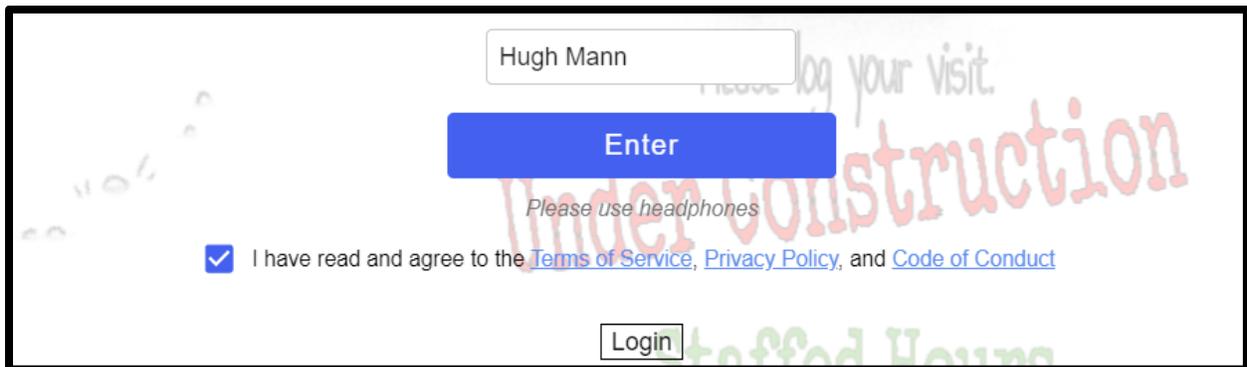


Writers Haven User Guide

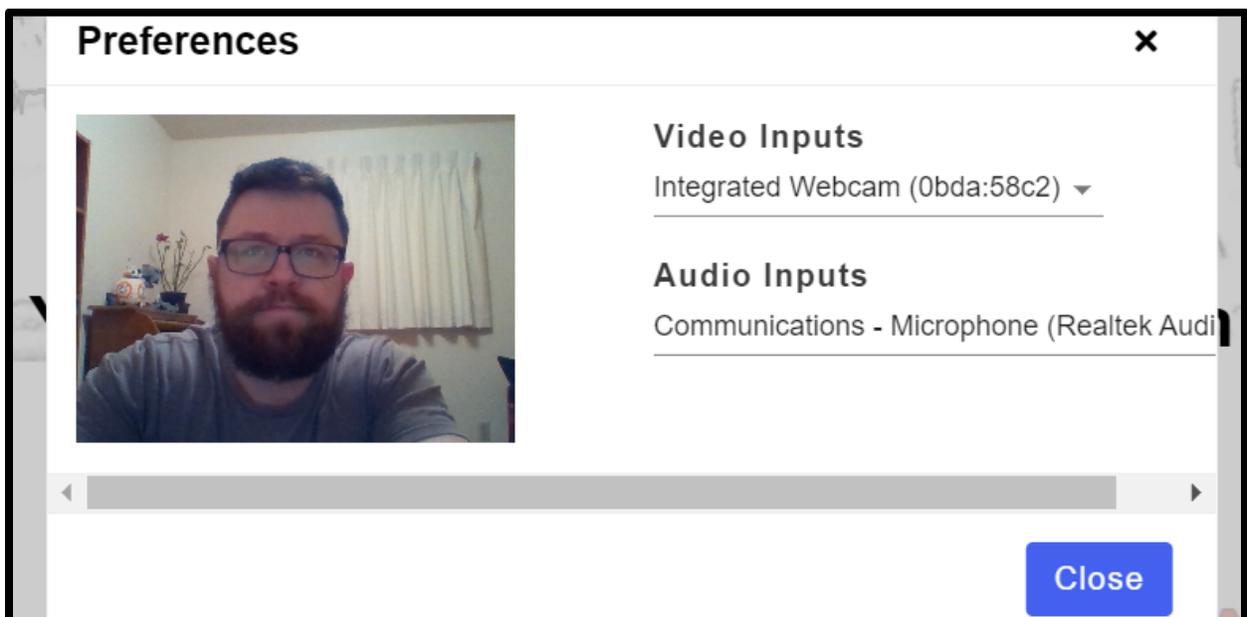
The Writers Haven uses the Topia video-conferencing platform. When you enter the Writers Haven, you should see the Topia loading screen.



