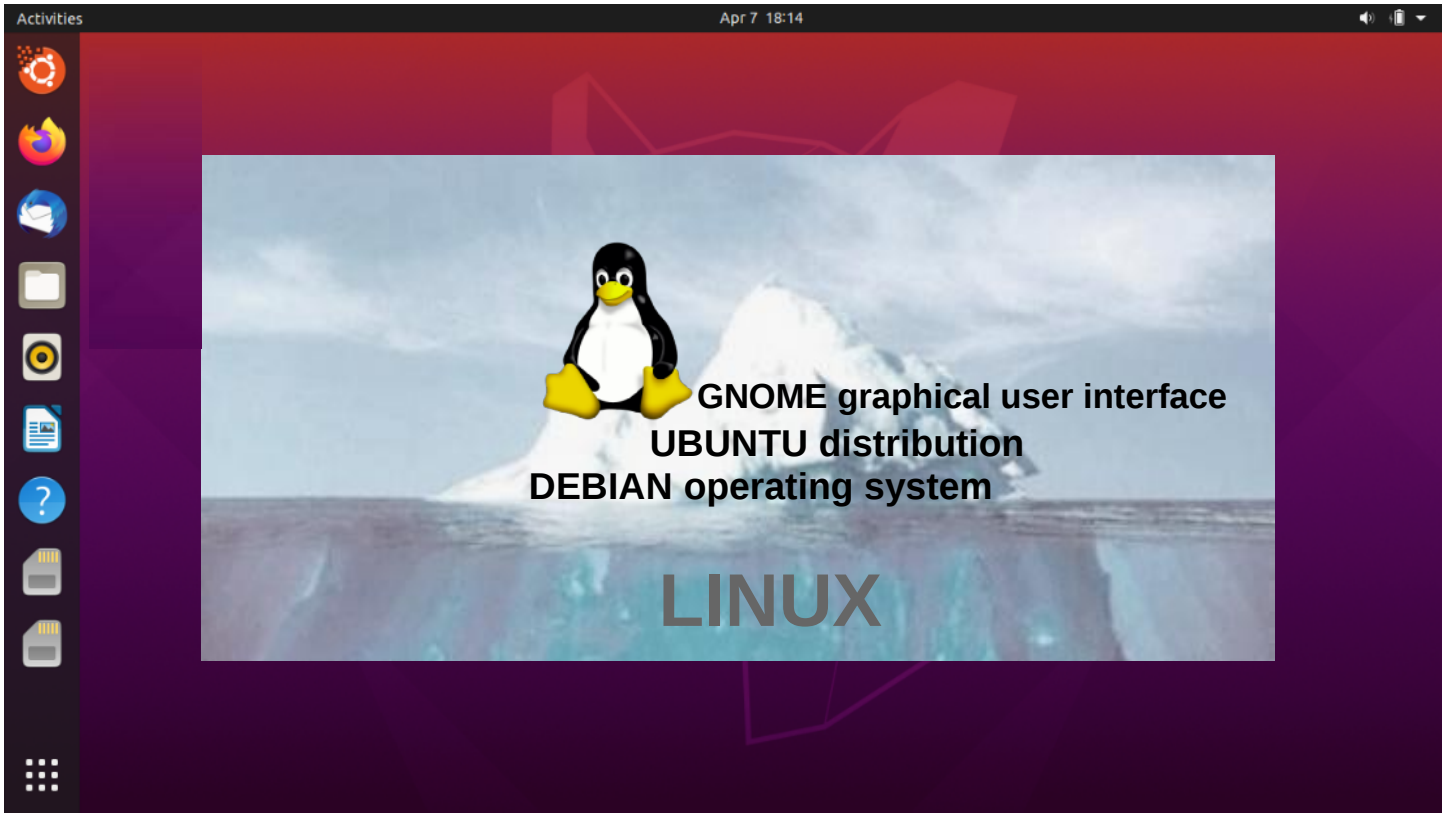



# UBUNTU GUIDE

## 20.04 LTS

Ver. 20201028

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

www.ubuntutor.com
Twitter @LaoYa14

# Table of Contents

# 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

This guide book you find from www.ubuntutor.com



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

# General Information about Ubuntu

**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.

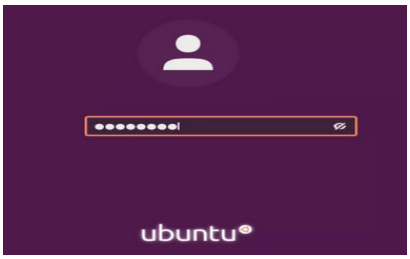
The previously mentioned applications are similar in appearance on the screen, whether you are running Windows or Ubuntu. Ubuntu does not need antivirus protection. The firewall has also been built inside Linux itself.
Ubuntu with all its applications is free.
Ubuntu needs much less memory compared to 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 exellent with an old PC like XP or Vista.
You can work with XP or with Ubuntu distros, and distros can use files from the XP area.
Very useful! And you can use this guide with distros too!

## How to open Ubuntu?

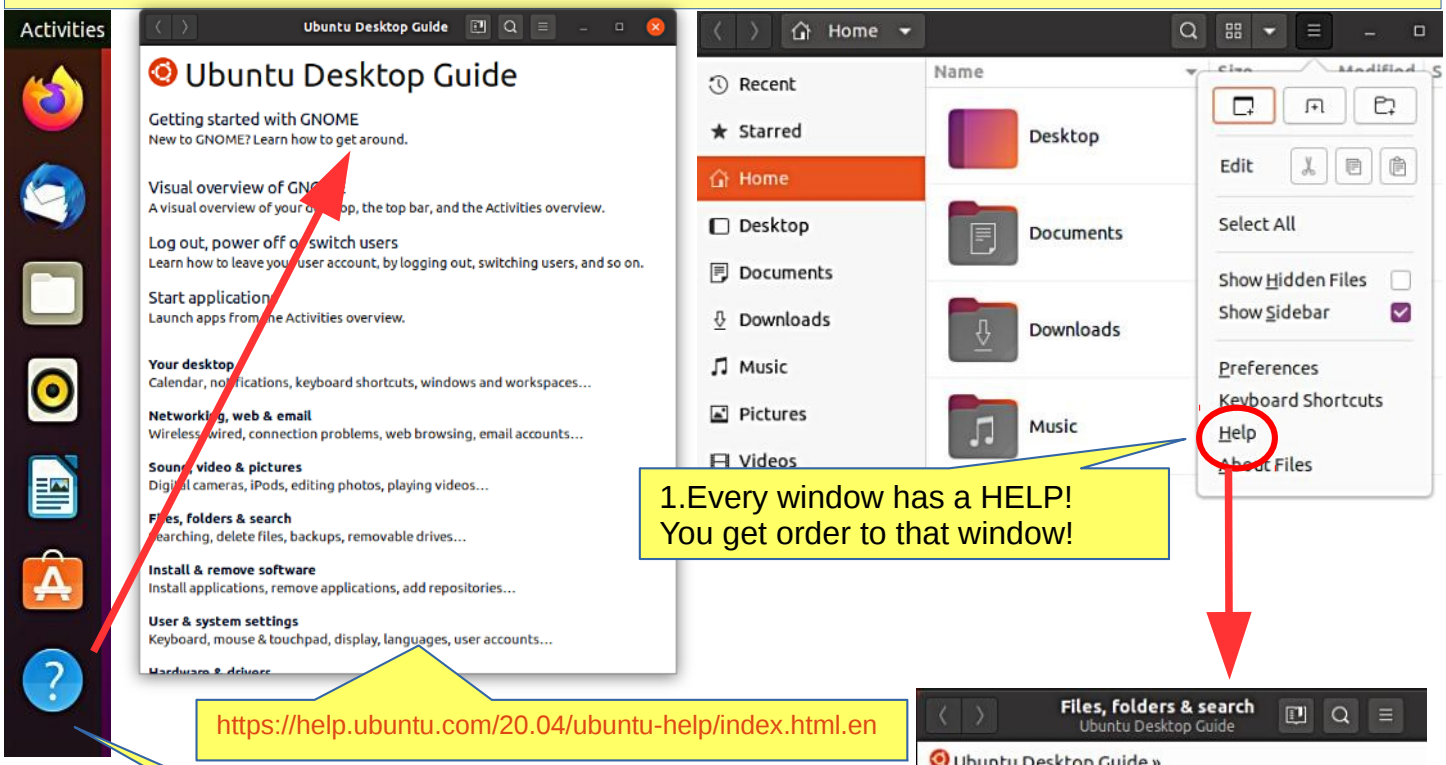



To **unlock your computer**, raise the lock screen curtain by dragging it upward with the cursor, or by pressing Esc or Enter. This will reveal the login screen, where you can enter your password to unlock. Alternatively, **just start typing your password** and the curtain will be automatically raised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

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

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

# Ubuntu instructions

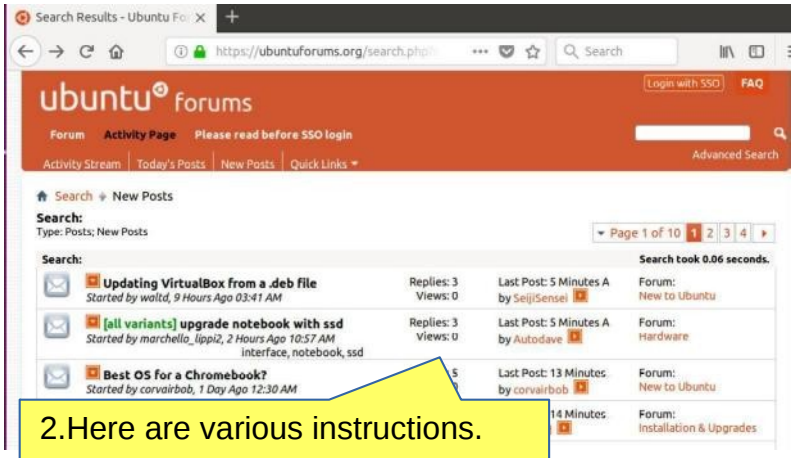



1.Every window has a HELP!
You get order to that window!

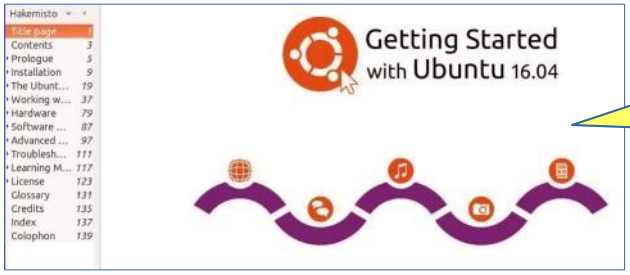
https://help.ubuntu.com/20.04/ubuntu-help/index.html.en

Dock!

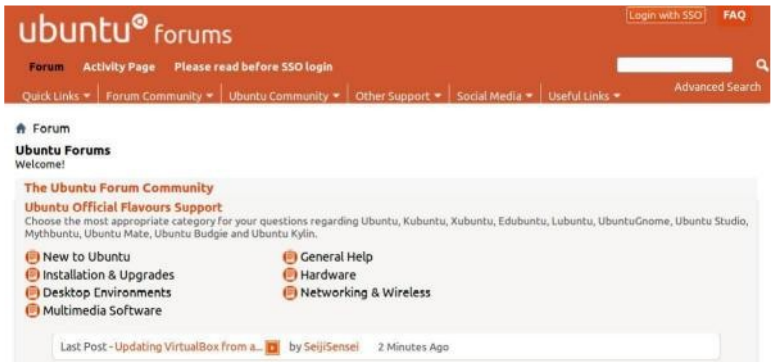
F1 = Show HELP


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.



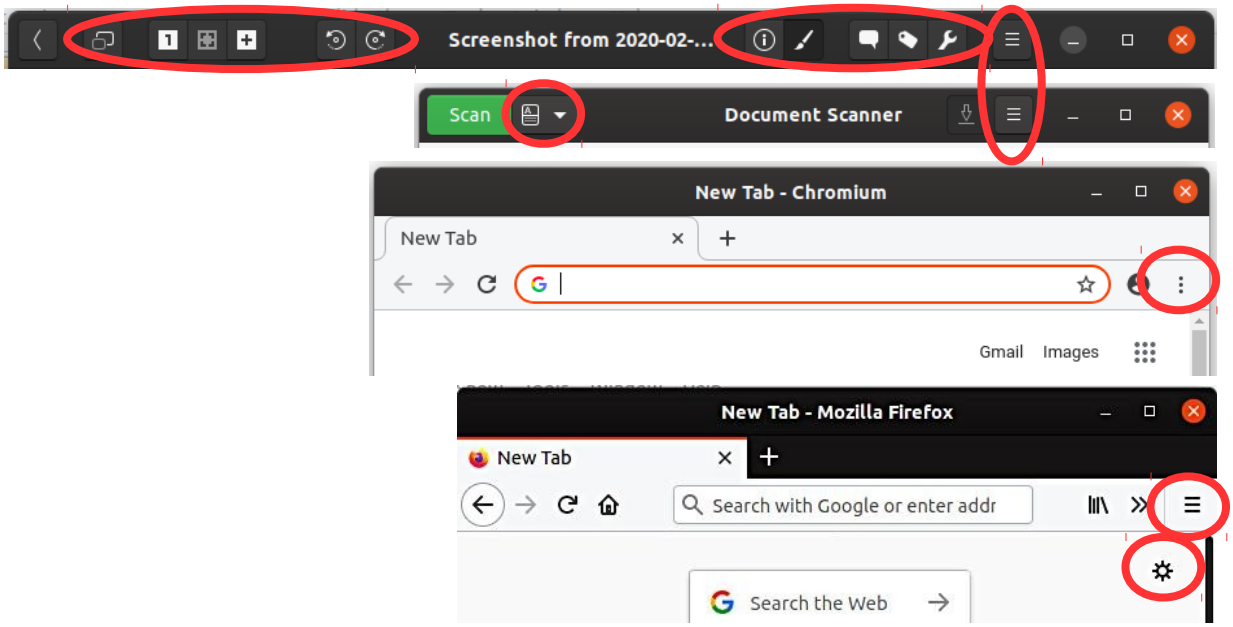

4.Ubuntu's excellent discussion forum.
If you have a problem, look here.
Be brave, and ask.
This forum is very good.
More information on the web
https://ubuntuforums.org/forum.php

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

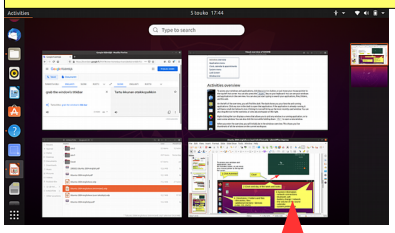

2. Nowadays the command can be found in many places!




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

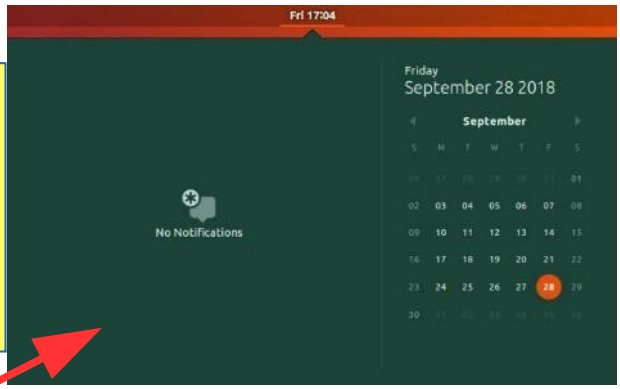
# Presentation of Ubuntu 20.04 LTS Desktop

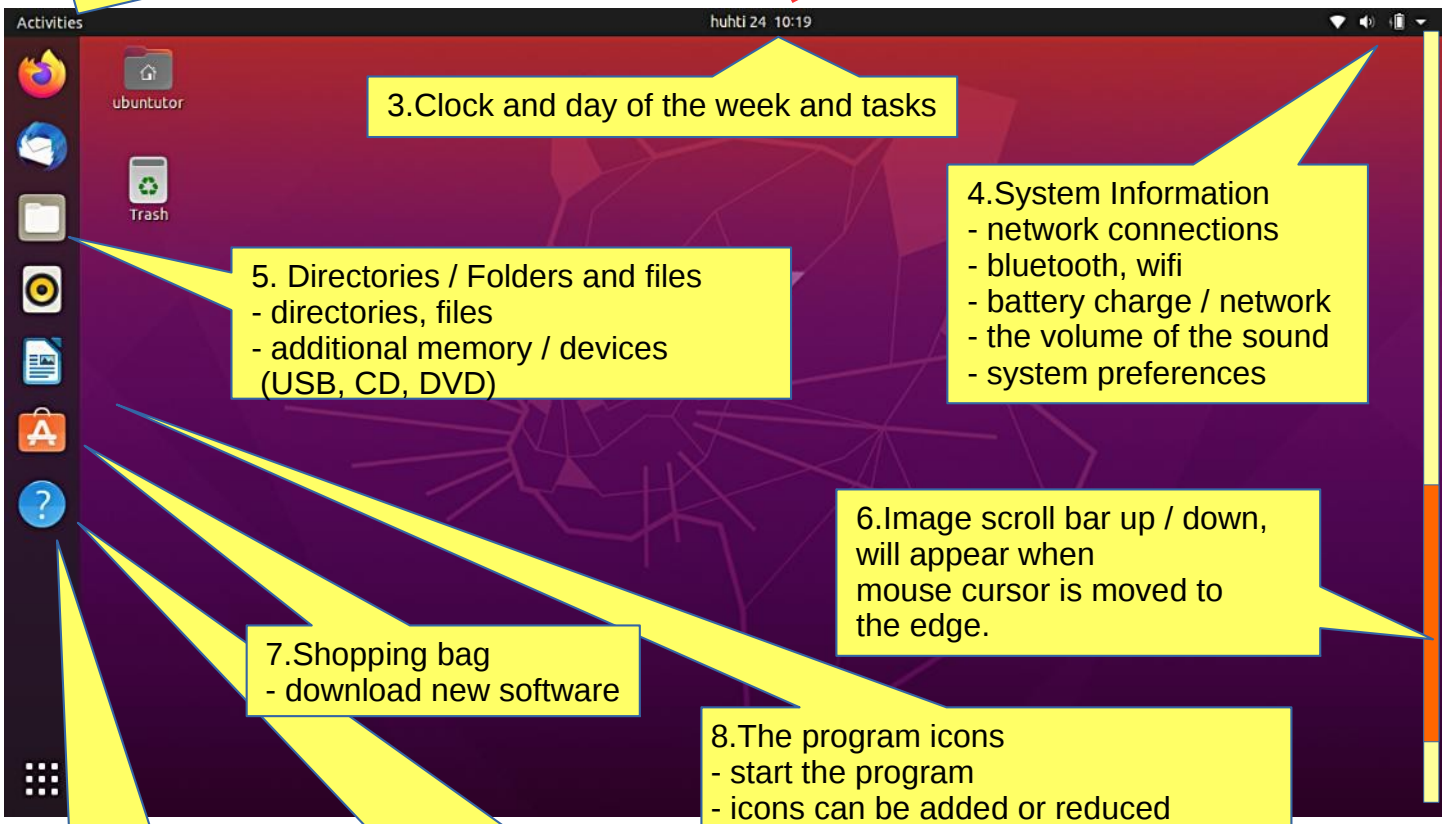
**Look Ubuntu Desktop Guide: Visual overview of GNOME**



2.Click Activities!
Access your windows and applications

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




3.Clock and day of the week and tasks

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

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

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

7.Shopping bag
- download new software

8.The program icons
- start the program
- icons can be added or 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.

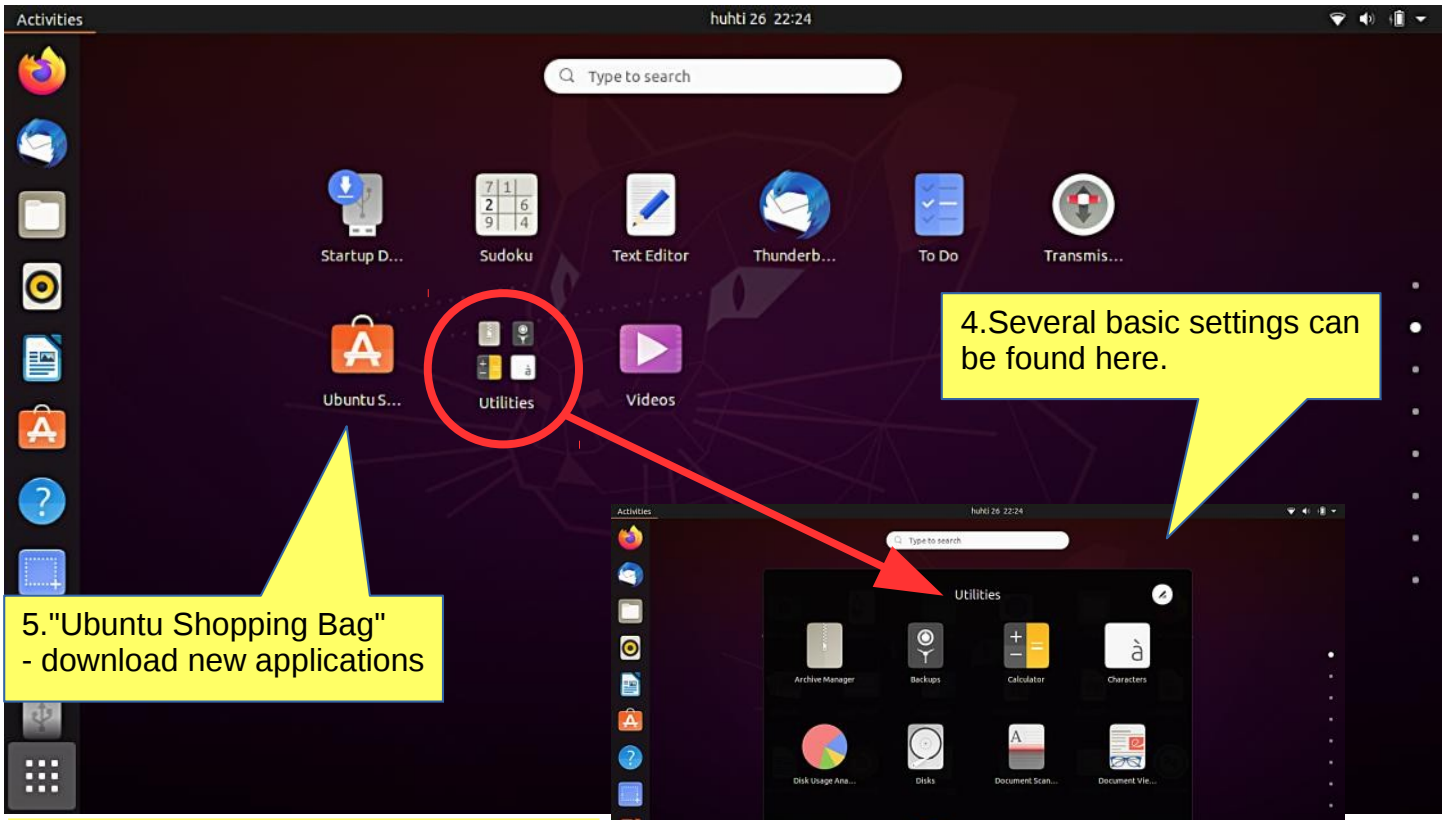
# Pre-installed applications

**Look Ubuntu Desktop Guide: Start applications**


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

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

3.Note two different options




4.Several basic settings can be found here.

5."Ubuntu Shopping Bag"
- download new applications




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

# Some thoughts before going on

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

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.

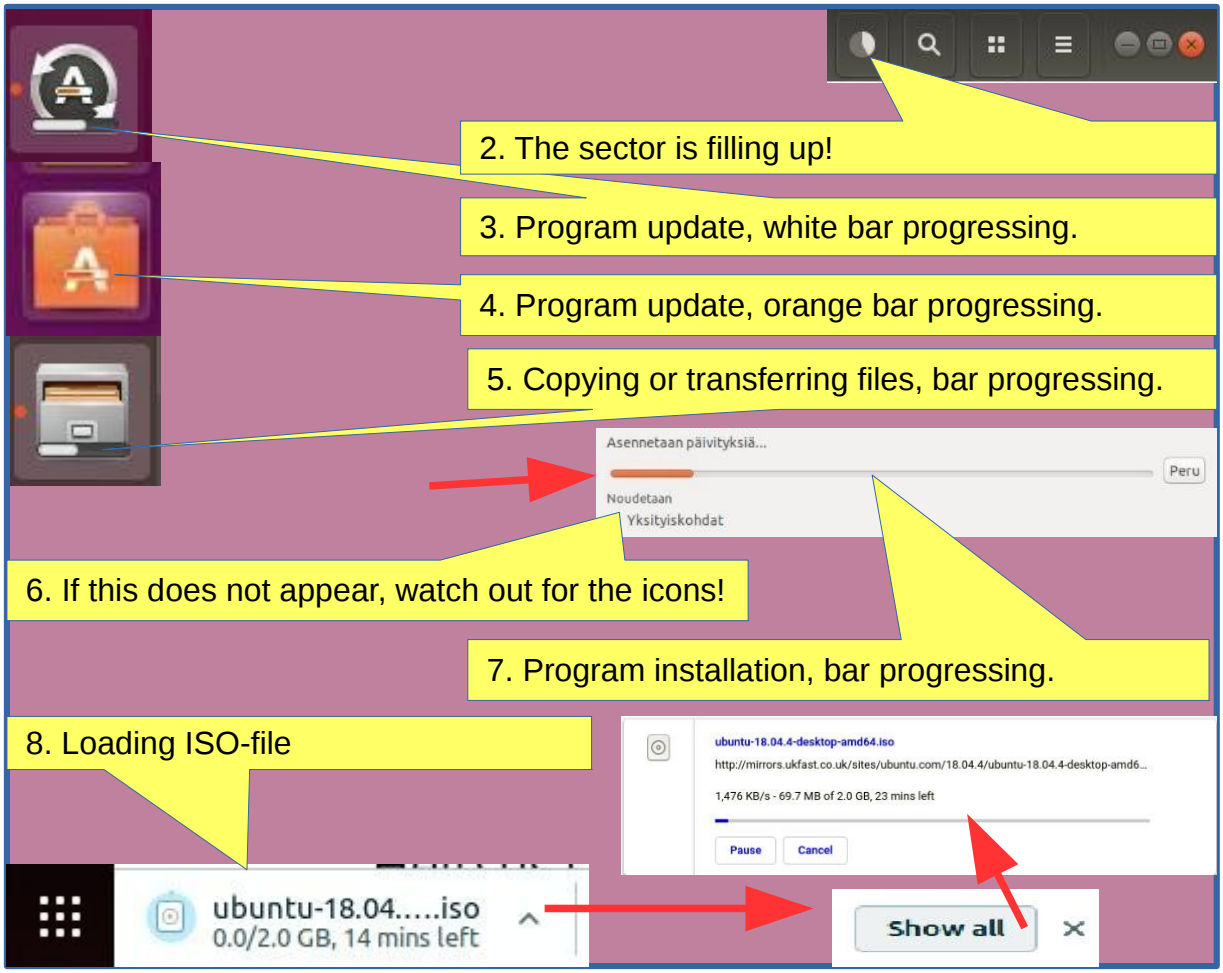
Clicking this symbol will disconnect a separate memory (eg USB, SD card). Wait until a message appears on the screen to remove the memory!

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

# 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 midle of touch pad)**
Click
Click click
Click and press and move

**With two fingers at the same time**

Click
Click click
Cllick and press and move

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

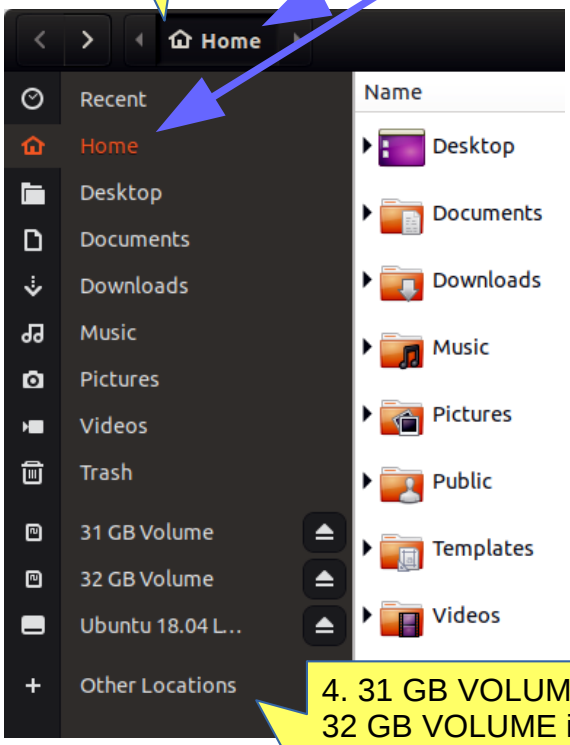
# Presentation of Folder / Directory Structure

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

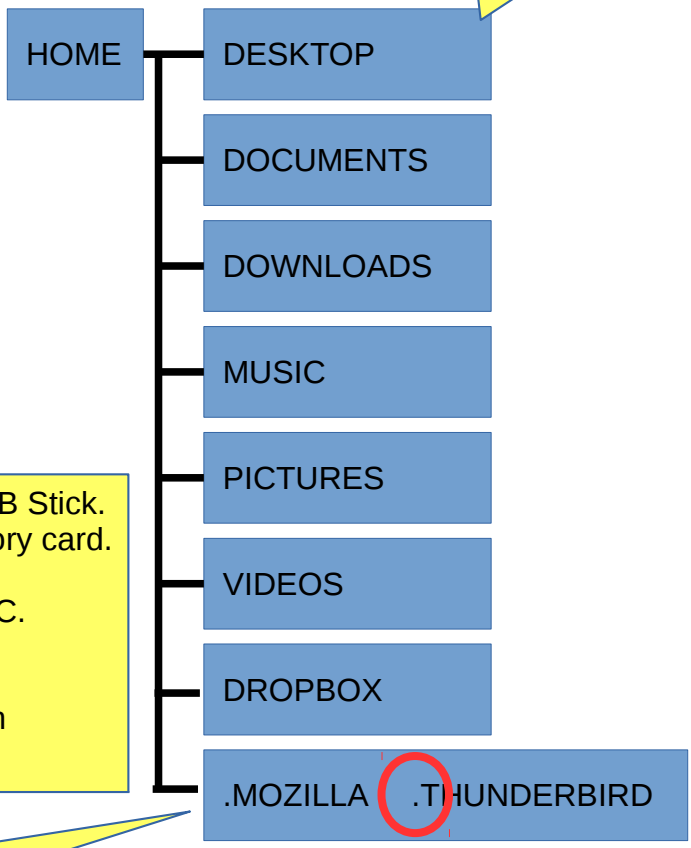
1.By clicking here you can go back in the folder path

2.Note
HOME and DESKTOP

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




3.Desktop is "Home screen"

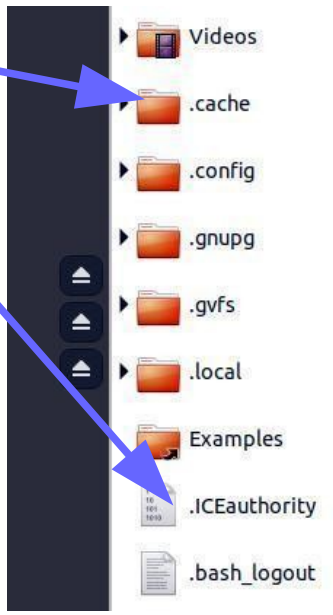



4. 31 GB VOLUME is a USB Stick.
32 GB VOLUME is a memory card.

Ubuntu 18.04 L... is your PC.

Other Locations
- there is usually no need in homeuse.

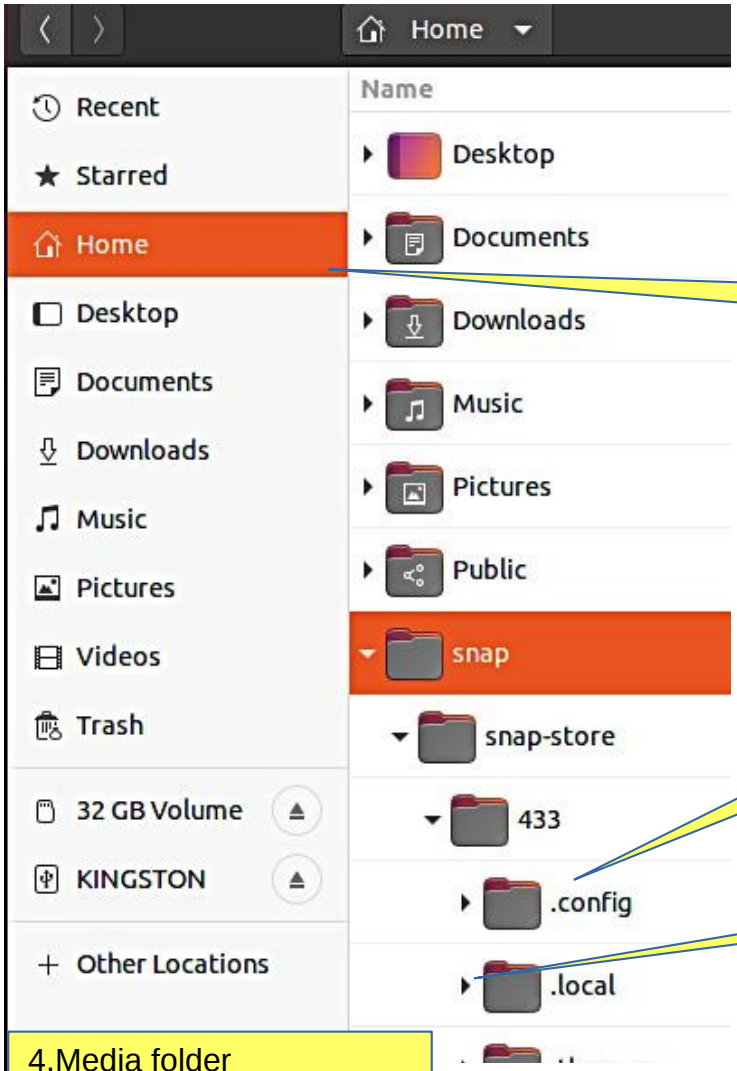
5.Hidden files, dot in front of the name.
These include user bookmarks, emails and addresses.




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

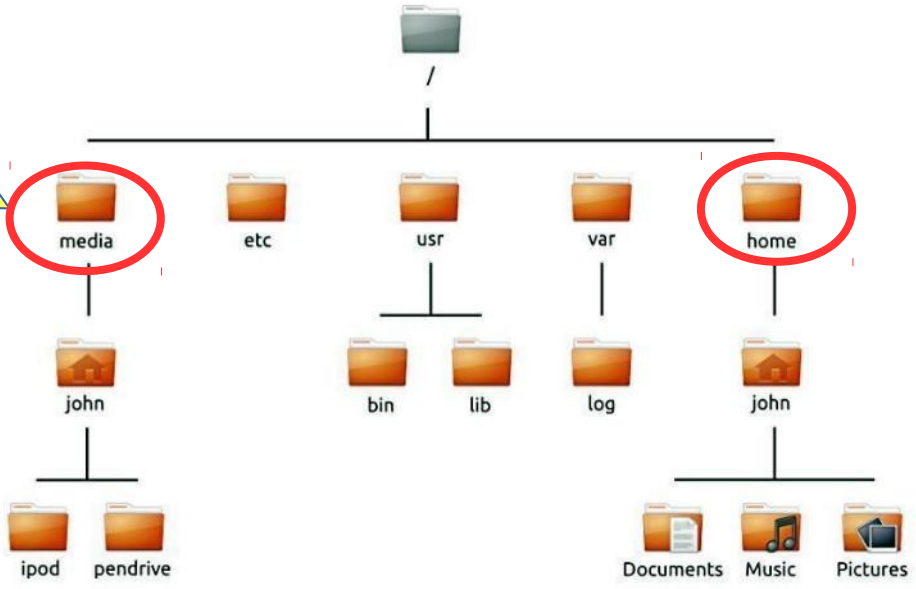



1.Home folder
is the subfolder, where all your data is.

