ubuntu
linux for human beings

Ubuntu 10.04

# Getting Started with Ubuntu

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# Índice general

# Prólogo

## Bienvenido/a

Bienvenido al manual de Ubuntu.

Este manual está concebido como una guía introductoria para ayudar a los nuevos usuarios a empezar a utilizar Ubuntu. Nuestro objetivo es cubrir los aspectos básicos de Ubuntu (como su instalación, la configuración del escritorio y las aplicaciones más populares) así como ofrecer una introducción a Linux y a las posibilidades del código abierto. El manual está diseñado para su fácil comprensión, con instrucciones paso a paso y diagramas claros, que le permitirán descubrir el potencial de su nuevo sistema Ubuntu, incluso si es un usuario principante o que acaba de migrar desde otro sistema operativo por primera vez.

Muchas personas han contribuido con su tiempo libre a este proyecto. El manual es todavía un trabajo en progreso, y siempre lo será. Si bien tratamos de asegurarnos de que las instrucciones no se limitan a las versiones específicas, es inevitable que algunas cosas van a cambiar durante la vida de Ubuntu. Cada vez que una nueva versión de Ubuntu se publica, vamos a revisar este manual y hacer los cambios apropiados. En el momento de escribirlo, la versión actual es Ubuntu 10.04 LTS.

Si observa algún error, o piensa que hemos dejado algo, no dude en contactar con nosotros. Haremos todo lo posible para asegurar que este manual es actual, informativo y profesional. Nuestros datos de contacto se pueden encontrar a continuación.

### Lo que este manual no es

Este manual no está concebido como un manual de instrucciones detallado. Es más bien una guía rápida para principiantes, que esperamos le permita hacer todo lo que necesite con su equipo de una forma rápida y fácil, sin verse abrumado por los detalles técnicos.

If you are after more detail, there are excellent resources available from help.ubuntu.com, produced by the Ubuntu Docs Team. The in-built system documentation in Ubuntu is also very useful for accessing help on specific topics. If something isn't covered here, chances are you will find the information you are looking for in one of those locations.

More information on the online docs and the system docs can be found in Capítulo 10: Aprendiendo más sobre Linux.

## Contact details

**The Ubuntu Manual Team**

Launchpad Team page https://launchpad.net/~ubuntu-manual

Mailing List ubuntu-manual@lists.launchpad.net

Project Wiki Page https://wiki.ubuntu.com/ubuntu-manual

## Ubuntu philosophy

El término «Ubuntu» es un concepto clásico africano cuyo origen son las lenguas bantú de Sudáfrica. Puede describirse como una forma de conectar con los demás, por medio de la convivencia dentro de una comunidad donde las acciones del individuo afectan a toda la Humanidad. Ubuntu es más que un sistema operativo: es una comunidad de personas unidas para colaborar en un proyecto de software internacional que busca ofrecer la mejor experiencia de usuario posible, así como el mejor sistema operativo disponible en la actualidad en cuanto a la variedad de sus funciones.

### The Ubuntu promise

- Ubuntu siempre será gratuito, incluyendo las ediciones empresariales y las actualizaciones de seguridad publicadas regularmente.
- Ubuntu viene con soporte comercial completo de Canonical y cientos de empresas alrededor del mundo
- Ubuntu provee las mejores traducciones y funciones de accesibilidad que la comunidad de software libre puede ofrecer.
- Todas las aplicaciones principales son libres y de código abierto. Queremos que usted use software libre y de código abierto, que lo mejore y lo comparta.

## A brief history of Ubuntu

Ubuntu fue concebido en 2004 por Mark Shuttleworth, un próspero empresario sudafricano, y su compañía **Canonical**. Shuttleworth admitía el potencial de Linux y del código abierto, pero también era consciente de sus debilidades, que podían impedir un uso mayoritario.

Canonical, el patrocinador económico de Ubuntu, proporciona soporte para el sistema central de Ubuntu. Dispone de más de 200 empleados en todo el mundo que garantizan que los fundamentos del sistema operativo se mantengan estables, al tiempo que supervisan todo el trabajo realizado por medio de contribuciones voluntarias. Para saber más acerca de Canonical, visite http://www.canonical.com

Shuttleworth salió con la clara intención de abordar estos puntos débiles y crear un sistema que fuera fácil de usar, totalmente gratuito, y que pudiera competir con otros sistemas operativos importantes. Con el sistema operativo Debian, como código base, Shuttleworth comenzó a construir Ubuntu. Utilizando sus propios fondos, se editaron CD de instalación y se enviaron libremente a todo el mundo, sin coste para el usuario final. Ubuntu se propagó y el tamaño de la comunidad aumentó rápidamente, y pronto llegó a ser la distribución de Linux más popular.

Now with more people working on the project than ever before, Ubuntu has seen continual improvement to it's core features and hardware support, and has also gained the attention of large organizations worldwide. For example in (year????), Dell began a collaboration with Canonical to sell computers with Ubuntu pre-installed. Additionally in 2005, the French Police began to transition their entire computer system to Ubuntu, a process which has reportedly saved them millions of Euro in Windows licensing fees.

By the year 2012, the French Police expect that all of their computers will be running Ubuntu. Canonical profits from this arrangement by providing technical support and custom-built software.

Aunque las compañías grandes como éstas, a menudo, les resulta útil pagar los servicios de soporte, Shuttleworth, ha prometido que el sistema de escritorio de Ubuntu siempre será gratuito. A partir del 2010, Ubuntu está instalado en casi el 2% de los computadores del mundo. Si bien esta cifra puede parecer pequeña, equivale a millones de usuarios en todo el mundo — y está creciendo cada año.

## Linux

Ubuntu is built on the foundation of Linux, and is just one of many different Linux 'distributions'. Linux is a type of operating system, and is itself a member of the Unix family, one of the oldest types of operating systems dating back to the 1970s. Originating long before Microsoft Windows, the Unix operating systems have provided reliability and security in professional applications for almost half a century. Many servers around the world that hold information for popular websites, for example, Facebook and Google run some variant of a Unix system.

For information on Ubuntu Server Edition, and how you can use it in your company, visit http://www.ubuntu.com/products/whatisubuntu/serveredition/features

Linux was designed from the ground up with security and hardware compatibility in mind, and is currently the most popular Unix-based operating system. Initially, Linux was entirely command line based. Early Graphical User Interfaces (GUIs) began to emerge in the late 1980s, but they were difficult to configure and clunky at best, meaning that only seasoned computer programmers knew how to use them. In the past decade however, user-friendly graphical desktop environments have come a long way. Ubuntu uses GNOME, one of the more popular desktop environments.

See Capítulo 2: Acerca de su escritorio to learn more about GNOME and other desktop environments.

MISSING SCREENSHOT

**Screenshot of the entire default GNOME desktop and nautilus**

## ¿Es Ubuntu adecuado para usted?

Ubuntu, and Linux in general, is very different than Windows, but users coming from Mac OS X may see some similarities due to the fact both these operating systems are built on UNIX. Before you decide whether or not Ubuntu is right for you, we suggest taking the following into account:

- Ubuntu se basa en la comunidad — corre en la comunidad, es hecho por la comunidad y mantenido por la comunidad, A causa de esto, el soporte no esta disponible en el camino de su tienda de computadores — más probable es que los empleados nunca han oído hablar de Ubuntu. Si algo se daña, es probable que tenga que arreglar usted mismo. Afortunadamente, la comunidad está allí para ayudar. Hay muchos artículos, guías, manuales y usuarios en varios foros de Internet que están dispuestos a ayudar a los principiantes en Ubuntu — y aquí es donde usted debería dirigirse si algo sale mal.
- Windows or Mac applications won't run on Ubuntu. For the vast majority of applications that most people use, there are suitable free alternatives available in Ubuntu. The rest are

generally professional applications (such as the Adobe Creative suite) — if you absolutely cannot live without the latest Adobe software, then Ubuntu may not be for you.

You may want to consider dual-booting, which allows you to run Ubuntu side-by-side with another operating system. See Capítulo 1: Instalación.

- Los desarrolladores de videojuegos diseñan generalmente sus juegos pensando en un mercado amplio, donde puedan obtener las mayores ganancias. Ya que Ubuntu no es un sistema tan ampliamente utilizado como Windows o Mac, la mayoría de desarrolladores de juegos no trabajan para Ubuntu, ya que obtendrían de ello un beneficio muy pequeño. Si el usuario es un gran jugador, puede que Ubuntu no sea la mejor elección para él. Si es un jugador ocasional, algunos juegos populares funcionan mediante un emulador de Windows denominado Wine (véase el capítulo XX). Por supuesto, Ubuntu dispone de juegos específicamente desarrollados para él, fácilmente instalables por medio del Centro de aplicaciones de Ubuntu.

# Parte I

# Comenzar aquí

# 1 Instalación

## Obtener Ubuntu

Ubuntu está disponible en muchas configuraciones y formas, permitiéndole a usted elegir la versión más específica a sus necesidades. Todas las distribuciones de Linux, en teoría, son lo mismo — sólo con diferentes núcleos y paquetes instalados por defecto.

El **kernel** es la parte central de un sistema operativo, responsable de la ejecución de programas.

Las ediciones Server (Servidor) y Desktop (Escritorio) requieren programas diferentes para satisfacer los requerimientos, por ejemplo — un servidor no requiere un reproductor de medios, como un sistema de escritorio. El usuario puede configurar su sistema por si mismo, pero esto podría llevar tiempo y esfuerzo — sin embargo, Ubuntu viene en diferentes versiones con paquetes específicos instalados, para hacer su vida más fácil.

Para saber más acerca de las diferentes distribuciones, ver el Capítulo 10

## Descargar Ubuntu

Existen opciones para descargar Ubuntu, la manera más fácil y común que hay es descargar la imagen de CD (.iso) directamente de http://www.ubuntu.com. En el momento de salida de nuevas versiones, puede ser mas rápido descargar Ubuntu por medio de torrent — los servidores se sobrecargan cuando todos intentan actualizar sus sistemas al mismo tiempo.

After you've downloaded the CD image, all you have to do is burn it to a CD.

To find out how to burn a CD on your computer, refer to your operating system or manufacturer help. You can also find help here: https://help.ubuntu.com/community/BurningIsoHowto

## Solicitar un CD gratuito

You can order a free CD from Canonical if the above method seems too hard, or you have limited bandwidth or a slow connection. There is no shipping cost or charge to order a CD. Simply visit www.ubuntu.com and choose to get a free CD — you will have to create an account but this is very simple and not time consuming at all. The CD usually takes about four weeks to ship, so if you need Ubuntu in a hurry, downloading it and burning it to a disc would be the best method.

## Instalar Ubuntu

Ubuntu es fácil de instalar. La instalación es un proceso muy ágil y sencillo y la mayoría de la gente no debería tener ninguna dificultad para dejar su sistema en funcionamiento. Aunque su instalación no representa ningún problema, incluye una guía paso a paso para asegurar que nada salga mal. Sin embargo, le sugerimos utilizar el Live CD para probar Ubuntu antes de instalarlo para ver si le gusta, y también para asegurarse de que funciona bien con su hardware.

## El Live CD

Ubuntu tiene una excelente característica que le permite probarlo antes de instalarlo, aunque ésta no proporciona una experiencia completa. Se ejecuta desde el CD y la RAM de su computadora, por lo que se sentirá algo lento (porque las velocidades de lectura del CD son mucho más lentas que las del disco duro y una gran parte de la RAM es ocupada por ella), pero puede servir para darle una impresión de cómo es un sistema Ubuntu. El Live CD le permitirá probar todas las aplicaciones por defecto, jugar con la configuración y navegar por Internet.

No sólo es útil para obtener una impresión general del sistema operativo, sino también para que pueda comprobar si éste funciona correctamente con el hardware de su equipo y lo reconoce sin esfuerzo.

Para arrancar desde el LiveCD , basta con insertar el CD de Ubuntu en la unidad de disco y arrancar con el CD insertado. La prioridad de arranque suele ser configurable en la BIOS, en la mayoría de los equipos se dará la opción de arrancar desde el CD, pulsando un atajo de teclado, antes de que se inicie con el disco duro. Consulte en la documentación de su fabricante para más información.

Usted verá un menú similar a éste:

MISSING SCREENSHOT

**Installation CD boot menu**

Escoja la opción «Probar Ubuntu sin alterar su equipo» y pulse Intro/Enter en su teclado para arrancar el Live CD desde el disco.

## Cómo usar Wubi

Wubi significa Windows Ubuntu Installer (Instalador de Ubuntu para Windows), y le permite instalar Ubuntu dentro de Windows. Una vez instalado, Ubuntu aparecerá en su panel Agregar o quitar programas, como cualquier otra aplicación. Con la instalación de Ubuntu, se instalan también una serie de grandes archivos (denominados loop files), cuyo número se puede precisar, y donde se almacenan todos los datos de Ubuntu. El instalador también añade una entrada al gestor de arranque de Windows, para que cuando reinicie su ordenador, pueda elegir entre Windows o Ubuntu.

Es muy simple el arranque dual para probar Ubuntu, ejecutándose nativamente en su máquina — y, si no le gusta, simplemente desinstale Ubuntu. No va a perjudicar su instalación de Windows en modo alguno.

Hay un par de cosas a tener en cuenta, sin embargo:

- Si instala Ubuntu usando Wubi y decide que le gusta pero nota que se está quedando sin espacio en disco, es muy difícil de aumentar el espacio en disco sin tener que reinstalar Ubuntu completamente.

- Los tiempos de lectura/escritura no igualarán la rapidez de un sistema Ubuntu instalado directamente en su disco duro, porque debe acceder a la información a través de un disco duro virtual. Sin embargo, la diferencia no será tan grande.

## Installing Ubuntu to your hard drive

Para instalar Ubuntu directamente en su disco duro, usted tendrá que tener al menos 3 GB libres en una partición, en algún lugar, para instalar el sistema base. Se recomienda al menos 10 GB para programas extra y sus documentos, imágenes, música y vídeos. Puede instalar Ubuntu sobre Windows, es decir, borrándolo, o instalarlo junto a Windows y elegir arranque dual. La opción para ello se le da en la fase de partición de la instalación.

### Recommended system requirements:

Ubuntu funciona en equipos con características inferiores a éstas, pero usted tendrá que usar el **CD alternativo** para instalar Ubuntu.

Ubuntu debe funcionar razonablemente bien en un equipo con las siguientes especificaciones mínimas de hardware.

- Procesador 700 MHz x86
- 384 MB de memoria del sistema (RAM)
- 8 GB de espacio en el disco
- Tarjeta gráfica capaz de soportar una resolución de 1024x768
- Tarjeta de sonido
- Una red o conexión a Internet

Todos los PC de 64-bit (x86-64) son capaces de ejecutar Ubuntu. Use el CD de instalación de 64-bit para optimizar una instalación de 64-bit.

### First steps of installation

Para empezar, inserte el CD de Ubuntu y arranque desde él.

Choose your language with the `arrow keys`, and press `enter` to select one.

MISSING SCREENSHOT

**Language options**

Press the `down arrow` so that `Install Ubuntu` is highlighted, then press `enter` on the keyboard.

You can choose **Check disc for defects** to make sure no errors were encountered when burning your CD. You can also test your memory by choosing **Test memory.**

MISSING SCREENSHOT

**Boot CD main menu with Install Ubuntu highlighted**

Espere unos segundos para que el CD se cargue en su sistema de memoria.

Escoja su idioma natal (o el de su preferencia) y después presione **adelante** para continuar.

M I S S I N G  S C R E E N S H O T

**Where are you? Screen**

Tell Ubuntu where you are located by clicking on your location. This will set the system clock for you. You can also use the **drop down list** at the bottom of the screen. Click **forward** to move on.

M I S S I N G  S C R E E N S H O T

**First installation screen**

In this screen, you need to tell Ubuntu what keyboard you are using. For most people, the default option should be satisfactory. Click **forward** to continue once you have tested your keyboard.

M I S S I N G  S C R E E N S H O T

**Keyboard Screen**

### Guided partitioning

En esta sección se le permitirá elegir dónde desea instalar Ubuntu. Si desea borrar su sistema operativo existente, o el disco duro ya está vacío y desea que el instalador automáticamente particione el disco duro para usted, seleccione la segunda opción, **Usar el disco entero.**

M I S S I N G  S C R E E N S H O T

**Partitioning screen**

If you already have another Operating System installed on your hard drive, and want to install Ubuntu alongside it, choose **Install them side by side, choosing between them each startup.**

### Especificar particiones manualmente

Esta opción es para usuarios avanzados que desean crear particiones especiales o formatear el disco duro con otros sistemas de archivos en vez de el predeterminado. Pero también se puede usar para crear una partición /home, que es muy útil en caso de tener que reinstalar todo el sistema un día.

### ¿Quién es usted?

MISSING SCREENSHOT

**Who are you? Screen**

Aquí necesita decirle a Ubuntu:

- Su nombre real
- El nombre de usuario con el que desea iniciar sesión
- La contraseña
- Cómo quiere llamar a su equipo
- y cómo desea que Ubuntu inice su sesión.

Los primeros tres pasos se explican por sí mismos. Elija un nombre de usuario sencillo, a menudo sólo su nombre, todo en minúsculas. Su contraseña debe ser fuerte para que nadie pueda adivinarla fácilmente.

El nombre de su equipo puede ser el que quiera, aunque la mayoría de las personas suelen optar por algo como «-juan- escritorio» o «juan-portátil». La razón principal de esto es distinguirlo de otros equipos en una red.

Cuando elija entrar, tendrá tres opciones:

#### Iniciar sesión automáticamente

Ubuntu va a iniciar sesión por usted cuando inicie el equipo. Esto significa que no tiene que introducir su contraseña para entrar en un equipo - no se recomienda debido a razones de seguridad.

#### Requerir mi contraseña para iniciar sesión

Esta opción es la predeterminada - todo lo que tiene que hacer es introducir su contraseña cuando encienda su equipo. Esto previene de accesos no autorizados al equipo.

#### Requerir mi contraseña para iniciar sesión y descifrar mi carpeta personal

Su carpeta ”home” es donde se almacenan todos sus archivos, datos y configuraciones personales. Al elegir esta opción, Ubuntu automáticamente activa el cifrado en su carpeta personal, de modo que no se puede acceder a menos que su contraseña la desbloquee. Incluso si alguien tiene acceso físico a su disco duro, no sería capaz de obtener acceso sin la contraseña de su equipo. Es muy seguro y recomendable.

### Confirme sus configuraciones antes de empezar la instalación

Nada de lo que se hn especificado todavía se ha escrito en el disco, por lo que necesita asegurarse de que todos los datos son correctos y, a continuación, pulse en el botón **instalar** para comenzar el proceso de instalación.