Next, **just type in a username and click “Enter.”** You do not need to click “Login” or create a Topia account to enter the Writers Haven.



Then you’ll be prompted to select your webcam and microphone. Once you have selected your camera and mic, click “Close.”



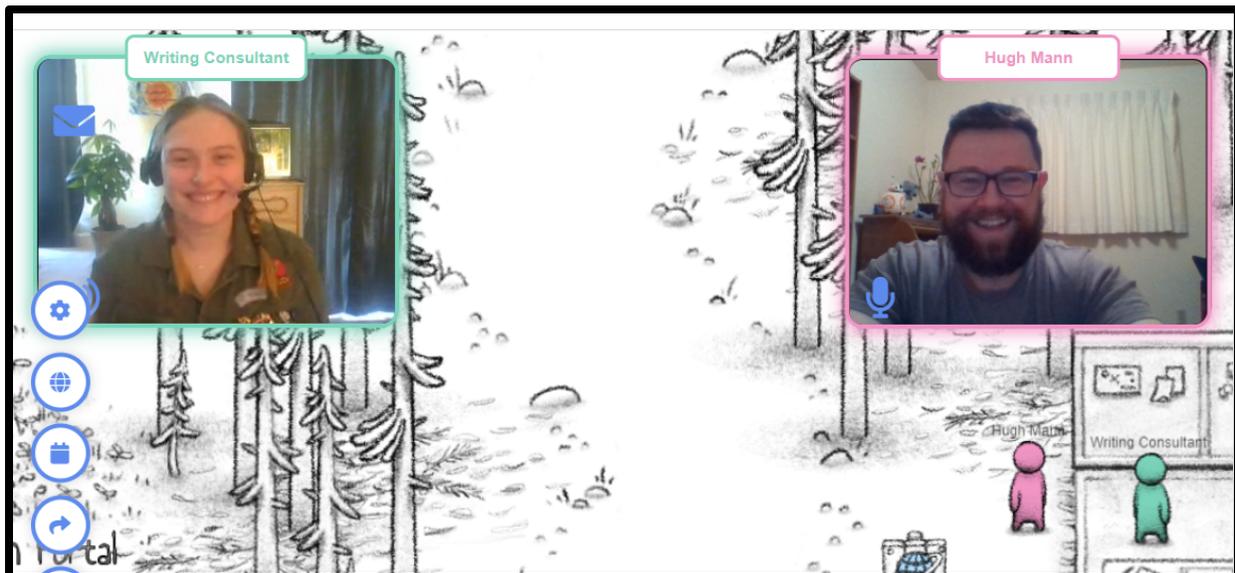
The Writers Haven might take a few seconds to load, but once it does, you can **move your avatar around using the arrow keys on your keyboard or by clicking on the spot where you would like to go**. When you move your cursor over an interactable object, your cursor will change into a hand with a pointing index finger, indicating that you can **click on the object to interact with it**.



If you visit the Writers Haven during our staffed hours and would like to discuss your writing, **look for a friendly Writing Center consultant** wandering the grounds.



