

# UBUNTU GUIDE

## 20.04 LTS

Ver. 20201028

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

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# Introduction

A couple of years ago I found out that my old XP Windows laptop was too old. I bought a small one, HP Stream Laptop (2 GB of RAM and 34 GB hard drive) and Windows 10. The entire installation with Office took about 28 GB!

I had followed the development of Ubuntu, and I tested Ubuntu from the usb stick. Eventually I made a decision and copied Windows 10 from my laptop to a usb stick and I installed Ubuntu. The entire installation with Libre Office took about 9 GB!

I also installed Ubuntu Mate on my old XP computer, but I have not used Windows anymore.

Ubuntu is free and is great for home use.

With this guide I introduce the features of Ubuntu's Graphical User Interface (Gnome) to the beginners. The difference between Windows and Ubuntu is small and Ubuntu is easy to learn by using this guide.

Here are a few examples of Ubuntu applications:

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

Attention!

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

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

Best regards, Hannu



Feedback: [comment@ubuntutor.com](mailto:comment@ubuntutor.com)

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# General Information about Ubuntu

## Look Ubuntu Desktop Guide: **Getting Started**

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

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

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

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

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

Ubuntu with all its applications is free.

Ubuntu needs much less memory compared to Windows.

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

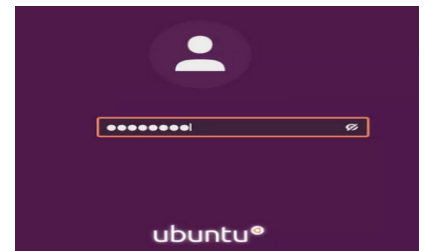
Ubuntu is updated annually and the so-called "Long-term support" (5 years) versions are published every two years with the symbol of year and month and the letters LTS (long-term support). For example, version 20.04 LTS has been released in April 2020 and will be supported until 2025.

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

## How to open Ubuntu?

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

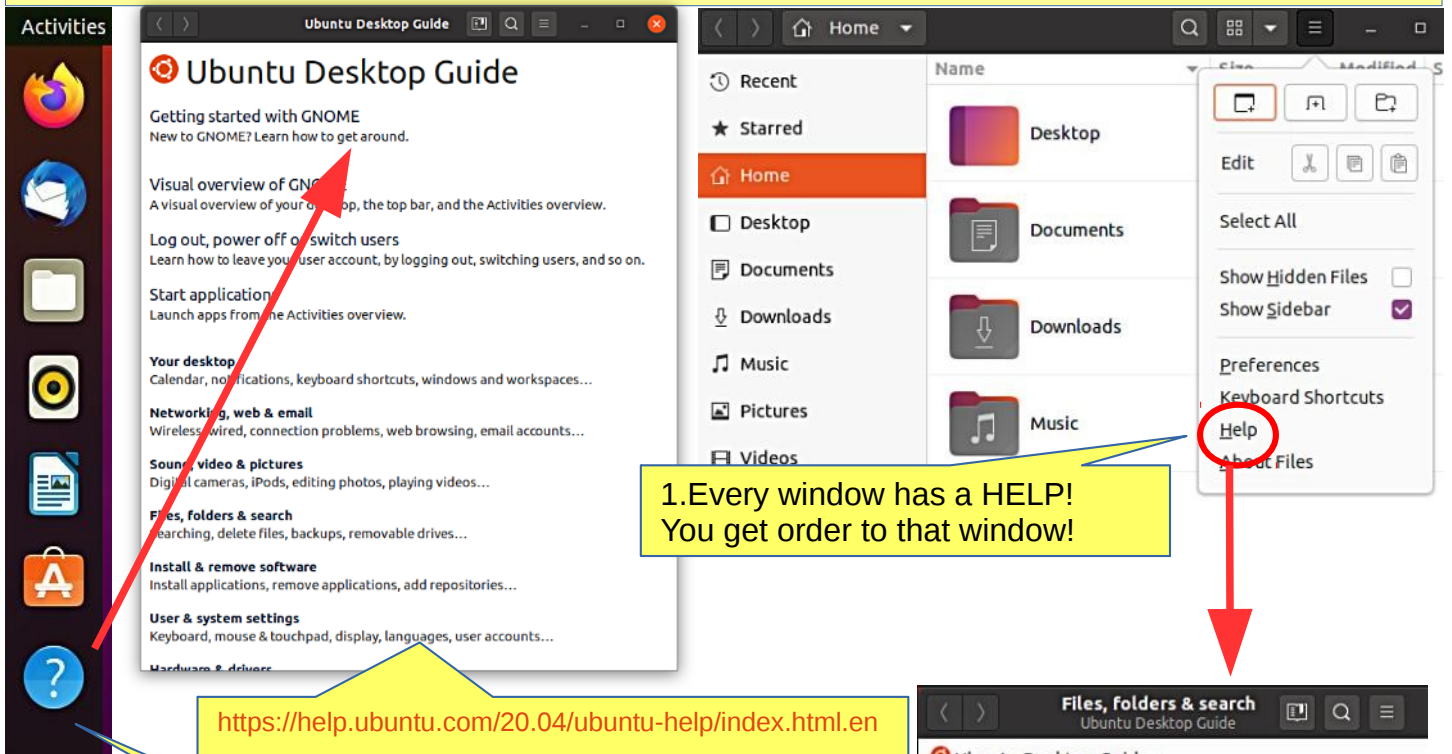
When you lock your screen, or it locks automatically, the lock screen is displayed. In addition to protecting your desktop while you're away from your computer, the lock screen displays the date and time. It also shows information about your battery and network status.



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



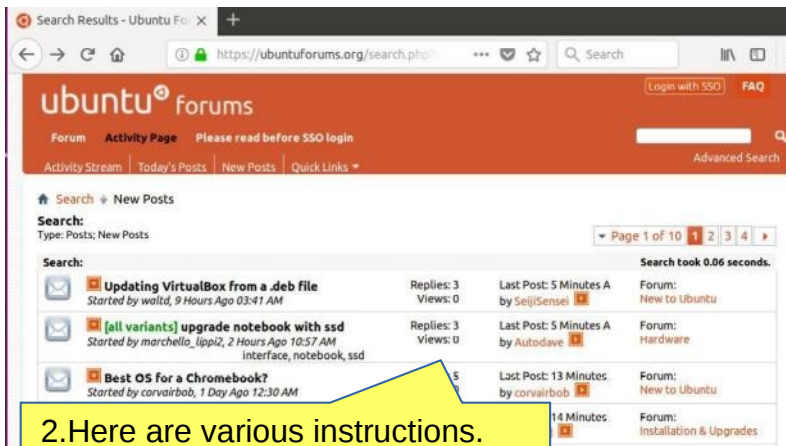
# Ubuntu instructions



Dock!

F1 = Show HELP

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

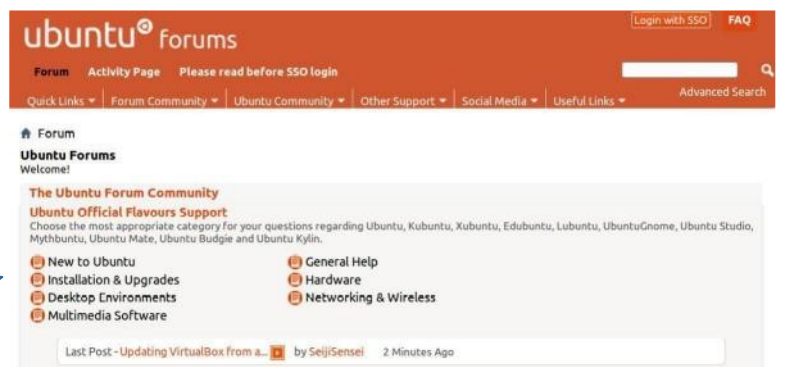


2. Here are various instructions.



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>

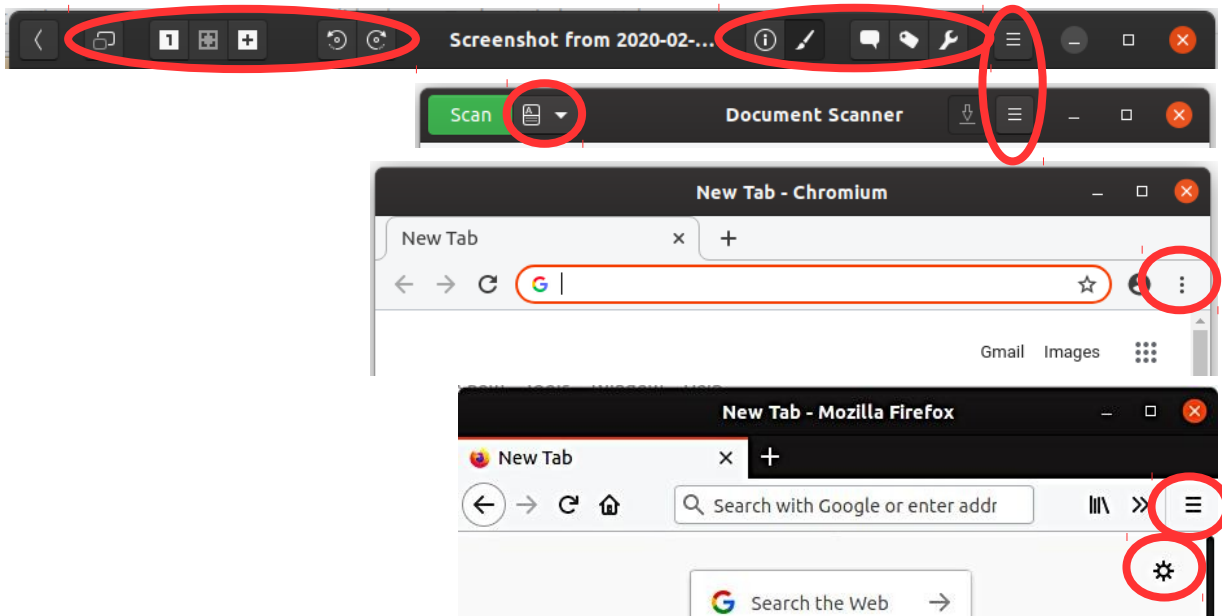


5. LibreOffice documentation  
<https://documentation.libreoffice.org/en/english-documentation/>

Try and find the command ;-)



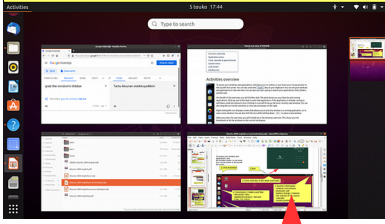
1. Earlier all commands were found in the menu bar



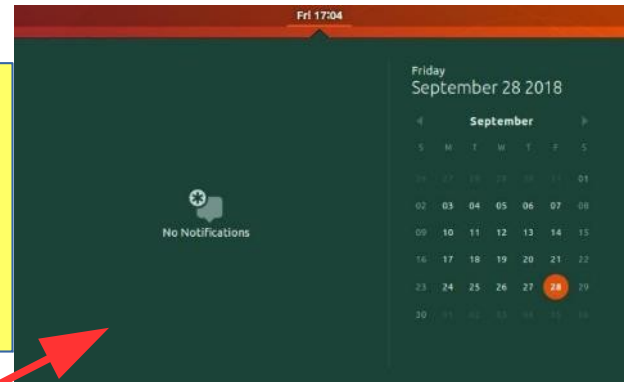
3. The same applications are now used on computers, tablets and phones. Because of this, menu commands are not convenient and new solutions have to be developed. The solutions are slightly different for different applications, unfortunately.

# 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

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

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

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

7. Shopping bag  
- download new software

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

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

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

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

# Pre-installed applications

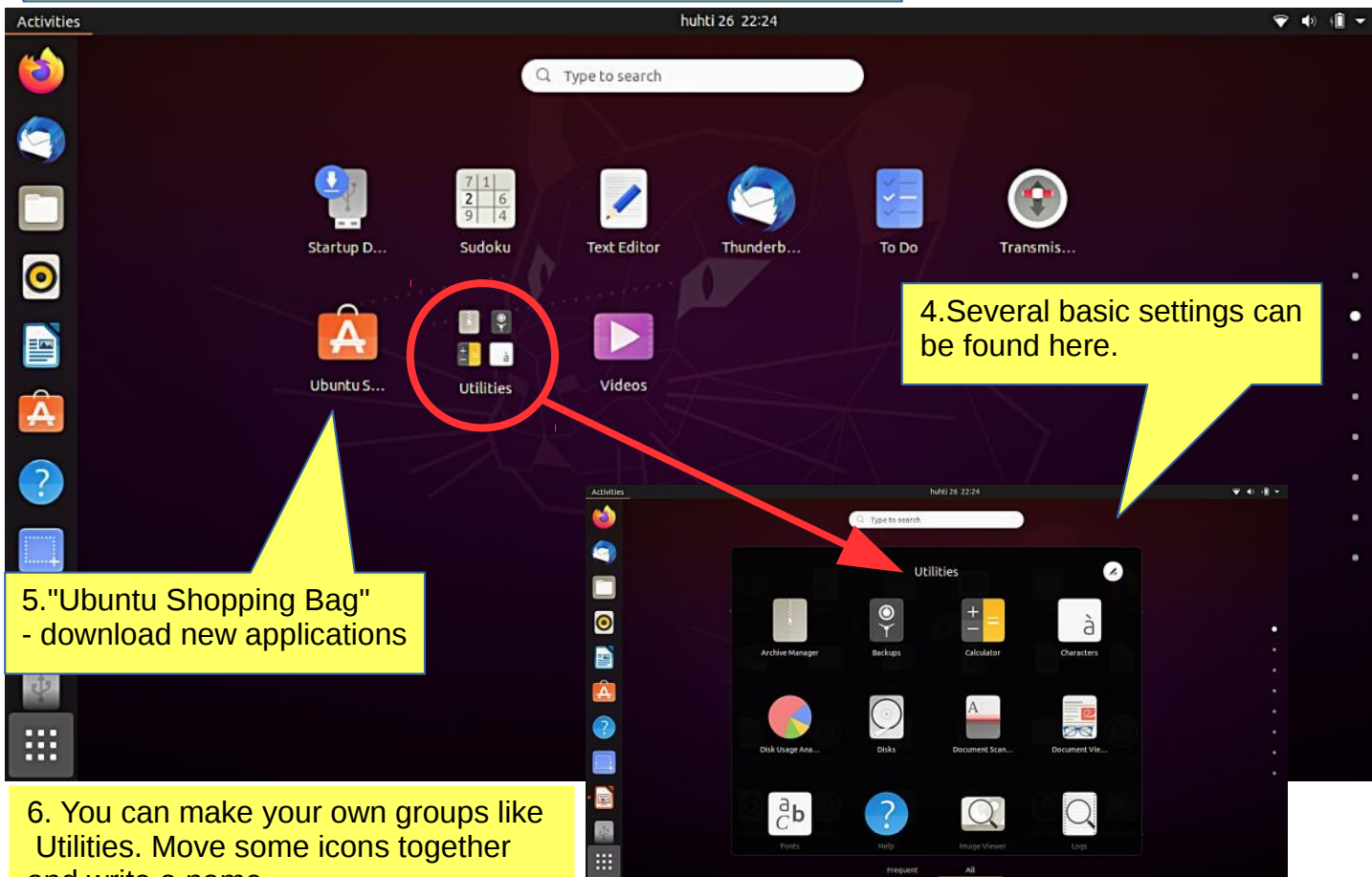
Look Ubuntu Desktop Guide: **Start applications**



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

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

3. Note two different options



4. Several basic settings can be found here.

5. "Ubuntu Shopping Bag" - download new applications

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



## Some thoughts before going on

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

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

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

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

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

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

## Structure of the File System

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

A good thing compared to Windows:

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

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

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

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

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



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

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

You can now unplug Kingston DataTraveler 3.0

# Some tips

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

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

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

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

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



## How to use mouse and touch pad

### 6. How to operate with the mouse

#### With left or right button

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

#### With mouse scroll button

- Scroll
- Press and scroll

### 7. How to operate with the touch pad

#### With one finger (left or right button or in the middle of touch pad)

- Click
- Click click
- Click and press and move

#### With two fingers at the same time

- Click
- Click click
- Click and press and move

9. If you move the cursor quickly, the cursor moves further

# Presentation of Folder / Directory Structure

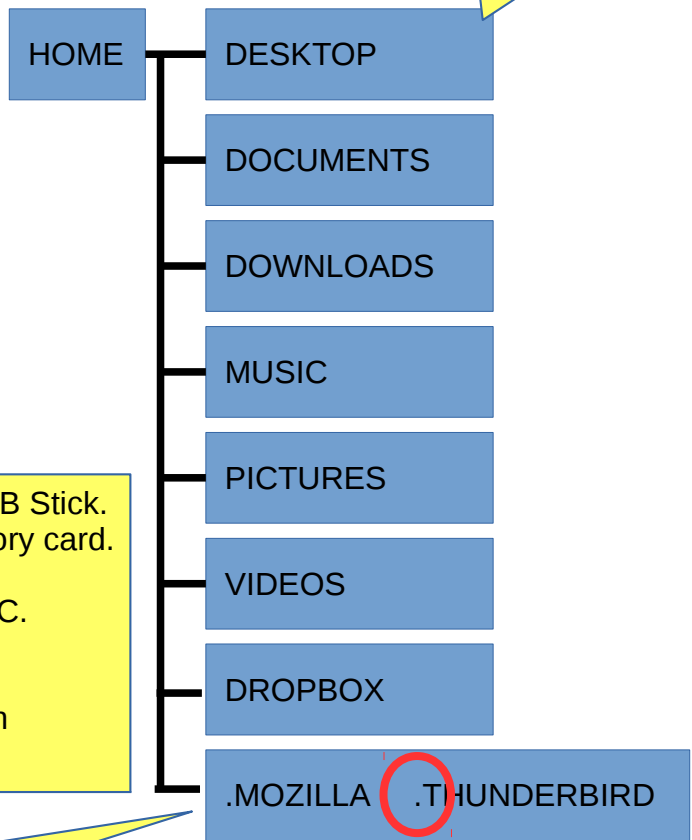
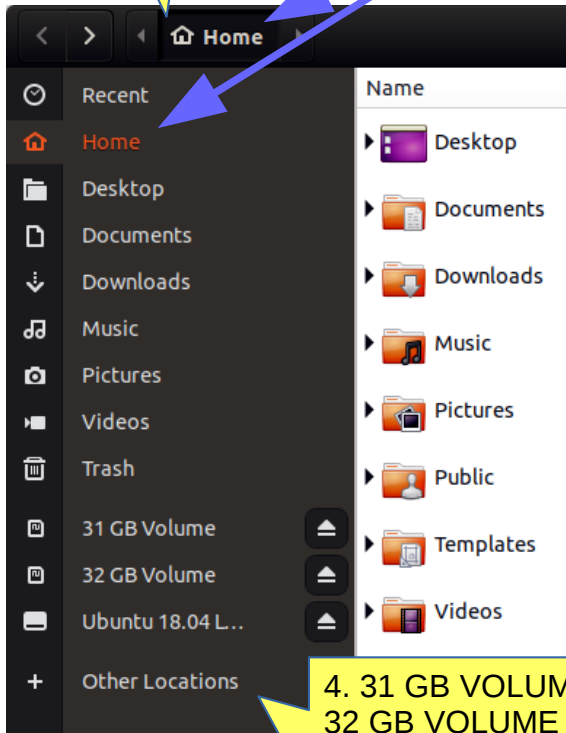
Look Ubuntu Desktop Guide: **Files, folders & search**

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

2. Note HOME and DESKTOP

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

3. Desktop is "Home screen"



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

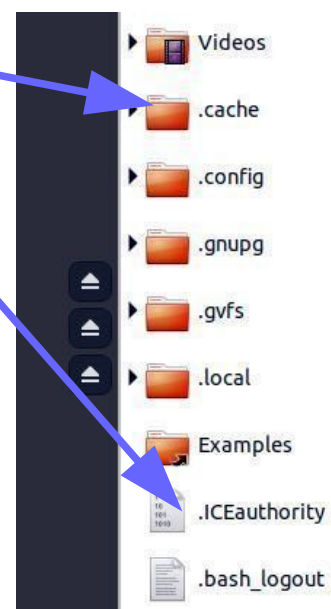
Ubuntu 18.04 L... is your PC.

Other Locations  
- there is usually no need in homeuse.

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

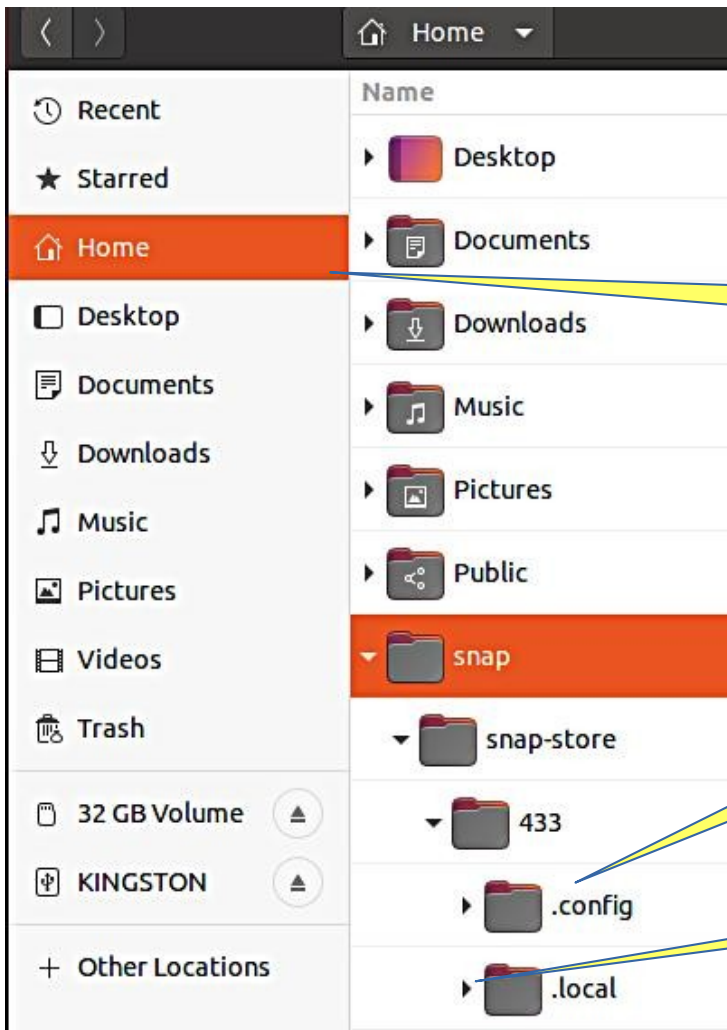
6. The HOME directory stores all user files!  
Under the home directory you can see its  
subdirectories (desktop etc)  
Some of the directories may be hidden, in front of  
them there is a dot  
(.THUNDERBIRD = emails and addresses)

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

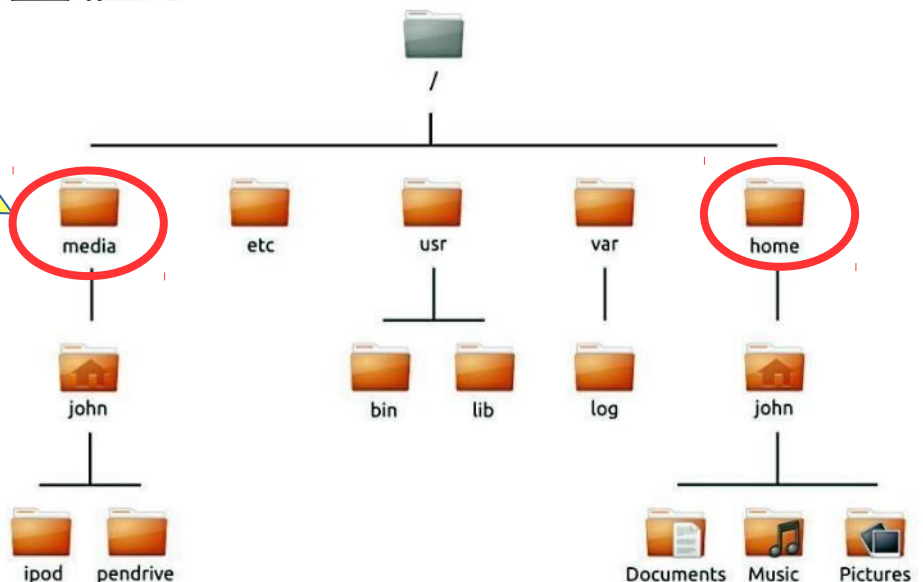




# Presentation of Folder / Directory Structure



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



5. The file can be renamed: Edit - Rename

6. The folder can be renamed: Edit - Rename

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

# Files Application (Nautilus) hidden commands

1. Click name or symbol or with mouse button

The image shows the Nautilus Files application interface with several hidden commands highlighted by red boxes and arrows. The main window displays the Home directory with a sidebar on the left and a file list on the right. A context menu is open over the Home directory, showing options like 'Open in New Window', 'Cut', 'Copy', and 'Copy to...'. Another context menu is open over the '32 GB Volume' (SD Card), showing options like 'Unmount', 'Eject', 'Properties', and 'Format...'. A third context menu is open over the 'KINGSTON' (USB) drive, showing options like 'Eject', 'Properties', and 'Format...'. The top of the window shows the 'Files' menu with options like 'New Window' and 'Quit'. The bottom of the window shows the system tray with the '32 GB Volume' and 'KINGSTON' drives. Red arrows point from the highlighted commands to their respective locations in the interface.

