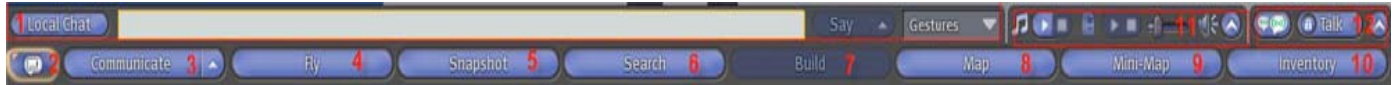


# SECOND LIFE TUTORIALS

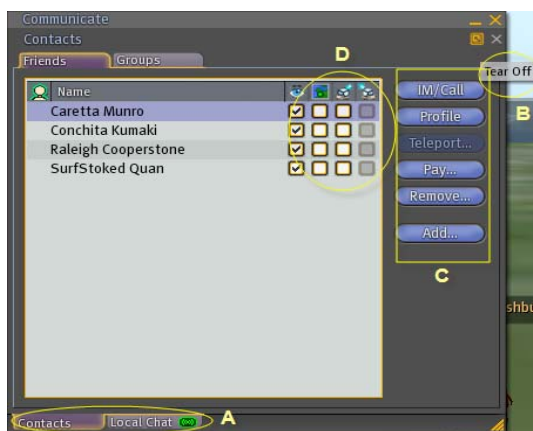


## SECOND LIFE VIEWER – TOOLBAR OPTIONS



1. **Chat Bar.** Type text in the text box to chat with local avatars. Press enter on your keyboard or click **Say** to enter text. Click **Gestures** to animate your avatar with a variety of gestures.
2. Click here to Show or Hide the Chat Bar.
3. **Communicate** opens the Communicate menu. You can also open the Communicate box by clicking **Local Chat** on the Chat Bar. Use these options to communicate locally with nearby avatars or with your contacts and groups.

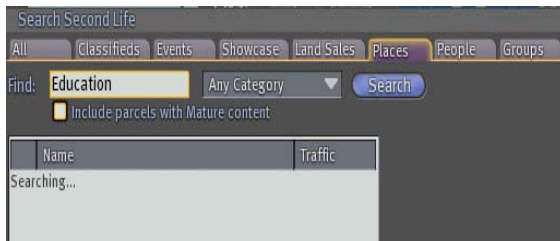
### Communicate Menu Options



- a) The Communicate box has two tabs – one for local chat and one for groups and contacts.
  - b) Click **Tear off** to view both boxes at once.
  - c) **Contacts.** The contacts tab allows you to select and interact with friends using several options including Chat and teleport.
  - d) You can modify the rights you grant your friends using these options.
4. **Fly.** Click here to begin flying. Use the arrow keys on your keyboard to control your avatar's flight. Use page up and down to fly higher and lower.
  5. **Snapshot** allows you to take a screen shot of your avatar in Second Life. Click Snapshot to open the Snapshot Preview. From here, you can choose to send the snapshot as an email or save it to your computer for free.



6. **Search** Click Search to access the Search menu. Search the various tabs for people, places and items of interest. Once found, you may Teleport to their location.



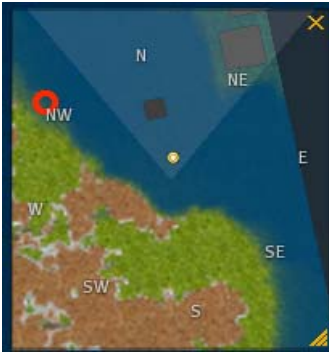
7. **Build** The build menu allows you to create objects in SL.



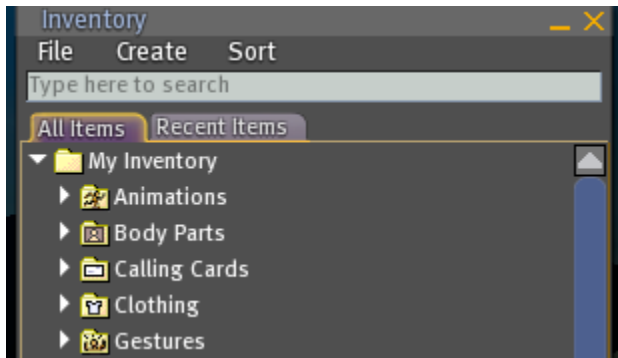
8. **Map** The Map button opens the World Map. It shows your location relative to the rest of Second Life. You can click between two tabs: Object and Terrain to see where you are and search for objects and other locations.



9. **Mini-Map** Use the Mini-Map to see your location and the location of other people in your area.



## 10. Inventory



- Click on Inventory to access all the clothing, objects, and scripts you've collected for your Avatar.
- Click the arrows next to the folders to expand and collapse folder items. To interact with items in your Inventory, double-click or right click on them for a list of options.
- You can also **Create** new items here, or organize them by clicking **Sort**. Each time you collect or buy a new item, it is automatically added to your Inventory. You can also save your favorite places in Second Life by adding them to the **Landmarks** in your Inventory. Items you've recently acquired will be stored under the **Recent Items** tab.

**11. Media Volume Control Bar** Click on these to adjust to play and pause music and streaming media. Click the arrow to adjust individual volume levels. Use the bar to adjust the master volume of click Master Mute.

**12. Voice Chat Control Bar** Click here for a list of active speakers around you. Hold the talk button when you wish to speak, or click the lock to switch to talk mode. You will see a small white ball over the head of active speakers.