

From Windows to Ubuntu & Ticket to Read Instructions

This document is intended to help you use your new computer by helping you understand the Ubuntu Operating system that is installed on it and most often relating it to the same Windows feature that you are more likely to be familiar with. Keep in mind that this is more of a simple starter document, if you want to research more about these topics I would encourage it and let you know that Google [www.google.com] is your friend ☺

At the bottom of this document you will find instructions for using www.tickettoread.com as well as other websites requiring Adobe Flash player.

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1. Setting up your computer

Plugging your computer in:

Your computer will need several things attached to it in order for it to work for you. You will need a power supply box, it is about half the size of the computer itself with two cables coming out of it. They a monitor, mouse and keyboard. These plug in relatively straight forward into their own distinctive sockets. Just remember that the computer and monitor will need to plug into the wall to get power, otherwise everything plugs into the computer itself.

One note about the monitor. These computers require a DVI type of cable to plug into the back of the computer. This is what the port looks like and you should have one on the back of your computer. If your monitor has a VGA plug, then you will have to use a DVI to VGA adapter. They are only about \$4 on average and can be found in most electronic stores.

Just ask the store clerk for a DVI to VGA adapter or mention that you have a VGA monitor and the socket in back of your computer is for DVI and they should know what you mean.



DVI PORT



DVI to VGA Adapter

Setting the Accounts and Passwords:

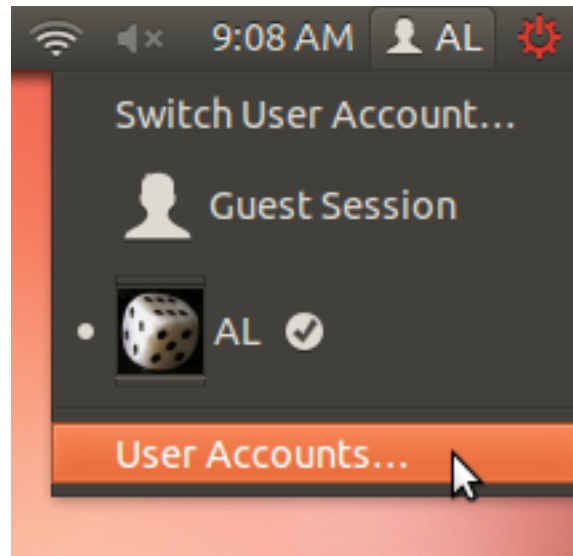
Now with the Windows system you are use to, the Administrator account does not play a huge role in a home computer. Normally a computer system is set up so that anyone who logs in can do virtually anything on the computer. However in a Ubuntu system the Administrator account plays a more important role. Any program that is to be installed requires that the administrator enters their password, any updates requires the administrator password. In whole you should have your account, as the parent, be the administrator account and also create additional accounts for the computer that your fellow family members can use. This is the way to do it.

Now when you first receive your computer the administrator account name is 'AL' and the password is 'password'. Now as you well know, this is not secure so you should change it.

First in the upper right corner click on the name 'AL' which is the initial username for the administrator account that the computer was set up to use. A menu should appear.

Click on the 'User Accounts...' option near the bottom.

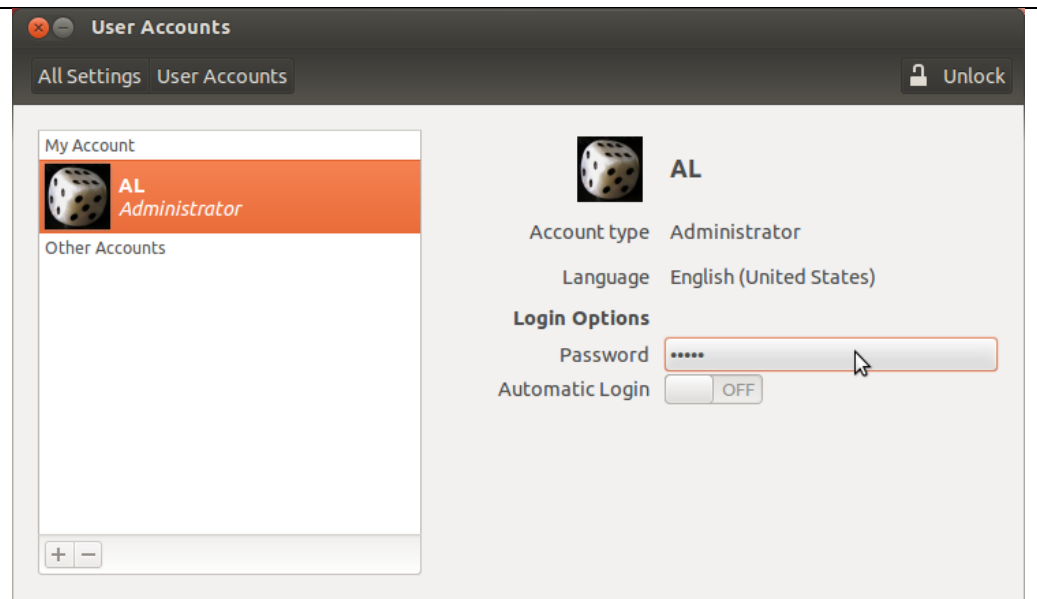
The other options here will allow you to switch to one of the other accounts, but we are on a mission here to change the password for the Administrator account, and we can change the Account name from 'AL' to your name at the same time.



