

# VoiceThread

<http://voicethread.com>

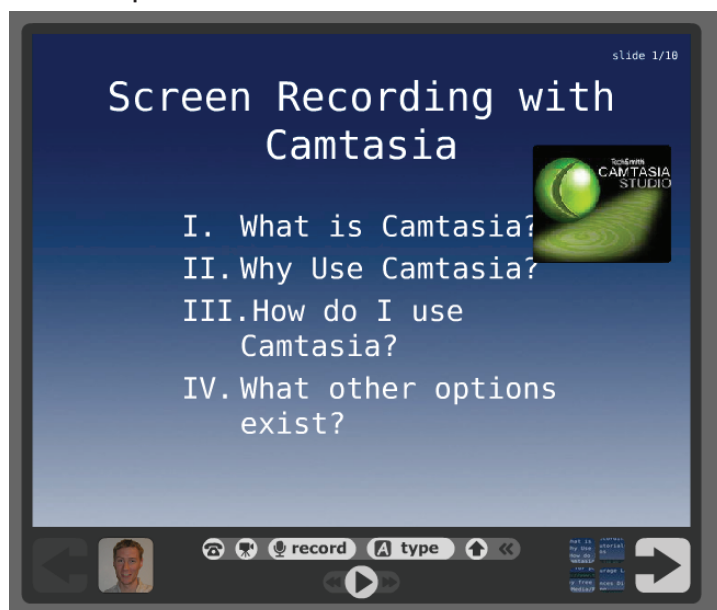
Used for creating a dialog of comments shared with others on presentations, documents, spreadsheets, videos and images.



## Creating a VoiceThread Account

After going to the URL above you will need to create an account by clicking on Sign in or Register (shown above to the right) and Register (shown at right in yellow). A basic VoiceThread account is free. To register give your first name, last name, email account and create a password.

An example of a VoiceThread is shown below.

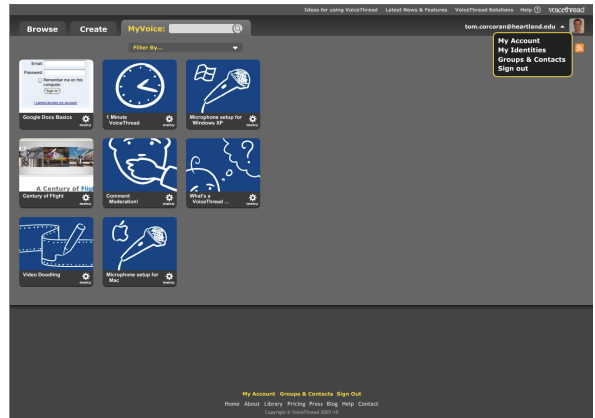




## Overview of VoiceThread

Once you've created an account you will see a screen with your account. Clicking on the white down arrow in the upper right allows you to bring up information about your account, your identities, groups and contacts or sign out.

This screen also shows all of your MyVoice VoiceThreads in addition to some VoiceThreads that come included you can use to guide you through the process of creating, editing and sharing a VoiceThread.



## Creating a New VoiceThread

You create a new voicethread by clicking the Create tab. Then click Upload and choose your source. You can upload a wide variety of file types.

