

Second Life

QUICK RESOURCE GUIDE

Introductory Guide: Basic Go-to-Meeting Information

NOTE: Please make sure that you have downloaded Second Life onto your computer and you have a working microphone prior to signing up for one of the mini-training sessions or for a State Research Team meeting. Also, if you do not see the buttons and icons at the top, bottom, and side of your screen, make sure you scroll up and down to see the full screen.

LOG-IN PROCEDURES	
TASKS	HOW TO ACCOMPLISH THE TASKS
To Log-in	<p>Once you have downloaded Second Life, a <i>Second Life Viewer</i> (seen as a green hand) icon should pop up on your Desktop. You will see Username, Password and Log-in at the bottom of the screen. Type in your registered avatar name and password. It is case sensitive, so make sure you use the correct capital and lower case letters when typing your password. Click on Log In. You will be taken to the last place you were at before previously exiting Second Life. If you did NOT previously identify Louisiana Regents Island as a Landmark, please contact Jeanne Burns or Carmen Riedlinger to do a training session with you. They will teleport you to the Louisiana Regents Island and show you how to identify it as a Landmark.</p> <p>If you are not at the Louisiana Regents Island when you join Second Life and you DID previously identify Louisiana Regents Island as a Landmark, do the following to get to the Louisiana Regents Island. Click on the button for World at the top of the screen. Next select World Map on the dropdown box. You will see the word Legend in the pop-up box and you will see the words Find on Map beneath the Legend. Under Find on Map, you will see My Landmarks. Click on My Landmarks and click on Louisiana Regents Island. You will see the word Teleport in a box near the bottom of the screen. Click on Teleport. This will take you to the Louisiana Regents Island.</p>
To turn off the background music and turn on your microphone	<p>If you hear music once you join Second Life, you can turn the music off so that you do not hear it each time. To turn off your music, please do the following. Click on the Me button at the top of the screen. Click on Preferences. Click on Sounds and Media. Look for Streaming music and look for the check mark inside the box next to Enabled. Click on the check mark so that it disappears. That will stop the music from playing each time you enter Second Life. We recommend that you do this so that you do not have problems using your microphone. If you want to turn off your music temporarily, look at the top right of your screen, and you will see an icon that look like two parallel lines (//) or an arrow next to the megaphone icon. Click on the two parallel lines (//) or arrow. The music will be muted.</p> <p>If your microphone does not work, look for the megaphone in the top right corner. If it has a red circle with a line through the circle, it means that your sound has been muted. Click on the megaphone to make the red circle disappear. Your microphone should work. If you plugged in your microphone after you entered Second Life, it will not work. Exit Second Life and Log-in again with your microphone already connected to your computer.</p>

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LOG-IN PROCEDURES (CONT'D.)	
TASKS	HOW TO ACCOMPLISH THE TASKS
<p>To Landmark Louisiana Regents Island (Cont'd.)</p>	<p>It is important to immediately Landmark a location that you want to visit again in the future.</p> <p><i>Option #1:</i> Once you are teleported to the Louisiana Regents Island, look at your browser (long grey bar next to the Search bar). You will see Louisiana Regents Island, Louisiana Regents – General. To the right you will see a green star. Click on the green star. You will be brought to Places - Landmark. A black box will appear affirming that this is now one of your Landmarks. It is okay if you have the Louisiana Regents Island landmarked more than once. You can later delete the multiples from your landmark list.</p> <p><i>Option #2:</i> Look at the top of your screen where the following buttons are located: Me – Communicate – World – Build – Help. Click on World. The fourth choice in the dropdown box will be Landmark This Place. Click on it. If Louisiana Regents Island has been previously landmarked, you will not be allowed to do so.</p> <p><i>Note:</i> Why is Landmarking the Louisiana Regents Island so important? When you fly around or land somewhere else and wish to return to the island, if the Louisiana Regents Island is Landmarked, you can quickly return.</p>
<p>MOVE AND COMMUNICATE IN SECOND LIFE</p> <p>Bottom Row of Buttons</p> <p>Chat – Speak – Gesture – Move – View - Camera</p>	
TASKS	HOW TO ACCOMPLISH THE TASKS
<p>To use the Chat button</p>	<p>Chat: This will allow you to type in words to chat with other people.</p> <p>Click on Click here to chat. Type in what you wish to say in the gray bar. Press enter. You will see the words you typed. After another person responds to what you wrote, repeat the process if you want to respond. To retrieve chats that previously occurred, click on the up arrow that is located next to the gray bar for Click here to chat.</p>
<p>To use the Speak button</p>	<p>Speak: This will allow you to speak to other people in the room if they have a microphone.</p> <p>Click on Speak until it turns green. This will allow you to use your microphone and speak directly with the other avatars that are in the room with you. Click the up arrow to the right to provide you a list of who has their microphone turned on.</p>

