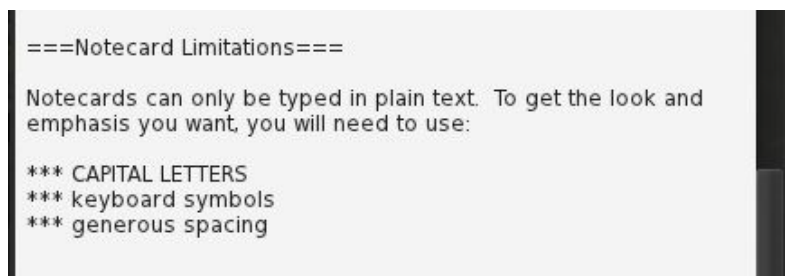




## HOW TO MAKE AND GIVE NOTECARDS

Follow these steps:

1. Click on the Inventory icon on your sidebar.
2. Click on the + at the bottom of the window.
3. Click on New Notecard.
4. When the new notecard window pops open, type or paste in the information you want on the card. Use short paragraphs to make the notecard more readable.



5. When the notecard looks the way you want it to, click on Save.
6. Look for the object "New Note" in your inventory, right-click on it, and select "rename" to give it a useful name.

You can now give this notecard to people by dragging and dropping it on their avatars.

If you wish you can add landmark, photo, and object links by dragging and dropping them from your Inventory into your notecard. All of the objects, however, must have transfer permission. That is, none of the objects should have the words "no transfer" written next to their names in your inventory.



## HOW TO MAKE AND LOAD A BOX

If you have a lot of notecards or objects that you want to give to other avatars, it is simpler to put all the items in one box, and then give the box to whoever you want to give it to. To do this, you must be in a public sandbox or on land you own.

- Go to your top toolbar and click on the Build option in the Build menu.
- The box shape is chosen by default. You may choose one of the other shapes if you wish.
- Look for an open space and touch it with your magic wand to create your box. Default boxes look like they are made of raw plywood and are a default size. That texture and size can be altered, but we don't need to do that now.
- Close your Build window and drag the items that you want to give from your inventory into the box as long as no items have the words "no transfer" written next to them.
- If you want to make sure that all of the items you want to give are actually in the box, right-click on the box, and click on Open. This should show you a list of the box's contents.
- Right-click on your box and choose Take to take it into your inventory.
- Now you can simply drag it onto other avatars to give it to them.



## HOW TO FIND GREAT PLACES IN SECOND LIFE

To find a place you might like to visit, click in the Search bar in the upper right corner of the viewer screen. Then type in a word that might be used to describe the people, places, or events you are interested in. For example, San Francisco, Paris, Egypt, amusement park, spaceship, forest, future, 1920's, dancing, skiing, surfing, etc.

When your search returns something you would like to go to, do, or see, click on it to get a Teleport option.

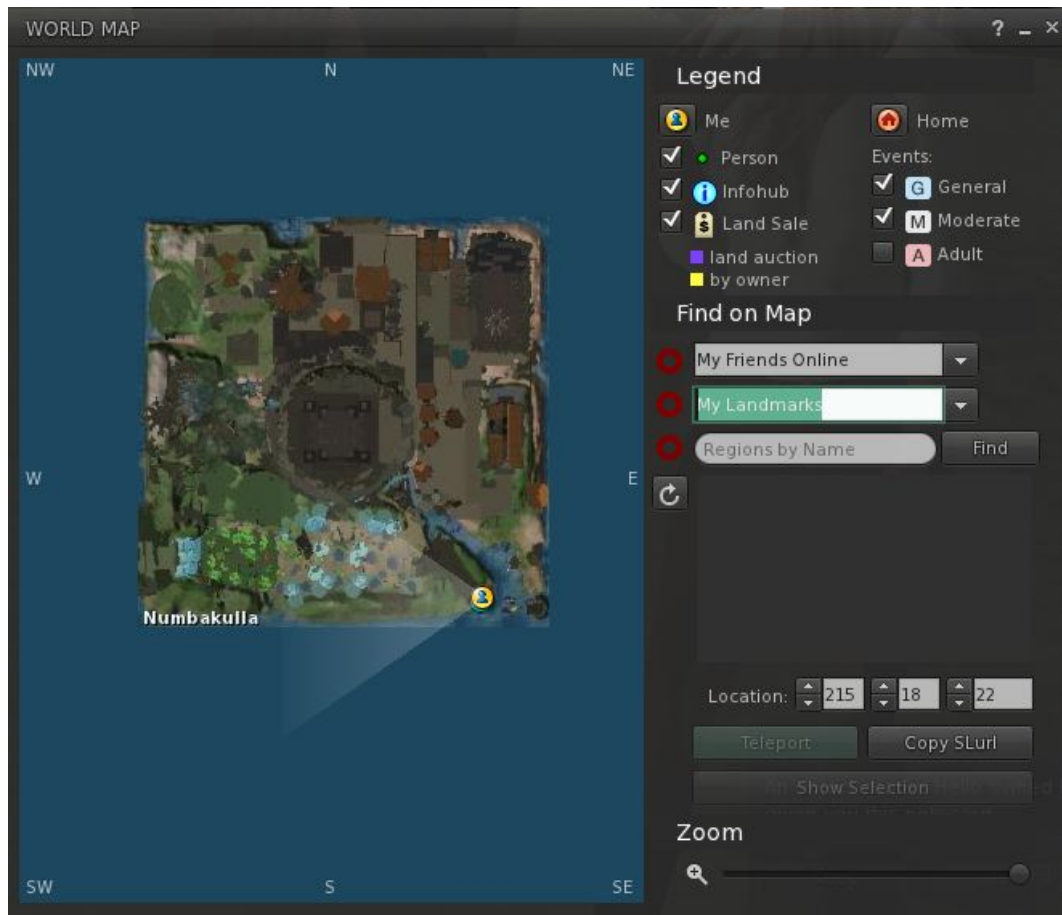
You may also want to try clicking on some of the teleport links in the "Great Places to Visit in Second Life" notecard.

