Voice Threads

<u>How to make a Voice Thread</u>

Click **Create** from the top left corner
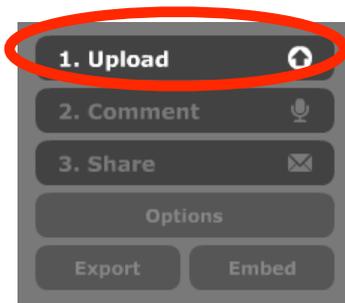

Before you begin, scan in, or import all your pictures to your computer. I temporarily place the pictures I want to use on my desktop so that I can find them quickly.
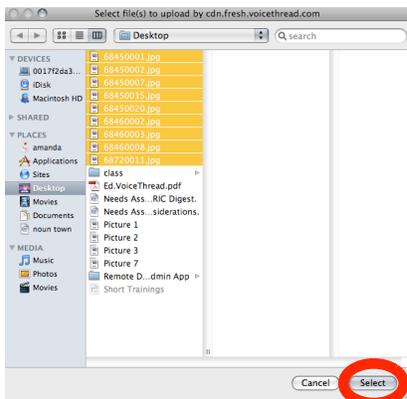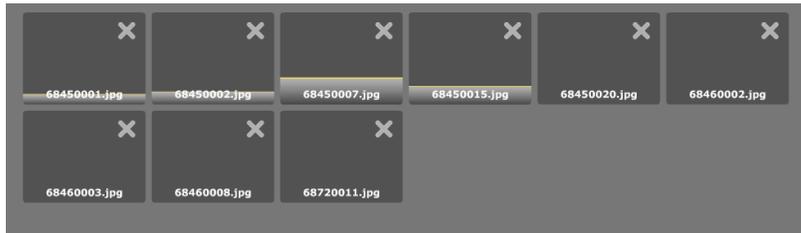
Click **Upload**

Click **From My Computer**

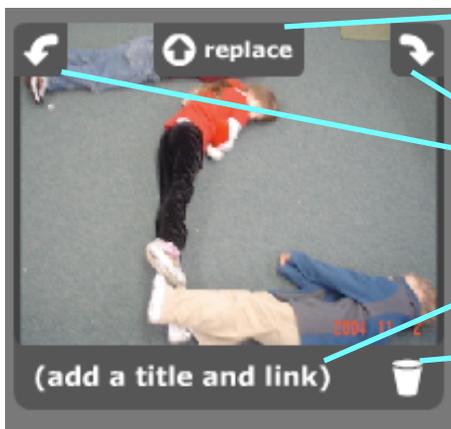Find and select the photos on your computer and click **Select**

The photos will begin to upload automatically

When you photos have uploaded you can move them around by clicking and dragging the photos into the order you want them in.

Click on a photo, when the photo shows on the bottom left corner of the screen you can:
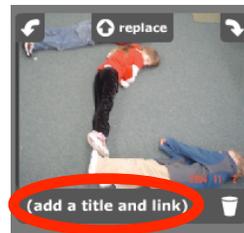

Click here to replace the image with another one from your computer

Click here to rotate the image

Click here to add a link to a webpage and or title for the pictures

Click here to delete the picture from your Voice Thread
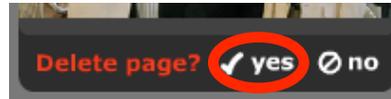
To add a title or link:
Click **(add a title and link)**