Highlighted commands and options include:

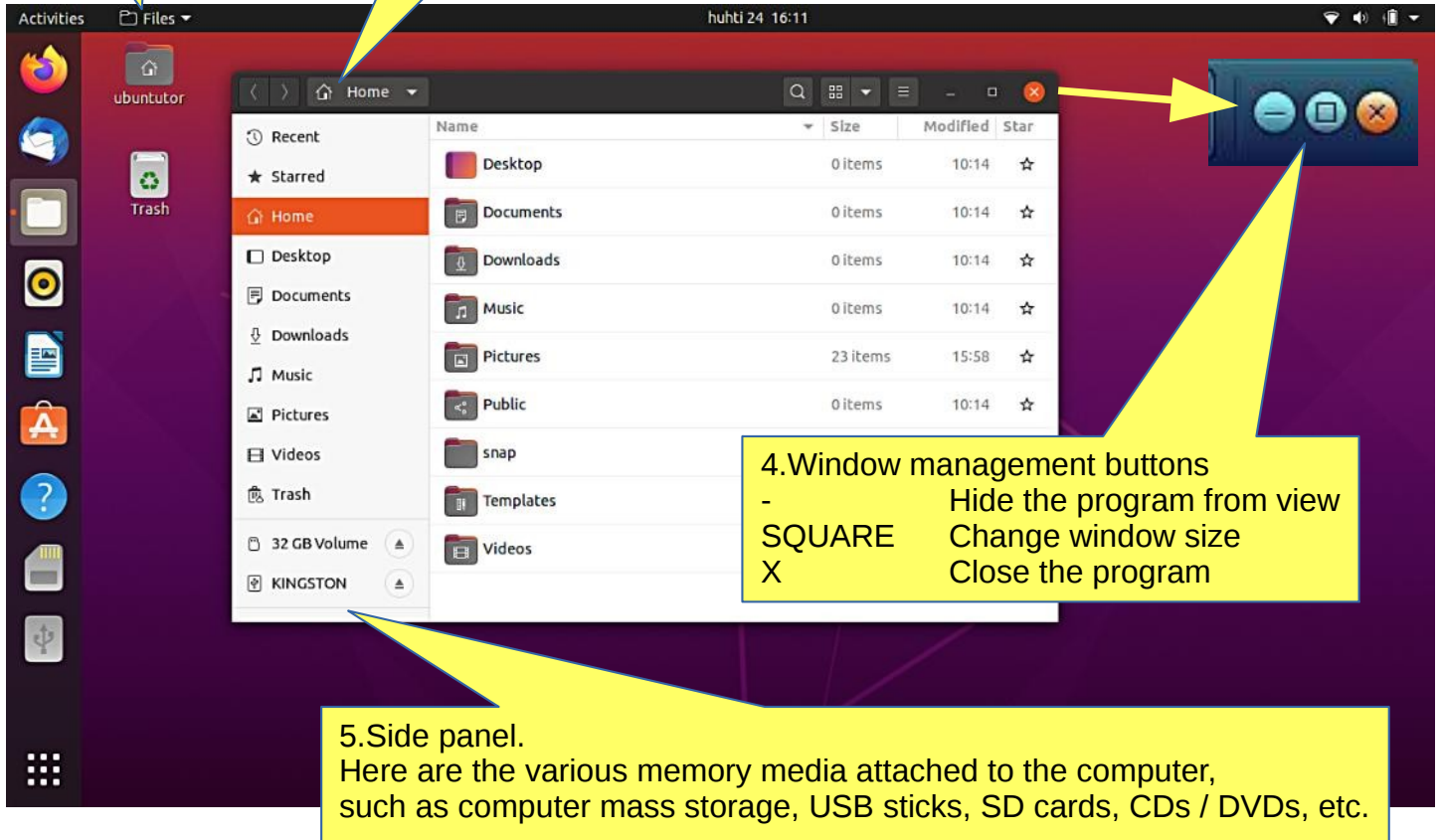
- New Window
- Quit
- New Folder...
- Add to Bookmarks
- Paste
- Select All
- Properties
- Restore Missing Files...
- Open in Terminal
- Minimize
- Maximize
- Move
- Resize
- Always on Top
- Always on Visible Workspace
- Move to Workspace Down
- Close
- Undo
- Redo
- Visible Columns...
- Reload
- Edit
- Select All
- Show Hidden Files
- Show Sidebar
- Preferences
- Keyboard Shortcuts
- Help
- About Files
- Open in New Window
- Cut
- Copy
- Copy to...
- Move to...
- Move to Trash
- Rename...
- Compress...
- Send to...
- Properties
- Open
- Open in New Tab
- Open in New Window
- Open With Other Application
- Cut
- Copy
- Copy to...
- Move to Trash
- Rename...
- Compress...
- Revert to Previous Version...
- Send to...
- Open in Terminal
- Local Network Share
- Star
- Properties
- Unmount
- Eject
- Properties
- Format...
- 32 GB Volume
- KINGSTON

# 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.

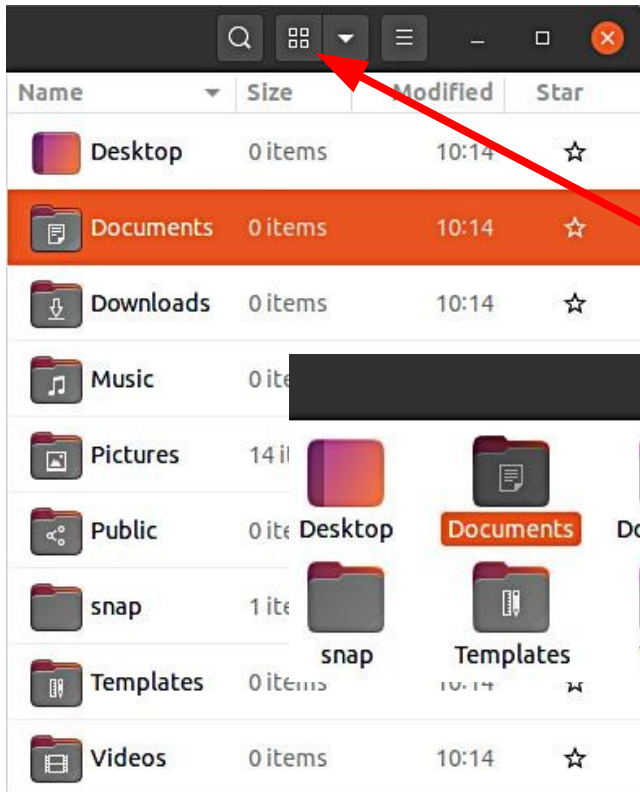


4. Window management buttons  
- Hide the program from view  
SQUARE Change window size  
X Close the program

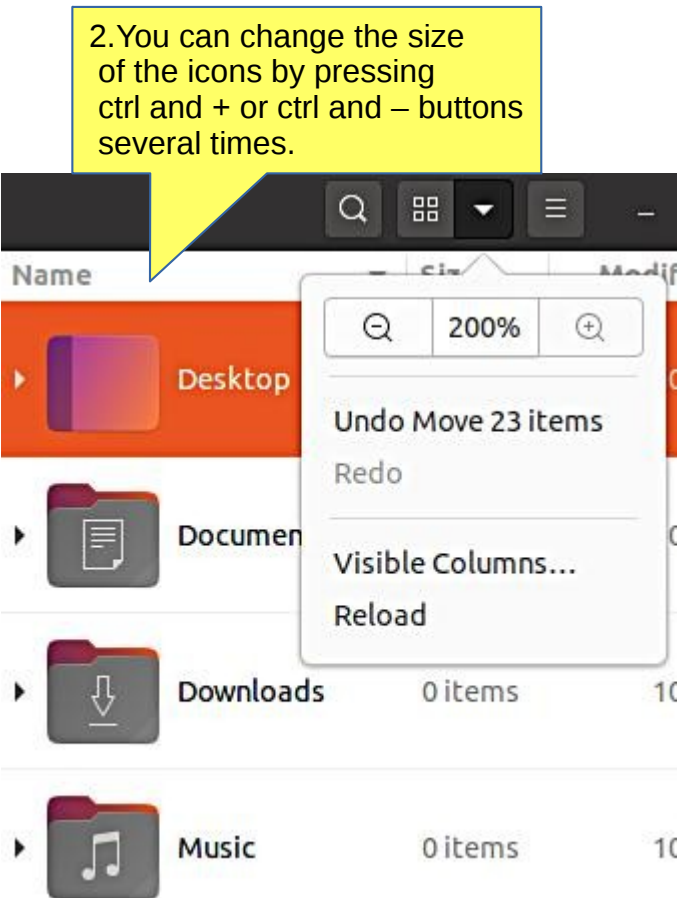
5. Side panel.  
Here are the various memory media attached to the computer, such as computer mass storage, USB sticks, SD cards, CDs / DVDs, etc.

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.

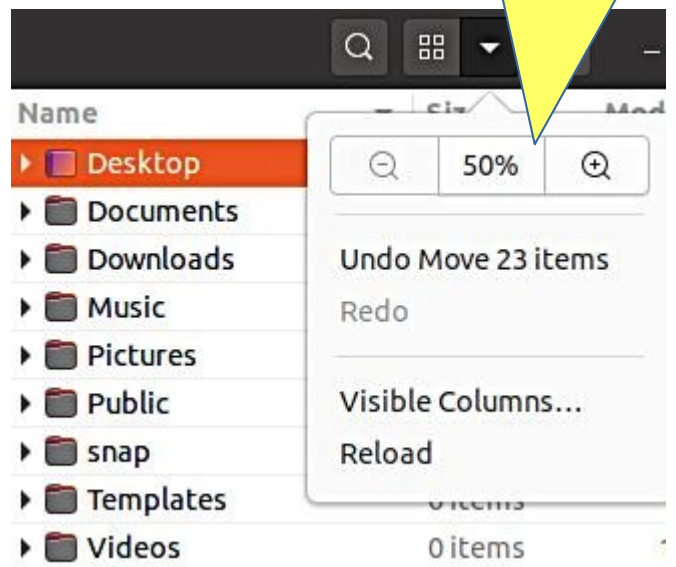
# Files Application (Nautilus)



1. You can change the order by clicking. The icons are either on the side or side by side.



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



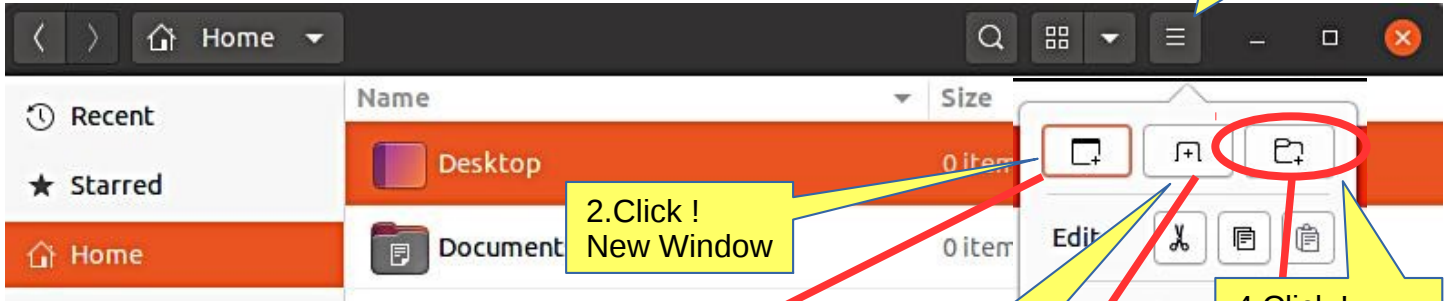
3. You can also change the size of the icons and see the size in %

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



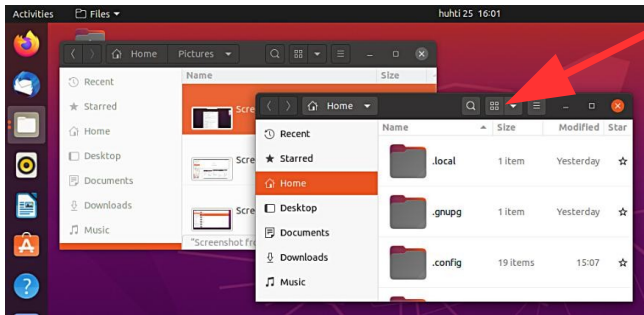
# Presentation / Files application

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



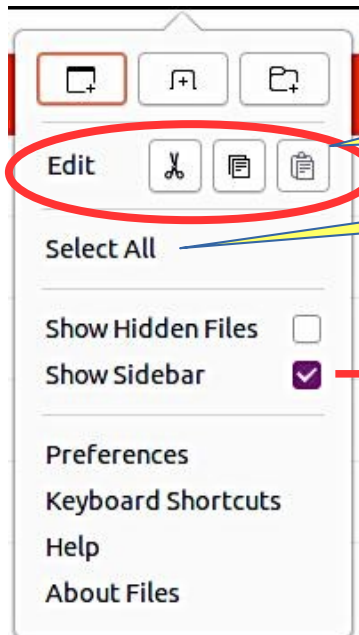
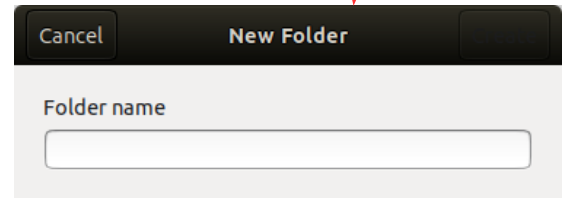
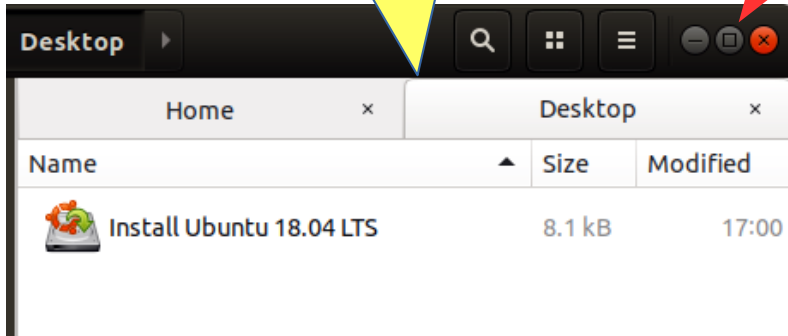
2. Click! New Window

4. Click! New Folder



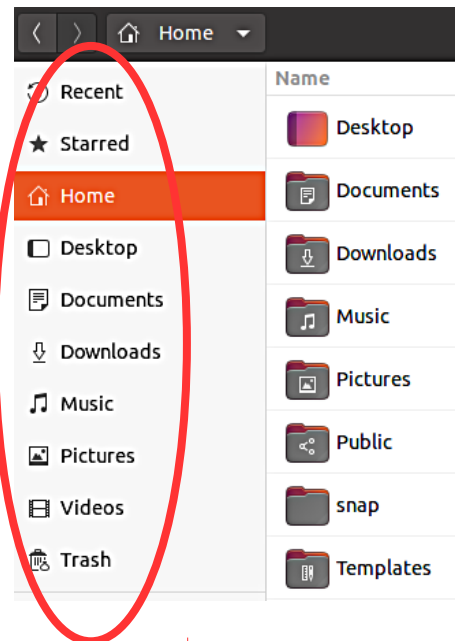
3. Click the new tab. Tab is created in the same window.

5. Two tabs Home and Desktop

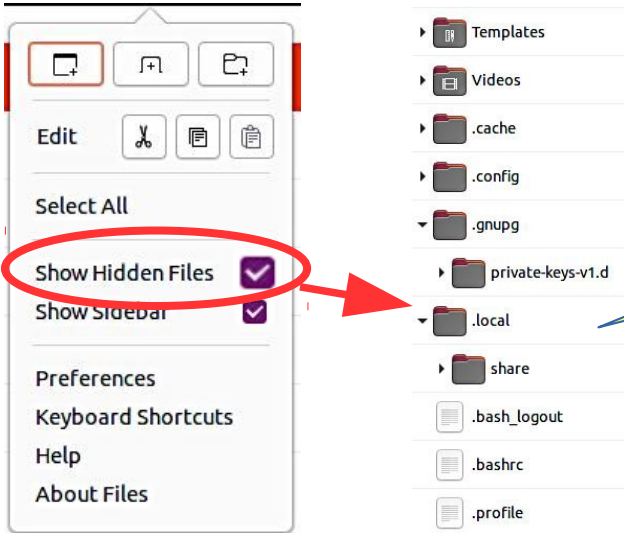


6. Cut Copy Paste

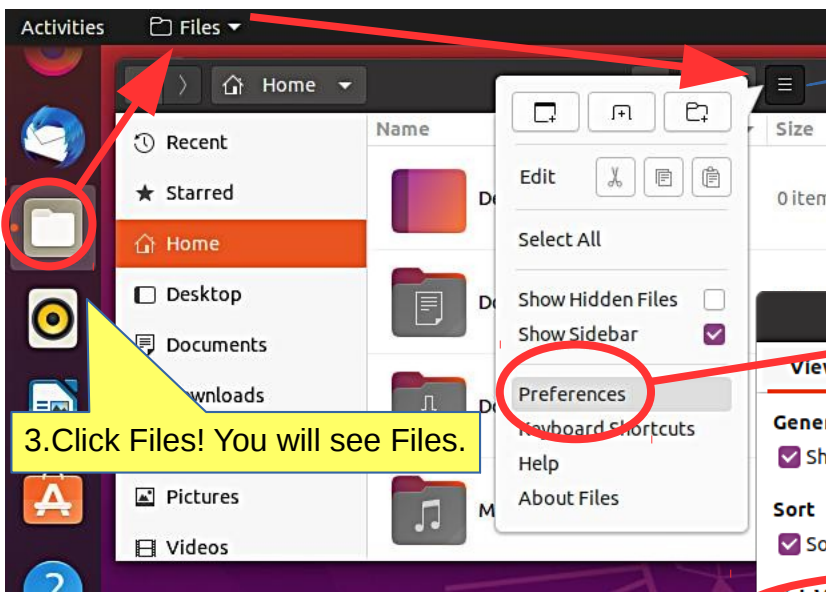
7. Select all folders and files



# Presentation / Files application

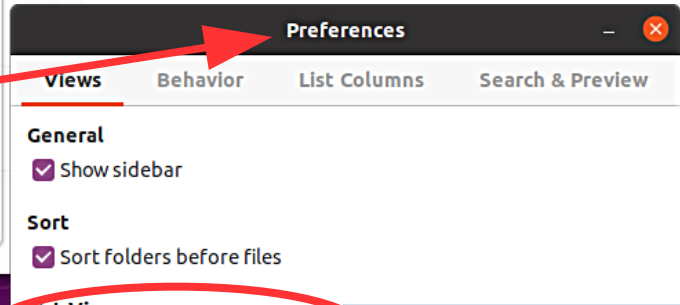


1. Hidden files and folders, dot in front of the name.

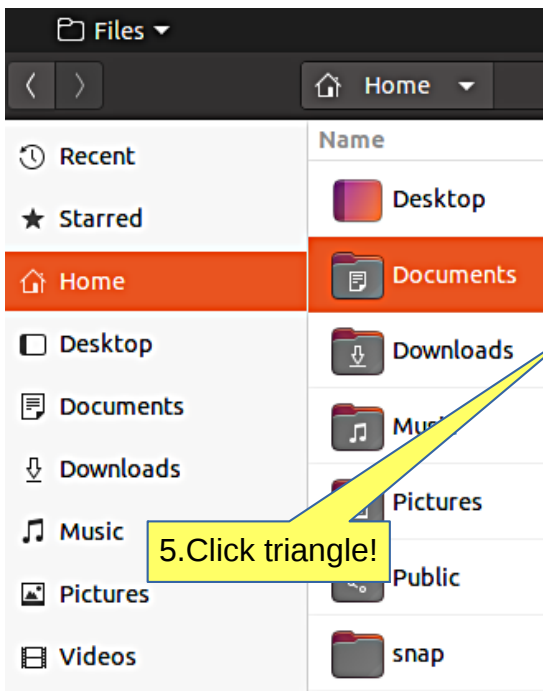


2. Click! You will see a menu

3. Click Files! You will see Files.

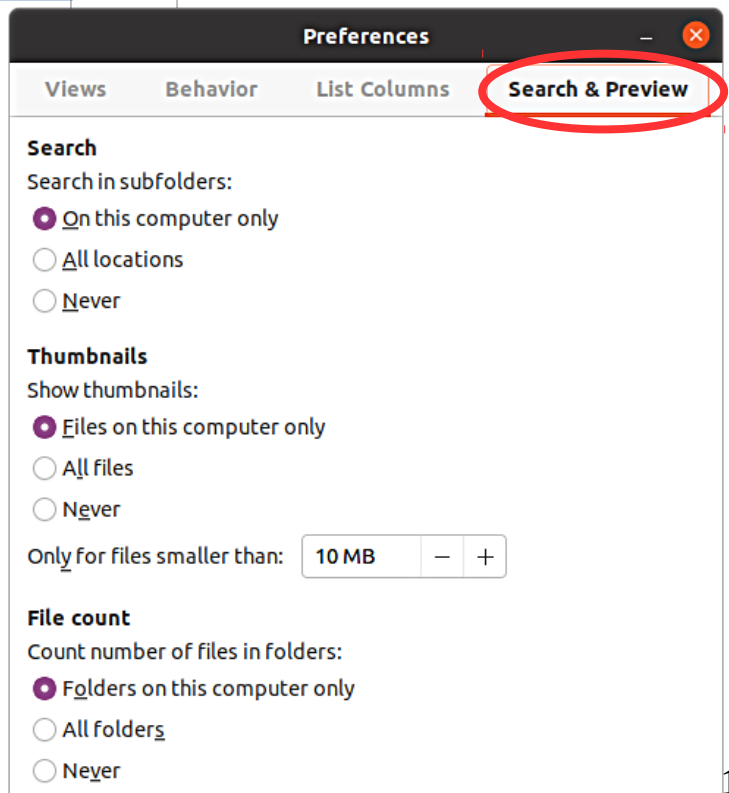
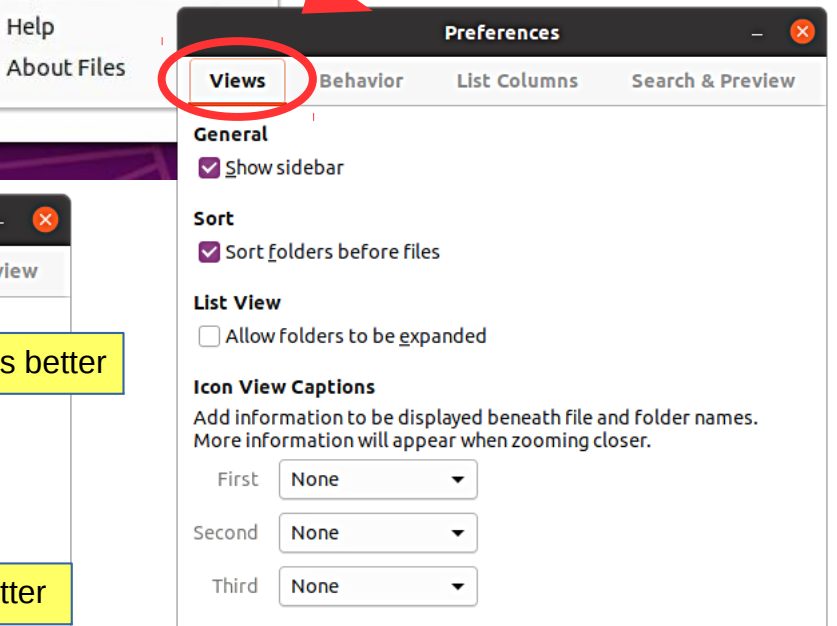
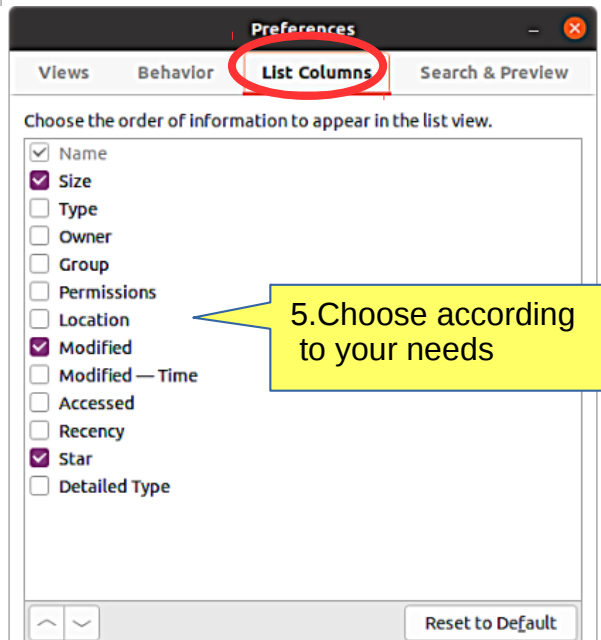
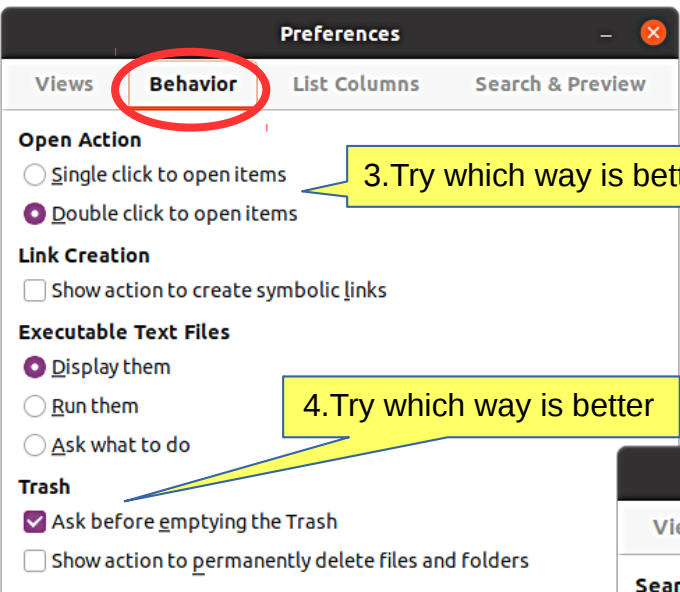
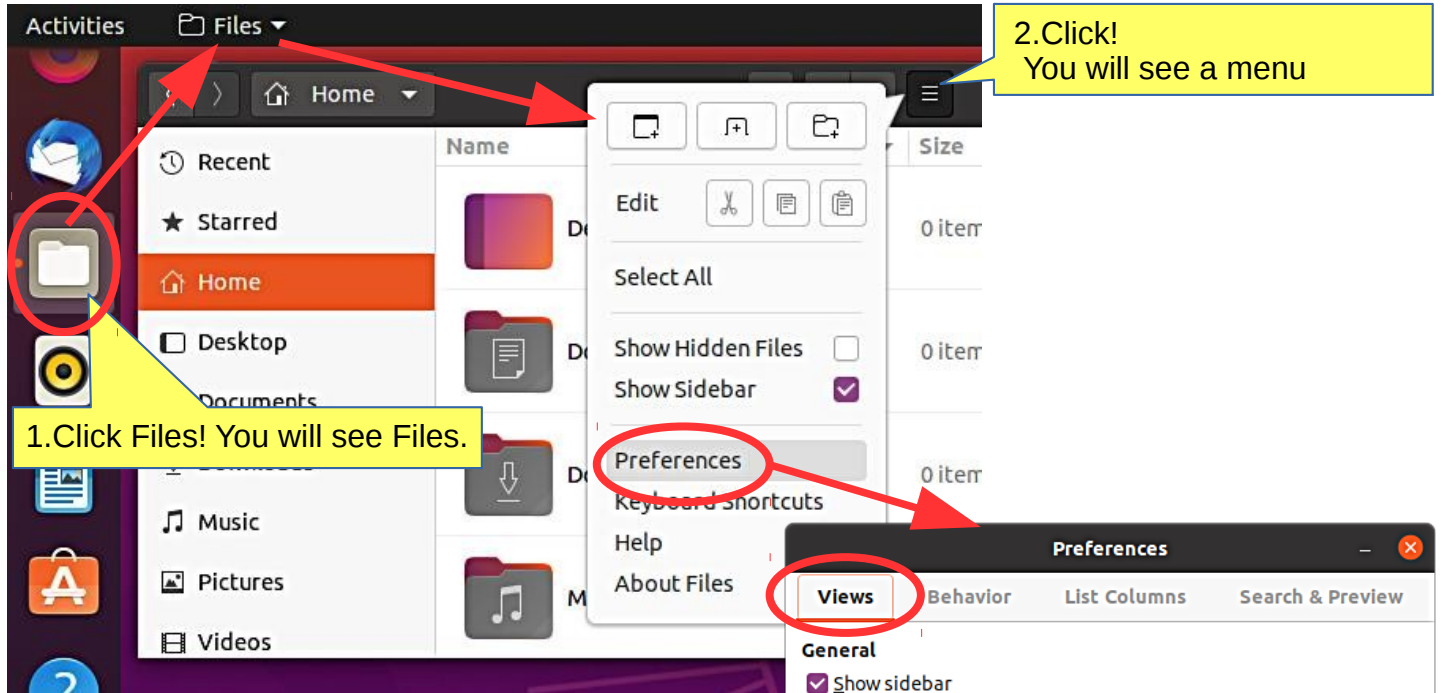


4. Displays subfolders! Triangle in front of the folder. The tree structure! This is very useful!



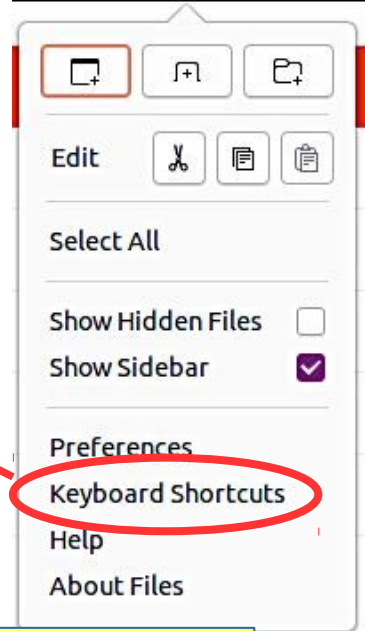
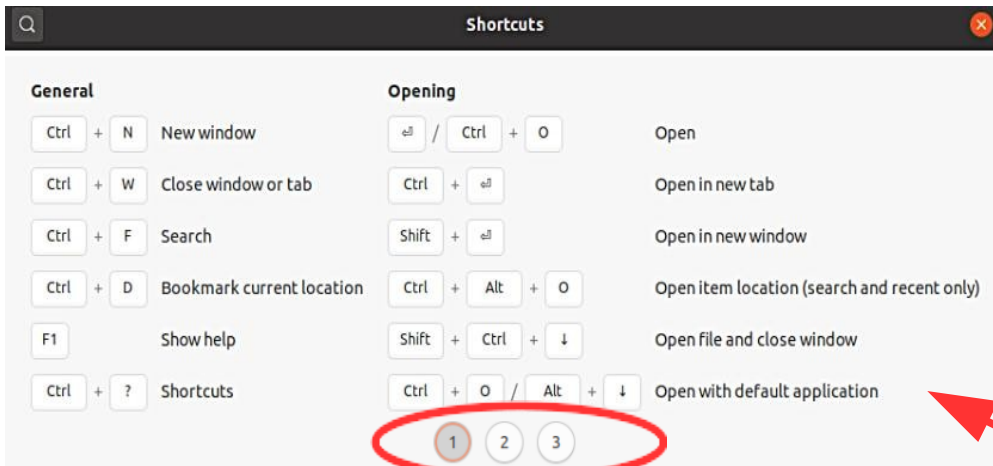
5. Click triangle!

