

# Ubuntu Quickstart Card

Ubuntu is an African word meaning 'Humanity to others', or 'I am what I am because of who we all are'. The Ubuntu distribution brings the spirit of Ubuntu to the software world.

## Getting Started

Ubuntu is a community developed operating system that is perfect for laptops, desktops, and servers. Whether you use it at home, at school, or at work, Ubuntu contains all the applications that you will ever need, from word processing and email applications, to web server software and programming tools.

**Applications menu**  
Click on this menu to access your applications and to use the Add/Remove Applications tool.

**Places Menu**  
Click on this menu to navigate to places on your computer and local network.

**System Menu**  
Click on this menu to set preferences, and to perform administrative tasks.

Firefox Web Browser.  
Evolution Email Client.  
Ubuntu Help Centre.  
Update Manager.

**Home Folder**  
Select Home Folder to open your personal folder in the Nautilus File Manager. Nautilus allows you to view, create, organise, and search your files and folders.

**Desktop**  
Right-click on the background for a menu that will allow you to create a new folder, launcher, or document, to clean up the desktop and to set the background image.

**Show Desktop button**  
Click on this button to hide all your currently open windows so that you can see the desktop.

**Panel**  
Right-click on a panel to customise it. A button is displayed on the bottom panel for each window or application

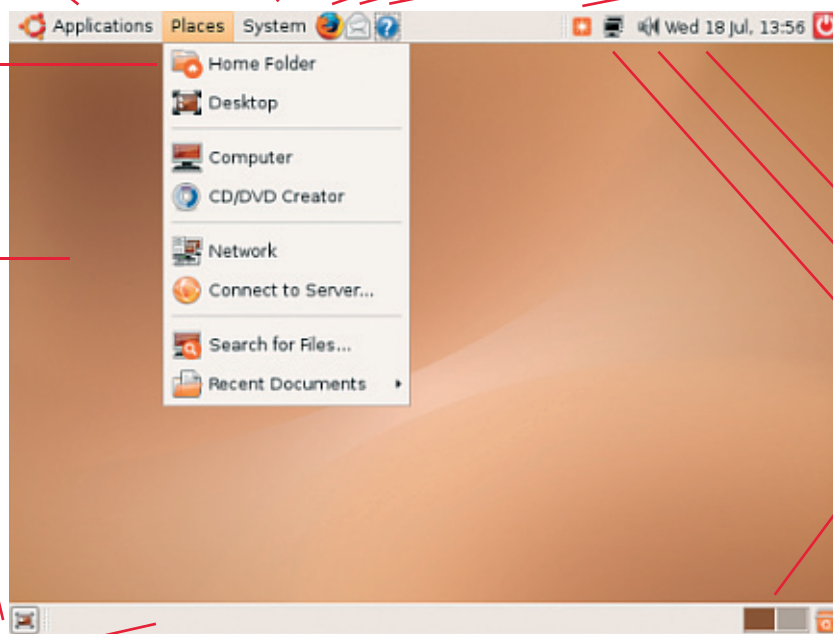
in the workspace, allowing you to easily switch between them. Some applications add icons to the top panel.

**Trash**  
Drag and drop items onto the trash for deletion. Click on the icon to open the trash.

**Power button**  
Click on this button to log off, switch users, lock the screen, or power down.

Date/Time.  
Volume Control.  
Network Connection.

**Workspace Switcher**  
Ubuntu has two workspaces by default. Workspaces allow you to organise which windows are on your screen. Every workspace contains the same desktop, panels, and menus, but you can run different applications and open different windows in each one. You can switch between them by clicking in the Workspace Switcher.



## Running Applications

To run an application in Ubuntu, click on the **Applications** menu, select the appropriate category, and choose an application.

## Customising your desktop

### PERSONALISING THE PANELS

You can add frequently used utilities and applications to the panels.

1. Right-click on the panel and select **Add to Panel**.

A small button with a plus sign and the text "Add to Panel...".