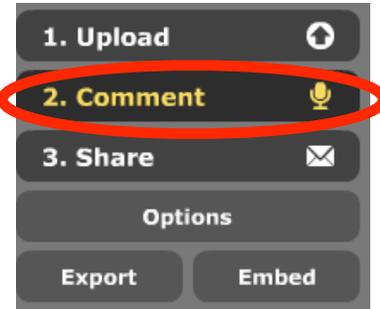
Type in the title and click **Save**

To delete a photo
Click the 🗑 then click **yes**

Delete page? ✓ yes ⊘ no

1. Upload
2. Comment
3. Share
Options
Export   Embed

When your photos are in order and you have titled them click **Comment**
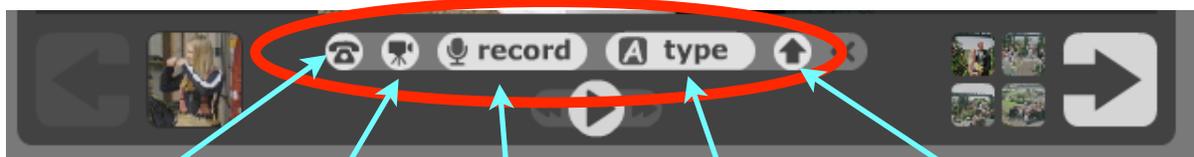
Scroll using the left and right arrows to the slide you want to comment on

comment 💬

Click on the **comment** button

comment 💬

Click how your would like to comment

record   type

Phone: Use your phone to make a comment

Camera: Use your webcam to make a comment

Record: Use the microphone to comment

Type: Use your keyboard to make a comment
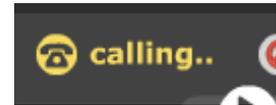
Upload: Upload an audio comment

Comment by Phone:
Click on the 📞 icon

Type in your phone number and click **Call Me**

The company calls you and provides directions. Your comment immediately appears on the page. You can continue to comment on other pages in your thread through the same phone call.

Comment by Camera:
Click on the 🎥 icon

When the countdown ends say your comment

Click **Stop recording**

Click **Save**

Comment by Record (Microphone):
Click on the 🎤 record icon

Say your comment

Click on the **Stop recording**

Click **Save**

Comment by Type:
Click the A type icon

Type your comment in the speech bubble

Click **Save**

Comment by Upload:
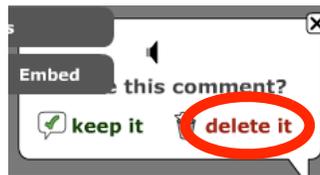Click the icon

Select the saved comment you created

The item will upload straight to Voice Thread

To delete your comment
Click on the **garbage can**

Click **delete it**

Share:
You can share your Voice Thread when you finish your comments or you can do it later.

If you do it at the end of your comments you will see this screen.

Share ✉ (this thread is private; make it public to post or email links)

Copy and paste this link: http://voicethread.com/share/208896/

Invite your friends   or   Send in an email   or   Embed

Export to an Archival VoiceThread for offline use

You can also share from your **MyVoice** tab

Browse   Create   MyVoice

Click on the thread you want to share, then click the **menu** button and click **Share**. Then follow the directions below.

Share
Embed
Unsubscribe
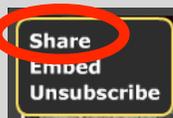
Share by Email:

You can copy and paste the URL into an email and share it with your friends, or put it on your webpage.

OR

You can click **Invite your friends** and you will see the screen below.

Click here to give your Voice Thread a title and/ or a short description.

Click here to delete your whole thread.

Click here to determine if your Voice Thread is Private, Public allowing comments, or Public not allowing comments.

This is a list of your friends

Click here to add friends to your list of people you can share with.

Click here to choose if you want to moderate your comments.

Add a title and description   Delete Thread 🗑

All   None

My Friends ▼

amanda   edit ✕
⊘ 👁 💬 ✎

Anderson family   edit ✕
⊘ 👁 💬 ✎

Barney   edit ✕
⊘ 👁 💬 ✎

Boneta   edit ✕
⊘ 👁 💬 ✎

Bonney Family   edit ✕
⊘ 👁 💬 ✎

Durkee family   edit ✕
⊘ 👁 💬 ✎

Add a Friend   ⊕

Invite ✉
(selected)

Sharing Options

This VoiceThread is:
Private ▼

Comment Moderation:
Off ▼

This VoiceThread is currently private, and no one else can see it. You are the only person who can edit this VoiceThread.
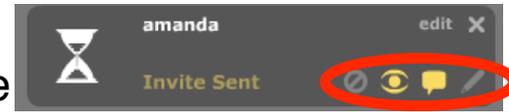
To share with your friends:

Click on the friend you want to share with

Click the **Invite** button that opens up.

An invite sent will be placed at the bottom of your friends tab.

