


# UBUNTU GUIDE

## 24.04 LTS

Ver. 20250115 

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

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# 3 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).

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

Windows games run on Linux using the Proton tool

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](mailto:comment@ubuntutor.com)

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# 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 24.04 LTS has been released in April 2024 and will be supported until 2029 ( 2035 ). *(enterprise customers can buy an additional 2 years of coverage to make a total of 12 years support from today — extending the Noble Numbat's reign to 2036!)*

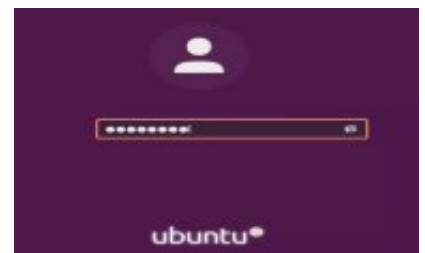
If you have an old computer, you can install Ubuntu Mate or Lubuntu (distros). Both are excellent with an old PC.

You can work with Windows or with Ubuntu distros, and distros can use files from the Windows 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

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

**F1 = Show HELP**

**Dock!**

**Files**

- New Window
- New Tab
- Icon Size
- Undo
- Redo
- Show Hidden Files
- Preferences
- Keyboard Shortcuts
- Help**
- About Files

**2. Here are various instructions.**

**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://discourse.ubuntu.com/> Old one <https://ubuntuforums.org/forum.php>**

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

## 6 Presentation of Ubuntu 24.04 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! One point = one window. You can Display all windows.

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
- **close your computer**

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.

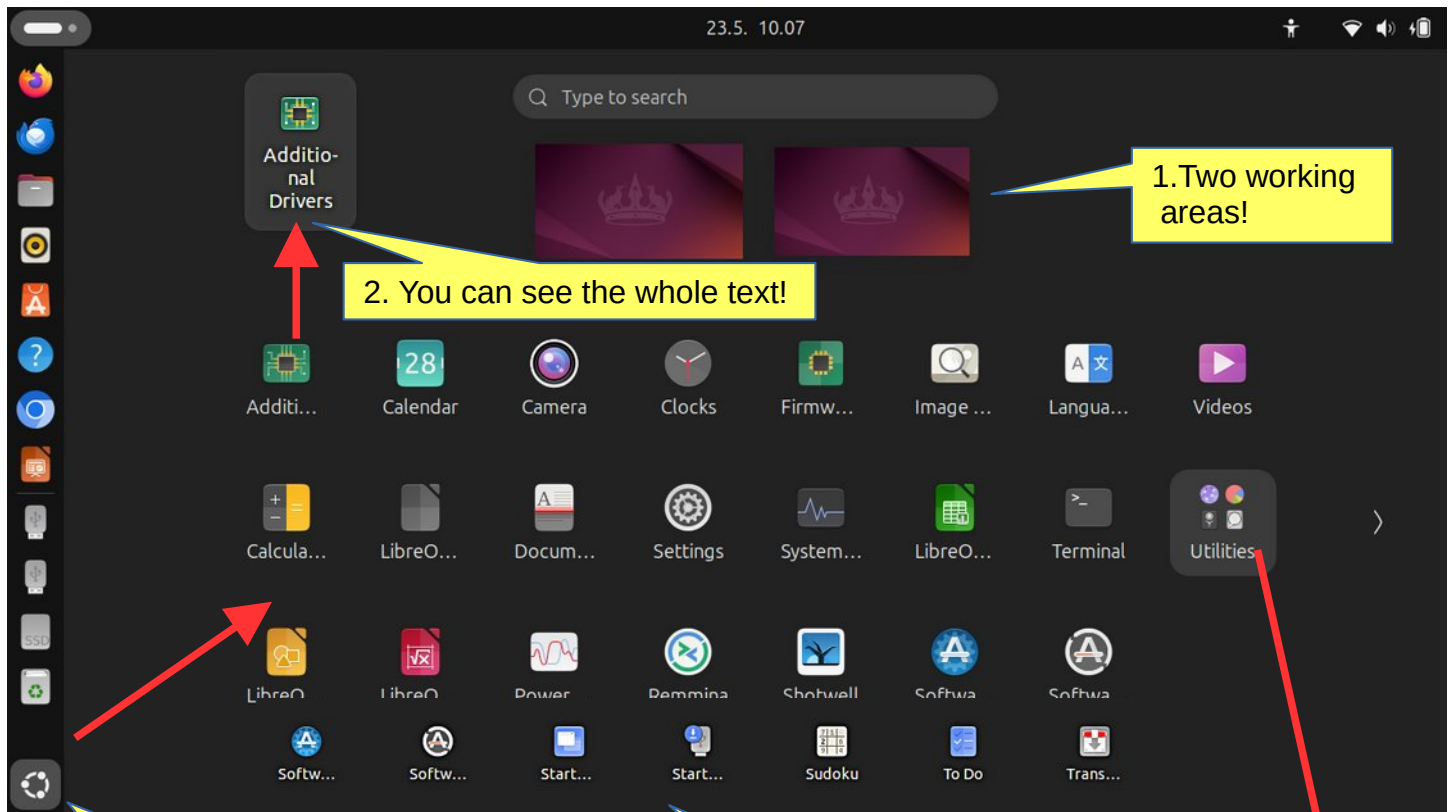
10. The size of icons can be changed.

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**

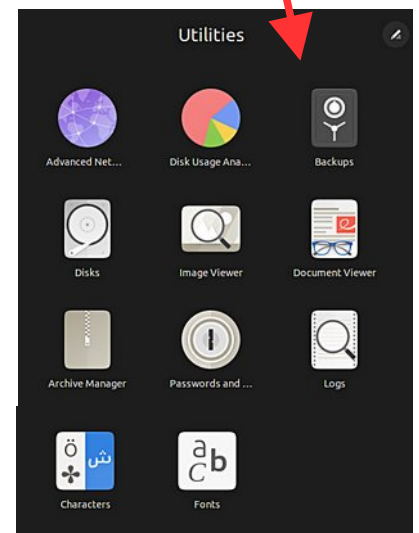


1. Two working areas!

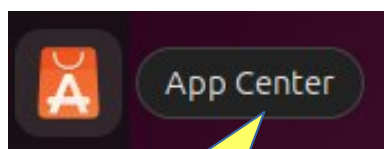
2. You can see the whole text!

4. Two pages!

3. 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.



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



6. "Ubuntu Shopping Bag" - download of new applications

7. NOTE! The icon is visible either in the dock or on the program screen, but not simultaneously in both.

# Some tips

## Look Ubuntu Desktop Guide: **Your desktop**

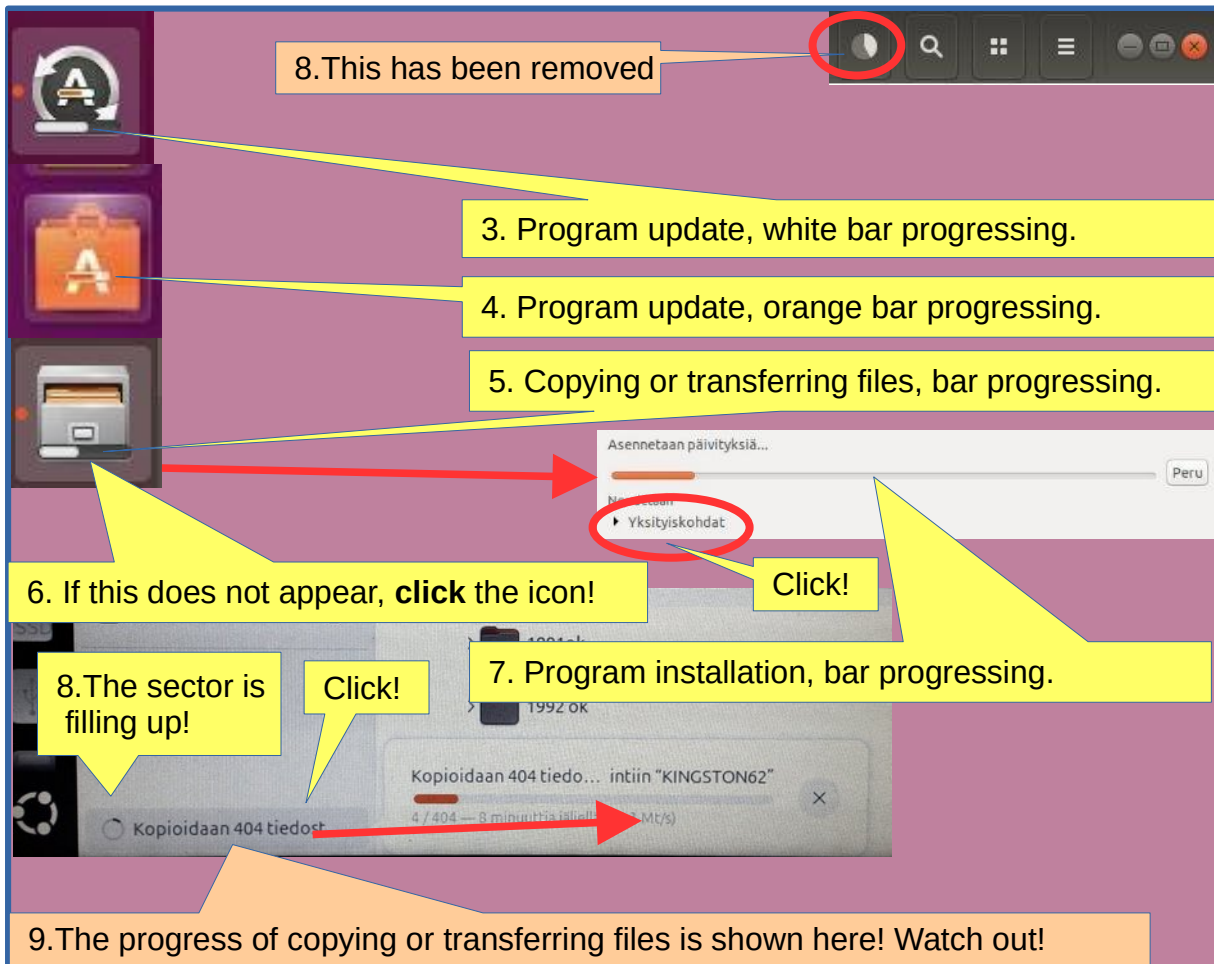
1. If you are copying or moving multiple files, or updating or installing a program, you may not know if anything is happening on your computer?

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!**





## 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

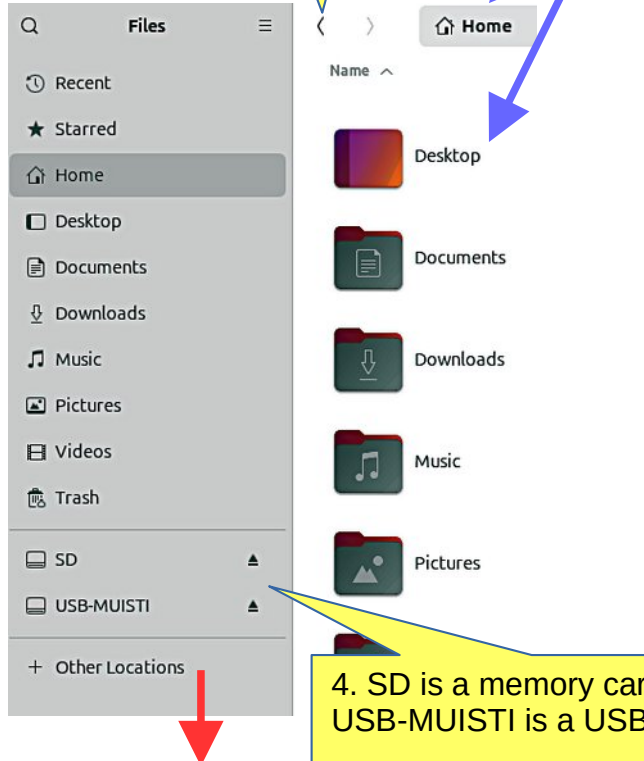
## Look Ubuntu Desktop Guide: Files, folders & search

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

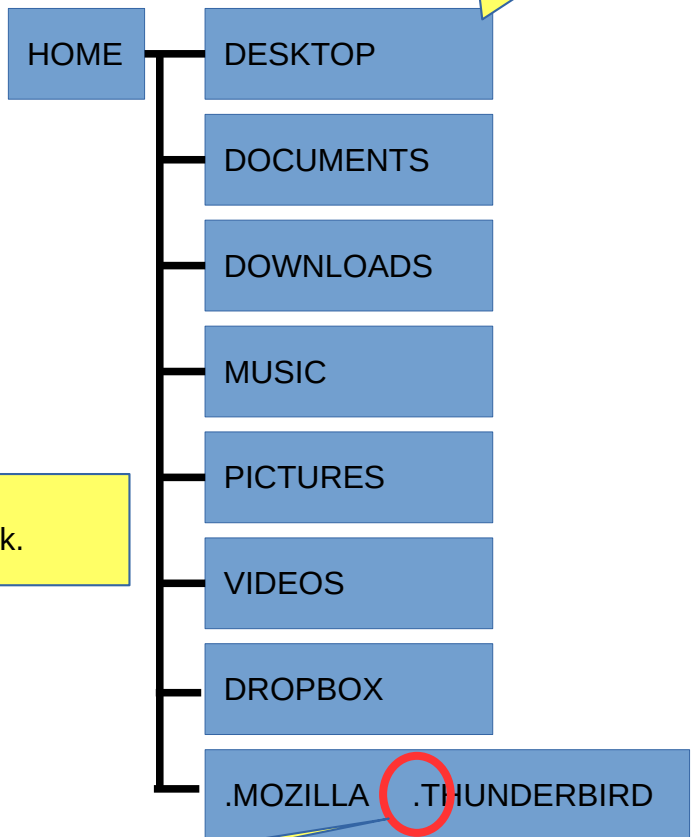
2. Note HOME and DESKTOP

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

3. Desktop is "Home screen"



4. SD is a memory card  
USB-MUISTI is a USB Stick.



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

The screenshot shows a file manager interface with a sidebar on the left and a main pane on the right. The sidebar lists various locations: Recent, Starred, Home (selected), Desktop, Documents, Downloads, Music, Pictures, Videos, and Trash. Below these are storage devices: HDW-PDU3 and SD. The main pane shows the contents of the Home folder, including snap, Templates, Ubuntu 2404, Videos, .cache, .config, and .gnupg. A callout points to the Home folder in the sidebar, stating: "1.Home folder is the subfolder, where all your data is." Another callout points to the hidden folders (.cache, .config, .gnupg), stating: "2.Hidden folders can be seen". A third callout points to the Documents folder, which is expanded to show a tree structure of subfolders (01 Docu, 02 Docu, Downloads), stating: "3.Folder tree-structure. The triangle open/close the structure". A fourth callout points to the media folder in the tree structure, stating: "4.Media folder is the (home)folder, where all external files are: - usb stick and hard drive - sd card - cd and dvd disc etc." Below the screenshot is a diagram of the Linux file system hierarchy. The root is represented by a folder icon labeled '/'. It branches into several top-level folders: media, etc, usr, var, and home. The media folder branches into john, which then branches into ipod and pendrive. The usr folder branches into bin and lib. The var folder branches into log. The home folder branches into john, which then branches into Documents, Music, and Pictures. The media and home folders are circled in red.

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.

```
graph TD
    Root[" / "] --> media
    Root --> etc
    Root --> usr
    Root --> var
    Root --> home
    media --> john1[john]
    john1 --> ipod
    john1 --> pendrive
    usr --> bin
    usr --> lib
    var --> log
    home --> john2[john]
    john2 --> Documents
    john2 --> Music
    john2 --> Pictures
```

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.

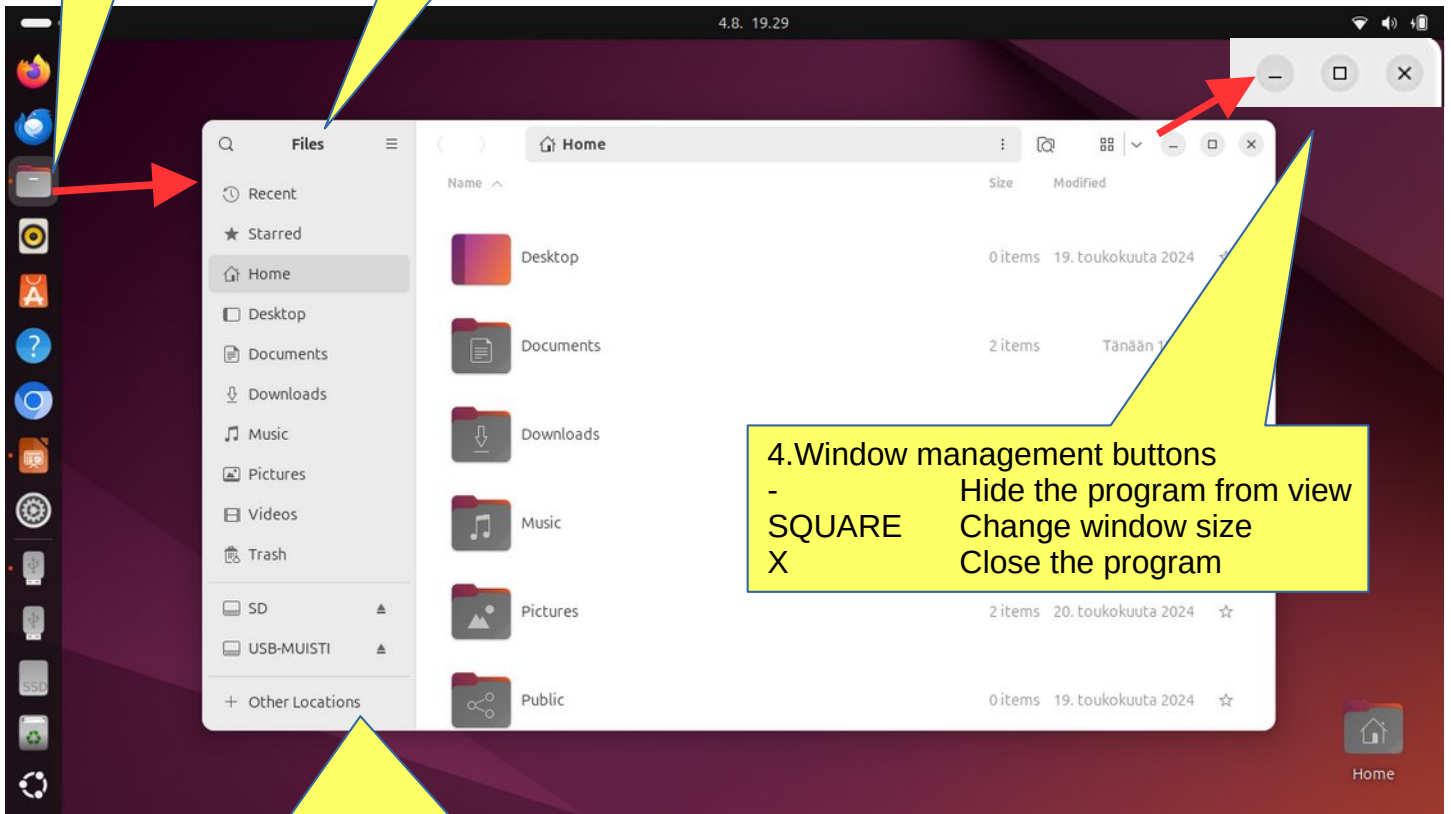


# Files (Nautilus)

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.**



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.

7. Note! I have added a link to Ubuntu's own instructions at the top of many pages. The instructions don't may not exactly correspond to the instructions on that page, because the processing order is different.

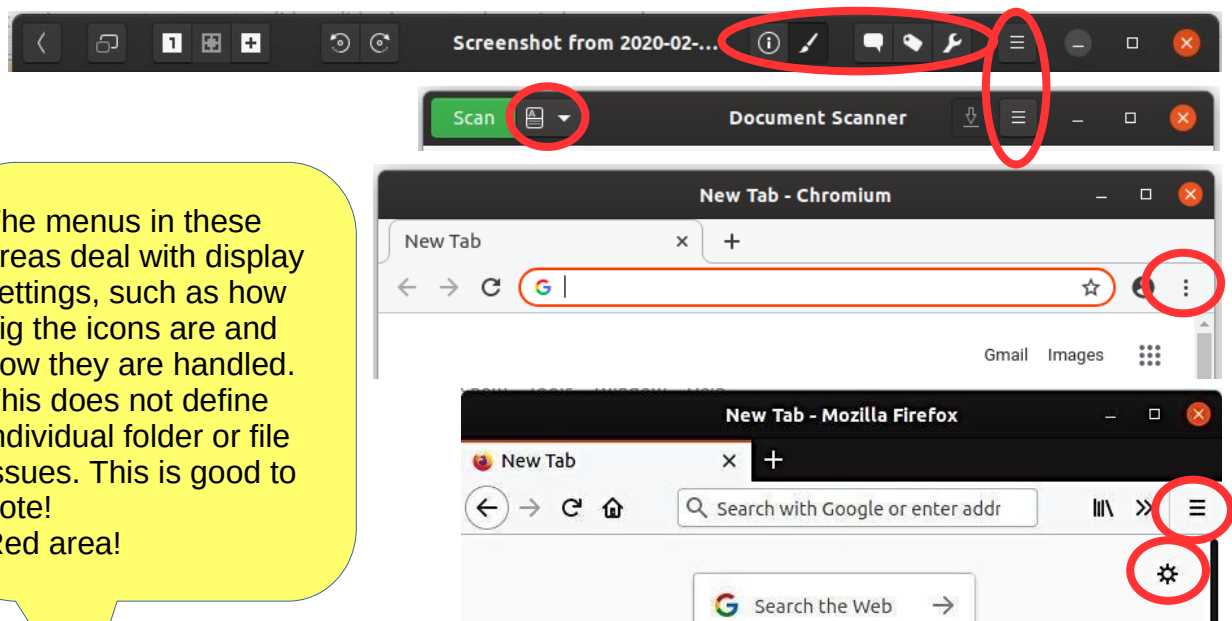
# Command grouping logic

At this point, it is worth looking at how the command areas are grouped. Commands can be directed at processing the screen or at processing the data itself, i.e., people or files. Previously, these things were in the top bar of the screen.

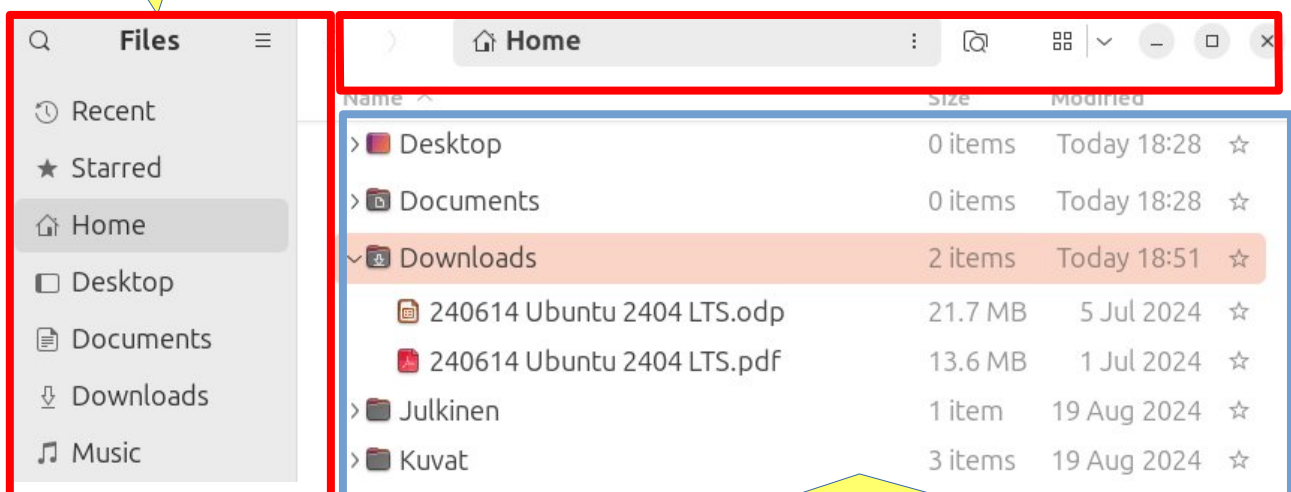


1. Earlier all commands were found in the menu bar

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.

