

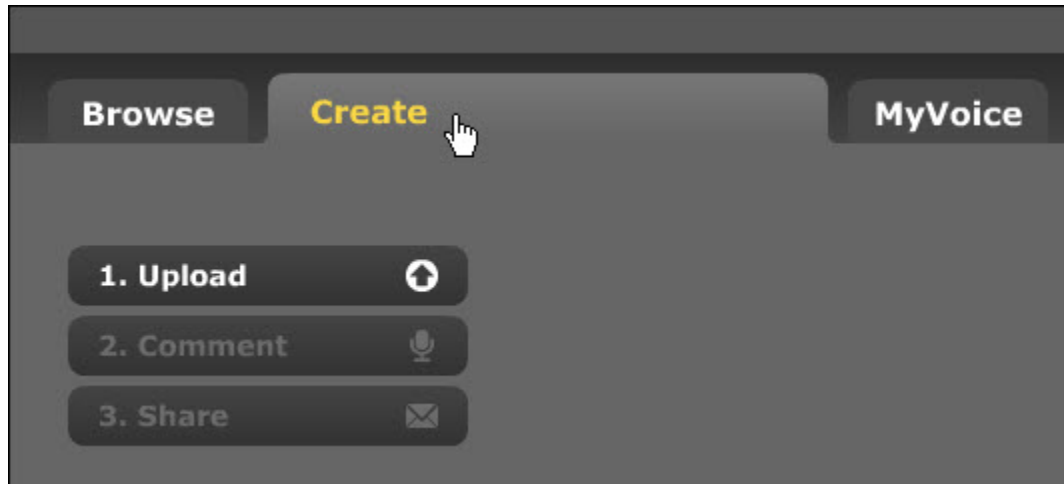
VoiceThread Frequently Asked Questions

A VoiceThread is a collaborative, multimedia slide show that holds images, documents, and videos and allows people to leave comments using voice (with a microphone or telephone), text, or video (via a webcam).

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1. How do I insert images I have saved on my computer?

1. After you've signed into your VoiceThread account, click the **Create** tab in the top left corner of the window, then click **Upload**.



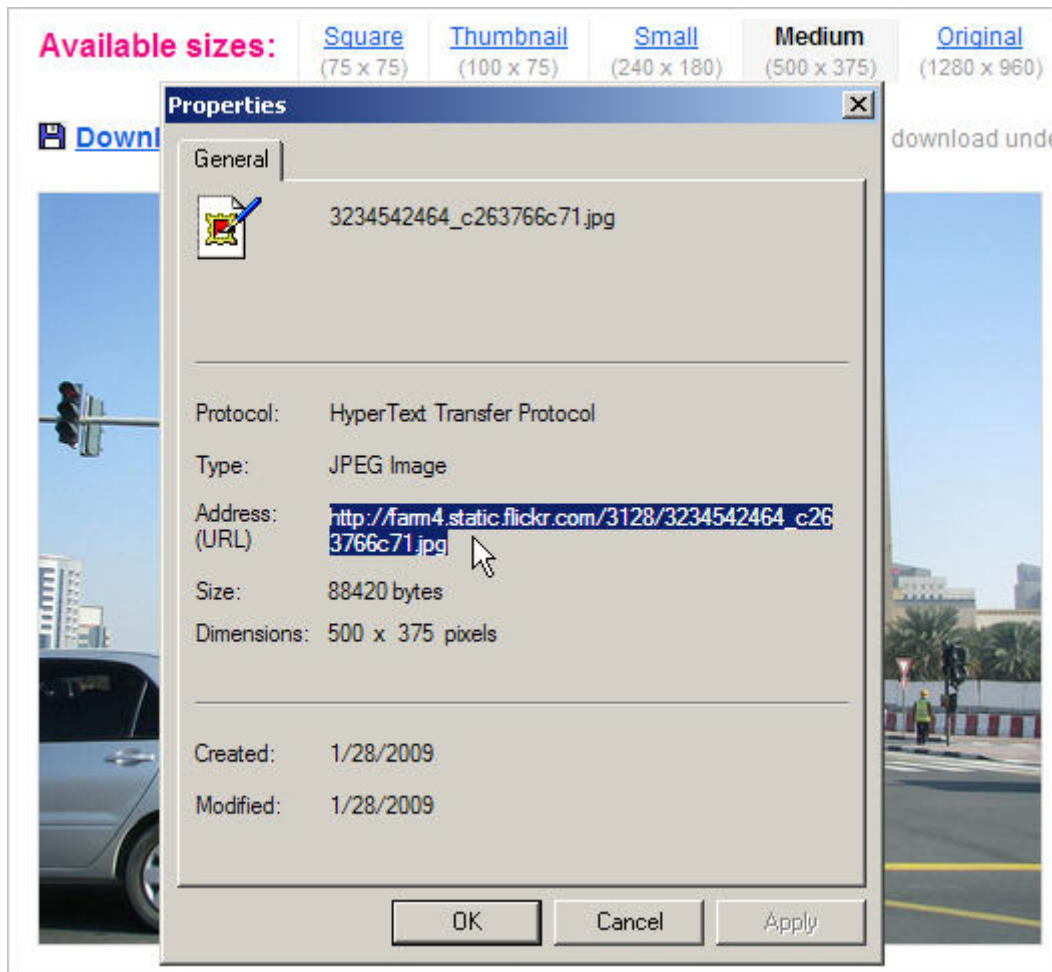
2. The **Upload** button will expand, revealing more buttons. Click the **My Computer** button.
3. Browse to the picture you wish to insert, select it, and click **Open**.