M I S S I N G  S C R E E N S H O T

**Confirmation Screen**

Ubuntu will now install, and, as it does so, you will be presented with a slideshow that gives you an introduction to some of the default applications included with Ubuntu.

M I S S I N G  S C R E E N S H O T

**First slide in the slideshow**

After approximately twenty minutes, the installation will complete and you will be able to click **Restart Now** to restart your computer and boot into Ubuntu. The CD will be ejected, so remove it from your CD drive and press `Enter` to continue.

M I S S I N G  S C R E E N S H O T

**Screenshot of ”restart now” dialog box**

After the splash screen, you will see the login window:

M I S S I N G  S C R E E N S H O T

**Screenshot of the GDM login**

Pulse en su nombre de usuario e introduzca su contraseña, y a continuación pulse `intro` o pulse en **Iniciar sesión** para iniciar sesión en Ubuntu.

# 2 Acerca de su escritorio

## The GNOME Environment

GNOME (abbreviation of GNU Network Object Model Environment) is a desktop environment (DE). The GNOME desktop environment is the default environment used in Ubuntu. Most of the desktop you see in front of you will be part of GNOME. Although the GNOME desktop environment is highly customizable (as is true with many of Ubuntu's features), we will deal with the default desktop, as described below.

## Understanding the Desktop

### The Desktop

Much like Windows or Mac OS, Ubuntu has a desktop screen from which everything else orginiates. By default, the desktop will have panels at the top and bottom of the screen. The screen itself will have a wallpaper that is part of the default Ubuntu theme, known as the Human Theme. The desktop is highly customizable. You can move the panels to the sides of the screen, or remove them altogether and replace them with a dock similar to that of Mac OS X. You can change the wallpaper, and even place program launchers or file shortcut icons on the desktop. For now, we will look at the default screen and the options that it offers. As we move forward in this chapter, you will learn how to make some basic modifications to the desktop.

### The Top Panel

As previously mentioned, the default Ubuntu desktop has panels at the top and bottom of the screen. We will briefly look at the features on the top panel. Starting from the left, you will see three menu headings: Applications, Places, and System. After that, you will see two program icons; the Firefox web browser launcher, and the Ubuntu Help launcher. To the right of the panel you'll find the Notification Area, which is similar to the system tray in Windows. To the right of that is a menu with the name you entered during installation. This menu interfaces with the Empathy IM client, which is installed by default in Ubuntu 10.04. Finally, on the far right, is the power button icon. When you click on it, a menu drops down that offers options for locking down your computer, logging yourself out, restarting, or shutting it down completely.

The top panel is customizable. Just right-click on any open area of the panel to access the options menu. You can add applets to the panel for reference, information, or fun. You can also add program launchers to the top panel by opening the Applications menu. Once you find the program, drag it to an open space on the panel. In this way, the panel also serves as

an applications dock. You can also adjust panel properties, such as orientation of the panel on the screen (top, bottom, left, right), panel size, and panel color and transparency.

## The Notification Area

Just as Windows has the System Tray, Ubuntu has the Notification Area. The items that you'll find there include the volume adjustment, network indicator, Bluetooth indicator (if your computer has Bluetooth capability), new mail notification applet, and the date and time. Some programs will install an icon in the Notification Area when you first open them, such as Tomboy Notes, and other programs will put an icon there when modifications are made in the program. For example, if you adjust the settings in Open Office so that it will load in the background (for faster startup when you need to look at a document, etc.), an Open Office icon will appear in the Notification Area. Right-clicking any icon in the Notification Area will bring up a menu with options available. For example, right-clicking the volume icon will allow you to mute the speakers or access the Sound Preferences window, where you can not only adjust volume, but you can choose sound themes and check sound card and microphone settings. Features are also available when you left-click icons in the Notification Area. To adjust the volume, just click on the volume adjustment icon and the volume slider will appear. When you click on the date and time, a calendar drops down. If you use the Evolution mail client, you can click on a date on the calendar and it will open up your Evolution calendar on the date you clicked. Below the calendar is the Location box. Click the + sign to show the world calendar. To enter your location, click the Edit button. In the window that opens up, click the Add button. Type your location in the box. If you live in a major city, it may be on the list already. If your location isn't in the list, you can enter the latitude and longitude for your location (you can search on Google if you don't already have this information). Don't forget to select the time zone for your location. If your location is on the list, you will be able to display weather data for it below the calendar.

## The Bottom Panel

The bottom panel is where your open programs minimize to, much like the taskbar in Windows or the bottom portion of the OS X Dock. On the far left of the panel is the Show Desktop icon. When clicked, all programs on the screen will minimize and you will see your desktop. Click it again to re-open any windows you had open. On the far right side of the panel, you'll find the workplace switcher. By default, it is set for two workspaces (virtual screens, if you will). To switch workspaces, just click on the portion of the switcher that isn't highlighted. This makes it possible to, say, have a web browser open in one workspace, and a text document you're working on in the other workspace, thus reducing clutter on your screen. To add more workspaces, right-click on the icon and select Preferences. For example, if you would like to have four workspaces you could select 2 rows by 2 columns (or 1 row by 4 columms). Also on the right side of the panel is the Trash Bin applet. This is much like the Recycle Bin in Windows or the Trash in OS X. Any files you delete go to the Trash Bin. To see the contents of the Trash Bin, click on it to open its window. Once the window is open, you can empty the trash by clicking on the Empty Trash button. You can also empty the trash by right-clicking the Trash Bin and selecting Empty Trash from the menu.

## Managing Windows

Managing your program windows in Ubuntu works in much the same way as Windows and OS X. Your typical program window will have an icon or button of some sort in the top left corner of the window. When that button/icon is right-clicked, a menu will appear with some window options (i.e. Minimize, Maximize, Always on Top, etc). You will also notice that the name of the program or file is displayed on the top of the window frame.

### Closing, Maximizing, Restoring, and Minimizing Windows

To close a window, click on the "X" in the upper right corner of the window. Just to the left of the "X" is a box-shaped icon that when clicked will "maximize" the window, making it fill the entire screen. Click the maximize icon a second time, and the window will return to its original size. If you want to minimize the window to the lower panel, click the "-" icon. To display the window on the desktop again, click the spot on the lower panel where the window's name is displayed.

### Moving and Resizing Windows

To move a window around the workspace, place the cursor on the top of the window, then click and drag the window. To resize a window, place the cursor on and edge or corner of the window so that it turns into a larger arrow, the resize icon. You can then click and drag to resize the window.

## Switching Between Tasks

Ubuntu offers you two ways to switch between tasks when you have multiple windows open in a workspace. You can locate the window on the bottom panel taskbar and click to bring it up on the screen, or you can use ALT+Tab to select the window you wish to work on. Hold down the ALT key, and keep pressing the Tab button until you have the window you're looking for.

## Getting Help

Ubuntu, just like other operating systems, has a built-in help reference, called the Ubuntu Help Center. To access it, click on the Help icon (by default, the icon is a blue circle with a white question mark (?) in the middle). You can also access it as "Help and Support" through the System menu on the top panel. If you can't find an answer to your question in the Help Center, you can reach out to the Ubuntu community through the Ubuntu Forum. Many Ubuntu users open an account on the Forum to receive help. Later, as they gain knowledge of Ubuntu, they provide help to others. Another good resource for obtaining answers is Google. You may find that your question has been already been asked and answered just by using a few keywords in the Google search engine.

The Ubuntu Forums can be accessed at http://ubuntuforums.org.

## Using the Applications Menu

We mentioned earlier that the top panel contains three menu headers. Let's take a look at those menus in a bit more detail, starting with the Applications menu.

### Accessories

The Accessories sub-menu has many programs that are suited for productivity, including Calculator and Tomboy Notes. Other programs in Accessories include the CD/DVD Creator, gEdit text editor (similar to Windows Notepad and OS X's TextEdit), Search for Files (we'll discuss that later), and Take Screenshot, which allows you to take a picture of your desktop screen.

See Capítulo 3: Aplicaciones predeterminadas for more information about the included applications.

### Games and Applications

Ubuntu has several games built in for your entertainment. If you enjoy card games, check out AisleRiot Solitaire. Perhaps you're looking for more of a challenge: in that case, there's gBrainy and Sudoku. The Games menu also includes Mahjongg, Mines (similar to Windows Minesweeper game) and Quadrapassel (similar to Tetris).

### Graphics

Under the Graphics sub-menu, you'll find the F-Spot photo manager, OpenOffice Drawing, and some scanner applications.

### Internet

The Internet sub-menu is where you will find the Firefox web browser, Empathy IM client, and Ubuntu One, an online storage site that syncs with your Ubuntu data.

### Office

The Office sub-menu is where you will find your OpenOffice programs (word processing, spreadsheet, etc.), the Evolution mail client, and an on-line dictionary.

### Sound and Video

The Sound and Video sub-menu has progarms for working with multimedia, such as the **Brasero Disk Burner**, **Totem Movie Player**, **Pitivi Video Editor**, **Rhythmbox Music Player**, and **Sound Recorder**.

### Ubuntu Software Center

At the very bottom of the Applications menu is the **Ubuntu Software Center**. This application gives you access to a library of free software that you can download. The main screen in the Software Center is similar to your Applications menu, for easy searching. If you know the name of the program you're looking for, just enter it in the search box on the top

See Capítulo 5: Programas y paquetes for more information about the Ubuntu Software Center

right of the Software Center window. The Software Center keeps track of programs that are installed on your computer. If you're simply curious as to what is available, you can explore the software available using the categories listed on the left side of the window.

## Using the System Menu

The system menu, located on the top panel, contains two important sub-menus. Those sub-menus, Preferences and Administration, make it possible for you to make modifications to how your system looks and works. Through the System menu, you can also open the Ubuntu Help Center (Help and Support), find out more about your GNOME desktop environment (About GNOME), and find out more about Ubuntu in general (About Ubuntu). The System menu and its sub-menus are the equivalent of the Control Panel in Windows and OS X's Systems Preferences.

See Capítulo 4: Preferencias y hardware for more detailed information about the options available in the System menu.

### Preferences

The Preferences sub-menu is where you go to modify the Appearance of the desktop and windows, assign a default printer, designate keyboard shortcuts, change the entries listed in the Main (Applications) menu, edit network connections, and change mouse settings, among other options.

### Administration

The Administration sub-menu contains programs you can use to monitor computer performance, change disk partitions, activate third-party drivers, manage all installed printers, and manage how your computer receives updates from Ubuntu. This sub-menu also has the **Synaptic Package Manager**, which is a more technical resource for locating and downloading software packages.

## Browsing Files on Your Computer

There are two basic ways to locate files on your computer. You can use the **Search for Files** tool in the Applications menu, under Accessories. You can also use the Places menu on the top panel.

### Places Menu

The Places menu is, essentially, a list of commonly used folders (such as Home Folder, Documents, Music, Downloads). You can also browse all disks on the computer by clicking on Computer in the Places menu. If you set up a home network, you will find a menu item to access shared files/folders. You can also access the Search for Files tool from the Places menu, and browse a list of recently opened documents.

### Your Home Folder

The home folder is where each user's personal files are located. When you installed Ubuntu, you entered a name to set up your user account. That same name is assigned to your

folder in the Home Folder. When you open your personal folder, you will see that there are several folders there - Desktop (any files that are located on the Desktop), Documents, Downloads, Music, Pictures, Public, Templates, and Videos. You will also see a link named Examples. Double- click that link to open a folder full of example documents, spreadsheets, and multimedia.

## Nautilus File Browser

Just as Windows has Windows Explorer and OS X has the Finder to browse files and folders, Ubuntu uses the **Nautilus** file browser by default. We will now look at the features offered in Nautilus.

### The Nautilus file browser window

When you open a folder on the Desktop or from the Places menu, the **Nautilus** file browser window opens up. The standard browser window contains the following features:

- Menu Bar: The menu bar is located at the top of the window. These menus allow you to modify the layout of the browser, navigate, bookmark commonly used folders and files, and view hidden folders and files.
- Icon Bar: The icon bar has tools for navigation and a tool to make the contents of the window larger or smaller. A drop-down box gives you the option of switching the view from Icon View to List View or Compact View. The search icon (which looks like a magnifying glass) opens up a box so you can search for a file by name.
- Additional Navigation Tools: Just below the Icon Bar, you will see a representation of where you are currently browsing, similar to the "tree" you find on many forum sites. You can click on the locations to navigate back through the file browser.
- The left pane of the file browser has shortcuts to commonly used folders. When you bookmark a folder, it appears in the left pane. No matter what folder you open, the left pane will always contain the same folders. This left pane can be changed to display different features by clicking the down arrow beside "Places" near the top.
- The largest, central pane shows the files and folders in the directory that you're currently browsing.

If you bookmark a folder, it will appear in the Places menu.

### Opening Files

To open a file, you can either double-click on its icon or right click and select Open With (program).

### Copying and Moving Files and Folders

Copying files can be done through the Edit menu in **Nautilus** (either using Copy or Copy To), or by right-clicking on the file and and selecting Copy or Copy to from the pop-up menu. When using the Edit menu in **Nautilus**, make sure you've selected the file (click on it to highlight it) before you click on the Edit menu. Multiple files can be selected by holding the left mouse button down while dragging the cursor across the files you want. The click-drag move is good when you are selecting files whose icons are grouped together. To select files that are not grouped together, hold the CTRL key down and click on each file you wish to select.

To move files and folders around, locate the file or folder you want to move. Click and hold on the file or folder and drag it to the new location. Another way of moving folders or files is to use the Copy command, followed by Paste in the new location.

### Navigating Between Directories

To navigate between directories, use the bookmarks in the left pane of the **Nautilus** file browser. You can also retrace your steps by clicking the name of a folder where it is listed just below the navigational icons. Double-clicking a visible directory will cause you to navigate to it in **Nautilus**.

### Creating New Folders

To create a new folder, you can either right-click in the file browser window (or on the Desktop) and select Create Folder from the pop-up menu, or select Create Folder from the File menu in Nautilus. If you wish to hide certain folders or files, just place a dot (.) in front of the file name (i.e. ".Personal Finances").

You can view hidden files by clicking the "View" menu and then clicking "Show Hidden Files" or by pressing CTRL+H.

### Using Multiple Tabs and Multiple Nautilus Windows

The **Nautilus** file browser gives you the option to do tabbed browsing as an alternative to opening several **Nautilus** windows. To open new tabs in **Nautilus**, select New Tab from the File menu. If you prefer having separate **Nautilus** windows open, select New Window from the File menu. You can move files and folders using the drop-and-drag method using either separate windows or tabbed browsing. When you open a new tab, it will produce a second window of the current directory that you're working in. To select a different directory for the new tab, navigate to the desired location using the left pane.

## Searching for Files on Your Computer

Eariler, we found that you can search for files on the computer by using the Search for Files feature on the Places menu in the top panel. We also discovered that you can use the **Nautilus** browser to search for files, as explained above. Some files or folders may have dot (.) in front of the file/folder name. Those files/folders are hidden files. To display hidden files in **Nautilus**, select "Show Hidden Files" from the View menu in the file browser or press CTRL+H.

## Customizing Your Desktop

Now that you've been thoroughly introduced to the GNOME desktop environment, let's take a look at customizing its features.

### Appearance

There are many things you can do with the desktop appearance. The panels can be moved from their top/bottom positions to the sides of the screen, they can be set to hide, or you can change the panel color. To access these features, right-click the panel you want to modify and select Properties from the pop-up menu. The General tab has options to autohide, position the panel, and change the panel size. By default, the panels cover the entire length of the desktop. To change that, un-check the Expand box. To hide the panel on the left or right corner of the desktop, select the Show Hide Buttons. To put arrows on the hide buttons, check the Arrows on Hide Buttons box (by default, this box will be checked when you select Show Hide Buttons. To make the taskbar disappear, select Autohide. The task bar will reappear when you place the cursor on the side of the screen where the panel was before it hid. The Background tab in Panel Properties allows you to use the system theme (default setting), or select a color of your choosing. You can also set the transparency of the panels, or even select a picture or design from your files as a panel background.

You can also choose to delete the panels, and install a Mac OS X-style dock. Two dock programs available in the Ubuntu Software Center are Cairo-Dock and Avant Window Navigator (AWN).

Changing the desktop background is quite simple. You can either right-click on the desktop and select Change Desktop Background from the pop-up menu, or, from the top panel, select the System menu, Preferences, Appearance. When the Appearance Preferences window opens up, click on the Background tab. You will see some stock backgrounds to choose from. If you are looking for something beyond these, you can use any picture on your computer as a desktop background. Click the button labelled "Add..." and find the picture you wish to use. Double-click on it, and the change will take effect immediately. Once you do this, the picture will become available in the Appearance Preferences. To find even more great desktop backgrounds, click on the "Get More Backgrounds Online" link at the bottom of the Appearance Preferences window. This link will open your web browser, and direct you to the GNOMElook.org website.

You can also change the fonts through the Appearance Preferences window. Just click on the Fonts tab. You can individually set the font style and size for applications, documents, desktop items, window titles, and for anything using fixed width fonts. The Rendering section at the bottom of the Fonts window gives you four options for font rendering.

### Windows

The Appearance Preferences window has a Theme tab, where you can select a theme that will control the appearance of your windows, buttons, scroll bars, panels, icons, and other parts of the desktop. Ubuntu comes with nine themes to choose from, and the Human theme is selected by default. You can download additional themes by clicking the "Get More Themes Online" link on the bottom of the Themes window. The link will take you to the GNOMElook.org website, where you can download from a large selection of themes. To add downloaded themes

to the Themes tab, drop-and-drag the downloaded file into the Themes window (this will work for most themes). You can customize any theme: select the theme, and click the Customize button. This will allow you to mix elements of different themes, thus creating your own special theme.

### Screensaver

Ubuntu offers a selection of screensavers. By default, Ubuntu goes to a black screen after a period of inactivity. To select a different screensaver, click on the System menu on the top panel, select Preferences, and select Screensaver. This will open the Screensaver Preferences window. The available screensavers are listed on the left side of the window. When you select a screensaver, you will see a mini-preview in the window. To see how it will look on your screen, click the Preview button. To exit the preview, click the Leave Fullscreen button on the top of the screen. The left and right arrow buttons in Fullscreen allow you to scroll through the available screensavers while still in full screen mode. Make sure that the Activate Screensaver When Idle box is checked to activate the screensaver. The slider can be adjusted to set the idle time. For added security, you can check the Lock Screen When Screensaver Is Active box. This will require your login password to return to using the computer.