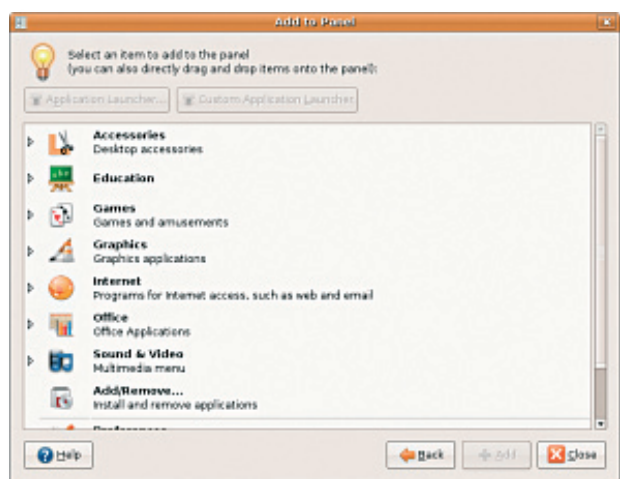
2. Choose an applet. These applets range from helpful shortcuts, to system monitors, to fun toys.



3. Click **Add**.
4. Alternatively, instead of choosing an applet, click on the **Application Launcher** button.

A button with a folder icon and the text "Application Launcher...".

5. Click on the arrow beside an application category to expand the list.



6. Select an application
7. Click **Add**
8. On the panel, right-click on the icon for a menu. You can move the icon, remove it, and access options specific to that applet or application launcher.

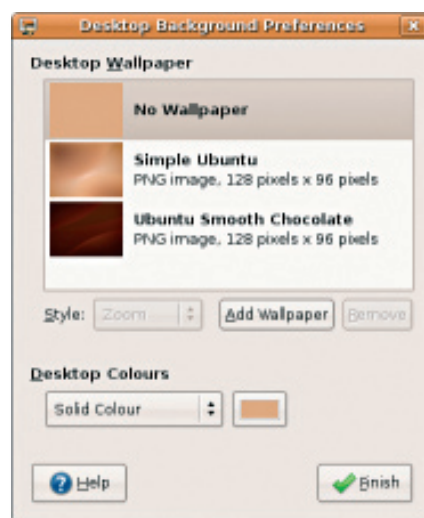
### ADDING A LAUNCHER TO YOUR DESKTOP

You can add an icon to your Desktop to launch a frequently used application.

1. Select the application in the **Applications** menu.
2. Drag and drop it onto the desktop.
3. The application will still be accessible in the menu, but you can now launch it from the icon on your desktop.
4. To remove the launcher, drag it into the trash.

### CHANGING THE DESKTOP BACKGROUND

1. Right-click on the background of the desktop.
2. Select **Change Desktop Background**.
3. To use a provided background, choose one of the wallpapers shown.



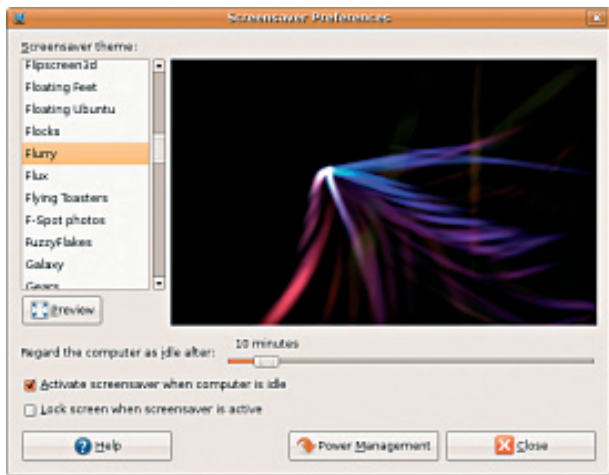
4. To use a solid colour, or a gradient using two colours of your choice, select the **No Wallpaper** option.
5. Choose an option from the **Desktop Colours** dropdown.
6. Click on the colour swatch(es) shown to bring up the **Pick a Colour** dialogue box.
7. Select a colour and click **OK**.
8. To use any image of your choice, click **Add Wallpaper**.
9. Browse your folders and select an image file, then click **Open**.
10. Click **Finish** when you have selected the background that you want to keep.