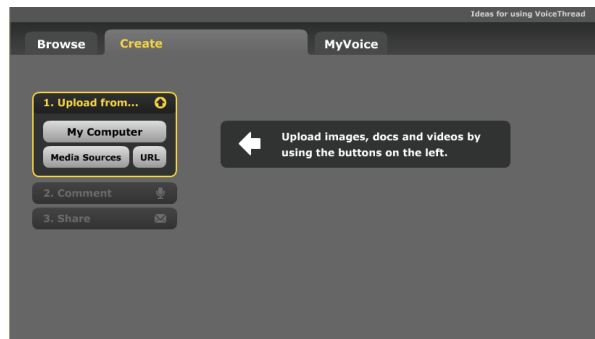
### 1. Upload



## What Types of Files Can I Use?

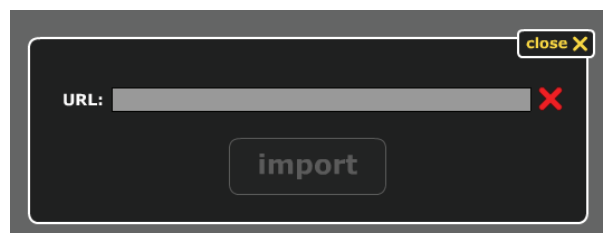
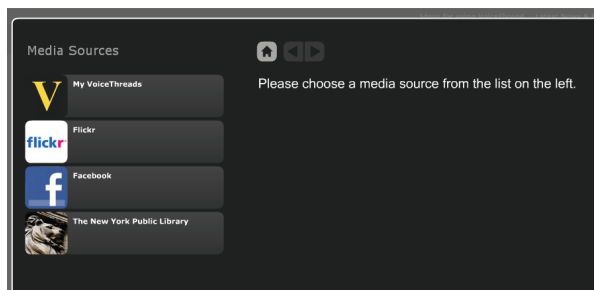
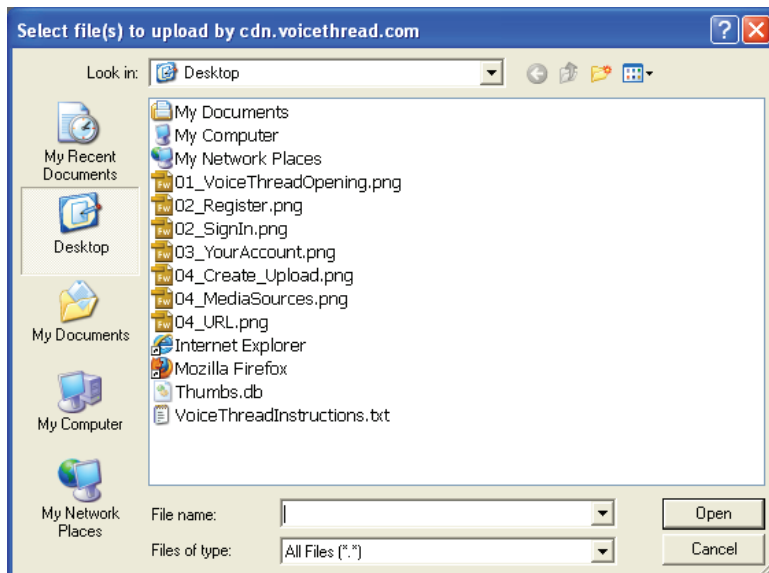
According to the help section on VoiceThread.com:

"Currently, we accept image types: JPEG, GIF, BMP, PNG, doc types: PPT, PPS, PDF, DOC, XLS and varying video formats. Since VoiceThreads can zoom in and out on images and documents for detail, we recommend your images be at least 1280x960 (which a 2mp or higher camera can produce)."



## MyComputer, Media Sources or URL

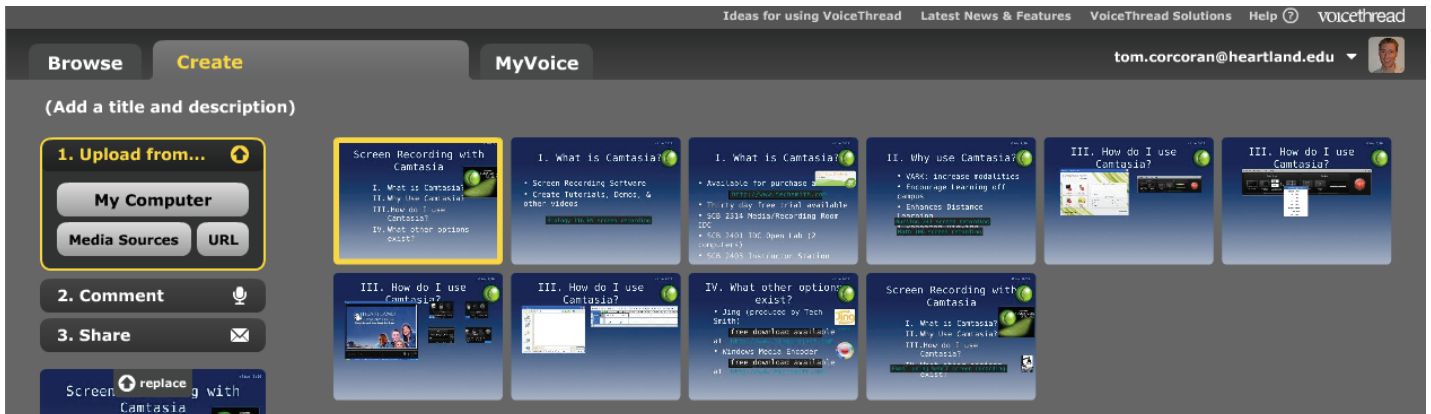
Files can come from your computer, a few media sources like Flickr and Facebook or from a web site link (URL). Navigate to the file you'd like to add and open it (shown below).





