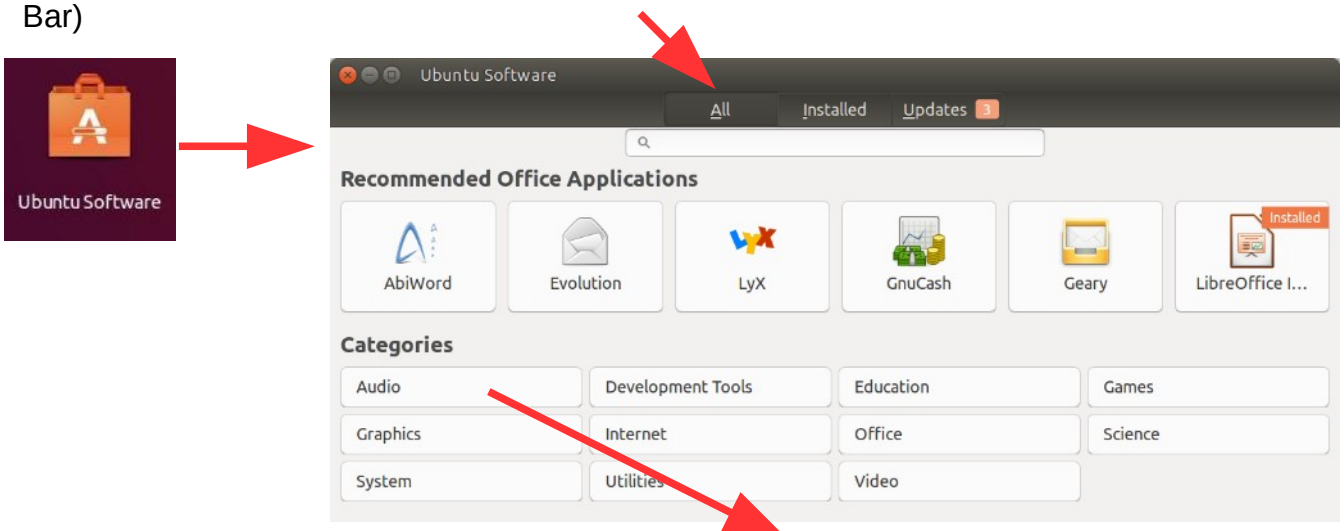
Install applications (apps)

1.Ubuntu developers have chosen the default applications that are believed to be useful to as many people as possible. Nevertheless, you definitely want to install additional applications to make Ubuntu use more versatile.

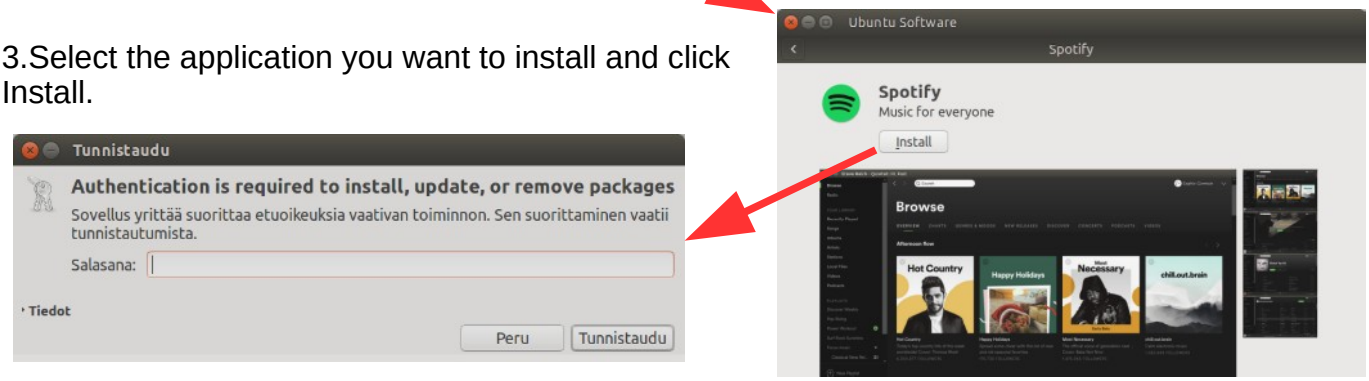
2.To install more apps, follow these steps:

1. Connect to a wireless or wired network.

2. In the Unity window, click the Shopping Bag icon (can also be in the Launch Bar)



3.Select the application you want to install and click Install.



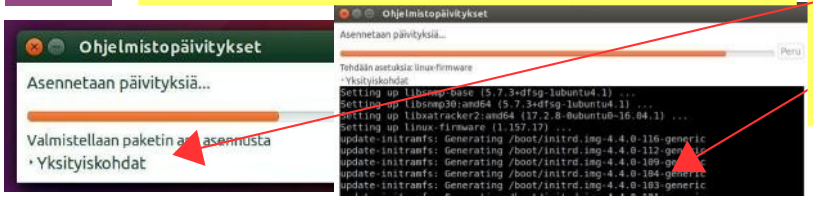
4. You will be asked for your password. Enter the password (the same one you use to sign in) after which the computer will install the application.

5.Installing "programs that are running" may require more information.

6.Installation is usually done quickly, but may take some time depending on the speed of your Internet connection.

7.A new application is added to the starter. If you do not like this feature, uncheck View ▸ Set new applications to startup.

8.Sometimes, this icon appears in the Launch bar, indicating new updates. Click the icon and follow the update instructions.



9.Click Details to see the update, otherwise you do not know what is going to happen. The program does not show the hourglass.
It may take a long time to update!

If you are planning to install a new app

Here are a few ideas you are looking for and you are about to introduce a new app.

1. Compare different apps that would seem best 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 are getting a lot of information with the app, do you think the app is slowing down or otherwise getting groomed?
- 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 a page, even if you have a separate 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. Prepare how to use the app (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

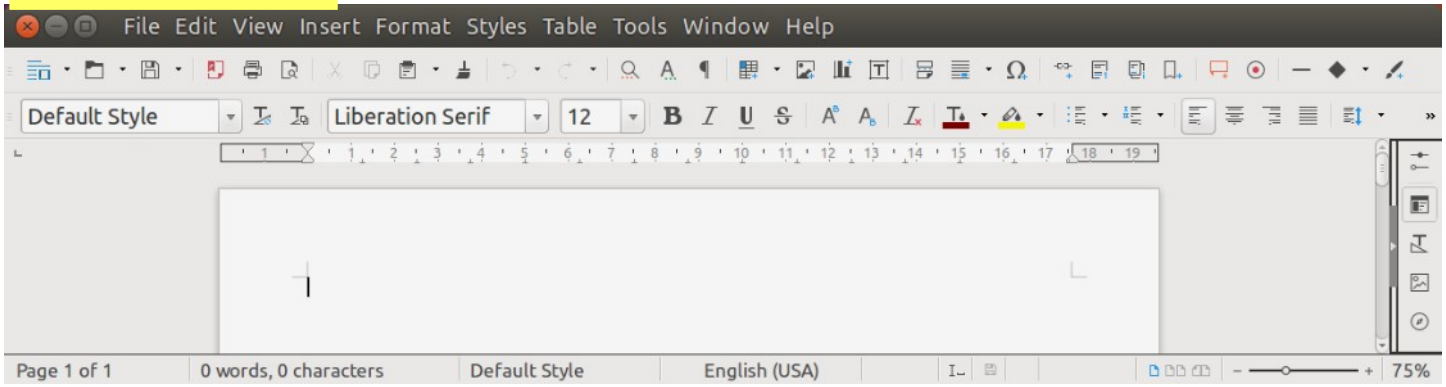
How To Install Software in Ubuntu Linux: A Complete Guide for Newbie

Installing software in Ubuntu using .deb files

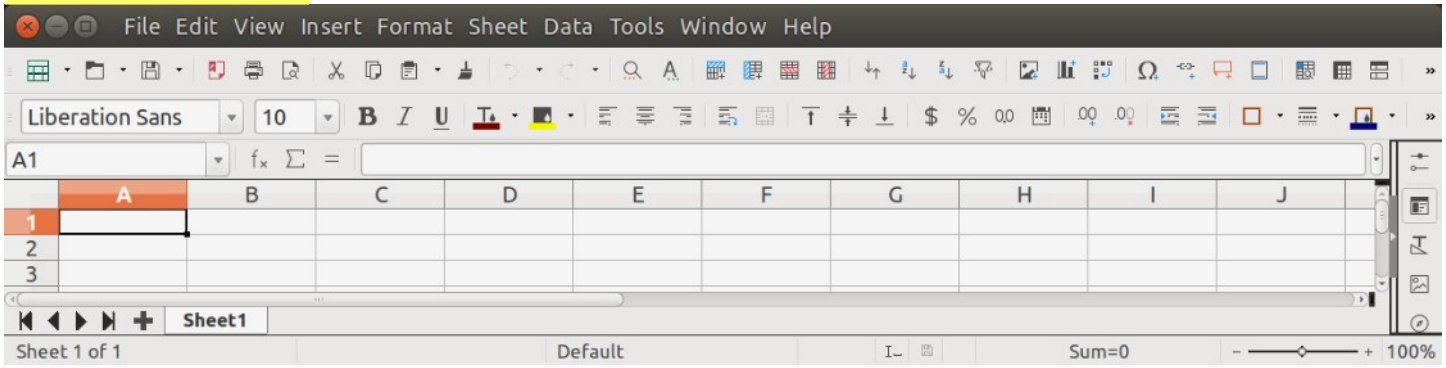
All the Possible Ways to Install deb Packages in Ubuntu Linux