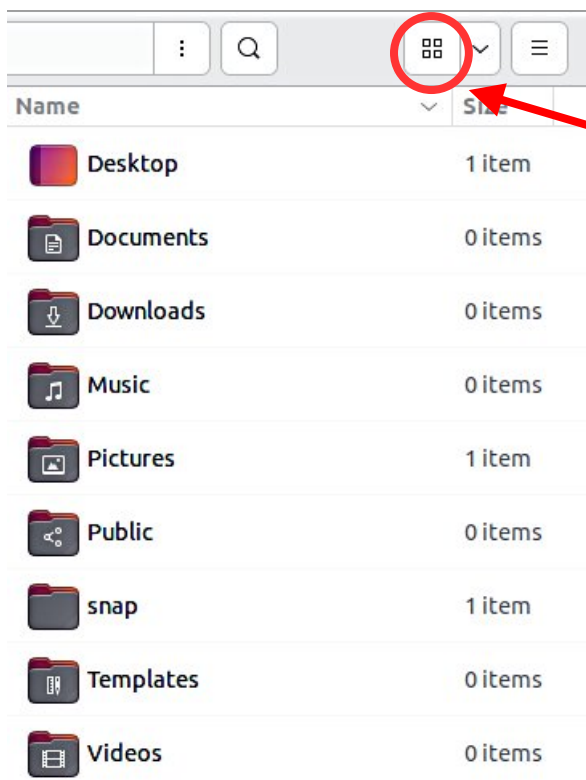
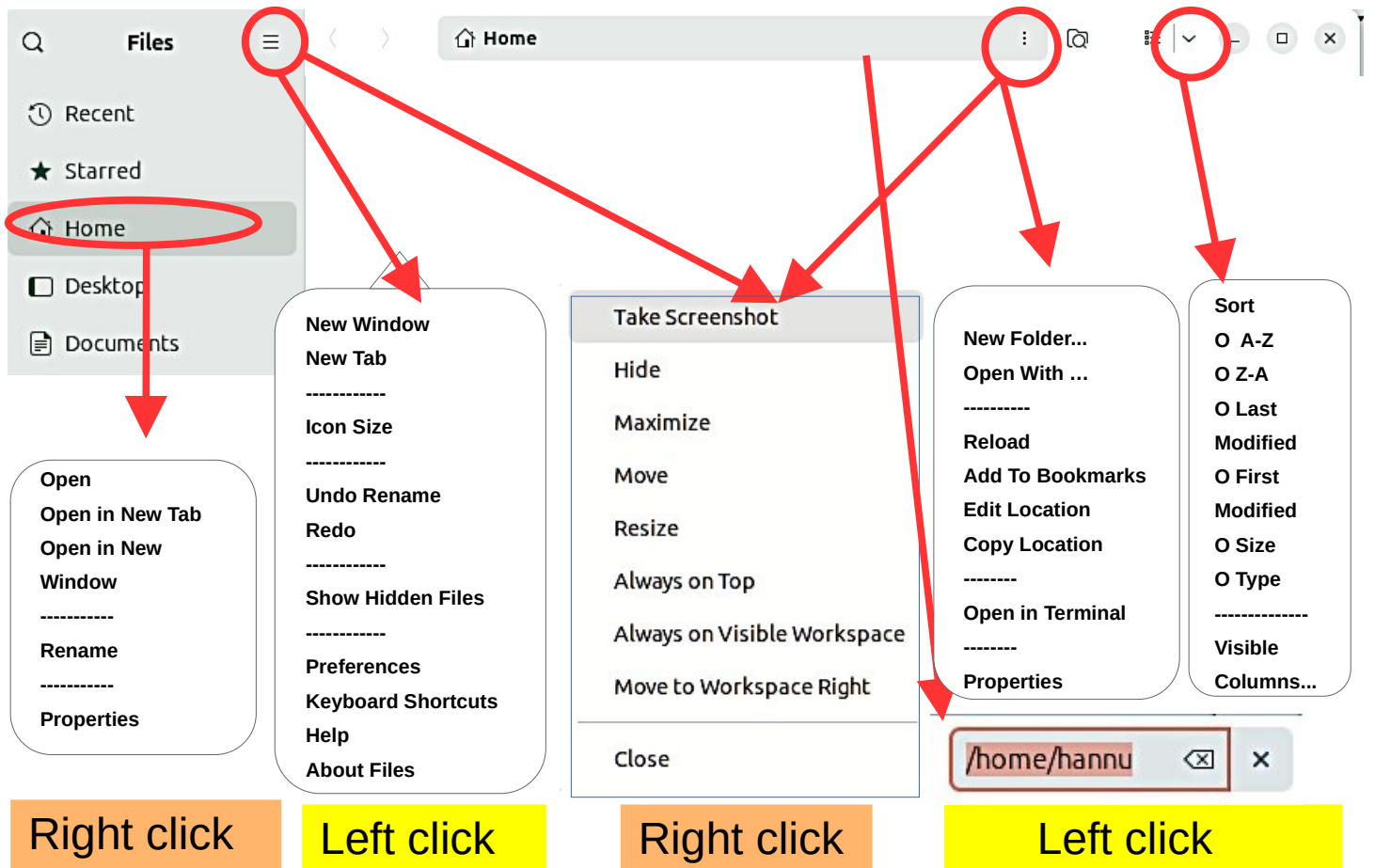


The menus in these areas deal with display settings, such as how big the icons are and how they are handled. This does not define individual folder or file issues. This is good to note! Red area!

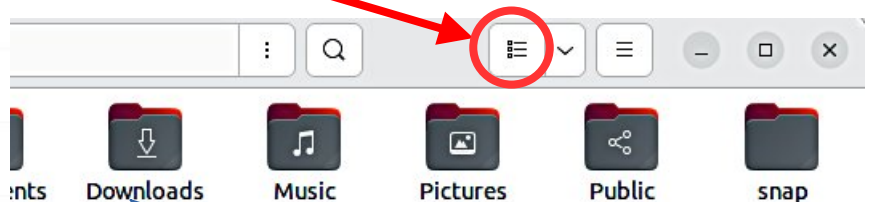


The menus in these areas deal with folders and files, e.g. moves, copies, etc. and also their properties. Blue area!

# Screen layouts 1



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



3.You can change the size  
of the icons by pressing  
ctrl and + or ctrl and – buttons  
several times or scroll mouse.

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

## Screen layouts 2

**Files**

Recent

Starred

Home

New Window

New Tab

Icon Size

Undo Rename

Redo

Show Hidden Files

Preferences

Keyboard Shortcuts

Help

About Files

1. Two Tabs  
Downloads and Home

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

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

Hidden file = dot in front of the name!

Open

Open in New Tab

Open in New Window

Rename

Properties

23,061 items, totalling 1.8 GB

3.2 GB Free

Parent Folder

/home/

Modified

14 January 2025 18:28:57

Created

19 May 2024 22:17:35

Permissions

Create and Delete Files

Set Custom Permissions

Owner

hannu (You)

Access

Create and Delete Files

Group

hannu

Access

Access Files

Others

Access

None

Security Context

Unknown

Change Permissions for Enclosed Files...

Shortcuts

Navigation

Alt + ← Go Back

Alt + → Go Forward

Alt + ↑ Go Up

Alt + ↓ Go Down

Alt + Home Go to Home

Ctrl + L Enter Location

/ Location

- Location

Editing

Shift + Ctrl + N Create Folder

F2 Rename

Delete Move to Trash

Shift + Delete Delete Permanently

View

Ctrl + + Zoom In

Ctrl + - Zoom Out

Ctrl + 0 Reset Zoom

F5 / Ctrl + R Refresh View

Ctrl + H Show/Hide Hidden Files

F9 Show/Hide Sidebar

F10 Show/Hide Action Menu

Ctrl + 1 List View

Ctrl + 2 Grid View

→ Expand Folder

Tabs

Ctrl + T New Tab

Ctrl + Page Up Go to Previous Tab

Ctrl + Page Down Go to Next Tab

Alt + 0 ... 8 Open Tab

Shift + Ctrl + Page Up Move Tab Left

Shift + Ctrl + Page Down Move Tab Right

Shift + Ctrl + T Restore Tab

General

Window

Open Window or Tab

Ctrl + O Open

Ctrl + ⌘ Open in New Tab

Shift + ⌘ Open in New Window

Ctrl + Alt + O Open Item Location (Search Everywhere)

Ctrl + O / Alt + ↓ Open With Default App



# Screen layouts 3

**Files**

Recent  
Starred  
Home

☰

- New Window
- New Tab
- 
- Icon Size
- 
- Undo Rename
- Redo
- 
- Show Hidden Files
- 
- Preferences
- Keyboard Shortcuts
- Help
- About Files

**1. Displays sub folders! Triangle in front of the folder. The tree structure! This is very useful!**

**2. Click triangle!**

**Preferences**

**General**

- Sort Folders Before Files ☒
- Expandable Folders in List View** ☒
- Action to Open Items Double-Click ▾

**Optional Context Menu Actions**

Show more actions in the menus. Keyboard shortcuts can be used even if the actions are not shown.

- Create Link ☐
- Delete Permanently ☐

**Performance**

These features may cause slowdowns and excess network usage, especially when browsing files outside this computer, such as on a remote server.

- Search in Subfolders On This Computer Only ▾
- Show Thumbnails On This Computer Only ▾
- Count Number of Files in Folders On This Computer Only ▾

**Date and Time Format**

Choose how dates and times are displayed in list and grid views.

- ☒ **Simple**  
Examples: "Tänään 15.34", "3. elokuuta 2024"
- ☐ **Detailed**  
Examples: "6.08.2024 15.34", "3.08.2024 15.34"

**Grid 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 ▾

**Files**

The GNOME Project

46.2

Website

Support Questions

Report an Issue

Troubleshooting

Credits

Legal

None  
Size  
Type  
Modified  
Detailed Type  
Accessed  
Created  
Owner  
Group  
Permissions  
Recency

Files (Nautilus)

Files

Home

Recent

Name

Size

Modified

Screenshots

Folder

peura.JPG

File

Open

Cut

Copy

Move to...

Copy to...

Rename...

Compress...

Email...

Move to Trash

Open in Terminal

Properties

Right click

Open With gThumb

Open With ...

Cut

Copy

Move to...

Copy to...

Rename...

Compress...

Set as Background...

Email...

Move to Trash

Properties

Predefined program

Creating an email

Cancel

Create Compressed Archive

Create

Archive name

Camera

.zip

Choose packaging method

Set Custom Permissions

Owner

hannu (You)

Access

Read and Write

Group

hannu

Access

Read-Only

Others

Access

Read-Only

Security Context

Unknown

peura.JPG

JPEG image

886.4 kB

Parent Folder

/home/hannu/Kuvat/Camera/

Accessed

13 January 2025 12:31:56

Modified

13 January 2025 12:27:26

Created

13 January 2025 12:27:43

Permissions

Read and Write

Image Properties

Image Properties

Image Type

jpeg (JPEG)

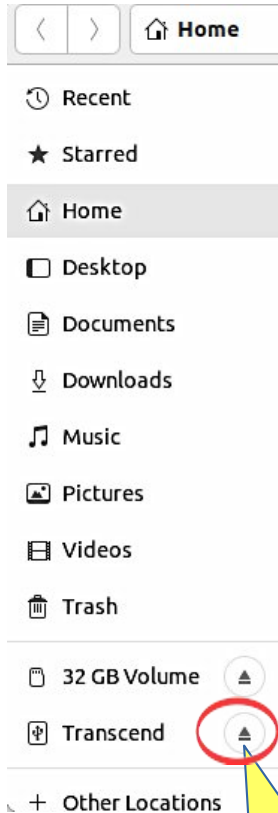
width

2088 pixels

Height

1872 pixels

# USB / SD memorys



1. Click the USB/SD memory with mouse right

2. Click Properties

Open  
Open in New Tab  
Open in New Window  
-----  
Add to Bookmarks  
Rename  
-----  
Eject  
Format...  
-----  
**Properties**

3. 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

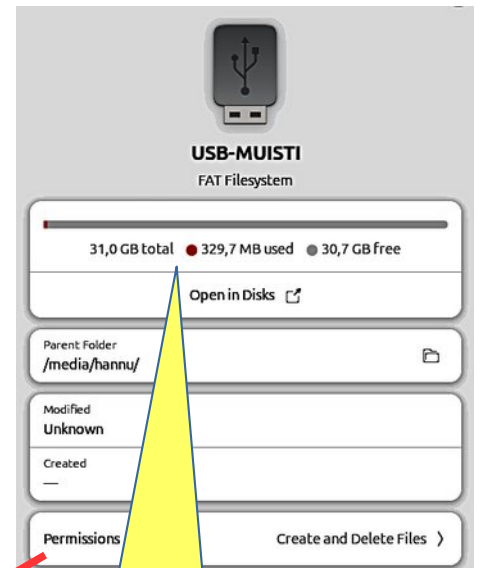
**Do you want to empty the trash before you unmount?**

In order to regain the free space on this volume the trash must be emptied. All trashed items on the volume will be permanently lost.

**Empty Trash**

Cancel

Do not Empty Trash



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



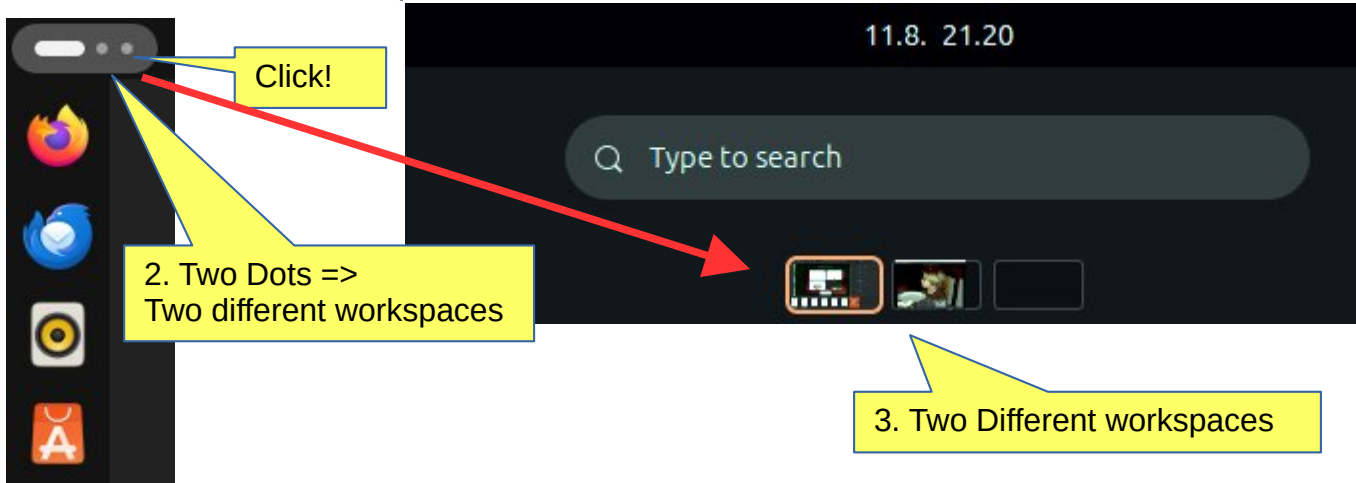
5.If you are the only user of the PC, these are not essential things.



# Different working areas

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

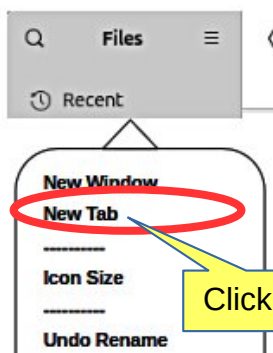
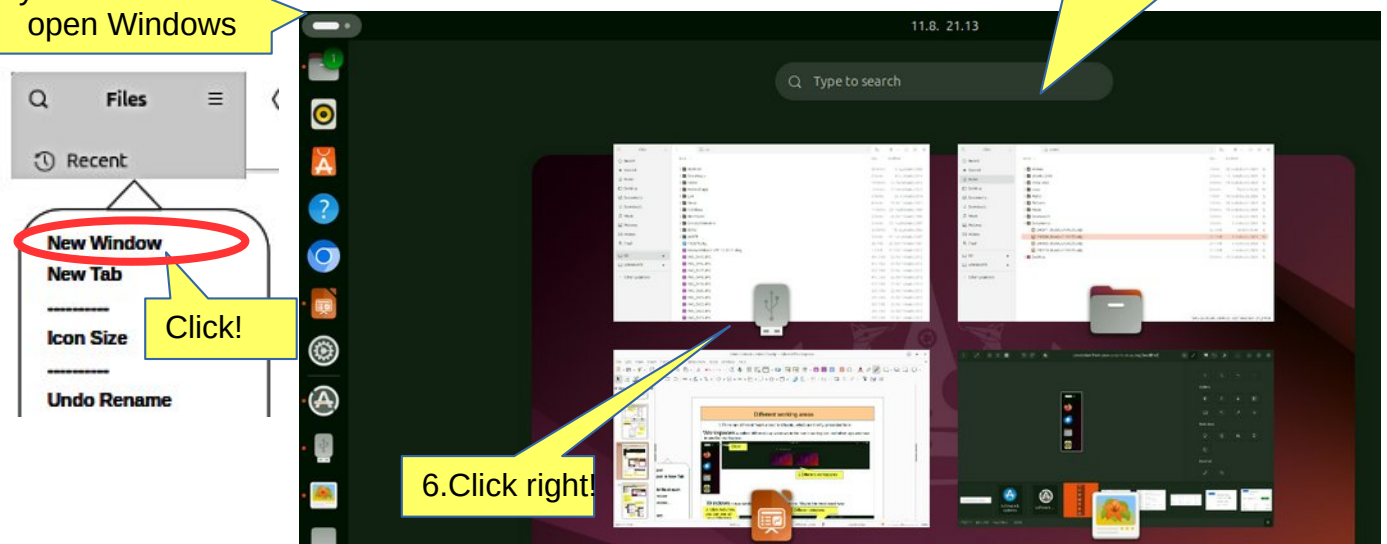
**Workspaces** = collect different app windows in the same workspace and other app windows in another workspace



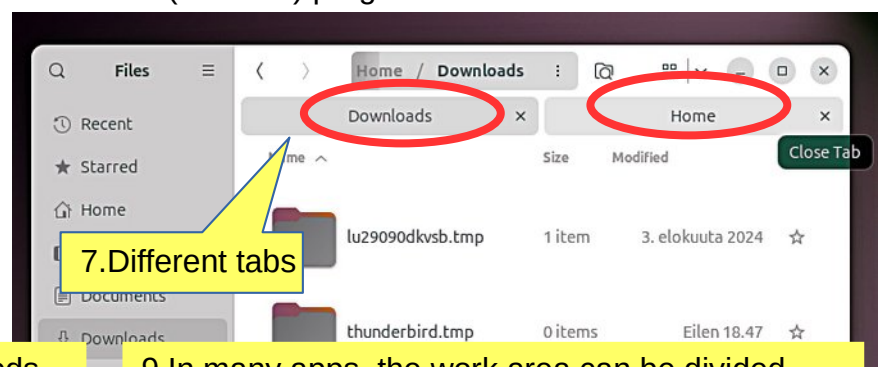
**Windows** = app windows in the same workspace. Maybe the most used way

4. Click Activities, you can see all open Windows

5. Different windows



**Tab** = appears in the Files (Nautilus) program



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

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

Click ! 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.

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

Note in the folder button two red dots.

4. Two windows  
two dots

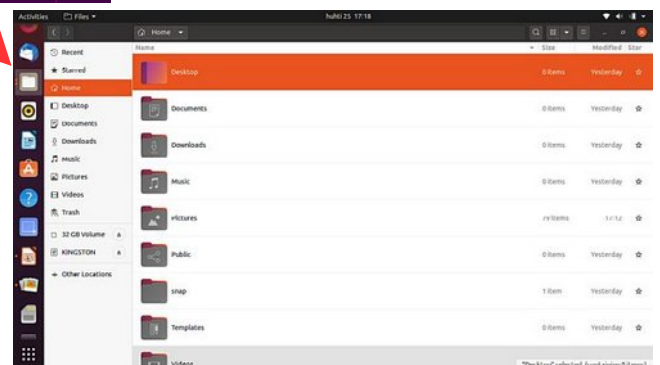
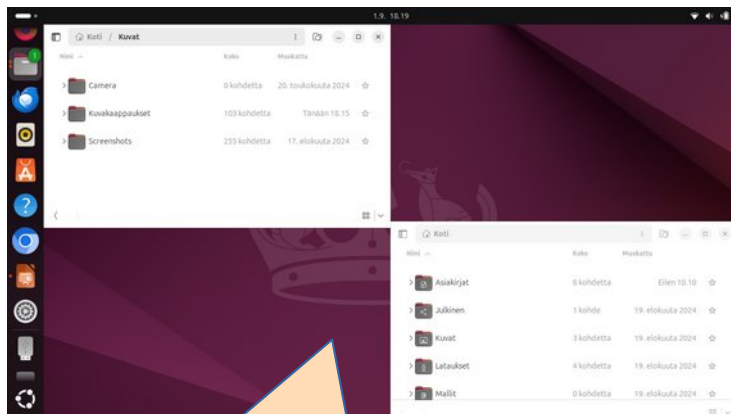
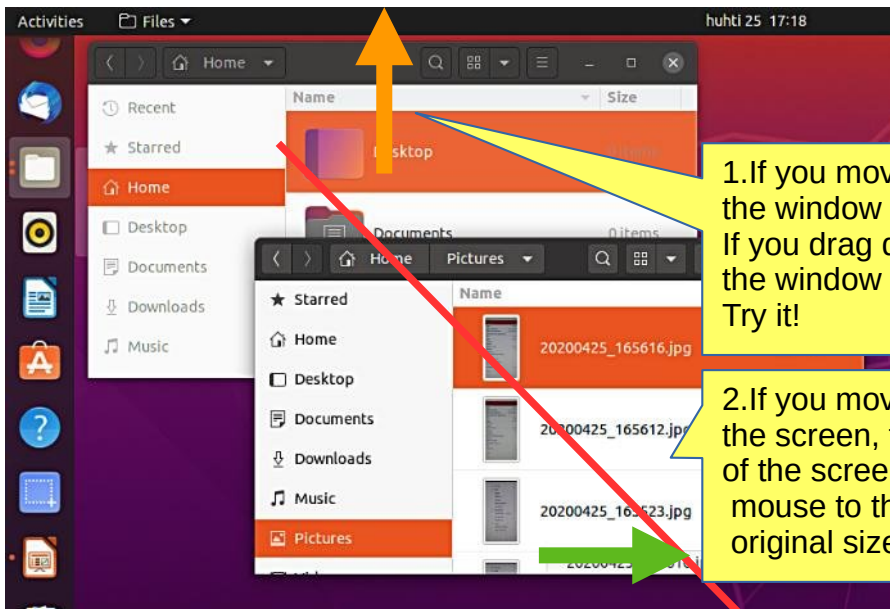
3. When there are two or more displays on the screen, click the program icon.  
→ The windows are placed side by side and you can move to another window.

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

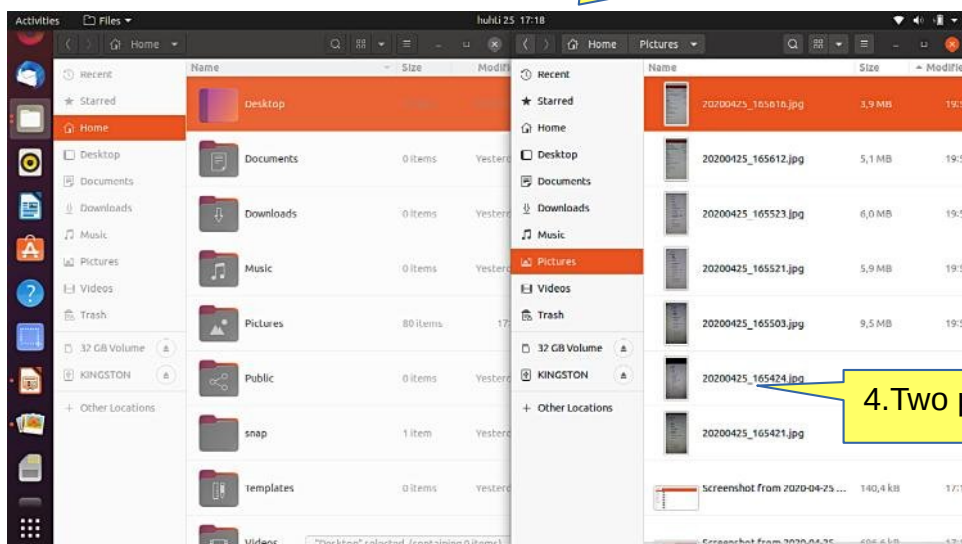
5. Three windows  
three dots

6. Here are three windows to choose from.

# Several windows



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.

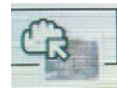
### DRAG WITH MOUSE THE FILE(S) OR FOLDER(S)

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



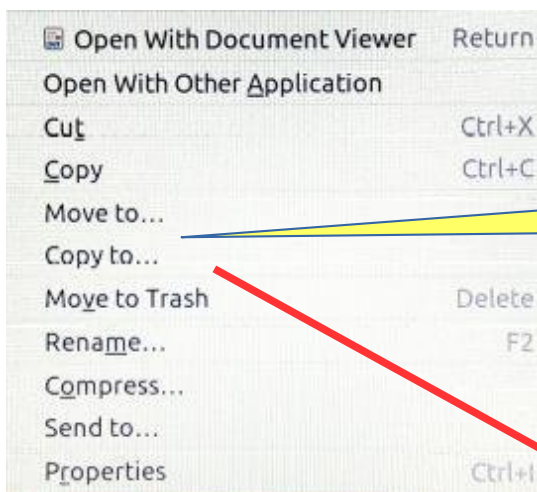
copy

### More options

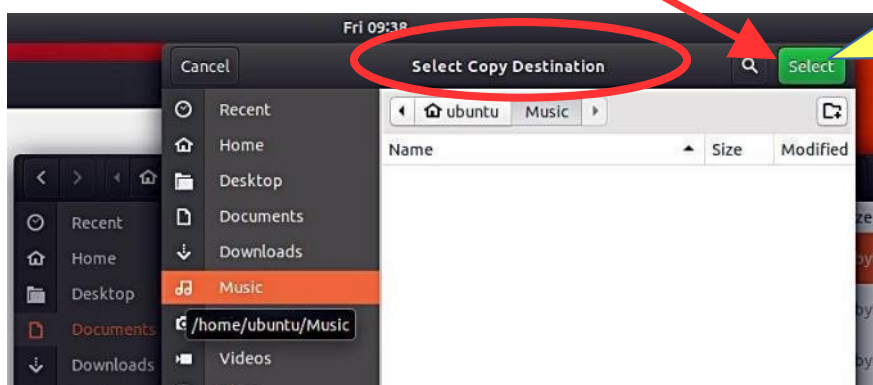
You can see the menus by clicking the file with right button of the mouse.