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MOVE AND COMMUNICATE IN SECOND LIFE Bottom Row of Buttons Chat – Speak – Gesture – Move – View – Camera (Cont'd.)	
TASKS	HOW TO ACCOMPLISH THE TASKS
<p>To use the Gesture button</p>	<p>Gesture: This will allow your avatar to display different gestures.</p> <p>Click on Gestures. You will see a list of gestures. Click on the gesture that you want your avatar to communicate.</p> <p><i>Note:</i> When you are sitting (as you will be for meetings), gestures will be communicated differently than when you are standing. Hit each gesture to see what it will look like as you sit or stand to be more aware of how you will be communicating. For example, if you click LAUGH because you wish to laugh at a comment, the group will hear a laugh. If you click on CLAP, you will hear clapping. If you click BORED, a sigh will come across the microphone. If you click Get More at the very bottom of the gesture list, this will lead you to Marketplace to <i>buy</i> more gestures.</p>
<p>To use the Move button</p>	<p>Move: This will allow your avatar to move in different directions and allow your avatar to view the room from different perspectives.</p> <p>Click on Move. You will be shown a variety of arrows and icons.</p> <p>Walk – Run – Fly: Locate the icons at the bottom that show a person walking, running, and flying. Click on the appropriate icon to make your avatar walk, run, or fly.</p> <p><i>Note:</i> It is recommended that you first click on the icon of the person walking and that you NOT click on the icon of the person flying until you have identified the Louisiana Regents Island as a Landmark.)</p> <p>Forward or Backward: The middle set of arrows that point up and down will move your avatar forward and backward. The up and down arrows on your key board will also move your avatar forward and backward.</p>

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MOVE AND COMMUNICATE IN SECOND LIFE Bottom Row of Buttons Chat – Speak – Gesture – Move – View – Camera (Cont'd.)	
TASKS	HOW TO ACCOMPLISH THE TASKS
<p>To use the Move button (Cont'd.)</p>	<p><i>Left or Right:</i> The bottom set of arrows (directly above the walk and fly icons) will turn your avatar to the right or to the left. The shift and left arrow on your keyboard will also turn your avatar left and the shift and right arrow on your keyboard will turn your avatar right.</p> <p><i>Turn Around:</i> The middle set of arrows that point to the left and right will allow your avatar to stand still and turnaround to the left and right. The “A” key and “D” key on your keyboard will also change the view of the room to the left and right.</p> <p><i>Jump Up and Bend Down:</i> The up arrow on the far right side will make your avatar jump up. The down arrow on the far right side will make your avatar bend down.</p>
<p>To use the View button</p>	<p>View: This will allow your avatar to view what is seen from different perspectives. When you click on View, you will see three icons (i.e., Eye, Oval, and Camera) at the bottom that you will use.</p> <p><i>Eye Icon:</i> Click on the Eye icon. You can choose how you want to view yourself as you walk, fly, run, and sit. Click Front View if you want to view yourself from the front. Click Side View if you want to view yourself from the side. Click Rear view if you want to view yourself from the rear.</p> <p><i>Note:</i> It has been recommended that you choose the Rear View for clearer orientation.</p> <p><i>Oval Icon:</i> Click on the Oval icon in the middle. You will be show the Orbit Zoom Pan. This contains a circle (with arrows), plus/minus (+, -), and square (with arrows). Slide the middle plus/minus (+,-) button to practice distancing yourself or bringing yourself closer to the area in which you are located. Practice using the other arrows on either side to change your view of the room or location.</p> <p><i>Note:</i> Don't worry if you can no longer see yourself. Press escape (ESC) on your keyboard to bring yourself back into view.</p>