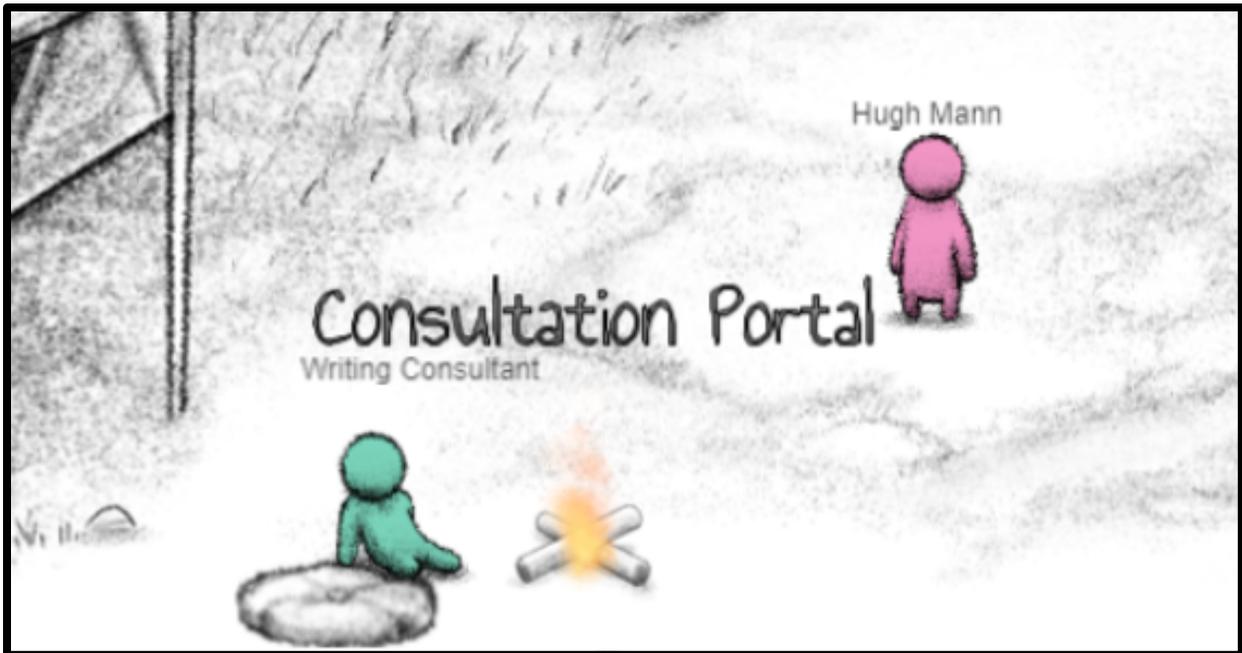
Topia uses proximity chat, which means that your avatar must be close to someone else's for you to see their video and hear their audio. Likewise, their avatar must be close to yours in order for them to hear and see you. **To begin a conversation, just walk up to the consultant.**



If you haven't logged your visit yet, the consultant will ask you to do so. You can log your visit to the Writers Haven by clicking on any of the many computer desks around the map and filling out the "Student Log" form. **Please log each visit you make to the Writers Haven. You only need to fill out the form when you enter, not when you exit.**



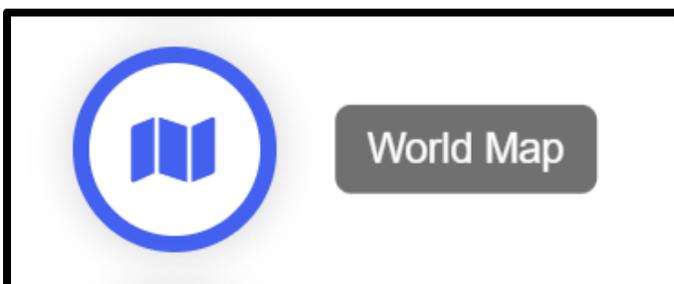
After you are logged in, the consultant will walk with you to an open "Consultation Portal" campfire.



Just **click on the campfire to transport yourself to Zoom**, where you can select a private breakout room in which to talk about your writing with the consultant. Once you are in Zoom, **we recommend closing the Topia tab in your browser to avoid audio feedback** and to allow video sharing in Zoom.

Along with porting over to Zoom to have a consultation, you can make use of the Writers Haven Resource Garden. In the garden, you will find links to our YouTube channel (Informative Videos), a collection of our handouts, an online dictionary, the MLA Style Center, and the official APA style website. We also have a link to the Purdue Online Writing Lab (Purdue OWL), a robust collection of examples and explanations of all aspects of the writing process sponsored by Purdue University. Additionally, the garden includes our form for submitting your drafts for feedback via email. Look for the giant envelope to send us your draft! :)

Of course, you can use the Writers Haven to ask a consultant a quick question, chat with other students, or just take a “walk” and discover the space’s many quirky sights and sounds. If you get a little lost on your adventures, you can use the **World Map button on the left of the screen** to view the entire Writers Haven.





Enjoy!

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