



# User Guide

# CONTENTS

<b>Chapter 1: Getting Started</b>	<b>1</b>
Welcome to LifeNaut	1
LifeNaut Vocabulary	1
“Avatar”	1
“Mindfile”	1
“Bemes”	1
System Requirements	2
Creating Your LifeNaut Account	2
The LifeNaut Interface	4
Navigating the Site	5
Building Your Profile Page	6
Wall	6
Personality Test	8
Settings	8
Creating a Talking Avatar	11
Uploading Files	13
Viewing Media	15
Editing Tags	17
Photobooth Feature	18
Favorites	19
<b>Chapter 2: The Basics</b>	<b>20</b>
The File Explorer Page	20
Filtering Your Files in File Explorer	20
Using Thumbnails	22
The Timeline Page	22
Viewing Files with the Timeline	22
The Locations Page	24
Viewing Files with the Mindfile Map	24
<b>Chapter 3: Working with Your Avatar</b>	<b>26</b>
Talking with Your Avatar	26
Benefits	26
Conversing with Your Avatar	26
Teaching Your Avatar	27
The Teach Feature	27
The Guide Feature	27
The “Advanced” Tab	28

# CONTENTS

<b>Chapter 4: Making Social Connections</b>	<b>31</b>
Visualizing your Social Network	31
Viewing your Social Network	31
Meeting Other LifeNauts	33
Searching for Other LifeNauts	33
Viewing Other LifeNauts' Mindfiles	34
Adding LifeNauts (or Non-LifeNauts) as Friends	34
Adding LifeNauts as Friends	34
Adding Non-LifeNauts as Friends	34
Browsing and Editing Your Friends List	35
Browsing Your Friends	35
Deleting People From Your Friends List	35
Merging Friends	35
<b>Chapter 5: Spacecasting Your Mindfile</b>	<b>37</b>
Introduction to Spacecasting	37
What is Spacecasting?	37
Why Spacecast?	37
The Spacecast Page	37
Enabling and Disabling Spacecast	37
Choosing Which Files to Spacecast	37
Checking Your Statistics	37
Adding LifeNauts as Friends	37
The Spacecast Diagram	38
<b>Chapter 6: Multi-User Mindfiles</b>	<b>39</b>
What is a Multi-User Mindfile?	39
Roles: Editors and Contributors	40
Creating Multi-User Mindfiles	41
Managing Multi-User Mindfiles	42
Inviting Contributors	44,45
Responding to Contributor Requests	46
Removing Contributors	47
Requesting to be a Contributor to a Multi User Mindfile	48
Removing yourself as a Contributor to a Multi User Mindfile	49
<b>Chapter 7: Trouble Shooting</b>	<b>50</b>
Getting Help	50
FAQ's	50
Troubleshooting Guide	51,52

# Chapter 1: Getting Started

## Welcome to LifeNaut!

Thank you for choosing LifeNaut as your digital archiving portal. We are continually upgrading the LifeNaut software suite so that your experience will be increasingly more user friendly and fun. We also keep our hardware on the cusp of industry standards and backup your data in multiple locations around the globe to keep your information safe for generations to come. We hope this User Guide will help you become acclimated to the world of LifeNaut and please never hesitate to email us with any questions you might have at [terasem@gmavt.net](mailto:terasem@gmavt.net). There are three basic vocabulary words, uniquely LifeNaut, which you will encounter throughout this Guide.

## 1. LifeNaut'S 3 VOCABULARY WORDS

### Avatar

As a LifeNaut account holder you have access to a unique piece of software that allows you to create your own photo- based Avatar (or digital representative) that can talk, move, and text chat based upon the information that you decide to upload to your Mindfile. There are also tools to help you teach and help your Avatar become more "intelligent" in his/ her conversations with you and others. Throughout this User Guide we will use Amber, our digital spokesperson's avatar as an example. You may have already chatted with her on the LifeNaut home page.

### Mindfile

LifeNaut gives you the opportunity to organize and save critical information about you and your life experiences for generations to come in a non-degradable medium. We call this personal digital archive a "Mindfile". Using your LifeNaut account you can upload pictures, videos, audio, and text files about anything that you feel is relevant to you. There are also myriad personality questionnaires and guided conversations that you can complete. The entire collection of your files, questionnaire results, and avatar teachings is essentially your Mindfile.

### Bemes

A beme (pronounced **beme**) consists of the smallest unit of being, or existence. Beme is an adaptation of the linguistic term "morpheme", defined as the smallest unit of meaning. LifeNaut has defined the beme as a state of existing, or as a person's essential nature or character. Therefore, bemes are the smallest units of a person's essential nature or character. Examples of bemes include an image of one's mother, a predilection toward honesty, and the ways one individual smiles. Generally bemes fall into the categories of mannerisms, personalities, recollections, feelings, beliefs, attitudes and values.

## 2. BENEFITS OF A LifeNaut ACCOUNT

### Benefits

**A short term benefit** of creating a Mindfile at LifeNaut.com is the ability to save and share your "bemes" with friends and family immediately, and for future generations. Think of your Mindfile as an interactive time capsule or life scrapbook devoted to your unique point of view and life lessons. With LifeNaut's technology, you can organize all your home videos, pictures, documents, and audio files in one place online. You can then access this information from any computer that has an internet connection and soon will be able to do so with any mobile device. You do not need any special software or hardware and all of this is offered free of charge. **A long term benefit** may be the opportunity for your essential personal information to be reanimated with future A.I. software in the form of an avatar, robot or other form of cyber-consciousness.

### 3. SYSTEM REQUIREMENTS

#### Software

LifeNaut.com is a rich internet based application and therefore does not require you to download an application or install complicated software that takes up room on your computer.

#### Hardware

LifeNaut.com is designed to work on both PC and Mac computers, really any computer with an internet connection and an up to date browser.

#### Browser

LifeNaut.com works with any browser including Windows Internet Explorer, Mozilla Firefox, and Mac OSX Safari. You will need to make sure you have the most up to date version of the browser you use.

#### Display Resolution

LifeNaut.com is best viewed at a screen resolution of 1024 x 768 or better.

#### Internet Connection

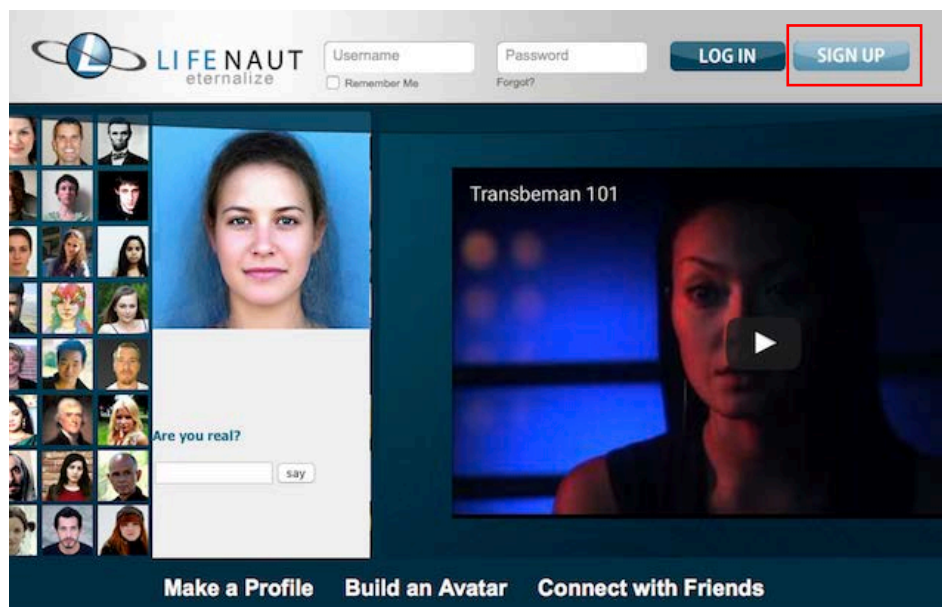
A DSL/broadband connection is recommended to access your account at [www.LifeNaut.com](http://www.LifeNaut.com).

**!Note: The latest plug-in for Flash player is required for your browser.** Get the latest flash player at: <http://get.adobe.com/flashplayer/>

### 4. CREATING YOUR LifeNaut ACCOUNT

#### Click "Sign-Up"

Before you can use any of LifeNaut.com's features, you must register by signing up for an account. To register/sign up for a new account, click on the "Sign Up" button located on the home page ([www.LifeNaut.com](http://www.LifeNaut.com)).



## Register

You will be asked to fill out a registration form and read through the LifeNaut Terms of Use Agreement. Click "Sign up" and an email confirmation will be sent to you with an activation link.

### Sign up for Your FREE LifeNaut Account

Username:

Email:

Confirm Email:

Password:

Confirm Password:

Terms of Service:    
Lifenaut.com ("LN" or "we") is an online networking and personal data storage service designed to test the hypothesis that conscious analogs of people can be brought to life based on sufficiently detailed mindfile data, and to enable people to store

Accept Terms:  Yes, I agree to the Lifenaut.com Terms of Service

## Activate Your Account

To activate your LifeNaut.com account, click on the activation link in the email confirmation that is sent to the email address you listed when registering for your Free LifeNaut Account.

**Lifenaut.com - Please activate your account.**

From: "noreply@lifenaut.com" <noreply@lifenaut.com> [Add to Contacts](#)

To: [REDACTED]

---

Thank you for joining the Lifenaut community. Before you can begin using your account we need you to activate it.

Please follow the link below:

<http://beta.lifenaut.com/activate/ae924864ca1285e11521925a20847939>

Regards,


[Lifenaut.com](#) Team

**!Note:** If you don't see the confirmation email from noreply@LifeNaut.com with subject line: "LifeNaut.com— Please Activate Your Account," please check your email's SPAM folder.

## Login

### CLICK "LOGIN"

From the home page at [www.LifeNaut.com](http://www.LifeNaut.com), click "Login" in the upper right hand corner,



Username

Remember Me

Password

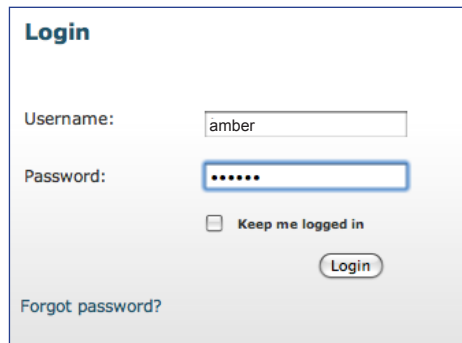
[Forgot?](#)

## OR USE THE ACTIVATION LINK

Click the activation link in the activation email sent to you. **(Please see the image of the activation email under the heading "Activate Your Account" on the previous page)**

## Enter your user name and password

Enter your user name and password that came in your activation email into the Login Window.



**Login**

Username:

Password:

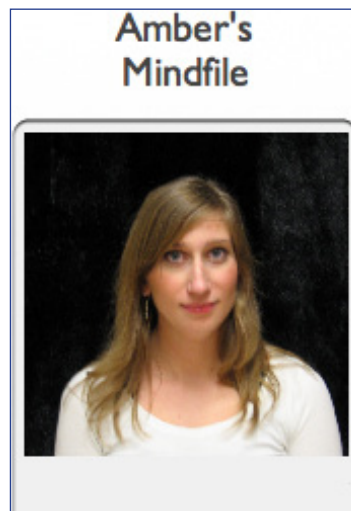
Keep me logged in

[Forgot password?](#)

## 5. THE LifeNaut USER INTERFACE

### The Avatar

The avatar portion allows you and those viewing your profile to see an animated photo of yourself that you or they can communicate with. This avatar can be taught to respond and ask questions in conversation with others just like you would (see Chapter 3).

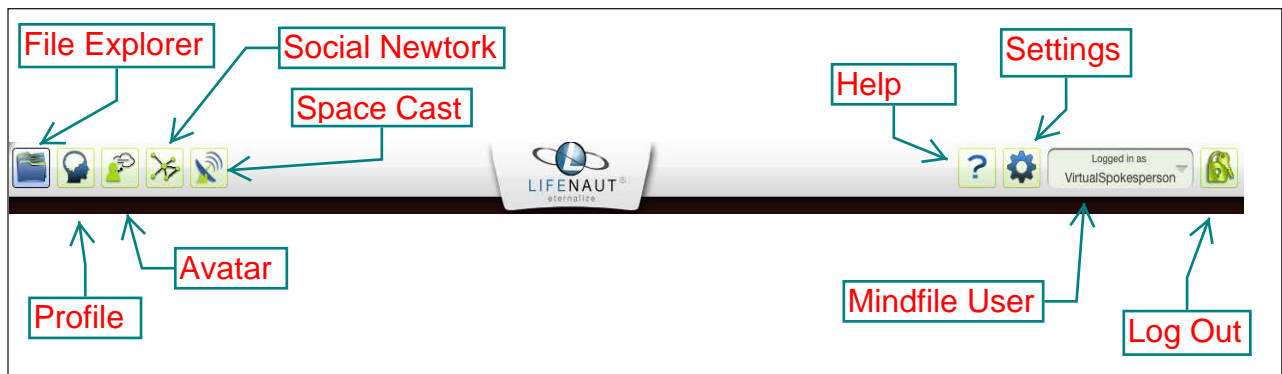


### The Navigation Bar

The Navigation bar—or Navbar for short—is the top portion of the page in your Mindfile. This allows you to navigate to different parts of your Mindfile. The page that you are on is always denoted by changing the background of the icon to blue and outlining it in black.

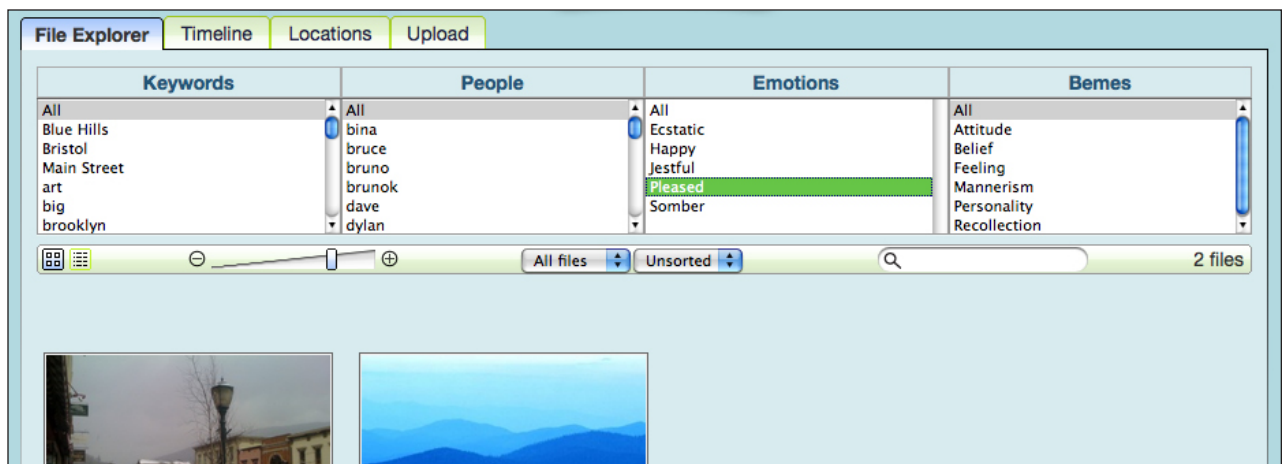


It includes the Navigation Icons (detailed in the diagram on the following page) Help, Spacecast, and Log Out.



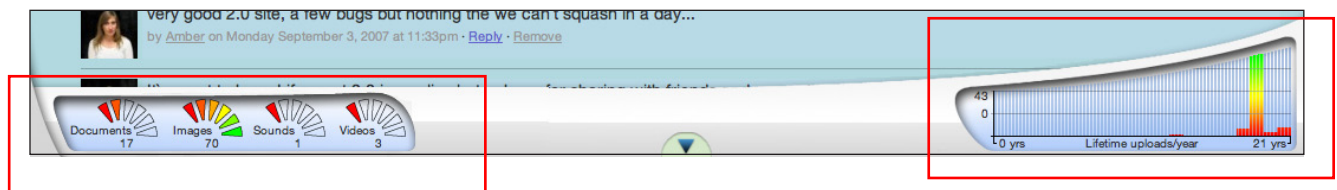
## The Content Display Window

The content display window is where graphics related to the particular page you are at are displayed. This will change depending on which page you are on. When you login, this will display in the content portion of your page:



## The Dashboard

The Dashboard is the lower part of the LifeNaut interface. It is the gray arced part that contains the Mindfile meters on the left and right and a core set of buttons at the center—Document, Image, Sound, Video as well as a Lifetime Uploads graph.



## 6. NAVIGATING THE SITE

Clicking on any **Navigation Icon** in the Navbar will take you to a unique view of your Mindfile information (images of the icons representing the following sections are available in the diagram at the top of the page):

**Profile Page:** Brings you to your custom “home page” within LifeNaut.

**File Explorer:** Displays your files and lets you organize them.

**Social Network:** Allows you to view all of the people linked to your profile, then view files that are associated with them. You can also search and find friends in this view.



**Avatar:** Guides you through the steps to create an avatar out of a personal photo. Here you can talk to your avatar and teach it to talk to others in conversation.

**Help:** Opens Help FAQs and Help Files for LifeNaut.com.

**Spacecast:** Allows you to select types of your files for transmission to outer space.

**Logout:** Logs you out of your current LifeNaut session.

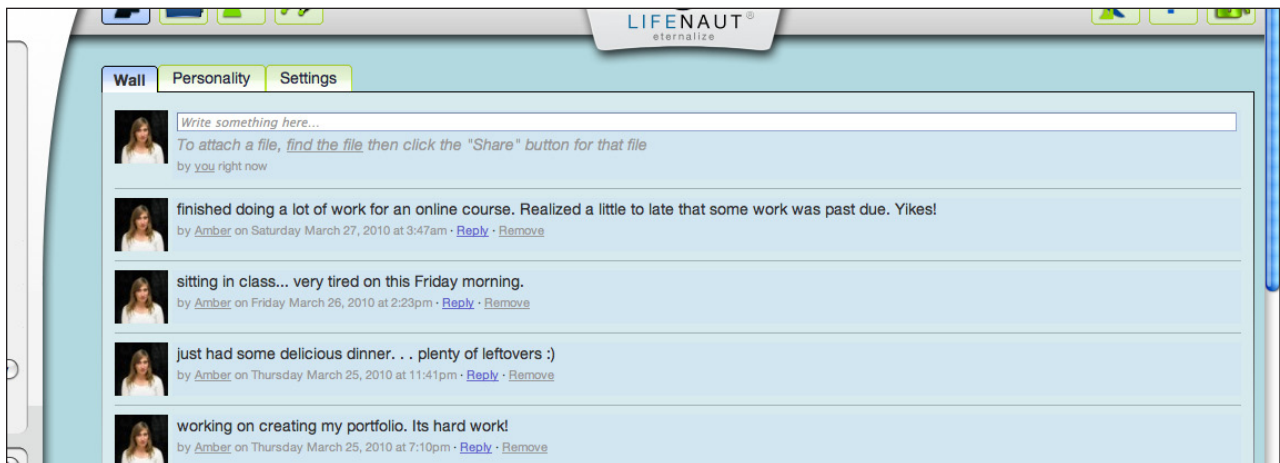
## 7. BUILDING YOUR PROFILE PAGE

When you first Login to your LifeNaut account you will be at your Profile Page. This is your home or default page that will always appear after signing in. To get to the Profile Page at any time, click the "My Profile" button pictured to the left that has the profile icon in it.



