



# UBUNTU GUIDE

## 22.04 LTS

Ver. 20240428

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

**New!**

You can use Google Translate to change this guide to the language of your choice.

Guide: <https://www.ubuntutor.com/text/instructions%20how%20translate.pdf>

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# Introduction

Welcome to study the Ubuntu operating system.

About Ubuntu:

It is a free operating system (cf. Windows, MacOS).

It also works well on older computers.

It needs little memory.

It can also be installed alongside your existing operating system.

Your own files (Windows, MacOS) also work in Ubuntu.

Ubuntu is Linux (also Android is Linux).

A few years ago I realized that my XP Windows laptop was old. I bought an inexpensive HP Stream laptop (2 GB central memory and 34 GB working memory). The Windows installation was 28 GB. I uninstalled Windows and installed just Ubuntu. Ubuntu needed 9 GB.

I installed Ubuntu Mate alongside Windows on an old Windows XP laptop.

With this guide, I aim to introduce the features of the Ubuntu graphical operating system to beginners.

Here are a few examples of Ubuntu applications:

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

**New!**

**You can use Google Translate to change this guide to the language of your choice.**

**Guide:** <https://www.ubuntutor.com/text/Instructions%20how%20translate.pdf>

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

Best regards, Hannu



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

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# General Information about Ubuntu

**Look:** [Ubuntu Desktop Guide](#)

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

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

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

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

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

Ubuntu with all its applications is free.

Ubuntu needs much less memory compared to Windows.

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

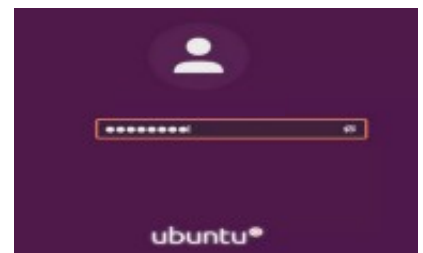
Ubuntu is updated annually and the so-called "Long-term support" (5 years) versions are published every two years with the symbol of year and month and the letters LTS (long-term support). For example, version 22.04 LTS has been released in April 2022 and will be supported until 2027.

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

## How to open Ubuntu?

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

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





# Ubuntu instructions

The screenshot shows the 'Ubuntu Desktop Guide' window. A red arrow points from the question mark icon in the Ubuntu dock to the window title bar. A yellow callout box contains the text: '1. Every window has a HELP! You get order to that window!'. Another yellow callout box points to the 'Help' option in the window's menu bar, with the text 'F1 = Show HELP' below it. A third yellow callout box points to the dock icon with the text 'Dock!'.

Visual overview of GNOME  
A visual overview of your desktop, the top bar, and the Activities overview.

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

Start applications  
Launch apps from the Activities overview.

Your desktop  
Work with apps, windows, and workspaces. See your appointments and things that matter in the top bar.

Networking, web & email  
Connect to wireless and wired networks. Stay safe with a VPN. Create a wireless hotspot.

Help

Dock!

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

F1 = Show HELP

The screenshot shows the 'ubuntu forums' search results page. The search term is 'Updating VirtualBox from a .deb file'. The results show several posts with details like replies, views, and last post times.

Search Results - Ubuntu Forums

ubuntu forums

Forum Activity Page Please read before SSO login

Activity Stream Today's Posts New Posts Quick Links

Search: New Posts

Search: Type: Posts; New Posts

Page 1 of 10 1 2 3 4

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 marchella\_lippi2, 2 Hours Ago 10:57 AM  
Replies: 3 Views: 0 Last Post: 5 Minutes A by Autodave Forum: Hardware

Best OS for a Chromebook?  
Started by corvaibob, 1 Day Ago 12:30 AM  
Replies: 5 Views: 0 Last Post: 13 Minutes by corvaibob Forum: New to Ubuntu

Ubuntu boot loader never starts  
Started by jonnar, 1 Day Ago 04:20 AM 1 2 110s, 16.4  
Replies: 10 Views: 0 Last Post: 14 Minutes by oldfred Forum: Installation & Upgrades

2. Here are various instructions.

The screenshot shows the 'Getting Started with Ubuntu 16.04' document. It includes a table of contents with links to various sections like Contents, Prologue, Installation, and more.

Getting Started with Ubuntu 16.04

Contents

- Prologue
- Installation
- The Ubuntu...
- Working w...
- Hardware
- Software
- Advanced ...
- Troublesh...
- Learning M...
- License
- Glossary
- Credits
- Index
- Colophon

3. Excellent Guide in English can be found at <http://ubuntu-manual.org/> ( Ubuntu 16.04 )  
The guide is in pdf format and it can be downloaded to your computer.

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

The screenshot shows the 'ubuntu forums' forum page. It includes a welcome message and a list of forum categories like New to Ubuntu, Installation & Upgrades, Desktop Environments, Multimedia Software, General Help, Hardware, and Networking & Wireless.

ubuntu forums

Forum Activity Page Please read before SSO login

Quick Links Forum Community Ubuntu Community Other Support Social Media Useful Links

Forum

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.

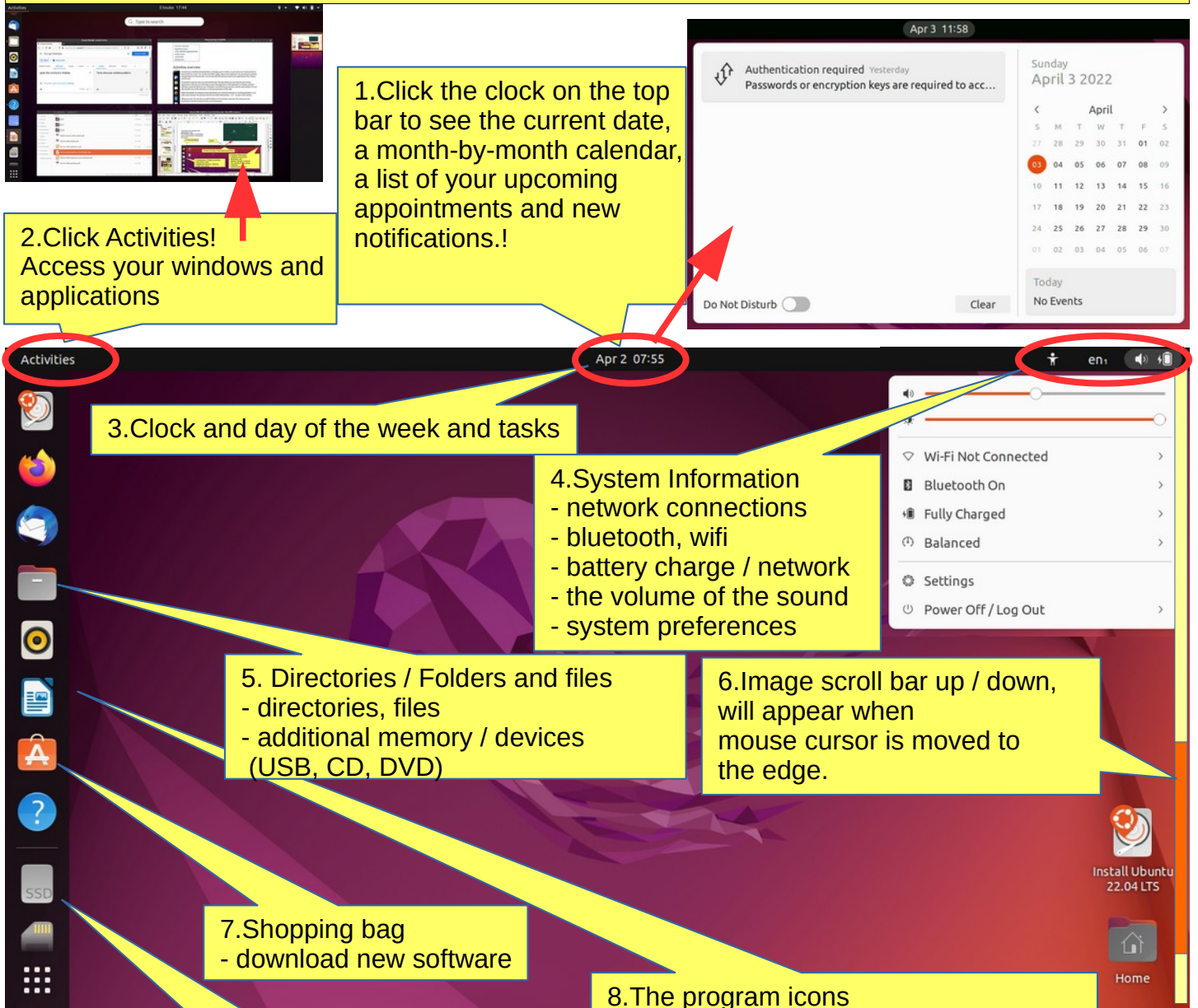
- New to Ubuntu
- Installation & Upgrades
- Desktop Environments
- Multimedia Software
- General Help
- Hardware
- Networking & Wireless

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

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

# Presentation of Ubuntu 22.04 LTS Desktop

## Look Ubuntu Desktop Guide: [Visual overview of GNOME](#)



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

2. Click Activities! Access your windows and applications

3. Clock and day of the week and tasks

4. System Information

- network connections
- bluetooth, wifi
- battery charge / network
- the volume of the sound
- system preferences

5. Directories / Folders and files

- directories, files
- additional memory / devices (USB, CD, DVD)

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

7. Shopping bag

- download new software

8. The program icons

- start the program
- icons can be added or removed
- icon size can be changed
- the sequence of icons can be changed
- the icons can be hidden
- the icon shows the number of windows

9. The Dash

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

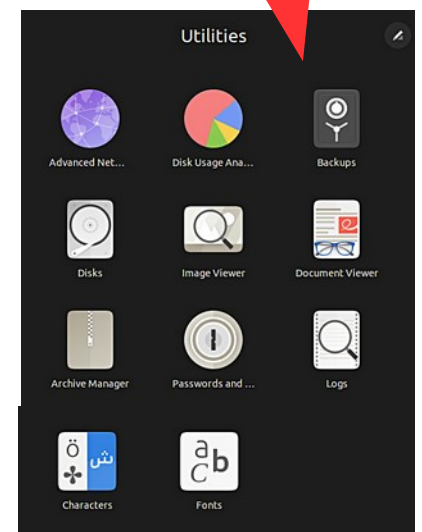
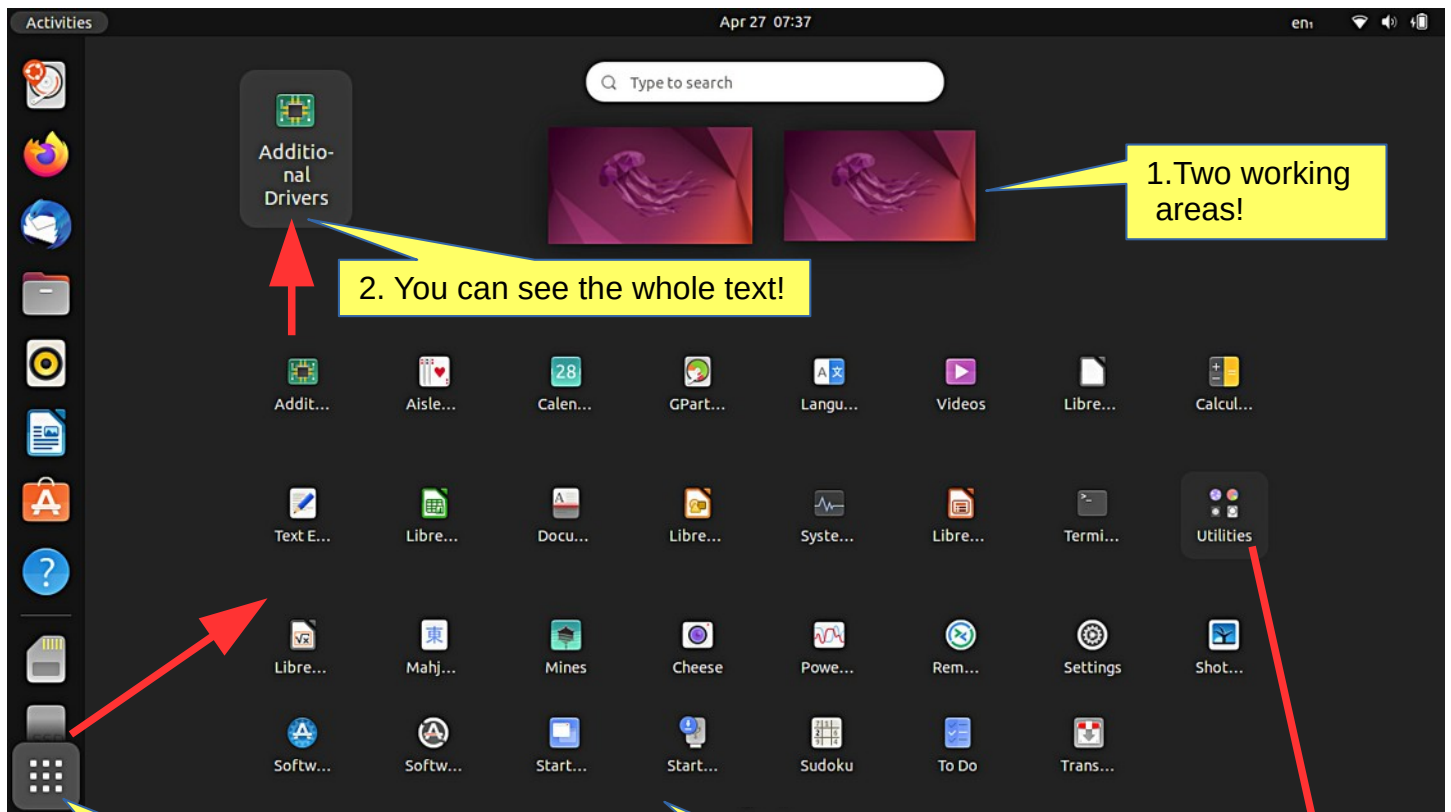
10. The size of icons can be changed.

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

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

# Pre-installed applications

Look Ubuntu Desktop Guide: [Start applications](#)

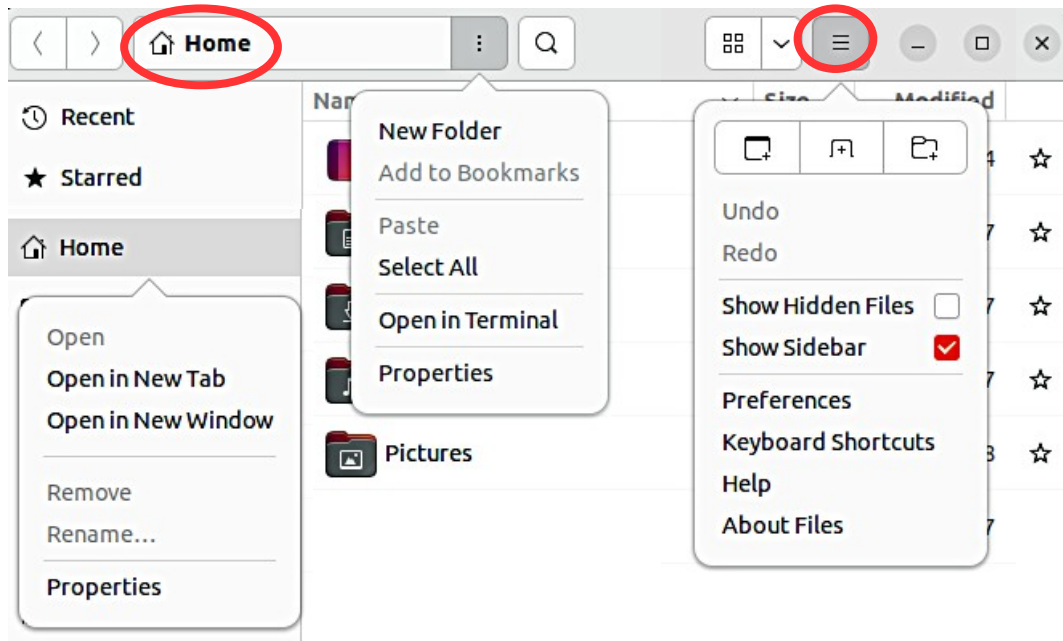


4. You can make your own groups (folder) like Utilities. Move some icons together and write a name.

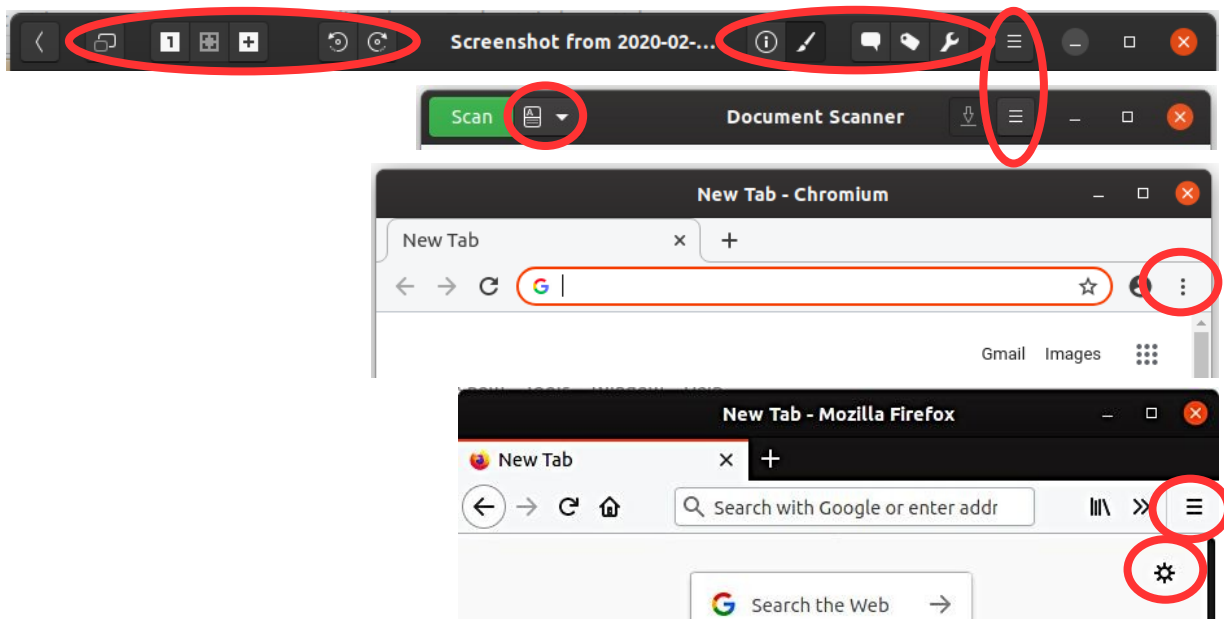
## Find the command ;-)

File Edit View Insert Format Slide Slide Show Tools Window Help

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.



## Some tips

### Look Ubuntu Desktop Guide: [Your desktop](#)

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

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

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

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

**Click on the icon for more information!**



## How to use mouse and touch pad

### 6.How to operate with the mouse

#### With left or right button

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

#### With mouse scroll button

Scroll  
Press and scroll

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

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

Click  
Click click  
Click and press and move

#### With two fingers at the same time

Click  
Click click  
Click and press and move

9.If you move the cursor quickly, the cursor will move a longer distance.

## Some thoughts before going on

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

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

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

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

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

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

## Structure of the File System

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

A good thing compared to Windows:

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

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

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

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

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



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

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

You can now unplug Kingston DataTraveler 3.0

# Presentation of Folder / Directory Structure

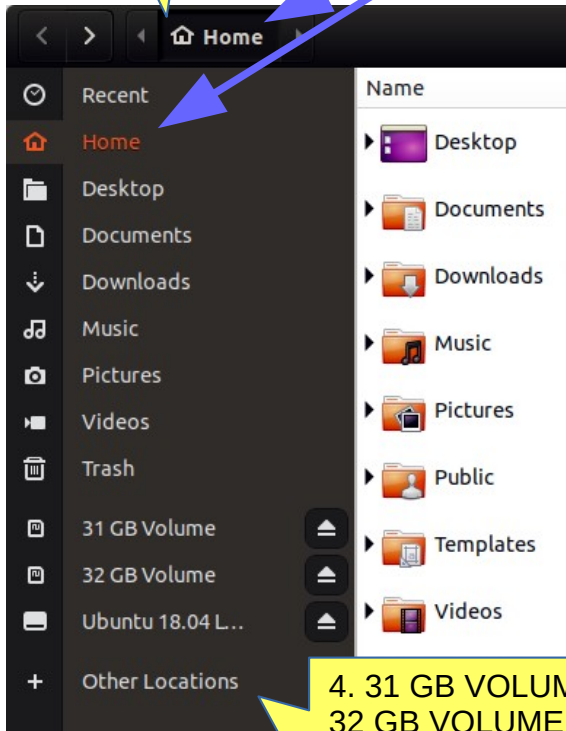
Look Ubuntu Desktop Guide: [Files, folders & search](#)

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

2. Note HOME and DESKTOP

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

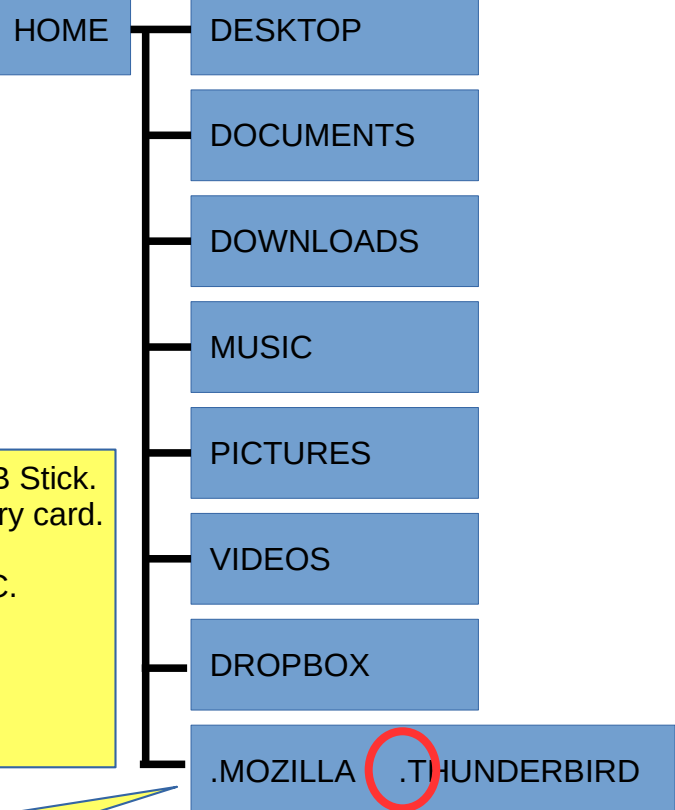
3. Desktop is "Home screen"



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

Ubuntu 22.04 L... is your PC.

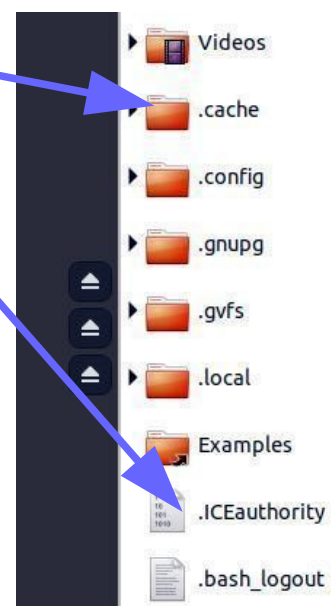
Other Locations  
- this is not usually required for home use



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

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

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





# Presentation of Folder / Directory Structure

The screenshot shows a file manager interface with a sidebar on the left and a main pane on the right. The sidebar includes 'Recent', 'Starred', 'Home' (selected), 'Desktop', 'Documents', 'Downloads', 'Music', 'Pictures', 'Videos', 'Trash', '32 GB Volume', 'KINGSTON', and 'Other Locations'. The main pane shows the 'Home' directory contents: Desktop, Documents, Downloads, Music, Pictures, Public, snap (selected), snap-store, 433, .config, and .local. Callouts provide the following information:

- 1. Home folder is the subfolder, where all your data is.
- 2. Hidden folders can be seen
- 3. Folder tree-structure. The triangle open/close the structure
- 4. Media folder is the (home)folder, where all external files are:
  - usb stick and hard drive
  - sd card
  - cd and dvd disc etc.

Below the screenshot is a directory tree diagram illustrating the structure:

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

5.The file can be renamed: Edit - Rename

6.The folder can be renamed: Edit - Rename

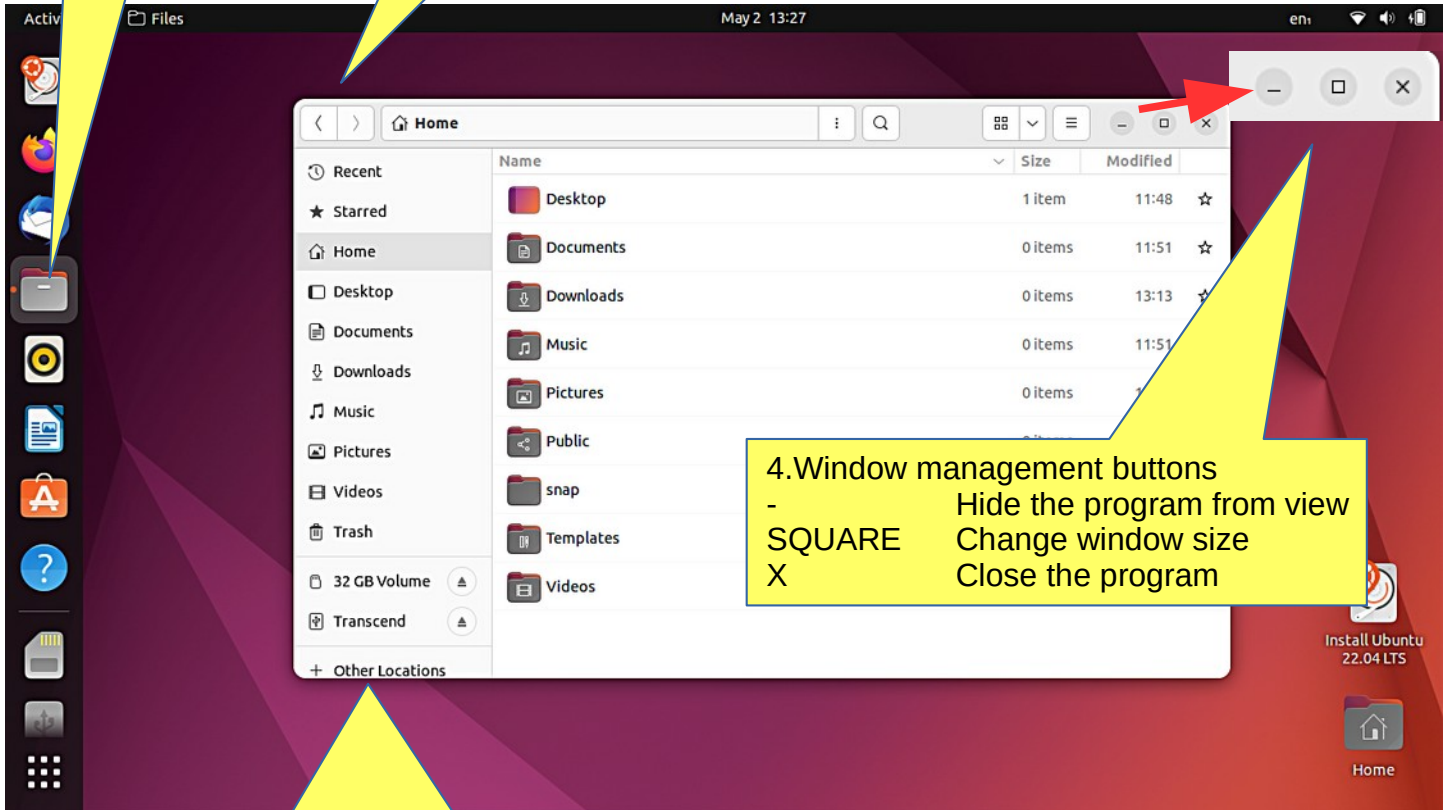
7.USB / SD can be renamed if you format it (where all old data is deleted!) or later by the "Disks" utility. See attachement.