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

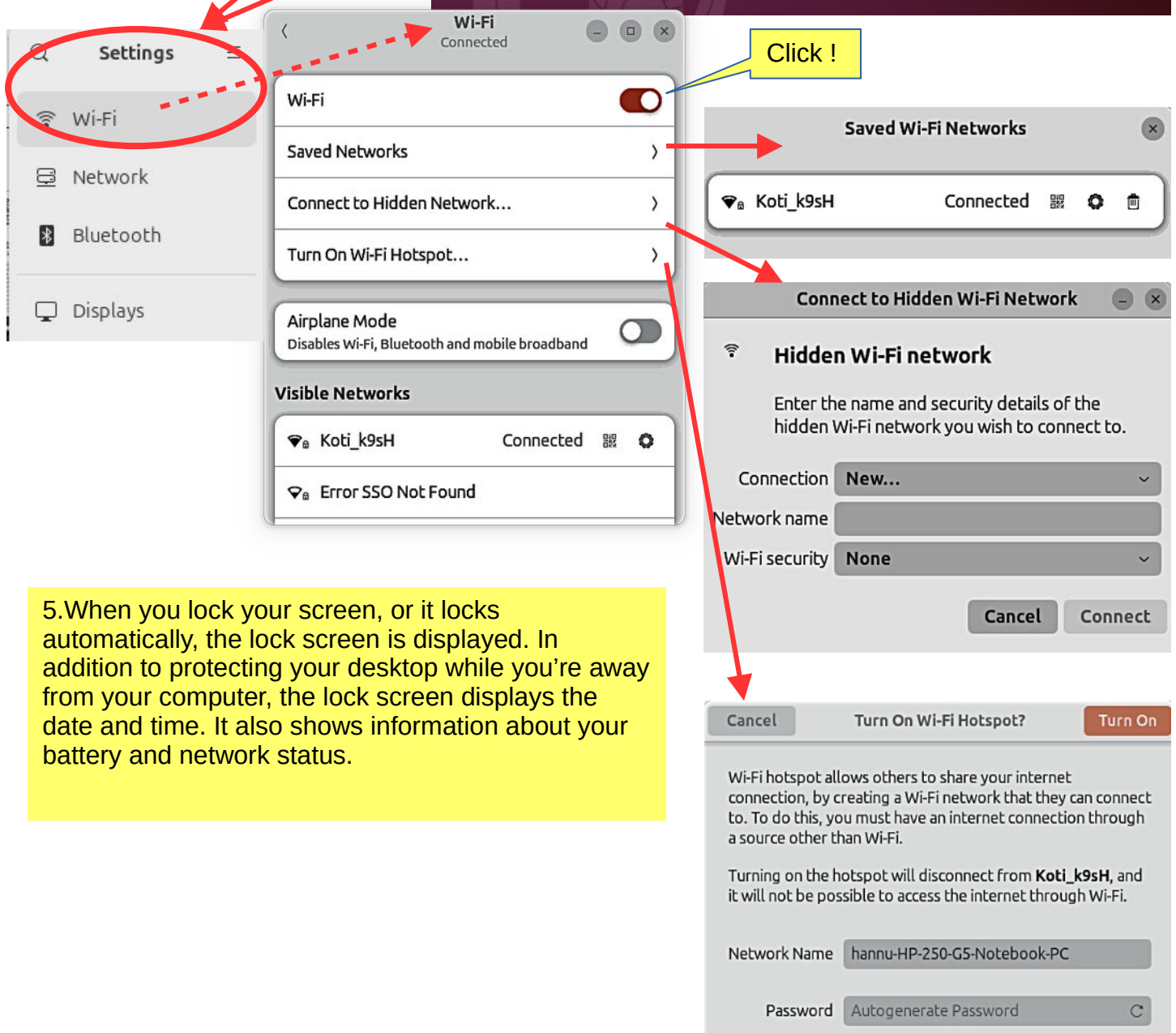
1. Click these icons and see the contents.

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



5. 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

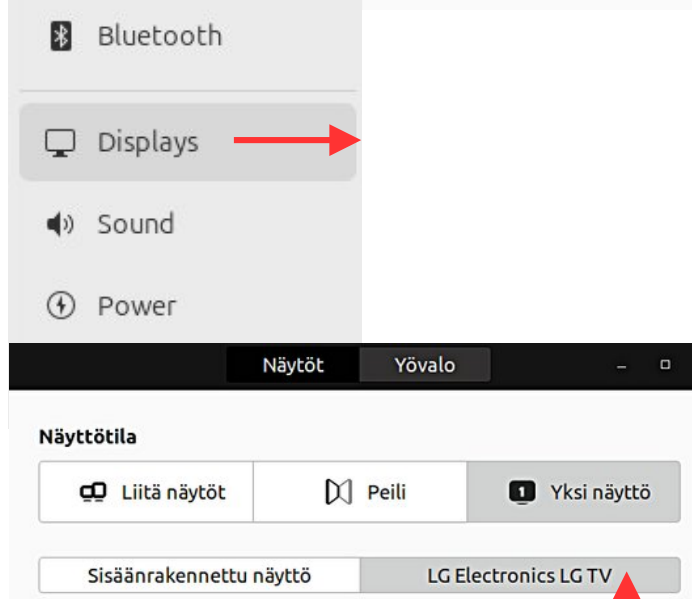
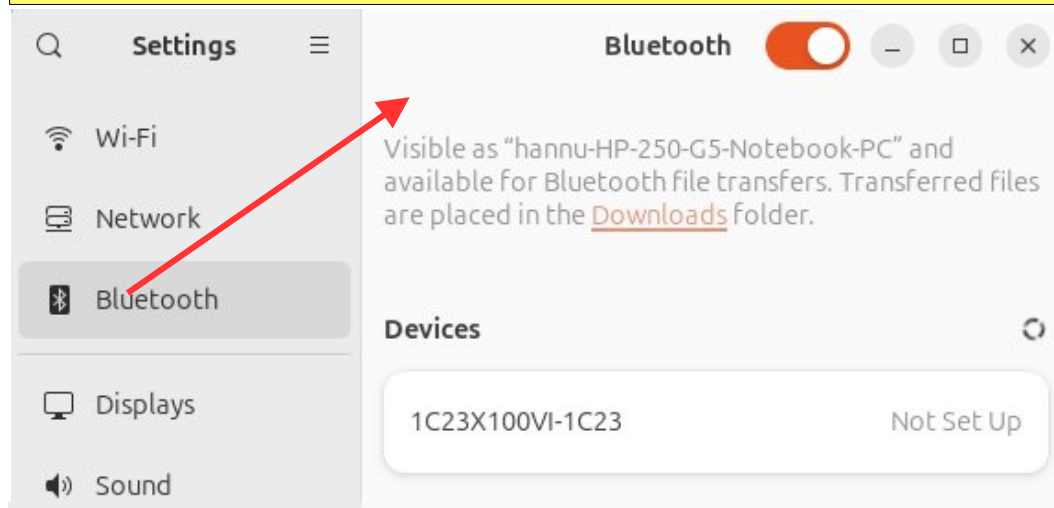
Look Ubuntu Desktop Guide: **Hardware & drivers**

The following steps illustrate the configuration process:

- Settings Application:** The main Settings window is shown with the **Network** option selected in the left sidebar.
- Network Settings:** The **Network** window displays the **Wired** connection status as **Cable unplugged**. A red circle highlights the gear icon for configuration.
- Details Tab:** The **Details** tab shows the **Hardware Address** as **30:E1:71:EA:86:E7** and the **Last Used** status as **Never**. It includes checkboxes for **Connect automatically** and **Make available to other users**, both of which are checked. A red circle highlights the **Details** tab label.
- Identity Tab:** The **Identity** tab shows the **Name** as **netplan-enp3s0**, the **MAC Address**, **Cloned Address**, and **MTU** as **automatic**. A red circle highlights the **Identity** tab label.
- IPv4 Tab:** The **IPv4** tab shows the **IPv4 Method** set to **Automatic (DHCP)**. Other options include **Link-Local Only**, **Manual**, **Disable**, and **Shared to other computers**. A red circle highlights the **IPv4** tab label.
- IPv6 Tab:** The **IPv6** tab shows the **IPv6 Method** set to **Disable**. Other options include **Automatic**, **Automatic, DHCP only**, **Link-Local Only**, **Manual**, and **Shared to other computers**. A red circle highlights the **IPv6** tab label.
- Security Tab:** The **Security** tab shows the **802.1x Security** toggle switch. A red circle highlights the **Security** tab label.
- Proxy Settings:** The **Proxy** window shows the **Network Proxy** toggle switch. A red circle highlights the **Network Proxy** toggle switch.
- Authentication:** The **Authentication** dropdown is set to **MD5**. The **Username** and **Password** fields are visible. A red circle highlights the **Password** field.

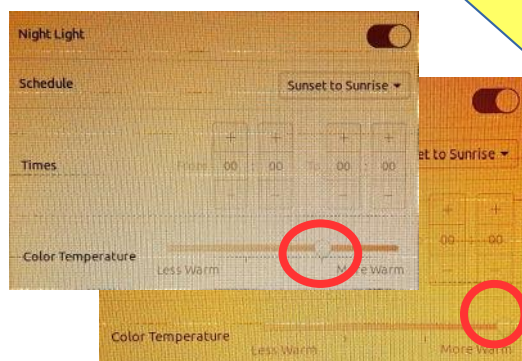
# Basic settings

## Look Ubuntu Desktop Guide: Sound, video & pictures

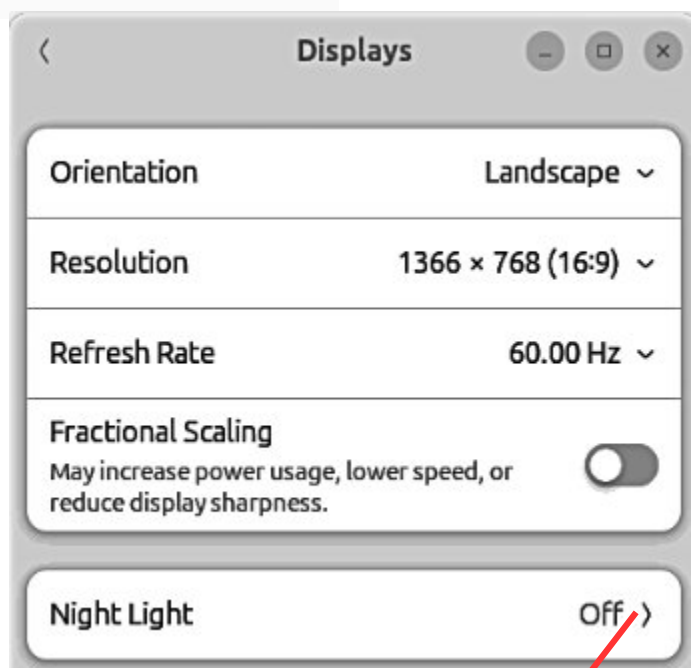


3. If the PC is connected to the TV with an HDMI cable, appears additional definitions above.

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



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





# Basic settings

**Sound**

1. If no sound, check this!

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

Try it!

**Alert Sound**

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

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

**Power**

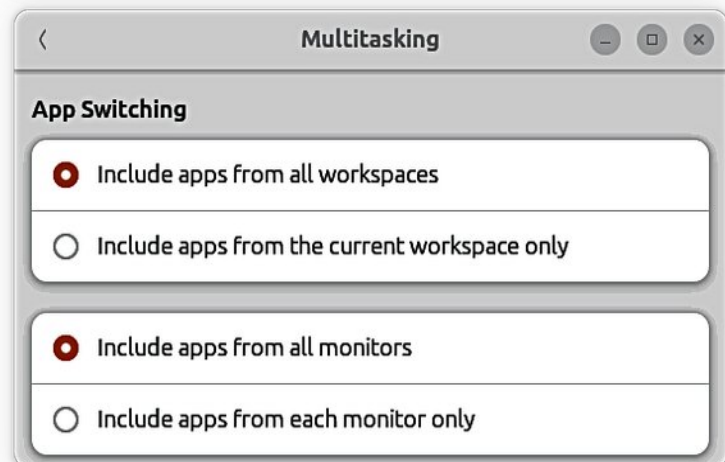
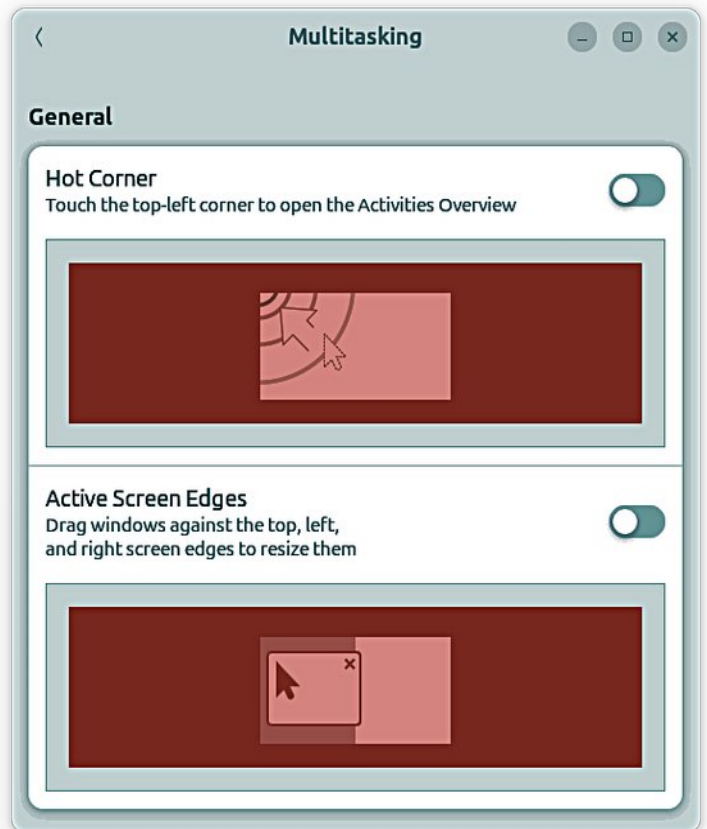
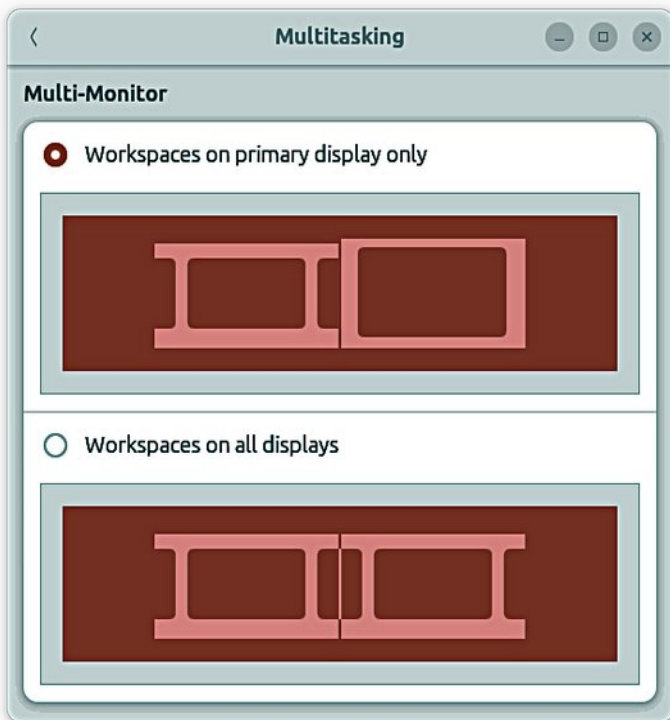
**Power Saving**

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

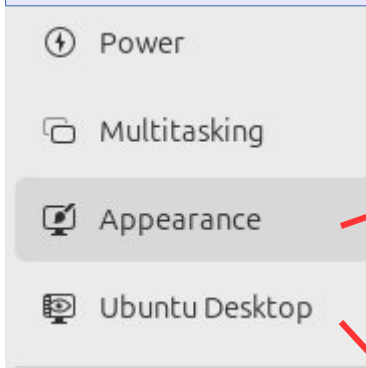
**Automatic Suspend**

# Basic settings

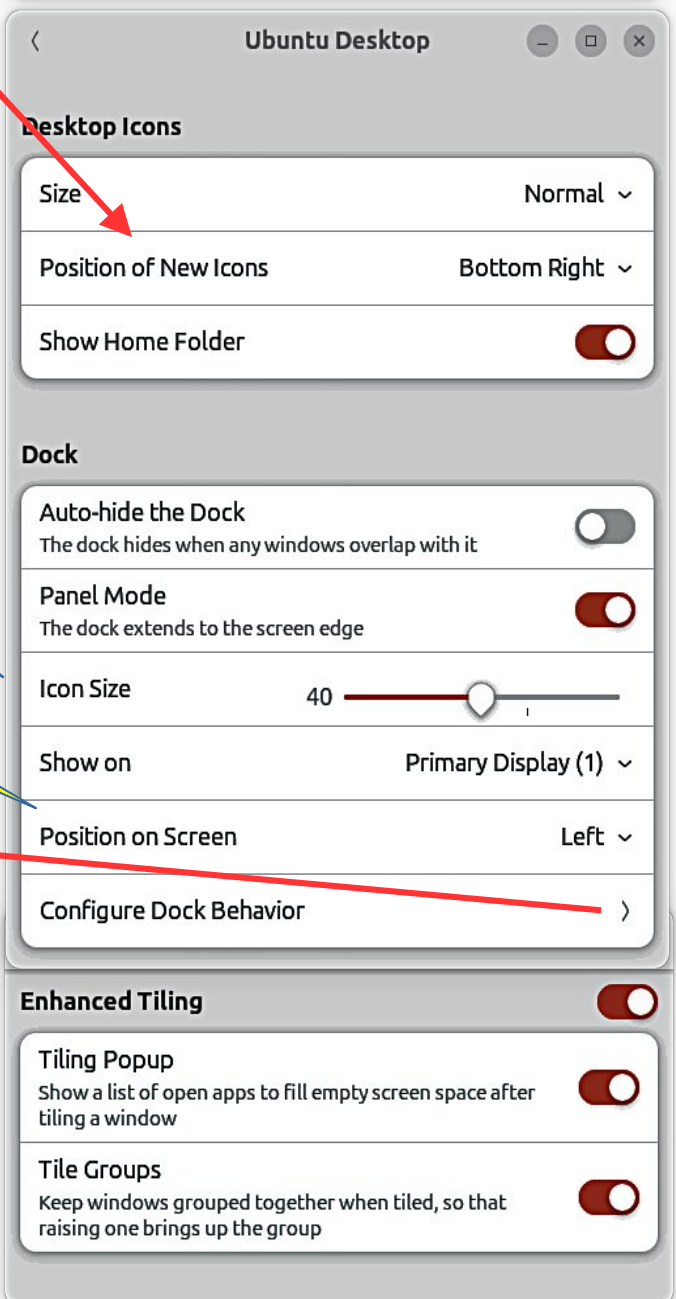
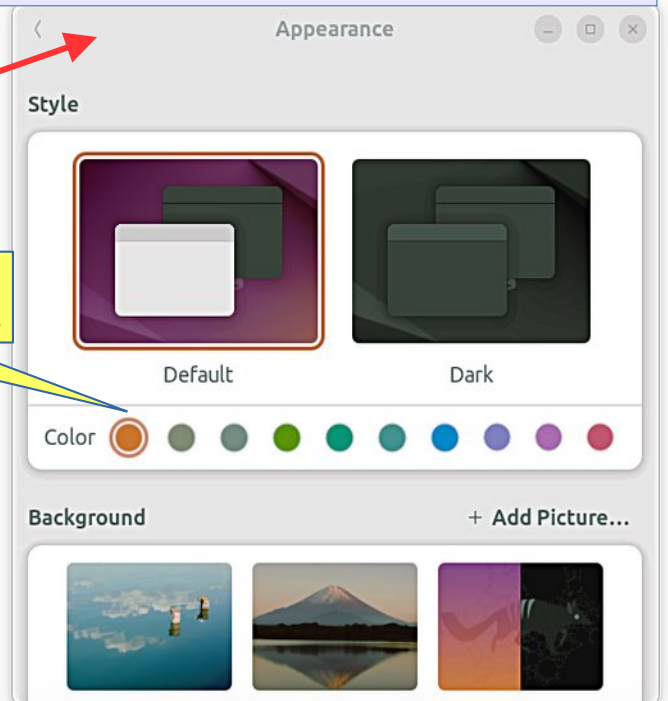
- Sound
- Power
- Multitasking
- Appearance
- Ubuntu Desktop



