

UBUNTU GUIDE

26.04 LTS

Ver. 20260508

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

Table of Contents

Page	Contents
3	Introduction General Information about Ubuntu 26.04 LTS
5	Ubuntu instructions Presentation of Ubuntu 26.04 LTS Desktop Pre-installed applications Find the command ;- Some tips Some thoughts before going on
10	Presentation of graphical user interface (GUI) Presentation of Folder / Directory Structure Files Application (Nautilus) Files handling USB / SD memories Different working areas, Windows, Several windows File handling; copy, move and paste File handling with mouse
23	Presentation of basic settings WiFi, Network, Bluetooth, Background, Appearance, Notifications, Search Applications, Privacy, Online Accounts, Sharing, Sound Power, Displays, Mouse & Touchpad, Keyboard Shortcuts Printers, Removable Media, Color, Region & Language, Universal Access Users, Default Applications, Date & Time, About
48	Introduction to installed Ubuntu applications Utilities, Archive Managers, Backups, Devices & Locations, Disks, Logs System Monitor, Screenshot, Calculator, Characters Software Updater, Command Prompt (Terminal) Install apps, LibreOffice, Shotwell, Calendar, ToDo Deja Dup Backup
66	Appendix gThumb image viewer / editor / sorting images, naming images Reduce the size of the images Self-defined Screenshot area, Image Scanning Renaming storage media (USB / Card) Ubuntu installation, Create a bootable Ubuntu USB stick Upgrade Ubuntu Ubuntutor web page

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 and 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).

Ten 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.

That's when I also made the first guidebook for Ubuntu 16.04 and now it's 26.04's turn!

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

This tutorial covers the 26.04 LTS version. Ubuntu 26.04 LTS will be supported until April 2031. After that, there will be an additional five years of extended support.

NOTE! This guide is geared for laptop users.

Best regards, Hannu

Ubuntutor guides 16.04 - 26.04. Now let's celebrate!

Ubuntutor MP3 Ubuntutor MP3

Together with SUNO and ChatGPT



Feedback: comment@ubuntutor.com

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

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.

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 26.04 LTS has been released in April 2026 and will be supported until 2031.

If you have an old computer running Windows, you can install Ubuntu too.
You can work with old Windows or with Ubuntu!

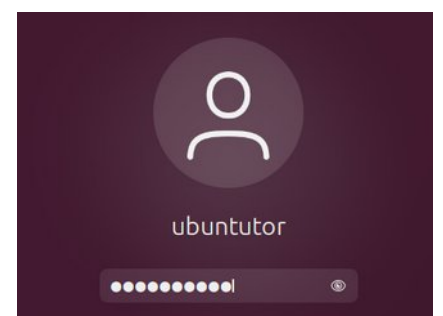
Distrot linkki <https://www.ubuntutor.com/linux/Linux%20distro.pdf>

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

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

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



Dock!

Ubuntu Desktop Guide

Ubuntu 26.04

About GNOME on Ubuntu

A list of notable modifications to the GNOME Desktop in Ubuntu.

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.



Sound and media

Manage your sound devices, use your media files, connect to external devices, and more.



Files, folders & search

Find and manage your files, whether on your computer, on the internet, or in backups.



Install & remove software

Add and remove applications and other software. Handle additional software repositories.



User & system settings

From hardware control to privacy settings, make GNOME work for you.



Hardware & drivers

Configure hardware and diagnose problems, including printers, displays, disks, and more.



Accessibility

Use assistive technologies to help with special needs for vision, hearing, and mobility.



Tips & tricks

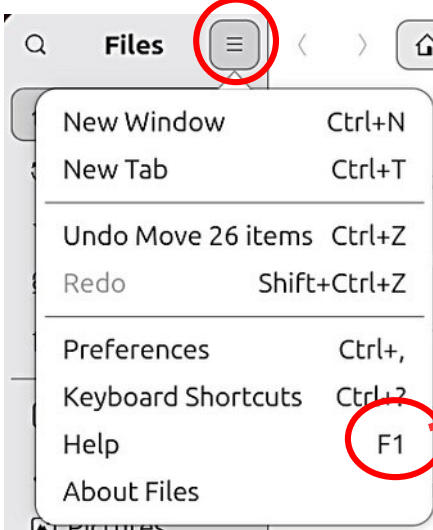
Get the most out of GNOME with these handy tips.



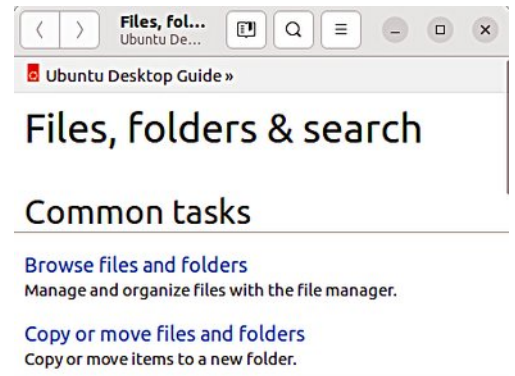
Get more help

Get tips on using this guide, and connect with the community for more help.

F1 = Show HELP



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

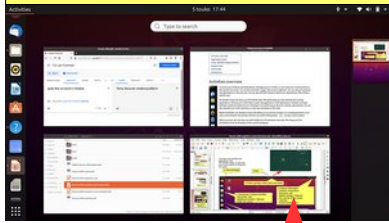


LibreOffice documentation

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

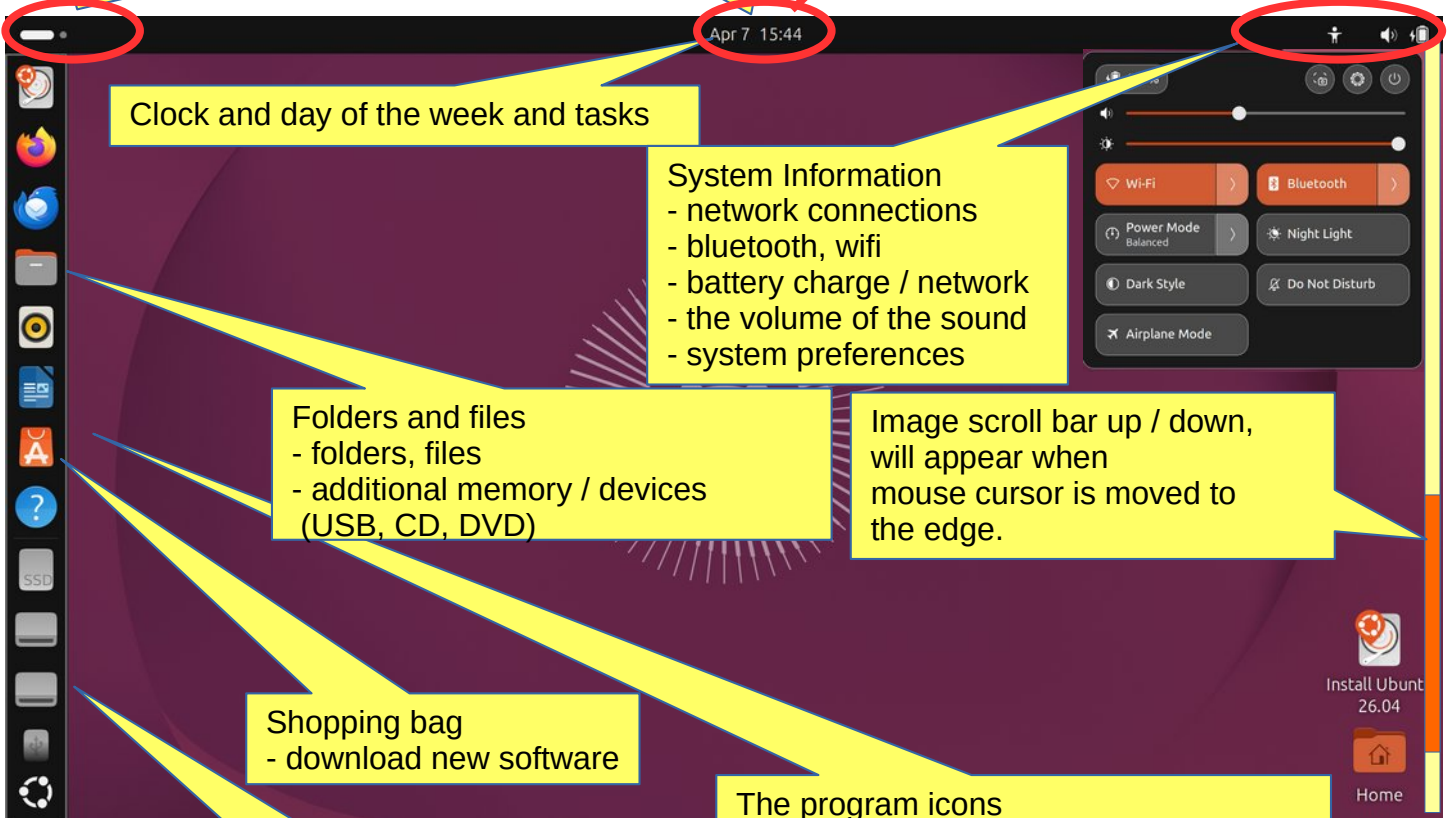
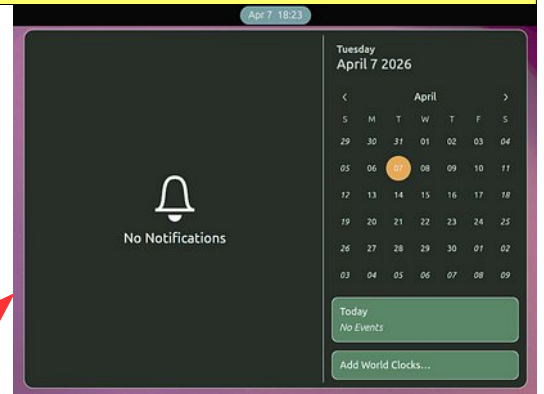
Presentation of Ubuntu 26.04 LTS Desktop

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



Click Activities!
Access your windows and applications

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.!



Clock and day of the week and tasks

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

Folders and files
- folders, files
- additional memory / devices (USB, CD, DVD)

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

Shopping bag
- download new software

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

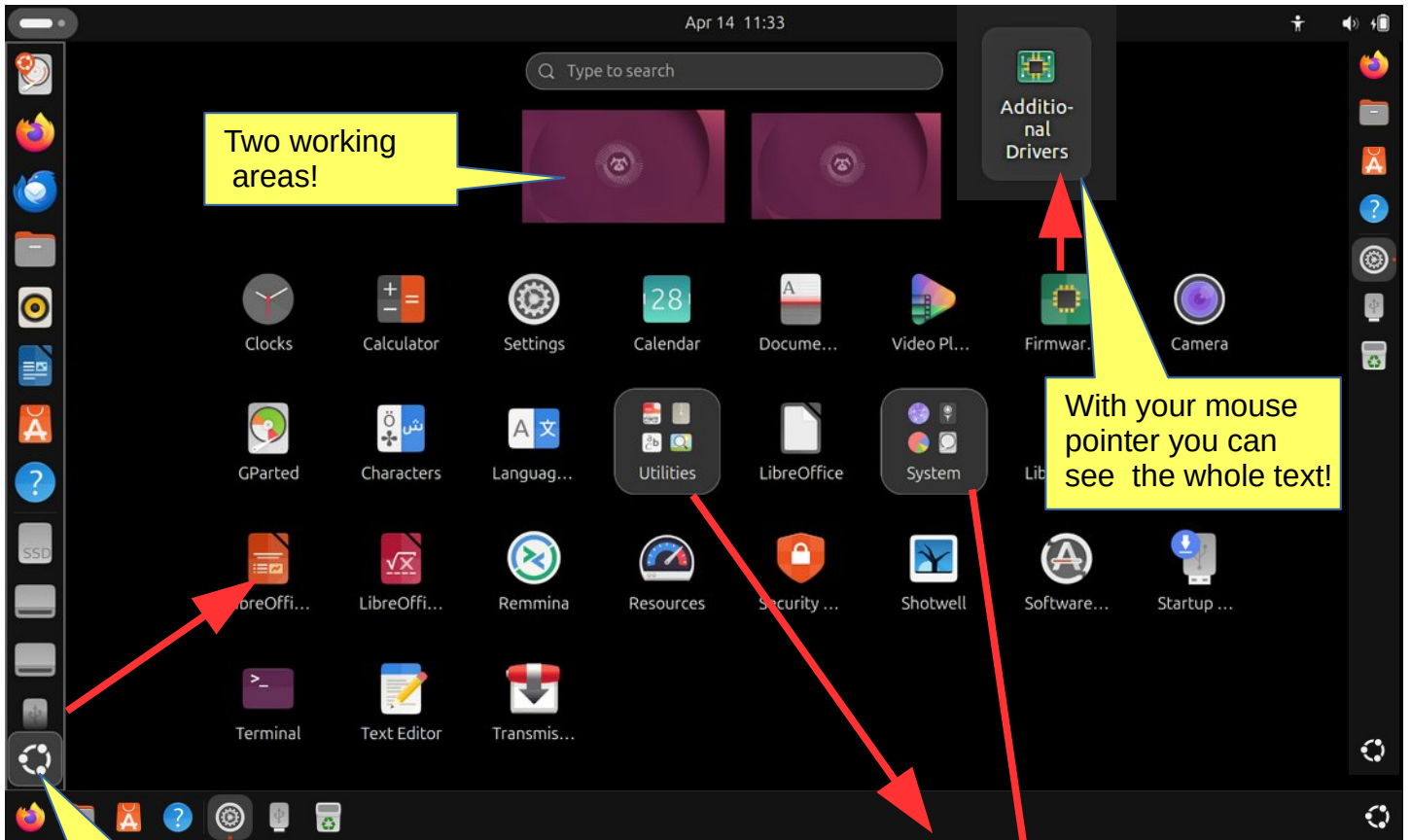
The Dash
Selecting and starting programs. The dash shows you your favorite and running applications.

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).

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](#)

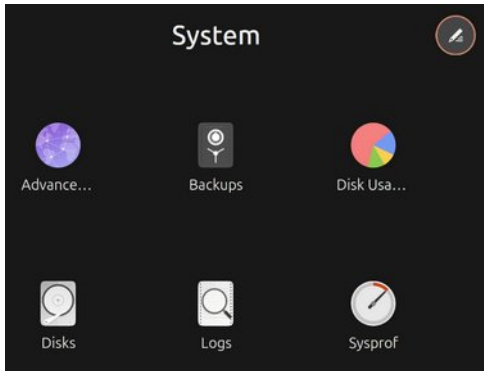
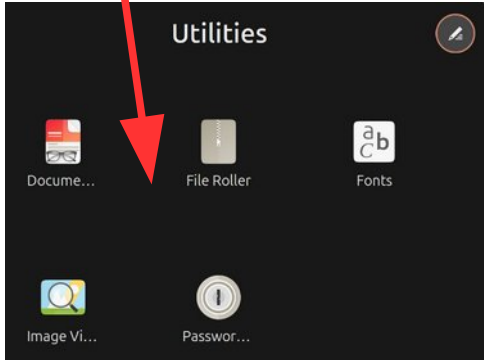


Two working areas!

With your mouse pointer you can see the whole text!

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

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



Some tips

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

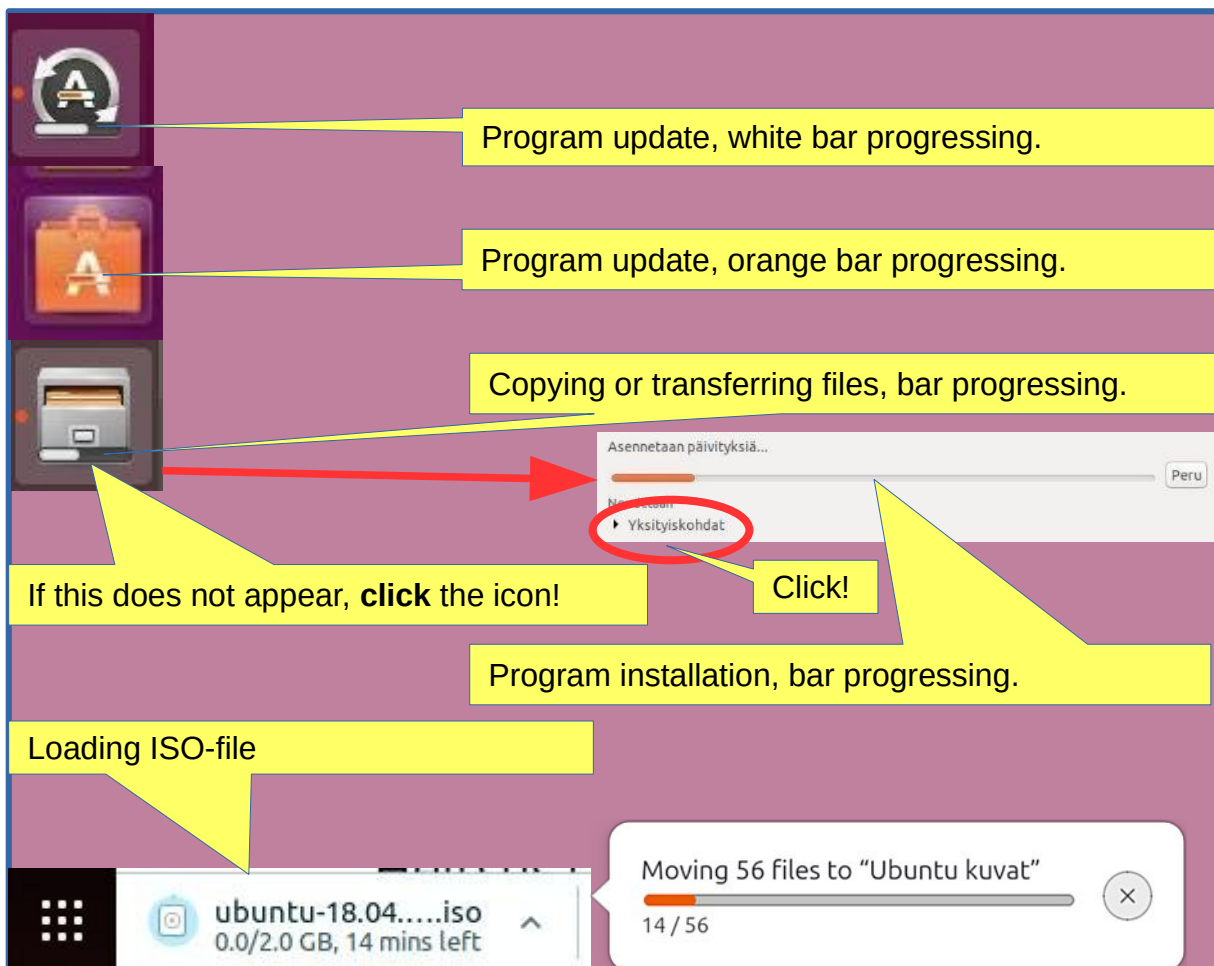
If you are copying or moving multiple files, or updating or installing a program, you may not know if anything is happening on your computer?

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

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

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

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!

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 or folder 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 Structure

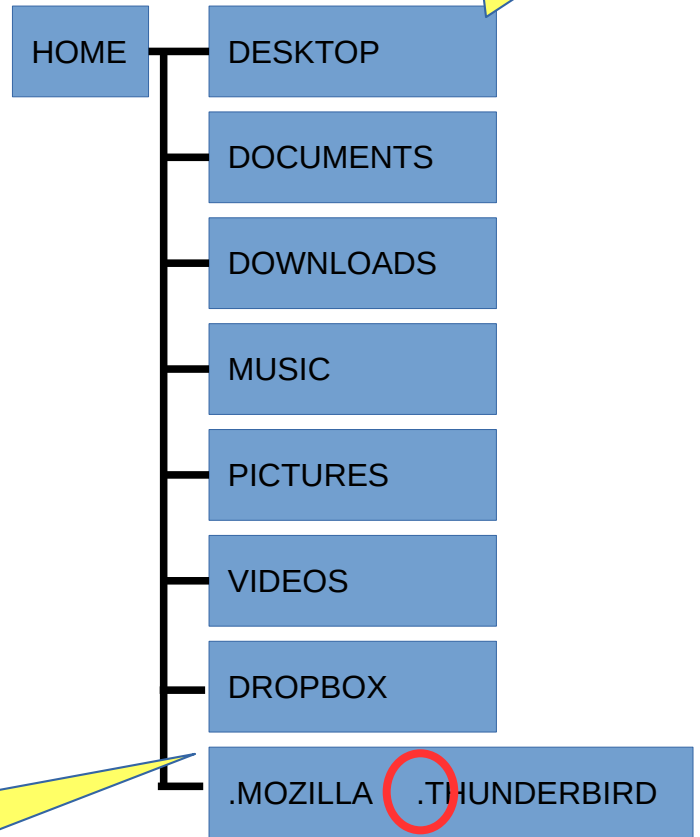
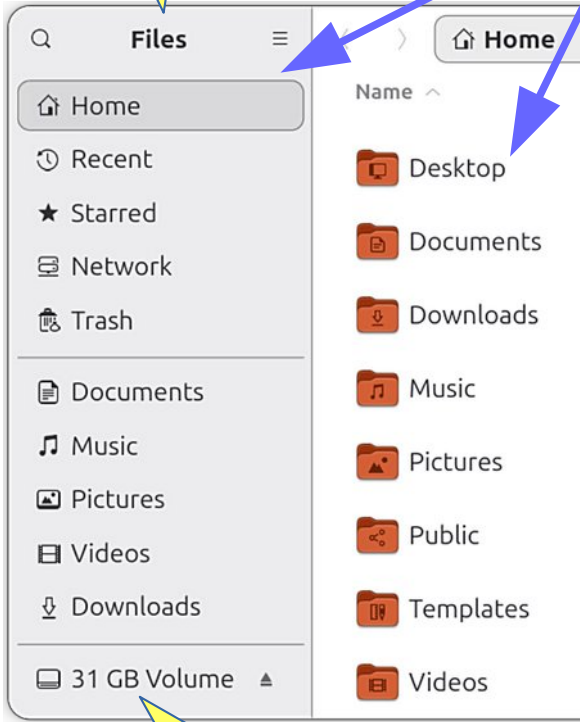
Look Ubuntu Desktop Guide: [Files, folders & search](#)

By clicking here you can go back in the folder path

Note HOME and DESKTOP

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

Desktop is "Home screen"

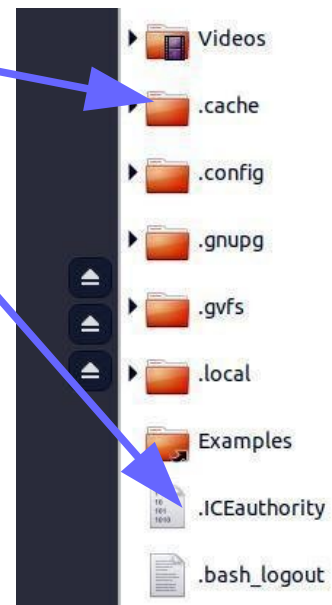


31 GB VOLUME is a USB Stick.

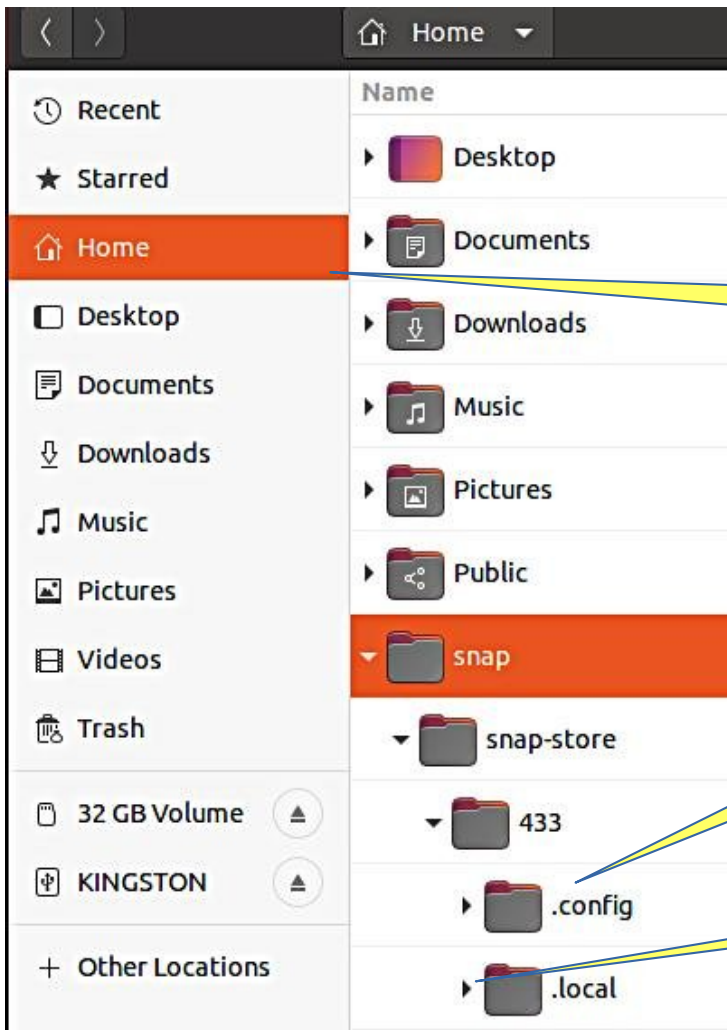
Hidden files and folders, dot in front of the name. These include user bookmarks, emails and addresses.

