



User Manual  
Vodafone Webbook

**vodafone**

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# Chapter 1 - Safety Information

This chapter provides useful information and Safety Precautions that you should be aware of before using the Vodafone Webbook.

## About This User Manual

This manual is designed to prolong the useful life of this device and protect you and your device from damage.

The manual is divided into chapters, containing everyday instructions and procedures, and appendices containing more specialized information.

## Notes For This Manual

Several different typographic conventions are used throughout this manual. Refer to the following examples for common usage.

**⚠ WARNING:**

Indicates a potential for personal injury.

**⚠ CAUTION:**

Indicates a potential loss of data or damage to equipment.

**+ IMPORTANT:**

Indicates information that is important to know for the proper completion of a procedure, choice of an option, or completing a task.

The following typographical conventions are used in this document:

- Book titles, directory names, file names, path names, and program/process names are shown in *italics*.

Example:

the *DRSS User's Guide*

- Computer output (text that represents information displayed on a computer screen, such as menus, prompts, responses to input, and error messages) are shown in constant width.

Example:

```
[01] The server has been stopped
```

- Keyboard keys are shown in ***bold italics***.

Example:

After entering data, press ***Enter***.

# Product Safety Information

## RF Exposure

Your Vodafone Webbook contains a transmitter and a receiver. When it is ON, it receives and transmits RF energy. When you communicate with your Vodafone Webbook, the system handling your connection controls the power level at which your Vodafone Webbook transmits.

## Specific Absorption Rate (SAR)

Your mobile device is a radio transmitter and receiver. It is designed not to exceed the limits for exposure to radio waves recommended by international guidelines. These guidelines were developed by the independent scientific organization ICNIRP and include safety margins designed to assure the protection of all persons, regardless of age and health.

The guidelines use a unit of measurement known as the Specific Absorption Rate, or SAR. The SAR limit for mobile devices is 2 W/kg and the highest SAR value for this device when tested in normal usage was 0.494 W/kg\*. As mobile devices offer a range of functions, they can be used in other positions, such as on the body as described in this user guide\*\*.

As SAR is measured utilizing the device's highest transmitting power, the actual SAR of this device while operating is typically below that indicated above. This is due to automatic changes to the power level of the device to ensure it only uses the minimum power required to communicate with the network.

\* The tests are carried out in accordance with EN62311:2008 standards.

\*\* Please see next section about body worn operation.

## Body Worn Operation

Important safety information regarding radio frequency radiation (RF) exposure.

To ensure compliance with RF exposure guidelines the Vodafone Webbook must be used with a minimum of 17.5 cm antenna separation from the body.

Failure to observe these instructions could result in your RF exposure exceeding the relevant guideline limits

## Limiting Exposure to Radio Frequency (RF) Fields

For individuals concerned about limiting their exposure to RF fields, the World Health Organization (WHO) provides the following advice:

Precautionary measures: Present scientific information does not indicate the need for any special precautions for the use of the Vodafone Webbook. If individuals are concerned, they might choose to limit their own or their children's RF exposure by limiting the length of connections, or using 'hands-free' devices to keep the Vodafone Webbook away from the head and body.

Further information on this subject can be obtained from the WHO home page:

<http://www.who.int/peh-emf> WHO Fact sheet 193: June 2000.

# Distraction

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## Driving

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Full attention must be given to driving at all times in order to reduce the risk of an accident. Using your Vodafone Webbook while driving (even with a hands free kit) causes distraction and can lead to an accident. You must comply with local laws and regulations restricting the use of wireless devices while driving.

## Operating Machinery

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Full attention must be given to operating the machinery to reduce the risk of an accident.

# Product Handling

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## General Statement on Handling and Use

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You alone are responsible for how you use your Vodafone Webbook and any consequences of its use. You must always switch off your Vodafone Webbook wherever the use of a netbook is prohibited. Use of your Vodafone Webbook is subject to safety measures designed to protect users and their environment.

- Always treat your Vodafone Webbook and its accessories with care and keep it in a clean and dust-free place.
- Do not expose your Vodafone Webbook or its accessories to open flames or lit tobacco products.
- Do not expose your Vodafone Webbook or its accessories to liquid, moisture or high humidity.
- Do not drop, throw or try to bend your Vodafone Webbook or its accessories.
- Do not use harsh chemicals, cleaning solvents, or aerosols to clean the device or its accessories.
- Do not paint your Vodafone Webbook or its accessories.
- Do not attempt to disassemble your Vodafone Webbook or its accessories, only authorized personnel must do so.
- Do not expose your Vodafone Webbook or its accessories to extreme temperatures. Storage temperature range is -20°C~60°C. Operating temperature range is 0°C~40°C.
- Please check local regulations for disposal of electronic products.

## Demagnetization

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To avoid the risk of demagnetization, do not allow electronic devices or magnetic media close to your Vodafone Webbook for a long time.

## Emergency Calls

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The Vodafone Webbook, like any wireless device, operates using radio signals, which cannot guarantee connection in all conditions. Therefore, you must never rely solely on any wireless Vodafone Webbook for emergency communications.

# Electrical Safety

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## Accessories

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Use only approved accessories. Do not connect with incompatible products or accessories. Take care not to touch or allow metal objects, such as coins or key rings, to contact or short-circuit the battery terminals.

## Faulty and Damaged Products

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Do not attempt to disassemble the Vodafone Webbook or its accessory. Only qualified personnel must service or repair the Vodafone Webbook or its accessory. If your Vodafone Webbook or its accessory has been submerged in water, punctured, or subjected to a severe fall, do not use it until you have taken it to be checked at an authorized service center.

# Battery Handling & Safety

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Always switch the device off and disconnect the charger before removing the battery. Only use the battery and charger supplied, or manufacturer approved replacements intended for use with your notebook. Using other batteries and chargers could be dangerous. Do not disassemble or short-circuit the battery. Accidental short-circuiting can occur if a metallic object such as a key, paper clip, or pen touches the terminals of the battery. Improper battery use may result in a fire, explosion, or other hazard. If you believe the battery has been damaged, do not use it, take it to a service center for testing.

# Interference

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Care must be taken when using the Vodafone Webbook in close proximity to devices, such as:

- **Pacemakers** - Pacemaker manufacturers recommend that a minimum separation of 15 cm be maintained between a mobile device and a pacemaker to avoid potential interference with the pacemaker.
- **Hearing Aids** - People with hearing aids or other cochlear implants may experience interfering noises when using wireless devices or when one is nearby. The level of interference will depend on the type of hearing device and the distance from the interference source, increasing the separation between them may reduce the interference. You may consult your hearing aid manufacturer to discuss alternatives.
- **Medical Devices** - Please consult your doctor and the device manufacturer to determine if operation of your Vodafone Webbook may interfere with the operation of your medical device.
- **Hospitals** - Switch off your Vodafone Webbook when requested to do so in hospitals, clinics or health care facilities. These requests are designed to prevent possible interference with sensitive medical equipment.
- **Aircraft** - Switch off your Vodafone Webbook whenever you are instructed to do so by airport or airline staff. Consult the airline staff about the use of wireless devices on board the aircraft, if your device offers a 'flight mode' this must be enabled prior to boarding an aircraft.



# Explosive Environments

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## Petrol Stations and Explosive Atmospheres

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In locations with potentially explosive atmospheres, obey all posted signs to turn off wireless devices such as your Vodafone Webbook or other radio equipment.

Areas with potentially explosive atmospheres include fuelling areas, below decks on boats, fuel or chemical transfer or storage facilities, areas where the air contains chemicals or particles, such as grain, dust, or metal powders.

## Blasting Caps and Areas

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Turn off your mobile Vodafone Webbook or wireless device when in a blasting area or in areas posted turn off “two-way radios” or “electronic devices” to avoid interfering with blasting operations.

# Certification

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## European Union Notice

If this product has telecommunications functionality, it also complies with the essential requirements of the following EU Directive:

- R&TTE Directive 1999/5/EC
- Compliance with these directives implies conformity to harmonized European standards (European Norms) that are listed in the EU Declaration of Conformity issued by Wistron for this product or product family.
- This compliance is indicated by one of the following conformity markings placed on the product.

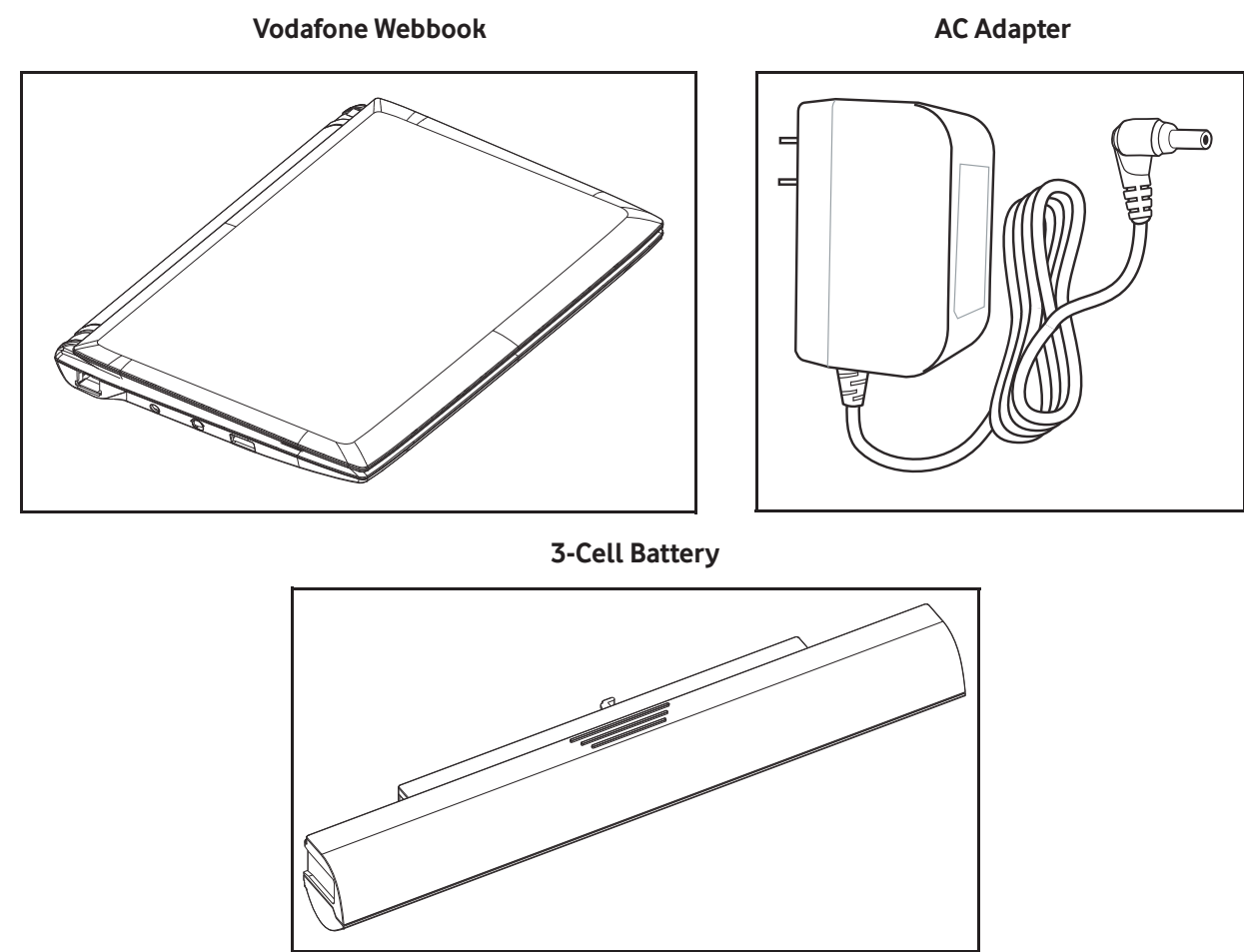


# Chapter 2 - Introducing Your Vodafone Webbook

This chapter describes the package contents, physical features of the Vodafone Webbook including I/O port descriptions and power supply options.

## Unpacking Your Vodafone Webbook

Unpack the Vodafone Webbook carton and check that the following items are included:



**NOTE:** If any items are missing or damaged, contact your dealer immediately.

## Top View

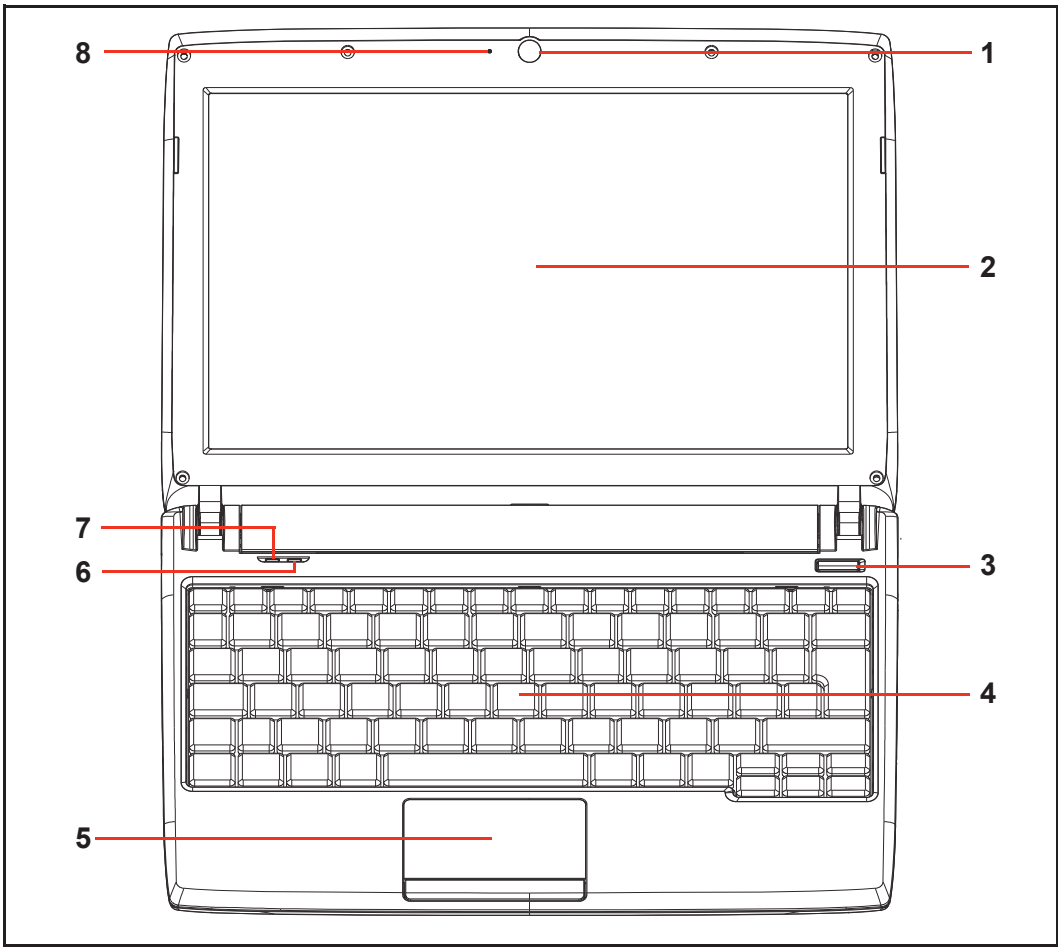


Figure 2-1. Top View

Table 2-1. Top View

No	Item	Description
1	Web cam	Internal 0.3 megapixel digital camera for taking photos
2	LCD Screen	10.1" Wide CSV LCD screen
3	Power Button	Power the Vodafone Webbook on/off
4	Keyboard	Standard QWERTY keyboard including hotkeys. See "Special Function Keys" on page 3-3 for more information
5	Touchpad	Touch-sensitive pointing device, including left and right buttons which work like a standard computer mouse
6	Battery LED	Indicates battery status: <ul style="list-style-type: none"><li>• Orange indicates that the battery is charging</li><li>• Blue indicates that the battery is fully charged</li></ul>
7	Power LED	Lights blue when the Vodafone Webbook is turned on
8	Microphone	Internal digital microphone for recording audio

