



UBUNTU GUIDE

18.04 LTS

Ver. 20221218

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

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Introduction

Welcome to study the Ubuntu operating system.

About Ubuntu:

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

It also works well on older computers.

It needs little memory.

It can also be installed alongside your existing operating system.

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

Ubuntu is Linux (also Android is Linux).

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

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

Here are a few examples of Ubuntu 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.

Intro from PC Magazin [Ubuntu 18.04](#)



Best regards, Hannu



Feedback: comment@ubuntutor.com I look forward to your comments and suggestions for improvement ;-)

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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 programs 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 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 the directory / folder structures. These differences are presented in this guide.

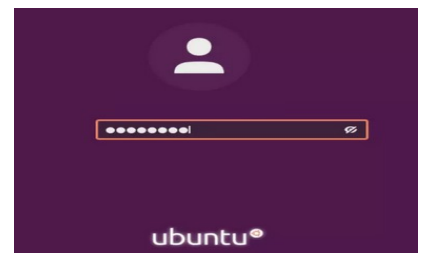
Ubuntu is updated annually and the so-called "Long-term support" (5 years) versions are published every two years with the symbol of year and month and the letters LTS (long-term support). For example, version 18.04 LTS has been released in April 2018 and will be supported until 2023.

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

Activities

Ubuntu Desktop Guide

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

Introduction to GNOME
A visual introduction to your desktop, the top bar, and the Activities overview.

Log out, power off or switch users
Learn how to leave your user account, by logging out, switching users, and so on.

Start applications
Launch apps from the Activities overview.

Your desktop
Calendars, 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, display, languages, user accounts...

Hardware & drivers
Hardware problems, printers, power

Universal access
Seeing, hearing, mobility, braille, screen

Tips & tricks
Special characters, middle click

Ubuntu Desktop Guide

Dock!

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

3. Here are various instructions.

Search:	Replies:	Views:	Last Post:	Forum:
Updating VirtualBox from a .deb file Started by waldt, 9 Hours Ago 03:41 AM	3	0	5 Minutes A by SeijiSensei	New to Ubuntu
[all variants] upgrade notebook with ssd Started by marchello_toppi2, 2 Hours Ago 10:57 AM interface, notebook, ssd	3	0	5 Minutes A by Autodave	Hardware
Best OS for a Chromebook? Started by corvaibob, 1 Day Ago 12:30 AM	5	14 Minutes	13 Minutes by corvaibob	New to Ubuntu

Getting Started with Ubuntu 16.04

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Hardware	79
Software	87
Advanced	97
Troublesh...	111
Learning M...	117
License	123
Glossary	131
Credits	135
Index	137
Colophon	139

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/>

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!

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.

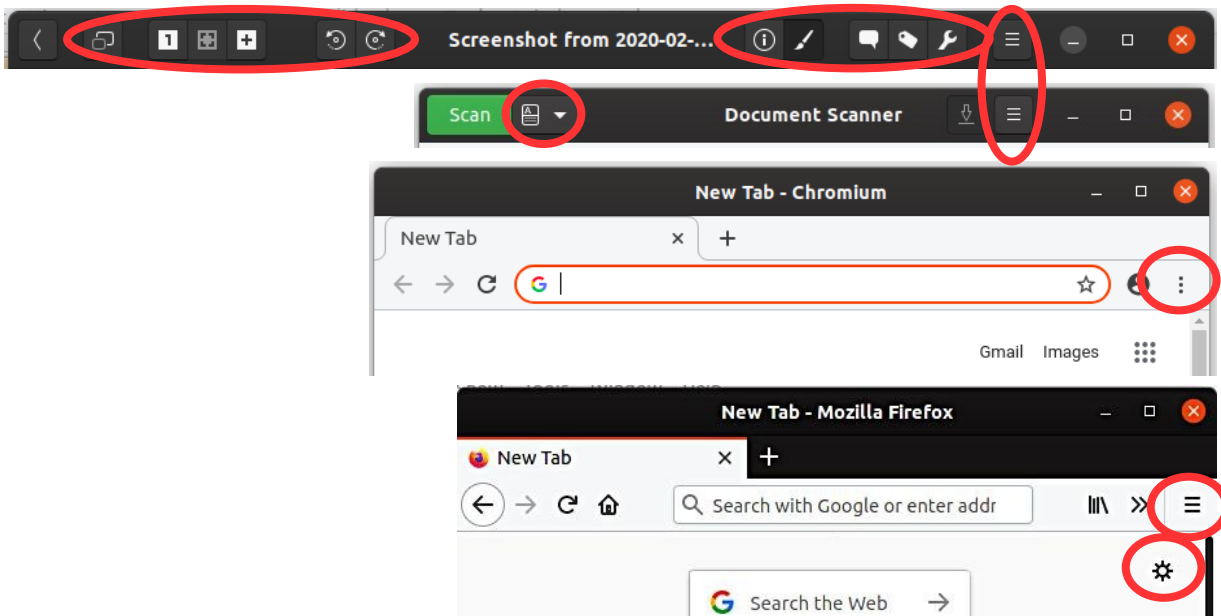
Try and find the command ;-)



1. Earlier all commands were found in the menu bar

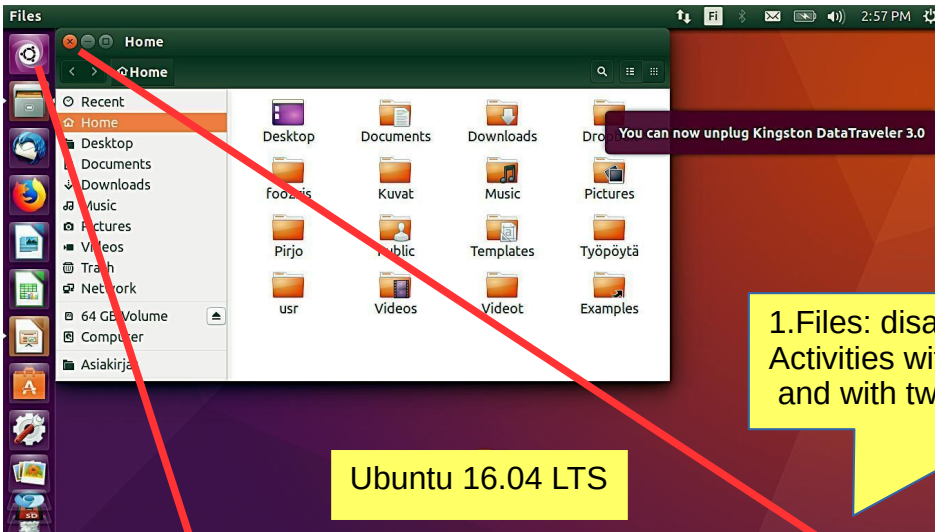


2. Nowadays the command can be found in many places!



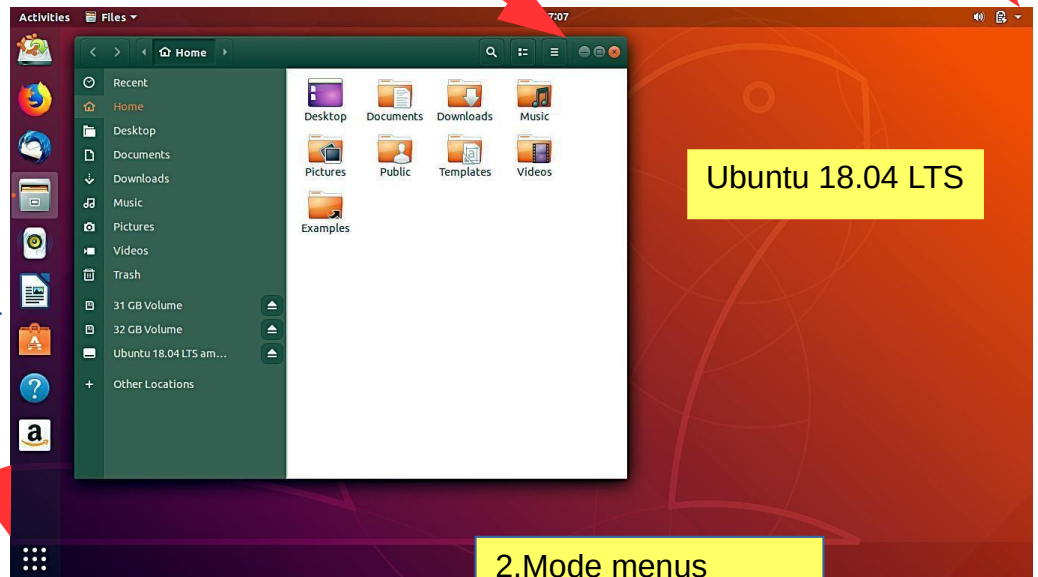
3. The same applications are now used on computers, tablets and phones. Because of this, menu commands are not convenient and new solutions have to be developed. The solutions are slightly different for different applications, unfortunately.

Ubuntu 16.4 → 18.4 differences



Ubuntu 16.04 LTS

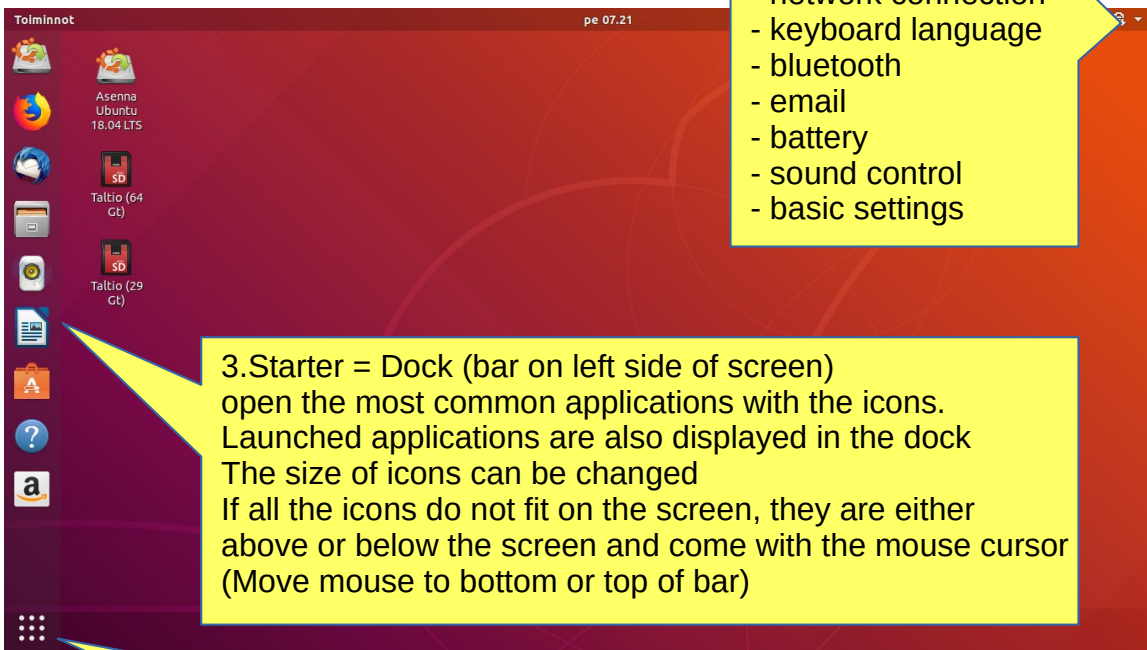
1. Files: disabled top menus!
Activities with the touch pad, the buttons and with two finger clicks!



Ubuntu 18.04 LTS

Dock!

2. Mode menus
- network connection
 - keyboard language
 - bluetooth
 - email
 - battery
 - sound control
 - basic settings

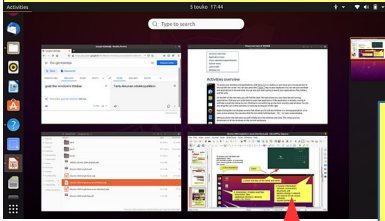


3. Starter = Dock (bar on left side of screen) open the most common applications with the icons. Launched applications are also displayed in the dock. The size of icons can be changed. If all the icons do not fit on the screen, they are either above or below the screen and come with the mouse cursor (Move mouse to bottom or top of bar)

4. All applications can be found here and some of the basic settings

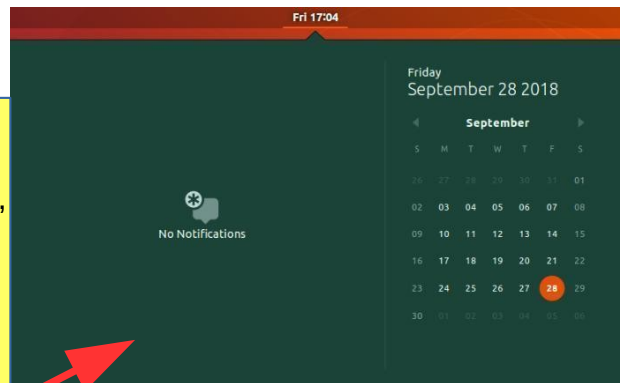
Presentation of Ubuntu Desktop

Look Ubuntu Desktop Guide: Visual overview of GNOME



1. Click Activities!

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. Clock and day of the week and tasks

3. System Information

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

4. Directories / Folders and files

- directories, files
- additional memory / devices (USB, CD, DVD)

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

6. Shopping bag download new software

7. 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

8. Dock
Selecting and starting programs.

9. The dock (bar on left side of screen) shows your most common application 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. 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](#)



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 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 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 disconnect a separate memory (eg USB, SD card) off the computer. Wait until a message appears on the screen to remove the memory!

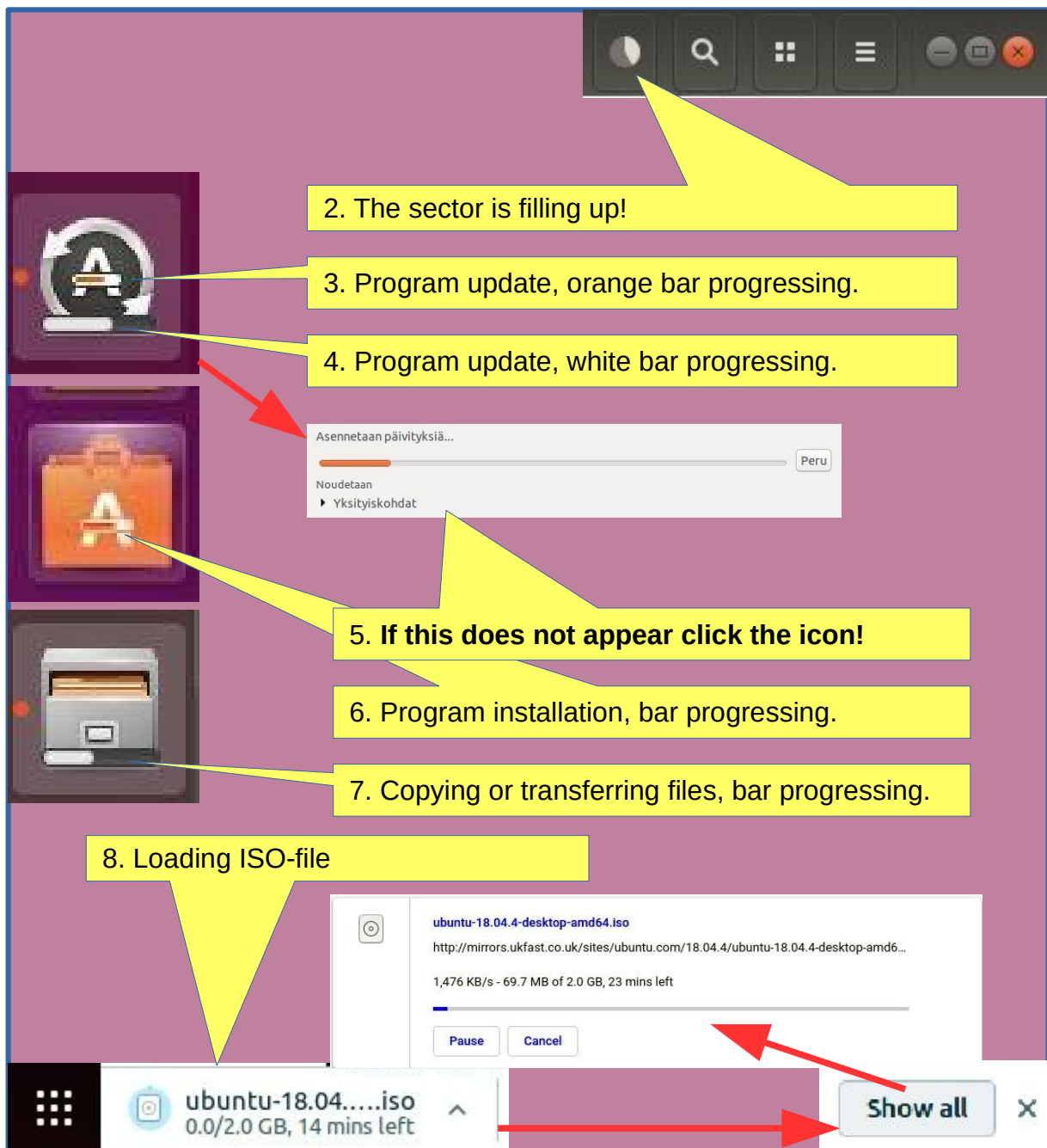
Please wait, to USB storage can still be written!
Disconnect when this text has appeared!

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.
Click on the icon for more information!



Presentation of Folder / Directory Structure

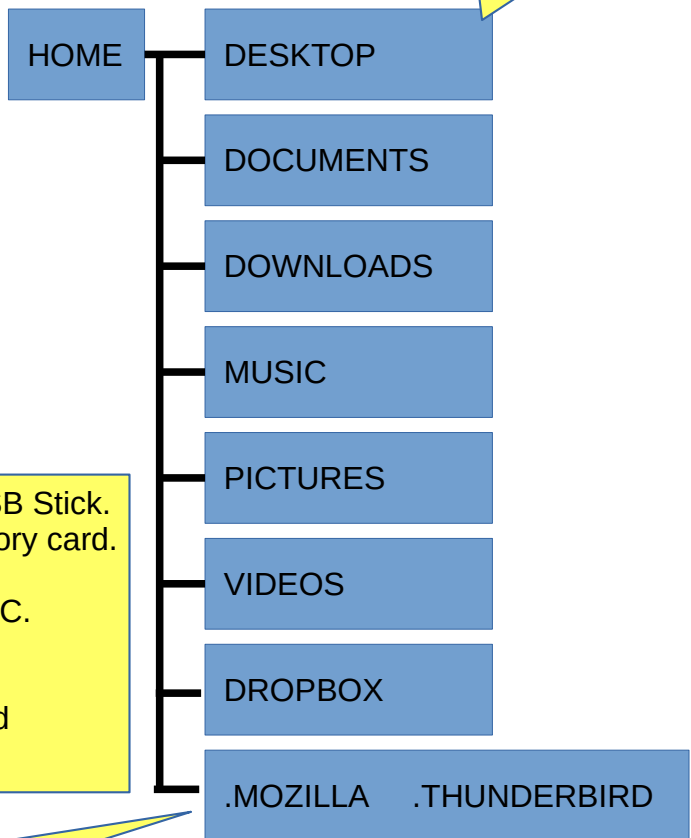
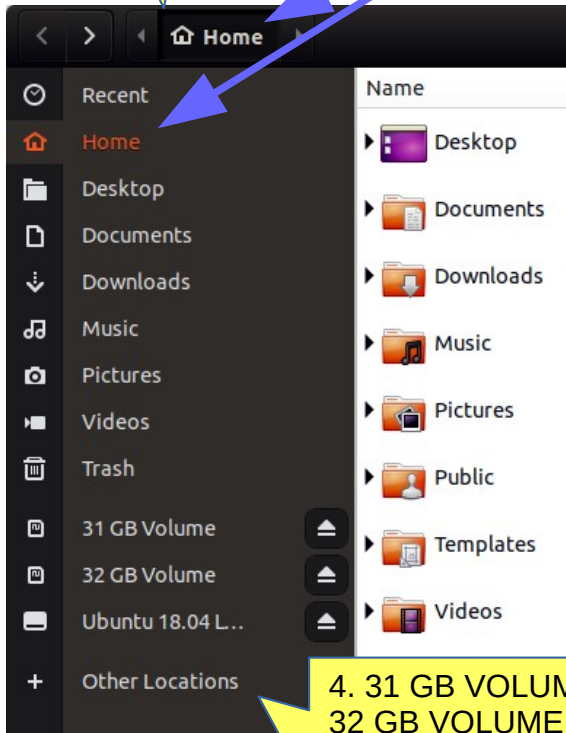
Look Ubuntu Desktop Guide: [Files, folders & search](#)

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.

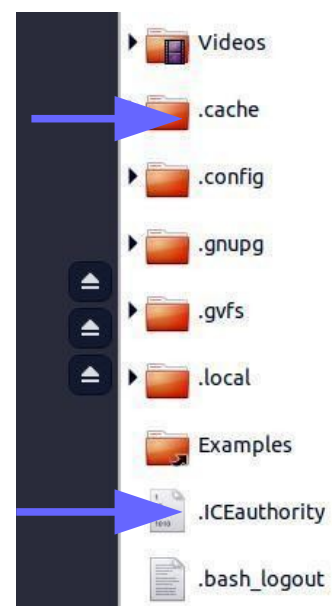
Ubuntu 18.04 L... is your PC.

Other Locations - this is not usually required for home use

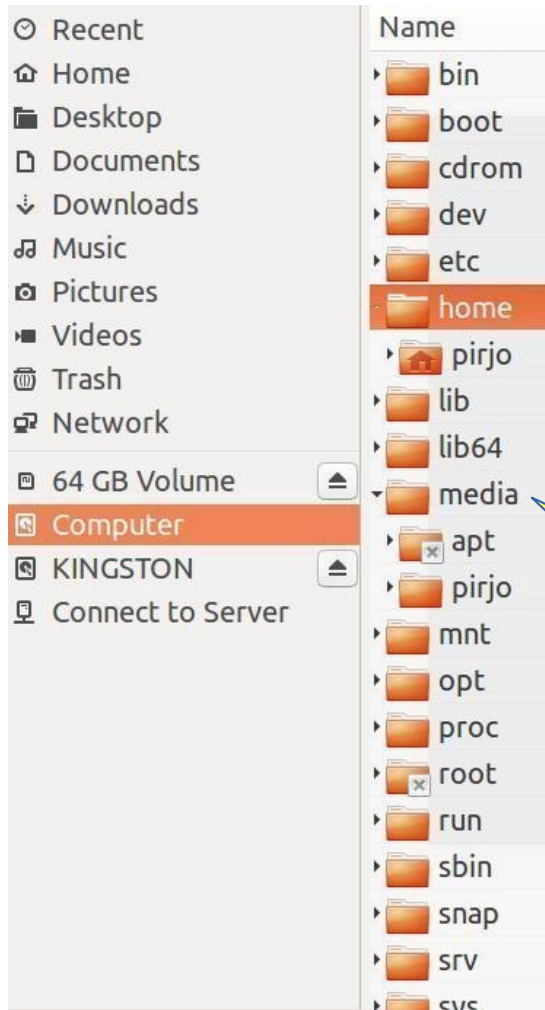
5. Hidden files, dot in front of the name. These include user bookmarks, emails and addresses.

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.



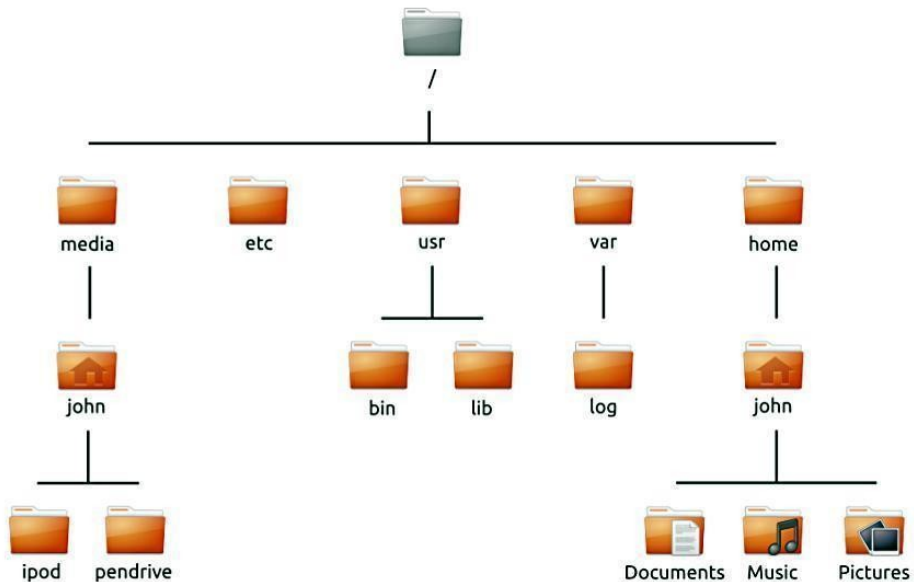
Presentation of Folder / Directory Structure



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.



3.The file can be renamed: Edit - Rename

4.The folder can be renamed: Edit - Rename

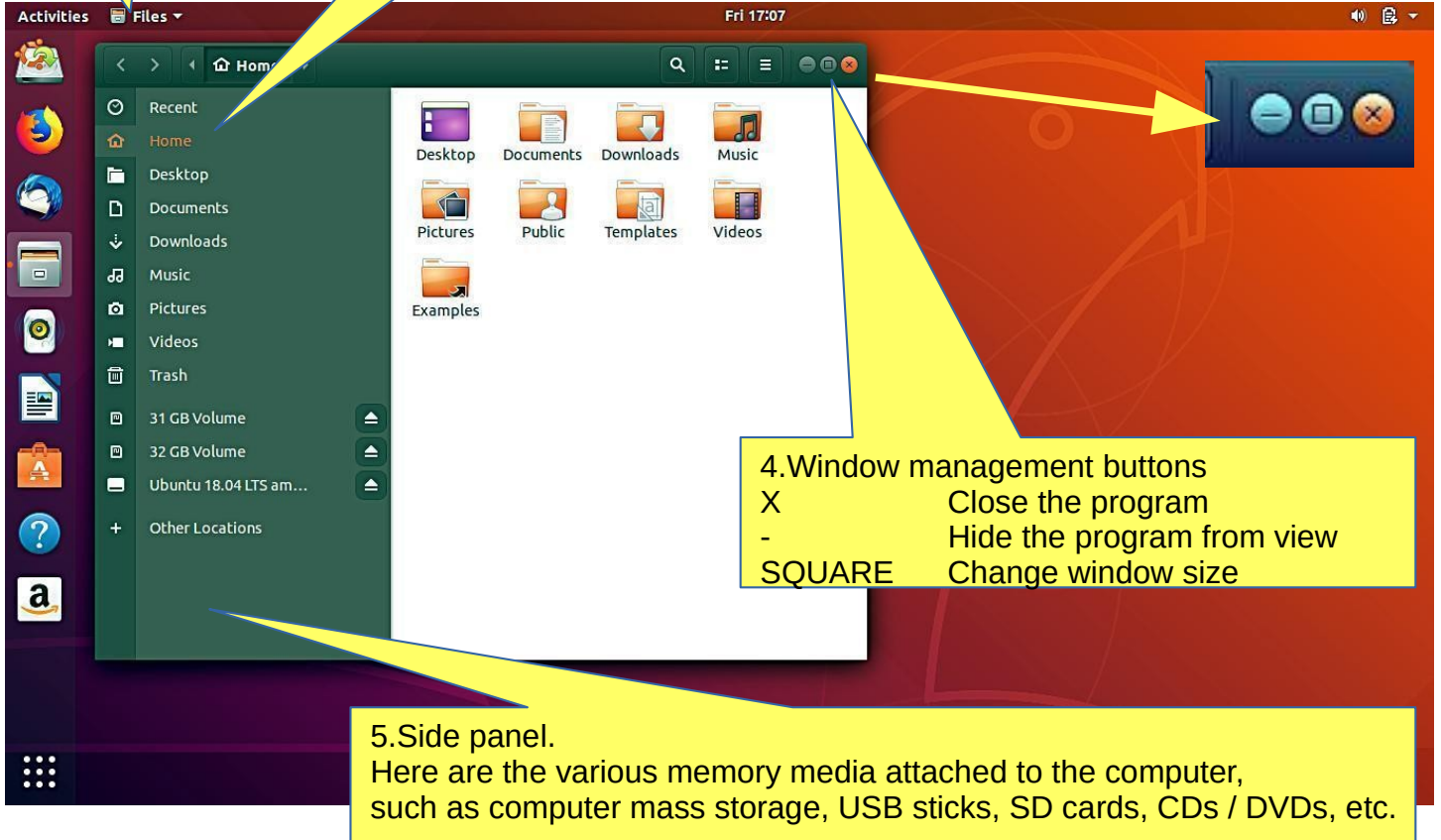
5.USB / SD can only be renamed if you format it (where all old data is deleted!).
Attention! You can name your disc with the Discs program! See attachement.

