GNOME graphical user interface
UBUNTU distribution
DEBIAN operating system

LINUX

UBUNTU GUIDE
20.04 LTS

Ver. 20240428

Ubuntu's zealous name comes from South African "Ubuntu" ideology and is often translated into "humanity to others".
The world needs Ubuntu not wars. Ubuntu (philosophy)

New!
You can use Google Translate to change this guide to the language of your choice.
Guide: https://www.ubuntutor.com/text/Instructions%20how%20translate.pdf

www.ubuntutor.com
Twitter @LaoYa14

Table of Contents

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

Best regards, Hannu

New!
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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

Feedback: comment@ubuntutor.com
This guide book you find from www.ubuntutor.com

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

General Information about Ubuntu

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 exellent 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.
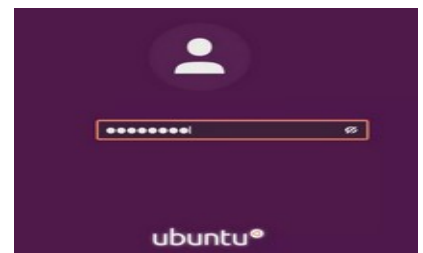
Hint! You can easily check out the Linux distro at Manjaro, which works with a web browser.

Ubuntu instructions

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

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

Dock!

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

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.

2.Here are various instructions.

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.

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/

5

Try and find the command ;-)

File   Edit   View   Insert   Format   Slide   Slide Show   Tools   Window   Help

1.Earlier all commands were found in the menu bar

Recent	New Folder...
Starred	Add to Bookmarks
Home	Paste
	Select All
	Properties
	Restore Missing Files...
	Open in Terminal

Pictures

Edit

Select All

Show Hidden Files ✅
Show Sidebar ✅

Preferences
Keyboard Shortcuts
Help
About Files

Open
Open in New Tab
Open in New Window

Remove
Rename...

Properties

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

Screenshot from 2020-02-...

Scan   Document Scanner

New Tab - Chromium

New Tab   ×   +

Gmail   Images

New Tab - Mozilla Firefox

New Tab   ×   +

Search with Google or enter addr

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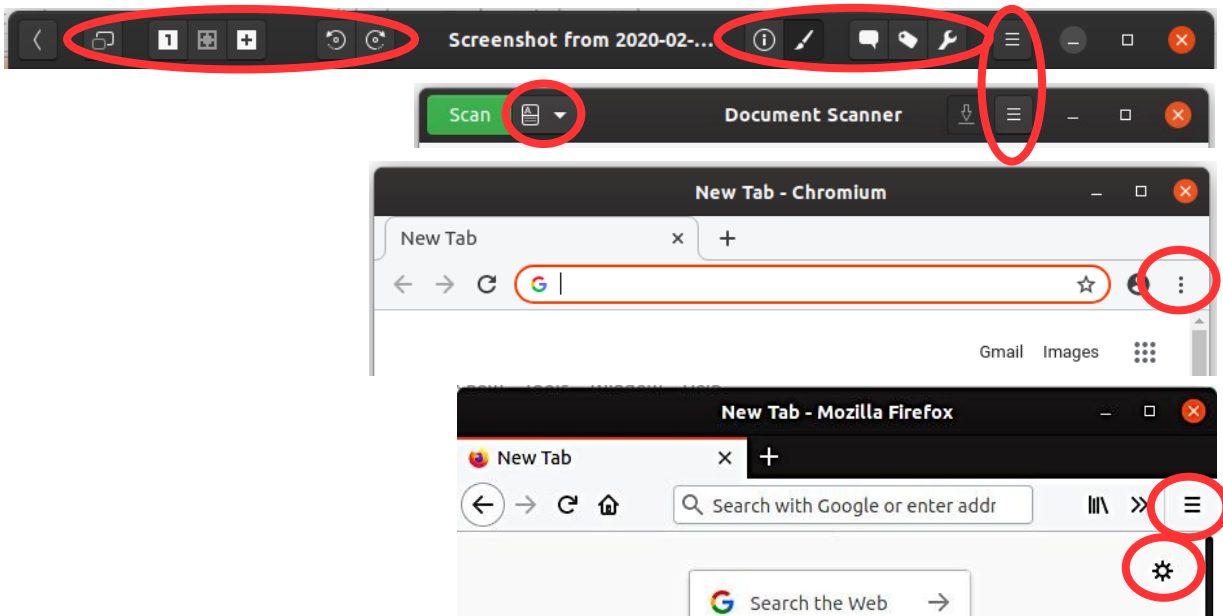
3. The same applications are now used on computers, tablets and phones.
  Because of this, menu commands are not convenient and new solutions
  have to be developed.
 The solutions are slightly different for different applications, unfortunately.

Presentation of Ubuntu 20.04 LTS Desktop

Look Ubuntu Desktop Guide: Visual overview of GNOME

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.!
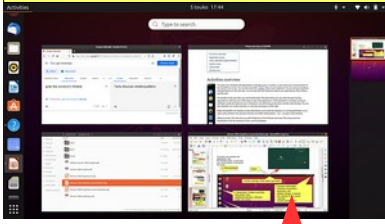
2.Click Activities!
Access your windows and applications
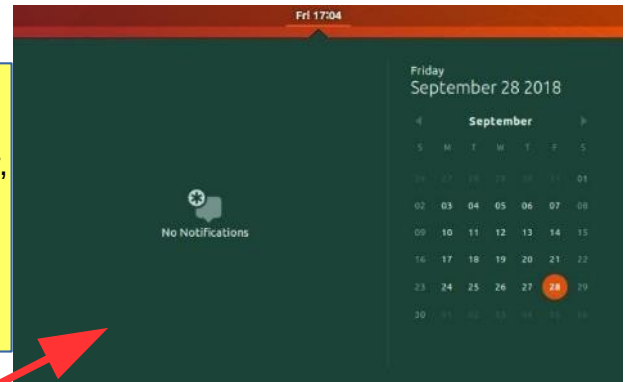
3.Clock and day of the week and tasks

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

1.Two pages. Go by srolling 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

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!

2. The sector is filling up!

3. Program update, white bar progressing.

4. Program update, orange bar progressing.

5. Copying or transferring files, bar progressing.

Asennetaan päivityksiä...

Peru

Noudetaan

Yksityiskohdat

6. If this does not appear, **click** the icon!

7. Program installation, bar progressing.

8. Loading ISO-file

ubuntu-18.04.4-desktop-amd64.iso
http://mirrors.ukfast.co.uk/sites/ubuntu.com/18.04.4/ubuntu-18.04.4-desktop-amd6...
1,476 KB/s - 69.7 MB of 2.0 GB, 23 mins left
Pause   Cancel

ubuntu-18.04.....iso
0.0/2.0 GB, 14 mins left

Show all   ×

How to use mouse and touch pad

6.How to operate with the mouse

With left or right button
Click
Click click
Click and press and move
Press a letter and move mouse

With mouse scroll button

Scroll
Press and scroll

7.How to operate with the touch pad

With one finger (left or right button or in the midle of touch pad)
Click
Click click
Click and press and move

With two fingers at the same time

Click
Click click
Cllick and press and move

9.If you move the cursor quickly, the cursor will move a longer distance.
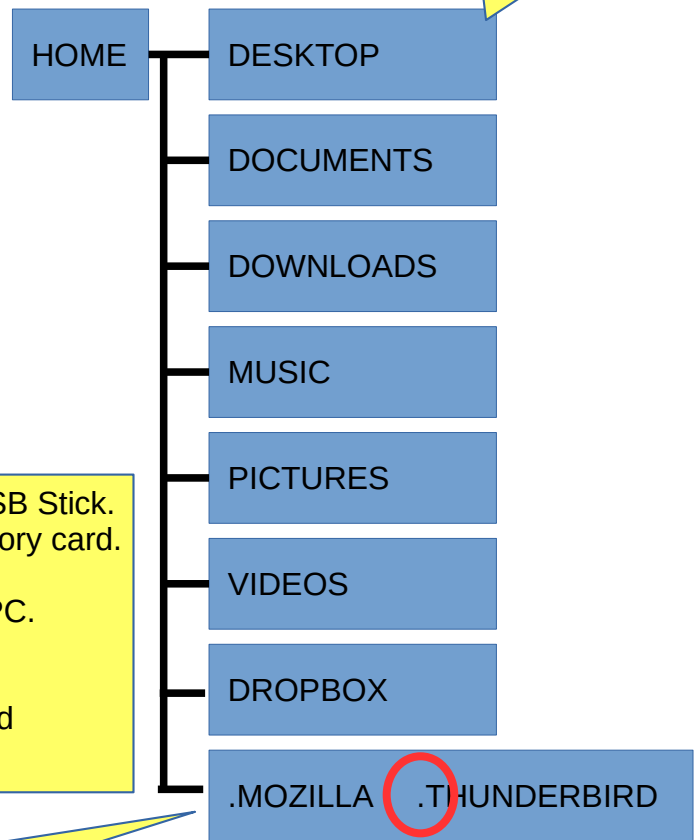
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Presentation of Folder / Directory Structure

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

2.Note
HOME and DESKTOP

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

3.Desktop is "Home screen"

HOME — DESKTOP

DOCUMENTS

DOWNLOADS

MUSIC

PICTURES

VIDEOS

DROPBOX

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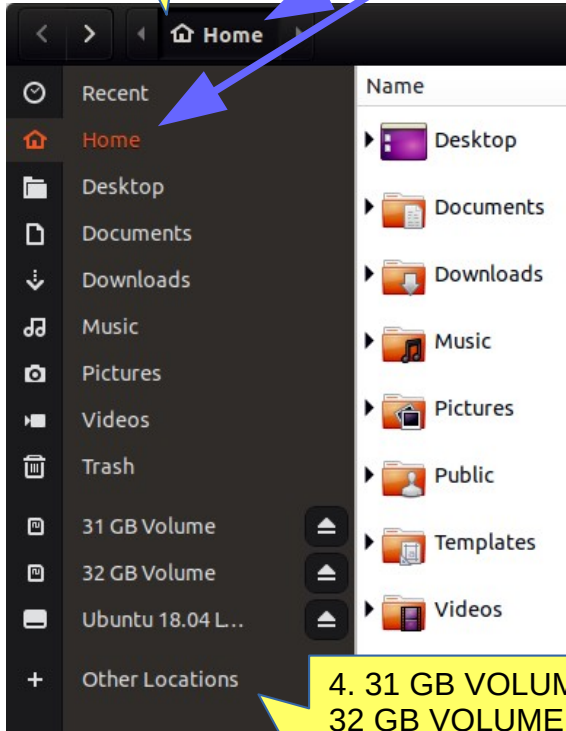
4. 31 GB VOLUME is a USB Stick.
32 GB VOLUME is a memory card.

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.

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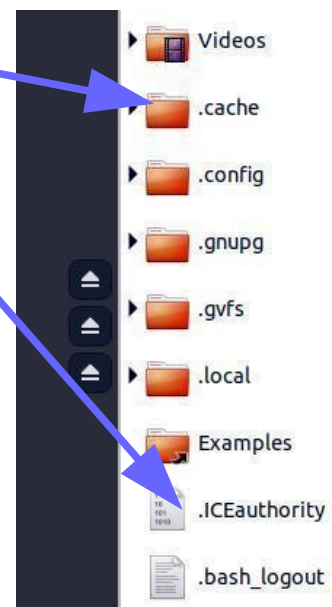
Presentation of Folder / Directory Structure
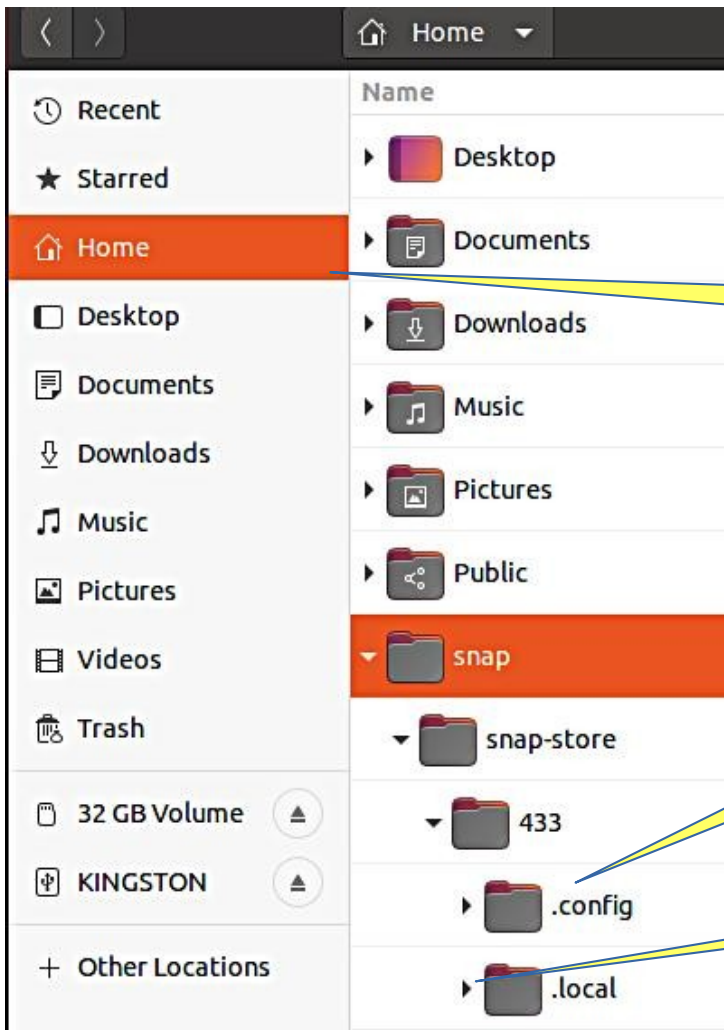
1.Home folder
is the subfolder, where
all your data is.

2.Hidden folders can be seen

3.Folder tree-structure.
The triangle open/cloce 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.
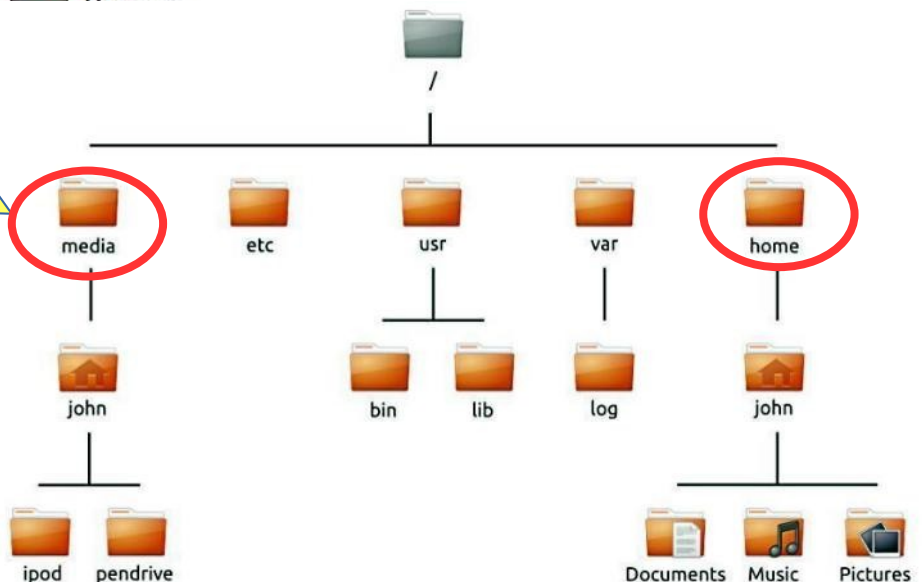
5.The file can be renamed: Edit - Rename

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 attachement.

Files Application (Nautilus) hidden commands

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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.

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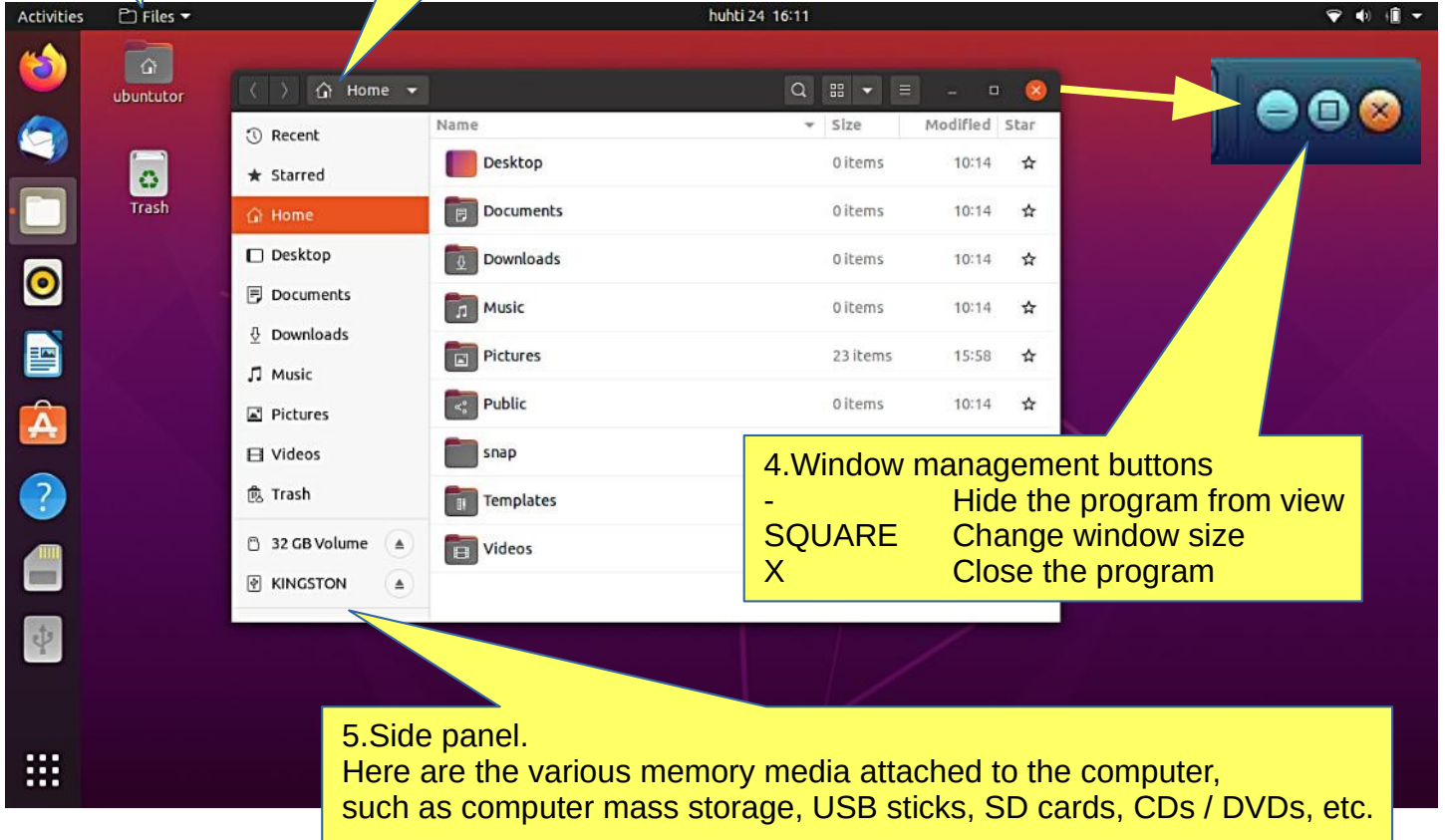
6.Application menu, located beside the Activities button, shows the name of the active application alongside with its icon and provides quick access to windows and details of the application, as well as a quit item.

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Files Application (Nautilus)
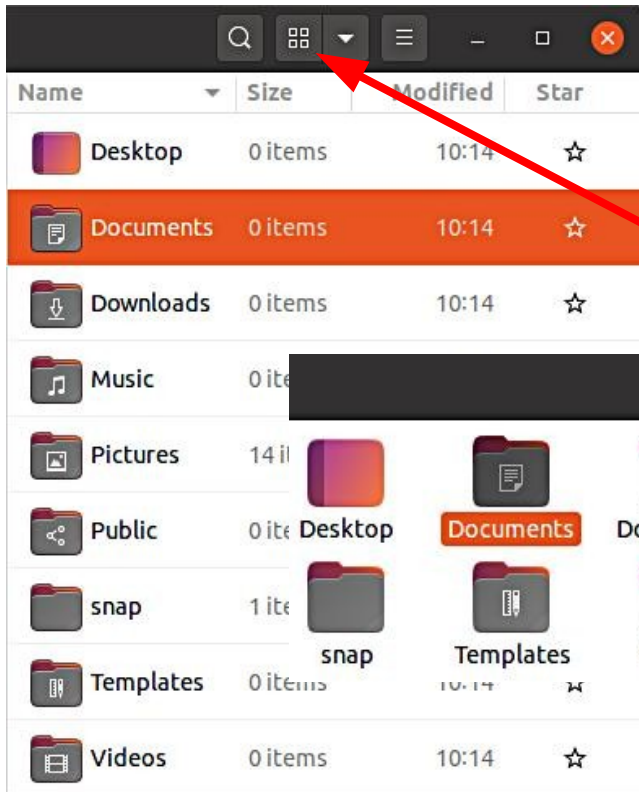
1. You can change the order by clicking.
The icons are either by side or one below the other.