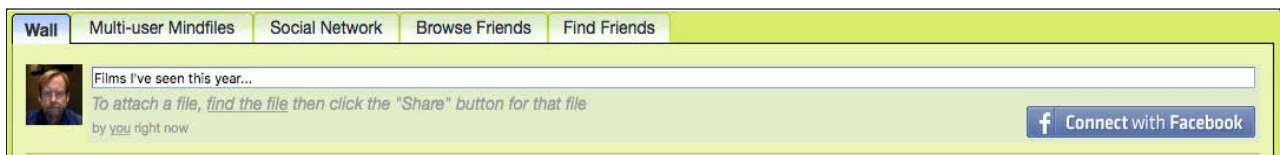
### Wall

The Wall is a place where you can record your thoughts. Here, others can also post things to you; pictures, music, links. This also allows you to share images so that people will see them as soon as they visit your page.



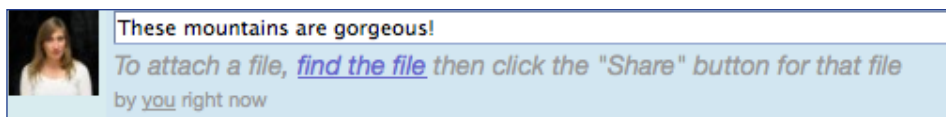
### POSTING ON YOUR WALL

At the top of your wall is an icon of you and a white text box which allows you to input text. Simply click your cursor into the white box, and begin typing your thoughts or feelings. When you are finished, simply hit "Enter" on your keyboard (or if you are a Mac user, hit "return").

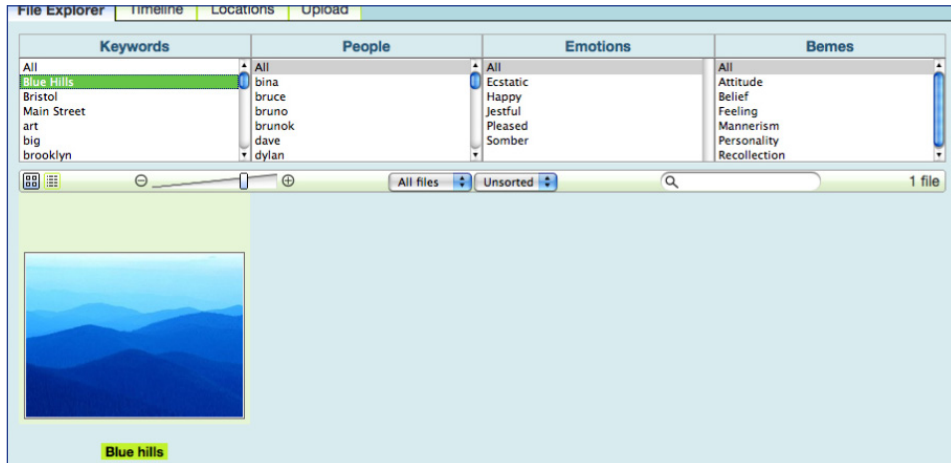


### ATTACHING A FILE/IMAGE TO YOUR POST

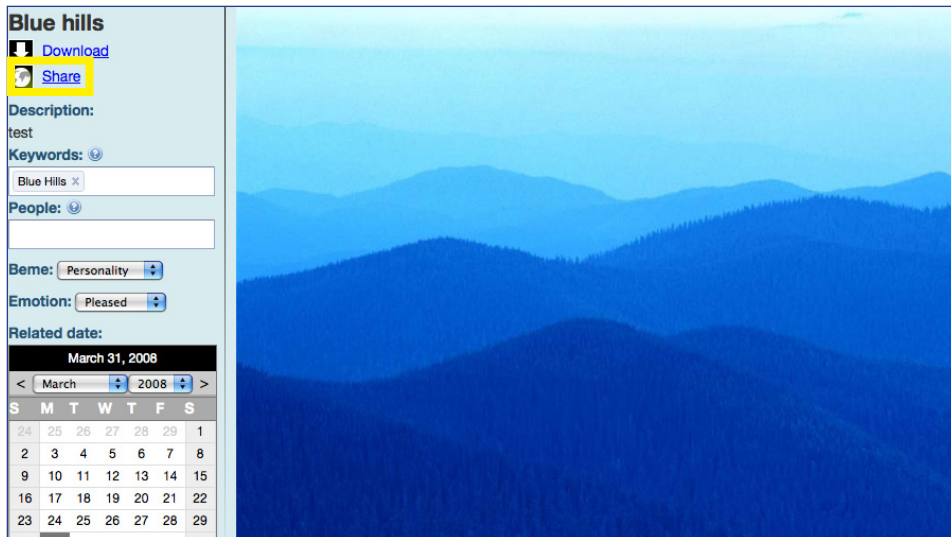
**Step 1:** You may choose to enter text about the file in the text box where you normally post, and just click on the link just below, that says "find the file."



**Step 2:** Clicking this link will bring you to your Mindfile, where you can choose a file that you would like to post to the wall. To learn how to upload, turn to page 13.

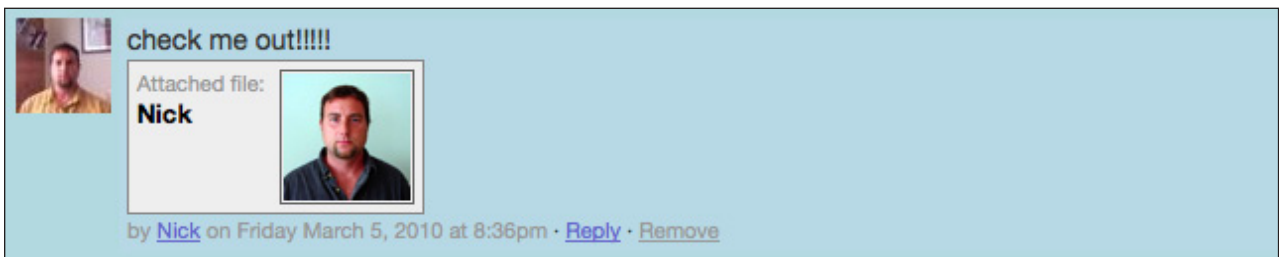


**Step 3:** Once you've chosen the image/file, clicking on it will bring you to a new page. On this page, clicking on "share" will post the file to your wall.



## VIEWING YOUR FRIENDS' MINDFILES FROM YOUR PAGE

You can relocate to a friends' Mindfile by simply clicking on a post that they've already made to your wall. Do this by clicking their icon next to the post, or their name—which is underlined beneath their post and highlights blue when you skim over it with your cursor.

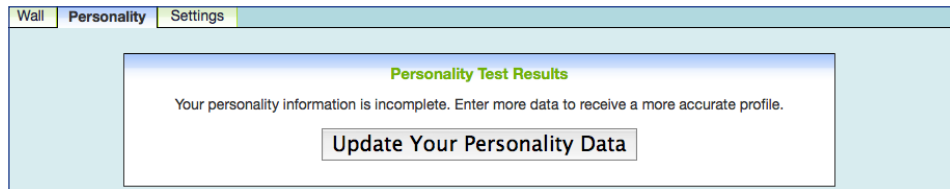


## Personality Test

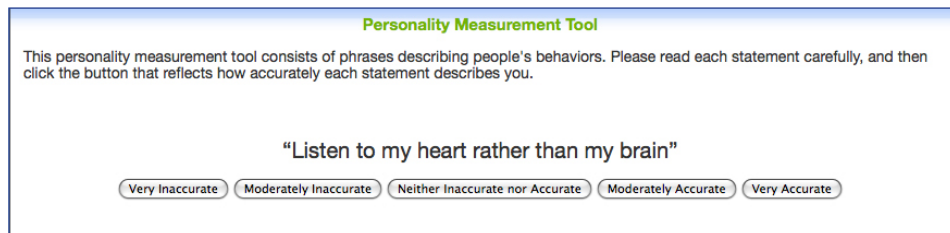
By clicking on the “Personality” tab, you can view your current personality evaluation and have the option of taking more personality tests to create a more accurate digital version of you.

### BEGINNING TO ANALYZE YOUR PERSONALITY

**Step 1:** Click on the button at the top of the page in the “Personality” tab which says, “Update Your Personality Data.” The more often you update it, the more accurate the results shown on your Mindfile will be.



**Step 2:** When you click on this button, it will take you to a page which asks you to evaluate a statement. It will give you the options “Very Inaccurate,” “Moderately Inaccurate,” “Neither Inaccurate or Accurate,” “Moderately Accurate,” or “Very Accurate.” Choosing one of these options will take you to the next question.



### PAUSING THE TEST

This test does not need to be completed in one session. If you run out of time, or tire of answering questions, you can stop and come back whenever you see fit.

## Settings

### ADDING/CHANGING PROFILE INFORMATION

In the profile box, you can change your name, school, and birthday. Hovering over the information in your **name** or **school** box highlights it in yellow. You can then click on it and input text to show your name or school.

**School:** Champlain College

To change your **birth date**, move down to the calendar. Here, you can use the drop down menu to choose the correct month and year. Once you have chosen those, click on the day in the calendar which represents your birthday. (See diagram on following page)

To add your location, simply use the GPS-like map at the right of the screen. You can do this by clicking and dragging the red marker to where you are from. You can also change your location by entering a town, state, and country on top. Or, you if you happen to know the latitude and longitude of your location, you can enter that into the appropriate text boxes at the top of the map. (See diagram on following page)

Clicking changes display name

Clicking changes school information

Change location information

**Profile**

Display name: Amber

Username: bruce

School: Champlain College

Birthday:

September 23, 1988

< September 1979 >

S	M	T	W	T	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

Today | Clear

Location: drag marker or type in fields

City: North Ferrisbur State: VT Country: USA Latitude: 44.2591 Longitude: -

Change birthday information with interactive calendar and drop-down menu

September

January

February

March

April

May

June

July

August

September

October

November

December

## CHANGING YOUR PREFERENCES

You can also change the look of your profile on this page. You may change the background color by clicking the button labeled "click to change" and selecting a new color from the color wheel that pops up.

**Preferences**

Background color:

Background image:

Background style:

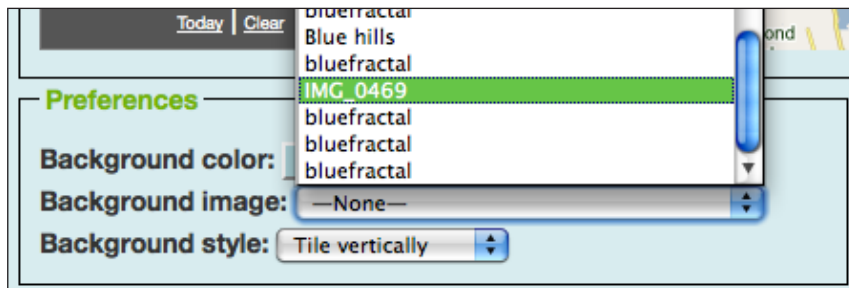
**Privacy**

Hide my mindfile from other users:

No:  Yes:

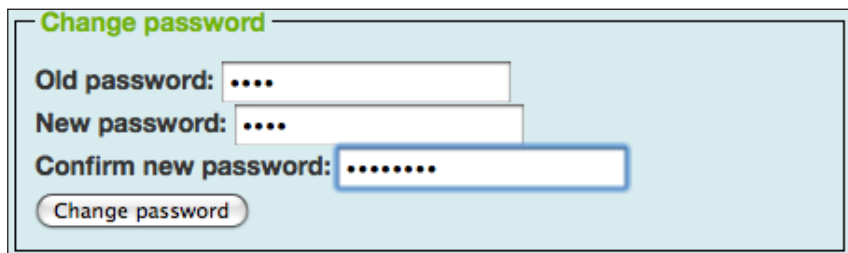
#B1D9DF

If you aren't too keen on having a color as your background, you can use an image instead. You can do this by clicking on the drop down menu next to "Background Image" and selecting one of the images that you have already uploaded to your Mindfile. You can change how the image appears in your background by selecting different options in the "Background Style" drop down menu. Experiment with these options and find out which suits you best. Directions for uploading images are on page 13.



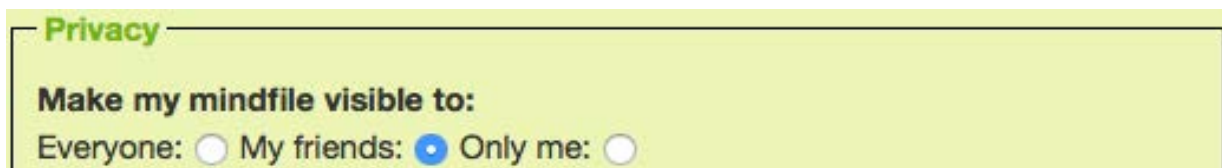
### CHANGING YOUR PASSWORD

To change your password, type in your old password to the appropriate box, and then choose a new password and type it into the text box labeled "new password." Once you have done this, type it into the box below labeled "confirm new password" and click "Change Password."



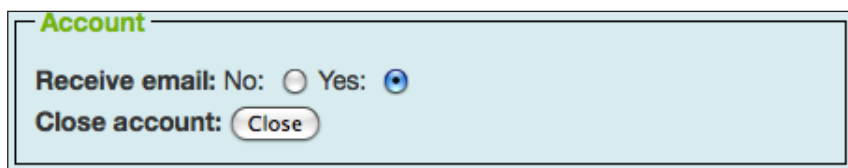
### EDITING PRIVACY SETTINGS

You can set access to your mindfile to "Everyone", "My Friends" or "Only Me" by clicking on the setting buttons



### ACCOUNT SETTINGS

In the Account Settings portion, you can opt in or out of emails from LifeNaut, or close your account if you no longer want it.



## 8. CREATING A TALKING AVATAR

### Getting Started

Once you are in the Avatar portion of your Mindfile, click the tab at the top labeled “Build.”

### IMAGE UPLOADING GUIDELINES

1. The image should include your entire head and upper body. This means the image should contain your shoulders.
2. The image should be evenly lit, with a plain background. This will ensure that the image is clear. The avatar should also be seen clearly, therefore the image should have good lighting and not too many shadows—or be washed out.
3. Use images with a resolution of 800 x 600 or higher. Anything smaller will not create a clean, crisp image needed to make a competent avatar.
4. Look directly at the camera with a relaxed expression, eyes open. The avatar animation will show you smiling, blinking, etc. Therefore, we prefer you use a photo of neutral expression where you are looking directly at the camera.
5. Please take off your glasses, and make sure that your hair is not obscuring your face. Making sure your whole face is visible is very important. If you normally wear glasses, you will be able to add these in the next step.
6. Enjoy your newly-minted online version of you!

### UPLOADING AN IMAGE AND CHOOSING A VOICE

Selecting “SAMANTHA” from the drop down menu will give you a feminine voice, and selecting “TOM” will give your avatar a masculine voice.

**Please choose from the following options, and upload:**

What voice would you like?

Please choose a file:

Next, choose an image you'd like to use for your avatar. You can do this by selecting “Choose File.” From there, a browser will pop up that will allow you to select a file.

**Please choose from the following options, and upload:**

What voice would you like?

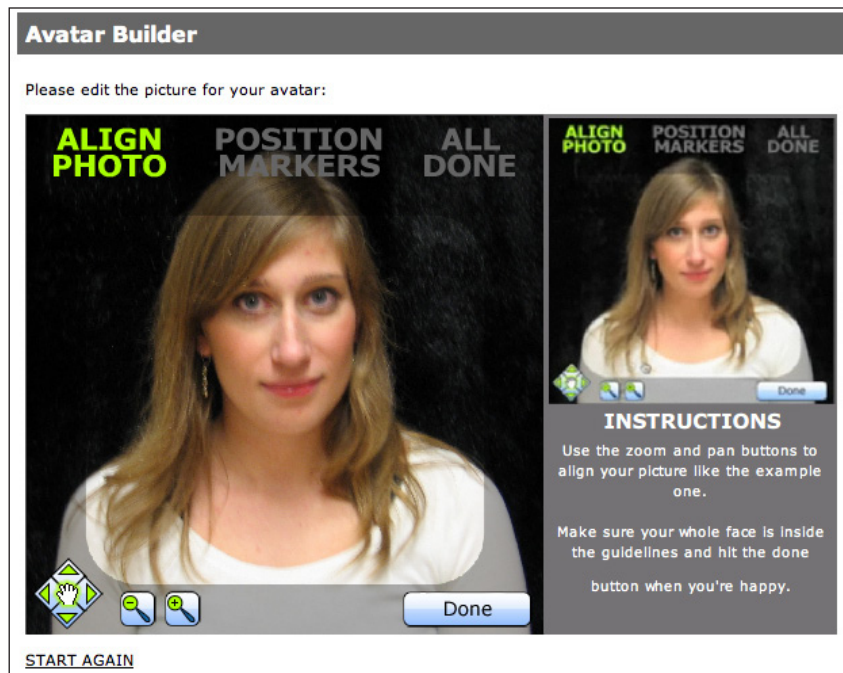
Please choose a file:

Once you have done that, click “Upload.”



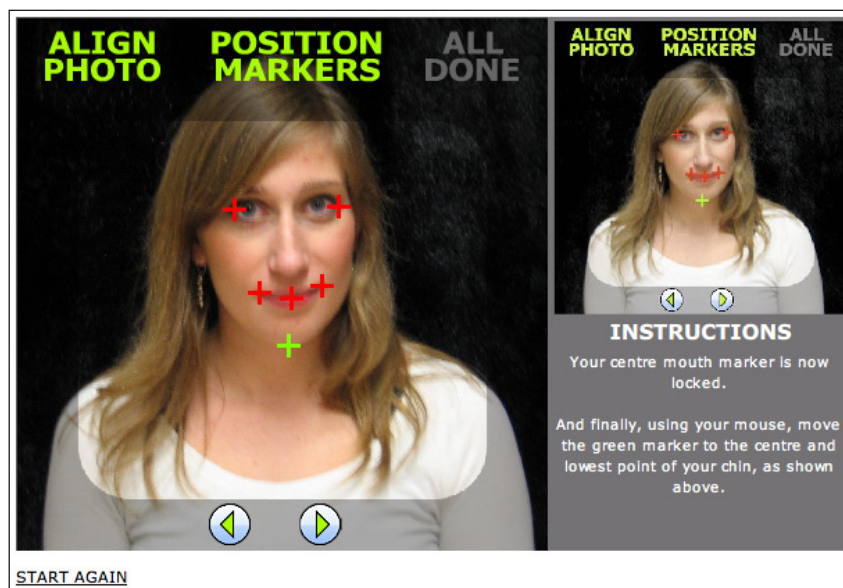
## ALIGNING YOUR PHOTO

Once you've uploaded the image, you should place it so that your face is the center of the image. You can do this by using the panning icon at the bottom left of the upload window, or by zooming in and out using the magnifying glasses to the right of the panning icon. You can also move the image by clicking on it and dragging. You may also watch the movie at the right of the image for guidance. When you're satisfied, click "Done."