2.Hidden folders can be seen

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

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



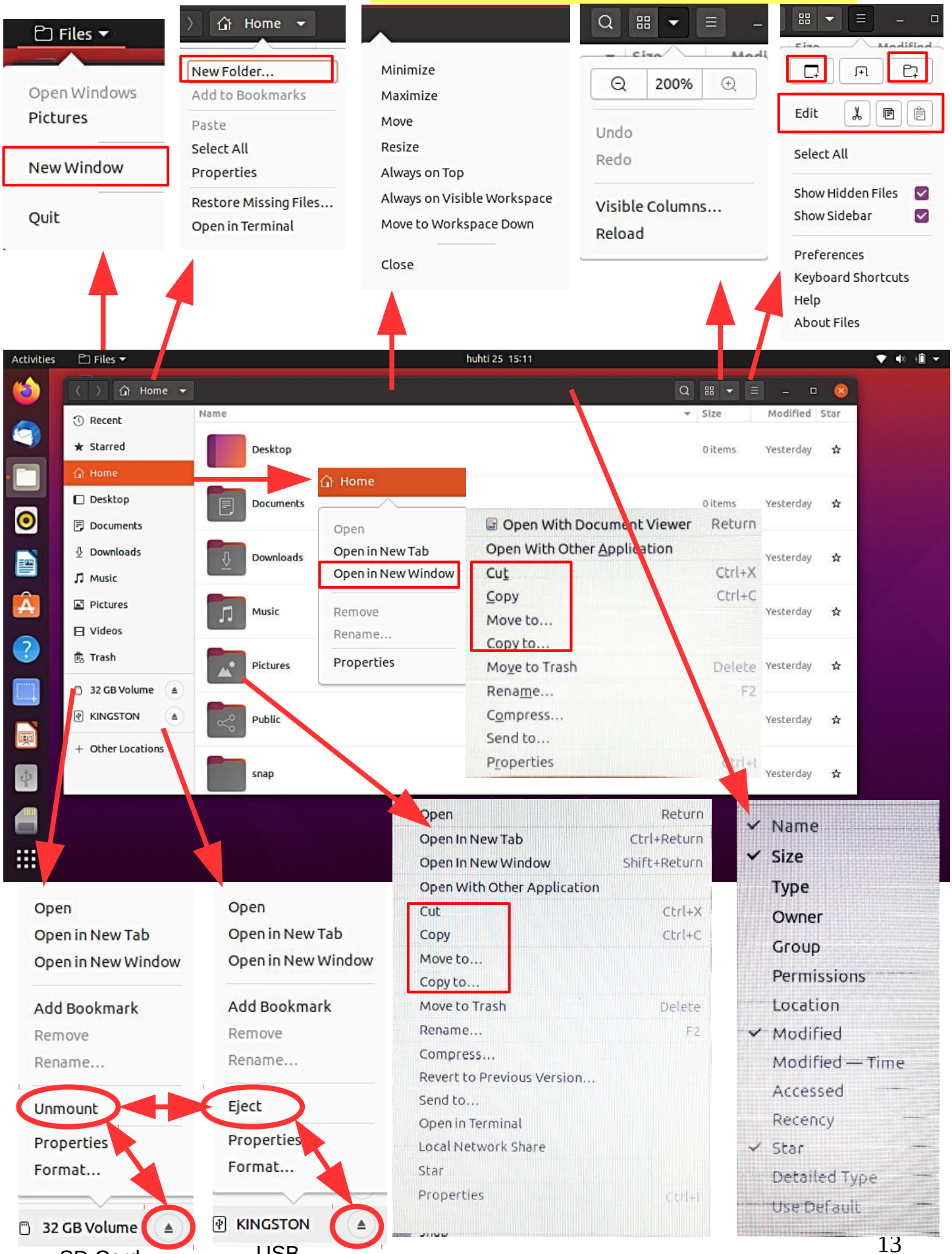

5.The file can be renamed: Edit - Rename

6.The folder can be renamed: Edit - Rename

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

# Files Application (Nautilus) hidden commands

1. Click name or symbol or with mouse putton

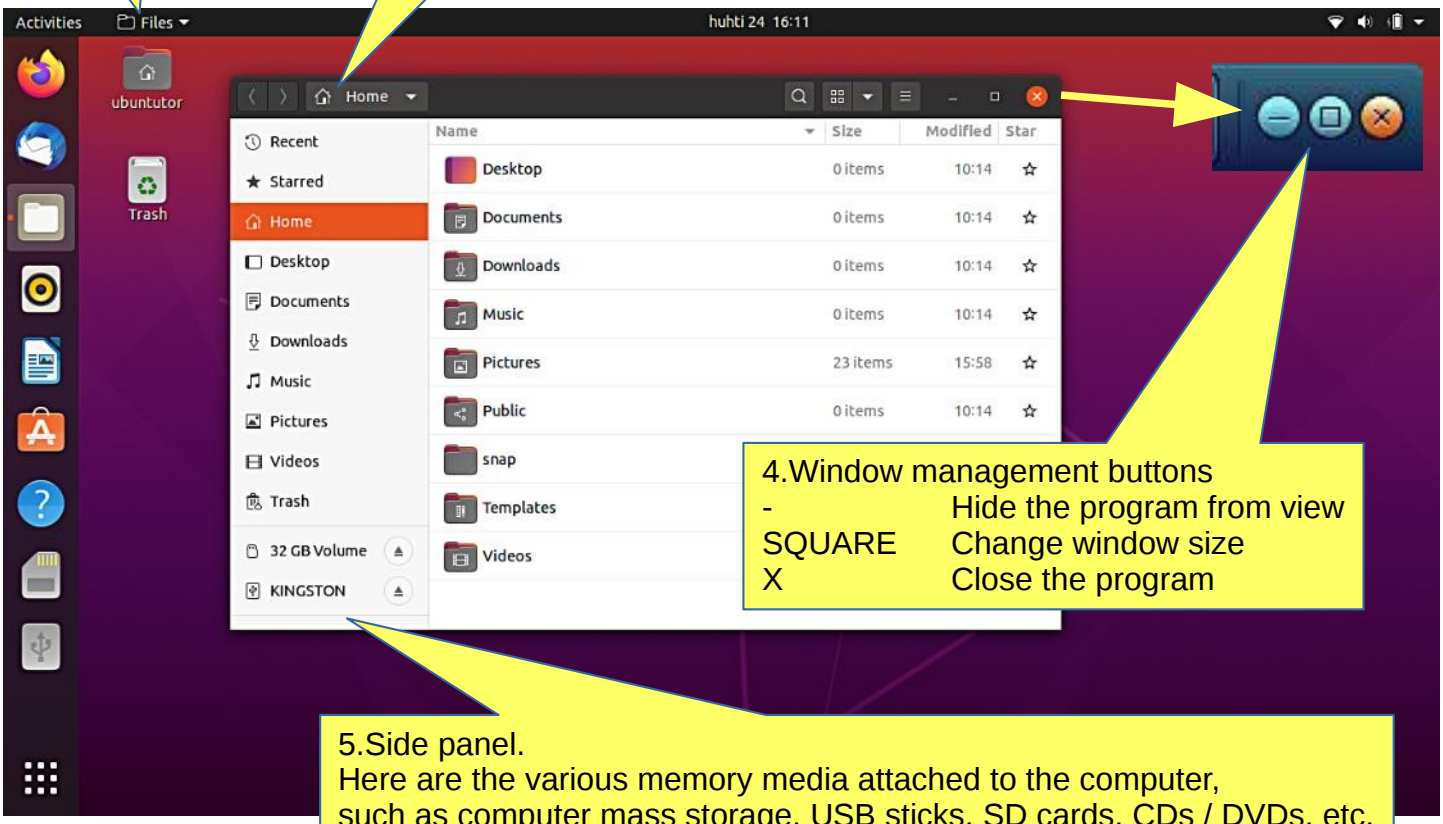


# Files Application (Nautilus)

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.



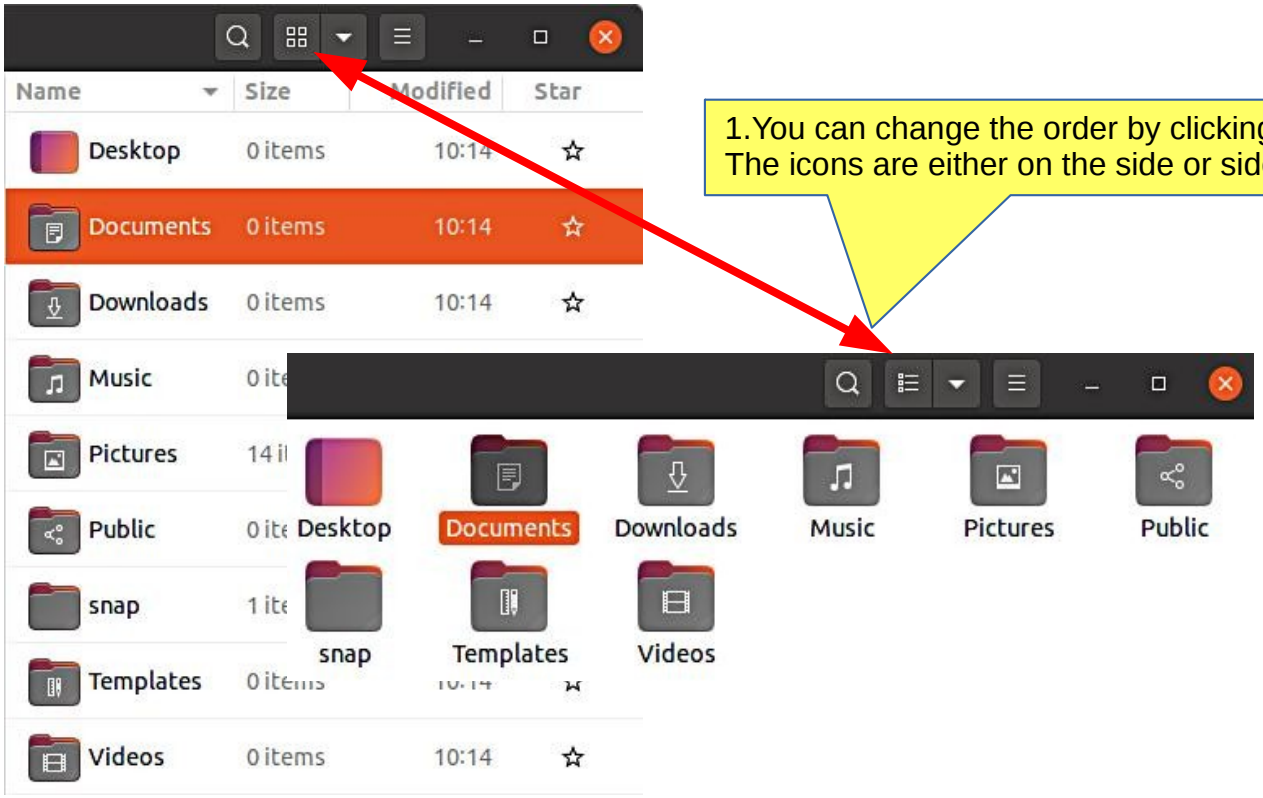

4.Window management buttons

| | |
|---|---|
| - | 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.

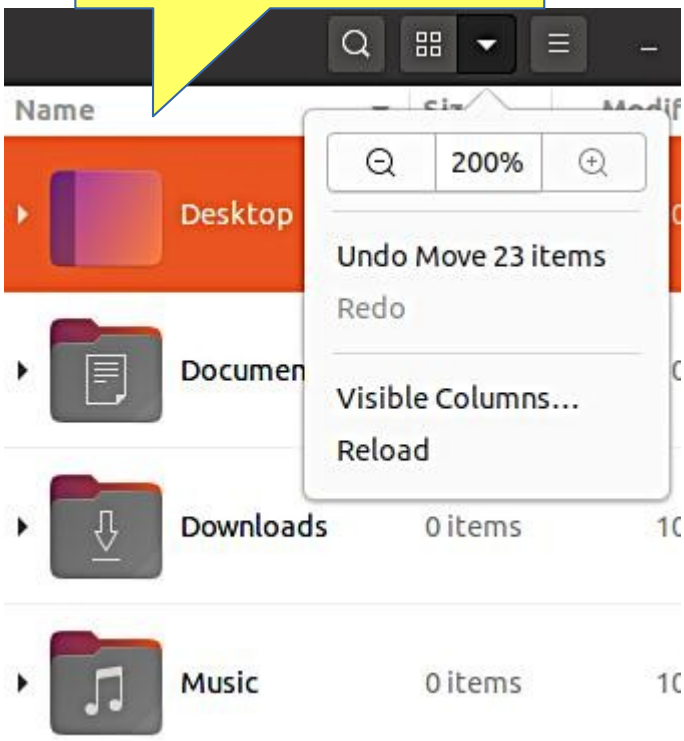
6.Application menu, located beside the Activities button, shows the name of the active application alongside with its icon and provides quick access to windows and details of the application, as well as a quit item.

# Files Application (Nautilus)

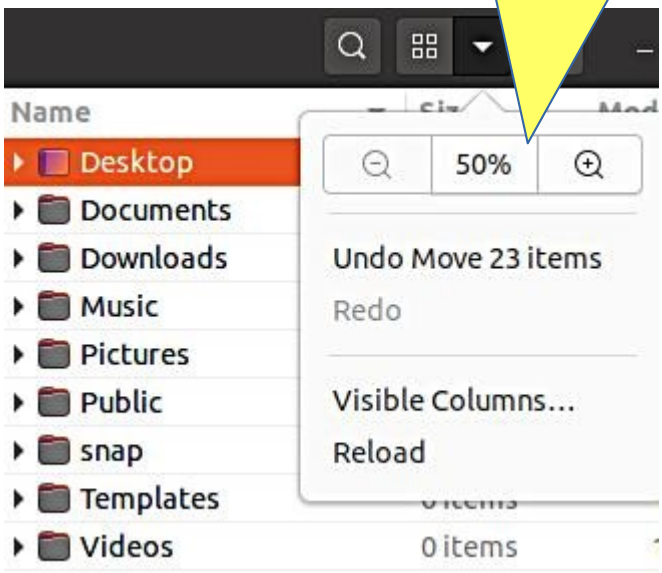



1.You can change the order by clicking.
The icons are either on the side or side by side.

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



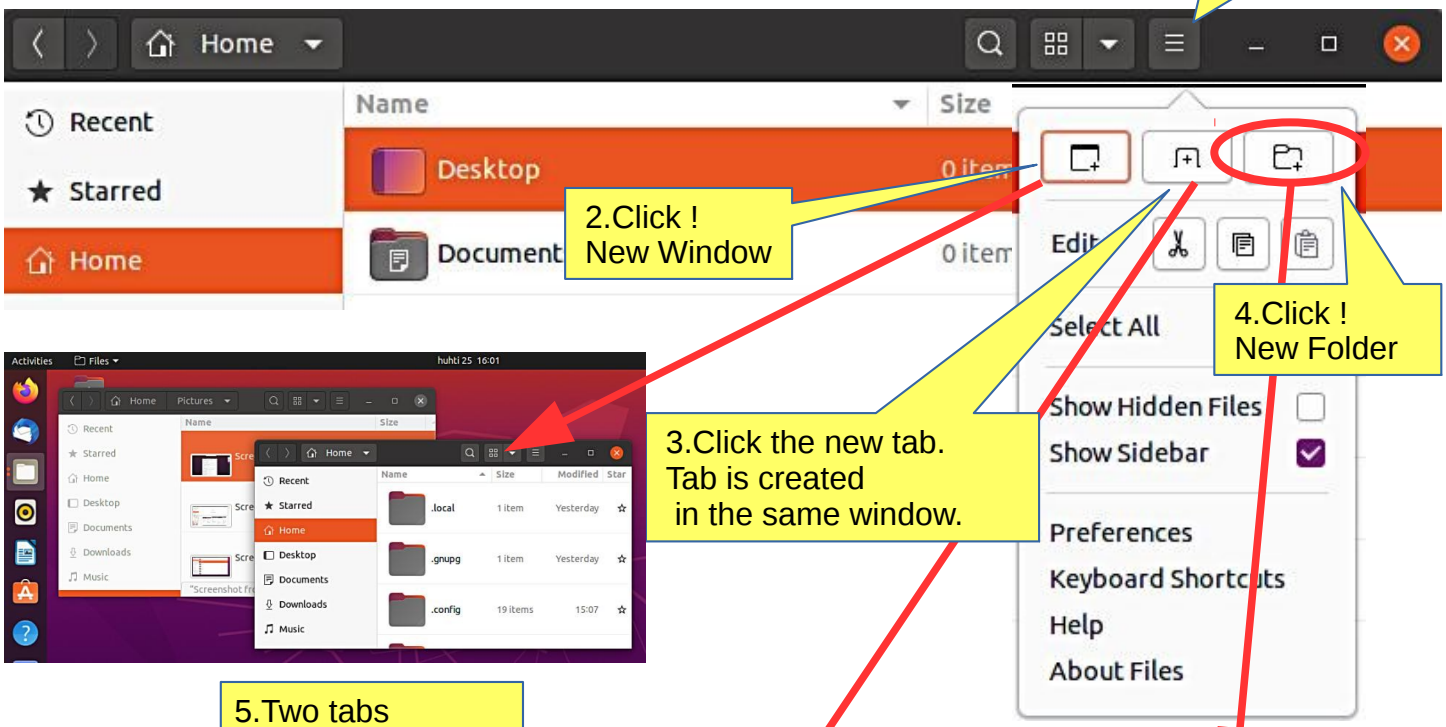

3.You can also change the size of the icons and see the size in %




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



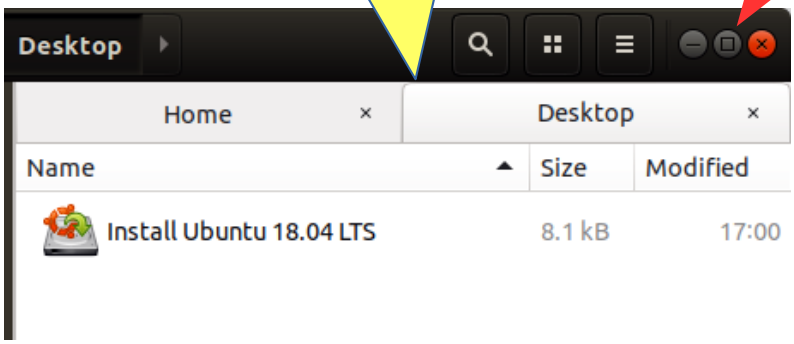

2.Click !
New Window

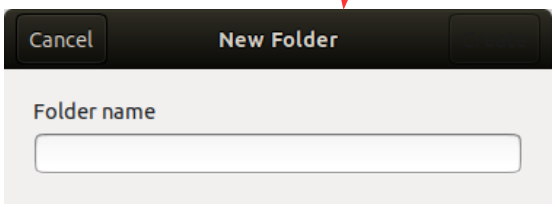
4.Click !
New Folder



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

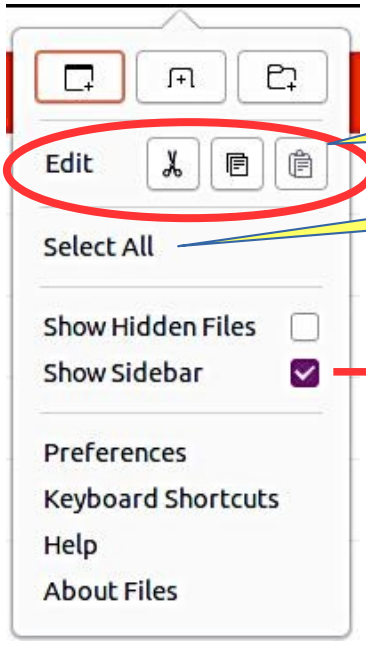
5.Two tabs
Home and Desktop

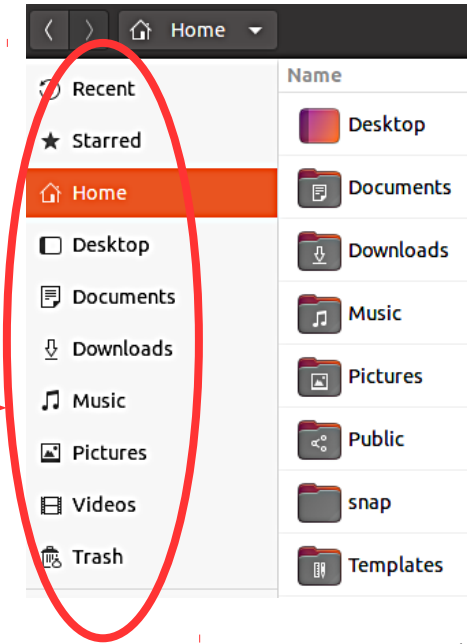


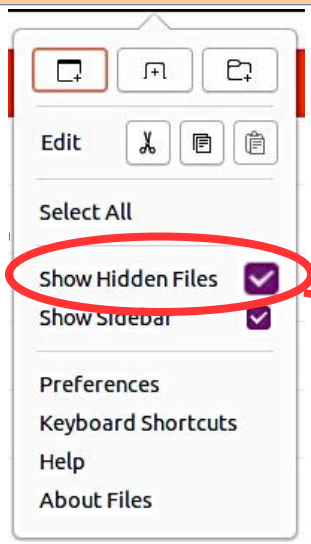

6.Cut
Copy
Paste

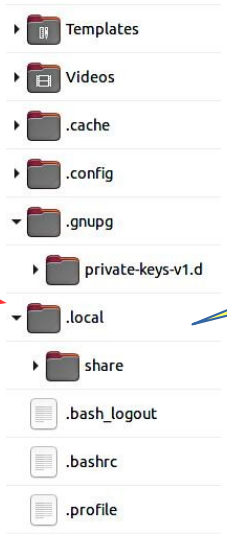
7.Select all folders and files



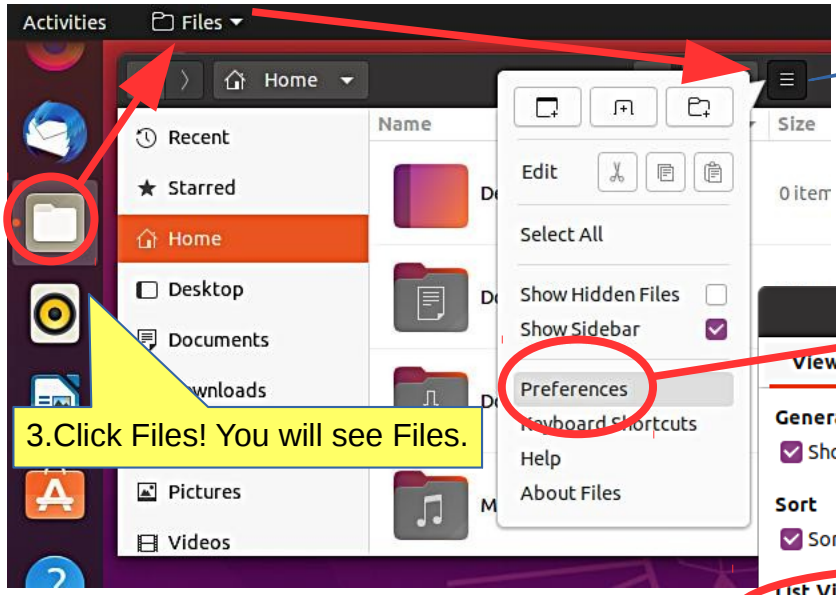
# Presentation / Files application



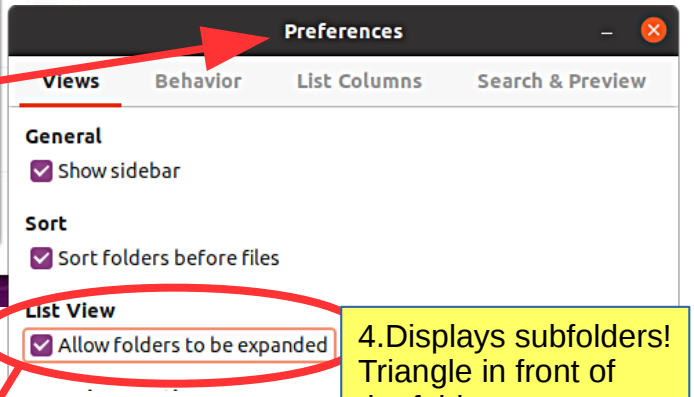




1.Hidden files and folders,
dot in front of the name.

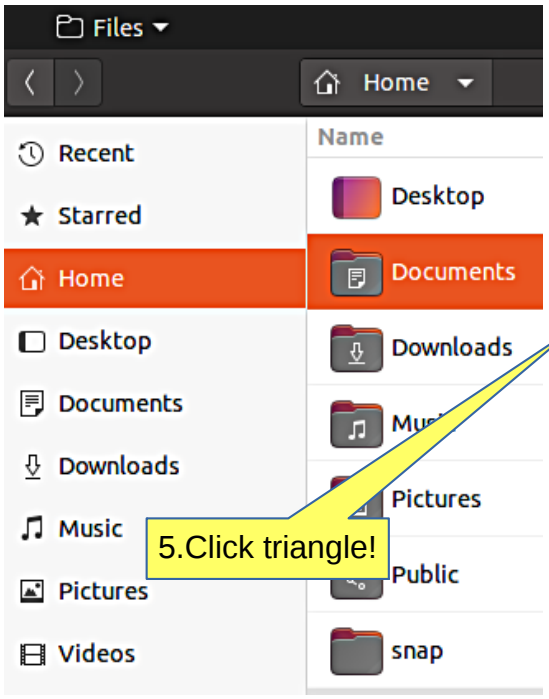
2.Click!
You will see a menu

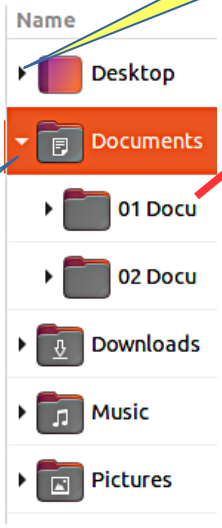


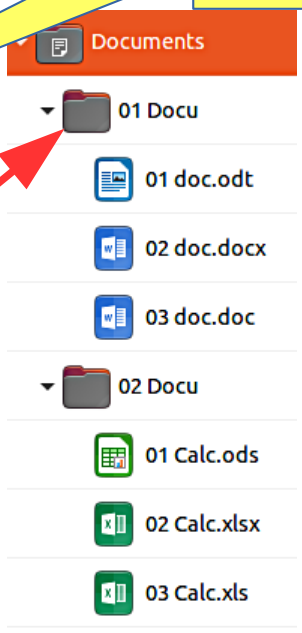

3.Click Files! You will see Files.




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

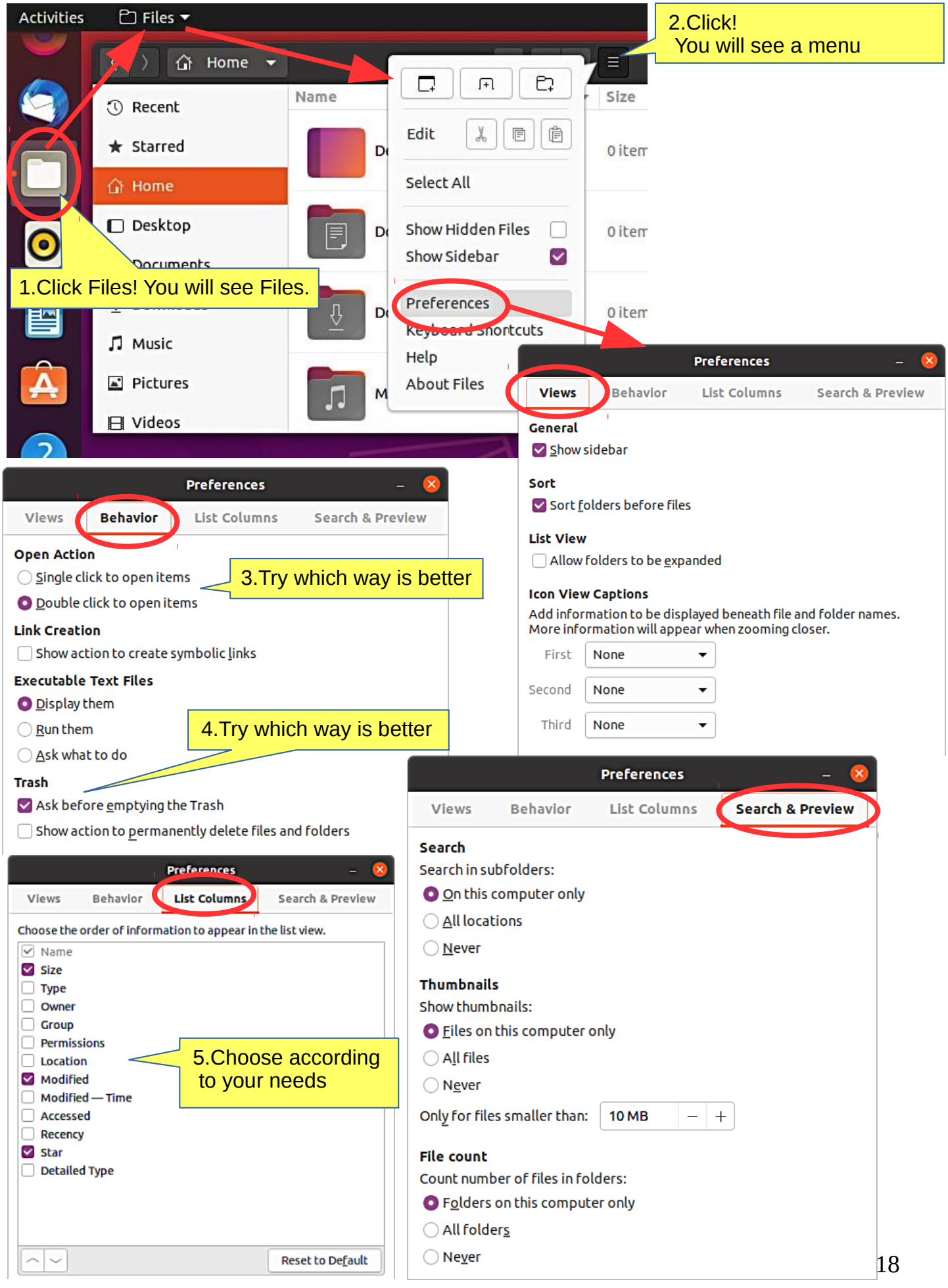


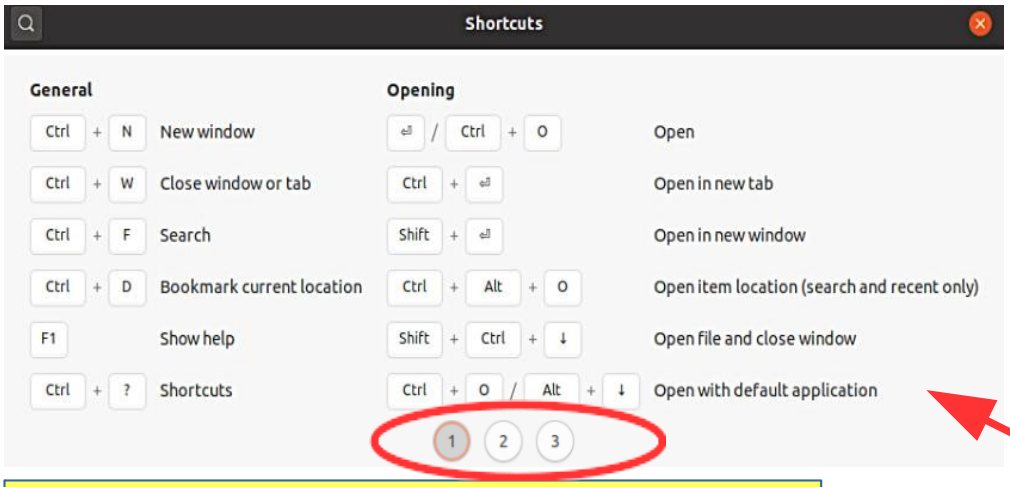



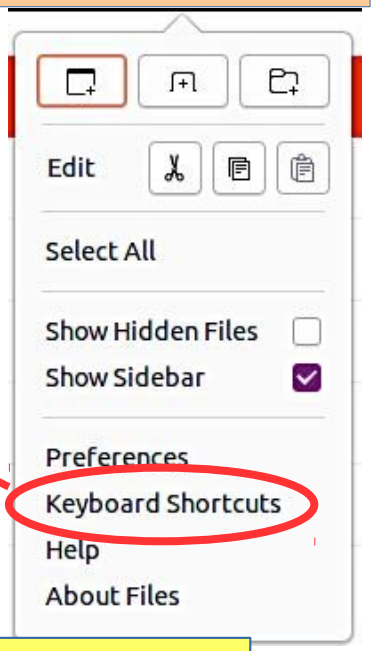

5.Click triangle!

# Files Application (Nautilus)



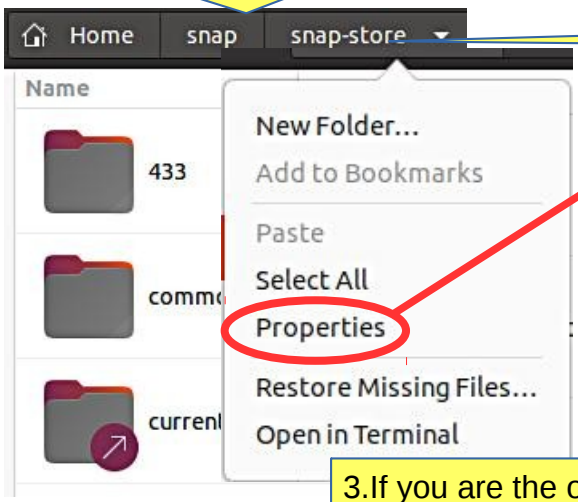
# Basic Settings / Folder Properties

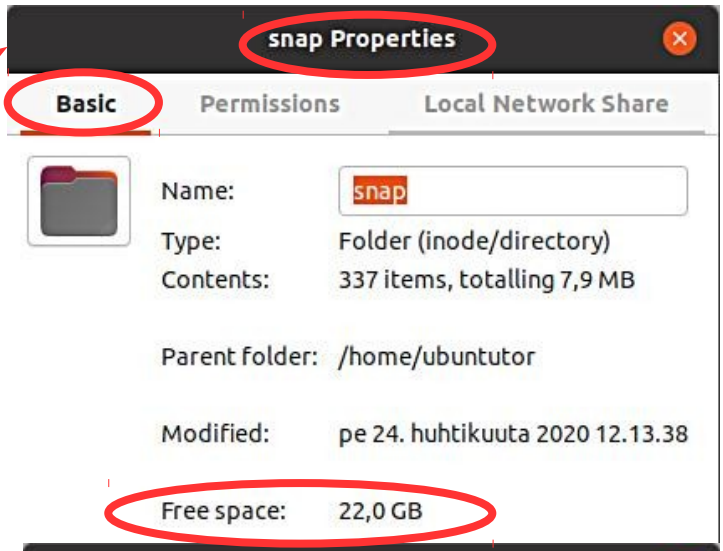


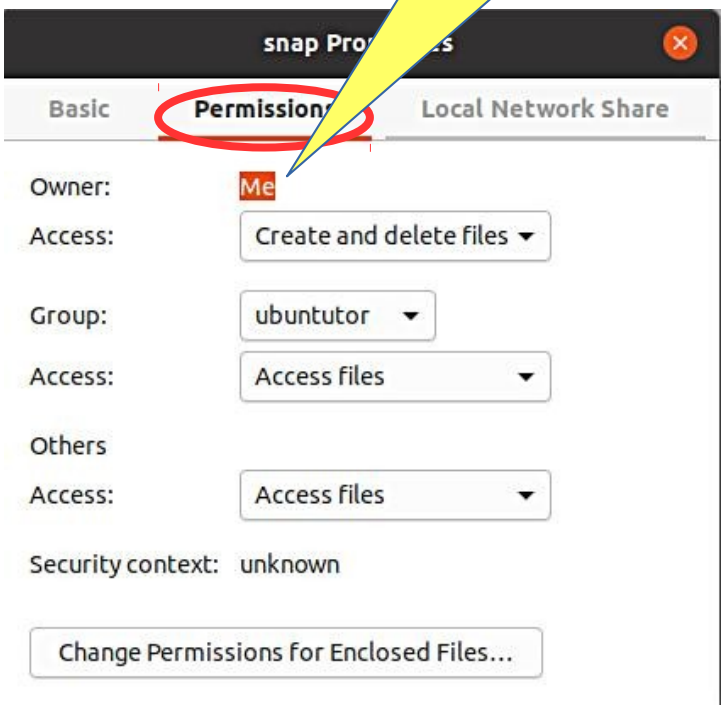

1.Folder path, whatever you've moved. NB! This works well if there are no triangles in front of the folders, that is, no wood structure.Click !

