Ubuntu Manual Style Guide

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1 Introduction

The Ubuntu Manual project produces a beginner's guide for Ubuntu, covering everything from installation to commonly used applications. The manual is provided in PDF format in a variety of languages and is freely available.

This guide provides instructions for joining our project; writing, editing, and translating the contents of the Ubuntu Manual; taking screenshots; and notes on the style used throughout the manual.

If you have questions or run into any problems that this guide doesn't cover, feel free to email the Ubuntu Manual mailing list at ubuntu-manual@lists.launchpad.net.

2 Getting Started with the Ubuntu Manual Project

Creating a Launchpad account

To join the Ubuntu Manual team, you will need a Launchpad account.

1. Go to https://launchpad.net and click "Log in / Register" in the top-right corner of the page.
2. Click the "Create account" link.
3. Fill in your details.

Creating an SSH key

To access the Ubuntu Manual files, you will need to first create an SSH key. This key allows for secure communication between your computer and Launchpad (where the Ubuntu Manual files are stored).

1. Install OpenSSH. On Ubuntu, you can install OpenSSH by opening your terminal and typing:
   ```
   $ sudo apt-get install openssh-client
   ```
2. Once OpenSSH is installed, stay in the terminal and type:
   ```
   $ ssh-keygen -t rsa
   ```
3. When prompted, press `Enter` to accept the default file name for your key.
4. Next, enter and then confirm a password to protect your SSH key. Your key pair is stored in `~/.ssh/` as `id_rsa.pub` (public key) and `id_rsa` (private key).
5. Now you need to upload the public portion of your SSH key to Launchpad:
   (a) Open your public key (`~/.ssh/id_rsa.pub`) in a text editor and copy its contents to your clipboard.
   (b) Visit your SSH keys page.
   (c) Paste your public key into the text box and then click the **Import Public Key** button to continue.

Joining the team

To access the Ubuntu Manual files, you will also need to join our team on Launchpad.

1. Visit our team page on Launchpad at https://launchpad.net/~ubuntu-manual/.
2. Click on the **Join this team** button.
3. We also suggest that you subscribe to the mailing list.

Installing TeX Live

We're using a number of features that require the latest version of TeX Live (2015). Unfortunately, the version of TeX Live that comes with Ubuntu has

old versions of the TEX Live packages. To install TEX Live 2015, follow these steps:

1. Uninstall all the Ubuntu TEX Live packages:
   ```
   $ sudo apt-get remove texlive-*
   ```
2. Download the TEX Live 2015 install script: http://mirror.ctan.org/systems/texlive/tlnet/install-tl-unx.tar.gz
3. Unpack the tarball:
   ```
   $ tar -zxvf install-tl-unx.tar.gz
   ```
4. Change to the newly-unpacked directory:
   ```
   $ cd install-tl-*
   ```
5. Run the script:
   ```
   $ sudo ./install-tl
   ```
6. Select where you'd like to install everything, and any other options you prefer. We highly recommend enabling the "create symlinks to standard directories" option.

Note that not all languages are supported yet (especially those requiring non-Latin scripts).

Note: The CC Icons font isn't packaged in Ubuntu. You can download the font file from http://mirrors.creativecommons.org/presskit/cc-icons.ttf. Copy that font to your /.fonts/ directory, then run "fc-cache /.fonts". After you have downloaded the Ubuntu Manual files you can check if all packages are installed. To do so, run this command in the terminal:

```
$ /Projects/ubuntu-manual-name-of-version/pkgs/install-pkgs.sh
```

If you have any questions or run into any problems, feel free to contact the Ubuntu Manual Team for assistance.

Downloading the Ubuntu Manual files

To download the Ubuntu Manual TEX files, see Chapter 3: Working with Bazaar.

Working with the TEX files

To learn how to work with the TEX files, see Chapter 4: Typesetting with LATEX.

Building the PDF

You will want to build the PDF frequently to check your work and see the changes that others have made. To build the PDF, change into the directory containing the manual files, and run **`make clean`** to remove and old files and then **`make`**. It will take a couple minutes to build the PDF. You can view the PDF by opening it with Evince:

```
$ make clean
$ make
$ evince ubuntu-manual.pdf
```

3 Working with Bazaar

Starting out

There are a few steps that you will need to perform the first time you start working with the Ubuntu Manual bzr repository.

1. You must have a Launchpad account. If you don't already have a Launchpad account, see Creating a Launchpad account for instructions.
2. You must be a member of the `ubuntu-manual` team on Launchpad. If you're not already a member, see Joining the team for instructions.
3. You will need to install `bzr`.
   ```
   $ sudo apt-get install bzr
   ```
4. Configure `bzr` with your full name and the email address you use with Launchpad:
   ```
   $ bzr whoami "John Doe <johndoe@example.com>"
   ```
   To check that bzr knows who you are, run:
   ```
   $ bzr whoami
   ```
5. Provide bzr with your Launchpad ID:
   ```
   $ bzr launchpad-login your-launchpad-id
   ```
   If it has worked, it should return your name and email address.

