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Ubuntu is an African word meaning "Humanity to others", or "I am what I am because of who we all are". The Ubuntu distribution brings the spirit of Ubuntu



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# Ubuntu 11.04

## Unity Desktop Guide



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# Ubuntu 11.04

## Ubuntu Unity Desktop Guide



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## Ubuntu 11.04

# Ubuntu Unity Desktop Guide

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# Abstract

Welcome to the *Ubuntu Unity Desktop Guide*! It contains information for Ubuntu 11.04, the latest stable version, released in April 2011. If you can't find what you are looking for here, try the excellent source of *community contributed documentation*<sup>1</sup>.

This guide applies if you are using the default **Unity** desktop. Guide is also available for the *Ubuntu Classic desktop session*<sup>2</sup> (see *Ubuntu 11.04 Classical Desktop Guide*, ISBN-13: 978-1-59682-259-7).

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<sup>1</sup> <https://help.ubuntu.com/community>

<sup>2</sup> <https://help.ubuntu.com/11.04/ubuntu-classic/gnome-classic-index/C/index.html>

# Chapter 1.

## Welcome to Ubuntu 11.04

Ubuntu 11.04 is the first release of Ubuntu to feature *Unity*, a completely reimagined user interface. Unity is designed to minimize distractions, give you more room to work, and help you get things done.

This guide is designed to answer your questions about using Unity and your Ubuntu desktop. First we will take a moment to look at some Unity's key features, and how you can use them.

### 1.1. Getting started with Unity



### 1.1.1. The Launcher and the Home Button

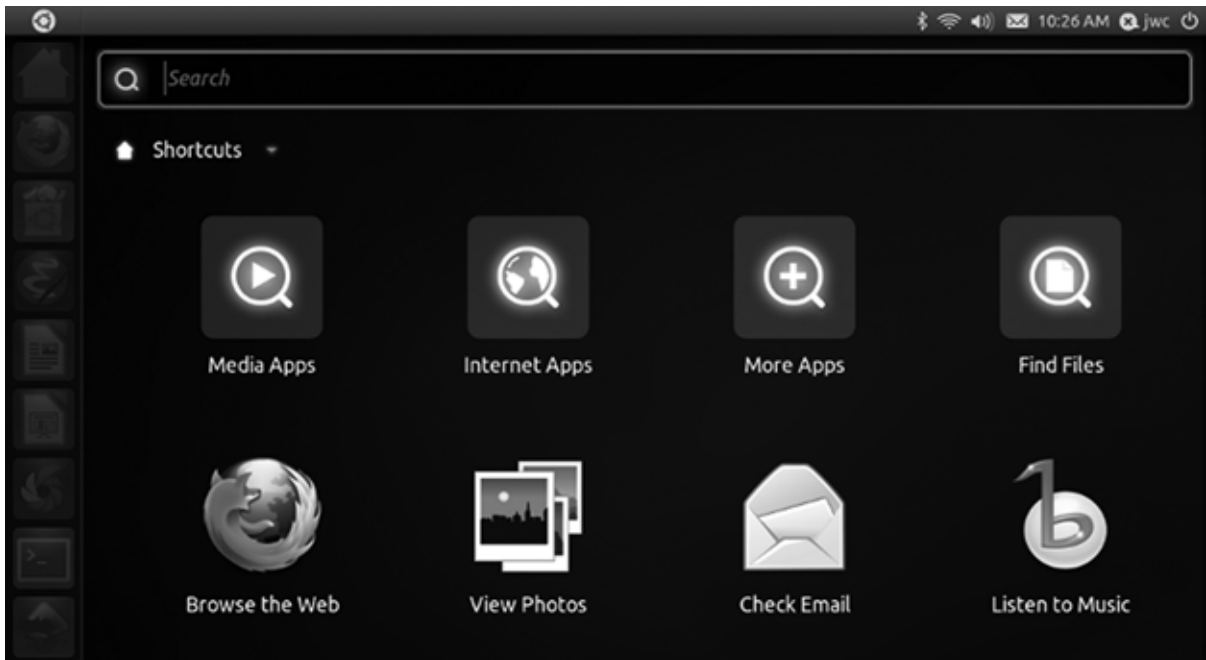


The **Launcher** appears automatically when you log-in to your desktop, and gives you quick access to the applications you use most often. When you launch an application, the Launcher hides from your view. This gives you more room to do your work, and keeps distractions to a minimum.