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

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



Presentation of Folder Structure

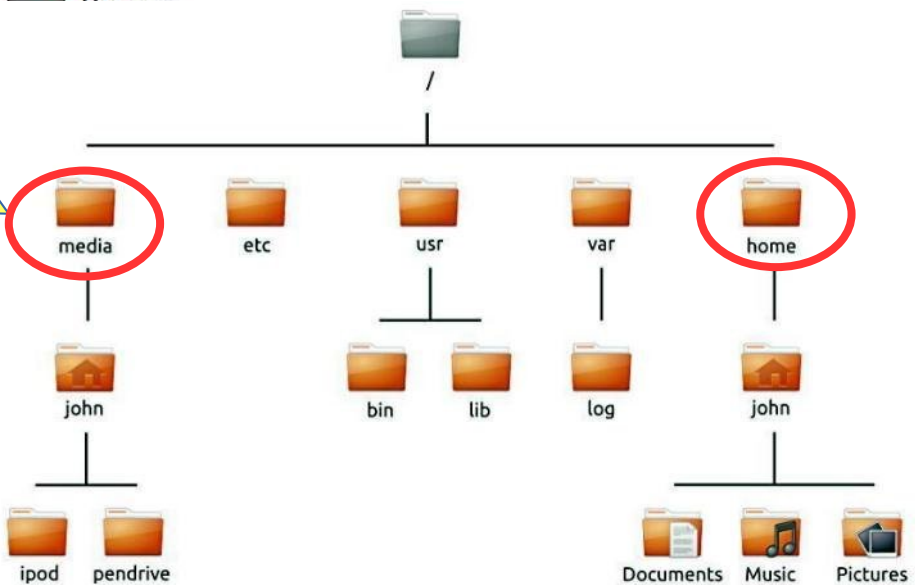


Home folder is the subfolder, where all your data is.

Hidden folders can be seen

Folder tree-structure. The triangle open/close the structure

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



The file can be renamed: Edit - Rename

The folder can be renamed: Edit - Rename

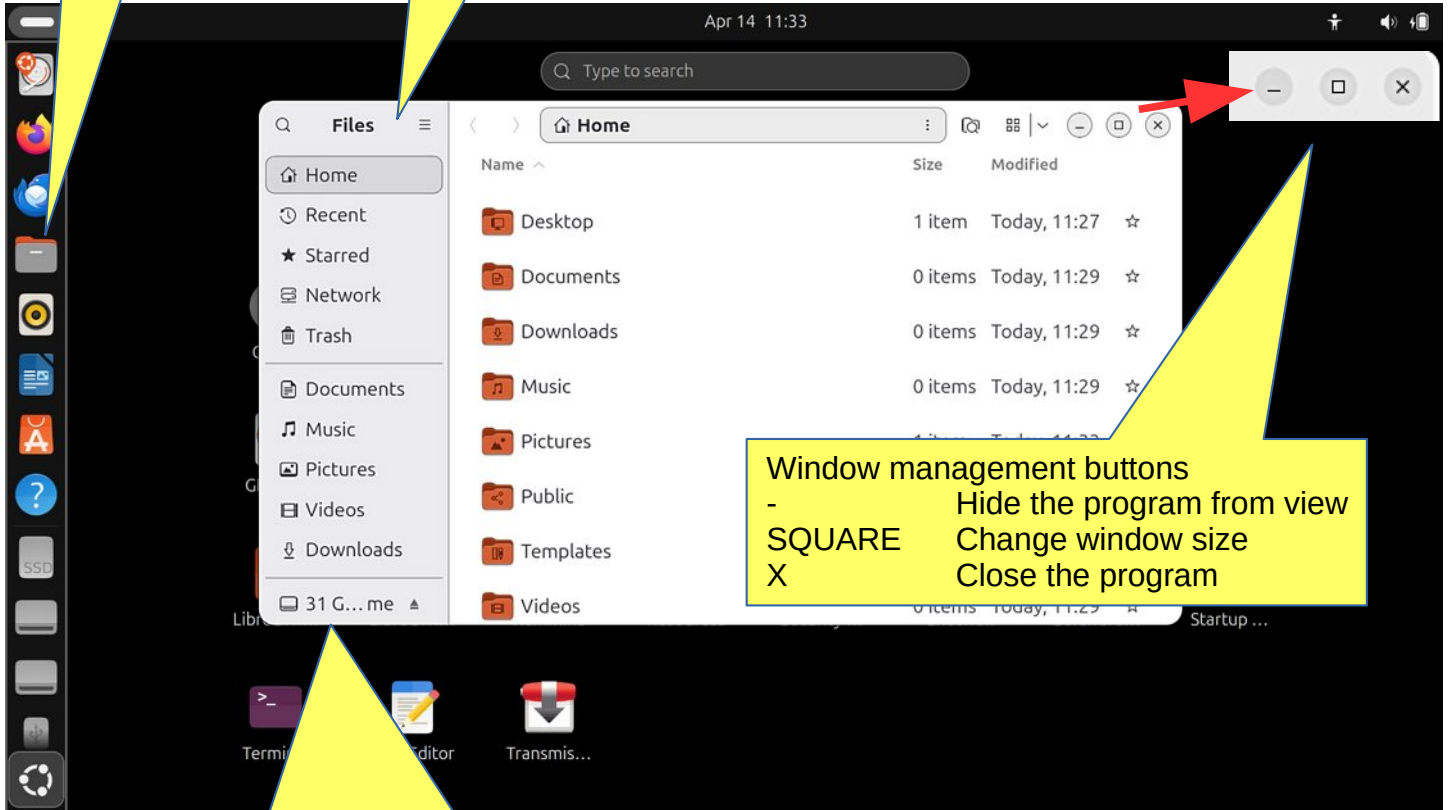
USB / SD can be renamed if you format it (where all old data is deleted!) or later by the "Disks" utility. See attachment.

Files (The GNOME Project)

Click! You will see the Files application.

Folders are shown here. Grey activated Folder.

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.

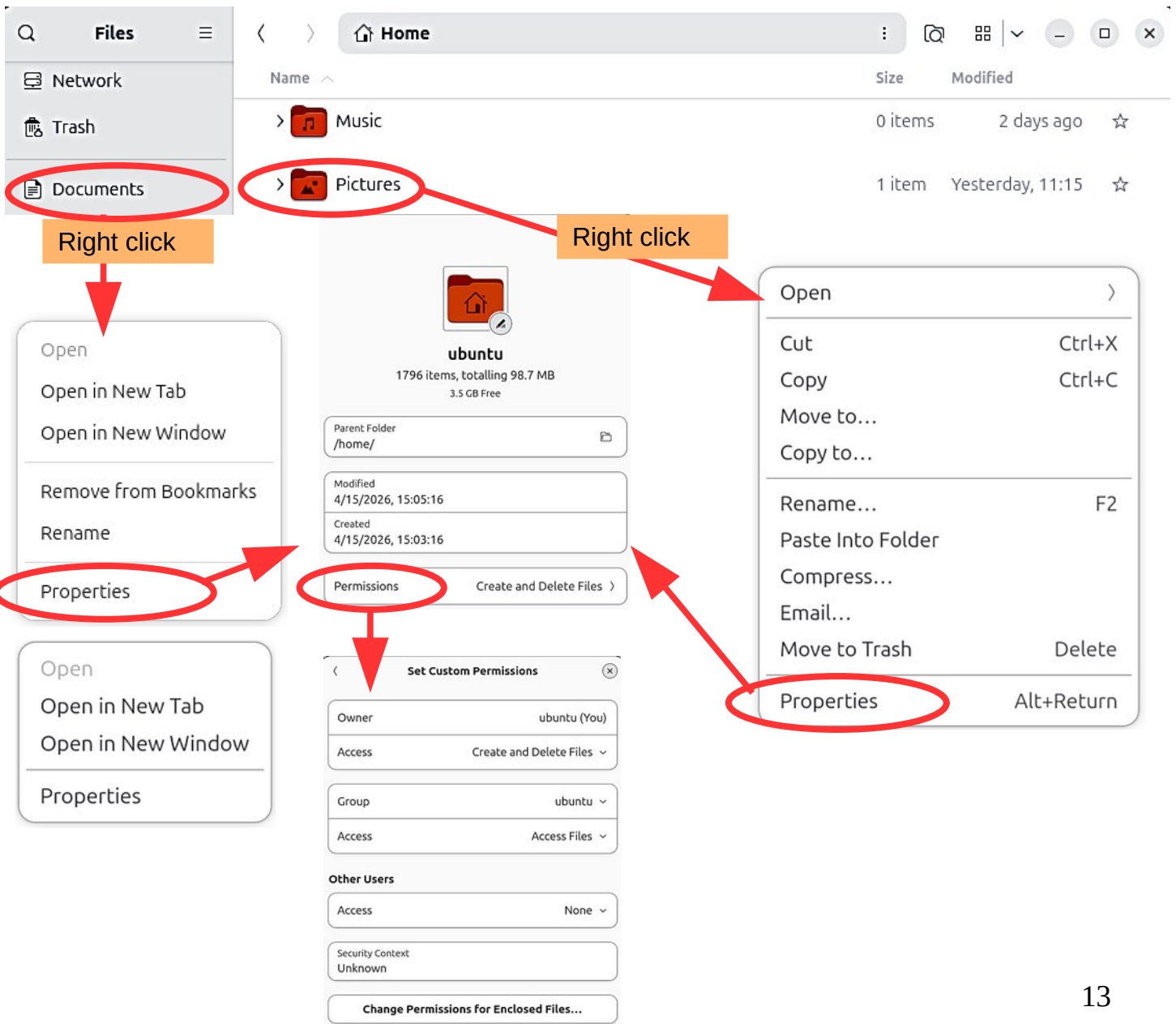
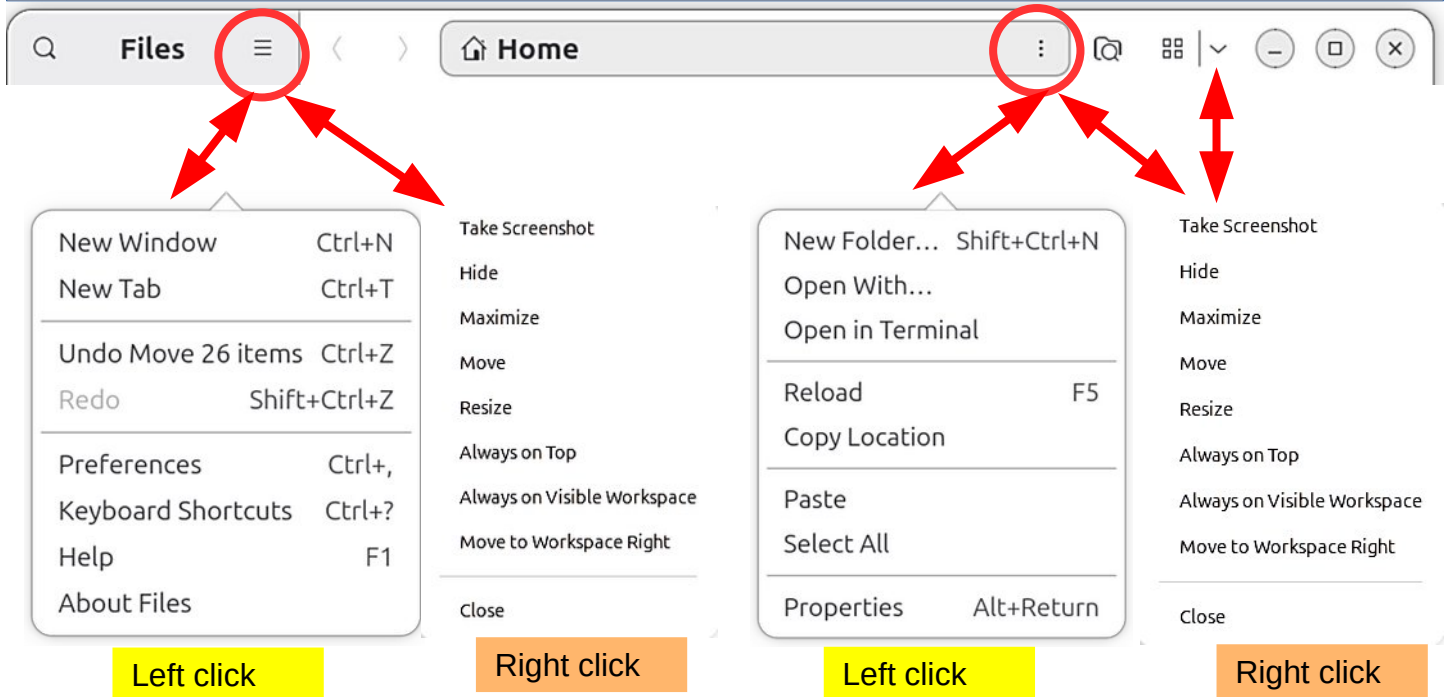


Window management buttons
- Hide the program from view
SQUARE Change window size
X Close the program

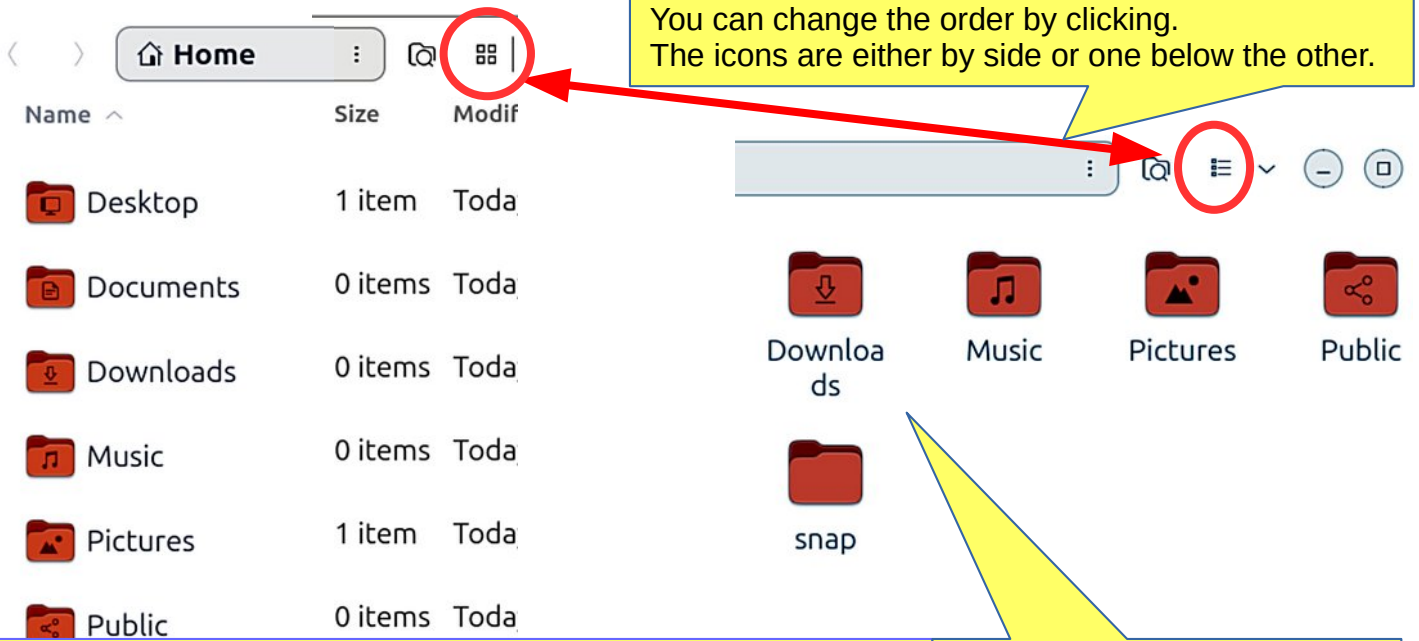
Side panel.
Here are the various memory media attached to the computer, such as computer mass storage, USB sticks, SD cards, CDs / DVDs, etc.

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 handling



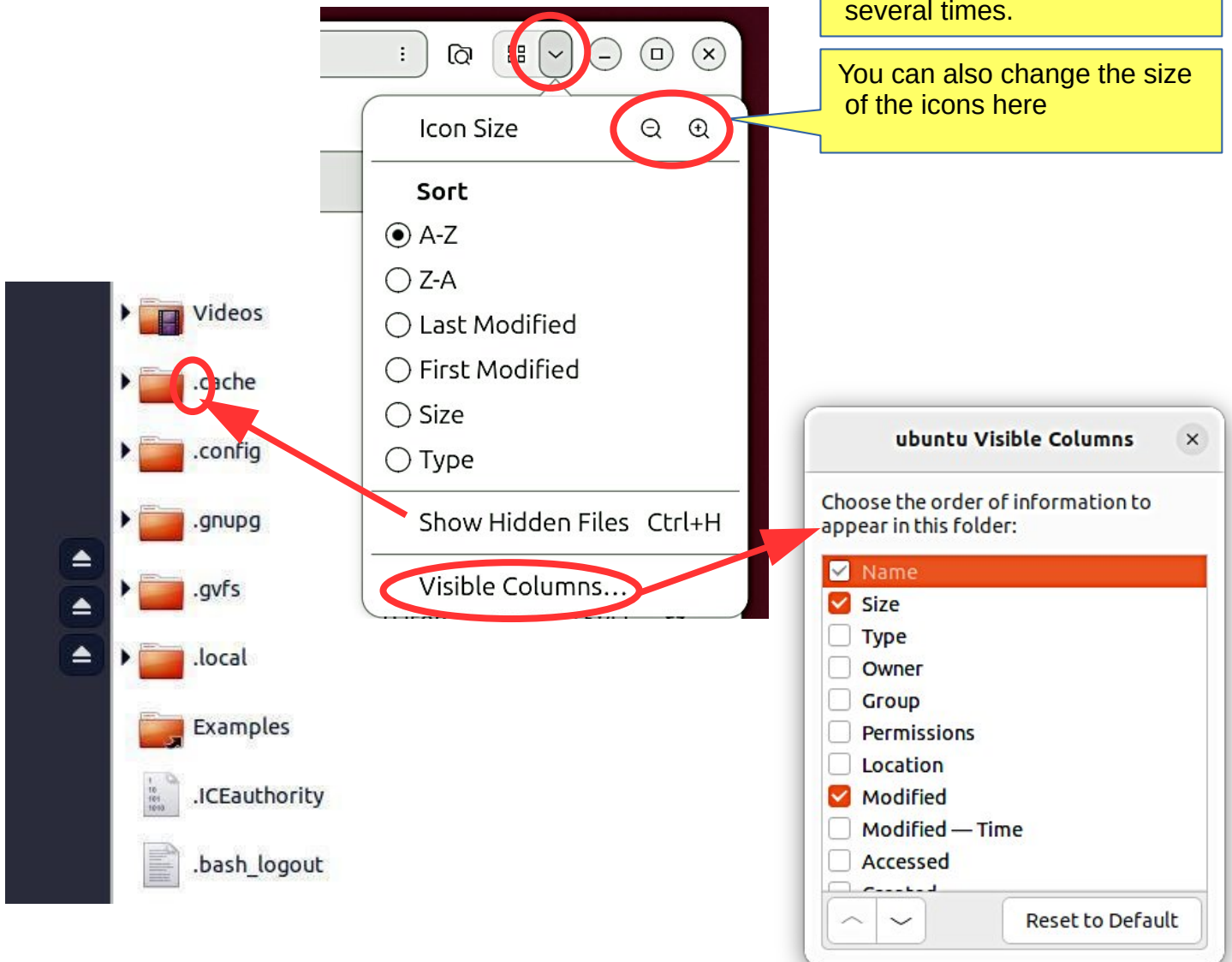
Files handling



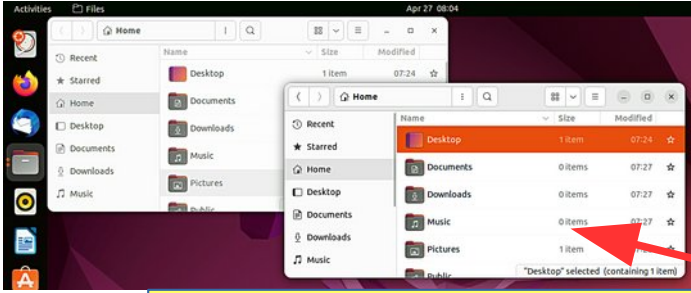
Tip: You can zoom in to the smaller or larger icon by pressing ctrl and scrolling with your mouse.

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

You can also change the size of the icons here

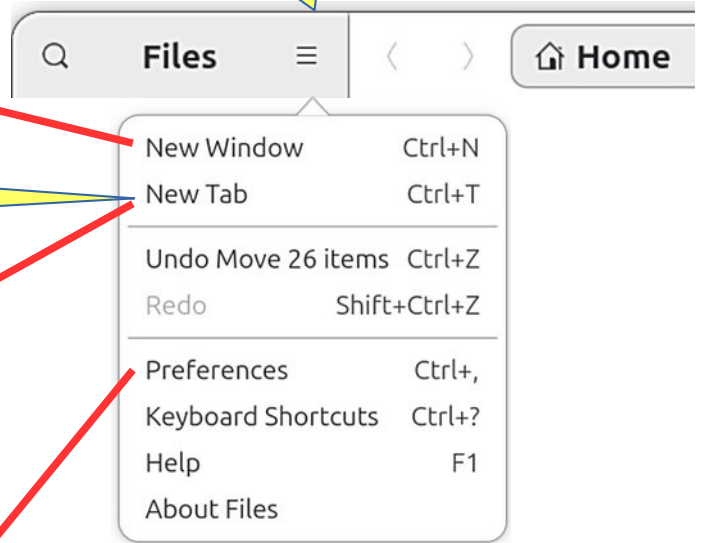


Files handling

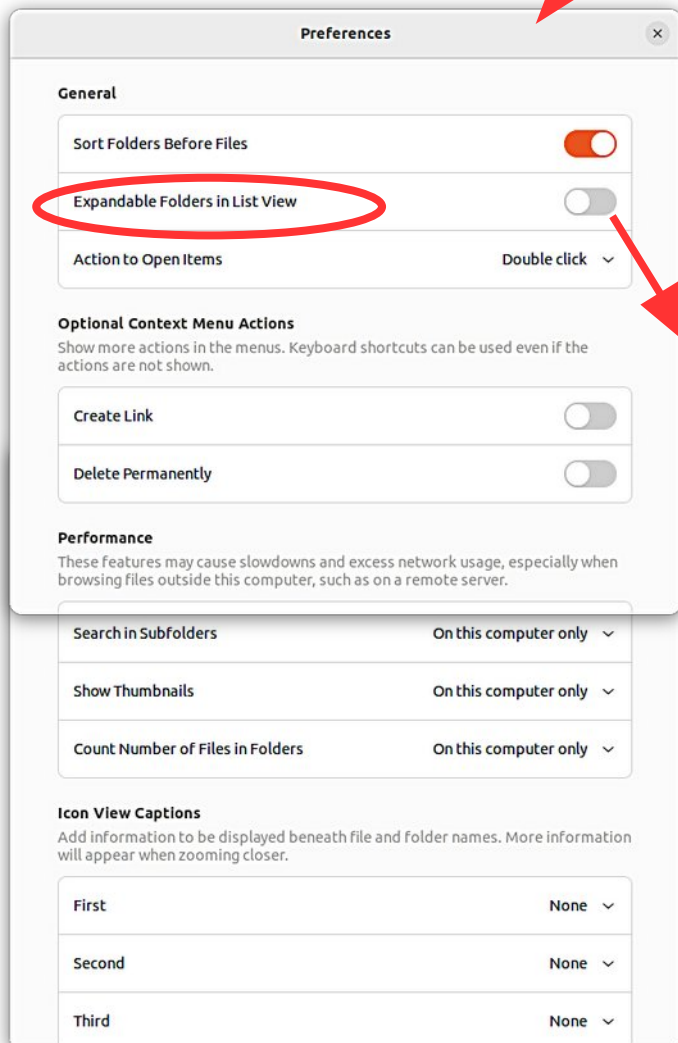
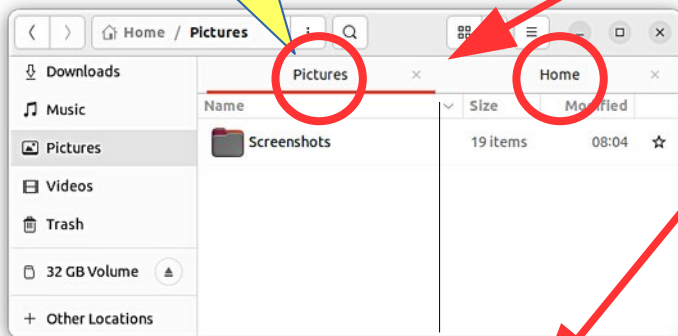


Click the new tab. Tab is created in the same window.