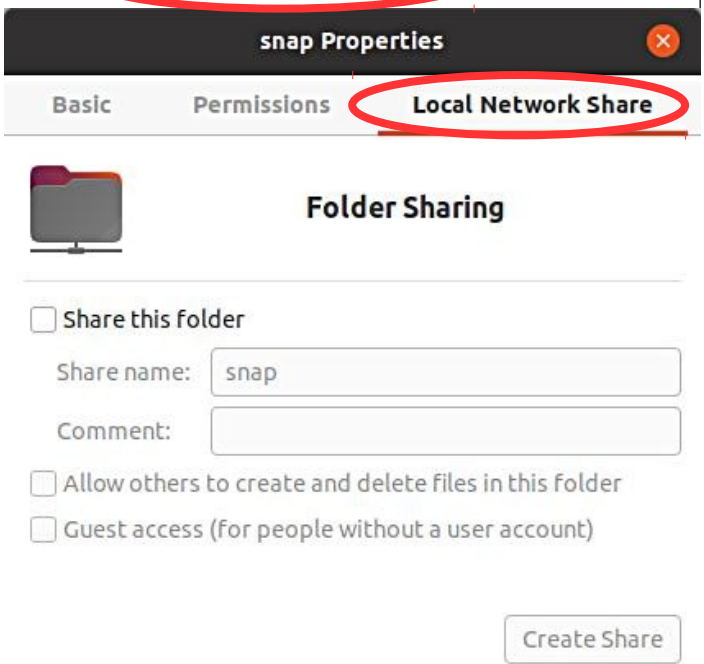
2.Click right and you see Properties



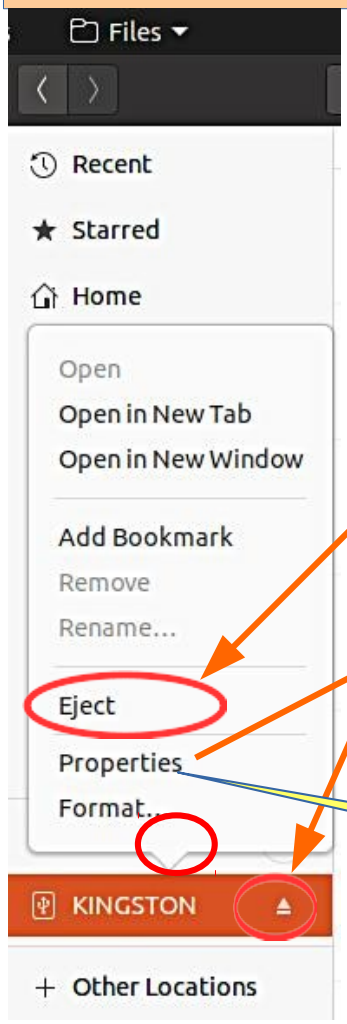




3.If you are the only user of the PC, these are not essential things.



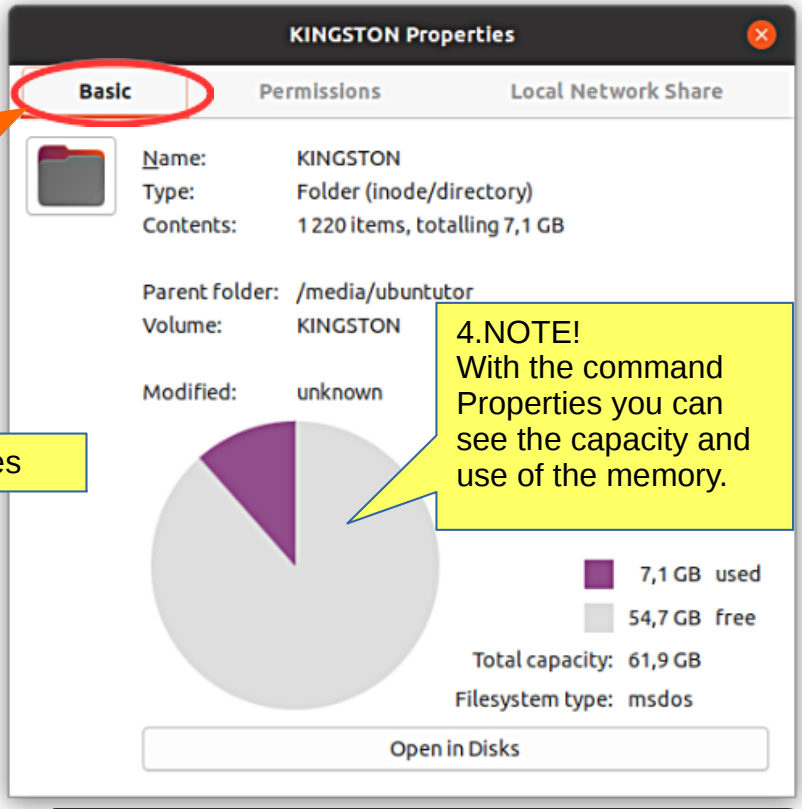
# USB / SD memorys



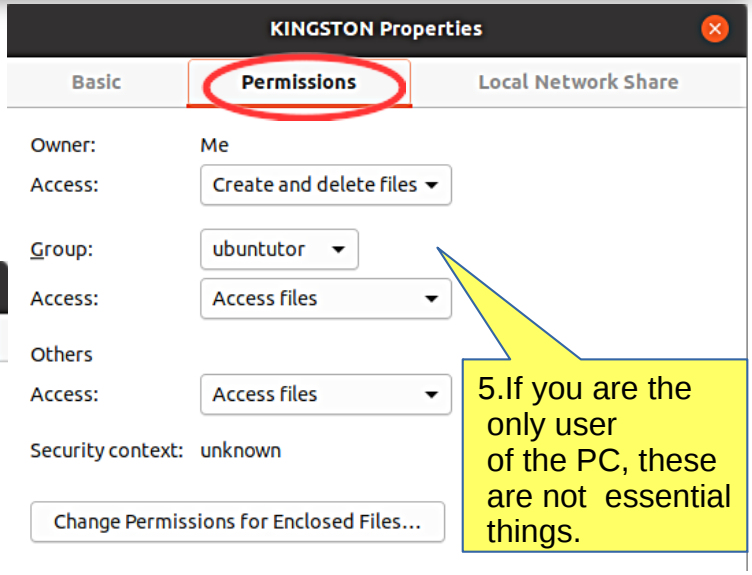

1. Click the USB/SD memory with mouse right

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

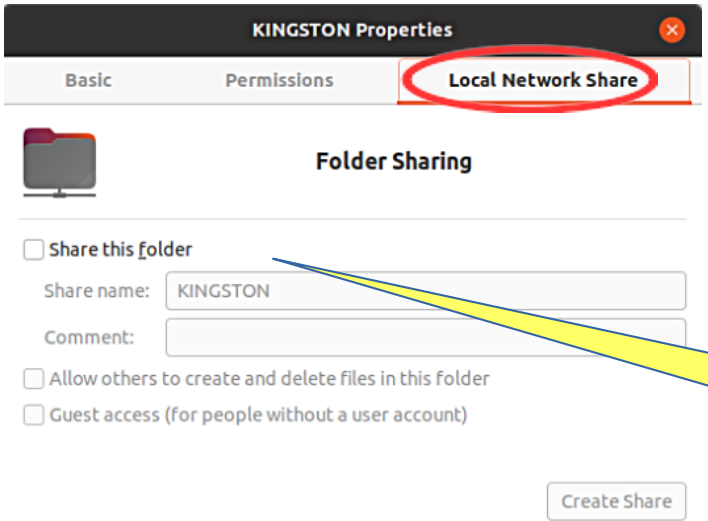
3.Click Properties




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




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

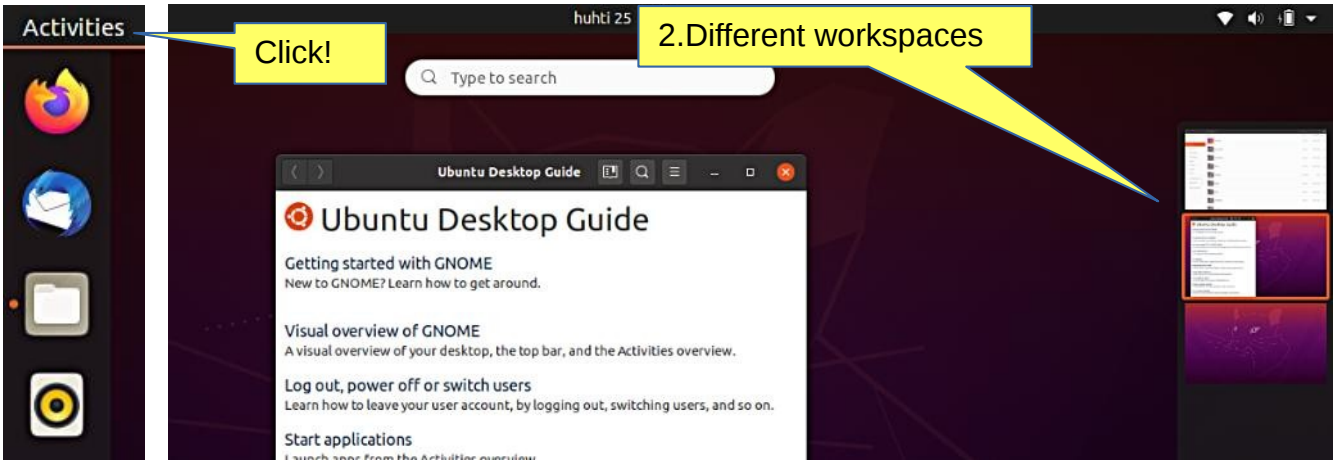



6.If you are the only user of the PC, these are not essential things.

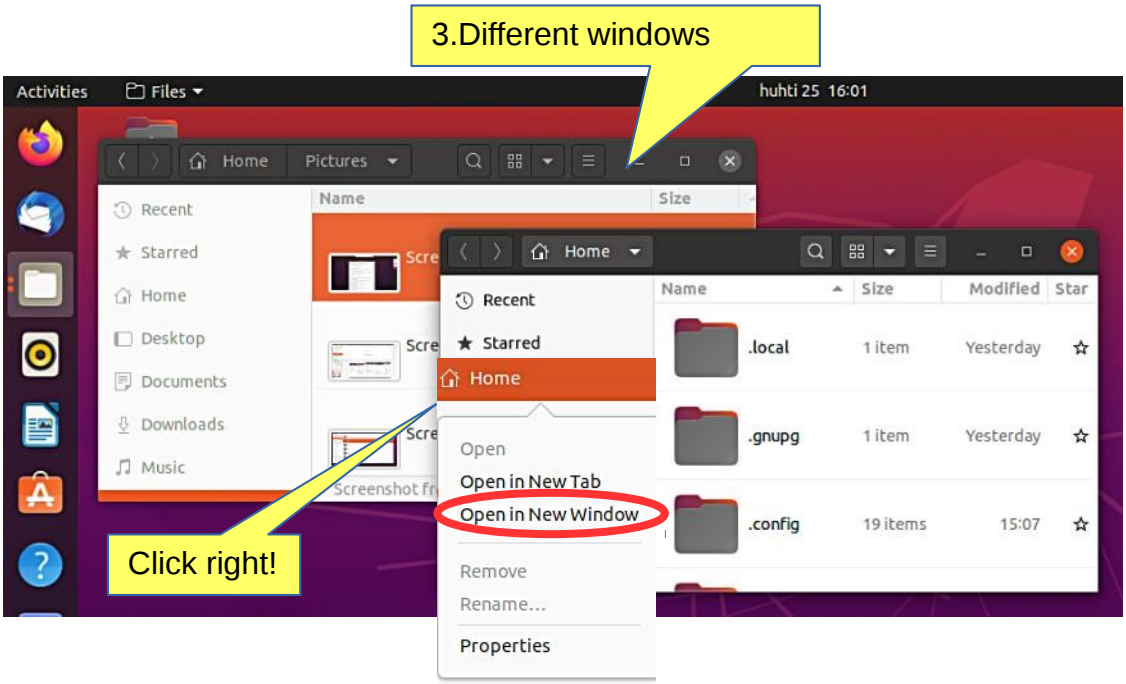
# Different working areas

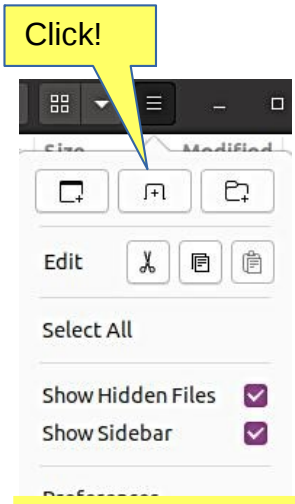
1.There are different "work areas" in Ubuntu, which are briefly presented here.

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

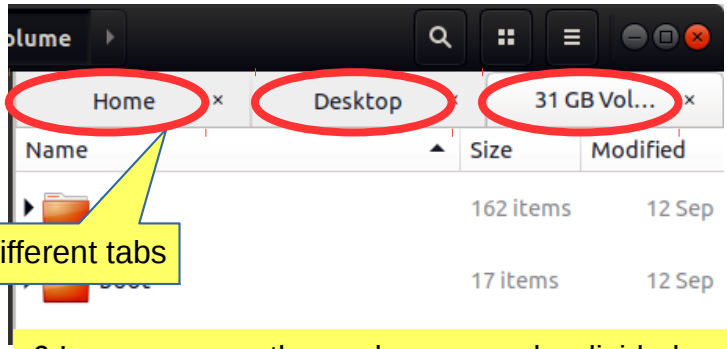



**Windows** = app windows in the same workspace. Maybe the most used way




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

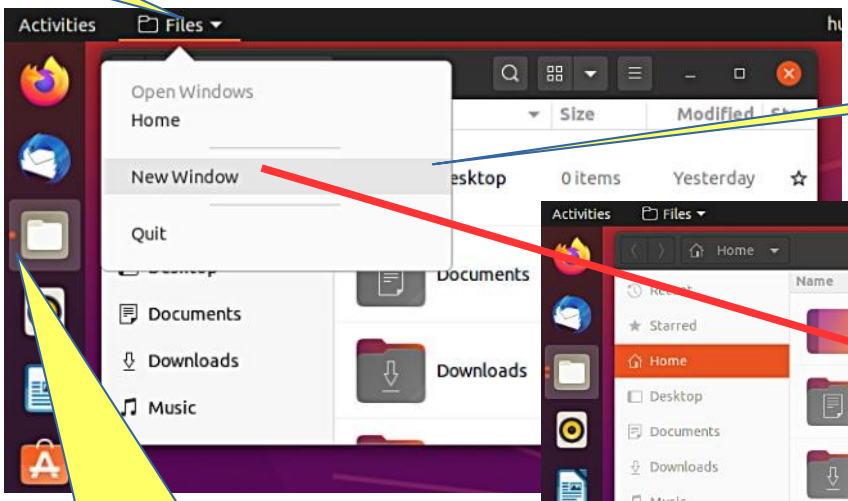



5.You should try these different methods on this page to make them familiar and get the most out of them

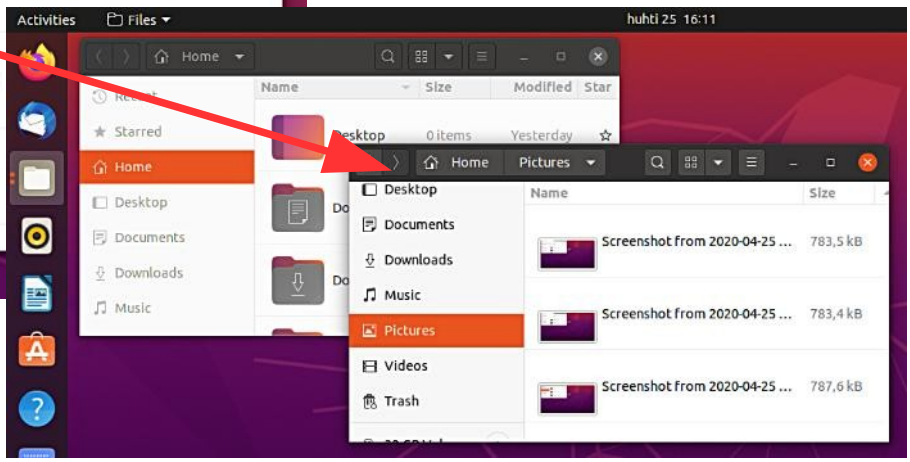
6.In many apps, the work area can be divided into many tabs, such as a spreadsheet

# Windows

Click !




1.Add another window

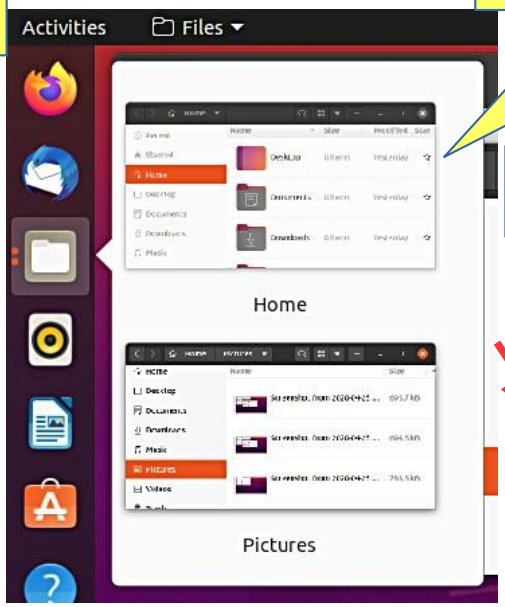



2.A small dot on the left side of the Icon indicates that there is one window in use.

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.

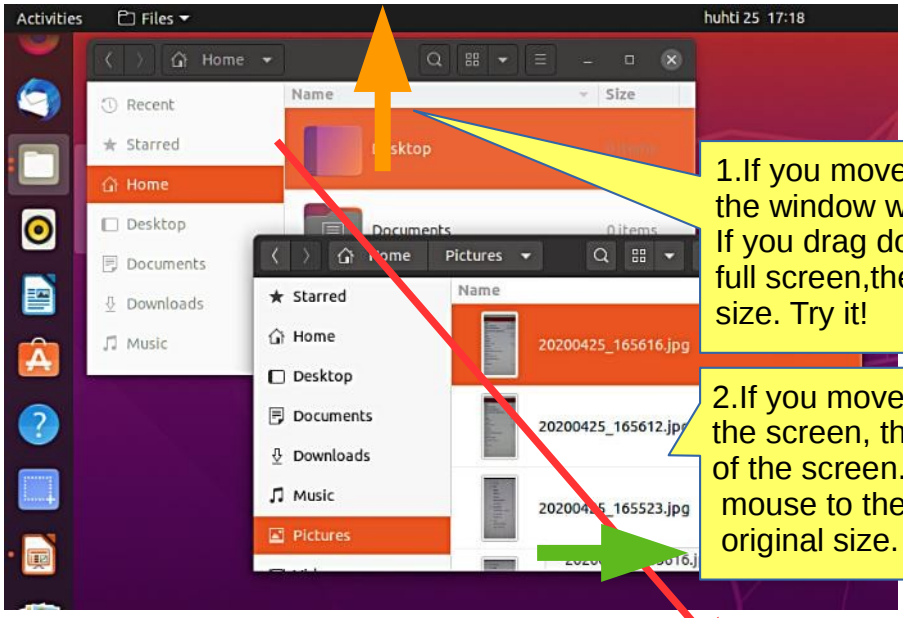
4.Two windows two dots




5.Three windows three dots

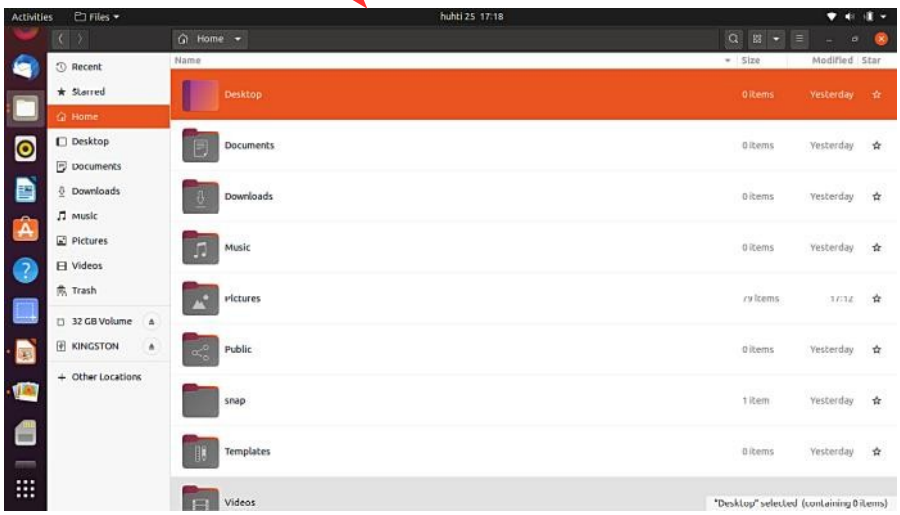

6.Here are three windows to choose from.

# Several windows

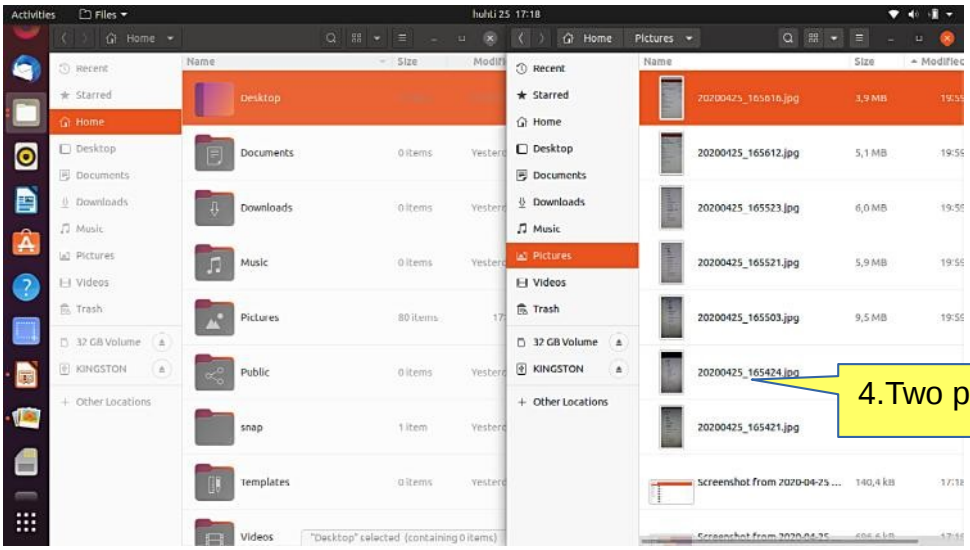



1.If you move the window to the top of the screen, the window will increase to full screen size. If you drag down with the mouse at the top of the full screen,the window returns to its original small size. Try it!

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**

**Siirrä Paste**

**Menu**

| | |
|---|---|
| Move ( same screen ) | Paste |
| Move… ( new screen ) | Paste * |

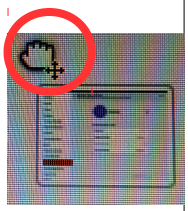
**Keyboard**

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

**Mouse**

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

Move a file with mouse=MOVE



**Terminal**

## Different memory ( flash ↔ USB)

**Kopioi Copy**

**Menu**

| | |
|---|---|
| Copy ( same screen ) | Paste |
| Copy… ( new screen ) | Paste * |

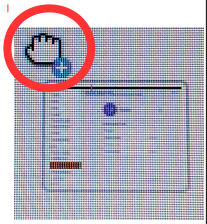
**Keyboard**

| | |
|---|---|
| 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~~

**Terminal**

* Very easy and safe to use

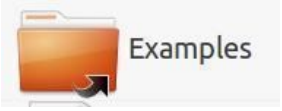
# File handling with mouse

1.When copying and transferring files with Shift+mouse or Ctrl+mouse, the seqvence is similar, if you have all the time the same memory or two different memorys.
Remember, that Shift+mouse = move and **C**trl+mouse = **C**opy

**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 memorys ( 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?)

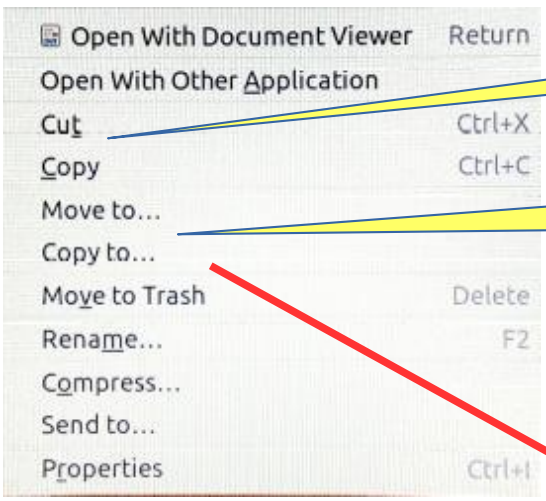
# File handling with commands

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

2.You can see the menus by clicking the filr 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).

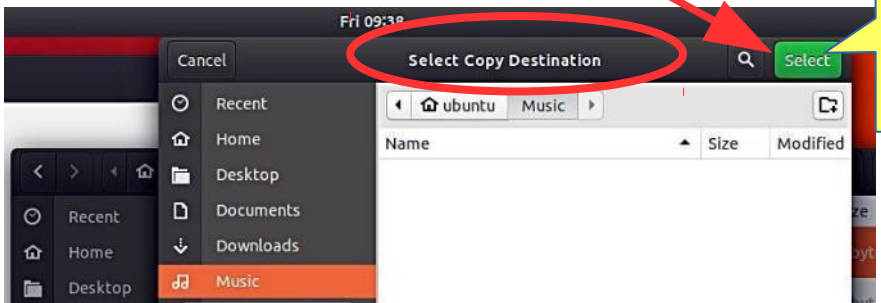
4.Commands with 3 dots always open a new window to choose the target.




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

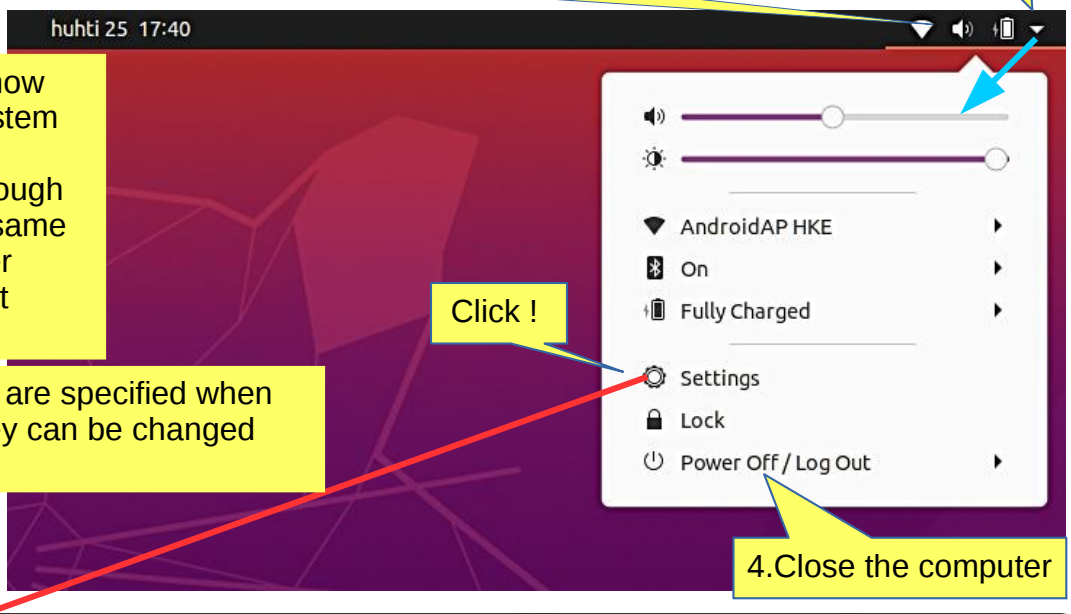



7.After selecting the destination folder click the Select button
to end the Copy/Move function

# Presentation of basic settings

1.Click these icons and see the contents.

Click !

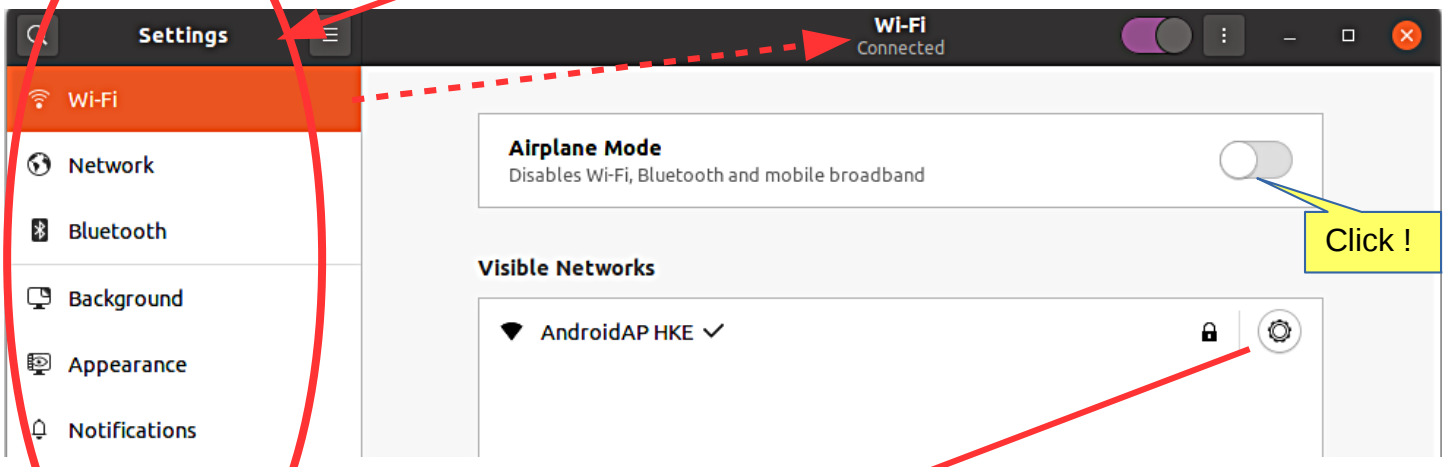



2.The following pages show the basic settings for System Preferences.
It's a good idea to go through those right away. At the same time, you should consider what kind of settings best serve your own use.

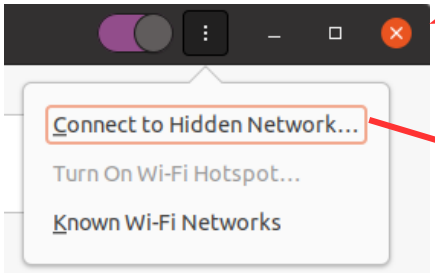
Click !

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

4.Close the computer




Click !



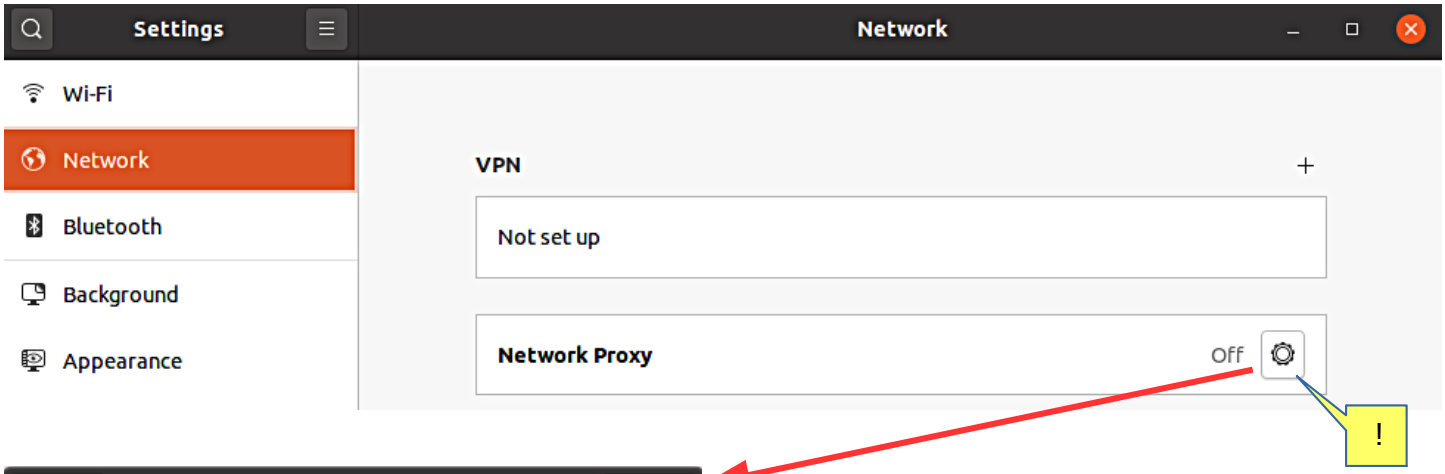


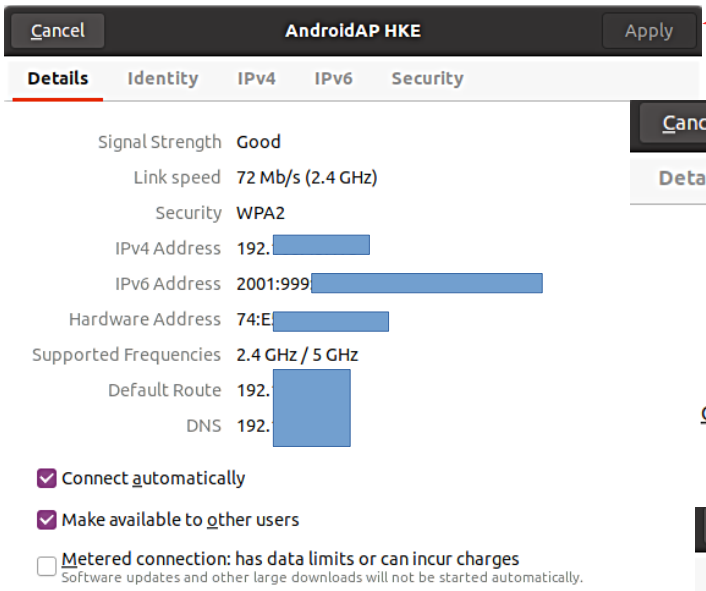
5.You need the password

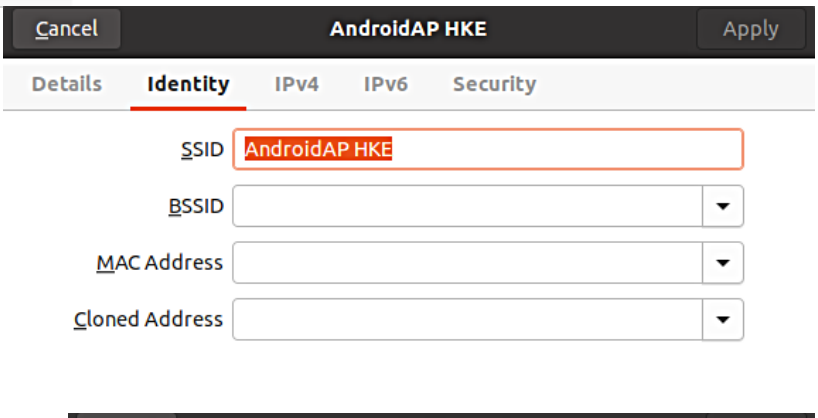
6.When you lock your screen, or it locks automatically, the lock screen is displayed. In addition to protecting your desktop while you're away from your computer, the lock screen displays the date and time. It also shows information about your battery and network status.

