

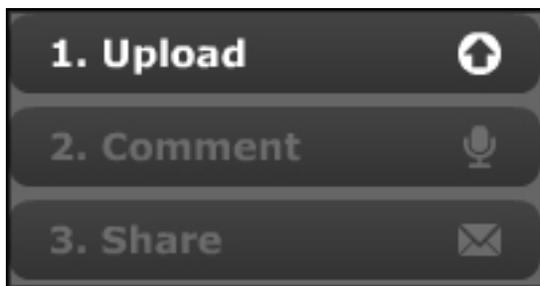
VoiceThread Tutorial

What is VoiceThread?

A VoiceThread is a collaborative, multimedia slide show that holds images, documents, and videos and allows people to navigate slides and leave comments in 5 ways - using voice (with a mic or telephone), text, audio file, or video (via a webcam). A person can share a VoiceThread with friends, students, and colleagues, and alternatively, they are able to record comments too on the slides.

How do I create a VoiceThread?

After you [register](#) for a new VoiceThread account, click the **Create** button located on the black menu bar on VoiceThread's homepage. You will be taken to the **Create** page where you will have different options to create new slides for your VoiceThread. Click the **Upload** button and choose what type of comment you would like to leave - either a file from your computer, a media source, URL, or even images or video from your webcam. Continue this process for how many slides you would like in your VoiceThread.

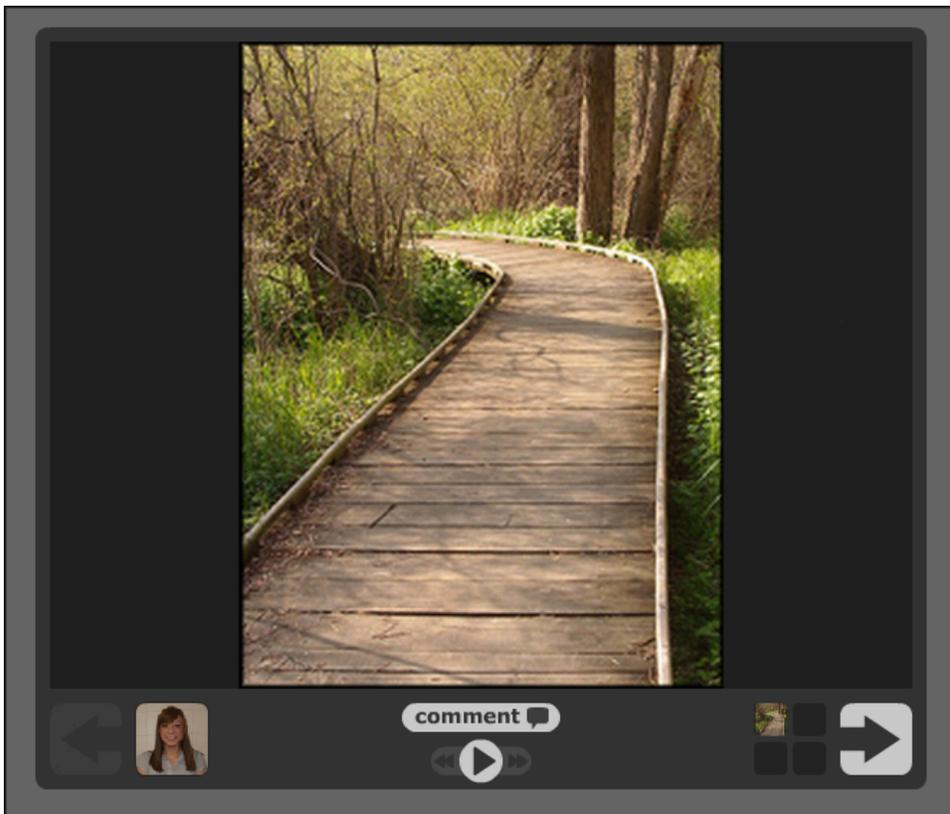


After uploading your file to your first slide, you will be able to add a title and description to your VoiceThread. Click the text that says **(Add a title and description)** to edit your title.

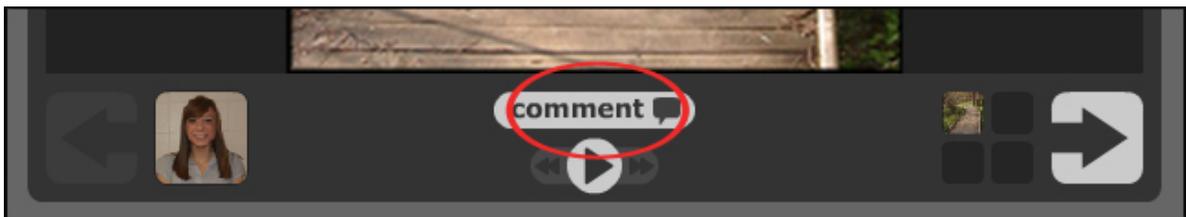


How do I add comments to my VoiceThread?

