GNOME graphical user interface
UBUNTU distribution
DEBIAN operating system

LINUX

UBUNTU GUIDE

18.04 LTS

Ver. 20200801

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. After installation, the free memory space was about 6 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. After installation, the free memory space was about 25 GB.

Ubuntu is free and is great for home use.
With this guide, I introduce the features of Ubuntu's Graphical Operating System (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 programs:
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.
Intro from PC Magazin Ubuntu 18.04

Best regards, Hannu

Feedback: comment@ubuntutor.com I look forward to your comments and suggestions for improvement ;-)

This guide book you find from www.ubuntutor.com

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

The programs 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 programs are also often needed.

Although Linux has many different operating systems, the above mentioned programs can be found in all these systems and look the same. In this sense, the home user can choose any 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 utilities 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 programs 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 directory / folder structures. 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 18.04 LTS has been released in April 2018 and will be supported until 2023.

Hint. If you have an old computer with Windows XP or Vista, you can install Ubuntu Mate.
Ubuntu Mate is exellent with an old PC like XP or Vista.
You can work with XP or with Ubuntu Mate, and Mate can use files from the XP area.
Very useful! And you can use this guide with Mate too!

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

Ubuntu instructions

Activities

Ubuntu Desktop Guide

Getting Started with GNOME
New to GNOME? Learn how to get around.

Introduction to GNOME
A visual introduction to your desktop, the top bar, and the Activities overview.

Log out, power off or switch users
Learn how to leave your user account, by logging out, switching users, and so on.

Start applications
Launch apps from the Activities overview.

Your desktop
Calendar, notifications, keyboard shortcuts, windows and workspaces…

Networking, web & email
Wireless, wired, connection problems, web browsing, email accounts…

Sound, video & pictures
Digital cameras, iPods, editing photos, playing videos…

Files, folders & search
Searching, delete files, backups, removable drives…

Install & remove software
Install applications, remove applications, add repositories…

User & system settings
Keyboard, mouse, display, languages, user accounts…

Hardware & drivers
Hardware problems, printers, power

Universal access
Seeing, hearing, mobility, braille, screen

Tips & tricks
Special characters, middle click

Ubuntu Desktop Guide

Dock!

1.More information on the web
https://ubuntuforums.org/forum.php

ubuntu forums
Login with SSO   FAQ
Forum   Activity Page   Please read before SSO login
Quick Links ▾   Forum Community ▾   Ubuntu Community ▾   Other Support ▾   Social Media ▾   Useful Links ▾
Advanced Search

🏠 Forum
Ubuntu Forums
Welcome!

The Ubuntu Forum Community
Ubuntu Official Flavours Support
Choose the most appropriate category for your questions regarding Ubuntu, Kubuntu, Xubuntu, Edubuntu, Lubuntu, UbuntuGnome, Ubuntu Studio, Mythbuntu, Ubuntu Mate, Ubuntu Budgie and Ubuntu Kylin.

2.Forums
Here you can ask if you have problems. You get the answers very quickly.
Useful and quick help!

ubuntu forums
Forum   Activity Page   Please read before SSO login
Activity Stream | Today's Posts | New Posts | Quick Links ▾
Advanced Search

🏠 Search ⧫ New Posts
Search:
Type: Posts; New Posts
▾ Page 1 of 10 **1** 2 3 4 ▶

Search:
Search took 0.06 seconds.

✉ 📄 **Updating VirtualBox from a .deb file**
Started by waltd, 9 Hours Ago 03:41 AM
Replies: 3 Views: 0
Last Post: 5 Minutes A... by SeijiSensei ▶
Forum: New to Ubuntu

✉ 📄 **[all variants] upgrade notebook with ssd**
Started by marchello_lippi2, 2 Hours Ago 10:57 AM
interface, notebook, ssd
Replies: 3 Views: 0
Last Post: 5 Minutes A... by Autodave ▶
Forum: Hardware

✉ 📄 **Best OS for a Chromebook?**
Started by corvairbob, 1 Day Ago 12:30 AM
...5
Last Post: 13 Minutes... by corvairbob ▶
Forum: New to Ubuntu

...14 Minutes
Forum: Installation & Upgrades

3.Here are various instructions.

4.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.

Hakemisto ▾	
Title page	1
Contents	3
Prologue	5
Installation	9
The Ubunt…	19
Working w…	37
Hardware	79
Software …	87
Advanced …	97
Troublesh…	111
Learning M…	117
License	123
Glossary	131
Credits	135
Index	137
Colophon	139

Getting Started with Ubuntu 16.04

5.Ubuntu's excellent discussion forum.
If you have a problem, look here.
Be brave, and ask.
This forum is very good.
https://ubuntuforums.org/

ubuntu forums
Login with SSO   FAQ
Forum   Activity Page   Please read before SSO login
Quick Links ▾   Forum Community ▾   Ubuntu Community ▾   Other Support ▾   Social Media ▾   Useful Links ▾
Advanced Search

🏠 Forum
Ubuntu Forums
Welcome!

The Ubuntu Forum Community
Ubuntu Official Flavours Support
Choose the most appropriate category for your questions regarding Ubuntu, Kubuntu, Xubuntu, Edubuntu, Lubuntu, UbuntuGnome, Ubuntu Studio, Mythbuntu, Ubuntu Mate, Ubuntu Budgie and Ubuntu Kylin.

🔴 New to Ubuntu   🔴 General Help
🔴 Installation & Upgrades   🔴 Hardware
🔴 Desktop Environments   🔴 Networking & Wireless
🔴 Multimedia Software

Last Post - Updating VirtualBox from a... ▶ by SeijiSensei   2 Minutes Ago

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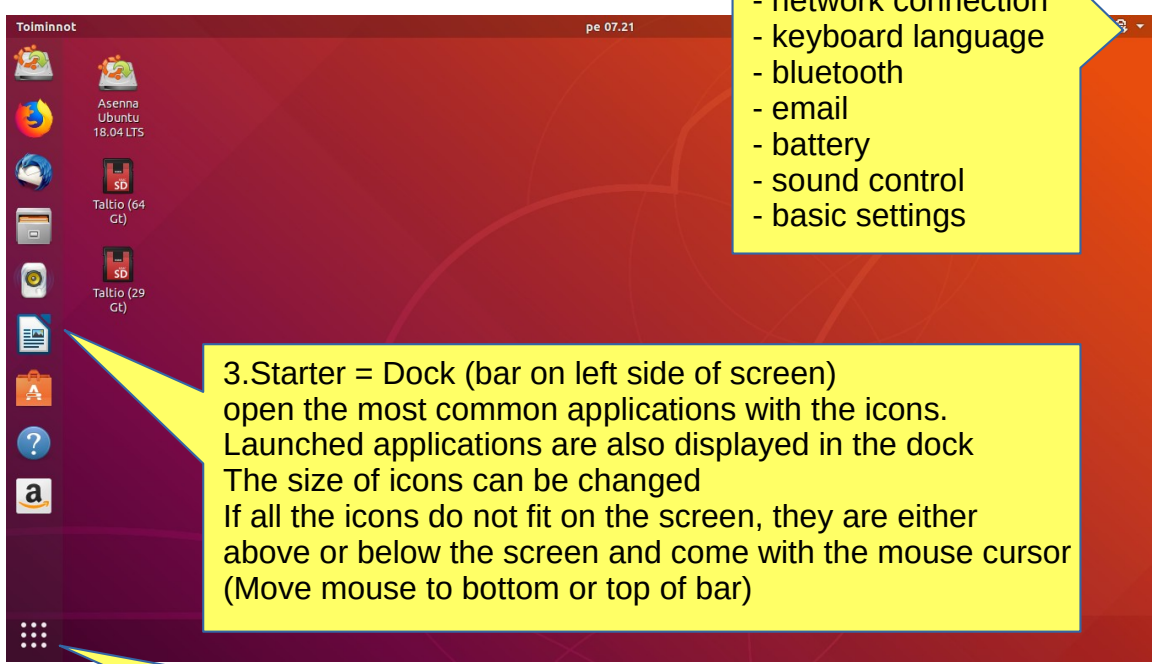
5

Ubuntu 16.4 → 18.4 differences

Ubuntu 16.04 LTS
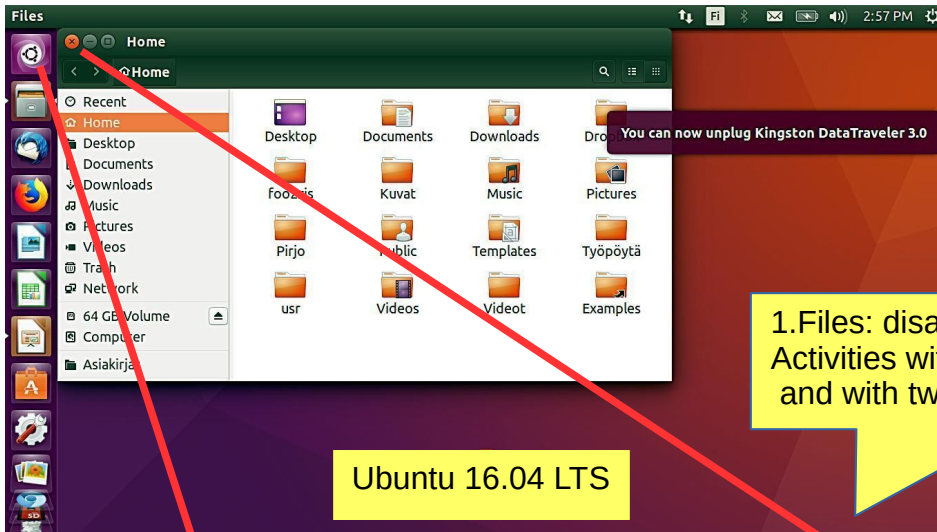
Ubuntu 18.04 LTS

Dock!

1.Files: disabled top menus!
Activities with the touch pad, the buttons
and with two finger clicks!
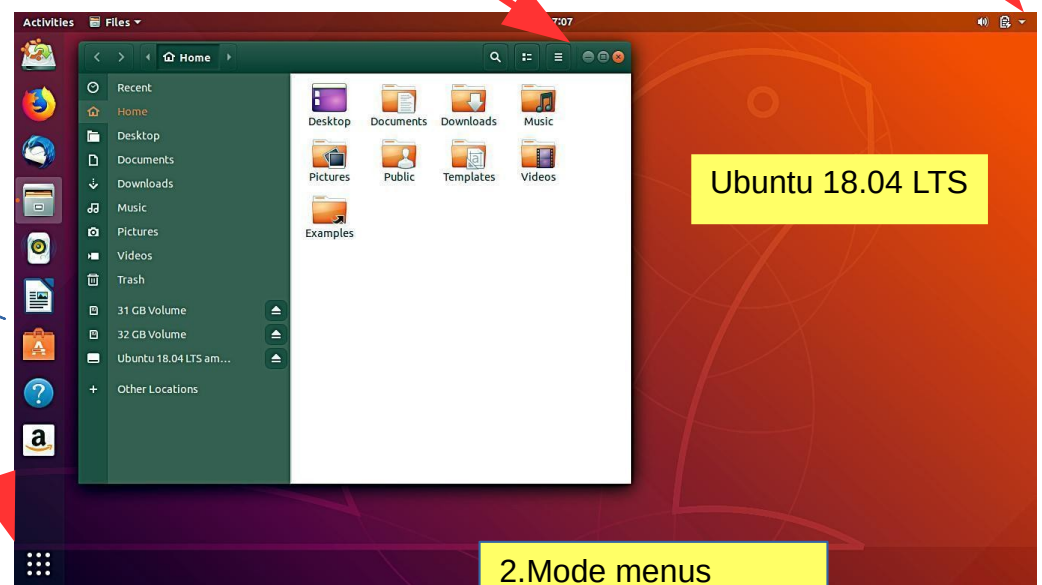
2.Mode menus
- network connection
- keyboard language
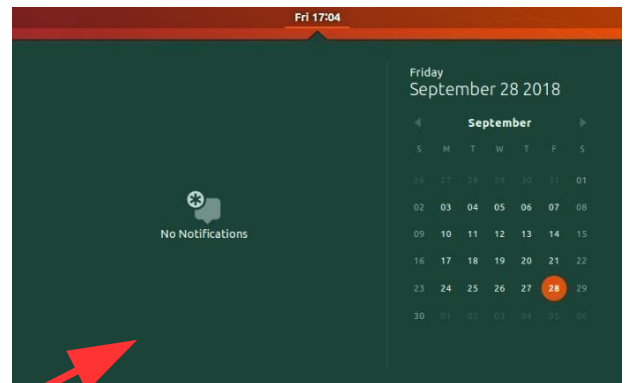- bluetooth
- email
- battery
- sound control
- basic settings

3.Starter = Dock (bar on left side of screen)
open the most common applications with the icons.
Launched applications are also displayed in the dock
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 and come with the mouse cursor
(Move mouse to bottom or top of bar)

4.All applications can be found here and some of the basic settings

6

Presentation of Ubuntu Desktop

Look Ubuntu Desktop Guide: Visual overview of GNOME

1.Click Activities!

Click!
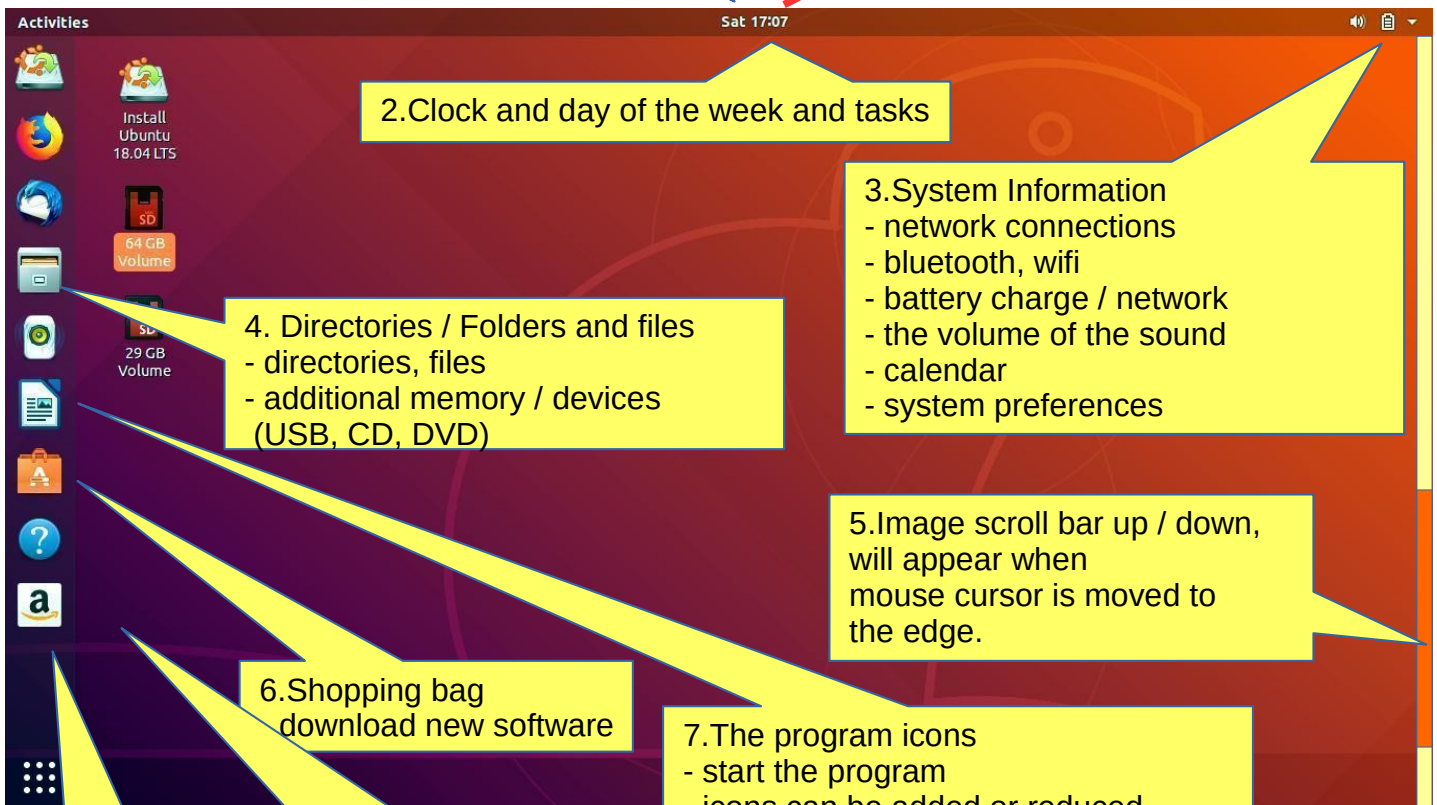
2.Clock and day of the week and tasks

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

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

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

6.Shopping bag
  download new software

7.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
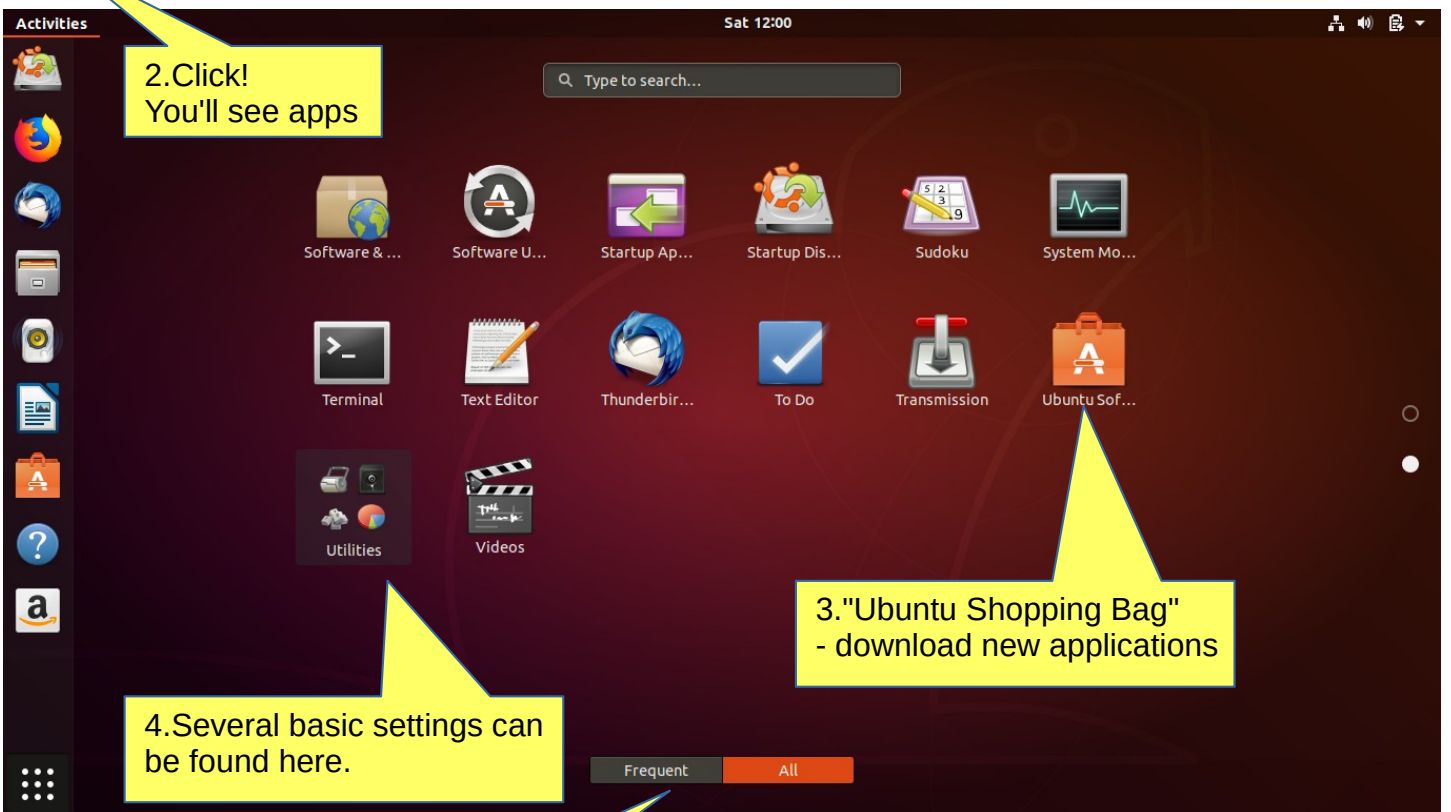
8.Dock
Selecting and starting programs.

9.The dock (bar on left side of screen)
shows your most common applications with icons.
All applications can be found using the Unity icon.

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).

10.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!
You'll see apps

3."Ubuntu Shopping Bag"
- download new applications

4.Several basic settings can be found here.

5.Note two different options

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

If the computer processor works hard, the screen may be darkening for a while.
When the workload gets easier, the screen brightens again.

