

*Linux Lite 1.0.2 – Basic computer and
file managing*

HANDBOOK

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PREFACE

Today's society is marked by a sudden growth and development of the information technology (IT), which resulted in a great dependence of the society, in a broader sense, on the knowledge and competence of the person working in the IT area. And, despite the constant growth of the forementioned dependence, **human right to education and information** is not extended to the IT area. There is a presence of the problems which affect the society in whole, and create obstacles and distance people from the main reason and motivation for progress, the **opportunity**. Nowadays, to be a computer illiterate person means to be a person who is unable to participate in modern society, to be a person without an opportunity. Despite the fact that the European Commission, UNESCO, OECD and other relevant institutions have acknowledged the necessity and usefulness of the computer literacy, there are still groups of people with difficult access to the basic computer education (such as people with disabilities, people with learning difficulties, migrant workers, unemployed people, people who live in remote places without an access to the computer education).

This handbook, along with all other materials published on the ITdesk.info web page, represent our contribution to realization and promotion of the human right to education and information in the IT area. We hope that this education will help you in overcoming the basic computer skills and with that hope, we wish you to learn as much as possible and therefore become the active member of the modern IT society.

Sincerely yours,

ITdesk.info team

Expert review of Croatian version:



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1 OPERATING SYSTEM - OS

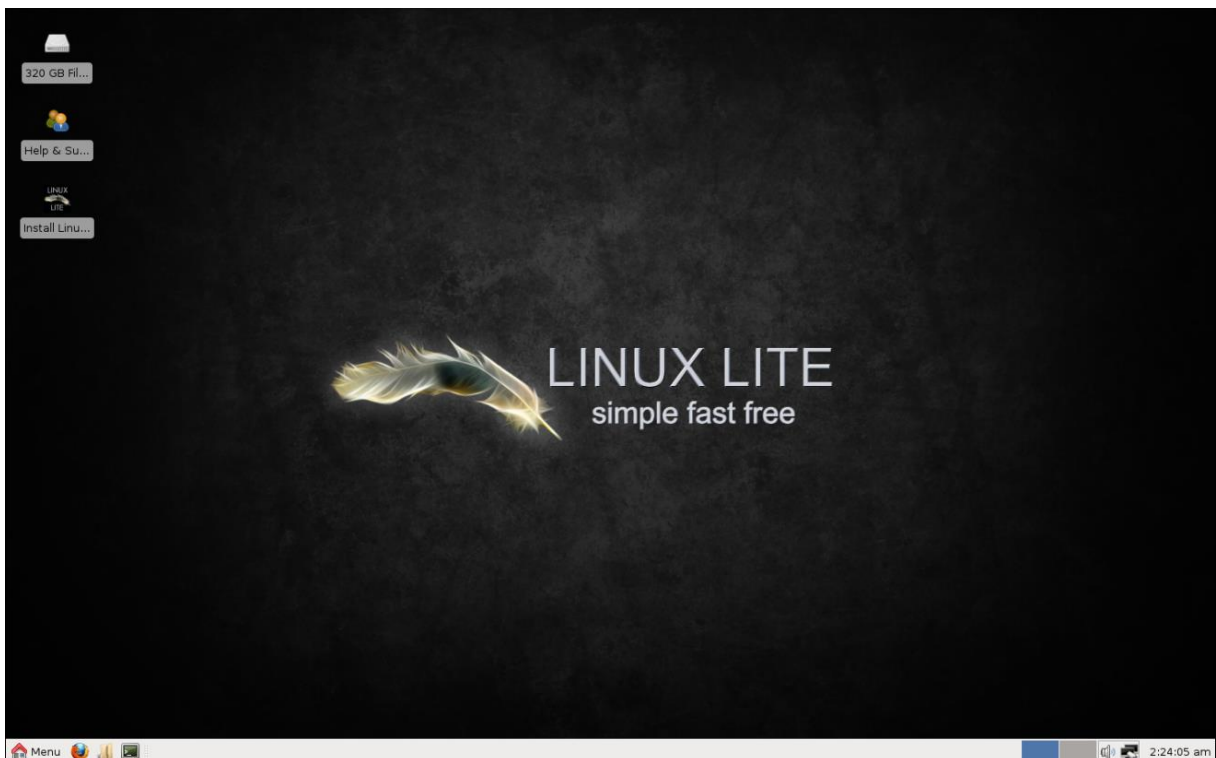
1.1 BASIC OPERATIONS

Turning on the computer

- To turn on the computer, press the  button, located on the computer case
- Enter the **Username** and a **Password**. At the first startup of the *Linux Lite 1.0.2* operating system, you will have to enter the username **root** and press the **Enter** button for the password. The user **root** has all of the administrative privileges and can make the changes to the operating system, upgrade, etc.

After performing those actions, Computer **Desktop** will open. Located on the desktop are the following:

- the list of available hard disks and connected USB sticks,
- **Help & Support** function, and
- **Panel**.



Pic. 1 – Computer desktop








Panel

Panel is a toolbar. Tools can be deleted from the panel and added to the panel.



Pic. 2 - Panel

Located on the **Panel** are:

- **Menu** buttons  - for accessing the main menu with commands,
- **Firefox Web Browser** button  - for accessing the web browser,
- **Home Folder** button  - a window for file and folder managing and displaying the original files of the **User**
- **Terminal** button  - for entering the commands using the keyboard,
- thumbnails of the currently open windows on the **Workspace**,
- display of the **Workspaces** ,
- **Master**  speaker button – for opening the vertical scroll bar for adjusting the volume of the speakers,
- **Connected to** button  - for opening the **Wired Network Manager** dialog box, containing the network properties and settings,
- **2:40:24 am** button- for displaying of the drop-down menu with the calendar and adjusting the current time and/or date. Drop-down menu is closed by pressing the **2:40:24 am** button again.

Add a new icon to the **Panel** by:

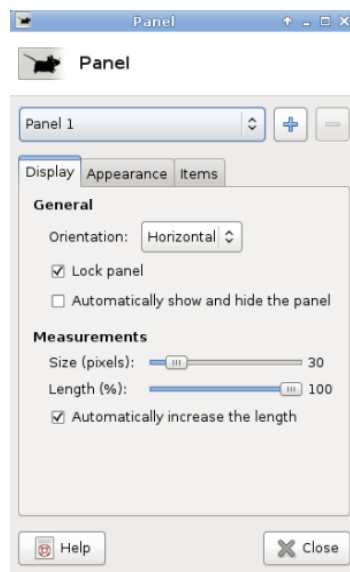
- pressing and holding the left mouse button on the icon that you wish to copy,
- positioning it on the desired location on the panel (on the left or right side) and
- releasing the left mouse button.

Remove an icon from the **Panel** by:

- pressing the right mouse button on the icon that you wish to remove,
- choose the command **Remove** from the quick menu and
- in the **Are you sure that you want to remove "Launcher"** dialog box, confirm the command by clicking on the button **Remove**.

Panel dimensions can be adjusted if you choose the command **Settings** from the **Menu** and then, from the newly opened menu, choose the command **Panel**. A dialog box **Panel**, in whose tab:

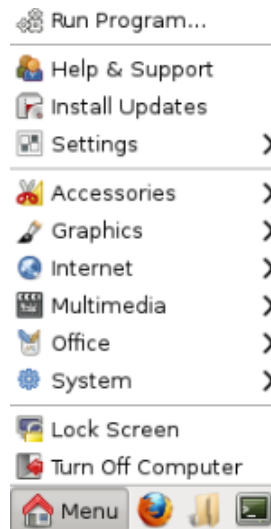
- **Display** you can choose:
 - panel orientation - **Vertical** or **Horizontal** and
 - panel dimensions – Icon **Size** and Panel **Length**
- **Appearance**, used for editing the background color of the panel
- **Items**, used for adding and removing items from panel (i.e. Date and Time, Web browser etc.) or changing the item order on the panel, by using the button on the right side of the dialog box



Pic. 3 –Panel dialog box

Menu

Menu is the starting point of the system. Via Menu, you can access programs, configure computer settings, access **Help & Support** function, sign out, restart or shutdown the computer...



Pic. 4 – Menu

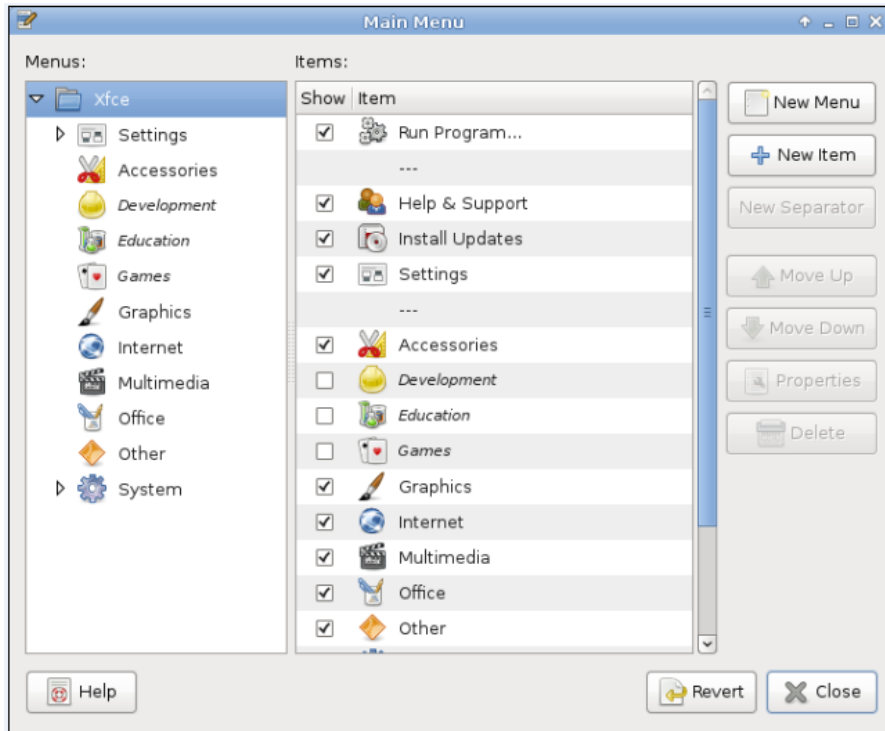
To add commands to **Menu**, you need to choose the command **Settings** from the **Menu** and, from a newly open menu, choose the command **Main Menu**. A dialog box **Main Menu** will open, in which you choose and add the desired commands. On the left side of the dialog box, there is a list of all **Menus**, and in the middle of the dialog box, there is a list of all available **Items** for the chosen menu, while on the right side of the dialog box, there are buttons that allow you to:

- Add **New Menu**, or
- Add **New Item** to the existing menu, or
- Insert **New Separator** for the items, or
- Set the order of items display using the **Move Up** and **Move Down** buttons, or
- Edit **Properties** and
- **Delete** items and **Close**.



To display inactive commands, you need to:

- find the inactive command in the **Items** and
- click on the empty checkbox next to the icon in the **Show** column using the left mouse button and
- confirm the activation of the command by clicking on the button

To hide a command, you need to remove the check from the checkbox placed next to the command name in the **Show** column.



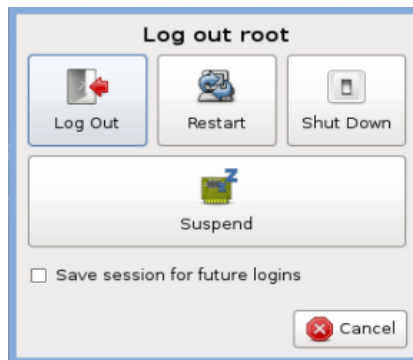
Pic. 5 – Main Menu

Dialog box is closed by clicking on the **Close**  button, and actions are cancelled using the **Revert**  button, which restores the default settings.

The correct way to shutdown and restart the computer

The computer is shutdown and restarted via the **Menu**. From the **Menu**, choose the **Log Out** command. This will open a **Log out user** dialog box. By selecting the command

- **Log Out**, the user logs out
- **Restart**, the computer turns off and then on again
- **Shut Down**, the computer turns off
- **Suspend**, all of the processes are stopped and getting ready for the next restarting of the computer, while the computer is being shutdown.




Pic. 6 - Log out user dialog box

Shutting down the computer and non-responding applications

Shutting down the computer

Reset button is located on the computer case and is used if the computer doesn't respond to the given commands (if it "freezes"). It is usually below the power button. After the button is pressed, the computer restarts.

If there is no **Reset** button on the computer case, press and hold the  button on the computer case for a few seconds. After you release the button, the computer shuts down.

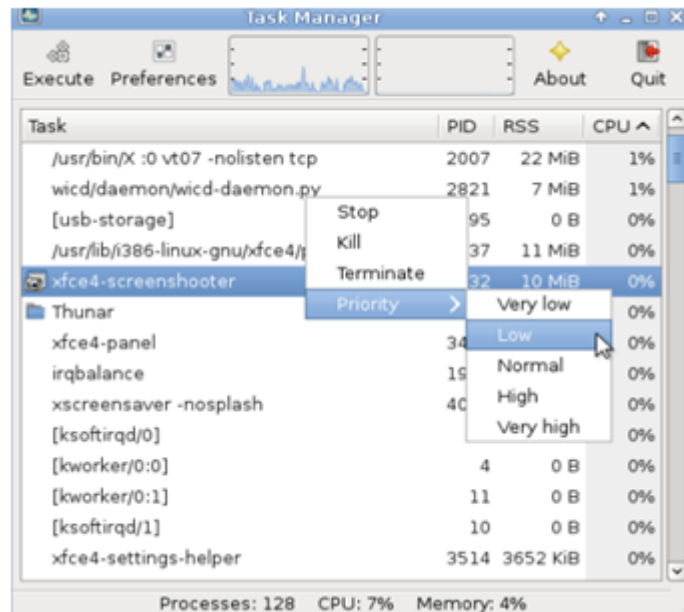
Shutting down the non-responding application ("frozen", not responding)

If the application freezes and stops reacting, you can solve that problem, in most cases by opening command **Task Manager**.

Choose the **Accessories** command from the Menu, and from the newly opened menu, choose the **Task Manager** command. **Task Manager** dialog box will open, in which you need to find the "frozen" application. By right clicking on the "frozen" application, a dialog box will open that will help you to:

- **Stop** – the process is momentarily stopped, and can be continued later on,
- **Kill** – the process is momentarily stopped


- **Terminate** – the process is gradually being stopped or
- Change **Priority** – other processes are given a bigger/smaller advantage.



Pic. 7 –Task Manager dialog box

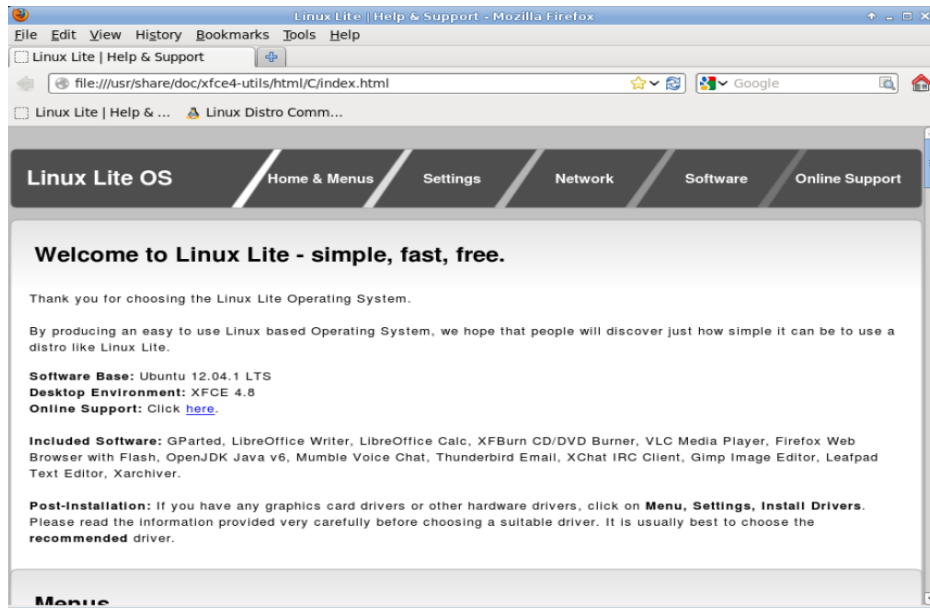
Task Manager dialog box is closed by clicking on the **Quit**  icon.