Presentation of some software

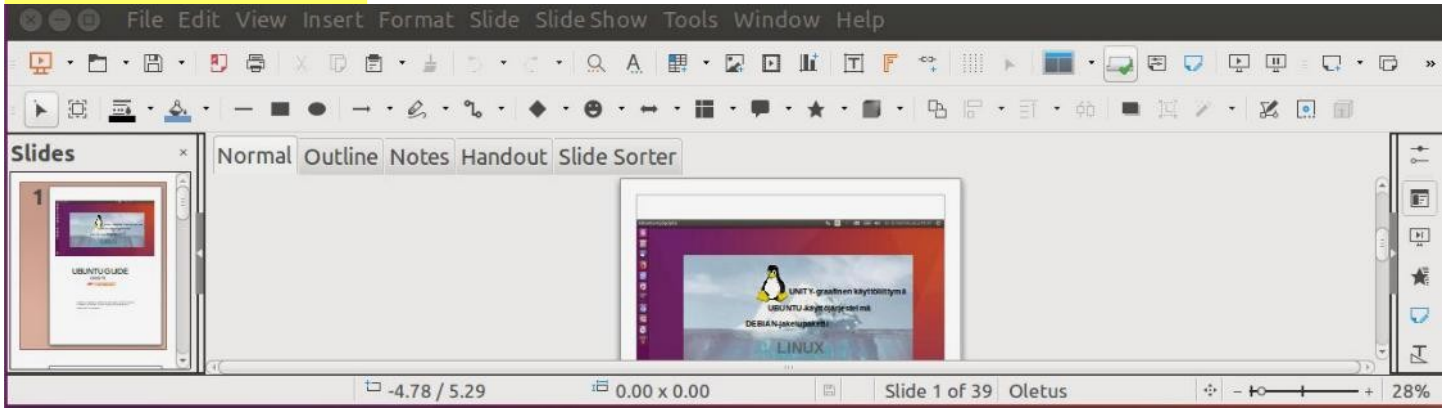
LibreOffice Writer



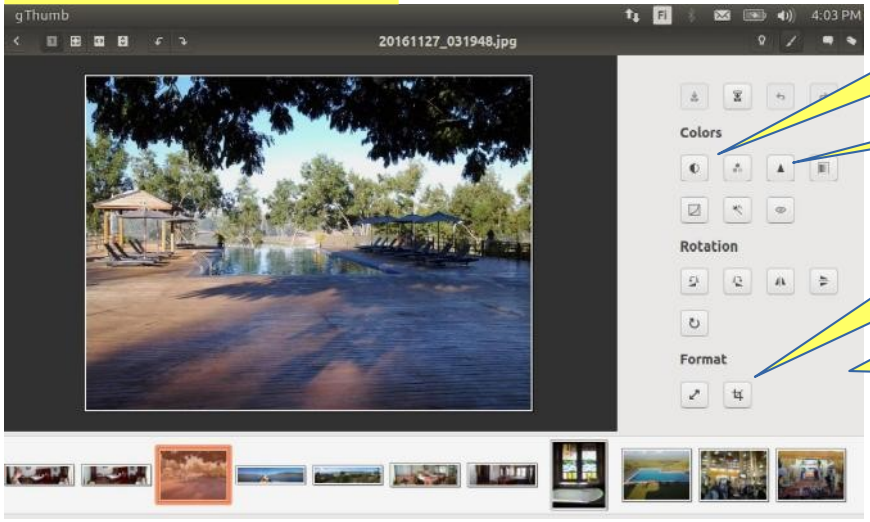
LibreOffice Calc



LibreOffice Impress



Gthumb viewer



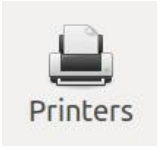
1.Automatic color correction

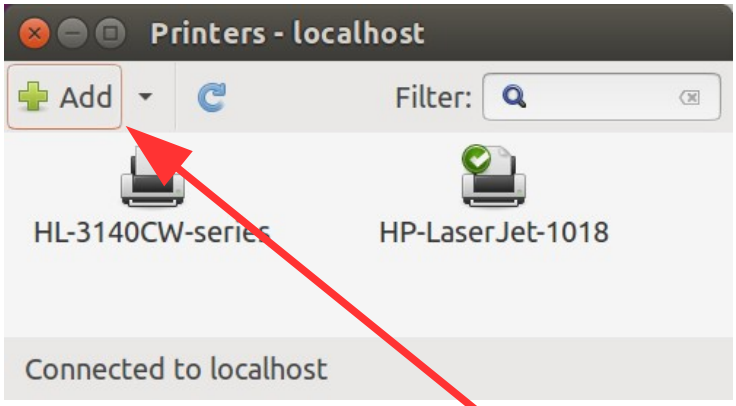
2.Automatic sharpening

3.Limiting the picture

4.The program can also
- sort the picture files according to time
- rename and renumber the picture files

Set up a local printer





1.Your computer is able to recognize a variety of printers when the printer is connected to a computer. Most printers are connected to a computer using a USB cable.

2.There is no need to make a choice between installing a local printer and a network printer. All printers are displayed in one window.

3. If you have a printer that is connected to your computer with a usb cable then this is termed a local printer.

4. You can add a printer by clicking on the Add Printer button.

5. In the left hand pane of the “New Printer” window any printers that you can install will be listed. Select the printer that you would like to install and click Forward.

6. You can now specify the printer name, description and location. Each of these should remind you of that particular printer so that you can choose the right one to use when printing.

7. Finally, click Apply.

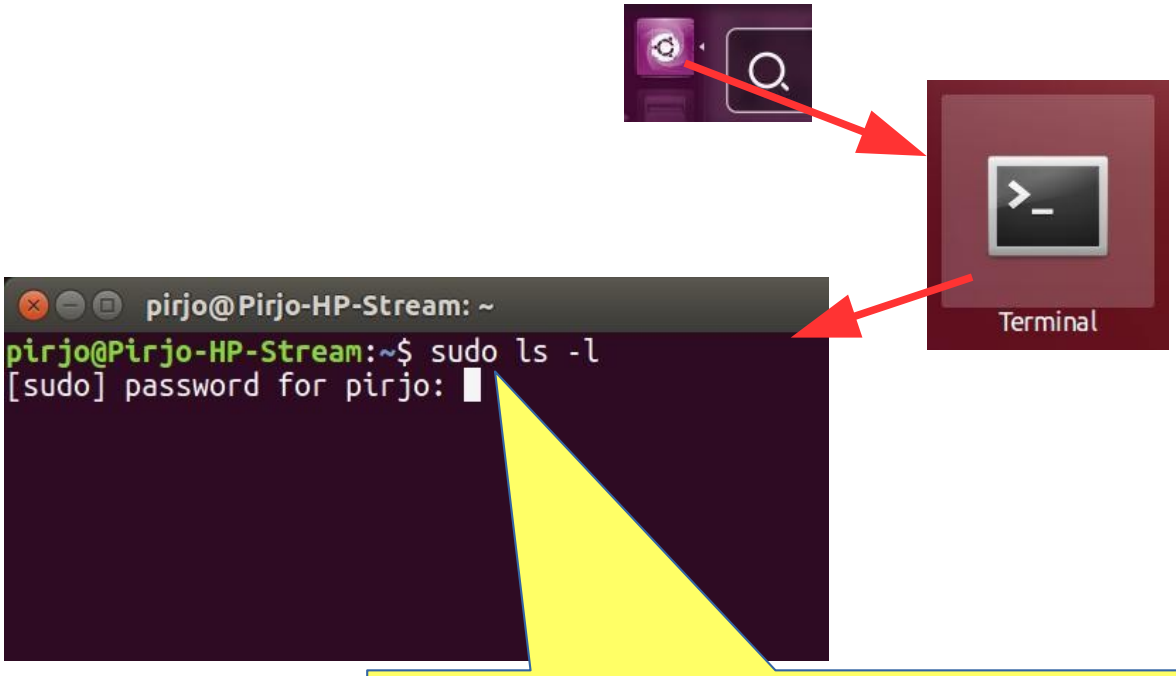
8. Ubuntu 17.4 has an other setup!

Set the default printer — Pick the printer that you use most often.

Command Prompt

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 seldom known by the beginner. However, it is good to understand the basics of the mysterious command line.

You will see the Terminal displayed in the Unity window.