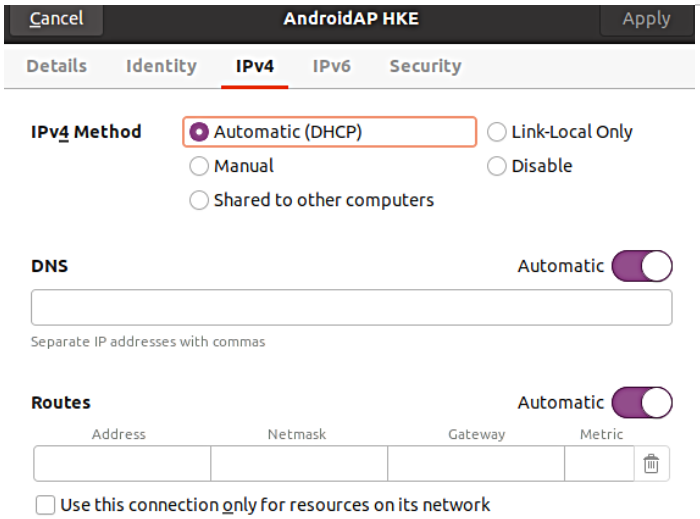
# Basic settings

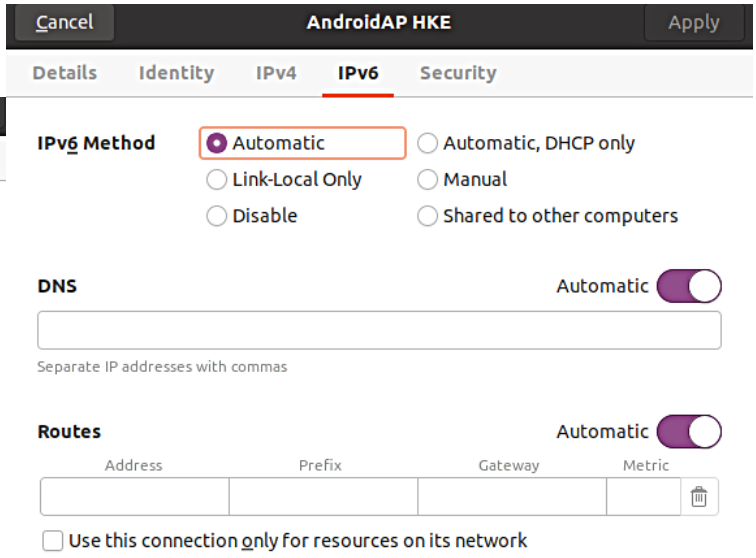
**Look Ubuntu Desktop Guide: Hardware & drivers**

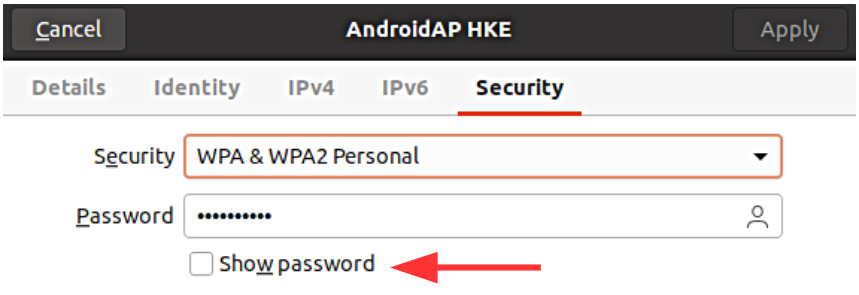


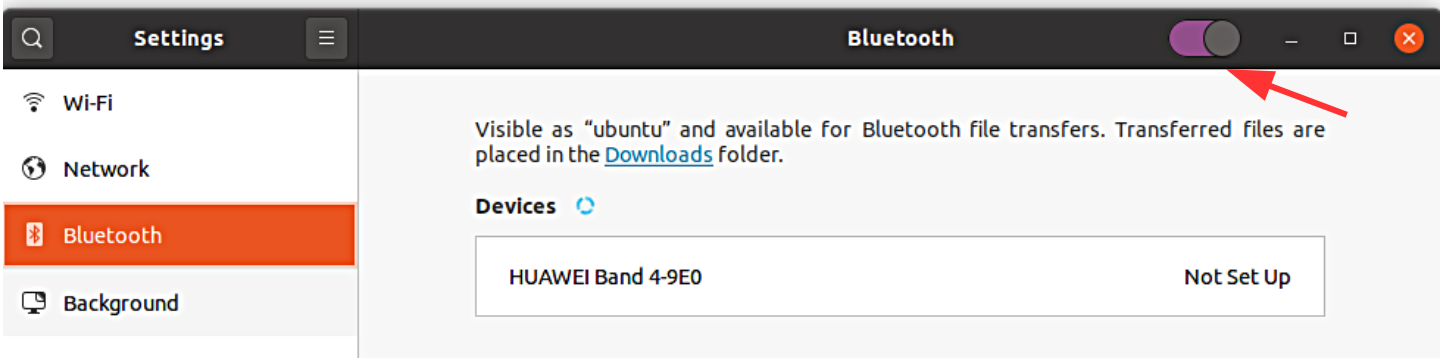



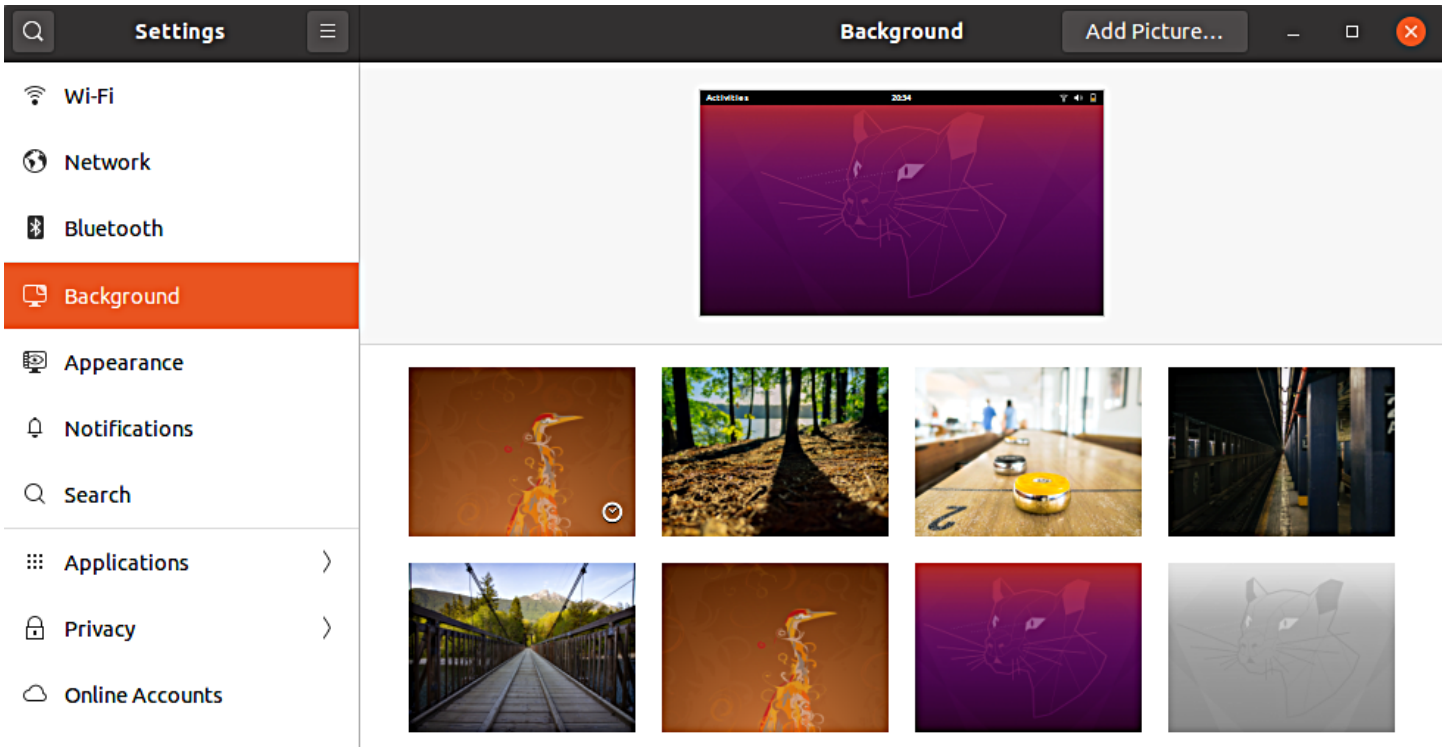



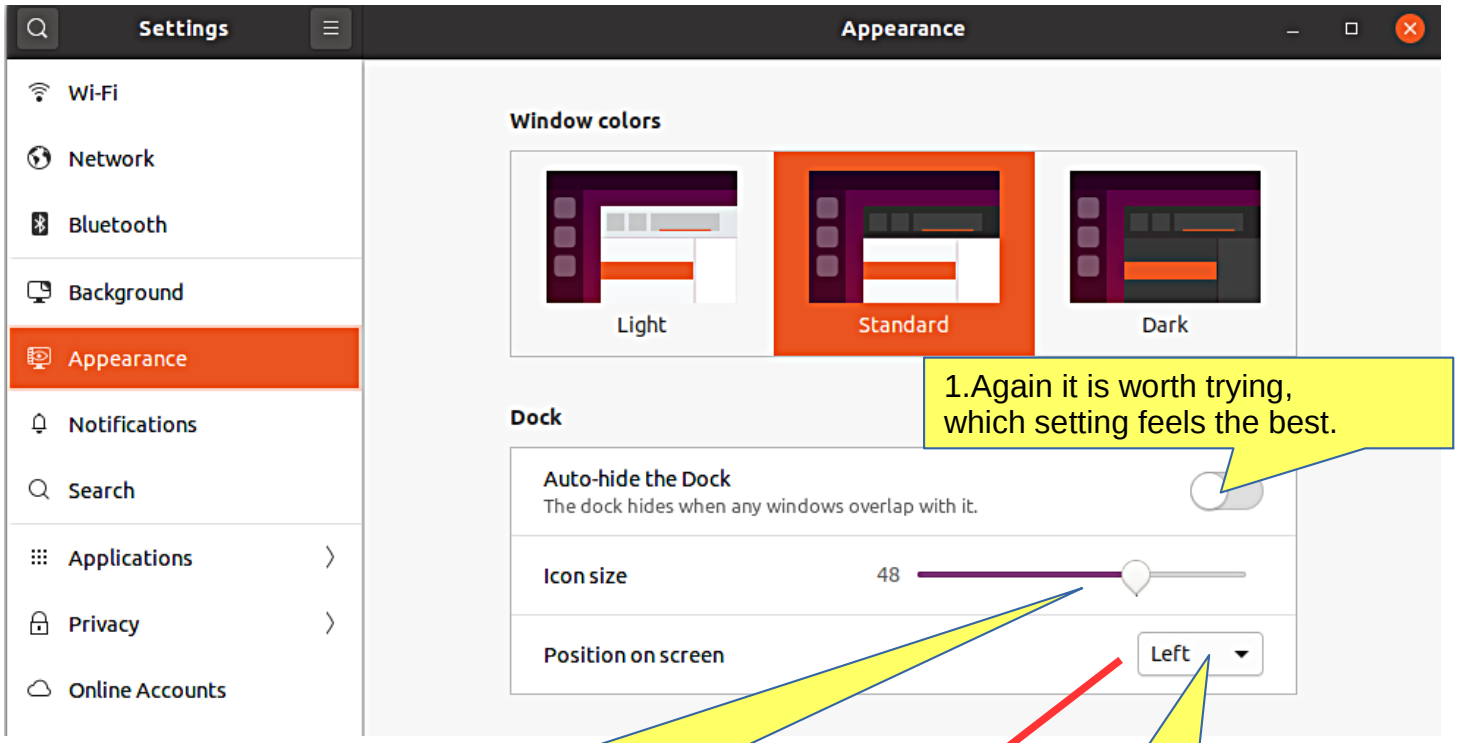
# Basic settings

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



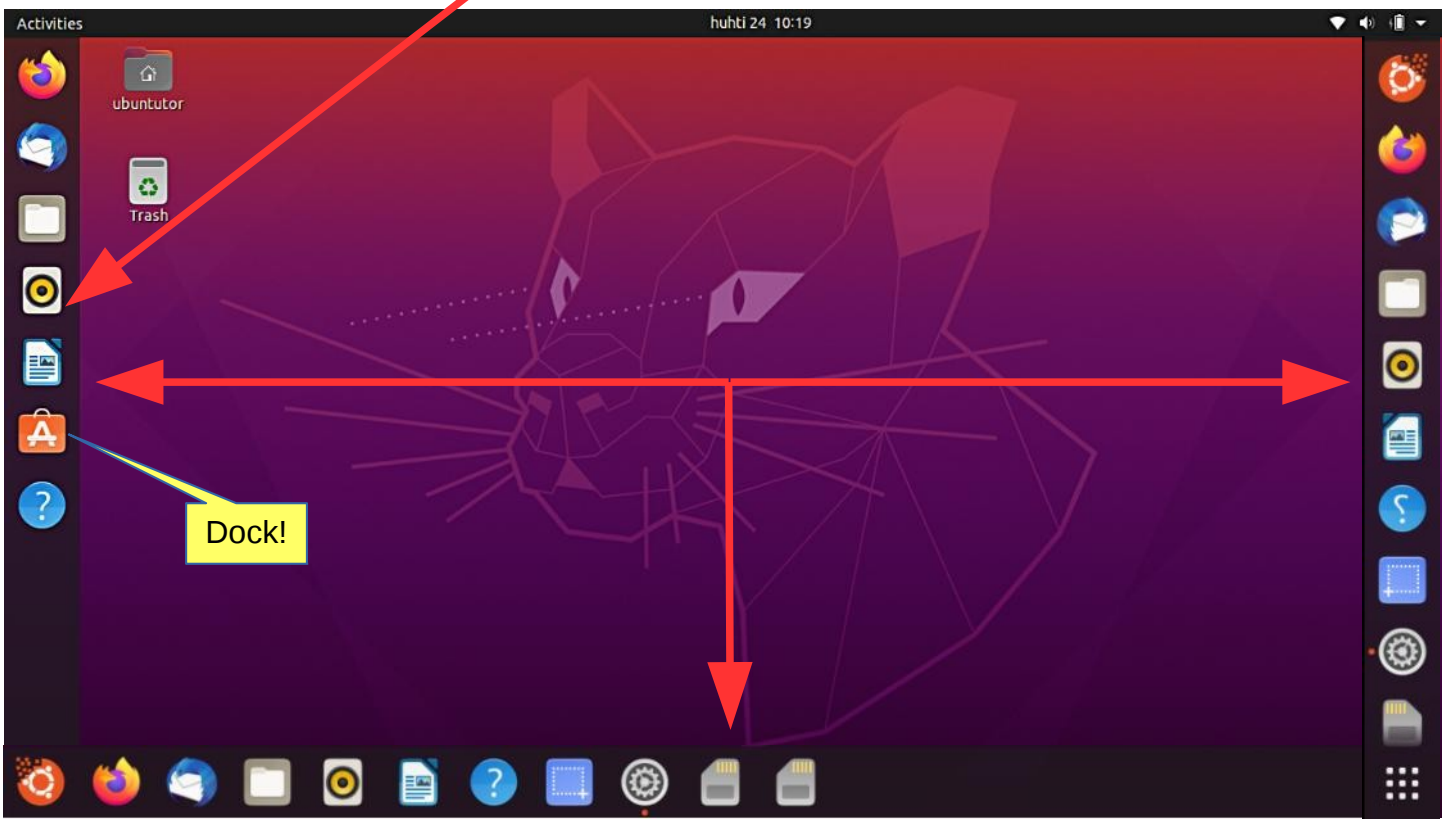
# Basic settings



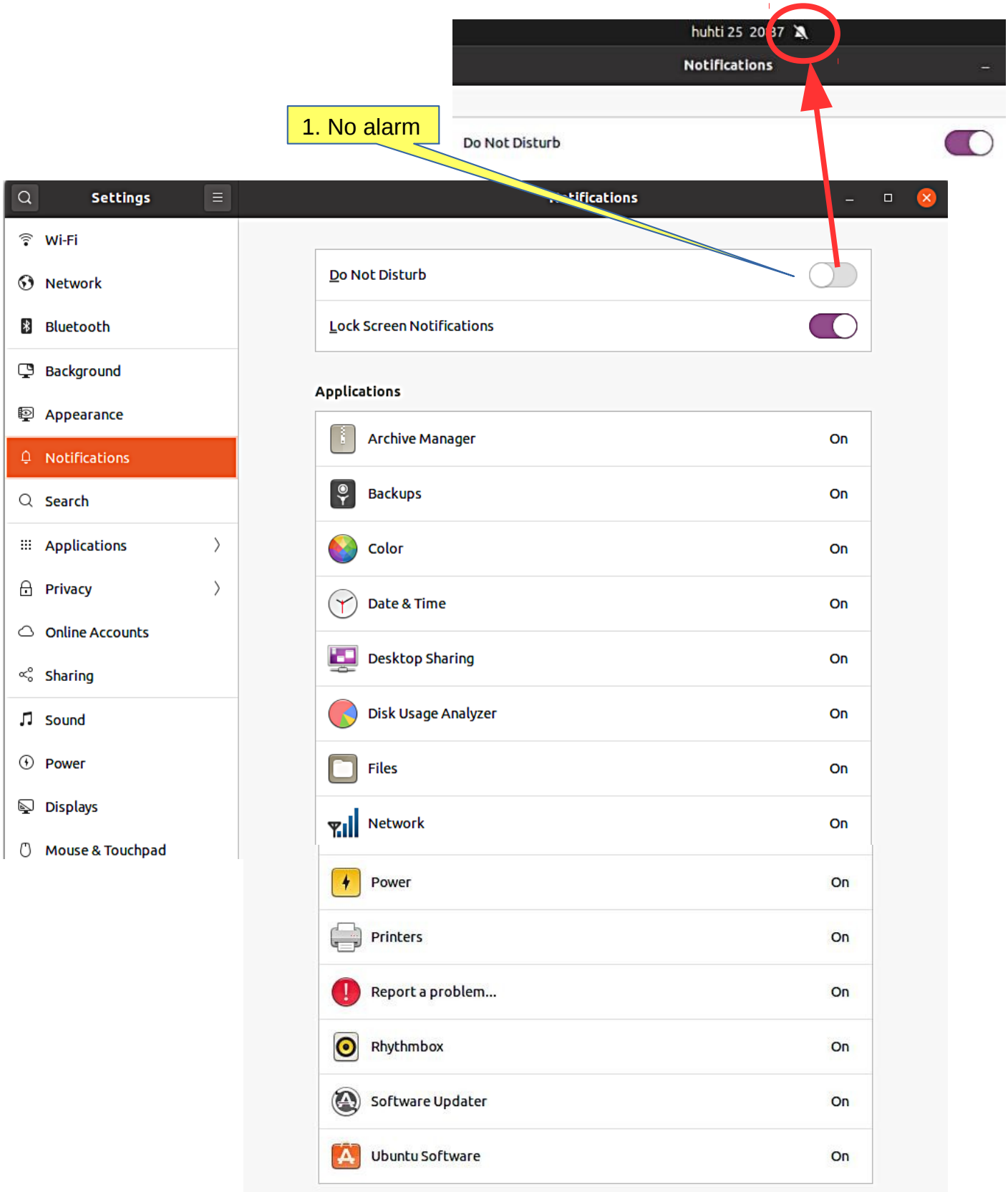

1.Again it is worth trying, which setting feels the best.

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

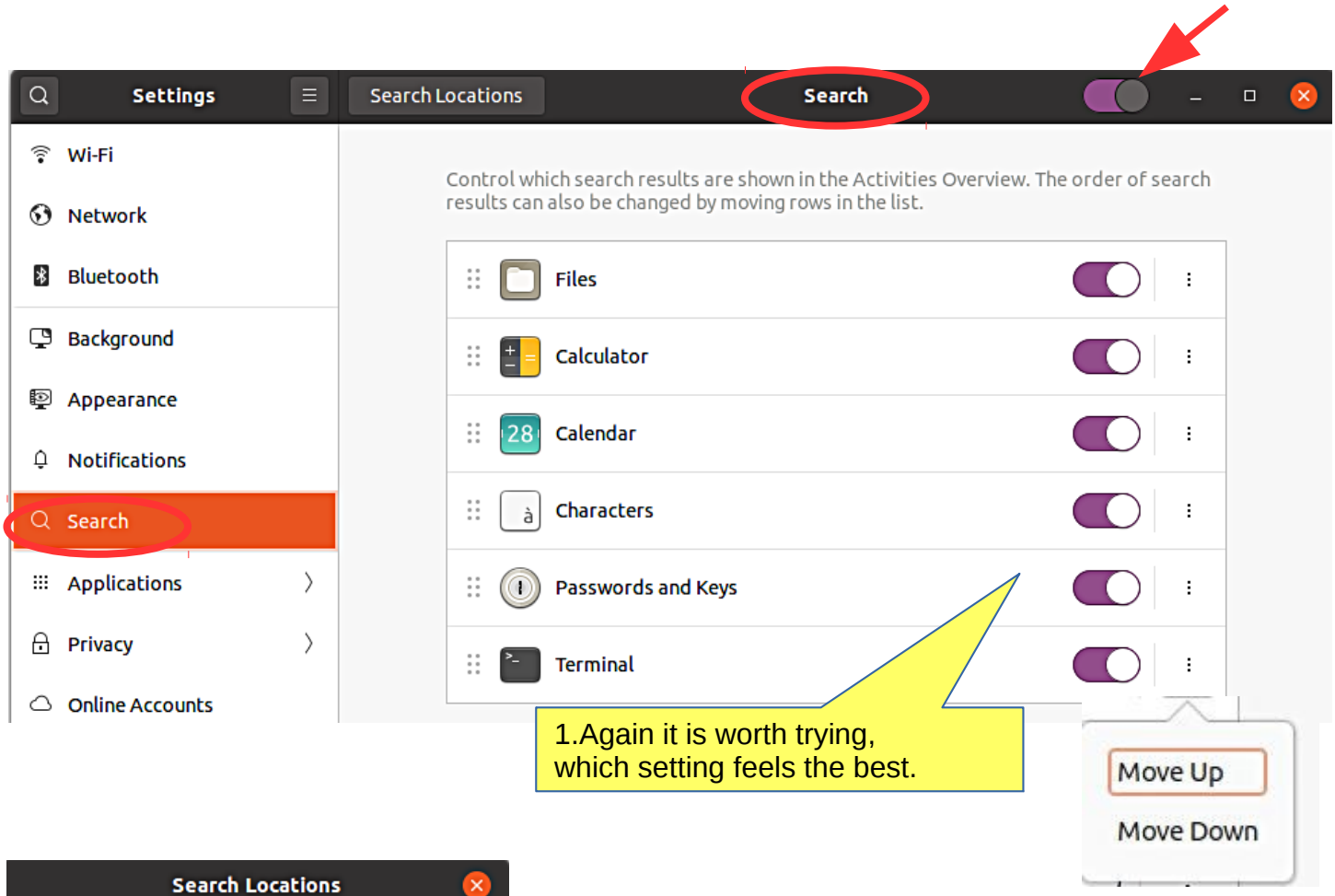
3.Use this to define the location of the icons; left, bottom, right

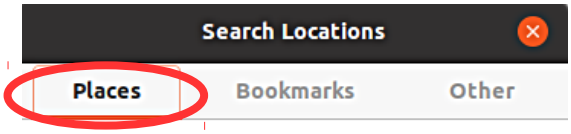


# Basic settings



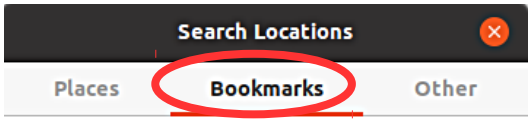
# Basic settings



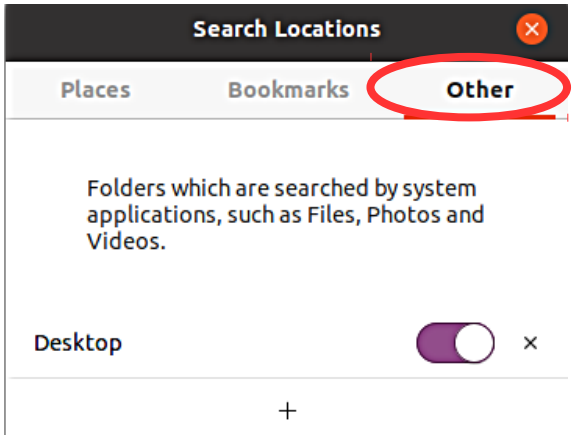




Folders which are searched by system applications, such as Files, Photos and Videos.

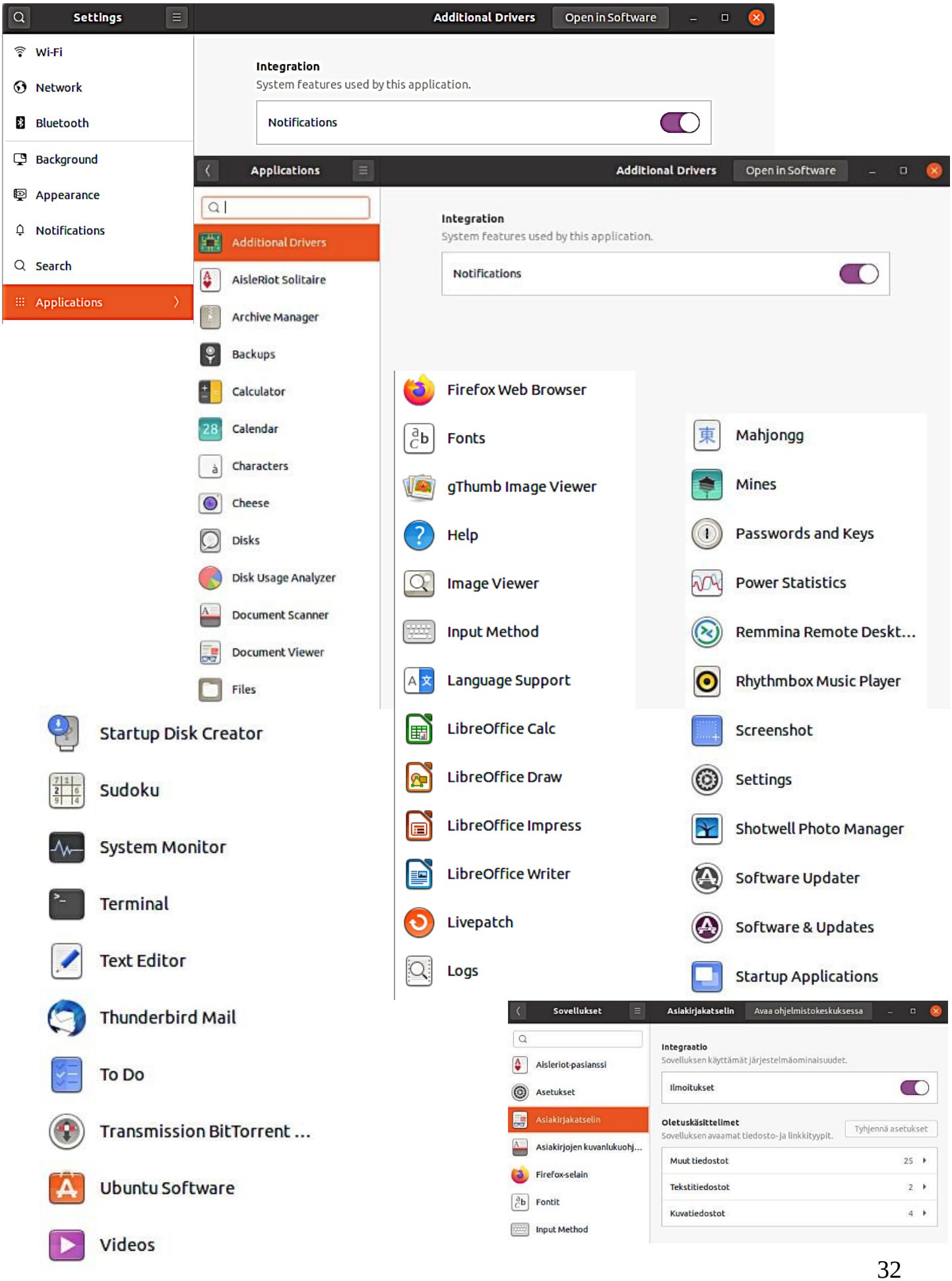
Videos
Downloads
Documents
Music
Pictures
Home



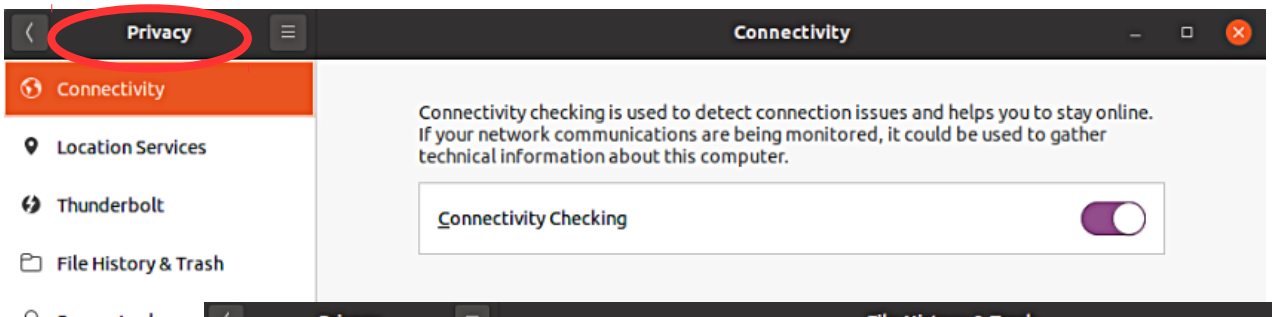

Folders which are searched by system applications, such as Files, Photos and Videos.

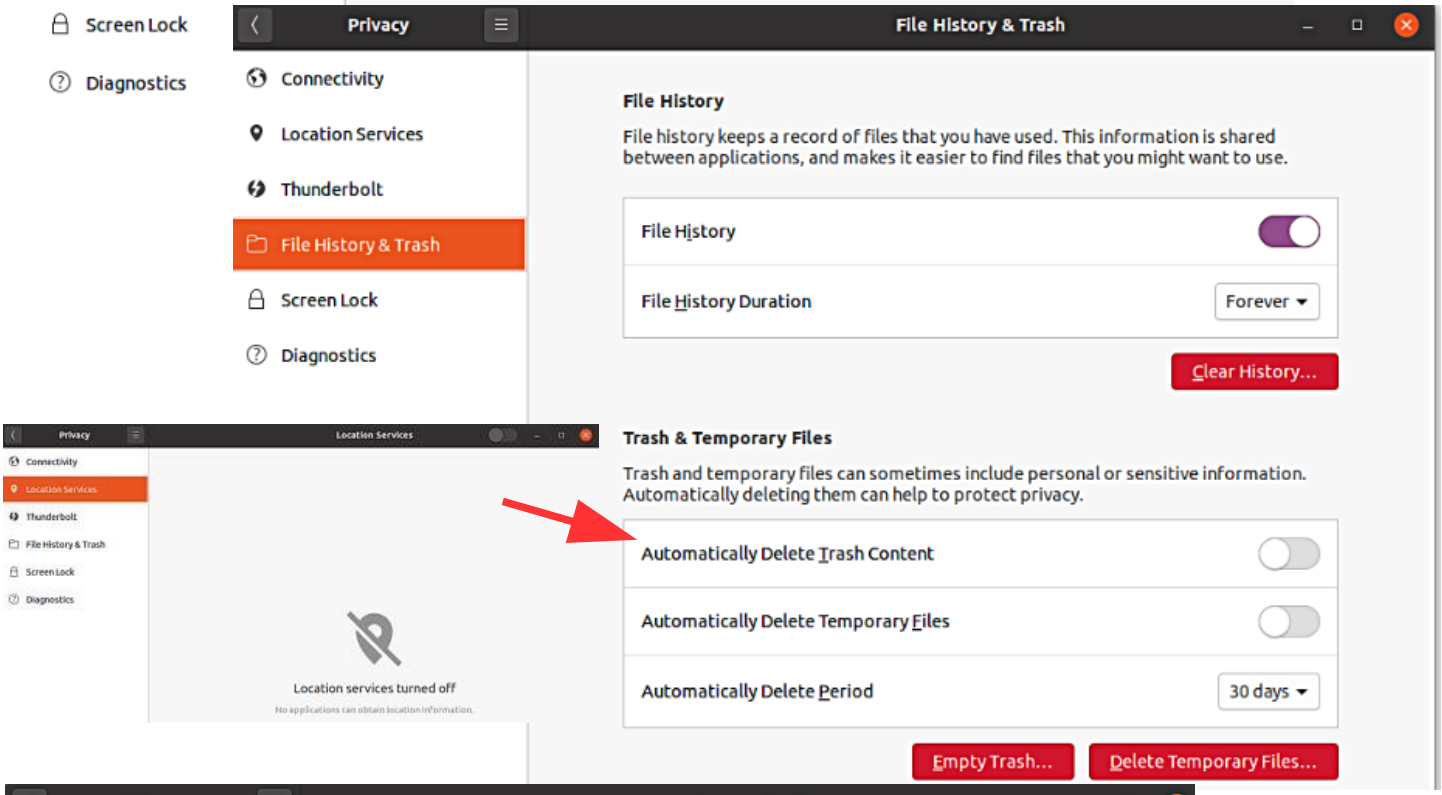


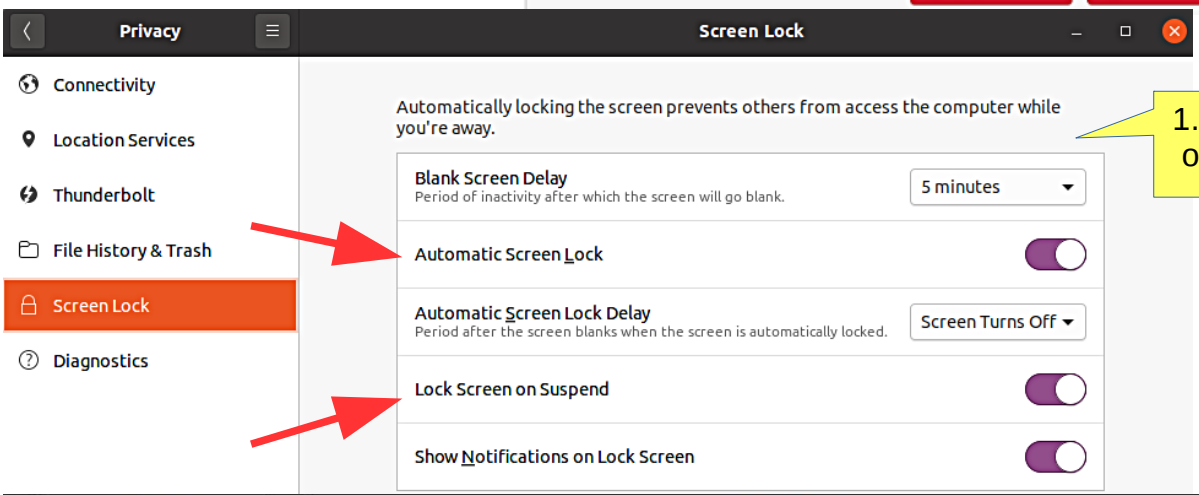
# Basic settings



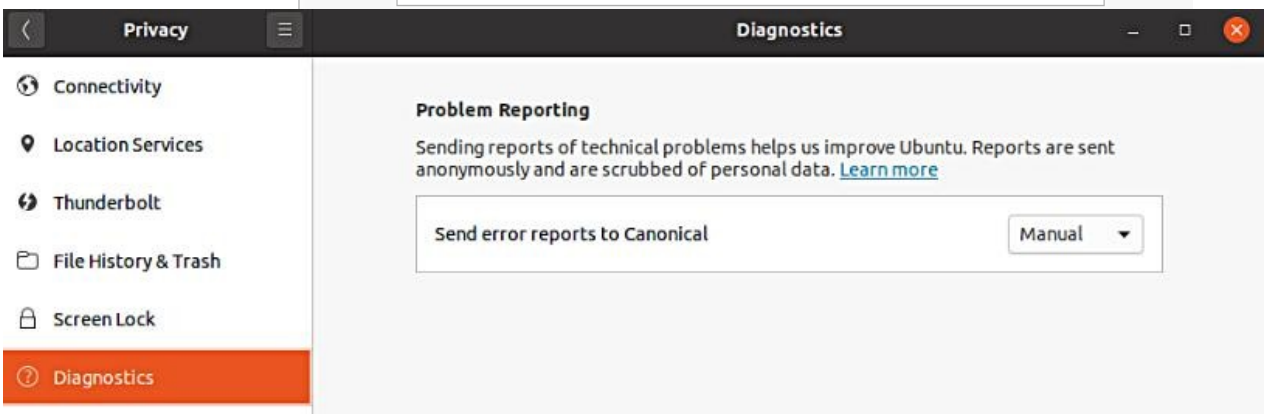
# Basic settings



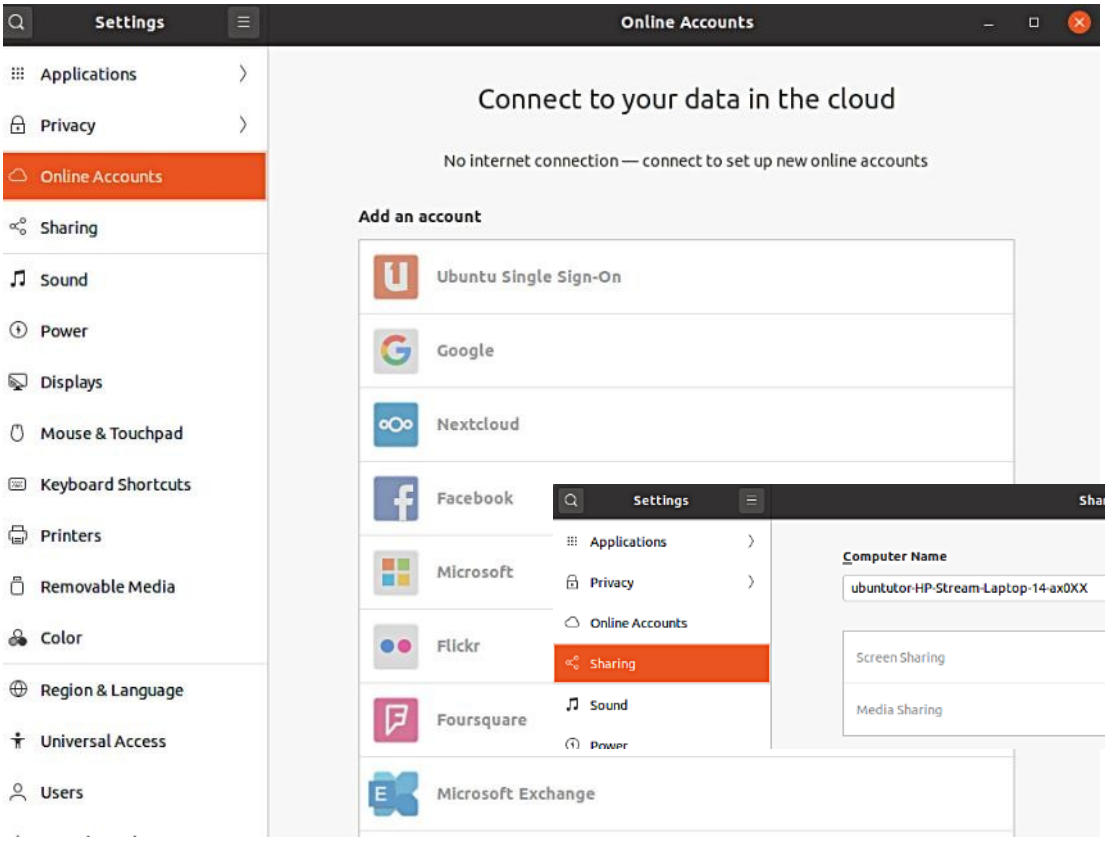




1.Think of your own safety.