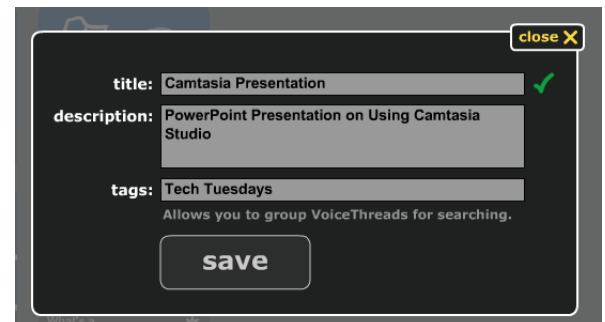
## PowerPoint File Uploaded

I've uploaded a PowerPoint presentation in this example and it comes in with each individual slide shown. Be careful how you format your PowerPoint because VoiceThread doesn't bring the slides over exactly... text wraps and fonts display differently so you may need to do some editing in PowerPoint before uploading your slides to VoiceThread.



## Naming Your VoiceThread

From here I am going to click on the MyVoice tab at the top of the screen and it asks me to enter a Title, Description and Tags for my new VoiceThread. Enter those pieces of information and click Save (shown at right). Your new VoiceThread will show up on your MyVoice screen.

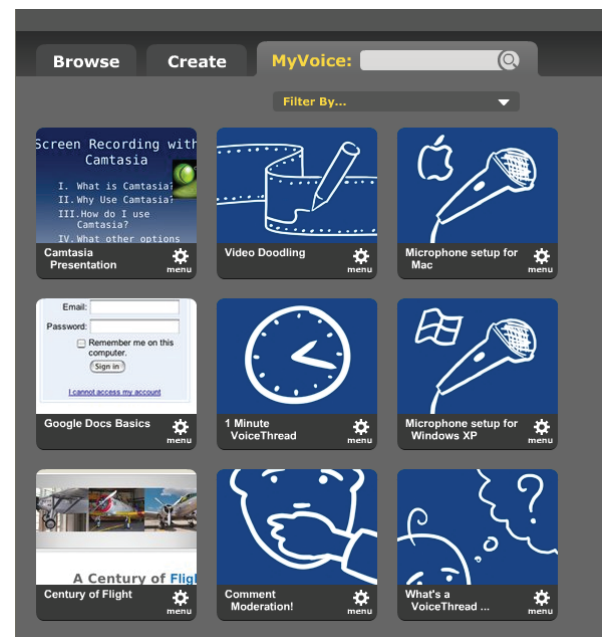
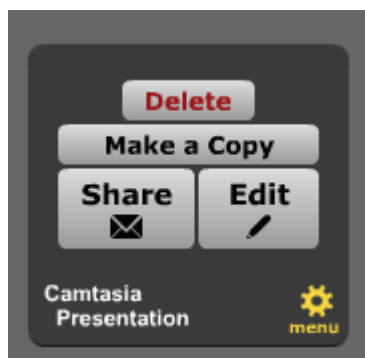


## Adding Comments to a VoiceThread

You can add voice narration or text comments to these slides by clicking on the Gear icon for menu for the VoiceThread you'd like to edit and clicking Edit (shown below). You will be taken back into the screen shown after you uploaded your file originally (shown top right).



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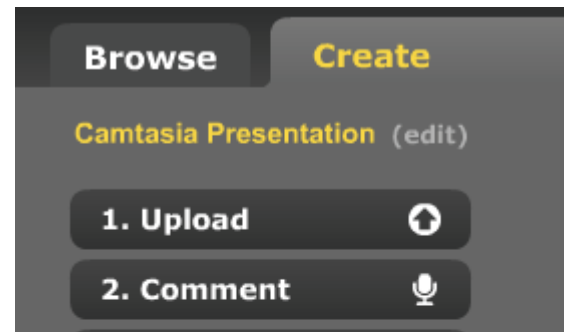




