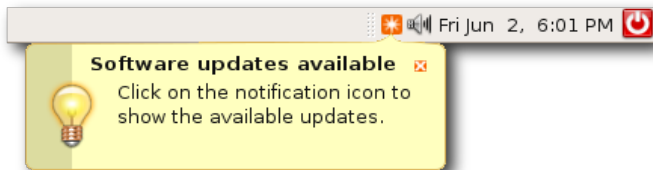


Your newly installed Ubuntu

updates

You have installed *Ubuntu* and restarted your computer, and hopefully chosen *Ubuntu* to boot if you have decided to have dual boot, and you wondering... “*what's next?*” The first thing you should do is *update* your system. If you have an internet connection and there are updates available, you will see an icon like this (see picture) orange icon in the top panel to the right, click it and you will be asked to type in the *root password*. A new windows with updates will be showed with all updates checked by default, click *install* updates to install the updates.



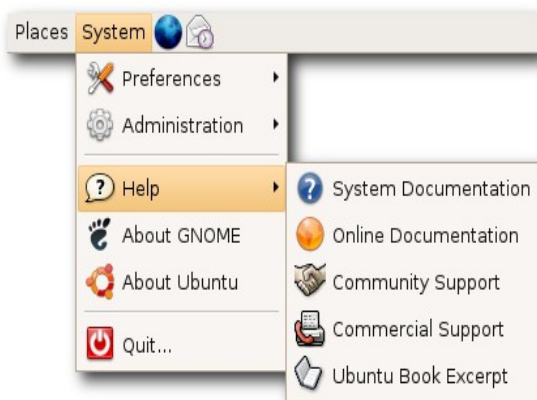
Updates, from simple security fixes to a complete version upgrade, are now possible with a few clicks of the update utility.

menus - applications



This is the application menu. A standard *Ubuntu* install contains a good selection of useful applications for most, if not *all*, of your needs. If you choose to install more applications to *Ubuntu*, they will most likely end up in one of these categories. The menu is very organised, making it easy to find what application you are looking for. *Add/Remove...* at the bottom is one of many software and methods used for installing new software, this is probably the easiest way for new *Ubuntu* users to install new programs. Later on I will describe how to install applications, and a short description on the most useful applications and which applications that would be the *Linux* alternative to what you might be used to use.

menus - places & system



Places contains easy access to *folders* and *places* on your computer, as well as *removable media* and *recent documents*, you may also find a *Search for file...* option here as well.

The system menu contains a lot of useful applications for *tweaking* your system, I will get more into this later, but most of them can be told by their name. You will also find a menu for where to look for help and two icons *About Gnome* and *About Ubuntu* for additional reading, and in the bottom *Quit...* for various options from *Shut down* to *Lock screen* and so on.

the rest of the panels

In *Ubuntu* you will by default have two panels, one at the top for *accessing* and one at the bottom for *sorting, orientating and accessing* what you already have opened. The panels are very customizable. I will get into how to customize later on, but for now, lets stick with the default panels.

top panel:



1, 2 & 3: Applications, Places and System menu described earlier.

*4: Short cuts to different programs, short cuts can easily be added by right clicking on a applications from the menu and select **Add this to launcher to panel.***

5: The notification area. This is where the update icon, battery and network information, volume control and some running applications will appear.

*6: Time and date. For month view, just click the **Clock** button. This calendar works great with Evolution, click on bold dates to see what notes you have added to the dates.*

*7: The **Log off** icon. Choose between **Log out, Lock Screen, Switch user, Suspend, Hibernate, Restart, Shut down or Cancel.***

bottom panel:



1: By clicking this icon, all open applications will be minimized and you will see the desktop.

2 & 3: List of applications you have opened. The application you are using will be shown as pressed down: 2. Other applications will be shown as bumping over the panel: 3.

4: This is desktops within your session. By clicking these desktops, you will open the different desktops and applications you have added to the different desktops. You may add and reduce the amount of desktops available.

*5: This is the **Garbage Bin**, when you delete something it will probably end up here. If it is something there, it will change its look to a full garbage bin. To open just click the icon, to delete, right click and click **Empty Garbage Bin** and choose either **Cancel** if pressed by a mistake or **Empty Garbage Bin** again to empty it.*

the desktop

Not much to say here. Short cuts and folders are better organized in the *panels* and the *Places menu*. Though you can freely add short cuts and folder to your desktop, it looks more clean and neat totally empty.