Invite ✉
(selected)

Barney   edit ✕
Invite Sent   ⊘ 👁 💬 ✎
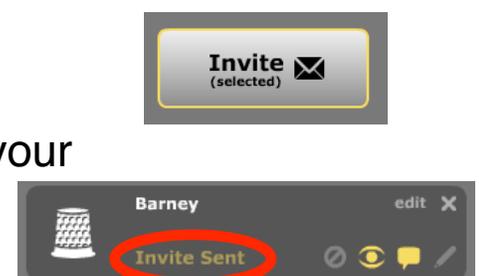
Modify your friends settings:

You can modify how your friend participates in your Voice Thread by using the icons to the bottom right of the friends tab.

Click the [icons] and your friend can not use this thread.

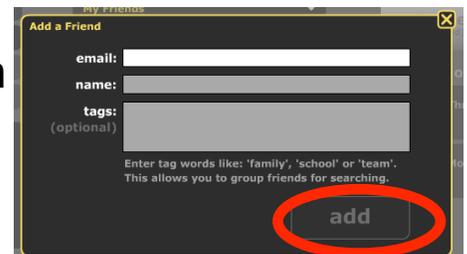Click the [icons] and your friend can view the thread.

Click the [icons] and you decide if your friend can or can not comment.

Click the [icons] and you decide if your friend can edit this thread or not.
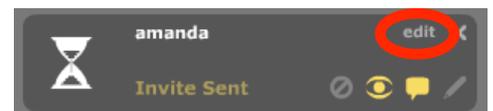
If you want to add a friend
Click **Add a Friend** at the bottom of the list of friends

Fill in the form that pops up and click **add** in the bottom right corner of the screen

If you need to edit your friends information
Click **edit** in the top right corner of the friends tab

Edit the items that you desire and click **save**

Share by Exporting:
Exporting allows you to have a copy of your Voice Thread on your computer.
Click **Export** from the main creation menu
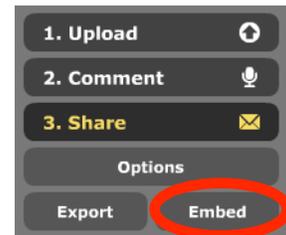Click **export** after reading the options:
1 for $2.99 or 10 for $10

Share by Embedding:
Embedding allows you to have a Voice Thread in your personal web page.

Click **Embed** on the main creation menu
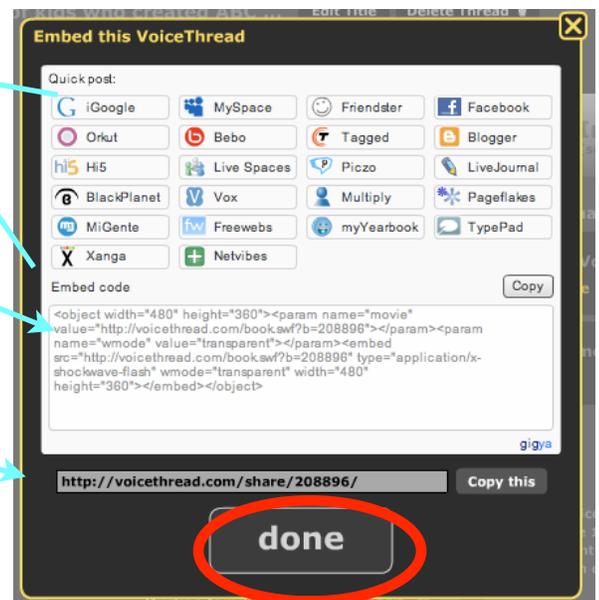
Click the place you want to post the thread
OR
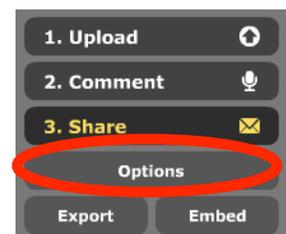Copy the code and place it in your webpage.
OR
Copy the URL and email the URL to your friends.

Click **done** when finished

Edit your thread options
To set the options for how your Voice Thread plays click on the options tab from the main creation screen. Then change to your liking.

Click **save** when done.