



UBUNTU GUIDE

20.04 LTS

Ver. 20221218

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

Table of Contents

Page	Contents
3	Introduction General Information about Ubuntu 20.04 LTS
5	Ubuntu instructions Presentation of Ubuntu 20.04 LTS Desktop Pre-installed applications Try and find the command Some thoughts before going on / Structure of the File System Some tips
11	Presentation of graphical user interface (GUI) Presentation of Folder / Directory Structure Files Application (Nautilus) Basic Settings / Folder Properties Different working areas, Windows, Several windows File handling; copy, move and paste
25	Presentation of basic settings WiFi, Network, Bluetooth, Background, Appearance, Notifications, Search Applications, Privacy, Online Accounts, Sharing, Sound Power, Displays, Mouse & Touchpad, Keyboard Shortcuts Printers, Removable Media, Color, Region & Language, Universal Access Users, Default Applications, Date & Time, About
42	Introduction to installed Ubuntu applications Utilities, Archive Managers, Backups, Devices & Locations, Disks, Logs System Monitor, Screenshot, Calculator, Characters Software Updater, Command Prompt (Terminal) Install apps, LibreOffice, Shotwell, Calendar, ToDo Deja Dup Backup
54	Appendix gThumb image viewer / editor / sorting images, naming images Reduce the size of the images Self-defined Screenshot area, Image Scanning Renaming storage media (USB / Card) Ubuntu installation, Create a bootable Ubuntu USB stick Upgrade Ubuntu Ubuntutor web page

Introduction

Welcome to study the Ubuntu operating system.

About Ubuntu:

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

It also works well on older computers.

It needs little memory.

It can also be installed alongside your existing operating system.

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

Ubuntu is Linux (also Android is Linux).

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

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

Here are a few examples of Ubuntu applications:

Libre Office	- includes word processing, spreadsheet and presentation graphics
Document viewer	- viewing and using PDF documents
Thunderbird	- email
Firefox	- web browser
Chromium	- web browser (= Chrome)
gThumb	- organizing, editing and naming photos
Google Earth	- map program
Gimp	- image processing
VLC Media Player	- video + music
OpenShot	- video editing
Skype	- video calls
Dropbox	- cloud services

Attention!

This English-language guide includes a separate text file. The text of the guide is numbered and the same numbering is in the text file. The text file is easily translated by Google Translator into any language, which allows you to read the text of the guide in all languages.

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

Best regards, Hannu



Feedback: comment@ubuntutor.com

This guide book you find from www.ubuntutor.com

This work is licensed [Attribution-NonCommercial-ShareAlike 4.0 International \(CC BY-NC-SA 4.0\)](https://creativecommons.org/licenses/by-nc-sa/4.0/) .



This guide book / file is freely copyable.

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

General Information about Ubuntu

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

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

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

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

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

The previously mentioned applications are similar in appearance on the screen, whether you are running Windows or Ubuntu. Ubuntu does not need antivirus protection. The firewall has also been built inside Linux itself.

Ubuntu with all its applications is free.

Ubuntu needs much less memory compared to Windows.

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

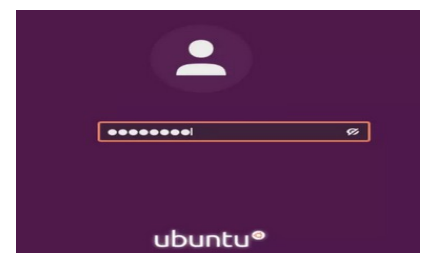
Ubuntu is updated annually and the so-called "Long-term support" (5 years) versions are published every two years with the symbol of year and month and the letters LTS (long-term support). For example, version 20.04 LTS has been released in April 2020 and will be supported until 2025.

If you have an old computer running Windows XP or Vista, for example, you can install Ubuntu Mate or Lubuntu (distros). Both are excellent with an old PC like XP or Vista. You can work with XP or with Ubuntu distros, and distros can use files from the XP area. Very useful! And you can use this guide with distros too!

How to open Ubuntu?

To **unlock your computer**, raise the lock screen curtain by dragging it upward with the cursor, or by pressing Esc or Enter. This will reveal the login screen, where you can enter your password to unlock. Alternatively, **just start typing your password** and the curtain will be automatically raised as you type.

When you lock your screen, or it locks automatically, the lock screen is displayed. In addition to protecting your desktop while you're away from your computer, the lock screen displays the date and time. It also shows information about your battery and network status.



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

Ubuntu instructions

Activities

Ubuntu Desktop Guide

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

Visual overview of GNOME
A visual overview of your desktop, the top bar, and the Activities overview.

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

Start applications
Launch apps from the Activities overview.

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

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

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

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

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

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

Hardware & drivers

Recent

Starred

Home

Desktop

Documents

Downloads

Music

Pictures

Videos

Desktop

Documents

Downloads

Music

Edit

Select All

Show Hidden Files

Show Sidebar

Preferences

Keyboard Shortcuts

Help

About Files

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

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

Dock!

F1 = Show HELP

Files, folders & search
Ubuntu Desktop Guide

Ubuntu Desktop Guide »

Files, folders & search

Common tasks

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

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

Search Results - Ubuntu Forums

ubuntu forums

Forum Activity Page Please read before SSO login

Activity Stream Today's Posts New Posts Quick Links

Search: New Posts

Type: Posts; New Posts

Page 1 of 10

Search: Search took 0.06 seconds.

Search:	Replies:	Last Post:	Forum:
Updating VirtualBox from a .deb file Started by wald, 9 Hours Ago 03:41 AM	3 Views: 0	Last Post: 5 Minutes A by SeijiSensei	Forum: New to Ubuntu
[all variants] upgrade notebook with ssd Started by marchello_lippi2, 2 Hours Ago 10:57 AM interface, notebook, ssd	3 Views: 0	Last Post: 5 Minutes A by Autodave	Forum: Hardware
Best OS for a Chromebook? Started by corvaibob, 1 Day Ago 12:30 AM	5 Views: 0	Last Post: 13 Minutes by corvaibob	Forum: New to Ubuntu
	14 Minutes		Forum: Installation & Upgrades

2. Here are various instructions.

Häkemisto

- Title page 3
- Prologue 5
- Installation 9
- The Ubuntu... 19
- Working w... 37
- Hardware 79
- Software ... 87
- Advanced ... 97
- Troublesh... 111
- Learning M... 117
- License 123
- Glossary 131
- Credits 135
- Index 137
- Colophon 139

Getting Started with Ubuntu 16.04

3. 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.

ubuntu forums

Forum Activity Page Please read before SSO login

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

Forum

Ubuntu Forums

Welcome!

The Ubuntu Forum Community

Ubuntu Official Flavours Support

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

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

Last Post: Updating VirtualBox from a... by SeijiSensei 2 Minutes Ago

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

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

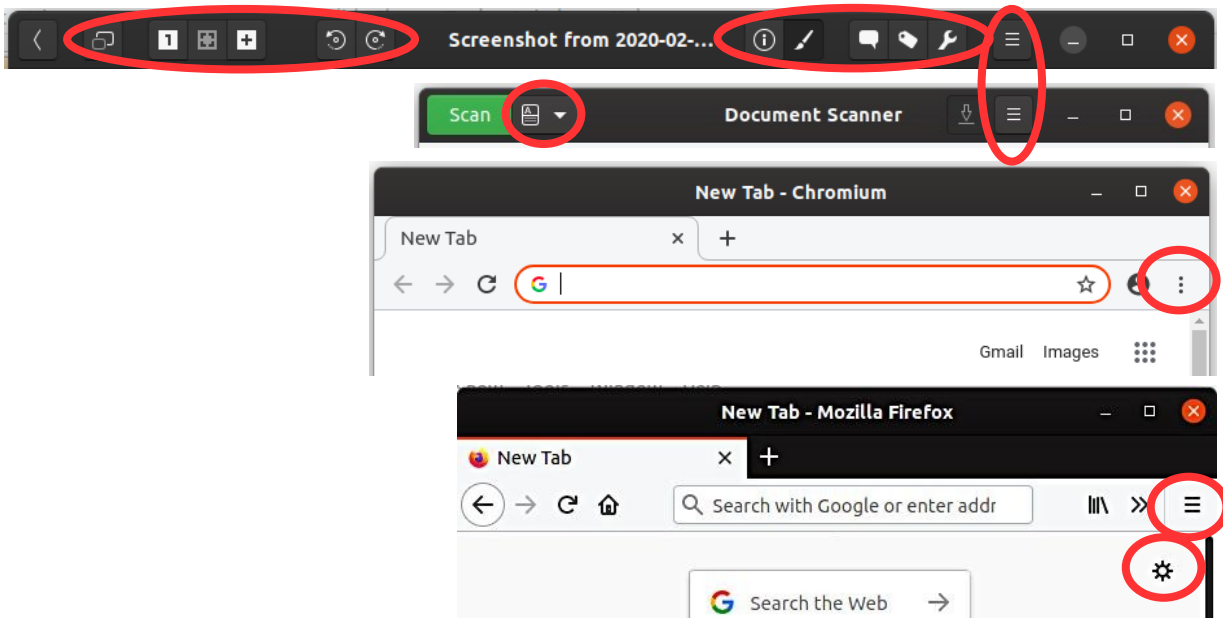
Try and find the command ;-)



1. Earlier all commands were found in the menu bar



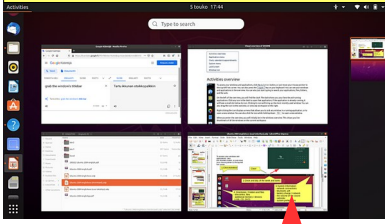
2. Nowadays the command can be found in many places!



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

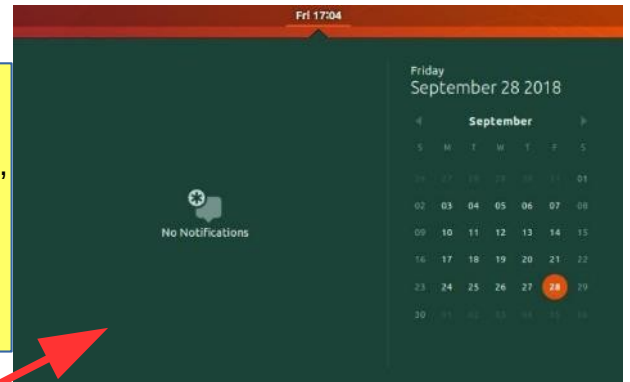
Presentation of Ubuntu 20.04 LTS Desktop

Look Ubuntu Desktop Guide: [Visual overview of GNOME](#)



2. Click Activities!
Access your windows and applications

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.!



3. Clock and day of the week and tasks

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

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

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

7. Shopping bag
- download new software

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

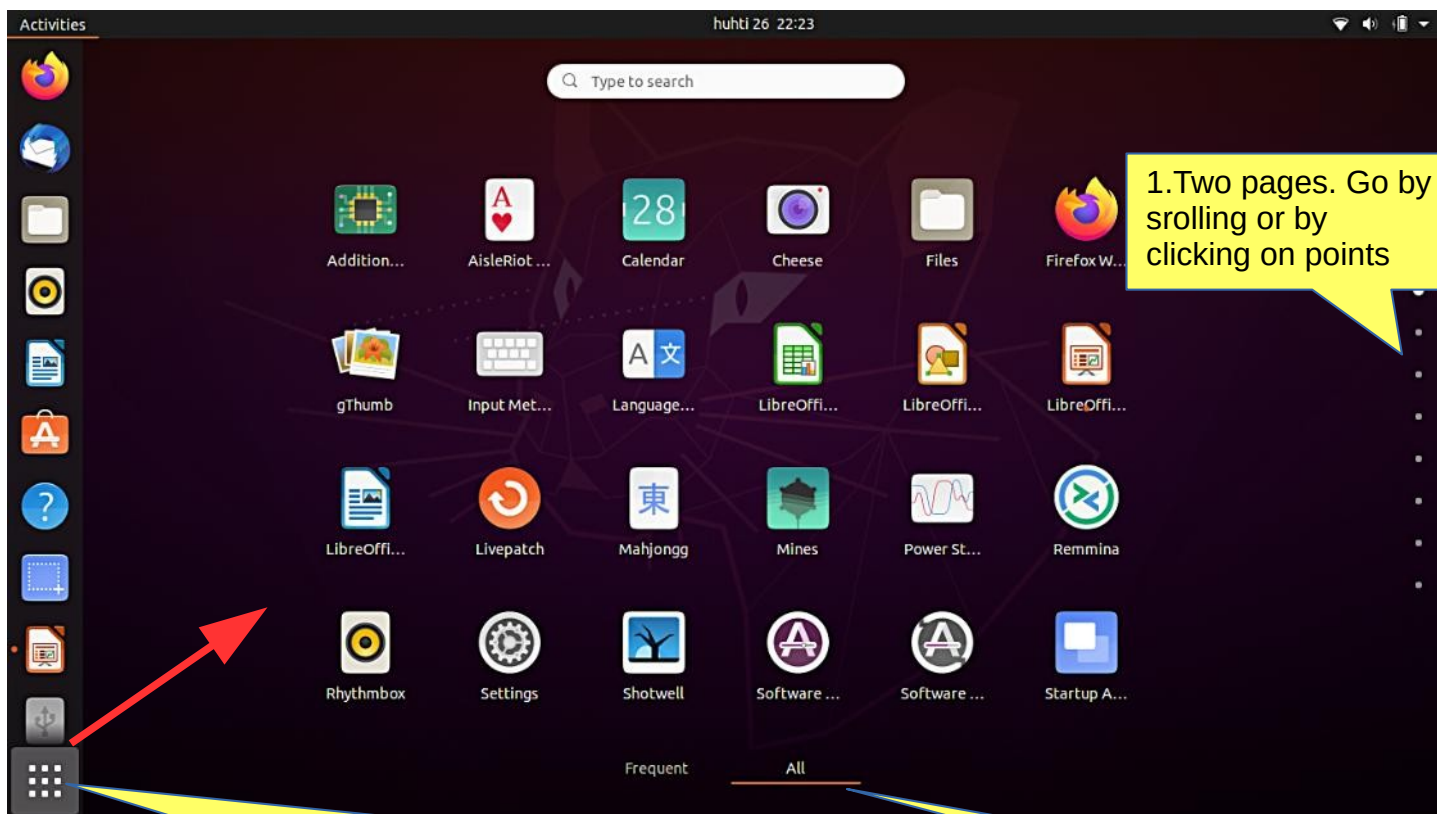
9. The Dash
Selecting and starting programs. The dash shows you your favorite and running applications.

10. The size of icons can be changed.
If all the icons do not fit on the screen, they are either above or below the screen (move mouse to bottom or top of bar).

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

Pre-installed applications

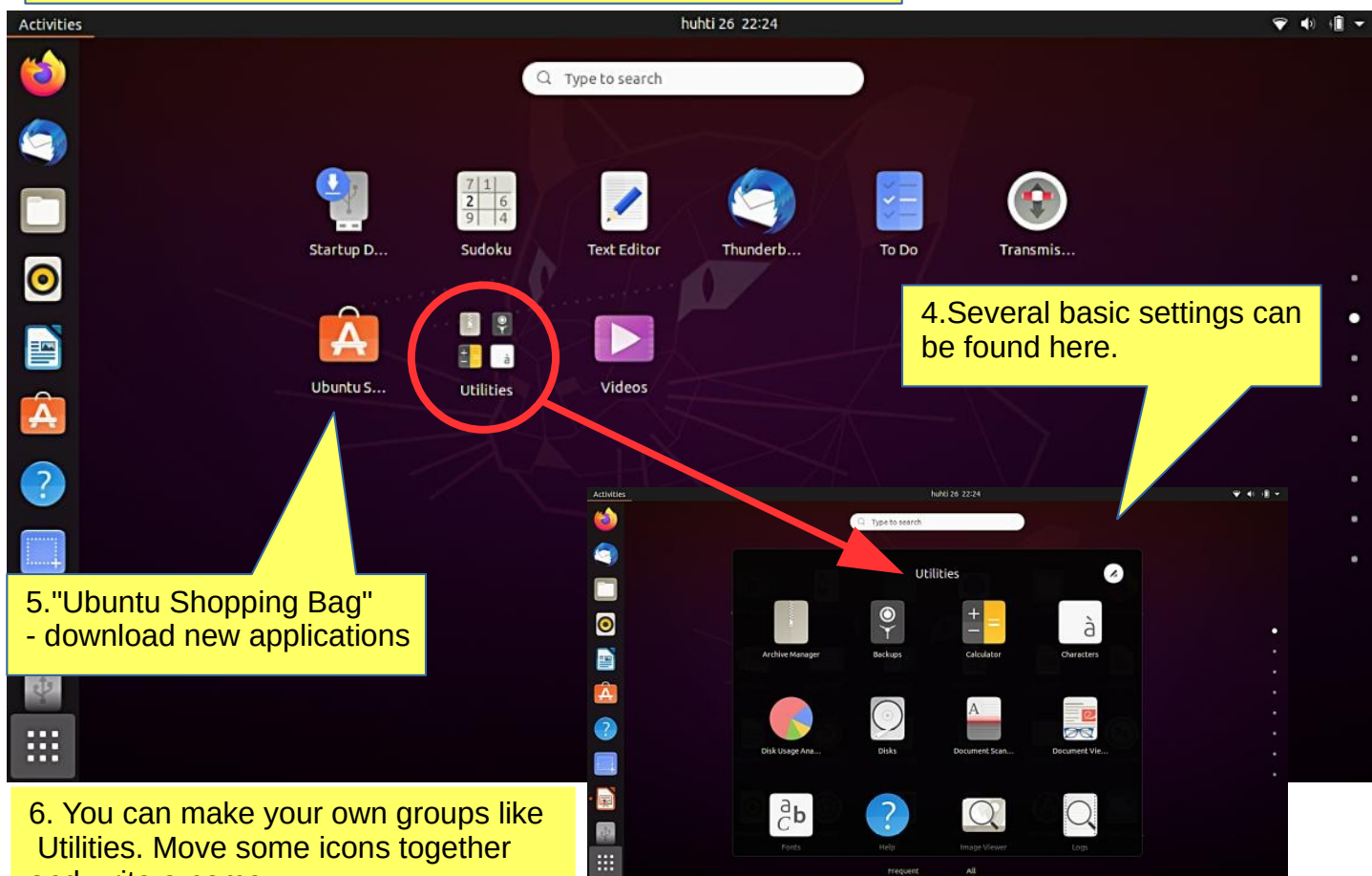
Look Ubuntu Desktop Guide: [Start applications](#)



1. Two pages. Go by scrolling or by clicking on points

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

3. Note two different options



4. Several basic settings can be found here.

5. "Ubuntu Shopping Bag" - download new applications

6. You can make your own groups like Utilities. Move some icons together and write a name.

Some thoughts before going on

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

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

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

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

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

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

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

Structure of the File System

The folder and file structure differ substantially from the corresponding structure in Windows!

A good thing compared to Windows:

All user files are located in the "Home" and "Media" folders and in its subfolders, which essentially facilitates backup.

Ubuntu does not use letters to mark different memories (A, C etc.).

External memories (CD, DVD, USB sticks, SD cards, etc.) can be found under their own names.

In the file names big and small letters make a difference (test.txt is different from Test.txt).

In front of a hidden file name there is a dot (.sale.txt). You can make a file hidden by taping a dot.



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

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

You can now unplug Kingston DataTraveler 3.0

Some tips

Look Ubuntu Desktop Guide: [Your desktop](#)

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

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

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

The icons may show a line that is not easily noticed because the bar is moving slowly.

Click on the icon for more information!



How to use mouse and touch pad

6. How to operate with the mouse

With left or right button

- Click
- Click click
- Click and press and move
- Press a letter and move mouse

With mouse scroll button

- Scroll
- Press and scroll

7. How to operate with the touch pad

With one finger (left or right button or in the 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

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

Presentation of Folder / Directory Structure

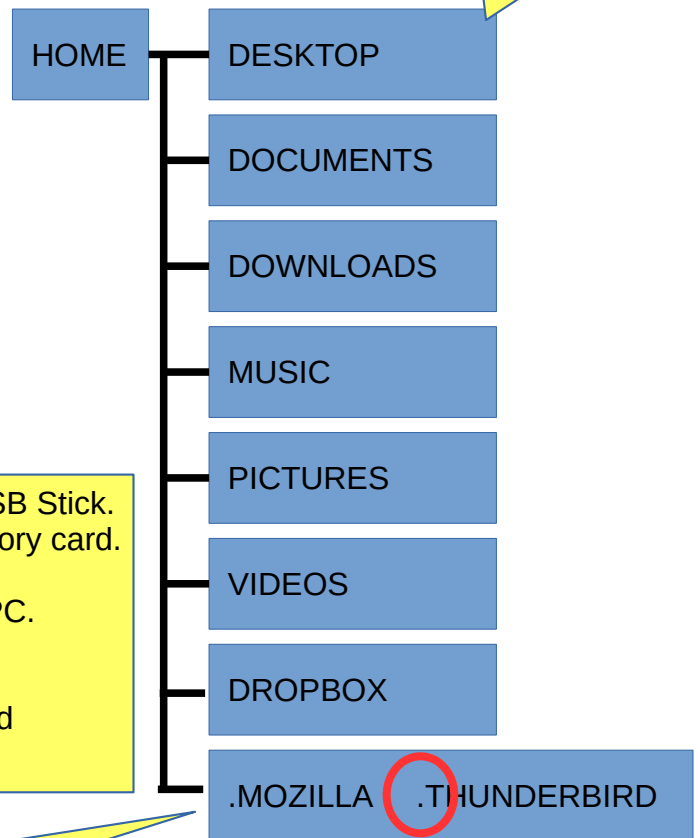
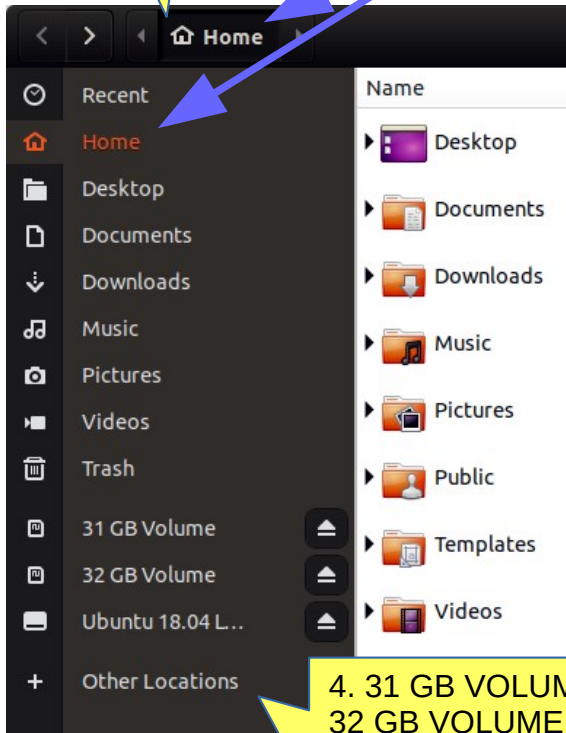
Look Ubuntu Desktop Guide: [Files, folders & search](#)

1. By clicking here you can go back in the folder path

2. Note HOME and DESKTOP

HOME is the main folder and all other folders are subfolders!

3. Desktop is "Home screen"



4. 31 GB VOLUME is a USB Stick. 32 GB VOLUME is a memory card.

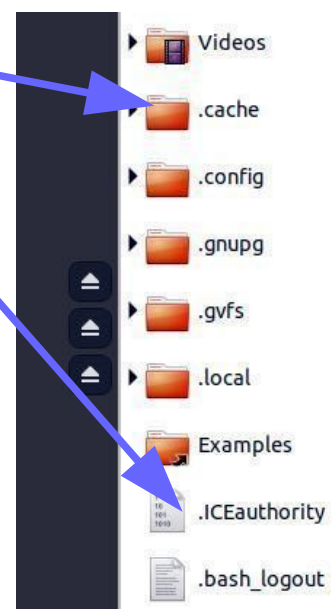
Ubuntu 20.04 L... is your PC.

Other Locations - this is not usually required for home use

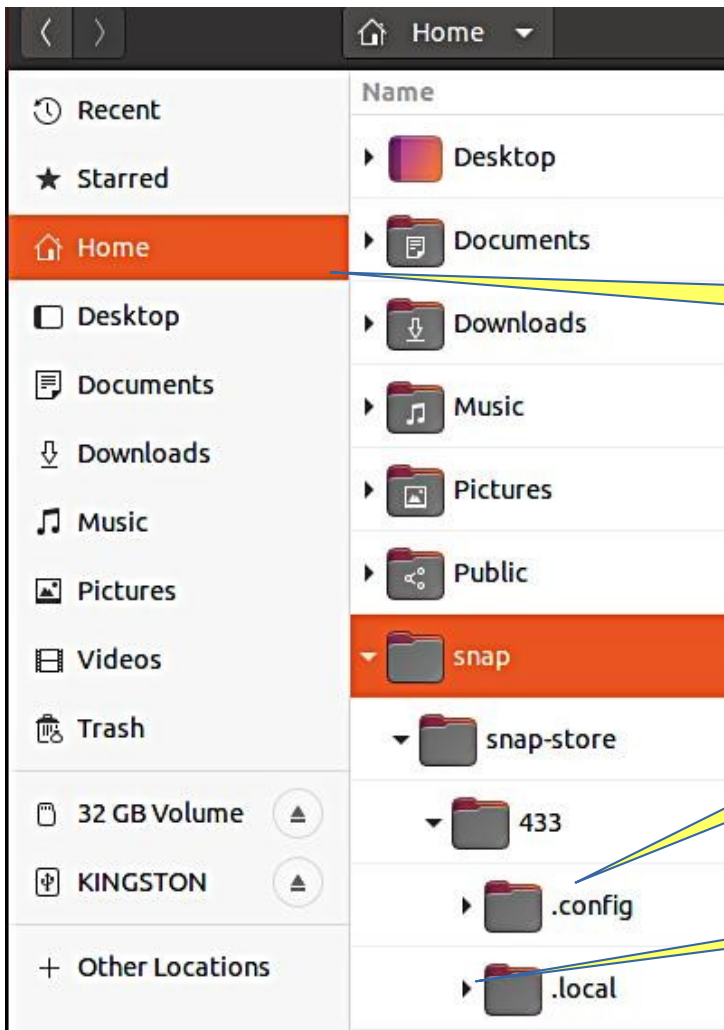
5. Hidden files, dot in front of the name. These include user bookmarks, emails and addresses.

6. The HOME directory stores all user files! Under the home directory you can see its subdirectories (desktop etc) Some of the directories may be hidden, in front of them there is a dot (.THUNDERBIRD = emails and addresses)

Attention! The directories and files in external memory (CD, DVD, USB) are not displayed in the HOME directory.