# Basic settings

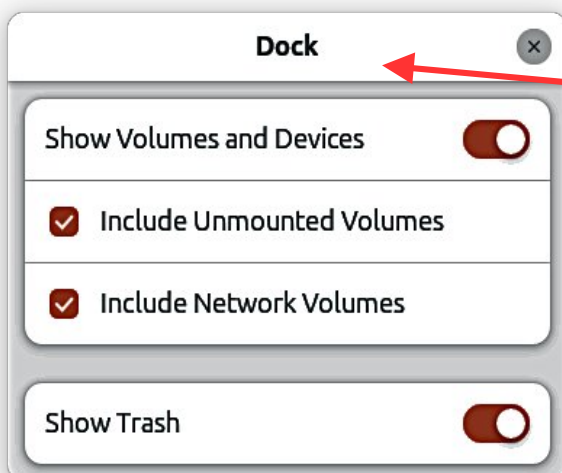


1. Again it is worth trying, which setting feels the best.

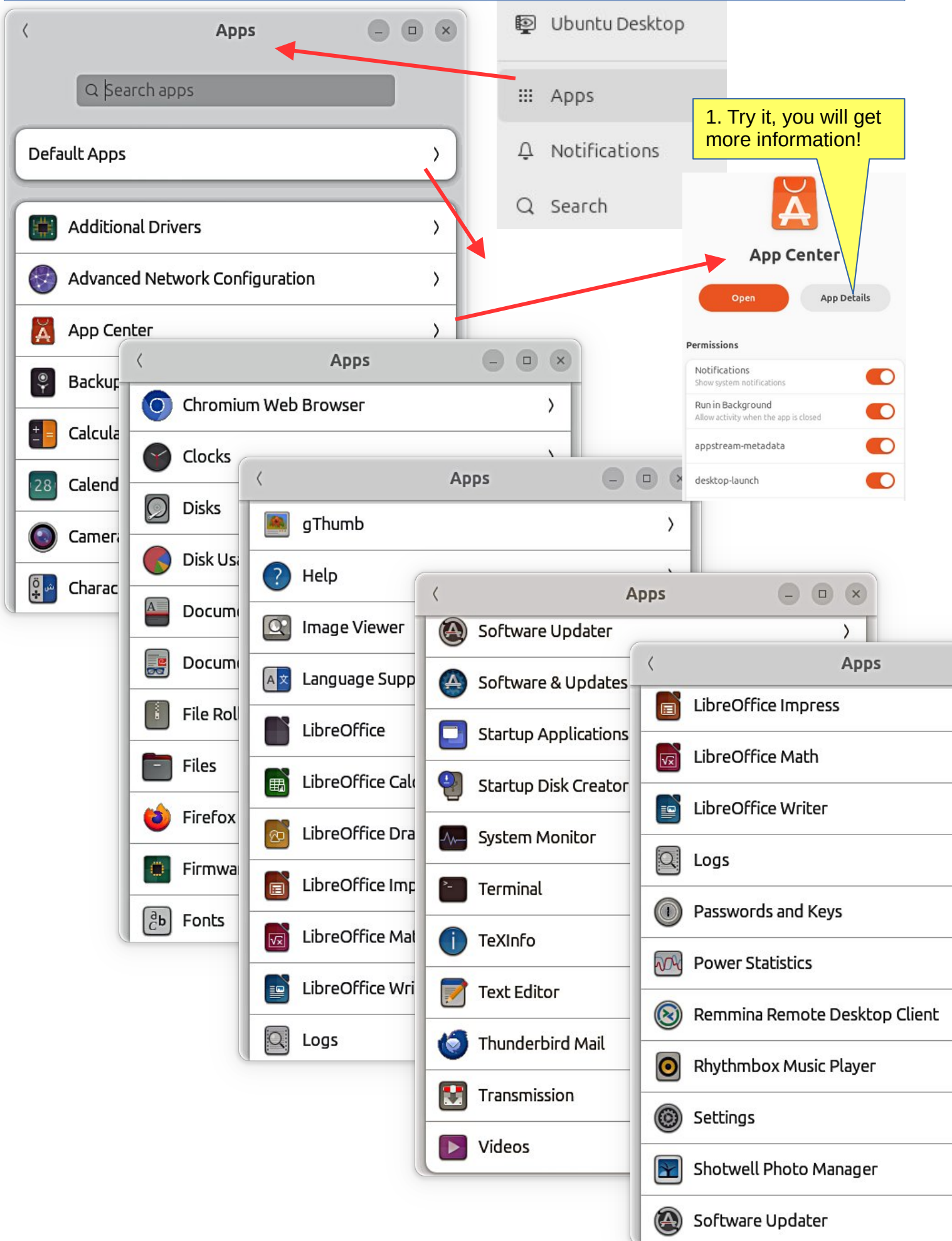


2. This allows you to adjust the size of icons.

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

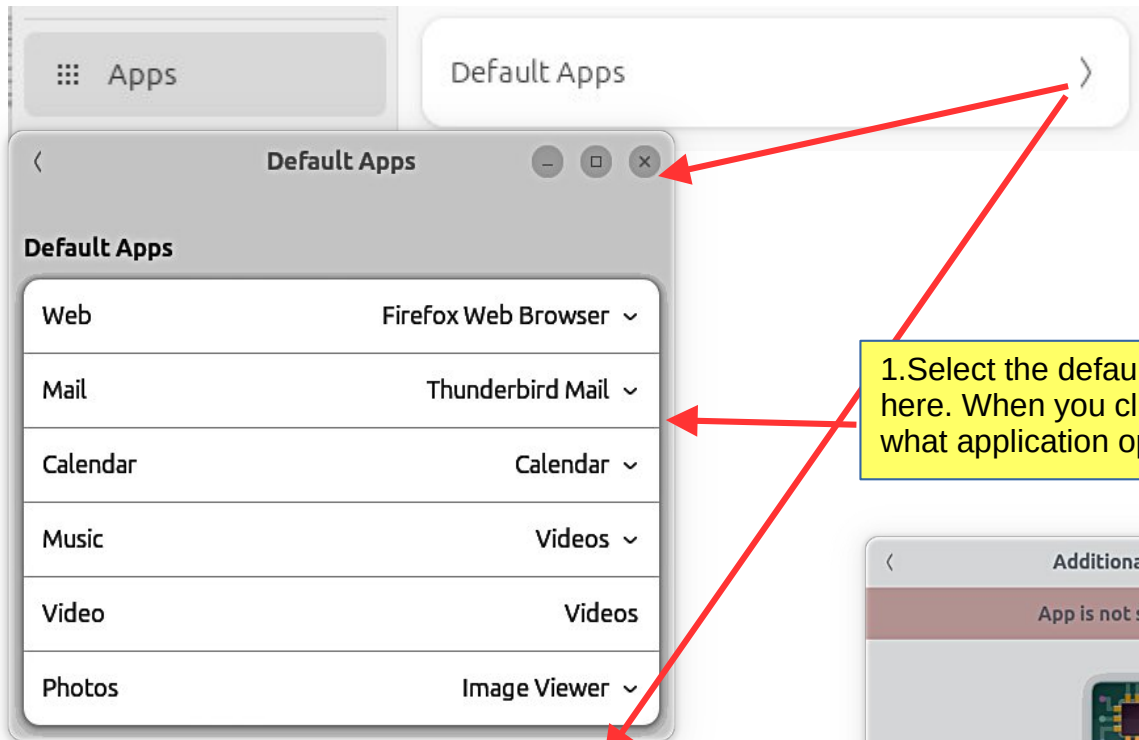


# Basic settings

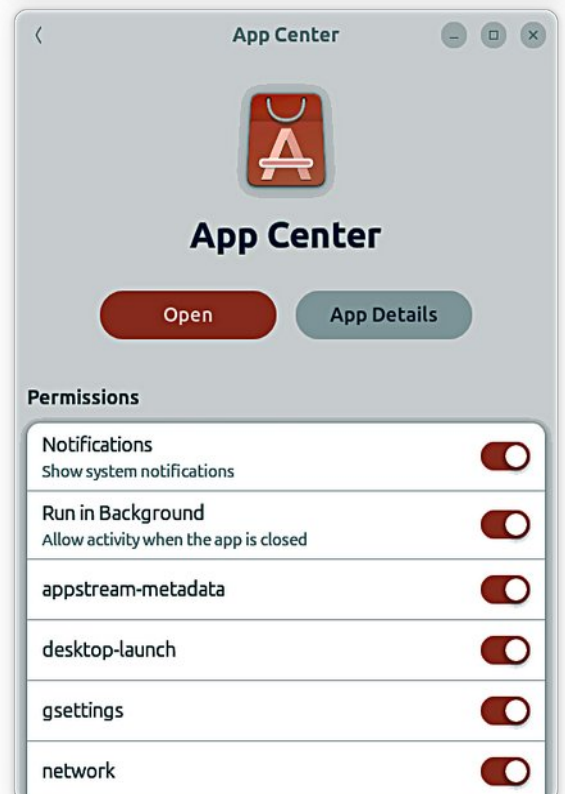
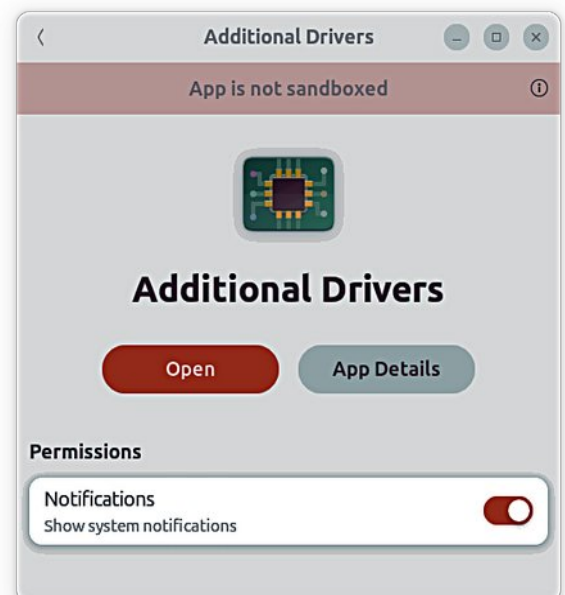
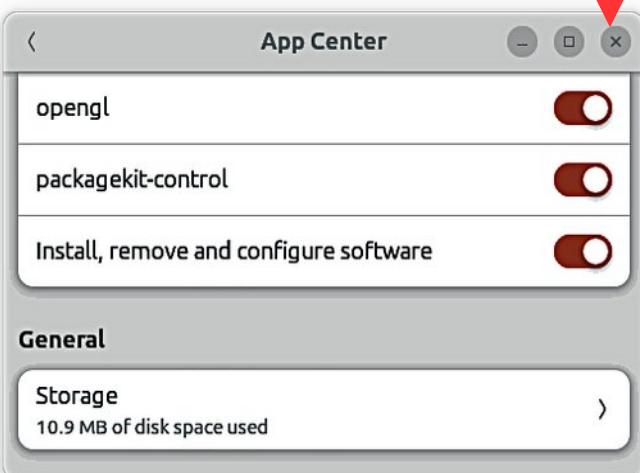




# Basic settings



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



# Basic settings

The image shows a sequence of settings windows in Ubuntu, connected by red arrows indicating a workflow:

- Top Left:** The main settings menu with 'Notifications' highlighted. A yellow box labeled '1. No alarm' has an arrow pointing to the 'Do Not Disturb' toggle in the Notifications window.
- Top Right:** The 'Notifications' window. 'Do Not Disturb' is turned off. 'Lock Screen Notifications' is turned on. Below, the 'App Notifications' list shows various applications with their notification status (all are 'On').
- Middle Left:** The 'Backups' window, showing notification settings for the Backups application. 'Notifications' and 'Sound Alerts' are turned on. 'Notification Popups' is turned on. 'Show Message Content in Popups' is turned off. 'Lock Screen Notifications' is turned on. 'Show Message Content on Lock Screen' is turned off.
- Bottom Left:** The 'Search' window. 'App Search' is turned on. 'Search Locations' is expanded, showing a list of default locations. A red arrow points from the 'Search Locations' header to the 'Search Locations' window on the bottom right.
- Bottom Right:** The 'Search Locations' window. It shows 'Default Locations' (Home, Documents, Downloads, Music, Pictures, Videos) and 'Custom Locations' (Desktop). A red arrow points from the 'Move Up' button in the 'Search' window to the 'Search Locations' window.

# Basic settings

Notifications

Search

Online Accounts

Sharing

Google Account

Sign in to Google with your browser

Sign In...

Online Accounts

Allow apps to access online services by connecting your cloud accounts

Connect an Account

Google

Microsoft Personal

Microsoft 365

Nextcloud

Microsoft Exchange

Email  
IMAP and SMTP

Calendar, Contacts and Files  
WebDAV

Enterprise Login  
Kerberos

Microsoft Exchange Account

Connect to a Microsoft Exchange provider to access calendars, contacts and files

Email

Password

Exchange account details will be auto-detected from your email address when possible

Account Details

Username

Domain

Example domain: example.com

Sign In

Email

Connect to an email account

Name  
Hannu

Email

Password

IMAP and SMTP details will be auto-detected from your service provider when possible

IMAP Settings

IMAP Server

Username

Sign In

Calendar, Contacts and Files

Add a calendar, contacts and files account by entering your WebDAV server and account details

Server Address

Username

Password

Examples: example.com, 192.168.0.82

Server Addresses (Optional)

Files

Calendar (CalDAV)

Contacts (CardDAV)

Sign In

Kerberos Account

Access restricted web and network resources for your organization

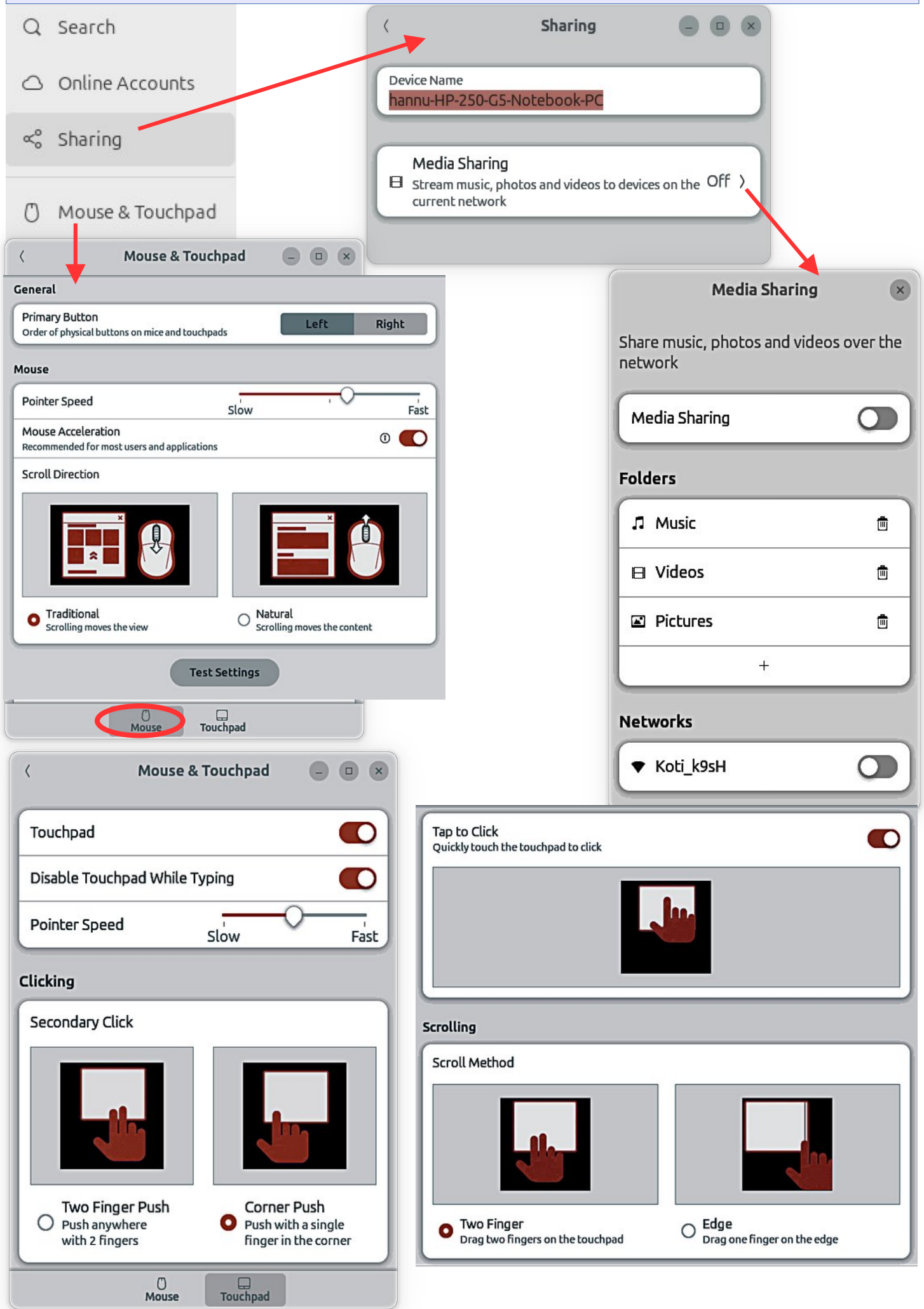
Principal

Example principal: user@EXAMPLE.COM

Sign in...



# Basic settings



# Basic settings

## Keyboard

### Color

### Keyboard

Input Sources  
Includes keyboard layouts and input methods

⌘ Finnish

+ Add Input Source...

Input Source Switching  
Input sources can be switched using the Super+Space keyboard shortcut. This can be changed in the keyboard shortcut settings.

☒ Use the same source for all windows

☐ Switch input sources individually for each window

Special Character Entry  
Methods for entering symbols and letter variants using the keyboard

Alternate Characters Key      Layout default >

Compose Key      Layout default >

Keyboard Shortcuts

View and Customize Shortcuts >

### Alternate Characters Key

The alternate characters key can be used to enter additional characters. These are sometimes printed as a third-option on your keyboard.

Use layout default ☒

☐ None

☐ Left Alt

☐ Right Alt

### Compose Key

The compose key allows a wide variety of characters to be entered. To use it, press compose then a sequence of characters. For example, compose key followed by **C** and **o** will enter **ç**, **a** followed by **'** will enter **á**.

Use layout default ☒

☐ Right Alt

☐ Left Super

☐ Right Super

### Keyboard Shortcuts

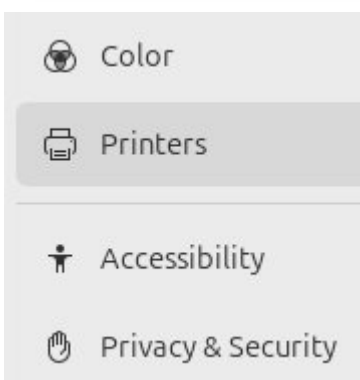
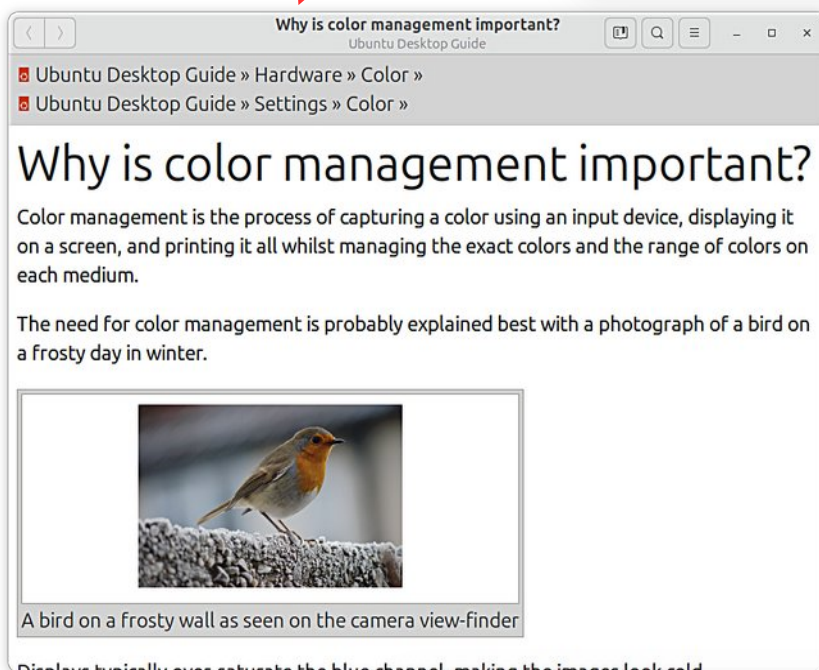
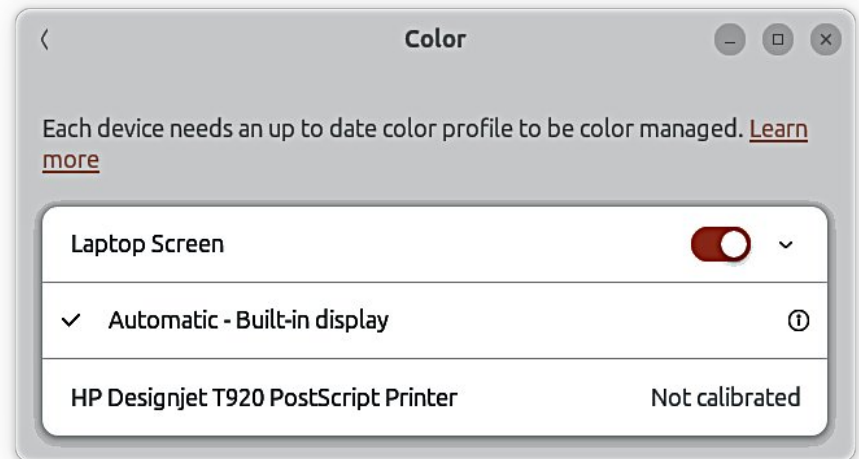
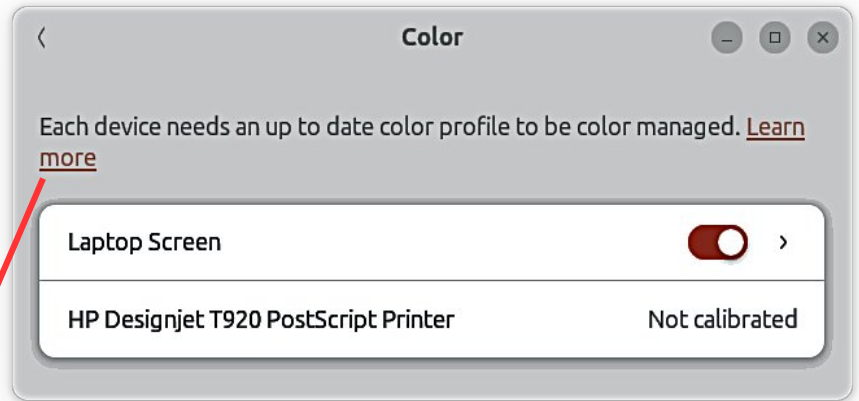
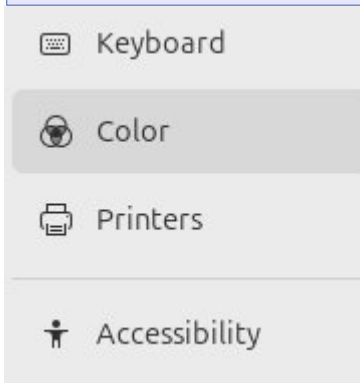
Search shortcuts

Accessibility	>
Launchers	>
Navigation	>
Screenshots	>
Sound and Media	>
System	>
Typing	>
Windows	2 modified >
Custom Shortcuts	>

### Accessibility

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+-

# Basic settings



# Basic settings

**System Preferences**

- Printers
- Accessibility**
- Privacy & Security
- System

**Accessibility**

- Always Show Accessibility Menu (toggle off)
- Seeing
- Hearing
- Typing
- Pointing and Clicking
- Zoom

**Seeing**

- High Contrast (toggle off)
- On/Off Shapes (toggle off)
- Reduce Animation (toggle off)
- Large Text** (toggle on) - 1. This is very useful, if text is too small. Try it!
- Cursor Size (Default)
- Sound Keys (toggle off)
- Always Show Scrollbars (toggle off)
- Screen Reader (toggle off)

**Typing**

- Screen Keyboard (toggle off)
- Enable by Keyboard (toggle off)
- Text Cursor**
  - Cursor Blinking (toggle on)
  - Blink Speed (Slow to Fast slider)
  - Text Entry (pencil icon)
- Typing Assist**
  - Repeat Keys (toggle on)
  - Sticky Keys (toggle off)
  - Slow Keys (toggle off)
  - Bounce Keys (toggle off)

**Hearing**

- Overamplification (toggle on)
- Visual Alerts (toggle off)
- Flash Area (Entire Screen)
- Test Flash (Test button)

**Large Text**

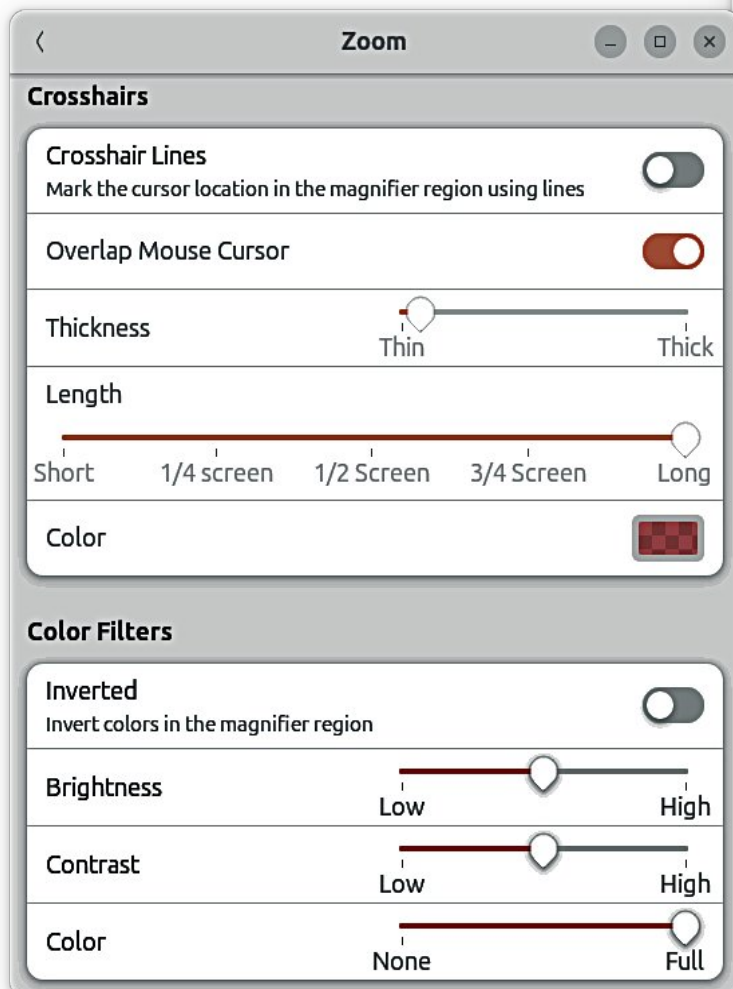
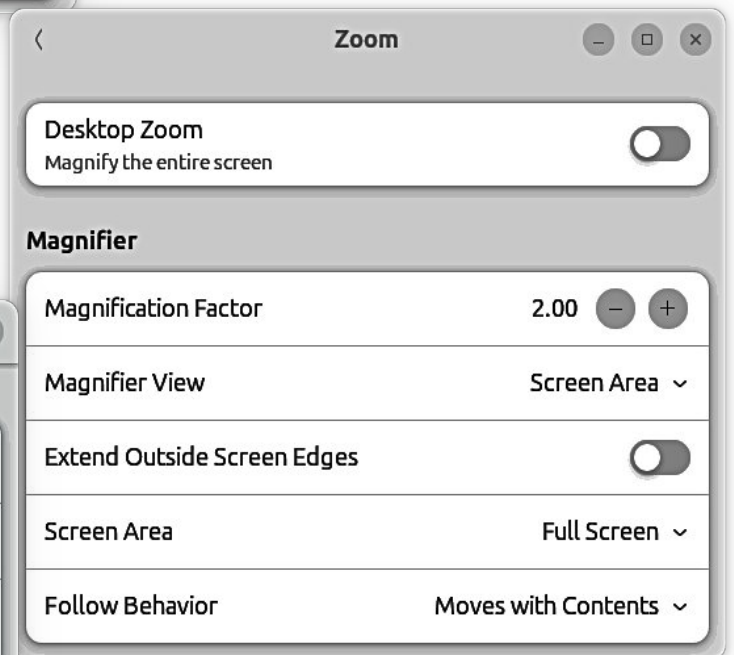
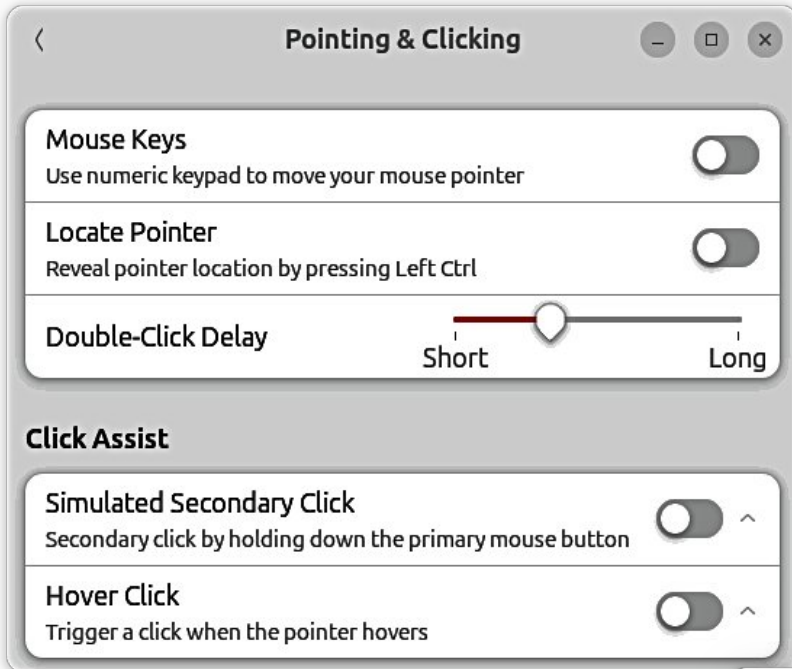
**Cursor Size**

