

# UBUNTU GUIDE

## 24.04 LTS

Ver. 20240912

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

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# 3 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).

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

Attention!

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

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 24.04 LTS has been released in April 2024 and will be supported until 2029 ( 2035 ). (*enterprise customers can buy an additional 2 years of coverage to make a total of 12 years support from today — extending the Noble Numbat's reign to 2036!*)

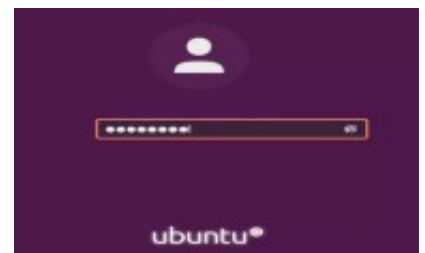
If you have an old computer, you can install Ubuntu Mate or Lubuntu (distros). Both are excellent with an old PC.

You can work with Windows or with Ubuntu distros, and distros can use files from the Windows 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

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

Dock!

F1 = Show HELP

New Window  
New Tab  
Icon Size  
Undo  
Redo  
Show Hidden Files  
Preferences  
Keyboard Shortcuts  
**Help**  
About Files

2. Here are various instructions.

Topic	Replies	Last Post	Forum
Updating VirtualBox from a .deb file	3	5 Minutes A	New to Ubuntu
[all variants] upgrade notebook with ssd	3	5 Minutes A	Hardware
Best OS for a Chromebook?	5	13 Minutes	New to Ubuntu
		14 Minutes	Installation & Upgrades

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.

Getting Started with Ubuntu 16.04	
Contents	3
Prologue	5
Installation	9
The Ubuntu...	19
Working w...	37
Hardware	79
Software ...	87
Advanced ...	97
Troubles...	111
Learning M...	117
License	123
Glossary	131
Credits	135
Index	137
Colophon	139

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

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

# 6 Presentation of Ubuntu 24.04 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! One point = one window. You can Display all windows.

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
- **close your computer**

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

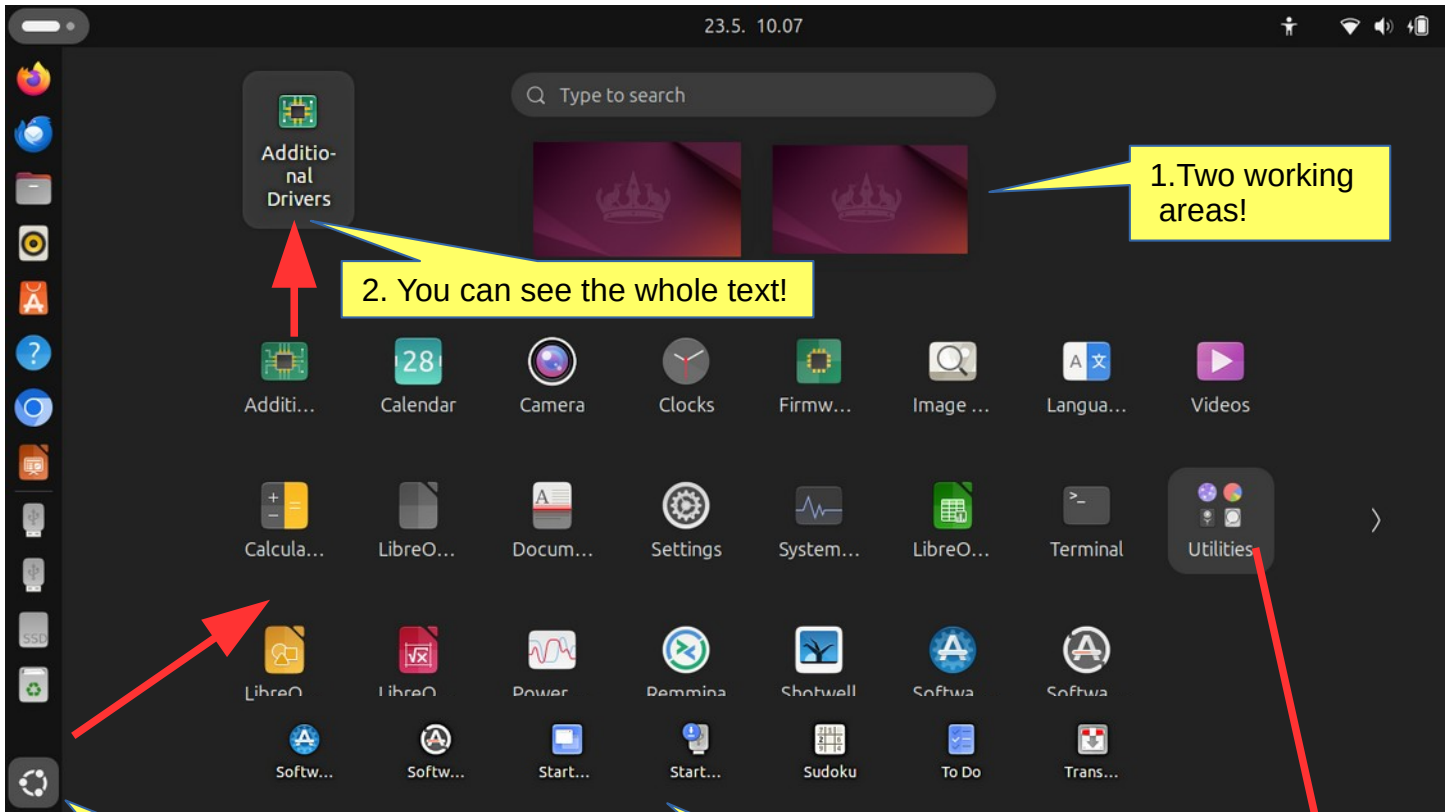
9. The Dash  
Selecting and starting programs. The dash shows you your favorite and running applications.

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.

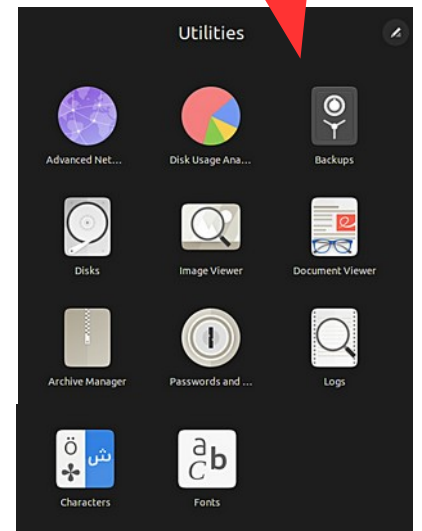
# Pre-installed applications

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

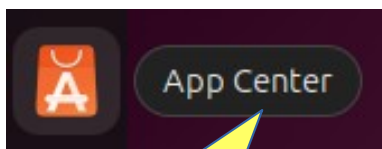


4. Two pages!

3. 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.



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



6. "Ubuntu Shopping Bag"  
- download of new applications

7. NOTE! The icon is visible either in the dock or on the program screen, but not simultaneously in both.

# Some tips

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

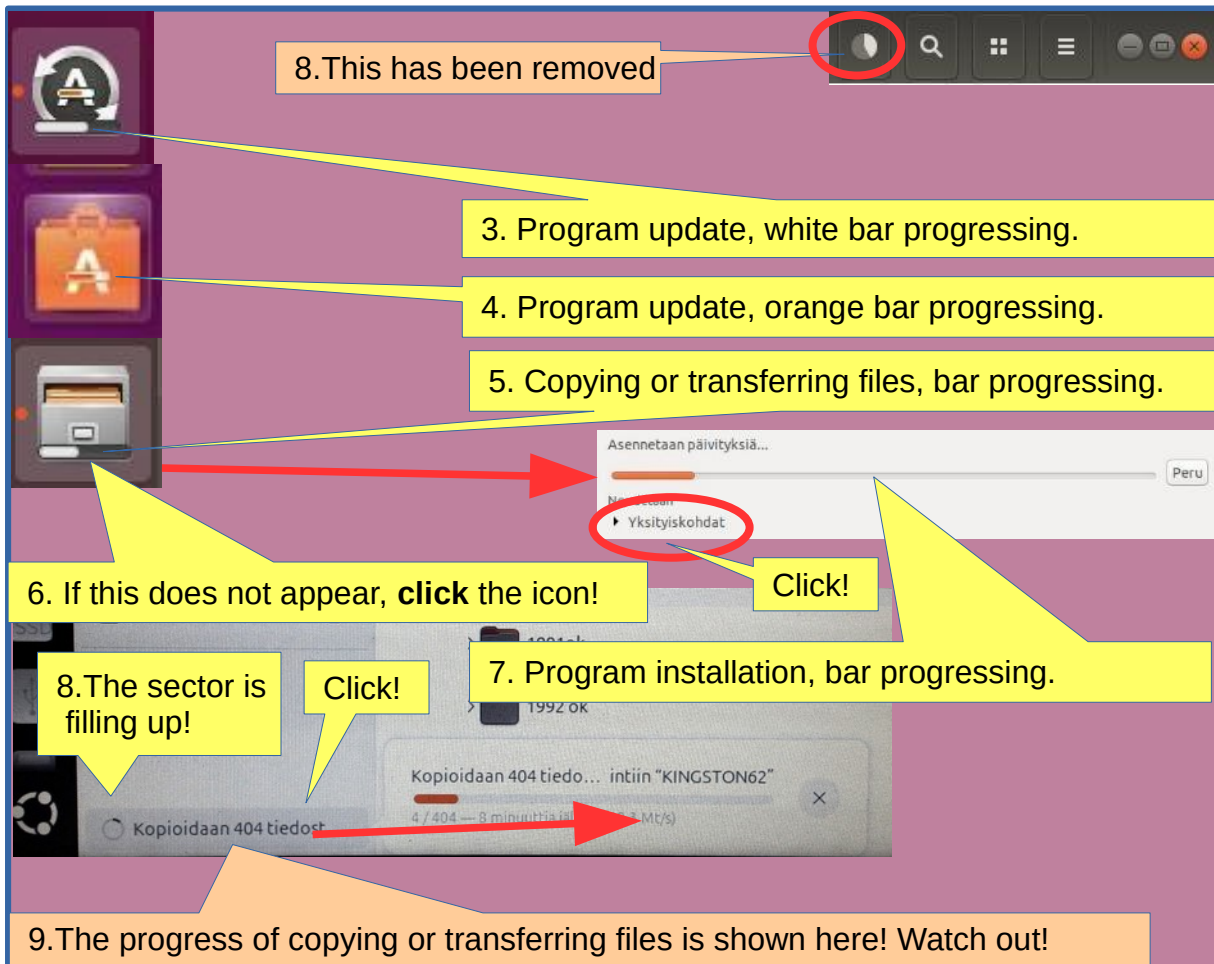
1. If you are copying or moving multiple files, or updating or installing a program, you may not know if anything is happening on your computer?

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!**





## 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

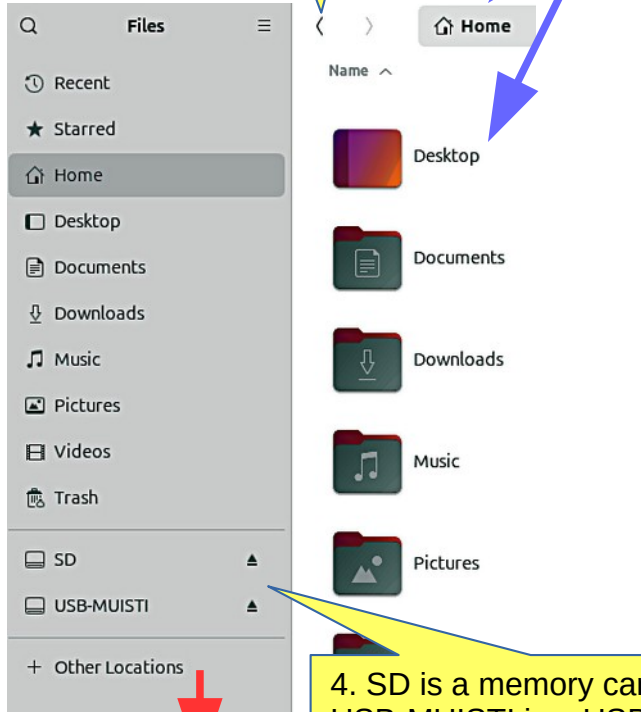
Look Ubuntu Desktop Guide: [Files, folders & search](#)

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

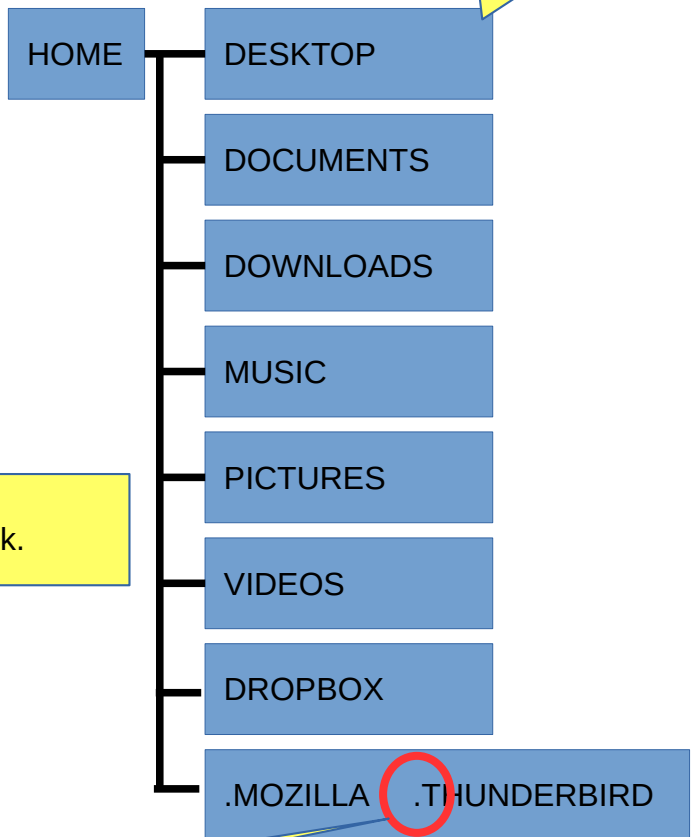
2. Note HOME and DESKTOP

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

3. Desktop is "Home screen"



4. SD is a memory card  
USB-MUISTI is a USB Stick.



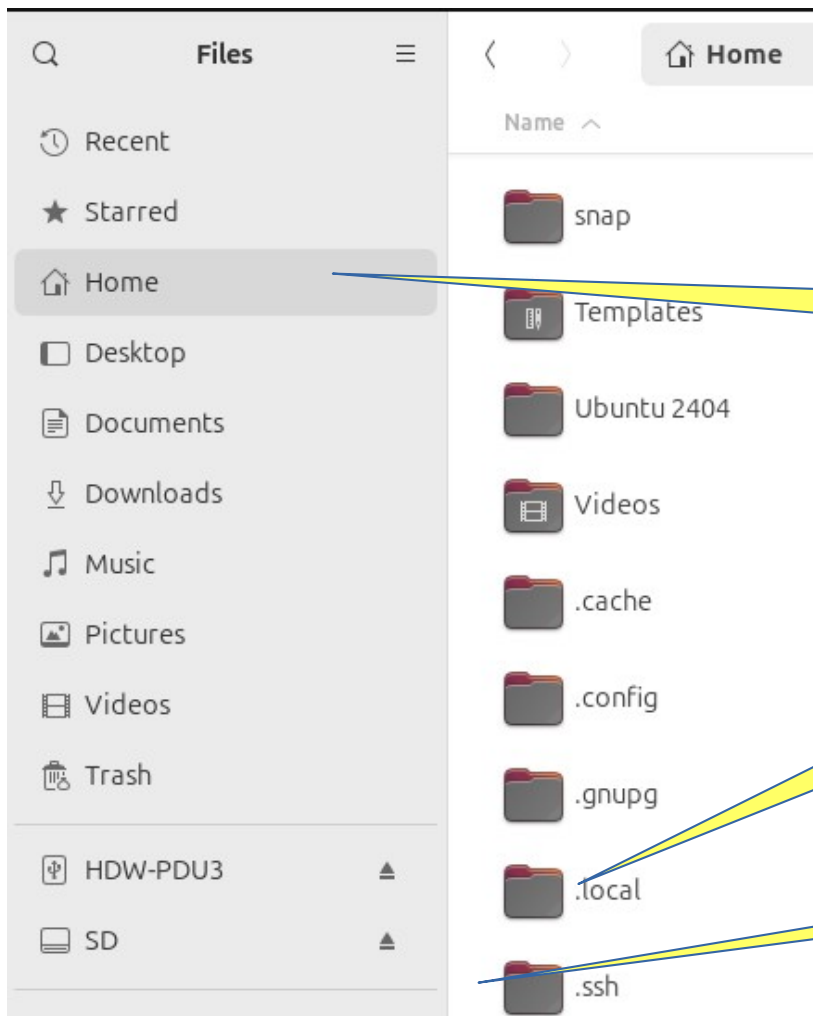
5. Hidden files, dot in front of the name. These include user bookmarks, emails and addresses.

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

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



# Presentation of Folder / Directory Structure

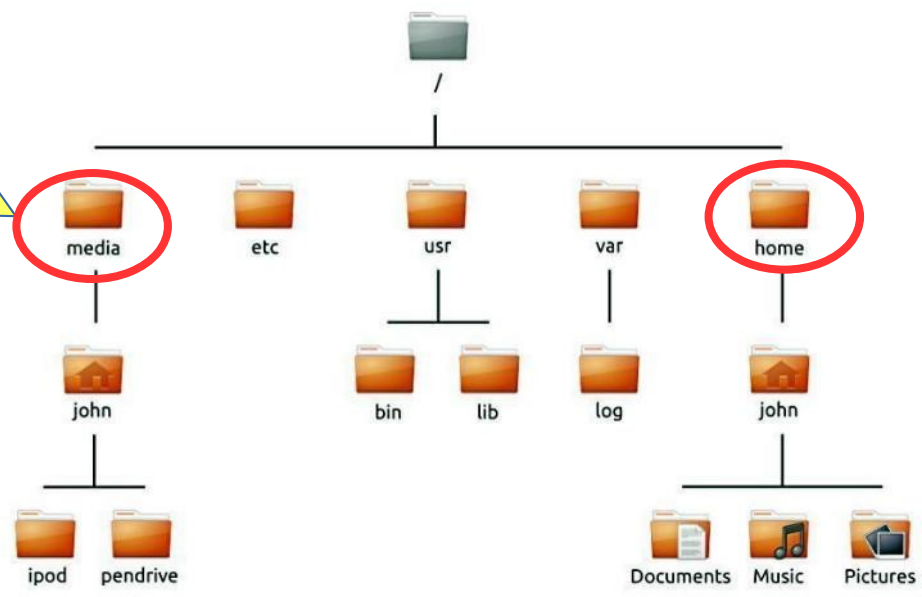


1.Home folder is the subfolder, where all your data is.

2.Hidden folders can be seen

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



5.The file can be renamed: Edit - Rename

6.The folder can be renamed: Edit - Rename

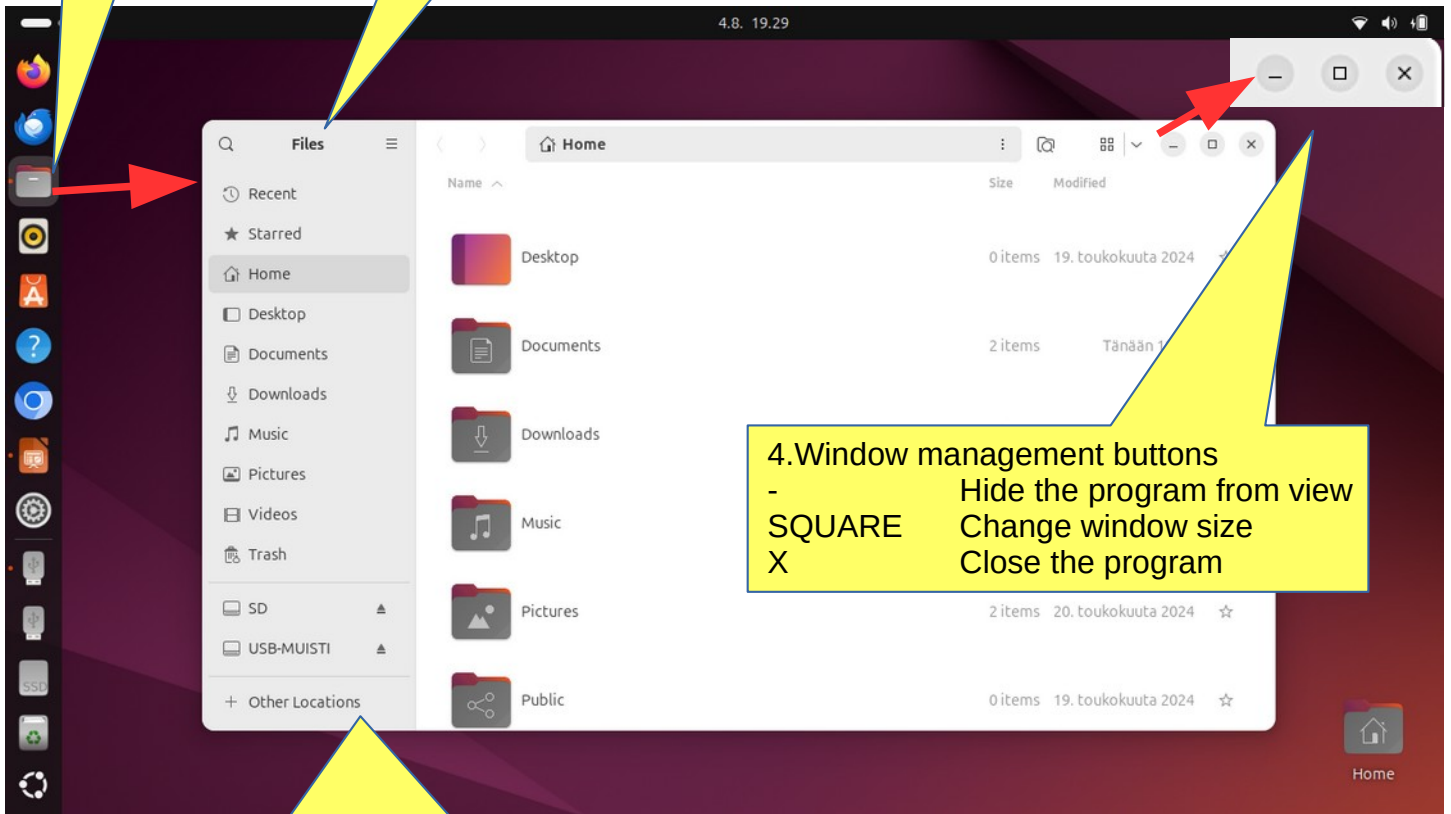
7.USB / SD can be renamed if you format it (where all old data is deleted!) or later by the "Disks" utility. See attachment.

# Files (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.**



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

5. Side panel.

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

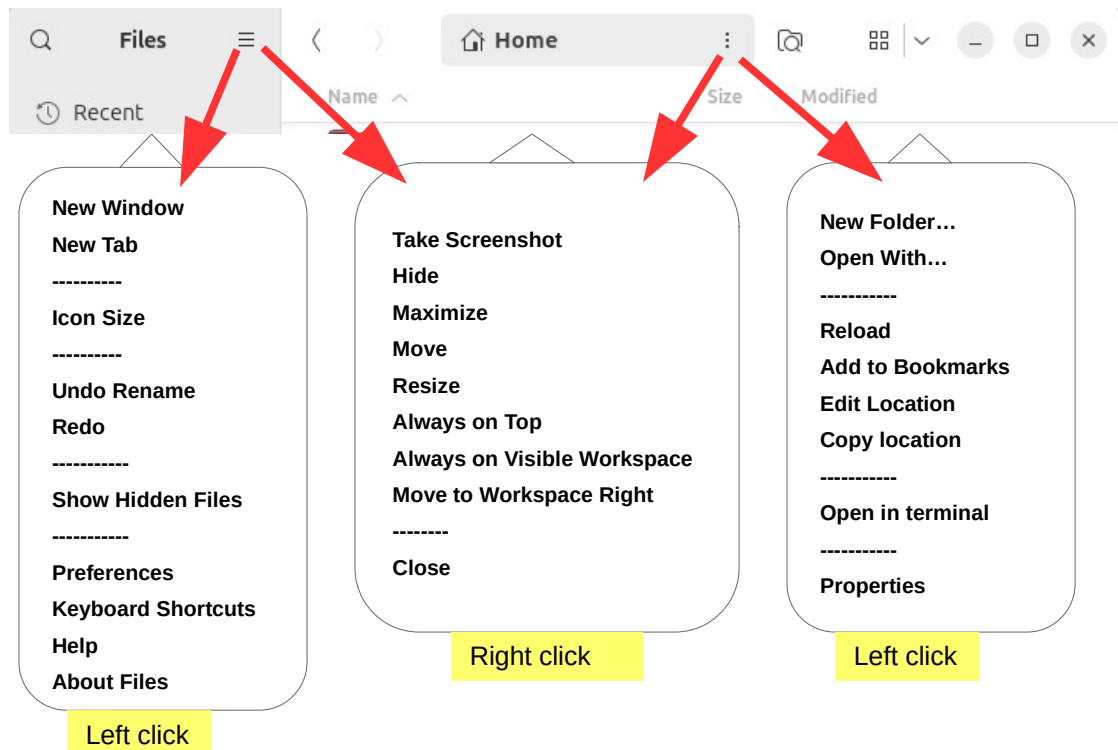
6. Application menu, located beside the Activities button, shows the name of the active application alongside with its icon and provides quick access to windows and details of the application, as well as a quit item.