Files Application (Nautilus)

1. Click! 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.



How to use mouse and touch pad

Ubuntu 18.04 offers new ways to use 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 middle of touch pad)

Click
Click click
Click and press and move

With two fingers at the same time

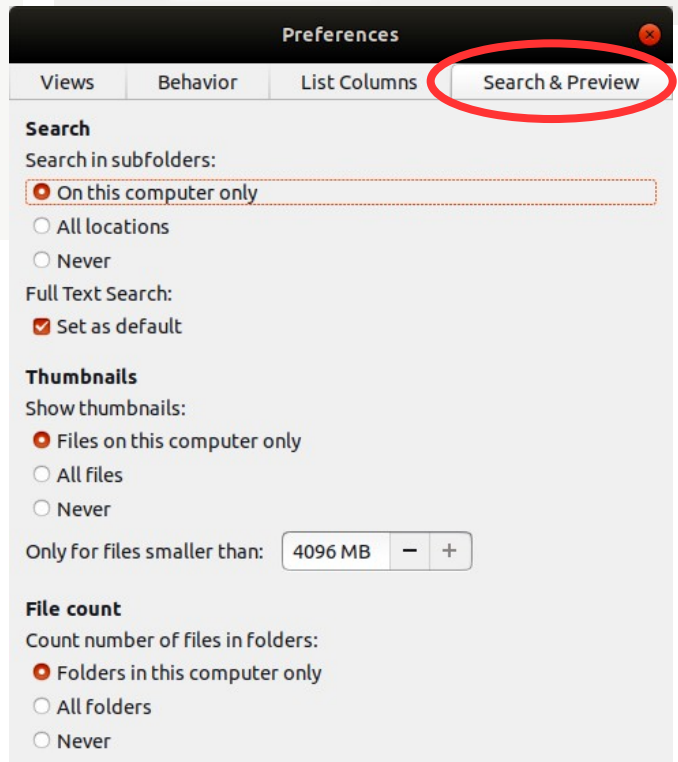
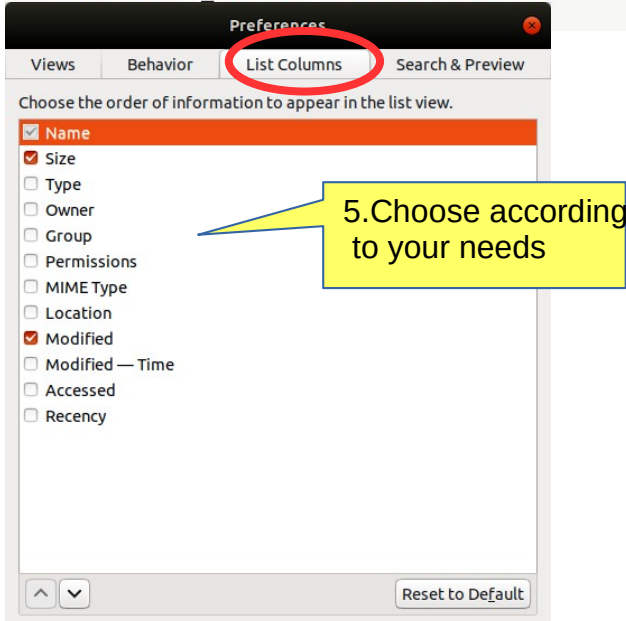
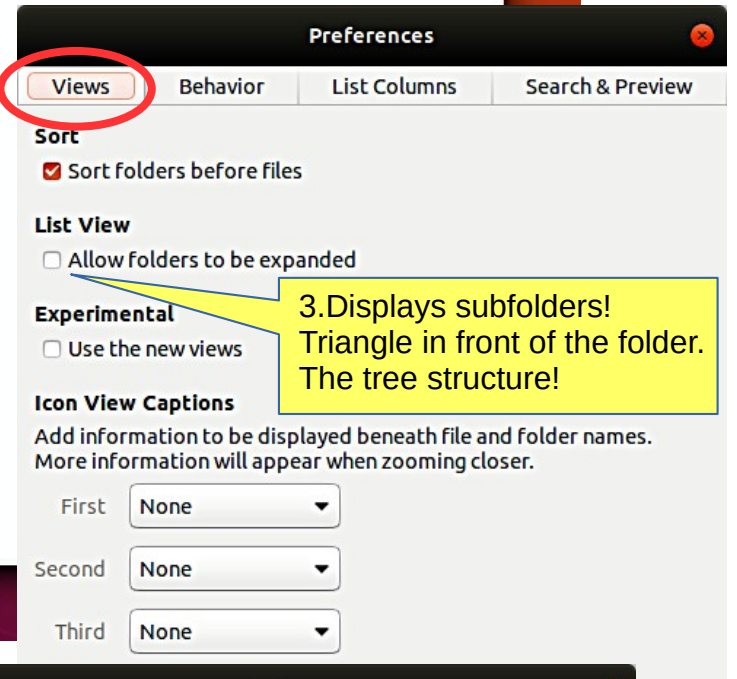
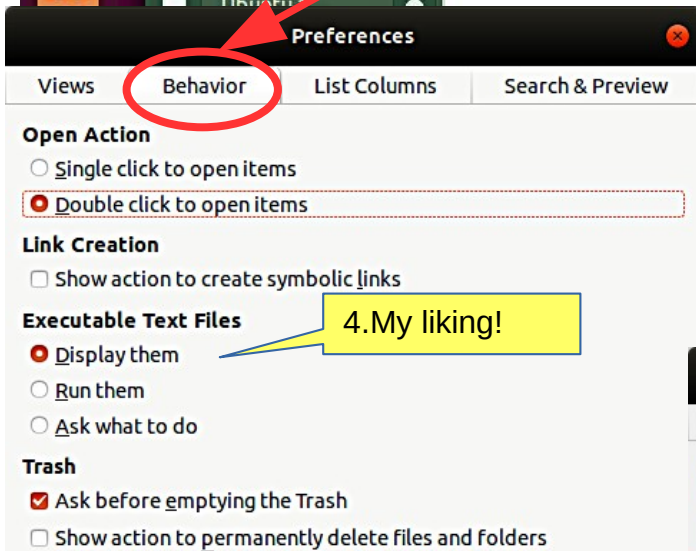
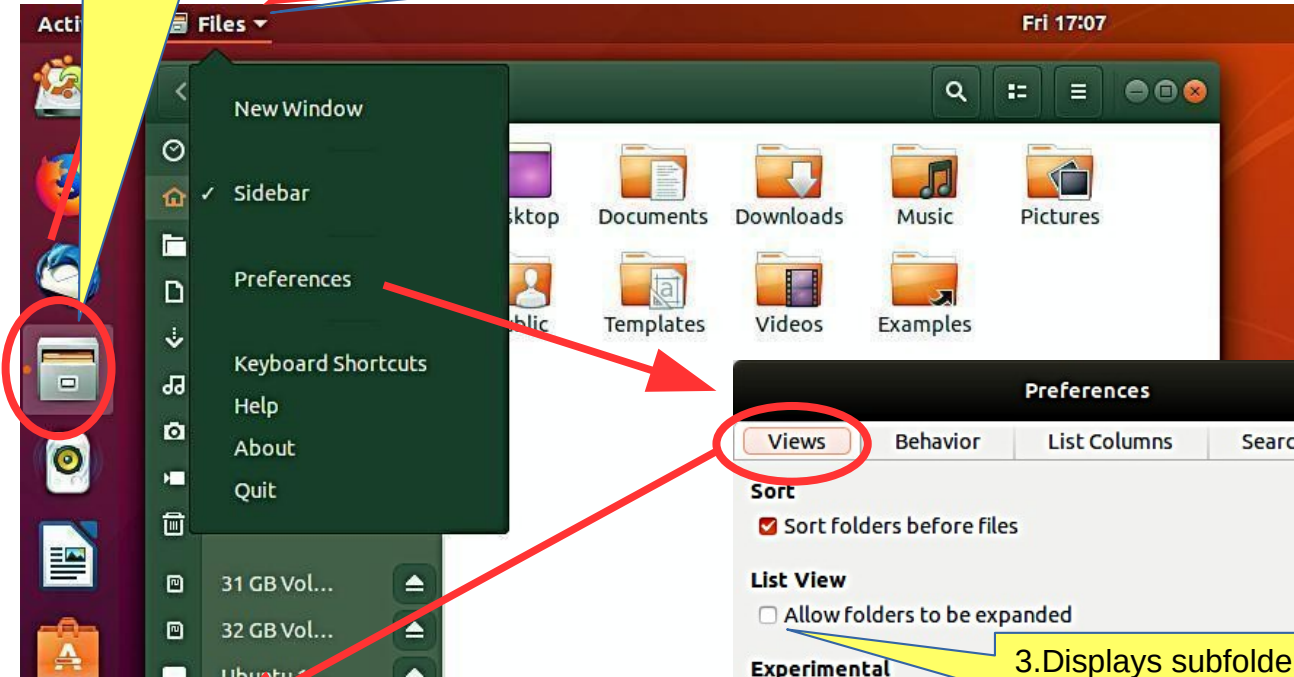
Click
Click click
Click and press and move

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

Files Application (Nautilus)

1. Click Files! You will see Files.

2. Click on the right the Files!
You will see a menu



Presentation / Files application.

1. You can change the order by clicking. The icons are either side by side or one below the other

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

3. Click triangle!

4. Click icon!

5. Click! New Folder

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

7. Click the new tab. Tabs are created in the same window.

8. Two tabs Home and Desktop

9. Three tabs

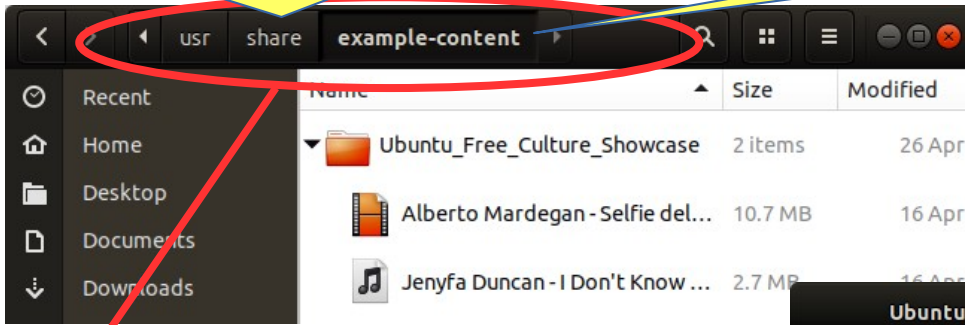
Practice using these tabs. Note that the tab is not a window or workspace. How can you make the most of your tabs?

Name	Size	Modified
bin	162 items	12 Sep
boot	17 items	12 Sep

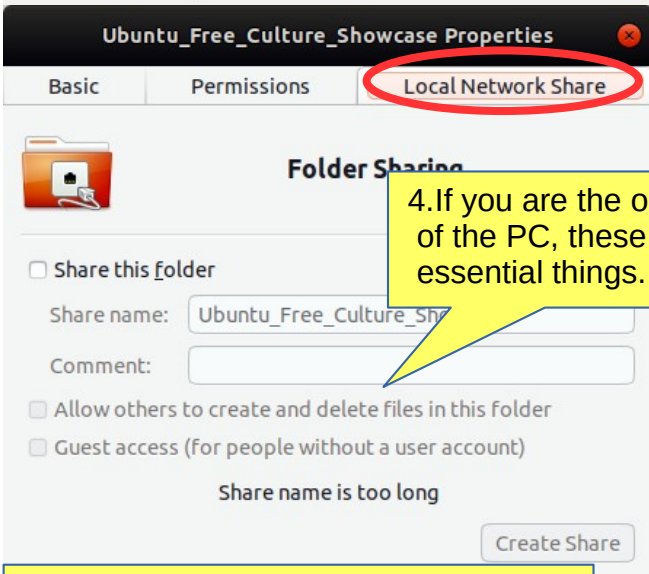
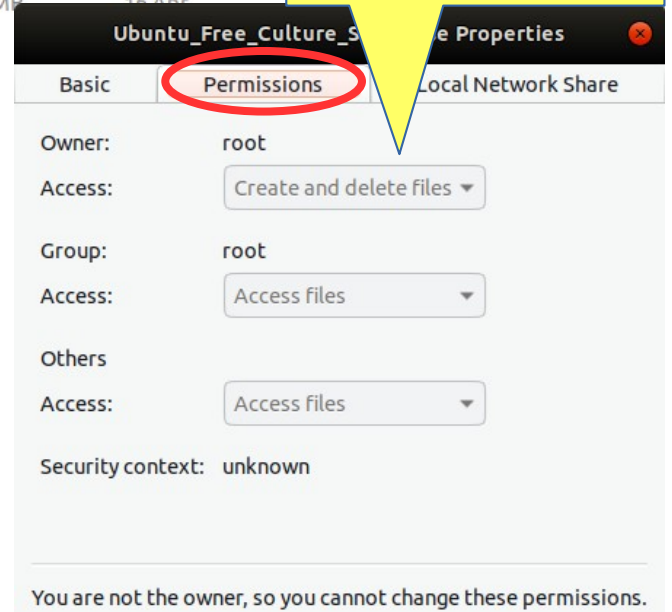
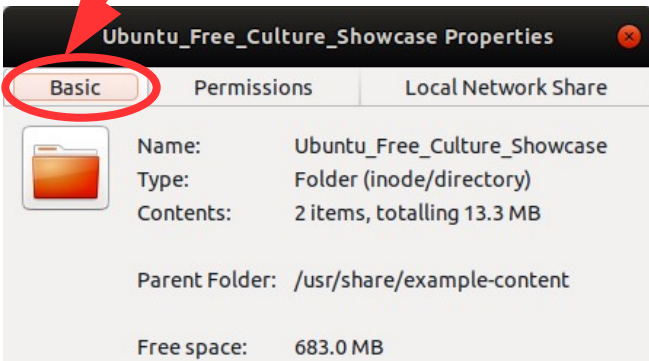
Basic Settings / Folder Properties

1. Folder path. NB! This works well if there are no triangles in front of the folders. That is, no wood structure.

2. Click right and you see Properties

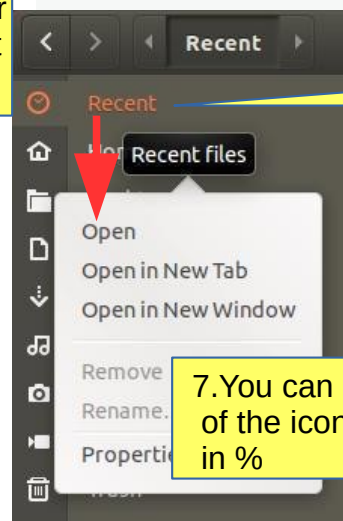


3. If you are the only user of the PC, these are not essential things.



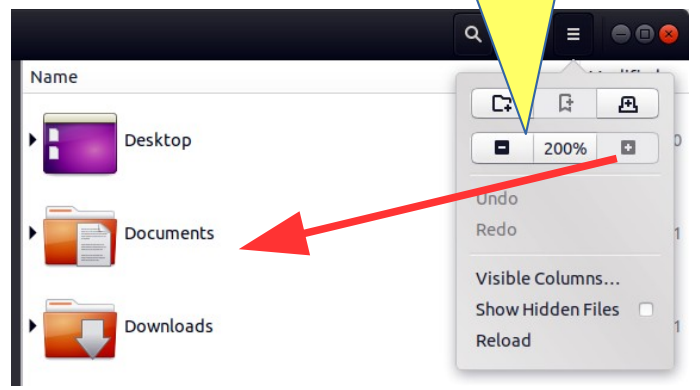
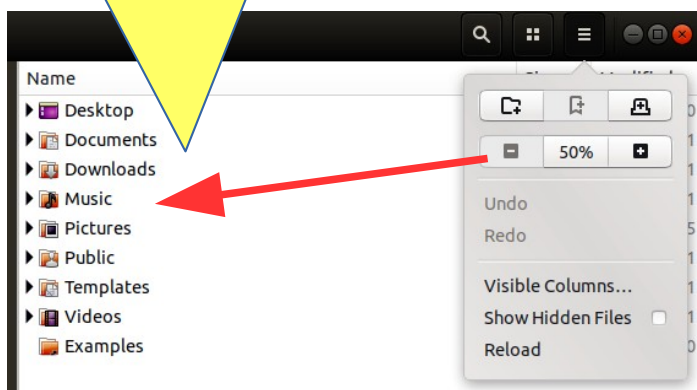
4. If you are the only user of the PC, these are not essential things.

5. Click right button!



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

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



Presentation of Folder / Folder Properties

1. Removing a USB stick here or here.

2. Click right mouse button 31GB Volume (USB)

3. Click Properties with the mouse

4. The name of the USB stick in the folder structure.

5. USB stick path for folder structures.

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

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

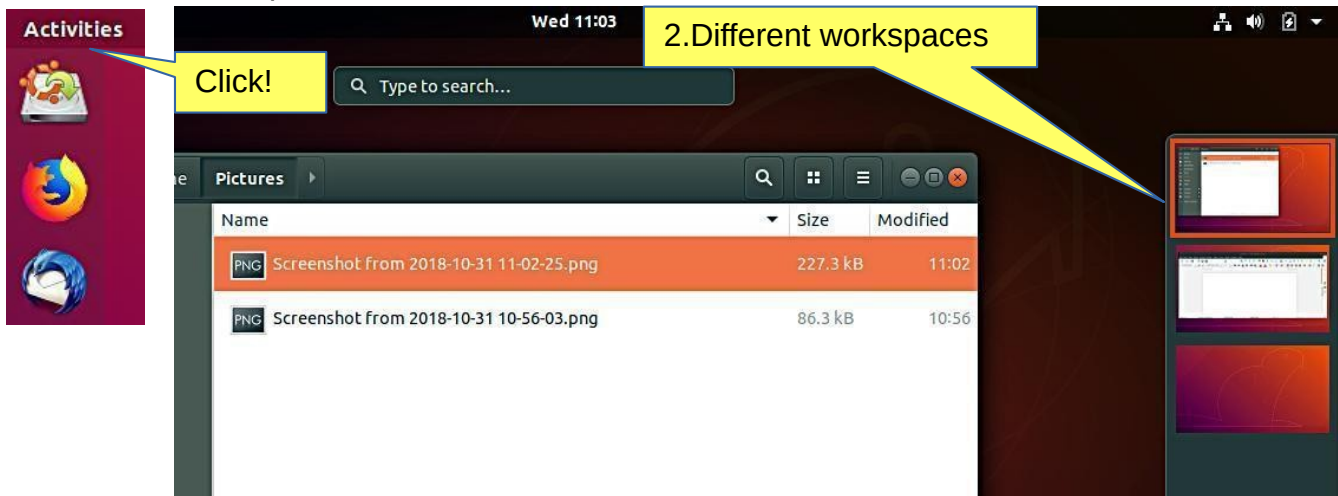
8. MEDIA contains USB stick, SD card, CD and DVD.

9. Click the folder icon or the small triangle on the left to get different presentation modes. Try it!

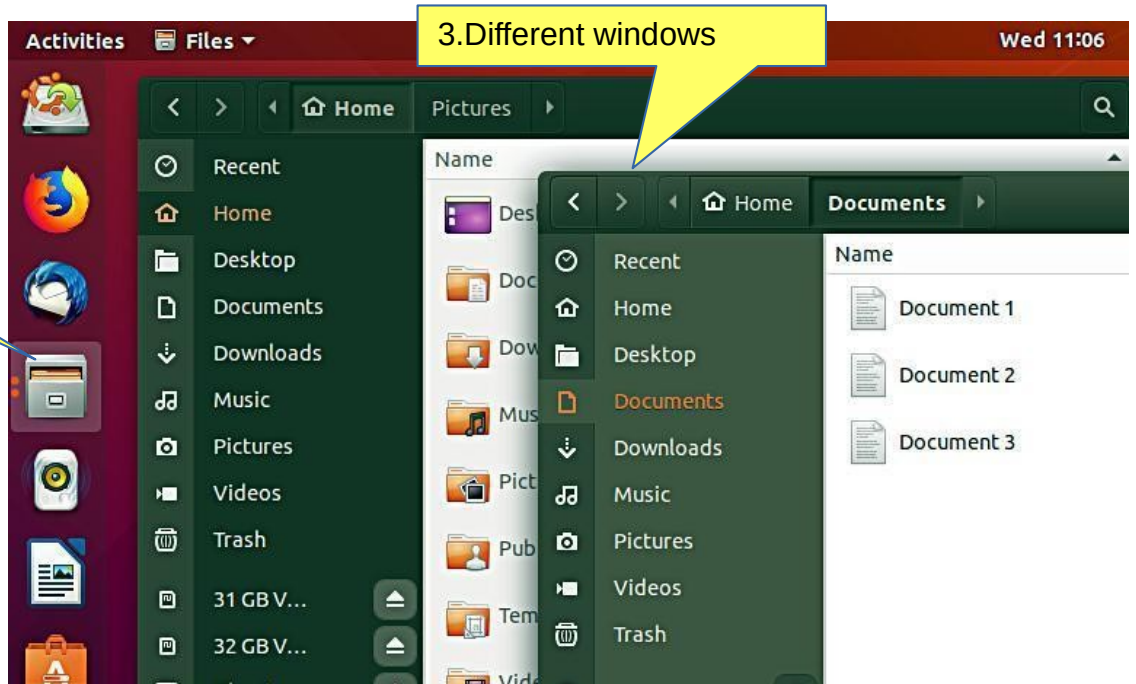
Different working areas

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

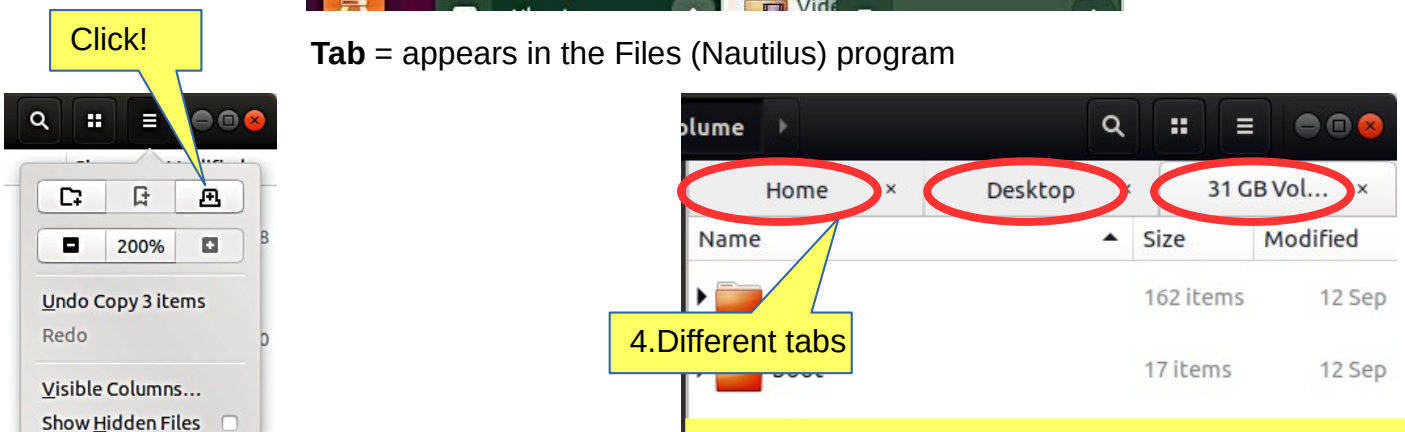
Workspaces = collects different app windows in the same workspace and other app windows in another workspace



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



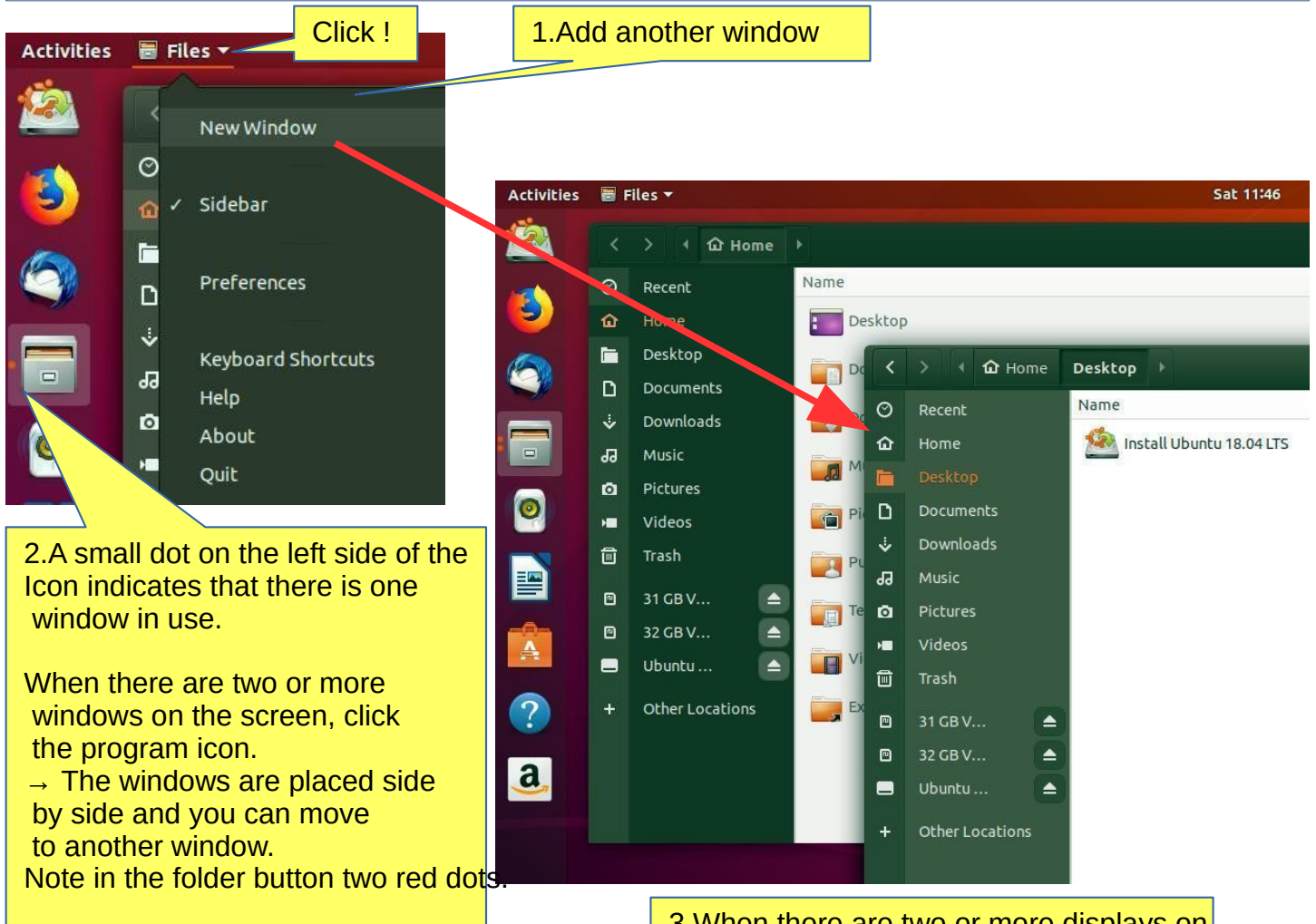
Tab = appears in the Files (Nautilus) program



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

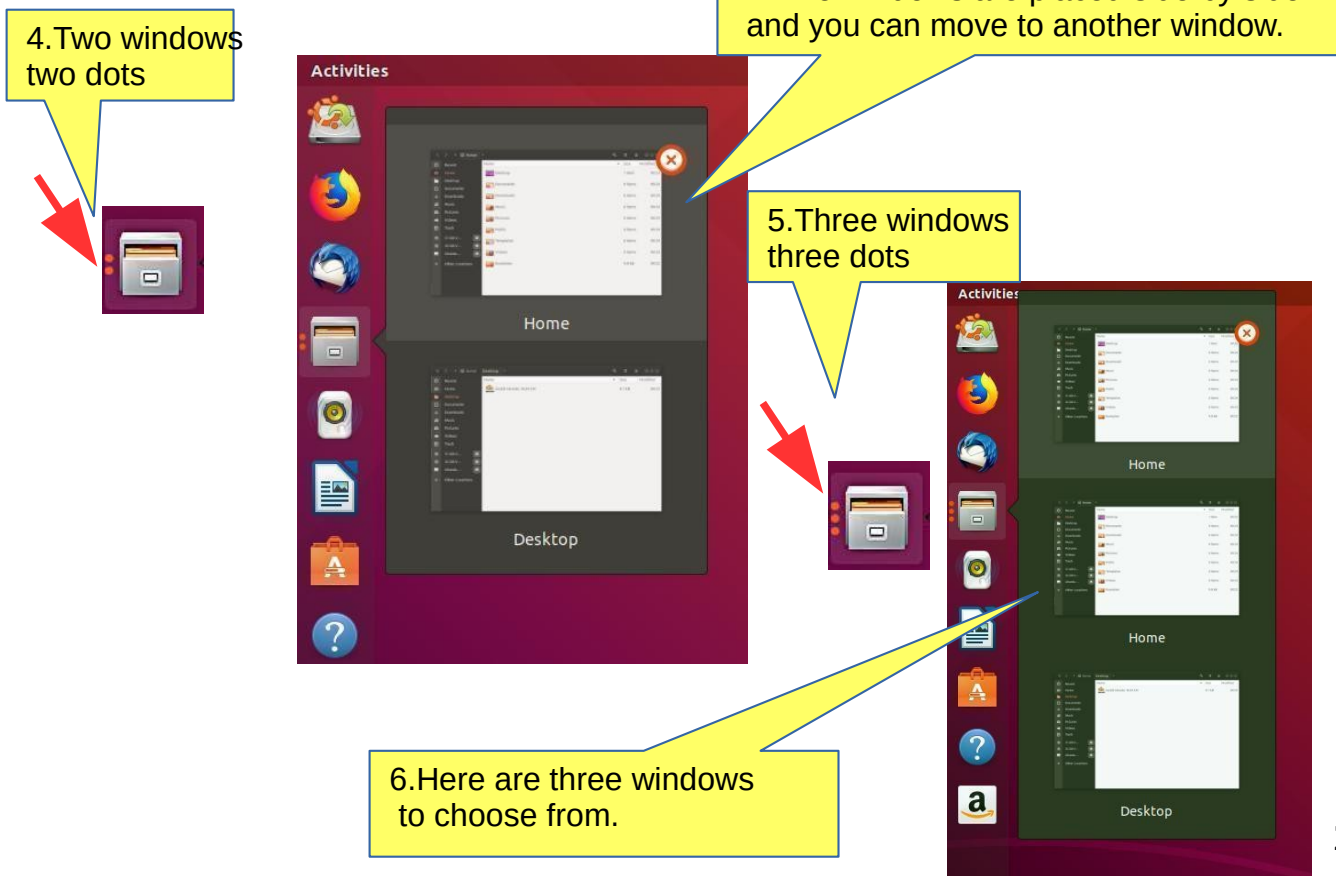


Click !