The **Home Button** sits in the top-left portion of the screen and gives you access to the Launcher along with other Unity features. If you move your mouse pointer to the top-left corner of the Home Button, the Launcher will appear.

### 1.1.2. The Dash

If you click on the **Home Button**, Unity will present you with an additional feature of the desktop, the **Dash**.



The *Dash* is designed to make it easier to find, open and use applications and files. For example, if you type the word, "document" in to the *Search Bar*, the Dash will show you applications that help you write and edit documents. It will also show you relevant folders and documents that you have been working on recently.

The Dash also gives you shortcuts to often-used Internet, photo, email, and music applications.

This is just the beginning of what the Dash can do for you, though. If you want to get the most out of the Dash, check out the Dash tips-and-tricks.

- *Learn more about starting applications* (see Chapter 2, page 21).
- *Learn more about windows and workspaces* (see Chapter 4, page 26).

## 1.2. Further Reading

### More About

- *Overview of the desktop* (see Chapter 6, page 34) — An overview of the different parts of the desktop.
- *Ubuntu Desktop Guide*<sup>1</sup> — Ubuntu Desktop Guide online

### See Also

- *About this guide* (see Section 16.1, page 211) — A few tips about using the Ubuntu Desktop Guide.

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<sup>1</sup> <https://help.ubuntu.com/11.04/ubuntu-help/index.html>

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# Chapter 2.

## 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, Unity workspaces and lenses, 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.

### 2.1. 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:

- 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.
- Move your mouse pointer to the top-left corner of the screen. The Launcher will appear immediately.
- Tap the `meta` key twice. The Launcher will appear briefly, but will disappear unless you hover your mouse over the Launcher.
- Press and hold the `meta` 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.

Which approach do you like the most? What approach do you think will help you work most efficiently?

To learn more about the Launcher, explore any of the Launcher help topics below.

### 2.2. Launcher Basics

### 2.3. Customizing the Launcher

### 2.3.1. Pin your favorite apps to the launcher

To add an application to the *launcher* (see Section 6.1.1, page 35) for easy access:

- Drag the application's icon from the *dash* (see Section 6.1.1, page 35) 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**.

#### More About

- *Applications and windows* (see Section 6.2, page 37)
- *Customizing the Launcher* (see Section 2.3, page 21)

#### See Also

- *Find applications and files using the search bar* (see Section 3.1, page 24)

### 2.3.2. Stop the launcher from showing when I point to the left side of the screen

The **launcher** unhides when you move your mouse or touchpad pointer to the left side of the screen. If you prefer, you can tell Unity to only show the launcher when you click the top left Ubuntu button instead.

1. Click the icon at the very right of the **top bar** and select **System Settings**.
2. In the Personal section, click **Launcher & Menus**.
3. Choose **Touches the top left corner of the screen**.

#### More About

- *Customizing the Launcher* (see Section 2.3, page 21)
- *The Desktop* (see Section 6.1, page 34)

### 2.3.3. Change the size of icons in the launcher

The size of the icons in the **Launcher** cannot be changed by default, but you can install software that will allow you to change the size of the icons. To install the necessary software and change the size of the icons, complete these steps:

1. Install the *CompizConfig Settings Manager (ccsm)* application from the *Software Center*.  
If you need assistance with installing the application, consult the *software installation help* (see Section 8.1, page 78), or review the *Ubuntu Software Center Manual*<sup>1</sup> (see Appendix A, *Ubuntu Software Center of the Ubuntu 11.04 Classical Desktop Guide*, ISBN-13: 978-1-59682-259-7).
2. After you have installed the program, click the power icon at the very right of the **panel** and select **System Settings**.
3. In the Personal section, click **CompizConfig Settings Manager**.
4. In the **Desktop** section of the *CompizConfig Settings Manager*, click **Ubuntu Unity Plugin**, and select the **Experimental** tab.
5. Move the **Launcher icon size** slider to increase or decrease the size of the **Launcher** icons.



### Note

The default **Launcher** icon size is 48.

Your changes to the size of the icons will be applied immediately. Click the **Back** and **Close** buttons to exit the *CompizConfig Settings Manager*.