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MOVE AND COMMUNICATE IN SECOND LIFE	
Bottom Row of Buttons	
Chat – Speak – Gesture – Move – View – Camera (Cont'd.)	
TASKS	HOW TO ACCOMPLISH THE TASKS
<p>To use the View button (Cont'd.)</p>	<p><i>Camera Icon:</i> Click on the Camera icon. You will be able to choose Object View or Mouselook View. Click on Object View to see your avatar as others see your avatar. Click on Mouselook View to see the world from the eyes of your avatar.</p> <p><i>Note:</i> It is recommended that you use the Object View. If you use the Mouselook View and want to return to the Object View, press escape (ESC) on your keyboard.</p>
<p>To use the Camera button</p>	<p>Click on the Camera button. This will allow you to take pictures. Practice at your leisure and interest.</p>
INTERACT IN MEETINGS AND LOCATE MEETING ROOM	
State Research Team	
TASKS	HOW TO ACCOMPLISH THE TASK
<p>To sit</p>	<p>Locate a place to sit (e.g., chair, cushion, floor, etc.). If on a PC, right click the selected chair and then select Sit Here. If on a MAC, click on the Apple and space bar and select Sit Here.</p>
<p>To stand</p>	<p>As you are sitting, a Stand bar pops up at the bottom. Click on Stand in order to get up from your chair.</p> <p><i>Note:</i> During State Research Team meetings, members will be asked to have their avatars stand on their chairs if they want to speak. The team members who want to speak will be called on by the meeting facilitator, and they can turn on their microphones to speak to the other members.</p>
<p>To view the total meeting room</p>	<p>To get a full room view of all those in attendance at a meeting, including the facilitator and the participants (small or large numbers), use the left/right/up and down arrows on your keyboard.</p>
<p>To locate your avatar on the screen</p>	<p>Press the escape (ESC) key on your keyboard at any time to snap your camera view back to yourself.</p>

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INTERACT IN MEETINGS AND LOCATE MEETING ROOM	
State Research Team (Cont'd.)	
TASKS	HOW TO ACCOMPLISH THE TASKS
<p>To locate the first floor Regents Board Room (currently also known as “LA Research Team”)</p>	<p>You will need to locate the Regents Board Room on the first floor of the main building on the Louisiana Regents Island.</p> <ul style="list-style-type: none"> • If you are on a grassy knoll, near the water, near signs that say North or South Wing, Site Map or in anyplace <i>outside of the main building</i>, Walk toward the large, somewhat <i>open-looking, gray building</i> on this island. It is two stories. Move to the inside of the building • If you find yourself near a large flowing fountain – then you are on the first floor in the very center of the building. Around this fountain is a circular hallway. Using your left arrow key, turn yourself slowly around completing a 360 degree turn to take in the scenery. You will see various university names and a few rooms, etc. Walk toward the signs that say LSU-S and Grambling. Go through that entranceway. • If you find yourself in the circular hallway with university names all around you, you are on the first floor and again need to look for the signs that say LSUS and Grambling. Walk into the large meeting room with the conference table. • If you find yourself on the other side of the first floor, you will see rooms with mats on the floor, brown sofas, a small conference table and a room with mats on the floor which will soon become our International Room. The Regents Board Room is not located on this side. Walk back to the center (fountain) and then toward the LSUS and Grambling signs. Walk through those signs to the Regents Board Room. • If you find yourself on the second floor (thus are seeing ANYTHING OTHER THAN what has been listed above), walk until you see modernistic stairs and walk downstairs. <p>If the above-options were not helpful to you, go to the Click here to chat gray box. Type where you are located, and ask someone to come and get you. If you are within reasonable distance of Jeanne Burns or Carmen Riedlinger, they will see your chat. They will come and get you or Teleport you to the meeting room.</p>

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SECOND LIFE	
Icons on Right Side of Screen	
Home – My Profile – People – Places – My Inventory – My Appearance	
TASKS	HOW TO ACCOMPLISH THE TASKS
<p>To use the Double Arrows</p>	<p>The double arrows located on the right side of the screen above the icons (Hand, Person, Two People, Globe, Suitcase, & Shirt) opens and closes the side bar. Click on the double arrows to open and click on the arrows to close the sidebar.</p> <p><i>Note:</i> The sidebar always opens where you were previously. Therefore, you may open on the icon for the Hand or you may open on another icon. Select the icon that you want to use if you are not on the correct icon.</p>
<p>To use the Hand Icon</p>	<p>Hand Icon: This is called Home and will allow you to select from eight choices that pertain to Second Life.</p> <p>Invite Friends: This is where you can invite friends outside of Second Life to join.</p> <p>Destination Guide: This is where you can discover a plethora of new islands to explore. Click on the green arrow next to Destination Guide to return to the main menu for Home.</p> <p>World Map: This provides you access to the World Map. Click on Open the World Map toward the bottom. This will show you the same World Map that was discussed under To Log In. Click on the green arrow next to World Map to return to the main menu for Home.</p> <p>My Appearance: This allows you to change your appearance. Click on Open My Appearance. See To Use the Shirt Icon for more information about changing your appearance. Click on the green arrow next to My Appearance to return to the main menu for Home.</p> <p>Linden Home: This allows you to purchase a Linden home. Click on Browse Linden Homes for more information. Click on the green arrow next to Linden Home to return to the main menu for Home.</p> <p>My Dashboard: This allows you to manage your Second Life account. Click on View my Dashboard to view the information for your account.</p> <p><i>Note:</i> You may need to scroll down to see the last two items if they do not appear on the screen.</p>