   Now you're ready to download the Ubuntu Manual files.

Downloading the Ubuntu Manual files

You can download the Ubuntu Manual files to any directory you like. These instructions will assume you're downloading them to a `Projects` directory. If you choose to download the files to a different directory, you will have to modify these instructions accordingly.

1. Create a new directory in your home folder called `Projects`:
   ```
   $ cd
   $ mkdir Projects
   ```
2. Change into that directory in a terminal window:
   ```
   $ cd Projects
   ```
3. Once you are in your `Projects` directory, run this command to download the Ubuntu Manual files:
   ```
   $ bzr branch lp:ubuntu-manual/xenial ubuntu-manual-xenial
   ```
   You should change `xenial` if you want a different branch. You can see the list of available branches on our Launchpad project page: https://launchpad.net/ubuntu-manual.
4. bzr will now download the project files. This may take a few minutes depending on your connection speed.

Now you're ready to start editing TEX files. For more information on the LATEX markup language, see Chapter 4: Typesetting with LATEX.

Committing your work

Once you've edited and saved a file, you will want to commit your work to the bzr repository and share it with the Ubuntu Manual team.

1. Before committing your changes, build the PDF to ensure that you haven't introduced any LaTeX errors:
   ```
   $ make clean; make
   ```
   If the build completes successfully and the PDF looks okay, you can proceed. Otherwise, contact the Ubuntu Manual mailing list for further help.
2. After compiling the code successfully, *before* you commit, run:
   ```
   $ bzr pull
   ```
3. Double-check to make sure your bug or content is still properly fixed and that any changes that were just pulled in were merged properly. (If the changes only impacted files you haven't edited, they should be fine.)
4. Now you can commit your code. Run:
   ```
   $ bzr commit
   ```
   and enter the numbers of any bugs you fixed and a brief description of your changes.
5. Finally, run:
   ```
   $ bzr push
   ```
   If you've never pushed code to this branch before, bzr will complain. You can run the following to satisfy it:
   ```
   $ bzr push lp:ubuntu-manual/xenial
   ```
   From that point on, bzr will remember the location and you should be able to simply run **`bzr push`**.
6. To grab the latest code and start again on the next bug fix, authoring, or editing session, run:
   ```
   $ bzr pull
   ```

Divergent branches

If you take too long between running **`bzr commit`** and **`bzr push`**, you may find that someone else has pushed code to the branch. If this occurs, you will need to undo your commit. Run:

```
$ bzr uncommit
```

Your changes are still in the files, so nothing is lost. Then start at step 1 again. As always, if you have any questions, you can chat with us on IRC in `#ubuntu-manual` on Freenode.

Troubleshooting

You may occasionally get an error message from bzr. Here are a few of the more common problems and how you can fix them. If you encounter any other trouble, feel free to contact the Ubuntu Manual mailing list for assistance.

```
bzr: ERROR: Connection closed: Unexpected end of message.
Please check connectivity and permissions, and report a bug if problems persist.
```

This error usually means that Launchpad doesn't recognize the computer you're using to access the files. Ensure that you've uploaded an SSH key from this computer to Launchpad. See Creating an SSH key for details.

```
bzr: ERROR: Cannot lock LockDir(...):
Transport operation not possible: http does not support mkdir()
```

This often indicates that you need to run **`bzr launchpad-login`**. See Starting out above.

```
bzr: ERROR: These branches have diverged. Use the missing command to see how.
Use the merge command to reconcile them.
```

This error means that between running **`bzr commit`** and **`bzr push`**, someone else pushed their changes to Launchpad. See Divergent branches for instructions on how to resolve this situation.

4 Typesetting with LaTeX

As an author or editor, you will be modifying the Ubuntu Manual source files directly. The source files for LaTeX have a `.tex` extension. You can edit the source files using your favorite text editor such as emacs, vim, or gedit. LaTeX code is similar to HTML in that most of the "code" is simply the text of the manual with a few formatting commands sprinkled in.

Translators should also familiarize themselves with the basics of LaTeX formatting and read the special translator notes in chapter 7.

Organization of Files

Each of the chapters of the manual has its own subdirectory:

Chapter	Directory name
Prologue	`frontmatter`
1. Installation	`installation`
2. The Ubuntu Desktop	`ubuntu-desktop`
3. Working with Ubuntu	`working-with-ubuntu`
4. Hardware	`hardware`
5. Software Management	`software-management`
6. Advanced Topics	`advanced-topics`
7. Troubleshooting	`troubleshooting`
8. Learning More	`learning-more`

Once you've selected a chapter that you'd like to help write or edit, you will find a `.tex` file in that chapter's directory. Some chapters will have all of their text in that one file, while other chapters have split each section into its own file. If you see a bunch of `\input` or `\include` commands in the file, then you will have to look in the appropriate `.tex` file for the text of that section.

