



Creating a VoiceThread

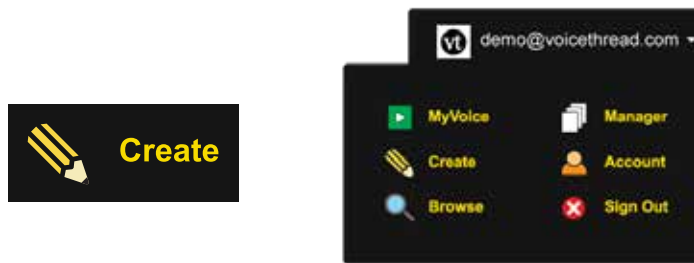
A VoiceThread is a tool for having dynamic conversations around media. Upload a collection of media, comment on it, and share it with others so they can participate in the conversation at anytime, anywhere. This guide explains how to create a VoiceThread.

CREATING A VOICETHREAD AT A GLANCE:

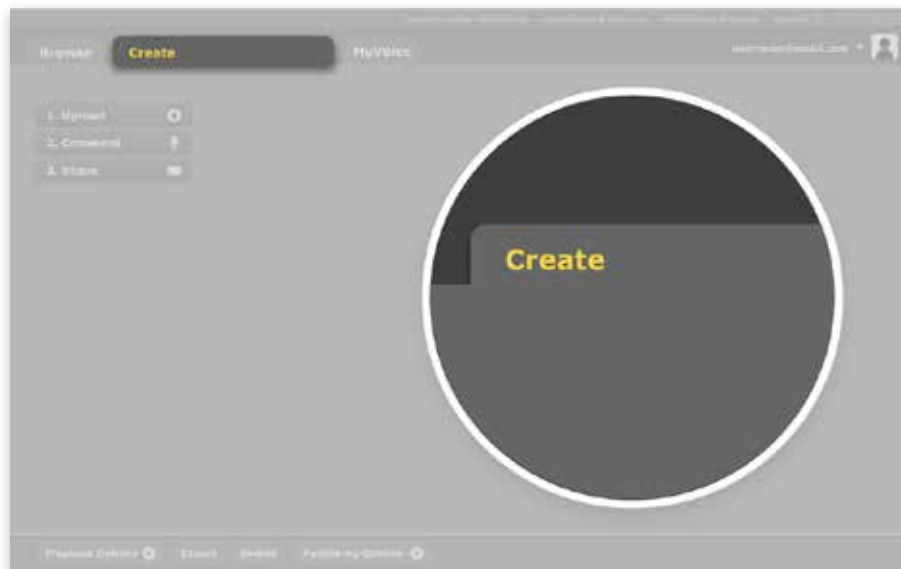
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Accessing the Create page

The Create page is where you will start when creating a new VoiceThread. After signing into your account, hover your mouse over your email address in the top-right corner of the page, and select *Create*.



If you are already on the MyVoice page, click on the *Create* tab at the top of the page. This will bring you to the Create page.



Upload

The first thing you'll do is add slides to your VoiceThread. A slide can hold many types of media, from documents and images to videos and audio files. To begin adding slides, click the *1. Upload* button. There are four sources you can use.