## System Preferences and Administration

From the System menu you can control the appearance and operation of your computer and find help. Select **Preferences** for settings such as themes, keyboard shortcuts, and power management. Select **Administration** for system monitors and configuration tools for things such as network, printing, and users and groups.

### SETTING SCREENSAVER PREFERENCES

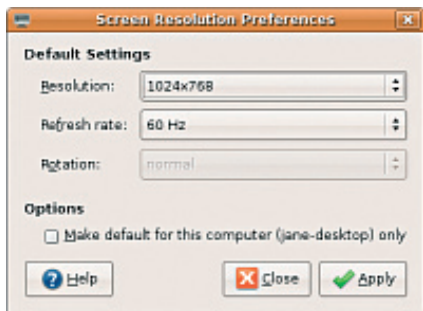
1. Go to **System → Preferences → Screensaver**.
2. In the **Screensaver Theme** list, select **Blank** for a blank screen, select **Random** for a random screensaver to be chosen each time, or select a specific screensaver that you like.



3. Adjust the slider for the length of time that you want your computer to sit idle before the screensaver turns on.
4. Ensure that **Activate screensaver when computer is idle** is checked.
5. If you want the screensaver to lock the screen, check **Lock screen when screensaver is active**.
6. Click **Close**.

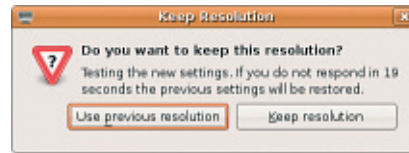
### SETTING THE SCREEN RESOLUTION

1. Go to **System → Preferences Screen → Resolution**.
2. Select an appropriate resolution and refresh rate for your



monitor and click **Apply**.

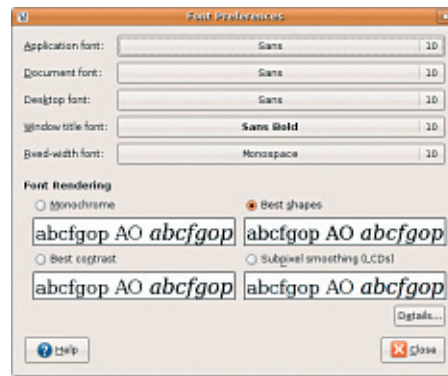
3. The new screen resolution will be tested and it will revert to the old setting unless you click **Keep resolution**.



### SETTING THE FONTS

To adjust the font styles or sizes used by the system:

1. Go to **System → Preferences → Font**.
2. Adjust the font styles and sizes as necessary.



3. Click **Close**.

## Using the Workspace Switcher

### MOVING WINDOWS BETWEEN WORKSPACES

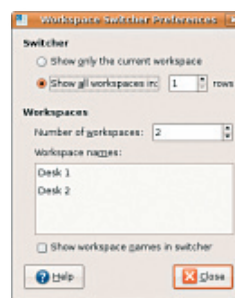
You can drag items shown in the **Workspace Switcher** to move them between workspaces.



To move a specific window more easily, right-click on the title bar of the window and select the appropriate **Move to Workspace** option.