Formatting Text

Punctuation

Quotation marks Quotation marks in LaTeX are entered as ``` `` ``` and `''`, *not* as `"`. Single quotation marks are entered as `` ` `` and `'`. Quotation marks for other languages are entered as their Unicode characters.

Indicating sudden breaks To indicate a sudden break in thought—like this—use an em dash. To enter an em dash in the manual, use the `\dash` command. This command will print an em dash without spaces—like this—for US English, but can be set to print an en dash with spaces – like this – for other languages such as UK English.

Indicating a range If you wish to indicate a range (such as: pages 37–40 or 2005–2007), use an en dash. An en dash is entered in LaTeX as two hyphens: `--`. Do not put spaces before or after the en dash when used to indicate a range.

Special characters There are a few characters that LaTeX considers special (used for its own syntax). To typeset these characters, precede the character with a backslash (\). The special characters are:

$ % _ { } & #

The above line was typed like this:

```
\$ \% \_ \{ \} \& \#
```

Finally, to type a backslash character, use the `\textbackslash` command; to type a tilde (~), use the `\textasciitilde` command.

GUI Elements

Menu items To give a sequence of menu items that should be selected, use the `\menu` and `\then` commands. For example:

> To open the Calculator application, click **Applications ▸ Accessories ▸ Calculator**.

is typeset by:

```
To open the Calculator application, click \menu{Applications\then
Accessories\then Calculator}.
```

Use the `\menu` command for single menu items as well:

> Pull down the **File** menu and then click **Quit**.

Other GUI elements There are commands for other GUI elements as well:

GUI element	Command	Appearance
Button	`\button`	**Cancel**
Tab	`\tab`	**Advanced**
Drop-down list	`\dropdown`	**Country**
Checkbox	`\checkbox`	**Remember my password**
Window title	`\window`	“Preferences”
Keyboard key(s)	`\keystroke`	`Ctrl+Q`
Radio button	`\radiobutton`	**Single click to open items**
Text box	`\textfield`	**Full name**
Lens	`\lens`	**Music** lens

Application names The names of applications should be typeset with the `\application` command. For command-line–based applications, use the `\commandlineapp` command instead.

User input When quoting what a user should type, use the `\userinput` command. If you’re just having the user press a key on the keyboard, use the `\keystroke` command instead. For example:

```
Type \userinput{Hello, world!} and press \keystroke{Enter}.
```

is typeset as:

> Type **`Hello, world!`** and press `Enter`.

Cross-referencing In a manual of this size, it's often helpful to point the reader to another chapter or section for more information on a related topic. There are few commands that can help you do that. To cross-reference another chapter, use the `\chaplink` command. Similarly, to cross-reference a section of a chapter, use the `\seclink` command. The `\chaplink` command will insert the text "Chapter ⟨*X*⟩: ⟨*Chapter Title*⟩" and link it to the beginning of that chapter. The `\seclink` command will insert the name of the section and link it to that section.

Graphics

If a screenshot should be added at some point, make a note of it using the `\screenshotTODO` command. Provide a description of what the screenshot should depict. This will add a warning notice in the PDF and will add that screenshot to the to do list.

Figure 4.1: Firefox web browser window

Other document elements

Paragraphs To start a new paragraph in LaTeX, just add a blank line. You don't need to indent the paragraphs as LaTeX will take care of this for you.

Margin notes The manual uses margin notes to provide definitions, tips, and pointers to more information. To add a margin note, use the `\marginnote` command:

```
\marginnote{⟨Margin note text⟩}
```

Comments If you want to add a note to yourself (or others) in the `.tex` file, just type a percent sign (%) followed by your note. LaTeX ll ignore everything on the line after the percent sign.

```
This text will appear in the PDF. % But this text won't!
```

Remember, if you want a percent sign to actually appear in the PDF, you'll need to precede it with a backslash:

```
Linux users are 50\% smarter than non-Linux users.
```

Status The syntax for the status command is as follows:

```
\status{version}{date}{status}
```

where version is the manual version number (e.g., 12.10, 13.04); date is the date the status was updated in ISO 8601 format (YYYY-MM-DD, e.g., 2013-08-29), and status is a keyword denoting the status. Example keywords are:

- stub - contains little to no real content
- incomplete - outline of all information, but lacking content
- draft - all content available, but unpolished
- outdated - was once complete or nearly complete, but needs to be revised to reflect change
- review - ready to be reviewed by editors
- candidate - reviewed and awaiting a final approval
- final - approved and ready for publication or distribution

Terminal commands There are also special commands for typesetting text that appears or is entered into a terminal. An example will illustrate the commands:

```
The \commandlineapp{fortune} program works like this:
\begin{terminal}
\prompt \userinput{fortune}
What we have to learn to do we learn by doing.
   -- Aristotle, Ethica Nicomachea II (c. 325 BC)
\end{terminal}
```

The above generates the following output:

The `fortune` program works like this:

```
$ fortune
What we have to learn to do we learn by doing.
   -- Aristotle, Ethica Nicomachea II (c. 325 BC)
```

The `\prompt` command will print a BASH-style user prompt (`$`). The `\rootprompt` command will print a BASH-style root prompt (`#`). The `\userinput` command should contain any text that the user types in.