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/

Links, nice reading for rainy days

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/

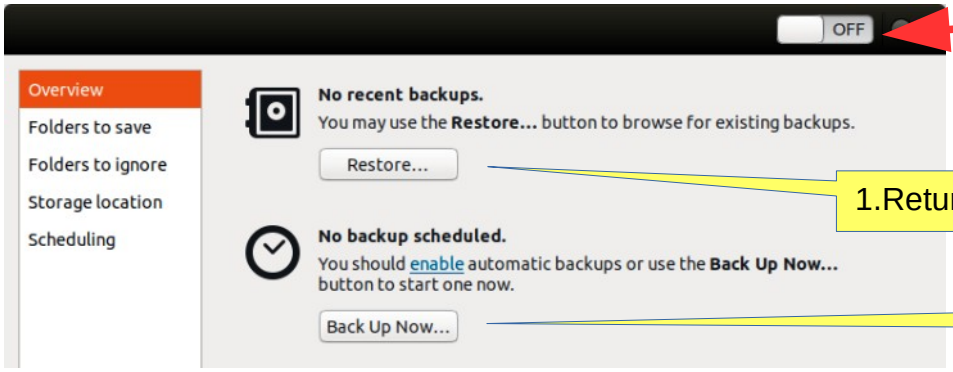
YOUTUBE VIDEOS

Learning the Linux File System
https://www.youtube.com/watch?v=HIXzJ3Rz9po

NEWS

OMG
https://www.omgubuntu.co.uk

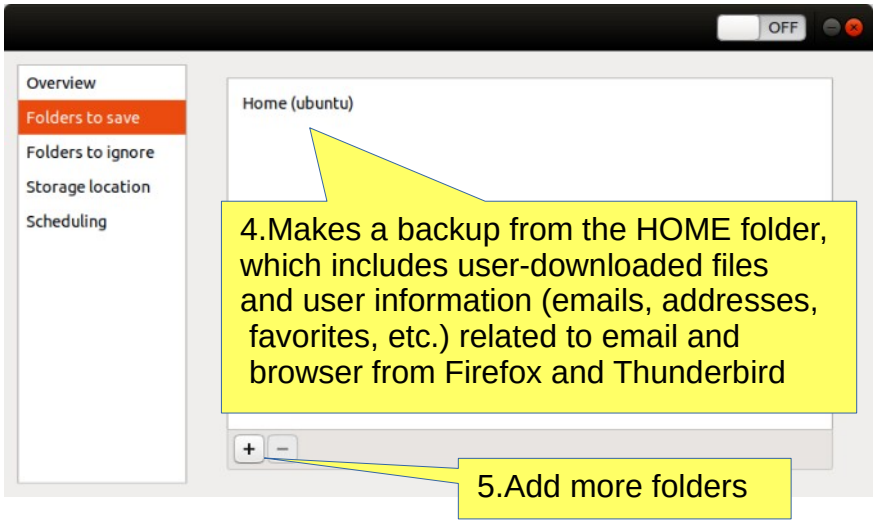
Deja Dup Backup 1



1.Returns the backup to the computer

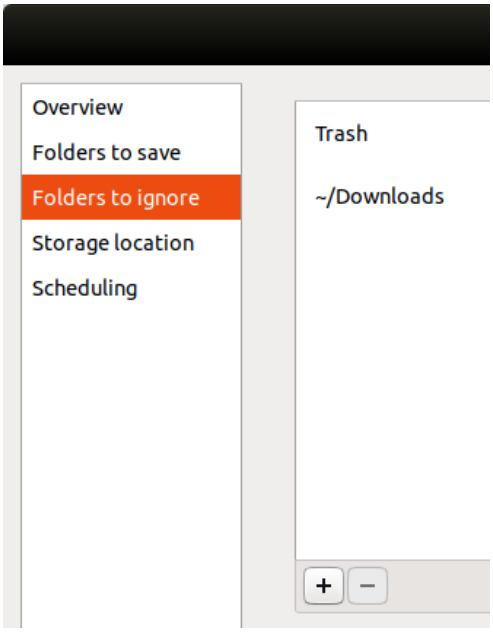
2.Makes a backup

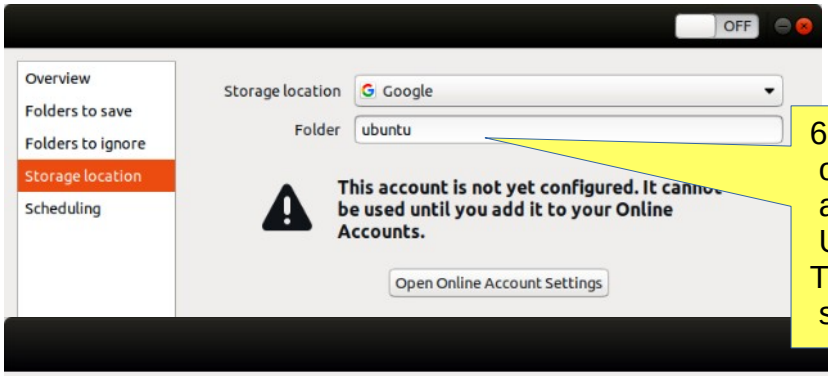
3.Deja Dup Backup. The program ensures all user files. Restore will restore all copied files



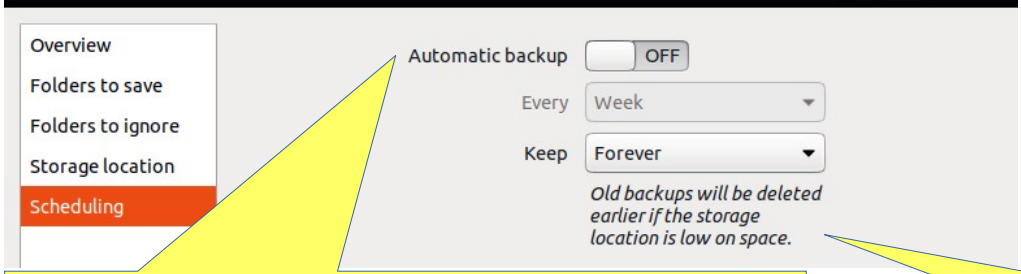
4.Makes a backup from the HOME folder, which includes user-downloaded files and user information (emails, addresses, favorites, etc.) related to email and browser from Firefox and Thunderbird

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. Unable to restore individual files or folders. This kind of backup should be done separately.



7.Automatic backup reminds you of making a backup. The first backup takes a long time, the next one will go quite fast.

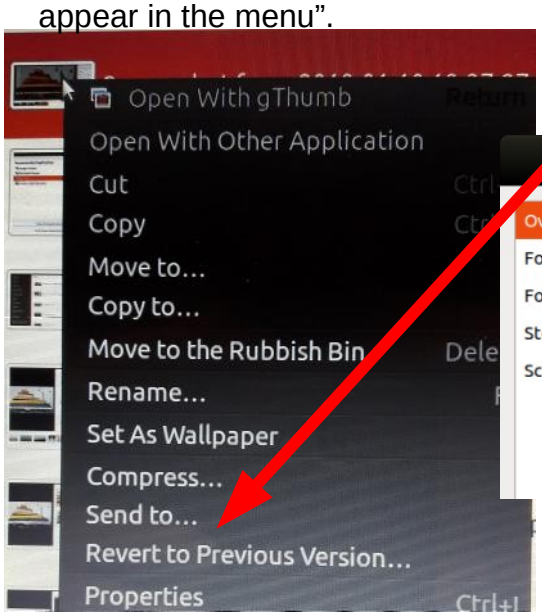
8. A small memory stick is enough for backup!

9. DejaDub tells you when to make a copy. Insert the USU-media and click on the DejaDub icon to start copying.

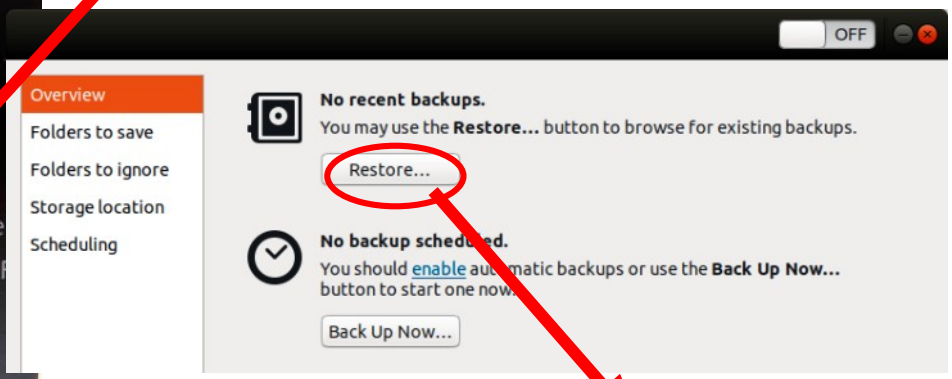
https://vitux.com/how-to-backup-files-with-duplicity-on-ubuntu/
https://www.howtogeek.com/108869/how-to-back-up-ubuntu-the-easy-way-with-dj-dup/

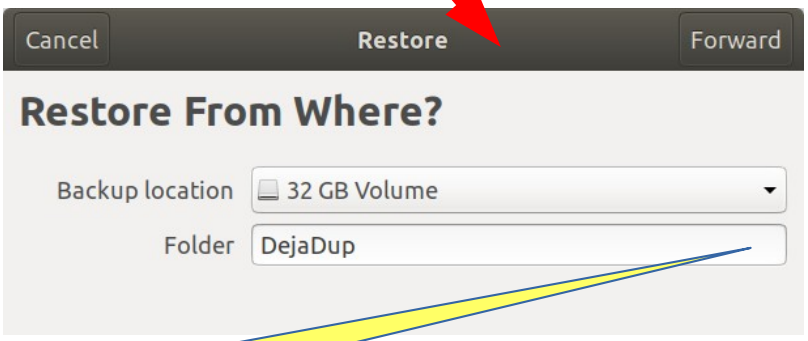
Deja Dup Backup 2

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".

