

Voicethread Walkthrough

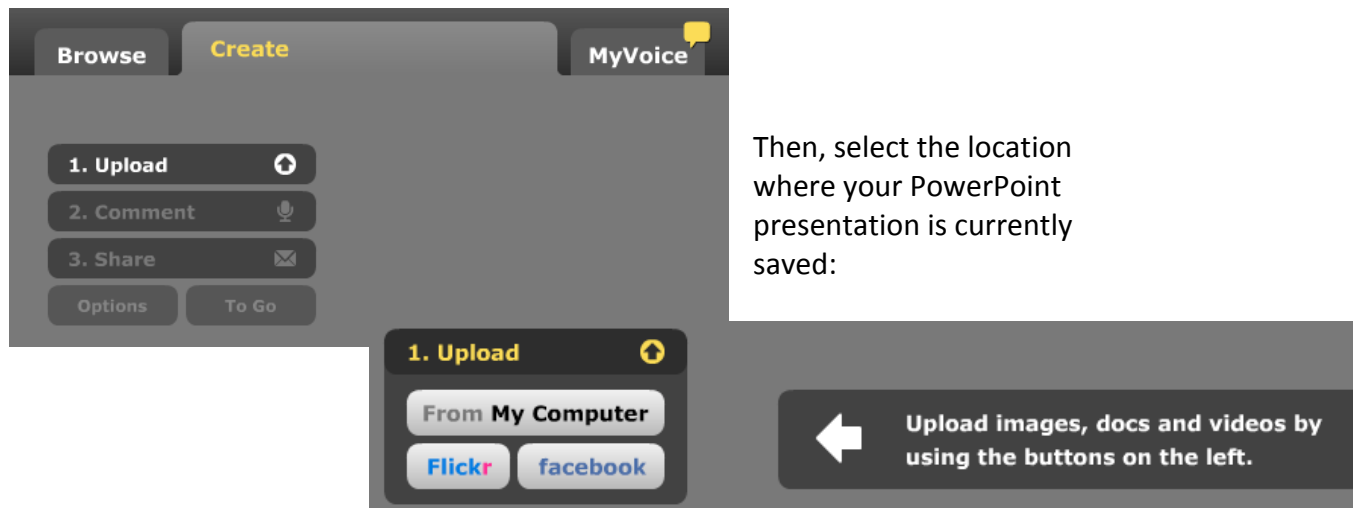
Where Should I Begin?

Your email/username is:

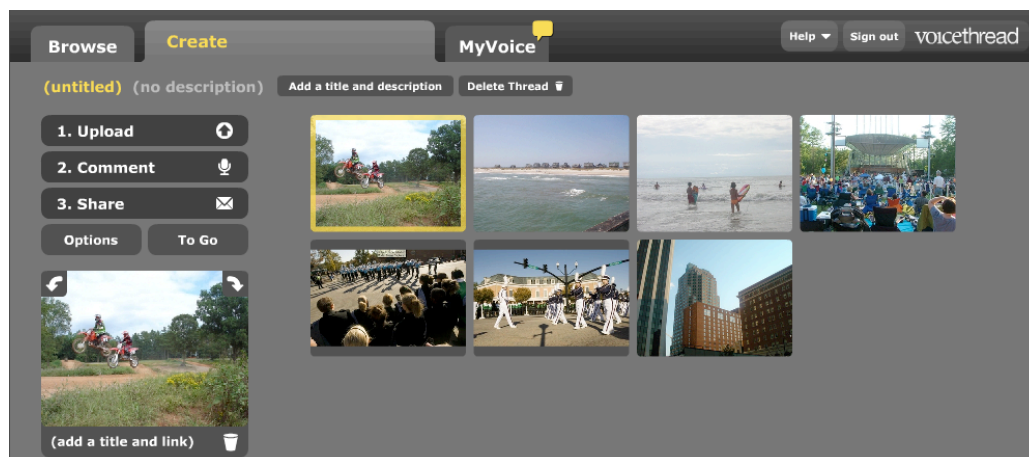
Password

Uploading and Organizing Images

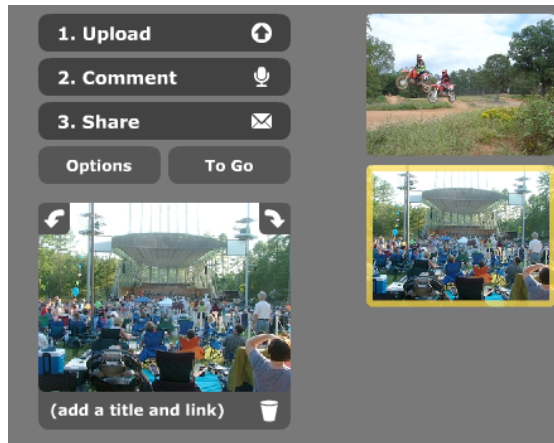
Once you have finished revising the PowerPoint and creating a script, select **Upload** from beneath the **Create** tab in your Voicethread account:



After uploading your PowerPoint, Voicethread will automatically add it to a working window for your current presentation. From this window, you can arrange your slides in a logical order and add titles or weblinks to individual images:



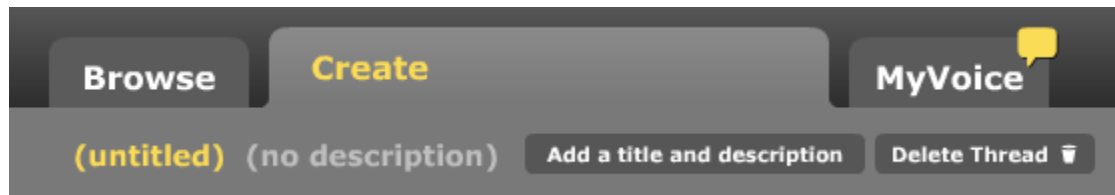
To manipulate an individual image in your presentation, click on it in your working window. A yellow frame will appear around the selected image, and a thumbnail will appear in the bottom left hand corner of the working window:



Images bordered by a yellow frame can be repositioned in your presentation by left-clicking and dragging to a new location.

By selecting **Add a Title and Link** beneath the thumbnail of your chosen image, you can add both a title and an external weblink to each picture that will be visible in your final presentation.

To finalize your initial presentation, select **Add a Title and Description** from the top of the working window to name your Voicethread and to add a narrative that will make your work stand out in the Voicethread catalog.



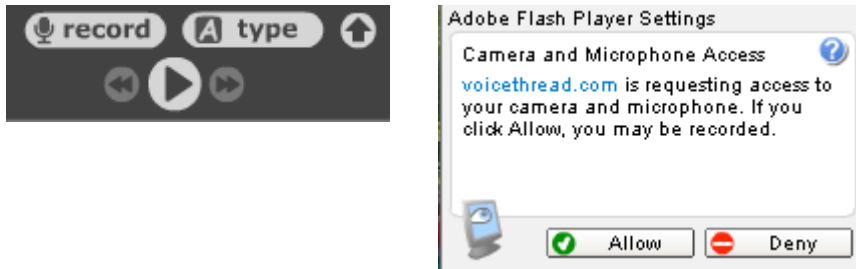
Recording Audio Comments

After uploading and organizing the images for your Voicethread presentation, you're ready to begin adding audio and text comments. To add audio comments to your presentation, begin by selecting the **Comment** button from the main working window toolbar:

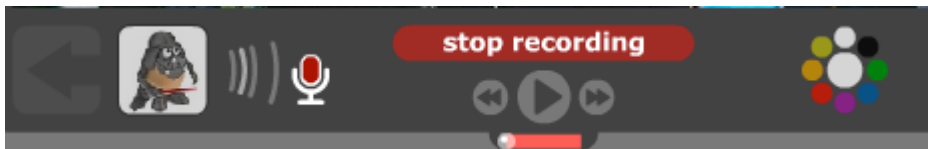


Your first image will appear above a commenting toolbar:

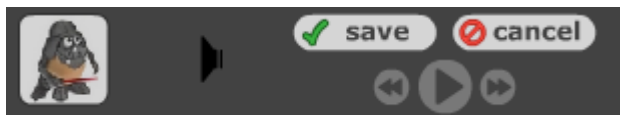
To add an audio comment, select the **Record** button found in the commenting toolbar at the bottom of your image. The first time that you insert an audio comment, you will be asked to give Voicethread access to your microphone:



When you are finished recording your audio comment, select **Stop Recording**:



Your recorded comment will then be played back for your approval. If you are satisfied with its quality, select **Save**. If you'd like to re-record, select **Cancel**:



Each new comment is identified by an icon in the sidebar of the image. When a comment is being played, a speech bubble appears above the icon of the identity that added the comment:



Recording Text Comments

To add a text comment, select **Type** from the commenting toolbar at the bottom of each image:



After selecting Type, a speech bubble will appear above the icon representing the identity of the commenter. Begin typing a written comment into the speech bubble and then select **Save** from the commenting toolbar. Your comment will automatically be added to the image—and your icon will appear in the sidebar:



Navigating through a Presentation

There are two ways to navigate through a Voicethread presentation. First, you can use the block arrows found in the corners of the commenting toolbar to move through the Voicethread in sequential order:



You can also click on the thumbnail images found in the bottom right hand corner of the commenting toolbar to move through the Voicethread in a non-sequential order:

