



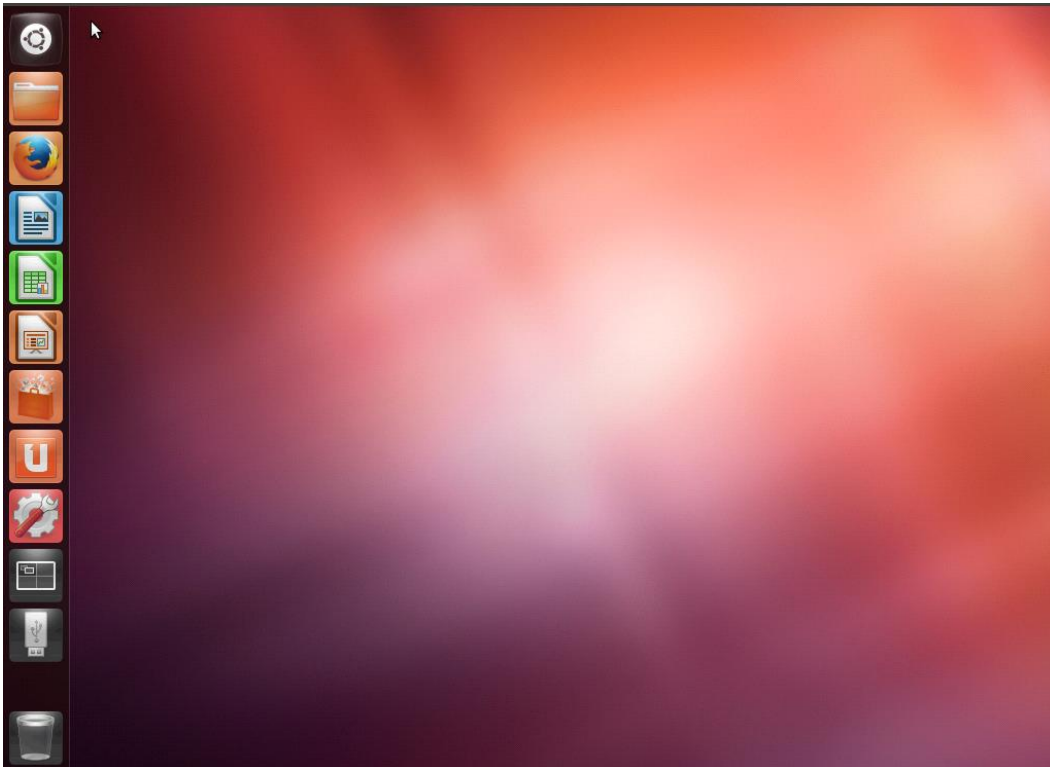
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Trenton Digital Initiative

# Ubuntu Handbook

## Navigating the Desktop

When powering on the computer, your computer will load a home screen that will be referred to as the “desktop.” The picture below is what the desktop will look like.



In order to open different programs, click the corresponding icon on the left side of the screen.

The following page will explain what icon will open which program.

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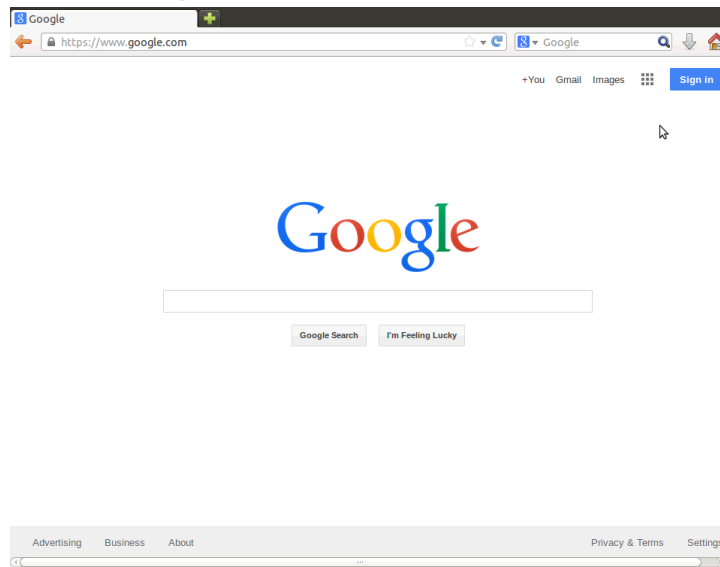
By clicking on the following icons, a new program will be opened.