# Files (Nautilus)

1. Click! You will see the Files application.

2. Folders are shown here. Grey activated Folder.

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



5. Side panel.

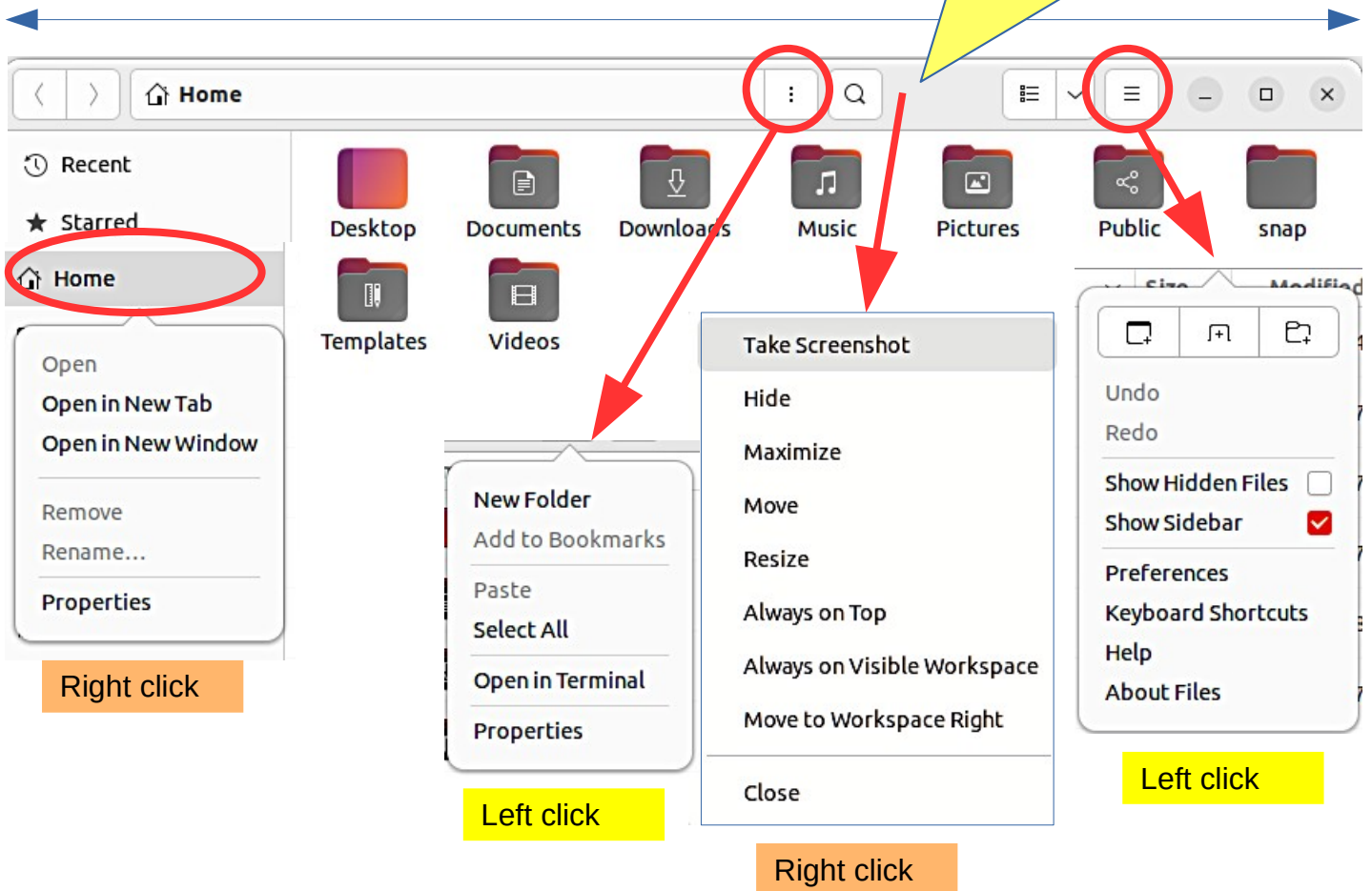
Here are the various memory media attached to the computer, such as computer mass storage, USB sticks, SD cards, CDs / DVDs, etc.

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

# Files (Nautilus)

## The top bar

1. Gray area of the bar = try right click!



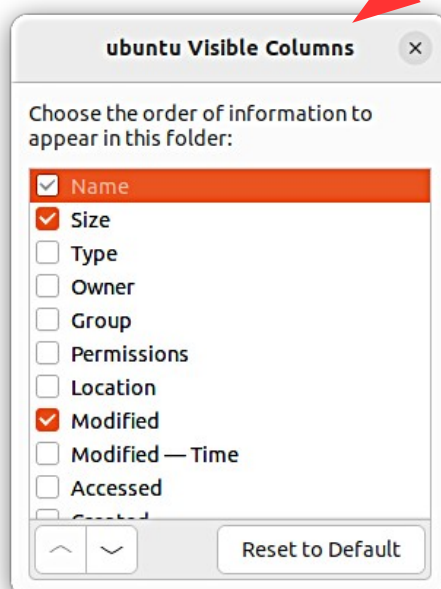
# Files handling

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

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

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

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



# Files handling

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

2. Click! New Window

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

4. Two tabs Pictures and Home

5. Click! New Folder

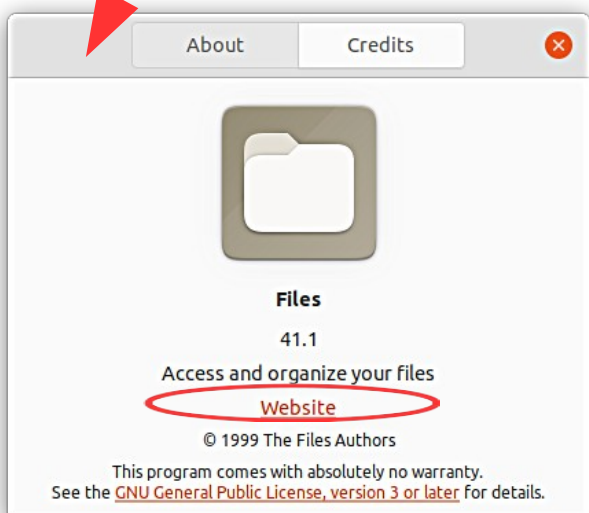
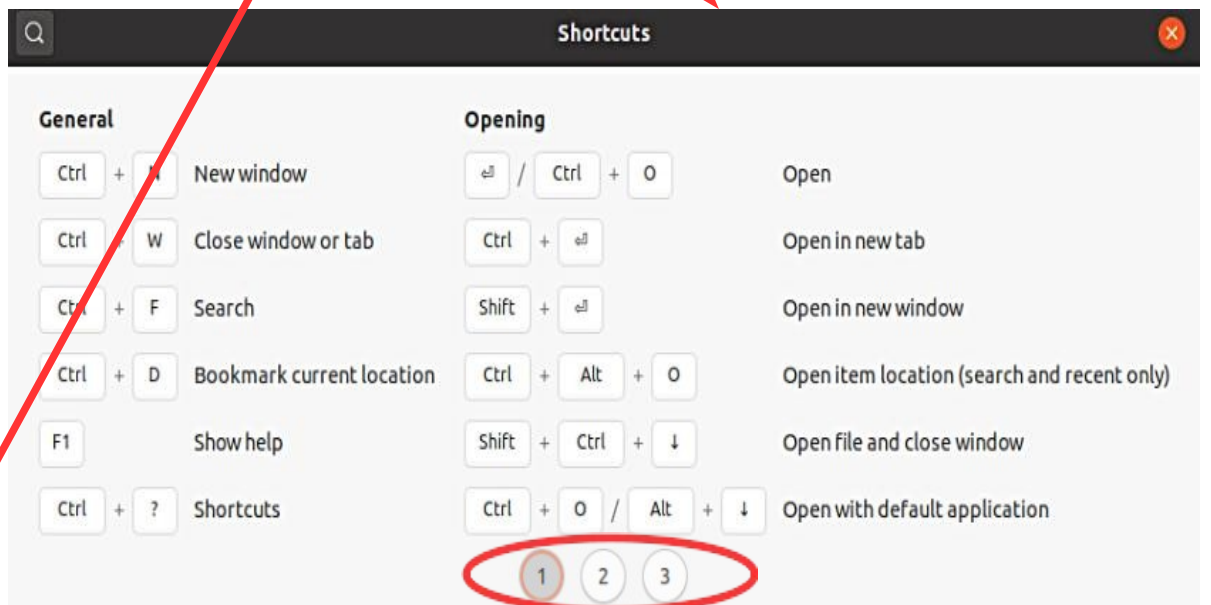
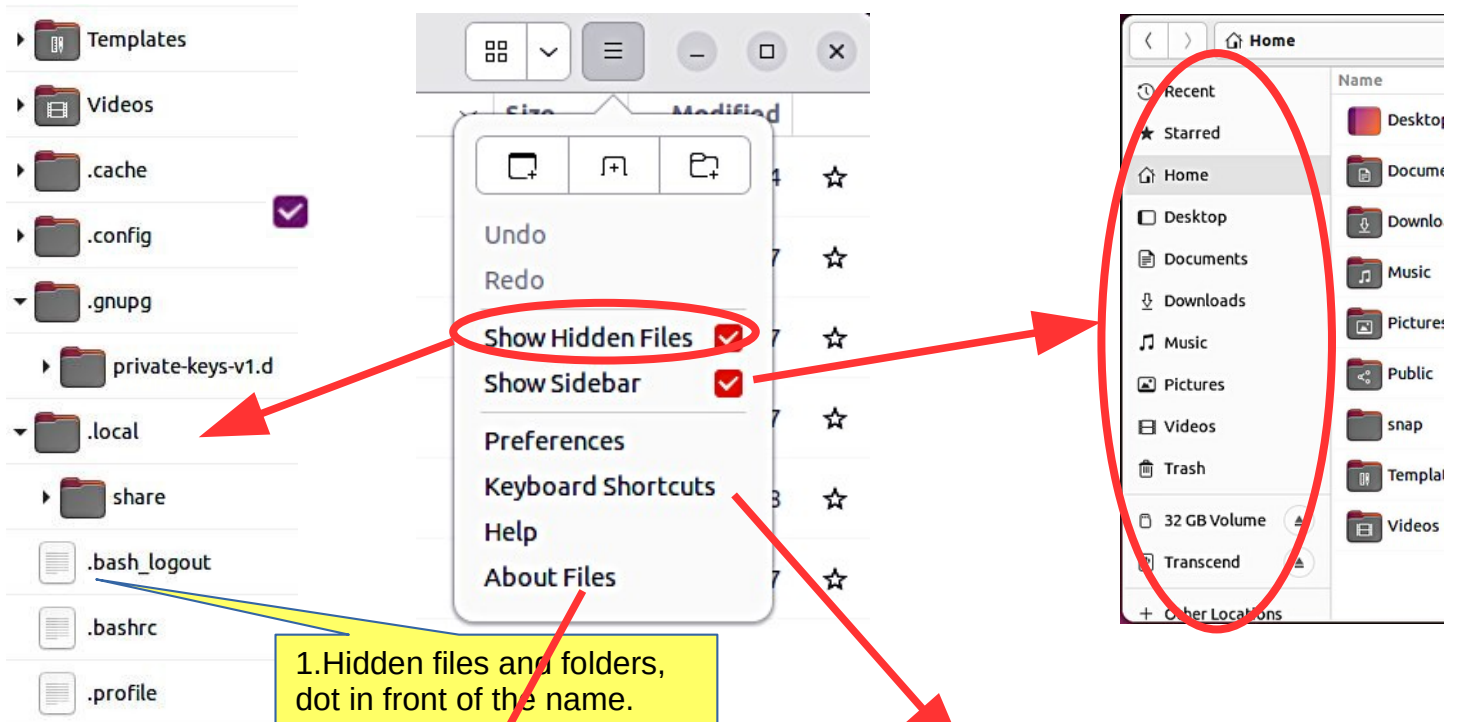
6. Displays subfolders! Triangle in front of the folder. The tree structure! This is very useful!

7. Click triangle!

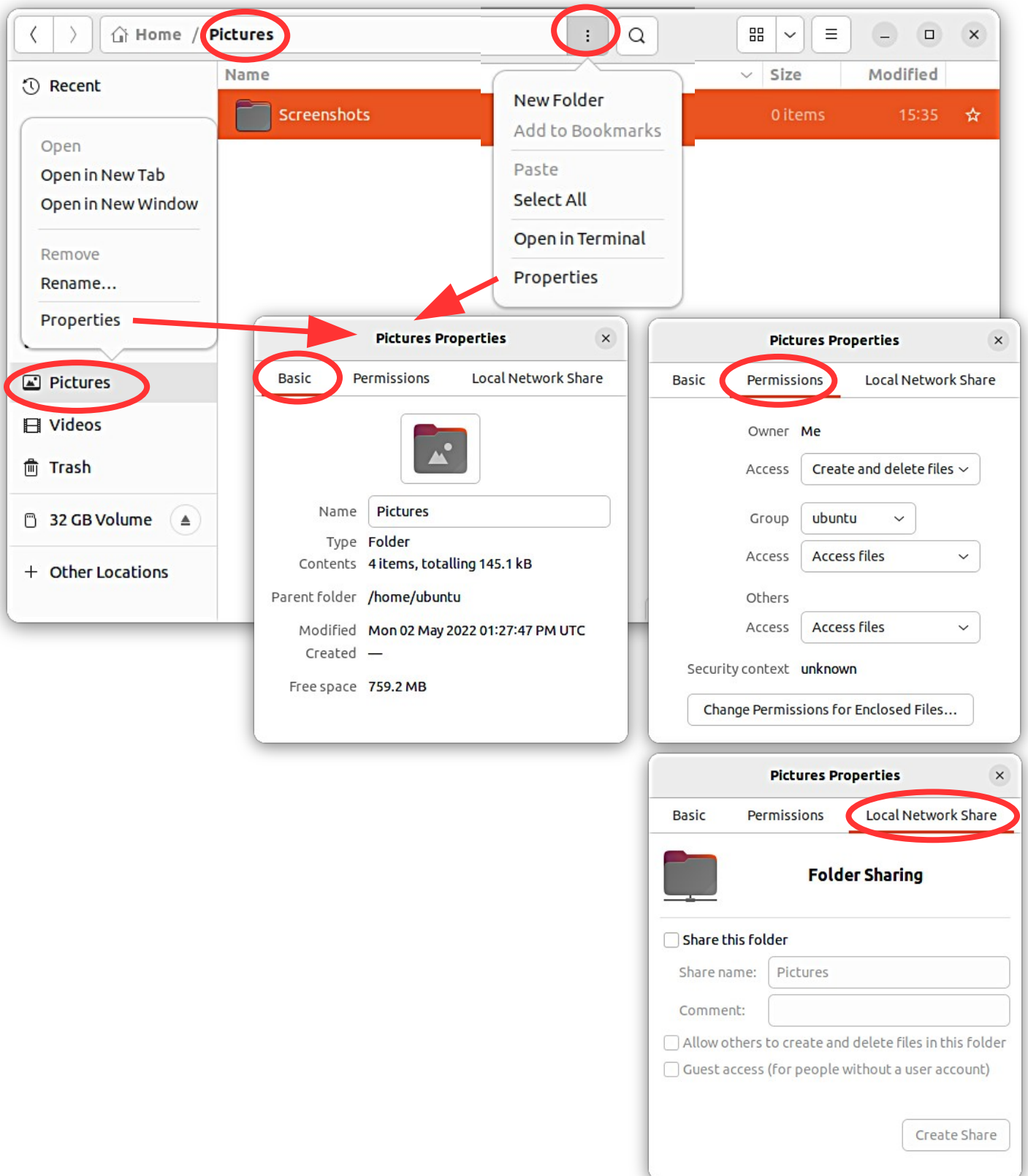
The 'Files' application interface shows a sidebar with locations like Desktop, Documents, Downloads, Music, and Pictures. The main pane displays a list of items with columns for Name, Size, and Modified. The 'New Window' button is located in the top right corner. The 'New Folder' dialog box prompts for a 'Folder name' and has 'Cancel' and 'Create' buttons. The 'Preferences' dialog box has sections for General, Optional Context Menu Actions, Performance, and Icon View Captions. The 'Expandable Folders in List View' option is a toggle switch. The 'Documents' folder is expanded, showing subfolders like '01 Docu' and '02 Docu', and files like '01 doc.odt', '02 doc.docx', and '03 doc.doc'. The 'Downloads' folder is expanded, showing subfolders like '01 Docu' and '02 Docu', and files like '01 doc.odt', '02 doc.docx', and '03 doc.doc'. The 'Pictures' folder is expanded, showing subfolders like '01 Docu' and '02 Docu', and files like '01 Calc.ods', '02 Calc.xlsx', and '03 Calc.xls'.



# Files (Nautilus)



# Files (Nautilus)





# Files (Nautilus)

Home / Documents

Name	Size	Modified	
Calc	3 items	9 May 2020	☆
taulu1.ods	7.7 kB	9 May 2020	☆
taulu2.xlsx	4.7 kB	9 May 2020	☆
taulu3.xls	5.6 kB	9 May 2020	☆

**Folder Context Menu:**

- Open
- Open With Other Application
- Open In New Tab
- Open In New Window
- Cut
- Copy
- Move to...
- Copy to...
- Move to Trash
- Rename...
- Compress...
- Send to...
- Local Network Share
- Open in Terminal
- Star
- Properties

**File Context Menu:**

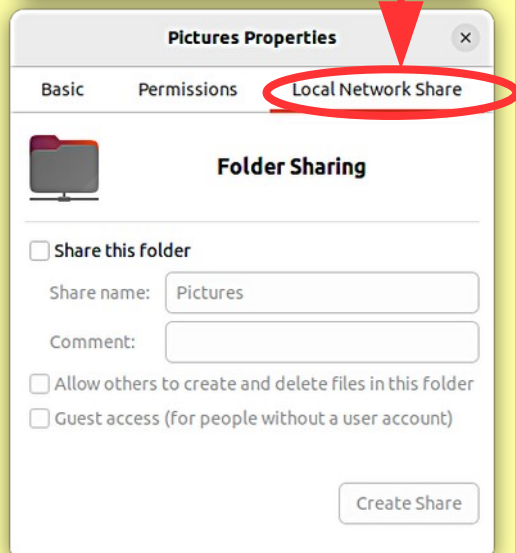
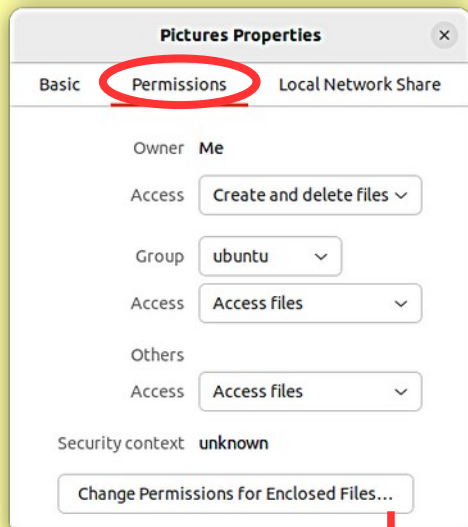
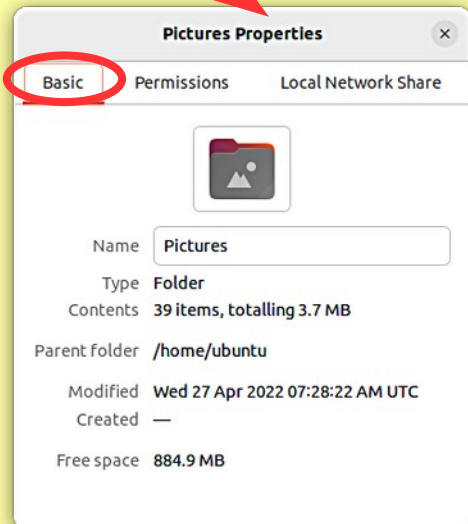
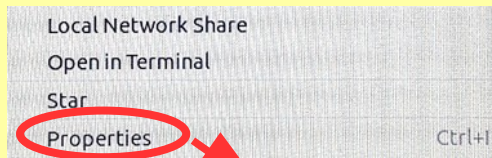
- Open With Image Viewer
- Open With Other Application
- Cut
- Copy
- Move to...
- Copy to...
- Move to Trash
- Rename...
- Set As Wallpaper
- Compress...
- Send to...
- Star
- Properties

**Create Archive Dialog:**

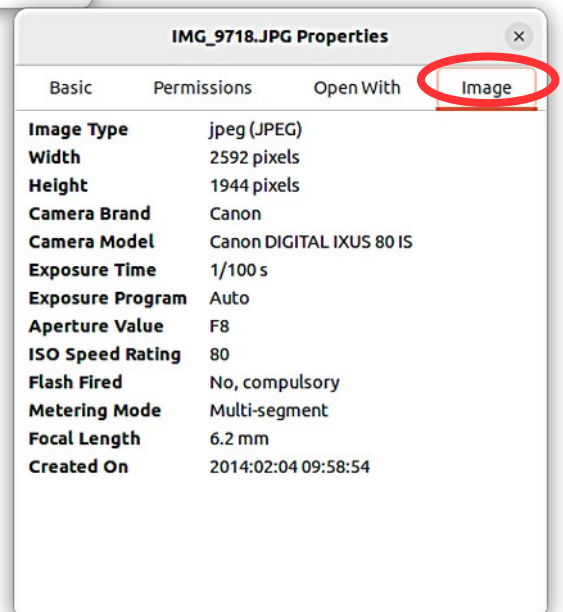
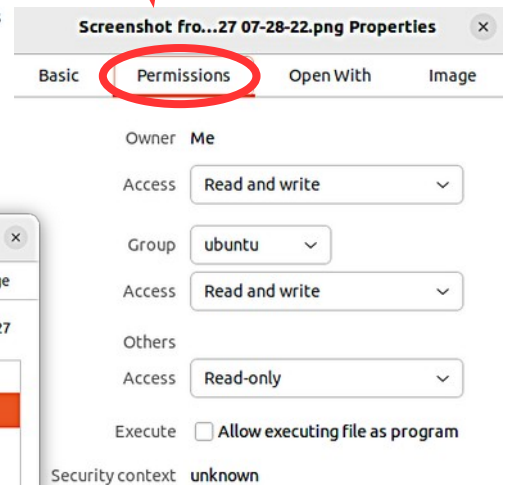
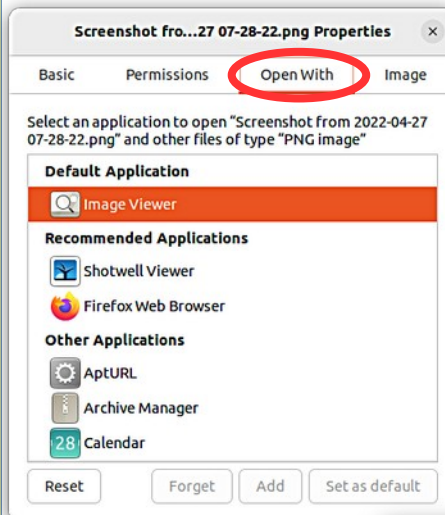
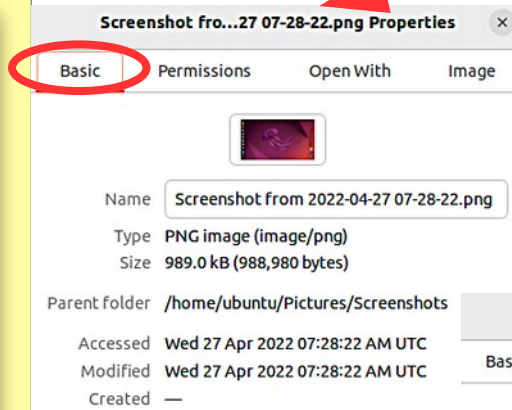
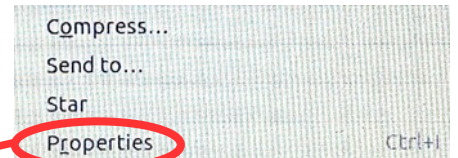
Archive name: Screenshots .zip

# Files (Nautilus)

## Folder



## File



# USB / SD memorys

1. Click the USB/SD memory with mouse right

2. Click Properties

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

You can now unplug Kingston DataTraveler 3.0

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.

**Transcend Properties**

Basic Permissions Local Network Share

Name Transcend  
Type Folder  
Contents 953 items, totalling 3.1 GB  
Parent folder /media/ubuntu  
Modified unknown  
Created —  
Free space 24.0 GB

**SD 64GT Properties**

Basic Permissions Local Network Share

Name SD 64GT  
Type Folder  
Contents 7,054 items, totalling 7.6 GB  
Parent folder /media/ubuntu  
Volume SD 64GT  
Modified unknown  
Created —

19.0 GB used  
44.9 GB free  
Total capacity 63.8 GB  
Filesystem type msdos

Open in Disks

**9016-4EF8 Properties**

Basic Permissions Local Network Share

Owner Me  
Access Create and delete files  
Group ubuntu  
Access Access files  
Others  
Access Access files  
Security context unknown  
Change Permissions for Enclosed Files...

**Transcend Properties**

Basic Permissions Local Network Share

Folder Sharing

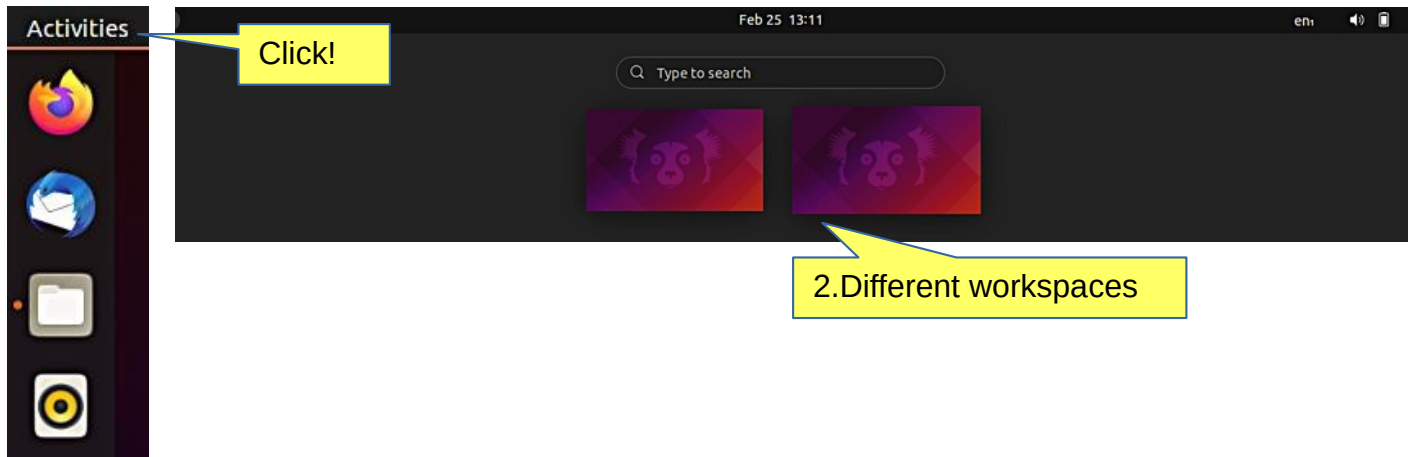
☐ Share this folder  
Share name: Transcend  
Comment:  
☐ Allow others to create and delete files in this folder  
☐ Guest access (for people without a user account)  
Create Share



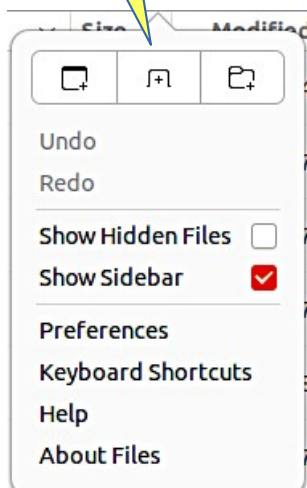
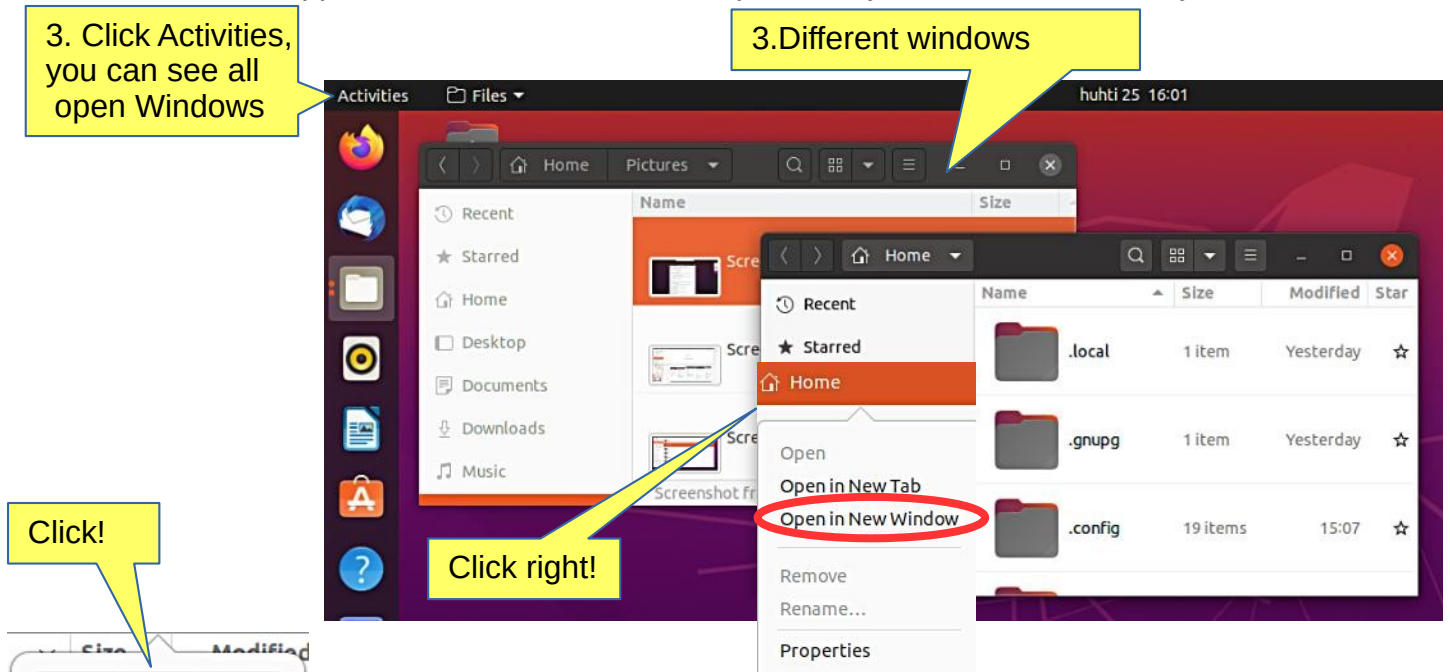
# Different working areas

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

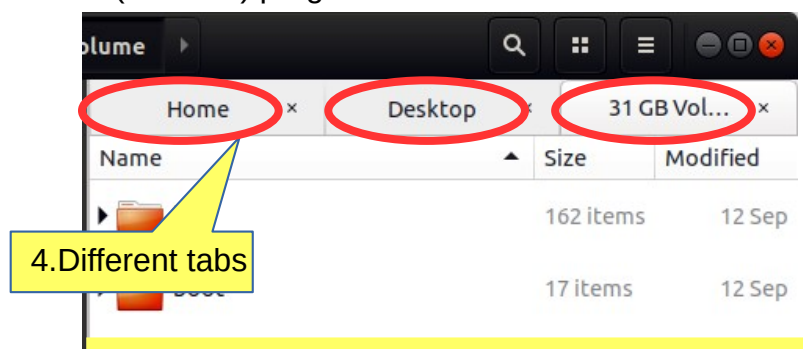
**Workspaces** = collect different app windows in the same workspace and other app windows in another workspace



**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 to get acquainted with them

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

4.Two windows  
two dots

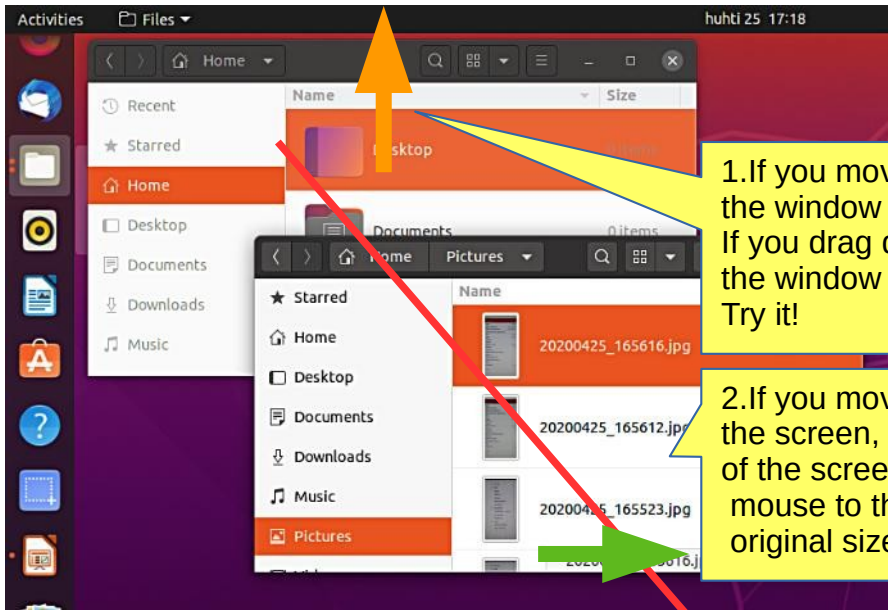
3.When there are two or more displays on the screen, click the program icon.  
→ The windows are placed side by side and you can move to another window.