2. You can change the size of the icons by pressing ctrl and + or ctrl and – buttons several times.
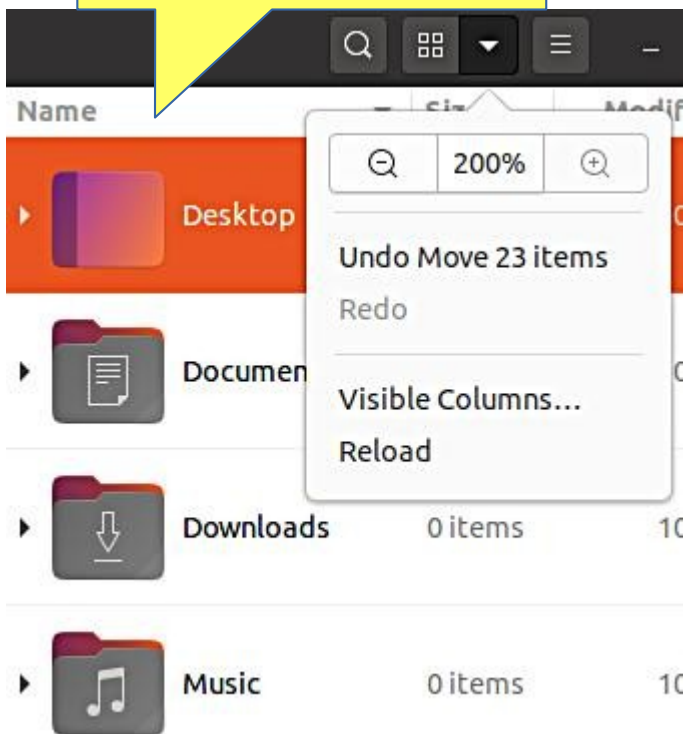
3. You can also change the size of the icons and see the size in %
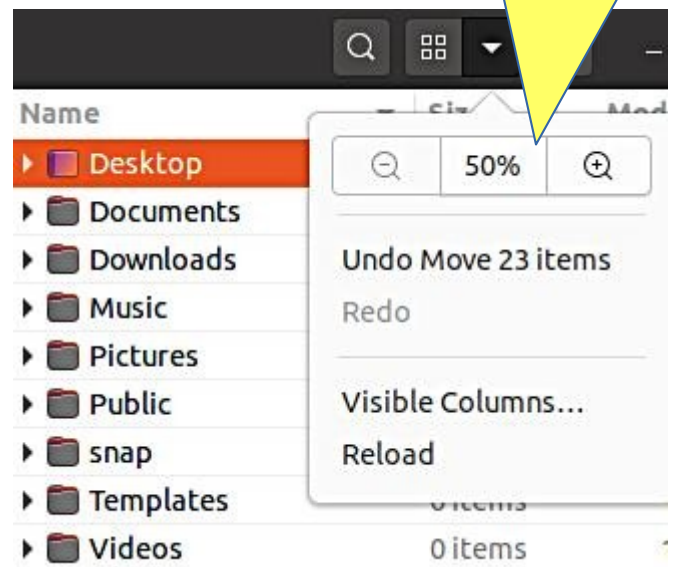
4. Tip: You can zoom in to the smaller or larger icon by pressing ctrl and scrolling with your mouse.

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.

Edit

Select All

Show Hidden Files

Show Sidebar

Preferences
Keyboard Shortcuts
Help
About Files

5.Two tabs Home and Desktop

Desktop

Home ×	Desktop ×
Name	Size	Modified
Install Ubuntu 18.04 LTS	8.1 kB	17:00

Cancel   New Folder

Folder name

6.Cut
Copy
Paste

Edit

Select All

7.Select all folders and files

Show Hidden Files
Show Sidebar

Preferences
Keyboard Shortcuts
Help
About Files

Recent
Starred
Home
Desktop
Documents
Downloads
Music
Pictures
Videos
Trash

Home

Name
Desktop
Documents
Downloads
Music
Pictures
Public
snap
Templates

Presentation / Files application

Edit

Select All

Show Hidden Files ✓
Show Sidebar ✓

Preferences
Keyboard Shortcuts
Help
About Files

▸ Templates
▸ Videos
▸ .cache
▸ .config
▾ .gnupg
  ▸ private-keys-v1.d
▾ .local
  ▸ share
.bash_logout
.bashrc
.profile

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

2.Click! You will see a menu

Activities   Files ▾

Home ▾

Recent
Starred
Home
Desktop
Documents
...wnloads
Pictures
Videos

Name   Size

Edit

Select All

Show Hidden Files ☐
Show Sidebar ✓

Preferences
Keyboard Shortcuts
Help
About Files

0 item

3.Click Files! You will see Files.

Preferences   — ✕

Views   Behavior   List Columns   Search & Preview

General
✓ Show sidebar

Sort
✓ Sort folders before files

List View
✓ Allow folders to be expanded

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

Files ▾

‹ ›   Home ▾

Recent
Starred
Home
Desktop
Documents
Downloads
Music
Pictures
Videos

Name
Desktop
Documents
Downloads
Mu...
Pictures
Public
snap

Name
▸ Desktop
▾ Documents
  ▸ 01 Docu
  ▸ 02 Docu
▸ Downloads
▸ Music
▸ Pictures

5.Click triangle!

▾ Documents
  ▾ 01 Docu
     01 doc.odt
     02 doc.docx
     03 doc.doc
  ▾ 02 Docu
     01 Calc.ods
     02 Calc.xlsx
     03 Calc.xls

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Files Application (Nautilus)

Activities   Files ▾

2.Click!
You will see a menu

Name   Size

- Recent
- Starred
- Home
- Desktop
- Documents
- Music
- Pictures
- Videos

Edit

Select All

Show Hidden Files ☐
Show Sidebar ☑

Preferences
Keyboard Shortcuts
Help
About Files

0 item
0 item
0 item

1.Click Files! You will see Files.

Preferences

Views   Behavior   List Columns   Search & Preview

General
☑ Show sidebar

Sort
☑ Sort folders before files

List View
☐ Allow folders to be expanded

Icon View Captions
Add information to be displayed beneath file and folder names.
More information will appear when zooming closer.

First   None ▾
Second   None ▾
Third   None ▾

Preferences

Views   **Behavior**   List Columns   Search & Preview

Open Action
○ Single click to open items
● Double click to open items

3.Try which way is better

Link Creation
☐ Show action to create symbolic links

Executable Text Files
● Display them
○ Run them
○ Ask what to do

4.Try which way is better

Trash
☑ Ask before emptying the Trash
☐ Show action to permanently delete files and folders

Preferences

Views   Behavior   **List Columns**   Search & Preview

Choose the order of information to appear in the list view.

- ☑ Name
- ☑ Size
- ☐ Type
- ☐ Owner
- ☐ Group
- ☐ Permissions
- ☐ Location
- ☑ Modified
- ☐ Modified — Time
- ☐ Accessed
- ☐ Recency
- ☑ Star
- ☐ Detailed Type

5.Choose according to your needs

∧ ∨   Reset to Default

Preferences

Views   Behavior   List Columns   **Search & Preview**

Search
Search in subfolders:
● On this computer only
○ All locations
○ Never

Thumbnails
Show thumbnails:
● Files on this computer only
○ All files
○ Never

Only for files smaller than: 10 MB   −   +

File count
Count number of files in folders:
● Folders on this computer only
○ All folders
○ Never

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Basic Settings / Folder Properties

Shortcuts

General

Ctrl + N	New window
Ctrl + W	Close window or tab
Ctrl + F	Search
Ctrl + D	Bookmark current location
F1	Show help
Ctrl + ?	Shortcuts

Opening

⏎ / Ctrl + O	Open
Ctrl + ⏎	Open in new tab
Shift + ⏎	Open in new window
Ctrl + Alt + O	Open item location (search and recent only)
Shift + Ctrl + ↓	Open file and close window
Ctrl + O / Alt + ↓	Open with default application

① ② ③

Edit ✂ 📋 📋

Select All

Show Hidden Files ☐
Show Sidebar ☑

Preferences
Keyboard Shortcuts
Help
About Files

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 !
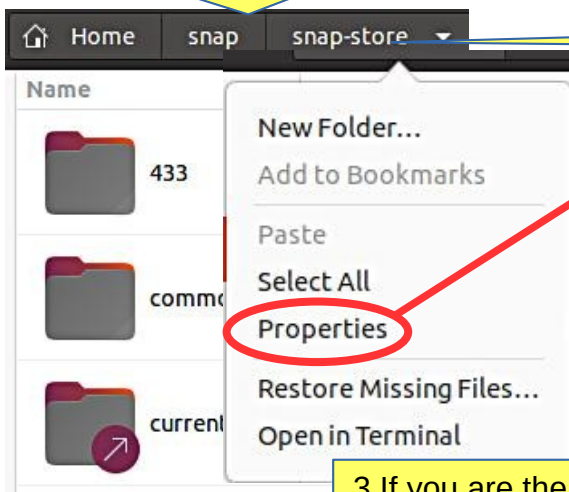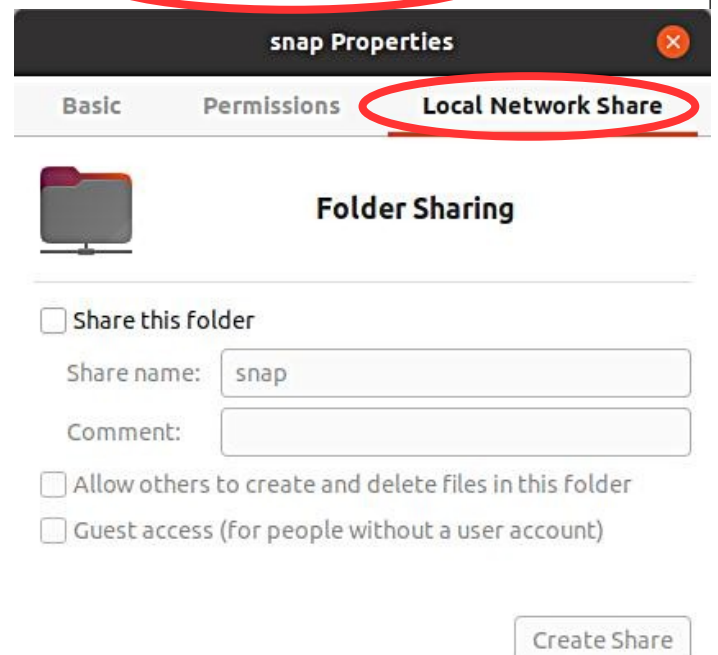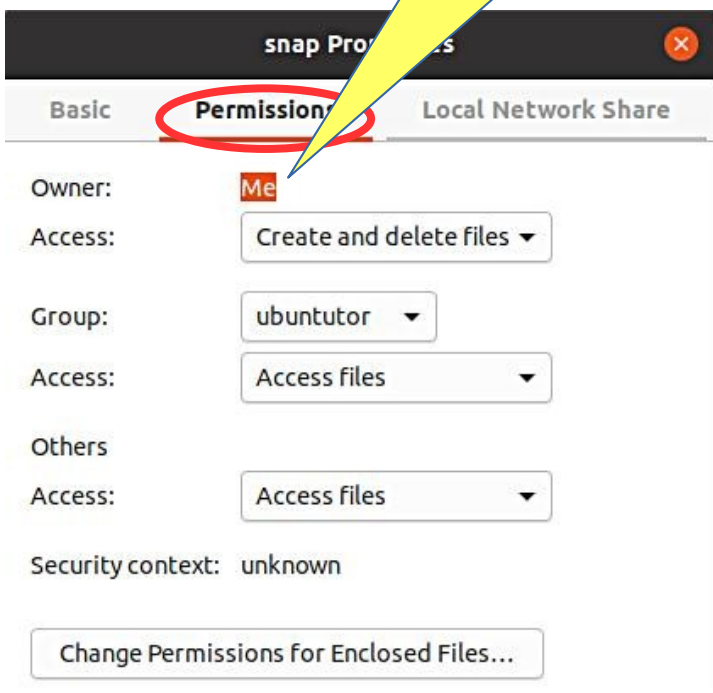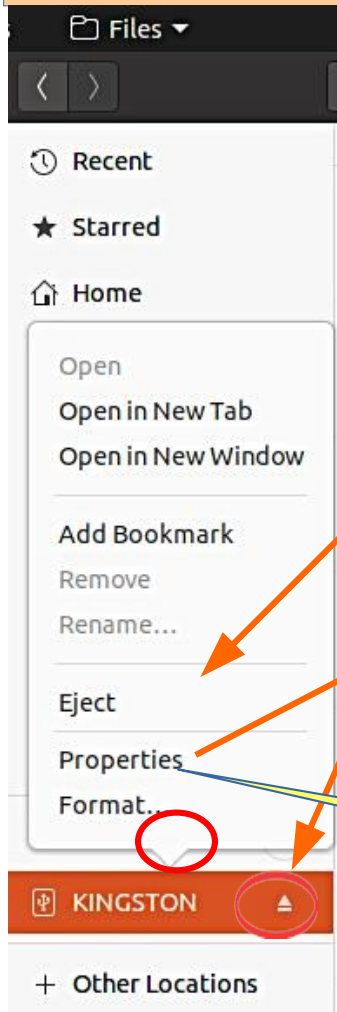
🏠 Home   snap   snap-store ▾

Name

📁	433
📁	comm
📁	curren

New Folder...
Add to Bookmarks

Paste
Select All
Properties

Restore Missing Files...
Open in Terminal

2.Click right and you see Properties

snap Properties

Basic | Permissions | Local Network Share

Name:	snap
Type:	Folder (inode/directory)
Contents:	337 items, totalling 7,9 MB
Parent folder:	/home/ubuntutor
Modified:	pe 24. huhtikuuta 2020 12.13.38
Free space:	22,0 GB

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

snap Properties

Basic | **Permissions** | Local Network Share

Owner:	Me
Access:	Create and delete files ▾
Group:	ubuntutor ▾
Access:	Access files ▾
Others	
Access:	Access files ▾

Security context: unknown

Change Permissions for Enclosed Files...

snap Properties

Basic | Permissions | **Local Network Share**

Folder Sharing

☐ Share this folder

Share name: snap

Comment:

☐ Allow others to create and delete files in this folder
☐ Guest access (for people without a user account)

Create Share

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USB / SD memorys

Files ▾

⟨ ⟩

🕐 Recent

★ Starred

🏠 Home

Open
Open in New Tab
Open in New Window

Add Bookmark
Remove
Rename...

Eject

Properties

Format...

📱 KINGSTON ⏏

+ Other Locations
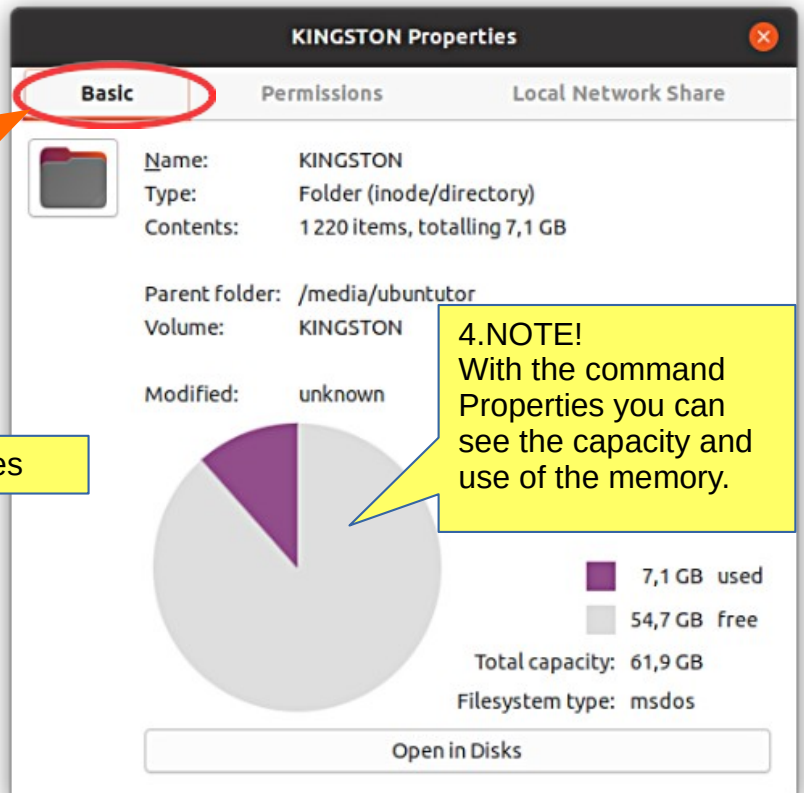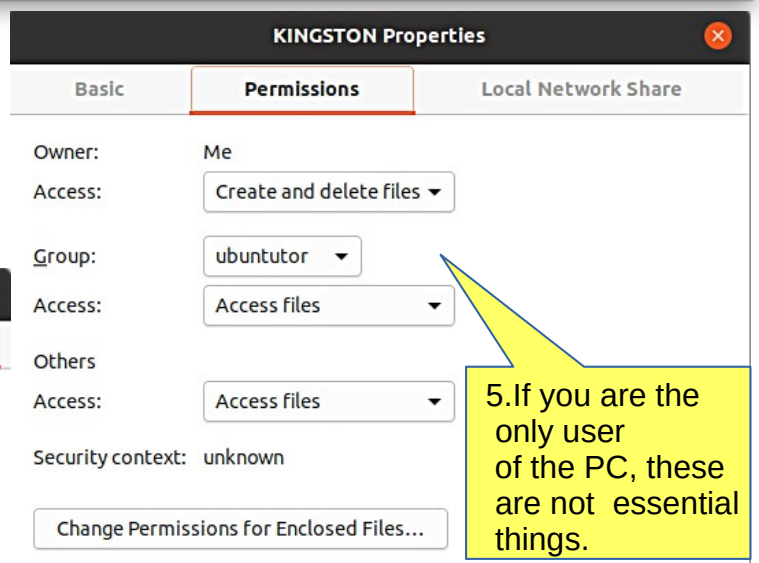
1. Click the USB/SD memory with mouse right

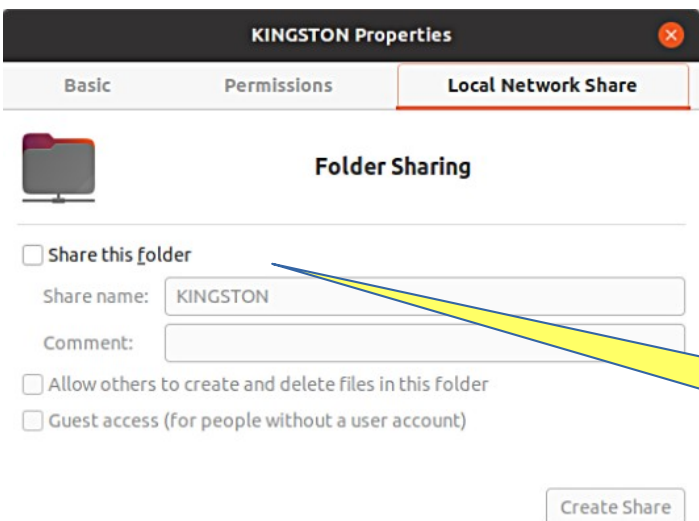2. Remove the USB/SD memory with a command or from triangle, but wait until you get permission!

3.Click Properties
.

KINGSTON Properties ✖

Basic   Permissions   Local Network Share

Name: KINGSTON
Type: Folder (inode/directory)
Contents: 1 220 items, totalling 7,1 GB

Parent folder: /media/ubuntutor
Volume: KINGSTON

Modified: unknown

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

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

Open in Disks

KINGSTON Properties ✖

Basic   **Permissions**   Local Network Share

Owner: Me
Access: Create and delete files ▾

Group: ubuntutor ▾
Access: Access files ▾

Others
Access: Access files ▾

Security context: unknown

Change Permissions for Enclosed Files...

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

KINGSTON Properties ✖

Basic   Permissions   **Local Network Share**

Folder Sharing

☐ Share this folder
Share name: KINGSTON
Comment:

☐ Allow others to create and delete files in this folder
☐ Guest access (for people without a user account)

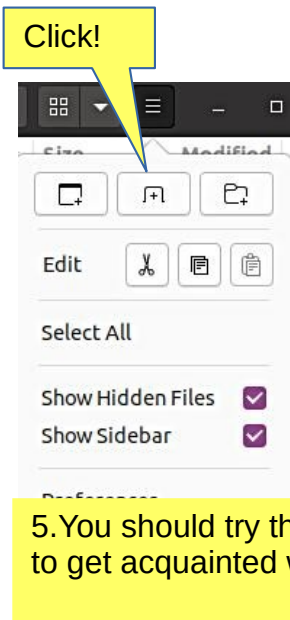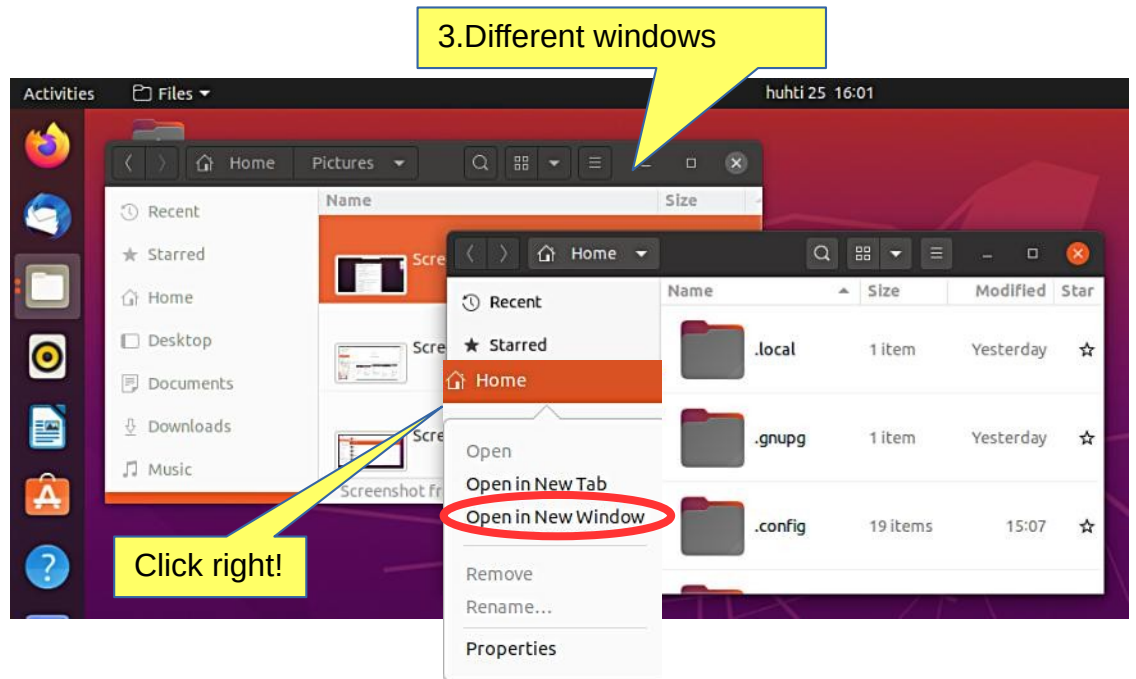6.If you are the only user of the PC, these are not essential things.

