ECOMMITTEE, SUPREME COURT OF INDIA
CHANGE MANAGEMENT FOR THE JUDICIAL OFFICERS
UBUNTU AWARENESS CUM TRAINING PROGRAMME
TIME TABLE & SYLLABUS

DAY ONE		
Session No.	Time	Subject
0	9.45 – 10.00	Inauguration & introduction of the master trainers
1	10.00 - 10.30	Change Management – Concepts, Importance & Methodology
2	10.30 - 11.15	Basic Operating System Concepts – Why Ubuntu Linux – features & benefits
3	11.30 - 13.15	Ubuntu-Linux Practical Tips & Techniques – I (Understanding its Menus and managing Files & Folders in Ubuntu with Practical Session with Hands On Practice by the participants)
4	14.00 - 15.30	Ubuntu Operating System Practical Tips & Techniques – II (Practical Session with Hands On Practice by the participants)
5	15.45 – 16.30	Ubuntu Operating System Practical Tips & Techniques - II(Practical Session with Hands On Practice by the participants)
6	16.30 – 17.15	Firefox Web browser Tips & Techniques
7	17.15 – 17.30	Feedback/suggestions by participant Judicial Officers
DAY TWO		
1	10.00 – 11.30	Using LibreOffice Writer in Ubuntu 12.04 – I (Practical Session with Hands On Practice by the participants)
2	11.45 - 13.15	Using LibreOffice Writer in Ubuntu 12.04 – II (Practical Session with Hands On Practice by the participants)
3	14.00 - 15.45	Using LibreOffice Writer in Ubuntu 12.04 – III (Practical Session with Hands On Practice by the participants)
4	16.00 – 17.00	Google Search Tips & Techniques
5	17.00 – 17.15	Feedback/suggestions by any two Judicial Officers
6	17.15 – 17.30	Feedback Form Filling by the participants

ECOMMITTEE, SUPREME COURT OF INDIA

**CHANGE MANAGEMENT EXERCISE(PHASE II) FOR THE JUDICIAL OFFICERS
UBUNTU AWARENESS cum TRAINING PROGRAMME
UBUNTU LINUX 12.04 as customized by the ECOMMITTEE**

Session 1 (Day I):

Presentation on Change Management Concepts, Importance & Methodology

Session 2 (Day I):

> ### Basic Operating System Concepts –
>
> ### Why Ubuntu Linux – features & benefits

1. Computer Software

    (a) Operating System

    (b) Application Software

2. Open Source Software Concepts

3. Linux Operating System

4. Why Linux

5. Ubuntu-Linux

    (a) Ubuntu-Linux Distributions and its versions – LTS

    (b) Long Term Support (LTS) version

    (c) Ubuntu-Linux Updates

    (d) Additional Softwares for Ubuntu-Linux

    (e) eCommittee customized Ubuntu-Linux

ECOMMITTEE, SUPREME COURT OF INDIA

CHANGE MANAGEMENT EXERCISE (Phase II) FOR THE JUDICIAL OFFICERS

UBUNTU AWARENESS cum TRAINING PROGRAMME
UBUNTU-LINUX OPERATING SYSTEM TIPS & TECHNIQUES
UBUNTU LINUX 12.04 as customized by the ECOMMITTEE FOR INDIAN JUDICIARY

SESSIONS 3 to 5 (Day I)

(Compulsory Topics : 1 to 16. Optional topics depending on the availability of time: 17-20)

1. **Understanding the Ubuntu Menu Design :**

   (a) **Applications & Places Menu Design (Gnome Desktop)**

   (b) **Dash Home (Ubuntu (Unity) Desktop Environment) in Ubuntu 12.04 (The Words written in bold in topic can be used as Search Keys in Dash Home)**

2. **To access recently opened documents:**

   (a) **Gnome Desktop:** For recently opened documents go to Places--Recent Documents. This list can be cleared from 'Clear Recent Documents' by the same menu.

   (b) **Ubuntu Desktop :** Click on Dash Home and see the list of Recent Documents.