## Adding Comments

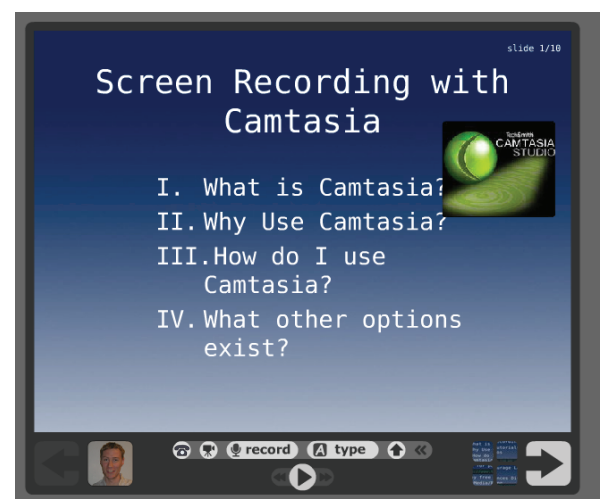
After clicking menu and Edit (on the previous page) click on Comment from the menu and a large version of your first page/slide/image will display.

2. Comment



Click on Comment (shown below left) under the middle of the image and the types of comments that can be added will be displayed. If you see an Adobe Flash Player Settings box display (like the one shown below middle) click Allow to allow the VoiceThread system to record your microphone and/or webcam.

comment





## Comments Types

You can choose to add a text comment or an audio/webcam comment. Text comments are added by clicking Type and typing in your comment which appears over your image as a text bubble (shown top right).



Audio comments can be via telephone, microphone or webcam. If you want to add comments over the telephone you click the phone icon and type in your phone number. The VoiceThread system will call you and you simply speak your comment into the phone and hang up after you are finished (shown second down at right).



With a microphone attached to your computer click on Record and speak your audio comment into the microphone. After you are finished click Stop Recording and Save (shown third down at right).

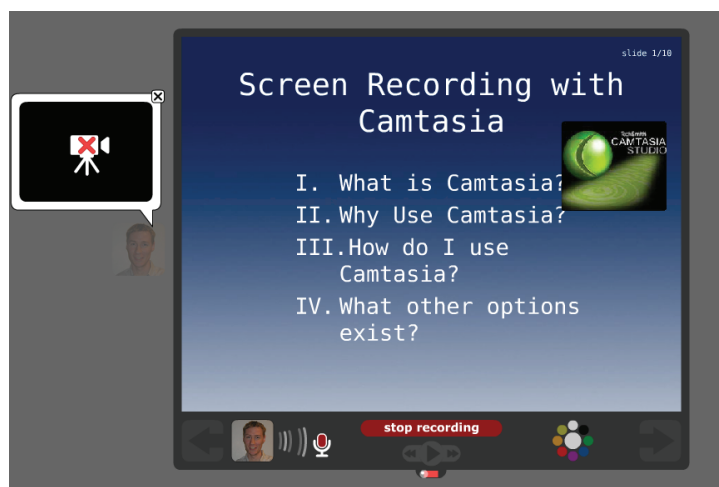
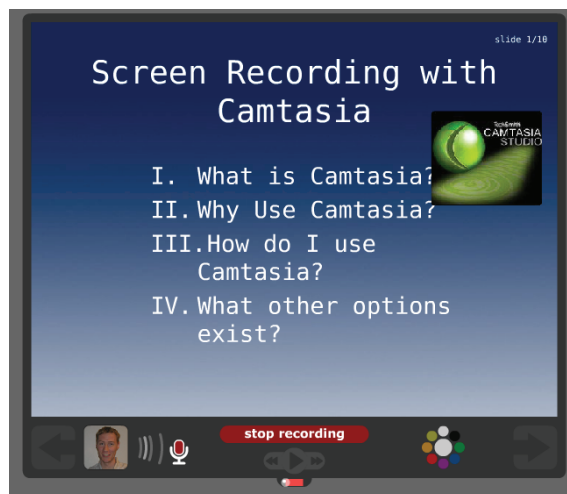
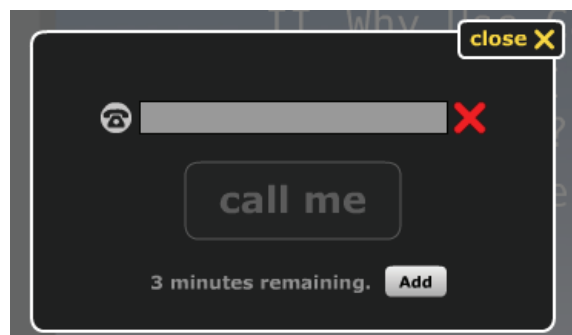
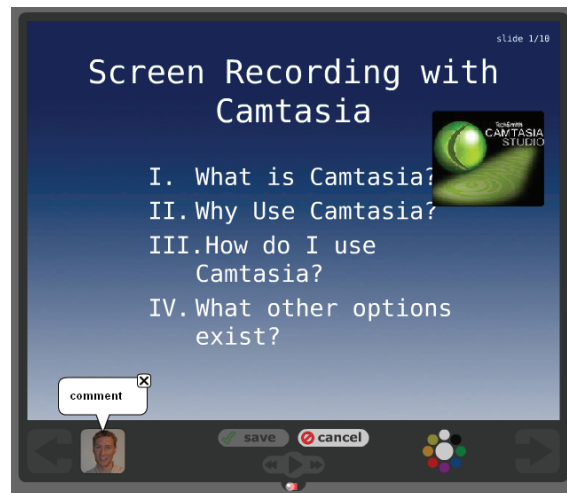