This will open a new window to allow you to edit the account information.

The Password field doesn't look like a button initially but just mouse over it and it will become one that will open a new window to change your password. Remember your current password is just 'password'; if you have not changed it already.

You can also click on the name 'AL' to change the accounts name to your name or something that makes more sense to you.



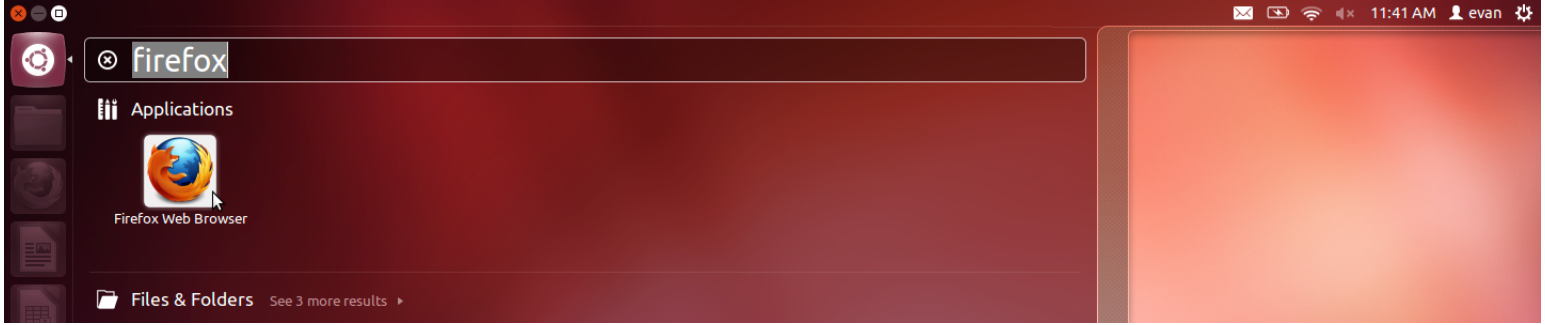
Once that is done, then your Administrator Account is more secure and you can move on to other things in Ubuntu. Also note here if you wanted to set up other accounts for other household members then they can be set up using the + sign in the lower left. You may have to first 'Unlock' it using the link in the upper right and putting in your password; then the lower left + sign button will be enabled to create more accounts.

2. The Desktop

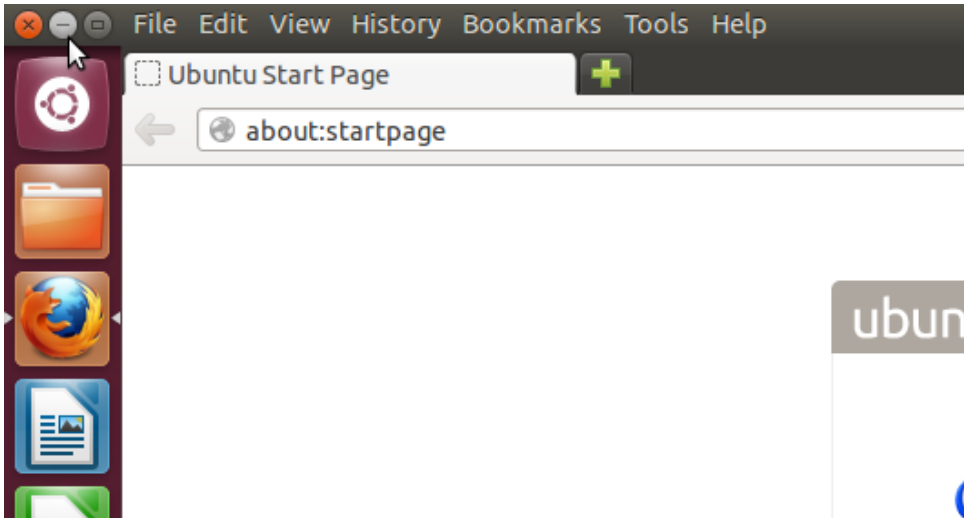
Your Ubuntu system has a desktop like other Windows based computers you may have used already. The desktop is just a place to initially store the icons or folder where your files are located or to run the programs that are installed as well as navigate to other parts of the computer.