2. How do I insert images I find on the Web?

1. Browse to the website that has the image you want to insert.
2. For Internet Explorer users, right-click on the image, and select **Properties**.



3. Select the Address (URL) text and copy it (Ctrl+C on a PC or ⌘+C on a Mac). Click **OK**.



For Firefox users, right-click the image and select **Copy Image Location**.

4. In the VoiceThread website, under the **Create** tab, click **Upload**.
5. Click the **URL** button.
6. Paste (Ctrl+V or ⌘+V) the address text into the URL field.

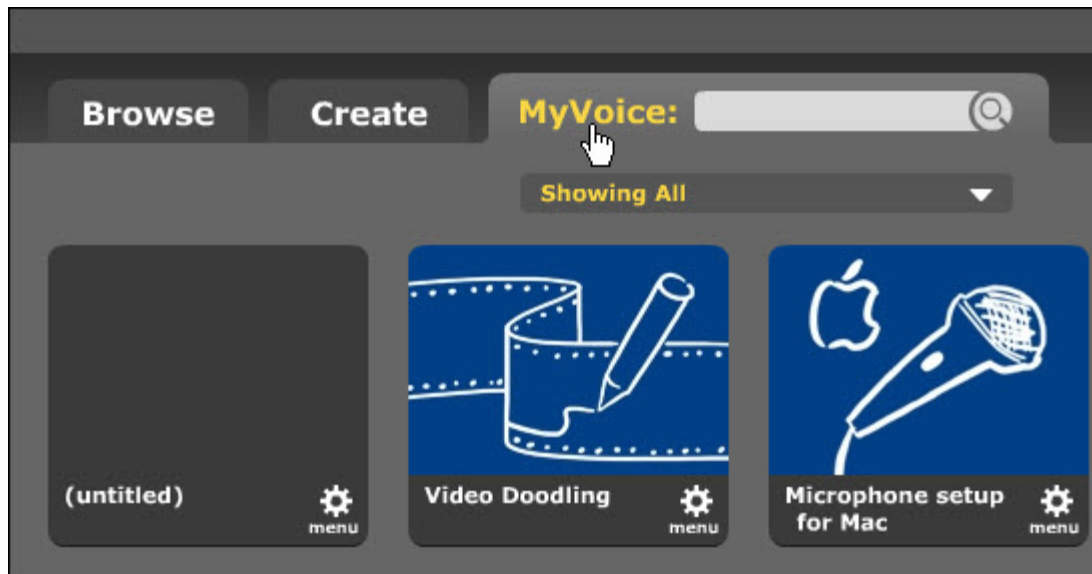
Note: The image address must end with .gif, .jpg, .png, or .bmp. If the address you copied ends in some other extension, make sure your mouse is over the image and try clicking and copying its address again. If you are unable to obtain the address of the image, you can try saving the image to your hard drive and uploading it from there. If you are unable to copy the address of the image or save it to your hard drive, you will need to find a different image to use in your VoiceThread.