## HOW TO USE MAPS TO HELP YOU MOVE AROUND SL

Go to your top toolbar and click on the World Map in the World menu. The map shows the layout of the region where you are, including buildings and terrain. The dot in the middle is you, and the white cone is your field of vision.

Green icons on the map represent other avatars. A "T" symbol means that avatar is higher than you. An upside down "T" means he or she is lower than you.

Periodically, click on your View button on your bottom toolbar and use the arrows to look up and down and zoom in and out to increase your awareness of where you are.

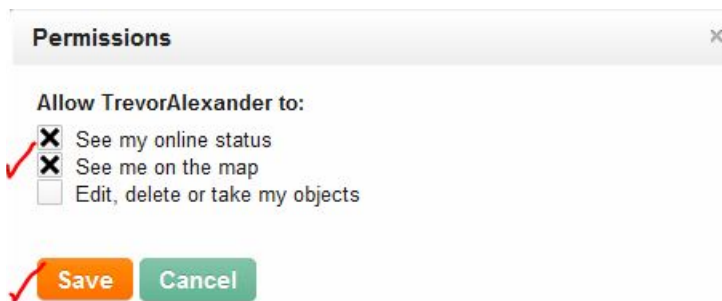
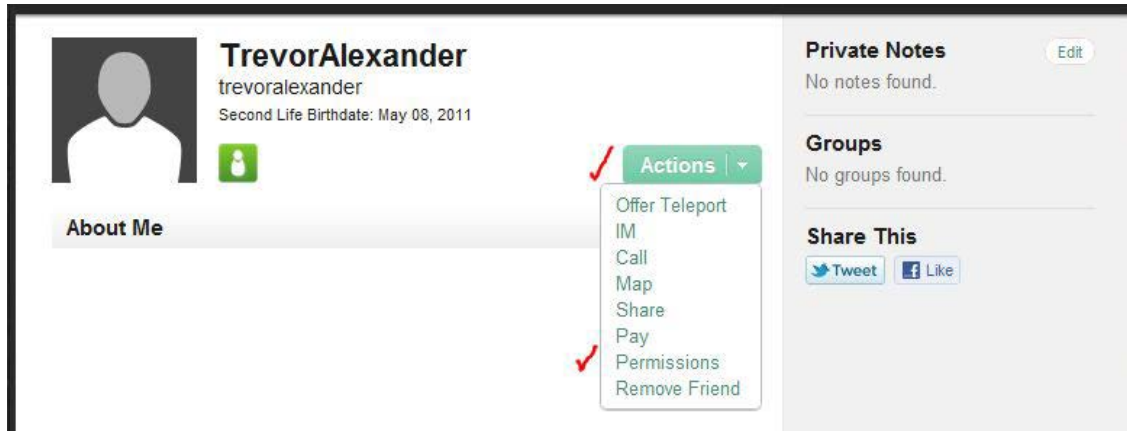


## HOW TO TRACK/FOLLOW A FRIEND

To be able to track a friend on the SL world map and allow them to track you, you need to first give each other tracking permission. To do this, click on the following items in the following order:

- The person's name
- View Profile

- The Actions button
- Permissions
- See me on the map
- Save



The “See me when I am online” is automatically checked.

Now you can follow along behind your friend by opening up the World Map and choosing your friend’s name in the drop down list of your friends. Close the map and see a red column over your friend that moves with him or her.

### HOW TO EXAMINE AN OBJECT FROM FAR AWAY

Right click on the object, select Zoom In, and use the controls in your view window to rotate around the object or to look up and down or right and left.

To get back to your normal view, simply use your keyboard arrows or your mouse to have your avatar take a step or two.