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

5. Three windows three dots

6. Here are three windows to choose from.

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.

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 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!

Name	Size	Modified
Desktop	1 item	09:22
Documents	0 items	09:24
Downloads	0 items	09:24
Music	0 items	09:24
Pictures	0 items	09:24
Public	0 items	09:24
Templates	0 items	09:24
Videos	0 items	09:24
Examples	9.0 kB	09:22

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

4. Two parallel windows

File handling; copy, move and paste

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

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

COPY AND PASTE

Select the file(s) or folder(s).
Right-click and pick Copy, or press Ctrl+C.
Navigate to another folder, where you want to put the copy.
Click the menu button and pick Paste, or press Ctrl+V.

CUT AND MOVE

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

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

You can do this with two different windows.

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

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

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



move



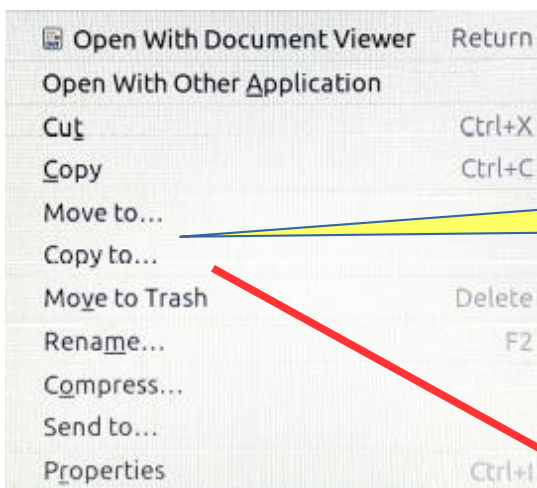
copy

More options

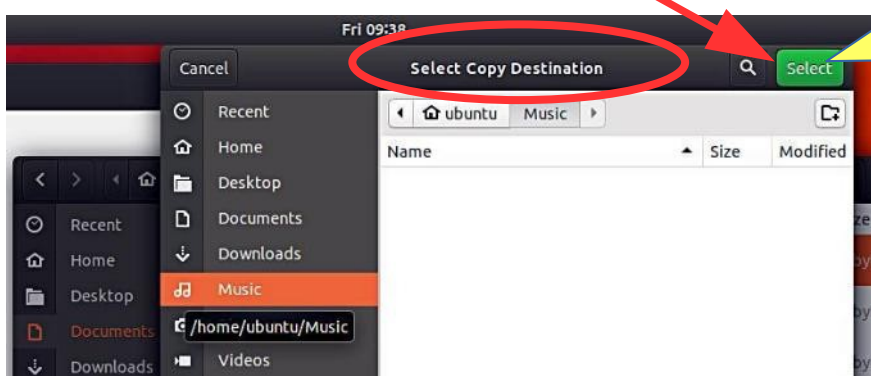
You can see the menus by clicking the file with right button of the mouse.

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

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



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



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

Presentation of basic settings

Look Ubuntu Desktop Guide: [User & system settings](#)

1. Click these icons and see the contents.

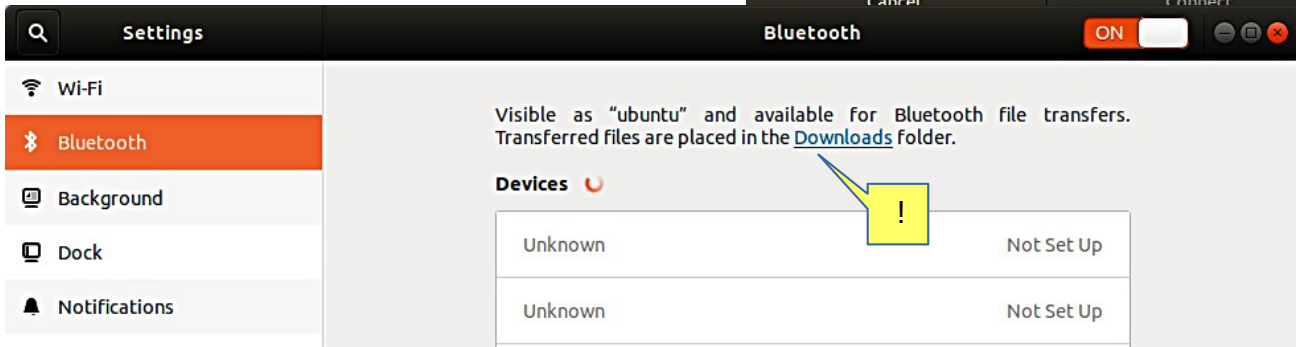
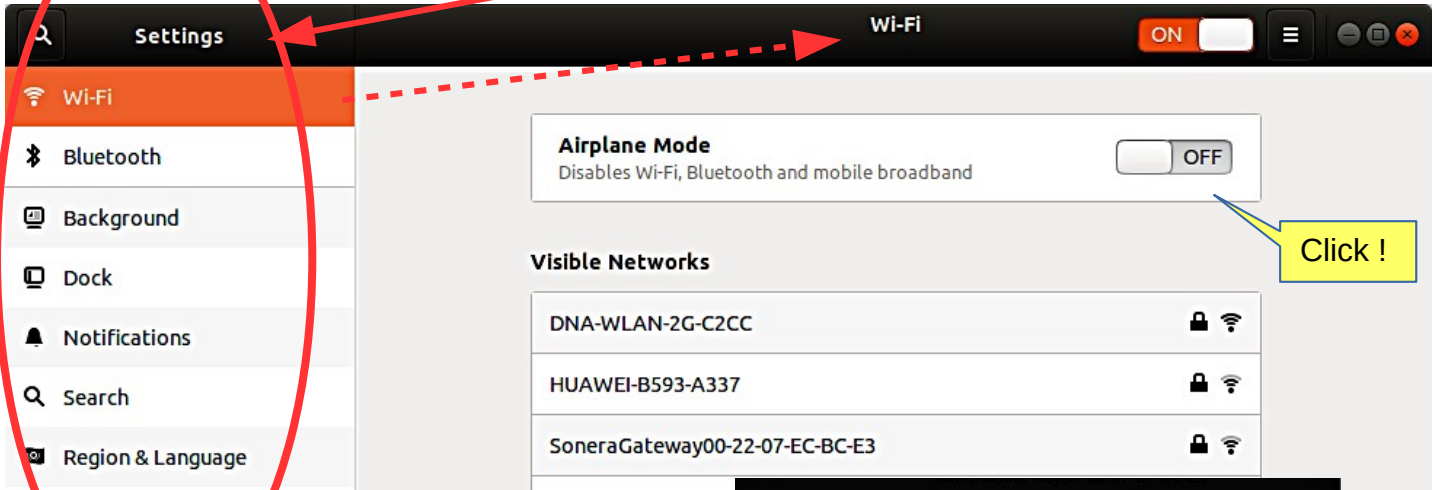
Click !

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 !

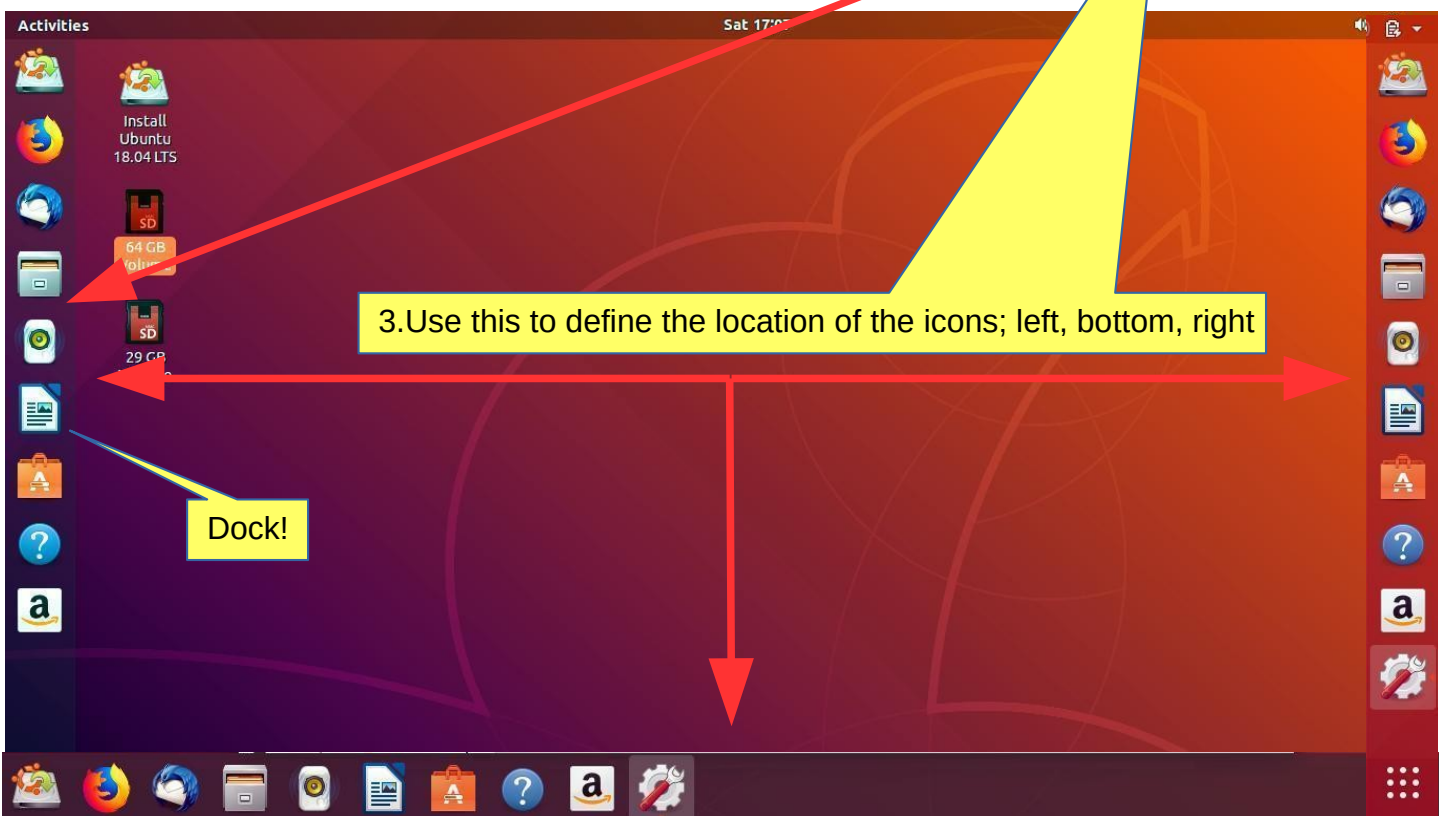
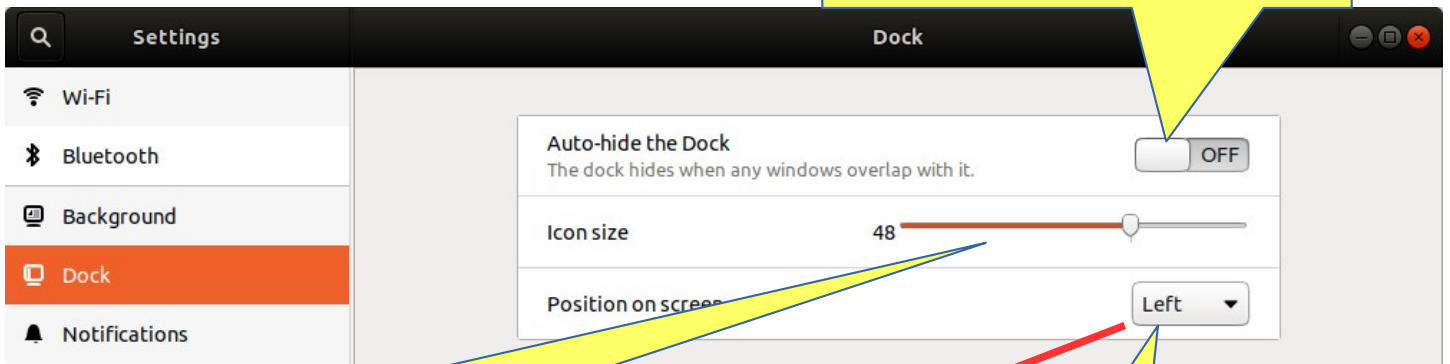
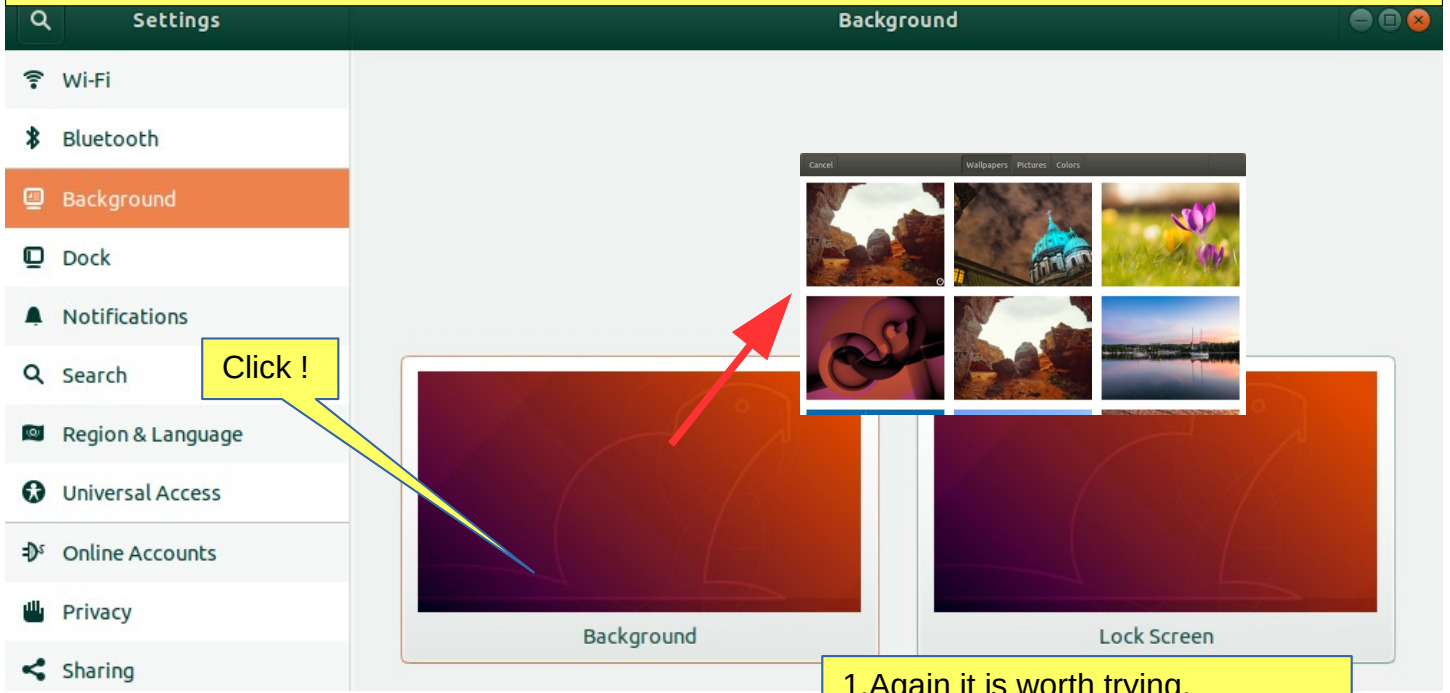
4. Close the computer



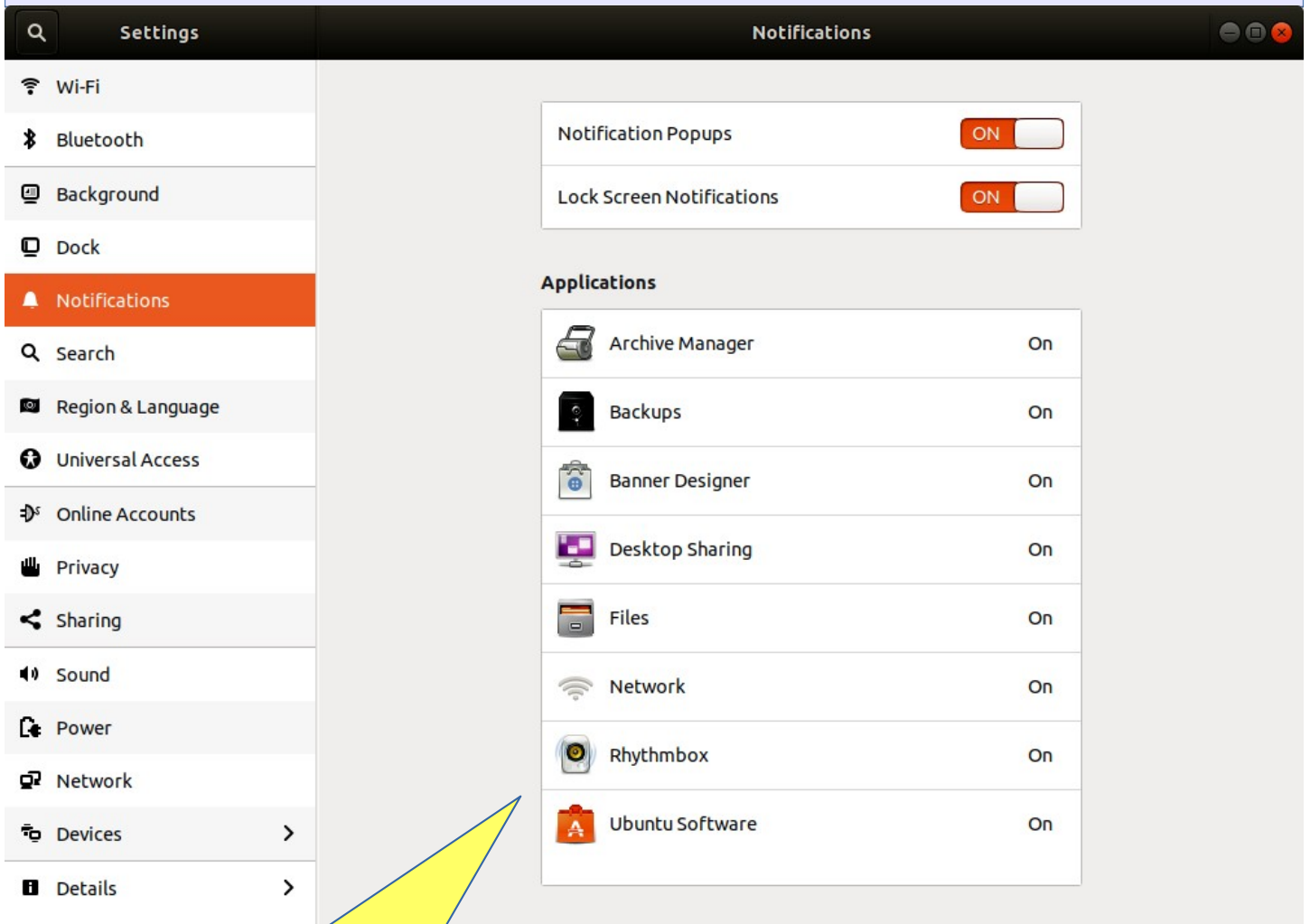
5. Some settings similar to Ubuntu basic settings are also available in the Programs dialog box, for example, under Utilities

Presentation of basic settings

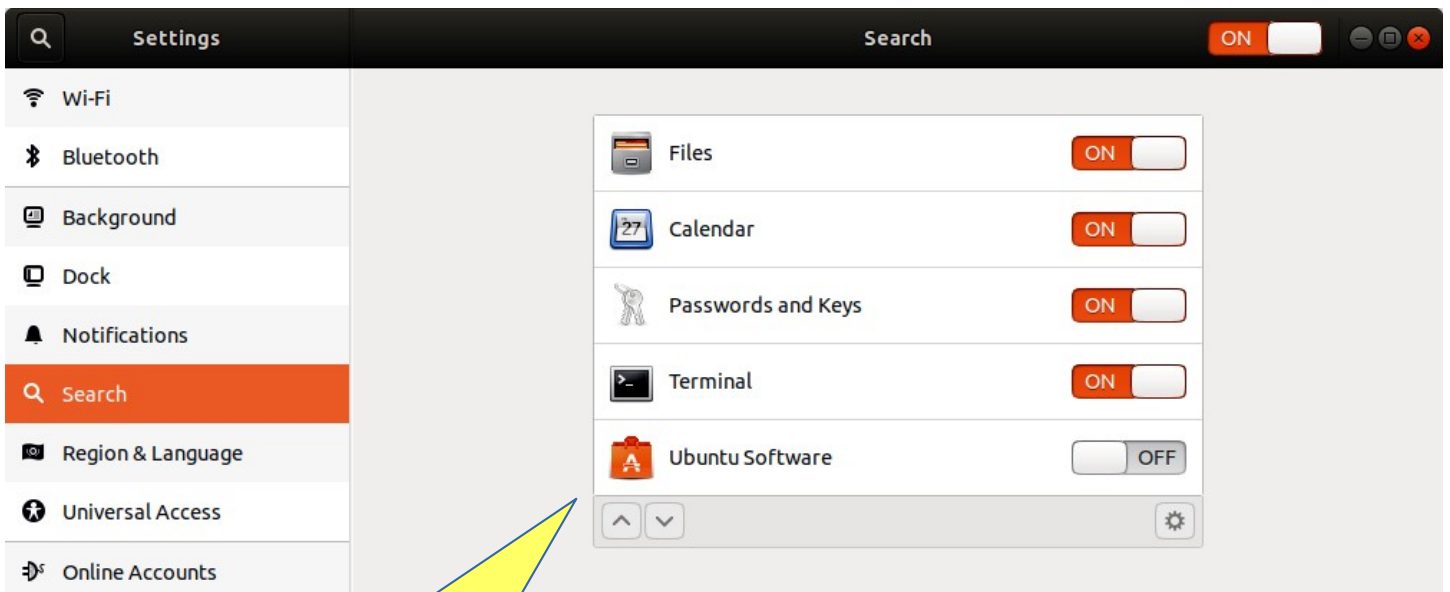
Look Ubuntu Desktop Guide: Networking, web & email



Presentation of basic settings



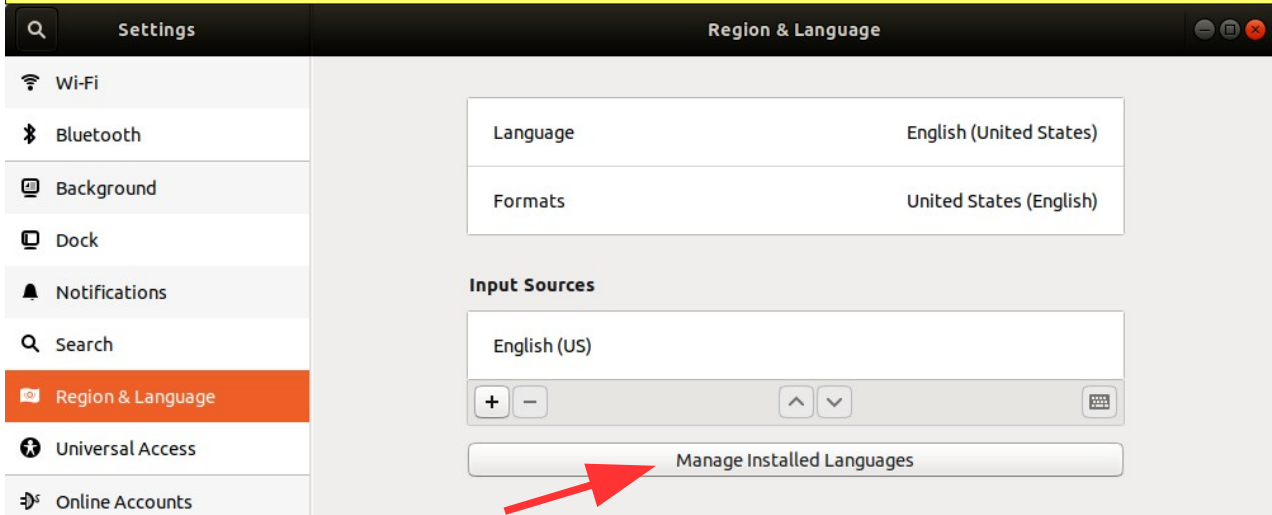
1. Again it is worth trying, which setting feels the best.



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

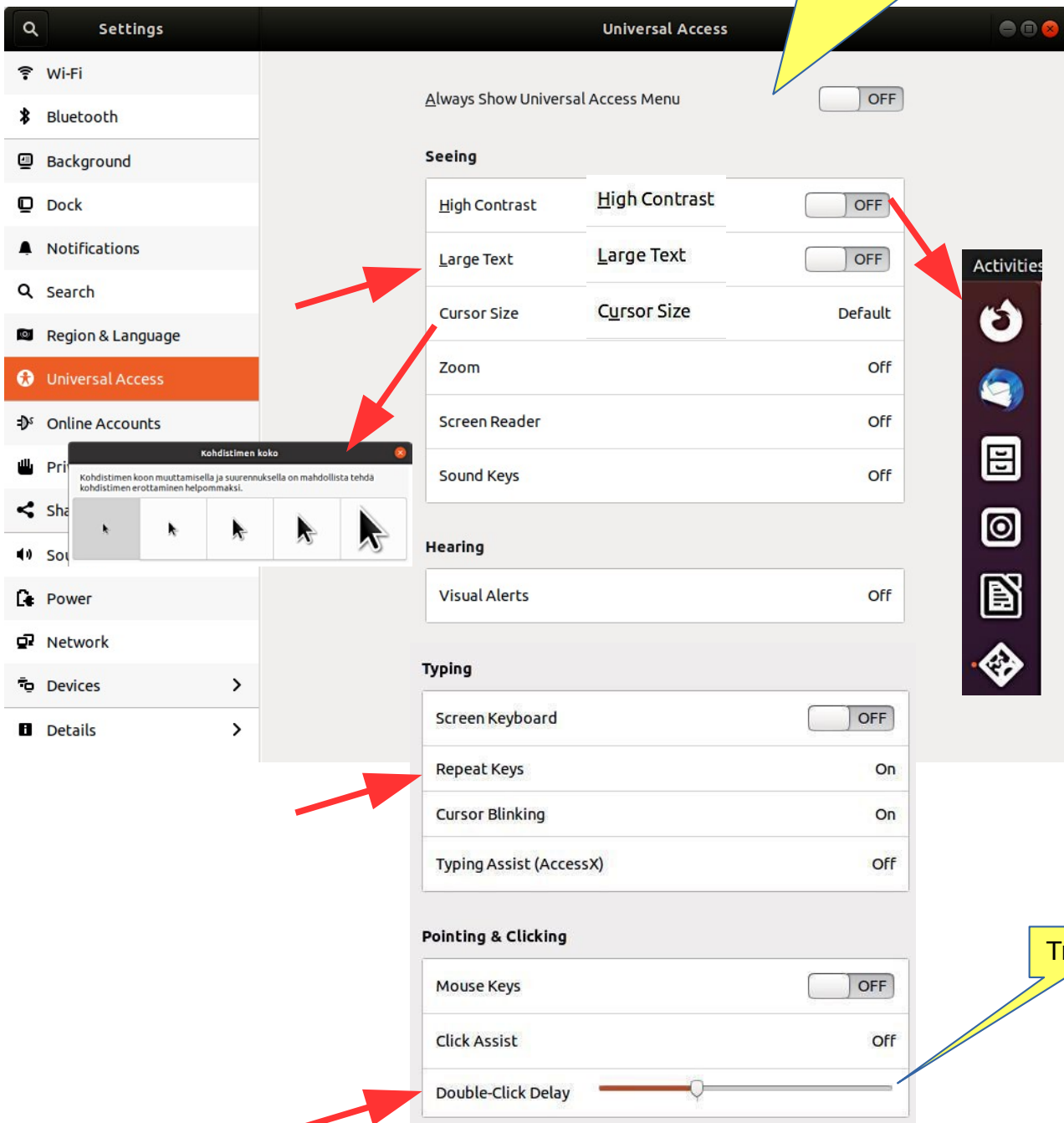
Presentation of basic settings

Look Ubuntu Desktop Guide: [Universal access](#)