Create Share

Different working areas

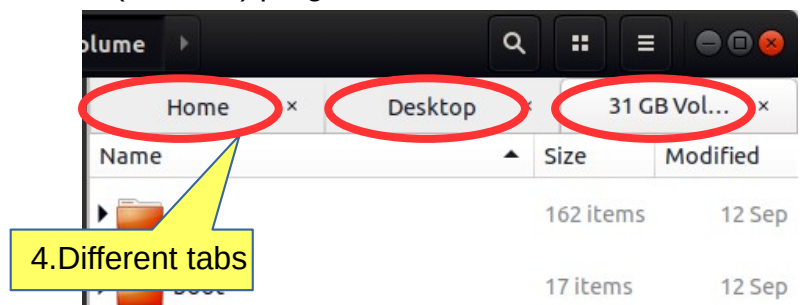1.There are different "work areas" in Ubuntu, which are briefly presented here.

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

Click!

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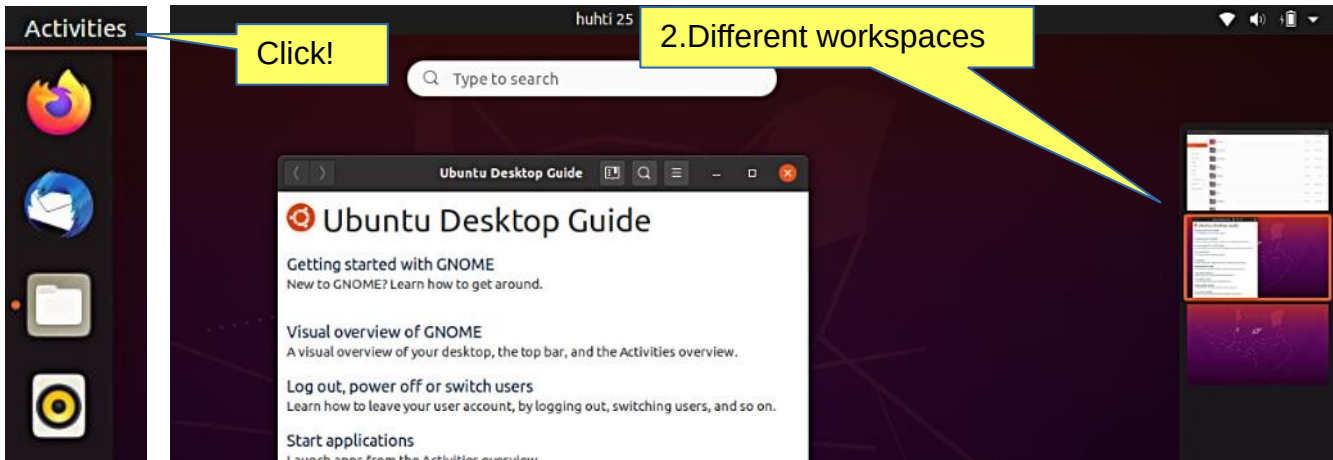
Windows = app windows in the same workspace. Maybe the most used way

3.Different windows

Click right!

Click!

Tab = appears in the Files (Nautilus) program

4.Different tabs

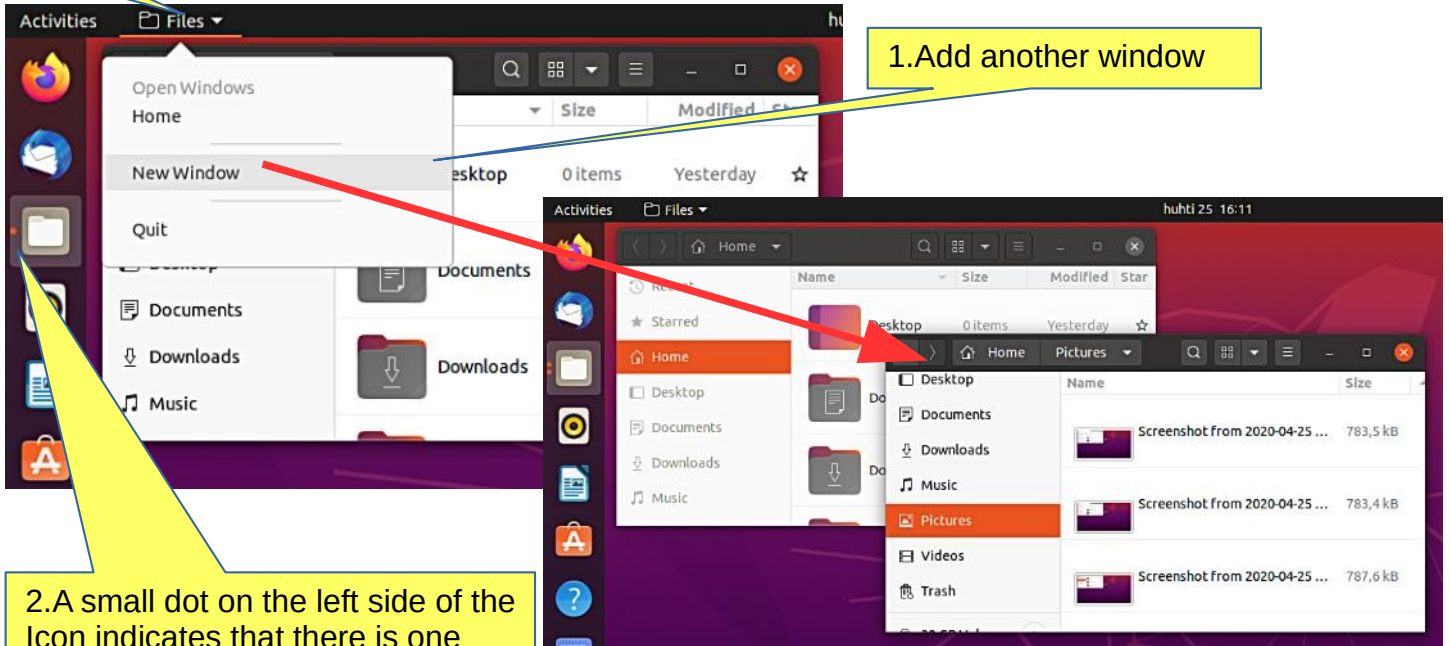5.You should try these different methods to get acquainted with them

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

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Windows

Click !

1.Add another window

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

When there are two or more
windows on the screen, click
the program icon.
→ The windows are placed side
by side and you can move
to another window.
Note in the folder button two
red dots.

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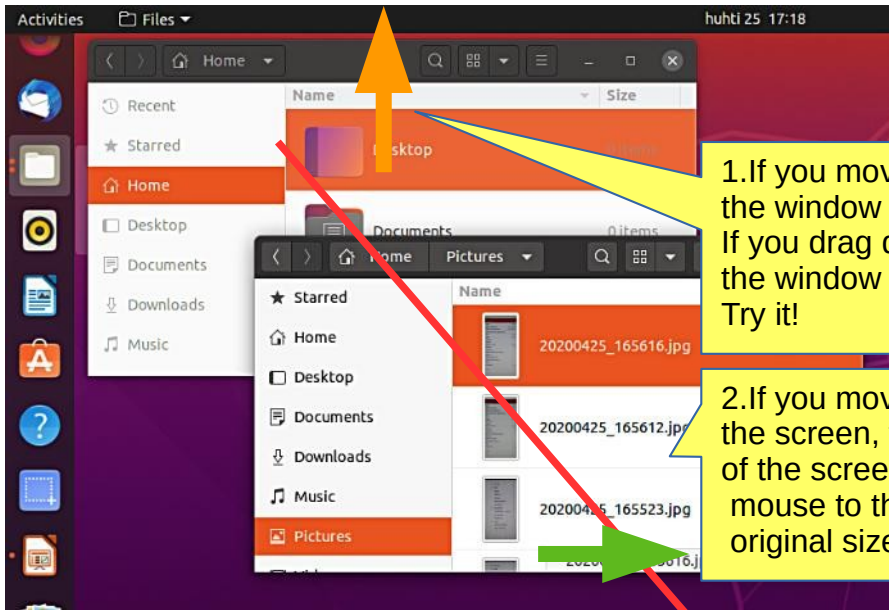→ The windows are placed side by side
and you can move to another window.
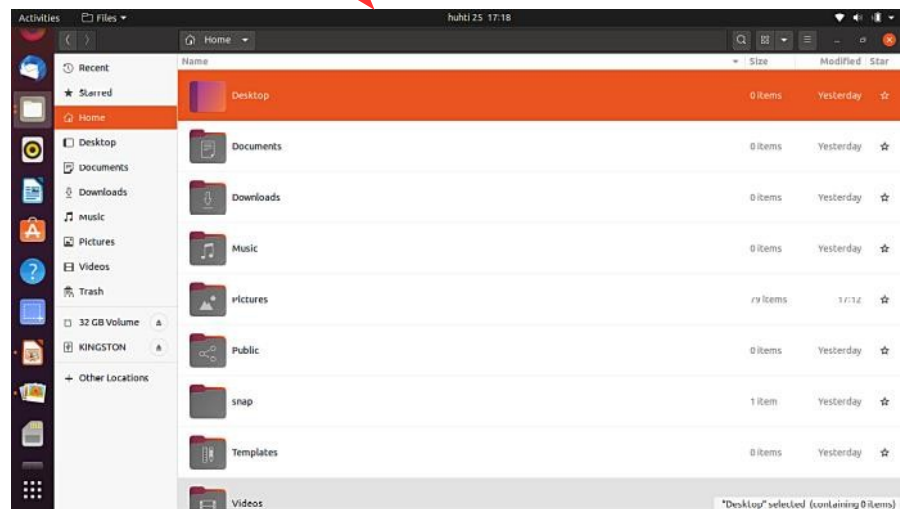
4.Two windows
two dots

5.Three windows
three dots
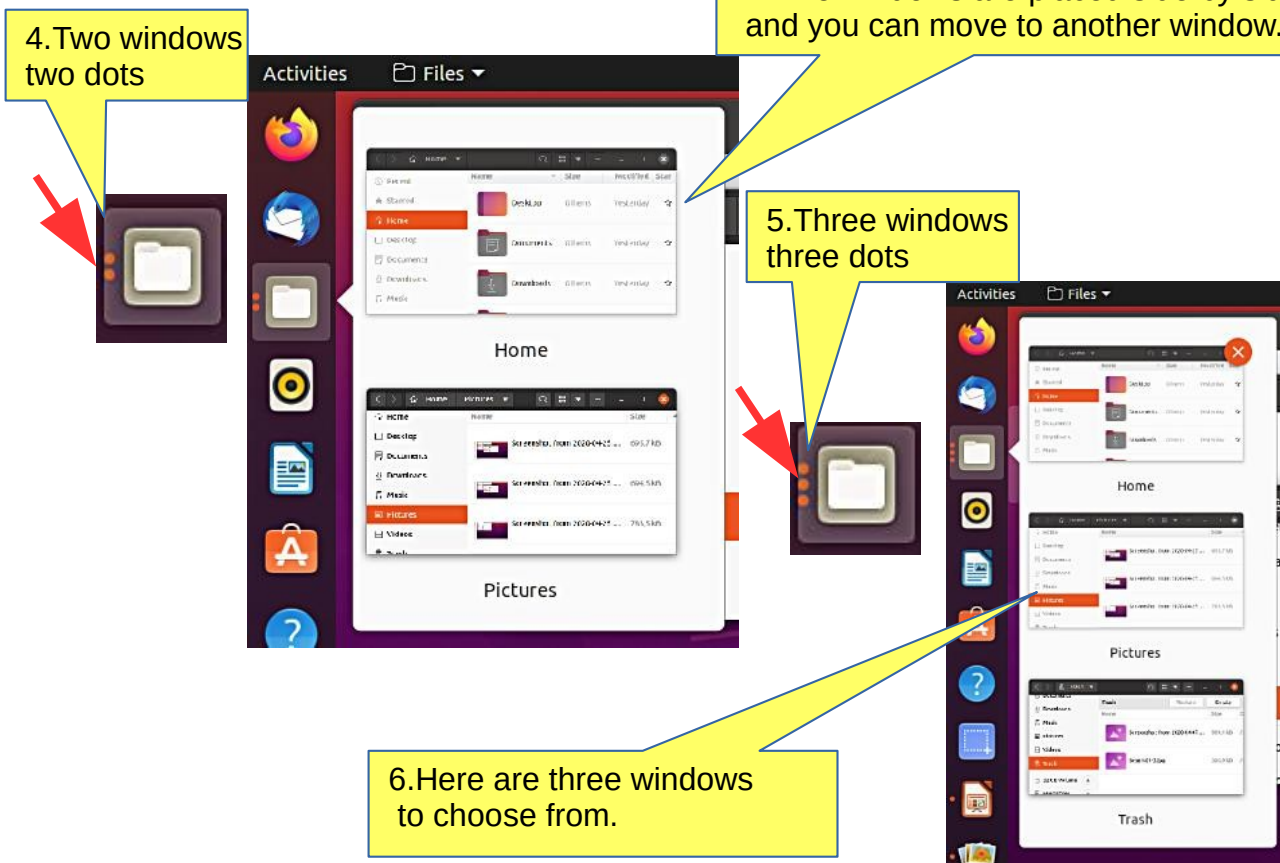
6.Here are three windows
to choose from.

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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.
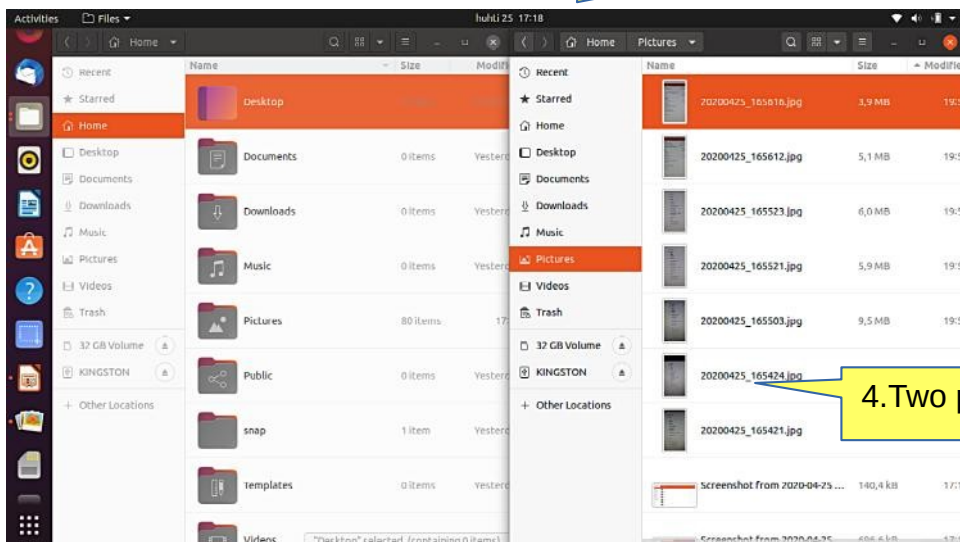
4.Two parallel windows

File handling; copy, move and paste

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)   move   copy
You can do this with two different windows.
Press and drag the item(s) from one window to another.
This will move it if the destination is on the same device, or copy it if the destination is on a different device. Be careful!
You can force **the file to be copied** by holding down the Ctrl key while dragging, **or force it to be moved** by holding down the Shift key while dragging.
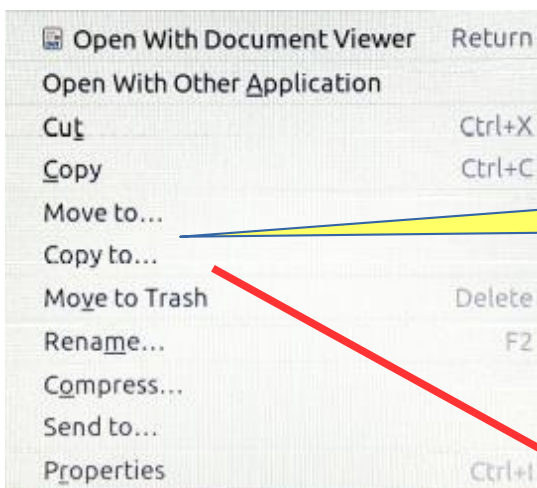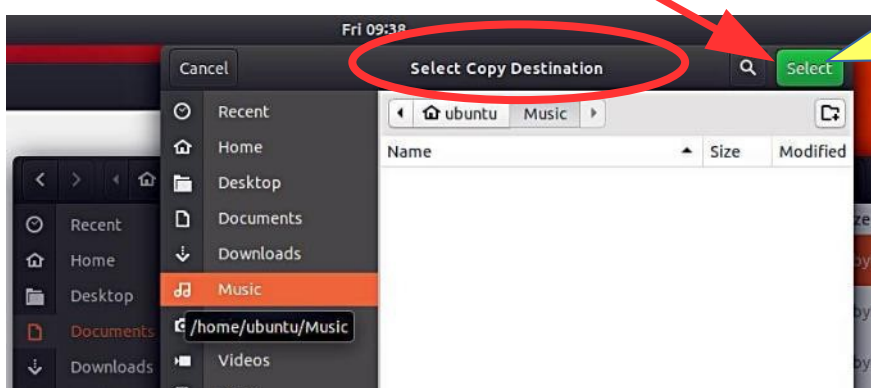
More options

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

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

Open With Document Viewer	Return
Open With Other Application	
Cut	Ctrl+X
Copy	Ctrl+C
Move to…	
Copy to…	
Move to Trash	Delete
Rename…	F2
Compress…	
Send to…	
Properties	Ctrl+I

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

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Presentation of basic settings
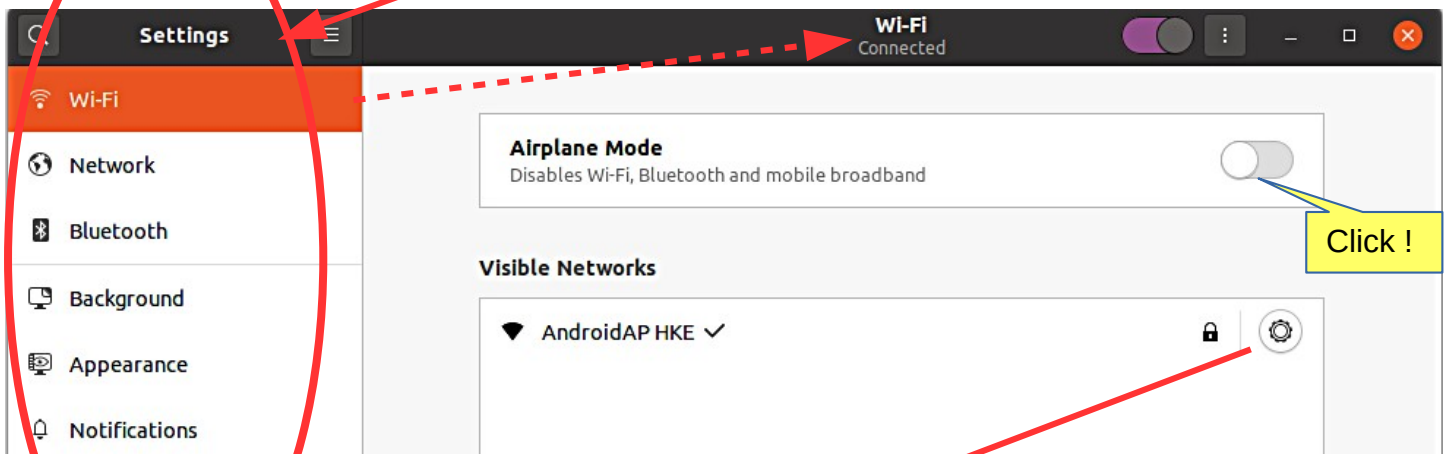
1.Click these icons and see the contents.

