



UBUNTU GUIDE

22.04 LTS

Ver. 20221218

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

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Introduction

Welcome to study the Ubuntu operating system.

About Ubuntu:

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

It also works well on older computers.

It needs little memory.

It can also be installed alongside your existing operating system.

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

Ubuntu is Linux (also Android is Linux).

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

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

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

Here are a few examples of Ubuntu applications:

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

Attention!

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

Best regards, Hannu



Feedback: comment@ubuntutor.com

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

General Information about Ubuntu

Look: [Ubuntu Desktop Guide](#)

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

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

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

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

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

Ubuntu with all its applications is free.

Ubuntu needs much less memory compared to Windows.

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

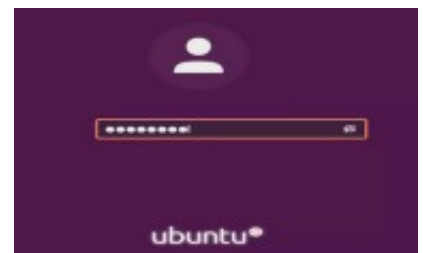
Ubuntu is updated annually and the so-called "Long-term support" (5 years) versions are published every two years with the symbol of year and month and the letters LTS (long-term support). For example, version 22.04 LTS has been released in April 2022 and will be supported until 2027.

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

How to open Ubuntu?

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

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



Ubuntu instructions

The image shows the Ubuntu Desktop Guide window. A red arrow points from the question mark icon in the dock to the window. A yellow callout box contains the text: "1. Every window has a HELP! You get order to that window!". Another yellow callout box contains "F1 = Show HELP". A context menu is open over the window, with the "Help" option circled in red and a red arrow pointing to it. A yellow callout box contains the text: "Dock!".

Dock!

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

F1 = Show HELP

The image shows a search results page on the Ubuntu Forums website. The search results are listed in a table with columns for title, replies, views, last post, and forum category.

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 marchella_lippi2, 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	0	13 Minutes by corvaibob	New to Ubuntu
Ubuntu boot loader never starts Started by jonnann, 1 Day Ago 04:20 AM	10	0	14 Minutes by oldfred	Installation & Upgrades

2. Here are various instructions.

The image shows the cover of the "Getting Started with Ubuntu 16.04" manual. The cover features the Ubuntu logo and a navigation bar with icons for various topics.

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

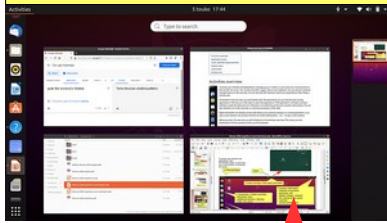
4. Ubuntu's excellent discussion forum.
If you have a problem, look here.
Be brave, and ask.
This forum is very good.
More information on the web
<https://ubuntuforums.org/forum.php>

The image shows the Ubuntu Forums forum page. The page has a header with the Ubuntu logo and navigation links. The main content area displays a list of forum categories and a recent post.

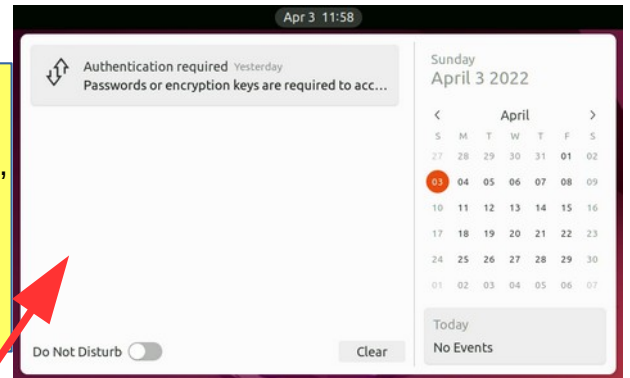
5. LibreOffice documentation
<https://documentation.libreoffice.org/en/english-documentation/>

Presentation of Ubuntu 22.04 LTS Desktop

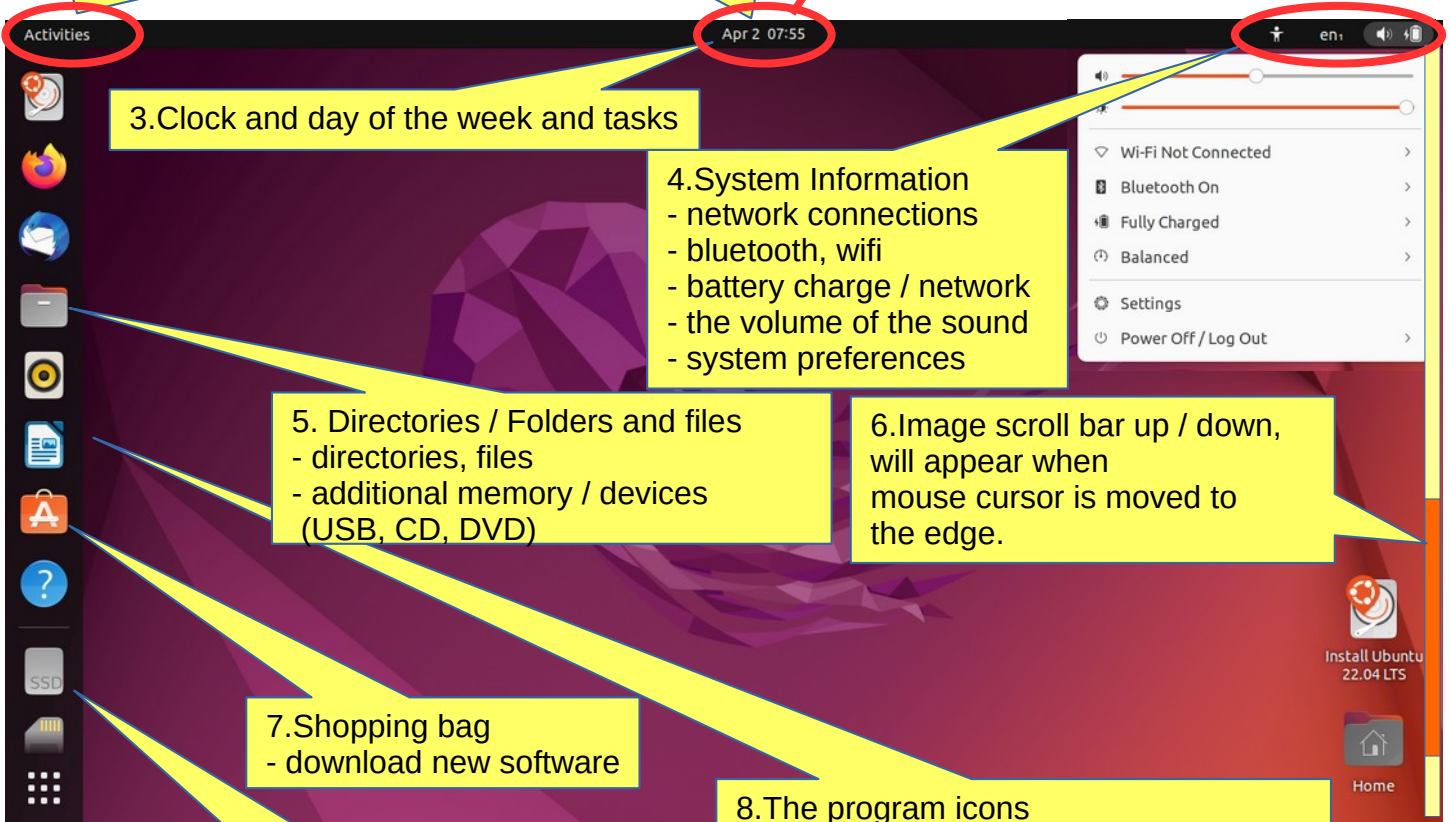
Look Ubuntu Desktop Guide: Visual overview of GNOME



1. Click the clock on the top bar to see the current date, a month-by-month calendar, a list of your upcoming appointments and new notifications.!



2. Click Activities! Access your windows and applications



3. Clock and day of the week and tasks

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

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

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

7. Shopping bag
- download new software

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

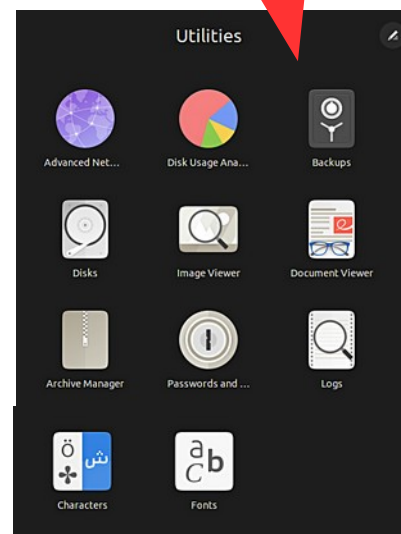
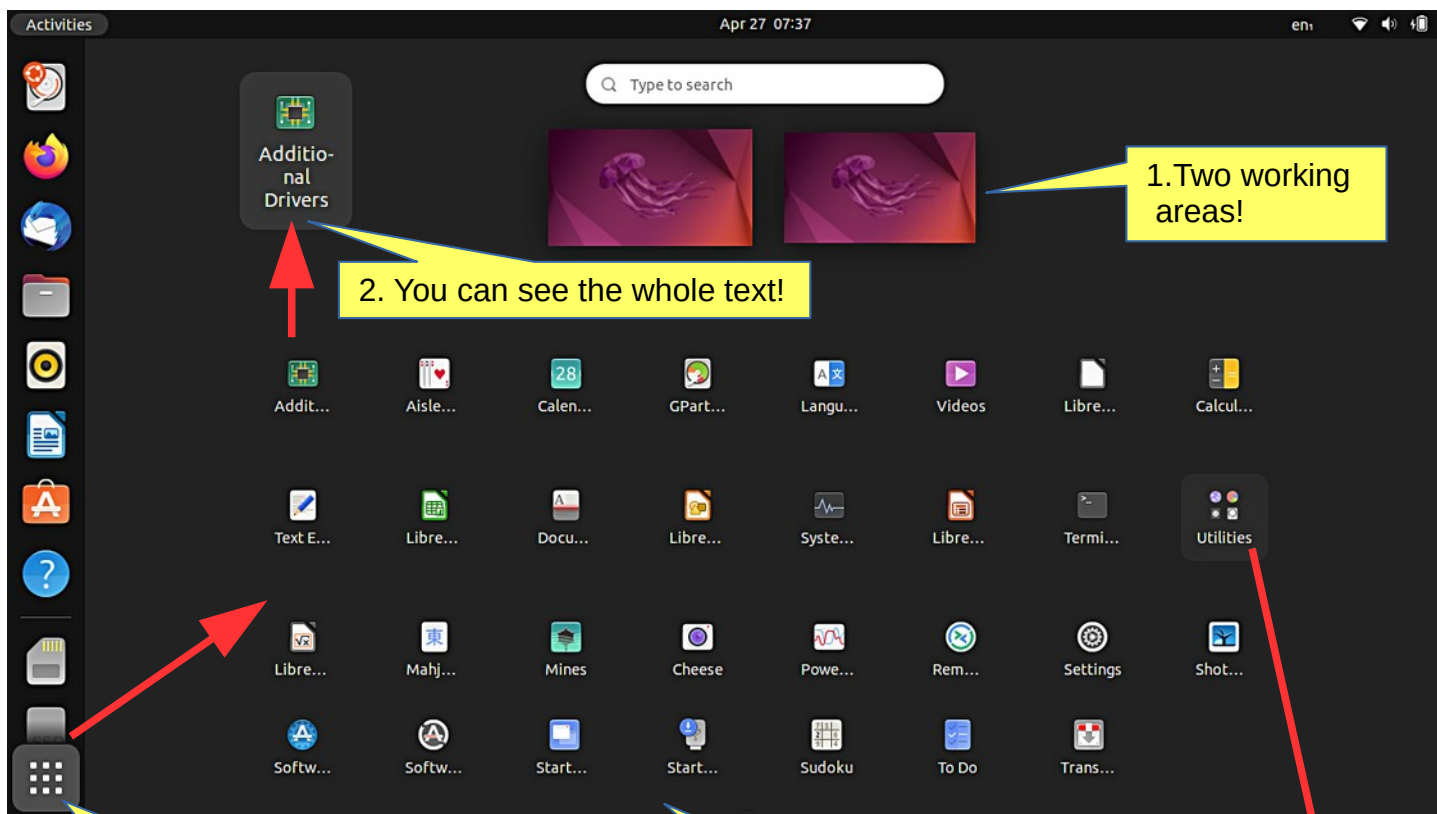
9. The Dash
Selecting and starting programs. The dash shows you your favorite and running applications.

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

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

Pre-installed applications

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

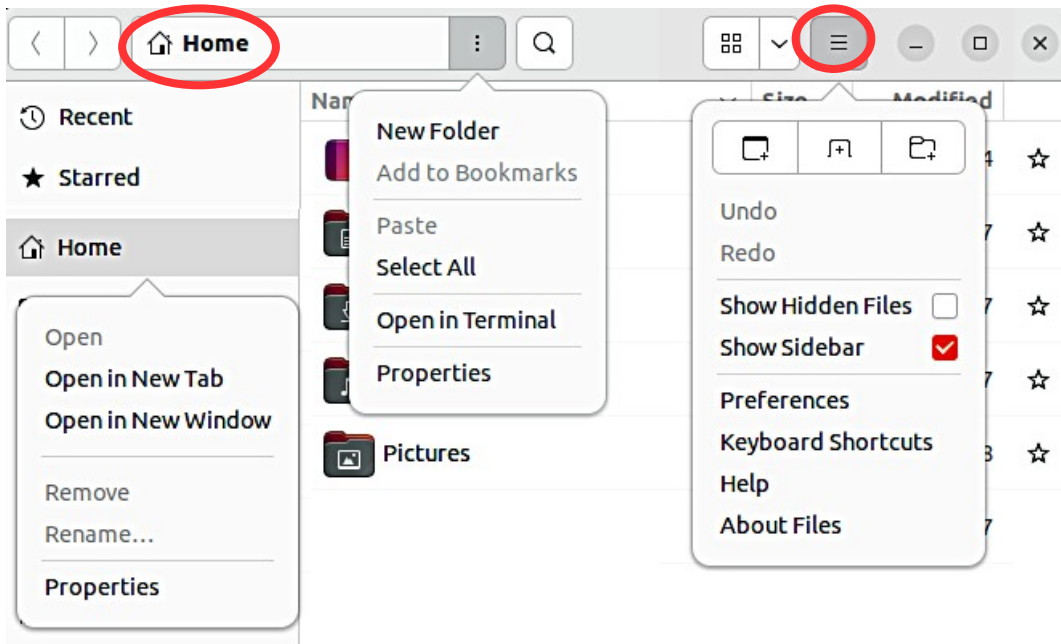


4. You can make your own groups (folder) like Utilities. Move some icons together and write a name.

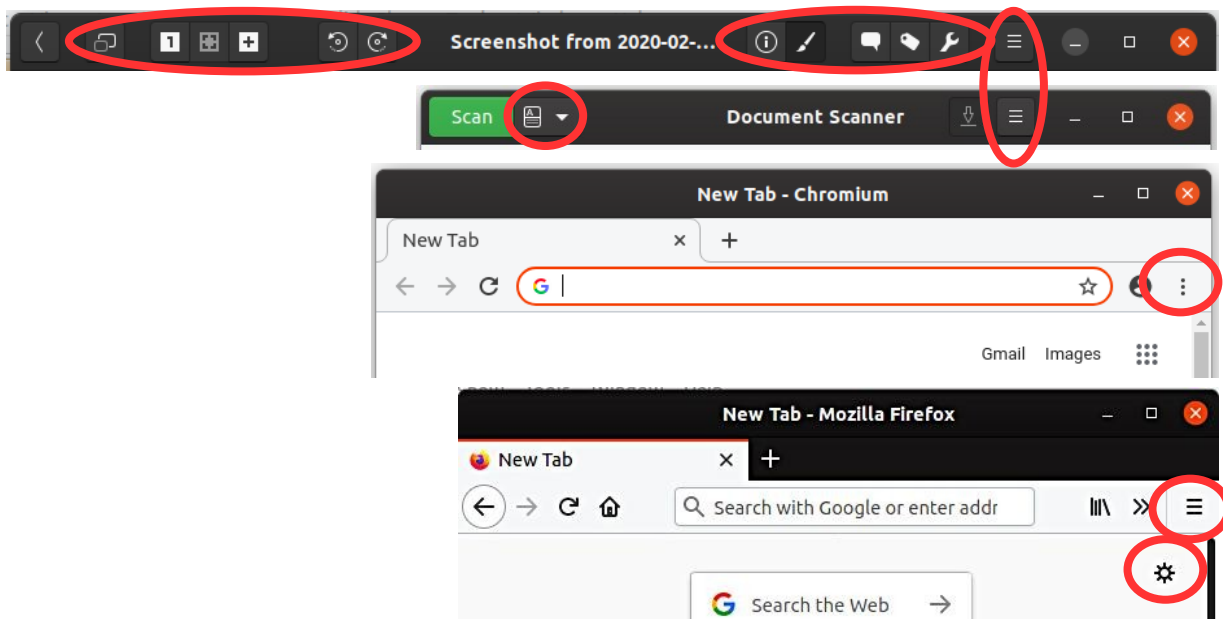
Find the command ;-)

File Edit View Insert Format Slide Slide Show Tools Window Help

1. Earlier all commands were found in the menu bar



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



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

Some tips

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

1. If you are copying or moving multiple files, or updating or installing a program, you may not know if anything is happening on your computer?
In this case, the program progress bar may be hidden under the window.
There are also sections on the Ubuntu screen that show the progress of the event.
The icons may show a line that is not easily noticed because the bar is moving slowly.
Click on the icon for more information!



How to use mouse and touch pad

6. How to operate with the mouse

With left or right button

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

With mouse scroll button

- Scroll
- Press and scroll

7. How to operate with the touch pad

With one finger (left or right button or in the 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.

Some thoughts before going on

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

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

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

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

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

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

Structure of the File System

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

A good thing compared to Windows:

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

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

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

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

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



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

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

You can now unplug Kingston DataTraveler 3.0

Presentation of Folder / Directory Structure

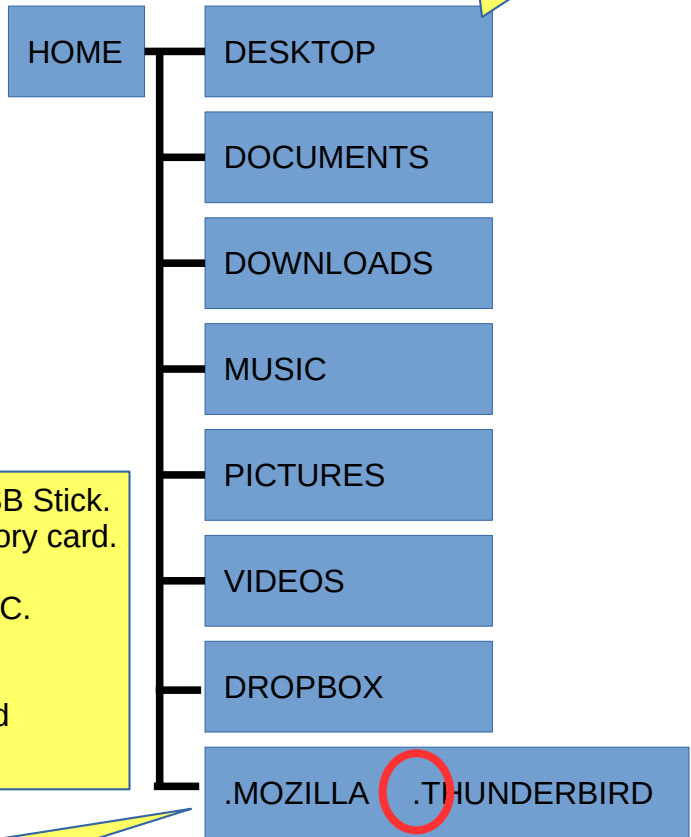
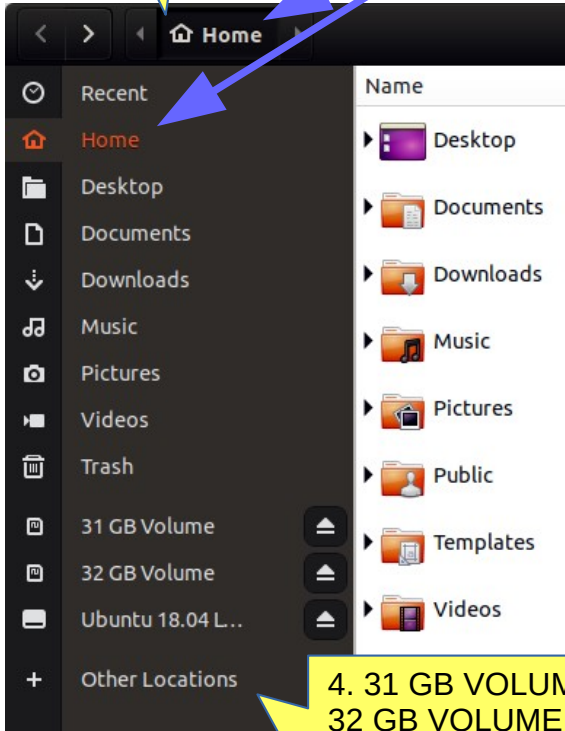
Look Ubuntu Desktop Guide: [Files, folders & search](#)

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

2. Note HOME and DESKTOP

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

3. Desktop is "Home screen"



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

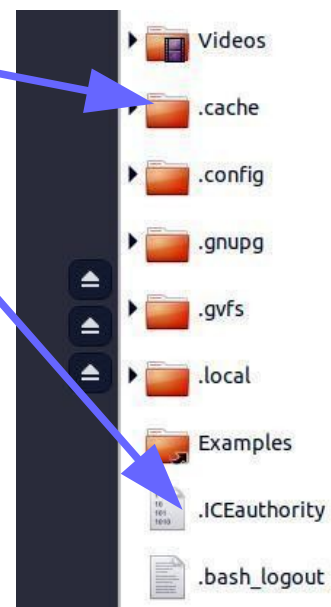
Ubuntu 22.04 L... is your PC.

Other Locations - this is not usually required for home use

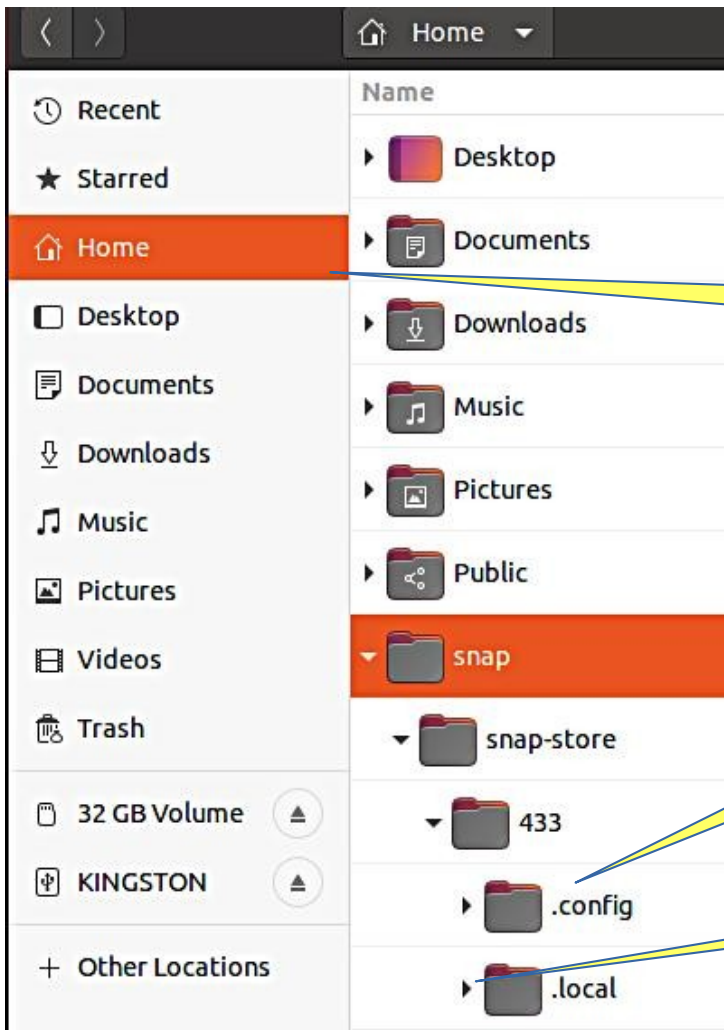
5. Hidden files, dot in front of the name. These include user bookmarks, emails and addresses.

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

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



Presentation of Folder / Directory Structure

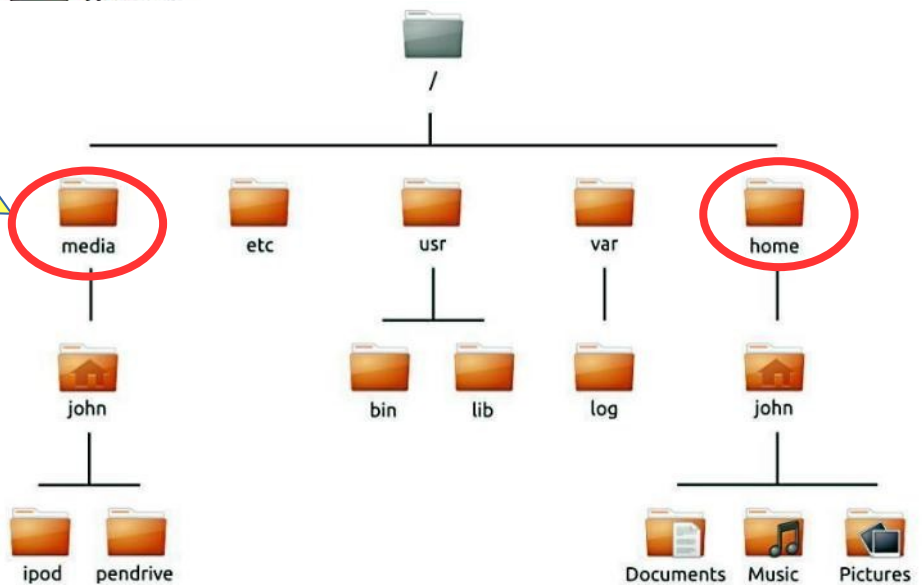


1.Home folder is the subfolder, where all your data is.

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

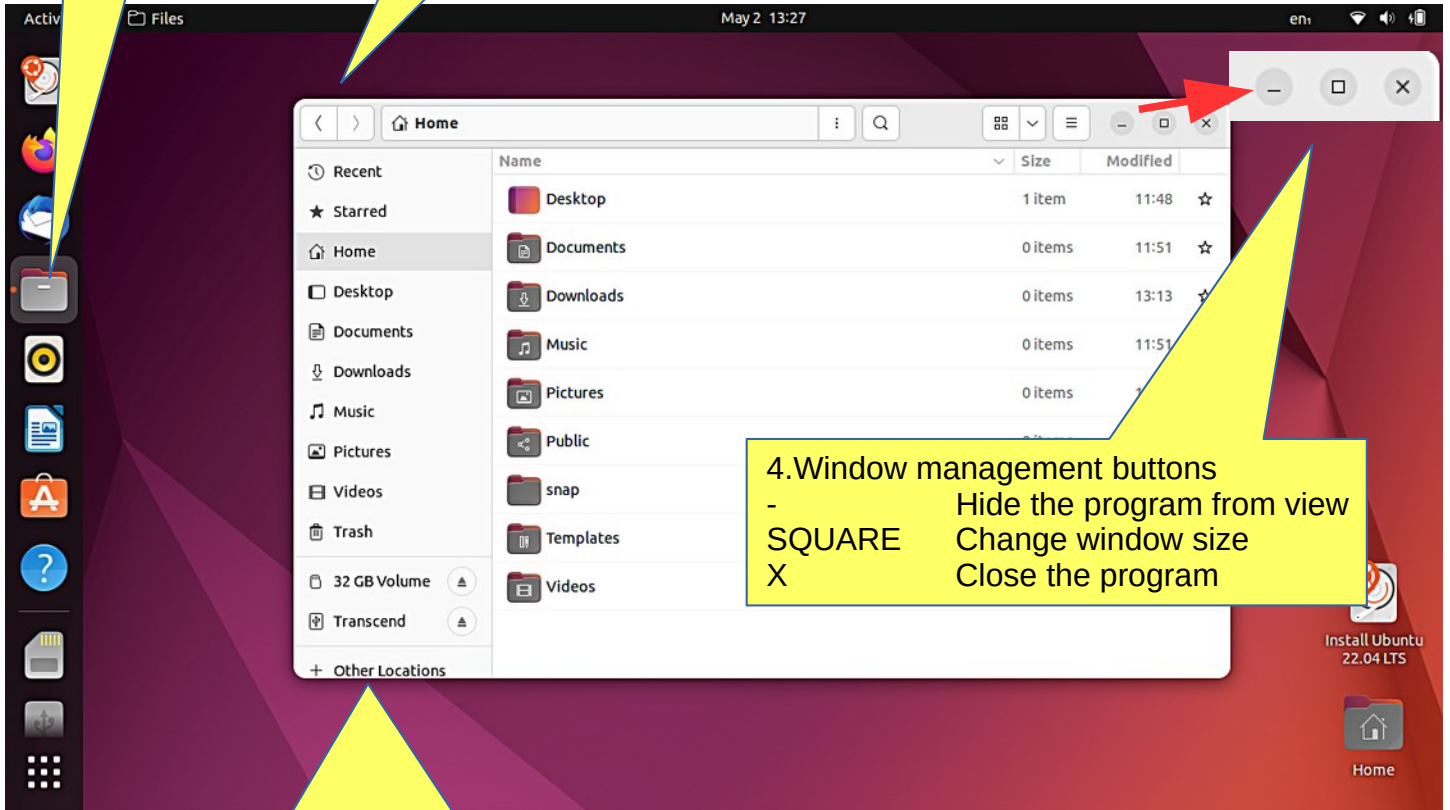
7.USB / SD can be renamed if you format it (where all old data is deleted!) or later by the "Disks" utility. See attachment.