3. How do I insert PowerPoint files?

1. Click the **Upload** button under the **Create** tab.
2. Browse to the PowerPoint file you want to insert, select it, and click **Open**.

4. How do I make a text comment?

1. To add a text comment to your VoiceThread, click the **MyVoice** tab.



2. Click the VoiceThread you want to add a comment to.
3. Navigate to the slide you want to comment on and click **type** in the menu at the bottom of the VoiceThread frame.
4. Type your comment and then click **save**.

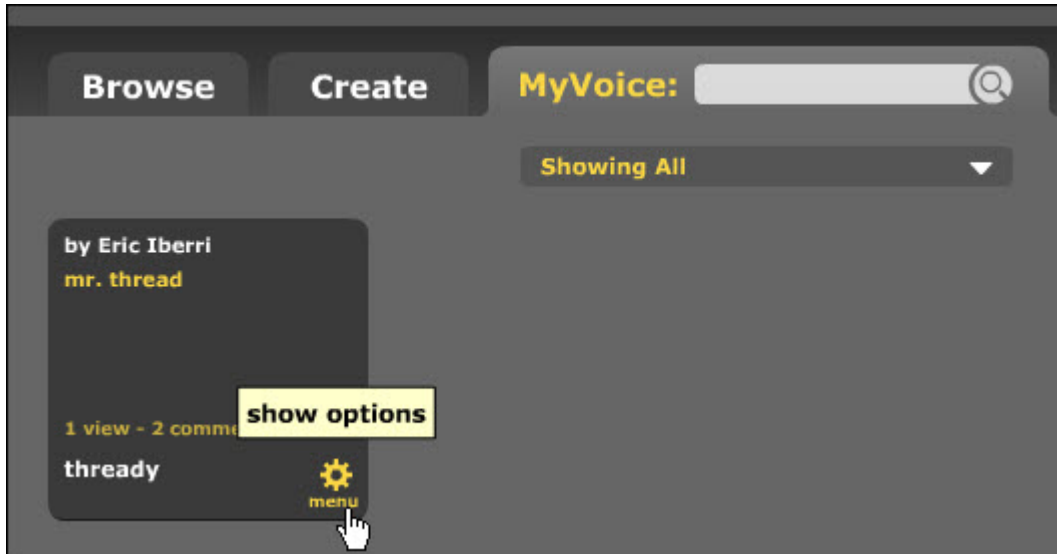
5. How do I make an audio comment?

Note: You must have a working microphone for your computer to be able to record an audio comment. For help on setting up your microphone, or for information on purchasing a microphone, visit <http://voicethread.com/help/faq/#needamic>.

1. To add an audio comment to your VoiceThread, click the **MyVoice** tab near the top of the browser window.
2. Click the VoiceThread you want to add a comment to.
3. Navigate to the slide you want to comment on and click **record** in the menu at the bottom of the VoiceThread frame.
4. If you haven't used VoiceThread recently to record audio comments, you might see a box asking if the program can access your microphone. Click **Allow** and then click **Close**.
5. Speak your comment into your microphone. When you are finished, click **stop recording**.
6. Click **save** when you are satisfied with your recording.