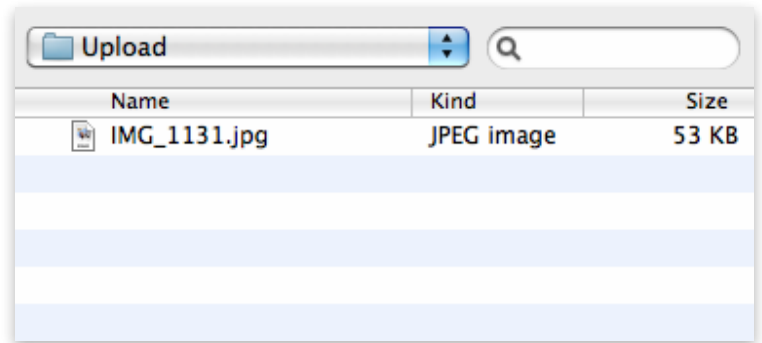


MY COMPUTER

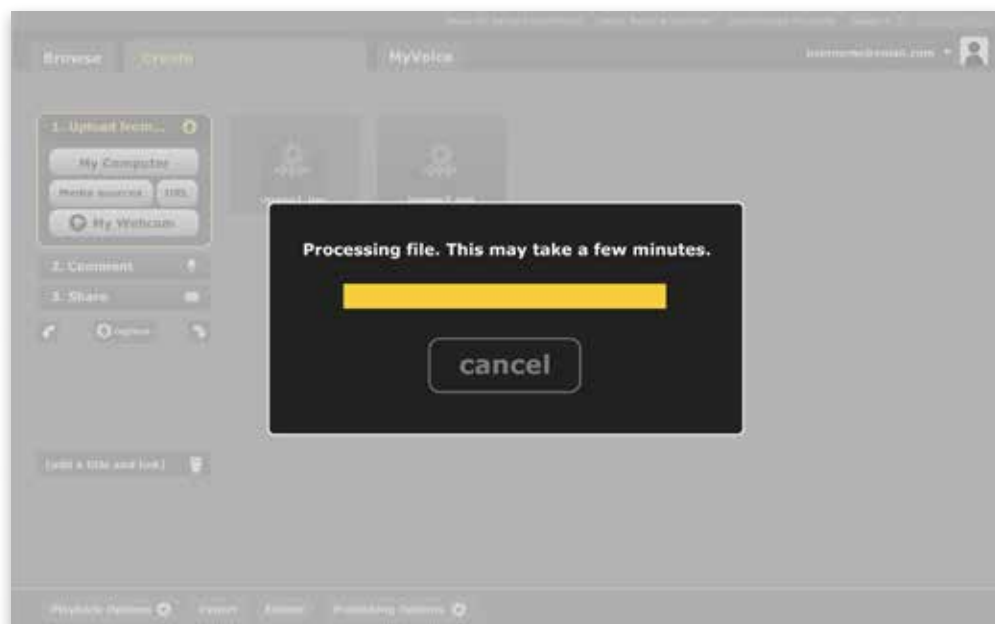
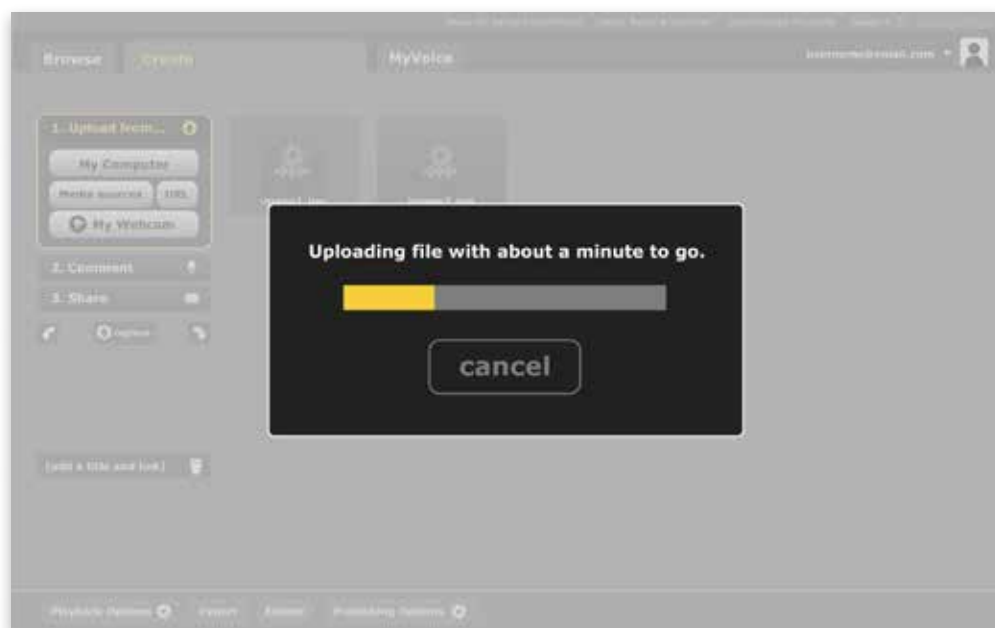
This option allows you to upload files from your computer into your VoiceThread. Many different types of media files can be uploaded into VoiceThread including images, presentations, audio files, documents, and videos.

[Click here](#) for more information about the types of files that can be uploaded into a VoiceThread.

Click the *My Computer* button to see a file manager window that allows you to locate your file(s).



Choose one or more files to upload into your VoiceThread. You can select more than one type of file at a time. After you select your file(s), you'll see an upload-progress bar followed by a processing message. Remain on this page until processing is complete.

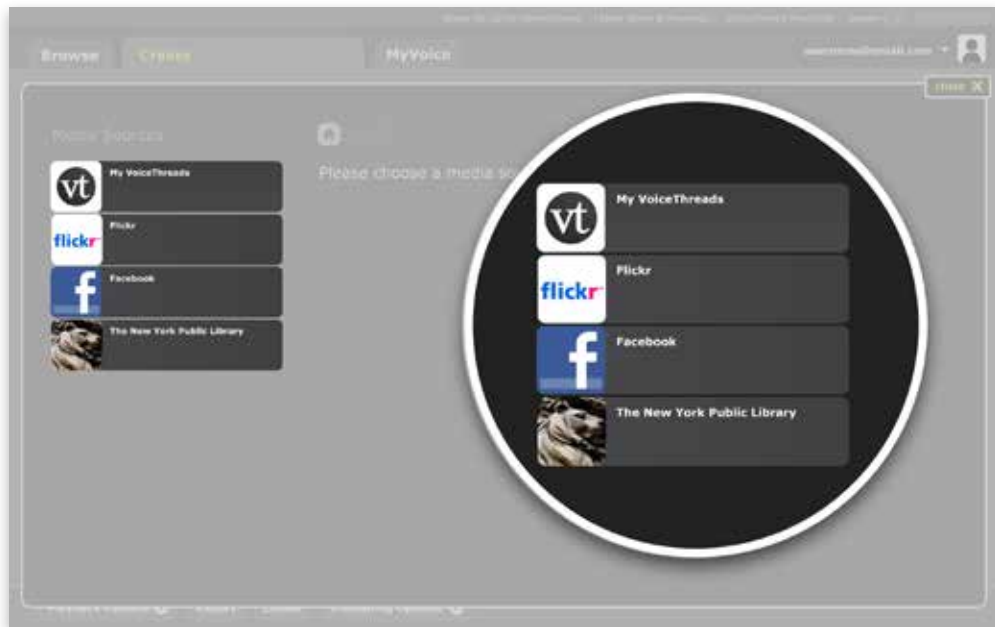


MEDIA SOURCES

The *Media Sources* option allows you to import media from four different media sources:

- [My VoiceThreads](#) - Import media from VoiceThreads you've already created. Comments on these slides will not be included when you import the media.
- [Flickr](#) - Sign into your own Flickr account or browse the Creative Commons for images.
- [Facebook](#) - Sign into your Facebook account and import images from your albums.
- [New York Public Library](#) - Browse over 700,000 images shared by the New York Public Library.