Presentation of Folder / Directory Structure

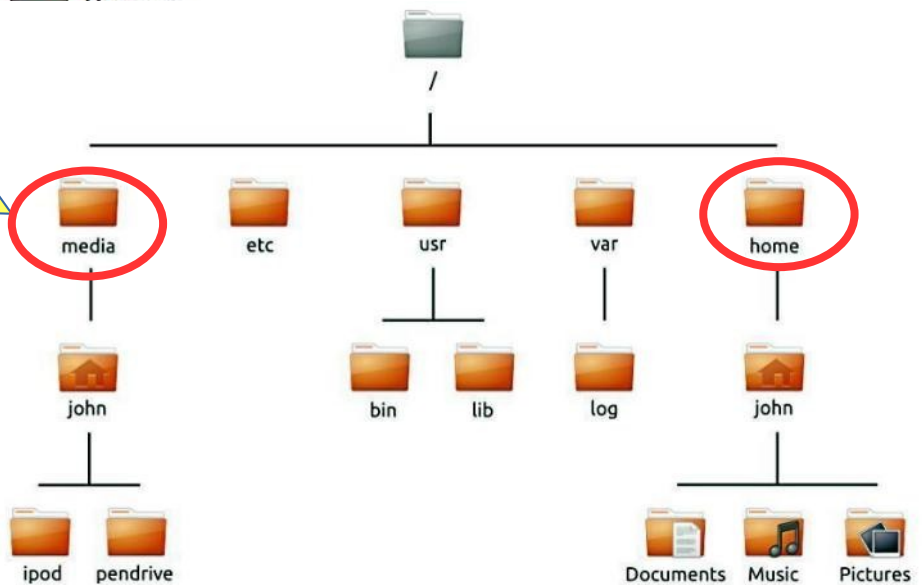


1.Home folder is the subfolder, where all your data is.

2.Hidden folders can be seen

3.Folder tree-structure. The triangle open/close the structure

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



5.The file can be renamed: Edit - Rename

6.The folder can be renamed: Edit - Rename

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

Files Application (Nautilus) hidden commands

1. Click name or symbol or with mouse button

The image shows the Nautilus Files application interface with several hidden commands highlighted by red boxes and arrows. The main window displays the Home directory with a sidebar on the left and a file list on the right. A context menu is open over the Desktop folder, and another context menu is open over the SD Card and USB drives in the sidebar. The following table lists the highlighted commands and their keyboard shortcuts:

Command	Keyboard Shortcut
Open in New Window	Shift+Return
Cut	Ctrl+X
Copy	Ctrl+C
Move to...	
Copy to...	
Unmount	
Eject	

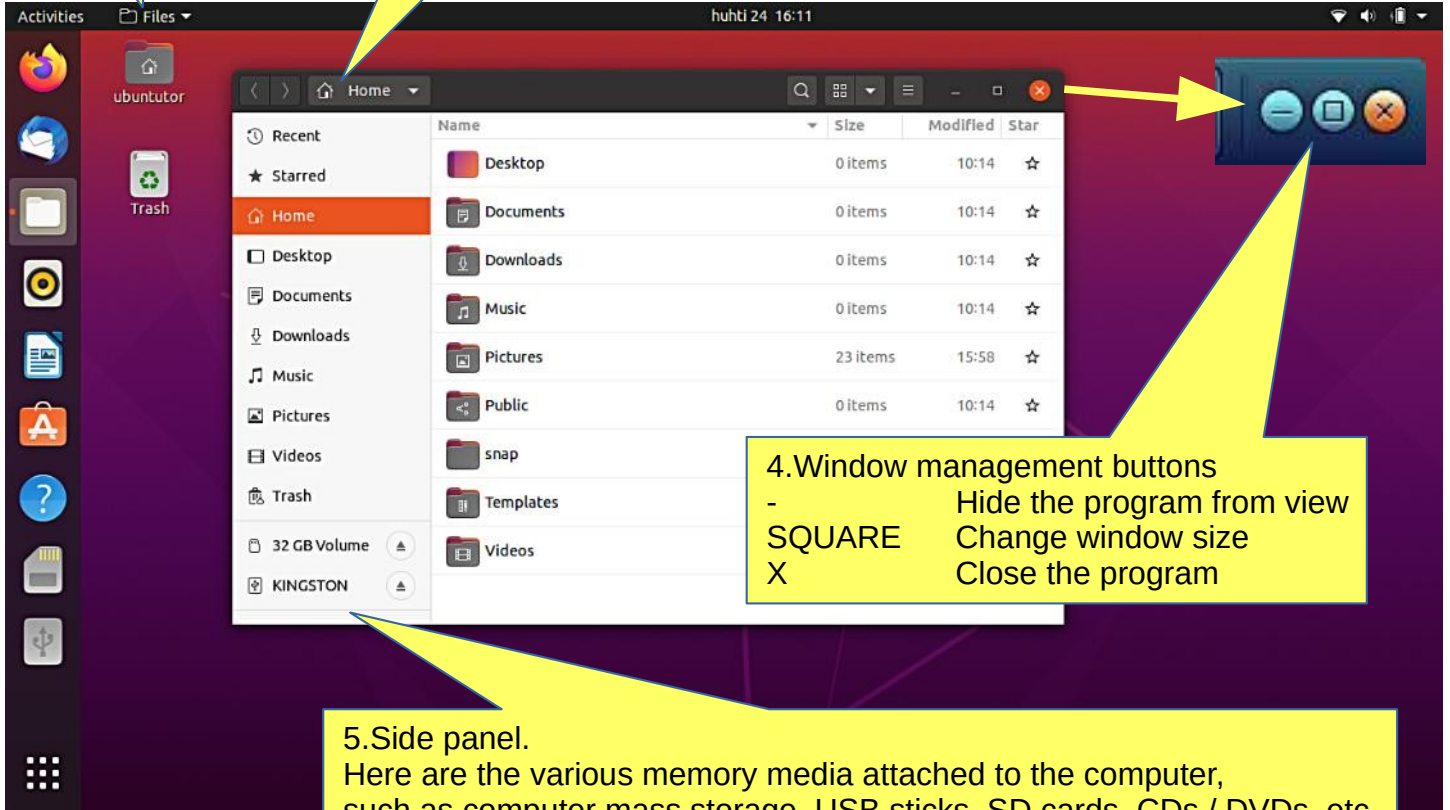
Additional highlighted elements include the 'New Window' button in the top-left corner, the 'New Folder...' button in the top-left corner, the 'Edit' button in the top-right corner, and the 'Open in New Window' option in the context menu over the Desktop folder. The 'Unmount' and 'Eject' buttons are located in the sidebar next to the '32 GB Volume' and 'KINGSTON' drives, respectively. The 'SD Card' and 'USB' labels are positioned below the respective drive icons.

Files Application (Nautilus)

1. Click! You will see the Files application.

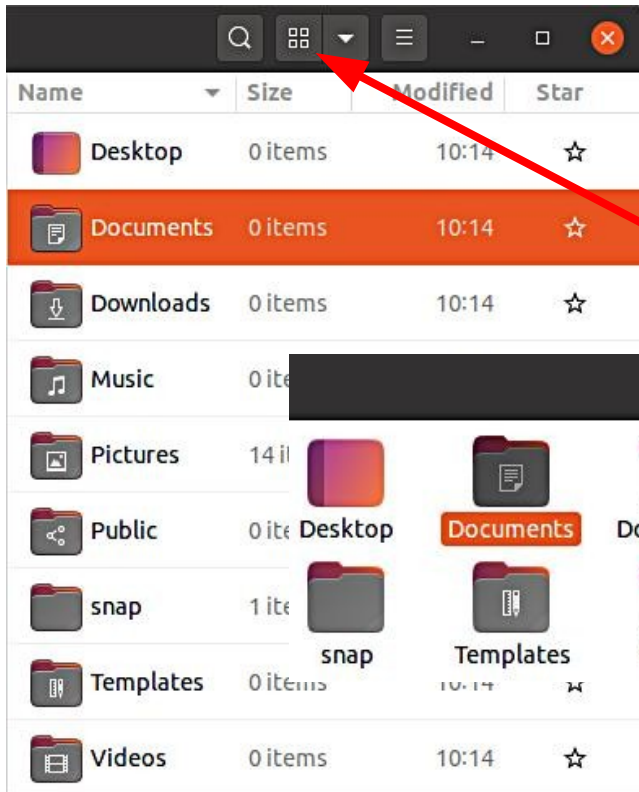
2. Folders are shown here. Red Activated Folder.

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



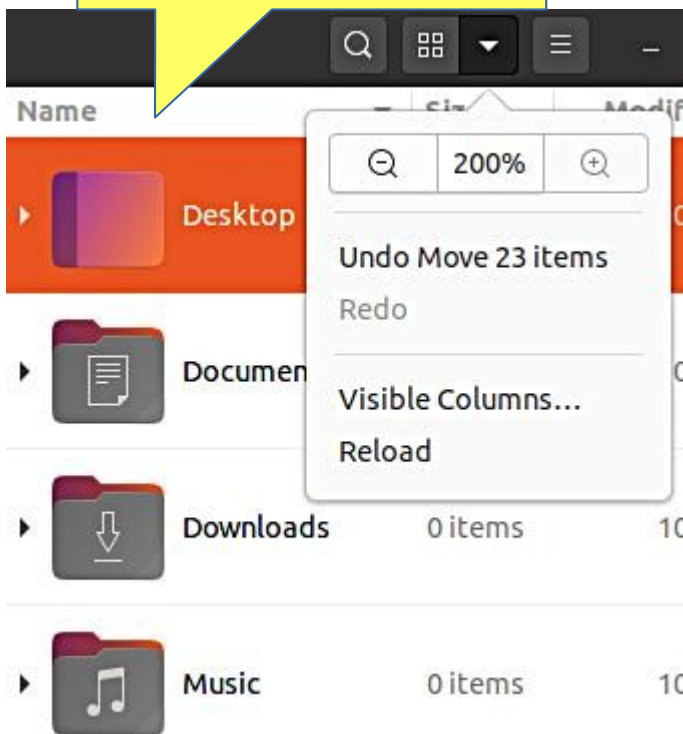
6. Application menu, located beside the Activities button, shows the name of the active application alongside with its icon and provides quick access to windows and details of the application, as well as a quit item.

Files Application (Nautilus)

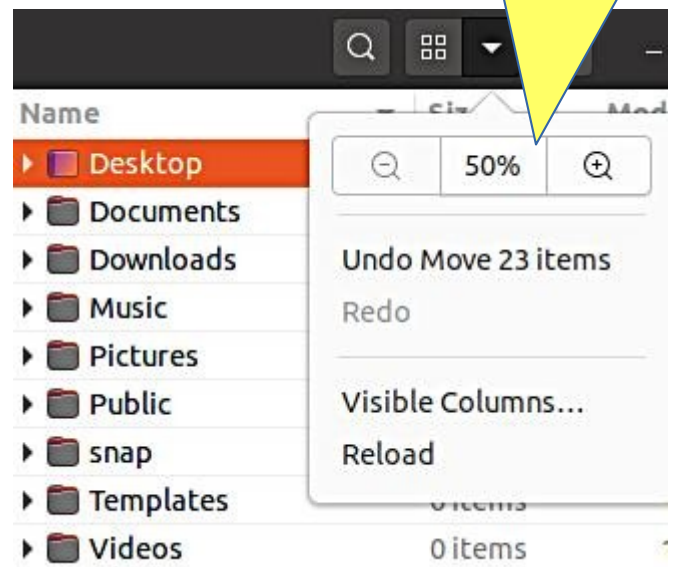


1. You can change the order by clicking. The icons are either by side or one below the other.

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



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



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

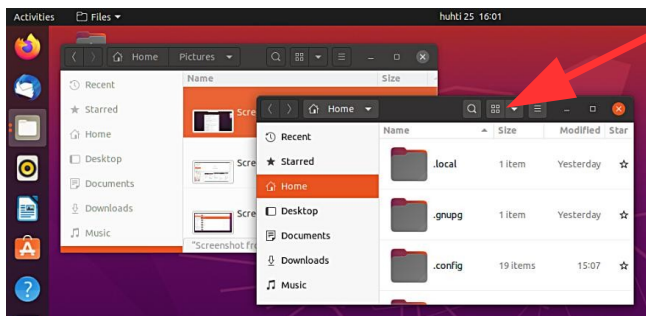
Presentation / Files application

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



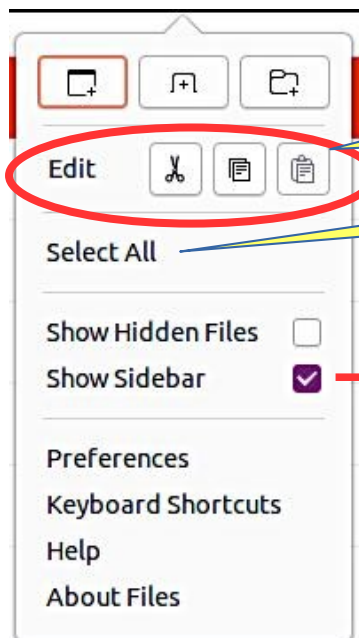
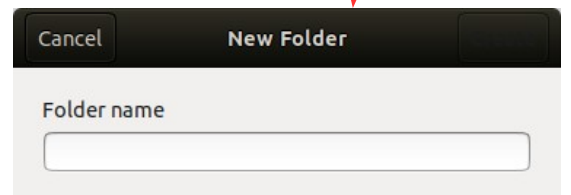
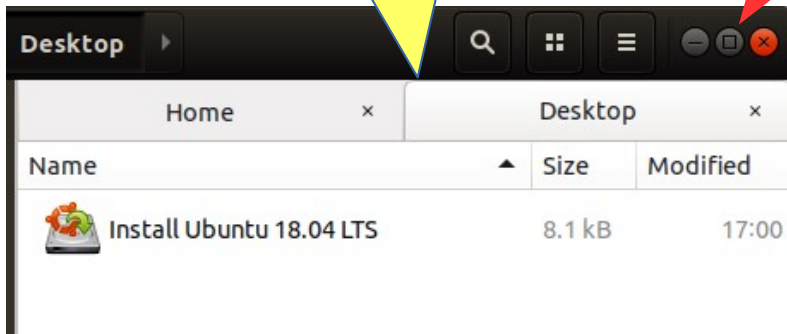
2. Click! New Window

4. Click! New Folder



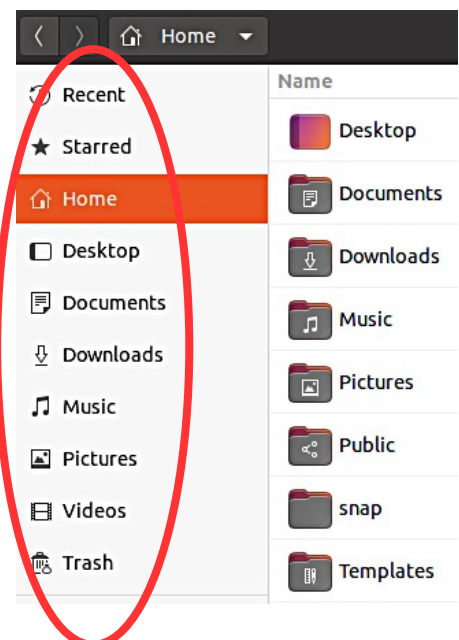
3. Click the new tab. Tab is created in the same window.

5. Two tabs Home and Desktop

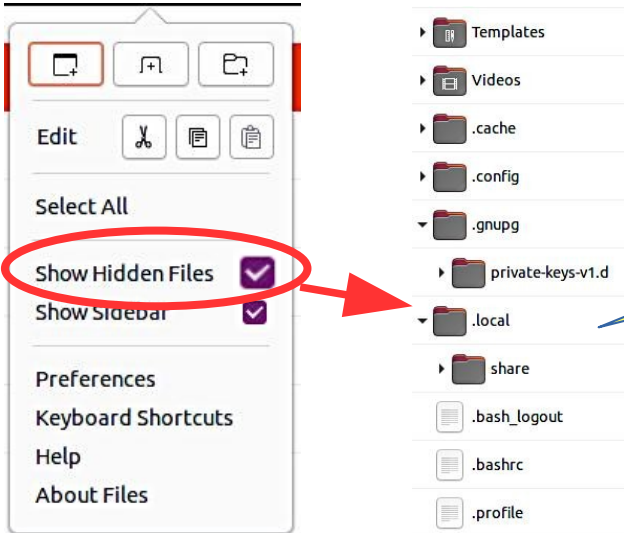


6. Cut Copy Paste

7. Select all folders and files

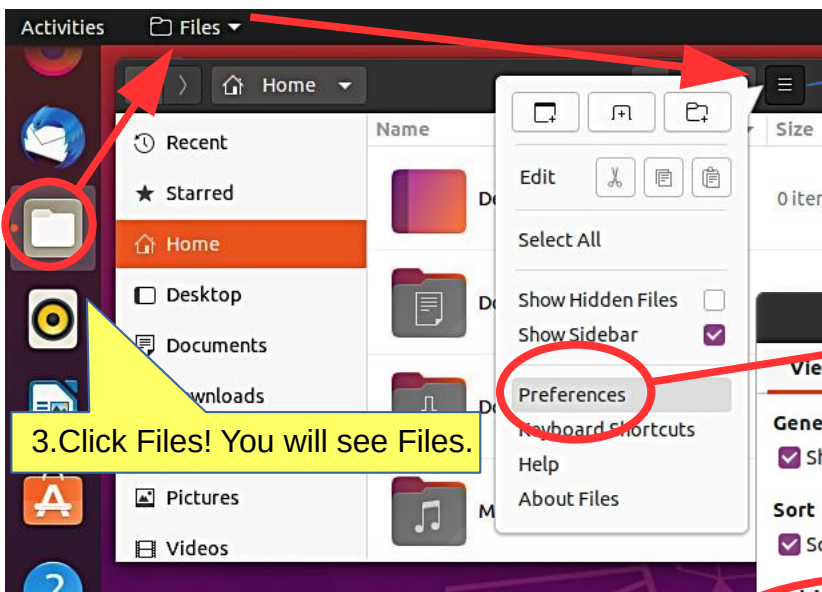


Presentation / Files application

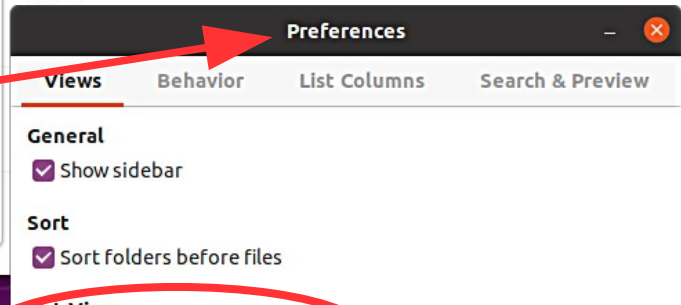


1. Hidden files and folders, dot in front of the name.

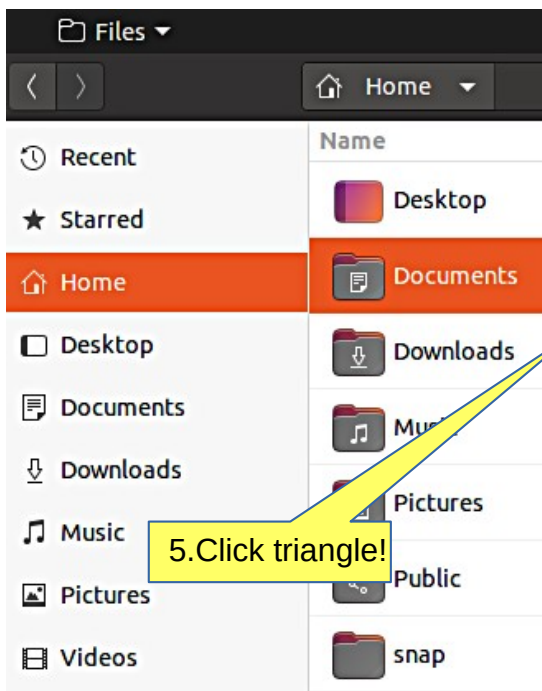
2. Click! You will see a menu



3. Click Files! You will see Files.

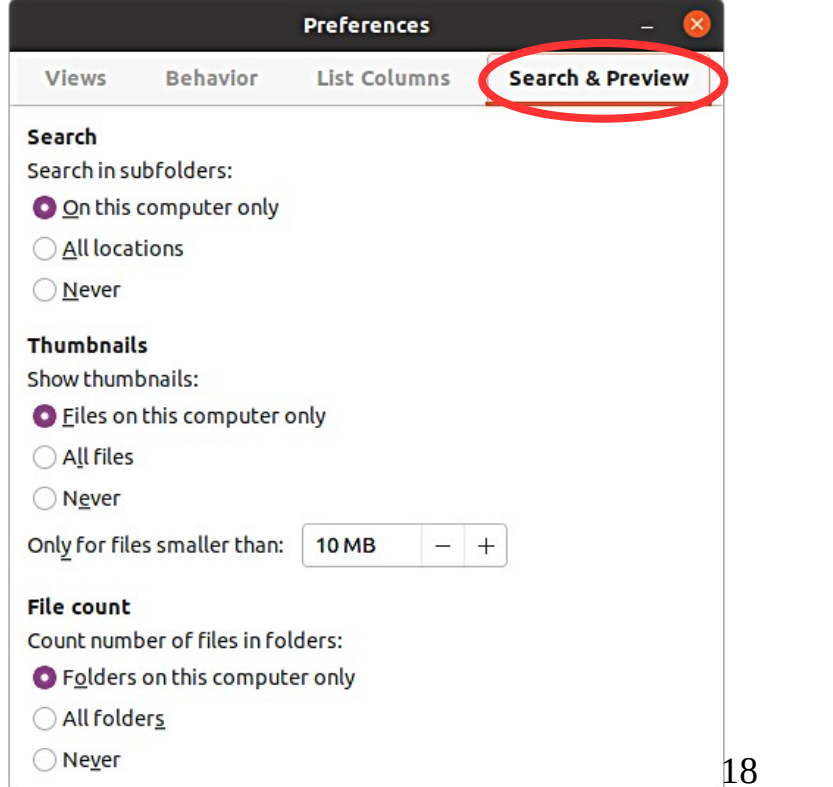
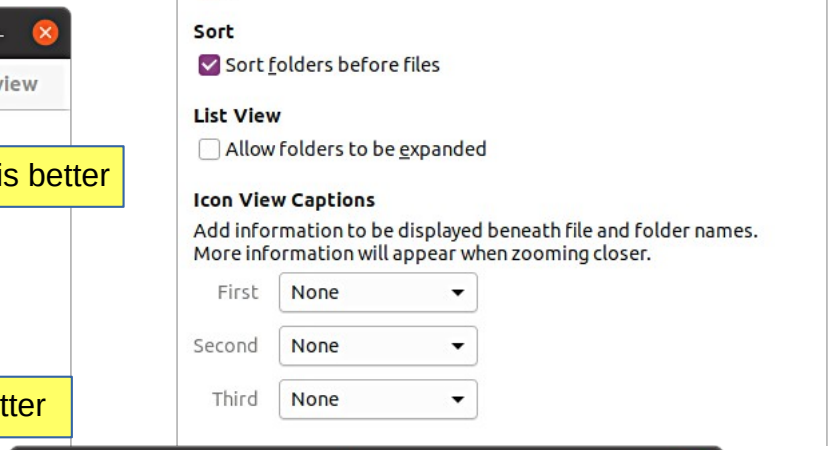
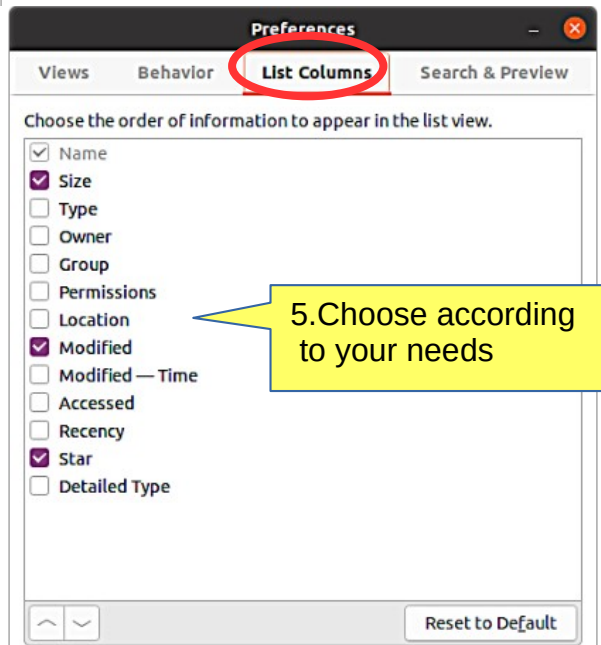
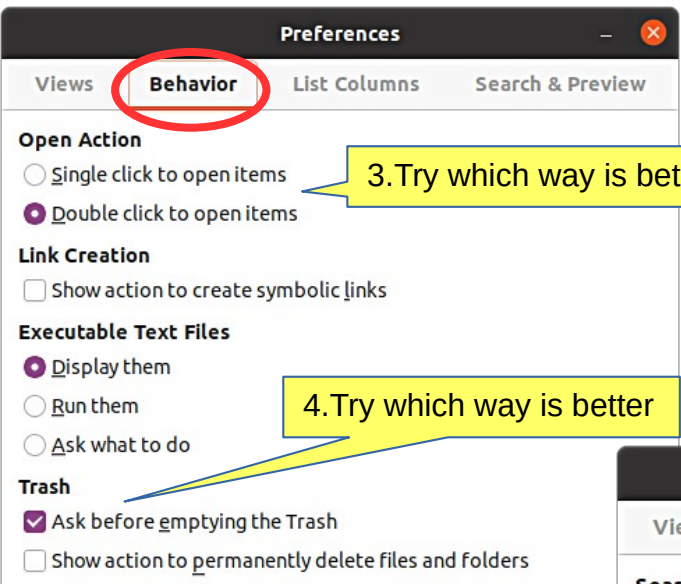
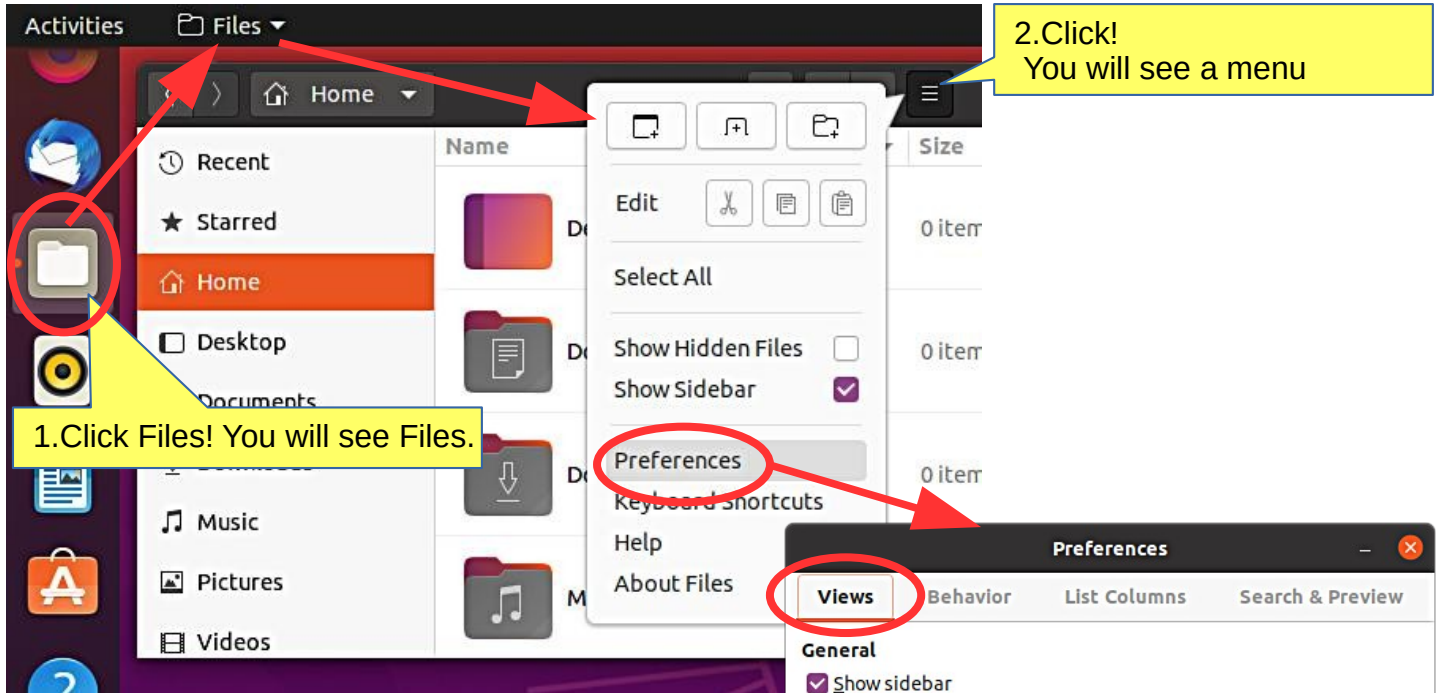