6. How do I delete a slide?

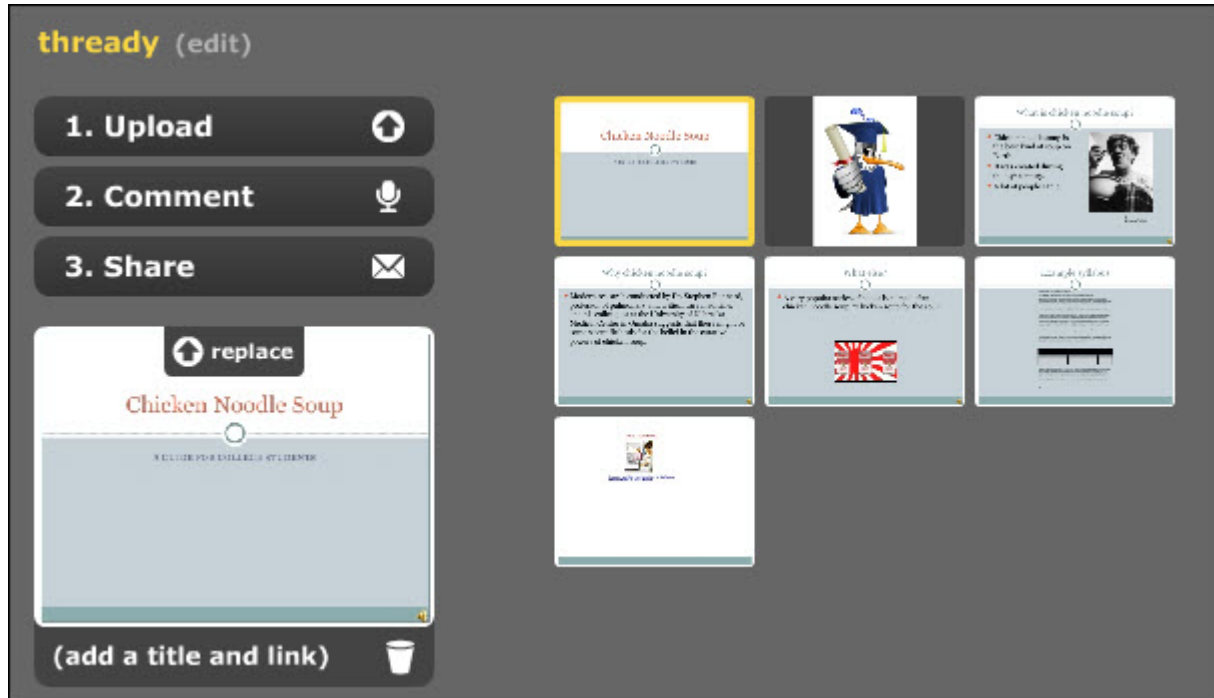
1. Click the **MyVoice** tab.
2. To edit the thread from which you want to remove a slide, click the **menu** button (the gear icon) in the bottom right corner of the thumbnail view of the VoiceThread.



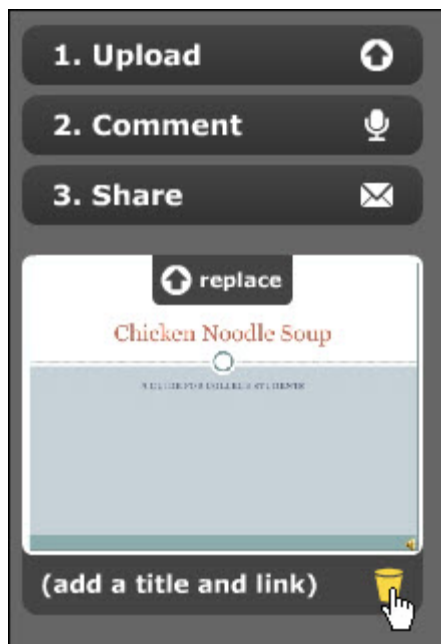
3. Click the **Edit** button.