## Bottom View

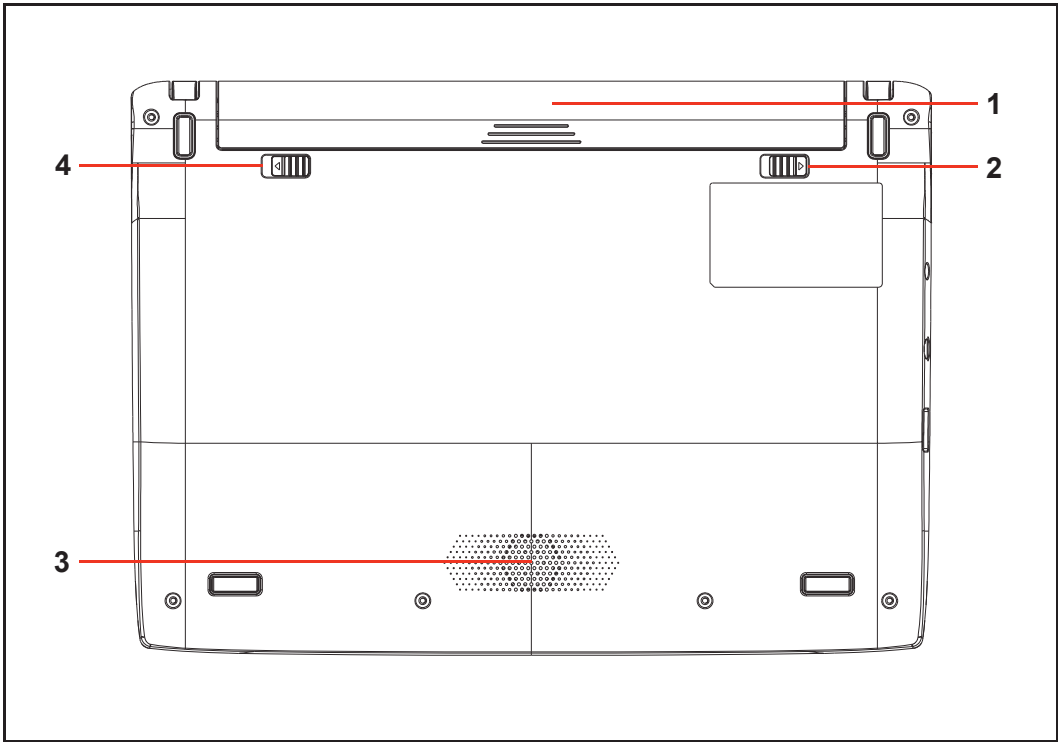


Figure 2-2. Bottom View

Table 2-2. Bottom View

No	Item	Description
1	Battery	Rechargeable battery supplied with the Vodafone Webbook
2	Battery Lock Switch	Locks battery in battery bay. Slide to unlock battery
3	Speaker	Mono Speaker 1
4	Battery Latch	Secures battery in battery bay. Slide to release battery

## Right View

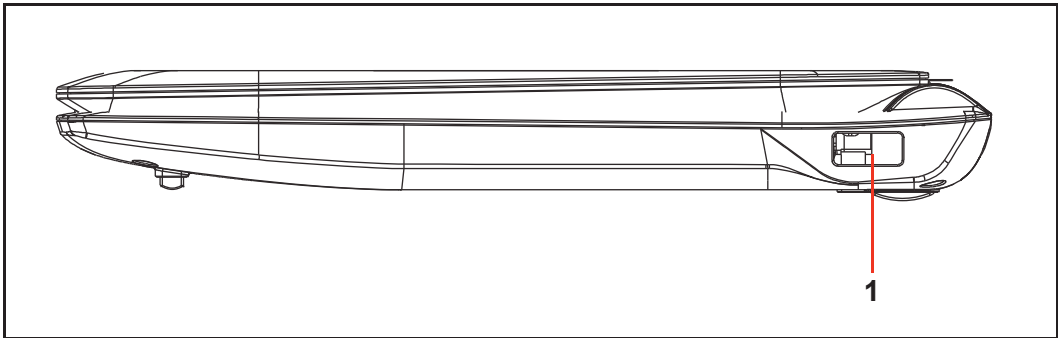


Figure 2-3. Right View

Table 2-3. Right View

No	Item	Description
1	USB Port	Connect USB devices to this port

## Left View

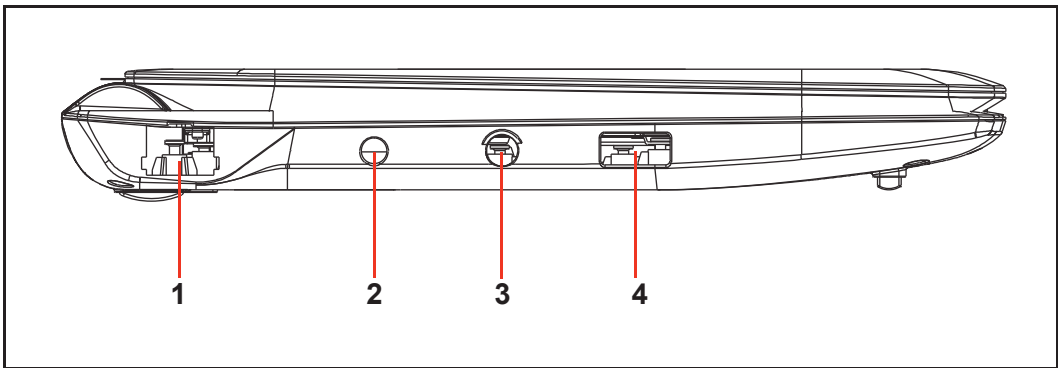


Figure 2-4. Left View

Table 2-4. Left View

No	Item	Description
1	Ethernet (RJ-45) Port (Optional)	Connects to an Ethernet 10/100/1000-based network.
2	AC Power Jack	Connect the supplied AC power adapter to this jack
3	Headphones	Connect headphones or speakers to this jack
4	USB Port	Connect USB devices to this port

# Power System

Power the Vodafone Webbook using the supplied AC power adapter or rechargeable battery.

## Using AC Power

To connect AC adapter, perform the following steps:

- 1. Connect the adapter to the AC power jack (A). (Figure 2-5)

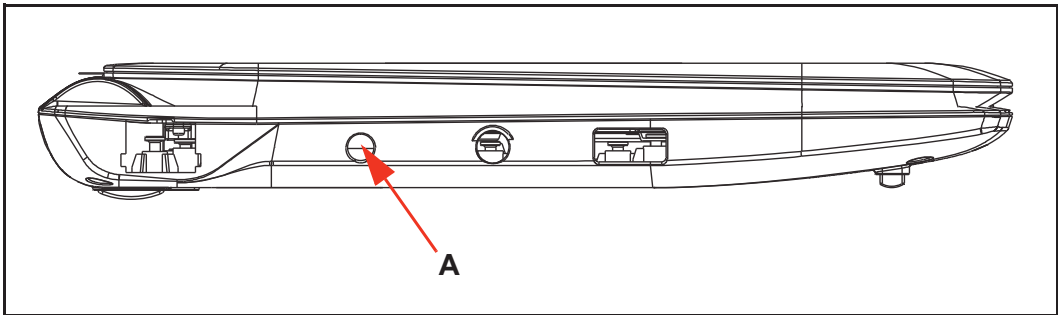


Figure 2-5. AC Power Jack

- 2. Connect the plug to a known good power outlet.
- The Power LED lights orange when battery is charging or lights blue if the battery is fully recharged.

# Using Battery Power

The Vodafone Webbook battery is packed separately in an accessory box for safety reasons.

## Battery Installation

To install the Vodafone Webbook battery, perform the following steps:

- 1. Remove packing from the battery as necessary.
- 2. Install the battery (A) in the battery bay. (Figure 2-6)

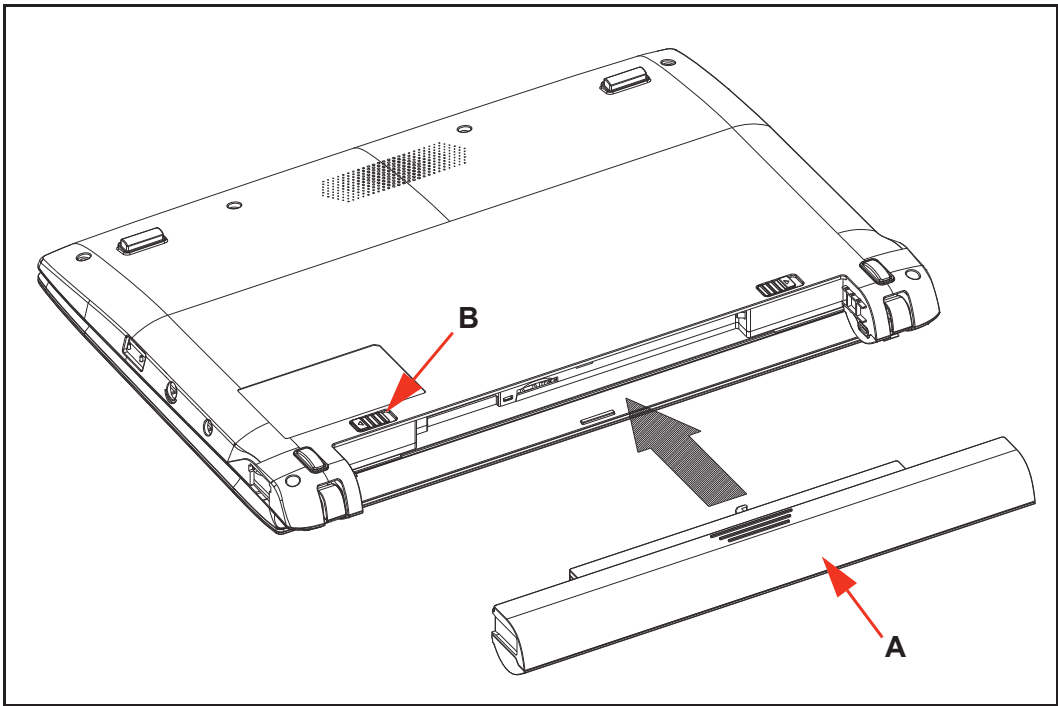




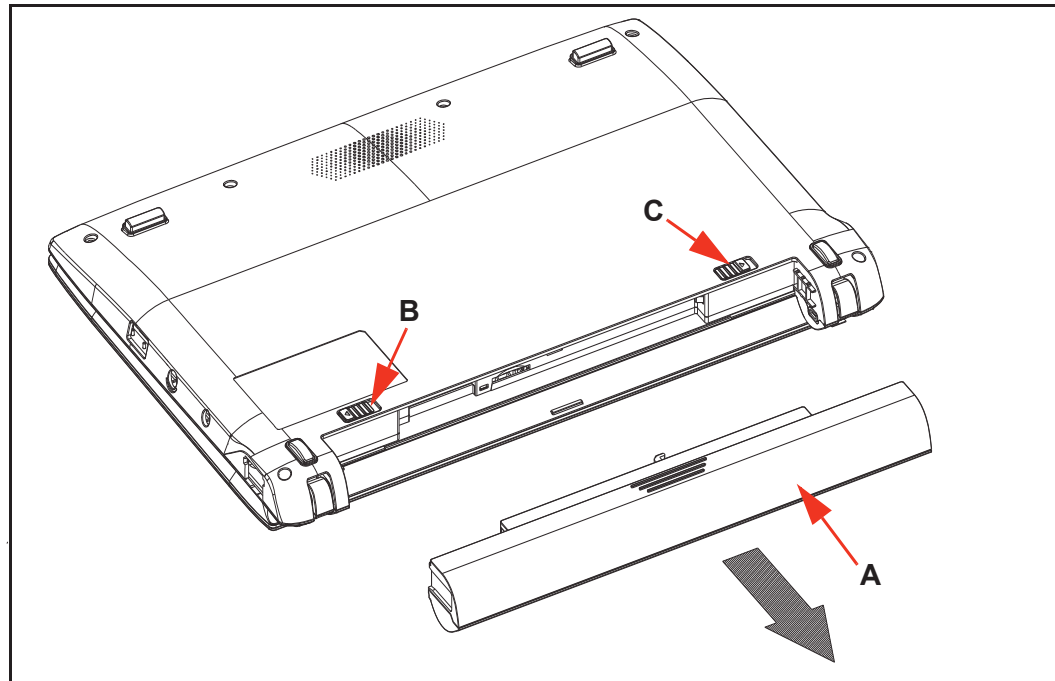
Figure 2-6. Battery Bay

- 3. Move the battery lock switch (B) towards the  icon to lock and secure the battery.


## Battery Removal

To the remove battery, perform the following steps:

1. Move the battery unlock switch (B) towards the  icon into the unlock position. (Figure 2-7)



**Figure 2-7. Bottom Side**

2. Move and hold the battery latch (C) towards the  icon.
3. Remove the battery (A).



# Chapter 3 - Using Your Vodafone Webbook

This chapter describes basic use and key features you’ll enjoy when using the Vodafone Webbook, as well as making connections to mobile broadband and wireless networks.

## Powering On the Vodafone Webbook

To power on the computer, perform the following steps:

1. Open the lid of the computer to expose the keyboard.
2. Press the **Power** button located on the top-right side of computer. Refer to Figure 2-1.

The Power LED lights blue and the Ubuntu boot screen appears.

## Touchpad Usage

When using the Touchpad, keep it—and your hands—dry and clean. The Touchpad is responsive to finger movement and therefore lighter touches can provide better results. Tapping harder does not increase the Touchpad’s responsiveness.

The Touchpad operates in the same way as a standard desktop mouse and is composed of the following parts:

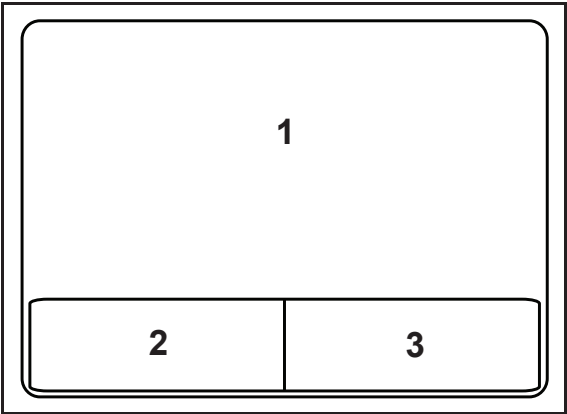


Figure 3-1. Touchpad

Table 3-1. Touchpad

No.	Item	Description
1	Touchpad	<ul style="list-style-type: none"><li>• Move the cursor onscreen by moving your finger on the Touchpad</li><li>• Tap to select an item</li><li>• Double-tap to execute programs and icons</li><li>• Double-tap and hold on the second tap to drag an item to the required position</li></ul>
2	Left Mouse Button	<ul style="list-style-type: none"><li>• Click to select an item</li><li>• Double-click to execute programs and icons</li><li>• Click and hold to drag an item to the required position</li></ul>
3	Right Mouse Button	Click to access context sensitive menus and options

# Using The Keyboard

The Vodafone Webbook features a 240 mm Keyboard with 84 individual keys including separate cursor keys, lock, function, and special keys.

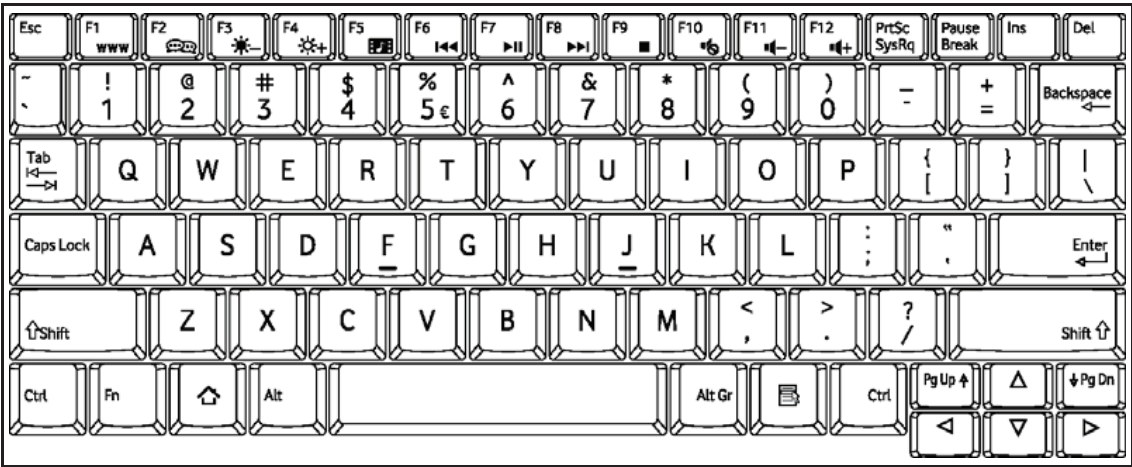



Figure 3-2. Keyboard

## Lock Key

The Lock key is used to enable and disable certain key behaviour.




























Table 3-2. Keyboard Lock Keys

Key	Lock	Description
	Caps Lock	When Caps Lock is on, all alphabetic characters typed are in uppercase.

## Special Function Keys

The Vodafone Webbook employs Hotkeys to access most of the computer's controls such as brightness, volume, web browser, instant messenger and media player. Refer to Table 3-3 for a list of functions and their associated Hotkeys.

Table 3-3. Keyboard Hotkeys

Key Combination	Icon	Description	
 + 	Web Browser	Hold <b>Fn</b> and press <b>F1</b> to launch the web browser	
 + 	Instant Messenger	Hold <b>Fn</b> and press <b>F2</b> to launch the instant messenger	
 + 	Brightness (decrease)		Hold <b>Fn</b> and press <b>F3</b> to decrease screen brightness
 + 	Brightness (increase)		Hold <b>Fn</b> and press <b>F4</b> to increase screen brightness
 + 	Media Player	Hold <b>Fn</b> and press <b>F5</b> to launch the media player	
 + 	Rewind	Hold <b>Fn</b> and press <b>F6</b> to return to a previous media file	
 + 	Play/Pause	Hold <b>Fn</b> and press <b>F7</b> to play or pause a media file	
 + 	Forward	Hold <b>Fn</b> and press <b>F8</b> to jump forward to the next media file	
 + 	Stop	Hold <b>Fn</b> and press <b>F9</b> to stop playback	
 + 	Mute	Hold <b>Fn</b> and press <b>F10</b> to enable/disable Mute:	
			Audio output is enabled
			Audio output is disabled
 + 	Volume (decrease)	Hold <b>Fn</b> and press <b>F11</b> to increase the volume	
 + 	Volume (increase)	Hold <b>Fn</b> and press <b>F12</b> to increase the volume	

## Adjust Display Brightness

You can adjust the brightness of your Vodafone Webbook display to suit your immediate environment.