### ADDING AND REMOVING WORKSPACES

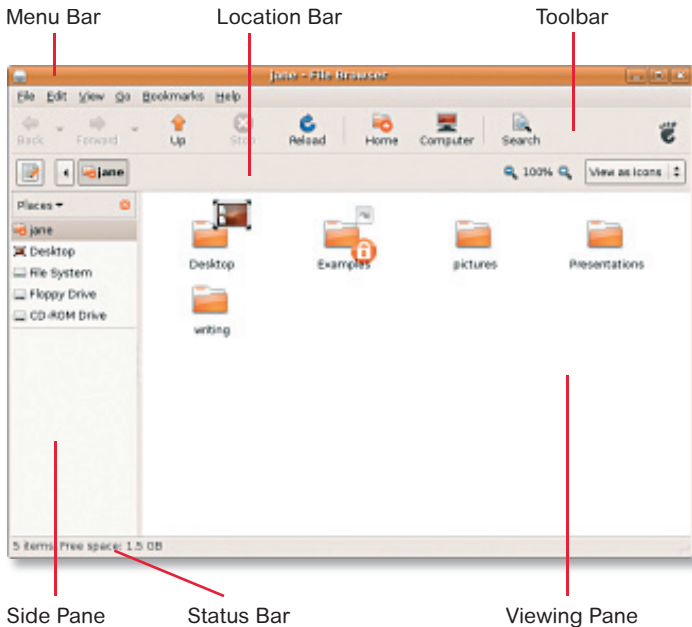
1. Right-click on the **Workspace Switcher** on the bottom panel and select **Preferences**.



2. Adjust the number of workspaces.
3. Optionally rename the workspaces by double-clicking on the name and typing in a new name.
4. Click **Close**.

## File Browsing with Nautilus

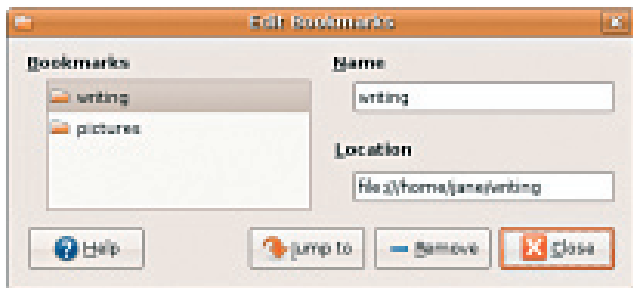
The Nautilus File Manager allows you to view, create, organize, and search your files and folders using an interface similar to a web browser. To open Nautilus, go to **Places → Home Folder**.



### USING BOOKMARKS

Bookmarks in Nautilus are similar to bookmarks in a web browser. Use the bookmarks feature to help you quickly open frequently used folders.

1. To add a bookmark, browse to the folder that you want to bookmark and open it.
2. Go to **Bookmarks → Add Bookmark** or type Ctrl+D.
3. The bookmark will appear in the Bookmarks menu and in the lower portion of the side pane.



4. To edit your bookmarks, go to **Bookmarks → Edit Bookmarks** or type Ctrl+B.
5. Select a bookmark to edit from the Bookmarks list.
6. Click Remove to delete a selected bookmark.

7. Click **Close** when you have finished editing your bookmarks.

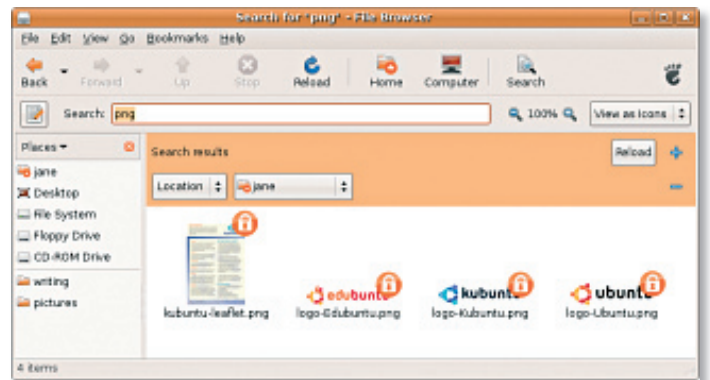
### CREATING A NEW FOLDER

1. Browse to the location where you want to create the new folder.
2. Go to **File → Create Folder**, or right-click and select **Create Folder**, or type Shift+Ctrl+N.
3. Type a name for the folder, then press **Enter**.

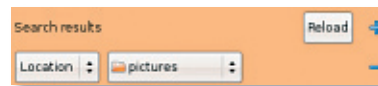


### SEARCHING FOR A FILE OR FOLDER

1. Click **Search** in the Nautilus toolbar.
2. Type your search terms in the Search box and press **Enter**.



3. The search results will be displayed in the viewing pane. Adjust the dropdowns for **Location** or **File Type** and click **Reload** to narrow or widen your search.