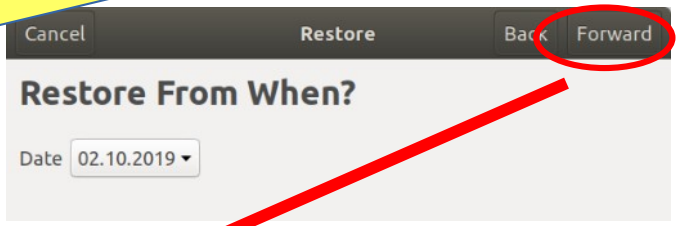


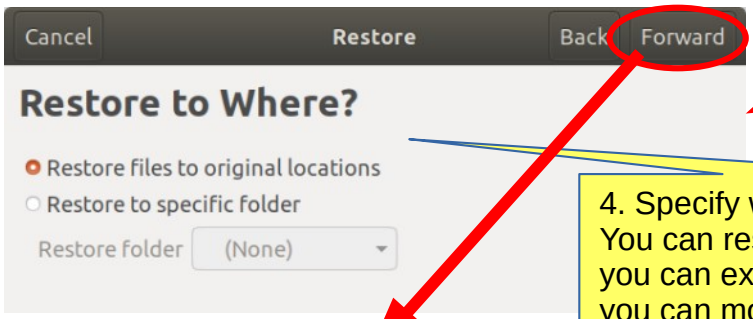
2. If you want to restore the entire backup, click "Restore ..." and then Deja Dup first installs itself.



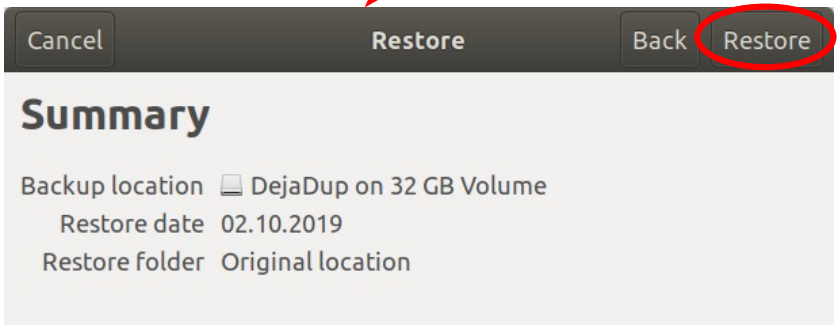


3. Specify where the backup is located.
Note. This is where you may write the path (missing black triangle).





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!

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.

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** using Windows.

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, which I have attached to this guide.

I wish good Ubuntu moments!

A little about image processing

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

7.return

8.Next picture

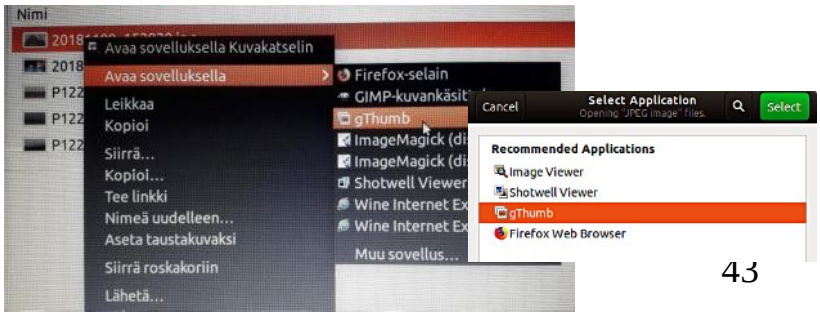
9.tools

10.Previous picture

11.the list

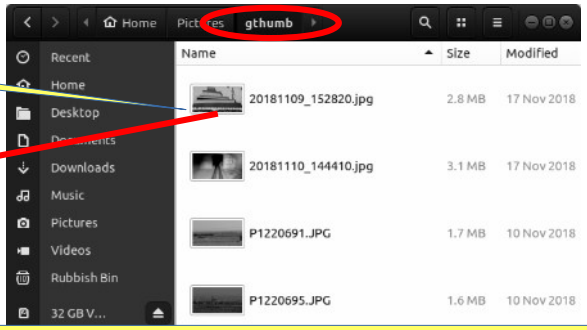
12. NB! In System Preferences, you can specify Details → Default Applications →
The image always opens in gThumb or ->

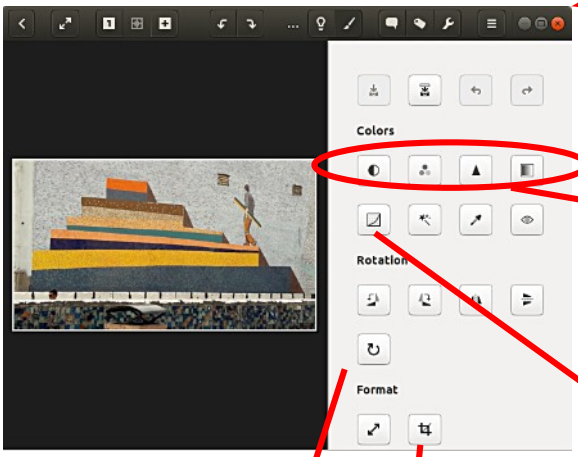
13. Click on the file on the left
Open with app
Select gThumb



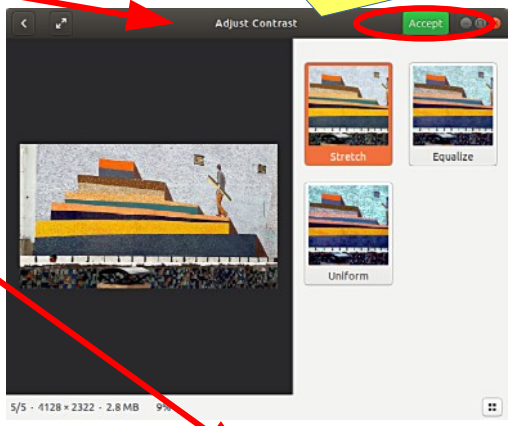
gThumb
First picture

Images to be processed

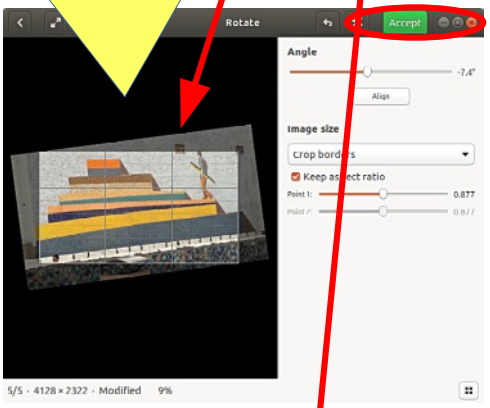


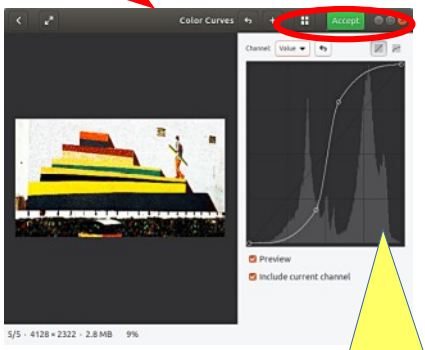


1. Adjust the contrast, colors, and sharpness. Accept



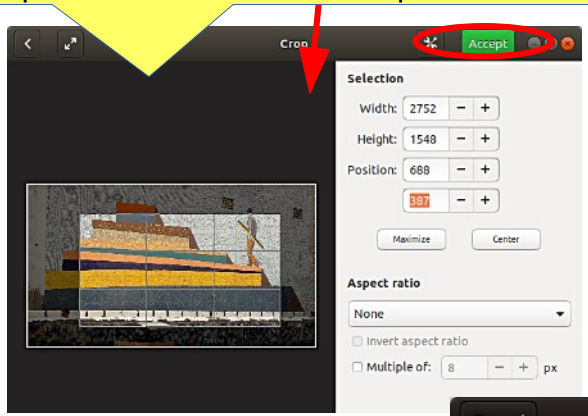
2. If necessary, straighten the image
Use the +or- buttons to adjust the slope