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

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

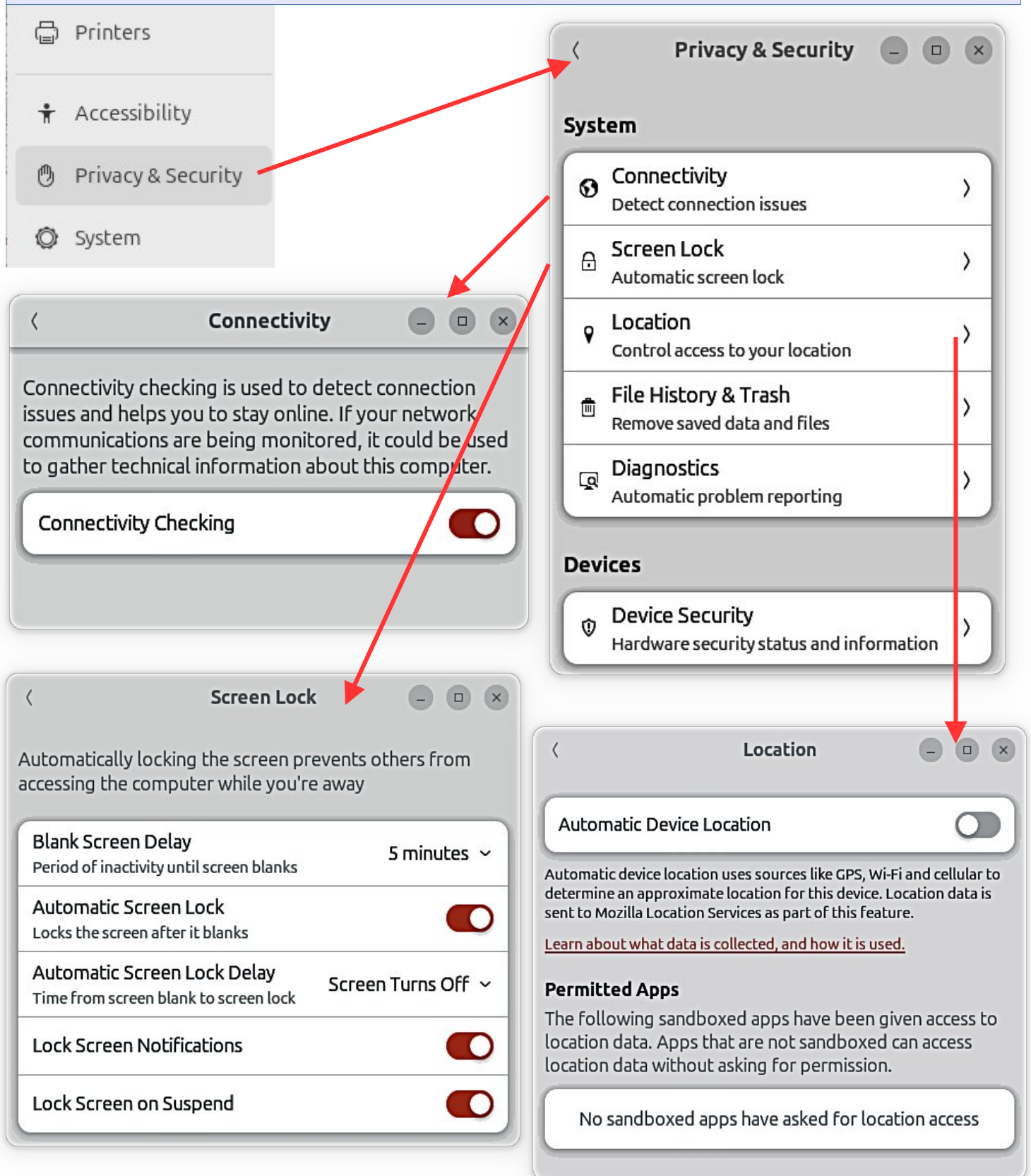


# Basic settings





## Basic settings



# Basic settings

### File History & Trash

#### File History

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

File History

☒

File History Duration

Forever ▾

Clear History...

#### Trash & Temporary Files

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

Automatically Delete Trash Content

☐

Automatically Delete Temporary Files

☐

Automatically Delete Period

30 days ▾

Empty Trash...

Delete Temporary Files...

### Diagnostics


#### Problem Reporting

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

Send error reports to Canonical


Never ▾

### Device Security



#### Checks Failed


Hardware does not pass checks.



#### Secure Boot is Off

No protection when the device is started.

#### Security Events



### No Events

### About Device Security


Device security provides information about how protected your device is against security issues which target the hardware itself.

Aspects of hardware that affect security include:

- security features that are built into a hardware itself;
- how the hardware is configured to protect against security issues;
- the security of the software runs directly on the hardware.

Security threats which affect hardware include malware and viruses that target the software that runs directly on the hardware. It also includes physical tampering, such as physical connection to the hardware to read data and implant malware.

Device security is just one aspect of security, and does not reflect the overall security status of the system and applications.




#### Checks Failed

Hardware does not pass checks. This means that you are not protected against common hardware security issues.

It may be possible to resolve hardware security issues by updating your firmware or changing device configuration options. However, failures can stem from the physical hardware itself, and may not be reversible.

Copy Technical Report

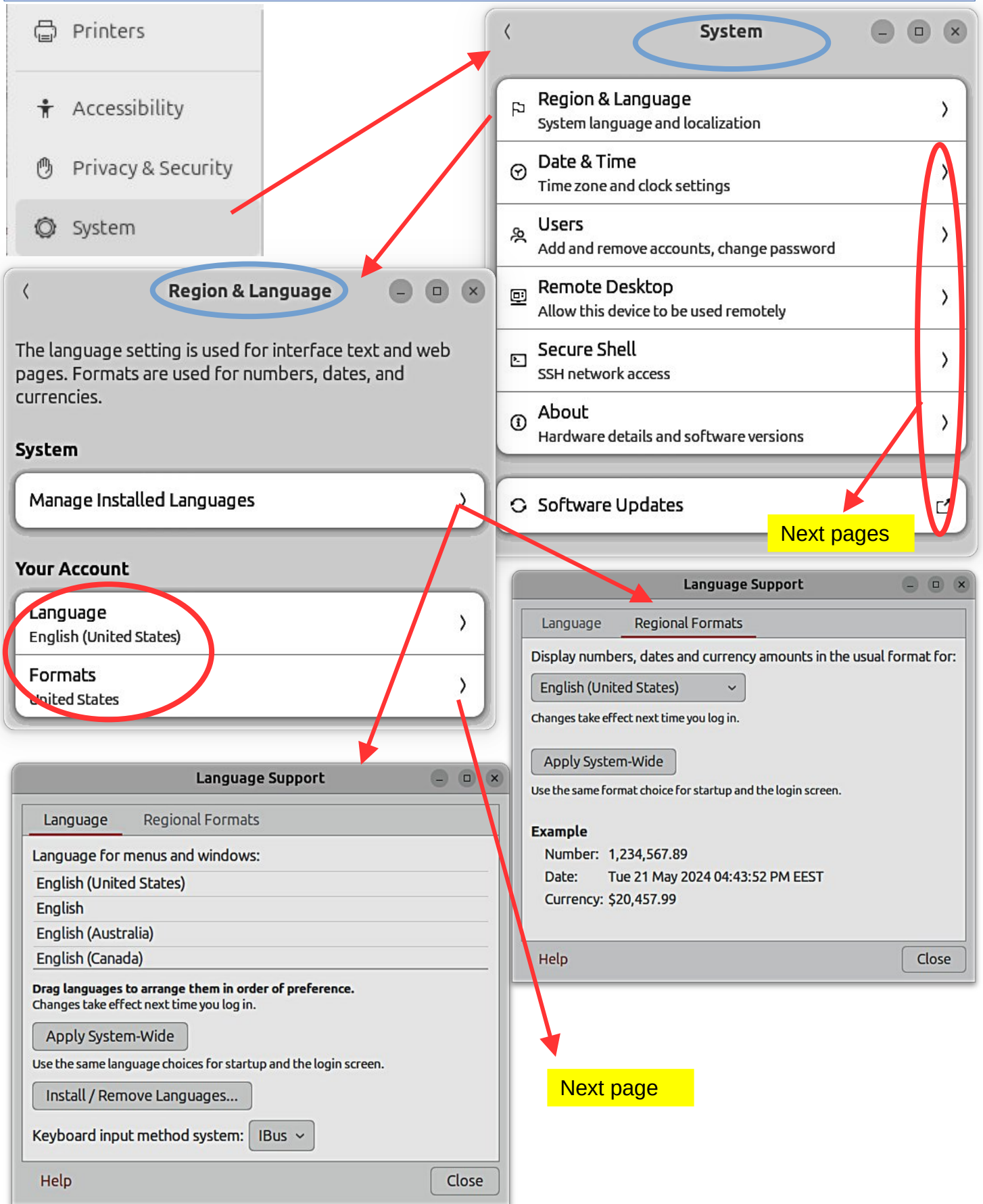


#### Secure Boot is Turned Off

Secure boot prevents malicious software from being loaded when the device starts. It is currently turned off.

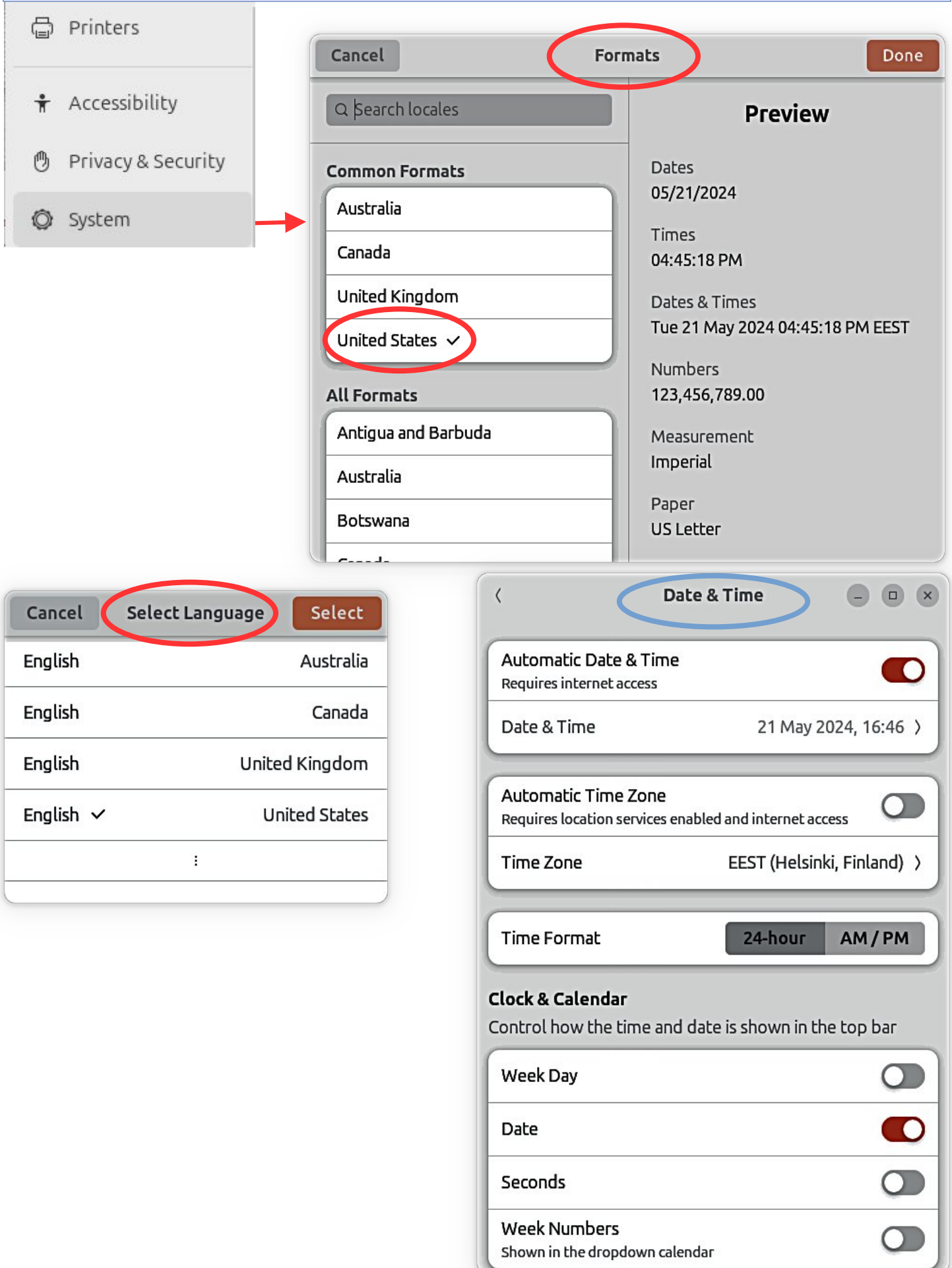
Secure boot can often be turned on from your computer's UEFI firmware settings (BIOS). For help, contact your hardware manufacturer or IT support provider.

# Basic settings





# Basic settings



# Basic settings

Printers

Accessibility

Privacy & Security

System

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

Users

Some settings are locked [Unlock...](#)

Name Hannu

Password ..... >

Automatic Login ☒

Language English (United States) >

Add User...

Change Password

Current Password

New Password

Confirm Password

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

2.Password is important!

Remote Desktop

Share your existing desktop with other devices. The remote connection uses the existing screen resolution

Desktop Sharing ☐

Remote Control ☐  
Allows desktop shares to control the screen

**How to Connect**

Use a remote desktop app to connect using the RDP protocol. Additional information about the device's network location may also be required.

Hostname hannu-HP-250-G5-Notebook-PC

Port

Desktop Sharing Remote Login

Login Details

Username hannu

Password .....

Generate New Pass... Verify Encryption

Desktop Sharing Remote Login



# Basic settings

Look Ubuntu Desktop Guide: **Log out, power off or switch users**

The image shows a series of Ubuntu desktop windows. On the left is the 'System' settings sidebar with 'Printers', 'Accessibility', 'Privacy & Security', and 'System' (highlighted with a red arrow). Overlaid on this is the 'Secure Shell' window, which has its title bar circled in blue. It contains a toggle switch for 'Secure Shell' and an 'SSH Login Command' field with the text 'ssh hannu-HP-250-G5-Notebook-PC'. To the right is the 'About' window, also with its title bar circled in blue, showing the Ubuntu logo. Below these is the 'System Details' window, which is divided into 'Hardware Information' and 'Software Information' sections. A yellow callout box with the text '1. Basic computer information.' points to this window. To the right of 'System Details' is a smaller window showing system details in a table format. At the bottom are two 'Software Updater' windows. The top one shows 'Checking for updates...' with a progress bar and a 'Stop' button. The bottom one shows a message: 'The software on this computer is up to date.' with a 'Tip' about Livepatch and buttons for 'Settings & Pro...' and 'OK'.

**System**

- Printers
- Accessibility
- Privacy & Security
- System**

**Secure Shell**

Access this device using Secure Shell (SSH)

Secure Shell ☐

SSH Login Command  
ssh hannu-HP-250-G5-Notebook-PC

**About**

Ubuntu

1. Basic computer information.

**System Details**

**Hardware Information**

- Model: HP HP 250 G5 Notebook PC
- Memory: 8.0 GiB
- Processor: Intel® Celeron® N3060 × 2
- Graphics: Intel® HD Graphics 400 (BSW)
- Disk Capacity: 128.0 GB

**Software Information**

- Firmware Version: F.21
- OS Name: Ubuntu 24.04 LTS
- OS Type: 64-bit
- GNOME Version: 46
- Windowing System: X11
- Kernel Version: Linux 6.8.0-31-generic

**System Details**

Device Name	hannu-HP-250-G5-Notebook-PC
Operating System	Ubuntu 24.04 LTS
Hardware Model	HP HP 250 G5 Notebook PC
Processor	Intel® Celeron® N3060 × 2
Memory	8.0 GiB
Disk Capacity	128.0 GB
System Details	>

**Software Updater**

Checking for updates...

Downloading from fi.archive.ubuntu.com/ubuntu

Stop

**Software Updater**

The software on this computer is up to date.

Tip: You can use Livepatch with Ubuntu Pro to keep your computer more secure between restarts.

Settings & Pro... OK

# Basic settings

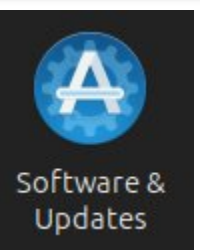
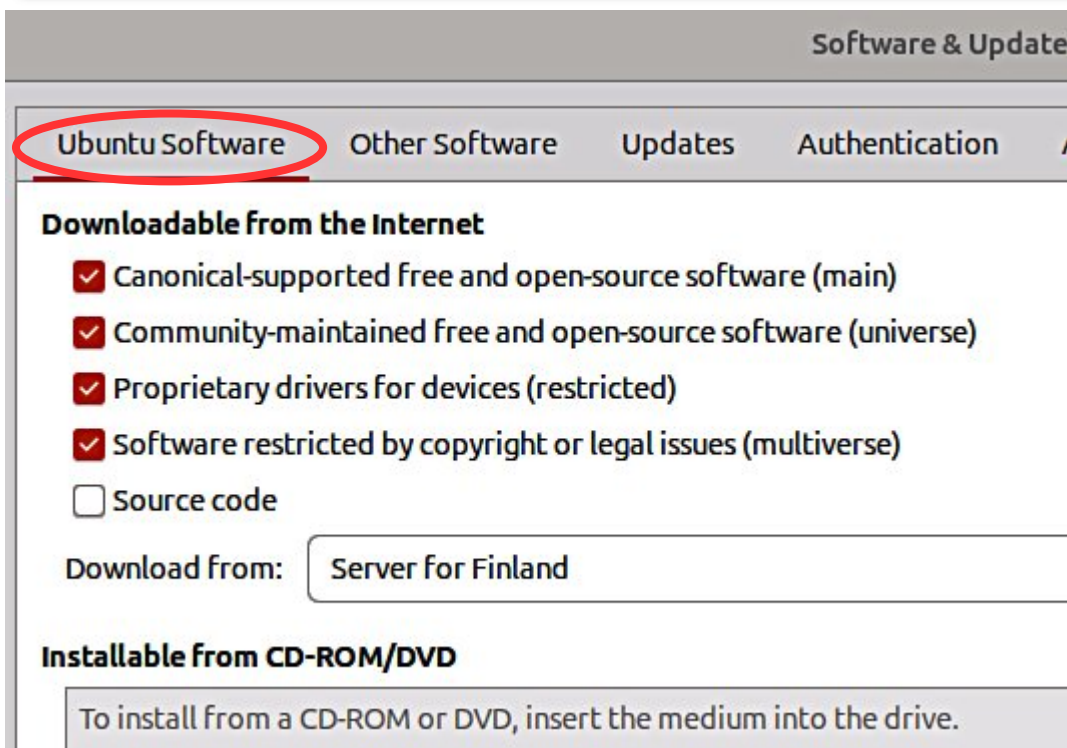
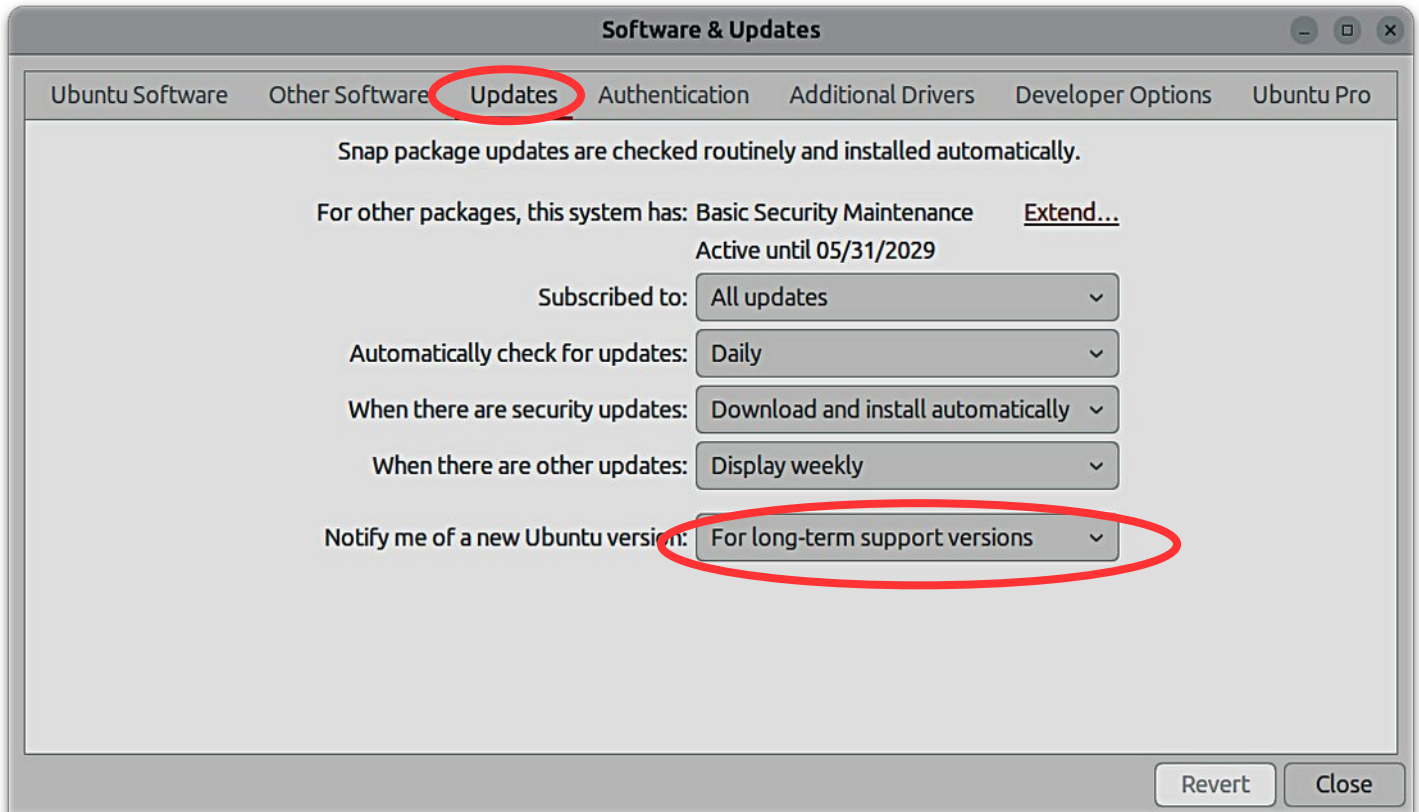
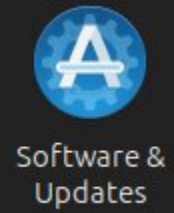
Printers

Accessibility

Privacy & Security

System

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



# Basic settings

## Software & Updates

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

☒ <http://fi.archive.ubuntu.com/ubuntu/noble> noble-updates noble-backports main restricted universe multiverse



## Software & Updates

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

### Trusted software providers

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>

## Software & Updates

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

No additional drivers available.

## Software & Updates

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

Use proposed updates if you're willing to report bugs on any problems that occur.

☐ Pre-released updates (noble-proposed)

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

### Subscription



Ubuntu Pro

**Enable Ubuntu Pro**

**This machine is not covered by an Ubuntu Pro subscription.**  
Receive security updates for over 25,000 Ubuntu packages, free for up to 5 machines. [Learn more.](#)

### Security



**ESM Infra** provides security updates for over 2,300 Ubuntu Main packages until 2034.



**ESM Apps**; provides security updates for over 23,000 Ubuntu Universe packages until 2034.



**Kernel Livepatch** helps keep your system secure by applying security updates that don't require a restart.

☒ Show Livepatch status in the top bar

Canonical Ubuntu  
Ubuntu Pro

**Ubuntu Pro**  
The most comprehensive subscription for open-source software security  
30-day trial for enterprises. Always free for personal use.