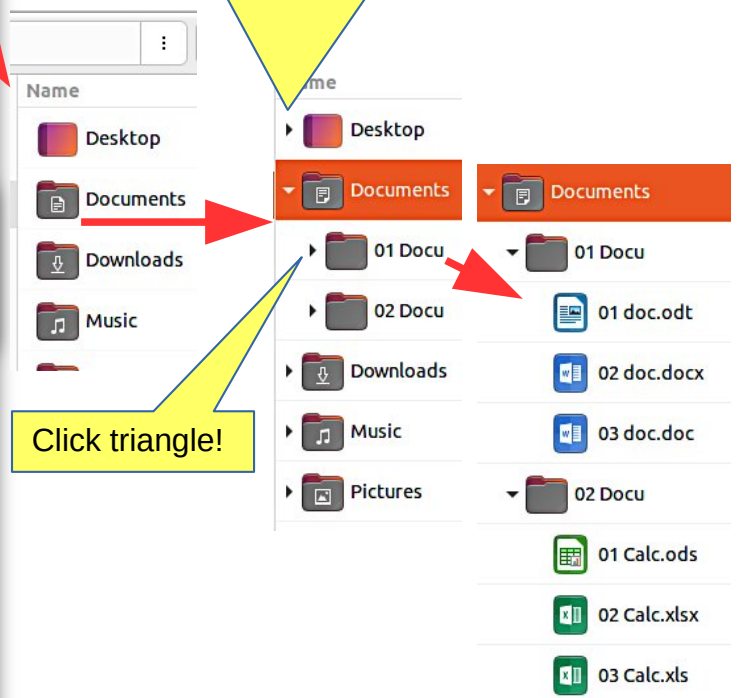
Click! You will get a definition menu for several things



Two tabs
Pictures and Home



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



Click triangle!

Files

Files ≡ < > 🏠 Home

- New Window Ctrl+N
- New Tab Ctrl+T
- Undo Move 26 items Ctrl+Z
- Redo Shift+Ctrl+Z
- Preferences Ctrl+,
- Keyboard Shortcuts** Ctrl+?
- Help F1
- About Files


Q Search shortcuts ×

Actions View Select Navigation Search

Windows & Tabs App

Actions

Open	↵ / Ctrl O
Open in New Tab	Ctrl ↵
Open in New Window	Shift ↵
Open Item Location (Search and Recent Only)	Ctrl Alt O
Open With Default App	Ctrl O / Alt ↓
Open Current Directory in Console	Ctrl .
Open Current Folder Menu	F10
Open Context Menu	Shift F10



Files

The GNOME Project

50.0

- Website ↗
- Support Questions ↗
- Report an Issue ↗
- Troubleshooting >
- Credits >
- Legal >

Troubleshooting

To assist in troubleshooting, you can view your debugging information. Providing this information to the application developers can help diagnose any problems you encounter when you report an issue.

Debugging Information >

Credits

Code by

The GNOME Project

Design by

The GNOME Project

Documentation by

The GNOME Project

Sun Microsystems

< **Legal** ×

© 1999 The Files Authors

This application comes with absolutely no warranty. See the [GNU General Public License, version 3 or later](#) for details.

USB / SD memorys

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

Click the USB/SD memory with mouse right

Click Properties

Open in Disks

0403-0201
FAT Filesystem

4.0 GB total ● 950.7 MB used ● 3.1 GB free

Parent Folder
/run/media/ubuntutor/

Modified
Unknown

Created
—

Permissions Create and Delete Files >

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

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

Disks

128 GB Disk
IM2S3138E-128GM-B

CD/DVD Drive
hp DVDRW DU8AESH

4.0 GB Drive
Generic- SD/MMC/MS PRO

4.0 GB Drive
/dev/sdc

Model Generic- SD/MMC/MS PRO (1.00)
Serial Number 2012111276100000
Size 4.0 GB (4,029,677,568 bytes)
Partitioning Master Boot Record

Volumes

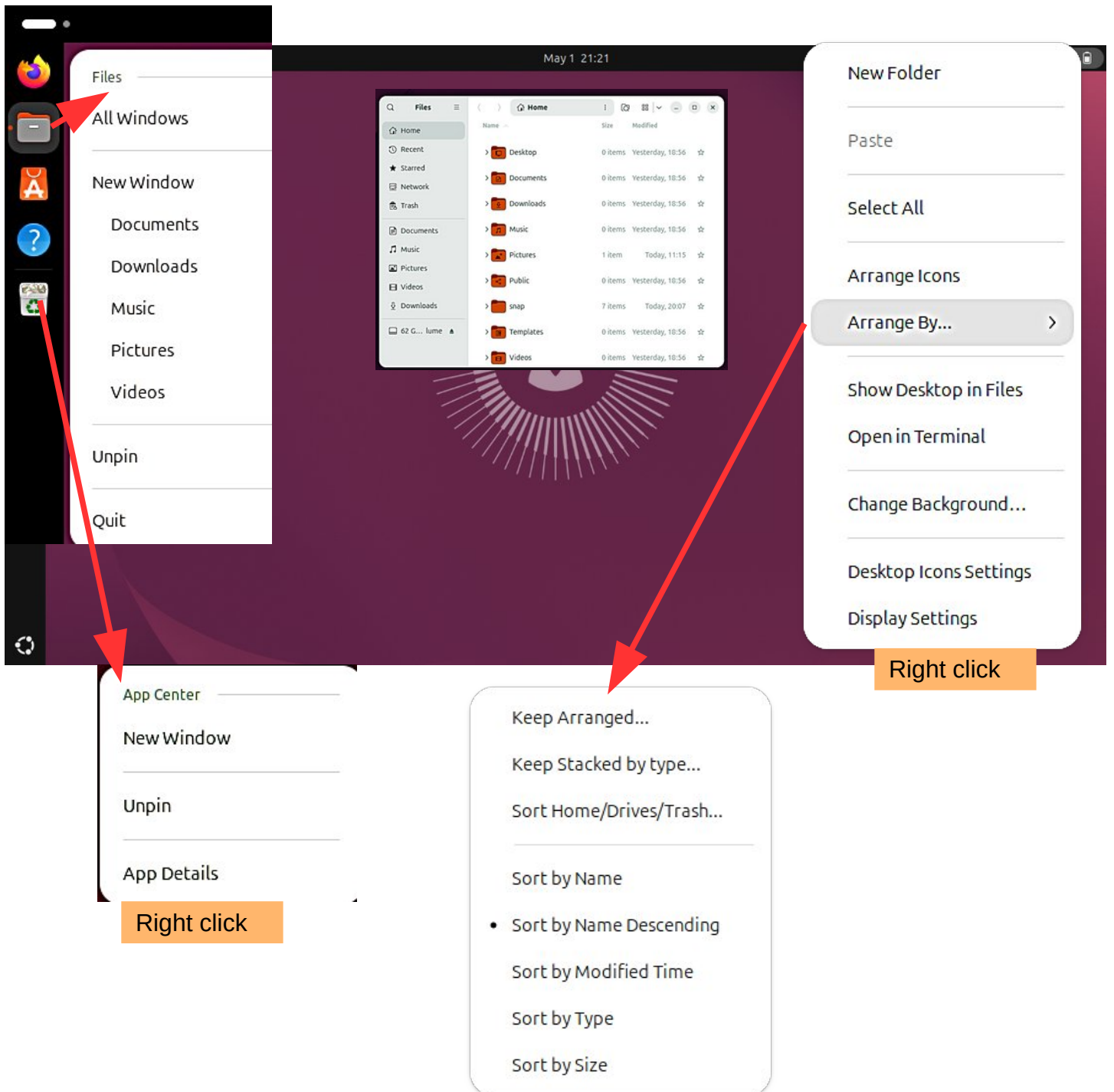
Free Space 4.2 MB

Filesystem Partition 1
4.0 GB FAT

Size 4.0 GB — 3.1 GB free (23.7% full)
Contents FAT (32-bit version) — Mounted at /run/media/ubuntutor/0403-0201
Device /dev/sdc1
UUID 0403-0201
Partition Type W95 FAT32

Format Disk...
Create Disk Image...
Restore Disk Image...
Benchmark Disk...
SMART Data & Self-Tests...
Drive Settings...
Standby Now
Wake-Up from Standby
Power Off

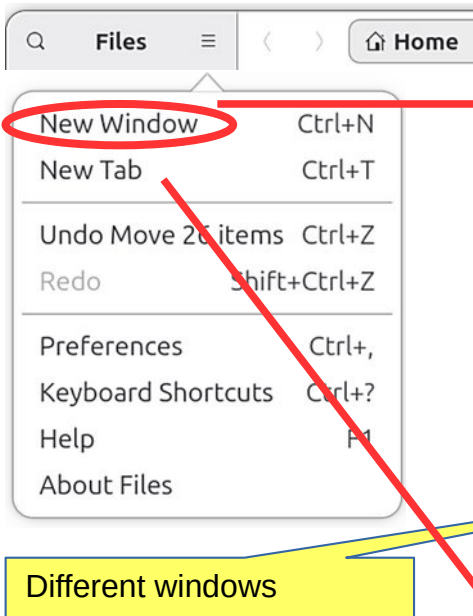
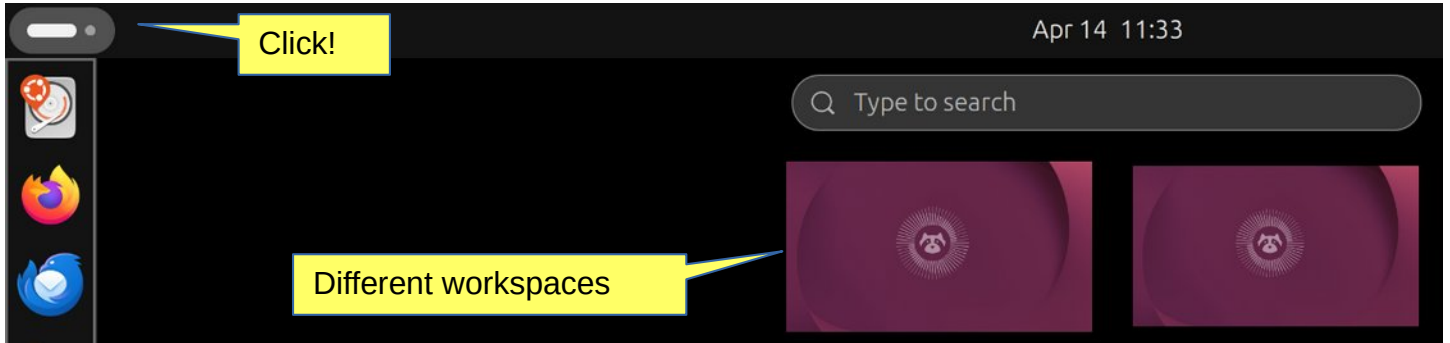
Different working areas



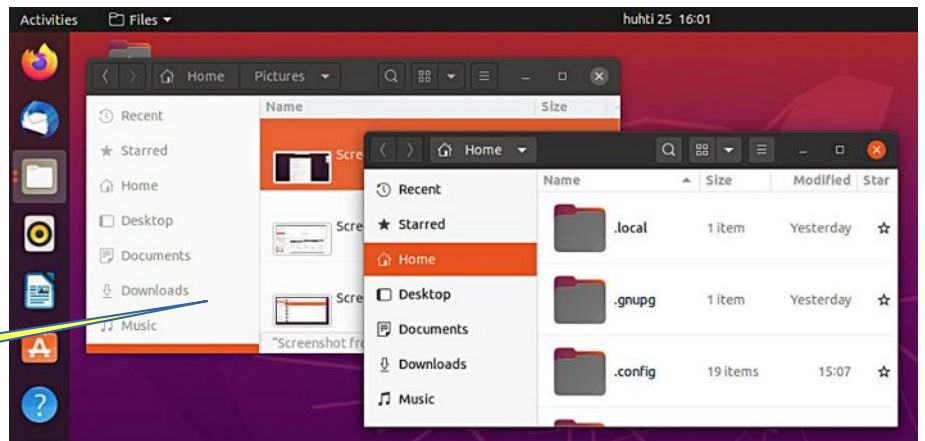
Different working areas

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

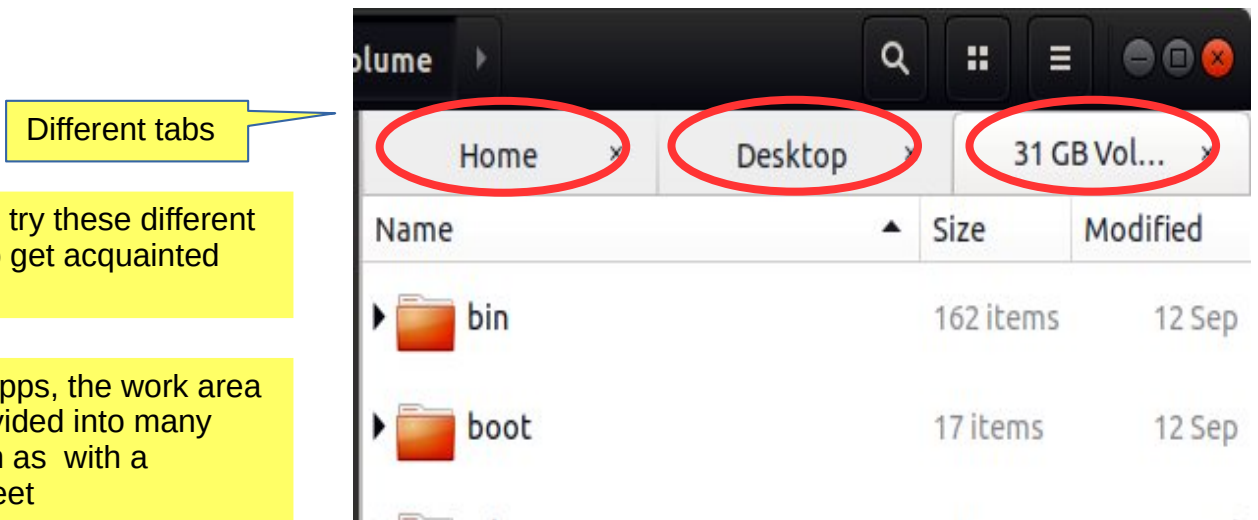
Workspaces = collect different app windows in the same workspace and other app windows in another workspace



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



Tab = appears in the Files (Nautilus) program



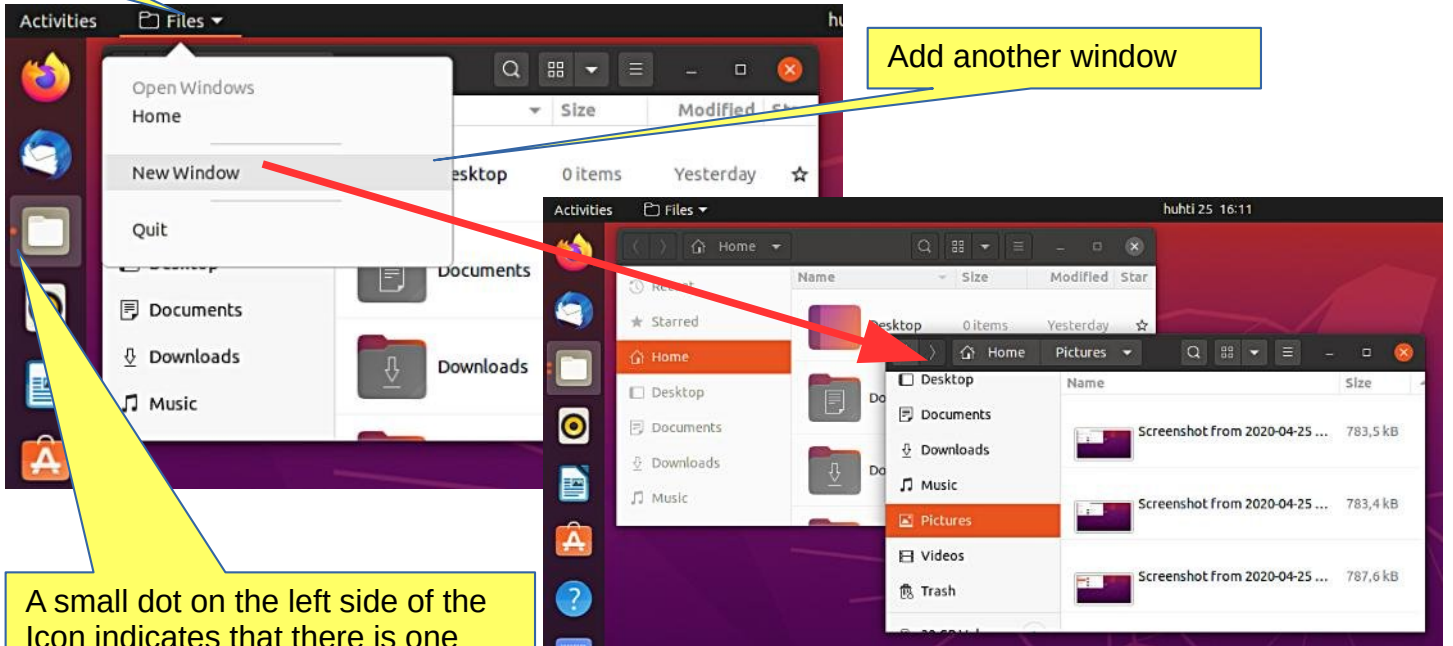
You should try these different Methods to get acquainted with them

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

Windows

Click !

Add another window



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

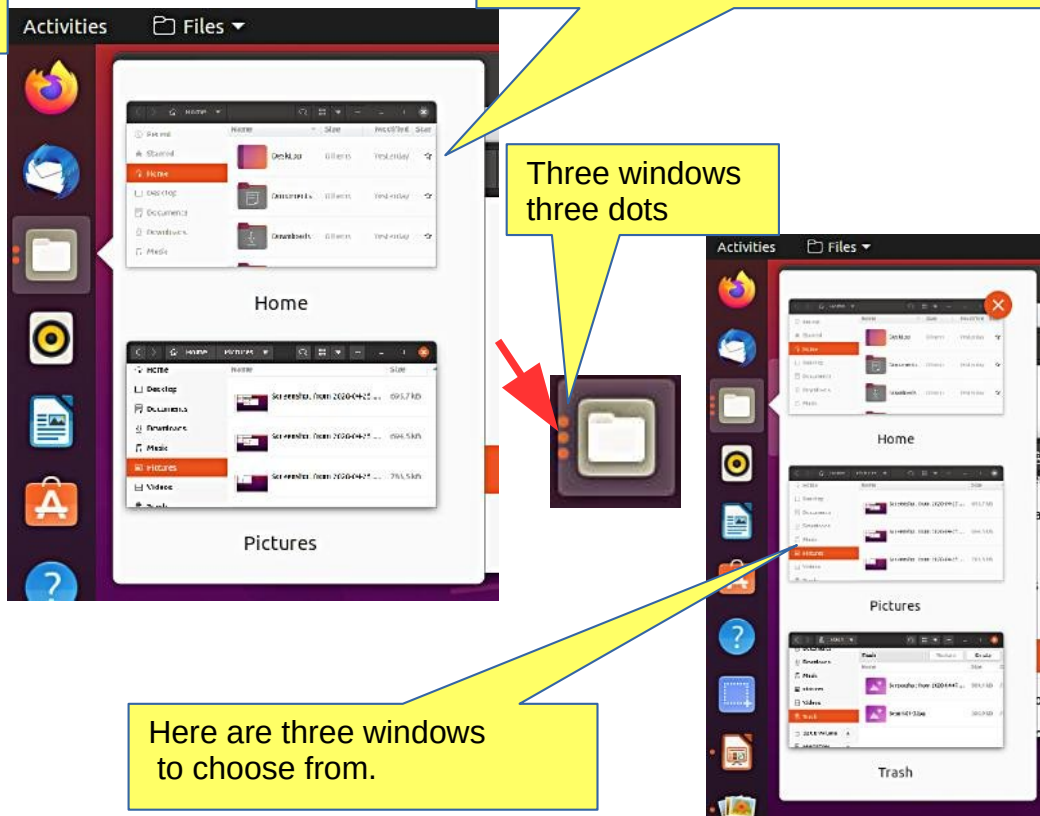
When there are two or more windows on the screen, click the program icon.
→ The windows are placed side by side and you can move to another window.
Note in the folder button two red dots.

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.

