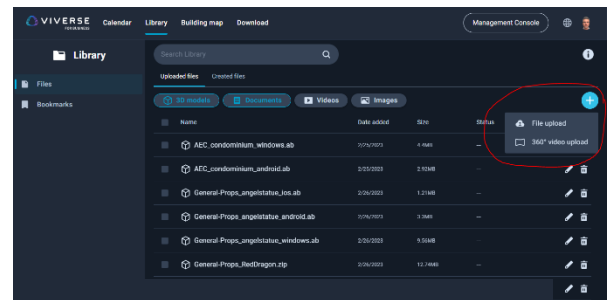


Getting started in VFB – v1.1

Files

- In order to be able to open files from within the platform during a session, it is necessary to add files to your file manager in advance. This can be done from here: <https://www.viverse.com/business/library>
- You can upload images, videos, 360 videos, pdfs and 3D models
- Files can be your own assets or sample files from other websites. [Sketchfab](#) is an ideal site for sourcing 3D models to use in the platform and GLB is the ideal format to download.
- Polygon Streaming allows you to upload and view, very large 'high poly' models. Polygon streaming will be applied automatically to models that are suitable (must be non-animated).
- 360 images or videos should be in an equirectangular projection format. Use the separate upload option from the blue + symbol.



About uploads

Supported file types

3D models	GLB, ZIP (FBX, OBJ, glTF)
Documents	PPT (Windows only), PDF
Videos	MP4, AVI, MOV
Images	PNG, JPEG, BMP, TIFF

Polygon Streaming

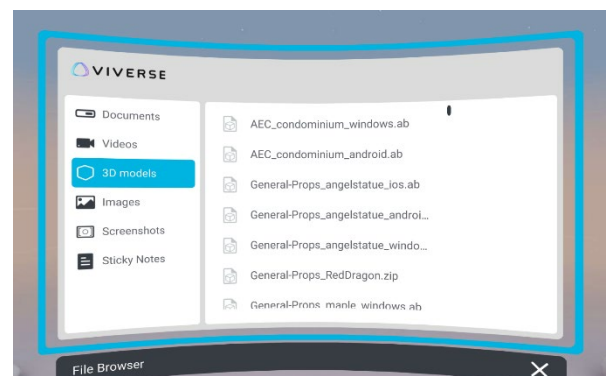
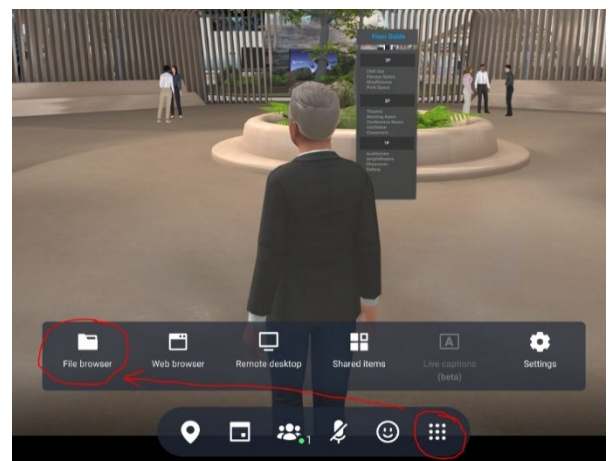
Efficient processing and real-time rendering let you view massive 3D models with ease. With Polygon Streaming, only the visible sections are streamed — sharp details for what's near the viewer and reduced resolution for distant parts.

[Discover Polygon Streaming](#)

Opening Files

Once you are in the platform there are several ways to look at your media files

- From a computer - click on the 9 dot menu icon on the bottom left and then click 'File Browser'. The image on the right shows the on-screen version.
- In VR, press the menu button on your controller to display the main circular menu with options on the left and right side. The file manager is among the options on the right side.
- The file browser will open and display the same files you saw from the web-portal above. Everyone has their own secure cloud space, at the moment, this is not a shared space.
- You can filter the items by the main files types (on the left) and files will appear in the order they were saved to the platform with the newest files at the bottom.