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

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

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

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

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

Structure of the File System

The index 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" directory and in its subdirectories, 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)
Hidden files are displayed in the menu (**Show - Show hidden files**)

Clicking this symbol will connect a separate memory (eg USB, SD card)
off the computer. Wait until a message appears on the screen to remove the memory!
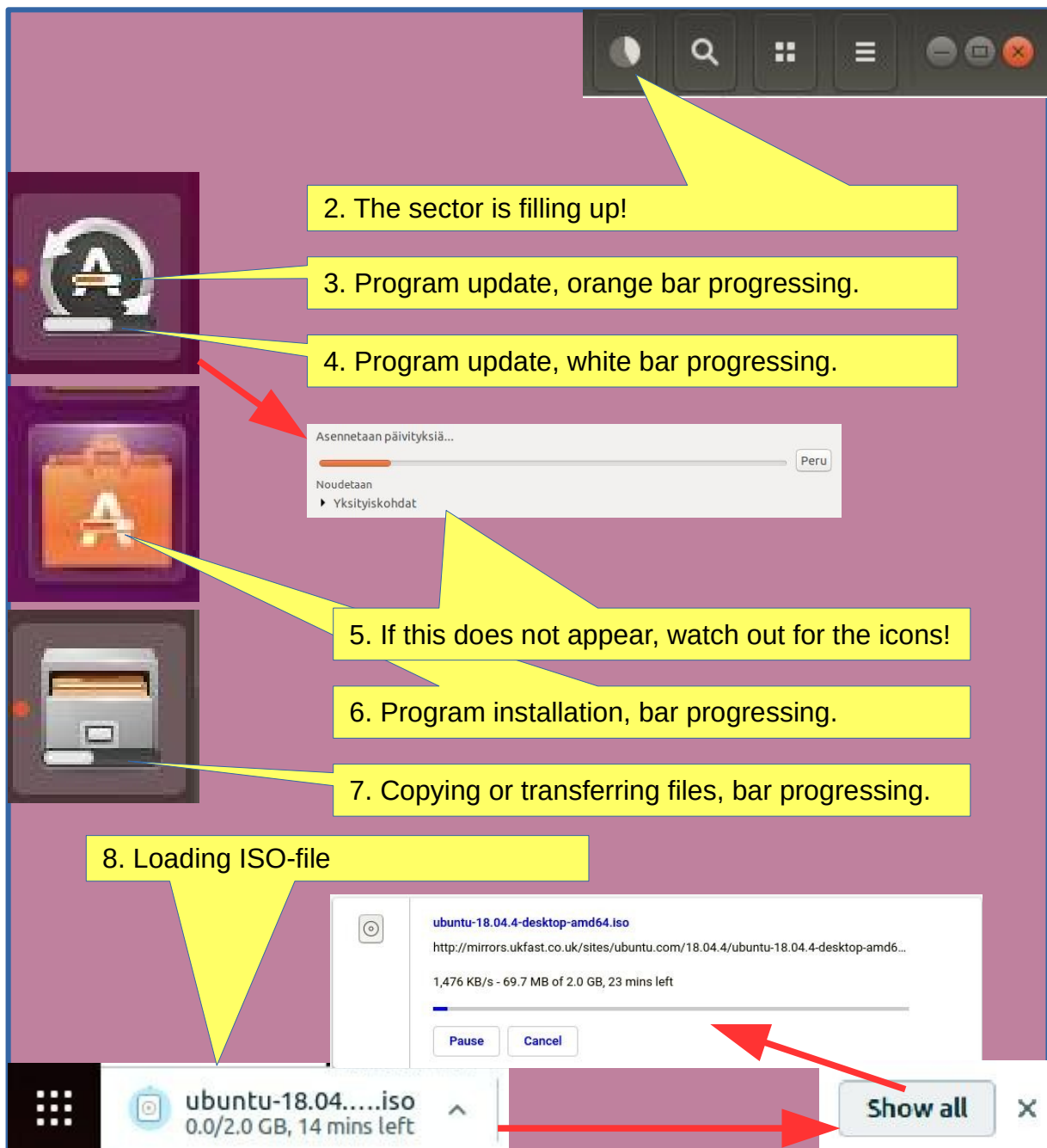
Please wait, to USB storage can still be written!
Disconnect when this text has appeared!

You can now unplug Kingston DataTraveler 3.0

Look Ubuntu Desktop Guide: Your desktop

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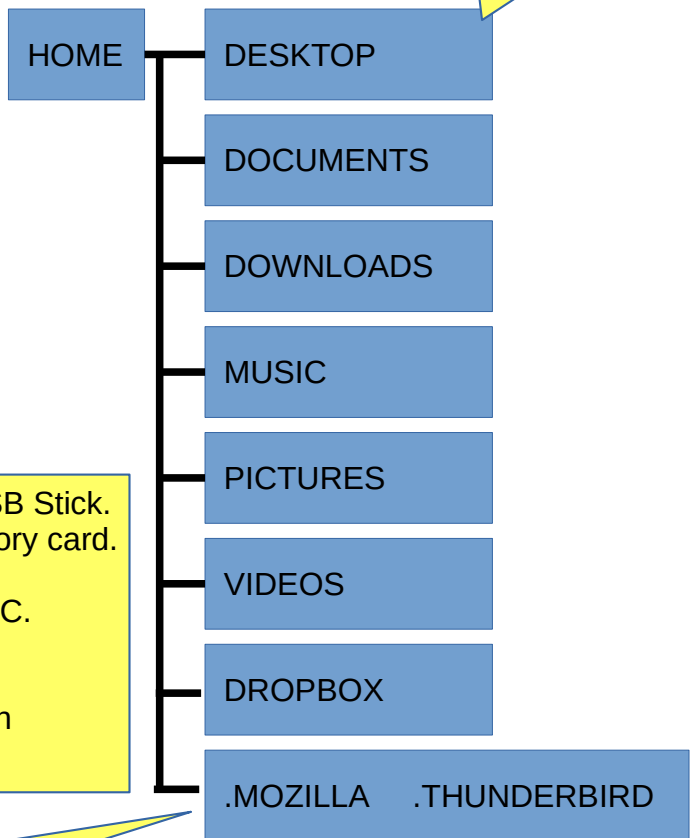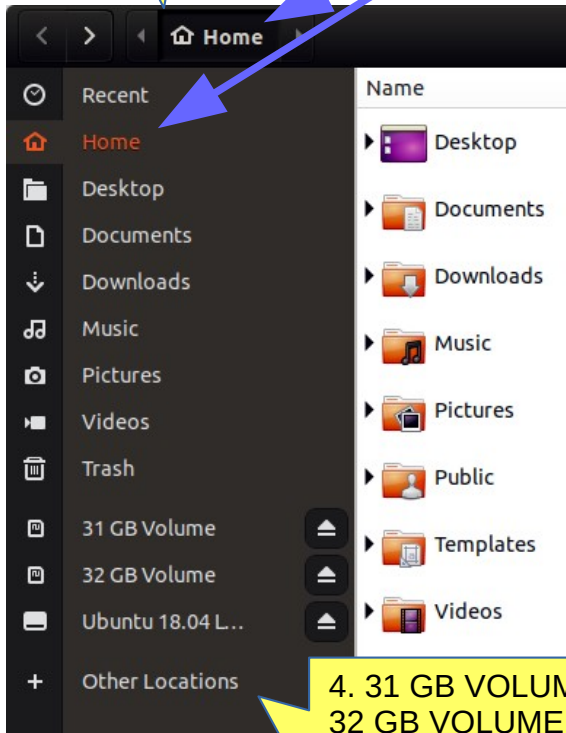The icons may show a line that is not easily noticed.

2. The sector is filling up!

3. Program update, orange bar progressing.

4. Program update, white bar progressing.

Asennetaan päivityksiä...

Peru

Noudetaan
▸ Yksityiskohdat

5. If this does not appear, watch out for the icons!

6. Program installation, bar progressing.

7. Copying or transferring files, bar progressing.

8. Loading ISO-file

ubuntu-18.04.4-desktop-amd64.iso

http://mirrors.ukfast.co.uk/sites/ubuntu.com/18.04.4/ubuntu-18.04.4-desktop-amd6...

1,476 KB/s - 69.7 MB of 2.0 GB, 23 mins left

Pause   Cancel

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

Show all

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"

Sidebar (file manager):
- Recent
- Home
- Desktop
- Documents
- Downloads
- Music
- Pictures
- Videos
- Trash
- 31 GB Volume
- 32 GB Volume
- Ubuntu 18.04 L...
- Other Locations

Name:
- Desktop
- Documents
- Downloads
- Music
- Pictures
- Public
- Templates
- Videos

HOME
- DESKTOP
- DOCUMENTS
- DOWNLOADS
- MUSIC
- PICTURES
- VIDEOS
- DROPBOX
- .MOZILLA   .THUNDERBIRD

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

Ubuntu 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.
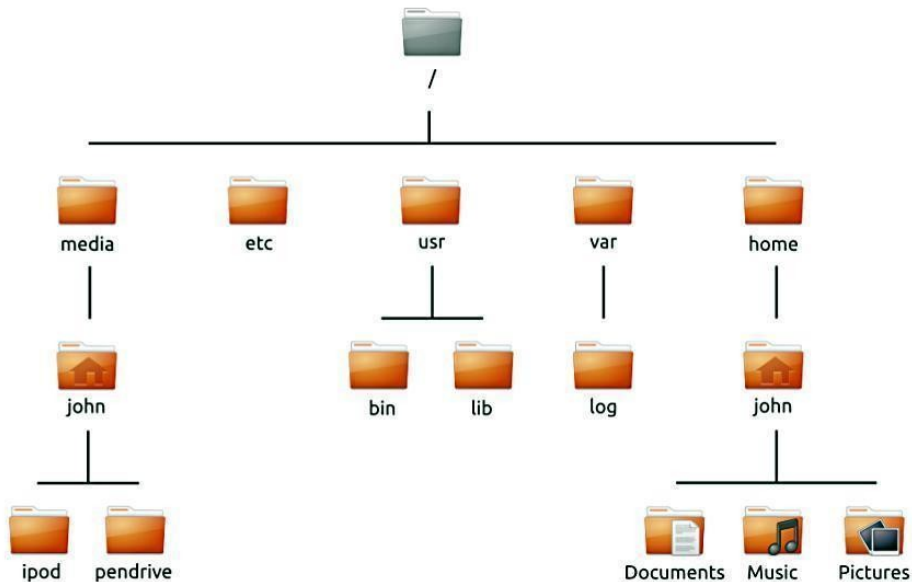
File list (hidden files):
- Videos
- .cache
- .config
- .gnupg
- .gvfs
- .local
- Examples
- .ICEauthority
- .bash_logout

Presentation of Folder / Directory Structure

Recent
Home
Desktop
Documents
Downloads
Music
Pictures
Videos
Trash
Network
64 GB Volume
Computer
KINGSTON
Connect to Server

Name
bin
boot
cdrom
dev
etc
home
pirjo
lib
lib64
media
apt
pirjo
mnt
opt
proc
root
run
sbin
snap
srv
sys
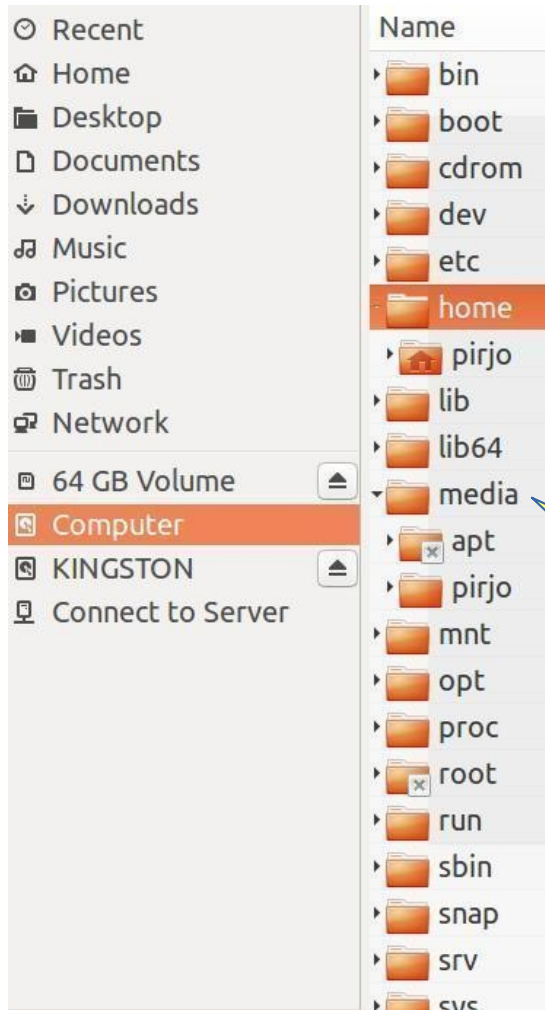
1.Home folder
is the subfolder, where
all your data is.

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

3.Hidden files can be seen
with command
Show / View hidden files.

/
media   etc   usr   var   home
john   bin   lib   log   john
ipod pendrive   Documents Music Pictures

3.The file can be renamed: Edit - Rename

4.The folder can be renamed: Edit - Rename

5.USB / SD can only be renamed if you format it (where all old data is deleted!).
Attention! You can name your disc with the Discs program! See attachement.

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Files Application (Nautilus)

1.Click! You will see the Files application.

2.Folders are shown here. Red Activated Folder.

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

Activities 📄 **Files** ▾   Fri 17:07

⏱ Recent		
🏠 Home		
📁 Desktop		
📄 Documents		
↓ Downloads		
🎵 Music		
📷 Pictures		
▶ Videos		
🗑 Trash		
💾 31 GB Volume	⏏	
💾 32 GB Volume	⏏	
💻 Ubuntu 18.04 LTS am…	⏏	
+ Other Locations		

Desktop Documents Downloads Music

Pictures Public Templates Videos

Examples

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

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.

How to use mouse and touch pad

Ubuntu 18.04 offers new ways to use touch pad!

6.How to operate with the mouse

With one finger (left or right button)

Click

Click click

Click and press and move

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 or three fingers at the same time

Click

Click click

Cllick and press and move

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

13

Files Application (Nautilus)

1.Click Files! You will see Files.

2.Click on the right the Files! You will see a menu

Acti... ■ Files ▼   Fri 17:07

New Window

✓ Sidebar

Documents   Downloads   Music   Pictures

Preferences

Templates   Videos   Examples

Keyboard Shortcuts
Help
About
Quit

31 GB Vol...   ⏏
32 GB Vol...   ⏏

Preferences

Views | Behavior | List Columns | Search & Preview

Sort
☑ Sort folders before files

List View
☐ Allow folders to be expanded

3.Displays subfolders! Triangle in front of the folder. The tree structure!

Experimental
☐ Use the new views

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

First   None ▼
Second   None ▼
Third   None ▼

Preferences

Views | **Behavior** | List Columns | Search & Preview

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

Link Creation
☐ Show action to create symbolic links

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

4.My liking!

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

Preferences

Views | Behavior | **List Columns** | Search & Preview

Choose the order of information to appear in the list view.
☑ Name
☑ Size
☐ Type
☐ Owner
☐ Group
☐ Permissions
☐ MIME Type
☐ Location
☑ Modified
☐ Modified — Time
☐ Accessed
☐ Recency

5.Choose according to your needs

∧ ∨   Reset to Default

Preferences

Views | Behavior | List Columns | **Search & Preview**

Search
Search in subfolders:
● On this computer only
○ All locations
○ Never
Full Text Search:
☑ Set as default

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

Only for files smaller than: 4096 MB   —   +

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

14

Presentation / Files application.

Name ▲ Size

▶ Desktop   1 item

▶ Documents

▶ Downloads

▶ Music

▶ Pictures

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

Desktop Documents Downloads Music Pictures Public Templates

Videos Examples

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

3.Click triangle!

4.Click icon !

5.Click !
New Folder

6.Displays subfolders!
Triangle in front of the folder.
The tree structure!

Name

▶ Desktop

▶ Documents

▶ Downloads

▶ Music

▶ Pictures

▶ Public

0 items   17:01

100%

Undo

Reload

Cancel   New Folder

Folder name

7.Click the new tab.
Tabs are created
in the same window.

8.Two tabs
Home and Desktop

Desktop

Home   ×   Desktop   ×

Name ▲ Size Modified

Install Ubuntu 18.04 LTS   8.1 kB   17:00

9.Three tabs

Use these tabs to practice in order
 to become acquainted.
Note that the tab is not a window
or workspace.
How can you make the most
 of your tabs?

olume

Home   ×   Desktop   ×   31 GB Vol..   ×

Name ▲ Size Modified

bin   162 items   12 Sep

boot   17 items   12 Sep

15

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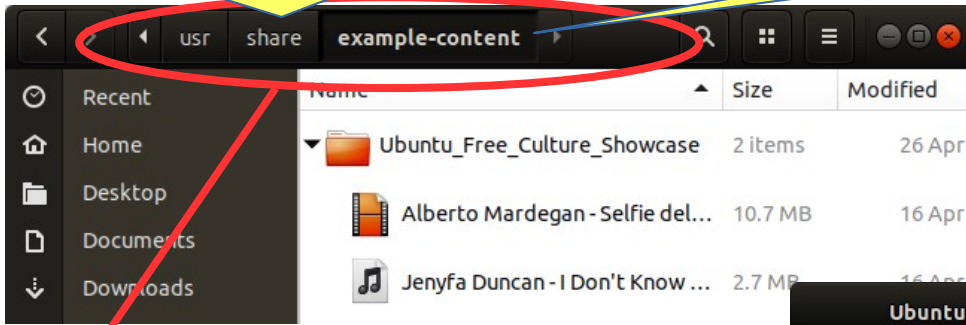
3. If you are the only user of the PC, these are not essential things.
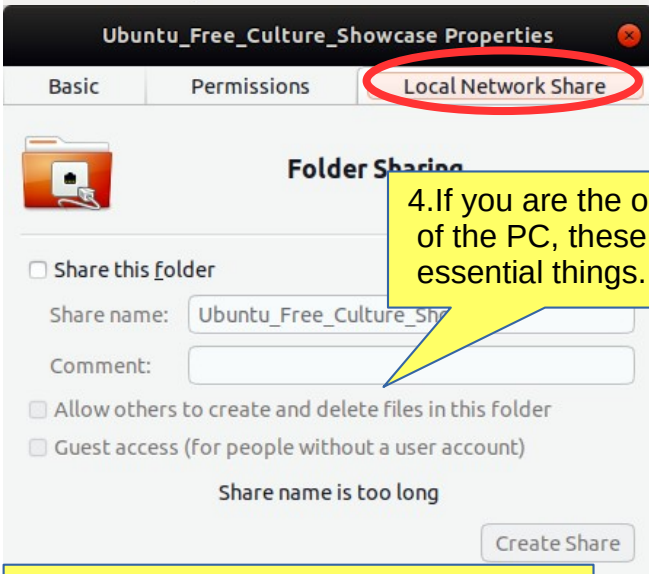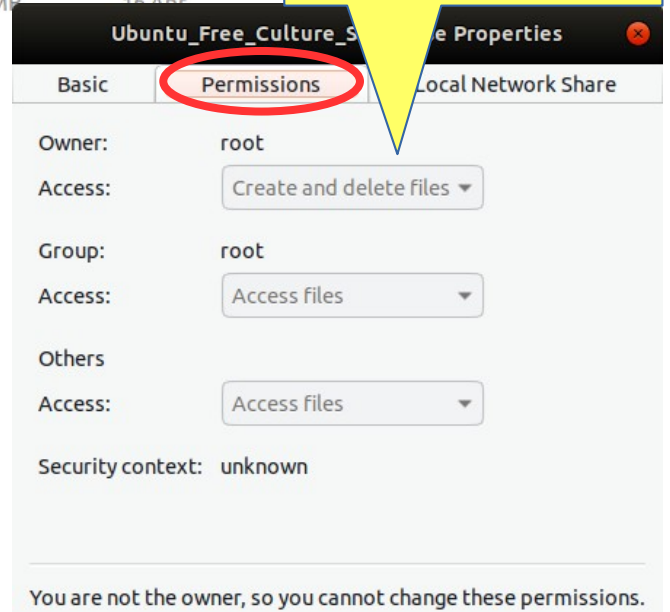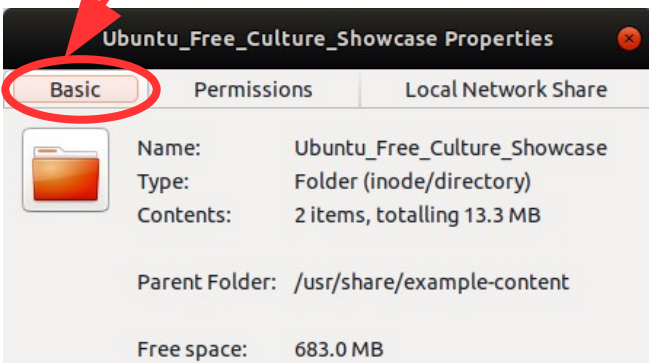
4. If you are the only user of the PC, these are not essential things.

5. Click right button!
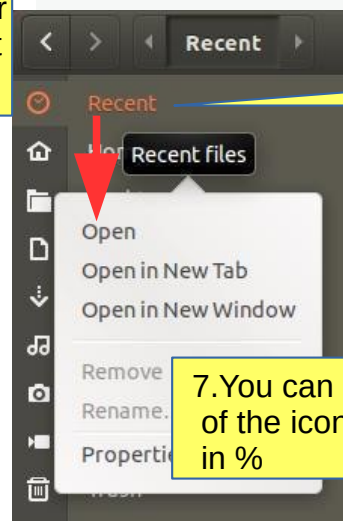
6. You can change the size of the icons by pressing ctrl and + or ctrl and – buttons several times.