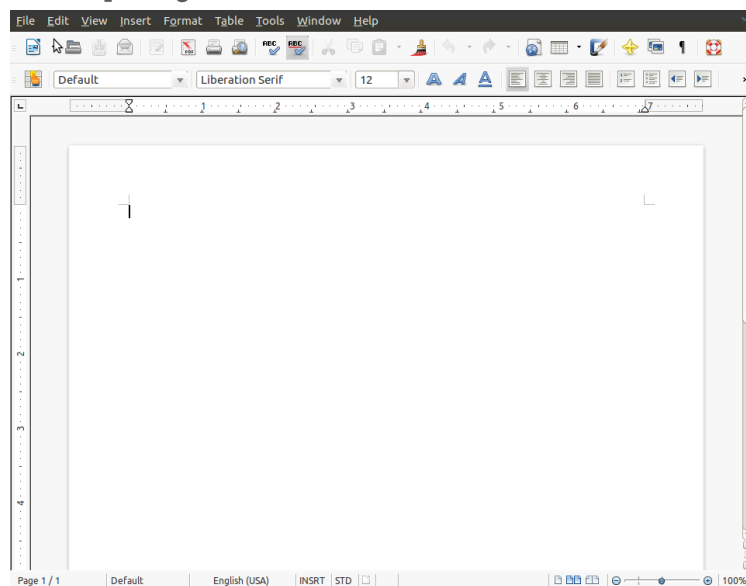
## Programs

When you click to an icon to open a program, a new window will appear.

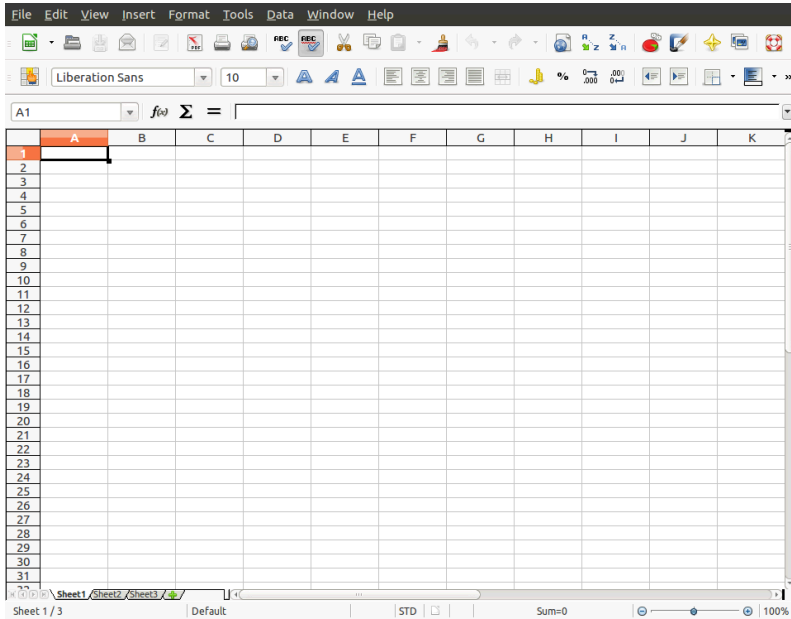
When opening the internet, the new window will look like this:



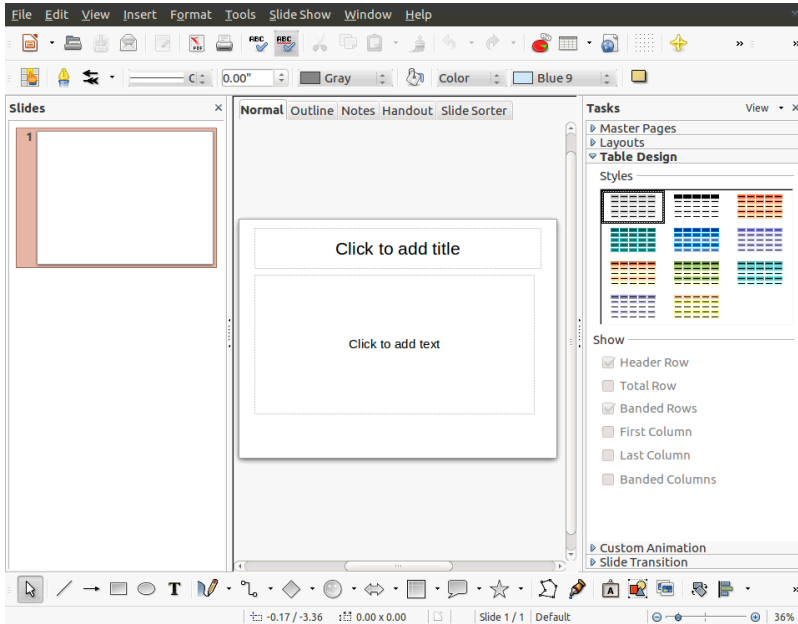
When opening a word document, the new window will look like this:



When opening a spreadsheet, the new window will look like this:



When opening a presentation, the new window will look like this:



## How to Use the Internet Safely!

The safest way to begin searching on the internet is to type the address (called a URL) directly in to the browser (Firefox).