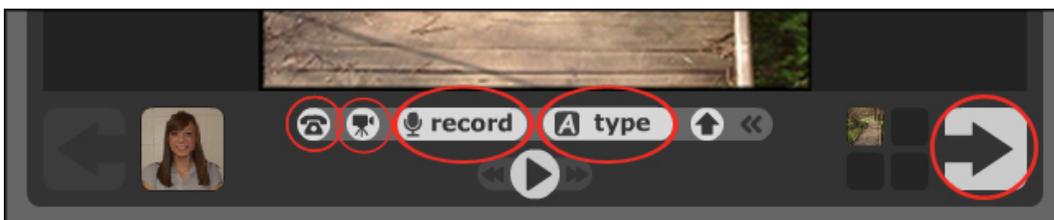
To begin recording text and voice comments to your presentation click on the **Comment** button located directly under **Upload**. Your VoiceThread should appear in the center of the screen.



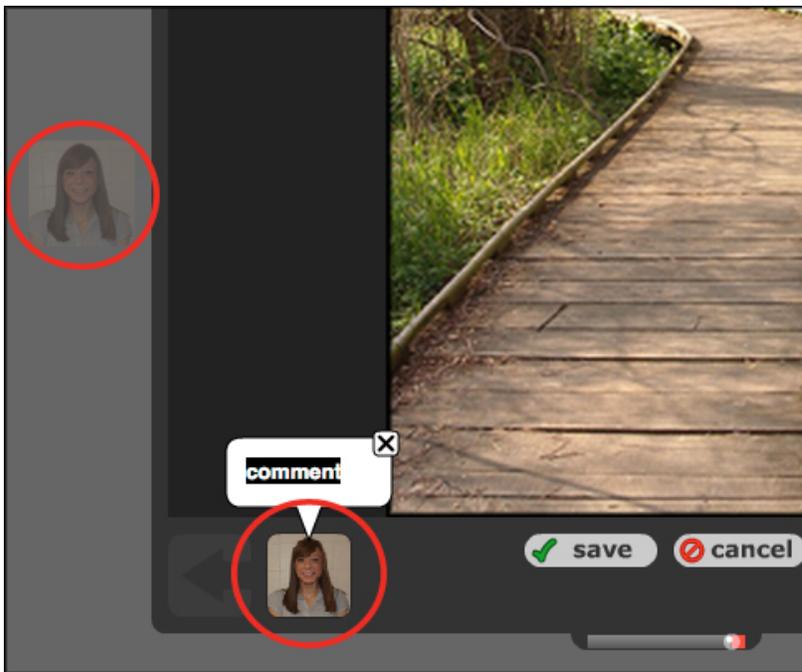
Click the smaller **Comment** button located in your VoiceThread.



You will then be able to choose between an audio comment using your phone, a video and/or audio comment using your webcam, an audio comment using your computer's microphone, or a text comment. You may add as little or as many comments as you prefer to your presentation. When you are finished with that slide, click the right arrow to go onto the next slide to edit it and record further comments.

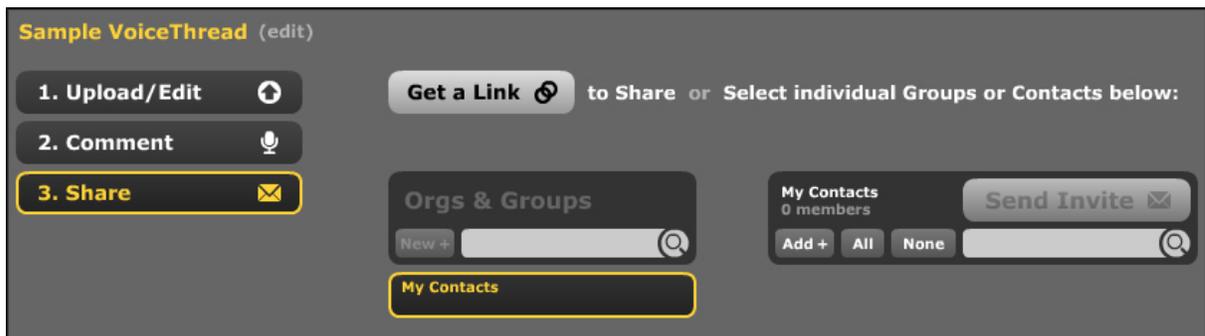


When you record your comments, your avatar will appear next to your VoiceThread indicating that you have made a comment. Likewise, when other people given recording access record comments on your VoiceThread, their avatar will show up on the side of your VoiceThread as well.