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

16
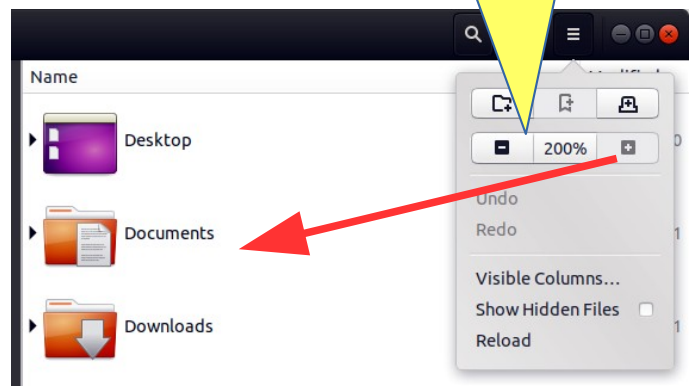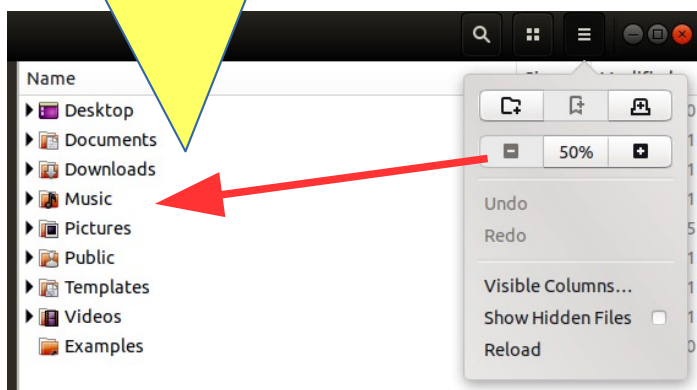
Presentation of Folder / Folder Properties

◀ ▶ ◀ □ 31 GB Volume

Open
Open in New Tab
Open in New Window

Add Bookmark
Remove
Rename...

Unmount
Properties
Format...

31 GB Volume
32 GB Volume
Ubuntu 18.04 LTS amd64

🎵 Music
📷 Pictures
▶️ Videos
🗑 Trash
□ 31 GB Volume ⏏
□ 32 GB Volume ⏏
💻 Ubuntu 18.04 LTS am... ⏏
+ Other Locations

1.Removing a USB stick here or here.

2.Click right mouse button 31GB Volume (USB)

3.Click Properties with the mouse

4.The name of the USB stick in the folder structure.

5.USB stick path for folder structures.

96ae687c-5bc9-452a-8fef-ab541d9300d9 Properties

| Basic | Permissions | Local Network Share |

Name: 96ae687c-5bc9-452a-8fef-ab541d9300d9
Type: Folder (inode/directory)
Contents: 36513 items, totalling 3.8 GB (some contents unreadable)

Parent Folder: /media/ubuntu
Volume: 31 GB Volume

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

■ 7.9 GB used
□ 20.7 GB free
Total capacity: 30.1 GB
Filesystem type: ext3/ext4

96ae687c-5bc9-452a-8fef-ab541d9300d9 Properties

| Basic | Permissions | Local Network Share |

Owner: root
Access: Create and delete files ▾

Group: root
Access: Access files ▾

Others
Access: Access files ▾

Security context: unknown

You are not the owner, so you cannot change these permissions.

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

96ae687c-5bc9-452a-8fef-ab541d9300d9 Properties

| Basic | Permissions | Local Network Share |

Folder Sharing

☐ Share this folder
Share name: 96ae687c-5bc9-452a-8fef-ab541d9300d9
Comment:
☐ Allow others to create and delete files in this folder
☐ Guest access (for people without a user account)

Share name is too long

Create Share

▶ home
▶ lib
▶ lib64
▶ media
▶ mnt
▶ opt
▶ proc
▶ root

8.MEDIA contains USB stick, SD card, CD and DVD.

9.Click the folder icon or the small triangle on the left to get different presentation modes. Try it!

Different working areas

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

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

Click!

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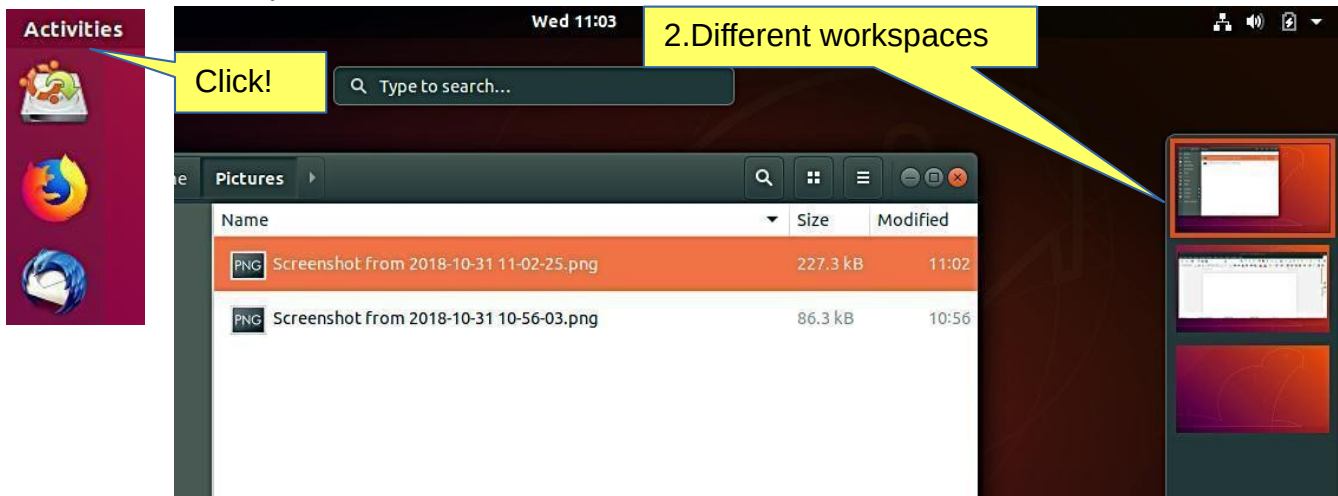
Windows = app windows in the same workspace. Maybe the most used way

3.Different windows

Click!

Click!
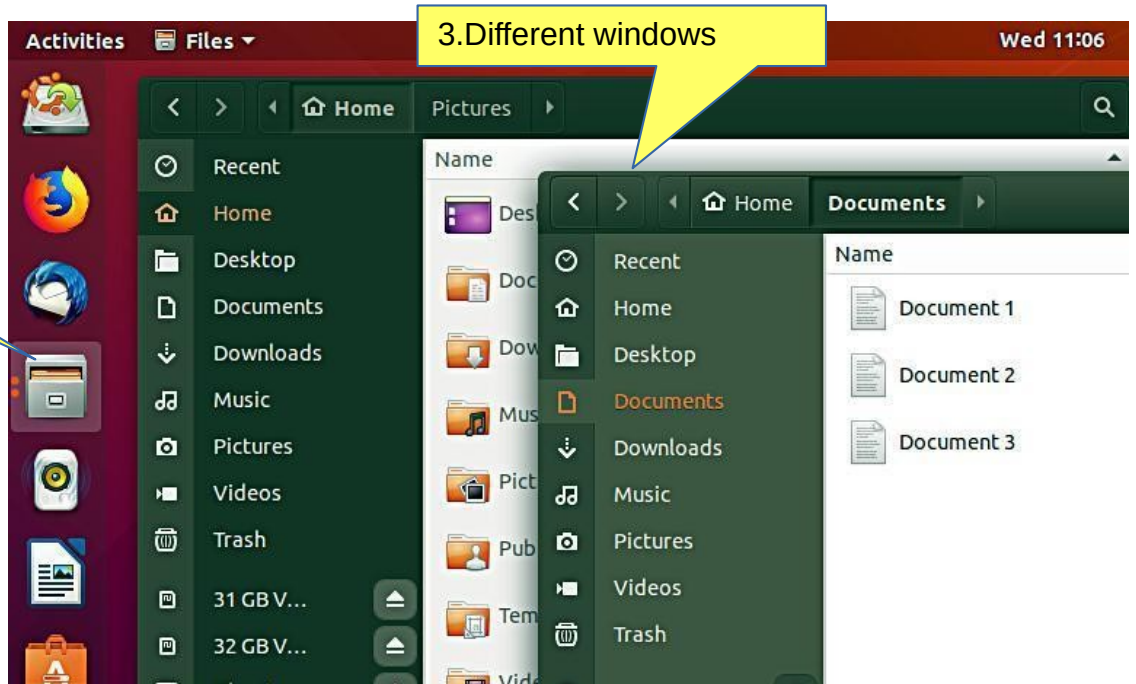
Tab = appears in the Files (Nautilus) program
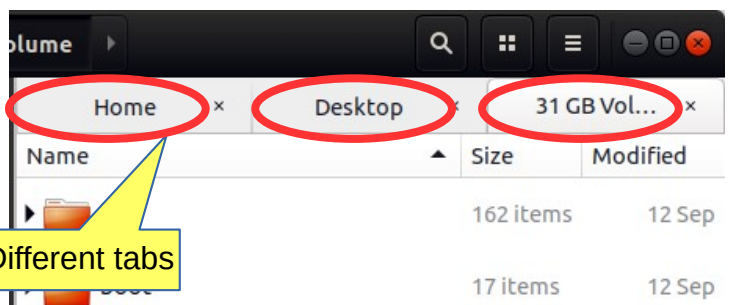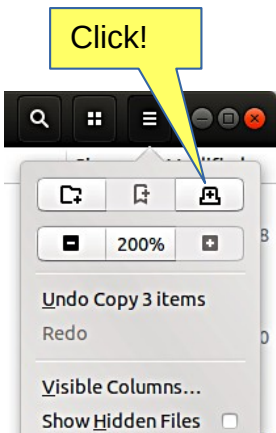
4.Different tabs

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

Activities 📋 Files ▾

Click !

1.Add another window

New Window

✓ Sidebar

Preferences

Keyboard Shortcuts

Help

About

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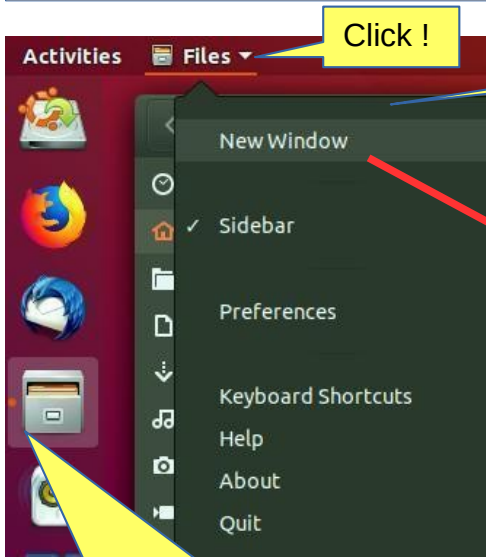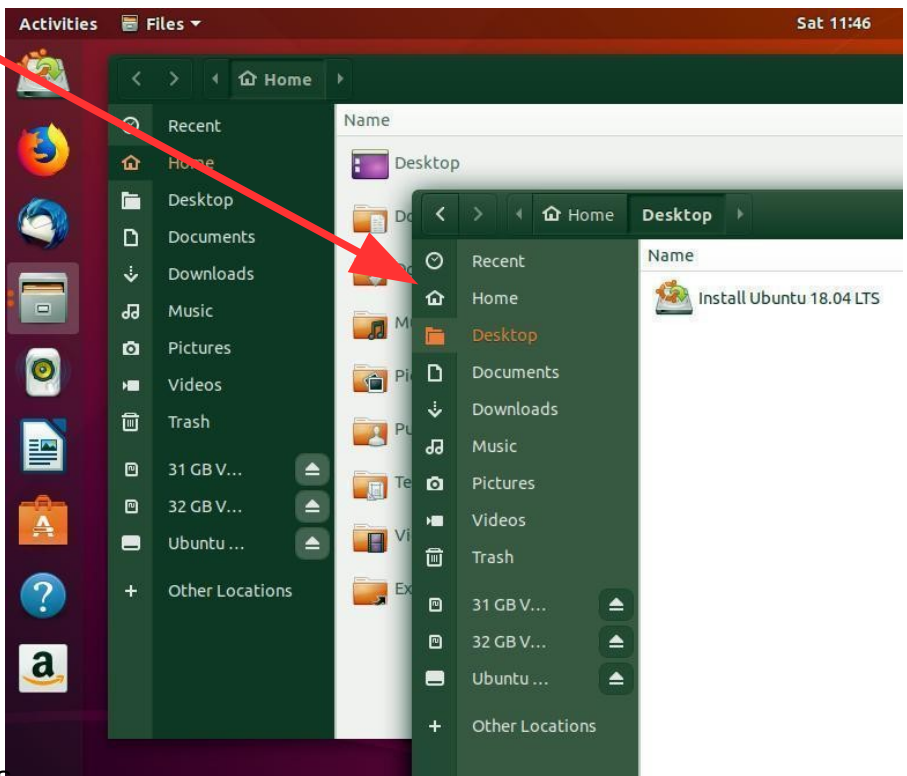
2.A small dot on the left side of the
Icon indicates that there is one
window in use.

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.

Activities 📋 Files ▾   Sat 11:46

< > ⌂ Home ▸

Name

⊘ Recent   Desktop
⌂ Home
📁 Desktop   < > ⌂ Home   Desktop ▸
📄 Documents
⬇ Downloads   ⊘ Recent   Name
♫ Music   ⌂ Home
📷 Pictures   📁 Desktop   🐢 Install Ubuntu 18.04 LTS
▶ Videos   📄 Documents
🗑 Trash   ⬇ Downloads
31 GB V... ⏏   ♫ Music
32 GB V... ⏏   📷 Pictures
Ubuntu ... ⏏   ▶ Videos
+ Other Locations 🗑 Trash
                31 GB V... ⏏
                32 GB V... ⏏
                Ubuntu ... ⏏
                + Other Locations

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

Home

Desktop

Home

Home

Desktop
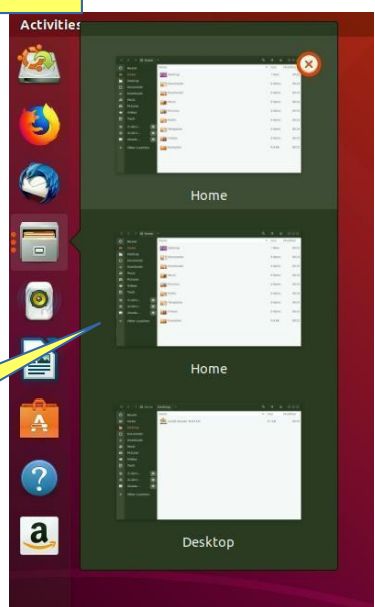
6.Here are three windows
to choose from.

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Several windows

1.If you move the window to the top of the screen, the window will increase to full screen size.
If you drag down 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 with mouse

2.When copying and transferring files, the seqvence is similar, if you have all the time the same memory or two different memorys.. Ubuntu 16.04 is working diferen way.

Remember, that Shift+mouse = move and **C**trl+mouse = **C**opy

3.First compare mouse-enabled functions

4.Within the same memory (eg hard drive)   Different memory (hard drive and USB)
two open windows + mouse   two open windows + mouse

Move a file with mouse+shift = move   Move a file with mouse+shift = move
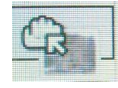
Move a file with mouse + ctrl = copy   Move a file with mouse + ctrl = copy

5.It is worth checking the function from a small icon, whether it is an arrow or a +
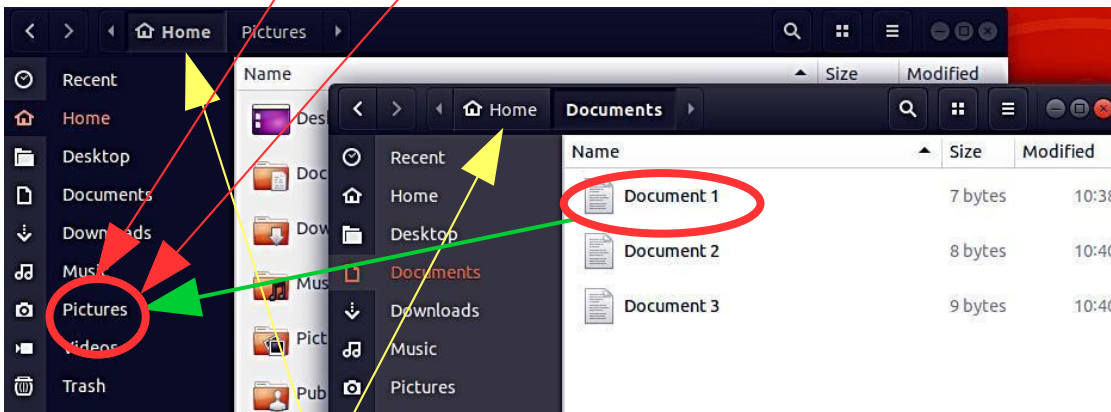
6.Same storage (Home), two windows, file Document, copy / move to folder
"Pictures", observe icon (arrow or +)

7.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.
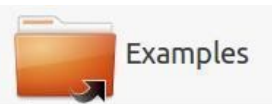
8.Drag the file/folder to the desired location while pressing Alt. When
you release the mouse button, a window appears, where you can
choose either move, copy or link.

Move Here
Copy Here
Link Here
Cancel
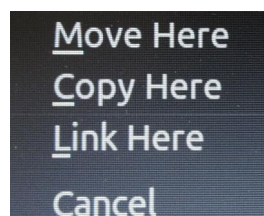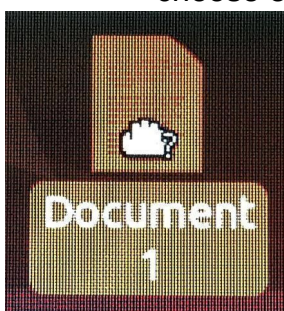
File handling with commands

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

2.You can see the menus by clicking the right button of the mouse or by selecting Edit from the menu bar.
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 window.

4.Commands with 3 dots always open a new window.
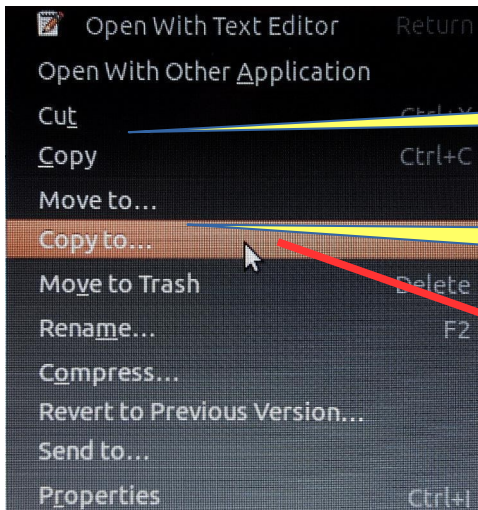
5.Cut / Copy does not open a new window

6.Move To ... or Copy To... open a new window.
This is probably the easiest way for the beginner.
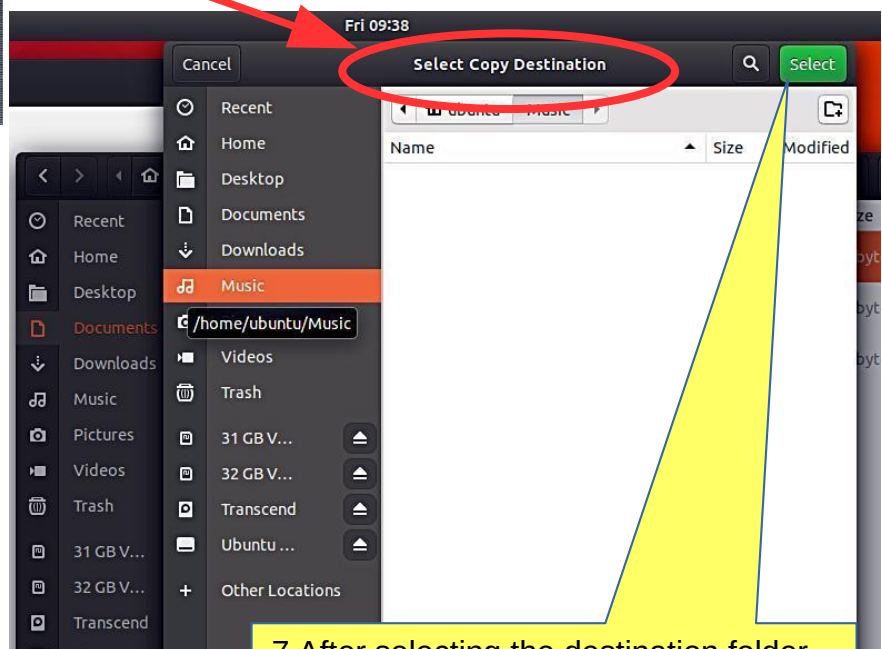
7.After selecting the destination folder click the Select button to end the Copy/Move function

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

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Presentation of basic settings

Look Ubuntu Desktop Guide: User & system 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 !

Fri 17:46

Wi-Fi Not Connected

On

Estimating...

Live session user

4.Close the computer

Settings — Wi-Fi

Settings

Wi-Fi ON ≡

- Wi-Fi
- Bluetooth
- Background
- Dock
- Notifications
- Search
- Region & Language

Airplane Mode
Disables Wi-Fi, Bluetooth and mobile broadband OFF

Click !

