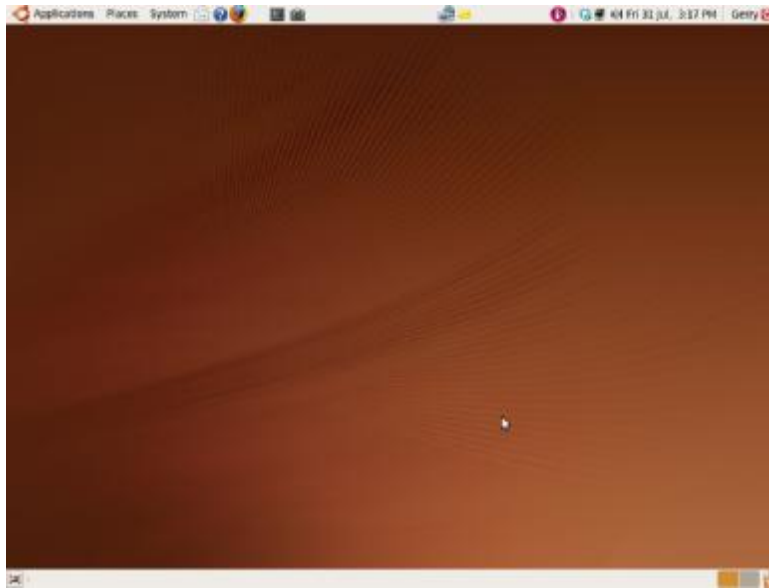


## An introduction to the Ubuntu desktop

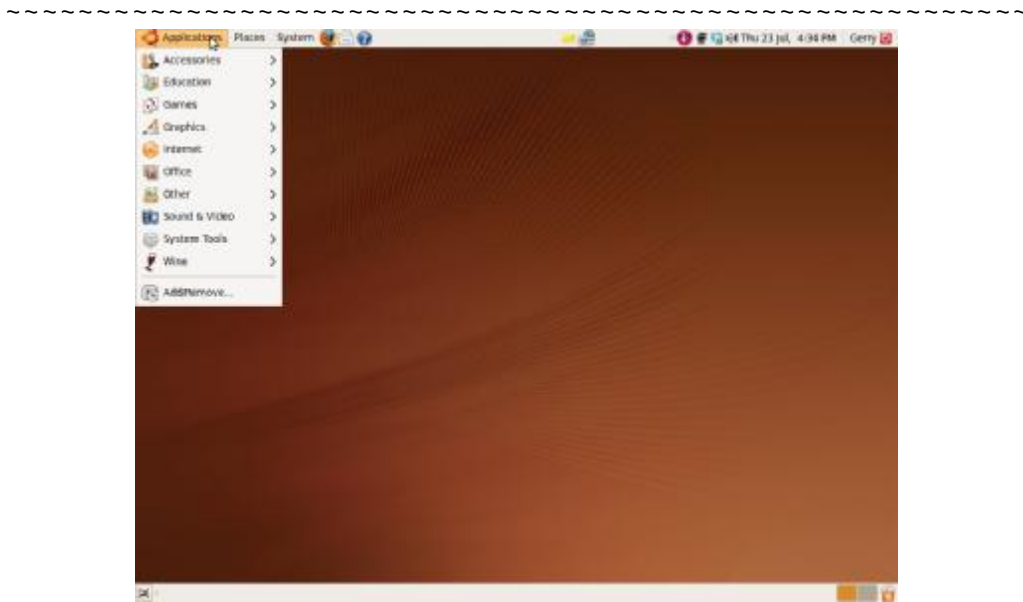


This is the screen, or "desktop", that you'll see when Ubuntu opens.

The grey bar at the top is called the "panel".

Here you'll find the 3 main "menus" or lists to access programs and information as well as a few symbols or "icons".

You can open menus by clicking on the words with the left button on the mouse; this is known as "left clicking"



The first menu is headed "Applications". This is the one you'll use most often.

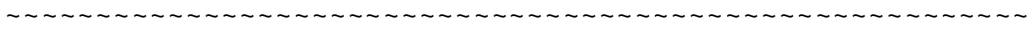
From here you can open The Internet using the "Firefox web browser", Games, Graphics programs to work with digital photos and "OpenOffice" to write letters etc.