### WRITING TO A CD OR DVD

Nautilus can also create CDs and DVDs.

1. Go to **Places → CD/DVD Creator**.
2. Drag the files and folders that you want on the CD or DVD into the **CD/DVD Creator** window.
3. When ready, click **Write to Disc**.
4. Ubuntu will then prompt you to select the drive containing the blank CD, and give you the opportunity to name the CD and select the write speed.
5. Finally, click **Write** to create the new CD.

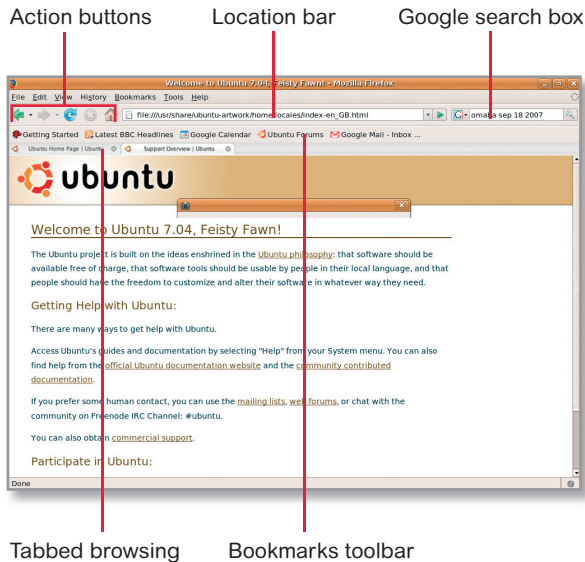
### VIRTUAL STICKY NOTE APPLICATIONS

A virtual sticky note application allows you to create, show, and hide short notes on your desktop. Ubuntu has two virtual sticky note applications: **Sticky Notes** and **Tomboy Notes**. Both are **Accessories** applets for your panels.



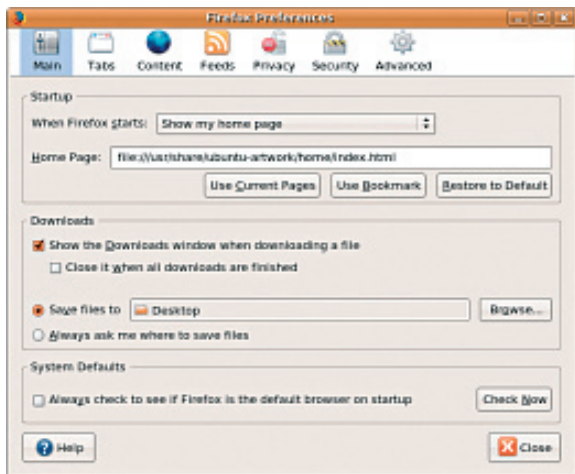
## Using the Firefox web browser

The Firefox web browser gives you convenient web browsing with added security. The Google search box allows you to search using Google directly from the toolbar. Tabbed browsing means you can have multiple pages open, but contained within the same browser window.



## SETTING FIREFOX PREFERENCES

1. Go to **Edit → Preferences**.
2. Click on the section icons along the top.



3. Make your changes, then click **Close**.

The **Main** section allows you to specify where to save downloaded files. The **Tabs** section allows you to specify how tabbed browsing behaves. The **Content** section allows you to set fonts and pop-up blocking preferences. The **Privacy** section allows you to specify how to treat cookies. Many other settings are

also included.

## USING TABBED BROWSING

To open a new tab, go to **File → New Tab** or type Ctrl+T. To close a tab, click the button on the tab or type Ctrl+W.