2D Files

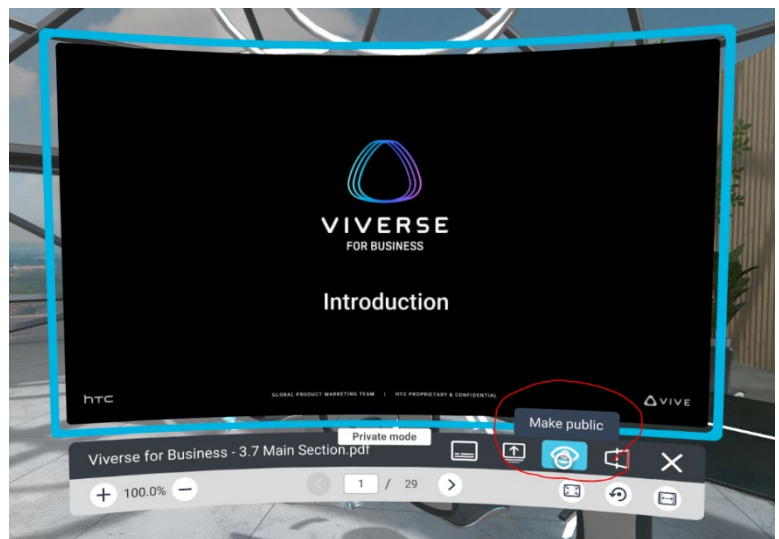
- If you choose a 2D file, browser or remote screen, it will open in a small window directly in front of you.



2D files open in private mode which means if you want others to see them you need to click the 'Make public' icon on the bottom right of the window that looks like an eye.

- If you click the 'Window Controls' icon to the right of the eye icon you can change the size and rotation of the window.

- If you click the icon to the left of the eye icon you will see some numbers appear 1,2 (sometimes 3). These correspond to large (hidden) screens in the room that you can send your content to for all to see.
- Once a file is on one of the large screens, you can click presenter view to open a mini version of the same window which you can then position in front of you. This allows you face the audience and advance the slides at the same time without needing to turn around.

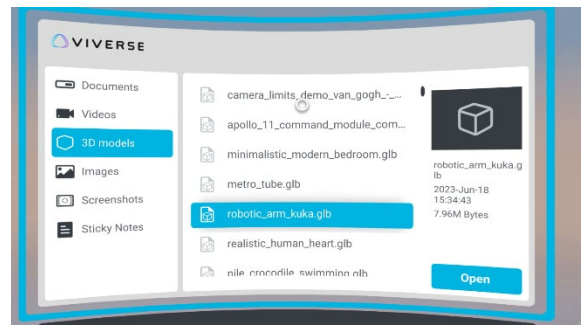


- If you would like to place an image in the scene without borders or curved surface, first make the window public and then select the 'Decorate' icon in the bottom right.
- You can open images of any aspect ratio and even png's with transparency in the decorate mode.
- The blue frame will allow you to scale and rotate the image and lock it wherever you wish.
- If you lock the file, only the file or building owner can move or close the image.



3D Files

- If you select a 3D file from the file manager your pointer will change to a circle on the ground indicating the point the object will be placed.
- Once you click, the object will appear to all with a control box around it allowing you to scale and rotate the model. You can also grab the sides of the box to move it into position.
- Models will automatically use Polygon Streaming, allowing very large models to load quickly without slowing down other user's devices.
- Models can be animated, though will not use polygon streaming.
- Models will cast shadows in on-screen versions of the platform.
- You can lock files if you are the file owner



- If you select the 3 dots at the top of the model, you can see options for advanced controls, lock and remove.
- If you are not the file owner you will immediately see the advanced controls as lock and remove can only be done by the file (or room) owner.
- If you are in VR you can use the grip button on your controller to bring up the advanced controls.



- Advanced controls let you select pre-set sizes of the model. You will find that even at 1:1, some models could be very large or very small depending on how they have been saved.
- NB: The advanced controls window opens 'in world' so if you don't see it, make sure you are in first person view and spin around and you will see it.