While the `terminal` environment is handy for multiple lines of terminal input/output, if you want to put terminal text inline with your paragraph text, you can use the `\userinput` and `\code` commands.

Warnings and notices for advanced instructions While the instructions in this manual should be as safe as possible, we sometimes mention commands or programs that can potentially do damage if not used correctly. To draw attention to these rare circumstances, you can put a note in the `\warning` command. This will set the text off so it's more eye-catching.

Similarly, there is a `\advanced` command for notes to advanced users.

Lists There are two types of lists that we use in the manual: numbered lists and bulleted lists. Both lists work the same way, they just have different names.

```
\begin{itemize}
  \item First list item
  \item Second list item
  \item Third list item
\end{itemize}
```

produces:

- First list item
- Second list item
- Third list item

```
\begin{enumerate}
  \item First list item
  \item Second list item
  \item Third list item
\end{enumerate}
```

produces:

1. First list item
2. Second list item
3. Third list item

5 Screenshots

When taking screenshots for the Ubuntu Manual, take care to follow these guidelines to ensure consistency.

Display settings

Before you make your screenshots, check that you have the following settings:

Theme Ambiance (default)
Background Ubuntu (default)
Color depth 24-bit (default)
Resolution 1024×768

User account

Create a new user named with the username "john" and the full name "John Doe" and take all of the screenshots logged in with this account.

Capturing screenshots using Screenshot

Open Screenshot from the Dash. Choose one of the following options: **Grab the whole screen**, **Grab the current window**, or **Select area to grab**. Under "Effects," disable **Include pointer** and enable **Include the window border**. You may enter how many seconds the program waits before it takes the screenshot. This is useful when taking screenshots of windows that disappear when clicking elsewhere (*e.g.*, the Dash). Click **Take Screenshot** to make the screenshot.

Capturing screenshots using the keyboard

To capture the entire desktop, press the `PrintScreen` key. To capture only the active window, press `Alt+PrintScreen`. Finally, to capture an arbitrary portion of the screen, press `Shift+PrintScreen` and then click and drag to select the area with your mouse.

Screenshot format

The screenshot files should comply with the following format:

File format PNG
Filename `##-short-name.png`, where `##` is the chapter number (`01`, `02`, etc.) and `short-name` is a short description of the screenshot. The extension (`.png`) must be lowercase (*i.e.*, *not* `.PNG`) The filename much match the filename provided in the first parameter of the `\screenshot` command (see Adding screenshots to the manual below). Save your screenshots in `/home/ubuntu/Projects/ubuntu-manual-precise/screenshots/en`.

Cropping screenshots

You can crop an image to, for example, remove a portion of the background. Use Gimp Image Editor to crop. For more information on how to crop, see to http://docs.gimp.org/en/gimp-tutorial-quickie-crop.html.

Adding screenshots to the manual

Use the `\screenshot` command to insert a screenshot into the manual.

Example:

```
\screenshot{02-launcher.png}{ss:launcher}{The Ubuntu 11.10 Launcher
Panel on the left with a sample of applications on it.}
```

where

- `02-launcher.png` is the filename of the saved image.
- `ss:launcher` is the label used to reference the screenshot. See the rules for choosing a screenshot label below.
- `The Ubuntu 11.10 launcher`... is the caption that appears next to the image in the PDF file. The caption should be written so that the reader can read the caption and look at the screenshot and know what is being discussed. A caption like, "The Launcher," is less informative than, "The Launcher appears automatically when you log in to your desktop, and gives you quick access to the applications you use most often."

Uploading the screenshots

Build the PDF file on your computer and check that the screenshots are correct and in the right place. Use the commands `bzr add screenshots/en/filename.png`, `bzr commit`, and `bzr push` (see instructions on http://ubuntu-manual.org/getinvolved/authors for a more detailed discussion of this process) to send your chapter with screenshots to Launchpad.

Choosing a screenshot label

The screenshot labels (that is, `ss:launcher` in the above example) may be used to refer to screenshots within the text of the manual.

For example, in the main text, you could say something like:

```
The launcher is shown in screenshot \ref{ss:launcher}.
```

and LaTeX will replace `\ref{ss:launcher}` with the screenshot number.

The rules for choosing a screenshot label are:

- Always begins with `ss:`. This helps us keep screenshot labels separate from chapter and section labels.
- No spaces. Words should be separated by hyphens.
- All lowercase.
- Words may contain *only* letters from the Latin alphabet (a–z) and the hyphen (-). The label is *not* translated to other languages.
- Try to keep it short.
- The label must be unique—that is, there can not be another label of the same name elsewhere in the document.