## USING BOOKMARKS

1. To bookmark a page, Go to **Bookmarks → Bookmark This Page** or type Ctrl+D. You can bookmark a group of tabs by selecting **Bookmarks → Bookmark All Tabs**.
2. Select the folder to create the bookmark in. (To see all folders, click the arrow to the far right of the **Create in** dropdown box.) Click **Add**.
3. Bookmarks saved to the **Bookmarks Toolbar Folder** will appear on the Bookmarks Toolbar.
4. To organize and edit your bookmarks, go to **Bookmarks → Organize Bookmarks**.

## Instant Messaging with Gaim

The Gaim messaging client allows you to use multiple types of instant messaging accounts and protocols all at once.

1. Go to **Applications → Internet → Gaim Internet Messenger**.
2. The first time Gaim opens, in addition to your Buddy List, an **Accounts** dialogue will prompt you to add accounts. Click **Add**.
3. Select the **Protocol** of the account that you want to add, enter the required information, then click **Save**.
4. Close the **Accounts** dialogue and, optionally, the **Buddy List**. You can access the Gaim menu options by right-clicking on the Gaim icon on the top panel.



## Importing digital photographs

To import photos from your camera:

1. Plug-in and switch on the camera by placing it in review



mode. Ubuntu should offer to import the photos that the camera contains.

2. Click on **Import Photos**. You should then see a preview of the photos.

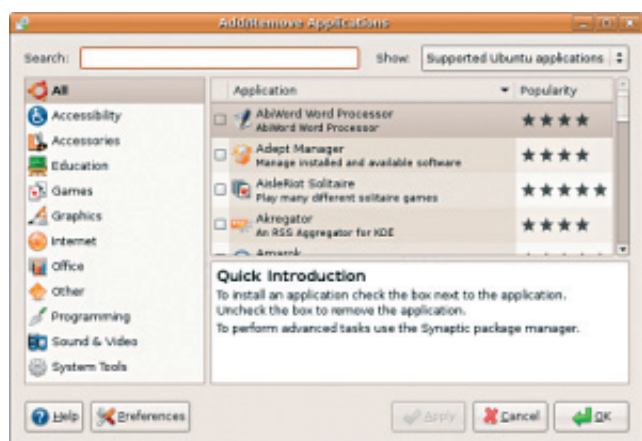
## Applications in Ubuntu

Ubuntu comes with a wide variety of applications pre-installed. Some of the most frequently used include the following:



### ADDING AND REMOVING APPLICATIONS

1. Go to **Applications → Add/Remove**.
2. To add an application, check the box beside it. To remove an application, uncheck the box beside it.




3. Some applications may require additional supporting applications or be part of a bundle. If you still want to install (or remove) the application, click **Install All** (or **Remove All**) in the confirmation window.
4. When you are finished making changes, click **OK**.
5. Check the list of changes in the confirmation window, then click **Apply**.



6. Progress windows will appear during downloading, installing, and removing. Once the processes finish, the **Changes Applied** window will appear. Click **Close**.

### Adding a Printer

1. Go to **System → Administration → Printing**. 
2. The **Printers** window will open. Double-click on the **New Printer** icon.
3. The **Add a Printer** wizard will start up and your printer should be automatically detected.
4. Click **Forward**.
5. The **Printer Driver** settings should be automatically set. Click **Forward**.
6. Optionally enter a **Description** and **Location**. Click **Apply**.
7. Your printer should appear in the Printers window. If your printer was not automatically detected, you can set the **Printer Port** and **Driver** manually.

### Connecting to the Internet

1. Go to **System → Administration → Network**.
2. Select the connection that you plan to use, then click **Properties**.



3. If you are using a Modem connection, ensure that **Enable this connection** is checked. Fill in the other fields, including those required on the other tabs, then click **OK**.
4. If you are using a **Wireless connection** or **Wired connection** and your ISP or network administrator has given you an IP address, set **Configuration** to **Static IP address**, then enter the address in the **IP address** field and click **OK**. Otherwise, set **Configuration** to **Automatic configuration (DHCP)** and click **OK**. Most ISPs and networks offer automatic configuration through DHCP.
5. To activate or deactivate network connections, check or uncheck the box next to it in the **Connections** tab of the **Network Settings** window. When you are finished, click **Close**.