⇒ **NOTE:**

Your Vodafone Webbook automatically reduces brightness when the AC adapter is not connected to save battery power. When the AC adapter is disconnected from the computer, a Battery Discharge notification appears. (Figure 3-3)

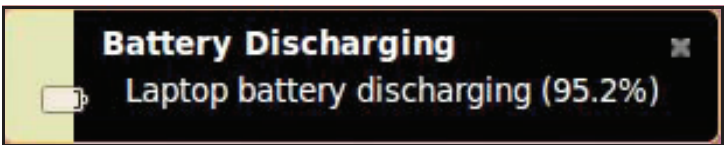


Figure 3-3. Battery Discharge Notification

To adjust the display brightness, follow these guidelines:

1. Hold **Fn** and press **F3** repeatedly to decrease screen brightness. (Figure 3-4)
2. Hold **Fn** and press **F4** repeatedly to increase screen brightness.

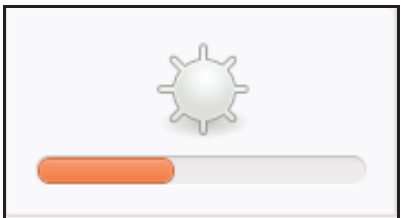


Figure 3-4. Adjusting Brightness

3. Release **Fn** key to save brightness setting.

The bar under the brightness icon will increase or decrease when adjusting the brightness.

⇒ **NOTE:**

Hold **F3** or **F4** to rapidly increase or decrease brightness.

**ALL IMAGES OF THE LAUNCHER AND BACKGROUNDS WILL DIFFER DEPENDING ON YOUR COUNTRY.**

# Connecting to a Network

## 3G Network

The network has been fully preconfigured and set to auto-connect when the USB modem is inserted. The Vodafone Webbook contains mobile broadband capabilities. A separate mobile broadband 3G dongle is required (not included with the Vodafone Webbook).

To connect to a mobile broadband network after a 3G dongle has been inserted into a USB port, perform the following steps:

1. Click on the Wireless network icon located on the menu panel at the top of the screen. (Figure 3-1)
2. A drop-down menu will appear, showing a list of available wireless networks. (Figure 3-6)
3. Select the 3G network.

4. The New Mobile Broadband Connection window appears. (Figure 3-5)

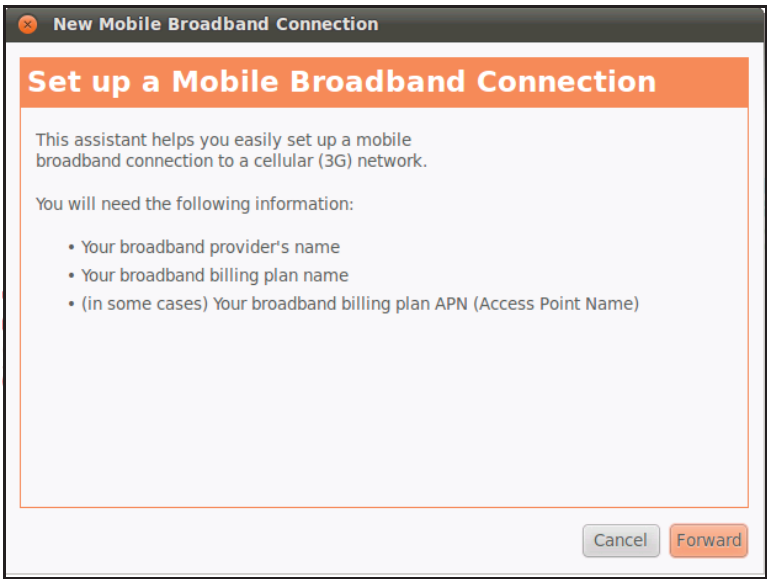


Figure 3-5. Mobile Broadband Connection Setup

5. Click Forward.
6. Select the applicable country and click Forward. (Figure 3-6)

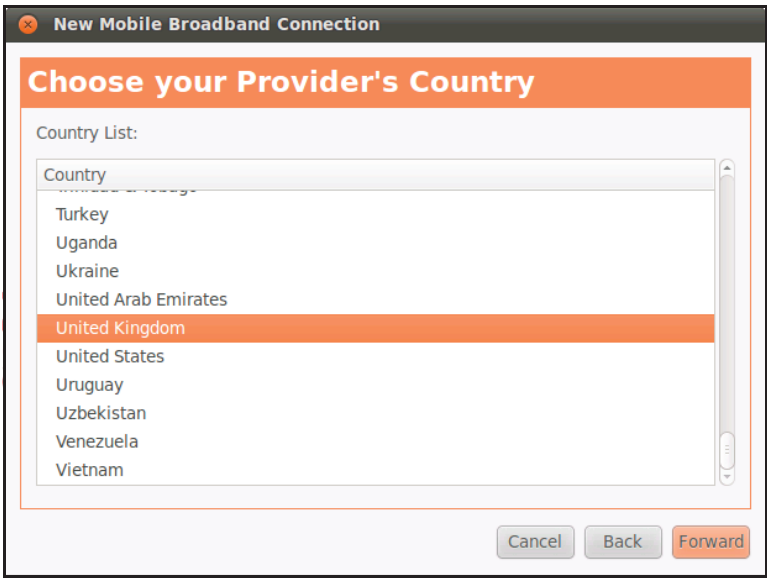


Figure 3-6. Mobile Broadband Country

7. Select the applicable mobile service provider and click Forward. (Figure 3-7)

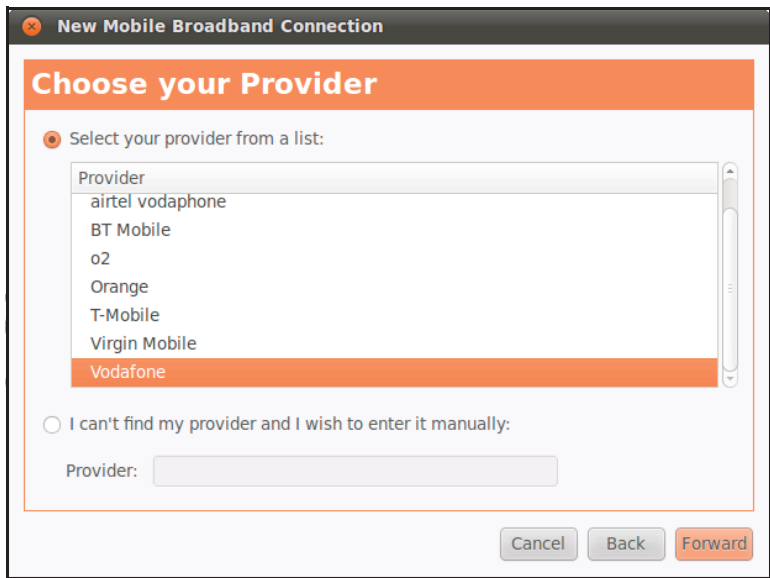


Figure 3-7. Mobile Broadband Provider

8. Select your billing plan and click Forward. (Figure 3-8)

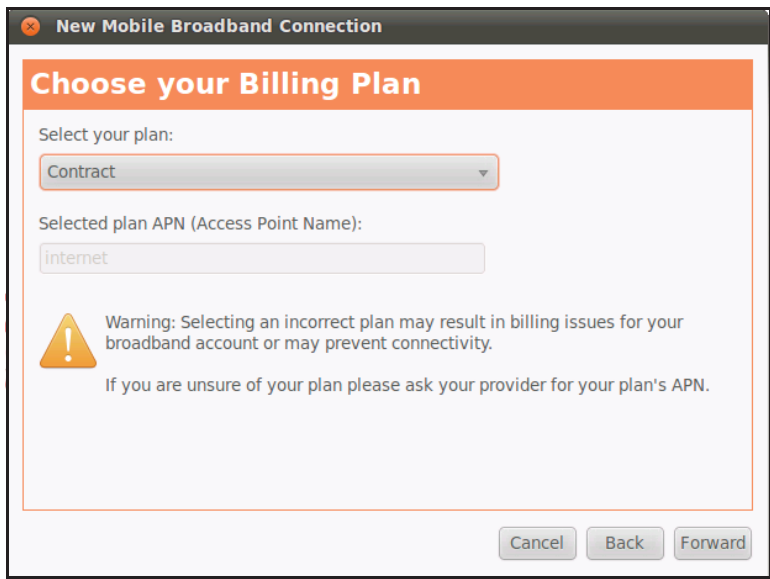


Figure 3-8. Mobile Broadband Billing Plan

9. Confirm the mobile broadband settings and click Apply. (Figure 3-9)

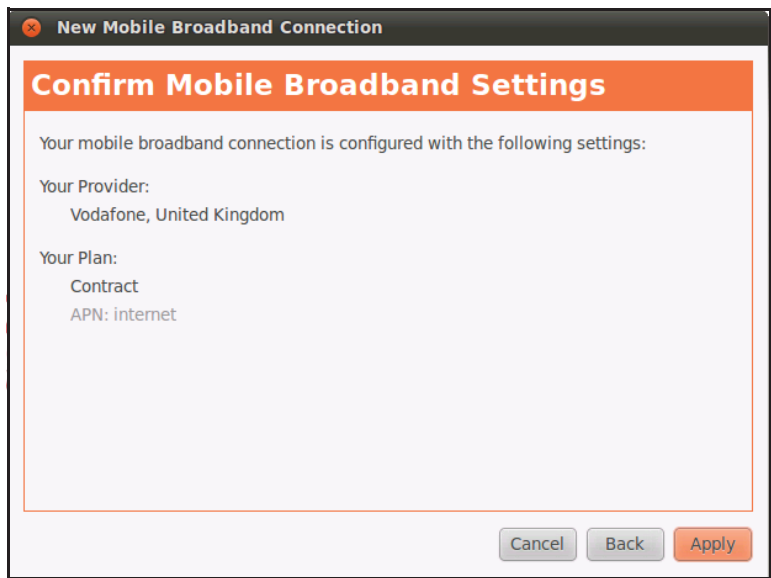


Figure 3-9. Mobile Broadband Settings.

- 10. Click on the Wireless network icon located on the menu panel at the top of the screen.
- 11. A drop-down menu will appear, showing a list of available wireless networks.
- 12. Select the 3G network.
- 13. The SIM PIN unlock required window appears. (Figure 3-10)



Figure 3-10. SIM PIN Unlock Required Window

14. Enter the PIN code and click Unlock.

Wi-Fi Network

The Vodafone Webbook ships with an integrated Wi-Fi capability, no extra hardware or software is required.

⇒ NOTE:

Many Wi-Fi networks are secured with passwords or other security methods. To access a secured network, ask the network administrator for the necessary security information before trying to connect your computer.

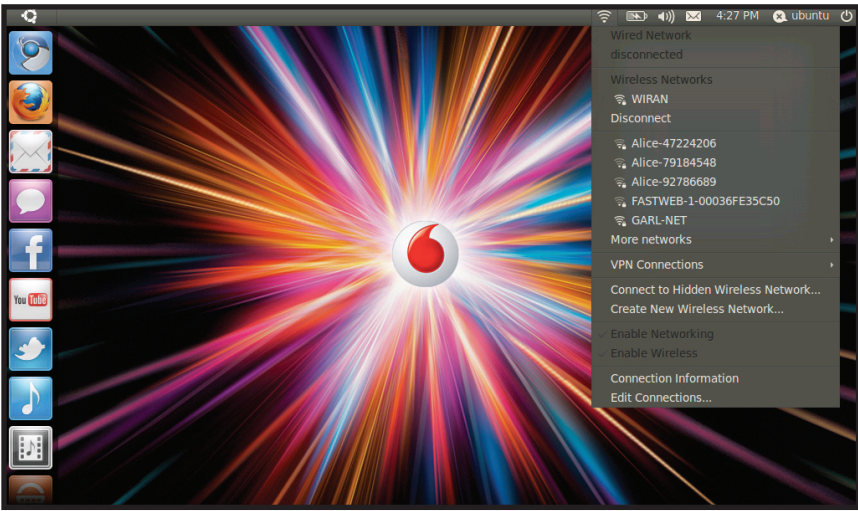
To connect to a Wi-Fi network, perform the following steps:

- 1. Click on the wireless network icon located on the menu panel at the top of the screen. (Figure 3-11)



Figure 3-11. Menu Panel

- 2. A drop-down menu will appear, showing a list of available wireless networks. (Figure 3-12)



Actual screen shot may differ from market to market.

Figure 3-12. Wi-Fi and 3G Networks

⇒ NOTE:

Secured Networks—many Wi-Fi networks are secured with passwords or other security methods. To access a secured network, ask the network administrator for the necessary security information.

Unsecured Networks—unsecured networks are open to any Wi-Fi device with in range and do not protect your data transmissions. Click Connect and acknowledge that you understand that your data is not protected by clicking Connect Anyway. The connection is completed when the network you selected displays Connected above the signal strength icon.

- 3. Select the desired Wi-Fi network from the list.
- 4. If a secured network is selected, the Wireless Network Authentication Required window appears. (Figure 3-13)



Figure 3-13. Wireless Network Authentication

- 5. Enter the password and click Connect.



# Window operations and modes

Windows work in a very similar way to windows on other operating systems.

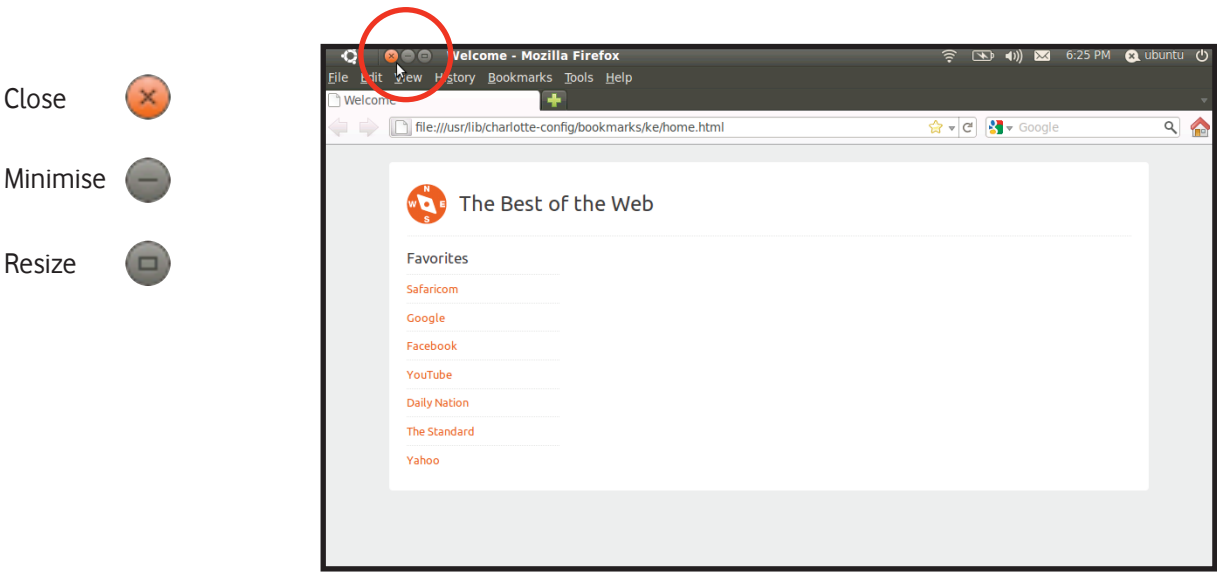


Figure 3-14. Close a window

## Minimize, restore and close

### Minimize

To minimize a window, you can:

- Press the button that looks like a “minus” sign in the application’s menu bar. If the application is maximized (taking up your whole screen), the menu bar will appear at the very top of the screen. Otherwise, the minimize button will appear at the top of the application window.
- When you minimize an application, the application window ‘disappears’ into the launcher. The application can be retrieved from the by opening the launcher and clicking on that application’s icon, or by pressing Alt+tab to cycle-through your open applications.

### Close

To close the window:

- Click the X in the top left hand corner of the window, or
- Press Alt+F4, or
- Press Alt+Space to bring up the window menu. Then press c.

## Resize a window

To resize a window, your window first needs to be unmaximized through the Resize button, i.e. the one shaped as a small box next to the minimized button (see Figure 3-14)

The simplest way to resize your window in the horizontal and/or vertical direction is to move the mouse pointer up to the top left corner of the window until it changes into a ‘corner-pointer’. When it becomes a ‘corner-pointer’, click+hold+drag to resize the window in any direction.

You can also resize only in the horizontal direction by moving the mouse pointer to the left side of the window until it changes into a ‘side-pointer’. When it becomes a ‘side-pointer’, click+hold+drag to resize the window in the horizontal direction.

To resize in the vertical direction, move the mouse pointer to the top or bottom of the window until it changes into a ‘top-pointer’ or ‘bottom-pointer’ respectively. When it does, click+hold+drag to resize the window in the vertical direction.

## Ways to arrange windows in your workspace

You can automatically arrange two windows side by side. Alt + click and drag one window towards the left until the cursor touches the left side of the screen. The left half of the screen becomes highlighted. Unclick, and your window should automatically take up exactly half your screen. Do the same thing for another window, dragging it to the right side.

## Hide windows from view

To hide a window from view, you can just minimize it. It will ‘disappear’ into the top left hand corner of the window. To be able to access it, enter the Activities view.

