

# VoiceThread

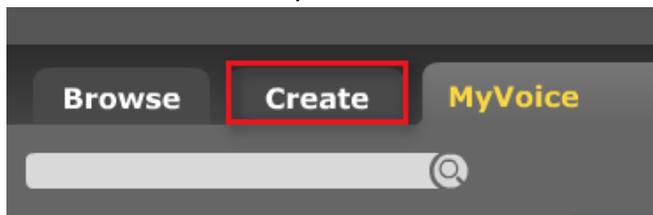
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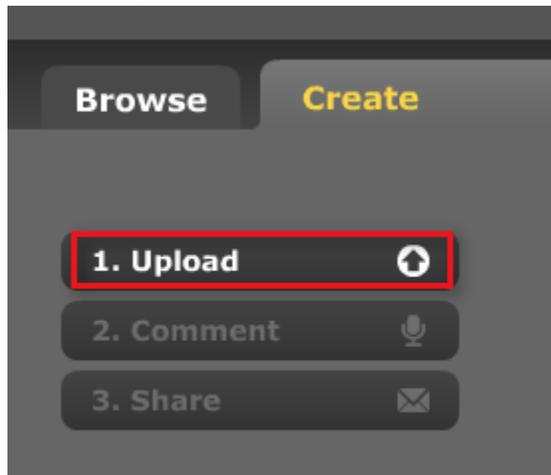
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## Create a new VoiceThread

1. Go to [VoiceThread.com](https://www.voicethread.com) and sign in.
2. Click "Create" at the top.



3. Click "1. Upload" at the left.



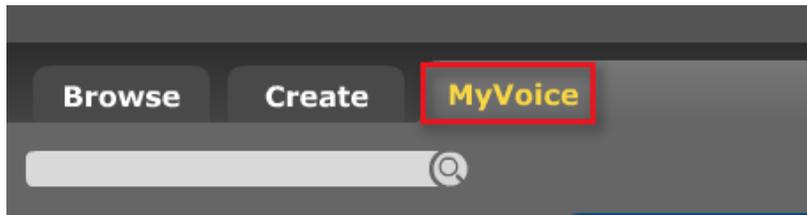
4. Click "My Computer."



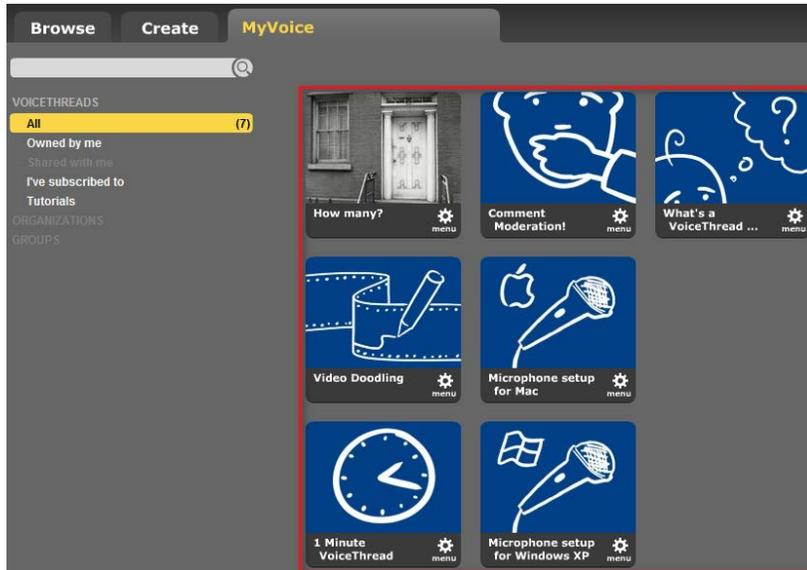
5. Click the file that you want to upload (e.g., PowerPoint, PDF), and click "Open."