## **HOW TO LOOK THROUGH WALLS AND AROUND CORNERS**

Sometimes you don't want to or can't go into some place, but you want to see what's inside. To do this, click on your View button on your bottom toolbar and use the various arrows to let you look all around while your avatar remains motionless.

To get back to your normal view, simply use your keyboard arrows or mouse to have your avatar take a step or two.

## **HOW TO GET PAST A LOCKED DOOR OR THROUGH ANY SOLID BARRIER**

Using the arrows inside your view window, zoom in and around the area on the other side of the barrier.

Look for an object you can sit on. Right click on the object to be able to choose to sit on it. Once you are seated, click the Stand button that should be visible at the bottom of your screen, and explore as much as you like.

## **HOW TO TAKE PICTURES**

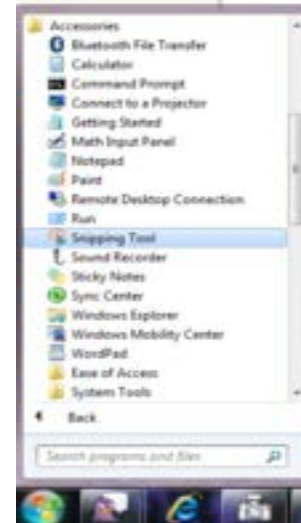
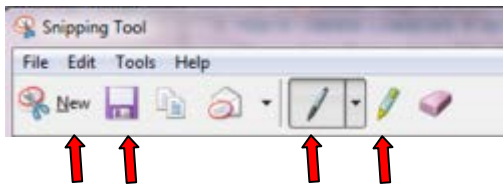
You can take and keep or give away pictures of yourself and others in SL. To do this, click on Snapshot in the World menu in your top toolbar. You can then upload your picture into your inventory or download it to your computer. Linden Labs charges you L\$10 (ten linden dollars) for each upload. Downloads cost nothing.



To give a snapshot to another SL resident, find it in your inventory. Then click on it and drag it and drop it onto the person you want to give it to. They will get a copy of it, and you will still have your original.

### HOW TO CAPTURE A SCREENSHOT

- When you are looking at the screen you want to capture, use the Snipping Tool by going to the Start Menu/All Programs/Accessories/Snipping Tool.
- Click on New, and then click and drag around the area you want a screenshot of.
- Use the pen and highlighter tools to call attention to a certain part of the screen.



- Click on the disk icon to save the screenshot.

### HOW TO GESTURE

There are many gestures (and facial expressions) you can use in the Gesture menu on your bottom toolbar. Gestures can quickly convey what you are feeling and thinking. Some of these gestures come with sound. To use a gesture, click on it.

### HOW TO CUSTOMIZE YOUR GESTURE MENU

1. Scroll to the bottom of it, and click on View All. In the pop-up menu you will see each gesture listed twice. The first gesture of a pair of gestures is always the female version; the second gesture of the pair is the male version.
2. Click on the first gesture you are interested in having visible in your gesture menu.
3. Then hold down your Control key and click on all the other gestures you are interested in. If you make a mistake and click





on something you didn't mean to click on it, simply click on it again to un-choose it. All chosen items are in bold.

4. When you have finished choosing your gestures, click on the check mark at the bottom of the pop-up window. (You could also click on the arrow next to the gear icon at the bottom of the pop-up window, and click on Add/Remove from Favorites.)
5. Any gesture can be edited by clicking on the arrow next to the gear icon at the bottom of the pop-up window and choosing Edit. Among the things you can do in Edit mode are renaming the gestures and assigning trigger key to the gestures. However, be aware that assigning trigger keys could cause conflicts with other gestures or the animations in AO's (animation overrides.)



## HOW TO DEAL WITH UNWANTED ATTENTION

If someone approaches you in Second Life and says something you are not interested in hearing, make it clear that you are uninterested, just as you would in real life. Simply saying, "I'm not interested" or "Go away" should end the interaction.

If the person continues to bother you, tell them you will report them if they don't stop. To report someone, go to the top toolbar and click on Help and Report Abuse. This will give you a pop up window with a complaint form.

Note that the different sims in SL have ratings—General, Moderate, and Adult. If you go to sims that are rated General, you should have fewer problems.

If you would like to check the rating of a sim, type the name of the sim in the search bar in the upper right hand corner of your screen. A pop up window should appear that will give you the option of looking at a brief profile of the sim that contains the sim's rating.

Once you are in a location, you can read the information bar on it at the top of your screen. The information bar below shows that Numbakulla Island is rated General, and you cannot rez objects on it, fight, or fly.



University sims or sims related to other educational projects are safe, clean places to go.

The "Get lost" gesture in the gesture menu on your bottom toolbar can be quite effective in getting rid of annoying people. It will get your message across in writing, in voice, and with a look of disapproval on your avatar's face.