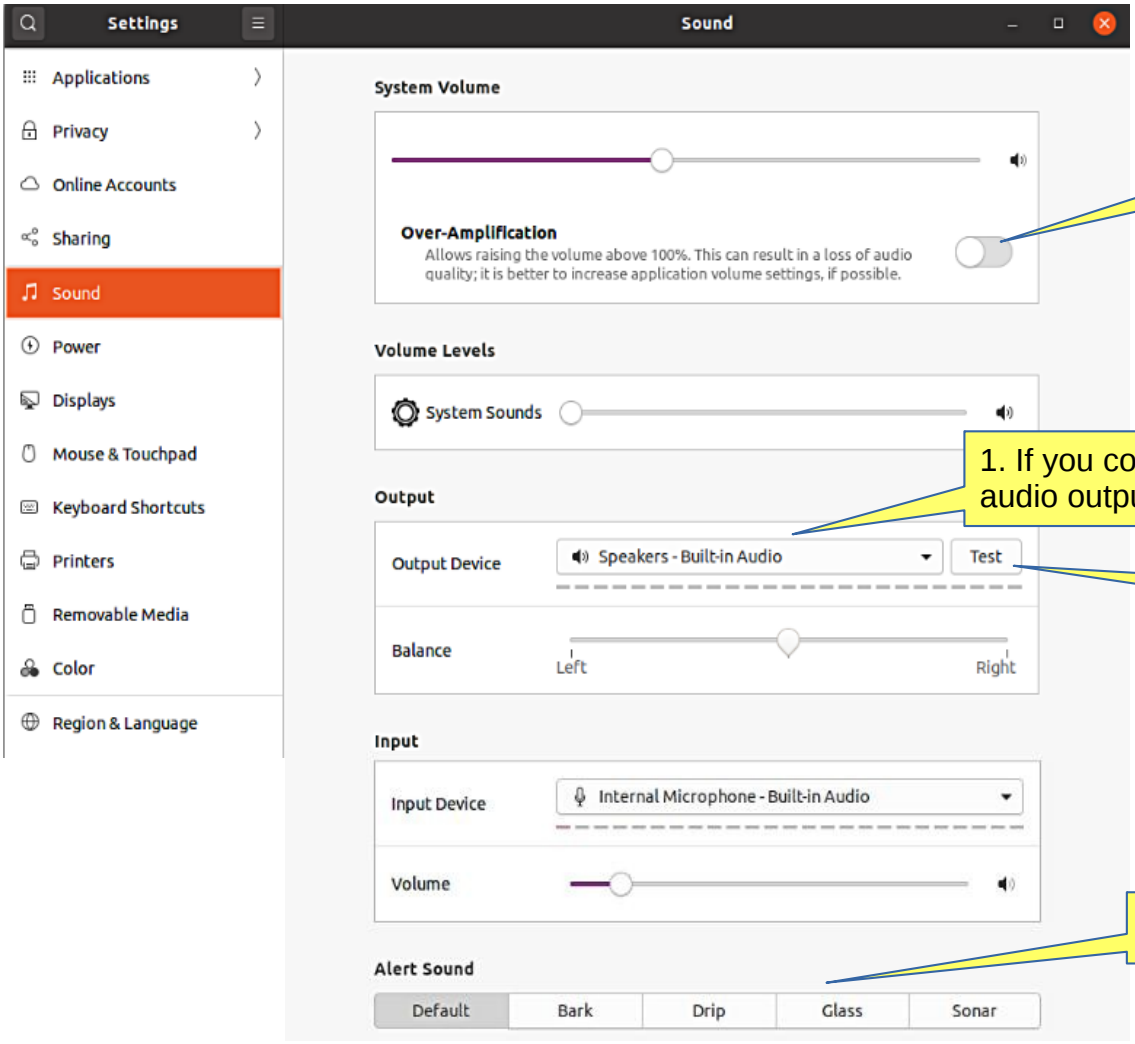
# Basic settings

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









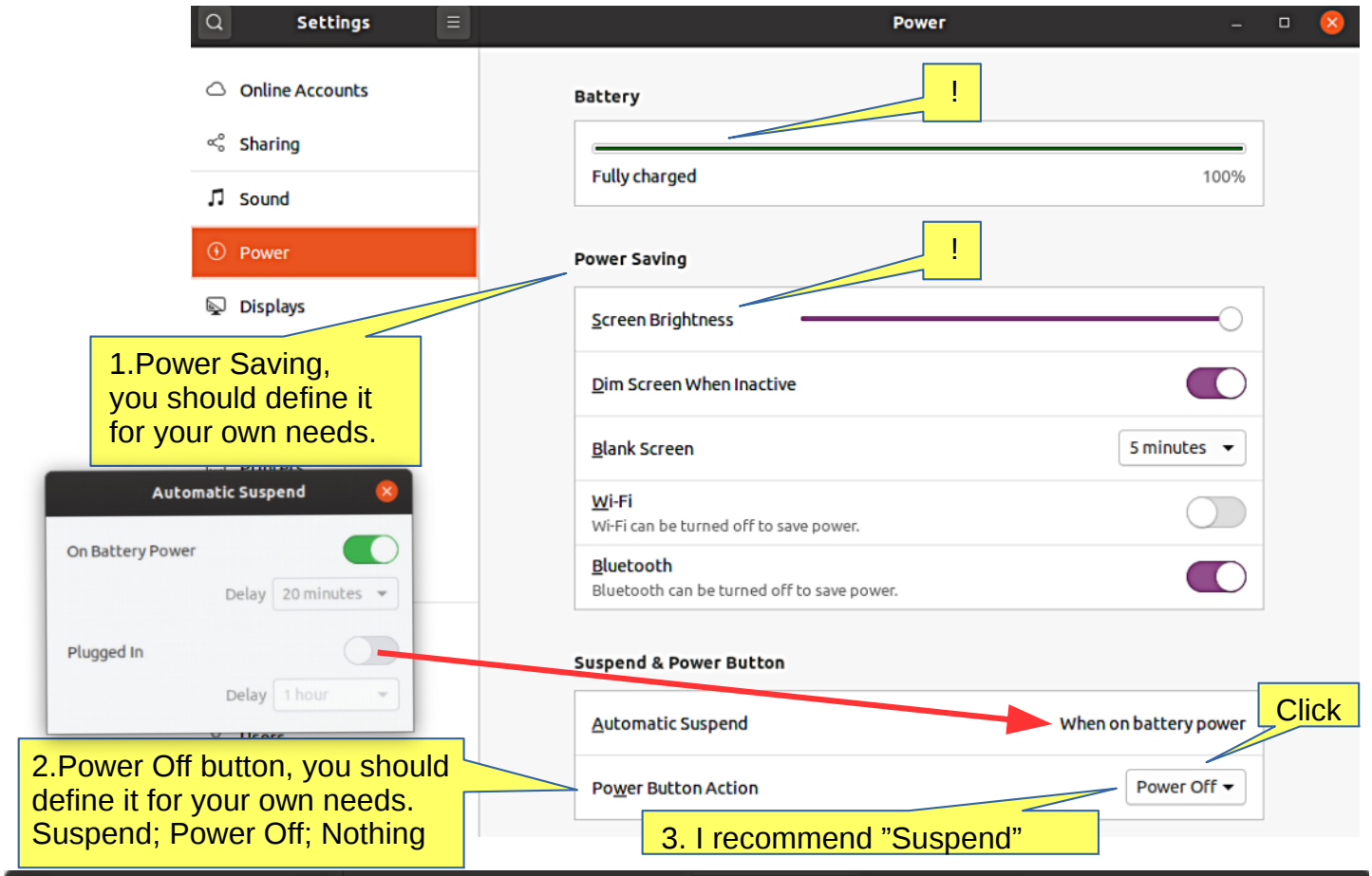

!

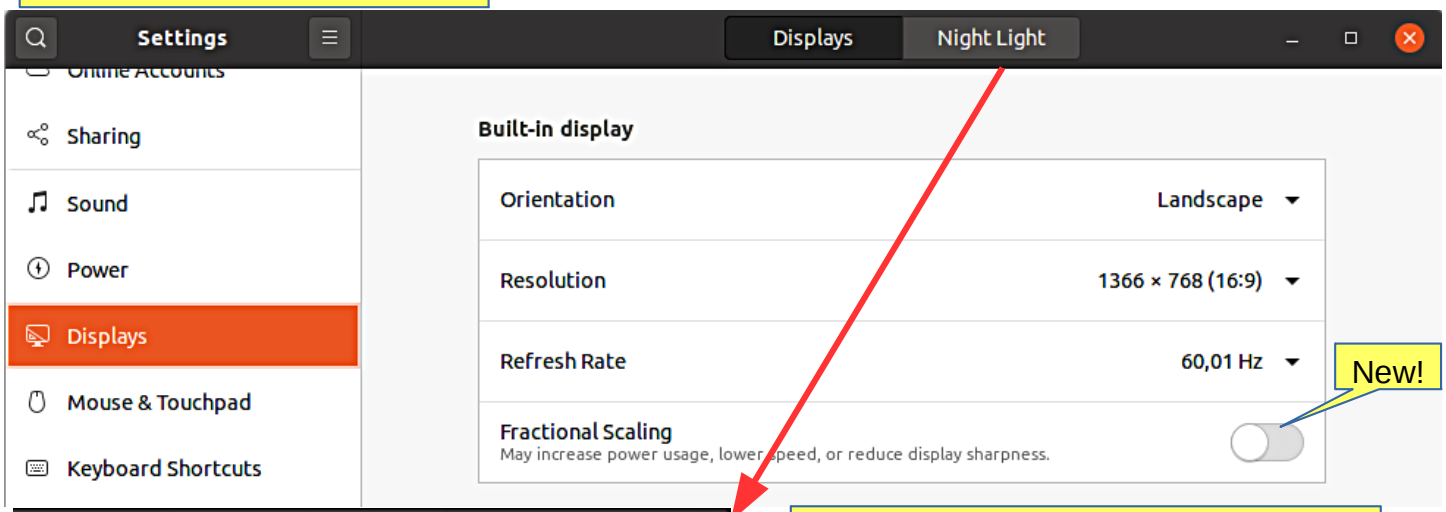
1. If you connect the TV, check audio output to television

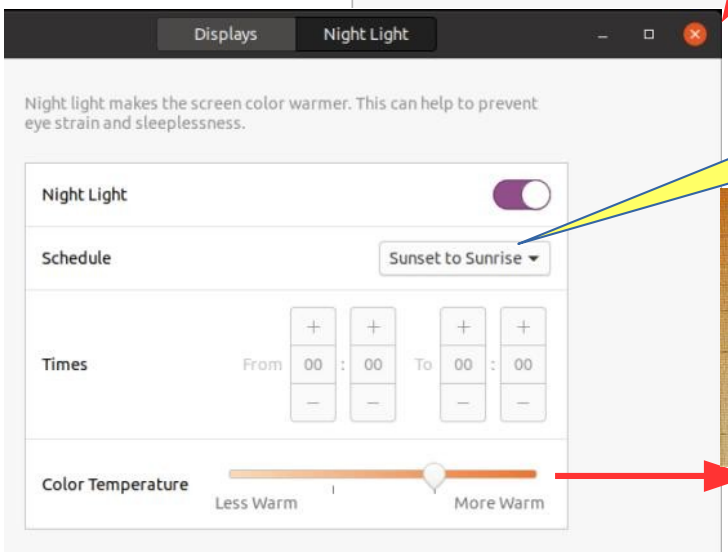
!

Try it!

# Basic settings



# Basic settings

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

**You can define different times for actions**

Screen saver on/lock your screen

Display on | The display is off

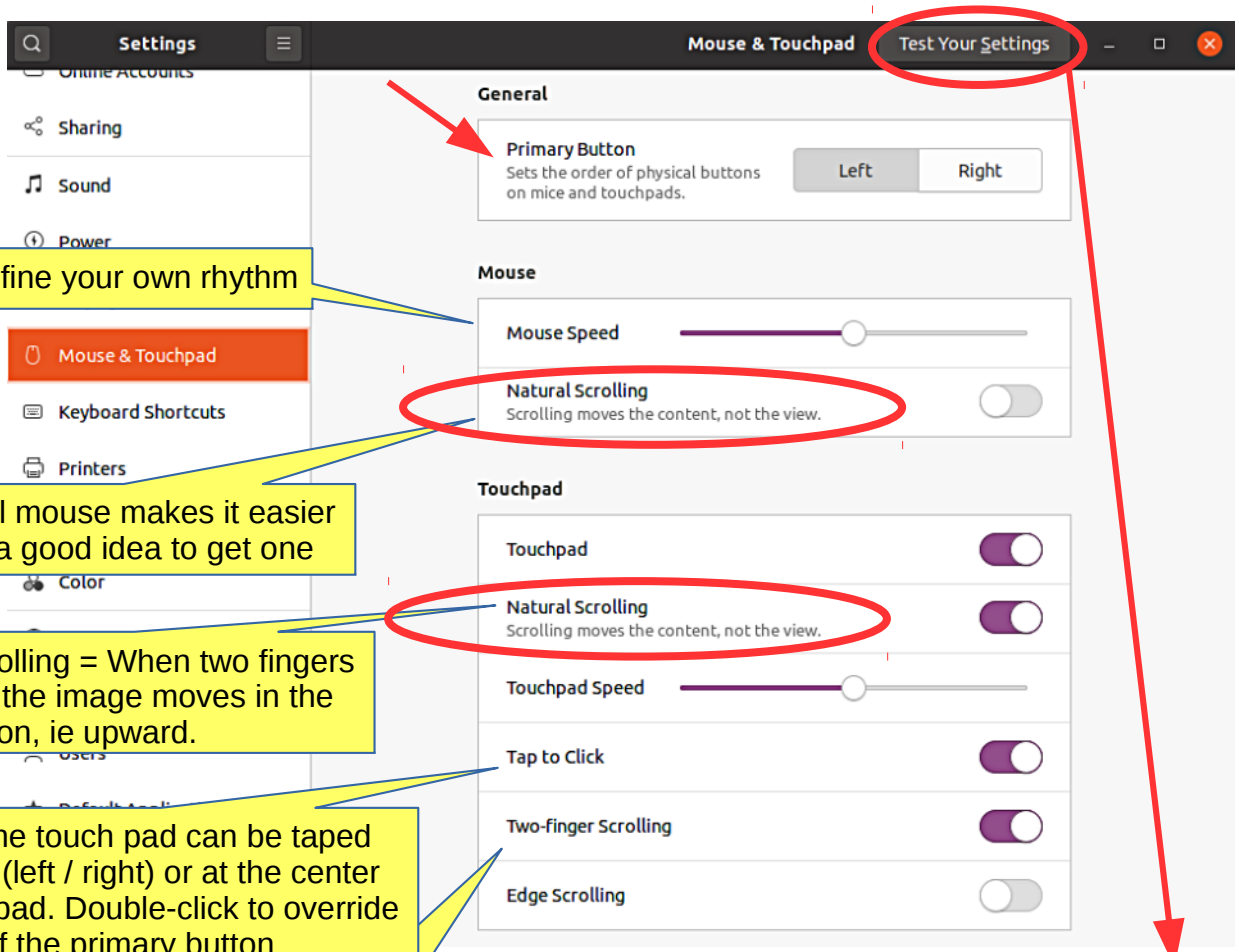
PC on | Suspend | PC off

Setting: Brightness and lock

Setting: Power Saving

Turn off

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



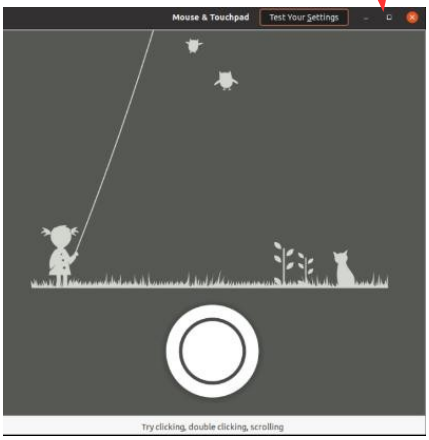

2.Define your own rhythm

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

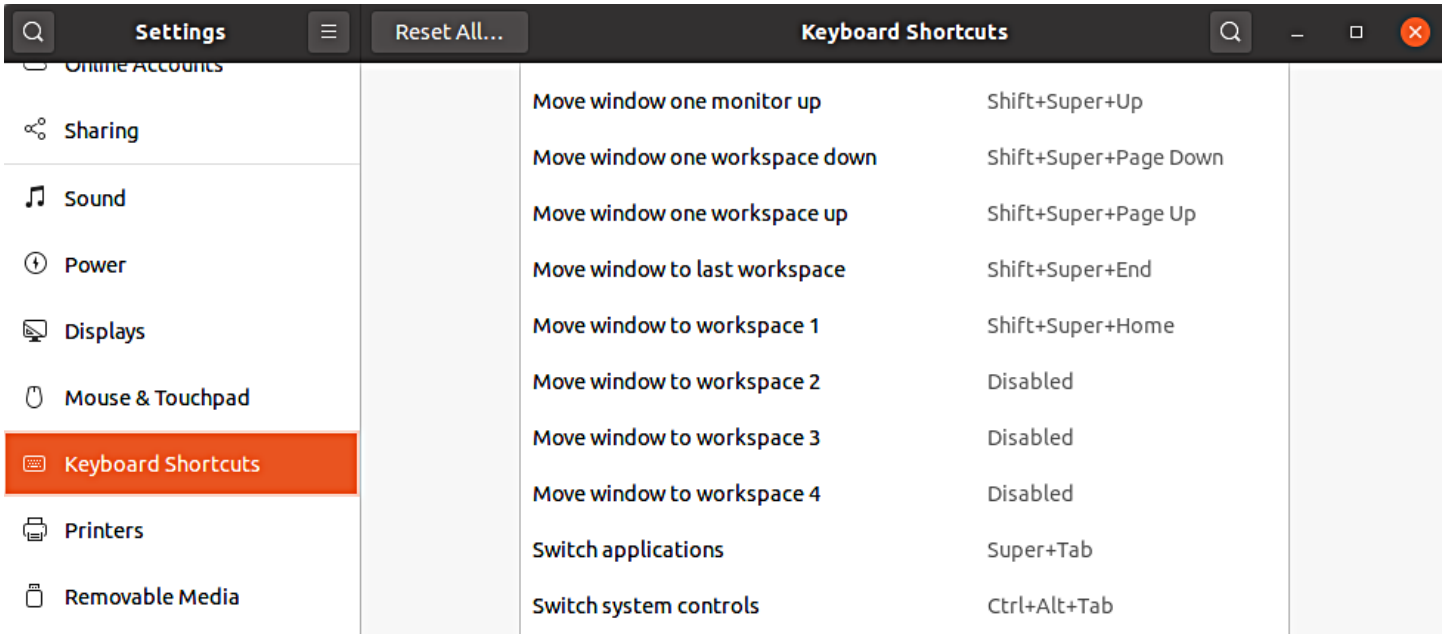
4.Natural scrolling = When two fingers are pushed, the image moves in the same direction, ie upward.

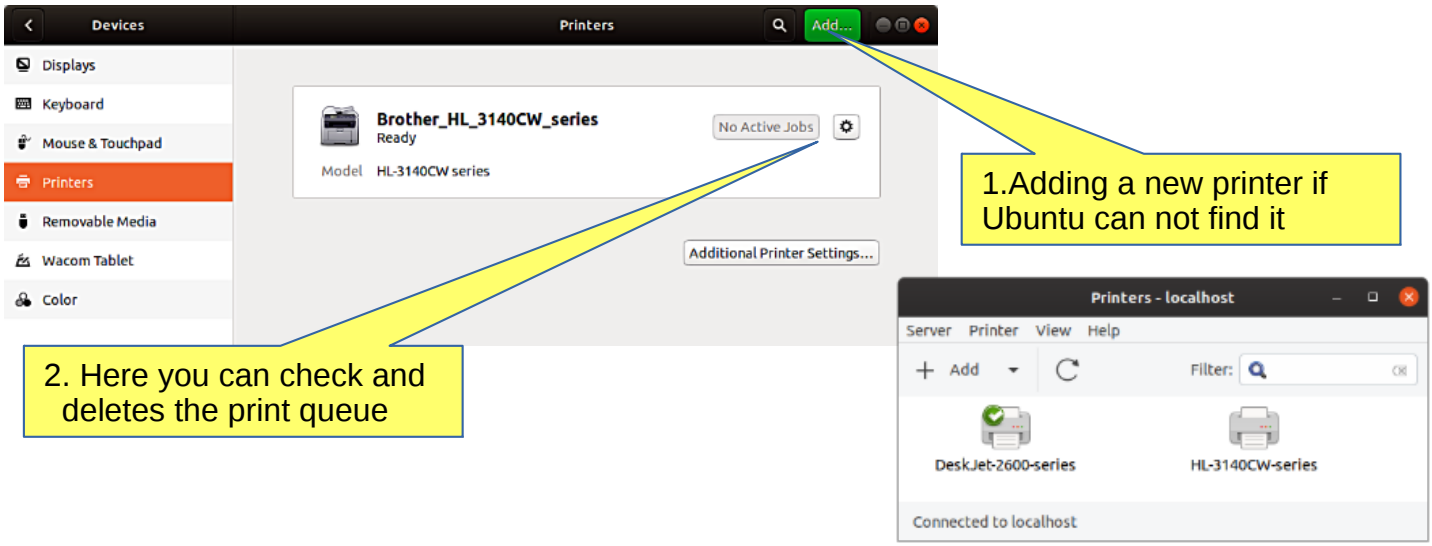
5.Note that the touch pad can be taped at the edges (left / right) or at the center of the touch pad. Double-click to override the border of the primary button

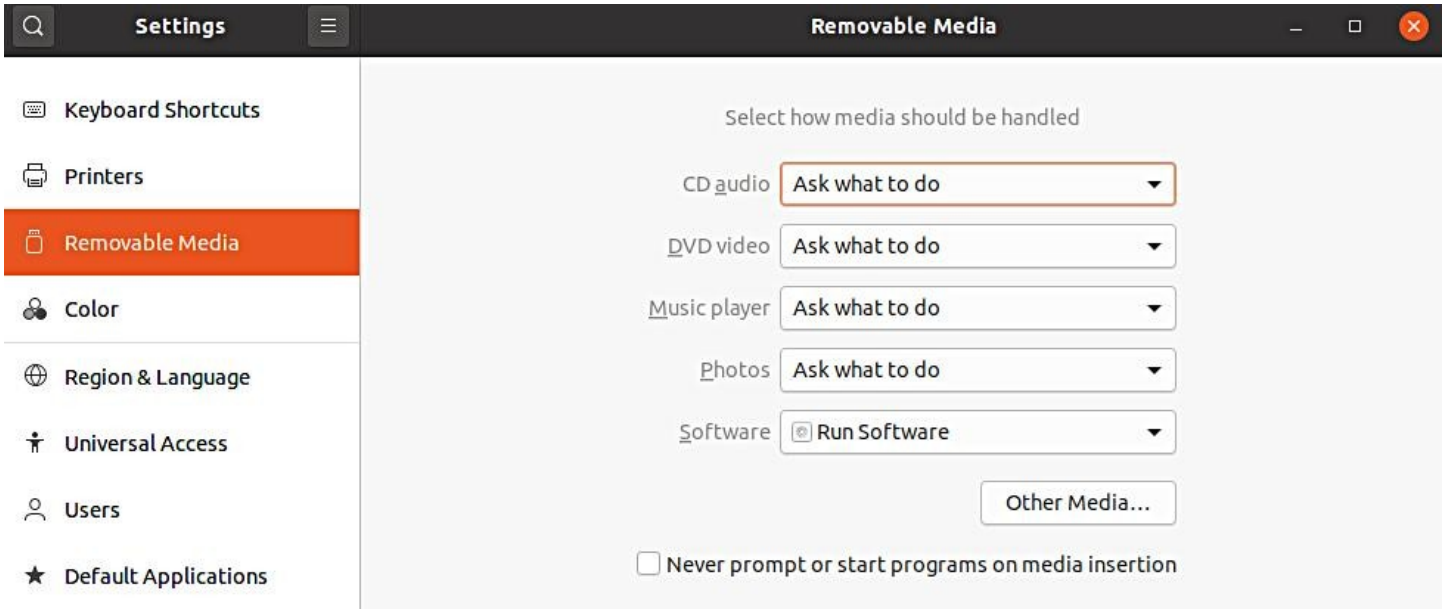
6.Options to move the image with two fingers