## Accessibility

Ubuntu has built-in tools that make using the computer easier for people with certain physical limitations. These tools can be found by clicking on the System menu, then choosing Preferences, then **Assistive Technologies**. In addition to the **Assistive Technologies**, certain appearance tweaks, such as selecting high contrast themes and larger on-screen fonts can assist those with limited vision. You can also adjust keyboard and mouse settings through the Assistive Technologies window. Just click on the Keyboard Accessibilty or Mouse Accessibility buttons in the Preferences section to access those features.

### Assistive Technoligies

**Orca**, a tool for persons with visual impairments, is pre-installed on Ubuntu. To run **Orca**, Press ALT+F2, type **Orca** in the command box, and click on the Run button. You can also run **Orca** from the command line. To do this, open a Terminal (**Applications ▸ Accessories ▸ Terminal**), type **Orca** at the prompt and press Enter. **Orca**'s voice synthesizer will activate to navigate you through the various voice options, Braille, and screen magnification. Once you have selected all settings, log out of the computer. Once you log back in, the **Orca** settings you chose will automatically run every time you use your computer.

## Shutting Down Your Computer

When you're done working on your computer, you can shut down the computer or place it in standby through the Session Indicator applet on the far right end of the top panel. You can also access these options by pressing the CTRL+ALT+DELETE keys.

## Logging Out

To log out and leave the computer running, select Log Out from the Session Indicator menu.

## Rebooting

To reboot your computer, select Restart from the Session Indicator menu.

## Shut Down

To totally power down your computer, select Shut Down from the Session Indicator menu.

## Other Options

From the Session Indicator menu, you can also choose to Lock Screen (good if you need to leave your computer for a few minutes), set up a Guest Session for a friend to try Ubuntu, or Switch User to use another user account without closing your running applications.

# 3 Aplicaciones predeterminadas

## Cómo conectarse a Internet

Antes de poder utilizar su equipo plenamente, debe asegurarse de que está conectado a Internet. Esta sección del manual le ayudará a comprobar o configurar su conexión a Internet.

Si bien se analiza en este manual sólo Internet, la conexión de la oficina o de otras redes se realizan generalmente en una manera similar.

Ubuntu puede conectarse a Internet usando conexiones cableadas, inalámbricas, o por marcado (módem). También soporta algunos métodos de conexión avanzados.

Una conexión **cableada** se usa cuando su equipo está físicamente conectado al router o a un puerto ethernet vía cable. Esta es la conexión más común para equipos de escritorio.

La conexión **inalámbrica** se utiliza cuando su equipo está conectado a Internet por medio de una red inalámbrica de radio, también conocida como Wi-Fi. Es frecuente que los equipos portátiles utilicen conexiones inalámbricas, especialmente cuando se utilizan fuera de casa. Para conectarse a una conexión inalámbrica, debe disponer de una red inalámbrica operativa. Esto suele ocurrir cuando ha adquirido previamente un **router inalámbrico** o un **punto de acceso**, o si se encuentra en un lugar donde exista una red inalámbrica ya instalada.

Una conexión por **marcador** es cuando su equipo usa un **módem** y una línea telefónica para conectarse a un proveedor de servicios de Internet.

Ubuntu se puede conectar también usando banda ancha móvil. VPN, o DSL.

**Note:** Una VPN es una Red Privada Virtual, «Virtual Private Network», y se usa a veces para ayudar en la seguridad de las conexiones. DSL son las Líneas de Suscriptor Digital, «Digital Subscriber Lines», un tipo de conexiones de banda ancha.

### NetworkManager - Gestor de Red

Con el fin de conectarse a Internet en Ubuntu, debe usar la utilidad **gestor de red** El gestor de red le permite activar todas las redes de encendido o apagado, y le ayuda a administrar su conexión de cable, inalámbricas y otras conexiones.

Se puede acceder a todas las funciones del gestor de red usando su icono en el panel principal. Su icono puede ser diferente si usted ya tiene una conexión, o si su conexión es con cable o inalámbrica. Si pasa el ratón sobre el icono, debe decir «conexión cableada» o «sin conexión» o «conexión desactivada» o algo relacionado con la creación de redes o conexiones.

Si actualmente está conectado a Internet, puede pulsar en el icono. Esto abrirá una lista de conexiones de red que están disponibles, con su conexión actual resaltada en negrita.

También puede hacer clic derecho en el icono del gestor de red. Esto mostrará un menú donde podrá activar o desactivar la conexión de red, visualizar los detalles técnicos sobre su conexión actual, o editar la configuración de su conexión. En la imagen, la casilla de verificación al lado de «Activar red» se encuentra marcada; puede desmarcarla para desactivar todas las conexiones de red. Esto puede resultar útil cuando necesita interrumpir cualquier tipo de comunicación inalámbrica, por ejemplo si se encuentra en un avión.

## Establecer una conexión

Para conseguir estar en línea, debe asegurarse de que ha establecido una conexión. Hay muchas maneras diferentes de conectarse a Internet con Ubuntu — algunas de ellas las trataremos a continuación.

## Cableada

Si tiene un cable Ethernet que va desde un enchufe de pared, un router, o algún otro dispositivo, entonces usted deseará crear una **conexión de red cableada** en Ubuntu. Esta es la forma más común para equipos de escritorio y estacionarios de conectarse a Internet.

**Note:** ¿Ya está en línea? Si el icono del gestor de red en el panel superior muestra una conexión, es posible que haya conectado correctamente durante el proceso de instalación. Si es así, no necesita seguir el resto de esta sección.

Para conectarse a una red de cable, necesita saber si su conexión de red permite **DHCP**. Esto significa «Dynamic Host Configuration Protocol» (Protocolo de Configuración Dinámica de Servidor), y es la manera en que los ordenadores de su red reciben automáticamente direcciones IP y otro tipo de configuración relacionada. Si no está seguro, intente en primer lugar configurar DHCP: si no funciona, solicite información acerca de una dirección estática a su administrador de red.

### Conexiones automáticas con DHCP

Si su red admite DHCP, puede que ya esté en línea. Para comprobar si está en línea, haga clic derecho en el icono del gestor de red en el panel superior y seleccione la opción **información de conexión**.

Debería ver una ventana que muestra detalles acerca de su conexión. Si la dirección IP es 0.0.0.0, o se inicia con 169.254, entonces el servidor DHCP no proporciona una dirección correcta a su equipo. Si se muestra otra dirección, entonces es más probable es que su conexión se ha configurado correctamente.

Si no puede visualizar la ventana de información de conexión porque la opción del menú del gestor de red se muestra de color gris, quiere decir que su conexión no se encuentra activa. Para comprobar si su conexión está encendida, verifique que la casilla **Activar red** se encuentre activada en el menú.

A continuación, haga clic con el botón izquierdo del ratón en el icono de NetworkManager. En el menú que se muestra, debería existir una entrada para «Wired Network». Si esta opción aparece seguida por la palabra «desconectado» en color gris, busque la opción denominada «Auto eth0» en la lista y haga clic en ella para intentar conectarse. Si «Auth eth0» aparece directamente debajo de «Wired Network», quiere decir que su ordenador está correctamente configurado para DHCP.

Si después de seguir estos pasos, todavía no está en línea, usted puede desear comprobar con su administrador de red y, posiblemente, proceder con la configuración manual con una dirección IP estática.

### Manual de configuración para direcciones estáticas

Si su red no permite DHCP, entonces necesita conocer algunos elementos de información antes de que pueda conseguir estar en línea.

- **Dirección IP** — Esta será la dirección de su equipo. Siempre se da en forma de cuatro números separados por puntos. Por ejemplo, 192.168.0.2
- **Máscara de red** — Esto le dice a su equipo lo grande que es su red local. Toma la misma forma que una dirección IP, pero es generalmente algo como 255.255.255.0
- **Puerta de enlace** — esta es una dirección IP para su router de red: donde equipo envía los datos que se envían a Internet.
- **DNS servers** : una o más direcciones IP de servidores «Domain Name System» (sistema de nombre de dominio), que convierten nombres como www.ubuntu.com en direcciones IP, tales como 91.189.94.156. Se requiere un servidor, y se utilizará cualquier servidor adicional en el caso de que el primero falle.

Si usted no tiene estos ajustes, deberá consultar a su administrador de red para recibirlos.

Para configurar manualmente una red de cable, haga clic derecho en el icono Network-Manager, y seleccione **Edit Connections**. Asegúrese de que se encuentra en la pestaña «Wired» de la ventana «Conexiones de red» que se muestra.

La lista puede tener una entrada, tal como «Auto eth0», o con algún otro nombre. Si una conexión está en la lista, pulse en ella y, a continuación, pulse en **Editar**. Si no hay conexión en la lista, pulse en el botón **Añadir**.

Si está añadiendo una conexión, primero debe proporcionar un nombre. En el campo «Nombre de la conexión», proporcione un nombre como «Conexión cableada 1»

Para establecer la conexión:

1. Asegúrese que bajo el nombre de la conexión la casilla de verificación **Conectar automáticamente** está marcada.
2. Establecezca la pestaña **IPv4 Settings**
3. Cambie el **método** a “manual”
4. Haga clic en el botón **Añadir** siguiente a la lista de direcciones vacíos
5. Teclee en su dirección IP en el campo debajo de la cabecera **Dirección IP**
6. Pulse a la derecha de la dirección IP, directamente debajo de la cabecera **Máscara de red** y teclee su máscara de red
7. Haga clic a la derecha de la máscara de red, justo debajo del encabezado **Gateway**, e introduzca su dirección de puerta de enlace.
8. En el campo **Servidores DNS** teclee la dirección de sus servidores DNS, separados por espacios o comas
9. Pulse en el botón **Apply** para guardar sus cambios.

En algunos casos, podrá necesitar introducir también una dirección MAC. Ésta se introduce en la pestaña «Wired» de la pantalla de edición. Una dirección MAC es una dirección de memoria física para la tarjeta de red de su ordenador, y en ocasiones es importante introducirla en caso de conexiones de módem por cable u otras similares.

Cuando vuelva a la pantalla «Conexiones de red», la conexión que acaba de añadir debería figurar en la lista. Haga clic en el botón **Close** para volver al escritorio. Si configuró correctamente la conexión, el icono de NetworkManager debería cambiar y mostrar una conexión activa. Siga las instrucciones de la sección anterior sobre DHCP para comprobar si su conexión se configuró correctamente.

La prueba final de la configuración de la conexión llegará al intentar utilizar un navegador web, como se describe más adelante en este capítulo.

## Inalámbrica

Si su equipo está equipado con una tarjeta de red inalámbrica (Wi-Fi), y tiene una red inalámbrica cercana, usted debería ser capaz de establecer una conexión inalámbrica en Ubuntu.

### Conectando por primera vez a una red wireless

Si su equipo tiene una tarjeta de red inalámbrica, debe ser capaz de conectarse a una red inalámbrica. La mayoría de los equipos portátiles y miniportátiles tienen una tarjeta de red inalámbrica.

Ubuntu suele detectar redes inalámbricas disponibles. Para ver una lista de redes inalámbricas, pulse en el icono del gestor de red. En la cabecera «Redes inalámbricas», debería ver una lista de redes inalámbricas disponibles. Cada red mostrará un nombre a la izquierda, y un medidor de señal de la derecha. Un medidor de señal se parece a una serie de barras — cuanta más barras se muestran rellenas, más fuerte es la conexión que su equipo tiene a la red inalámbrica.

Una red inalámbrica puede estar abierta a cualquier persona a contactar, o puede estar protegida con seguridad de red. La lista de redes inalámbricas disponibles deberían mostrar un pequeño icono de «bloqueo» a un lado del medidor de señal a la derecha del nombre. Necesita saber la contraseña correcta para poder conectarse a una red inalámbrica segura.

Para conectarse a una red inalámbrica, pulse en uno de los nombres de red en la lista. Debe saber cuál es la red a la que desea conectarse — debe ser una de las que configuró al instalar el router inalámbrico o punto de acceso. Si está en un lugar de negocios o educativo, la red inalámbrica puede identificarse con el nombre del lugar

Si la red se encuentra abierta (no hay un candado junto al medidor de señal de red), la conexión debería establecerse en unos segundos. El icono de NetworkManager en el panel superior mostrará una animación mientras Ubuntu intenta conectarse a la red, y a continuación debería cambiar y mostrar las barras de medición de señal una vez establecida la conexión.

Ubuntu también mostrará un mensaje de notificación en la parte superior derecha de su pantalla informando de que su conexión se estableció.

Si la red se encuentra protegida, Ubuntu mostrará la ventana «Se requiere autenticación de red inalámbrica». Esta ventana le indica que la red inalámbrica requiere una contraseña para permitir la conexión.

Si conoce la contraseña, escríbala en el campo **Contraseña**, y haga clic en el botón **Conectar**. A medida que escriba, la contraseña se ocultará para impedir que otras personas puedan ver la contraseña que está escribiendo. Si prefiere visualizar la contraseña mientras la escribe, haga clic en la casilla de verificación **Mostrar contraseña** cuando vaya a introducirla.

Después de hacer clic en el botón Conectar, el icono del gestor de red en el panel superior mostrará una animación mientras intenta conectarse a la red. Si introdujo correctamente la contraseña, el icono del gestor de red debería cambiar y mostrar las barras de medición de la señal una vez que la conexión se haya establecido.

Al igual que para abrir las redes inalámbricas, Ubuntu le mostrará un mensaje emergente en la parte superior derecha de la pantalla que le informa que se estableció una conexión.

Si no introdujo la contraseña correcta, el icono del gestor de red mostrará una animación, y finalmente mostrará de nuevo la ventana «Se requiere autenticación de red inalámbrica». Entonces, puede introducir una contraseña válida o hacer clic en el botón **Cancelar** para cancelar la conexión. Si no conoce la contraseña de la red seleccionada, necesitará solicitarla al administrador de red.

Desde que tenga una conexión de red establecida satisfactoriamente, Ubuntu guardará esa conexión. Esto hará más fácil la conexión de red wireless en el futuro.

### Conectando a una red wireless guardada

Si previamente tuvo una conexión wireless establecida satisfactoriamente, esta conexión con contraseña será guardada en su equipo. Esto permite establecer la misma red sin tener que reintroducir la contraseña.

Además, Ubuntu intentará automáticamente conectar a una red inalámbrica en el rango que tiene guardado en su configuración. Esto funcionará para redes inalámbricas abiertas o seguras.

Si tiene varias redes inalámbricas guardadas disponibles, Ubuntu puede elegir conectarse a una de ellas, mientras que el usuario puede preferir conectarse a otra. En este caso, haga clic en el icono del gestor de red. Debería visualizar una lista de las redes inalámbricas disponibles, junto con los medidores de señal. Haga clic en la red deseada.

Si la contraseña y otras configuraciones no han cambiado, Ubuntu se conectará a la red inalámbrica que eligió. Si la contraseña ha cambiado, Ubuntu abrirá la ventana «Se requiere autenticación de red inalámbrica». En este caso, siga las instrucciones en la sección anterior.

### Conectando a una red wireless oculta

En algunas circunstancias, puede que tenga que conectarse a una red inalámbrica oculta. Estas redes ocultas no difunden sus nombres — lo que significa que no aparecerá en la lista

de redes inalámbricas en el menú del gestor de red. Con el fin de ser capaz de conectarse a una red oculta, tendrá que obtener su nombre y su configuración de seguridad de su administrador de red.

Para conectarse a una red oculta:

1. Pulse en el icono del gestor de red en la parte superior del panel
2. usted
3. De manera predeterminada el campo **Conexión** puede mostrar «Nueva...»' — puede dejarlo sin cambiar
4. En el campo **Nombre de red**, introduzca el nombre de la red inalámbrica. Este nombre también se denomina **«SSID»**. Introduzca el nombre de red exactamente como se le proporcionó.
5. En el campo **Wireless security**, elija una de las opciones. Si la red se encuentra abierta, deje este campo como "Ninguna". Si no conoce la configuración correcta de la red, no podrá conectarse a la red oculta.
6. Pulse el botón **Connect**

El resto del proceso debería funcionar exactamente igual que en la sección sobre la conexión inicial a las redes inalámbricas. Una vez configurado de acuerdo a las instrucciones de arriba, la red oculta debe aparecer en la lista de redes guardadas.

### Desactive y active su tarjecta de red wireless

En Ubuntu, el acceso inalámbrico se encuentra activado de forma predeterminada si su ordenador dispone de una tarjeta de red inalámbrica. En algunos casos, por ejemplo en aviones, puede necesitar, o pueden exigirle, apagar su señal inalámbrica.

Para hacerlo, haga clic derecho en el icono NetworkManager, y desactive la opción **Enable Wireless**. Su red inalámbrica se apagará, y su ordenador ya no realizará búsquedas de redes inalámbricas disponibles.

To turn wireless networking back on, right click on the NetworkManager icon, and click on the **Enable Wireless** option to re-check it. Your wireless network will be turned back on. Ubuntu will then search for nearby wireless networks and will connect to any saved networks within range.

### Cambiando una red wireless existente

En ocasiones, puede necesitar cambiar la configuración de una red inalámbrica que previamente ha guardado. Su contraseña puede haberse modificado, o su administrador de sistema puede haberle solicitado realizar cambios en la configuración de la conexión de redes o en la seguridad.

