

# The Dash

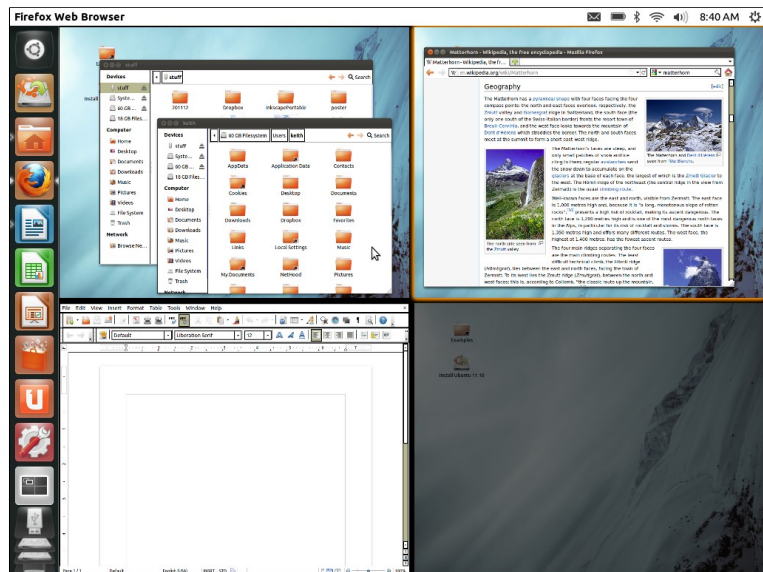
The Dash takes the place of a menu or 'start' button in Ubuntu Unity. Click on the **Dash icon** and you should see *something* like this...



**Shortcut:** 'Tap' the Windows button to invoke the Dash from the keyboard

Type the name of an application. As you type more letters, the icons change until the app you want to start is the first. Just press enter to load the app! The dash can do a *lot* more than this: *explore...*

# Workspaces



**Workspaces** are virtual desktops that you can use to keep different tasks organised. Unity comes with four of these by default.

**Click the Workspaces icon** to see the workspaces. Click in the upper right workspace. This should zoom up to nearly full size. Click again to switch to this workspace. Start an application. Use the Workspace icon to switch back to the first workspace.

**Shortcut:** Press and hold the Windows key and then press the letter S. You will see the Workspace switcher with previews of all the open windows.

**Use the launcher:** click on the launcher icon of the application you started in Workspace 2. You will switch to that workspace with the application window open.

# Windows and menus



The **application menu** is at the top of the screen on the left. The menu is *hidden* until you move your mouse near the top bar.

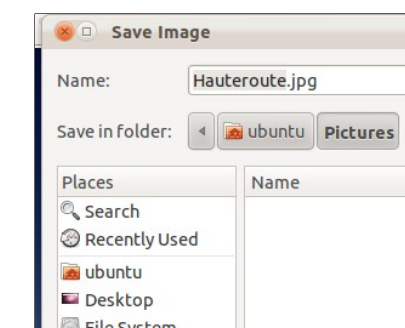
Load a few applications from the Launcher. You can switch between applications by **clicking on their windows**, or by using the **Launcher icons**.



**Shortcut:** try **Alt-Tab**. You will see the application icons in a row.

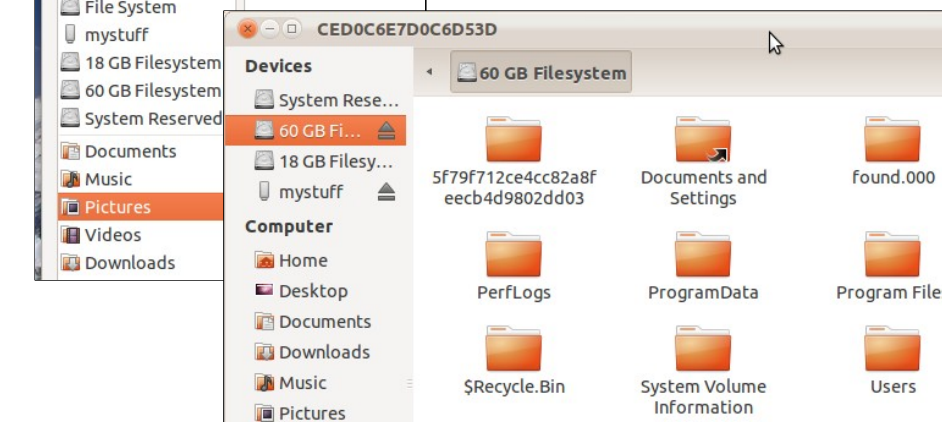
Holding one of them for a few seconds will 'explode' the icon and show previews of windows. Tabbing again allows you to switch between windows.

# Files and folders



Click on the **Home Folder** icon in the Launcher to see your folders and files.

You can use the Live CD to copy files from your Windows partition to a USB stick, see the pictures to the left



Under Windows 7 or XP your files will probably be in the Users folder.

Just open your user and then find the My Documents and My Music folders and copy what you want to a USB storage stick or external hard drive.