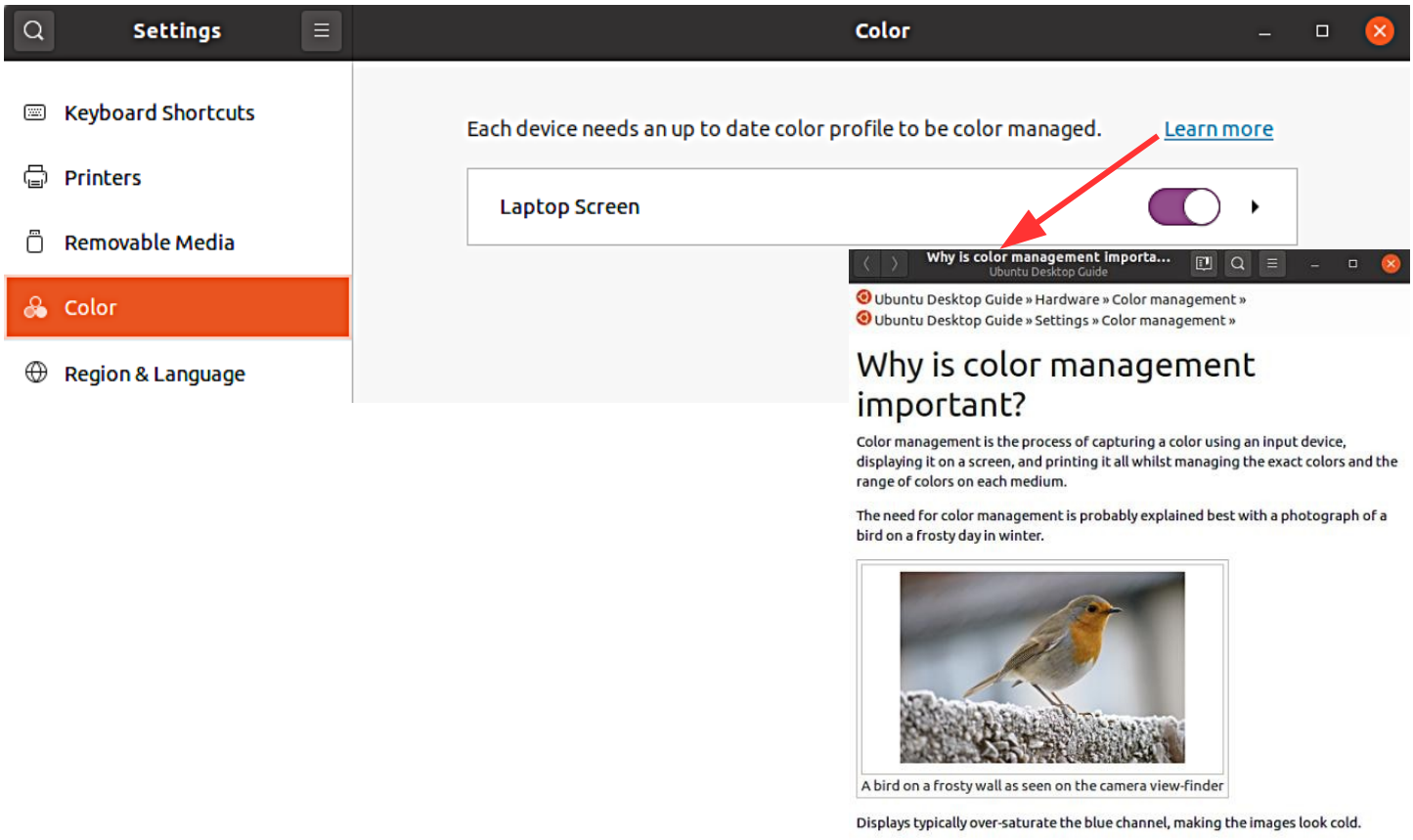
# Basic settings

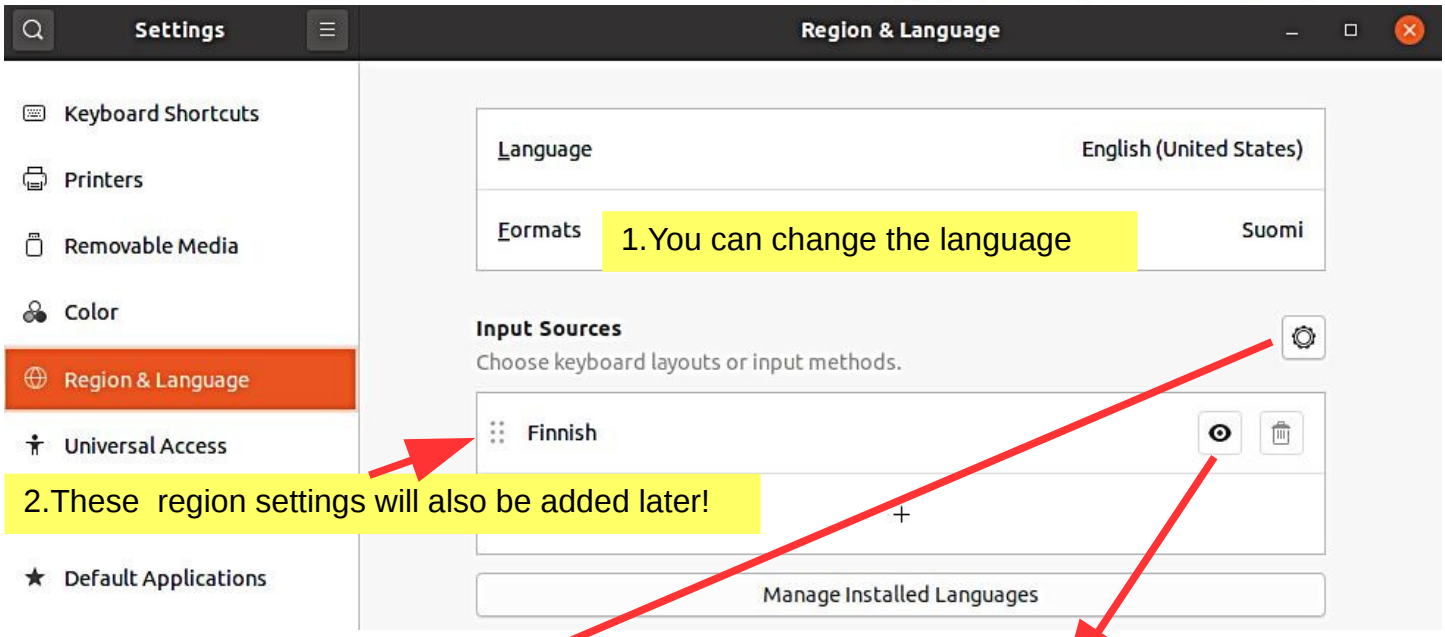


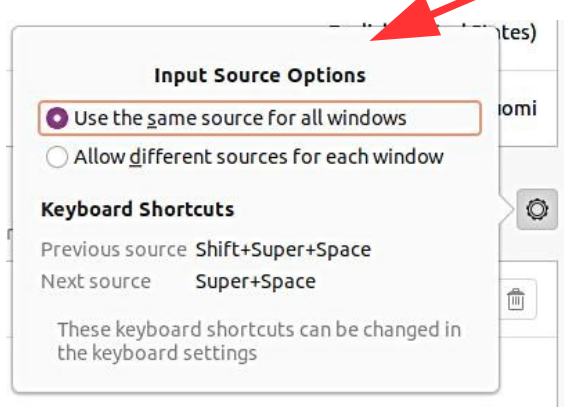



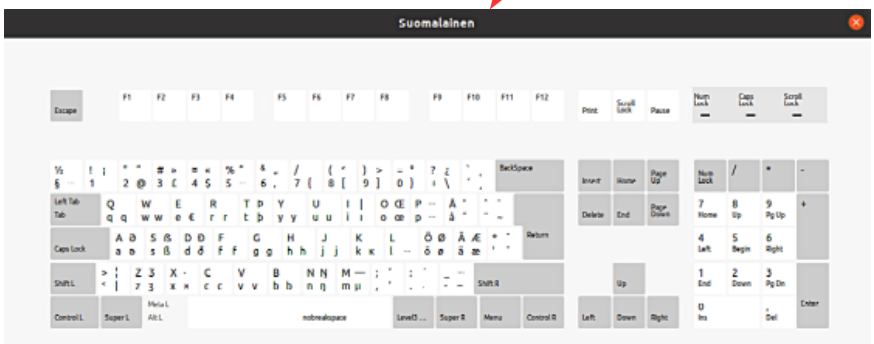



# Basic settings



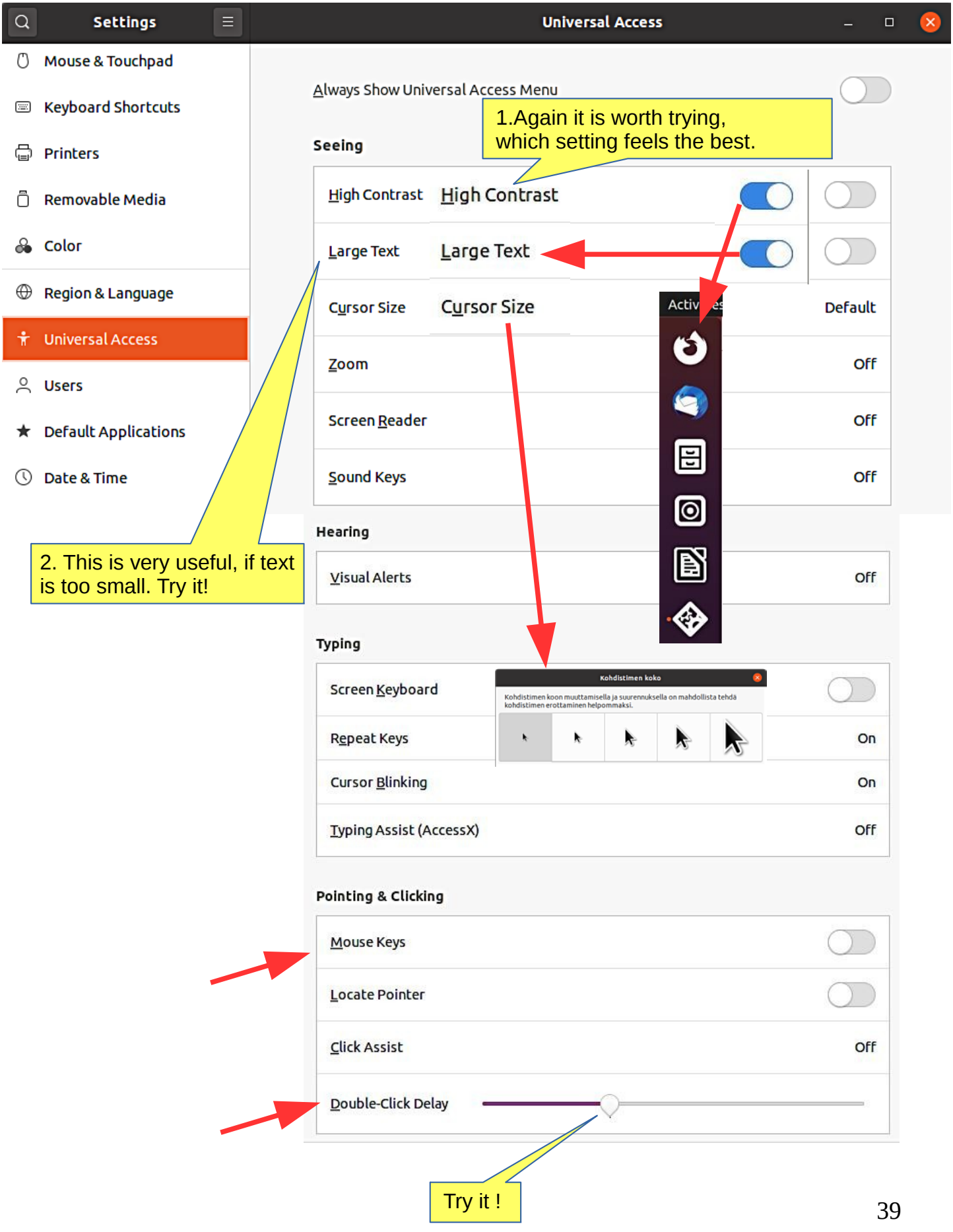



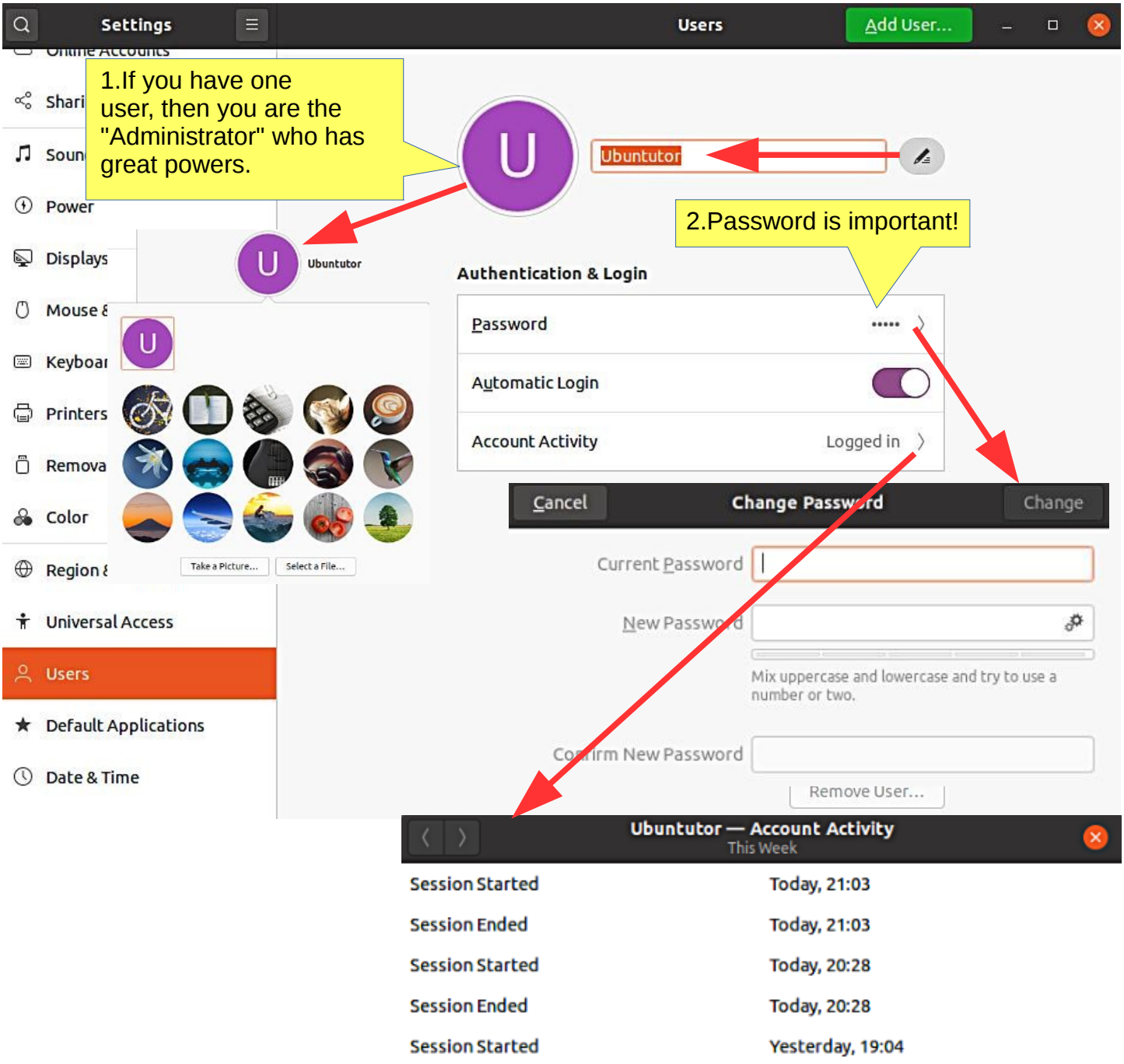



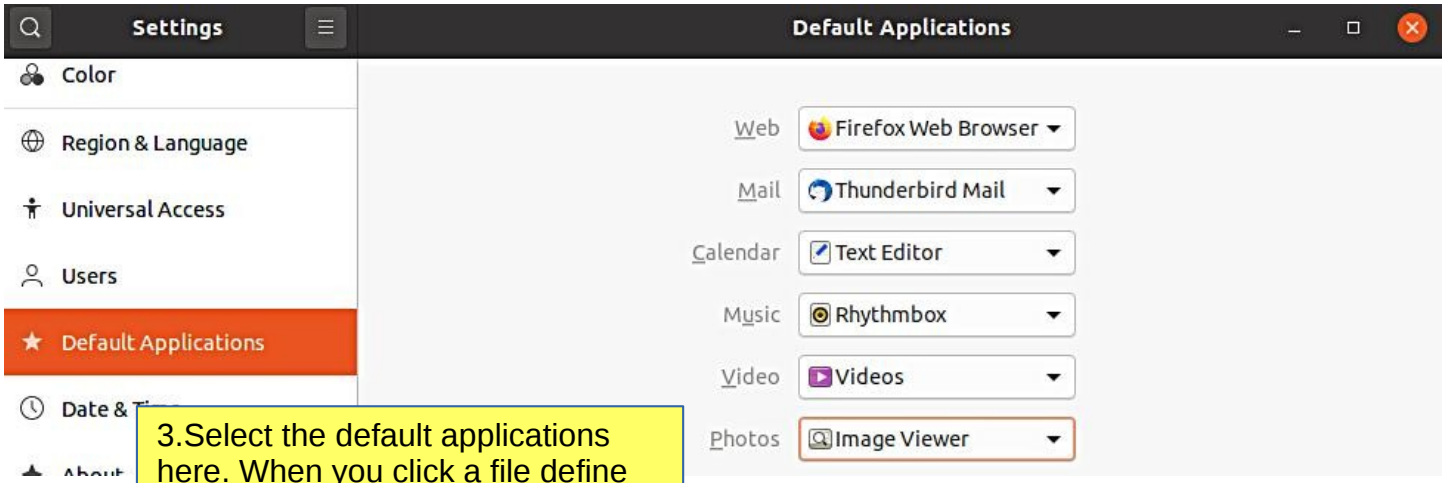
# Basic settings

**Look Ubuntu Desktop Guide: Universal access**



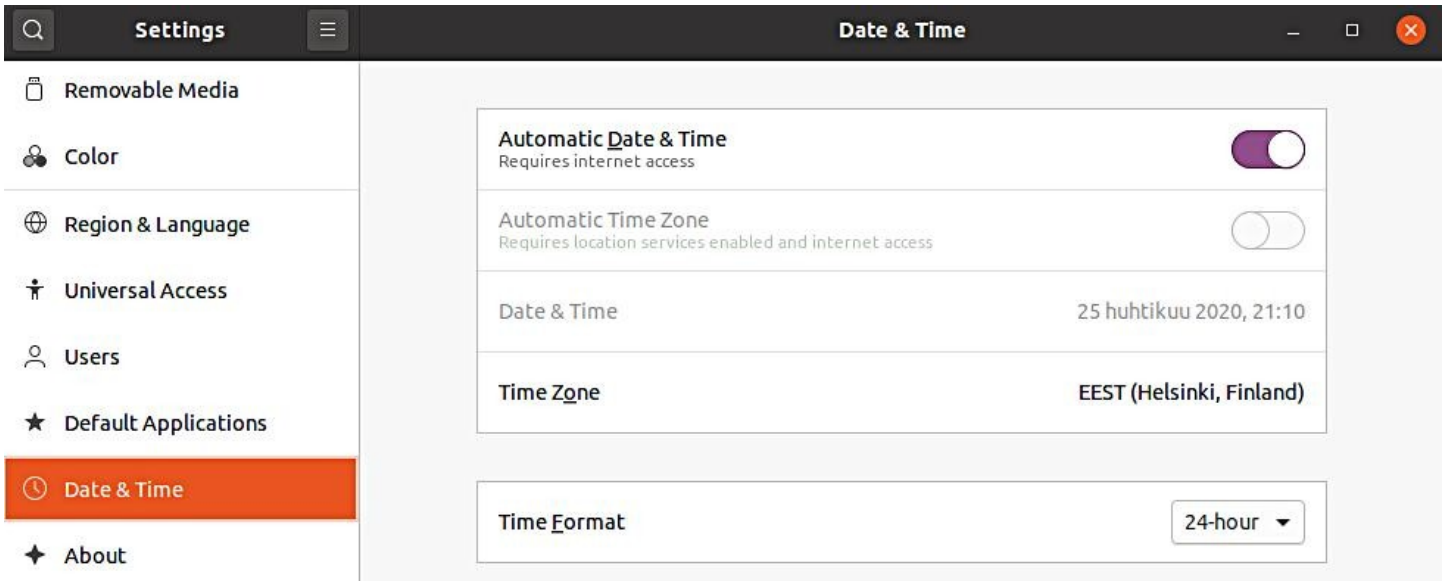
# Basic settings

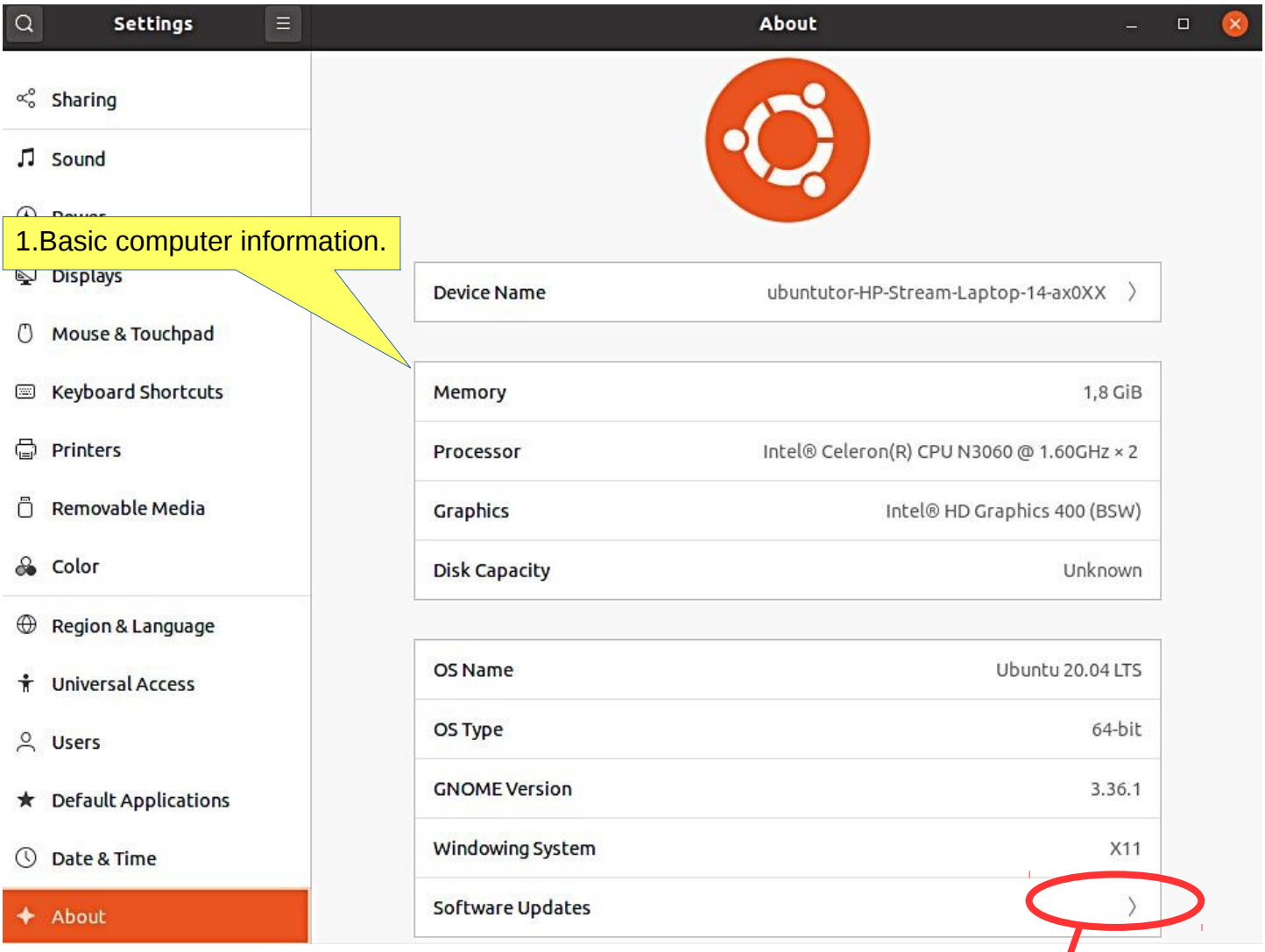


# Basic settings

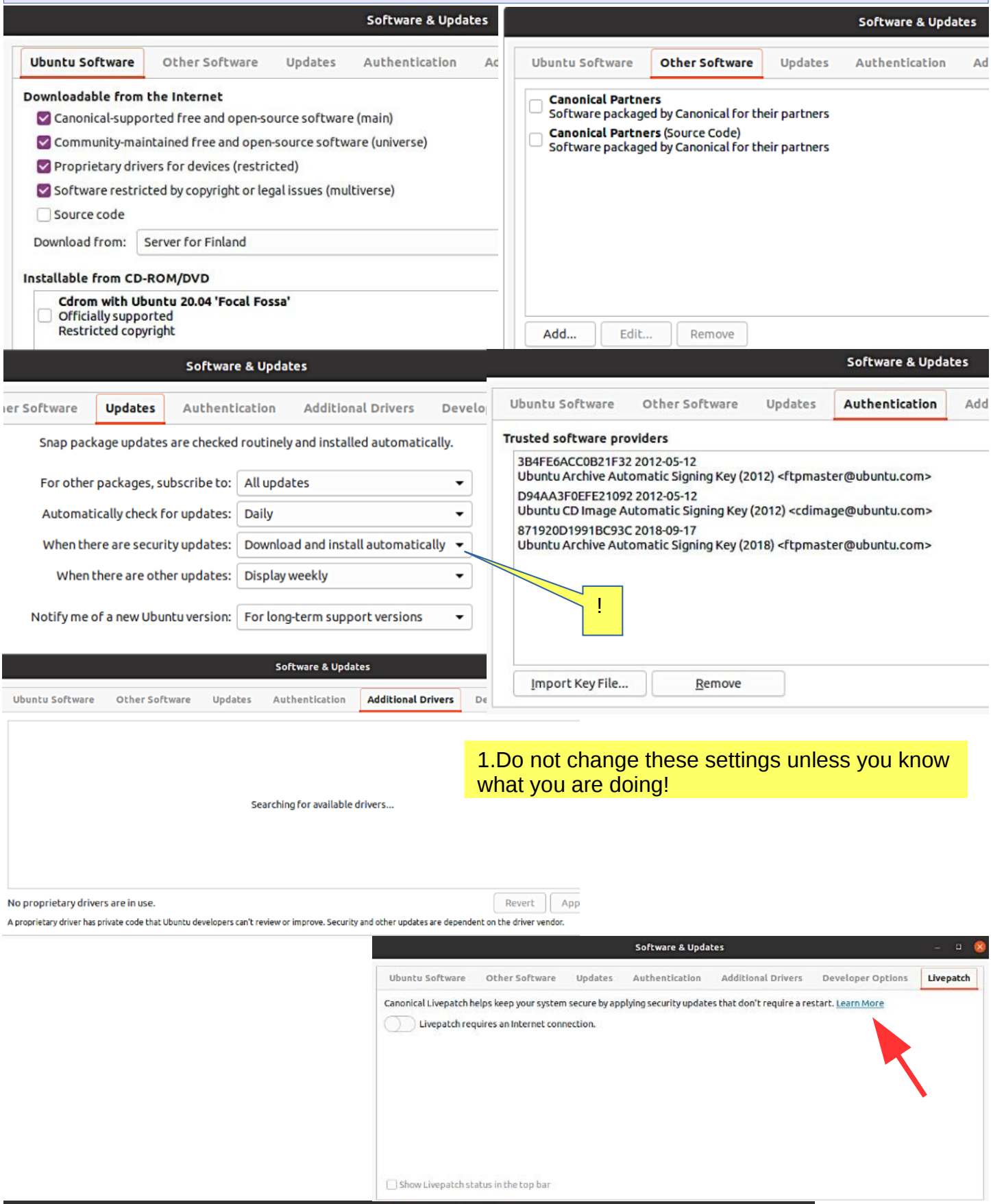
**Look Ubuntu Desktop Guide: Log out, power off or switch users**



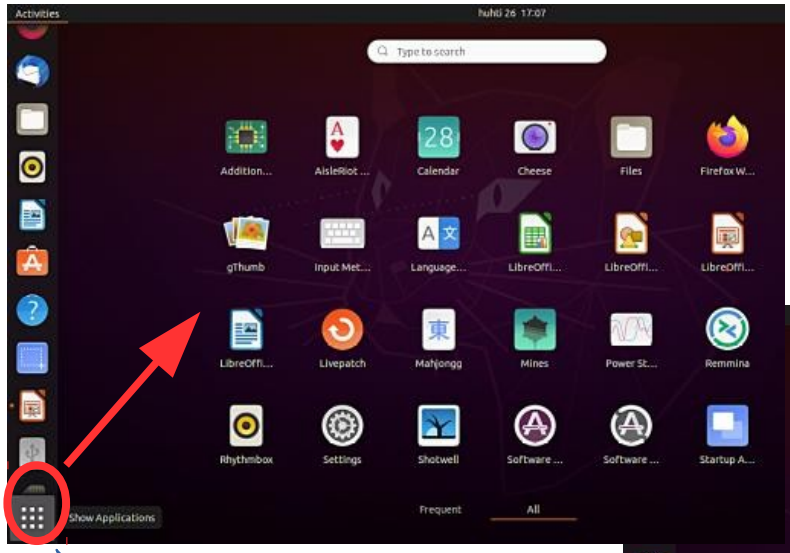

Next page

# Basic settings

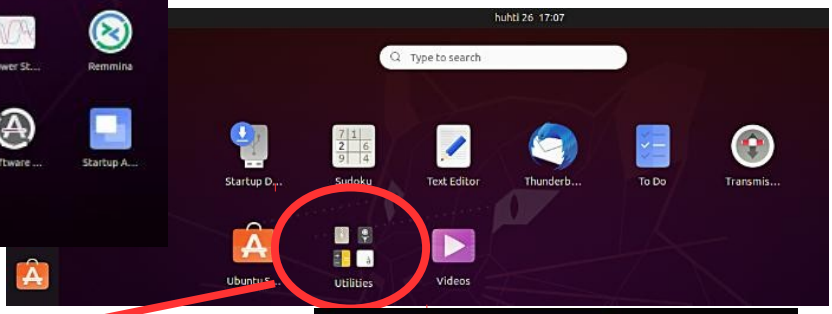



1.Do not change these settings unless you know what you are doing!

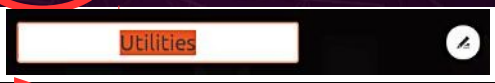
# Introduction to installed Ubuntu apps

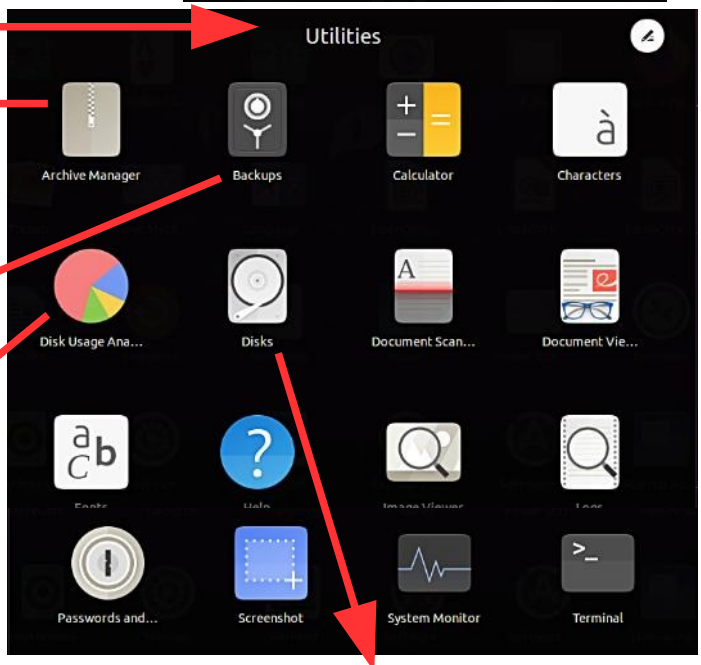


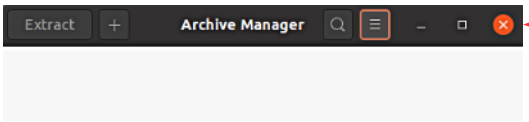

Click !

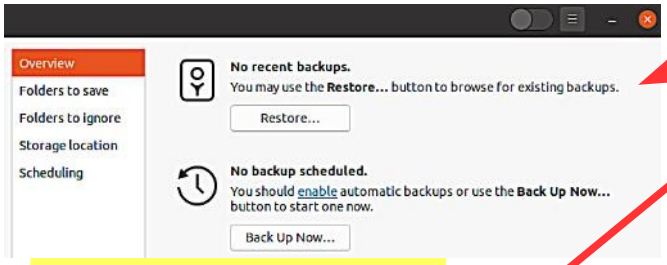




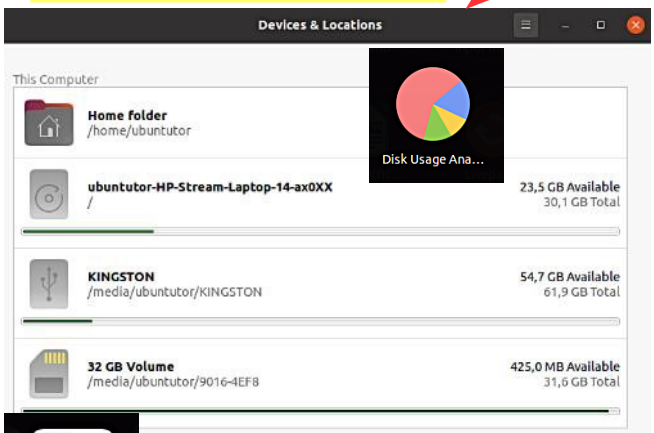


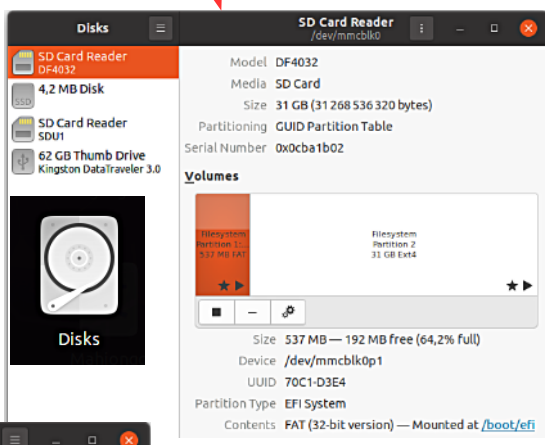



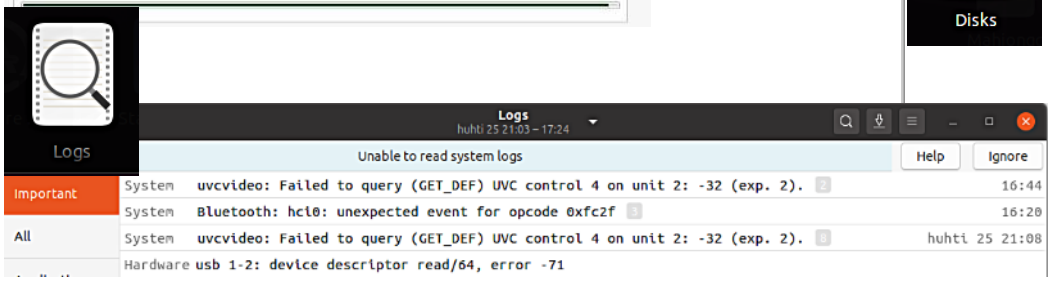

1. Backup guide is later in this manual.



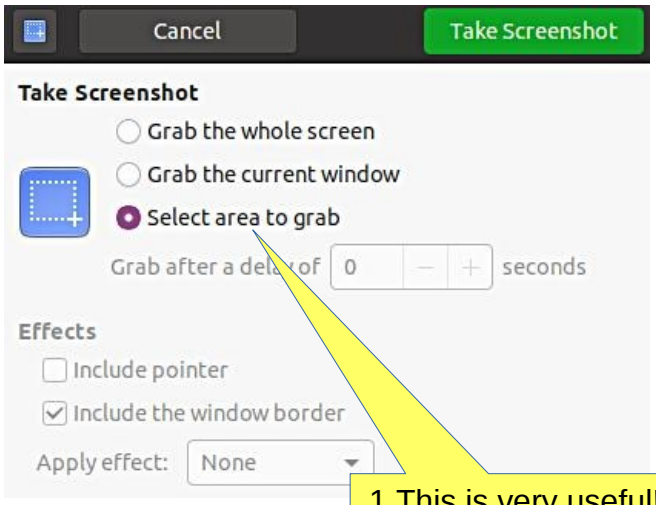




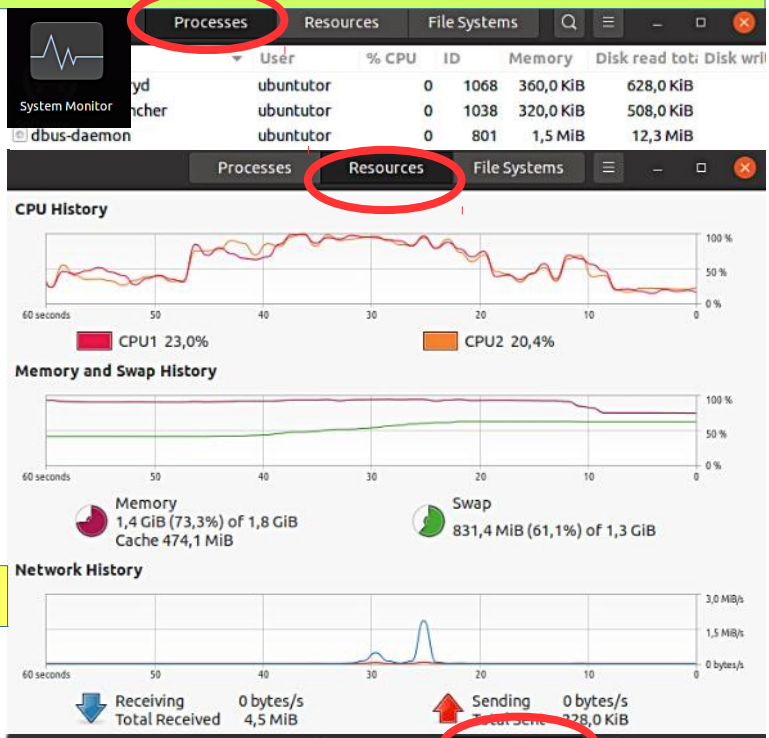


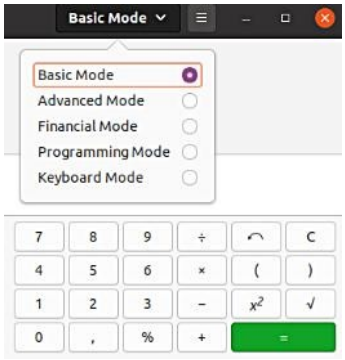



# Introduction to installed Ubuntu apps

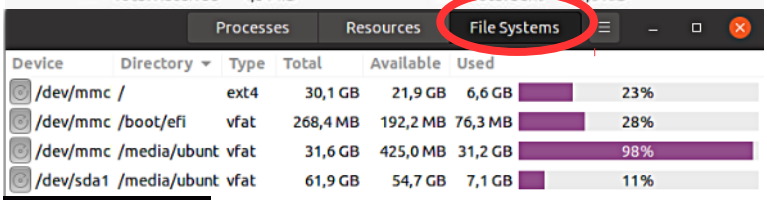


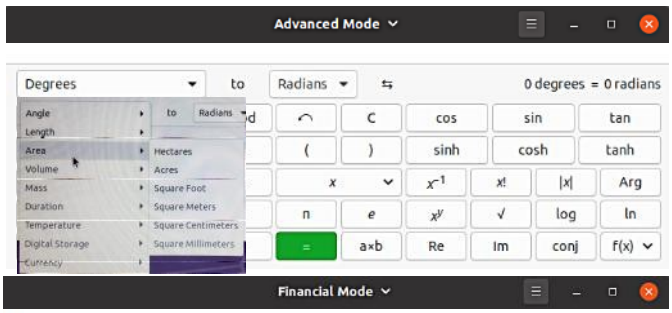

1.This is very useful!

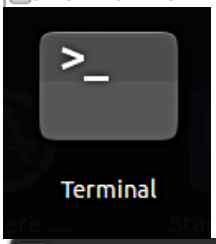


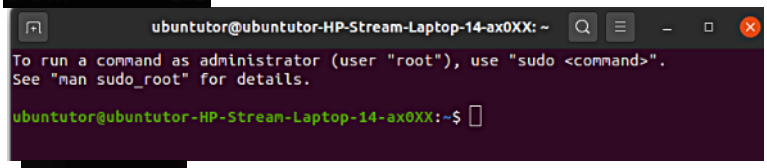





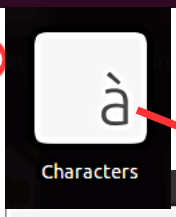


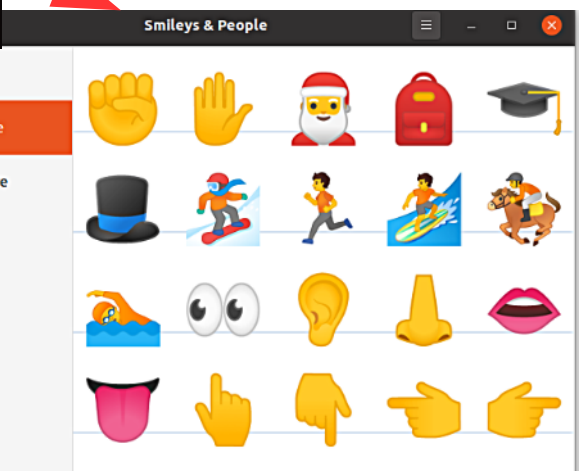



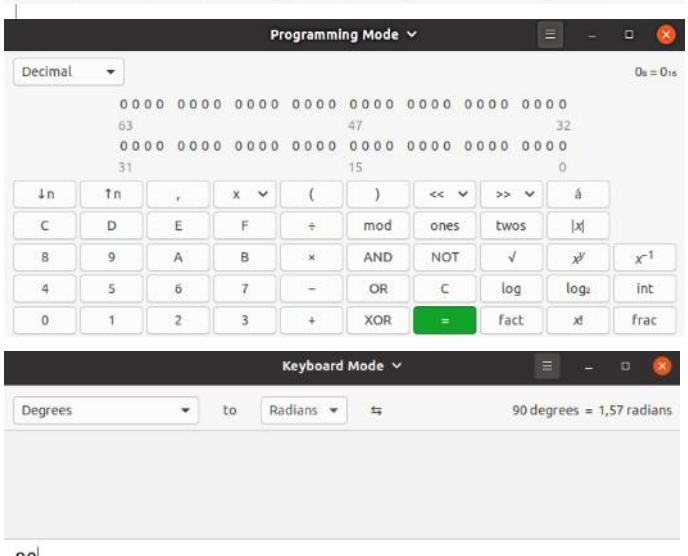




5

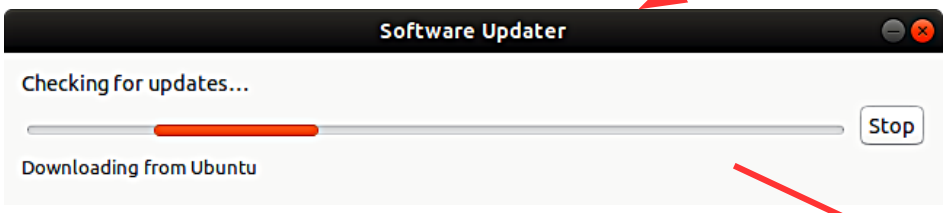



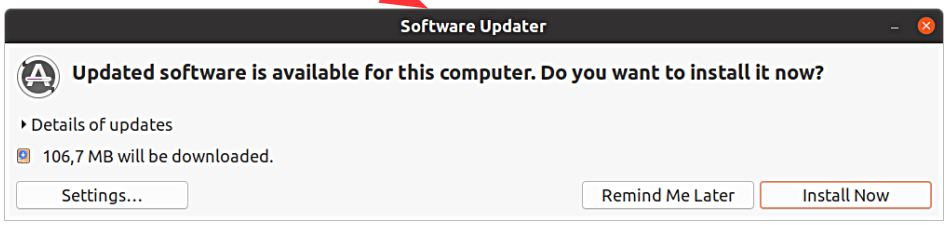
# Introduction to installed Ubuntu apps

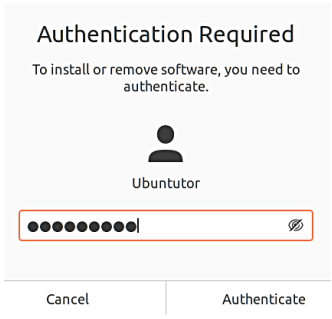
1.Ubuntu suggests updates automatically, but the user can decide on the timing of the upgrade.
For updating, Ubuntu will notify you of the Dock icon.
Click the icon to start the update

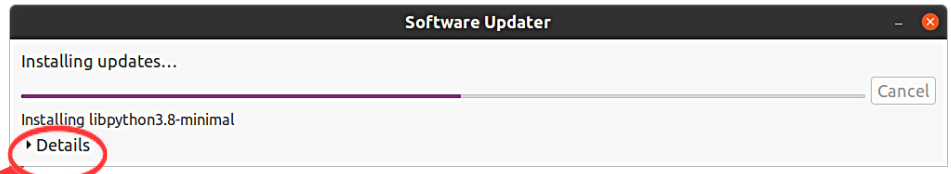

2.You can also start the update query yourself

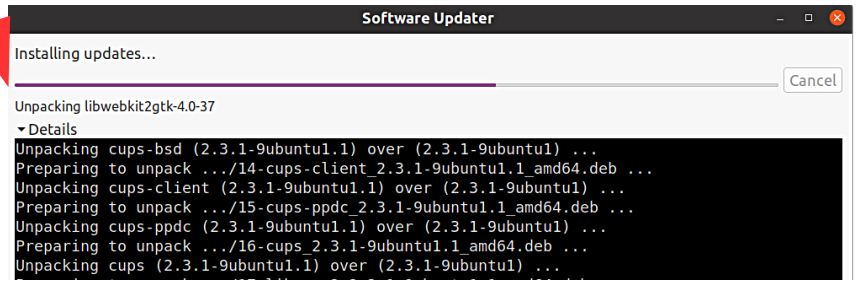



3.Update asks for a password.
This prevents unauthorized updates and software installations!