For online shopping try: [www.amazon.com](http://www.amazon.com)

To find the internet sites for stores that you shop, type them in directly (for example):

[www.jcp.com](http://www.jcp.com)

[www.target.com](http://www.target.com)

[www.walmart.com](http://www.walmart.com)

For educational, try: [www.khanacademy.org](http://www.khanacademy.org)

At Khan Academy they have over 4,000 courses for students of all grades and levels.

To search the internet, for anything try:

[www.google.com](http://www.google.com)

All the sites that you find on the internet are not safe. For general information, wikipedia is the best.

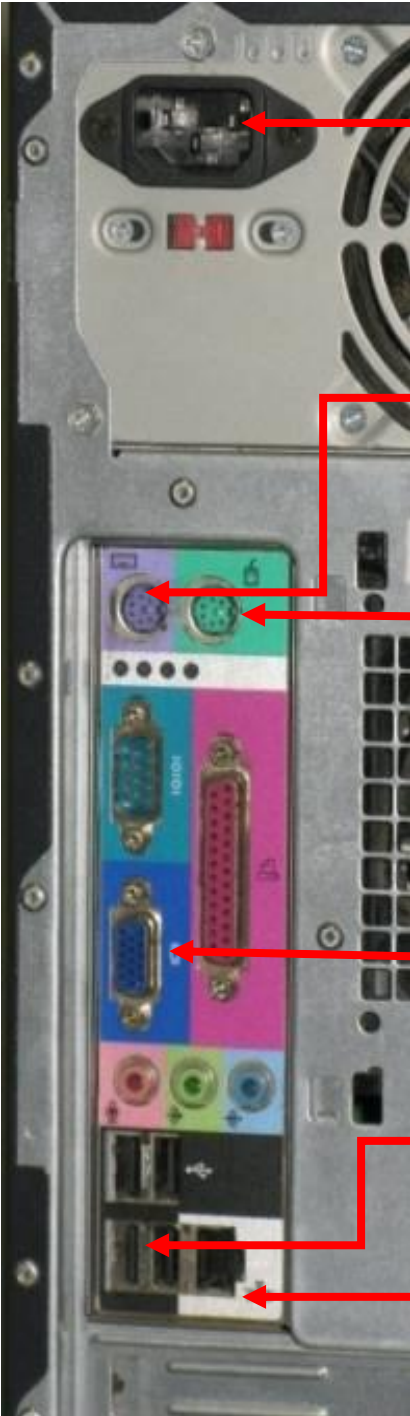
[www.wikipedia.org](http://www.wikipedia.org)

The screenshot shows a Google search interface. At the top, a search bar contains the text "michael jackson". Below the search bar, there are tabs for "Web", "Images", "Videos", "News", "Shopping", "Maps", and "Books". The "Web" tab is selected. Below the tabs, it says "About 646,000,000 results". The search results are listed as follows:

- Michael Jackson | The Official Michael Jackson Site**  
www.michaeljackson.com/ ▾  
Official Michael Jackson website including Michael Jackson videos, music, news, albums, pictures and more. Your number one source for all things Michael ...
- Michael Jackson - Wikipedia, the free encyclopedia** ← (Red arrow pointing here)  
en.wikipedia.org/wiki/Michael\_Jackson ▾  
Michael Joseph Jackson (August 29, 1958 – June 25, 2009) was an American recording artist, actor, producer, dancer, businessman, and philanthropist.  
Michael Jackson albums - Invincible - Thriller - Dangerous
- News for michael jackson**
  - Michael Jackson's son Prince picks up supplies for his pet snakes**  
Daily Mail - 2 days ago  
His late father **Michael Jackson** had a great appreciation for animals and nature. And Prince Jackson has clearly inherited this gentle trait, as he ...
  - Michael Jackson accused of beating up his pet chimp Bubbles**  
Mirror.co.uk - 5 days ago

## How to Setup Your Computer

This is what the back of the computer "modern"/tower will look like.



power cords, one each for computer and monitor



Some computers use this cable for the keyboard



Some computers use this cable for the mouse



Video cable to monitor



USB cable for many new products, including keyboard and mice



Ethernet cable to the Internet (provided by your Internet company)

## Additional Questions

If you have any other questions or concerns that were not covered in this handbook, please call the TDI department of Mercer Street Friends at (609) 278-5520 or email [TDI@MercerStreetFriends.org](mailto:TDI@MercerStreetFriends.org).

**Enjoy your computer!**

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