[Talk to an expert](#) [Get Ubuntu Pro now](#)

### Compliance & Hardening

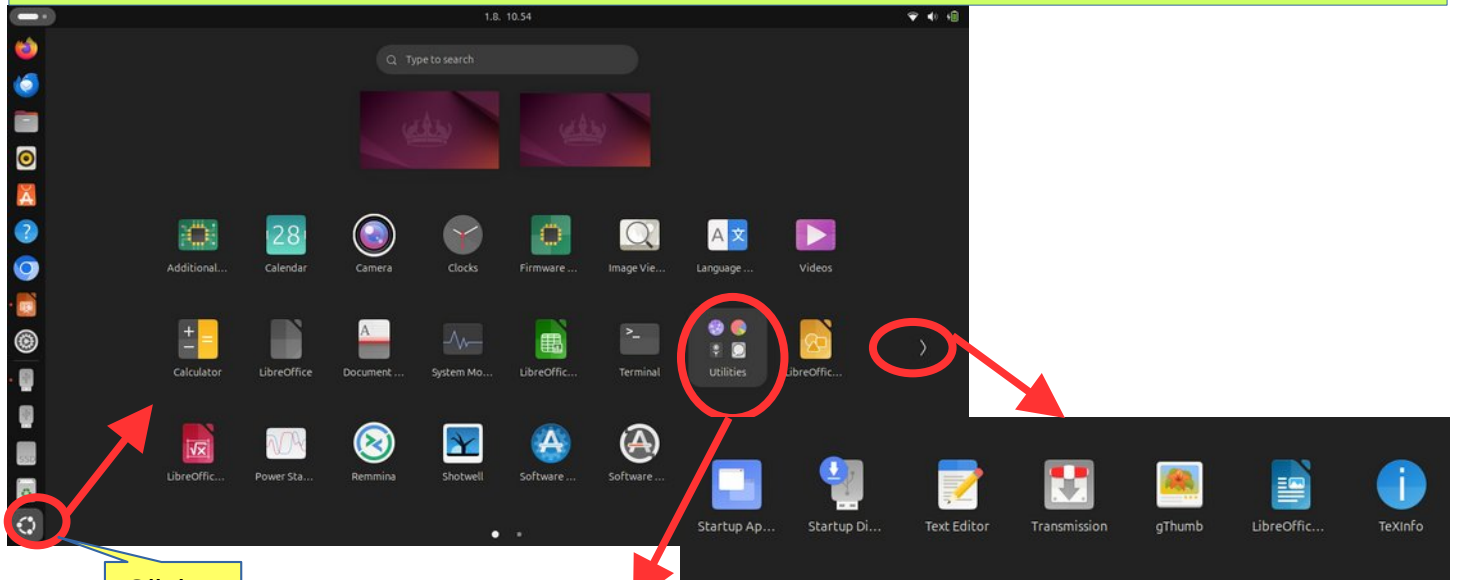
> Only recommended to assist with FedRAMP, HIPAA, and other compliance and hardening requirements. Includes FIPS 140-2 certified modules, DISA-STIG, CIS and Common Criteria.

Revert

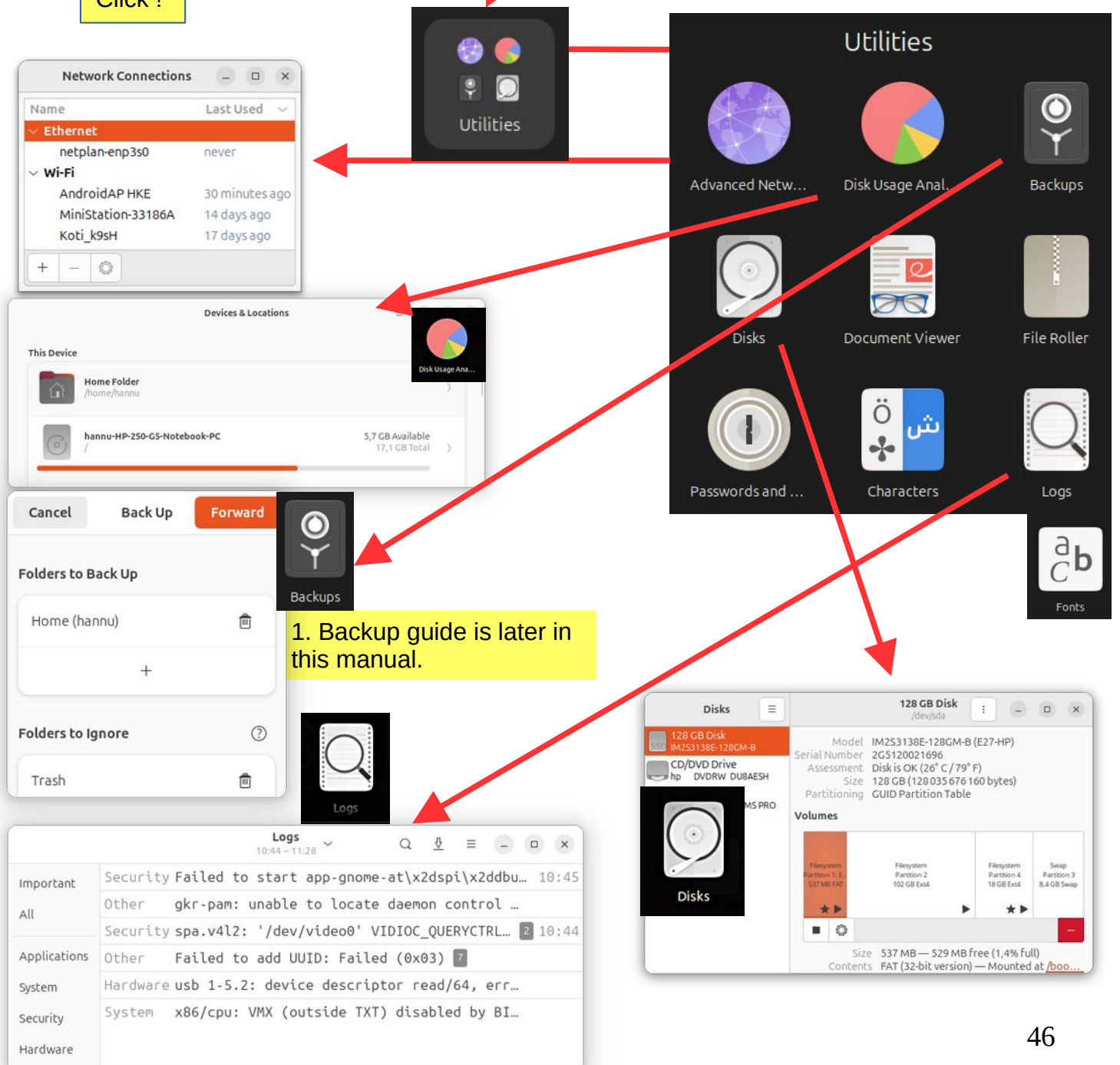
Close



# Introduction to installed Ubuntu apps



Click !



1. Backup guide is later in this manual.

# Introduction to installed Ubuntu apps

The image is a collage of various Ubuntu applications, with red arrows pointing from specific UI elements to callout boxes that describe their functions.

- File Roller:** A window titled "Extract..." and "File..." is shown. A red circle highlights the hamburger menu icon in the top-left corner. A red arrow points from this circle to a callout box listing the application's menu options: "New Archive...", "Open ...", "Save as ...", "Password ...", "Text Integrity", "Properties", "View All Files", "View as a Folder", "Sidebar", "Keyboard Shortcuts", "Help", and "About File Roller".
- Utilities:** A window titled "Utilities" displays a grid of application icons. A red circle highlights the "File Roller" icon. A red arrow points from this circle to the File Roller window.
- Document Viewer:** A window titled "Document Viewer" shows a PDF document. A yellow box with the text "Read PDF-files" is overlaid on the document.
- Passwords and Keys:** A window titled "Passwords and Keys" is shown. A red circle highlights the "GnuPG keys" entry in the "Keys" list. A red arrow points from this circle to a callout box listing the application's menu options: "Find remote keys...", "Sync and publish keys ...", "Preferences", "Help", "Keyboard Shortcuts", and "About Passwords and Keys".
- Characters:** A window titled "Characters" displays a grid of "Smileys & Emotion" emojis. A red arrow points from the "Smileys & Emotion" header to a callout box listing the application's menu options: "Find remote keys...", "Sync and publish keys ...", "Preferences", "Help", "Keyboard Shortcuts", and "About Passwords and Keys".
- Fonts:** A window titled "All Fonts" displays a grid of font samples. A red arrow points from the "All Fonts" header to a callout box listing the application's menu options: "Find remote keys...", "Sync and publish keys ...", "Preferences", "Help", "Keyboard Shortcuts", and "About Passwords and Keys".

Additional callout boxes and text elements include:

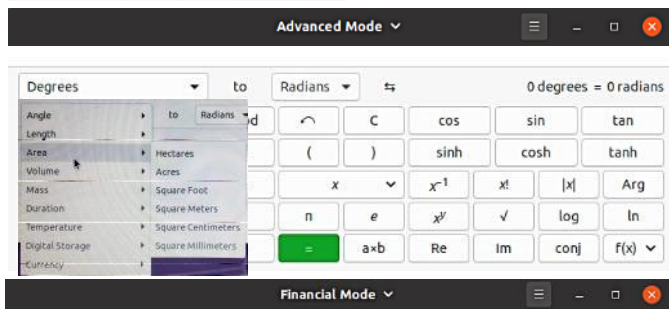
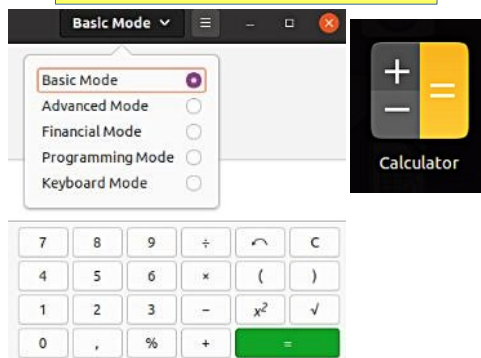
- A yellow box with the text "Manage archive files, for example, .zip or .tar files. F1 = Help" pointing to the File Roller window.
- A yellow box with the text "Press F1" pointing to the Passwords and Keys window.
- A callout box titled "-Filter items-" with sub-items: "Show personal", "Show trusted", and "Show any", pointing to the Passwords and Keys window.



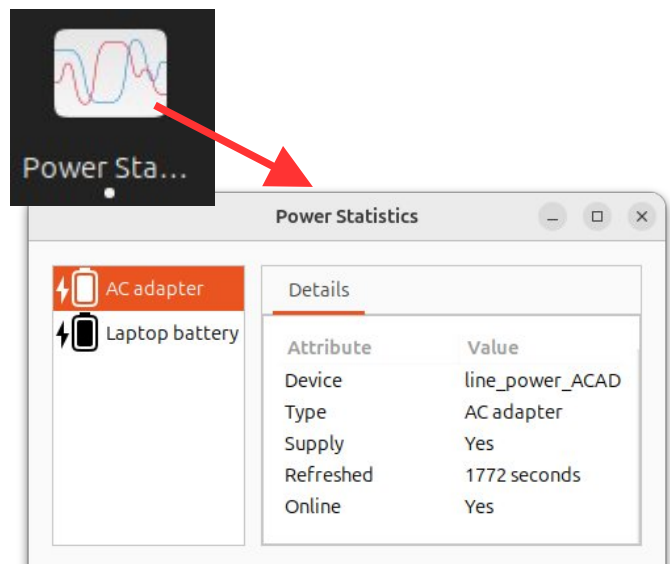
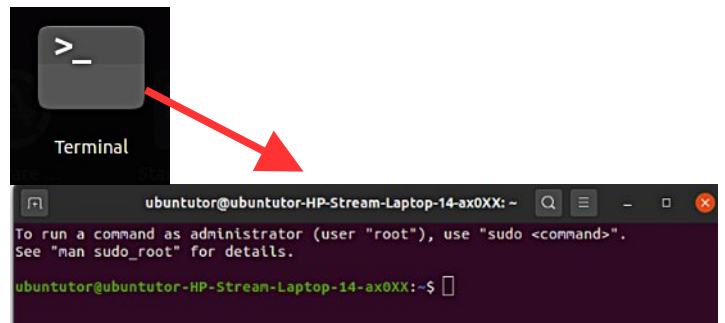
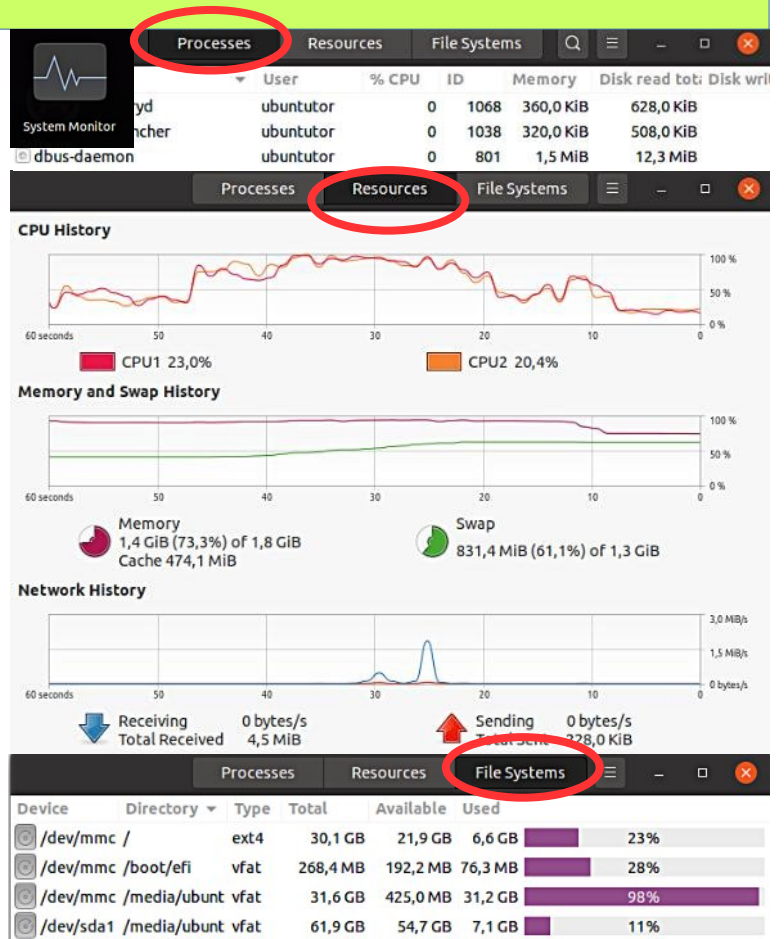
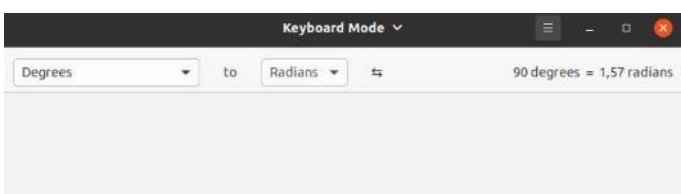
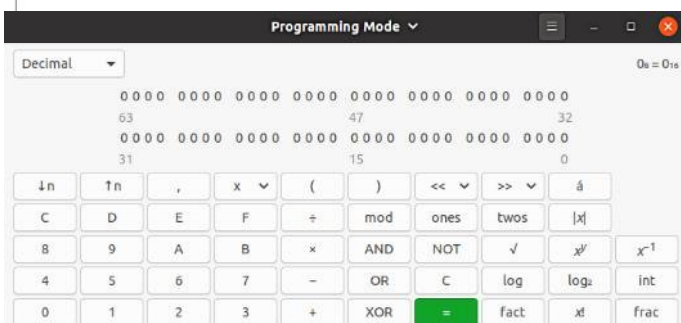
# Introduction to installed Ubuntu apps



1. Press "prt sc"  
This is very useful!

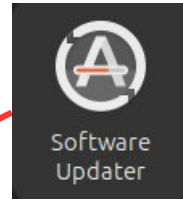


5

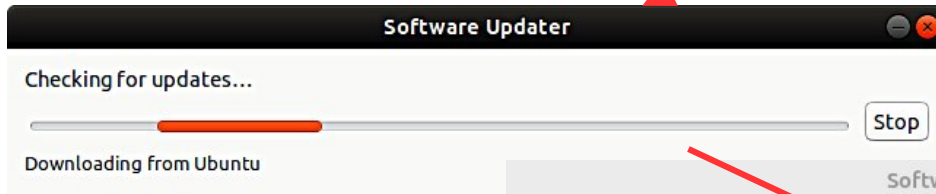


# Introduction to installed Ubuntu apps

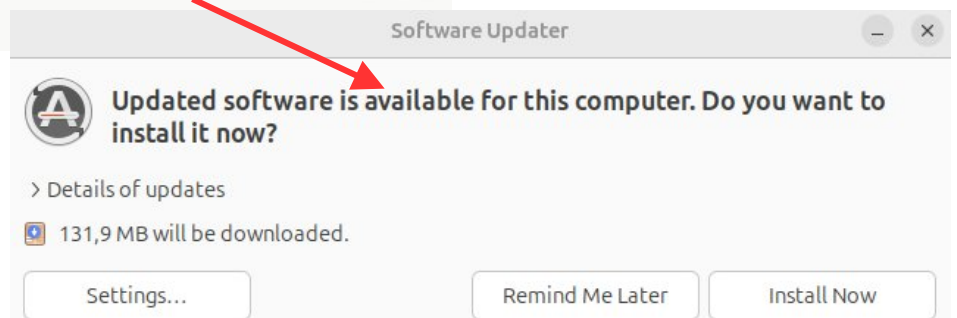
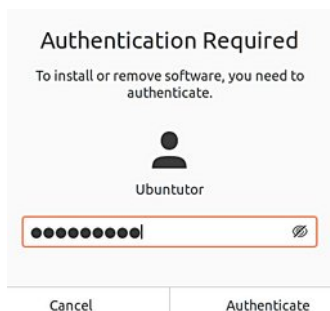
1. Ubuntu suggests updates automatically, but the user can decide on the timing of the upgrade.  
For updating, Ubuntu will notify you of the Dock icon.  
Click the icon to start the update



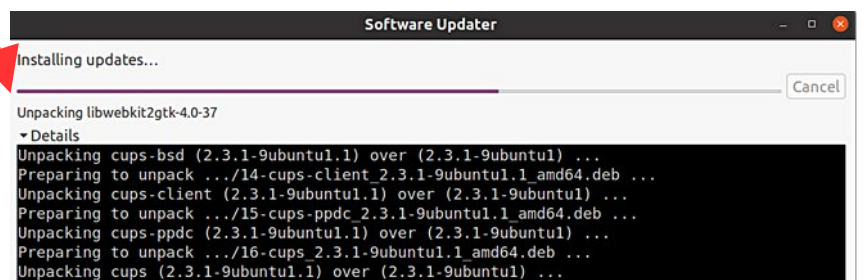
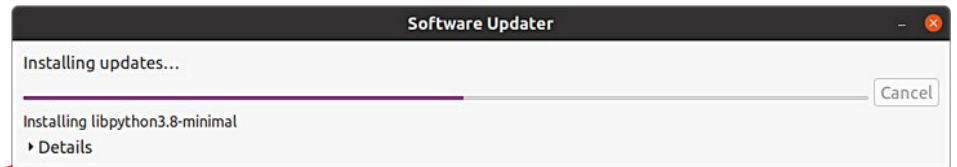
2. You can also start the update by clicking the icon



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



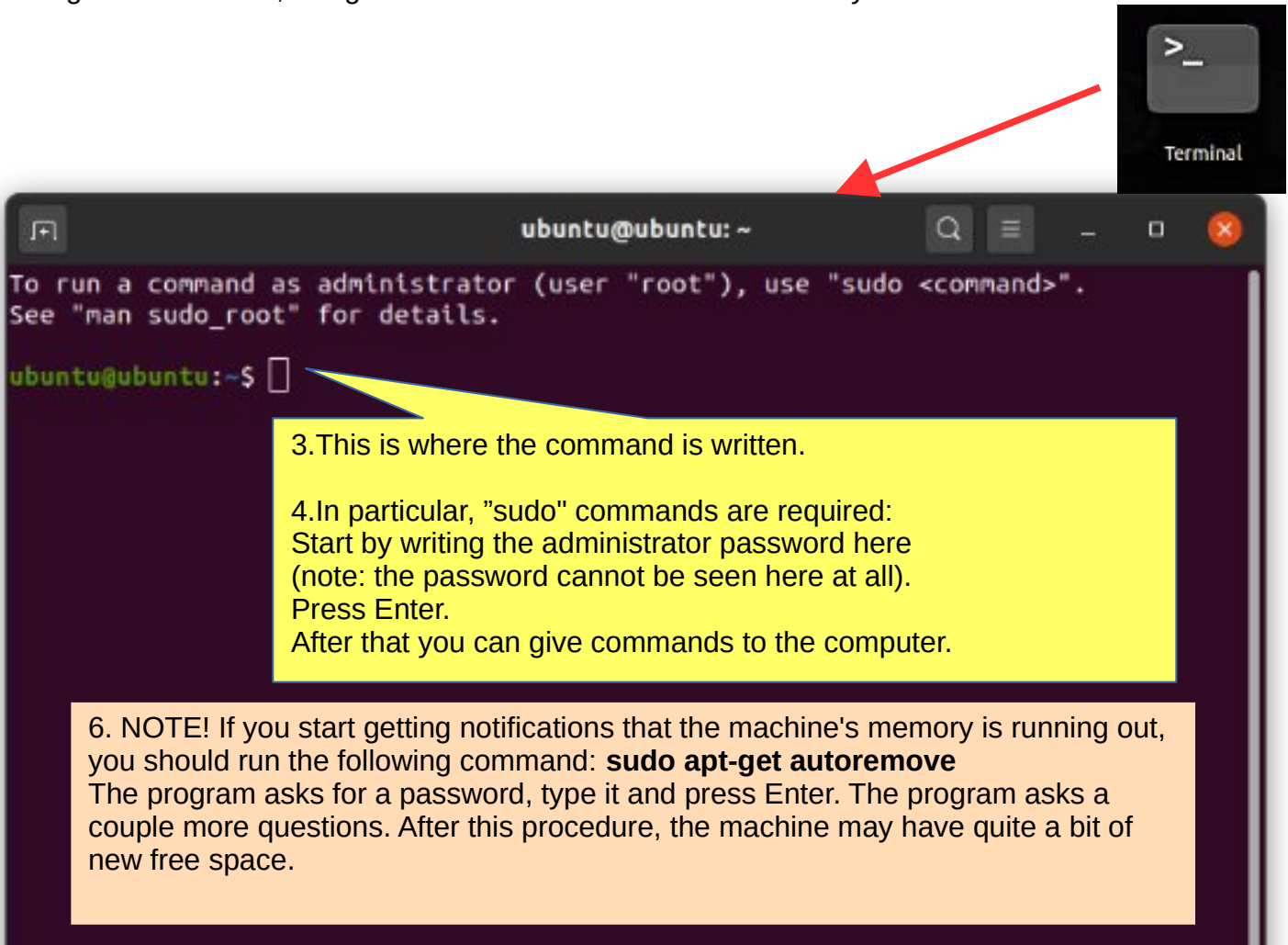
4. In the updates, you should click on Details to see it. It's easier to track the progress of the update