Para editar una conexión de red wireless:

1. Pulse el botón derecho en el icono del gestor de red y seleccione **Edit Connections...**
2. Debería abrirse una ventana «Conexiones de red». Pulse en la pestaña textbfInalámbrica para ver las lista de conexiones inalámbricas guardadas.
3. De forma predeterminada, esta lista muestra las conexiones en orden desde las más recientemente utilizadas a las menos recientemente utilizadas. Busque la conexión que desea editar, haga clic en ella, y a continuación en el botón **Editar**.
4. Ubuntu abrirá una ventana denominada «Editando *connection name*», donde *connection name* es el nombre de la conexión que está editando. Esta ventana muestra una serie de pestañas.
5. Sobre las pestañas, puede cambiar el campo **Connection name** si desea dar a la conexión un nombre más reconocible
6. Si la opción **Conectar automáticamente** no está marcada, Ubuntu detectará las redes inalámbricas pero no se conectará automáticamente a ellas sin que usted las elija desde el menú del gestor de red. Marque esta configuración según sus necesidades.
7. En la pestaña **Wireless** de la ventana «Editar *connection name*», es posible que tenga que editar el campo **SSID**. Un «SSID» es el nombre de red de la conexión inalámbrica (si se ha configurado incorrectamente, puede que la red no se haya detectado y que no se haya realizado ninguna conexión). Asegúrese de que el SSID se ha configurado según las instrucciones de su administrador de red.
8. Debajo del SSID, debería ver el campo **Mode**. El modo "Infraestructura" significa que se va a conectar a un router inalámbrico o punto de acceso. Este el modo más común para redes inalámbricas. El modo "Ad-hoc" es un modo ordenador-a-ordenador y se suele usar en casos avanzados.
9. On the **Wireless Security** tab of the "Editing *connection name*" window, you may need to change the **Security** field to the correct setting. A selection of **None** means that you are using an open network with no security. Other selections may require slightly different additional information:
   - **WEP 40/128-bit Key** es una configuración de seguridad anterior que aún están usando algunas redes inalámbricas. Si su red usa este modo de seguridad, deberá introducir una clave en el campo **Key** que debería aparecer después de seleccionar este modo. La clave suele ser una secuencia de dígitos de 0 a 9 y letras de la A a la F.
   - **WEP 128-bit Passphrase** is the same older security setting as the entry above. However, instead of a key, your network administrator should have provided you with a text passphrase — a password — to connect to the network. Once you select this security mode, you will need to enter your passphrase in the **Key** field.
   - **WPA & WPA2 Personal** es el modo de seguridad más común para conexiones de red inalámbricas en hogares y negocios. Una vez seleccionado este modo, deberá introducir una contraseña en el campo **Password**.

- Si su administrador de red requiere LEAP, WEP dinámica o seguridad de empresa WPA WPA2, necesitará la ayuda del administrador para configurar estos modos de seguridad.

10. On the **IPv4 Settings** tab, you may need to change the **Method** field from "Automatic (DHCP)" to "Manual", or one of the other methods. For setting up manual settings (also known as static addresses), please see the section above on manual set up for wired network connections.

11. Cuando termine de realizar los cambios de la conexión, pulse en en botón **Apply** para guardarlos y cerrar la ventana. Puede pulsar el botón **Cancel** para cerrar la ventana sin realizar ningún cambio.

12. Finalmente, pulse el botón **Close** en la ventana «conexiones de red» para volver al escritorio.

Después de hacer los cambios, sus nuevas configuraciones deberían tener efecto inmediatamente.

#### Resolución de problemas comunes con conexiones wireless

### Dialup

### Otros métodos ce conexión

Hay otras formas para estar conectado con Ubuntu.

Con el gestor de red, también puede configurar las conexiones de banda ancha móvil para mantenerse en línea a través de su celular o de otro móvil de soporte de datos.

También puede conectarse a las líneas DSL (líneas de suscripción digital), que son una forma de conexión a internet a través de la línea telefónica y un "modem DSL".

También puede usar el NetwortManager para establecer una conexión VPN (red virtual privada). Estas conexiones suelen usarse para crear una conexión segura en un sitio de trabajo.

## Navegando por la web

Desde que está conectado a internet, debería ser capaz de navegar por la web en Ubuntu. La **Mozilla Firefox** es por defecto la aplicación para navegar por la web en Ubuntu.

### Iniciando Firefox

Para iniciar Firefox, pulse en el menú **Applications**, después en **Internet**, y seleccione **Firefox Web Browser**.

Si su teclado tiene el botón "WWW" , también puede presionarlo para iniciar Firefox.

## Navegando por páginas web

### Viendo su página inicial

Cuando inicie Firefox, verá su página inicial. Por defecto, verá **Ubuntu Start Page**.

Para mostrar más contenidos de la web en la pantalla puede usar **Full Screen mode**. El modo Pantalla Completa reagrupa todas las barras de herramientas de Firefox en una barra más pequeña. Para habilitar el modo Pantalla Completa, seleccione simplemente **View ▸ Full Screen** o presione `F11`.

Para ir rápidamente a la página inicial, pulse `Alt+Home`.

### Navengado por otra página

Para navegar por una página web, necesita teclear sus dirección de Internet (también conocida como URL) en la barra de ubicaciones. Las URL normalmente empiezan con «http://» seguido de uno o más nombres que identifican la dirección. Un ejemplo es “http://www.ubuntu.com/”.

Para navegar:

1. Pulse en la barra de ubicaciones para seleccionar la URL que hay ahí.
2. Escriba la dirección URL de la página que desea visitar. La URL que teclea reemplaza a cualquier tipo de texto existente en la barra de ubicaciones.
3. Pulse `Enter`.

Para seleccionar rápidamente la URL de la barra de ubicaciones, pulse `Ctrl+L`.

Si no conoce ninguna URL pruebe a escribir algo específico relativo a la página que quiere visitar (por ejemplo, un nombre o cualquier otro requisito de búsqueda) en la barra de localización y presione `Enter`. Esto hará que su motor de búsqueda preferido — Google, por defecto — busque ese término y le lleve a la página web que la búsqueda muestre como primer resultado.

### Pulsar un vínculo

La mayoría de las páginas web contienen vínculos que puede pulsar para ir a otras páginas.

Para pulsar un vínculo:

1. Mueva el puntero del ratón hasta que cambie a un dedo apuntador. Esto sucede cuando el puntero está sobre un enlace. Las mayoría de enlaces son texto subrayado, pero los botones y fotos de una página web también pueden ser enlaces.
2. Pulse en el vínculo una vez. Mientras Firefox localiza la página del enlace, los mensajes de estado aparecerán en la parte inferior de la ventana.

### Volviendo sobre sus pasos

Si quiere visitar una página web que haya visto antes, hay varias formas de hacerlo.

- Para retroceder una página, pulse el botón **Back** o **Forward**.
- Para retroceder o avanzar más de una página, pulse en los triangulitos de los botones **Back** y **Forward**. Debería ver una lista de las páginas que ha visitado recientemente. Para volver a una página, seleccionela de la lista.
- Para ver una lista de las direcciones URL que usted ha escrito en la barra de direcciones, pulse en la flecha hacia abajo en el extremo derecho de la barra de direcciones. Para ver una página, seleccione de la lista.
- Para elegir una de las páginas que ha visitado durante la sesión actual, abra el menú **History** y use la lista de la sección inferior del menú.
- To choose from pages you've visited during the past several sessions, open the **History** menu and select **Show All History**. Firefox should open a "Library" window, which should a list of folders. Click the folders to displays subfolders, or titles of web pages you've visited in the past. Click a page's title to view that page.

### Parando y recargando

Si la página se carga muy despacio o ya no quiere verla, pulse el botón **Stop**.

Para recargar la página actual o su versión más actualizada, pulse el botón **Recargar** o `Ctrl+R`.

### Abriendo nuevas ventanas

Alguna vez puede querer ver varias ventanas del explorador. Esto puede serle útil para organizar mejor la sesión del explorador o para separar las páginas web que esté viendo por diferentes razones.

Hay dis caminos para abrir una nueva ventana:

- En la barra de menú, pulse el menú **Archivo**, luego seleccione **Ventana nueva**
- Pulse `Ctrl-N`

Una vez que una nueva ventana se ha abierto, se puede utilizar igual que la primera ventana — incluida la navegación y las pestañas de apertura.

### Abriendo un enlace en una nueva ventana

A veces, puede que desee pulsar en un vínculo para ir a otra página web, pero no desea cerrar la página original. Para ello, puede abrir el enlace que te gustaría pulsar en su propia ventana.

Hay dos formas de abrir un enlace en la ventana:

- Right-click on a link to bring up its popup menu. Select the **Open Link in New Window** option. A new window should open, containing the web page for the link you clicked.
- Hold down the `Shift` key while clicking the link. A new window should open, containing the web page for the link you clicked.

## Navegando por pestañas

Si desea visitar más de una página web al tiempo, puede usar «Navegación por pestañas» para navegar por la web.

Tabbed browsing lets you open several web pages within a single Firefox window, each displaying in its own tab. This frees up space on your desktop since you don't have to have a window open for every web page you're currently visiting. You can open, close, and reload web pages in one place without having to switch to another window.

### Abriendo una nueva pestaña en blanco

Hay tres formas de crear una nueva pestaña en blanco

- Pulse el botón **New Tab** en la derecha de la última pestaña.
- En la barra de menú, pulse el menú **Archivo**, y seleccione **Pestaña nueva**.
- Pulse `Ctrl+T`.

Cuando cree una nueva pestaña, esta contendrá una página en blanco con la barra de localización. Comience a escribir una dirección web (URL) o cualquier otro término para abrir un sitio web en esta nueva pestaña.

### Abriendo un enlace en una pestaña

A veces, puede querer pulsar en un enlace para dirigirse a otra página web, pero sin cerrar la página original. Para hacer esto, puede abrir el enlace que quiera en una pestaña propia.

Hay tres formas de abrir un enlace en una pestaña:

- Si su ratón tiene un botón en el medio o una rueda haga click sobre el enlace con este botón o rueda. La página web del enlace sobre el que usted ha hecho click debería abrirse en una nueva pestaña.

- Pulse sobre el enlace con el botón izquierdo del ratón y mantenga pulsado el botón del ratón. Arrastre el enlace hasta un espacio en blanco sobre la barra de la pestaña y suelte el botón del ratón. Una nueva pestaña debería abrirse, conteniendo la pagina web del enlace que arrastró.
- Mantenga pulsada la tecla `Ctrl` mientras pulsa con el botón izquierdo del ratón sobre el enlace. Una nueva pestaña debería abrirse, conteniendo la pagina web del enlace que pulsó.

### Cerrando una pestaña

Una vez que ha visto una página web en una pestaña, puede cerrar esa pestaña.

Hay tres formas de cerrar una pestaña

- Pulse en el botón **Cerrar** en el lado derecho de la pestaña que desee cerrar.
- En la barra de menú, pulse el menú **Archivo** y luego **Cerrar pestaña**.
- Pulse en la pestaña que quiere cerrar con el botón central del ratón o la rueda del ratón, si la tiene.
- Pulse `Ctrl+W`

### Restaurando una pestaña cerrada

A veces, han cerrado la pestaña equivocado por accidente, o por otra razón y desea volver a una pestaña que ha cerrado recientemente.

Para ir a una pestaña que ya ha cerrado:

- En la barra de menú, pulse sobre el menú **History**, seleccione **Recently Closed Tabs**, y a continuación seleccione la pestaña que desee restaurar.
- Pulse `Ctrl+Shift+T` para reabrir las pestañas más recientemente cerradas.

### Cambiando el orden de las pestañas

Para mover una pestaña a una ubicación diferente en la barra de pestañas, arrástrela con el ratón. Pulse en la pestaña con el botón izquierdo del ratón y mantener pulsado el botón del ratón mientras arrastra la pestaña a un nuevo lugar en la barra de pestañas. Mientras se está arrastrando la pestaña, Firefox mostrará un pequeño indicador para mostrar que la pestaña se moverá.

### Moviendo una pestaña entre dos ventanas

Si tiene más de una ventana de Firefox abierta, puede mover una pestaña abierta en una ventana diferente. También es posible tener una pestaña separada y convertirla en su propia ventana.

Para mover una pestaña de una ventana de Firefox a otra ventana abierta, pulse en la pestaña con el botón izquierdo del ratón, mantenga pulsado el botón izquierdo del ratón y arrástrela a la barra de pestañas en la otra ventana de Firefox. Cuando suelte el botón del ratón, la pestaña se adjuntará a la nueva ventana.

To move a tab from one window into its own window, click on the tab with your left mouse button, hold down the left mouse button, and then drag the tab below the tab bar. When you release the mouse button, the tab will become a new window.

## Buscar

Puede realizar búsquedas en la web u otros grupos desde Firefox sin tener que visitar la página principal del motor de búsqueda.

Por defecto, Firefox buscará en la web usando el motor de búsqueda de Google.

### Buscando en la web

Para buscar una web en Firefox, introduzca algunas palabras en la barra de búsqueda de Firefox.

Por ejemplo, si quiere buscar información acerca de *world cup*:

1. Pinche en la **Search Bar**.
2. Escriba la frase "*world cup*". Lo que escriba remplazará cualquier texto que haya en ese momento en la barra de búsqueda.
3. Pulse `Enter` para buscar.

Los resultados de la búsqueda de Google para «copa del mundo» deberán aparecer en la ventana de Firefox.

### Seleccionado motores de búsqueda

Si no desea utilizar Google como su motor de búsqueda en la barra de búsqueda, puede cambiar el motor de búsqueda que utiliza Firefox.

Para cambiar el motor de búsqueda, pulse sobre el icono en el lado izquierdo de la barra de búsqueda. Seleccione uno de los motores de búsqueda de la lista. Algunos motores, como Google, realizan búsquedas por toda la red; otros, como Amazon.com, solo buscan en sitios determinados.

### Buscando en la web por palabras seleccionadas en una página web

Alguna vez, puede querer buscar una frase que aparece en una página web diferente. En lugar de copiar y pegar la frase en la barra de búsqueda, Firefox le permite buscar por la red palabras que usted seleccione en una página web.

1. Resalte cualquier palabra en la página web usando el botón izquierdo del ratón
2. Right-click on the text you've highlighted to display a popup menu. Select the option **Search [Search Engine] for "[your selected words]"**.

Firefox debería abrir una nueva pestaña que deberá contener los resultados de búsqueda para sus palabras resaltadas a través del buscador seleccionado.

### Buscar en una página

Es posible que desee buscar un texto específico dentro de una página web que está viendo. Para buscar texto dentro de la página que está viendo actualmente en Firefox:

1. Pulse `Ctrl+F` o seleccione **Editar ▸ Buscar** para abrir la **Barra de búsqueda** al final de Firefox.
2. Type the text you want to find into the **Find** field in the Find Toolbar. The search automatically begins as soon as you type something into the field.
3. Una vez que un texto coincide en la página web, usted puede:
   - Pulse **Siguiente** para buscar texto en la página, que está después de la posición actual del cursor
   - Pulse **Anterior** para encontrar el texto que está sobre la posición actual del cursor.
   - Pulse el botón **Resaltar todo** para resaltar la ocurrencias de su búsqueda de palabras en la página actual.
   - Seleccione el campo **Match case** para restringir la búsqueda a texto con la misma escritura que las palabras de su búsqueda.

Para buscar la misma palabra o frase de nuevo, pulse `F3` o seleccione **Editar ▸ Buscar de nuevo** de la barra de menú.

## Copiar, guardar e imprimir páginas

Con Firefox, puede copiar parte de una página para que pueda pegarlo en otro lugar, o guardar la página o parte de una página como un archivo en su equipo.

### Copiar parte de una página

Para copiar un texto de una página:

1. Resalte el texto con su ratón.
2. Seleccione **Editar ▸ luego copiar** en la barra de menú.

   Puede pegar el texto en otros programas.

   Para copiar un vínculo (URL) o un vínculo de una imagen de una página:

1. Posicione el puntero sobre el vínculo o la imagen.
2. Pulse el botón derecho en el vínculo o la imagen para mostrar el menú emergente.
3. Choose **Copy Link Location** or **Copy Image Location**. If an image is also a link, you can choose either menu item.

   Puede pegar el vínculo en otros programas o en la barra de ubicaciones de Firefox.

### Guardar todo o parte de una página

Guardar una página entera en Firefox:

1. Seleccione **Archivo ▸ Guardar página como** desde la barra de menú. Firefox deberá abrir la ventana “Guardar como”.
2. Elejir una ubicación para la página guardada.
3. Teclee un nombre de archivo para la página y pulse el botón **Guardar**.

   Guardar una imagen de una página:

1. Posicione el puntero del ratón sobre la imagen.
2. Pulse el botón derecho en la imagen para mostrar el menú emergente
3. Seleccione **Guardar imagen como**. Firefox abrirá la ventana “Guardar imagen”.
4. Elejir una ubicación para la imagen guardada.
5. Teclee un nombre de archivo para la imagen y pulse el botón **Guardar**.

## Cambiar su página de inicio

De forma predeterminada, Firefox mostrará la **Página de inicio de Ubuntu** cuando inicie Firefox. Si prefiere mostrar otra página cuando inicie Firefox, necesitará cambiar sus preferencias de página de inicio.

Para cambiar su página de inicio:

1. Navegue a la página que desea convertir en su nueva página de inicio.
2. Seleccione **Editar ▸ Preferencias** desde la barra de menú.
3. In the "Startup" section on the **Main** tab, which is shown by default, click the **Use Current Pages** button. If you had more than one tab open then all the tabs will be opened when Firefox starts.
4. Pulse el botón **Close**

## Marcadores

Al navegar por la web es posible que desee volver a determinadas páginas web de nuevo sin tener que recordar la URL.

En Firefox, puede crear *Marcadores*, que se guardan en le navegador y que puede usar para volver a navegar por las páginas web elegidas.

### Marcar una página

Si ha navegado a una página web y desea crear un marcador para futuras visitas, tendrá que agregar la página como marcador.

Hay dos maneras de marcar una página:

- From the menubar, select **Bookmarks** and then **Bookmark This Page**. A window will open. Provide a descriptive name for the bookmark, and click the **Done** button.
- Pulse `Ctrl+D`. Se abrirá una ventana. Proporcione un nombre descriptivo para el favorito, y haga clic en boton **hecho** .

### Navegar a una página marcada

To navigate to a bookmarked page, select the **Bookmarks** item from the menubar, and then click on your bookmark's name. Firefox should open the bookmark in the current tab.

**!!** *También puede pulsar `Ctrl+B` para mostrar los marcadores en una barra lateral a la izquierda de la ventana del navegador. Pulse `Ctrl+B` de nuevo para ocultar la barra lateral*

### Borrar un marcador

If you would like to delete a bookmark that you have previously made, select the **Bookmarks** item from the menubar, and then right-click your bookmark's name. Firefox should open a popup menu for your bookmark. Select the **Delete** option from the menu. Your bookmark should then be deleted.

## Historial

Cuando navega por Internet, Firefox guarda su historial de navegación. Esto le permite volver a una página que haya visitado previamente sin necesidad de recordar su URL, ni de añadirla a sus marcadores.

To see your most recent history, select the **History** item from the menubar. The menu should then display several of the most recent web pages that you were viewing. Click one of the pages to return to it.

To see history from an older time, press `Ctrl+H`. Firefox should open a "sidebar" on the left side of the browser window, which should contain your browsing history categorized as Today, Yesterday, Last 7 days, This month, and then monthly for the times before that.

Haga clic en una de las categorías de artículos en la barra lateral para ampliar esta categoría, y ver las páginas que ha visitado durante ese periodo de tiempo. Luego, una vez que encuentre la página que usted necesita, haga clic en su título para volver a él.