And with a webcam hooked up to your computer you can add video and audio comments (shown bottom right).

Also if you are adding a comment of any type you can use the mouse to draw on the screen (called video doodling) and your doodles will be saved along with your comment. Think of this as similar to a football telestrator allowing you to draw and make comments on the screen.

## Comments Playback

After you have recorded your comment (text, audio or webcam) you can playback the comment by clicking the Play button (below middle). You continue to add comments to each slide in this way by clicking on the right arrow to move to the next slide/image and repeating the comment process.



go to previous slide



play



go to next slide



pause

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## Editing your Privacy Settings

You will need to edit your Privacy Settings for your VoiceThread before you can share the VoiceThread with others. To do this click on the Publishing Options button at the bottom of the screen. Checking the first three options will allow you to set the privacy to a public setting but you still control and moderate the VoiceThread comments. Then click Save (shown at right).

**Publishing Options** ⚙️

close X

**Allow anyone to View?** ☐

**Allow anyone to Comment?** ☐

**Moderate Comments?** ☐

**Show on Browse page?** ☐

This VoiceThread is currently private, and no one else can see it. You are the only person who can edit this VoiceThread.

save

## Sharing a VoiceThread

Once you have added comments and changed your Publishing Options you can Share the presentation for others to view and add their own comments to by clicking on Share. In Share you can get a link to your presentation/voicethread and then send people the link through email. You can also create groups and contacts and send the invite through the VoiceThread web site.

**3. Share**



Ideas for using VoiceThread

Latest News

Browse

Create

MyVoice

Camtasia Presentation (edit)

1. Upload/Edit

2. Comment

3. Share

Get a Link

to Share or Select individual Groups or Contacts below:

Groups

New +

My Contacts

My Contacts

0 members

Send Invite

Add +

All

None

## Creating Contacts

To create contacts simply click the Add+ button (shown below) under My Contacts and type in the contacts name, email, and tags. After adding your contacts you click Send Invite and those people will be able to access your VoiceThread after receiving their invitation.

**Add +**

close X

email:

name:

tags:

(optional)

Enter tag words like: 'family', 'school' or 'team'.  
This allows you to group friends for searching.

add



## Other Options

Also you can choose Playback Options from the bottom of the screen and you are given the choice of some playback features. Here you can choose how long to pause before the next page/slide is shown, whether to start playing automatically when the VoiceThread is opened, fullscreen viewing options, and more. Checkmark the options that you'd like to choose.

**Playback Options** ⚙️

Clicking Export from the bottom of the screen allows you to create an archival movie for a \$2.99 fee. This archived movie would be able to be accessed offline or even viewed on an iPod or iPhone.