Now windows usually has their 'Task Bar' along the bottom of the screen, where the Start menu button is on the lower left and the programs you have running along the bottom in Windows. However Ubuntu normally puts it on the left side of the screen. This setting is adjustable to place it along a different side, but by default it is on the left.

The very top left button is called 'Dash Home', this is virtually the same as the 'Start' button in Windows. It is how you access the programs on the computer. Go ahead and click it and it will bring up a list of programs in various categories as well as give you a method of searching for a particular program.



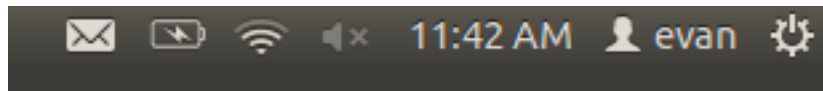
Try to type 'Firefox' in the search field. Note that it gradually tries to find programs you might want as you type. It should come up with a program called 'Firefox Web Browser'. You may be familiar with Internet Explorer in Windows, well Ubuntu doesn't have Internet Explorer and that is actually a good thing. Firefox is the default web browser for Ubuntu. If you have an internet connection, then open it and browser around the web.



Now that you have Firefox open now is a good time to demonstrate how to minimize windows in Ubuntu. In this aspect Ubuntu works like Mac's, the buttons to minimize/maximize and close are on the upper left of the screen, rather than in Windows where they are on the upper right. While you have Firefox open, note along the top left you will see a grey bar with the words 'Ubuntu Start Page - Mozilla Firefox', or if you have navigated to another page it will say '<web page title> - Mozilla Firefox'. Use the mouse and hover over those words and you will see that they change to something like 'X _ [] File Edit View History Bookmarks Tools Help'; these should be familiar to you if you have used any computers web browser. So it has the same tools, just in a different place. For now click the 'Minimize' button, it looks like an underscore and is the second button in the line, right after the X. I have it highlighted.

When you minimize it and it will return you to the desktop. Now look at the left bar and the 3rd icon down, you will note that it is the same Firefox icon that you searched for before. Yes it was here all along, I just wanted to show you the search tool. But now that you have an instance of Firefox minimized from the steps before you will see that there is a little white triangle to the left of the icon. This tells you that there is an instance running. Later you will note that there can be multiple triangles there if you have multiple windows open. Go ahead and click that Firefox icon and it will restore the window that you minimized. Now with the Firefox window open, look at the left icon again and note that there is a little triangle to the right of the icon. This tells you that this is the current program that is showing on the desktop.

So we have discussed where the common menus normally appear in Ubuntu and the Task Bar and what it looks like to



There are several options here that tell you about your computer.

Envelope: These options are used to set your status for either an email program or online chat program. Since by default neither of these are set up, this envelope doesn't really mean anything when you first start. For future reference Ubuntu default uses 'Mozilla Thunderbird' as its email program, it is very much like Microsoft Outlook, maybe a little more basic though.

Battery: This icon shows up because my system is a laptop, so it displays the battery. For desktops, this icon will be another picture but basically means the type of power the computer is using.

Reception: These bars show up on my laptop because I have a wireless capability. For desktops without wireless, it will show a connectivity icon if you are connected to the internet.

Speaker: The speaker volume as well as a link to a music program called 'Rhythmbox' which is iTunes like.

Time: Just the time and a calendar.

Name: This is the account that you are currently logged into. There are options elsewhere where you can set up multiple accounts as well as the administrator account. This may be a more advanced topic that would require other documentation beyond the scope of this one.

System Icon: This icon displays the various system level options and settings you can view. I'll cover more about the options here:

System Settings: This is like the Control Panel in Windows, it shows all the various tweaks to the system you can set.

Displays: This option will let you select the Resolution of the screen. So if you want bigger or smaller displays.

Startup Applications: The programs you add here will automatically be started when you log on to the computer. So something you may always want to use first, perhaps an email program or the like.

Software Up to Date: This is not really an option but more of a status as to how updates are proceeding. The possible values here are 'Software Up to Date', 'Updates Installing...', 'Restart to Complete Updates...' or 'Updates Available...'