## Switch between windows

### From the launcher

1. Show the launcher by moving your mouse to the top left corner of your screen.
2. Applications that are running have a small triangle arrow on the left. Click on a running application icon to switch to it.
3. If a running application has multiple windows open, there will be multiple white arrows on the left. Click the application icon a second time to show all open windows zoomed out. Click the window you want to switch to it.

### From the keyboard

- When you hold down the Alt key and then press Tab, a window switcher appears. This shows a list of the windows you have open, with a preview.
  - You can continue pressing Tab as many times as you need to reach the window you want.
  - To switch to the previous window, hold down the Alt key and press Shift+Tab instead.
  - It is also possible to switch to any window by moving to it with the mouse and clicking.
- Press Windows+W to show all open windows zoomed out.
  - Click the window you want to switch to it.

# Browsing the Internet

Connecting to the Internet through your Vodafone Webbook is exactly the same as using a Desktop PC. To begin browsing, follow these guidelines:

1. Ensure that you have a good connection to a WLAN network. See "Connecting to a Network" on page 3-5 for more information on WLAN network connections.
2. Hold **Fn** and press **F1** to launch the web browser or click on the Firefox application icon on the task management panel to launch the Firefox web browser. (Figure 3-14)

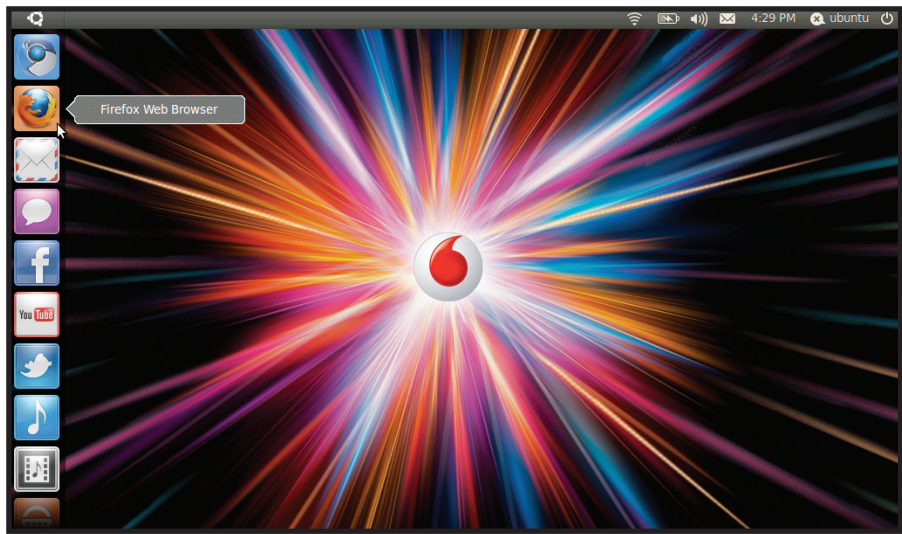


Figure 3-15. Firefox Application Icon

3. Browse the Internet by entering URL addresses in the address bar or by clicking links on the default page. (Figure 3-15)

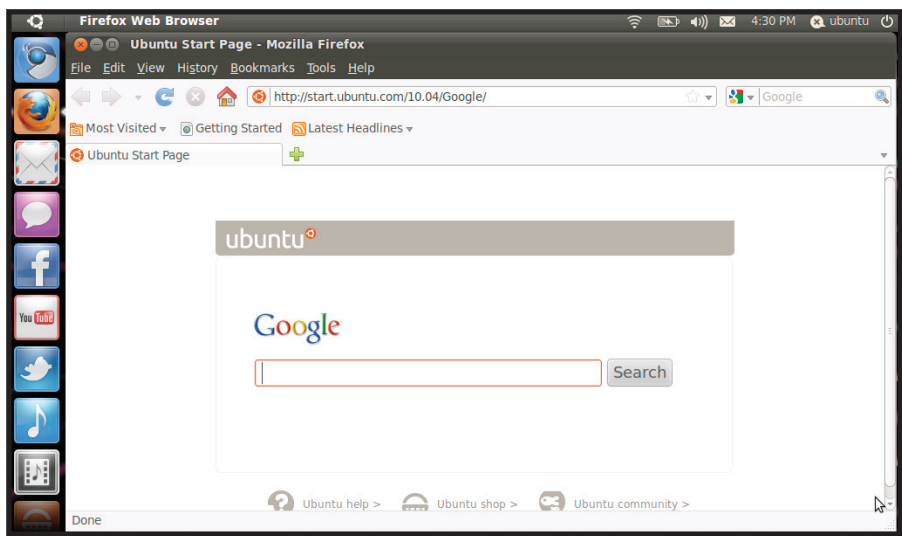


Figure 3-16. Firefox Web Browser

# Desktop background

You can change the image used on your desktop background, or set it to a simple color or gradient.

Right click on the desktop and select Change Desktop Background.

- You can choose to use one of the many professional background images that ship with Ubuntu. With the exception of the default wallpaper and the astronomy set, all of the shipped wallpapers were created by winners of a Community Wallpaper Contest.
- Instead of a picture, you can show a solid color. Select the blank picture in the top left of the background chooser. Then choose a color with the selector button in the bottom right corner.
- You can also just show a horizontal or vertical gradient. Select the blank picture in the top left of the background chooser. Then, select the gradient direction you want in the Colors dropdown. Color selector buttons will appear in the bottom right corner.
- You can also browse for any picture on your computer by clicking the Add button. Any picture you add this way will show up in the background chooser. You can remove it from the list by selecting it and clicking the Remove button.

Select an image. The settings are applied immediately.

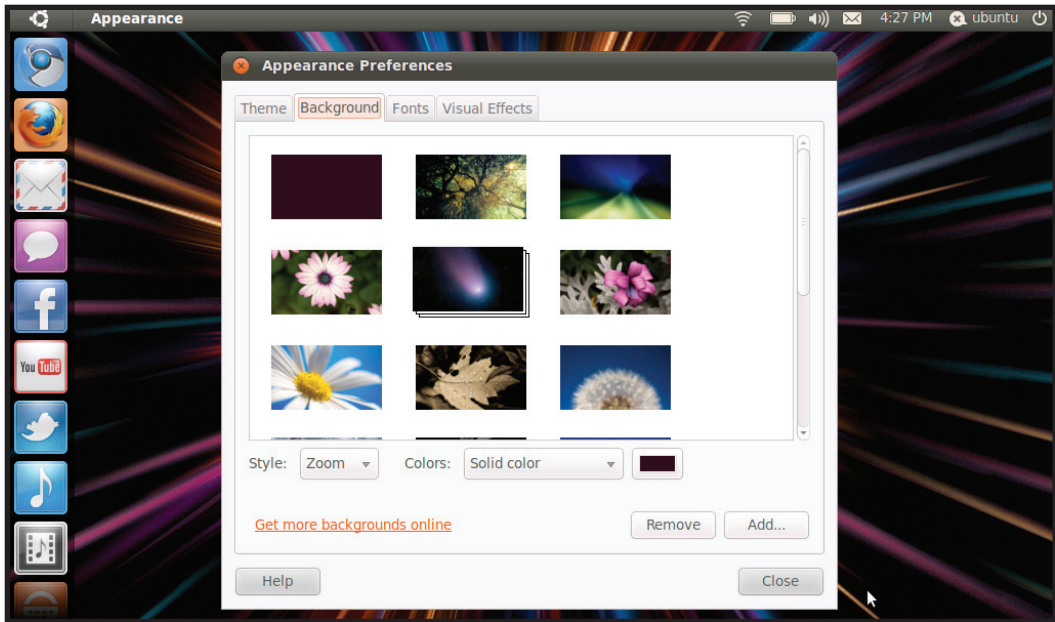


Figure 3-17. Appearance

# The Screen

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## Automatically lock your screen

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When you leave your computer, you should lock the screen to prevent other people from using your desktop and accessing your files. You will still be logged in and all your applications will keep running, but you will have to enter your password to use your computer again. You can lock the screen manually, but you can also have the screen lock automatically.

- 1. Click the Ubuntu icon at the very top left of the panel and select System Settings.
- 2. Click Screensaver.
- 3. Make sure both boxes on this screen are checked then select a time from the slider. The screen will automatically lock after you have been inactive for this long.

## Size of the screen

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The resolution for your webbook is 1024x600 and can not be changed.

# Home Screen and Launcher

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When you log in to your Vodafone Webbook you'll be taken to the Home Screen. This is the heart of your Ubuntu experience, as you can do everything you want from here.

A key component of the Home Screen is the Launcher: this is the sliding bar on the left of the screen, which lets you quickly access your favourite applications and folders.

The next chapter will explore in detail what the key functions of the Home Screen and Launcher are, and how you can use them to be more productive.



Figure 3-18. Home Screen

## Home screen

---

**Activities overview** The activities overview is the screen that's displayed when you click the Activities button at the top left of the screen.

**Alt-Tab window switcher** When you hold down the Alt key and then press Tab, a window switcher appears. This shows a list of the windows you have open, with a preview and the name of the currently-selected window.

**Dash** The dash is the list of your favorite applications that is shown on the left-hand side of the activities overview. Applications that are currently running are also shown here. The dash is sometimes referred to as the dock.

**Hot corner** The hot corner is the corner at the top left of the screen. When you move the pointer there, the activities overview opens.

**Notifications** Notifications are messages that pop up at the bottom of the screen, telling you that something just happened. For example, when someone chatting with you sends a message, a notification will pop up to tell you. If you don't want to deal with a message right now, it will move off the screen to your messaging tray. Move your mouse to the bottom-right corner of the screen to see your messaging tray.

**System settings** The System Settings are where you can change preferences and so on, similar to the Control Panel in Windows or the System Preferences in Mac OS. Click your name on the top-right of the top bar and select System Settings to access them.

**Top bar** The top bar is the bar that runs along the very top of the screen. The Activities button is on one end of the top bar and your user name is on the other.



# The Launcher

## Use the Launcher to start applications

The Launcher is one of the key components of the new Unity desktop. When you first log-in to your desktop, it will appear along the left-hand side of the screen. The Launcher provides you with quick access to applications as well as the trash.

If an application that you want to start using is present in the Launcher, you can click on that application's icon, and it will start up, ready for you to use.

## Opening the Launcher

You may notice that the Launcher will hide when it comes into contact with an open application. You can make the launcher reappear in a number of different ways. Experiment and try each of the following ways of opening the Launcher:

1. Move your mouse pointer to the left side of the screen and push the pointer against the edge of the screen. The Launcher will appear after a brief delay.
2. Move your mouse pointer to the top-left corner of the screen. The Launcher will appear immediately.
3. Tap the home key twice. The Launcher will appear briefly, but will disappear unless you hover your mouse over the Launcher.
4. Press and hold the home key. The Launcher will appear, and numbers will appear on top of the Launcher icons. This allows you to press any one of the numbers to start that application.



Figure 3-19. Home Screen with Launcher

# Screen lock

If you leave for computer for a few minutes, the screen will automatically lock itself so you have to enter your password to start using it again. This is done for security reasons (so no-one can mess with your work if you leave the computer unattended), but it can be annoying if the screen locks itself too quickly.

To wait for a longer period before automatically locking the screen:

1. Click your name on the top bar and select System Settings.
2. Select Screensaver.
3. Change the value in the Lock screen after drop-down list.

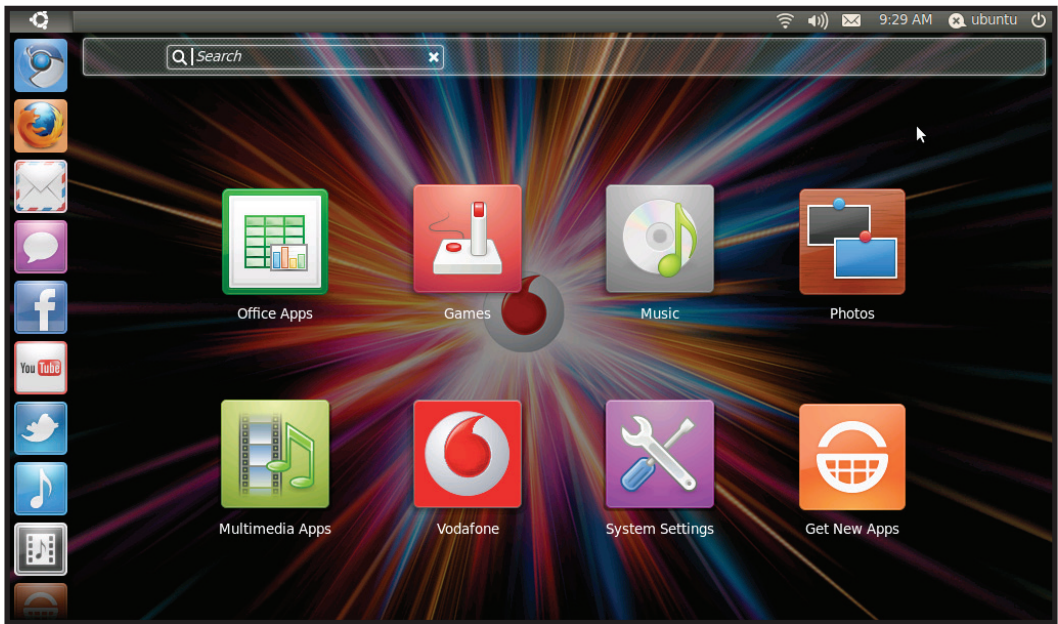


Figure 3-20. Icons on screen

# Add your favorite apps to the launcher

To add an application to the launcher for easy access:

- Drag the application’s icon from the dash onto the launcher.
- Alternatively, when an application is running, select the Keep in Launcher item in the application’s Quick List.

Once on the launcher, an icon’s position on the launcher can be changed by dragging it first off of the launcher, and then back onto it in the desired location.

To remove an application icon from the launcher, right click on the application icon and de-select Keep in Launcher.

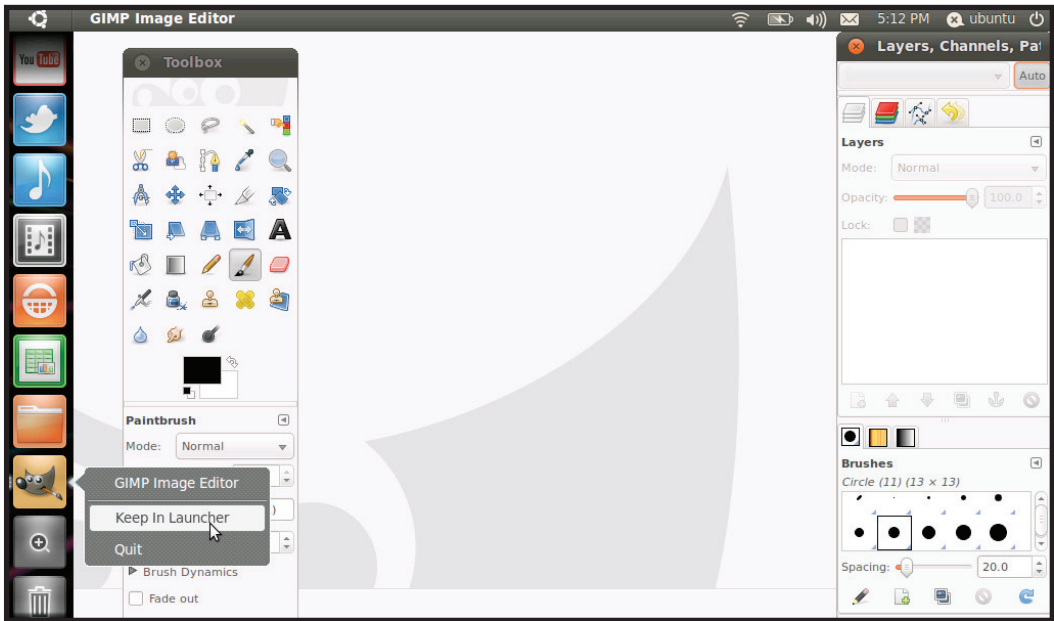


Figure 3-21. Favorite Apps

# Search for files

You can search for files based on their name or file type directly within the file manager. You can even save common searches, and they will appear as special folders in your home folder.

## Search

1. Open the file manager
2. If you know the files you want are under a particular folder, go to that folder.
3. Click Search in the toolbar, or press Ctrl+F.
4. Type a word or words that you know appear in the file name and press Enter. For example, if you name all your invoices with the word "Invoice", type invoice. Words are matched regardless of case.
5. You can narrow your results by selecting a different starting folder in Location. Or click Location and select File Type from the drop-down list to narrow your results based on file type. Click the + button to add multiple filters if you want to narrow based on location and file type. When you make changes, click Reload to search again.
6. You can open, copy, delete, or otherwise work with your files from the search results, just as you would from any folder in the file manager.
7. Click Search in the toolbar again to exit the search and return to the folder.

If you perform certain searches often, you can save them to access them quickly.