6 Indexing the Manual

The manual's index is often the first place the reader turns to when she is looking for specific information in the manual. Therefore, the index should be comprehensive but concise.

What not to index

Before we discuss what should be indexed and how to go about indexing it, we'll discuss which portions of the book shouldn't be indexed.

Generally, the front matter of the book is not indexed. The front matter includes the title page, copyright page, and table of contents.

Similarly, the back matter is not indexed. The back matter includes the license, glossary, credits, index, and colophon.

Captions and margin notes are not indexed. If the material in a margin note is important enough to be indexed, it should probably be included in the main text instead of as a margin note.

What should be indexed

The text of this section is paraphrased from *Indexing Books* by Nancy C. Mulvany.

All the information presented in the body of the text that is directly relevant to the subject matter, scope, and audience of the manual is indexable.

Crafting a good index takes great care and effort. An good index is not a computer-generated list of words. While a computer could easily scan the text of the book and produce a listing of every occurrence of the words "the Dash," the careful indexer should distinguish between passing mention of the Dash and information of substance relating to it. Users of indexes seek access to specific, relevant information. They do not expect to be guided to peripheral material.

How to index

The indexer's job is to make the text accessible to readers. When selecting terms for the index, always attempt to structure the terms in a way that will enable readers to locate them. Consider how the term will appear in the index. In an alphabetic index, it is crucial that the first word be a word that readers are likely to look up. It is important to bring the significant terms forward within main headings and subheadings.

Entries should be as succinct as possible while remaining clear. Avoid long, verbose entries.

Be wary of creating entries for the whole topic of the book (e.g., Ubuntu). Generally, such entries will be far too broad to serve a useful purpose in the index. The entire manual is about Ubuntu. If everything related to Ubuntu where indexed under that heading, the entire index would be in the *U*'s!

Structure of the index

Main headings

The main headings of the index are often nouns and noun phrases. The main heading should never be an adjective or adverb standing alone.

Occasionally, it's useful to *double-post* an entry. Readers may look up the same topic in multiple ways. While one reader may look up *notebooks*, another may look up *laptops*. For short index entries (those that have only a couple references), it's better to just post the same references under both entries instead of using a cross-reference:

laptops, 10–11
notebooks, 10–11

If there are multiple page numbers or subheadings, however, a *see* or *see also* reference may be more appropriate.

Subheadings

A main heading followed by a lengthy sequence of page numbers should be broken into subheadings. Generally, where there are more than five references for a heading, subheadings should be added to improve the usability of the index.

> Without subheadings, readers will spend far too much time attempting to locate the information they seek. The index should provide quick and easy access to information. It should not place an excessive burden of locating specific information about a topic on the readers. The index should help readers narrow their search in order to retrieve information from the text quickly.

From *Indexing Books* by Nancy C. Mulvany.

Subheadings are always related to the main heading they modify. Often the subheadings represent more specific aspects of the main heading.

Subheadings may be action-oriented:

files
  copying, 45
  creating, 30
  deleting, 46–47
  moving, 46

Be careful not to overdo subheadings, however. If all of the page references in the subheadings are on the same page, then there is no need for subheadings.

Finally, the index is not the table of contents and shouldn't replicate its structure. The index should have a much flatter structure than the table of contents.

Cross-references

There are two basic types of cross-references: *see* and *see also*.

The *see* cross-reference is used to redirect the reader to a different entry when the current entry contains no information on the topic.

The *see also* cross-reference is used to direct the reader to *additional* information that may be found under another index entry.

Indexing with LaTeX

When you've found something in a `.tex` file that you'd like to add to the index, you will use the `\index` command: `\index{`⟨*key*⟩`}`. The contents of the `\index` macro will not appear in the text of the manual.

You can specify that the topic may span multiple pages by using `\indexstart{key}` and `\indexend{key}` to enclose the text of the topic. If the specified text does span multiple pages, the index entry will show the range of pages.

The following list of `\index` macros will generate the index shown.

Page 2: `\indexstart{table}`
Page 6: `\indexend{table}`
Page 7: `\indexstart{fonts!PostScript}`
Page 7: `\indexend{fonts!PostScript}`
Page 13: `\indexstart{index{fonts!Computer Modern}`
Page 14: `\index{table}`
Page 17: `\index{fonts!math|see{math, fonts}}`
Page 21: `\index{fonts!Computer Modern}`
Page 25: `\indexend{fonts!Computer Modern}`

fonts
  Computer Modern, 13–25
  math, *see* math, fonts
  PostScript, 7
table, 2–6, 14

7 Translating the Manual

LaTeX commands are preceded by a backslash character (\). While the command names should not be translated, their arguments sometimes should be.

In the following list of commands, the red text should be translated and the black text should not be translated.