4. Displays subfolders! Triangle in front of the folder. The tree structure! This is very useful!

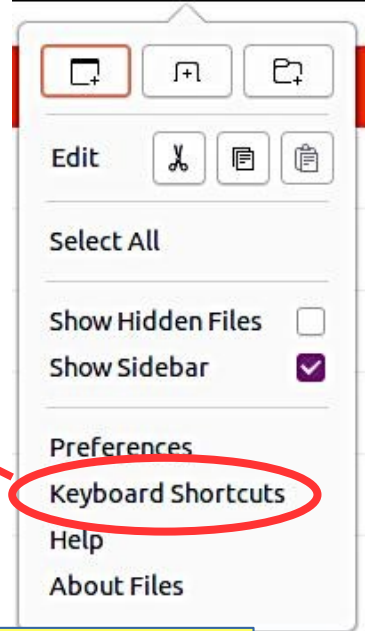
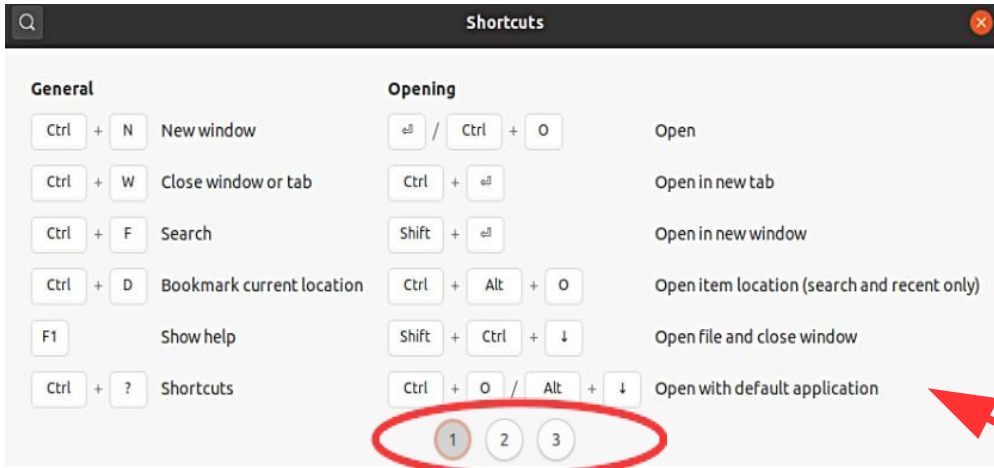


5. Click triangle!

Files Application (Nautilus)

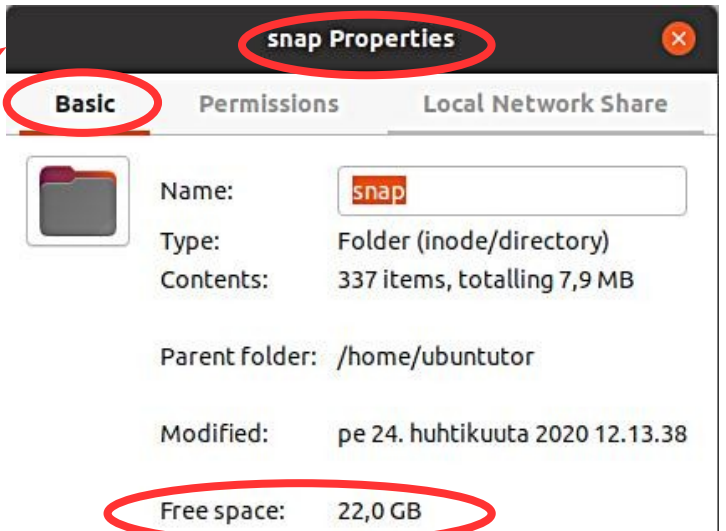
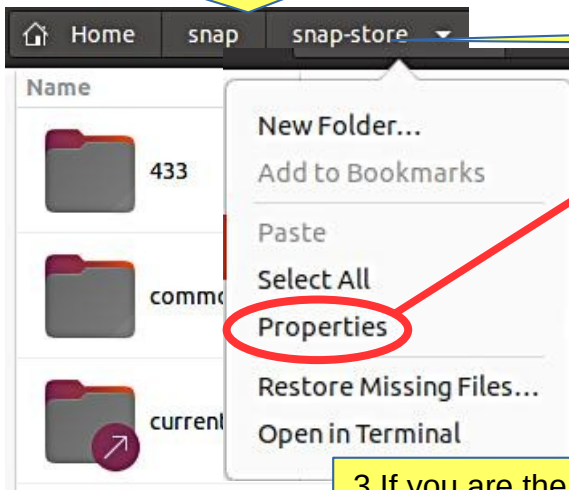


Basic Settings / Folder Properties

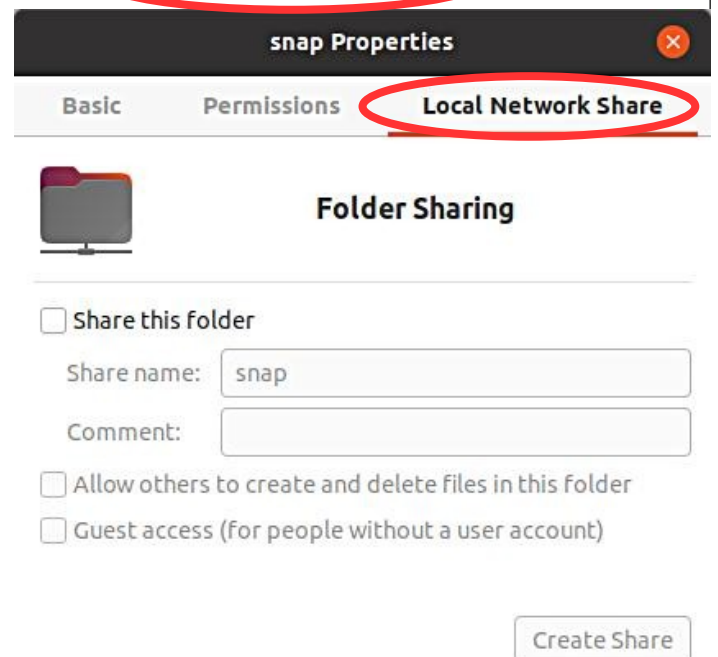
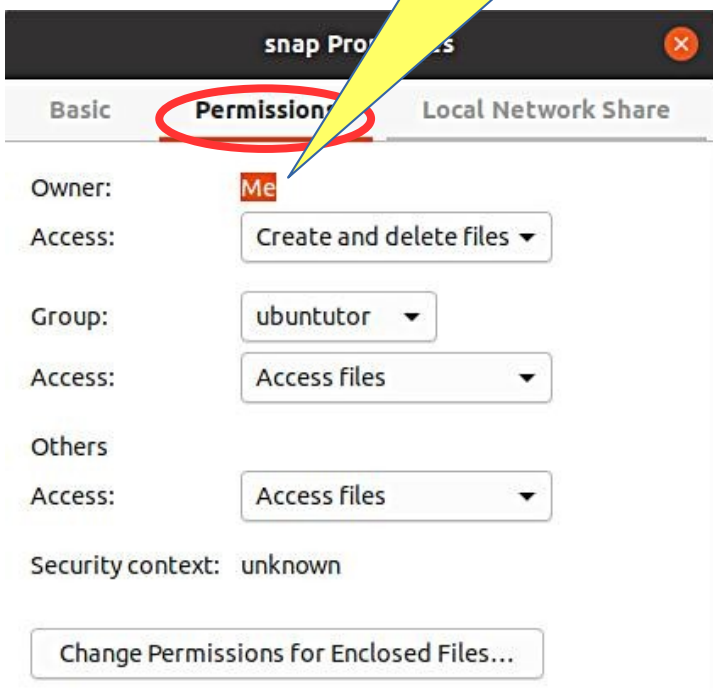


1. Folder path, whatever you've moved. NB! This works well if there are no triangles in front of the folders, that is, no wood structure. Click !

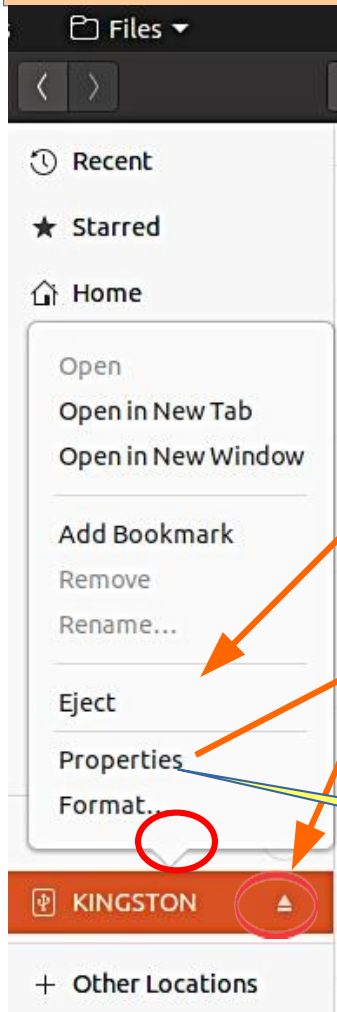
2. Click right and you see Properties



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



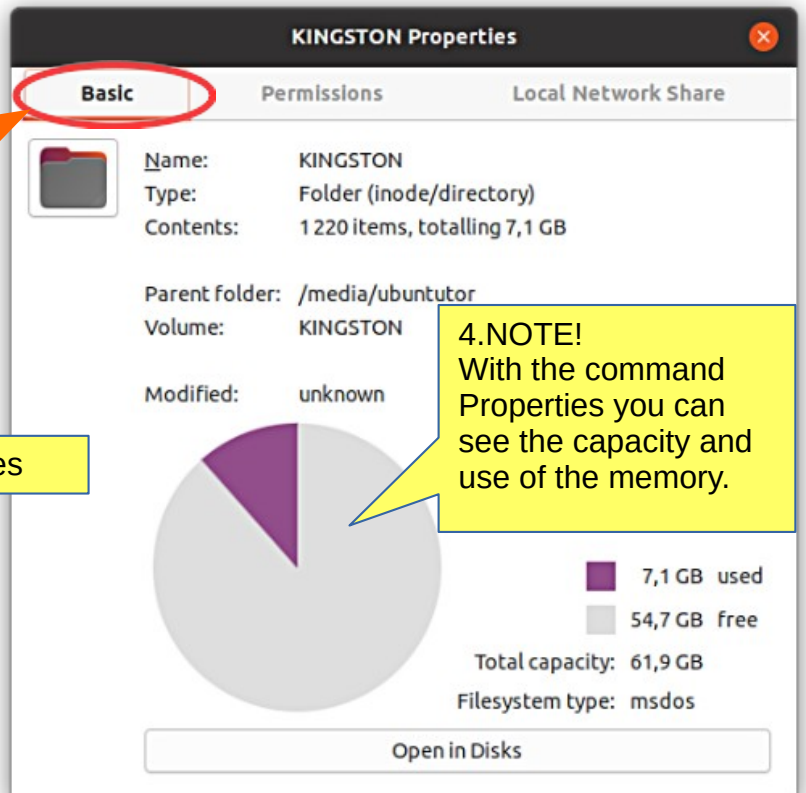
USB / SD memorys



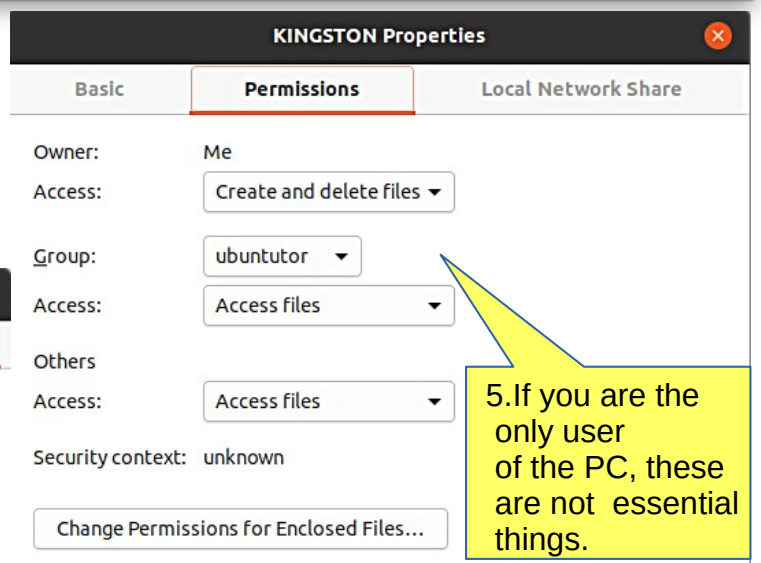
1. Click the USB/SD memory with mouse right

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

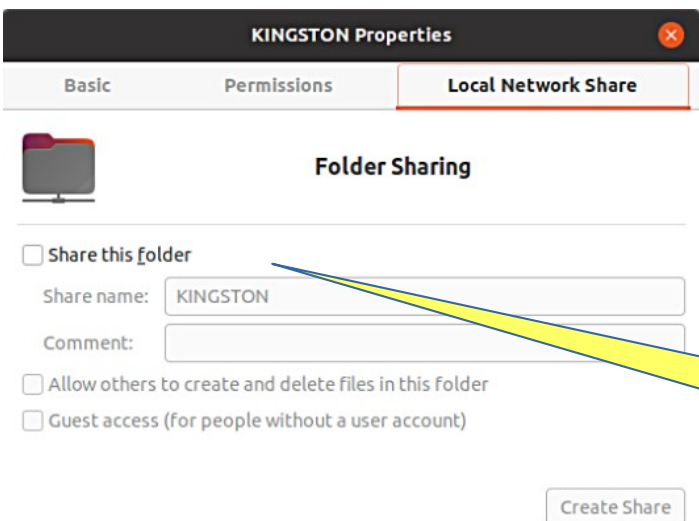
3. Click Properties



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



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

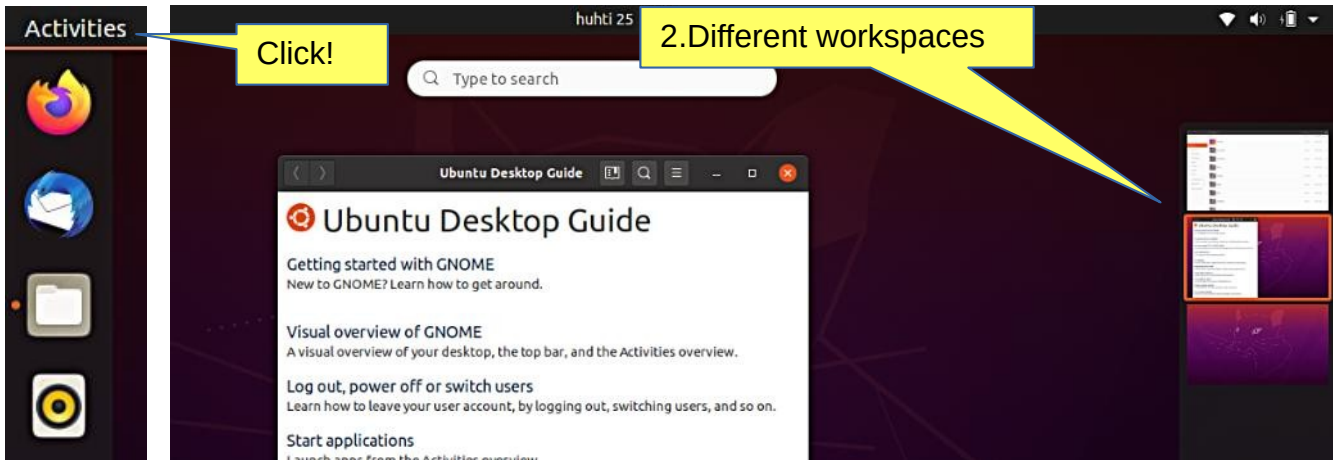


6. If you are the only user of the PC, these are not essential things.

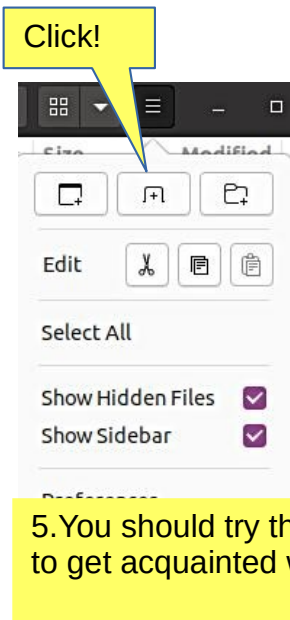
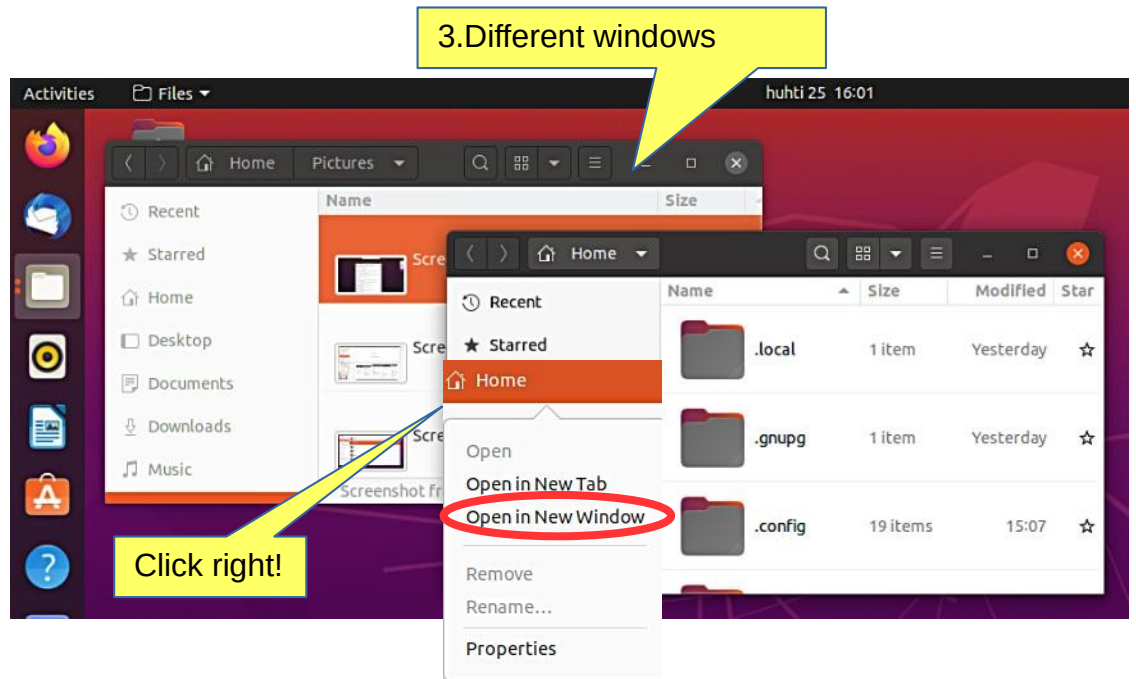
Different working areas

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

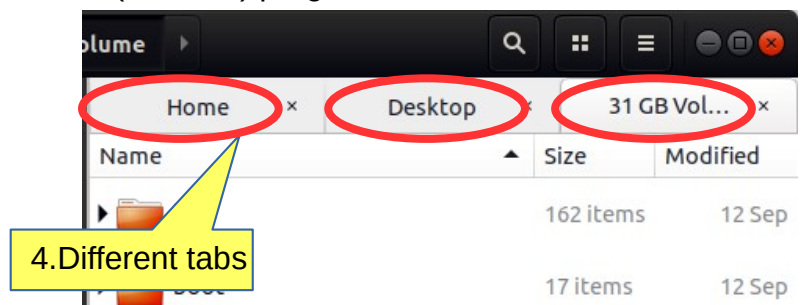
Workspaces = collect different app windows in the same workspace and other app windows in another workspace



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



Tab = appears in the Files (Nautilus) program

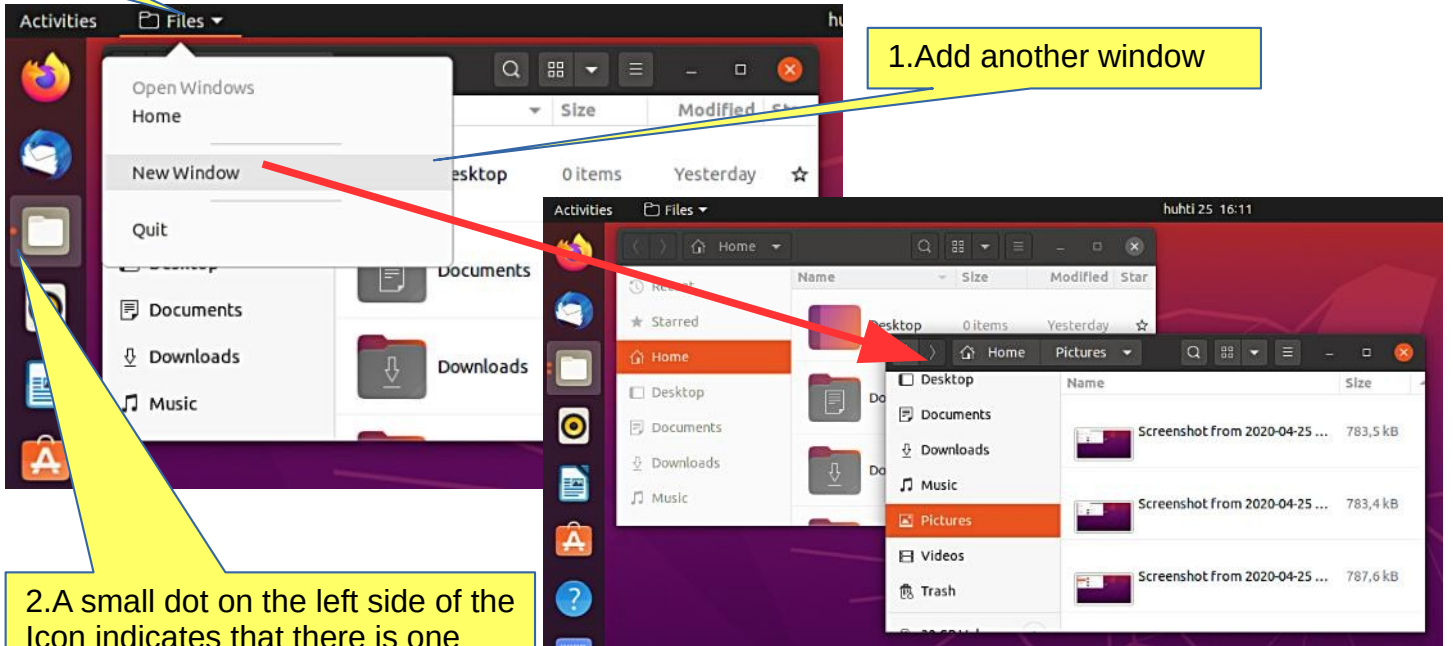


5. You should try these different methods to get acquainted with them

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

Windows

Click !



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

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

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

Note in the folder button two red dots.