Files (Nautilus)

1. Click! You will see the Files application.

2. Folders are shown here. Grey activated Folder.

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



4. Window management buttons
- Hide the program from view
SQUARE Change window size
X Close the program

5. Side panel.

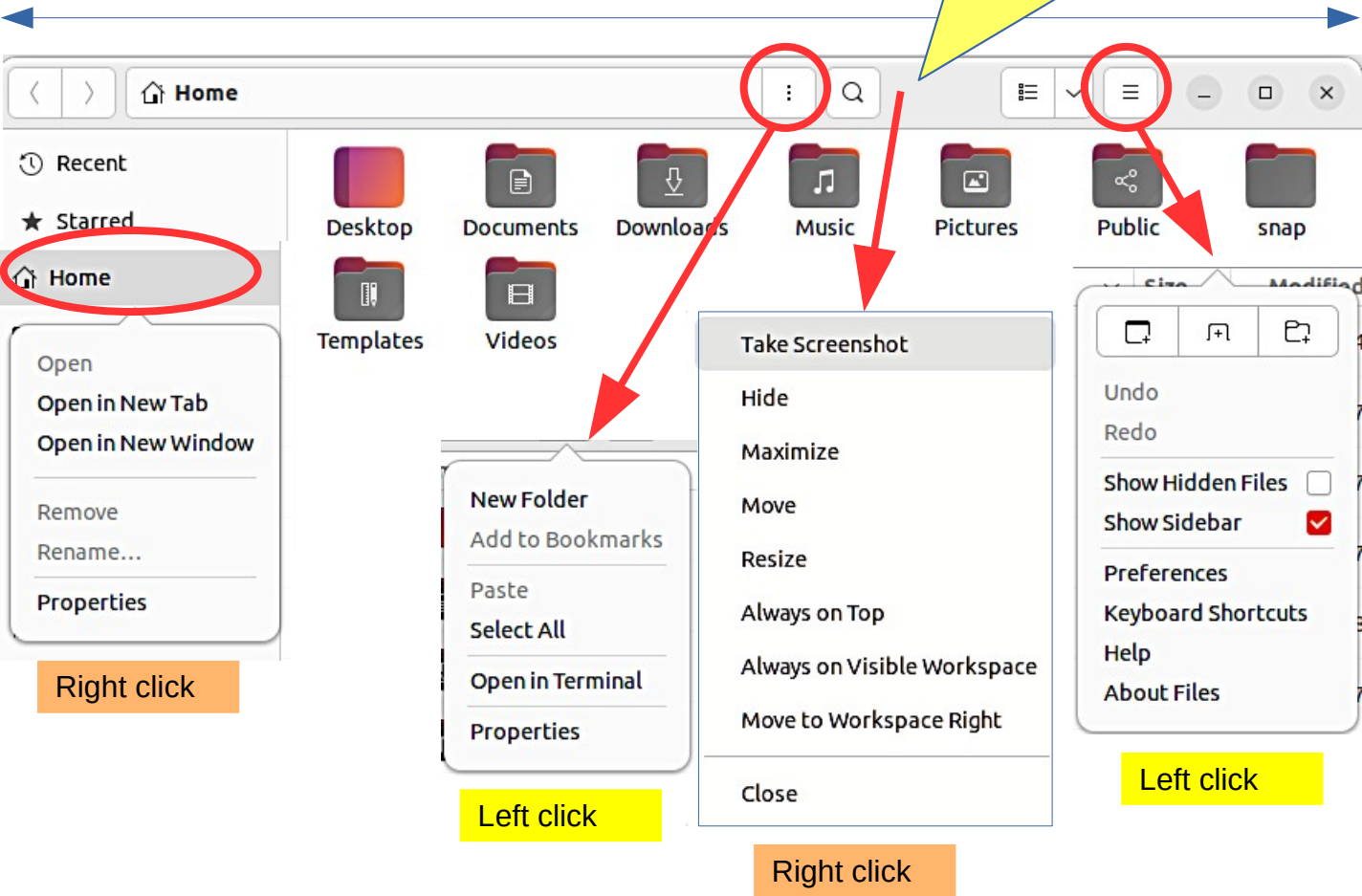
Here are the various memory media attached to the computer, such as computer mass storage, USB sticks, SD cards, CDs / DVDs, etc.

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

Files (Nautilus)

The top bar

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



Files handling

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.

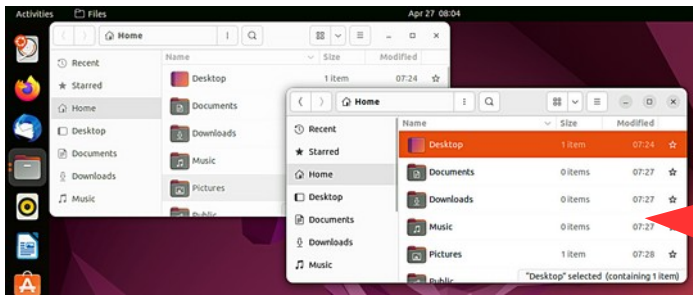
ubuntu Visible Columns

Choose the order of information to appear in this folder:

- Name
- Size
- Type
- Owner
- Group
- Permissions
- Location
- Modified
- Modified — Time
- Accessed
- Created

Reset to Default

Files handling



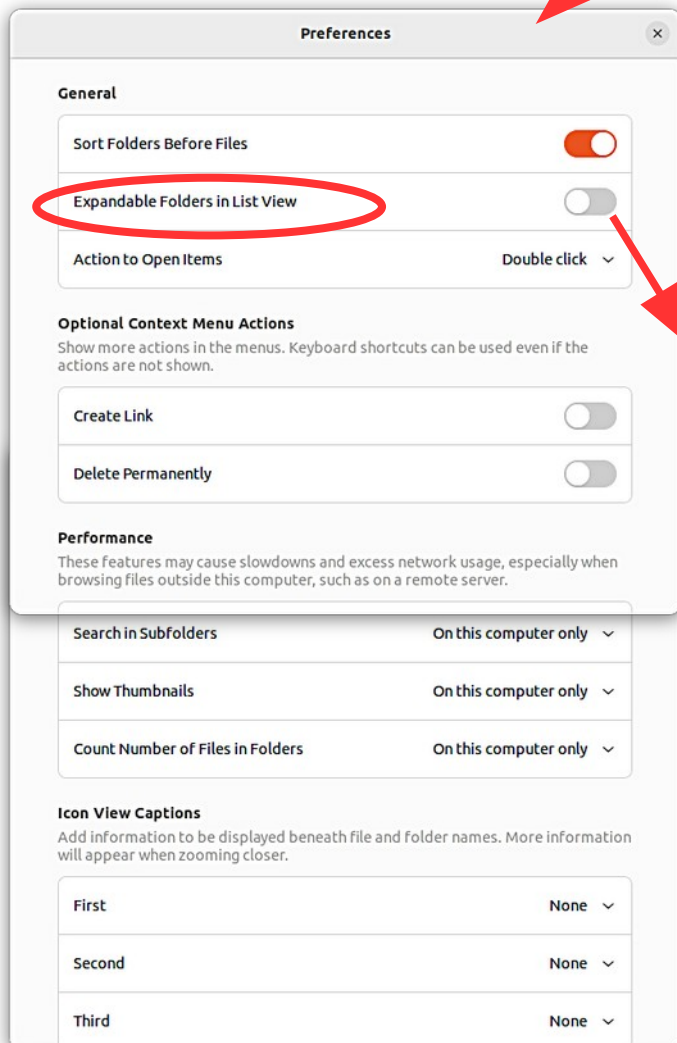
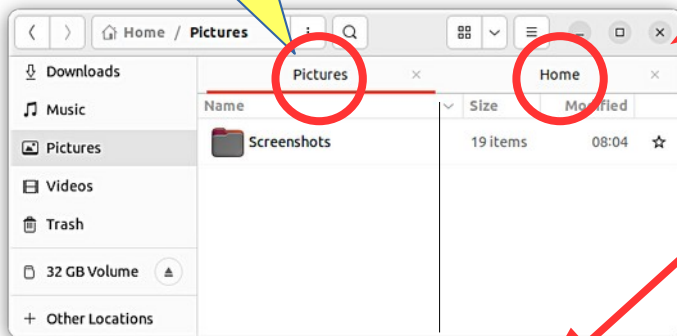
1. Click! You will get a definition menu for several things

2. Click! New Window

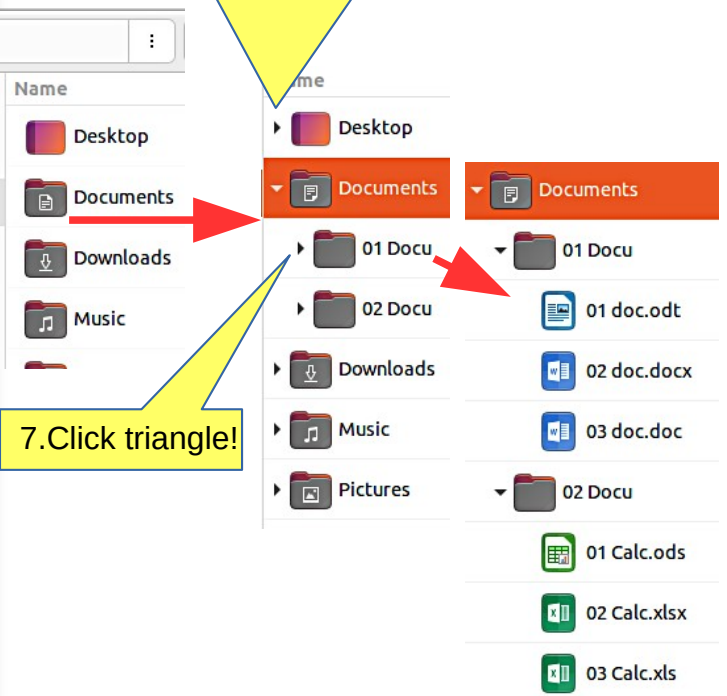
4. Two tabs Pictures and Home

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

5. Click! New Folder

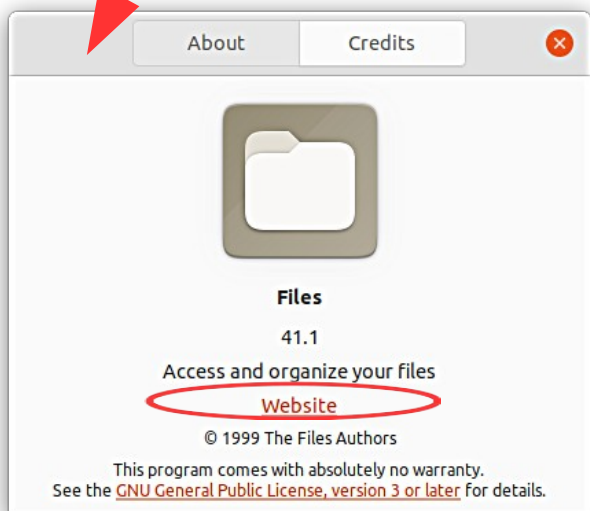
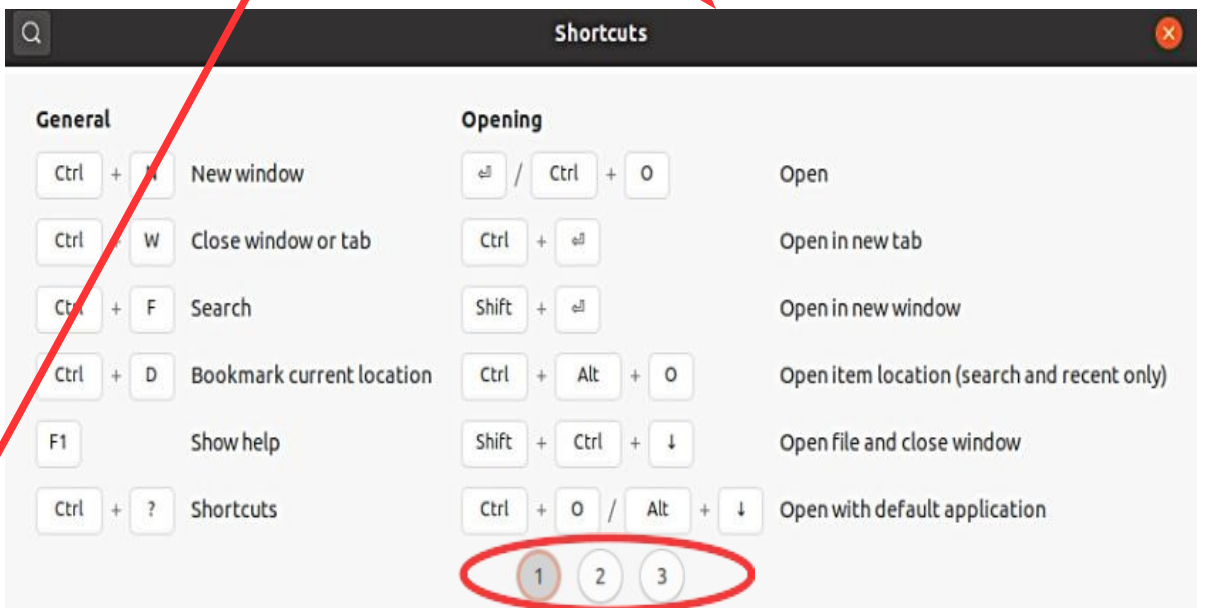
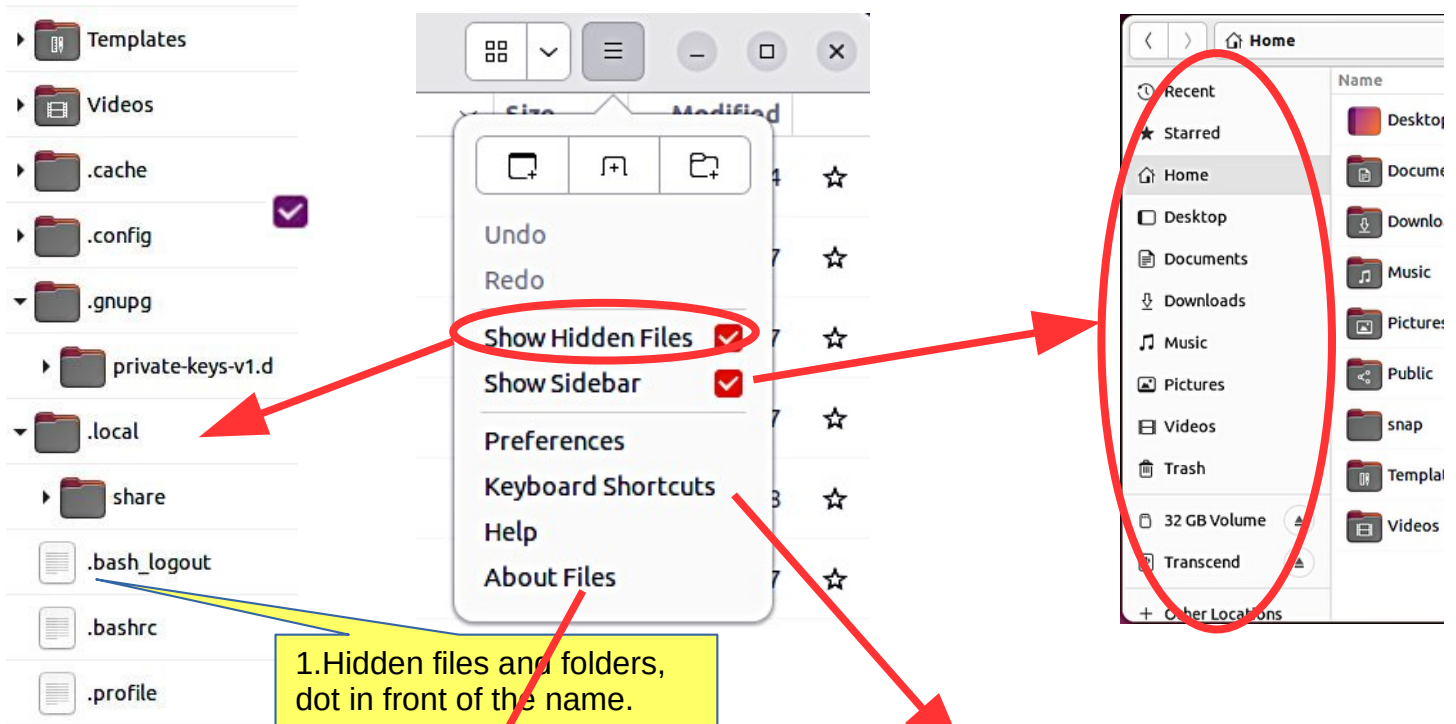


6. Displays subfolders! Triangle in front of the folder. The tree structure! This is very useful!

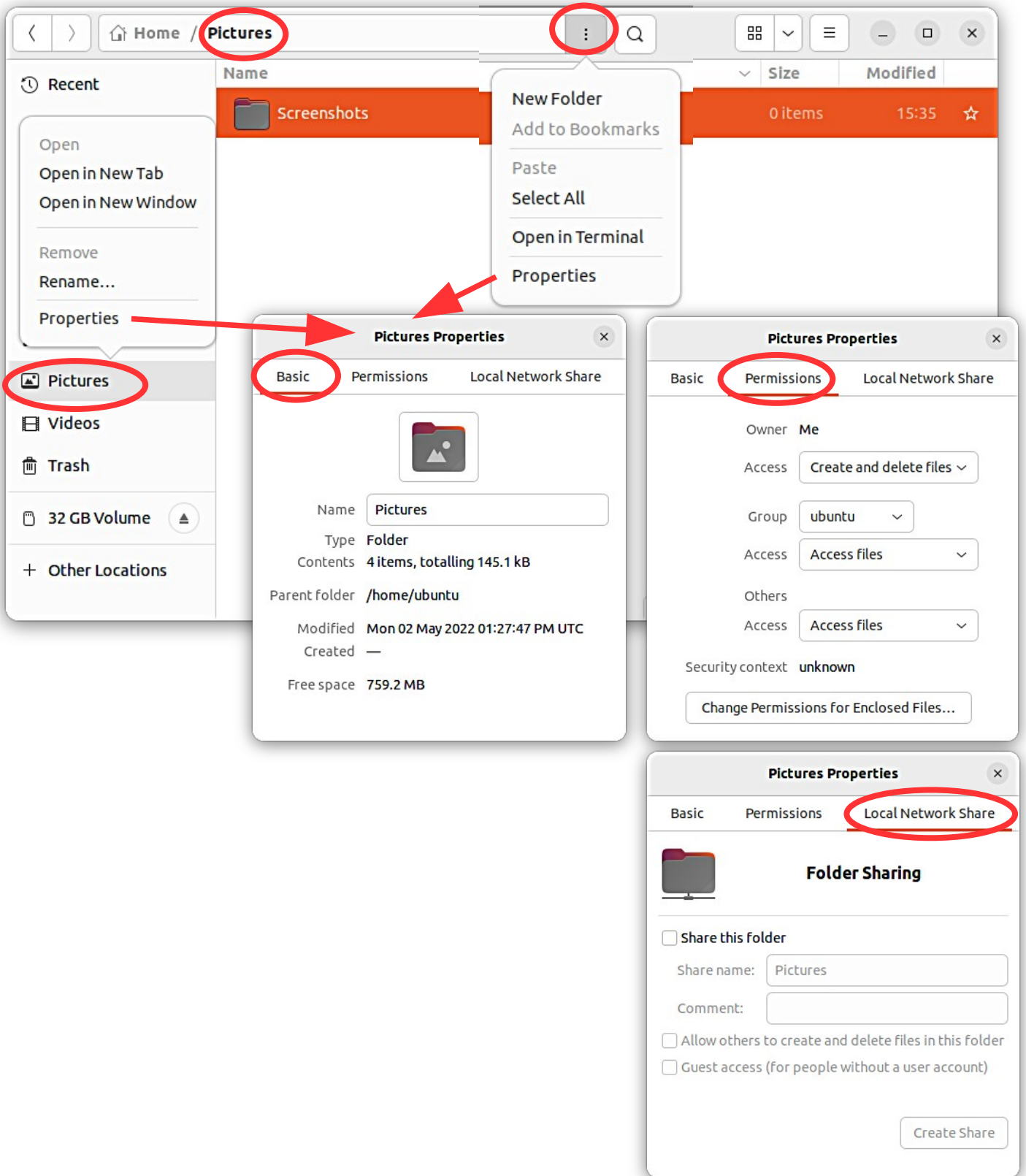


7. Click triangle!

Files (Nautilus)



Files (Nautilus)



Files (Nautilus)

The image illustrates the steps to create a zip archive in Nautilus. It shows a file manager window with a sidebar containing 'Recent', 'Starred', 'Home', 'Desktop', and 'Documents'. The main pane shows a folder named 'Calc' and three files: 'taulu1.ods', 'taulu2.xlsx', and 'taulu3.xls'. Red arrows indicate the workflow: right-clicking the 'Calc' folder to open a context menu, right-clicking the 'taulu1.ods' file to open another context menu, and then clicking the 'Star' option in the file menu. Below these, a 'Create Archive' dialog box is shown with 'Screenshots' as the archive name and '.zip' as the format, both circled in red. Labels 'Folder', 'File', and 'Right click' are placed near the corresponding actions.

Name	Size	Modified	Star
Calc	3 items	9 May 2020	☆
taulu1.ods	7.7 kB	9 May 2020	☆
taulu2.xlsx	4.7 kB	9 May 2020	☆
taulu3.xls	5.6 kB	9 May 2020	☆

Folder Context Menu:

- Open (Return)
- Open With Other Application
- Open In New Tab (Ctrl+Return)
- Open In New Window (Shift+Return)
- Cut (Ctrl+X)
- Copy (Ctrl+C)
- Move to...
- Copy to...
- Move to Trash (Delete)
- Rename... (F2)
- Compress...
- Send to...
- Local Network Share
- Open in Terminal
- Star
- Properties (Ctrl+I)

File Context Menu:

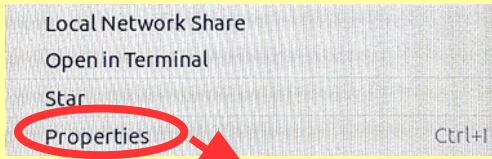
- Open With Image Viewer (Return)
- Open With Other Application
- Cut (Ctrl+X)
- Copy (Ctrl+C)
- Move to...
- Copy to...
- Move to Trash (Delete)
- Rename... (F2)
- Set As Wallpaper
- Compress...
- Send to...
- Star
- Properties (Ctrl+I)

Create Archive Dialog:

Archive name: Screenshots
Format: .zip


Files (Nautilus)

Folder



Pictures Properties

Basic (circled in red) | Permissions | Local Network Share



Name: Pictures

Type: Folder

Contents: 39 items, totalling 3.7 MB

Parent folder: /home/ubuntu

Modified: Wed 27 Apr 2022 07:28:22 AM UTC

Created: —

Free space: 884.9 MB

Pictures Properties

Basic | Permissions (circled in red) | Local Network Share

Owner: Me

Access: Create and delete files

Group: ubuntu

Access: Access files

Others: Access files

Security context: unknown

Change Permissions for Enclosed Files...

Pictures Properties

Basic | Permissions | Local Network Share (circled in red)

Folder Sharing

Share this folder

Share name: Pictures

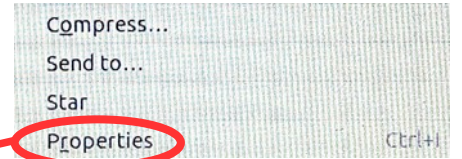
Comment:

Allow others to create and delete files in this folder

Guest access (for people without a user account)


Create Share

File



Screenshot fro...27 07-28-22.png Properties

Basic (circled in red) | Permissions | Open With | Image



Name: Screenshot from 2022-04-27 07-28-22.png

Type: PNG image (image/png)

Size: 989.0 kB (988,980 bytes)

Parent folder: /home/ubuntu/Pictures/Screenshots

Accessed: Wed 27 Apr 2022 07:28:22 AM UTC

Modified: Wed 27 Apr 2022 07:28:22 AM UTC

Created: —

Screenshot fro...27 07-28-22.png Properties

Basic | Permissions (circled in red) | Open With | Image

Owner: Me

Access: Read and write

Group: ubuntu

Access: Read and write

Others: Read-only

Execute: Allow executing file as program


Security context: unknown

Screenshot fro...27 07-28-22.png Properties



Basic | Permissions | Open With (circled in red) | Image

Select an application to open "Screenshot from 2022-04-27 07-28-22.png" and other files of type "PNG image"




Default Application

 Image Viewer

Recommended Applications

-  Shotwell Viewer
-  Firefox Web Browser

Other Applications

-  AptURL
-  Archive Manager
-  Calendar

Reset | Forget | Add | Set as default

IMG_9718.JPG Properties

Basic | Permissions | Open With | Image (circled in red)

Image Type: jpeg (JPEG)

Width: 2592 pixels

Height: 1944 pixels

Camera Brand: Canon

Camera Model: Canon DIGITAL IXUS 80 IS

Exposure Time: 1/100 s

Exposure Program: Auto

Aperture Value: F8

ISO Speed Rating: 80

Flash Fired: No, compulsory

Metering Mode: Multi-segment

Focal Length: 6.2 mm

Created On: 2014:02:04 09:58:54

USB / SD memorys

1. Click the USB/SD memory with mouse right

2. Click Properties

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

You can now unplug Kingston DataTraveler 3.0

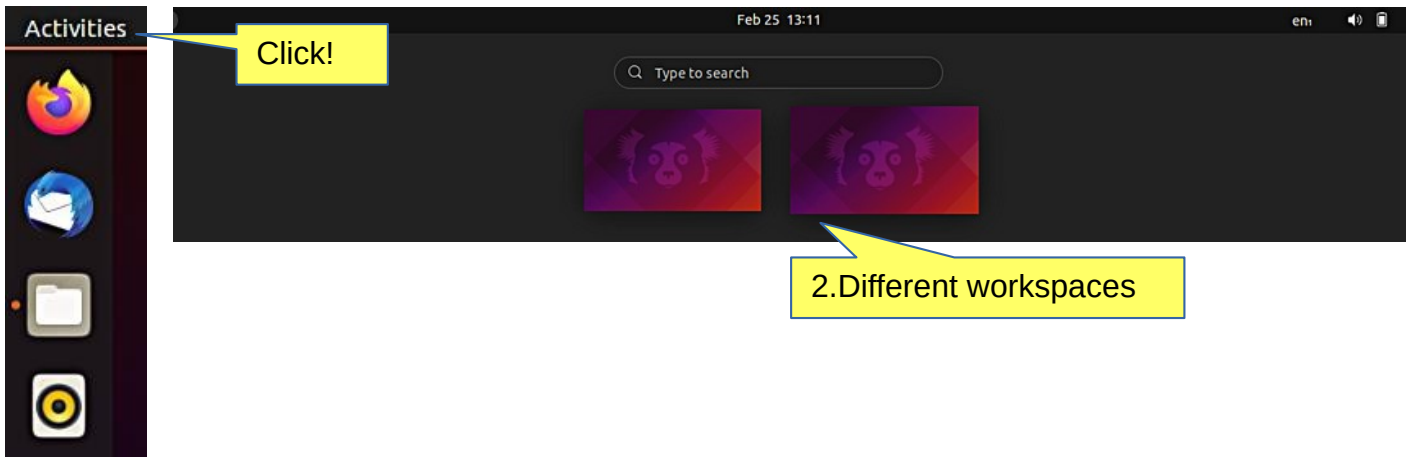
4. NOTE! With the command Properties you can see the capacity and use of the memory.