## View a VoiceThread

1. Click “MyVoice” at the top of the screen.



2. Click the VoiceThread that you want to view.



3. Click the "X" at the top right of the screen when you are finished viewing.



## Edit a VoiceThread

1. Click “MyVoice” at the top of the screen.



2. Click the gear menu icon at the bottom right of the VoiceThread that you want to edit.



3. Click “Edit.”



## Leave comments on a VoiceThread

### Audio from a Microphone

1. View a VoiceThread.
2. Click “Comment.”



3. Click “Record.”



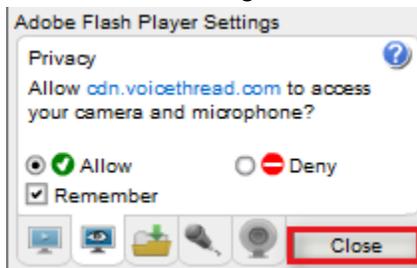
- An Adobe Flash Player Settings menu requesting access to your microphone may open. Click “Allow.”



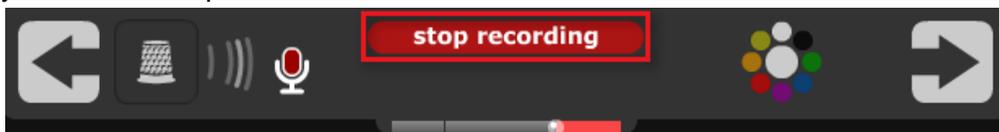
Check “Remember.”



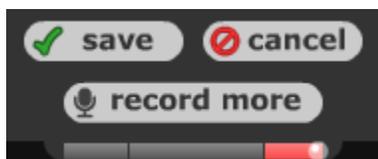
Click “Close” to begin commenting.



- Speak into your microphone. When you've finished your comment, click “stop recording.” VoiceThread will then play the comment back, and you can to decide if you want to keep it or record another.



- Click “save” to keep your comment or “cancel” to delete it. Click “record more” if you would like to add on to the end of what you have already recorded. When you click “save,” the comment will appear under your identity image next to the VoiceThread slide.

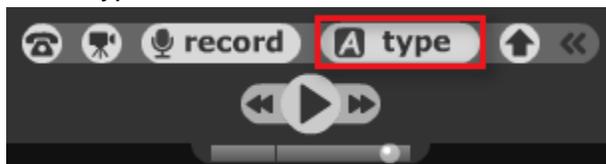


## Text from a keyboard

1. View a VoiceThread.
2. Click “Comment.”



3. Click “Type.”



4. A white comment bubble will appear above your identity image. Enter your text in the bubble.



5. Click “save” to keep your comment or “cancel” to delete it. When you click “save,” the comment will appear under your identity image next to the VoiceThread slide.

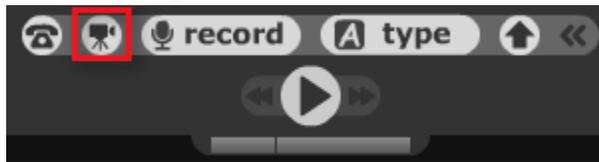


## Video from a webcam

1. View a VoiceThread.
2. Click “Comment.”



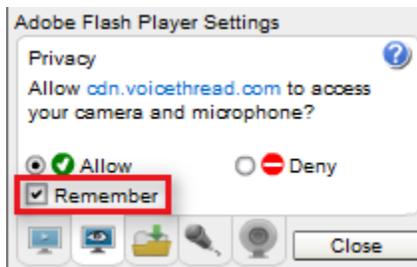
3. Click the image of a webcam.



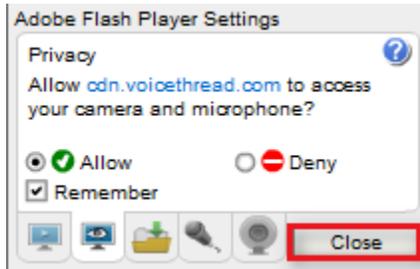
4. An Adobe Flash Player Settings menu may open requesting access to your camera. Click “Allow.”



