

# - 2nd Chance Computer Refurbishing - Helpful Ideas

1. **Password** - (for default user account)
  - a. if you make a change to the system, you may be asked for a password - just type "password" (no quotes)
  - b. Changing password - Click Activities, Control Center, About Me, Change Password
  
2. **Desktop changes** -
  - a. Change screensaver - Activities, System Control Panel, then Screensaver
  - b. Change background picture - right click anywhere on desktop, Change Desktop Background
  
3. **Activities Menu** - (similar to Start Menu)
  - a. Click on Activities - First use may take a few seconds
  - b. Choose favorites or all applications
  - c. Right click on a software title to create a desktop icon
  
4. **Printer setup**
  - a. Connect printer cable to computer
  - b. Verify printer setup - Activities, Control Center, Printers. If not present, choose Add Printer.
  
5. **Adding new software** - thousands of free titles - MUST be online
  - a. Click on Activities, Control Center, Ubuntu Software Center - search by Category or Title
  
6. **Turn off computer**
  - a. Click on Activities, Quit, then Shutdown