7. Note! I have added a link to Ubuntu's own instructions at the top of many pages. The instructions don't may not exactly correspond to the instructions on that page, because the processing order is different.

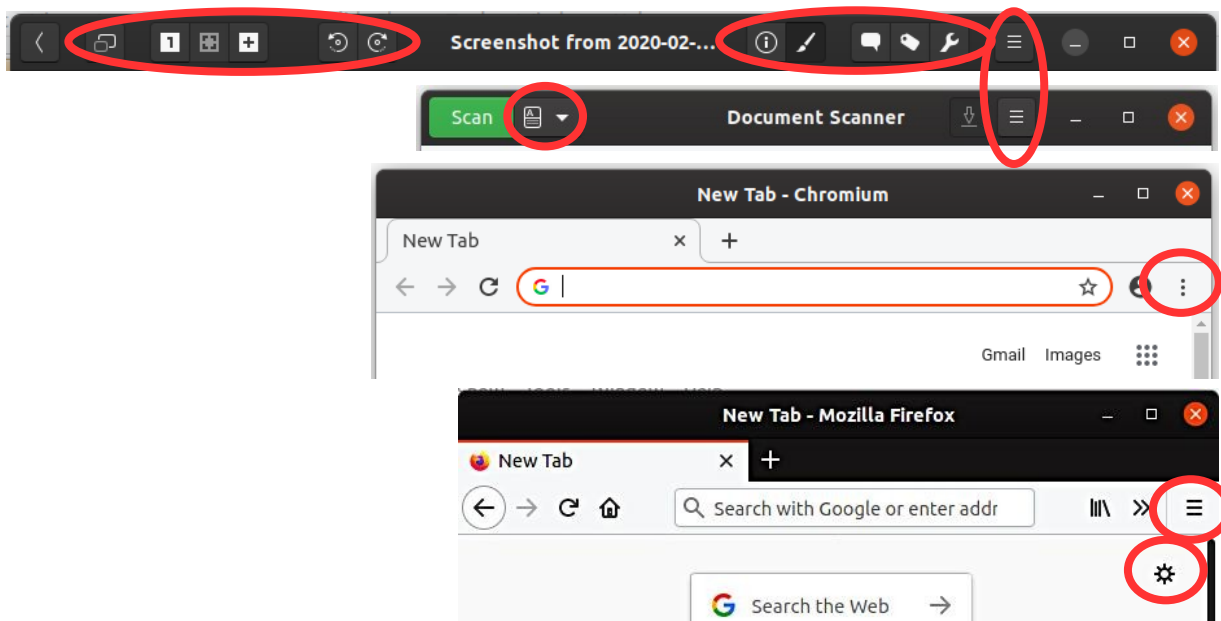
# Find the command ;-)

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!

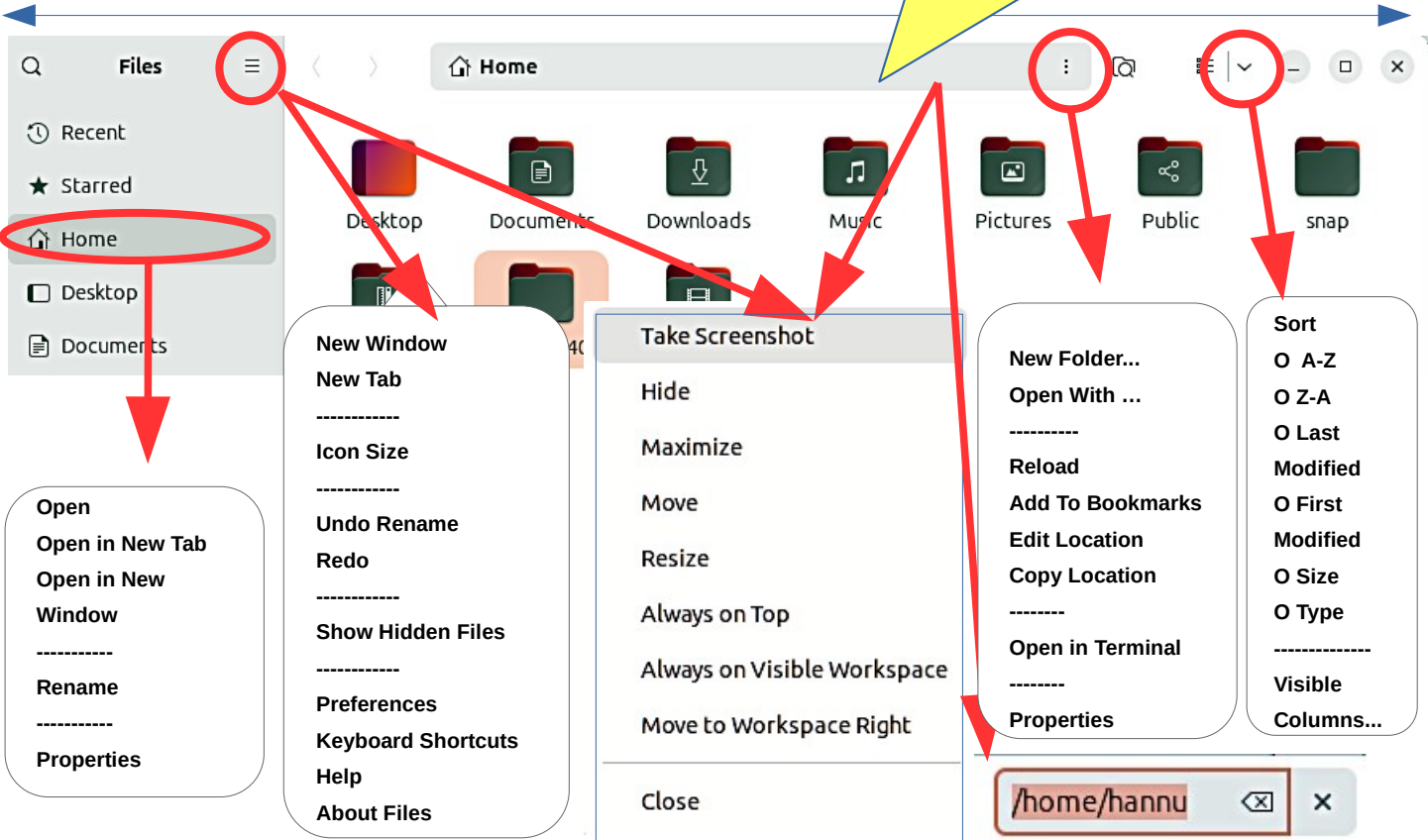


3. The same applications are now used on computers, tablets and phones. Because of this, menu commands are not convenient and new solutions have to be developed. The solutions are slightly different for different applications, unfortunately.

# Files (Nautilus)

## The top bar

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

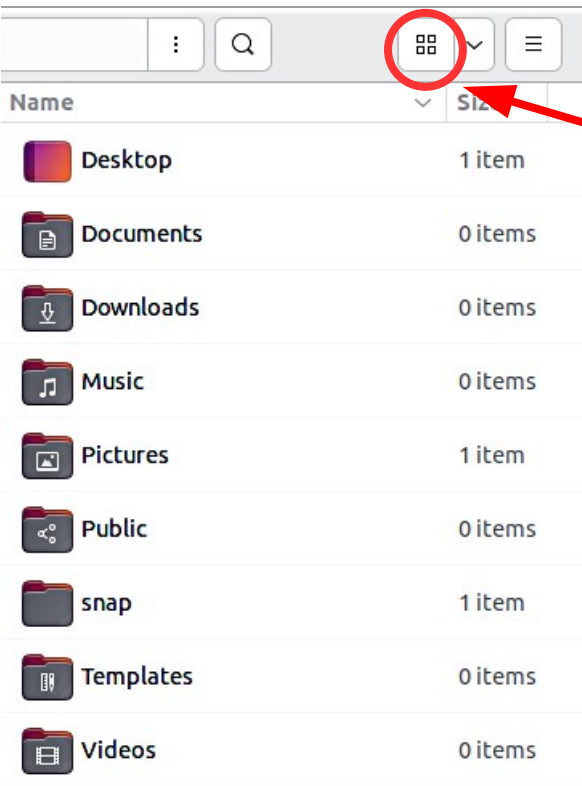


Right click

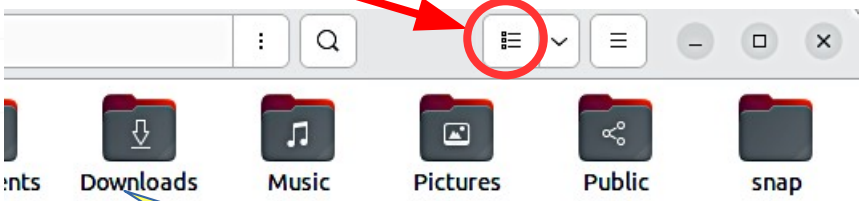
Left click

Right click

Left click



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

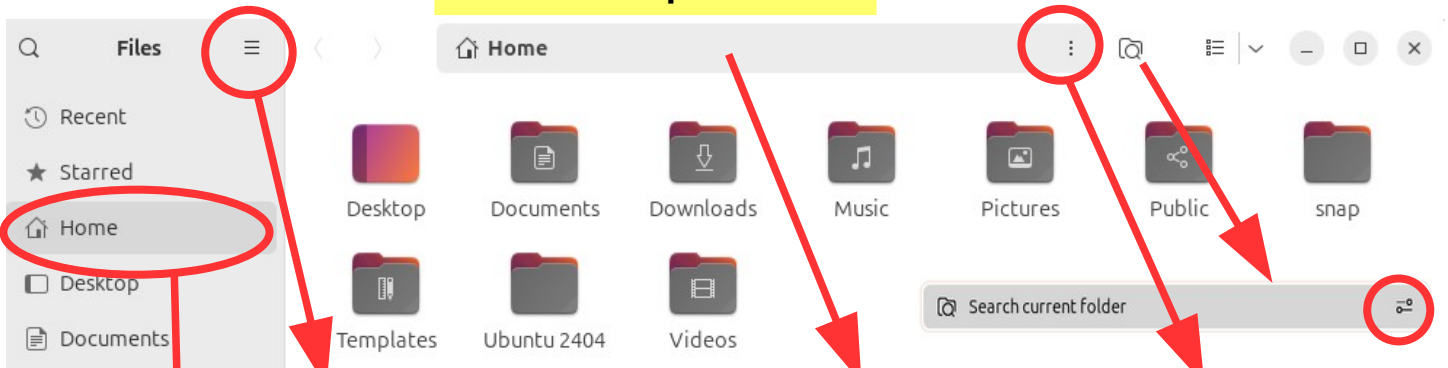


3. You can change the size of the icons by pressing ctrl and + or ctrl and - buttons several times or roll mouse.

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

# Files (Nautilus)

## The top bar



- Take Screenshot
- Hide
- Restore
- Move
- Resize
- Always on top
- Always on Visible Workspace
- Move to Workspace Right
- Close

Left click

- New Window
- New Tab
- Icon Size
- Undo
- Redo
- Show Hidden Files
- Preferences
- Keyboard Shortcuts
- Help
- About Files

Left click

- Take Screenshot
- Hide
- Maximize
- Move
- Resize
- Always on top
- Always on Visible Workspace
- Move to Workspace Right
- Close

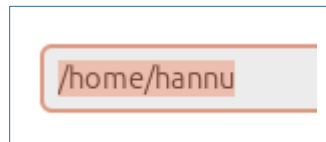
Left click

- Open
- Open in New Tab
- Open in New Window
- Rename
- Properties

Right click

- New Window
- New Tab
- Icon Size
- Undo
- Redo
- Show Hidden Files
- Preferences
- Keyboard Shortcuts
- Help
- About Files

Right click



Right click

- New Folder...
- Open With...
- Reload
- Add to Bookmarks
- Edit Location
- Copy Location
- Open in terminal
- Properties

Right click

Next page

13 197 items, totalling 1,0 GB  
6,3 GB Free

Parent Folder  
`/home/`

Modified  
7. heinä 2024 21.19.11

Created  
19. touko 2024 22.17.35

Permissions Create and Delete Files >

Set Custom Permissions

Owner hannu (You)

Access Create and Delete Files

Group hannu

Access Access Files

Others

Access None

Security Context Unknown

Change Permissions for Enclosed Files...

- List Files Only
- Access Files
- Create and Delete Files

- None
- List Files Only
- Access Files
- Create and Delete Files

# Files handling

**Files** menu options:

- New Window
- New Tab
- Icon Size
- Undo Rename
- Redo
- Show Hidden Files
- Preferences
- Keyboard Shortcuts
- Help
- About Files

**1. Two Tabs Downloads and Home**

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

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

Navigation		Editing		View		Tabs	
Alt + ←	Go Back	Shift + Ctrl + N	Create Folder	Ctrl + +	Zoom In	Ctrl + T	New Tab
Alt + →	Go Forward	F2	Rename	Ctrl + -	Zoom Out	Ctrl + Page_Up	Go to Previous Tab
Alt + ↑	Go Up	Delete	Move to Trash	Ctrl + 0	Reset Zoom	Ctrl + Page_Down	Go to Next Tab
Alt + ↓	Go Down	Shift + Delete	Delete Permanently	F5 / Ctrl + R	Refresh View	Alt + 0 ... 8	Open Tab
Alt + Home	Go to Home Folder	Ctrl + M	Create Link to Copied Item	Ctrl + H	Show/Hide Hidden Files	Shift + Ctrl + Page_Up	Move Tab Left
Ctrl + L	Enter Location	Shift + Ctrl + M	Create Link to Selected Item	F9	Show/Hide Sidebar	Shift + Ctrl + Page_Down	Move Tab Right
/	Location Bar With Root Location	Ctrl + X	Cut	F10	Show/Hide Action Menu	Shift + Ctrl + T	Restore Tab
-	Location Bar With Home Location	Ctrl + C	Copy	Ctrl + 1	List View		
		Ctrl + V	Paste	Ctrl + 2	Grid View		
		Ctrl + A	Select All	→	Expand Folder		
		Shift + Ctrl + I	Invert Selection	←	Collapse Folder		
		Ctrl + S	Select Items Matching				
		Ctrl + I / Alt + ⌘	Show Item Properties				
		1 2 3					
General		Opening					
Ctrl + N	New Window	⌘ / Ctrl + O	Open				
Ctrl + W	Close Window or Tab	Ctrl + ⌘	Open in New Tab				
Ctrl + Q	Quit	Shift + ⌘	Open in New Window				
Shift + Ctrl + F	Search Everywhere	Ctrl + Alt + O	Open Item Location (Search and Recent Only)				
Ctrl + F	Search Current Folder	Ctrl + O / Alt + I	Open With Default App				
Ctrl + D	Bookmark Current Location						
F1	Show Help						
Ctrl + ,	Show Preferences						
Ctrl + ?	Shortcuts						
Ctrl + Z	Undo						
Shift + Ctrl + Z	Redo						



# Files handling

The image shows a composite screenshot of the GNOME Files application. On the left is the main Files window with a sidebar and a file list. On the right is the Preferences dialog box. Red annotations highlight specific features and settings.

**Files Application:**

- Menu:** A hamburger menu icon is circled in red. The menu items are: New Window, New Tab, Icon Size, Undo Rename, Redo, Show Hidden Files, Preferences (circled in red), Keyboard Shortcuts, Help, and About Files (circled in red).
- File List:** Shows a tree view of folders: Desktop, Documents, Downloads, Music, and Pictures. The 'Documents' folder is expanded, showing sub-folders '01 Docu' and '02 Docu', and files '01 doc.odt', '02 doc.docx', and '03 doc.doc'. A red arrow points to the triangle icon next to the 'Documents' folder.
- Annotations:**
  - Yellow callout 1: "1. Displays sub folders! Triangle in front of the folder. The tree structure! This is very useful!"
  - Yellow callout 2: "2. Click triangle!"

**Preferences Dialog:**

- General:**
  - Sort Folders Before Files:
  - Expandable Folders in List View:  (circled in red)
  - Action to Open Items: Double-Click
- Optional Context Menu Actions:**
  - Create Link:
  - Delete Permanently:
- Performance:**
  - Search in Subfolders: On This Computer Only
  - Show Thumbnails: On This Computer Only
  - Count Number of Files in Folders: On This Computer Only
- Date and Time Format:**
  - Simple (selected): Examples: "Tanään 15.34", "3. elokuuta 2024"
  - Detailed: Examples: "6.08.2024 15.34", "3.08.2024 15.34"
- Grid View Captions:**
  - First: None (circled in red)
  - Second: None
  - Third: None

**Files Application Footer:**

- Files - The GNOME Project - 46.2
- Website, Support Questions, Report an Issue, Troubleshooting, Credits, Legal
- None, Size, Type, Modified, Detailed Type, Accessed, Created, Owner, Group, Permissions, Recency

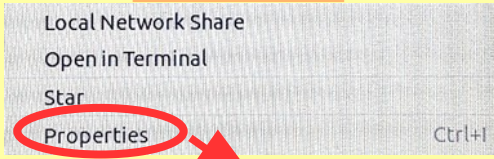
# Files (Nautilus)

The image shows a sequence of steps in the Nautilus file manager:

- Step 1:** The **Pictures** folder is selected in the sidebar. A context menu is opened by clicking the three-dot menu icon. The **Properties** option is circled in red.
- Step 2:** The **Pictures Properties** dialog is open. The **Basic** tab is selected. The **Properties** option in the sidebar is also circled in red.
- Step 3:** The **Permissions** tab is selected in the **Pictures Properties** dialog. The **Permissions** tab label is circled in red. The dialog shows the following settings:
  - Owner: Me
  - Access: Create and delete files
  - Group: ubuntu
  - Access: Access files
  - Others: Access files
  - Security context: unknown
- Step 4:** The **Local Network Share** tab is selected in the **Pictures Properties** dialog. The **Local Network Share** tab label is circled in red. The **Folder Sharing** section is visible with the following options:
  - Share this folder
  - Share name: Pictures
  - Comment: (empty)
  - Allow others to create and delete files in this folder
  - Guest access (for people without a user account)
  - Create Share button
- Step 5:** A file named **IMG\_5412.JPG** is selected in the file list. A context menu is opened over it. The **Properties** option is circled in red.
- Step 6:** The **Properties** dialog for the file is open. It shows the following details:
  - Parent Folder: /media/hannu/SD/siirto/
  - Accessed: 1. huhti 2024 03.00.00
  - Modified: 22. helmi 2012 18.52.56
  - Created: 27. helmi 2012 10.28.32
  - Permissions: Read and Write
  - Image Properties button


# Files (Nautilus)

## Folder



**Pictures Properties** [X]

Basic (circled in red) | Permissions | Local Network Share



Name: Pictures  
Type: Folder  
Contents: 39 items, totalling 3.7 MB  
Parent folder: /home/ubuntu  
Modified: Wed 27 Apr 2022 07:28:22 AM UTC  
Created: —  
Free space: 884.9 MB


**Pictures Properties** [X]

Basic | Permissions (circled in red) | Local Network Share

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

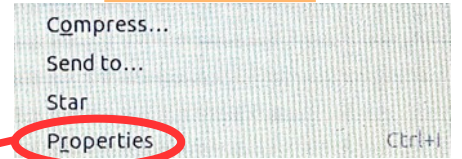
**Pictures Properties** [X]

Basic | Permissions | Local Network Share (circled in red)

 **Folder Sharing**


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

## File



**Screenshot fro...27 07-28-22.png Properties** [X]

Basic (circled in red) | Permissions | Open With | Image



Name: Screenshot from 2022-04-27 07-28-22.png  
Type: PNG image (image/png)  
Size: 989.0 kB (988,980 bytes)  
Parent folder: /home/ubuntu/Pictures/Screenshots  
Accessed: Wed 27 Apr 2022 07:28:22 AM UTC  
Modified: Wed 27 Apr 2022 07:28:22 AM UTC  
Created: —

**Screenshot fro...27 07-28-22.png Properties** [X]

Basic | Permissions | Open With (circled in red) | Image

Select an application to open "Screenshot from 2022-04-27 07-28-22.png" and other files of type "PNG image"

**Default Application**  
Image Viewer

**Recommended Applications**  
Shotwell Viewer  
Firefox Web Browser

**Other Applications**  
AptURL  
Archive Manager  
Calendar

Reset | Forget | Add | Set as default

**Screenshot fro...27 07-28-22.png Properties** [X]

Basic | Permissions (circled in red) | Open With | Image

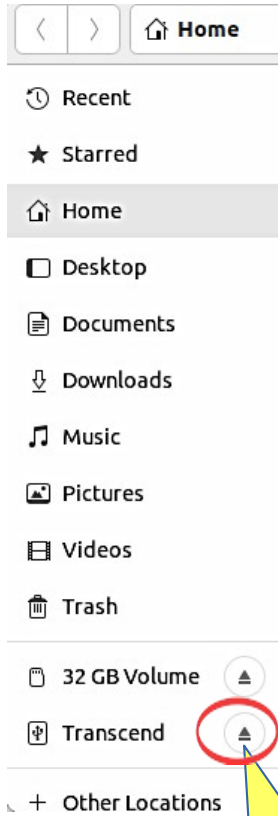
Owner: Me  
Access: Read and write  
Group: ubuntu  
Access: Read and write  
Others: Read-only  
Execute:  Allow executing file as program  
Security context: unknown

**IMG\_9718.JPG Properties** [X]

Basic | Permissions | Open With | Image (circled in red)

**Image Type**: jpeg (JPEG)  
**Width**: 2592 pixels  
**Height**: 1944 pixels  
**Camera Brand**: Canon  
**Camera Model**: Canon DIGITAL IXUS 80 IS  
**Exposure Time**: 1/100 s  
**Exposure Program**: Auto  
**Aperture Value**: F8  
**ISO Speed Rating**: 80  
**Flash Fired**: No, compulsory  
**Metering Mode**: Multi-segment  
**Focal Length**: 6.2 mm  
**Created On**: 2014:02:04 09:58:54

# USB / SD memorys



1. Click the USB/SD memory with mouse right

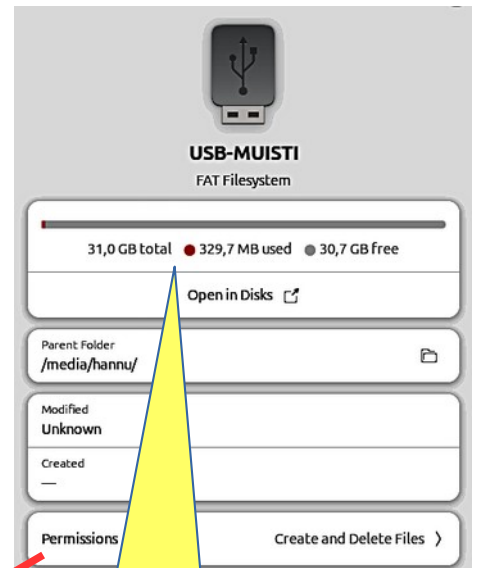
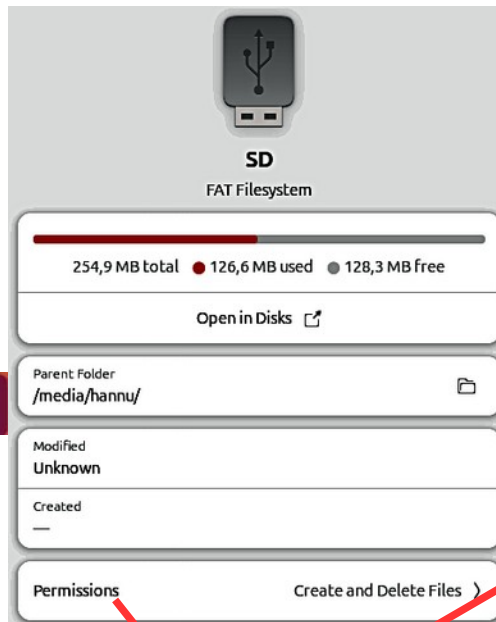
2. Click Properties

- Open
- Open in New Tab
- Open in New Window
- 
- Add to Bookmarks
- Rename
- 
- Eject
- Format...
- 

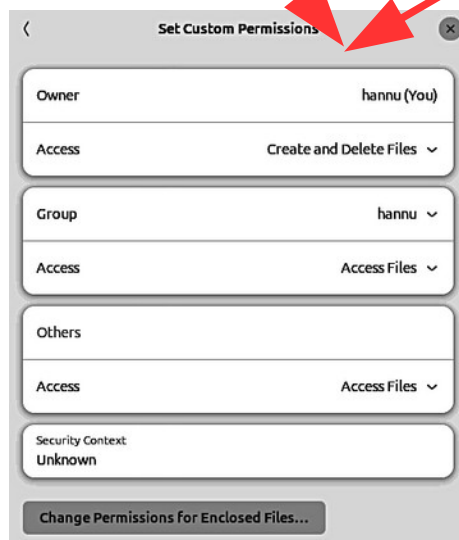
Properties

3. 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.

