



Viewing & Commenting on a VoiceThread

After a VoiceThread has been created or shared with you, it's time to comment on it. Commenting allows you and the other participants in a VoiceThread to have a dynamic conversation around the collection of media. This guide explains how to navigate and comment on VoiceThreads.

VIEWING AND COMMENTING AT A GLANCE:

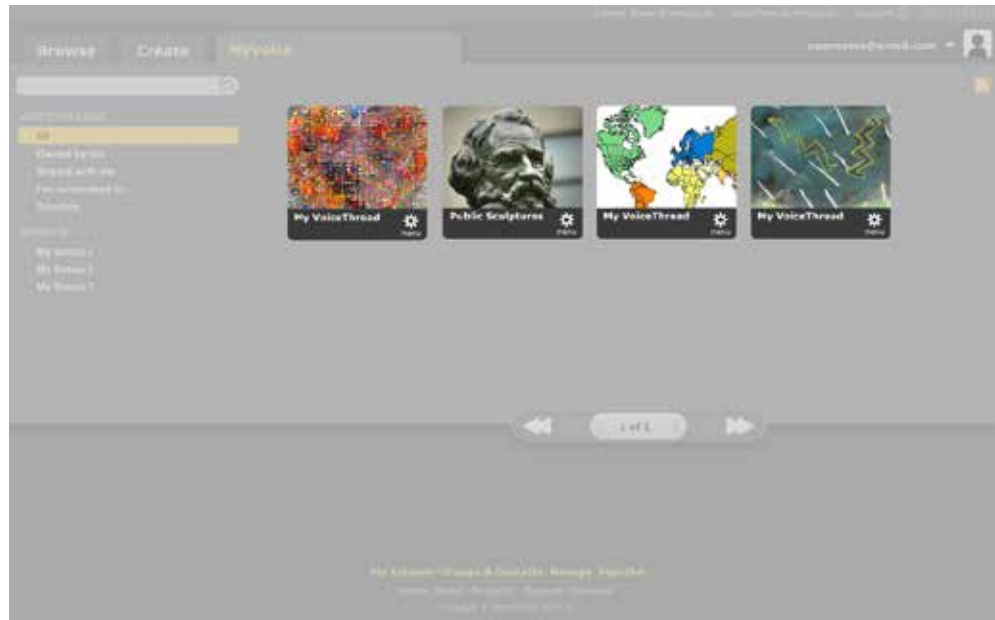
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Locating a VoiceThread

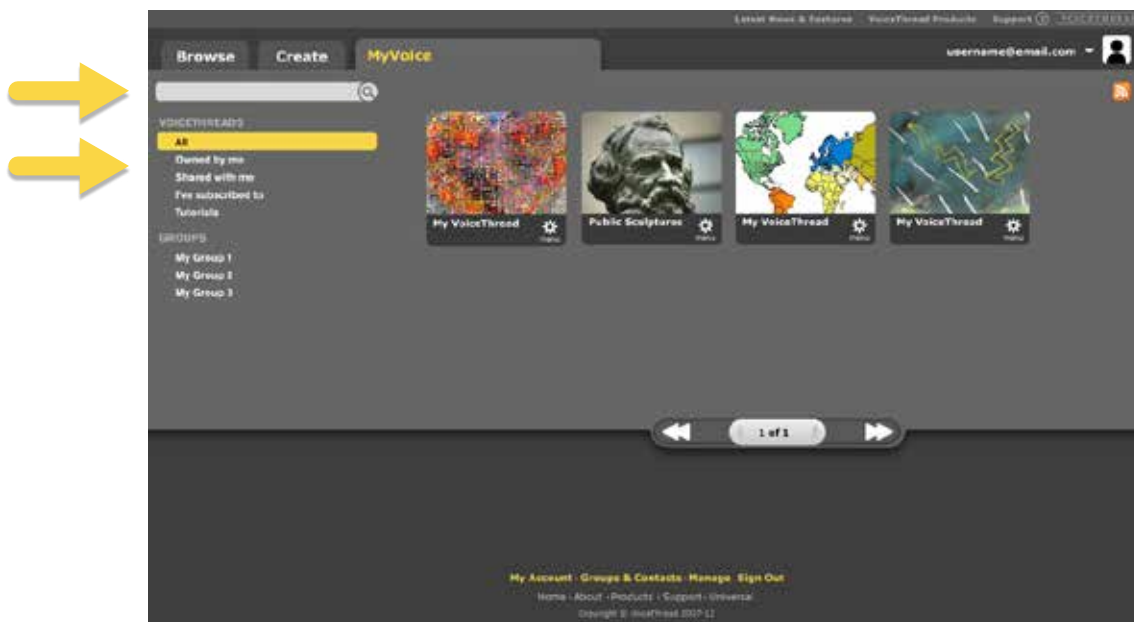
There are a number of places you might go to find a VoiceThread you wish to view and comment on.