También puede buscar una página por su título. Introduzca algunas letras, o una palabra, en el campo **Buscar** en la parte superior de la barra lateral del histórico. La barra lateral debe mostrar una lista de páginas web cuyos títulos coincidan con sus palabras de búsqueda. Pulse en el título de la página que necesita para volver a él.

Si desea ocultar la barra lateral de histórico de nuevo, pulse `Ctrl+H`.

## Borrar datos privados

## Solucionar problemas de conexión

## Usar un navegador diferente

# Leer y crear correos electrónicos

To send and receive email in Ubuntu, you can use the **Evolution** mail application. To start Evolution, open the **Applications** menu, then choose **Internet** and then **Evolution Mail**.

In addition to email, Evolution also can help manage your contact list, your calendar, and a list of tasks.

! *You do not need to use Evolution if you are using a webmail system, such as Yahoo Mail, Hotmail, or Gmail. To access these services, use the Firefox web browser to access them on the web.*

## Running Evolution for the first time

When you start Evolution for the first time, you will need to configure it to connect to your email account.

When Evolution starts you should see the "Evolution Setup Assistant" window, welcoming you to Evolution. Click the **Forward** button to continue with the setup.

Next, on the "Restore from backup" screen, Evolution may ask you to restore from a previous backup. Since this is the first time you are running Evolution, you can click the **Forward** button to skip this step.

On the next screen, "Identity", you need to enter your name and the email address you wish to use with Evolution. Enter your full name in the **Full Name** field, and the full email address in the **Email Address** field. You can fill in the optional information, or leave it unchanged if you desire. Click the **Forward** button when you are done.

Next, you should see the "Receiving Email" screen. On this screen, you need to provide Evolution with the details of your email servers. If you do not know these details, you will need to ask your network administrator or check with your email provider.

There are two common types of internet email connections: IMAP, and POP. These are described below. In work environments there are sometimes other types, such as Microsoft Exchange or Novell GroupWise — for more information on those types of connections, please see the documentation for Evolution.

### Setting up an IMAP connection

IMAP connections allow you to manage your email remotely — the actual email and folders reside on your email server, while Evolution allows you to view, edit, and delete the messages and folders as needed.

If your email provider recommends an IMAP connection, select **IMAP** in the **Server Type** field. In the **Server** field, enter the internet name of your mail server. For example, **imap.gmx.com**. In the **Username** field, enter the username that you use to log into your email system, for example **joe.x.user**.

Your email provider may specify the security settings you will need to use in order to receive email. If your connection does not use security, leave the **Use Secure Connection** field set to **No encryption**. Otherwise, select either **TLS encryption** or **SSL encryption** as recommended by your email provider.

After selecting these options, click the **Forward** button to proceed to "Receiving Options" screen. While it is normal to leave all options unselected, you may want to select the **Check for new messages** option to have Evolution automatically check email on a regular basis.

When you are finished setting the options, click the **Forward** button to continue to the next screen.

### Setting up a POP connection

POP connections let you manage your email locally — Evolution will connect to your email provider and download any new messages you may have received, and store them in folders on your computer. The messages will be deleted off the server.

If your email provider recommends an POP connection, select **POP** in the **Server Type** field. In the **Server** field, enter the internet name of your mail server. For example, **pop.gmx.com**. In the **Username** field, enter the username that you use to log into your email system, for example **joe.x.user**, or **joe.x.user@gmx.com**.

Your email provider may specify the security settings you will need to use in order to receive email. If your connection does not use security, leave the **Use Secure Connection** field set to **No encryption**. Otherwise, select either **TLS encryption** or **SSL encryption** as recommended by your email provider. After selecting these options, click **Forward** to proceed to the next screen.

After selecting these options, click the **Forward** button to proceed to "Receiving Options" screen. While it is normal to leave all options unselected, you may want to select the **Check for new messages** option to have Evolution automatically check email on a regular basis.

You may also wish to adjust the Message Storage options, which determine what Evolution does after downloading email to your computer. Select the **Leave messages on server** option to have Evolution keep the messages on your email system after downloading them. This will allow you to use another computer to redownload all of your new messages. Select the **Delete after 7 days** option to have Evolution keep the messages for a few days, and delete them after a while. You can adjust the number of days that Evolution keeps the messages.

When you are finished setting the options, click the **Forward** button to continue to the next screen.

### Setting up your Sending options

The next screen should be the "Sending Email" screen. Here, you will need to configure your connection for sending email through your email provider.

The most common type of sending connection is SMTP, which is the default server type selected.

In the **Server** field, type in the name of the outbound mail server (also known as the SMTP server), as described by your email provider. For example, **mail.gmx.com**.

If your email provider requires authentication, select the **Server requires authentication** option. This is common for commercial email providers. In the "Authentication" section of the screen, select the type of authentication from the **Type** field — the most common authentication type is "PLAIN". Type your username in below, in the **Username** field, for example **joe.x.user**, or **joe.x.user@gmx.com**.

Your email provider may specify the security settings you will need to use in order to send email. If your connection does not use security, leave the **Use Secure Connection**

field set to **No encryption**. Otherwise, select either **TLS encryption** or **SSL encryption** as recommended by your email provider.

After selecting these options, click **Forward** to proceed to the next screen.

### Finalizing account options

On the next screen, "Account Management", enter in a descriptive name for this account. If you plan to use more than one email provider with Evolution, you will use this name to distinguish between the different accounts.

When finished, click the **Forward** button. This will bring you to the "Done" screen. If you believe that you've entered the correct options, click the **Apply** button to finish setup. Otherwise, click the **Back** button to go back one or more screens to correct your settings, or the **Cancel** button to abort setup and discard your account settings.

After you finish setup, Evolution may ask you if you would like to make it your default email client. Click the **Yes** button if you plan on reading and sending email only with Evolution. Click the **No** if you plan on installing or using a different email program.

## Around the Evolution workspace

The Evolution window is divided into four parts. At the top are the menubar and toolbar. The menubar lets you access most of the functionality of Evolution, while the toolbar provides some convenient shortcuts to some of the most frequently used features.

On the left side of the window is the folder list. Every message that you send or receive will reside in one of the folders in this list.

Below the folder list on the left side of the window are the **Mail**, **Contacts**, **Calendars**, **Tasks**, and **Memos** buttons. When working with email, the **Mail** button is selected. The other buttons take you to other parts of Evolution.

On the right side of the window are the message list, and the message preview beneath it. The message list shows all of the messages in the currently selected folder, or matching your search request. The message preview shows the contents of your currently selected message in the list above the preview.

### Understanding the folder list

The folder list is the way that Evolution separates and categorizes your email. The first group of folders in the list is titled "On This Computer". This set of folders are you *local* folders — they reside on your computer only. If you use POP servers to retrieve your email, any new message will be placed in the **Inbox** local folder.

You can click on any folder to see its contents appear in the message list on the right side of the window.

Each of the initial folders in the list is special:

- **Inbox** stores your incoming messages.

- **Drafts** stores messages that you've worked on, but have not yet sent.
- **Junk** stores messages that have been identified as being junk. Junk mail is also known as "spam".
- **Outbox** contains messages that you've finished composing, but which have not been sent yet. For example, if you are working on your email whlie offline (such as in an airplane), you can still click the **Send** button on an email message that you finish writing. The message will be moved to the Outbox, and will remain there until the next time you are able to send and receive messages. Once you can send and receive messages, all email messages in the outbox will be sent out.
- **Sent** contains copies of messages that you had sent. Once a message from an Outbox is sent, it is copied to the Sent folder.
- **Templates** stores email message templates — partial messages that you have composed and saved as templates. You can use a message stored in the template folder as a starting point for other messages.
- **Trash** contains messages that you have deleted. By default, the trash will be emptied every time you exit Evolution.

If a folder contains any unread messages, the folder's name will be displayed in bold, and the number of unread messages will be displayed in parentheses following the folder name.

If you use an IMAP server to retrieve your email, then your remote IMAP folders will be shown in the folder list below the "On This Computer" section. The list of remote folders will be shown with a heading of the name that you have given to the account. With IMAP, your email messages will arrive in your remote Inbox.

Towards the bottom of the folder list, Evolution will show a list of "Search Folders". These are special folders that represent certain messages that match search rules. Please see the section on Finding Messages for more on search folders.

### Managing folders

In addition to the initial folders, you can create your own folders to manage your email.

To create a new folder, choose the **Folder** menu, and then choose **New**. Type in a name for the folder that you would like to create. Then, from the list of folders below, select the *parent* folder. For example, if you would like your new folder to be placed under the Inbox then select the Inbox folder. If you select "On This Computer", then your new folder will be placed under "On This Computer" in the folder list.

Once you've made your selection, click the **Create** button to create the folder. Your new folder should now be in the folder list.

You can move folders that you have created. To do so, click on the folder that you would like to move, hold down the mouse button, and drag the folder to a new parent folder. Once the mouse cursor highlights a new parent folder, release the mouse button to finish the move.

You can also right click on a folder, and select the **Move...** option. Then, select the new parent folder, and click the **Move** button.

To delete a folder, right click on the folder and select the **Delete** option. To confirm that you want to delete the folder, click the **Delete** button.

## Checking and reading messages

### Checking mail

When you finish setup, or when you start Evolution in the future, Evolution will first try to connect to your email provider to check your email. In order to connect, Evolution will need to know your email account password, and will ask you for it.

MISSING SCREENSHOT

**"enter password" dialog**

In the "Enter Password" window, enter your password and click the "OK" button. If you wish for Evolution to remember this password and not ask you in the future, you can select the **Remember this password** option.

### Listing messages

The top right portion of the Evolution window is the message list. Here, you can see email messages for your currently selected folder, or matching your search terms.

MISSING SCREENSHOT

**Small view of the message list, showing column headers and a few email messages**

By default, the message list shows six columns of information for each message. The first column is a read/unread indicator. If a message has been read, the column shows an icon of an open envelope. If a message has not been read, the icon will show a closed envelope.

The second column is an attachment indicator. If a message contains an attached file, Evolution will show an icon of a paperclip in this column. Otherwise, the column will be blank.

The third column is an importance indicator. If someone sends you a message marked with high importance, Evolution will show an exclamation mark in this column. Otherwise, this column will be blank.

The fourth column contains the sender of the message. Both the name and email, or just the email address, may be displayed in this column.

The fifth column contains the subject of the email message.

Finally, the sixth column is the date that the email was sent.

When you click on a message, its contents will be displayed in the preview pane below the message list. Once you select a message by clicking it, you can click the **Reply** button in the toolbar to begin composing a reply message to be sent to the sender, or click the **Reply to All** button to begin composing a reply message to be sent to the sender and other recepients of your selected message.

You can also click the **Trash** button in the toolbar in order to put the message in the Trash folder, or the **Junk** button to put the message as in the Junk folder. Note that Evolution, or your mail server, may automatically classify some mail as Junk.

In addition to the buttons on the toolbar, you can right click a message in the list. Evolution will open a menu with actions that you can perform for the message.

Sometimes, you may wish to take an action on multiple email messages (for example, delete multiple messages, or forward them to a new recepient). You can do this in Evolution by holding down the `Ctrl` key while clicking multiple messages — the messages you click will be selected. You can also click one message to select it, then press and hold the `Shift` key and click on another message in the list. All messages in the list between the original selection and the one you just clicked will be selected. Once you have multiple messages selected, right click on one of them to perform your desired action.

Directly above the message list are the **Show** selector, and the search options. You can use the **Show** options to filter your view to show only unread messages, or only messages with attachments, etc.

The search options will be covered in a later section.

### Previewing messages

When you select an email message, its contents will be shown in the preview pane below the message list.

The top of the preview pane will show the message header, which contains the sender, recepients, and subject of the message, as well as the date the message was sent. Below the header, Evolution shows the contents of the message itself.

If a message was sent with HTML formatting, some of the images may not be displayed when a message is previewed. To display the missing images, select **View** from the menubar, then **Load Images**, or press `Ctrl+I`. If your internet connection is active, the missing images should then load.

Note that loading images may provide a way for the sender to track your receipt of the message. We do not recommend loading images in messages that you suspect are Junk.

### Opening messages

At times, you may want to display multiple messages at the same time. To do so, you can open each message in a separate window instead of just viewing it in the preview pane.

The open a message in its own window, double click a message in the message list. The message should then open in a separate window. You can go back to the message list and open another message, if needed.

## Using instant messaging

Instant messaging allows you to communicate with people you know in real time. Ubuntu includes the **Empathy** application that lets you use instant messaging features to keep in touch with your contacts. To start Empathy, click **Applications** from the menubar, then choose **Internet** and then **Empathy IM Client**.

Empathy lets you connect to many instant messaging networks. You can connect to AIM™, Gadugadu, Google Talk, Groupwise, IQC®, Jabber®, MSN®, Myspace®, qq®, XMPP™, Sametime®, Silc, SIP, Yahoo®, or Zephyr.

## Running Empathy for the first time

When you open Empathy for the first time you will need to configure it with the details of your instant messaging accounts.

When Empathy starts you will see the "Welcome to Empathy" window. Choose the option corresponding to your situation.

### You have an account

If you have an account that you have used previously with another instant messaging program then select the **Yes, I'll enter my account details now** option. Then, click the **Forward** button to continue.

On the next screen, choose your account type from the drop down box below **What kind of chat account do you have?**. Then, enter your account details in the field below.

Depending on the account type that you choose, Empathy may request that you enter a username, or an ID for your account, followed by a password.

If you do not remember your account information, you will need to visit the website of the instant messaging network to retrieve that information.

If you have another account to add then select the **Yes** option, and click the **Forward** button to repeat the above process. When you have entered all the accounts leave the **No, that's all for now** option selected, and click the **Apply** button to finish the setup process.

Next, Empathy should display the "Please enter personal details" screen. If you choose to fill out this information, you will be able to communicate with people who are on your local network either at home or in an office.

Enter your first name in the **First name** field, and your last name in the **Last name** field. Type in a way that you would like to be identified on your local network in the **Nickname** field. When you have filled all of the information, click the **Apply** button.

If you don't want to communicate with people on your local network, select the **I don't want to enable this feature for now** option and click the **Apply** button.

### You would like an account

If you don't have an account that you can use, then you can create one by selecting the **No, I want a new account** option. Click the **Forward** button to display the next set of options.

Choose the account type that you would like to create from the drop down below **What kind of chat account do you want to create?** You can create either a Jabber® or a Google Talk account.

**Note:** If you wish to create another account type then you will need to visit the relevant website and follow the "You have an account" section.

Next, enter the account name that you would like in the text field, and in the proceeding text field enter a password of your choice. If you would like to set up another account then select the **Yes** option, and repeat the above process.

When you have entered all the accounts leave the **No, that's all for now** option selected, and click the **Forward** button.

Empathy should display the “Please enter personal details” window. Providing this information allows you to communicate with people who are on your local network either at home or in the workplace.

Enter your **First name** in the text field, and enter your **Last name** in the next field. In the **Nickname** field enter a nickname by which you would like to be identified. When you have filled all of the text fields click the **Apply** button to save your settings.

If you don’t want to talk to people on your local network then select the **I don’t want to enable this feature for now** option and click the **Apply** button.

#### You want to talk to people nearby

If you would only like to communicate with people on your local network either at home or in the workplace, then you should select the **No, I just want to see people on-line nearby for now** option.

Click the **Forward** button to display the next set of options. Then enter your **First name** in the text field, and enter your **Last name** in the next field. In the **Nickname** field enter a nickname by which you would like to be identified. When you have filled all of the text fields, click the **Forward** button.

### Changing account settings

If you need to add more accounts after the first launch, then click the **Edit** then **Accounts**. Empathy will then display the “Accounts” window.

#### Adding an account

To add and account click the **Add** button. Empathy should display some options on the right hand side of the window. Choose your account type from the **Protocol** drop down. Next, enter your account name in the first text field. Then enter your password in the **Password** text field. Finally click the **Log in** button to save and verify your settings.

#### Editing an account

You might need to edit and account if you change the password or get the password wrong. Select the account you want to change on the left side of the “Accounts” window. Empathy should show the current settings for the account. Once you have made your changes, click the **Save** button.

#### Removing an account

To remove an account select the account on the left hand side of the window and click the **Remove** button. Empathy should open the “Do you want to remove” window. Click the **Remove** button to confirm that you want to remove the account, or the **Cancel** button to keep the account.

## Editing contacts

### Adding a contact

To add an account click the **Chat** menu, then click **Add contact**, this opens the "New Contact" window.

In the **Account** dropdown choose the account that you want to add the contact to. Your must add you contact to an account type that matched theirs.

For example if your contact's address ends in "@googlemail.com" then you will need to add it to an account that ends in "@googlemail.com". Likewise if the contact's e-mail ends in "@hotmail.com" then you would need to add it to an account ending in "@hotmail.com".

When you have chosen the account that you wish to add the contact to, you will need to add either their login id, username, screen name or e-mail address to the **Identifier** text field.

Then in the **Alias** text field enter the contacts name as you would like to see it in your contact list. Click the **Add** button to add the contact to your list of contacts.

### Removing a contact

Click the contact that you want to remove and then click the **Edit** menu, then click **Contact**, then click **Remove**. This will open the "Remove contact" window.

Click the **Remove** button to confirm that you want to remove a contact, or click the **Cancel** button to keep the contact.

## Communicating with contacts

### Text

To communicate with a contact, choose the contact in Empathy's main window and double click their name. Empathy should open a new window where you can type messages to your contact, and see a record of previously exchanged messages.

To send a message to the contact, type your message in the text field below the conversation history.

When you have typed your message press the `Enter` key to send the message to your contact. If you are talking to more than one person then all of the conversations will be shown in tabs within the same window.

### Audio

If your contact has audio capabilities then there will be an icon of a microphone next to their name. Click the microphone icon to open a menu. Select the **Audio call** option from the menu. Empathy should then open the "Call" window.

This window shows your picture on the right and your contact's picture on the left. Ensure that your microphone and speakers are connected, and proceed with the audio conversation. You can finish the conversation by pressing the **Hang up** button.

### Video

If your contact has video chat capabilities then there will be an icon of a webcam next to their name. Click the icon to open a menu. Select the **Video call** option from the menu. Empathy should then open the "Call" window.

This window shows your webcam view in the top right and your contact's webcam will be in the middle.

If you don't have a webcam then your picture will be shown instead. You can finish the call by choosing the **Hang up** button.

## Sending and receiving files

### Sending a file

When you are in a conversation with a contact and you would like to send them a file, click the **Contact** menu and then click **Send file**.

Empathy should open the "Select file" window. Find the file that you wish to send and click the **Send** button. A "File Transfers" window will open showing the chosen file and its transfer progress.