5.Three windows  
three dots

6.Here are three windows  
to choose from.

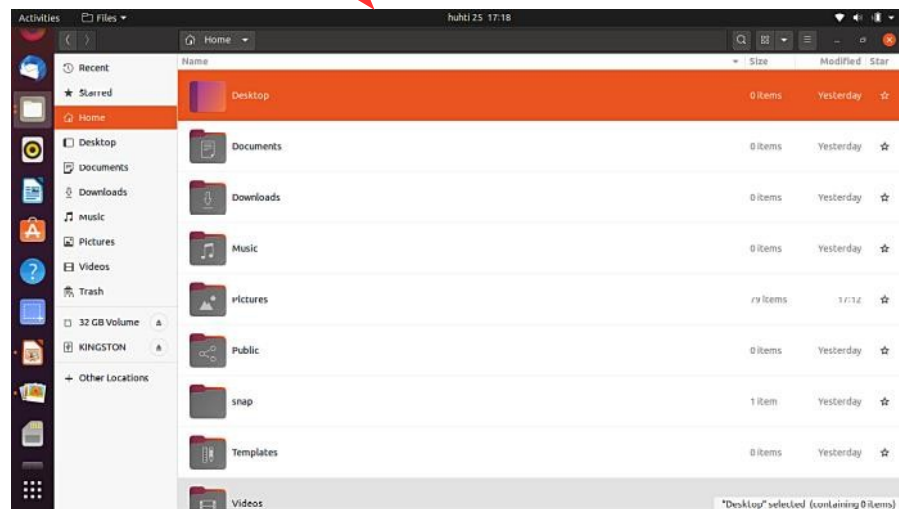


# Several windows

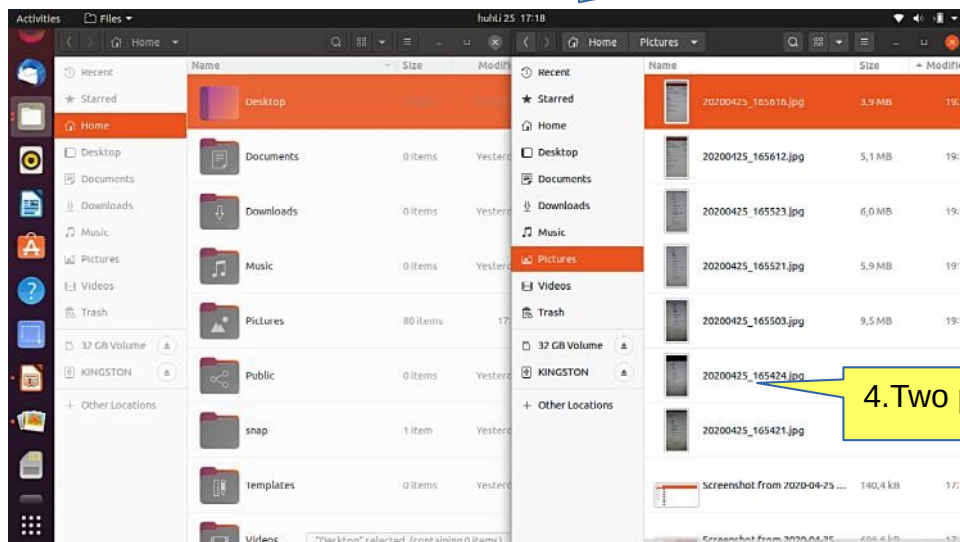


1.If you move the window to the top of the screen, the window will increase to full screen size. If you drag down the full screen with the mouse, the window returns to its original small size. Try it!

2.If you move the window to the right edge of the screen, the window will increase to half size of the screen. If you then drag the window with the mouse to the left, the window returns to its original size. Try it!



3.If you move two windows to the right and left edge of the screen, you get two half-size windows side by side.



4.Two parallel windows

# File handling; copy, move and paste

## Look Ubuntu Desktop Guide: [Copy or move files and folders](#)

A file or folder can be copied or moved to a new location by dragging and dropping with the mouse, using the copy and paste commands, or by using keyboard shortcuts.

### COPY AND PASTE

Select the file(s) or folder(s).

Right-click and pick Copy, or press Ctrl+C.

Navigate to another folder, where you want to put the copy.

Click the menu button and pick Paste, or press Ctrl+V.

### CUT AND MOVE

Select the file(s) or folder(s).

Right-click and pick Cut, or press Ctrl+X.

Navigate to another folder, where you want to move.

Click the menu button and pick Paste, or press Ctrl+V.

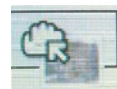
### DRAG WITH MOUSE THE FILE(S) OR FOLDER(S)

You can do this with two different windows.

Press and drag the item(s) from one window to another.

**This will move it if the destination is on the same device, or copy it if the destination is on a different device. Be careful!**

You can force **the file to be copied** by holding down the Ctrl key while dragging, or **force it to be moved** by holding down the Shift key while dragging.



move



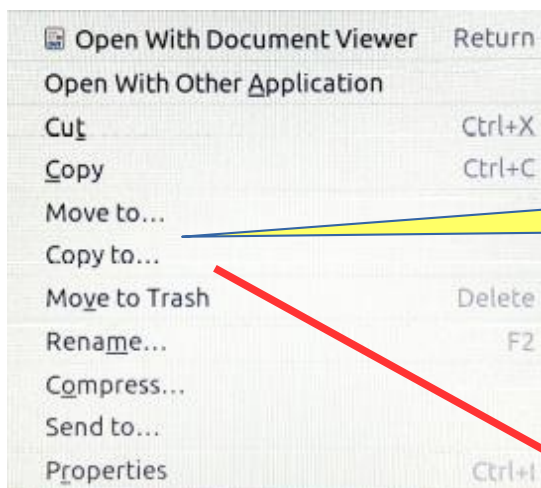
copy

## More options

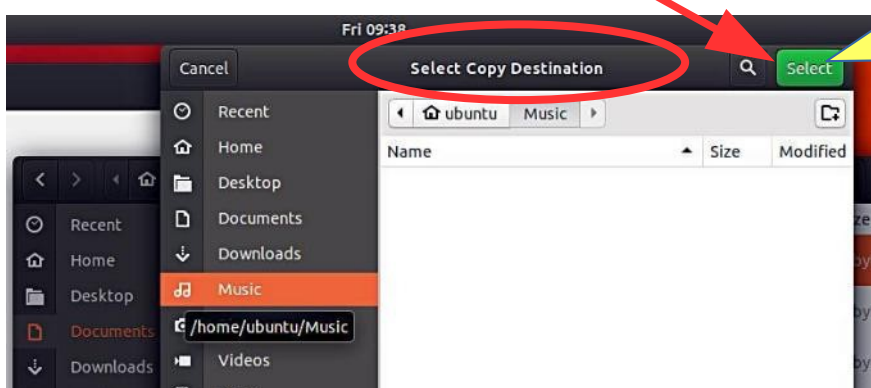
You can see the menus by clicking the file with right button of the mouse.

Note that the commands Copy and Copy To... (with 3 dots) have different functions.

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



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



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



# Presentation of basic settings

1. Click these icons and see the contents.

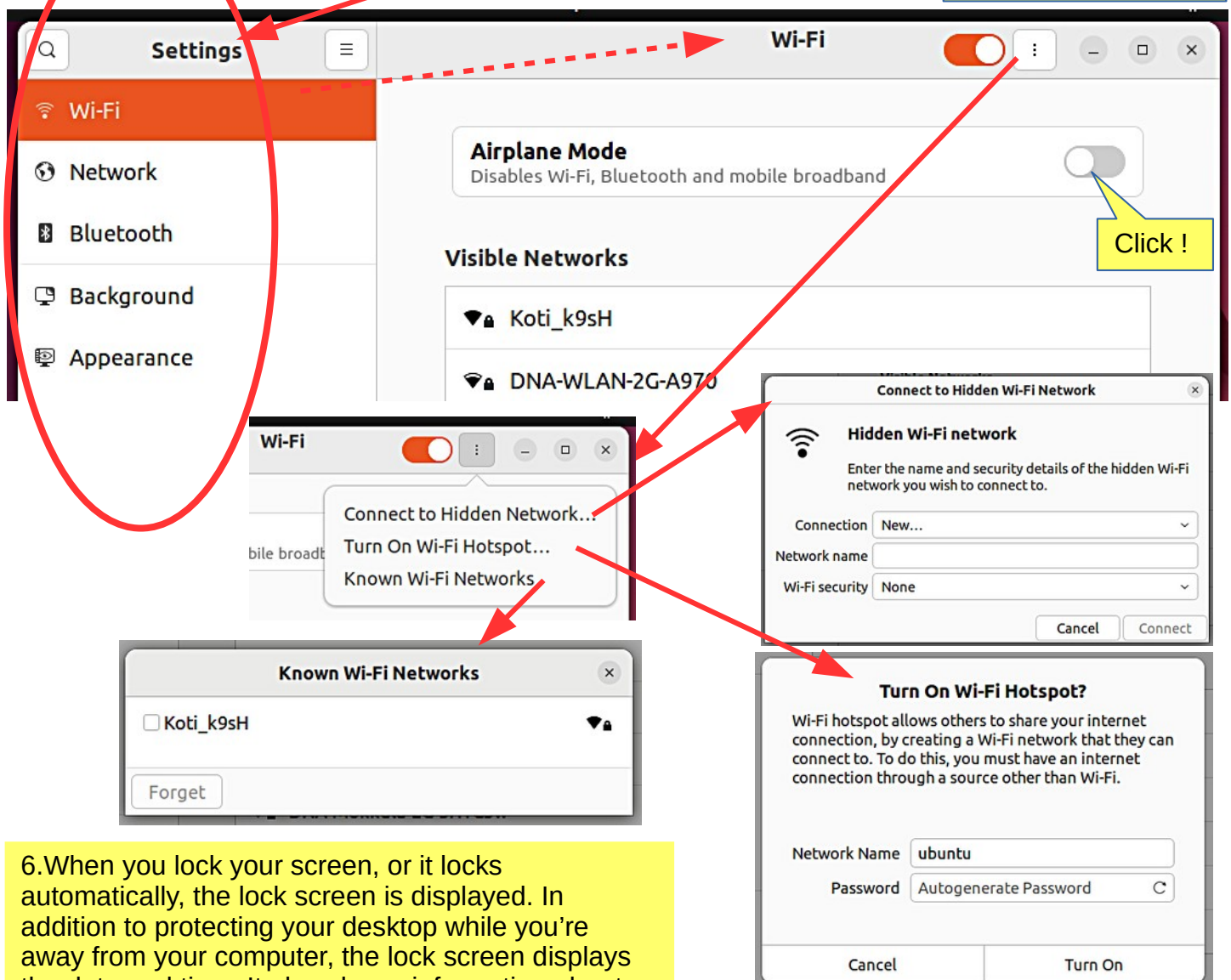
Click !

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

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

Click !

4. Close the computer



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

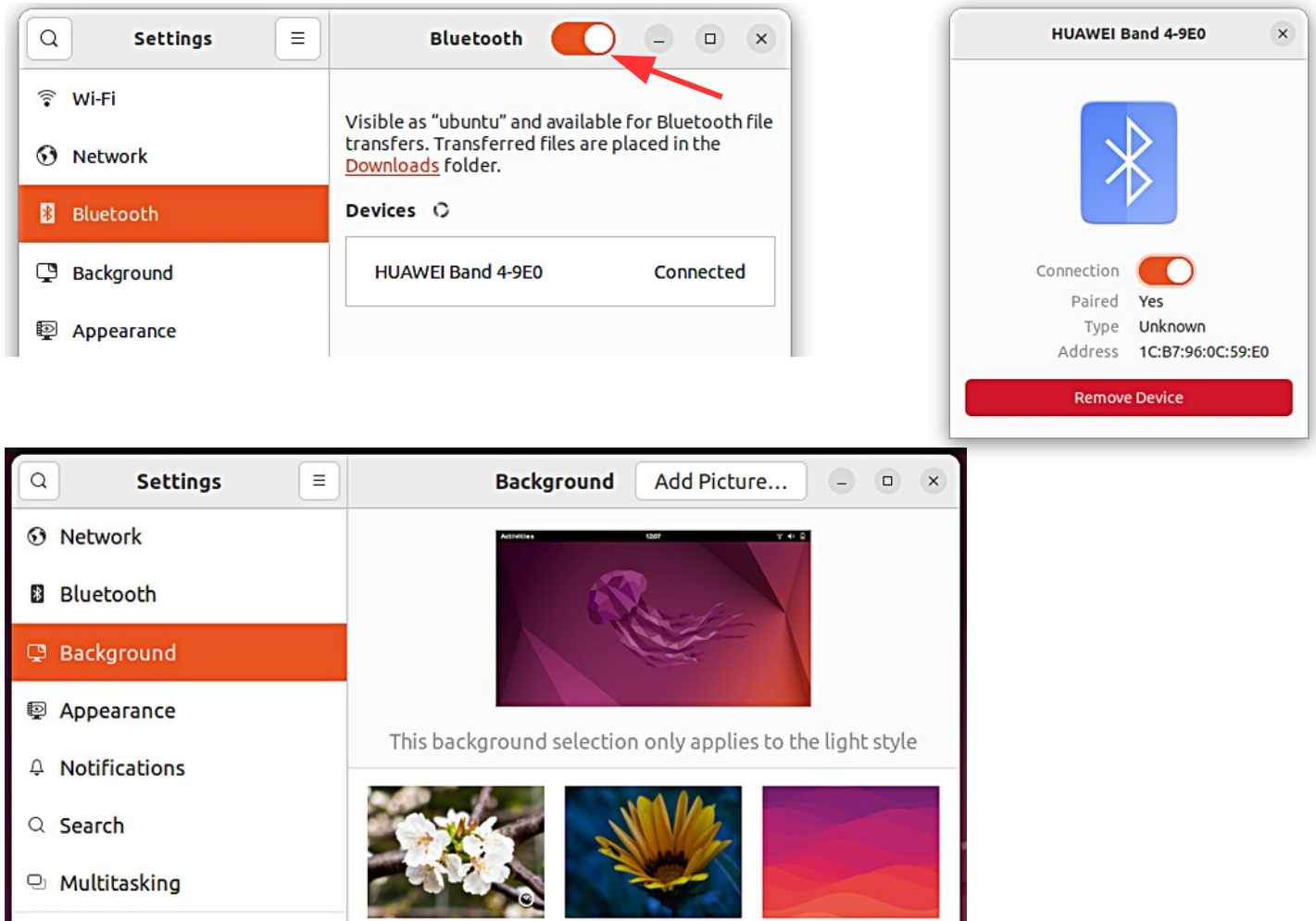
Look Ubuntu Desktop Guide: [Hardware & drivers](#)

The image shows a sequence of screenshots from the Ubuntu Network Settings application, illustrating the steps to configure a new connection named 'AndroidAP HKE'.

- Settings - Network:** The 'Network' section is selected in the left sidebar. The 'VPN' section shows 'Not set up'. The 'Network Proxy' is set to 'Off'.
- Add VPN:** A dialog box appears with options: 'OpenVPN', 'Point-to-Point Tunneling Protocol (PPTP)', and 'Import from file...'. A red arrow points to the 'OpenVPN' option.
- Network Proxy:** A dialog box shows the 'Network Proxy' settings. The 'Automatic' option is selected. A red arrow points to the 'Automatic' option.
- AndroidAP HKE - Details:** The 'Details' tab is selected. It shows signal strength (Good), link speed (72 Mb/s), security (WPA2), and IP addresses (IPv4: 192.168.1.1, IPv6: 2001:999:1:1::1). A red arrow points to the 'Apply' button.
- AndroidAP HKE - Identity:** The 'Identity' tab is selected. It shows the SSID 'AndroidAP HKE' and fields for BSSID, MAC Address, and Cloned Address. A red arrow points to the 'Apply' button.
- AndroidAP HKE - IPv4:** The 'IPv4' tab is selected. It shows the 'IPv4 Method' set to 'Automatic (DHCP)' and the 'DNS' set to 'Automatic'. A red arrow points to the 'Apply' button.
- AndroidAP HKE - IPv6:** The 'IPv6' tab is selected. It shows the 'IPv6 Method' set to 'Automatic', the 'DNS' set to 'Automatic', and the 'Routes' set to 'Automatic'. A red arrow points to the 'Apply' button.
- AndroidAP HKE - Security:** The 'Security' tab is selected. It shows the 'Security' set to 'WPA & WPA2 Personal' and the 'Password' field. A red arrow points to the 'Show password' checkbox.

# Basic settings

Look Ubuntu Desktop Guide: [Networking, web & email](#)



# Basic settings

**Settings**

- Network
- Bluetooth
- Background
- Appearance**
- Notifications
- Search
- Multitasking
- Applications
- Privacy
- Online Accounts
- Sharing
- Sound

**Appearance**

**Style**

Light Dark

Color

**Desktop Icons**

Size: Normal

Position of New Icons: Bottom Right

Show Personal folder: ☒

**Dock**

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

Panel mode: ☒  
The dock extends to the screen edge.

Icon size: 40

Show on: Primary Display (1)

Position on screen: Left

Configure dock behavior

**Dock**

Show Volumes and Devices: ☒

☒ Include Unmounted Volumes

☒ Include Network Volumes

Show Trash: ☒

**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

**Dock!**

Small  
Normal  
Large  
Tiny

Top Left  
Top Right  
Bottom Left  
Bottom Right

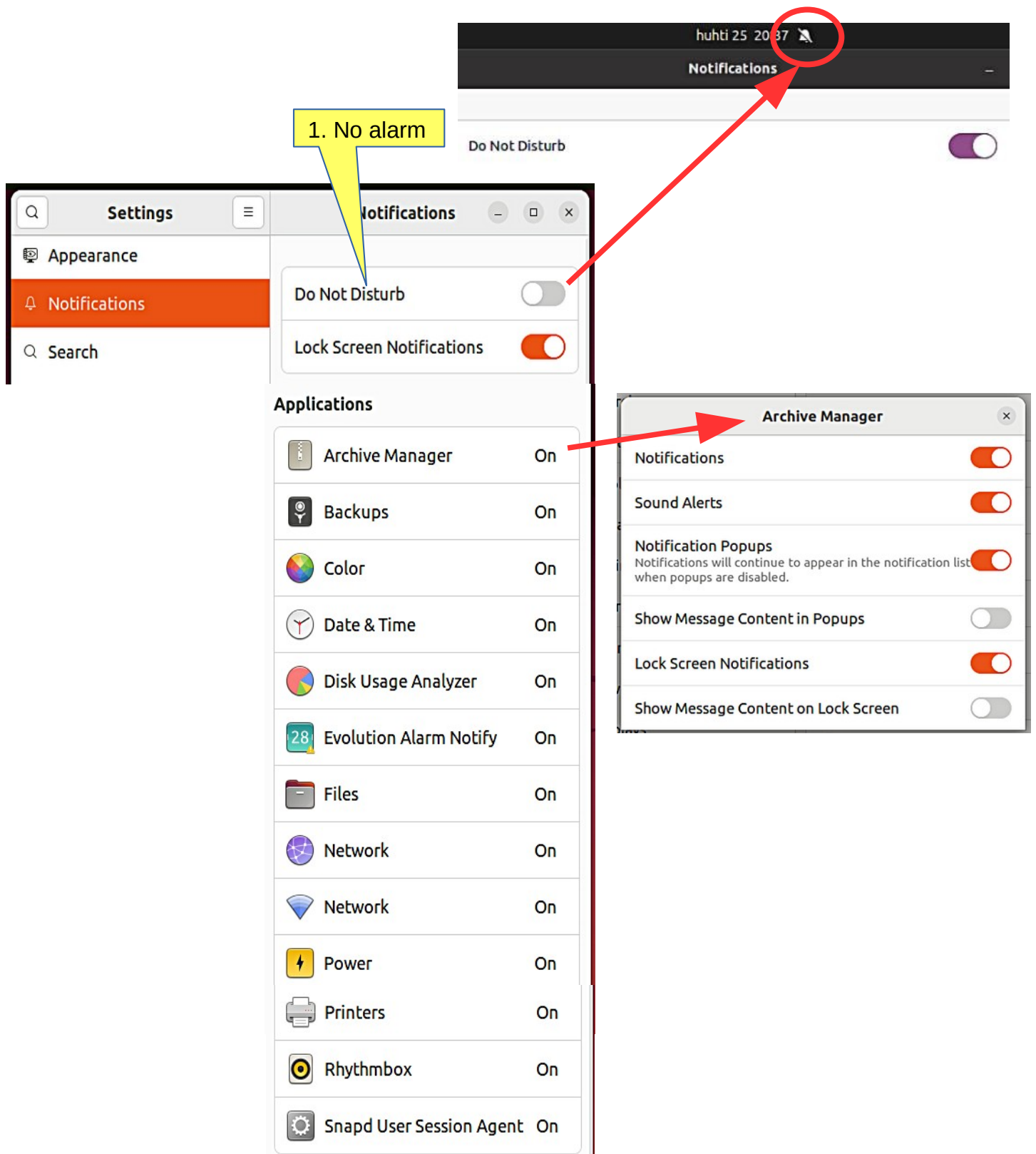
All displays  
Primary Display (1)  
1. Built-in display

Left  
Bottom  
Right

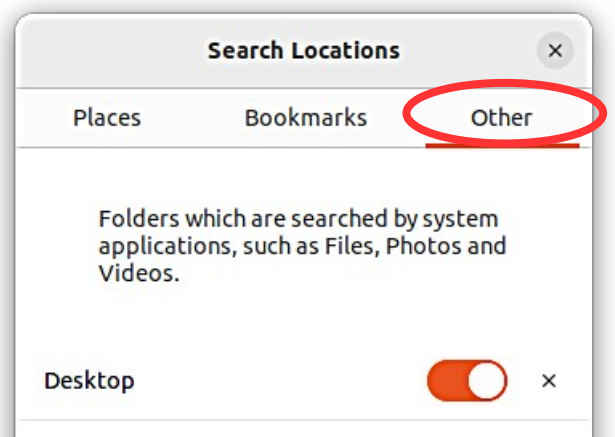
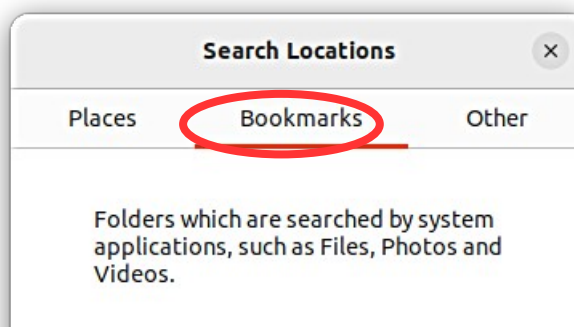
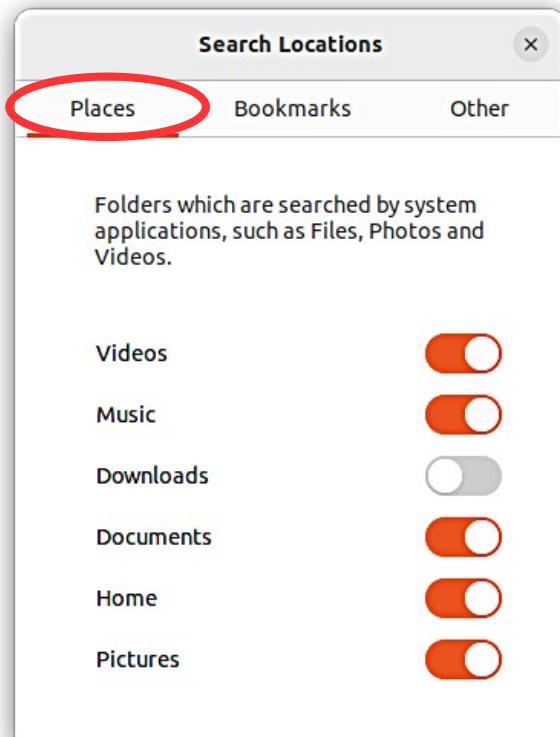
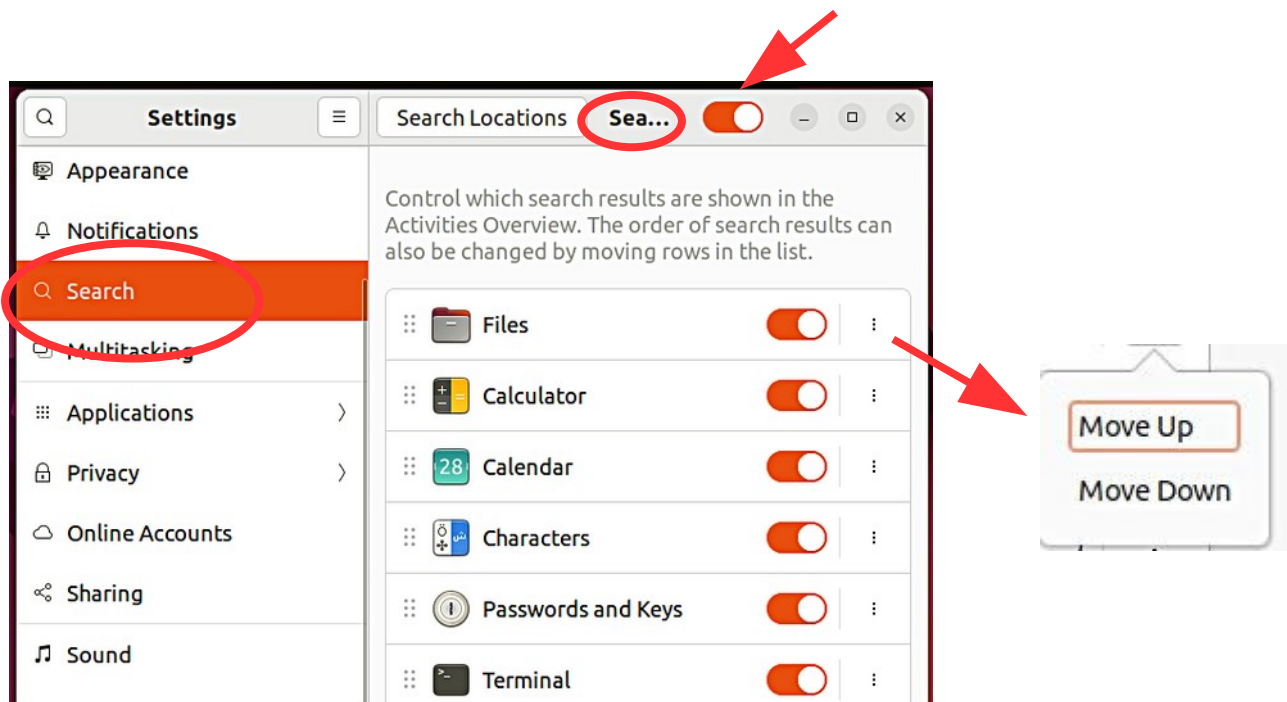
29