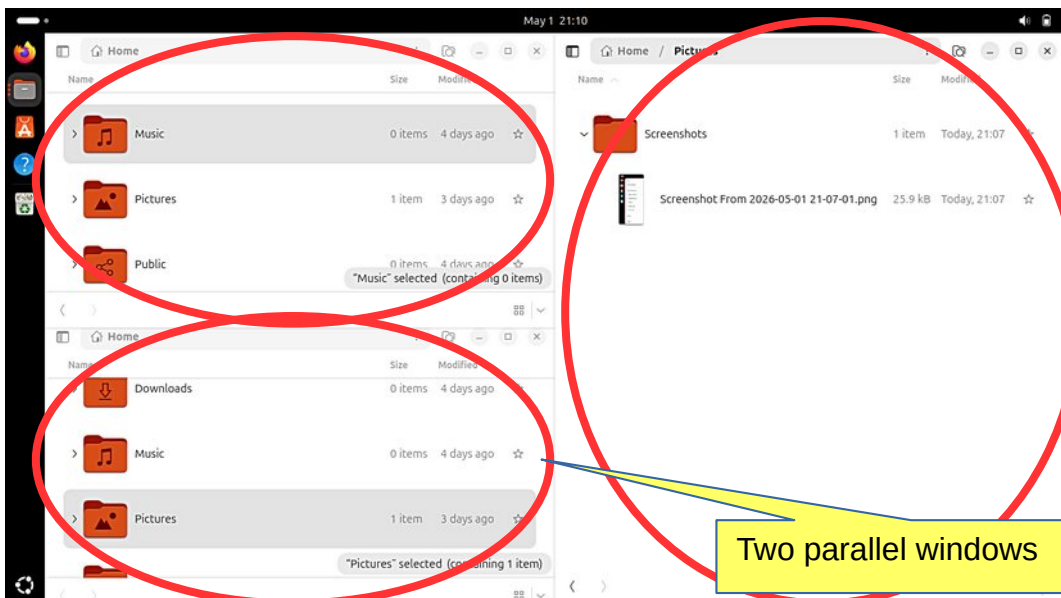
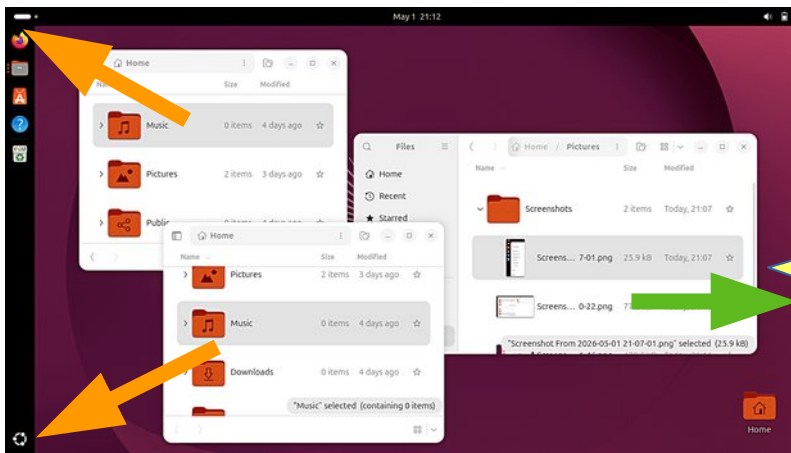
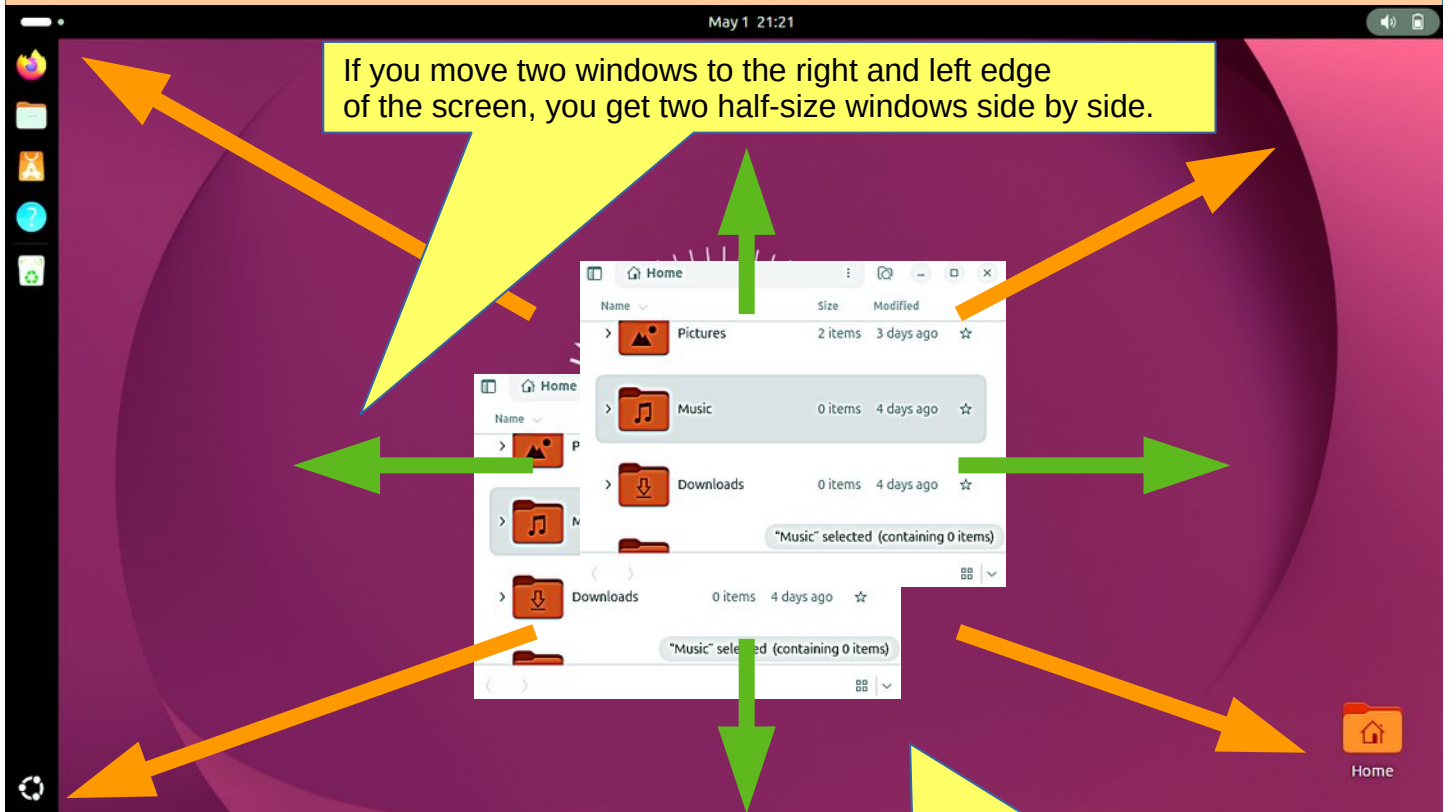
Two windows
two dots

Three windows
three dots

Here are three windows
to choose from.



Several 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.

Open >

Cut Ctrl+X

Copy Ctrl+C

Move to...

Copy to...

Rename...

Paste Into Folder

Compress...

Email...

Move to Trash Delete

Properties Alt+Return

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

Select Copy ...

Home

Recent

Starred

Network

Documents

Music

Music 1 item 6 days ago ☆

Downloads 0 items 6 days ago ☆

"Music" selected (containing 1 item)

Select

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

Presentation of basic settings

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

Click these icons and see the contents.

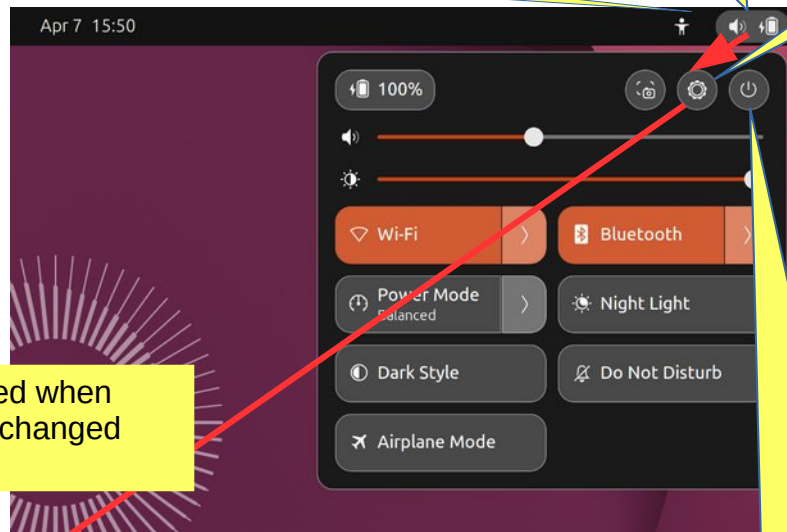
Click !

Click !

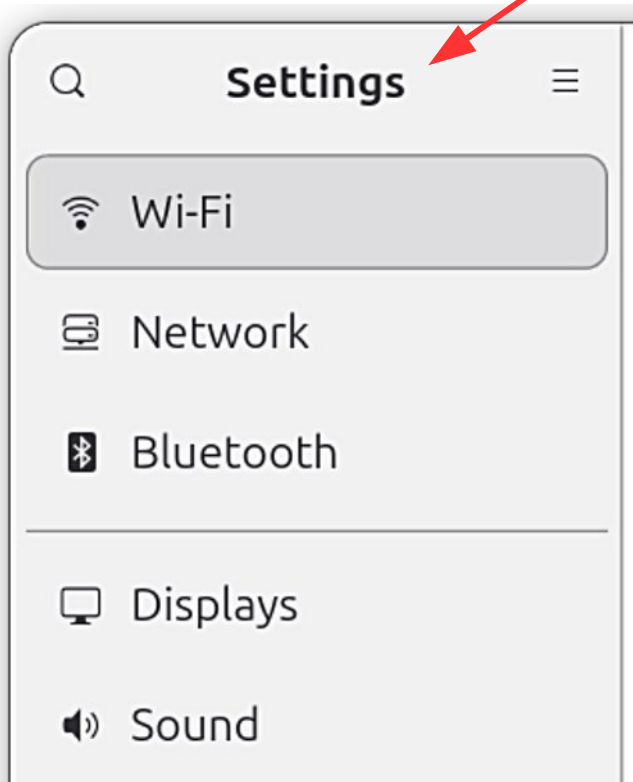
The following pages show the basic settings for System Preferences.

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.

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



Close the computer



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.

Presentation of basic settings

The image illustrates the navigation path for configuring Wi-Fi settings in Ubuntu. Red arrows indicate the sequence of screens visited:

- Settings** (Main Settings app)
- Wi-Fi** (Wi-Fi settings window)
- Saved Wi-Fi Networks** (List of saved networks)
- Connect to Hidden Wi-Fi Network** (Form for adding a hidden network)
- Turn On Wi-Fi Hotspot?** (Confirmation dialog for turning on the hotspot)
- Koti_k9sH Details** (Network details screen)
- Koti_k9sH Identity** (Network identity configuration screen)
- Koti_k9sH Security** (Network security configuration screen)
- Koti_k9sH IPv4** (IPv4 configuration screen)
- Koti_k9sH IPv6** (IPv6 configuration screen)
- Share Network** (QR code for sharing the network)

Key settings shown in the screenshots include:

- Wi-Fi:** Turned on.
- Visible Networks:** Koti_k9sH (Connected).
- Hidden Wi-Fi network:** Network name, Wi-Fi security (None).
- Turn On Wi-Fi Hotspot?:** Network Name: ubuntutor-HP-250-G5-Notebook-PC, Password: Autogenerate Password.
- Details:** Signal Strength: Good, Link speed: 390 Mb/s (5.2 GHz), Security: WPA2, IPv4 Address: 192.168.100.15, IPv6 Address: 2001:99a:d4d:b00:f898:b... fe80::2986:c1e0:b7b2:5238, Hardware Address: 84:EF:18:E9:FF:07, Supported Frequencies: 2.4 GHz / 5 GHz, Default Route: 192.168.100.1 fe80::1, DNS4: 192.168.100.1, DNS6: fe80::1.
- Identity:** SSID: Koti_k9sH, BSSID, MAC Address, Cloned Address.
- Security:** Security: WPA & WPA2 Personal, Password: [Redacted].
- IPv4 Method:** Automatic (DHCP) selected.
- IPv6 Method:** Automatic selected.
- DNS:** Automatic selected.
- Routes:** Automatic selected.

Presentation of basic settings

The screenshot shows the Ubuntu Settings application with the 'Network' section selected. The 'Network' window is open, displaying various network interfaces: PCI Ethernet (Cable unplugged), USB Ethernet (Connected - 100 Mb/s), VPN (Not set up), and Proxy (Off). The 'Wired' connection is selected, and the 'Details' tab is active, showing the hardware address (30:E1:71:EA:86:E7), connection options (Connect automatically and Make available to other users are checked), and a 'Remove Connection Profile...' button.

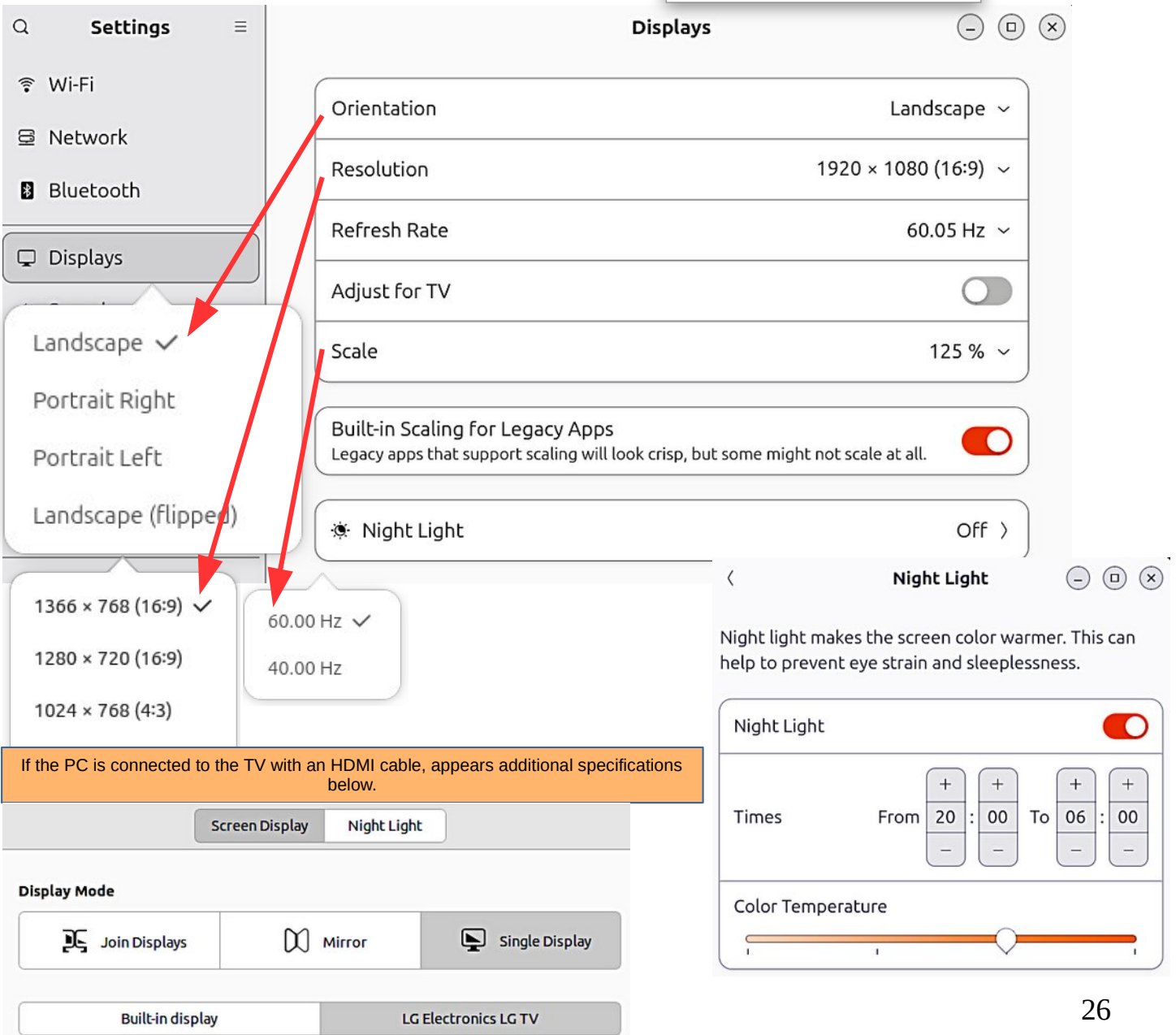
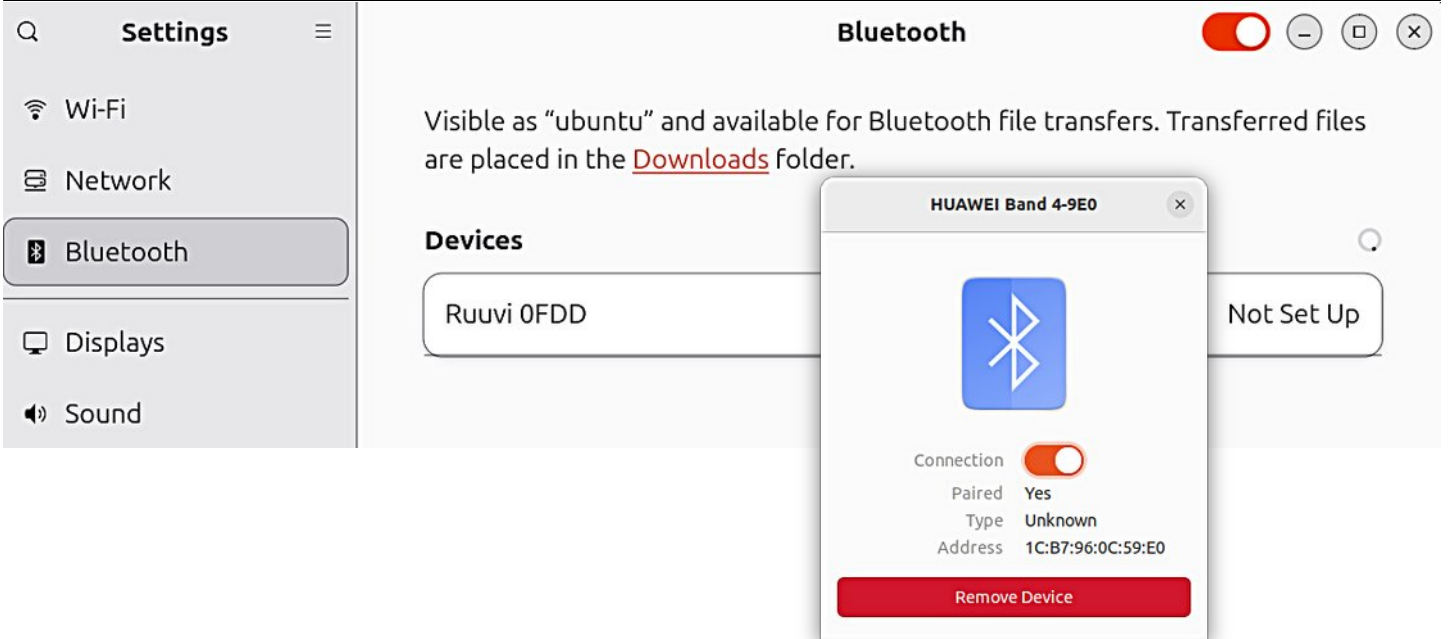
This panel shows the 'IPv4 Method' settings. The 'Link-Local Only' option is selected. There are also options for 'Automatic (DHCP)', 'Manual', and 'Shared to other computers'. The 'DNS' section is set to 'Automatic'. Below, there is a table for 'Routes' with columns for Address, Netmask, Gateway, and Metric, and a checkbox for 'Use this connection only for resources on its network'.

This panel shows the 'IPv6 Method' settings. The 'Disable' option is selected. Other options include 'Automatic', 'Automatic, DHCP only', 'Link-Local Only', 'Manual', and 'Shared to other devices'. The 'DNS' section is set to 'Automatic'. Below, there is a table for 'Routes' with columns for Address, Prefix, Gateway, and Metric, and a checkbox for 'Use this connection only for resources on its network'.

This panel shows the '802.1x Security' settings. The '802.1x Security' toggle is turned off. The 'Authentication' is set to 'MD5'. There are input fields for 'Username' and 'Password', and a checkbox for 'Show password'.

Basic settings

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



Basic settings

Look Ubuntu Desktop Guide: [Sound and media](#)

Settings

- Wi-Fi
- Network
- Bluetooth
- Displays
- Sound**
- Power
- Multitasking
- Appearance
- Ubuntu Desktop
- Apps
- Notifications
- Search
- Online Accounts

Sound

Output Test...

Output Device: Speakers - Ryzen HD Audio Controller

Output Volume:

Balance:

Overamplification: Allow volume to exceed 100%, with reduced sound quality

Input

Input Device: No Input Devices

Sounds

Volume Levels >

Alert Sound: Default >

Startup Sound:

Alert Sound

- None
- Default
- Click
- String
- Swing
- Hum

Basic settings

Settings

- Wi-Fi
- Network
- Bluetooth
- Displays
- Sound
- Power**
- Multitasking
- Appearance
- Ubuntu Desktop
- Apps
- Notifications

General Power Saving

Battery Level

Fully charged 100 %

Power Mode

- Performance
High performance and power usage
- Balanced**
Standard performance and power usage
- Power Saver
Reduced performance and power usage

General

Power Button Behavior Power Off ▾

Show Battery Percentage
Show exact charge level in the top bar

General Power Saving

Dim Screen
Reduce screen brightness when the device is inactive

Automatic Power Saver
Turn on power saver mode when battery power is low

Automatic Screen Blank
Turn the screen off after a period of inactivity

Delay 5 minutes ▾

Automatic Suspend

On Battery Power
Delay 15 minutes ▾

When Plugged In
Delay 1 hour ▾

i Disabling automatic suspend will result in higher power consumption. It is recommended to keep automatic suspend enabled.

Basic settings



Settings

Wi-Fi

Network

Bluetooth

Displays

Sound

Power

Multitasking

Appearance

Ubuntu Desktop

Apps

Notifications

Multitasking



Screen Edges

Hot Corner

Touch the top-left corner to open the Activities Overview



Window Resize

Drag windows against the top, left, and right screen edges to resize them



Workspaces



Dynamic Workspaces

Automatically removes empty workspaces



Fixed Number of Workspaces

Specify a number of permanent workspaces

Number of Workspaces

4 - +

Multi-Monitor



Workspaces on primary display only



Workspaces on all displays



Basic settings



Settings

- Wi-Fi
- Network
- Bluetooth
- Displays
- Sound
- Power
- Multitasking
- Appearance**
- Ubuntu Desktop

Appearance

Style

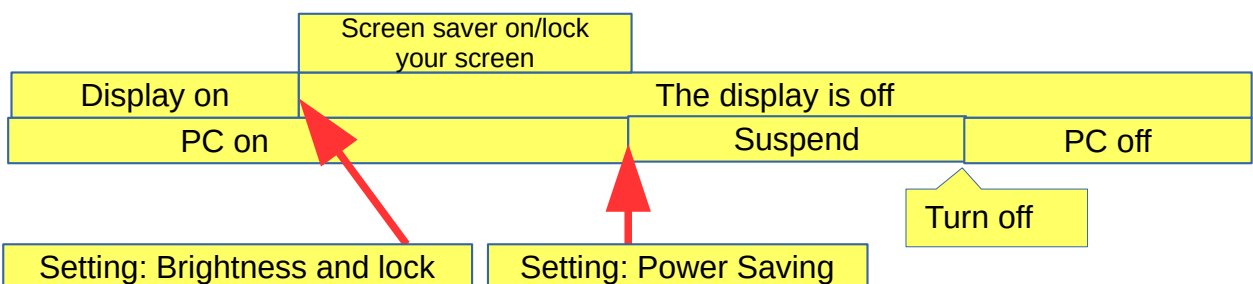
Default Dark

Accent Color

+ Add Picture...

Background

You can define different times for actions



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.

Basic settings

The image shows the 'Basic settings' window for Ubuntu Desktop. The left sidebar contains various system settings categories, with 'Ubuntu Desktop' selected. The main content area is divided into three sections: Desktop Icons, Dock, and Enhanced Tiling. Red arrows point from specific settings in these sections to corresponding dropdown menus and panels shown below the main window.

Desktop Icons

- Size: Normal
- Position of New Icons: Bottom Right
- Show Home Folder:

Dock

- Auto-hide the Dock:
- Panel Mode:
- Icon Size: 48
- Show on: Primary Display (1)
- Position on Screen: Left
- Configure Dock Behavior: >

Enhanced Tiling

- Tiling Popup:
- Tile Groups:

Annotations:

- Size dropdown: Small, Normal (selected), Large, Tiny
- Position of New Icons dropdown: Top Left, Top Right, Bottom Left, Bottom Right (selected)
- Show on dropdown: All displays, Primary Display (1) (selected), 1. Built-in display
- Position on Screen dropdown: Left (selected), Bottom, Right
- Configure Dock Behavior panel: Dock settings including Show Volumes and Devices, Include Unmounted Volumes, Include Network Volumes, and Show Trash.