When the file transfer is complete, you can close the "File Transfers" window.

### Receiving a file

When a contact wants to send you a file, the status icon to the left of the contact's name will flash with an icon of a paper plane.

To receive the file double click the contacts name. Empathy will open the "Select a destination" window. Choose a location where you would like Empathy to save the file, and click the **Save** button. Empathy should open the "File Transfers" window.

The "File Transfers" window shows you the progress of current file transfers. You can stop file transfers by clicking the **Stop** button, open transferred files by clicking the **Open** button, and clear the list of completed transfers by choosing the **Clear** button.

## Changing your status

You can use your status to show your contacts how busy you are or what you are doing. You can use the standard statuses, which are "Available", "Busy", "Invisible" and "Off-line". These can be changed in the main Empathy window from the drop down at the top of the window.

The same drop down lets you set a custom status by choosing "Custom Message..." next to the icon thats matches your status. Type what you would like your status to say, and click the green tick.

### Changing your picture

Your picture is what your contacts will see next to your name in their contact list. The default picture is the outline of a person. You can change your picture by choosing the **Edit** menu, then choosing **Personal Information**.

Emapthy should open the “Personal Information” window. From the **Account** drop down choose the account that you want to change, then click the picture on the right hand side of the window.

Empathy should open the “Select Your Avatar Image” window. Find the file cotnaining your picture, and click the **Open** button. If you would like to return it to the default click the **No Image** button instead.

## Viewing and editing photos

To view and edit photos you can use a program called F-spot this can be found by clicking the **Applications** menu, then **Graphics**, then **F-spot Photo Manager**. When you launch F-spot for the first time you will see the “Import” window, how to use this is covered in **’Importing’**.

F-spot displays your photos by date you can view photos from a specific month by clicking that month in the time line near the top of the window.

You can play slide shows of you pictures by clicking the green play triangle.

A lot of this guide refers to the side bar on the left if you can’t see it click the **View**, then click **Componets** and choose **Sidebar** making sure the option box is seleted.

### Version system

So when you edit a photo F-spot creates a new version so that the original is not lost. You can create a new version by clicking the **Photo** menu, then **Create New Version...**. This opens the “Create New Version” window. In the **Name** text field you can type what you would like to call the version and then click the **OK** button. A new version will have been created.

You can view previous versions by clicking the photo that you wish to view then clicking the **Edit Image** button. This changes the side bar on the left to the ”Edit” side bar. In the bottom left the **Version** drop down allows you to choose previous versions of the photo.

You might want to rename a version so that you remember which version is which. To rename a version click the photo that you want to change, then click the **Edit Image** button. This changes the side bar on the left to the ”Edit” side bar. In the bottom left the **Version** drop down choose the version of the photo that you want to rename. Then click the **Photo**, then click **Rename Version**, this will open the “Rename Version” window. Enter the new name in the **New name** text field, then if you want to rename the version click the **OK** button, if you don’t want to rename the version click the **Cancel** button.

If when editing photos you may make a mistake and want to remove that version as you don’t need it. To delete a version click the photo that you want to change, then click the **Edit**

**Image** button. This changes the side bar on the left to the ”Edit” side bar. In the bottom left the **Version** drop down choose the version of the photo that you want to delete. Then click the **Photo**, then click **Delete Version**, this will open the “Really Delete?” window. If you want to delete the version click the **Delete** button, if you don’t want to delete the version click the **Cancel** button.

## Importing

When you launch F-spot for the first time you will see the “Import” window. After the first launch you can import more photos by clicking the **Import** button.

When you import only the photos that you have just imported are shown to show all of your photos click the grey **X**to the right of the blue **Find**.

### Where f-spot save photos

When importing pictures in the “Import” the “Copy files to the Photos folder” depends on where the photos are saved.

If the “Copy files to the Photos folder” option is ticked then F-spot will copy the photos into the **Photos** folder which is within the **Pictures** folder. The pictures are then sorted by year, month and then date.

If the “Copy files to the Photos folder” option is un-ticked then F-spot will not copy the pictures into the **Photos** folder.

### From file

To import photos that are saved on you computer click **Select Folder** from the **Import Source** drop down. This gives you the “Import” window, in this window navigate to the folder that the photos are in and click the **Open** button.

When the loading bar says ”Done Loading” all the photos in that folder and any sub-folders are then displayed in the “Import” window. You can exclude importing photos from sub-folders buy clicking the **Include subfolders** option so that the option is un-ticked.

All of the photos are imported by default, but you can choose individual photos by holding down the **Ctrl** key. Duplicates are automatically detected when the **Detect duplicates** option is selected.

You can attach tags by typing the names of the your current tags in the **Attach Tags** text field. If you want to use multiple tags then separate them with a comma.

Once you have chosen the photos that you want import click the **Import** button.

### From digital camera

Plug your camera into the computer and turn the camera on a new window should pop up, check that **Open F-spot** is shown in the drop down and click the **OK** button. This will show the “Import” window, in the **Import Source** drop down click the option that looks like **...Camera**.

A “Select Photos to Copy from Camera...” window will open, you can then click the photos that you want to copy. All of the photos are selected by default but you can add or remove individual photos by holding the **Ctrl** key.

You can attach tags to all of them by clicking the **Attach tag** option and choosing the tag in the **Attach tag:** drop down. For more information about tags see ”Organizing photos”

You can change where the files are saved in the **Target location** drop down. The default is the **Photos** folder, this is where F-Spot saves the pictures.

Once you have chosen the pictures that you want to import click the **Copy** button.The “Transferring Pictures” window opens and shows the copying progress, when the copying is complete the progress bar will say **Download Complete**. Fianly Click the **OK** button to show the pictures in F-spot

## Organizing photos

F-Spot makes finding photos of the same type easier by using tags, you can apply as many tags to a photo as you like.

You can apply tags to photos by selecting the photos and then right click and move the mouse to **Attach Tag** and click the tag you want add. You can attach tags when importing photos this is covered in the ”Importing” section.

You can make new tags by clicking the **Tags** and clicking **Create New Tag...**. This will open up the “Create New Tag” window, type the name of the tag in the **Name of New Tag:** text field. The **Parent Tag:** drop down alows you to choose the tag that it is a sub-tag of.

## Editing Images

A photo might want to be edited to remove; something at the edge, discoloring, red-eye’s or straighten a photo. To edit a photo click the one that you want to edit and then click the **Edit Image** button. This changes the side panel on the left of the “F-Spot” window. The panel shows eight options **Crop**, **Red-eye Reduction**, **De-saturate**, **Sepia Tone**, **Straighten**, **Soft Focus**, **Auto Color**, **Adjust Colors**. Some of these options are explained in more detail in the next section.

### Crop

You might want to crop a photo to change the framing or remove part of the edge of the photo. Click the **Crop** on the left panel, then in the **Select an area to crop** drop down you can choose the ratio that you would like to crop with. You might want choose the ratio that matches the ratio that you print, so that the photo is not stretched.

You can create custom constraints if one of the defaults does not meet your requirements. This is done by choosing **Custom Ratios** from the **Select an area to crop** drop down. This gives you the “Selection Constraints” window, click add this will place a new entry on the left of the window.

Once you have chosen your constraint, move the cursor to one conner of the section that you want to keep. Click and hold the left mouse button and drag it to the opposite corner of the section that you want to keep. You can then let go of the mouse button.

To resize the box move the mouse until an arrow points to the side that you want to move. Click and hold the left mouse button, move the mouse until the edge is in the right place.

All ratios work in portrait and landscape mode, to change between you need to click the edge as if you were to resize the box. Moving the cursor between top right and bottom left switches between portrait and landscape.

### Red-eye Reduction

If you have taken a photo and the flash caused the subject to have red-eye's this can be removed by first clicking the **Red-eye Reduction** button. Move the cursor to the one corner of the subjects eye and hold the left mouse button, then drag the cursor to the opposite corner and let go of the mouse button.

This box can be moved by moving the cursor into the middle until a hand is shown, then click and hold the left mouse button and move it into the correct place. When it is in the correct place you can let go of the left mouse button.

To resize the box move the mouse until an arrow points to the side that you want to move. Click and hold the left mouse button, move the mouse until the edge is in the right place.

When the box covers all of the red in one eye click the **Fix**. You will need to repeat the process for each of the subject's eyes that is effected. and a

### Straighten

If you have a photo that you took an is at an angle then the click the **Straighten** button. Then move the slider until the picture is straight again. F-Spot will auto crop the picture to remove any white parts that occur due to the rotation. When you are happy that the picture is straight then click the **Straighten** button.

### Auto Color

To automatically correct the coloring of the photo click the **Auto Color** button.

## Exporting to web services

F-spot allows you to export you photos to a Web Gallery, Folder or CD and the following services; SmugMug©, PicasaWeb™, Flickr™, 23hq and Zooomr™.

You can export to these services by chossing a picture and then clicking **Photo** the **Export to** and click the service that you require. This will open a window in which you can enter your account name and password, then you will be able to upload pictures.

## Watching videos and movies

```
$ sudo /usr/share/doc/libdvdread4/install-css.sh
```

## Listening to audio and music

# 4 Preferencias y hardware

## Usar sus dispositivos

## Teclado y ratón

El teclado y el ratón son dispositivos de entrada esencial para un gran número de usuarios de computadoras de hoy. Siendo una pieza muy común de kit para muchos usuarios de computadoras ha dado lugar a alguna variación en la ratones y teclados que se ofrecen hoy en día. En esta sección vamos a ver las diferentes configuraciones de su teclado y ratón que será de gran utilidad para los usuarios internacionales.

### Teclado

El teclado es probable que sea una de las principales formas en que usted interactúa con su ordenador. Sin un teclado de este manual no puede ser escrito por el equipo del Manual de Ubuntu! Lamentablemente, no todos los teclados son uniformes en el diseño, que pueden diferir según el país, por idioma o por el estilo. Como un americano si por error de comprar un teclado de un minorista del Reino Unido, entonces no sólo va a encontrar que la

## Pantallas

### Hardware Drivers

A hardware driver is a small bit of code packaged in a file, which tells your computer how to utilize a piece of hardware. Every component in a computer requires a hardware driver to function, whether it's the printer, DVD player, hard disk, or graphics card. Your graphics device is the component in your computer that powers your display. When you're watching videos on YouTube or DVDs or simply enjoying the smooth transition effects when you maximize/minimize your windows, your graphics device is doing the hard work behind the scenes.

Majority of the Graphics Devices are manufactured by three well known companies: Intel®, AMD/ATI®and nVidia®corp. You can find your device manufacturer by referring to your computer manual or looking for the specifications of your particular model over the Internet. The Ubuntu Software Center houses a number of programs that allow detailed system information to be obtained. **SysInfo** is one such program that you can use to find relevant information about your System devices. Ubuntu comes with support for graphics devices manufactured by above companies, and many others, out of the box. That means that you don't have to find and install any drivers by yourself, Ubuntu takes care of it on its own.

In keeping with Ubuntu's philosophy, the drivers that are used by default for powering graphics devices are open source. This means that the drivers can be modified by the Ubuntu developers and problems with them can be fixed. However in some cases the proprietary driver (restricted driver) provided by the company may provide better performance or features that are not present in the open source driver written by the developer community. In other cases, your particular device may not be supported by the open source drivers yet. In those scenarios, you may want to install the restricted driver provided by the manufacturer.

For both philosophical and practical reasons, Ubuntu does not install restricted drivers from the start but allows the user to make an informed choice. Remember that restricted drivers, unlike the open source drivers for your device, are not maintained by Ubuntu. Problems caused by those drivers will be resolved only when the manufacturer wishes to address them. To see if restricted drivers are available for your system, click **System** in the top panel, go to **Administration** and find **Hardware Drivers**. If a driver is provided by the company for your particular device, it will be listed there. You can simply click **Activate** and use the driver if you want. This process will require an active Internet connection and will ask for your password.

The Ubuntu developers prefer open source drivers because they allow the problem to be identified and fixed by anyone with knowledge in the community. Ubuntu development is extremely fast and it is a good chance that your device will be supported by open source drivers. You can use the Ubuntu Live CD to check for your device compatibility before installing Ubuntu or go online in the Ubuntu forums to ask about your particular device. Another useful resource is the official online documentation (help.ubuntu.com), which contains detailed information about various graphics drivers and known quirks.

### Setting up your Screen Resolution

One of the most common display related tasks is setting up your screen resolution. Think of Screen Resolution in terms of displayable information on the your monitor/LCD; the higher the resolution, the better the result. Your monitor/LCD has a "native resolution", which is the highest resolution it designed to work at. Ubuntu correctly identifies that screen resolution by itself and sets it for you. However, due to a huge variety of devices out there, sometimes it can make a mistake and set up an undesirable resolution.

To set up or just check your screen resolution, go to **System**. Click **Preferences** and find **Display**. The Display application shows you your monitor name and size, the screen resolution and refresh rate. Clicking on the displayed resolution *for e.g. 1024 x 768 (4:3)*, would open a drop-down menu from where you can select the resolution of your choice.

## Conectar y usar su impresora

## Sonido

## Dispositivos USB

## Copiar CD y DVD

## Usar una cámara web

## Escanear texto e imágenes

## Otros dispositivos

### Cortafuegos

### Bluetooth

# 5 Programas y paquetes

## Hestión de programas en Ubuntu

Uno de los objetivos principales de Ubuntu es ofrecerle las aplicaciones que usted necesita en un sistema de manera estándar, de modo que usted puede tener un software que es seguro, estable y hasta a la fecha, instalado fácil y rápidamente. Por esta razón, Ubuntu utiliza un avanzado sistema de gestión de software.

### Diferencias con otros sistemas operativos

En otros sistemas operativos, instalar un paquete que normalmente obtener un archivo de instalación, desde un CD o un sitio de descarga en Internet, y ejecutarlo para instalar una aplicación.

In Ubuntu, the same principle is followed, but the process varies a bit. To obtain a package, you just need to open the **Software Center**, and install the application you want with the click of a button. There are more than 25,000 packages available that you can install. All free and open-source. Find out more about **Software Center** in the respective section.

You will now probably wonder *which* applications will you be able to install. Well, Ubuntu's software all comes from **repositories**. After a clean install you will have only the official Ubuntu repositories in your **software sources**, but later on you can add as many repositories as you want. Learn how to in the **Software Sources** section.

### Los gestores de paquetes hacen su vida más sencilla

Package managers—like the **Software Center**—are the applications that interact with the repositories. The package managers will let you search for, view information about, install and remove applications, at least. Other additional actions or information you will be able to reach depend entirely on the package manager you are using.

The principal package managers that Ubuntu provides are the **Software Center** and the **Synaptic Package Manager**. To find out more about them, read the respective sections in this chapter.

## Diferentes maneras de obtener programas

A pesar de que Ubuntu utiliza de manera sistemática para obtener el software, que no quiere decir que es la única manera de hacerlo. Usted puede obtener su software a través de las siguientes fuentes:

1. **Official repositories**, which is the standard method to get software. By getting software through the official repositories you ensure that your software is free of viruses or any other malware, that it is stable, and that it works with Ubuntu.
2. **Third-party repositories** that you can add to expand your software sources. Now, these repositories are not as convenient as the official ones: that the owner can put into them whatever he wants; there is no solid guarantee that the software inside them is secure, stable, or that it works with your system. Read more instructions on this matter at Orígenes del software.
3. **Installers / Deb packages** that you can download from software websites, CDs, USB drives, etc. This method is the most insecure of all. You should only obtain software this way when you trust the source. If you are new to Linux, then you are probably accustomed to obtain software this way.

## Centro de programas

The **Software Center** is Ubuntu's main package manager. The main appeals of the **Software Center** are that it is a simple, organized, and intuitive package manager. It is designed with the purpose of requiring no guide or manual to its usage; however, we will guide you through some simple operations below.

En primer lugar, para abrir el **Centro de Software** vaya a **Aplicaciones ▸ Centro de Software de Ubuntu**.

### Instalar programas

Ahora, la instalación de aplicaciones, es de dos pulsaciones de ratón. Una vez que encuentre el software que está buscando,

1. *Click on the ➡ button to the right of the selected application.* You will be taken to the application's profile page. If you want to go back, you can click on the buttons on the top, they will most likely look like this: **Get Free Software ▸ Selected Category ▸ Selected application**.
2. *Click the **Install** button.* If you are not running as root, you will be asked to input your password. If your authentication was granted, you will be taken to the **In Progress** section while your application is installed.
3. *Wait until the application is finished installing.* When operations—such as application installations and removals—are currently running, you will see an animated icon of rotating arrows to the left of **In Progress** section in the sidebar, and parentheses enclosing the number of uncompleted operations. While the application is installed, you can read details about the current operation, watch the progress bar fill out, or click the **<stock-cancel>** icon to cancel the operation.

**Note:** If your password does not work, you are probably not permitted to install software on the computer. If you have further problems, please go to Capítulo 9: Resolución de Problemas.

Now you can run your application. Depending on the use of it, it will appear on the **Applications** menu, **System ▸ Administration** or **System ▸ Preferences**.

### Eliminar programas

Si pensaba que instalar una aplicación fue bastante fácil, pruebe a quitar una.

Para eliminar una aplicación, siga estas instrucciones:

1. *Find the application you want to remove* (either by using the search bar or by filtering through categories).
2. *Go to its page* by clicking on the ➡ button to its right, on the application list.
3. *Click the* ***Uninstall*** *button.* If you are not running as root, you will be asked to input your password. If your authentication was granted, you will be taken to the **In Progress** section while your application is installed. Your application will now be either in process of removal or waiting in line for it, in the **In Progress** section.

Ahora, como cuando se instala una nueva solicitud, cuando se quita uno de los menús de actualizarse también. Este es uno de los activos de tener un sistema organizado de gestión de software de su lado.

### Tener más software disponible

The **Software Center** will only list the applications available in the repositories of your software sources. To add more, or learn more about this, visit the Centro de programas section.

**Note:** You can open **Software Sources** from the **Software Center**. Simply go to **Edit ▸ Software Sources**.

## Gestor de paquetes Synaptic

The **Synaptic Package Manager** serves practically the same purpose as the Ubuntu Software Center. Continue reading and you will determine whether you should use this application or the **Software Center** application in the previous section.

The **Synaptic Package Manager** is the most complete visual package manager available in Ubuntu. Through it, you will be able to access any package in your repositories; not just user applications.

**Note:** If you are not very familiar with advanced computing in Ubuntu you may probably want to stick with the **Software Center**.