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

Different working areas

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

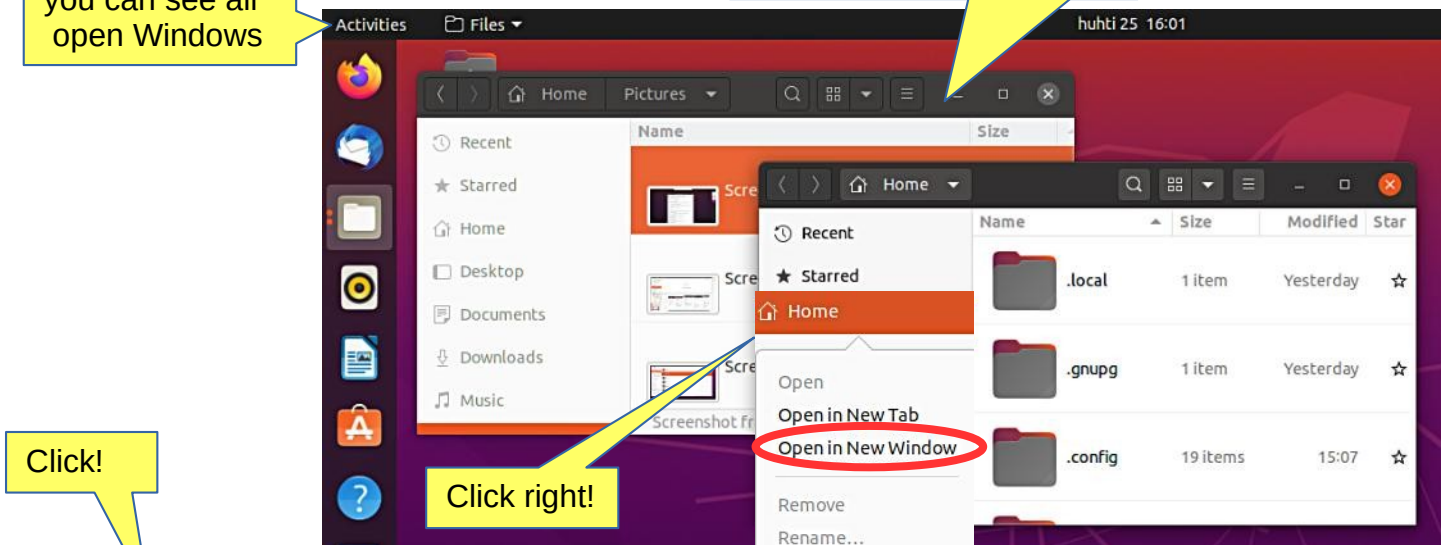
Workspaces = collect different app windows in the same workspace and other app windows in another workspace



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

3. Click Activities, you can see all open Windows

3. Different windows

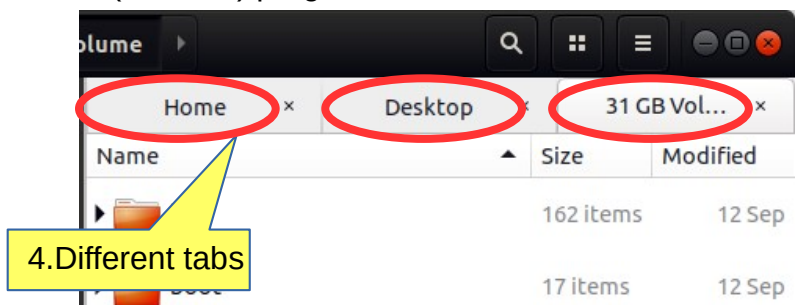
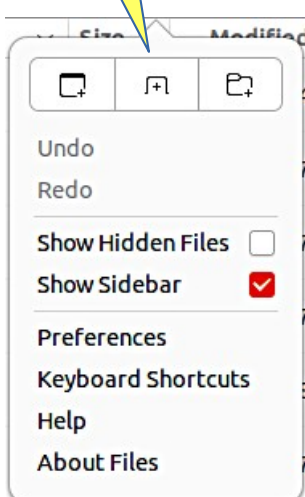


Click!

Click right!

Open in New Window

Tab = appears in the Files (Nautilus) program



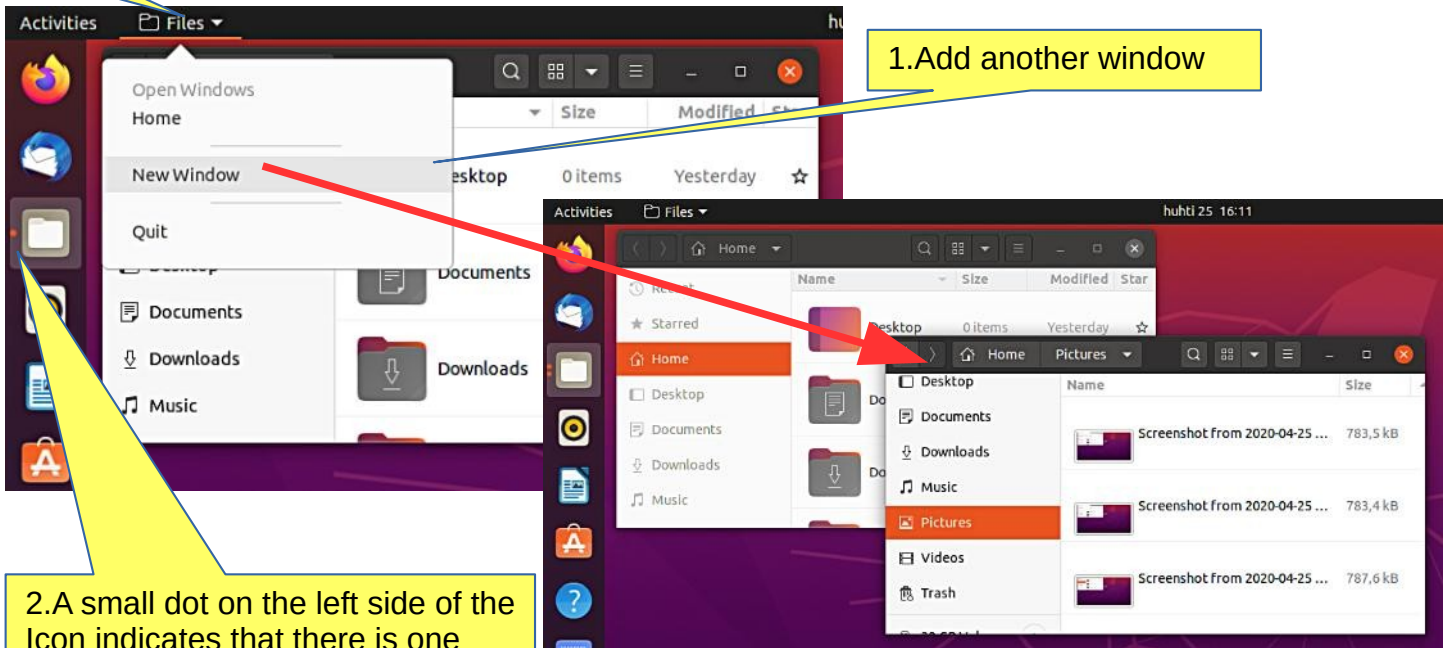
4. Different tabs

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 !



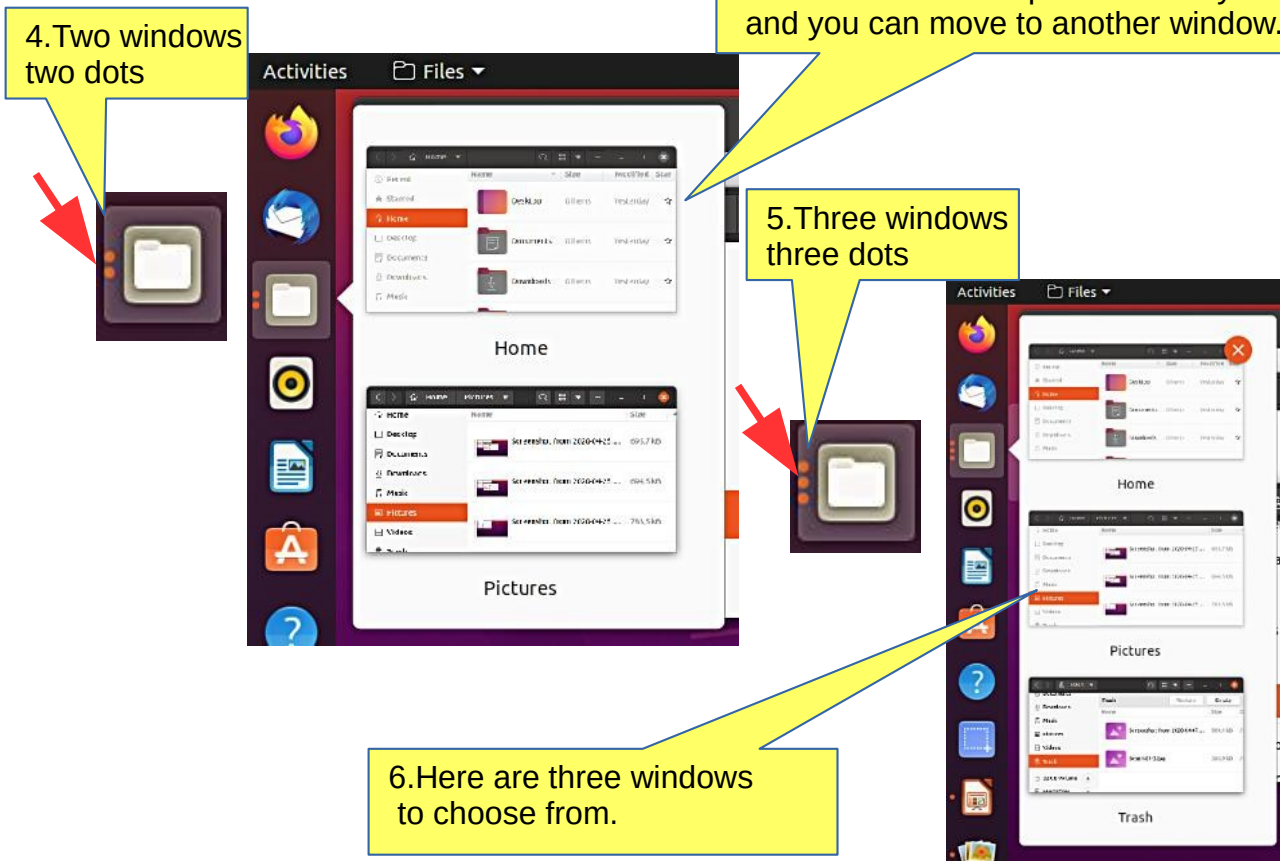
2. A small dot on the left side of the icon indicates that there is one window in use.

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.

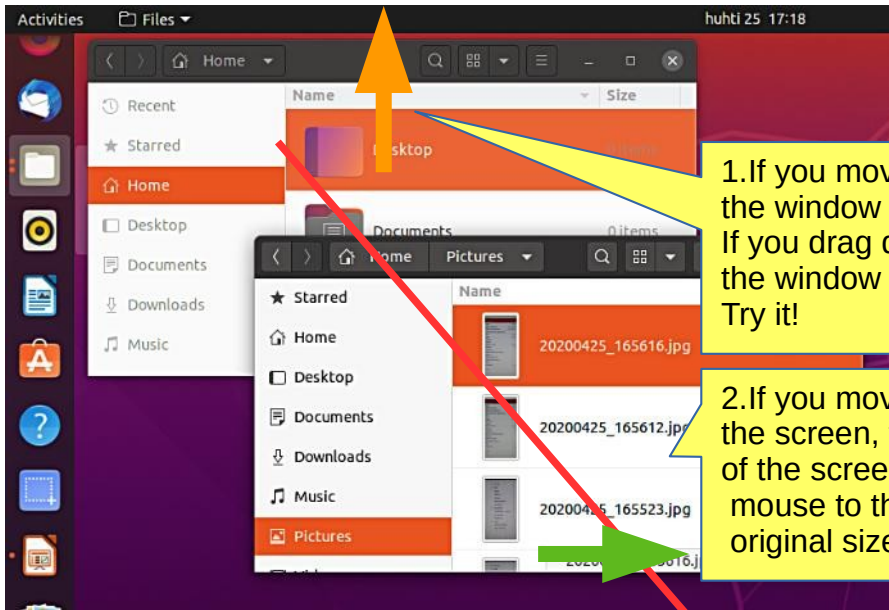
4. Two windows two dots

5. Three windows three dots



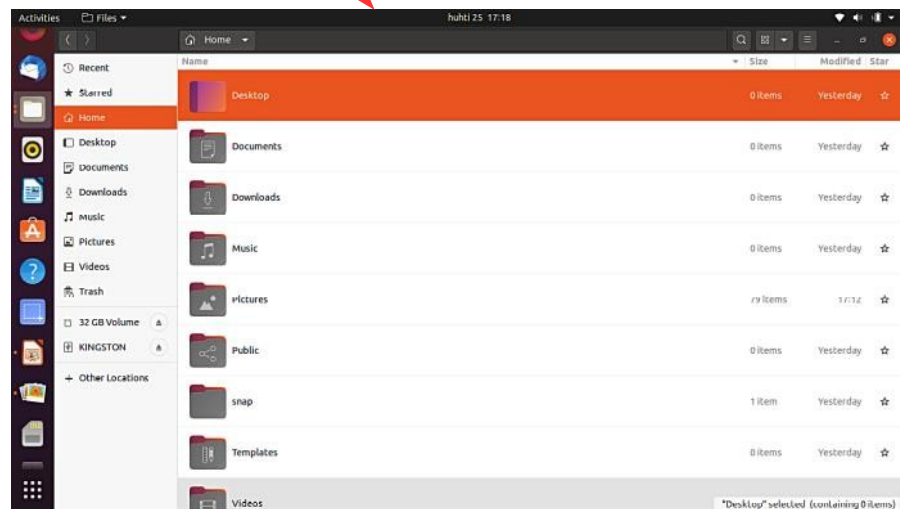
6. Here are three windows to choose from.

Several windows

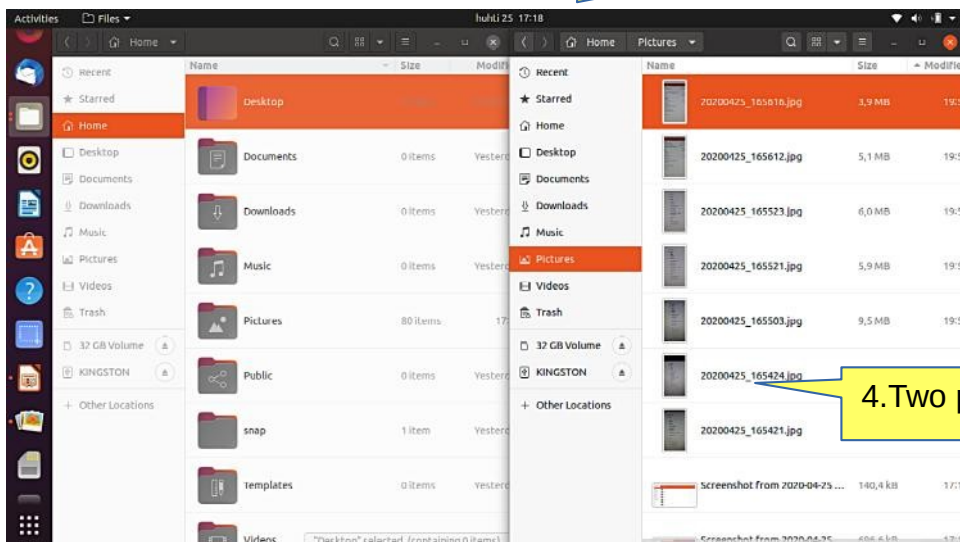


1. If you move the window to the top of the screen, the window will increase to full screen size. If you drag down the full screen with the mouse, the window returns to its original small size. Try it!

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.



File handling; copy, move and paste

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

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

COPY AND PASTE

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

CUT AND MOVE

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

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

You can do this with two different windows.

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

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

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



move

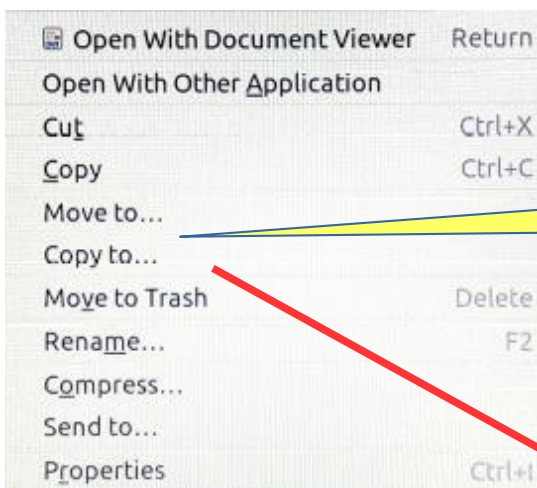


copy

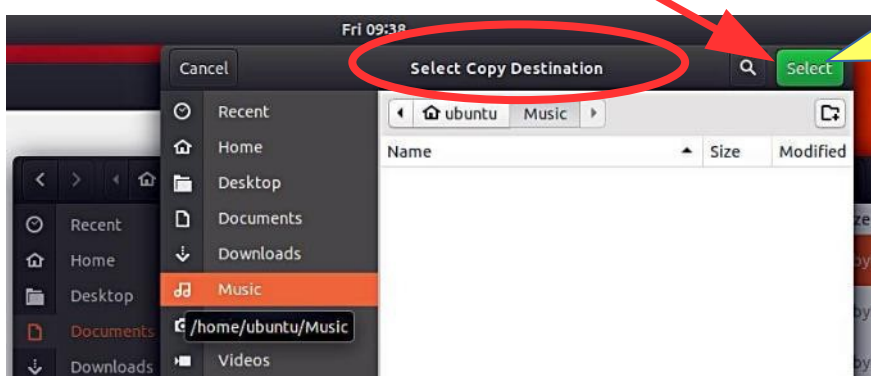
More options

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

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



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



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

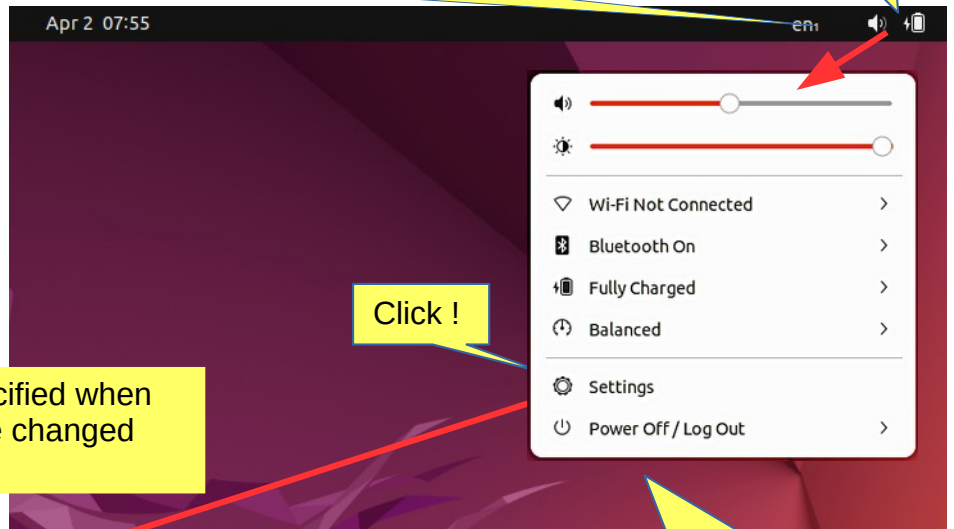
Presentation of basic settings

1. Click these icons and see the contents.

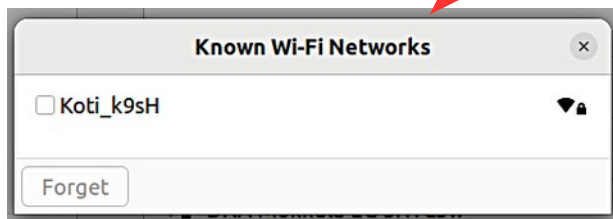
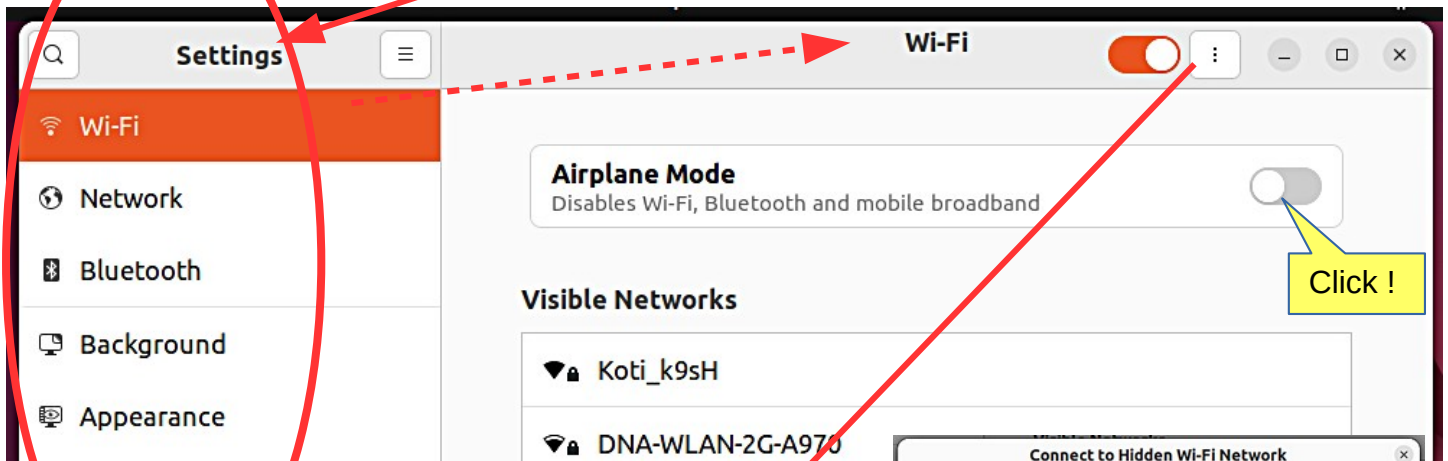
Click !

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

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



4. Close the computer



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. Red arrows indicate the flow from the main Network settings to the specific connection's configuration, and finally to the Security tab.

Network Settings Overview:

- VPN: Not set up
- Network Proxy: Off

AndroidAP HKE - Identity Tab:

- SSID: AndroidAP HKE
- BSSID: [Dropdown]
- MAC Address: [Dropdown]
- Cloned Address: [Dropdown]

AndroidAP HKE - IPv4 Tab:

- IPv4 Method: Automatic (DHCP), Link-Local Only, Manual, Shared to other computers
- DNS: Automatic
- Routes: Automatic
- Use this connection only for resources on its network

AndroidAP HKE - IPv6 Tab:

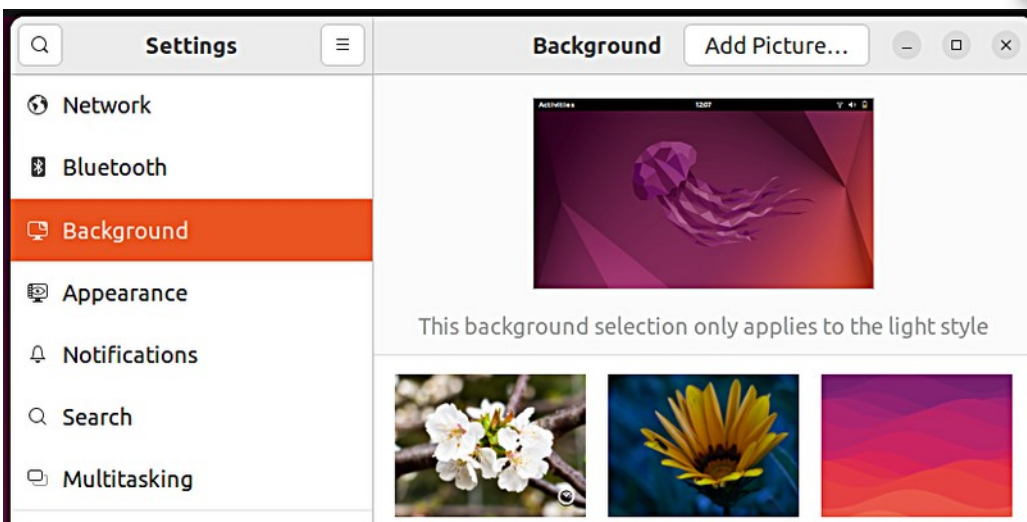
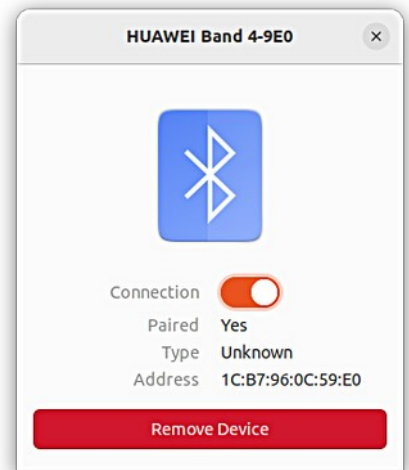
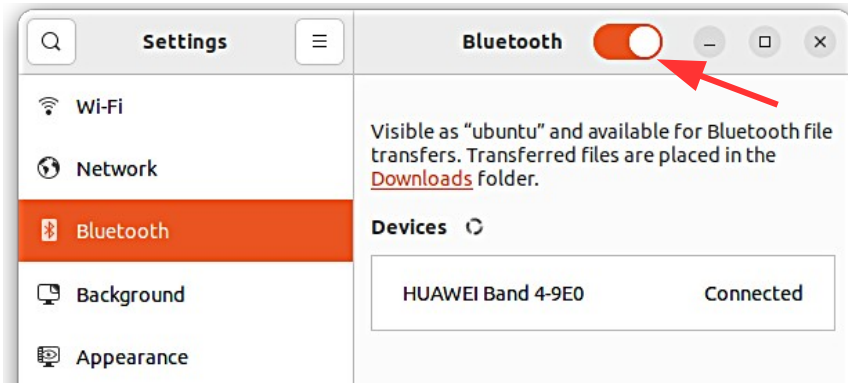
- IPv6 Method: Automatic, Automatic, DHCP only, Link-Local Only, Manual, Disable, Shared to other computers
- DNS: Automatic
- Routes: Automatic
- Use this connection only for resources on its network

AndroidAP HKE - Security Tab:

- Security: WPA & WPA2 Personal
- Password: [Masked]
- Show password

Basic settings

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



Basic settings

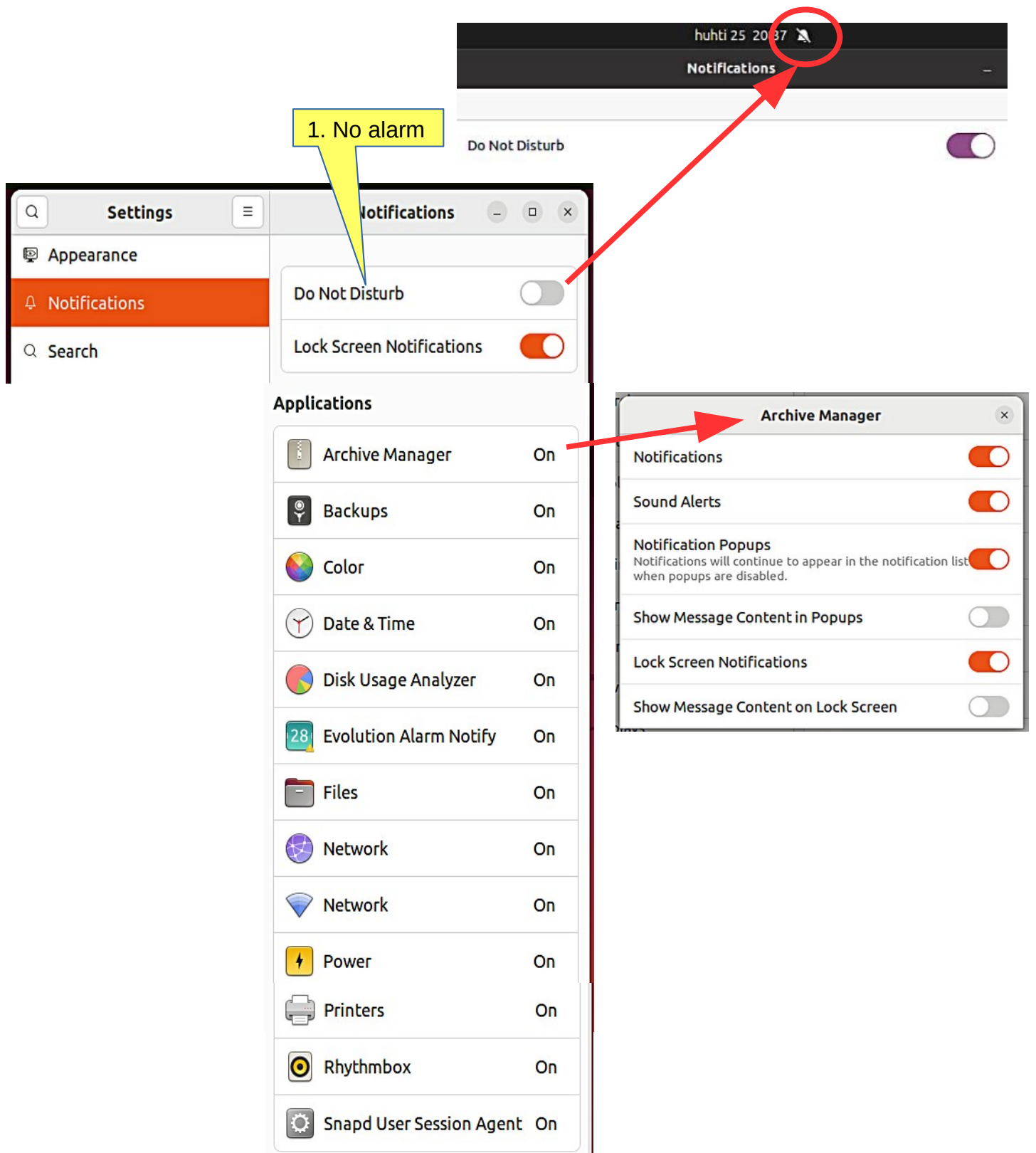
The image shows the Ubuntu Settings application window for the 'Appearance' section. The 'Style' section has 'Light' selected and highlighted with a red box. Below it are color selection circles. The 'Desktop Icons' section includes 'Size' (Normal), 'Position of New Icons' (Bottom Right), and 'Show Personal folder' (toggled on). The 'Dock' section includes 'Auto-hide the Dock' (toggled off), 'Panel mode' (toggled on), 'Icon size' (40), 'Show on' (Primary Display (1)), 'Position on screen' (Left), and 'Configure dock behavior'. A 'Dock' configuration window is open, showing 'Show Volumes and Devices' (toggled on), 'Include Unmounted Volumes' (checked), 'Include Network Volumes' (checked), and 'Show Trash' (toggled on).

