



## First steps with Ubuntu

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**Free training from KW online** – call Gerry **07941 435 262**  
[www.kwonline.co.uk](http://www.kwonline.co.uk) delivered at KWW Computers Ltd.

The computer loaned to you uses **Ubuntu**, pronounced (**ooh-bun-too**), not Windows.

Four **FREE** training sessions at KWW Computers Ltd. are provided to help you get started. These are delivered by Gerry – **contact him on 07941 435 262 to book times**. You will also find support at [www.kwonline.co.uk](http://www.kwonline.co.uk) – click on the “Ubuntu” link at the top.

### Getting started quick guide

#### Starting up:

To start the computer press the “On” switch on the computer and wait a minute or so.

Just after you press the first button a light at the bottom of the screen should turn orange and then green. If this doesn't happen press the “On” switch on the screen as well.

This screen appears while Ubuntu is loading.  
The orange bar will move across the screen.  
The screen may then go black for a few seconds – this is perfectly normal.



When you see the screen below you're ready to start. This is called the “desktop”



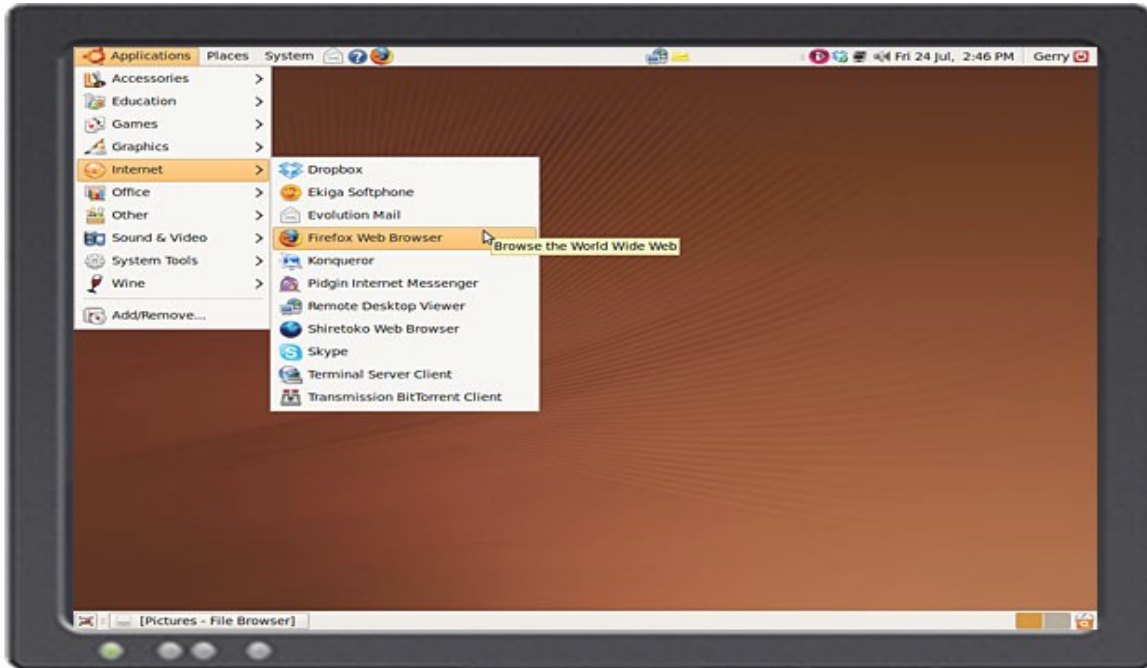
**You will find videos to help you at** [www.kwonline.co.uk](http://www.kwonline.co.uk)  
**Ubuntu support is found at** [www.kwonline.co.uk/courses\\_ubuntu.htm](http://www.kwonline.co.uk/courses_ubuntu.htm)

The grey bar at the top is called “The Panel”  
Use the 3 menus in the panel to find programs  
Click once with the left mouse button to open them.

**For Looking at “The Internet” and “Shutting down the computer”\*\* see page 2**

### Looking at The Internet:

The program to look at The Internet is called “Firefox Web Browser”.  
Click on the “Applications” menu – move the mouse down to “Internet”  
A sub menu will appear, move across and click on “Firefox Web Browser”.

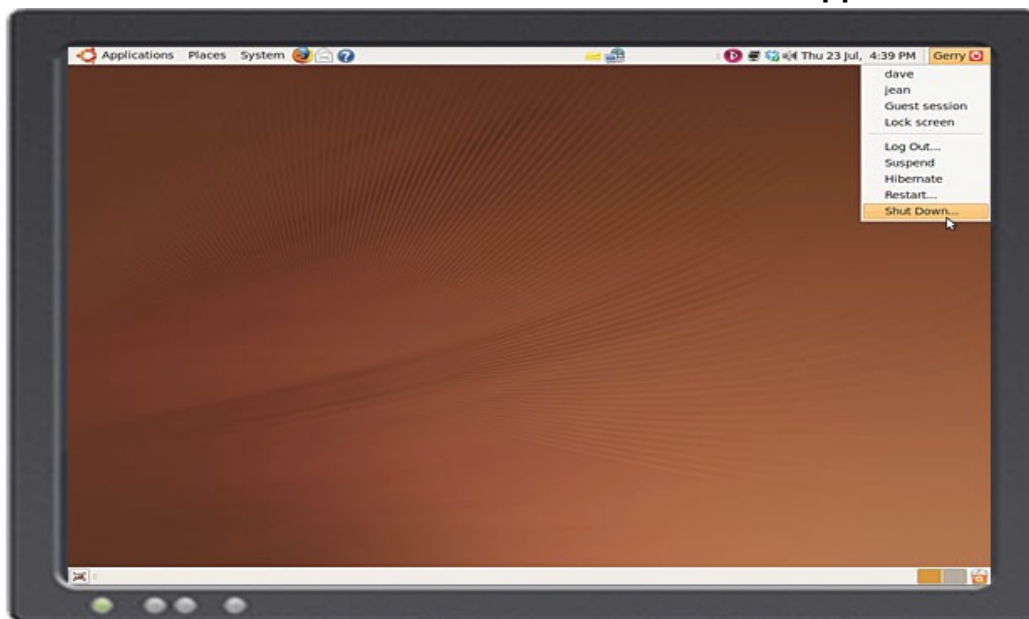


### Shutting down the computer.\*\*

**At the end of every session you must shut down the computer like this!**

Click on the far right of “The Panel” (by the red on/off icon).

Select “Shut Down...” from the menu that appears.



**\*\* N.B. Just pressing the on/off switch on the computer will damage Ubuntu.  
It will cause problems starting up and you may have to pay for a new installation.**