



How do I...?	Icon	Explanation	Notes
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Moving, Speaking ,Watching & Interacting			
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Move around		Forward W Backward S Turn left A Slide Left Q Turn right D Slide Right E or Arrow Keys	
Look up and down		Look at the ceiling C Look at the floor R	
Empathise, agree or disagree		Nod to say yes Y Shake to say no N	
Go back the start point		The HOME button will take you back to the point where you entered the qubicle	
Stand opposite or next to someone		GO TO stand opposite someone or STAND NEXT TO them and let them drag you along when they move	
Set a 'place' bookmark		The 'Places' menu on your right takes you to the preset bookmarks but you can mark your own PLACE also. Use SWAP places to jump back and forth	
Listen		Turning the AUDIO OUTPUT on allows you to hear other people. If you can't, right click for settings and adjust	
Speak		Turning the MICROPHONE on allows you to speak to other people. If they can't hear you right click for settings and adjust	
Show my webcam		Turning the WEBCAM on allows other people to see you. If they can't right click and select the correct device	
Text chat privately with one person		Or you can click on the person's qubot or name to have a private chat	
Text chat with the group		Use the GROUPCHAT button to communicate with all.	
Alert people outside QUBE to join you		You can communicate with other QUBE users by email from within your qubicle	
Go to other qubicles		Find out the other qubicles you can visit using the ALL QUBES button	
Go to previous/ next qubicle		Use NEXT and PREVIOUS to jump quickly from one qubicle to another. You will be taken back to the spot you last stood at	

Sharing documents & Making Presentations			
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Import a file		The FILE OPEN button allows you to import: Office (MS/Open); Pictures Jpeg-BMP-png; Video playback .mp4 size 600*400	
Show a window on my local computer		If you do not want to add a file but only to show it to colleagues you can SHARE any of your open windows	
Open a webpage on the internet		The WEB button allows you to open browse and surf internet pages.	
Add an object		The OBJECTS button accesses the list of items you have 'saved to inventory' in your personal inventory from other qubicles. Toggle to return to the people list	

Brainstorming & Capturing			
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Create a sticky note		The 21 st centuries primary creativity and collaboration tool the STICKY NOTE can be dragged and dropped onto most surfaces	
Video the session		You can RECORD a video of the session (beware video files can be enormous and can slow your local experience down)	
Take a snapshot		PHOTOGRAPH each other, brainstorm results, documents and save them to your desktop or in the qubicle	
Type into a document		When you have finished typing click on the KEYBOARD to allow you to move away from the document	

Saving and Undoing			
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Make a copy of a selected item		COPY any non-fixed item,	
Paste the item from the clipboard		PASTE it where you are standing	
Delete an item or object		CUT allows you to delete items	
Change my mind		UNDO is for when you wish you hadn't	
Change my mind back		REDO is for when you decide that you are happy you did!	
Make sure I have stored the qubicle		The SAVE button keeps a permanent copy of the qubicle at that point which can be restored if necessary	

Customising			
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Change the look of my qubot		A single click on the MY STATUS button tells people when you are away, A right click allows you to change appearance	
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