# Files Application (Nautilus)



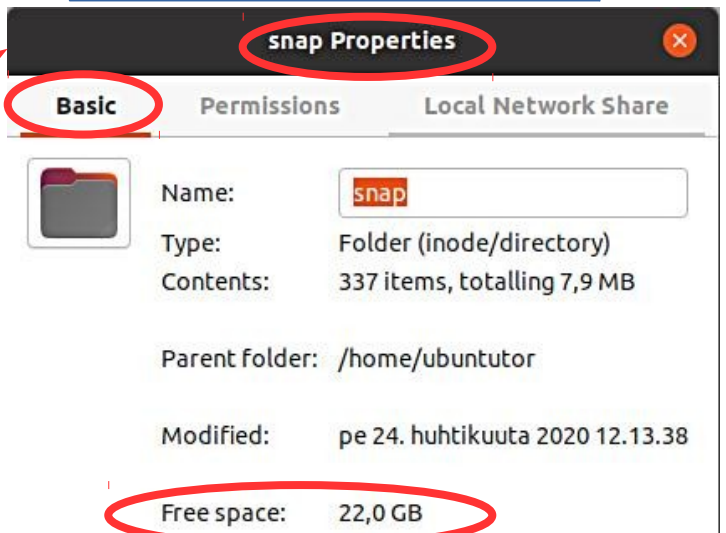
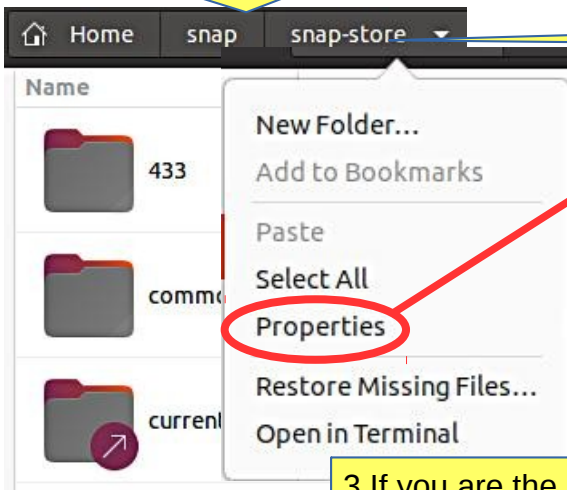


# Basic Settings / Folder Properties

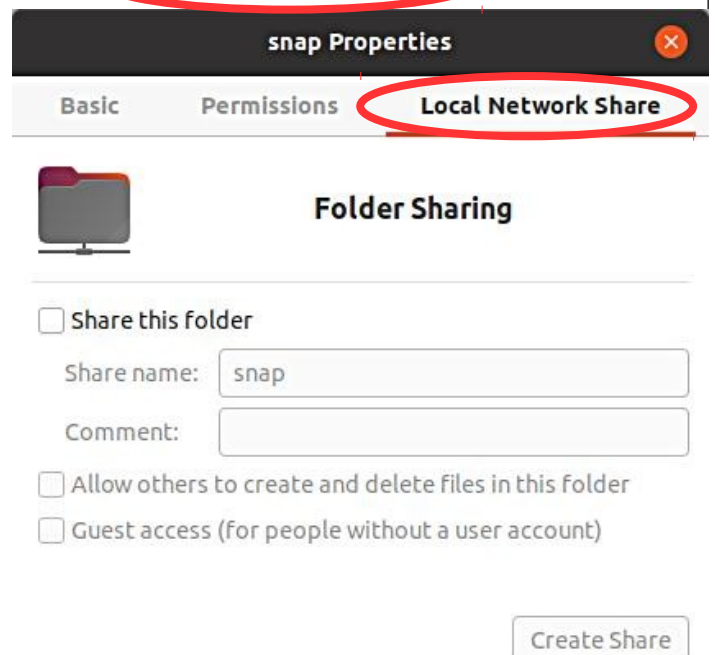
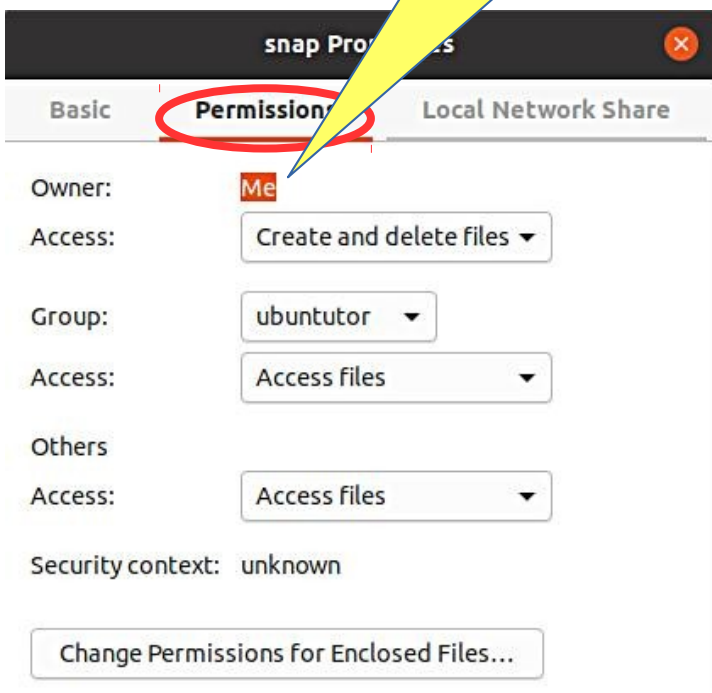


1. Folder path, whatever you've moved. NB! This works well if there are no triangles in front of the folders, that is, no wood structure. Click !

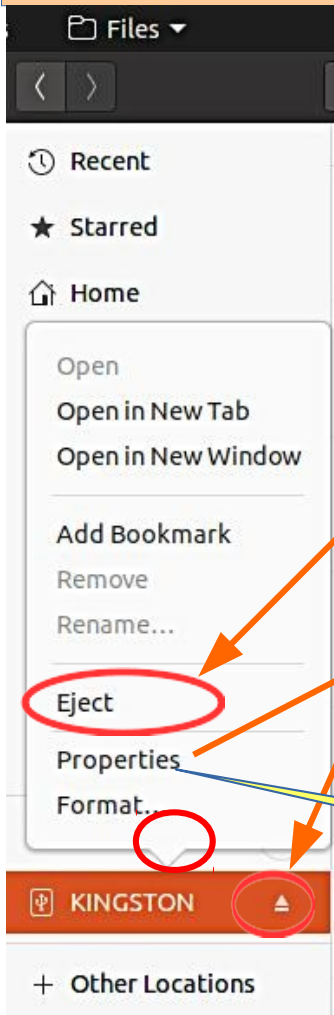
2. Click right and you see Properties



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

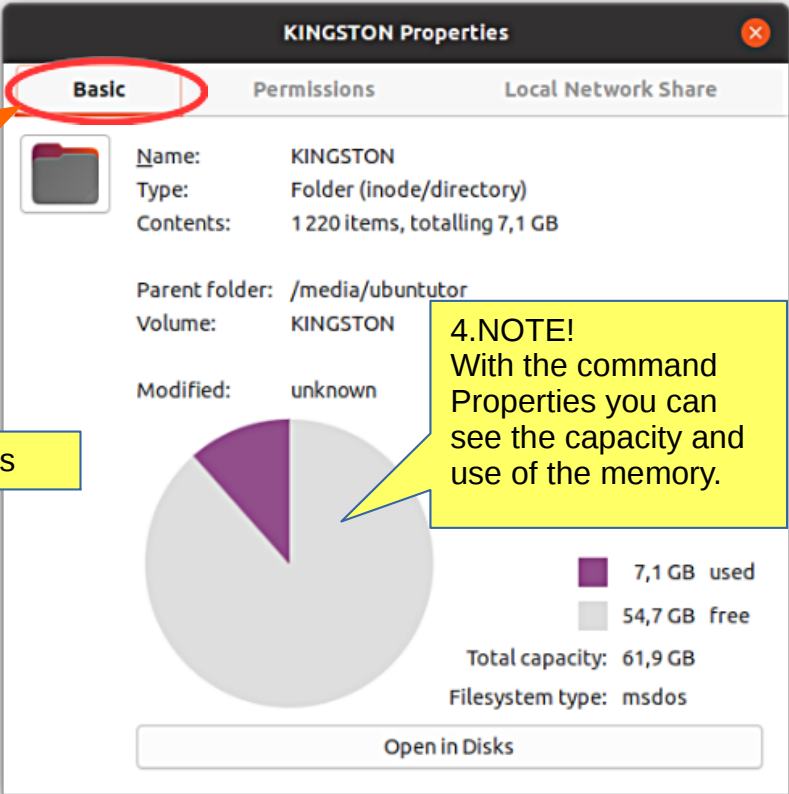


# USB / SD memorys



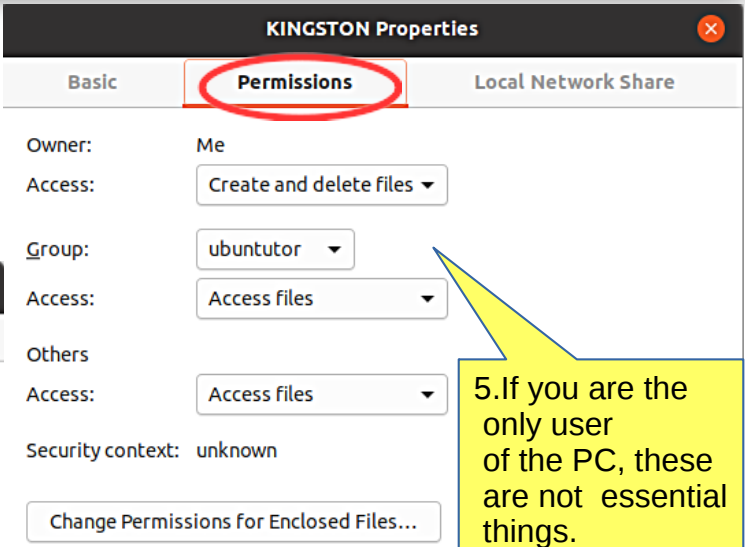
1. Click the USB/SD memory with mouse right

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



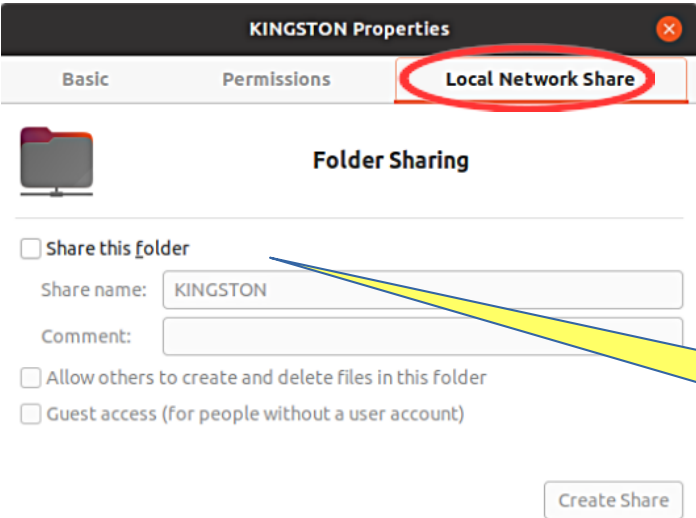
3. Click Properties

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



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

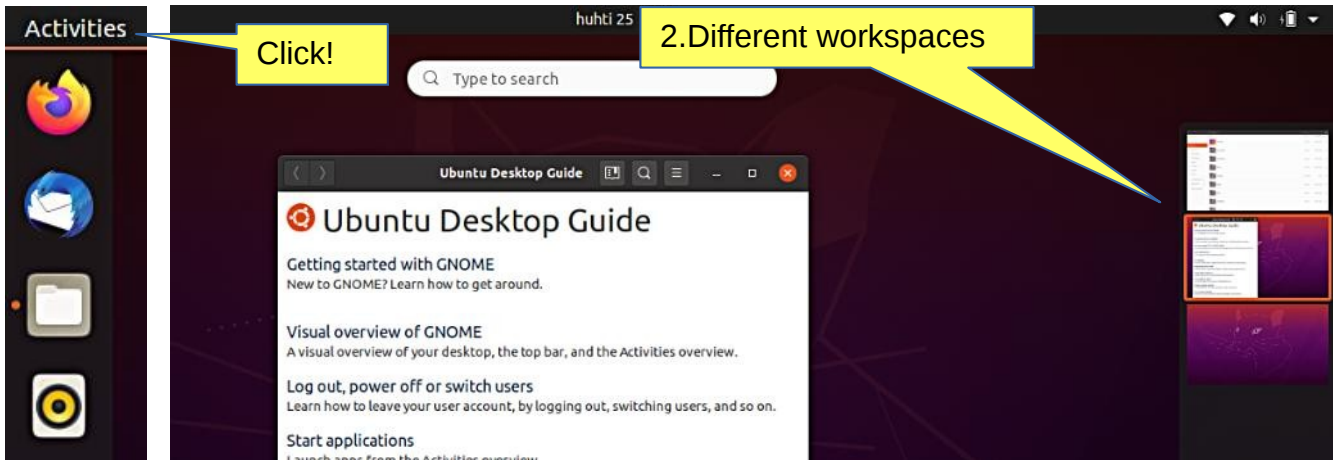
5. If you are the only user of the PC, these are not essential things.



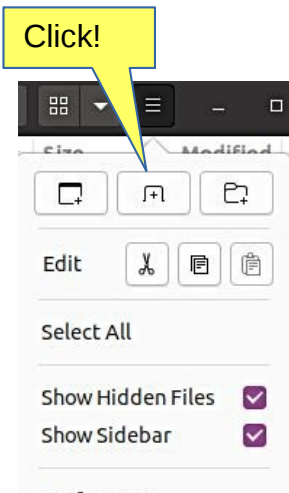
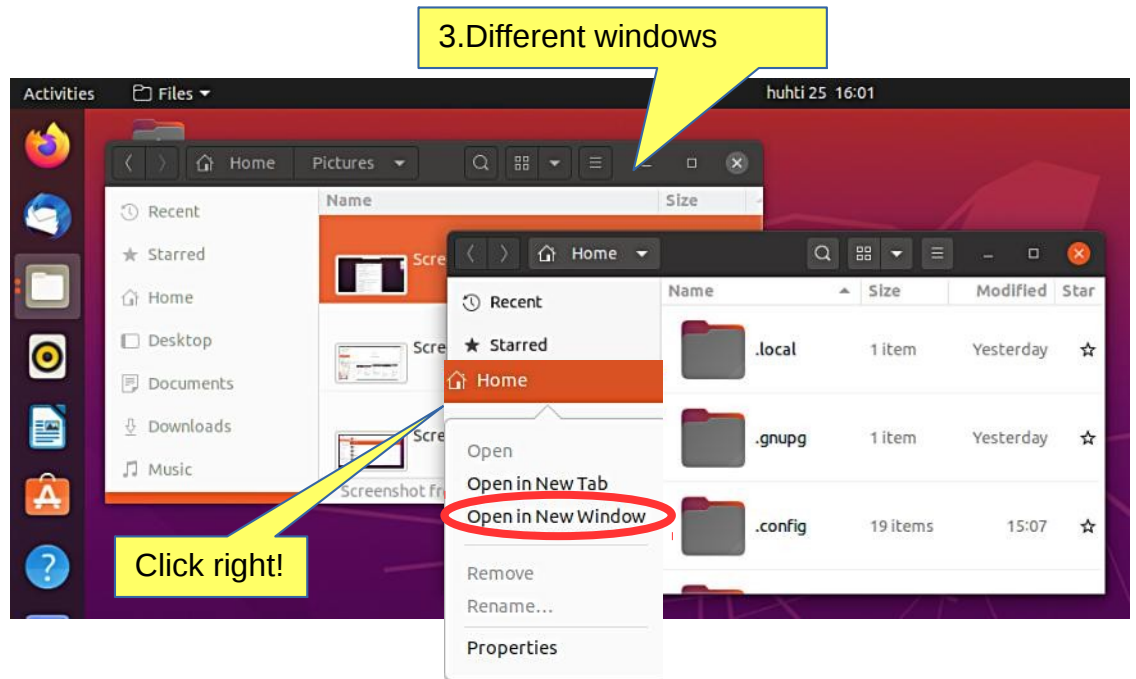
# Different working areas

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

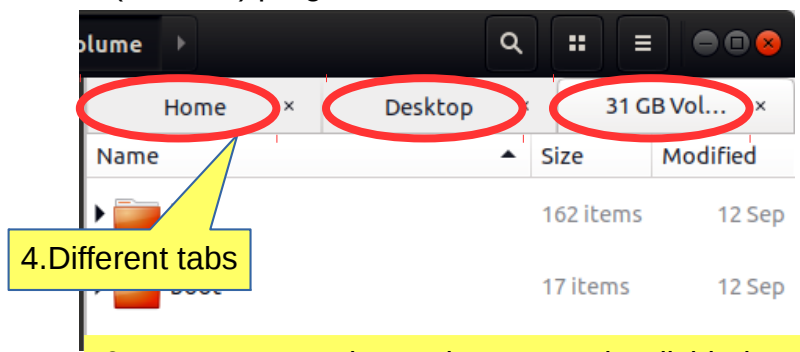
**Workspaces** = collect different app windows in the same workspace and other app windows in another workspace



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



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

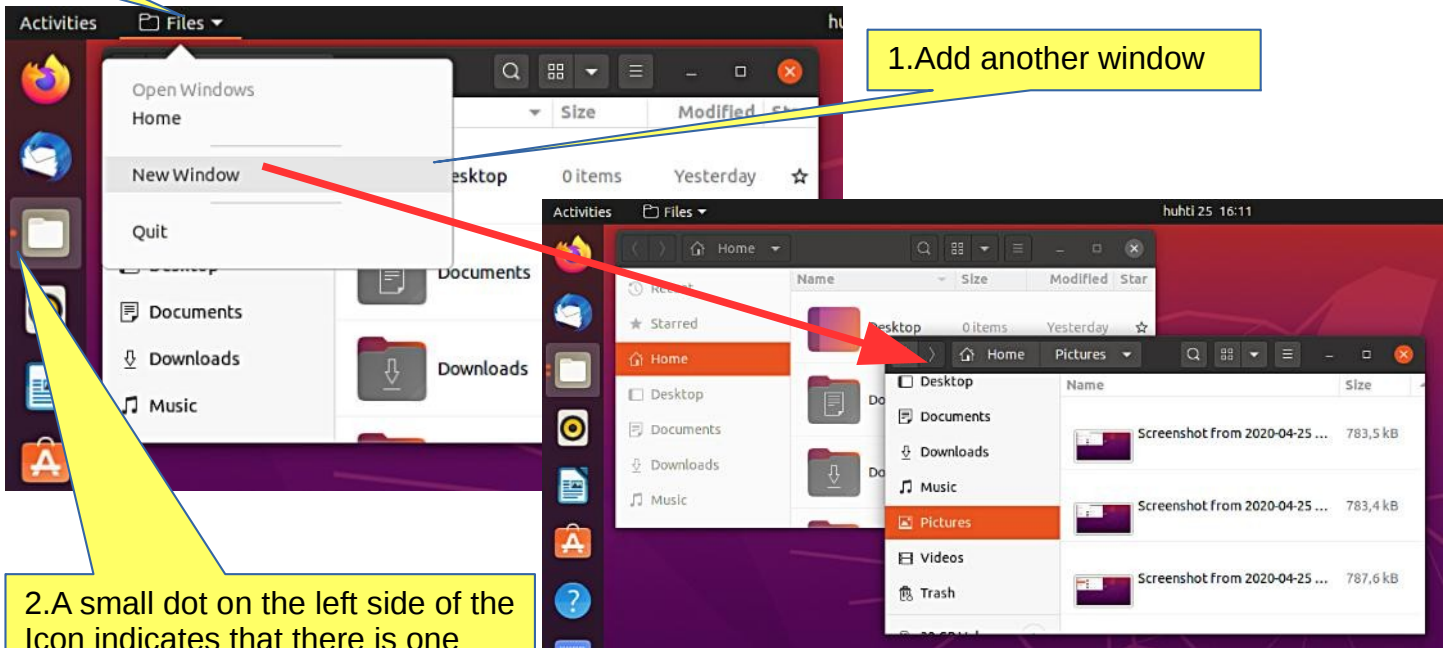


5. You should try these different methods on this page to make them familiar and get the most out of them

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

# Windows

Click !



1. Add another window

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

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

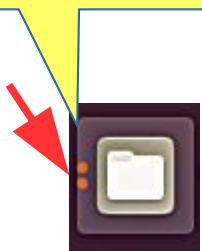
→ The windows are placed side by side and you can move to another window.

Note in the folder button two red dots.

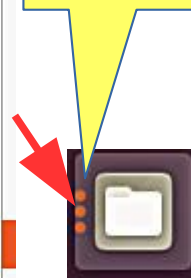
3. When there are two or more displays on the screen, click the program icon.

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

4. Two windows two dots



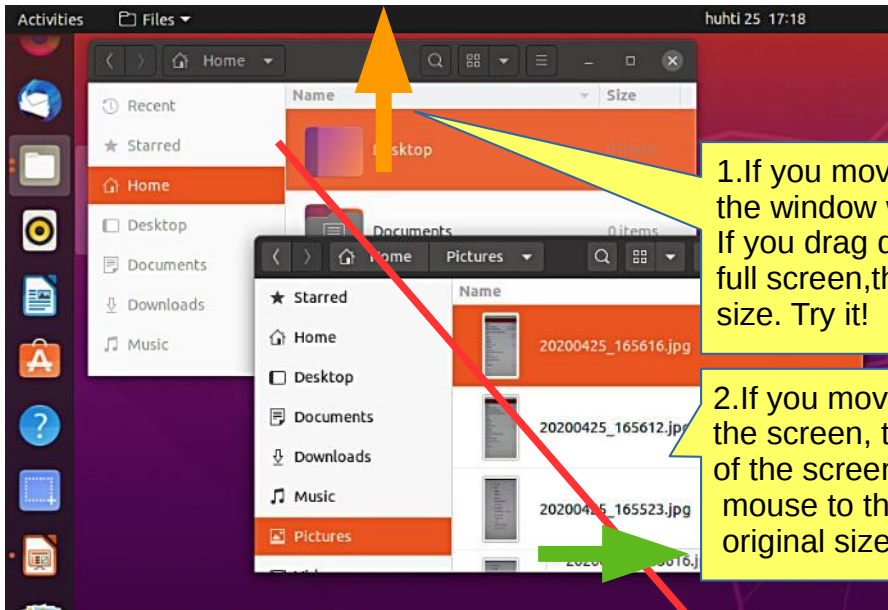
5. Three windows three dots



6. Here are three windows to choose from.

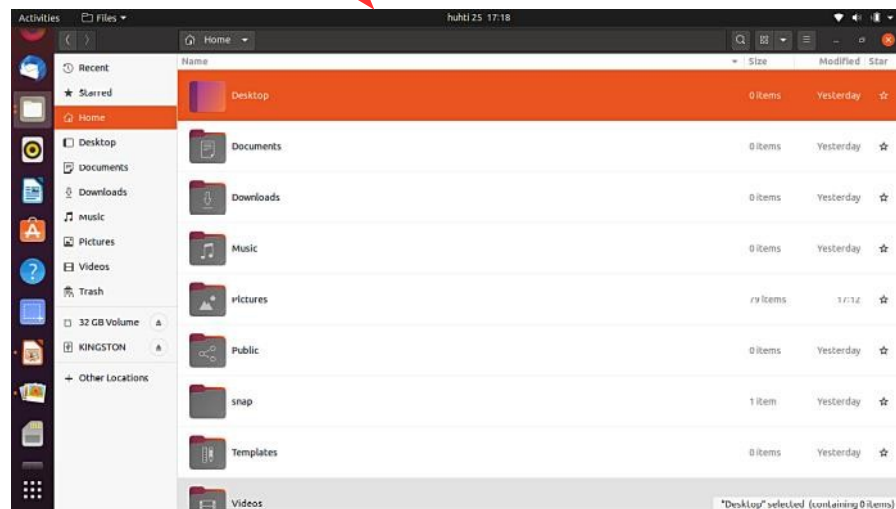


# Several windows

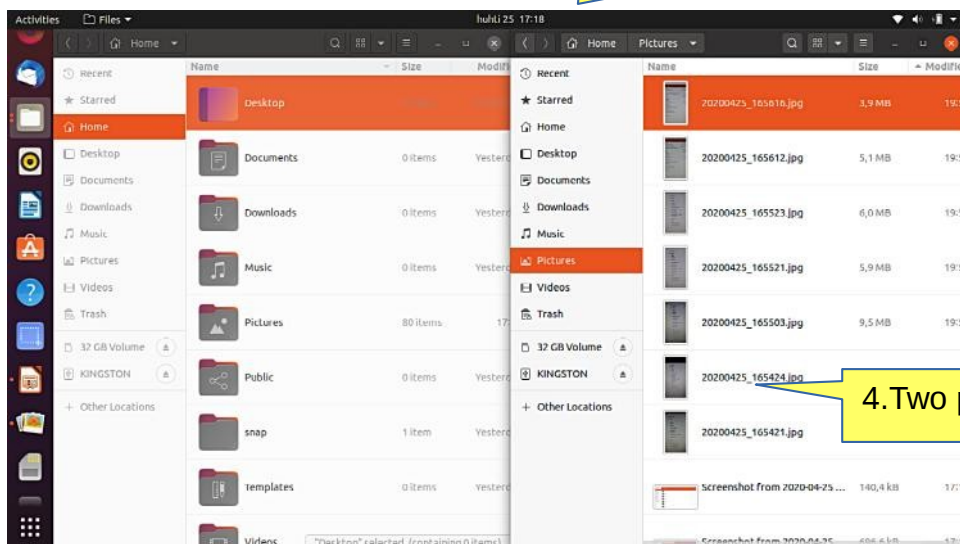


1.If you move the window to the top of the screen, the window will increase to full screen size. If you drag down with the mouse at the top of the full screen,the window returns to its original small size. Try it!