Visible Networks

DNA-WLAN-2G-C2CC

HUAWEI-B593-A337

SoneraGateway00-22-07-EC-BC-E3

Authentication required by wireless network

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

Password:

Cancel   Connect

Settings — Bluetooth

Settings

Bluetooth ON

- Wi-Fi
- Bluetooth
- Background
- Dock
- Notifications

Visible as "ubuntu" and available for Bluetooth file transfers. Transferred files are placed in the Downloads folder.

Devices

Unknown   Not Set Up

Unknown   Not Set Up

!

Utilities

5.Settings similar to Ubuntu's basic settings are also available in the Programs dialog box, for example, under Utilities

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Presentation of basic settings

Settings	Background
Wi-Fi	
Bluetooth	
Background	
Dock	
Notifications	
Search	**Click !**
Region & Language	
Universal Access	
Online Accounts	
Privacy	Background — Lock Screen
Sharing	

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

Settings	Dock
Wi-Fi	
Bluetooth	Auto-hide the Dock — The dock hides when any windows overlap with it. — **OFF**
Background	Icon size — 48
Dock	Position on screen — Left
Notifications	

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

Activities   Sat 17:07

Install Ubuntu 18.04 LTS

SD 64 GB

SD

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

Dock!

Presentation of basic settings

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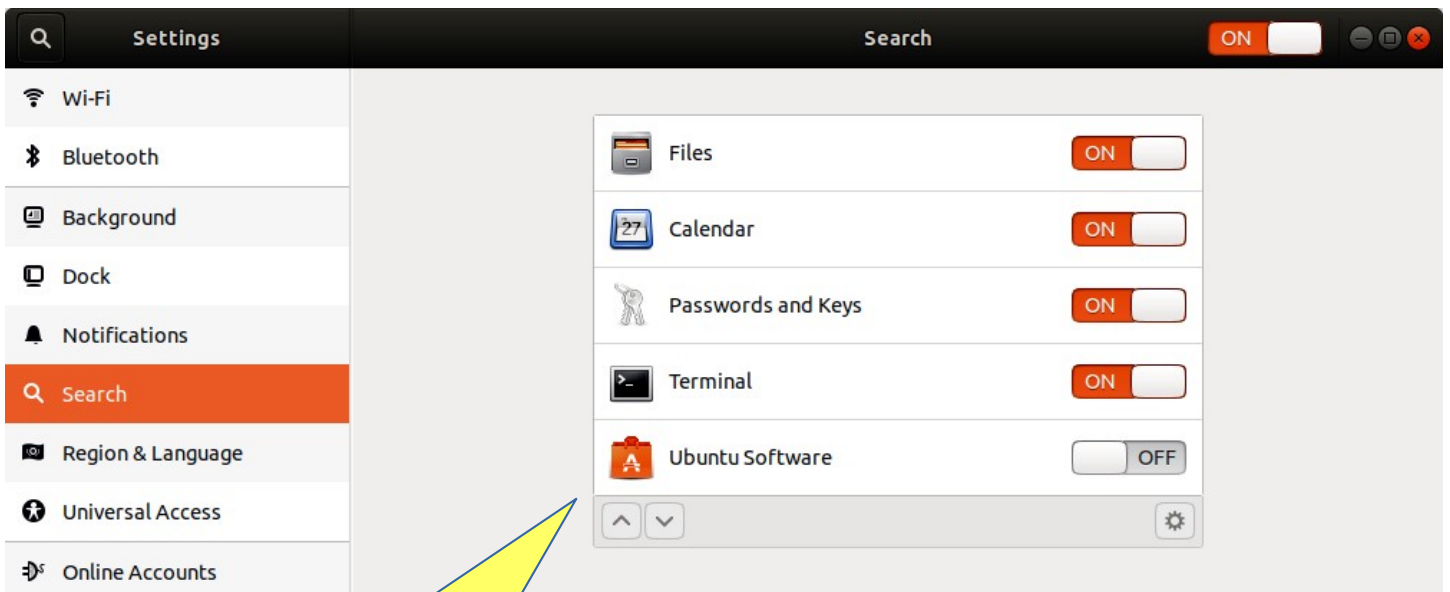
2.Again it is worth trying, which setting feels the best.

Presentation of basic settings

Look Ubuntu Desktop Guide: Universal access

Settings	Region & Language
🔍	
🛜 Wi-Fi	
✴ Bluetooth	
🖥 Background	
▢ Dock	
🔔 Notifications	
🔍 Search	
▣ Region & Language	
✦ Universal Access	
ⅅˢ Online Accounts	

Language — English (United States)

Formats — United States (English)

Input Sources

English (US)

\+ \−   ⌃ ⌄   ⌨

Manage Installed Languages
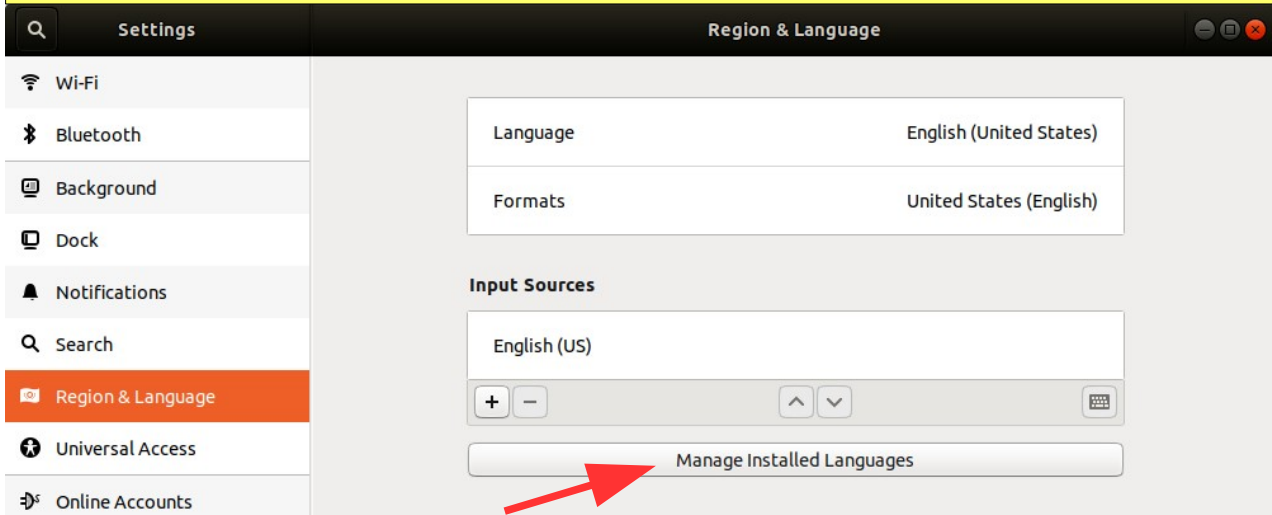
1.These region settings will also be added later!

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

Settings	Universal Access
🔍	
🛜 Wi-Fi	
✴ Bluetooth	
🖥 Background	
▢ Dock	
🔔 Notifications	
🔍 Search	
▣ Region & Language	
✦ Universal Access	
ⅅˢ Online Accounts	
✋ Pri	
◁ Sha	
◀ Sou	
⌁ Power	
🖥 Network	
🔖 Devices ⟩	
▤ Details ⟩	

Always Show Universal Access Menu — OFF

Seeing

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

Kohdistimen koko

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

Hearing

| Visual Alerts | Off |

Typing

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

Pointing & Clicking

Mouse Keys	OFF
Click Assist	Off
Double-Click Delay	

Try it !

Activities

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Presentation of basic settings

1.Think of your own safety.

Presentation of basic settings

Presentation of basic settings

Look Ubuntu Desktop Guide: Sound, video & pictures

Presentation of basic settings

Settings	Sound
Wi-Fi	
Bluetooth	Output volume: ──────●──────── ON
Background	**Over-Amplification**
Dock	Allows raising the volume above 100%. This can result in a loss of audio quality; it is better to increase application volume settings, if possible. OFF
Notifications	
Search	Output	Input	Sound Effects	**Applications**
Region & Language	
Universal Access	
Online Accounts	
Privacy	
Sharing	
Sound	No application is currently playing or recording audio.
Power	

Settings	Power
Wi-Fi	**Battery**
Bluetooth	Charging 100%
Background	**!**
Dock	**Power Saving**
	Screen brightness ──────────────○ **!**
	Dim screen when inactive ON
Region & Language	Blank screen 5 minutes ▼
Universal Access	Wi-Fi
Online Accounts	Turn off Wi-Fi to save power. ON
Privacy	Bluetooth
Sharing	Turn off Bluetooth to save power. ON
Sound	**Suspend & Power Button**
Power	Automatic suspend When on battery power
Network	When the Power Button is pressed Power Off ▼

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

2.Power Button, you should define it for your own needs.

You can define different times for actions

Screen saver on

Display on	The display is off
PC on	Suspend	PC off

Setting: Brightness and lock

Setting: Power Saving

Shut down

Presentation of basic settings

Presentation of basic settings

Devices >

Details >

Displays

Built-in display

Orientation	Landscape
Resolution	1366 × 768 (16:9)
Refresh Rate	60.01 Hz

| Night Light | Off |

Night Light

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

Night Light ON

Schedule Sunset to Sunrise | Manual
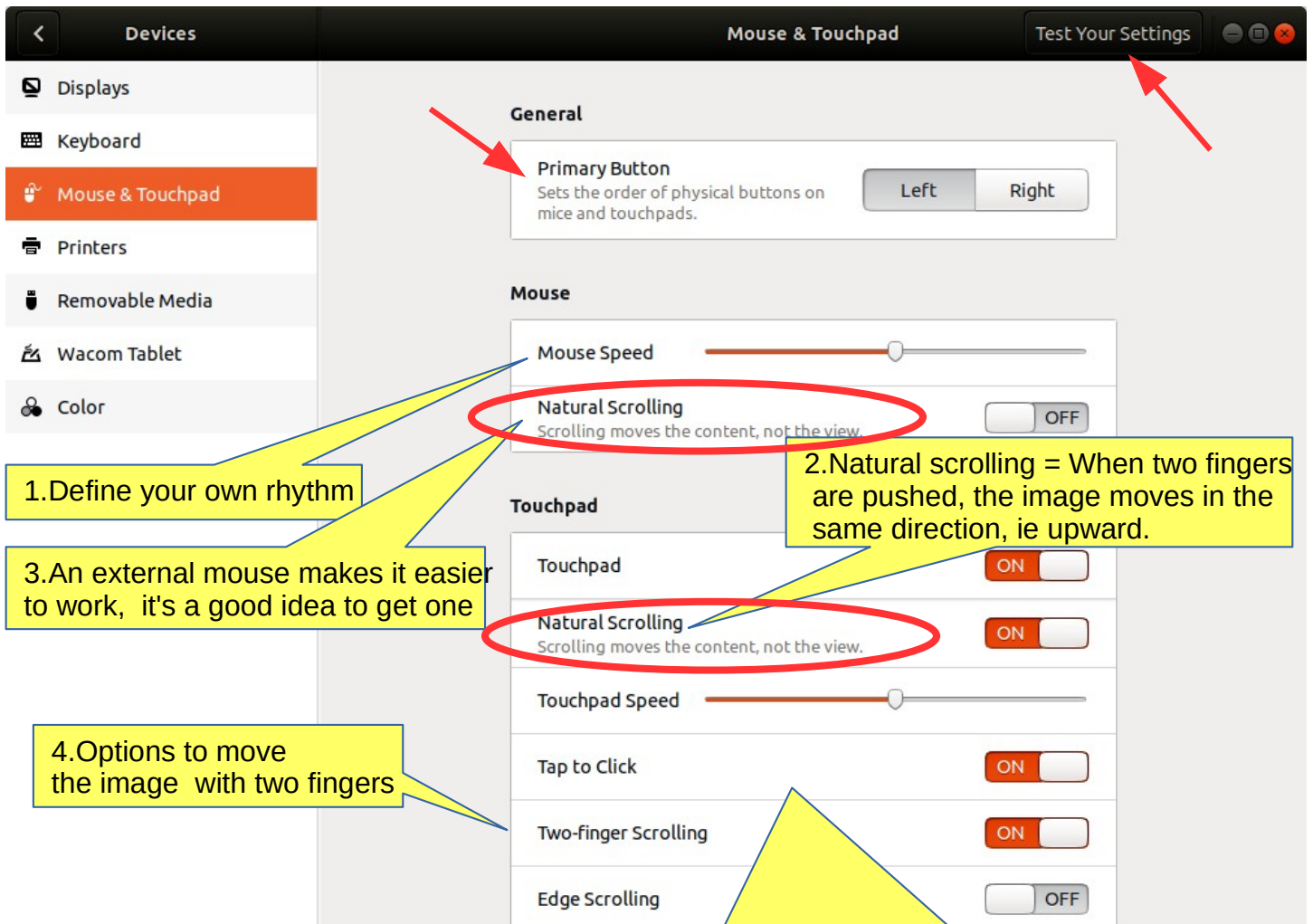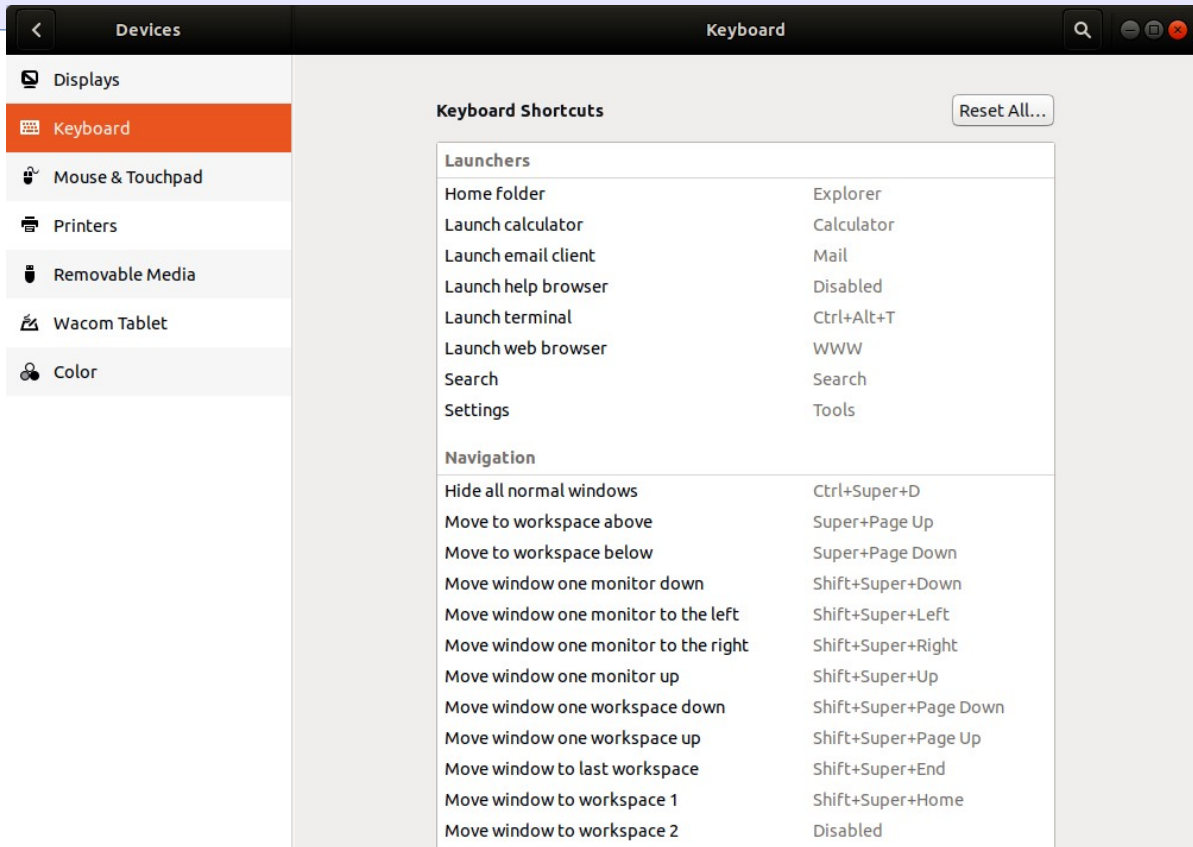
From
+ +
18 : 00
− −

To
+ +
06 : 00
− −

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

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

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Presentation of basic settings

Keyboard Shortcuts   Reset All...

Launchers	
Home folder	Explorer
Launch calculator	Calculator
Launch email client	Mail
Launch help browser	Disabled
Launch terminal	Ctrl+Alt+T
Launch web browser	WWW
Search	Search
Settings	Tools
Navigation	
Hide all normal windows	Ctrl+Super+D
Move to workspace above	Super+Page Up
Move to workspace below	Super+Page Down
Move window one monitor down	Shift+Super+Down
Move window one monitor to the left	Shift+Super+Left
Move window one monitor to the right	Shift+Super+Right
Move window one monitor up	Shift+Super+Up
Move window one workspace down	Shift+Super+Page Down
Move window one workspace up	Shift+Super+Page Up
Move window to last workspace	Shift+Super+End
Move window to workspace 1	Shift+Super+Home
Move window to workspace 2	Disabled

Devices   Mouse & Touchpad   Test Your Settings

- Displays
- Keyboard
- Mouse & Touchpad
- Printers
- Removable Media
- Wacom Tablet
- Color

General

Primary Button
Sets the order of physical buttons on mice and touchpads.   Left   Right

Mouse

Mouse Speed

Natural Scrolling
Scrolling moves the content, not the view.   OFF

Touchpad

Touchpad   ON

Natural Scrolling
Scrolling moves the content, not the view.   ON

Touchpad Speed

Tap to Click   ON

Two-finger Scrolling   ON

Edge Scrolling   OFF

1.Define your own rhythm

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

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

4.Options to move the image with two fingers

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

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Presentation of basic settings

Devices — Printers

- Displays
- Keyboard
- Mouse & Touchpad
- **Printers**
- Removable Media
- Wacom Tablet
- Color

Brother_HL_3140CW_series
Ready

Model   HL-3140CW series

No Active Jobs

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

Additional Printer Settings...

Devices — Removable Media

- Displays
- Keyboard
- Mouse & Touchpad
- Printers
- **Removable Media**
- Wacom Tablet
- Color

Select how media should be handled

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

Other Media...

☐ Never prompt or start programs on media insertion

Devices — Stylus Tablet   Test Your Settings

- Displays
- Keyboard
- Mouse & Touchpad
- Printers
- Removable Media
- **Wacom Tablet**
- Color

No stylus found
Please move your stylus to the proximity of the tablet to configure it

Presentation of basic settings
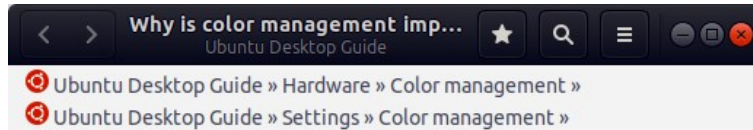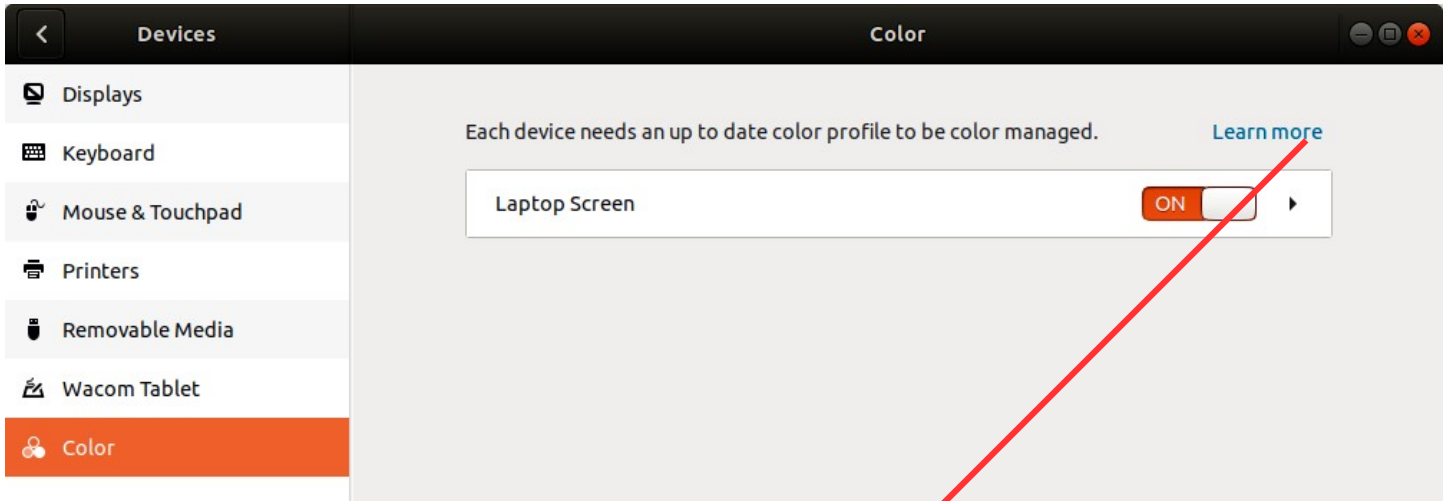
Presentation of basic settings

	Details
✦	About
⊘	Date & Time
⁂	Users
★	Default Applications

About

Ubuntu 18.04 LTS

Device name   ubuntu
Memory   1.9 GiB
Processor   Intel® Celeron(R) CPU N3060 @ 1.60GHz × 2
Graphics   Intel® HD Graphics 400 (Braswell)
GNOME   3.28.1
OS type   64-bit
Disk   0 bytes

Check for updates

1.Basic computer information.