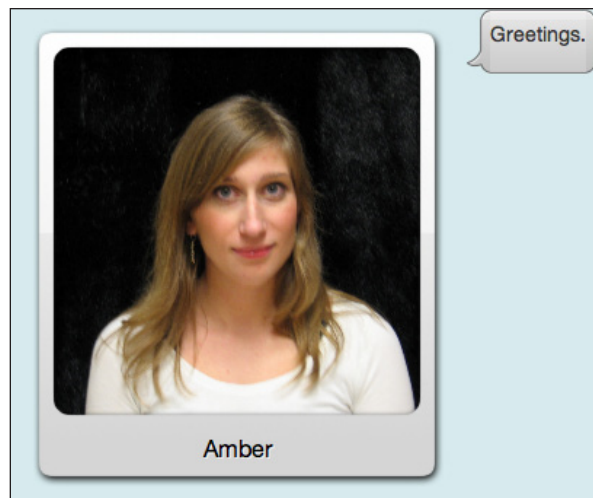
## POSITION YOUR MARKERS

The avatar builder will lead you through the steps to insert the six markers that will tell your avatar how to move, blink, and smile. You will place markers at the outside corner of each eye, lips, center of the lips, and bottom of the chin. To move the markers for placement, just click and drag them to the desired spot. When you've finished placing the marker, click on the forward arrow on the bottom of the screen. If you want to move a previously placed marker, hit the back arrow at the bottom of the screen.



## FINISH AND ENJOY

Once you've finished placing your markers, you come to a screen where you can choose to add glasses to your character, return to the previous section, or click "Done" and enjoy your finished avatar.



## 9. UPLOADING FILES

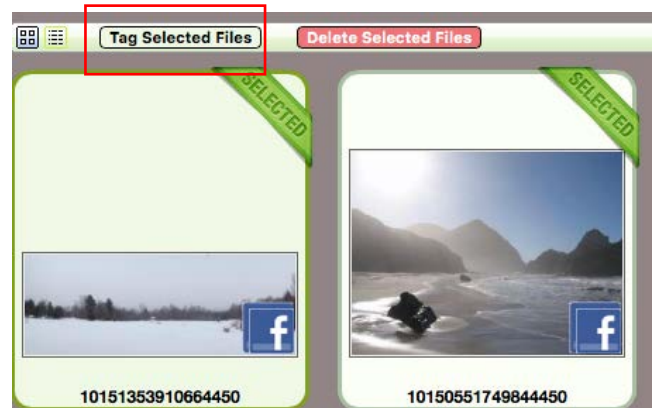
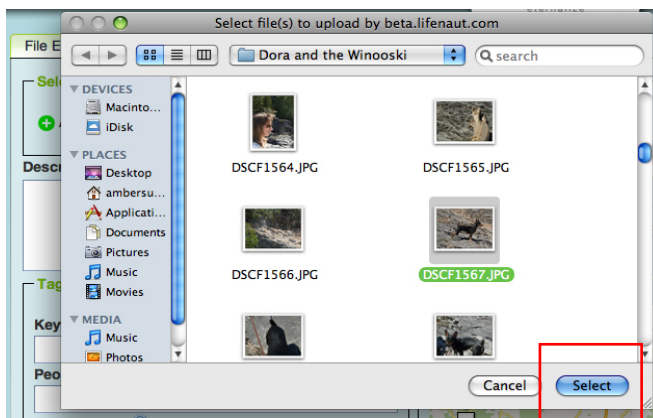
The Upload tab in File Explorer view allows you to transfer files from your home computer onto your Mindfile. These files will become accessible to you no matter what computer you are on once they've been uploaded.

### Adding Files

**Step 1:** There are three steps to adding files #1. "Upload", #2. "Tag" and #3. "Save"



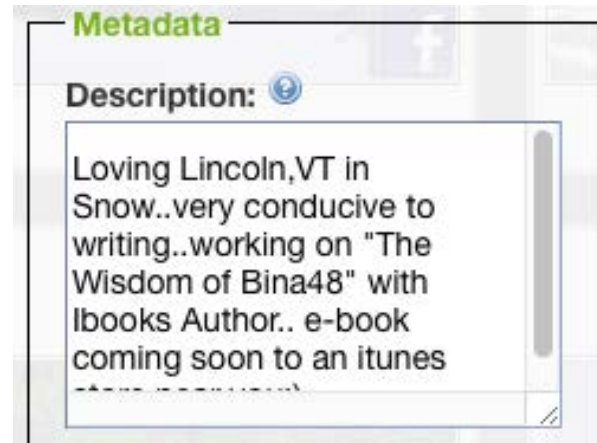
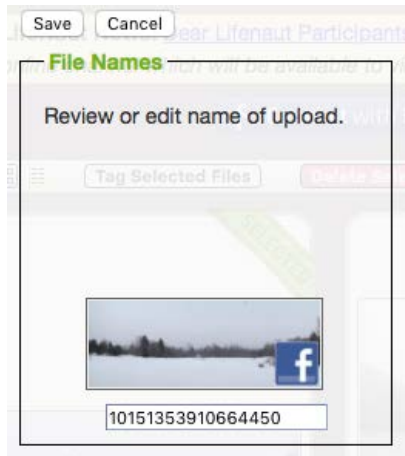
**Steps # 2 & #3** After clicking the "Upload" button, click on the files you want to upload and then click the "Select" button. The files are now "Pending". Click directly on any Pending file and they will become "Selected" for tagging. Click on the "Tag Selected Files" button to enter descriptions and other tags





## Adding File Names and Descriptions:

By placing your cursor within the box labeled "File Name" or "Description" you can write a custom file name or description of the file.



## Attaching tags to your files

The second big section in the Upload tab is called "Tags." This is where you add tags to make your file easier to access when you are in the My Info section of your Mindfile. The **Related Date** allows you to select the date that is related to the file you have just uploaded. This does not necessarily have to be today's date. Next, there is **Keywords**, which allows you to enter a string of single words, separated by a comma that relate to the file. **People** can also be entered if the file relates to more than just you. You can also choose a **Beme** and **Emotion** from the two drop down menus.

**Keywords:** Dora x Winooski River x Rocks x

**People:** Dora x

**Related date:** April 14, 2009

S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

**Beme:** Recollection

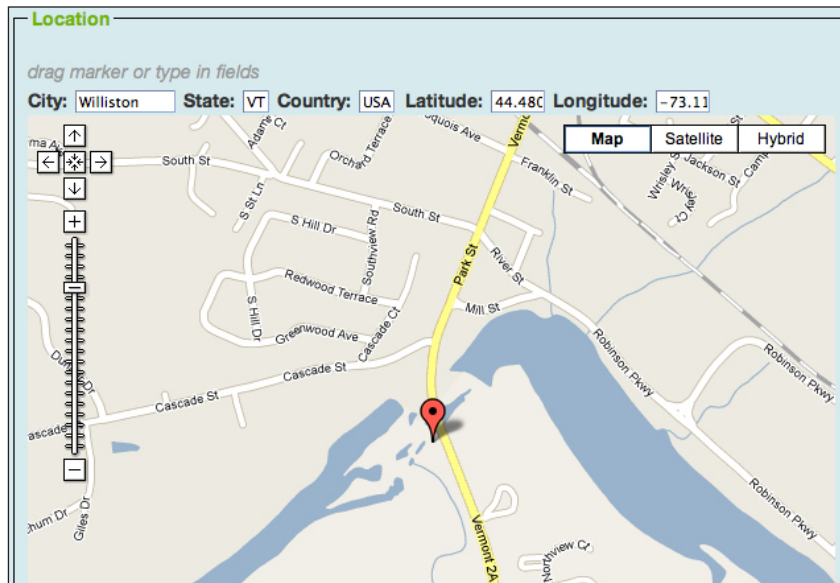
**Emotion:** Pleased

**!Note:** You may have noticed that there is a small blue icon next to certain Tags with a small question mark on it. If you do not have the User Guide handy you can mouse over these icons and it will tell you what the specific purpose of each tag is. For example, if you mouse over the icon next to the People tag, it says, "Enter the names of all people associated with these files. Use commas to separate people's names."

## Attaching a location to your file

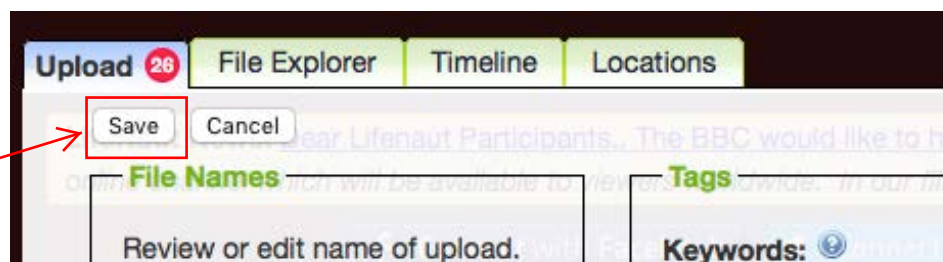
The last section in the Upload tab is called "Location." Here, you can use a Google map to place a marker on the spot where the file was located. For example, if you uploaded a file of you and your spouse on your honeymoon in Bermuda, you can place a red marker on Bermuda.

There are two ways to go about this. First, you can enter the City, State, and Country where the event was located, and zoom in or out to find the exact spot. The second way is to use the exact coordinates (latitude and longitude) of the event to place your marker.



## Saving your file

When you have completed "Tagging" files, You must click "Save" to add the file to your Mindfile.



## 10. VIEWING AND SHARING MEDIA

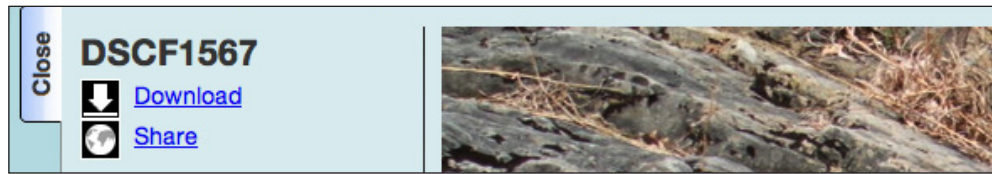
When you are in File Explorer mode, you can see a bunch of thumbnails of the media that you have previously uploaded. When you want to view the media, all you have to do is click the file. This will bring you to an overlapping page where you are granted a few options.

### Viewing your media in a larger format

This is useful for images, especially, so that you (or those viewing your Mindfile) can see them larger.

## Downloading your file

The viewing media browser gives you the option to download or share your file. These are the two icons located directly below the name of your file. Choosing download enables you or the viewer to download the file onto the computer you are currently using. This is useful for when you may be traveling and cannot have access to your files at home.

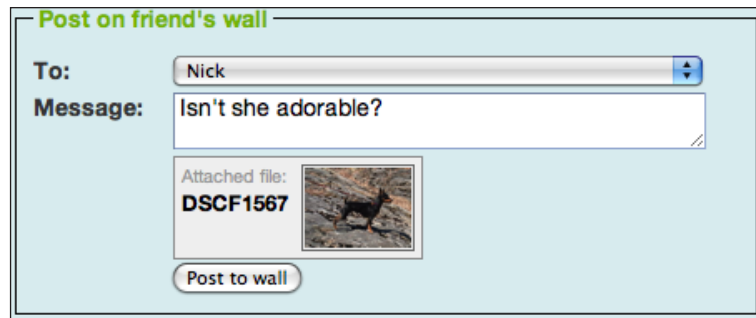


## Sharing your file

If instead you choose to share, you can click on this and are relocated to yet another page where you can:

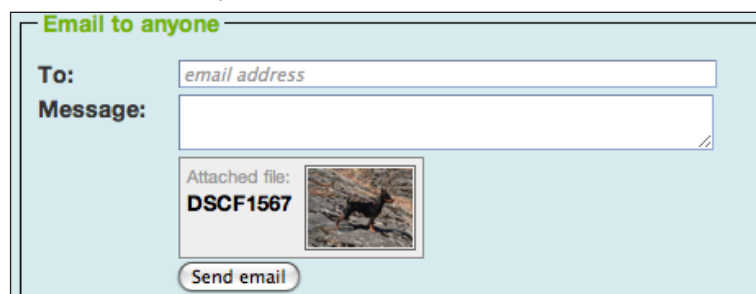
### POST THE FILE TO ANOTHER PERSONS' WALL

Once you are taken to the share page, you can post a file on another person's wall by selecting the recipient from the drop down menu in the "To:" field. Then, you can opt to input a message in the text box below. After that, click "Post to Wall."



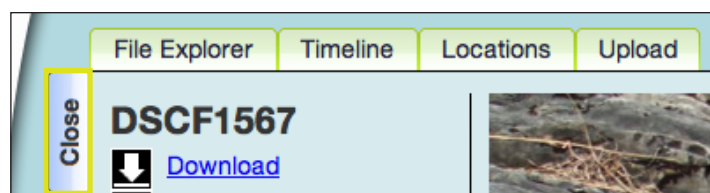
### EMAIL THE FILE TO A FRIEND

If you'd like to share the file with someone who isn't on LifeNaut, or prefer the file sharing to be private, you can attach the file to an email message. Simply type the email address of the recipient in the "To:" field, then opt to enter a message in the text box below. When you're finished, click "Send email."



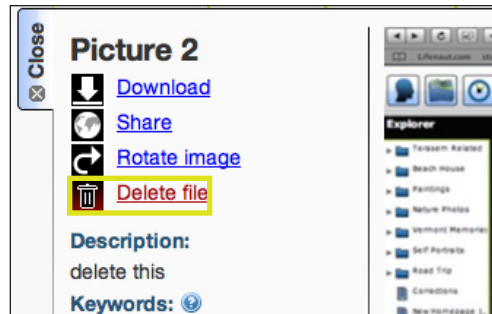
### CLOSE THE WINDOW

You can get out of the sharing window by mousing over to the close tab on the left side of the page and clicking it. This should redirect you to the screen that you see when you'd like to view your files in a larger format.

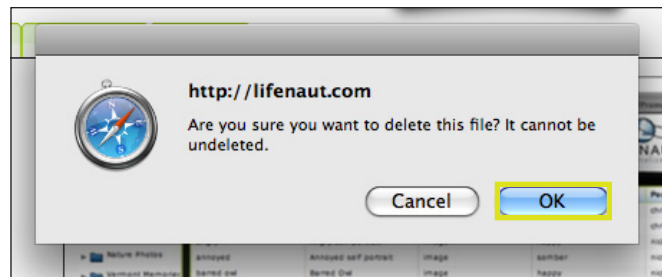


## Deleting your files

To delete a file, simply click on it as if you were going to view it. On the sidebar of the window that opens to preview a file, there is a small menu of options, one of which contains an image of a trash can and says, "Delete file." Click on this.



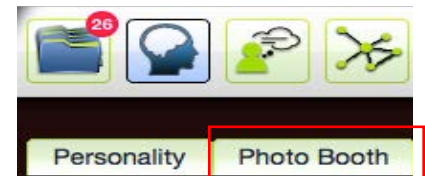
Once you've clicked, a window should pop up asking if you are sure that you want to delete a file, because all deletions are final. Once you've deleted something, you will not be able to retrieve it in the future. If you are sure that you are no longer interested in keeping this file, then click "OK." Upon doing this, you should be redirected to your File Explorer.



## 1. USING PHOTOBOTH

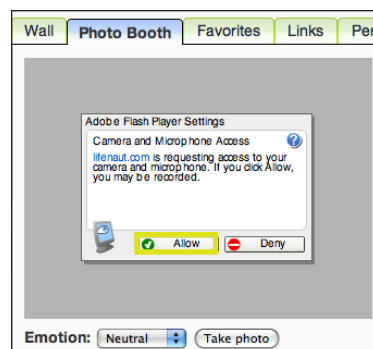


In the Profile section of your Mindfile, there is a tab entitled "Photobooth." This feature is designed to allow you to generate images which relate to a certain emotion using your webcam.

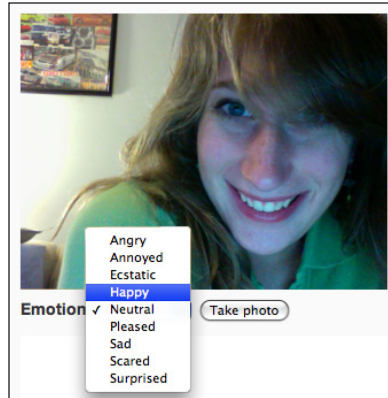


## Taking an Image

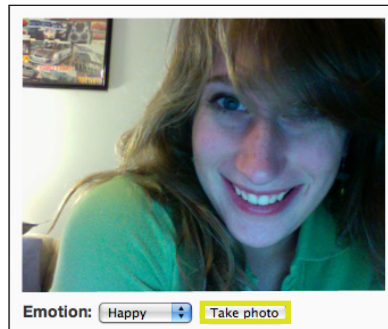
**Step 1:** When you first come to the Photobooth section, your Flash Player will ask you to grant LifeNaut access to your webcam. Click "allow."



**Step 2:** Once you've clicked "Allow" you should see yourself in your webcam. The drop-down menu underneath the Photobooth window allows you to change the mood you'd like to portray in your photo. Choose one!



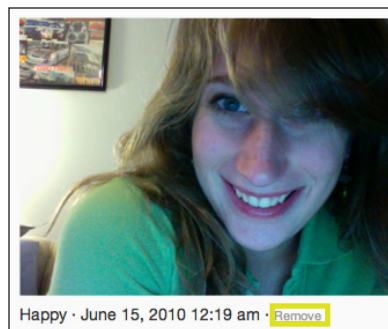
**Step 3:** When you've chosen your mood, make sure your face shows it, and click "Take photo." The image should automatically be saved in your Photobooth section!



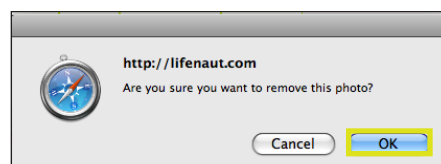
**!Note:** If you are having issues getting your webcam to connect to LifeNaut, it may be an issue with your Adobe Flash Player. Please refer to <http://www.macromedia.com/support/documentation/en/flashplayer/help/help04.html> for more information on how you can troubleshoot this problem.

## Removing an Image

To remove an image you no longer want, click "Remove," which is next to the image you've taken.



When you are prompted to verify the deletion of this image, click "OK." The image should no longer appear.



## 12. USING THE FAVORITES FEATURE



The Favorites feature is designed to allow the user to create their own lists of their “favorites” in life. This can be what-ever you want. Here, you can create interesting lists about yourself that are far more creative than what many popular social networking sites currently offer. To access the Favorites feature, click on the Favorites tab on the Profile page.



### Creating/removing Favorites

#### CREATING A NEW FAVORITE

To create a new Favorite, simply enter a title and description in the text boxes underneath the blue bar with the heading, “New Favorite.” Enter a title, then in the “Description” section, list your favorites! When you’ve finished, click “Save.”