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

1. Files can be copy, move or link.

These functions can be done with terminal commands, keyboard commands, menus or with the mouse.

Try transferring, copying and linking with different techniques and with small test files!

## Same memory ( flash )

### Kopioi Copy

#### Menu

Copy ( same screen )	Paste
Copy... ( new screen )	Paste *

#### Keyboard

Ctrl + c	Ctrl + v
----------	----------

#### Mouse

Ctrl+mouse = Copy	Release
-------------------	---------

~~Move a file with mouse~~

**Terminal**

## Different memory ( flash ↔ USB)

### Kopioi Copy

#### Menu

Copy ( same screen )	Paste
Copy... ( new screen )	Paste *

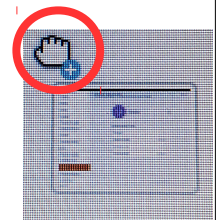
#### Keyboard

Ctrl + c	Ctrl + v
----------	----------

#### Mouse

Ctrl+mouse = Copy	Release
-------------------	---------

Move file with mouse=COPY



**Terminal**

### Siirrä Paste

#### Menu

Move ( same screen )	Paste
Move... ( new screen )	Paste *

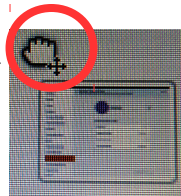
#### Keyboard

Ctrl + x	Ctrl + v
----------	----------

#### Mouse

Shift+mouse =move	Release
-------------------	---------

Move a file with mouse=MOVE



**Terminal**

### Siirrä Paste

#### Menu

Move ( same screen )	Paste
Move... ( new screen )	Paste *

#### Keyboard

Ctrl + x	Ctrl + v
----------	----------

#### Mouse

Shift+mouse = move	Release
--------------------	---------

~~Move a file with mouse~~

**Terminal**

\* Very easy and safe to use

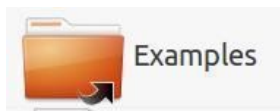
# File handling with mouse

1. When copying and transferring files with Shift+mouse or Ctrl+mouse, the sequence is similar, if you have all the time the same memory or two different memories. Remember, that Shift+mouse = move and Ctrl+mouse = Copy

2. If you move the file with mouse, be careful, the function depends on have you all the time the same memory or two different memories ( flash to USB )

3. It is worth checking the function from a small icon, whether it is an arrow or a +

4. In linking (Hyperlinks), the file or folder itself remains in the original location, but another location is made with an icon that can be clicked into the file or folder itself. The link on this icon has a curved arrow.



5. Drag the file/folder to the desired location while pressing Alt. When you release the mouse button, a window appears, where you can choose either move, copy or link. (This is not working in 20.04?)

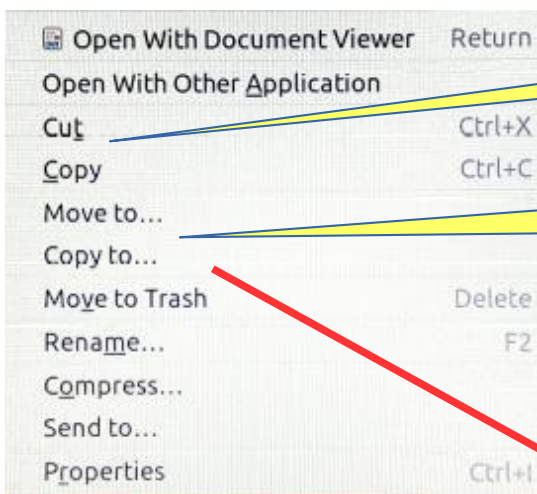
# File handling with commands

1. Let's look at the same things with menu commands.

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

3. The commands without dots work on the same screen ( can be different windows).

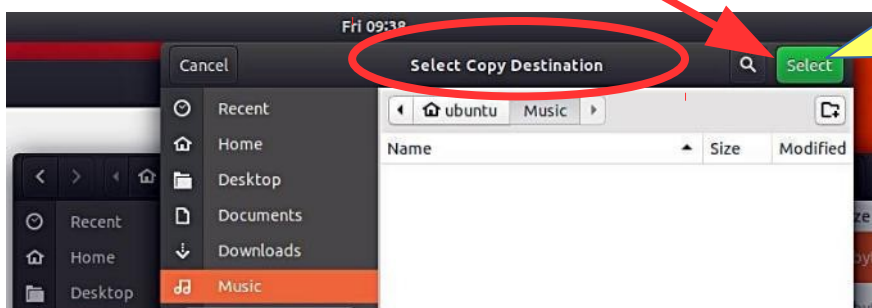
4. Commands with 3 dots always open a new window to choose the target.



5. Cut / Copy does not open a new window

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

8. You can use the keys to do the following:  
Select a file or folder and press  
Ctrl + x      cut  
Ctrl + c      copy  
Ctrl + v      paste



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



# Presentation of basic settings

1. Click these icons and see the contents.

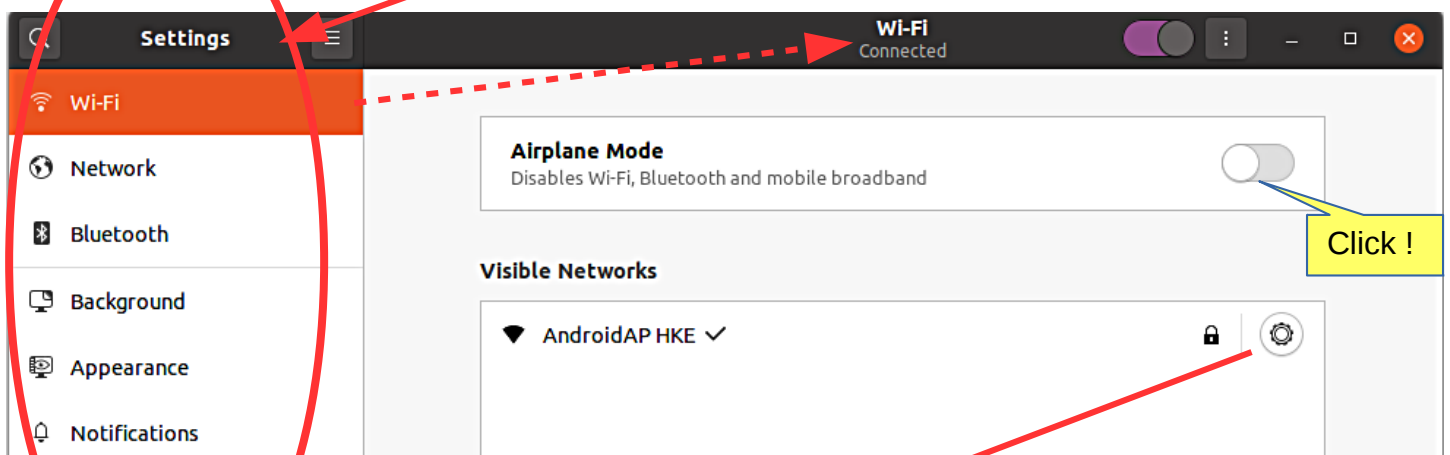
Click !

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

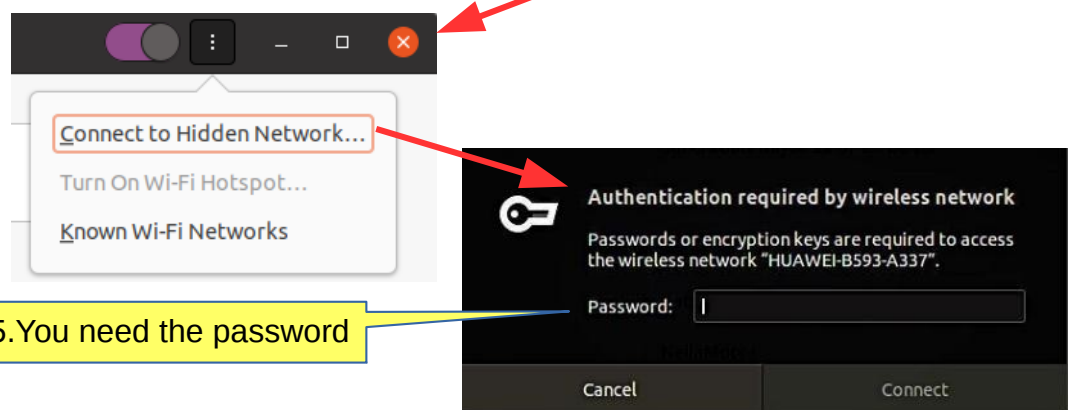
3. Many of these settings are specified when installing Ubuntu, but they can be changed later.

Click !

4. Close the computer



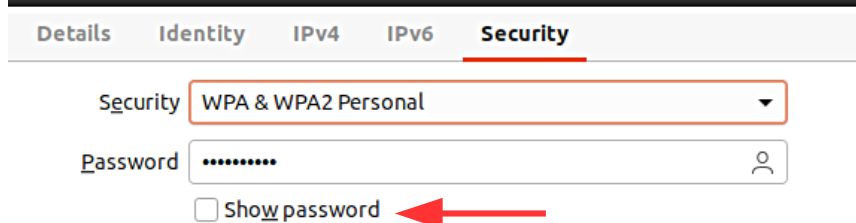
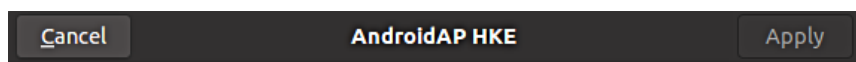
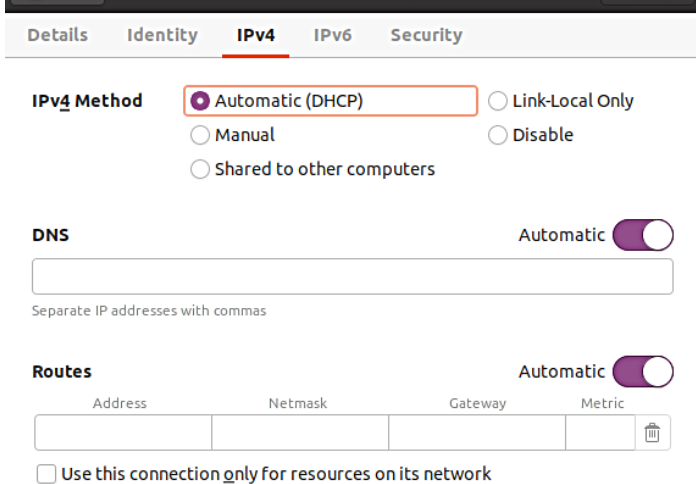
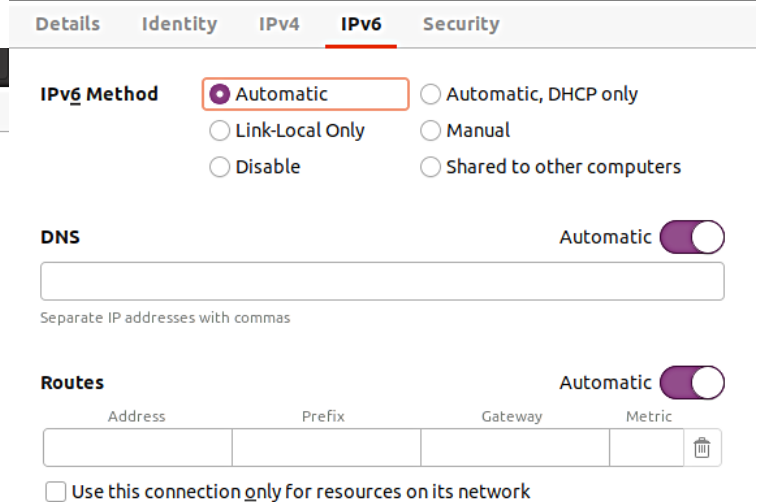
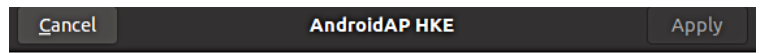
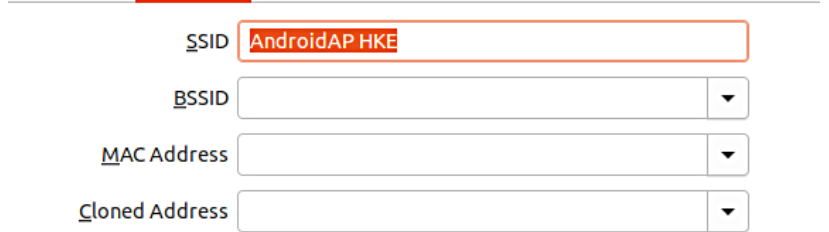
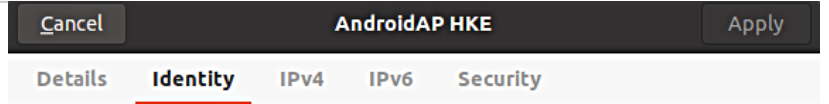
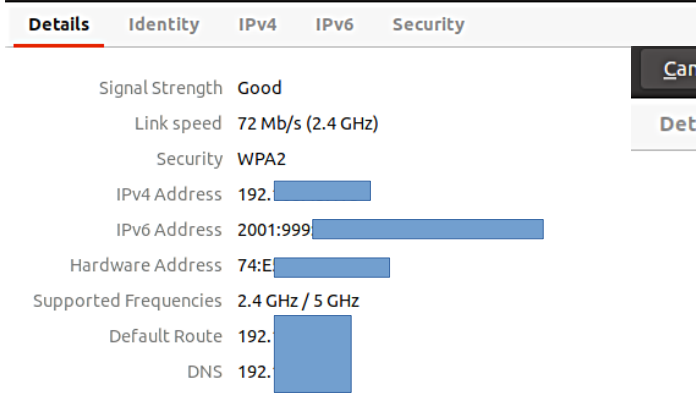
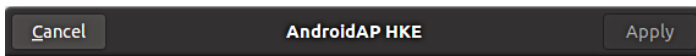
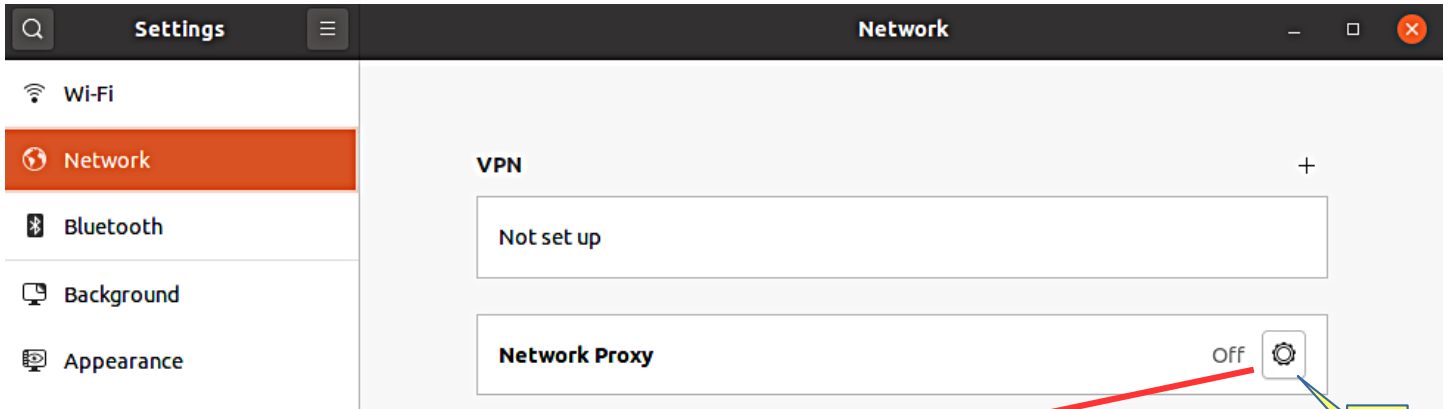
5. You need the password



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

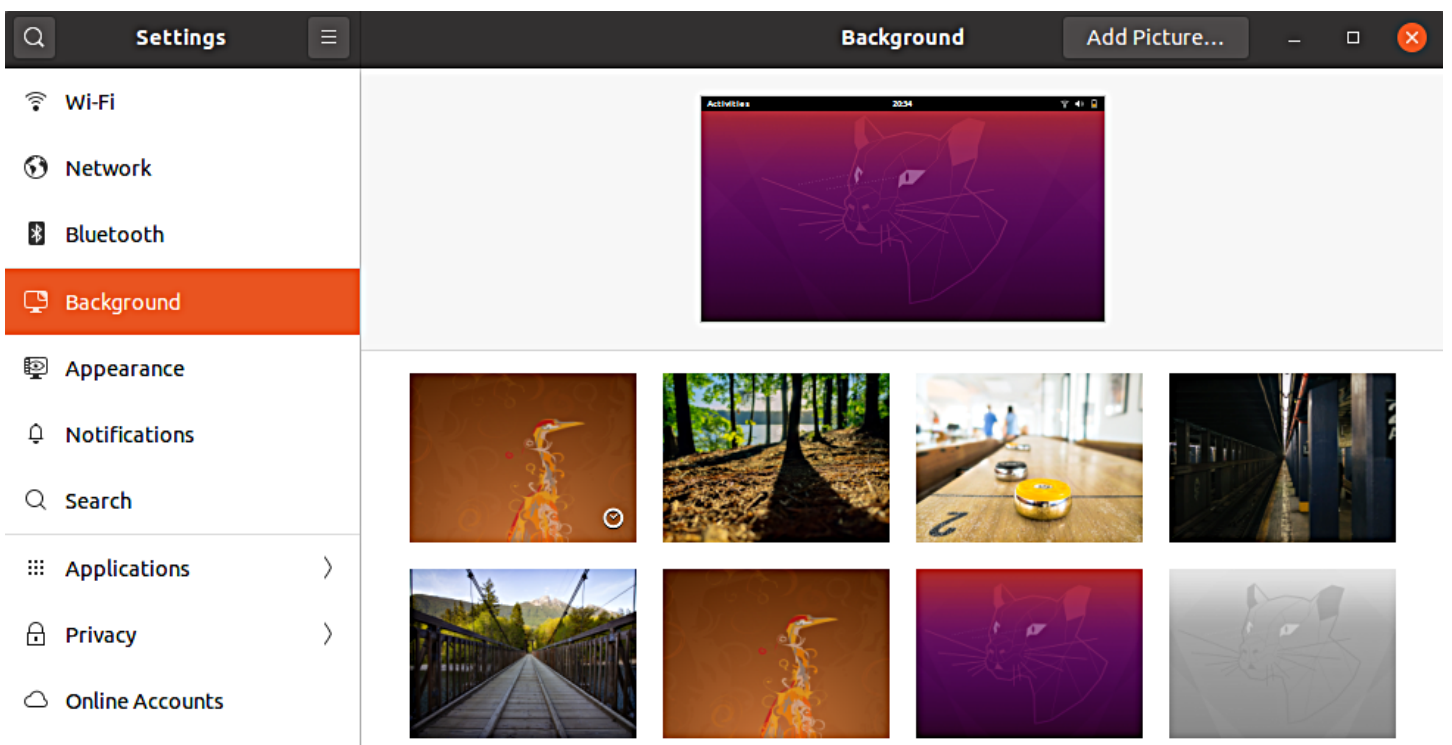
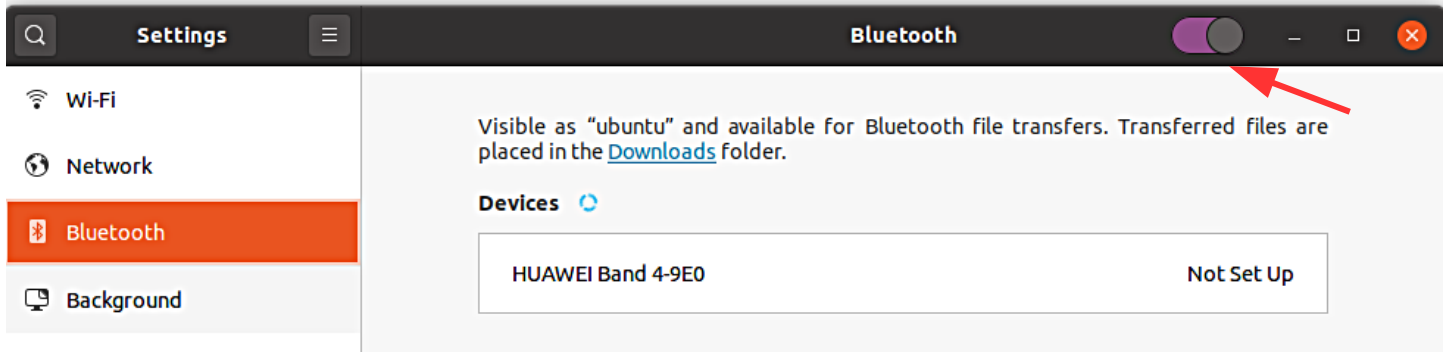
# Basic settings