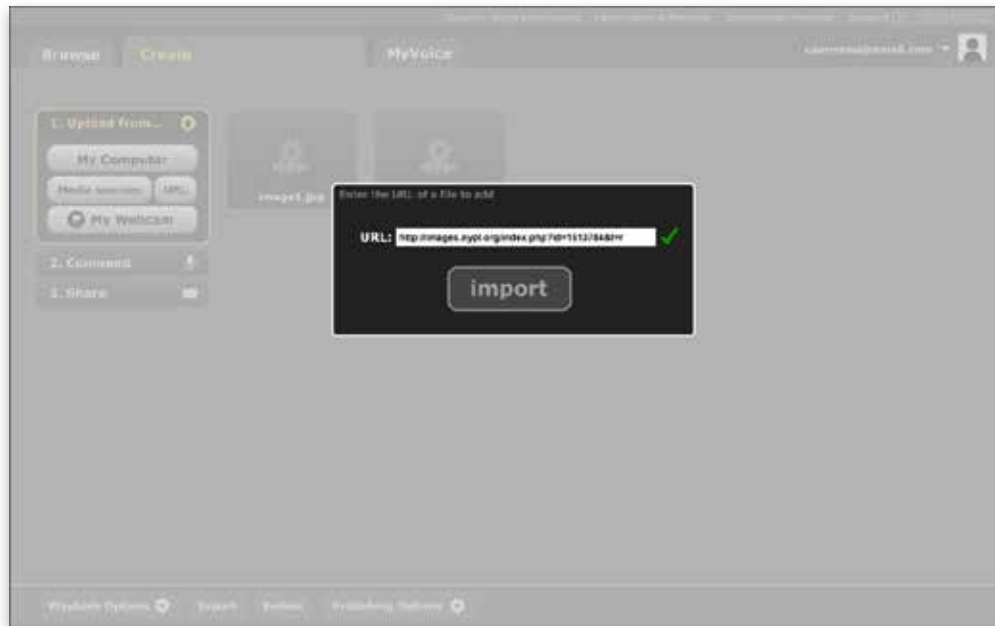
Once you've selected a media source, click on the media you wish to import, and click the *Import* button at the top of the window.



Slides imported from Flickr, Facebook, or the New York Public Library will automatically have the correct attribution given in the title of the slide. See [Adding a title and link to slides](#) for details.

URL

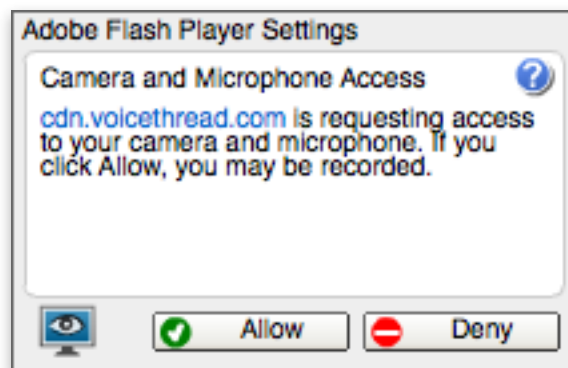
This option allows you to import media using a URL. This will only work if you have the direct link to the file. Links to media-sharing websites like YouTube will not work.



MY WEBCAM

This option allows you to take a still photograph or a video using your webcam. This photograph or video will be the central media for this slide. Click on the *My Webcam* button to select this option.

When using this option, you may need to click *Allow* on the Flash permissions box.



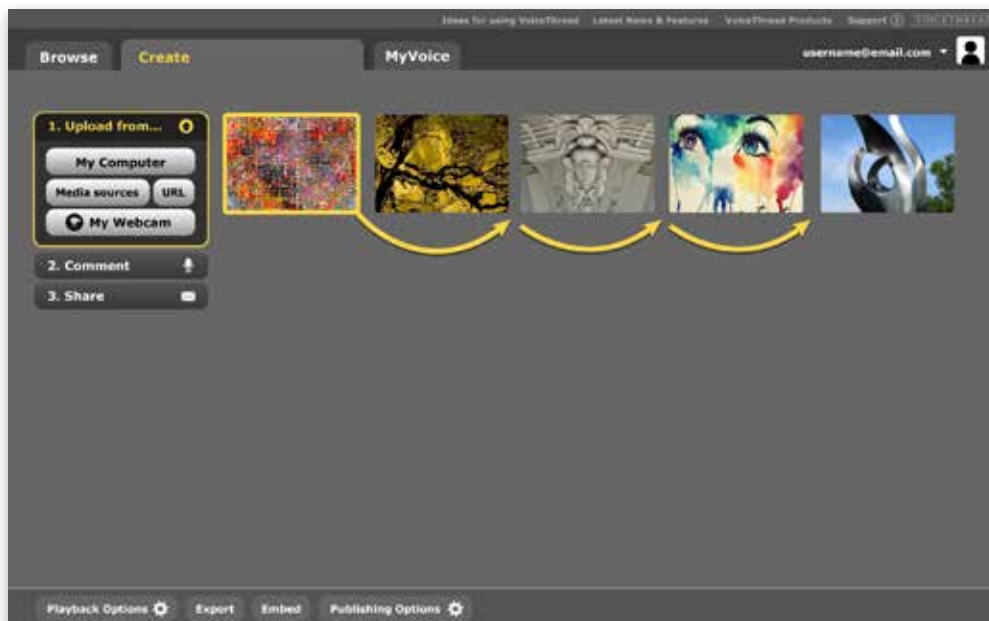
After you've allowed Flash to access your camera and microphone, choose *photo* or *video*. You will see a countdown, after which your photo will be taken or the video will begin filming.