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SECOND LIFE

Icons on Right Side of Screen

Home – My Profile – People – Places – My Inventory – My Appearance (Cont'd.)

TASKS	HOW TO ACCOMPLISH THE TASKS
<p>To use the Hand icon (Cont'd.)</p>	<p><i>Quick Start Guide:</i> This is where you can access the Quick Start Guide that will provide useful information about the world of Second Life. Click on Read the Quick Start Guide to attain a copy of the guide. Click on the green arrow next to Quick Start Guide to return to the main menu for Home.</p> <p><i>Learn the Basics:</i> This is where you will be provided help in using basic commands in Second Life. Follow the directions to learn the various commands. Click on the green arrow next to Learn the Basics to return to the main menu for Home.</p>
<p>To use the One Person icon</p>	<p>One Person Icon: This is called My Profile and provides information about you.</p> <p>Click Edit near the bottom. This allows you to upload pictures and provide other information about yourself in your reality world and in your Second Life world.</p>
<p>To use the Two People icon</p>	<p>Two People Icon: This is called People and will allow you to select from four choices pertaining to your friends and allow you to invite people to be your friends.</p> <p><i>Nearby:</i> Click on Nearby to see who else is on the Louisiana Regents Island with you.</p> <p><i>My Friends:</i> Click on My Friends to see a listing of the people who have accepted your invitation to be friends.</p> <p><i>My Groups:</i> Click on My Groups to see your groups of friends. A group called LA Research Team is being created and will appear on this list in the future. Once LA Research Team is listed as one of your groups, click on the arrow that is beside the group's name to see a listing of everyone who is a member of the LA Research Team. You may also see a group called University of New Orleans which will list the members of the LA Research Team plus others who are members of the University of New Orleans group.</p> <p><i>Recent:</i> Click on Recent and it will tell you who you have been visiting recently.</p>

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SECOND LIFE

Icons on Right Side of Screen

Home – My Profile – People – Places – My Inventory – My Appearance (Cont'd.)

TASKS	HOW TO ACCOMPLISH THE TASKS
<p>To use the Two People icon (Cont'd.)</p>	<p>Plus Sign (+). The plus sign (+) at the bottom is one place to offer friendships. Click on My Friends and then click on the plus sign (+) at the bottom of the page. A box will pop up that says Choose Resident. You can click on Search, Friends, or Near Me. If you click on Search, you will need to type in the avatar's name that you want to become your friend, click on Go, and then click on the name of the person. If you click on Friends, you will click on a person's name that is listed. If you click on Near Me, you will click on a person's name that is on a list and near you.</p> <p>Once you have selected the avatar's name, you will see the following: Friends can be given permission to track each other on the map and receive online status updates. Offer friendship to (avatar's name)? A gray box will say: Would you be my friend? Click on OK. An invitation will be sent to the person.</p> <p>Teleport: To teleport people to you, you can do so in two ways.</p> <p>Option 1: Click on People Nearby. Left-click on the person's name. Click on Teleport at the very bottom. Click OK.</p> <p>Option 2: Type in the person's avatar name at top right in the Search box (with the magnifying glass within it) and press Enter. When the name comes up in the large black FIND box, click on the name. Select Offer Teleport. Click OK.</p>
<p>To use the Globe icon</p>	<p>Globe Icon: This is called Places and will provide information about your Landmarks and Teleport History.</p> <p>My Landmarks: Click on My Landmarks to see the places that you have landmarked as your favorites.</p> <p>Teleport History: Click on Teleport History to see the places where you have been teleported in recent history.</p>

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Icons on Right Side of Screen

Home – My Profile – People – Places – My Inventory – My Appearance (Cont'd.)