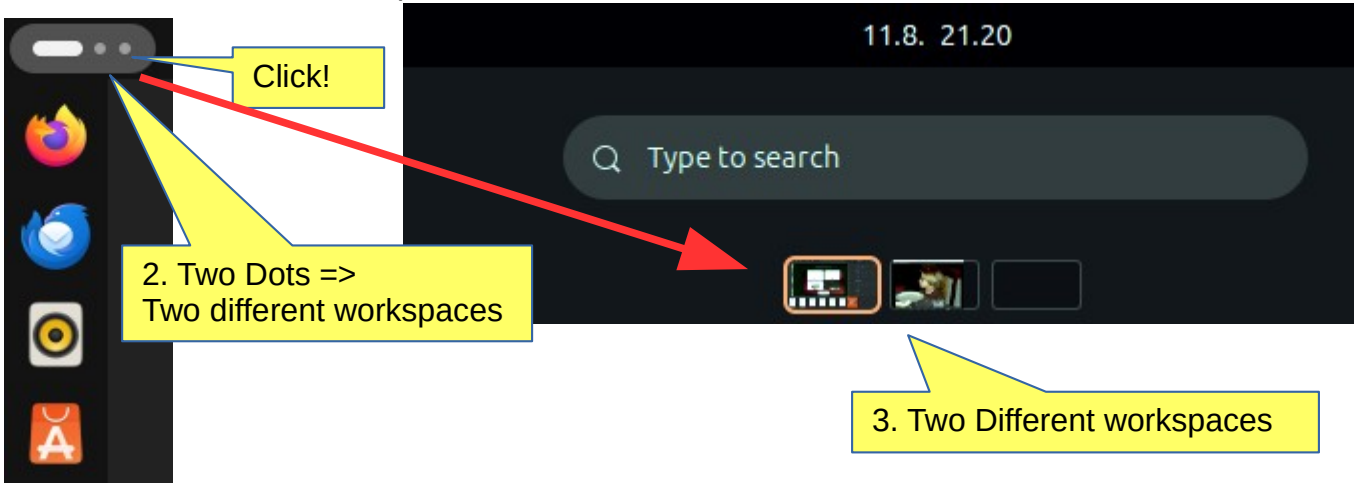


5. If you are the only user of the PC, these are not essential things.

# Different working areas

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

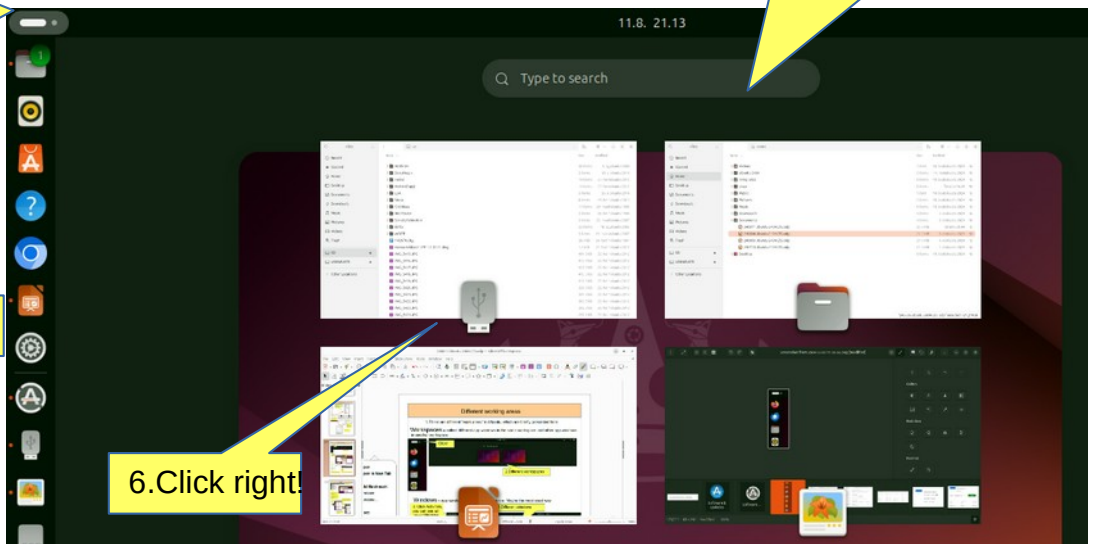
**Workspaces** = collect different app windows in the same workspace and other app windows in another workspace



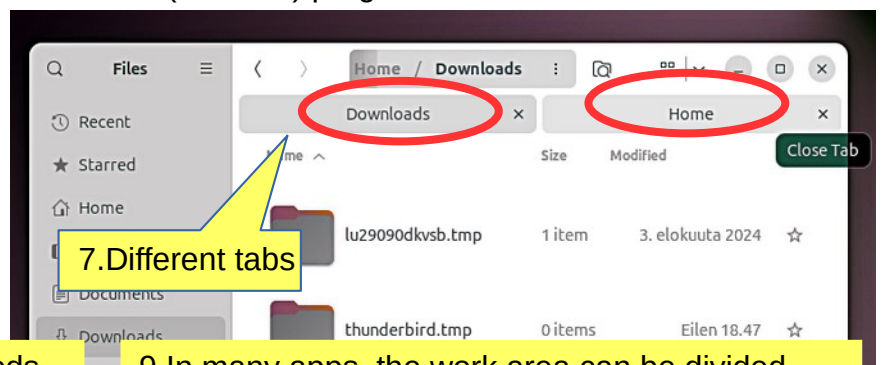
**Windows** = app windows in the same workspace. Maybe the most used way

4. Click Activities, you can see all open Windows

5. Different windows



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

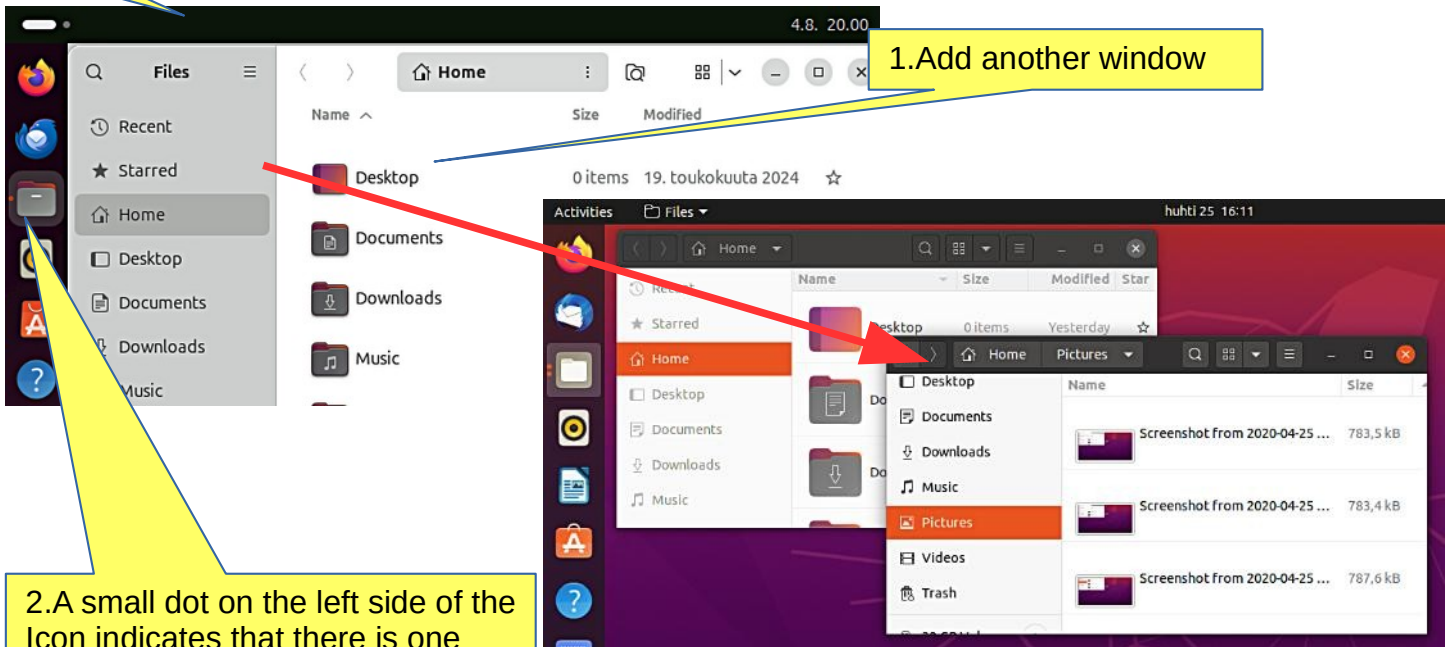


8. You should try these different methods to get acquainted with them

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

# Windows

Click !



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

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

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

Note in the folder button two red dots.

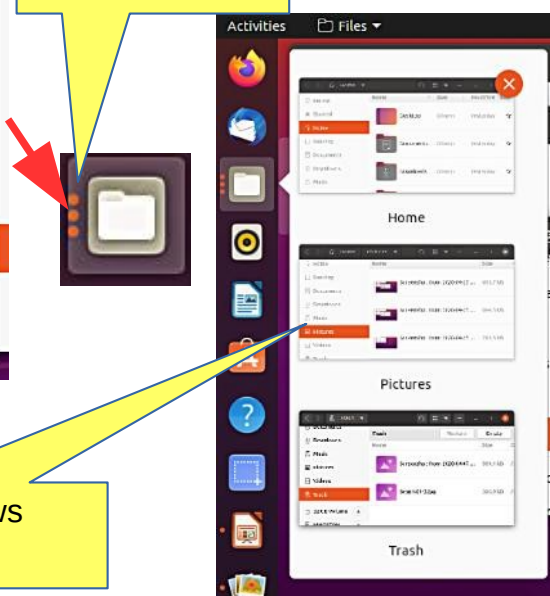
3. When there are two or more displays on the screen, click the program icon.

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

4. Two windows two dots

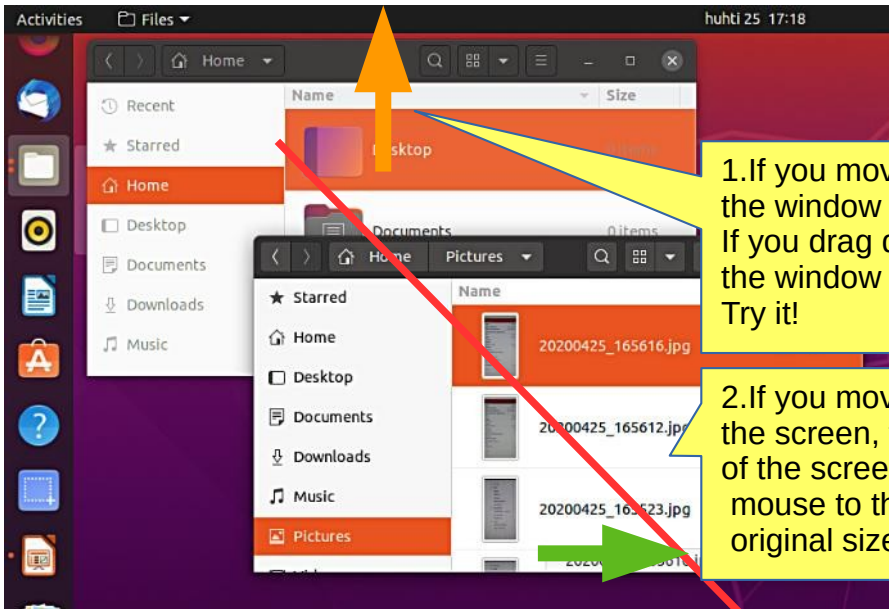


5. Three windows three dots



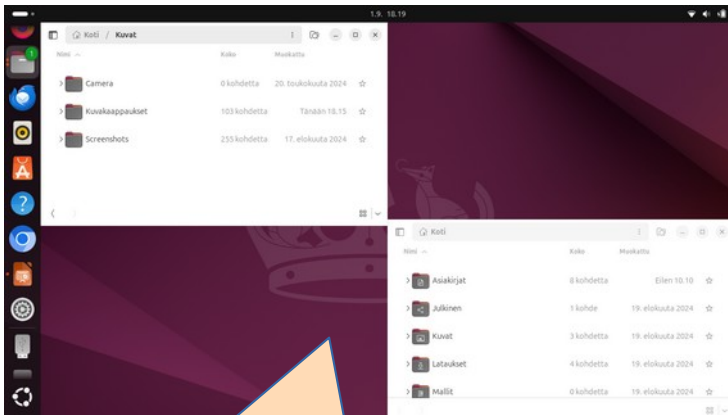
6. Here are three windows to choose from.

# Several windows



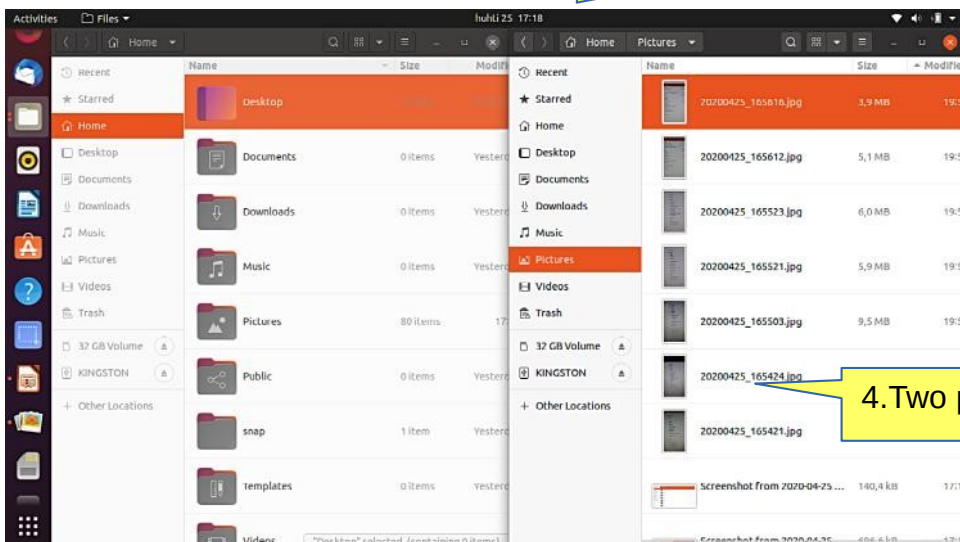
1. If you move the window to the top of the screen, the window will increase to full screen size. If you drag down the full screen with the mouse, the window returns to its original small size. Try it!

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!



5. If you drag the window to a corner with the mouse, you get a "corner-screen"!

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.

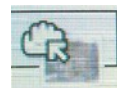
### DRAG WITH MOUSE THE FILE(S) OR FOLDER(S)

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



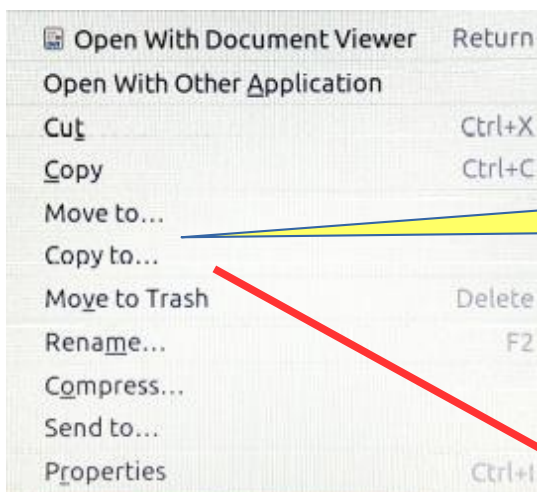
copy

## More options

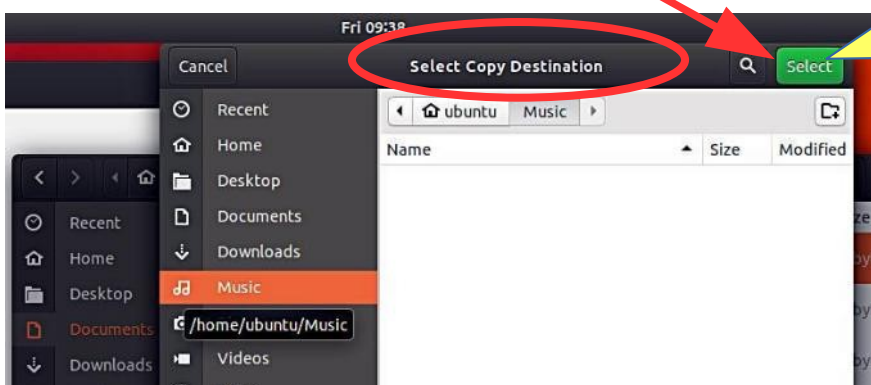
You can see the menus by clicking the file with right button of the mouse.

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

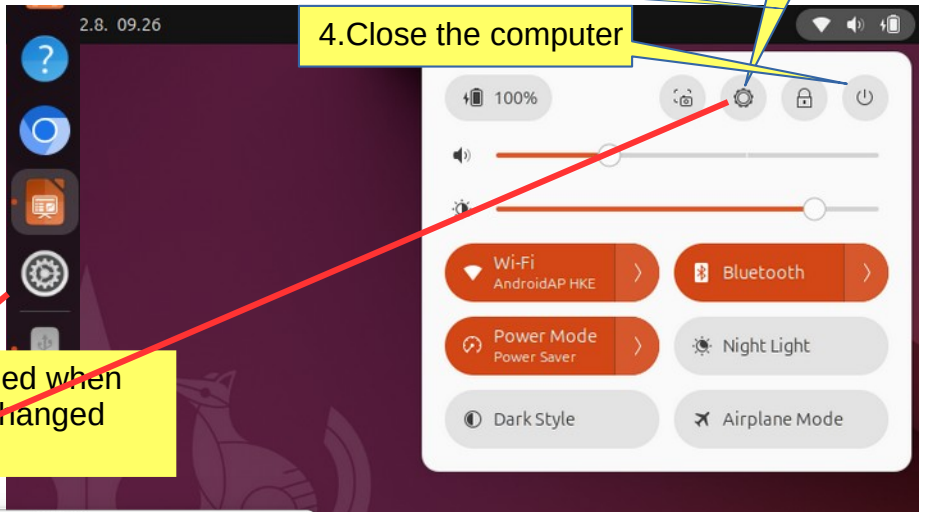
1. Click these icons and see the contents.

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.

4. Close the computer



A sequence of screenshots illustrating the navigation through Ubuntu's network settings. 1. The main 'Settings' window with 'Wi-Fi' selected and circled in red. 2. The 'Wi-Fi' settings window with the Wi-Fi toggle switch turned on and a 'Click !' callout. 3. The 'Saved Wi-Fi Networks' window showing a network named 'Koti\_k9sH' that is connected. 4. The 'Connect to Hidden Wi-Fi Network' window with fields for 'Connection' (set to 'New...'), 'Network name', and 'Wi-Fi security' (set to 'None'). 5. The 'Turn On Wi-Fi Hotspot?' dialog box with 'Turn On' selected. Below the dialog is explanatory text: 'Wi-Fi hotspot allows others to share your internet connection, by creating a Wi-Fi network that they can connect to. To do this, you must have an internet connection through a source other than Wi-Fi. Turning on the hotspot will disconnect from Koti\_k9sH, and it will not be possible to access the internet through Wi-Fi. Network Name: hannu-HP-250-G5-Notebook-PC Password: Autogenerate Password'.

5. 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.

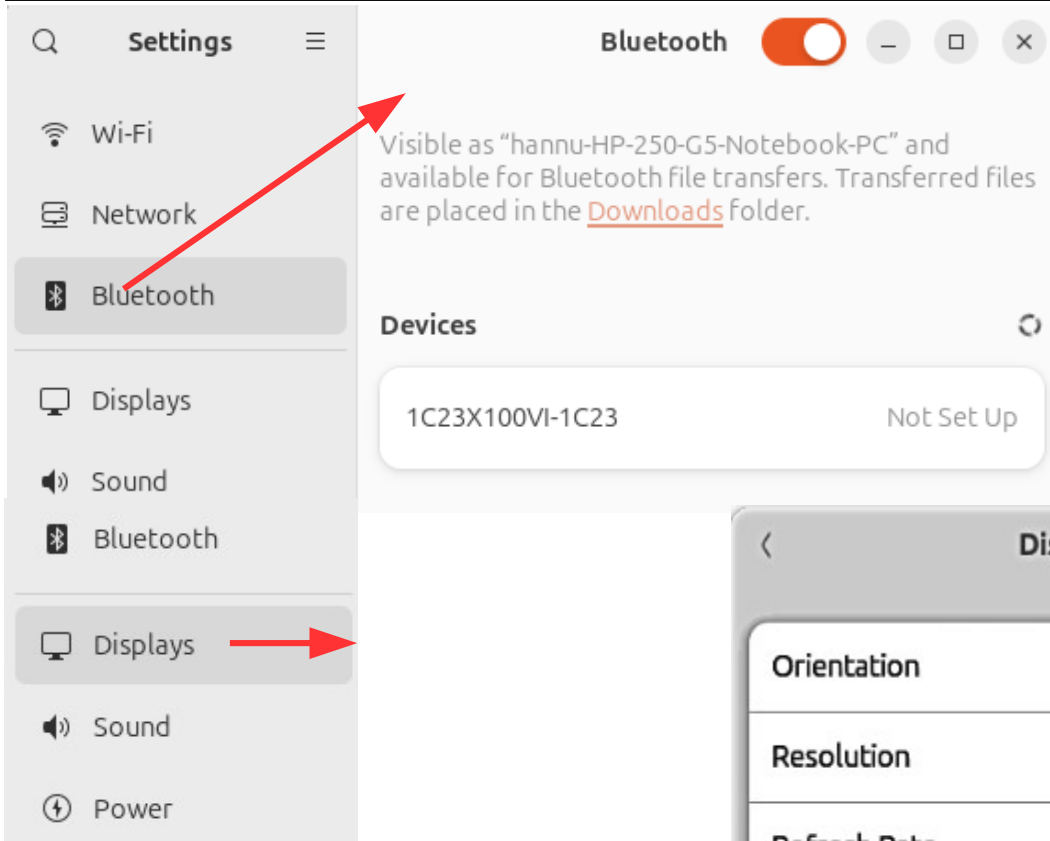
# Basic settings

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

The image illustrates the process of configuring network settings in Ubuntu. It starts with the main Settings application, where the 'Network' option is selected. The 'Network' settings window shows the 'Wired' section, which is currently 'Cable unplugged'. A red arrow points to the gear icon next to the 'Cable unplugged' status, which opens a sub-window for the 'Wired' connection. This sub-window has tabs for 'Details', 'Identity', 'IPv4', 'IPv6', and 'Security'. The 'Details' tab shows the hardware address (30:E1:71:EA:86:E7) and connection options like 'Connect automatically' and 'Make available to other users'. The 'Identity' tab shows the network name 'netplan-ens30' and other identifiers. The 'IPv4' tab shows the 'IPv4 Method' set to 'Automatic (DHCP)'. The 'IPv6' tab shows the 'IPv6 Method' set to 'Disable'. The 'Security' tab shows '802.1x Security' with 'Authentication' set to 'MD5' and a password field. A red arrow points to the password field. A separate 'Proxy' settings window is also shown, with 'Network Proxy' turned off.

# Basic settings

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

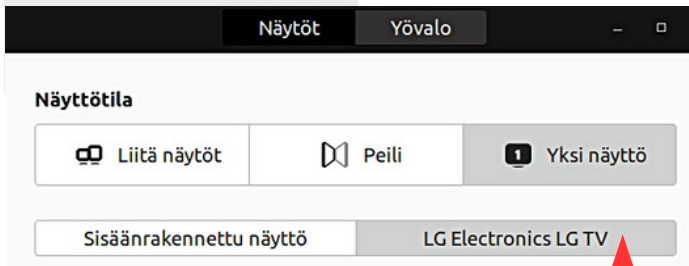
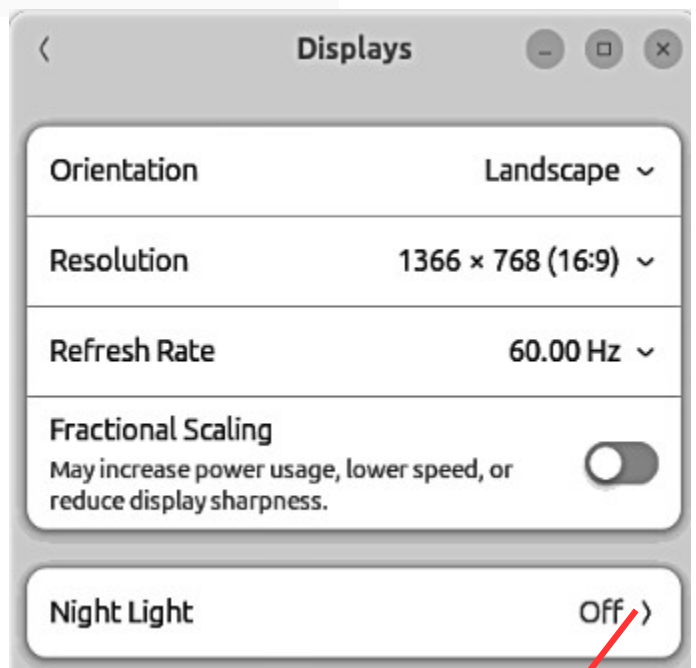


Visible as "hannu-HP-250-G5-Notebook-PC" and available for Bluetooth file transfers. Transferred files are placed in the [Downloads](#) folder.