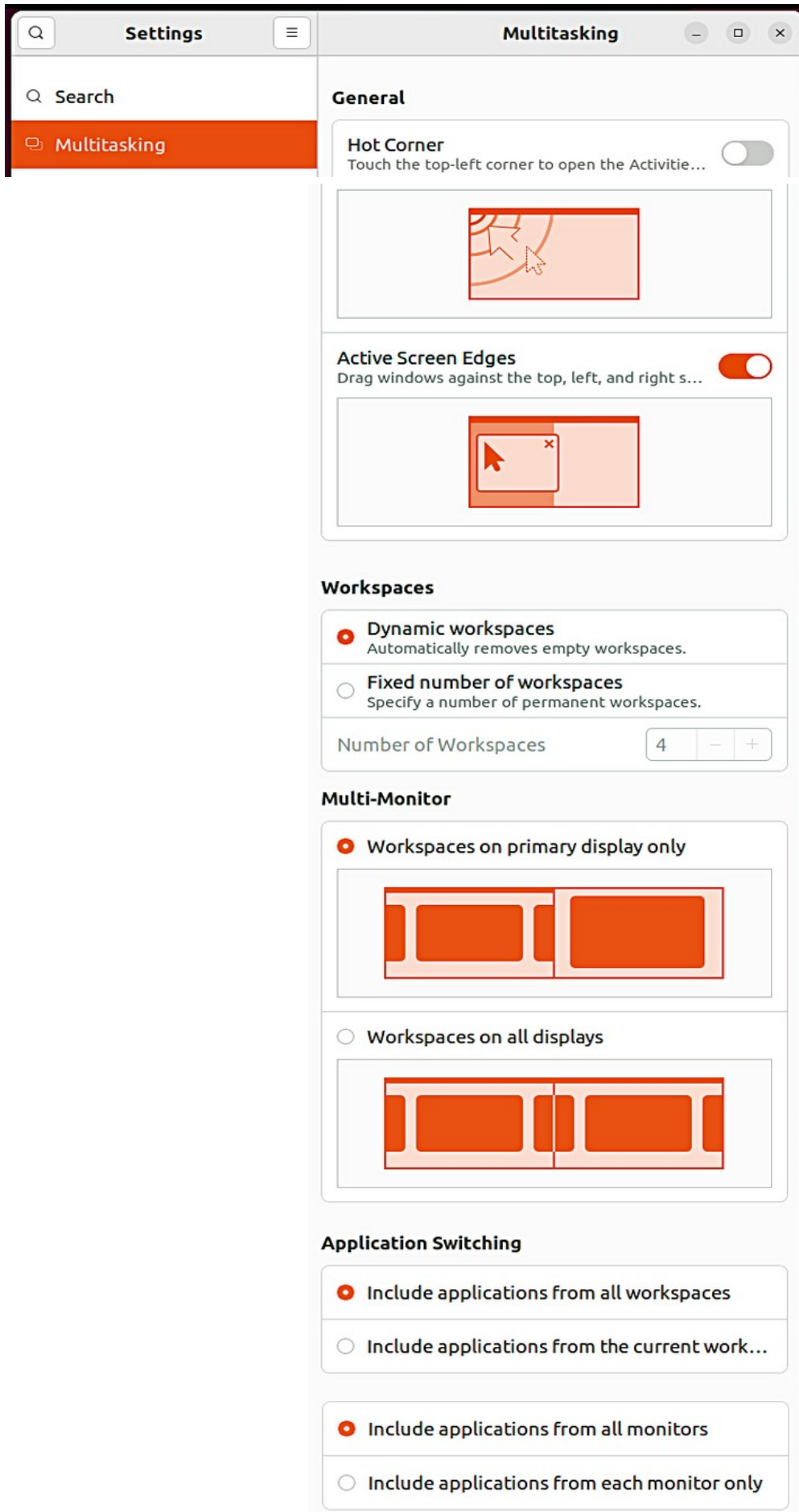
# Basic settings



## Basic settings

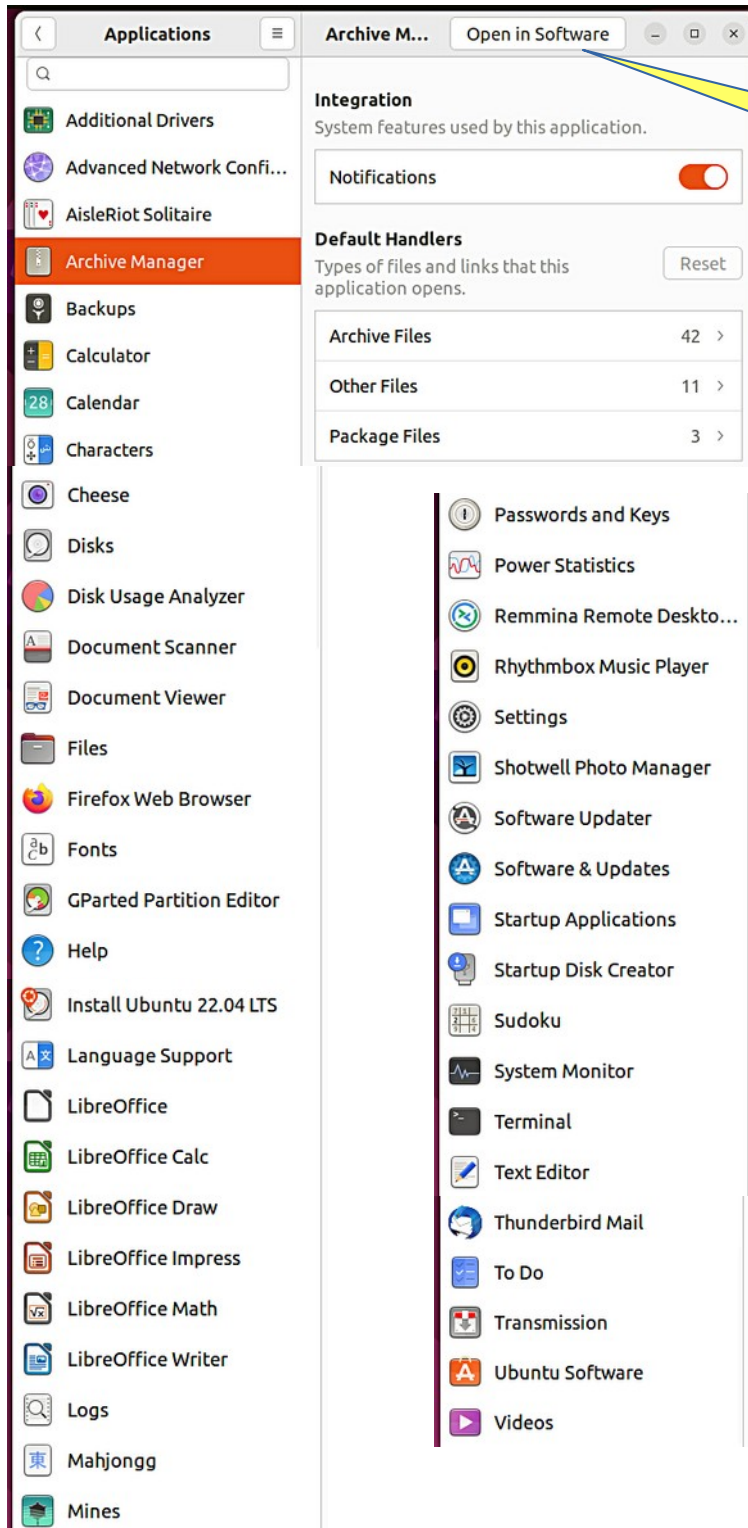
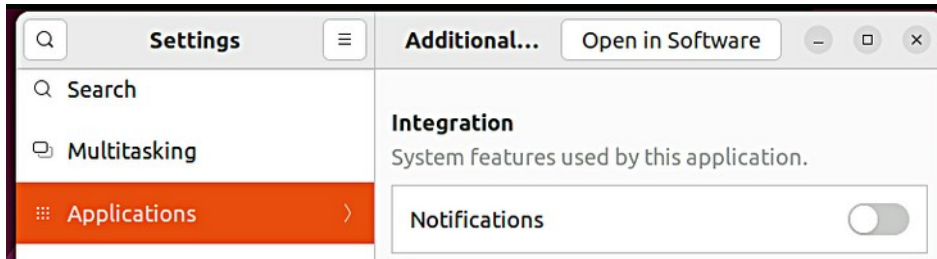


# Basic settings



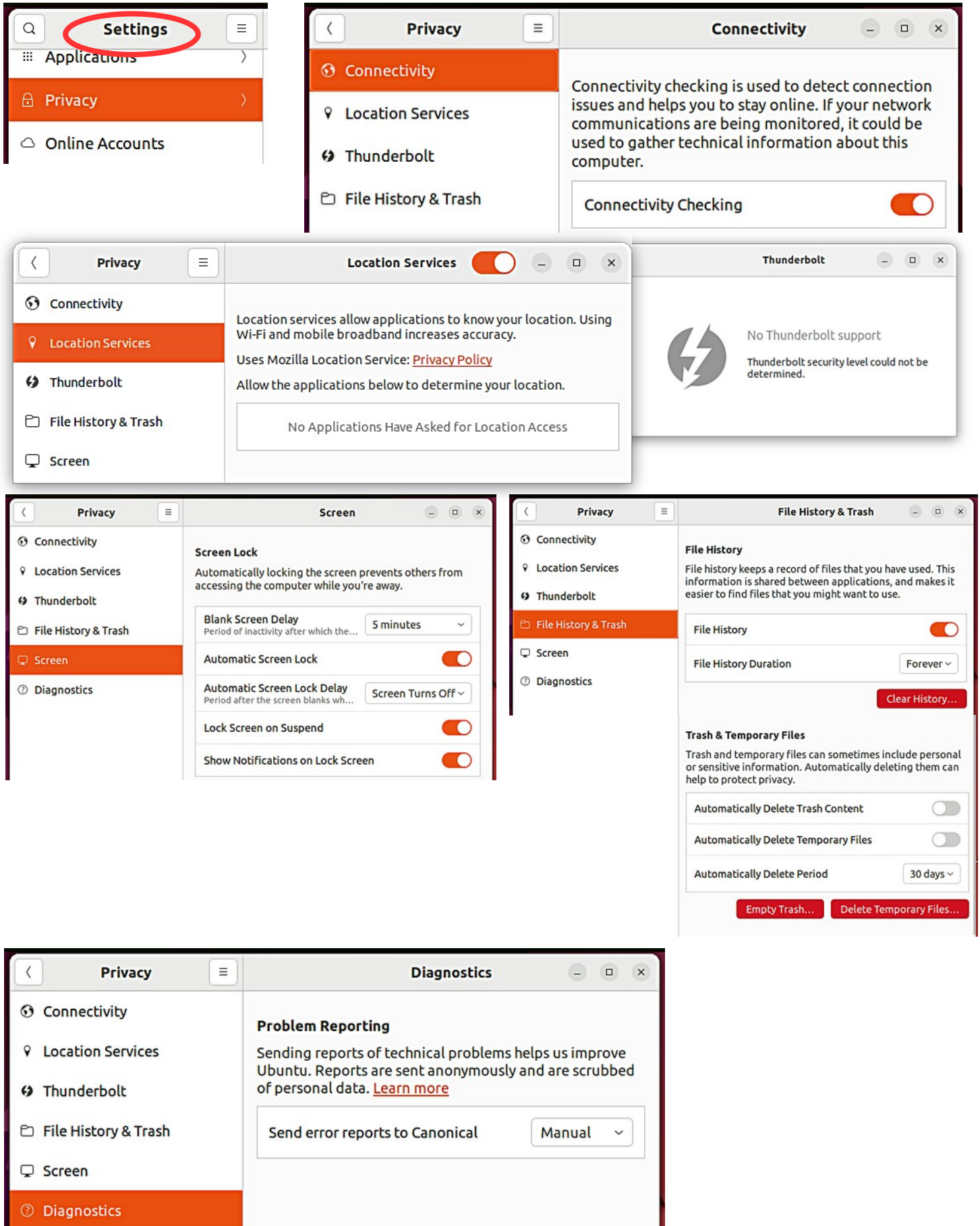


# Basic settings



1. Try it, you will get more information!

# Basic settings



# Basic settings

Look Ubuntu Desktop Guide: [Sound, video & pictures](#)

The image shows a collage of Ubuntu Settings windows with red arrows indicating a workflow. The windows include:

- Online Accounts:** A window titled "Connect to your data in the cloud" with a message "No internet connection — connect to set up new online accounts".
- Remote Desktop:** A window with settings for Remote Desktop (enabled), Remote Control (disabled), and authentication details (Device Name: ubuntu, Remote Desktop Address: ms-rd://ubuntu.local, User Name: ubuntu, Password: masked).
- Sharing:** A window showing "Computer Name" as ubuntu, and "Remote Desktop" and "Media Sharing" both set to "Off".
- Media Sharing:** A window titled "Share music, photos and videos over the network" showing folders (Music, Videos, Pictures) and a network (Koti\_k9sH) with a toggle switch.
- Sound:** A window showing "System Volume" (a slider), "Over-Amplification" (disabled), "Volume Levels" (System Sounds), "Output" (Speakers - Built-in Audio), "Input" (Internal Microphone - Built-in), and "Alert Sound" (Default).

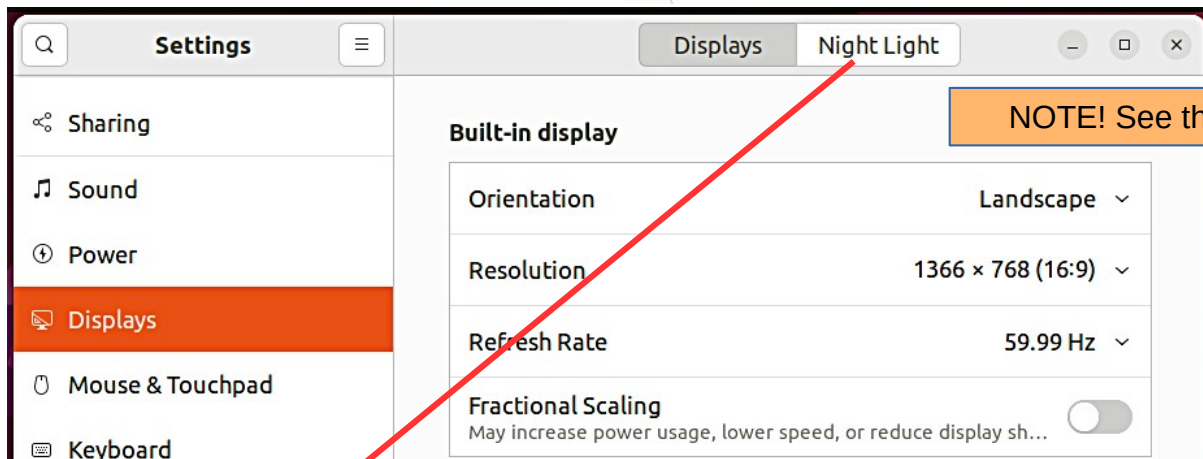
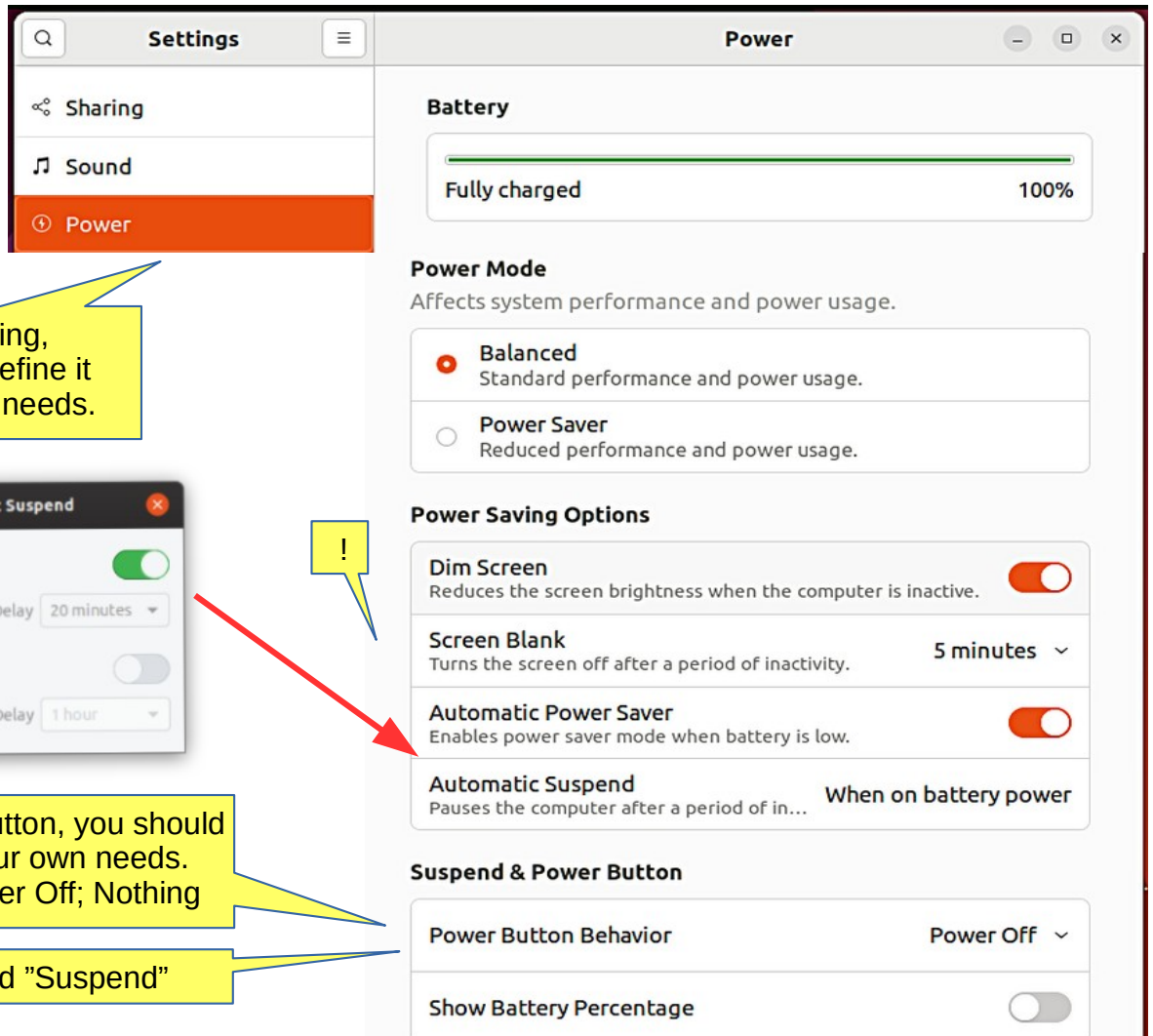
Yellow callout boxes provide instructions:

1. If you connect the TV, check audio output to television
2. Set up a video conference microphone sound strength! Watch out for the sound circulation i.e. whining.

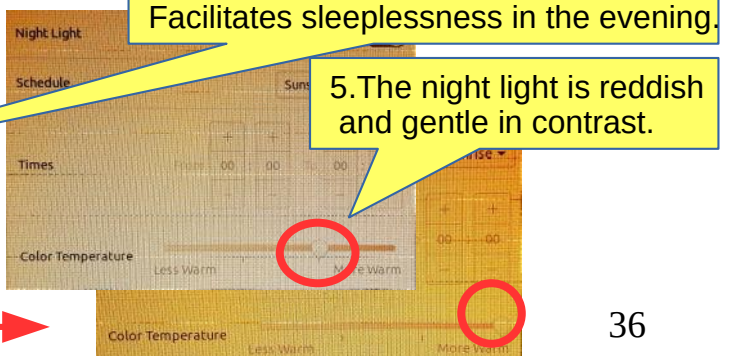
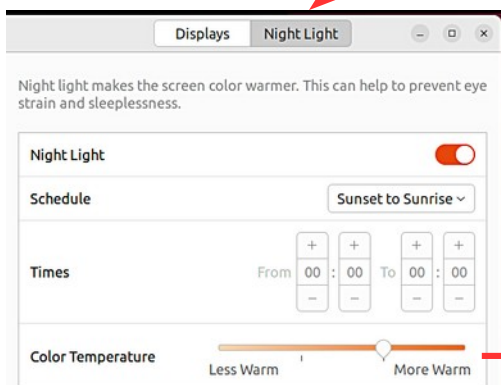
A "Try it!" callout points to the Sound window.



# Basic settings



NOTE! See the next page!

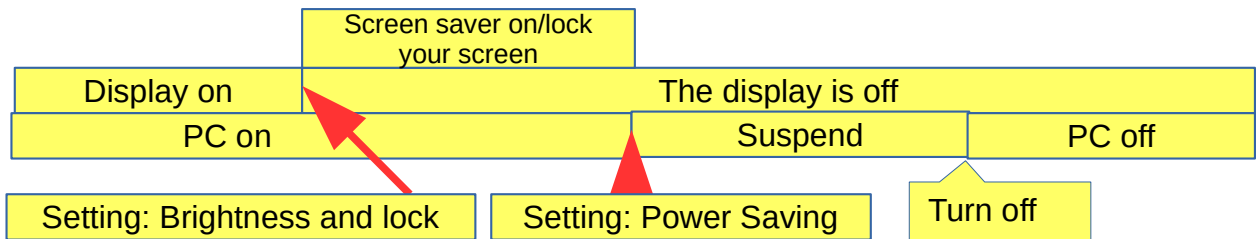




# Basic settings

## Look Ubuntu Desktop Guide: [User & system settings](#)

You can define different times for actions



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

2. Define your own rhythm

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

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

6. 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

NOTE! Previous page!

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

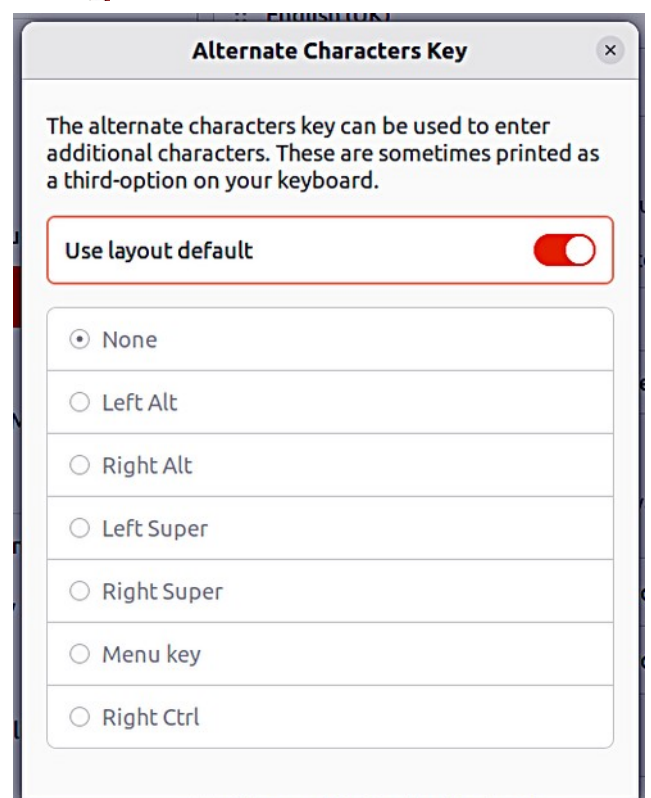
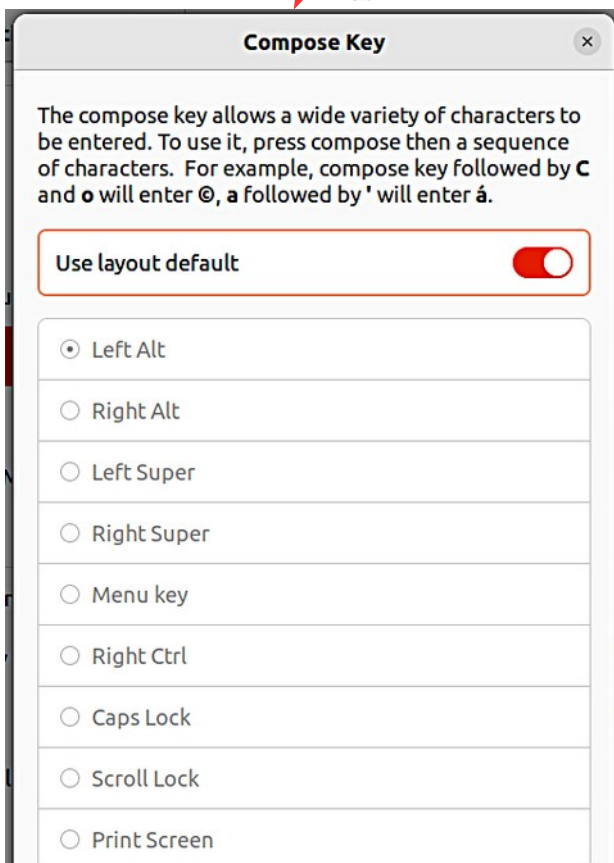
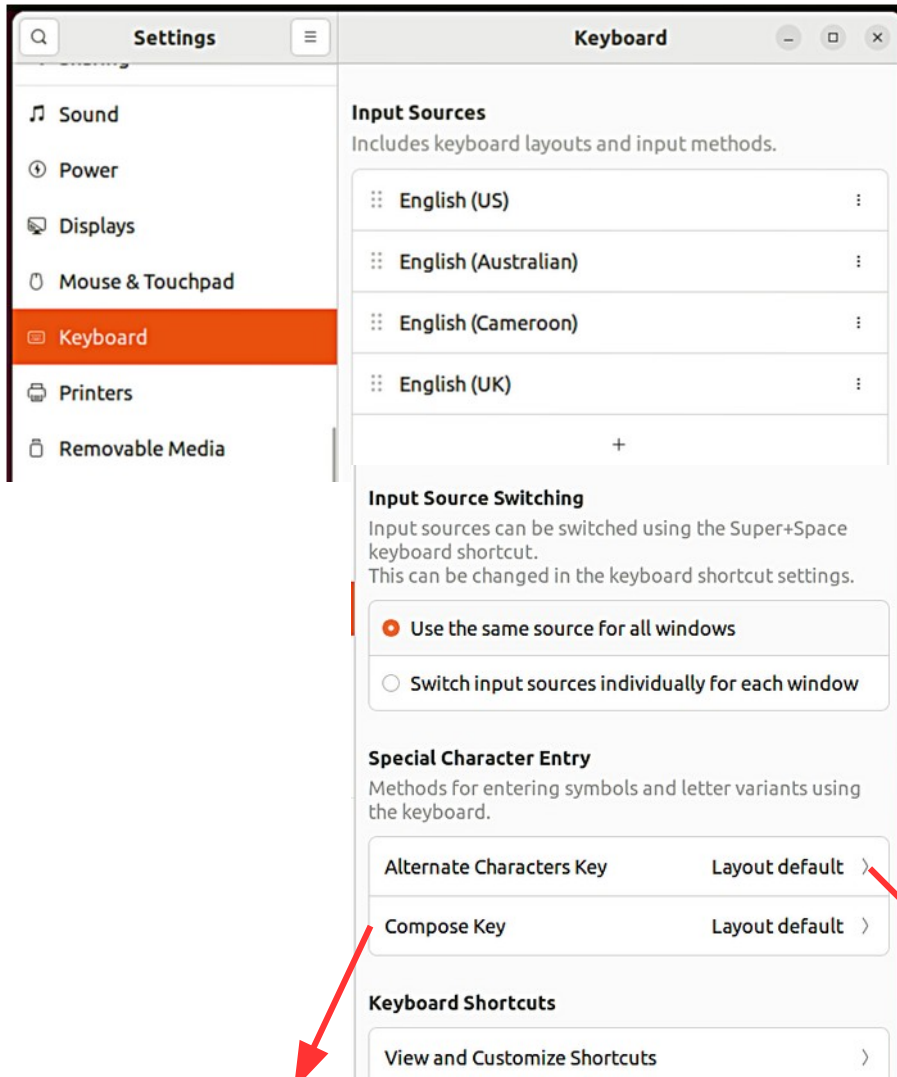
Screen Display Night Light