Using Help & Support function

Help & Support function is launched by double-clicking on the **Help & Support**  icon, located on the Desktop. This will open the **Linux Lite Help & Support** window, in whose search box you first enter, then search terms. By pressing the F1 button in the active window of a program, (i.e. *LibreOffice Writer*), Help function, which is connected directly to that program, will appear.

Other way of launching **Help & Support** function is via the **Menu**.

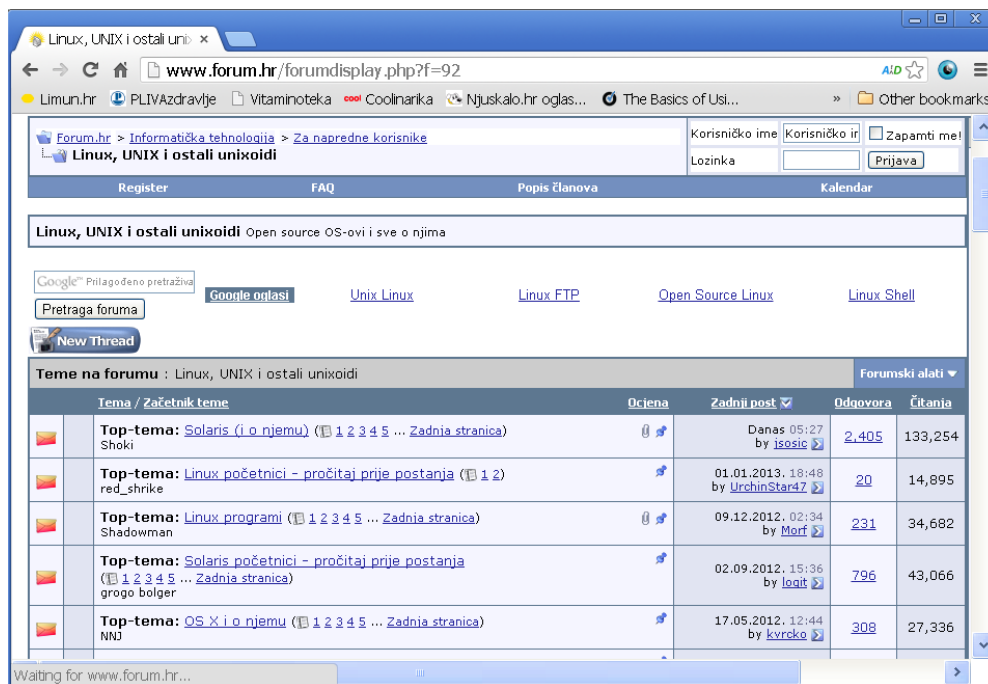
For a computer that is connected to a network, **Help & Support** function searches the terms via **Google**. If the computer is not connected to a network, you can only search terms which are shown in the **Linux Lite Help & Support** window tab.



Pic. 8 Help & Support dialog box

Help & Support function can provide answers to the basic questions regarding the operating system. The users of Linux based operating system are advised to use the forums designed for Linux users. For starters, it is recommended to visit a forum in Croatian:

<http://www.forum.hr/forumdisplay.php?f=92>



Pic. 9 – Forum in Croatian

or forum in English: <http://www.linuxforums.org/forum/forum.php>.

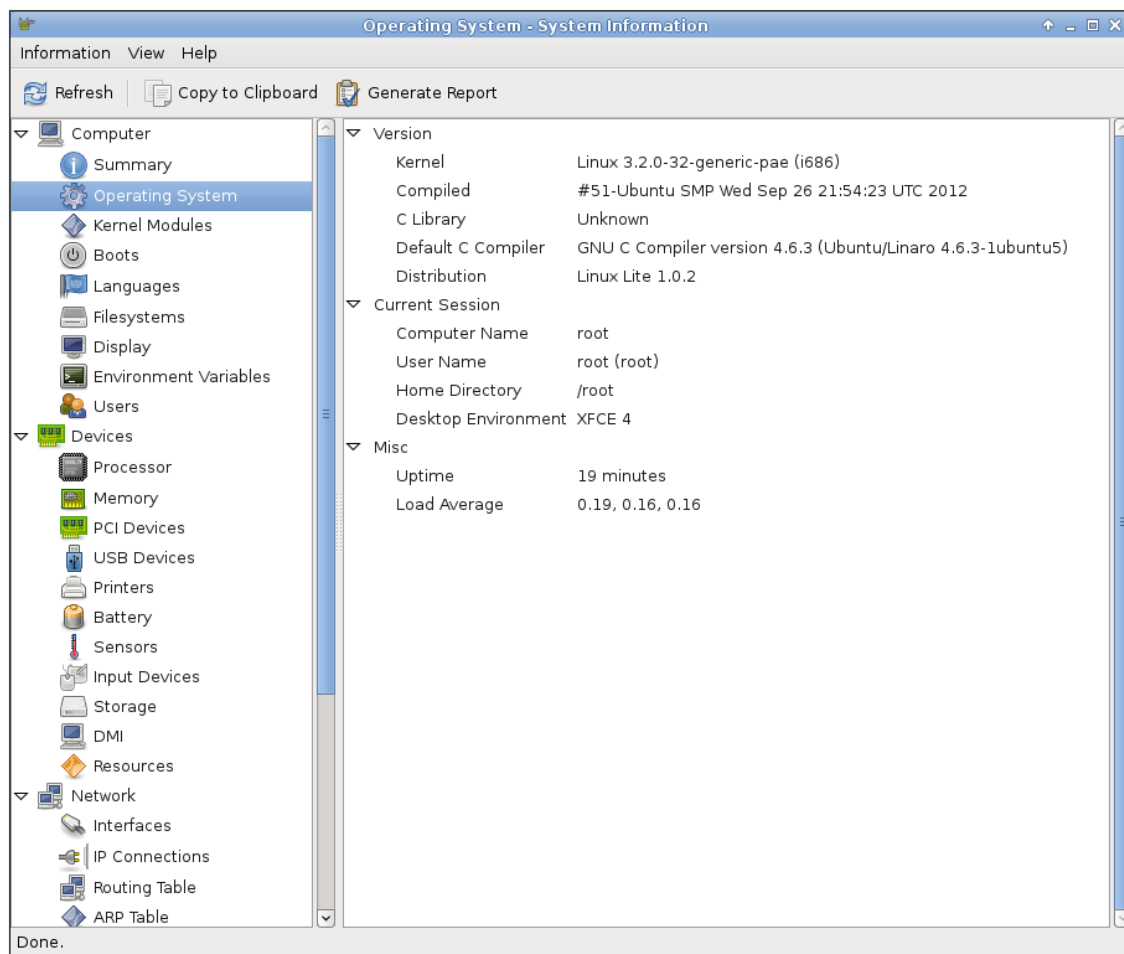


1.2 BASIC SYSTEM INFORMATIONS AND OPERATING SYSTEM SETTINGS

System informations

You can open a dialog box containing system operations by choosing the command **System** from the **Menu**, and then from the newly opened box, choose the command **System Information**. A **System Information** dialog box will open, which contains the informations about the operating system that is installed on the computer and all the basic informations about the computer. (CPU type, installed memory etc.).

Choosing one of the items from the left pane: **Computer**, built-in **Devices**, **Network** or **Benchmarks**, will show detailed informations on the chosen item in the right pane.



Pic. 10 - System Information dialog box

System Information can be copied to the **Clipboard** and later **Pasted** to, for example, a word processing tool, *LibreOffice Writer*, or a report can be made using the **Generate Report** command, containing all the system informations.

Workspaces

Workspaces are, actually, virtual **Desktops**. Thumbnails of **Workspaces** are located on the right side of the **Panel**. Inside every workspace, there is a thumbnail and the position of all of the currently opened windows. Active **Workspace** has a blue background, and an inactive one has a gray background. Workspace is activated by left-clicking the mouse on the workspace thumbnail.

If you right-click the workspace thumbnail, it will open a dialog box containing the basic technical data about the workspace – type of the used workspace (i.e. xfce, gnome, kde, etc.), credits, licence etc.



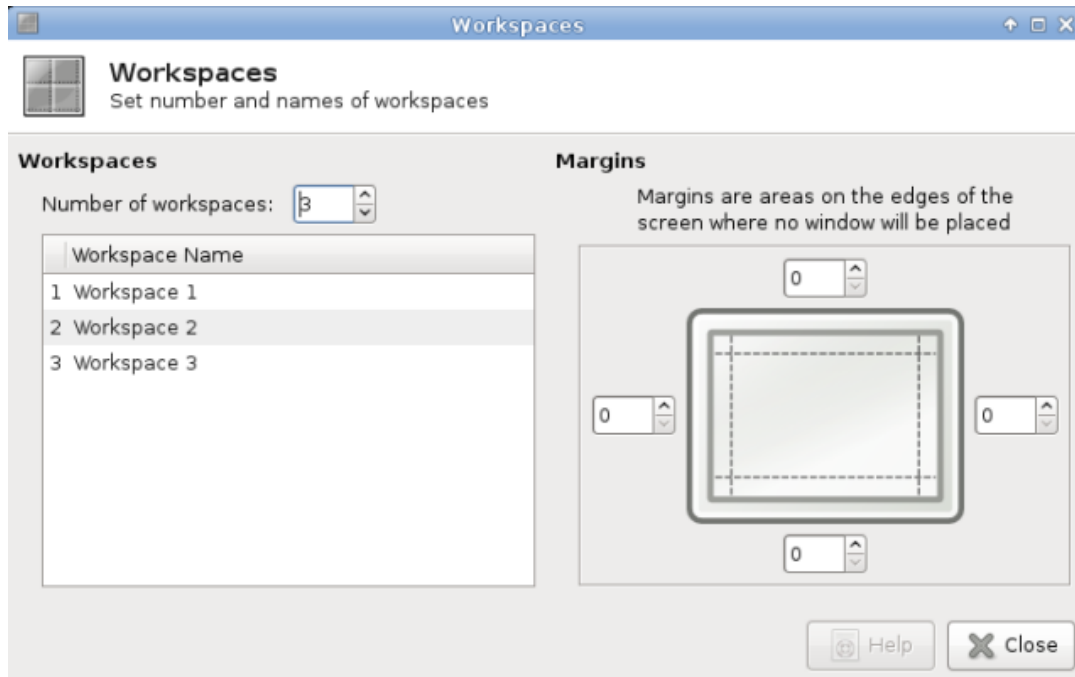
Pic. 11 – Dialog box containing data about the workspace

If you press and hold the right mouse button over the workspace, the drop-down menu will appear with the following functions:

- **Properties** – for adjusting the workspace properties and switching to another workspace
- **Move** – for moving the workspace
- **Workspace Settings** – opens a dialog box **Workspaces** in which you can set the number of working spaces and margins of the workspace
- **Remove** – for removing a **Workspace**
- **Panel** – for commands such as **Add New Items**, **Log Out** and setting the panel properties.


Releasing the right mouse button over the wanted option will open a dialog box with the characteristics of the chosen option.

Workspaces dialog box can also be opened by selecting the command **Settings** from the **Menu** and then, from the newly opened box, selecting the command **Workspaces**.



Pic. 12 – Workspaces dialog box

Speakers volume

To adjust the speaker volume, you need to left-click on the **Master** icon  , located in the right corner of the **Panel**. It will open a vertical and horizontal scroll bar. By moving the vertical scroll bar on the **Panel** or by moving the horizontal scroll bar in the upper right corner of the **Desktop**, you can change the speaker volume.

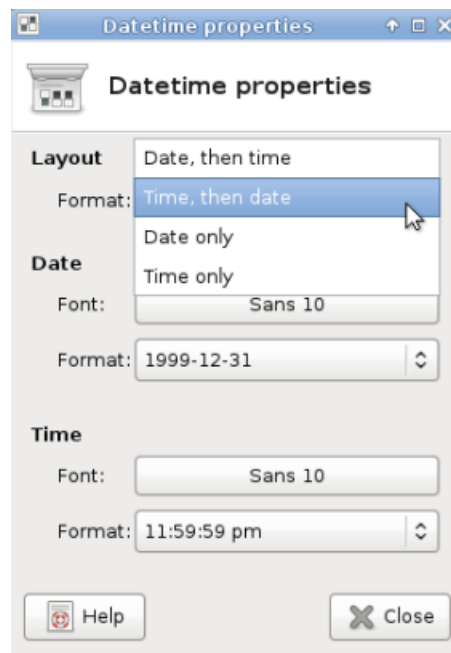


Pic. 13 – Adjusting the speaker volume – vertical and horizontal scroll bar

Date and Time

To change the date and time, you need to right-click the Time icon 2:24:05 am, which is shown in the right corner of the **Panel** and then choose the command **Properties** from the quick menu. It will open a **Date/time properties** dialog box, that will allow you to change:


- **Layout** – to determine what will appear first; date, then time; time and then date or just date or just time,
- **Format** – to determine format in which **Date** and **Time** will be displayed, and
- **Font** – size of **Date** and **Time** characters.



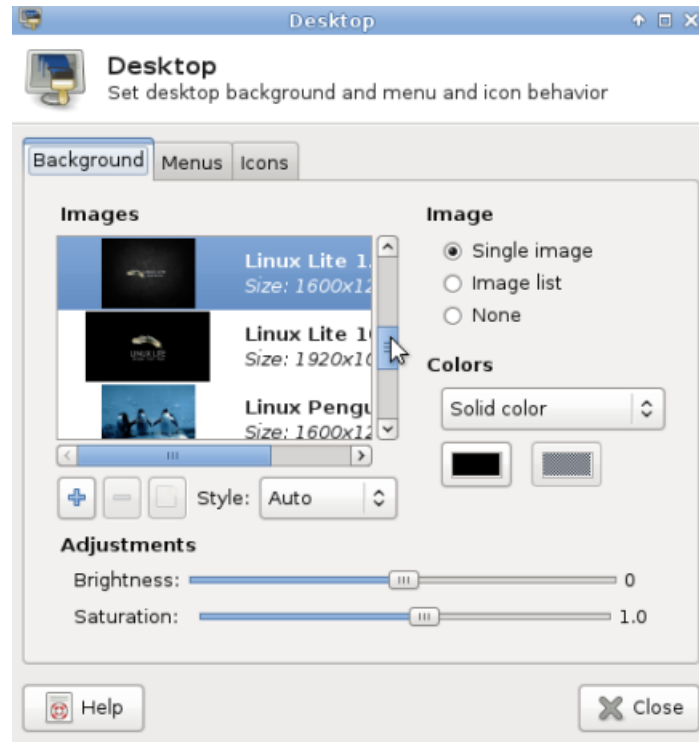
Pic. 14 – Date and Time dialog box

Desktop Background

To change the **Desktop Background**, position on it and right-click and then choose the command **Desktop Settings** from the quick menu.

In the **Desktop** dialog box, under the **Background** tab, you need to choose one of the images or, click on the **Add an image to the list** button . That will open **Add Image File(s)** dialog box, in which you need to find the image that has been stored on the computer and then click

on the **Add** button  to add the image.