### More About

- *Customizing the Launcher* (see Section 2.3, page 21)
- *The Desktop* (see Section 6.1, page 34)

## 2.4. Further Reading

### More About

- *Ubuntu Desktop Guide*<sup>2</sup> – Ubuntu Desktop Guide online

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<sup>1</sup> <https://help.ubuntu.com/11.04/software-center/C/index.html>

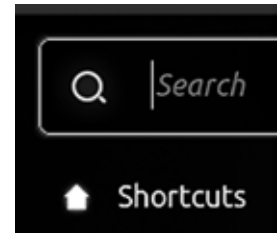
<sup>2</sup> <https://help.ubuntu.com/11.04/ubuntu-help/index.html>

## Chapter 3.

# 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 `meta` key. To hide the **dash**, press `Esc`.

### 3.1. 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.



#### Note

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**.



#### Tip

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.

### See Also

- *Pin your favorite apps to the launcher* (see Section 2.3.1, page 22) — Add, move, or remove frequently-used program icons on the launcher.

## 3.2. 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.

## 3.3. Further Reading

### More About

- *Ubuntu Desktop Guide*<sup>1</sup> — Ubuntu Desktop Guide online

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<sup>1</sup> <https://help.ubuntu.com/11.04/ubuntu-help/index.html>

# Chapter 4.

## Windows and workspaces

Like other desktops, Unity uses windows to display your running applications. Using both the **dash** and the **launcher**, you can launch new applications and control which window is active.

In addition to windows, you can also group your applications together within workspaces. Visit the window and workspace help topics below to better learn how to use these features.

### 4.1. Working with windows

#### 4.1.1. Maximize and unmaximize (restore) a window

To maximize or unmaximize a window, you can:

- Double-click on the title bar of the window.
- To maximize a window, click on the **title bar** of an application, and drag it to the top of the screen. When the **mouse pointer** touches the very top of the screen, the entire screen becomes highlighted. Release the mouse button to maximize the screen.
- To restore the window to its original size, click on the **title bar** of the application, and drag it down from the **top bar**. After the window separates from the **top bar** it will restore itself to an unmaximized state.



#### Tip

Pressing **Alt** + click anywhere in a window will allow you to move the window. Some people may find this easier than needing to click in the **title bar** of an application.

You can also use your keyboard to maximize a window. Press **Alt+Space** to bring up the window menu, and then press **x**.

#### More About

- *Working with windows* (see Section 4.1, page 26)

### 4.1.2. Switch between windows

#### 4.1.2.1. 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 white 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.

#### 4.1.2.2. 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.

#### 4.1.2.3. Further Reading

##### More About

- *Applications and windows* (see Section 6.2, page 37)
- *Working with windows* (see Section 4.1, page 26)

### 4.1.3. Window operations and modes

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

#### 4.1.3.1. 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.



### Tip

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 right hand corner of the window, or
- Press `Alt+F4`, or
- Press `Alt+Space` to bring up the window menu. Then press `c`.

#### 4.1.3.2. Resize a window



### Caution

To resize a window, your window first needs to be *unmaximized*.

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.

#### 4.1.3.3. 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.

#### 4.1.3.4. Hide windows from view

To hide a window from view, you can just *minimize* (see Section 4.1.3.1, page 27) it. It will 'disappear' into the top left hand corner of the window. To be able to access it, enter the **Activities** view.

#### 4.1.3.5. Further Reading

##### More About

- *Working with windows* (see Section 4.1, page 26)

## 4.2. Working with workspaces

### 4.2.1. What is a workspace, and how will it help me?

Workspaces refer to the grouping of windows on your desktop. These virtual desktops increase the size of your working area. Workspaces are meant to reduce clutter and make the desktop easier to navigate.

You could use workspaces to organize your work. For example, you could have all your communication windows, such as email and your chat apps on one workspace and the work you are doing on a different workspace. Your music manager could be on a third workspace.



Open the *Launcher* (see Chapter 2, page 21) and click the **workspace switcher** button near the bottom. By default, Ubuntu shows 4 workspaces, arranged in 2 rows and 2 columns. You can change the number of workspaces.