Display Mode

Join Displays Mirror Single Display

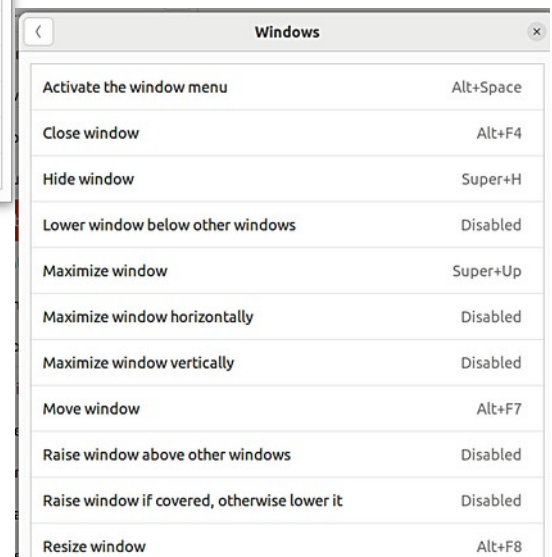
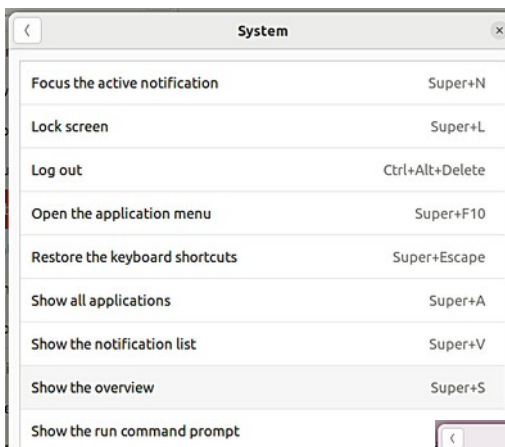
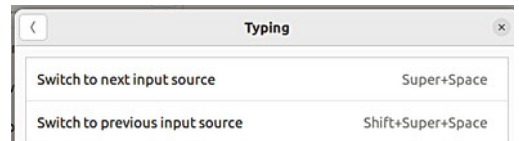
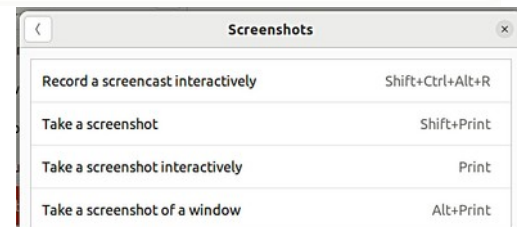
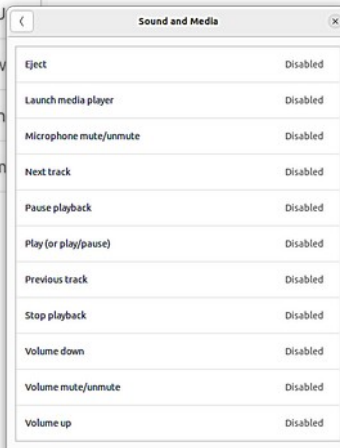
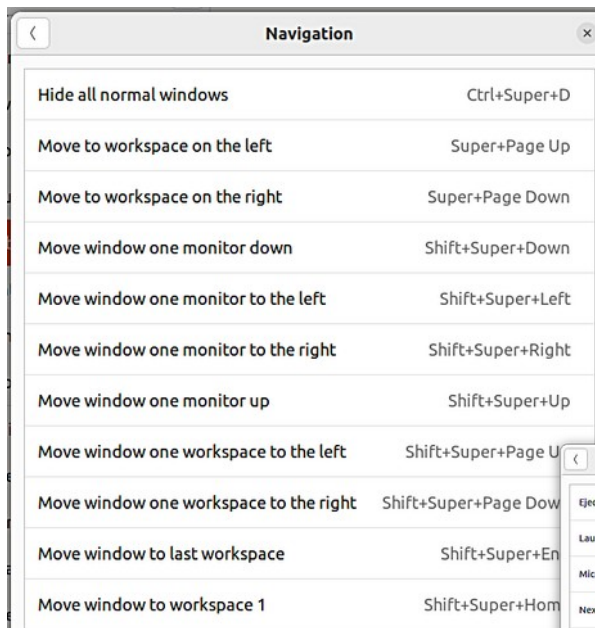
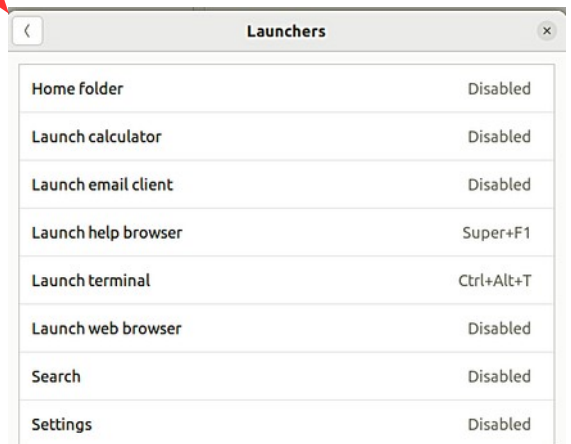
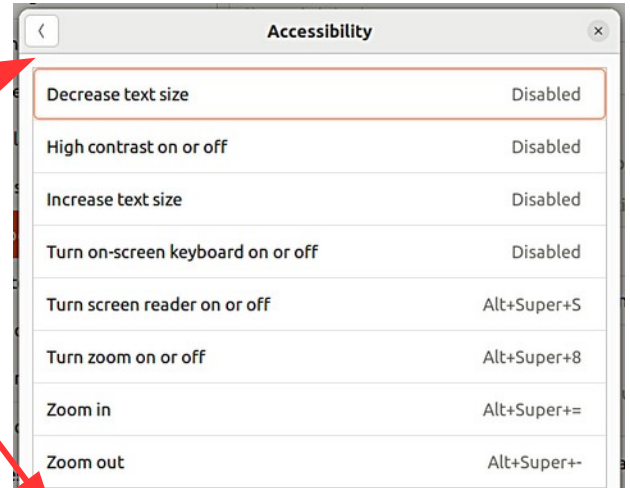
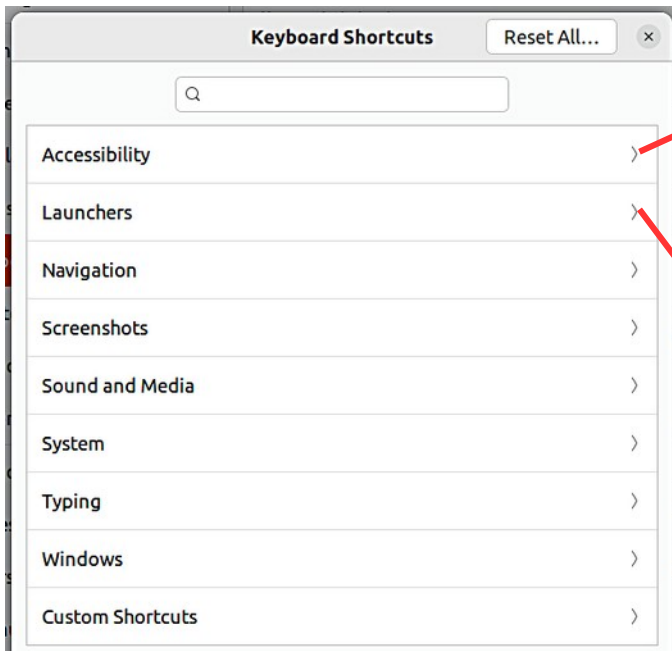
Built-in display LG Electronics LG TV

# Basic settings



Next page

# Basic settings



# Basic settings

The screenshot shows the 'Printers' window in the Ubuntu Settings application. The left sidebar contains various settings categories, with 'Printers' selected. The main area displays 'No printers' with a printer icon and an 'Add a Printer...' button. A yellow callout box points to this button with the text: '1. Adding a new printer if Ubuntu can not find it'. Another yellow callout box points to the 'Additional Printer Settings...' button with the text: '2. Here you can check and deletes the print queue'. An inset window titled 'Printers - localhost' shows a list of available printers: 'DeskJet-2600-series' and 'HL-3140CW-series', both marked as 'Connected to localhost'.

Settings

Printers

Add Printer...

2. Here you can check and deletes the print queue

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

No printers

Add a Printer...

Additional Printer Settings...

Printers - localhost

Server Printer View Help

+ Add

Filter:

DeskJet-2600-series

HL-3140CW-series

Connected to localhost

The screenshot shows the 'Removable Media' window in the Ubuntu Settings application. The left sidebar contains various settings categories, with 'Removable Media' selected. The main area is titled 'Select how media should be handled' and contains five rows of settings for different media types: 'CD audio', 'DVD video', 'Music player', 'Photos', and 'Software'. Each row has a dropdown menu. The 'Software' dropdown is currently set to 'Run Software'. Below these settings is a checkbox labeled 'Never prompt or start programs on media insertion' which is currently unchecked. An 'Other Media...' button is located at the bottom right.

Settings

Removable Media

Select how media should be handled

CD audio Ask what to do

DVD video Ask what to do

Music player Ask what to do

Photos Ask what to do

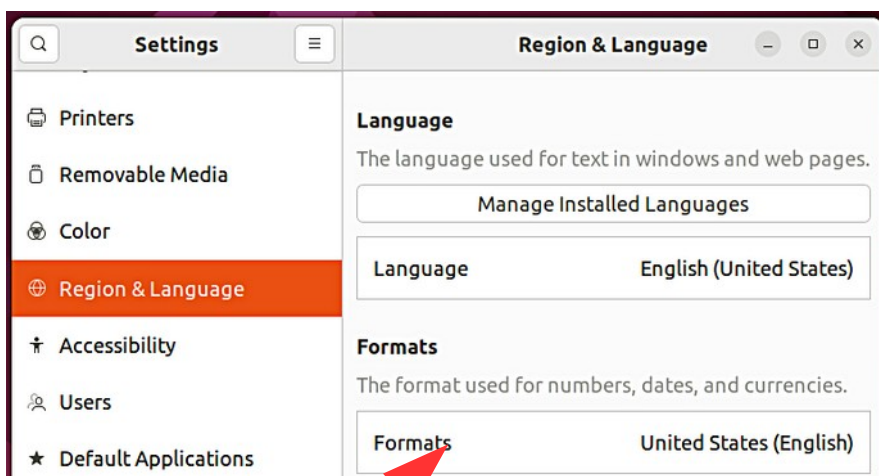
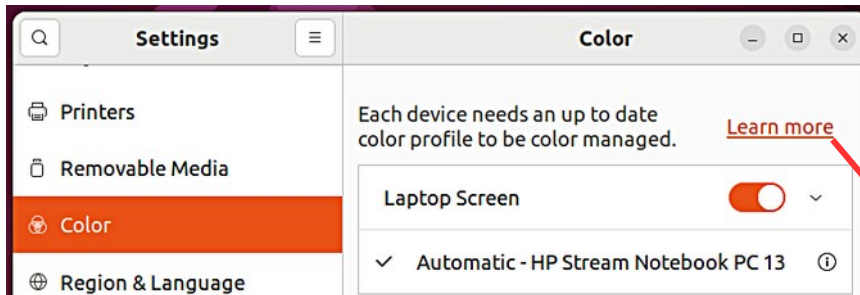
Software Run Software

Other Media...

☐ Never prompt or start programs on media insertion

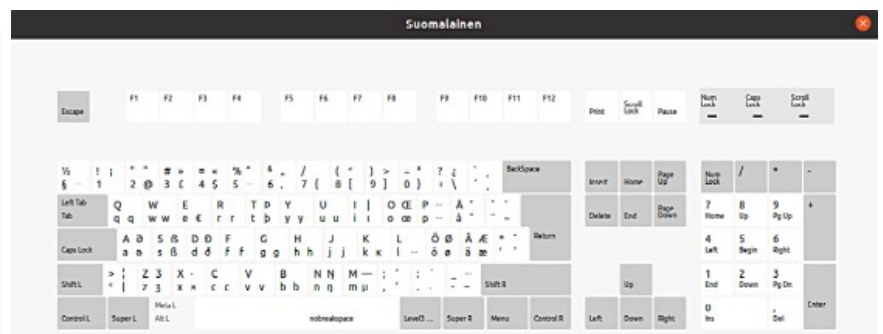
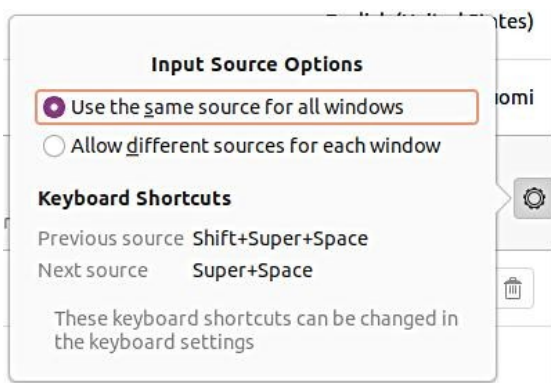


# Basic settings



1. You can change the language

2. These region settings will also be added later!



# Basic settings

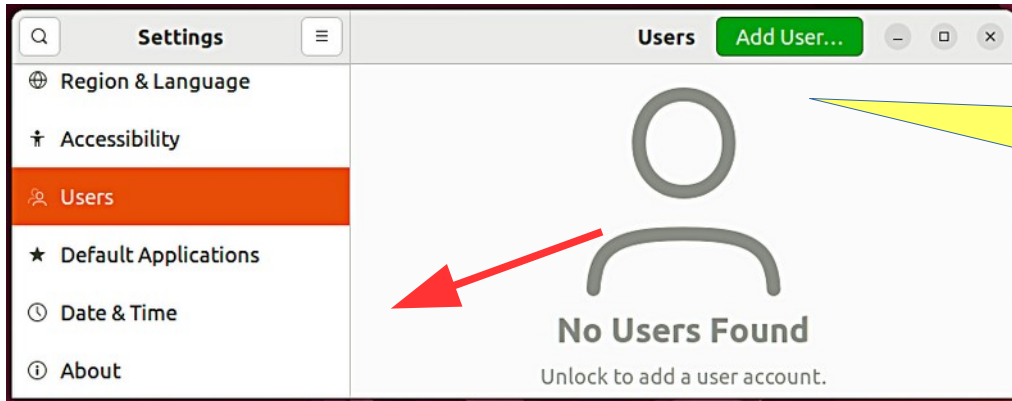
Look Ubuntu Desktop Guide: [Universal access](#)

The image shows the Ubuntu Settings application with the Accessibility section selected. The left sidebar lists various settings categories, with Accessibility highlighted in orange. The main panel displays the Accessibility settings, organized into sections: Seeing, Hearing, Typing, and Pointing & Clicking. Annotations include:

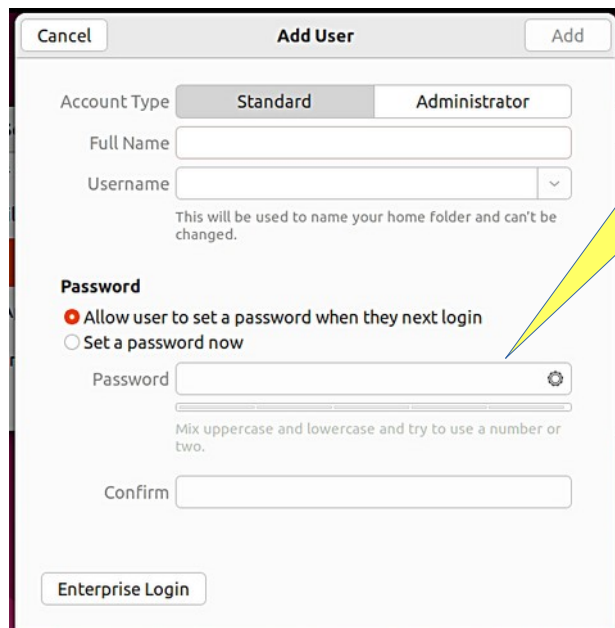
- A yellow callout box pointing to the Accessibility section in the sidebar: "2. This is very useful, if text is too small. Try it!"
- A yellow callout box pointing to the 'Large Text' toggle: "1. Again it is worth trying, which setting feels the best."
- A red arrow pointing from the 'Large Text' toggle to a preview window titled 'Kohdistimen koko' (Cursor size), which shows five different cursor sizes for selection.
- A red arrow pointing from the 'Double-Click Delay' slider to a yellow callout box: "Try it !"

The 'Seeing' section includes toggles for High Contrast, Large Text, and Enable Animations, and sliders for Cursor Size, Zoom, Screen Reader, and Sound Keys. The 'Hearing' section includes a toggle for Visual Alerts. The 'Typing' section includes toggles for Screen Keyboard, Repeat Keys, Cursor Blinking, and Typing Assist (AccessX). The 'Pointing & Clicking' section includes toggles for Mouse Keys, Locate Pointer, Click Assist, and a slider for Double-Click Delay.

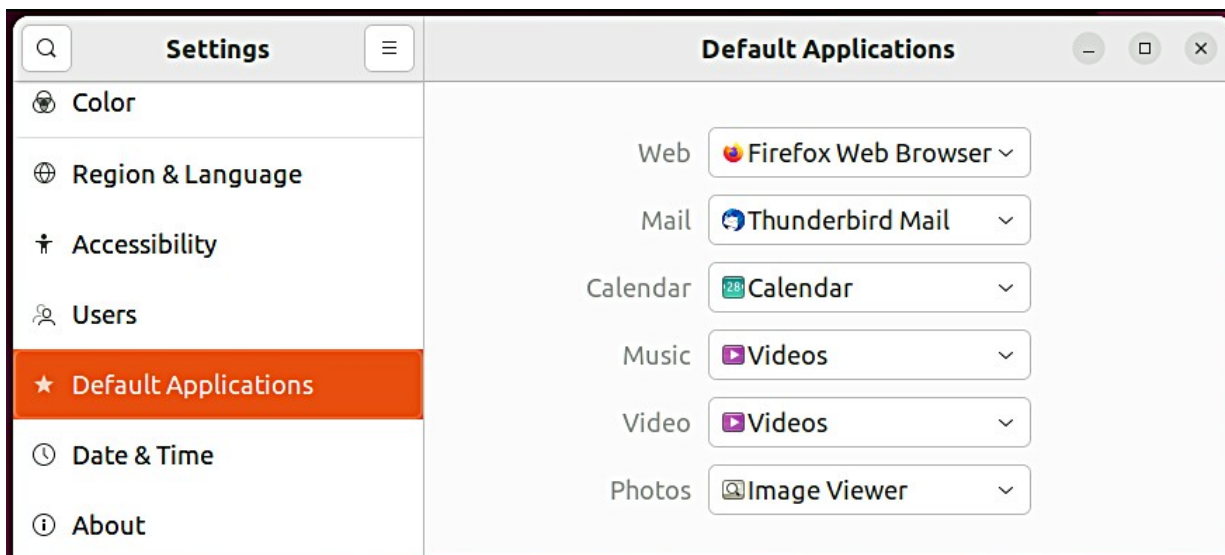
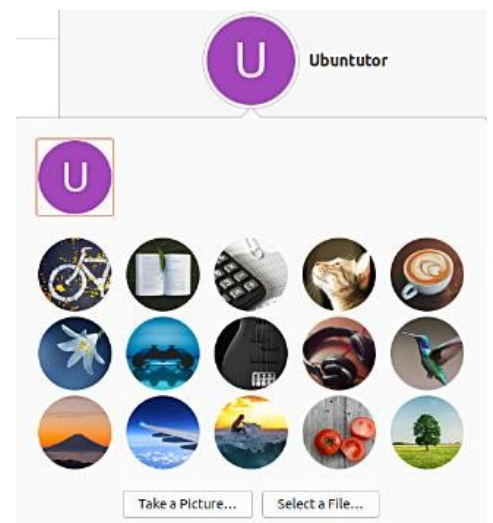
# Basic settings



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



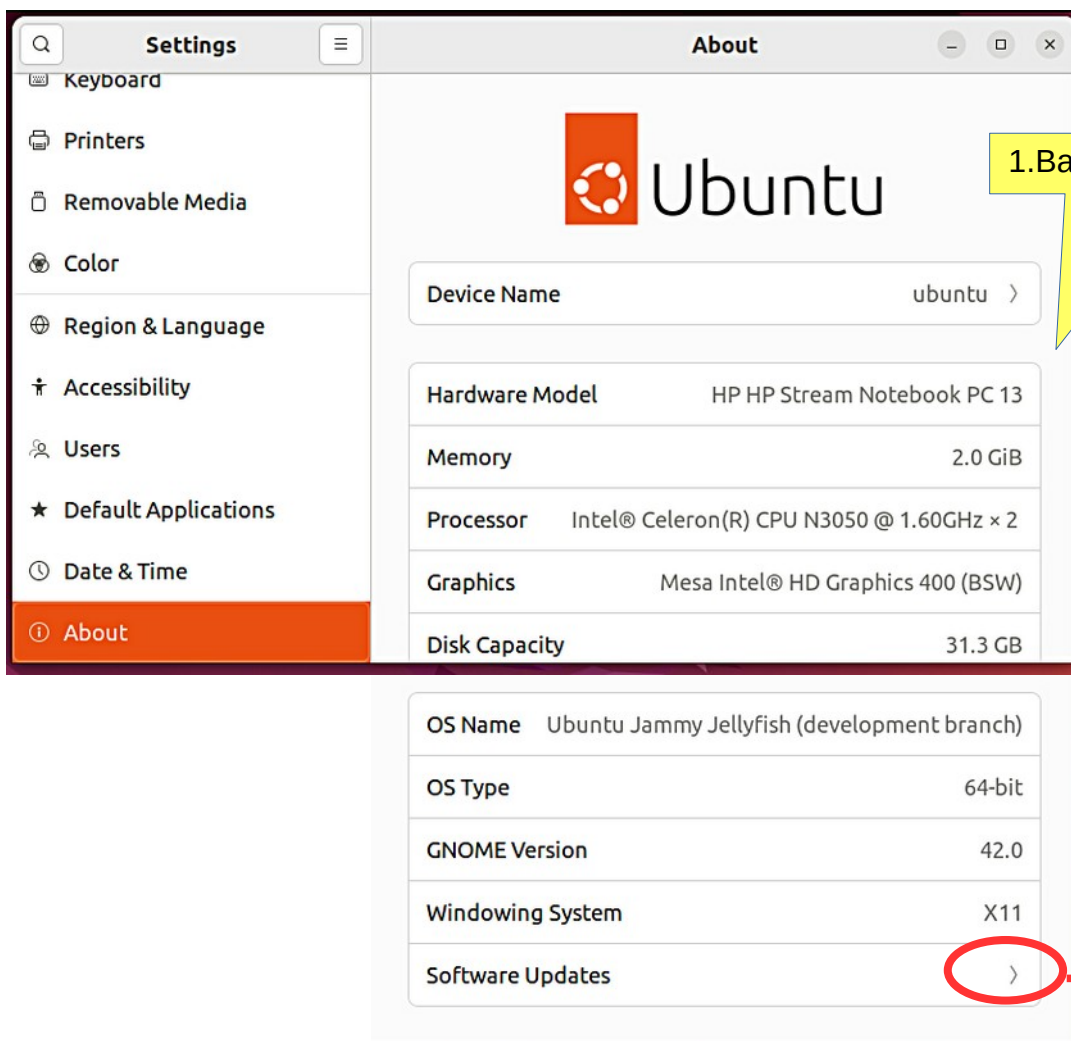
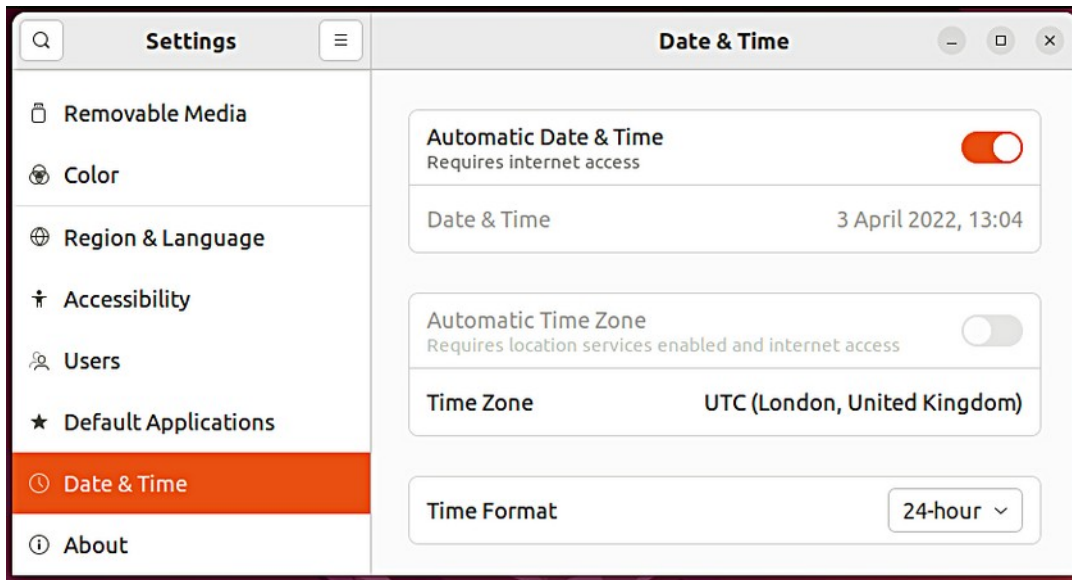
2.Password is important!



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

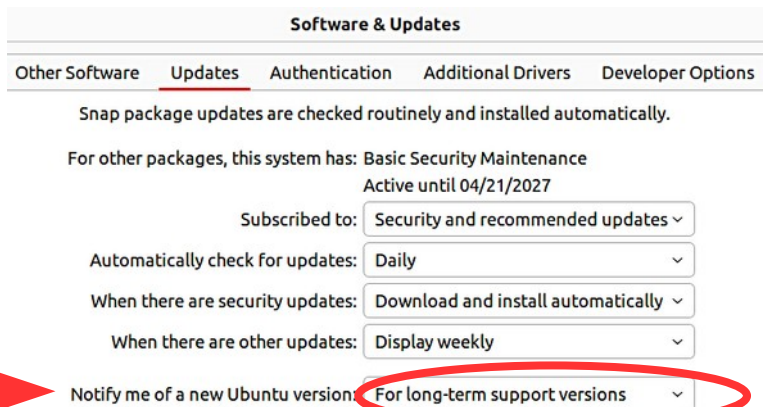
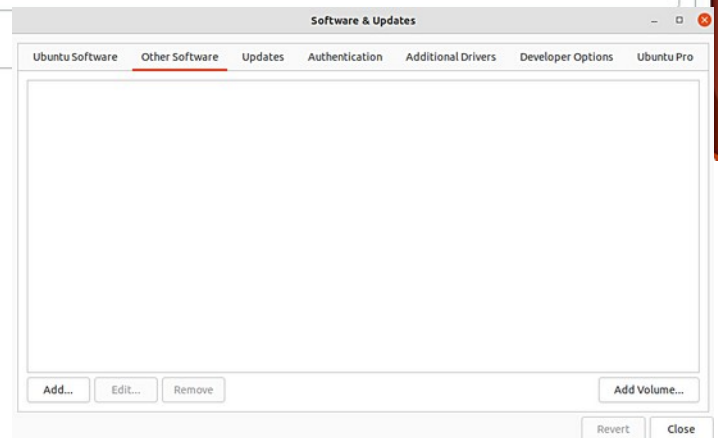
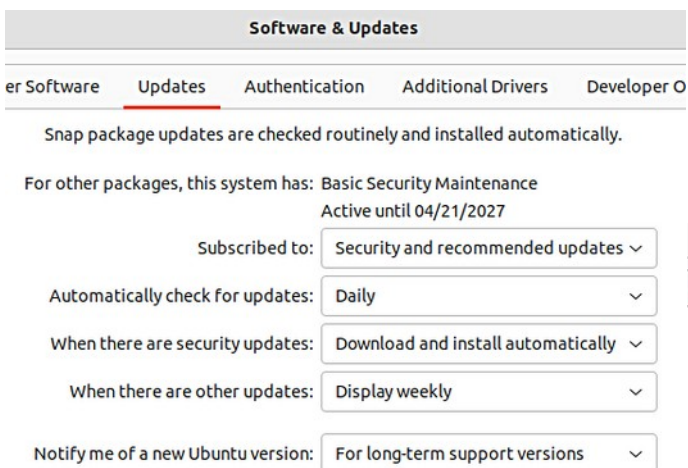
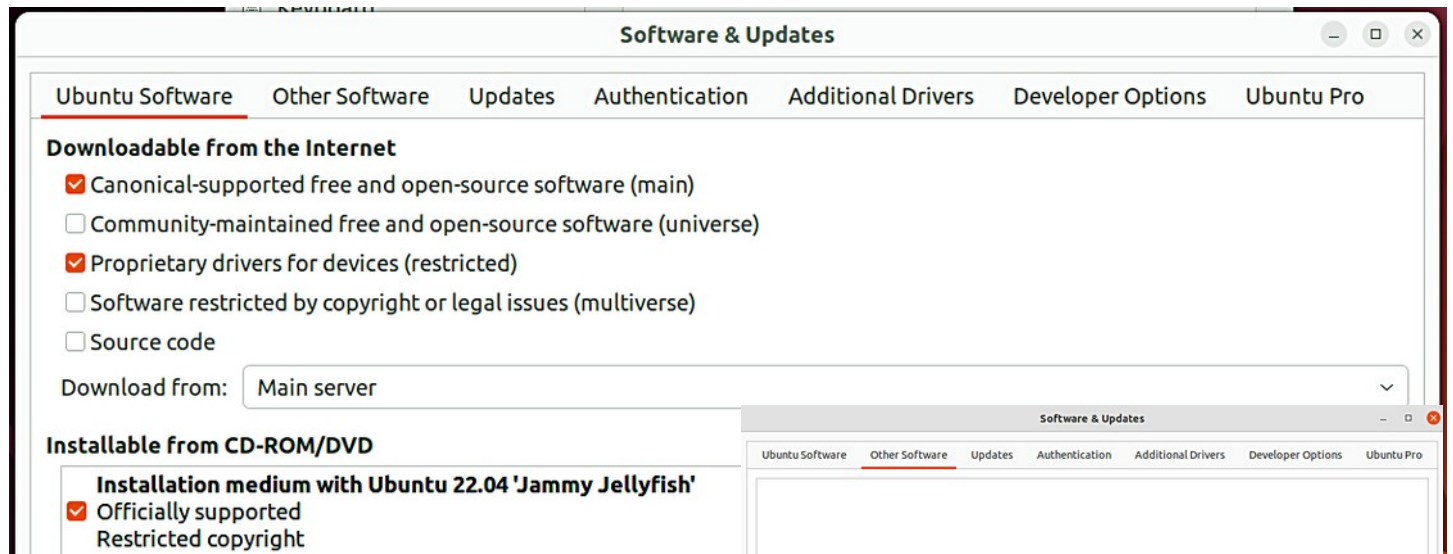
# Basic settings

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

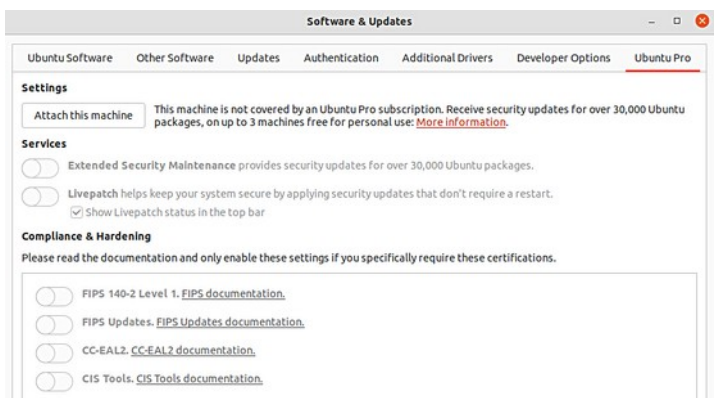
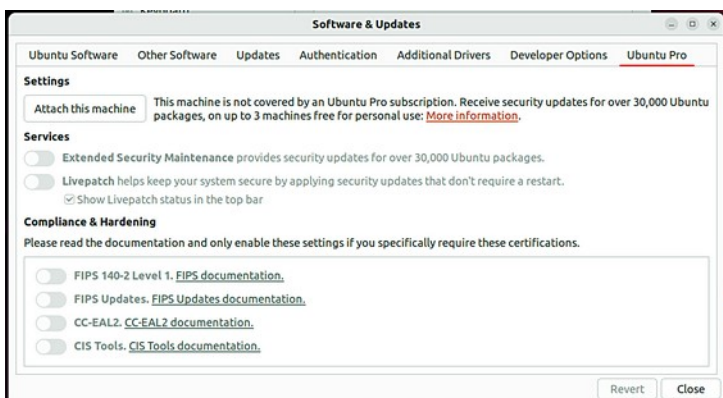




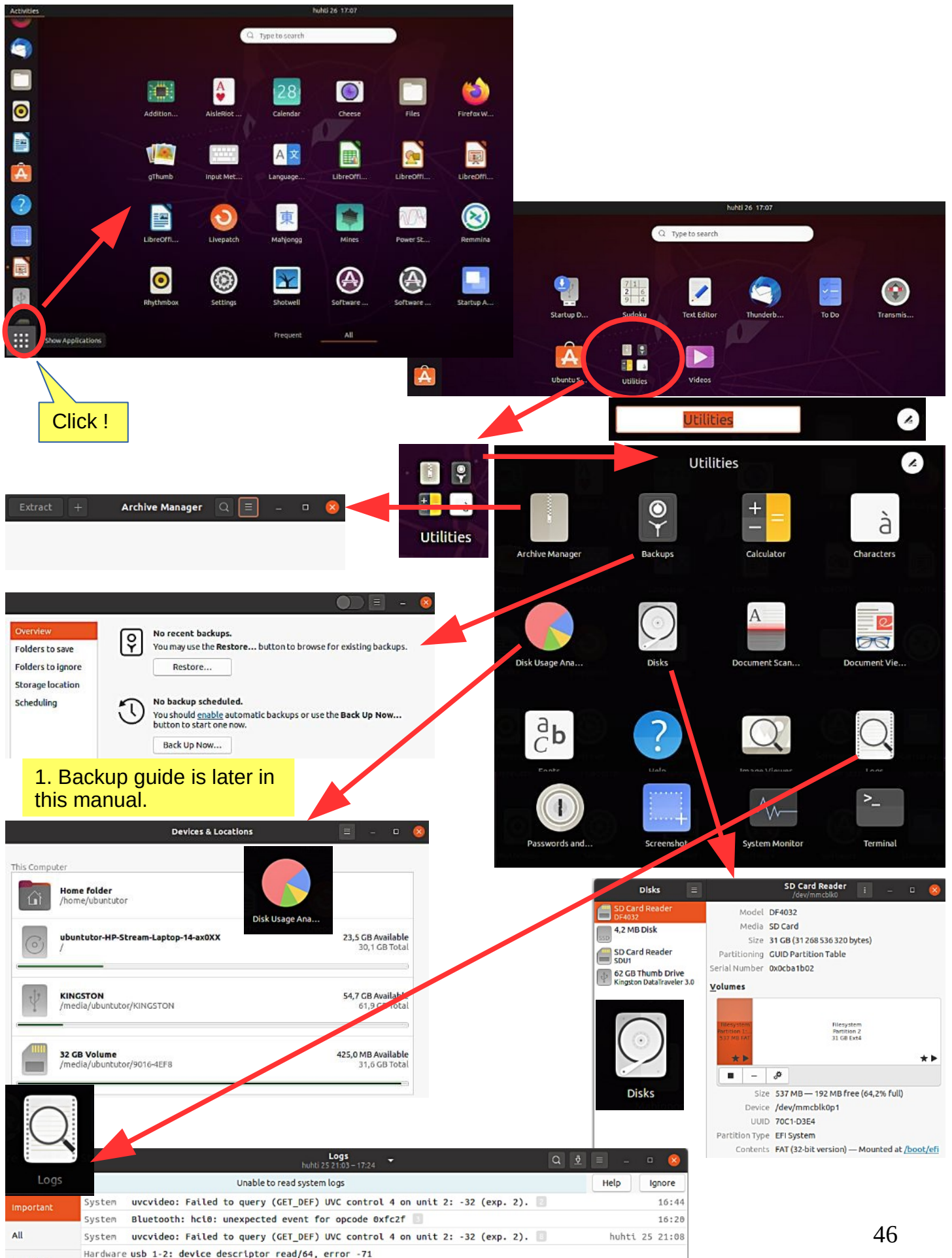
# Basic settings



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.