Annotations include:

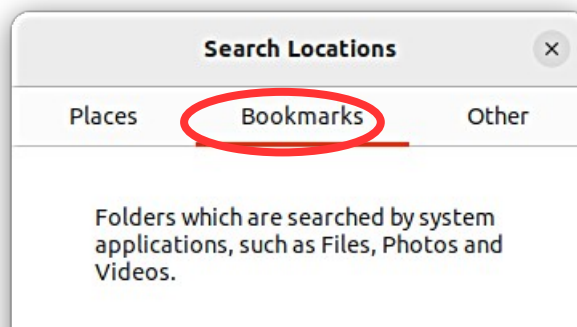
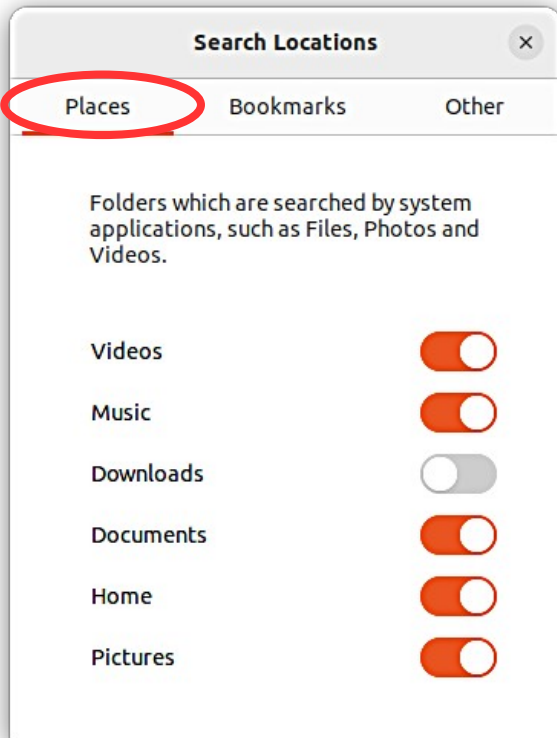
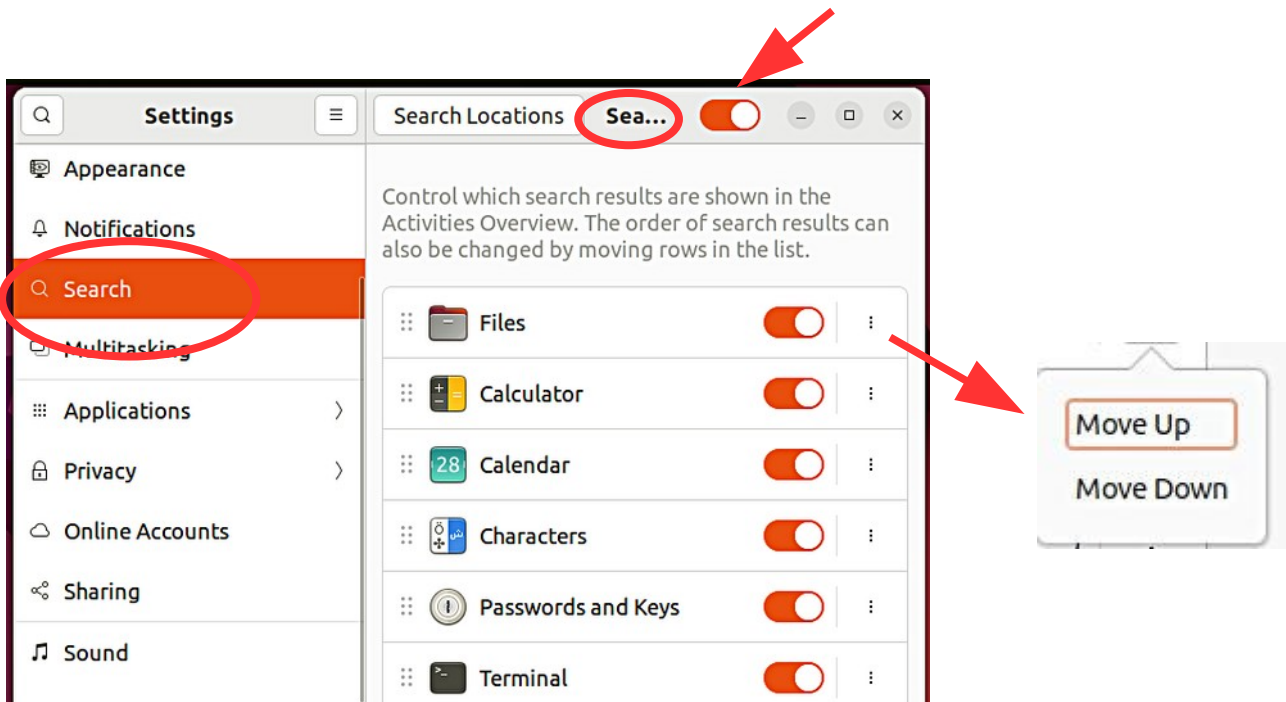
- 1. Again it is worth trying, which setting feels the best. (pointing to the Light/Dark style options)
- 2. This allows you to adjust the size of icons. (pointing to the Icon size slider)
- 3. Use this to define the location of the icons; left, bottom, right (pointing to the Position on screen dropdown)
- Dock! (pointing to the desktop dock)

Additional dropdown menus are shown on the right side of the image, including 'Normal', 'Large', 'Tiny', 'Top Left', 'Top Right', 'Bottom Left', 'Bottom Right', 'All displays', 'Primary Display (1)', '1. Built-in display', 'Left', 'Bottom', and 'Right'.

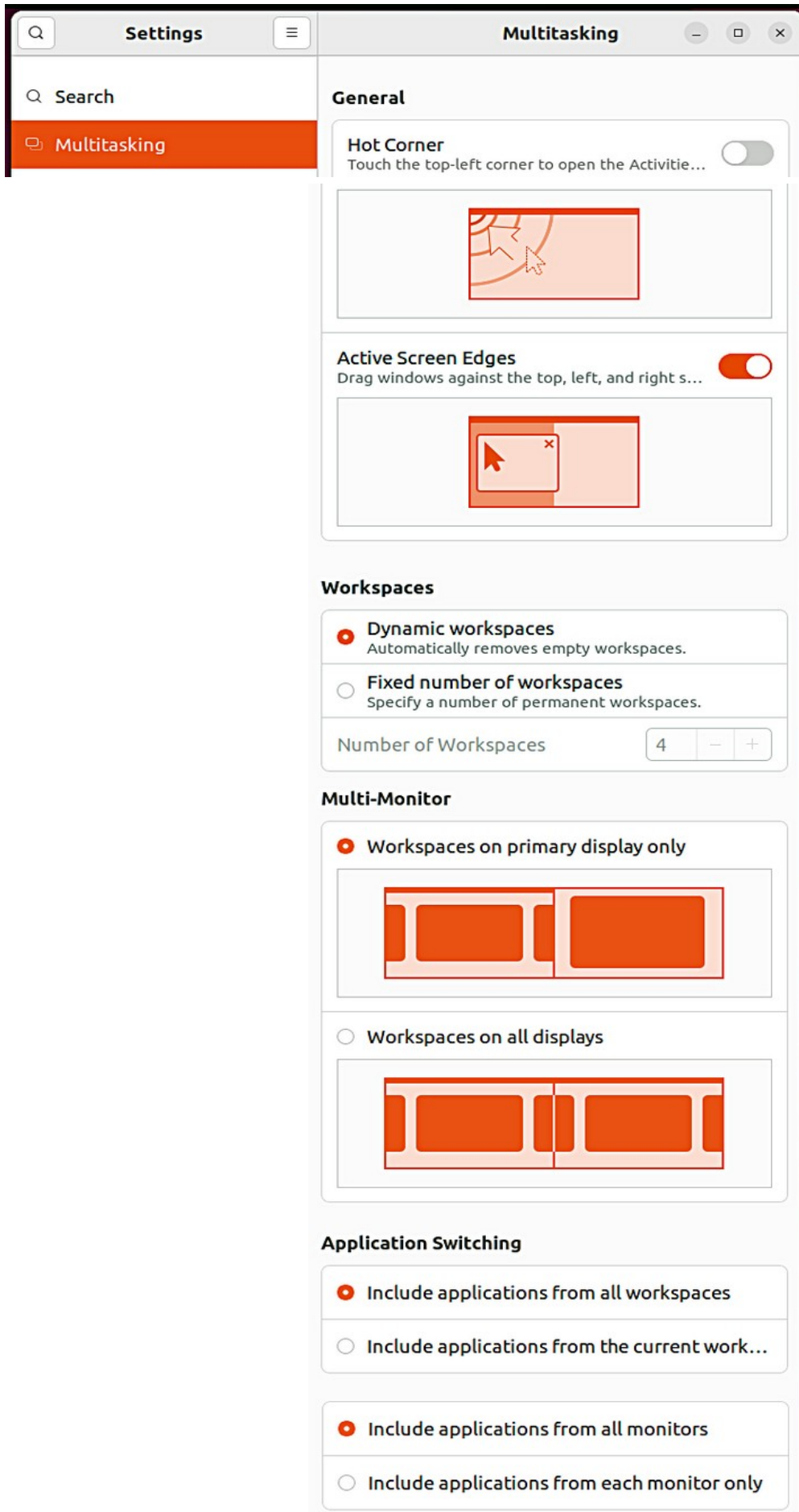
Basic settings



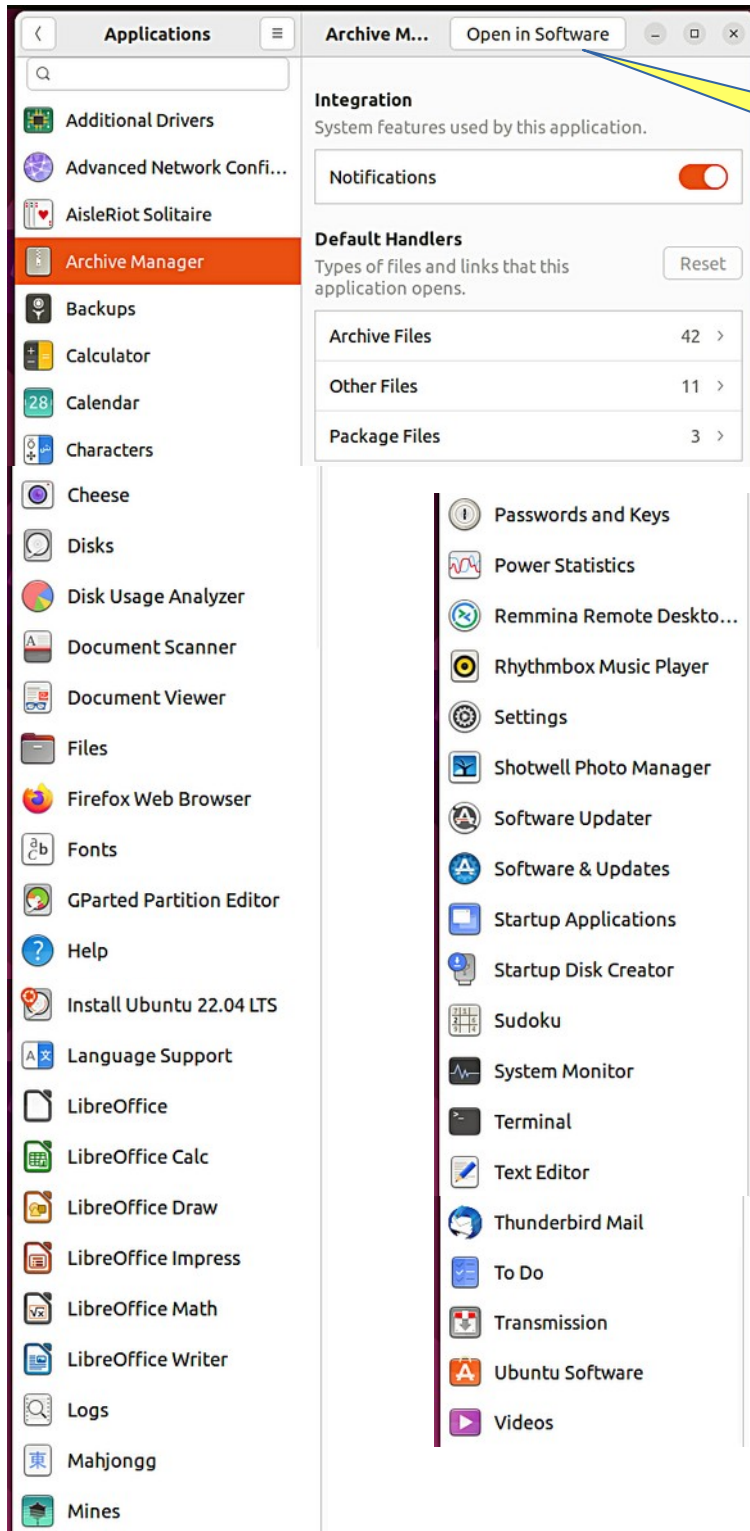
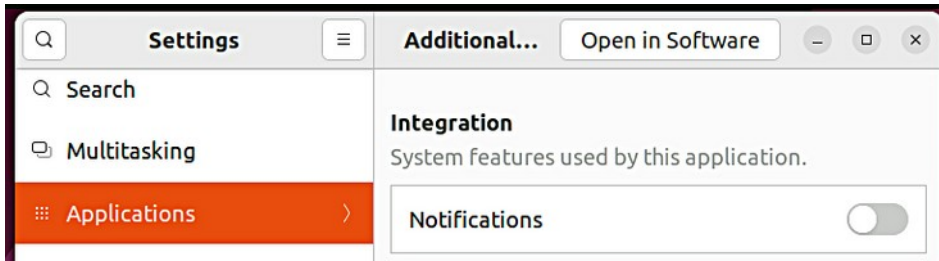
Basic settings



Basic settings

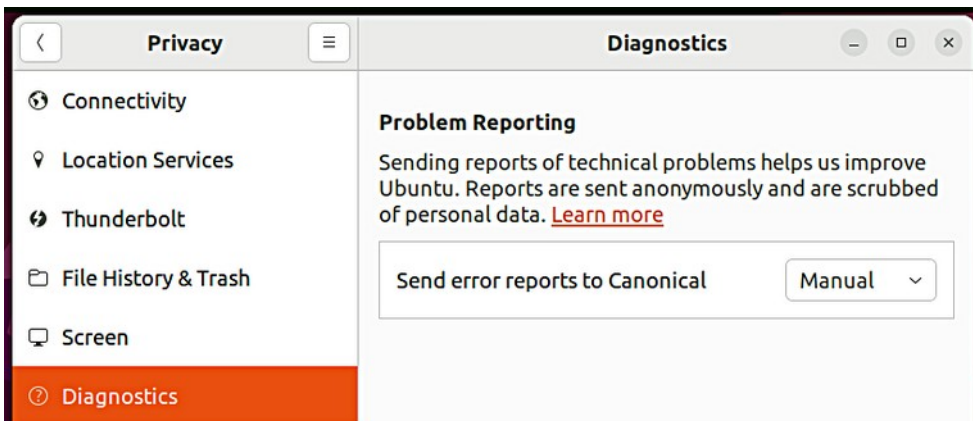
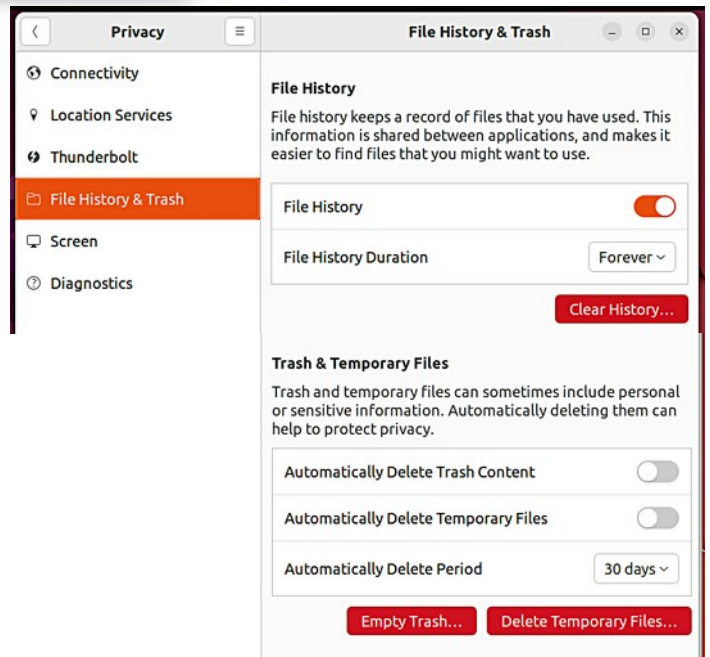
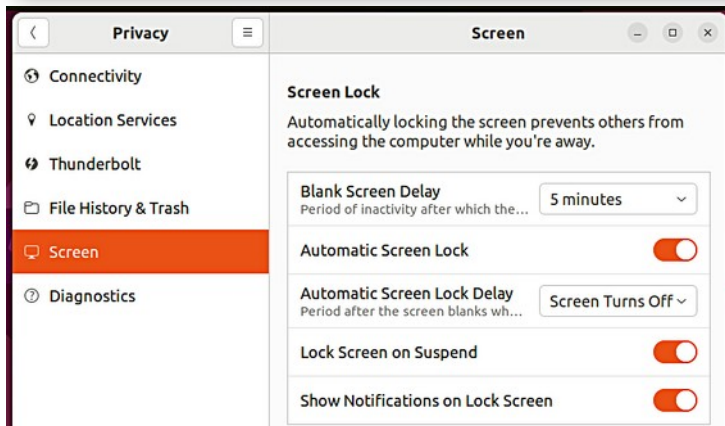
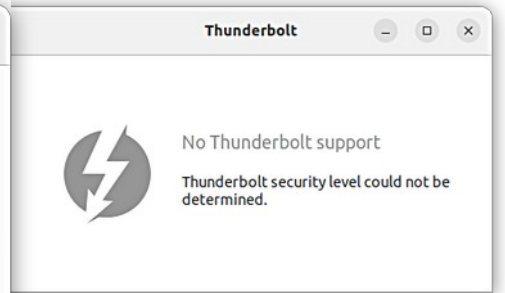
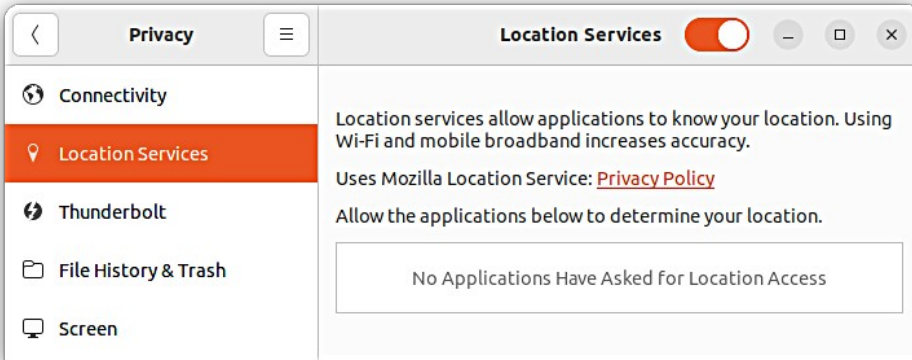
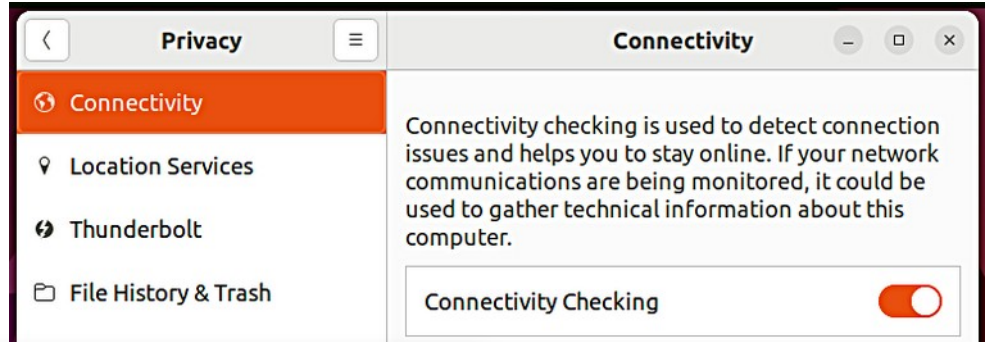
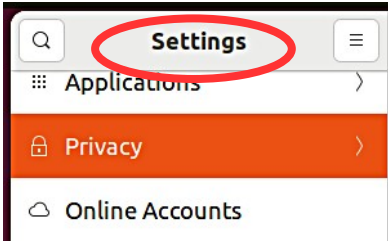


Basic settings



1. Try it, you will get more information!

Basic settings



Basic settings

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

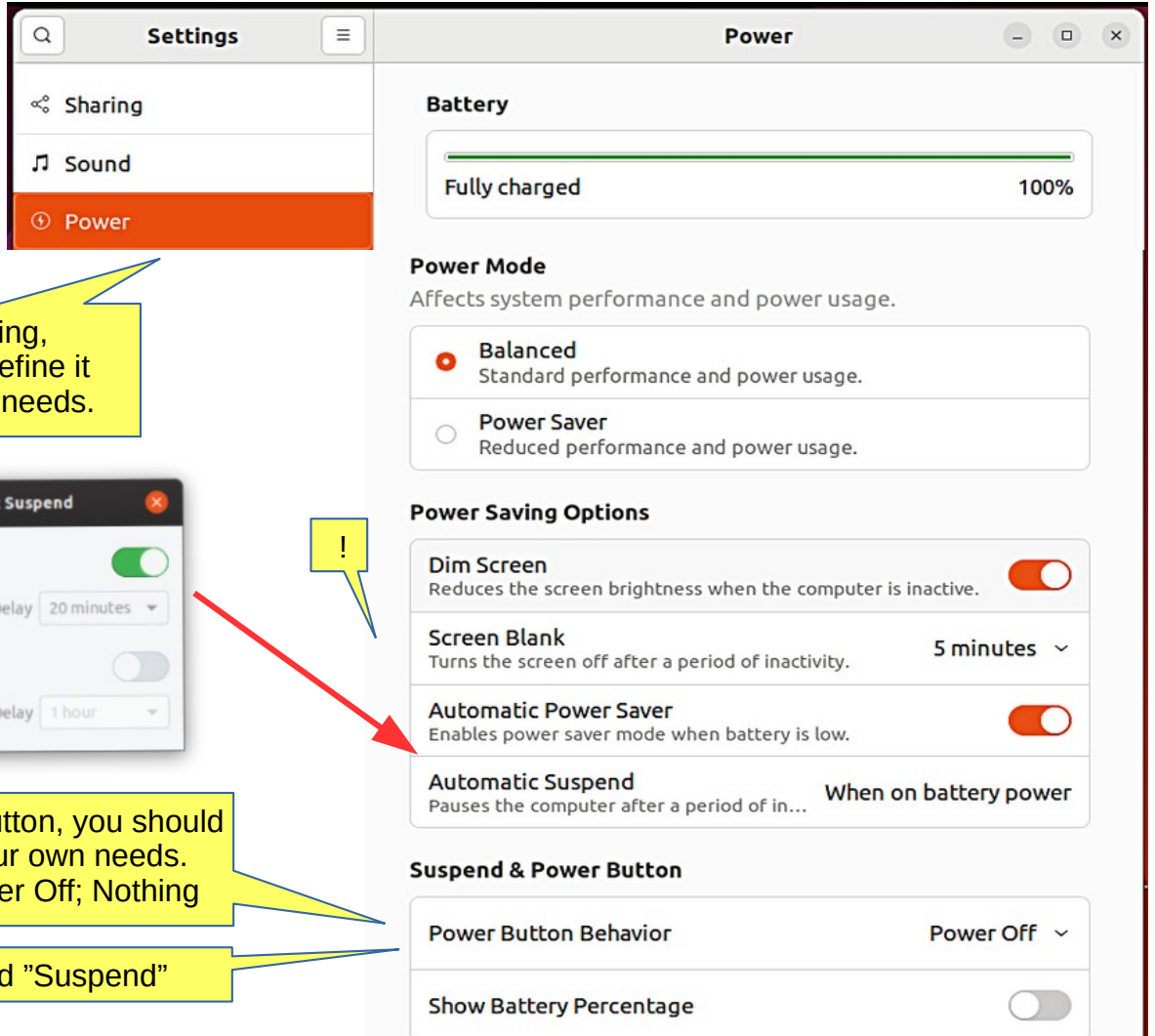
The image shows a collage of Ubuntu Settings windows. The 'Online Accounts' window is at the top left, showing options to connect to various services. The 'Remote Desktop' window is in the center, with a red arrow pointing to the 'Remote Desktop' toggle switch. The 'Media Sharing' window is on the right, with a red arrow pointing to the 'Media Sharing' toggle switch. The 'Sound' window is at the bottom right, showing volume levels and output device settings. A yellow callout box with an exclamation mark points to the system volume slider. Another yellow callout box with an exclamation mark points to the 'Test' button next to the output device dropdown. A third yellow callout box with an exclamation mark points to the 'Internal Microphone - Built-in ...' dropdown menu. A fourth yellow callout box with an exclamation mark points to the 'Alert Sound' section.

1. If you connect the TV, check audio output to television

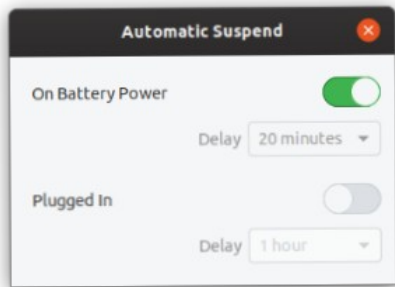
2. Set up a video conference microphone sound strength! Watch out for the sound circulation i.e. whining.

Try it!

Basic settings

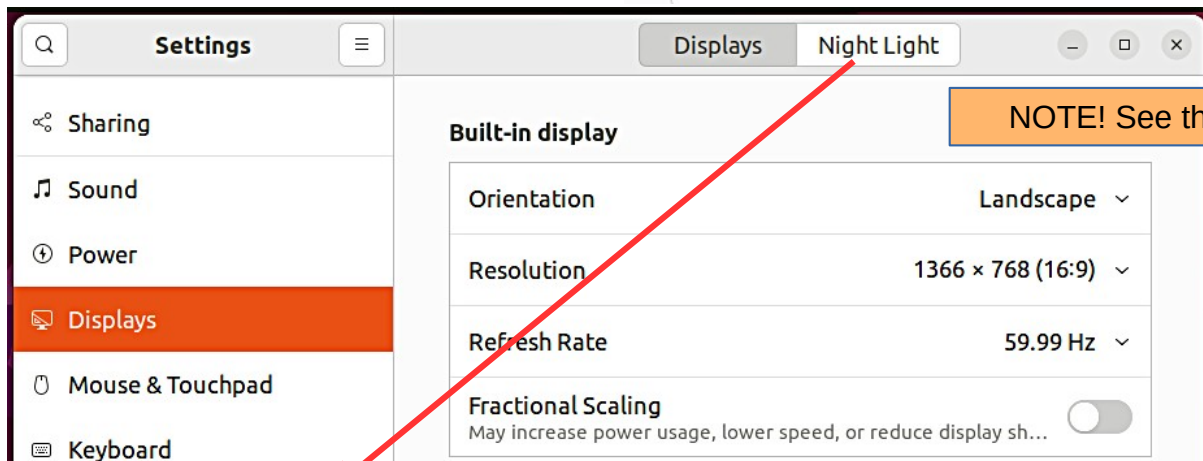


1. Power Saving, you should define it for your own needs.

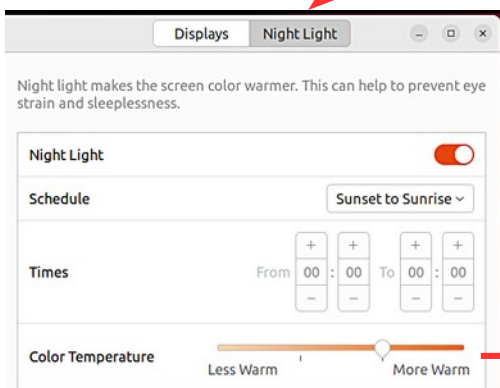


2. Power Off button, you should define it for your own needs. Suspend; Power Off; Nothing

3. I recommend "Suspend"

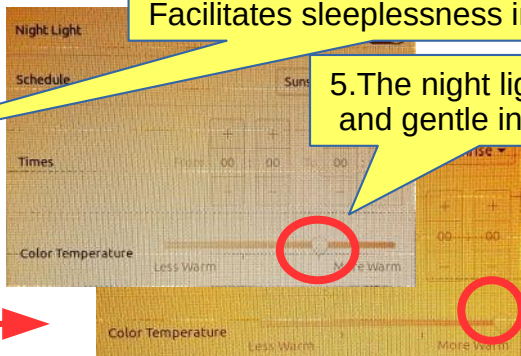


NOTE! See the next page!