Click !

huhti 25 17:40

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.
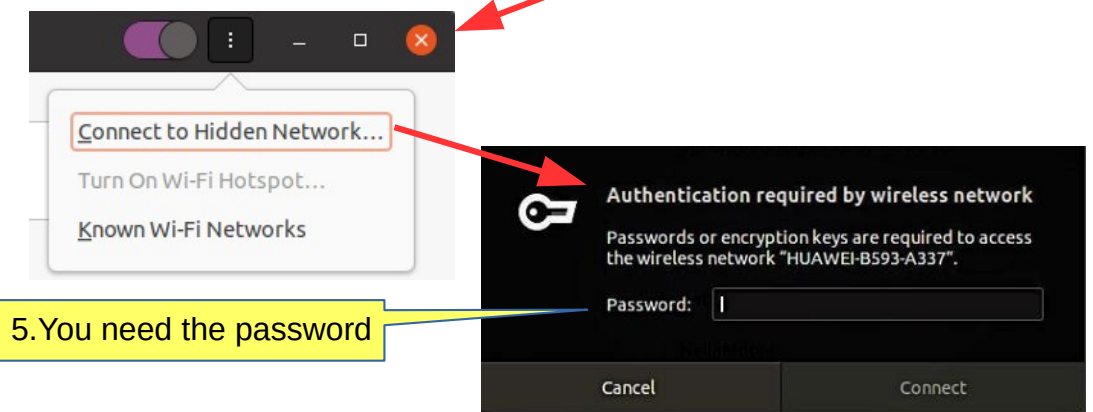
AndroidAP HKE

On

Fully Charged

Click !

Settings

Lock

Power Off / Log Out

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

4.Close the computer

Settings

Wi-Fi
Connected
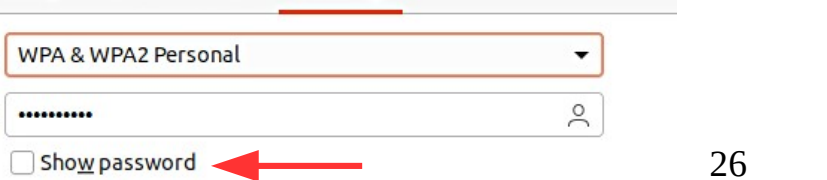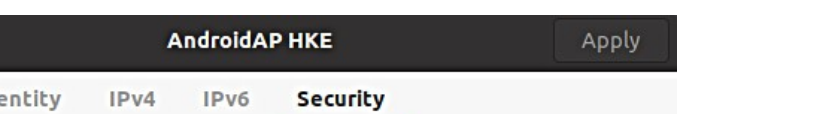
Wi-Fi
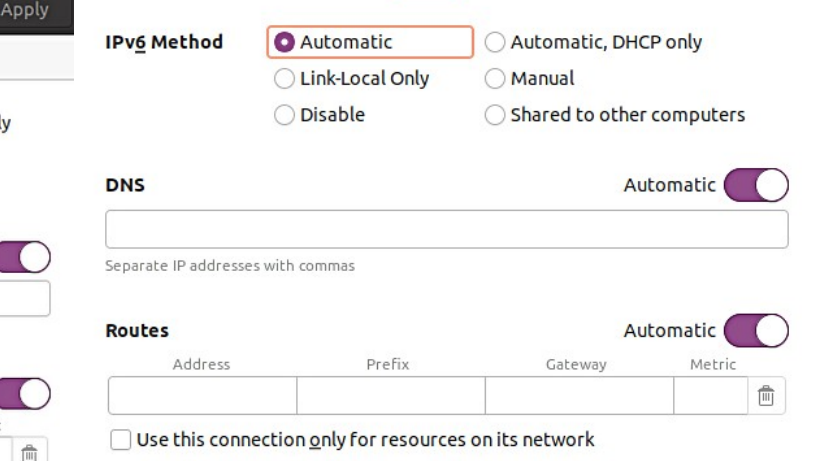
Network

Bluetooth

Background

Appearance

Notifications

Airplane Mode
Disables Wi-Fi, Bluetooth and mobile broadband

Click !

Visible Networks

AndroidAP HKE ✓

Connect to Hidden Network...

Turn On Wi-Fi Hotspot...

Known Wi-Fi Networks

Authentication required by wireless network
Passwords or encryption keys are required to access the wireless network "HUAWEI-B593-A337".

Password:

5.You need the password

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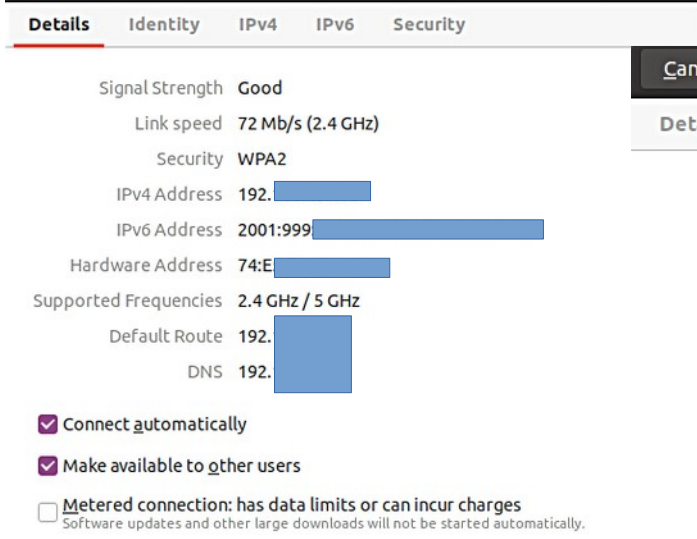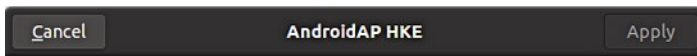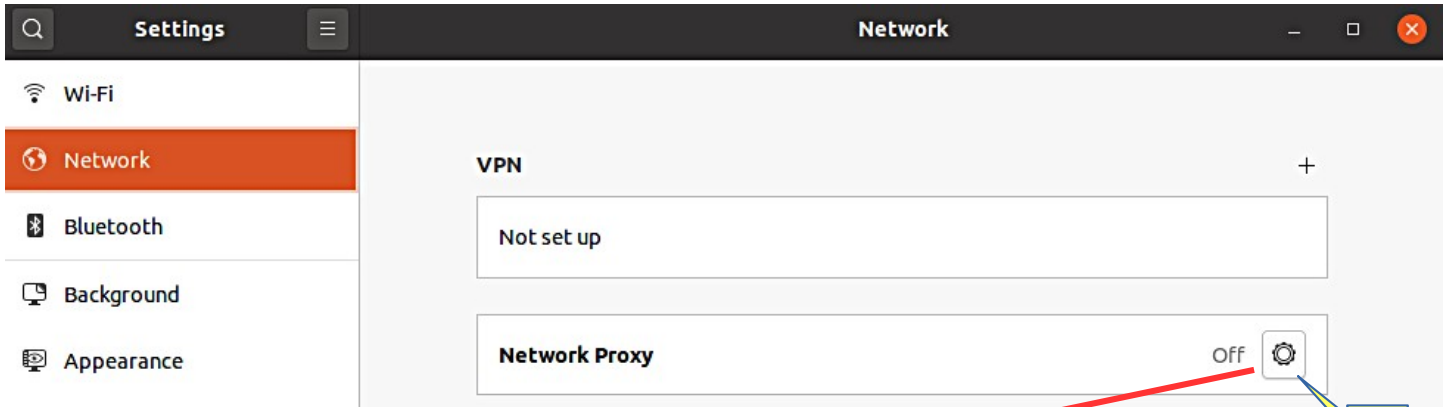
6.When you lock your screen, or it locks automatically, the lock screen is displayed. In addition to protecting your desktop while you're away from your computer, the lock screen displays the date and time. It also shows information about your battery and network status.
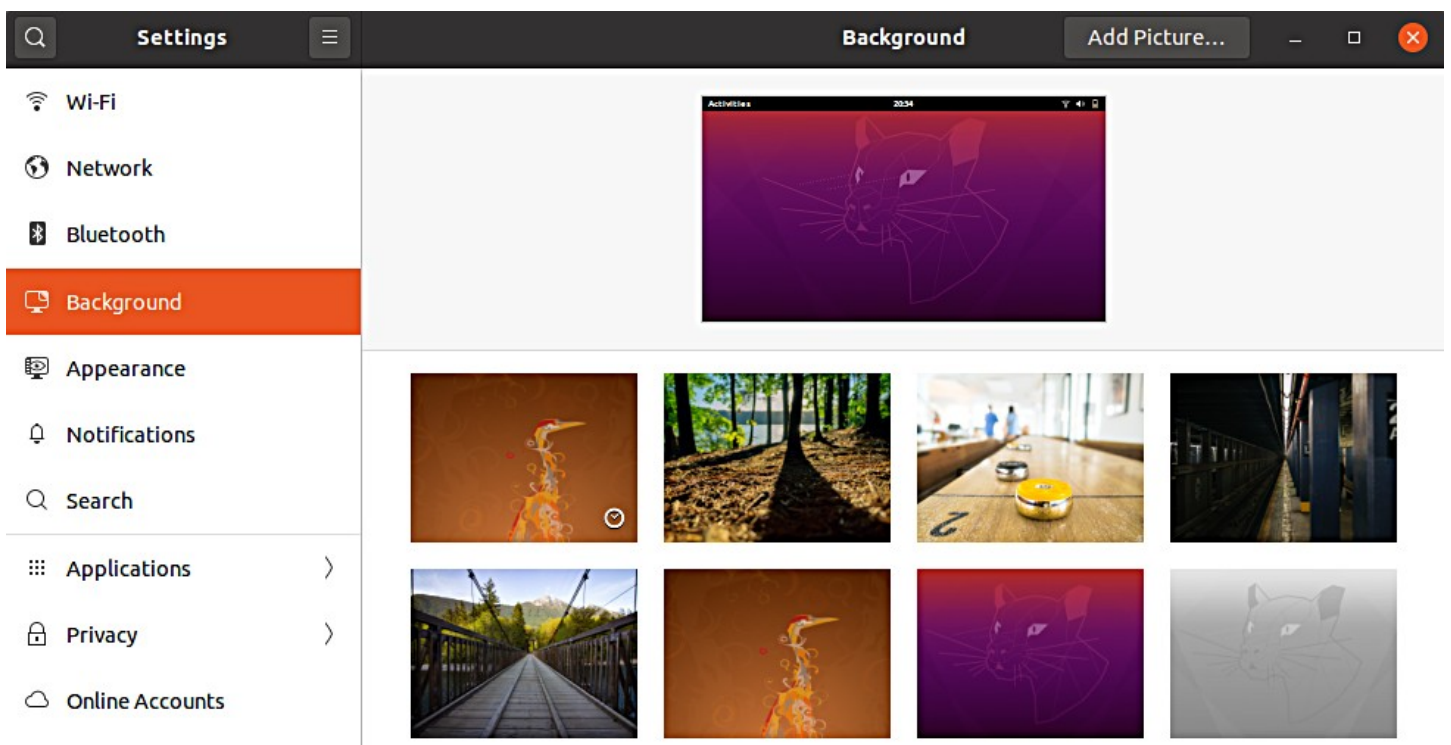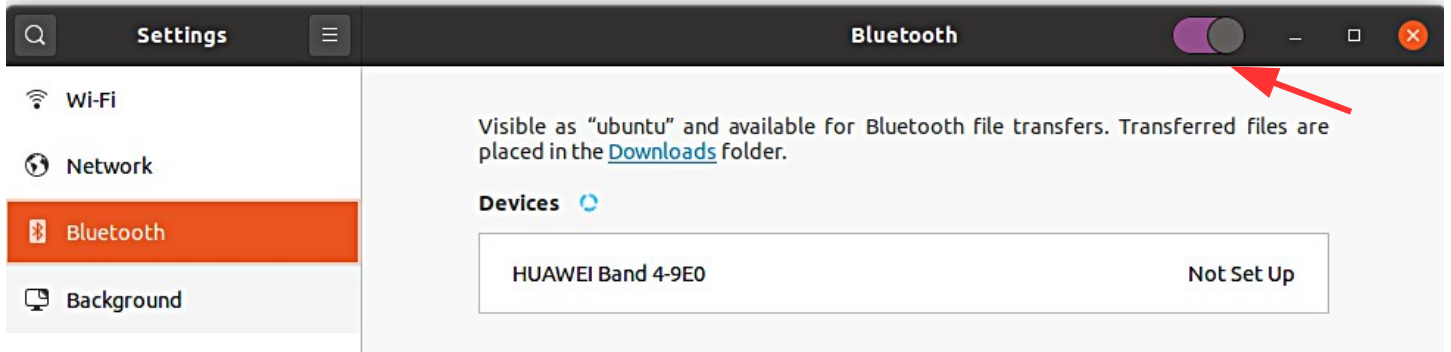
Basic settings

Settings — Network

- Wi-Fi
- Network
- Bluetooth
- Background
- Appearance

Network

VPN +

Not set up

Network Proxy   Off ⚙

!

AndroidAP HKE — Details

Cancel   **AndroidAP HKE**   Apply

Details   Identity   IPv4   IPv6   Security

Signal Strength	Good
Link speed	72 Mb/s (2.4 GHz)
Security	WPA2
IPv4 Address	192.
IPv6 Address	2001:999
Hardware Address	74:E
Supported Frequencies	2.4 GHz / 5 GHz
Default Route	192.
DNS	192.

☑ Connect automatically

☑ Make available to other users

☐ Metered connection: has data limits or can incur charges
Software updates and other large downloads will not be started automatically.

AndroidAP HKE — Identity

Cancel   **AndroidAP HKE**   Apply

Details   **Identity**   IPv4   IPv6   Security

SSID   AndroidAP HKE

BSSID   ▼

MAC Address   ▼

Cloned Address ▼

AndroidAP HKE — IPv4

Cancel   **AndroidAP HKE**   Apply

Details   Identity   **IPv4**   IPv6   Security

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

DNS   Automatic ⬤

Separate IP addresses with commas

Routes   Automatic ⬤

Address	Netmask	Gateway	Metric
			🗑

☐ Use this connection only for resources on its network

AndroidAP HKE — IPv6

Cancel   **AndroidAP HKE**   Apply

Details   Identity   IPv4   **IPv6**   Security

IPv6 Method   ⦿ Automatic   ○ Automatic, DHCP only
                  ○ Link-Local Only   ○ Manual
                  ○ Disable   ○ Shared to other computers

DNS   Automatic ⬤

Separate IP addresses with commas

Routes   Automatic ⬤

Address	Prefix	Gateway	Metric
			🗑

☐ Use this connection only for resources on its network

AndroidAP HKE — Security

Cancel   **AndroidAP HKE**   Apply

Details   Identity   IPv4   IPv6   **Security**

Security   WPA & WPA2 Personal   ▼

Password   •••••••••   👤

☐ Show password

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Basic settings

Basic settings

Settings ≡	Appearance	— □ ✕

Window colors

Light   Standard   Dark

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

Dock

Auto-hide the Dock
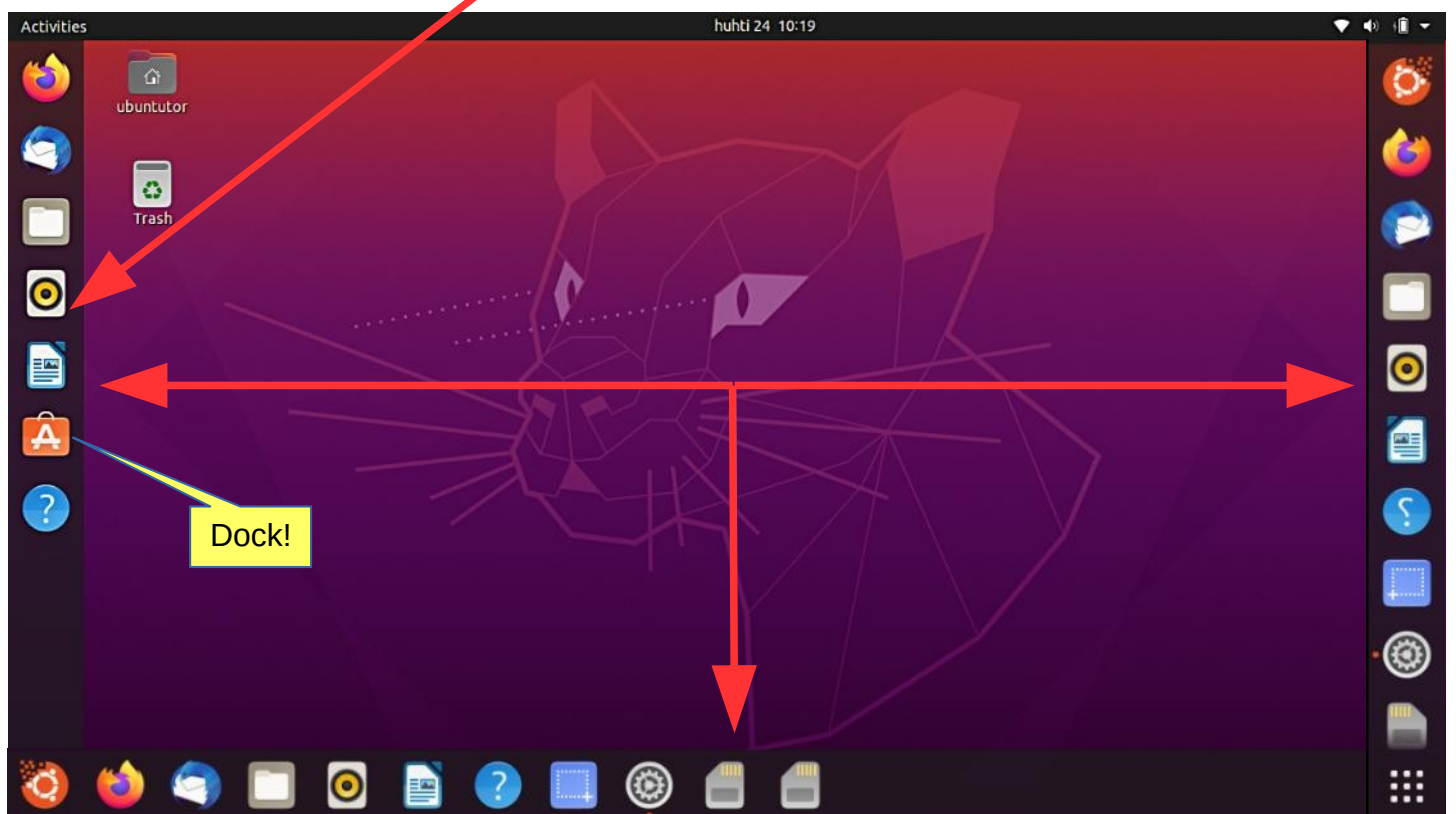The dock hides when any windows overlap with it.

Icon size   48

Position on screen   Left ▾

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

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

Settings left sidebar:
- Wi-Fi
- Network
- Bluetooth
- Background
- Appearance
- Notifications
- Search
- Applications
- Privacy
- Online Accounts

Activities   huhti 24 10:19

ubuntutor

Trash

Dock!

Basic settings

huhti 25 20 37

Notifications —

Do Not Disturb

1. No alarm

| Settings | ☰ | **Notifications** | — □ ✕ |

🛜 Wi-Fi

🌐 Network

🔵 Bluetooth

🖥 Background

🖼 Appearance

🔔 **Notifications**

🔍 Search

⋮⋮⋮ Applications 〉

🔒 Privacy 〉

☁ Online Accounts

⤬ Sharing

🎵 Sound

⏱ Power

🖵 Displays

🖰 Mouse & Touchpad

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.

- Wi-Fi
- Network
- Bluetooth
- Background
- Appearance
- Notifications
- Search
- Applications
- Privacy
- Online Accounts

Files
Calculator
Calendar
Characters
Passwords and Keys
Terminal

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 ✕

+

30

Basic settings

1. Try it, you will get more information!

Basic settings

1. Think of your own safety.

Basic settings

!

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!

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Basic settings

Settings — Power

Battery
!
Fully charged — 100%

Power Saving
!

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

Screen Brightness
Dim Screen When Inactive
Blank Screen — 5 minutes
Wi-Fi — Wi-Fi can be turned off to save power.
Bluetooth — Bluetooth can be turned off to save power.

Automatic Suspend
On Battery Power
Delay 20 minutes
Plugged In
Delay 1 hour

Suspend & Power Button
Automatic Suspend — When on battery power — Click
Power Button Action — Power Off

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

NOTE! See the next page!

Orientation — Landscape
Resolution — 1366 × 768 (16:9)
Refresh Rate — 60,01 Hz
Fractional Scaling — May increase power usage, lower speed, or reduce display sharpness.

New!