Unable to read system logs

System uvchvideo: Failed to query (GET\_DEF) UVC control 4 on unit 2: -32 (exp. 2). 16:44

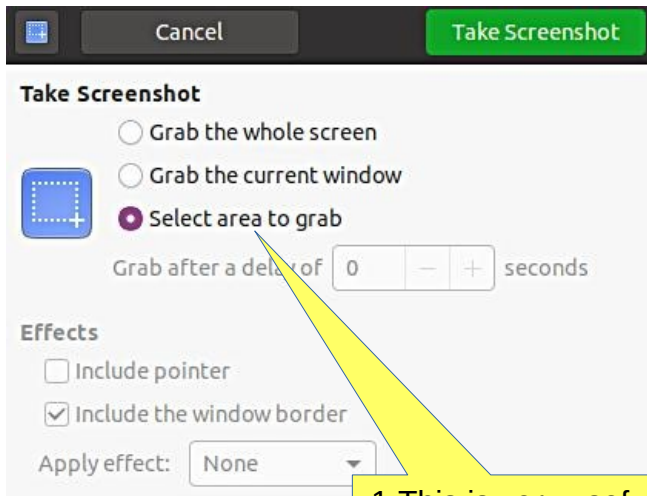
System Bluetooth: hci0: unexpected event for opcode 0xfc2f 16:20

System uvchvideo: Failed to query (GET\_DEF) UVC control 4 on unit 2: -32 (exp. 2). huhti 25 21:08

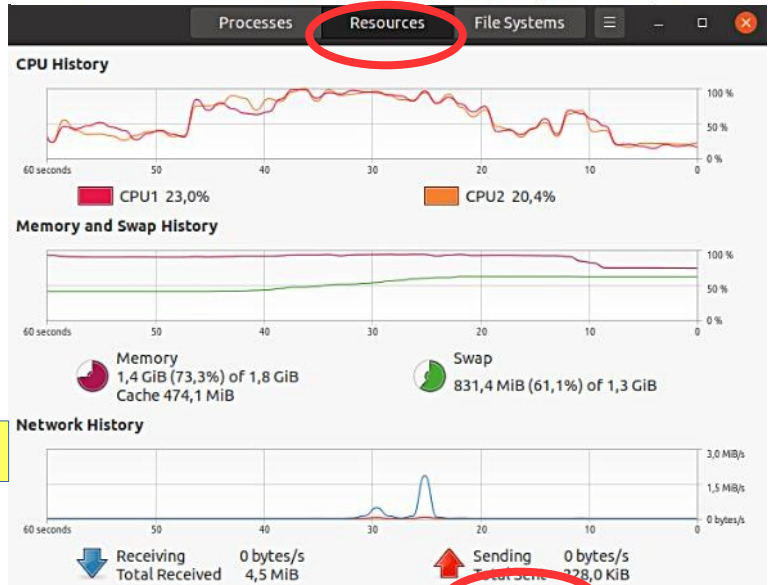
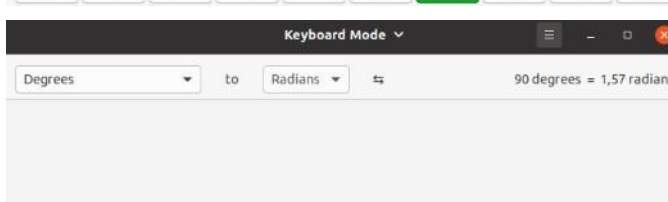
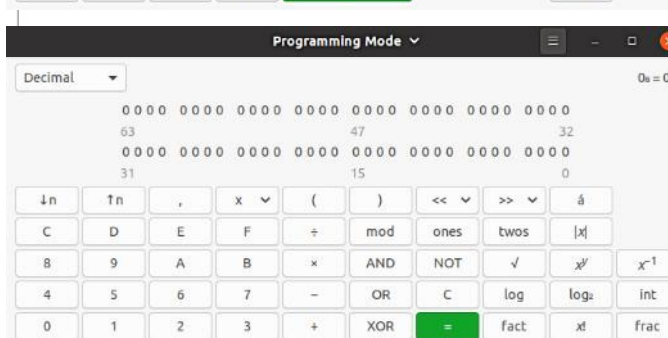
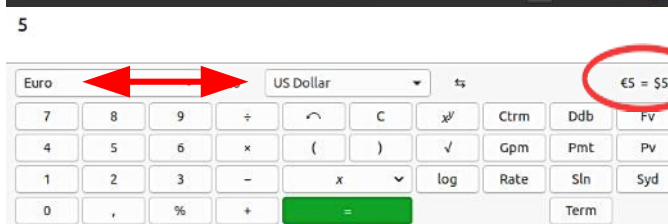
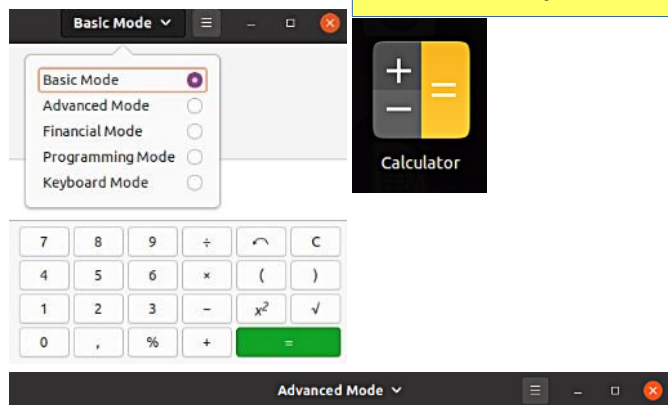
Hardware usb 1-2: device descriptor read/64, error -71



# Introduction to installed Ubuntu apps

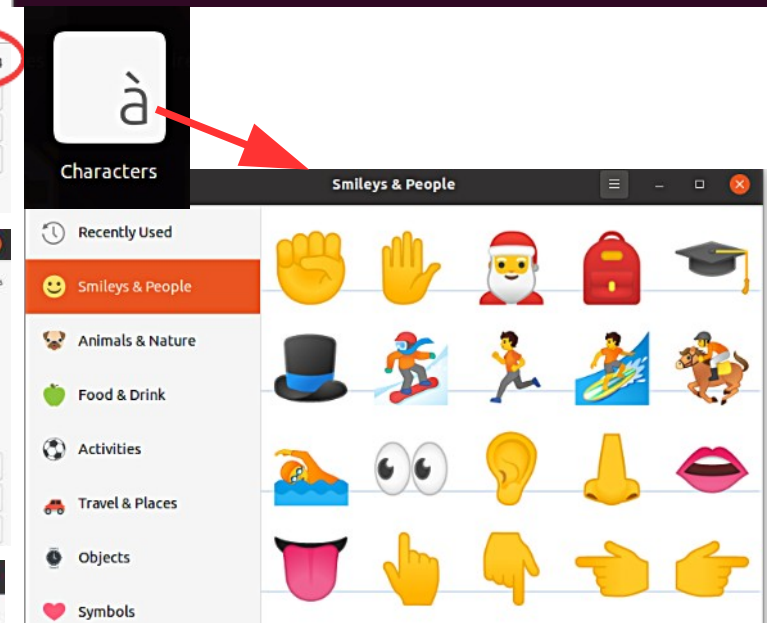
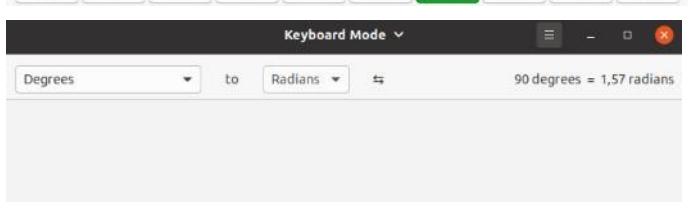
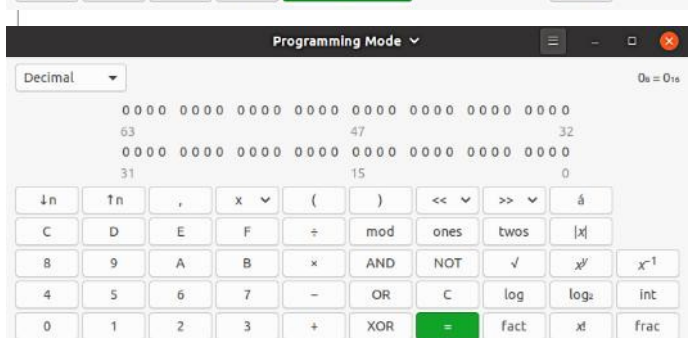
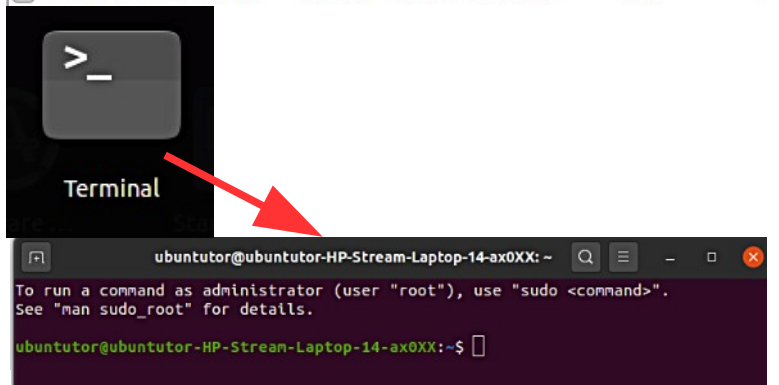


1. This is very useful!



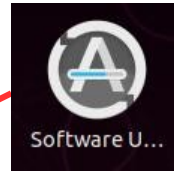
**File Systems**

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

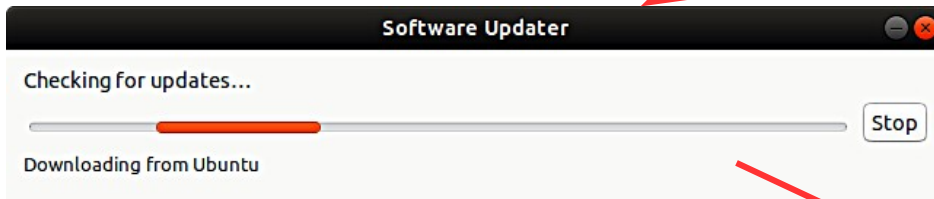


# Introduction to installed Ubuntu apps

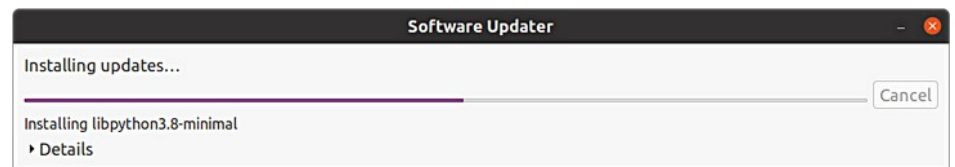
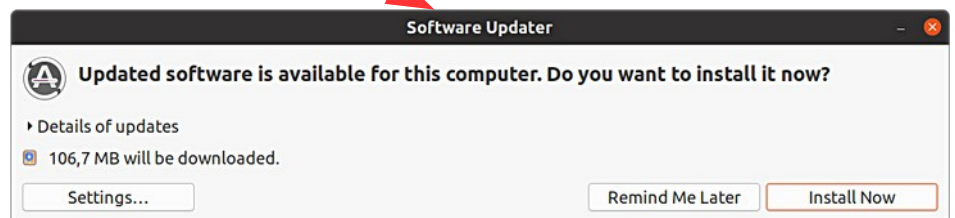
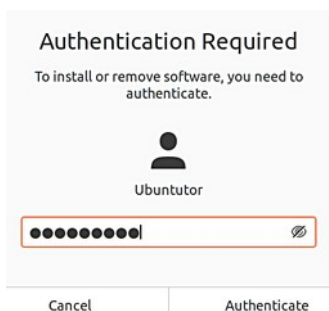
1. Ubuntu suggests updates automatically, but the user can decide on the timing of the upgrade. For updating, Ubuntu will notify you of the Dock icon. Click the icon to start the update



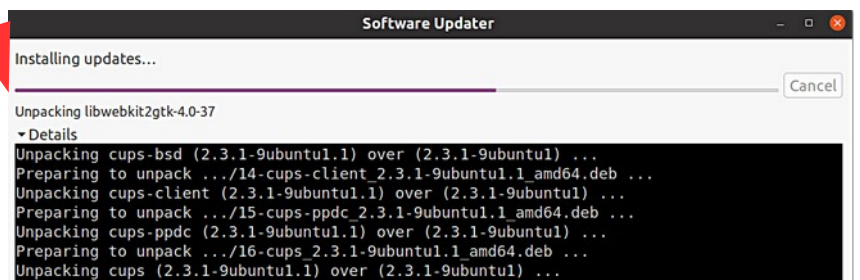
2. You can also start the update by clicking the icon



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



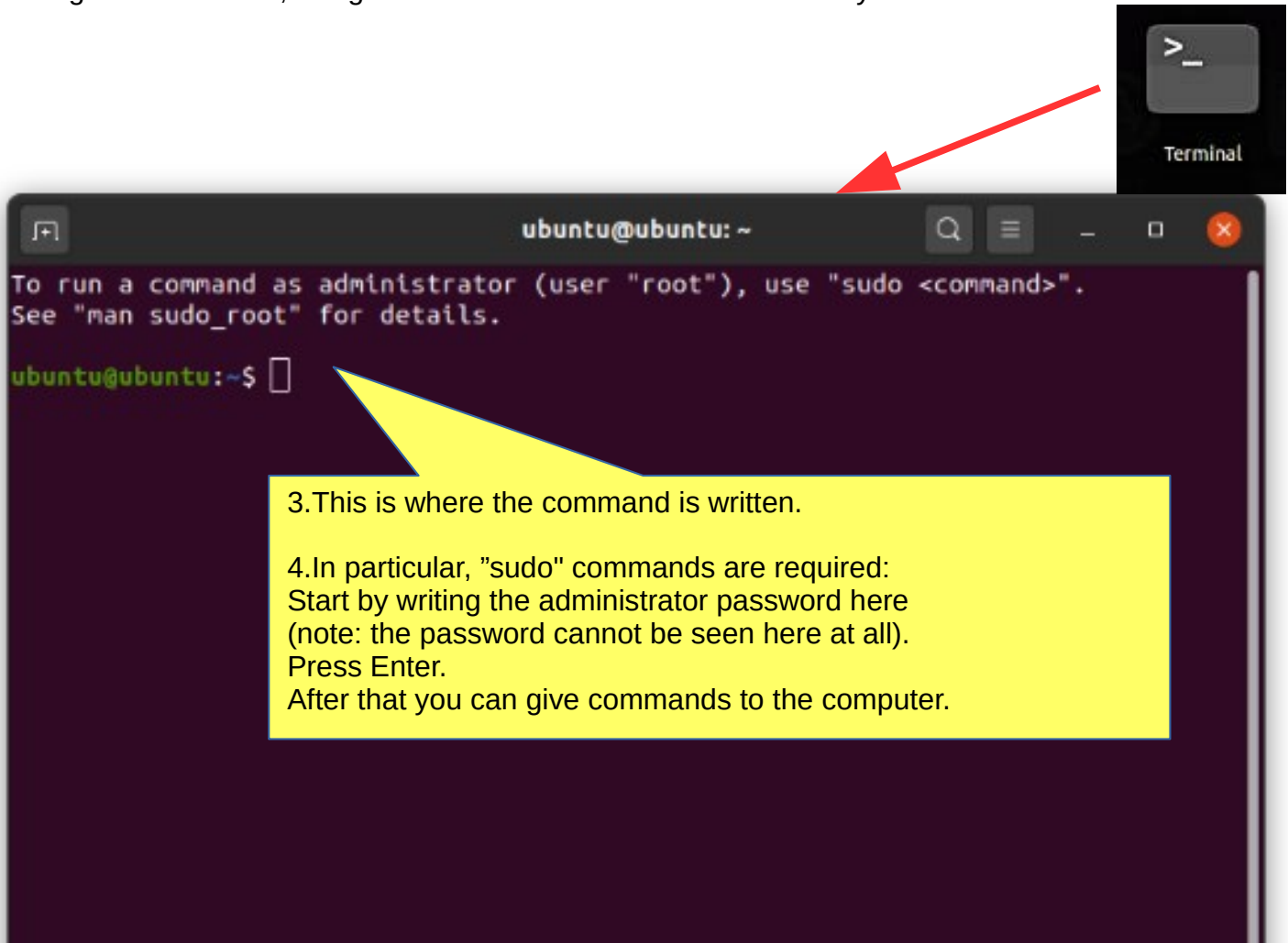
4. In the updates, you should click on Details to see it. It's easier to track the progress of the update





# Command Prompt (Terminal)

1. The command line is one of the most powerful tools in the Linux system. If you have a problem and ask a Linux specialist, he will usually start by telling you what to do in the command line.
2. In this guide, I have not referred to the command line, because it is unfamiliar to the beginner. However, it is good to understand the basics of the mysterious command line.



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

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

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

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

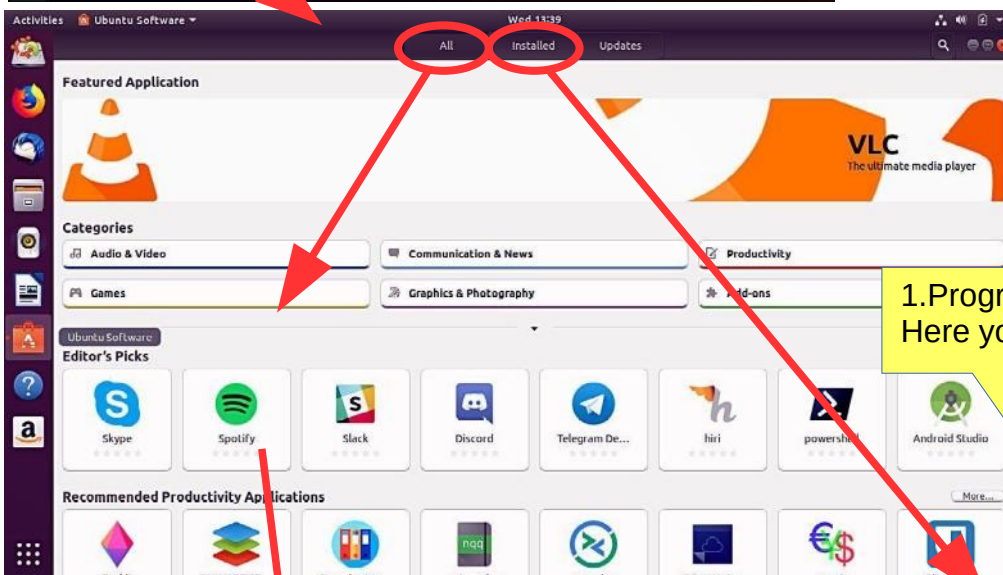
<https://techlog360.com/basic-ubuntu-commands-terminal-shortcuts-linux-beginner/>

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

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

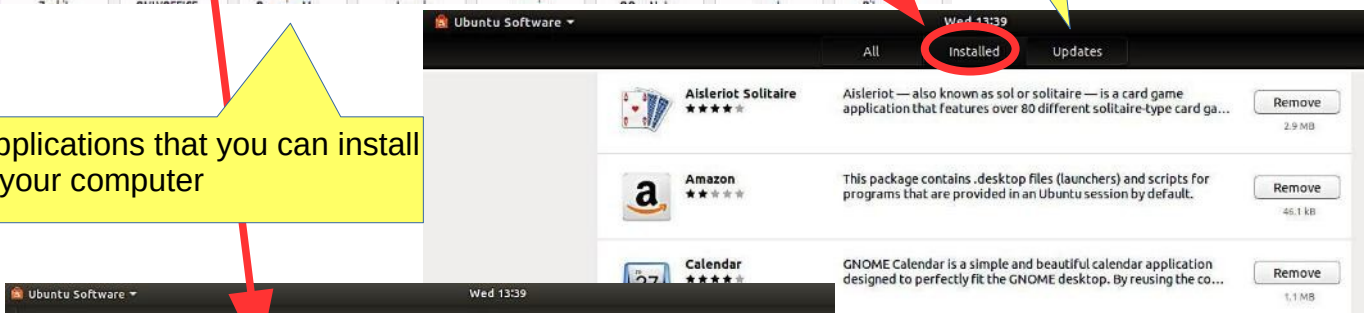
# Install apps

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

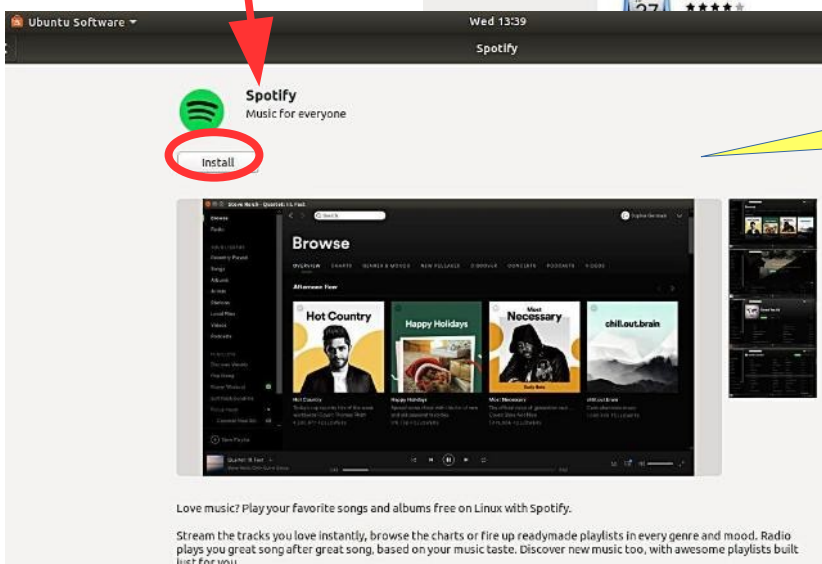


1. Programs on your computer.  
Here you can remove the application

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 some tips when looking for a new application.**

1. Compare different applications. Which would seem best suited to your needs.
2. Find comments and opinions about the app.
3. If you find the manual for the app, examine it. You can get good tips and ideas.

### **INSTALL ONLY RELIABLE SOFTWARE!**

**After installing the app.**

1. Now you can properly explore the features and functions of the app
  - if you collect a lot of data with the app, do you think the app will slow down?
  - can you divide the data into sections if needed so that the app works smoothly and the files are not too large.
  - can you transfer older data to another storage medium.
2. Can you easily backup your data to another storage medium?
3. If you are replacing a computer, whether the app and data are successfully implemented on a new machine.
4. If the app fails, for example, it will no longer work after the update, can you access your own data files with another app.
5. Practice using the app first with training material, allowing you to figure out the features of the app and learn about its details.
6. Plan the use of the application (nomenclature, folder structures, backup, etc.).
7. When the job seems to work, start the actual use of the app.

Good luck!