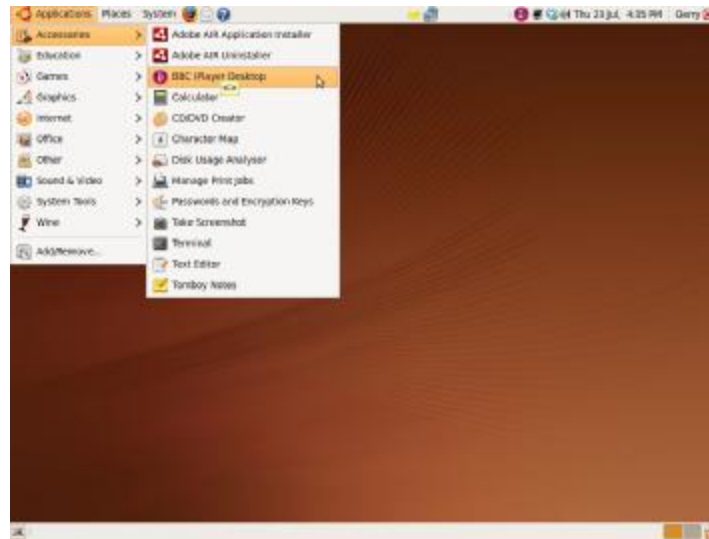


The "Places" menu gives you quick links to various places on the computer e.g. documents, music, pictures etc.



"System" is the 3<sup>rd</sup> menu. This is where you control how the screen looks and what the computer is set up to do.



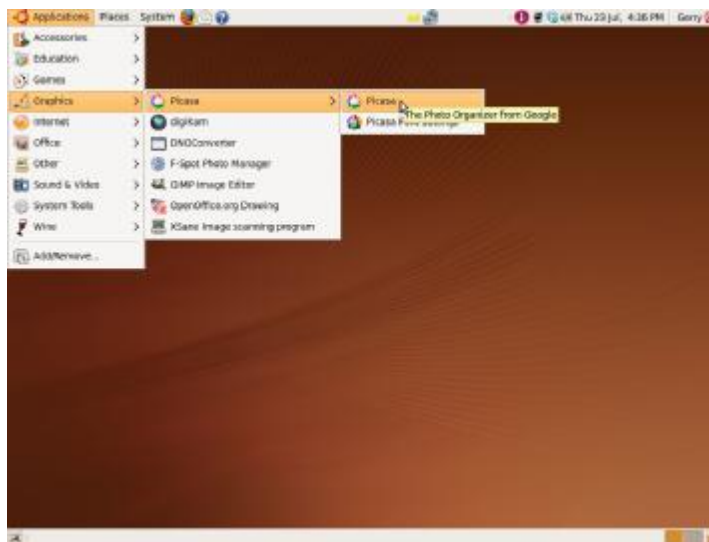


Each of these menus has a number of "sub-menus" that open up to show more options. These are shown by the little black arrow at the right.

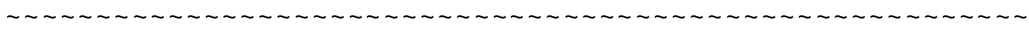
E.g. In the "Applications" menu "Accessories" expands to show Calculator, CD/DVD Creator, Terminal etc.

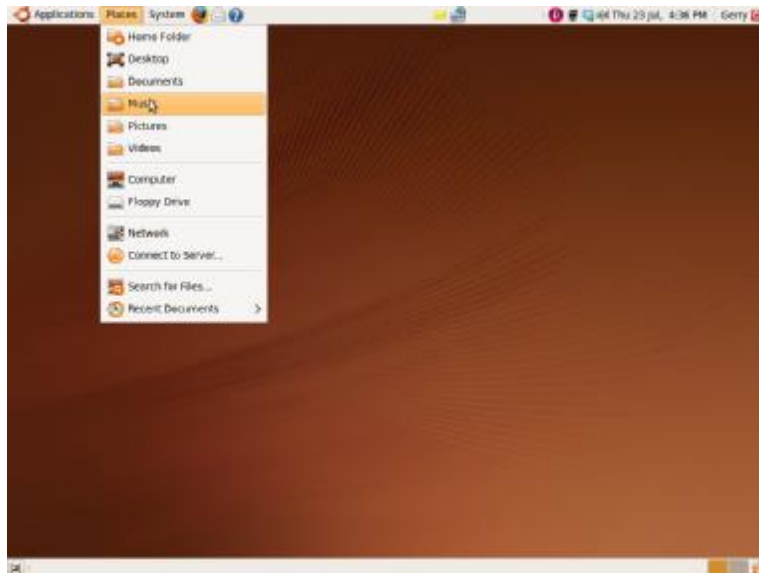
Here you can see the BBC iPlayer Desktop - I've added this later.