4. You will see the various slides that comprise your VoiceThread. Click the slide you want to delete.

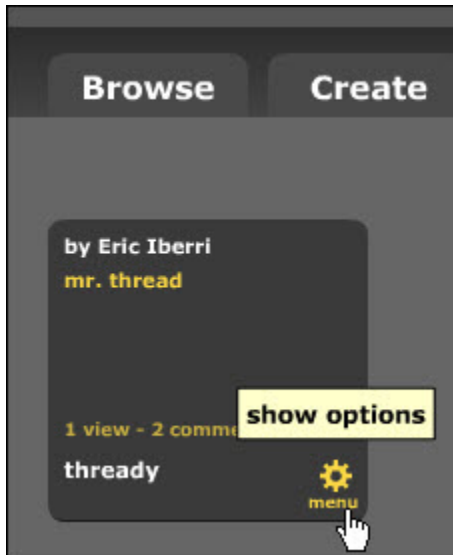


5. Click the trashcan icon below the slide on the left side of the window. Confirm the deletion of the slide by clicking **yes**.

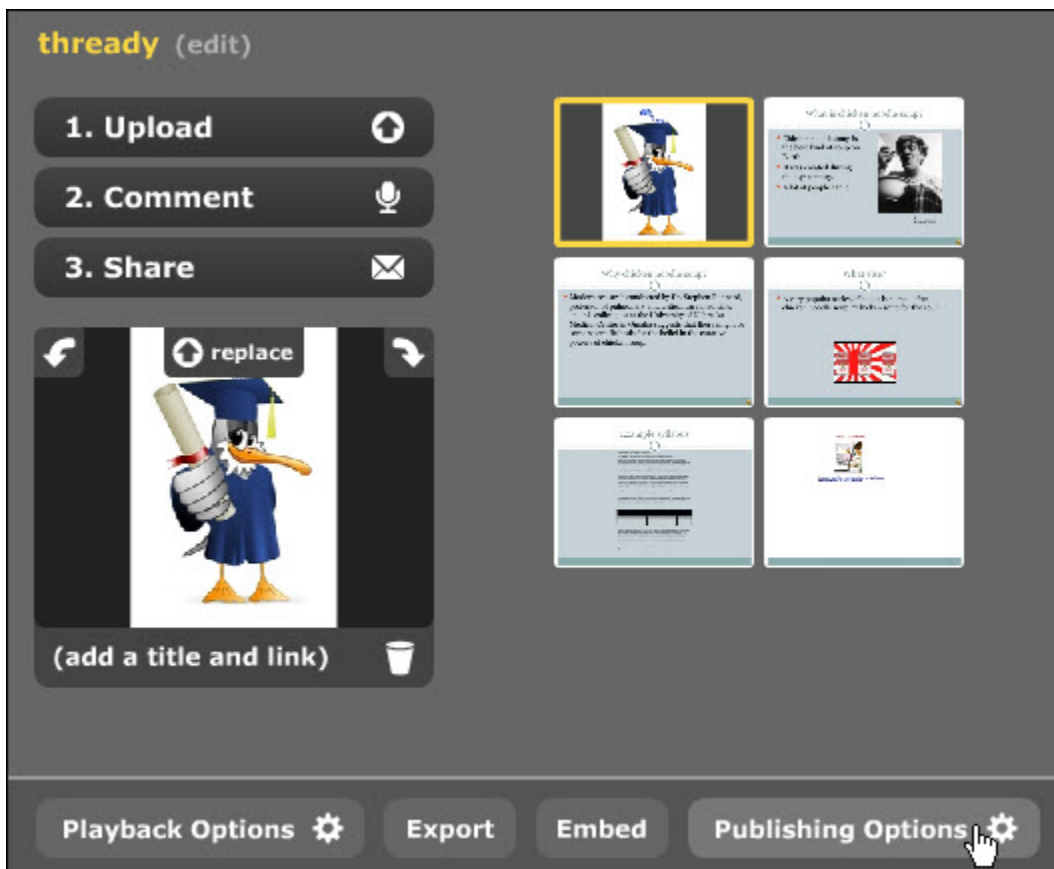


7. How do I change the privacy settings for my VoiceThread?

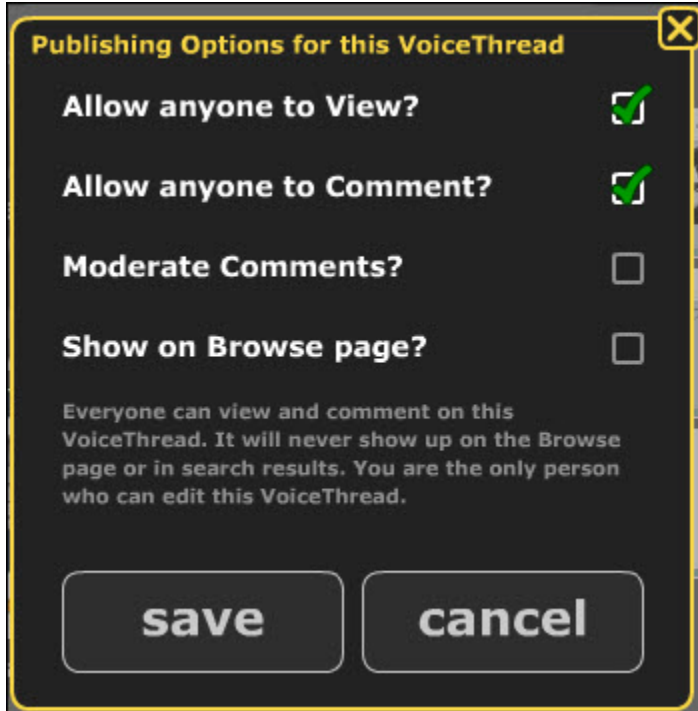
1. Click the **MyVoice** tab.
2. Click the **menu** button (the gear icon) and then click **Edit**.



3. Click **Publishing Options** at the bottom of the window.



4. To allow your students or other people to view your VoiceThread, the first checkbox must be checked.