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

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

4. Two windows two dots

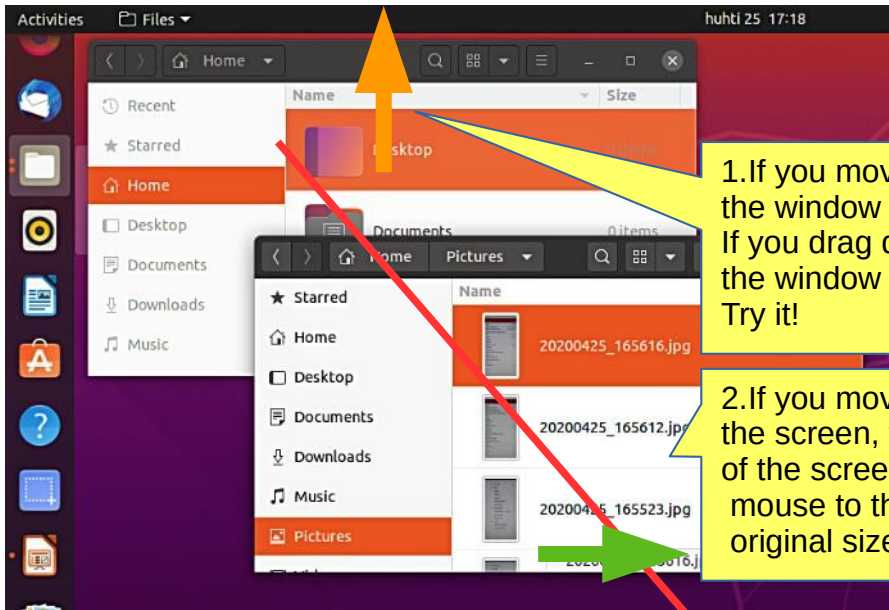


5. Three windows three dots

6. Here are three windows to choose from.

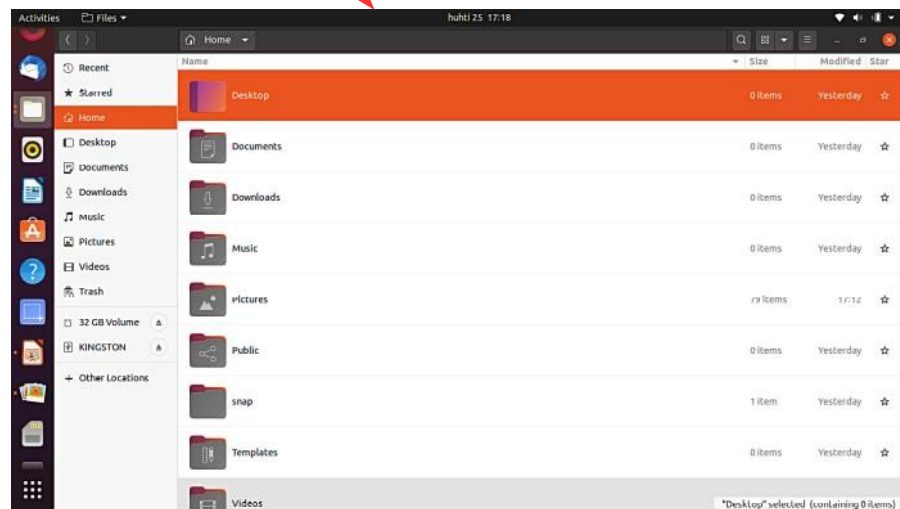


Several windows

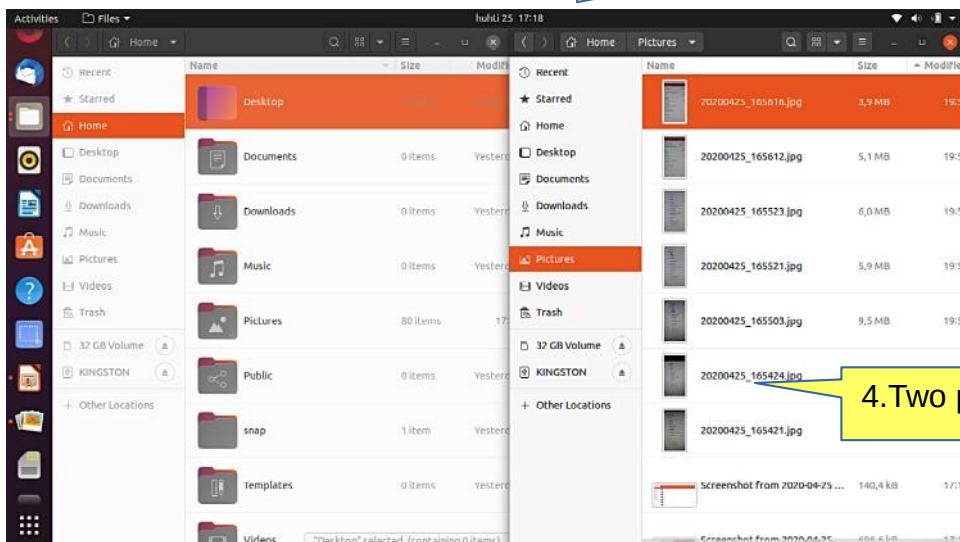


1. If you move the window to the top of the screen, the window will increase to full screen size. If you drag down the full screen with the mouse, the window returns to its original small size. Try it!

2. If you move the window to the right edge of the screen, the window will increase to half size of the screen. If you then drag the window with the mouse to the left, the window returns to its original size. Try it!



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



4. Two parallel windows

File handling; copy, move and paste

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

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

COPY AND PASTE

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

CUT AND MOVE

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

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

You can do this with two different windows.

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

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

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



move

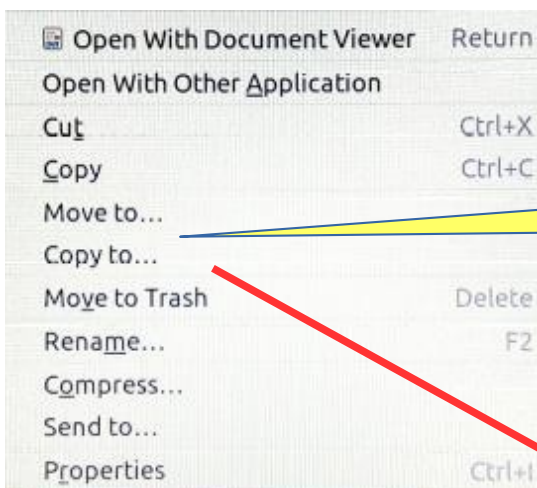


copy

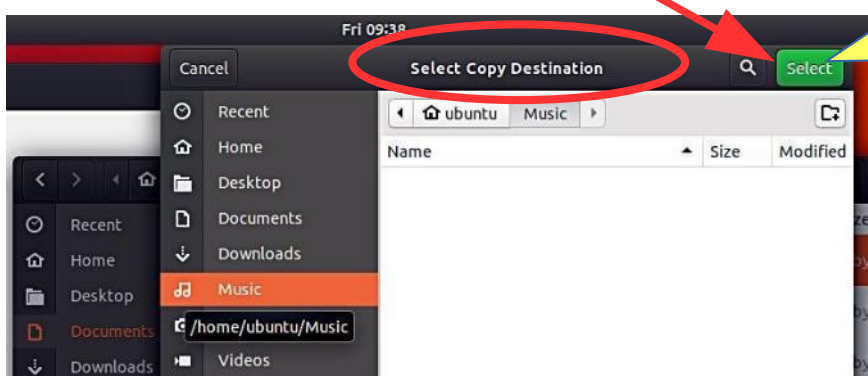
More options

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

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



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



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

Presentation of basic settings

1. Click these icons and see the contents.

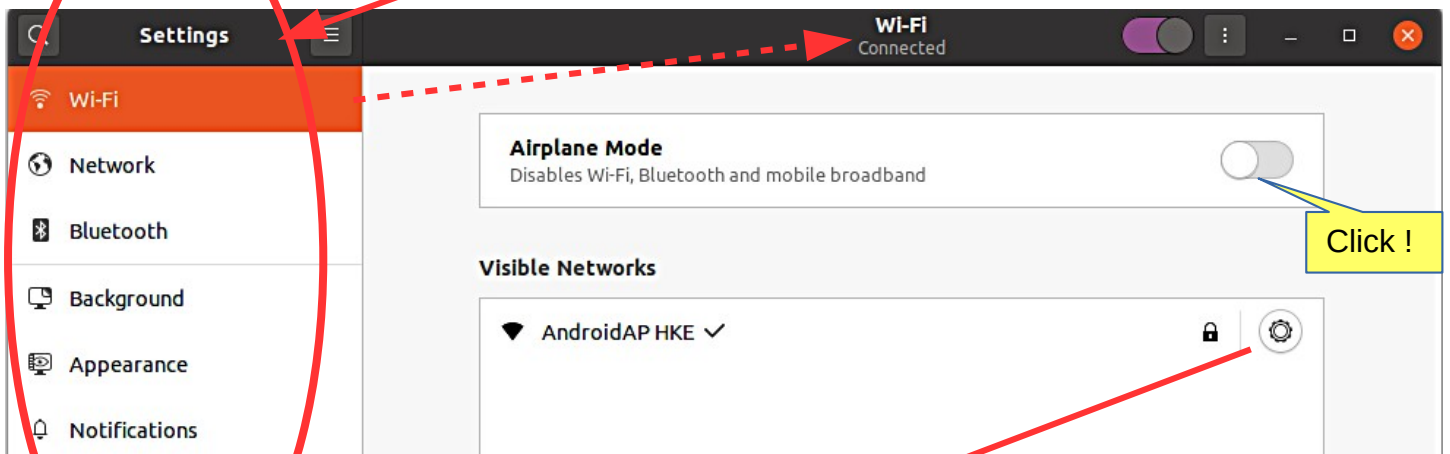
Click !

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

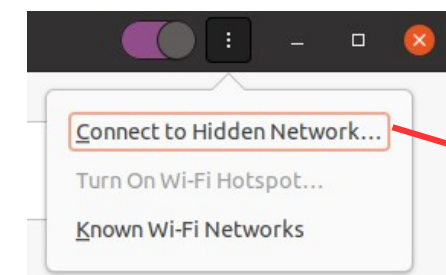
3. Many of these settings are specified when installing Ubuntu, but they can be changed later.

Click !

4. Close the computer



Click !



5. You need the password



6. When you lock your screen, or it locks automatically, the lock screen is displayed. In addition to protecting your desktop while you're away from your computer, the lock screen displays the date and time. It also shows information about your battery and network status.

Basic settings

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

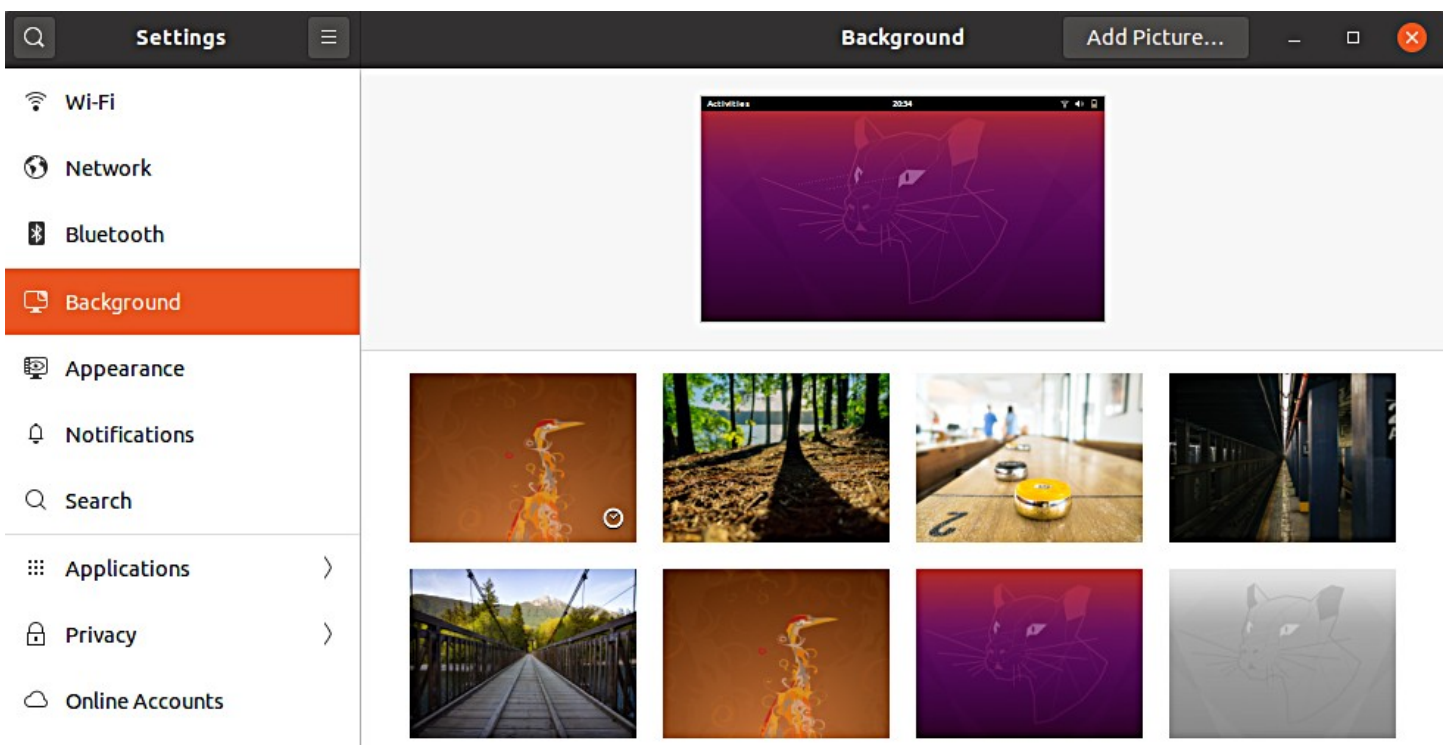
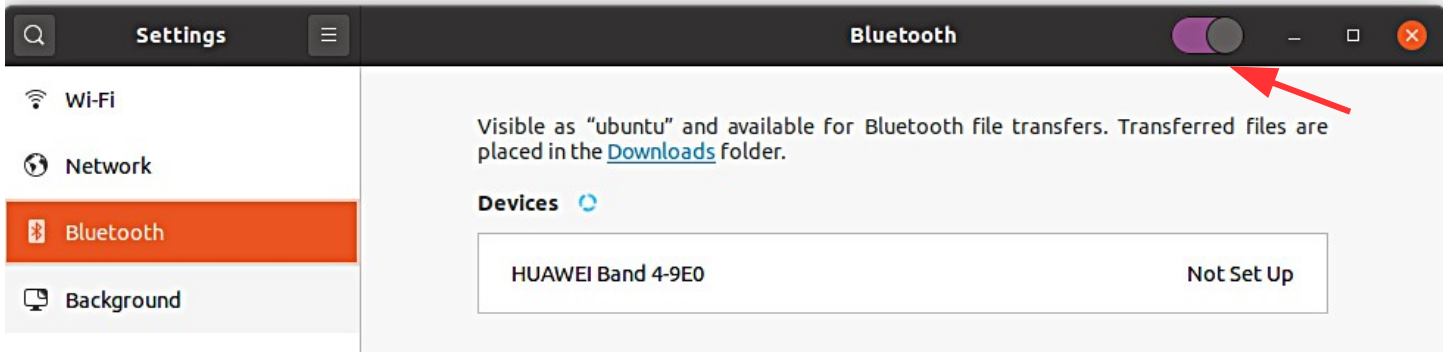
The image shows a sequence of screenshots from the Ubuntu Network settings application, illustrating the configuration of an AndroidAP HKE connection. The main window is titled "Network" and shows a sidebar with "Network" selected. A red arrow points from a gear icon in the "Network Proxy" section to the "Apply" button of the "AndroidAP HKE" dialog box.

The "AndroidAP HKE" dialog box has several tabs: "Details", "Identity", "IPv4", "IPv6", and "Security".

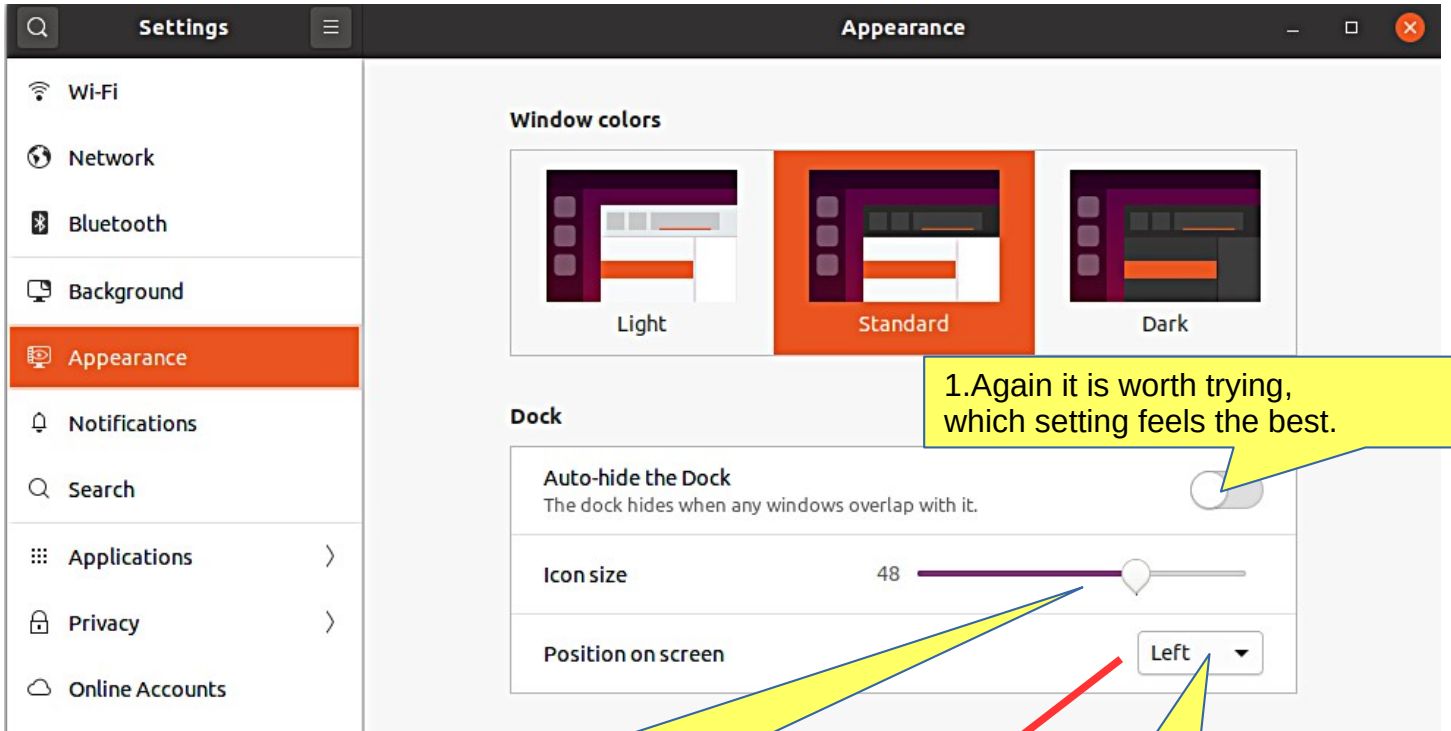
- Details:** Shows connection status (Signal Strength: Good, Link speed: 72 Mb/s (2.4 GHz), Security: WPA2, IPv4 Address: 192.168.1.1, IPv6 Address: 2001:999:1:1::1, Hardware Address: 74:E8:40:12:34:56, Supported Frequencies: 2.4 GHz / 5 GHz, Default Route: 192.168.1.1, DNS: 192.168.1.1). It also has checkboxes for "Connect automatically", "Make available to other users", and "Metered connection: has data limits or can incur charges".
- Identity:** Shows fields for SSID (AndroidAP HKE), BSSID, MAC Address, and Cloned Address.
- IPv4:** Shows "IPv4 Method" with options: Automatic (DHCP) (selected), Link-Local Only, Manual, and Disable. It also has a "DNS" section with an "Automatic" toggle and a "Routes" section with an "Automatic" toggle.
- IPv6:** Shows "IPv6 Method" with options: Automatic (selected), Automatic, DHCP only, Link-Local Only, Manual, Disable, and Shared to other computers. It also has a "DNS" section with an "Automatic" toggle and a "Routes" section with an "Automatic" toggle.
- Security:** Shows "Security" set to "WPA & WPA2 Personal" and a "Password" field. A red arrow points to the "Show password" checkbox.

Basic settings

Look Ubuntu Desktop Guide: [Networking, web & email](#)



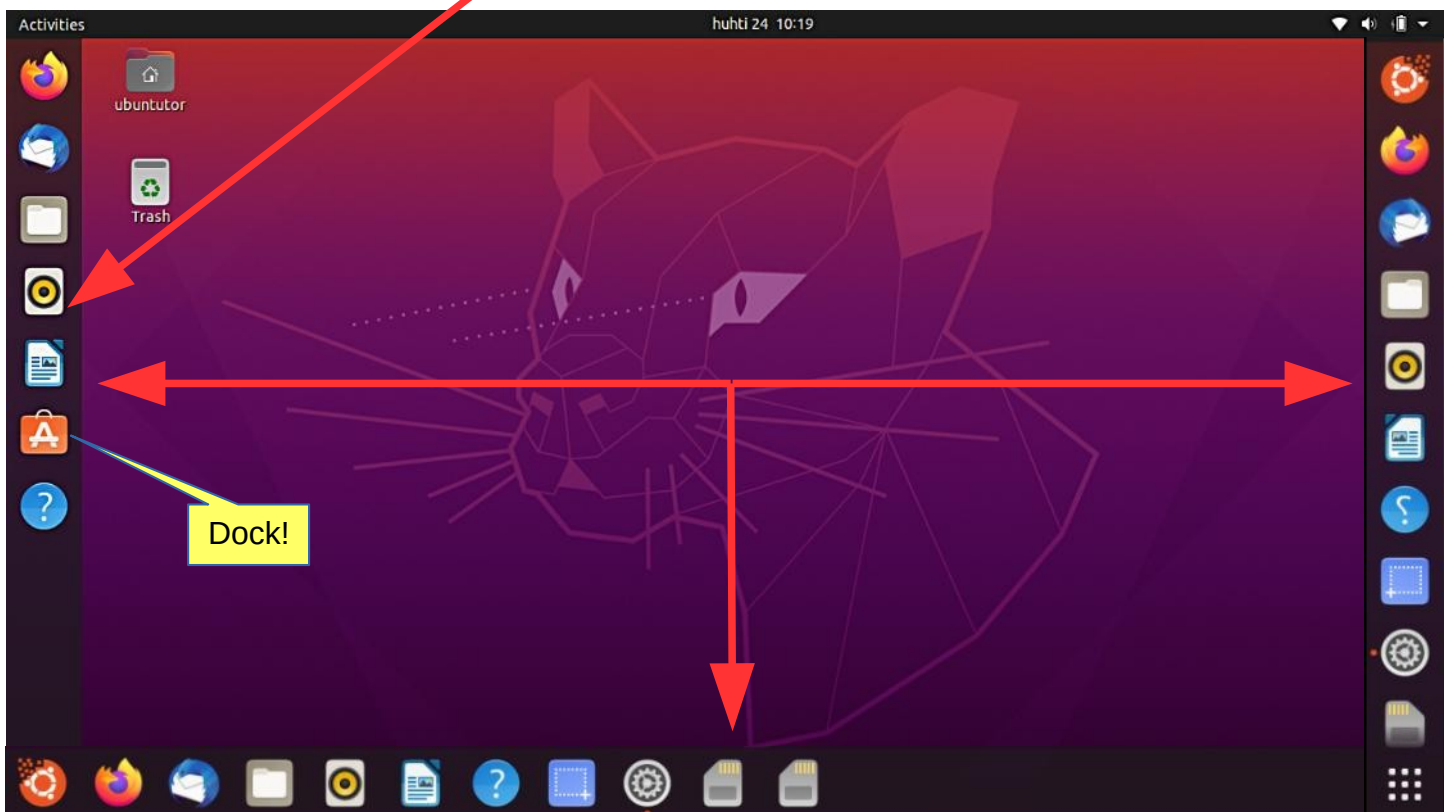
Basic settings



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

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

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



Basic settings

The image shows the Ubuntu system settings window for notifications. At the top, a system notification bar displays the date and time 'huhti 25 2017' and a notification icon. A red circle highlights this icon, with a red arrow pointing to the 'Do Not Disturb' toggle switch in the settings window. A yellow callout box with the text '1. No alarm' points to the 'Do Not Disturb' toggle switch, which is currently turned off. The settings window shows the 'Notifications' section with a list of applications and their notification status.

1. No alarm

huhti 25 2017

Notifications

Do Not Disturb

Do Not Disturb

Lock Screen Notifications

Applications

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

Basic settings

Settings Search Locations Search

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

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

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

Move Up
Move Down

Search Locations

Places Bookmarks Other

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

- Videos
- Downloads
- Documents
- Music
- Pictures
- Home

Search Locations

Places Bookmarks Other

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

Search Locations

Places Bookmarks Other

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

Desktop ×

+

Basic settings

The image shows the Ubuntu Settings application. On the left, the 'Applications' category is selected, displaying a list of installed applications including Startup Disk Creator, Sudoku, System Monitor, Terminal, Text Editor, Thunderbird Mail, To Do, Transmission BitTorrent, Ubuntu Software, and Videos. The main window shows the 'Additional Drivers' application settings. The 'Integration' section has a 'Notifications' toggle switch turned on. A yellow callout box with the text '1. Try it, you will get more information!' points to the 'Additional Drivers' application in the list. Below the main window, a smaller screenshot shows the 'Asiakirjakatselin' application settings, with the 'Ilmoitukset' (Notifications) toggle also turned on.

Basic settings

Privacy - Connectivity

Connectivity checking is used to detect connection issues and helps you to stay online. If your network communications are being monitored, it could be used to gather technical information about this computer.

Connectivity Checking

File History & Trash

File History

File history keeps a record of files that you have used. This information is shared between applications, and makes it easier to find files that you might want to use.

File History

File History Duration Forever

Clear History...

Trash & Temporary Files

Trash and temporary files can sometimes include personal or sensitive information. Automatically deleting them can help to protect privacy.

Automatically Delete Trash Content

Automatically Delete Temporary Files

Automatically Delete Period 30 days

Empty Trash... Delete Temporary Files...

Location Services

Location services turned off

No applications can obtain location information.

Screen Lock

Automatically locking the screen prevents others from access the computer while you're away.

Blank Screen Delay 5 minutes

Automatic Screen Lock

Automatic Screen Lock Delay Screen Turns Off

Lock Screen on Suspend

Show Notifications on Lock Screen

Diagnostics

Problem Reporting

Sending reports of technical problems helps us improve Ubuntu. Reports are sent anonymously and are scrubbed of personal data. [Learn more](#)

Send error reports to Canonical Manual

1. Think of your own safety.

Basic settings

Look Ubuntu Desktop Guide: [Sound, video & pictures](#)

The image shows a sequence of Ubuntu Settings windows. The first window is 'Online Accounts', which lists various services like Ubuntu Single Sign-On, Google, Nextcloud, Facebook, Microsoft, Flickr, Foursquare, and Microsoft Exchange. The second window is 'Sharing', showing 'Computer Name' as 'ubuntutor-HP-Stream-Laptop-14-ax0XX' and 'Screen Sharing' and 'Media Sharing' both turned off. The third window is 'Sound', which is the primary focus. It includes sections for System Volume, Over-Amplification (with a toggle switch), Volume Levels (System Sounds), Output (Output Device set to 'Speakers - Built-in Audio'), Balance, Input (Input Device set to 'Internal Microphone - Built-in Audio'), and Alert Sound (with options: Default, Bark, Drip, Glass, Sonar). Annotations in yellow boxes with exclamation marks provide instructions: '1. If you connect the TV, check audio output to television' points to the Output Device dropdown; '2. Set up a video conference microphone sound strength! Watch out for the sound circulation i.e. whining.' points to the Input Device dropdown; and 'Try it!' points to the Alert Sound buttons.

Basic settings

Settings | **Power**

Battery [!]

Fully charged 100%

Power Saving [!]

Screen Brightness [Slider]

Dim Screen When Inactive [Toggle]

Blank Screen 5 minutes

Wi-Fi [Toggle]

Bluetooth [Toggle]

Suspend & Power Button

Automatic Suspend: When on battery power [Click]

Power Button Action: Power Off

Automatic Suspend (popup):

On Battery Power [Toggle]

Delay: 20 minutes

Plugged In [Toggle]

Delay: 1 hour

Annotations:

- 1. Power Saving, you should define it for your own needs.
- 2. Power Off button, you should define it for your own needs. Suspend; Power Off; Nothing
- 3. I recommend "Suspend"

Settings | **Displays** | **Night Light**

Built-in display

Orientation: Landscape

Resolution: 1366 x 768 (16:9)

Refresh Rate: 60,01 Hz [New!]

Fractional Scaling: [Toggle]

NOTE! See the next page!

Displays | **Night Light**

Night light makes the screen color warmer. This can help to prevent eye strain and sleeplessness.