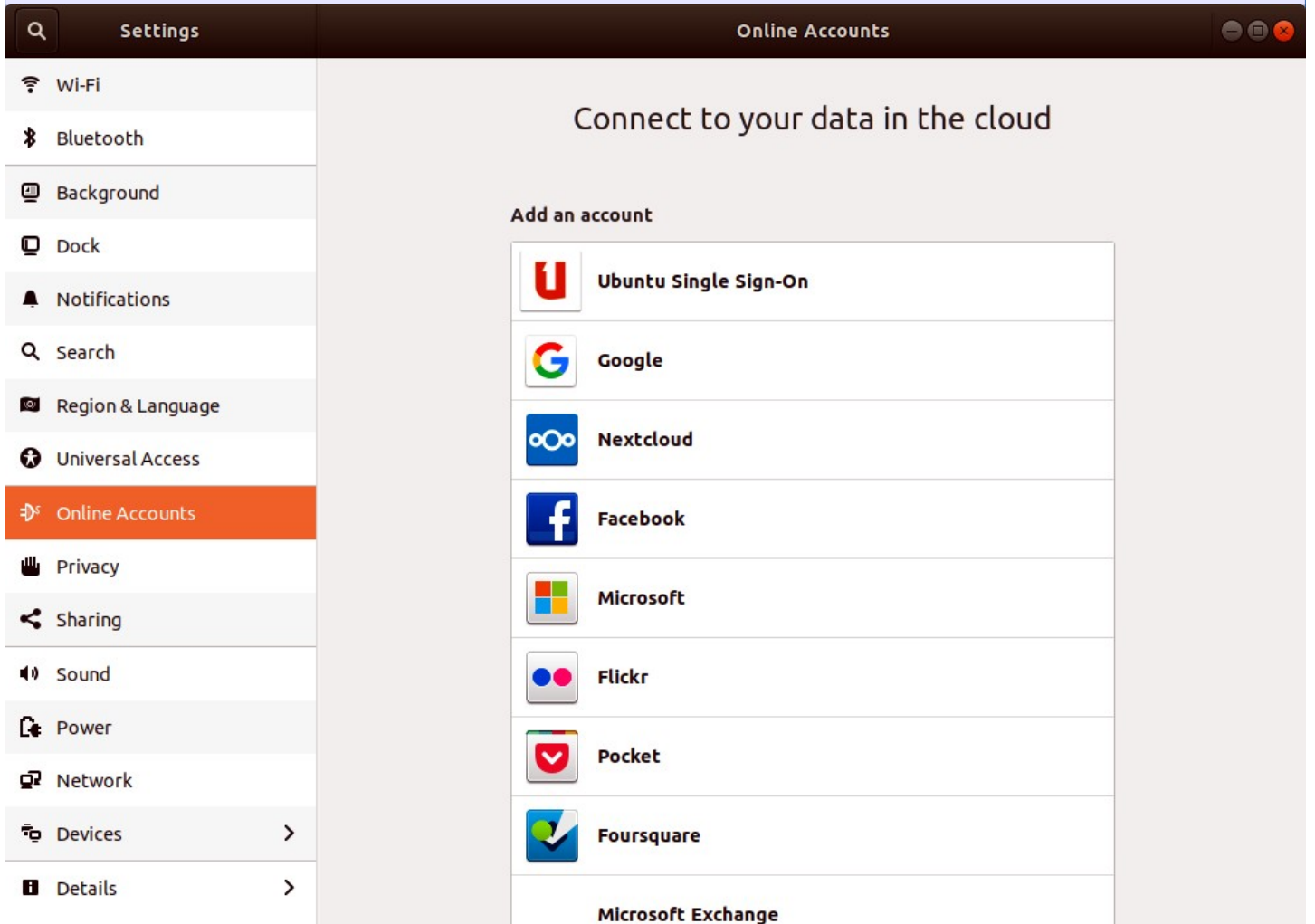


1. You can change these regional settings later!

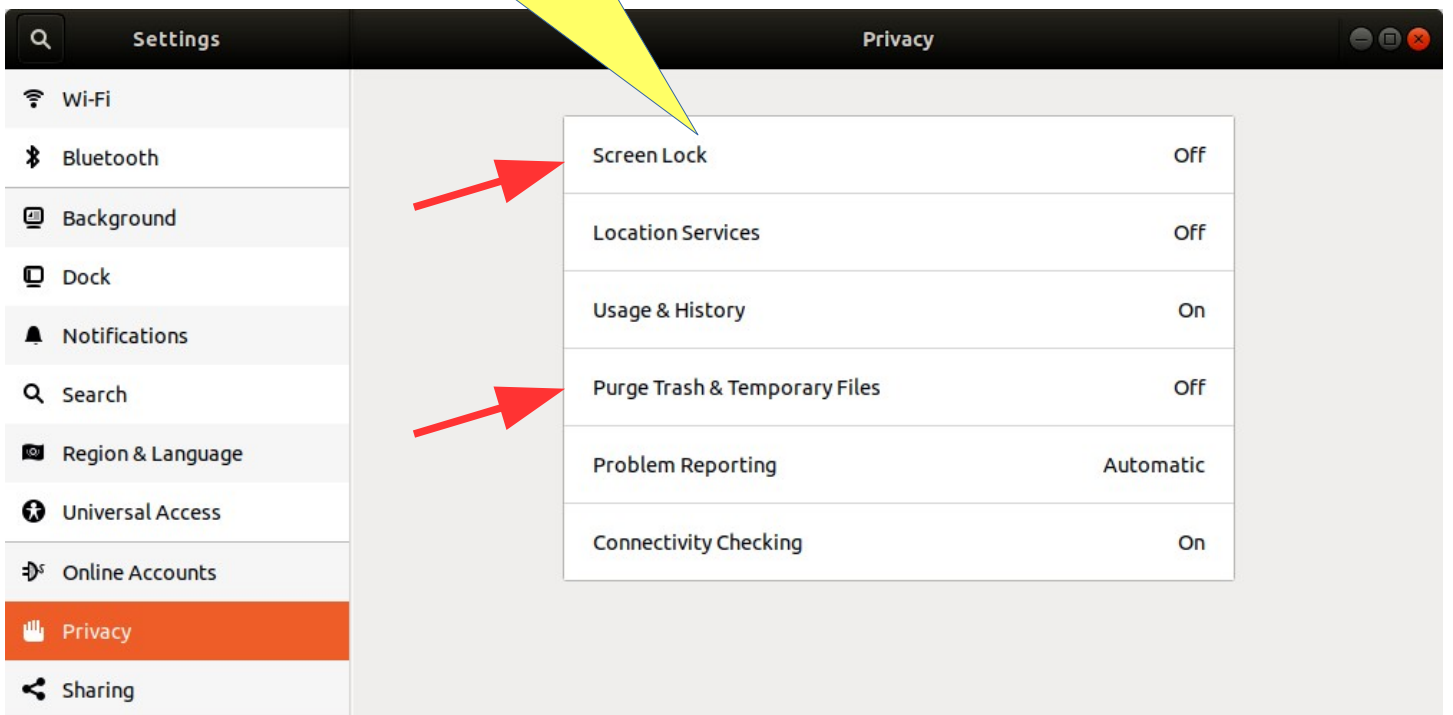
2. Again it is worth trying, which setting feels the best.



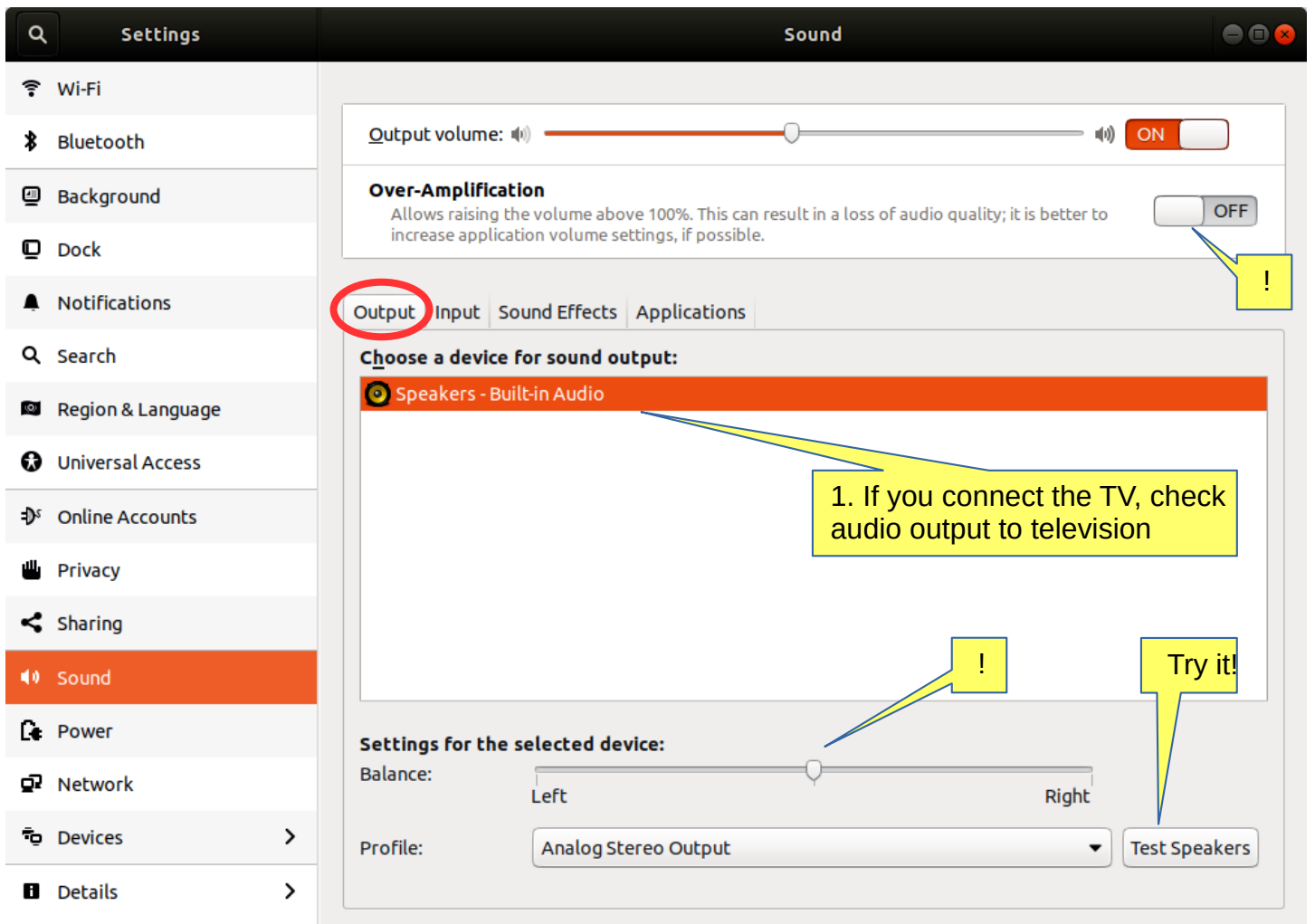
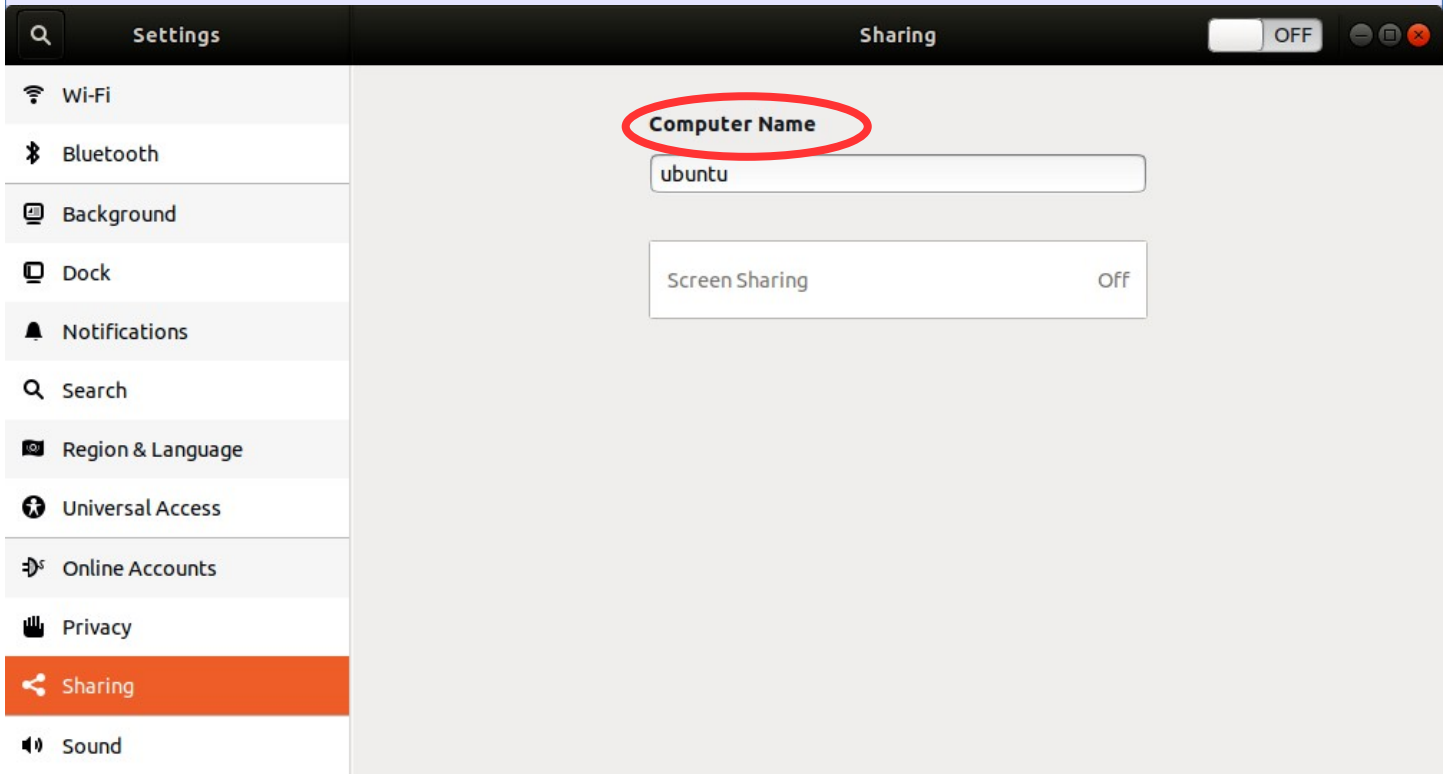
Presentation of basic settings



1. Think of your own safety.

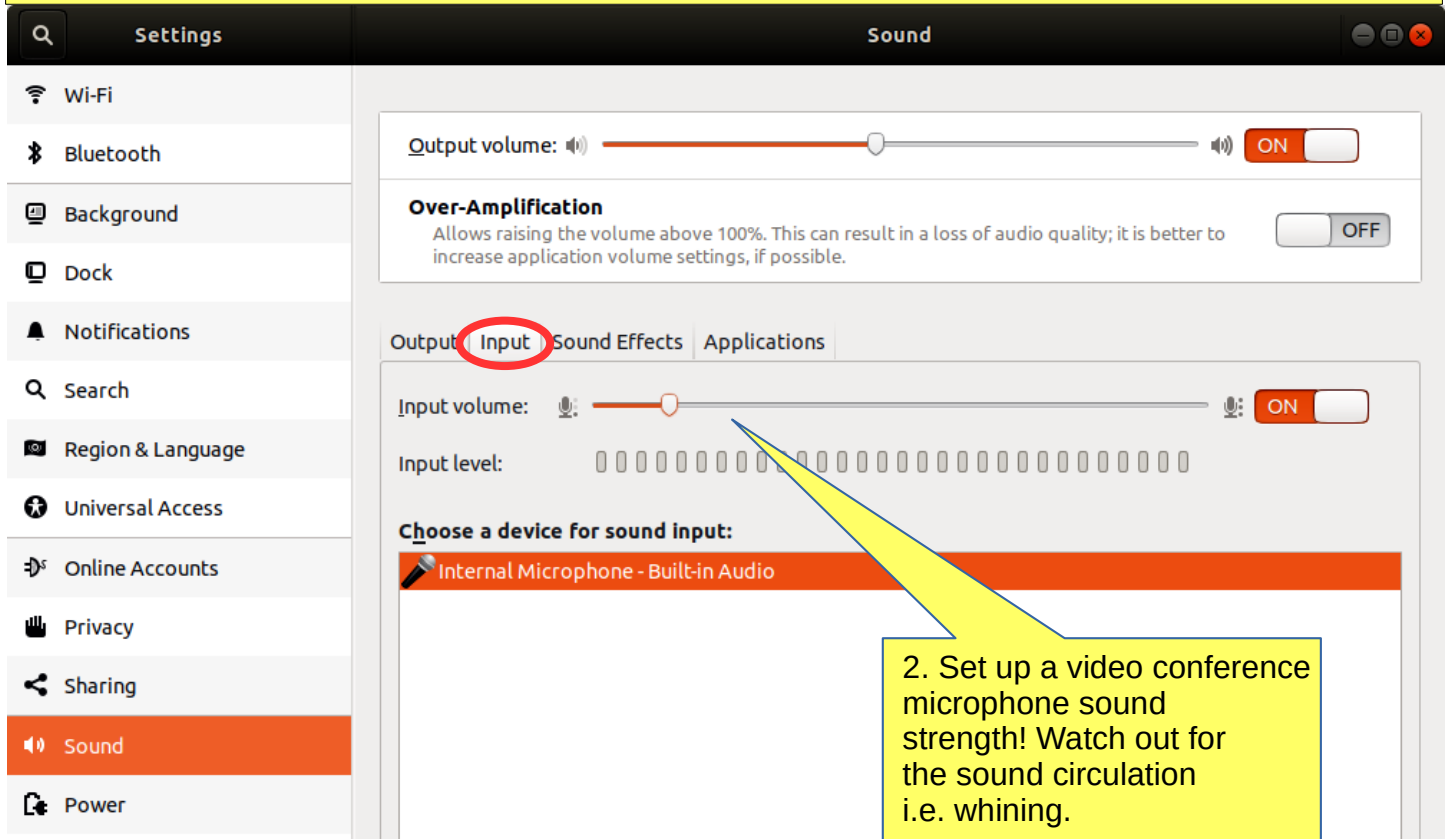


Presentation of basic settings

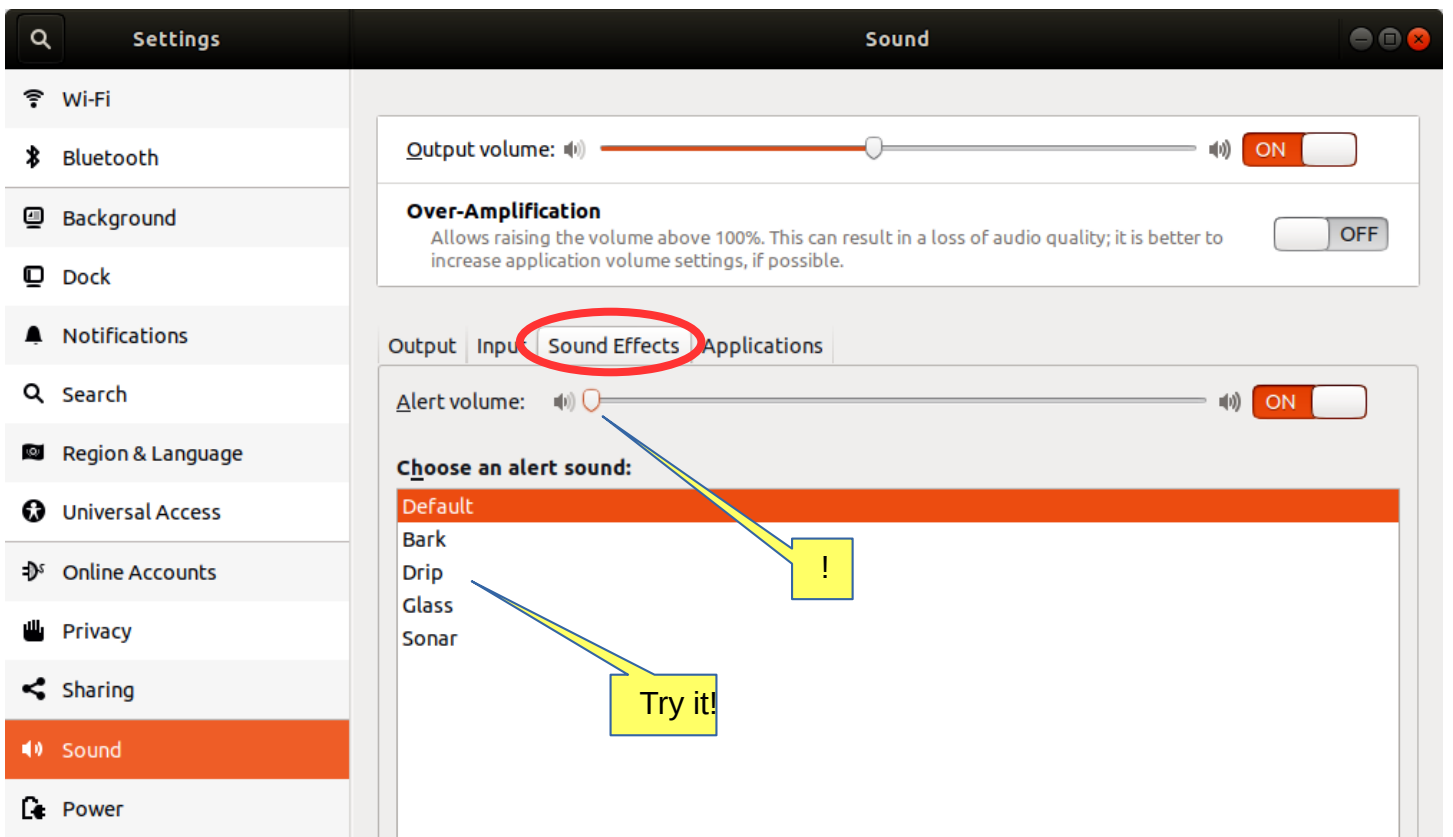


Presentation of basic settings

Look Ubuntu Desktop Guide: Sound, video & pictures

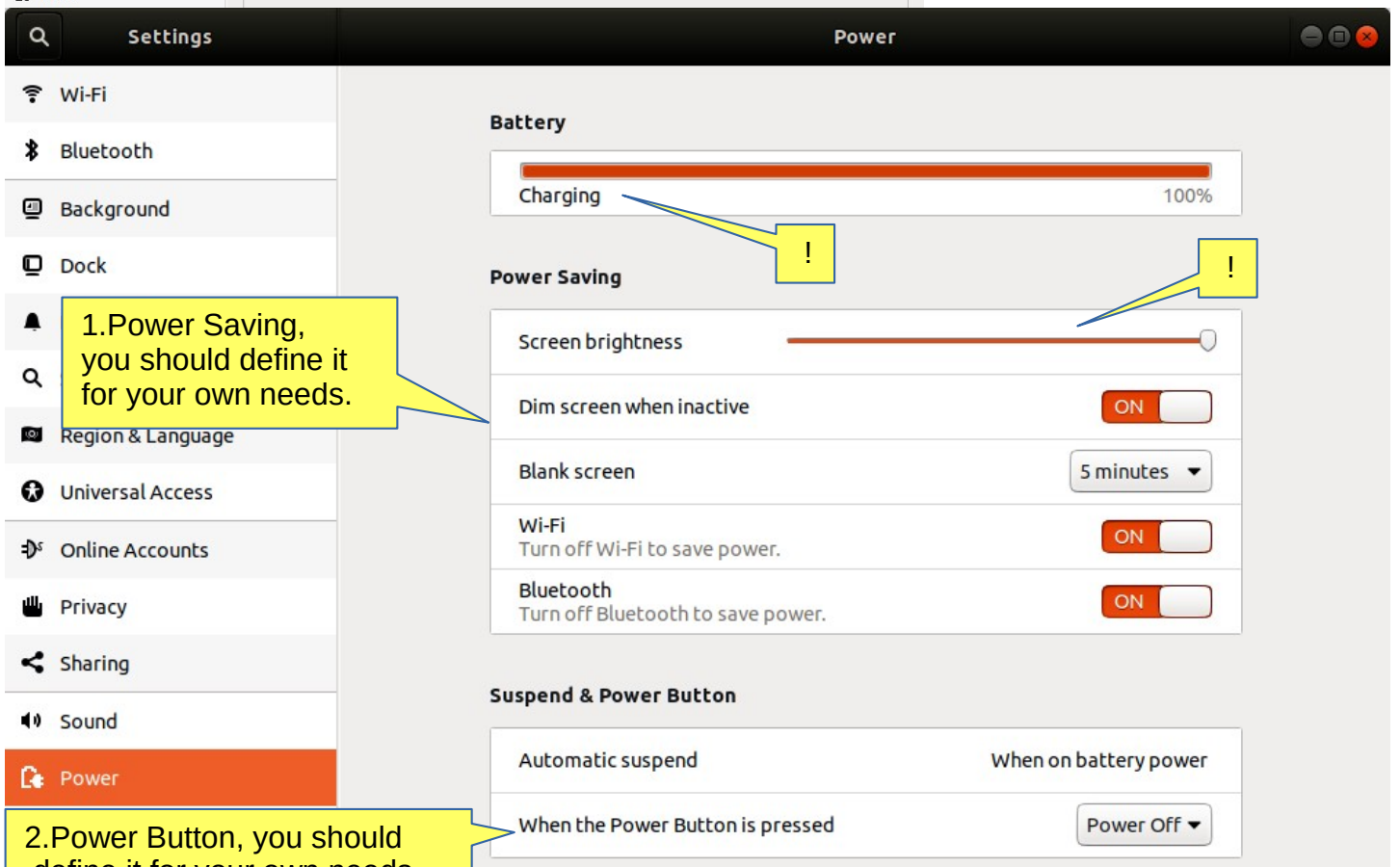
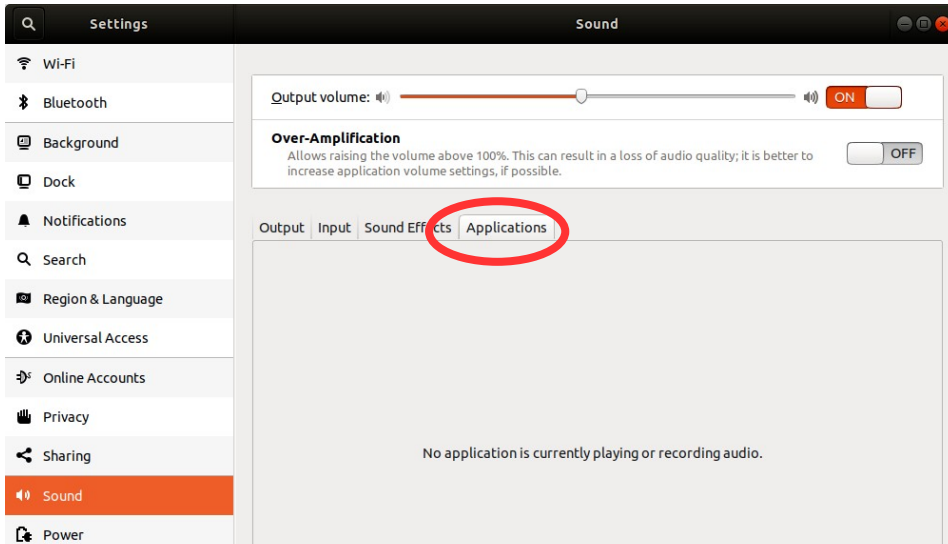


The screenshot shows the Ubuntu Settings application with the 'Sound' window open. The 'Input' tab is selected and circled in red. The 'Input volume' slider is set to approximately 25%. Below it, the 'Input level' bar shows a low signal. Under 'Choose a device for sound input:', 'Internal Microphone - Built-in Audio' is selected. A yellow callout box with a blue arrow pointing to the 'Input volume' slider contains the text: '2. Set up a video conference microphone sound strength! Watch out for the sound circulation i.e. whining.'

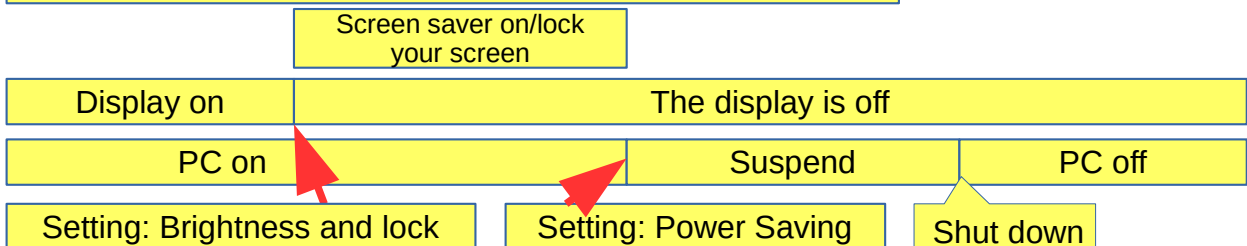


The screenshot shows the Ubuntu Settings application with the 'Sound' window open. The 'Sound Effects' tab is selected and circled in red. The 'Alert volume' slider is set to approximately 25%. Under 'Choose an alert sound:', 'Default' is selected. A yellow callout box with a blue arrow pointing to the 'Alert volume' slider contains an exclamation mark '!'. Another yellow callout box with a blue arrow pointing to the 'Default' sound option contains the text: 'Try it!'.

Presentation of basic settings



You can define different times for actions



3. 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.

Presentation of basic settings

The screenshot shows the macOS System Settings application. On the left is a sidebar with various settings categories, with 'Network' selected. The main pane is titled 'Network' and shows 'Wired' as 'Connected' with an 'ON' toggle and a gear icon. Below it, 'VPN' is 'Not set up' and 'Network Proxy' is 'Off'. A red arrow points from the gear icon in the 'Wired' section to a 'Wired' settings window. This window has tabs for 'Details', 'Identity', 'IPv4', 'IPv6', and 'Security'. The 'Details' tab is selected and shows network statistics (IPv4 Address: 19, IPv6 Address: 20, Hardware Address: 84, Default Route: 19, DNS: 19) and checkboxes for 'Connect automatically', 'Make available to other users', and 'Restrict background data usage'.