Date & Time

Automatic Date & Time
Requires internet access   ON

Automatic Time Zone
Requires internet access   OFF

Date & Time   28 September 2018, 17:59

Time Zone   UTC (London, United Kingdom)

Time Format   24-hour ▼

Users   Add User...

Live session user

Password   None
Automatic Login   ON
Last Login   Logged in

Remove User...

2.If you have one user, then it is "Administrator" who has great powers.

3.Password is important!

Default Applications

Web   🦊 Firefox Web Browser ▼
Mail   🕊 Thunderbird Mail ▼
Calendar   📅 Calendar ▼
Music   🎵 Rhythmbox ▼
Video   🎬 Videos ▼
Photos   🔍 Image Viewer ▼
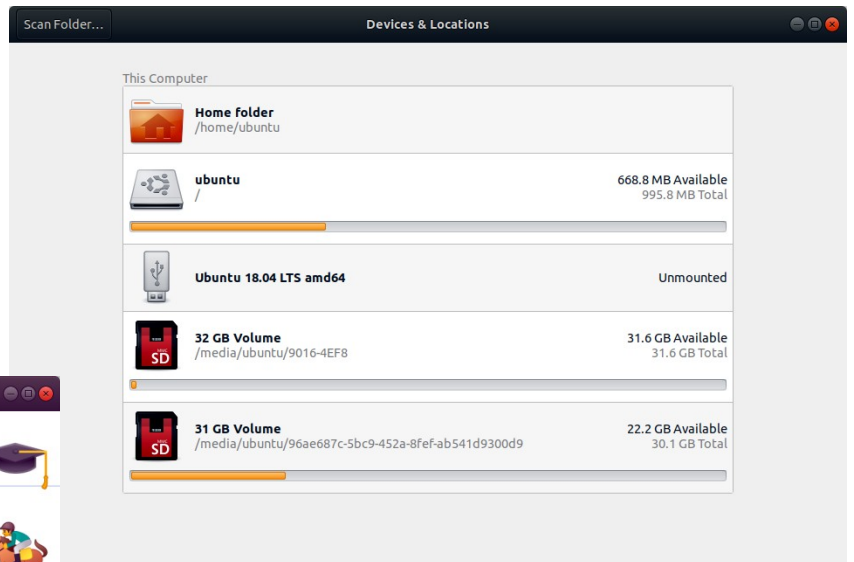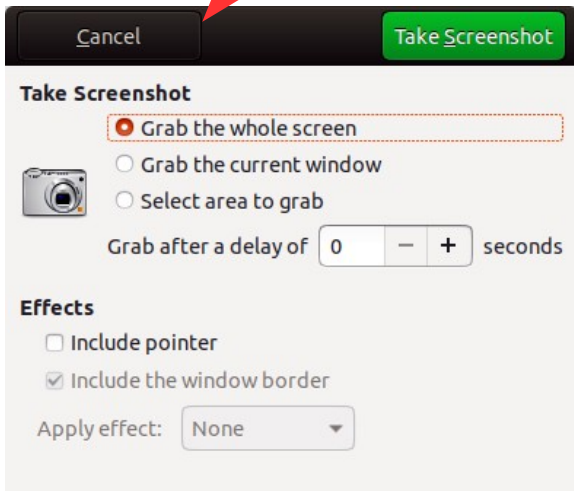
4.Select the default applications here.

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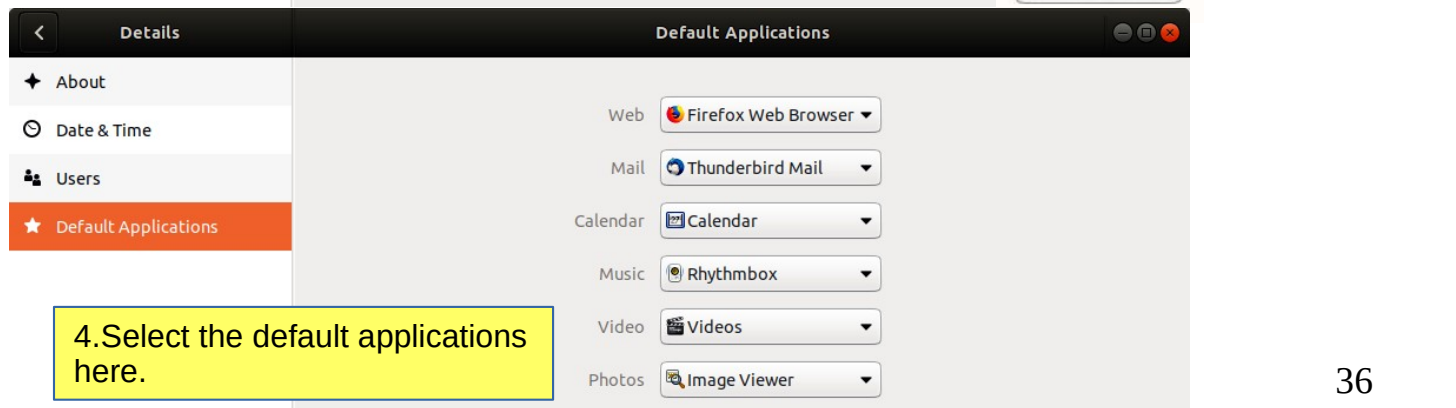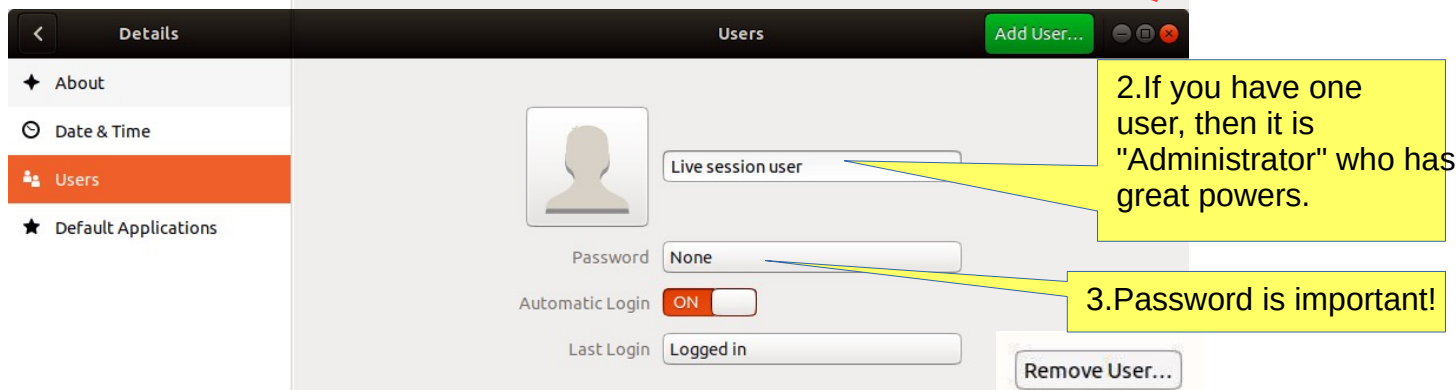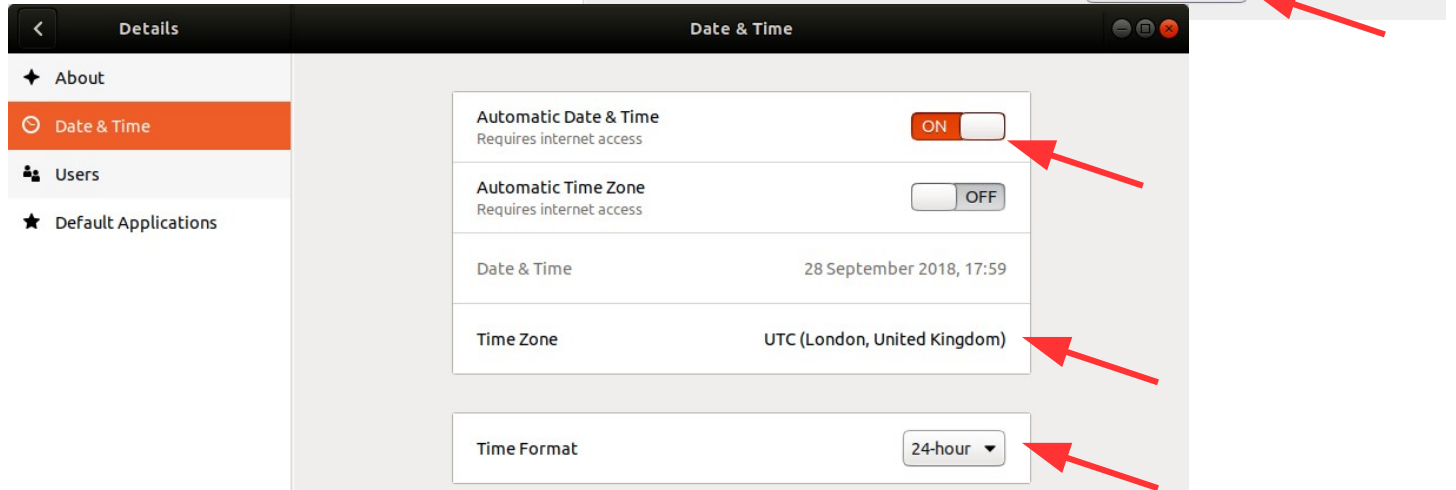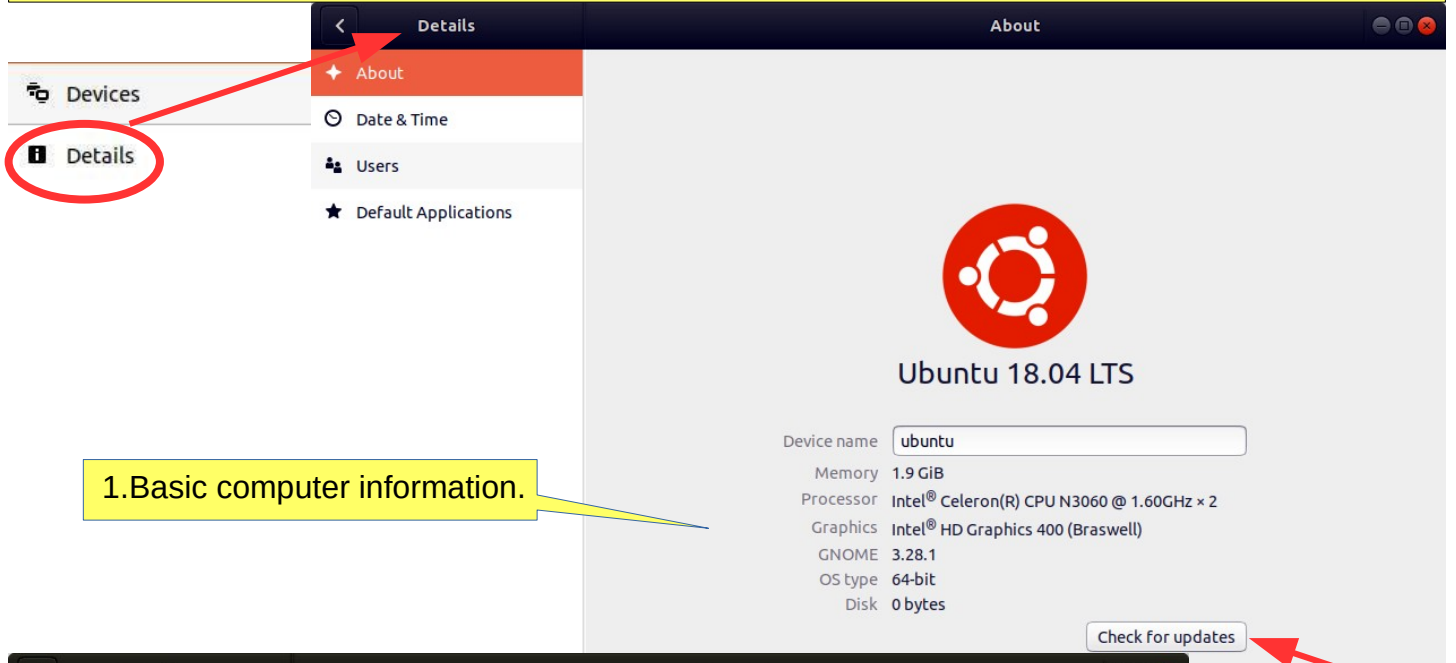
Introduction to installed Ubuntu apps

1.Here are some definitions of the basic definitions that are located in the preinstalled apps and can be found on the application screen
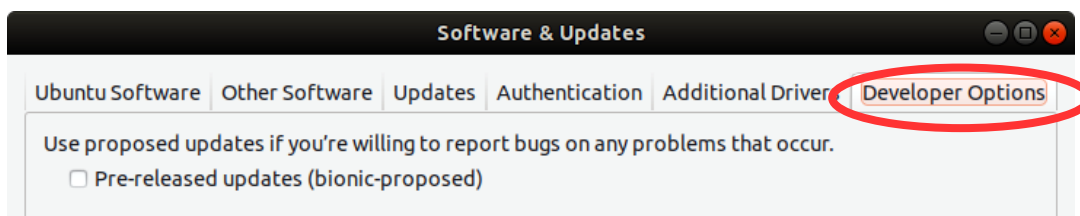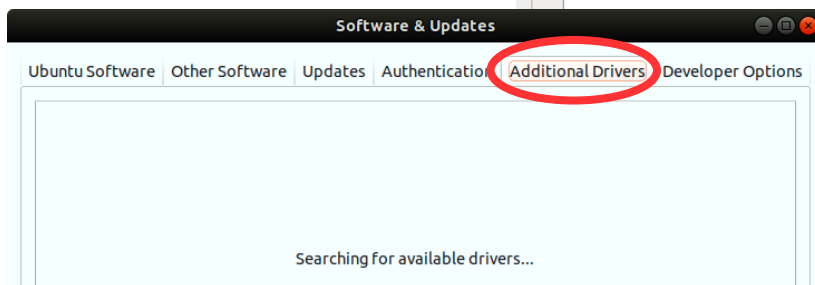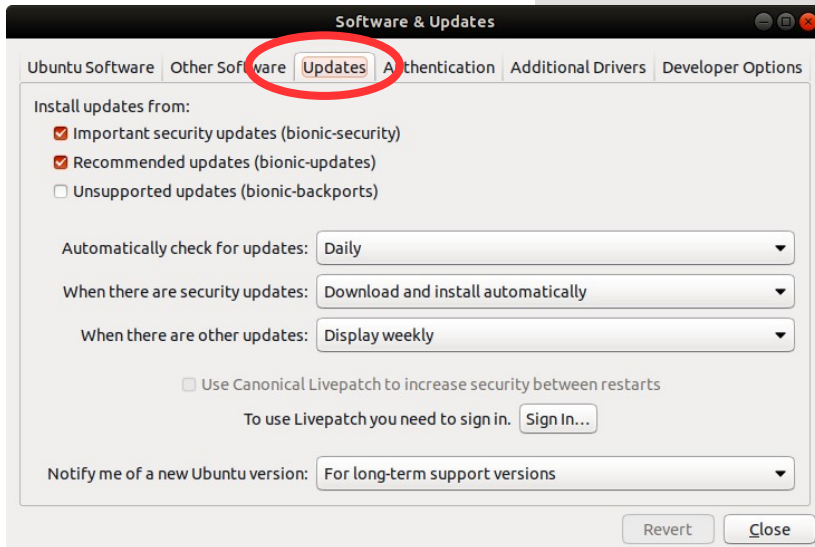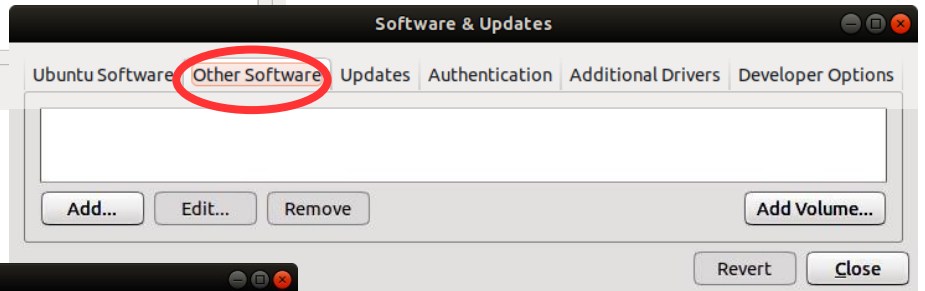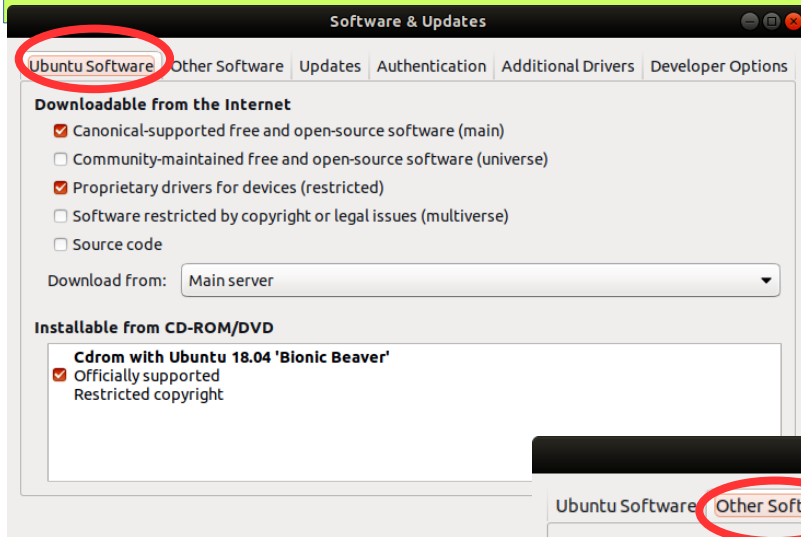

Click !

2.Programs and specifications under the Utilities icon

3.Next pages: Further presentation of basic settings

Introduction to Ubuntu Basic Settings, Part 2

Software & Updates

Ubuntu Software

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: Main server ▼

Installable from CD-ROM/DVD

Cdrom with Ubuntu 18.04 'Bionic Beaver'
- ☑ Officially supported
  Restricted copyright

Software & Updates — Other Software

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

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

[Revert] [Close]

Software & Updates — Updates

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

Install updates from:
- ☑ Important security updates (bionic-security)
- ☑ Recommended updates (bionic-updates)
- ☐ Unsupported updates (bionic-backports)

Automatically check for updates: Daily ▼

When there are security updates: Download and install automatically ▼

When there are other updates: Display weekly ▼

☐ Use Canonical Livepatch to increase security between restarts

To use Livepatch you need to sign in. [Sign In...]

Notify me of a new Ubuntu version: For long-term support versions ▼

[Revert] [Close]

Software & Updates — Authentication

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

Trusted software providers

3B4FE6ACC0B21F32 2012-05-11
Ubuntu Archive Automatic Signing Key (2012) <ftpmaster@ubuntu.com>
D94AA3F0EFE21092 2012-05-11
Ubuntu CD Image Automatic Signing Key (2012) <cdimage@ubuntu.com>

Software & Updates — Additional Drivers

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

Searching for available drivers...

Software & Updates — Developer Options

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 (bionic-proposed)

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Introduction to Ubuntu Basic Settings, Part 2

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

Software Updater

Checking for updates...

Stop

Downloading from Ubuntu

Software Updater

Updated software has been issued since Ubuntu 18.04 was
released. Do you want to install it now?

▸ Details of updates

632.7 MB will be downloaded.

Settings...   Remind Me Later   Install Now

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

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.