Pic. 14 – Desktop dialog box - Background tab

It is possible to choose how you wish to display:

- **Single image** – one image will be the desktop background
- **Image list** – images from the list on which different images may be added
- **None** – background will be empty

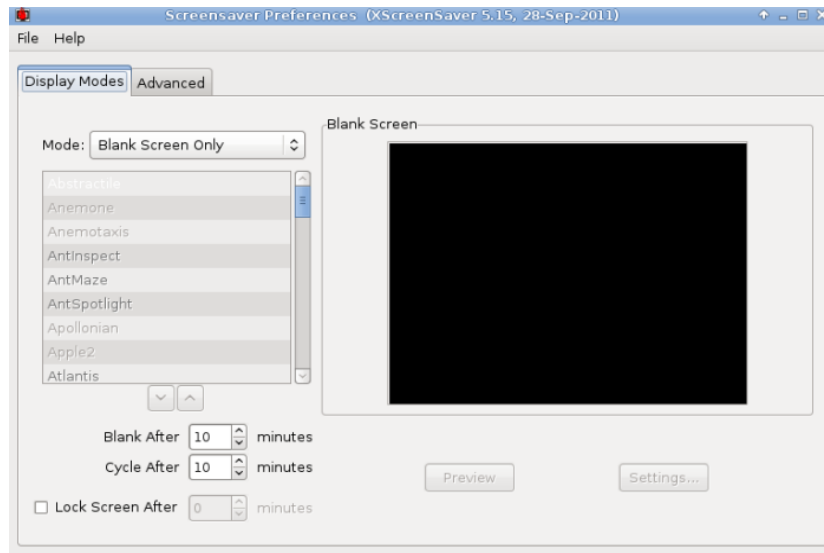
Background can be adjusted by:

- **Brightness** or
- **Saturation** of the color – it will highlight the warm or cool tones.

Exit the **Desktop** dialog box by clicking on the **Close** button  .

Screensaver

To adjust the **Screensaver**, you need to choose the command **Settings** from the **Menu** and then choose the command **Screensaver** from the newly opened drop-down menu.



Pic. 15 - Screensaver Preferences dialog box

Screensaver Preferences dialog box will appear, in whose tab:

- **Display Modes**, you need to choose one of the offered modes by pressing on the down arrow key, next to the **Mode** field.
 - **Disable Screensaver**
 - **Black Screen Only**
 - **Only One Screen Saver**
 - **Random Screen Saver**

By dragging the slider down, below the screensaver list, and by choosing one of the offered screensavers, you can see the selected screensaver on the right side of the dialog box. This way, you can see more screensavers in a row. By pressing the **Enter** button on the keyboard, you open **Preview**, and pressing any other key on the keyboard or the mouse, you exit the **Preview**.

You can also access **Preview** of the selected **Screensaver** by pressing on the **Preview** button, located on the right side of the dialog box, below the selected screensaver.

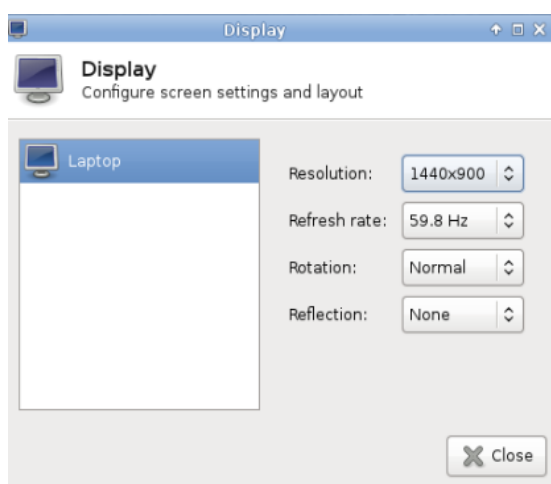
You can set the time of inactivity, after which the Screensaver will automatically appear and the length of time to repeat the animation cycle.

- **Advanced** allows you:
 - **Image Manipulation**, or
 - **Text Manipulation** – enter the text that will be seen on the **Screensaver**, or
 - choose **Display Power Management** which allows, during the time of inactivity to:
 - put processes in **Standby After** specified number of minutes – processes are *stopped and saved*, active documents are not being closed and the computer goes to the minimum energy consumption state,
 - processes **Suspend After** specified number of minutes – processes are stopped and saved, active documents are not being closed and the computer shuts down, or
 - computer **Off After** specified number of minutes – processes are *stopped*, active documents are being closed and the computer shuts down.
 - adjust that by turning on and off the computer, screensavers's colors gradually fade using **Fading and Colormaps**.


Resolution

Pixel (*picture element*) is a basic element from which the picture on the monitor display is based. A monitor that can display more dots is said to have a better, higher quality picture. Quality of the monitor picture is described as resolution. Seeing that the display is shaped rectangularly, resolution is expressed with two numbers: horizontal and vertical number of dots (i.e. 800 x 600). Monitor whose display can display the maximum of 800 x 600 dots, basically can display maximum of 480 000 dots, that is pixels. Today's monitors are made in high resolution, for example up to 2 560 x 2 048 pixels.

To adjust the resolution, you need to select the command **Settings** from the **Menu** and choose the command **Monitor Settings** from the newly opened menu.




Pic. 16 – Dialog box Display

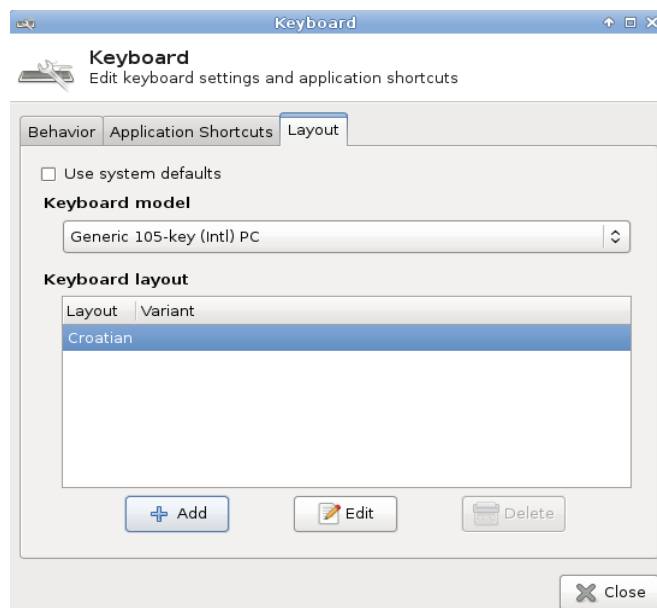
A dialog box **Display** will open, in which you need to click on the down arrow, next to the Resolution field and from a drop-down menu, using the left mouse button, choose the desired value. You can also choose screen **Rotation** or **Reflection**. The dialog box is closed by pressing on the **Close** button . Besides the term of resolution, there is the term of the size of the monitor screen. Screen size is measured by the length of the monitor diagonal screen usually expressed in inches (1 *inch* = 25, 4 mm).

Select and add keyboard language

It is necessary to adjust the keyboard language so that all of the letters and signs which are displayed on the keyboard can also be displayed on the computer display.

To change keyboard language, you need to choose the command **Settings** from the **Menu** and from the newly opened menu choose the command **Keyboard**. That will open a dialog box **Keyboard** in whose tab **Layout** you need to press the button **Add**  **Add**. Dialog box **Keyboard layout selection** will open, in which you find the desired language.

It is usually enough for only one language to be active so that all of the keyboard signs (especially č, ć, ž, y, z) can be seen.

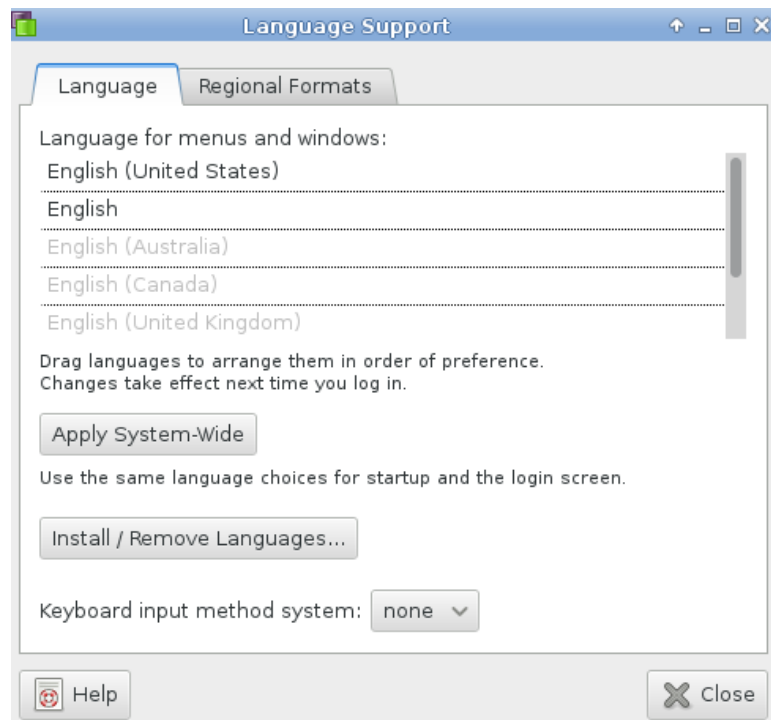


Pic. 17 – Keyboard dialog box



Pic. 18 – Keyboard layout selection dialog box

If some of the selected languages is not installed, it is necessary to choose the command **Settings** from the Menu and then the command **Language Support** from the newly opened menu. A dialog box **Language Support** will open, by which the desired language will be installed. Pressing the button **Install / Remove Languages** will open **Installed Languages** dialog box, with a list of all the languages. Installed languages are marked with a tick on the right side of the dialog box. If the wanted language is not installed, you need to tick the square below the column **Installed** and press the button **Apply Changes**. That will automatically download the language from the internet.



Pic. 19 – Language Support dialog box

Program management

Installing programs

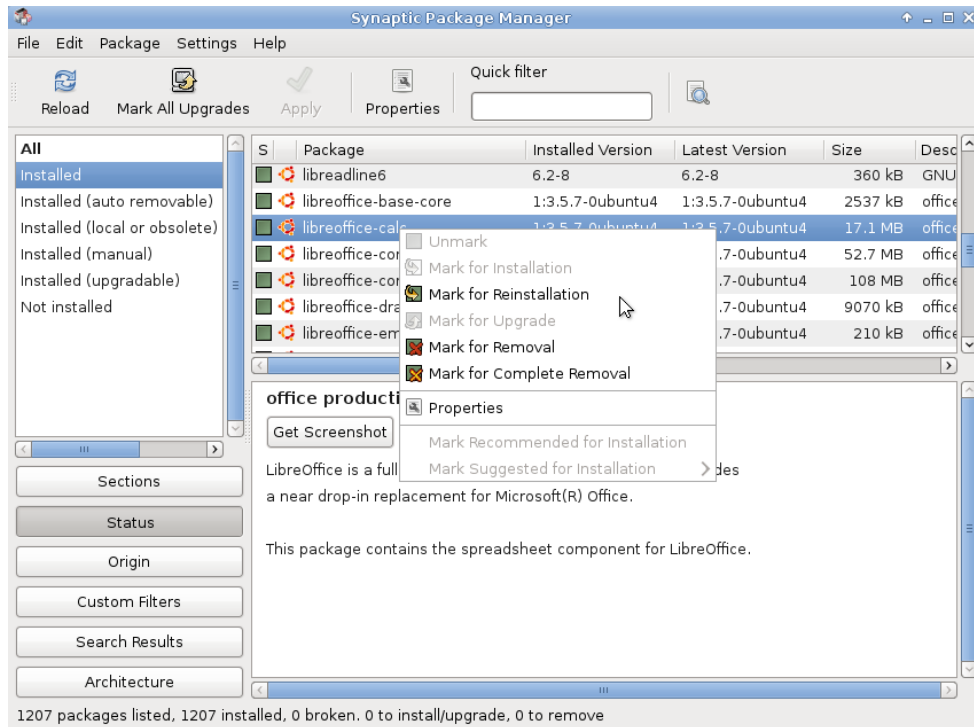
Not all programs are installed the same way. Some programs have the file with an extension .exe which launches the application, and some programs need to be installed via **Terminal**. To install something via terminal, it is necessary to know the commands that need to be entered so that the program can be installed after being downloaded.

Removing programs

Choose the command **System** from the **Menu** and then, from the newly opened menu, choose the command **Install/Remove Software**. A dialog box **Synaptic Package Manager** will open, along with the list of all programs, whether they're installed or just recommended.

In the left pane, choose the display of **Installed** programs. In the right pane, find the program that you wish to remove. If you right-click on the desired program, a quick-menu will appear, from which you choose the command **Mark for Removal**.

After all of the programs that you wish to remove have been selected, you need to press the button **Apply**, located in the main dialog box **Synaptic Package Manager**.



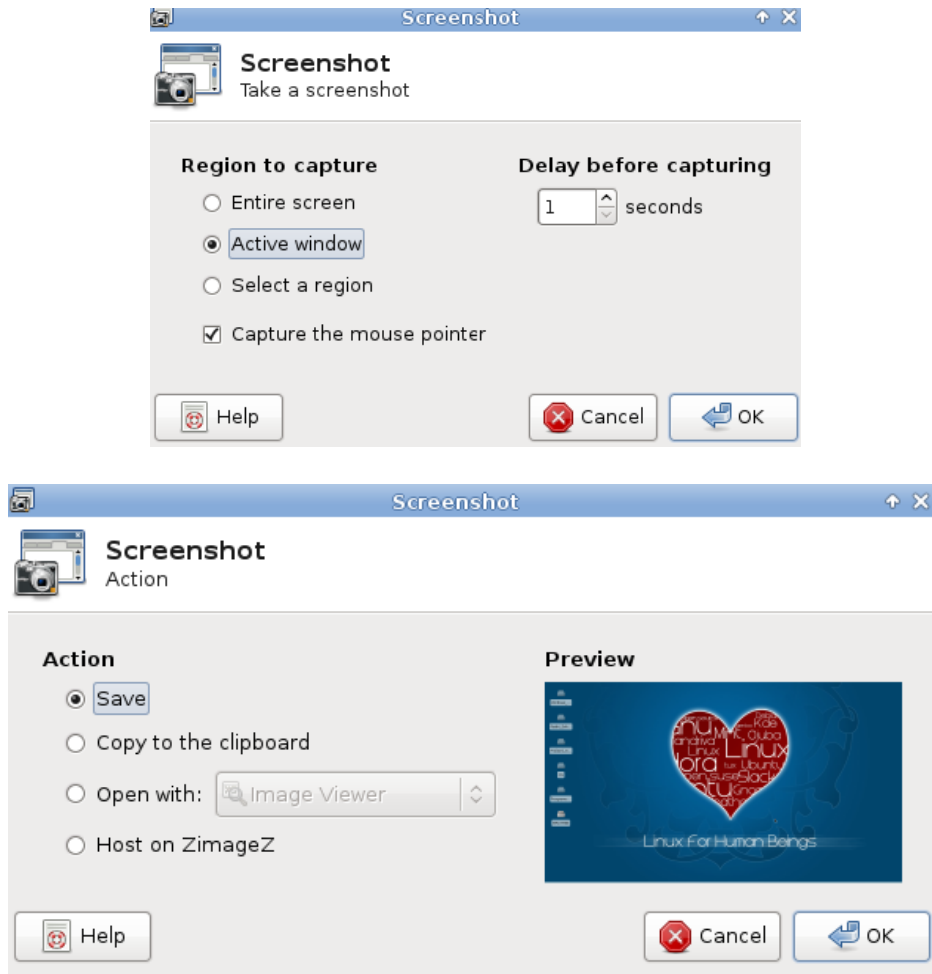
Pic. 20 – Synaptic Package Manager dialog box

Using a key on the keyboard – print screen

The **Print Screen** or **PrntScr** key will open a dialog box **Screenshot** which enables you to capture the picture of:

- **Entire screen**,
- **Active window**, or
- **Select a region**.