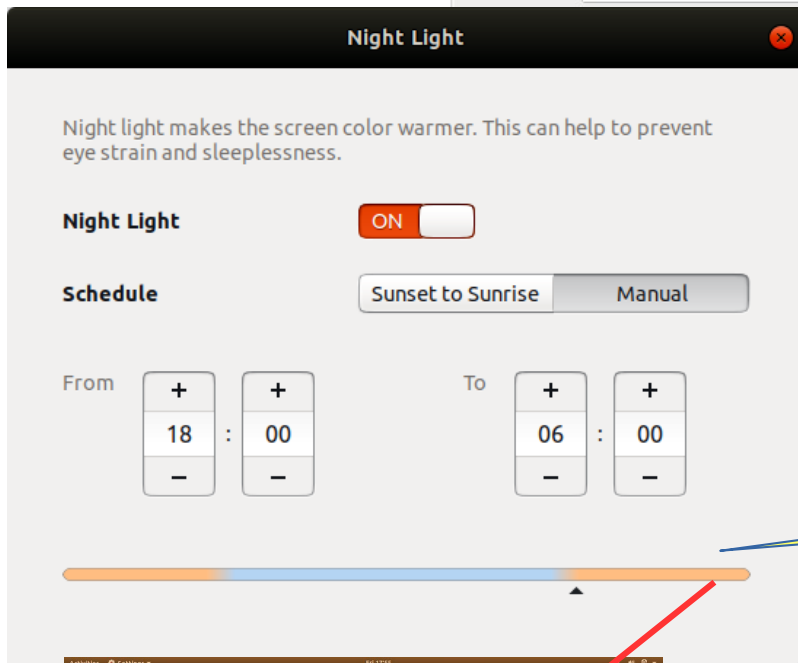
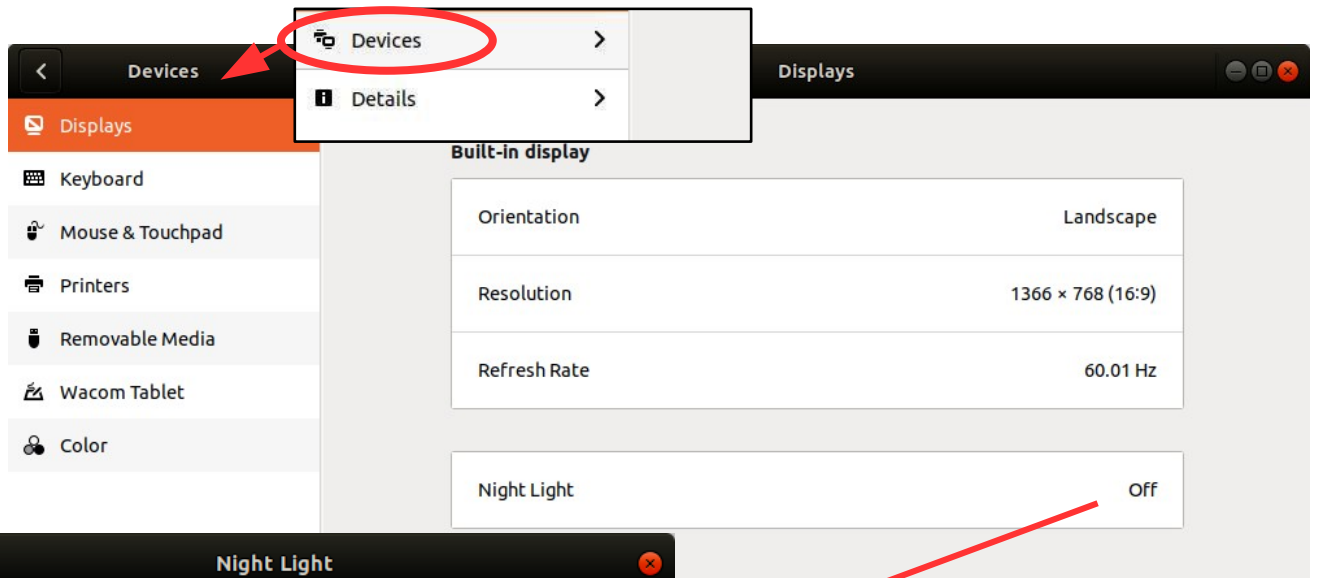
This screenshot shows the 'IPv4' tab in the 'Wired' settings window. It features radio buttons for 'Automatic (DHCP)', 'Manual', 'Link-Local Only', and 'Disable'. There is a 'DNS' section with a text input field and an 'Automatic' toggle. Below that is a 'Routes' section with a table for adding routes and an 'Automatic' toggle. A checkbox at the bottom allows for using the connection only for resources on its network.

This screenshot shows the 'IPv6' tab in the 'Wired' settings window. It features radio buttons for 'Automatic', 'Automatic, DHCP only', 'Link-Local Only', and 'Disable'. There is a 'DNS' section with a text input field and an 'Automatic' toggle. Below that is a 'Routes' section with a table for adding routes and an 'Automatic' toggle. A checkbox at the bottom allows for using the connection only for resources on its network.

This screenshot shows the 'Security' tab in the 'Wired' settings window. It features a toggle for '802.1x Security' (currently OFF), a dropdown for 'Authentication' (set to MD5), and input fields for 'Username' and 'Password'. A 'Show password' checkbox is located at the bottom.

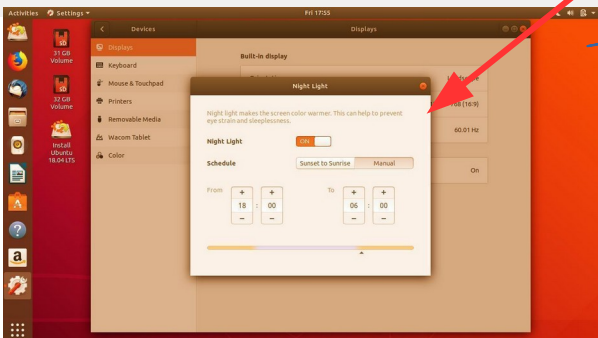
Presentation of basic settings

Look Ubuntu Desktop Guide: [Hardware & drivers](#)

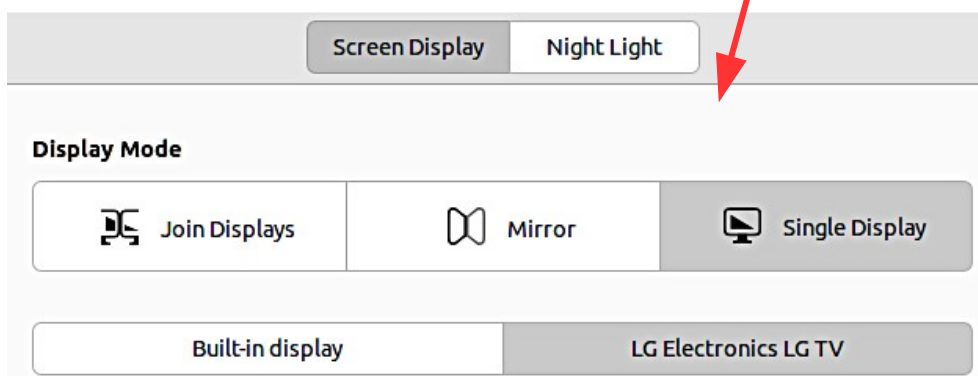


1. Define it according to your taste. Facilitates sleeplessness in the evening. New feature.

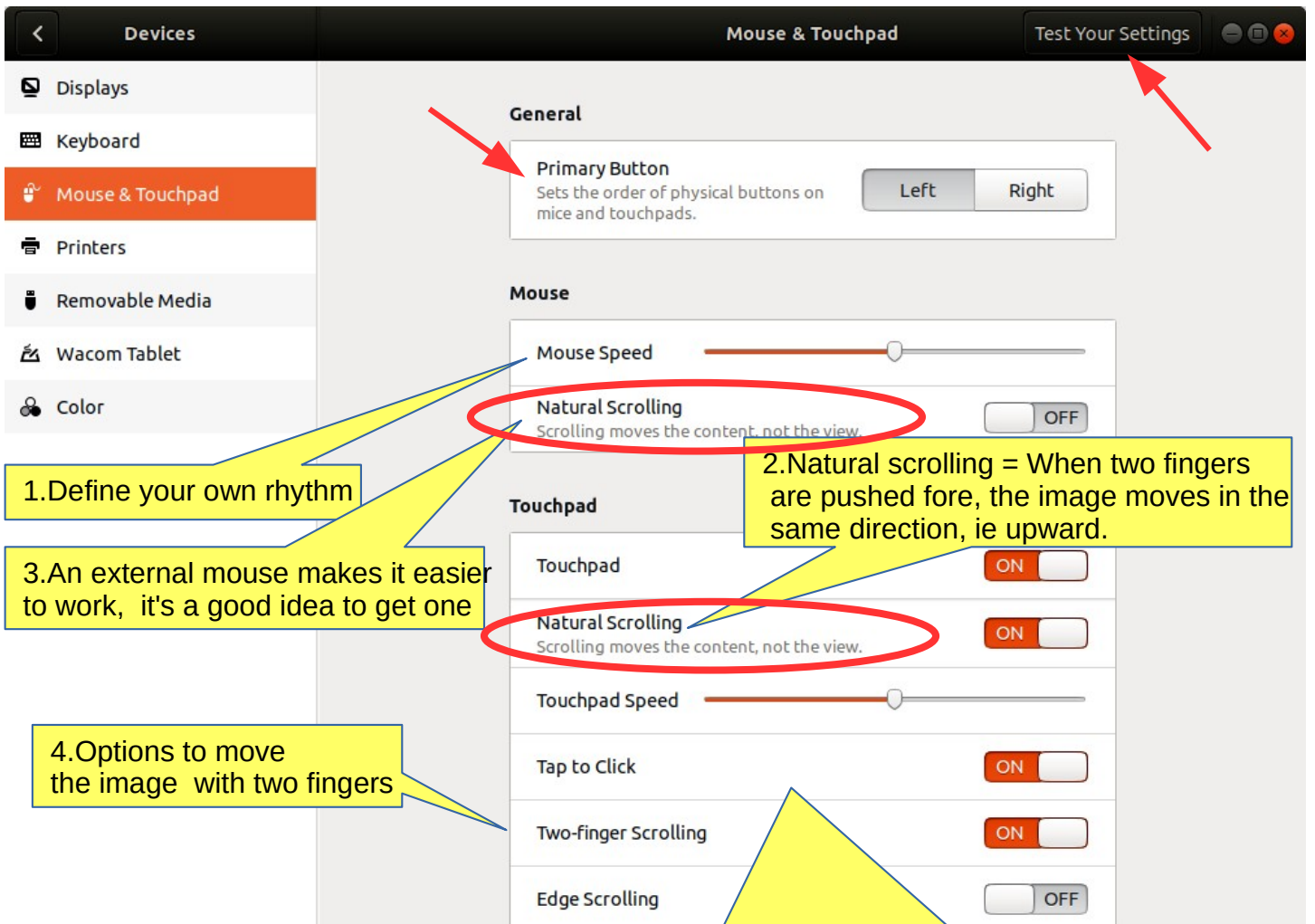
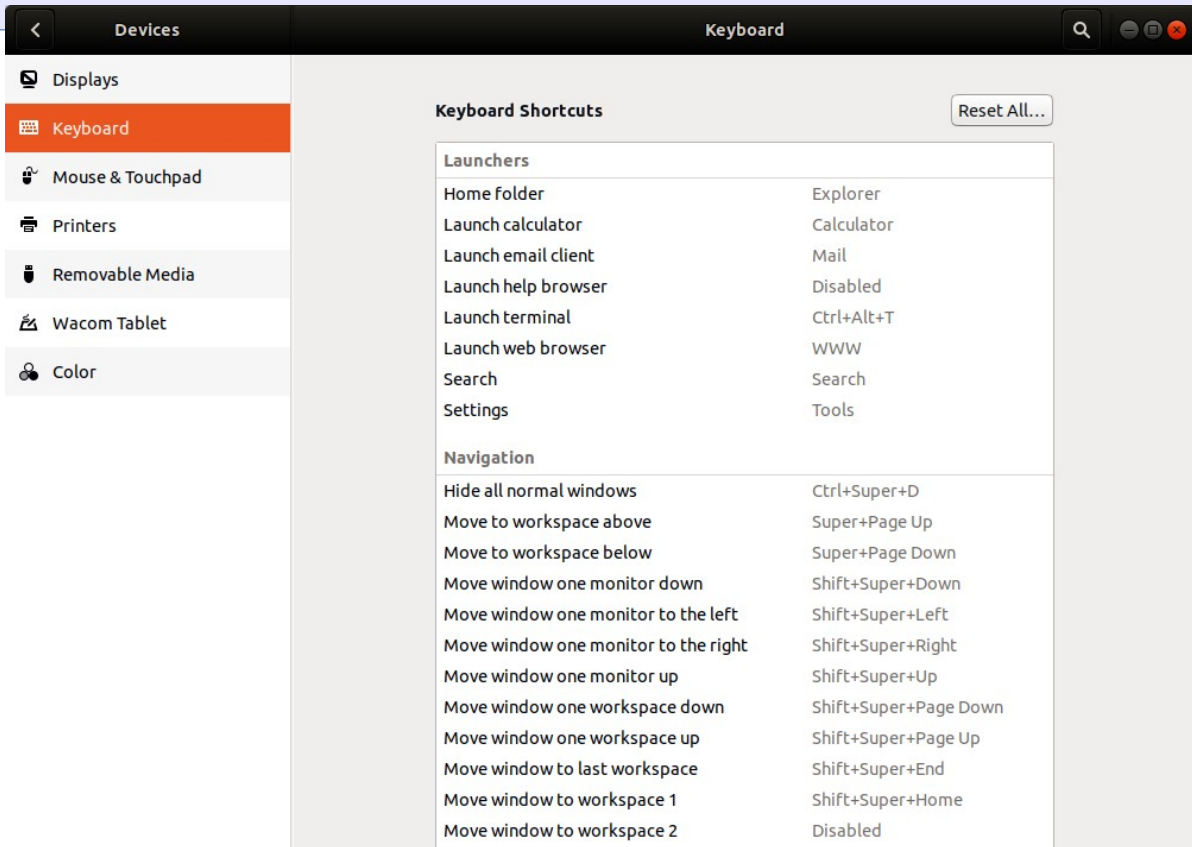
2. The night light is reddish and gentle in contrast.



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



Presentation of basic settings



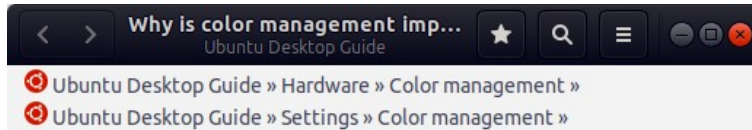
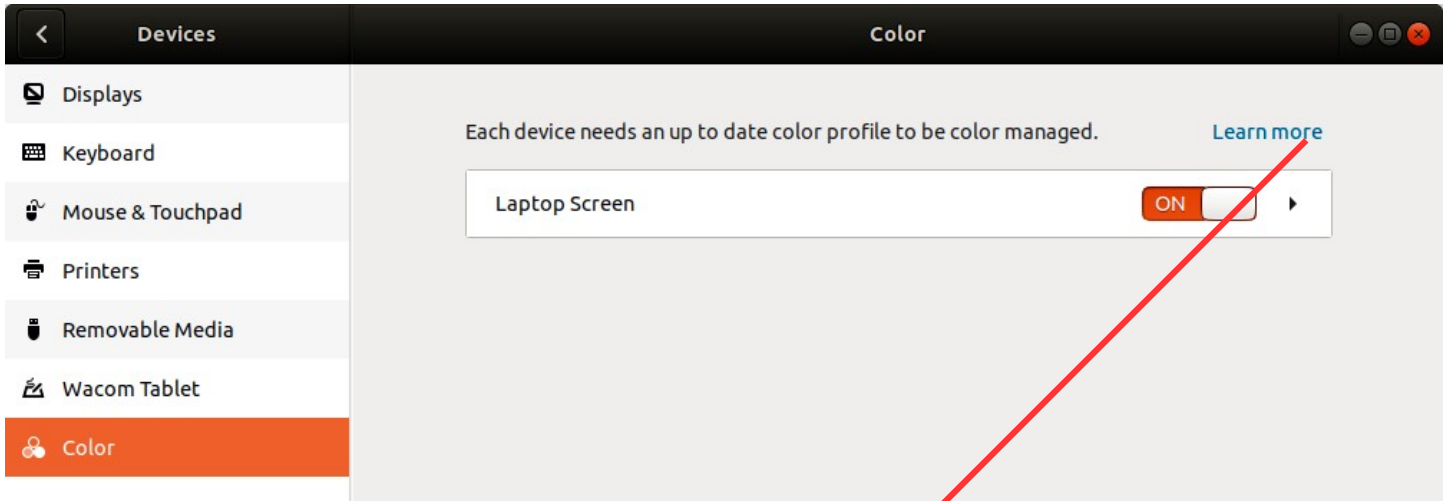
Presentation of basic settings

The screenshot shows the 'Printers' settings window. On the left, a sidebar lists various device categories: Displays, Keyboard, Mouse & Touchpad, Printers (highlighted in orange), Removable Media, Wacom Tablet, and Color. The main area displays a printer card for 'Brother_HL_3140CW_series' with the status 'Ready' and 'Model HL-3140CW series'. To the right of the card are buttons for 'No Active Jobs' and a gear icon. Below the card is a button for 'Additional Printer Settings...'. In the top right corner, there is a search icon and a green 'Add...' button. A yellow callout box with a blue border points to the 'Add...' button and contains the text: '1. Adding a new printer if Ubuntu can not find it'.

The screenshot shows the 'Removable Media' settings window. The sidebar on the left is the same as in the previous screenshot, but 'Removable Media' is highlighted in orange. The main area is titled 'Removable Media' and contains the instruction 'Select how media should be handled'. Below this are five rows of media types with dropdown menus: 'CD audio' (Ask what to do), 'DVD video' (Ask what to do), 'Music player' (Ask what to do), 'Photos' (Ask what to do), and 'Software' (Run Software). There is also an 'Other Media...' button and a checkbox labeled 'Never prompt or start programs on media insertion'.

The screenshot shows the 'Wacom Tablet' settings window. The sidebar on the left is the same as in the previous screenshots, but 'Wacom Tablet' is highlighted in orange. The main area is mostly empty, with a large stylus icon and the text 'No stylus found' and 'Please move your stylus to the proximity of the tablet to configure it'. In the top right corner, there are buttons for 'Stylus' and 'Tablet', both of which are circled in red. To the right of these buttons is a 'Test Your Settings' button.

Presentation of basic settings



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.

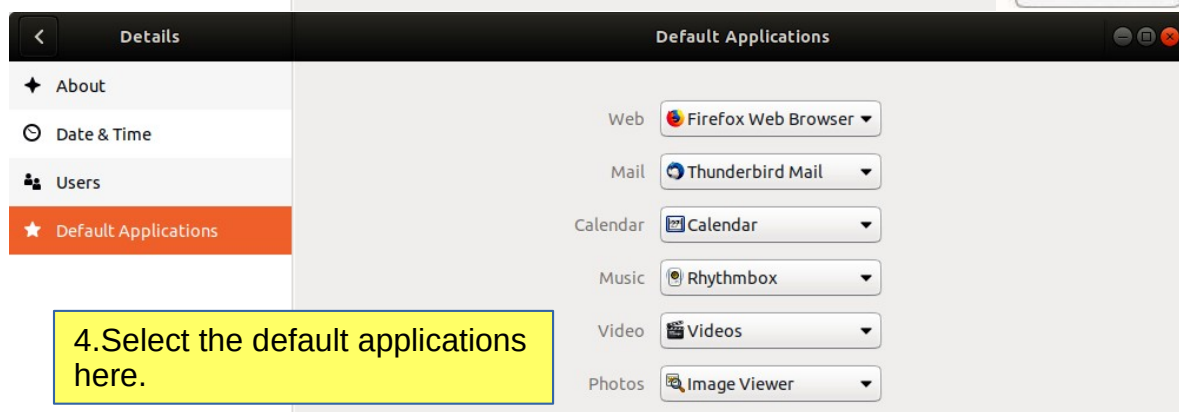
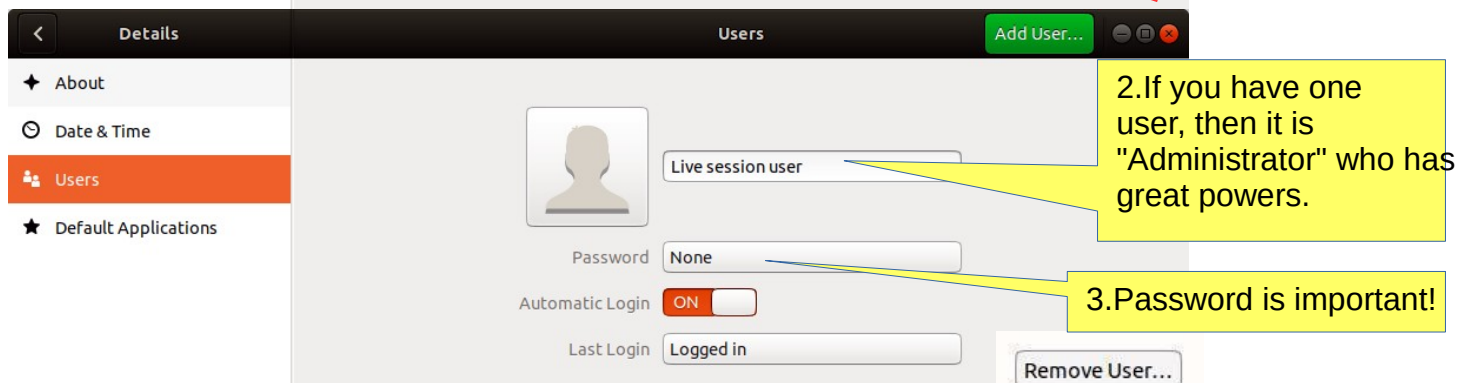
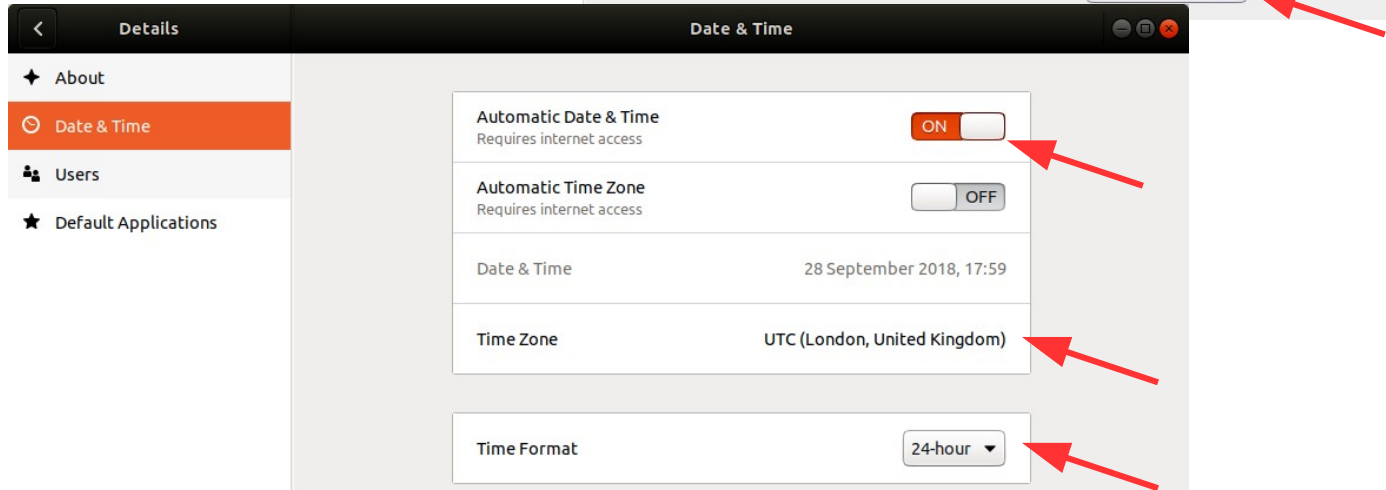
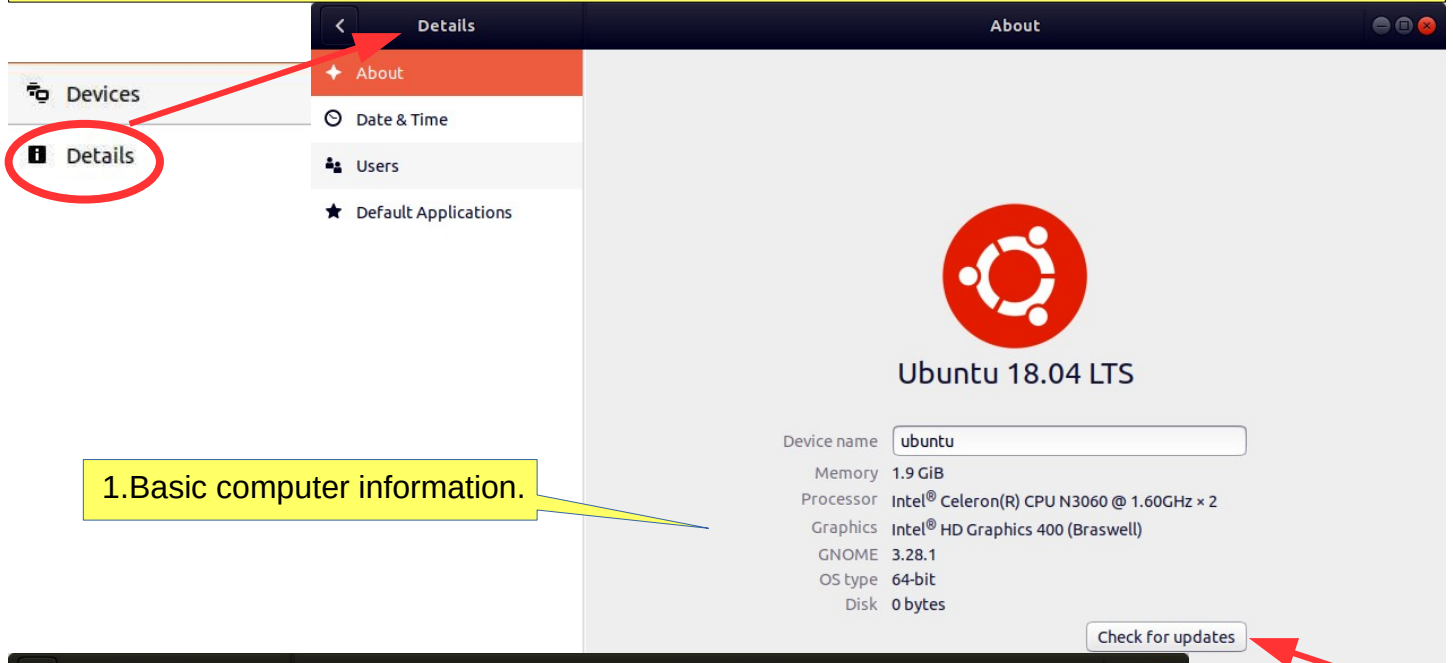


A bird on a frosty wall as seen on the camera view-finder

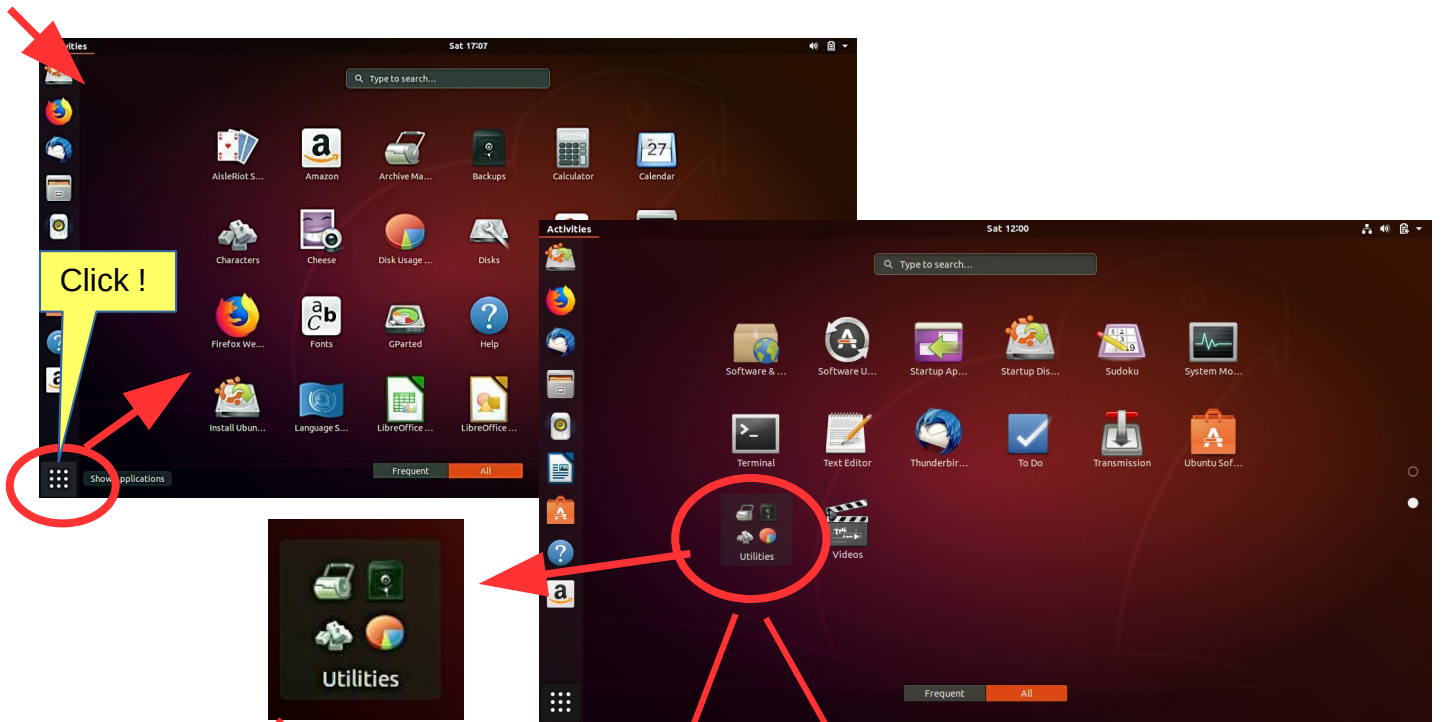
Displays typically over-saturate the blue channel, making the images look cold.