New programs will appear in these options - but not always in the most obvious place.



Sometimes these sub-menus expand even more e.g. "Graphics" expands to "Picasa" which opens again to show the actual link to this excellent program for editing photos. Any time you a black arrow to the right this means there's more to see.



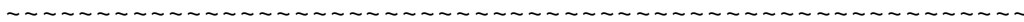


It's a good idea to start saving information in sensible places so that it's easy to find weeks later.

The "Places" menu gives quick links to the most commonly used sections of Ubuntu.

Get used to putting letters in "documents", music in the "music" folder etc.

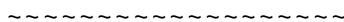
You can set up your own set of folders to organise things e.g. holiday pictures - if you are part of The Knowle West Web this will be covered in your free training sessions with KW online.

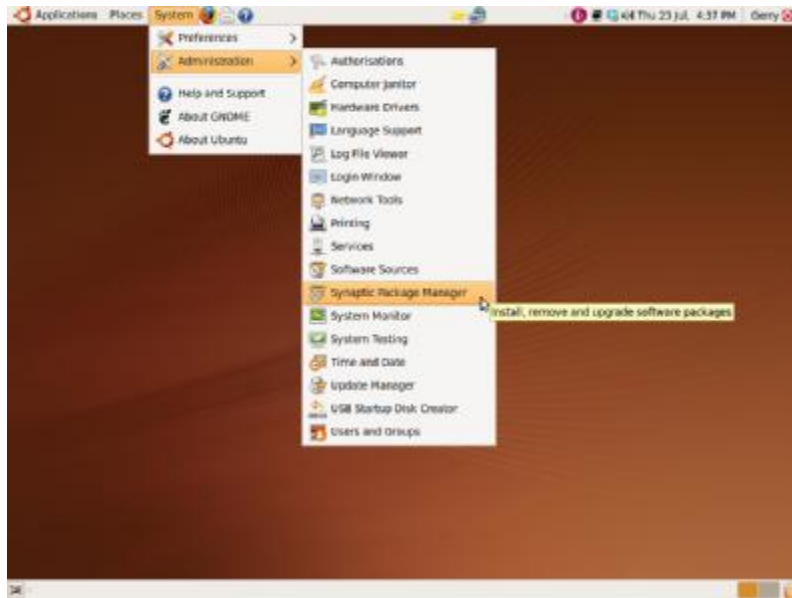


In the "System" menu there are 2 main sub-menus.

The first is "Preferences" - this is where you control what the screen looks like and how things like the mouse behave.

You can also change the appearance and sound etc.

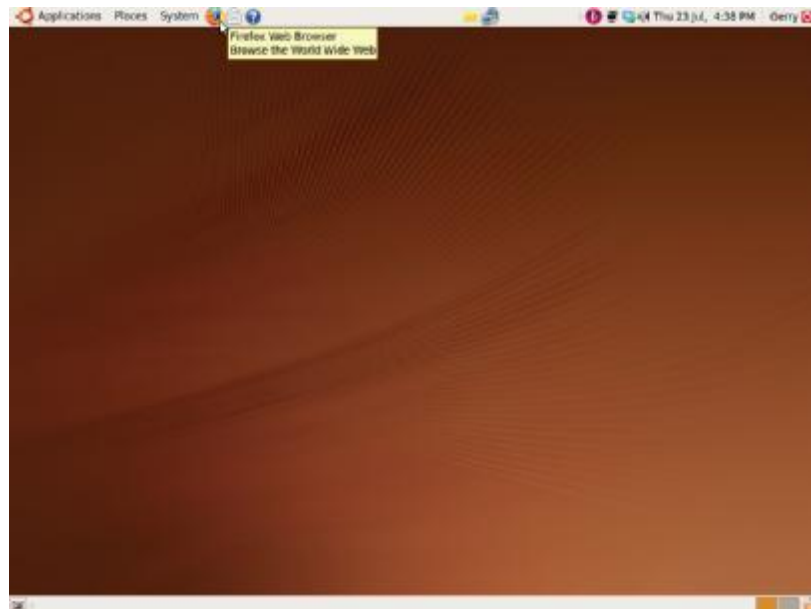




Also under "System" you'll find "Administration".