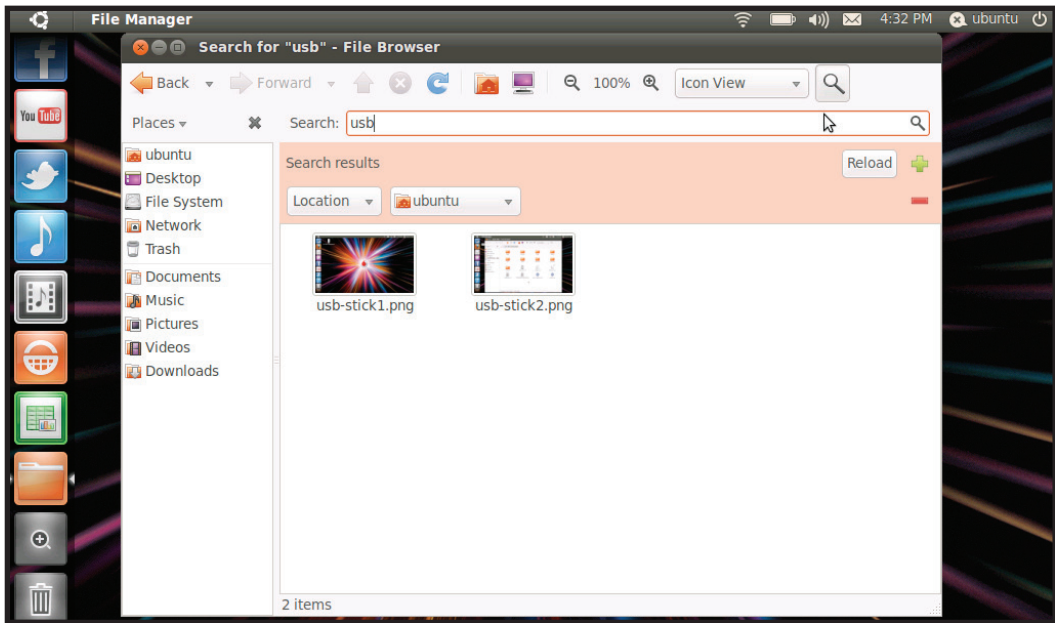


Figure 3-22. Finding Files

## Save a search

1. Start a search as above.
2. When you’re happy with the search parameters, click File ► Save Search As.
3. Give the search a name and click Save. If you like, select a different folder to save the search in. When you view that folder, you will see your saved search as an orange folder icon with a magnifying glass on it.



# Browse files and folders

Use the Files application to browse the files in your home folder, on external devices and across your computer's file system.

## How do I open the file manager?

- Search for files and folders in the dash. They will appear under the heading Files and Folders.
- Another way to open the file manager is to select the Home Folder shortcut in the launcher.

In the file manager, double-click any folder to view its contents, and double-click any file to open it with the default application for that file. You can also right-click a folder to open it in a new tab or new window. In list view, you can also click the expander next to a folder to show its contents in a tree.

The path bar above the list of files and folders shows you which folder you're viewing, including the parent folders up to your home directory, the root of a removable device, or the root of your file system. Click a parent folder in the path bar to go to that folder. Right-click any folder in the path bar to open it in a new tab or window, copy or move it, or access its properties.

You can quickly access common places from the side pane. If you do not see the side pane, click View ▸ Side Pane. You can add bookmarks to folders you use often, and they will appear in the side pane.

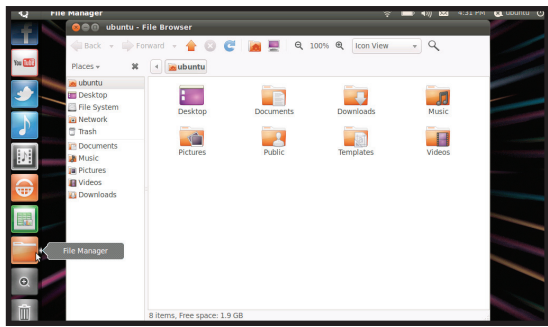


Figure 3-23. File Manager

# Copy or move files and folders

A file or folder can be copied or moved to a new location by dragging and dropping with the mouse, using the copy and paste commands, or by using keyboard shortcuts.

As an example, copying files can be useful when creating a folder which contains files to email to a friend or coworker, or when backing up individual files to an external disk.

## Drag files to copy or move

1. Open the file manager to the folder containing the item you want to copy.
2. Click File ▸ New Window (or press Ctrl+N) to open a second window. Navigate to the folder where you want to move or copy the item in the new window.
3. Click and drag the item from one window to another. By default, dragging an item will move it if the destination is on the same device (i.e. if both folders are on the same hard disk on your computer).

Dragging will copy it if the destination is on a difference device, such as a USB storage device, however. You can override this:

- To force the file to be copied, hold down the Ctrl key while dragging.
- To force the file to be moved, hold down the Shift key while dragging.

## Copy and paste files

1. Select the item you want to copy by clicking on it once.
2. Click Edit ▸ Copy, or press Ctrl+C.
3. Navigate to another folder, where you want to put the copy of the item.
4. Click Edit ▸ Paste to finish copying the item, or press Ctrl+V. There will now be a copy of the file in the original folder and the other folder.

## Cut and paste files (to move them)

1. Select the item you want to move by clicking on it once.
2. Click Edit ▸ Cut, or press Ctrl+X.
3. Navigate to another folder, where you want to move the item.
4. Click Edit ▸ Paste to finish moving the item, or press Ctrl+V. The file will be taken out of its original folder and moved to the other folder.

# Delete files and folders

If you don't want a file or folder any more, you can delete it.

When you delete an item it is moved to the Trash folder, where it is stored until you empty the trash. Items stored in the Trash folder can be restored to their original location if you decide you need them, or if they were accidentally deleted.

1. Select the item you want to delete by clicking it once.
2. Press the Delete on your keyboard. Alternatively, drag the item to the Trash in the side pane or the launcher.

To delete files permanently, and to free up disk space on your computer, you need to empty the trash. To empty the trash, right-click Trash in the launcher and select Empty Trash. Alternatively, you can permanently delete individual items in the trash by navigating to the trash from the side pane or the Go menu. Select files you want to delete permanently and press Ctrl+Delete on your keyboard, or right-click and select Delete Permanently.

If you move files to the trash on a removable device such as a USB flash drive and do not empty the trash before you remove the device, you may not be able to see the deleted files in the trash on other operating systems, such as Windows or Mac OS. The files are still there, and will be available when you plug the device back into your computer.

## Permanently delete a file

You can immediately delete a file permanently, without having to send it to the trash first.

1. Select the item you want to delete.
2. Press and hold the Shift key, then press the Delete key on your keyboard.
3. Because you cannot undo this, you will be asked to confirm that you want to delete the file or folder.

If you frequently need to delete files without using the trash, you can add a Delete entry to the right-click menu for files and folders. Click Edit ▸ Preferences and select the Behavior tab. Select Include a Delete command that bypasses Trash.

# Rename a file or folder

1. Open the file manager.
2. Right-click on a file or folder and select Rename, or select the file and press F2.
3. Type the new name and press Enter.

You can also rename a file from the properties window.

When you rename a file, only the first part of the name of the file is selected, not the file extension (the part after the “.”). The extension normally denotes what type of file it is (e.g. file.pdf is a PDF document), and you usually do not want to change that. If you need to change the extension as well, select it with your mouse, or press Ctrl+A to select the entire file name.

## Valid characters for file names

You can use any character except the / (slash) character in file names. Some devices, however, use a file system that has more restrictions on file names. For example, USB flash drives are often formatted with the FAT32 file system. On these devices, or if you intend to share files with people who use another operating system, you should avoid the following characters: |, \, ?, \*, <, ", :, >, /.

If you name a file with a . as the first character, the file will be hidden.

## Common problems

### The name is already used

You can’t have two files or folders with the same name in the same folder. If you try to rename a file to a name that already exists in the folder you are working in, the file manager will not allow it. Use a different name.

File and folder names are case sensitive. For example, File.txt and file.txt are different names. This is allowed, though it’s not always a good idea.

### File name too long

On some file systems, file names can have no more than 255 characters in their names. Use a shorter name.

### The option to rename is grayed out

If Rename is grayed out, you do not have permission to rename the file. Generally, if you do not have the correct permissions to rename a file, you should not be renaming it.

# Sort files and folders

You can sort files in different ways in a folder, for example by sorting them in order of date or file size.

The way that you can sort files depends on the folder view that you are using. You can change the current view using the View menu.

**When you change how items are sorted in a folder, it only affects that folder. The file manager will remember your sorting choice for that folder, but use the default sort order for other folders.**

## Icon view

To sort files in a different order, right-click a blank space in the folder and choose an option from the Arrange Items menu. Alternatively, use the View ▮► Arrange Items menu.

As an example, if you select Sort by Name from the Arrange Items menu, the files will be sorted by their names, in alphabetical order.

You can sort in the reverse order by selecting Reversed Order from the Arrange Items menu.

For complete control over the order and position of files in the folder, right-click a blank space in the folder and select Arrange Items ▮► Manually. You can then rearrange the files by dragging them around in the folder. Manual sorting only works in icon view.

The Compact Layout option in the Arrange Items menu arranges the files so they take up as little space as possible. This is useful if you want to have lots of files visible at once in a folder.

## List view

To sort files in a different order, click one of the column headings in the file manager. For example, click Type to sort by file type. Click the column heading again to sort in the reverse order.

In list view, you can show columns with more attributes and sort on those columns. Click View ▮► Visible Columns and select the columns that you want to be visible. You will then be able to sort by those columns.

## Compact view

You can sort files in Compact view in the same way that you can sort them in the Icon view. The only difference is that you can’t manually position the files anywhere you want; they are always organized as a list in this view.

## Ways of sorting files

### By Name

Sorts alphabetically by the name of the file.

### By Size

Sorts by the size of the file (how much disk space it takes up). Sorts from smallest to largest by default.

### By Type

Sorts alphabetically by the file type. Files of the same type are grouped together, then sorted by name.

### By Modification Date

Sorts by the date and time that a file was last changed. Sorts from oldest to newest by default.

# User account and password

## Add a new user account

You can add multiple user accounts to your computer. Give one account to each person in your household or company. Every user has their own home folder, documents, and settings.

1. Click the icon at the top-left of the panel or press the home button on the webbook keyboard. This will bring up the Home Dash, select then System Settings.
2. In the System section, click Users and Groups.
3. In the list of accounts on the left, click the Add button to add a new user account. Type your password to make changes. You must be an administrative user to add user accounts.
4. Enter the new user's full name. The username will be filled in automatically based on the full name. The default is probably OK, but you can change it if you like. Click OK when you're done.
5. The account is initially disabled until you choose what to do about the user's password. Have the user type their password in the New password and Confirmation fields. See Choose a secure password. You can also click the button next to the Generate random password field to select a randomly generated secure password. These passwords are hard for others to guess, but they can be hard to remember, so be careful.
6. New users are created without administrative privileges. If you want the new user to have administrative access to the computer, select Administrator for the account type. Administrators can do things like add and delete users, install software and drivers, and change the date and time.

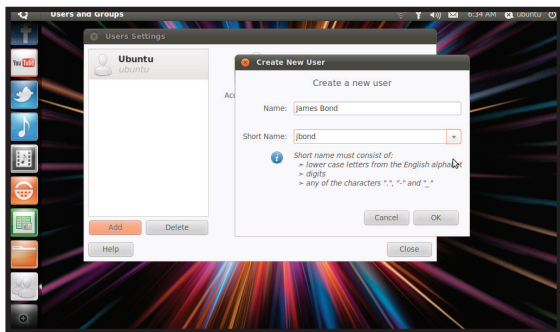


Figure 3-24. Adding a New User



Figure 3-25. Adding a New User

## Delete a user account

If somebody is no longer using your computer, you can delete that user's account.

1. Click the icon at the top-left of the panel or press the home button on the webbook keyboard. This will bring up the Home Dash, select then System Settings.
2. In the System section, click Users and Groups.
3. Select the user you want to delete and click the Delete button.
4. Type your password to make changes. You must be an administrative user to delete user accounts.
5. Each user has their own home folder for their files and settings. You can choose to keep or delete the user's home folder. Delete the files if you're sure they won't be used anymore and you need to free up disk space. These files are permanently deleted. They can't be recovered. You may want to back up the files to an external drive or CD before deleting them.

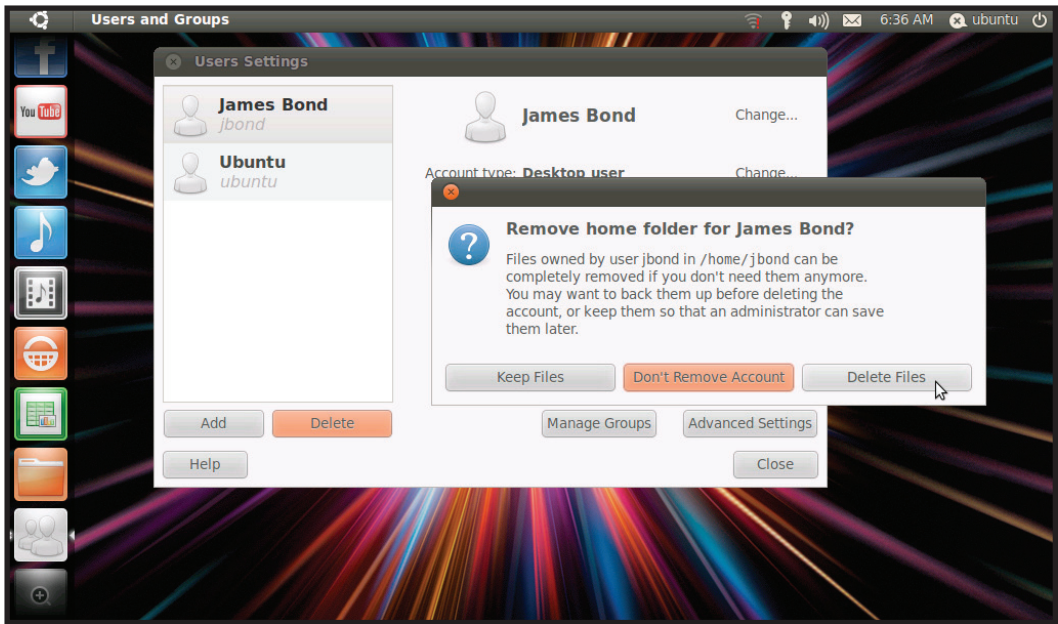


Figure 3-26. Deleting a user

## Change your login screen photo

When you log in or switch users, you will see a list of users with their login photos. You can change your photo to a stock image or an image of your own. You can even take a new login photo with your webcam.

1. Click your name on the top bar and select About Me.
2. Click the box next to your name. A drop-down gallery will be shown with some stock login photos. If you like one of them, click it to use it for yourself.
3. You can also click the Pictures button on the left side pane to use one of the pictures from your Pictures folder.



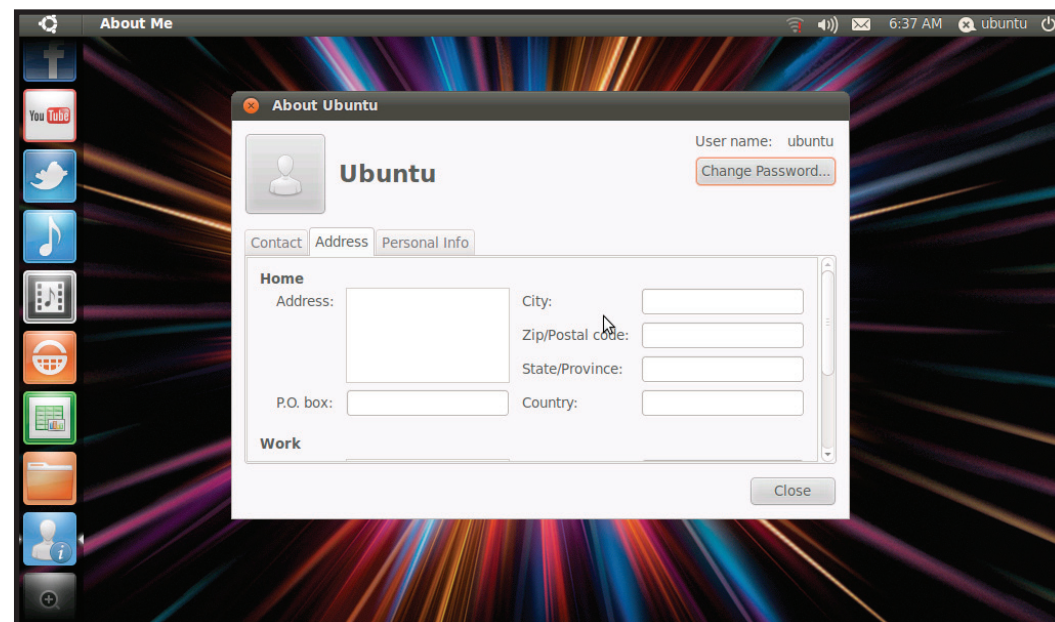


Figure 3-27. About the user

## Change your password

It is a good idea to change your password from time to time, especially if you think someone else knows what your password is.

1. Click your name on the panel and select About Me.
2. Click Change Password.
3. Fill in your Current password and click Authenticate.
4. Once you have authenticated, enter a New password, and Confirmation password (which needs to be exactly the same as the New password).
5. Click Change password.