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

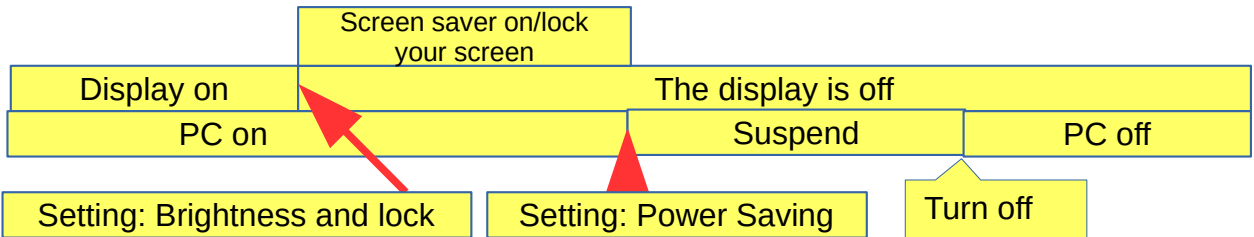
5. The night light is reddish and gentle in contrast.



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.

The screenshot shows the 'Settings' application with the 'Mouse & Touchpad' section selected. A red circle highlights the 'Test Your Settings' button. A red arrow points from this button to a 'Test Your Settings' window showing a cartoon bear on a red motorcycle on a winding road. Annotations include:

- 2. Define your own rhythm (pointing to the 'Test Your Settings' window)
- 3. An external mouse makes it easier to work, it's a good idea to get one (pointing to the 'Mouse Speed' slider)
- 4. Natural scrolling = When two Fingers are pushed fore, the image moves in the same direction, ie upward. (pointing to the 'Natural Scrolling' toggle)
- 6. Options to move the image with two fingers (pointing to the 'Two-finger Scrolling' toggle)

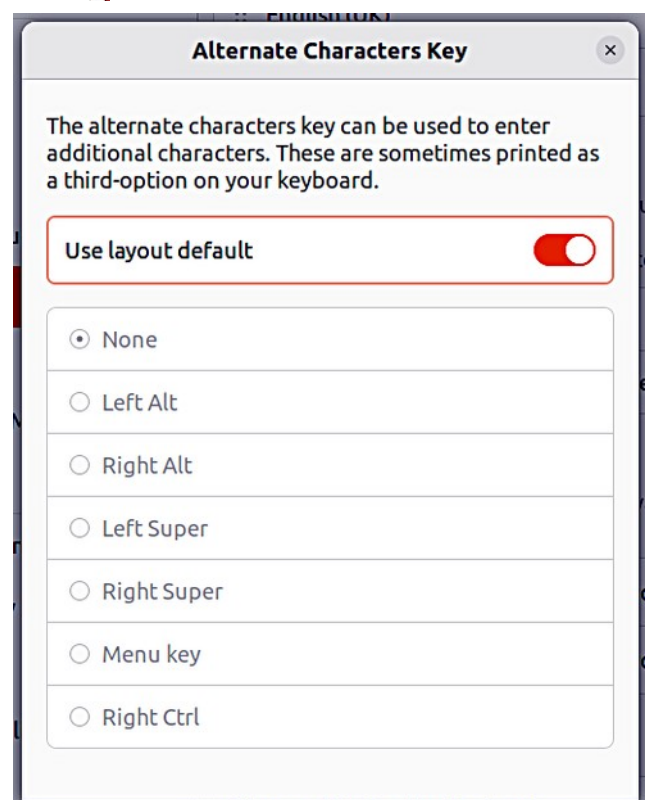
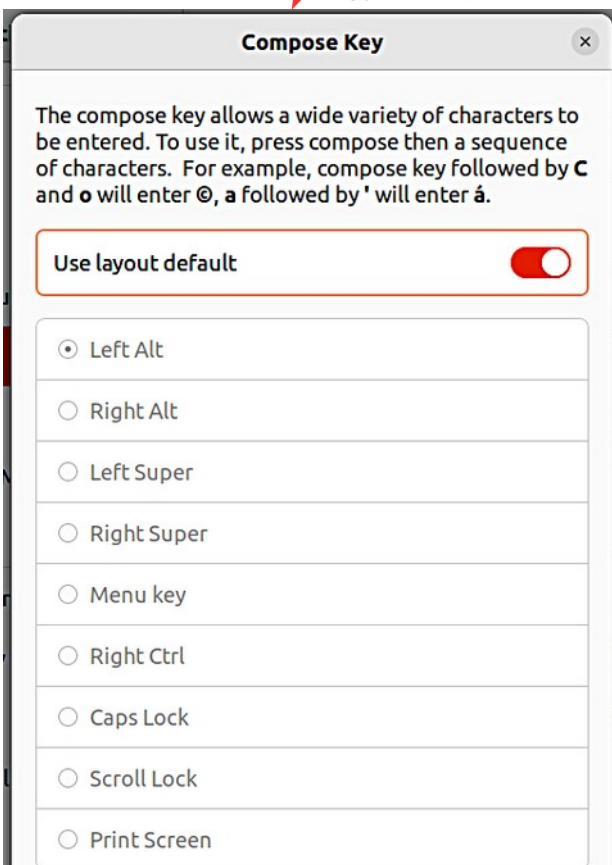
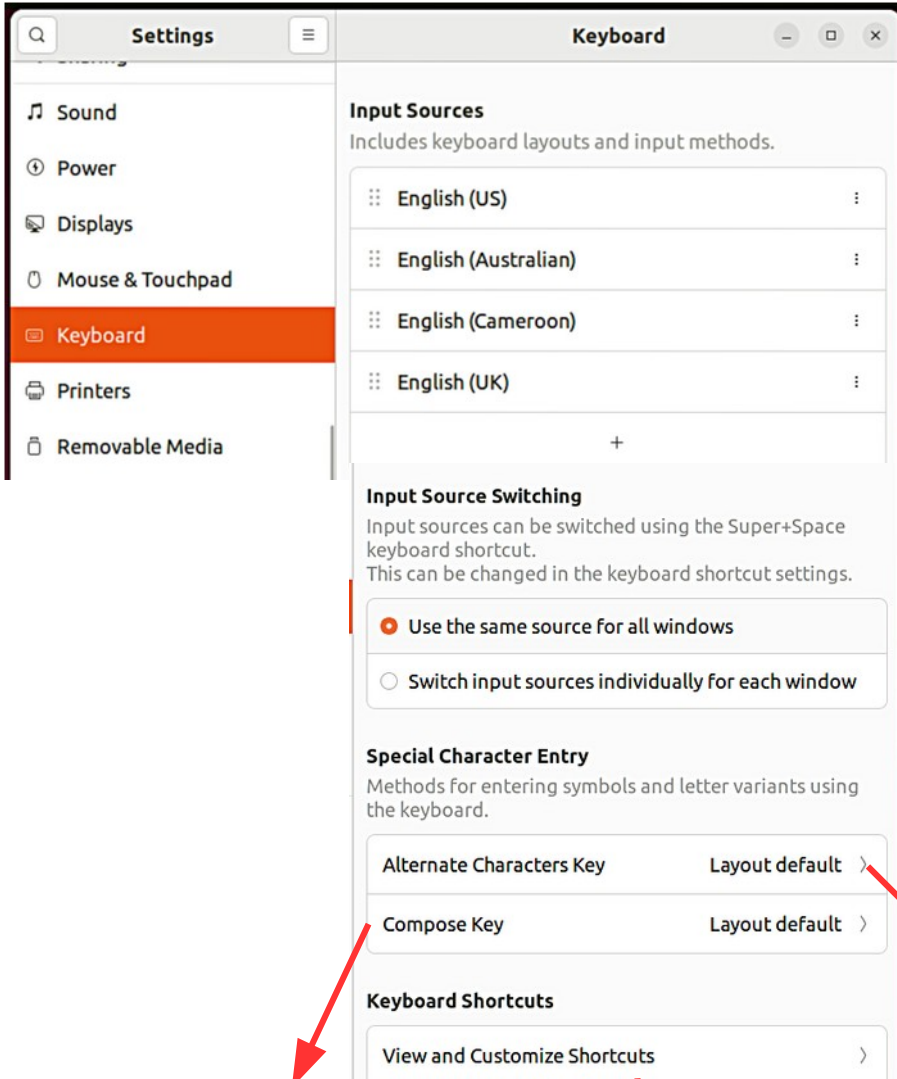
5. Note that the touch pad can be tapped at the edges (left / right) or at the center of the touch pad. Double-click to override the border of the primary button

NOTE! Previous page!

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

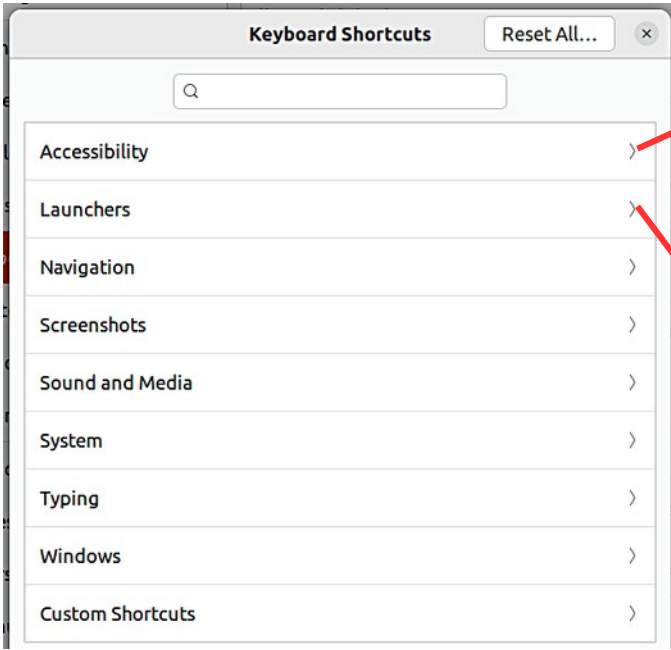
The screenshot shows the 'Display' settings window. At the top, there are tabs for 'Screen Display' and 'Night Light'. Under 'Display Mode', there are three buttons: 'Join Displays', 'Mirror', and 'Single Display'. At the bottom, there are two buttons: 'Built-in display' and 'LG Electronics LG TV'.

Basic settings

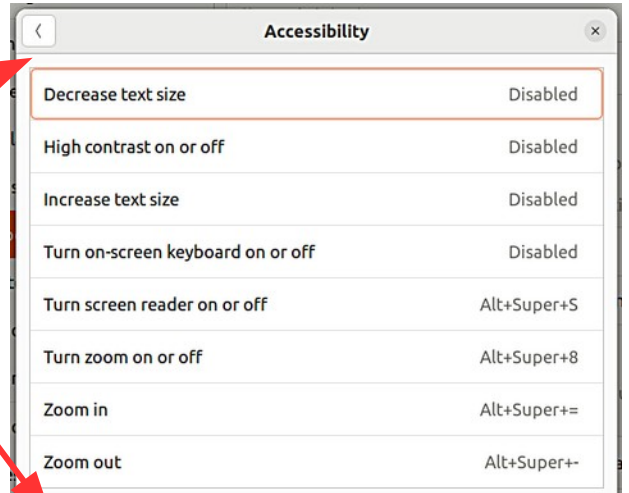


Next page

Basic settings

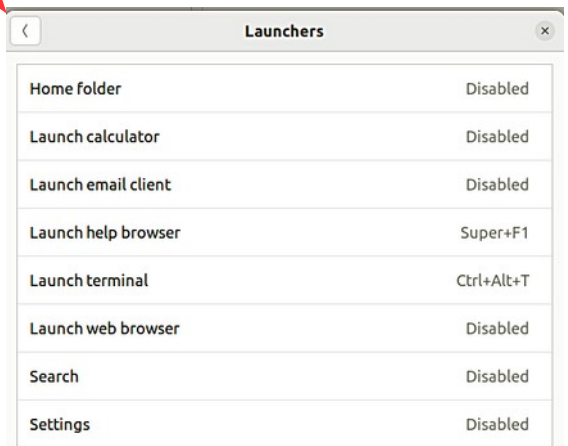


Keyboard Shortcuts window showing a list of categories: Accessibility, Launchers, Navigation, Screenshots, Sound and Media, System, Typing, Windows, and Custom Shortcuts. A search bar is at the top.



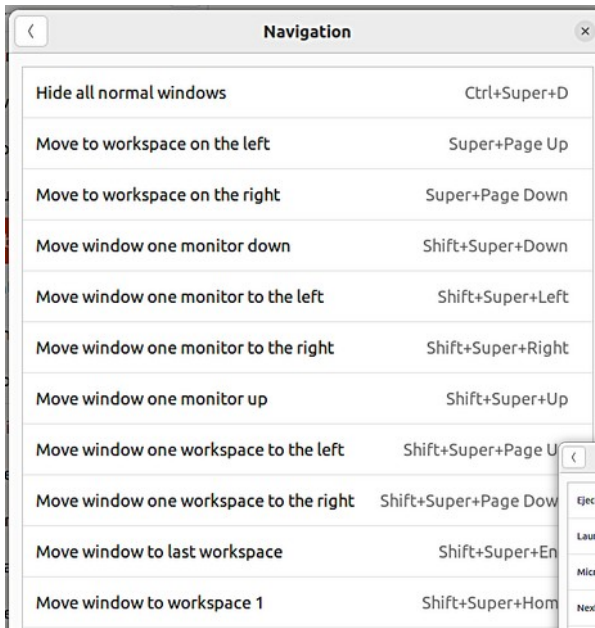
Accessibility window showing various settings:

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



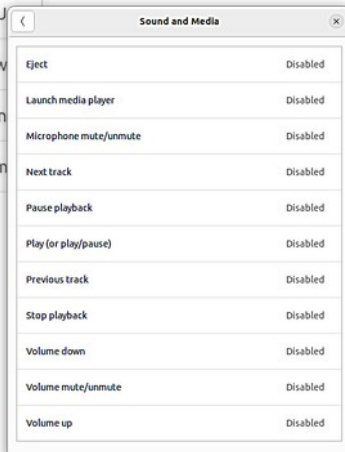
Launchers window showing various settings:

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



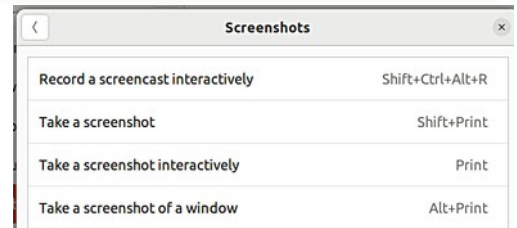
Navigation window showing various settings:

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



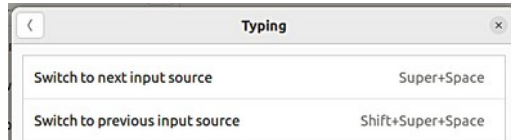
Sound and Media window showing various settings:

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



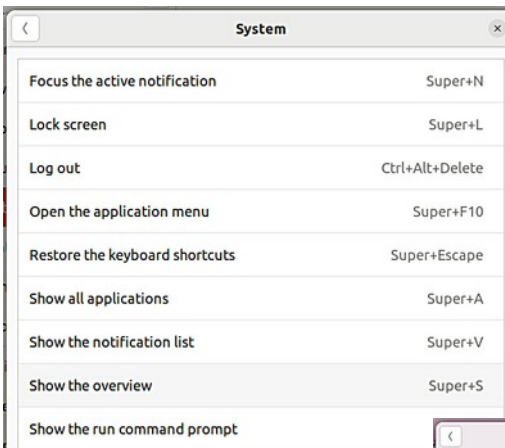
Screenshots window showing various settings:

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



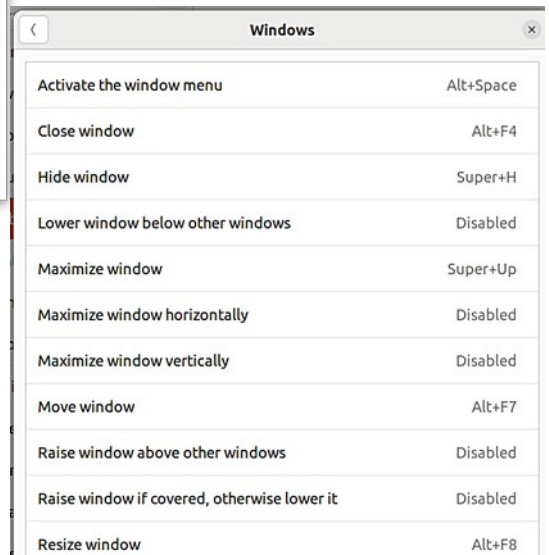
Typing window showing various settings:

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



System window showing various settings:

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



Windows window showing various settings:

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



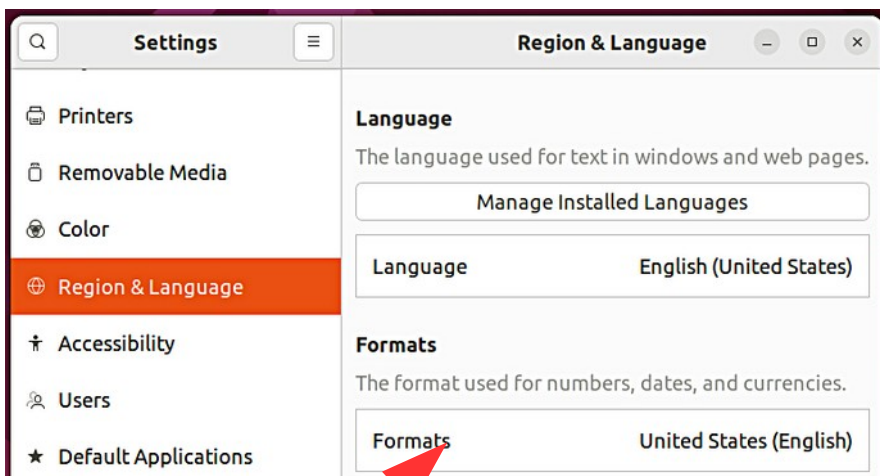
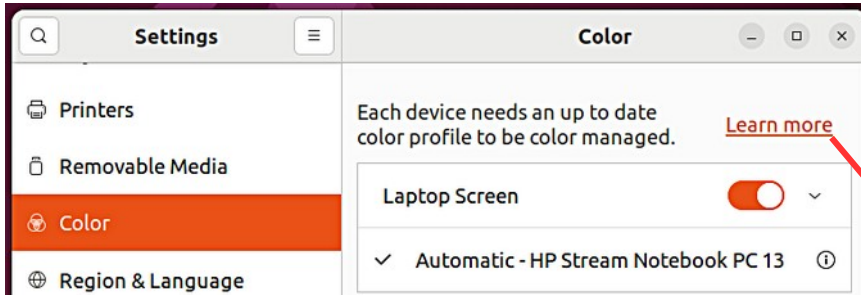
Custom Shortcuts window with a keyboard icon and the text: "Add Custom Shortcuts. Set up custom shortcuts for launching apps, running scripts, and more. Add Shortcut"

Basic settings

The screenshot shows the Ubuntu Settings application with the 'Printers' window open. The left sidebar lists various settings categories, with 'Printers' selected. The main window displays 'No printers' and an 'Add a Printer...' button. A yellow callout box points to this button with the text: '1. Adding a new printer if Ubuntu can not find it'. Another yellow callout box points to the 'Additional Printer Settings...' button with the text: '2. Here you can check and deletes the print queue'. An inset window titled 'Printers - localhost' shows a list of available printers: 'DeskJet-2600-series' and 'HL-3140CW-series', both connected to localhost.

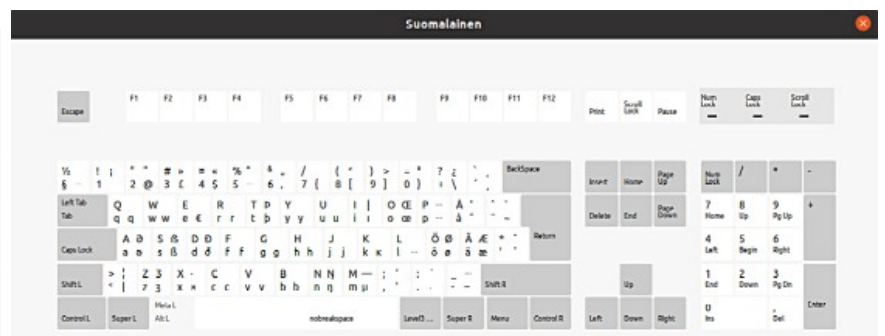
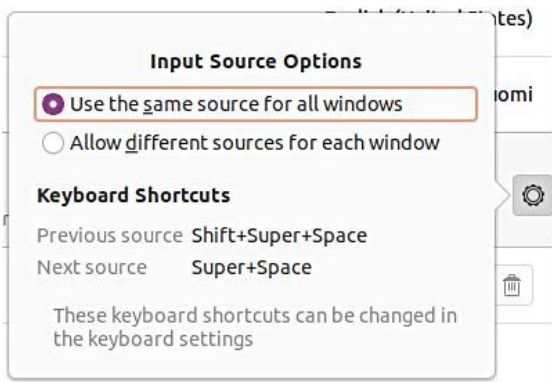
The screenshot shows the Ubuntu Settings application with the 'Removable Media' window open. The left sidebar lists various settings categories, with 'Removable Media' selected. The main window displays the heading 'Select how media should be handled' and five rows of settings for different media types: 'CD audio', 'DVD video', 'Music player', 'Photos', and 'Software'. Each row has a dropdown menu. The 'Software' dropdown is set to 'Run Software'. Below these settings is an 'Other Media...' button and a checkbox labeled 'Never prompt or start programs on media insertion'.

Basic settings



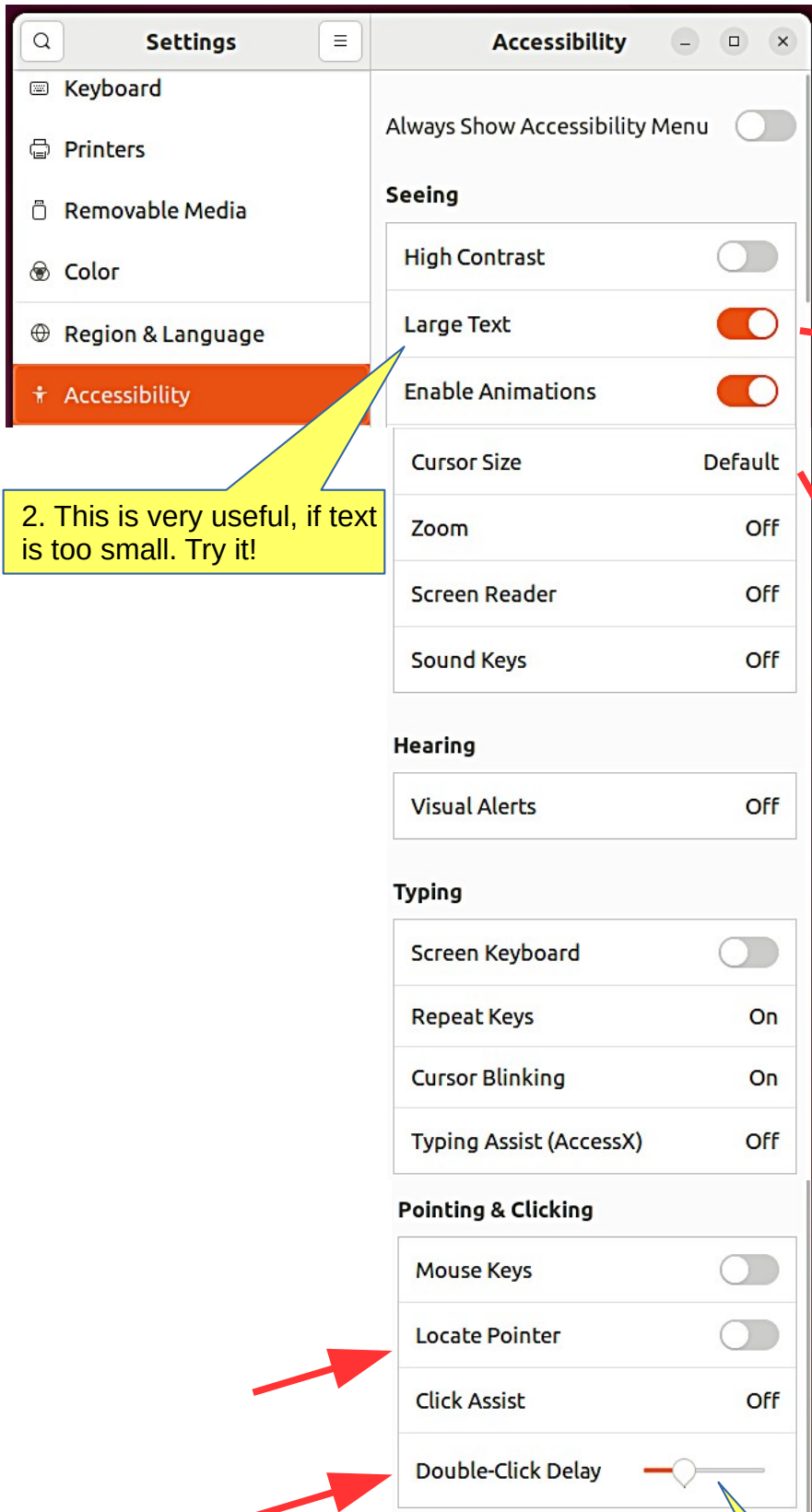
1. You can change the language

2. These region settings will also be added later!



Basic settings

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



The screenshot shows the Ubuntu Settings application with the Accessibility section selected. The left sidebar lists various settings categories, with Accessibility highlighted in orange. The main window displays the Accessibility settings, which are organized into sections: Always Show Accessibility Menu, Seeing, Hearing, Typing, and Pointing & Clicking. The 'Seeing' section includes options for High Contrast, Large Text, Enable Animations, Cursor Size, Zoom, Screen Reader, and Sound Keys. The 'Hearing' section includes Visual Alerts. The 'Typing' section includes Screen Keyboard, Repeat Keys, Cursor Blinking, and Typing Assist (AccessX). The 'Pointing & Clicking' section includes Mouse Keys, Locate Pointer, Click Assist, and Double-Click Delay. Red arrows point to the 'Large Text' toggle, the 'Double-Click Delay' slider, and the 'Activities' dock. A yellow callout box points to the 'Accessibility' category in the sidebar.

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

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

High Contrast

Large Text

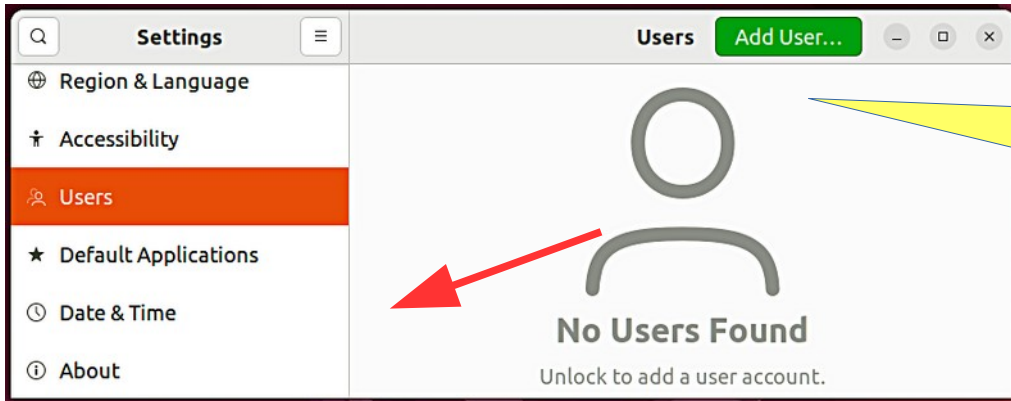
Cursor Size



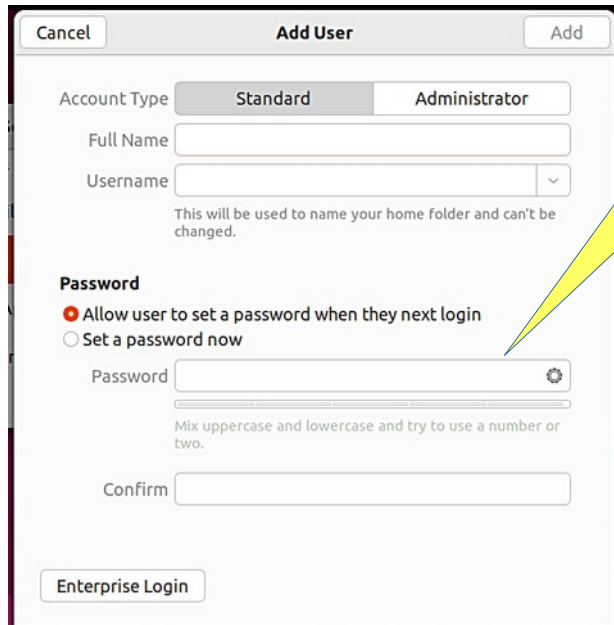
The screenshot shows a dialog box titled 'Kohdistimen koko' (Cursor size) with a subtitle 'Kohdistimen koon muuttamisella ja suurennuksella on mahdollista tehdä kohdistimen erottaminen helpommaksi.' (By changing the cursor size and zooming, it is possible to make the cursor more distinguishable). The dialog box contains five different cursor icons of varying sizes, with the largest one selected.