You can also choose the option **Delay before capturing** or the option of capturing the mouse pointer **Capture the mouse pointer** when capturing the screenshot. Delaying the capture is mostly used when you wish to set the screen for capturing.



Pic. 21 - Screenshot dialog box– before and after capturing the screenshot

After the screenshot has been captured, a dialog box **Screenshot** will open, by which the screenshot can be:

- **Save** in a certain file – **Save screenshot as...** dialog box will open, by which you can choose the location for saving the screenshot, title and the type of the screenshot (for image files it is .png or .jpg), or
- **Copy to clipboard** and then later **Paste** for example in the word processing program *LibreOffice Writer*, or
- **Open with** for example, a picture processing program *GIMP*, or
- send to **Zimagez** – free **Online image hosting service**.

Screenshot dialog box can also be opened by choosing the command **Accessories** from the **Menu** and then the command **Screenshot** from the newly opened menu.









In case that the command **Screenshot** is launched, but the screenshot is unable to be saved, you need to delete the **xfce4-screenshooter** file, which is located in the **Home Folder** in the hidden files of the **User**. Hidden files can be shown, if you choose the command **Hidden Folders** from the **View** menu. That will display the hidden folders along with the user folders. You need to open the **.config** folder and find the **.xfce4** folder, from which you need to delete the **xfce4-screenshooter** file.

Home Folder → **User** → **View** and **Hidden Folders** → **.config** → **.xfce4** → **xfce4-screenshooter**

~/config/xfce4/xfce4-screenshooter

1.3 ICONS

Icons are small thumbnails on the computer display, which represent programs, folders, files.

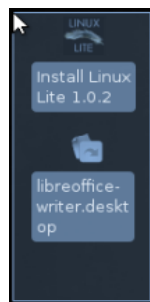
- 

 libreoffice-calc.desktop or libreoffice-calc.desktop Application shortcut icon **LibreOffice Calc** – program for processing tabular data
- 

 libreoffice-writer.desktop or libreoffice-writer.desktop Application shortcut icon **LibreOffice Writer** – word processing program
- 
 New Presentaion Application shortcut icon **LibreOffice Impress** – program for creating presentations
- 
 New Folder Icon **New folder**
- 
 Icon **Home Folder** – opens the folder manager
- 
 Icon **Trash** – icon for the empty / full wastebasket

Selecting, moving and opening icons

Icons are selected by left-clicking the mouse on the icon.

Group of icons can be selected in one of the following ways:

- Press and hold the left mouse button on the empty place on the **Desktop** and drag the mouse pointer towards the group of icons, until the desired icons are selected and then release the mouse button.



Pic. 22 – Selecting a group of icons

- Selecting adjacent icons: First you need to select one icon and then press and hold **Shift** key and select the last icon in the row and then release the **Shift** key
- Selecting nonadjacent icons: First you need to select one icon, press and hold **Ctrl** key and then select nonadjacent icons and release the **Ctrl** key

Icons are moved by the **Drag and drop** method – you need to select an icon and hold the left mouse button until the mouse pointer has been dragged to the place where you wish to move the icons, after which you release the mouse button.

Possible locations for moving icons are being shown while the icon is being moved. If you wish, you may position the icon in the provided field (square).




Pic. 23 – Display of the moved icon and the field provided for the icon

Icons are opened by:

- double-clicking the left mouse button in the icon, or
- selecting the icon and pressing **Enter**

Working with shortcuts

Shortcut is an icon recognizable by the tilted arrow sign  which is connected to the certain file, folder or a program. Shortcut is usually used for opening frequently used programs or files.

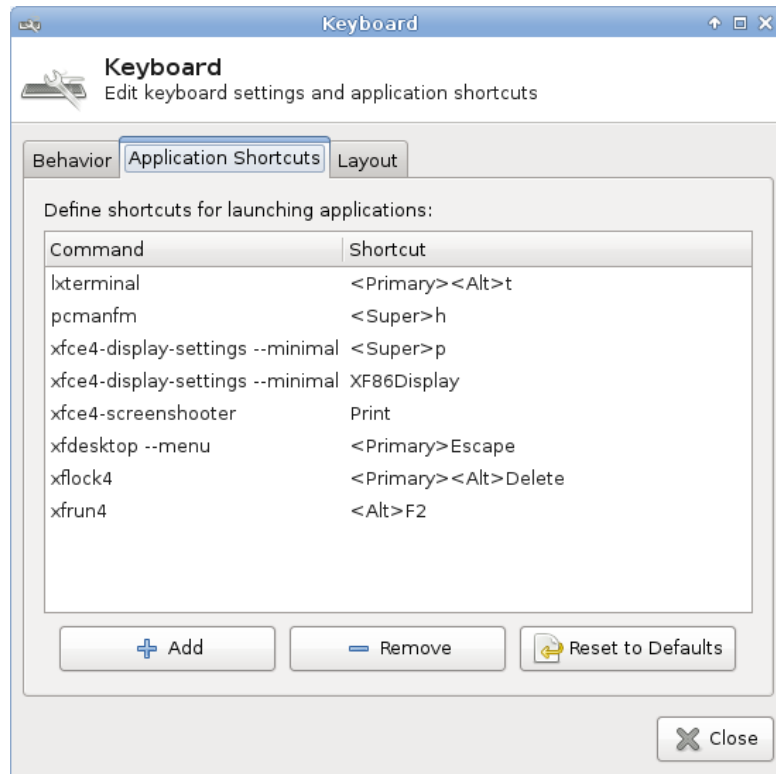
Any program installed on the computer may be opened via *Menu*, where the desired program needs to be found and selected. However, if the certain program will be used frequently, it is practical to create a desktop shortcut to that program. That will enable quick opening of the program by double-clicking on the shortcut icon, without having to use the **Menu**.

Shortcut can be opened by double-clicking the left mouse button on the icon.

Creating the shortcuts is described in the chapter 2.2.

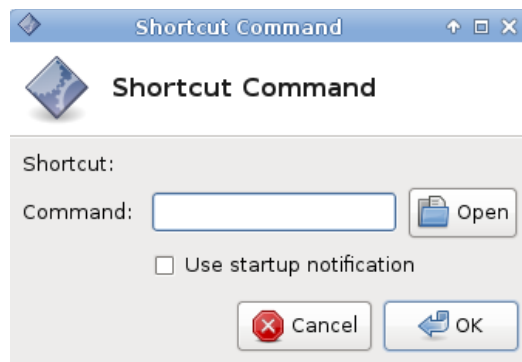
Keyboard shortcuts

To set the keyboard shortcuts, you need to choose the command **Settings** from the **Menu** and then, from the newly opened menu, choose the command **Keyboard**. That will open the **Keyboard** dialog box, in whose tab **Application Shortcuts** you need to press the **Add** button.



Pic. 24 – Keyboard dialog box–Application Shortcuts tab

Dialog box **Shortcut Command** will open – for you to choose a command for which you wish to create a shortcut. By pressing the **Open** button, dialog box **Select command** will open, in which you need to find the desired command and press the **Open** button. In the dialog box **Shortcut Command**, the selected command is affirmed by pressing the button **OK**.



Pic. 25 – Dialog box Shortcut Command

Then, dialog box **Command Shortcut** will open – used for selecting the shortcut that will open the command. You need to press the desired keyboard combination. When the keys are released, dialog box **Command Shortcut** will close.

The command with the assigned shortcut will appear in the list of commands in the dialog box **Keyboard** under the tab **Application Shortcuts**.



Pic. 26 – Dialog box Command Shortcut

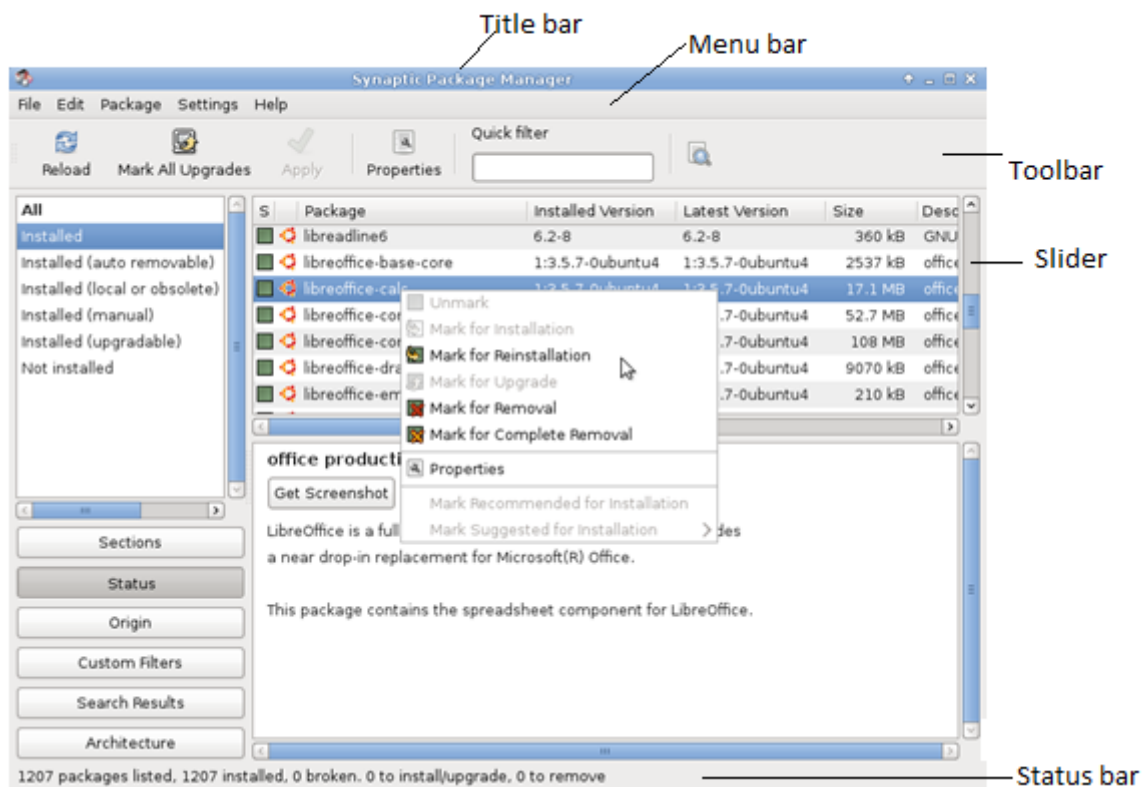
1.4 BASIC WINDOWS OPERATIONS

It is possible to have multiple opened windows, and only one that is active:

- active window has a highlighted frame, whilst the inactive one has a gray frame
- opened window becomes active if you left-click on it
- opened window also becomes active if you left-click on its thumbnail on the **Panel**


Recognizing different parts of windows

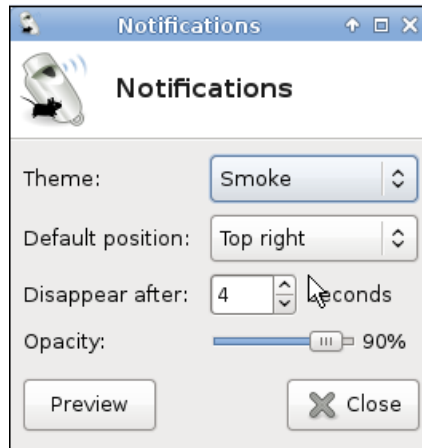
Basic window parts are: title bar, menu bar, toolbars, status bar and sliders.



Pic. 27 – Window elements





Dialog box

Dialog box is a specific type of window which opens after the use of certain tools and it offers a (?)choice of possibilities for completing a task. The choice you make is confirmed by pressing the button **Close** . Unlike the standard windows, their size is invariable.





Pic. 28 – Example of the dialog box

Manipulation buttons are located in the right corner of the window's title bar:

-  Button for *hiding* the window behind the title bar – title bar stays at its home position
-  Button for *lowering* the window to **Panel**
-  Button for *expanding* the window over the **Desktop**
-  Button for *closing* a program and *removing* the window from the **Desktop**

Moving windows

Windows are moved by the **Drag and Drop** method, so that you press and hold the left mouse button on the title bar and drag the mouse pointer  to the place where you wish to move the window, and then you release the mouse button.

It is necessary to position the mouse pointer in the window's corner and, when the pointer changes its shape to , press and hold the left mouse button and, by using the **Drag and Drop** method, increase or decrease to the desired size.

Switching between multiple opened windows

Switching between multiple opened windows can be done by:

- pressing the left mouse button within the desired inactive window – this way is possible only if the windows are at least partially visible on the **Desktop**

- pressing the left mouse button on the thumbnail of the desired window on the **Panel** – that causes the selected window to appear above all others and it is active
- **Alt + Tab** keyboard shortcut, a dialog box with the preview of open windows appears. Hold the **Alt** key, and by pressing the **Tab** key, you will move between the opened windows. When you are positioned on the desired window, release the **Alt** key.



Pic. 29 – Switching between opened windows – using the Alt + Tab keys

2 FILE MANAGEMENT

2.1 BASIC TERMS

File is a set of digital data recorded in the memory as a logical unit. Each file is characterized by its beginning, end, size and name. Due to a better visibility (convenience), files are placed in **Folders**.

File start management

In *Linux Lite* operating system, file management can be performed by:


- **Home Folder** – a simple version of the file management application, or
- **File Manager** – *Thunar* application for file management.

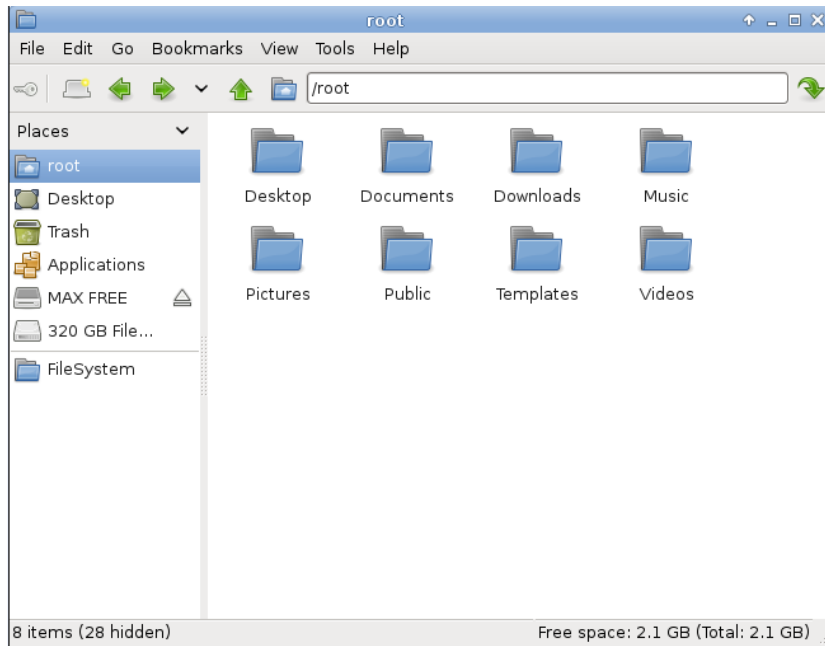
Display of windows file manager can be adjusted via the menu of each menu. Window can be changed in:

- **Path**
- **Side pane**

HOME FOLDER

Launching the file manager via **Home Folder** can be done in several ways:

- by clicking on the **Home Folder** thumbnail  on the **Panel**,
- by launching the shortcut which is usually located on the **Desktop** or
- via **Menu** by choosing the command **Accessories** and then, from the newly opened menu the **Home Folder**




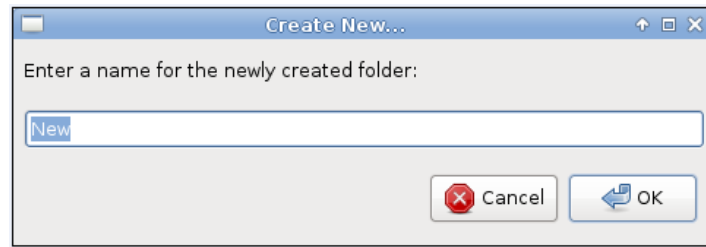
Pic. 30 - Home Folder window – root

In the file manager, the **Home Folder** has an icon  and it is named according to the username. In this case, the user is root, therefore that is the name of the folder. User files are:

- **Folder Desktop** – used for displaying folders and files on the desktop. This folder can be opened by right-clicking on the **Desktop** and choosing the command **Open in New Window** from the newly opened menu.
- **Folder Documents** – used for organizing and storing the documents (text files, workbooks, presentations...)
- **Folder Downloads** – used for storing the documents and programs downloaded from the internet
- **Folder Music** – used for organizing and storing music
- **Folder Pictures** – used for organizing and storing pictures
- **Folder Public** – used for storing documents and programs that are visible to other users in the network (i.e. in companies, computers are often connected to the local computer)
- **Folder Templates** – used for organizing and storing templates
- **Folder Videos** – used for organizing and storing video materials

Creating a new folder in the folder **Music**:

1. You need to open the **Home Folder** by clicking on the icon **Home Folder**  on the **Panel**.
2. In the dialog box file management, open the folder **Music**.
3. Within the folder **Music**, press the keyboard combination **Shift+Ctrl+N** or, from **File**, choose the command **Create New** and then then **Folder**.
4. In the dialog box **Create New...** you need to rename the folder and store files, subfiles, programs in it. Dialog box is closed by clicking on the **OK** button.