**Export**

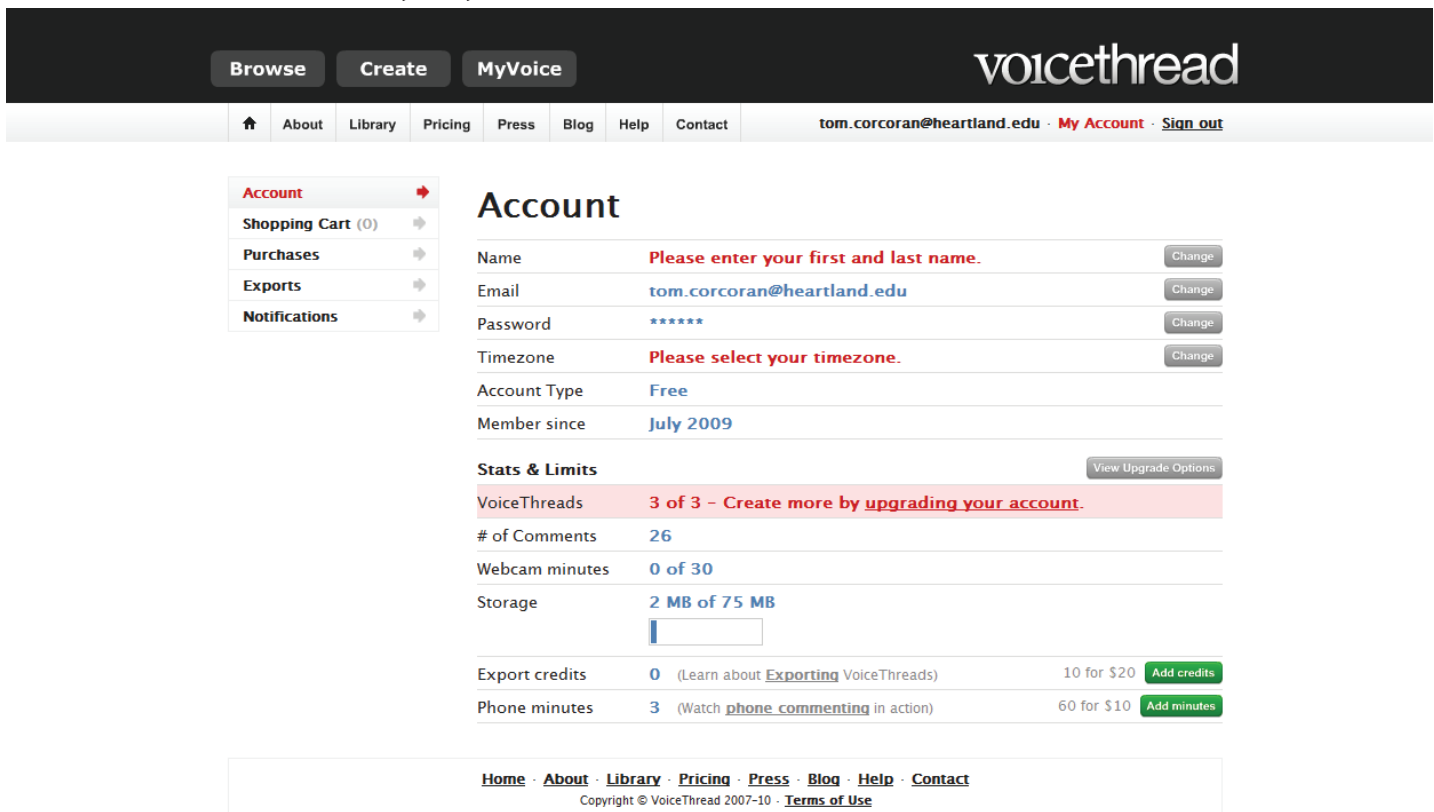
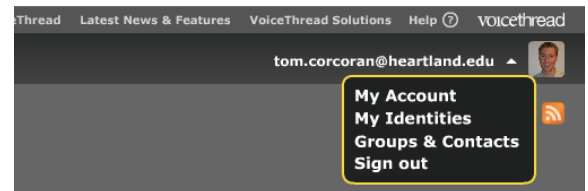
Clicking Embed will allow you to add the VoiceThread to a wide variety of services from Twitter to Blogger to Facebook. Clicking the service you wish to add your VoiceThread to (like Facebook) will launch the Facebook web page in the web browser and take you to a section where you can log into your Facebook account and add the VoiceThread into your Facebook page. Or you can copy and paste the embedding code into your own web page or use the link to the URL and share your VoiceThread by sending out the link via email.

**Embed**



## Account Options

Dropping down the white arrow in the upper right shows account options. In My Account you can see all of your account information, storage space, etc. Upgrading your account to the subscription fee will allow you more space, more VoiceThreads, etc for a yearly fee.



My Identities allows you to add a photo of yourself to your account. Click on My Identities and Edit to add your name and a picture/avatar you'd like to display.

And finally, Groups & Contacts can be edited from this upper right menu as well.