After the recording is complete, the image or video will process and appear as a slide in your VoiceThread.

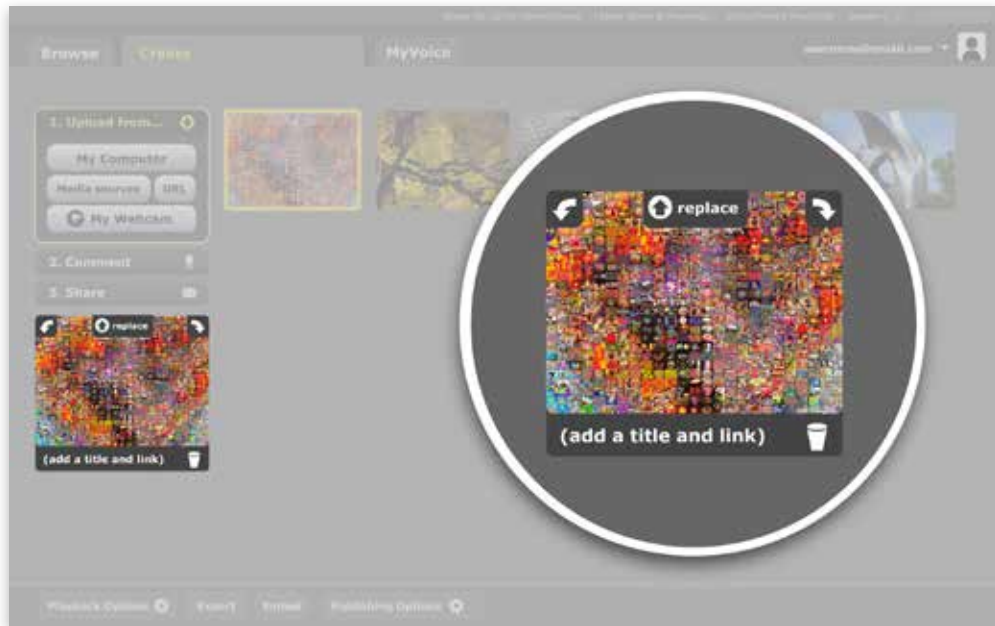
Reordering slides

After you have uploaded your media, each slide will appear on the Create page in the order in which it was uploaded. You can change the order of the slides in your VoiceThread by clicking and dragging a slide to a new position. The new order will be saved automatically.



Editing a slide

Slides are edited using the slide preview. Click on the slide you wish to edit, and a preview will appear on the left side of the page.

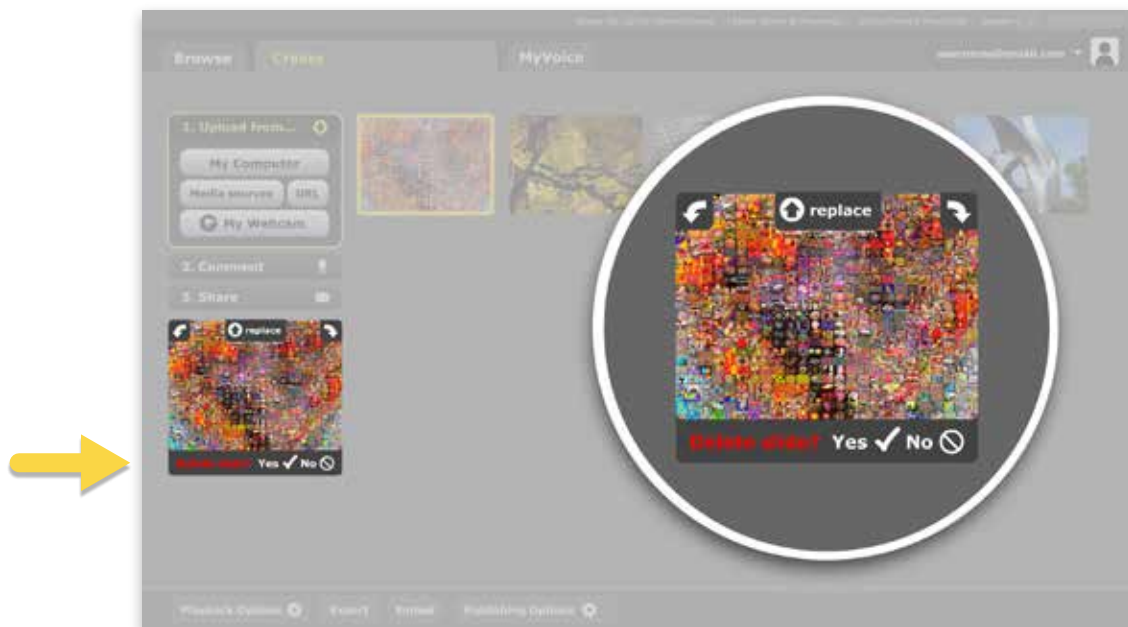


ROTATING A SLIDE

Some types of files can be rotated so that they are oriented differently than they were when you imported them. If the file you have uploaded can be rotated, arrows will appear in the top two corners of the preview. Click these arrows to rotate the media. Video, document, and PDF files cannot be rotated.