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

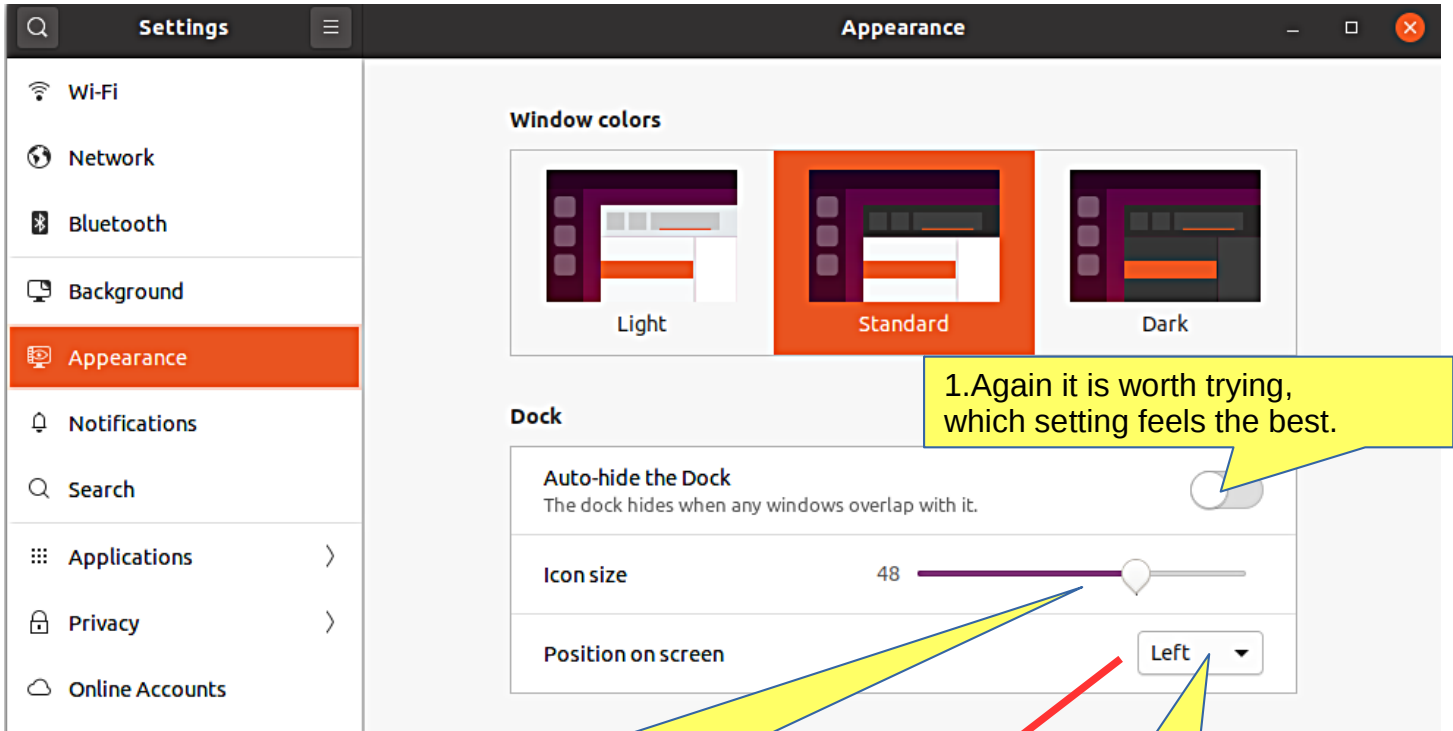


# Basic settings

## Look Ubuntu Desktop Guide: Networking, web & email

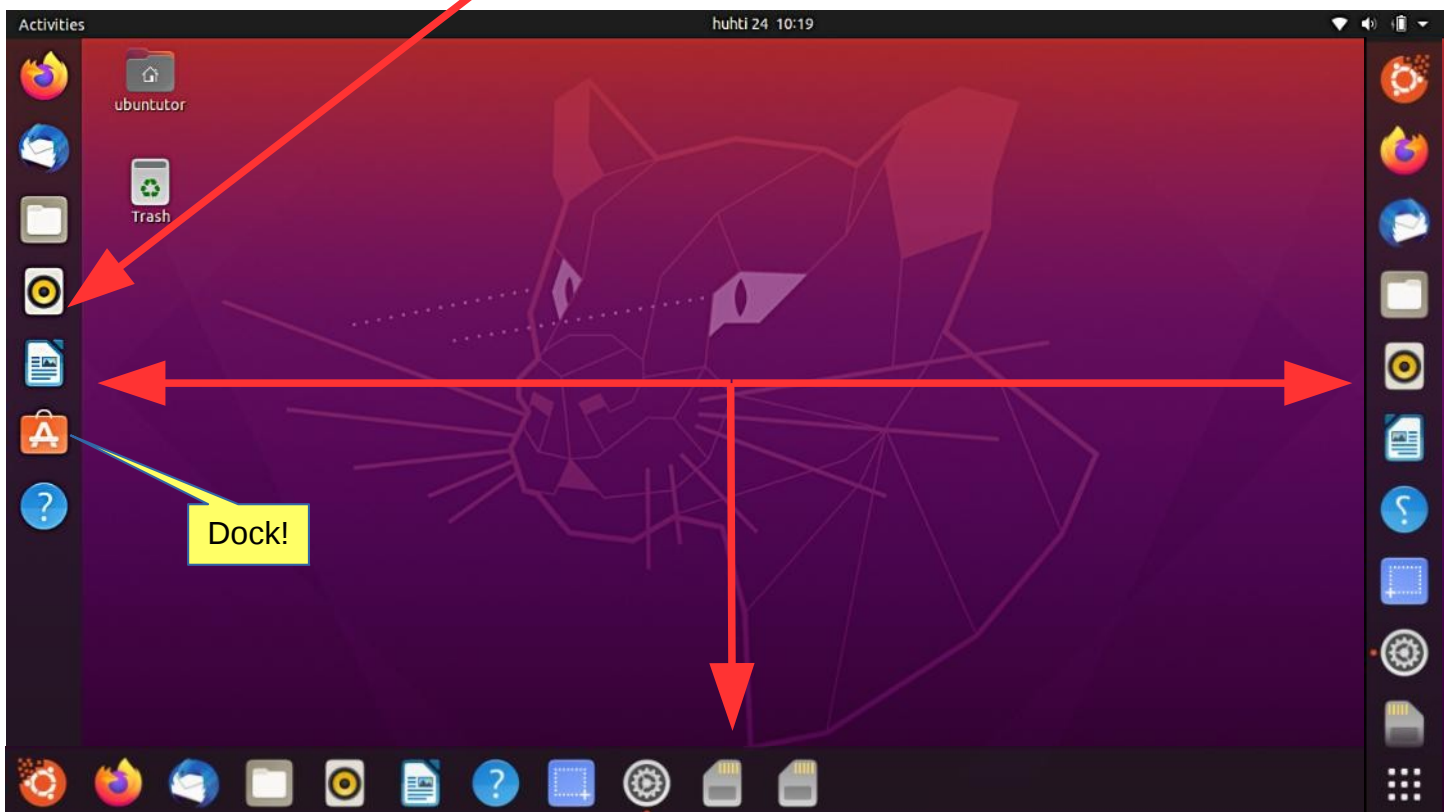


# Basic settings

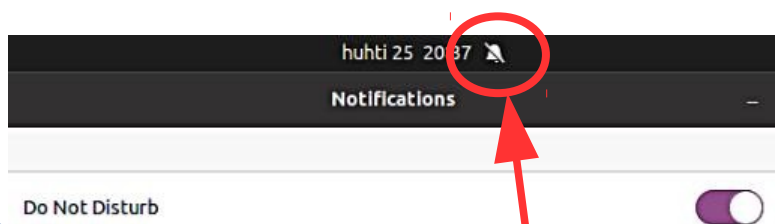


2. This allows you to adjust the size of icons.

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



# Basic settings

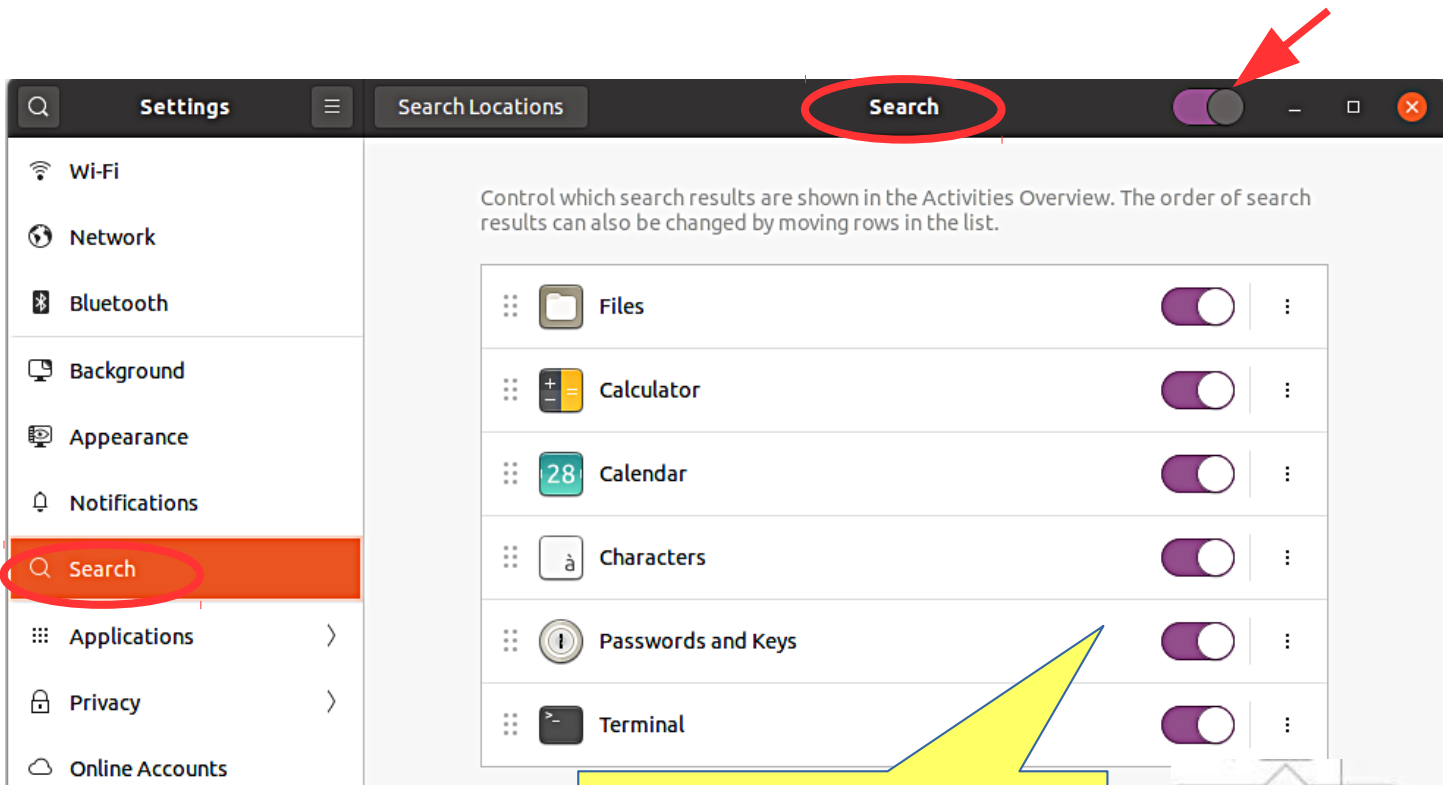


1. No alarm

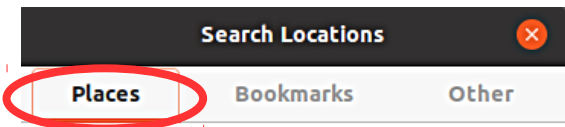
A screenshot of the Ubuntu Settings application. The 'Notifications' section is selected in the left sidebar. The main content area shows the 'Do Not Disturb' toggle set to 'Off' (grey) and 'Lock Screen Notifications' set to 'On' (purple). Below this is a list of applications with their notification status. A yellow callout box with the text '1. No alarm' has a blue arrow pointing to the 'Do Not Disturb' toggle.

Application	Status
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

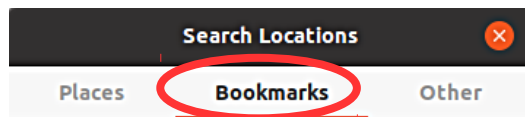


1. Again it is worth trying, which setting feels the best.

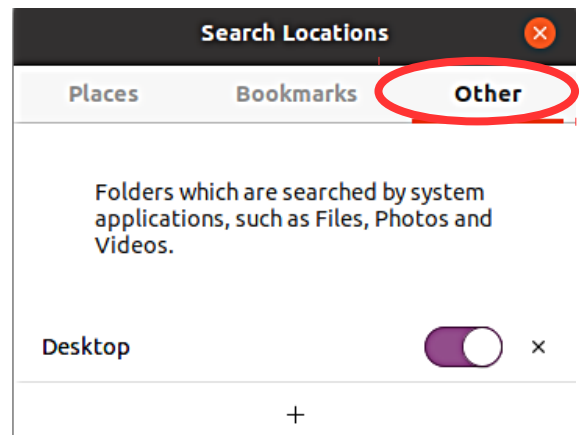


Folders which are searched by system applications, such as Files, Photos and Videos.

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



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





# Basic settings

The image displays the Ubuntu Settings application. On the left, the 'Applications' category is selected, showing a list of installed applications including Startup Disk Creator, Sudoku, System Monitor, Terminal, Text Editor, Thunderbird Mail, To Do, Transmission BitTorrent, Ubuntu Software, and Videos.

The main window shows the 'Additional Drivers' application settings. The 'Integration' section is active, displaying a 'Notifications' toggle switch which is currently turned on. Below this, a list of system features used by the application is shown, including Firefox Web Browser, Fonts, gThumb Image Viewer, Help, Image Viewer, Input Method, Language Support, LibreOffice Calc, LibreOffice Draw, LibreOffice Impress, LibreOffice Writer, Livepatch, Logs, Mahjongg, Mines, Passwords and Keys, Power Statistics, Remmina Remote Desk..., Rhythmbox Music Player, Screenshot, Settings, Shotwell Photo Manager, Software Updater, Software & Updates, and Startup Applications.

A second window in the bottom right corner shows the 'Asiakirjakatselin' application settings. The 'Integraatio' section is active, displaying a 'Ilmoitukset' toggle switch which is currently turned on. Below this, a table shows default file types associated with the application:

Oletuskäsitteimet	Tyhjennä asetukset
Muut tiedostot	25 ▶
Tekstitiedostot	2 ▶
Kuvatiedostot	4 ▶



# Basic settings

**Connectivity**

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

Connectivity Checking

**File History & Trash**

**File History**

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

File History

File History Duration Forever

Clear History...

**Location Services**

Location services turned off  
No applications can obtain location information.

**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...

**Screen Lock**

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

Blank Screen Delay 5 minutes

Automatic Screen Lock

Automatic Screen Lock Delay Screen Turns Off

Lock Screen on Suspend

Show Notifications on Lock Screen

**Diagnostics**

**Problem Reporting**

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

Send error reports to Canonical Manual

# Basic settings

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

The image shows a sequence of Ubuntu Settings windows. The first window is 'Online Accounts', which is titled 'Connect to your data in the cloud' and lists various services like Ubuntu Single Sign-On, Google, Nextcloud, Facebook, Microsoft, Flickr, Foursquare, and Microsoft Exchange. A second window, 'Sharing', is overlaid on it, showing 'Computer Name' as 'ubuntutor-HP-Stream-Laptop-14-ax0XX' and 'Screen Sharing' and 'Media Sharing' both turned off. The third window is 'Sound', which is the main focus. It has several sections: 'System Volume' with a slider and an 'Over-Amplification' toggle (annotated with a yellow box containing an exclamation mark); 'Volume Levels' with a 'System Sounds' slider; 'Output' with a dropdown menu set to 'Speakers - Built-in Audio' (annotated with a yellow box containing the text '1. If you connect the TV, check audio output to television') and a 'Test' button (annotated with a yellow box containing an exclamation mark); 'Balance' with a slider between 'Left' and 'Right'; 'Input' with a dropdown menu set to 'Internal Microphone - Built-in Audio' and a volume slider; and 'Alert Sound' with buttons for 'Default', 'Bark', 'Drip', 'Glass', and 'Sonar'. A yellow box with 'Try it!' points to the 'Alert Sound' section.

# Basic settings

The screenshot shows the Windows Settings application with the 'Power' section selected. The left sidebar lists 'Online Accounts', 'Sharing', 'Sound', 'Power', and 'Displays'. The main area shows 'Battery' (100%), 'Power Saving' (Screen Brightness, Dim Screen When Inactive, Blank Screen, Wi-Fi, Bluetooth), and 'Suspend & Power Button' (Automatic Suspend, Power Button Action). Annotations include: a yellow box with '!' pointing to the Battery level; a yellow box with '!' pointing to the Screen Brightness slider; a yellow box with '1. Power Saving, you should define it for your own needs.' pointing to the Power Saving section; a yellow box with '2. Power Off button, you should define it for your own needs. Suspend; Power Off; Nothing' pointing to the Power Button Action dropdown; a yellow box with '3. I recommend "Suspend"' pointing to the 'When on battery power' dropdown; and a yellow box with 'Click' pointing to the 'Power Off' option.

The screenshot shows the 'Automatic Suspend' dialog box. It has two sections: 'On Battery Power' with a toggle switch turned on and a 'Delay' dropdown set to '20 minutes'; and 'Plugged In' with a toggle switch turned off and a 'Delay' dropdown set to '1 hour'.

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

3. I recommend "Suspend"

The screenshot shows the Windows Settings application with the 'Displays' section selected. The left sidebar lists 'Online Accounts', 'Sharing', 'Sound', 'Power', 'Displays', 'Mouse & Touchpad', and 'Keyboard Shortcuts'. The main area shows 'Built-in display' settings: Orientation (Landscape), Resolution (1366 x 768 (16:9)), Refresh Rate (60,01 Hz), and Fractional Scaling (toggle off). Annotations include: a yellow box with 'New!' pointing to the Fractional Scaling toggle; and a red arrow pointing from the 'Night Light' tab to the 'Night Light' settings window below.

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

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

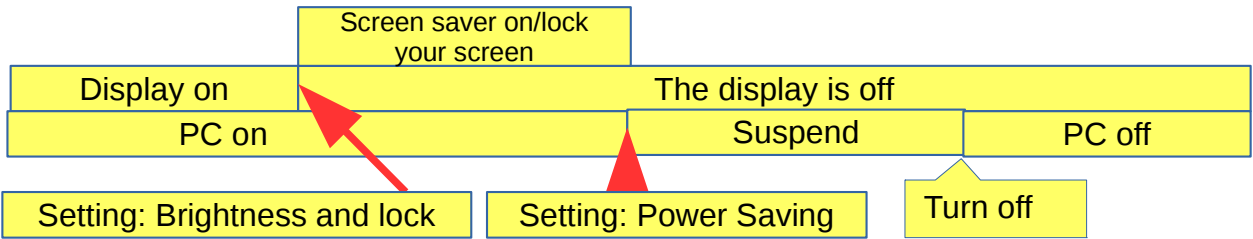
The screenshot shows the 'Night Light' settings window. It includes a 'Night Light' toggle switch (turned on), a 'Schedule' dropdown set to 'Sunset to Sunrise', 'Times' set to 'From 00:00 To 00:00', and a 'Color Temperature' slider ranging from 'Less Warm' to 'More Warm'.

The screenshot shows a close-up of the 'Color Temperature' slider in the Night Light settings. The slider is positioned towards the 'More Warm' end. Two red circles highlight the 'More Warm' label and the slider's position.

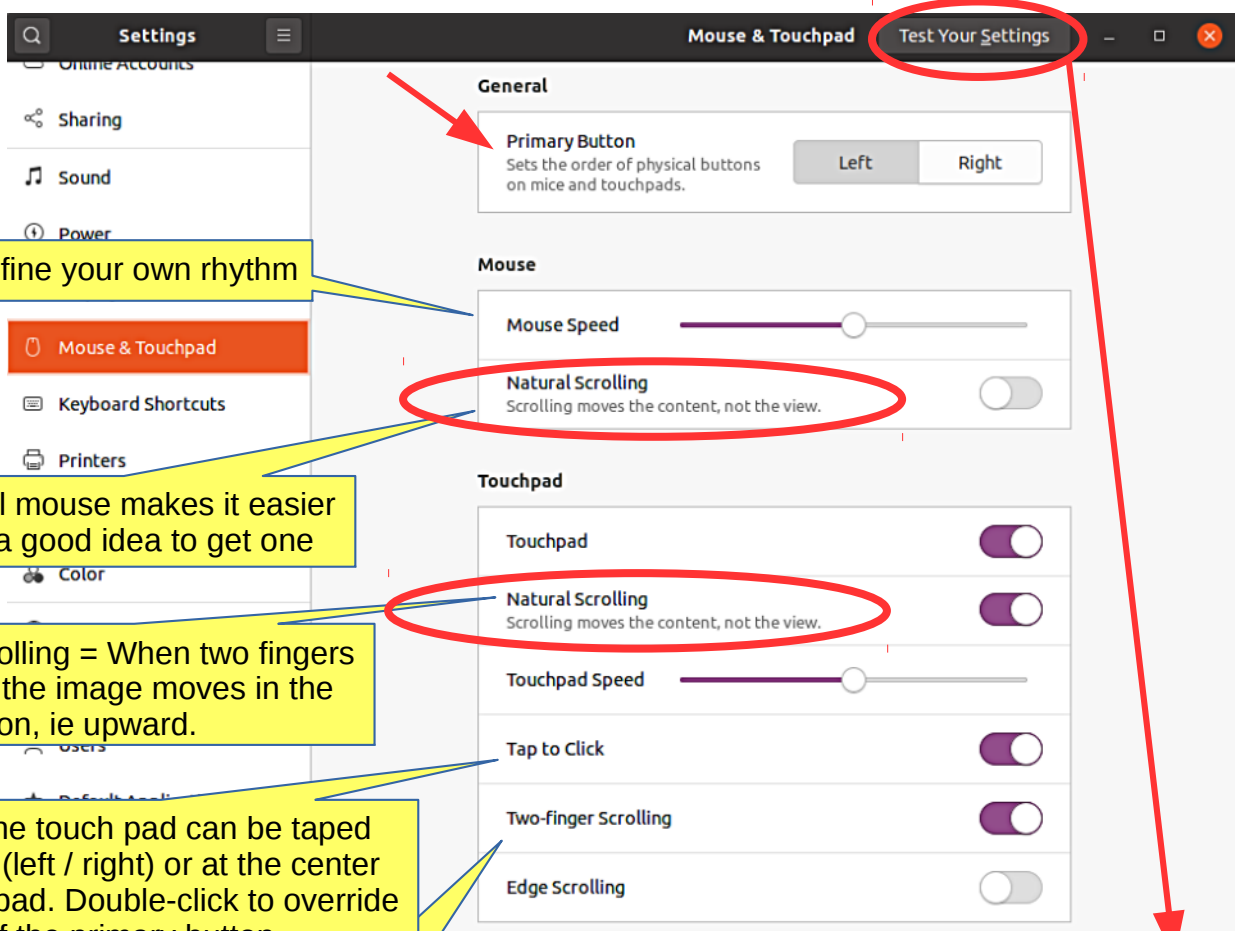
# Basic settings

## Look Ubuntu Desktop Guide: **User & system settings**

You can define different times for actions



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



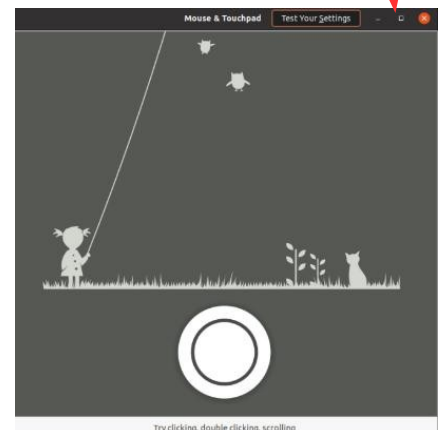
2. Define your own rhythm

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

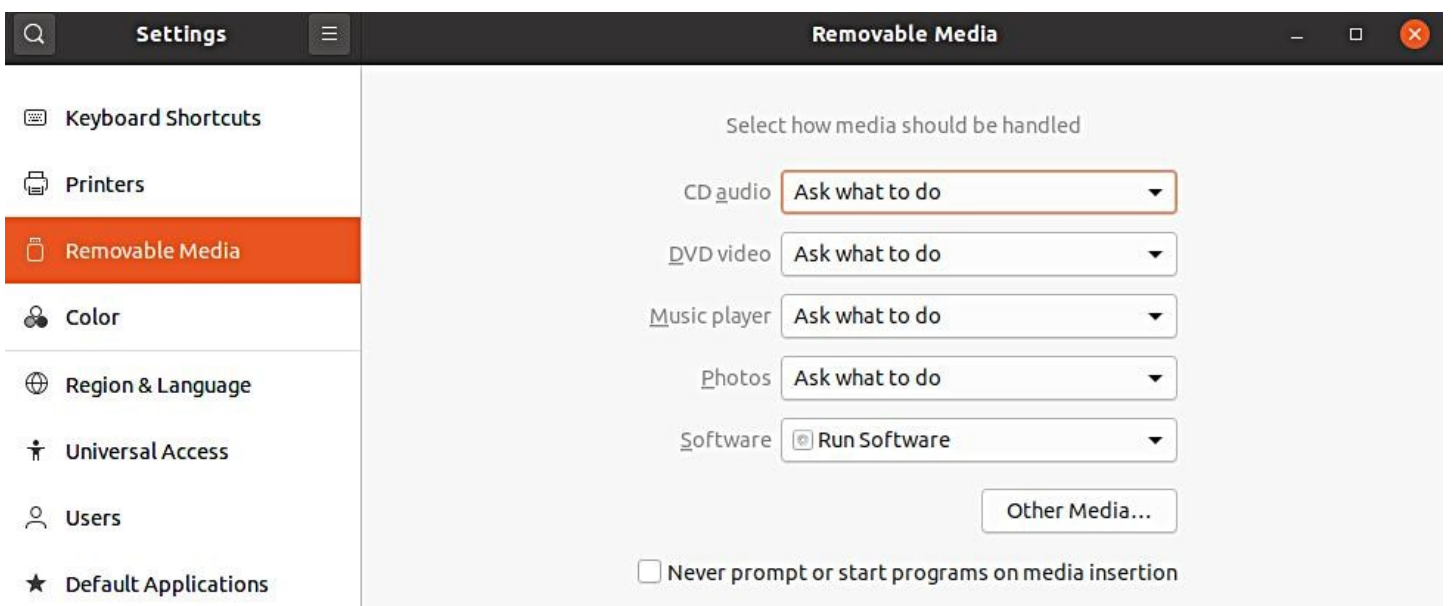
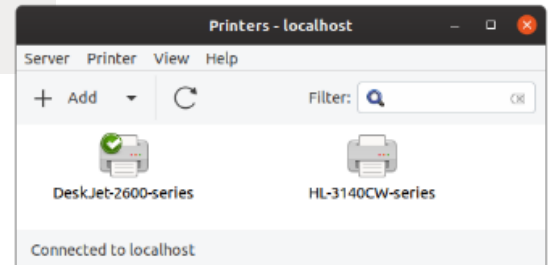
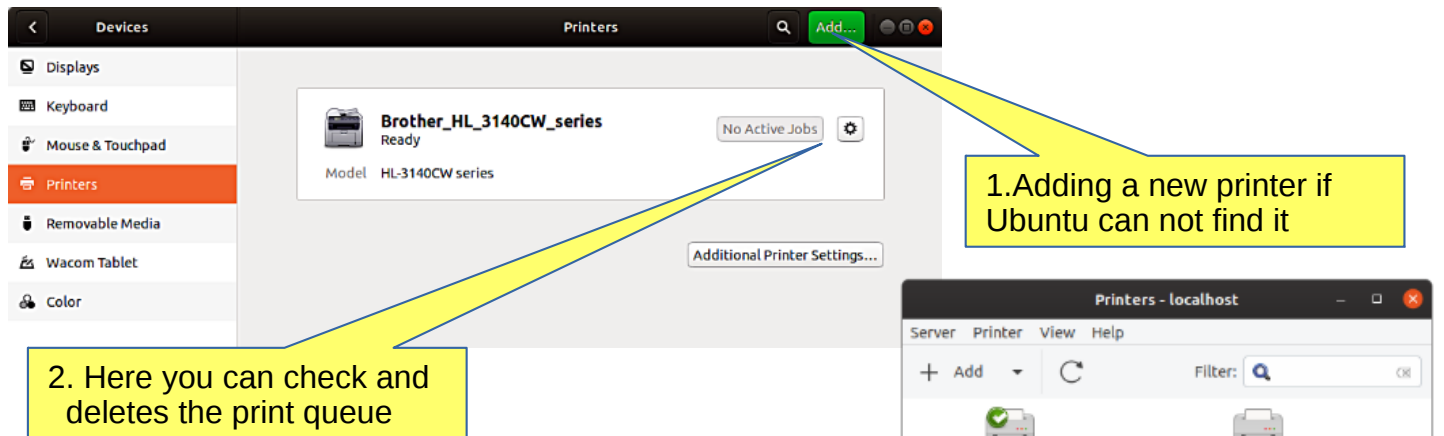
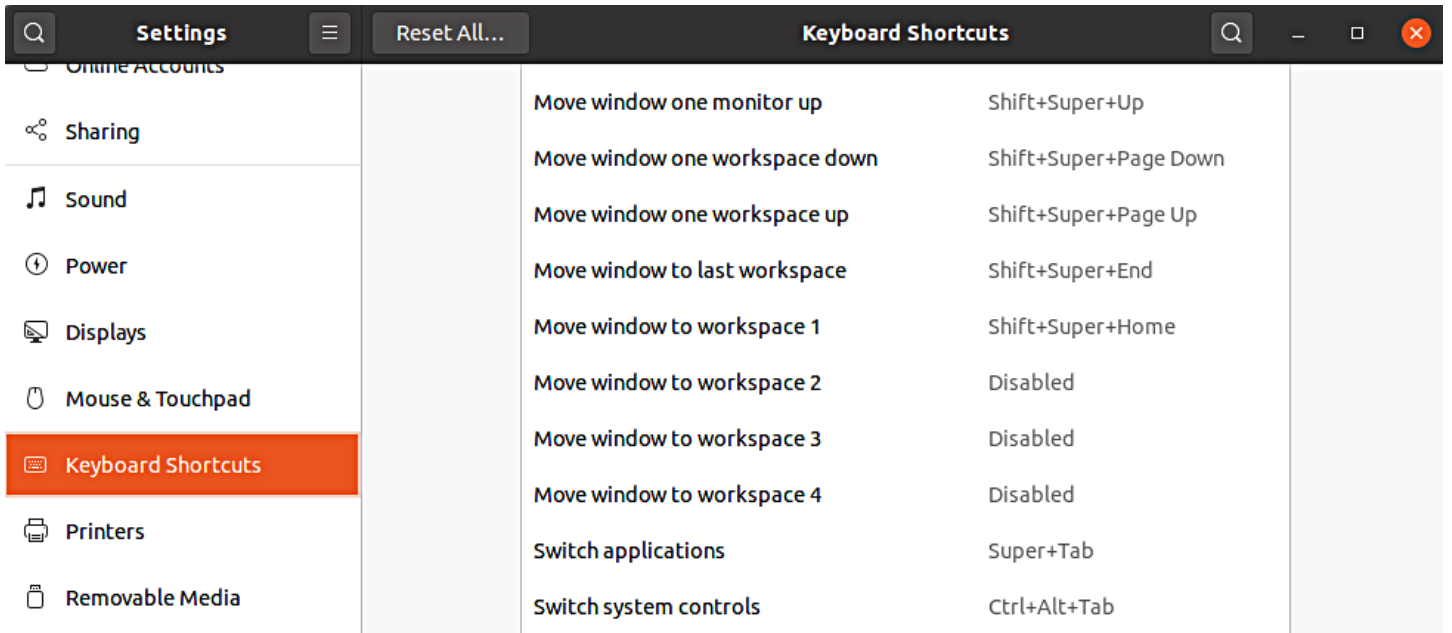
4. Natural scrolling = When two fingers are pushed, the image moves in the same direction, ie upward.

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

6. Options to move the image with two fingers



# Basic settings





# Basic settings

The screenshot shows the Ubuntu Settings application with the 'Color' section selected. The 'Laptop Screen' toggle is turned on. A red arrow points from the 'Learn more' link to a browser window titled 'Why is color management important?'. The browser window shows the article's title, breadcrumb navigation, and a photograph of a bird on a frosty wall. A caption below the photo reads: '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.'

The screenshot shows the 'Region & Language' settings page. The 'Language' is set to 'English (United States)' and 'Formats' to 'Suomi'. A yellow highlight is placed over the text '1. You can change the language'. Below, the 'Input Sources' section shows 'Finnish' selected. A yellow highlight is placed over the text '2. These region settings will also be added later!'. A red arrow points from this text to the 'Finnish' input source. Another red arrow points from the 'Finnish' source to a browser window showing a Finnish keyboard layout.

The 'Input Source Options' dialog box is shown. The 'Use the same source for all windows' option is selected. Below, the 'Keyboard Shortcuts' section shows 'Previous source Shift+Super+Space' and 'Next source Super+Space'. A note at the bottom states: 'These keyboard shortcuts can be changed in the keyboard settings'.

The screenshot shows a Finnish keyboard layout titled 'Suomalainen'. It features a standard QWERTY layout with additional keys for Finnish characters like 'Å', 'Ö', 'Ä', and 'Š'. The layout includes function keys (F1-F12), navigation keys, and a numeric keypad.

# Basic settings

## Look Ubuntu Desktop Guide: **Universal access**

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

**Seeing**

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

**Hearing**

- Visual Alerts:  Off

**Typing**

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

**Pointing & Clicking**

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

**Annotations:**

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

# Basic settings

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

2.Password is important!

**Users**

Ubuntu

**Authentication & Login**

Password

Automatic Login

Account Activity

Change Password

Current Password

New Password

Confirm New Password

Remove User...

**Ubuntu — Account Activity**  
This Week

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

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

**Default Applications**

Web: Firefox Web Browser

Mail: Thunderbird Mail

Calendar: Text Editor

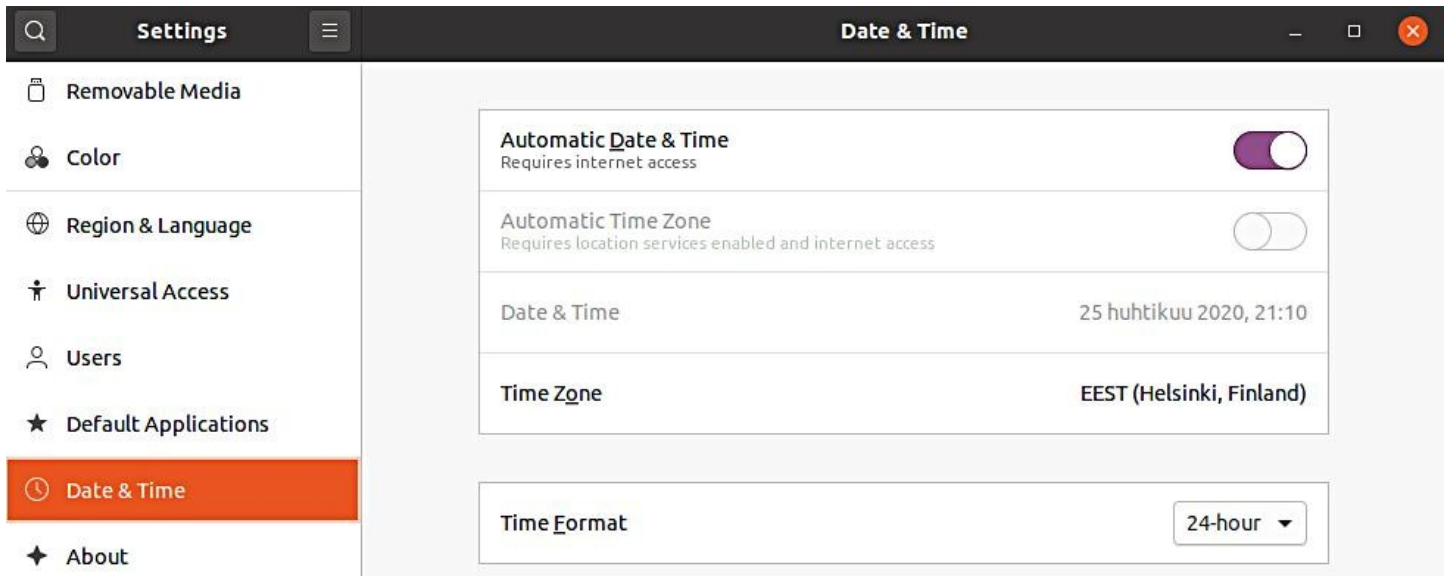
Music: Rhythmbox

Video: Videos

Photos: Image Viewer

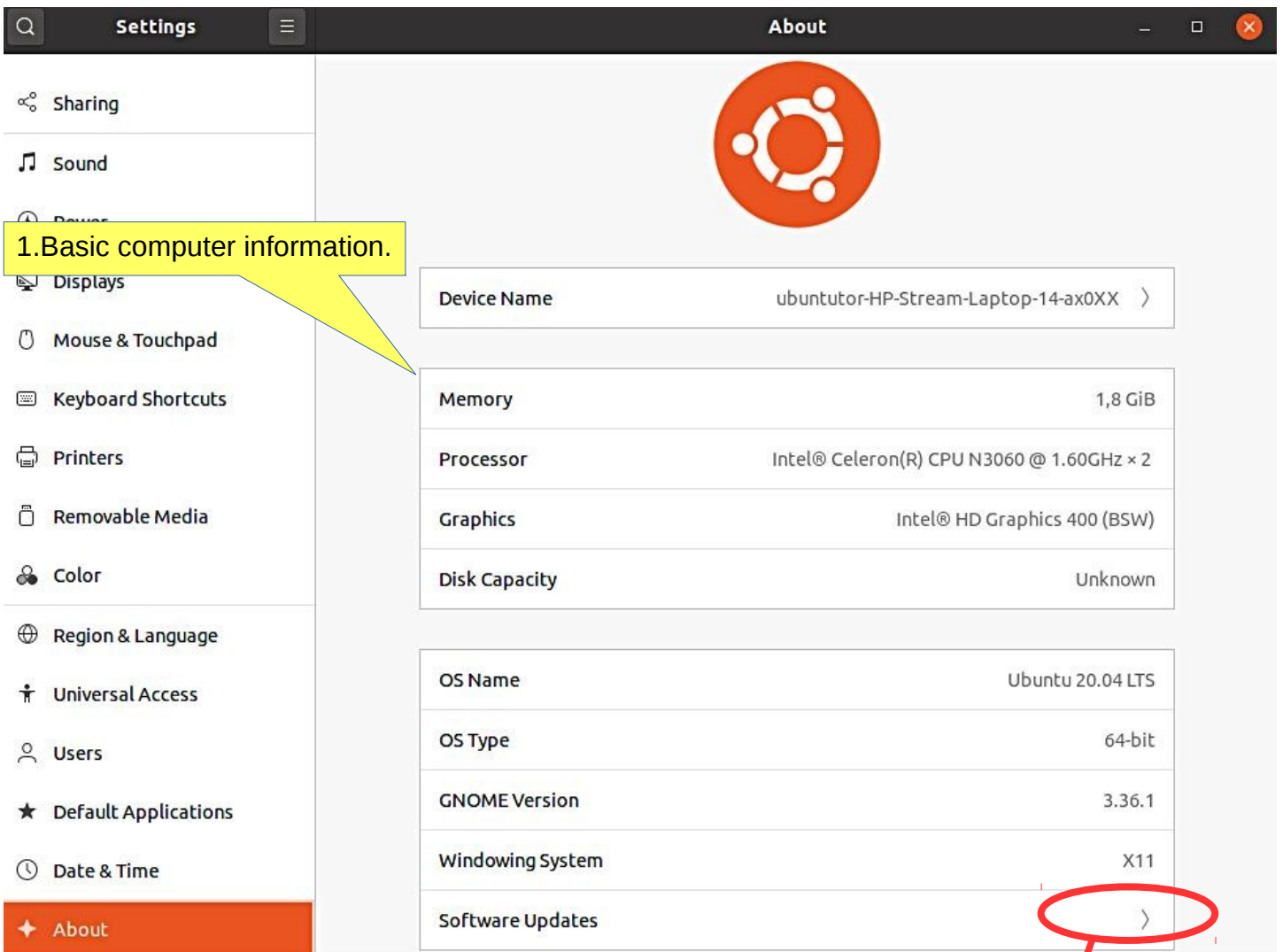
# Basic settings

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



The screenshot shows the 'Date & Time' settings window. The left sidebar lists various settings categories, with 'Date & Time' selected. The main content area displays the following settings:

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



The screenshot shows the 'About' settings window. The left sidebar lists various settings categories, with 'About' selected. The main content area displays the following system information:

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

A yellow callout box with the text "1. Basic computer information." points to the top of the system information section. A red circle highlights the right arrow next to "Software Updates", with a red arrow pointing to a yellow box labeled "Next page".

Next page



# 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:

**Installable from CD-ROM/DVD**

- Cdrom with Ubuntu 20.04 'Focal Fossa'**
  - Officially supported
  - Restricted copyright

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:

Automatically check for updates:

When there are security updates:

When there are other updates:

Notify me of a new Ubuntu version:

**Software & Updates**

Ubuntu Software Other Software Updates **Authentication** Add

**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.

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)



# Introduction to installed Ubuntu apps

The image is a collage of Ubuntu desktop screenshots illustrating the navigation and use of installed applications. Red arrows indicate the flow from the application menu to the Utilities window, then to the Backup guide, Disk Usage Analyzer, and System Monitor.

- Application Menu:** The top-left screenshot shows the application menu with a red circle around the "Show Applications" button. A yellow callout box says "Click!".
- Utilities Window:** The top-right and middle-right screenshots show the Utilities window, which is a collection of system tools. A red circle highlights the Utilities icon in the application menu, and another red circle highlights the Utilities window itself.
- Backup Guide:** The middle-left screenshot shows the Backup guide window, which provides instructions on how to create and restore backups. A yellow callout box says "1. Backup guide is later in this manual."
- Disk Usage Analyzer:** The bottom-left screenshot shows the Disk Usage Analyzer window, which displays a pie chart and a list of storage locations on the system.
- System Monitor:** The bottom-right screenshot shows the System Monitor window, which displays system statistics and a list of disks. A red arrow points from the Utilities window to the System Monitor window.

# Introduction to installed Ubuntu apps

Cancel Take Screenshot

### Take Screenshot

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

Grab after a delay of  seconds

### Effects

- Include pointer
- Include the window border

Apply effect:

1. This is very useful!

Basic Mode

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

Calculator

Advanced Mode

Degrees to Radians 0 degrees = 0 radians

Angle Length Area Volume Mass Duration Temperature Digital Storage Currency

Financial Mode

5

Euro ↔ US Dollar €5 = \$5,4

Programming Mode

Decimal

Keyboard Mode

Degrees to Radians 90 degrees = 1,57 radians

System Monitor

Processes Resources File Systems

User	% CPU	ID	Memory	Disk read tot:	Disk wr
ubuntutor	0	1068	360,0 KiB	628,0 KiB	
ubuntutor	0	1038	320,0 KiB	508,0 KiB	
ubuntutor	0	801	1,5 MiB	12,3 MiB	

Resources

### CPU History

CPU1 23,0% CPU2 20,4%

### Memory and Swap History

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

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

### Network History

Receiving 0 bytes/s Total Received 4,5 MiB

Sending 0 bytes/s Total Sent 28,0 KiB

File Systems

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

Terminal

```
> _
```

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

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

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

Characters à

Smileys & People

Recently Used

Smileys & People

Animals & Nature

Food & Drink

Activities

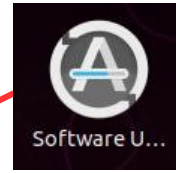
Travel & Places

Objects

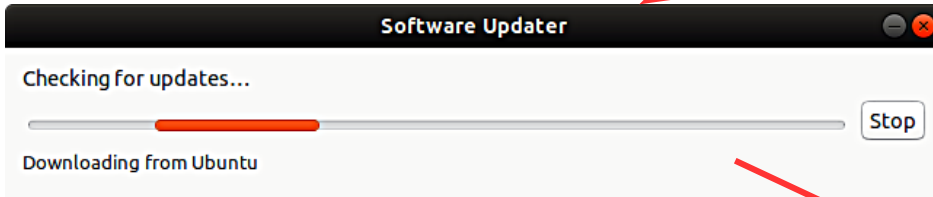
Symbols

# Introduction to installed Ubuntu apps

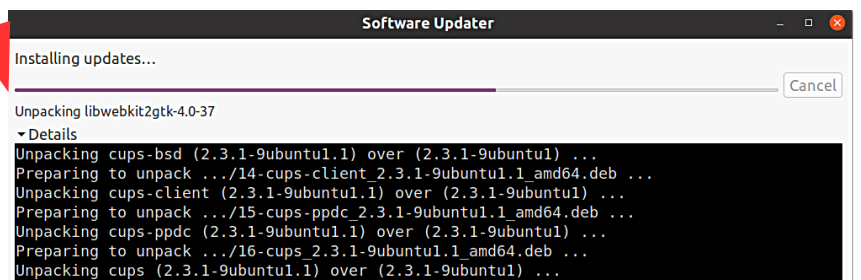
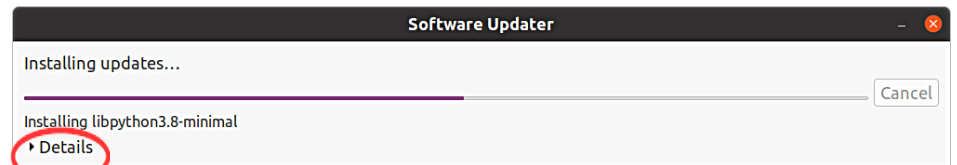
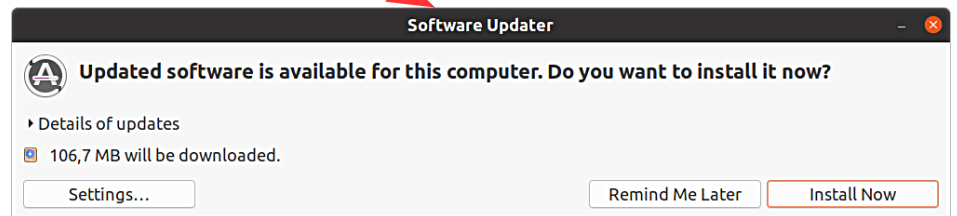
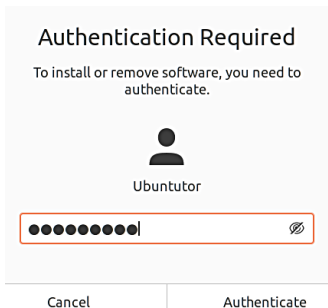
1. Ubuntu suggests updates automatically, but the user can decide on the timing of the upgrade. For updating, Ubuntu will notify you of the Dock icon. Click the icon to start the update



2. You can also start the update query yourself



3. Update 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

# Introduction to installed Ubuntu apps



The image displays several overlapping screenshots of the Ubuntu system log viewer. The logs show a variety of system events, including:

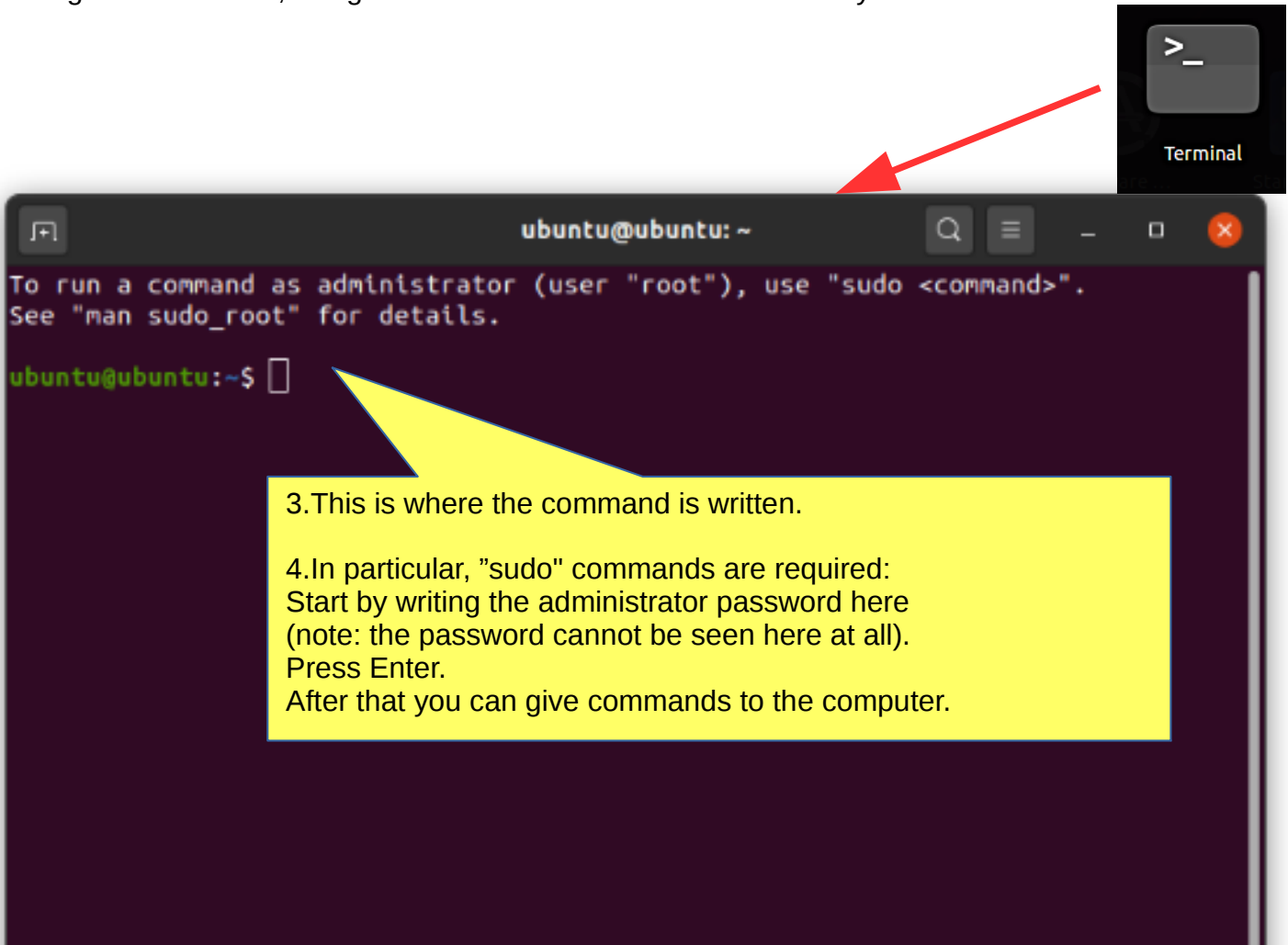
- System:** Messages from `uvccviedo` regarding UVC control queries on unit 2.
- Security:** Warnings about failed attempts to read paths from `java` and failed unmounting of `/cdrom`.
- Applications:** Logs for `org.gnome.Logs` showing successful activation and warnings about failed path reads.
- Hardware:** Detailed logs for `lwlwifi` (wireless LAN) and `usb` (USB) devices, including firmware versions and device identification.
- System:** General system messages such as `raid0` recovery, `perf` interrupt handling, and `EXT4-fs` mounting.



# 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 seldom known by the beginner. However, it is good to understand the basics of the mysterious command line.



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

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

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

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

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

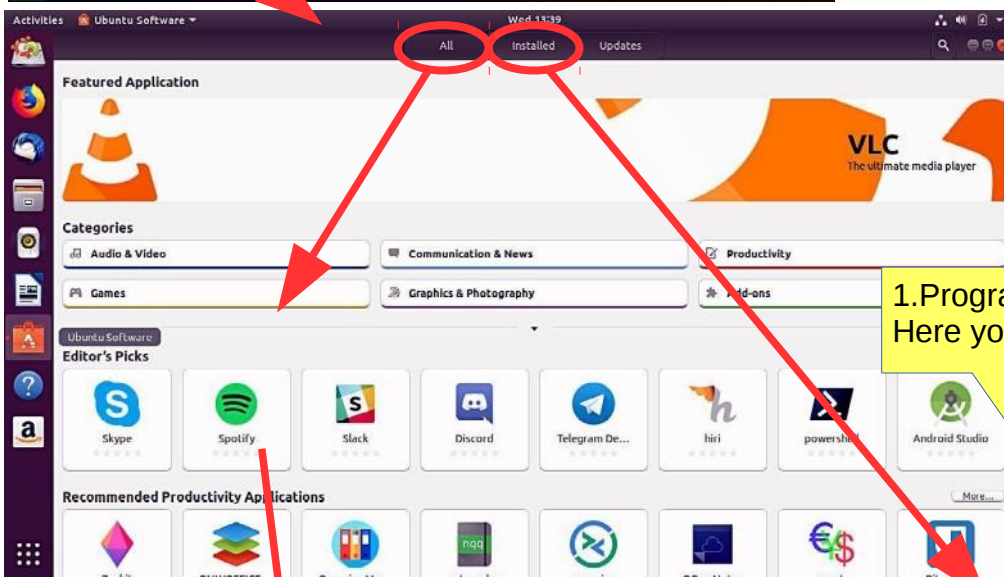
<https://vitux.com/40-most-used-ubuntu-commands/>

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



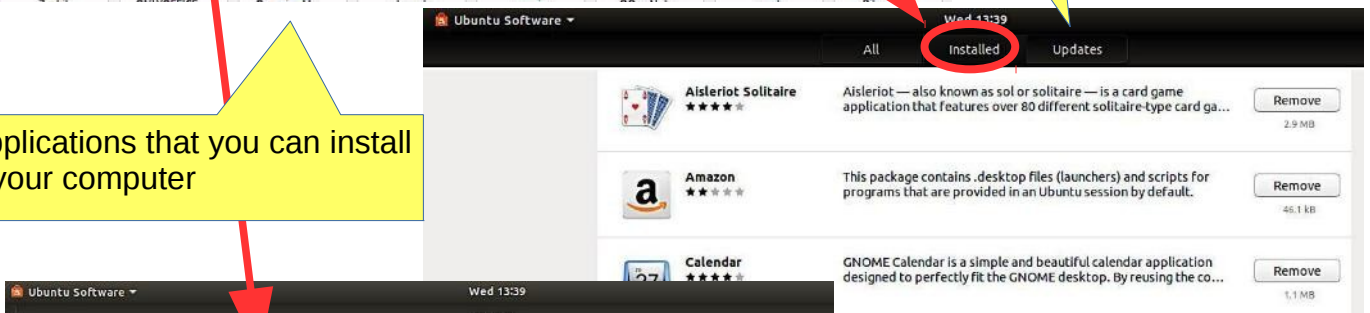
# Install apps

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

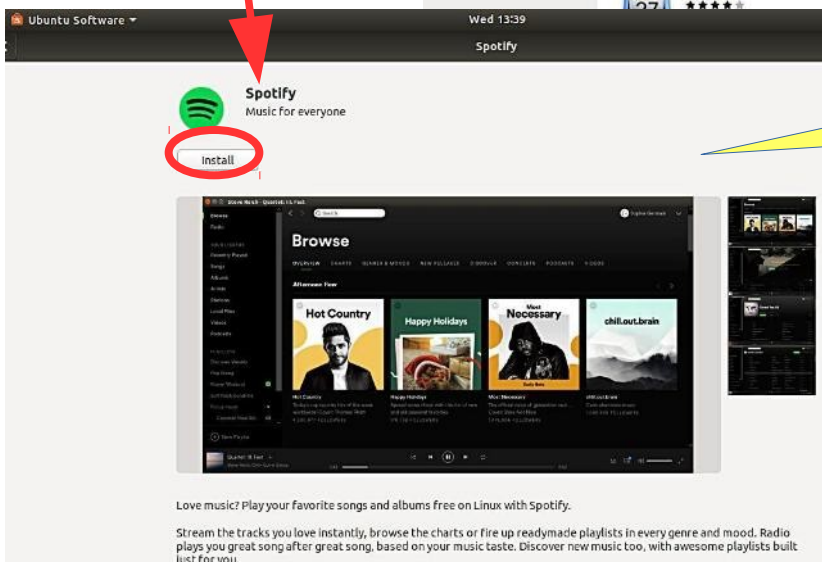


1. Programs on your computer. Here you can remove the application

2. Applications that you can install on your computer



3. A more detailed presentation and installation of the application



## If you are planning to install a new app

**Here are a few ideas if you are looking for a new app.**

1. Compare different apps that would seem best 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.**

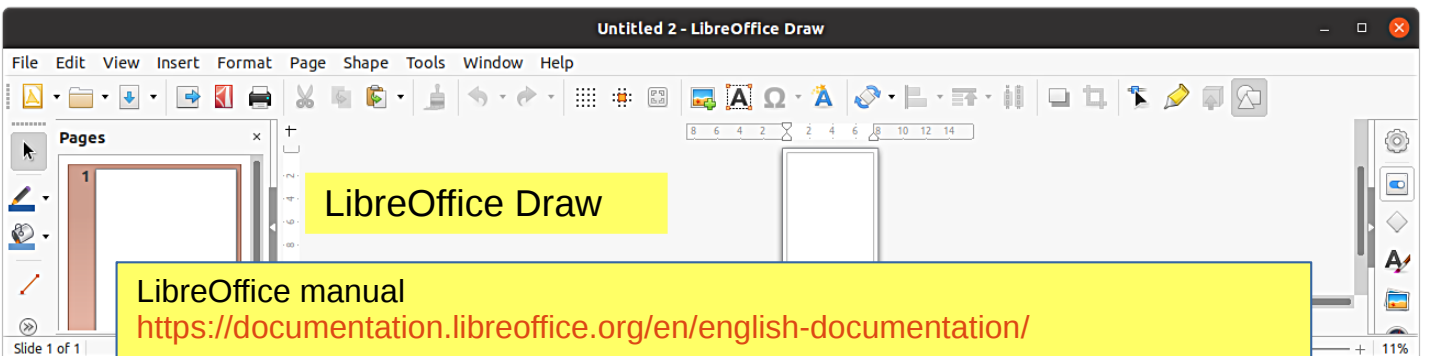
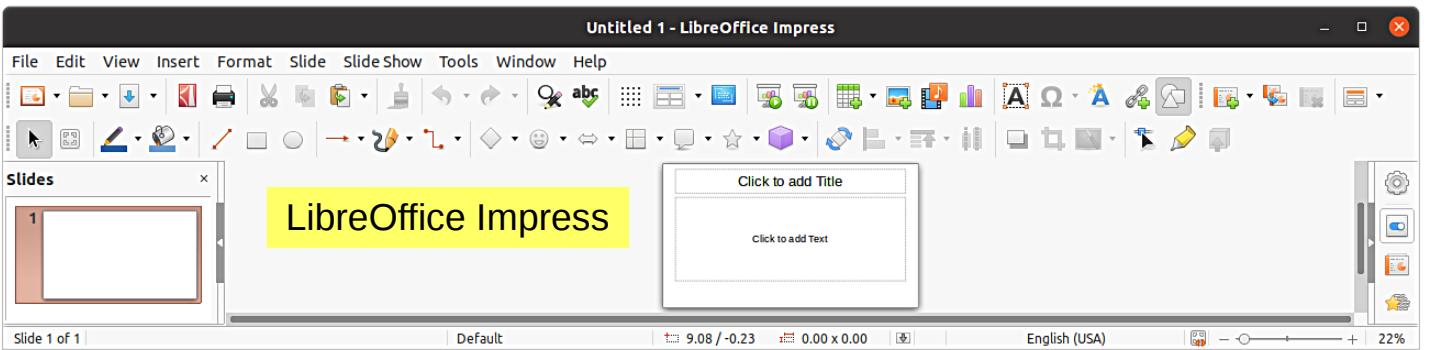
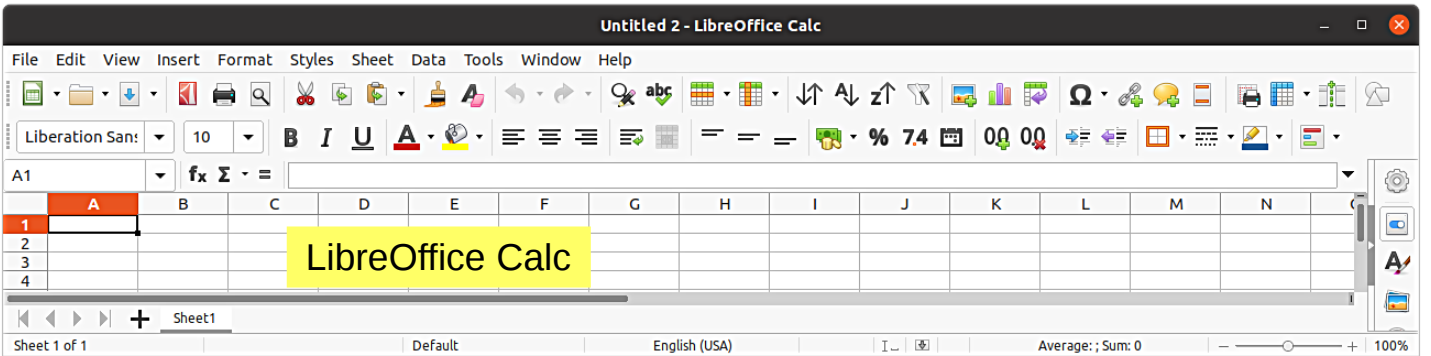
1. Now you can properly explore the features and functions of the app
  - if you are getting a lot of information with the app, do you think the app is slowing down or otherwise getting groomed?
  - can you divide the data into sections if needed so that the app works smoothly and the files are not too large.
  - Can you transfer older data to a page, even if you have a separate 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. Prepare how to use the app (nomenclature, folder structures, backup, etc.).
7. When the job seems to work, start the actual use of the app.

