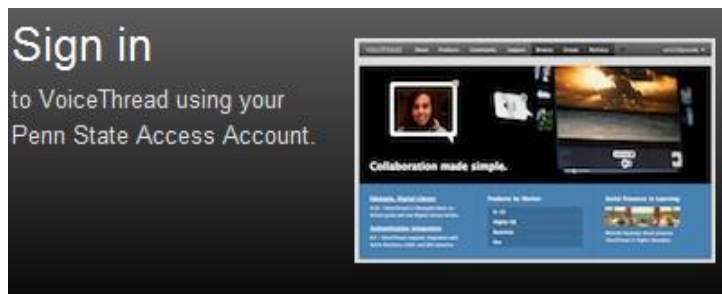


About VoiceThread

VoiceThread is a web application that allows users to assemble various types of digital media (images, videos, documents, etc.) into a presentation that can be commented on using a multitude of methods. Comments can be text, annotations (“doodles”), recorded audio (microphone or telephone), audio files, or video (from a webcam). The result is a comprehensive sum of multiple peoples’ ideas and opinions on an original artifact.



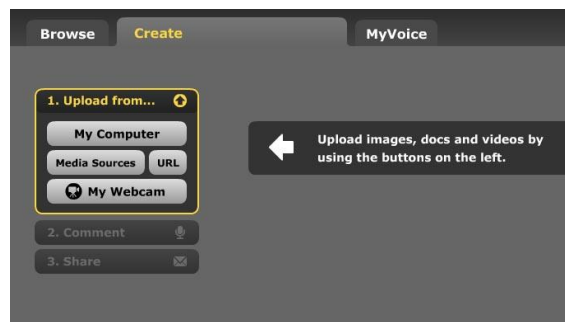
Getting Started

To begin using VoiceThread, go to <http://voicethread.psu.edu> and sign in with your Penn State Access Account. After you sign in, you will be ready to begin using VoiceThread!

Tutorials with information on creating a VoiceThread are located on the **MyVoice** tab.

Creating a VoiceThread

To create a new VoiceThread, click on the **Create** tab on the top navigation bar. To start assembling the media you will have in your VoiceThread, click the **Upload** button.



To choose files from your computer, click **My Computer** and navigate to the correct folder on your computer. Select the files that you would like to upload.

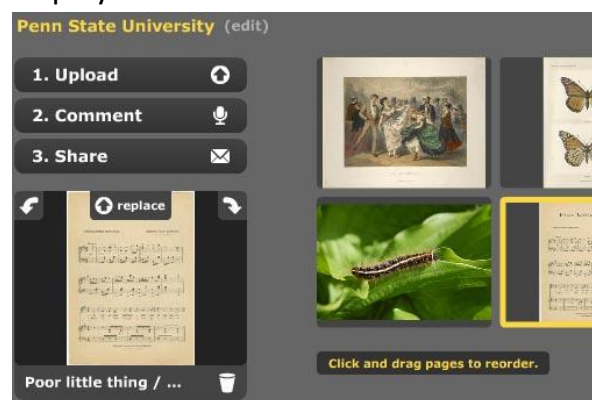
Select the **Media Sources** button to upload media from websites such as Facebook, Flickr, the New York Public Library, and other web sites:

- To import from Facebook or Flickr, select it from the list and follow the on-screen instructions. You will be asked to log in and allow VoiceThread to access your account. Once you have done so, you will be able to view, select, and import your Facebook or Flickr pictures into VoiceThread.
- **The New York Public Library** option offers access to over 700,000 free digital images for use in VoiceThread. Select this button to choose images from categories such as historical images, photographs, maps, prints, and more.
- Select the **URL** button to upload media from another web site. Enter the URL of the media to access it.

- Select the **My Webcam** button to record a video directly into VoiceThread.

Assembling Your VoiceThread

After you upload a media item, it will be displayed on the right side of the **Create** tab. You can click and drag your media pages around to rearrange them. Click on a page to select it. It will be outlined in yellow and display in a box in the lower left corner.

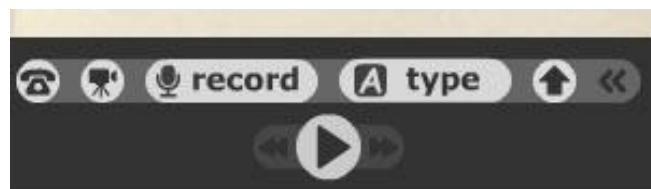


You can rotate your page by pressing the arrows in the top corners of the box.

You can edit the title of the page by clicking on it where it appears at the bottom of the box. Delete the page by pressing the trashcan in the lower right corner of the box.

Commenting

If you want to add comments to your VoiceThread, press the **Comment** button in the navigation bar. You may be asked to add a picture of yourself that will be displayed with your comments. You can either select to do this now or wait until later. Your presentation will begin playing on the right side of the screen. Navigate to the slide where you want to add a comment by clicking the left or right arrows at the bottom of the screen. To add a comment, press the **Comment** button in the center of the presentation window.



The various options for commenting will be displayed. The telephone button option allows you to add a comment by phone. Enter your phone number, and you will receive a call back. Follow the instructions to record your comment.

The video camera button will allow you to use your webcam to record a video comment.


Select the **type** button to type a comment and/or draw on the media using the pencil tool. You can choose a color from the color wheel to the right. Remember to press **Save** when you are finished making your comment.

Sharing

The last slide of your VoiceThread gives you the option to **Share** it. You can copy the link to your VoiceThread to share with people, send an invitation through VoiceThread, send the link in an e-mail, or embed the link in a post to a site such as Facebook.

Note: In order for others to view your VoiceThread, you will need to make your VoiceThread public. Click the **Publishing Options** button at the bottom of the page to set the viewing and commenting options.

Editing

VoiceThreads you create will be saved to your **MyVoice** tab. Click on a VoiceThread to access it. Next click the Menu wheel  in the upper right corner, and then **Edit** to make changes to your VoiceThread.