Night Light [Toggle]

Schedule: Sunset to Sunrise

Times: From 00:00 To 00:00

Color Temperature: [Slider]

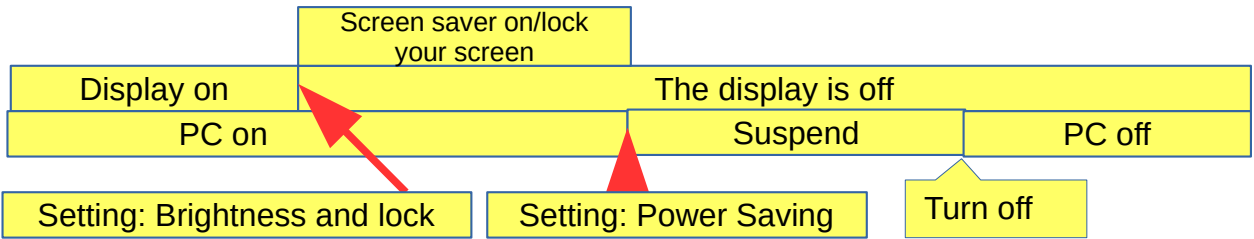
Annotations:

- 4. Define it according to your taste. Facilitates sleeplessness in the evening.
- 5. The night light is reddish and gentle in contrast.

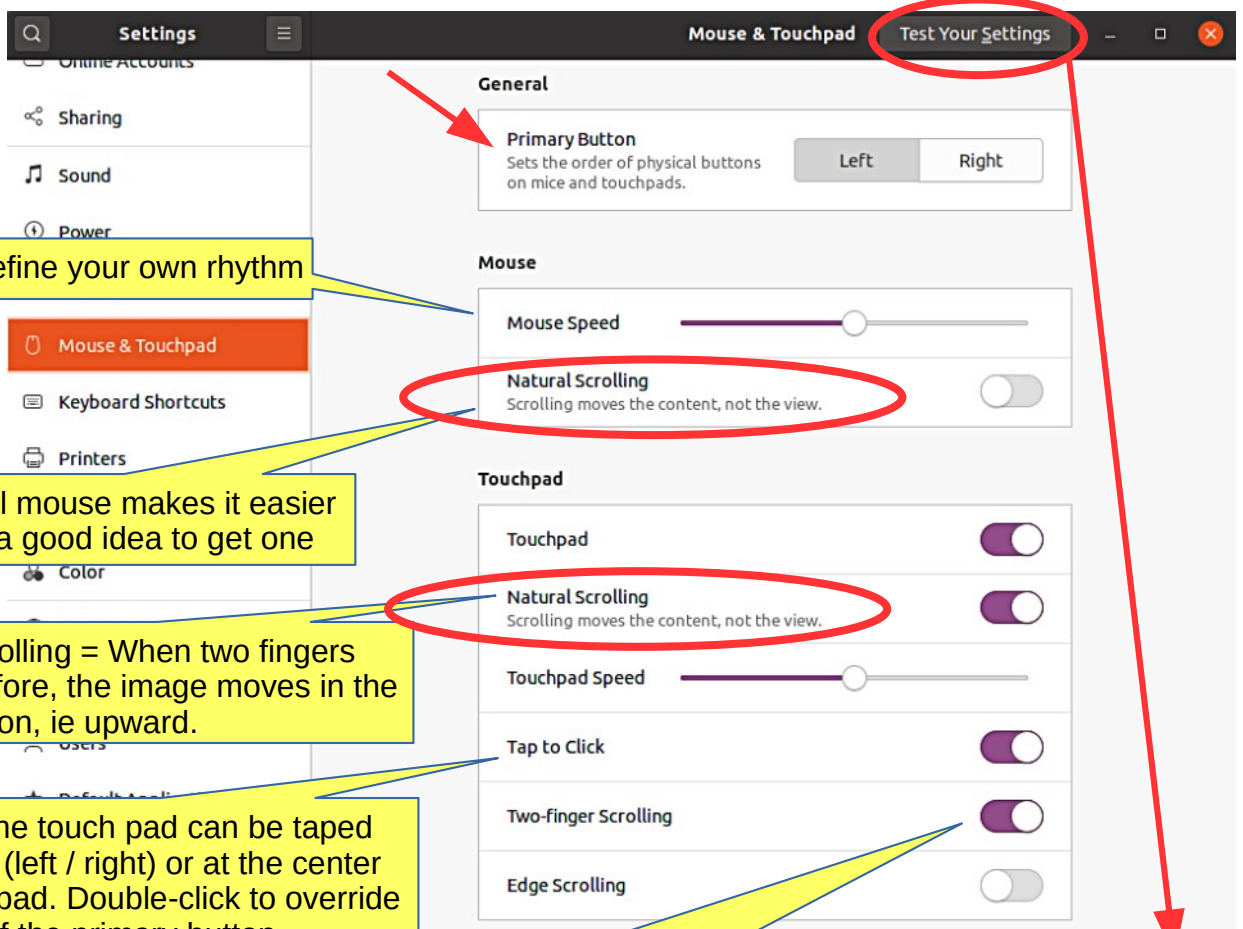
Basic settings

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

You can define different times for actions



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



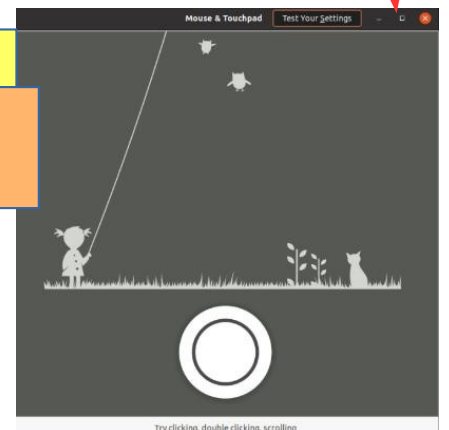
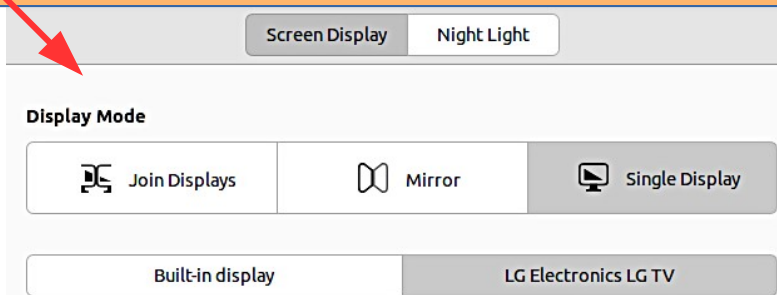
3. An external mouse makes it easier to work, it's a good idea to get one

4. Natural scrolling = When two fingers are pushed fore, the image moves in the same direction, ie upward.

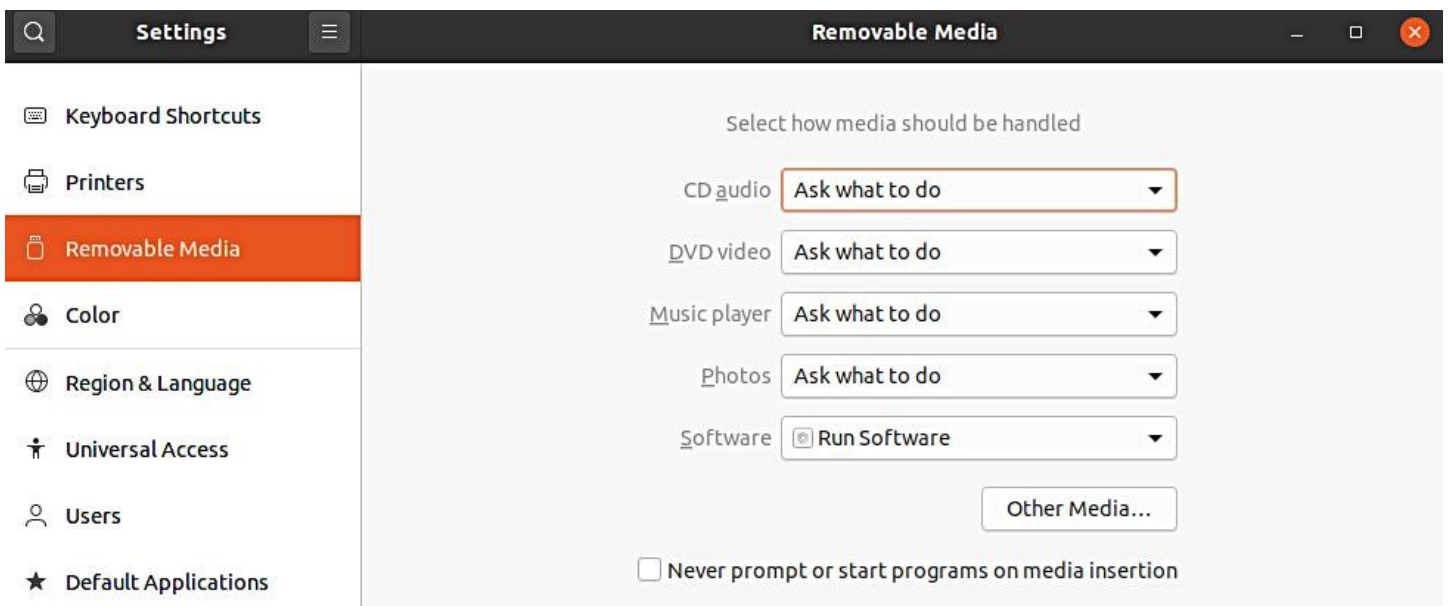
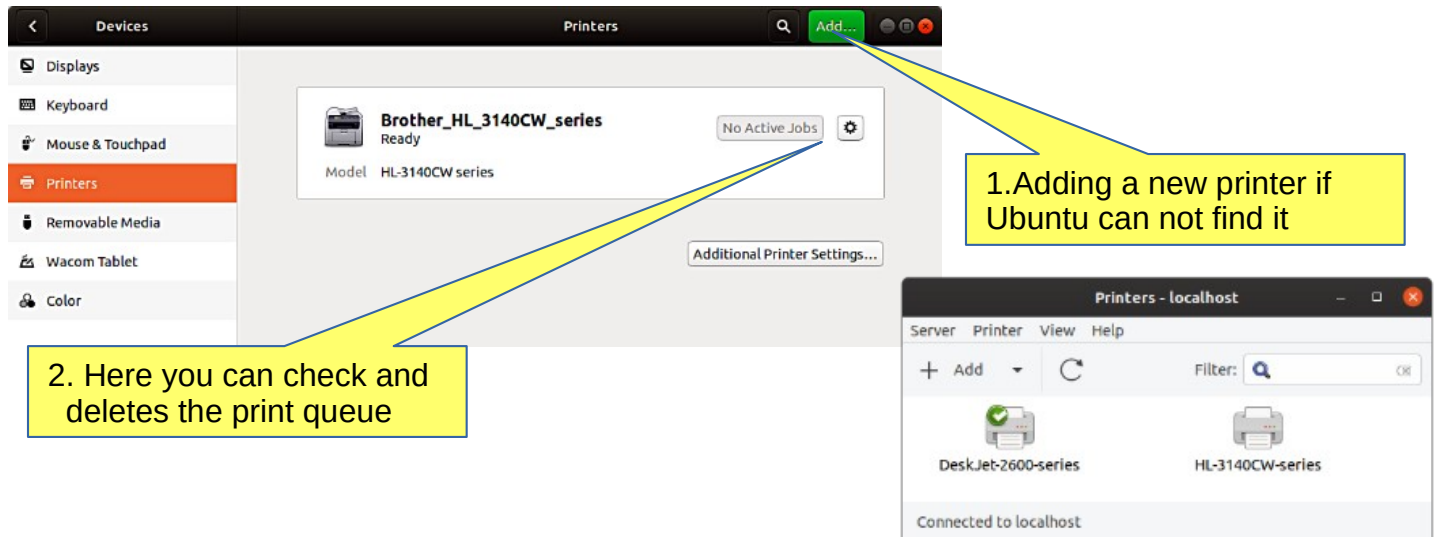
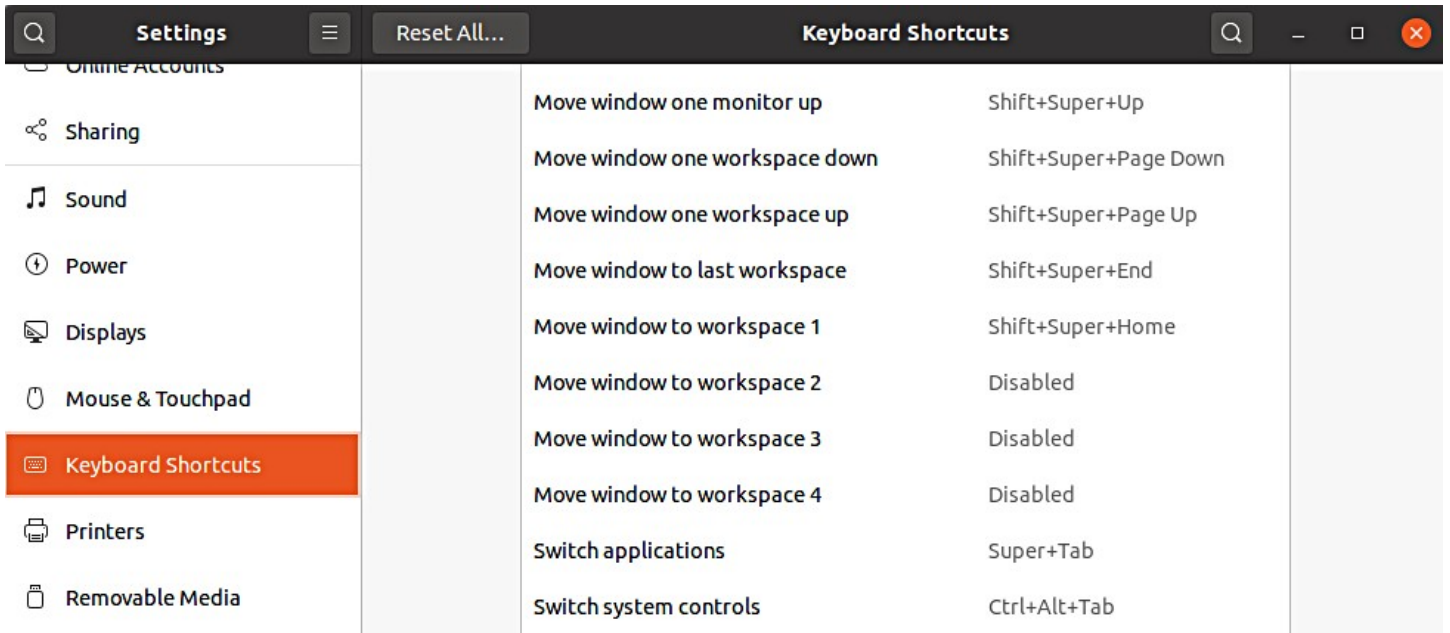
5. Note that the touch pad can be taped at the edges (left / right) or at the center of the touch pad. Double-click to override the border of the primary button

6. Options to move the image with two fingers

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



Basic settings



Basic settings

The screenshot shows the Ubuntu Settings application with the 'Color' section selected. The main content area displays 'Laptop Screen' with a toggle switch that is currently turned off. A red arrow points from the toggle switch to a browser window titled 'Why is color management important?'. The browser window shows the article's title, navigation breadcrumbs, and a photograph of a bird on a frosty wall. The text below the photo explains that color management is the process of capturing, displaying, and printing colors accurately across different media.

The screenshot shows the 'Region & Language' settings page. The 'Language' is set to 'English (United States)' and 'Formats' is set to 'Suomi'. A yellow highlight is placed over the text '1. You can change the language'. Under the 'Input Sources' section, 'Finnish' is listed with a red arrow pointing to it. A yellow highlight is placed over the text '2. These region settings will also be added later!'. A red arrow points from the 'Finnish' input source to a keyboard layout window shown in the next block.

This block contains two screenshots. The left one is a dialog box titled 'Input Source Options' with the option 'Use the same source for all windows' selected. Below it are 'Keyboard Shortcuts' for switching between sources. The right screenshot shows a 'Suomalainen' (Finnish) keyboard layout with a red arrow pointing from the 'Finnish' input source in the previous screenshot to this keyboard layout.

Basic settings

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

The screenshot shows the 'Universal Access' settings window in Ubuntu. The left sidebar lists various settings categories, with 'Universal Access' selected. The main content area is divided into sections: 'Seeing', 'Hearing', 'Typing', and 'Pointing & Clicking'. Annotations include yellow callouts and red arrows pointing to specific settings.

Seeing

- Always Show Universal Access Menu:
- High Contrast: (High Contrast)
- Large Text: (Large Text)
- Cursor Size: (Cursor Size)
- Zoom: (Off)
- Screen Reader: (Off)
- Sound Keys: (Off)

Hearing

- Visual Alerts: (Off)

Typing

- Screen Keyboard: (Off)
- Repeat Keys: (On)
- Cursor Blinking: (On)
- Typing Assist (AccessX): (Off)

Pointing & Clicking

- Mouse Keys: (Off)
- Locate Pointer: (Off)
- Click Assist: (Off)
- Double-Click Delay:

Annotations:

- Yellow callout: "1. Again it is worth trying, which setting feels the best." (points to High Contrast and Large Text)
- Yellow callout: "2. This is very useful, if text is too small. Try it!" (points to Universal Access in the sidebar)
- Yellow callout: "Try it !" (points to Double-Click Delay)
- Red arrows point from the 'Seeing' section to the 'Typing' section and from the 'Typing' section to the 'Pointing & Clicking' section.

Basic settings

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

2.Password is important!

Users

Authentication & Login

- Password
- Automatic Login
- Account Activity

Change Password

Current Password

New Password

Confirm New Password

Remove User...

Ubuntutor — Account Activity
This Week

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

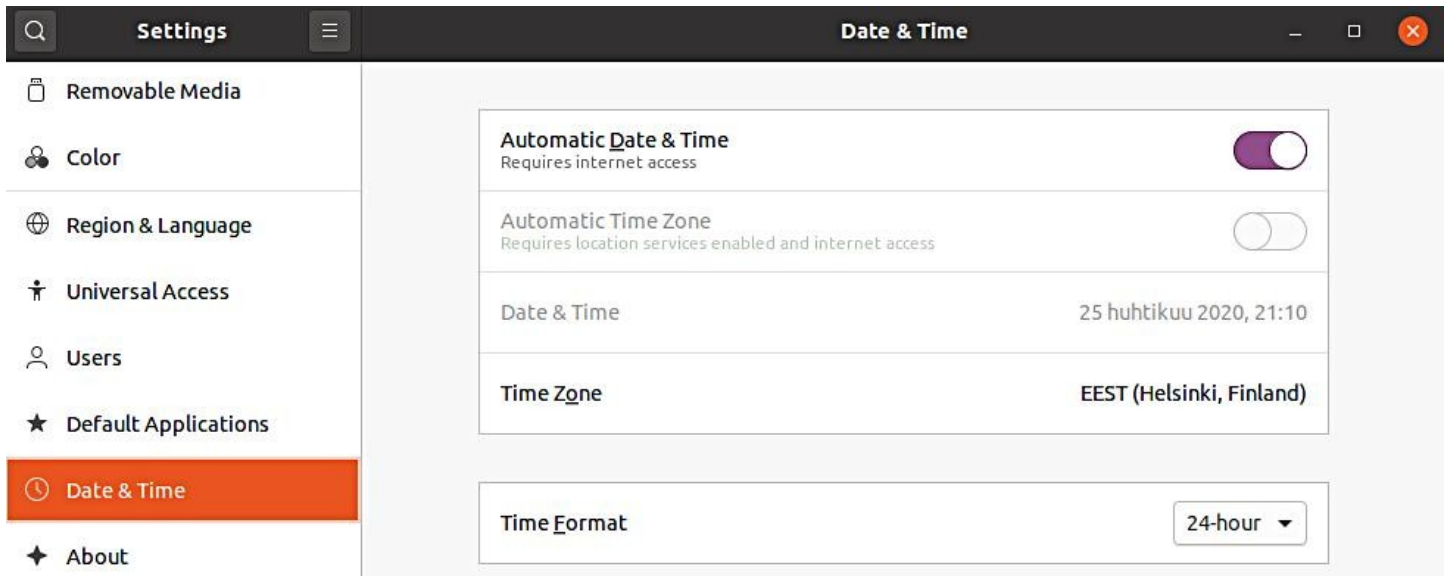
3.Select the default applications here. When you click a file define what application opens that file.

Default Applications

- Web: Firefox Web Browser
- Mail: Thunderbird Mail
- Calendar: Text Editor
- Music: Rhythmbox
- Video: Videos
- Photos: Image Viewer

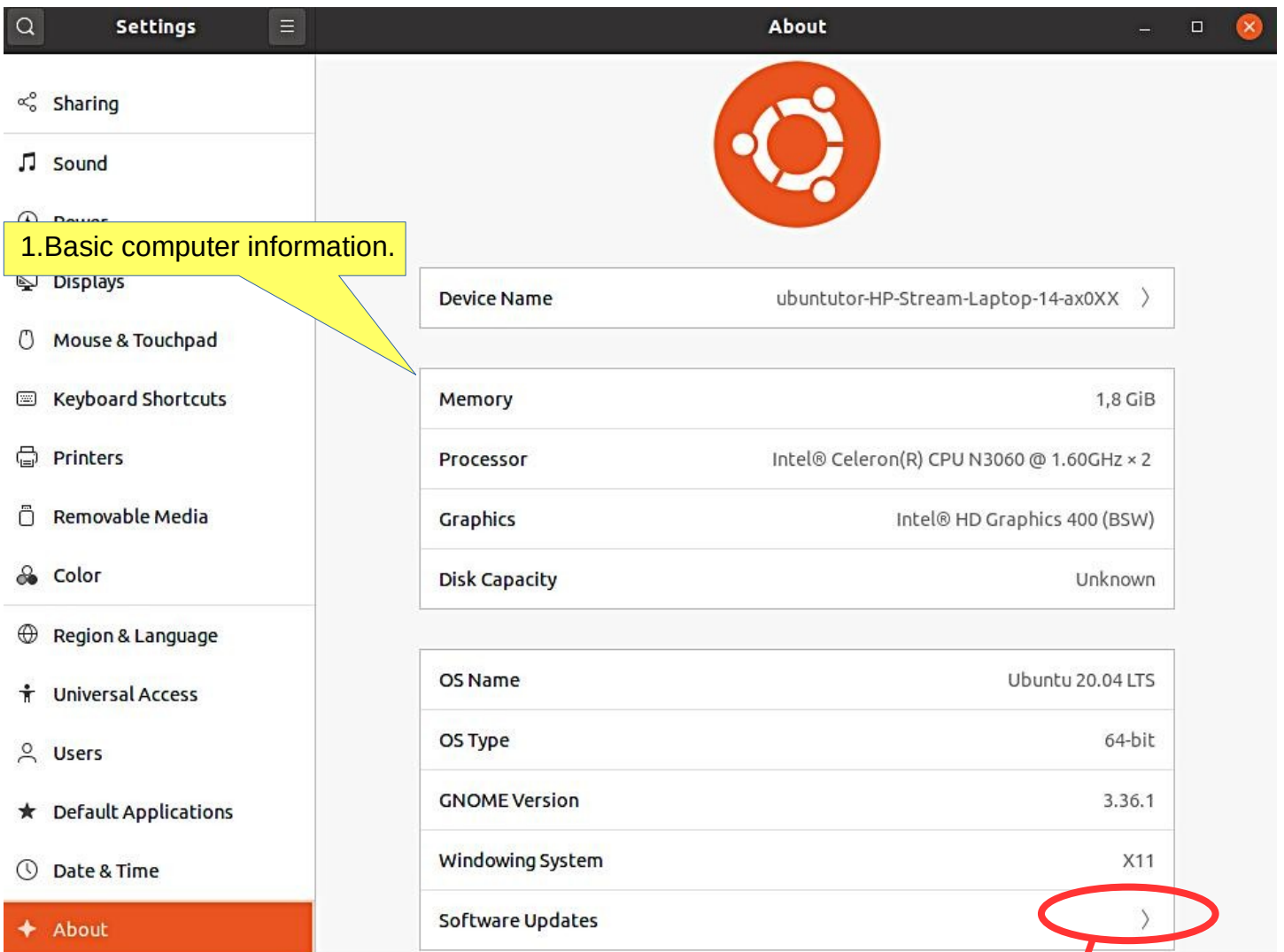
Basic settings

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



The screenshot shows the 'Date & Time' settings window in Ubuntu. The left sidebar contains various settings categories, with 'Date & Time' highlighted in orange. The main content area displays the following settings:

- Automatic Date & Time:** Requires internet access. Toggle is turned on.
- Automatic Time Zone:** Requires location services enabled and internet access. Toggle is turned off.
- Date & Time:** 25 huhtikuu 2020, 21:10
- Time Zone:** EEST (Helsinki, Finland)
- Time Format:** 24-hour (dropdown menu)



The screenshot shows the 'About' settings window in Ubuntu. The left sidebar contains various settings categories, with 'About' highlighted in orange. The main content area displays the following system information:

- Device Name:** ubuntutor-HP-Stream-Laptop-14-ax0XX
- Memory:** 1,8 GiB
- Processor:** Intel® Celeron(R) CPU N3060 @ 1.60GHz × 2
- Graphics:** Intel® HD Graphics 400 (BSW)
- Disk Capacity:** Unknown
- OS Name:** Ubuntu 20.04 LTS
- OS Type:** 64-bit
- GNOME Version:** 3.36.1
- Windowing System:** X11
- Software Updates:** >

A yellow callout box with a speech bubble points to the 'About' category in the sidebar, containing the text: **1. Basic computer information.**

A red circle highlights the right-pointing arrow next to 'Software Updates', with a red arrow pointing to a yellow box labeled 'Next page'.

Next page

Basic settings

The screenshot shows the 'Software & Updates' window with several tabs: 'Ubuntu Software', 'Other Software', 'Updates', 'Authentication', and 'Additional Drivers'. The 'Updates' tab is selected, showing options for downloading software from the internet and installing from CD-ROM/DVD. The 'Authentication' tab is also visible, showing trusted software providers. A yellow box with an exclamation mark points to the 'Download and install automatically' option under 'When there are security updates:'. Below the screenshot, a yellow box contains the text: '1. Do not change these settings unless you know what you are doing!'. At the bottom, there is a note about proprietary drivers: 'No proprietary drivers are in use. A proprietary driver has private code that Ubuntu developers can't review or improve. Security and other updates are dependent on the driver vendor.'

The screenshot shows the 'Software & Updates' window with the 'Livepatch' tab selected. The text reads: 'Canonical Livepatch helps keep your system secure by applying security updates that don't require a restart. [Learn More](#)'. Below this, there is a toggle switch for 'Livepatch requires an Internet connection.' which is currently turned off. A red arrow points to the 'Learn More' link. At the bottom, there is a checkbox for 'Show Livepatch status in the top bar'.

The screenshot shows the 'Software & Updates' window with the 'Developer Options' tab selected. The text reads: 'Use proposed updates if you're willing to report bugs on any problems that occur.' Below this, there is a checkbox for 'Pre-released updates (focal-proposed)' which is currently unchecked.

Introduction to installed Ubuntu apps

Click !

1. Backup guide is later in this manual.

Activities huhti 26 17:07

Type to search

Addition... AisleRiot... Calendar Cheese Files Firefox W...
gThumb Input Met... Language... LibreOffi... LibreOffi... LibreOffi...
LibreOffi... Livepatch Mahjongg Mines Power St... Remmina
Rhythmbox Settings Shotwell Software ... Software ... Startup A...