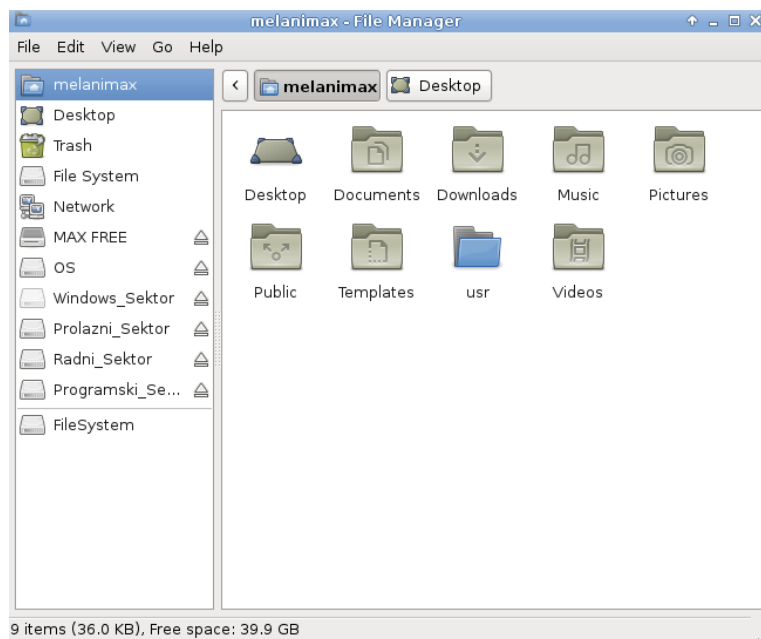


Pic. 31 – Dialog box Create New for entering a name for a folder

FILE MANAGER

File Manager can be launched in several ways:

- by clicking on the thumbnail **Open Folder with Thunar**  on the **Panel**, or
- by launching the shortcut which is usually located on the computer **Desktop**.



Pic. 32 File Manager

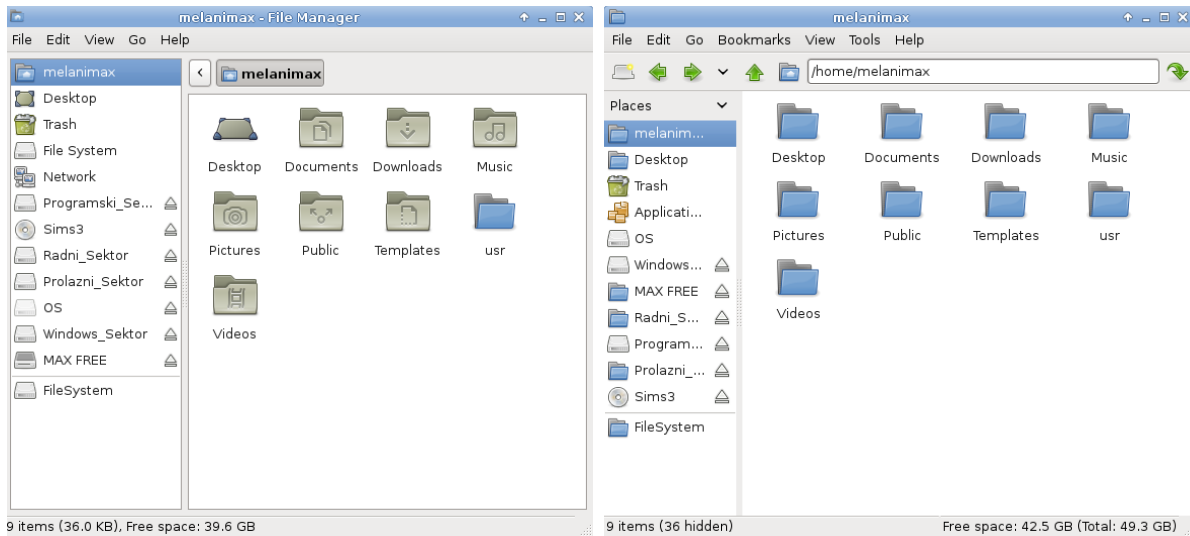
If the thumbnail **Open Folder with Thunar** is not located on the **Panel**, **Desktop** or the **Menu**, you need to add it.

The command is added to the **Menu** by choosing the command **Settings** from the **Menu** and then, from the newly opened menu, by choosing the command **Main Menu**. In the dialog box **Main Menu**, you need to find the command **Open Folder with Thunar** and left-click on the empty box next to the icon, to add it to the **Menu**. The dialog box is closed by pressing the button **Close**.

Navigation through the storage devices

Working with folders and files using the Data Manager

File Managers are used for a hierarchical preview of folders and files within the data manager device.

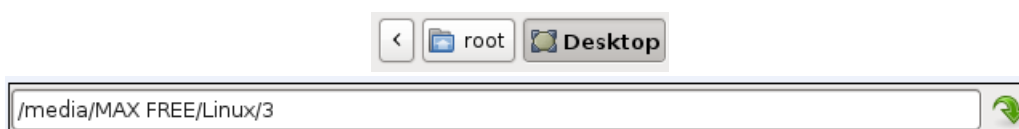


Pic. 33 – Folder Manager window – File Manager and Home Folder

Main parts of the File Manager window are:





- **Menu bar** – preview of the available menus
- **Path bar** – address of the location where the user is currently located. Each file/folder has its own **Path** – address of the location in which it is placed.

In the *File Manager*, from the menu **View**, choose the command **Location Selector** and the desired preview of the toolbar: **Pathbar Style** or **Toolbar Style**.

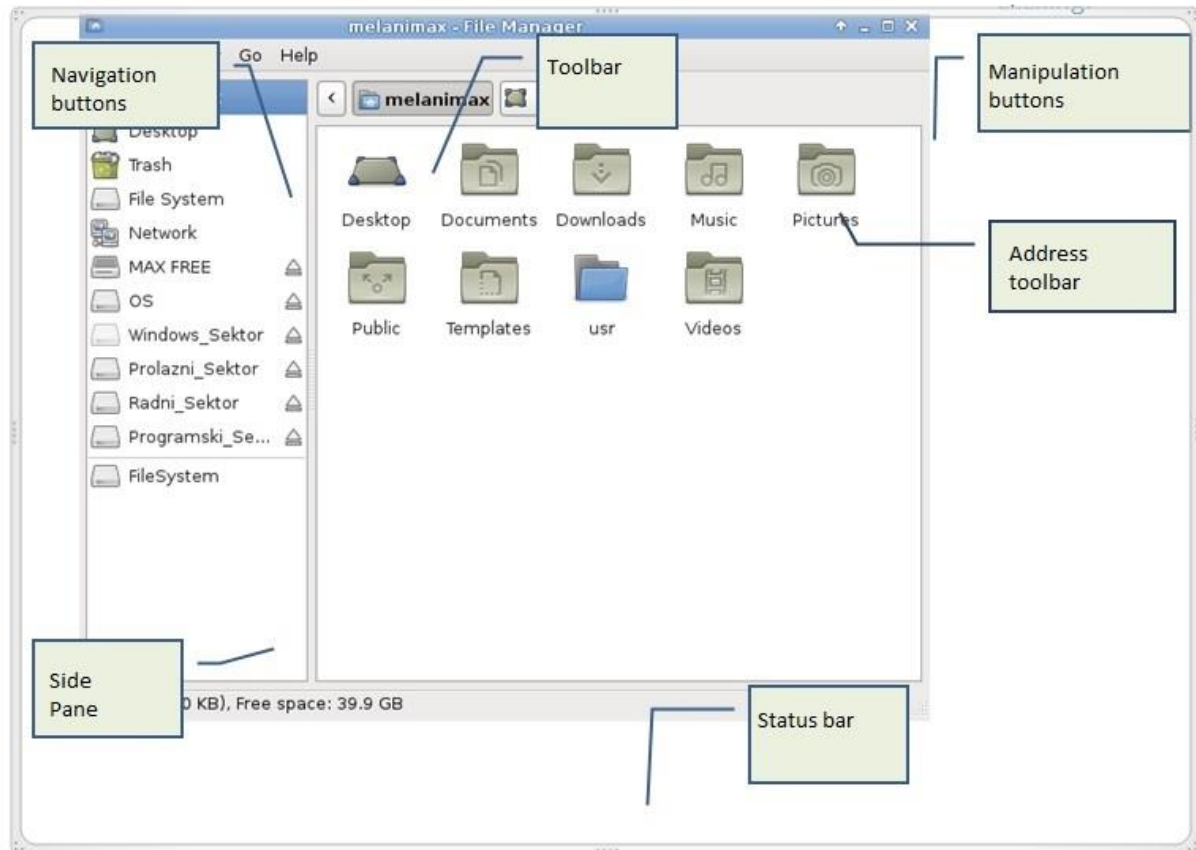


Pic. 34 –Address bar – Pathbar and Toolbar

Next to the address bar, depending on the File Manager, there are buttons for:

- previewing the user authorization level  (e.g. *You are in super user mode*)
- opening the **New Tab** 
- moving between folders 
- returning to the **Home Folder** 

- **Side Pane** – for previewing the main folders, available discs and USB connectors and user shortcuts. If you left-click on a folder, the content of the folder will be shown in on the right side of the window.
- **Main area** – shows the content of folders, discs or USB connectors chosen from the **Side Pane**. Folders on the right side of the window are opened by left double-clicking.

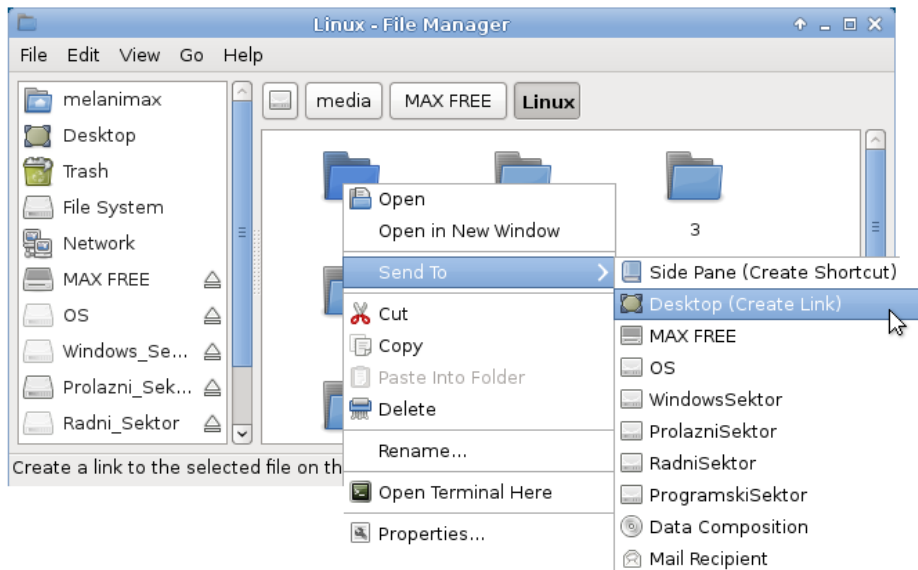


Pic. 35 File Manager – preview of the window details

Creating shortcuts

Shortcut to a folder located in the File Manager is created by pressing and holding the right mouse button on the folder and then choosing the **Send To** from the newly opened menu and:

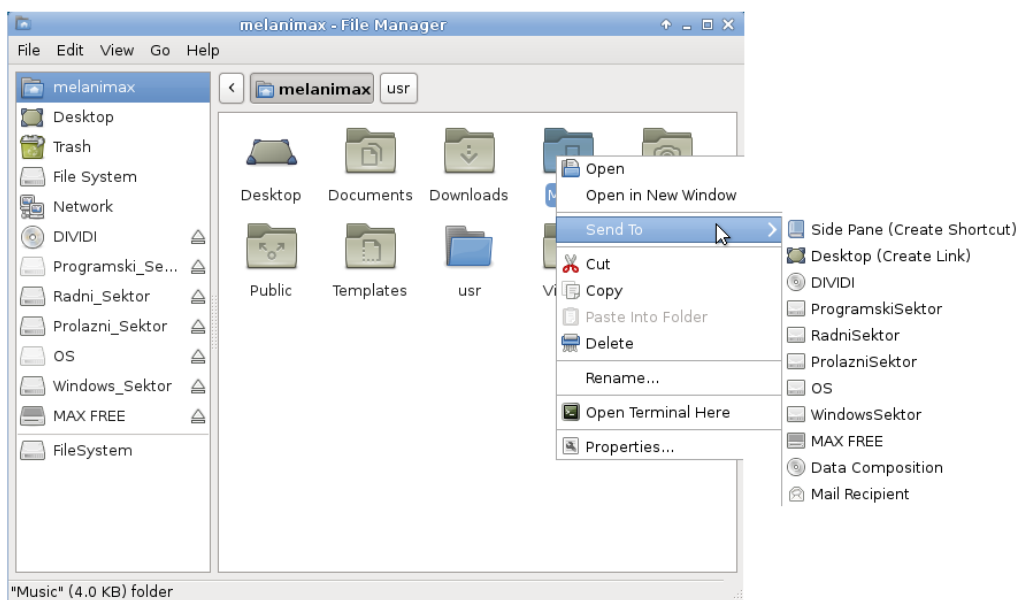
- **Side Pane** – within the dialog box **File Manager**, a link to the original folder will appear
- **Desktop** - a link to the original folder will appear on the desktop,
- some other location for the shortcut **Hard drive**, **Mail Recipient** and so on.



Pic. 36 –Creating a shortcut

If you, for example, wish to make a shortcut for the folder **Music** on the **Desktop**, you can also do it in the following way:

1. press the right mouse button on the **Desktop** and from the quick-menu choose the command **Open in New Window**
2. in the dialog box **Desktop**, from the Side Pane, choose the folder of the **User** and right-click on the folder **Music**
3. choose the command **Send to** from the quick-menu
4. from the newly opened menu, choose **Desktop (Create Link)**.