Terminal

ubuntu@ubuntu: ~

File Edit View Search Terminal Help

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

ubuntu@ubuntu:~$ 
```
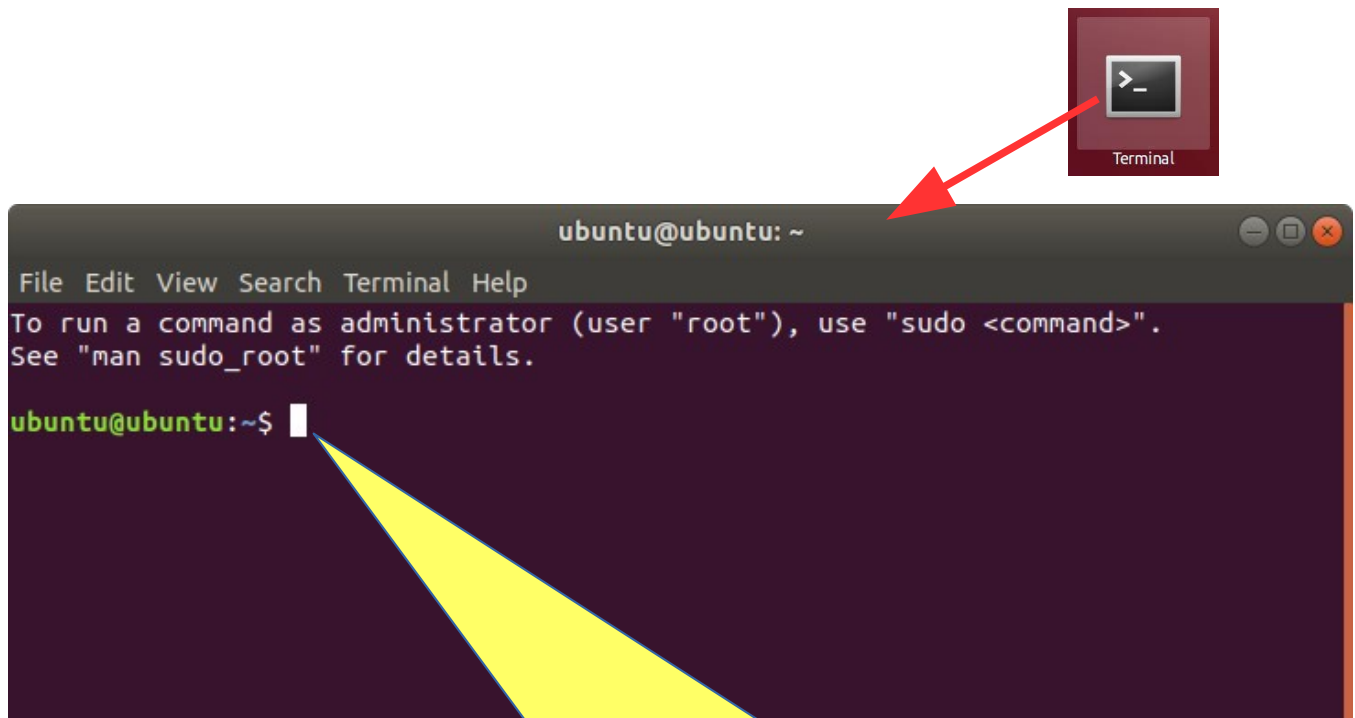
3.This is where the command is written.

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

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

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

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

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

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

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

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

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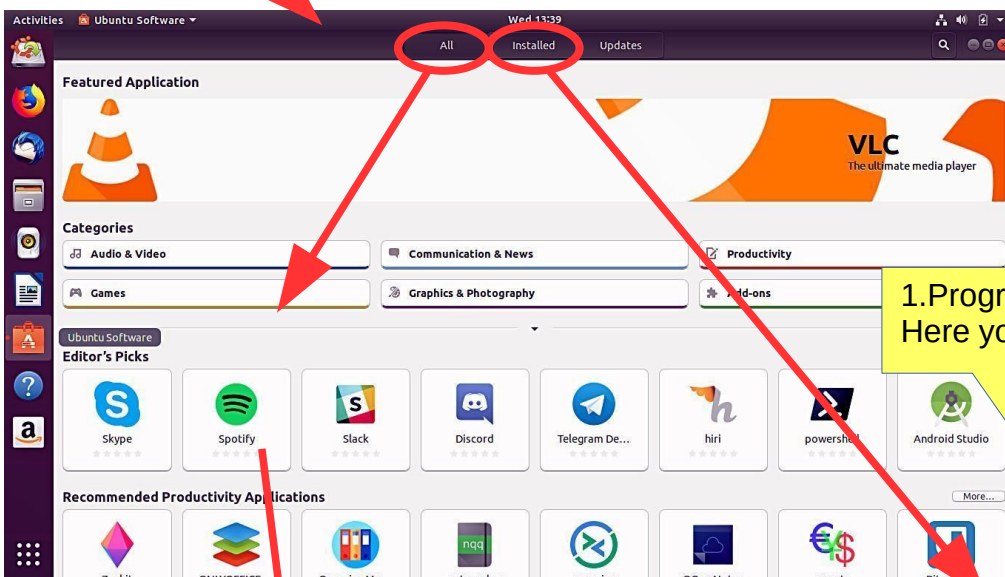
1. Programs on your computer.
Here you can remove the application

2. Applications that you can install on your computer
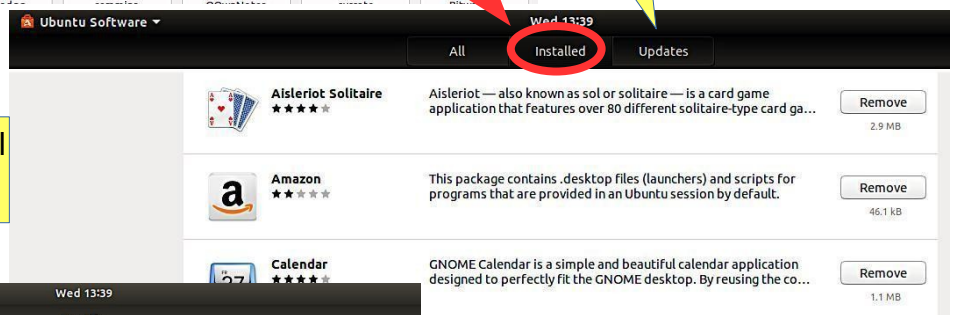
3. A more detailed presentation and installation of the application
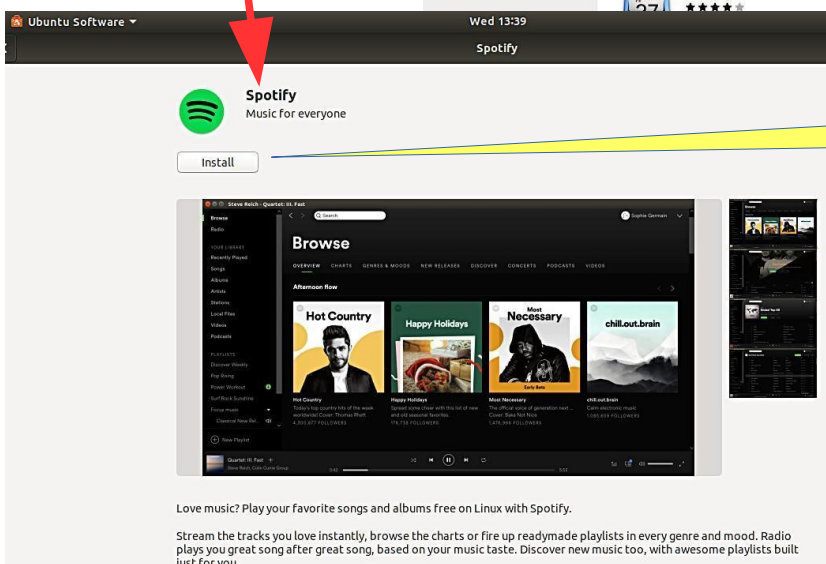
If you are planning to install a new app

Here are a few ideas you are looking for and you are about to introduce 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.
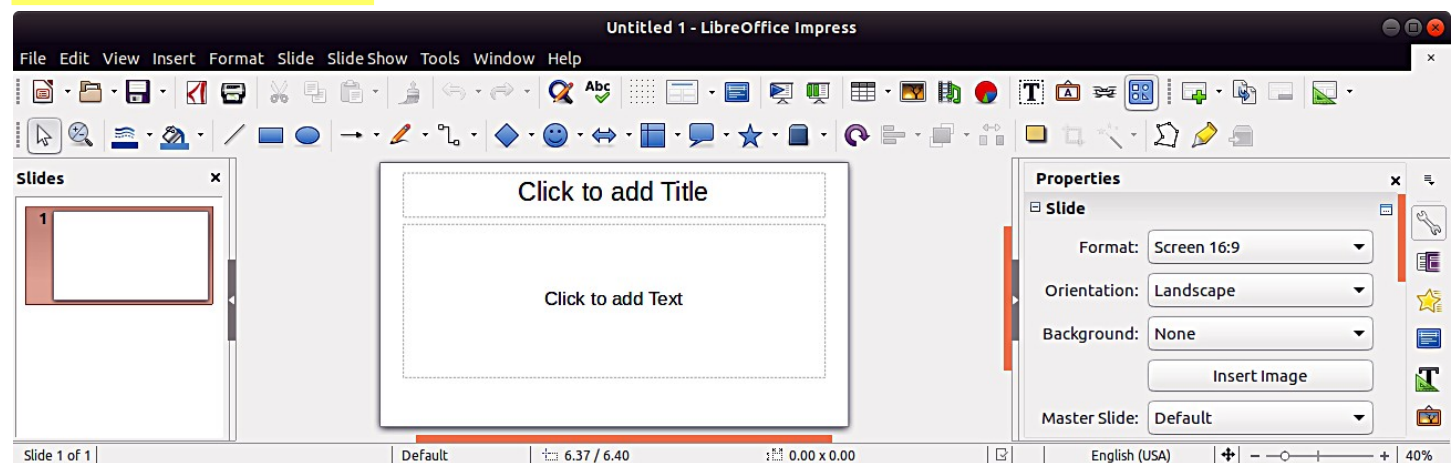 In Ubuntu and Linux, this is easy. The apps are packages.
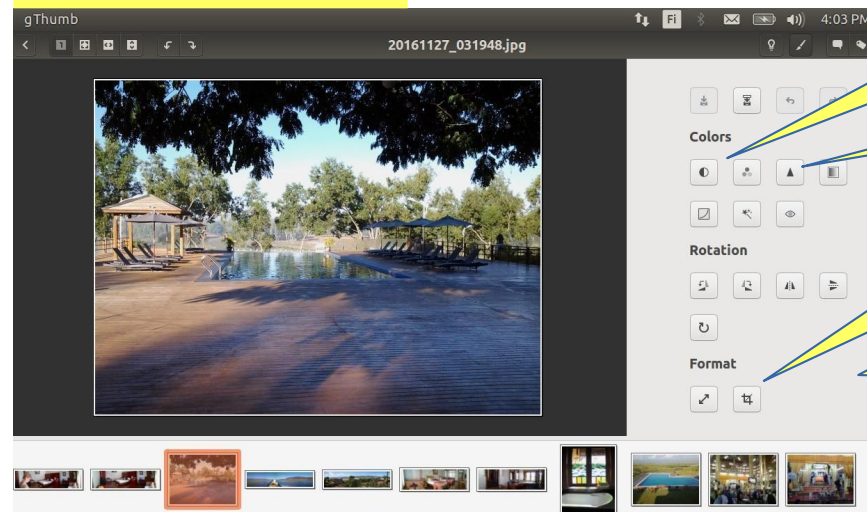
Presentation of some apps

LibreOffice Writer
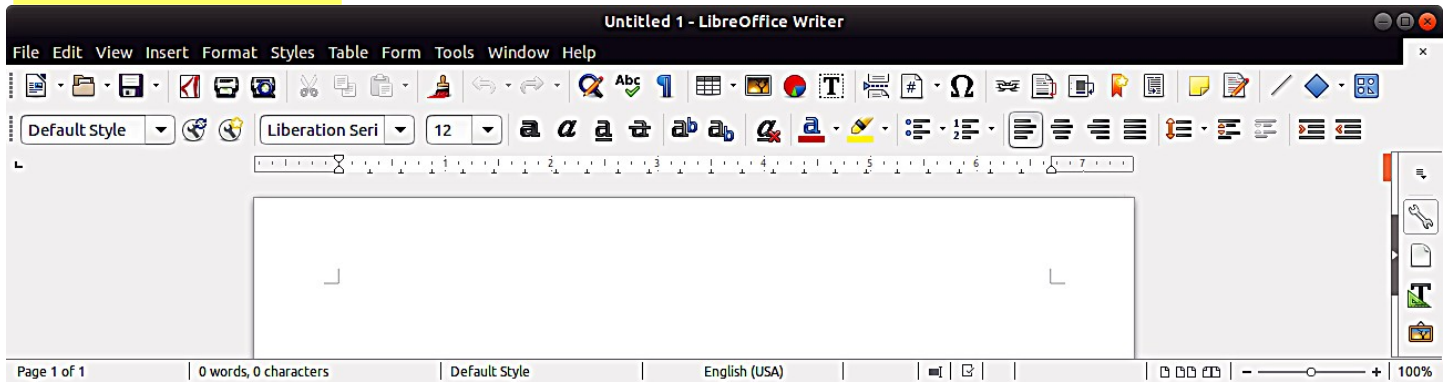
LibreOffice Calc
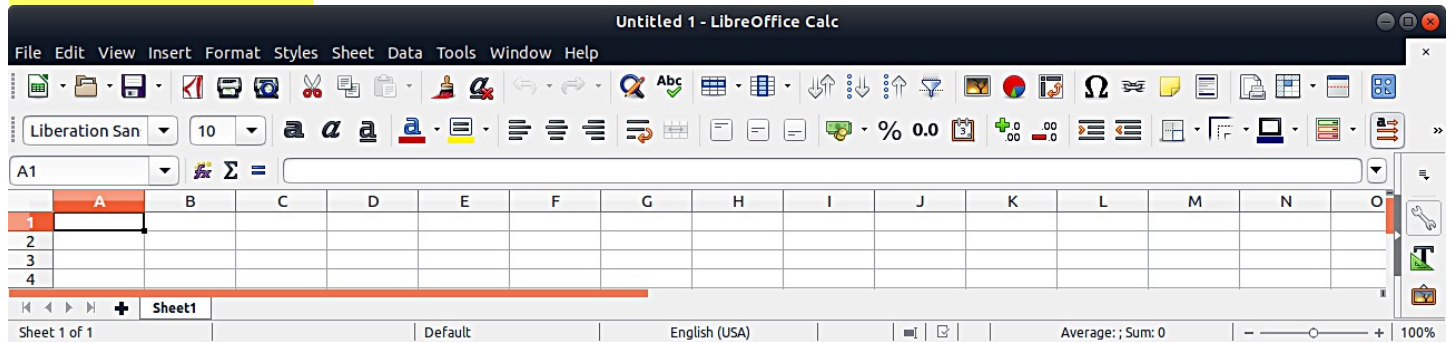
LibreOffice Impress

gThumb viewer

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

Presentation of some apps
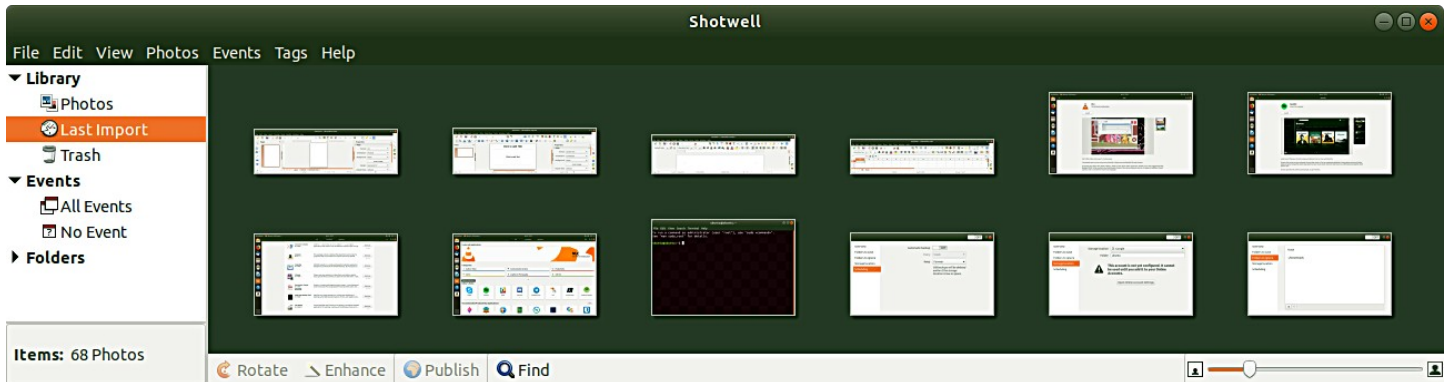
Presentation of some apps

Welcome!   OK

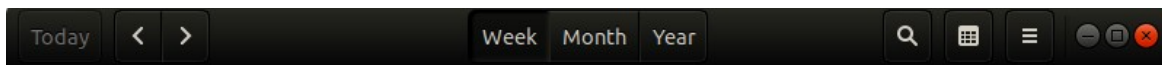**Welcome to Shotwell!**

☑ 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

Shotwell

File   Edit   View   Photos   Events   Tags   Help

▼ Library
   Photos
   Last Import
   Trash
▼ Events
   All Events
   No Event
▶ Folders

Items: 68 Photos

Rotate   Enhance   Publish   Find

New List   Lists   Today   Scheduled

No tasks

Personal
On This Computer

Today   ‹   ›   Week   Month   Year   Q   ▦   ≡

September   week 39   2018

	SUN 23	MON 24	TUE 25	WED 26	THU 27	FRI 28	SAT 29
09:00							
10:00							

Look Ubuntu Desktop Guide: Get more help

Ubuntu forum
https://ubuntuforums.org/

Ubuntu Desktop Guide
https://help.ubuntu.com/18.04/ubuntu-help/index.html.en

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

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

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

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

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

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

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

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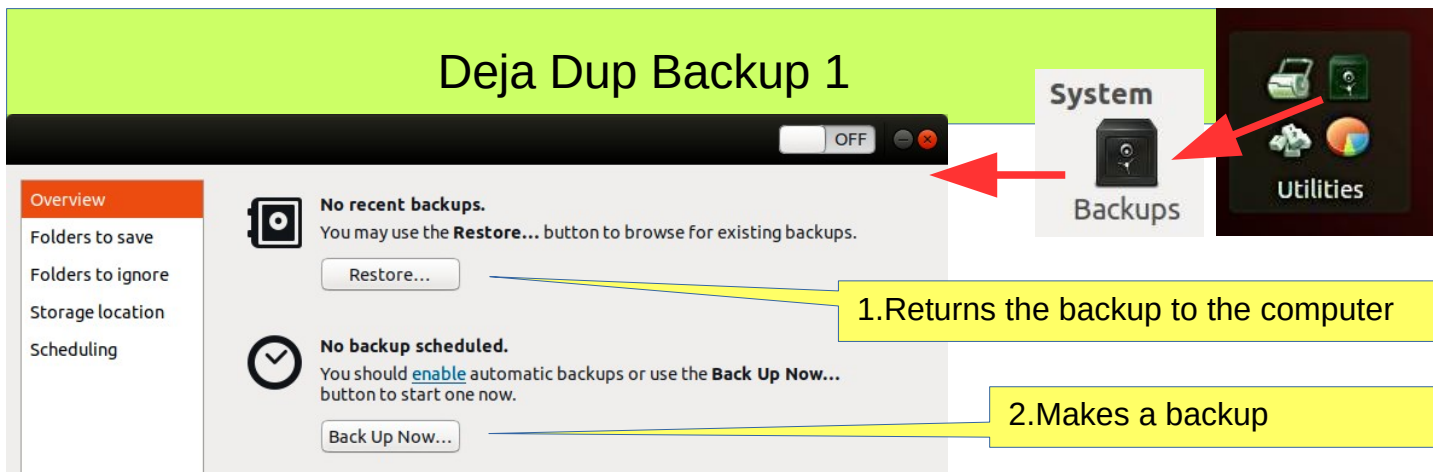
YOUTUBE VIDEOS

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

NEWS

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

Deja Dup Backup 1

System
Backups

Utilities

Overview
Folders to save
Folders to ignore
Storage location
Scheduling

OFF

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

Restore...

1.Returns the backup to the computer

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

Back Up Now...
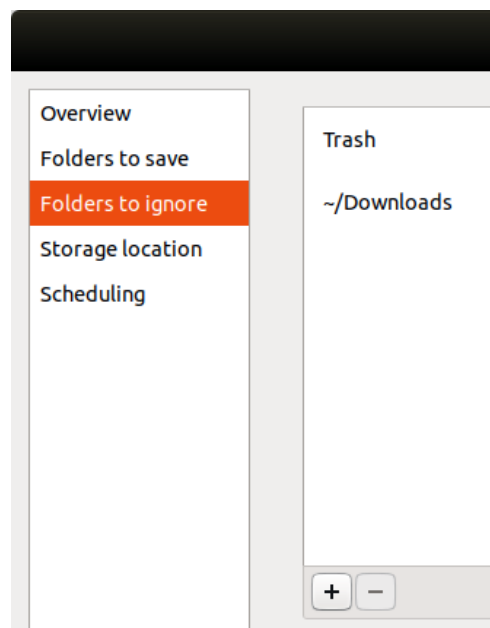
2.Makes a backup

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

Overview
Folders to save
Folders to ignore
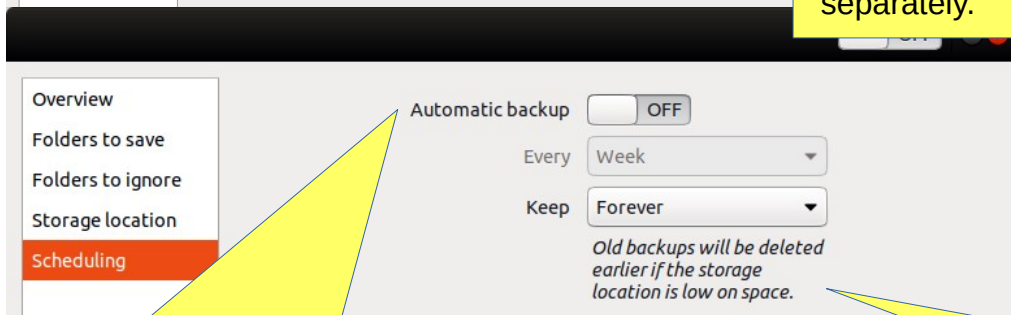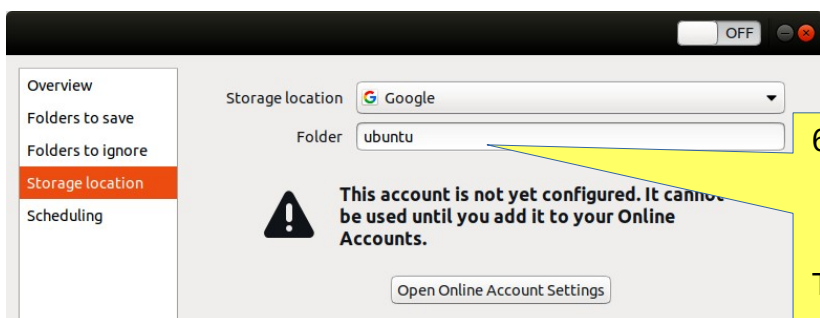Storage location
Scheduling

OFF

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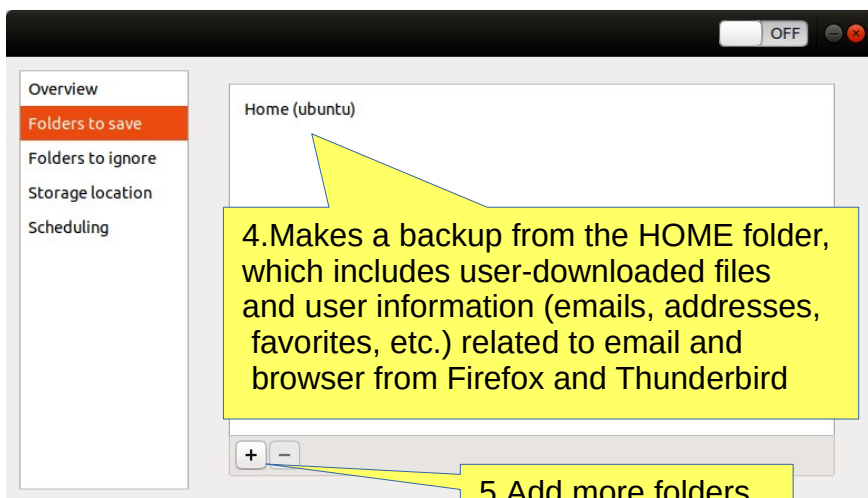
4.Makes a backup from the HOME folder, which includes user-downloaded files and user information (emails, addresses, favorites, etc.) related to email and browser from Firefox and Thunderbird

+ −

5.Add more folders

Overview
Folders to save
Folders to ignore
Storage location
Scheduling

Trash

~/Downloads

+ −

Overview
Folders to save
Folders to ignore
Storage location
Scheduling

OFF

Storage location G Google
Folder ubuntu

⚠ **This account is not yet configured. It cannot be used until you add it to your Online Accounts.**

Open Online Account Settings

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.

Overview
Folders to save
Folders to ignore
Storage location
Scheduling

Automatic backup OFF