## Devices

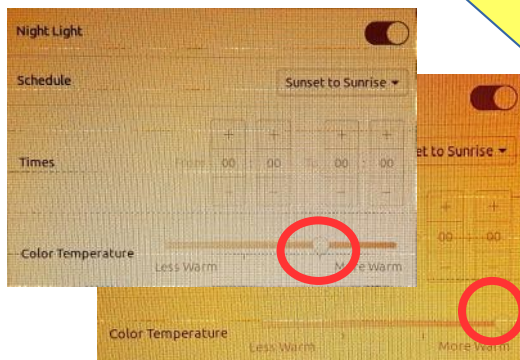
1C23X100VI-1C23

Not Set Up

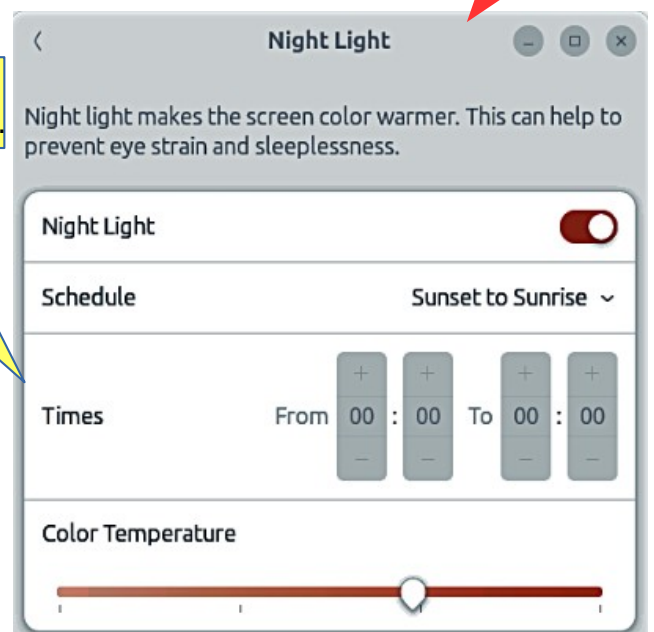


3. If the PC is connected to the TV with an HDMI cable, appears additional definitions above.

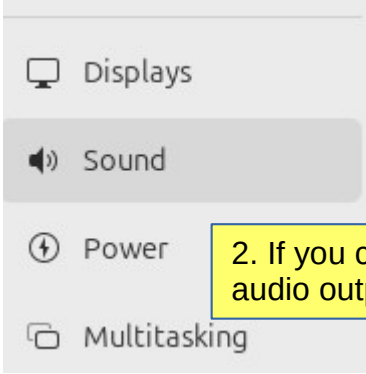
1. Define it according to your taste. Facilitates sleeplessness in the evening.



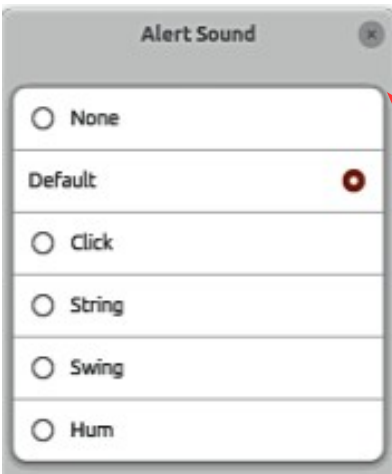
2. The night light is reddish and gentle in contrast.



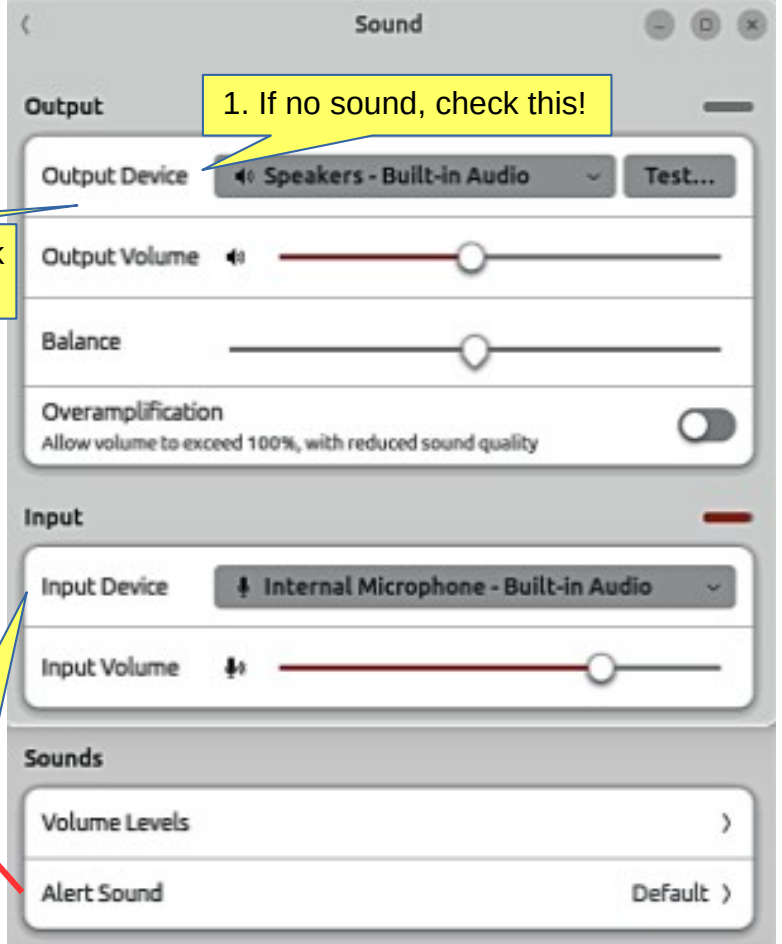
# Basic settings



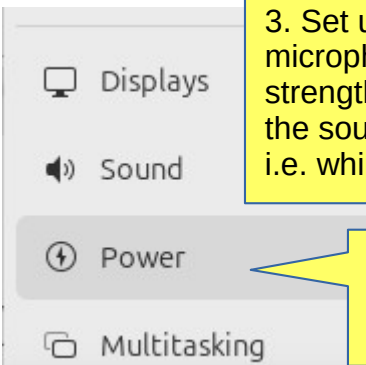
2. If you connect the TV, check audio output to television



Try it!

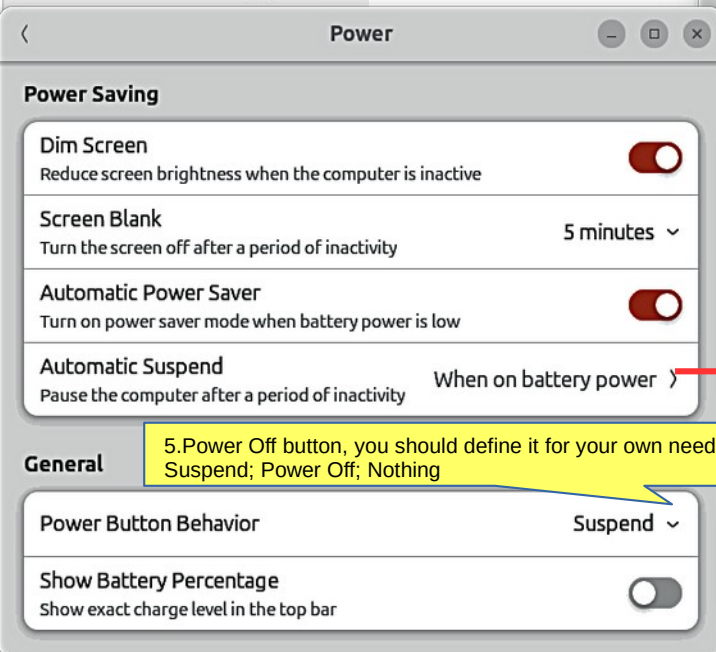


1. If no sound, check this!

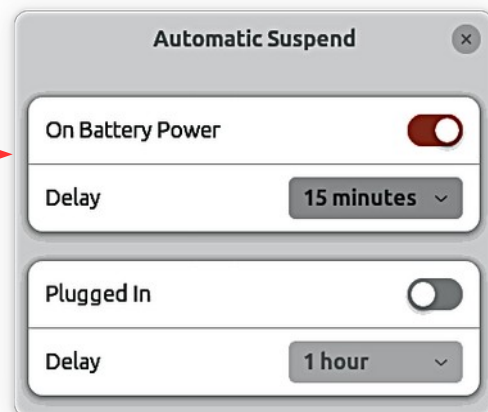
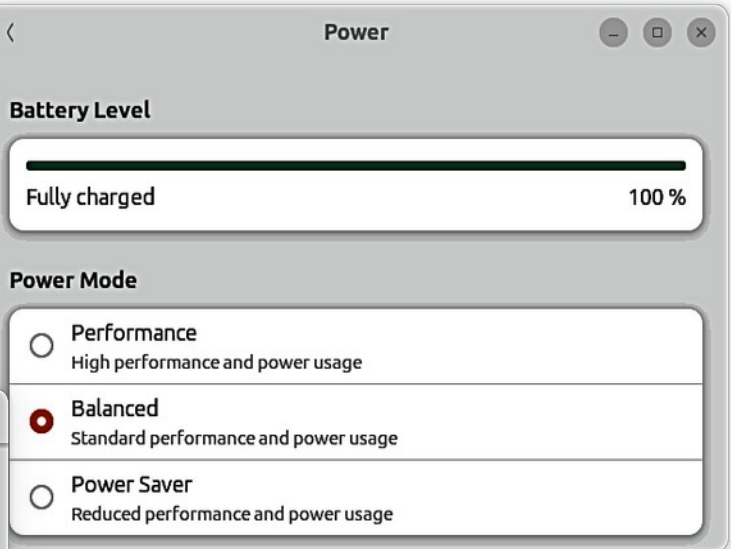


3. Set up a video conference microphone sound strength! Watch out for the sound circulation i.e. whining.

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

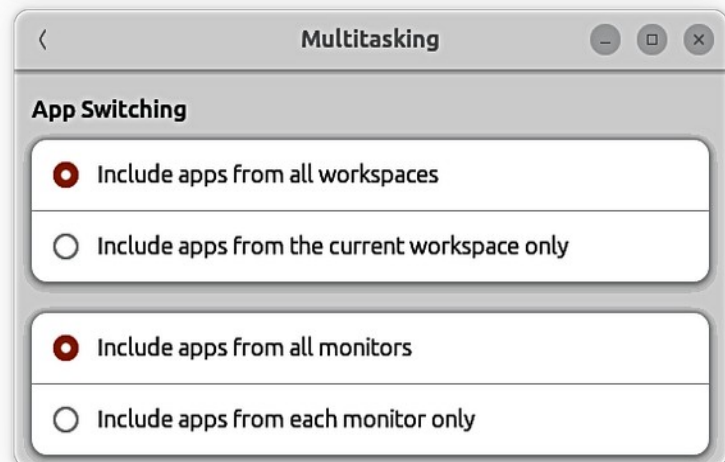
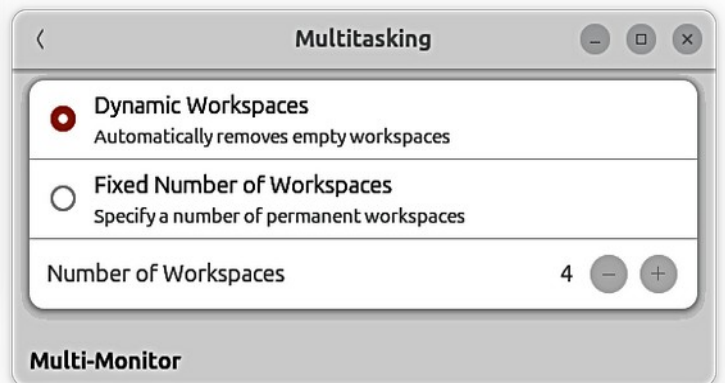
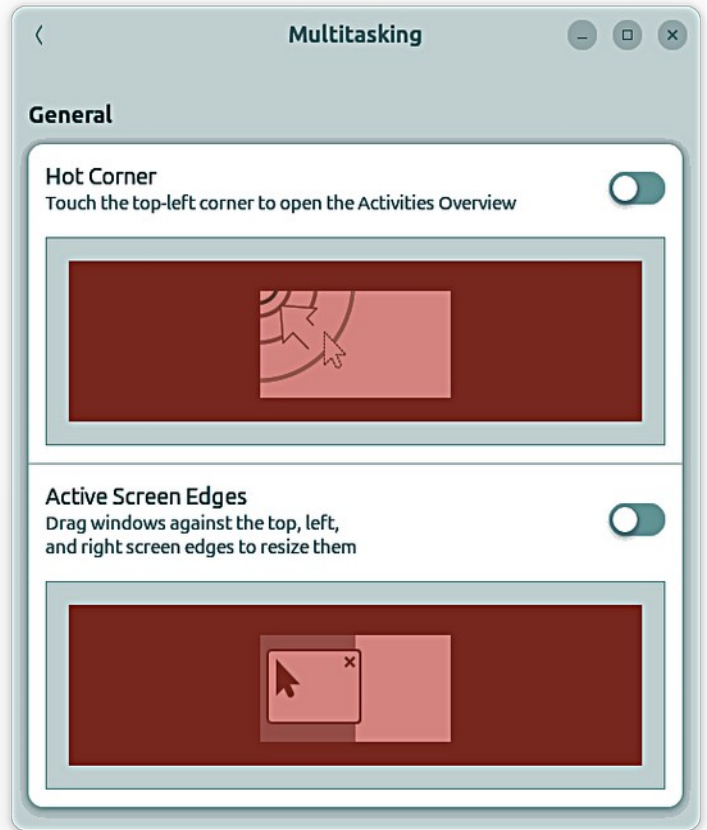
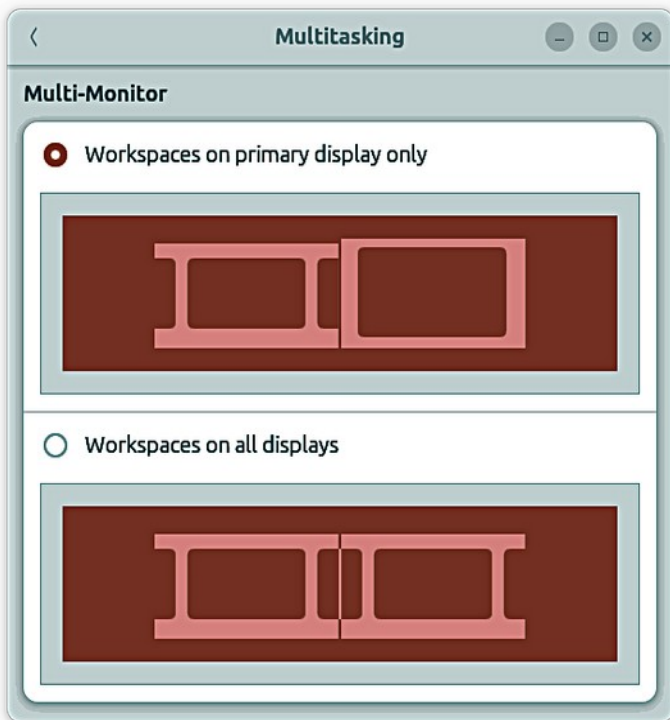


5. Power Off button, you should define it for your own needs. Suspend; Power Off; Nothing



# Basic settings

- Sound
- Power
- Multitasking
- Appearance
- Ubuntu Desktop



# Basic settings

- Power
- Multitasking
- Appearance
- Ubuntu Desktop

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

The 'Appearance' window shows the 'Style' section with two themes: 'Default' (light purple) and 'Dark' (dark grey). Below the themes is a 'Color' bar with a row of colored circles. The 'Background' section shows a grid of wallpaper thumbnails and a '+ Add Picture...' button.

This view of the 'Appearance' window displays a grid of 12 wallpaper thumbnails. The thumbnails include various nature scenes, abstract art, and a crown icon on a dark background.

The 'Ubuntu Desktop' window shows the 'Desktop Icons' section. It includes three settings: 'Size' set to 'Normal', 'Position of New Icons' set to 'Bottom Right', and 'Show Home Folder' which is a toggle switch currently turned on.

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

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

The 'Ubuntu Desktop' window shows the 'Dock' section. It includes several settings: 'Auto-hide the Dock' (toggle off), 'Panel Mode' (toggle on), 'Icon Size' (slider set to 40), 'Show on' (dropdown set to 'Primary Display (1)'), and 'Position on Screen' (dropdown set to 'Left'). There is also a 'Configure Dock Behavior' button with a right-pointing arrow.

The 'Dock' settings window shows four options: 'Show Volumes and Devices' (toggle on), 'Include Unmounted Volumes' (checkbox checked), 'Include Network Volumes' (checkbox checked), and 'Show Trash' (toggle on).

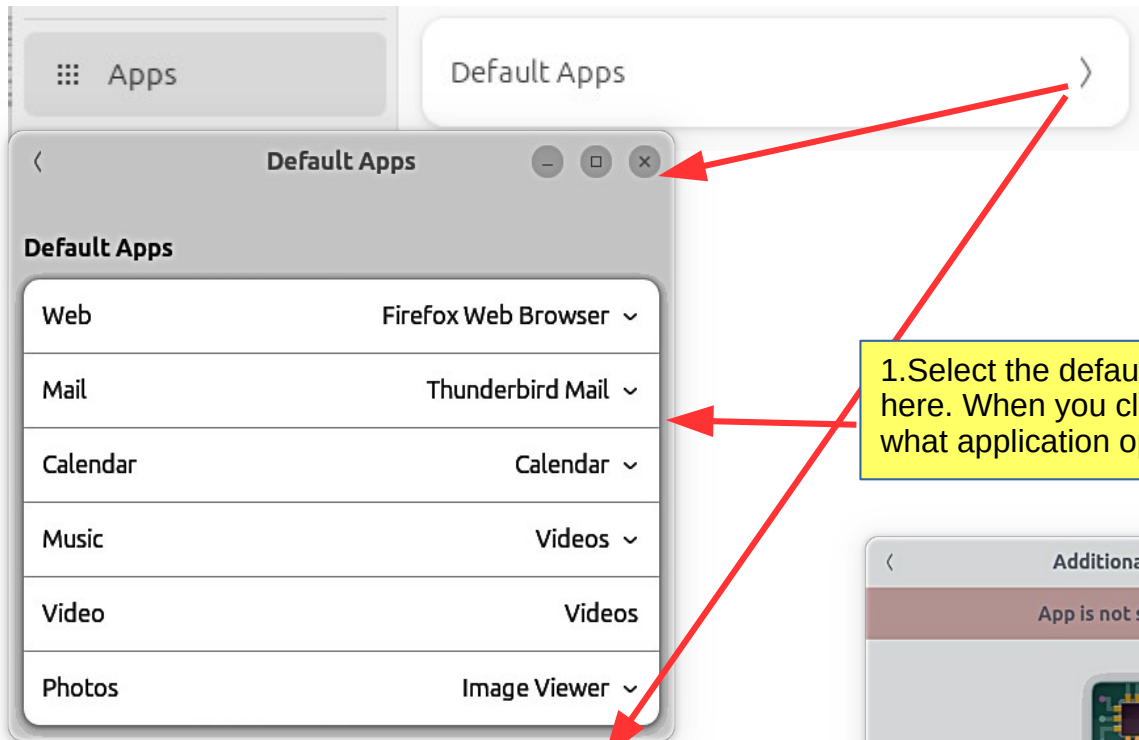
The 'Ubuntu Desktop' window shows the 'Enhanced Tiling' section, which is a toggle switch currently turned on. It includes two sub-sections: 'Tiling Popup' (toggle on) and 'Tile Groups' (toggle on).

# Basic settings

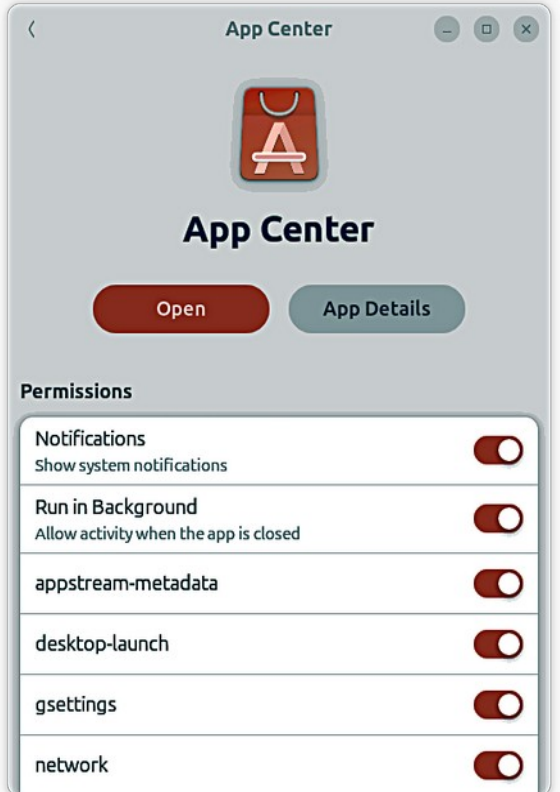
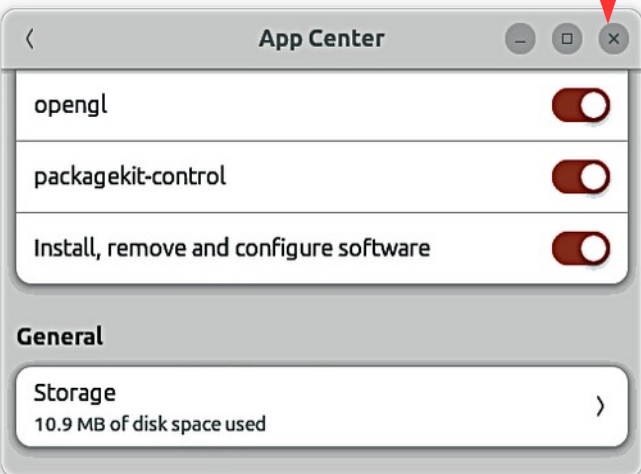
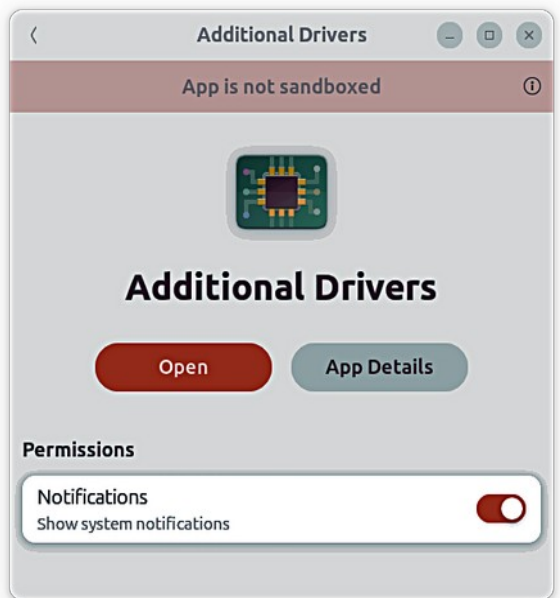
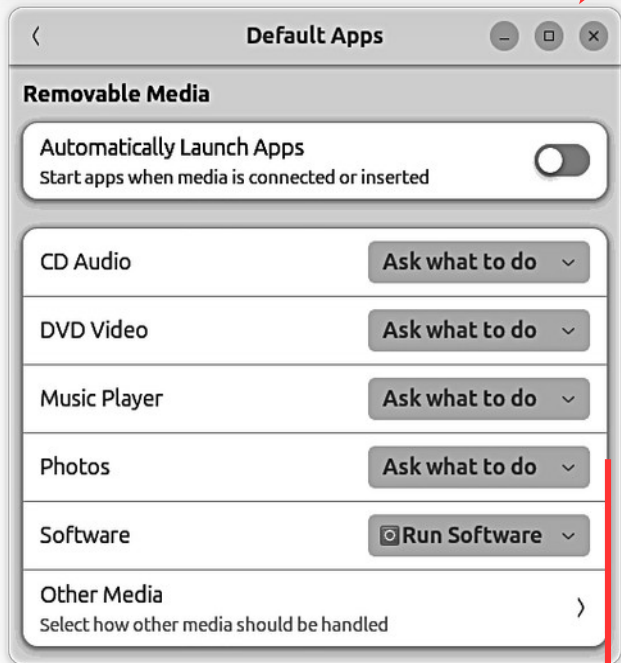
The image displays several overlapping screenshots of the Ubuntu desktop environment, focusing on the 'Apps' menu and the 'App Center' application.

- Top-left window:** Shows the 'Apps' menu with a search bar and a list of default applications including 'Additional Drivers', 'Advanced Network Configuration', 'App Center', 'Backup', 'Calculators', 'Calendar', 'Camera', and 'Character Settings'.
- Top-right window:** Shows the 'Ubuntu Desktop' menu with options for 'Apps', 'Notifications', and 'Search'.
- Right window:** Shows the 'App Center' application interface. It features the 'App Center' logo, an 'Open' button, and an 'App Details' button. A yellow callout box points to this window with the text: "1. Try it, you will get more information!". Below the buttons, there is a 'Permissions' section with several toggle switches: 'Notifications' (Show system notifications), 'Run in Background' (Allow activity when the app is closed), 'appstream-metadata', and 'desktop-launch'.
- Middle-left window:** Shows the 'Apps' menu with a list of applications including 'Chromium Web Browser', 'Clocks', 'Disks', 'Disk Usage', 'Documents', 'File Roller', 'Files', 'Firefox', 'Firmware', and 'Fonts'.
- Middle window:** Shows the 'Apps' menu with a list of applications including 'gThumb', 'Help', 'Image Viewer', 'Language Support', 'LibreOffice', 'LibreOffice Calc', 'LibreOffice Draw', 'LibreOffice Impress', 'LibreOffice Math', 'LibreOffice Writer', and 'Logs'.
- Bottom-middle window:** Shows the 'Apps' menu with a list of applications including 'Software Updater', 'Software & Updates', 'Startup Applications', 'Startup Disk Creator', 'System Monitor', 'Terminal', 'TeXInfo', 'Text Editor', 'Thunderbird Mail', 'Transmission', and 'Videos'.
- Bottom-right window:** Shows the 'Apps' menu with a list of applications including 'LibreOffice Impress', 'LibreOffice Math', 'LibreOffice Writer', 'Logs', 'Passwords and Keys', 'Power Statistics', 'Remmina Remote Desktop Client', 'Rhythmbox Music Player', 'Settings', 'Shotwell Photo Manager', and 'Software Updater'.