Basic settings

The screenshot displays the Ubuntu Settings application. On the left is a sidebar with various system settings categories, with 'Apps' selected. The main window is titled 'Apps' and contains a search bar and a list of system settings. The 'Apps' category is expanded, showing a list of applications. 'LibreOffice Calc' is highlighted with a red arrow. A secondary window, 'LibreOffice 25.8 Calc', is open, showing the application's icon, name, and an 'App Details' button. A red arrow points from this button to the 'Productivity' category in the 'Apps' list. Below the 'Productivity' category, the 'libreoffice' application is shown with its developer 'Canonical', a 'Very good' rating, and 3412 votes.

Settings

- Wi-Fi
- Network
- Bluetooth
- Displays
- Sound
- Power
- Multitasking
- Appearance
- Ubuntu Desktop
- Apps**
- Notifications
- Search
- Online Accounts
- Sharing
- Wellbeing

Apps

Search apps

Default Apps
Set which apps open links, files, and media

Advanced Network Configuration

App Center

Backups

Calculator

Calendar

Camera

Characters

Clocks

Disk Usage Analyzer

Disks

Document Scanner

Document Viewer

File Roller

Files

Firefox

Firmware Updater

Fonts

GParted Partition Editor

Help

Image Viewer

Install RELEASE

Language Support

LibreOffice Calc

LibreOffice Draw

LibreOffice Impress

LibreOffice Math

LibreOffice Writer

Logs

Passwords and Keys

Remmina Remote Desktop

Resources

Rhythmbox Music Player

Security Center

Settings

Shotwell Photo Manager

Resources

Rhythmbox Music Player

Security Center

Settings

Shotwell Photo Manager

Software Updater

Startup Disk Creator

Sysprof

Terminal

Text Editor

Thunderbird Mail

Transmission

Video Player

LibreOffice 25.8 Calc

Open App Details

Permissions

- Notifications: Show system notifications
- Run in Background: Allow activity when the app is closed
- Autostart: Automatically run on Startup

General

- Files & Links: File and link types that are opened by the app 35 types >
- Storage: Disk space being used 0 bytes >

Productivity

Sort by Relevance

libreoffice
Canonical
LibreOffice is a free a suite
Very good | 3412 votes

Basic settings

Settings

- Wi-Fi
- Network
- Bluetooth
- Displays
- Sound
- Power
- Multitasking
- Appearance
- Ubuntu Desktop
- Apps
- Notifications**
- Search
- Online Accounts
- Sharing
- Wellbeing

Notifications

Do Not Disturb

Lock Screen Notifications

App Notifications

Backups	On >
Clocks	On >
Events and Tasks Reminders	On >
File Roller	On >
Files	On >
Online Accounts	On >
Rhythmbox	On >
Snapd User Session Agent	On >
Zenity	On >

Backups

Notifications

Show in notifications list

Sound

Allow notification sounds from app

Banners

Show Banners

Show notifications above apps

Show Content

Include message details in notification banners

Lock Screen

Show Banners

Show notifications on lock screen

Show Content

Include message details on lock screen

Basic settings

Settings

- Wi-Fi
- Network
- Bluetooth
- Displays
- Sound
- Power
- Multitasking
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- Ubuntu Desktop
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- Search**
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Search

App Search

Include app-provided search results

Search Locations >

Filesystem locations which are searched by system apps

Search Results

Results are displayed according to the list order

Settings	<input checked="" type="checkbox"/>	⋮
Files	<input checked="" type="checkbox"/>	⋮
App Center	<input checked="" type="checkbox"/>	⋮
Calculator	<input checked="" type="checkbox"/>	⋮
Calendar	<input checked="" type="checkbox"/>	⋮
Characters	<input checked="" type="checkbox"/>	⋮
Clocks	<input checked="" type="checkbox"/>	⋮
Firefox	<input checked="" type="checkbox"/>	⋮
Passwords and Keys	<input checked="" type="checkbox"/>	⋮

Move Up
Move Down

Settings

- Ubuntu Desktop
- Apps
- Notifications
- Search**
- Online Accounts
- Sharing
- Wellbeing
- Mouse & Touchpad
- Keyboard
- Color Management
- Printers

Search Locations

Filesystem locations which are searched by system apps, such as Files

Default Locations

Home	<input checked="" type="checkbox"/>
Documents	<input type="checkbox"/>
Downloads	<input type="checkbox"/>
Music	<input type="checkbox"/>
Pictures	<input type="checkbox"/>
Videos	<input type="checkbox"/>

Custom Locations

+ Add Location

Basic settings

The image shows the Ubuntu Settings application with two windows open. The top window is titled "Online Accounts" and displays a list of services to connect, including Google, Microsoft 365, Microsoft Exchange, Nextcloud, Email Server, Calendar, Contacts and Files, and Enterprise Authentication. The bottom window is titled "Sharing" and shows the "Media Sharing" toggle set to "Off". A red arrow originates from the "Media Sharing" toggle and points to the "Email" account configuration dialog that is open over the "Email Server" option in the Online Accounts window.

Online Accounts

Offline — unable to connect accounts

Allow apps to access online services by connecting your cloud accounts

Connect an Account

- Google
Email, calendar, contacts, files
- Microsoft 365
Email, calendar, contacts, files
- Microsoft Exchange
Email, calendar, contacts
- Nextcloud
Calendar, contacts, files
- Email Server
IMAP/SMTP
- Calendar, Contacts and Files
WebDAV
- Enterprise Authentication
Kerberos

Sharing

Device Name: ubuntu

Media Sharing: Off

Stream music, photos and videos to devices on the current network

Email

Connect to an email account

Name: ubuntu

Email:

Password:

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

IMAP Settings

IMAP Server:

Username:

SMTP Settings

Password:

Encryption: SSL on a dedicated port

Example server: imap.example.com

SMTP Settings

SMTP Server:

Username:

Password:

Encryption: SSL on a dedicated port

Example server: smtp.example.com

Sign In

Basic settings

The screenshot shows the Ubuntu Settings application with the 'Wellbeing' section selected. The 'Screen Time' section displays usage for 'Today' (29m) and 'This Week' (29m). A tooltip is visible over the 'Screen Time' section, stating: 'Disabling screen time recording stops screen time data from being saved. This data is never shared outside this device.' with a 'Disable Screen Time' button. Below this is a bar chart showing usage for each day of the week (S, M, T, W, T, F, S), with a red bar under 'T' (Tuesday). The 'Screen Limits' section includes: 'Screen Time Limit' (disabled), 'Daily Limit' (8 hours), 'Grayscale' (enabled), and 'Break Reminders' (Eyesight, Movement, and Sounds, all enabled). The 'Movement Break Schedule' is set to 5 minutes / 30 minutes.

Settings

- Appearance
- Ubuntu Desktop
- Apps
- Notifications
- Search
- Online Accounts
- Sharing
- Wellbeing**
- Mouse & Touchpad
- Keyboard
- Color Management
- Printers
- Accessibility

Wellbeing

Screen Time

Today **29m**
AVERAGE TUESDAY
29m

This Week **29m**
AVERAGE WEEK
0h

Disabling screen time recording stops screen time data from being saved. This data is never shared outside this device.

Disable Screen Time

10h
8h
6h
4h
2h
0h

S M T W T F S

Screen Limits

Screen Time Limit

Daily Limit 8 hours ▾

Grayscale
Black and white screen for screen limits

Break Reminders

Eyesight Reminders
Reminders to look away from the screen

Movement Reminders
Reminders to move around

Movement Break Schedule 5 minutes / 30 minutes ▾

Sounds
Play a sound when a break ends

Basic settings



- Settings
- Appearance
- Ubuntu Desktop
- Apps
- Notifications
- Search
- Online Accounts
- Sharing
- Wellbeing
- Mouse & Touchpad**
- Keyboard
- Color Management
- Printers
- Accessibility
- Privacy & Security

Mouse

Touchpad



General

Primary Button

Order of physical buttons on mice and touchpads

Left

Right

Mouse

Pointer Speed

Slow



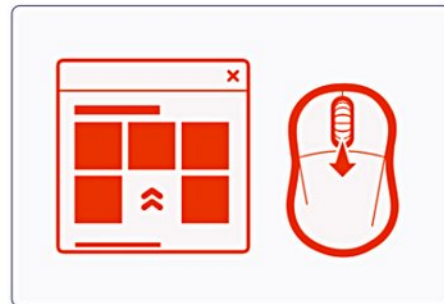
Fast

Mouse Acceleration

Recommended for most users and applications



Scroll Direction



Traditional
Scrolling moves the view



Natural
Scrolling moves the content

Test Settings >

Basic settings



- Settings
- Appearance
- Ubuntu Desktop
- Apps
- Notifications
- Search
- Online Accounts
- Sharing
- Wellbeing
- Mouse & Touchpad**
- Keyboard
- Color Management
- Printers

Mouse

Touchpad



Touchpad



General

Disable Touchpad While Typing



Pointer Speed



Clicking

Secondary Click



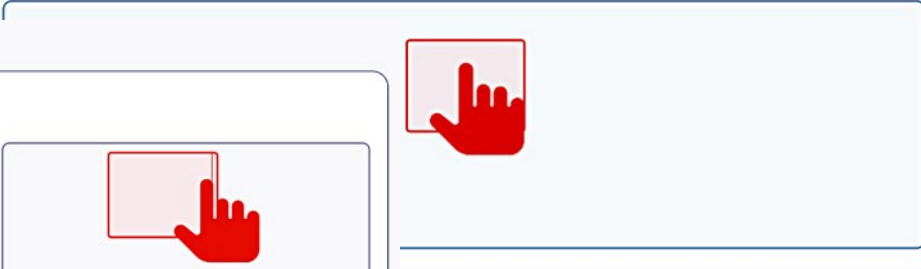
Two Finger Push
Push anywhere with 2 fingers



Corner Push
Push with a single finger in the corner

Tap to Click

Quickly touch the touchpad to click

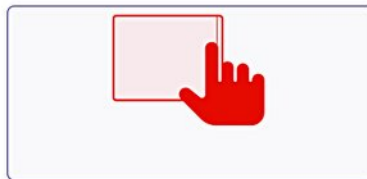


Scrolling

Scroll Method



Two Finger
Drag two fingers on the touchpad



Edge
Drag one finger on the edge

Scroll Direction



Traditional
Scrolling moves the view



Natural
Scrolling moves the content

Test Settings >

Basic settings



Settings

- Appearance
- Ubuntu Desktop
- Apps
- Notifications
- Search
- Online Accounts
- Sharing
- Wellbeing
- Mouse & Touchpad
- Keyboard**
- Color Management
- Printers
- Accessibility
- Privacy & Security
- System

Keyboard

Input Sources
Includes keyboard layouts and input methods

Finnish

+ Add Input Source

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

Use the same source for all windows

Switch input sources individually for each window

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

Alternate Characters Key Default >

Compose Key Disabled >

Keyboard Shortcuts

View and Customize Shortcuts >

- Keyboard
- Color Management**
- Printers

Color Management

Each device needs an up to date color profile to be color managed — [learn more](#).

Built-In Screen

Automatic - Built-in display

Add Profile Calibrate...

Basic settings

- Color Management
- Printers
- Accessibility
- Privacy & Security



Here you can check and deletes the print queue

Adding a new printer if Ubuntu can not find it

Server	Printer	View	Help
+ Add		Filter:	OK
	DeskJet-2600-series		HL-3140CW-series

Connected to localhost

No printers

Add a Printer...

Additional Printer Settings...

Basic settings

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

The image shows the Ubuntu Accessibility settings window. On the left is a sidebar with categories: Color Management, Printers, Accessibility (selected), and Privacy & Security. The main window is titled 'Accessibility' and contains several sections:

- Always Show Accessibility Menu:** A toggle switch that is turned on, with the description 'Display the accessibility menu in the top bar'.
- Seeing:** A section with a radio button selected, indicating it is the active category. A yellow callout box points to it with the text: 'Again it is worth trying, which setting feels the best.'
- Hearing:** A section with a question mark icon and a right-pointing arrow.
- Typing:** A section with a keyboard icon and a right-pointing arrow. A yellow callout box points to it with the text: 'This is very useful, if text is too small. Try it!'
- Pointing and Clicking:** A section with a mouse cursor icon and a right-pointing arrow.
- Zoom:** A section with a magnifying glass icon and a right-pointing arrow.

Below the main window, two smaller windows are shown:

- Seeing:** A detailed view of the 'Seeing' settings. It includes:
 - Screen Reader:** A toggle switch that is turned off, with the description 'The screen reader reads displayed text as you move the focus' and a 'Configure' button.
 - High Contrast:** A toggle switch that is turned on, with the description 'Increase color contrast of foreground and background interface elements'.
 - On/Off Shapes:** A toggle switch that is turned off, with the description 'Use shapes to indicate state in addition to or instead of color'.
 - Reduced Motion:** A toggle switch that is turned off, with the description 'Toggle reduced motion animations throughout the user interface'.
 - Text Size:** A dropdown menu set to 'Large'.
 - Cursor Size:** A dropdown menu set to 'Default'.
 - Sound Keys:** A toggle switch that is turned off, with the description 'Beep when Num Lock or Caps Lock are turned on or off'.
 - Always Show Scrollbars:** A toggle switch that is turned off, with the description 'Make scrollbars always visible'.
- Text Size:** A window showing a slider to adjust the size of user interface text. It has 'Cancel' and 'Apply' buttons. Below the slider is a 'Sample text' area.
- Cursor Size:** A window showing three different cursor icons: a small mouse cursor, a larger mouse cursor, and a mouse cursor with a thick outline. It has a description: 'Cursor size can be combined with Zoom to make it easier to see the cursor'.

At the bottom of the page, there is a vertical 'Activities' dock with icons for Home, Dash, Files, Applications, and Settings. Below the dock, there are three underlined text samples: 'High Contrast', 'Large Text', and 'Cursor Size'.

Basic settings



Accessibility

Privacy & Security

System

1 minute

2 minutes

3 minutes

4 minutes

5 minutes

8 minutes

10 minutes

12 minutes

15 minutes

Never ✓

Privacy & Security

System

- Screen Lock
Automatic screen lock
- Location
Control access to your location
- File History & Trash
Remove saved data and files
- Telemetry
Control error and system reporting
- Connectivity
Detect connection issues
- Security Center
Configure more security settings

Devices

- Cameras
Control camera access
- Device Security
Hardware security status and information

Screen Lock

Automatically locking the screen prevents others from accessing the device while you're away

Blank Screen Delay
Period of inactivity until screen blanks Never

Automatic Screen Lock
Locks the screen after it blanks

Automatic Screen Lock Delay
Time from screen blank to screen lock Screen Turns...

Lock Screen Notifications

Lock Screen on Suspend

Location

Automatic Device Location
Use sources like GPS and cellular to determine device location

Permitted Apps

The following sandboxed apps have been given access to location data. Apps that are not sandboxed can access location data without asking for permission.

No sandboxed apps have asked for location access

Basic settings



Accessibility

Privacy & Security

System

1 day

7 days

30 days

Forever ✓

Telemetry

Error Reporting

Help us address technical problems by sharing error reports with the Ubuntu team. Reports are sent anonymously and are scrubbed of personal data.

Send error reports to Canonical Manual ▾

[Learn more about error reporting](#)

System Reporting

Help us improve Ubuntu features and compatibility by sharing system reports with Canonical. Reports are sent anonymously and do not contain any personal data.

Send a system report every month

Send a system report when upgrading to a new Ubuntu version

Show Report >

[Learn more about system reporting](#)

File History & Trash

File History

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

File History

File History Duration Forever ▾

Clear History...

Trash & Temporary Files

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

Automatically Empty Trash

Automatically Delete Temporary Files

Automatic Deletion Period 30 days ▾

Empty Trash...

Delete Temporary Files...

Connectivity

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

Connectivity Checking

Basic settings



Accessibility

Privacy & Security

System

Device Security

Security Checks Failed
Hardware does not pass basic security checks.

Secure Boot is Off
No protection when the device is started.

Security Events

Basic settings

System [-] [□] [X]

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

- Region & Language**
System language and localization >
- Date & Time**
Time zone and clock settings >
- Users**
Add and remove accounts, change password >
- Remote Desktop**
Allow this device to be used remotely >
- Secure Shell**
SSH network access >
- About**
Hardware details and software versions >

Software Updates [↗]

Date & Time [-] [□] [X]

Automatic Date & Time [ON]
Requires internet access

Date & Time 8 April 2026, 14:03 >

Automatic Time Zone [OFF]
Requires location services enabled and internet access

Time Zone UTC (London, United Kingdom) >

Time Format **24-hour** AM / PM

First Day of the Week Locale Default ▾

Clock & Calendar
Control how the time and date is shown in the top bar

Week Day [OFF]

Date [ON]

Seconds [OFF]

Week Numbers
Shown in the dropdown calendar [OFF]

Region & Language [-] [□] [X]

The language setting is used for interface text and web pages. Formats are used for numbers, dates, and currencies.

System

Manage Installed Languages >

Your Account

Language English (United States) >

Formats United States (English) >

Basic settings

- Accessibility
- Privacy & Security
- System

Desktop Sharing Remote Login

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

Desktop Sharing

Remote Control
Allows desktop shares to control the screen

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

Hostname: ubuntu

Port: —

Login Details

Username: [edit] [copy]

Password: [edit] [hide] [copy]

Generate New Password

Verify Fingerprint

Secure Shell

Access this device using Secure Shell (SSH)

Secure Shell

SSH Login Command: ssh ubuntu [copy]

Users

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

LU

Name: Live session user [edit]

Password: None >

Automatic Login

Language: English (United States) >

Add User >

Add Enterprise Login >

Desktop Sharing Remote Login

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

Remotely connect to your user account when it isn't being used. The display resolution can be set from the remote.

Remote Login

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

Hostname: ubuntu

Port: —

Login Details

Username: [edit] [copy]

Password: [edit] [hide] [copy]

Generate New Password

Verify Fingerprint

Basic settings



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

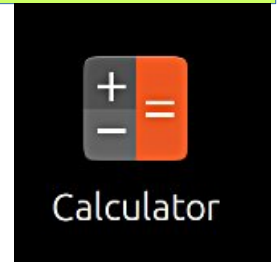
- Accessibility
- Privacy & Security
- System

Keyboard Shortcuts Ctrl+?
Help F1
About Settings

The screenshot shows the 'About' window in Ubuntu. The window title is 'About' and it has standard window controls (minimize, maximize, close). The Ubuntu logo is displayed at the top. Below the logo, the 'Device Name' is 'ubuntu'. The 'Operating System' is 'Ubuntu Resolute Raccoon (development branch)'. The 'Hardware Model' is 'HP HP Laptop 14-em0xxx'. The 'Processor' is 'AMD Athlon Silver 7120U with Radeon™ Graphics × 2'. The 'Memory' is '8.0 GiB'. The 'Disk Capacity' is '256.1 GB'. At the bottom, there is a 'System Details' section with a right-pointing arrow.

Device Name	ubuntu
Operating System	Ubuntu Resolute Raccoon (development branch)
Hardware Model	HP HP Laptop 14-em0xxx
Processor	AMD Athlon Silver 7120U with Radeon™ Graphics × 2
Memory	8.0 GiB
Disk Capacity	256.1 GB
System Details	>

Introduction to installed Ubuntu apps



Basic ▾

- Basic Ctrl+Alt+B
- Advanced Ctrl+Alt+A
- Financial Ctrl+Alt+F
- Programming Ctrl+Alt+P
- Keyboard Ctrl+Alt+K
- Conversion Ctrl+Alt+C

C	↑n	↓n	÷	mod
7	8	9	×	%
4	5	6	-	()
1	2	3	+	=
0	.	x ▾	f(x) ▾	

New Window Ctrl+N

Clear History Ctrl+Escape

Result Format

- Automatic
- Fixed
- Scientific
- Engineering

Preferences Ctrl+,

Keyboard Shortcuts Ctrl+?

Help F1

About Calculator

↑ ⁻¹	x ²	x ^y	conj	x ⁻¹	C	↑n	↓n	÷	mod
sin	sinh	log _y	Arg	[x]	7	8	9	×	%
cos	cosh	log	Re	x	4	5	6	-	()
tan	tanh	ln	Im	x!	1	2	3	+	=
Deg	n	e	i	a×b	0	.	x ▾	f(x) ▾	

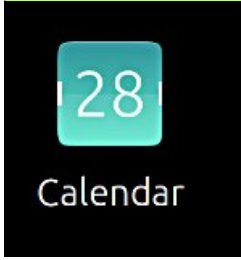
- Angle ✓
- Area
- Currency
- Digital Storage
- Duration
- Energy
- Frequency
- Length
- Mass
- Number Base

↑ ⁻¹	x ²	x ^y	log	ln	C	↑n	↓n	÷	mod
Ctrlm	Ddb	Fv	7	8	9	×	%		
Gpm	Pmt	Pv	4	5	6	-	()		
Rate	Sln	Syd	1	2	3	+	=		
Term	Currency Conversion	0	.	x ▾	f(x) ▾				

63 0000 0000 0000 0000 47 0000 0000 0000 0000 32
31 0000 0000 0000 0000 15 0000 0000 0000 0000 0

↑ ⁻¹	x ²	x ^y	twos	[x]	C	↑n	↓n	÷	mod		
^	v	log _y	swap	[x]	B	C	D	E	F	×	%
↵	↵	log	int	x	6	7	8	9	A	-	()
<<	>>	log ₂	frac	x!	1	2	3	4	5	+	=
Decimal ▾	64-bit ▾	á	0	.	x ▾	f(x) ▾					

Introduction to installed Ubuntu apps



Calendar

Calendar

April

	S	M	T	W	T	F	S
14	29	30	31	1	2	3	4
15	5	6	7	8	9	10	11
16	12	13	14	15	16	17	18
17	19	20	21	22	23	24	25
18	26	27	28	29	30	1	2
19	3	4	5	6	7	8	9

Today
No events

- Synchronize Calendars F5
- Date & Time Settings...
- Online Accounts...
- Weather >
- Keyboard Shortcuts Ctrl+?
- About Calendar



World Alarms Stopwatch Timer

Add World Clock...