Document headings

- `\title{`⟨*book title*⟩`}`
- `\author{`⟨*book authors*⟩`}`
- `\part{`⟨*part heading*⟩`}`
- `\chapter{`⟨*chapter heading*⟩`}`
- `\section{`⟨*section heading*⟩`}`
- `\subsection{`⟨*subsection heading*⟩`}`
- `\subsubsection{`⟨*subsubsection heading*⟩`}`
- `\paragraph{`⟨*paragraph heading*⟩`}`
- `\subparagraph{`⟨*subparagraph heading*⟩`}`

Formatting commands

- `\marginnote{`⟨*margin note text*⟩`}`
- `\textbf{`⟨*bold text*⟩`}`
- `\textit{`⟨*italic text*⟩`}`
- `\emph{`⟨*italic text*⟩`}`
- `\smallcaps{`⟨*acronym*⟩`}`
- `\application{`⟨*application name*⟩`}`
- `\commandlineapp{`⟨*command-line application name*⟩`}`
- `\menu{`⟨*menu name*⟩ `\then` ⟨*submenu name*⟩ `\then` ⟨*menu item*⟩`}`
- `\button{`⟨*button name*⟩`}`
- `\checkbox{`⟨*checkbox name*⟩`}`
- `\tab{`⟨*tab name*⟩`}`
- `\dropdown{`⟨*drop-down list name*⟩`}`
- `\window{`⟨*window name*⟩`}`
- `\textfield{`⟨*text box name*⟩`}`
- `\lens{`⟨*lens name*⟩`}`
- `\keystroke{`⟨*Keyboard key names separated by +*⟩`}`
- `\userinput{`⟨*stuff the user types*⟩`}`
- `\code{`⟨*terminal output*⟩`}`
- `\begin{terminal}` ⟨*output from the terminal*⟩ `\end{terminal}`
- `\warning{`⟨*warning text*⟩`}`
- `\advanced{`⟨*advanced usage text*⟩`}`
- `\screenshot{`⟨*filename*⟩`}{`⟨*label*⟩`}{`⟨*caption*⟩`}`

The following formatting commands should *not* be translated:

- `\dash`
- `\url{`⟨*URL*⟩`}`
- `\prompt`
- `\rootprompt`

Lists

The only part of lists that need to be translated is the text of the list items themselves.
`\begin{itemize}` *or* `\begin{enumerate}`
`\item` ⟨*list item text*⟩
`\item` ⟨*another list item*⟩
`\end{itemize}` *or* `\end{enumerate}`

Author and editor notes

Do not translate any of the following commands:

- `\todo{`⟨*notes to appear in PDF margin*⟩`}`
- `\screenshotTODO{`⟨*description of screenshot*⟩`}`
- `\begin{comment}` ⟨*notes to authors/editors*⟩ `\end{comment}`

Glossary-related commands

- `\newglossaryentry{`⟨*keyword*⟩`}{name={`⟨*term*⟩`}, description={`⟨*definition*⟩`}, plural={`⟨*plural form*⟩`}}`
- `\gls{`⟨*keyword*⟩`}`
- `\glspl{`⟨*keyword*⟩`}`
- `\Gls{`⟨*keyword*⟩`}`
- `\Glspl{`⟨*keyword*⟩`}`

Cross-referencing commands

Do not translate any of these commands:

- `\label{`⟨*label*⟩`}`
- `\ref{`⟨*label*⟩`}`
- `\pageref{`⟨*label*⟩`}`
- `\nameref{`⟨*label*⟩`}`
- `\chaplink{`⟨*label*⟩`}`
- `\seclink{`⟨*label*⟩`}`

Index commands

Some text of the `\index` command should be translated, but other parts shouldn't. Pay careful attention to the syntax of these commands as the indexing software isn't very forgiving. In particular, do not insert any spaces around the special punctuation symbols (`|`, `(`, `)`, `!`, `@`, etc.). In addition, do not translate the special strings `see` or `seealso`. They will be translated automatically by LaTeX when the index is typeset.

- `\index{`⟨*heading*⟩`}`
- `\index{`⟨*heading*⟩`!`⟨*subheading*⟩`}`
- `\index{`⟨*heading*⟩`|(}`
- `\index{`⟨*heading*⟩`|)}`
- `\indexstart{`⟨*heading*⟩`}`
- `\indexend{`⟨*heading*⟩`}`
- `\index{`⟨*heading*⟩`|see{`⟨*other heading*⟩`}}`
- `\index{`⟨*heading*⟩`|seealso{`⟨*other heading*⟩`}}`
- `\index{`⟨*heading*⟩`@`⟨*formatted heading*⟩`}`

Other document commands

Do not translate any of the following:

- `\frontcover`
- `\mainmatter`
- `\appendix`
- `\backmatter`
- `\providecommand{`⟨*command name*⟩`}{`⟨*command definition*⟩`}`
- `\documentclass[`⟨*options*⟩`]{`⟨*document type*⟩`}`
- `\include{`⟨*file*⟩`}`
- `\begin{`⟨*environment*⟩`}`
- `\end{`⟨*environment*⟩`}`
- `\printglossaries`
- `\printindex`
- `\LoadLicenseFile`

Translation Release Checklist

The following is a list of things that must be completed before a translated edition may be released.