Sharing
Sound
Power
Displays
Mouse & Touchpad
Keyboard Shortcuts

Displays / Night Light

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

Night Light
Schedule — Sunset to Sunrise
Times — From 00 : 00 To 00 : 00
Color Temperature — Less Warm / More Warm

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

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

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Basic settings

You can define different times for actions

Screen saver on/lock
your screen

Display on		The display is off
PC on	Suspend	PC off

Setting: Brightness and lock

Setting: Power Saving

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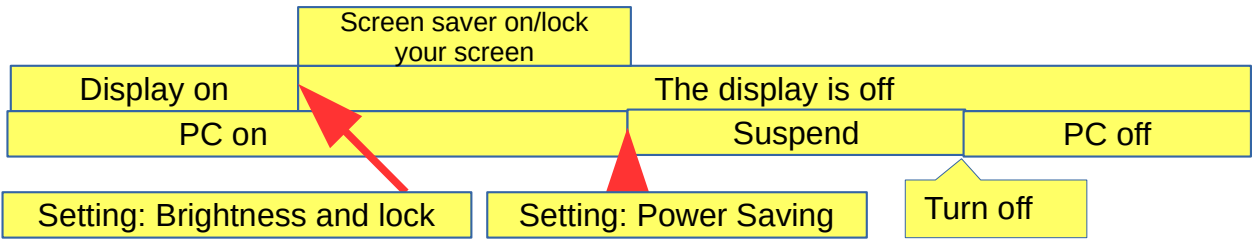
1.To save power, suspend your computer when you are not using it. If you use a laptop, GNOME suspends your computer automatically when you close the lid.
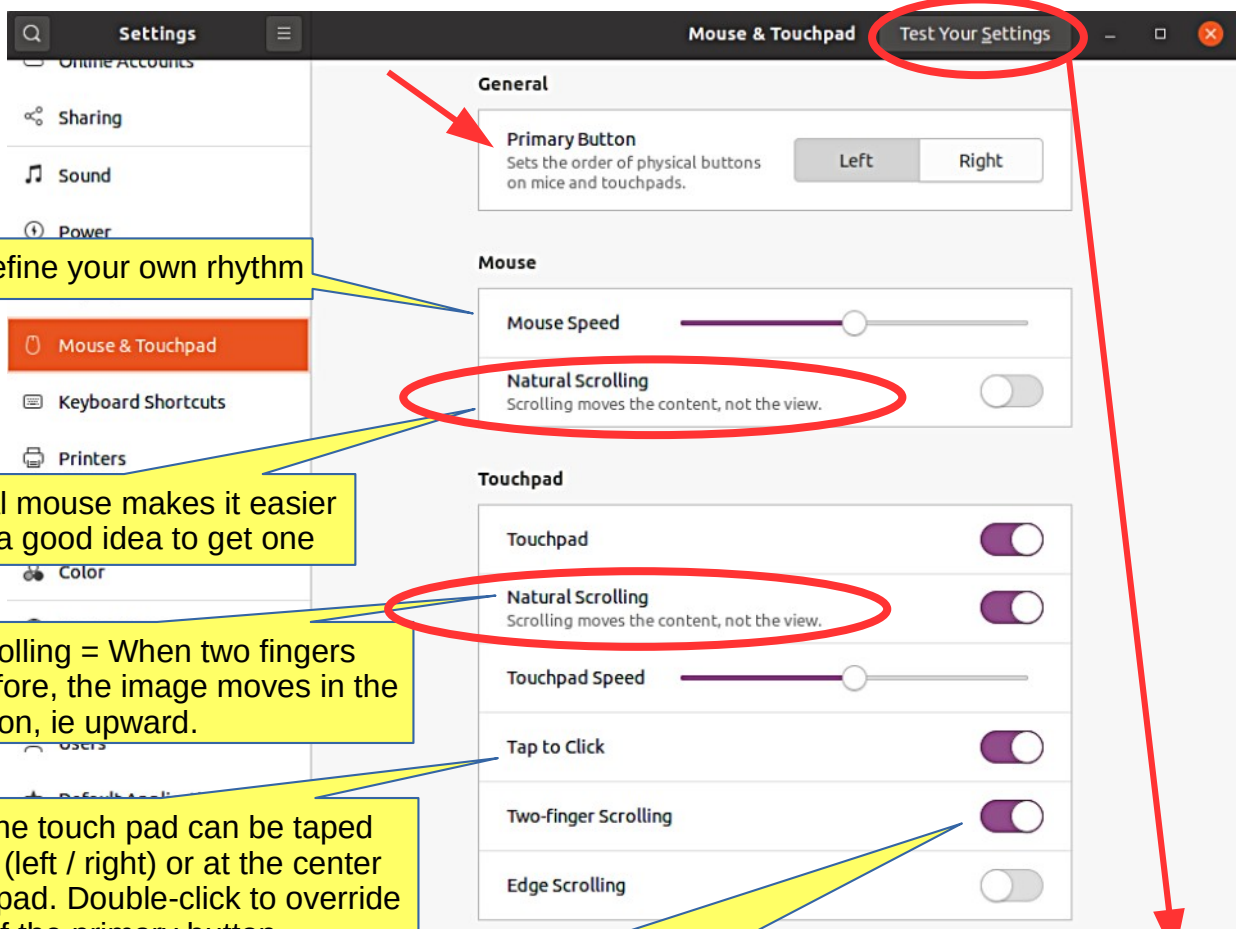
2.Define your own rhythm

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

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

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

6.Options to move the image with two fingers

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

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Basic settings

Online Accounts

Sharing

Sound

Power

Displays

Mouse & Touchpad

Keyboard Shortcuts

Printers

Removable Media

Move window one monitor up	Shift+Super+Up
Move window one workspace down	Shift+Super+Page Down
Move window one workspace up	Shift+Super+Page Up
Move window to last workspace	Shift+Super+End
Move window to workspace 1	Shift+Super+Home
Move window to workspace 2	Disabled
Move window to workspace 3	Disabled
Move window to workspace 4	Disabled
Switch applications	Super+Tab
Switch system controls	Ctrl+Alt+Tab

Devices | Printers | Add...

Displays

Keyboard

Mouse & Touchpad

Printers

Removable Media

Wacom Tablet

Color

Brother_HL_3140CW_series
Ready
No Active Jobs

Model   HL-3140CW series

Additional Printer Settings...

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

2. Here you can check and deletes the print queue

Printers - localhost

Server Printer View Help

+ Add   ↻   Filter: 🔍

DeskJet-2600-series   HL-3140CW-series

Connected to localhost

Settings ≡ | Removable Media

Keyboard Shortcuts

Printers

Removable Media

Color

Region & Language

Universal Access

Users

Default Applications

Select how media should be handled

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

Other Media...

☐ Never prompt or start programs on media insertion

Basic settings

Settings — Color

Keyboard Shortcuts

Printers

Removable Media

Color

Region & Language

Each device needs an up to date color profile to be color managed.   Learn more

Laptop Screen

Why is color management importa...
Ubuntu Desktop Guide

Ubuntu Desktop Guide » Hardware » Color management »
Ubuntu Desktop Guide » Settings » Color management »

Why is color management important?

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

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

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

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

Settings — Region & Language

Keyboard Shortcuts

Printers

Removable Media

Color

Region & Language

Universal Access

Default Applications

Language   English (United States)

Formats   **1.You can change the language**   Suomi

Input Sources
Choose keyboard layouts or input methods.

Finnish

Manage Installed Languages

2.These region settings will also be added later!

Input Source Options

- Use the same source for all windows
- Allow different sources for each window

Keyboard Shortcuts

Previous source   Shift+Super+Space

Next source   Super+Space

These keyboard shortcuts can be changed in the keyboard settings

---

Suomalainen

Basic settings

Settings

- Mouse & Touchpad
- Keyboard Shortcuts
- Printers
- Removable Media
- Color
- Region & Language
- Universal Access
- Users
- Default Applications
- Date & Time

Universal Access

Always Show Universal Access Menu

Seeing

High Contrast	High Contrast	
Large Text	Large Text	
Cursor Size	Cursor Size	Default
Zoom		Off
Screen Reader		Off
Sound Keys		Off

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

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

Hearing

Visual Alerts	Off

Typing

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

Kohdistimen koko

Kohdistimen koon muuttamisella ja suurennuksella on mahdollista tehdä kohdistimen erottaminen helpommaksi.

Pointing & Clicking

Mouse Keys	
Locate Pointer	
Click Assist	Off
Double-Click Delay	

Try it !

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Basic settings

Settings ≡   **Users**   **Add User...**

Online Accounts

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

Shari

Soun   **U**   Ubuntutor

Power

Displays

2.Password is important!

Mouse &

Keyboar

Printers

Remova

Color

Region &

Take a Picture...   Select a File...

Universal Access

Users

Default Applications

Date & Time

Authentication & Login

Password   ••••• ⟩

Automatic Login

Account Activity   Logged in ⟩

Cancel   **Change Password**   Change

Current Password

New Password

Mix uppercase and lowercase and try to use a number or two.

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

Settings ≡   **Default Applications**   ❐ ✕

Color

Region & Language

Universal Access

Users

Default Applications

Date & Time

About

Web   🦊 Firefox Web Browser ▾

Mail   Thunderbird Mail ▾

Calendar   Text Editor ▾

Music   Rhythmbox ▾

Video   Videos ▾

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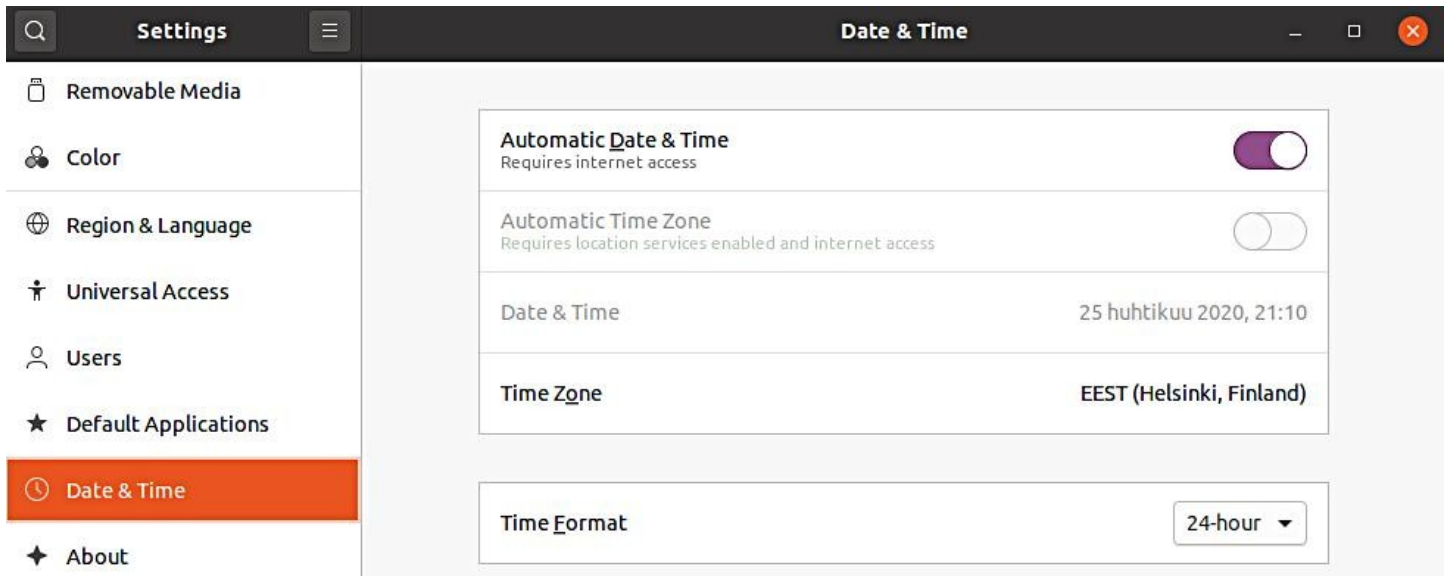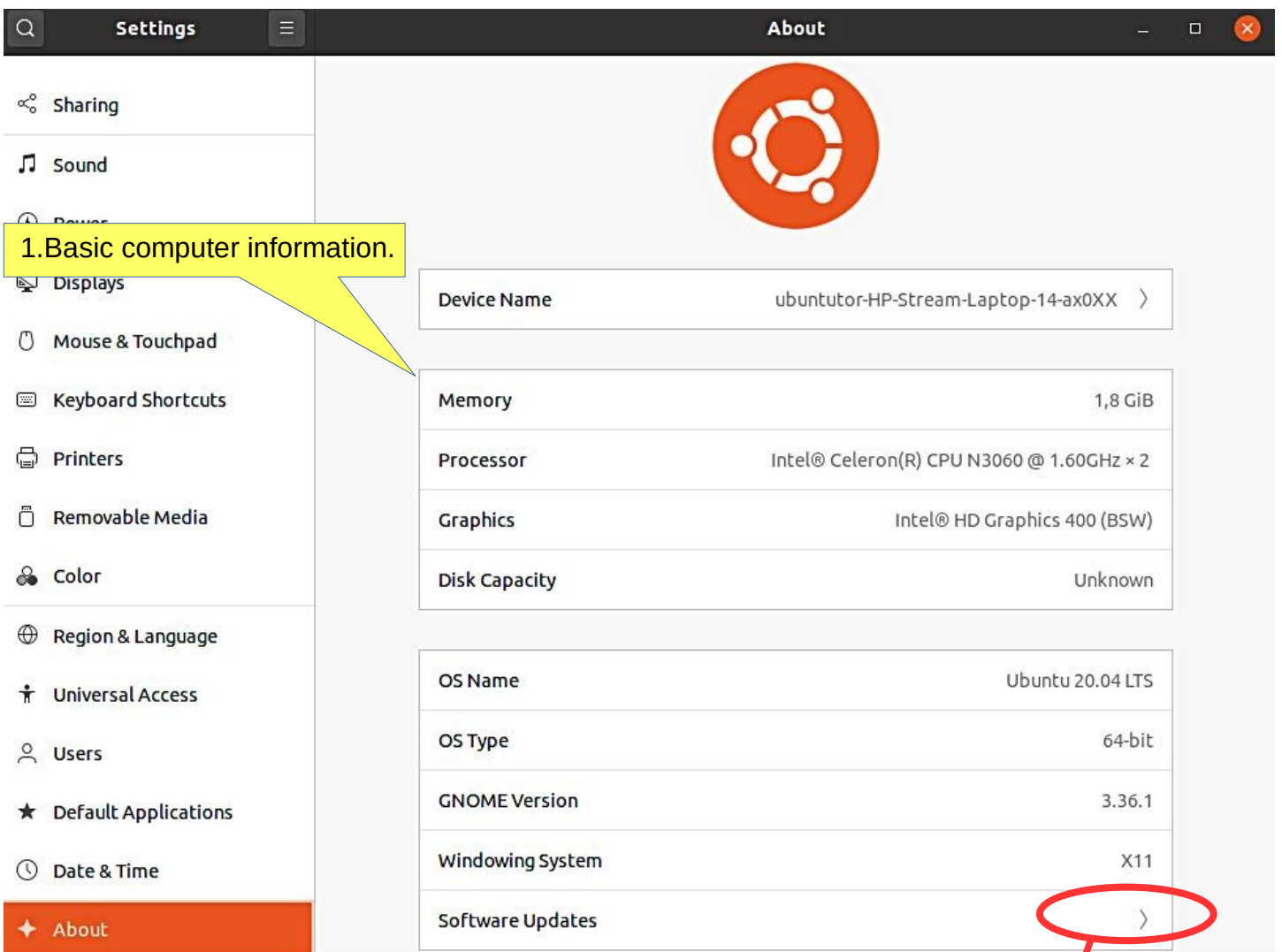
3.Select the default applications here. When you click a file define what application opens that file.

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Basic settings

Settings — Date & Time

Automatic Date & Time Requires internet access	⬤ (on)
Automatic Time Zone Requires location services enabled and internet access	◯ (off)
Date & Time	25 huhtikuu 2020, 21:10
Time Zone	EEST (Helsinki, Finland)

Time Format	24-hour ▾

Settings menu (left pane): Removable Media, Color, Region & Language, Universal Access, Users, Default Applications, **Date & Time**, About

Settings — About

1.Basic computer 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	›

Settings menu (left pane): Sharing, Sound, Power, Displays, Mouse & Touchpad, Keyboard Shortcuts, Printers, Removable Media, Color, Region & Language, Universal Access, Users, Default Applications, Date & Time, **About**

Next page

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Basic settings

Software & Updates

Ubuntu Software | Other Software | Updates | Authentication | Ad

Downloadable from the Internet
- ☑ Canonical-supported free and open-source software (main)
- ☑ Community-maintained free and open-source software (universe)
- ☑ Proprietary drivers for devices (restricted)
- ☑ Software restricted by copyright or legal issues (multiverse)
- ☐ Source code

Download from: Server for Finland

Installable from CD-ROM/DVD
- ☐ Cdrom with Ubuntu 20.04 'Focal Fossa'
  Officially supported
  Restricted copyright

Software & Updates

Ubuntu Software | Other Software | Updates | Authentication | Ad

- ☐ **Canonical Partners**
  Software packaged by Canonical for their partners
- ☐ **Canonical Partners** (Source Code)
  Software packaged by Canonical for their partners

[Add...] [Edit...] [Remove]

Software & Updates

...er Software | Updates | Authentication | Additional Drivers | Develo

Snap package updates are checked routinely and installed automatically.

For other packages, subscribe to:	All updates ▼
Automatically check for updates:	Daily ▼
When there are security updates:	Download and install automatically ▼
When there are other updates:	Display weekly ▼
Notify me of a new Ubuntu version:	For long-term support versions ▼

Software & Updates

Ubuntu Software | Other Software | Updates | Authentication | Ad

Trusted software providers

3B4FE6ACC0B21F32 2012-05-12
Ubuntu Archive Automatic Signing Key (2012) <ftpmaster@ubuntu.com>
D94AA3F0EFE21092 2012-05-12
Ubuntu CD Image Automatic Signing Key (2012) <cdimage@ubuntu.com>
871920D1991BC93C 2018-09-17
Ubuntu Archive Automatic Signing Key (2018) <ftpmaster@ubuntu.com>

!

[Import Key File...] [Remove]

Software & Updates

Ubuntu Software | Other Software | Updates | Authentication | **Additional Drivers** | De

Searching for available 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.

[Revert] [App...]

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

Software & Updates

Ubuntu Software | Other Software | Updates | Authentication | Additional Drivers | Developer Options | **Livepatch**

Canonical Livepatch helps keep your system secure by applying security updates that don't require a restart. Learn More

◯ Livepatch requires an Internet connection.

☐ Show Livepatch status in the top bar

Software & Updates

Ubuntu Software | Other Software | Updates | Authentication | Additional Drivers | **Developer Options**

Use proposed updates if you're willing to report bugs on any problems that occur.
- ☐ Pre-released updates (focal-proposed)

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Introduction to installed Ubuntu apps

Click !
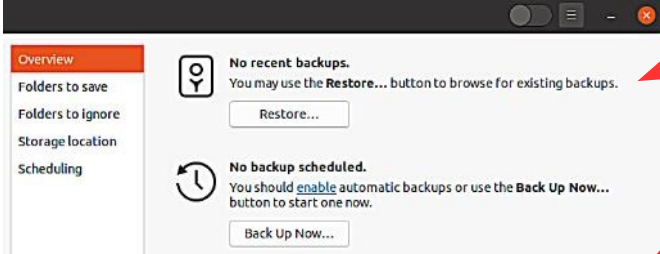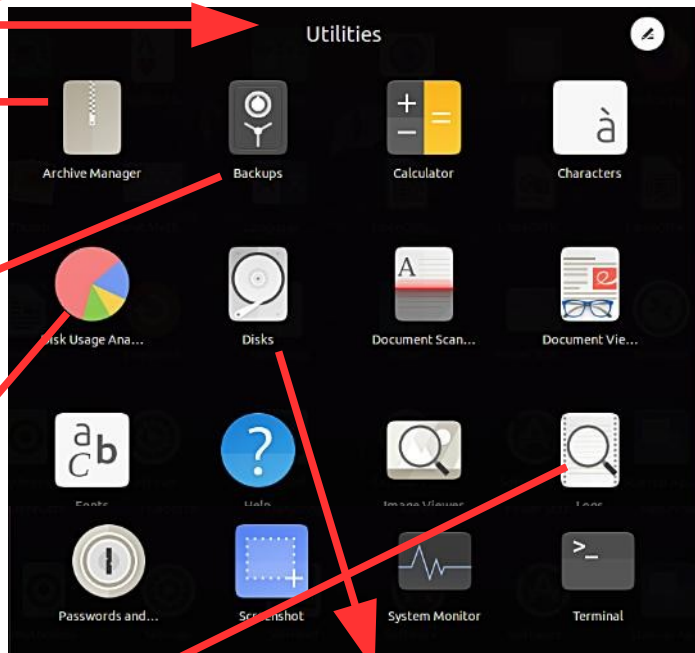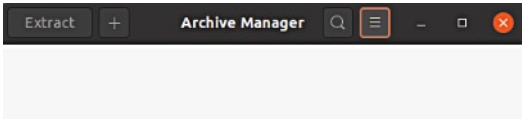
1. Backup guide is later in this manual.