Cancel New Alarm Add

14:12

Repeat

S M T W T F S

Name

Alarm Sound Toys >

Ring Duration 5 minutes v

World Alarms Stopwatch Timer

Quick Start

1 m 2 m 3 m 5 m

30 m 15 m 45 m 1 h

Set Timer

00:00:00

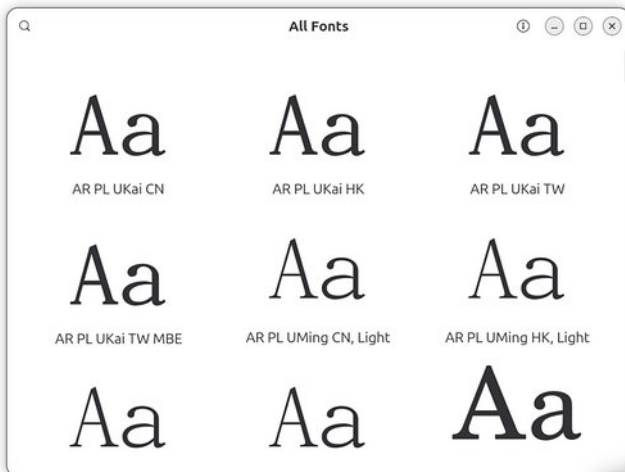
Title

Start

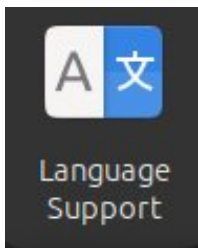
Introduction to installed Ubuntu apps



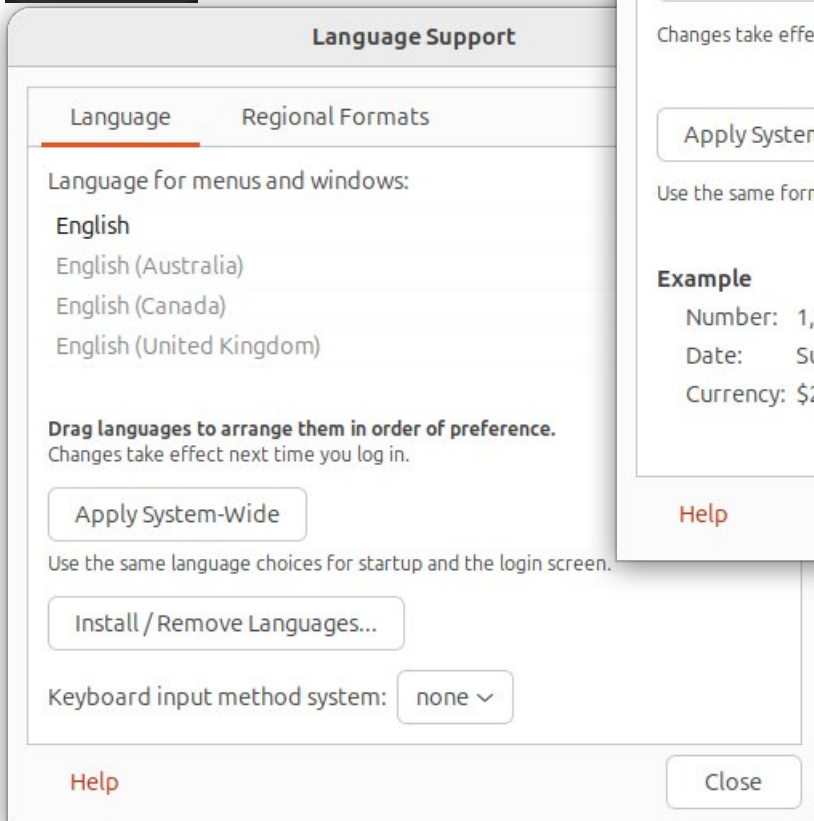
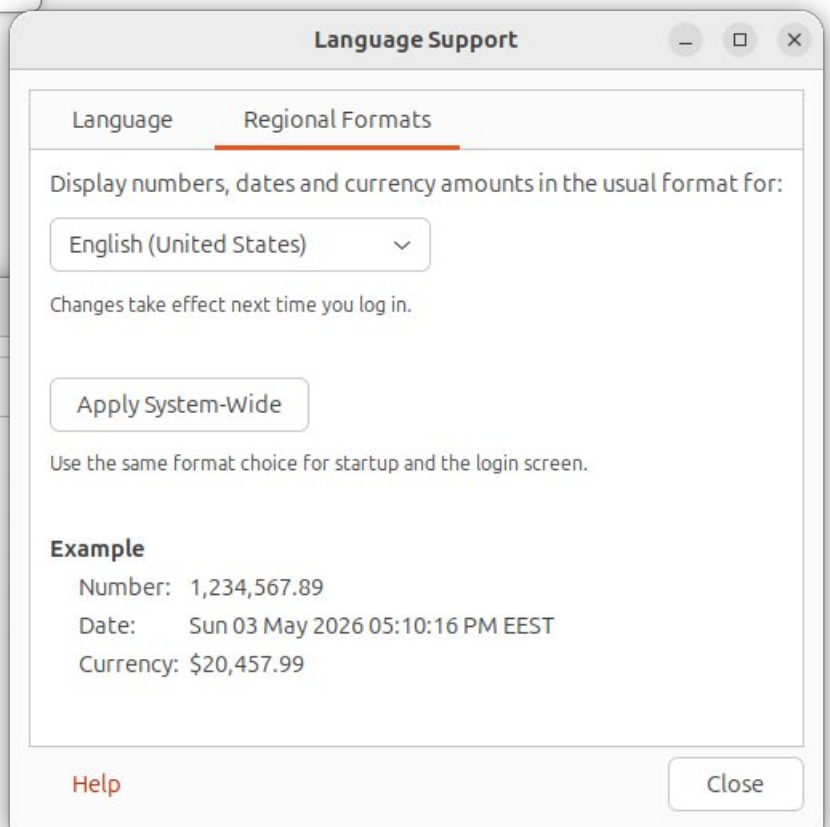
Characters



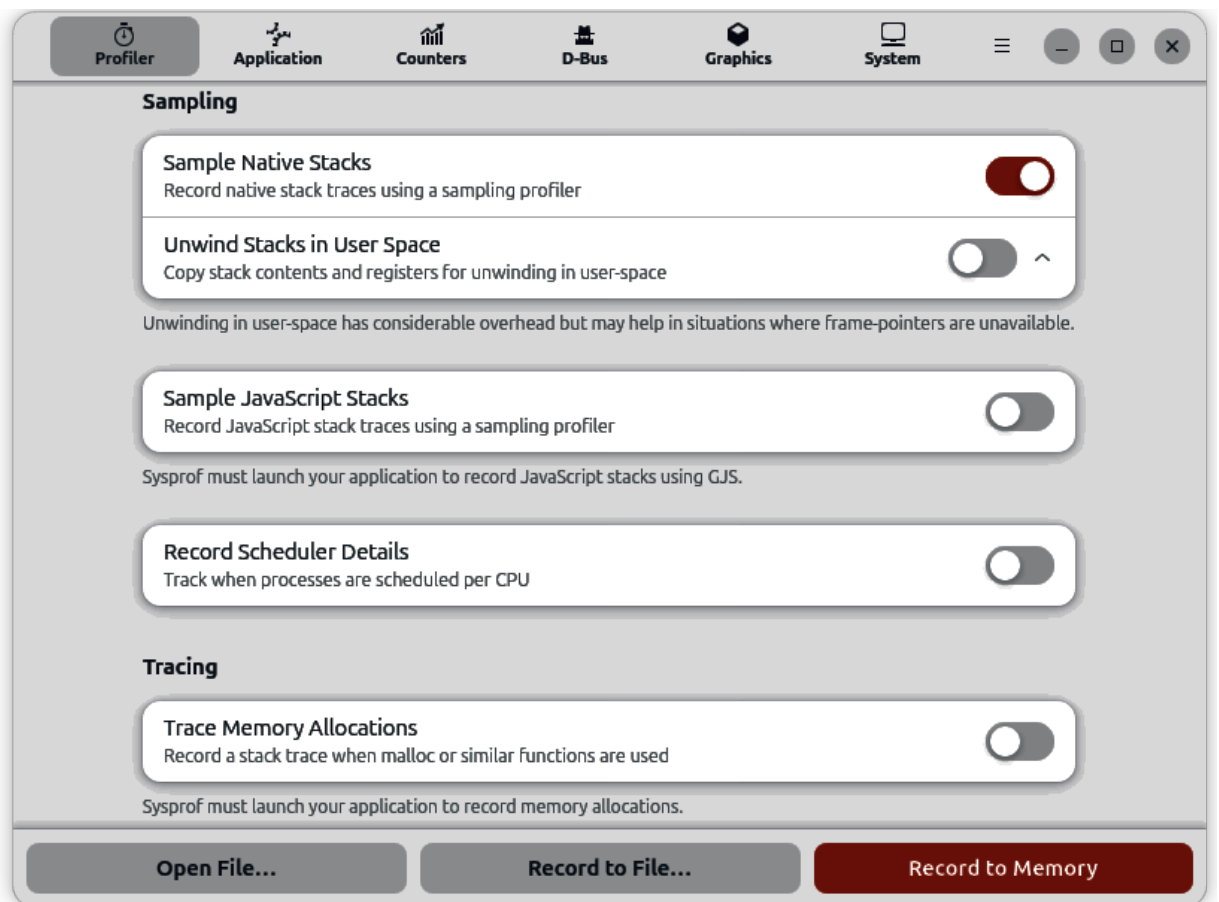
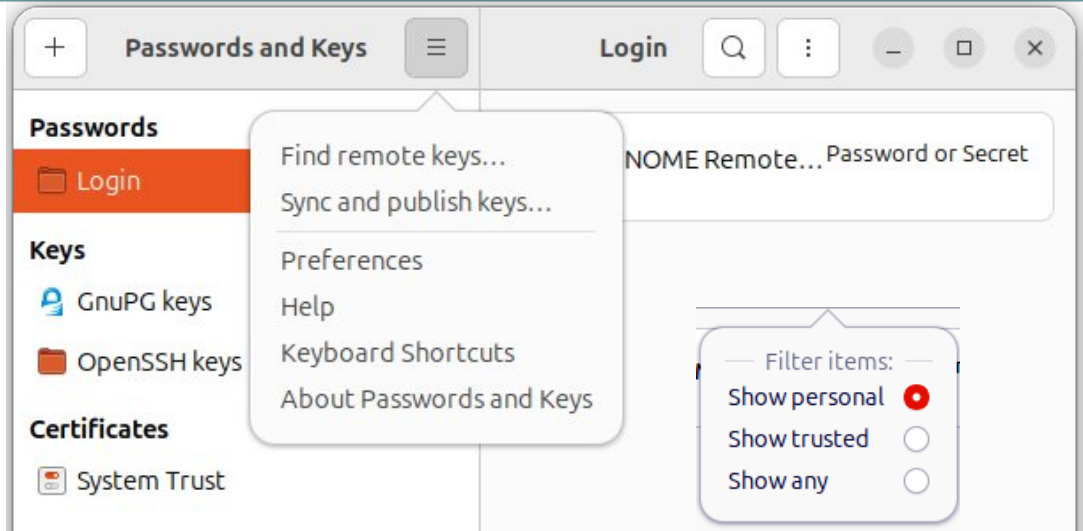
Fonts



Language Support



Introduction to installed Ubuntu apps



Introduction to installed Ubuntu apps



Security Center

- Ubuntu Pro
- App Permissions
- Disk Encryption

Ubuntu Pro

Enterprise-grade security and compliance for your computer. Always free for personal use. [Learn about Ubuntu Pro](#)

Ubuntu Pro is not available for this Ubuntu version
Ubuntu Pro requires an LTS release

Security Center

- Ubuntu Pro
- App Permissions
- Disk Encryption

App Permissions

Require apps to ask for system permissions Experimental

Strictly confined apps will ask you before accessing files and folders. This feature is experimental and subject to changes.

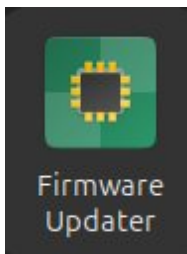
[Learn more](#) [Give feedback](#) [Report issues](#)

Security Center

- Ubuntu Pro
- App Permissions
- Disk Encryption

Disk Encryption

Encryption settings not available
Failed to retrieve the encryption status of this computer.



Warning: some device updates may only be available on external power!

Firmware Updater

- IM2S3138E-128GM-B ATA drive

Current Version	E27-HP
GUIDs	e4b39a09-f7f3-5a24-ab49-d39ee0267517 5baa0edc-c01d-5aa9-97b1-380ce32623bd d81fe965-1d64-56ff-b039-91e207beeb8c
Flags	Internal device System requires external power source Needs a reboot after installation Device is usable for the duration of the update Updatable

Introduction to installed Ubuntu apps



The screenshot shows the Ubuntu Disks application window. The title bar reads "Disks" and "4.0 GB Drive /dev/sdc". The left sidebar lists three storage devices: a 128 GB SSD, a CD/DVD Drive, and the selected 4.0 GB Drive. The main panel displays details for the 4.0 GB Drive, including its model, serial number, size, and partitioning scheme. A "Volumes" section shows a bar chart with 4.2 MB of free space. A context menu is open over the drive, listing various actions such as "Format Disk...", "Create Disk Image...", and "Power Off".

Property	Value
Model	Generic- SD/MMC/MS PRO (1.00)
Serial Number	20121112761000000
Size	4.0 GB (4,029,677,568 bytes)
Partitioning	Master Boot Record
Free Space	4.2 MB
Size	4.0 GB — 3.1 GB free (23.7% full)
Contents	FAT (32-bit version) — Mounted at /run/media/ubuntutor/0403-0201
Device	/dev/sdc1
UUID	0403-0201
Partition Type	W95 FAT32

- Format Disk...
- Create Disk Image...
- Restore Disk Image...
- Benchmark Disk...
- SMART Data & Self-Tests...
- Drive Settings...
- Standby Now
- Wake-Up from Standby
- Power Off

Introduction to installed Ubuntu apps

The screenshot shows the 'Resources' application window in Ubuntu. The window is divided into two main sections: 'Resources' on the left and 'Apps' on the right. The 'Resources' section contains several panels: 'Apps', 'Processes', 'Processor' (with a graph), 'Memory' (with a graph), 'GPU' (with a graph), '4 GB Drive', 'CD/DVD/Blu-ray ...', and '128 GB Drive'. The 'Apps' section displays a list of installed applications with their memory, processor, and GPU usage. Below this list is a 'Process' table with columns for Process ID, User, Memory, Processor, and GPU. A context menu is open over the 'Resources' application, showing options: 'Preferences' (Ctrl+,), 'Keyboard Shortcuts' (Ctrl+?), and 'About Resources'. At the bottom right of the 'Apps' section, there is an 'End App' button.

App	Memory	Processor	GPU
Events and Tasks Reminders	68.74 MB	0.0%	0.0%
Files	198.21 MB	0.0%	0.0%
Online Accounts	32.85 MB	0.0%	0.0%
Resources	157.87 MB	8.1%	0.0%
System Processes	2.09 GB	1.4%	0.0%

Process	Process ID	User	Memory	Processor	GPU
gnome-shell	2323	ubuntu	283.07 MB	6.0%	0.3%
nautilus	6030	ubuntu	198.21 MB	0.0%	0.0%
resources	8978	ubuntu	151.62 MB	8.8%	0.0%

The screenshot shows the Ubuntu screenshot utility interface. At the top, there are 'Cancel' and 'Take Screenshot' buttons. Below the buttons, there are three icons: 'Selection' (a dashed box), 'Screen' (a monitor), and 'Window' (two overlapping windows). At the bottom, there are two more icons: a camera icon and a circular icon. A yellow callout box points to the circular icon with the text 'This is very useful!'.

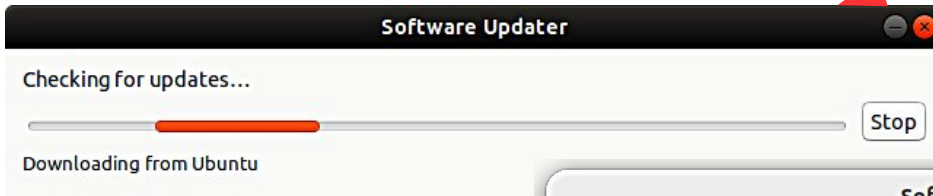
This is very useful!

Introduction to installed Ubuntu apps

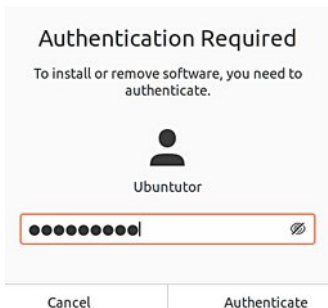
Ubuntu suggests updates automatically, but the user can decide on the timing of the upgrade. For updating, Ubuntu will notify you of the Dock icon. Click the icon to start the update



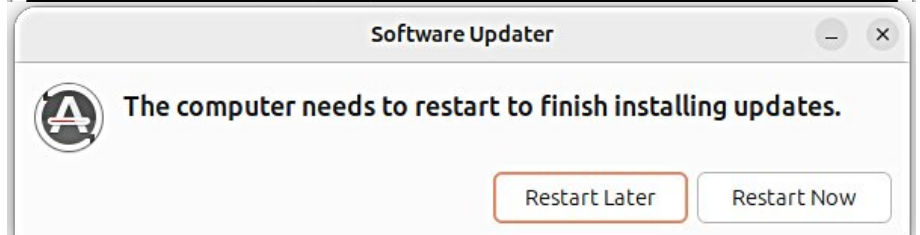
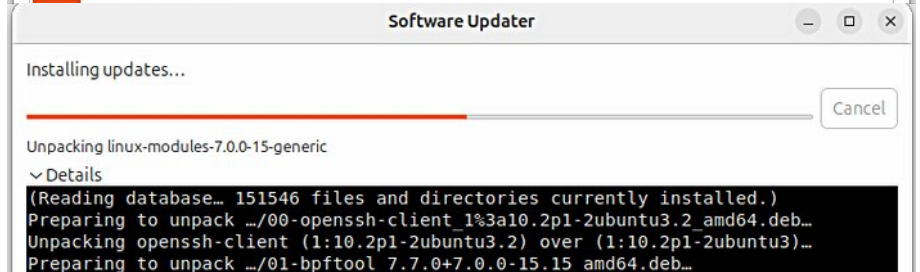
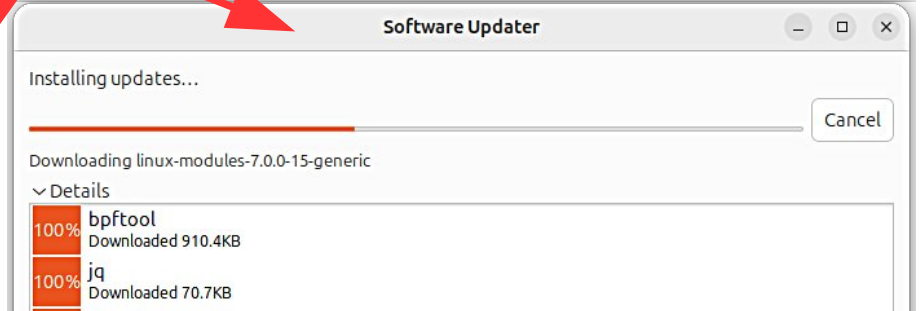
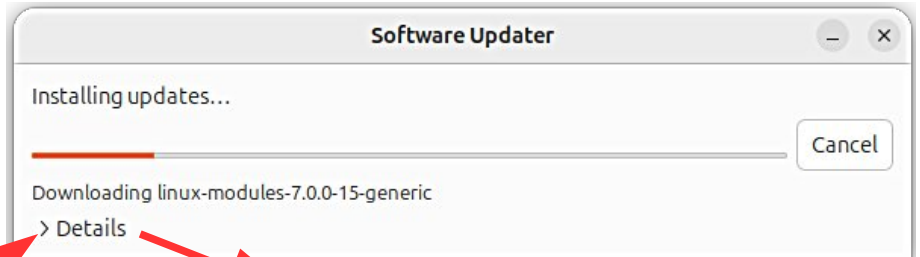
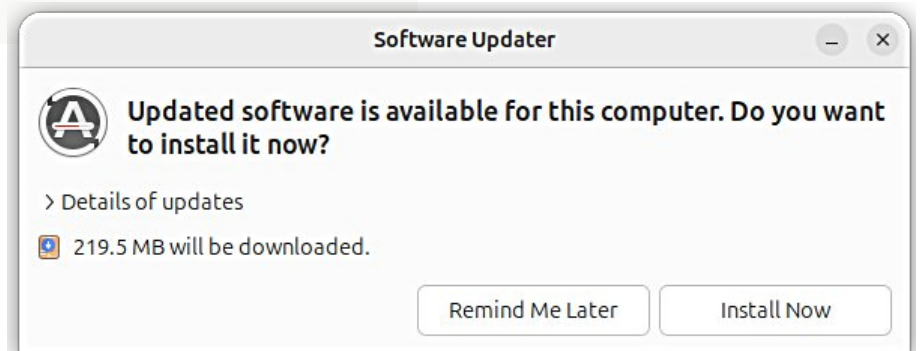
You can also start the update by clicking the icon



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



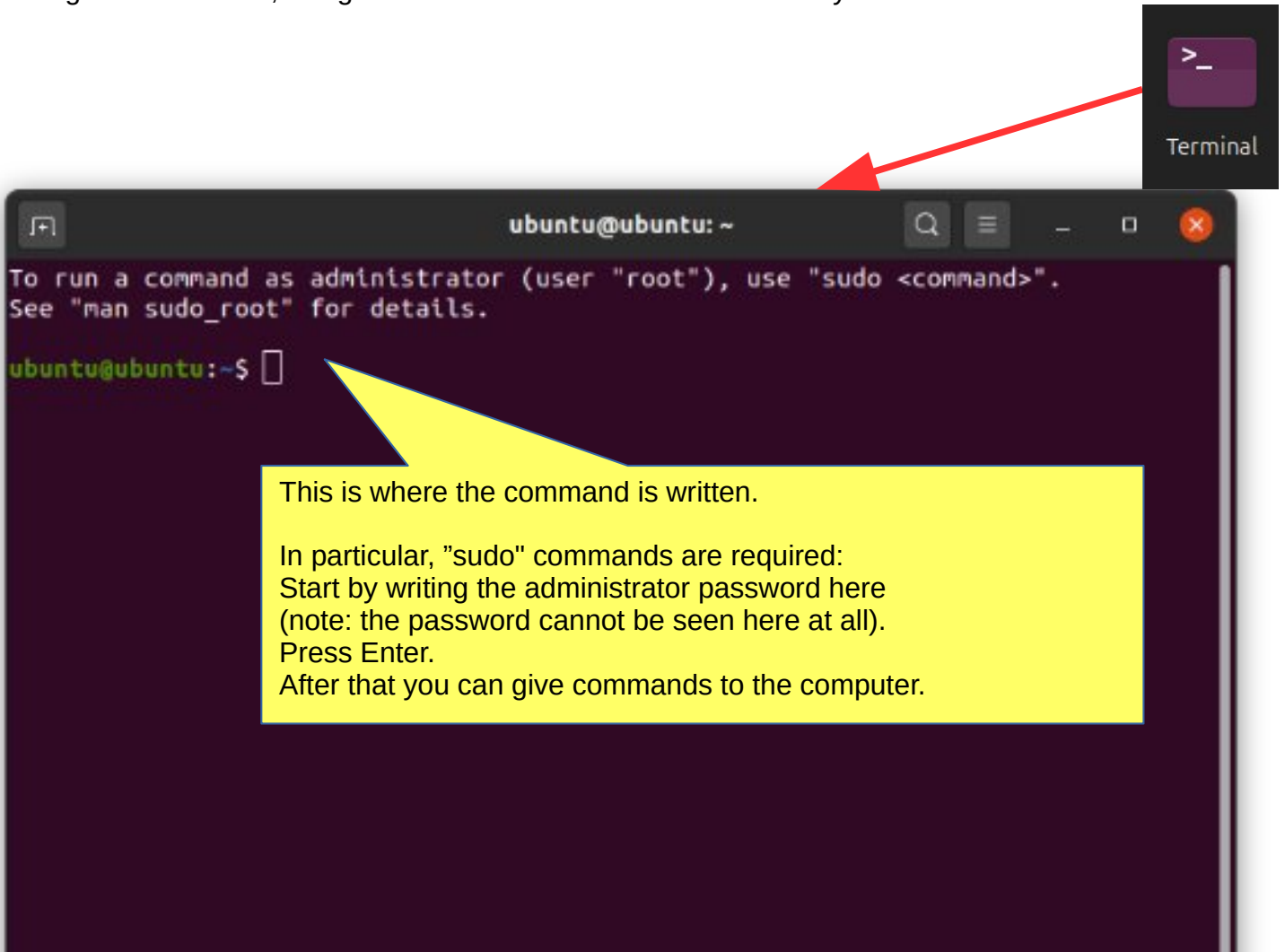
In the updates, you should click on Details to see it. It's easier to track the progress of the update



Command Prompt (Terminal)

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.

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.