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

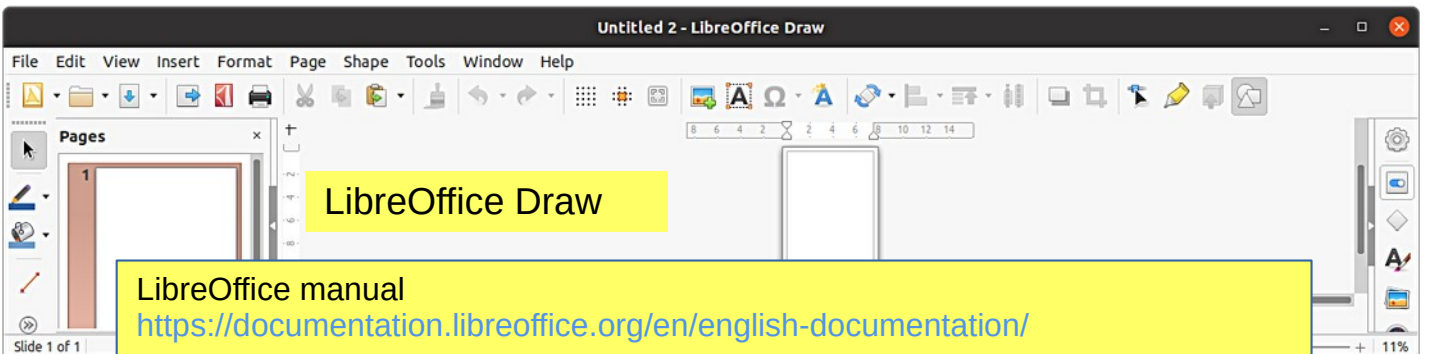
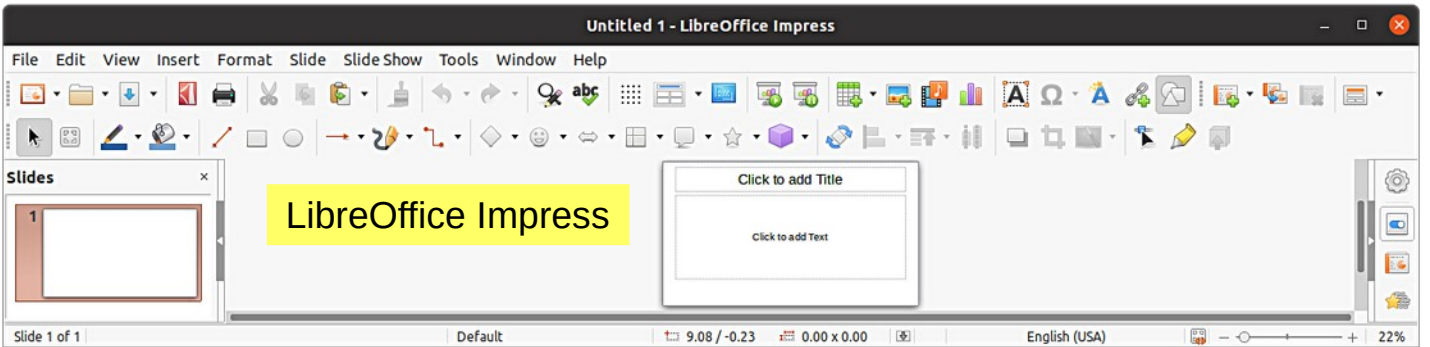
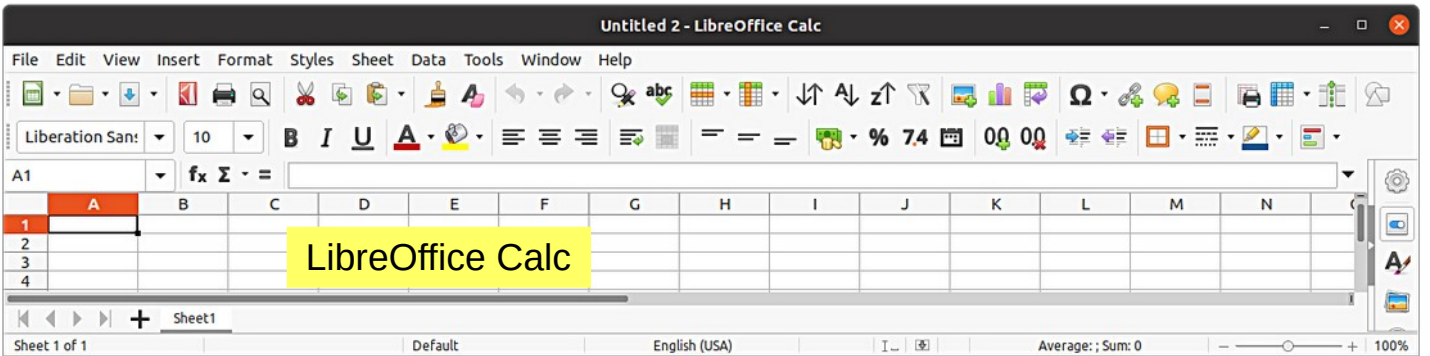
## More information

[How To Install Software in Ubuntu Linux: A Complete Guide for Newbie](#)

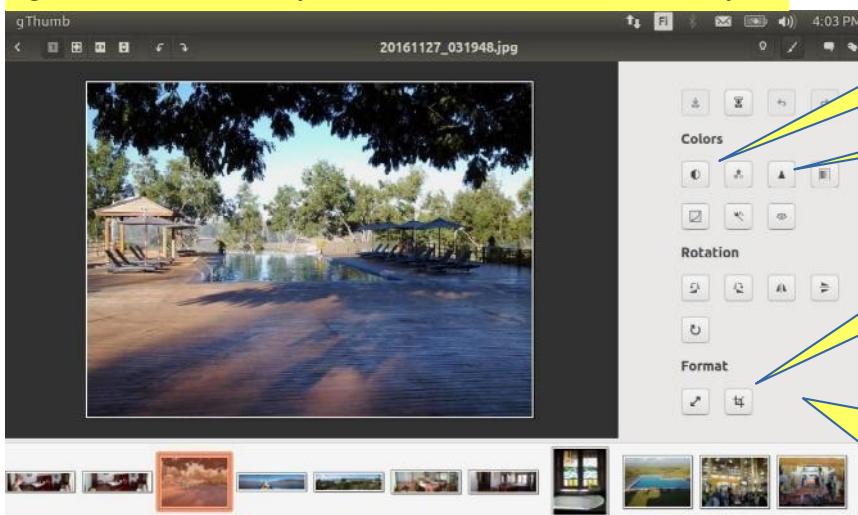
[Installing software in Ubuntu using .deb files](#)

[All the Possible Ways to Install deb Packages in Ubuntu Linux](#)

## Introduction to installed Ubuntu apps



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



## 1. Automatic color correction

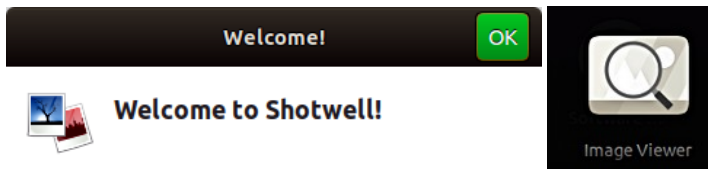
## 2. Automatic sharpening

### 3.Limiting the picture

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



# Introduction to installed Ubuntu apps

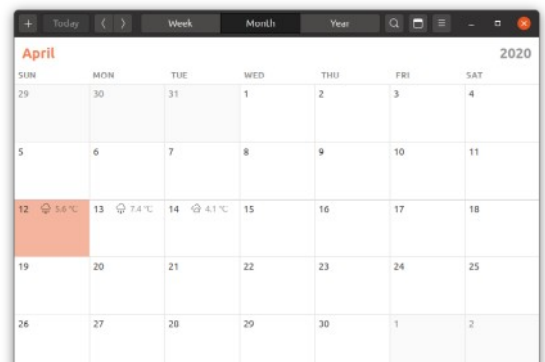
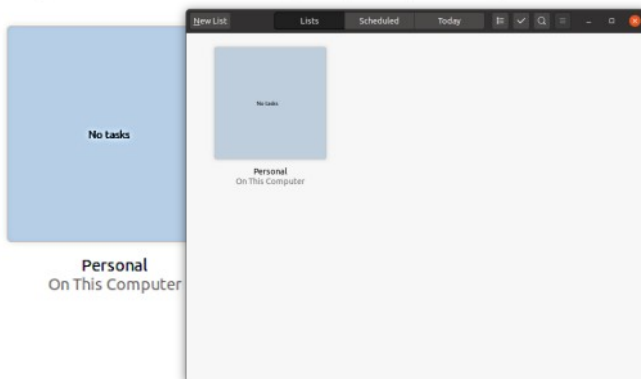
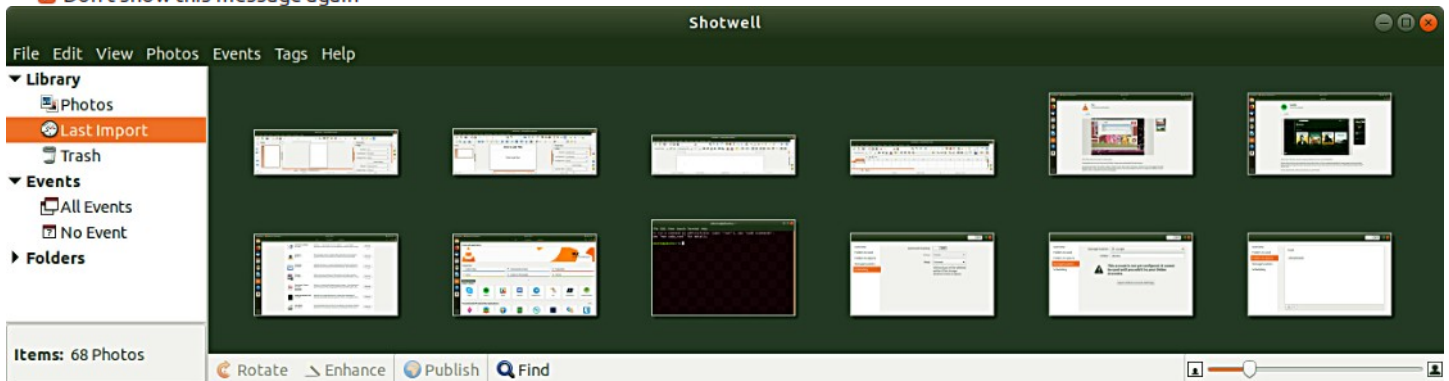


☒ Import photos from your ~/Pictures folder

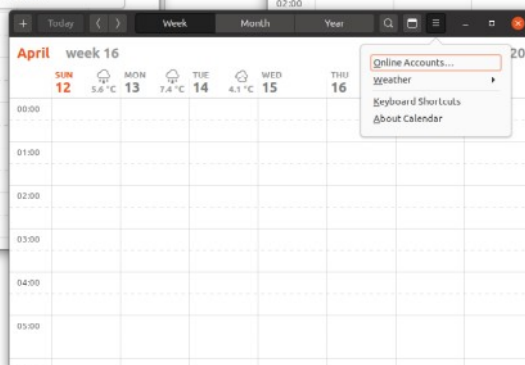
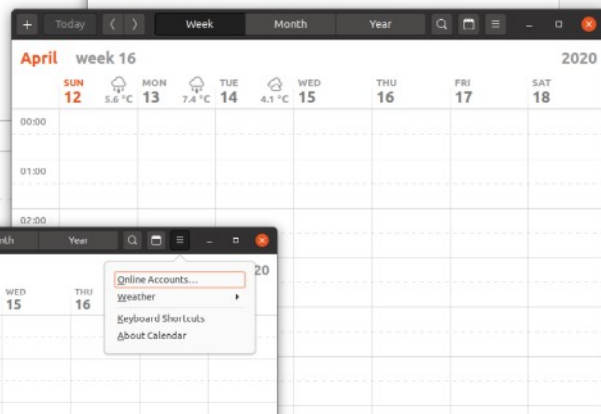
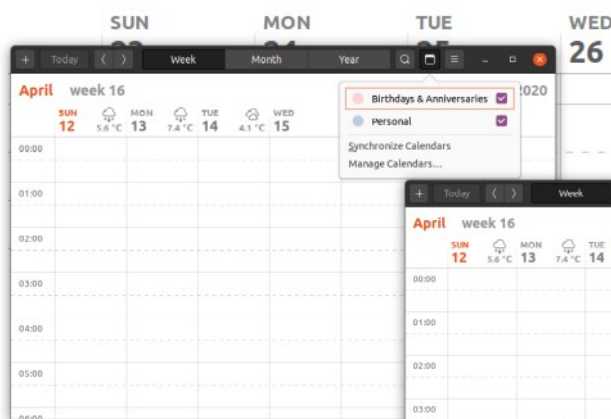
You can also import photos in any of these ways:

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

☒ Don't show this message again



September week 39



## 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/22.04/ubuntu-help/index.html.en>

Linux wiki

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

Using Ubuntu Linux

[https://en.wikibooks.org/wiki/Using\\_Ubuntu\\_Linux](https://en.wikibooks.org/wiki/Using_Ubuntu_Linux)

Ubuntu hardware support

<https://wiki.ubuntu.com/HardwareSupport>

Ubuntu help

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

Ubuntu: A Beginner's Guide

<https://www.makeuseof.com/tag/ubuntu-an-absolute-beginners-guide/>

The Complete Beginners Guide To Ubuntu

<https://www.lifewire.com/beginners-guide-to-ubuntu-2205722>

[PDF]Ubuntu Manual – Getting Started with Ubuntu 14.04

<http://ubuntu-manual.org/>

[Open Office manual PDF

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

### YOUTUBE VIDEOS

Learning the Linux File System

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

OMG

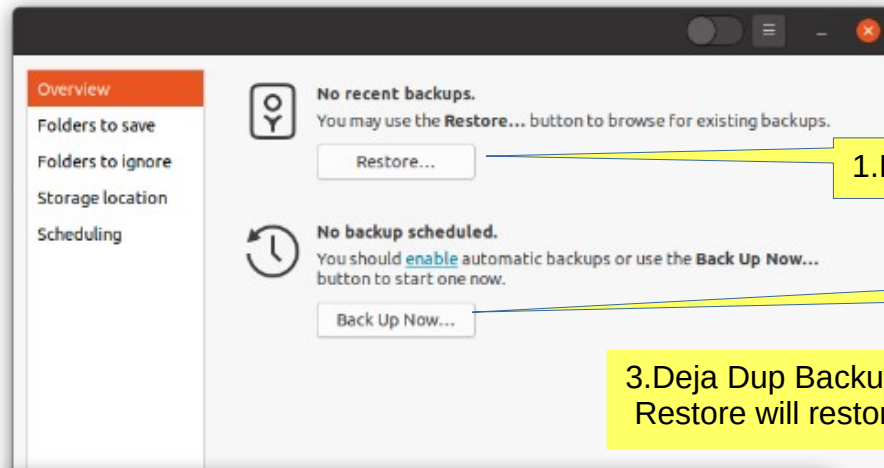
<https://www.omgubuntu.co.uk>

### HISTORY

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

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

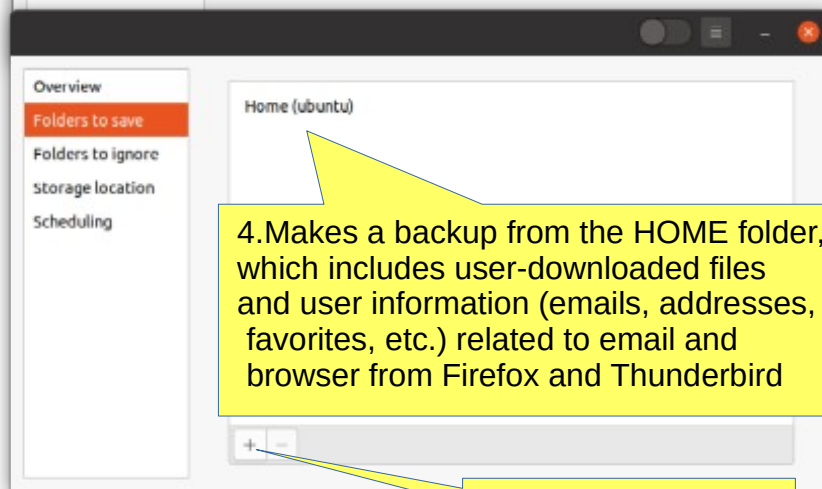
# Deja Dup Backup 1



1.Returns the backup to the computer

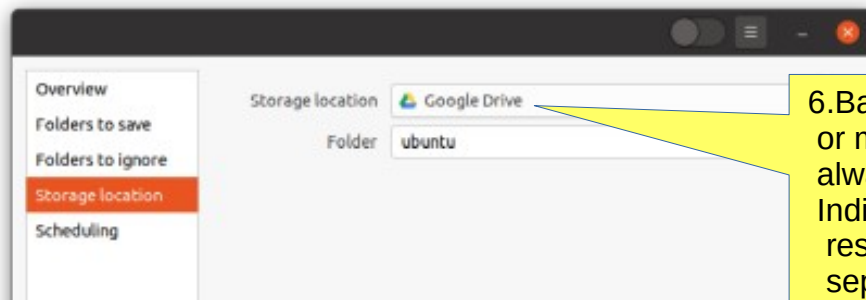
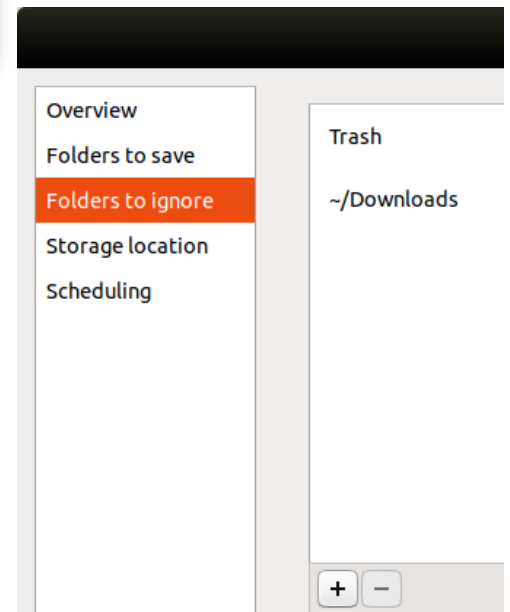
2.Makes a backup

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

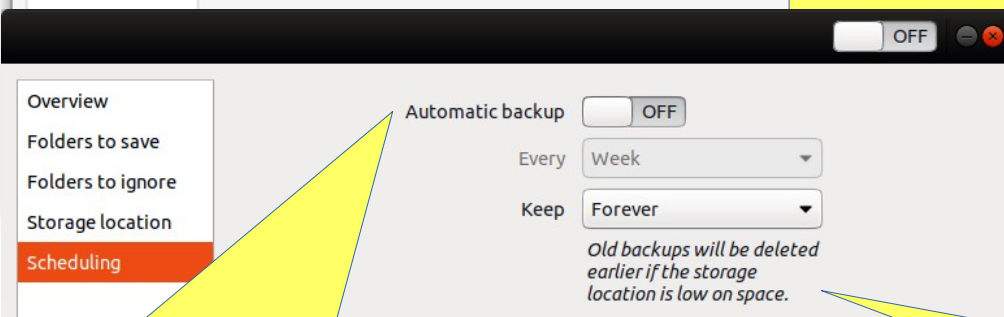


4.Makes a backup from the HOME folder, which includes user-downloaded files and user information (emails, addresses, favorites, etc.) related to email and browser from Firefox and Thunderbird

5.Add more folders



6.Backup may be located on a hard drive or memory stick. NOTE! Deja Dup always returns the entire backup material. Individual files or folders cannot be easily restored. Such a backup should be done separately.



7.Automatic backup reminds you of making a backup. The first backup takes a long time, the next goes pretty fast.

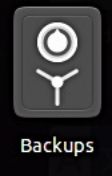
8. A small memory stick is enough for backup!

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

<https://vitux.com/how-to-backup-files-with-duplicity-on-ubuntu/>

<https://www.howtogeek.com/108869/how-to-back-up-ubuntu-the-easy-way-with-dj-dup/>

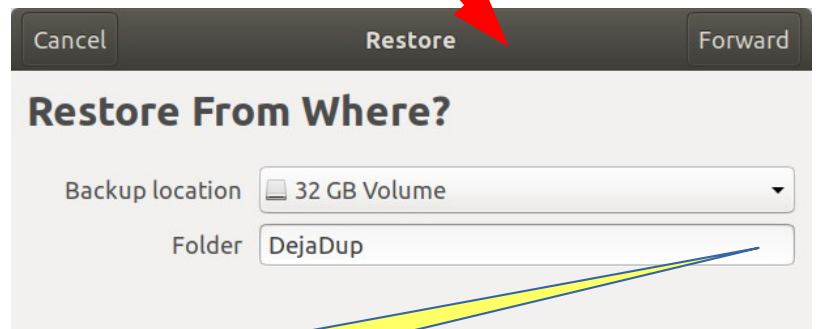
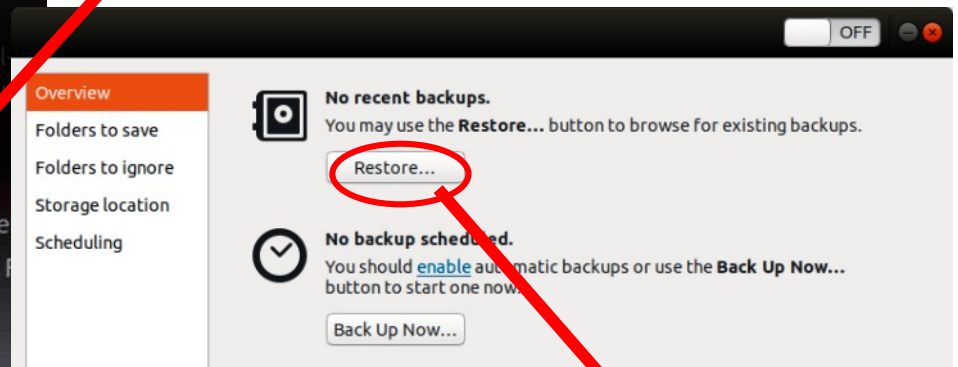
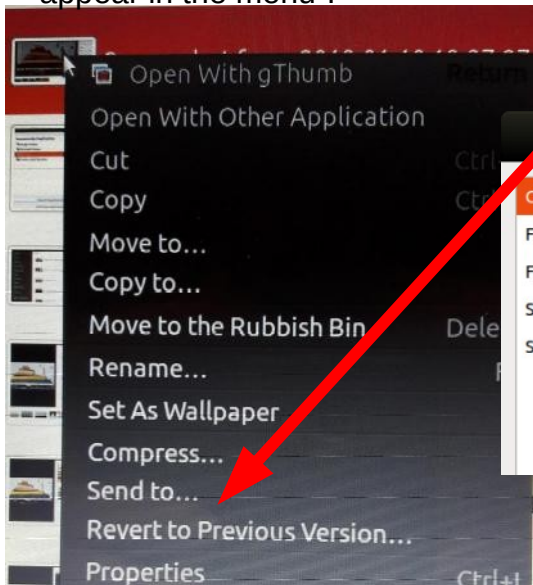
# Deja Dup Backup 2



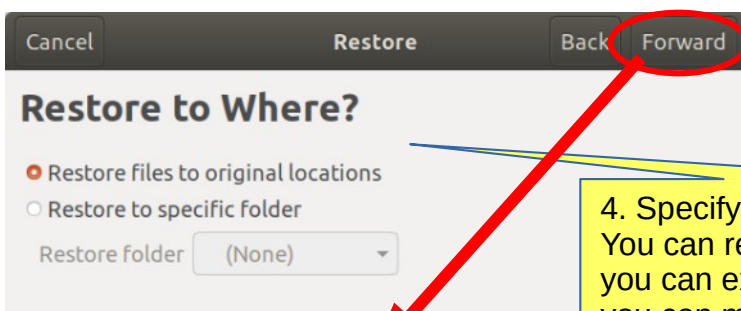
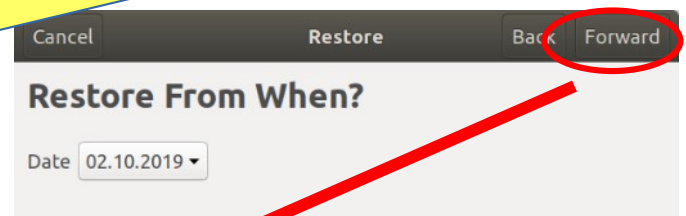
1. DejaDup can restore individual files or folders if they have been backed up by DejaDup.

When you back up your data, "Revert to Previous Version..." will appear in the menu".

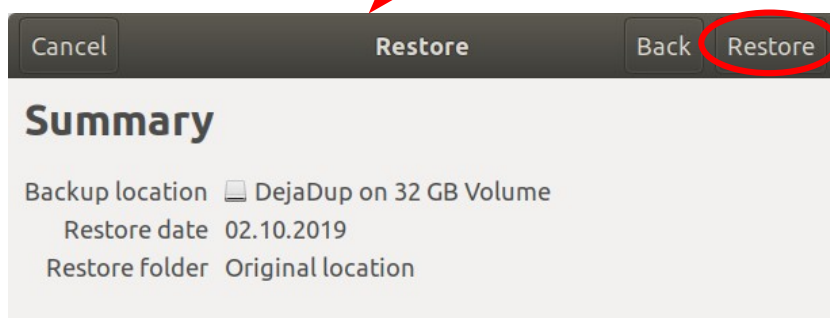
2. If you want to restore the entire backup, click "Restore ..." and then Deja Dup first installs itself.



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



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





# Backup strategy!

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

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

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

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

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

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

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

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

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

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

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

Guide:

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

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

I wish good Ubuntu moments!



## 1. Going on a holiday trip?

Multiple cameras and phone cameras?  
→ Same date and time for all cameras!

## 2. After the trip.

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

## 3. Image processing

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

## gThumb image viewer

### 4. Install the gThumb.

It is a handy little program that can do important things.

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

### 6. menus

### 10. Previous picture

### 7. return

### 8. Next picture

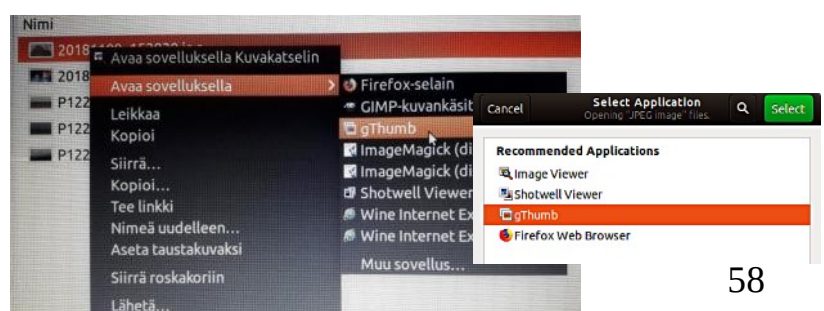
### 9. tools

### 11. the list



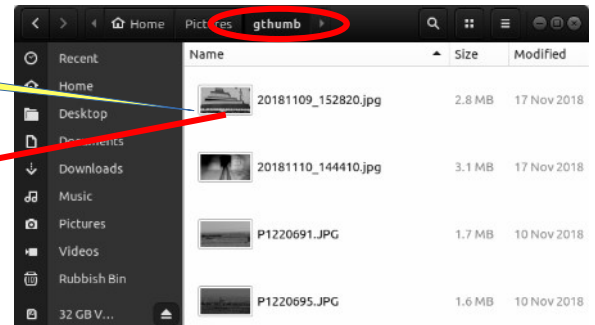
12. NB! In System Preferences, you can specify Details → Default Applications → The image always opens in gThumb or ->

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

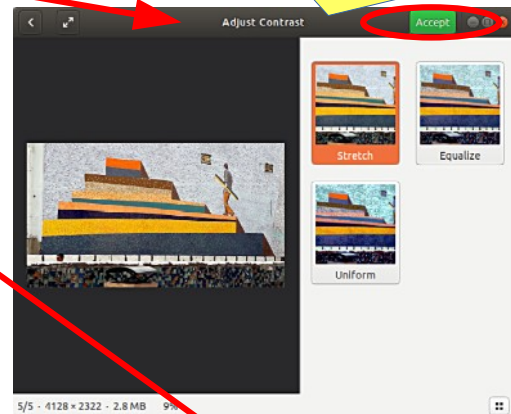
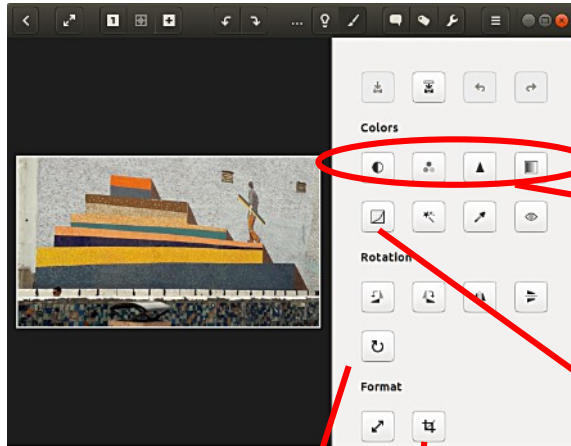


1. gThumb  
First picture

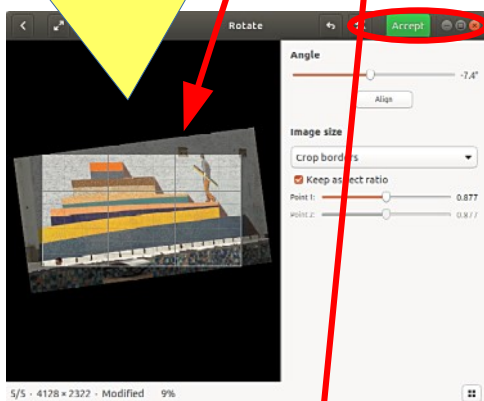
2. Images to be processed



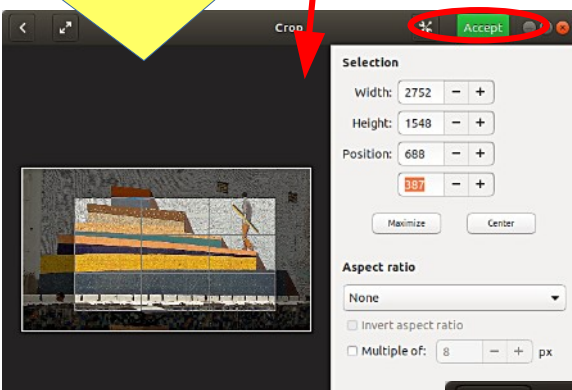
3. Adjust the contrast, colors, and sharpness. Accept



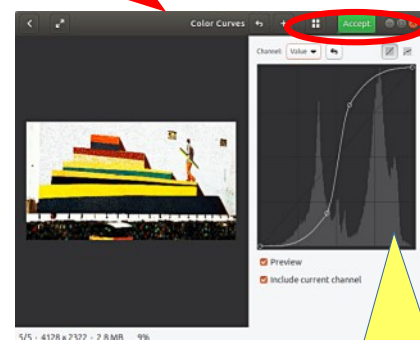
4. If necessary, straighten the image  
Use the +or- buttons to adjust the slope