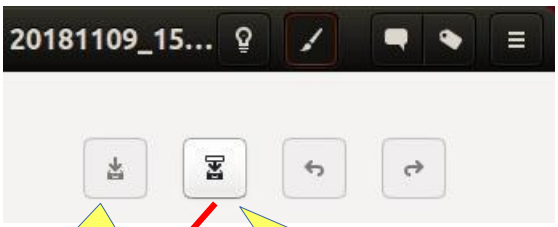




Try moving the curve

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

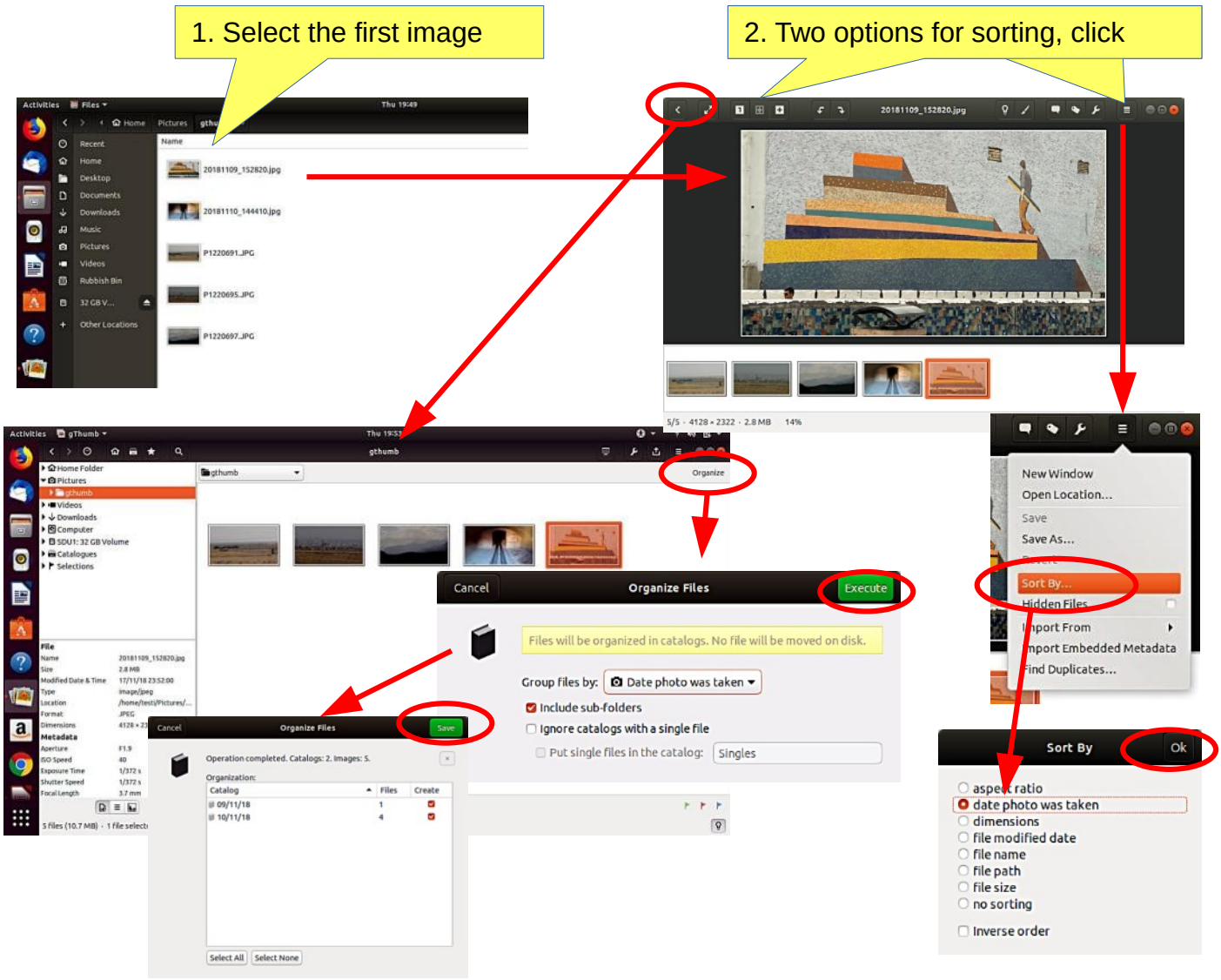




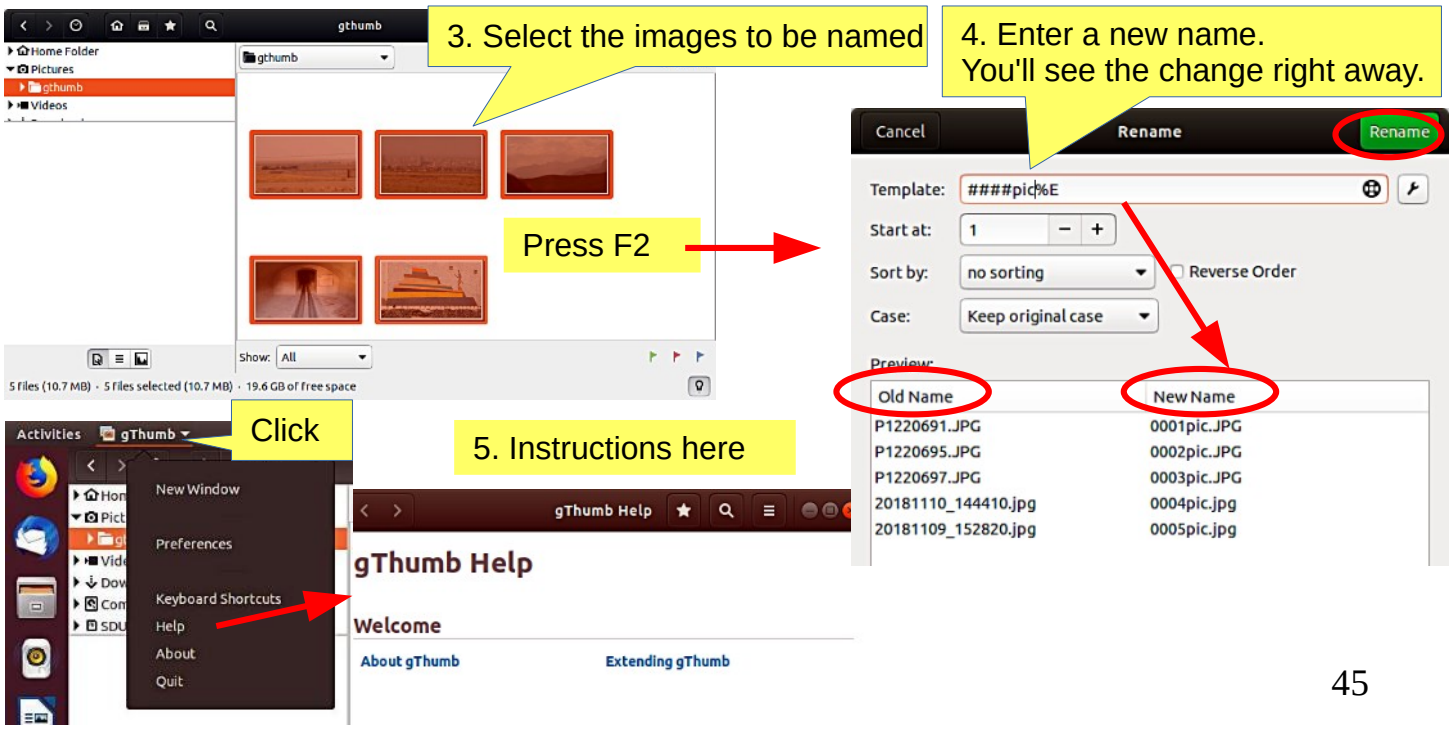
4.Save to the original

5.Save as new and
adjust the packaging

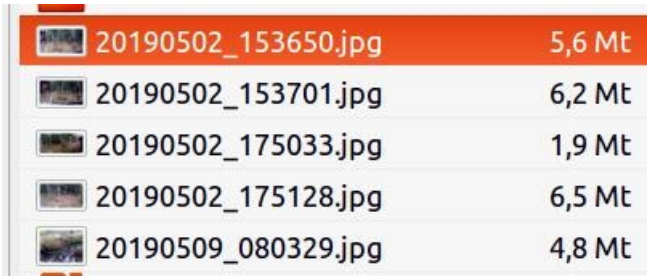
gThumb image editing software - sorting images



gThumb image editing software - naming images



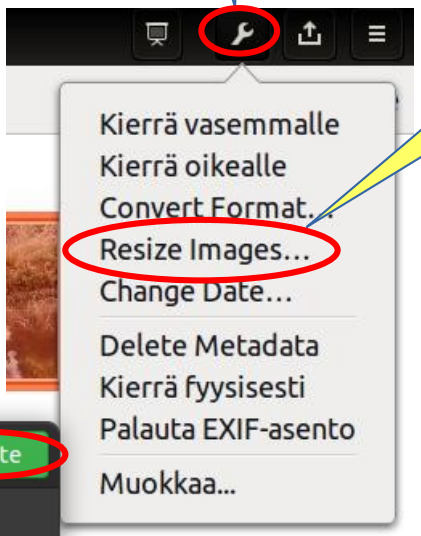
gThumb - Reduce the size of the images



1. Pictures before reduction

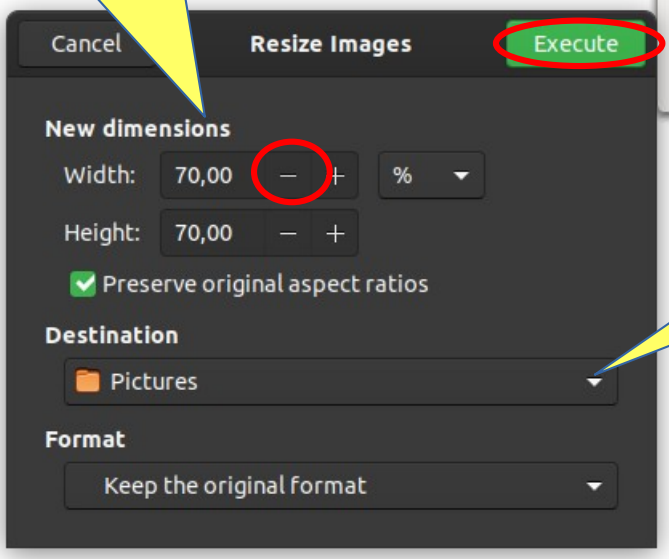
2. Open gThumb and highlight the files you want

3. Select tools



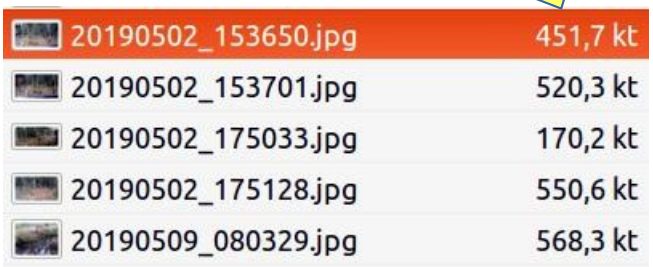
4. Select Resize Images…

5. Decrease size with - First try 70%

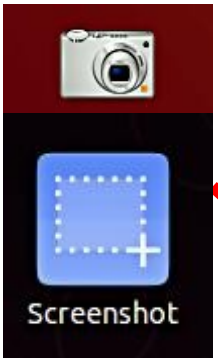


6. Select a new storage location and "Execute"

7. New file size. Compare the quality of the images with the originals.



Self-defined printscreen area



You can define the area you want to copy! Convenient feature!
Bring the icon to the bar!