**New Favorite**

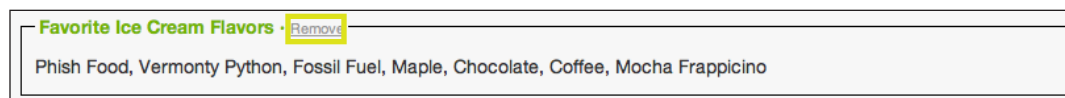
**Title:** Favorite Ice Cream Flavors

**Description:** Phish Food, Vermonty Python, Fossil Fuel, Maple,

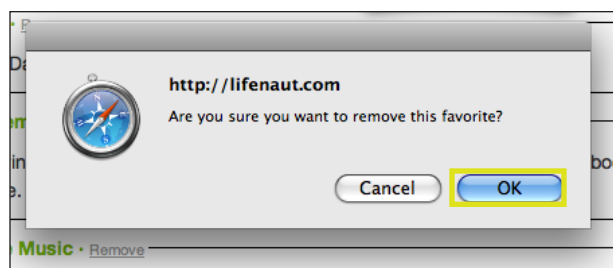
**Save**

#### REMOVING A FAVORITE

If you decide that you no longer want a Favorite to appear in your Mindfile, you can remove it. To do this, click “remove” which is shown next to the title of the favorite category.



When you click “remove,” a window will pop up confirming that you want to delete the Favorite. If you are sure, click “OK.” The Favorite should be removed from your page permanently.





# Chapter 2: The Basics

After you have logged in to your Mindfile, click on the icon with three folders:



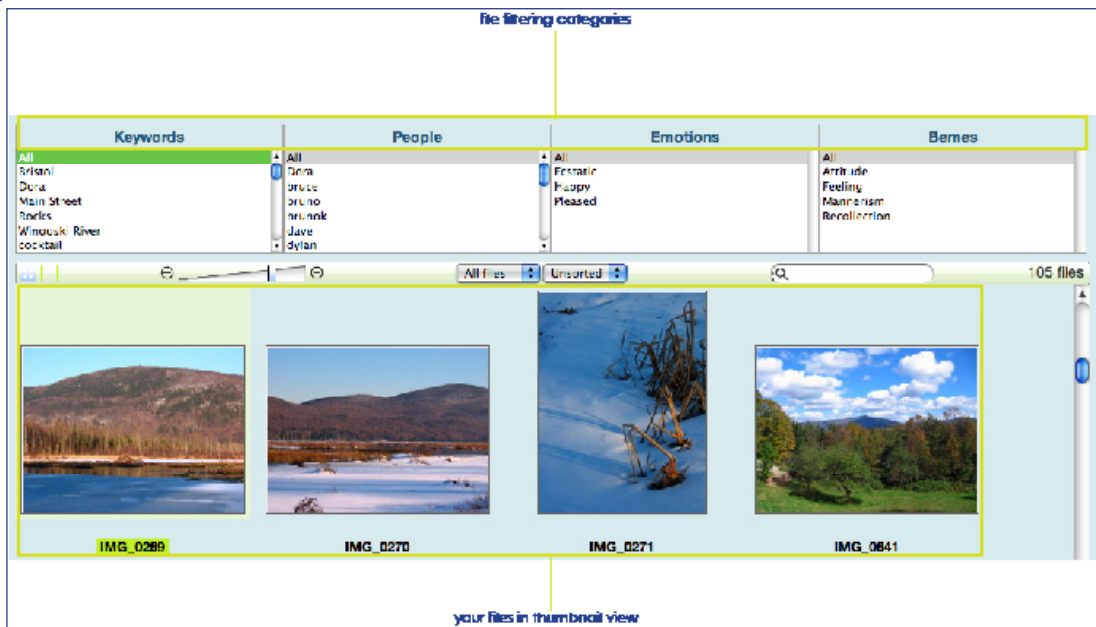
It will take you to the **My Info Page**, which is where all your files are held. This section allows you to sort and view your files in many different ways. There are four main tabs in this section: File Explorer, Timeline, Locations, and Upload.

## FILE EXPLORER

### Filtering your files in File Explorer

#### FILTERING BY TAGS

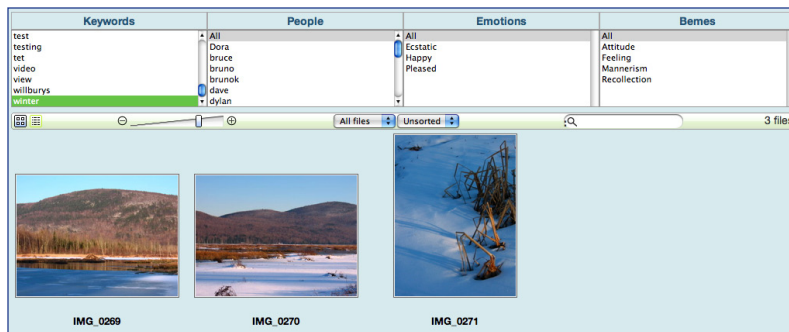
The first thing you'll see when you load your file explorer is the main four column tag filtering system and the search results below :



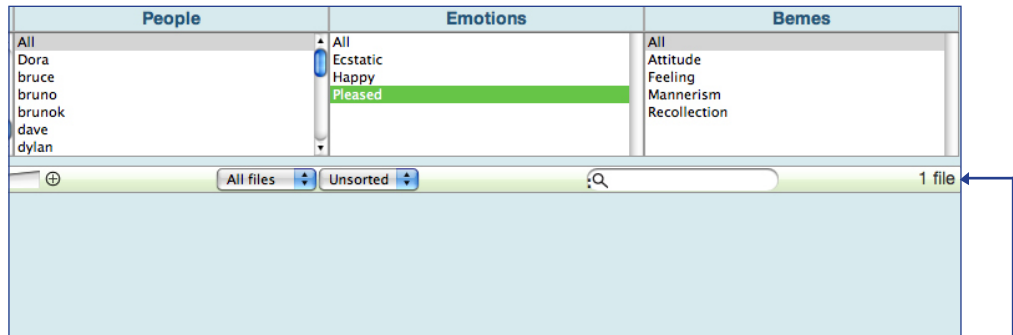
These are the tags that you entered when uploading your files (see Chapter 1). You'll notice that there are four main categories of tags that you can use to narrow down your search results.

By clicking on a particular tag within one of these categories—**keyword, people, location or beme**—you begin to narrow down your results, making it easier to find the file you are looking for. Keep in mind the more sections you highlight, the more specific your results will be.

**Step 1:** Click one tag and filter your search results:



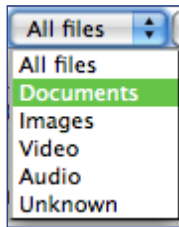
**Step 2:** Click several tags and filter your results more:



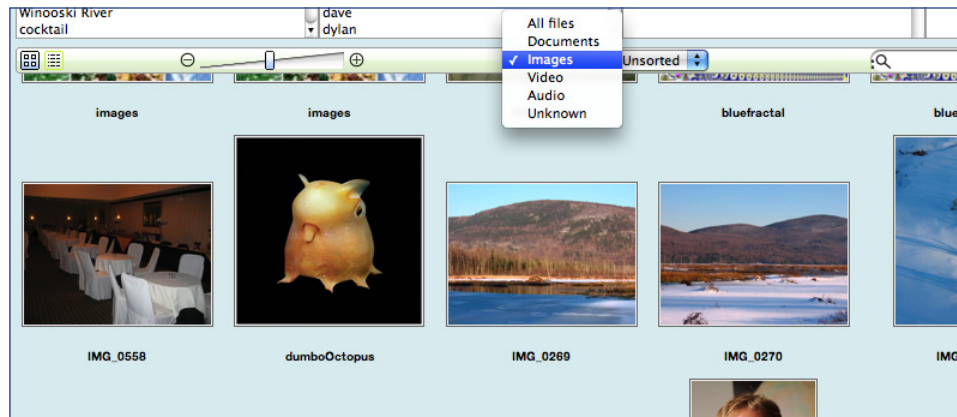
**!Note:** the number of files displayed should decrease as you overlap more and more filters. You will know this by looking at the file number on the right side of the tool bar.

### FILTERING BY FILE TYPE

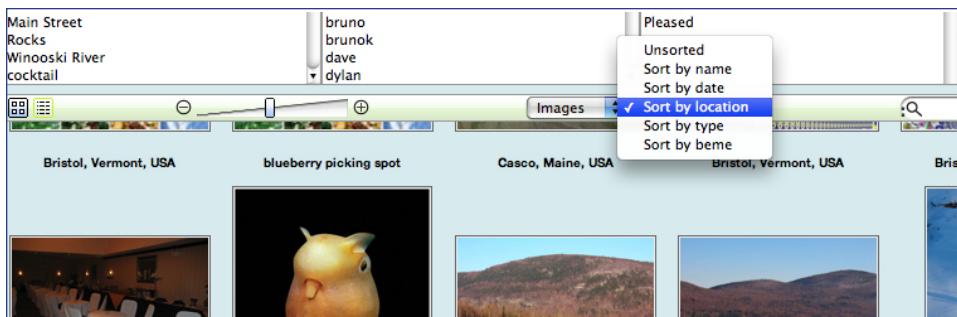
There is also a drop down menu on the blue bar along the bottom of the file sorting system that allows you to sort your documents based upon whether they are videos, images, documents, audio files or unknown file types. This feature can be used in conjunction with the tag filters.



**Step 1:** Select a file type and filter your results:




**Step 2:** Mix a tag category filter with file type filter and narrow your search results more:





## Using Thumbnails

### SELECTING THUMBNAIL VIEW

This is the default view. It is effective for viewing images that have weird names and makes recognizing them fairly easy. You can use thumbnail view by clicking on the box on the blue bar with four squares. 

### SELECTING LIST VIEW

List view can be toggled by clicking on the box with lines next to the one with squares. This is easier if you already know the name of the file you are looking for. 

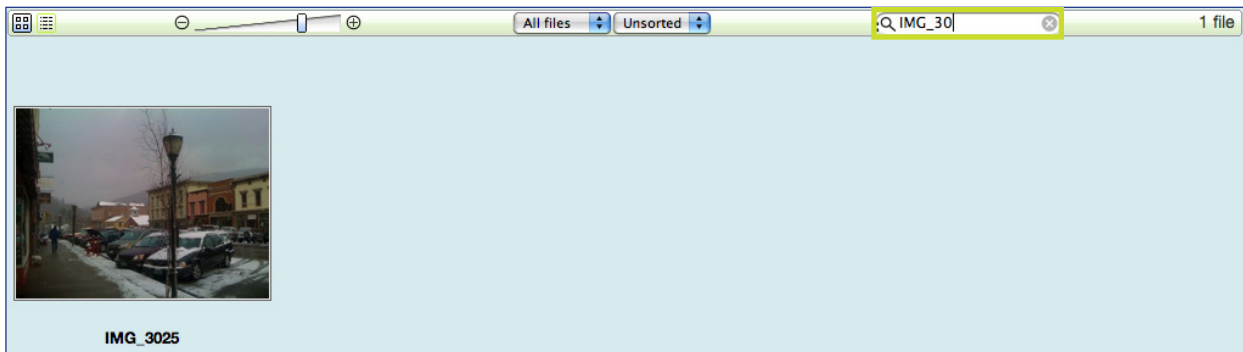
### RESIZING THUMBNAILS

You can also change the size of your thumbnails. There is a slider on the blue bar with a "+" on one end and a "-" on the other. Moving the slider in either direction will change the size of your thumbnails (this also pertains to list view).



### SEARCHING FOR FILES WITH SPOTLIGHT

You can search for files in File Explorer as simply as you might in a search engine. Simply type in a keyword related to the file you are looking for into the box with a magnifying glass in it, and the files being viewed will automatically narrow them down in real time.

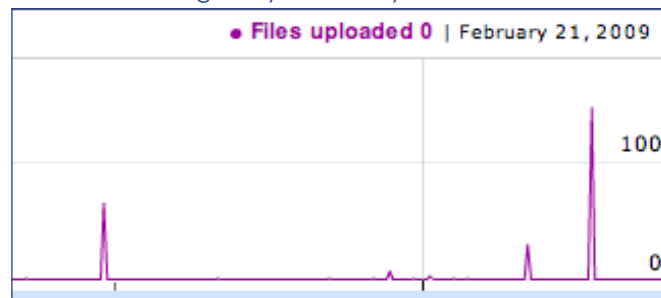


## 2. TIMELINE

### Viewing Files with the Timeline

#### UNDERSTANDING THE TIMELINE GRAPH

The first thing you'll see when you enter Timeline View is a graph with different peaks. Each peak represents how many files you've uploaded on a specific day (the date is indicated along the bottom, and the number of files is indicated along the right hand side). To see the exact date and number of files just mouse over the graph and watch the date and number of uploaded files change as you move your mouse.

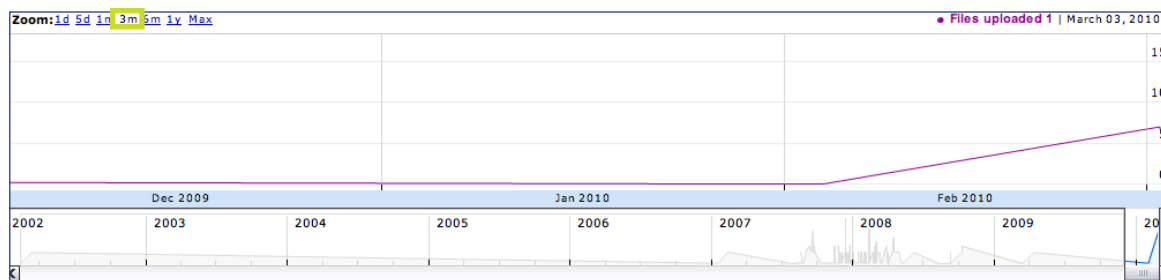


In this example, 0 files were uploaded on February 21, 2009, however, there were nearly 150 files uploaded on February 24, 2009.

## USING THE ZOOM FUNCTION

You can select "1d"/one day, "5d"/five days, "1m"/one month, "6m"/six months, "1y"/one year, or "max" which shows the entire time line of your life, completely zoomed out. When you select either of these sections, the time line will automatically snap to show all the files that were uploaded in that interval of time.

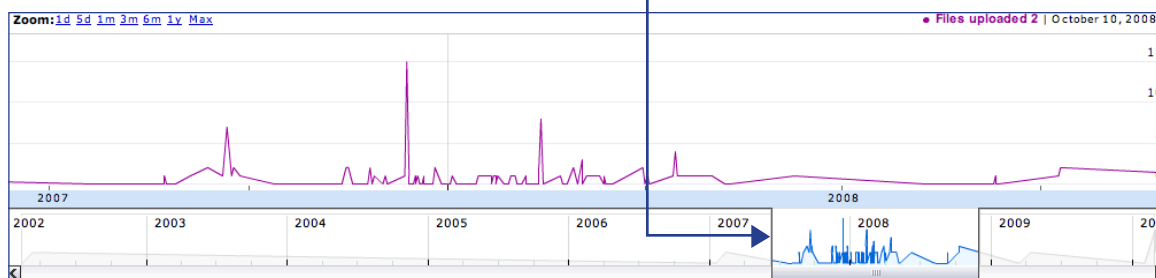
Change the size of the interval by clicking the zoom :



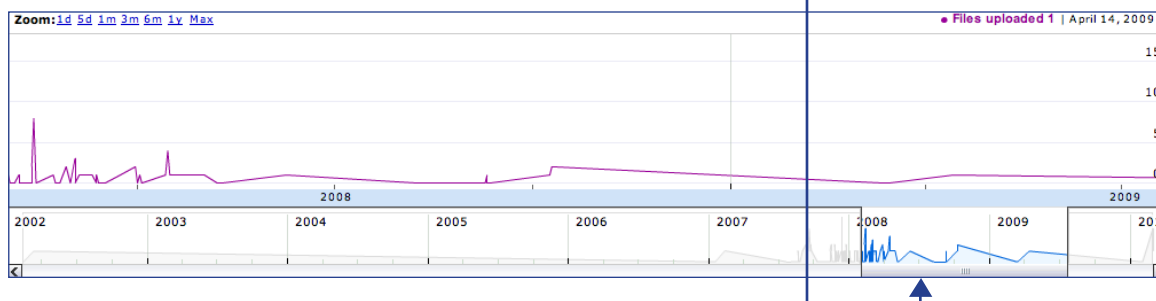
## CHANGING THE TIME INCREMENT

The grey bar along the bottom of this section shows how much of your lifetime you are viewing in the graph above. You can change the section of this time line that you are viewing on the larger time line by clicking and dragging the white and grey buttons on each end of the time line. You can also move the time increment that you have predetermined by clicking and dragging the bar at the bottom of the interval selection.

Change the size of the interval by dragging the side bars:



Change the location of the interval by dragging the bar on the bottom:



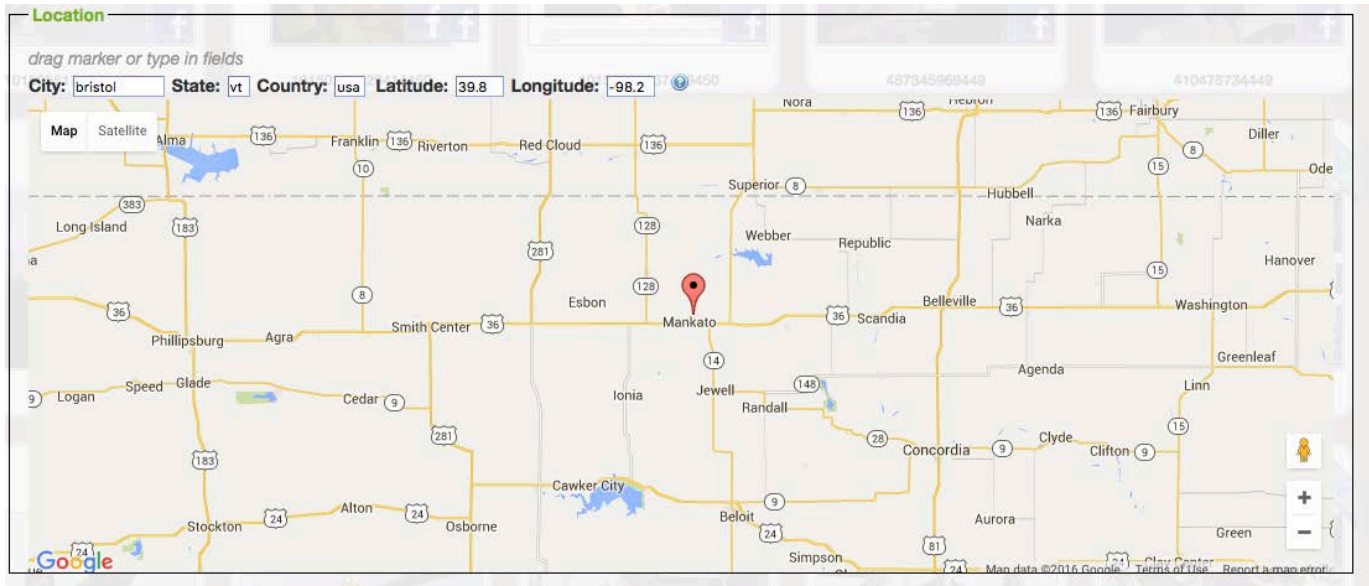
**Note:** The thumbnails/list can also be toggled in this view. Please refer to "USING THUMBNAILS" on page 3. You can also use the drop down sorting mechanism in this view. Please refer to "FILTERING BY FILE TYPE" on page 2.