3. **Understanding the Ubuntu-Linux File System:**

   (a) Home Folder

   (b) Desktop, Documents, Downloads Folders

   (c) PDF (output folder for virtual pdf printer) Folder

   (d) Read Me Folder

   (e) Location (Path) of files & folders in Ubuntu-Linux

4. **Using the File Browser**
   i. Create Folder, Cut, Copy, Paste, Rename, Delete in the File Browser
   ii. The Right Click Options in the File Browser
   iii. **Understanding the use of Copy To, Move To, Other Pane (F3)**: Copy To & Move To options can be accessed from right click while in the file browser. Other pane can be opened and closed by F3.

5. **To access recently copied data/clipboard:** Clipboard Manager icon on the top panel( ) keeps clipboard history, customize clipboard item view & saves clipboard content when applications are closed.

6. **The StarDict talking dictionary:** Applications --> Education --> **StartDict Talking Dictionary** ( ). On writing a word in bar, a tree like instant result of synonyms is displayed as per the categories of parts of speech. Apart from this tree like result, results from other multiple dictionaries are also visible including the Thesaurus. After typing a word, press Enter to listen to its pronunciation.

7. **To use text to speech (TTS) feature:** Applications-Sound & Video - **Gespeaker** reads aloud a given text with settings for male/female voice, pitch, volume, speed

and word gap. Using Gespeaker, the speech output of the computer can also be recorded & saved in WAV sound format, using the 'Record' button from the toolbar.

8. **Recording voice using Sound Recorder**: Voice and any audio input can be recorded using Applications → Sound & Video → **Sound Recorder**.

9. **To take a screenshot:** Screenshot can be taken from (1) Applications-Accessories - Take **Screenshot**; or (2) Graphics-GIMP-File-Create-Screenshot; or (3) Print Screen Key or Button from Top Panel, etc.

10. **To force quit (force kill) an errant/misbehaving application:** By using the **force quit** Icon from Top Panel (Gnome) or side panel (side panel), an application which is not responding and not being closed by the regular Close button, can be forcefully terminated/closed.

11. **Ubuntu-Linux Video Tutorials & User Guide Material:** Under Applications – Learning Has No End Menu, all the relevant and required know-how about Computer Fundamentals and using eCommittee's customized Ubuntu-Linux have been provided in the form of Audio-Video **Tutorials** and User Guides.

12. **Typing in Indian Languages:**

    (a) **To select Keyboard Input Language:** To Select Keyboard Input Language, there are two keyboard icons available i.e. on the Top Panel & other always visible on the Screen as a shadow. It can also be invoked by <Ctrl> + <Space>.

    (b) **Using specific Keyboard Layout:** Whenever typing something in any software (OpenOffice, Firefox etc.), you can just press <Ctrl> <Space> to activate typing in Indian languages. Typing in Indian regional languages can be learnt using help screens from Applications--Indic Keyboard Layout Help Menu. Phonetic layouts are recommended for any language.

13. **Using a webcam with Ubuntu-Linux:** Using Applications-- Sound & Video-- **Cheese Webcam Booth**, still photos and videos can be taken. Webcam can also be used in Google Chat / Gtalk etc in Ubuntu.

14. **To create new user and change user/root passwords:**

    (a) New user can be created by System-Admin- **Users & Groups**.

    (b) User/root passwords can also be changed from System - Admin-Users & Groups.

    (c) User password can also be changed by System-Preferences-About Me

15. **To install any new program in Ubuntu Linux:** To install new softwares in Ubuntu-Linux, go to Applications-**Ubuntu Software Centre**. Just type the name of the software and click Install. Any new ubuntu packages can also be installed from System--Administration--Synaptic Package Manager. Mark for installation the requisite software and Apply all marked changes.

16. **To print any file as PDF:** To get PDF output from any program, go to File → Print and select PDF as a printer. The output will be saved in folder PDF in Home Folder (ubuntu). The PDF Folder can also be accessed from Places Menu.

17. **To connect an external monitor/projector:**

(a) For display on external monitor/projector, click Monitor icon on top panel, go to Configure Display Settings & click 'Same Image in all monitors'. The same options can also be accessed from System – Preferences—Monitors.

(b) A VGA splitter can also be used to have multiple displays from a single computer.

18. **To create & extract compressed (.zip) files (archives):** Applications-Accessories - **Archive Manager** handles the creation, modification & extraction of archives (.tar, .zip, .jar, .rar, .iso, etc).

(a) A file or a folder can be compressed by right clicking the desired file/folder & choosing the 'Compress...' option from the menu.