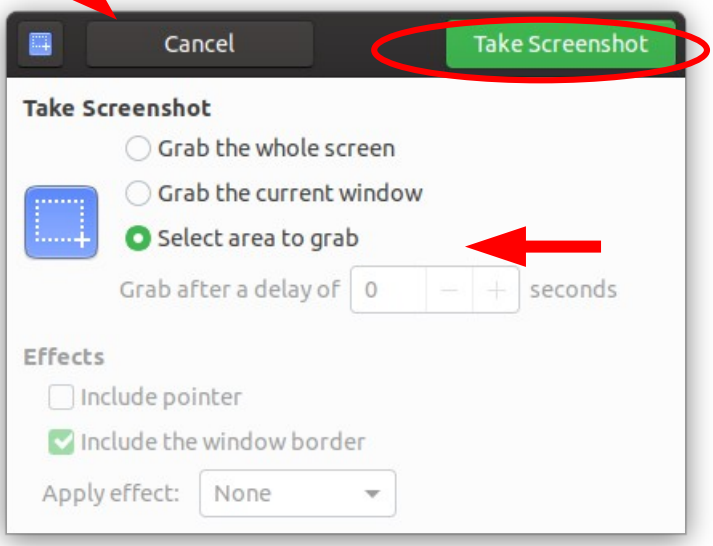
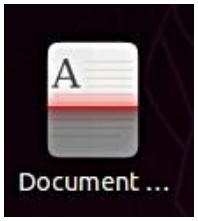


Image Scanning

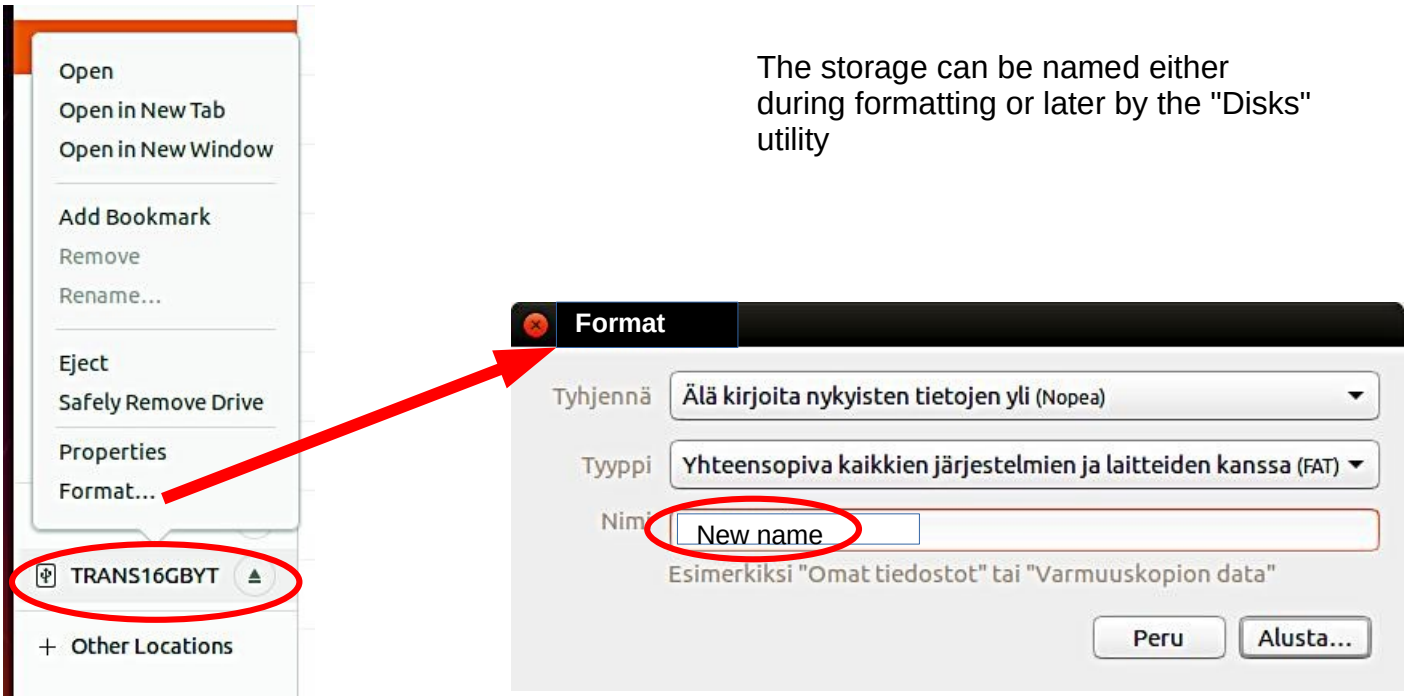


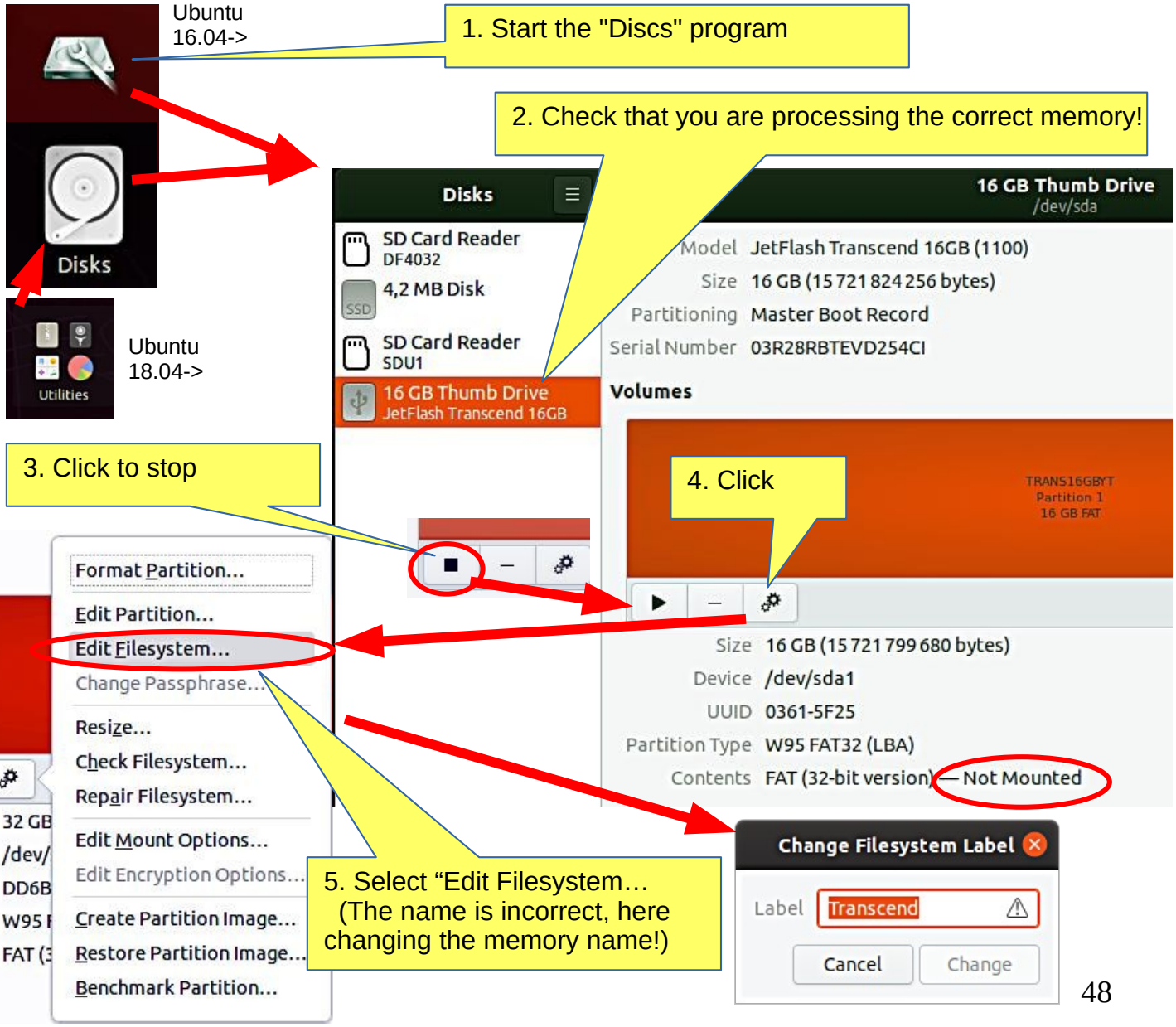
If you have a scanner,
you will find a preinstalled program.