MYVOICE PAGE

Your MyVoice page is where you'll find any VoiceThreads that you have created, that have been shared with you, or to which you have subscribed. Each thumbnail on your MyVoice page represents a separate VoiceThread. To view a VoiceThread, click on the thumbnail to open it.



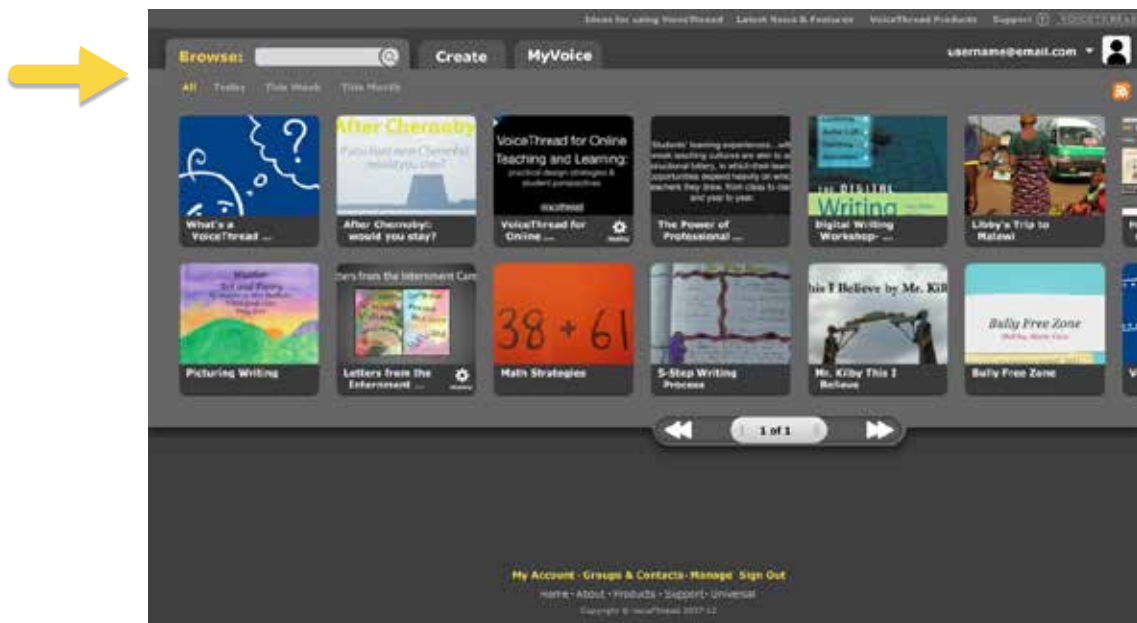
Use the filters on the left side of your MyVoice page to sort your VoiceThreads and more quickly find a specific one. For example, click *Owned by me* to only see the VoiceThreads you have created, or click on the name of a Group to see VoiceThreads shared with that Group.



Use the search bar at the top of your MyVoice page to quickly search for a specific VoiceThread.

BROWSE PAGE

The Browse page is where you can view any VoiceThreads that other people have chosen to publish for public browsing and viewing. Look through the VoiceThreads by scrolling through the pages of thumbnails or use the search bar at the top of the page to search by title or keyword.



OTHER LOCATIONS

You might have been sent an email invitation to view a VoiceThread or have received the share link to a VoiceThread. In either of these cases, clicking on the link for the VoiceThread will open it and allow you to view and comment.

Additionally, VoiceThreads can be embedded in websites or blogs. If you are visiting an embedded VoiceThread, you can view and comment on the VoiceThread right from that page. [Learn more about embedding VoiceThreads.](#)

Navigating a VoiceThread

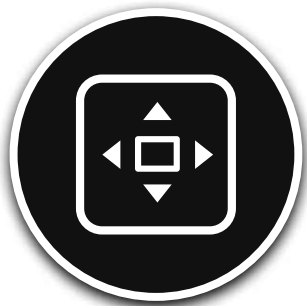
There are several ways to get around in a VoiceThread.



Use the arrows in the bottom corners of the VoiceThread to navigate to other slides in the VoiceThread.



Use the four-slide-grid icon to see all of the slides in the VoiceThread in one view. From here click on a slide to jump directly to it.



Click here to open the VoiceThread in fullscreen mode.



Click here to close the VoiceThread and return to the MyVoice or Browse page.