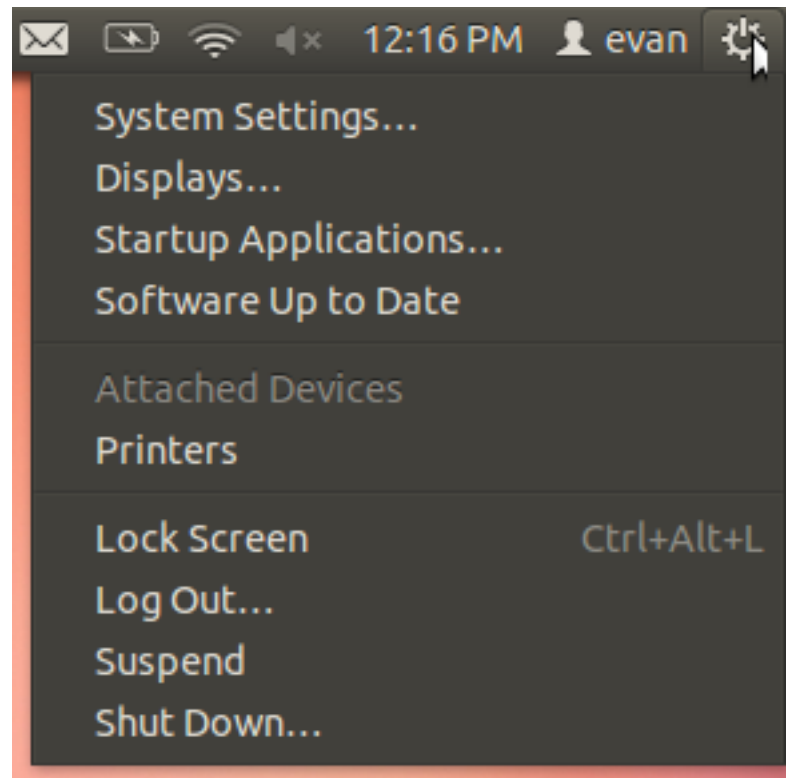
Attached Devices: This is a way to access extra devices that are plugged into the computer.

Printers: Add/Remove/Modify printers for the computer.

Lock Screen: Much like locking the computer in Windows

Log Out...: Just like Windows

Suspend: This is comparable to 'Sleep Mode' in Windows.



Here is an Ubuntu help article online to help describe the

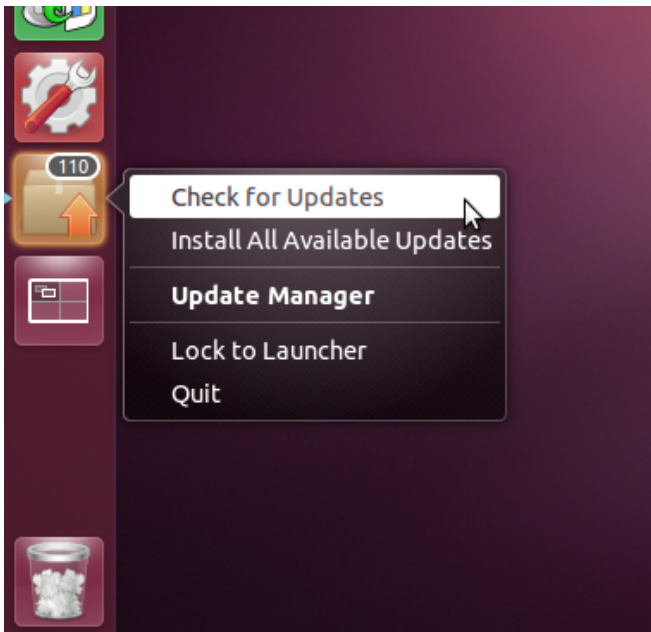
3. Common Relations to Windows

By large Windows and Ubuntu can both do the same thing, it is just that each does it a little differently; naming things differently and looking different. Here are some common things that are in Windows and what its Ubuntu counterpart is named.

Windows	Ubuntu
Start Menu	Dash Home
Control Panel	System Settings
Microsoft Word	LibreOffice Writer
Microsoft Excel	LibreOffice Calc
Microsoft PowerPoint	LibreOffice Impress
Microsoft Outlook	Mozilla Thunderbird (sort of a loose comparison)
Recycle Bin	Trash

4. Updating your computer

Every now and then updates need to be applied to a computer. These are main bugs or errors that were found and Ubuntu, the company, fixed them and released an update in a patch that needs to be applied. Ubuntu makes it really easy to update your computer. However you do have to have an internet connection. If you do, then the computer will automatically check if there are updates behind the scenes and then notify you that one or more are available for you to download.