Introduction to installed Ubuntu apps

System Monitor

	User	% CPU	ID	Memory	Disk read tota	Disk writ
yd	ubuntutor	0	1068	360,0 KiB	628,0 KiB	
ncher	ubuntutor	0	1038	320,0 KiB	508,0 KiB	
dbus-daemon	ubuntutor	0	801	1,5 MiB	12,3 MiB	

Processes   Resources   File Systems

CPU History

60 seconds   50   40   30   20   10   0
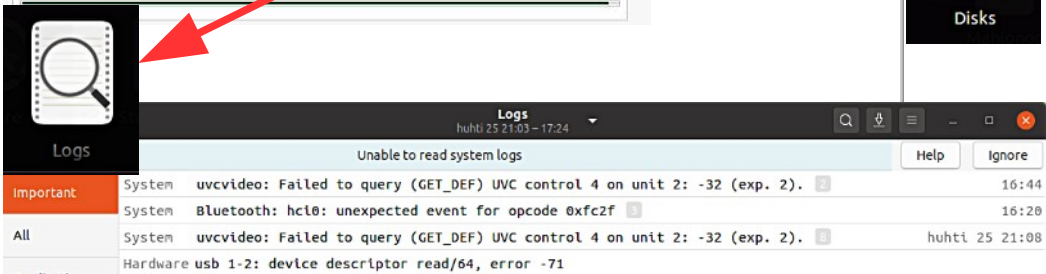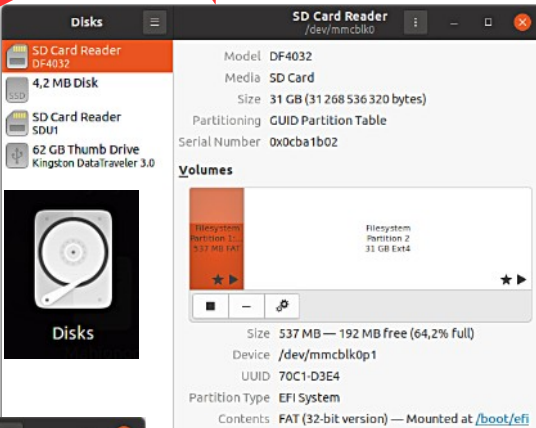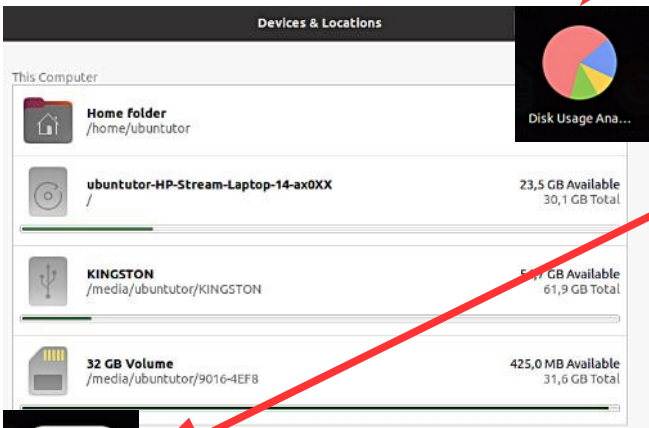
100 %
50 %
0 %

CPU1 23,0%   CPU2 20,4%

Memory and Swap History

60 seconds   50   40   30   20   10   0

100 %
50 %
0 %

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   50   40   30   20   10   0

3,0 MiB/s
1,5 MiB/s
0 bytes/s

Receiving   0 bytes/s
Total Received   4,5 MiB

Sending   0 bytes/s
Total Sent   228,0 KiB

Take Screenshot

Cancel   **Take Screenshot**

Take Screenshot
- ○ Grab the whole screen
- ○ Grab the current window
- ● Select area to grab

Grab after a delay of [0] — + seconds

Effects
- ☐ Include pointer
- ☑ Include the window border

Apply effect: [None]

1.This is very useful!

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/ubunt	vfat	31,6 GB	425,0 MB	31,2 GB		98%
/dev/sda1	/media/ubunt	vfat	61,9 GB	54,7 GB	7,1 GB		11%

Basic Mode ∨

Basic Mode	●
Advanced Mode	○
Financial Mode	○
Programming Mode	○
Keyboard Mode	○

Calculator

7	8	9	÷	⌒	C
4	5	6	×	(	)
1	2	3	–	x^2	√
0	,	%	+		=

Terminal

Advanced Mode ∨

Degrees ▼   to   Radians ▼   ⇄   0 degrees = 0 radians

Angle
Length
Area   ▶ Hectares
Volume   ▶ Acres
Mass   ▶ Square Foot
Duration ▶ Square Meters
Temperature ▶ Square Centimeters
Digital Storage ▶ Square Millimeters
Currency

		⌒	C	cos	sin	tan
	(	)	sinh	cosh	tanh	
x	∨	x^{-1}	$x!$	|x|	Arg	
n	e	x^y	√	log	ln	
=	a×b	Re	Im	conj	f(x) ▼	

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:~$

Financial Mode ∨

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Euro   ⟷   US Dollar ▼   ⇄   €5 = $5,4

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

Characters

Smileys & People

🕐 Recently Used
😀 Smileys & People
🐶 Animals & Nature
🍎 Food & Drink
⚽ Activities
🚗 Travel & Places
⏰ Objects
❤ Symbols

Programming Mode ∨

Decimal ▼   0₈ = 0₁₆

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

↓n	↑n	,	x ∨	(	)	<< ∨	>> ∨	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!	frac

Keyboard Mode ∨

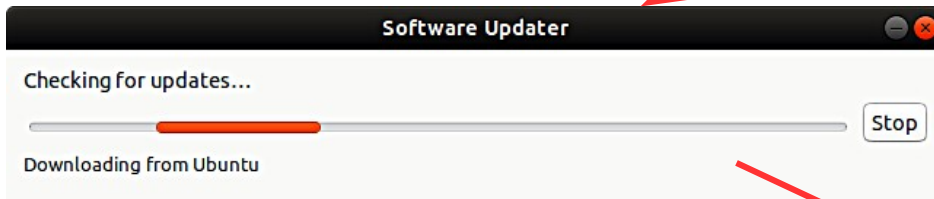Degrees ▼   to   Radians ▼   ⇄   90 degrees = 1,57 radians

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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.
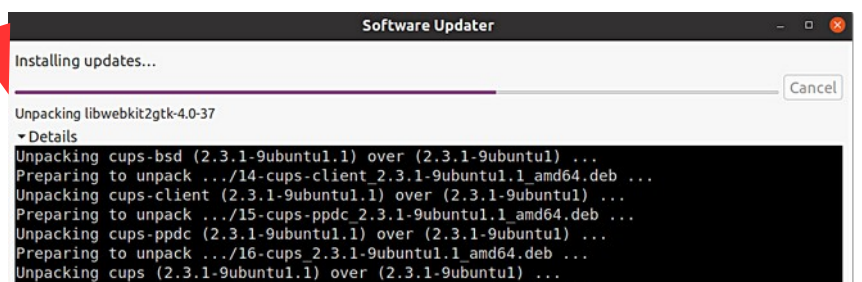Click the icon to start the update

Software U...

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

3.Updating asks for a
password.
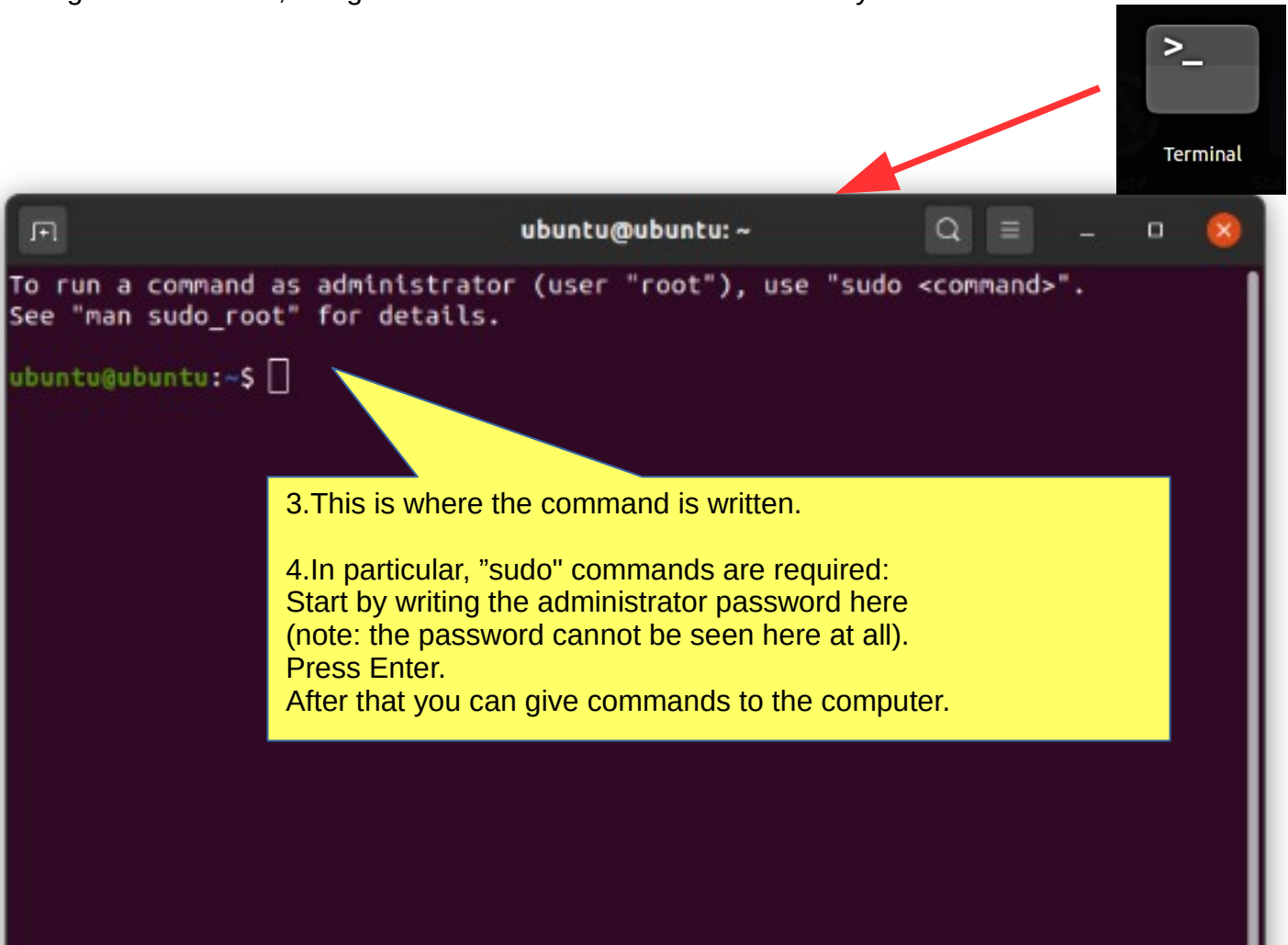This prevents unauthorized
updates and software
installations!
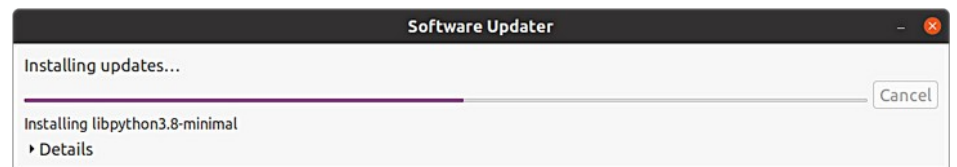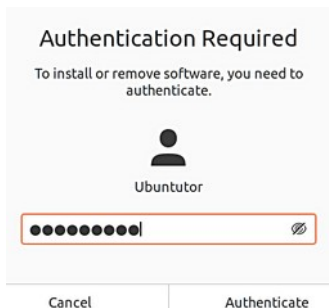
4.In the updates, you should click on
Details to see it. It's easier to track
the progress of the update

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.