Publishing Options for this VoiceThread

Allow anyone to View?

Allow anyone to Comment?

Moderate Comments?

Show on Browse page?

Everyone can view and comment on this VoiceThread. It will never show up on the Browse page or in search results. You are the only person who can edit this VoiceThread.

save **cancel**

If you want your students and others to be able to comment on the VoiceThread, check the **Allow anyone to comment** checkbox.

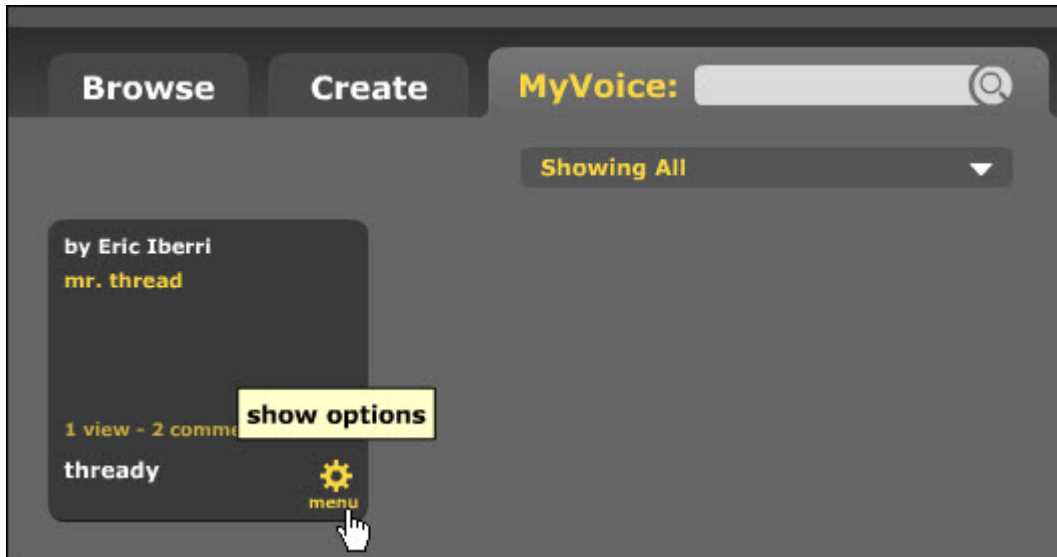
Moderate Comments allows you to see and approve or reject comments before they are posted to your VoiceThread's comment section. This comment section is visible to anyone you share the VoiceThread with.