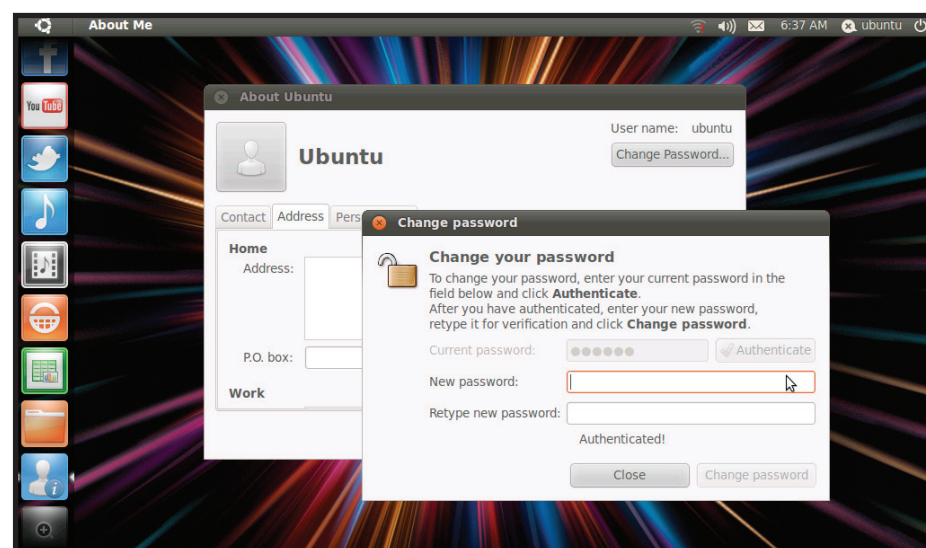


Figure 3-28. Change your password

## Choose a secure password

Make your passwords easy enough for you to remember, but very difficult for others (including computer programs) to guess.

Choosing a good password will help to keep your computer safe. If your password is easy to guess, someone may figure it out and gain access to your personal information.

People could even use computers to systematically try to guess your password, so even one that would be difficult for a human to guess might be extremely easy for a computer program to crack. Here are some tips for choosing a good password:

- Use a mixture of upper-case and lower-case letters, numbers, symbols and spaces in the password. This makes it more difficult to guess; there are more symbols to choose from, so more possible passwords that someone would have to check when trying to guess yours.
- A good method for choosing a password is to take the first letter of each word in a phrase that you can remember. The phrase could be the name of a movie, a book, a song or an album. For example, "Flatland: A Romance of Many Dimensions" would become F:ARoMD or faromd or f: aromd.
- Make your password as long as possible. The more characters it contains, the longer it should take for a person or computer to guess it.
- Do not use any words that appear in a standard dictionary in any language. Password crackers will try these first. The most common password is "password" - people can guess passwords like this very quickly!
- Do not use any personal information such as a date, license plate number, or any family member's name.
- Do not use any nouns.
- Choose a password that can be typed quickly, to decrease the chances of someone being able to make out what you have typed if they happen to be watching you.
- Never write your passwords down anywhere. They can be easily found!
- Use different passwords for different things.
- Use different passwords for different accounts.
- If you use the same password for all of your accounts, anyone who guesses it will be able to access all of your accounts immediately.
- It can be difficult to remember lots of passwords, however. Though not as secure as using a different passwords for everything, it may be easier to use the same one for things that don't matter (like websites), and different ones for important things (like your online banking account and your email).

# Find apps and files with the Dash

The Dash allows you to search for applications and files, showing you applications and files that you have used recently. If you have ever worked on a spreadsheet or edited an image and forgot where you saved it, you will surely find this feature of the Dash to be useful.

The Dash includes a search bar, application and files shortcuts, and launchers for commonly-used applications (your web browser, email program, etc.).

To start using the Dash, click on the Ubuntu logo in the top-left portion of the screen, or press the home button key on the keyboard. To hide the Dash, press Esc.

## Find applications and files using the search bar

The search bar is a global search bar, meaning you can use it to search for both applications and files. To use the global search bar, open the Dash and then just start typing. The names and icons of relevant application and files will appear as soon as you start entering text.

Relevant application results will appear in one row, and relevant file results will appear in a second row. If no applications match your search query, only the file result list will appear. Similarly, if no files match your query, only the application list will appear.

If you see an application that you want to use, or a file that you want to open, click on its icon to start it. Also, pressing the Enter key will start the first item in the list.

By default, the Dash will display five applications or files that match your search criteria. To see more results that match your search, click See more search results.

To add an application to the launcher, click on the application's icon, drag it to the launcher, and then release it. It will automatically be pinned to the launcher as one of your favorites.

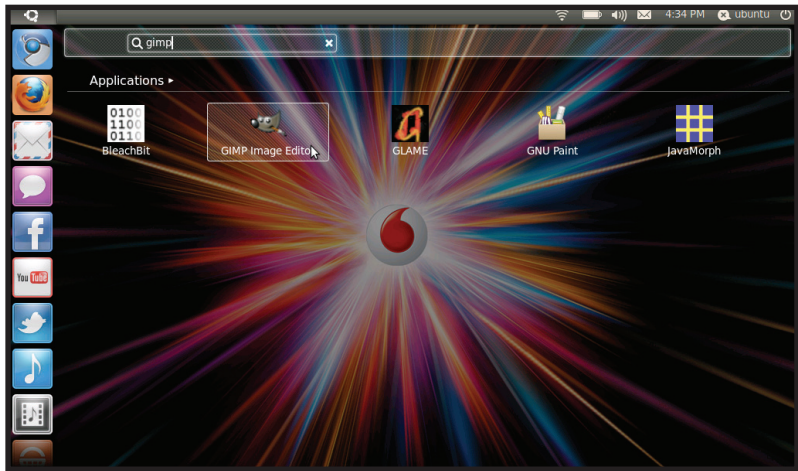


Figure 3-29. Finding Applications

## Application and file shortcuts

If you would prefer to browse for applications and files, you can use the application and file shortcuts. Clicking on any of the application shortcuts will display the applications you use most frequently, applications you have installed, as well as suggested applications.

Clicking on the Find Files shortcut will display the files you have used most recently, files in your Downloads folder, and your Favorite Folders. Favorite Folders are folders that you access frequently.

## Change language

You can use your desktop and applications in any of dozens of languages, provided you have the proper language packs installed on your computer.

1. Click the icon at the very top left of the panel and select System Settings.
2. In the System section, click Language Support.
3. Select your desired language on the Language tab.
4. You might be prompted for your password to be able to apply changes.
5. You have to log out and back in for language changes to take effect. Click the session indicator and select Log Out to log out.

Some translations may be incomplete, and certain applications may not support your language at all.

There are some special folders in your home folder where applications can store things like music, pictures, and documents. These folders use standard names according to your language. When you log back in, you will be asked if you want to rename these folders to the standard names for your selected language. If you plan to use the new language all the time, you should update the folder names.



Figure 3-30. Language Support



# Email Client

To launch the default email client, Thunderbird, click on the Thunderbird application on the task management panel. (Figure 3-31)

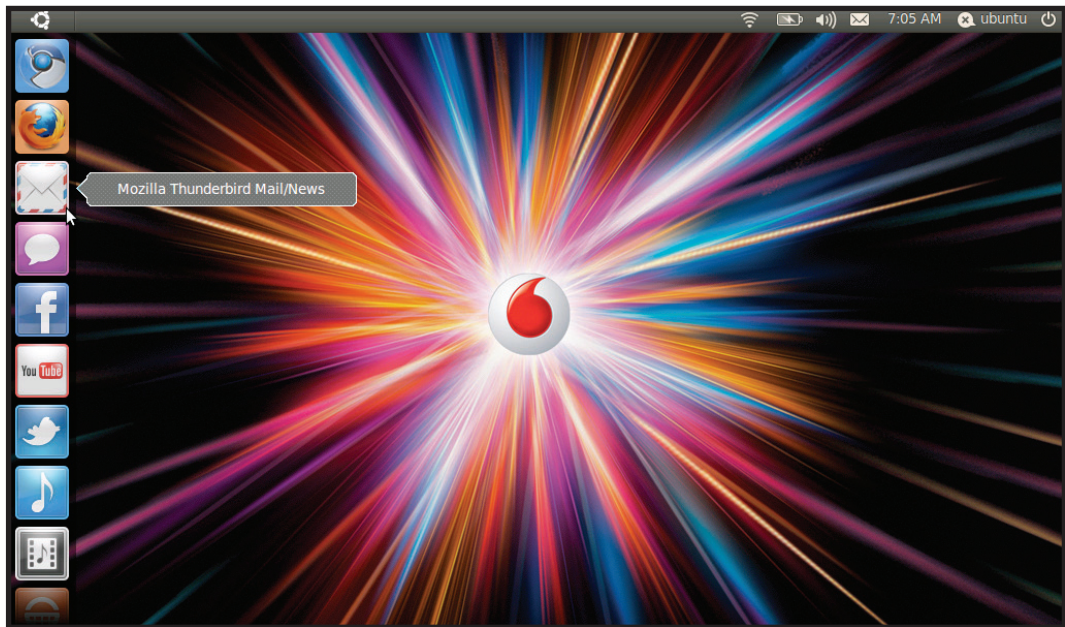


Figure 3-31. Thunderbird Application Icon

When Thunderbird is launched for the first time, a window to create a profile appears. To create an account in Thunderbird, perform the following:

- 1. Enter your name, an existing email address and password. (Figure 3-32)

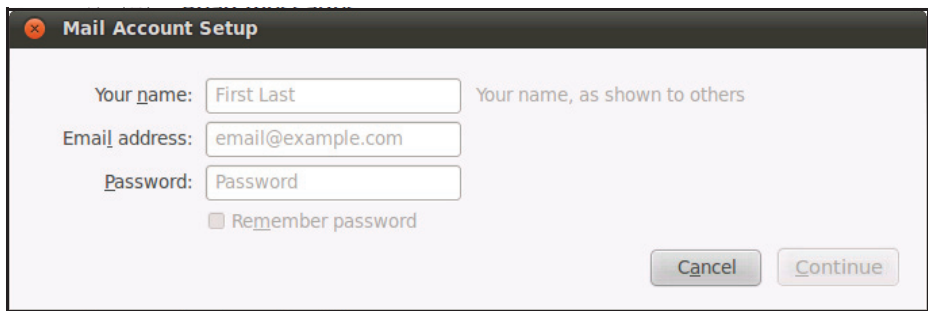


Figure 3-32. Mail Account Setup

- 2. Click continue. Thunderbird will search for the email provider and attempt to determine the server settings.

- 3. When Thunderbird has determined the settings for your email account, click Create Account. (Figure 3-33)

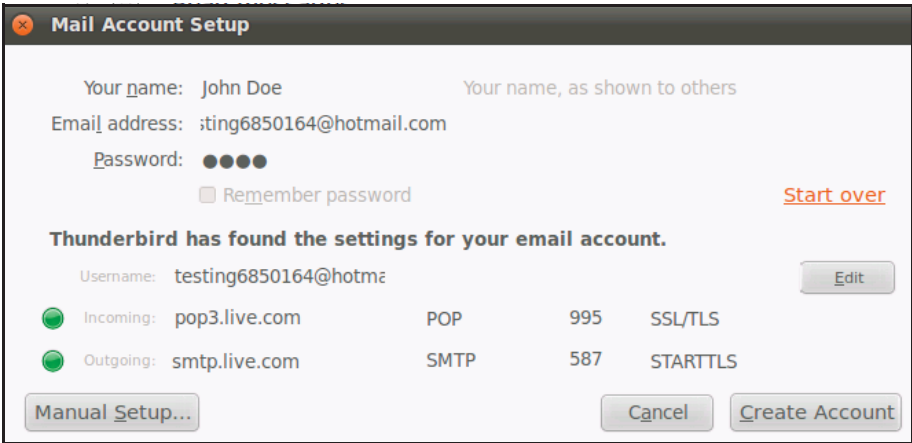


Figure 3-33. Mail Account Setup

- 4. When the account setup process is complete, the Thunderbird application launches. (Figure 3-34)

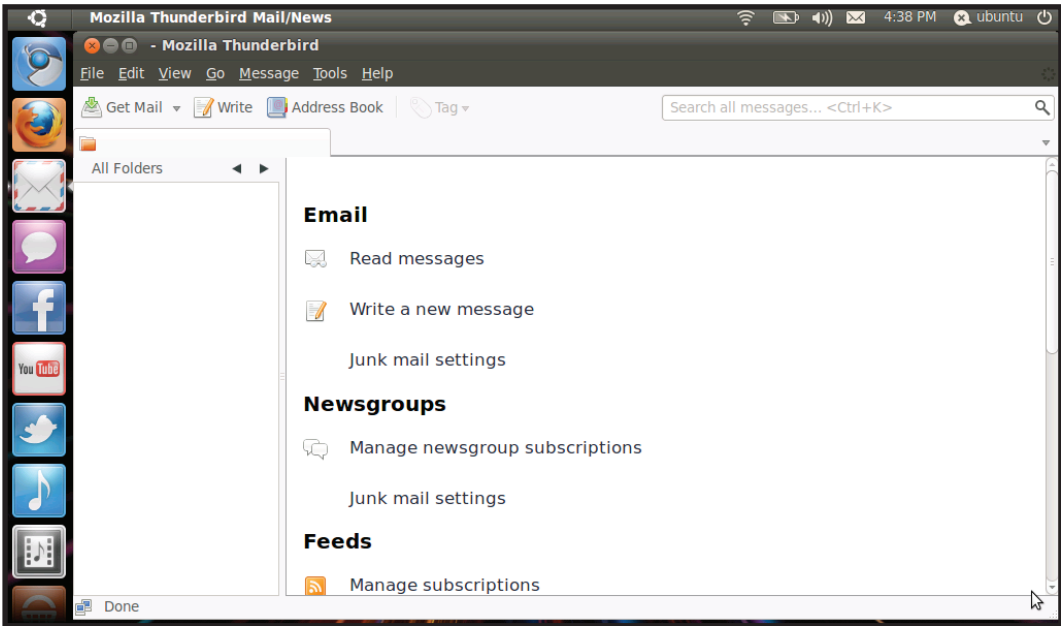


Figure 3-34. Thunderbird

# Music Player

To launch the Rhythmbox music player, perform the following:

- 1. Hold **Fn** and press **F5** to launch the web browser or click on the Rhythmbox application icon on the task management panel to launch the Firefox web browser. (Figure 3-35)

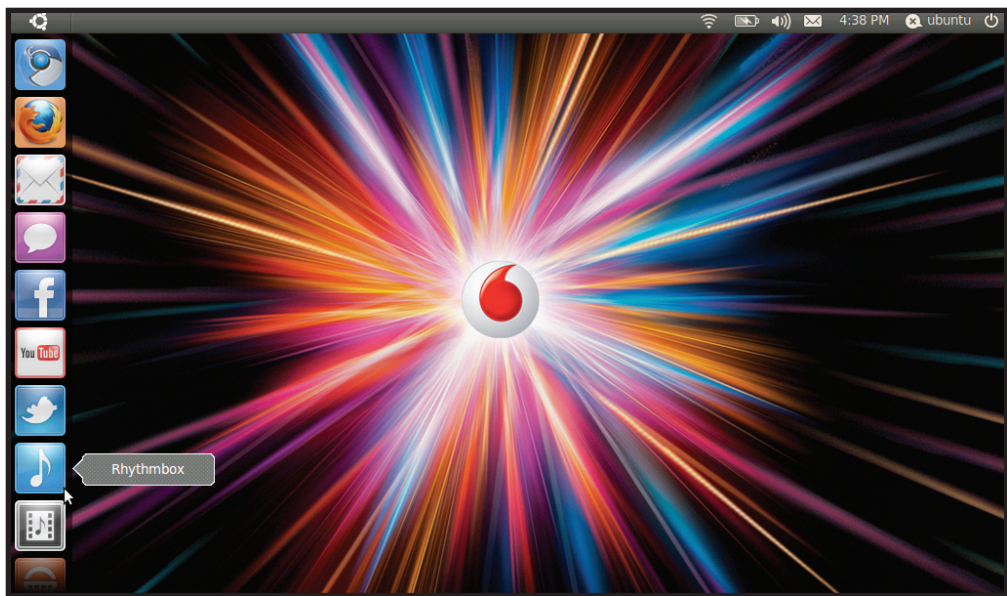


Figure 3-35. Rhythmbox Application Icon

The Rhythmbox music player will appear on the desktop. (Figure 3-36)

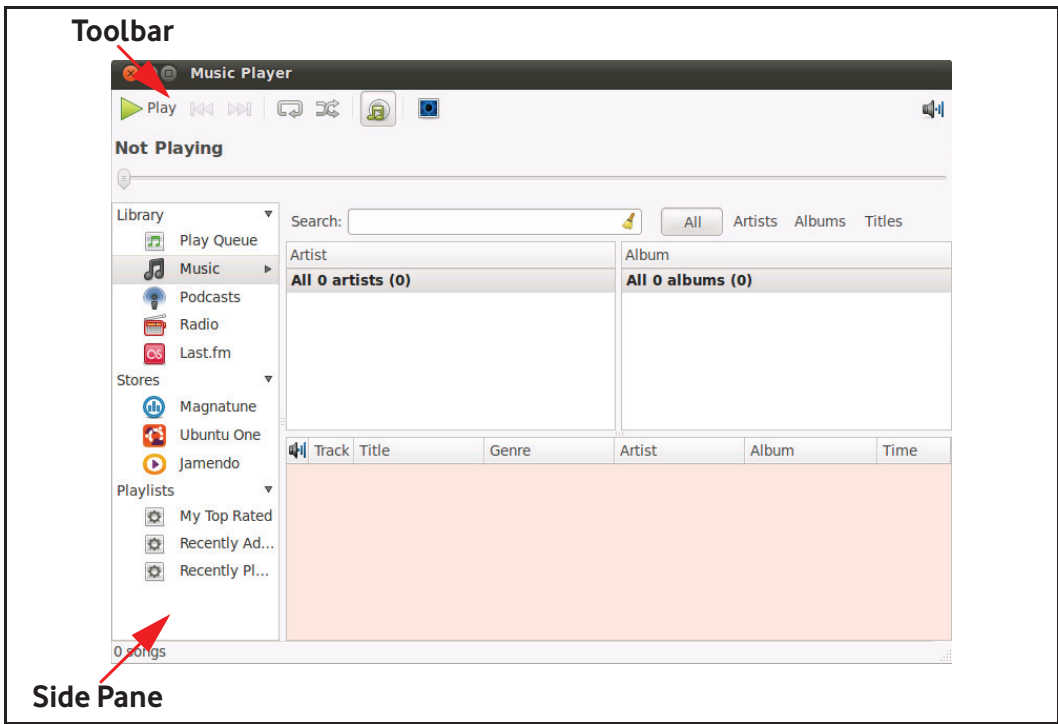


Figure 3-36. Rhythmbox Music Player

The toolbar in Rhythmbox contains Play, Rewind, Forward, Repeat and Shuffle buttons.