A little folder icon will appear in the left bar with a number in an oval. That number is the number of updates it found.

If you right click the folder icon it brings up the menu to the left which most commonly you will just select 'Install All Available Updates' to fully update Ubuntu.

You can select 'Update Manager' which will take you to a window where you can select only certain updates, or have it check again and then install as well.

Remember that you can also get to the Update Manager by going to the 'Dash Home' and search for 'Update Manager'.

5. Running Programs in Ubuntu

In this documentation we have already run a few programs in Ubuntu; namely Firefox and Update Manager. However there are a wide variety of programs in the system just waiting for you to use. Just use the Dash Home tool to search for them. It may be beneficial to just type a few letters and let Ubuntu bring up a list so you can see what is there and look around

Otherwise running programs in Ubuntu is much like running programs in Windows, just double click the icon.

6. Microsoft Office to LibreOffice

One of the major Microsoft Tools is Microsoft Office. Where you can write documents, or create spreadsheets or slideshows in Microsoft. Well Ubuntu has similar programs that come with the default installation of Ubuntu; they are called LibreOffice. Their icons are by default placed on the left menu bar as shown in this picture:



The Top Blue icon is for LibreOffice Writer which is like Microsoft Word for writing documents or papers.

The Middle Green Icon is for LibreOffice Calc which is like Microsoft Excel for creating spreadsheets.

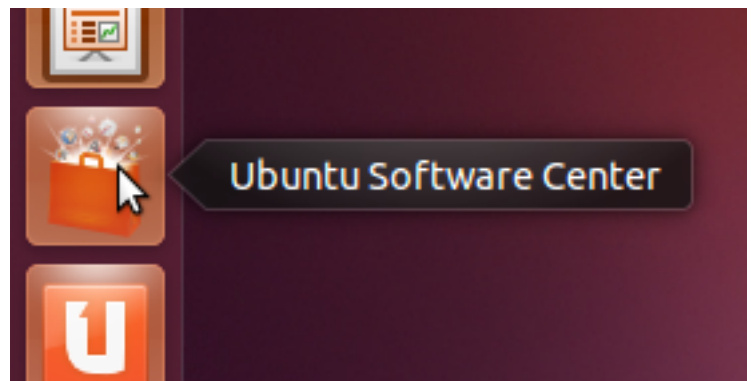
The Bottom Reddish-Orange icon is for LibreOffice Impress which is like Microsoft PowerPoint for creating presentations or slide shows.

The documents these programs create can be read by Microsoft's equivalents as well as LibreOffice and read Microsoft's documents. One thing to note here is that for the most part the files created in either are interchangeable, however the more advanced features you use from one program that harder it will be for the other program to convert and may be make the particular file incompatible with the other program. For the most part basic editing like font changes or bolding text are perfectly fine.

7. Getting New Ubuntu Programs

It is very easy to get new Ubuntu programs because the Ubuntu Company themselves keep a registry of programs that are specifically designed for Ubuntu. More often than not you can find a suitable counterpart to a Windows or Macintosh program you already have in this registry. Once more most of the programs for Ubuntu are completely free, though many will ask for a donation to help with the costs of making them; however the donation is not required. Just use the 'Ubuntu Software Center' program that is in the left menu bar.

The icon looks like a little bag with bubbles coming out of it and when you mouse over it, it will appear like this:



The complete window will look like this:



Here you can use the top right search box to look for programs, often just typing something close to what it actually is will get you there.

Also the left category menus will help find types of programs.

Lastly there are three options at the top left to view All Programs, ones you have Installed as well as your History of installing programs.

Once you select a program it will bring up details about that program and have reviews from other users along the bottom when you scroll all the way down. There is an 'Install' button along the top right when viewing a program to automatically install it on your computer.

8. Running Windows Programs (Wine)

Ubuntu also has the ability to run Windows programs on it to a very large degree. Most all Windows programs will be compatible in Ubuntu with one extra step. There has been an emulator program built for Ubuntu that will emulate or try to mimic a Windows computer as closely as it can. This program is called 'Wine' or 'Microsoft Windows Compatibility Layer'. You can install and run most Windows only programs using this program.