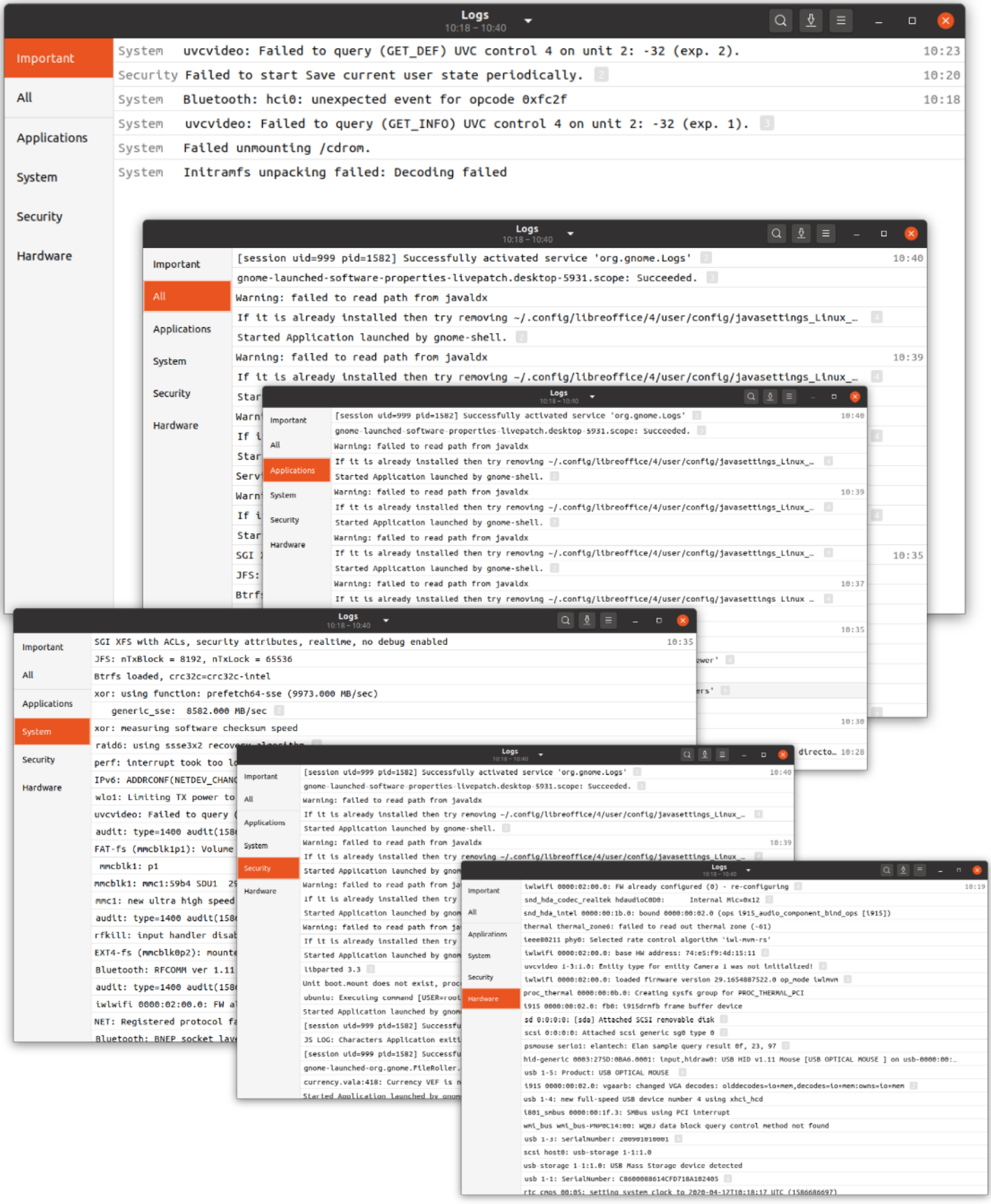




4.In the updates, you should click on Details to see it. It's easier to track the progress of the update

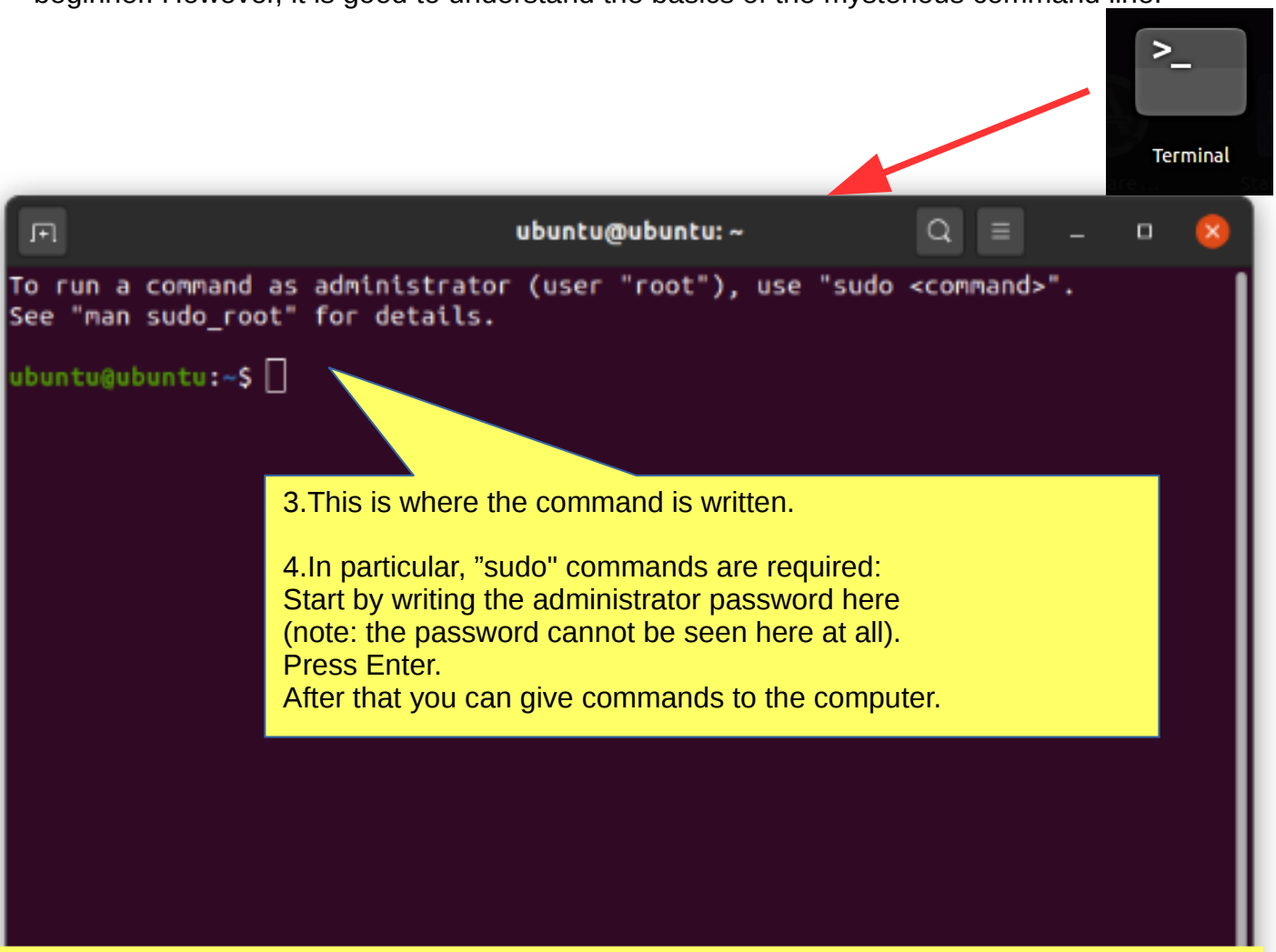
# Introduction to installed Ubuntu apps



# 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.




3.This is where the command is written.

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

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

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

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

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

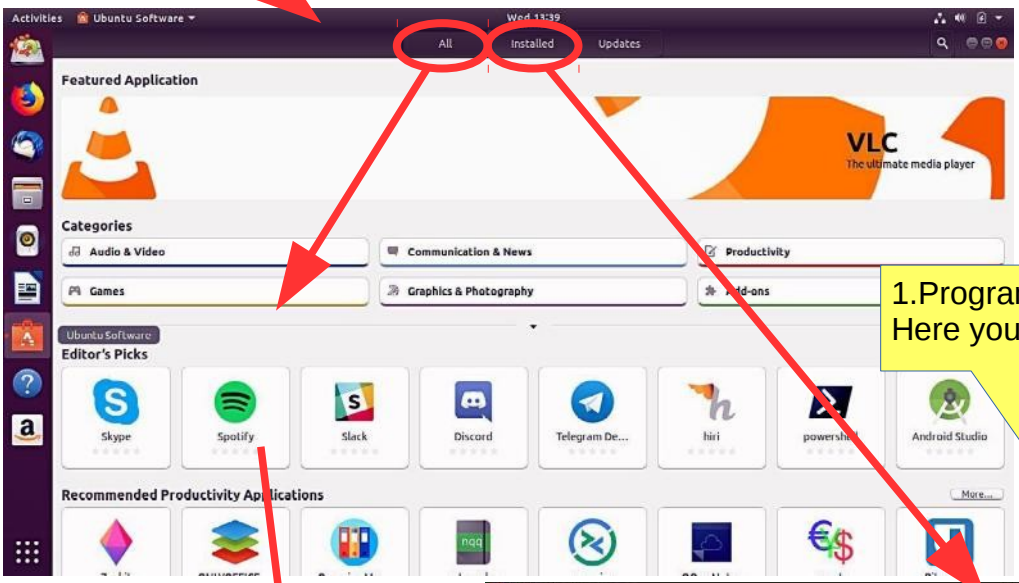
https://techlog360.com/basic-ubuntu-commands-terminal-shortcuts-linux-beginner/

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

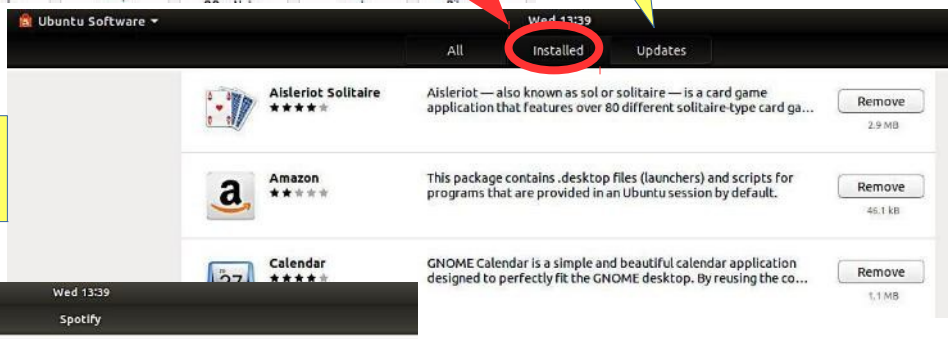
https://www.howtogeek.com/140679/beginner-geek-how-to-start-using-the-linux-terminal/

# Install apps

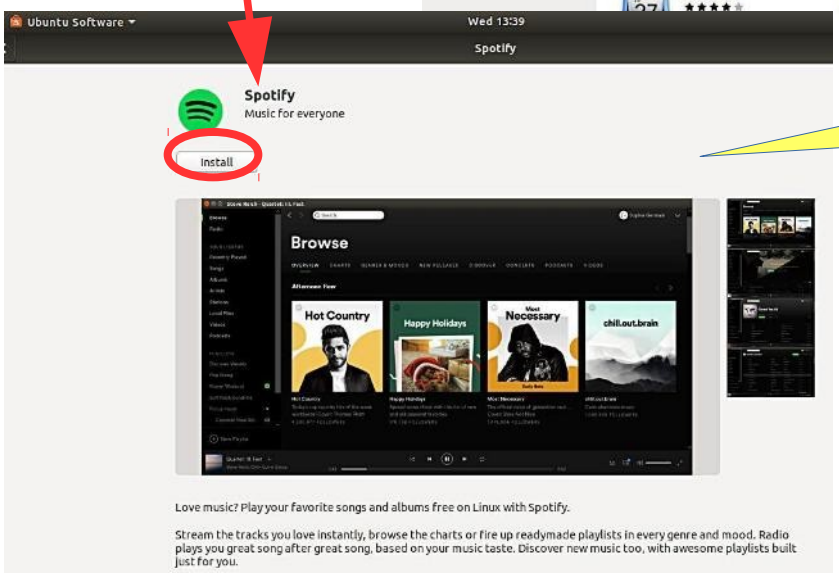
**Look Ubuntu Desktop Guide: Install & remove software**


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.).

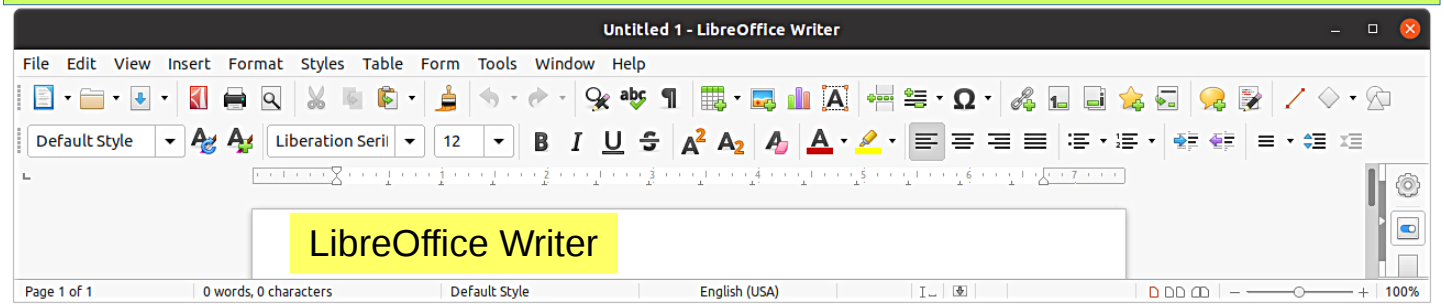
7. When the job seems to work, start the actual use of the app.

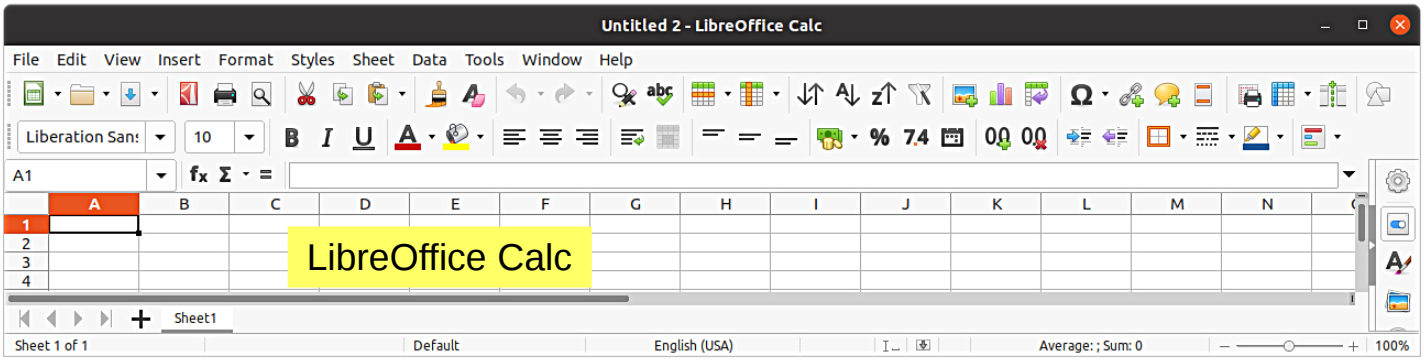
Good luck!

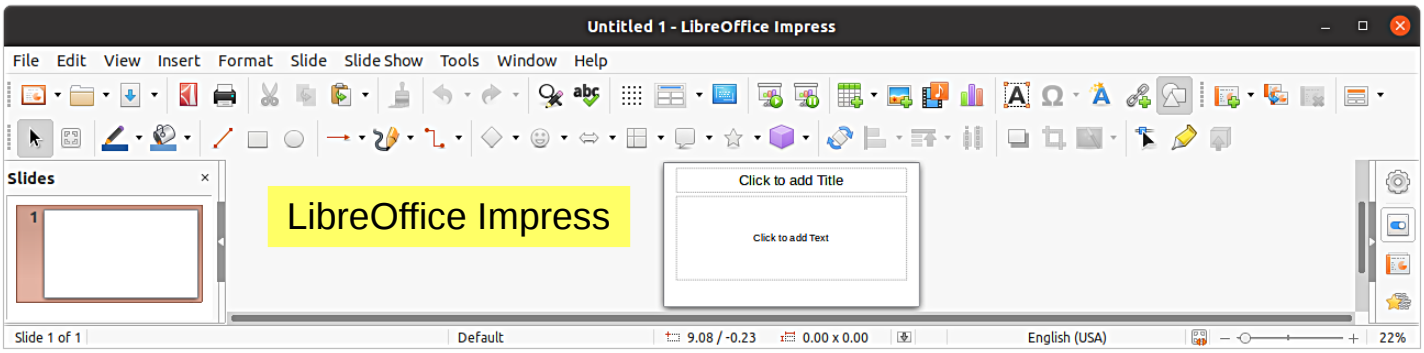
---

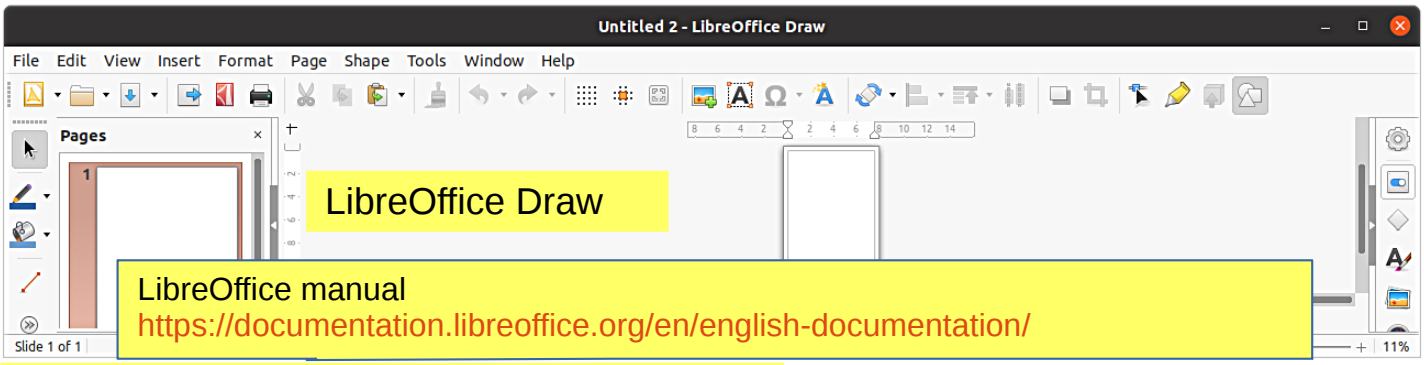
8. If you are unsatisfied with the app, you can easily delete it and look for a better app. In Ubuntu and Linux, this is easy. The apps are packages.

# Introduction to installed Ubuntu apps



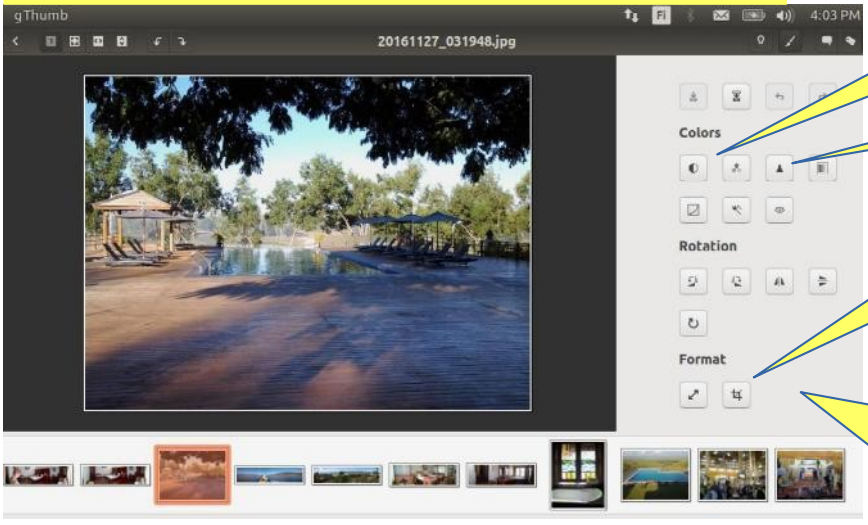




LibreOffice manual
https://documentation.libreoffice.org/en/english-documentation/

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



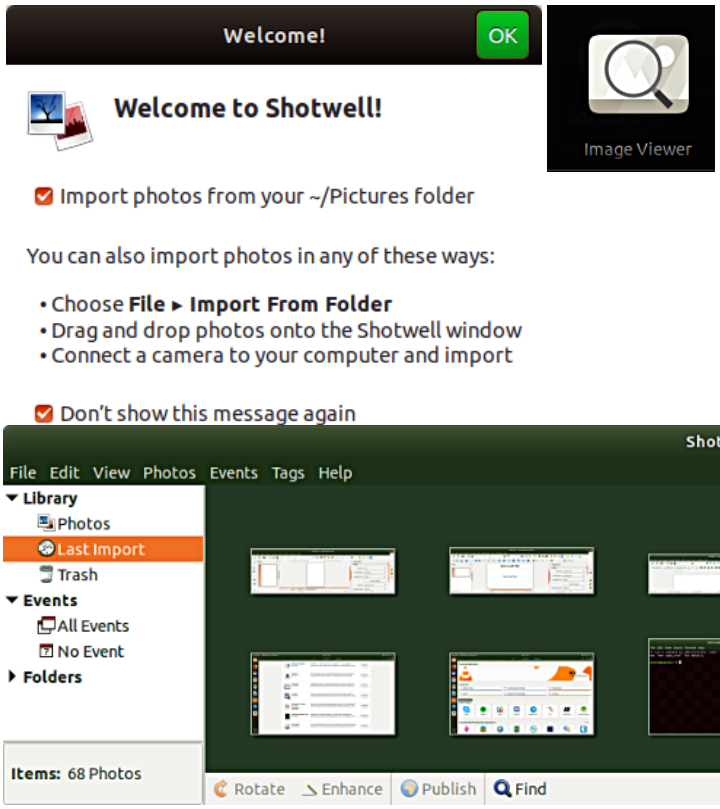

1.Automatic color correction

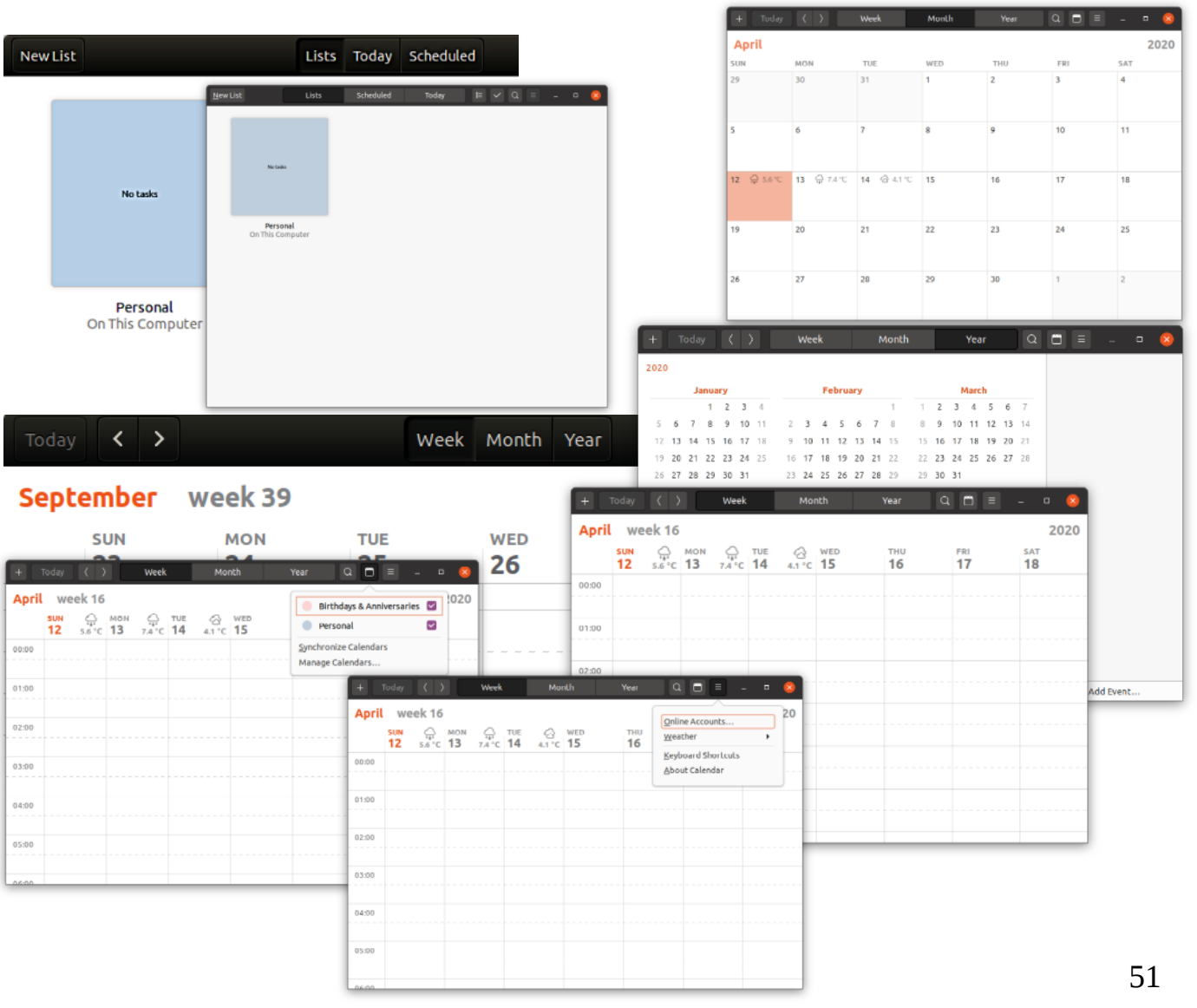
2.Automatic sharpening

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



# Links, nice reading for rainy days

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

Ubuntu forum
https://ubuntuforums.org/

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

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

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

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

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

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

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

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

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

YOUTUBE VIDEOS

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

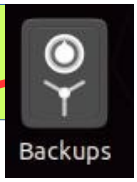
OMG
https://www.omgubuntu.co.uk

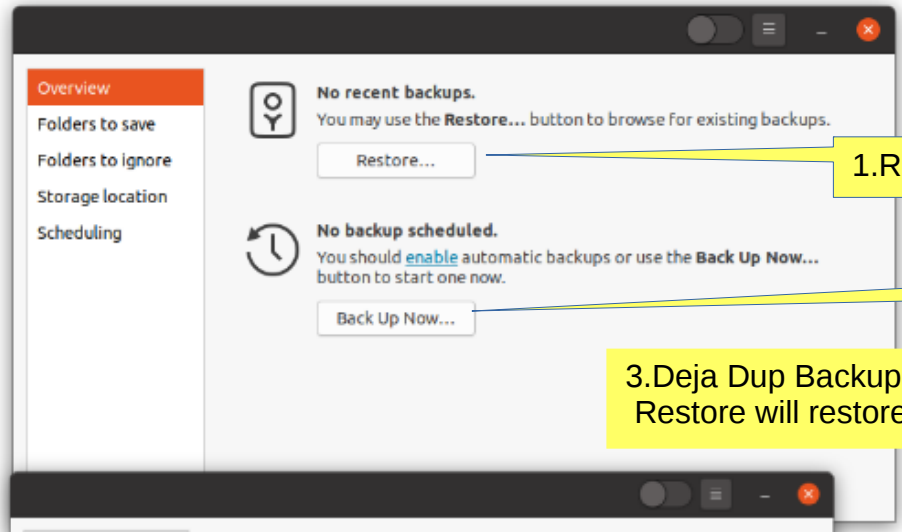
HISTORY

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

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

# Deja Dup Backup 1

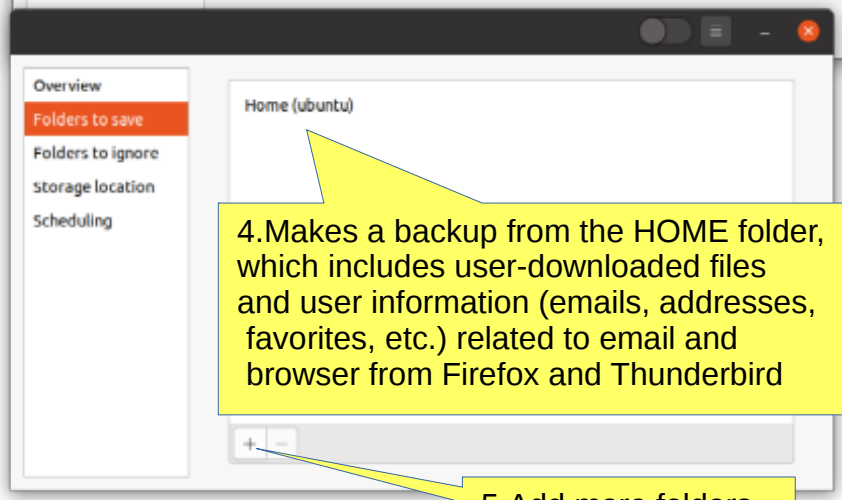



1.Returns the backup to the computer

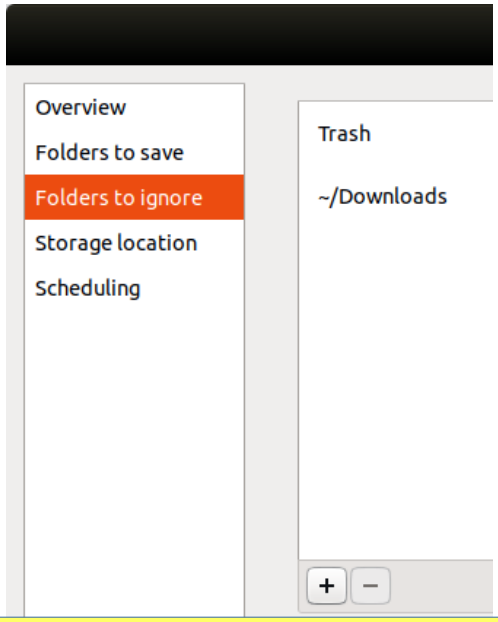
2.Makes a backup

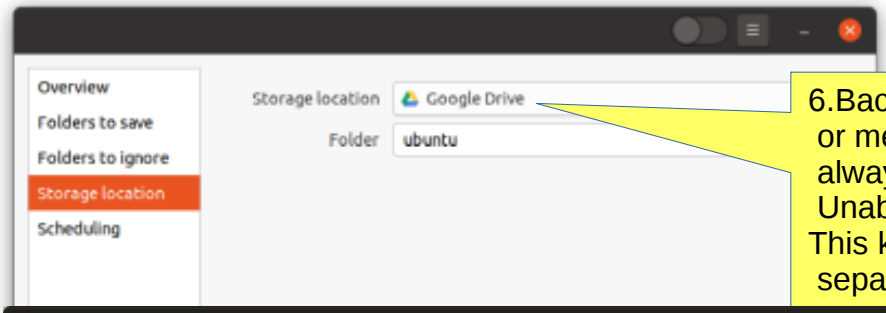
3.Deja Dup Backup. The program ensures all user files. Restore will restore all copied files



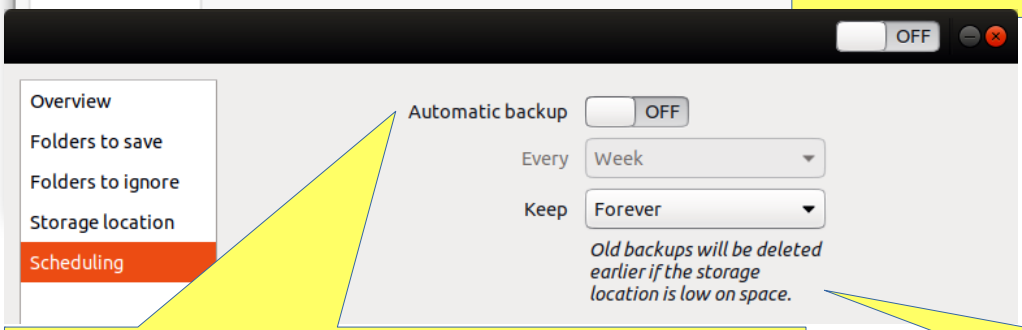

4.Makes a backup from the HOME folder, which includes user-downloaded files and user information (emails, addresses, favorites, etc.) related to email and browser from Firefox and Thunderbird

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.

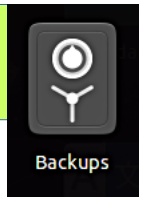



7.Automatic backup reminds you of making a backup. The first backup takes a long time, the next one will go quite fast.

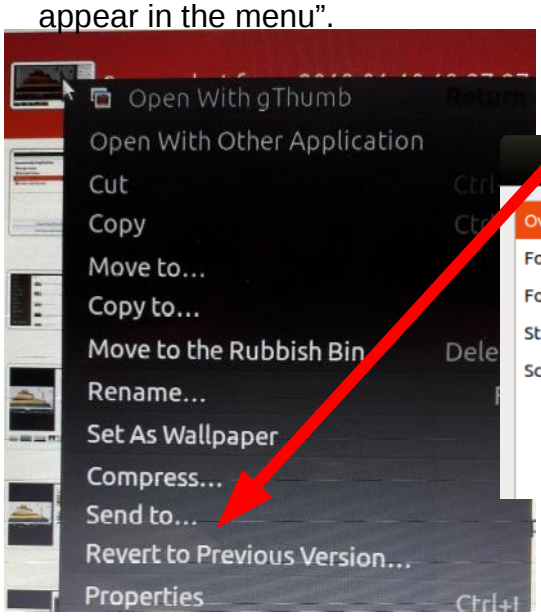
8. A small memory stick is enough for backup!

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

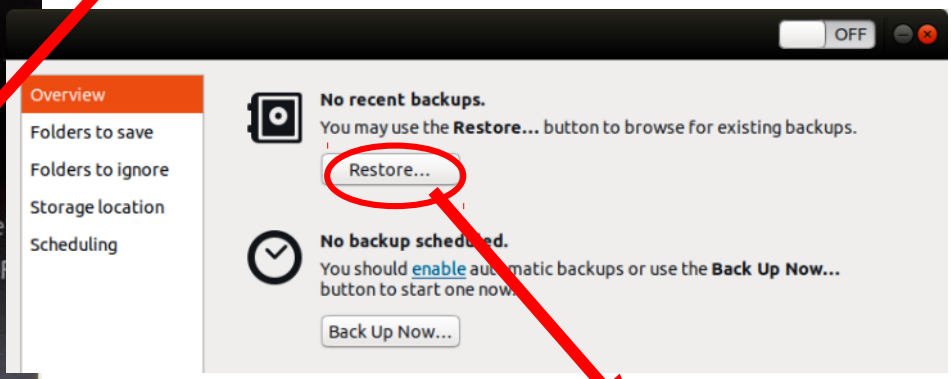
# Deja Dup Backup 2

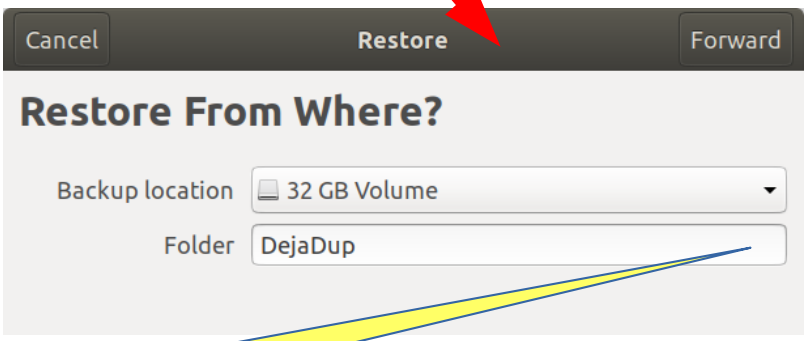



1. DejaDub can restore individual files or folders if they have been backed up by DejaDub.
When you back up your data, "Revert to Previous Version..." will appear in the menu".

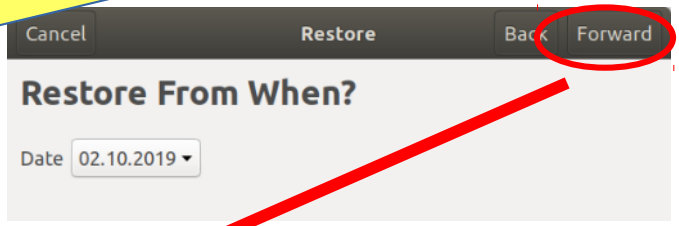


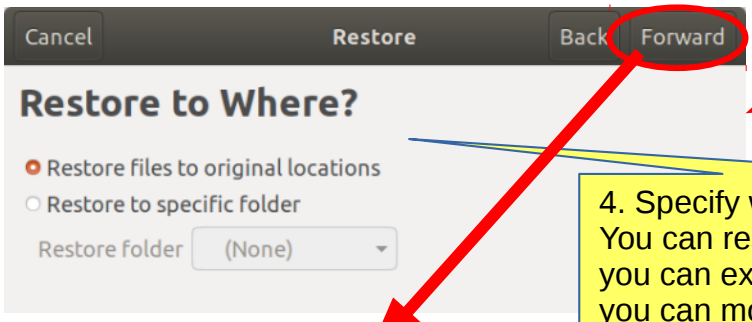

2. If you want to restore the entire backup, click "Restore ..." and then Deja Dup first installs itself.



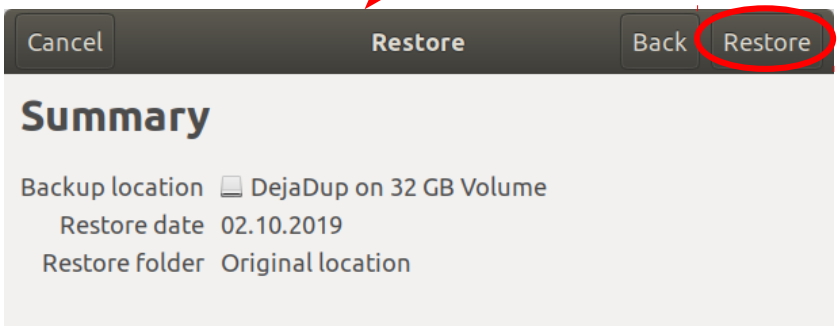




3. Specify where the backup is located.
Note. This is where you may write the path (missing black triangle).




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!