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

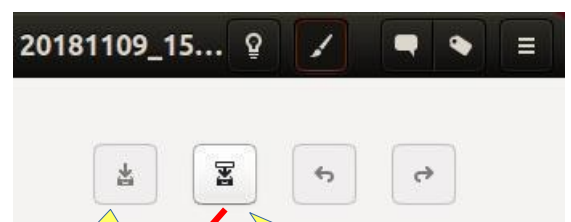


6. Try moving the curve



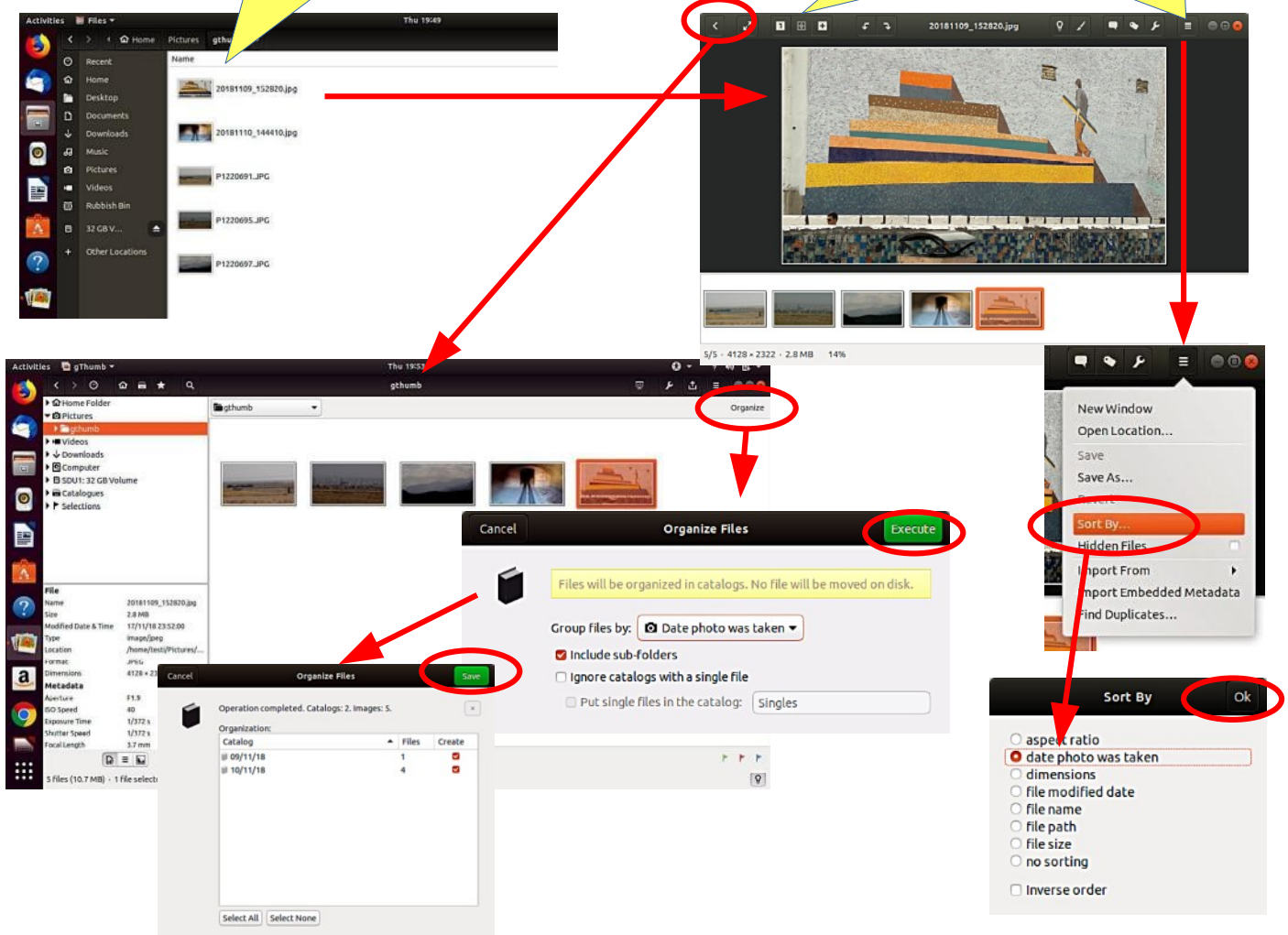
7. Save to the original

8. Save as new and  
adjust the packaging



1. Select the first image

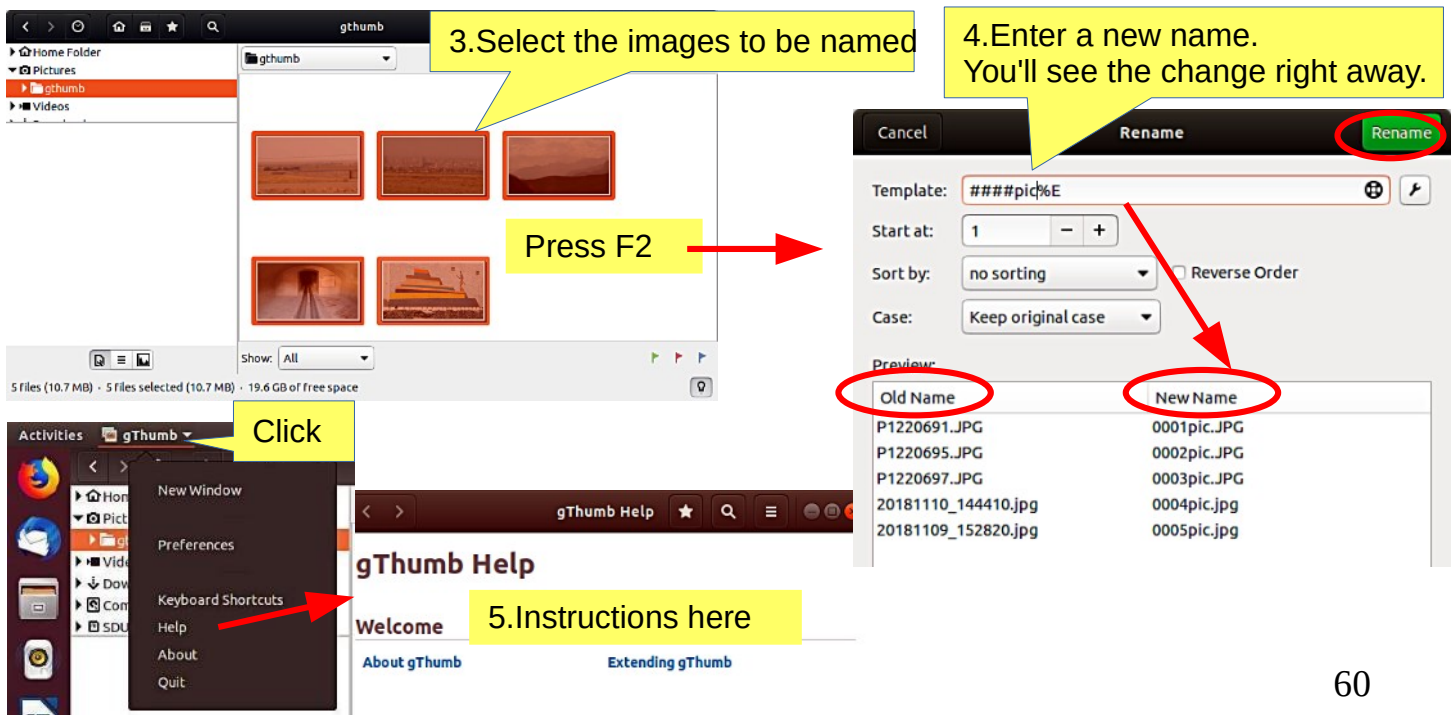
2. Two options for sorting, click



## gThumb image editing software - naming images

3. Select the images to be named

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





1. Pictures before reduction

File Name	Size
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

2. Open gThumb and highlight the files you want

3. Select tools

4. Select Resize Images...

5. Decrease size with - First try 70%

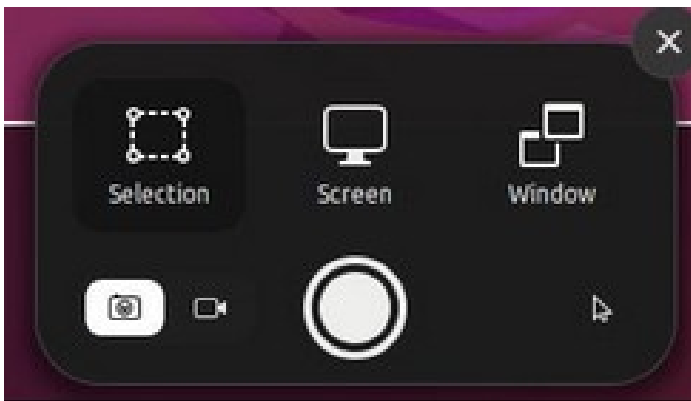
6. Select a new storage location and "Execute"

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

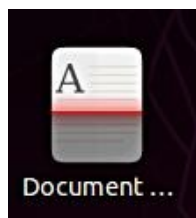
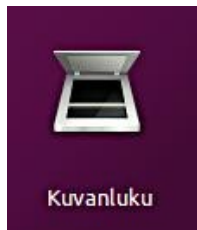
File Name	Size
20190502_153650.jpg	451,7 kt
20190502_153701.jpg	520,3 kt
20190502_175033.jpg	170,2 kt
20190502_175128.jpg	550,6 kt
20190509_080329.jpg	568,3 kt

**Look Ubuntu Desktop Guide: [Tips & tricks](#)**

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



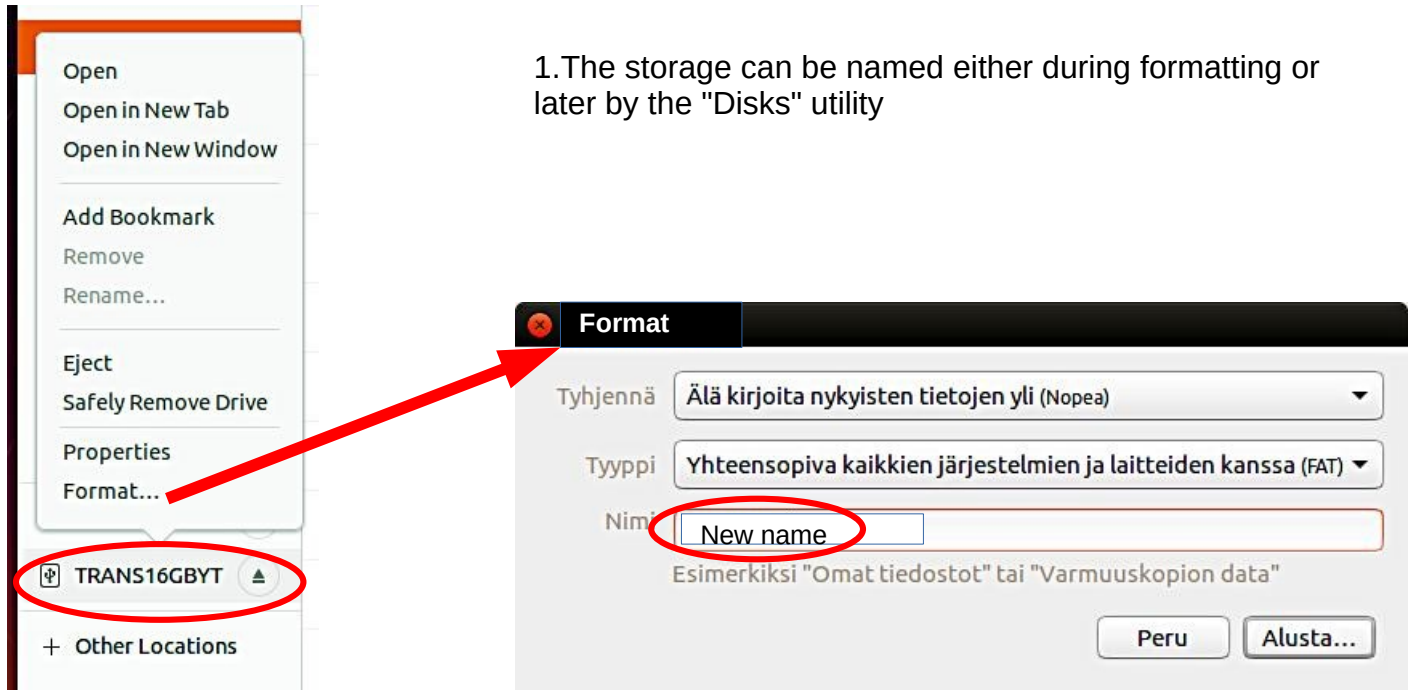
## Image Scanning



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

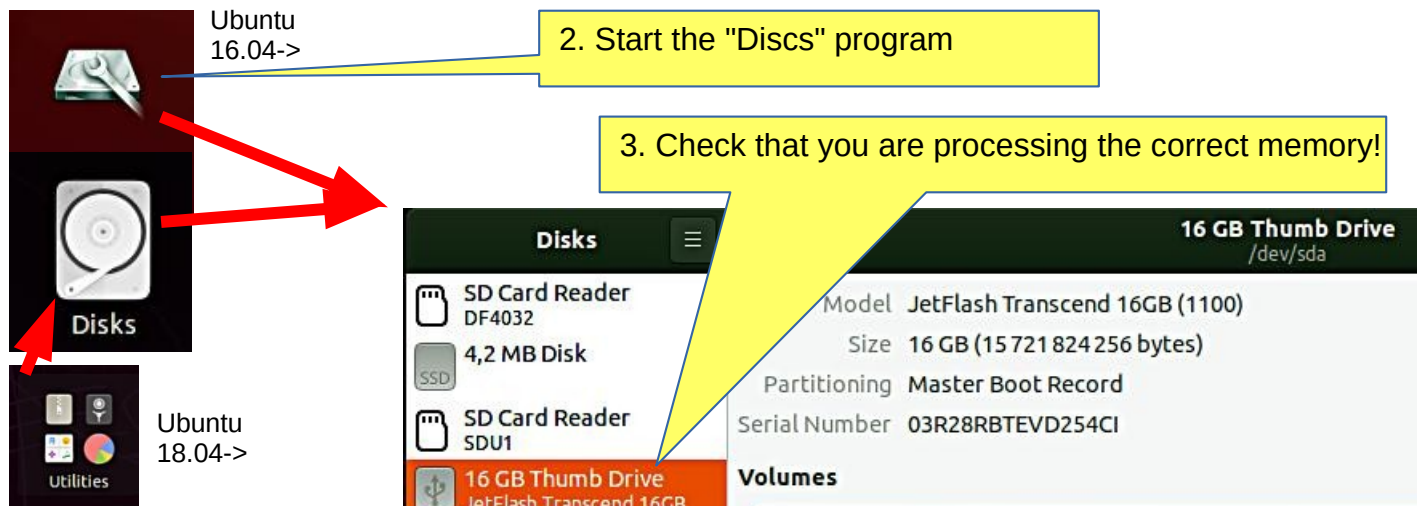
Icons in different versions of Ubuntu

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



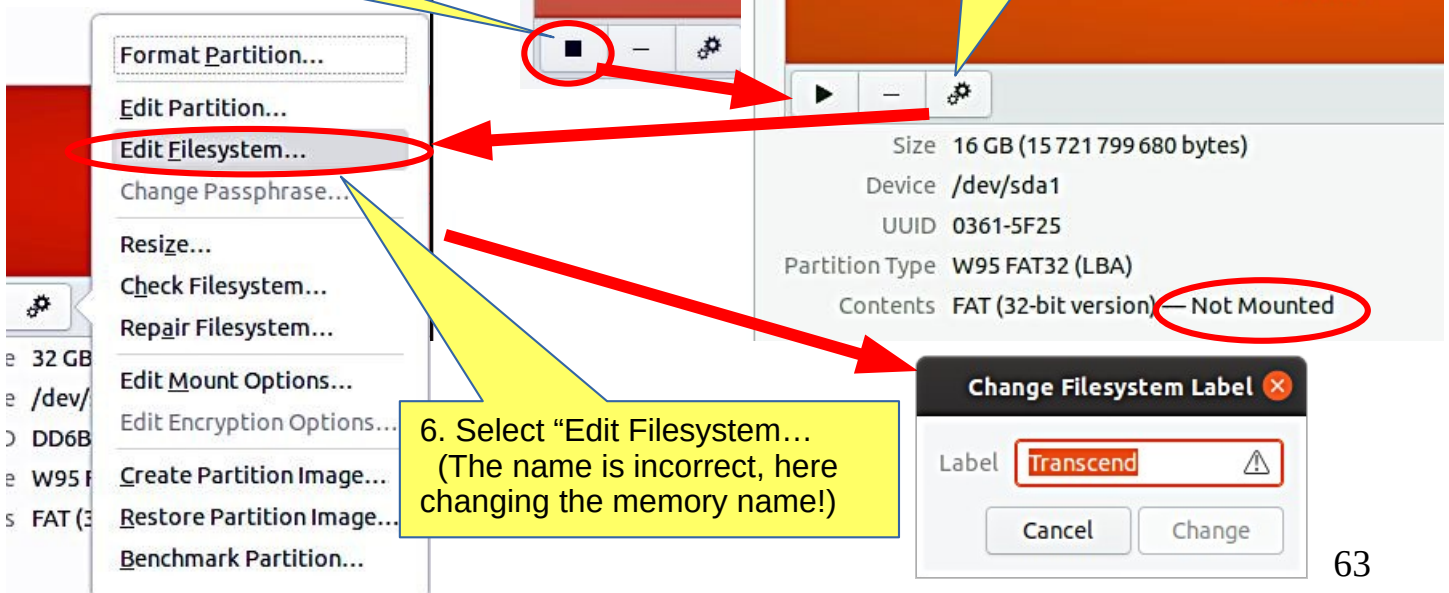
2. Start the "Disks" program

3. Check that you are processing the correct memory!



4. Click to stop

5. Click



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

1. Interested in Linux Ubuntu?

Browse this guide

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

See next pages for instructions

3. Try Ubuntu with a USB stick

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

4. You decide to install Ubuntu

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

5. Do you also keep Windows?

When booting, you can choose either Windows or Ubuntu.

6. Back up your files and make reinstalling files!

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

7. Perform the initial installation as recommended.

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

8. Explore and use Ubuntu.

Please read this guide for details.

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

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

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

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



## 0. Work on a Windows computer!

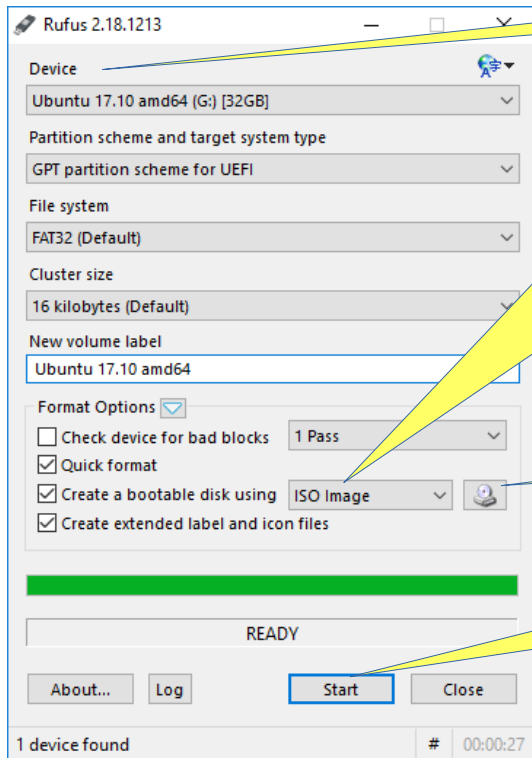
1. Go to <https://www.ubuntu.com/download/desktop>.
2. Select "Download Ubuntu 22.04 LTS" .
3. When downloading a program, you get an ISO file for your computer.
4. Start downloading Rufus from its web site. Install it by double-clicking the file you downloaded. Another option is Balena Etcher.
5. Insert a blank min 2 GT-usb stick into the computer.
6. Open Rufus.

7. Select USB stick

7a. Note: Bootable disk and ISO Image

8. Choose the downloaded ISO file

9. Finally, click Start.  
After that click  
"Write in ISO image mode" and OK



10. Now, there should be a bootable Ubuntu USB stick ready.
11. Shut down the computer.
12. Do you know how to start your computer so that your computer open the bios?  
When you succeed here, you will see a menu (make sure you do not mess with the bios settings) from where to select the USB stick as the startup device and start the micro.
13. After that, Ubuntu should start up (it happens slowly because all the information is downloaded from a USB stick).
14. Choose "Try Ubuntu" in the menu.
15. As a precaution, it is recommended that you keep your Ubuntu USB installer stick in storage if for some reason you will have to install Ubuntu again.

Rufus

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

0. Instructions can be found here <https://en.wikipedia.org/wiki/Ubuntu#Installation>

1. Go to 22.04

( [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.

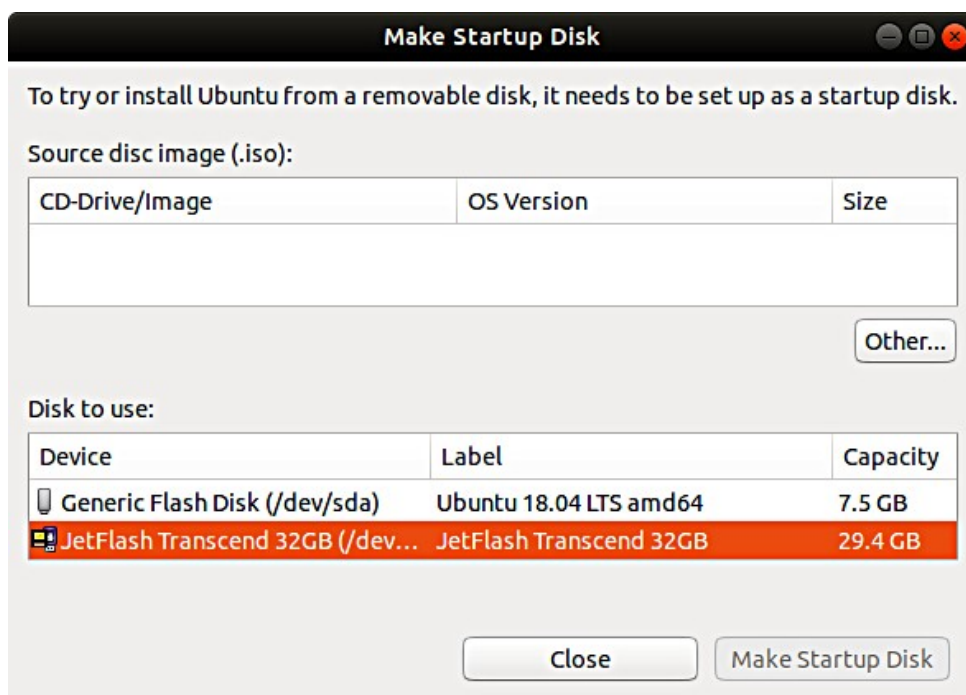
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When you succeed here, you will see a menu (make sure you do not mess with the bios settings) from where to select the USB stick as the startup device and start the micro.

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

14. Choose "Try Ubuntu" in the menu.



## Installing Ubuntu alongside Windows

Typical problem situations in current UEFI machines are:

When you want to leave Windows alongside Ubuntu on the machine, fast startup of Windows 8/10/11 (Fast Startup)

- prevent Ubuntu installation from starting or
- starting the previously installed Ubuntu.

The problem is fixed by turning off fast startup in the power saving settings in Windows.

### **Uninstalling Windows Fast Startup:**

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

Sometimes you need to upgrade Ubuntu to a newer version.

- the program indicates that a new version is available, do you want to upgrade?
- the version you are using will become obsolete and will no longer be updated

Here are some ideas for changing the version.

Warning: The upgrade may take a long time for nothing to appear to be happening. Look on page 10 for follow-up instructions.

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

( if you have installed and uninstalled several different programs, there may still be data files in the programs and these will be unnecessarily transferred to the new version ) or

B. Do a whole new “clean install” with the new version.

**The upgrade goes in the order 16.04 → 18.04 → 22.04), cannot be skipped!**

**In both cases, first:**

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

[https://linuxhint.com/upgrade\\_ubuntu\\_1804\\_2004/](https://linuxhint.com/upgrade_ubuntu_1804_2004/)

**Upgrade Ubuntu 18.04 LTS to 22.04 LTS via GUI**

<https://www.linuxtechi.com/upgrade-ubuntu-18-04-lts-to-ubuntu-20-04-lts/>

How to Export, Save, and Import Chrome Bookmarks ...

<https://www.hellotech.com/guide/for/how-to-export-save-import-bookmarks-in-chrome>

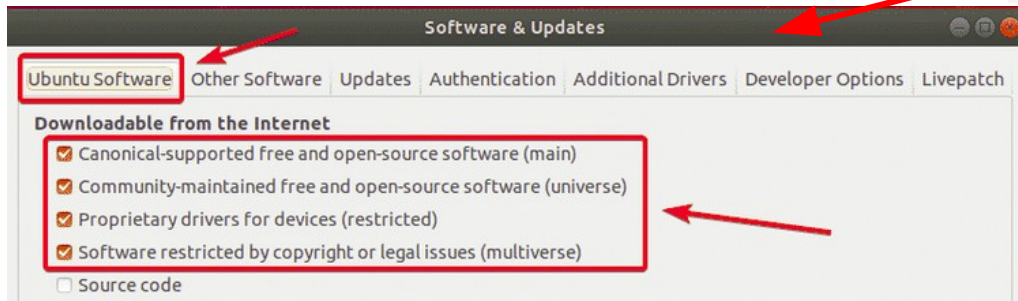
Export Firefox bookmarks to an HTML file to back up or transfer bookmarks

<https://support.mozilla.org/en-US/kb/export-firefox-bookmarks-to-backup-or-transfer>

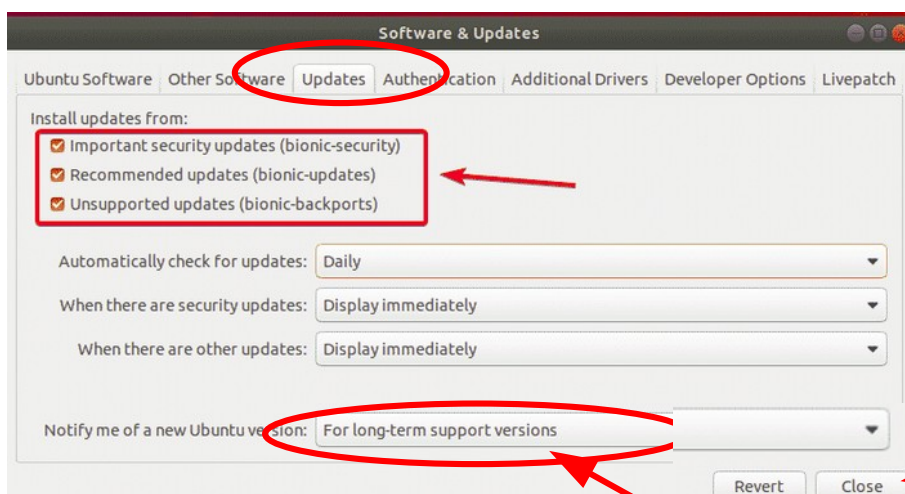


## A. Do you want to upgrade to the new version as recommended

1. Before upgrading Ubuntu, ensure you have the latest software. Open Software & Updates app from the Application Menu.

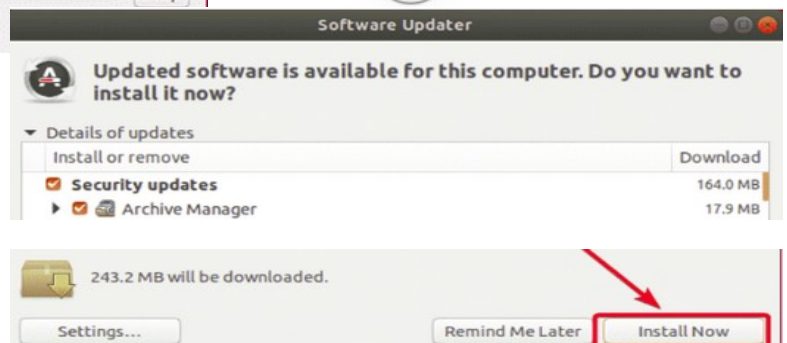
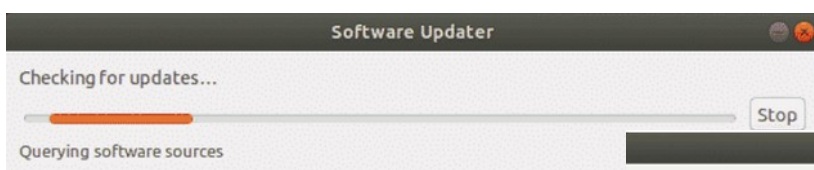


2. Make sure all the checkboxes are marked.



3. Make sure that **Notify me of new Ubuntu version** is set to For long-term support versions.

4. Before you upgrade to Ubuntu 22.04 LTS, you should update all the existing packages of your Ubuntu 18.04 LTS to the latest available versions. Open the Software Updater.



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

```
$ update-manager -c -d
```

6. Software Updater should display the message Ubuntu 22.04 is now available. Click on Upgrade...





7. When the installation is complete, check and install the missing programs.

## B. Do a whole new “clean install” with the new version

Here you can install the newest Ubuntu vesion!

1. Copy the Ubuntu ISO-file <https://ubuntu.com/download/desktop>
2. Prepare a live USB stick ( s. 65 )
3. Insert the live USB stick, boot into the BIOS / UEFI, and select the live USB stick.
4. The program loads “temporarily”. At this point, you can still test the new program, but eventually select INSTALL.
5. If you are unsure, you should install according to the program's recommendation.
6. Installing Ubuntu takes about 30 minutes and then another 15 min when the program updates the online version to the present.
6. Recover your own files. (DejaDub)
7. Carefully research how to recover all emails and bookmarks.
8. When the installation is complete, check and install the missing programs.

[https://linuxhint.com/upgrade\\_ubuntu\\_1804\\_2004/](https://linuxhint.com/upgrade_ubuntu_1804_2004/)

**Upgrade Ubuntu 18.04 LTS to 22.04 LTS via GUI**

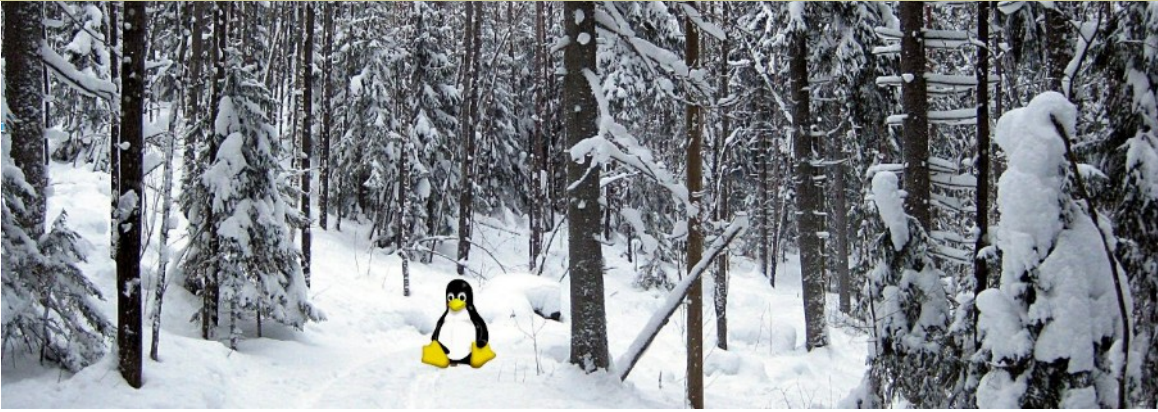
<https://www.linuxtechi.com/upgrade-ubuntu-18-04-lts-to-ubuntu-20-04-lts/>

**How To Upgrade from Ubuntu 20.04 To Ubuntu 22.04**

**How To Upgrade Ubuntu To 22.04 LTS**

**2 Ways to Upgrade Ubuntu 20.04 To Ubuntu 22.04 (Graphical & Terminal).**

**Upgrade to Ubuntu 22.04 LTS**



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**New!**

**You can use Google Translate to change this guide to the language of your choice.**

**Guide:**

<https://www.ubuntutor.com/text/Instructions%20how%20translate.pdf>