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>

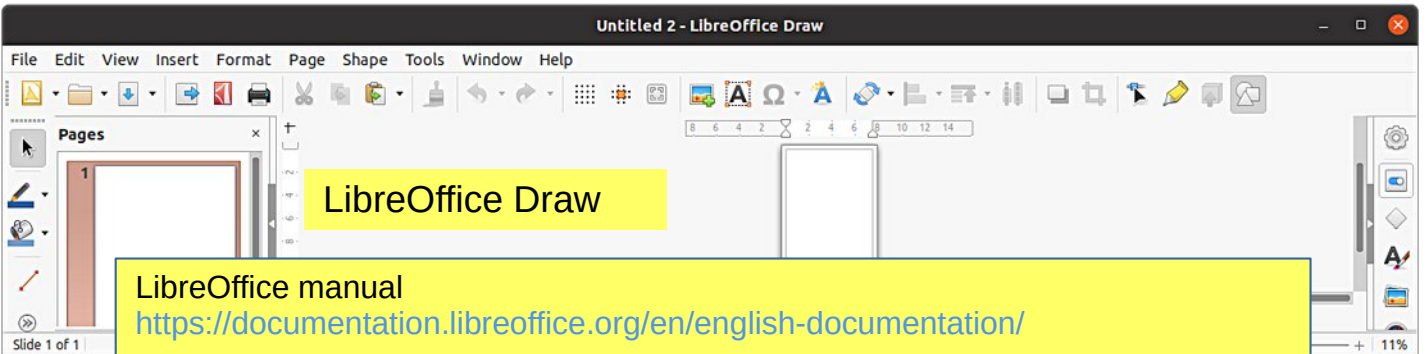
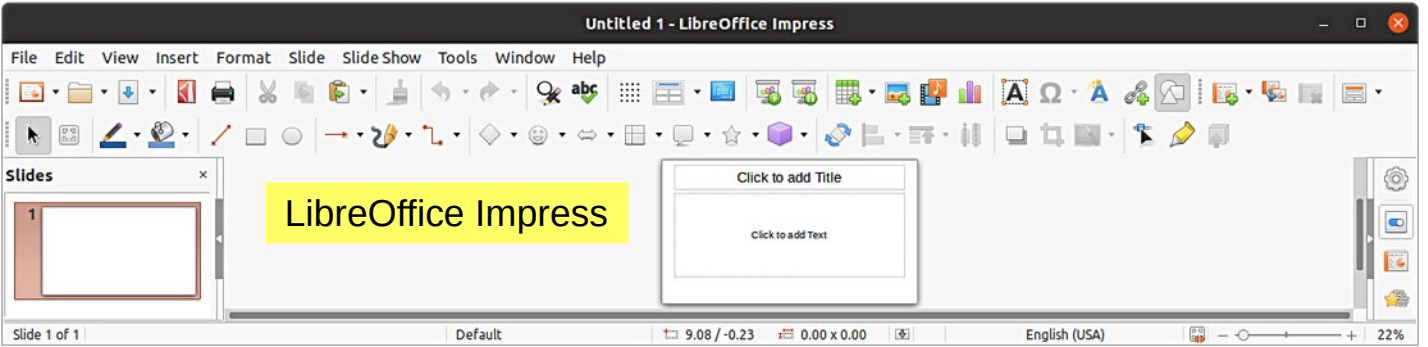
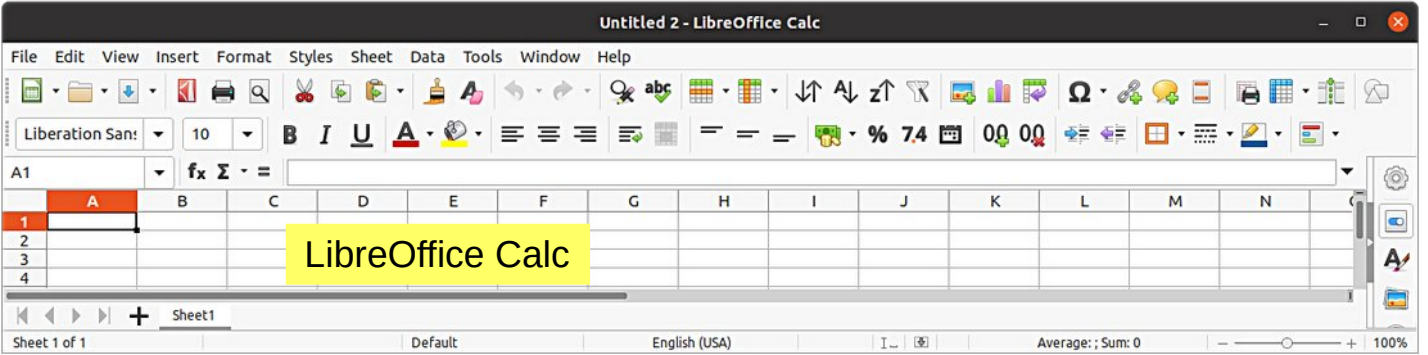
<https://ubuntu.com/tutorials/command-line-for-beginners#1-overview>

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

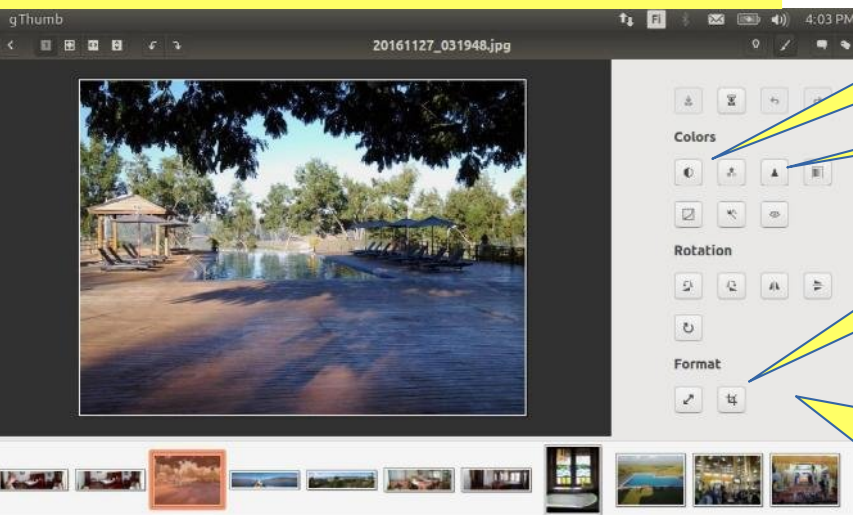
<https://vitux.com/40-most-used-ubuntu-commands/>

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

Introduction to installed Ubuntu apps



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



Automatic color correction

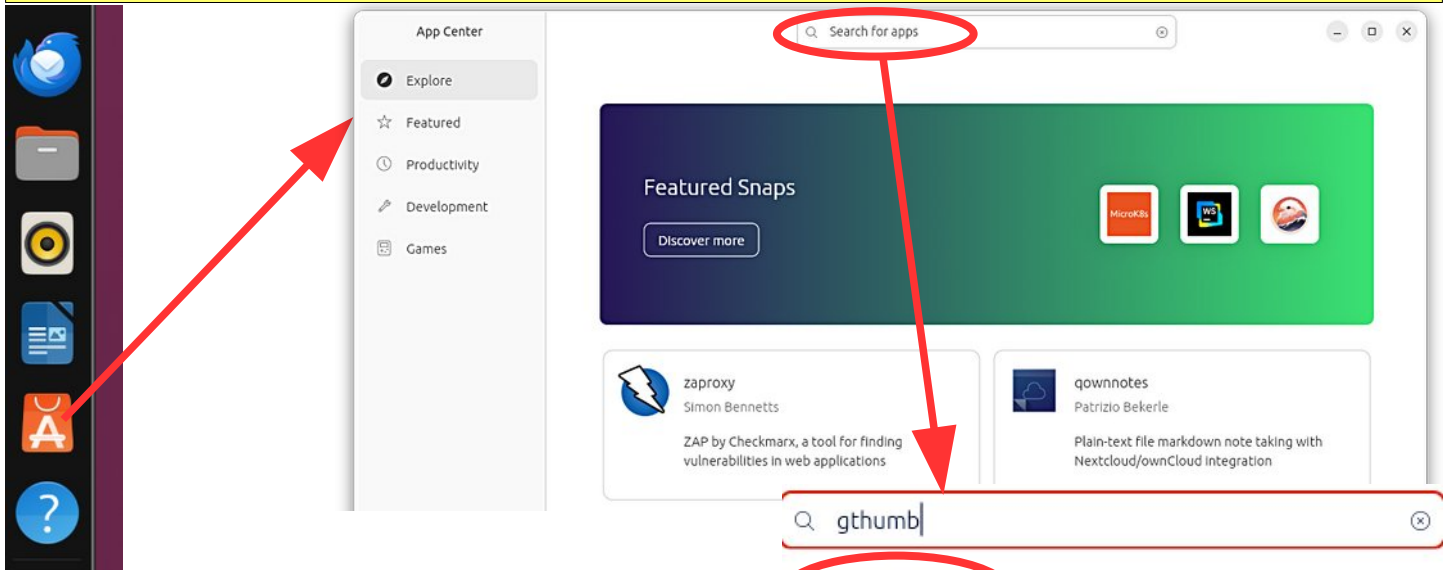
Automatic sharpening

Limiting the picture

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

Install apps

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





Applications are available in two formats: snap packages and Debian packages.


An application available as a snap package is from now on referred to as a snap.

Some applications are available in both formats. In such a case in App Center the snap will be listed first.

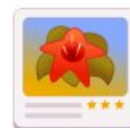
Snap packages

-  gThumb Image Viewer
-  gThumb

Debian packages

-  gThumb Image Viewer
-  FFmpeg Thumbnailer

[See all results for "gthumb"](#)



gThumb

Nils Büchner

[Photo and Video](#)

Install

Channel

latest/stable 3.12.10

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

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

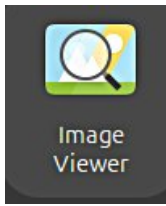


Image Viewer

Image Viewer

The GNOME Project

50.0

Website



Support Questions



Report an Issue



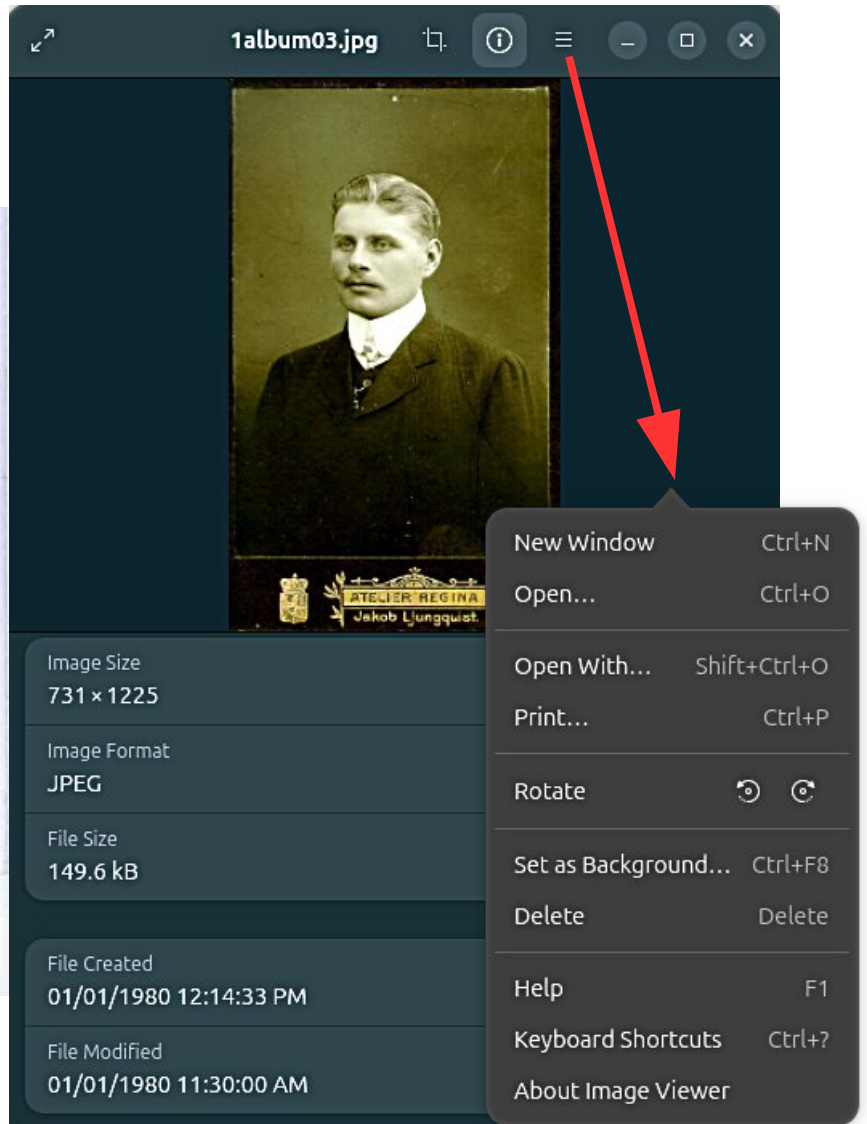
Troubleshooting



Credits



Legal



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/26.04/ubuntu-help/index.html.en>

Linux wiki

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

Using Ubuntu Linux

https://en.wikibooks.org/wiki/Using_Ubuntu_Linux

Ubuntu hardware support

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

Ubuntu help

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

Ubuntu: A Beginner's Guide

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

The Complete Beginners Guide To Ubuntu

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

[PDF]Ubuntu Manual – Getting Started with Ubuntu 14.04

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

[Open Office manuaal PDF

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

YOUTUBE VIDEOS

Learning the Linux File System

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

OMG

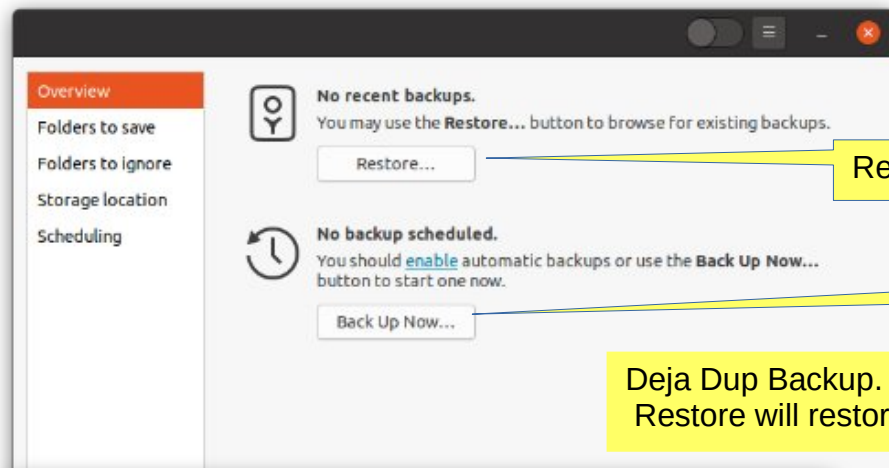
<https://www.omgubuntu.co.uk>

HISTORY

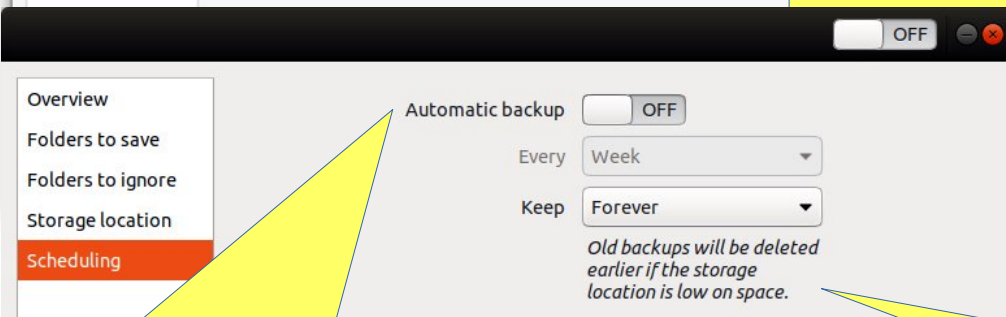
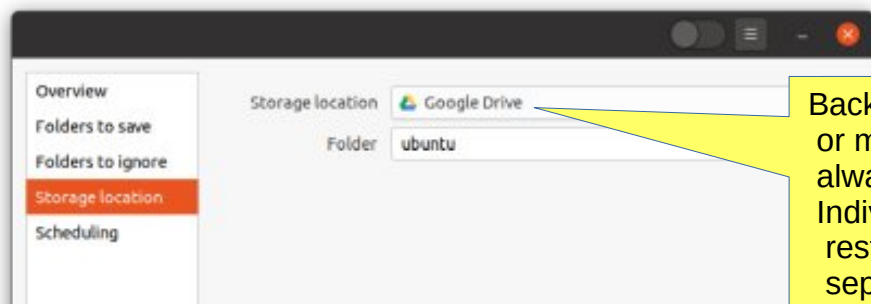
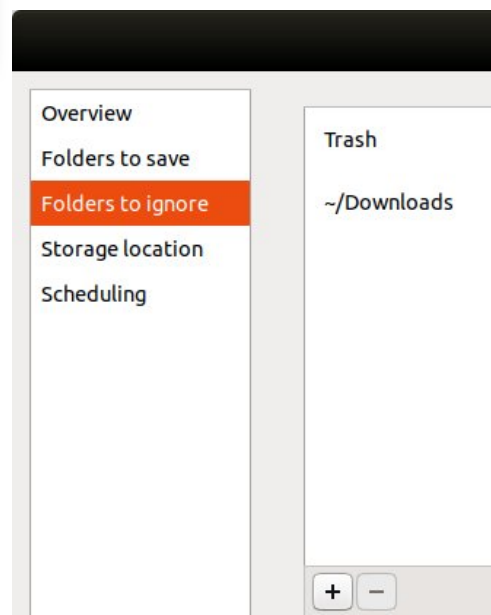
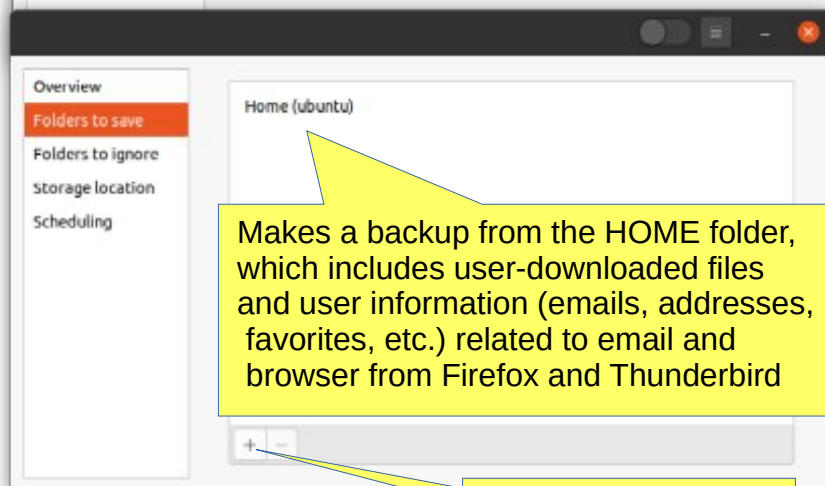
https://en.wikipedia.org/wiki/History_of_Linux

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

Deja Dup Backup 1



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

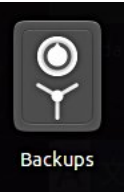


DejaDup tells you when to make a copy. Insert the USB-media and click on the DejaDup icon to start copying.

<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/>

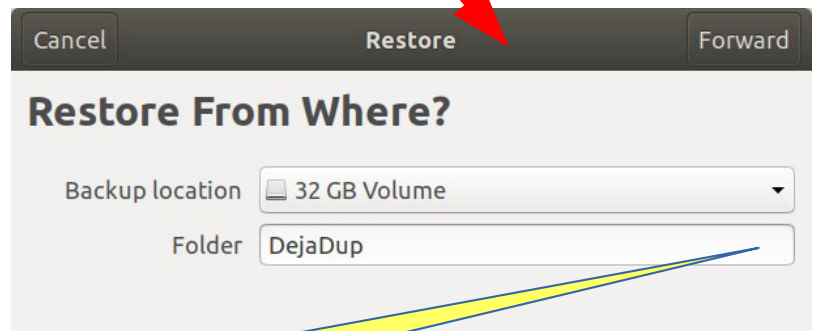
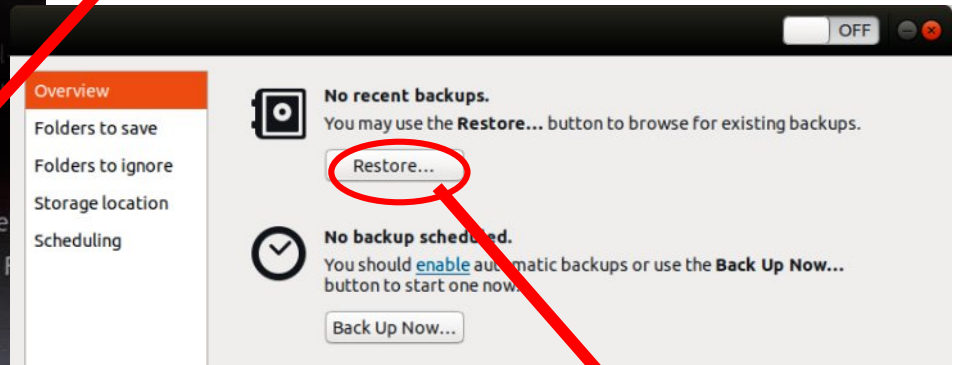
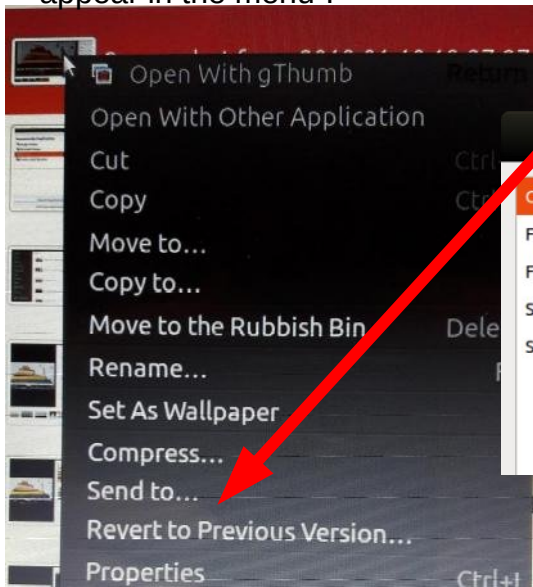
Deja Dup Backup 2



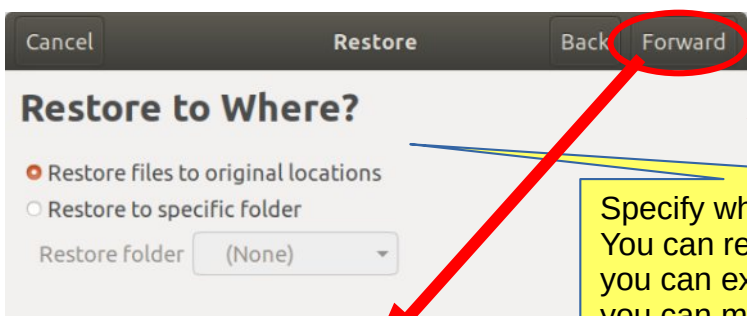
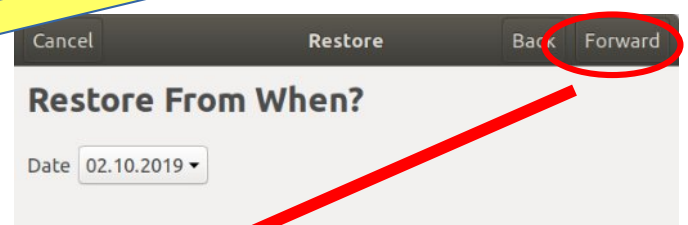
DejaDub can restore individual files or folders if they have been backed up by DejaDub.

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

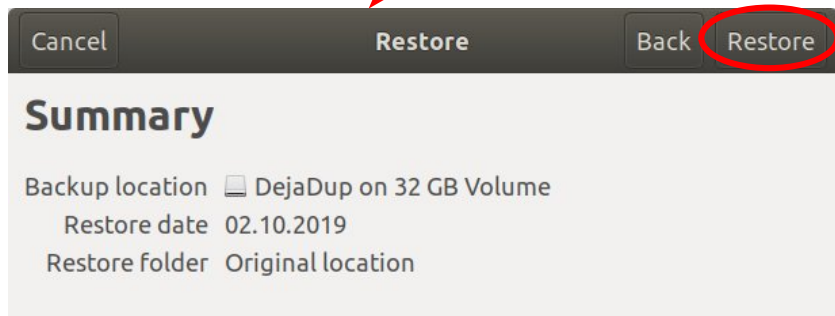
If you want to restore the entire backup, click "Restore ..." and then Deja Dup first installs itself.