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

ubuntu@ubuntu:~$ 
```

3.This is where the command is written.

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

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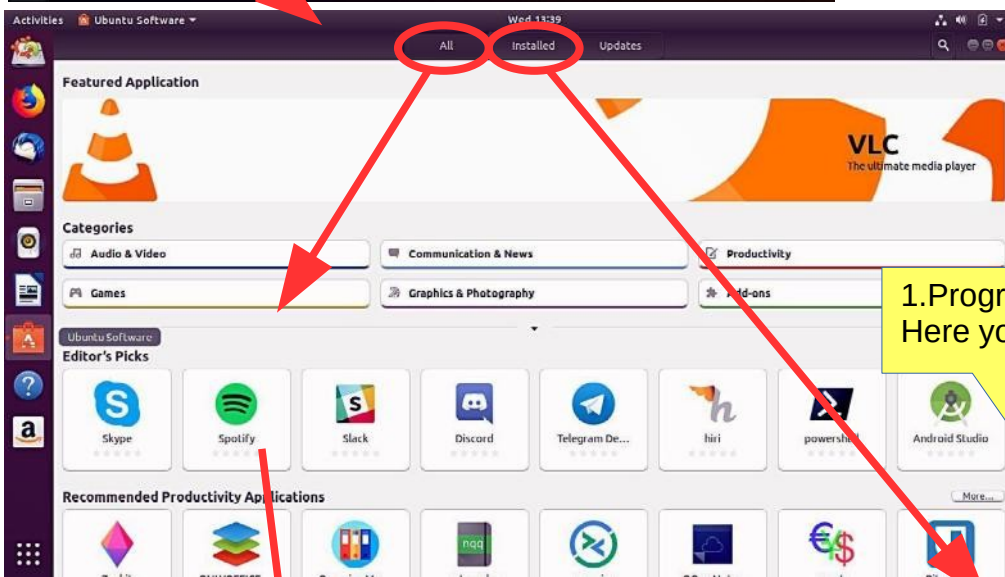 see the Help section, a couple of links below:

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

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

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

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

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

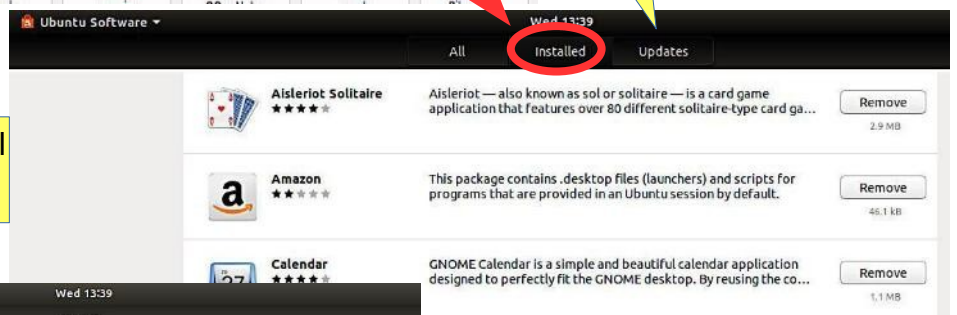https://www.howtogeek.com/140679/beginner-geek-how-to-start-using-the-linux-terminal/
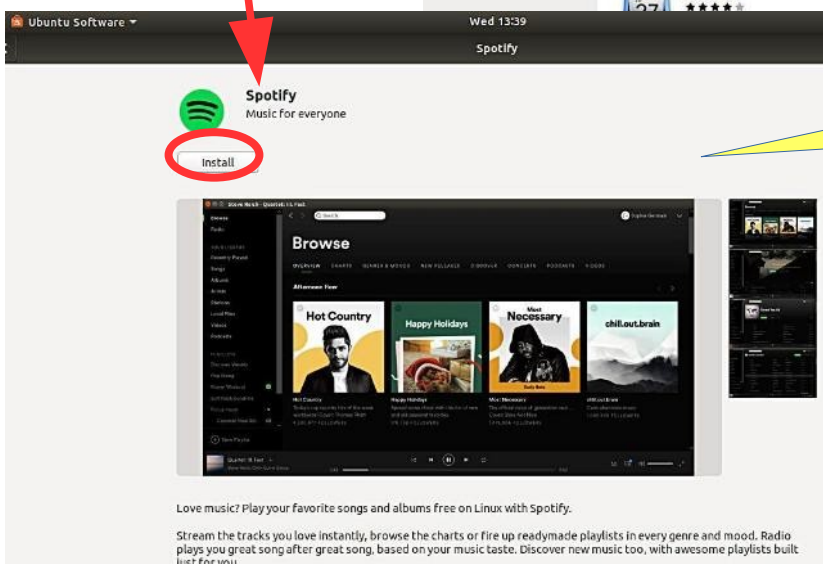
Install apps

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.
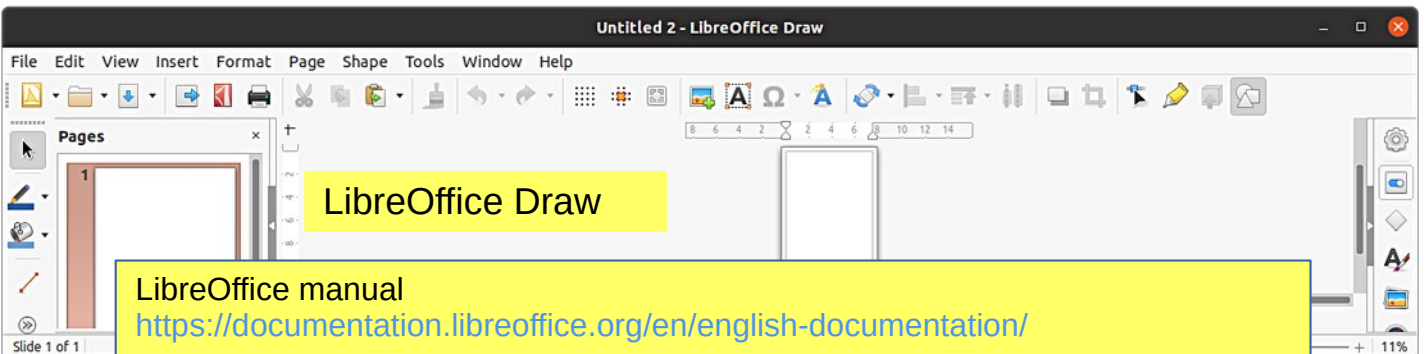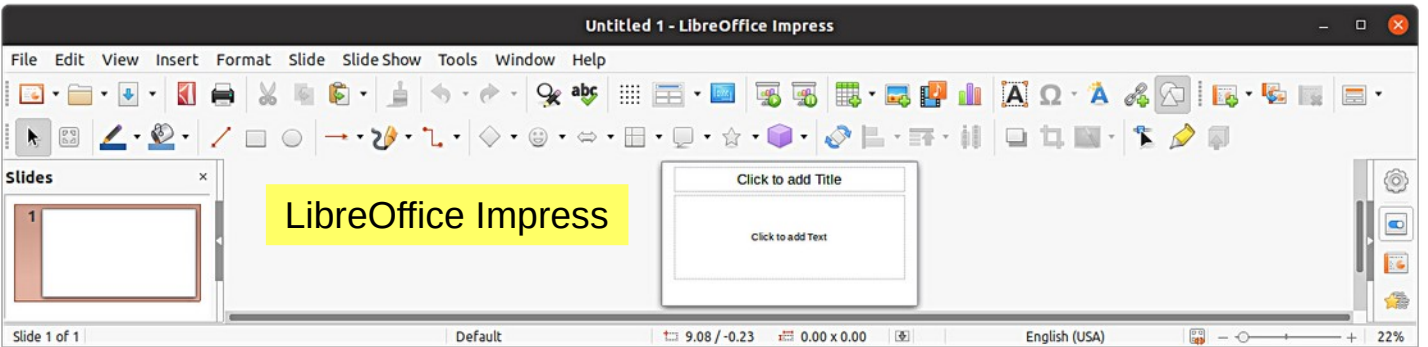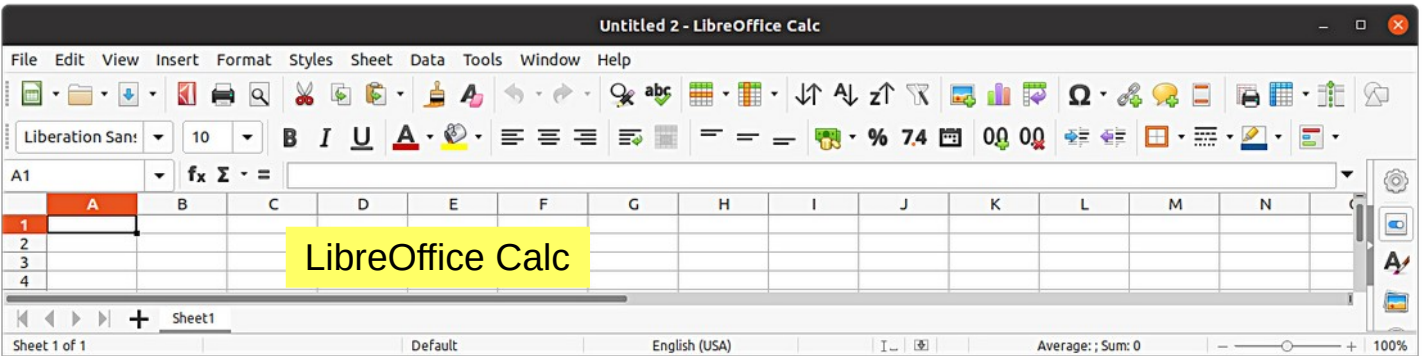
More information

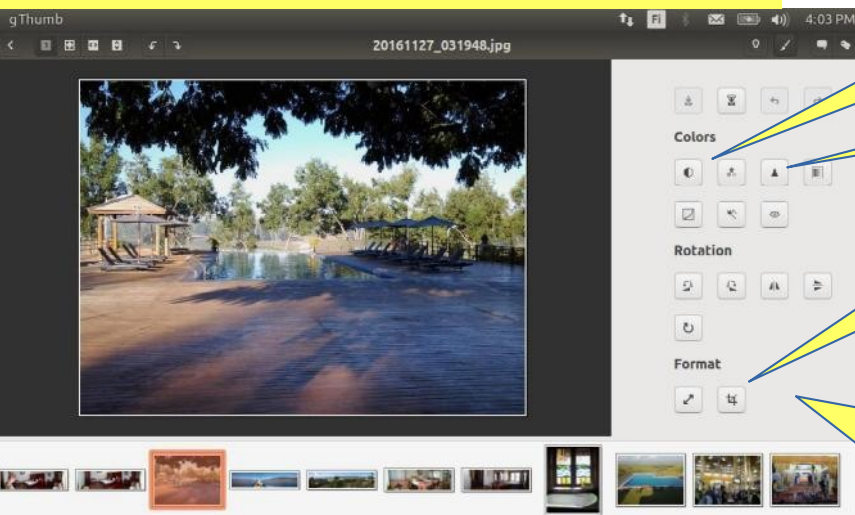**How To Install Software in Ubuntu Linux: A Complete Guide for Newbie**

Installing software in Ubuntu using .deb files

All the Possible Ways to Install deb Packages in Ubuntu Linux

Introduction to installed Ubuntu apps

LibreOffice Writer

LibreOffice Calc

LibreOffice Impress

LibreOffice Draw

LibreOffice manual
https://documentation.libreoffice.org/en/english-documentation/
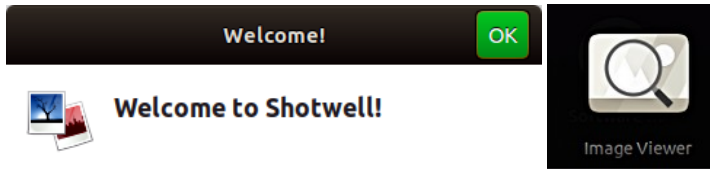
gThumb viewer (not installed, but I like it ;-)

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
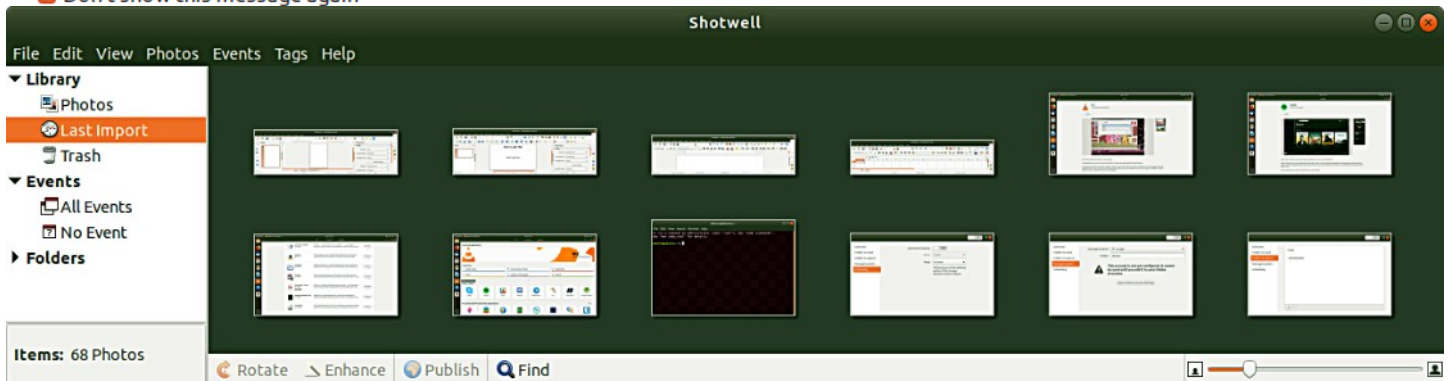the picture files

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Introduction to installed Ubuntu apps
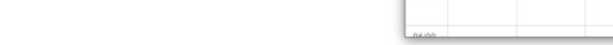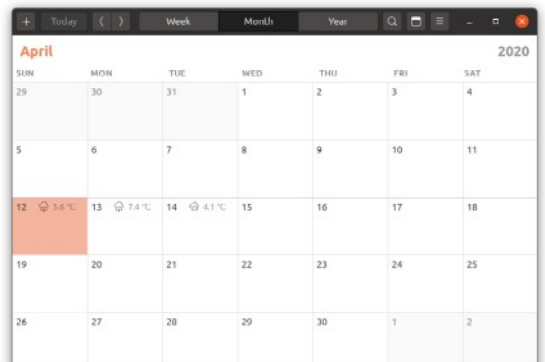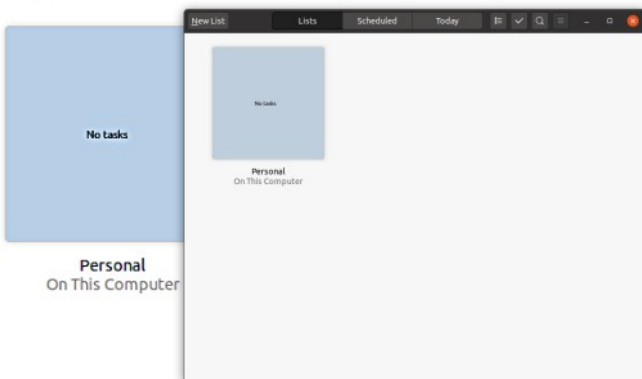
Links, nice reading for rainy days

Ubuntu forum
https://ubuntuforums.org/

Ubuntu Desktop Guide
https://help.ubuntu.com/16.04/ubuntu-help/index.html.en

Linux wiki
https://www.linux.org/

Using Ubuntu Linux
https://en.wikibooks.org/wiki/Using_Ubuntu_Linux

Ubuntu hardware support
https://wiki.ubuntu.com/HardwareSupport

Ubuntu help
https://help.ubuntu.com/community/TroubleShootingGuide

Ubuntu: A Beginner's Guide
https://www.makeuseof.com/tag/ubuntu-an-absolute-beginners-guide/

The Complete Beginners Guide To Ubuntu
https://www.lifewire.com/beginners-guide-to-ubuntu-2205722

[PDF]Ubuntu Manual – Getting Started with Ubuntu 14.04
http://ubuntu-manual.org/

[Open Office manuaal PDF
https://documentation.libreoffice.org/en/english-documentation/getting-started-guide/
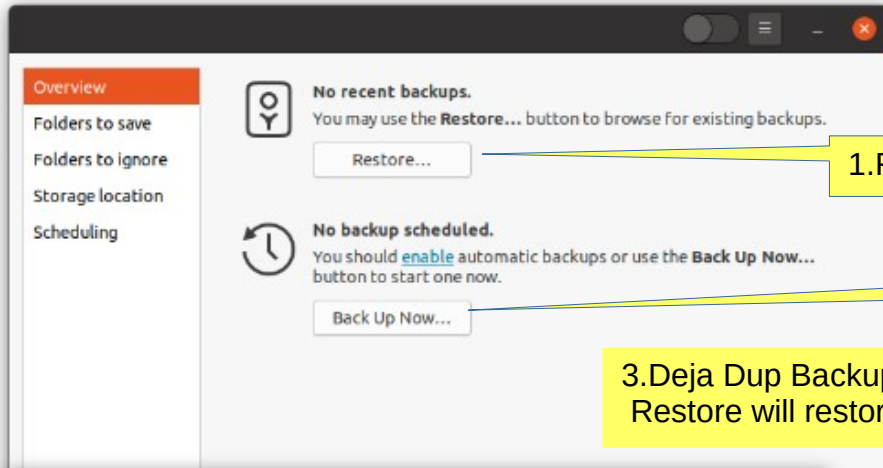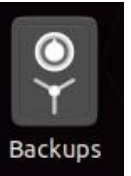
YOUTUBE VIDEOS

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

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

Backups

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

Restore...

1.Returns the backup to the computer

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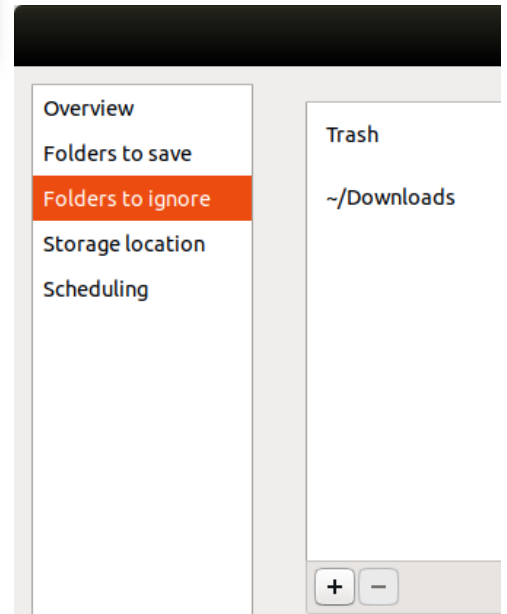
Back Up Now...

2.Makes a backup

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

Overview
Folders to save
Folders to ignore
Storage location
Scheduling

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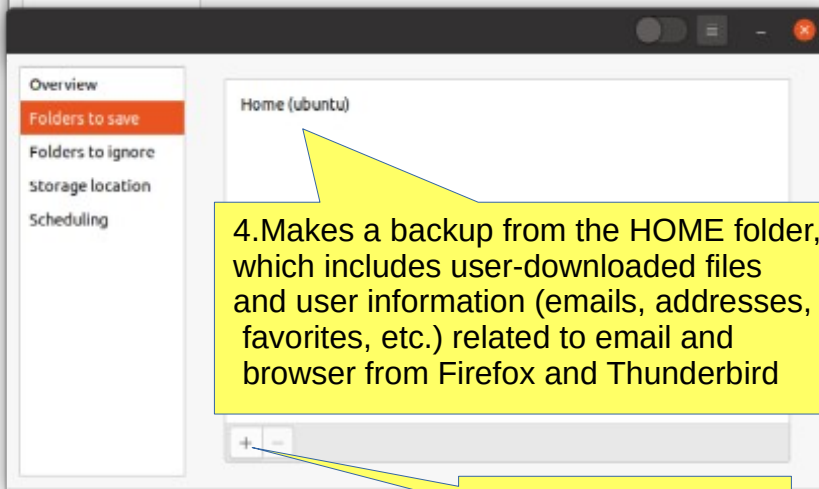
4.Makes a backup from the HOME folder, which includes user-downloaded files and user information (emails, addresses, favorites, etc.) related to email and browser from Firefox and Thunderbird

5.Add more folders

Overview
Folders to save
Folders to ignore
Storage location
Scheduling

Trash

~/Downloads

Overview
Folders to save
Folders to ignore
Storage location
Scheduling

Storage location   Google Drive
Folder   ubuntu

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.

Overview
Folders to save
Folders to ignore
Storage location
Scheduling

Automatic backup   OFF
Every   Week
Keep   Forever

Old backups will be deleted earlier if the storage location is low on space.
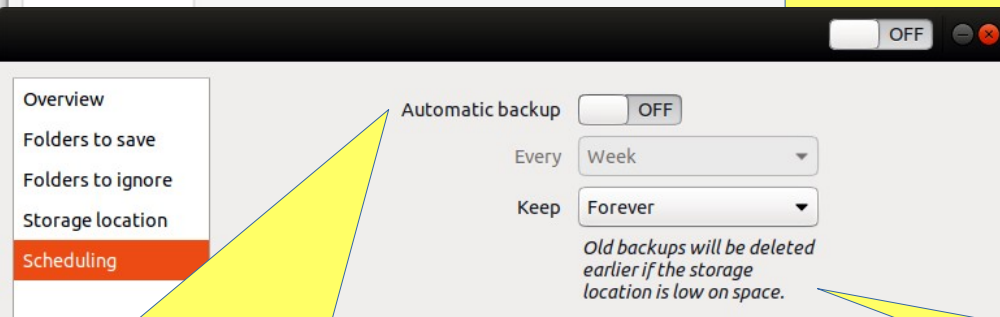
7.Automatic backup reminds you of making a backup. The first backup takes a long time, the next goes pretty fast.

8. A small memory stick is enough for backup!

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

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

Deja Dup Backup 2

1. DejaDub can restore individual files or folders if they have been backed up by DejaDub.
When you back up your data, "Revert to Previous Version..." will appear in the menu".

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

Open With gThumb   Return
Open With Other Application
Cut   Ctr
Copy   Ctr
Move to...
Copy to...
Move to the Rubbish Bin Dele
Rename...
Set As Wallpaper
Compress...
Send to...
Revert to Previous Version...
Properties   Ctrl+
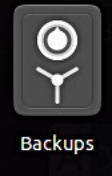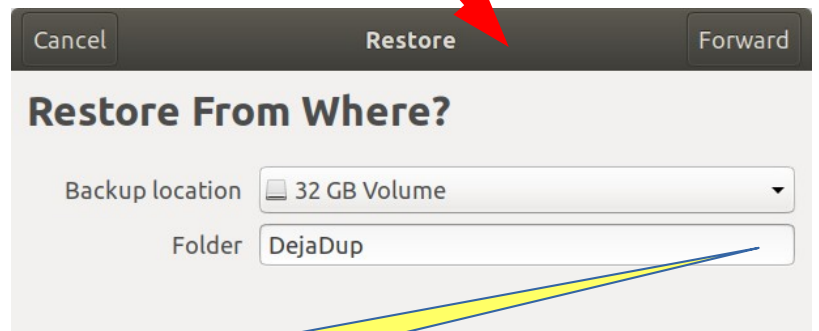
OFF

Overview
Folders to save
Folders to ignore
Storage location
Scheduling

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...

Cancel   **Restore**   Forward

Restore From Where?

Backup location   32 GB Volume

Folder   DejaDup

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

Cancel   **Restore**   Back   Forward

Restore From When?

Date 02.10.2019 ▾

Cancel   **Restore**   Back   Forward

Restore to Where?

● Restore files to original locations
○ Restore to specific folder

Restore folder   (None)   ▾
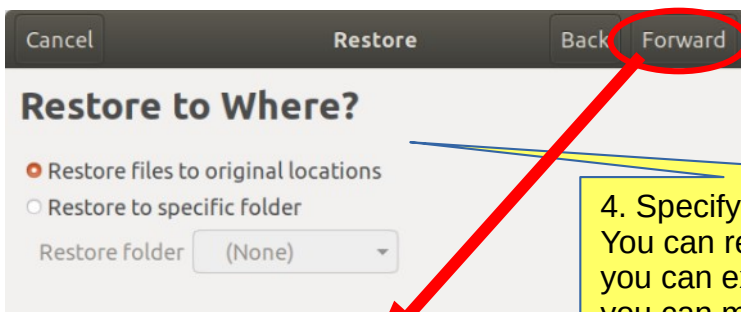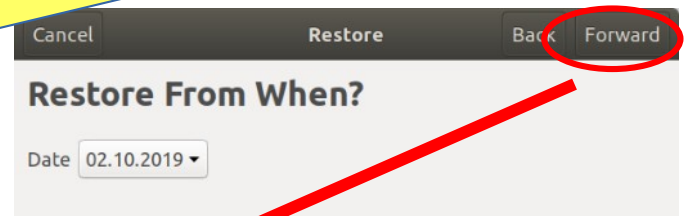
4. Specify where the backup will be restored.
You can restore to the original position or you can extract the copy to another memory, from where you can move the parts you want to replace the originals.

Cancel   **Restore**   Back   Restore

Summary

Backup location   DejaDup on 32 GB Volume
Restore date   02.10.2019
Restore folder   Original location

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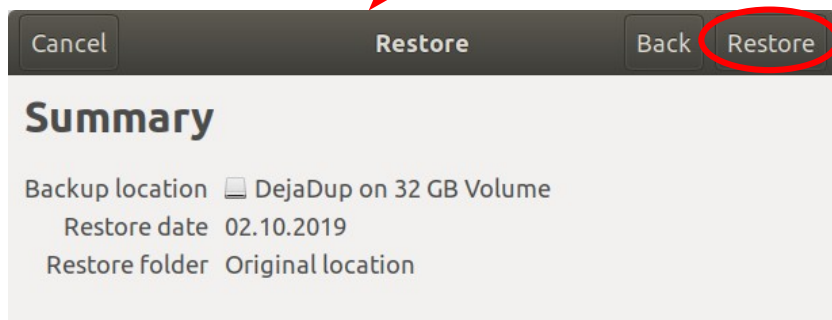
Backup strategy!

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

9.tools

8.Next picture

7. return

10.Previous picture

11.the list

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

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

gThumb image editor - Editing images
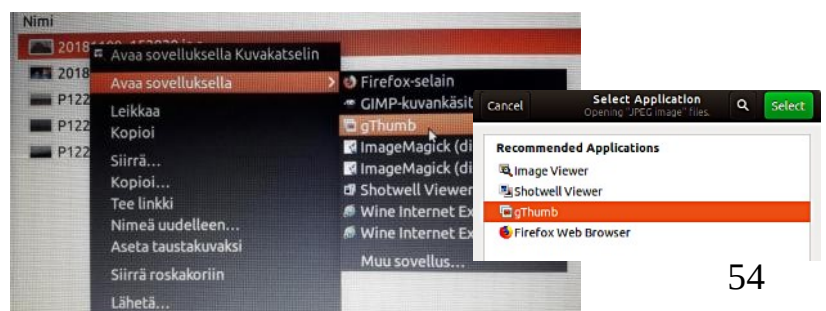
1. gThumb
First picture

2.Images to be processed
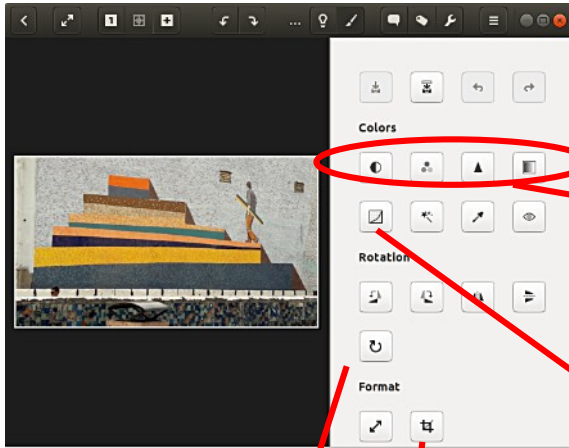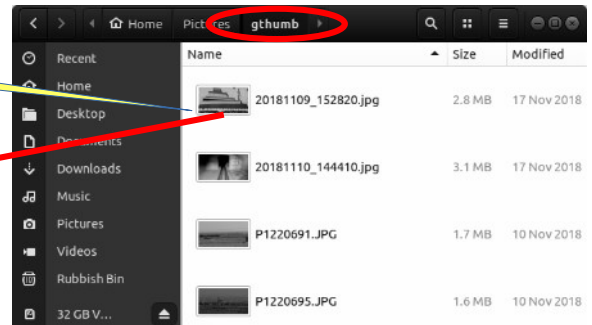
3. Adjust the contrast, colors, and sharpness. Accept

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
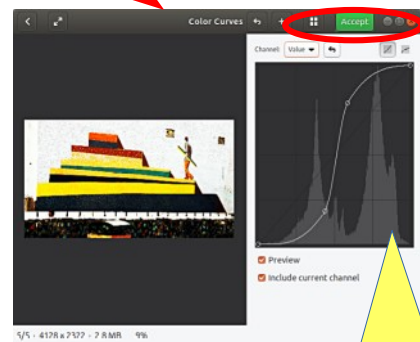
7.Save to the original

8.Save as new and
adjust the packaging
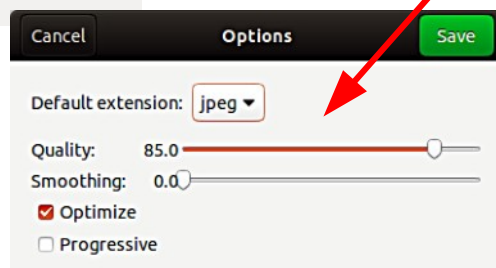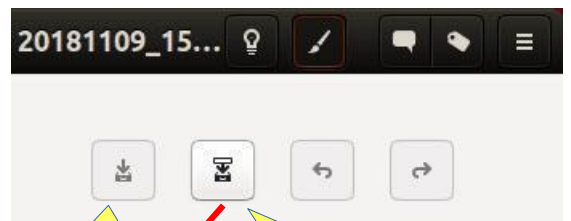
gThumb image editing software - sorting images

1.Select the first image

2.Two options for sorting, click

New Window
Open Location...
Save
Save As...
Sort By...
Hidden Files
Import From
Import Embedded Metadata
Find Duplicates...

Organize

Cancel   Organize Files   Execute

Files will be organized in catalogs. No file will be moved on disk.

Group files by: 📷 Date photo was taken ▾
☑ Include sub-folders
☐ Ignore catalogs with a single file
☐ Put single files in the catalog: Singles

Cancel   Organize Files   Save

Operation completed. Catalogs: 2. Images: 5.
Organization:

Catalog	Files	Create
09/11/18	1	☑
10/11/18	4	☑

Select All   Select None

Sort By   Ok

○ aspect ratio
● date photo was taken
○ dimensions
○ file modified date
○ file name
○ file path
○ file size
○ no sorting
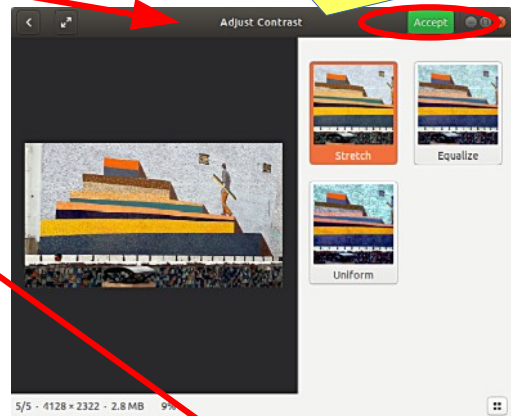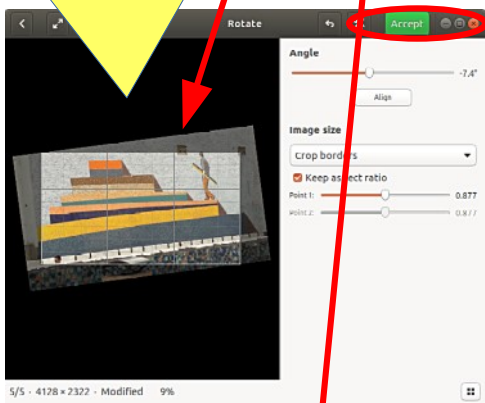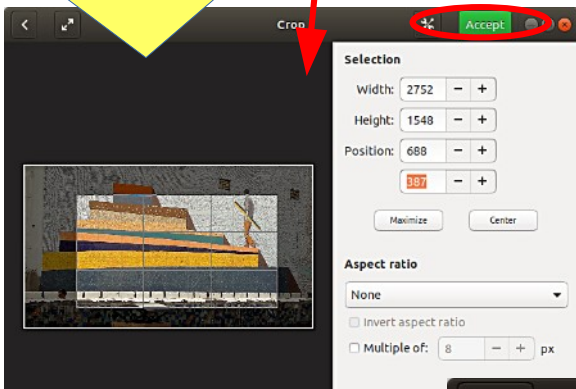☐ Inverse order

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.

Press F2

Cancel   Rename   Rename