# Basic settings



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





# Basic settings

**1. No alarm**

**Notifications**

- Do Not Disturb
- Lock Screen Notifications

**App Notifications**

- Backups On >
- Clocks On >
- Events and Tasks Reminders On >
- File Roller On >
- Files On >
- NetworkManager Applet On >
- Report a problem... On >
- Rhythmbox On >

**Backups**

- Notifications
- Sound Alerts
- Notification Popups   
Notifications will continue to appear in the notification list when popups are disabled
- Show Message Content in Popups
- Lock Screen Notifications
- Show Message Content on Lock Screen

**Notifications**

- Report a problem... On >
- Rhythmbox On >
- Snapd User Session Agent On >
- Zenity On >

**Notifications**

- Search Locations >

**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

- Files
- Calculator
- Calendar
- Characters
- Clocks
- Passwords and Keys
- Settings
- Terminal

Move Up  
Move Down

**Search Locations**

**Default Locations**

- Home   
Subfolders must be manually added for this location
- Documents
- Downloads   
Subfolders must be manually added for this location
- Music
- Pictures
- Videos

**Custom Locations** + Add Location...

- Desktop

# Basic settings

**Notifications**  
**Search**  
**Online Accounts**  
**Sharing**

**Google Account**  
Sign in to Google with your browser  
**Sign In...**

**Microsoft Exchange Account**  
Connect to a Microsoft Exchange provider to access calendars, contacts and files  
Email  
Password  
Exchange account details will be auto-detected from your email address when possible  
**Account Details**  
Username  
Domain  
Example domain: example.com  
**Sign In**

**Online Accounts**  
Allow apps to access online services by connecting your cloud accounts  
**Connect an Account**  
Google  
Microsoft Personal  
Microsoft 365  
Nextcloud  
Microsoft Exchange  
Email (IMAP and SMTP)  
Calendar, Contacts and Files (WebDAV)  
Enterprise Login (Kerberos)

**Calendar, Contacts and Files**  
Add a calendar, contacts and files account by entering your WebDAV server and account details  
Server Address  
Examples: example.com, 192.168.0.82  
Username  
Password  
**Server Addresses (Optional)**  
Files  
Calendar (CalDAV)  
Contacts (CardDAV)  
**Sign In**

**Email**  
Connect to an email account  
Name (Hannu)  
Email  
Password  
IMAP and SMTP details will be auto-detected from your service provider when possible  
**IMAP Settings**  
IMAP Server  
Username  
**Sign In**

**Kerberos Account**  
Access restricted web and network resources for your organization  
Principal  
Example principal: user@EXAMPLE.COM  
**Sign in...**

# Basic settings

Search

Online Accounts

Sharing

Mouse & Touchpad

### Sharing

Device Name  
hannu-HP-250-G5-Notebook-PC

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

### 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

Mouse Touchpad

### Media Sharing

Share music, photos and videos over the network

Media Sharing

Folders

- Music
- Videos
- Pictures

Networks

- Koti\_k9sH

### Mouse & Touchpad

Touchpad

Disable Touchpad While Typing

Pointer Speed Slow Fast

Clicking

Secondary Click

Two Finger Push  
Push anywhere with 2 fingers

Corner Push  
Push with a single finger in the corner

Mouse Touchpad

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

# Basic settings

Keyboard

Color

### 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	Layout default >
Compose Key	Layout default >

Keyboard Shortcuts

View and Customize Shortcuts >

### Alternate Characters Key

The alternate characters key can be used to enter additional characters. These are sometimes printed as a third-option on your keyboard.

Use layout default

None

Left Alt

Right Alt

### Compose Key

The compose key allows a wide variety of characters to be entered. To use it, press compose then a sequence of characters. For example, compose key followed by C and o will enter @, a followed by ' will enter á.

Use layout default

Right Alt

Left Super

Right Super

### Keyboard Shortcuts

Search shortcuts

Accessibility	>
Launchers	>
Navigation	>
Screenshots	>
Sound and Media	>
System	>
Typing	>
Windows	2 modified >
Custom Shortcuts	>

### Accessibility

Decrease text size	Disabled
High contrast on or off	Disabled
Increase text size	Disabled
Turn on-screen keyboard on or off	Disabled
Turn screen reader on or off	Alt+Super+S
Turn zoom on or off	Alt+Super+8
Zoom in	Alt+Super+=
Zoom out	Alt+Super+-

# Basic settings

- Keyboard
- Color**
- Printers
- Accessibility

Color

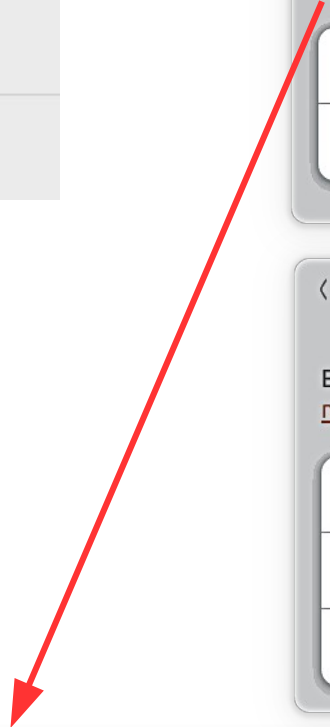
Each device needs an up to date color profile to be color managed. [Learn more](#)

Laptop Screen	<input checked="" type="checkbox"/>	>
HP Designjet T920 PostScript Printer		Not calibrated

Color

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

Laptop Screen	<input checked="" type="checkbox"/>	▼
✓ Automatic - Built-in display		ⓘ
HP Designjet T920 PostScript Printer		Not calibrated




Why is color management important?  
Ubuntu Desktop Guide

Ubuntu Desktop Guide » Hardware » Color »  
Ubuntu Desktop Guide » Settings » Color »

## Why is color management important?

Color management is the process of capturing a color using an input device, displaying it on a screen, and printing it all whilst managing the exact colors and the range of colors on each medium.

The need for color management is probably explained best with a photograph of a bird on a frosty day in winter.



A bird on a frosty wall as seen on the camera view-finder

Displays typically over-saturate the blue channel, making the images look cold.

- Color**
- Printers
- Accessibility
- Privacy & Security

Printers Add Printer...

**HL-3140CW-series** No Active Jobs

Model HP Designjet T920 PostScript  
Status Ready

# Basic settings

**Printers**

**Accessibility**

**Privacy & Security**

**System**

**Accessibility**

- Always Show Accessibility Menu (Display the accessibility menu in the top bar)
- Seeing
- Hearing
- Typing
- Pointing and Clicking
- Zoom

**Seeing**

- High Contrast (Increase color contrast of foreground and background interface elements)
- On/Off Shapes (Use shapes to indicate state in addition to or instead of color)
- Reduce Animation (Reduce animations in the user interface to reduce motion)
- Large Text (Increase the size of all text in the user interface)
- Cursor Size (The size of the cursor can be increased to make it easier to see)
- Sound Keys (Beep when Num Lock or Caps Lock are turned on or off)
- Always Show Scrollbars (Make scrollbars always visible)
- Screen Reader (The screen reader reads displayed text as you move the focus)

**Typing**

- Screen Keyboard (Use the on-screen keyboard to type in input fields)
- Enable by Keyboard (Turn accessibility features on or off using the keyboard)
- Text Cursor**
  - Cursor Blinking (Change if the cursor blinks in text fields)
  - Blink Speed (Slow to Fast)
  - Text Entry
- Typing Assist**
  - Repeat Keys (Key presses repeat when the key is held down)
  - Sticky Keys (Sequences of modifier keys act as a key combination)
  - Slow Keys (Delay between when a key is pressed and when it is accepted)
  - Bounce Keys (Ignore fast duplicate keypresses)

**Hearing**

- Overamplification (Allow volume to exceed 100%, with reduced sound quality)
- System volume can be adjusted in **Sound** settings
- Visual Alerts** (Use a visual indication when an alert sound occurs)
  - Visual Alerts
  - Flash Area (Entire Screen)
  - Test Flash (Test)

**High Contrast**

**Large Text**

**Cursor Size**

1. This is very useful, if text is too small. Try it!

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

# Basic settings

**Pointing & Clicking**

**Mouse Keys**  
Use numeric keypad to move your mouse pointer

**Locate Pointer**  
Reveal pointer location by pressing Left Ctrl

**Double-Click Delay**  
Short  Long

**Click Assist**

**Simulated Secondary Click**  
Secondary click by holding down the primary mouse button  ^

**Hover Click**  
Trigger a click when the pointer hovers  ^

**Zoom**

**Desktop Zoom**  
Magnify the entire screen

**Magnifier**

**Magnification Factor** 2.00

**Magnifier View** Screen Area ▾

**Extend Outside Screen Edges**

**Screen Area** Full Screen ▾

**Follow Behavior** Moves with Contents ▾

**Zoom**

**Crosshairs**

**Crosshair Lines**  
Mark the cursor location in the magnifier region using lines

**Overlap Mouse Cursor**

**Thickness**  Thin Thick

**Length**  
Short 1/4 screen 1/2 Screen 3/4 Screen Long

**Color**

**Color Filters**

**Inverted**  
Invert colors in the magnifier region

**Brightness**  Low High

**Contrast**  Low High

**Color**  None Full

# Basic settings

- Printers
- Accessibility
- Privacy & Security
- System

## Privacy & Security

**System**

- Connectivity  
Detect connection issues
- Screen Lock  
Automatic screen lock
- Location  
Control access to your location
- File History & Trash  
Remove saved data and files
- Diagnostics  
Automatic problem reporting

**Devices**

- Device Security  
Hardware security status and information

## 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

## Screen Lock

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

- Blank Screen Delay  
Period of inactivity until screen blanks 5 minutes
- Automatic Screen Lock  
Locks the screen after it blanks
- Automatic Screen Lock Delay  
Time from screen blank to screen lock Screen Turns Off
- Lock Screen Notifications
- Lock Screen on Suspend

## Location

Automatic Device Location

Automatic device location uses sources like GPS, Wi-Fi and cellular to determine an approximate location for this device. Location data is sent to Mozilla Location Services as part of this feature.

[Learn about what data is collected, and how it is used.](#)

**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

### 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 Delete Trash Content

Automatically Delete Temporary Files

Automatically Delete Period 30 days ▾

**Empty Trash...** **Delete Temporary Files...**

### Diagnostics

#### Problem Reporting

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

Send error reports to Canonical Never ▾

### Device Security

**Checks Failed**  
Hardware does not pass checks.

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

#### Security Events

**No Events**

### About Device Security

Device security provides information about how protected your device is against security issues which target the hardware itself.

Aspects of hardware that affect security include:

- security features that are built into a hardware itself;
- how the hardware is configured to protect against security issues;
- the security of the software runs directly on the hardware.

Security threats which affect hardware include malware and viruses that target the software that runs directly on the hardware. It also includes physical tampering, such as physical connection to the hardware to read data and implant malware.

Device security is just one aspect of security, and does not reflect the overall security status of the system and applications.

### Checks Failed

Hardware does not pass checks. This means that you are not protected against common hardware security issues.

It may be possible to resolve hardware security issues by updating your firmware or changing device configuration options. However, failures can stem from the physical hardware itself, and may not be reversible.

**Copy Technical Report**

### Secure Boot is Turned Off

Secure boot prevents malicious software from being loaded when the device starts. It is currently turned off.

Secure boot can often be turned on from your computer's UEFI firmware settings (BIOS). For help, contact your hardware manufacturer or IT support provider.

# Basic settings

**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

**Region & Language**

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

**Language Support**

Language Regional Formats

Display numbers, dates and currency amounts in the usual format for:

English (United States) ▾

Changes take effect next time you log in.

Apply System-Wide

Use the same format choice for startup and the login screen.

**Example**

Number: 1,234,567.89  
Date: Tue 21 May 2024 04:43:52 PM EEST  
Currency: \$20,457.99

Help Close

**Language Support**

Language Regional Formats

Language for menus and windows:

- English (United States)
- English
- English (Australia)
- English (Canada)

Drag languages to arrange them in order of preference. Changes take effect next time you log in.

Apply System-Wide

Use the same language choices for startup and the login screen.

Install / Remove Languages...

Keyboard input method system: IBus ▾

Help Close

# Basic settings

Printers

Accessibility

Privacy & Security

System

Cancel **Formats** Done

Search locales

**Common Formats**

- Australia
- Canada
- United Kingdom
- United States** ✓

**All Formats**

- Antigua and Barbuda
- Australia
- Botswana

**Preview**

Dates  
05/21/2024

Times  
04:45:18 PM

Dates & Times  
Tue 21 May 2024 04:45:18 PM EEST

Numbers  
123,456,789.00

Measurement  
Imperial

Paper  
US Letter

Cancel **Select Language** Select

English	Australia
English	Canada
English	United Kingdom
English ✓	United States
⋮	

< **Date & Time** - □ ×

**Automatic Date & Time**   
Requires internet access

Date & Time 21 May 2024, 16:46 >

**Automatic Time Zone**   
Requires location services enabled and internet access

Time Zone EEST (Helsinki, Finland) >

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

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

Week Day

Date

Seconds

Week Numbers   
Shown in the dropdown calendar

# Basic settings

Printers

Accessibility

Privacy & Security

System

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

Users

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

Hannu

Name Hannu

Password

Automatic Login

Language English (United States)

Add User...

Change Password

Current Password

New Password

Confirm Password

Mix uppercase and lowercase and try to use a number or two.

Remote Desktop

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  
hannu-HP-250-G5-Notebook-PC

Port

Desktop Sharing Remote Login

2.Password is important!

Login Details

Username  
hannu

Password

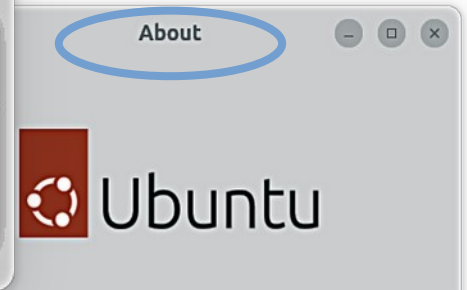
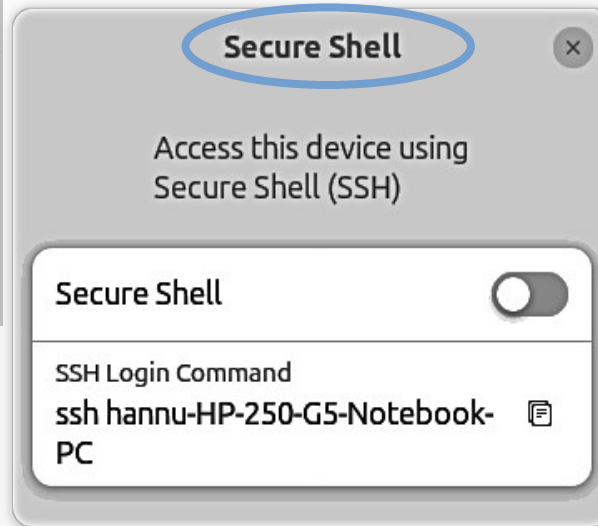
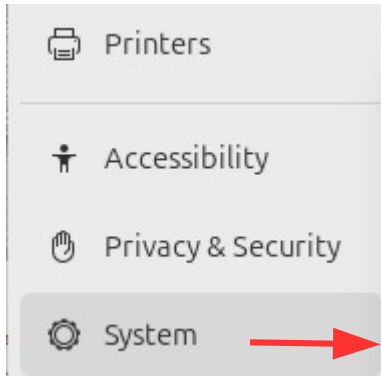
Generate New Pass...

Verify Encryption

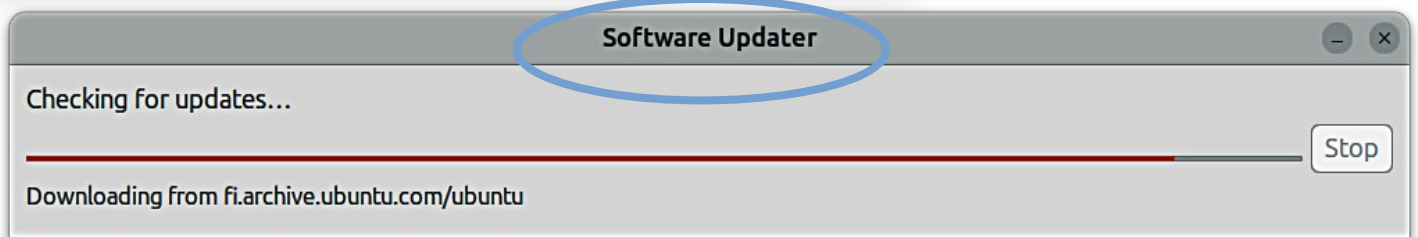
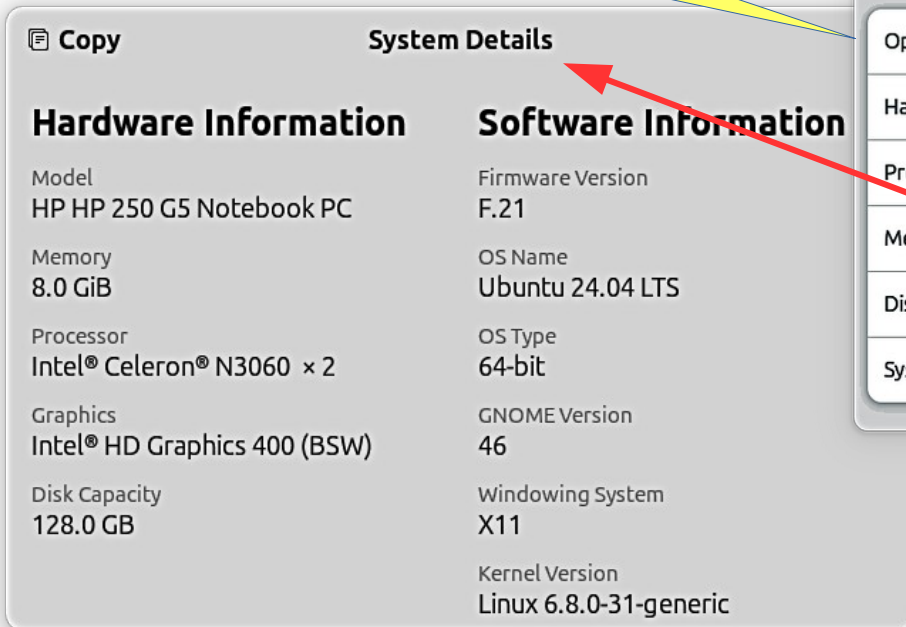
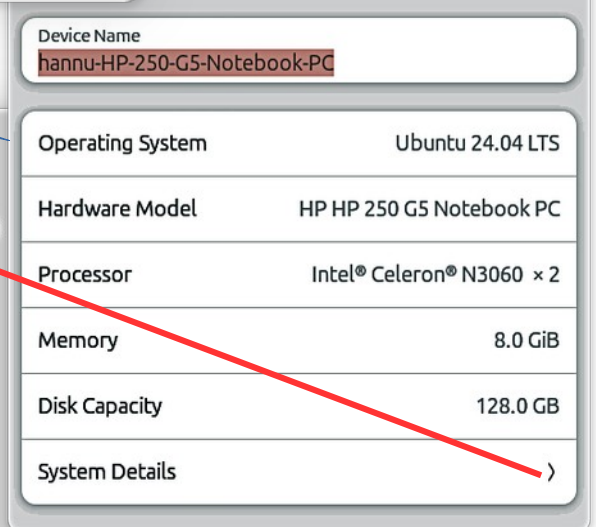
Desktop Sharing Remote Login

# Basic settings

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



1. Basic computer information.



# Basic settings

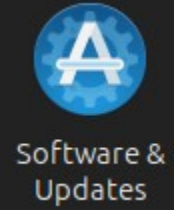
Printers

Accessibility

Privacy & Security

System

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



Software & Updates

Ubuntu Software Other Software **Updates** Authentication Additional Drivers Developer Options Ubuntu Pro

Snap package updates are checked routinely and installed automatically.

For other packages, this system has: Basic Security Maintenance [Extend...](#)  
Active until 05/31/2029

Subscribed to: All updates

Automatically check for updates: Daily

When there are security updates: Download and install automatically

When there are other updates: Display weekly

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

Revert Close

Software & Update

**Ubuntu Software** Other Software Updates Authentication

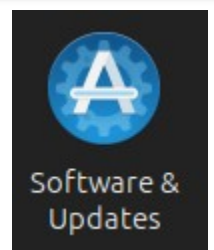
### Downloadable from the Internet

- Canonical-supported free and open-source software (main)
- Community-maintained free and open-source software (universe)
- Proprietary drivers for devices (restricted)
- Software restricted by copyright or legal issues (multiverse)
- Source code

Download from: Server for Finland

### Installable from CD-ROM/DVD

To install from a CD-ROM or DVD, insert the medium into the drive.

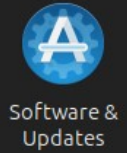


# Basic settings

## Software & Updates

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

<http://fi.archive.ubuntu.com/ubuntu/noble> noble-updates noble-backports main restricted universe multiverse



## Software & Updates

Ubuntu Software Other Software Updates **Authentication** Additional Drivers Developer Options Ubuntu Pro

### Trusted software providers

D94AA3F0EFE21092 2012-05-12  
Ubuntu CD Image Automatic Signing Key (2012) <cdimage@ubuntu.com>  
871920D1991BC93C 2018-09-17  
Ubuntu Archive Automatic Signing Key (2018) <ftpmaster@ubuntu.com>

## Software & Updates

Ubuntu Software Other Software Updates Authentication **Additional Drivers** Developer Options Ubuntu Pro

No additional drivers available.

## Software & Updates

Ubuntu Software Other Software Updates Authentication Additional Drivers **Developer Options** Ubuntu Pro

Use proposed updates if you're willing to report bugs on any problems that occur.

Pre-released updates (noble-proposed)

Ubuntu Software Other Software Updates Authentication Additional Drivers Developer Options **Ubuntu Pro**

### Subscription



Ubuntu Pro

**Enable Ubuntu Pro**

**This machine is not covered by an Ubuntu Pro subscription.**

Receive security updates for over 25,000 Ubuntu packages, free for up to 5 machines. [Learn more.](#)

### Security



**ESM Infra** provides security updates for over 2,300 Ubuntu Main packages until 2034.



**ESM Apps**; provides security updates for over 23,000 Ubuntu Universe packages until 2034.



**Kernel Livepatch** helps keep your system secure by applying security updates that don't require a restart.

Show Livepatch status in the top bar

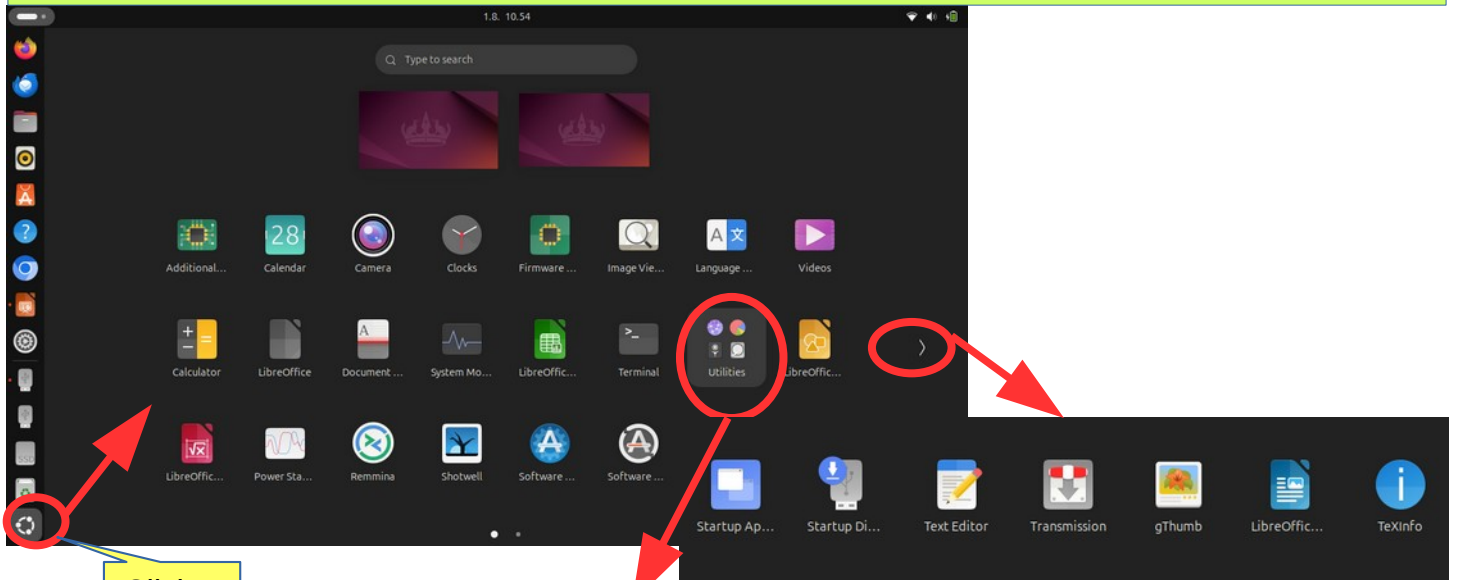
### Compliance & Hardening

> Only recommended to assist with FedRAMP, HIPAA, and other compliance and hardening requirements. Includes FIPS 140-2 certified modules, DISA-STIG, CIS and Common Criteria.