#### Change the number of workspaces

1. Go to the *dash* (see Section Chapter 3, page 24) and open the *Terminal*.
2. To change the number of rows, type the following command, changing the final number to the number you wish. Press **Enter**.

```
gconftool-2 --type=int --set /apps/compiz-1/general/screen0/options/vsize 2
```
3. To change the number of columns, type the following command, changing the final number to the number you wish. Press **Enter**.

```
gconftool-2 --type=int --set /apps/compiz-1/general/screen0/options/hsize 2
```

## More About

- *Working with workspaces* (see Section 4.2, page 29)

## See Also

- *Move windows to a different workspace* (see Section 4.2.2, page 30) – Open the workspace switcher and drag the window to a different workspace.
- *Switch between workspaces* (see Section 4.2.3, page 30) – Open the workspace switcher and double-click one of the workspaces.

### 4.2.2. Move windows to a different workspace

You can move a window between workspaces:

1. Open the *Launcher* (see Chapter 2, page 21) and click the **workspace switcher** button near the bottom.
2. Drag the window to the workspace you choose.

A faster way of moving windows between workspaces is by using the keyboard:

- Press `Ctrl+Alt+Shift+ →` to move the window to the workspace to the left of the current workspace.
- Press `Ctrl+Alt+Shift+ ←` to move the window to the workspace to the right of the current workspace.
- Press `Ctrl+Alt+Shift+ ↓` to move the window to the workspace below the current workspace.
- Press `Ctrl+Alt+Shift+ ↑` to move the window to the workspace above the current workspace.

## More About

- *Working with workspaces* (see Section 4.2, page 29)

## See Also

- *What is a workspace, and how will it help me?* (see Section 4.2.1, page 29) – Workspaces are a way of grouping windows on your desktop.

### 4.2.3. Switch between workspaces

#### 4.2.3.1. From the workspace switcher

Open the *Launcher* (see Chapter 2, page 21) and click the **workspace switcher** button near the bottom. Double-click on any window or workspace to switch to it, or press the workspace switcher button again to return to your previous workspace.

### 4.2.3.2. From the keyboard

- Press `Ctrl+Alt+→` to move to a workspace which is to the right of the current workspace.
- Press `Ctrl+Alt+←` to move to a workspace which is to the left of the current workspace.
- Press `Ctrl+Alt+↓` to move to a workspace which is below the current workspace.
- Press `Ctrl+Alt+↑` to move to a workspace which is above the current workspace.

### 4.2.3.3. Further Reading

#### More About

- *Working with workspaces* (see Section 4.2, page 29)

#### See Also

- *What is a workspace, and how will it help me?* (see Section 4.2.1, page 29) – Workspaces are a way of grouping windows on your desktop.

## 4.3. Further Reading

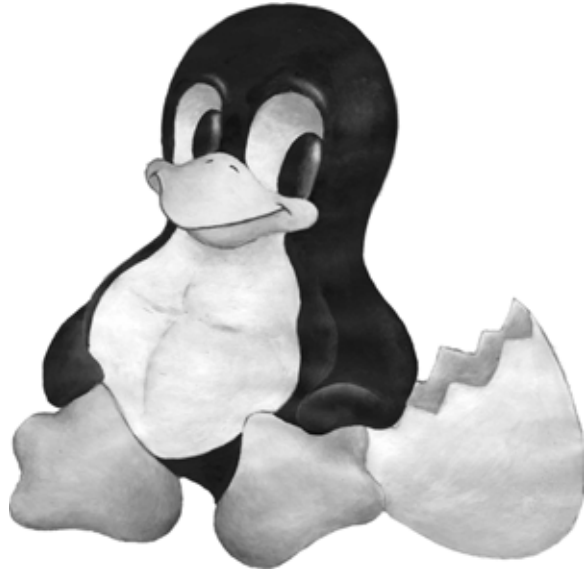
#### More About



- *Applications and windows* (see Section 6.2, page 37)
- *Ubuntu Desktop Guide*<sup>1</sup> – Ubuntu Desktop Guide online

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<sup>1</sup> <https://help.ubuntu.com/11.04/ubuntu-help/index.html>

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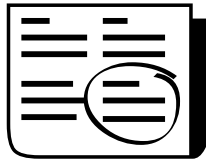


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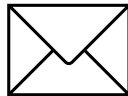


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