Good luck!

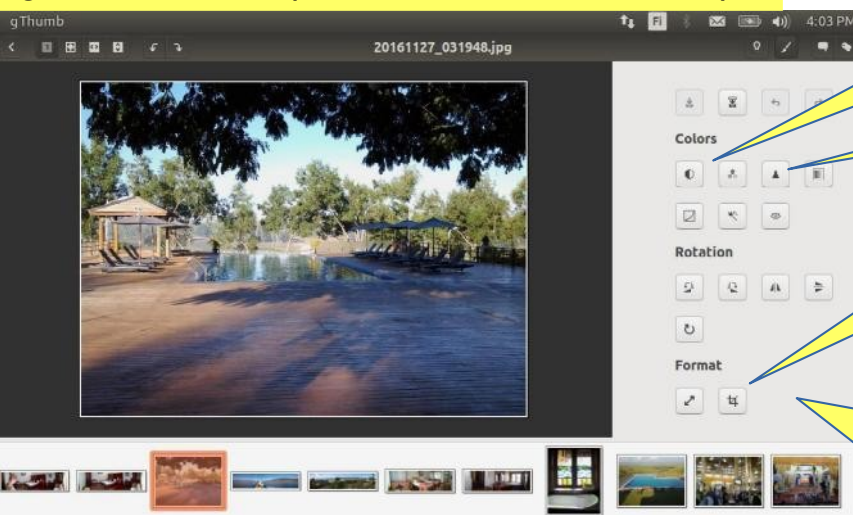
-----

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.

# Introduction to installed Ubuntu apps



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



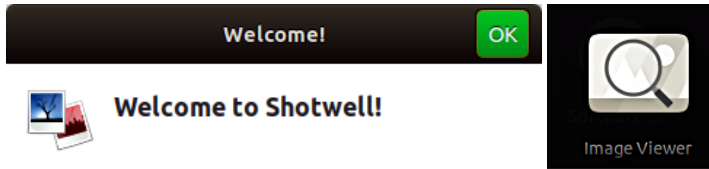
1. Automatic color correction

2. Automatic sharpening

3. Limiting the picture

4. The program can also  
- sort the picture files  
according to time  
- rename and renumber  
the picture files

# Introduction to installed Ubuntu apps

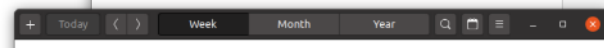
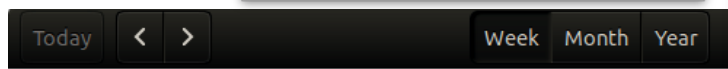
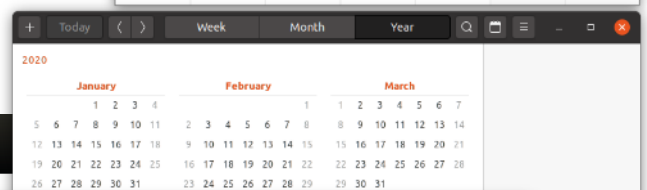
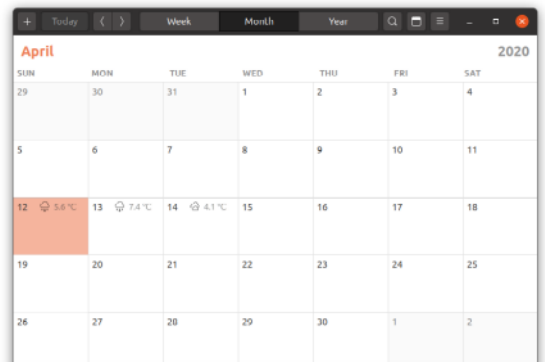
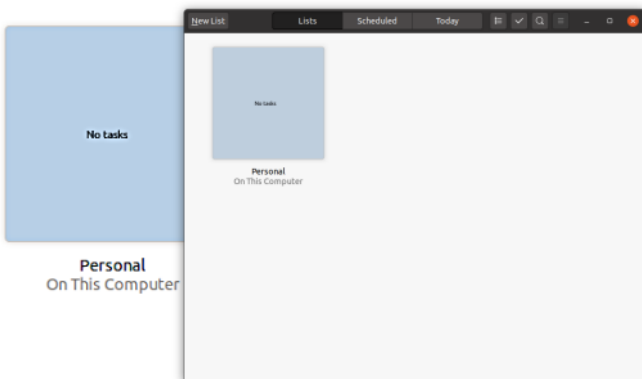
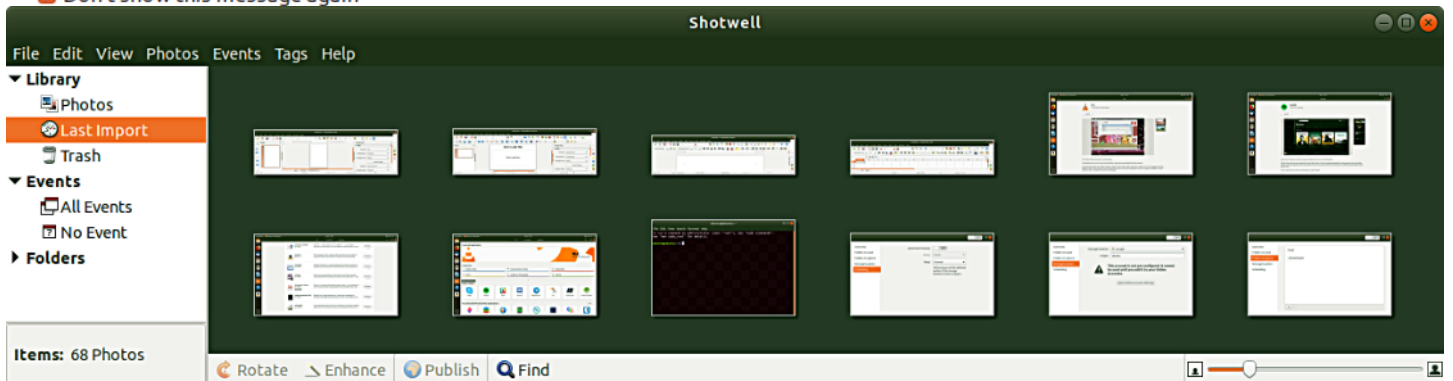


Import photos from your ~/Pictures folder

You can also import photos in any of these ways:

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

Don't show this message again



## Links, nice reading for rainy days

### Look Ubuntu Desktop Guide: **Get more help**

Ubuntu forum

<https://ubuntuforums.org/>

Ubuntu Desktop Guide

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

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 manual PDF

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

### YOUTUBE VIDEOS

Learning the Linux File System

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

OMG

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

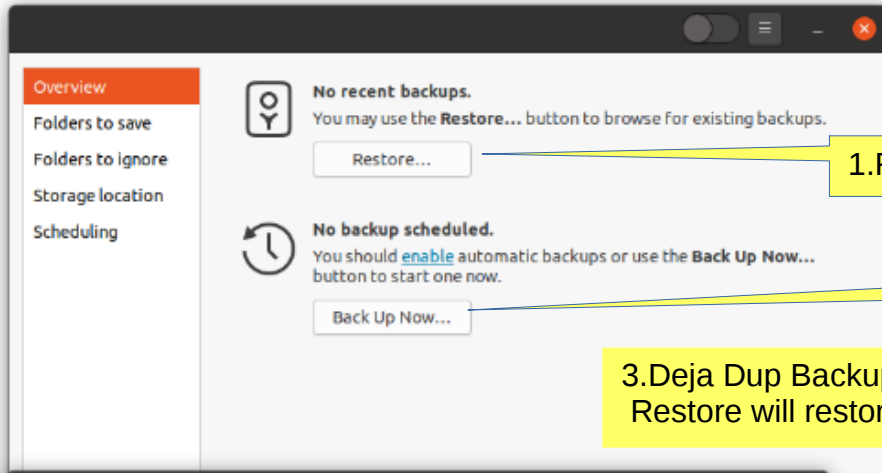
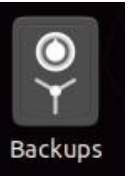
### HISTORY

[https://en.wikipedia.org/wiki/History\\_of\\_Linux](https://en.wikipedia.org/wiki/History_of_Linux)

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



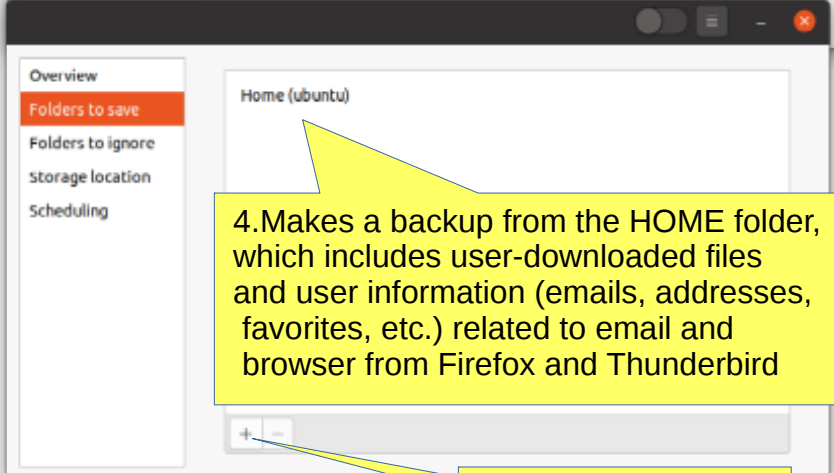
# Deja Dup Backup 1



1. Returns the backup to the computer

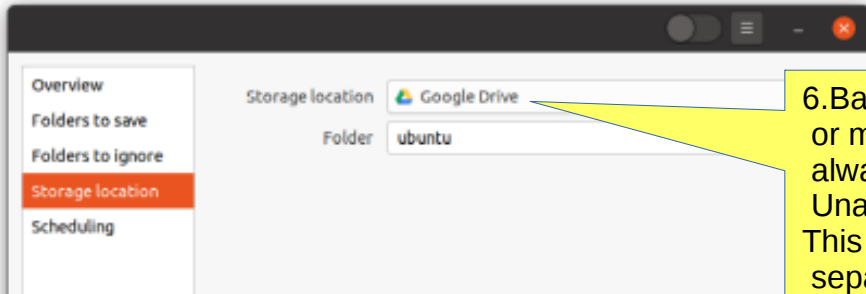
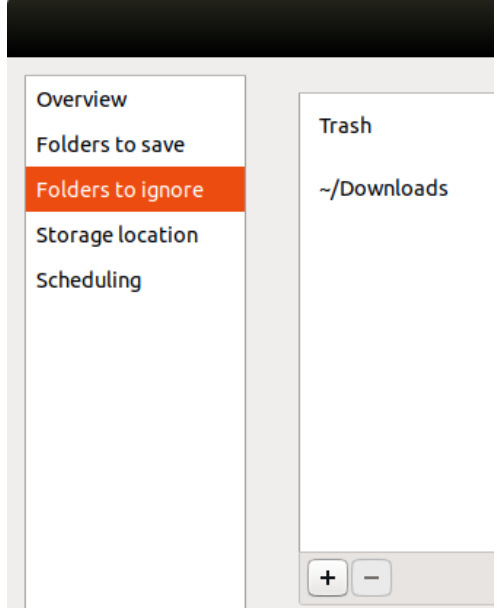
2. Makes a backup

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

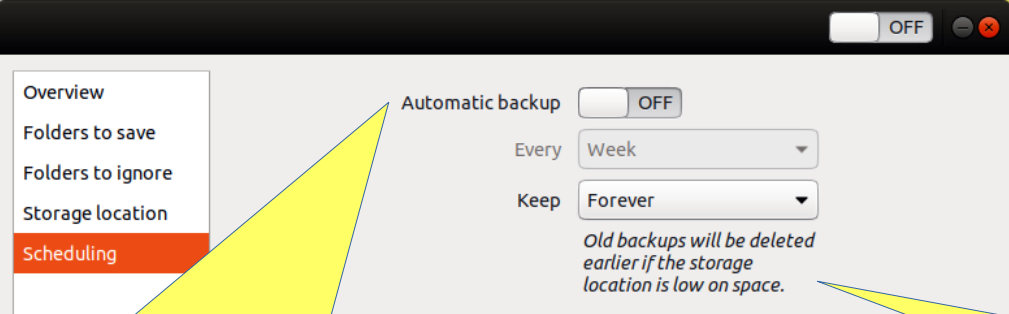


4. Makes a backup from the HOME folder, which includes user-downloaded files and user information (emails, addresses, favorites, etc.) related to email and browser from Firefox and Thunderbird

5. Add more folders



6. Backup may be located on a hard drive or memory stick. NOTE! Deja Dup always returns the entire backup material. Unable to restore individual files or folders. This kind of backup should be done separately.

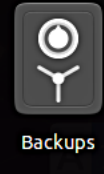


7. Automatic backup reminds you of making a backup. The first backup takes a long time, the next one will go quite fast.

8. A small memory stick is enough for backup!

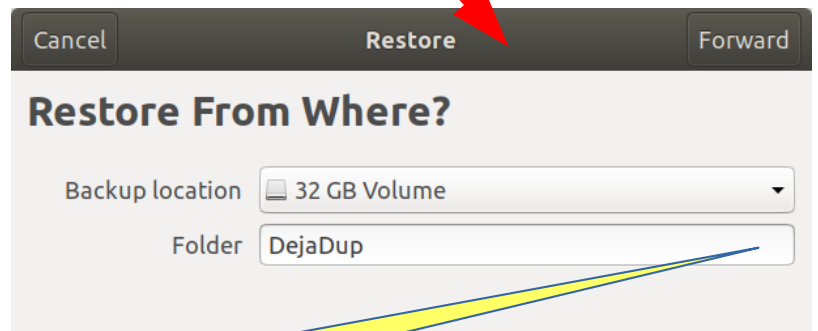
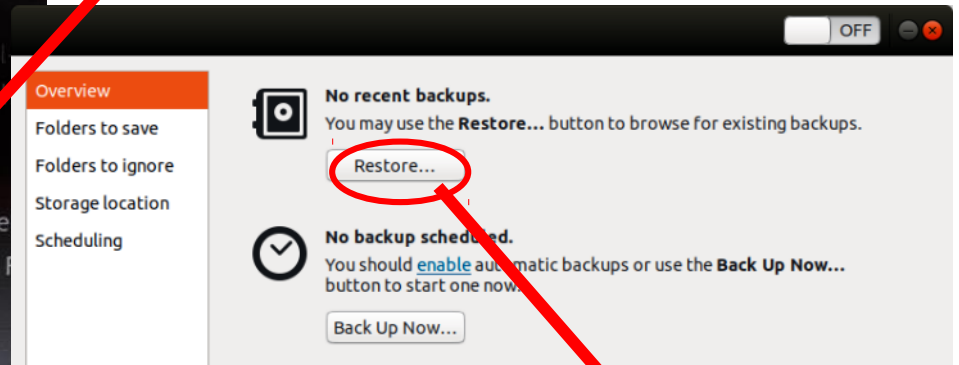
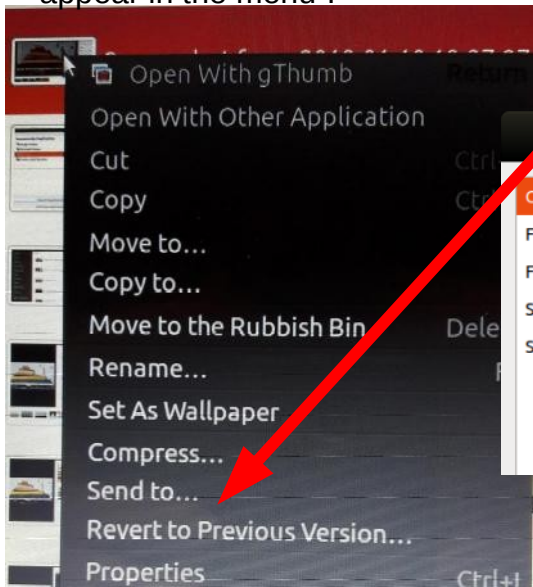
9. DejaDup tells you when to make a copy. Insert the USB-media and click on the DejaDup icon to start copying.

# Deja Dup Backup 2

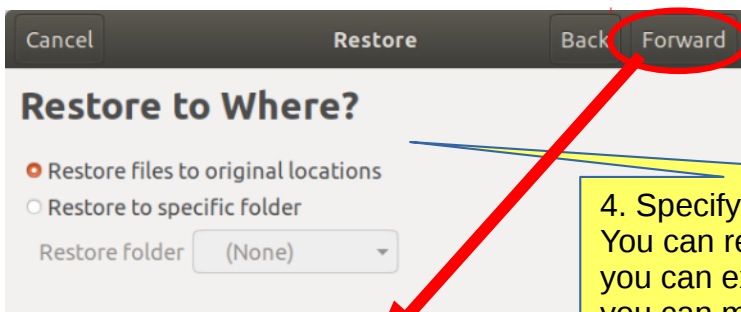
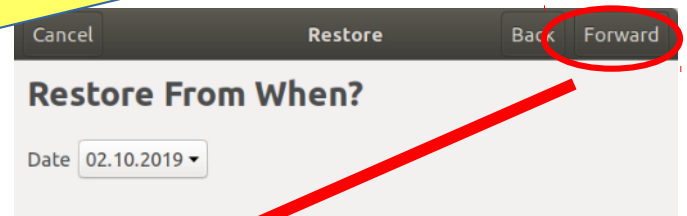


1. DejaDup can restore individual files or folders if they have been backed up by DejaDup. When you back up your data, "Revert to Previous Version..." will appear in the menu".

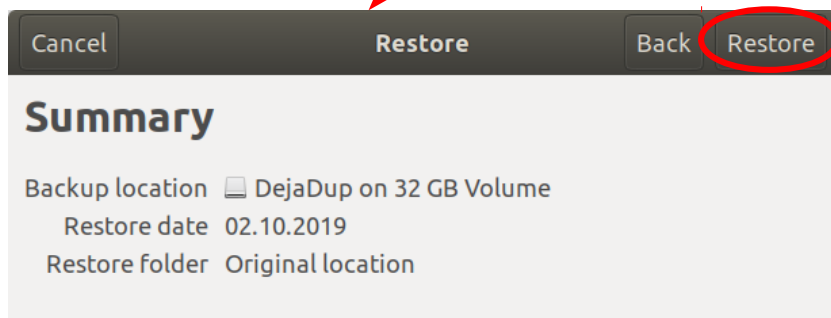
2. If you want to restore the entire backup, click "Restore ..." and then Deja Dup first installs itself.



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



4. Specify where the backup will be restored. You can restore to the original position or you can extract the copy to another memory, from where you can move the parts you want to replace the originals.



# Backup strategy!

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

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

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

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

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

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

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

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

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

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

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

Guide:

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

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

I wish good Ubuntu moments!



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

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

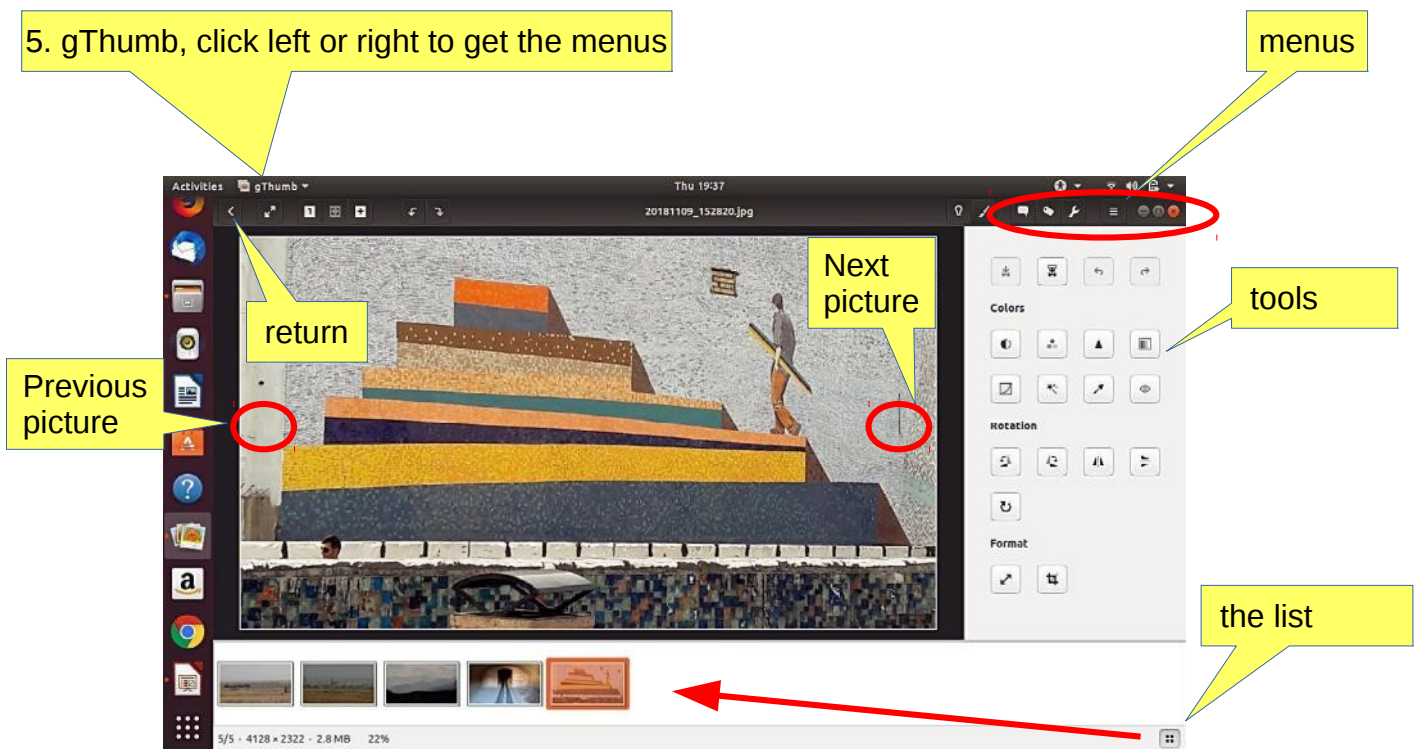
### 3. Image processing

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

## gThumb image viewer

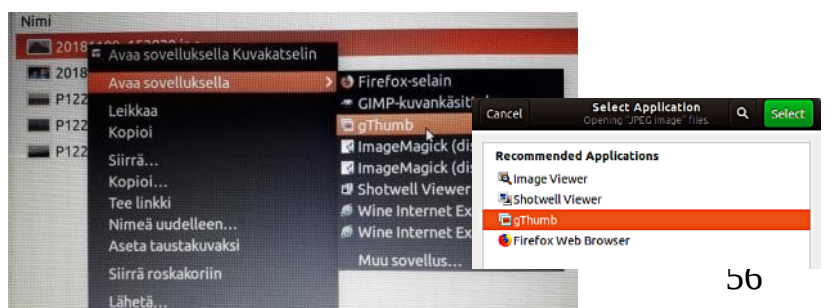
4. Install the gThumb.  
It is a handy little program that can do important things.