You can control Rhythmbox by using the toolbar in the application (Figure 3-21) or by clicking on the Rhythmbox Music Player icon in the menu panel at the top of the screen. Figure 3-37

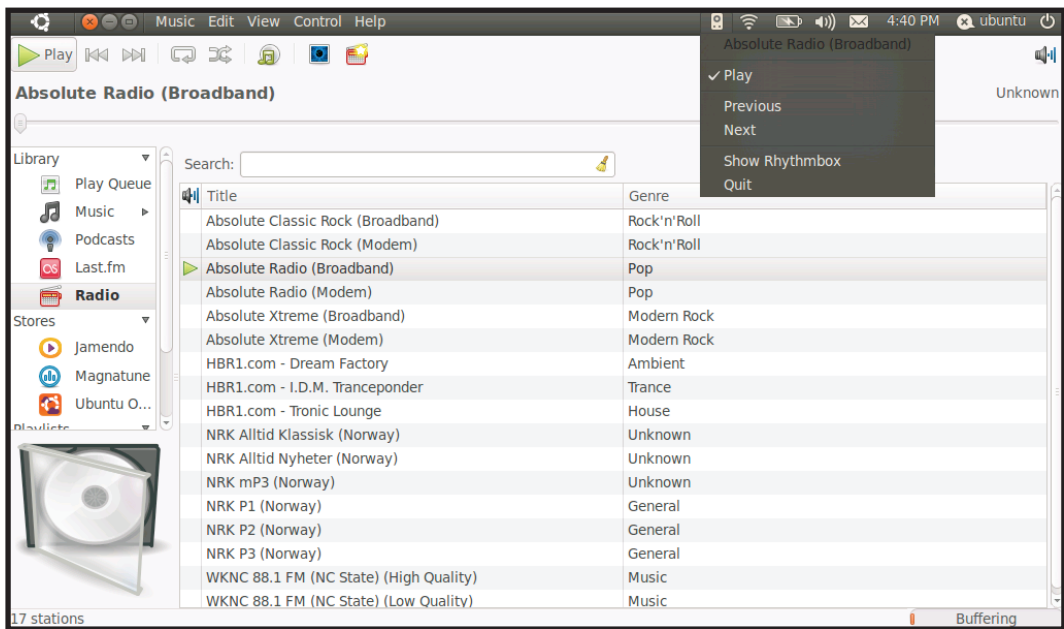


Figure 3-37. Rhythmbox Music Player Icon Controls

Once the icon is clicked, a drop-down menu appears that allows you to play/pause, return to a previous track, forward to the next track, show the Rhythmbox application or to quit Rhythmbox.

Rhythmbox can also be controlled by using the Hotkey combinations, as shown in "Special Function Keys" on page 3-3.

On the Side Pane of the Rhythmbox Music Player (Figure 3-21), you can access music through the following:

- Play Queue
- Music
- Podcasts
- Radio
- Last.fm

Three music stores that are listed in the Side Pane can be accessed:

- Magnatune
- Ubuntu One
- Jamendo

# Movie Player

---

## Open a File

---

To open a video or an audio file, choose **Movie ▶ Open (Ctrl+O)**. The Select Movies or Playlists dialog is displayed. Select the file or files you want to open, then click OK.

You can drag a file from another application such as a file manager to the Movie Player window. If you drag the file to the display area, the file will replace the current playlist and will start playing immediately. If you drag the file to the playlist in the sidebar, the file will be appended to the current playlist. The Movie Player application will open the file and play the movie or song. Movie Player displays the title of the movie or song in the titlebar of the window and in the playlist in the sidebar.

If you try to open a file format that Movie Player does not recognize, the application displays an error message. This error is most often encountered if you do not have the correct codecs installed.

Note: You can double-click on a video or an audio file in the Nautilus file manager to open it in the Movie Player window.

## Open a Location

---

To open a file by URI (location), choose **Movie ▶ Open Location (Ctrl+L)**. The Open Location dialog is displayed. Use the drop-down combination box to specify the URI you would like to open (it lists URIs which have previously been opened) – or type one in directly – then click on the Open button.

If you have a URI in the clipboard already, it will automatically be pasted into the combination box.

## To View Properties of a Movie or Song

---

To seek through movies or songs, you can use the following methods:

- To skip forward through a movie or song, choose **Go ▶ Skip Forward (Right)**.
- To skip backwards through a movie or song, choose **Go ▶ Skip Backwards (Left)**.
- To skip to a specific elapsed time in the movie or song, choose **Go ▶ Skip to (Ctrl+K)**. The Skip to dialog is displayed. Use the spin box to specify the elapsed time (in seconds) to skip to, then click OK. The spin box also allows more natural language to be used. You can enter a time in the formats “hh:mm:ss”, “mm:ss” or “ss”; where “hh” is the hour, “mm” is the minute and “ss” is the second to skip to.
- To move to the next movie or song, choose **Go ▶ Next Chapter/Movie (Alt+Right)**
- To move to the previous movie or song, choose **Go ▶ Previous Chapter/Movie (Alt+Left)**

# Change Video Size and Aspect Ratio

---

To zoom to fullscreen mode, choose **View ▶ Fullscreen (F11)**. You can also use the F key to toggle fullscreen mode. To exit fullscreen mode, click on the Leave Fullscreen button or press Esc, F11 or F.

To change the size of the original movie or visualization, choose **View ▶ Fit Window to Movie (Ctrl+O)** and choose a scale ratio.

To switch between different aspect ratios, choose **View ▶ Aspect Ratio (A)**.

## Adjust the volume

---

To increase the volume, choose **Sound ▶ Volume Up (Up)**. To decrease the volume, choose **Sound ▶ Volume Down (Down)**.

You can also use the volume button: click on the volume button and choose the volume level with the slider.

You can always use the special keys on your Vodafone Webbook as defined on section “Special Function Keys”.

## Show or hide controls

---

To show or hide the Movie Player window controls, choose **View ▶ Show Controls (Ctrl+H)**, or press the H key. You can also right-click on the Movie Player window, then choose Show Controls (Ctrl+H) from the popup menu.

If the Show Controls option is selected, Movie Player will show the menubar, elapsed time slider, seek control buttons, volume slider and statusbar on the window. If the Show Controls option is unselected, the application will hide these controls and show only the display area.

## To Show or Hide the Playlist

---

To show or hide the playlist, choose **View ▶ Sidebar** or click on the Sidebar button, and choose Playlist on the top of the sidebar.

## Manage a Playlist

---

You can use the Playlist dialog to do the following:

- To add a track or movie to the playlist, click on the Add button. The Select Movies or Playlists dialog is displayed. Select the file that you want to add to the playlist, then click Add.
- To remove a track or movie from the playlist, select the item or items to remove from the playlist, then click on the Remove button.
- To save the playlist to a file, click on the Save Playlist button. The Save Playlist dialog is displayed; specify the filename as which you want to save the playlist, and click Save.
- To move a track or movie up the playlist, select the item from the playlist, then click on the Move Up button.
- To move a track or movie down the playlist, select the item from the playlist, then click on the Move Down button.



# To Choose Subtitles

To choose the language of the subtitles, select View ► Subtitles and choose the subtitle language you want to display.

To disable the display of subtitles, select View ► Subtitles ► None.

Note: By default, Movie Player will choose the same language for the subtitles as the one you normally use on your computer.

Movie Player will automatically load and display subtitles for a video if it finds a subtitle file with the same name as the video being played, and the extension asc, txt, sub, srt, smi, ssa or ass.

If the file containing the subtitles has a different name from the video being played, you can right-click on the video in the playlist and choose Select Text Subtitles from the popup menu to load the correct subtitle file. You may also choose subtitles by choosing View ► Select Text Subtitles.

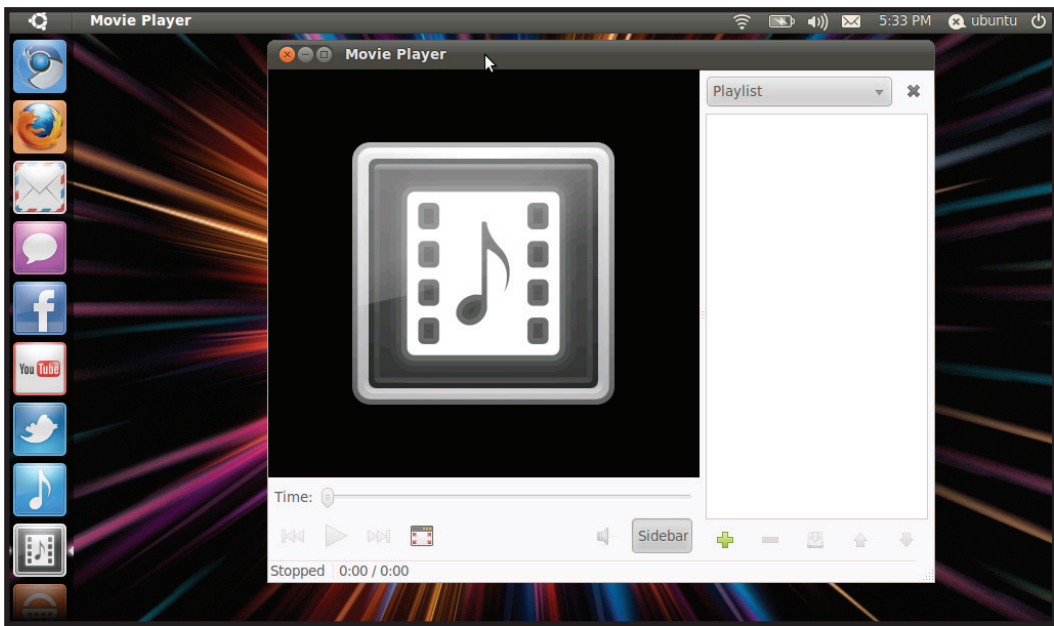


Figure 3-38. Subtitles

# Install additional software

The Ubuntu development team has chosen a default set of applications that we think makes Ubuntu very useful for most day-to-day tasks. However, you will certainly want to install more software to make Ubuntu more useful to you.

To install additional software, complete the following steps:

1. Unless you are installing software from a local source, make sure that you have a working Internet connection.
2. Click on the Ubuntu Software Center icon in the Launcher, or search for Software Center in the search bar of the Dash.
3. When the Software Center launches, search for an application, or select a category and find an application from the list.
4. Select the application that you are interested in and click Install.
5. You will be asked to enter your password. Once you have done that the installation will begin.
6. The installation usually finishes quickly, but could take a while if you have a slow Internet connection. When it has finished, your new application will be ready to use; most applications can be accessed from the Applications menu.



Figure 3-39. Ubuntu Software Center

# How to connect external devices

## Set up a local printer

Your system can recognise many types of printers automatically once they're connected. Most printers are connected with a USB cable that attaches to your computer.

1. Make sure the printer is turned on.
2. Connect the printer to your system via the appropriate cable. You may see activity on the screen as the system searches for drivers, and you may be asked to authenticate to install them.
3. A message will appear when the system is finished installing the printer. Select Print Test Page to print a test page, or Configure to make additional changes in the printer setup.

If your printer was not set up automatically, you can add it in the printer settings.

1. Click the upper left Ubuntu logo and select System Settings.
2. Click Printers.
3. Click the Unlock button in the bottom-left corner and enter your password.
4. Click the + button.
5. In the pop-up window, select Local or network on the left and your new printer on the right. Click Add.

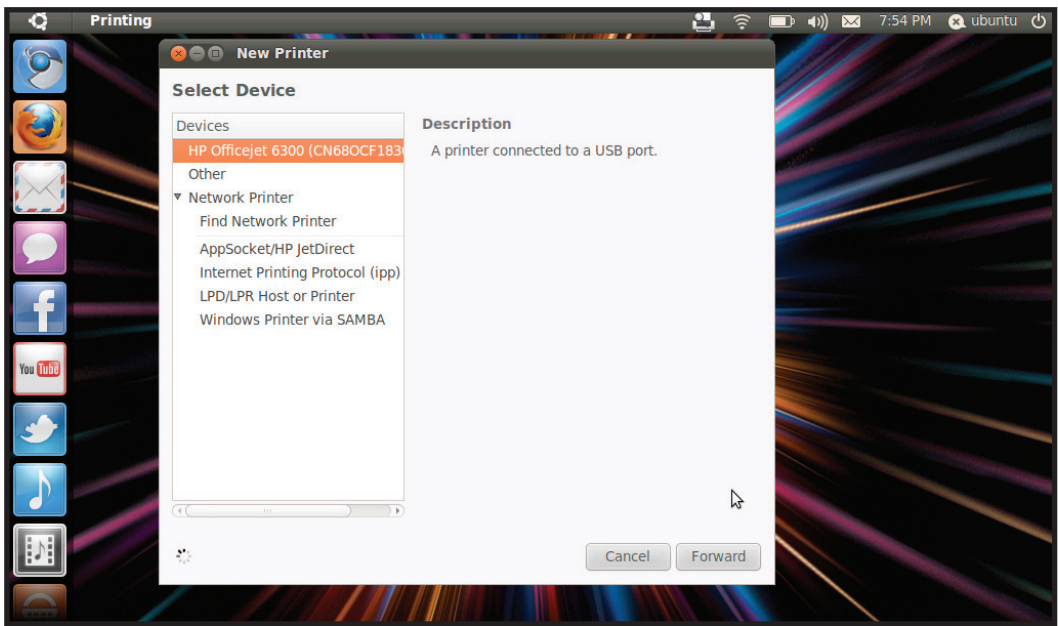


Figure 3-40. New Printer

# USB Memory Stick/Drive operations

## Insert an USB drive

To use your USB stick (sometimes referred as USB pen drive) or USB hard drive, just plug in your drive in any USB port placed in the Vodafone Webbook. If your driver is working properly, an icon will be placed on your desktop.

By default, the File Manager will be opened automatically.

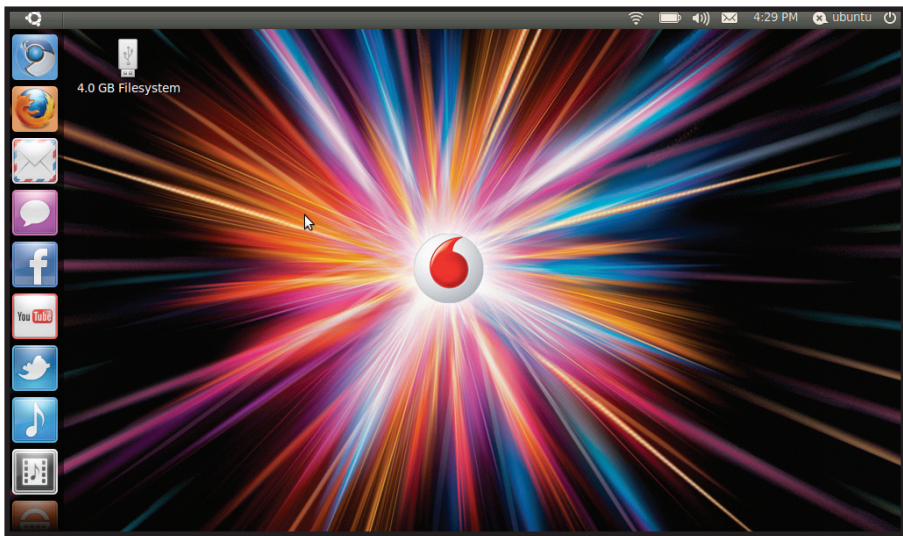


Figure 3-41. USB on screen

## Safely remove an external USB drive

When you use external storage devices like USB flash drives, you should safely remove them before unplugging them. If you just unplug a device, you run the risk of unplugging while an application is still using it, which could result in some of your files being lost or damaged.

1. Open the file manager.
2. Locate the device in the side pane. It should have a small eject icon next to the name. Click the eject icon to safely remove or eject the device.

Alternatively, you can right-click the device and select either Eject or Safely Remove Drive. USB drives can't be physically ejected, so for these devices, there is no difference between Eject and Safely Remove Drive.

If you have any files stored on the device open in any applications, you will not be able to safely remove the device. You will be prompted with a window telling you that "the volume is busy", and listing all the open files on the device. Once you close all the files on the device, the device will automatically be safely removed (so you can unplug or eject it).