This application will come in handy when you are looking to perform actions other than just installing and removing packages. The **Synaptic Package Manager** lets you:

- **Install** any package in your repositories. You can even select which version of a package to install, but note that this option is not available for all the packages.
- **Reinstall** in case the package's contents have been damaged, or you just want to get the default version back.
- **Update** every time a new version of the package is released.
- **Eliminar** cualquier paquete que ya no necesite.

- **Purge** when you wish to remove completely a package, including saved preferences and stored configuration files.
- **Fix** paquetes rotos.
- **Check properties** of any package, such as version, contained files, package size, dependencies, and much more.
- **Leer y guardar** marcadores en su equipo.

### Uso

Using this package manager is very simple once you understand the principle behind it. Ideally, you will mark different actions to perform on different packages first, and then apply your changes. When you click the **Apply** button, the **Synaptic Package Manager** will do each of your marked actions, one by one. Then you will be free to close the application, or wait until the process is complete to make more changes.

To open the **Synaptic Package Manager** go to **System ▸ Administration ▸ Synaptic Package Manager**.

#### Buscar lo que quiere

If you are having difficulties finding the package you are looking for, you may try the **Quick search** box, the **Search** button (which opens a search dialog) or sort by the categories in the left side pane.

You can use the **Reload** button when you have made changes to your software sources, such as adding or removing repositories, so that the package manager can notice the changes and act accordingly.

#### Aplicar sus cambios

Once you find the package you are looking for, you can just open its right-click menu and there you will see listed all the actions you can perform on it. You can alternatively access these options through the **Package** menu.

When you are ready marking actions, click the **Apply** button and wait until the changes are made. Afterwards, you can close the application or mark more changes.

## Orígenes del software

The **Software Center**—or the package manager you are using—will list only applications that are available in the repositories of your software sources. You can add or remove repositories to your software sources with the **Software Sources** application.

To start off, lets open the **Software Sources** application in the **System ▸ Administration ▸ Software Sources**.

## Configurar los repositorios de Ubuntu

Ubuntu tiene cuatro repositorios principales—que se clasifican como *repositorios oficiales*—con diferentes tipos de paquetes cada uno. Lea abajo que área cubre cada repositorio.

- **Canonical-supported open source software (main)** - This repository contains all the open source packages that Canonical—the company behind Ubuntu—helps maintain.
- **Community-maintained open source software (universe)** - This repository contains all the open source packages that the community—the users of Ubuntu—helps maintain, or creates and convince Canonical that their software is good enough as to be in an official repository.
- **Propietary drivers for devices (restricted)** - This repository contains all the drivers available to devices or hardware you may use with your computer.
- **Software restricted by copyright or legal issues (multiverse)** - This repository contains all other software that, as the name suggests, might be illegal to use in some places. However, you can still use it if you enable this repository, under your own responsibility.

The **Source code** checkbox should not be enabled unless you are used to building applications from source.

### Seleccionar el mejor servidor de software

Subvenciones Ubuntu permiso para muchos servidores en todo el mundo para acoger copias exactas de los repositorios oficiales de Ubuntu. Ubuntu hace esto para que, esté donde esté, puede tener un servidor que está cerca de usted para garantizar la mejor conexión posible.

Si las descargas son lentas, puede que esté recibiendo el software desde el servidor incorrecto. Hay algunos aspectos que debe considerar antes de seleccionar su servidor:

- **Connection speed**. Depending on the physical distance between you and your server, the connection speed may vary. Luckily for you, Ubuntu had though about this long ago, and thus provides a tool to select the server to which your computer connects the best.

  To select the fastest server available for you, click the combobox of the current server and select the **Other** menu option. After you are taken to the server selection window, click on the **Select Best Server** button, to the upper right. You will have to wait for your computer to connect to all the servers and then select the server with which it had the fastest connection.

- **Location**. Unless you want to use your country's Ubuntu server just because, your server's location should only be relative to the speed of the connection with it.

  To select a server by country, click on the combobox of the current server. A window with all the countries with Ubuntu servers and the respective servers registered to them, will appear. Have fun.

- **Security**. This should not concern you at all, now that Ubuntu knows well who it trusts enough as to grant a copy of the repositories. However, if you still think you might be at risk with just any server, you could select one of the Ubuntu secure servers, such as the **Main server** or the **http://ubuntu.securedservers.com** server.

If you are not connected to the internet, you may insert your CD to your computer and select the checkbox in the **Installable from the CD-ROM/DVD** box. Expect no more than the **Cdrom with Ubuntu 10.04 'Lucid Lynx'** inside the box.

## Configurar actualizaciones

Because Ubuntu is a *very* customizable operating system, it lets you specify which kinds of updates you will want to be getting. To customize your updates, go to the **Updates** tab, in your **Software Sources** window.

### Actualizaciones de Ubuntu

Aquí es donde se especifica qué tipo de cambios que le gusta tener instalados en su sistema. Si tiene dudas acerca de cualquiera de las opciones, vea una descripción de cada uno a continuación:

- **Important security updates** - These ensure that you get all the updates that make Ubuntu such a secure operative system time and time again when they are released. As the title suggests, it is important that you enable these updates.
- **Recommended updates** - These updates are not mandatory or important, but if you wish to keep your whole system up-to-date, you should consider them.
- **Pre-released updates** - These updates are for those who just cannot wait whenever new versions of applications are out. Note that these updates have not being tested enough, so you may encounter problems with the updated applications. However, if you did encounter a problem, you could easily roll-back to the previous version, using the **Synaptic Package Manager**.
- **Unsupported updates** - These are the updates that the Ubuntu staff has not reviewed. Even though they are secure, as with the previous ones, you may encounter problems when using them.

### Actualizaciones automáticas

Aquí usted puede personalizar el comportamiento de su sistema para actualizaciones. Puede personalizar la forma en que los controles de cambios o no, si se deben instalar las actualizaciones importantes de inmediato (sin pedir permiso), si sólo debe descargar, o si sólo se le notifique acerca de ellos. También puede personalizar la frecuencia con la que su sistema comprueba si hay nuevas actualizaciones.

### Actualización de versión

Aquí puede personalizar el tipo de actualizaciones del sistema que le gustaría tener disponibles.

- **Never** - Choose this if you don't want to be notified about new Ubuntu releases, at all.
- **Normal releases** - Choose this if you always want to have the latest Ubuntu relase, no matter if it is long-term-support or not. This option is recommended for normal, home users.
- **Long term support releases only** - Choose this option if you need a release that will have–as the title suggests–support for a long time. If you own a company and you have Ubuntu as the operating system for your employees, you probably want to select this option.

**Note:** Every 6 months, Ubuntu releases a new version of the operating system. These are called *normal releases*. Now, every 4 normal releases — or 24 months, for that matter — Ubuntu releases a *long term support* release. Long term support releases, tagged as LTS releases, recieve extra effort from the developers so they can be more stable, and thus be used by companies that need extra-reliable software.

## Añadir más repositorios de software

As you have probably read before in this chapter, there is a way that you can get software, from a package manager, from third-party—or non-Ubuntu—repositories. These "third-party repositories" are called **PPA**s.

To add a PPA to your software sources, go to the **Other Software** tab in the **Software Sources** window.

**Definition:** A **PPA** is a *Personal Package Archive*, or a third-party repository. The PPAs are spaces where people host digital projects, such as applications, documents, and many more.

### Qué necesitará

1. *The PPA intelligent url.* To get it, go to the project owner's launchpad page, whether it is a team or a single launchpad user. When you are taken to the page, look for a header labeled "Personal Package Archives"; click on the link to the one that best matches the project you are trying to add a repository of. Then, you will be taken to a page titled "PPA for (...)". Look for a link below, in bold font, similar to this one: **lp:package**. Thats your PPA intelligent url.
2. *The key file.* To get it, go to the same page where you got your PPA intelligent url. Now, instead of copying that url, click on **Technical details about this PPA** link. Then click the link below the "Signing key" header. Afterwards, make your last click on the 8-digit code. Copy all the text in the page and save it as a text file. That file is your key file.

**Note:** The key file is the security method used by Ubuntu to ensure that *you* are the one who is adding the PPA

### Añadir PPA y la clave de autorización

Después de que tenga los requerimientos, añadir un PPA es un procedimiento de dos pasos:

1. *Add the PPA* by clicking on the **Add...** button, and copying the *PPA intelligent url* to the **APT Line** input box.

2. *Authorize the key* by going to the **Authentication** tab (in the **Software Sources** window) and clicking the **Import Key File...** button. That will open up a browser for you; find your key file and you are done.

   Before closing **Software Sources**, read the next section.

### Cómo lo vaya a utilizar

Because Ubuntu needs to keep track of a long list—about 25,000 items long—of applications, it just does not attempt to update it with every small change you make. You have to update it every time you change a setting in **Software Sources**, such as adding a new repository/PPA.

Luckily for you, upon closing **Software Sources** you will be asked if you want to reload the software sources. To do so, click the **Reload** button. After **Software Sources** finishes reloading the database and closes itself, you will be able to access your package from any package manager.

# 6 Mantenimiento de sistema

## Actualizando su equipo

### Limpiando paquetes sin usar

Con el tiempo, el sistema de paquetes de Ubuntu, apt, puede generar paquetes y cachés no utilizados. Estos cachés son archivos de paquetes almacenados de todos los paquetes que ha instalado. Después de un tiempo, está caché puede hacerse muy grande.

To clear out these cache stores you can either use the clean, or the autoclean option for **apt-get**. The clean command will remove every single cache item, where the autoclean command only remove cached items that can no longer be downloaded. Items that can no longer be downloaded are generally useless. To run these, head to a terminal and type:

```
$ sudo apt-get clean
```

Los paquetes también se pueden dejar de utilizar con el tiempo. Si un paquete fue instalado para satisfacer una dependencia de un programa y luego ese programa fue removido, ese paquete ya no es necesario. Esto significa que es inútil y puede eliminarlo con la opción de autoeliminar (autoremove).

Vaya a una terminal e ingrese:

```
$ sudo apt-get autoremove
```

para eliminar los paquetes innecesarios.

### Limpiando el caché de los paquetes

### Realizando una comprobación de archivos del sistema

# Parte II

# Temas avanzados

# 7 La línea de comandos

## understanding the terminal

### ¿Qué es una terminal?

A terminal is the Ubuntu equivalent to a command prompt in windows. A terminal is the user interface that gives the user access to what is called a shell. One of the most popular of these and the one included by default in Ubuntu is BASH (Bourne Again SHell). It can be opened through the main menu by going to:

**Aplicaciones ▸ Accesorios ▸ Terminal**

Así es una terminal predeterminada en Ubuntu 10.04 Lucid Lynx:

MISSING SCREENSHOT

**Need a screenshot fo the default terminal here**

Of course, while the default terminal is not very pretty it can be customized to suite your needs easily.

## using the command line

### navigating directories

The pwd command is short for Print Working Directory it is used to find out which directory you are currently in.

```
$ pwd /home/your-username/
```

The cd command is short for Change Directory it is used to(you guessed it) change from one directory to another.

```
$ cd /directory/you/want/to/go/to/
```

### getting a list of files

The ls command is used to get a list of all the directories and files in a directory.

```
$ ls directory1 directory2 file1.txt file2.txt
```

### moving things around

The mv command is used to move a file from one directory to another.

```
$ mv /file/you/want/moved /directory/you/want/it/moved/to/
```

The cp command is used to copy a file from one directory into another.

```
$ cp /file/you/want/copied
/directory/you/want/it/copied/to/
```

### creating directories

The mkdir command is used to create new directories.

```
$ mkdir name-of-new-directory
```

### deleting files and directories

The rm command is used to delete files.

```
$ rm file-you-want-deleted
```

The rmdir command is similar to the rm command except it is used to delete directories.

```
$ rmdir /directory/you/want/deleted/
```

## changing system settings

### what is sudo?

When you first install Ubuntu two user accounts are created, the one that you created and one called the root account, which is created automatically for you. The root account has privileges to modify the core system files and settings. By using sudo, you can borrow these privileges for administrative work, such as installing or removing software, creating or removing new users and modifying system files.

MISSING SCREENSHOT

**Need a screenshot of logging in as root here**

You can find out more about using sudo in Capítulo 8: Seguridad

## advanced command line use

### aptitude or apt-get?

### terminal vs shell: what's the difference?

There is an important difference between a terminal and a shell, a terminal provides input and output functionality and a shell processes the user's commands, the user accesses the shell through the terminal.

# 8 Seguridad

This chapter introduces how to keep your Ubuntu computer secure.

## Why Linux is safe

In general Linux based systems such as Ubuntu are reasonably secure with setting installed by default. This is for a number of reasons:

- Linux has a clear divide between normal users and administrative users.
- Open source software allows security flaws to be easily detected.
- Security patches for open sources software are often released quickly.
- Many viruses target Windows based system and so do not affect Linux systems.

## Security Basics

This section describes basic security concepts and procedures.

### Sudo

Linux systems include a special user, root, which has full administration privileges. Where as a normal user can only access their own files and can not make changes to the system such as installing programs.

In Ubuntu the root account has been disabled to improve security and can not be used directly. Instead the initial user account created during the install process has permission to conduct administrative tasks by using the **sudo** command.

The sudo command allows a user to be given administration privilege for a specific task. The following example runs the apt-get clean command as an super-user:

```
$ sudo apt-get clean
```

! *sudo should only be used when needed. Operations that can be completed without sudo should be executed as the normal user.*

In addition to sudo the Ubuntu Desktop has a graphical version of sudo for programs that require administration permissions. For example if a during a system update the desktop is

faded out and box asking for the user passwords appears; this is to grant administration privileges permission to the user.

Users must be given permission to use the sudo command, this can be done by adding users to the Admin group. See section Users and Groups for details of how to do this.

! *Only users that need administration access should be giving sudo permission. Do not give administration all users to make administration easier.*

## Basic Security Precautions

### Separate User Accounts

When Ubuntu is installed, it is set up for a single person to use. If more than one person will use the computer, it is best for each person to have their own user account. This way each user can have separate settings, documents, and other files. If necessary, files can also be protected from being viewed or changed by other users without administrative privileges. See Users and Groups for how to add additional users.

### Passwords

Strong passwords are one of the simplest ways to increase the security of your computer. Passwords should not use names, common words and phases.

By default the minimum length of a password in Ubuntu is 4 characters. This can be changed by executing the following command, where the number following min and max are the minimum and maximum length of a password.

```
$ password required pam_unix.so nullok obscure min=6 max=8
md5
```

Regularly changing passwords also help to improve security. A users passwords can be set to expire after a given time. The current settings for a user password can be view by executing the following command.

```
$ sudo chage -l username
```

The following commands can be used to change the expiry date of a password.

Set the expiry date of the current password to 31st April 2010.

```
$ sudo chage -E 04/31/2010 username
```

Set the maximum number of days for a password to 90.

```
$ sudo chage -M 90 username
```

Set today as the last day for the current password.

```
$ sudo chage -d username
```

The options of these commands above can be combined into a single command.

```
$ sudo chage -E 01/31/2008 -M 90 -d username
```

### Locking the screen

When leaving your computer unattended lock the screen, this stops anyone using your computer and requires your password to unlock the screen. To lock the screen:

- Click the User Switcher in the top right of the panel and then press Lock Screen, or
- Press Control+Alt+L to lock the screen. This keyboard shortcut can be changed in **System ▸ Preferences ▸ Keyboard Shortcuts**.

### System Updates

Ubuntu provides software and security updates; these updates should be applied regularly. See Capítulo 6: Mantenimiento de sistema for how to update your Ubuntu computer.

### Automatic Security Updates

Security Updates can be applied automatically. To do this:

1. Open Software Sources **System ▸ Administration ▸ Software Sources**.
2. Select the updates tab.
3. Under automatic updates, check the **check for updates** box and select the required frequency of updates.
4. Select **Install Security updates without notification**.

### Trusting Third Party Sources

Normally adding applications to your computer is done using the Software Centre which downloads software from the Ubuntu repositories as described in Capítulo 5: Programas y paquetes. However sometimes it is necessary to added software from other sources. For example when an application is not available in the Ubuntu repository or a newer version is needed to the one available.

Additional repositories are available from site such as nd Launchpad PPAs which can be added as described in Capítulo 5: Programas y paquetes. Some applications can be downloaded as .deb packages from a the website of a project. Alternately applications may be built from the source code for the application.

Using recognised sources such as a projects website, PPA or community repositories such as s more secure than downloading applications from an arbitrary source.

Whenever using a third party source considered how trustworthy the source is and be sure you know what you are installing.

## Users and Groups

Linux systems, as with most PC Operating Systems, support multiple users accounts. This allows each user to have a separate user account. Linux systems also have user groups, every user is a member of one or more groups. Every user also has a group with the same name as the user, of which the user is a member. Files and folders can be set to be accessible by a user and a group. By default a users files are only accessible by the user and system files are only accessible by the root user.

MISSING SCREENSHOT

**Screenshoots of User and Groups window**

### Managing Users

Management of users and groups can be done using the User and Group administration application, **System ▸ Administration ▸ Users and Groups**

To make adjustments to the user and group setting click the keys icon next the word "Click to make changes". This will produce a promote for your password to grant sudo privileges while using the User and Groups application.

**Adding a User** Click the **Add User** button and complete the dialog which appears. Privileges granted to the new user can be changed in the **Privileges** tab, but in most cases the defaults privileges will be adequate. To create the user click the **OK** button.

**Modify a User** Double click on a user in the list of users or select a user and click the **Properties** button. Change the details as required in the dialog that appears. Click OK to apply the changes.

**Delete a User** Select a user from the list and click the **Delete** button. This will deactivate the users account, but not remove the home folder.

### Managing Groups

Click the **Manage Groups** button to open the group management dialog.

**Adding a group** To add a group click the **Add** button. In the dialog window that appears enter the group name and select the members of the group.

**Modifying a group** To alter the users in an existing group. Select a group and click the **Properties** button. Select and de-select the users as required and click OK to apply the changes.

**Deleting a group** To delete a group select a group and click delete.

### Applying Groups to Files and Folders

To change the group of a file of folder open Nautilus and navigate to the file or folder which need the group to be changed. Then either select the folder and use the **File ▸ Properties** menu item or right click on the file / folder and select **Properties**. In the Properties dialog that appears Click the the **Permissions** tab and select the required group from the **Groups** dropdown box, and select close.

### Using the Command Line

User and group management can also be achieved by using the command line. It is recommended you use the graphical method above unless you have good reason to use the command line. For more information see the Ubuntu Server Guide https://help.ubuntu.com/9.10/serverguide/C/user-management.html

## Setting up a Secure System

This section describes how to use additional security programs to increase the security of your system.