# 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!

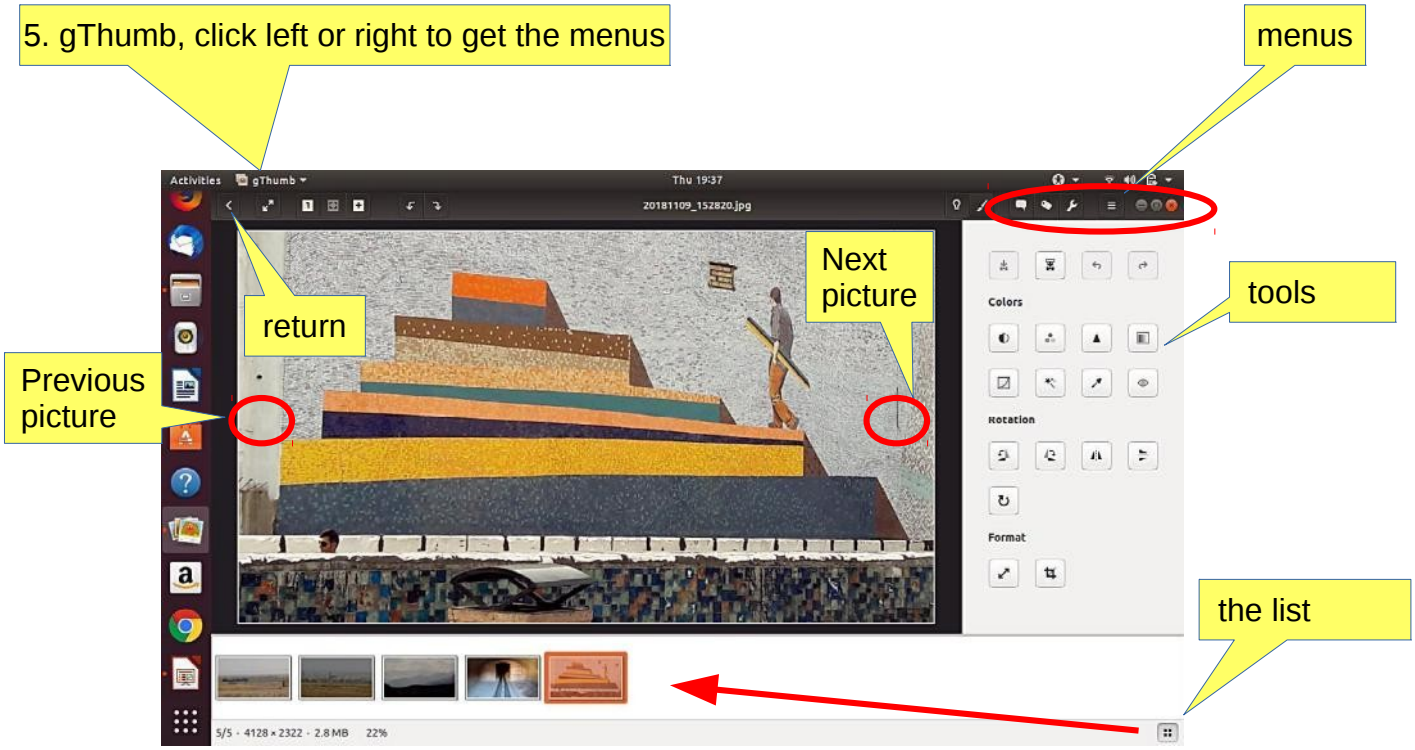
2. After the trip.
Processing and assembling images.
Two phones with the same type =>
Can have the same names with files! =>
Rename images on another phone.

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

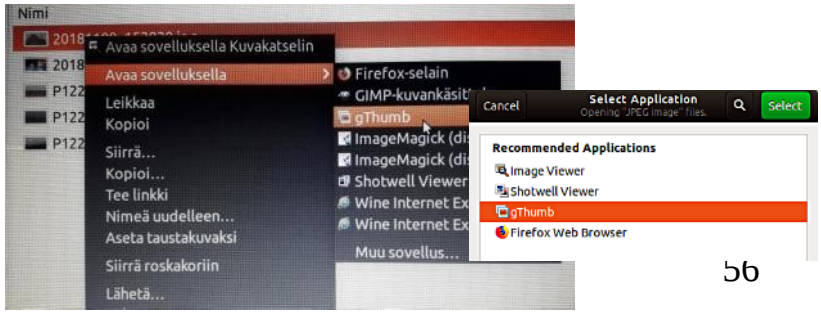
4. Install the gThumb.
It is a handy little program that can do important things.

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




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

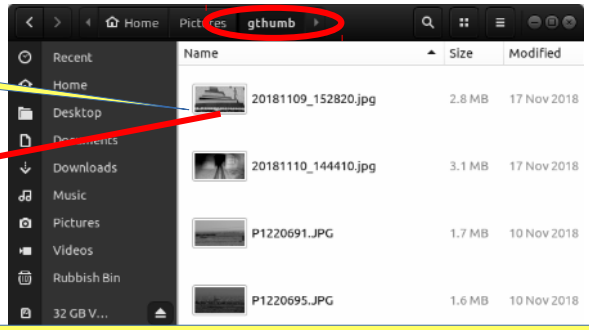
7. Click on the file on the left
Open with app
Select gThumb

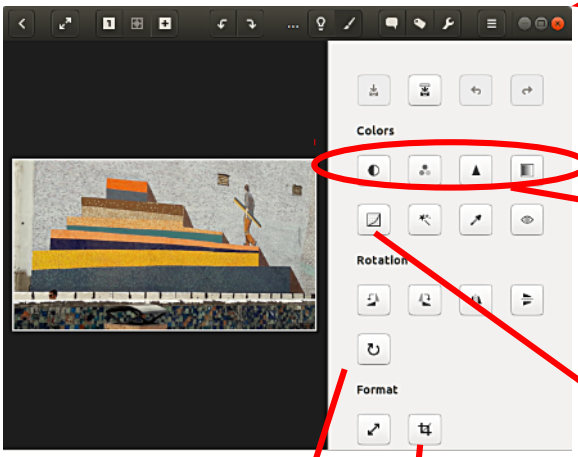


# gThumb image editor - Editing images 1.2

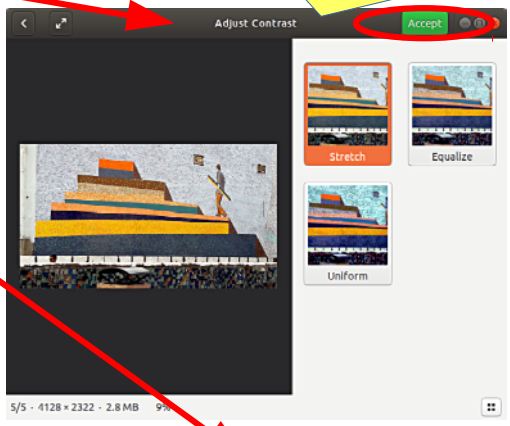
1. gThumb
First picture

2.Images to be processed

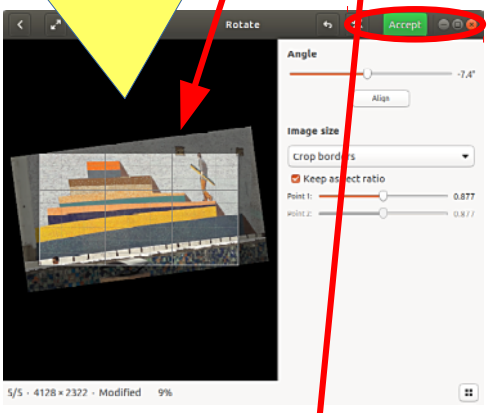


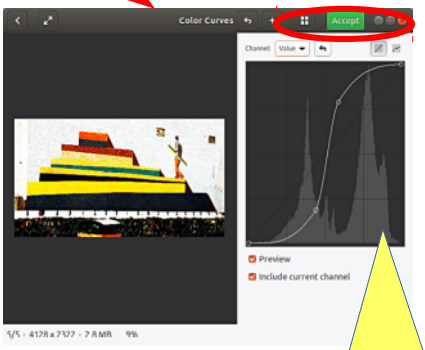




3. Adjust the contrast, colors, and sharpness. Accept



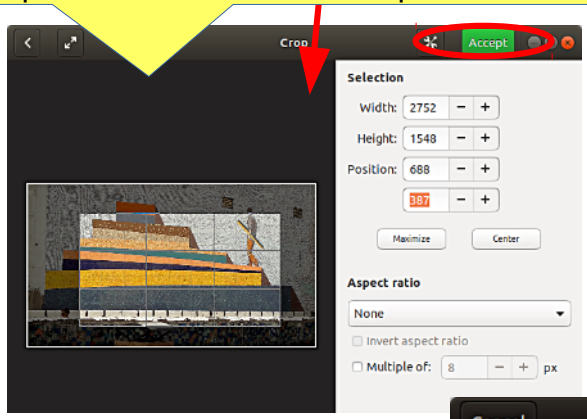

4. If necessary, straighten the image
Use the +or- buttons to adjust the slope

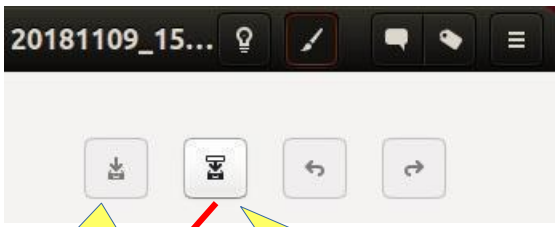



6. Try moving the curve

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

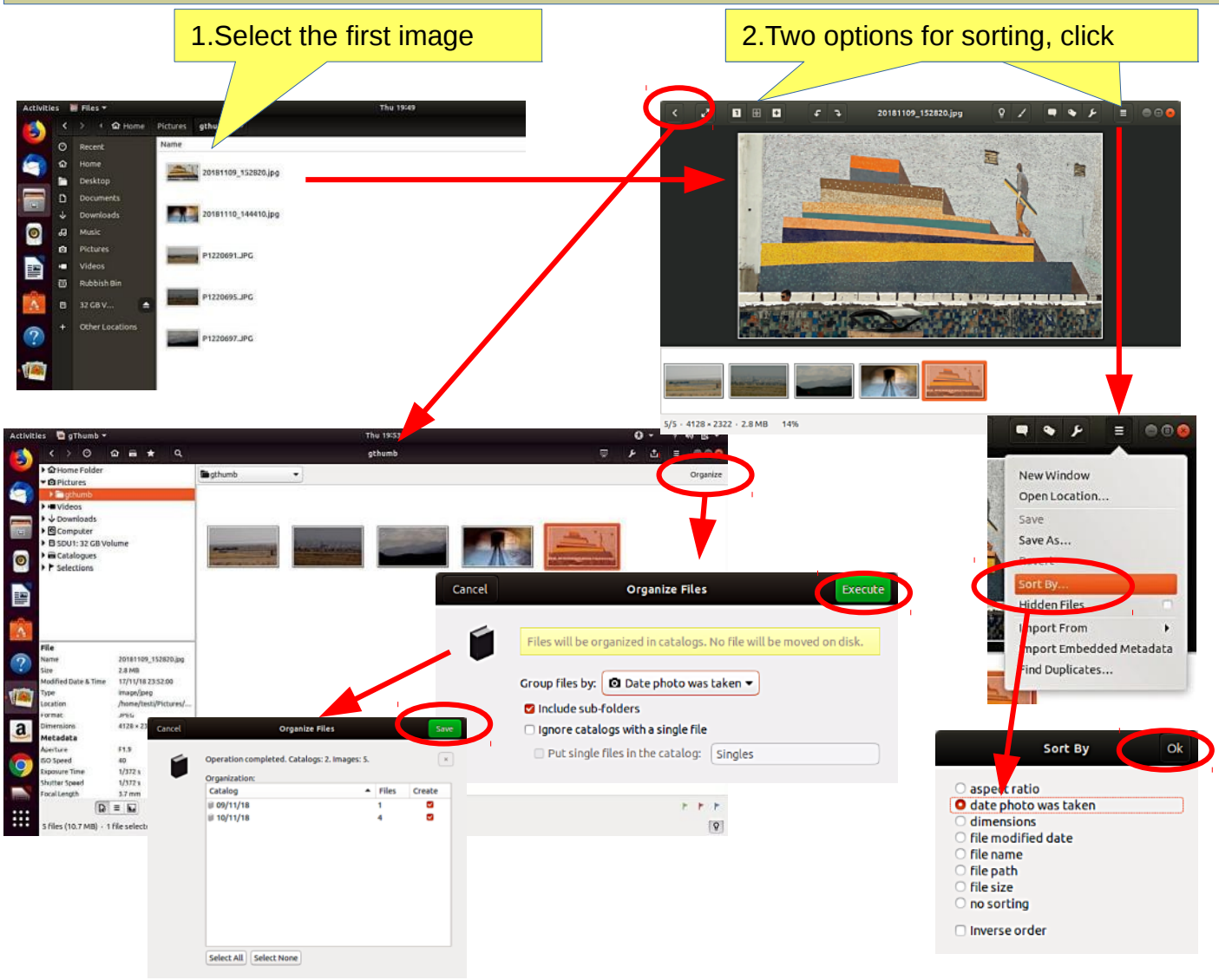


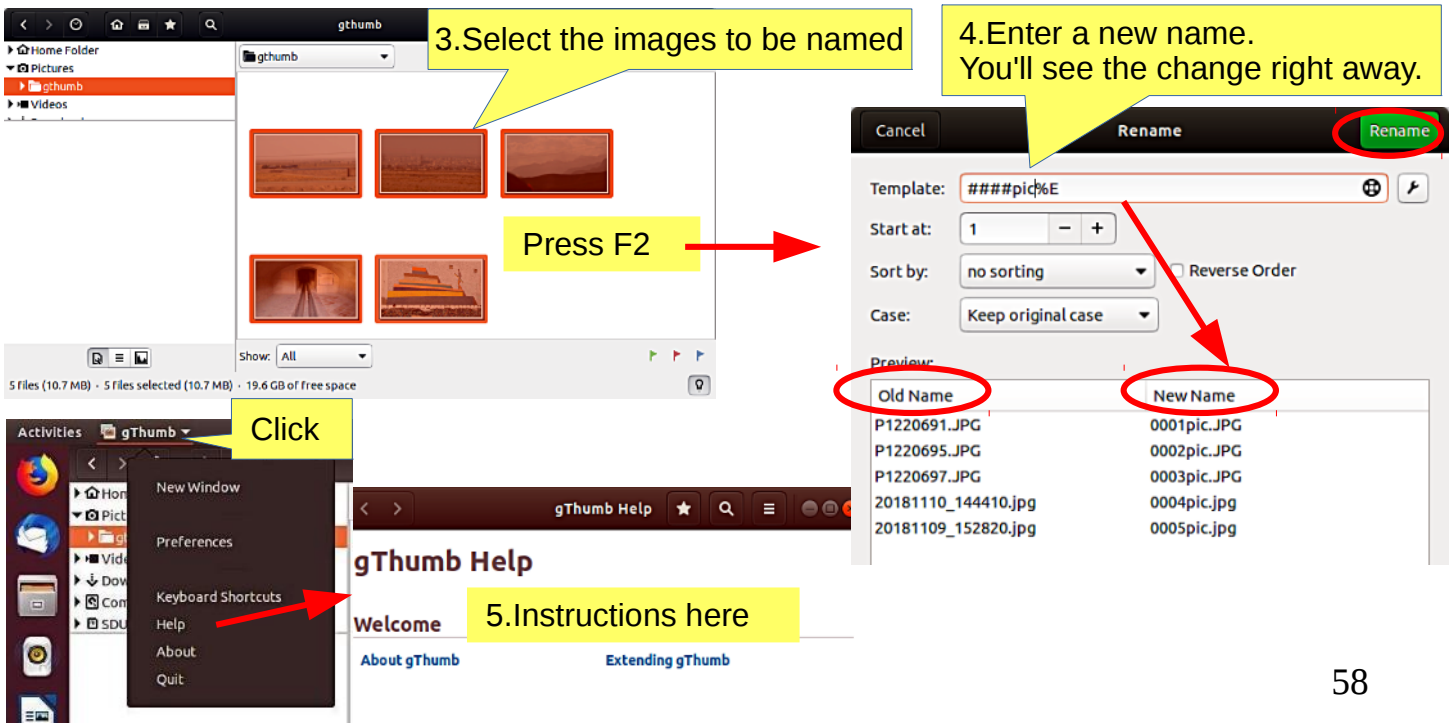

7.Save to the original

8.Save as new and
adjust the packaging

# gThumb image editing software - sorting images 1.3

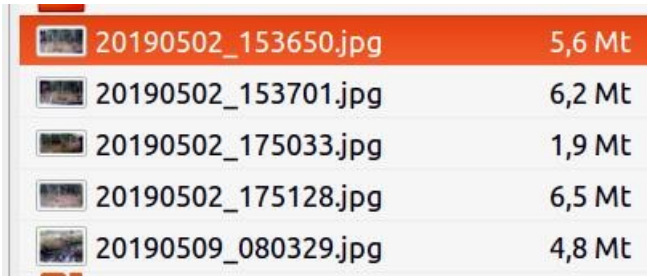



# gThumb image editing software - naming images



# gThumb - Reduce the size of the images



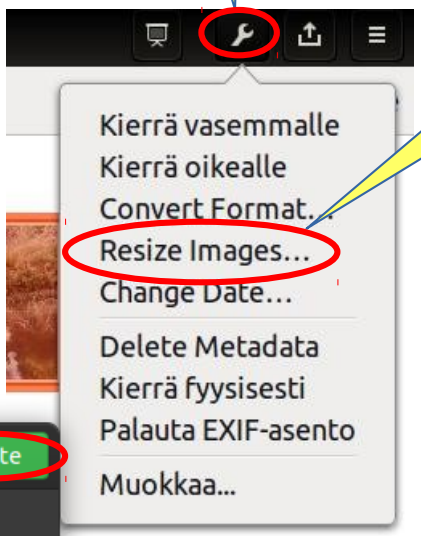



1. Pictures before reduction

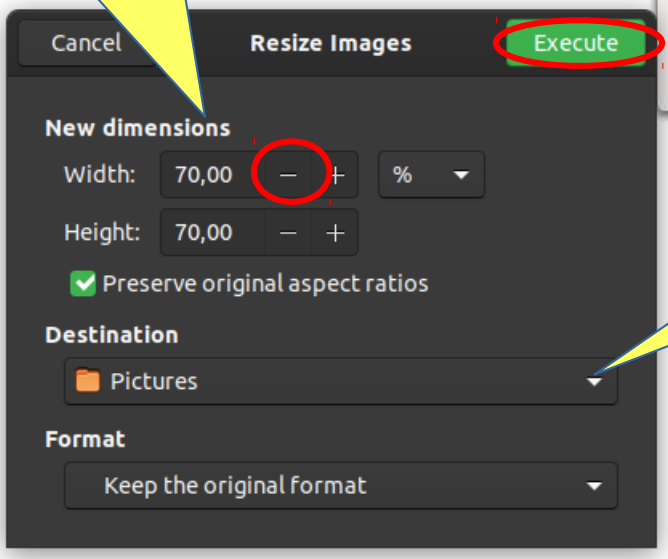

2. Open gThumb and highlight the files you want

3. Select tools

4. Select Resize Images…

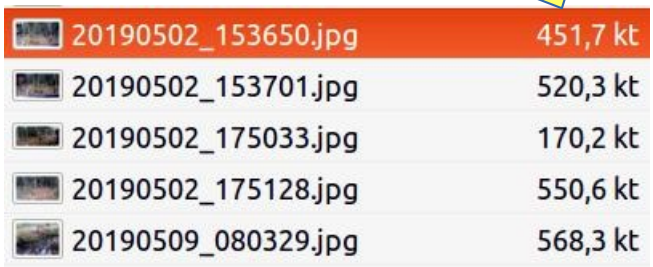



5. Decrease size with - First try 70%




6. Select a new storage location and "Execute"

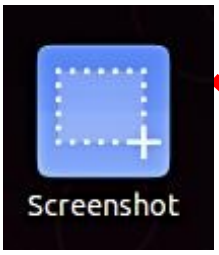
7. New file size. Compare the quality of the images with the originals.

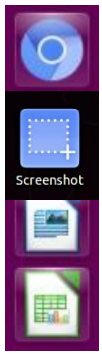


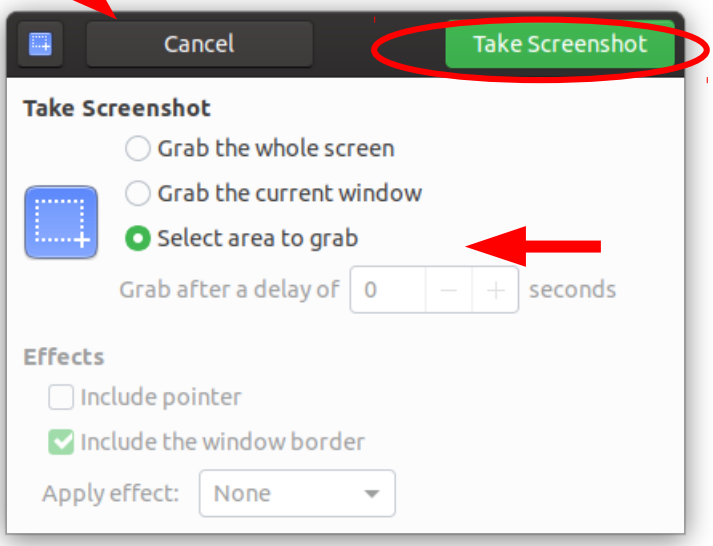
# Self-defined Screenshot area 2.1

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

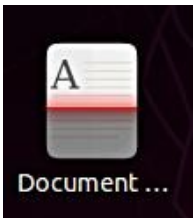
1.You can define the area you want to copy! Convenient feature!
Bring the icon to the bar!




## Image Scanning

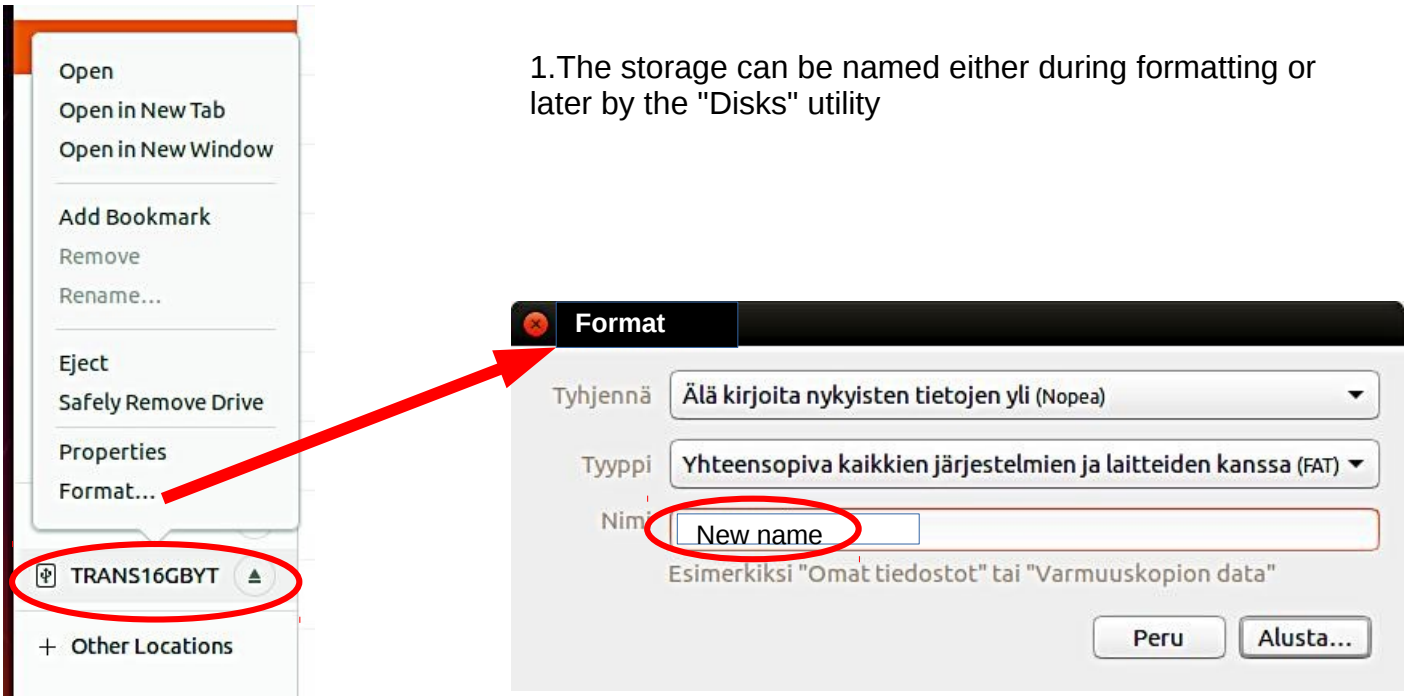

2. If you have a scanner,
you will find a preinstalled program.

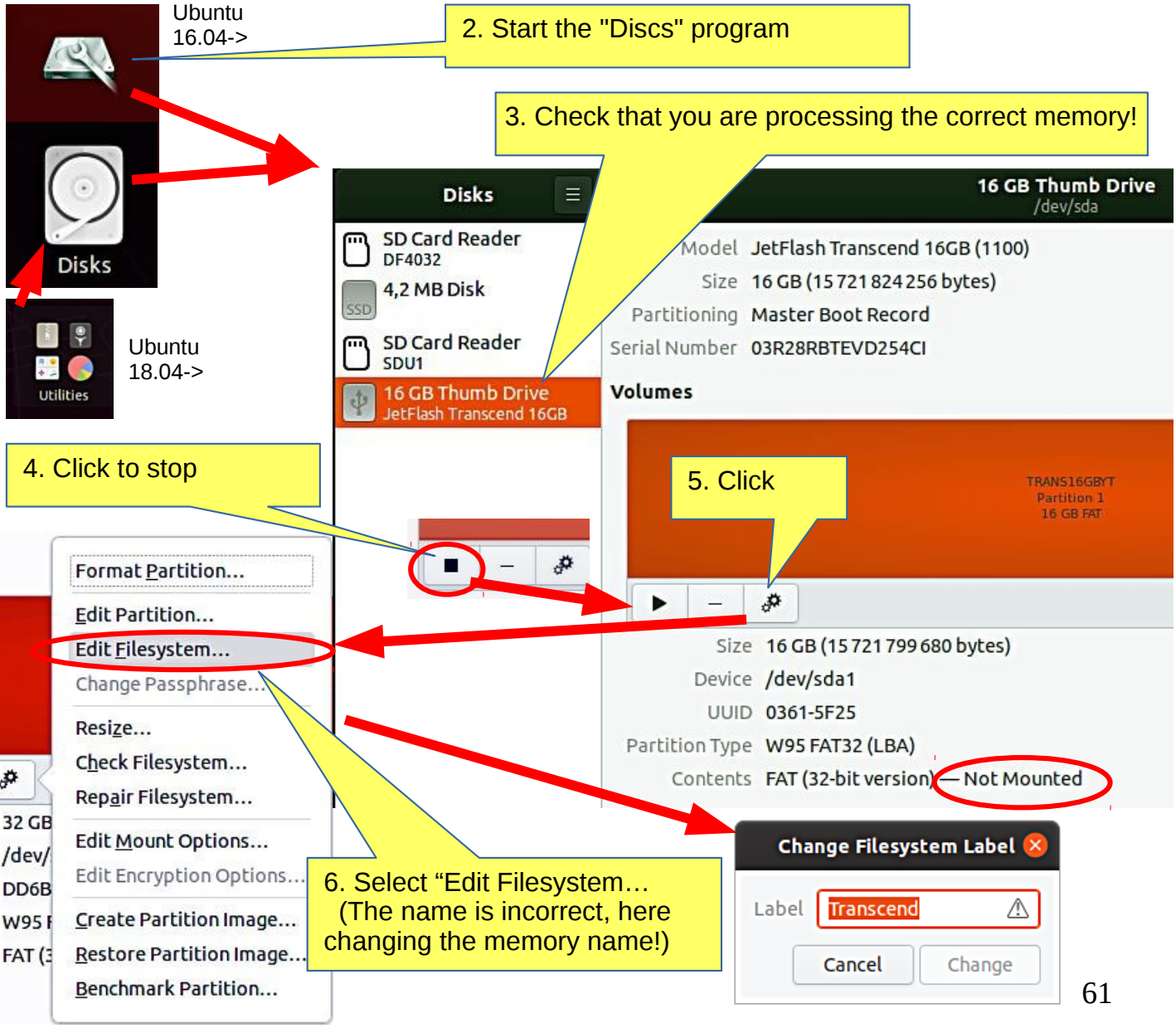
Icons in different versions of Ubuntu

# Renaming storage media (USB / Card)



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



# Ubuntu installation 4.1

| | |
|---|---|
| 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!<br>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!<br>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.<br>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/

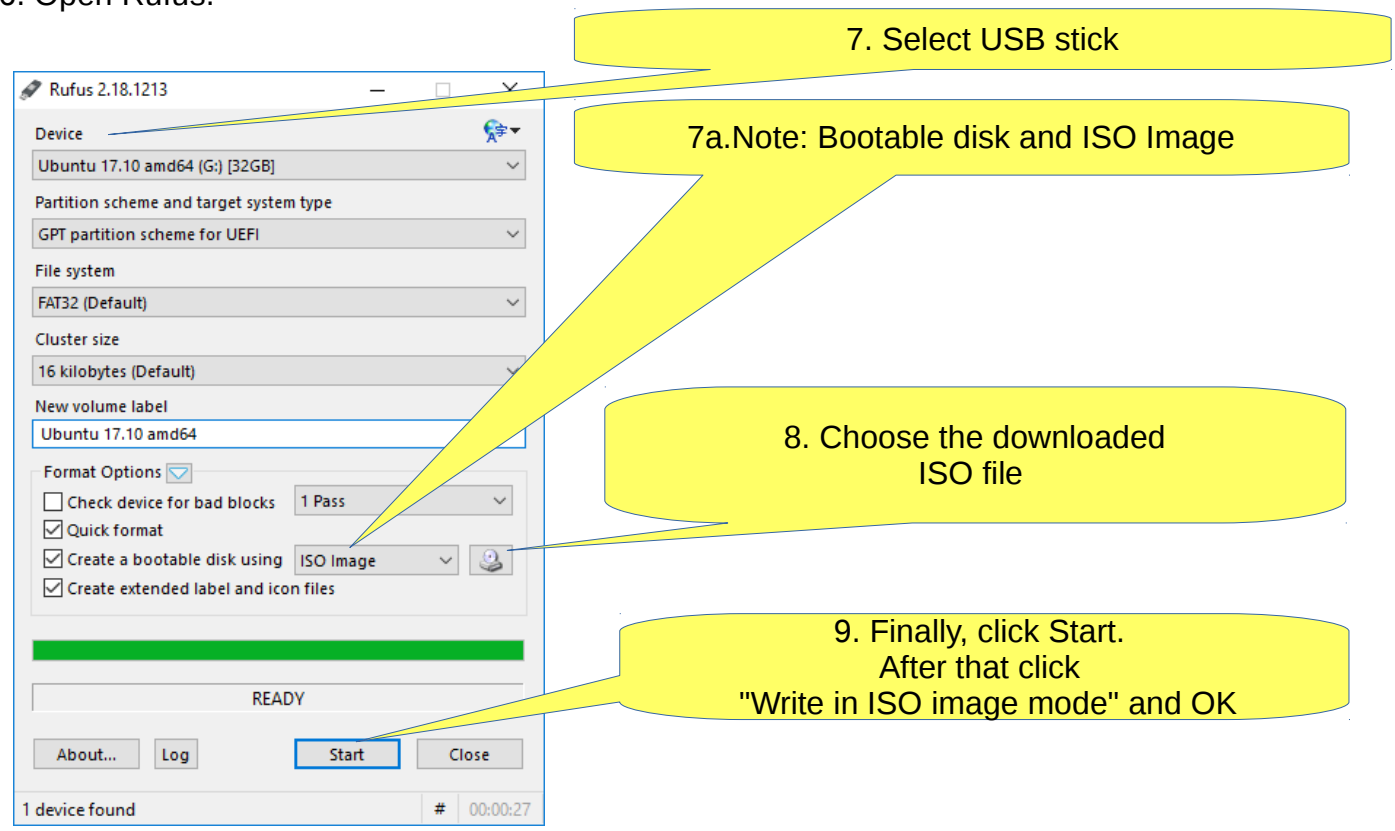
# Create a bootable Ubuntu USB stick

4.2

Windows computer.

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.




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 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

# Create a bootable USB stick on Ubuntu

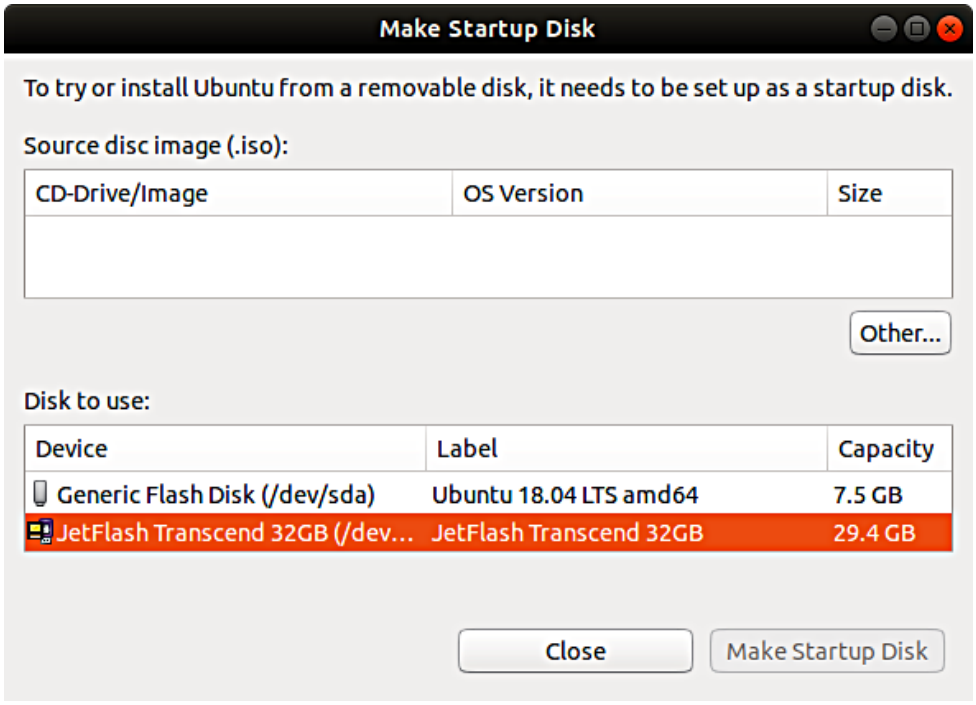
Ubuntu computer.

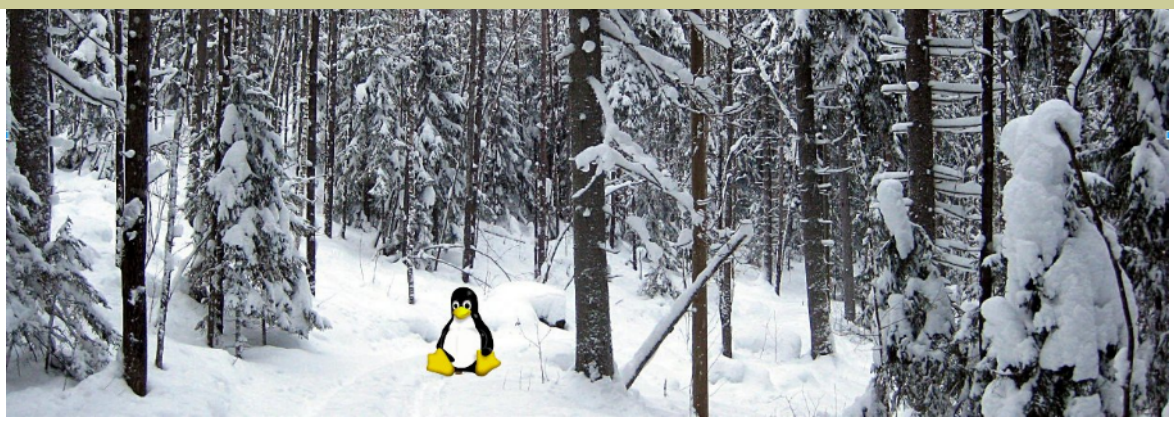


0. Instructions can be found here https://en.wikipedia.org/wiki/Ubuntu#Installation
1. Go to http://releases.ubuntu.com/20.04/
( Create a bootable USB stick on Ubuntu )
2. Select "Desktop image".
3. When downloading a program, you get an ISO file for your computer.
4. Launch the Startup Disk Creator from the Application Range.
5. Insert a blank min 2 GT-usb stick into the computer.
6. Specify a .iso file.
7. Select USB stick.
8. Finally, select "Create Startup Disk".
9. The computer creates a startup disk.
10. Now, there should be a bootable Ubuntu USB stick ready.
11. Shut down the computer.
12. Do you know how to start your machine so that your machine open the bios?

When you succeed here, you will see a menu (make sure you do not mess with the bios settings) from where to select the USB stick as the startup device and start the micro.

13. After that, Ubuntu should start up (it happens slowly because all the information is downloaded from a USB stick.
14. Choose "Try Uninstalling Ubuntu" in the menu.



# Ubuntu 20.04 & 18.04 guide (pdf) for beginner

www.ubuntutor.com

**English 18.04 updated20201029**
Ubuntu guide 16.04
Ubuntu guide 18.04
Ubuntu guide 20.04
Some Linux distos

Guide 16.04 text file for Google Translator
Guide 18.04 text file for Google Translator
Guide 20.04 text file for Google Translator

**Suomeksi 20.04 uusittu 20200722**
Ubuntu ohjevihko 16.04
Ubuntu ohjevihko 18.04
Ubuntu ohjevihko 20.04

Visitors ubuntutor.com in October 2020 ;-)

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