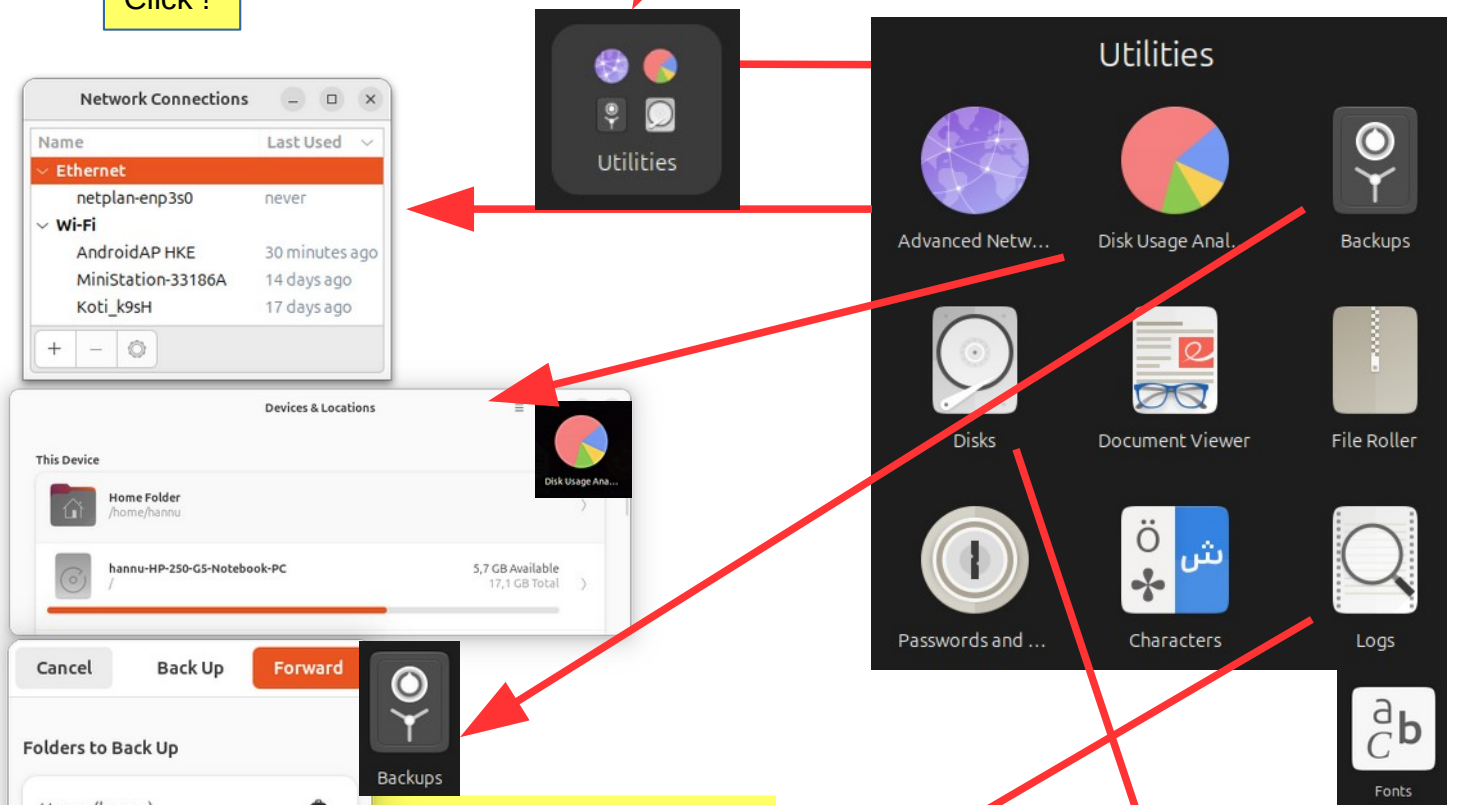
Revert

Close

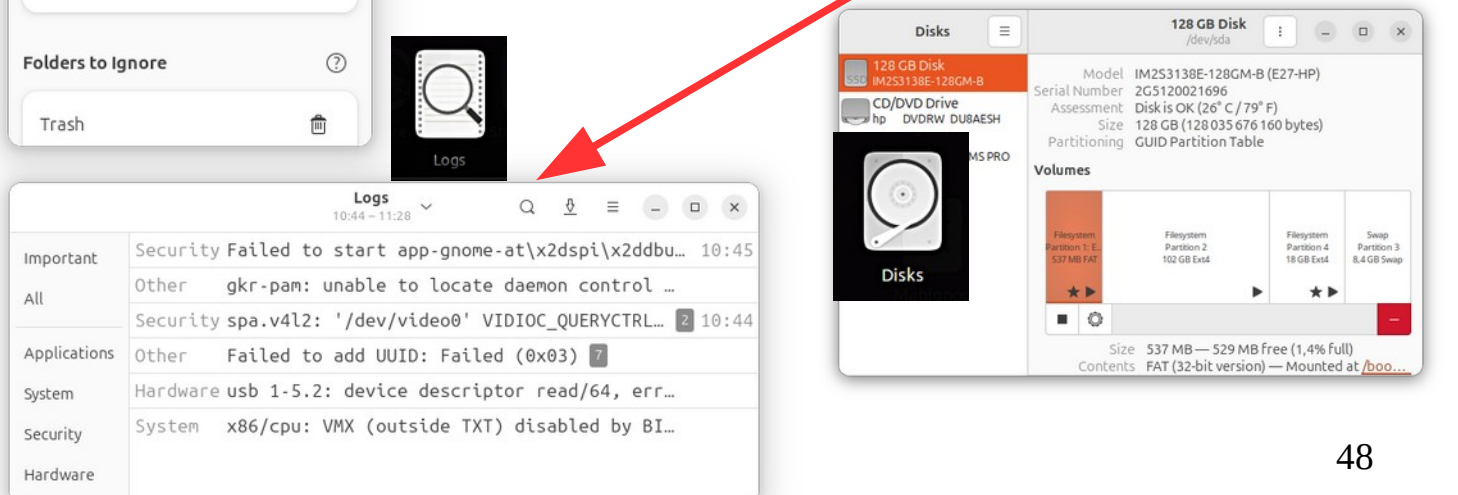
# Introduction to installed Ubuntu apps



Click !

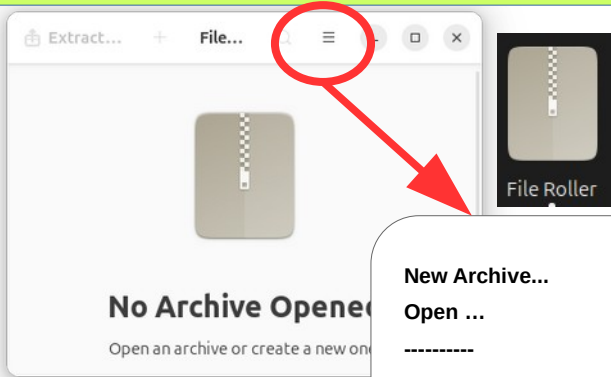


1. Backup guide is later in this manual.



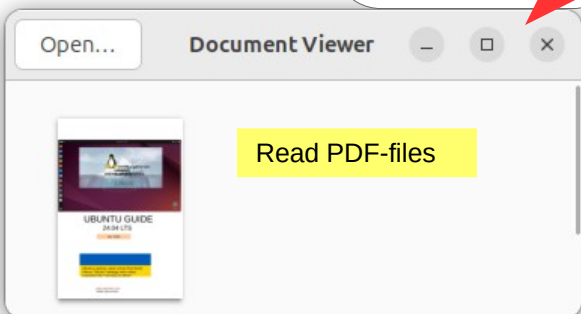
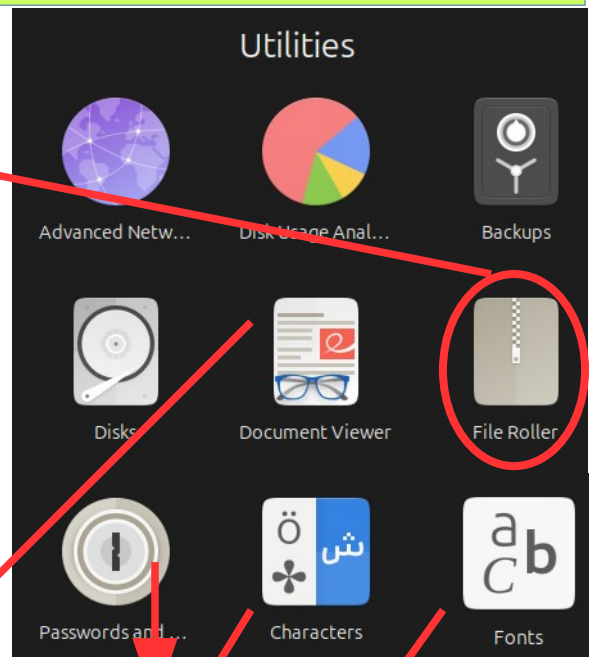


# Introduction to installed Ubuntu apps

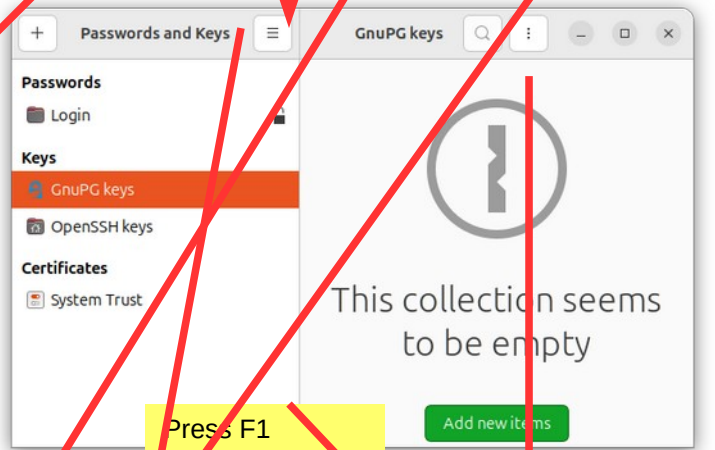


Manage archive files, for example, .zip or .tar files. F1 = Help

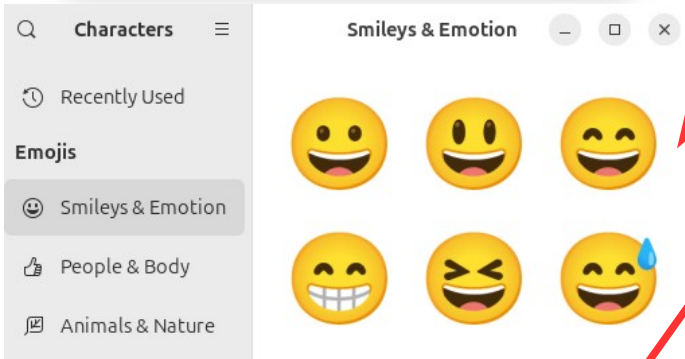
- New Archive...
- Open ...
- 
- Save as ...
- Password ...
- Text Integrity
- Properties
- 
- View All Files
- View as a Folder
- Sidebar
- 
- Keyboard Shortcuts
- Help
- About File Roller



Read PDF-files

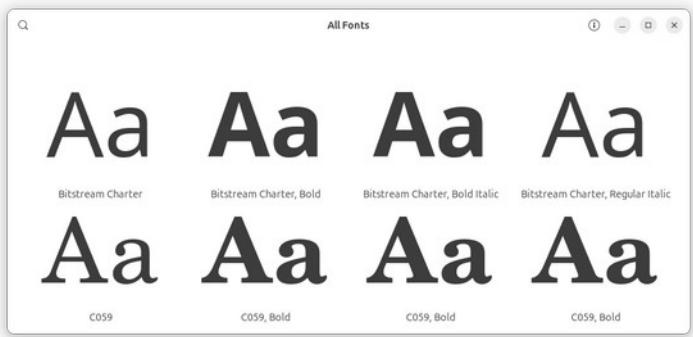


Press F1



- Find remote keys...
- Sync and publish keys ...
- 
- Preferences
- Help
- Keyboard Shortcuts
- About Passwords and Keys

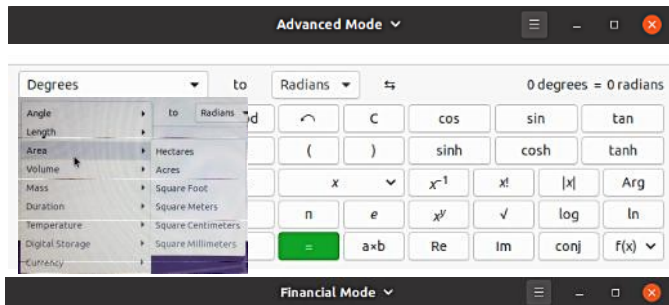
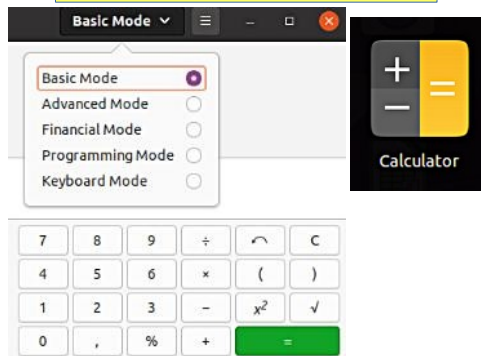
- Filter items-
- Show personal
- Show trusted
- Show any



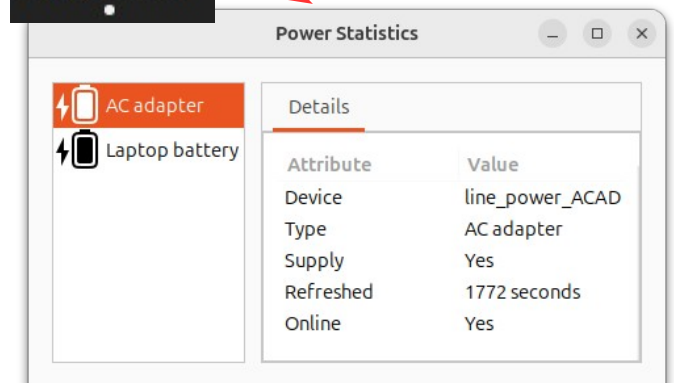
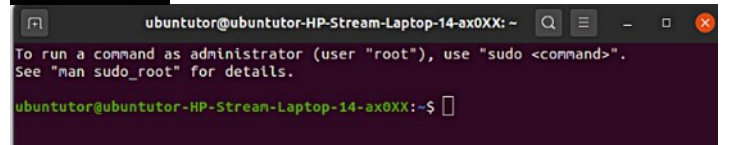
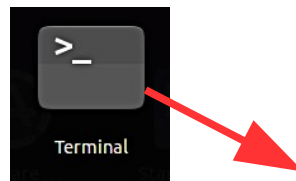
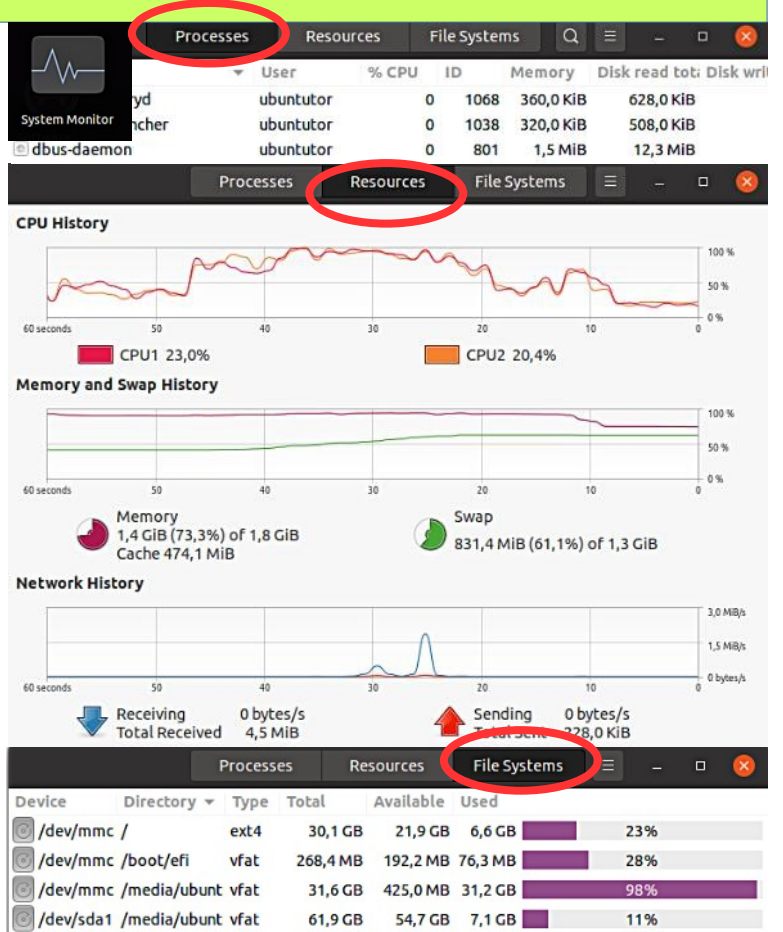
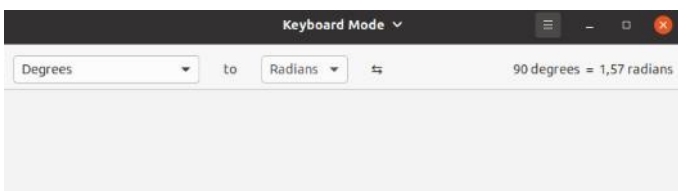
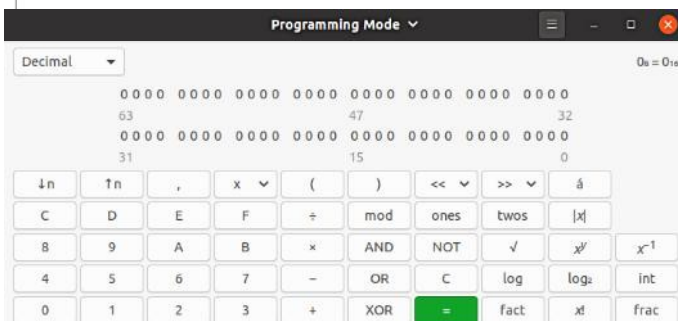
# Introduction to installed Ubuntu apps



1. Press "prt sc"  
This is very useful!

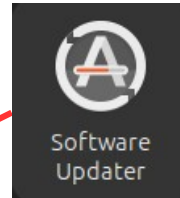


5

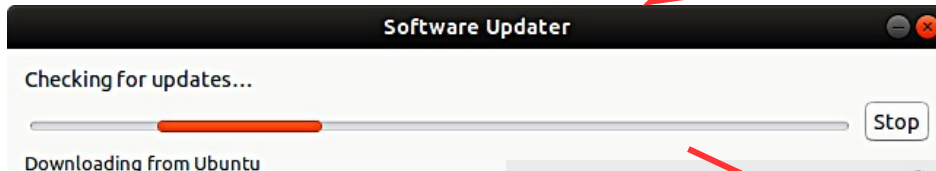


# Introduction to installed Ubuntu apps

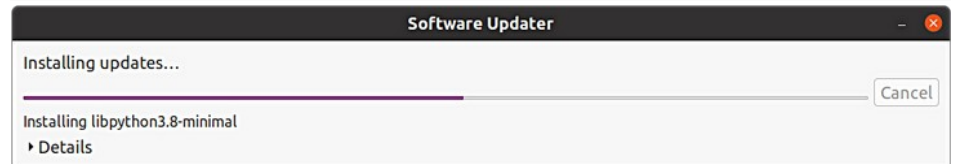
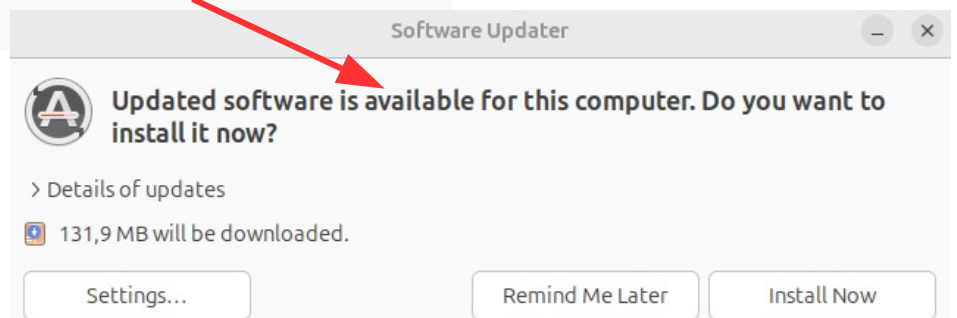
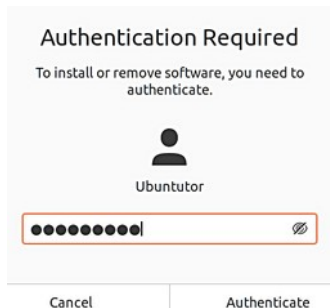
1. Ubuntu suggests updates automatically, but the user can decide on the timing of the upgrade. For updating, Ubuntu will notify you of the Dock icon. Click the icon to start the update



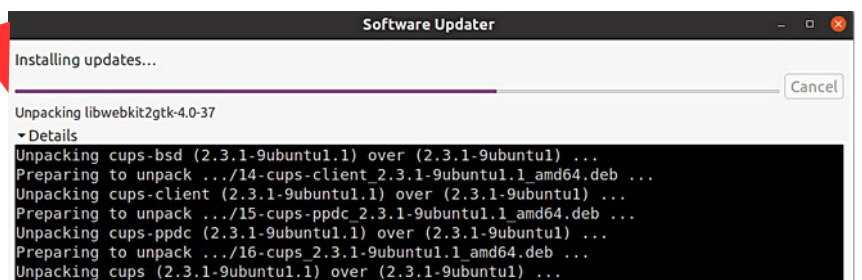
2. You can also start the update by clicking the icon