Icons in different versions of Ubuntu

Renaming storage media (USB / Card)

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





Ubuntu installation

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-18-04-lts-desktop-installation-guide-screenshots/

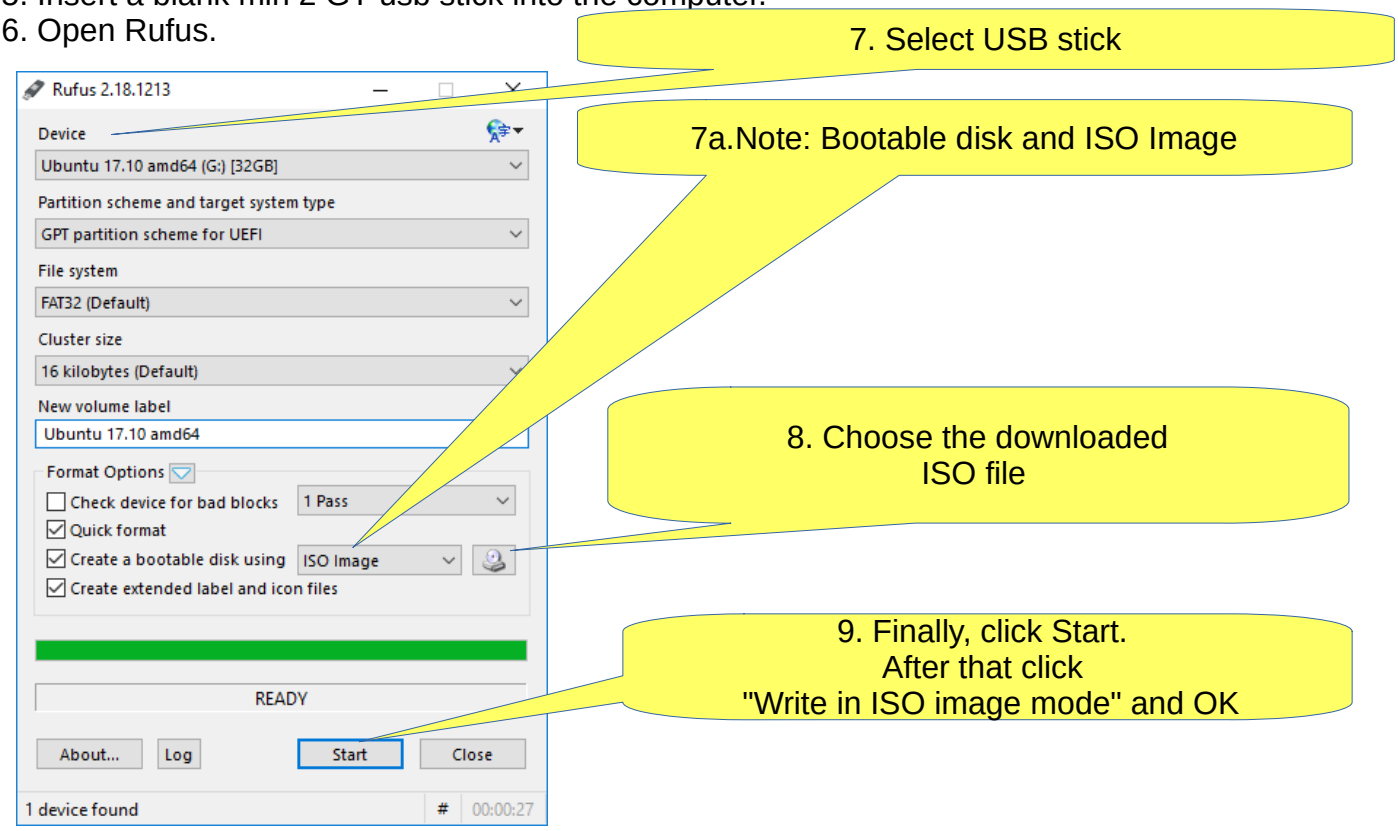
https://www.forbes.com/sites/jasonevangelho/2018/08/29/beginners-guide-how-to-install-ubuntu-linux/#746c517951c9

Create a bootable Ubuntu USB stick

Windows computer.

0.Work on a Windows computer!

1. Go to https://www.ubuntu.com/download/desktop.
2. Select "Download Ubuntu 18.04 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 GT-usb stick into the computer.
6. Open Rufus.



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 Uninstalling 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

Ubuntu computer.

0. Instructions can be found here https://en.wikipedia.org/wiki/Ubuntu#Installation
1. Go to http://releases.ubuntu.com/18.04/
(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 GT-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.

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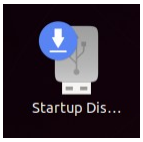
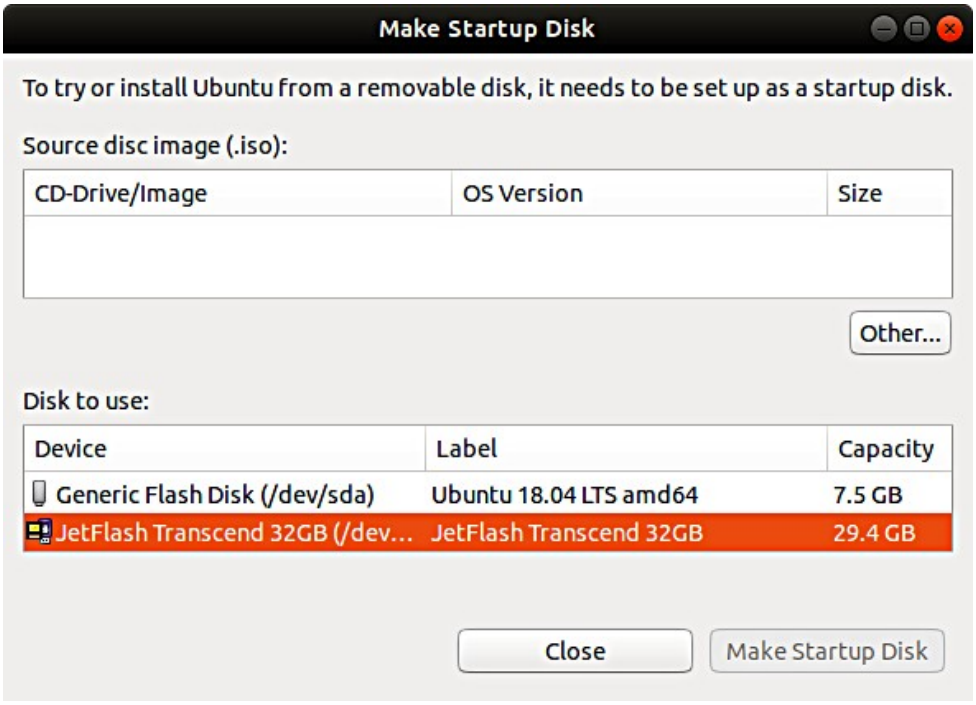




UPGRADE UBUNTU 1

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.

Upgrade Ubuntu 16.04 LTS to 18.04 LTS via GUI

https://phoenixnap.com/kb/upgrade-ubuntu-16-04-to-ubuntu-18-04
https://www.linuxbabe.com/ubuntu/upgrade-from-ubuntu-16-04-17-10-to-ubuntu-18-04
https://www.cyberciti.biz/faq/how-to-upgrade-ubuntu-16-04-to-18-04-lts-using-terminal/

How to Export, Save, and Import Chrome Bookmarks ...
https://www.hellotech.com/guide/for/how-to-export-save-import-bookmarks-in-chrome

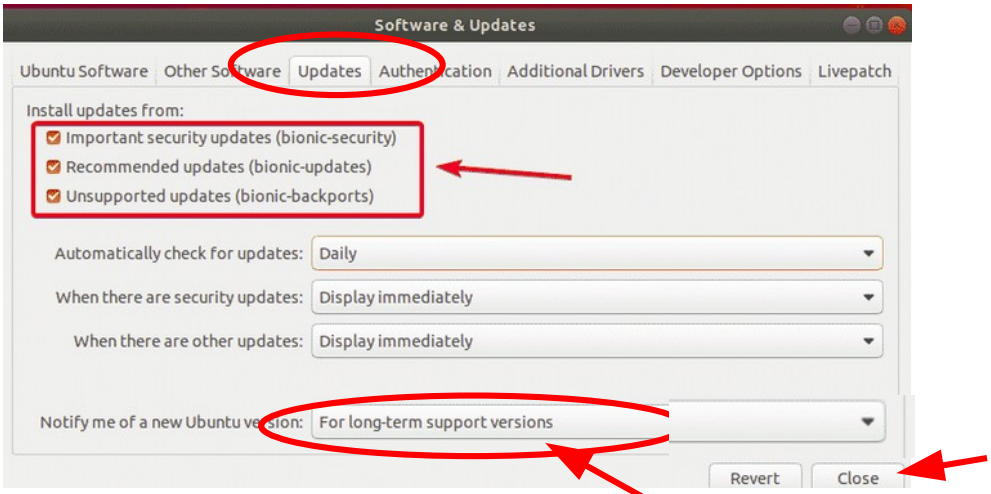
Export Firefox bookmarks to an HTML file to back up or transfer bookmarks
https://support.mozilla.org/en-US/kb/export-firefox-bookmarks-to-backup-or-transfer

UPGRADE UBUNTU 2

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

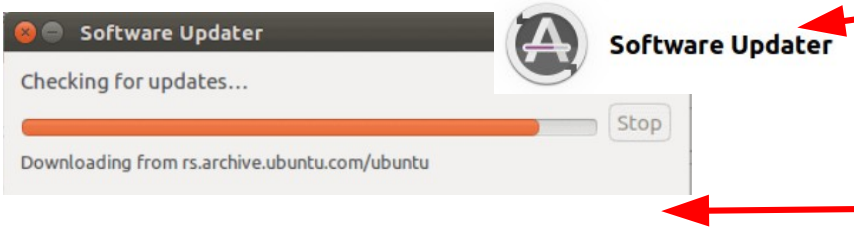
1. Before upgrading Ubuntu, ensure you have the latest software. Open Software & Updates app from the Application Menu.