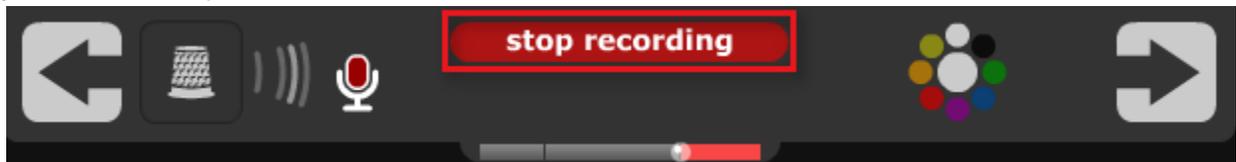
Check “Remember.”



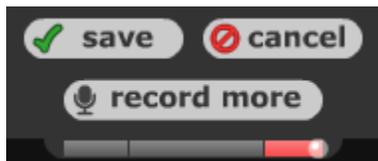
5. Click “Close” to begin commenting.



6. The video you are recording will appear in a white bubble on the side of the VoiceThread slide. When you're done recording your video comment, click “stop recording.” VoiceThread will then play the comment back, and you can decide if you want to keep it or record another.



7. Click “save” to keep your comment or “cancel” to delete it. Click “record more” if you would like to add on to the end of what you have already recorded. When you click “save,” the comment will appear next to the VoiceThread slide.

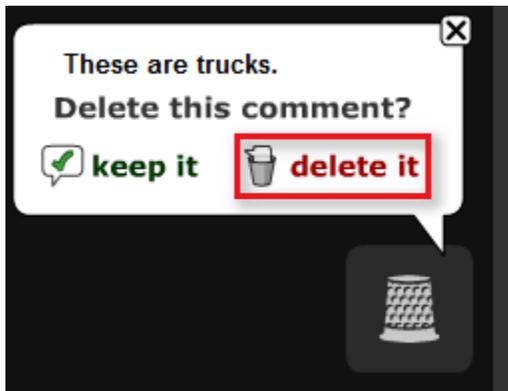


## Delete a comment

1. Click on your identity image (your picture or a small icon that represents you) next to the VoiceThread slide.
2. Click the trashcan icon.



3. Click "delete it."



## Copy a VoiceThread

1. Click "My Voice."



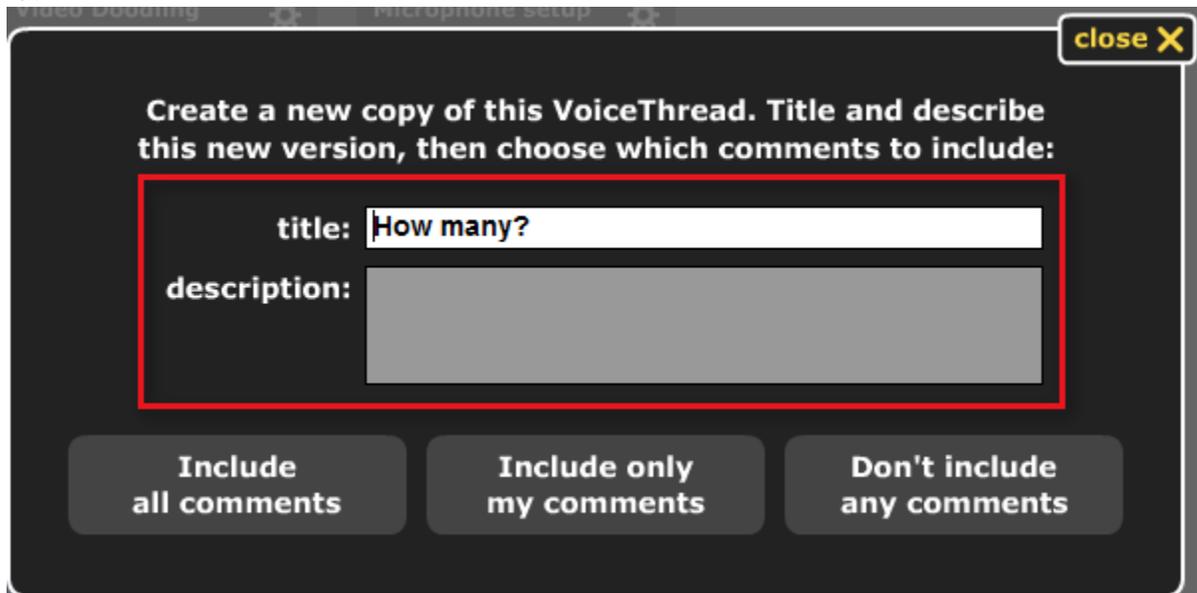
2. Click the gear symbol at the lower right of the VoiceThread you want to copy.