Try it !

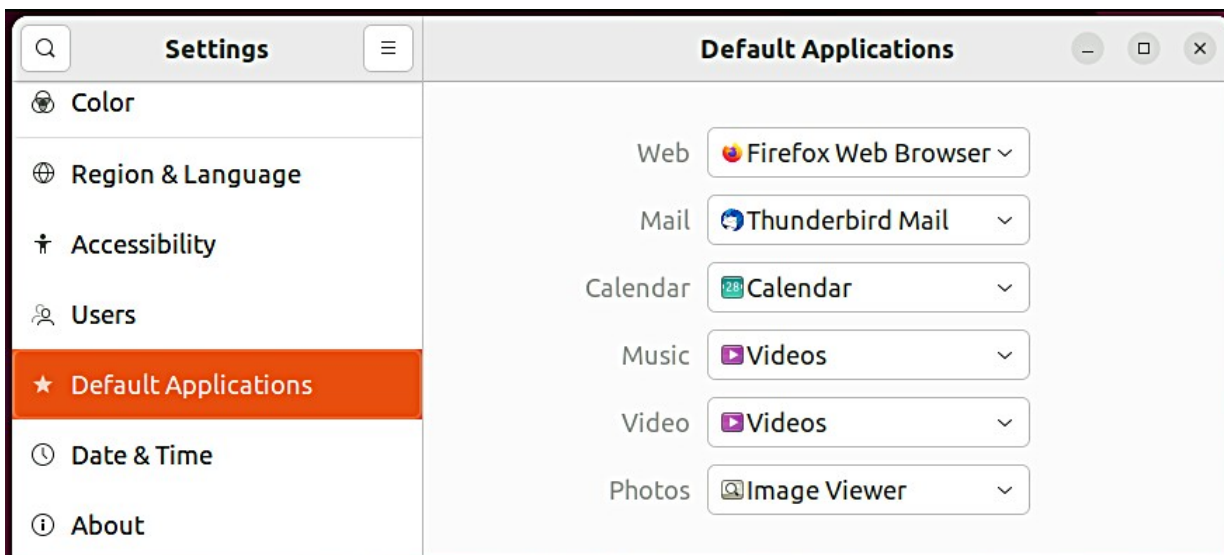
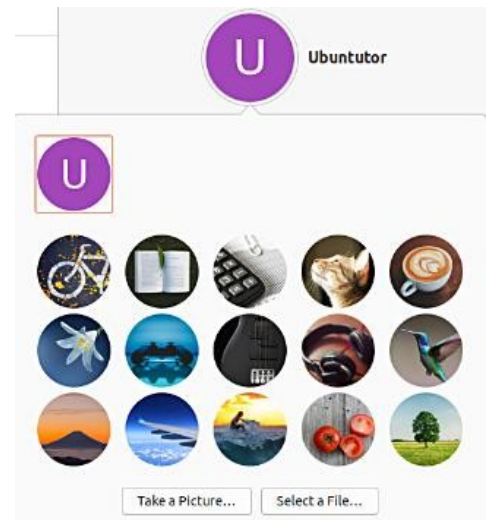
Basic settings



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



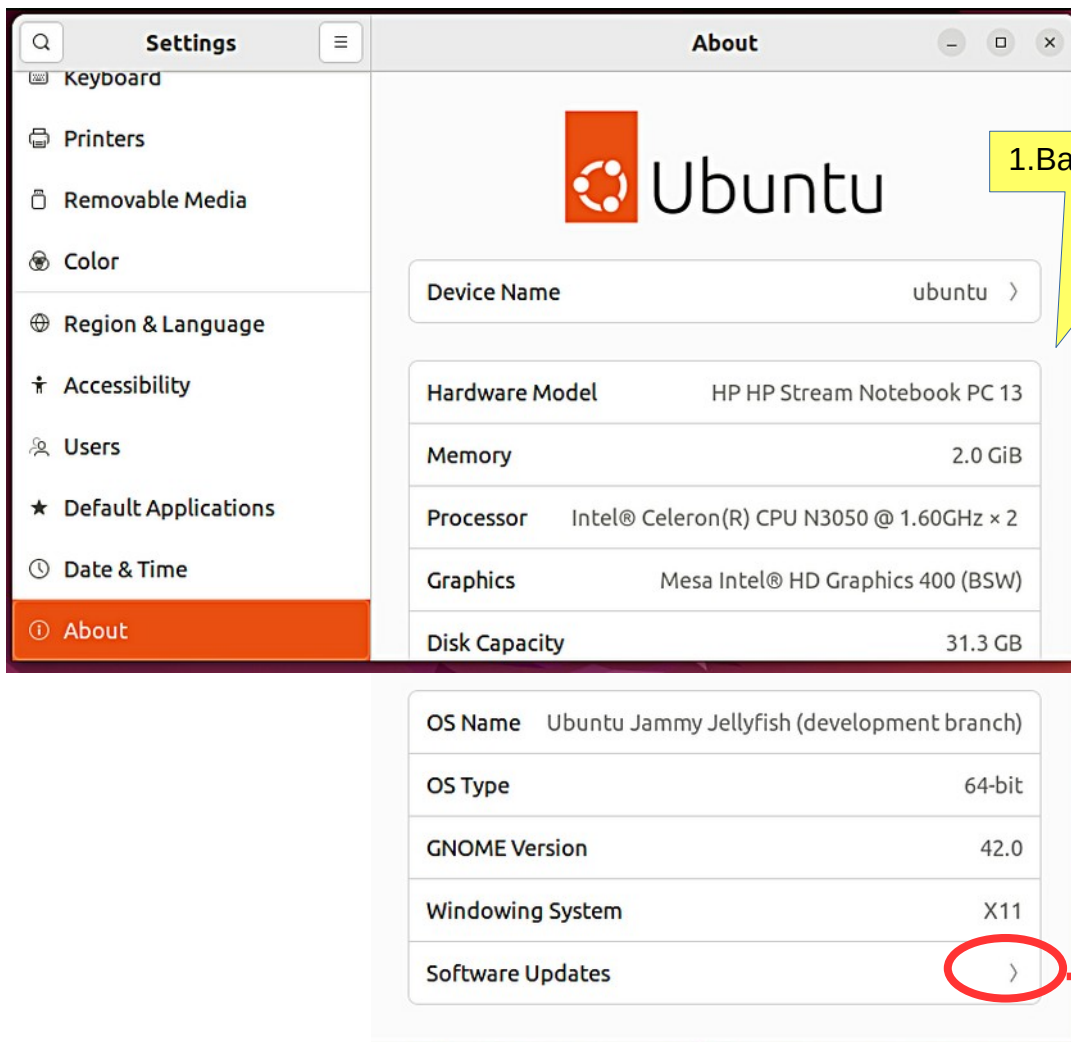
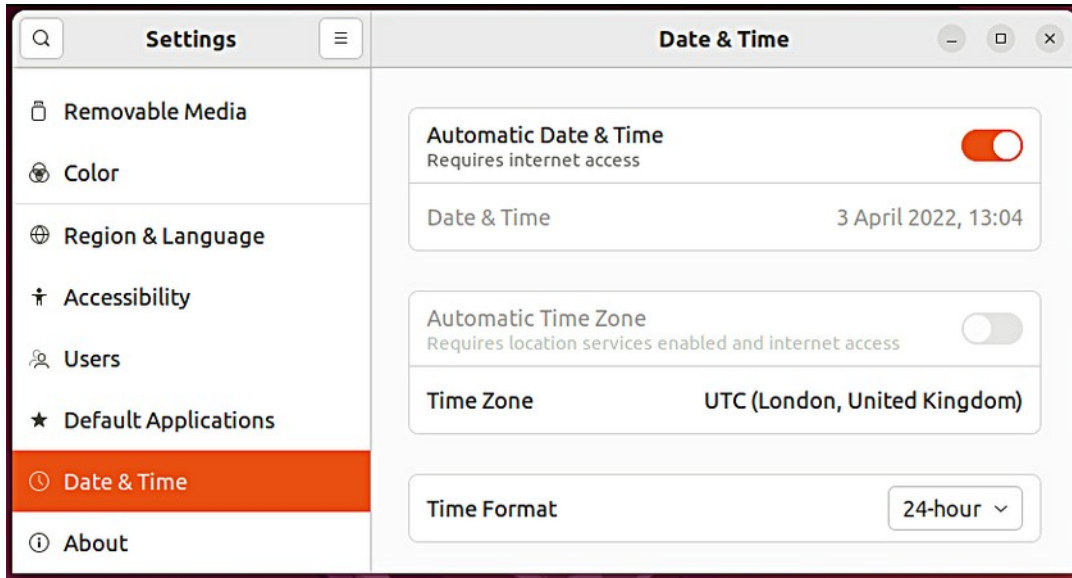
2.Password is important!



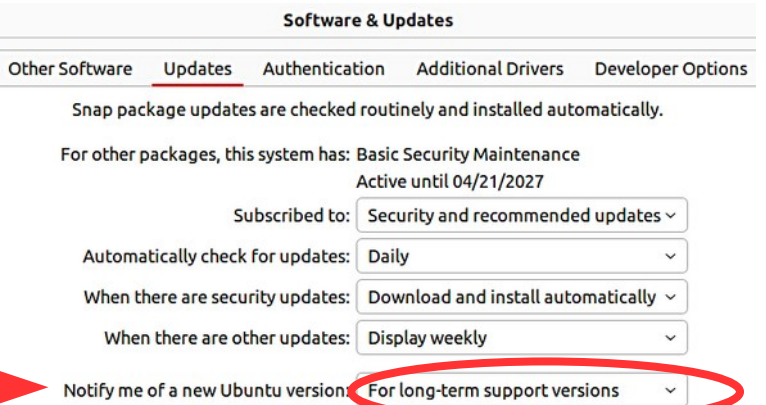
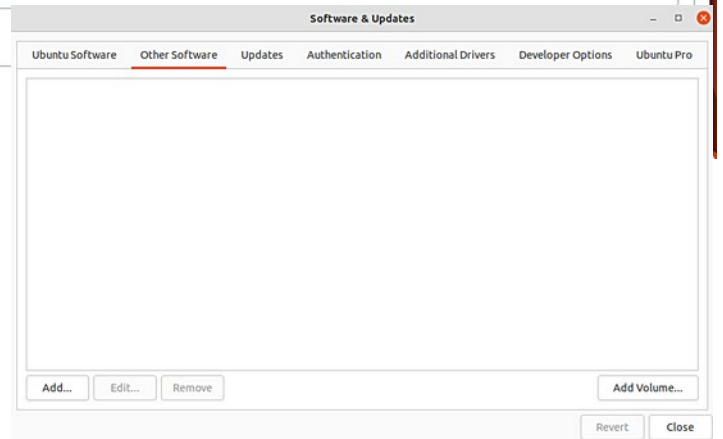
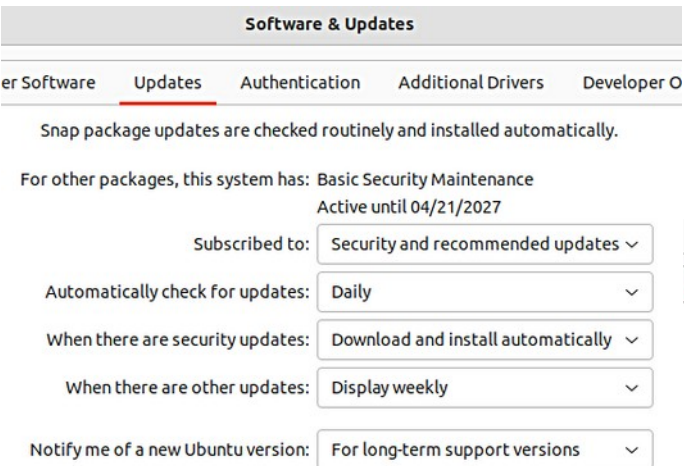
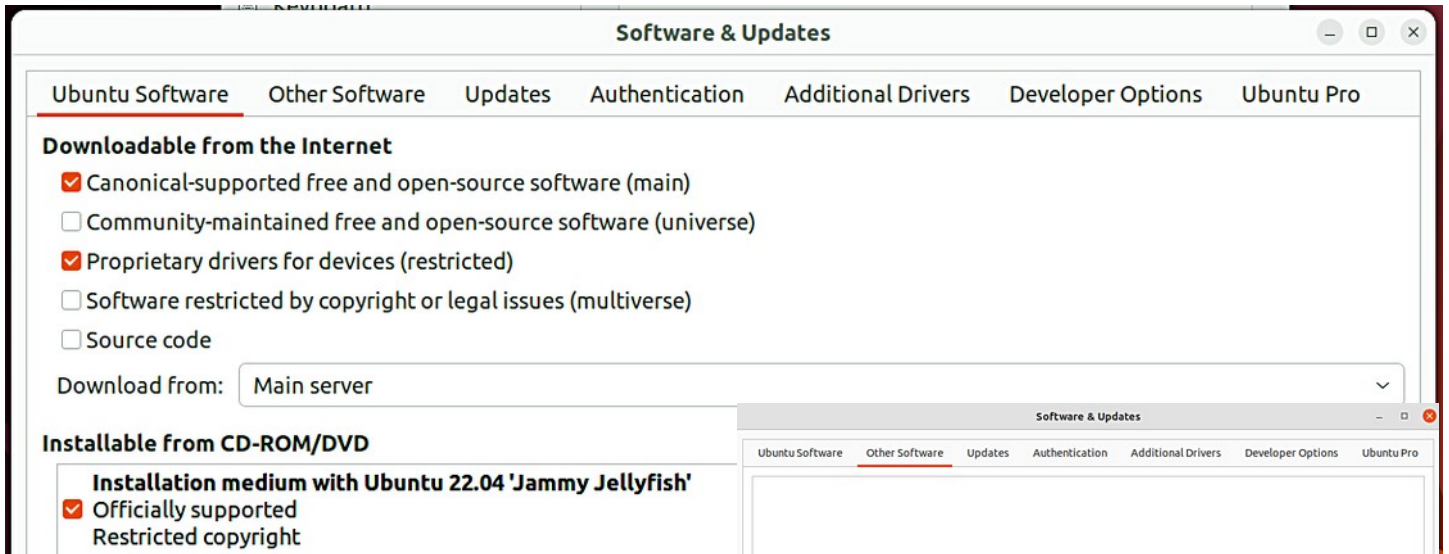
3.Select the default applications here. When you click a file define what application opens that file.

Basic settings

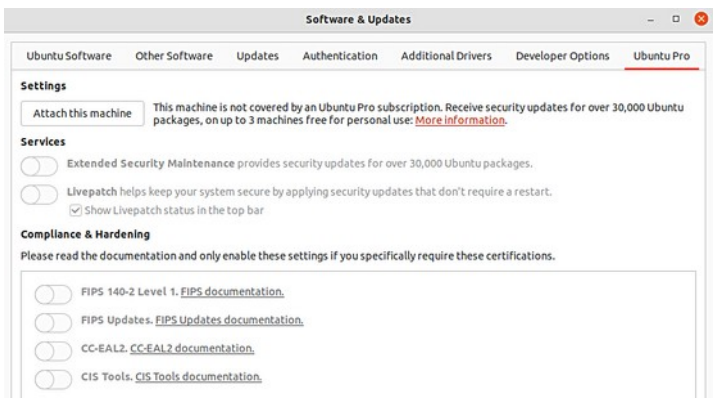
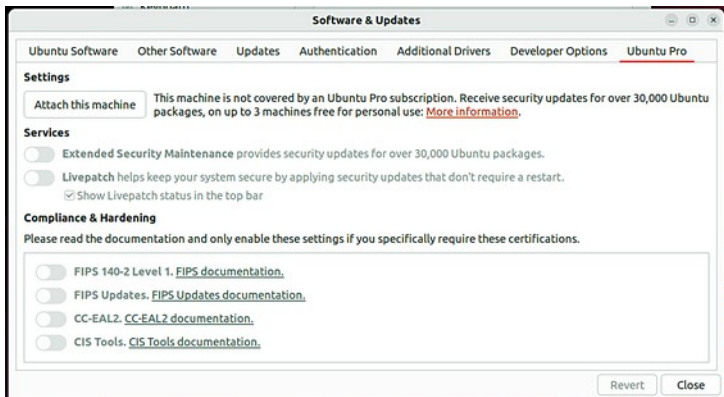
Look Ubuntu Desktop Guide: [Log out, power off or switch users](#)



Basic settings



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



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

7 8 9 ÷ √ C
4 5 6 × ()
1 2 3 - x² √
0 , % + =

Advanced Mode

Degrees to Radians 0 degrees = 0 radians

Angle Length Area Volume Mass Duration Temperature Digital Storage Currency

cos sin tan sinh cosh tanh
n e x^y √ log ln
a×b Re Im conj f(x)

Financial Mode

Euro ↔ US Dollar \$s €5 = \$5,4

7 8 9 ÷ √ C % Ctrlm Ddb Fv
4 5 6 × () √ Gpm Pmt Pv
1 2 3 - x^y log Rate Sln Syd
0 , % + = Term

Programming Mode

Decimal 0b = 01s

0000 0000 0000 0000 0000 0000 0000 0000
63 47 32
0000 0000 0000 0000 0000 0000 0000 0000
31 15 0

ln Tn , x^y () << >> á
C D E F ÷ mod ones twos |x|
8 9 A B × AND NOT √ x^y x⁻¹
4 5 6 7 - OR C log log₂ int
0 1 2 3 + XOR = fact x!

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	

Resources

CPU History

CPU1 23,0% CPU2 20,4%

Memory and Swap History

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

Receiving 0 bytes/s Total Received 4,5 MiB
Sending 0 bytes/s Total Sent 228,0 KiB

File Systems

Device	Directory	Type	Total	Available	Used	Usage
/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

à

Smileys & People

Recently Used

Smileys & People

Animals & Nature

Food & Drink

Activities

Travel & Places

Objects

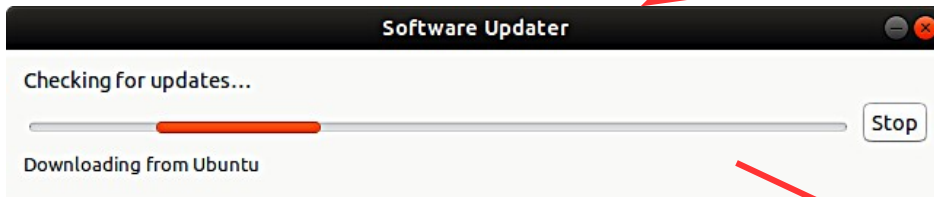
Symbols

Introduction to installed Ubuntu apps

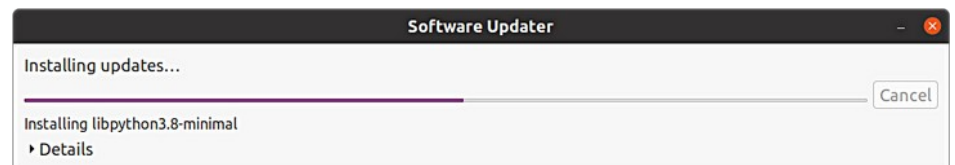
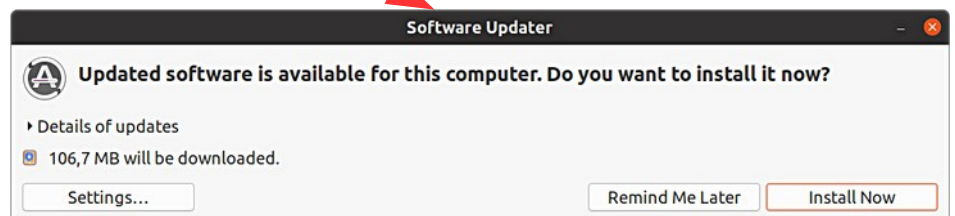
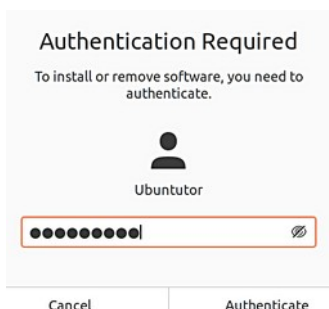
1. Ubuntu suggests updates automatically, but the user can decide on the timing of the upgrade. For updating, Ubuntu will notify you of the Dock icon. Click the icon to start the update



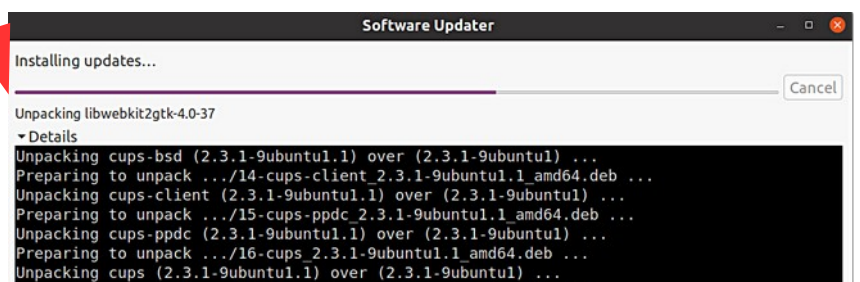
2. You can also start the update by clicking the icon



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



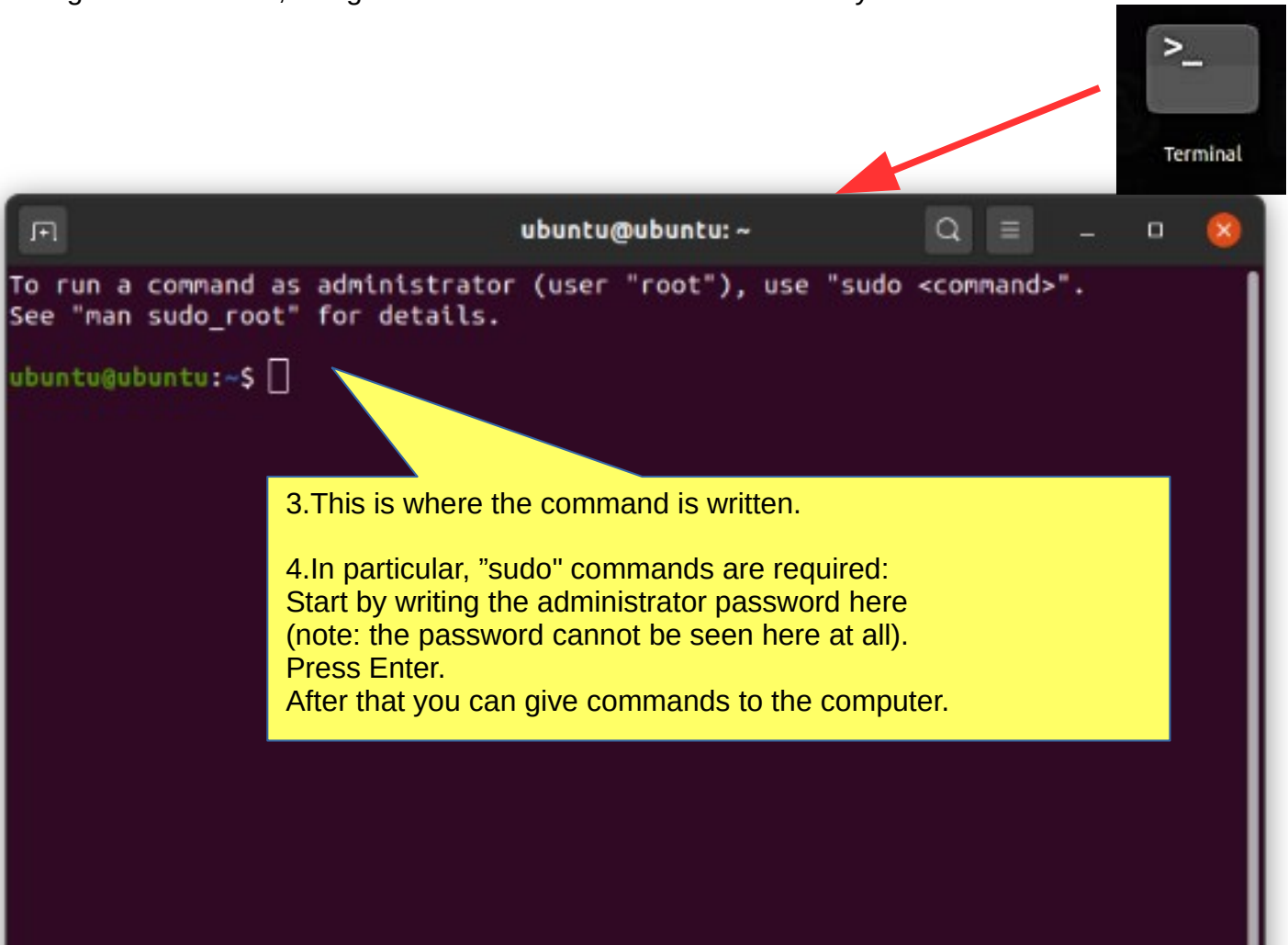
4. In the updates, you should click on Details to see it. It's easier to track the progress of the update



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>

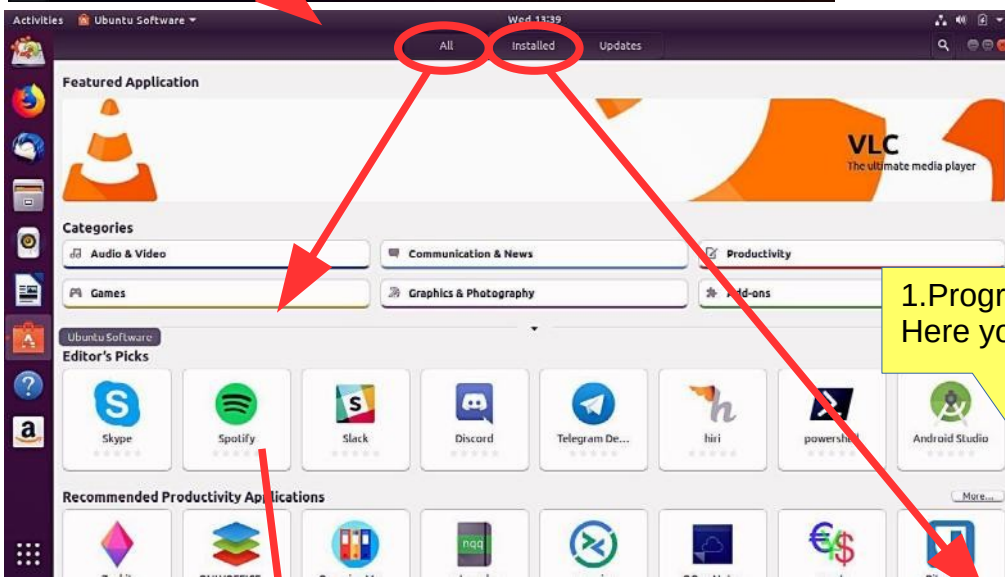
<https://techlog360.com/basic-ubuntu-commands-terminal-shortcuts-linux-beginner/>

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

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

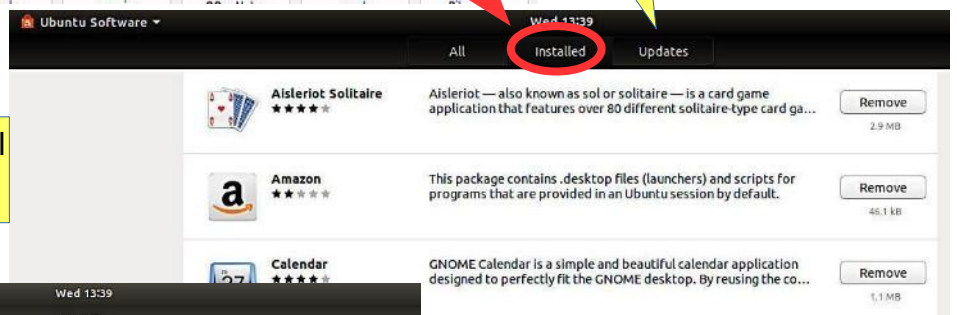
Install apps

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

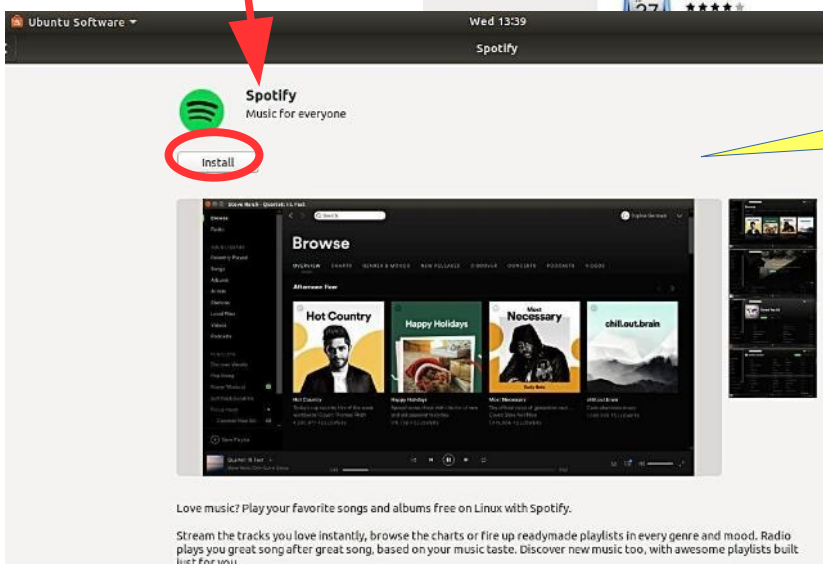


1. Programs on your computer. Here you can remove the application

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.