You can also choose Unmount Anyway to remove the device without closing the files. This can cause errors in applications that have those files open.

If you can't close one of the files, for example if the application using the file is locked up, you can right-click the file in the Volume is busy window and select End Process. This will force the entire locked up application to close, which could close other files you have open with that application.





**Figure 3-42. USB Removal**

## Open an application when you plug in a device

You can have an application automatically start when you plug in a device. For example, you might want your photo organizer to start when you plug in a digital camera. You can also turn this off, so that nothing happens when you plug something in.

To decide which applications should start when you plug in various devices:

1. Open the file manager.
2. Open the file manager preferences by clicking Edit ► Preferences.
3. Switch to the Media tab and change the options under Media Handling.
4. Instead of simply starting an application, you can also set it so that:
  - The device will be shown in the File Manager (choose Open folder)
  - You will be asked what to open (Ask what to do)
  - Nothing at all will happen (Do nothing).
5. The Software option is slightly different from the others - if the computer detects that there is software on a disk that you inserted, it can try to automatically run the software if you like. This is good if you have an application installed on a CD and want it to start when the disc is inserted (for example, a slideshow).
6. If you don't see the device or media type that you want to change in the list (such as Blu-ray discs or E-book readers), click Type under Other Media to see a more detailed list of devices.

NOTE: If you don't want any applications to be opened automatically, whatever you plug in, check Never prompt or start programs on media insertion at the bottom of the Removable Media window.

## Photo cameras

Most of the modern digital photo cameras will behave as an USB drive when connected to a computer through the USB cable. Each camera behaves in slightly different ways, check with your camera user's manual on how to connect to a PC and which kind of emulations will provide.

As an alternate method, you can always use a USB card reader to read from the camera card directly.

In both cases, refer to the standard USB drive operations above to plug and unplug the device.

## Turning your Vodafone Webbook Off

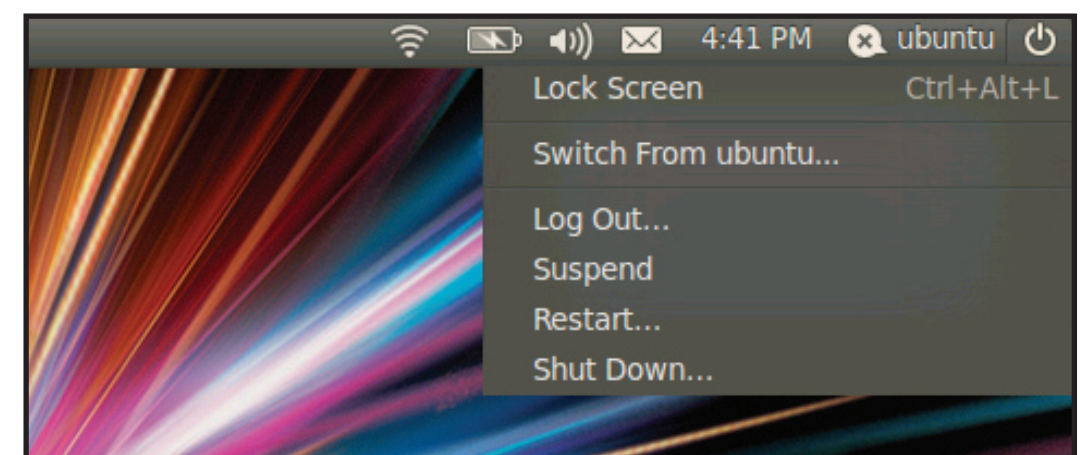
To turn your Vodafone Webbook off, follow these guidelines:

1. Click on the  icon. (Figure 3-43)



**Figure 3-43. Power Icon**

2. A drop-down menu will appear, showing the following user account options: (Figure 3-44)
  - Lock Screen — The screen will lock and turn off while all your applications and work will remain open
  - Switch From (User Account) — The login screen will appear that allows you to login under a different account
  - Log Out — Logging out will return you to the login screen
  - Suspend — The computer will save its current condition and allows you to start up the computer quickly, while consuming less power
  - Restart — The computer will restart
  - Shut Down — The computer will shut down completely

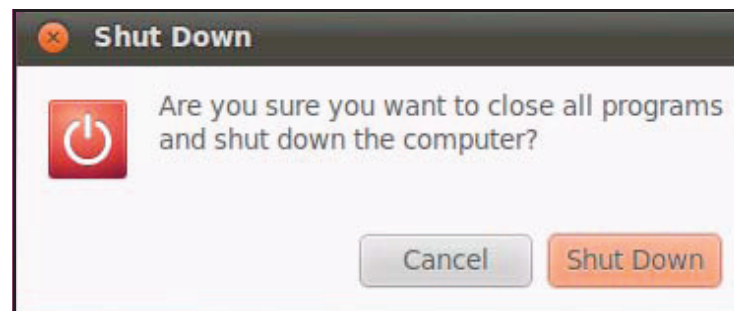


**Figure 3-44. User Account Options**

3. Click Shut Down.



4. The Shut Down window appears. (Figure 3-45)



**Figure 3-45. Shut Down Window**

5. Click Shut Down to turn off the computer.

## What happens when I suspend / hibernate the computer?

When you suspend the computer, you send it to sleep. All of your applications and documents remain open, but the screen and other parts of the computer switch off to save power. The computer is still switched on though, and it will still be using a small amount of power. You can wake it up by pressing a key or clicking the mouse. If that doesn't work, try pressing the power button. You can also just close the lid to suspend.

When you hibernate the computer, all of your applications and documents remain open (actually, they are saved to disk) and the computer completely switches off, so it doesn't use any power. It is like shutting down, but your applications and documents will still be open when you switch on the computer again.

The option to press the hard power button puts the machine into hibernate. Do not press the hard button for long because you will lose any unsaved data, as per removing the battery.

Another way to power off your Vodafone Webbook is to use the power button as shown in Figure x-xx. Press the power off button gently for no more than one second: a menu will pop up as shown in figure. The menu contains three items:

1. **Shutdown.** This will power off your Vodafone Webbook
2. **Restart.** This will restart your Vodafone Webbook
3. **Suspend.** This will suspend your Vodafone Webbook. Please refer to section "What happens when I suspend /hibernate the computer?" for more.

In the unlikely event that your Webbook will not respond any more to your input, press and hold the power button until your Vodafone Webbook will power off. Please note that this is an emergency procedure and you should not power off your Webbook with this procedure as it might damage your files.

## Appendix A- Product Specifications

## Specifications

Items	Specifications
Dimension (with ID)	255 x 185 x 21.6/25.64 mm
Weight Target	0.97KG including battery
CPU	Freescall iMX515 Cortex A8 800MHZ
System Memory	DDR2-800Mhz 512M on board
LCD	10.1" TFT Wide SVGA 1024X600
LVDS transmitter	TI SN75LVDS83BZQLR
Keyboard	84 keys
Pointing device	Wide Touch pad with 2 Button
I/O ports	2 x USB, 1x earphone Jack
Mini card slot	Mini Card Slot * 1 (Full Mini card for embedded 3G-factory option)
Wireless LAN	802.11 b/g/n Realtek RTL 8712 on board, 1X1
3G	N/A
Storage	SanDisk iNAND 4G eMMC 4.41
Web Camera	USB 0.3MP camera module and digital mic
BT	NA
Audio	Realtek ALC 5632
Lan	Factory optional 10/100Mbps Ethernet
Speaker	Speaker 1W x 1
Internal Mic	Digital Mic on Camera module
Main Battery	3cell Li-Ion cylindrical battery pack (2200mAh)
Adapter	Common DC-in connector among the same platform 30W (80% --> 60 minutes) Energy star 4.0
Button/Switch	Power Button
Input Rating	19 Vdc (1.58A)
LED Indicating	Power: Blue Charger: Blue (Full), Orange (Charging)
Operating Temperature	0°C ~ 40°C
Storage Temperature	-20°C ~ 60°C
Operating System	Canonical UBUNTU 10.04 (Kernel version: 2.6.35)

## Appendix B- System Updates and Security

## System Updates

The Software updates can be installed and managed in the Update Manager. You can choose the types of updates to install on the system. The Update Manager can be accessed by performing the following:

1. Click on the upper top-left button or press the home button on your WebBook keyboard
2. The dash will be prompted and click on Settings (Figure B-1)
3. Scroll down and click on the Update Manager. (Figure B-3)
4. Select desired software updates (not shown).
5. Click Install Updates.



**Figure B-1. Applications icon**



**Figure B-2. Applications Menu**

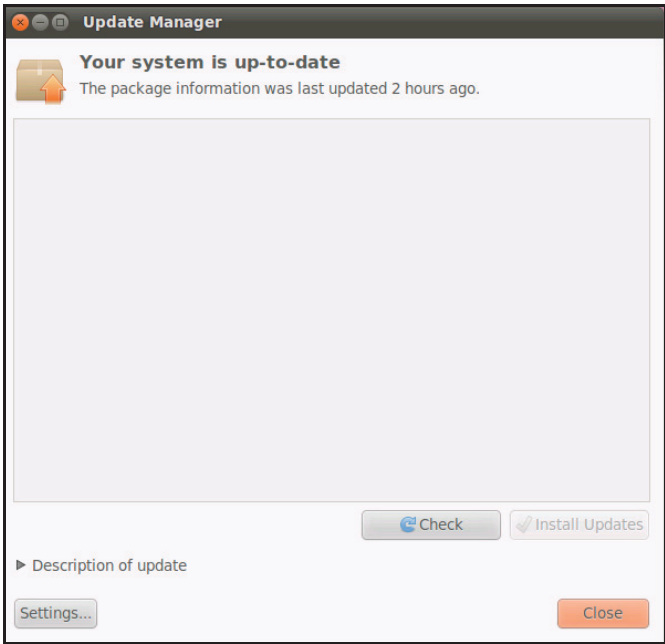


Figure B-3. Update Manager

## Software Sources

These settings can be adjusted in the Software Sources window. There are five tabs at the top of the window:

- Ubuntu Software
- Other Software
- Updates
- Authentication
- Statistics

This Software Sources window can be accessed by performing the following:

1. Click on the Applications icon in the Task Management Panel. (Figure B-1)
2. Click System (Figure B-2)
3. Scroll down and select Software Sources.
4. The Software Sources window will open. (Figure B-4)

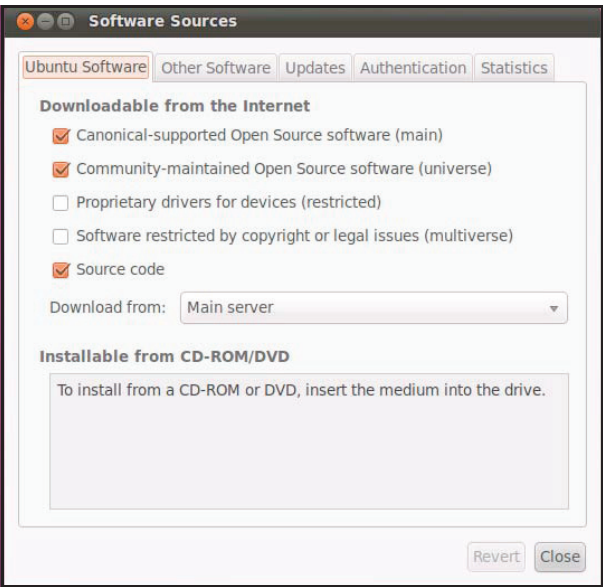


Figure B-4. Software Sources Window

## Ubuntu Software

In the Ubuntu Software tab, Ubuntu content can be downloaded from the internet or from a bootable CD/DVD-ROM. You can select to install Canonical-supported software, community-maintained software, proprietary drivers for devices, software restricted by copyright, legal issues, or source codes.

## Other Software

The Other Software tab in the Software Source allows the user to see additional software installed the computer.

# Updates

In the Software Sources window, you can adjust the settings for downloading and installing updates to Ubuntu.

Select the Updates tab in the Software Sources window. (Figure B-5)

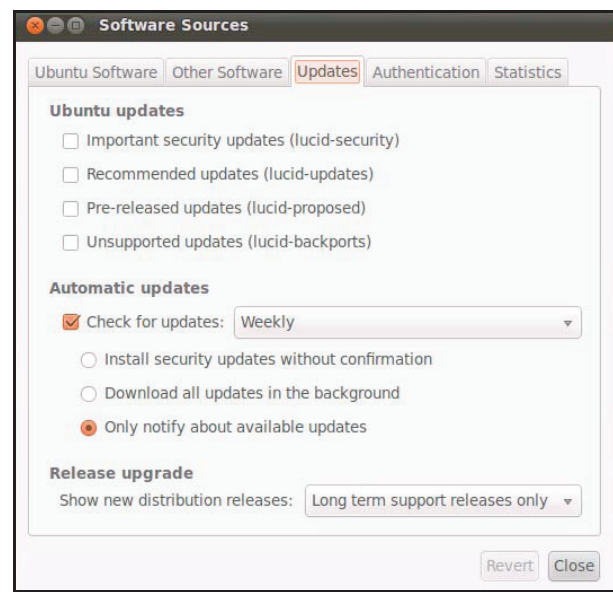


Figure B-5. Updates Tab

## Important Security Updates

Security updates are highly recommended to ensure that your system remains as secure as possible. Security updates are enabled as a default setting.

## Recommended Updates

Recommended updates are packages that always have the most recent bug fixes or minor updates that have been tested and approved. Recommended updates are enabled as a default setting.

## Pre-Released Updates

Pre-released updates are the most recent updates containing the latest releases of applications. However, there is a risk of installing an update that has unresolved bugs or issues. It is possible there can be software issues with pre-released updates. Pre-released updates are not enabled as a default setting.

## Unsupported Updates

Unsupported updates have not been fully tested and reviewed. Some bugs may occur when using these updates. Unsupported updates are not enabled as a default setting.

## Automatic Updates

Automatic updates allows customization of how the system manages updates, such as how often it checks for new updates that can be set to Daily, Every two days, Weekly, or Every two weeks. You can also decide if you want to install important updates right away (without confirmation), only download the updates, or to only notify you about the available updates.

## Release Upgrade

Decide which system upgrades you would like to be notified about. The following settings can be adjusted:

- **Never:** Select this option to not be notified about any new Ubuntu releases.
- **Normal releases:** Select this option to be notified about new Ubuntu releases.
- **Long Term Support releases:** Select this option to be notified about a release that is more stable and has support for a longer time.

## Authentication

Authentication keys are used to authenticate the correct source of software.

## Statistics

In the Statistics tab, you can participate in submitting statistical information to the Ubuntu project on a weekly basis. This option can be enabled or disabled.



# Security

## Users

Ubuntu is automatically configured for a single user. If more than one person will use the computer, each person should have their own user account. Each user can have separate settings, documents, and other files. Files can also be protected from being viewed or modified by users without administrative privileges.

## Permissions

Files and folders can be configured to allow specific users to view, modify, or run them. This can be useful if you wish to share a file with other users, but do not want those users to be able to edit the file.

Ubuntu controls access to files on the computer through a system of permissions. These are settings that can be configured to control how files are accessed and used.

## Passwords

You can use a strong password to increase the security of your computer. Your password should not contain names, common words or common phrases. By default, the minimum length of a password in Ubuntu is four characters. We recommend a password with more than the minimum number of characters.

## Lock Screen

When the computer is unattended, the screen can be locked. Locking the screen prevents anyone from using your computer until your password is entered.

To lock the screen, press **Ctrl + Alt + L**, or perform the following:


1. Click on the  icon located on the menu panel at the top of the screen. (Figure B-6)



Figure B-6. Menu Panel

2. A drop-down menu will appear, showing user account options. (Figure B-7)

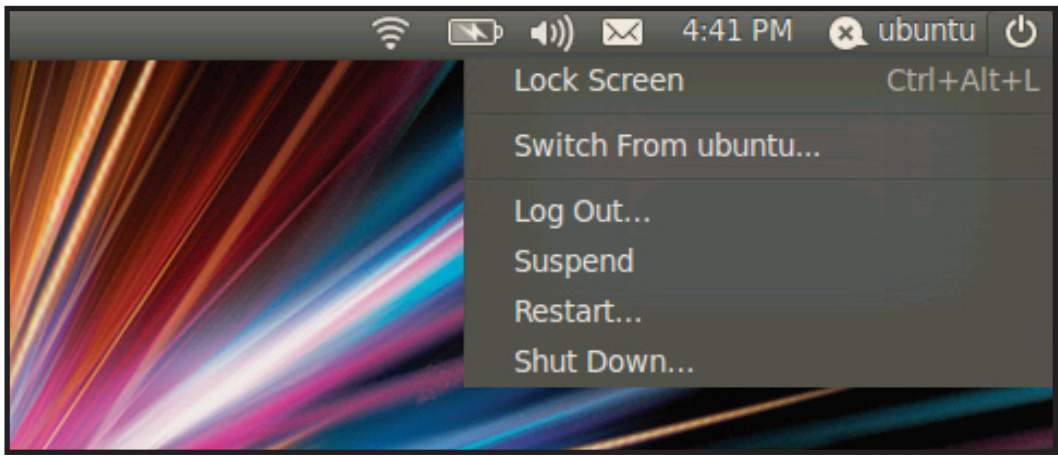


Figure B-7. User Account Options

3. Click Lock Screen.

## FAQ

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If you would like help with other specific issues not mentioned in this User Guide, please visit **<http://ubuntuforums.org/>** where you can find out the answer to your query and learn more about your new software.