DELETING A SLIDE

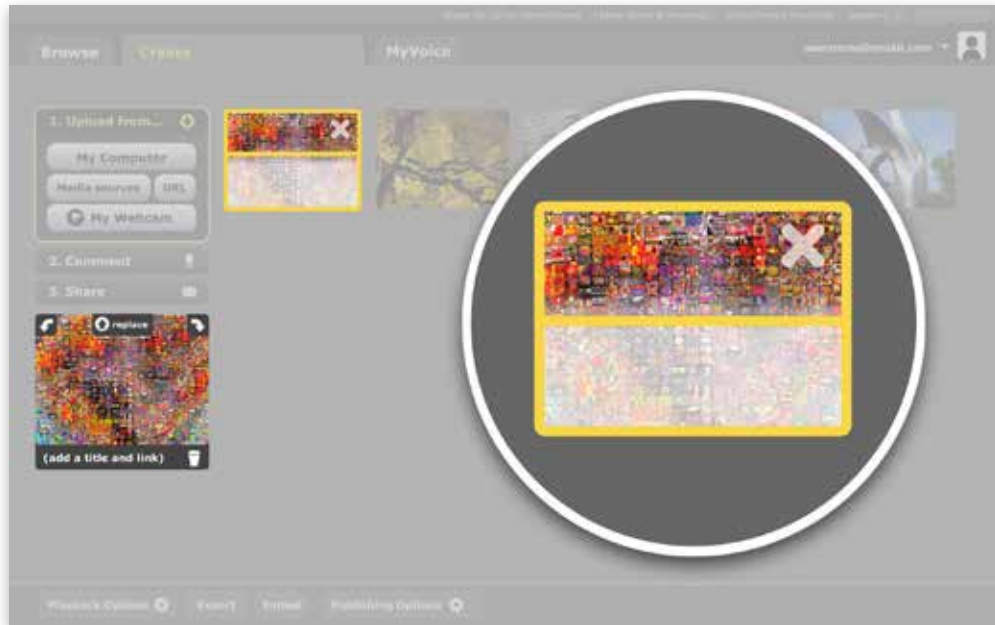
Click the trashcan icon in the bottom-right corner of this preview. You'll be prompted to confirm your deletion.



After you click *yes* to confirm, the slide will be deleted. Keep in mind that any comments on that slide will also be deleted. VoiceThread cannot retrieve any deleted content.

REPLACING A SLIDE

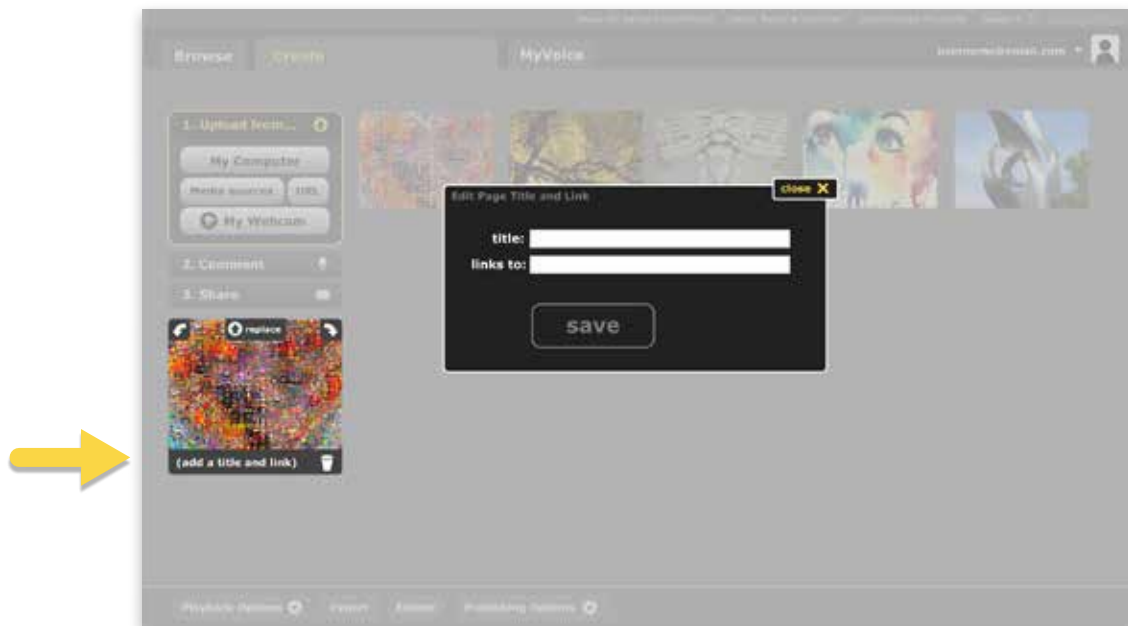
If you want to put a new image on a slide without losing the comments already recorded on it, use the *replace* option above the slide preview. This opens a dialogue box so you can choose a new file. This file will upload over the existing one.



Once the file uploads and processes, the new image will appear on the slide. All of the comments already recorded on this slide will be preserved.

ADDING A TITLE AND LINK TO A SLIDE

To add a title and active link to a slide, click the *(add a title and link)* option below the preview. This opens a box where you can enter a title and valid URL.



When participants are viewing your VoiceThread, the title will appear at the bottom of the slide. If someone clicks the title, the URL you have entered in the *links to* field will open in a new tab or window.