Presentation of basic settings

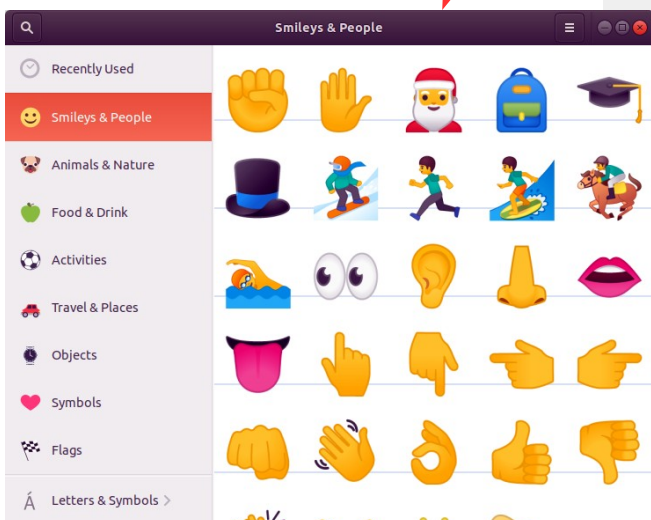
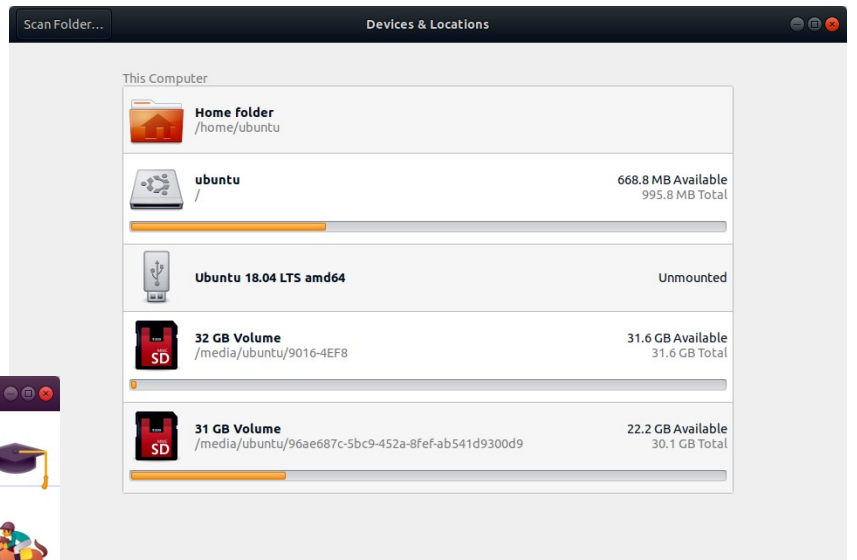
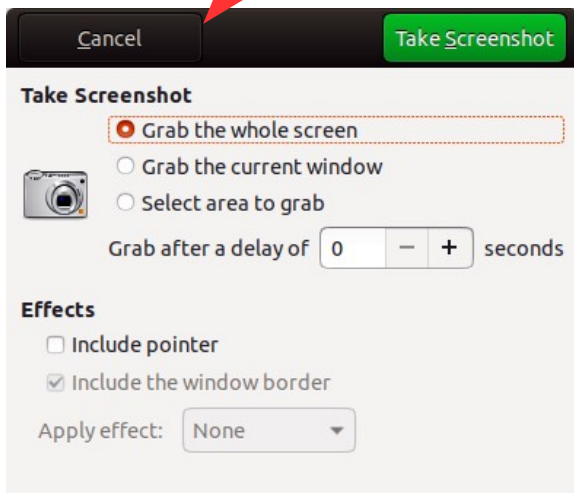
Look Ubuntu Desktop Guide: [Log out, power off or switch users](#)



Introduction to installed Ubuntu apps

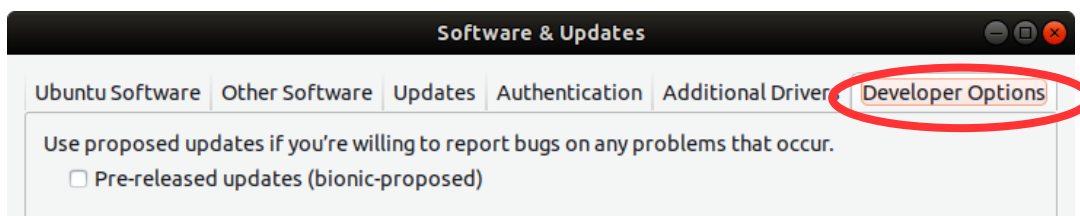
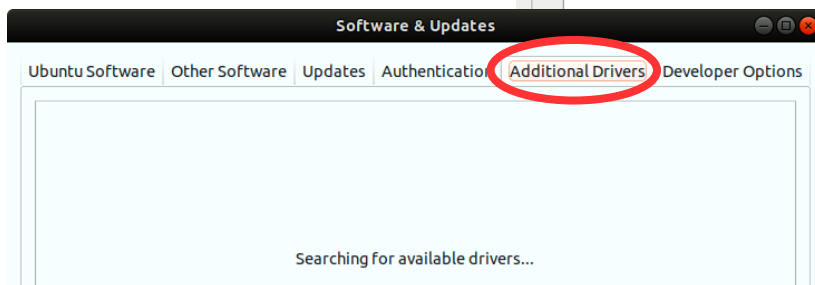
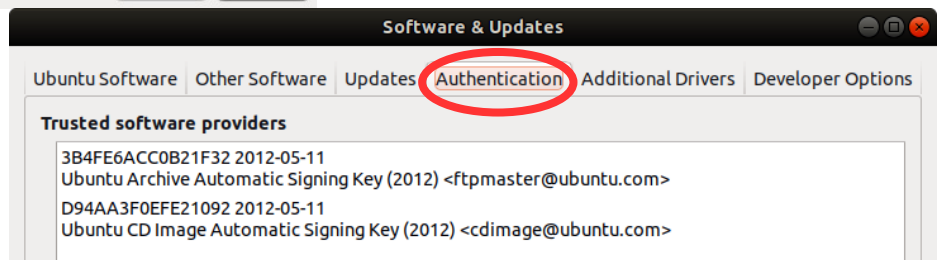
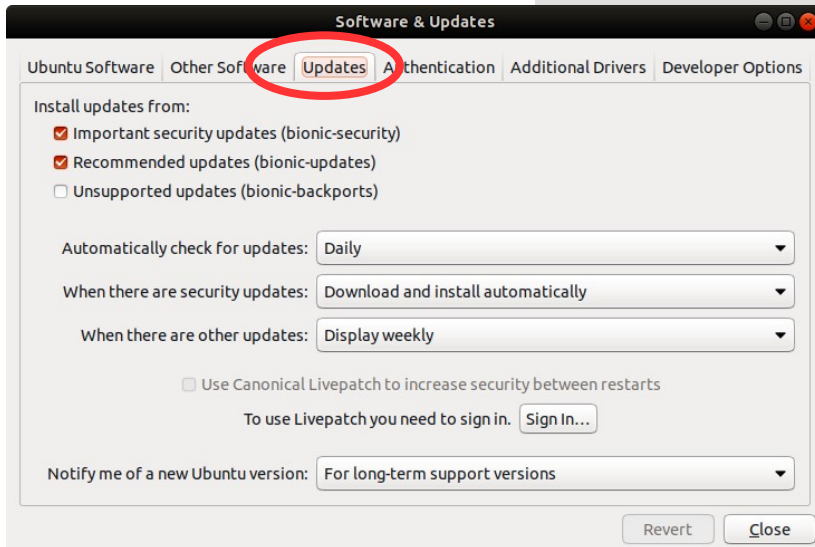
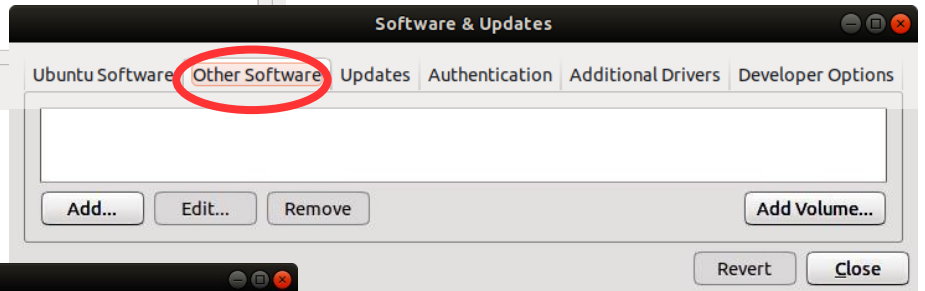
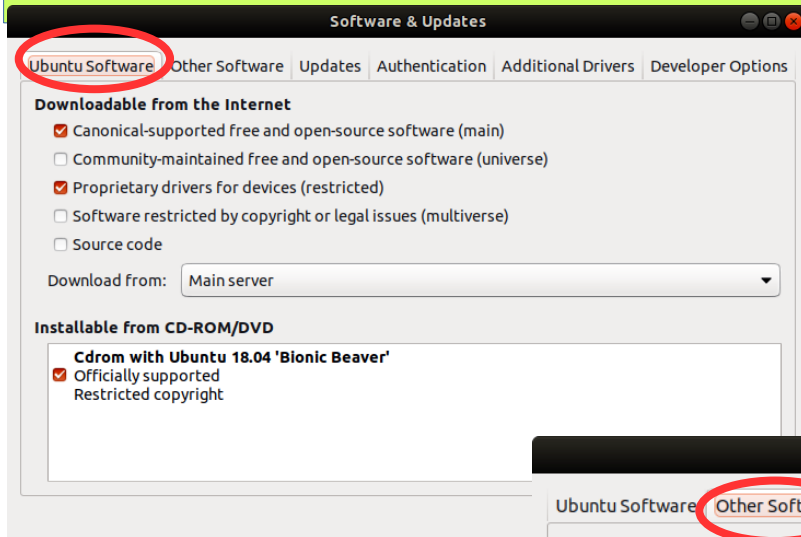


2. Programs and specifications under the Utilities icon



3. Next pages: Further presentation of basic settings

Introduction to Ubuntu Basic Settings, Part 2

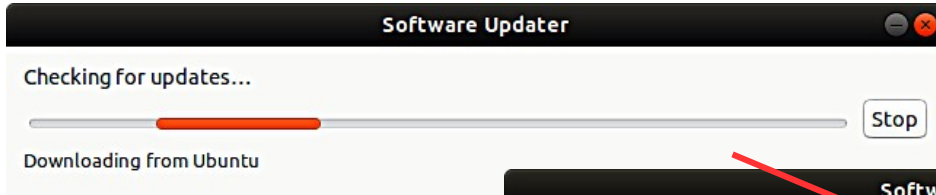


Introduction to Ubuntu Basic Settings, Part 2

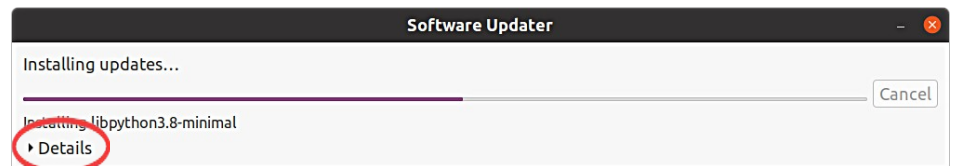
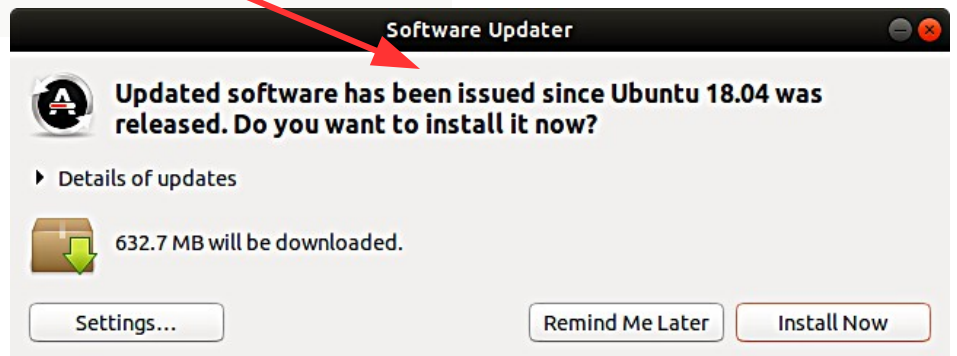
1. Ubuntu suggests updates automatically, but the user can decide on the timing of the upgrade. For updating, Ubuntu will notify you of the Dock icon. Click the icon to start the update



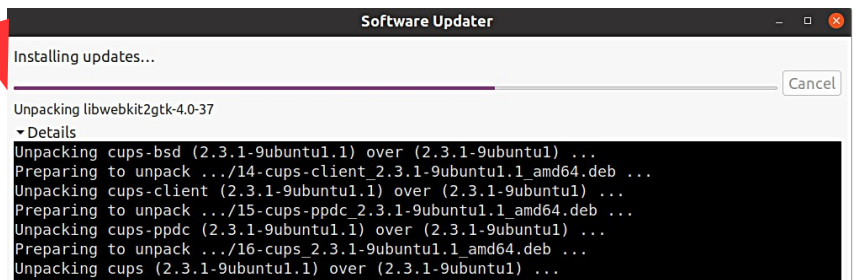
2. You can also start the update by clicking the icon



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



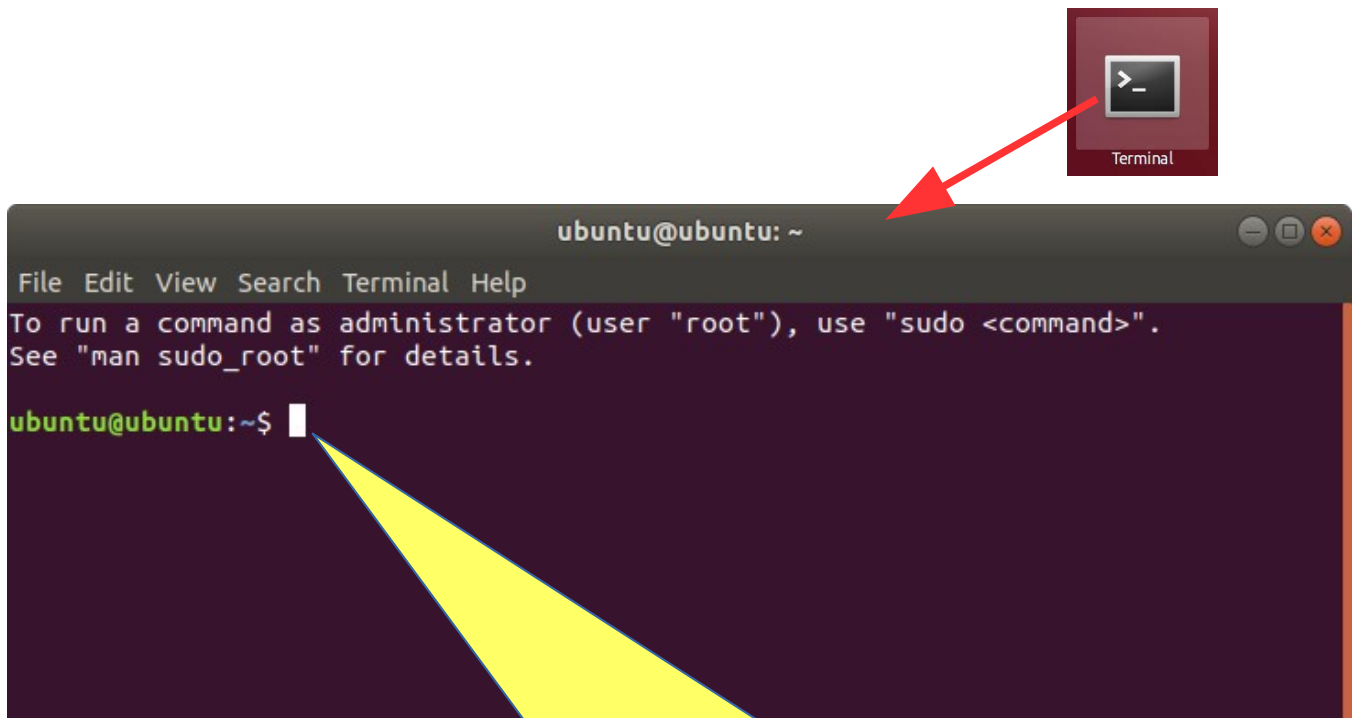
4. In the updates, you should click on Details to see it. It's easier to track the progress of the update



Command Prompt (Terminal)

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

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



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>

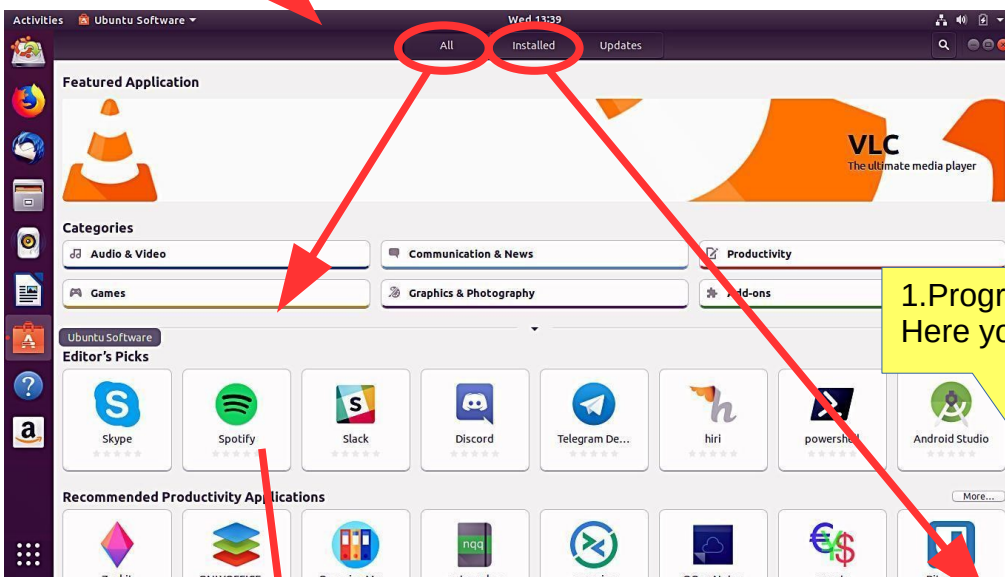
<https://techlog360.com/basic-ubuntu-commands-terminal-shortcuts-linux-beginner/>

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

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

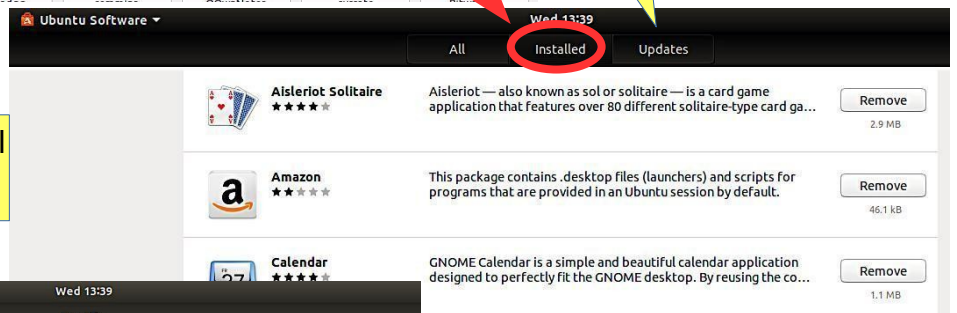
Installed apps

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

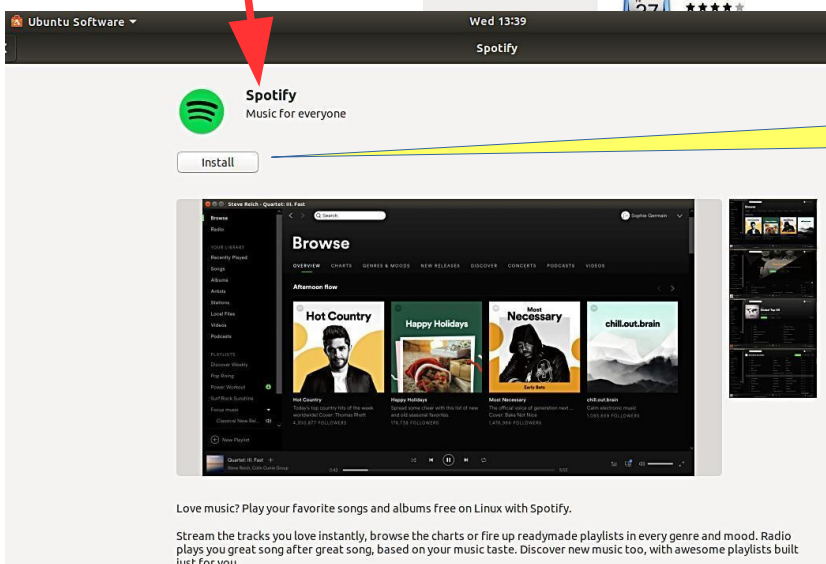


1. Programs on your computer. Here you can remove the application

2. Applications that you can install on your computer



3. A more detailed presentation and installation of the application



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

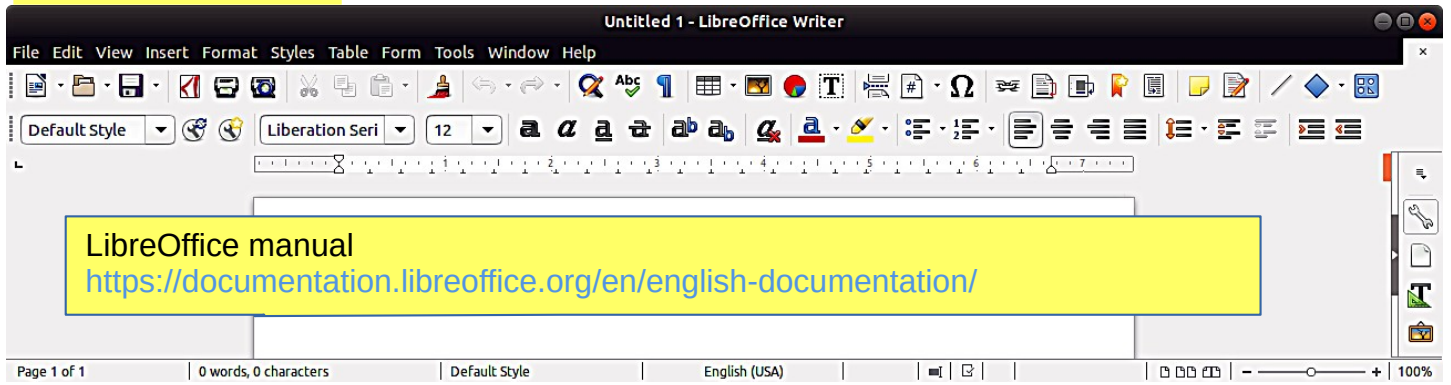
[How To Install Software in Ubuntu Linux: A Complete Guide for Newbie](#)

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

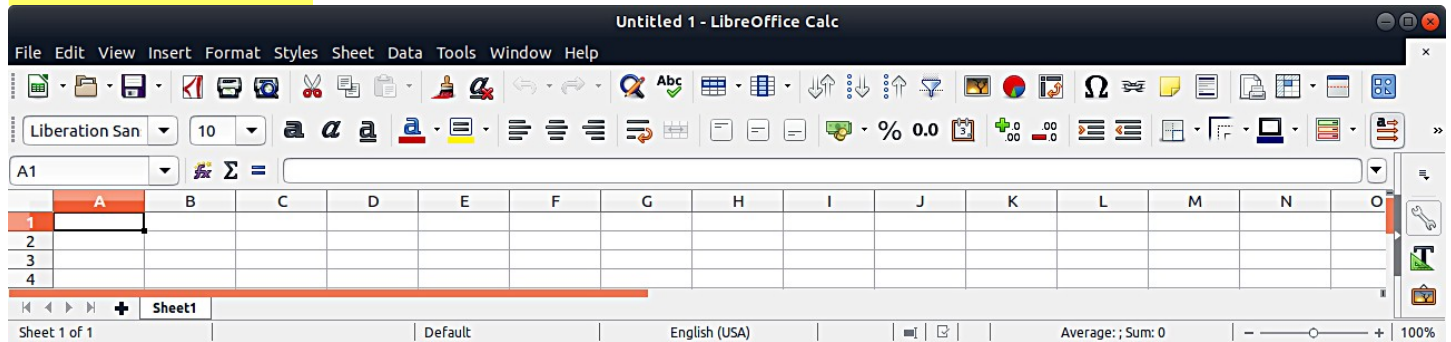
[All the Possible Ways to Install deb Packages in Ubuntu Linux](#)

Presentation of some apps

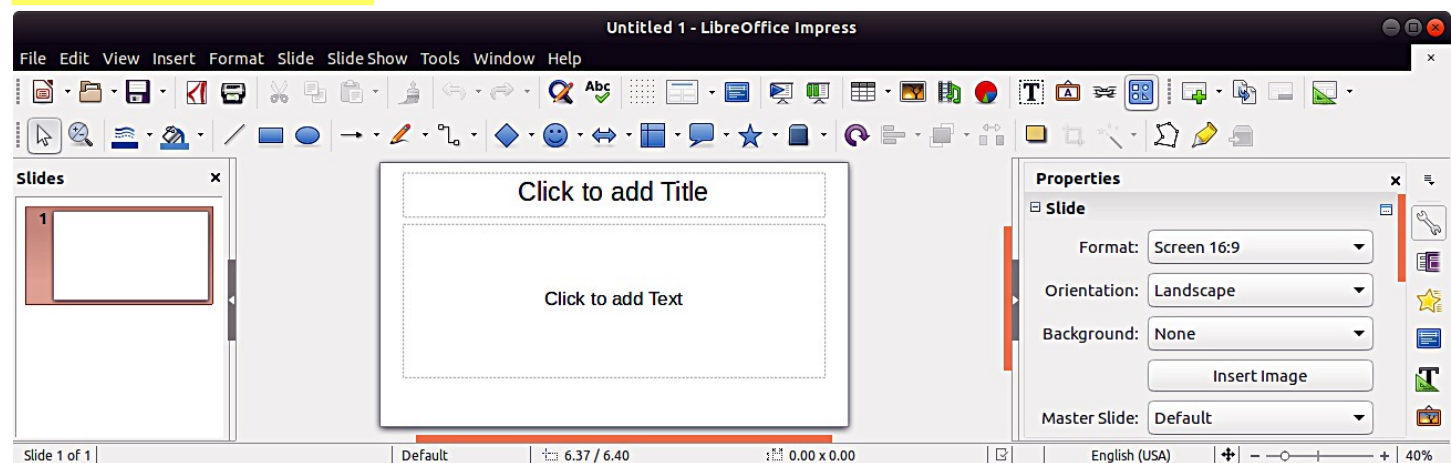
LibreOffice Writer



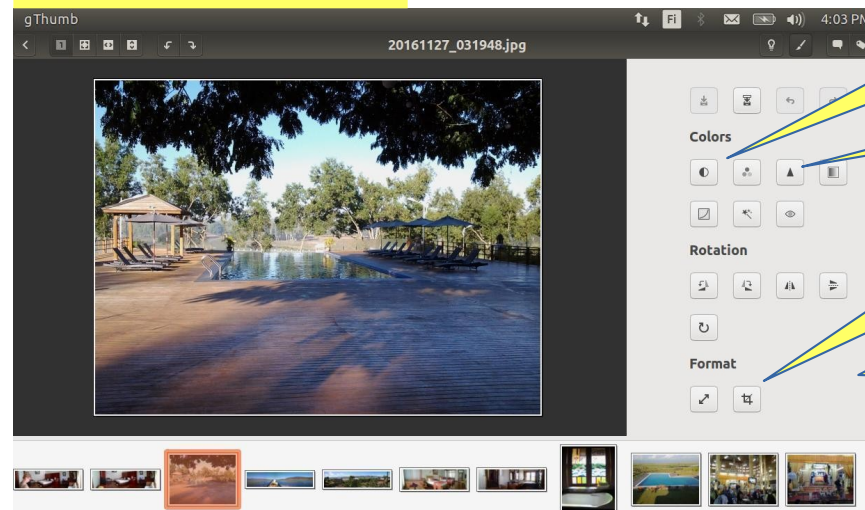
LibreOffice Calc



LibreOffice Impress



gThumb viewer



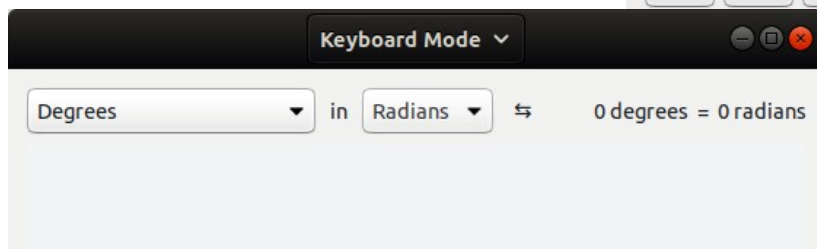
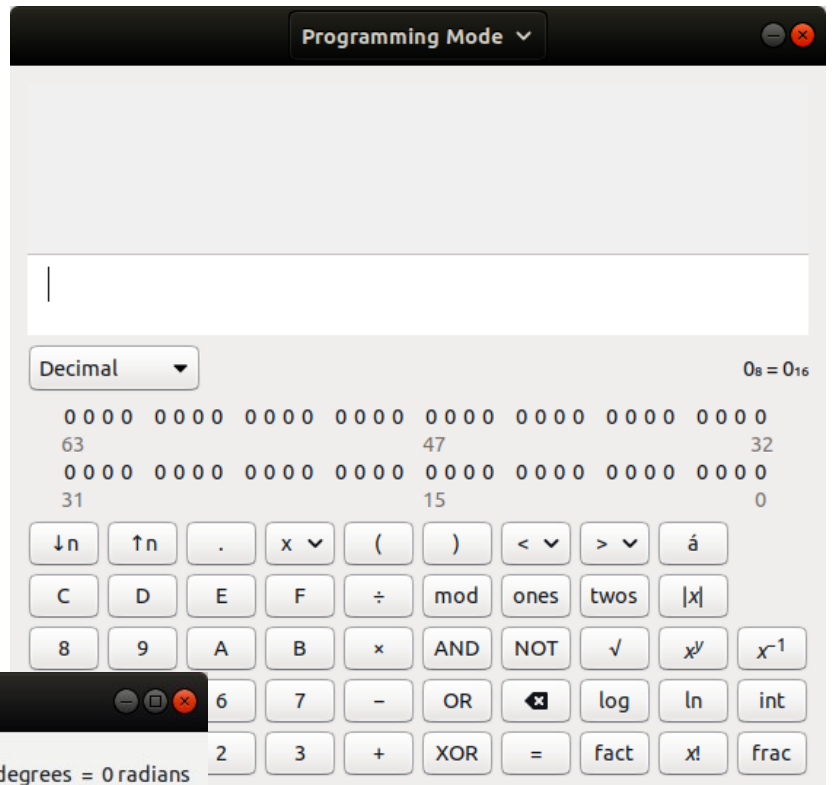
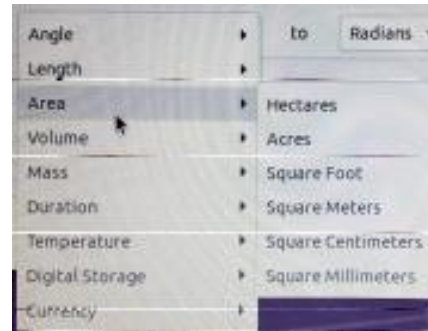
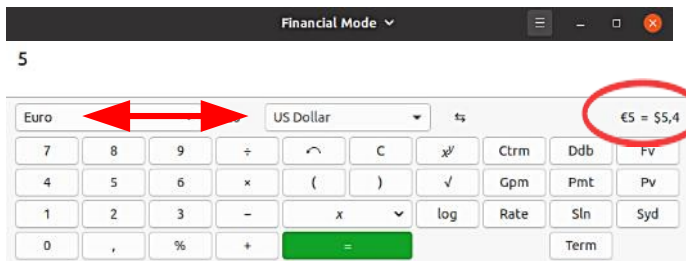
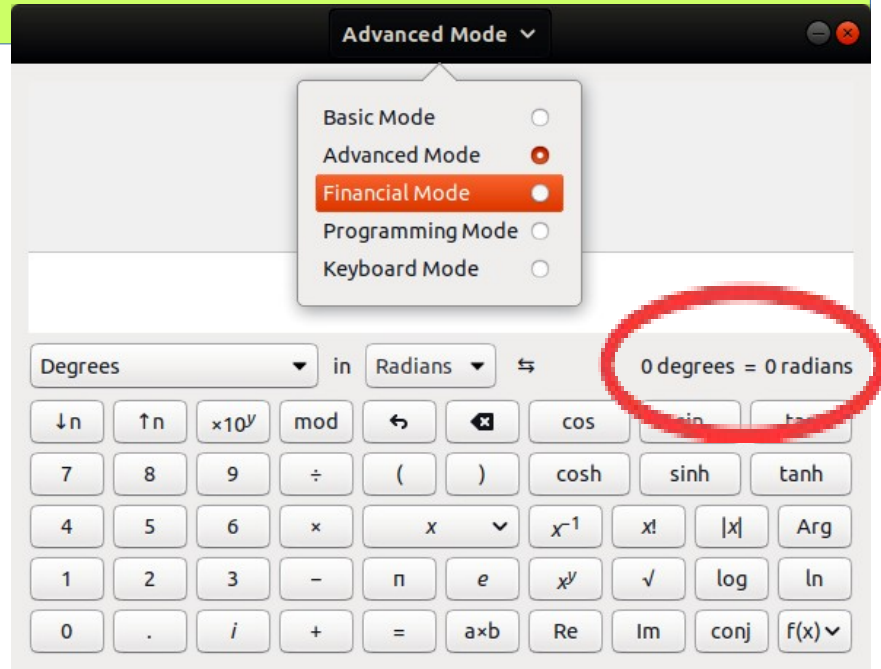
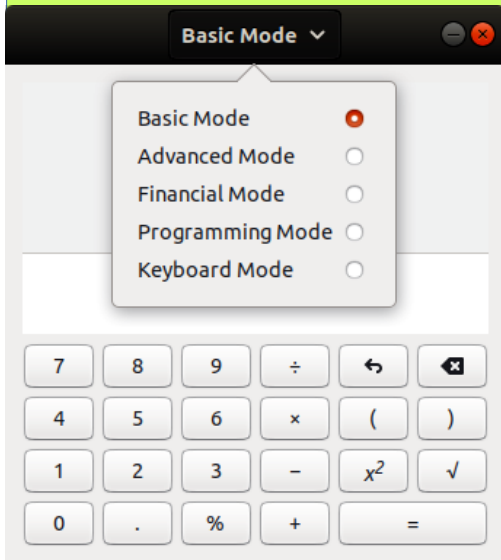
1. Automatic color correction