- Translations must be 100% complete. See http://translations.launchpad.net/ubuntu-manual.
- The following commands should not be translated. Please search for them in Launchpad and fix any errors.
  - `\gls`
  - `\glspl`
  - `\label`
  - `\ref`
  - `\pageref`
  - `\chaplink`
  - `\seclink`
- In `\newglossaryentry` the first argument should not be translated. All the other arguments should be translated.
- Check that `\ldots` is with a lowercase L not a capital i. (They can look the same in some fonts.)
- All of the screenshots must be taken. See http://flan.uguu.ca:5000/ump. If not, you will need to use Quickshot (http://ubuntu-manual.org/quickshot). You also need to e-mail the list or Luke to check that they have all been approved.
- The PDF must build with no errors and no warnings. If there are errors that you don't understand please mail the list or shout on `#ubuntu-manual`.
- The translations must be edited (proofread) and 100% correct.
- A static copy of the translated manual is created: `make ubuntu-manual-LANG.tex`.
- Add the `ubuntu-manual-LANG.tex` file to the bzr repository.
- Edit the `ubuntu-manual-LANG.tex` file to move the `\marginnote` commands so that they start at the proper point in the paragraph and don't overrun the page margins. Replace the `\notecallout[`⟨*[*⟩`]`whatever] tags with the `\marginnote` tag.
- Translate the following strings and email them to the mailing list or Kevin:
  1. "applications"—used in the index entry
  2. "command-line applications"—used in index entry
  3. "Revision number"—used on copyright page
  4. "Revision date"—used on copyright page
  5. The word "Colophon" and the colophon text (ask Kevin for this, as it varies by which fonts are used in your translation).
  6. The copyright page text (ask Kevin for this)
  7. An introduction to the license appendix. (The license itself will be in English, but we can include a short preamble in your language.)
  8. "i.e."—used with the `\ie` command
  9. "e.g."—used with the `\eg` command
  10. the `\dash` command (use an em dash set tight or an en dash with space?)
  11. "Title page" (which refers to the title page containing the title, author, and icons/logo stuff)
  12. "Creative Commons notice"

- Ensure that the proper quotation marks are used throughout the manual and especially with the `\window` command. If the wrong quotation marks are used, email Kevin the proper quotation marks. We need to know the outer and inner quotes: Kevin said, “Luke told me, ‘You rock!’ ”
- Ensure that the fonts are okay for your language and that the language settings are correct (letters are connected correctly, etc.).
- Check the hyphenation patterns for your language.
- Check that the index supports your language. If not please contact the list or Luke.
- Check that the headings “Chapter,” “Section,” “Index,” “Contents,” etc. are properly translated.
- Check that small-caps are supported for your language and font; otherwise reformat the small-caps commands.
- If your language requires RTL (right-to-left) support, ensure that the design works with it. (Currently, no design has been completed for the RTL support.)
- Ensure that the full and half title pages and the Lulu cover have been designed (translate the text on the backside of the Lulu cover).
- Ensure that the paper size is correct for your country.
- Ensure that the `\chaplink` and `\seclink` commands work with your translation (*i.e.*, the word order is correct).
- Ensure that there isn’t more than a single blank page (if any) before the Index.
- Ensure that there are no duplicated entries on Index (for more information check http://typewith.me/rE4pCABOXs).
- Translate the following list of keywords: Ubuntu Manual, Ubuntu, user guide, handbook, oneiric, ocelot, 11.10, oneiric ocelot, help, documentation, book, pdf, ebook, free, open source

Cover text

The following text must be translated:

> Getting Started with Ubuntu 12.04 is a comprehensive beginner’s guide designed for the Ubuntu operating system. It is written under an open-source license and is free for you to download, read, modify, and share.
>
> This manual will help you become familiar with everyday tasks such as surfing the web, listening to music, and scanning documents. With an emphasis on easy-to-follow instructions, it is suitable for all levels of experience.
>
> The Ubuntu Manual Team

8 Word List

This chapter contains a list of words with their proper spelling, capitalization, and formatting. Usage notes are also included.

In general, American English rules are used for all Ubuntu documentation. Translated editions, of course, should follow the customs of their own languages and locales.

a lot.

Ambiance.

application status menus appear in the menu bar at the top of the screen.

Bluetooth. Bluetooth is always capitalized.

check box should be spelled as two words (never *checkbox*). Use the verbs *select*, *deselect*, or *choose* depending on the function the check box fulfills. Avoid using the term *check box* in favor of *option*. Typeset the text of the check box using the `\checkbox` macro.

CLI is an acronym for *command-line interface* and should be wrapped with the `\acronym` macro.

Dash. The Dash is activated by clicking the home button and displays recently-used applications, files, and downloads. *Dash* is capitalized and preceded by *the*, where *the* is only capitalized at the beginning of a sentence.