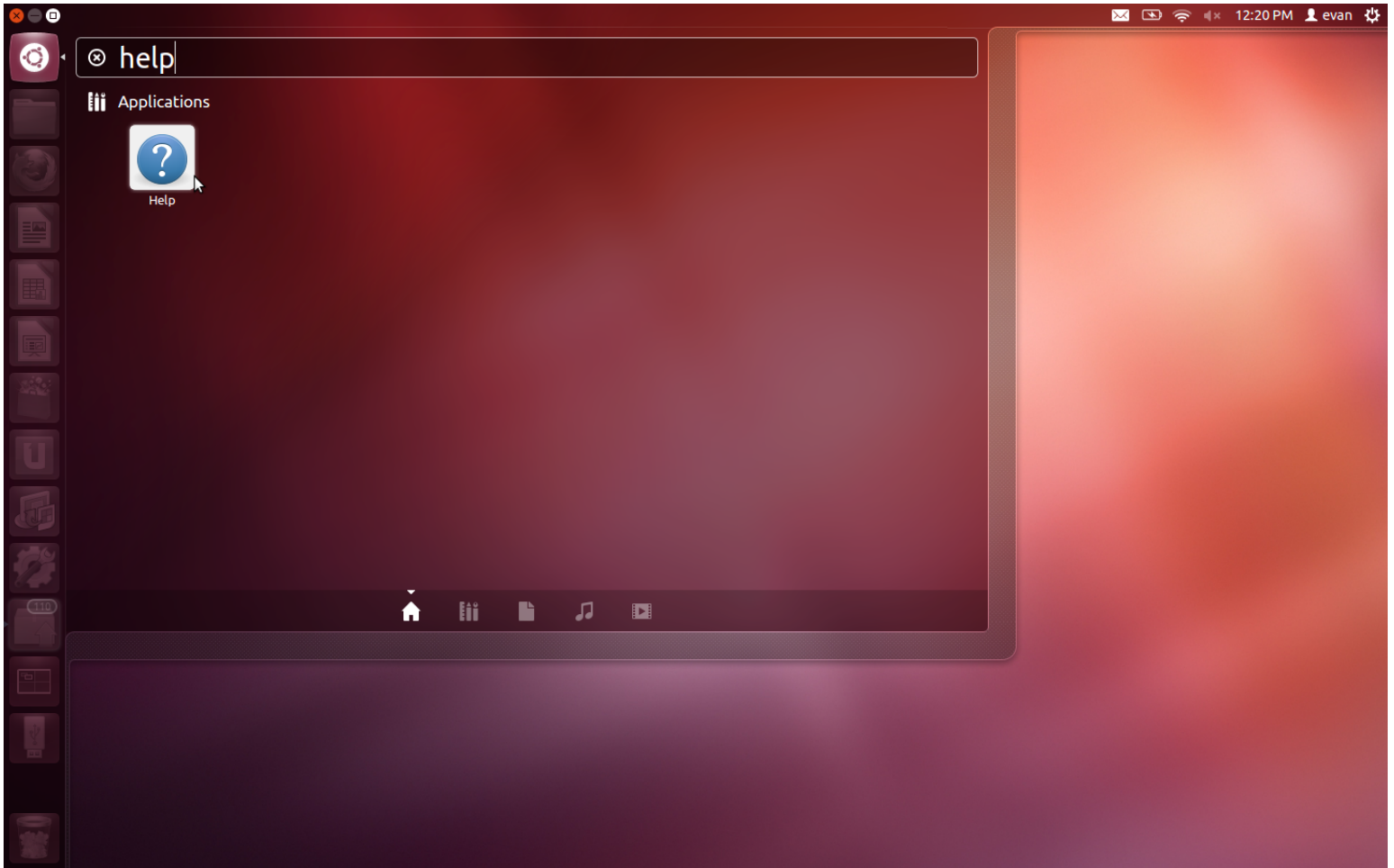
First you have to install Wine, just use the directions above using the 'Ubuntu Software Center' and use the search option to search for 'Wine'. It should take you to a program called 'Microsoft Windows Compatibility Layer (Wine)' which you can install for free.

Once Wine is installed for any setup.exe program or any executable program that is for Windows try to right click it with the mouse and there should be a menu option called 'Open With Wine Windows Program Loader', that will attempt to use the Windows program. Just a note that not every Windows program can be run using Ubuntu and some may be installed fine, however when running it may behave differently or error. Also there are often comparable programs that do the same thing in the Ubuntu Software Center that you may try to use instead.