Show on Browse page will allow your VoiceThread to be shown on a public, browsable page of VoiceThread.com

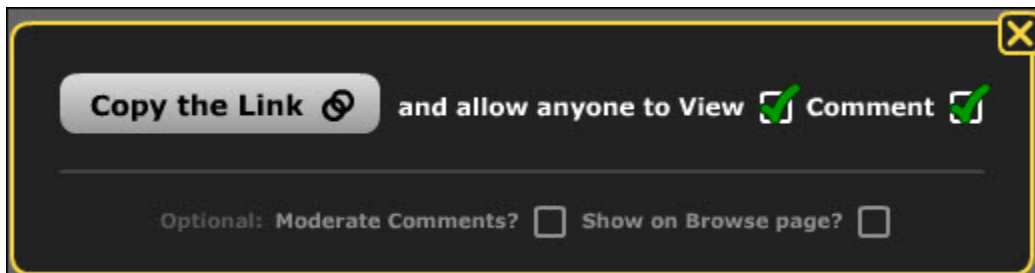
5. Click **save** after you are done changing the publishing options.

8. How do I send people a link to a VoiceThread?

1. Click the **MyVoice** tab.
2. Click the **menu** button (the gear icon) on the VoiceThread you want to link to.



3. Click **Share**.
4. Click **Get a Link**.
6. Confirm that the allow anyone to view checkbox is checked and check any other options you want to enable or disable. Then click **Copy the Link**.



If you want your students and others to be able to comment on the VoiceThread, check the **Allow anyone to comment** checkbox.

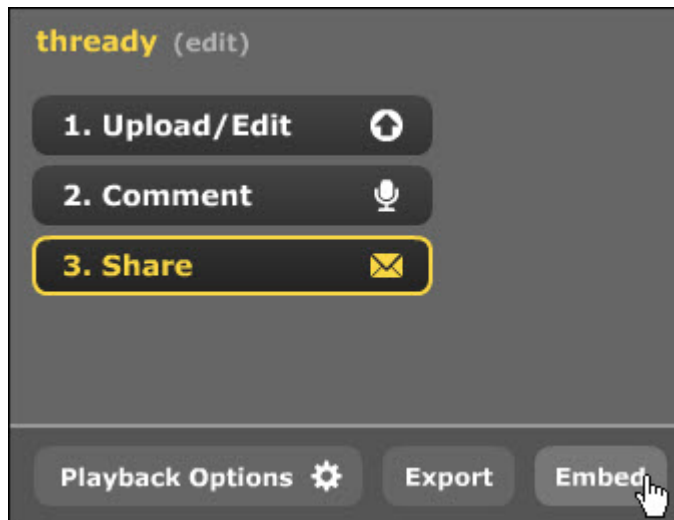
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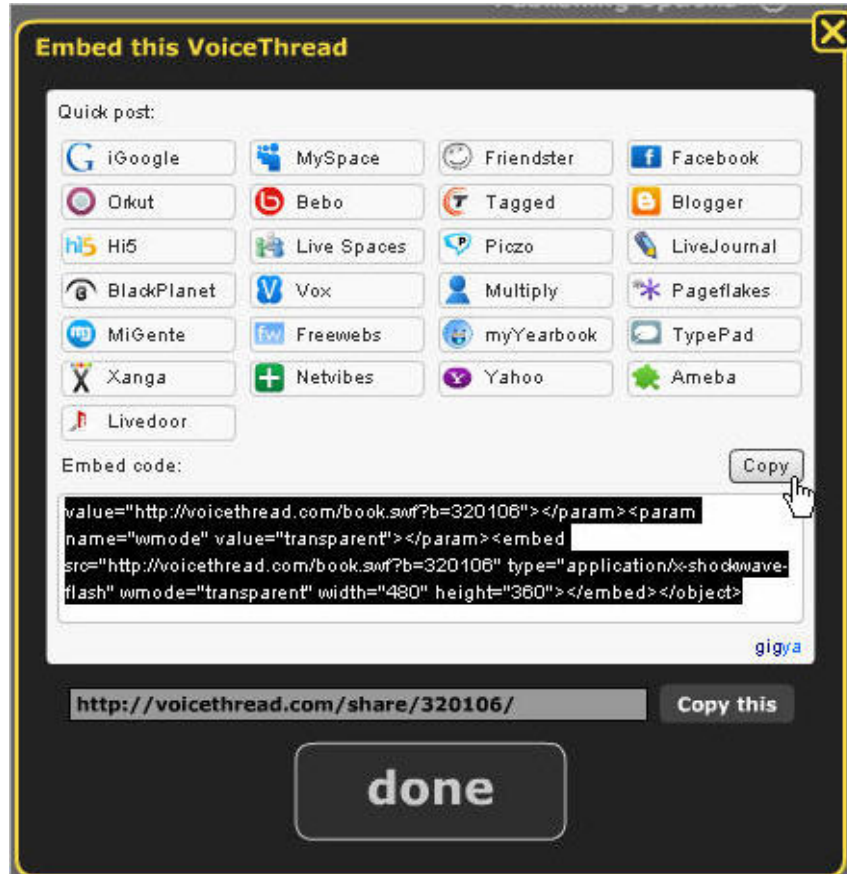
5. This copies the link to your VoiceThread to your clipboard, allowing you to paste (Ctrl+V on a PC or ⌘+V on a Mac keyboard) the link into an email or online discussion to share with others.