### 3. LOCATIONS VIEW

#### Viewing your files with the Locations View

##### UNDERSTANDING THE MAP

Click the Location tab and you will see a large map with red markers on it. The red markers show the locations associated with certain files. Clicking a marker shows the files you have uploaded related to that location in the thumbnail area below. You can Zoom in and Out using the '+' and '-' signs in the lower right corner of the map.

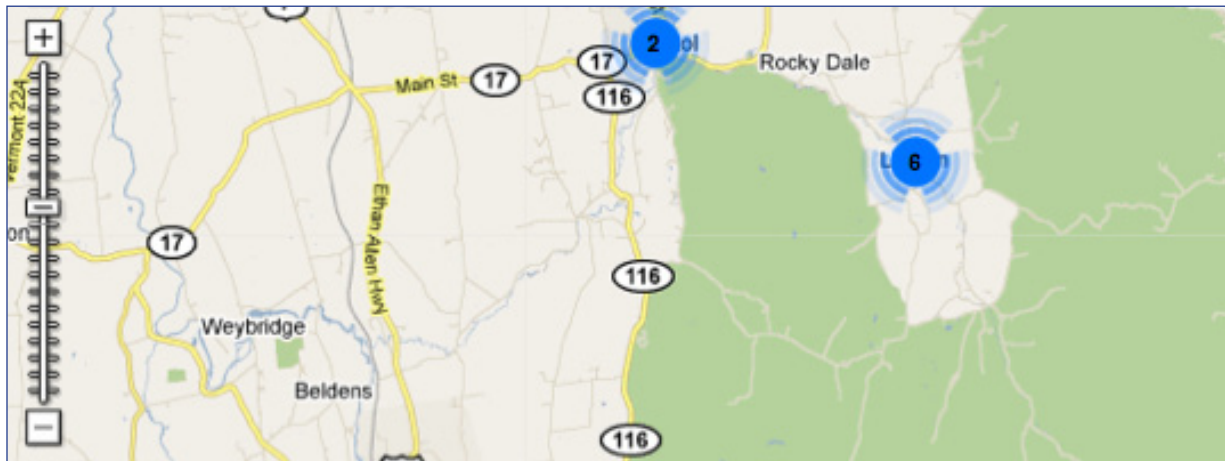


##### MOVING THE MAP BY DRAGGING

When you scroll over the map, your cursor will change into a hand. By clicking and dragging this hand, you can move the map to reveal red indicators on other parts of the map. As you change the view of the map, clicking markers will also change the files that you view down below.

## ZOOMING IN AND OUT ON THE MAP

You can also zoom in and out using the "+" and "-" buttons located below the arrows on the map. This helps if you would like to find a file using a very specific location, or if you have more than one file in the same location.



Multiple markers in a given geographical location are designated by the larger, color-coded markers containing numbers. The numbers inside the markers denote how many markers are located in that particular region. The colors are associated with the number of markers, for example:



contains five markers



contains eleven markers



contains one marker

**!Note:** The thumbnails/list can also be toggled in this view. Please refer to "USING THUMBNAILS" on page 3. You can also use a drop down sorting mechanism in this view. Please refer to "FILTERING BY FILE TYPE" on page 2.

## Chapter 3: Working with Your Avatar

Building your mindfile is a lot of work—it requires time for you to learn how to navigate around the site, upload files, fill out your profile, take personality tests, etc. However the place in LifeNaut where you can begin to reap some benefits from all of this work is the AI Avatar Interface. Here you can create a talking, moving online version of yourself, then teach it about your life, and ask it about the files stored within your mindfile. Right now it's somewhat of a hint of the kind of true Artificial Intelligence (AI) that is yet to be developed in the decades to come, but it's fun and interesting.



### TALKING WITH YOUR AVATAR

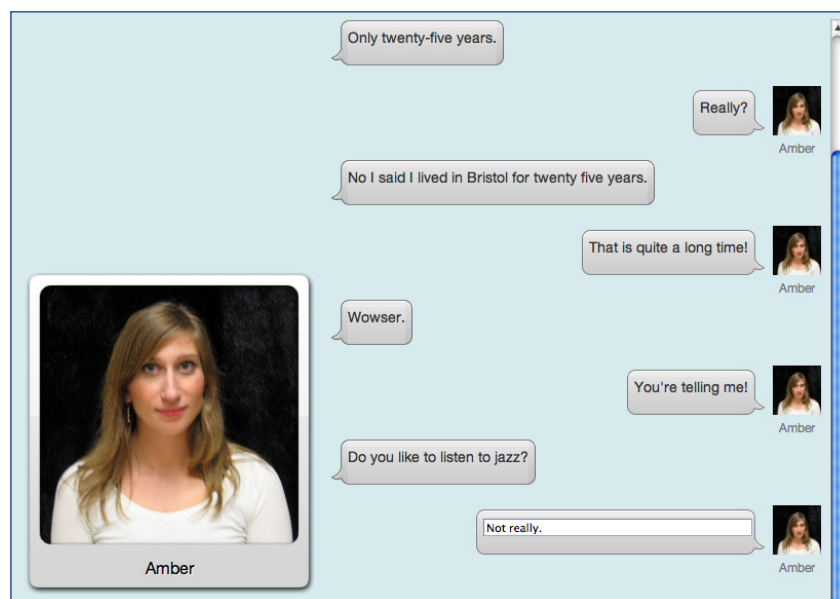
#### Benefits

When you've navigated to the portion of the web site that allows you to create your avatar, you have the option to just talk with it. Why would you want to do this?

It is important to make sure that everything you've been teaching your avatar is correct. This way, you can have a conversation with the virtual you and make sure that this internet person really reacts in conversation the way that you would. Once you've done this, you can go back and retake and re-teach things to your avatar to make sure that visitors to your mindfile are getting an accurate impression of who you really are.

#### Conversing with your avatar

The conversation window that you see when you talk to your avatar simulates iChat or an instant messenger. On the left, you will see an enlarged version of your avatar, and a conversation bubble will pop up with a greeting. From there, you can enter a response in the type field to the right and hit enter. From there, the avatar will analyze your response and reply.



## 2. TEACHING YOUR AVATAR

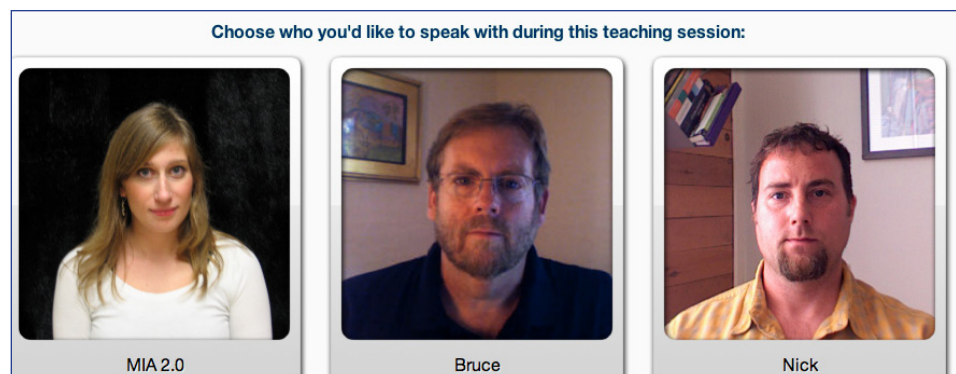
Teaching your avatar how to talk like you is an important feature of LifeNaut. You should understand that this will be an ongoing process, and the more you work with it, the more accurately the avatar will portray you.

### The Teach Feature

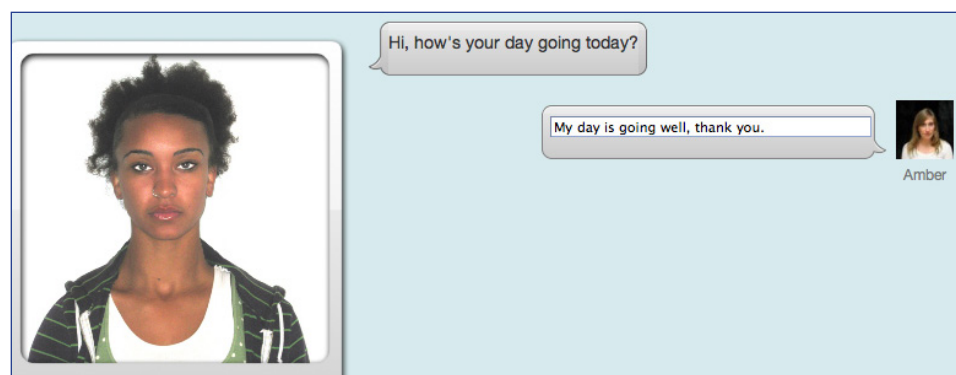
The teach feature allows you to converse with other avatars. During this conversation, everything you say to the other avatar will be stored in the memory of yours. So it is important that you respond in a natural way, because that way the avatar will also naturally respond to others conversing with it in the same way you would.



**Step 1:** Using the teach feature is easy. First, you click on "Teach" tab on the top of the content display window in the avatar section. Here, you will be given choices as to which avatar you'd like to speak with. Pick one.

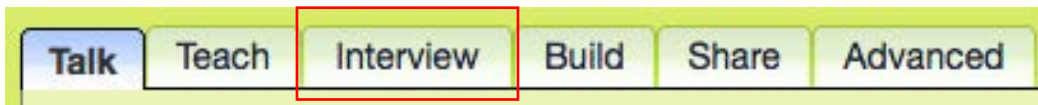


**Step 2:** Once you have chosen who you'd like to speak to, then you will be taken to a conversation page that resembles instant messenger (or the screen you would see in the "Talk" section, except with a different avatar on the left). The hosting avatar will begin the conversation, and all you have to do is respond the same way you would in a conversation with a friend. Every time you respond, your response will be recorded and saved for use in later conversations.



### The Interview Feature

You can also choose to use the guided conversation feature. This allows you input answers to question about yourself via a "guided chat" interview, during which your responses will be remembered by your avatar. This is a good way for your avatar to learn your background, relationships and family.



To use this feature, click on the **"Interview" tab**. You will see four options; "My Personality," "My Info," "My Relationships," and "My Family." Clicking on "My Personality" will open up options to take various guided conversations that will teach your Avatar about your personality.

**Guided Conversations**

You can teach your Lifenaut AI Avatar how to talk like you just by responding to questions our conversational agent asks you. Please simply answer in the way that comes most naturally - the way that you would if a friendly stranger was asking. You can leave the conversation at any time and when you return, clicking the conversation title will return you to where you left off. These conversations are made to be had many times over, so please take them again and again, the more times you cycle through the more your avatar will become like you!

**My Personality**

**My Info** - (27 of 27 completed) (number of times taken: 2)

**My Relationships** - (17 of 17 completed) (number of times taken: 1)

**My Family** - (13 of 13 completed) (number of times taken: 1)

Once you decide which guided interview you'd like to have, clicking on it will bring you to a page with a window that looks like an instant messenger screen. The computer will ask you predetermined questions about the section you chose. You can answer these by typing a response in the text field and clicking "say" or hitting Enter.

**Who are the people in this world closest to you?**

My Fiance, Justin and my family.

**Are you married?**

I will be married this August.

**Do you have a partner?**

Technically.

**Do you hate anyone in the world?**

Yes, but I try not to.

You can choose to finish the guided conversation, or if you need a break, all you have to do is navigate away from the page. Where you left off will be remembered and waiting for you when you return.

## The Advanced Tab

The "Advanced" tab allows you to "Talk and Teach." Here, you can not only talk to your avatar, but also change options and teach your Avatar more about how you would respond emotionally to certain things. Also, you have the option to edit previously recorded sentences that your Avatar has already stored.

### CHATTING TO/LEARNING AS

At the top, you have the option to change the "chatting to" from "just (your user name)" to "(your user name) +." What this does, is change whether or not your Avatar uses just the lines of conversation that you've taught it "just (your user name)" or adds a little more that has been stored in the site previously to the creation of your mindfile to make a clearer, more fluent conversation.

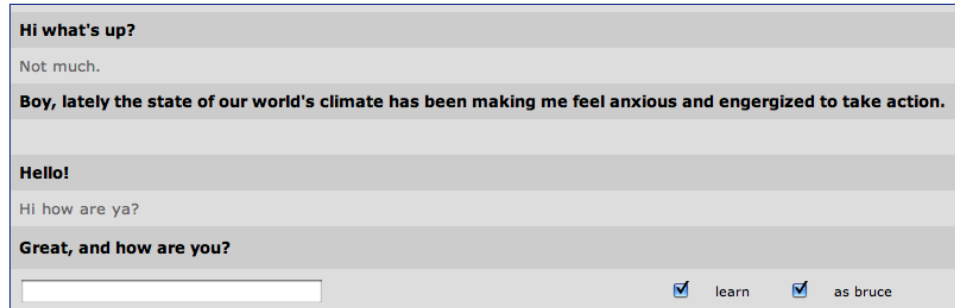
You can also change the way that your Avatar speaks to others. You have the option for it to be "more fun" or "more sensible." "More fun" will make your Avatar a bit more of a jokester, while choosing "more sensible" will have it respond a little bit more seriously.

Chatting to **bruce** Rating: 248  bruce+  just bruce  
Learning as **bruce** be more  fun  or sensible

## YOUR CONVERSATION OPTIONS AND REACTIONS

### Having a Conversation

You can have a conversation with your Avatar in this section the same way that you might in the others. Just respond to the prompt that pops up, and be yourself. Your Avatar is learning from this.

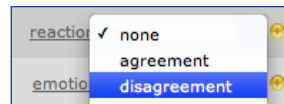


**Hi what's up?**  
Not much.  
**Boy, lately the state of our world's climate has been making me feel anxious and energized to take action.**  
**Hello!**  
Hi how are ya?  
**Great, and how are you?**

learn  as bruce

### Choosing a reaction

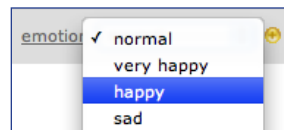
You can react to a prompt. Do this by choosing a reaction from the "Reactions" drop down menu.



reaction  none  
agreement  
emotion  disagreement

### Choosing an emotion

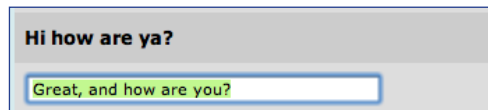
You can also attach an emotion to your response. All you have to do is type in your response, and choose an emotion from the drop down menu before hitting "Enter" to send your reply.



emotion  normal  
very happy  
happy  
sad

### Using Correct Me

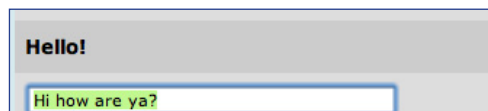
Clicking "Correct me!" will change the way that a prompt appears by putting the prompt in your text field so you can edit it. When you're done, you can save the correction. This portion only relates to the prompts.



**Hi how are ya?**  
Great, and how are you?

### Using Correct Yourself

You can fix what you had previously said by clicking "Correct yourself." This will allow you to change your response.

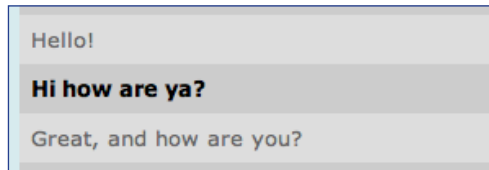


**Hello!**  
Hi how are ya?



## Line

Clicking "Line" changes the appearance of the conversation. This will change it so your responses are in bold, and the prompts are not, or vice versa.



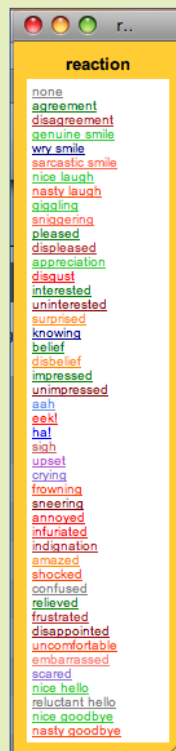
## I'll talk to myself!

Clicking "I'll talk to myself!" allows you to respond to things you have already taught your Avatar to say.

## New Opener

Choosing "New opener" will allow you to teach your Avatar different greetings for users who visit your mindfile.

**Note:** You may have noticed there is a yellow "+" next to the "reactions" and "emotions" drop down menus. Clicking these will show a pop-up window containing all the possible emotions. You may also select one using this view.



# Chapter 4: The Social Network Page

The Social Network Page allows you to:

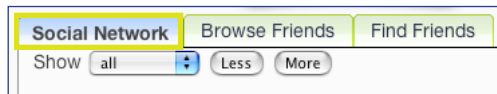


- Visualize the tree of friends and family in your social network;
- See all the files in your mindfile that are associated with each of these people;
- Meet other LifeNauts and browse their mindfiles if their accounts are set to Public; and
- Create and organize a list of friends composed of LifeNauts and non-LifeNauts

## VISUALIZING YOUR SOCIAL NETWORK

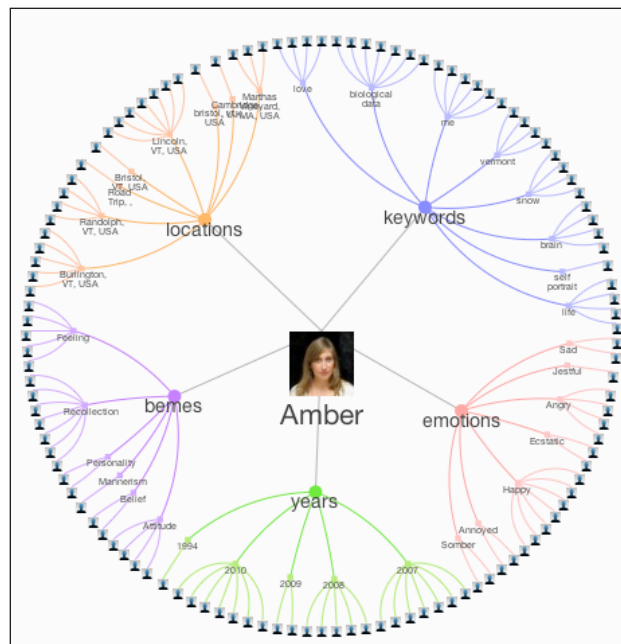
### Viewing your Social Network

To view your Social Network diagram, click the Social Network Tab within the Social Network Page.