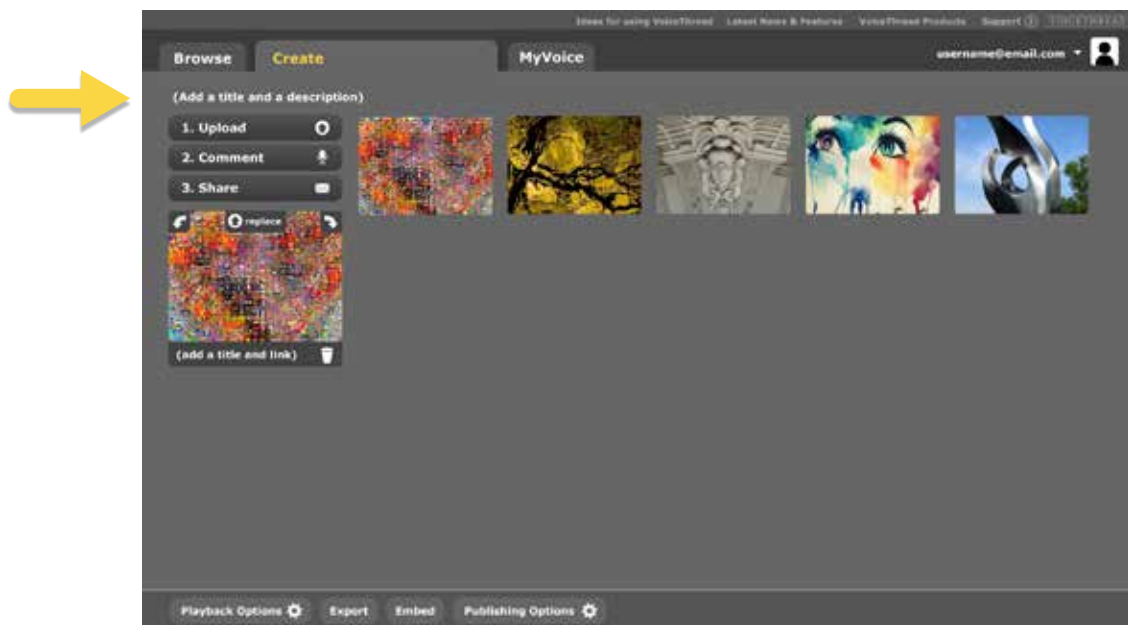


Slides imported from Flickr, Facebook, or the New York Public Library will include the appropriate title and link to give attribution to the image source automatically.

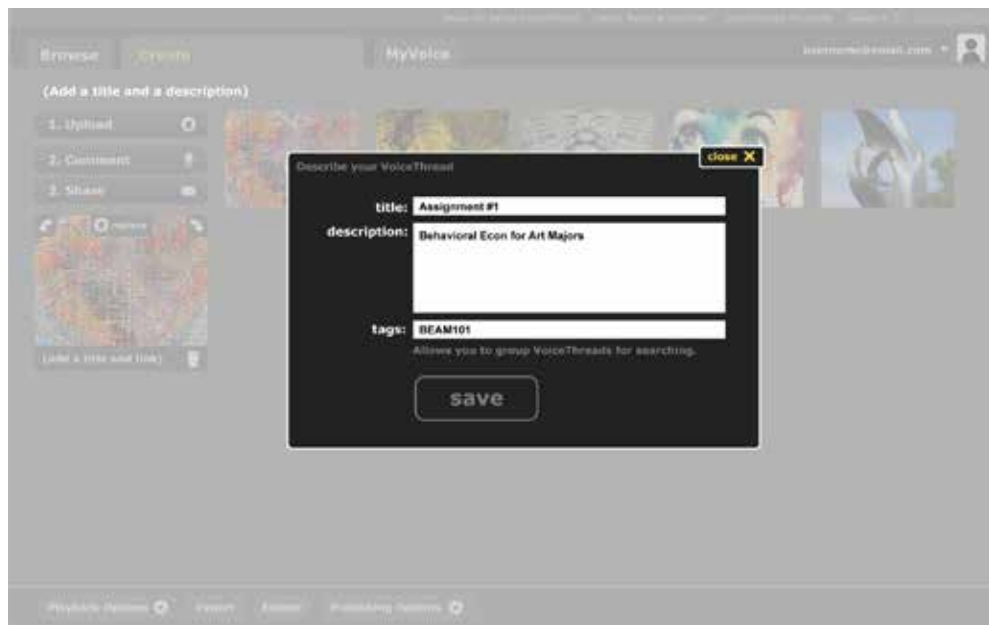
The title will remain on screen for about 3 seconds, and then it will disappear. To make the title reappear, hover your mouse over the four-slide-grid icon next to the arrow in the bottom-right corner of the VoiceThread.

Titling a VoiceThread

Give your VoiceThread a title to help you and your participants recognize it and get an idea of its subject matter. Click *(Add a title and description)* in the top-left corner of the Create page.