# 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/>



## 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**

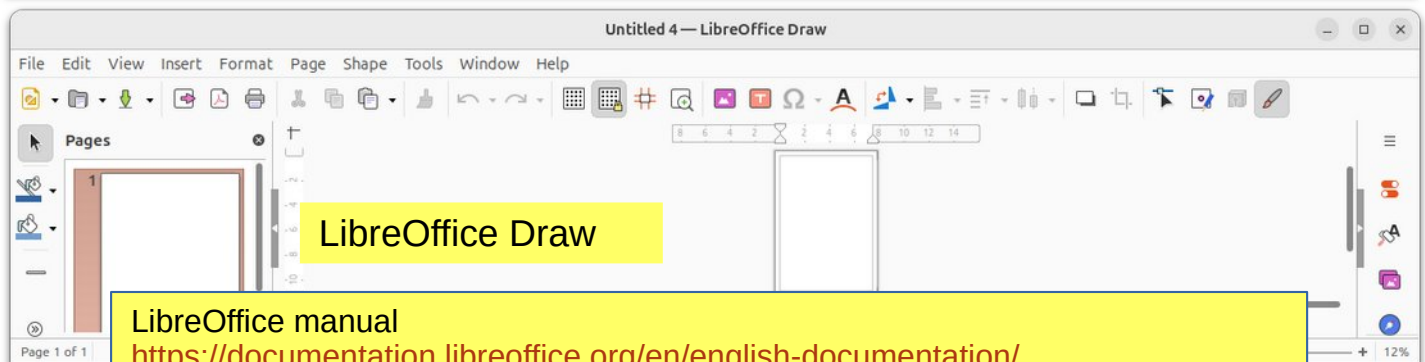
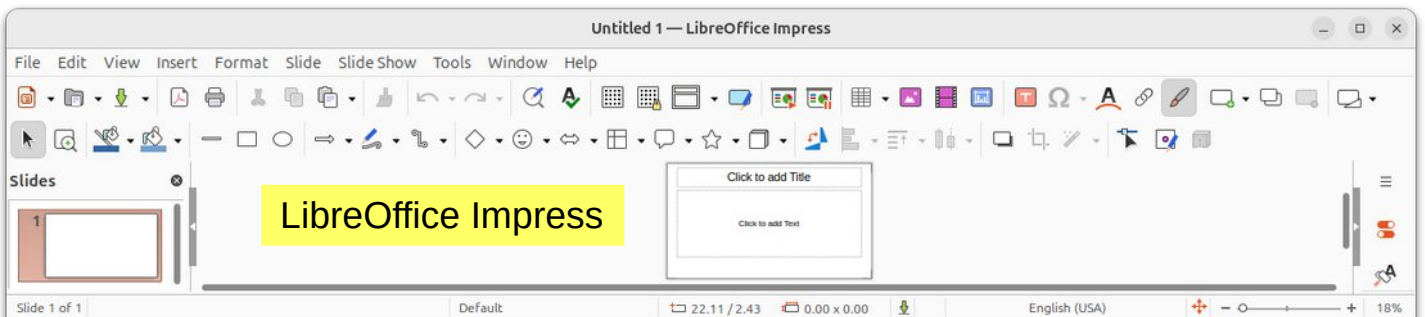
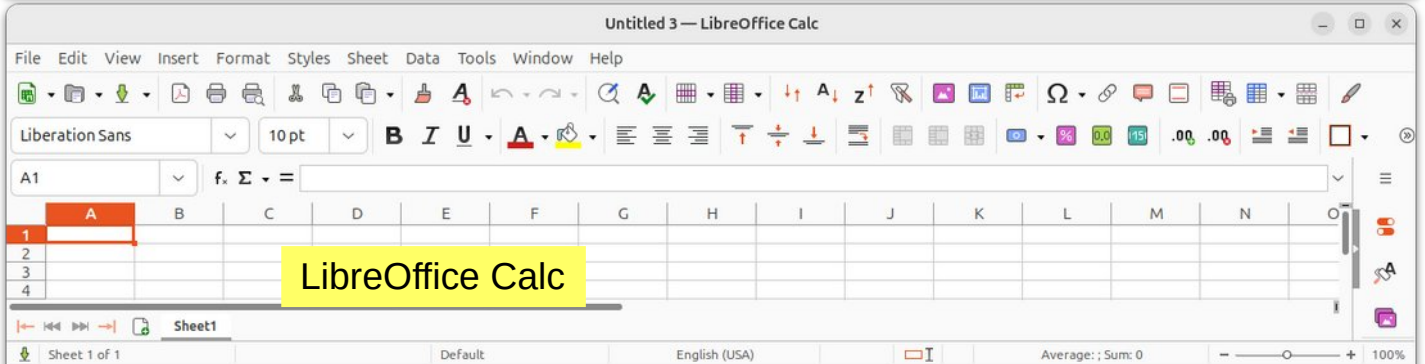
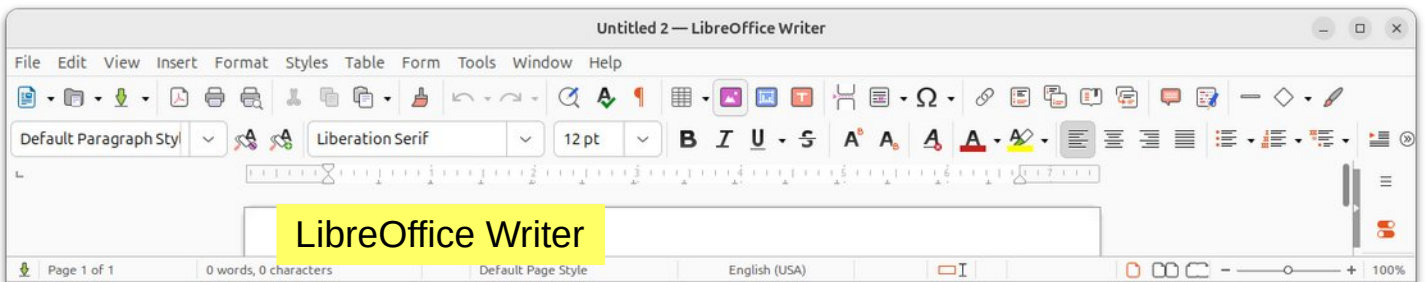
**How To Install Software in Ubuntu Linux: A Complete Guide for Newbie**

**Installing software in Ubuntu using .deb files**

**All the Possible Ways to Install deb Packages in Ubuntu Linux**



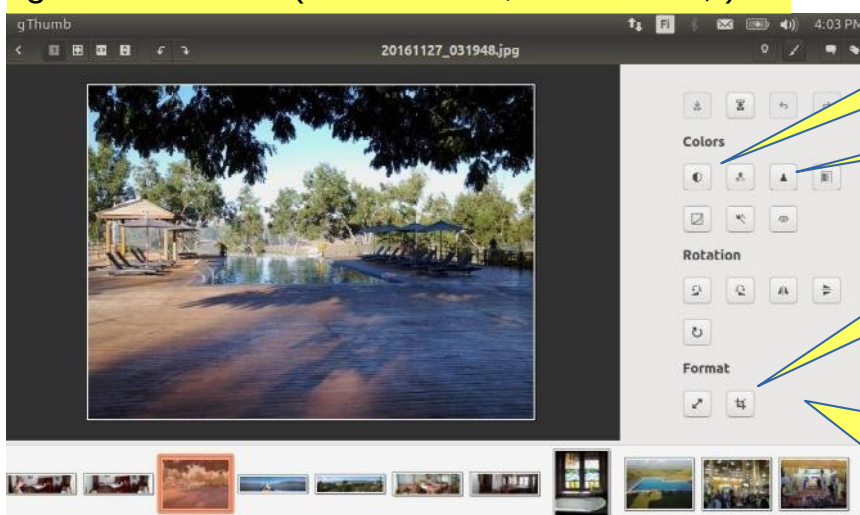
# Introduction to installed Ubuntu apps



LibreOffice manual

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

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



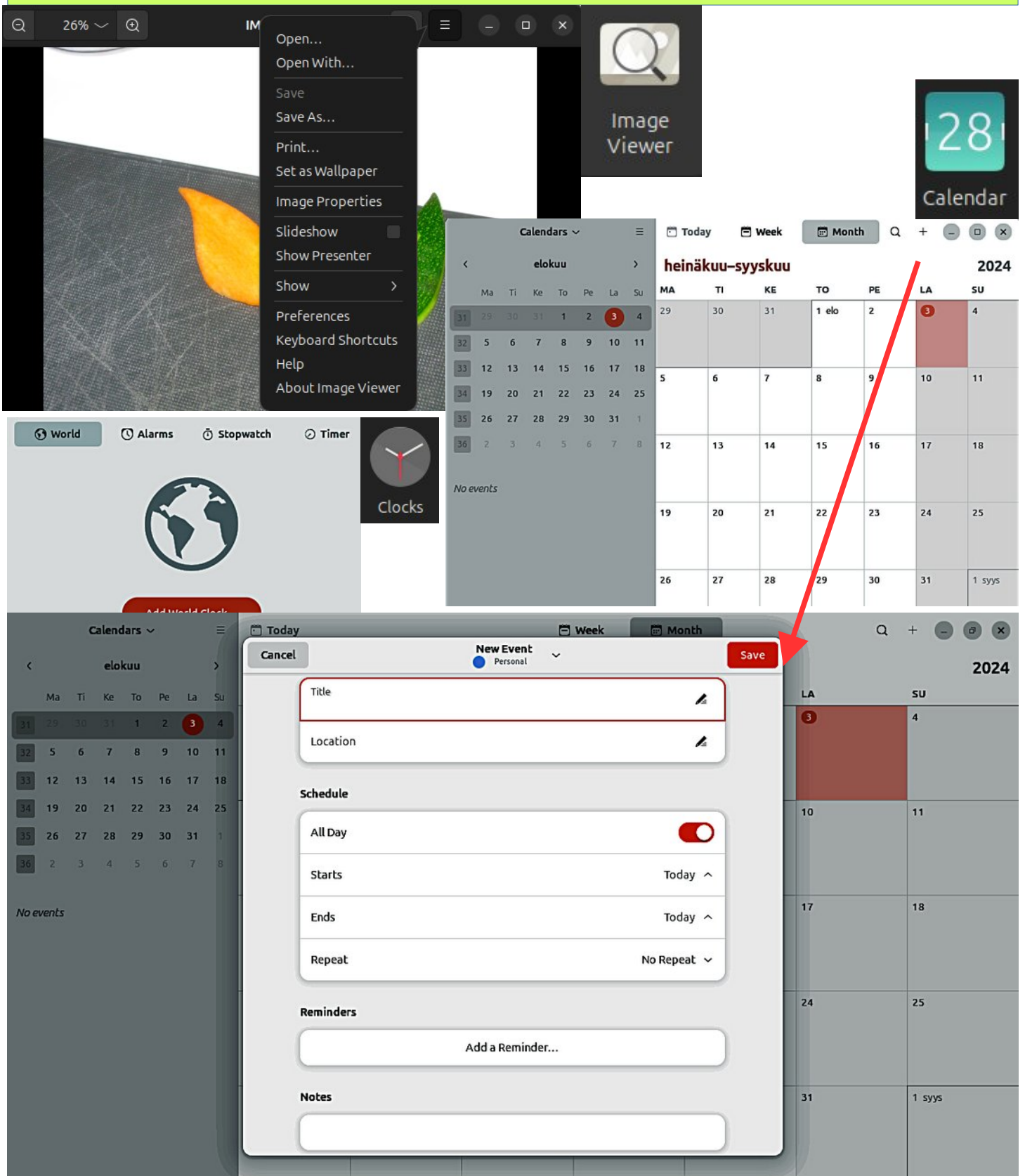
1. Automatic color correction

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

# Introduction to installed Ubuntu apps



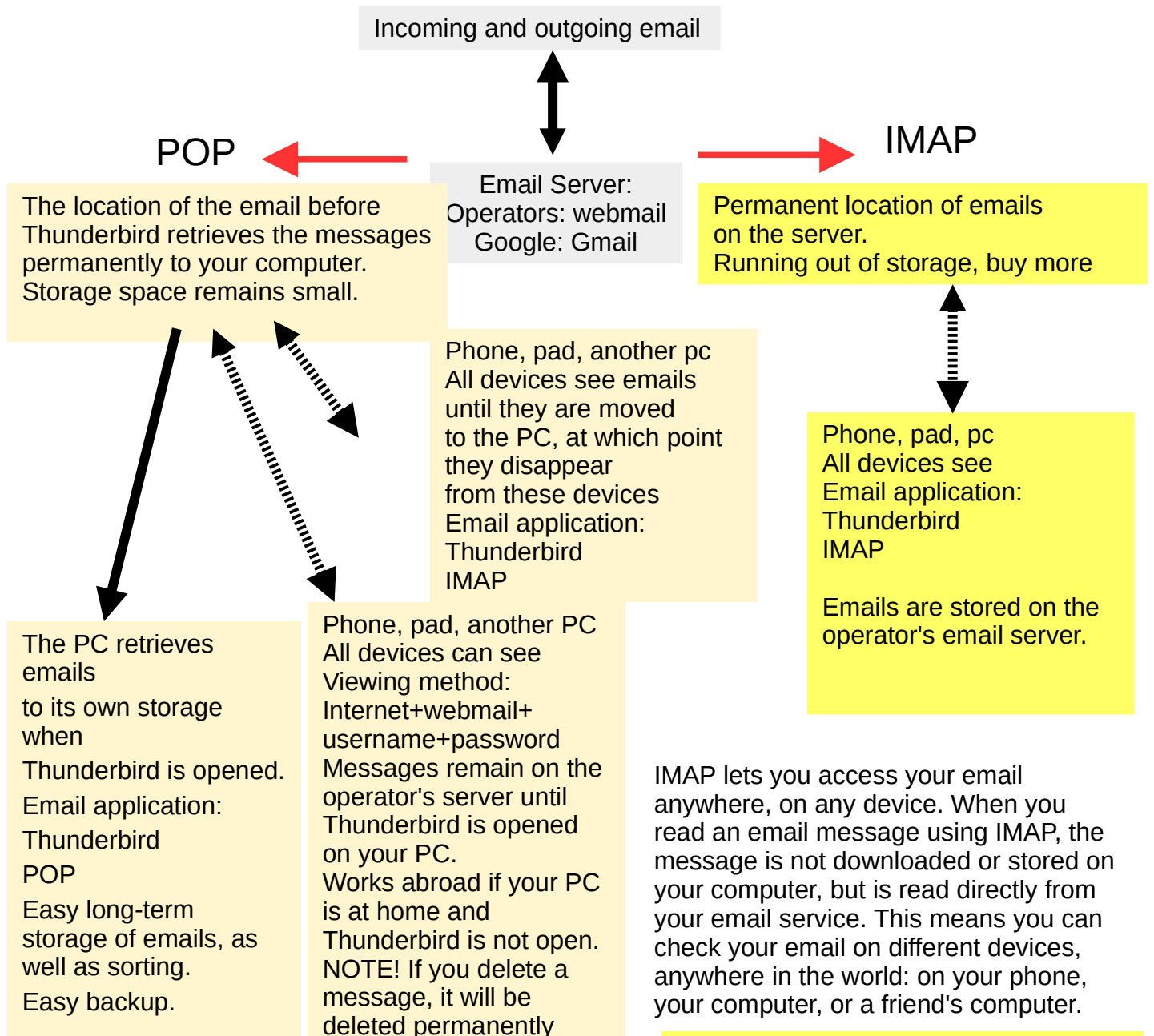
# A bit about email

Ubuntu's email client is Thunderbird. When configuring your email settings, you should pay attention to the following things.

1. Do you want to keep your sent and received emails for a long time and process them easily?
2. Is it important for you to be able to read your emails easily on many different devices (phone, tablet, computer)?

If point 1 is important, your choice is probably POP protocol

If point 2 is important, your choice is probably IMAP protocol.



The POP setting connects to your email service and downloads all new messages from there. Once they are downloaded to your computer, they are deleted from the email service. Once an email message is downloaded, it can only be read on the same computer. If you log in to your email on another device, messages previously downloaded on the other device will not be available.

Messages are stored locally on your computer, not on the email server.

**REMEMBER TO MAKE A BACKUP COPY!**

**If you use your phone to handle emails, use the IMAP setting. This way, your messages will be preserved when you change phones!**

More detailed instructions can be found on the operators' websites.

## Links, nice reading for rainy days

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

Ubuntu forum

<https://ubuntuforums.org/> old

<https://discourse.ubuntu.com/> new

Ubuntu Desktop Guide 24.04

Linux wiki

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

Using Ubuntu Linux

[https://en.wikibooks.org/wiki/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/History_of_Linux)

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



# Deja Dup Backup 1

**1. Deja Dup backup.** The program verifies everything user files. Restore restores the selected files or all.

**2. Define a backup of the HOME folder,** which includes files saved by the user and email and browser related user data (e-mails, addresses, favorites etc) from Firefox and Thunderbird.

**3. Define more folders!**

**4. Define the folders you don't want to copy.**

**5. Start the backup.**

**6. The backup can be located on a hard disk or e.g. memory stick**

**7. Choose a memory device with enough space.** (usb disk, usb memory stick)

**Backups Help**

- Backing Up
  - Preferences: Adjust your backup preferences
- Restoring Files
  - Full System Restore: Recover from total system failure
  - Restoring Specific Files: Restore a previous version of a file
  - What to do if you can't restore your files.
- About Backups
  - Getting Involved: Help make Déjà Dup better
  - Support: Get more help

**General** **Folders**

**Storage**

Location: 15 MB Volume

Folder: hannu-HP-250-G5-Notebook-PC

**Schedule**

Back Up Automatically: Next backup would be tomorrow. ☐

Automatic Backup Frequency: Weekly

Keep Backups: Forever

**General** **Folders**

**Folders to Back Up**

Home (hannu)

**Folders to Ignore**

Rubbish Bin

~/Lataukset

**Peru** **Varmuuskopioi** **Seuraava**

**Varmuuskopioitavat kansiot**

Käyttäjän hannu kotihakemisto

**Ohitettavat kansiot**

Roskakori

~/Lataukset

**Tallennus**

Sijainti: KOE

Kansio: hannu-HP-250-G5-Notebook-PC

**Peru** **Varmuuskopioi** **Edellinen** **Seuraava**

## Deja Dup Backup 2

**1. Automatic backup reminds of making a backup if it doesn't succeed automatically. The first backup takes time for a long time, the next ones go quite quickly. BACKUP NOT TO BE MISSED!**

**2. You can restore all or only selected folders and files**

**3. Select a return location**

**4. Backup folder**

The collage includes the following screenshots:

- Require Password?** dialog box with options for password protection, encryption password, confirm password, and remembering the password.
- Backing Up...** progress window showing "Scanning..." and "Creating the first backup. This may take a while."
- Backups** window showing a list of backup folders (e.g., .fig, .gnupg, .local, .ssh, Asiakirjat, Julkinen) and screenshot backups.
- Restore** dialog box with options to "Restore files to original locations" or "Restore to specific folder".
- Restore Finished** confirmation window stating "Your file was successfully restored."

# Backup strategy!

## Look Ubuntu Desktop Guide: **Tips & tricks**

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!



# A little about image processing

1.1

## 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

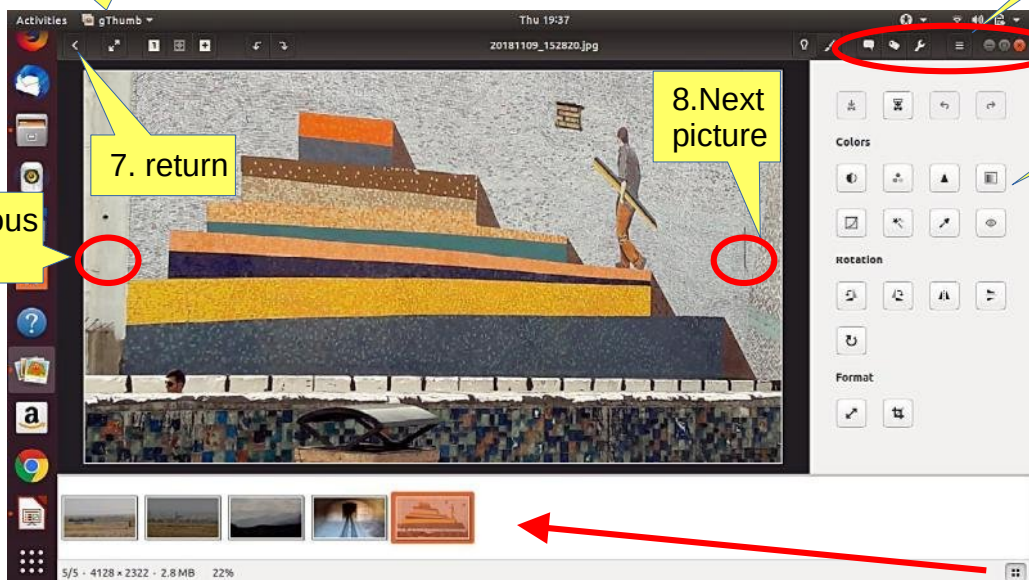
### 10. Previous picture

### 7. return

### 8. Next picture

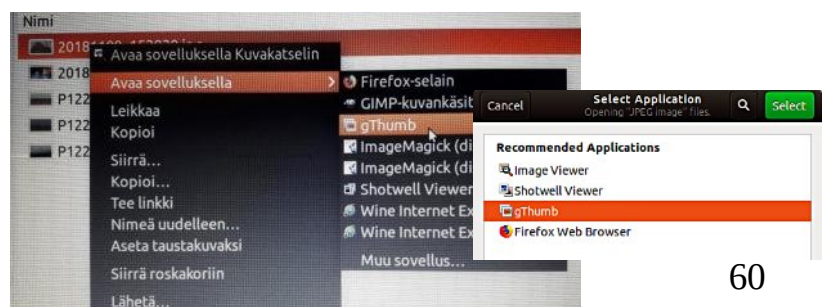
### 9. tools

### 11. the list



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

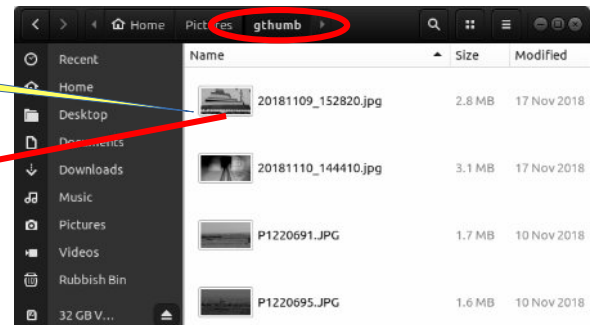
13. Click on the file on the left  
Open with app  
Select gThumb



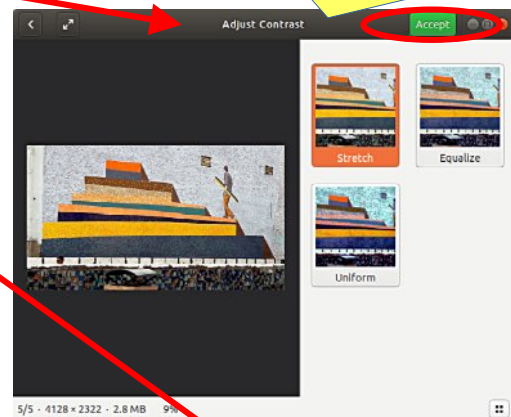
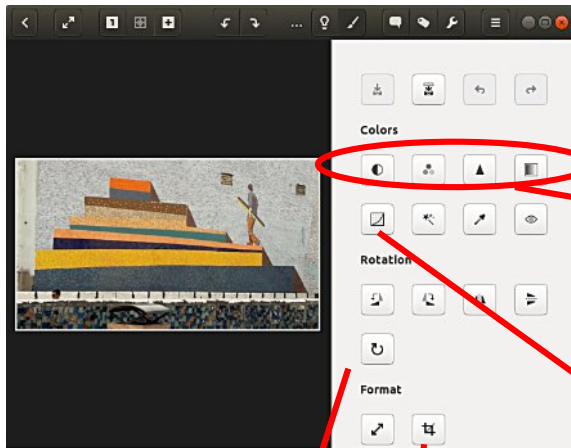


1. gThumb  
First picture

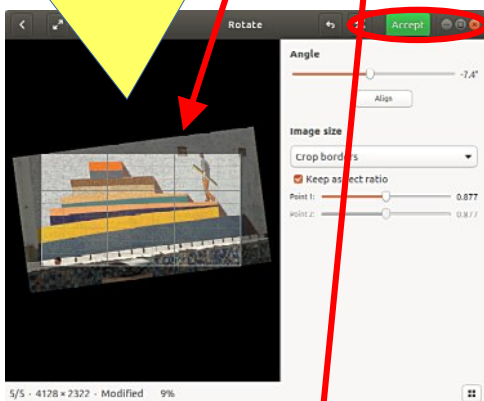
2. Images to be processed



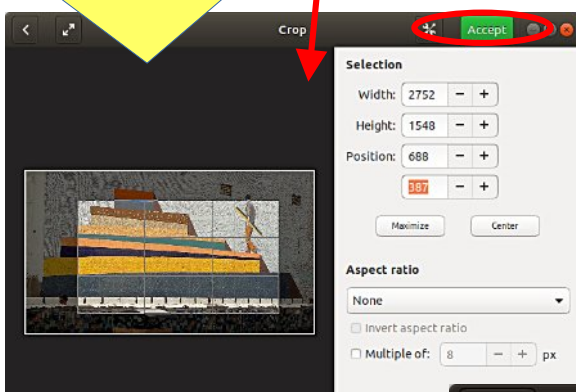
3. Adjust the contrast, colors, and sharpness. Accept



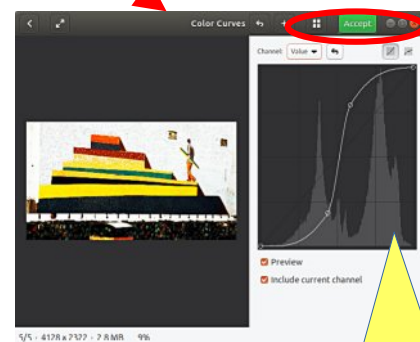
4. If necessary, straighten the image  
Use the +or- buttons to adjust the slope



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

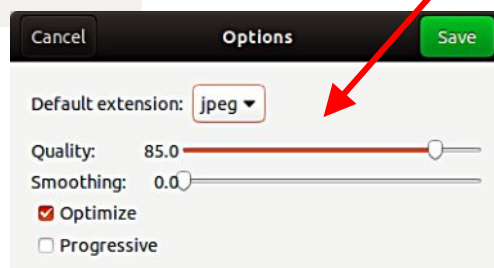
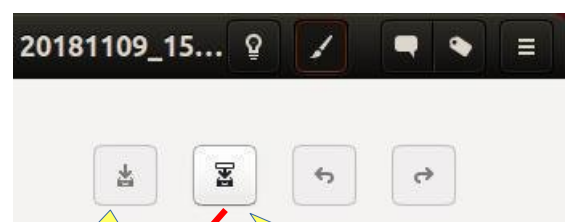