(b) A compressed file can be decompressed to extract its content by right clicking the compressed file, and choosing the 'Extract Here' option from the menu.

19. **To record desktop movements & voice input (Screen Recorder with voice):** You can record all the movements and actions of the whole screen as a video (+ audio) from Applications -- Sound & Video – **RecordMyDesktop**. Sound/Voice can also be recorded using a mic with the computer.

20. **To make changes such as highlighting text, adding text, etc. onto a pdf file :** Applications — Office -- **Xournal** can be used to makes changes like highlighting, adding text, free hand writing, adding annotation,etc to PDF files. A PDF can also be opened in Xournal, by right clicking it, and from the context menu choosing, Open With—Xournal.

Note: Ubuntu Guide (Getting Started with Ubuntu 12.04 is available in Ubuntu-Linux 12.04 (eCommittee version) at Home → Read Me.

SESSIONS 6 (Day I)

(Compulsory Topics : 1 to 12. Optional topics depending on the availability of time: 13-16)

FIREFOX WEB-BROWSER TIPS & TECHNIQUES

1. To Print a webpage as a PDF: Go to File → Print & select PDF as printer..

2. To view the web page as fullscreen: Go to View → Full Screen (or use F11).

3. Refresh view of the current browser window: View → Reload or F5

4. Zoom in and Zoom Out: 'Ctrl' & '+' and 'Ctrl' & '-' OR Ctrl + Scroll

5. Using Tabs in browser: Ctrl + T, Ctrl + F4, Ctrl + Tab, Edit → Preferences → Tabs.

6. To access history of web browser: Go to History (or History → Show All History) or Ctrl + H or Ctrl + Shift + H

7. To clear recent history: Go to Tools → Clear Recent History.

8. To clear username & passwords: Edit → Preference → Security → Saved Passwords.

9. To view the files downloaded using the web browser: Tools → Downloads

10. Switching between Offline and Online Mode: File → Work Offline

11. Using the official indianjudiciary.gov.in email account

12. Using Quick SMS from mail.gov.in

13. Useful Websites Links in Judges Library Link of SCI website

14. Bookmark a site: In Mozilla, from Bookmarks → Bookmark this Page (or Ctrl + D). These booksmarks can be organized and exported/imported from Bookmarks → Organize Bookmarks (Ctrl + Shift + O).

15. Popup windows: To block or unblock popup windows, go to Edit → Preferences and in the Firefox Preferences go to Content tab & Enable 'Block up Pop Up Windows'

16. Add-ons (extensions) in the web browser:

    (a) To add extra specific utilities to the web browser, go to Tools → Add-ons

    (b) Print Edit Add-on Utility: To selectively print the content of a webpage.

SESSIONS 1 to 3 (Day II)

(Compulsory Topics : 1 to 12. Optional topics depending on the availability of time: 13)

1. **Basic tips to use a WordProcessor efficiently:**

   (a) Use of Spacebar vs. Tab
   (b) Paragraph Spacing
   (c) Page Breaks
   (d) Left/Right/Centre Justify
   (e) Insert & Overwrite Mode
   (f) Page Settings in the Document and the Printer
   (g) Paragraph Numbering (Simple and Outline(Sublevel))
   (h) Using Right Click Options

2. **Saving a Document:** Save (Ctrl S), Save As, Saving with Password, File Type

3. **Undo & Redo:** Undo (Ctrl + Z), Redo(Ctrl + Y),

4. **Finding & Replacing Text:** Edit → Find & Replace (Ctrl + F)

5. **Character Formatting:** Format → Character – Font, Font Effects, Position, Hyperlink, Background OR from right-click context menu select 'Character'

6. **Paragraph Formatting:** Format → Paragraph – Indents & Spacing, Alignment, Text Flow, Outline & Numbering, Tabs, Borders OR Right Click → Paragraph.

7. **Export as PDF:** File → Export as PDF, Export as PDF button from the toolbar (Quick PDF) OR from File → Export as PDF.