Pic. 37 – Creating a link to the folder Music

Preview within the operating system of data storage device, folders, files in a hierarchical manner

- each device owns a thumbnail and an assigned name
- there can be one **Hard Disk Drive**, there can be more or one may be divided in multiple **Partitions**

Devices which are used for data storage by the operating system are marked either by a default name (i.e. My Stick, Working Disc) or by the device capacity (i.e. *360 GB File System*) and are available through the File Manager. The name of the connected device is changed by right-clicking on the device's thumbnail and choosing the command **Properties** from the quick-menu. A dialog box **Properties** will open, in whose tab **General**, you enter the new **Name**.

Data storage devices are:

- **Floppy disk**
- **Hard Disk** is a place for a permanent storage of data
- Network drive – disk connected to a local computer network
 - access: opening a **File Manager** and choosing **Network** from **Side pane**
- USB *stick*
- **CD-RW (Compact Disk ReWritable)**
- **DVD-RW (Digital Versatile Disc ReWritable)**

Unit measure of the size of files and folders: KB, MB, GB

1 KB (kilobyte) - 1024 bytes (approximately 1000 bytes)

1 MB (megabyte) - 1024 kilobytes (approximately a million bytes)

1 GB (gigabyte) - 1024 megabytes (approximately a billion bytes or a thousand megabytes)

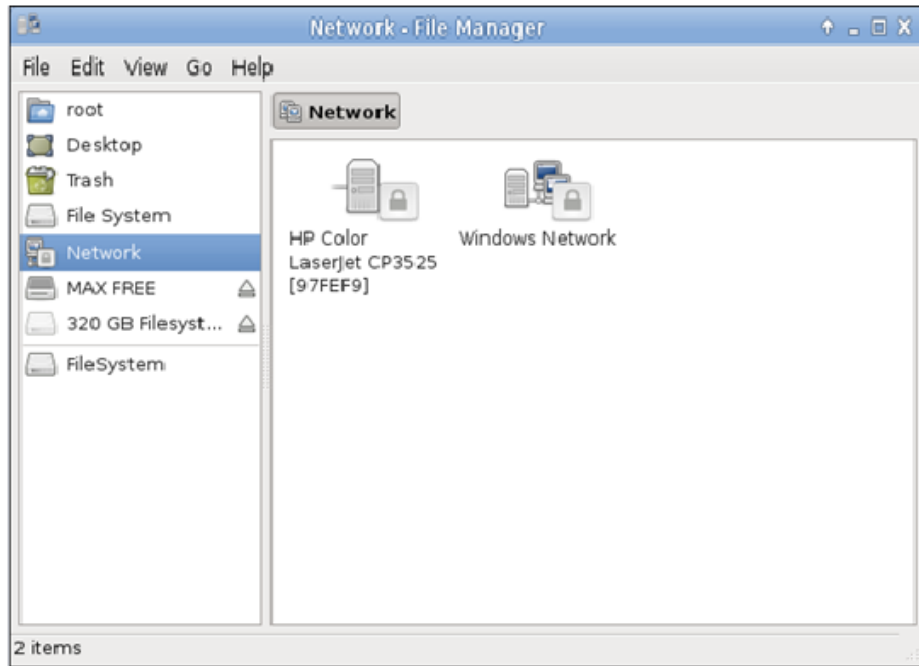
Why make an extra copy on the portable storage devices

Backups of files are recommended to be stored on one of the portable media, and thus ensure the original source of data, in case of losing or damaging.

Advantages of storing data on network devices

If the computer is connected to the computer network, you can access the shared data and devices, which are shared with other computers in the network. In the **File Manager** window, from the menu **Go**, choose the command **Network**. In the File manager window, there is a list of the network devices (i.e. printers) and the network to which the computer is connected.





Pic. 38 - File Manager - Network

Storing data on network or on-line devices enables the accessibility of data to:

- all users with the permission to access at the same time
- users on distant locations
- permanently store data

2.2 FILES AND FOLDERS

Opening window to display folder properties

After right-clicking on the folder, choose the command **Properties** from the quick-menu. In the open dialog box **Properties**, under the tab **General**, there are available information on the name and size of the folder.

Adjusting the view on devices and folders

Sometimes, when the window is not maximized, you cannot see all the information on the files and folders. That is when the vertical and/or horizontal sliders used for the complete window preview appear. Also, you can adjust the window size so that the whole height and / or length of the window is visible in a way that:

- the mouse pointer needs to be positioned on the edge of the window that you wish to move
- when the mouse pointer changes the shape to an arrow showing directions in which you can move the window edge, you need to use the **Drag & drop** method; press and hold the left mouse button, drag the window to the desired location and release the mouse button.

Simultaneous changing of the height and width of the window is done in a way that you need to position the mouse pointer in any corner of the window and also use the **Drag & drop** method to determine the size of the window.

Creating folders and subfolders

Creating folders

To create a folder on the **Desktop**, press the right mouse button and open the quick-menu, from which you choose the command **Create Folder**. In the dialog box **Create New Folder**, enter the name. By clicking on the button **Create**, you open a new folder.

Creating subfolders

Subfolders in the **File Manager** can be created by opening any folder (by left double-clicking on it) and:

- from the **File** menu choose the command **Create Folder**, or
- right double-click and from the quick-menu, choose the command **Create Folder**.

Subfolder can be created in the **Home Folder** by:

- choosing the command **Create New** from the menu **File** and then, choosing the command **Folder** from the newly opened menu,



- pressing the **Shift+Ctrl+N** keyboard combination, or
- right double-clicking and choosing the command **Create Folder** from the quick-menu.

2.3 WORKING WITH FILES

A file is determined by name and extension. The extension indicates the file type (text, multimedia...), that is, it tells us by which application is the file made.

File extensions of the frequently used files:

.exe – executive

.sys, .dll - system

.tmp, .temp – temporary

.rar, .zip, .7z – compressed

.jpg, .jpeg, .gif, .png – image

.mp3, .wav, .wma – audio

.avi, .wmv, .mpg, .mp4 – video

.txt – text i.e. *Text Editor*

.rtf, .odt, .ott – *LibreOffice Writer*

.ods, .ots – *LibreOffice Calc*

.odp, .otp – *LibreOffice Impress*

.odb – *LibreOffice Base*

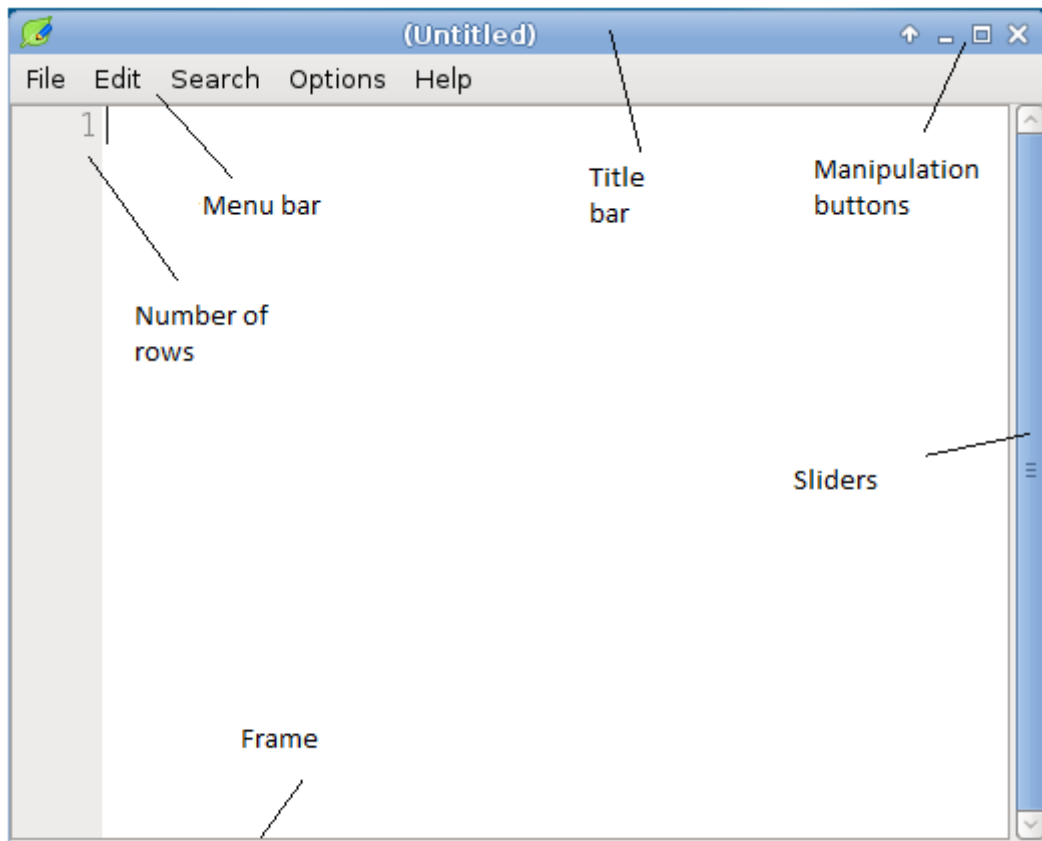
.pdf – (*Portable Document Format*) - *Adobe Acrobat*

.htm, .html, .asp, .aspx, .php - web

Text Editor

Text Editor is a simple text editor, with limited possibilities of text editing. Application **Text Editor** is launched via **Menu**. In **Menu**, you need to choose the command **Accessories** and, from the newly opened menu, the command **Text Editor**.

Empty file **Text Editor** can be opened if you right-click the mouse button and choose the command **Create From Template** from the quick-menu, and then the command **Empty File** from the newly opened menu.



Pic. 39 –Text Editor – main window parts

When you wish to save the file for the first time, you need to choose the command **Save As** from the **File** menu. That will open the dialog box **Save As**, in which you enter the file name, within the field **Name** and the location where the file will be saved, using the field **Save in folder**. Dialog box **Save As** is also opened by pressing **Shift+Ctrl+S** keyboard combination.

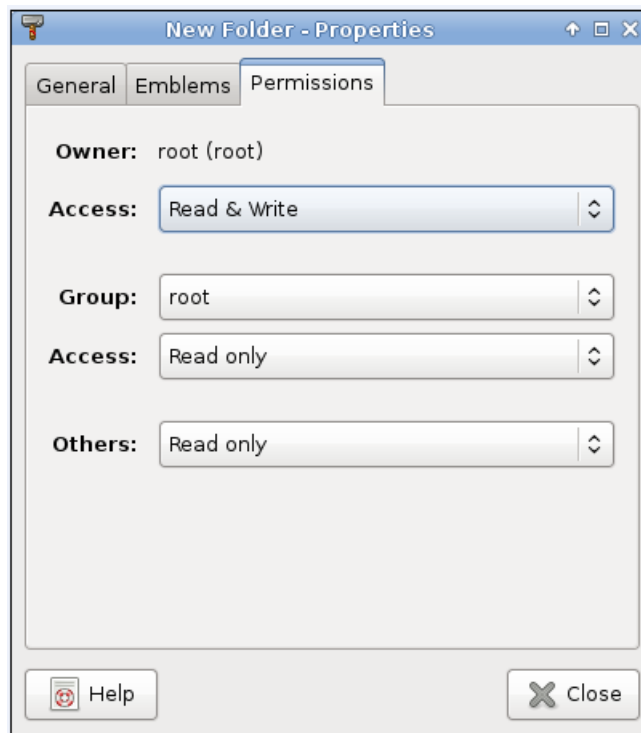
In case that the file has already been saved in a certain place and under a certain name, it is sufficient to simply click on the command **Save**, or use the **Ctrl + S** keyboard combination to save the changes.

Selecting File status

File/folder needs to be selected and then you need to right-click and choose the command **Properties** from the quick-menu. In the open dialog box **Properties**, in the tab **Permissions**, you can assign the following file accesses:

- **Read and Write** – it is possible to make all the changes over the original file.
- **Read Only** – file can be opened and changed, but when you wish to save it – a dialog box **Save As** will open. The new file will be saved under a different name, and the original file will not be changed because it is available for reading only.
- **Write Only** – every time an empty file opens and the content cannot be seen until the permissions are changed.
- **None** – both reading and writing are not possible

The selection is confirmed by clicking on the button **Close**.



Pic. 40 – Dialog box of the folder Properties– tab Permissions

If you wish to remove a selected option from a file/folder, you need to choose another option from the dialog box **Properties**.

Sorting the view of files in folders

File preview in the *File Manager*

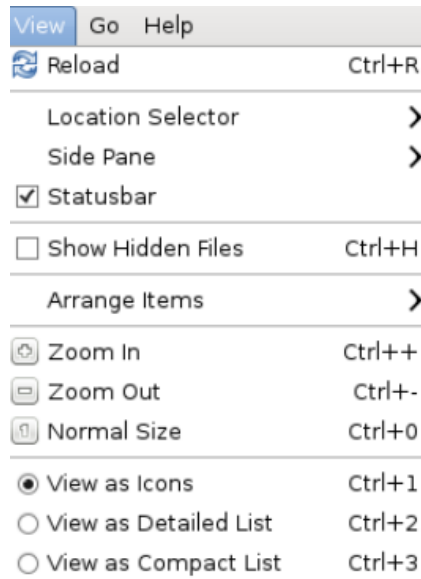
From the toolbar in the **View** menu, you can choose the following commands:

- **Arrange Items** and one of the ways to sort the files:
 - **Sort by Name**
 - **Sort by Size**
 - **Sort by Type**
 - **Sort by Modification Date**
 - **Ascending** – alphabetical list from A to Z
 - **Descending** – alphabetical list from Z to A



Pic. 41 – File sorting

- Zooming the size of the icons:
 - **Zoom in**
 - **Zoom out**
 - **Normal Size**
- File preview via:
 - **View as Icons** – only the name of the file is displayed below the icon. The command can also be done by **Ctrl+1** keyboard combination.
 - **View as Detailed List** – file details are shown next to the icon (size, type, etc.) The command can also be done by **Ctrl+2** keyboard combination.
 - **View as Compact List** – the title is shown with the icon. The command can also be done by **Ctrl+3** keyboard combination.



Pic. 42 –View menu

File preview in the Home Folder

From the toolbar in the View menu, you can choose the following commands:

- file preview:
 - **Icon View** – only the file name is shown below the icon
 - **Thumbnail View** of the icon – display of the zoomed in icons
 - **Compact View** – only the title is shown next to the icon
 - **Detailed List** – file details are shown next to the icon (size, type etc.)
- **Sort Files** and one of the ways of sorting files; **Ascending** or **Descending** order:
 - **By Name**
 - **By Modification Time**
 - **By Size**
 - **By File Type**



Pic. 43 – Sorting files

Good practice in naming files

When naming files and folders, you should use meaningful names to indicate their content.

Changing the name – Renaming files and folders

To rename a file/folder, you need to:

- double-click on the file/folder thumbnail and choose the command **Rename** from the quick-menu, and then, enter the new name in the dialog box **Rename**, or
- double-click on the file/folder thumbnail and choose the command **Properties** from the quick-menu and enter the name in the dialog box **Properties**, in the field **Name**, or
- select file/folder, press **F2** key and in the dialog box **Rename File** enter the new name. Dialog box will close by clicking on the **OK** button.