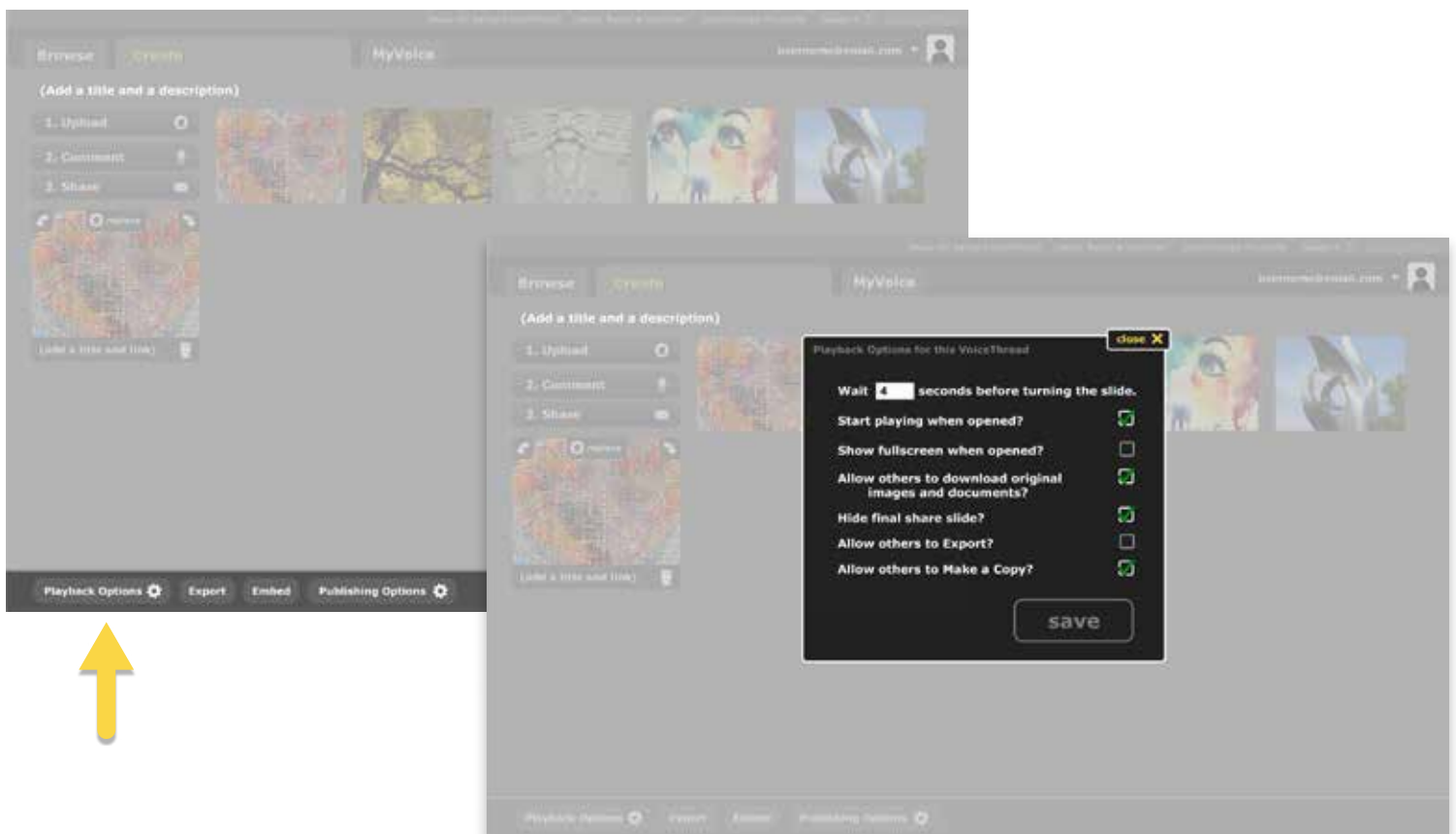


This will open a window for you to add a title, description, and tag(s). A title is required, while a description and tags are optional. The description can be used to give more information or instructions to participants, and the tags can be used to search for your VoiceThread on the MyVoice or Browse pages.



Playback Options

The Playback Options allow you to customize the way others view and interact with your VoiceThread. Access them by clicking the *Playback Options* button at the bottom of the Create page.



Wait “X” seconds before turning the slide.

X = the number of seconds after all the comments have played before the VoiceThread automatically advances to the next slide. The default is 4 seconds, but you can change it to anything you would like. If you want your viewers to linger in order to encourage commenting on a slide, you'll want to make it longer, but if you want your VoiceThread to play back like you're giving a presentation, you probably want to set this to 0 seconds.

Start playing when opened?

This option automatically plays the VoiceThread when it's opened. If there are comments on the first slide, they will start playing as soon as the VoiceThread is opened. If there are no comments, the slide will advance after the set number of seconds has passed. This feature is enabled by default.

Show fullscreen when opened?

This option automatically shows the VoiceThread in fullscreen mode when it is opened. The viewer of the VoiceThread can turn off fullscreen mode by clicking the fullscreen button at the top-right corner of VoiceThread. This feature is disabled by default.

Allow others to download original images and documents?

This option allows viewers of your VoiceThread to download your original media files to their computers by right-clicking on the slide. Comments will not be included. This feature is disabled by default. It is only available to upgraded-account holders.

Hide final share slide?

This option allows the final share slide of your VoiceThread to be hidden. The final share slide is the last slide, and it gives more information about the VoiceThread. This feature is disabled by default. It is only available to upgraded-account holders. [Learn more about the final share slide.](#)

Allow others to Export?