9. How do I embed a VoiceThread in a PBworks wiki?

1. Click the **MyVoice** tab near the top of the browser window.
2. Click the **menu** button (the gear icon) on the VoiceThread you want to link to.
3. Click **Share**.
4. At the bottom of the VoiceThread window, click **Embed**.



5. Click **Copy** and then click **done**.



Note: Be sure to copy the embed code and not the address at the bottom of the frame. Do not use the **Copy this** button near the bottom of the frame.

1. Navigate to the wiki page where you want to embed your VoiceThread, enter the **Edit** view by clicking **Edit**.
2. Click the **Source** button in the toolbar.
3. Paste (Ctrl+V on a PC or ⌘+V on a Mac) the embed code into the text field. Click **Save**.

10. How do I change the dimensions of my embedded VoiceThread?

First, embed your VoiceThread in your site. (Instructions on how to do this are provided in the “How do I embed a VoiceThread in a PBworks wiki?” section.) After you paste the embed code for your VoiceThread into the text field, you’ll need to change the width and height values in the code.

1. Locate the second set of **width** and **height** values in the embed code and change them accordingly. Be sure to change only the numbers, preserving the other characters.

```
<object width="480" height="360"><param name="movie"
value="http://voicethread.com/book.swf?b=320106"></param><param
name="wmode" value="transparent"></param><embed
src="http://voicethread.com/book.swf?b=320106" type="application/x-
shockwave-flash" wmode="transparent" width="480" height="360"></embed>
</object><img style="visibility:hidden;width:0px;height:0px;" border=0
width=0 height=0 src="http://counters.gigya.com/wildfire
/IMP/CXNID=2000002.ONXC
/bT*xJmx*PTEyMzMxNjMyMjIzNDMmcHQ9MTIzMzE2MzIyNjY1NiZwPTIwNjQyMSZkPWIZMj
```

Note: Dimensions lower than 480 width by 360 height are not recommended and dimensions larger than 640 width by 480 height are also not recommended.

2. Click **Submit** in Blackboard or **Save** on your wiki page to save your changes.