How do I share my VoiceThread?

When you have completed adding slides and comments to your VoiceThread, click the **Share** button located directly below **Comment** on the left side of your screen. You have two ways you can share a VoiceThread. To copy and paste the direct URL somewhere or to send to someone, click **Get a Link** to obtain a hyperlink that will direct people that you share the URL with to your VoiceThread. After clicking this, you will also be able to select who will publicly see your VoiceThread and who can comment. The other option is to go under **My Contacts** underneath **Get a Link** and click **Add+**. The dialog box that will open will allow you to add in people who you frequently may send VoiceThreads to.

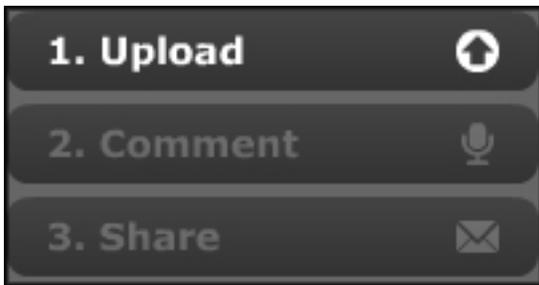


For further questions or more information on VoiceThread, visit their website [here](#).

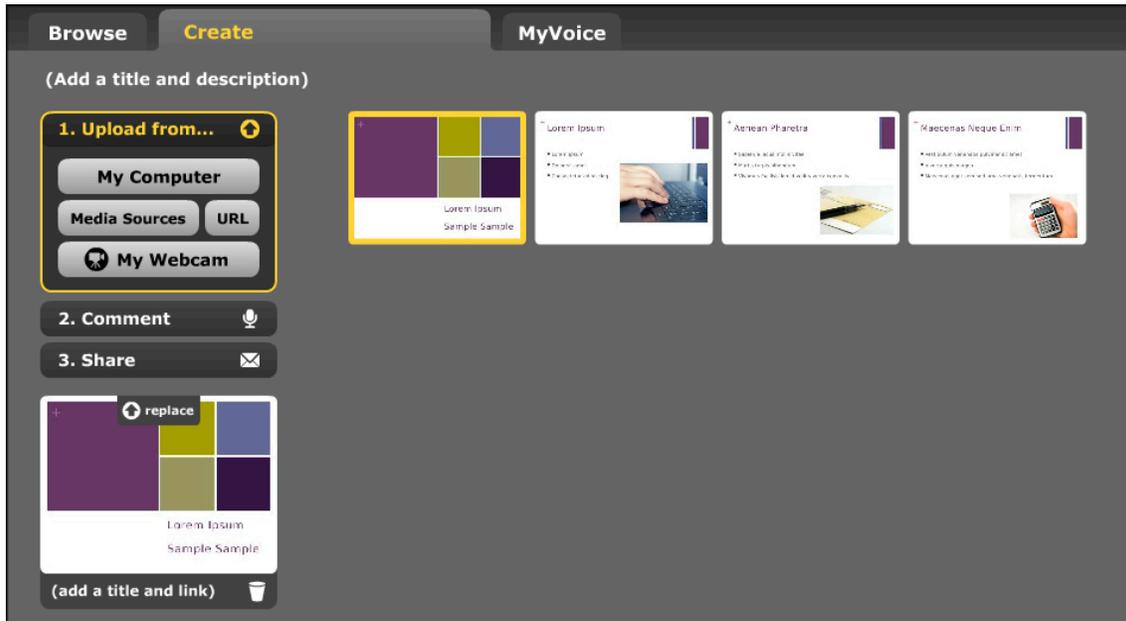
I already made a PowerPoint presentation. Can I import it?

Yes. One of the benefits of VoiceThread is the ability to import PowerPoint presentations. If you already have created a PowerPoint presentation, VoiceThread will upload it and lay it out in VoiceThread format for you (PowerPoint files usually end it .ppt or .pptx).

To import your PowerPoint, go to the **Create** page and click **Upload**. When choosing a file to import, simply locate your PowerPoint file and submit. The process may take a minute or two, but VoiceThread will import and arrange your PowerPoint presentation for you.



After the PowerPoint has imported, click the **MyVoice** button on the upper left hand side of your screen to continue to name and edit your VoiceThread.



I'm still unsure of how to use features of VoiceThread. Is there any extra help?

When you are on your **MyVoice** page, VoiceThread supplies six extra help presentations, varying from working your microphone to doodling comments in videos. Refer to these or www.voicethread.com/support/howto/basics/ for extra help.