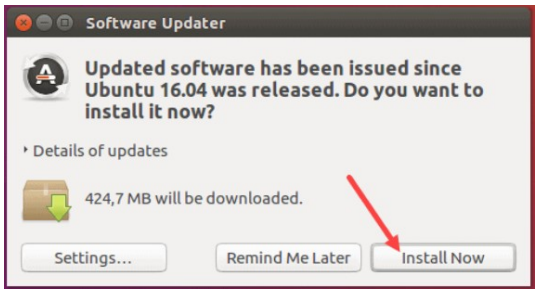
2. Make sure all the checkboxes are marked.



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

4. Before you upgrade to Ubuntu 18.04 LTS, you should update all the existing packages of your Ubuntu 16.04 LTS to the latest available versions. Open the Software Updater.

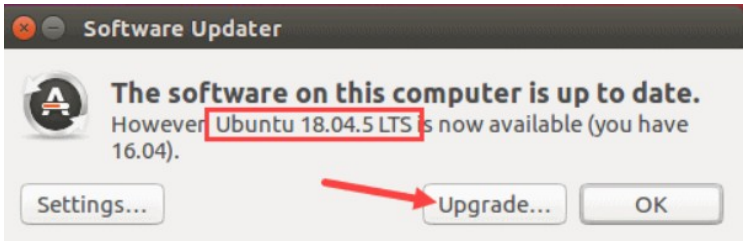




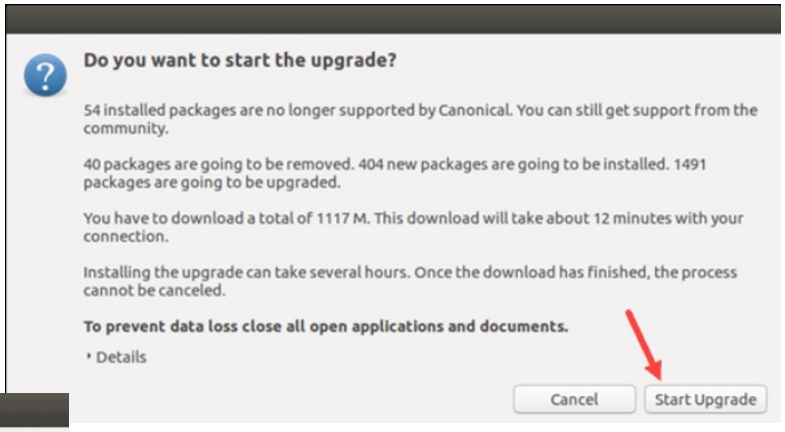
5. Once your computer boots, open a Terminal (press <Ctrl> + <Alt> + T) and run the following command:

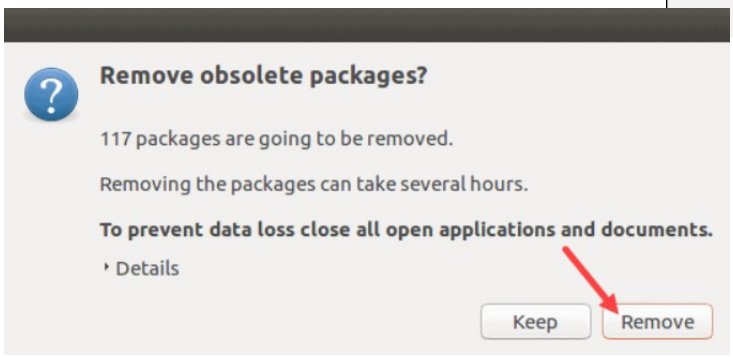
```
$ update-manager -c -d
```

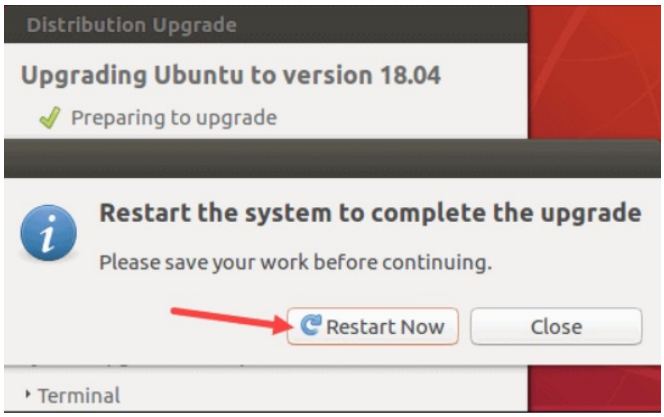
6. Software Updater should display the message Ubuntu 18.04 is now available. Click on Upgrade…



UPGRADE UBUNTU 3





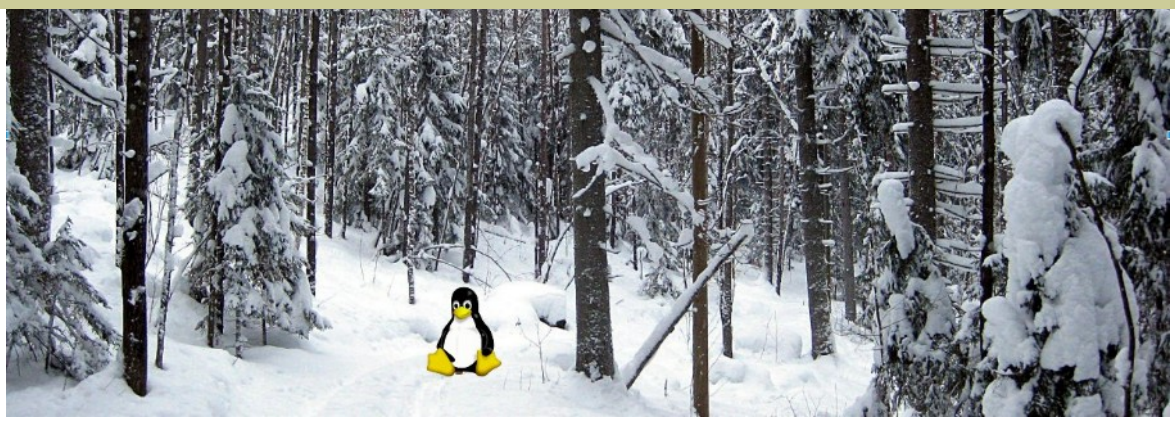


7. When the installation is complete, check and install the missing programs.

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

Here you can install the newest Ubuntu vesion!

1. Copy the Ubuntu ISO-file https://ubuntu.com/download/desktop
2. Prepare a live USB stick (s. 52)
3. Insert the live USB stick, boot into the BIOS / UEFI, and select the live USB stick.
4. The program loads “temporarily”. At this point, you can still test the new program, but eventually select INSTALL.
5. If you are unsure, you should install according to the program's recommendation.
6. Installing Ubuntu takes about 30 minutes and then another 15 min when the program updates the online version to the present.
6. Recover your own files. (DejaDub)
7. Carefully research how to recover all emails and bookmarks.
8. When the installation is complete, check and install the missing programs.



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

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Guide 18.04 text file for Google Translator
Guide 20.04 text file for Google Translator

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Ubuntu ohjevihko 20.04

Visitors ubuntutor.com in October 2020 ;-)

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Poland	Afghanistan	Rwanda	Hong Kong	Guinea
Germany	Venezuela	Mauritius	Somalia	Azerbaidjan
Finland	Republic of Serbia	Seychelles	Chile	Libya
India	Argentina	Ireland	South Korea	Congo, Democratic Republic of the
China	Israel	Nicaragua	Bolivia	Jamaica
Canada	Malaysia	Laos	Uruguay	Unknown
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South Africa	Greece	Dominican Republic	Lithuania	
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Romania	Bulgaria	Cameroon	Madagascar	
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Thailand	Singapore	El Salvador	Qatar	
Portugal	Angola	Nepal	Slovak Republic	
Italy	Nigeria	Tunisia	Jordan	
Philippines	Vietnam	Syria	Lebanon	
Austria	Egypt	Iraq	Bosnia-Herzegovina	