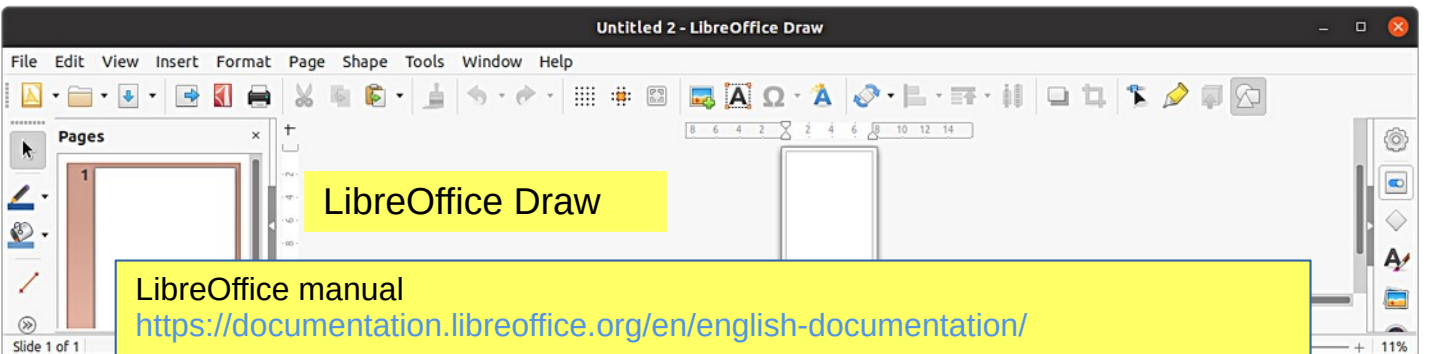
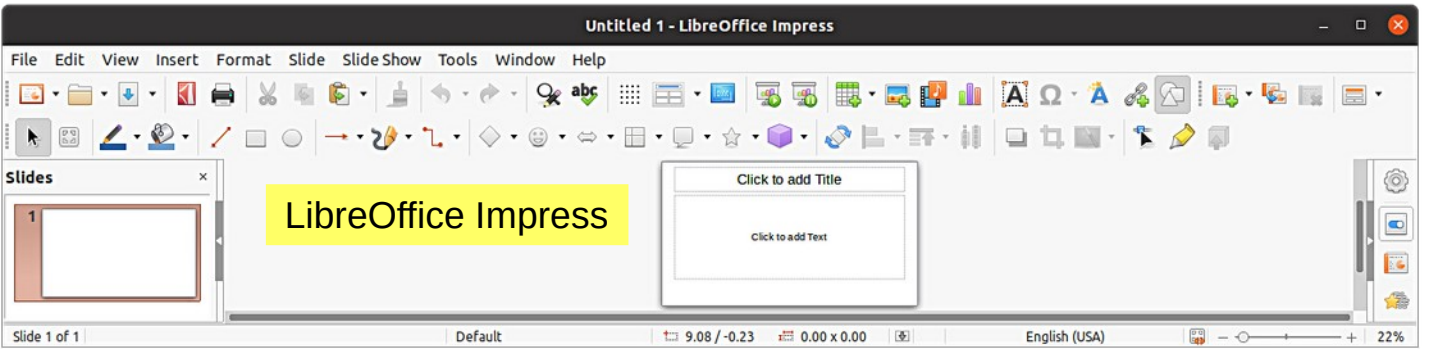
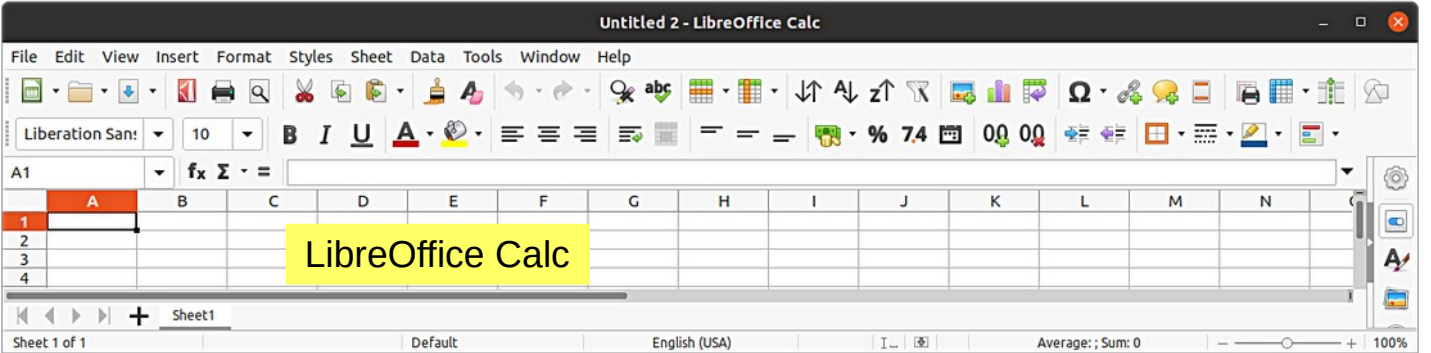
More information

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

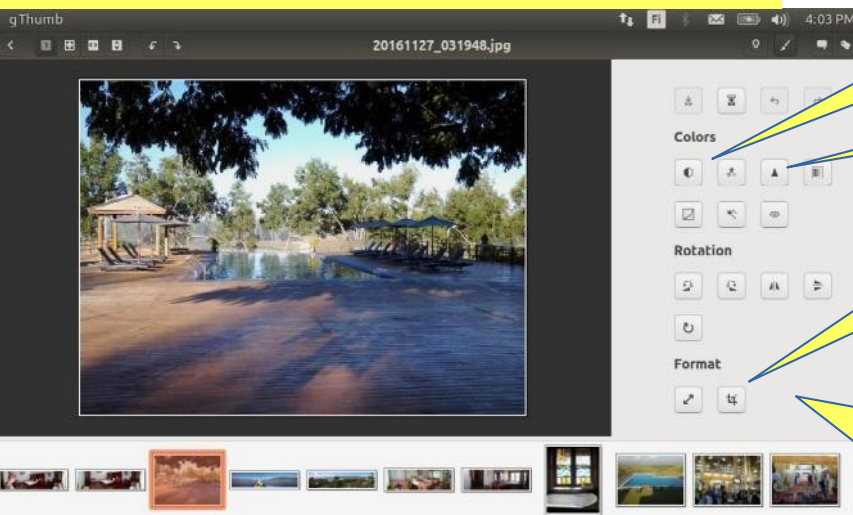
[Installing software in Ubuntu using .deb files](#)

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

Introduction to installed Ubuntu apps



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



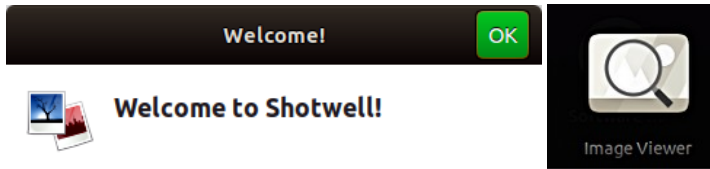
1. Automatic color correction

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

Introduction to installed Ubuntu apps

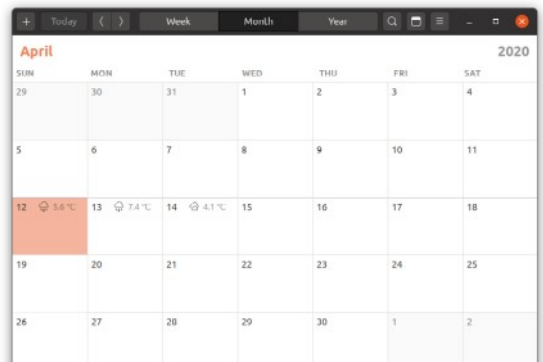
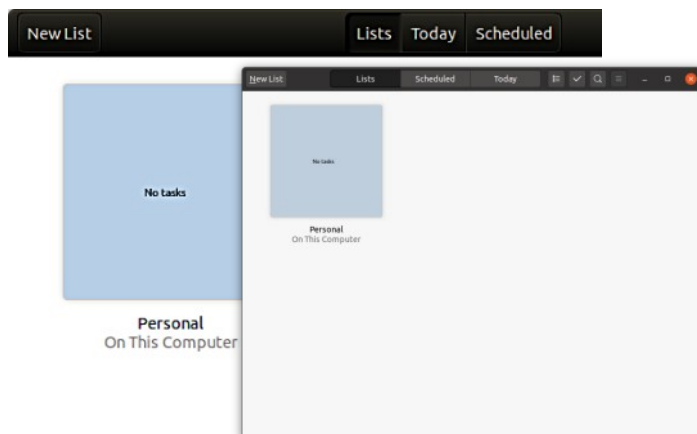
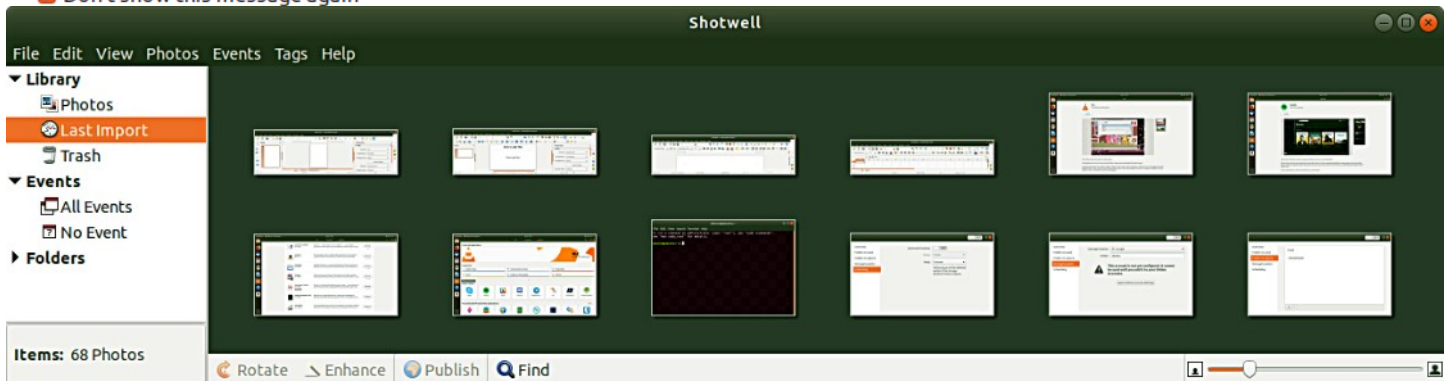


Import photos from your ~/Pictures folder

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/22.04/ubuntu-help/index.html.en>

Linux wiki

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

Using Ubuntu Linux

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

Ubuntu hardware support

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

Ubuntu help

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

Ubuntu: A Beginner's Guide

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

The Complete Beginners Guide To Ubuntu

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

[PDF]Ubuntu Manual – Getting Started with Ubuntu 14.04

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

[Open Office 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

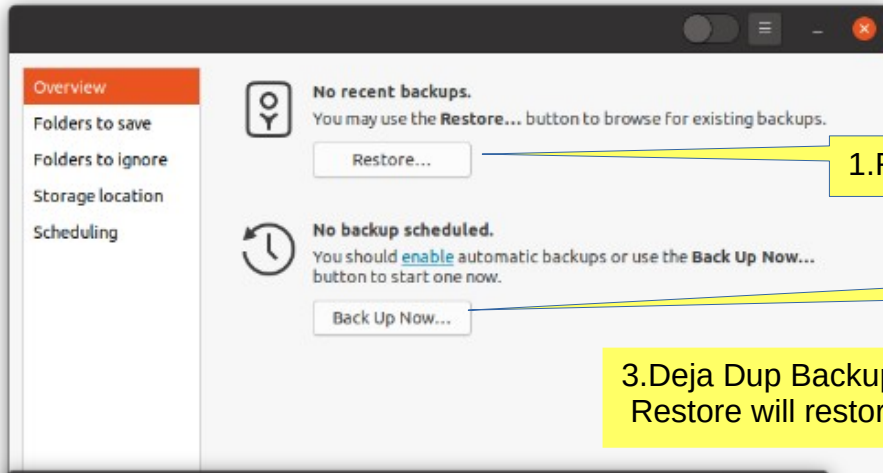
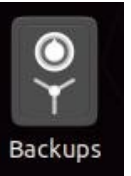
<https://www.omgubuntu.co.uk>

HISTORY

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

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

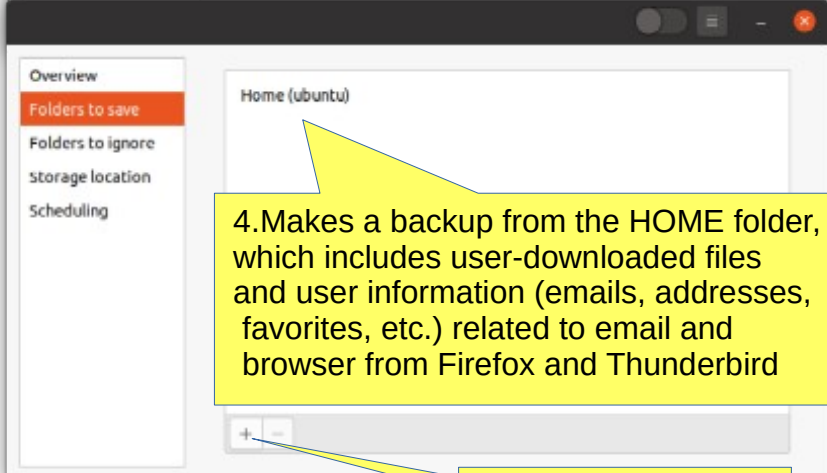
Deja Dup Backup 1



1. Returns the backup to the computer

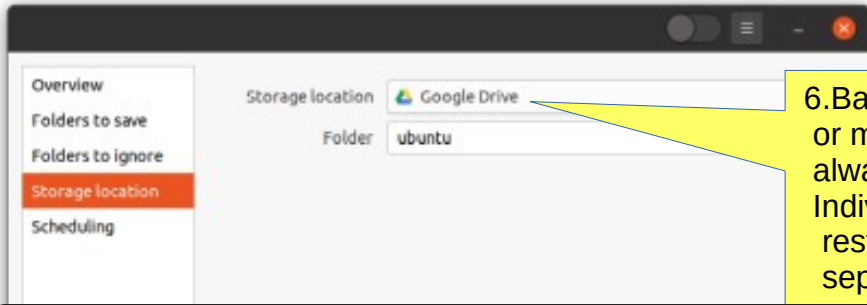
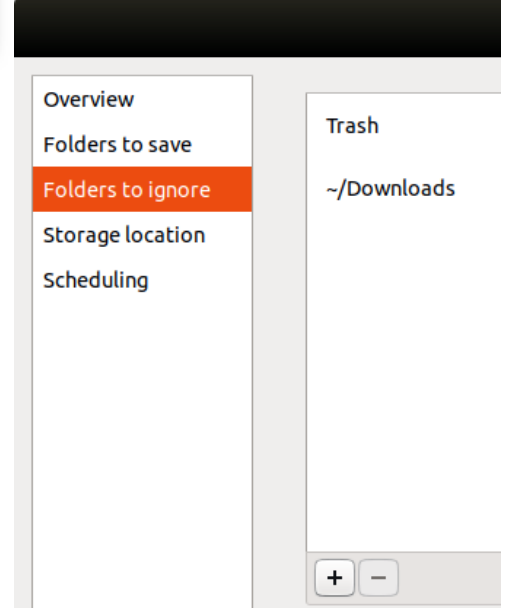
2. Makes a backup

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

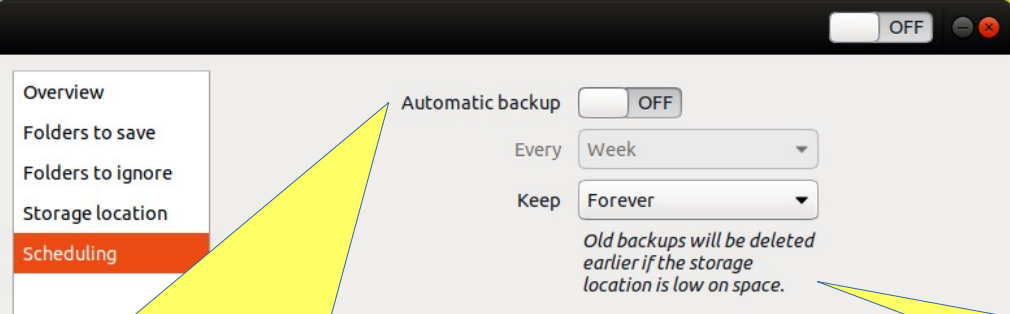


4. Makes a backup from the HOME folder, which includes user-downloaded files and user information (emails, addresses, favorites, etc.) related to email and browser from Firefox and Thunderbird

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/>



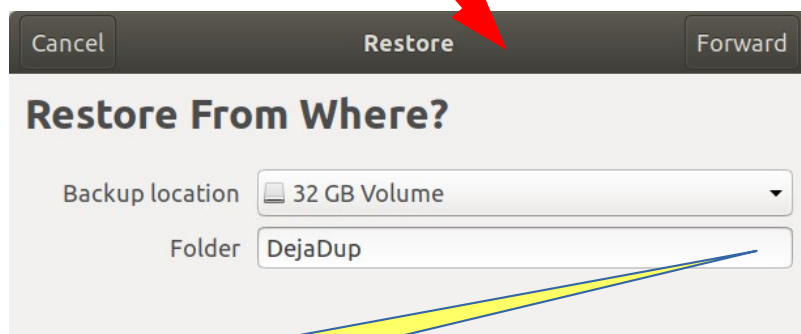
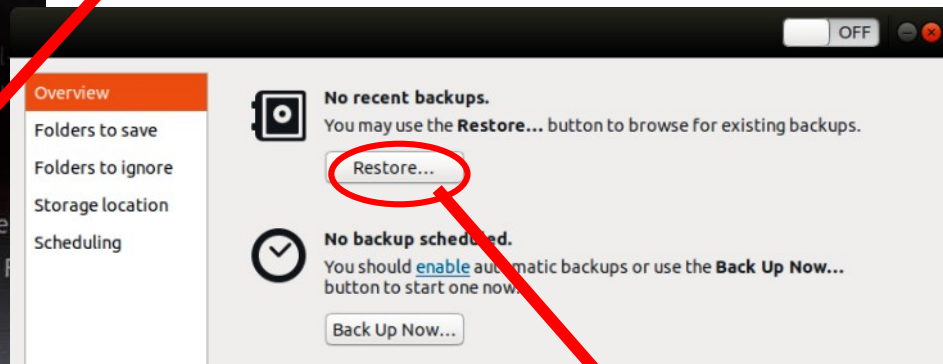
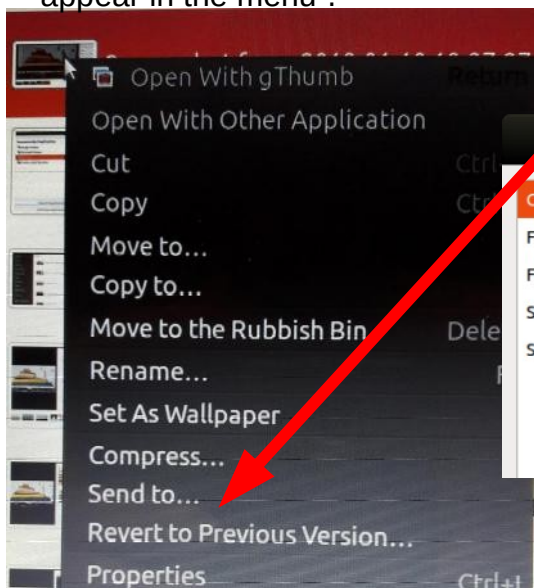
Deja Dup Backup 2



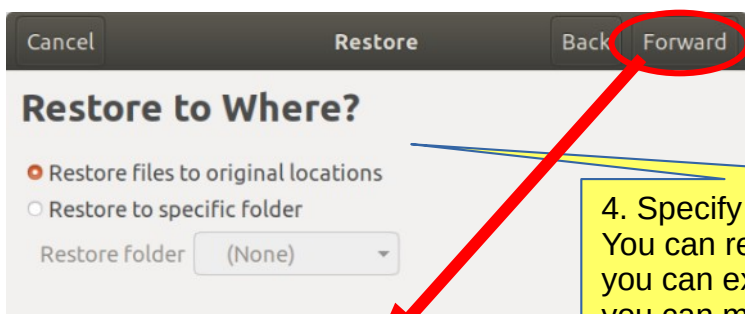
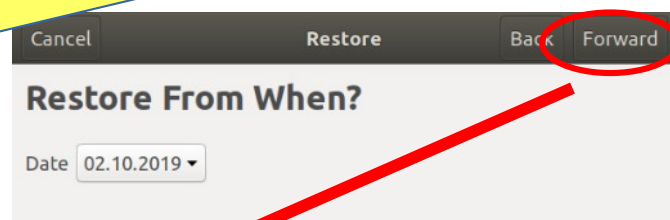
1. DejaDup can restore individual files or folders if they have been backed up by DejaDup.

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

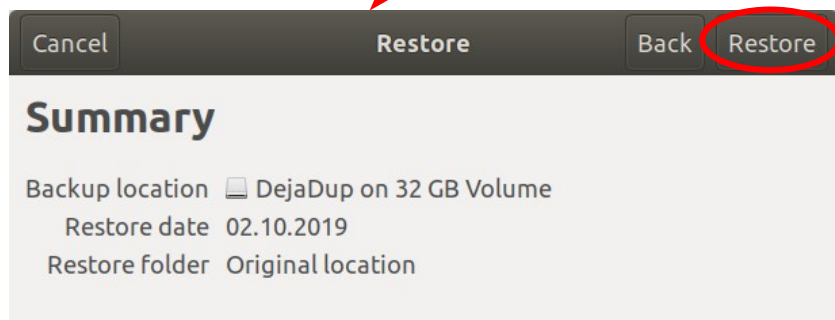
2. If you want to restore the entire backup, click "Restore ..." and then Deja Dup first installs itself.



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

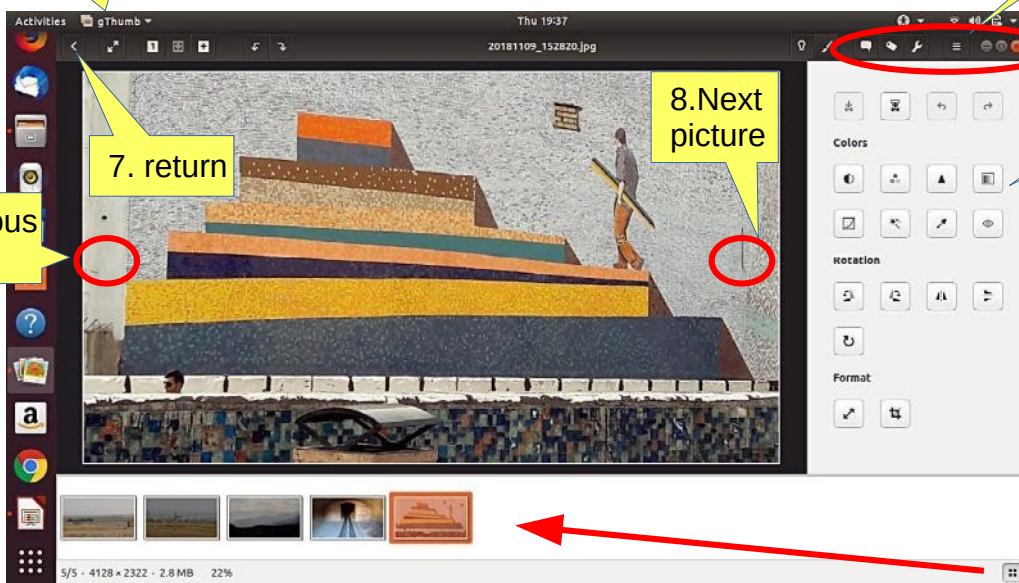
10. Previous picture

7. return

8. Next picture

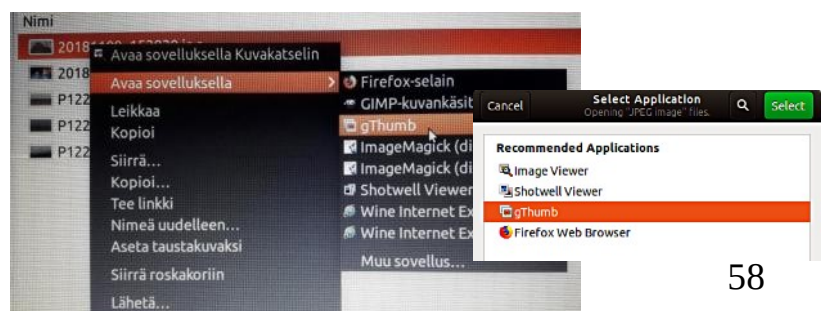
9. tools

11. the list



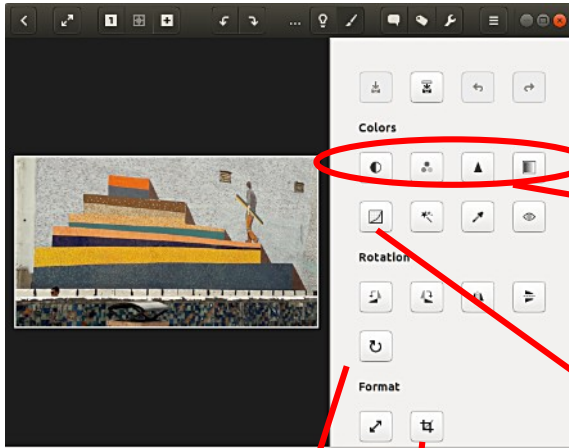
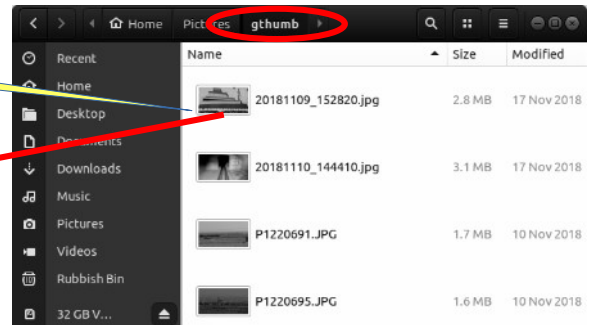
12. NB! In System Preferences, you can specify Details → Default Applications → The image always opens in gThumb or ->