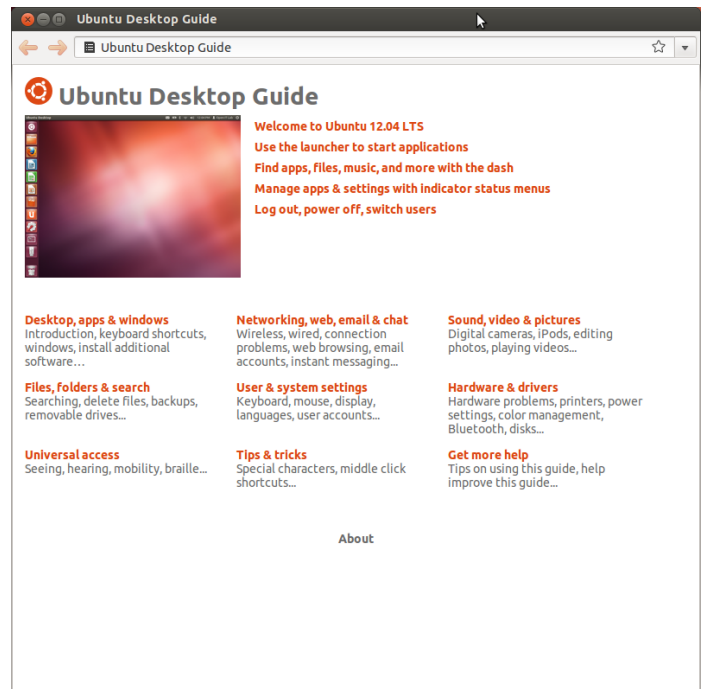
9. Help Resources

Google, Google, Google, Google; I can't really say it enough. If you need to know how to do something in Ubuntu there are multitudes of articles, blogs and documents online that will give directions. Just go to www.google.com and search for something to the effect of 'Ubuntu connecting a printer', and it will bring up helpful links, or 'Ubuntu screenshots' for directions on how to take screen shots using Ubuntu. Also right on Ubuntu's website there is a forum that can be searched and many help articles. Now if you are having trouble starting or setting up your computer then other avenue's might be needed for help; which you can use another computer to search online or ask someone for assistance.

In addition Ubuntu has built in help files that you can utilize. If you go to the upper left button title 'Dash Home' and search for the 'Help' program



Once inside the Help program you can use the search field to look for virtually any topic. Ubuntu has written extensive help and support articles to guide you through using Ubuntu.



10. About Ubuntu and Operating Systems (A Short History)

Right now you have the operating system Ubuntu installed on your computer. Now most people haven't ever heard of Ubuntu so here I'll give a brief history of operating systems and how they developed as well as some strengths and weaknesses of them to help you understand what an Operating System is and why they are how they are.

First an operating system is a basically a large/complex program that lets you interact with your computer and use it. So Windows XP is an operating system, it is just a really large program that is running on the computer that you are continuously interacting with and running other programs in. However at its root, Windows XP is just a program that is running on the computer. The same as with Apple's OSX, or other variations of Windows like Windows 2000, Windows Vista, Windows 7...

There have been a few hundred operating systems in the history of computers dating back into the 1950's before computers were ever in use in the general home. However today we tend to think about the main two: Apple's or Mac's and Microsoft's Windows. How many times have you heard, is it a Mac or a PC when referring to a computer? Well there is a third and fourth operating system on the rise that are gaining in popularity and most of that rise can be attributed to one factor, cost.

There has been a large category of operating systems called Unix. Some of you may have heard of the term 'Unix' or it's offspring Linux. Unix has been around for a long time and many people have produced many variations of it. Much like Apple's OSX and Windows XP do virtually the same thing, different 'Flavors' of Unix did much of the same thing just in different ways. However there is one drawback to the Unix Operating System that prevented it from reaching any type of real popularity such that Apple's and Microsoft's Operating Systems have; and that is that Unix is all text base. That is right, there is no mouse to click things with, no pictures or icons to click on, no scroll bars... everything is driven by typing commands into it from the keyboard. So along came Unix's offspring Linux.

Linux, is basically a graphical version of Unix. It is a more user friendly version of Unix so instead of needing to know all the keyboard commands to run programs, you can use a mouse and click icons and left click/ right click and copy things and basically run everything much like the more popular Operating Systems like Microsoft's Windows and Apple's OS's. This allowed for more popularity in using Linux because it became more usable by the general user, you didn't need to be a computer guru or technically minded to utilize it any longer. However this is starting to remove the power that Unix as at its core.