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



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!



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

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.

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

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

gThumb, click left or right to get the menus

menus

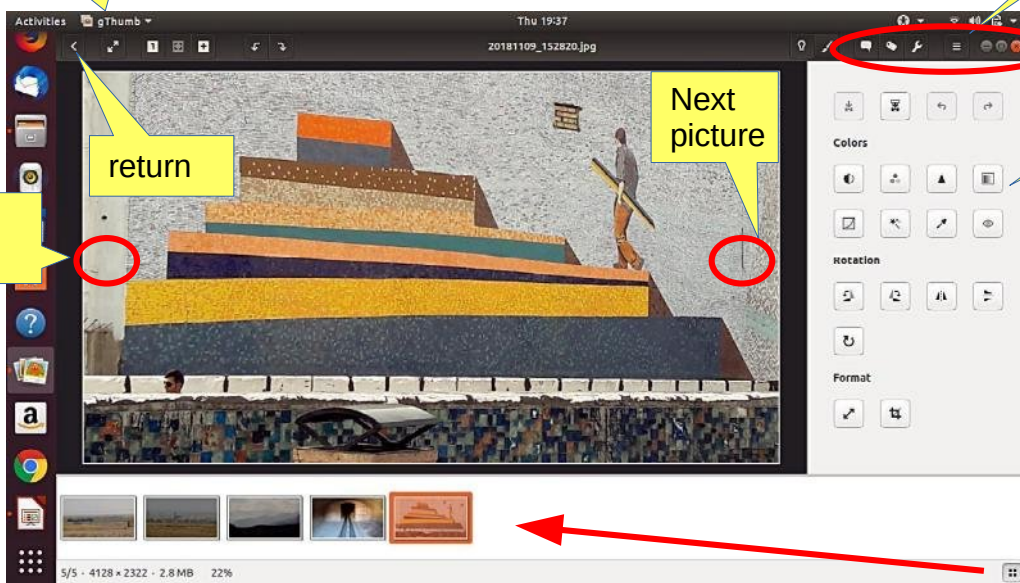
Previous picture

return

Next picture

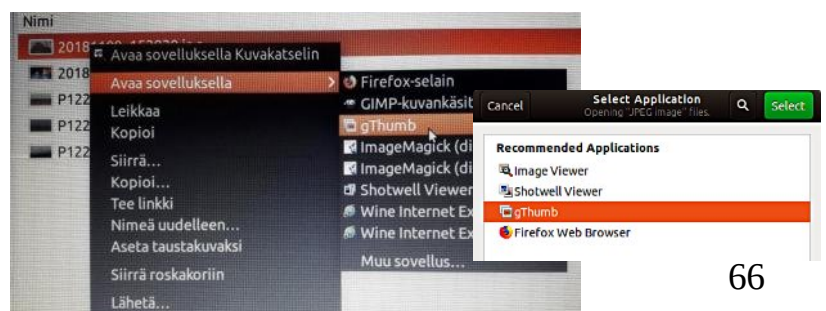
tools

the list



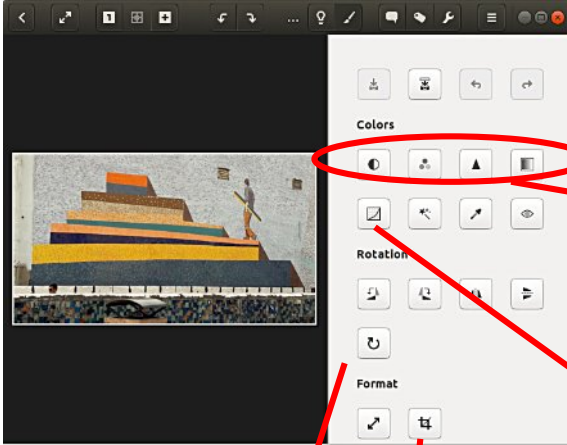
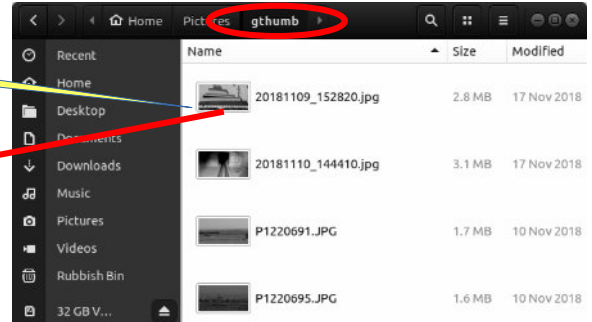
NB! In System Preferences, you can specify Details → Default Applications → The image always opens in gThumb or ->

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

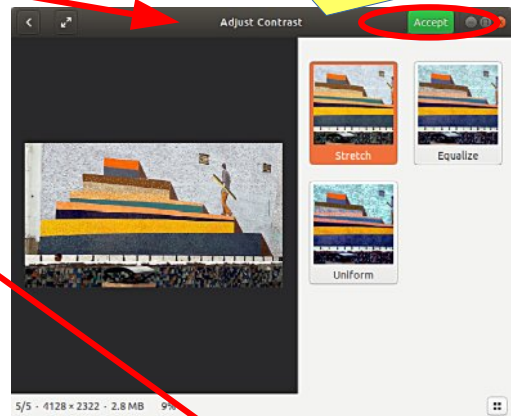


gThumb
First picture

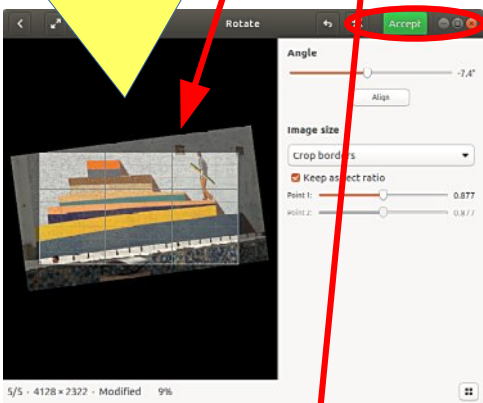
Images to be processed



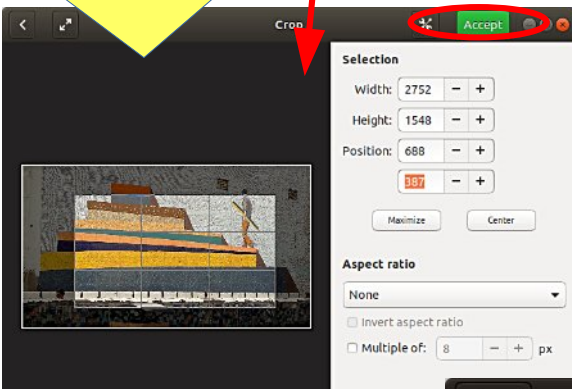
Adjust the contrast, colors, and sharpness. Accept



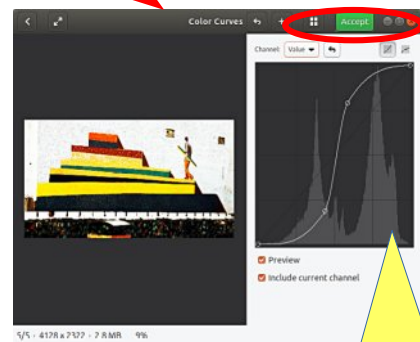
If necessary, straighten the image
Use the +or- buttons to adjust the slope



Crop the image area
Accept all actions with the Accept button

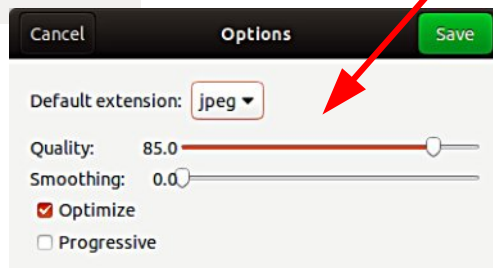
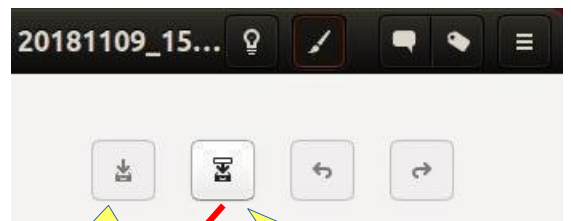


Try moving the curve



Save to the original

Save as new and
adjust the packaging

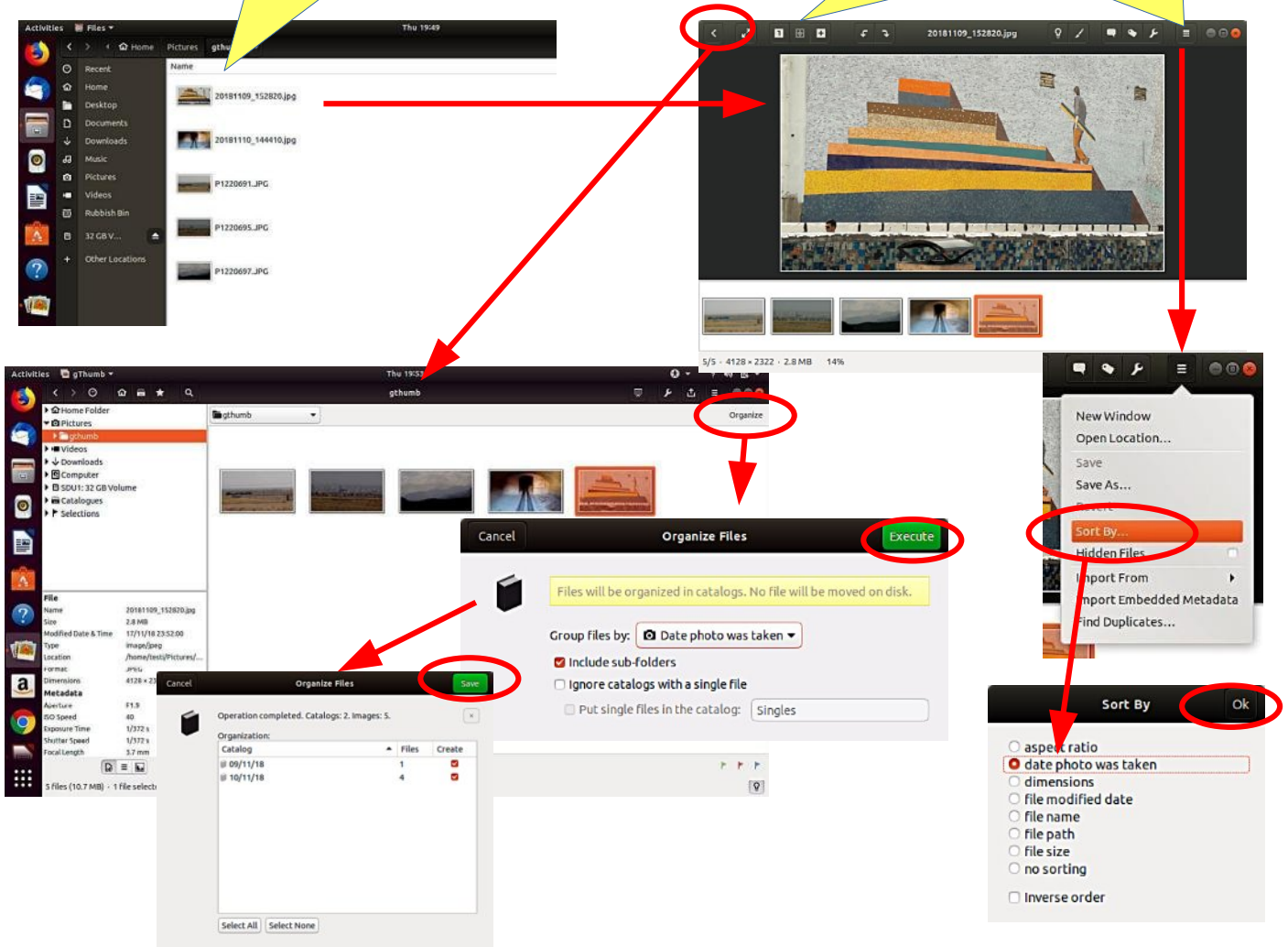


gThumb image editing software - sorting images

1.3

Select the first image

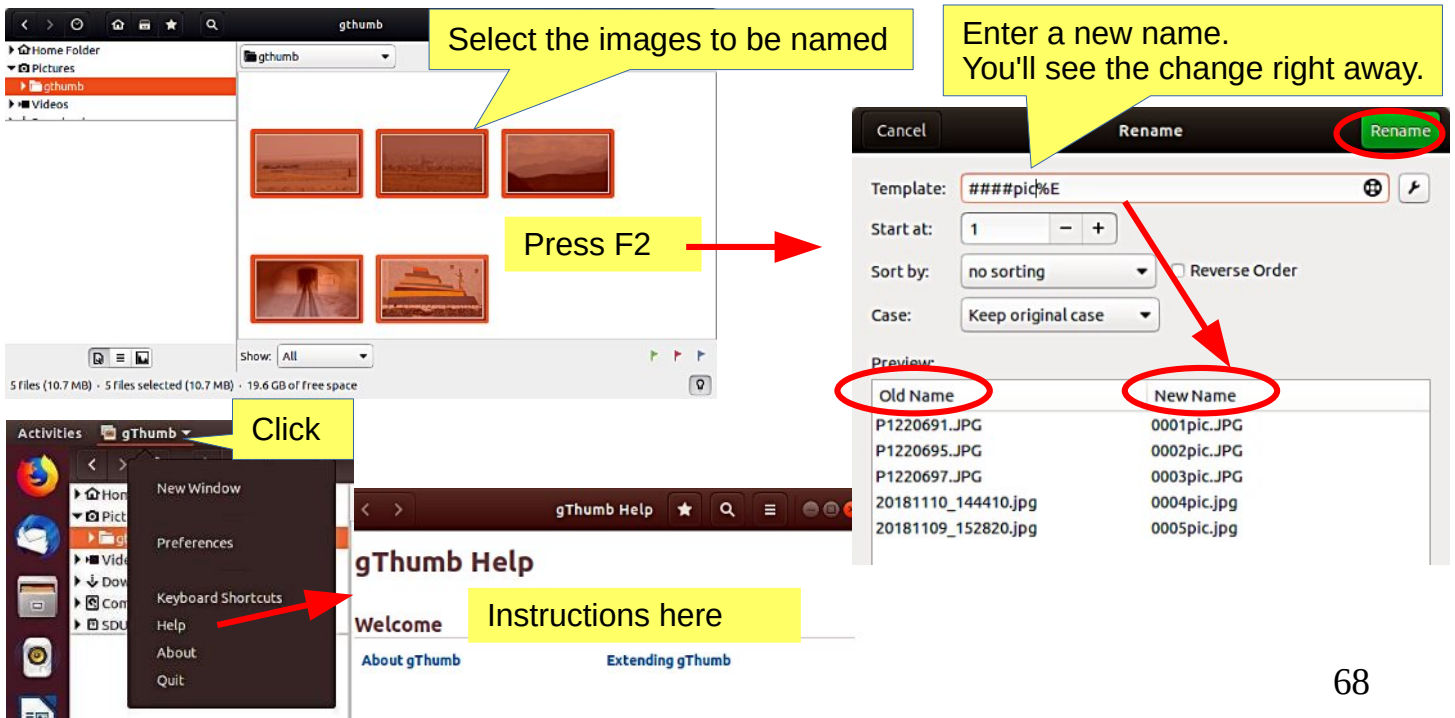
Two options for sorting, click



gThumb image editing software - naming images

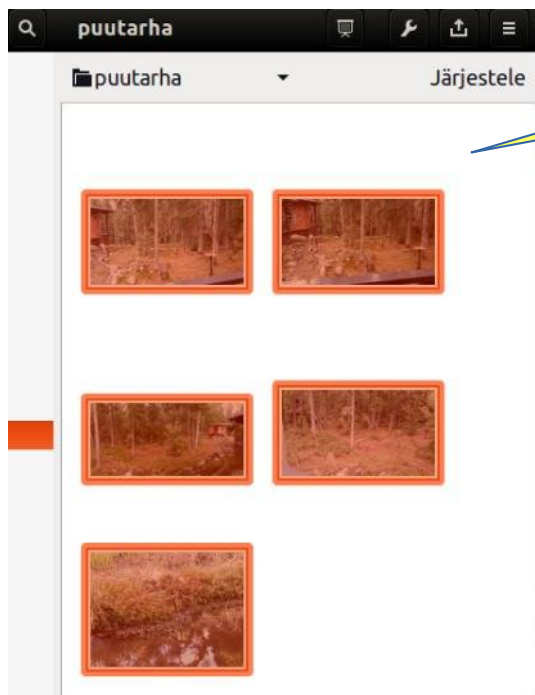
Select the images to be named

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



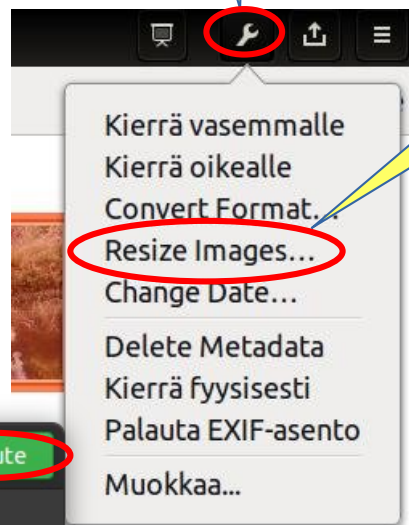
	20190502_153650.jpg	5,6 Mt
	20190502_153701.jpg	6,2 Mt
	20190502_175033.jpg	1,9 Mt
	20190502_175128.jpg	6,5 Mt
	20190509_080329.jpg	4,8 Mt

Pictures before reduction



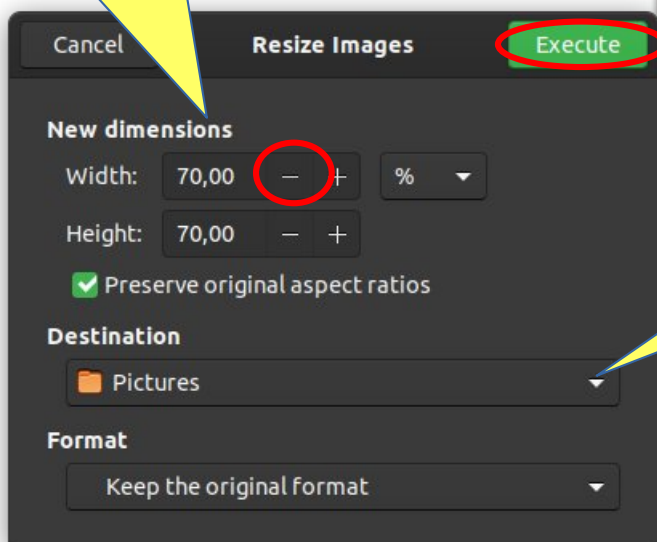
Open gThumb and highlight the files you want

Select tools



Select Resize Images...

Decrease size with -
First try 70%



Select a new storage location and "Execute"

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

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.

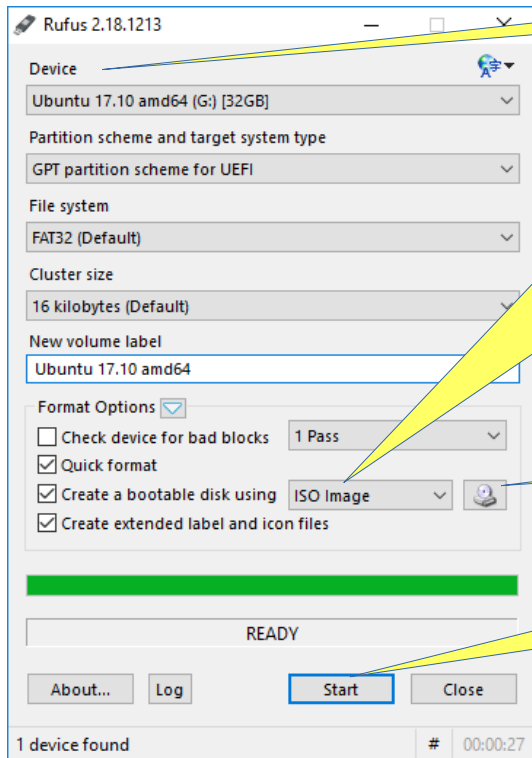
Check out the Linux distros guide and help on the web.
You are becoming a Linux expert.

<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.

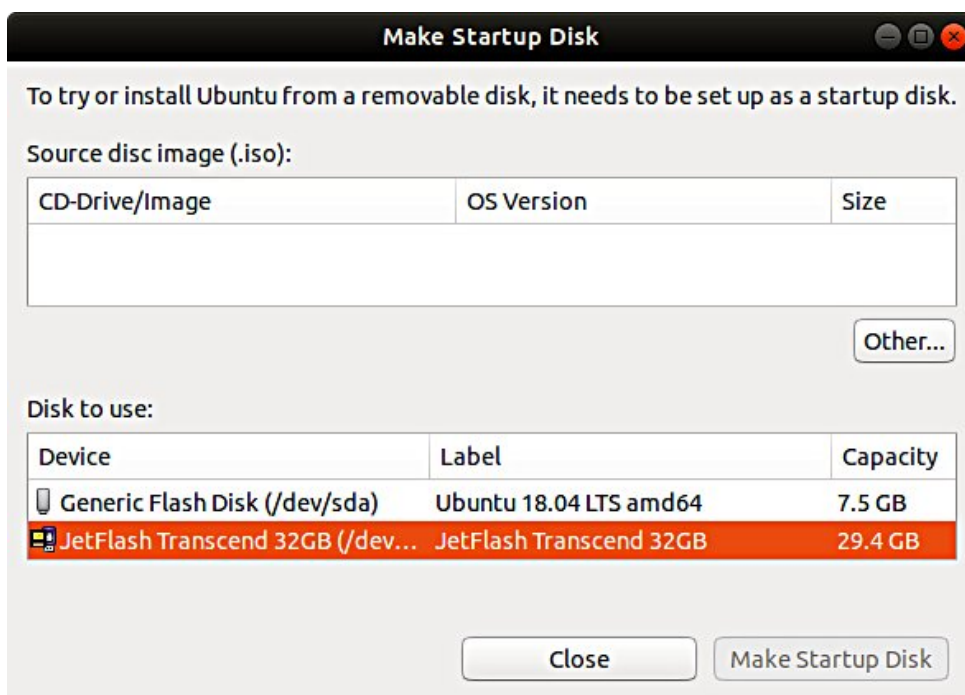
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When you succeed here, you will see a menu (make sure you do not mess with the bios settings) from where to select the USB stick as the startup device and start the micro.

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.

A. Upgrade Ubuntu to a newer version

Upgrades from one LTS release to the next one are only available after the first point release.

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.

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/

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](#)

<https://ubuntu.com/tutorials/upgrading-ubuntu-desktop#1-before-you-start>

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

<https://thenewstack.io/how-to-safely-upgrade-ubuntu-22-04-to-ubuntu-24-04/>



Ubuntu 26.04, 24.04, 22.04 & 20.04 guide (pdf) for beginner

www.ubuntutor.com

Ubuntu manuals updated 20260503.

Windows support is ending. Install the free Linux Ubuntu alongside your Windows. At startup, you choose the operating system. Then you can use your old Windows programs.

New Google translator help!

- [Ubuntu guide 26.04](#)
- [Ubuntu guide 24.04](#)
- [Ubuntu guide 22.04](#)
- [Ubuntu guide 20.04](#)
- [Ubuntu guide 18.04](#)

Fin uusittu 20250113

HUOM! Jos aiot siirtyä Windowsista Ubuntuun, asenna Ubuntu Windowsin rinnalle. Käynnistyksessä valitset käyttöjärjestelmän. Silloin voit käyttää vanhoja omia Windows-ohjelmia.

- [Ubuntu ohjevihko 24.04](#)
- [Ubuntu ohjevihko 16.04](#)
- [Ubuntu ohjevihko 18.04](#)
- [Ubuntu ohjevihko 20.04](#)
- [Ubuntu ohjevihko 22.04](#)

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