DHCP is an acronym for *dynamic host configuration protocol* and should be wrapped with the `\acronym` macro.

dial-up, *adj.*

double-click.

e.g. An abbreviation for the Latin *exempli gratia*, meaning "for example." You should use the `\eg` macro instead of typing it out by hand. *e.g.* is typically followed by a comma and introduces a short (but non-exhaustive) list of examples. *See also i.e.*

email.

Ethernet.

gedit. Note that gedit is not capitalized.

GNOME is an acronym that stood for GNU Network Object Model Environment. While this expansion is now considered obsolete and some project members have advocated changing the spelling to Gnome, the non-acronym spelling has not yet been officially adopted. Until it is, typeset GNOME as an acronym.

GNU/Linux.

gray. The American English spelling is *gray*, not *grey*.

home button. While it's frequently referred to as the Ubuntu button or informally as the big freaking button (BFB), the official name is *home button* (lowercase).

hotkey. Use *shortcut key* instead.

hover, *v.* Use *point to* instead.

i.e. An abbreviation for the Latin *id est*, meaning "that is." You should use the `\ie` macro instead of typing it out by hand. *i.e.* is typically followed by a comma and introduces a clarifying phrase (*not* a list of examples). *See also e.g.*

Internet is capitalized when used to refer to the global Internet. An internet (lowercase) is a group of interconnected networks.

KDE.

KEYSTROKES. To indicate which keys a user should press, use the `\keystroke` macro. The names of keys are usually capitalized, but check the list below for exceptions. The following list shows modifier keys and keys with non-alphanumeric names:

`AltGr`	`End`	`Meta`	`space bar`
`Alt`	`Enter`	`Num Lock`	`Super`
`Backspace`	`Esc`	`Pause`	`Tab`
`Caps Lock`	`F1`	`Print Screen`	`up arrow`
`Compose`	`Home`	`Return`	
`Ctrl`	`Insert`	`right arrow`	
`Delete`	`left arrow`	`Scroll Lock`	
`down arrow`	`menu`	`Shift`	

Keys that should be pressed simultaneously are separated by `+`. For example, `Ctrl+Alt+down arrow`.

Launcher. The Launcher is capitalized and preceded by *the*, where *the* is only capitalized at the beginning of a sentence.

LibreOffice is one word.

LTS. Short for *long-term support*, LTS should be set in small caps using the `\acronym` macro.

Mac OS X *see* OS X.

menu bar. The menu bar is the bar along the top of the screen. It contains the window title, window menus, application status menus, and system status menus. While it is colloquially referred to as the top bar or the top panel, it should only be referred to as *menu bar* in the manual. (Note that menu bar used to be a single word, *menubar*. Menu bar should now be two words, lowercase.)

NetworkManager is one word (as shown).

offline.

online.

OpenOffice is one word.

OS X is the operating system used on Apple's computers. It should be typeset using the `\OSX` macro for consistency and should not usually be prefixed by either "Apple" or "Mac." (Previous notation was to typeset it as "Mac OS X" but Apple has since changed their preference.)

PHRASAL VERBS are verbs that comprise more than one word, often a verb and a preposition (*e.g.*, *log in*, *back up*). While the noun forms are often solid, the verb forms should remain two words (*e.g.*, *login* is a noun, *log in* is a verb). Don't compound the

phrase's particle or preposition with another preposition (*e.g.*, *log in to*, not *log into*).

A list of common phrasal verbs is show below:

back up	fail over	look up	lock down
log in	log off	log on	log out
set up	shut down	shut off	sign in
sign off	sign out	sign up	start up

power off. Prefer *shut down*.

PPA is an acronym for *personal package archive* and should be wrapped with the `\acronym` macro.

Red Hat. Two words.

session menu.

shut down, *v. see* PHRASAL VERBS.

system status menus appear in the menu bar at the top of the screen.

taskbar is always one word (never *task bar*).

text box should be spelled as two words. Do not use *textbox*.

toolbar is always one word (never *tool bar*).

TRADEMARKS. You should avoid using trademarks where possible. Prefer to use the generic term. For example, instead of "Google," use "search engine" if you don't need to refer specifically to Google.

Do not use ™ or ®. There is no legal requirement to do so and, in some countries, it's illegal to use them incorrectly (*e.g.*, applying them to trademarks that haven't been registered in that country).

Avoid using trademarks as verbs. For example, instead of "Googling" something, "search for" something.

Brand names or company names that start with a lowercase letter (*e.g.*, eBay, iPhone, iTunes) should not be capitalized at the beginning of a sentence or heading.

uncheck. Use *deselect* instead.

unmaximize. Use *restore* instead.

username.

web page.

Wi-Fi. Capitalized and hyphenated.

window menus appear in the menu bar at the top of the screen. Frequently seen menus include **File**, **Edit**, and **Help**. Window menus should be typeset using the `\menu` command.

workspace switcher.

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