### Firewall

A firewall is used protect your computer against unauthorized access by people on the Internet or your network. Firewalls block connections to your computer from unknown sources, which helps to prevent security breaches.

Uncomplicated Firewall (UFW) is the standard firewall configuration program in Ubuntu. It is a command line program, but there is a graphical interface for it called Gufw. See Capítulo 5: Programas y paquetes for how to install the Gufw package.

MISSING SCREENSHOT

**GUFW Window with Add service window**

Once installed started Gfuw **System ▸ Administration ▸ Firewall configuration**. To enable the firewall click the **Enable** check by default all incoming connections are denied. This should be suitable for most users.

If you are running servers on your system you will need to open the ports these services use. If you do not know what this means, then you are probably not running any servers and you should not open any ports.

To open a port click the **Add** button. For most usages the the **Preconfigued** tab can be used. Select allow from the first box and then select the program or service required.

The **simple**tab can be used to allow access on a single port and the **Advanced** tab can be used to allow access on a range of ports.

## Encryption

Ubuntu includes a number of tools to encrypt files and folders. Two common methods will be covered here. For further information on using encryption with single files and email see the Ubuntu Community Help https://help.ubuntu.com/community.

### Home Folder

During the install process it is possible to chose to encrypted a user home folder, see Capítulo 1: Instalación for how to do this.

### Private Folder

If you have not chosen to encrypt a user home folder it is possible to encrypt a single folder in a users home folder named Private. To do this:

1. Install ecryptfs-utils.
2. Run **ecryptfs-setup-private** to setup the private folder.
3. Enter your login password when prompted.
4. Either choose a mount pass phrase or generate one.
5. Record both pass phrases in a safe location. **These are required if you ever have to recover your data manually.**
6. Logout and Log back in to mount the encrypted folder.

After the Private folder has been setup any files or folders in Private folder will be encrypted when written to the disk.

If you need to recover your encrypted files manually see https://help.ubuntu.com/community/EncryptedPrivateDirectory#RecoveringYourDataManually

# 9 Resolución de Problemas

## Resolviendo problemas

A veces, las cosas simplemente no funcionan como deben. De vez en cuando, todos nos hemos encontrado con problemas para configurar y usa nuestros sistemas Ubuntu, pero estos fallos son por lo general fácil de solucionar. A continuación, ofrecemos una guía de solución de problemas para ayudar, para resolver los problemas básicos que los usuarios pueden encontrar durante el uso de Ubuntu. Si está agotado de la solución de problemas, más adelante hay un montón de otras opciones para obtener asistencia y soporte. Ver la **Sección 9.3: Obtener Más Ayuda** para aprender sobre el soporte de la comunidad.

## Guía de solución de problemas

La clave para la solución de problemas es trabajar despacio y con calma. A menudo, los problemas con que nos encontramos se pueden remediar con bastante facilidad, pero estando frustrado y ocupado con le hecho, de forma errática, puede complicar la situación. Por lo tanto, le aconsejamos que trabaje su problema de forma lenta y metódicamente, documentando los cambios que realice en su sistema Ubuntu. De esta manera, usted siempre será capaz retroceder en su trabajo y también dará a otros usuarios la información acerca de sus intentos anteriores, en el hipotético caso en que usted necesite encontrarse con la comunidad para obtener soporte.

### Instalé Windows y no puedo iniciar Ubuntu

When you first turn on your computer, Ubuntu or another operating system must also be started by the bootloader. When you installed Ubuntu, you installed an advanced bootloader called **GRUB** that allowed you to choose between the various operating systems on your computer, like Ubuntu, Windows and others. However, when you installed Windows, you removed GRUB, taking away the option of which operating system to start. You can easily restore GRUB and your bootloader choice by using the CD you used to install Ubuntu.

**Definition:** A **bootloader** is initial software that loads the operating system when you turn on the computer.

Insert your Ubuntu CD into your computer and restart, making sure to have your computer start the operating system that is on the CD itself (see Capítulo 1: Instalación). Choose your language and select **Try Ubuntu**. Wait while the software loads, and then open a terminal. You will have to use some code to restore your bootloader. On the **Applications** menu, click **Accessories**, and then click the **Terminal** item. Enter the following:

```
$ fdisk -l Disk /dev/hda: 120.0 GB, 120034123776 bytes 255
heads, 63 sectors/track, 14593 cylinders Units = cylinders of 16065 *
512 =
8225280 bytes
```

```
Device Boot Start End Blocks Id System /dev/sda1 1 1224 64228+ 83 Linux
/dev/sda2 * 1225 2440 9767520 a5 Windows /dev/sda3 2441 14593 97618972+
5
Extended /dev/sda4 14532 14593 498015 82 Linux swap
Partition table entries are not in disk order
```

This output means that your system (Linux) is installed on device /dev/sda1, but your computer is booting to /dev/sda2. First, you need to create a place to manipulate your Ubuntu installation.

```
$ sudo mkdir /media/root
```

Now, you need to link your Ubunut installation and this new folder.

```
$ sudo mount /dev/sda1 /media/root
```

If you've done this correctly, then

```
$ ls /media/root bin dev home lib mnt root srv usr boot
etc initrd lib64 opt sbin sys var cdrom initrd.img media proc selinux
tmp
vmlinuz
```

Now, you can reinstall GRUB.

```
$ sudo grub-install --root-directory=/media/root /dev/sda
Installation finished. No error reported. This is the contents of the
device map /boot/grub/device.map. Check if this is correct or not. If
any
of the lines is incorrect, fix it and re-run the script `grub-install'.
(hd0) /dev/sda
```

Now, reboot your Ubuntu Live CD, removing the disk from the tray and enjoy your Ubuntu system once again!

## Mi pantalla de entrada no aparece cuando enciendo mi equipo o Los gráficos de mi pantalla no se ven bien

The simplest and easiest way to correct this issue is to order Ubuntu to reset the graphics configuration. Press and hold **Control**. **Alt** and **F1**. You should now see a black and white screen with a prompt for your username and password. Enter your username, press **Enter**, and then enter your password. Characters *will not* appear on the screen as you enter your password. Do not worry—this behavior is normal and was implemented for security purposes. Then, enter the following code and press enter.

```
$ sudo dpkg-reconfigure -phigh xserver-xorg
```

Introduzca la contraseña en el sistema, como antes. Permita a Ubuntu procesar la orden, a continuación, introduzca

```
$ sudo reboot now
```

Ubuntu se reiniciará y su pantalla de bienvenida quedará restaurada.

## He olvidado mi contraseña

Well, it happens to the best of us. Luckily, resetting your password is trivial. As the computer boots up, press **Esc** when you see the white-on-black screen with a countdown (the GRUB prompt). Select the **Rescue mode** option, which should be the second item in the list. Wait while Ubuntu starts up. You *will not* see a normal login screen. Instead, you will be presented with a terminal prompt along the lines of

```
root@something#
```

Para volver a establecer su contraseña, introduzca

```
$ passwd nombre de usuario
```

Replace 'username' above with your username. Ubuntu will prompt you for a new password. Enter your desired password, press enter and then enter your password again, pressing enter after you are done. Ubuntu asks for your password twice to make sure you did not make a mistake while typing. Once you have restored your password, return to the normal system environment by entering

```
$ init 2
```

Accede normalmente y continúe disfrutando de Ubuntu.

## Algunos textos se muestran mal

If you are seeing some text that looks odd or fails to display entirely, the designer probably intended it to be veiwed using Microsoft fonts. This can be fixed by installing the missing fonts, available in the Universe repository. See Capítulo 5: Programas y paquetes (Configuring the Ubuntu Repositories) to enable this repository.

Open the **Synaptic Package Manager** by navigating to the **System** menu in the top-left corner of the screen. Synaptic is listed under the **Administration** submenu. Enter your password when prompted. In the search box in the top toolbar of the application, enter **mscorefonts**. Mark the package **ttf-mscorefonts-installer** for installation. Click **Apply** in the top toolbar, then wait while Ubuntu installs the fonts.

Refreshing the troublesome page or reopening the offending document should fix the problem.

## ¿Dónde están los archivos borrados?

You believe that you have hit the delete key and erased a file from your Ubuntu system! Do not worry. Just like other major operating systems, Ubuntu has a **Trash** folder where deleted files are stored. To access it, select the **Places** menu, click on **Computer** and then click **Trash** in the left-hand sidebar of the resulting window. To remove items from the trash, simply drag and drop them whereever you would like.

## No puedo reproducir ciertos archivos de audio o vídeo, o interaccionar con ciertas páginas web

Many of the formats used to deliver rich media content are **proprietary**, meaning they are not free to use, modiy and distribute, like Ubuntu is. Therefore, the default Ubuntu installation does not include the ability to use these formats. If you still find yourself in need of a closed format, you may install the necessary files with one command. Make sure you have your Universe and Restriced repositories enabled. See Capítulo 5: Programas y paquetes (Configuring the Ubuntu Repositories) to enable this repository.

Open the **Synaptic Package Manager** by navigating to the **System** menu in the top-left corner of the screen. Synaptic is listed under the **Administration** submenu. Enter your password when prompted. In the search box in the top toolbar of the application, enter **ubuntu-restricted-extras**. Mark the package **ubuntu-restricted-extras** for installation. Click **Apply** in the top toolbar, then wait while Ubuntu installs the appropriate software.

Once this command has finished, your rich media content item should work properly.

## Everything on my monitor is too big or too small or

## How can I change my screen resolution?

The image on every monitor is made up of millions of little colored dots. Changing the number of dots displayed is called changing the resolution and is generally done through software. Increasing the resolution with make the displayed images sharper, but will also tend to make them smaller. The opposite is true when screen resolution is decreased.

The Ubuntu program **Display** allows users to change the resolution. Open it by navigating to the **System** menu in the top-left corner of the screen and then proceeding to the **Preferences** sub-menu, then selecting **Display**. The resolution can be changed using the drop-down menu within the program. Picking options higher up on the list, those with larger numbers, will increase the resolution.

Test out various resolutions by clicking **Apply** at the bottom of the window. Confirm or undo the change in settings in the resulting dialog window. When you have finished setting the screen resolution, click **Close**.

### I would like to free up some disk space

One easy way to clear some disk space is to remove the installation files of each package on your Ubuntu system. These files are known as the cache associated with each package. Removing these leftover files is easy and will not affect the normal operation of Ubuntu.

Open a **Terminal** by navigating to the **Accessories** sub-menu under the **Applications** menu in the top-left corner. Enter the following commands, entering your password when prompted.

```
$ sudo aptitude clean ... $ sudo
aptitude autoclean
```

## Obtener más ayuda

This guide does not cover every possible workflow, task or issue in Ubuntu, nor was it ever meant to. If you require assistance beyond the information in the manual, there are a variety of support opportunties online. You can access extensive and free documentation, buy professional support services, query the community for free support or explore technical solutions. More information is available here: http://www.ubuntu.com/support

# 10 Aprendiendo más sobre Linux

## ¿Qué más puedo hacer con Linux?

Por ahora, usted será capaz de utilizar el escritorio de Ubuntu para hacer todo el día normal de actividades diarias, como navegar por la web y editar documentos. Pero puede que le interese saber qué más puede hacer con un equipo basado en Linux. Los equipos Linux son herramientas poderosas que se pueden disponer para una amplia gama de usos, sólo una pequeña muestra de lo que usted necesitará siempre.

### Libre y software de fuente abierta (FLOSS)

It's well worth knowing a little bit about the philosophy that gives Linux its power. When you hear the word "Free" used in the context of software, it's often referring to "free as in speech". However, the dual meaning of the word "free" led to some people suggesting the phrase "open source" to describe the methodology behind Linux. You may also encounter the abbreviation "FLOSS", which stands for "Free, Libre, and Open Source Software".These terms all mean the same thing: anyone who wants to can download the source code for a program. This may not seem like a big deal, but it allows computer programmers all over the world to contribute to Free software projects, often leading to a better program. All of the programs that come with Ubuntu by default are Free software.

**Definition:** The **source code** of a program is the files that the have been written to make the program.

### Otras distribuciones

Ubuntu is only one version of Linux; there are lots more around. While they may look pretty different at first glance, they are all pretty similar under the covers.

Hay dos ramas de familias: basadas en Debian y Red Hat based. Ubuntu está basado en Debian, como es Linux Mint, Xandros y Crunchbang Linux. Basadas en Red Hat incluyen Fedora, OpenSUSE, y Mandriva. La gran diferencia entre las distros basadas en Debian y las basadas Red Hat es el sistema de gestión de paquetes. Los paquetes Debian son archivos .deb, mientras que los paquetes Red Hat son .rpms.

**Distribution:** A distribution, or **distro**, is a set of Linux programs bundled together to make it easier to install and use.

También hay distribuciones especializadas para determinadas tareas. Ejemplos de esto incluyen Mythbuntu, que está diseñado para ser utilizado en los centros multimedia de s hogar, y Ubuntu Studio, destinado a la producción multimedia.

### Eligiendo una versión

Hay un número de versiones diferentes que puede elegir, le toca decidir cuál es la correcta para usted:

- Ubuntu para escritorios
- Kubuntu
- Ubuntu Server Edition
- Ubuntu Netbook Edition
- Kubuntu Netbook Edition
- Xubuntu

Ubuntu usa el entorno de escritorio Gnome (GNU Object Model Environment), mientras que Kubuntu usa KDE y Xubuntu usa XFCE respectivamente. Gnome es el más común, y fácil de usar — KDE provee más características, de personalización y de configuración, mientras XFCE es un entorno de escritorio ligero diseñado para funcionar en equipos viejos. Este manual se centrará en Ubuntu y Gnome.

La edición de servidor no viene con entorno de escritorio, está completamente basado en la línea de comandos.

Las ediciones para netbooks se han optimizado para pantallas pequeñas.

## ¿32 bit o 64 bit?

Ubuntu está disponible en dos versiones: 32-bit y 64-bit. Esta diferencia se refiere a la forma de como el wquipo procesa la información, con el procesamiento de 64 bits usa un poco de memoria adicional, mientras que gana un poco de rendimiento adicional.

Why should you choose one versus another? With Ubuntu, you will not see much difference for most common uses. The few times when you may want to be aware of the flavor that you choose are:

- Si el equipo es bastante antiguo (con anterioridad a 2007), es posible que desee instalar la versión de 32 bits
- Si su equipo tiene más de 4GB de memoria (RAM), puede que desee instalar la versión de 64 bits

En general, recomendamos que instale la versión de 64 bits de Ubuntu.

## Servidores

Casi todos los de su día a día se puede realizar en una distribución normal de Linux. Sin embargo, hay algunas tareas que requieren algo más especializado. Estos incluyen la ejecución de un sitio web o un sistema de correo electrónico. Para estos, es mucho mejor utilizar un servidor de distribución especializada y el hardware. Estos equipos están en todo el tiempo y el uso de bastante poder. Es posible ejecutar estas cosas en una computadora de escritorio normal, pero esto sólo se recomienda para probar cosas.

Este no es el mejor lugar para explicar en detalle acerca de cómo ejecutar un servidor web seguro, para eso, sería mejor que usase la guía de Ubuntu Server, que se encuentra en http://doc.ubuntu.com/ubuntu/serverguide/C/.

### Saber más

Este manual no intenta ser una introducción completa a todo lo que podría querer hacer con su sistema Ubuntu. Para ello, debería echar un vistazo a la documentación oficial de Ubuntu disponible a través del icono azul de ayuda y soporte, o en http://help.ubuntu.com.

## Aplicaciones extra

Ubuntu viene con muchas aplicaciones por defecto, pero hay muchas más aplicaciones excelentes disponibles en el Centro de Software que hacen numerosas tareas a menudo mejores que una de las incluidas por defecto. Lo que sigue es una breve lista de aplicaciones útiles que creemos que usted debe probar.

### Gestor de cámara web Cheese

Si obtuvo una webcam con su equipo o integrado en él, y desearía tomar fotos caseras suyas y de sus amigos, entonces Cheese es su aplicación. Soporta un montón de hardware y tiene características como:

- Numerosos efectos
- Grabación de vídeo
- Auto temporizador
- Diferentes resoluciones
- Modo ráfaga

Puede encontrarlo en el centro de software buscando “Cheese”.

http://projects.gnome.org/cheese/

### Editor de imágenes GIMP

The GIMP Image Editor is the premiere image manipulation and enhancement program for Ubuntu. Akin to Adobe Photoshop for Windows and Mac, the GIMP lets you do everything you’ve been able to do in Photoshop, on Ubuntu — without the hefty pricetag.

Características:

- Personalizar la interfaz permite establecer GIMP en el camino deseado
- Poderosa mejora de fotos

- Retoque digital
- Excelente soporte de hardware para cosas como tablas de dibujo
- Buen soporte de formatos de archivo
- ¡Y también está disponible para Windows y Mac¡

Consígalo desde el centro de software buscando “GIMP”.

http://www.gimp.org/

## GNOME Do

GNOME Do le permite obtener cosas hechas. Puede buscar rápidamente por muchos elementos presentes en su escritorio o en la web, y realizar acciones útiles sobre esos temas.

Características:

- Impresionantes complementos le permiten enviar emails, escuchar música, navegar por internet y mucho más
- La rápida y elegante interfaz se integra perfectamente con su nuevo escritorio
- Soporte para diferentes temas para realmente personalizar su experiencia
- Also includes an optional Dock

Una vez más, disponible en el centro de software bajo “Gnome Do”.

http://do.davebsd.com/

## Google Chrome

## Editor de audio Jokosher

## Editor de vídeo Pitivi

## Sun VirtualBox

## Reproductor multimedia VLC

VLC Media Player es un impresionante reproductor multimedia de código abierto que puede manejar casi cualquier cosa que desee reproducir. Usted ya podría estar familiarizado con VLC si lo ha usado en Windows, debido a que no se desarrolla únicamente para sistemas Linux. Puede ejecutar casi todos los tipos de códecs de video, y también una tonelada de códecs de audio y tiene soporte para muchas características adicionales como reproducción de DVD, grabación, streaming de música y muchas cosas más.

Instálelo desde el centro de software buscando “VLC”.

http://www.videolan.org/

## Wine

Wine es una herramienta esencial para los usuarios de Ubuntu que desean ejecutar aplicaciones de Windows en sus sistema sin la necesidad de estar ejecutando una máquina virtual como VirtualBox. Aunque no todos los programas funcionan en Wine, un montón de software de Windows si lo hace si se puede ejecutar en una instalación de Windows XP como Microsoft Office, World of Warcraft u Counter Strike.

Instale la versión desde el centro de software buscando “Wine”, u obtenga la última versión desde la página oficial:

http://www.winehq.org/

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# Índice alfabético