

How to Create a Notecard in Second Life

Instructions By: SJSU ASIS&T Student Chapter

Creating a Notecard in Second Life Using Viewer 2

*(Viewer 2 is preferable for Windows)

1. On the top-left menu bar click on the "Me" tab and select "Inventory" from the dropdown menu that appears. The "Inventory" box will appear.
2. Right click the "Notecards" folder and select "New Notecard" from the dropdown menu that appears.
3. Type what you want in the description and body of the notecard, or copy and paste text from your word processing document that you want to use.
4. Press the "Save" button at the bottom of the "New Note" box.
5. A notecard titled "New Note" appears in the "Notecards" folder.
6. Right click the notecard titled "New Note" and select "Rename" from the dropdown menu that appears.
7. Type a new name for the notecard.
8. When you're finished renaming the notecard, hit the "Enter" button on your keyboard.

Creating a Notecard in Second Life Using Phoenix Viewer

*(Phoenix Viewer is preferable for Macs)

1. On the bottom options menu bar click on "Inventory." The "Inventory" box will appear.
2. Click "Create" on the menu bar and select "New Note" from the dropdown menu that appears.
3. Type what you want in the note card, or copy and paste text from your word processing document that you want to use.
4. Press the "Save" button at the bottom of the "New Note" box.
5. A notecard titled "New Note" appears in the "Notecards" folder.
6. Right click the notecard titled "New Note" and select "Rename" from the dropdown menu that appears.
7. Type a new name for the notecard.
8. When you're finished renaming the notecard, hit the "Enter" button on your keyboard.

Sample Personalized Business Card to Exchange with People You Meet in Second Life

Description:
Second Life Name:
Real Life Name:
SJSU SLIS Specialization(s) Followed:
LinkedIn URL:
Twitter URL:
Facebook URL:
Google+ URL:
Foursquare URL:
Goodreads URL:
YouTube URL:
Delicious URL:

When renaming the notecard titled "New Note," the following is a suggested name to title your notecard: "SL: *Your Second Life Name* / RL: *Your Real Life Name* Business Card." For example: "SL: Mars Bartholomew / RL: John Smith Business Card."