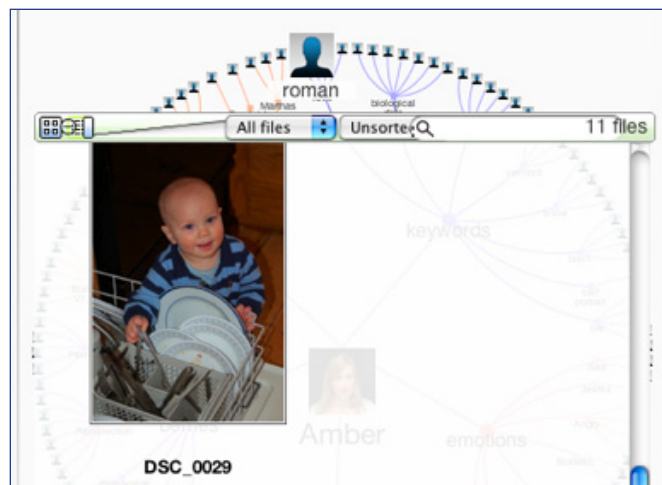


**!Note:** In order to view your Social Network diagram, you must first upload some files—for instructions on uploading files, see page 13.

You will then see a circular diagram organized around five main areas (keywords, locations, emotions, bemes, and years) with yourself at the center. At the outer perimeter of this circle are all of the people in your Social Network. The various colored tree structures show how these people are related to you based upon the file tag information you have provided when uploading files.

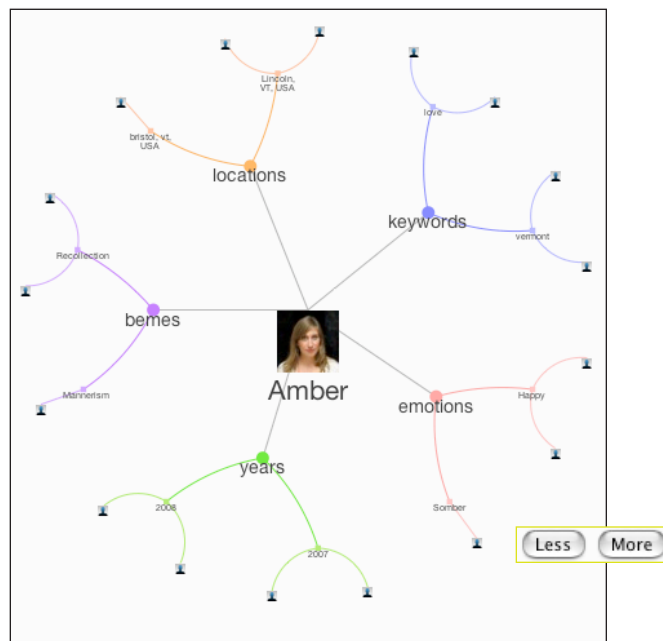


In the following example, Roman is a person in Amber's Social Network that is associated with her by the Keyword "Love." Clicking the icon for "Roman" reveals all of the files associated with him below as thumbnails. You can click one of these files to view it in a larger format, or you can click on the Social Network diagram to hide the files and return to exploring your Social Network.



### REDUCING THE CLUTTER

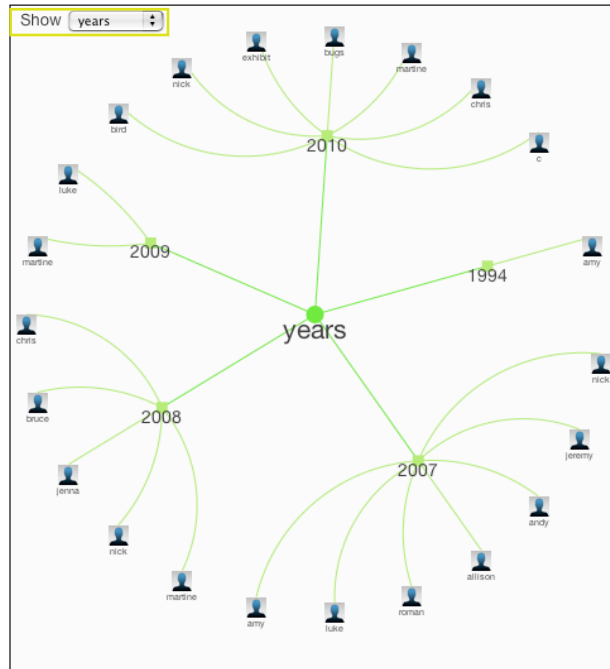
If you find that you have so many people in your Social Network that you cannot make sense of the diagram, click the Less button and you will see less of the people in your Social Network, but nevertheless the people that you have tagged the most in each of the areas, i.e. locations, keywords, etc.



Alternatively, to increase the number of people displayed, just click the “more” button.

### VIEW BY KEYWORD AREA ONLY

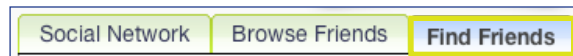
By clicking one of the areas in the pull-down menu next to “Show” you will notice that your Social Network focuses in on just one of the Keyword Areas. In the example below we have chosen the green “Years” tag area. Now the people displayed are just the most popular people tagged in the five years for which Amber has uploaded related files. Clicking the icon for any people in the outer ring will reveal the files associated with those people. Clicking “All” will bring you back to the default view.



## 2. MEETING OTHER LifeNauts

### Searching for other LifeNauts

Within the Find Friends Tab you will be able to search for other LifeNauts based upon their user name, City, State, Country, or School and then can browse their mindfile if they have set their account Public. You can post a message on their wall and then can add them to your friends list as well.



To get started, click the Find Friends Tab under the Social Network Page. Within the Find A LifeNaut box, type in a search parameter such as "Name" (you do not have to fill in all fields).

In the example below just typing in the name Joe in the "Name" field reveals a long list of LifeNauts with the word "Joe" in their user name. To narrow down your search results, you can type in two or more fields, such as Joe, California, UCLA.

Social Network
Browse Friends
Find Friends

**Find A LifeNaut**

Search LifeNaut for family, friends, and colleagues and add them to your social network.

Name:

City:

State:

Country:

School:

**Add A Person**

If the person you'd like to add to your social network hasn't signed up as a LifeNaut, then you can add them here.

Name:

Email:

Email this person about LifeNaut

Name	Mindfile	Location	Add
mrjoe	View mindfile		+
djoelious	View mindfile		+
joekayo	View mindfile		+
joejoe	View mindfile		+

## Viewing other LifeNaut's Mindfiles

Once you have some search results, just click the "View Mindfile" link to take a look at another LifeNaut's mindfile. You will be able to chat with their avatar, view and download their files, and leave them a message on their wall. Obviously you will not be able to alter or edit their mindfile in any way.

**!Note:** : To return to your own mindfile click the "Home" icon:



## 3. ADDING LifeNauts (OR NON-LifeNauts) AS FRIENDS

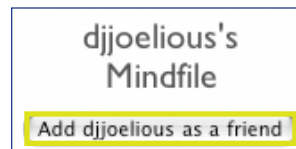
Once you have searched for other LifeNauts with public accounts and have perhaps realized you have some things in common with another LifeNaut, we suggest you leave a message requesting to add them as a friend on their wall by navigating to the Wall Tab within their Profile Page and typing a message. (For detailed instructions see page 6).

### Adding LifeNauts as friends

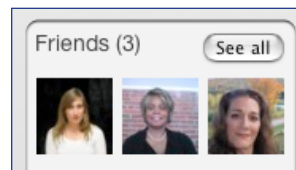
There are two places in the Social Network Page where you can add friends to your Friends list—in the search results under the Find Friends Tab (click the "+" under "Add")



and in the top left-hand corner of a LifeNaut's page when you are browsing their mindfile (Click "Add as a friend").



Once you have added another LifeNaut as a friend you will then see their icon in your friends list below your avatar in the left-hand navbar of your mindfile (see below). Clicking a friend's thumbnail here will take you straight to their mindfile where you can leave them a message or share a file with them (for detailed instructions see page 6).

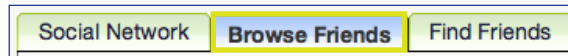


### Adding Non-LifeNauts as friends

If you would like to add friends to your Friends List who are not yet LifeNauts, you are welcome to do so. In the Find Friends Tab within the Social Network page, type their name and email in the "Add A Person" box. If you select the box email this person about LifeNaut your friend will be emailed an invitation to join LifeNaut for FREE just one time. Once you have entered their information click "Add."

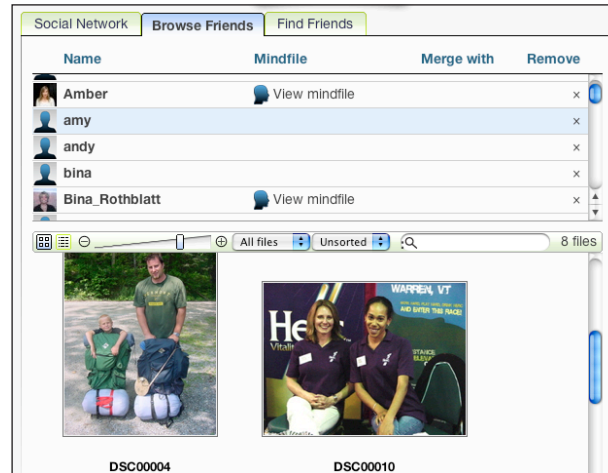
## 4. BROWSING AND EDITING YOUR FRIENDS LIST

To View your Friends List, click the Browse Friends Tab within the Social Network page. You will see your Friends List displayed in alphabetical order by user name.



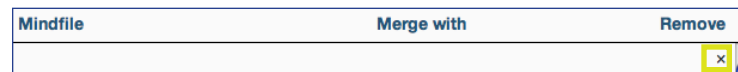
### Browsing your friends

By selecting a friend you will see the files in your mindfile related to that person below your list. In the example below Amber has selected her friend Amy and as you can see the files associated with Amy are displayed as thumbnails. Clicking one of these thumbnails will reveal a larger view. Clicking the "View Mindfile" link will take you to browsing their mindfile.



### Deleting people from your Friends List

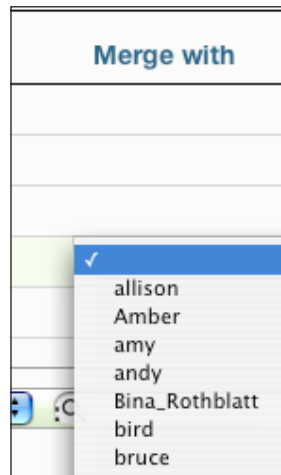
If you would like to delete someone from your Friends List, navigate to the Browse Friends Tab in the Social Network Page, find their name in your list and click the "X" under the heading "Remove."



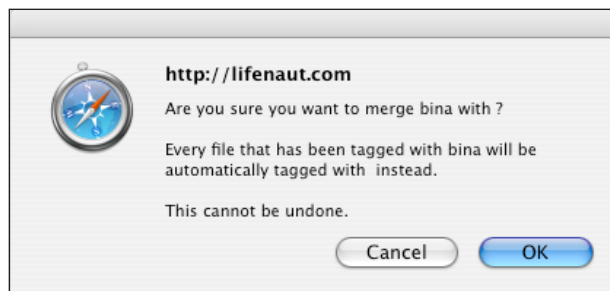
**!Note:** : If you are ever harassed by another LifeNaut or feel uncomfortable with any correspondence or activities in LifeNaut, please contact us immediately at [terasem@gmavt.net](mailto:terasem@gmavt.net)

## 6. MERGING FRIENDS

The list of people in your Social Network diagram is generated by the people tags you associate with your files during the upload process. We realize that you may call the same person by different names, i.e. Joe and Joey, so have devised a system for merging these two names into one "person" in your mindfile. The only caveat is that one name will be replaced by the other everywhere it exists in your mindfile. So first decide whether for example "Joe" or "Joey" is the name you prefer. Then find the name you want to replace and select "Merge With." From the drop down menu, select the name you want to replace the first name with.



A warning prompt will appear that requires you to verify that in fact you'd like to do this as the change cannot be undone. If you are sure, click "OK" and the two people will be merged into one.



# Chapter 5: Spacecasting Your Mindfile

## What is Spacecasting?

The Spacecasting feature allows you to send your files out into space. The Terasem Movement Foundation contracts a commercial satellite provider to send your files out into space. This satellite is located near the equator, and once the files are sent there, they continue out into deep space, where they will live for years to come.

## Why Spacecast?

In the event that Earth ceases to exist, having your files sent out into space allows some portion of you to live on, whether or not you exist on Earth. Therefore, if there is advanced enough technology out in the universe that could receive this signal, you could be reconstructed using that technology.

**!Note:** You can learn even more about Spacecasting by visiting the "About" page in the Spacecast section!

## THE SPACECAST PAGE

### Enabling and Disabling Spacecast

It is up to you whether or not you'd like to have your information broadcast out into deep space. To enable or disable this option, scroll down to the bottom of the page and click the button that says, "Disable Spacecasting" or "Enable Spacecasting."

You can stop all spacecasting of your bemes: [Disable Spacecasting](#)

### Choosing Which Files to Spacecast

LifeNaut gives you the option to decide which of your files are Spacecasting. On the "Stats" page, you will see a section called "Spacecast Settings." Here, you have check boxes where you can check or unchecked different parts of your mindfile to be sent out into space. The different parts are profile, video, audio, documents, images, and biometrics.

**Spacecast Settings**

Please choose the bemes you would like to spacecast:

- Profile
- Video
- Audio
- Documents
- Images
- Biometrics

### Checking Your Statistics

You can check your current statistics by going to the "Stats" page and looking at the box on the upper right hand corner. Inside this box, you can find out how often your bemes are Spacecast, when your next Spacecast will begin, distance of your most recent Spacecast from Earth, and how long it will take your most recent Spacecast to reach Alpha Centauri.



### Statistics

With the current number of spacecasters, your memes will be spacecast every:

**7.5 days**

Your next spacecast is scheduled to begin:

**3:10 AM EST on April 10, 2010**

Distance of your most recent spacecast from earth:

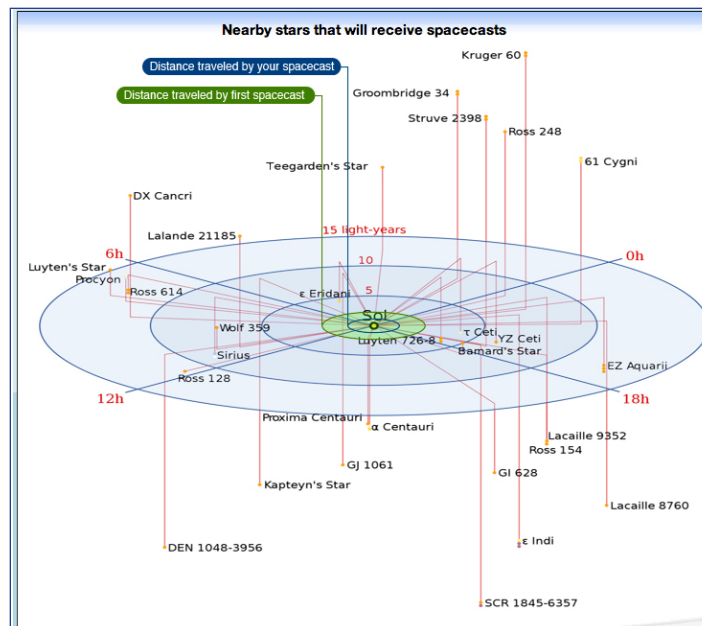
**N/A**

Your most recent spacecast will reach Alpha Centauri (not known to have planets) in:

**N/A**

## The Spacecast Diagram

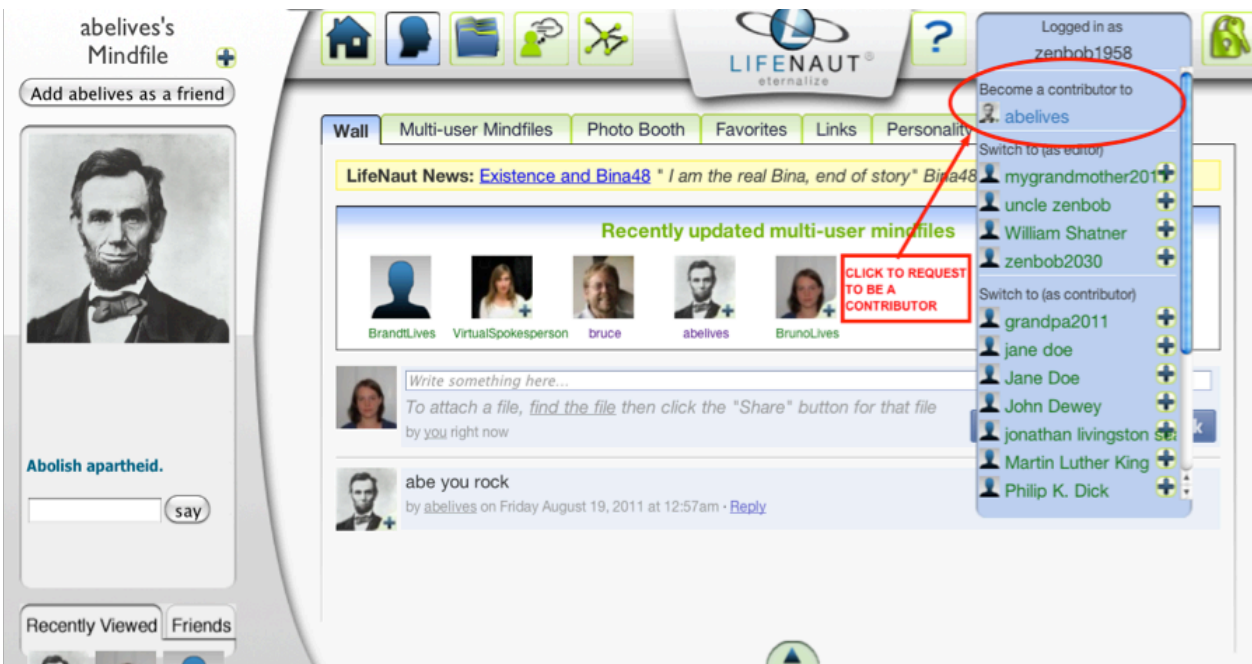
The Spacecast Diagram shows you the nearby stars and how far away they are from Earth in light years. This diagram also shows you (in green) how far information from the very first LifeNaut Spacecast has traveled. In blue is the track describing how far your information has traveled since you enabled Spacecast for your account.



# Chapter 6: Multi-User Mindfiles

## What is a Multi-User Mindfile?

A **Multi-User Mindfile** makes it possible for a group of LifeNaut users to work together in building a single Mindfile. For example a Multi-User Mindfile could be created about an historical figure such as Abraham Lincoln or even one of your family descendents. By collaborating on a Multi User Mindfile, a group shares the workload and therefore decreases the amount of time it takes to build a robust Mindfile. Collaboration also taps into the diverse resources and synergy of a group of people working together on a single Mindfile. Multi-User Mindfile accounts can be created by anyone with a LifeNaut user account about anyone. All Multi-User Mindfiles will have a green (+) symbol next the to file name.