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



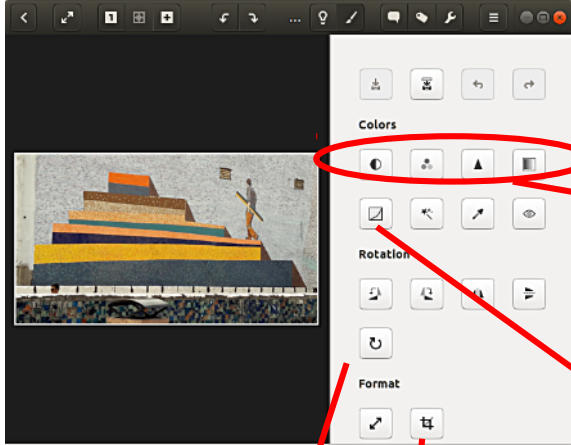
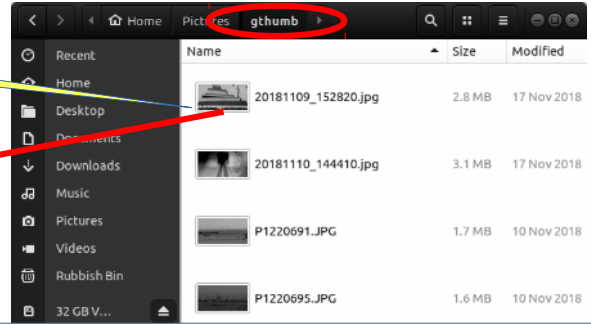
6. NB! In System Preferences, you can specify Details → Default Applications → The image always opens in gThumb or ->

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

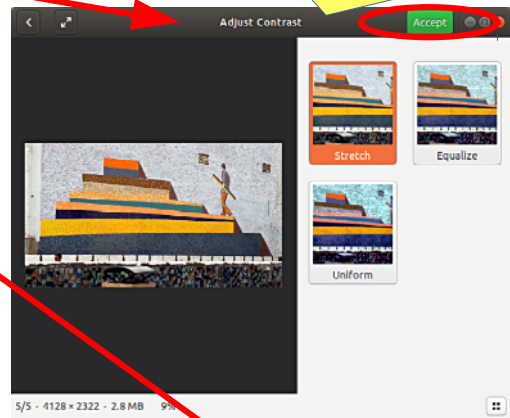


1. gThumb  
First picture

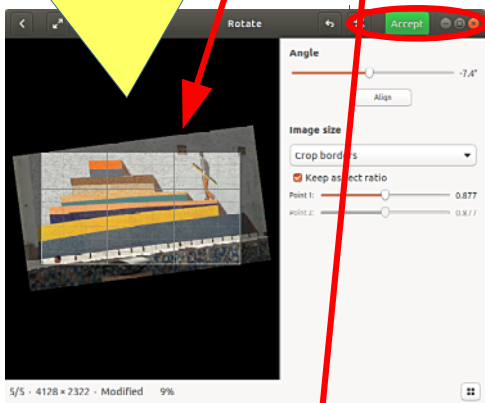
2. Images to be processed



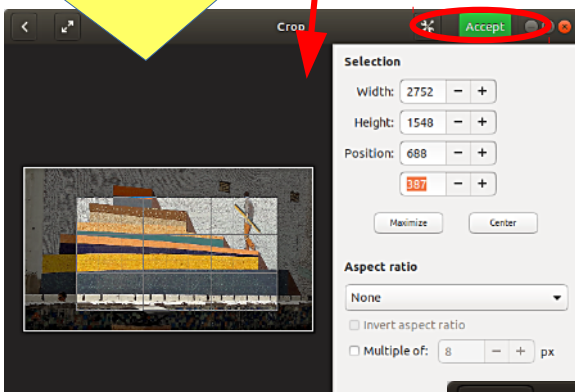
3. Adjust the contrast, colors, and sharpness. Accept



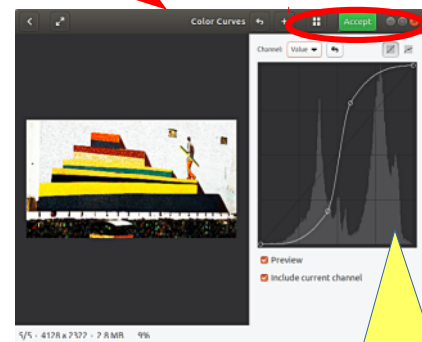
4. If necessary, straighten the image  
Use the + or - buttons to adjust the slope



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

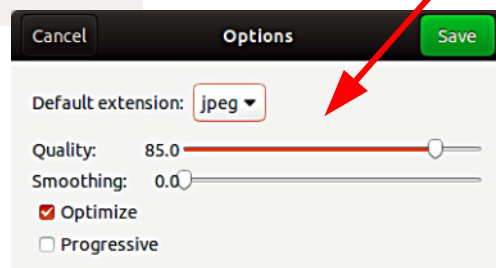
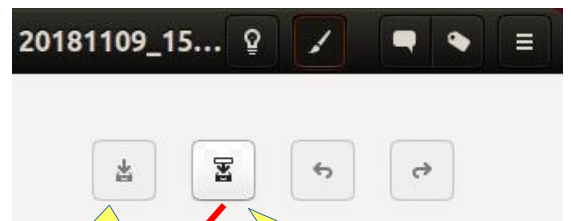


6. Try moving the curve



7. Save to the original

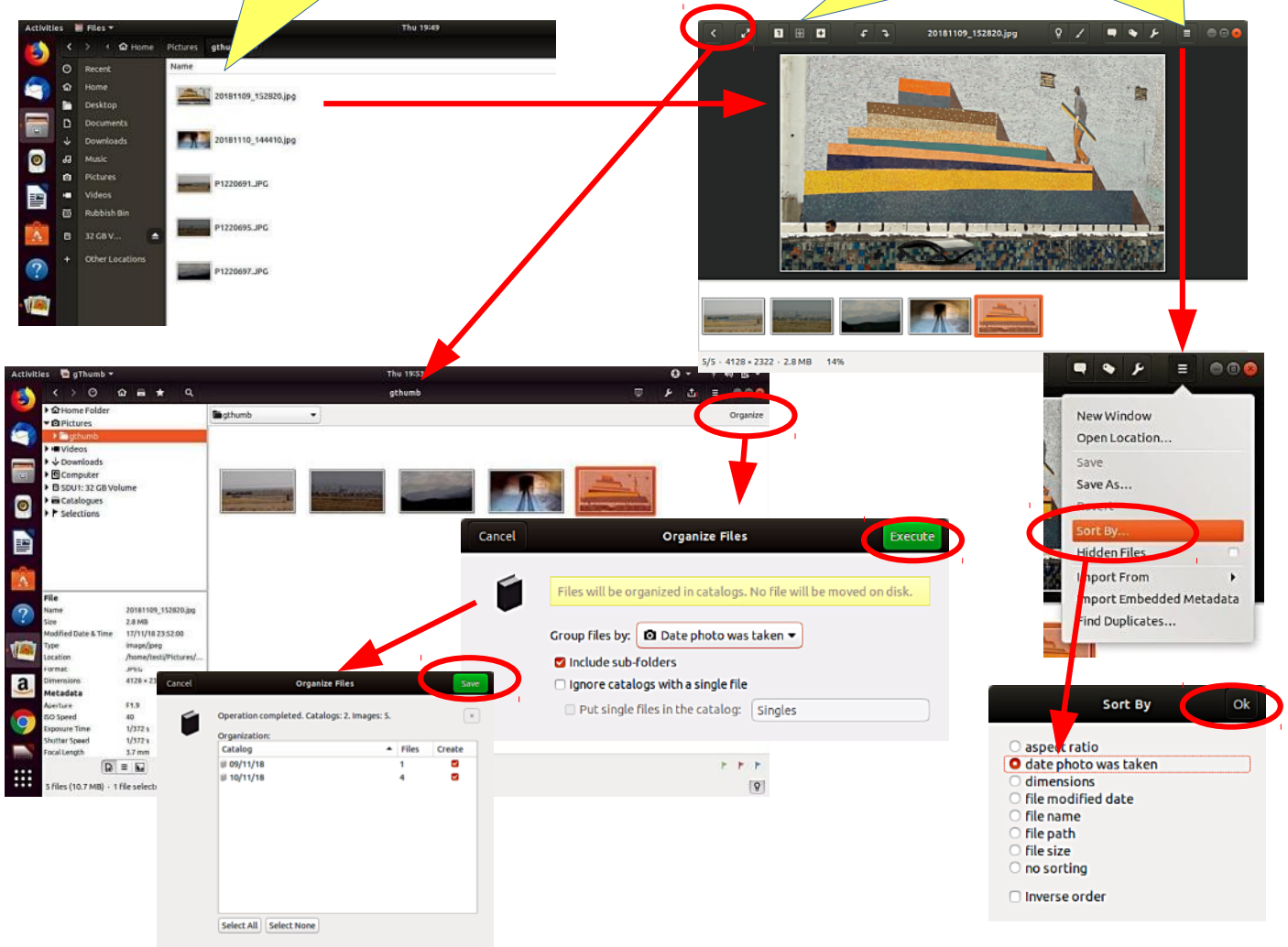
8. Save as new and  
adjust the packaging





1. Select the first image

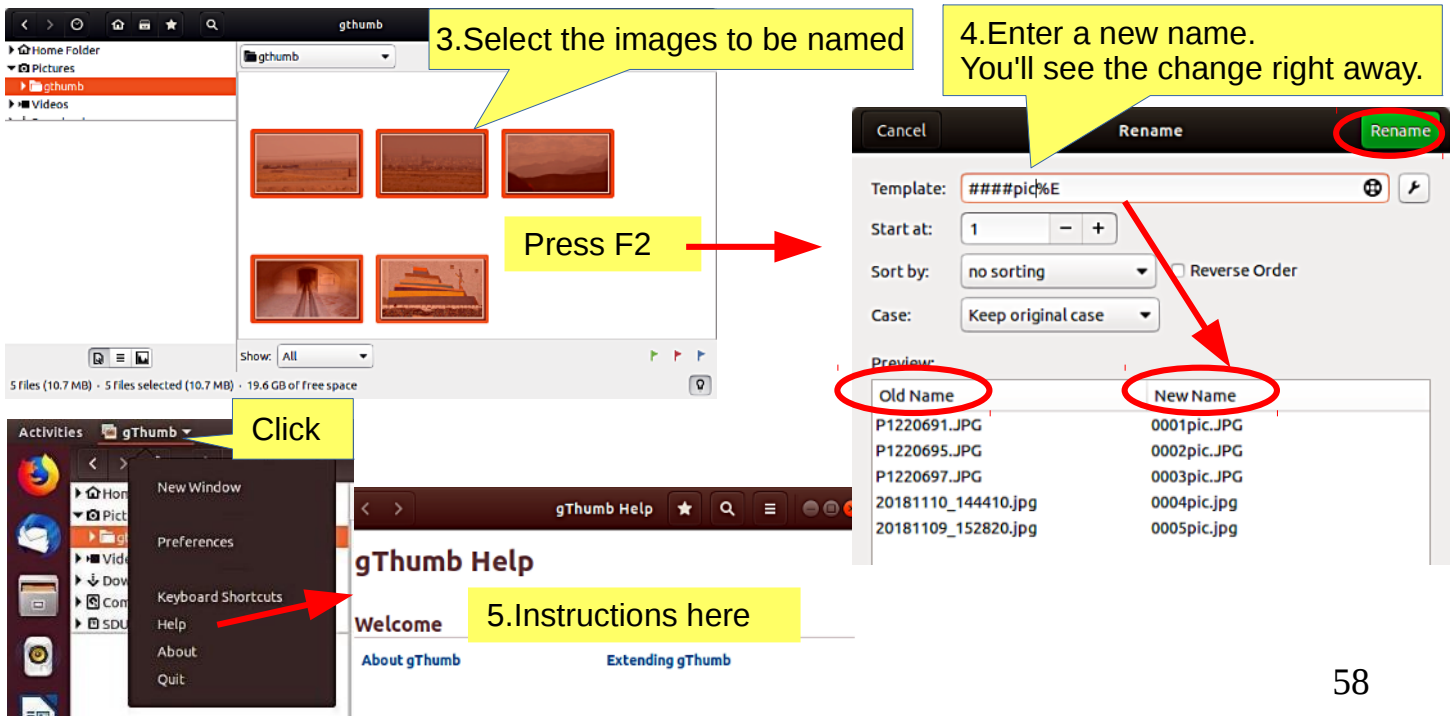
2. Two options for sorting, click



## 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.



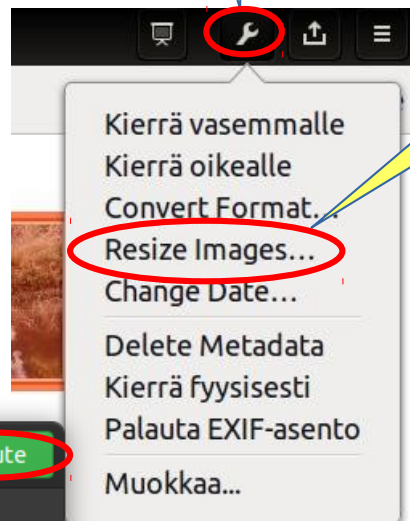
	20190502_153650.jpg	5,6 Mt
	20190502_153701.jpg	6,2 Mt
	20190502_175033.jpg	1,9 Mt
	20190502_175128.jpg	6,5 Mt
	20190509_080329.jpg	4,8 Mt

1. Pictures before reduction



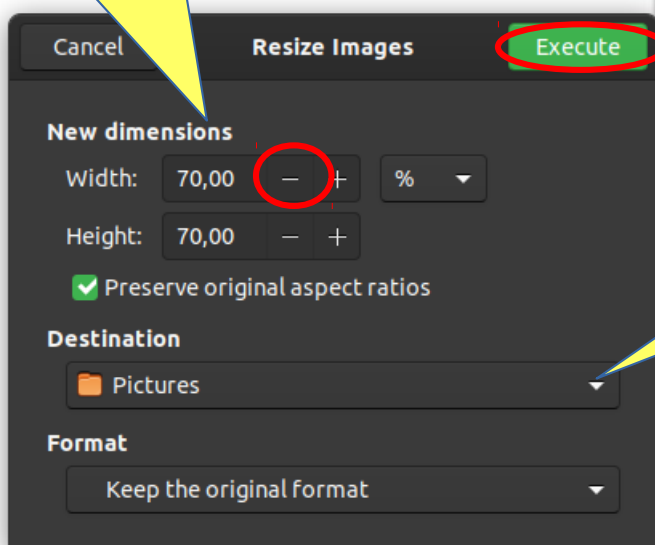
2. Open gThumb and highlight the files you want

3. Select tools



4. Select Resize Images...

5. Decrease size with -  
First try 70%



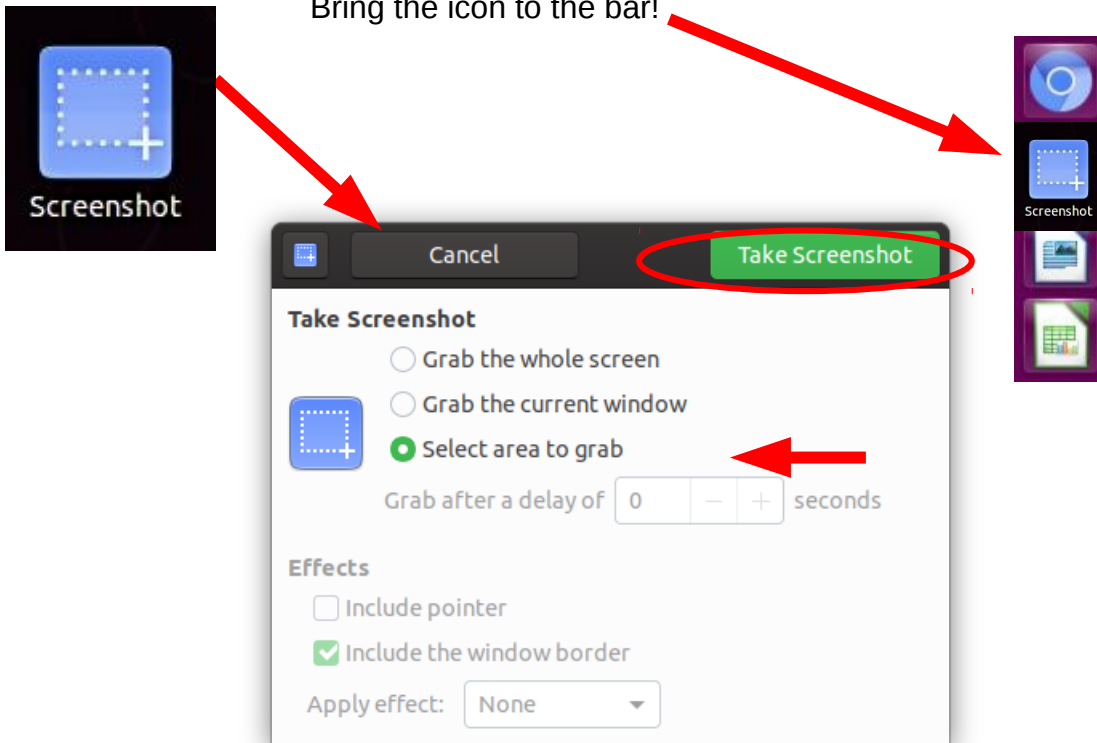
6. Select a new storage location and "Execute"

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

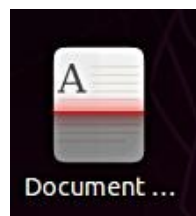
	20190502_153650.jpg	451,7 kt
	20190502_153701.jpg	520,3 kt
	20190502_175033.jpg	170,2 kt
	20190502_175128.jpg	550,6 kt
	20190509_080329.jpg	568,3 kt

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

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



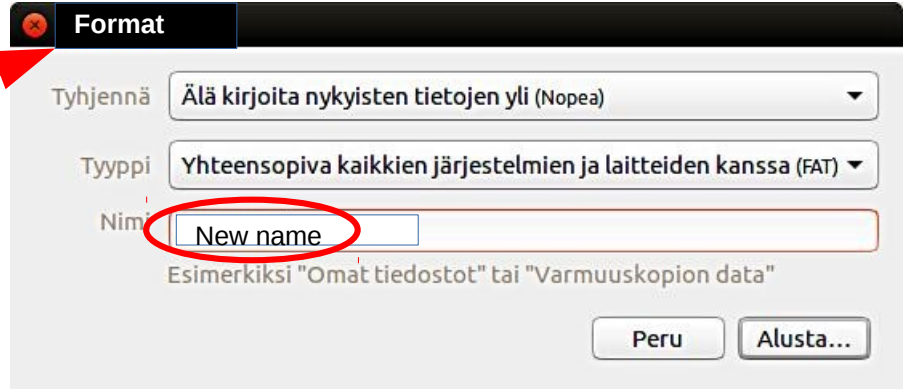
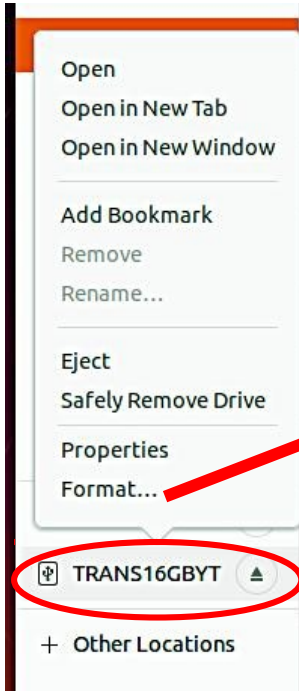
## Image Scanning



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

Icons in different versions of Ubuntu

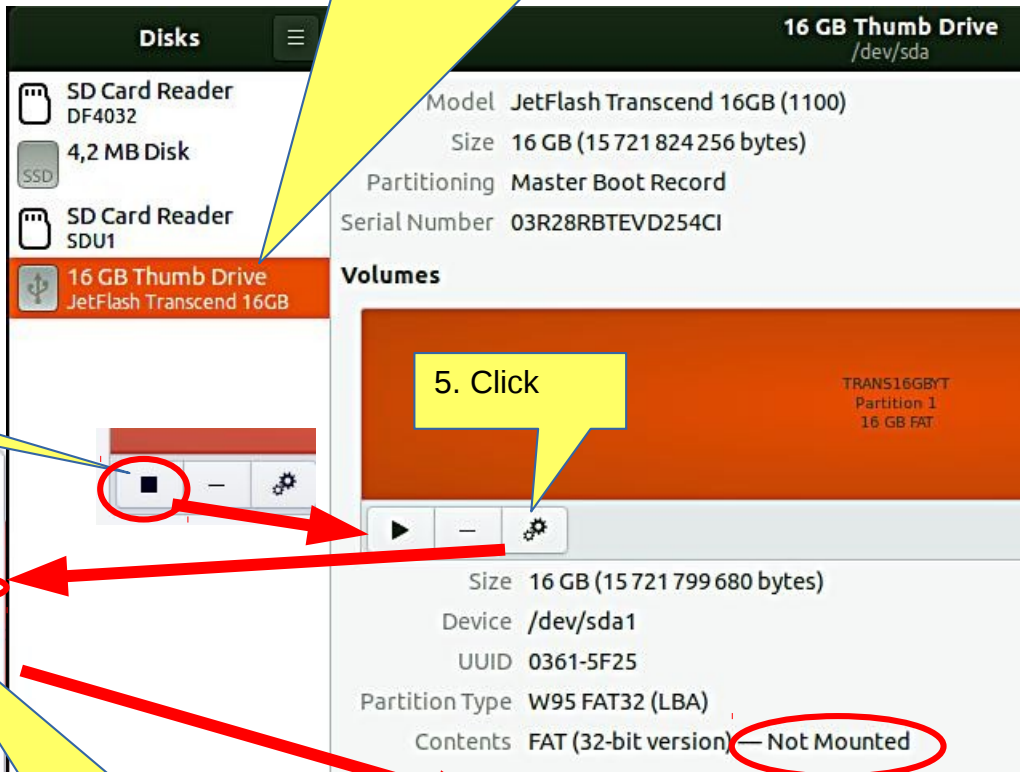
1. The storage can be named either during formatting or later by the "Disks" utility



2. Start the "Disks" program

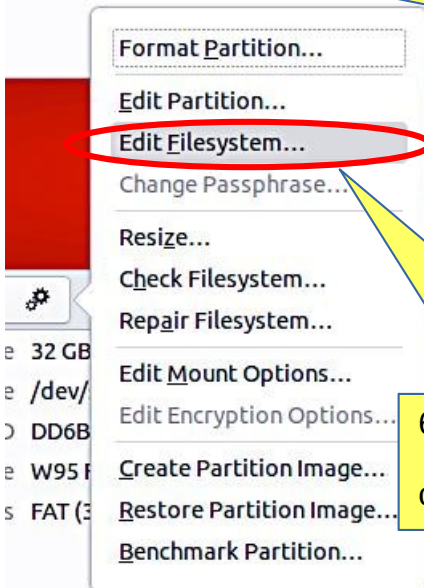


3. Check that you are processing the correct memory!

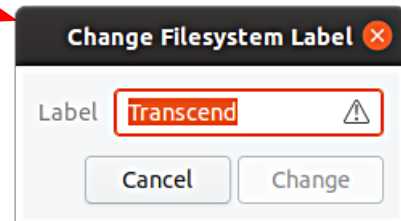


4. Click to stop

5. Click



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



1. Interested in Linux Ubuntu?

Browse this guide

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

See next pages for instructions

3. Try Ubuntu with a USB stick

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

4. You decide to install Ubuntu

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

5. Do you also keep Windows?

When booting, you can choose either Windows or Ubuntu.

6. Back up your files and make reinstalling files!

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

7. Perform the initial installation as recommended.

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

8. Explore and use Ubuntu.

Please read this guide for details.

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

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

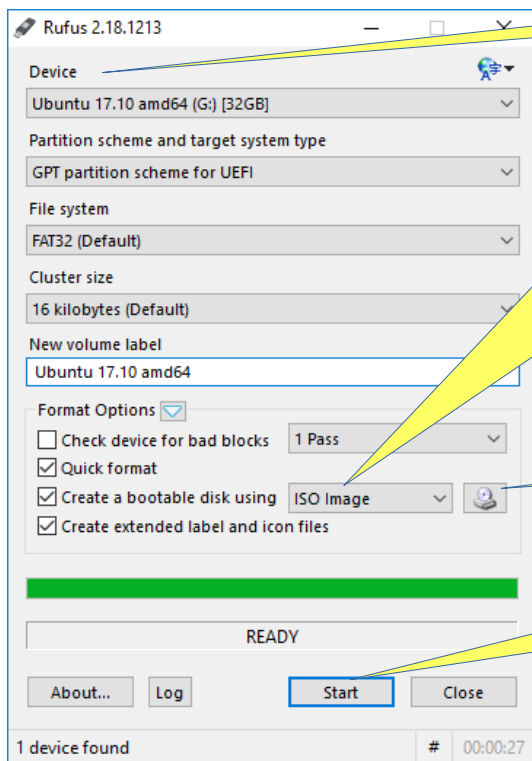
<https://ubuntu.com/tutorials/tutorial-install-ubuntu-desktop#1-overview>

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



## 0. Work on a Windows computer!

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

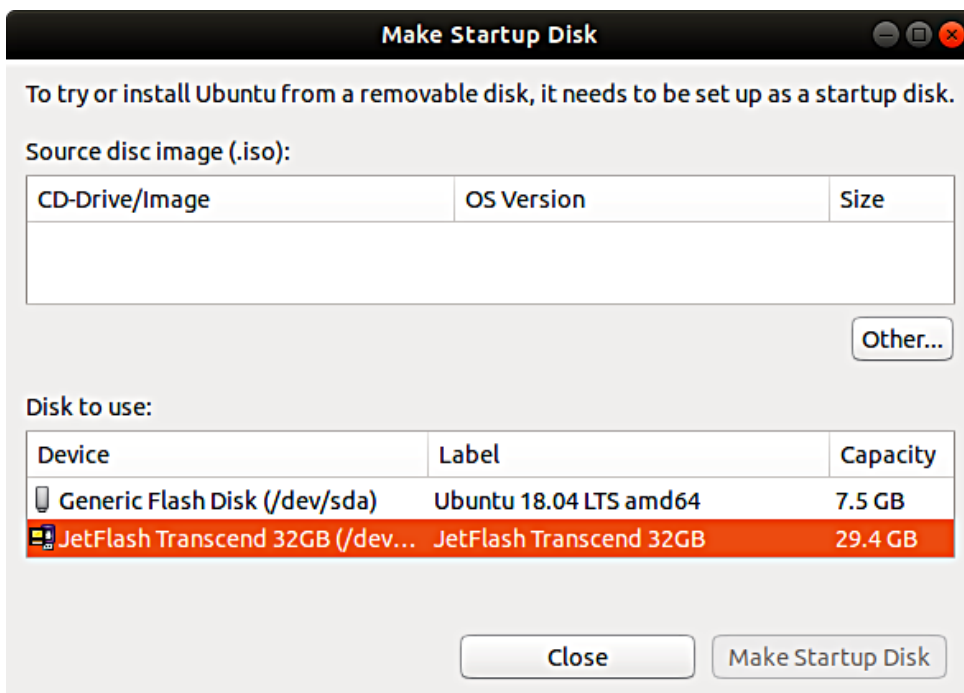
Rufus

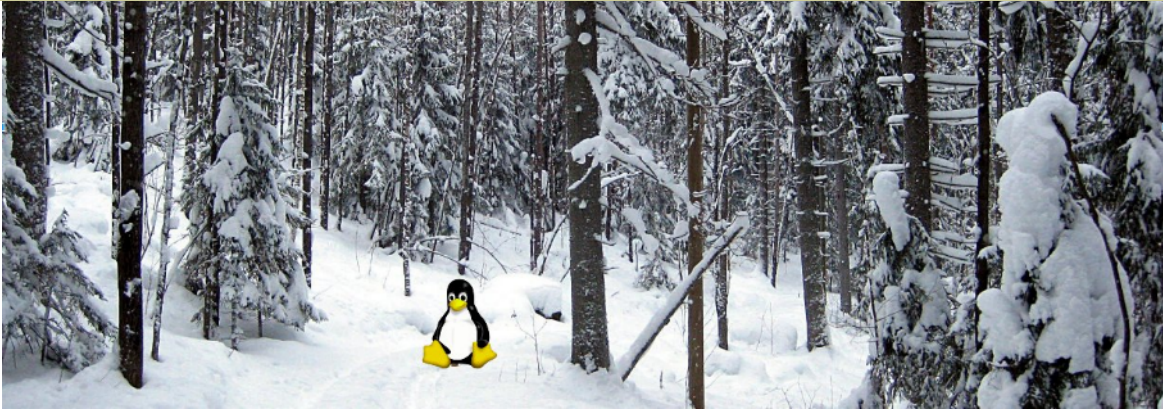
<https://www.techspot.com/downloads/6062-rufus.html>

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.

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## Ubuntu 20.04 & 18.04 guide (pdf) for beginner

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

### English 18.04 updated 20201029

[Ubuntu guide 16.04](#)

[Ubuntu guide 18.04](#)

[Ubuntu guide 20.04](#)

[Some Linux distos](#)

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