TASKS	HOW TO ACCOMPLISH THE TASKS
<p>To use the Suitcase icon</p>	<p>Suitcase Icon: This is called My Inventory and provides an inventory of your personal items. As an example, it provides an inventory of your clothing, gestures, Landmarks, etc. Click on an item to see what is in the inventory.</p> <p><i>Note: Click on Library at the very bottom of My Inventory. You may need to scroll down to see it. It is filled with free clothing, etc. that is yours upon joining Second Life.</i></p>
<p>To use the Shirt icon</p>	<p>Shirt Icon: This is called My Appearance and will provide information about your outfits and the clothing you are wearing.</p> <p>My Outfits: Click on My Outfits to see the different types of outfits that you may select. Click on the outfit you want, and you will see a listing of the different parts of the outfit that you can choose.</p> <p>Wearing: Click on Wearing to see a listing of your current clothing and body parts.</p> <p>To change your clothing and body parts: Click on the wrench crossed with the screwdriver that is located beneath the question mark (?) next to the words My Appearance. Your avatar will stand at attention for the change to occur. You may pick and choose from My Outfits to dress your avatar. If you click on the Shopping Cart on the bottom right of page, it will take you to Second Life Marketplace where you can buy new items using Linden dollars which will require you to use a credit card. Press escape (ESC) on your keyboard if you decide that you do not want to change your appearance. Dressing and re-dressing your avatar takes practice.</p> <p>You can also change your appearance by clicking on the Hand icon (HOME), clicking on My Appearance, and clicking on Open My Appearance.</p>

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TASKS	HOW TO ACCOMPLISH THE TASKS
<p>To use the Me button</p>	<p>Me: This is a location where all information pertaining to your avatar has been organized in one place. Some of the information has already been described as part of buttons and icons in this document. You will be provided 10 choices that you may select.</p> <p><i>Preferences:</i> This contains a listing of different functions to operate Second Life. As an example, if you want to show your avatar’s hands typing as you type, you can make that occur within the Preferences. Another example is that you can change the font size.</p> <p><i>My Dashboard:</i> See Hand icon for an explanation.</p> <p><i>Buy L\$:</i> See Hand icon for an explanation.</p> <p><i>My Profile:</i> See One Person icon for an explanation.</p> <p><i>Change Outfit:</i> See Shirt icon for an explanation.</p> <p><i>My Inventory:</i> See Suitcase icon for an explanation.</p> <p><i>My Gestures:</i> See Gestures button for an explanation.</p> <p><i>My Voice:</i> This will allow you to practice with voice morphing.</p> <p><i>My Status:</i> This will allow you to click on Away or Busy.</p> <p><i>Exit Second Life:</i> Click to exit Second Life.</p>
<p>To use the Communicate button</p>	<p>Communicate: This is a location where all information pertaining to communication has been organized in one place. Some of the information in this section has already been described as part of the Two People icon in this document. You will be allowed to select one of the following to communicate with your friends: My Friends, My Groups, Nearby Chat and Nearby People.</p>
<p>To use the World Button</p>	<p>World: This is a location where information pertaining to the world of Second Life is Organized in one place. Some of the choices have already been described as part of the Globe icon in this document. You will be allowed to select from 11 choices.</p> <p><i>Mini-Map:</i> This provides a min-map of your location.</p> <p><i>World Map:</i> This provides a larger map showing your location plus other information such as your Landmarks. You can locate yourself by looking for the icon of a “head” on the map.</p>

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SECOND LIFE Top Row of Buttons Me – Communicate – World – Build – Help (Cont'd.)	
TASKS	HOW TO ACCOMPLISH THE TASKS
To use the World Button (Cont'd.)	<p><i>Snapshot:</i> This provides a snapshot of you in your present location</p> <p><i>Landmark this Place:</i> This allows you to Landmark the location where you are standing.</p> <p><i>Place Profile:</i> This provides information about the place.</p> <p><i>Buy This Land, My Land, and Show:</i> This provides information about land that can be purchased.</p> <p><i>Teleport Home:</i> This will teleport you to your Home if you purchased land.</p> <p><i>Set Home Here:</i> You need to own land for this to work.</p> <p><i>Sun:</i> This will allow you to set the lighting in Second Life to the time of day (e.g., sunrise, sunset, etc.)</p>
To use the Build button	<p>Build: This contains information about building things within Second Life. You can upload</p>
To use the Help button	<p>Help: This provides four choices that will assist Second Life users.</p> <p><i>Second Life Help:</i> This provides a Help menu for Second Life.</p> <p><i>Report Abuse:</i> This provides a box to report abuse of Second Life.</p> <p><i>Report Bug:</i> This provides information about filing a bug report.</p> <p><i>About Second Life:</i> This provides information about Second Life.</p>