Template: ####pic%E   ⊕ 🔧
Start at: 1   − +
Sort by: no sorting ▾   ☐ Reverse Order
Case: Keep original case ▾

Preview:

Old Name	New Name
P1220691.JPG	0001pic.JPG
P1220695.JPG	0002pic.JPG
P1220697.JPG	0003pic.JPG
20181110_144410.jpg	0004pic.jpg
20181109_152820.jpg	0005pic.jpg

Click

New Window
Preferences
Keyboard Shortcuts
Help
About
Quit

gThumb Help

gThumb Help

Welcome

5.Instructions here

About gThumb   Extending gThumb

gThumb - Reduce the size of the images

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

puutarha

puutarha ▾ Järjestele

2. Open gThumb and highlight the files you want

3. Select tools

4. Select Resize Images…

Kierrä vasemmalle
Kierrä oikealle
Convert Format..
Resize Images…
Change Date…

Delete Metadata
Kierrä fyysisesti
Palauta EXIF-asento

Muokkaa...
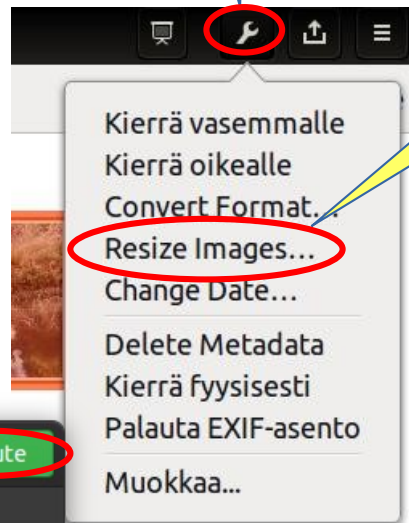
5. Decrease size with - First try 70%

Cancel   **Resize Images**   Execute

New dimensions

Width: 70,00 — + % ▾

Height: 70,00 — +

☑ Preserve original aspect ratios

Destination

📁 Pictures   ▾

Format

Keep the original format   ▾
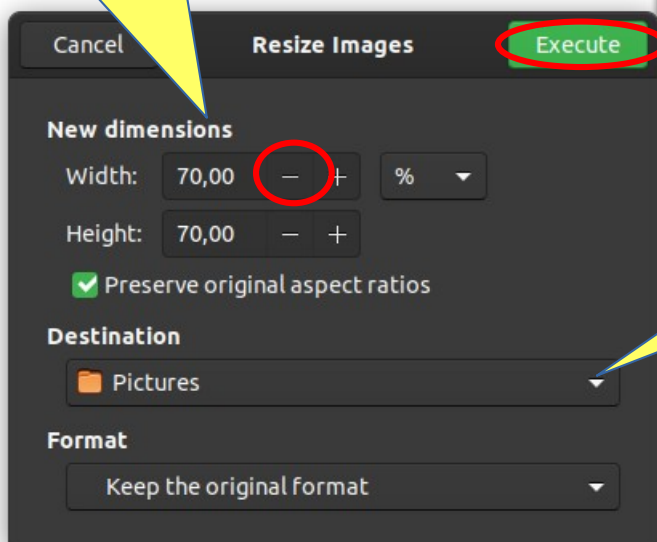
6. Select a new storage location and "Execute"

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!

Screenshot

Cancel   Take Screenshot

Take Screenshot

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

Grab after a delay of   0   — +   seconds

Effects

☐ Include pointer
☑ Include the window border

Apply effect: None

Screenshot

Image Scanning

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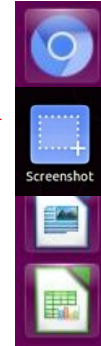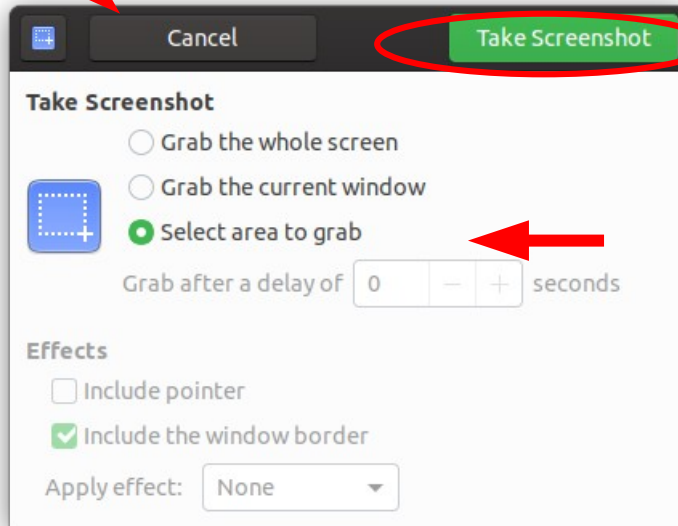
2. If you have a scanner,
you will find a preinstalled program.

Document ...

Icons in different versions of Ubuntu

Open
Open in New Tab
Open in New Window

Add Bookmark
Remove
Rename...

Eject
Safely Remove Drive

Properties
Format...

TRANS16GBYT ⏏

+ Other Locations

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

Format

Tyhjennä   Älä kirjoita nykyisten tietojen yli (Nopea) ▼

Tyyppi   Yhteensopiva kaikkien järjestelmien ja laitteiden kanssa (FAT) ▼

Nimi   New name

Esimerkiksi "Omat tiedostot" tai "Varmuuskopion data"

Peru   Alusta...

Ubuntu 16.04->
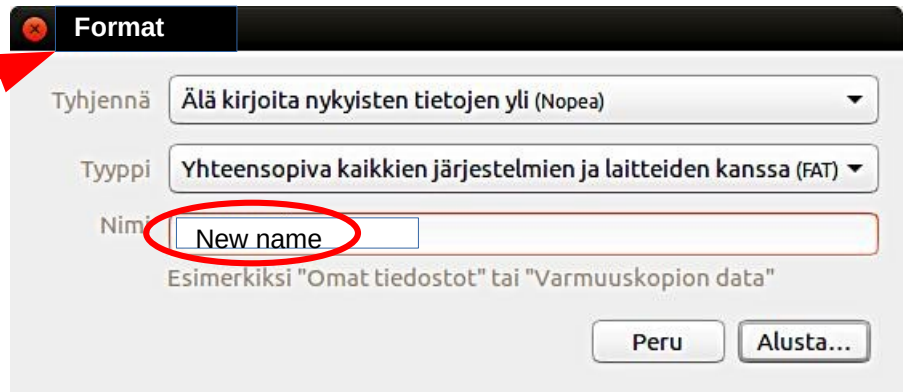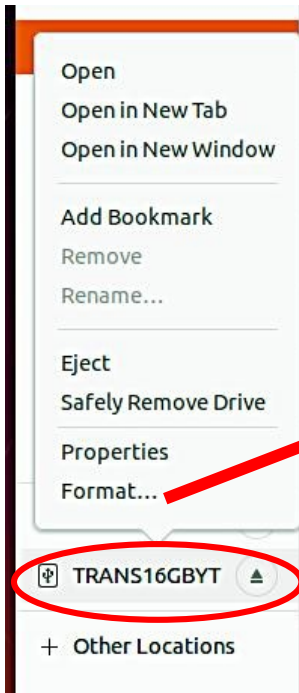
2. Start the "Discs" program

3. Check that you are processing the correct memory!

Disks ≡

SD Card Reader
DF4032

4,2 MB Disk

SD Card Reader
SDU1

16 GB Thumb Drive
JetFlash Transcend 16GB

16 GB Thumb Drive
/dev/sda

Model   JetFlash Transcend 16GB (1100)
Size   16 GB (15 721 824 256 bytes)
Partitioning   Master Boot Record
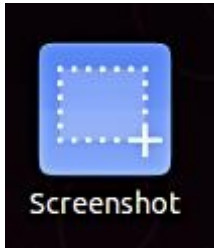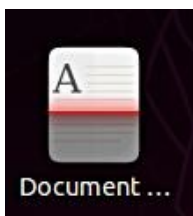Serial Number   03R28RBTEVD254CI

Volumes

TRANS16GBYT
Partition 1
16 GB FAT

Ubuntu 18.04->

Utilities

4. Click to stop

5. Click

Format Partition...

Edit Partition...

Edit Filesystem...

Change Passphrase...

Resize...

Check Filesystem...

Repair Filesystem...

Edit Mount Options...

Edit Encryption Options...

Create Partition Image...

Restore Partition Image...

Benchmark Partition...

▶   —   ⚙

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

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

Change Filesystem Label ✕

Label   Transcend   ⚠

Cancel   Change

32 GB
/dev/
DD6B
W95 F
FAT (3

59
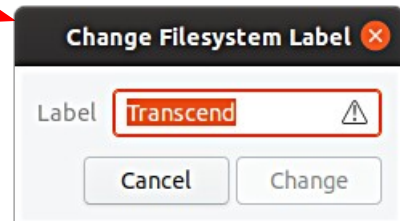
1.Interested in Linux Ubuntu?

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
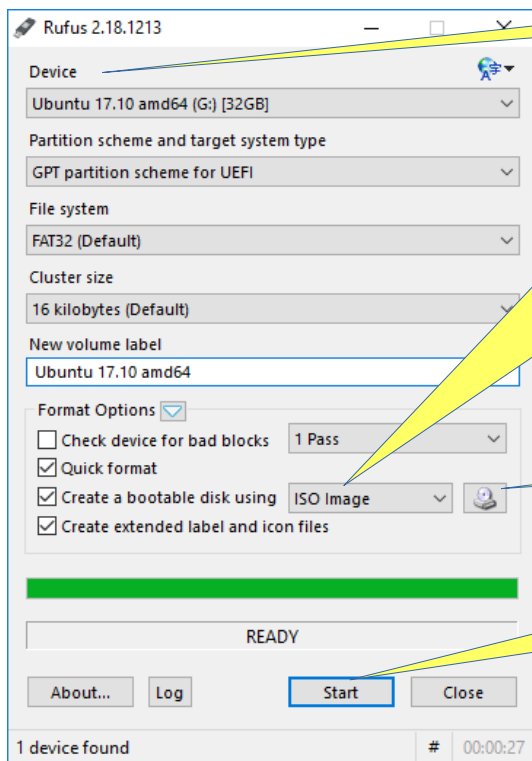
10. Now, there should be a bootable Ubuntu USB stick ready.
11. Shut down the computer.
12. Do you know how to start your computer so that your computer open the bios?
 When you succeed here, you will see a menu (make sure you do not mess with
 the bios settings) from where to select the USB stick as 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
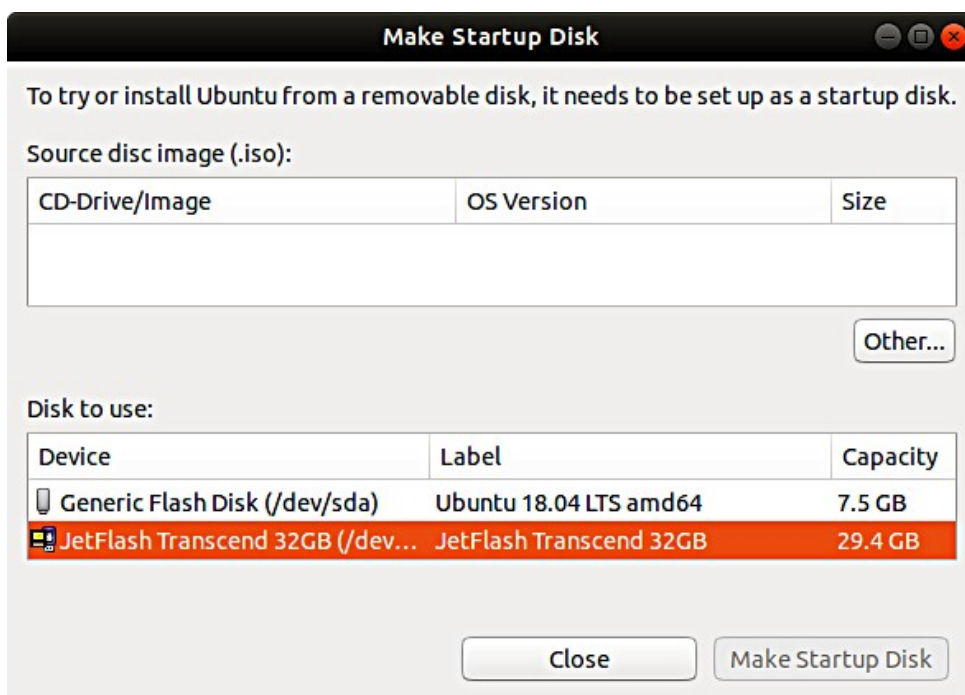storage if for some reason you will have to install Ubuntu again.

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.

Startup Disk Creator
★★★☆☆

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

Remove

155.6 kB

Startup D...

Make Startup Disk

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

Source disc image (.iso):

CD-Drive/Image	OS Version	Size

Other...

Disk to use:

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

Close   Make Startup Disk

Installing Ubuntu alongside Windows

Typical problem situations in current UEFI machines are:
When you want to leave Windows alongside Ubuntu on the machine, fast startup of Windows 8/10/11 (Fast Startup)
- prevent Ubuntu installation from starting or
- starting the previously installed Ubuntu.
The problem is fixed by turning off fast startup in the power saving settings in Windows.

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

Sometimes you need to upgrade Ubuntu to a newer version.
- the program indicates that a new version is available, do you want to upgrade?
- the version you are using will become obsolete and will no longer be updated
Here are some ideas for changing the version.
Warning: The upgrade may take a long time for nothing to appear to be happening. Look on page 10 for follow-up instructions.

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

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

In both cases, first:

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

https://linuxhint.com/upgrade_ubuntu_1804_2004/

Upgrade Ubuntu 18.04 LTS to 20.04 LTS via GUI
https://www.linuxtechi.com/upgrade-ubuntu-18-04-lts-to-ubuntu-20-04-lts/

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

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

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

1. Before upgrading Ubuntu, ensure you have the latest software. Open Software & Updates app from the Application Menu.
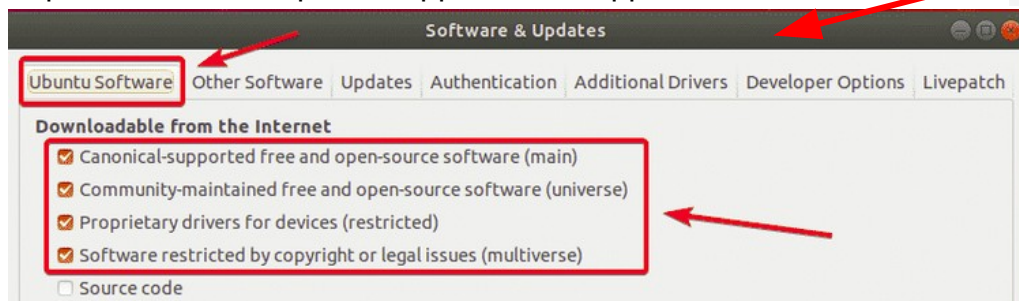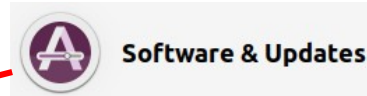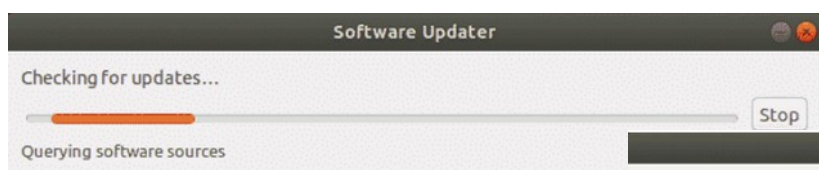
2. Make sure all the checkboxes are marked.
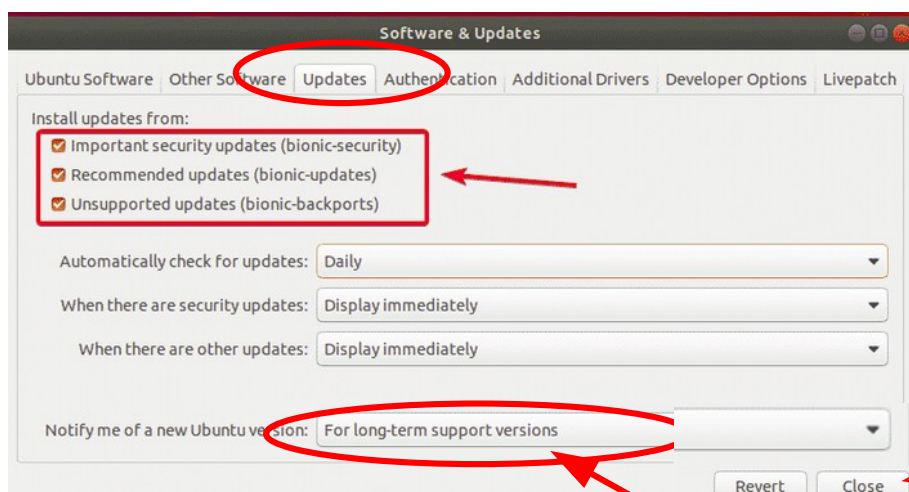
3. Make sure that **Notify me of new Ubuntu version** is set to For long-term support versions.

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

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

$ update-manager -c -d

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

Distribution Upgrade

Upgrading Ubuntu to version 20.04

> Preparing to upgrade

Setting new software channels

Getting new packages

Installing the upgrades

Cleaning up

Restarting the computer

Checking for installed snaps

▸ Terminal

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)
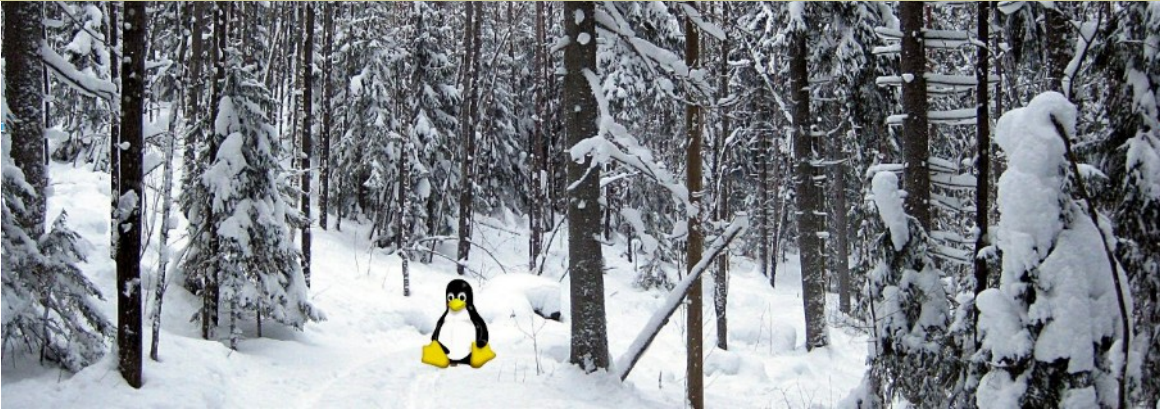
Ubuntu 22.04, 20.04, 18.04 and 16.04 guide (pdf) for beginner

¡NUEVO! Ubuntu 22.04 en español,en français, also in hindi

Ubuntu 22.04, 20.04 & 18.04 opas (pdf) aloittelijoille

annimonni:"What an awesome Ubuntu tutorial :-) In fact, it couldn't be better explained"

Ubuntu manuals updated 20240306

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Ubuntu guide 16.04

Ubuntu guide 18.04

Ubuntu guide 20.04

Ubuntu guide 22.04

¡Guía de Ubuntu 22.04 en espanol

¡Guide Ubuntu 22.04 en français

¡Guide Ubuntu 22.04 hindi

Some Linux distros guide

Ubuntu ohjevihko 16.04

Ubuntu ohjevihko 18.04

Ubuntu ohjevihko 20.04

Ubuntu ohjevihko 22.04

Instructions how translate

Ubuntu guide 16.04 trans

Ubuntu guide 18.04 trans

Ubuntu guide 20.04 trans

Ubuntu guide 22.04 trans

**New!
You can use Google Translate to change this guide to the language of your choice.
Guide:
https://www.ubuntutor.com/text/Instructions%20how%20translate.pdf**

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