6. Try moving the curve



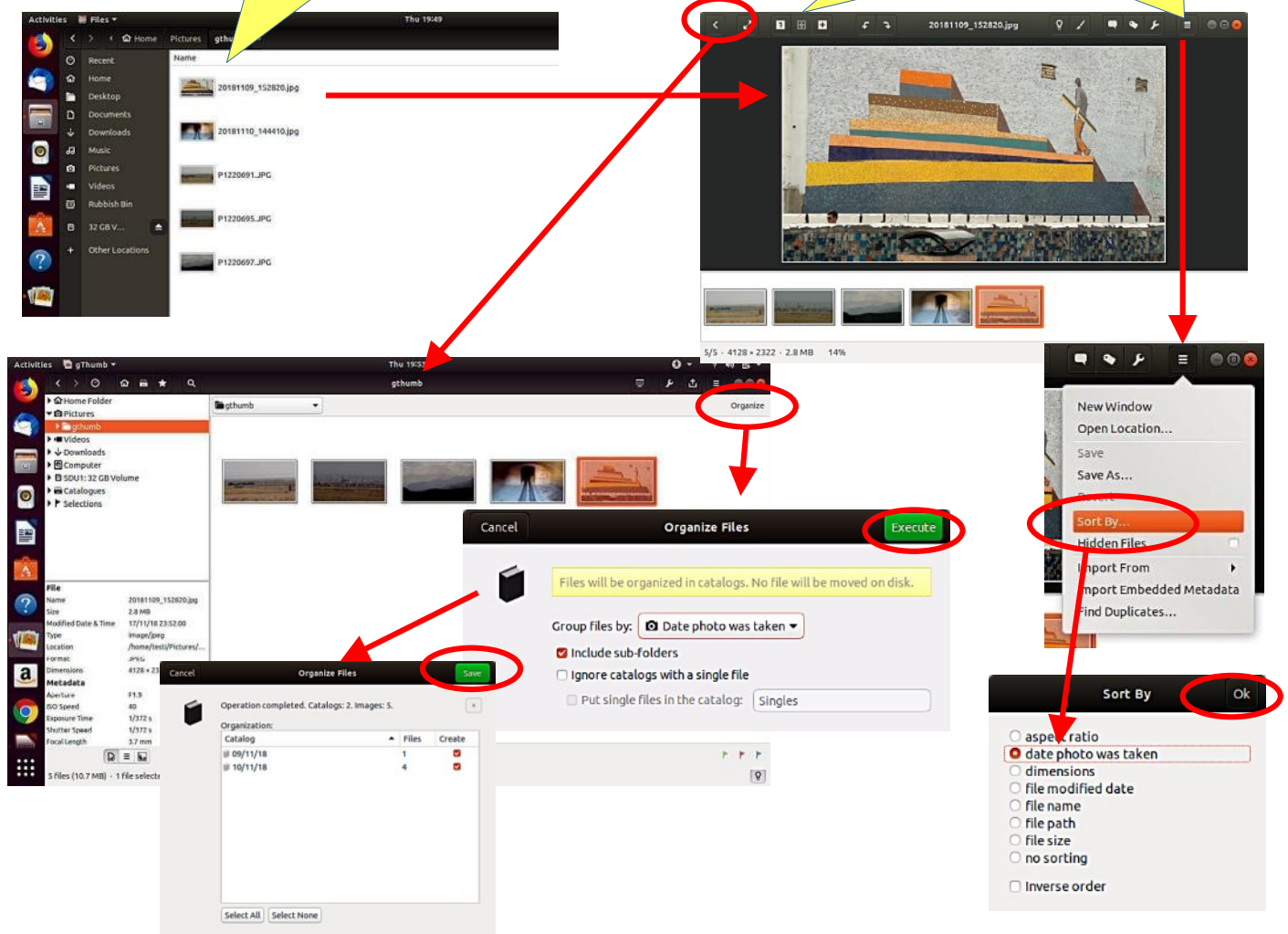
7. Save to the original

8. Save as new and  
adjust the packaging



1. Select the first image

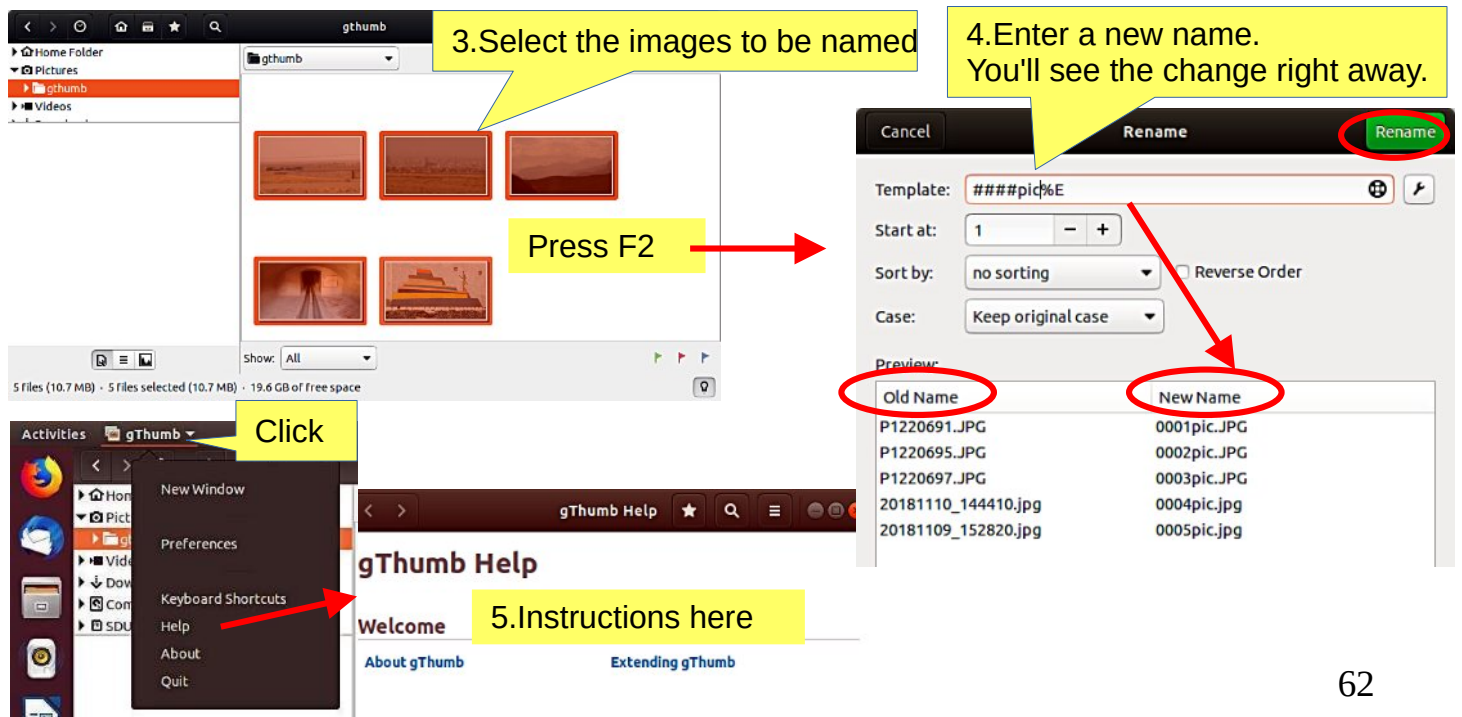
2. Two options for sorting, click



## gThumb image editing software - naming images

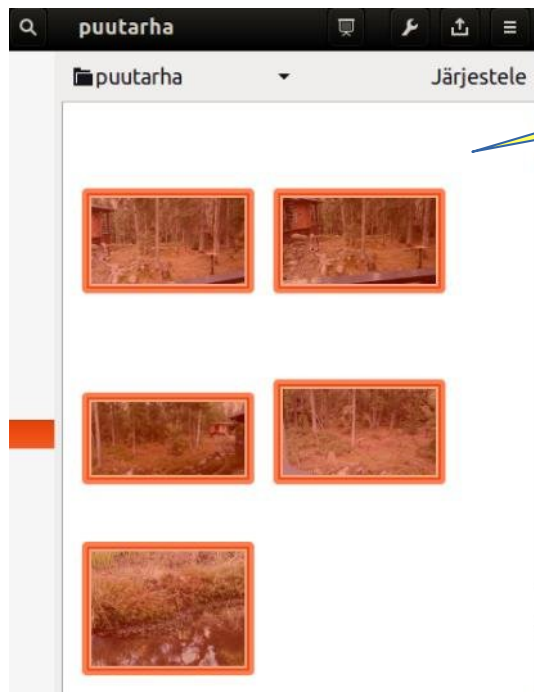
3. Select the images to be named

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



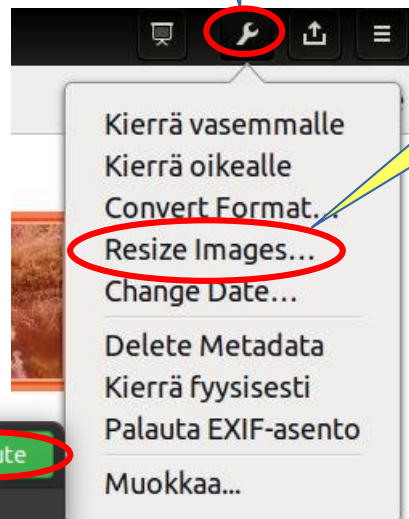
	20190502_153650.jpg	5,6 Mt
	20190502_153701.jpg	6,2 Mt
	20190502_175033.jpg	1,9 Mt
	20190502_175128.jpg	6,5 Mt
	20190509_080329.jpg	4,8 Mt

1. Pictures before reduction



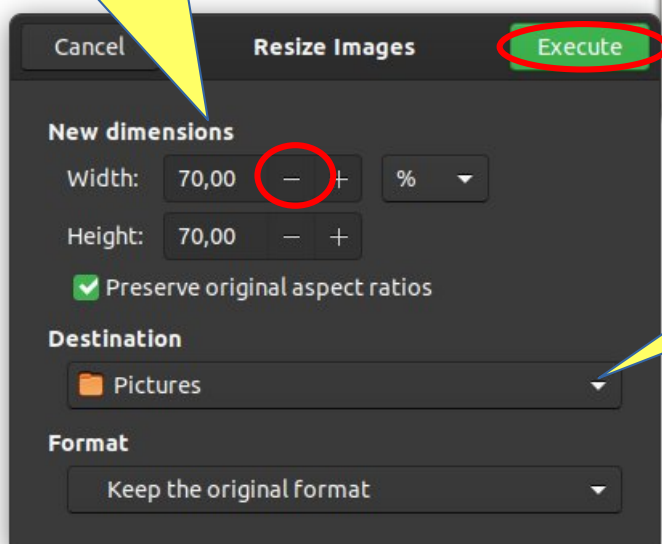
2. Open gThumb and highlight the files you want

3. Select tools



4. Select  
Resize Images...

5. Decrease size with -  
First try 70%



6. Select a new storage location and  
"Execute"

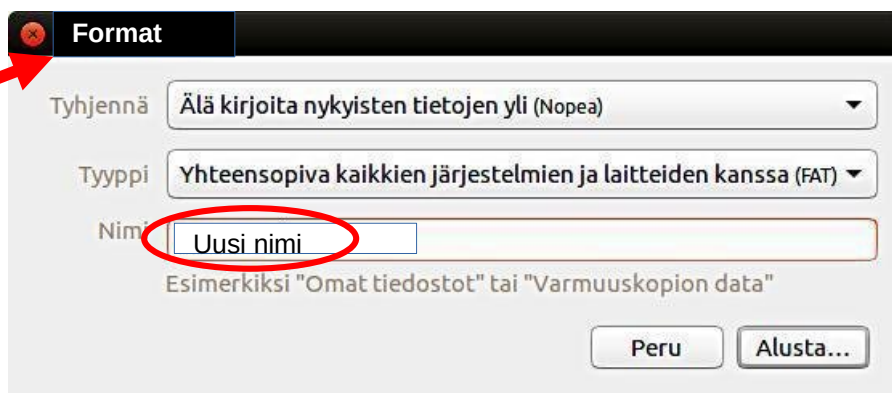
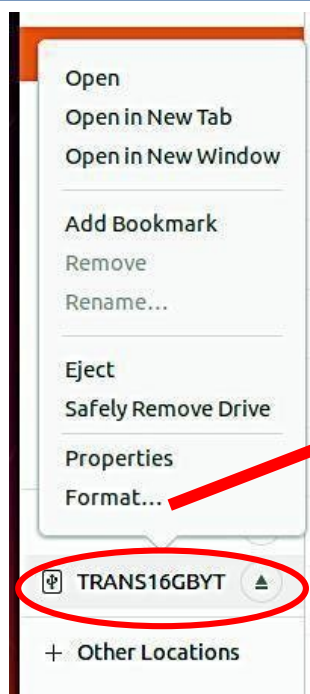
7. New file size. Compare the quality  
of the images with the originals.

	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



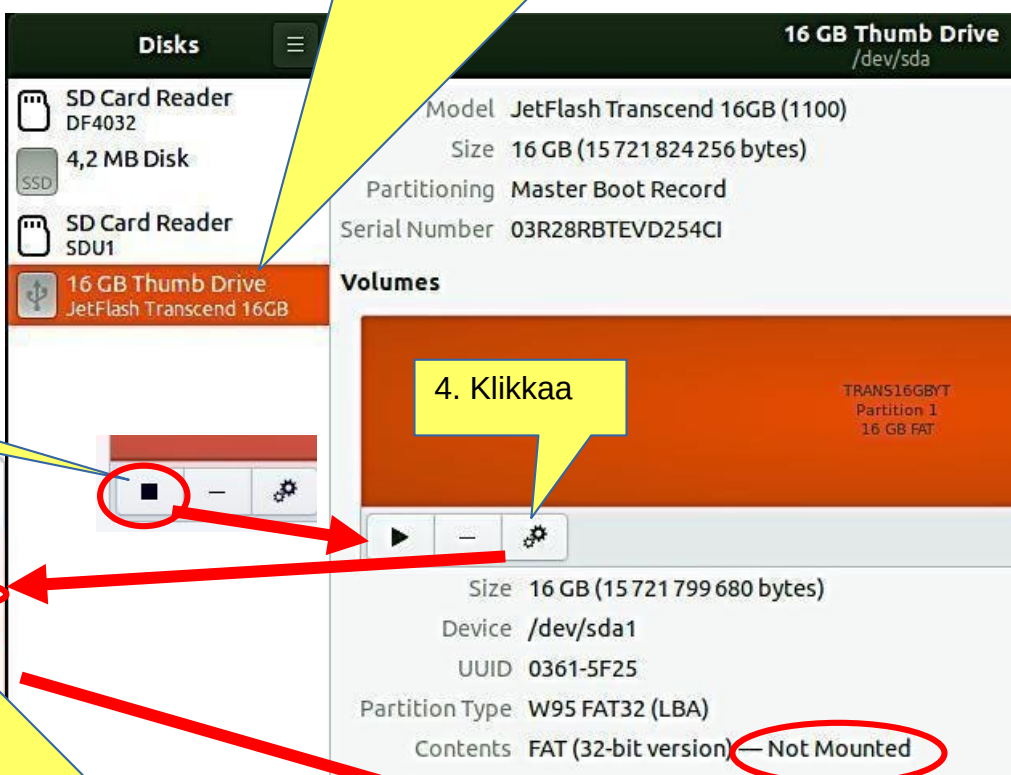
# Muistivälineen (USB/Kortti) uudelleen nimeäminen

Muistiväline voidaan nimetä joko formatoinnin ( alustuksen ) yhteydessä tai "Levyt" huolto-ohjelmalla myöhemmin



1. Käynnistä "Levyt" ohjelma

2. Tarkista, että käsittelet oikeaa Taltiota (muistia )!



3. Pysäytä klikkaamalla

4. Klikkaa

Format Partition...

Edit Partition...

Edit Filesystem...

Change Passphrase...

Resize...

Check Filesystem...

Repair Filesystem...

Edit Mount Options...

Edit Encryption...

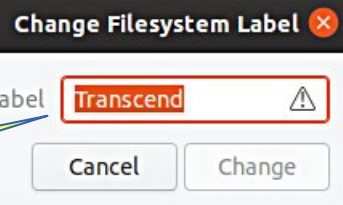
Create Partition...

Restore Partition Image...

Benchmark Partition...

5. Valitse "Muuta tiedostojärjestelmää..." ( Ohjeen loppu puuttuu, Harhaanjohtava )

6. Kirjoita uusi nimi





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!

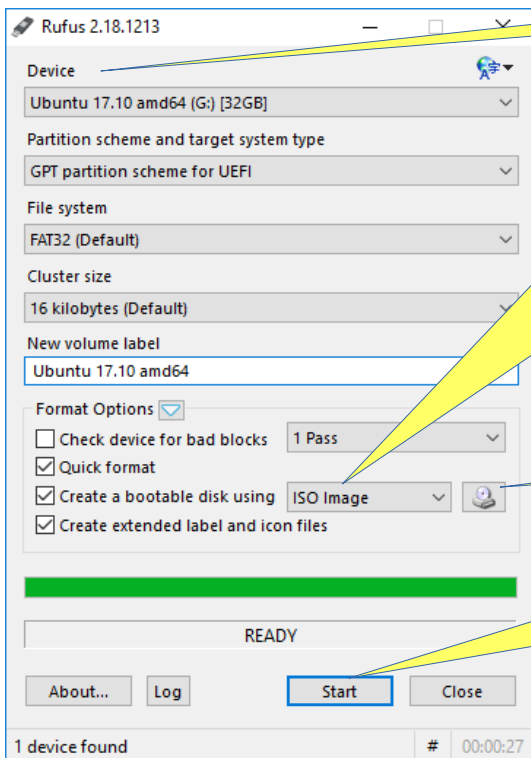
1. Go to <https://www.ubuntu.com/download/desktop>.
2. Select "Download Ubuntu 24.04 LTS" .
3. When downloading a program, you get an ISO file for your computer.
4. Start downloading Rufus from its web site. Install it by double-clicking the file you downloaded. Another option is Balena Etcher.
5. Insert a blank min 6 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 24.04

( [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 6 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.

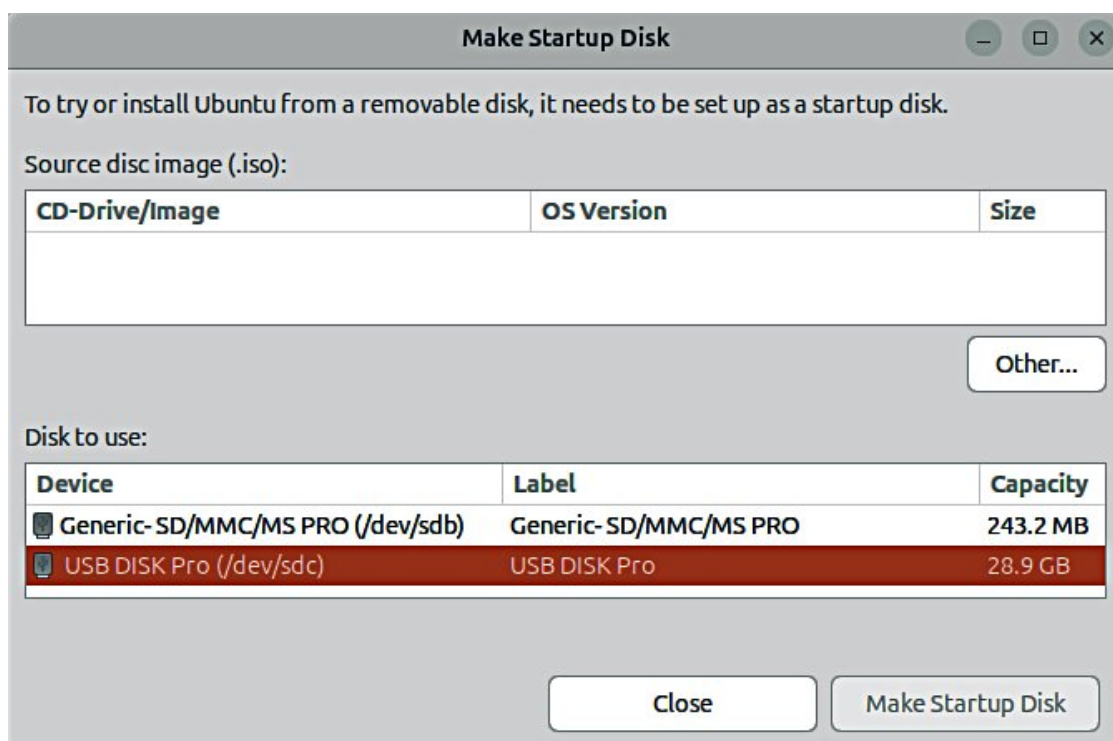
13. After that, Ubuntu should start up (it happens slowly because all the information is downloaded from a USB stick.

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...



## 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.

<https://www.tecmint.com/upgrade-ubuntu-22-04-to-24-04/>

<https://www.cyberciti.biz/faq/how-to-upgrade-from-ubuntu-22-04-lts-to-ubuntu-24-04-lts/>



# UPGRADING UBUNTU 1

Sometimes you will come across a situation where you need to update Ubuntu to a newer version.

- the program informs you that a new version is available, do you want to update?
- the version you are using is getting old and is no longer being updated

Here are some thoughts on changing the version.

Warning: There may be long periods during the update where nothing seems to happen. See page 10 for information on monitoring the program.

## **A. Do you want to update to the new version according to the program recommendation**

( if you have installed and removed several different programs, there may have been user data left in the memory, these will also be transferred to the new version as a "burden" )

Updates must be done in order 20.04 → 22.04 → 24.04 ), you cannot skip them!

or

## **B. Do a completely new "clean installation" with the new version.**

Remember that this does not copy your own data! You will have to transfer it separately.

Before installing, make a backup of your own files!

Search online for instructions on how to update.

## **In both cases, take the following precautions:**

1. Back up all your data. Use DejaDub backup, for example. Make backups to removable storage.  
( 2. Make another backup directly to removable storage with the copy command).
3. Make a copy of the entire Firefox and Mozilla hidden folders (= emails and bookmarks).  
Home/.thunderbird  
Home/.mozilla (firefox)  
Recover the Chromium characters.  
(Note! These can be found in the DejaDub backup, but it is much easier to handle them separately).
4. Make a note of all the programs you installed yourself so that you can easily reinstall them.
5. Make a note of the usernames and passwords for all your programs. You will need them when you have to reinstall programs.
6. Just to be on the safe side, make a live USB stick of the Ubuntu version you want and also of the existing version.

<https://www.tecmint.com/upgrade-ubuntu-22-04-to-24-04/>

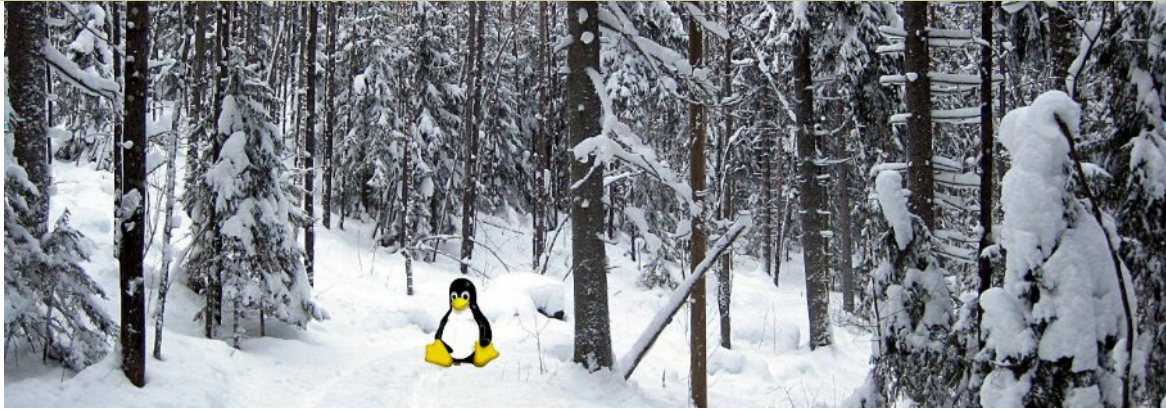
<https://www.cyberciti.biz/faq/how-to-upgrade-from-ubuntu-22-04-lts-to-ubuntu-24-04-lts/>

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>



## Ubuntu 24.04 & 22.04 guide (pdf) for beginner

[www.ubuntutor.com](http://www.ubuntutor.com)

**English 18.04 updated 20201105**

Ubuntu guide 16.04

Ubuntu guide 18.04

24.04

Some Linux distos

**Suomeksi 24.04 uusittu 20200722**

Ubuntu ohjevihko 16.04

Ubuntu ohjevihko 18.04

24.04

Guide 16.04 text file for Google Translator

Guide 18.04 text file for Google Translator

24.04

### Visitors ubuntutor.com in October 2020 ;-)

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Germany	Venezuela	Mauritius	Somalia	Azerbaijan
Finland	Republic of Serbia	Seychelles	Chile	Libya
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China	Israel	Nicaragua	Bolivia	Jamaica
Canada	Malaysia	Laos	Uruguay	Unknown
France	Czech Republic	Polynesia (French)	Cuba	Montenegro
Brazil	Pakistan	Estonia	Uzbekistan	Ghana
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Sweden	Bangladesh	Senegal	Peru	Iran
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