Show Applications

Utilities huhti 26 17:07

Type to search

Startup D... Sudoku Text Editor Thunder... To Do Transmis...
Ubuntu S... Utilities Videos

Utilities

Archive Manager Backups Calculator Characters
Disk Usage Ana... Disks Document Scan... Document Vie...
Passwords and... Screenshot System Monitor Terminal

Archive Manager

Extract + Archive Manager

Backup guide

Overview

No recent backups.
You may use the **Restore...** button to browse for existing backups.

Restore...

No backup scheduled.
You should **enable** automatic backups or use the **Back Up Now...** button to start one now.

Back Up Now...

Devices & Locations

This Computer

- Home folder /home/ubuntu
- ubuntutor-HP-Stream-Laptop-14-ax0XX 23,5 GB Available 30,1 GB Total
- KINGSTON /media/ubuntu/KINGSTON 59,7 GB Available 61,9 GB Total
- 32 GB Volume /media/ubuntu/9016-4EF8 425,0 MB Available 31,6 GB Total

Disk Usage Ana...

Disks

SD Card Reader /dev/mmcblk0

Model DF4032
Media SD Card
Size 31 GB (31 268 536 320 bytes)
Partitioning GUID Partition Table
Serial Number 0x0cba1b02

Volumes

- Filesystem Partition 12 0 31 GB FAT
- Filesystem Partition 2 31 GB Ext4

Size 537 MB — 192 MB free (64,2% full)
Device /dev/mmcblk0p1
UUID 70C1-D3E4
Partition Type EFI System
Contents FAT (32-bit version) — Mounted at /boot/efi

Logs huhti 25 21:03 - 17:24

Unable to read system logs

Important	System	uvccideo: Failed to query (GET_DEF) UVC control 4 on unit 2: -32 (exp. 2).	16:44
	System	Bluetooth: hci0: unexpected event for opcode 0xfc2f	16:20
All	System	uvccideo: Failed to query (GET_DEF) UVC control 4 on unit 2: -32 (exp. 2).	huhti 25 21:08
	Hardware usb	1-2: device descriptor read/64, error -71	

Introduction to installed Ubuntu apps

Cancel Take Screenshot

Take Screenshot

Grab the whole screen
 Grab the current window
 Select area to grab

Grab after a delay of seconds

Effects

Include pointer
 Include the window border

Apply effect:

1. This is very useful!

Basic Mode

- Basic Mode
- Advanced Mode
- Financial Mode
- Programming Mode
- Keyboard Mode

Calculator

Advanced Mode

Degrees to Radians 0 degrees = 0 radians

to

to

to

to

to

to

to

to

to

5

Euro ↔ US Dollar €\$ = \$5,4

Programming Mode

Decimal

Keyboard Mode

Degrees to Radians 90 degrees = 1,57 radians

System Monitor

Processes Resources File Systems

User	% CPU	ID	Memory	Disk read tot:	Disk wrt
ubuntu	0	1068	360,0 KiB	628,0 KiB	
gnome	0	1038	320,0 KiB	508,0 KiB	
dbus-daemon	0	801	1,5 MiB	12,3 MiB	

CPU History

60 seconds

CPU1 23,0% CPU2 20,4%

Memory and Swap History

60 seconds

Memory 1,4 GiB (73,3%) of 1,8 GiB Cache 474,1 MiB

Swap 831,4 MiB (61,1%) of 1,3 GiB

Network History

60 seconds

Receiving 0 bytes/s Total Received 4,5 MiB

Sending 0 bytes/s Total Sent 228,0 KiB

Processes Resources File Systems

Device	Directory	Type	Total	Available	Used
/dev/mmc	/	ext4	30,1 GB	21,9 GB	6,6 GB 23%
/dev/mmc	/boot/efi	vfat	268,4 MB	192,2 MB	76,3 MB 28%
/dev/mmc	/media/ubuntu	vfat	31,6 GB	425,0 MB	31,2 GB 98%
/dev/sda1	/media/ubuntu	vfat	61,9 GB	54,7 GB	7,1 GB 11%

Terminal

```
> _
```

ubuntutor@ubuntutor-HP-Stream-Laptop-14-ax0XX: ~

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

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

Characters

Smileys & People

Recently Used

Smileys & People

Animals & Nature

Food & Drink

Activities

Travel & Places

Objects

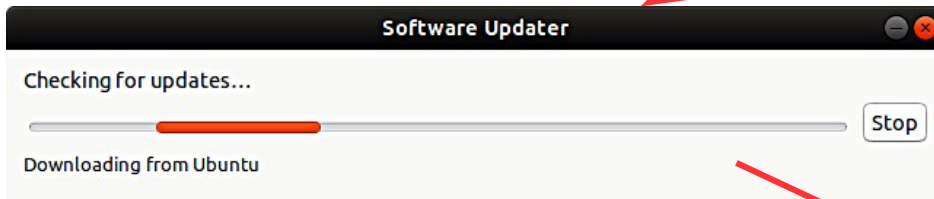
Symbols

Introduction to installed Ubuntu apps

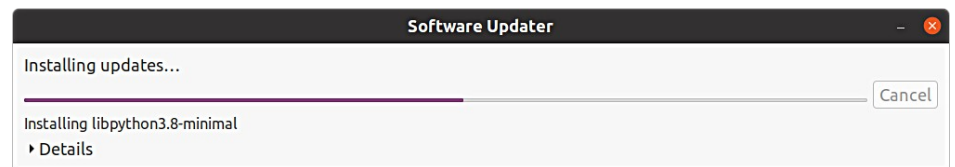
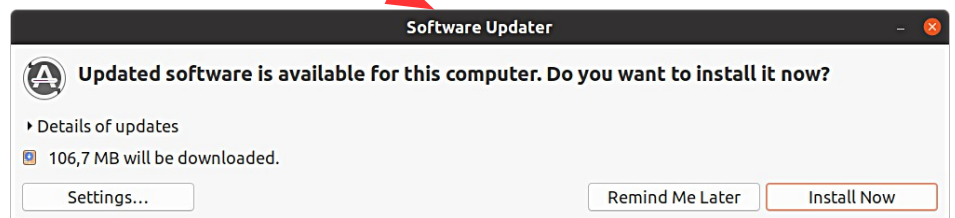
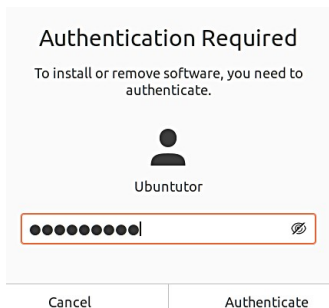
1. Ubuntu suggests updates automatically, but the user can decide on the timing of the upgrade. For updating, Ubuntu will notify you of the Dock icon. Click the icon to start the update



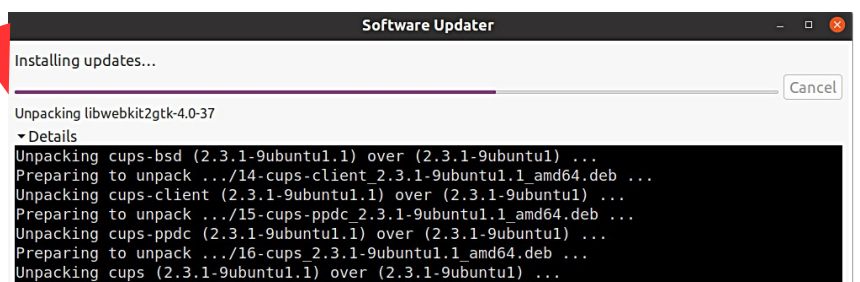
2. You can also start the update by clicking the icon



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



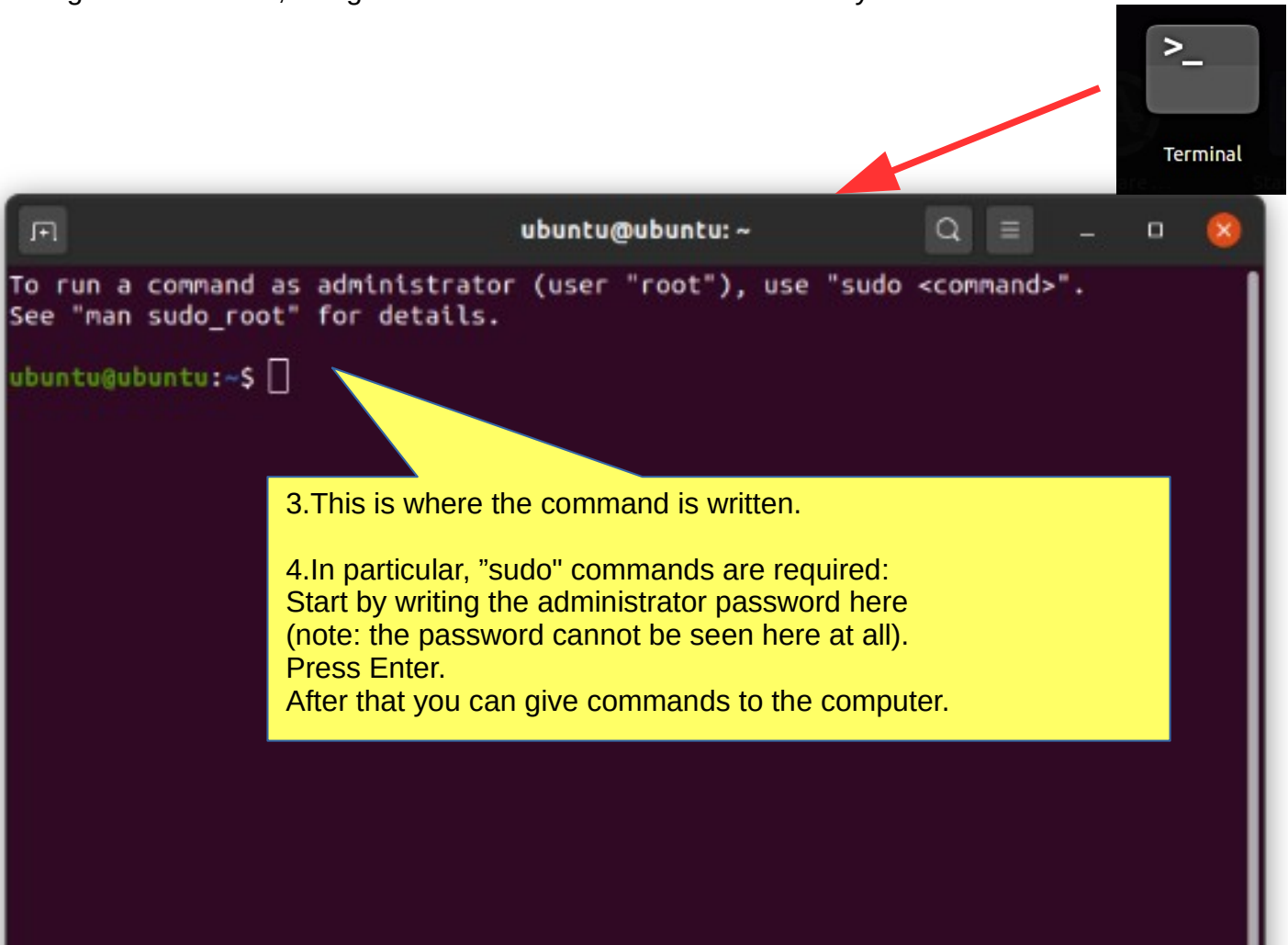
4. In the updates, you should click on Details to see it. It's easier to track the progress of the update



Command Prompt (Terminal)

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

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



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

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

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

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

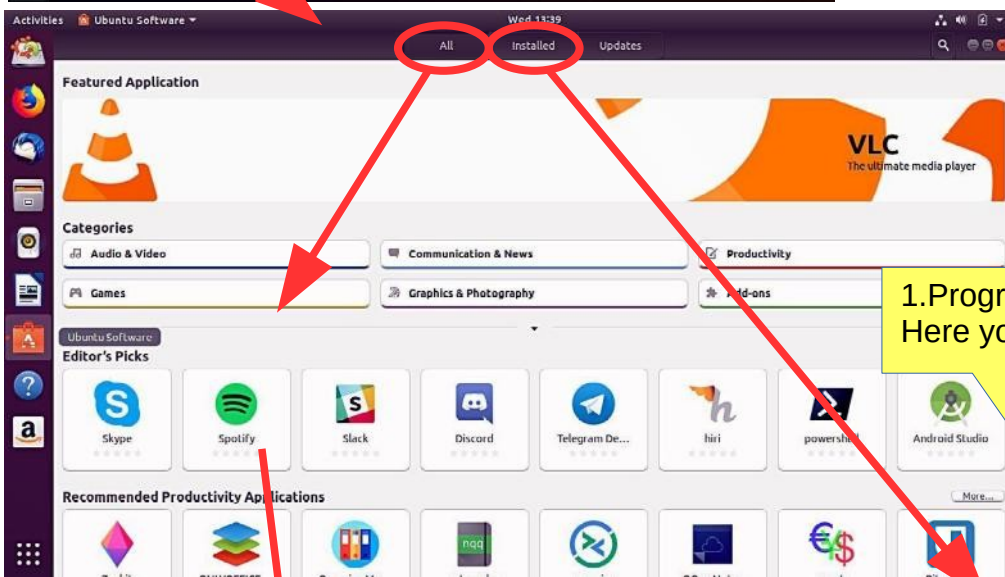
<https://techlog360.com/basic-ubuntu-commands-terminal-shortcuts-linux-beginner/>

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

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

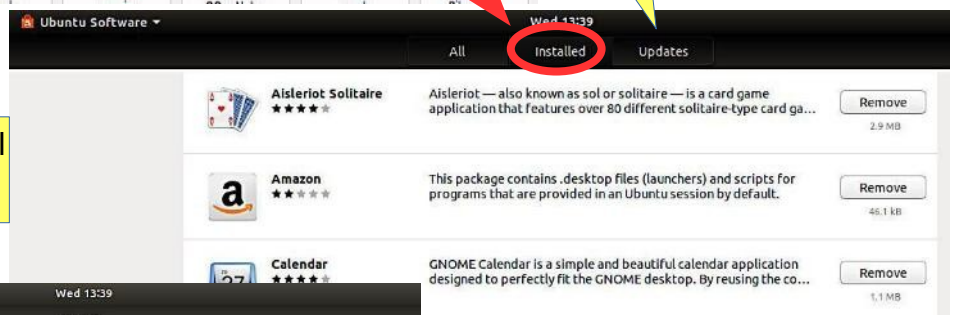
Install apps

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

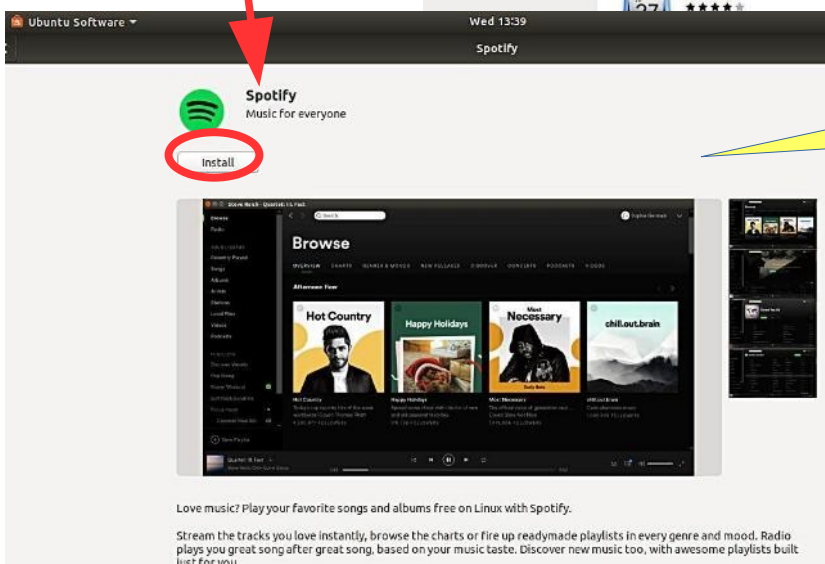


1. Programs on your computer. Here you can remove the application

2. Applications that you can install on your computer



3. A more detailed presentation and installation of the application



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

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

If you are planning to install a new app

Here are some tips when looking for a new application.

1. Compare different applications. Which would seem best suited to your needs.
2. Find comments and opinions about the app.
3. If you find the manual for the app, examine it. You can get good tips and ideas.

INSTALL ONLY RELIABLE SOFTWARE!

After installing the app.

1. Now you can properly explore the features and functions of the app
 - if you collect a lot of data with the app, do you think the app will slow down?
 - can you divide the data into sections if needed so that the app works smoothly and the files are not too large.
 - can you transfer older data to another storage medium.
2. Can you easily backup your data to another storage medium?
3. If you are replacing a computer, whether the app and data are successfully implemented on a new machine.
4. If the app fails, for example, it will no longer work after the update, can you access your own data files with another app.
5. Practice using the app first with training material, allowing you to figure out the features of the app and learn about its details.
6. Plan the use of the application (nomenclature, folder structures, backup, etc.).
7. When the job seems to work, start the actual use of the app.

Good luck!

-
8. If you are unsatisfied with the app, you can easily delete it and look for a better app. In Ubuntu and Linux, this is easy. The apps are packages.

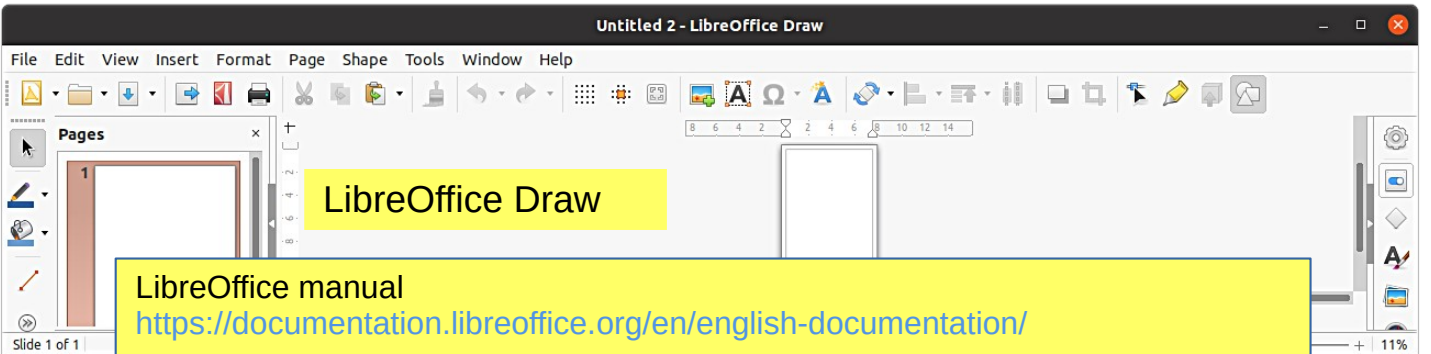
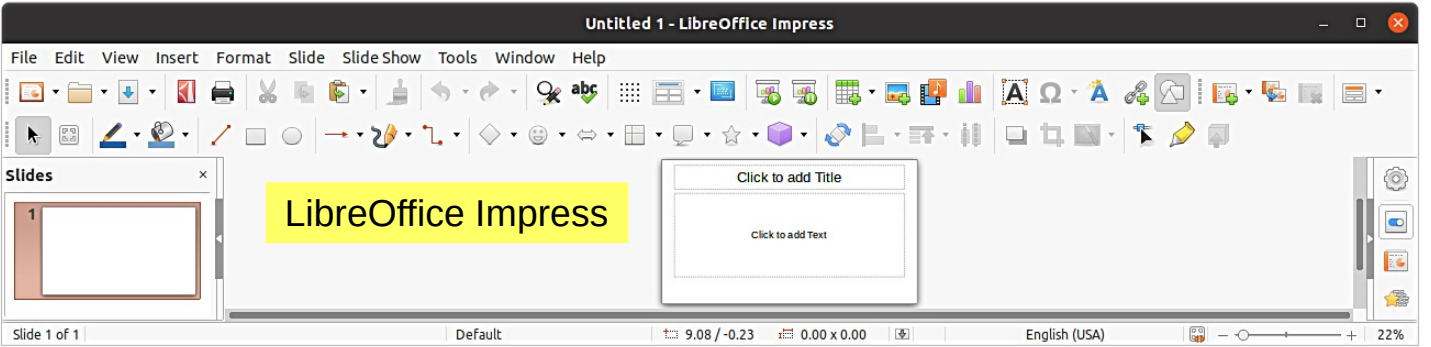
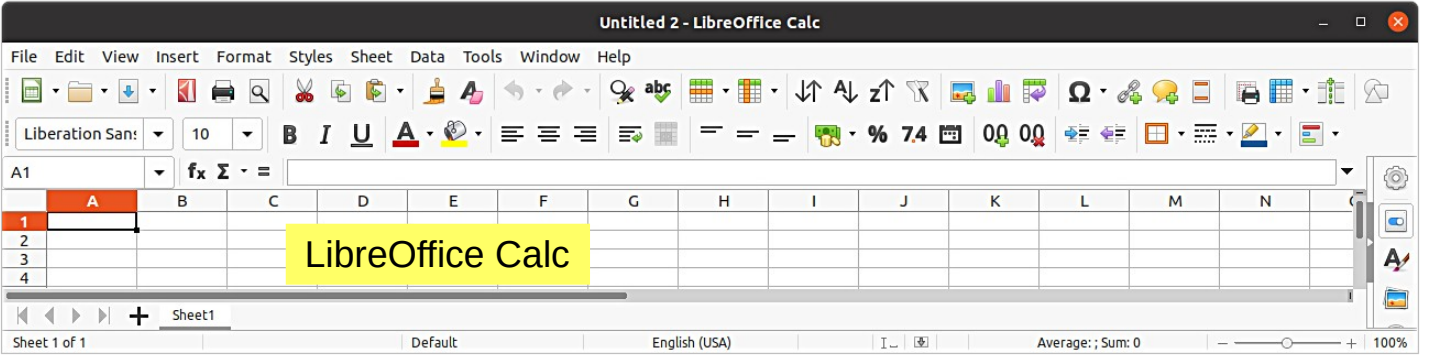
More information

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

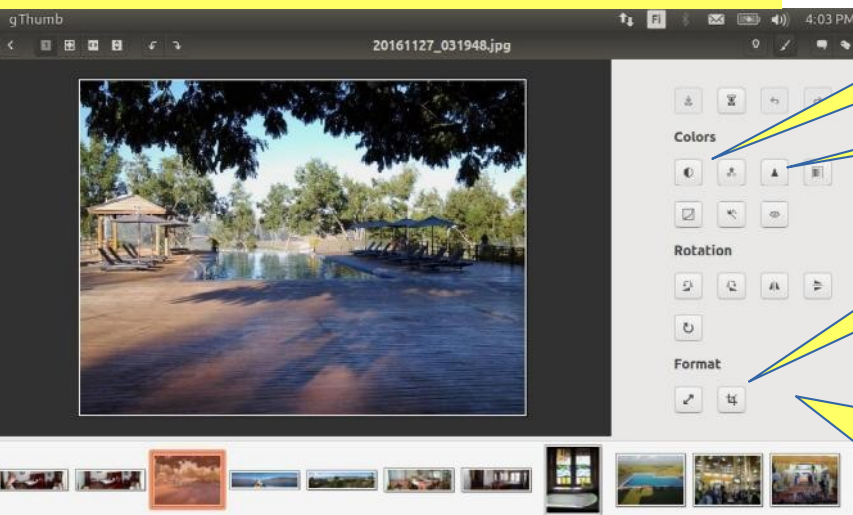
[Installing software in Ubuntu using .deb files](#)

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

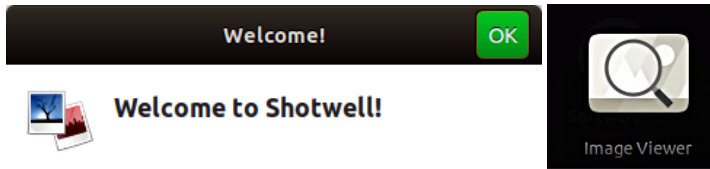
Introduction to installed Ubuntu apps



gThumb viewer (not installed, but I like it ;-)



Introduction to installed Ubuntu apps

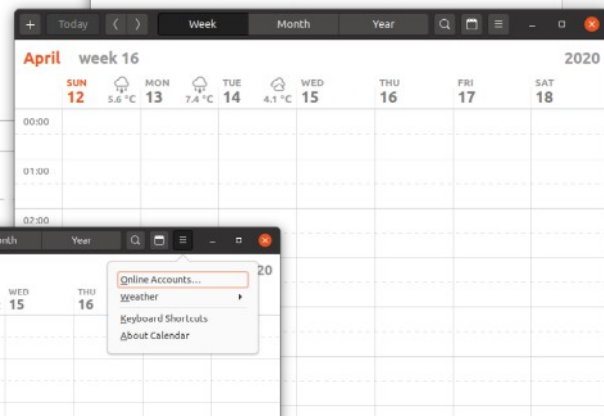
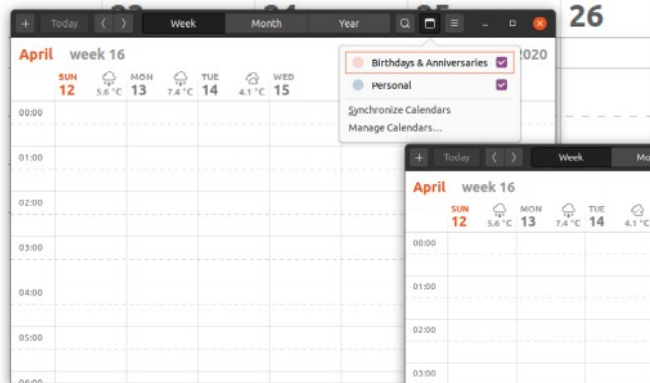
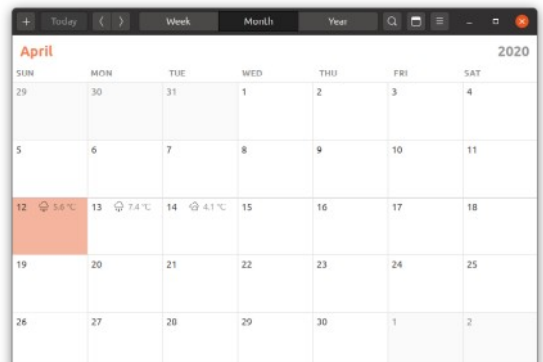
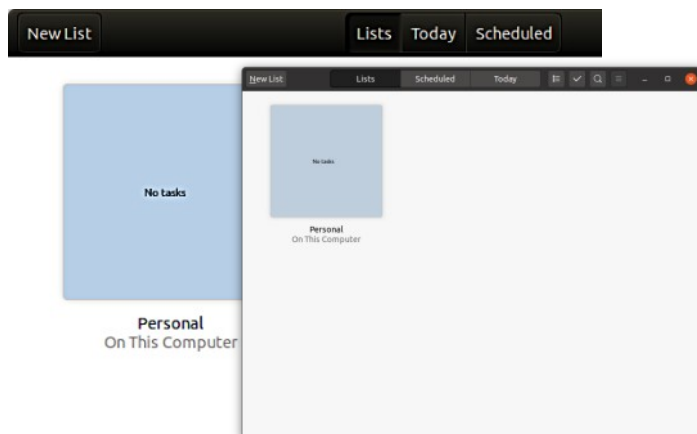
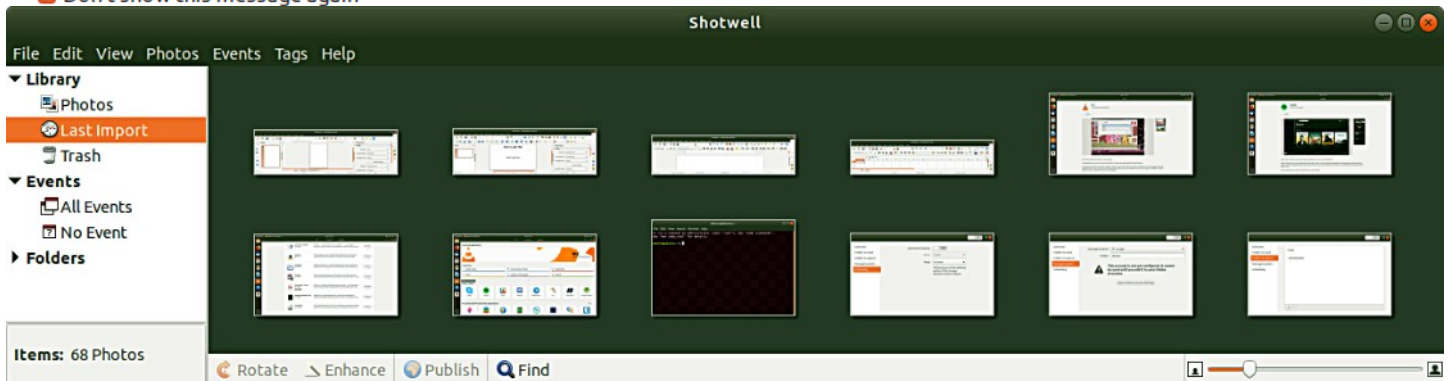