Every Week

Keep Forever

Old backups will be deleted earlier if the storage location is low on space.

7.Automatic backup reminds you of making a backup. The first backup takes a long time, the next one will go quite fast.
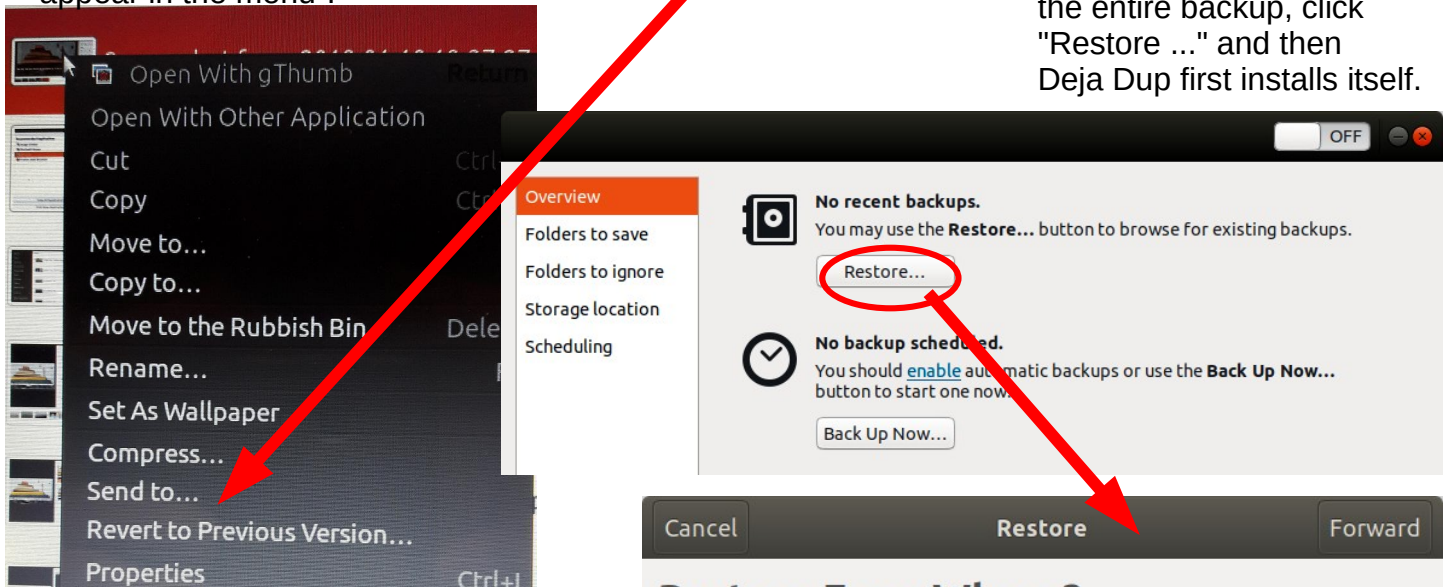
8. A small memory stick is enough for backup!

9. DejaDub tells you when to make a copy. Insert the USU-media and click on the DejaDub icon to start copying.
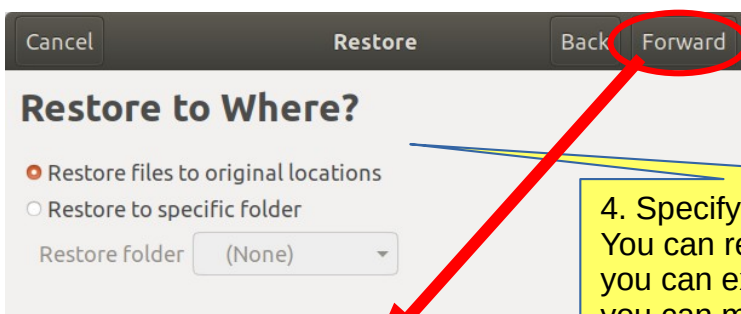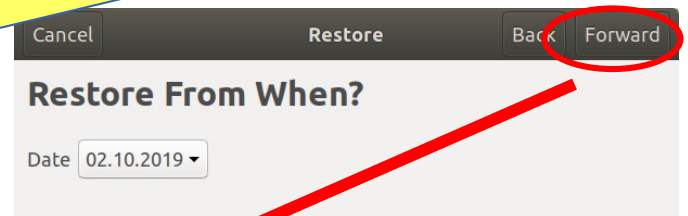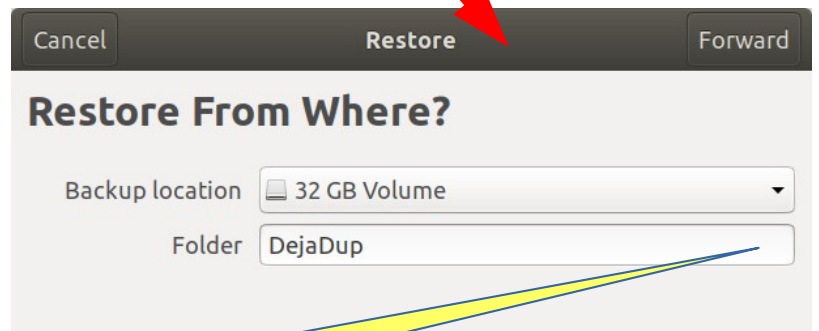
47

Deja Dup Backup 2

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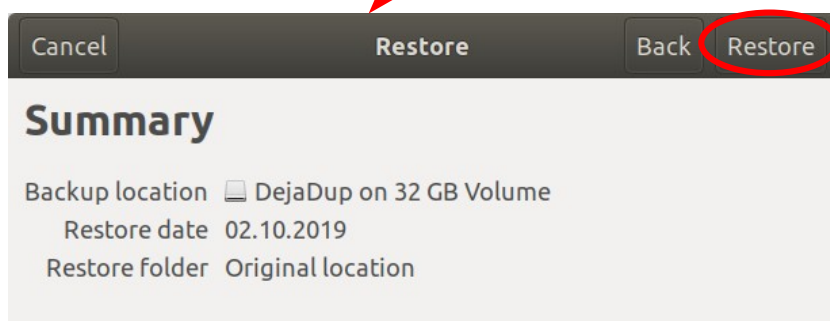When you back up your data, "Revert to Previous Version..." will appear in the menu".

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

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

OFF

Overview
Folders to save
Folders to ignore
Storage location
Scheduling

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

Restore...

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

Back Up Now...

Cancel   **Restore**   Forward

Restore From Where?

Backup location   📟 32 GB Volume   ▾
Folder   DejaDup

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

Cancel   **Restore**   Back   Forward

Restore From When?

Date 02.10.2019 ▾

Cancel   **Restore**   Back   Forward

Restore to Where?

⦿ Restore files to original locations
○ Restore to specific folder
Restore folder   (None)   ▾

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

Cancel   **Restore**   Back   Restore

Summary

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

Backup!

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.

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** using Windows.

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, which I have attached to this guide.

I wish good Ubuntu moments!

A little about image processing

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

menus

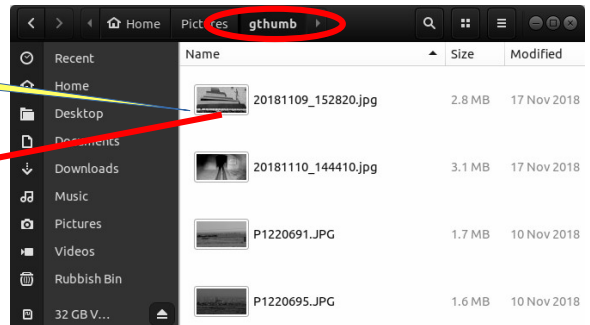tools

return

Next picture

Previous picture

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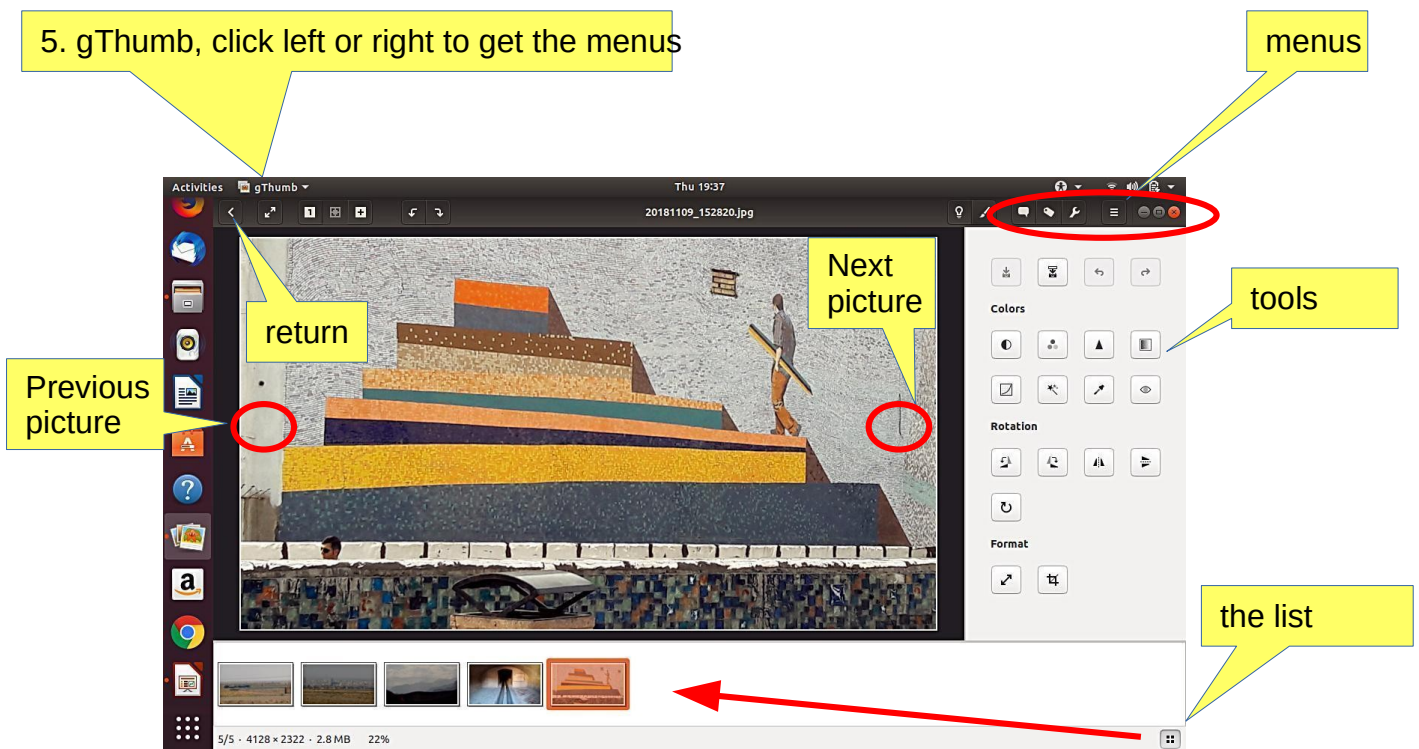
6. NB! In System Preferences, you can specify Details → Default Applications →
The image always opens in gThumb or ->

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

50
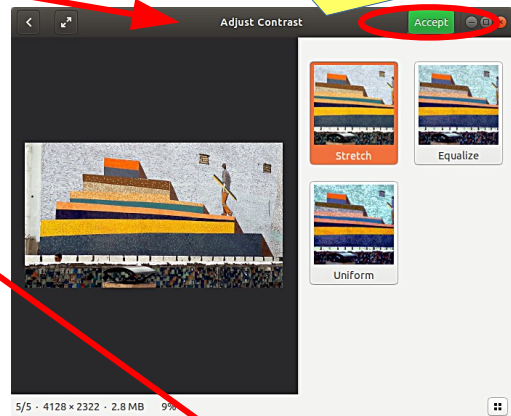
gThumb image editor - Editing images
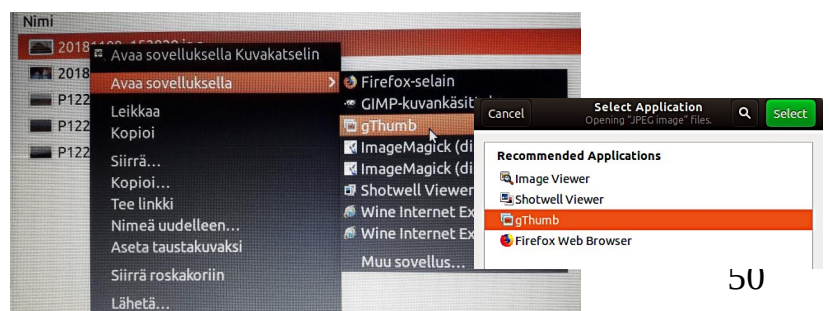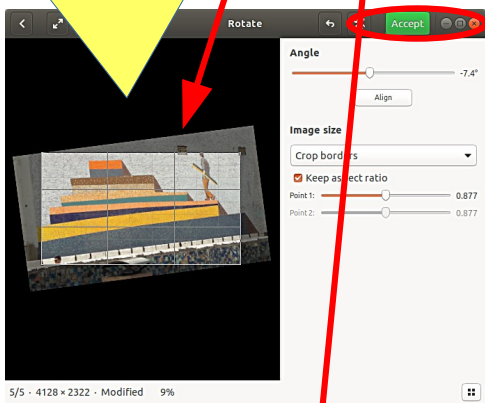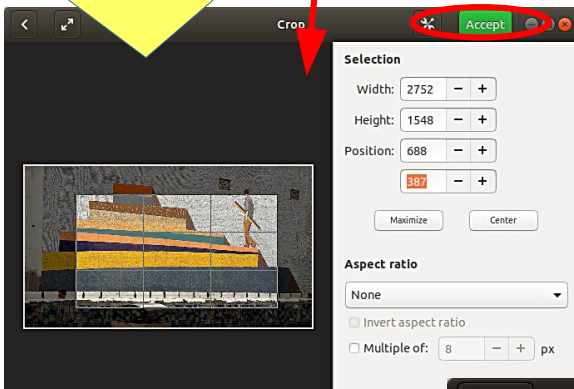
gThumb
First picture

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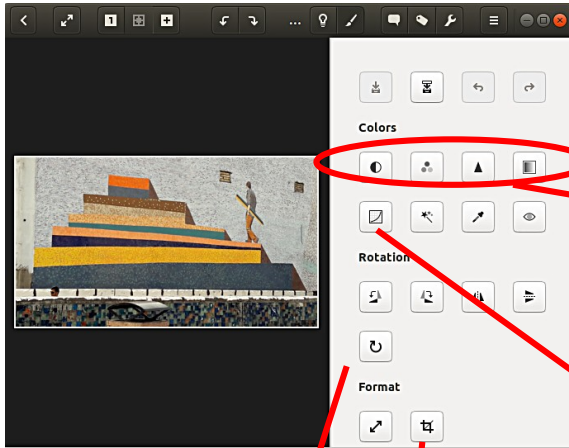
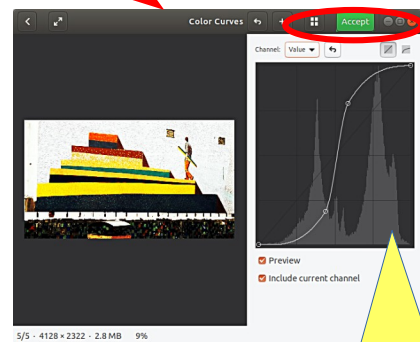1. Adjust the contrast, colors, and sharpness. Accept

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

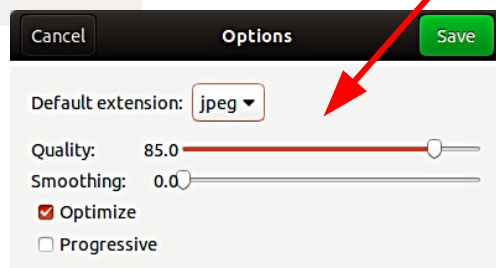Try moving the curve

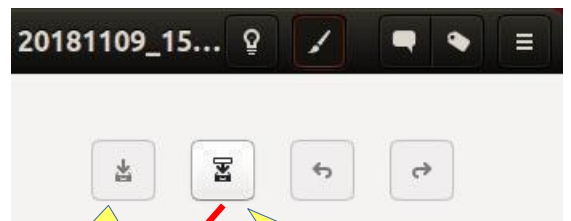3. Crop the image area
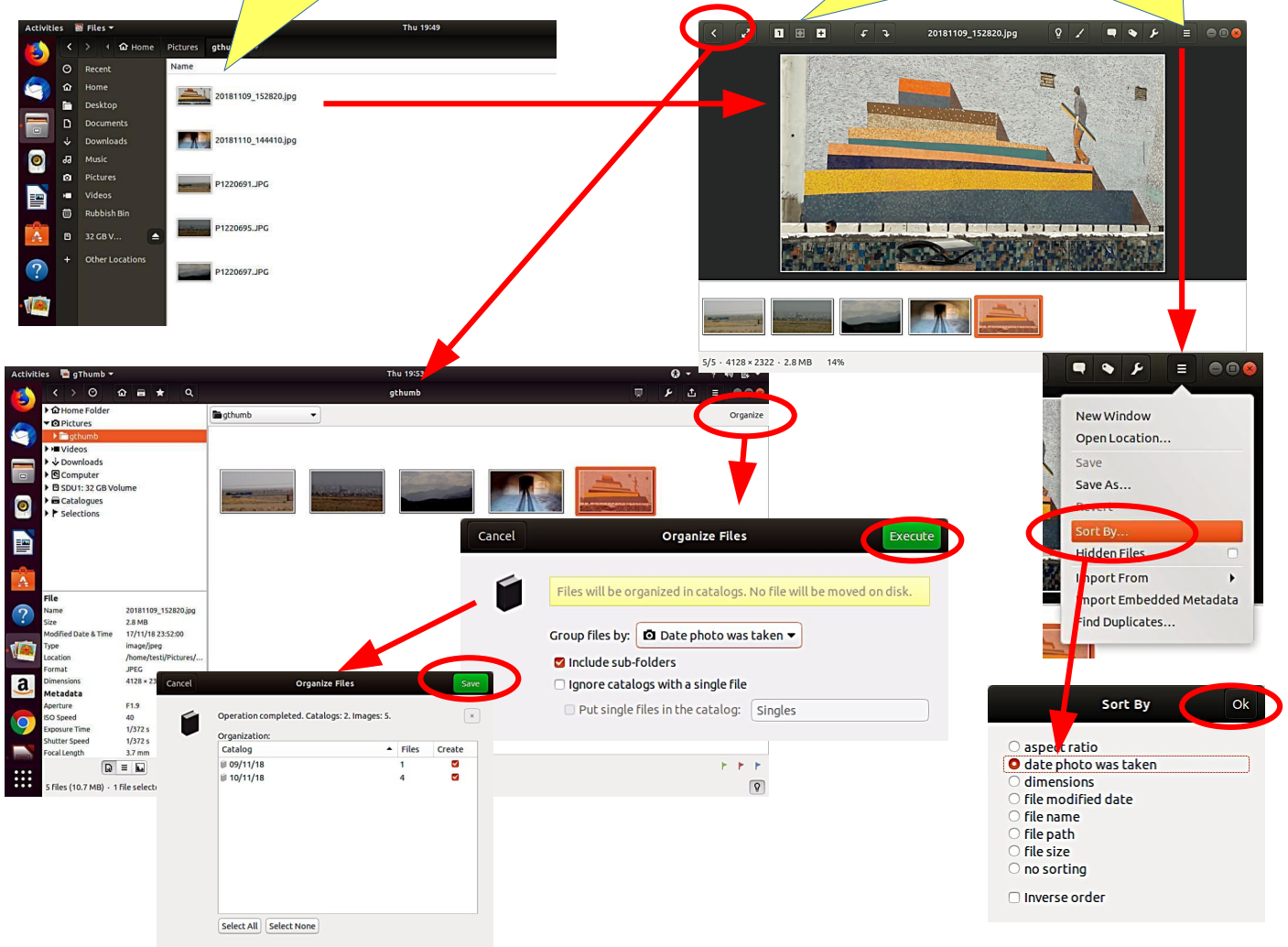Accept all actions with the Accept button

4.Save to the original

5.Save as new and adjust the packaging

gThumb image editing software - sorting images

1.Select the first image

2.Two options for sorting, click

Organize

Organize Files

Cancel | Execute

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

Group files by: 📷 Date photo was taken

☑ Include sub-folders
☐ Ignore catalogs with a single file
☐ Put single files in the catalog: Singles

Cancel | **Organize Files** | Save

Operation completed. Catalogs: 2. Images: 5.

Organization:

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

Select All | Select None

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

Sort By | Ok

○ aspect ratio
◉ date photo was taken
○ dimensions
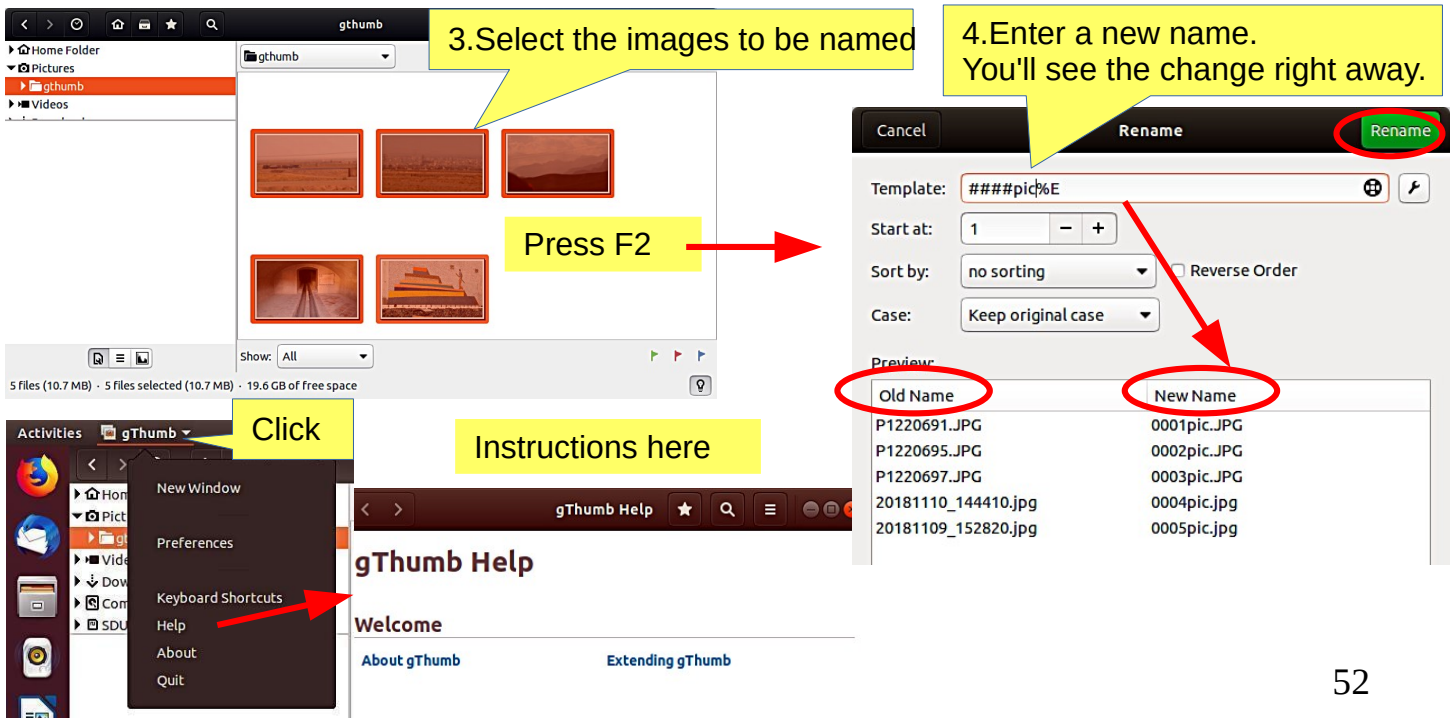○ file modified date
○ file name
○ file path
○ file size
○ no sorting

☐ Inverse order

gThumb image editing software - naming images

3.Select the images to be named

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

Press F2

Cancel | **Rename** | Rename

Template: ####pic%E

Start at: 1 − +

Sort by: no sorting ☐ Reverse Order

Case: Keep original case

Preview:

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

Click

Instructions here

New Window
Preferences
Keyboard Shortcuts
Help
About
Quit

gThumb Help

Welcome

About gThumb   Extending gThumb

Gthumb - Reduce the size of the images