2.4 OPERATIONS WITH FILES AND FOLDERS

Selecting files and folders

Files/folders are selected by positioning the mouse pointer on the folder and left-clicking. If you wish to select more than one file/folder:

- press and hold left mouse button and drag the pointer until you have selected the desired group of files/folders
- adjacent: after you have selected the first file, hold the **Shift** key and select the last file in a row. Then release the **Shift** key
- non adjacent: hold the **Ctrl** key until you have selected all of the desired files/folder with the mouse
- selecting all icons (files, folders, programs, shortcuts): **Ctrl + A** keyboard combination or, from the toolbar in the File menu, choose **Select All Files**

Copying files and folders

To copy files / folders, open the File manager and:

1. in the **Side Pane** find folder from which you want to copy and in the right pane select the file/folder you want to copy,
2. press the right mouse button and from the quick menu choose the command **Copy**, or use keyboard shortcut **Ctrl + C**,
3. via **Side Pane** find and select the folder you want to copy the file or folder into,
4. press the right mouse button and from the quick menu choose the command **Paste**, or use keyboard shortcut **Ctrl + V**.



Copying using the *Drag and drop* method:

1. select the file/folder that you wish to copy
2. press and hold the left mouse button on the selected file/folder and then press and hold the **Ctrl** key
3. drag the mouse pointer to the desired location
4. release the mouse button and then the **Ctrl** key. Copy is pasted to the new location.

Moving files and folders


You can move files/folder in the File Manager by:

1. finding and selecting a file/folder that you wish to move in the *Side Pane*
2. holding the right mouse button and choosing the command **Cut** from the quick-menu
3. positioning the mouse pointer in the location where you wish to move the file/folder, via the navigation pane
4. pressing the right mouse button and choosing the command **Paste** from the quick-menu

Moving using the Drag & drop method is done in the same way as before, only without using the **Ctrl** key.

By using the drag & drop method, files and folders will be permanently moved from the File manager. However, by using the drag & drop method, files and folders will also be copied in the File Manager.

Deleting files and folders by sending them to *Trash* is done in one of the following ways:

- **via the File manager:** find the file location in the Side pane and in the right window, select the file or a folder that you wish to delete. From the menu **Edit**, choose the command **Delete**, or
- **via the mouse:**
 - press the right mouse button on the file or folder and from the quick-menu choose the command **Delete**  , or
 - using the **Drag and drop** method: hold the left mouse button on the file or folder that you wish to delete and drag it to the **Trash**
- **via the keyboard:** select the file or folder and press the **Delete** key on the keyboard

Restoring the deleted files and folders from the Trash

Deleted files/folders which are located in the **Trash** may be restored to their original location on the computer. You need to select **Trash** from the *Side Pane* in the File manager. In the right side of the window, the trash content will appear. You need to find the file/folder that you wish to restore on its original location and press the right mouse button and choose the command **Restore** from the quick-menu.



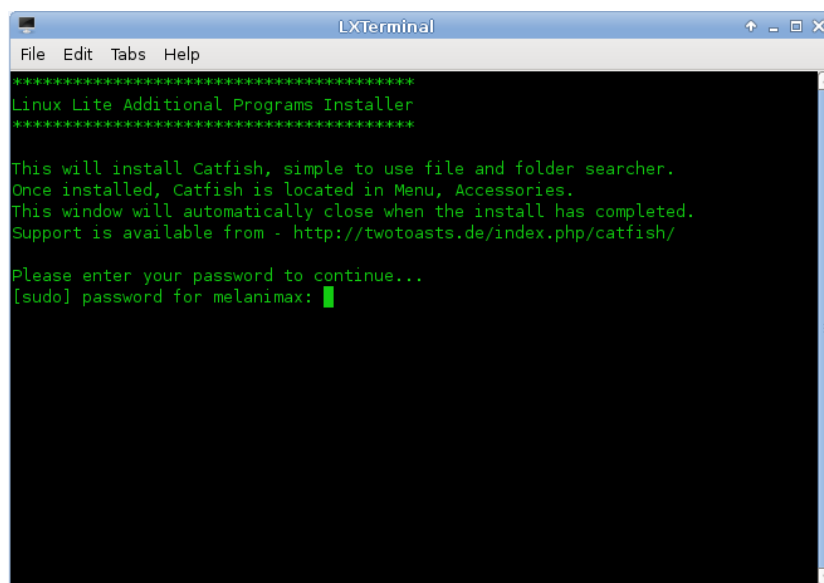
Emptying the Trash

To permanently delete the **Trash**, you need to, in the file manager:

- choose the command **Empty Trash** from the **File** menu in the **Side Pane**
- right-click on the **Trash** thumbnail and from the quick-menu choose the command **Empty Trash**.

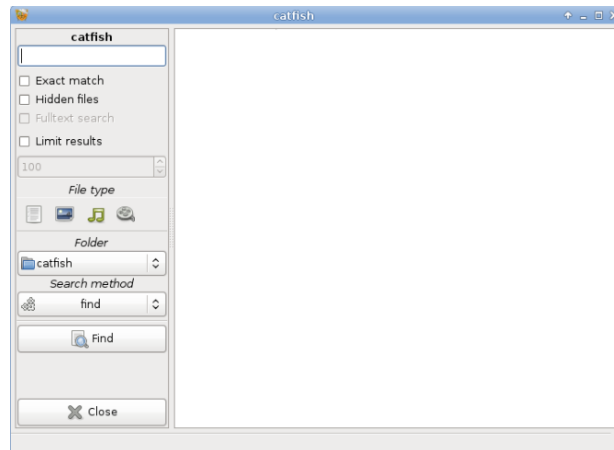
2.5 SEARCHING THE STORAGE DEVICES

In order to search the storage devices, first you need to install a tool for searching data. Choose the command **System** from the **Menu**, and from the newly opened menu **System**, choose the command **Install File & Folder Search**. That will open a **Terminal** window, in which you will need to authorize the launching of installation by entering the password.



Pic. 44 - LXTerminal

The installation will carry out automatically. Once the installation is finished, you will be able to find the data searching tool **Catfish** in the **Menu**, under the menu **Accessories**.

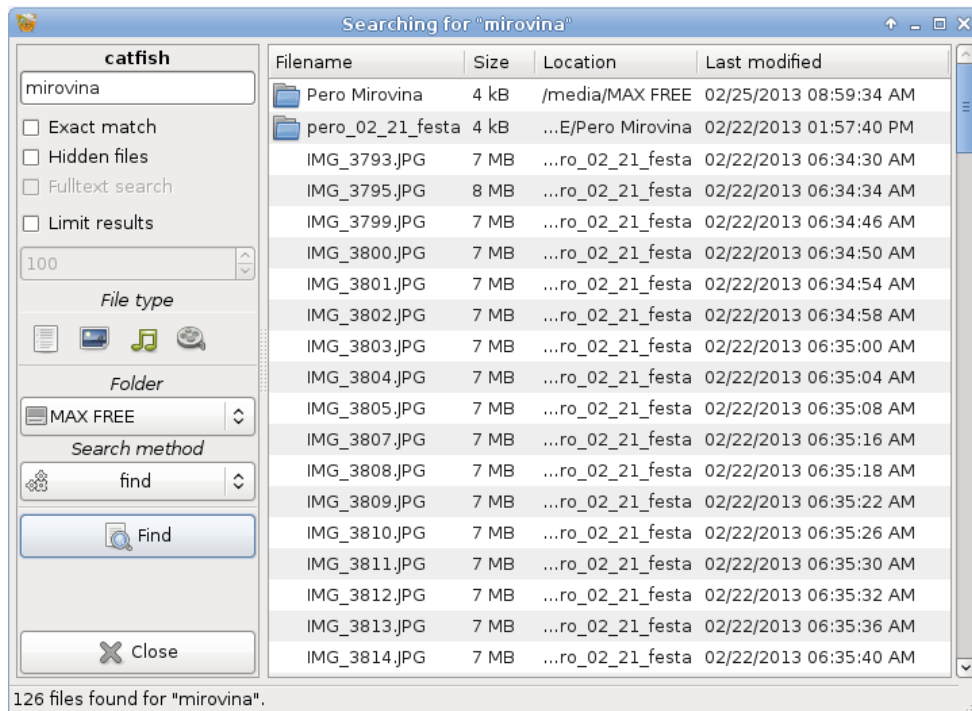


Pic. 45 – Program Catfish

In the empty field below the title **Catfish**, you need to enter the term you want to search. You can choose:

- an option for searching the exact title; **Exact match**, within the **Hidden files** or **Limit results** to the default number of search results.
- **File type – Documents, Images, Music or Videos.**
- **Folder** that is searched
- **Search method – Find**

At the end, you need to click on the **Find** button. On the right side of the window, there will be all of the files and folders with the default name.



Pic. 46 – Search example

Searching the data storage device using the wild cards: file types, first letter of the file

If you cannot remember the name of the desired file, you can use the wild cards instead of the letters: star(*). If you enter the file extension of the file that you wish to find in the input field:

*.*txt that will list all the files with the extension .txt

*.*bmp that will list all the files with the extension .bmp, itd.

You can also search using the certain letters of the file name, such as:

t. that will list all the files which end with the letter t

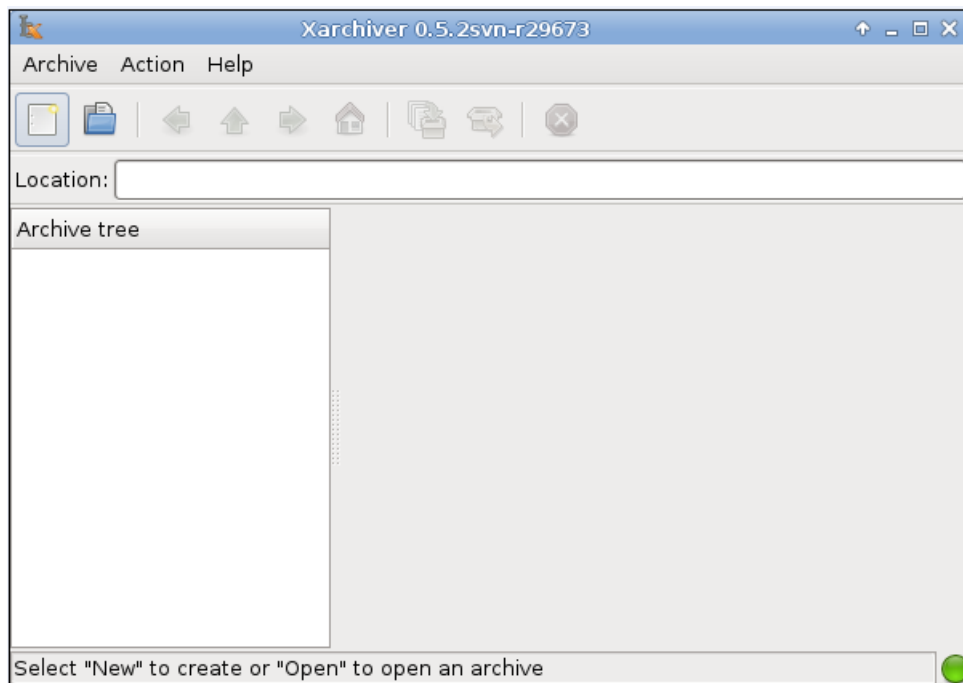
3 UTILITIES

3.1 WORKING WITH THE PROGRAM FOR COMPRESSING FILES


Compressing reduces the space which the files occupy on the disc. Programs for compressing files are also used for joining a large numbers of files and folders in one compressed file. Some of the popular programs for compressing files are: 7zip, Zipeg, tar.gz etc.

Adding files in a compressed folder

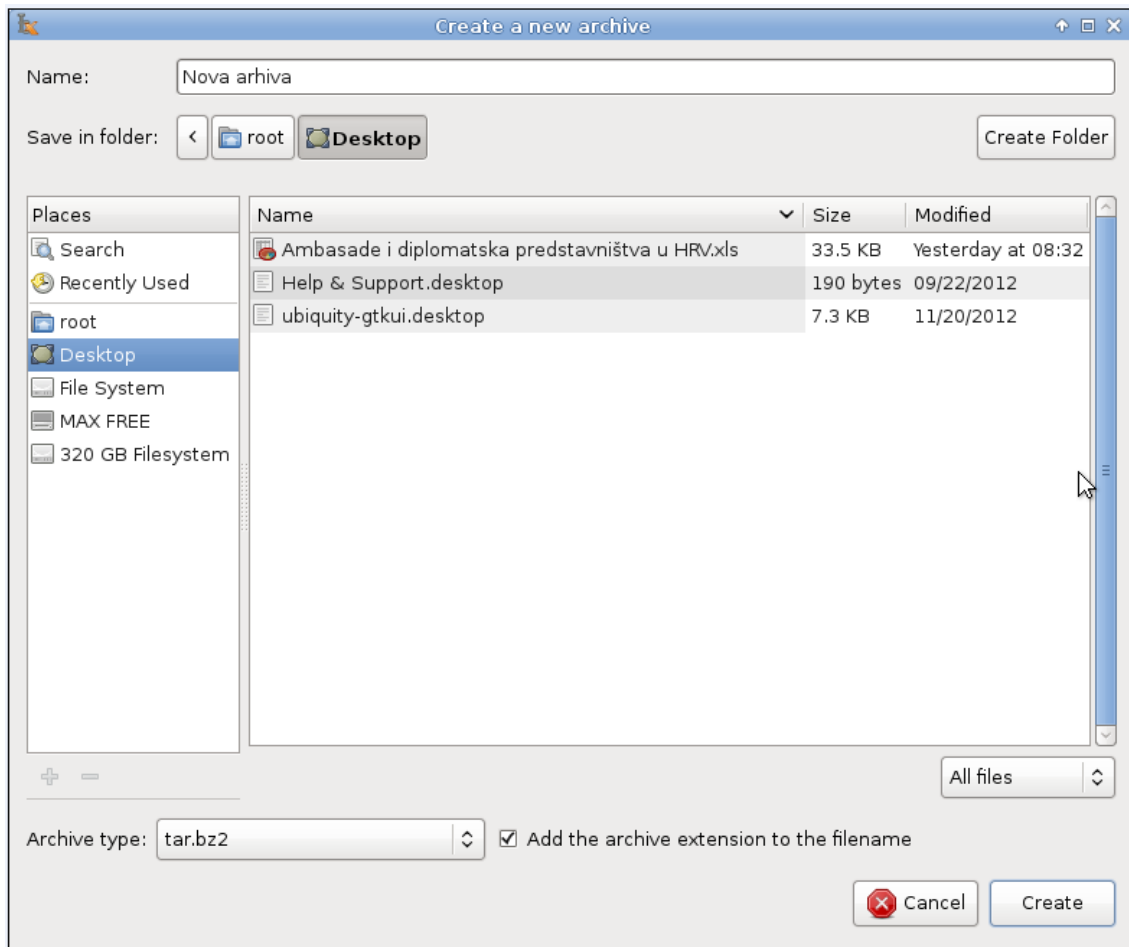
To compress a file or a folder, you need to choose the menu **Accessories** from the **Menu** and then the **Unzip/Compress Files** program for compressing files. That will open a dialog box of the program for compressing files *Xarchiver 0.5.2*.



Pic. 47 – Basic window of the program for compressing files

Clicking on the thumbnail **Open an archive**  opens an existing archive using the dialog box **Open an archive**.

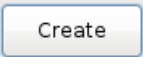
Clicking on the thumbnail **Create a new archive**  opens a new archive using the dialog box **Create a new archive**.



Pic. 48 – Dialog box Create a new archive

In the dialog box *Create a new archive*, you can determine:



- **Name** of the archive,
- via the Side pane where the archive will be stored:
 - **Save in folder** – if a folder in which you wish to save the archive exists, you need to find it, using the Side pane, or
 - **Create folder** – if the folder in which you wish to save the archive does not exist, you need to, using the Side pane, choose a place to save the new folder and click on the button **Create Folder**
- **Archive Type** – extension that will be assigned to the archive (i.e. **.zip**, **.rar** etc.)