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

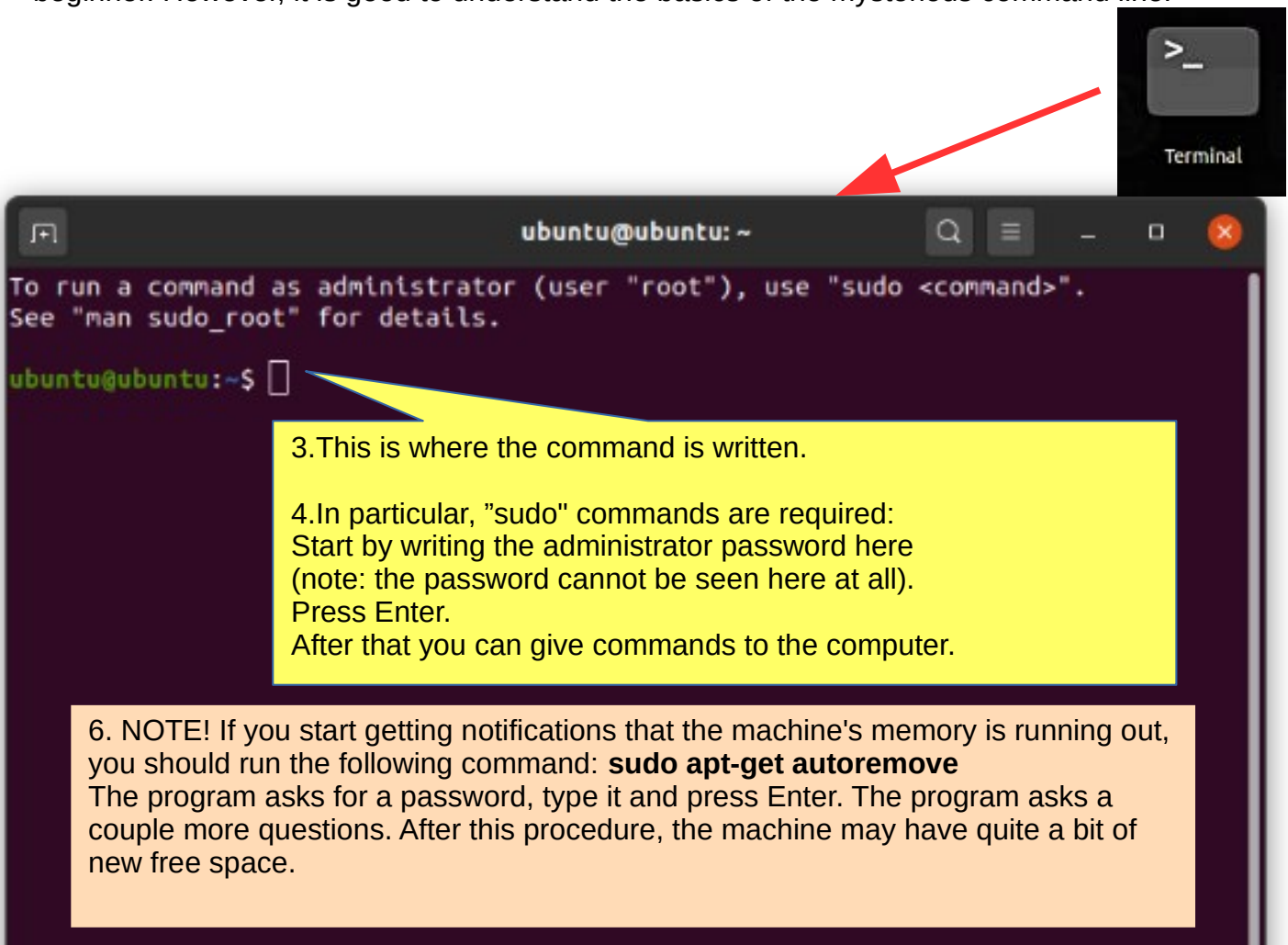


4. In the updates, you should click on Details to see it. It's easier to track the progress of the update



# 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>

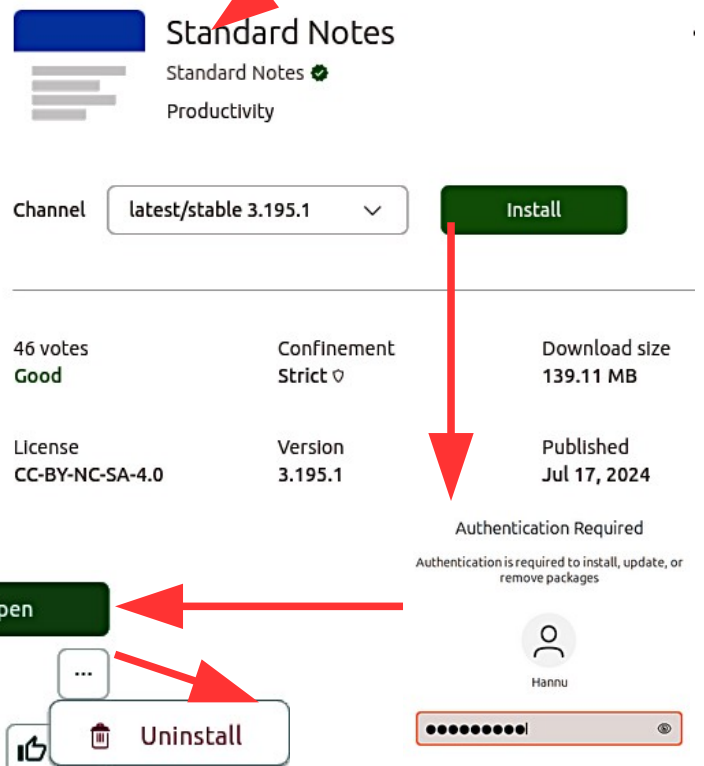
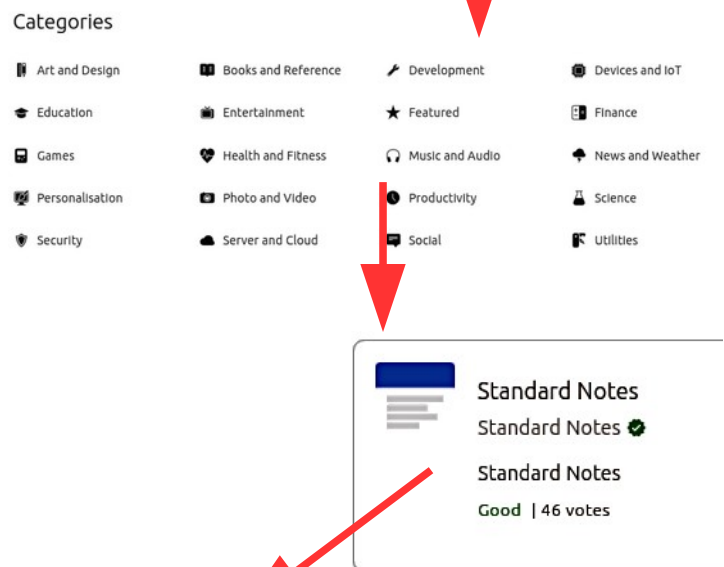
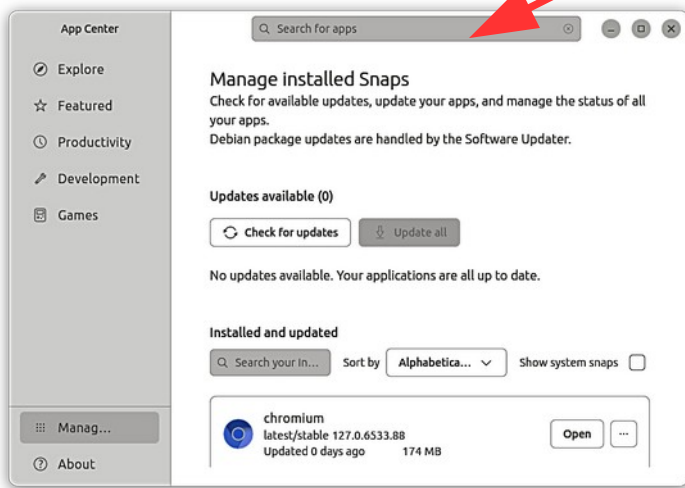
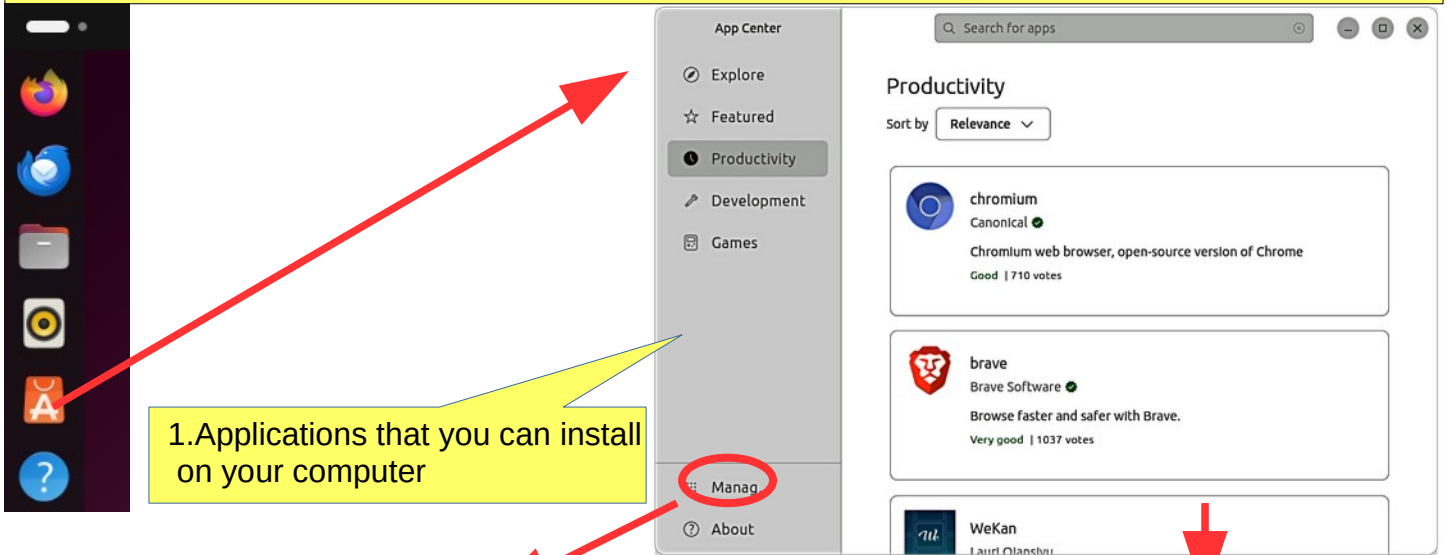
<https://techlog360.com/basic-ubuntu-commands-terminal-shortcuts-linux-beginner/>

<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](#)



2. A more detailed presentation and installation of the application

3. Programs on your computer. Here you can remove 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.

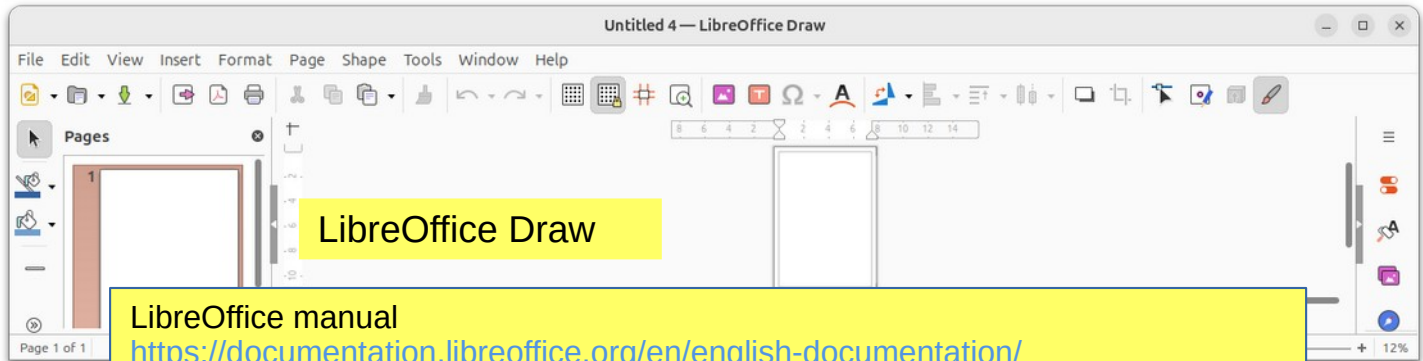
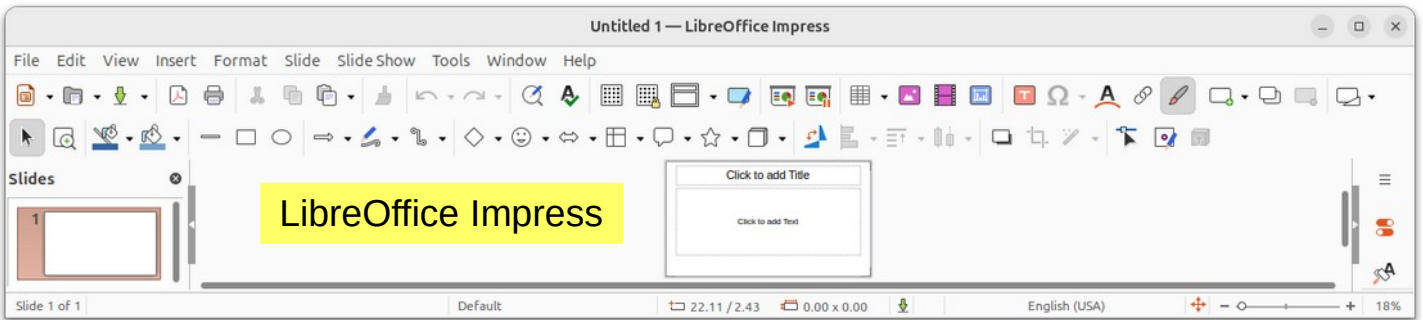
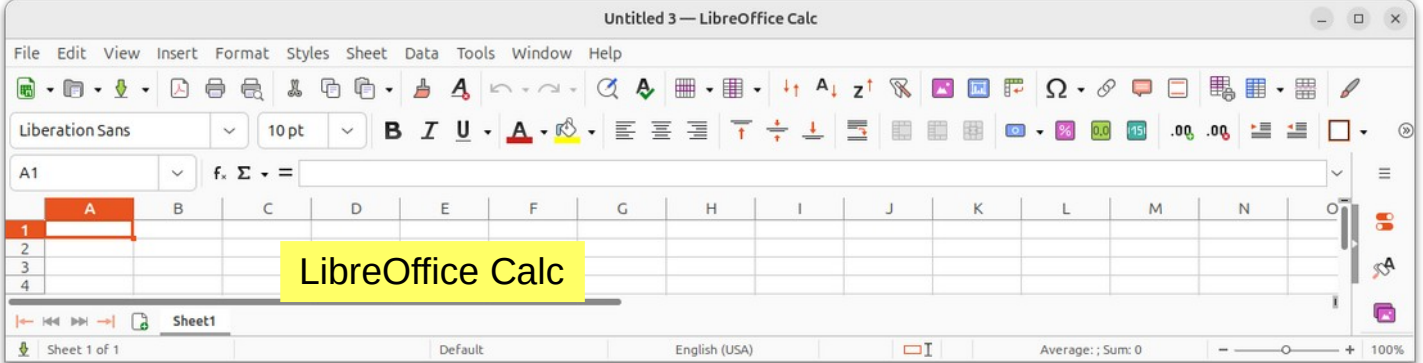
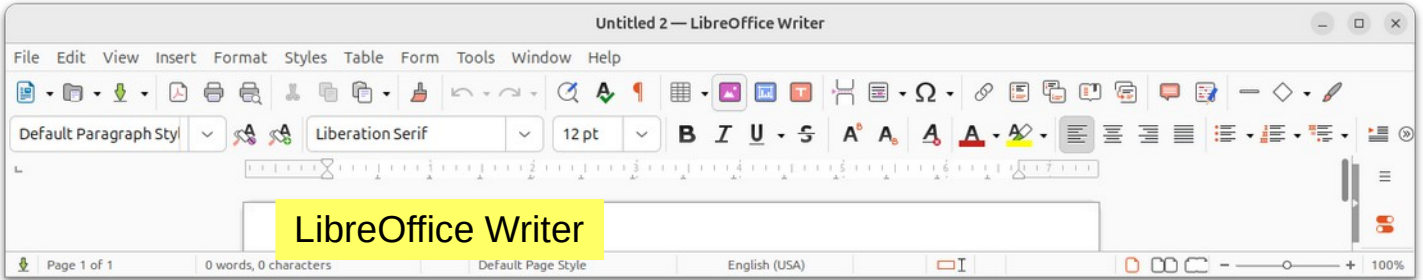
## **More information**

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

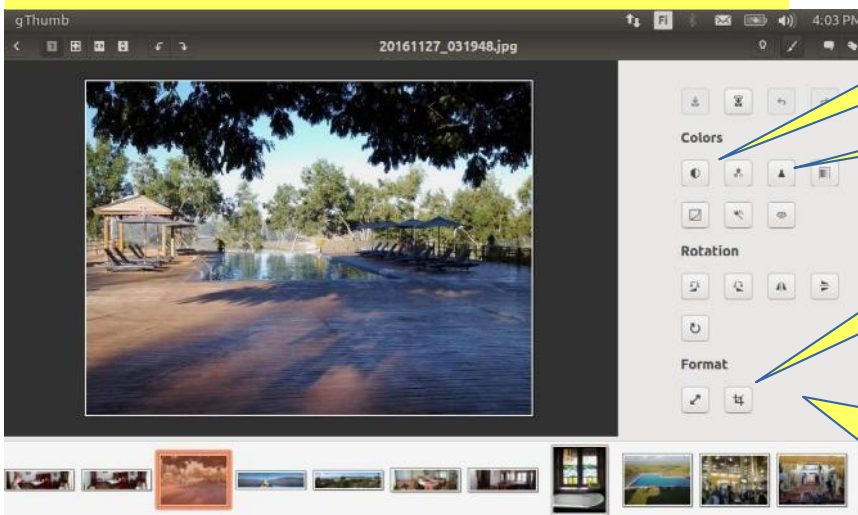
[Installing software in Ubuntu using .deb files](#)

[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  
- rename and renumber  
the picture files

# Introduction to installed Ubuntu apps

The screenshot displays the Ubuntu desktop environment with several applications open. At the top, the 'Image Viewer' window is active, showing a menu with options like 'Open...', 'Save', and 'Print...'. Below it, the 'Calendars' application is open, showing a monthly view for 'elokuu' (August) and 'heinäkuu-syyskuu' (September-October) for the year 2024. The 'Clocks' application is also visible, featuring a world clock and other time-related tools. In the foreground, the 'Calendar' application is open, showing a monthly view for 2024. A red arrow points from the calendar grid to the 'New Event' dialog box, which is currently open. The dialog box has fields for 'Title', 'Location', 'Schedule' (with an 'All Day' toggle), 'Starts', 'Ends', 'Repeat', 'Reminders', and 'Notes'.

**Image Viewer Menu:**

- Open...
- Open With...
- Save
- Save As...
- Print...
- Set as Wallpaper
- Image Properties
- Slideshow
- Show Presenter
- Show >
- Preferences
- Keyboard Shortcuts
- Help
- About Image Viewer

**Calendars Application:**

elokuu

Ma	Ti	Ke	To	Pe	La	Su
31	29	30	31	1	2	3
32	5	6	7	8	9	10
33	12	13	14	15	16	17
34	19	20	21	22	23	24
35	26	27	28	29	30	31
36	2	3	4	5	6	7

No events

**Calendar Application:**

heinäkuu-syyskuu 2024

MA	TI	KE	TO	PE	LA	SU
29	30	31	1 elo	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1 syys

**New Event Dialog Box:**

Cancel | New Event Personal | Save

Title

Location

**Schedule**

All Day

Starts Today ^

Ends Today ^

Repeat No Repeat v

**Reminders**

Add a Reminder...

**Notes**



## Links, nice reading for rainy days

Look Ubuntu Desktop Guide: [Get more help](#)

Ubuntu forum

<https://ubuntuforums.org/>

Ubuntu Desktop Guide 24.04

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

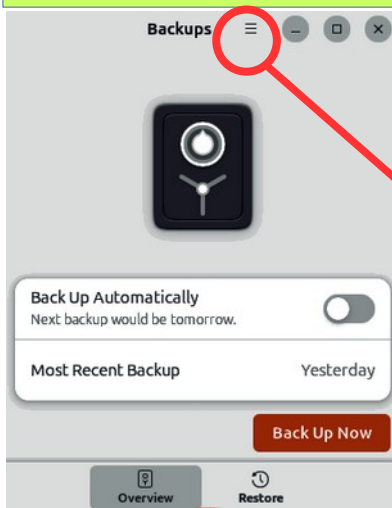
<https://www.omgubuntu.co.uk>

### HISTORY

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

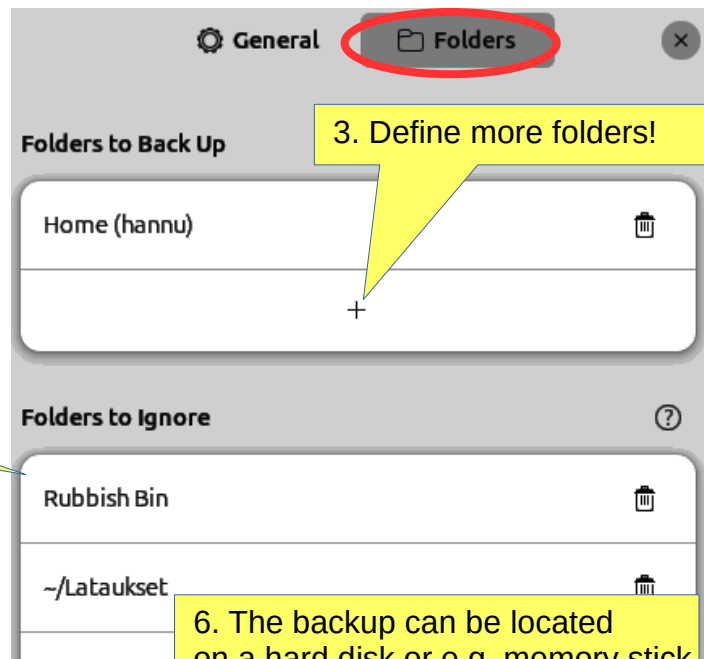
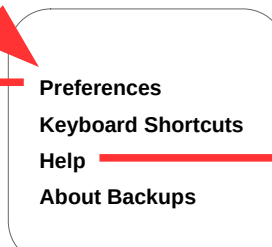
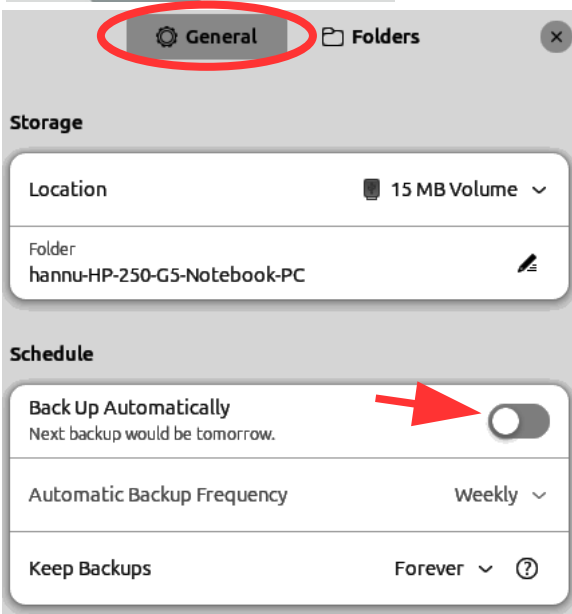
<https://en.wikipedia.org/wiki/Ubuntu>

# Deja Dup Backup 1



1. Deja Dup backup. The program verifies everything user files. Restore restores the selected files or all.

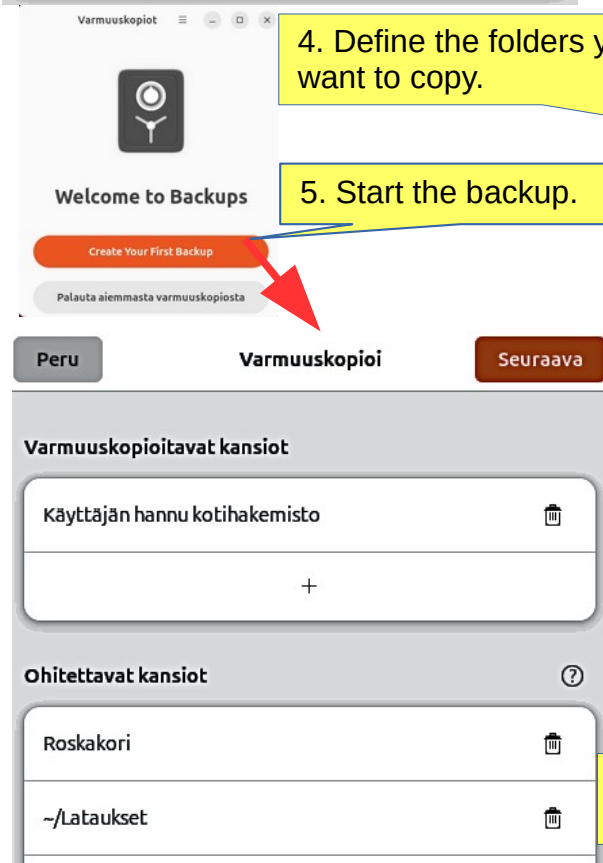
2. Define a backup of the HOME folder, which includes files saved by the user and email and browser related user data (e-mails, addresses, favorites etc) from Firefox and Thunderbird.