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

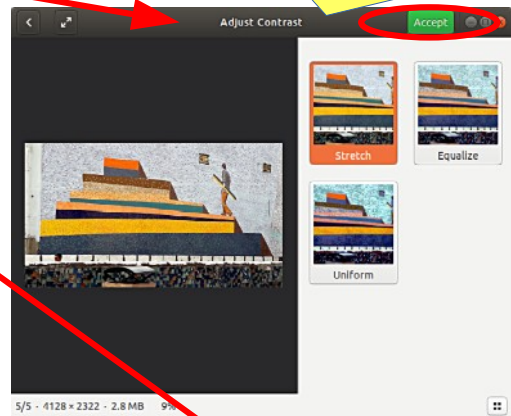


1. gThumb
First picture

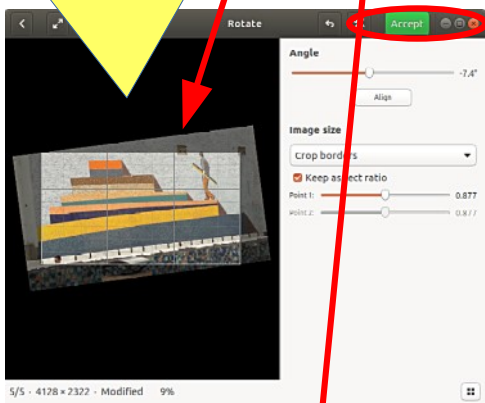
2. Images to be processed



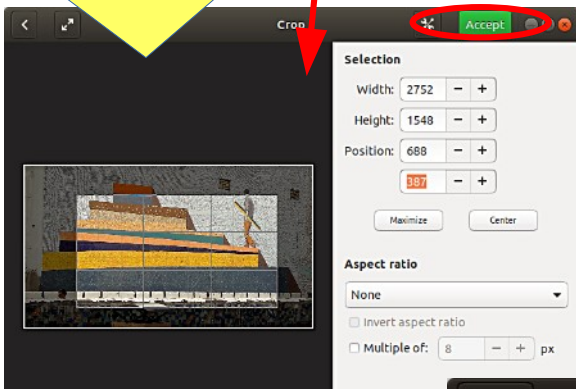
3. Adjust the contrast, colors, and sharpness. Accept



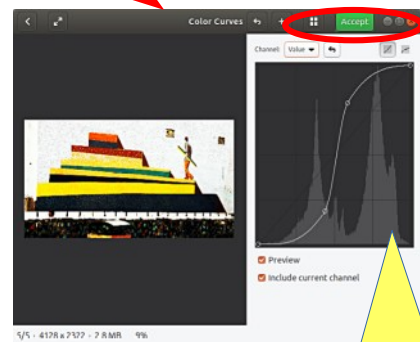
4. If necessary, straighten the image
Use the +or- buttons to adjust the slope



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

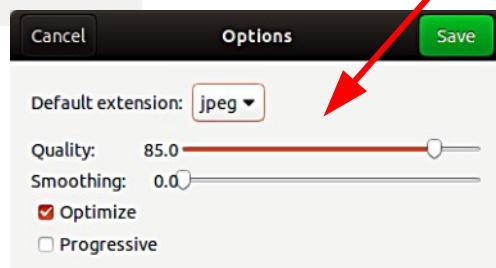
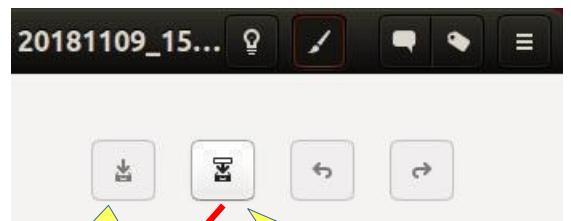


6. Try moving the curve



7. Save to the original

8. Save as new and
adjust the packaging

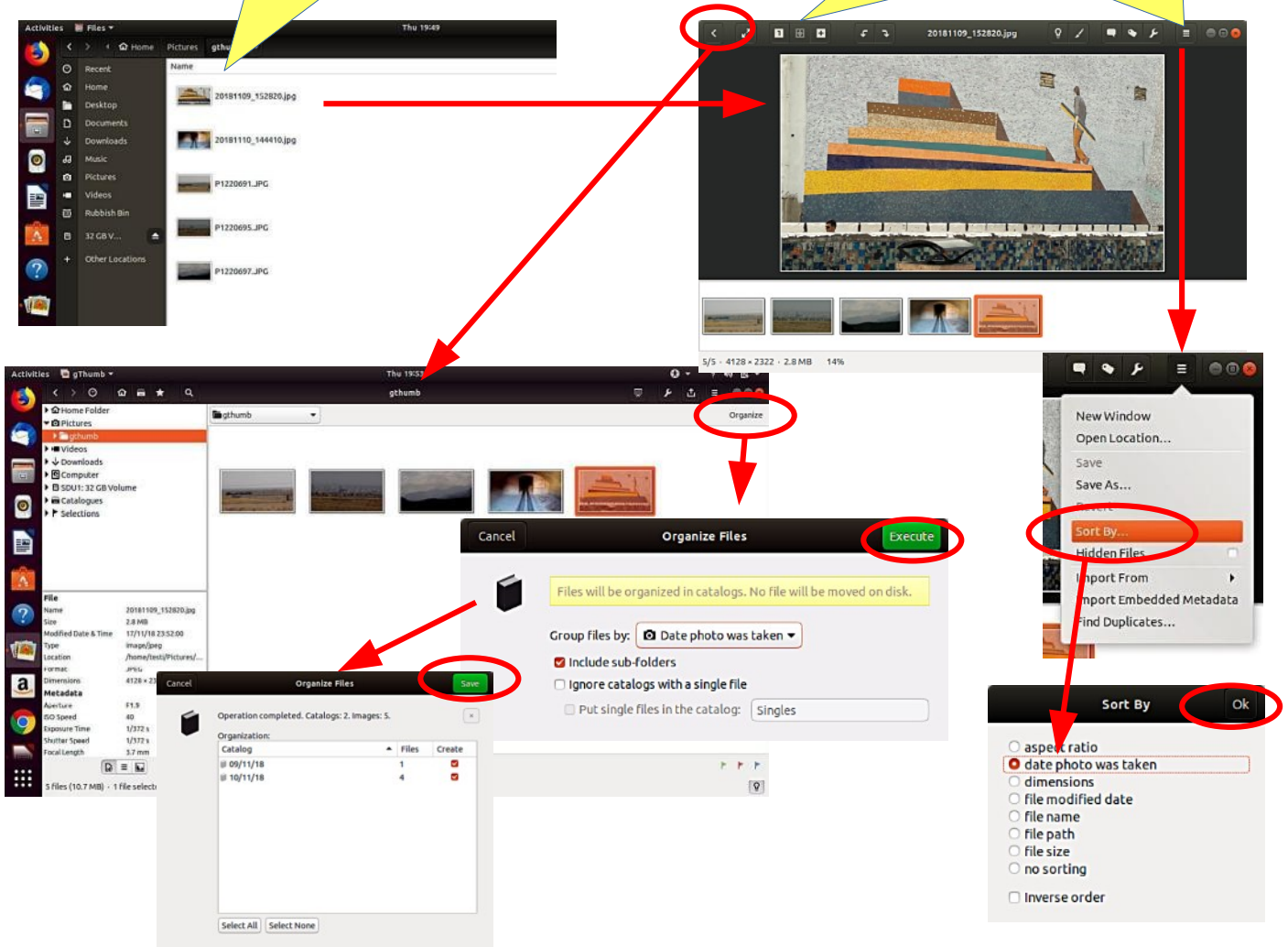


gThumb image editing software - sorting images

1.3

1. Select the first image

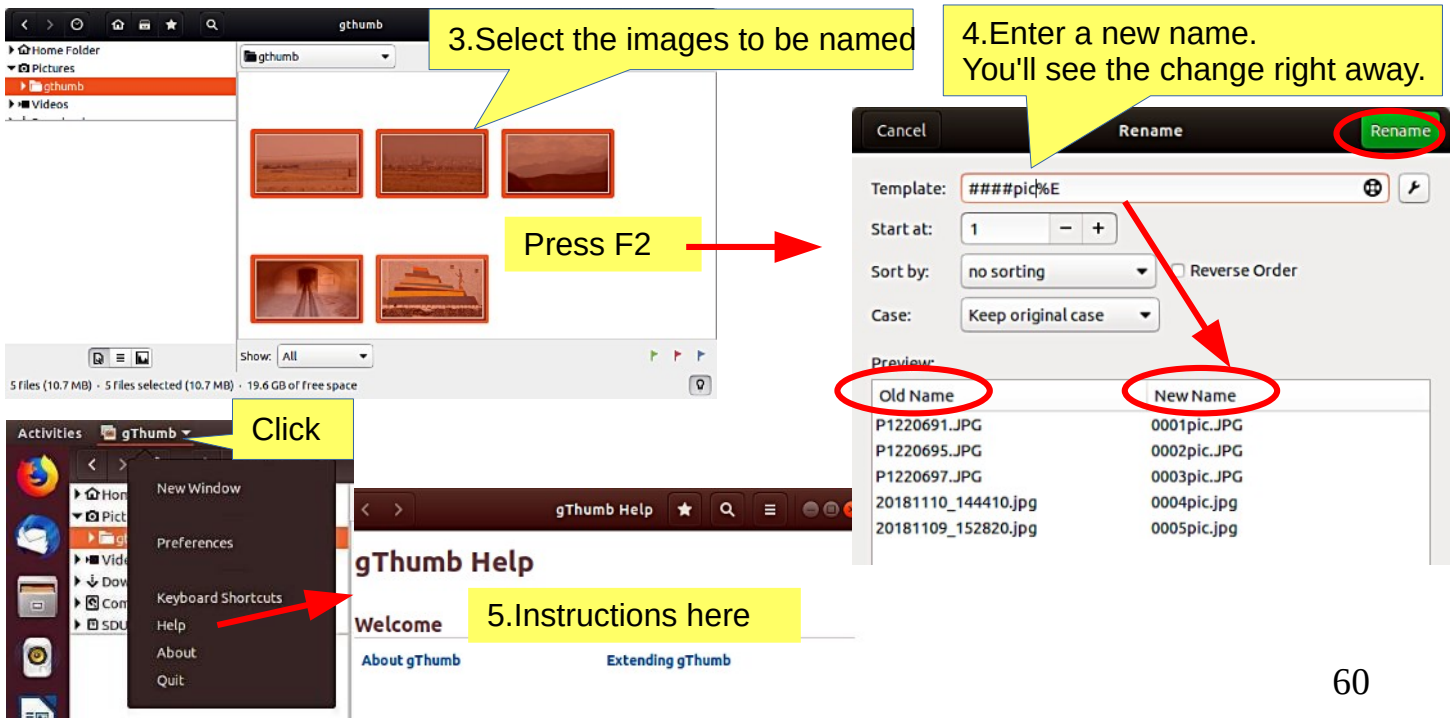
2. Two options for sorting, click



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.



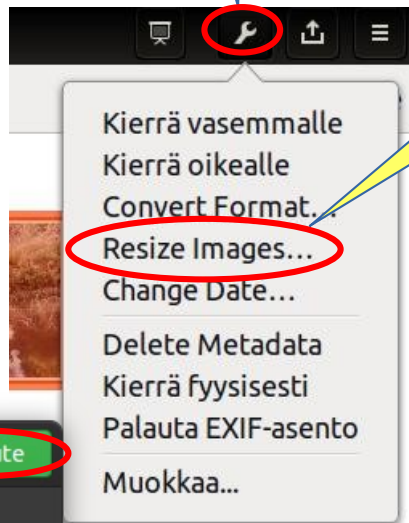
	20190502_153650.jpg	5,6 Mt
	20190502_153701.jpg	6,2 Mt
	20190502_175033.jpg	1,9 Mt
	20190502_175128.jpg	6,5 Mt
	20190509_080329.jpg	4,8 Mt

1. Pictures before reduction



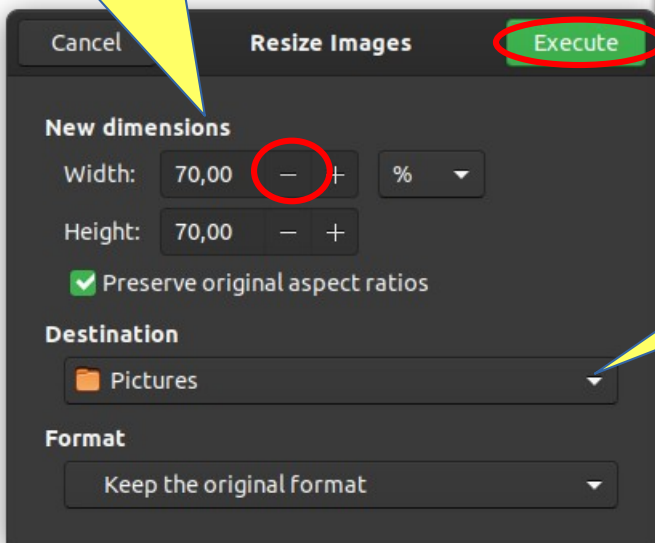
2. Open gThumb and highlight the files you want

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!

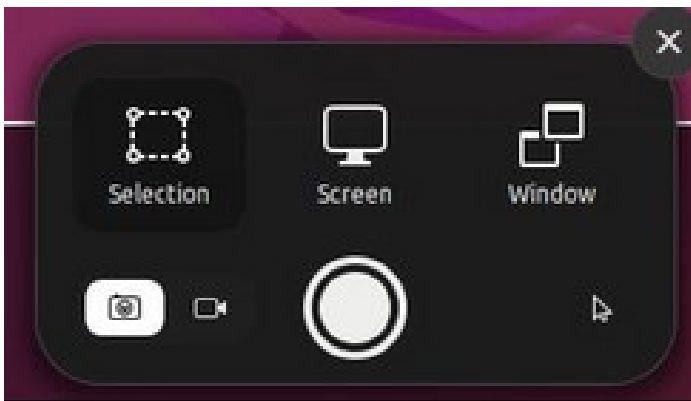
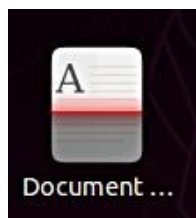


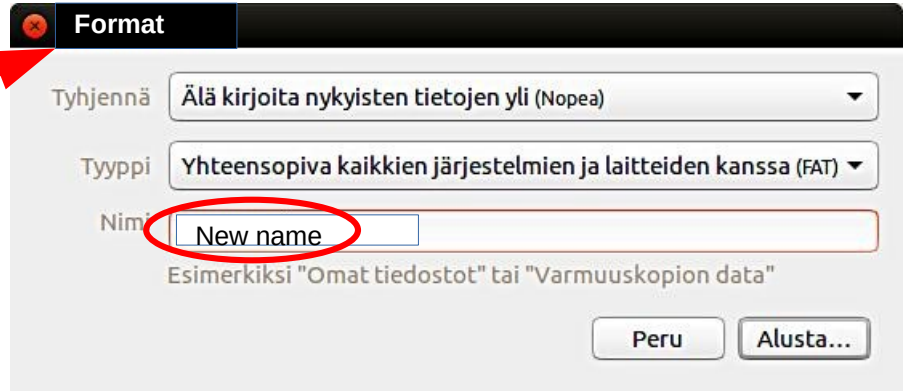
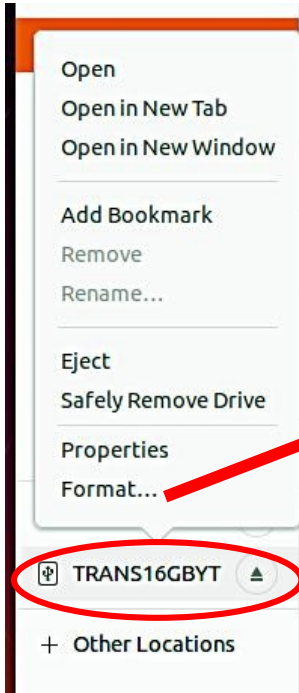
Image Scanning



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

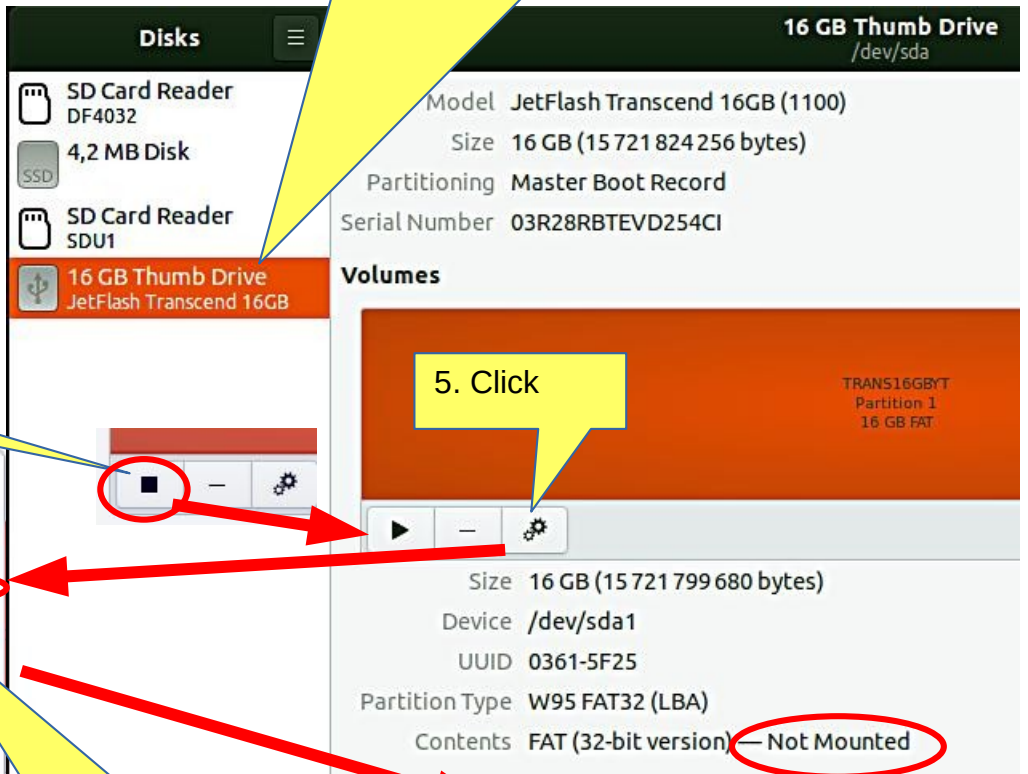
Icons in different versions of Ubuntu

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



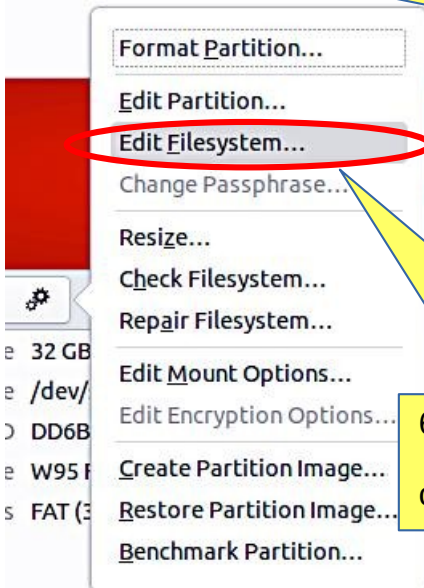
2. Start the "Disks" program

3. Check that you are processing the correct memory!

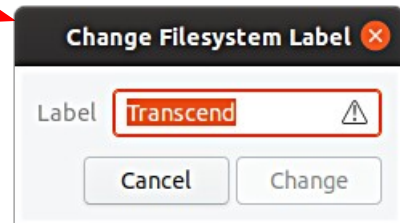


4. Click to stop

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!

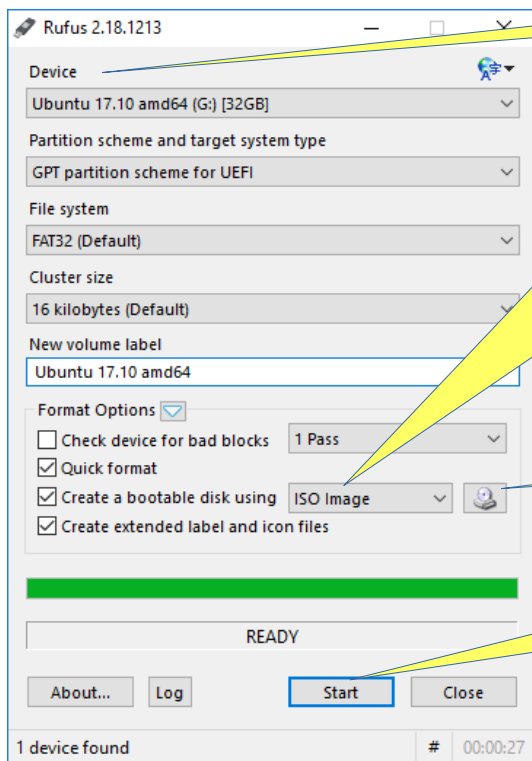
1. Go to <https://www.ubuntu.com/download/desktop>.
2. Select "Download Ubuntu 22.04 LTS" .
3. When downloading a program, you get an ISO file for your computer.
4. Start downloading Rufus from its web site. Install it by double-clicking the file you downloaded. Another option is Balena Etcher.
5. Insert a blank min 2 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.

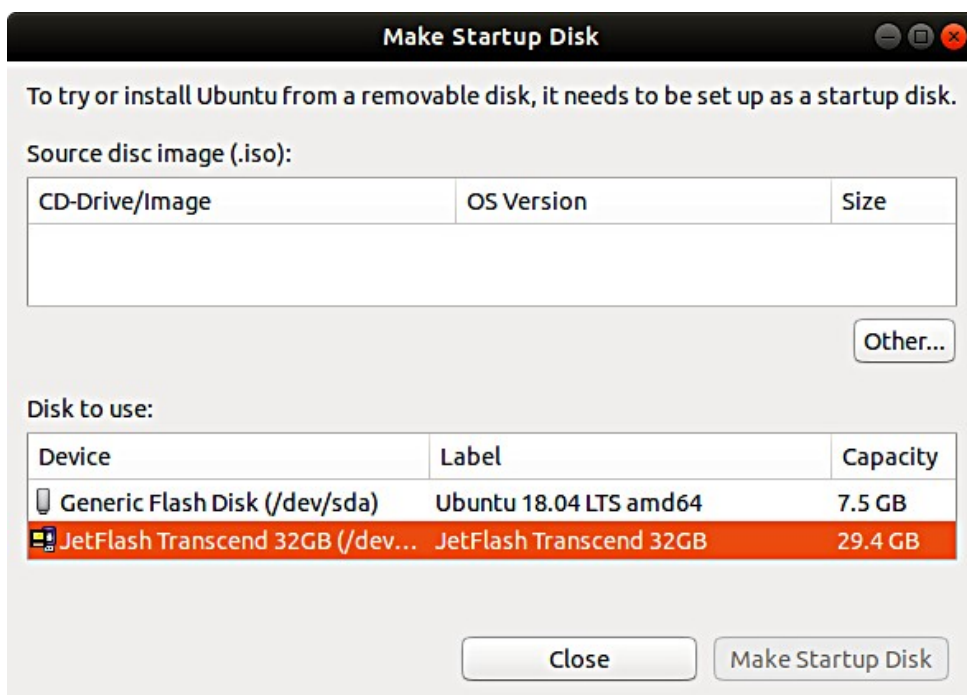
Rufus

<https://www.techspot.com/downloads/6062-rufus.html>

0. Instructions can be found here <https://en.wikipedia.org/wiki/Ubuntu#Installation>
1. Go to 22.04
([Create a bootable USB stick on Ubuntu](#))
2. Select "Desktop image".
3. When downloading a program, you get an ISO file for your computer.
4. Launch the Startup Disk Creator from the Application Range.
5. Insert a blank min 2 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 → 22.04), cannot be skipped!

In both cases, first:

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

https://linuxhint.com/upgrade_ubuntu_1804_2004/

Upgrade Ubuntu 18.04 LTS to 22.04 LTS via GUI

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

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

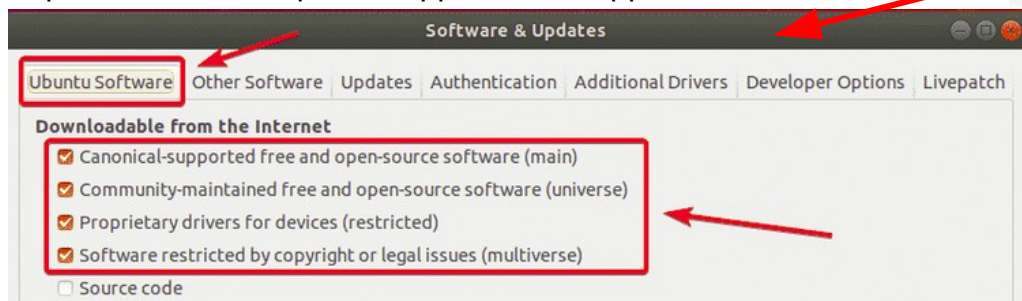
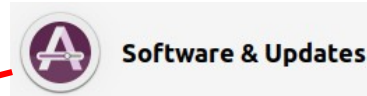
<https://www.hellotech.com/guide/for/how-to-export-save-import-bookmarks-in-chrome>

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

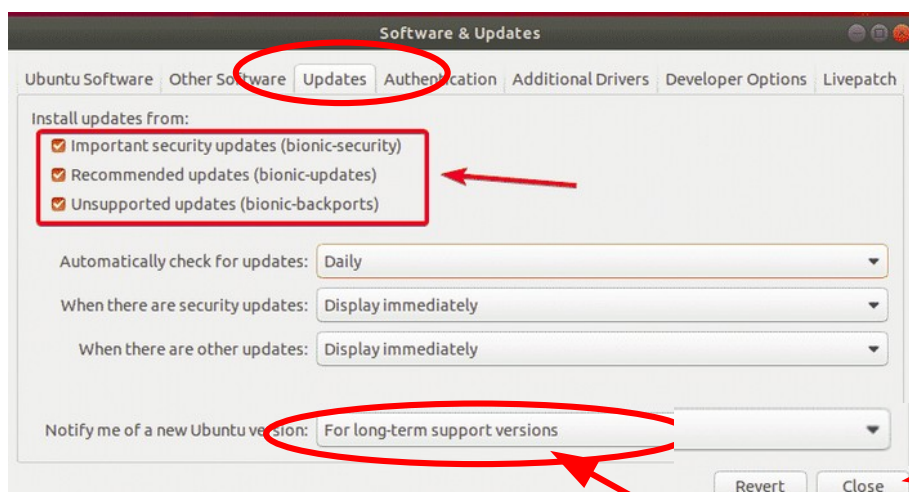
<https://support.mozilla.org/en-US/kb/export-firefox-bookmarks-to-backup-or-transfer>

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.

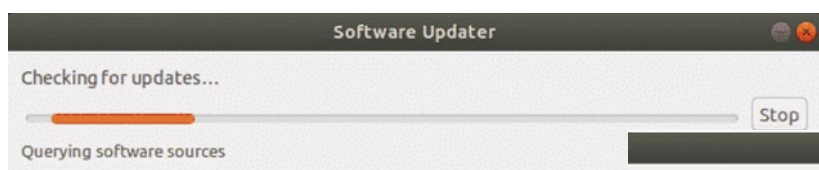


2. Make sure all the checkboxes are marked.



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

4. Before you upgrade to Ubuntu 22.04 LTS, you should update all the existing packages of your Ubuntu 18.04 LTS to the latest available versions. Open the Software Updater.



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 22.04 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 22.04 LTS via GUI

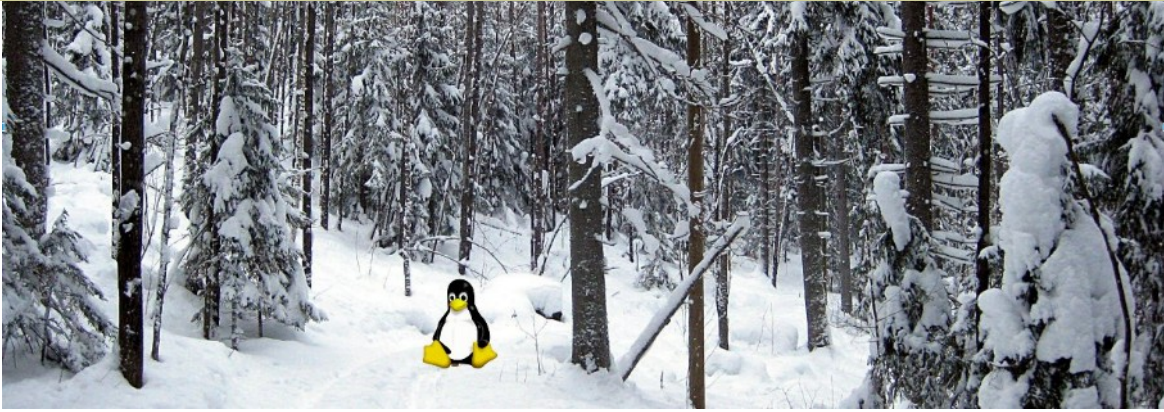
<https://www.linuxtechi.com/upgrade-ubuntu-18-04-lts-to-ubuntu-20-04-lts/>

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

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

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

[Upgrade to Ubuntu 22.04 LTS](#)



Ubuntu 22.04 & 18.04 guide (pdf) for beginner

www.ubuntutor.com

English 18.04 updated20201105

[Ubuntu guide 16.04](#)

[Ubuntu guide 18.04](#)

22.04

[Some Linux distos](#)

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

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

22.04

Suomeksi 22.04 uusittu 20200722

[Ubuntu ohjevihko 16.04](#)

[Ubuntu ohjevihko 18.04](#)

22.04

Visitors ubuntutor.com in October 2020 ;-)

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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
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Romania	Bulgaria	Cameroon	Madagascar	
Turkey	Uganda	Mozambique	Georgia	
Thailand	Singapore	El Salvador	Qatar	
Portugal	Angola	Nepal	Slovak Republic	
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