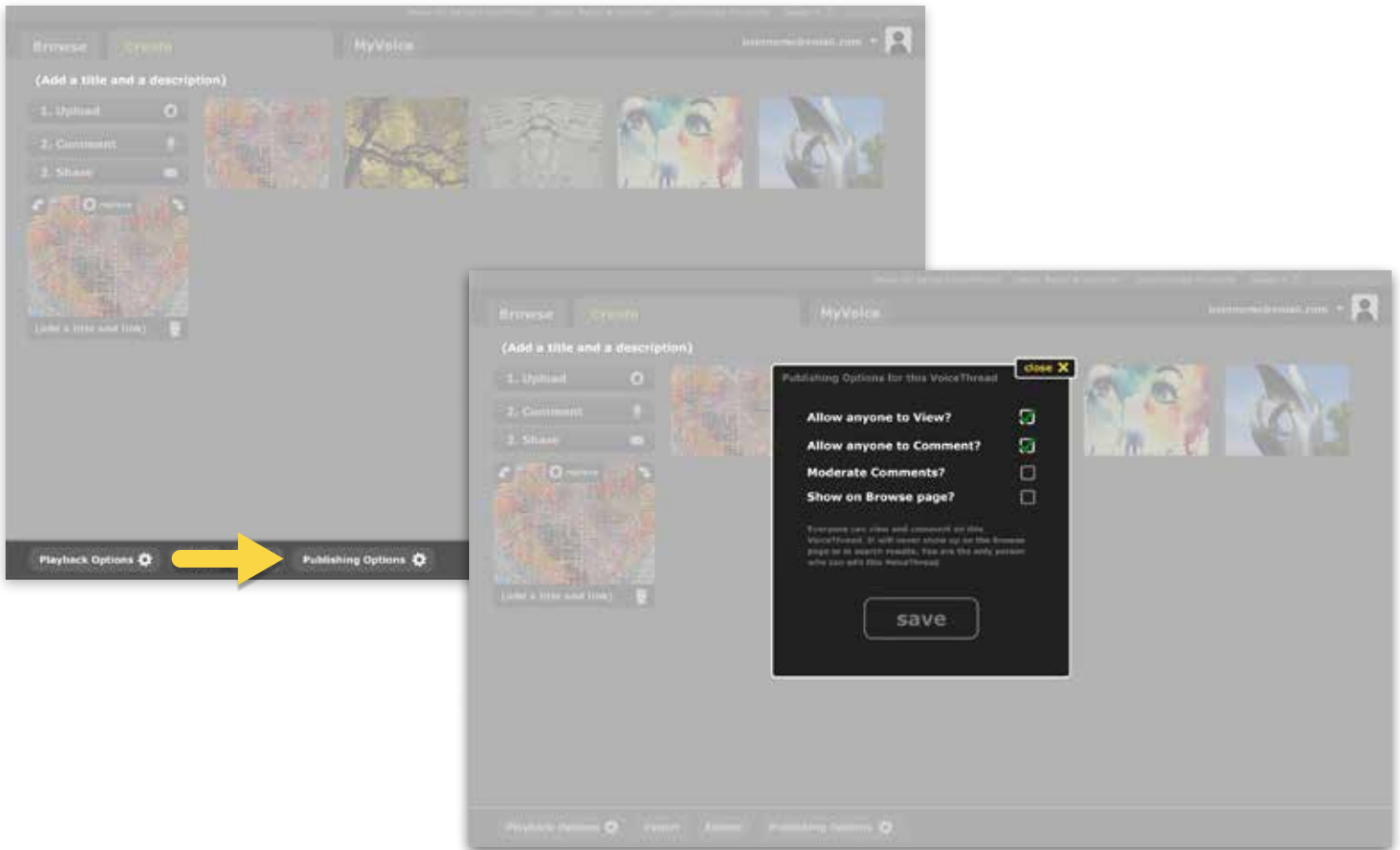
This option allows others to export your VoiceThread. Please see the [Exports Support area](#) for more information about exporting. This feature is enabled by default.

Allow others to Make a Copy?

This option allows you to determine whether anyone can make a copy of the VoiceThread. This feature is disabled by default. [Learn more about making a copy.](#)

Publishing Options

All VoiceThreads are by default completely private. The Publishing Options allow you to make your VoiceThread public and even publish it on the VoiceThread site. To access these options, click the *Publishing Options* button at the bottom of the Create page.



Allow anyone to View?

This option makes the VoiceThread “public.” Anyone who has a link to this VoiceThread can view it. Checking this option does not make your VoiceThread searchable, so participants must still have the direct link in order to find it.

Allow anyone to Comment?

This option allows anyone signed into a VoiceThread account to make comments on the VoiceThread. Anyone who has a link to this VoiceThread can view it and make comments on it. Keep in mind that everyone who leaves a comment must be signed into a VoiceThread account.

Moderate Comments?

This option turns Comment Moderation on and off. Comment Moderation allows you to control which comments are shown to all participants. With Comment Moderation on, comments left on your VoiceThread are only visible to you and to the person who left them until you decide to reveal them. Editors can see all comments and decide which are shown. [Click here](#) for details about Comment Moderation.

Show on Browse page?

This option specifies whether or not the VoiceThread appears on the Browse page. If you check this option, your VoiceThread can be found by searching by keyword or by looking through the [VoiceThread Browse page](#). If you don't have this option enabled, your VoiceThread is not searchable. People can only find it if they have the direct link to it.

Comment

The 2. *Comment* button on the left side of the Create page opens the VoiceThread so you can record comments on the slides. This is a convenient place to record your own comments before sharing your VoiceThread and inviting others to comment. [Download the Commenting Guide.](#)



Share

The 3. *Share* button on the left side of the Create page opens the sharing area, where you can use any of VoiceThread's many sharing options. [Download the Sharing Guide.](#)



Editing an existing VoiceThread

A VoiceThread is a dynamic, living conversation space that can be altered at any time. To get back to the Create page to add more slides, remove slides, or alter the existing ones, follow the steps below.

1. Go to your MyVoice page.
2. Click on the gear menu icon in the bottom-right corner of the VoiceThread you want to edit.
3. Select *Edit*.

Deleting a VoiceThread

A VoiceThread can be deleted at any time. When you delete a VoiceThread, you permanently delete all slides and comments made on those slides. To delete a VoiceThread, follow the steps below.

1. Go to your MyVoice page.
2. Click on the gear menu icon in the bottom-right corner of the VoiceThread you want to edit.
3. Select *Delete*.
4. Confirm your deletion by clicking *Delete* again on the pop-up window.



Only the person who created a VoiceThread can delete it, and all deletions are final. VoiceThread cannot retrieve any deleted content.

Additional support

If there is any information you did not find in this guide, please visit the [VT Support Center](#) to take advantage of the many resources available.

You can also [contact us](#) with any specific questions.