



Ubuntu Computer User - Basic Features

Your computer is running a Linux distribution called **Ubuntu**. It is a full-featured computing environment for use in a home or business. (Full help from the Ubuntu community can be located at <http://www.ubuntu.com>)

A. Turn the computer on and show the Ubuntu Desktop

1. Power on with the rectangular button to the right of the floppy drive slot.
2. Login User Name: **(See the back or bottom if a notebook or netbook for the user name.)**
Password: **(Call 203 748-2960 and I'll dig it out of my password vault.)**

B. Turn the computer off from the Ubuntu Desktop

1. At the top right menu bar of the desktop screen there is a shut down icon.
2. Click on the **red** icon or **green** running man icon to access the menu, then **Shut Down**.

C. Use Programs from the Applications Menu in the Computer (top left menu bar)

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| 1. Internet Web Browsing | Internet --> | Firefox Web Browser |
| 2. Word Processor | Office --> | OpenOffice.org Word Processor |
| 3. Spreadsheet | Office --> | OpenOffice.org Spreadsheet |
| 4. Presentation | Office --> | OpenOffice.org Presentation |
| 5. E-Mail | Internet --> | Mozilla Thunderbird Mail/News |
| | <i>(preferred that you use a web-based e-mail such as Yahoo Mail or Gmail)</i> | |
| 6. Photo Editing | Graphics → | GIMP Image Editor |

D. Use the Places Menu for saving your documents or folders (top left menu bar)

Typically use the **Documents or Desktop** folder in this menu for your files. I suggest a USB memory key for keeping backups to important files.

E. Use a USB memory key for your files. (removal instructions important to not corrupt the key)

1. Be sure the computer is powered on and ready to use.
2. Insert your USB memory key into an available USB slot at the back of the tower. When the key is recognized, an icon will appear on the computer desktop. You can open the drive by double-clicking on the icon. (Save and load your documents in the normal way.)
3. To **remove the key**, first on the desktop **right-mouse on the desktop icon** for the key and choose **Unmount**. The computer will soon dismiss the key so it can be physically removed. (Pull straight out from the slot.)

F. Get and Install Updates for the computer using an Internet connection. (A colored red or orange in the upper bar may appear when connected. A notice box about updates available may also show up.)

1. Click once on the colored icon (**red/orange**). The update manager will start.
2. After the update list appears, choose **Install** and give your user **password**.
3. The update manager will download and install the updates and will finish a bit later. Rarely the computer will indicate it needs to restart to complete the updates. In that case you can wait until you start the computer on another occasion. The update manager takes care of all the details.

Enjoy! -- Dave