8. **Using Bullets and Numbering for Paragraphs:** Symbols and Graphics as Bullets, Simple Numbering and Outline Numbering

9. **Page Numbering:** Insert → Header or Footer, Insert → Field → Page Number. Header and Footer can also be inserted by choosing 'Page' option from the right-click context menu (Page → Header/Page → Footer)

10. **Automatic Saving Methods:**

    (a) Automatic Save Options (<u>Saving Autorecovery Information</u>: Tools → Options → Load/Save → General → Save AutoRecovery information every …... minutes and

    (b) <u>Creating Backup Copy of File:</u> Tools → Options → Load/Save → General → Always Create Backup Copy, <u>Path of Backup Copy</u>: Tools → Options → OpenOffice.org → Paths → Backups**)**

11. **Miscellaneous:**

    (a) Viewing/Checking Nonprinting Characters button from the toolbar ¶
    (b) Zooming through Ctrl + Scroll button
    (c) Font Colour and Background Colour (Highlighting) from Toolbar
    (d) Using Format Paintbrush
    (e) Insert Special Characters/Symbols

12. **Working with Tables:**

    i. To insert table, choose Insert → Table OR choose Table → Insert → Table OR Press Control+F12 OR From the Standard toolbar, click the Table icon

    ii. To define the first row(s) in the table as headings, check 'Heading'. The default Table Heading paragraph style will be applied; to change these default settings, go to Style and Formatting window.

    iii. To repeat the heading row(s) of the table at the top of subsequent pages if the table spans more than one page- While creating the table (Insert → Table), check 'Heading' & 'Repeat heading' . And, if the table has already been created, these settings may be defined from Table → Table Properties – Text Flow – Repeat heading.

    iv. To prevent the table from spanning more than one page check 'Don't split table'.

    v. Tables can be autoformatted from Table → Autoformat.

    vi. Formatting the table (table layout and table text): Formatting the table layout normally involves one or more of the following operations: adjusting the size of the table and its position on the page, adjusting sizes of rows and columns, adding or removing rows or columns, merging and splitting individual cells, changing borders and background.

13. **Working with Document in Track Changes Mode:**

    i. To compare two different version of a file, go to Edit → Compare Document.

    ii. To begin/end tracking (recording) changes, choose Edit → Changes → Record.

    iii. To show or hide the display of changes, click Edit → Changes → Show.

    iv. To accept or reject recorded changes, either Right-click (context) menu (choose *Accept Change* or *Reject Change*) or use *Accept or Reject Changes* dialog box (Edit → Changes → Accept or Reject).

    v. To merge the documents containing the recorded changes, open one copy then click Edit → Changes → Merge Document and select and insert another copy of the document to be merged with the first.

Note: LibreOffice Guide is available in Ubuntu-Linux 12.04 (eCommittee version) at Home → Read Me → LibreOffice Tutorials

SESSIONS 4 (Day II)

GOOGLE SEARCH TIPS & TECHNIQUES

1. **Phrase search ("")**: By putting double quotes around a set of words, you are telling Google to consider the exact words in that exact order without any change e.g. searching for exact phrase of ["culpable homicide not amounting to murder"]

2. **Search single word exactly as is ("")**: By putting double quotes around a single word, you are telling Google to match that word precisely as you typed it; and not to employ any synonym automatically e.g. [user "manual"] to search 'user manual' and not 'user guide' etc..

3. **Search within a specific website (site:)**: For example, the query [supreme court site:www.india.gov.in] will return pages about Supreme Court but only from www.india.gov.in.

4. **Search a specific type of file (filetype:)**: For example, the query [india filetype:pdf] will return pdf pages containing the information about India available over various websites

5. **Terms you want to exclude (-)**: Attaching a minus sign immediately before a word indicates that you do not want pages that contain this word to appear in your results. The minus sign should appear immediately before the word and should not be preceded with a space.

6. **Fill in the blanks (*)**: If you include * within a query, it tells Google to try to treat the star as a placeholder for any unknown term(s) and then find the best matches.

7. **The OR operator**: Google's default behavior is to consider all the words in a search. If you want to specifically allow either one of several words, you can use the OR operator (note that you have to type 'OR' in ALL CAPS).

8. **The AND Operator**: To get the results wherein all the words separated with AND are present.

9. **Search for Keywords with Similar Meaning (Synonym)**: Instead of searching for only the given word, using ~ before the keyword you can instruct Google to search for webpages with the exact given word or the words which has same meaning. [for e.g. the search for ~tutorial would also return results for guide, manual, reference etc].

10. **Fine Tuning Google Search Results with Google Search Left/Top Pane Options of Content (Web, Images, News etc.), Location, Time etc.**