Clicking on the button **Create**  opens a new empty archive.



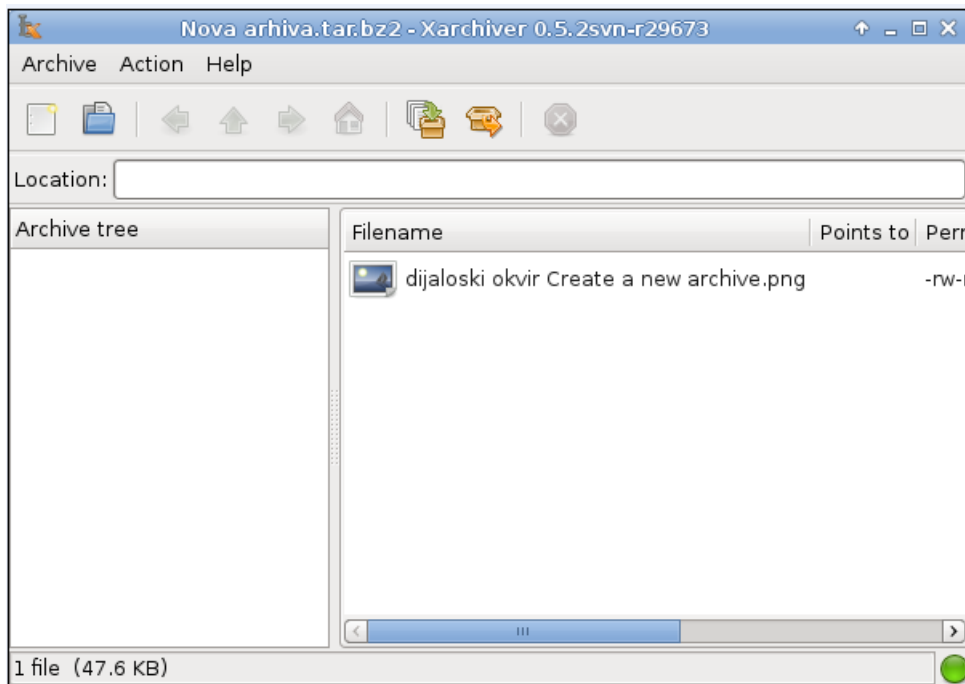
New archive.zip

Pic. 49 – Archive thumbnail


In the window of the program for compressing file, which is now named as the default archive, you can, by clicking on the thumbnail **Add files**  open a dialog box **Add files** in whose tab **Selection**, you can find the files to add to the archive. In the tab **Options**, you can set the level of **Compression** and a **Password**. Clicking on the button **Add**  will confirm your actions.

You can also set the password in the dialog box of the program for compressing files via the menu **Actions** by choosing the command **Enter password** or **Ctrl + R** keyboard combination.

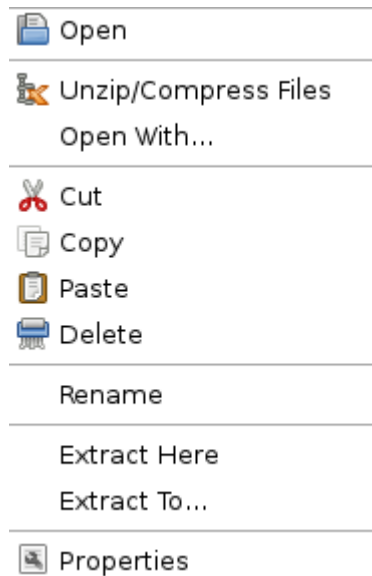
Clicking on the manipulation button  you will exit the archive.



Pic. 50 – Dialog box of the compressing window Xarchiver 0.5.2


If you wish to add a new file or a folder to the compressed file, you need to open the archive by double left clicking or click on the command **Open** from the quick-menu. The content of the archive will be shown. Clicking on the thumbnail **Add files**  via the dialog box **Add files**, will find and add new files.

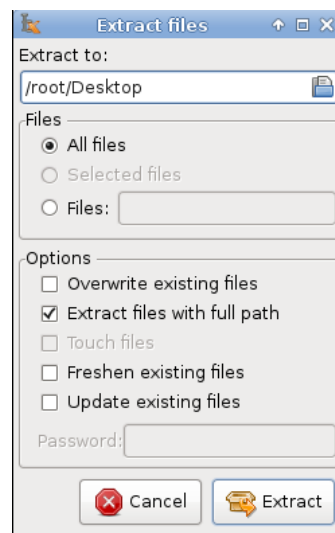
Unpacking a compressed folder



Pic. 51 – Archive quick-menu

To unpack a compressed folder, you need to right-click on the compressed folder thumbnail and choose the command **Open** from the quick-menu.

That will open a dialog box of the program for compressing files named as the archive. You need to click on the **Extract files** button . That will open a new dialog box **Extract files** in which you determine:



- **Extract to** file or folder from the archive,
- **Files** that are being extracted - all or just some, and
- additional **Options**:
 - **Overwrite existing files**,

- **Freshen existing files,**
- **Update existing files** or
- **Password** – enter the password if the file is being protected by a password.

Dialog box **Extract files** can be opened if you choose the command **Extract To** from the quick-menu.

If you wish to extract files to a file with an archive, you need to choose the command **Extract Here** from the quick-menu.

3.2 VIRUSES AND ANTIVIRUS PROGRAMS

A **virus** is a malicious program with the ability of auto replication. It searches for other files in the computer, trying to infect them, and its ultimate goal is spreading to other computers. Depending on the malicious code that it contains, it causes more or less damage to your computer. The virus spreads by transferring and opening the infected file (e-mail attachments, infected files on removable media, etc.). Even though viruses for computers running Linux are not so popular, it is recommended to install an antivirus program. **Antivirus programs** are used to find and remove malicious software. On the market there are a number of free antivirus programs intended for the Linux operating system. Some of them are:

-  *Avast! – Linux Home Edition*
-  *BITDefender – Antivirus Scanner for Unices*
-  *Clam AntiVirus*
-  *AVG Antivirus Free – For Linux*

If, for example, you wish to examine (scan) device, folder or file with the help of anti-virus software ClamAV - it can be done by choosing the **Terminal** from the **Panel** and typing the command:

- ***sudo apt-get install clamtk*** – command for installing *ClamAV*
- ***sudo apt-get install clamav-freshclam*** – command for updating the program
- ***clamscan*** – for scanning
- ***freshclam*** – command for updating the program

Antivirus program needs to be updated regularly, that is it is necessary to regularly download new virus definitions (the best thing is to set it to do so automatically while connecting to the internet). If you do not do that, antivirus program becomes useless because it cannot detect new types of malware.

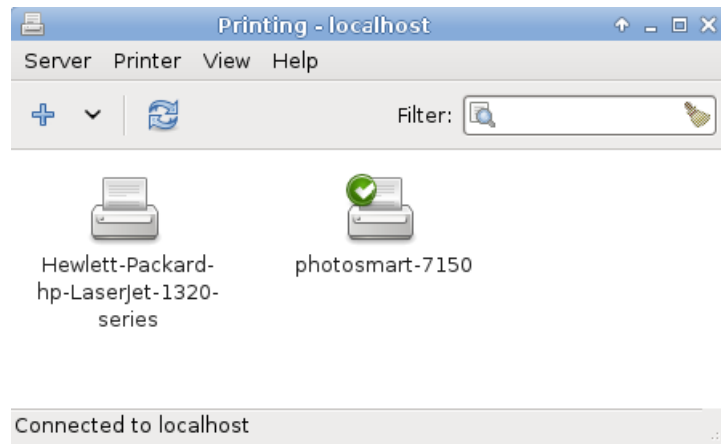
More on protection against viruses and other malicious programs can be found in the manual ***Basic Concepts of Information and Communication Technology***, in chapter ***Protection while using ICT technology***, published at the following link:

http://www.itdesk.info/handbook_basic_ict_concepts.pdf.

4 PRINTER AND PRINTING MANAGEMENT

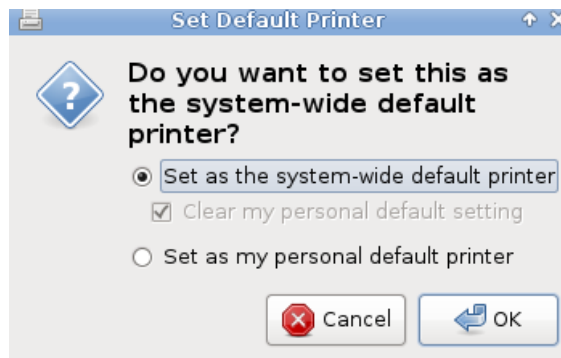
4.1 CHOOSING THE PRINTER FROM THE LIST OF INSTALLED PRINTERS

If you have more than one printer, only one of them is a major one which automatically downloads all the print commands. You can change the default printer via the **Menu**. In the main **menu**, you need to select **System** and from the newly opened menu choose the command **Printing**. A dialog box **Printing – localhost** will open, containing the list of all printers on which the computer is connected.




Pic. 52 – Dialog box Printing - localhost

You need to select the desired printer and on the menu **Printer** choose the command **Set As Default**. A dialog box **Set Default Printer** will open, in which you set whether the default printer will be available to all user accounts on the computer **Set as the system-wide default printer** or just to the current user account **Set as my personal default printer**.

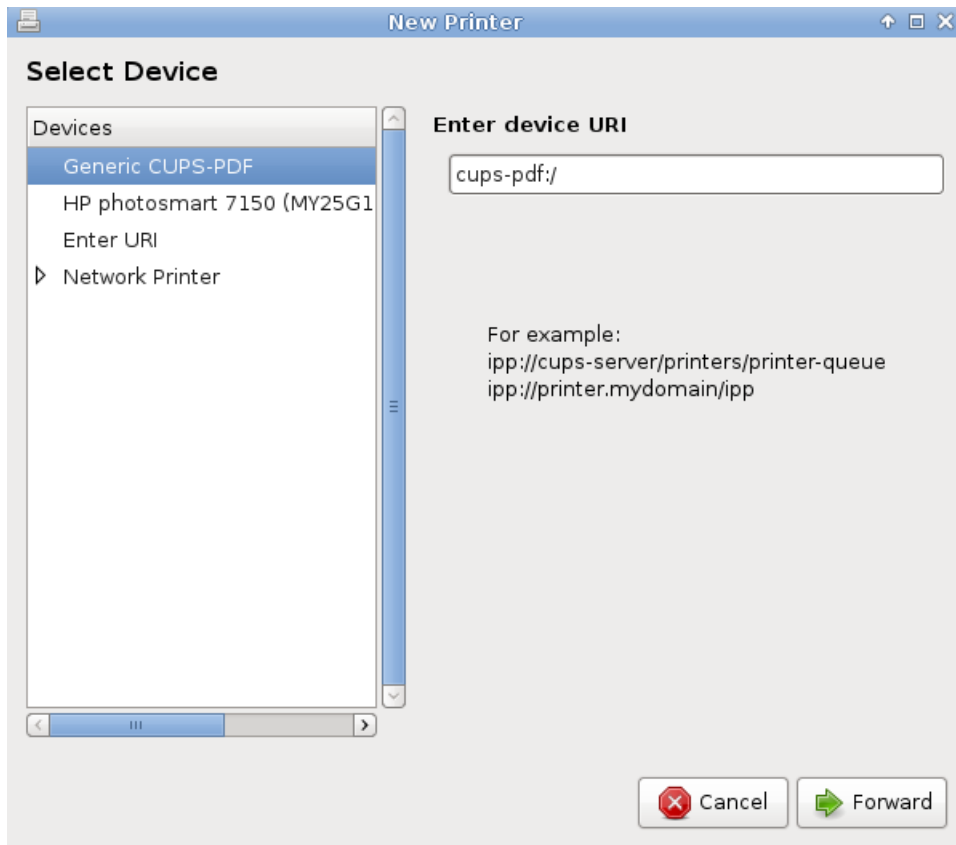


Pic. 53 – Dialog box Set Default Printer

Installing/adding a new printer to the computer

- Via **Menu** choose the command **System** and from the newly opened menu choose the command **Printing**. A dialog box **Printing – localhost** will open in which you need to click on the **Add** button . Find the desired printer from the newly opened menu

New Printer, from the **Network Printer** and click on the button **Forward**  and follow the instructions for adding printers.




Pic. 54 – Dialog box New Printer

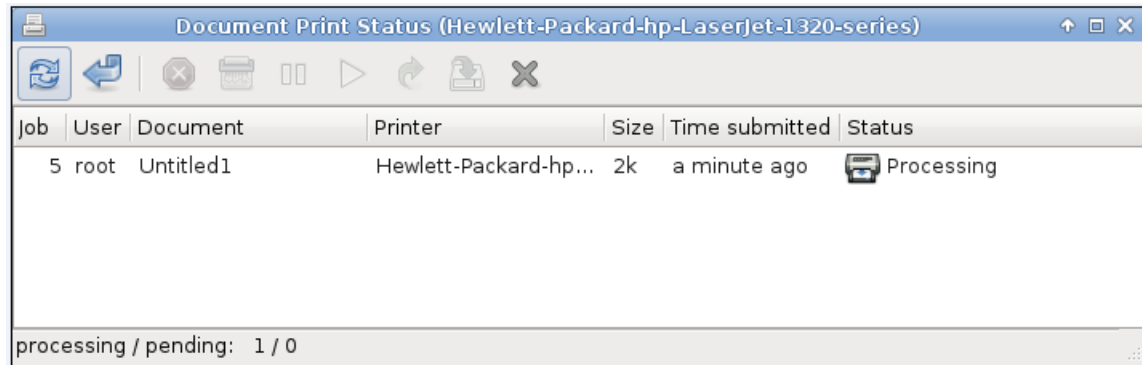
- Via the printer's installation CD

Printing the text document from a word processing application

Choose the command **Print** from the **File** menu. Adjust the settings in the dialog box **Print** (number of copies, print specific pages, etc.) and press the button **Print**.

4.2 PRINT MANAGER PROGRAM

If you wish to check what is currently being printed, you need to click on the icon  located on the right corner of **Panel**. A dialog box **Document Print Status** will open, showing current tasks that are sent to printing.



Pic. 55 – Dialog box Document Print Status

If you wish to stop the printing of a document immediately – you need to select the file that is waiting to be printed and click on the button **Hold selected jobs** or right-click and open the quick-menu in which you need to choose the command **Hold**. To continue printing the stopped document, you need to choose the command **Resume**.

If you wish to stop the printing of a document – you need to select the document and by right-clicking open the quick-menu in which you need to choose the command **Cancel** and click on the button **Yes** to confirm the selection.

If you wish to print the document that is waiting to be printed on another printer – you need to select that document and by right-clicking open the quick-menu from which you choose the command **Move To** and, from the newly opened menu, choose one of the available printers.

**This manual is intended for learning with the materials
published on the following links:**

*** Script:**

<http://www.itdesk.info/Basic%20computer%20use%20notes.pdf>

*** Video presentations which show the basic computer using and file managing:**

<http://www.itdesk.info/en/using-the-computer-and-managing-files-1/>

<http://www.itdesk.info/en/using-the-computer-and-managing-files-2/>

<http://www.itdesk.info/en/using-the-computer-and-managing-files-3/>

*** Test exam:**

<http://www.itdesk.info/sample%20exam/sample%20exam%20module%202.pdf>

*** Video presentation which shows the solving of the test example:**

<http://www.itdesk.info/en/exam-solution-module-2/>

*** Quizzes for users to solve on their own:**

<http://www.itdesk.info/en/computer-managing-files-quiz/>

<http://www.itdesk.info/en/computer-managing-files-quiz/>



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