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

Presentation of some apps



Presentation of some apps

Welcome!

OK



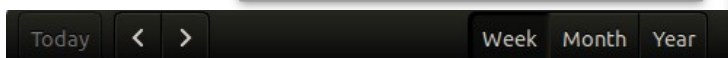
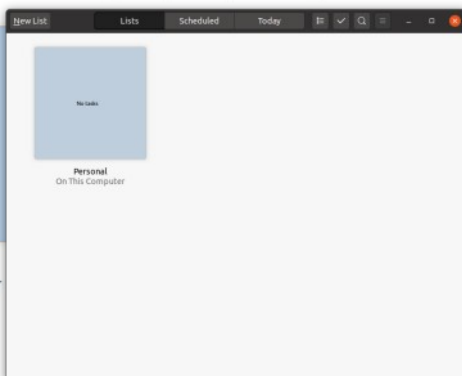
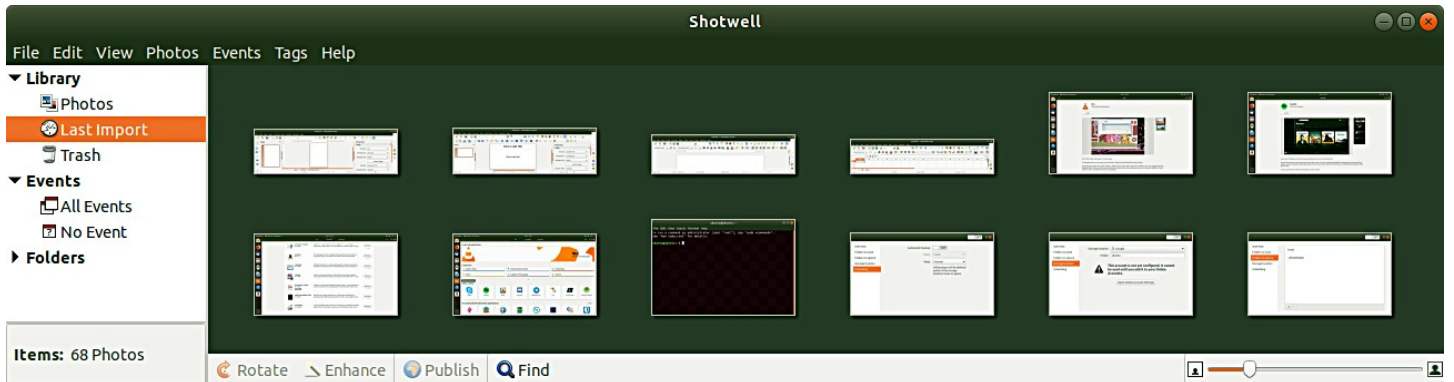
Welcome to Shotwell!

- Import photos from your ~/Pictures folder

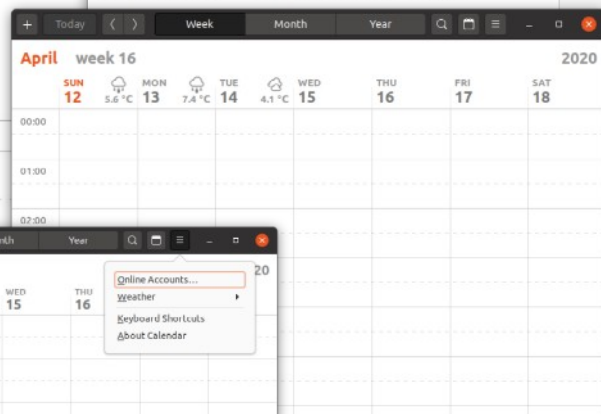
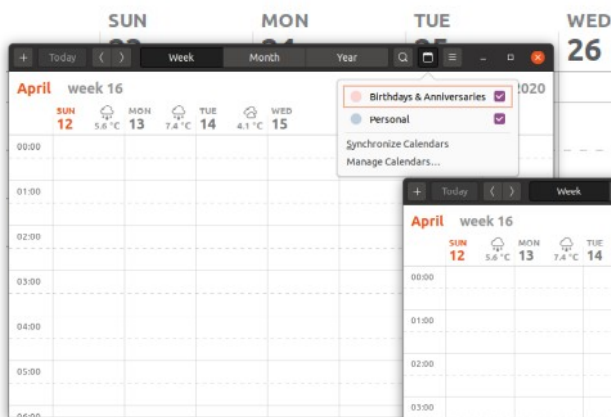
You can also import photos in any of these ways:

- 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



September week 39



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/18.04/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 manual PDF

<https://documentation.libreoffice.org/en/english-documentation/getting-started-guide/>

YOUTUBE VIDEOS

Learning the Linux File System

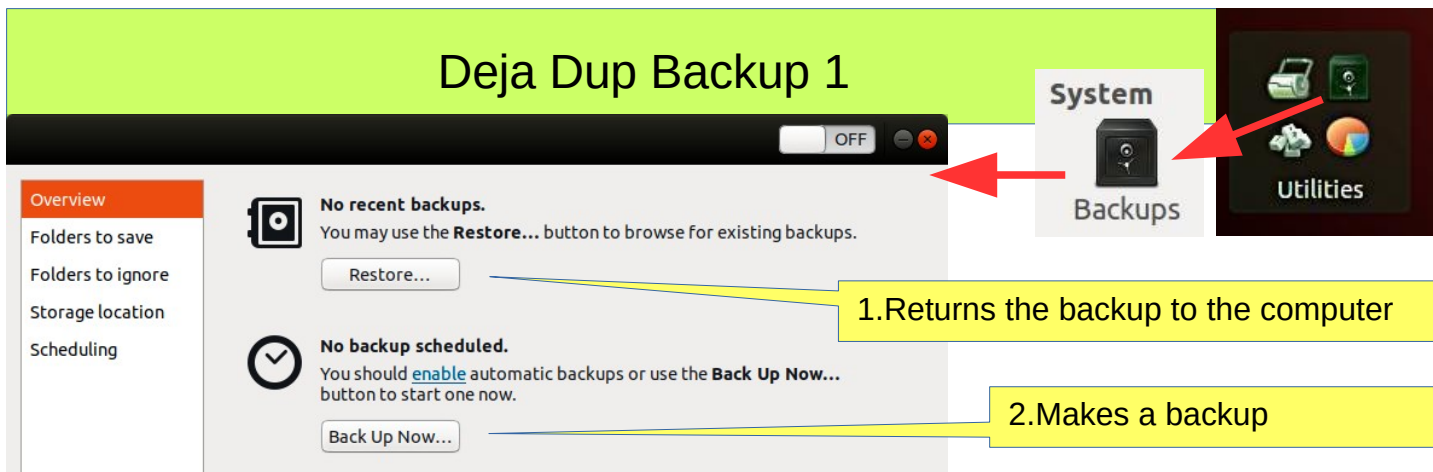
<https://www.youtube.com/watch?v=HIXzJ3Rz9po>

NEWS

OMG

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

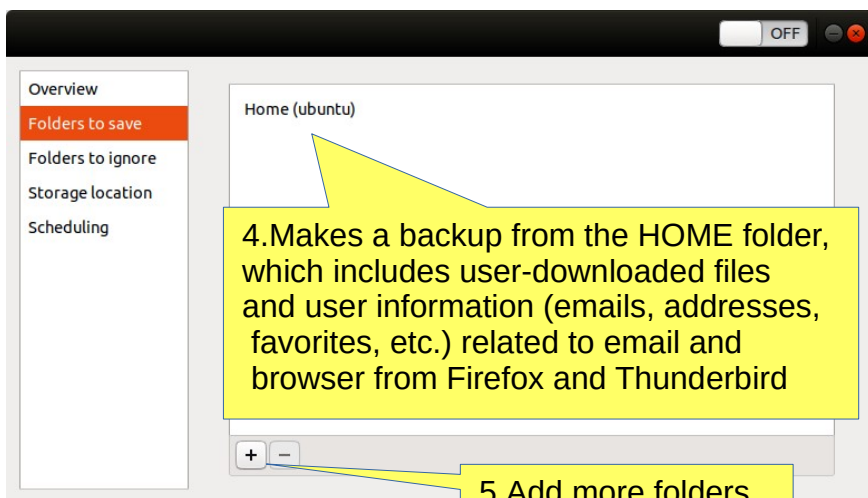
Deja Dup Backup 1



1.Returns the backup to the computer

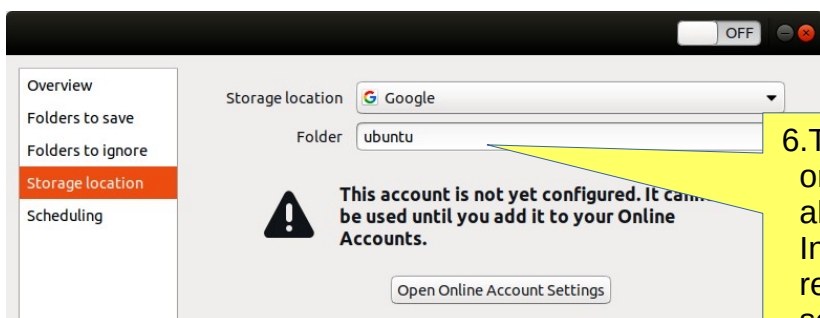
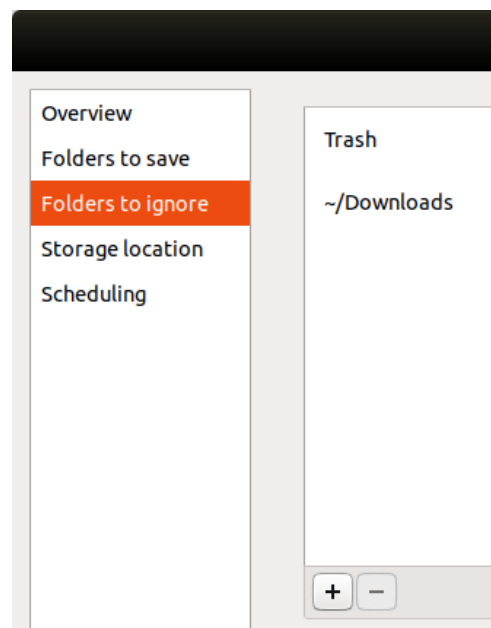
2.Makes a backup

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

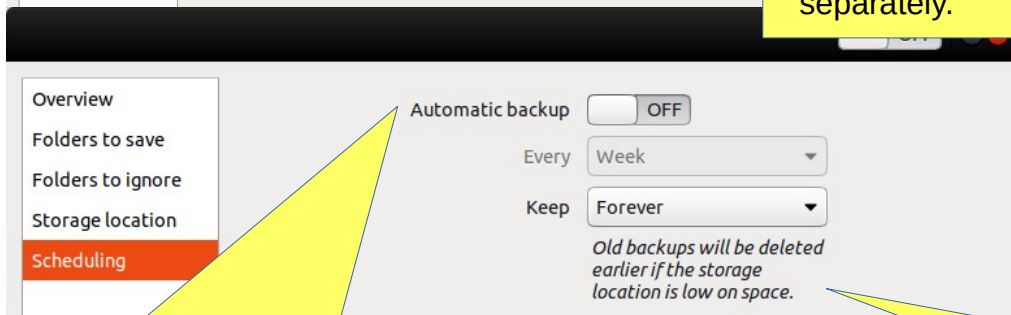


4.Makes a backup from the HOME folder, which includes user-downloaded files and user information (emails, addresses, favorites, etc.) related to email and browser from Firefox and Thunderbird

5.Add more folders



6.The backup can be located on the hard disk or with a memory stick. NOTE! Deja Dup always restore 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/>

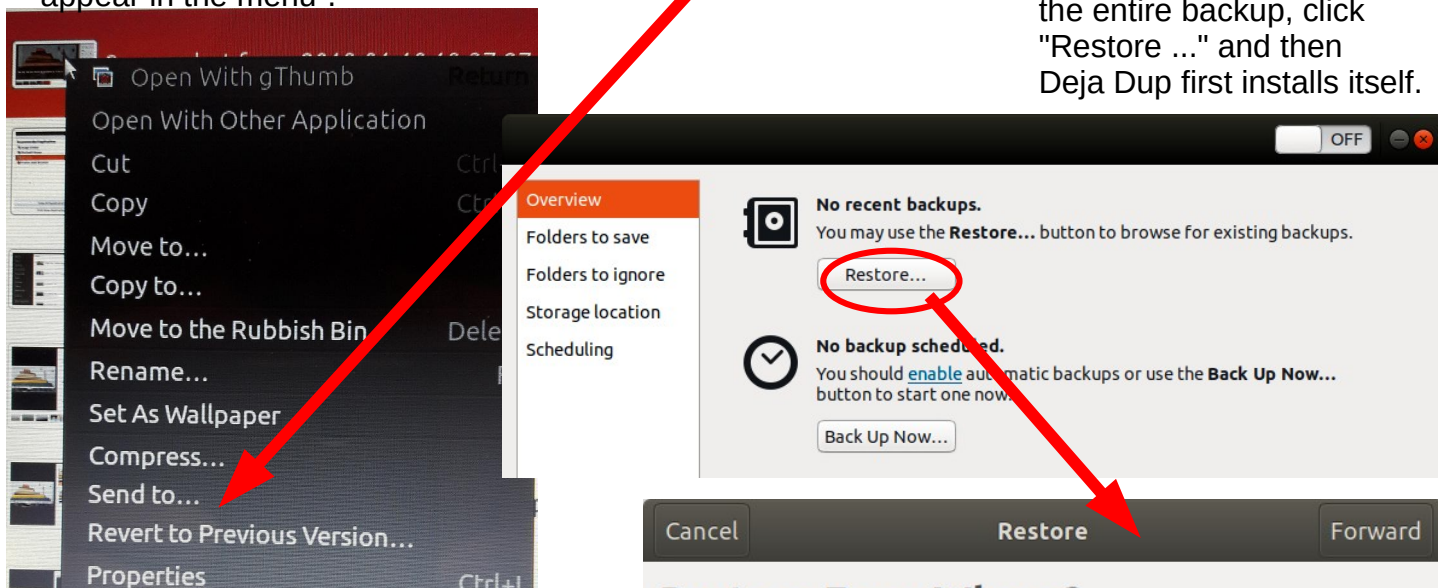
<https://www.howtogeek.com/108869/how-to-back-up-ubuntu-the-easy-way-with-dj-dup/>

Deja Dup Backup 2

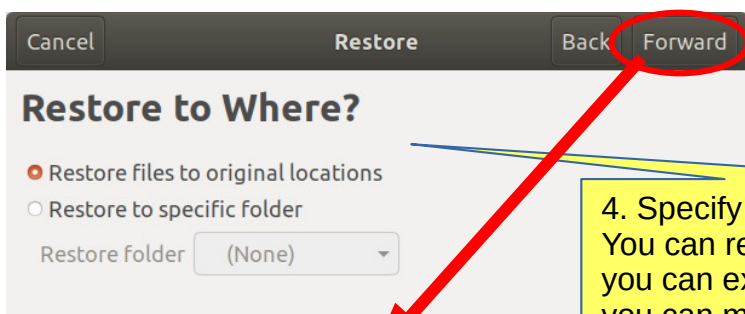
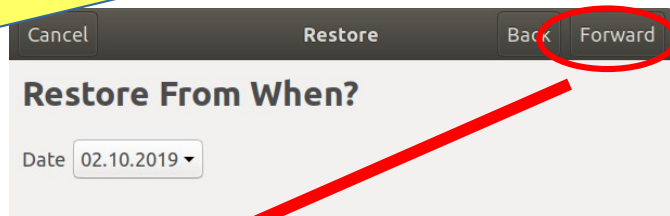
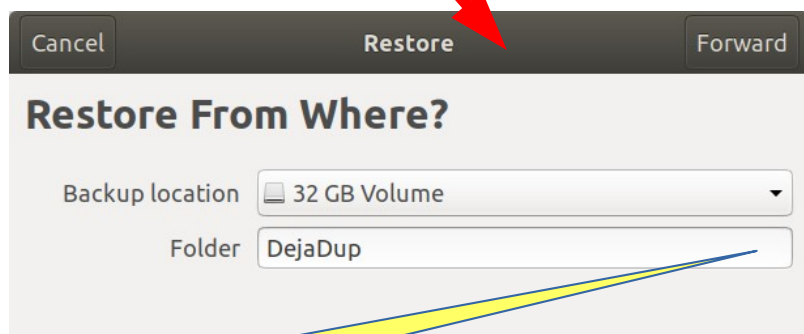
1. DejaDup can restore individual files or folders if they have been backed up by DejaDup.

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

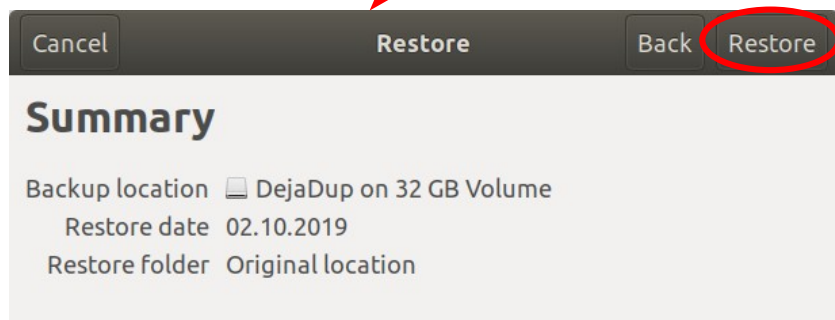
2. If you want to restore the entire backup, click "Restore ..." and then Deja Dup first installs itself.



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!



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.

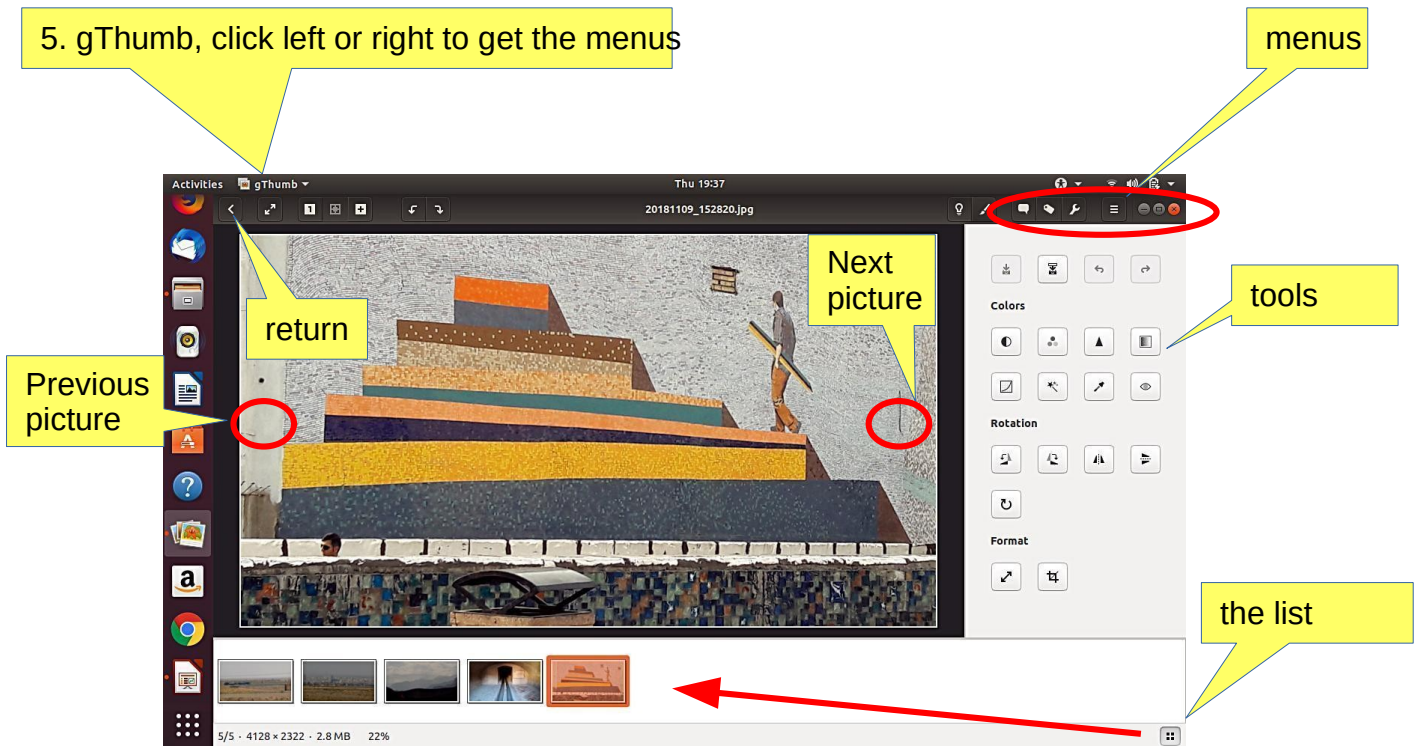
3. Image processing

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

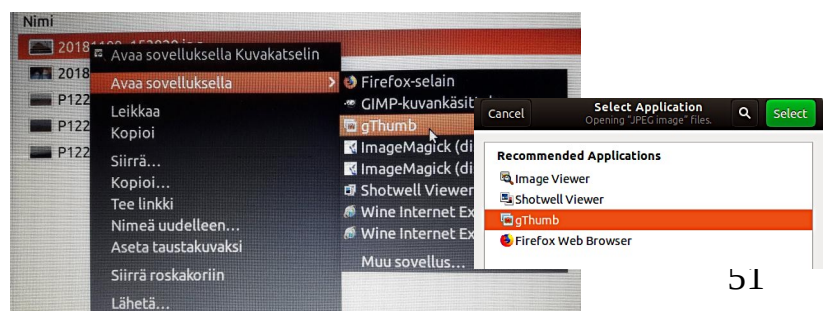
4. Install the gThumb.
It is a handy little program that can do important things.