I would like to just put in this small thank you for reading this far into such boring material, thanks ☺

So where were we, oh ya, whatever do I mean about Unix and Linux losing some of its power. Now I don't mean that it is weak and feeble, just that what made Unix a power house, quite arguably far more powerful and faster than any Windows or Mac OS is that it didn't have all those 'bells and whistles' that the more 'user friendly' computers have. It didn't have all the extra programming in it takes to make things look beautiful and be user friendly, it was and still is a work horse, it does only what was needed to accomplish the program which it does very fast and very well. This makes them very good for more behind the scenes computing. Such as business transactions: companies like MasterCard and Visa use more Unix systems to process all the transactions going through their systems. In these cases they need raw power that Unix can provide.

Now many years ago, back in the 1980's people started to realize that computers might be useful in the common home rather than just big business, but since the common person knew next to nothing about using one, they had to make things more visual and thus was born companies like Apple and Microsoft that built programs (Operating Systems) so that the common person could use a computer in their home. So this brings us to the main positive and negative aspect of each of the main branches of operating systems.

Microsoft: They shared a lot of what they were doing and how to do it so that many people/companies could start to produce programs or devices that could work within their Operating System. So this allows multitudes of hardware devices and software programs to be built by just about anyone. Now the upside to that is that you can get replacement parts relatively

have parts from some companies conflicting with parts from other companies. Or some computer programmers that don't make the best of programs that could cause problems in your computer. Or malicious programmers that want to intentionally damage your computer being able to easily distribute their viruses.

Apple: They produced a similar Operating System as Windows, though they kept their inner workings more secretive or 'closed source'. The up side to this is that the programs and hardware were being made by certified companies so that they are more reliable as a whole, also the programs being made are made to a higher standard since they had to be certified for Apple to share with them. So over all you have a much more reliable computer. The downside is that while it is more reliable, there are less people making the hardware and software so you can't just buy a component or program anywhere and expect it to work. You have to buy from a certified vendor which makes the hardware and software more expensive, though it is more reliable.

Unix: (as a general classification) This OS is still text based and the programs are mostly built by some enthusiast out there that gets their fun from doing it. However they are also very nerdy folks that tend to be sticklers in doing things right and maintaining the speed and optimization that is Unix main point of power. The upside to Unix is that all things being equal, it will always be faster than Windows or Mac's. The down side is that you have to know what you are doing to use it otherwise it is a glorified doorstep.

Linux: (What you have) Your 'flavor' of Linux is Ubuntu [www.ubuntu.com] which is a relatively large company that makes a free operating system that you can use at home to do virtually anything that the other OS'es can do. Their passion is to make the best. The upside to this OS is that you get a lot of the raw power that is Unix that runs everything behind the scenes, while getting some of the bells and whistles that made the Windows and Mac's the most used Operating Systems in home computing. And you get it for free. The downside is that when buying programs often times a program off your local store shelf will require a little be extra to install/use it, or isn't compatible at all. A program was designed that will be covered in this documentation to attempt to run Windows compatible programs within Ubuntu, and while most of the time this works fine, not all the time, so you will have to be prepared to not be able to just put a disk in the drive and expect it to work, some things may require tweaking or manipulation or order for it to work; or you may have to settle for a comparable program to what you are actually wanting.

So that is my short history on operating systems, emphasis on 'short'. For more information remember Google is your friend and here are a few links to get you started:

- History of Unix: <https://netfiles.uiuc.edu/rhasan/linux/>
- Wikipedia OS Timeline: http://en.wikipedia.org/wiki/Timeline_of_operating_systems

Using www.tickettoread.com in Ubuntu

The 'Ticket To Read' website requires that the browser have Adobe Flash installed, however Ubuntu does not have this installed by default. It is easy to install Adobe Flash though, below are the directions. I would recommend going through the initial 'From Windows to Ubuntu' document first to get to know the basics of Ubuntu first, especially the section on 'Getting New Ubuntu Programs', the below instructions will utilize the tools introduced there.

Installing Adobe Flash for Ubuntu

1. Open the Ubuntu Software Center. It is the shopping bag icon on the left menu bar.
2. Using the upper right search field, search for 'Flash'.
3. 'Adobe Flash plugin' should be the first item on the list, click it once to highlight it.
4. On the far right, click 'Install', it will ask you for your password to allow the installation.
5. After it finishes, the button should be changed to 'Remove' to let you know that it is installed.
6. If you have Firefox web browser running you will have to close it down completely and then restart it so that the new plugin can be loaded.
7. Return to www.tickettoread.com and enjoy.

The Ticket To Read has a System Requirements checker along the bottom middle of their website. If there is a green checkmark then you should be ready to fully use their site.