Import photos from your ~/Pictures folder

You can also import photos in any of these ways:

- Choose **File** ► **Import From Folder**
- Drag and drop photos onto the Shotwell window
- Connect a camera to your computer and import

Don't show this message again



Links, nice reading for rainy days

Look Ubuntu Desktop Guide: [Get more help](#)

Ubuntu forum

<https://ubuntuforums.org/>

Ubuntu Desktop Guide

<https://help.ubuntu.com/16.04/ubuntu-help/index.html.en>

Linux wiki

<https://www.linux.org/>

Using Ubuntu Linux

https://en.wikibooks.org/wiki/Using_Ubuntu_Linux

Ubuntu hardware support

<https://wiki.ubuntu.com/HardwareSupport>

Ubuntu help

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

Ubuntu: A Beginner's Guide

<https://www.makeuseof.com/tag/ubuntu-an-absolute-beginners-guide/>

The Complete Beginners Guide To Ubuntu

<https://www.lifewire.com/beginners-guide-to-ubuntu-2205722>

[PDF]Ubuntu Manual – Getting Started with Ubuntu 14.04

<http://ubuntu-manual.org/>

[Open Office 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>

OMG

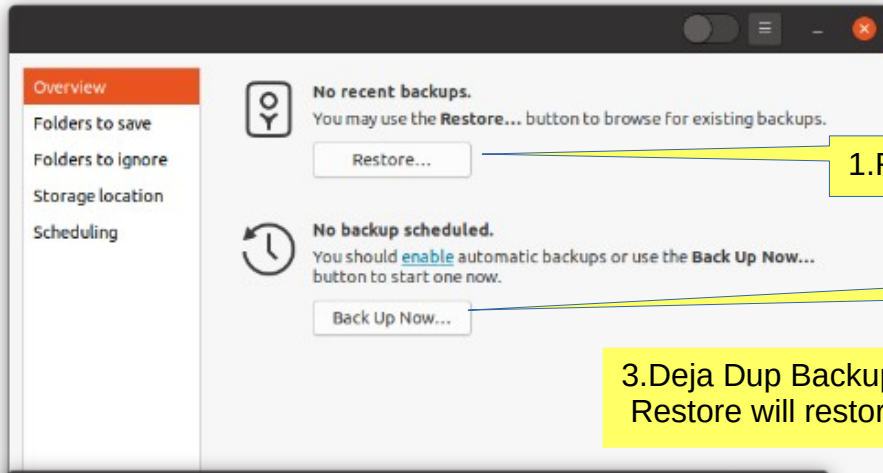
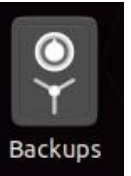
<https://www.omgubuntu.co.uk>

HISTORY

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

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

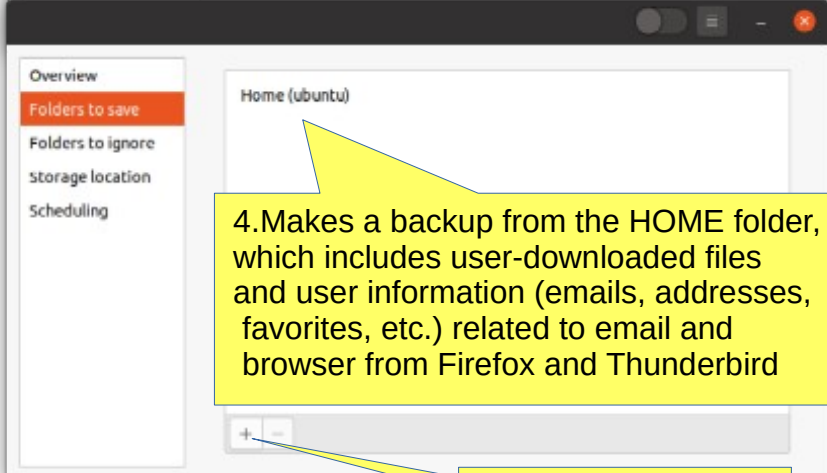
Deja Dup Backup 1



1.Returns the backup to the computer

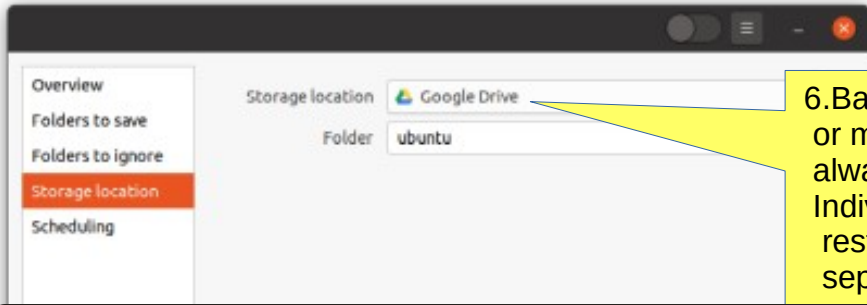
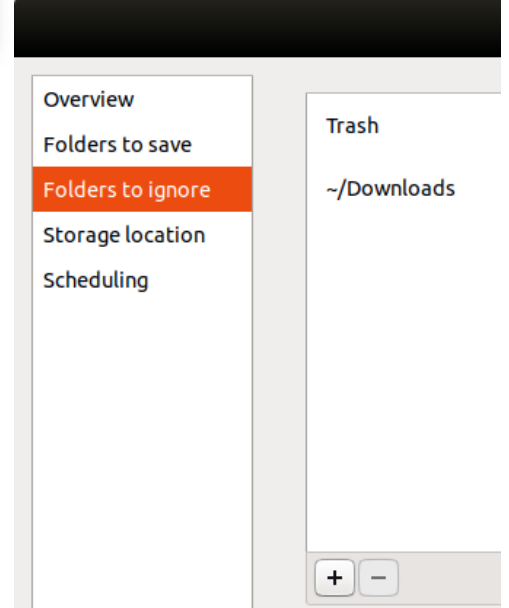
2.Makes a backup

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

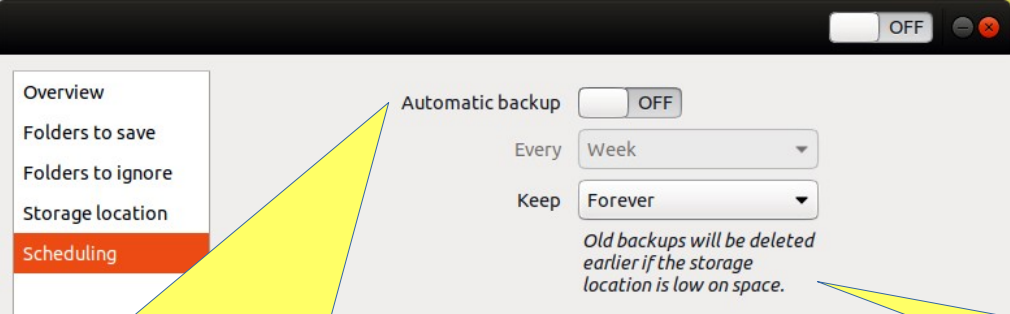


4.Makes a backup from the HOME folder, which includes user-downloaded files and user information (emails, addresses, favorites, etc.) related to email and browser from Firefox and Thunderbird

5.Add more folders



6.Backup may be located on a hard drive or memory stick. NOTE! Deja Dup always returns the entire backup material. Individual files or folders cannot be easily restored. Such a backup should be done separately.



7.Automatic backup reminds you of making a backup. The first backup takes a long time, the next goes pretty fast.

8. A small memory stick is enough for backup!

9. DejaDup tells you when to make a copy. Insert the USB-media and click on the DejaDup 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/>



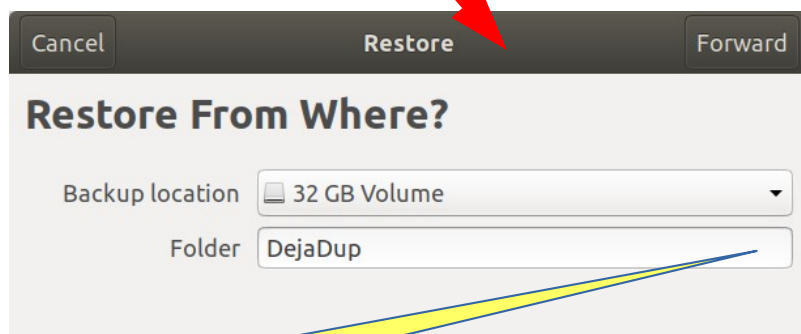
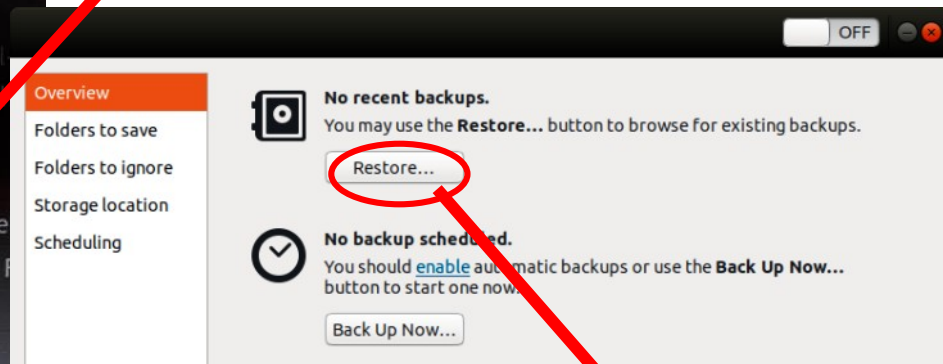
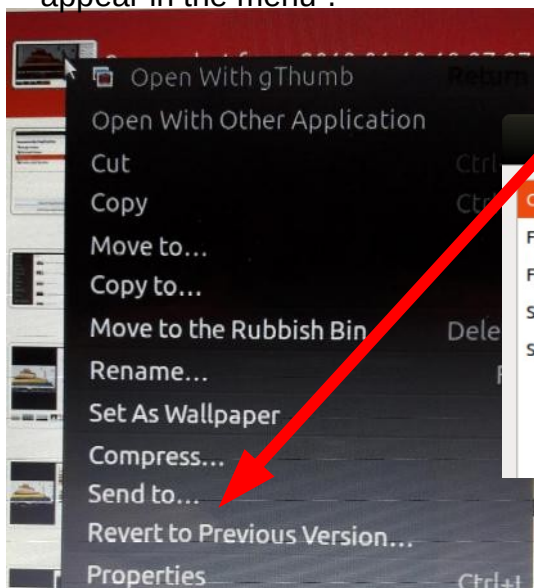
Deja Dup Backup 2



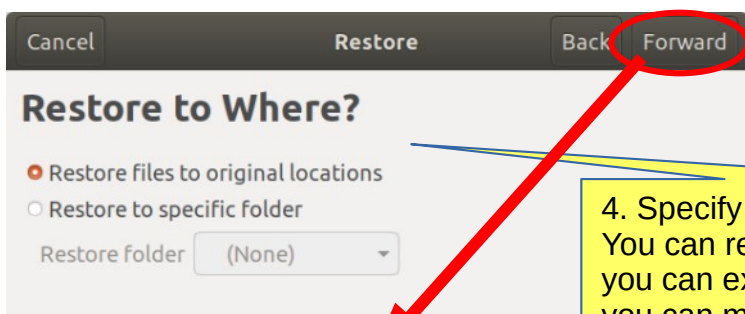
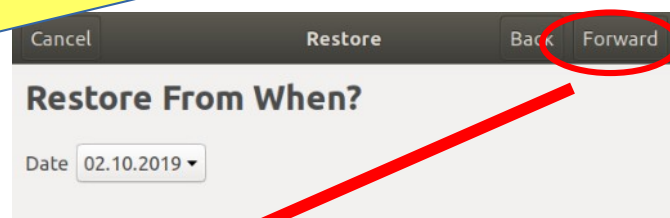
1. DejaDup can restore individual files or folders if they have been backed up by DejaDup.

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

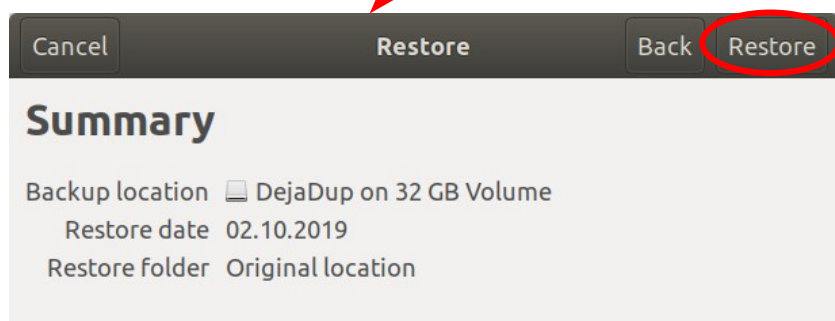
2. If you want to restore the entire backup, click "Restore ..." and then Deja Dup first installs itself.



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 strategy!

0. Remember to take backups! Here are some ideas about backing up.

1. Take a copy of the HOME folder to a memory stick or USB hard drive. Before that, check the size of the HOME folder, and check the free space in the backup memory storage.

You can change the backup HOME folder name slightly by adding the backup date to the name to find the latest backup, eg, 20180305 HOME.

NOTE! The HOME folder also contains hidden files, such as Firefox bookmarks and Thunderbird emails and email addresses.

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

2. Keep the Ubuntu installation usb stick. Then it's easy to reinstall Ubuntu.

- a. Install Ubuntu first and then
- b. Restore your own files with Deja Dup.

3. It is very unlikely, but ... if Ubuntu will not start at all!

4. You should prepare for this by making a **Boot-Repair bootable usb stick**.

Boot-Repair automatically or semi-automatically fixes startup problems:

<https://help.ubuntu.com/community/Boot-Repair>

Guide:

1. Go to the link page
2. According to the instructions, copy the Boot-Repair iso file
3. Install Rufus (it's easier to do with Windows)
4. Make Boot-Repair bootable usb stick
5. Put the usb stick on the problem computer and boot
6. Boot-Repair will most likely repair the bug and Ubuntu is again available.
7. No user files in this operation will be lost.

On the following pages are new additions, I have attached to this guide.

I wish good Ubuntu moments!



1. Going on a holiday trip?
Multiple cameras and phone cameras?
→ Same date and time for all cameras!

2. After the trip.
Processing and assembling images.
Two phones with the same type =>
Can have the same names with files! =>
Rename images on another phone.

3. Image processing

1. Collect the images in the same folder, copy them, don't move, for security
2. Sort images by time of capture (metadata)
3. Rename images (Number order)
4. Select the best images for the new folder
5. Handle images (Crop, Improve)

gThumb image viewer

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

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

6. menus

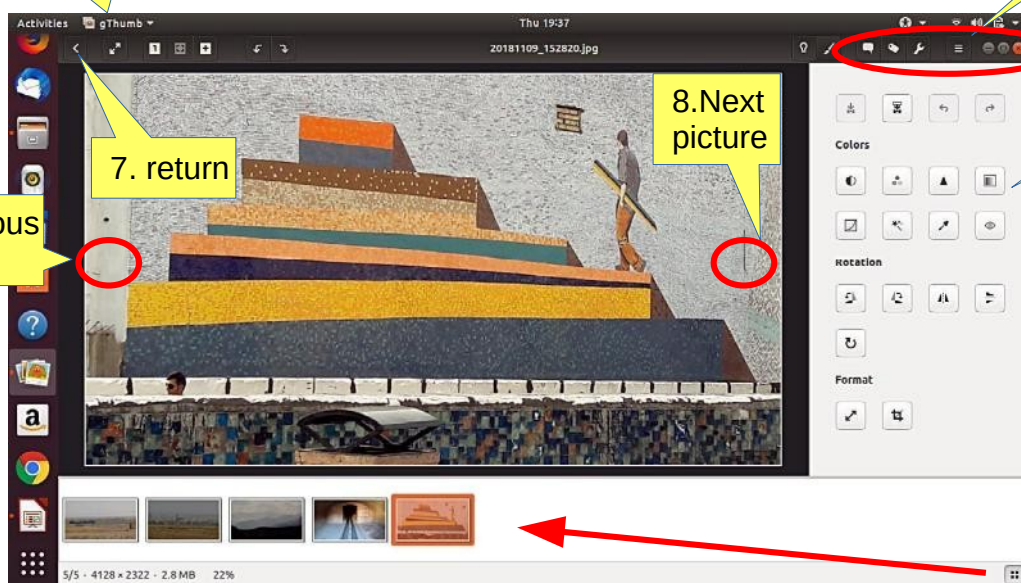
10. Previous picture

7. return

8. Next picture

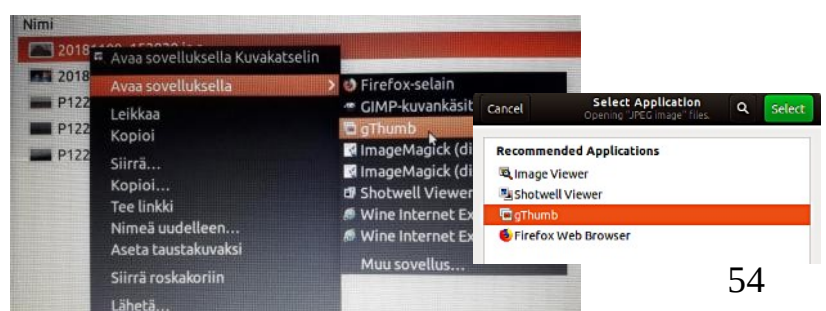
9. tools

11. the list



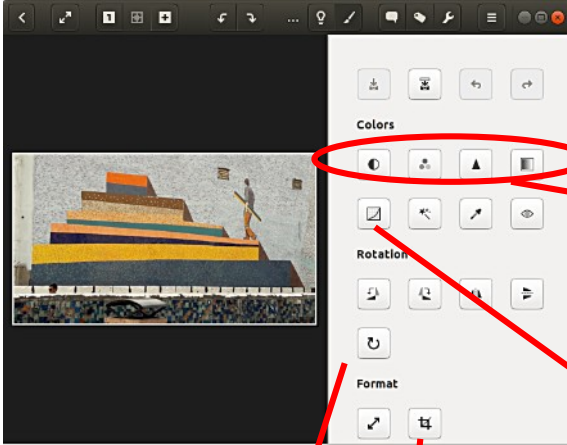
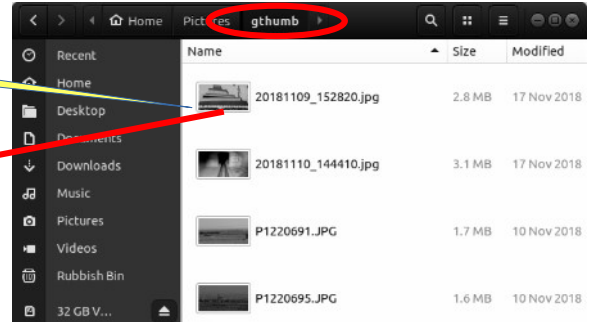
12. NB! In System Preferences, you can specify Details → Default Applications → The image always opens in gThumb or ->

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

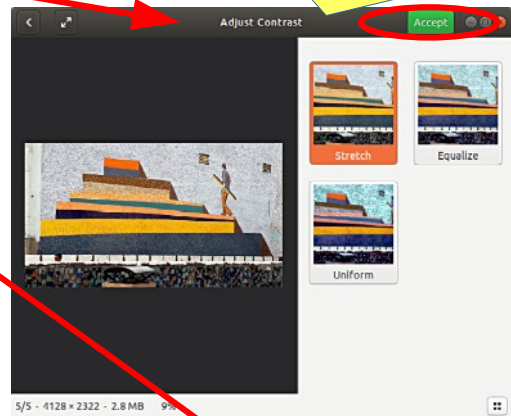


1. gThumb
First picture

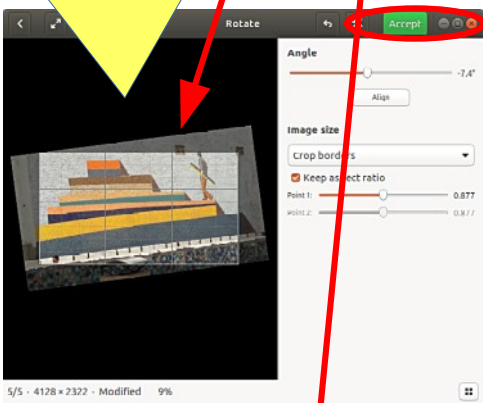
2. Images to be processed



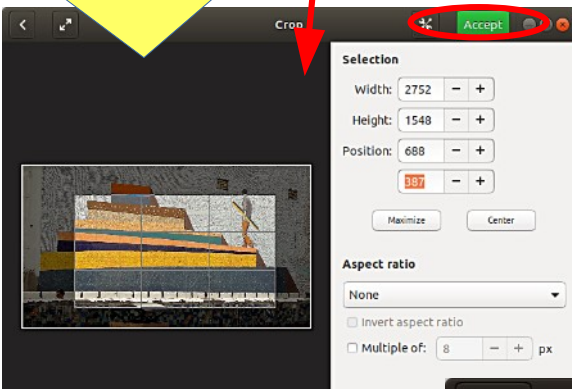
3. Adjust the contrast, colors, and sharpness. Accept



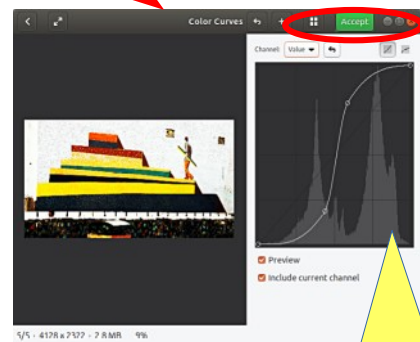
4. If necessary, straighten the image
Use the +or- buttons to adjust the slope



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

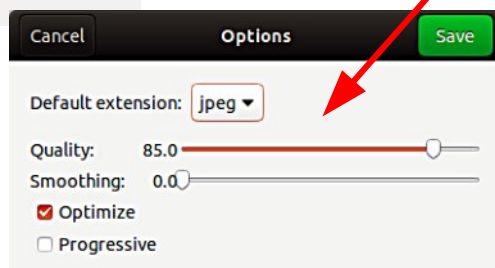
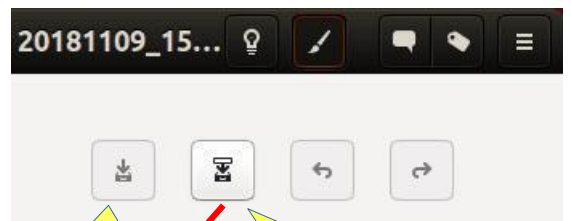