This is a bit more difficult. It's where you control what the computer is allowed to do. There are a few useful options here even for newcomers including 'time and date', 'printing', 'software sources' and 'synaptic package manager'.

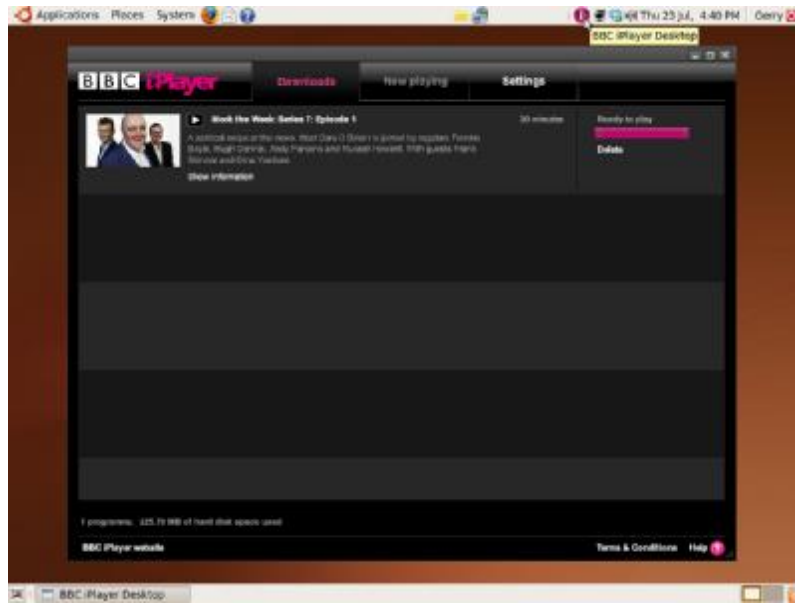
The Knowle West Web users can ask about these at the free training sessions or go into more detail with KW online for just £2/session.



On the panel you'll also find a few 'icons' or symbols to open commonly used programs like Firefox to view The Internet.

You can add your own favourites by 'right clicking' on the link and selecting "add to panel".

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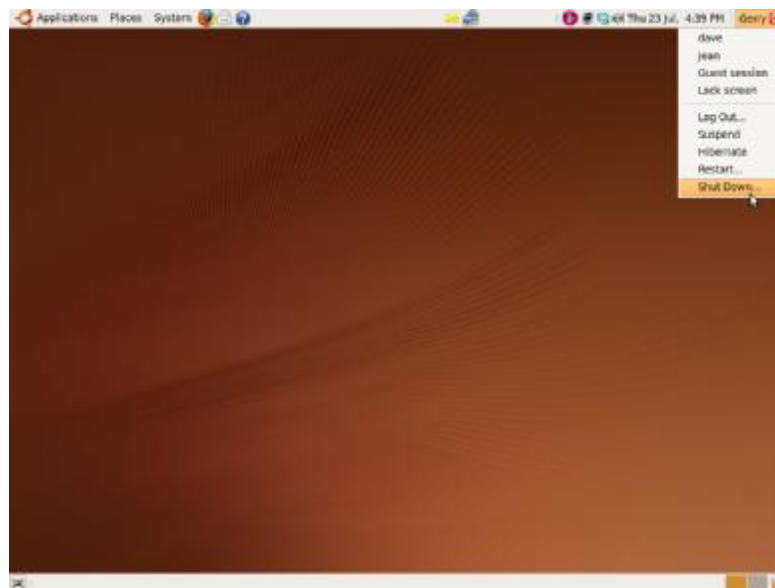


When you install some new programs they put 'icons' at the top e.g. "DropBox", "BBC iPlayer" etc.

One click will open the program.

You will also find information about the date, time and type of internet connection running on your computer.

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At the far right is the on/off symbol - clicking on it opens a small menu.

This is where you go to switch off the computer when you've finished.

It's important to do this after every session.

That's the end of this quick introduction.

In the next video we'll look at these menus in more detail.

Thanks for watching Gerry, Mark & George