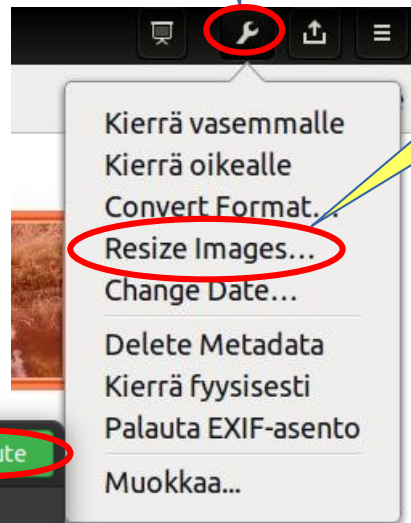20190502_153650.jpg — 5,6 Mt
20190502_153701.jpg — 6,2 Mt
20190502_175033.jpg — 1,9 Mt
20190502_175128.jpg — 6,5 Mt
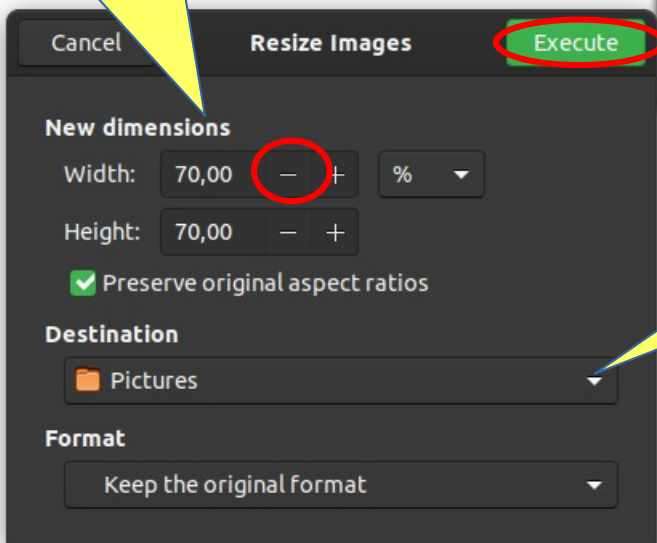20190509_080329.jpg — 4,8 Mt

1.3

1. Pictures before reduction

puutarha   Järjestele

puutarha

2. Open gThumb and highlight the files you want

3. Select tools

4. Select
Resize Images…

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

Delete Metadata
Kierrä fyysisesti
Palauta EXIF-asento

Muokkaa…

5. Decrease size with -
First try 70%

Cancel   **Resize Images**   Execute

New dimensions
Width: 70,00 — + % ▾
Height: 70,00 — +
☑ Preserve original aspect ratios

Destination
📁 Pictures ▾

Format
Keep the original format ▾

6. Select a new storage location and "Execute"

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

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

53

Self-defined printscreen area
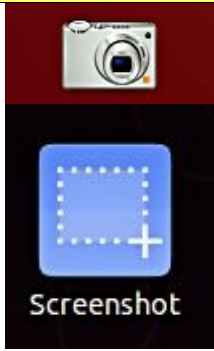
You can define the area you want to copy! Convenient feature!
Bring the icon to the bar!

Screenshot

Take Screenshot

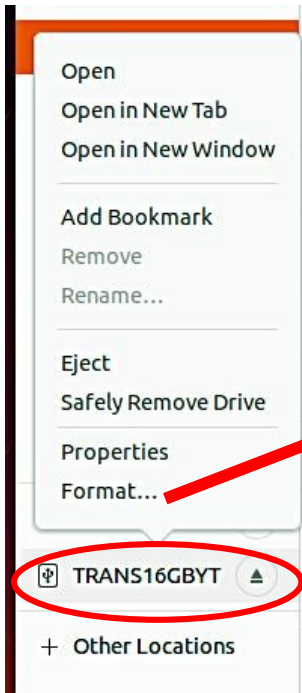Cancel   Take Screenshot

Take Screenshot

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

Grab after a delay of 0 — + seconds

Effects

☐ Include pointer
☑ Include the window border

Apply effect: None ▾

Image Scanning

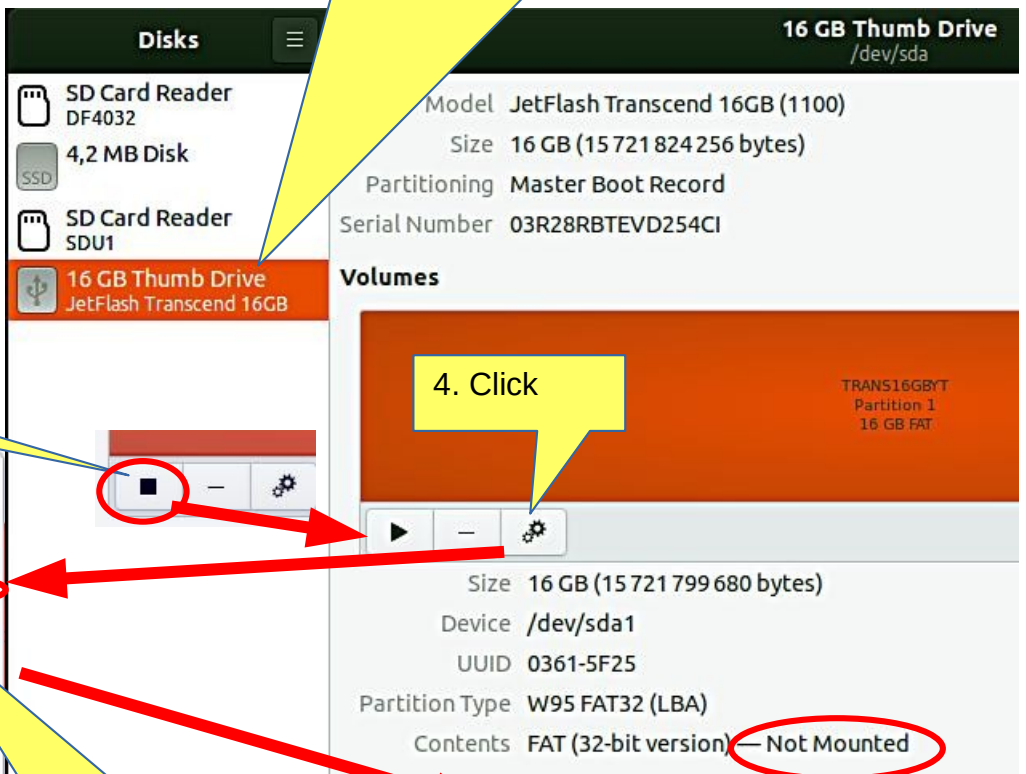Kuvanluku

Document ...
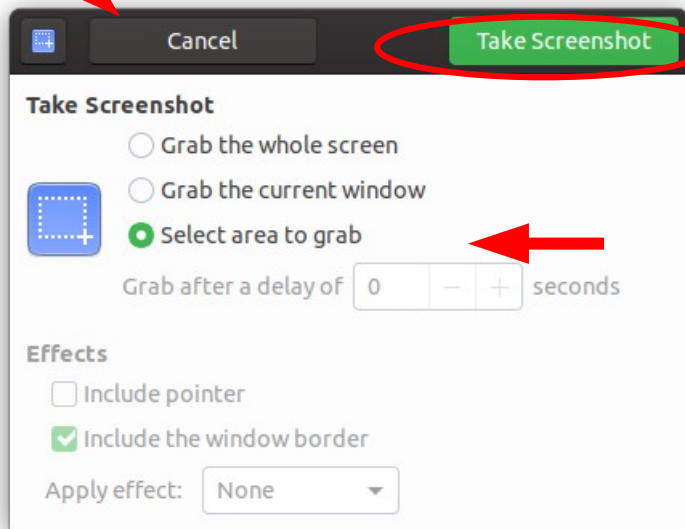
If you have a scanner,
you will find a preinstalled program.
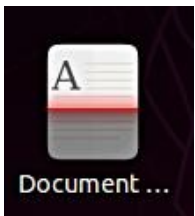
Icons in different versions of Ubuntu

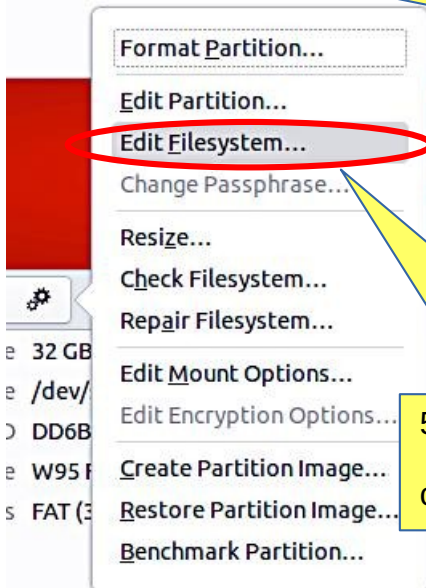The storage can be named either during formatting or later by the "Disks" utility

Open
Open in New Tab
Open in New Window

Add Bookmark
Remove
Rename...

Eject
Safely Remove Drive

Properties
Format...

TRANS16GBYT ⏏

+ Other Locations

Format

Tyhjennä Älä kirjoita nykyisten tietojen yli (Nopea)

Tyyppi Yhteensopiva kaikkien järjestelmien ja laitteiden kanssa (FAT)

Nimi New name

Esimerkiksi "Omat tiedostot" tai "Varmuuskopion data"

Peru Alusta...

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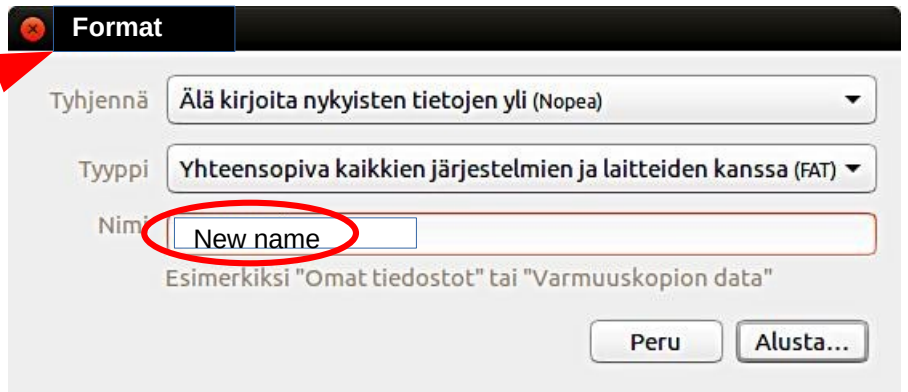
1. Start the "Discs" program

2. Check that you are processing the correct memory!

Disks

16 GB Thumb Drive /dev/sda

SD Card Reader DF4032

4,2 MB Disk SSD

SD Card Reader SDU1

16 GB Thumb Drive JetFlash Transcend 16GB

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

Volumes

TRANS16GBYT Partition 1 16 GB FAT

Disks

Ubuntu 18.04->

Utilities

3. Click to stop

4. Click

Format Partition...
Edit Partition...
Edit Filesystem...
Change Passphrase...
Resize...
Check Filesystem...
Repair Filesystem...
Edit Mount Options...
Edit Encryption Options...
Create Partition Image...
Restore Partition Image...
Benchmark Partition...

▶ — ⚙

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

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

Change Filesystem Label ✕

Label Transcend ⚠

Cancel Change

32 GB
/dev/
DD6B
W95 F
FAT (3

55
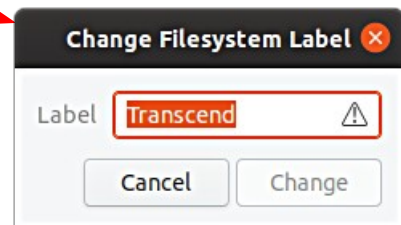
1.Interested in Linux Ubuntu?

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-18-04-lts-desktop-installation-guide-screenshots/

https://www.forbes.com/sites/jasonevangelho/2018/08/29/beginners-guide-how-to-install-ubuntu-linux/#746c517951c9

0.Work on a Windows computer!

1. Go to https://www.ubuntu.com/download/desktop.
2. Select "Download Ubuntu 18.04 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.
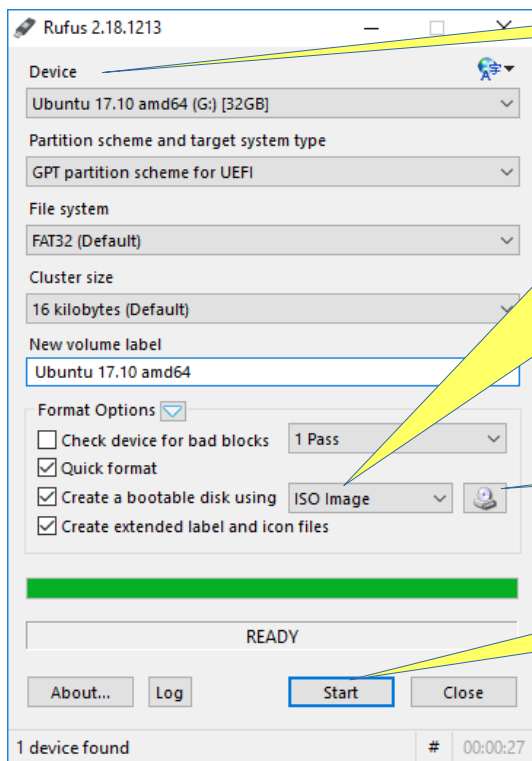
7. Select USB stick

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

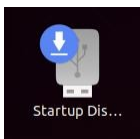10. Now, there should be a bootable Ubuntu USB stick ready.
11. Shut down the computer.
12. Do you know how to start your computer so that your computer open the bios?
 When you succeed here, you will see a menu (make sure you do not mess with
 the bios settings) from where to select the USB stick as 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.
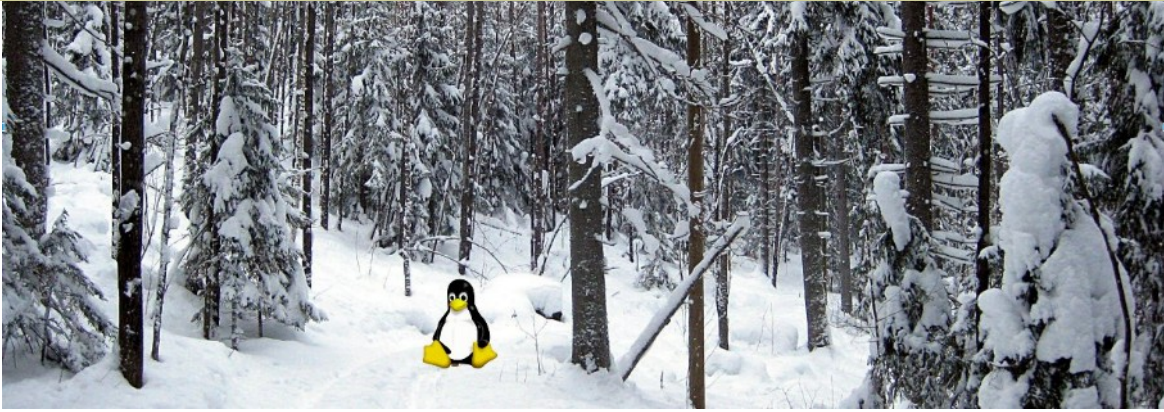14. Choose "Try Uninstalling Ubuntu" in the menu.

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

0. Instructions can be found here https://en.wikipedia.org/wiki/Ubuntu#Installation
1. Go to http://releases.ubuntu.com/18.04/
(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
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