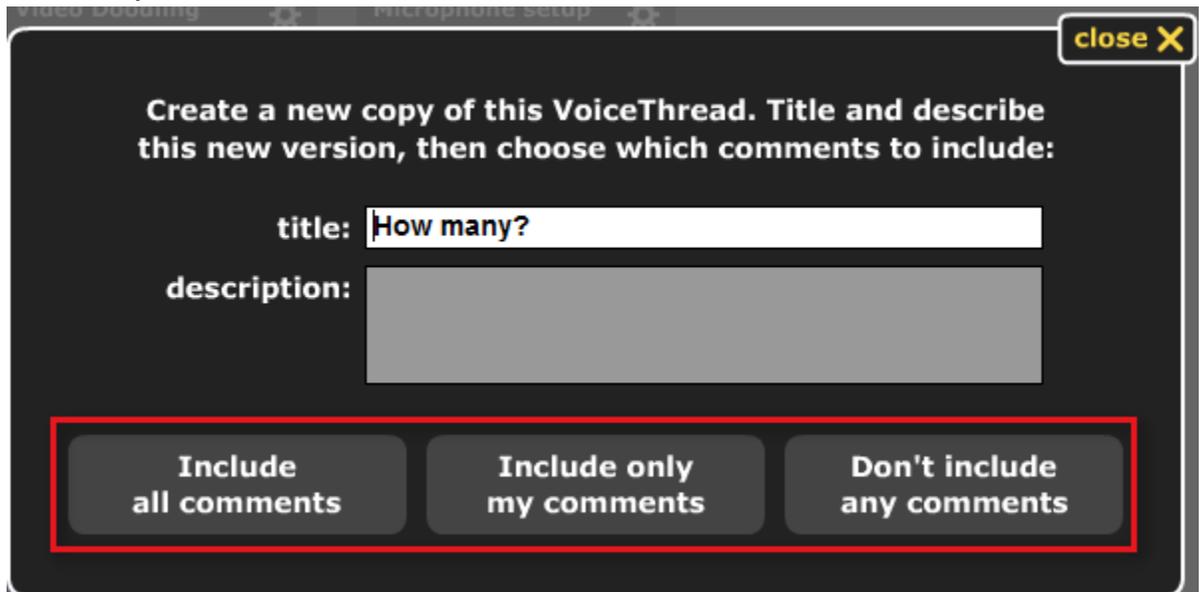
3. Click "Make a copy."



4. Type a new title and description.



5. Click one of the options: "Include all comments," "Include only my comments," or "Don't include any comments."



The screenshot shows a dark-themed dialog box with a "close X" button in the top right corner. The main text reads: "Create a new copy of this VoiceThread. Title and describe this new version, then choose which comments to include:". Below this, there are two input fields: "title:" with the text "How many?" and "description:" with an empty grey box. At the bottom, three buttons are visible, each enclosed in a red rectangular box: "Include all comments", "Include only my comments", and "Don't include any comments".

6. The VoiceThread will be copied and ready to use.