6. Try moving the curve



7. Save to the original

8. Save as new and
adjust the packaging

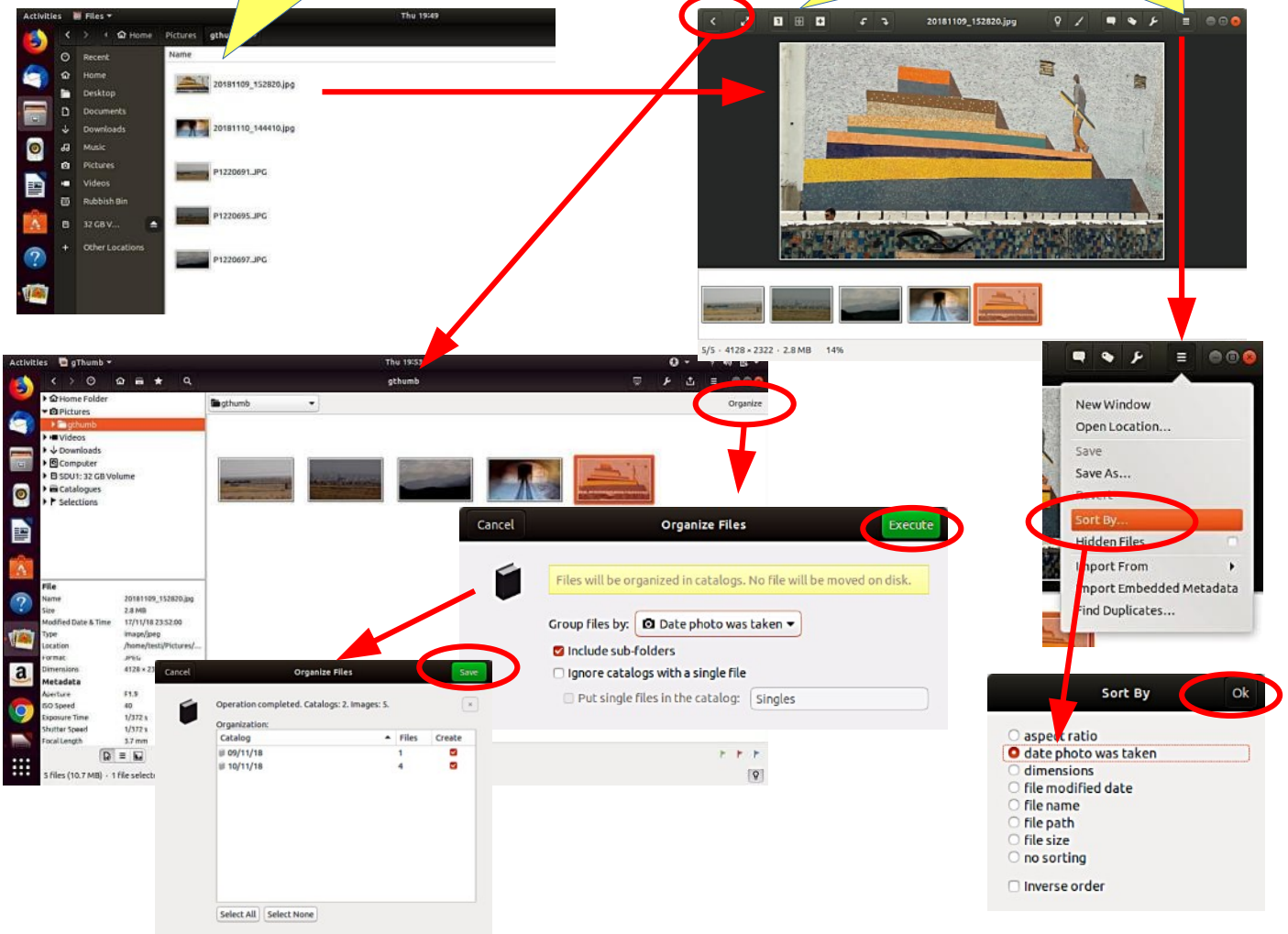


gThumb image editing software - sorting images

1.3

1. Select the first image

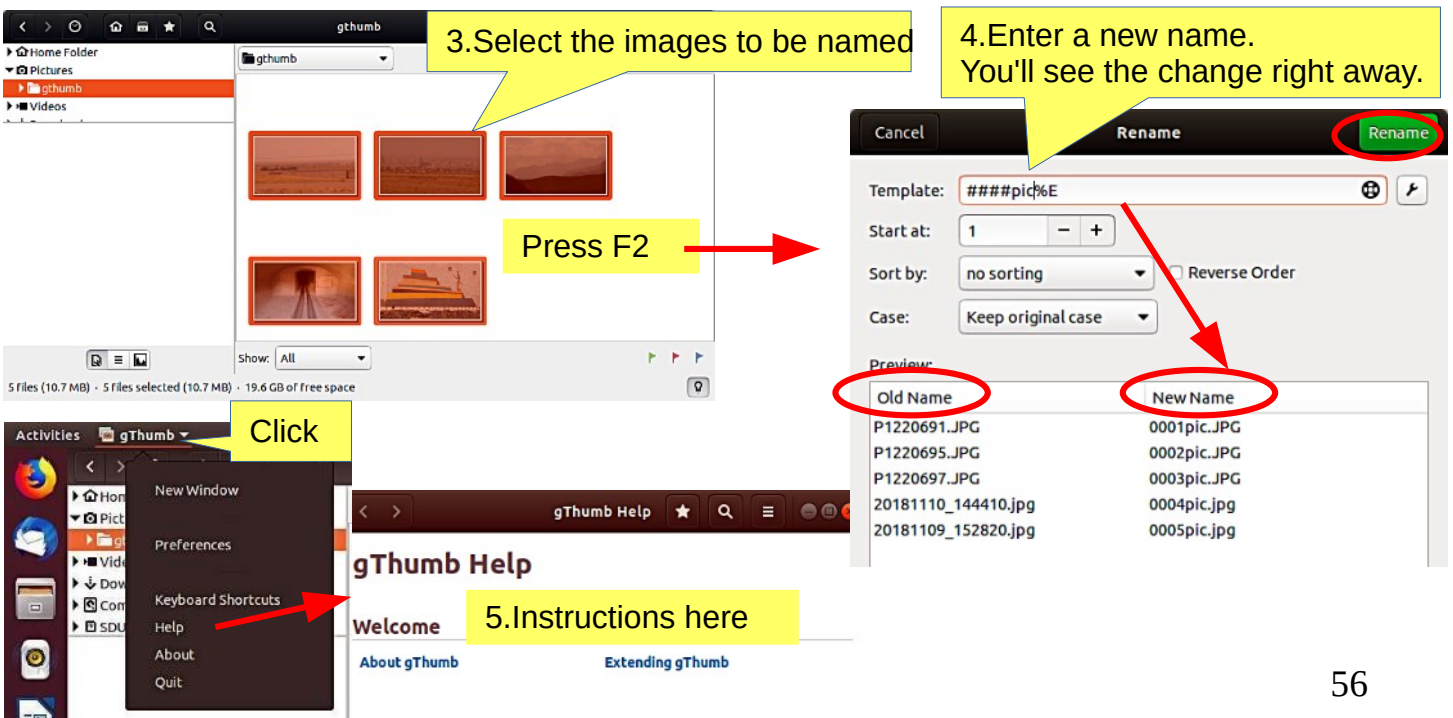
2. Two options for sorting, click



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.



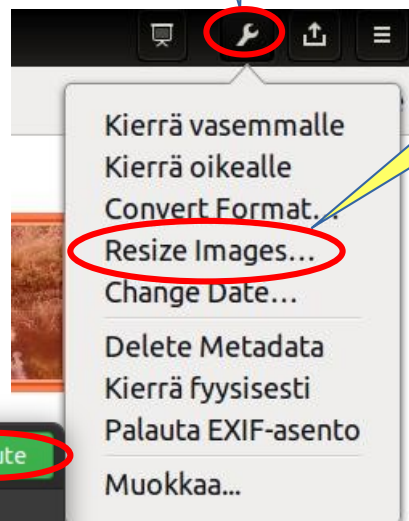
	20190502_153650.jpg	5,6 Mt
	20190502_153701.jpg	6,2 Mt
	20190502_175033.jpg	1,9 Mt
	20190502_175128.jpg	6,5 Mt
	20190509_080329.jpg	4,8 Mt

1. Pictures before reduction



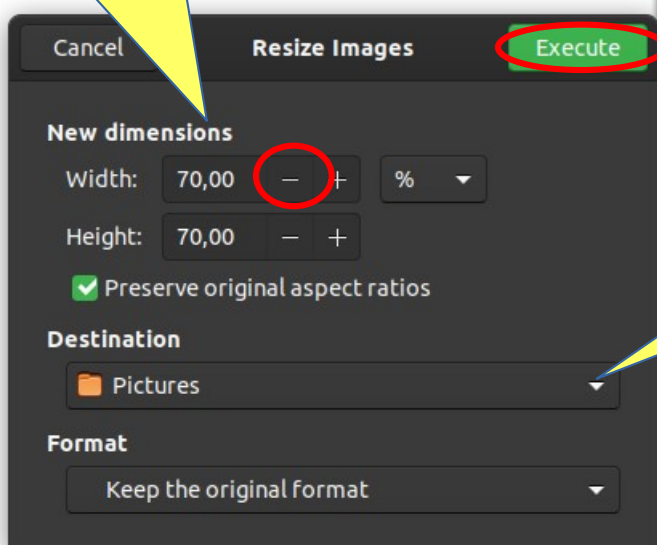
2. Open gThumb and highlight the files you want

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

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

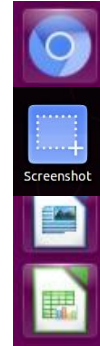
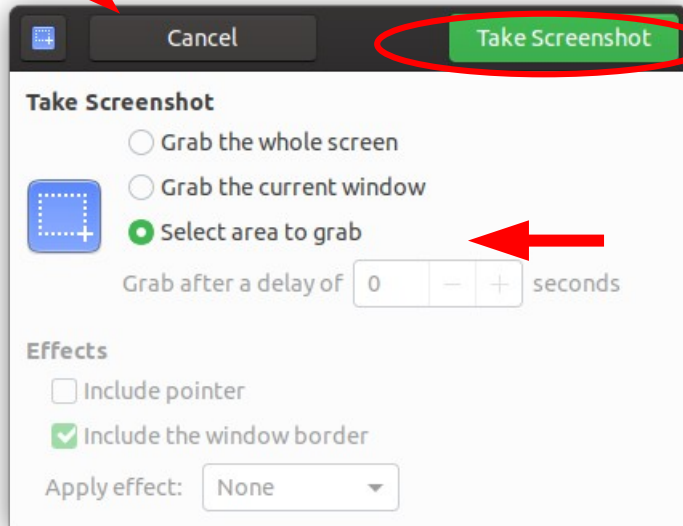
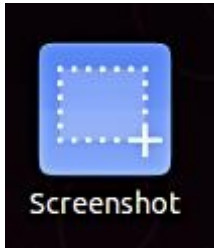
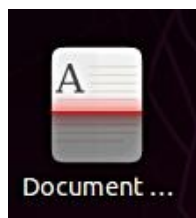


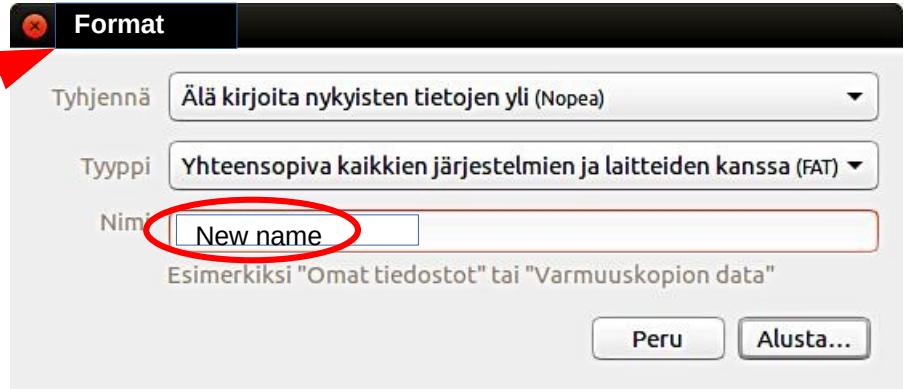
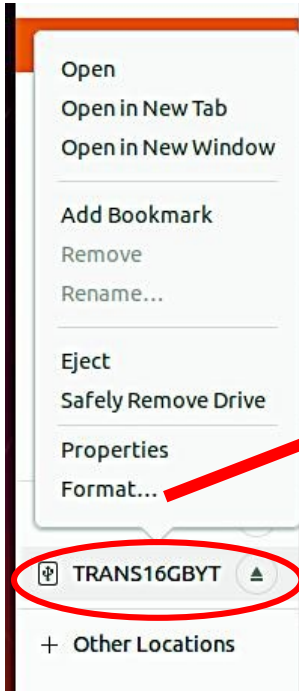
Image Scanning



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

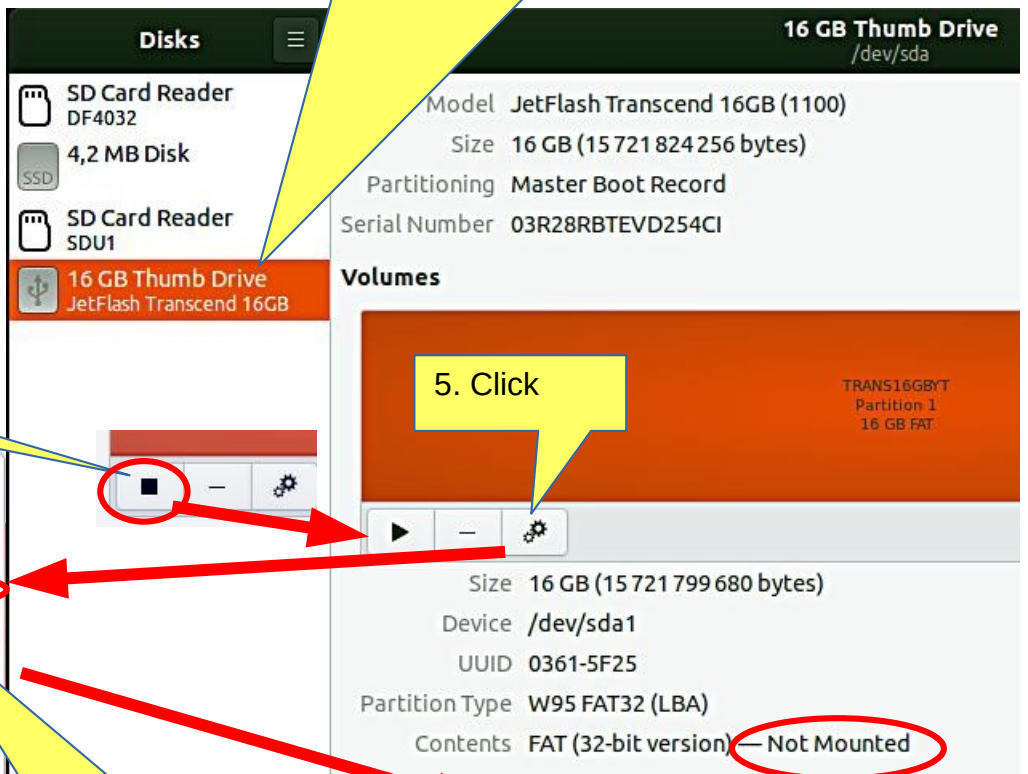
Icons in different versions of Ubuntu

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



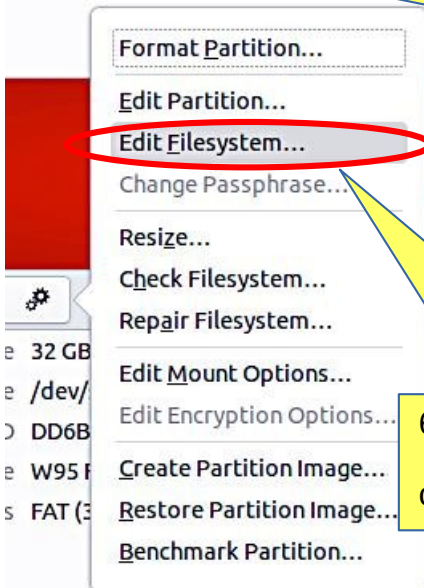
2. Start the "Disks" program

3. Check that you are processing the correct memory!

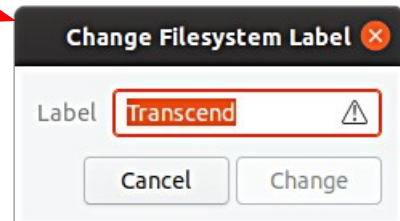


4. Click to stop

5. Click



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



1. Interested in Linux Ubuntu?

Browse this guide

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

See next pages for instructions

3. Try Ubuntu with a USB stick

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

4. You decide to install Ubuntu

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

5. Do you also keep Windows?

When booting, you can choose either Windows or Ubuntu.

6. Back up your files and make reinstalling files!

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

7. Perform the initial installation as recommended.

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

8. Explore and use Ubuntu.

Please read this guide for details.

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

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

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

<https://www.linuxtechi.com/ubuntu-20-04-lts-installation-steps-screenshots/>

0. Work on a Windows computer!

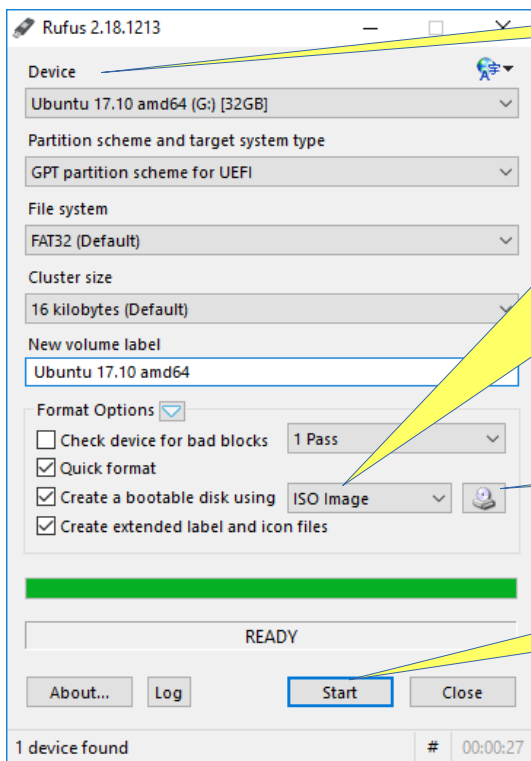
1. Go to <https://www.ubuntu.com/download/desktop>.
2. Select "Download Ubuntu 20.04 LTS" .
3. When downloading a program, you get an ISO file for your computer.
4. Start downloading Rufus from its web site. Install it by double-clicking the file you downloaded. Another option is Balena Etcher.
5. Insert a blank min 2 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.

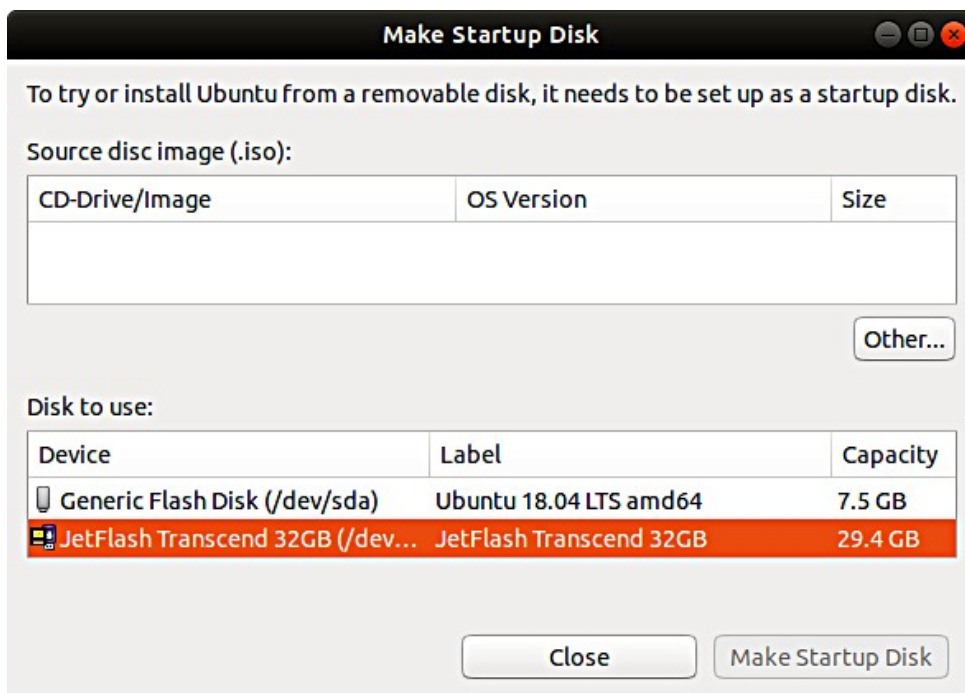
Rufus

<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/20.04/>
([Create a bootable USB stick on Ubuntu](#))
2. Select "Desktop image".
3. When downloading a program, you get an ISO file for your computer.
4. Launch the Startup Disk Creator from the Application Range.
5. Insert a blank min 2 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.



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 ...

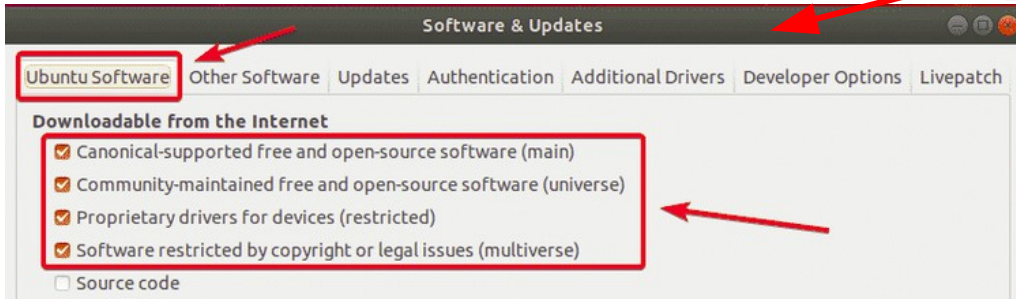
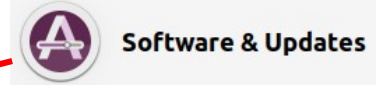
<https://www.hellotech.com/guide/for/how-to-export-save-import-bookmarks-in-chrome>

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

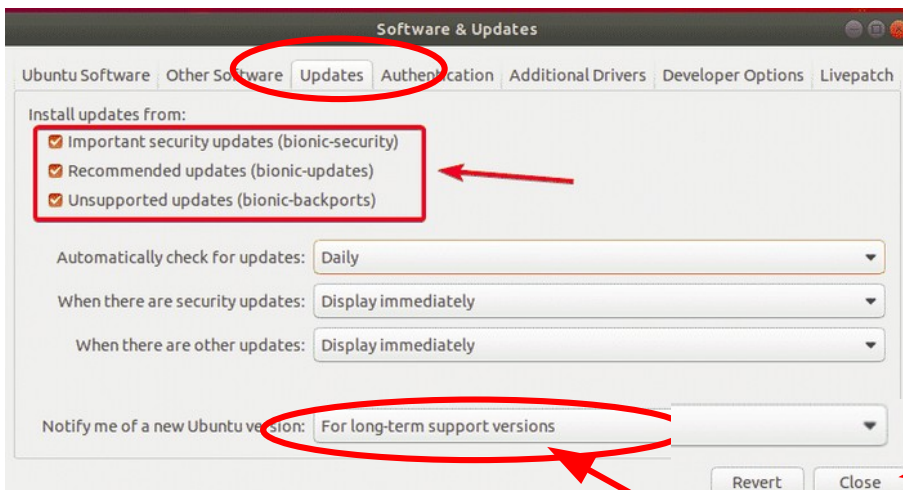
<https://support.mozilla.org/en-US/kb/export-firefox-bookmarks-to-backup-or-transfer>

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.

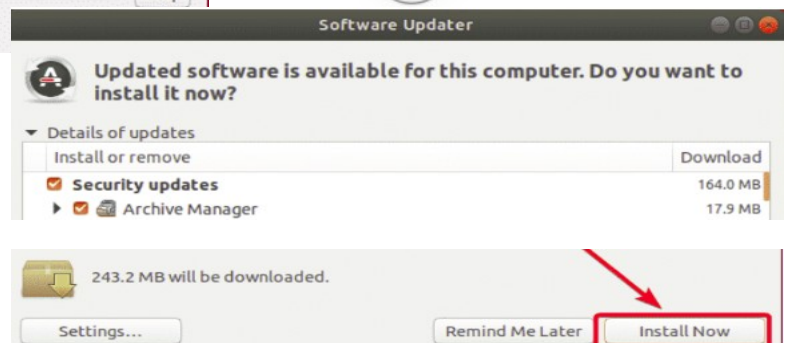
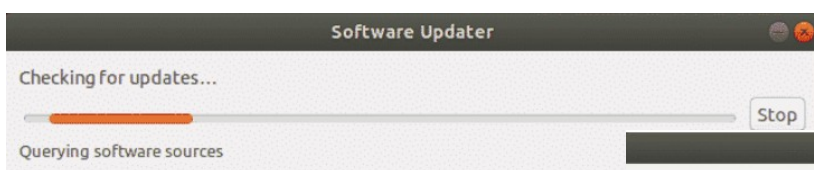


2. Make sure all the checkboxes are marked.



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!

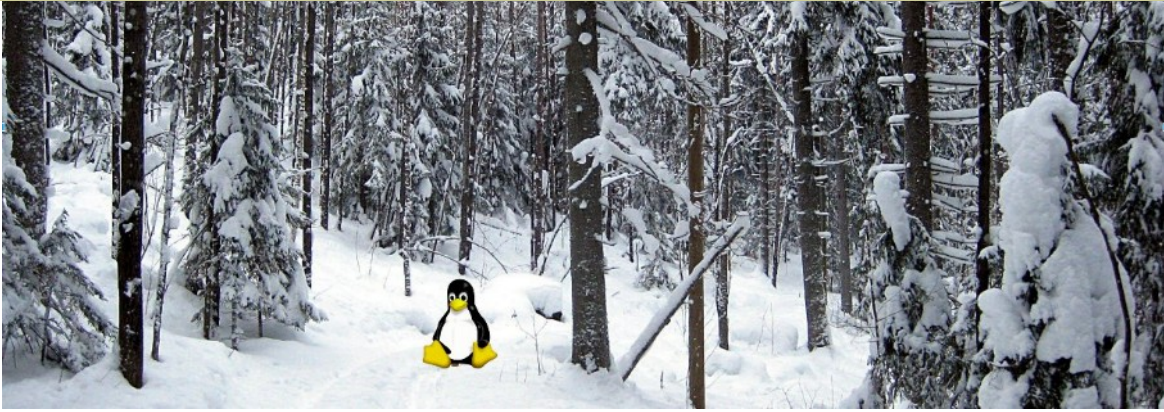
1. Copy the Ubuntu ISO-file <https://ubuntu.com/download/desktop>
2. Prepare a live USB stick (s. 65)
3. Insert the live USB stick, boot into the BIOS / UEFI, and select the live USB stick.
4. The program loads “temporarily”. At this point, you can still test the new program, but eventually select INSTALL.
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/>

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



Ubuntu 20.04 & 18.04 guide (pdf) for beginner

www.ubuntutor.com

English 18.04 updated20201105

[Ubuntu guide 16.04](#)
[Ubuntu guide 18.04](#)
[Ubuntu guide 20.04](#)
[Some Linux distos](#)

Suomeksi 20.04 uusittu 20200722

[Ubuntu ohjevihko 16.04](#)
[Ubuntu ohjevihko 18.04](#)
[Ubuntu ohjevihko 20.04](#)

[Guide 16.04 text file for Google Translator](#)
[Guide 18.04 text file for Google Translator](#)
[Guide 20.04 text file for Google Translator](#)

Visitors ubuntutor.com in October 2020 ;-)

United States	Saudi Arabia	Colombia	Turkmenistan	Guatemala
Great Britain	Ukraine	Norway	New Zealand	United Arab Emirates
Poland	Afghanistan	Rwanda	Hong Kong	Guinea
Germany	Venezuela	Mauritius	Somalia	Azerbaijan
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
France	Czech Republic	Polynesia (French)	Cuba	Montenegro
Brazil	Pakistan	Estonia	Uzbekistan	Ghana
Ecuador	Niger	Cambodia	Maldives	Algeria
Netherlands	Mexico	Croatia	Kuwait	Kenya
Russian Federation	Sri Lanka	Japan	Haiti	Zambia
Spain	Tanzania	Benin	Morocco	Myanmar
Belgium	Slovenia	Djibouti	Sudan	Cyprus
Indonesia	Denmark	Puerto Rico	Zimbabwe	Trinidad and Tobago
Australia	Hungary	Taiwan	Curacao	Suriname
Sweden	Bangladesh	Senegal	Peru	Iran
South Africa	Greece	Dominican Republic	Lithuania	
Switzerland	Ethiopia	Papua New Guinea	Lesotho	
Romania	Bulgaria	Cameroon	Madagascar	
Turkey	Uganda	Mozambique	Georgia	
Thailand	Singapore	El Salvador	Qatar	
Portugal	Angola	Nepal	Slovak Republic	
Italy	Nigeria	Tunisia	Jordan	
Philippines	Vietnam	Syria	Lebanon	
Austria	Egypt	Iraq	Bosnia-Herzegovina	