5. gThumb, click left or right to get the menus



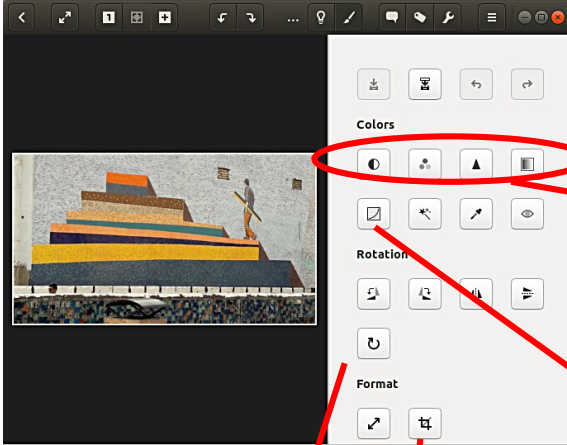
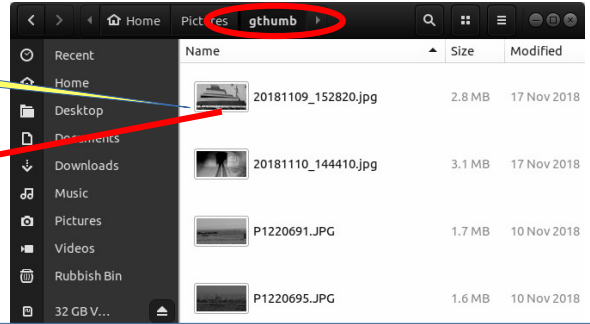
6. NB! In System Preferences, you can specify Details → Default Applications → The image always opens in gThumb or ->

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

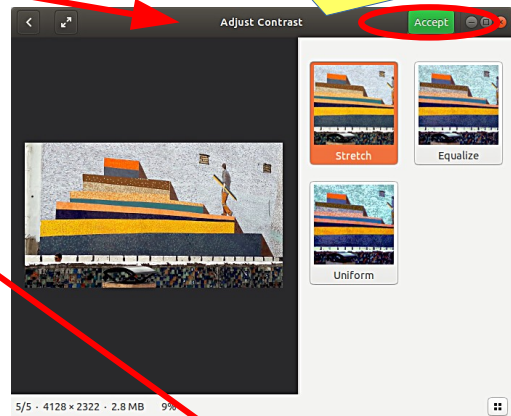


gThumb
First picture

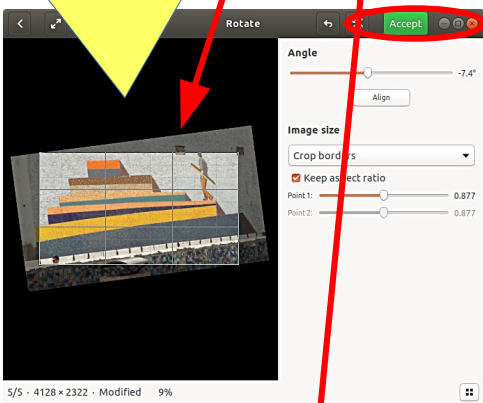
Images to be processed



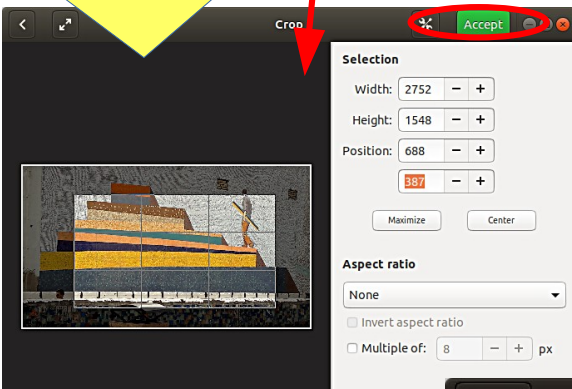
1. Adjust the contrast, colors, and sharpness. Accept



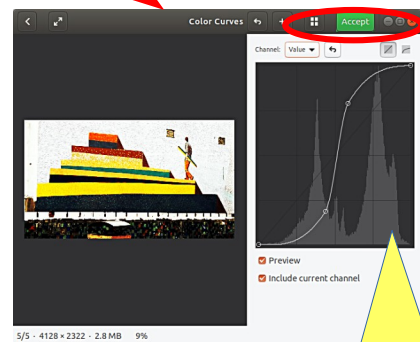
2. If necessary, straighten the image
Use the +or- buttons to adjust the slope



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

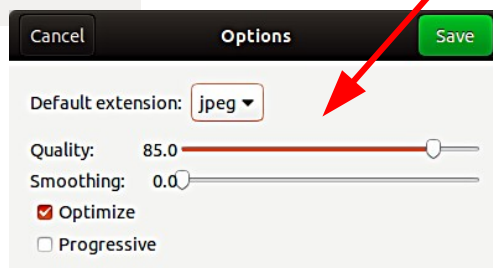
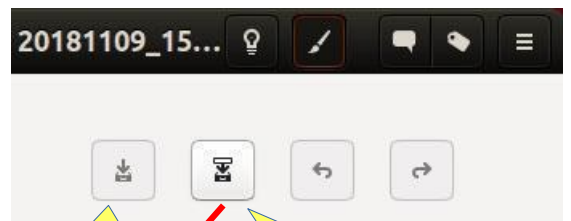


Try moving the curve



4. Save to the original

5. Save as new and adjust the packaging

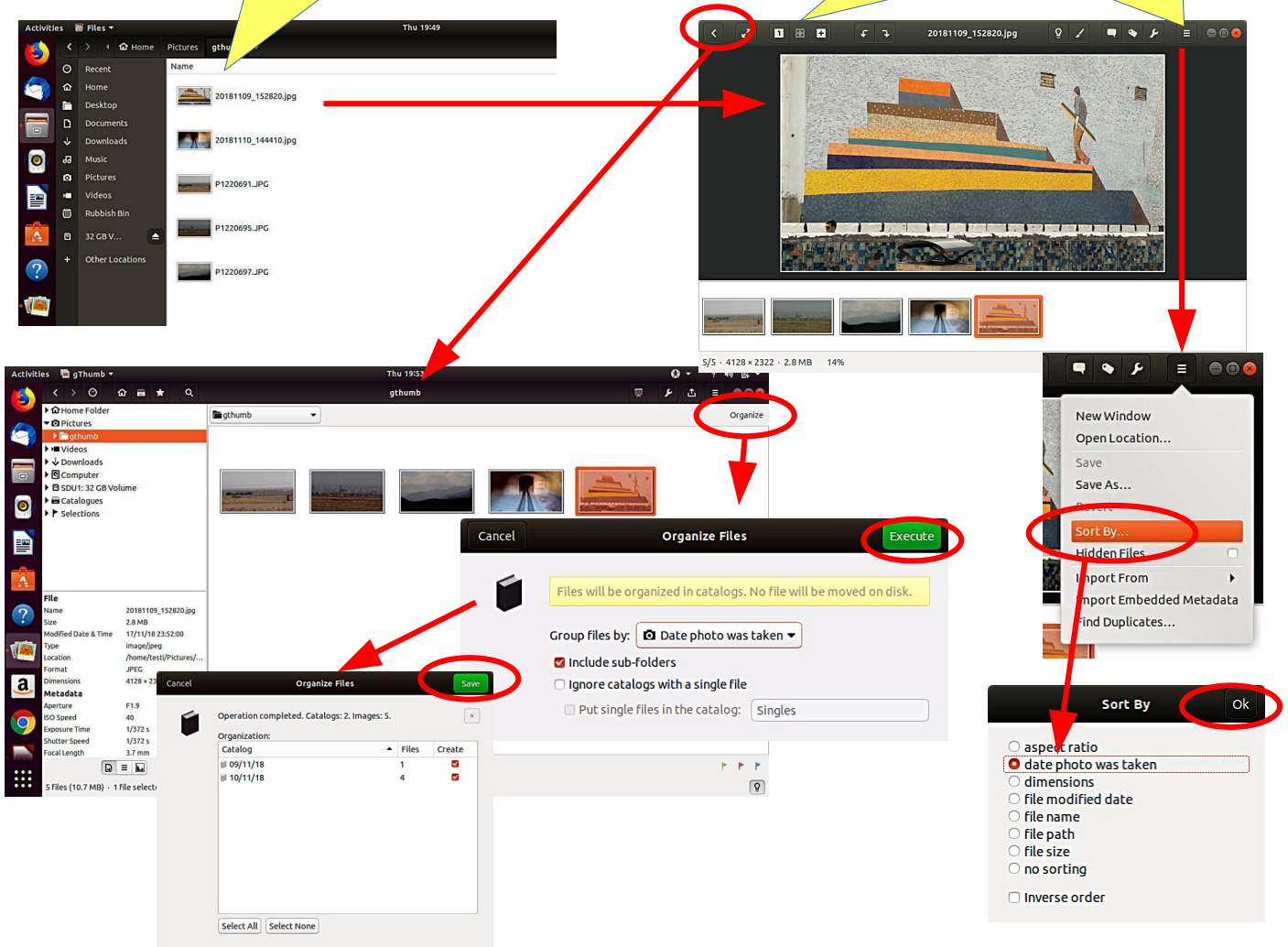


gThumb image editing software - sorting images

1.3

1. Select the first image

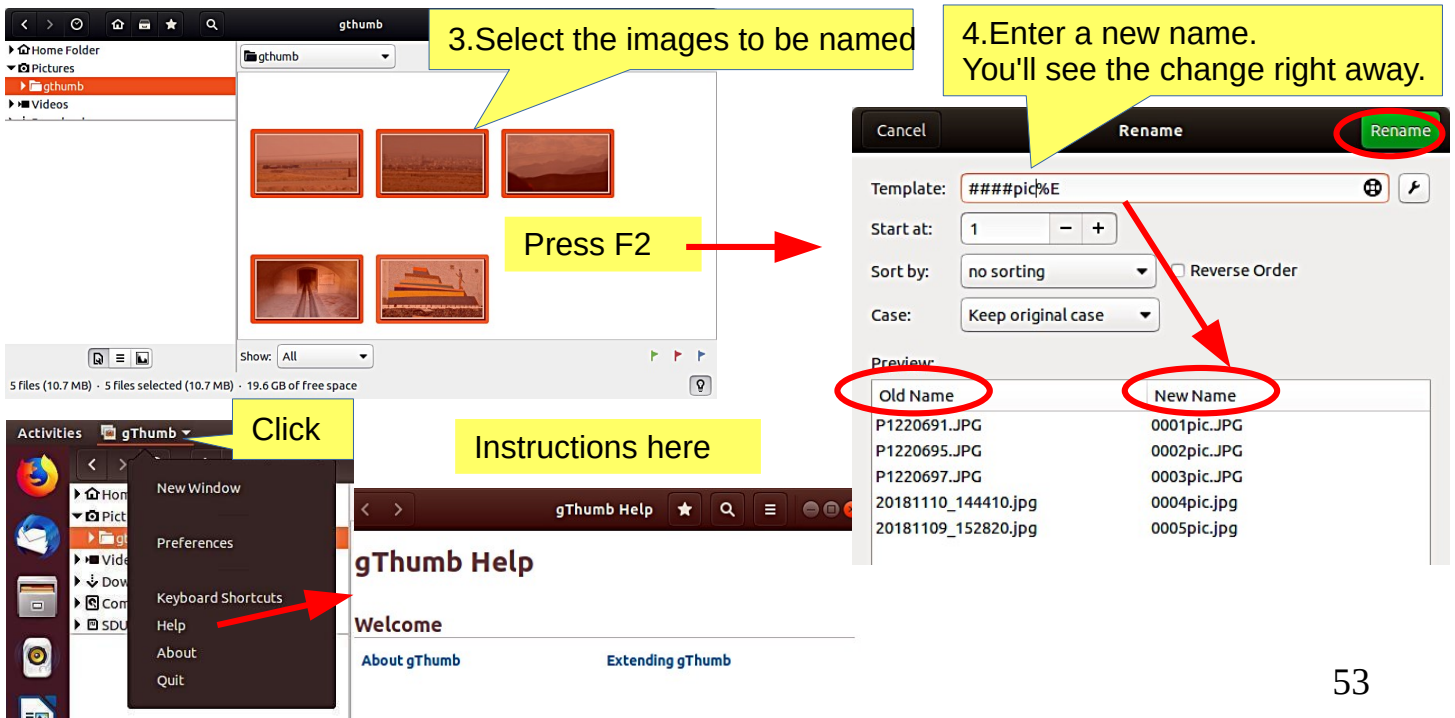
2. Two options for sorting, click



gThumb image editing software - naming images

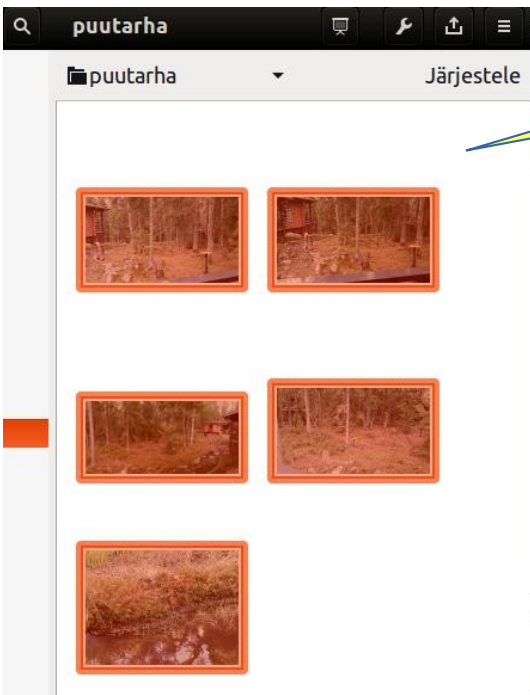
3. Select the images to be named

4. Enter a new name. You'll see the change right away.



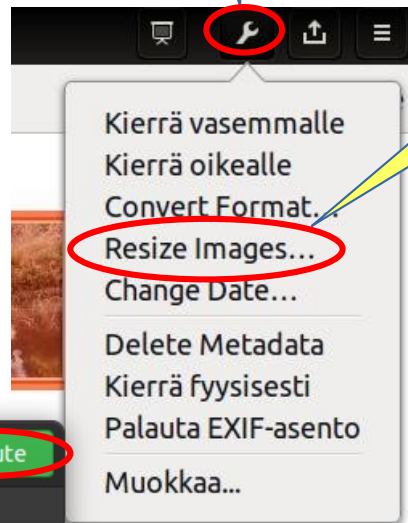
	20190502_153650.jpg	5,6 Mt
	20190502_153701.jpg	6,2 Mt
	20190502_175033.jpg	1,9 Mt
	20190502_175128.jpg	6,5 Mt
	20190509_080329.jpg	4,8 Mt

1. Pictures before reduction



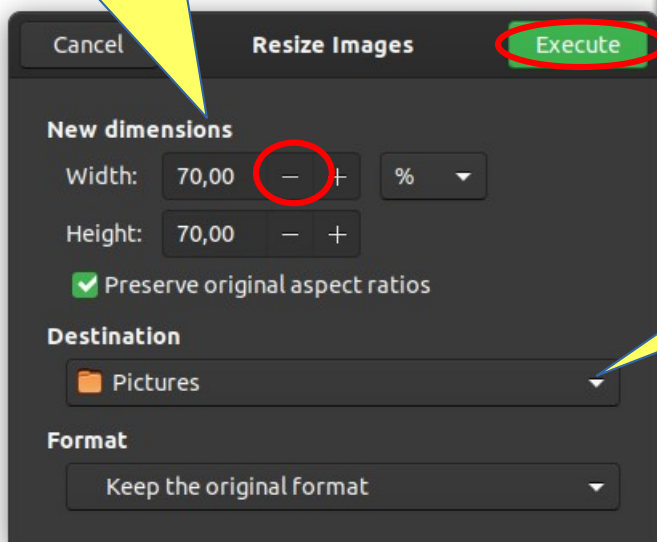
2. Open gThumb and highlight the files you want

3. Select tools



4. Select Resize Images...

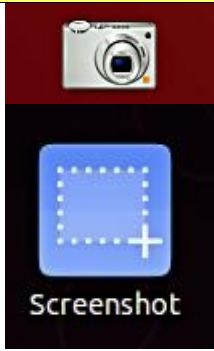
5. Decrease size with -
First try 70%



6. Select a new storage location and "Execute"

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

	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



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

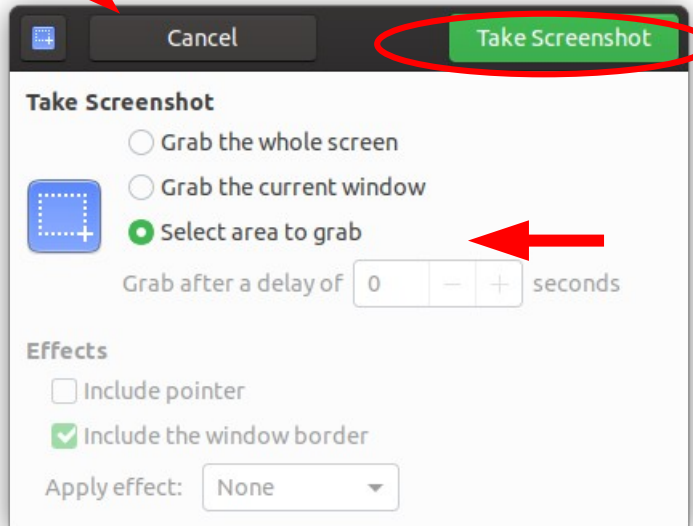
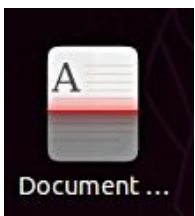


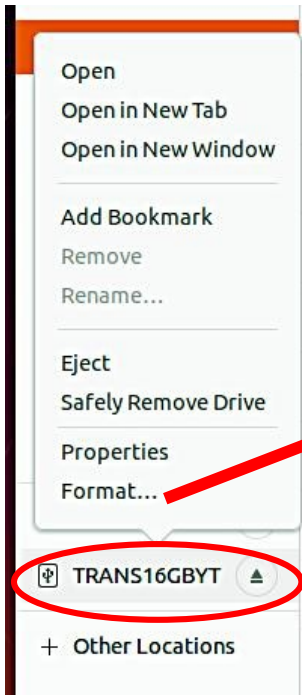
Image Scanning



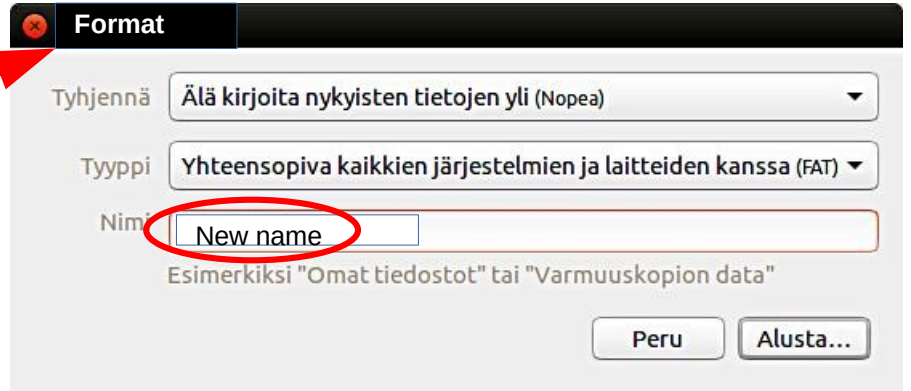
If you have a scanner,
you will find a preinstalled program.



Icons in different versions of Ubuntu

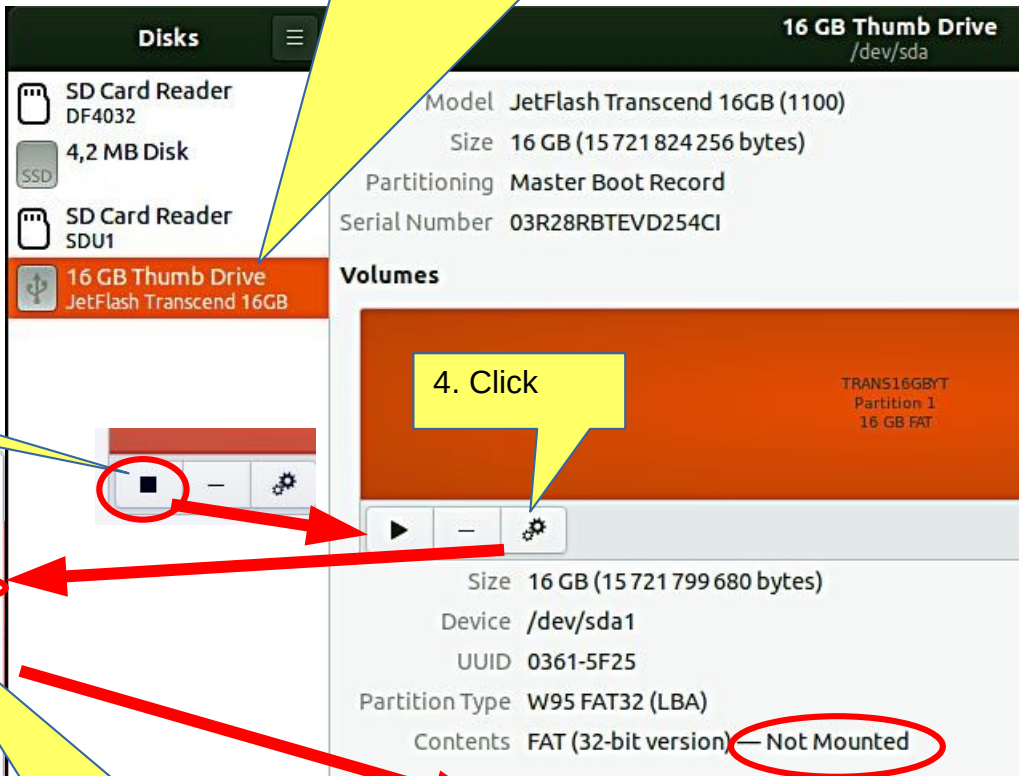


The storage can be named either during formatting or later by the "Disks" utility



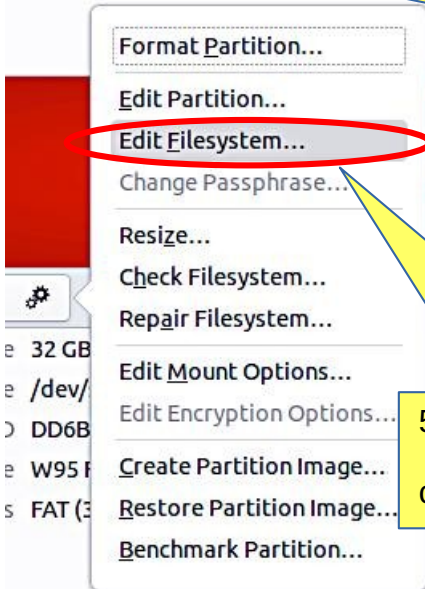
1. Start the "Disks" program

2. Check that you are processing the correct memory!

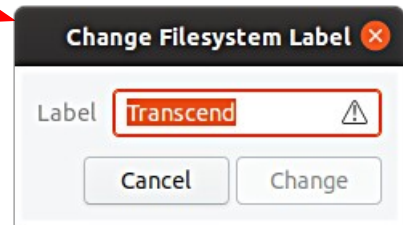


3. Click to stop

4. Click



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



1. Interested in Linux Ubuntu?

Browse this guide

2. Prepare a USB stick for you to try Ubuntu (or CD)

See next pages for instructions

3. Try Ubuntu with a USB stick

The experiment does not permanently change anything on your machine. If the experiment fails, your machine may be too old.

4. You decide to install Ubuntu

A good decision!
First, check out the Ubuntu Forums so you can ask for advice.

5. Do you also keep Windows?

When booting, you can choose either Windows or Ubuntu.

6. Back up your files and make reinstalling files!

Backup your files, emails, web links, etc!
Also do a Windows Reinstall usb stick.

7. Perform the initial installation as recommended.

If you are unsure of your skills, install as recommended.

8. Explore and use Ubuntu.

Please read this guide for details.

9. Change the settings as needed, or explore new distros.

Check out the Linux distros guide and help on the web.
You are becoming a Linux expert.

<https://ubuntu.com/tutorials/tutorial-install-ubuntu-desktop#1-overview>

<https://www.linuxtechi.com/ubuntu-18-04-lts-desktop-installation-guide-screenshots/>

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

0. Work on a Windows computer!

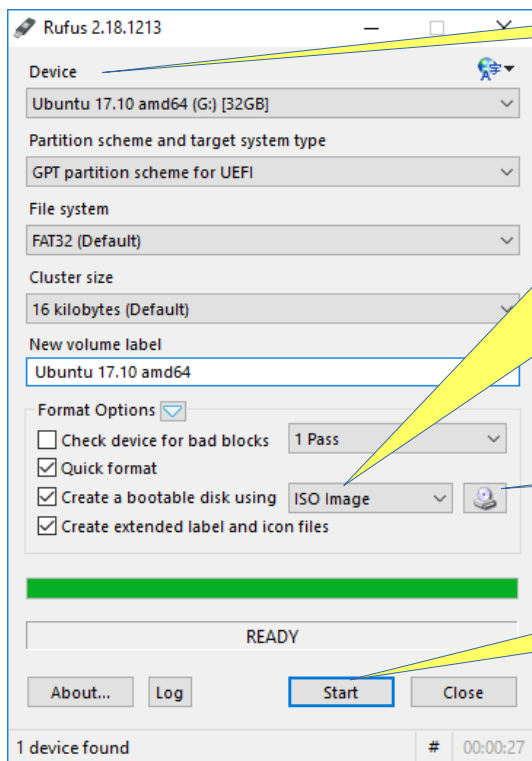
1. Go to <https://www.ubuntu.com/download/desktop>.
2. Select "Download Ubuntu 18.04 LTS" .
3. When downloading a program, you get an ISO file for your computer.
4. Start downloading Rufus from its web site. Install it by double-clicking the file you downloaded. Another option is Balena Etcher.
5. Insert a blank min 2 GT-usb stick into the computer.
6. Open Rufus.

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>

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.

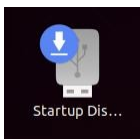
11. Shut down the computer.

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.

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.



Startup Disk Creator ★★★★★
 Startup Disk Creator converts a USB key or SD card into a volume from which you can start up and run Ubuntu. You can also store fi...
 Remove
 155.6 kB

Make Startup Disk

To try or install Ubuntu from a removable disk, it needs to be set up as a startup disk.

Source disc image (.iso):

CD-Drive/Image	OS Version	Size

Other...

Disk to use:

Device	Label	Capacity
Generic Flash Disk (/dev/sda)	Ubuntu 18.04 LTS amd64	7.5 GB
JetFlash Transcend 32GB (/dev/...)	JetFlash Transcend 32GB	29.4 GB

Close Make Startup Disk

Installing Ubuntu alongside Windows

Typical problem situations in current UEFI machines are:

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

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

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

Uninstalling Windows Fast Startup:

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

Sometimes you need to upgrade Ubuntu to a newer version.

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

Here are some ideas for changing the version.

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

- A. Do you want to upgrade to the new version as recommended (if you have installed and uninstalled several different programs, there may still be data files in the programs and these will be unnecessarily transferred to the new version) or
- B. Do a whole new “clean install” with the new version.

The upgrade goes in the order 16.04 → 18.04 → 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 ...

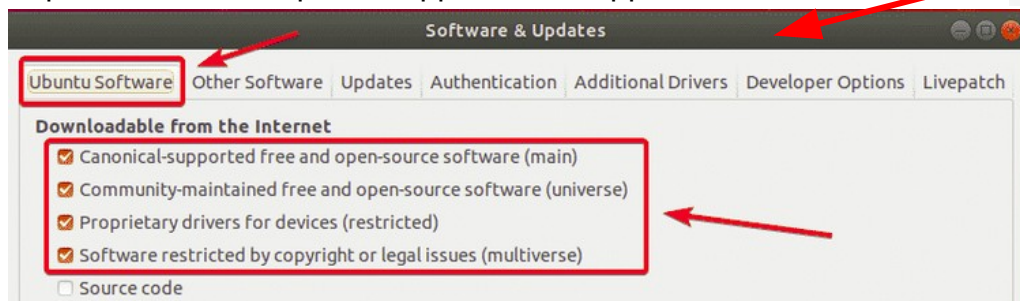
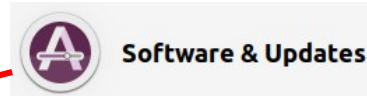
<https://www.hellotech.com/guide/for/how-to-export-save-import-bookmarks-in-chrome>

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

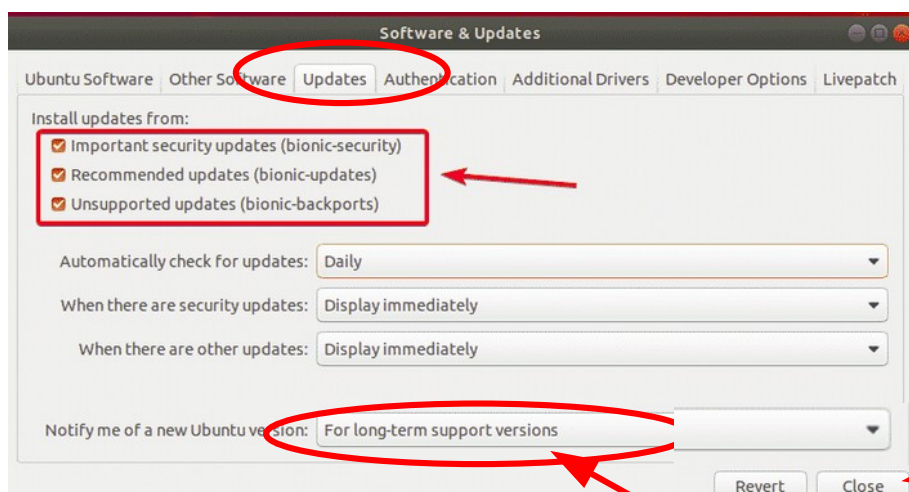
<https://support.mozilla.org/en-US/kb/export-firefox-bookmarks-to-backup-or-transfer>

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.

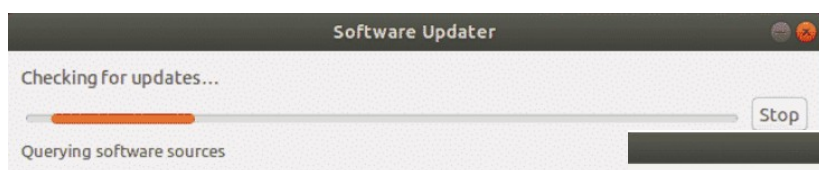


2. Make sure all the checkboxes are marked.



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

4. Before you upgrade to Ubuntu 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.

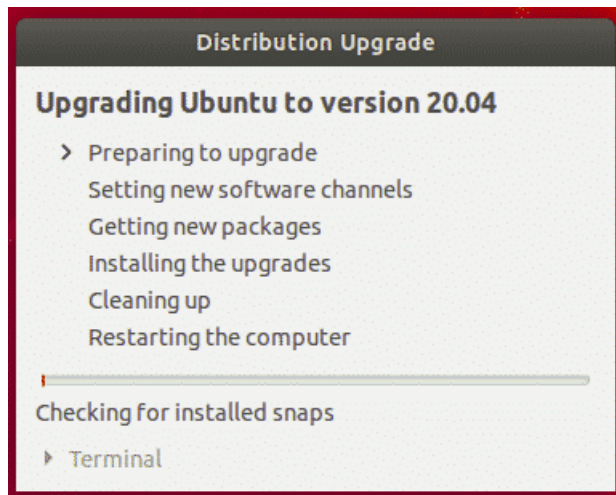


5. Once your computer boots, open a Terminal (press <Ctrl> + <Alt> + T) and run the following command:

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

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





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

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

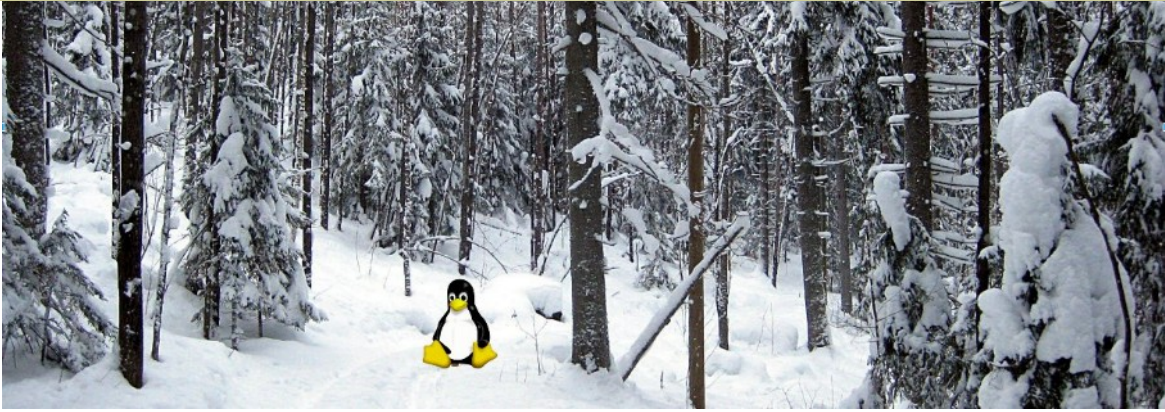
Here you can install the newest Ubuntu vesion!

1. Copy the Ubuntu ISO-file <https://ubuntu.com/download/desktop>
2. Prepare a live USB stick (s. 60)
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.

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](#)
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