## Editors and Contributors

### ROLES

**Editor:** Person who creates a Multi User Mindfile and can invite, add and remove "Contributors".

**Contributor:** Person who has been approved by an "Editor" to be a "Contributor" to a Multi-User Mindfile. Contributors can view, upload and delete files. (only files they have uploaded)

The screenshot displays the Lifonaut web interface. At the top, the logo "LIFENAUT eternalize" is visible. The user is logged in as "bruce". A navigation bar includes tabs for "Multi-user Mindfiles", "Contributors", "Photo Booth", "Favorites", "Links", "Personality", and "Settings". The main content area shows "Recently updated multi-user mindfiles" with a list of users: "PersonBrandtLives", "bruce", and "abelives". The word "EDITOR" is written in red above "bruce" and "CONTRIBUTOR" is written in red above "abelives". On the right side, a user list is shown with names and plus signs. Two red circles highlight the "Switch to (as editor)" link at the top of the list and the "Switch to (as contributor)" link at the bottom of the list. Red arrows point from the "EDITOR" and "CONTRIBUTOR" labels to these respective links.

## Creating a Multi-User Mindfile Account

### EDITORS:

To create a Multi-User Mindfile account you will need to log into your individual LifeNaut account and then;

From the drop-down menu in the upper right-hand corner of the LifeNaut navigation bar click on the drop-down menu and choose create a new Mindfile. (figure 1.0)

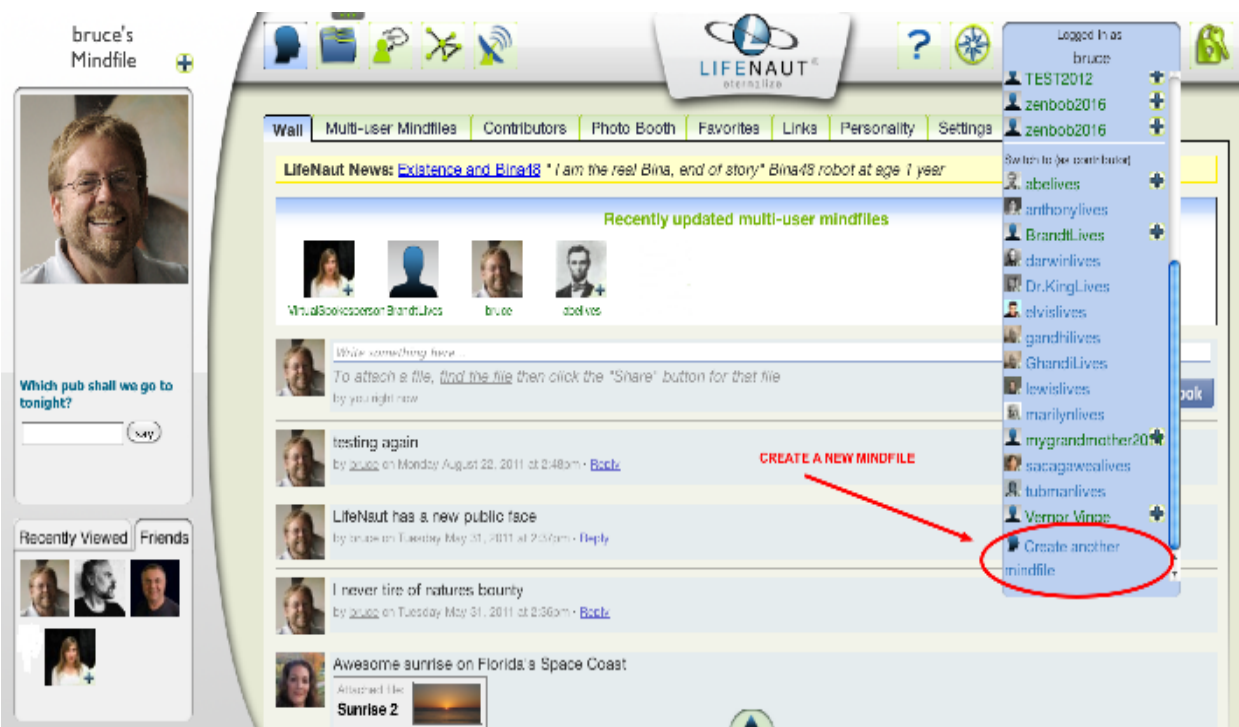


figure 1.0 Creating a Multi-User Mindfile

## Creating a Multi-User Mindfile Account (cont'd)

### EDITORS:

Select "Make this a multiuser mind file" click on the radio button. (See figure 2)

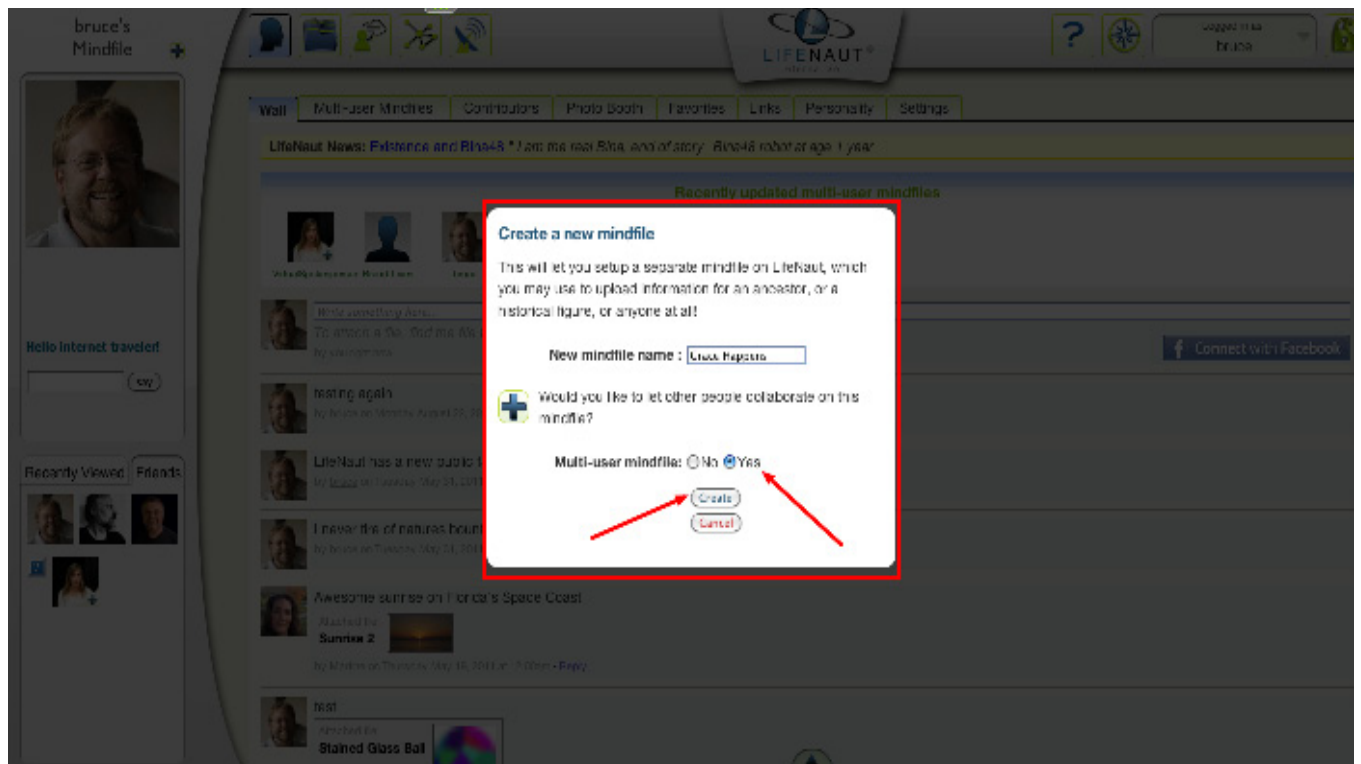


figure 2.0 - Click "Yes" Multi-User Mindfile

After creating a Multi-User Mindfile you can begin using all the features available in LifeNaut to build your Multi-User Mindfile just as you have with your own Mindfile e.g. Uploading and Tagging files. You can also begin inviting people to become "Contributors". (See Managing Contributors to Multi-User Mindfiles page

## Managing Contributors to Multi-User Mindfiles

As the Editor (creator) of a Multi-User Mindfile you can:

- Invite people to become "Contributors"
- Approve or Deny Requests from other LifeNaut's to become "Contributors"
- Remove "Contributors"

### INVITING CONTRIBUTORS TO A MULTI-USER MINDFILE CREATED BY YOU

To invite someone who is already a LifeNaut user to become a "Contributor" to a Multi-User Mindfile

Go to the Multi-User Mindfile (via drop down account list in the upper right corner of navigation bar)

Select the Multi User Mindfile that your are listed as "Editor"

The screenshot displays the LifeNaut user interface. At the top right, a navigation bar shows the user is logged in as 'bruce'. A dropdown menu is open, listing various multi-user mindfiles. The 'VirtualSpokesperson' mindfile is highlighted with a red box, and a red arrow points to the 'Switch to (as editor)' option. Another red arrow points to the '+' icon next to the 'VirtualSpokesperson' name in the dropdown list. The main content area shows a 'Wall' with a news item about 'Existence and Bina48' and a section for 'Recently updated multi-user mindfiles' featuring profiles for 'VirtualSpokespersonBrandtLives', 'bruce', and 'abelives'. The left sidebar shows the profile for 'VirtualSpokesperson's Mindfile' with a welcome message and a 'say' button. The bottom of the page shows a chat log with messages like 'hello', 'hi there', 'testing', and 'Reloading the page has fixed it'.

## Managing Contributors to Multi-User Mindfiles (Editors)

### INVITING A LIFENAUT USER TO BECOME CONTRIBUTOR TO A MULTI-USER MINDFILE CREATED BY YOU. (CONT'D)

Click on Contributors Tab:



Enter the first few letters of the Lifenautilus User name, choosing from the drop down list and then click on the invite button that appears to the right of the Lifenautilus user name you would like to invite to be a Contributor;



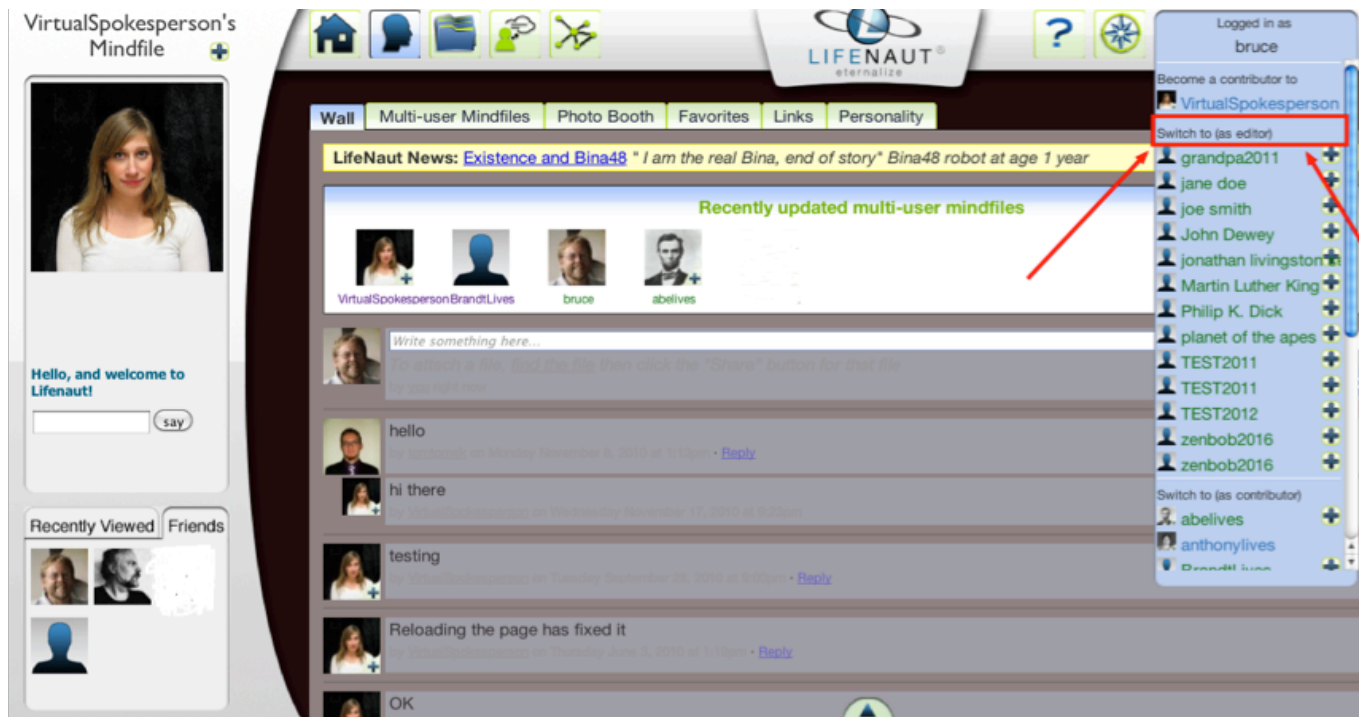
\* A confirmation dialog window will appear confirming that your invitation has been sent.



## Managing Contributors to Multi-User Mindfiles (Editors)

### INVITING ANYONE TO BE A CONTRIBUTOR VIA EMAIL.

Go to the Multi-User Mindfile you would like to send an invitation for (via drop down account list in the upper right corner of navigation bar);



Click on the Contributors Tab and then enter the Email-address of the person you wish to invite to be a Contributor;



Click "Invite" and a confirmation will appear telling you that your invitation has been sent.



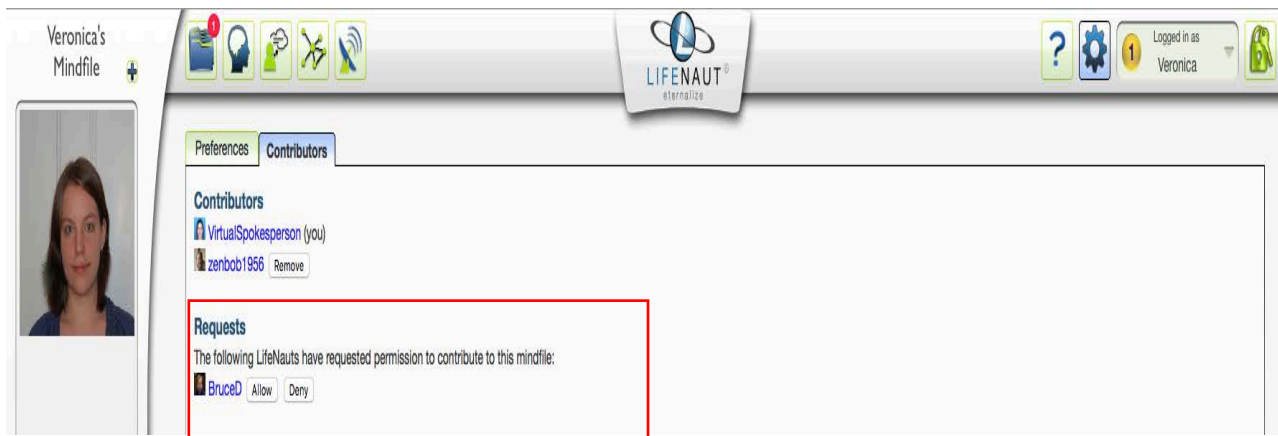
## Managing Contributors to Multi-User Mindfiles (Editors)

### RESPONDING TO A "REQUEST TO BE A CONTRIBUTOR" TO A MULTI-USER MINDFILE CREATED BY YOU

When another LifeNaut User requests to be a Contributor to a Multi-User Mindfile created by you, a "notification" will show up as a red number (indicating the number of requests) next to that Mindfile User Name. The name of the LifeNaut User making the request will appear in the "Contributors" Tab under "Pending Requests" for that Multi-User Mindfile.

Approve or Deny Contributor Requests: While viewing the multi-user Mindfile, click on the "Contributors" Tab and respond to any "Pending" requests by clicking on "Allow" or "Deny".

An email notification will be sent to the person who made the request informing them that their request has been either approved or rejected and instructing them to log into their LifeNaut account (or sign up for a free account) to begin "Contributing" to the Multi-User Mindfile they requested.



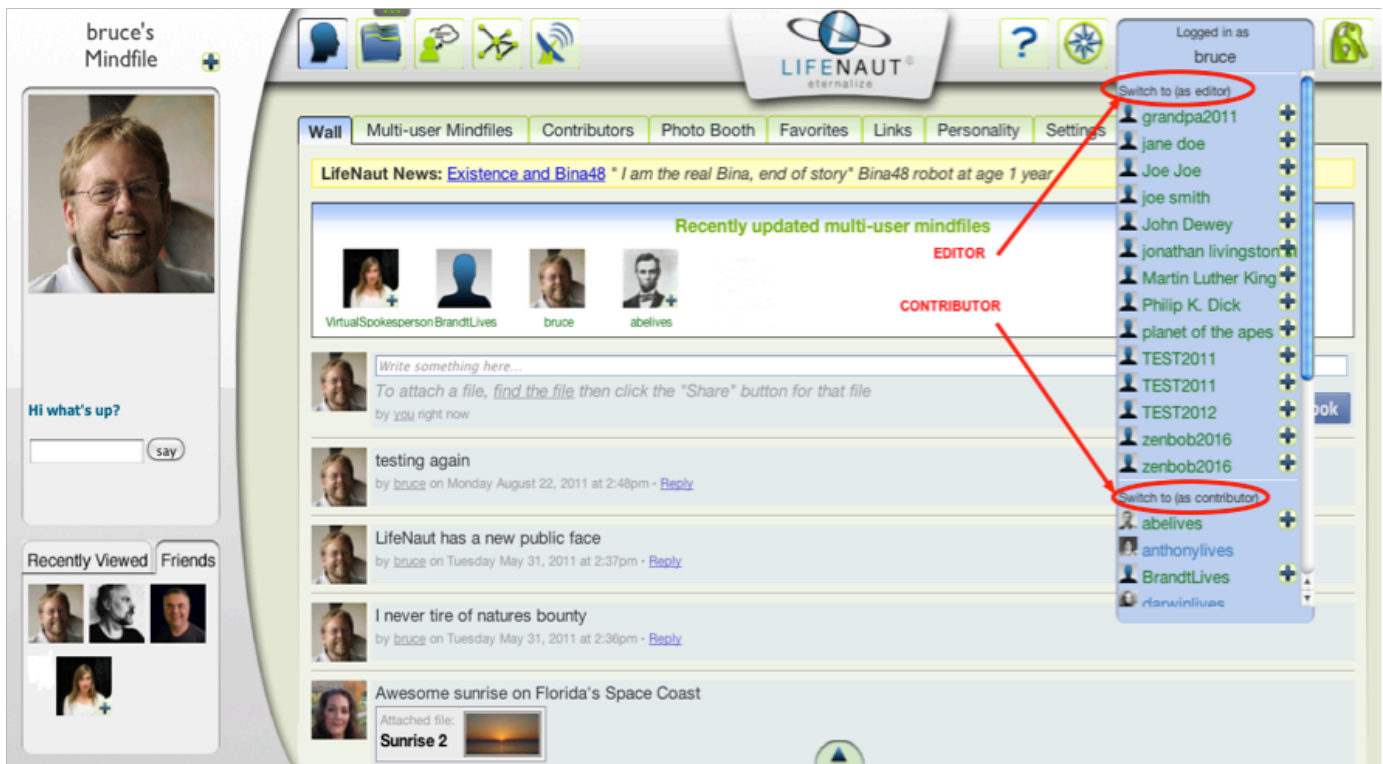
Once approved, Contributors will see the "multi-user" Mindfile appear in the "drop down" menu under their "User Name" (upper right corner of the navigation bar).