3. Define more folders!

4. Define the folders you don't want to copy.

5. Start the backup.



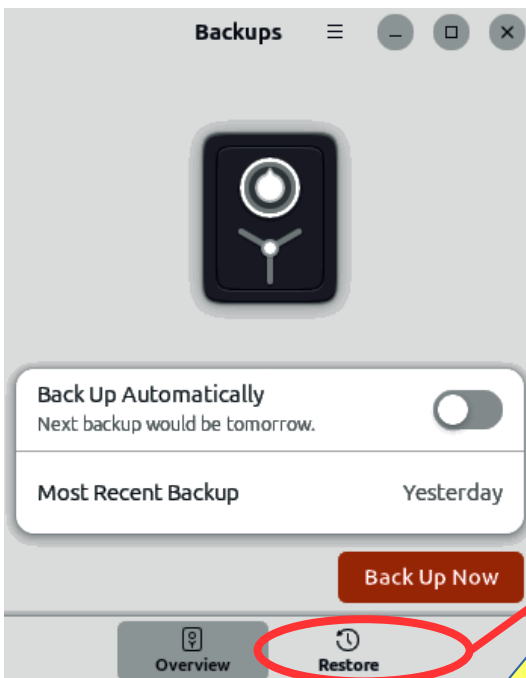
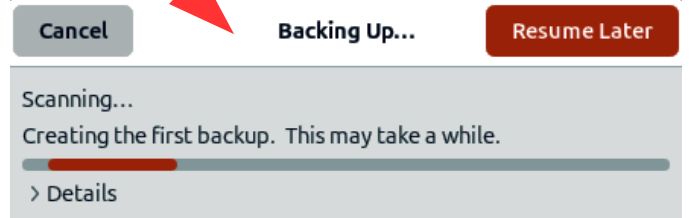
6. The backup can be located on a hard disk or e.g. memory stick

7. Choose a memory device with enough space (usb disk, usb memory stick)

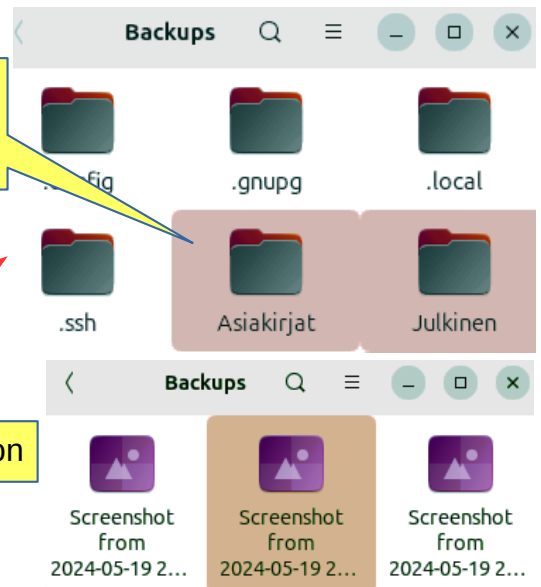
# Deja Dup Backup 2



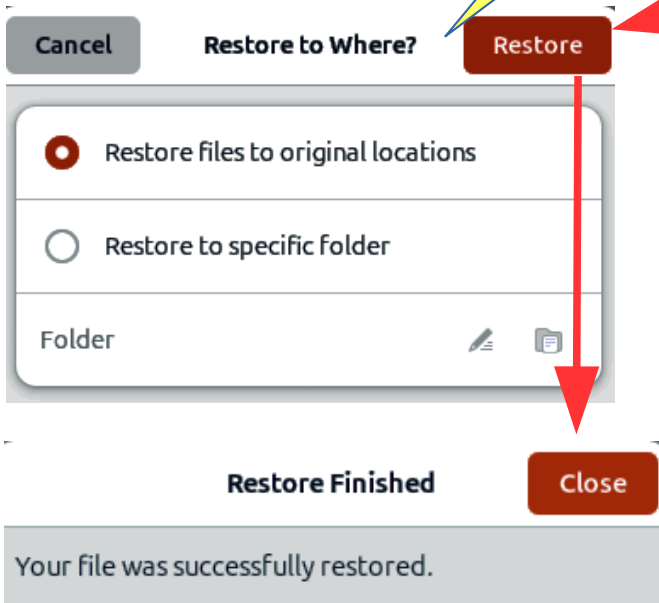
1. Automatic backup reminds of making a backup if it doesn't succeed automatically. The first backup takes time for a long time, the next ones go quite quickly. **BACKUP NOT TO BE MISSED!**



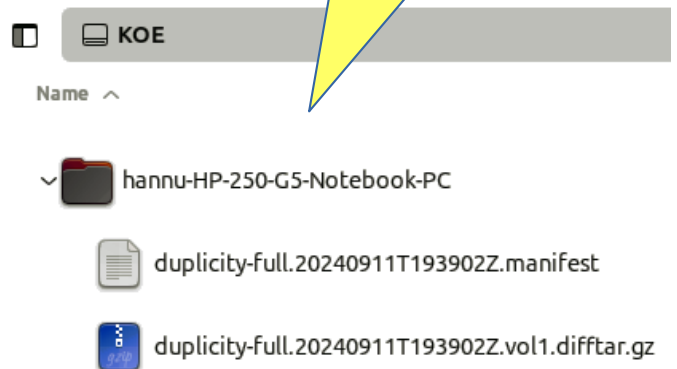
2. You can restore all or only selected folders and files



3. Select a return location



4. Backup folder



# Backup strategy!

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

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

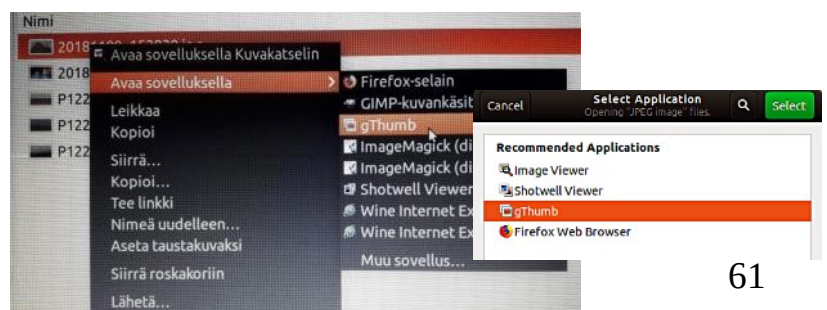
8. Next picture

9. tools

11. the list

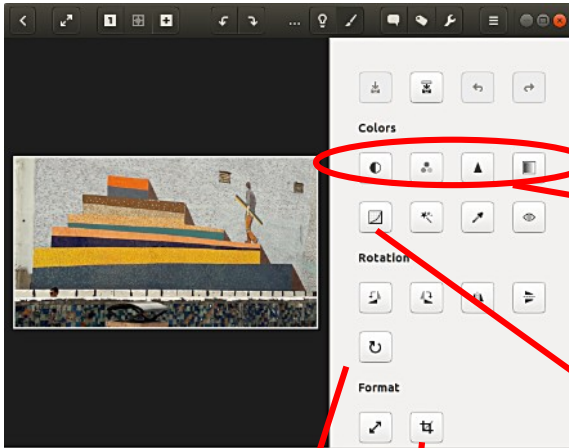
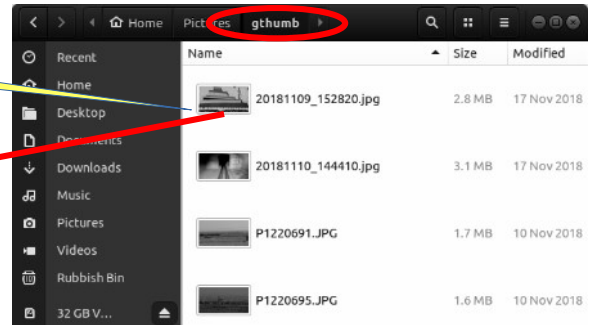
12. NB! In System Preferences, you can specify Details → Default Applications → The image always opens in gThumb or ->

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

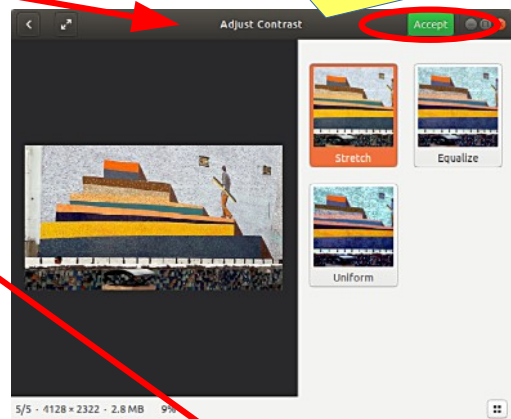


1. gThumb  
First picture

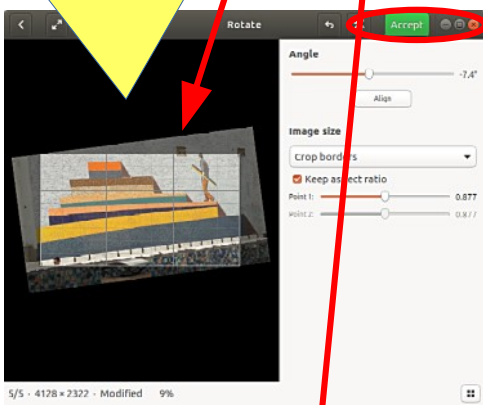
2. Images to be processed



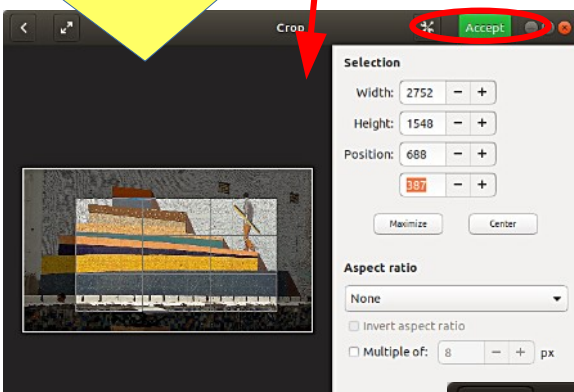
3. Adjust the contrast, colors, and sharpness. Accept



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

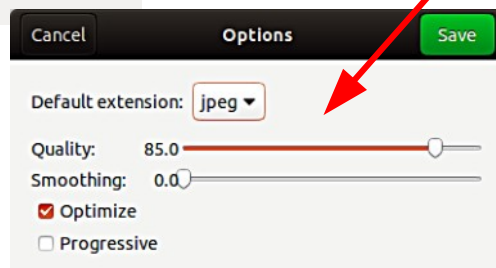
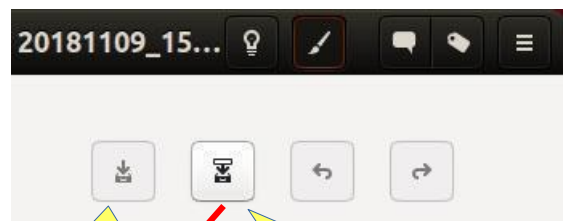


6. Try moving the curve



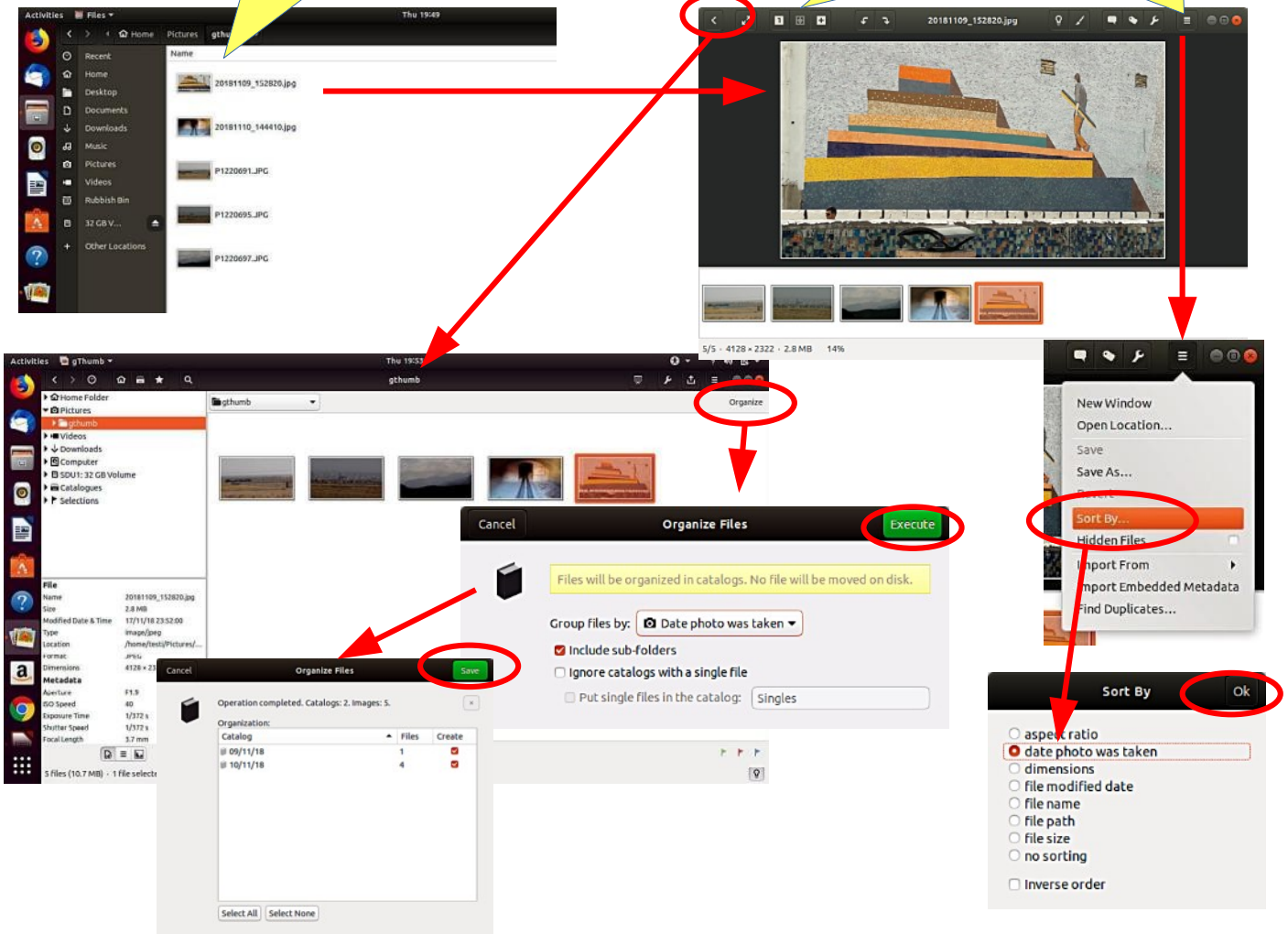
7. Save to the original

8. Save as new and  
adjust the packaging



1. Select the first image

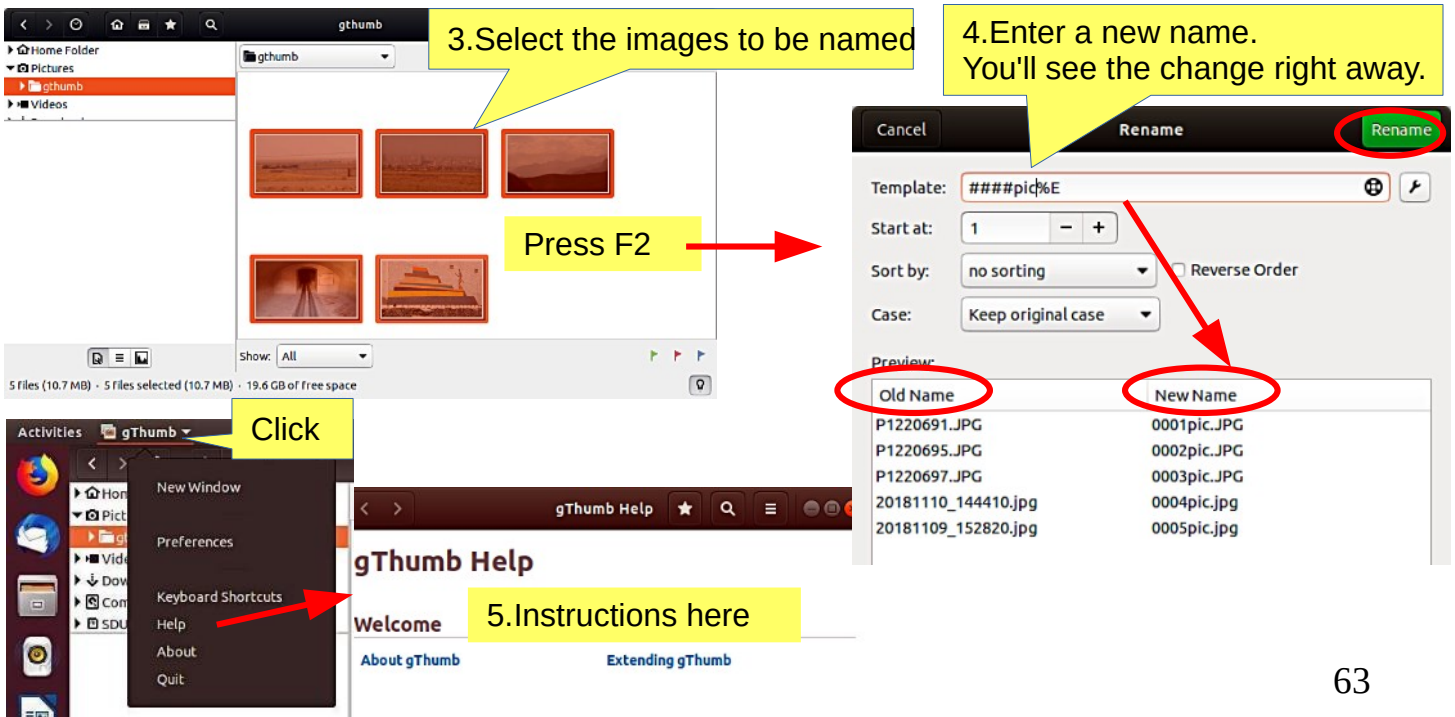
2. Two options for sorting, click



# 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.



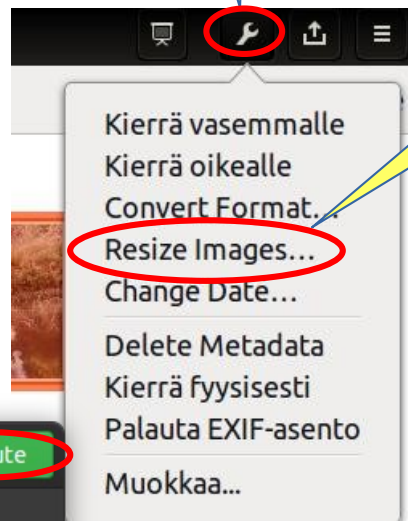
	20190502_153650.jpg	5,6 Mt
	20190502_153701.jpg	6,2 Mt
	20190502_175033.jpg	1,9 Mt
	20190502_175128.jpg	6,5 Mt
	20190509_080329.jpg	4,8 Mt

1. Pictures before reduction



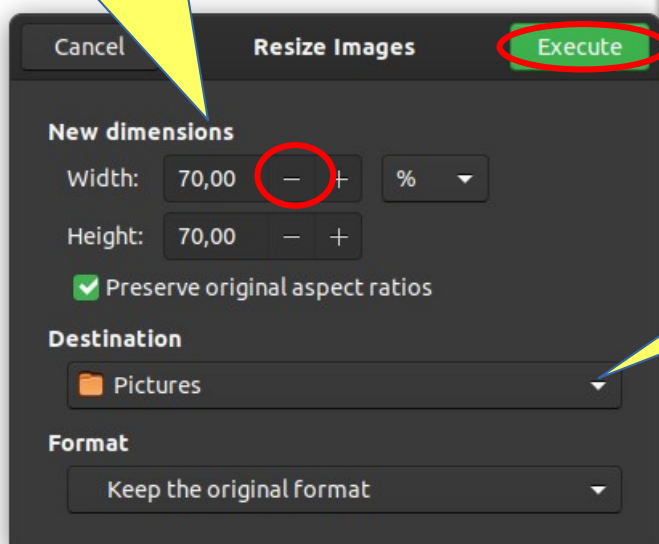
2. Open gThumb and highlight the files you want

3. Select tools



4. Select Resize Images...

5. Decrease size with -  
First try 70%



6. Select a new storage location and "Execute"

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

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



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.

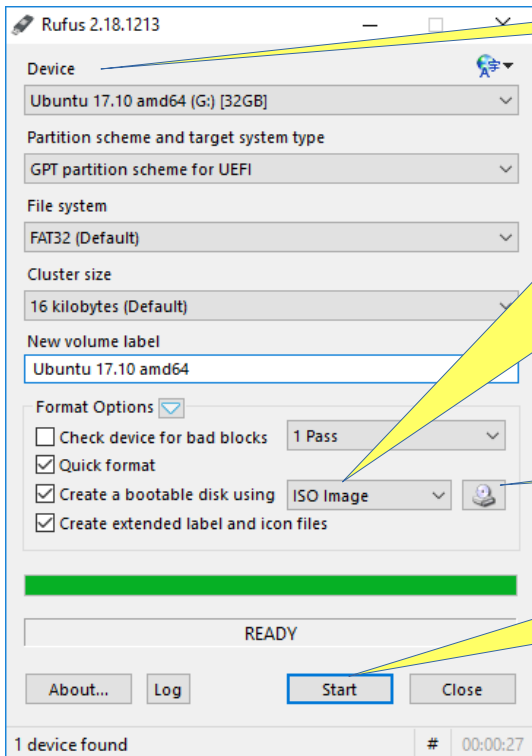
Check out the Linux distros guide and help on the web.  
You are becoming a Linux expert.

<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 24.04 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 24.04  
( [Create a bootable USB stick on Ubuntu](#) )
2. Select "Desktop image".
3. When downloading a program, you get an ISO file for your computer.
4. Launch the Startup Disk Creator from the Application Range.
5. Insert a blank min 2 GT-usb stick into the computer.
6. Specify a .iso file.
7. Select USB stick.
8. Finally, select "Create Startup Disk".
9. The computer creates a startup disk.
10. Now, there should be a bootable Ubuntu USB stick ready.
11. Shut down the computer.
12. Do you know how to start your machine so that your machine open the bios?

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

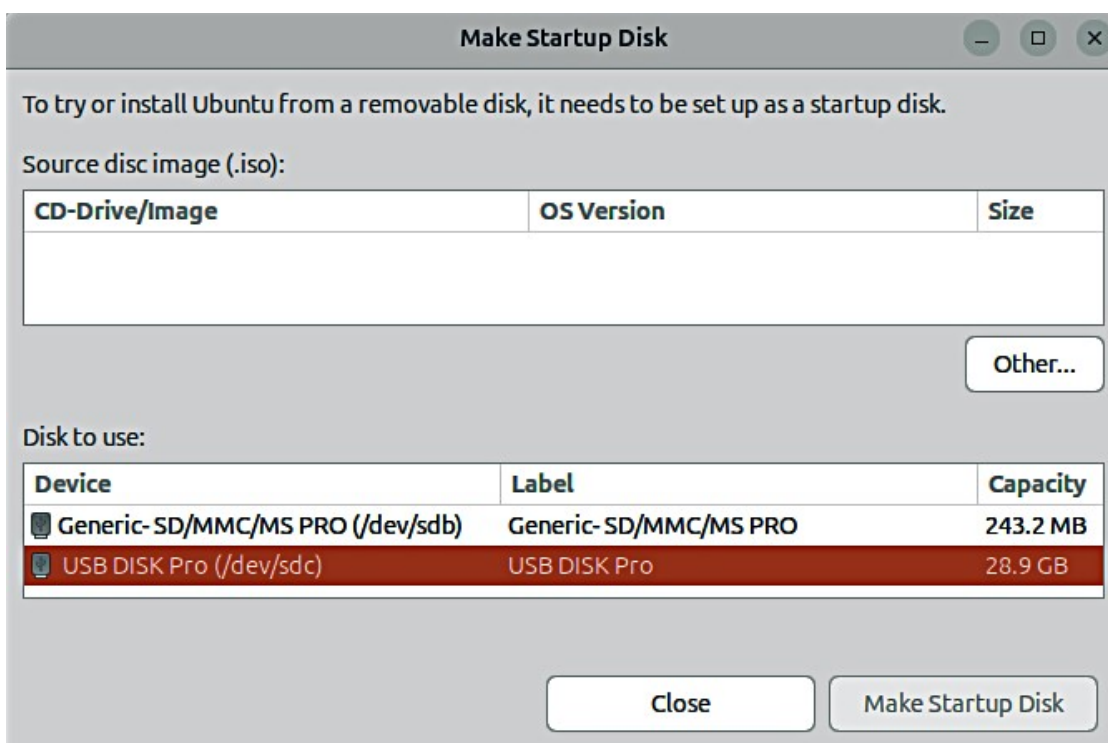
13. After that, Ubuntu should start up (it happens slowly because all the information is downloaded from a USB stick).

14. Choose "Try Ubuntu" in the menu.



**Startup Disk Creator**  
★★★★★

Startup Disk Creator converts a USB key or SD card into a volume from which you can start up and run Ubuntu. You can also store fi...



## 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.

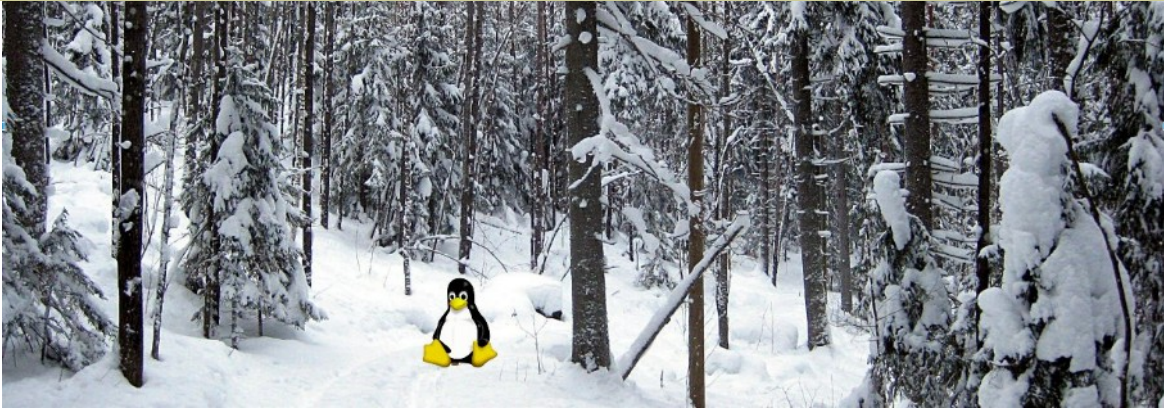
The problem is fixed by turning off fast startup in the power saving settings in Windows.

### **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.

<https://www.tecmint.com/upgrade-ubuntu-22-04-to-24-04/>

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



## Ubuntu 24.04 & 22.04 guide (pdf) for beginner

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

### English 18.04 updated20201105

[Ubuntu guide 16.04](#)

[Ubuntu guide 18.04](#)

24.04

[Some Linux distos](#)

### Suomeksi 24.04 uusittu 20200722

[Ubuntu ohjevihko 16.04](#)

[Ubuntu ohjevihko 18.04](#)

24.04

[Guide 16.04 text file for Google Translator](#)

[Guide 18.04 text file for Google Translator](#)

24.04

### Visitors ubuntutor.com in October 2020 ;-)

United States	Saudi Arabia	Colombia	Turkmenistan	Guatemala
Great Britain	Ukraine	Norway	New Zealand	United Arab Emirates
Poland	Afghanistan	Rwanda	Hong Kong	Guinea
Germany	Venezuela	Mauritius	Somalia	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	