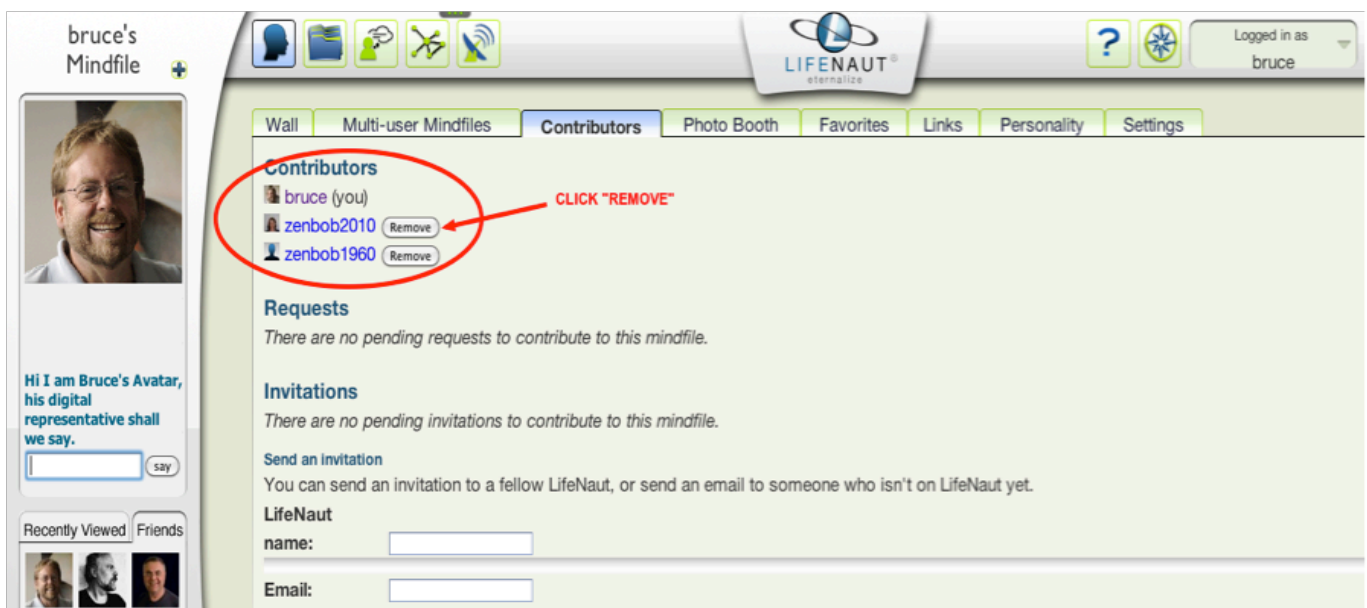
## Managing Contributors to Multi-User Mindfiles (Editors)

### REMOVING A CONTRIBUTOR TO A MULTI-USER MINDFILE CREATED BY YOU.

Login to your LifeNaut User Account and navigate to the Multi-User Mindfile via the drop down list of LifeNaut accounts.



Click on the Contributors tab, then Click the "Remove" button next to the "Contributors" name you want to "Remove"



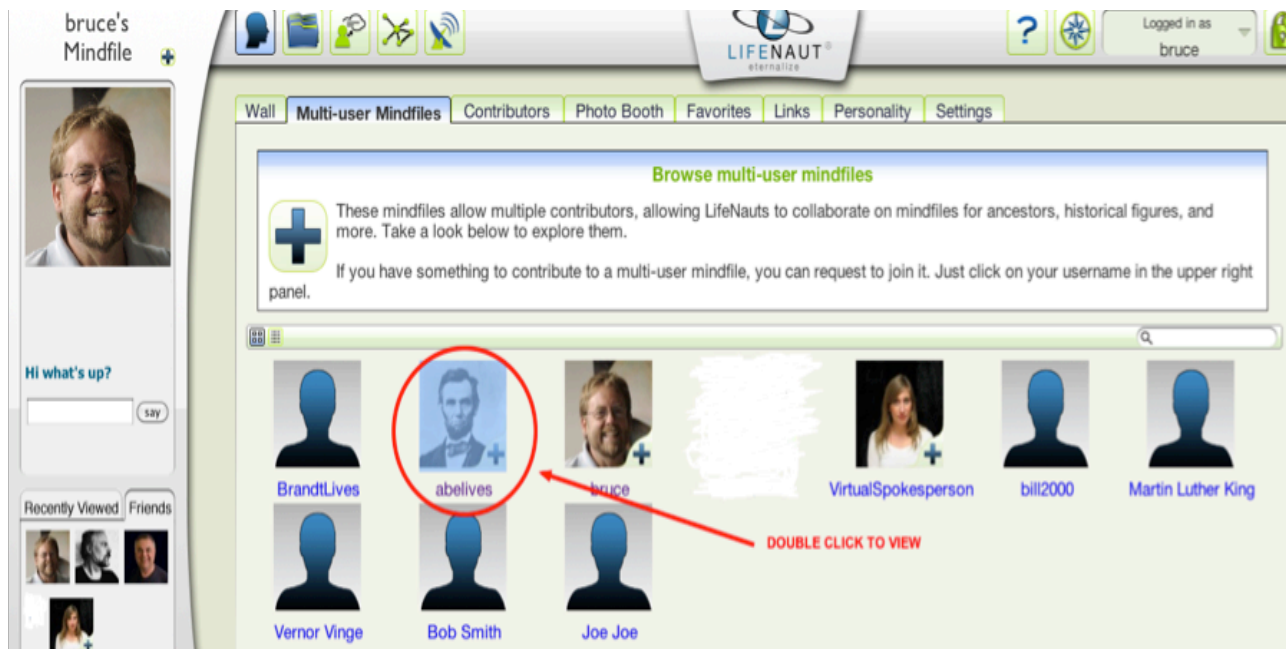
## Becoming a Contributor to a Multi-User Mindfile

### REQUESTING TO BE A CONTRIBUTOR TO A MULTI-USER MINDFILE CREATED BY SOMEONE ELSE.

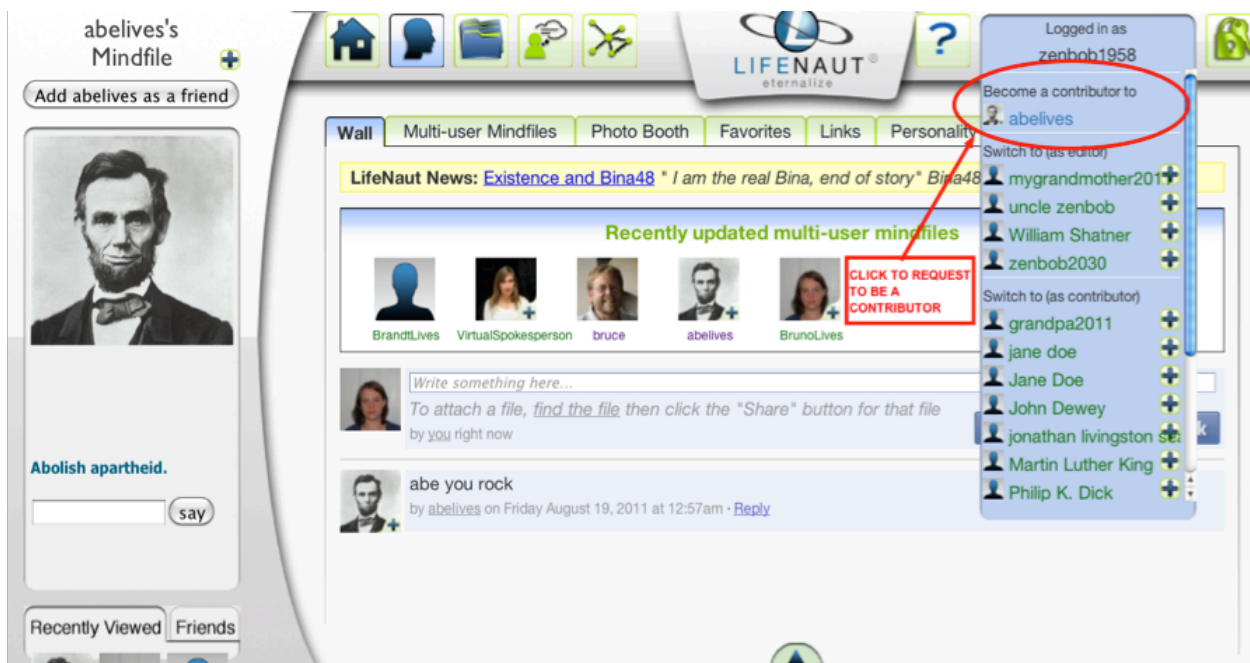
From within your LifeNaut User account:

Click on the Multi-User Mindfile tab to view all Multi-User Mindfiles.

To Navigate to a specific Multi-User Mindfile double click on the File name (List View) or Icon (Thumbnail view).



Click on the Drop Down Menu of Account names (upper right Navigation Bar)



Click on the Multi-User Account you wish to join (located under "Become a Contributor to") to send your request \*

\* A message will appear confirming that your request has been sent successful.

## Becoming a Contributor to a Multi-User Mindfile (cont'd)

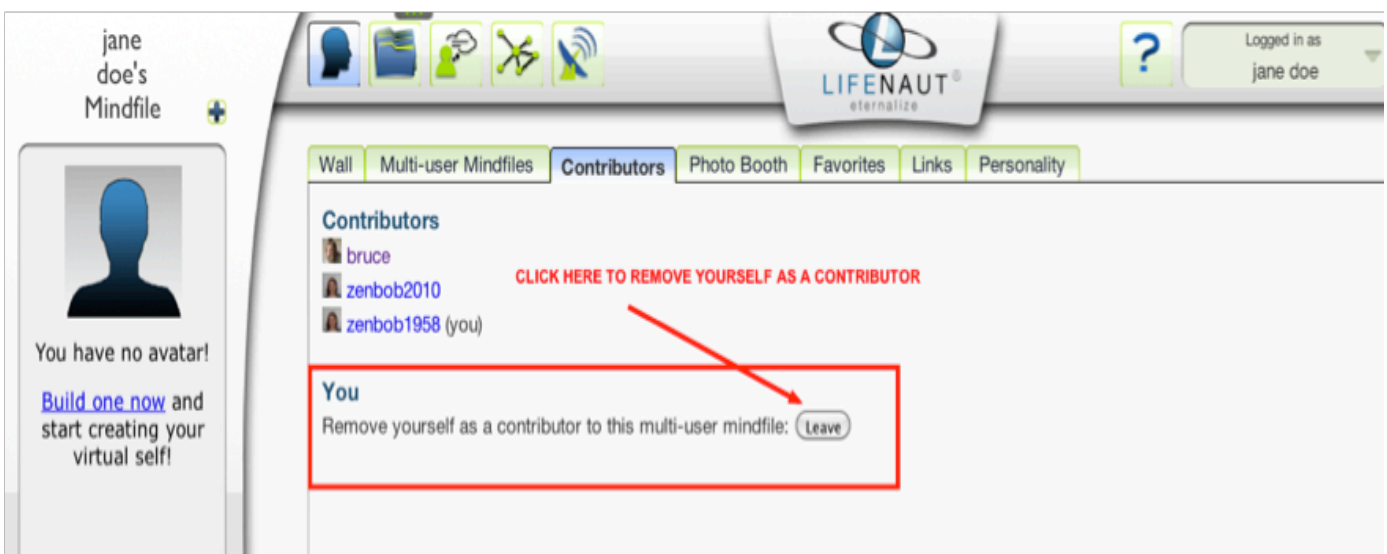
If Approved (or Denied) you will receive an email notification sent to the email address you used when registering for your LifeNaut account. Once approved as a Contributor, Click on the drop down Account Menu and "Switch" to the Multi-User Account to start Contributing!



## REMOVE YOURSELF AS A CONTRIBUTOR FROM A MUTLI-USER MINDFILE (CREATED BY SOMEONE ELSE).

Go to the Multi-User Mindfile you wish remove yourself from by clicking on the drop down list of accounts and "Switching" to the Multi-User Mindfile you wish to remove yourself from: (upper right hand corner of Navigation Bar);

Then CLICK on the Contributors Tab and then CLICK the "LEAVE" button. A pop up dialog button will ask for your confirmation click "Yes" and you will be removed as a "Contributor".



# Chapter 7: Troubleshooting

## Getting Help

The staff at the Terasem Movement Foundation, Inc. are always available to answer any questions that you might have that are related to LifeNaut. You can reach them by calling (802) 453-8533 or can email any questions to Terasem@gmavt.net. You can also get help by clicking on the question mark icon at the top of your mindfile. This section of LifeNaut features Frequently Asked Questions (FAQs), LifeNaut's Privacy Policy, as well as the Terms of Use. To that end, LifeNaut.com permits all users to access and download any other users' digital reflections/files if the owner of the files has their privacy settings turned off.

## Frequently Asked Questions (FAQ)

### CAN ANYONE PARTICIPATE IN LIFENAUT.COM?

Terasem invites anyone over the age of 13 to participate.

### CAN I SHARE THE DIGITAL REFLECTIONS/FILES THAT I STORE ON LIFENAUT.COM?

Terasem encourages the sharing of digital reflections. One of the goals of the LifeNaut.com project is to encourage unity and diversity among its participants. To that end, LifeNaut.com permits all users to access and download any other users' digital reflections/files.

### WILL MY INFORMATION BE PRIVATE?

This choice is up to you. You can choose to set your mindfile to private or public. To do this navigate to the Settings tab in the Profile Page and select your privacy choice.

One of LifeNaut.com's goals is to make it possible for people worldwide to benefit from the creation of an open access network of mindfiles that can be shared with the general public. You are responsible for deciding which information to upload to LifeNaut.com and therefore should think carefully about which information you decide to upload (see Privacy Policy). As a registered LifeNaut you retain control over what goes into your mindfile and which information can be deleted.\*

\*unless you are part of group collaborative mindfile project with several designated mindfile users.

### HOW DO I UPLOAD MY FILES?

Once you have Logged In, click the Upload tab within the My Info Page, then follow the directions. For more detailed information and guidance, please see Chapter 1, page 13.

### HOW DO I DELETE A FILE?

Select the file to delete in any of the file viewing pages, such as File Explorer, Locations View, Time line, Social Network, etc. Once the file is displayed in its exploded view, select "Delete" at the top left-hand corner. Once you delete a file, this action cannot be undone. For more information, please refer to page 17.

### HOW DO I ADD A BACKGROUND PHOTO TO MY PROFILE PAGE?

Go to your Profile Page (click the silhouette icon at the top left). Click the Settings tab. Click Change Background Image, then select a file and background style and click Submit. For more detailed information, please see Chapter 1, page 9 of this user guide.

### **WHAT IS THE TIME LINE ALL ABOUT?**

The time line is another way of viewing all of the files in your mindfile. All of the files that you have uploaded are automatically arranged by date. Scrolling the time line back and forth changes the files displayed below. For more detailed information on the time line, please see Chapter 2.

### **WHAT IS THE LOCATIONS PAGE ALL ABOUT?**

The Locations page is another way of viewing all of the files in your mindfile. All of the files that you have uploaded are automatically arranged by geographic location. Click a marker icon in the map to show the files deposited for that location, then click one of the files displayed below to actually view it. For more information on the Locations page, please see Chapter 2.

### **WHAT IS THE SOCIAL CONNECTIONS PAGE ALL ABOUT?**

The Social Connections page is where a diagram containing everyone in your social network is automatically generated. You can view files associated with each person, find new LifeNaut Friends, and email files to friends that are not yet LifeNauts. For more information on Social Connections, please see Chapter 4.

### **WHAT KIND OF INFORMATION SHOULD I ENTER INTO MY PROFILE?**

The Profile page is set up in such a way as to minimize any stereotyping or generic categorization typical in most profile templates and to maximize your creativity in describing yourself. Just click Edit Profile and then create a category and describe your place in that category in the accompanying box using your own words. However since all of your information is accessible to the public, we recommend that you think carefully about any personally identifying information that you enter into your Profile.

### **HOW CAN I BROWSE THROUGH OTHER LIFENAUTS' MINDFILES?**

Click on the Find LifeNauts tab in the Social Connections page and then type in some search words like location or school. This will generate a list of LifeNauts that meet your search criteria. If they have their settings set to "public" you can then navigate through all of the pages in their mindfile and download or view the files there, but you cannot manipulate them in any way.

### **HOW CAN I CHANGE MY PASSWORD?**

You can change your password by going to the Settings tab on the Profile section. For detailed information on this, please see Chapter 1.

## **Troubleshooting Guide**

Sometimes, no matter what you do, you encounter problems. Below is a list of problems that may occur, followed by a possible solution.

### **NO EMAIL VERIFICATION FROM SIGN UP PROCESS**

Check your email's SPAM folder

### **OOPS! FORGOT YOUR PASSWORD**

Click "Forgot password" in the Login window

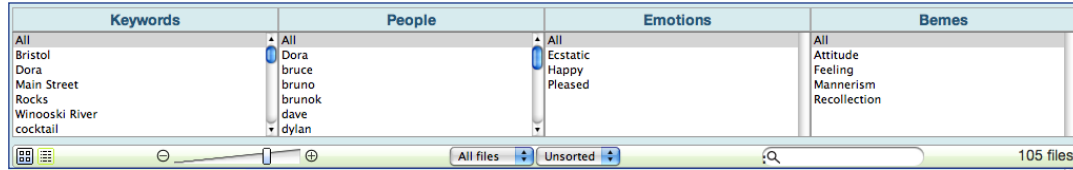
### **DID NOT RECEIVE AN EMAIL CONTAINING LOST PASSWORD**

Check SPAM folder or try again using a different email address



### ALL FILES SEEM TO DISAPPEAR IN THE FILE EXPLORER PAGE

Make sure that the drop down menus on the middle bar read "All files," and "Unsorted" and un-click any filters at the top.



### THE MAP VIEW IS TOO CLUTTERED TO SEE ANYTHING

Try zooming in or out further to narrow down locations of files

### I CAN'T GET BACK TO MY MINDFILE AFTER VISITING SOMEONE ELSE'S

Click the "Home" icon (image below) that will appear next to the profile icon



### MY AVATAR IS SAYING THINGS I NEVER TAUGHT IT

Go to the "Advanced" tab in the Avatar section and click "just (your user name)" instead of "(your user name) +"

### MY AVATAR SEEMS REALLY DUMB AND THE ANSWERS ARE RANDOM

Teach your avatar more responses in the "Teach" section of the Avatar page. Don't spend too much time carefully thinking about each and every response, just chat and chat and chat—the more you converse in Teach mode, the smarter your avatar will become.

## Reporting Bugs

You can report bugs by emailing any issues you might have to [Terasem@gmavt.net](mailto:Terasem@gmavt.net). Please be detailed in the nature of the problem and we will respond with 24hrs to your request.