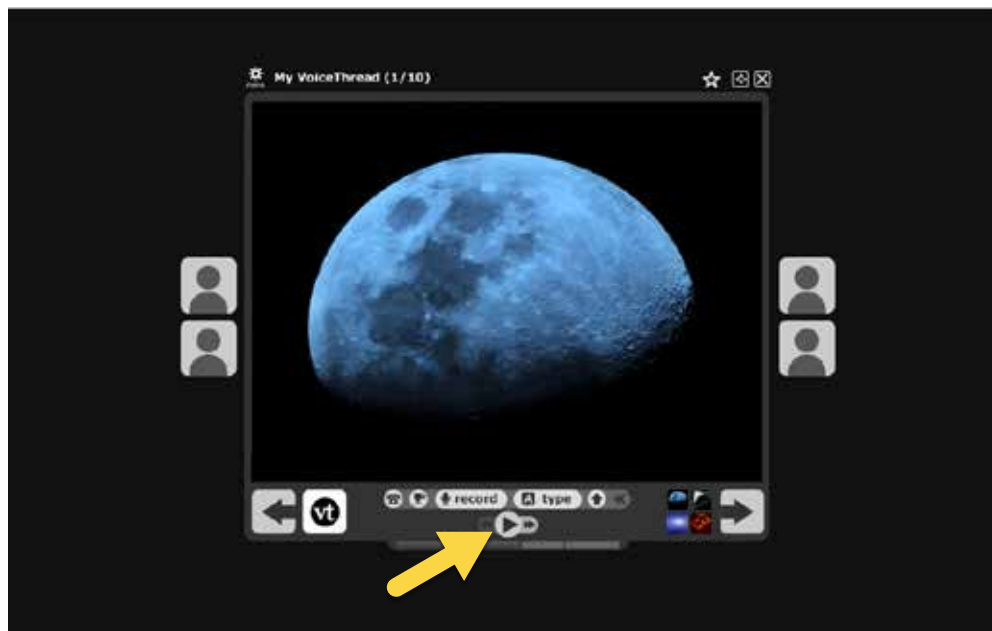
While viewing a slide, click anywhere on it to zoom in and get a more detailed view of the central media. Once you are zoomed-in, move your mouse around to see different parts of the slide.

If the creator of the VoiceThread has chosen to show it, the last slide in the VoiceThread will be the final share slide. This slide displays details about the VoiceThread including the description, author's name, and sharing options.



Listening to comments

The VoiceThread you open may already have some comments on it. You can see that there are comments on a slide because the Identity images of the commenters will appear around the outside of the VoiceThread. To listen to all of the comments in the order in which they appear on the VoiceThread, click the Play button at the bottom of the VoiceThread.



To listen to a comment by a specific commenter, click on the person's Identity image around the edge of the VoiceThread. This will jump you directly to the first comment made by that person.



The individual comments on a slide are represented by segments on the timeline at the bottom of the VoiceThread. Click on a particular segment to view the comment it represents. You can even click and drag the scrubber ball to quickly scrub through the comments on the slide.



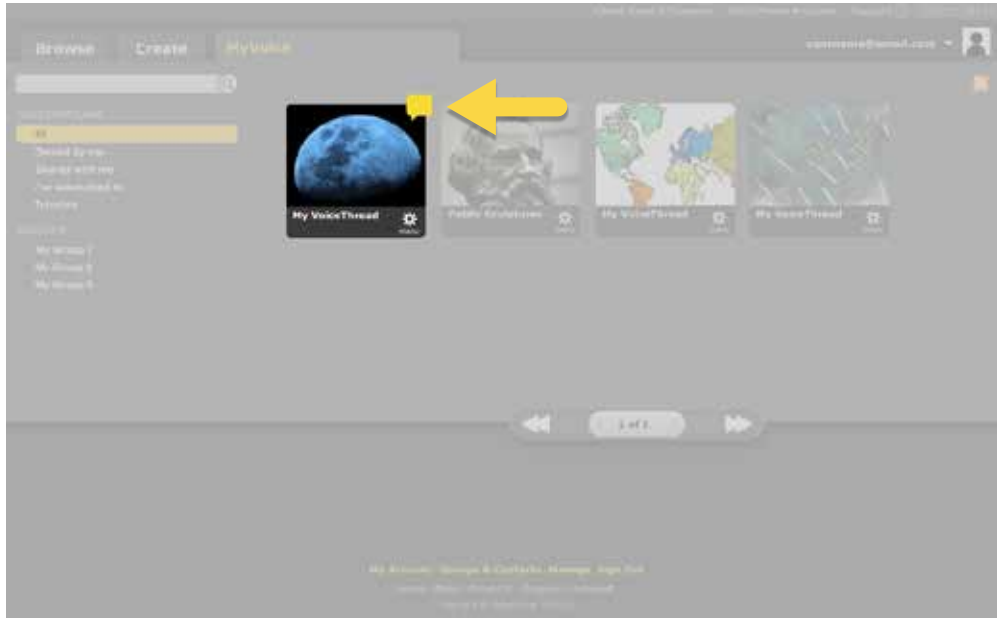
Advance through the comments sequentially by clicking the double arrows to the right and left of the play button.

Hover your mouse over a comment segment on the timeline to see the name of the commenter and a timestamp. Timestamps are adjusted to your local time zone.



FINDING NEW COMMENTS

You can tell if there is a new comment on a VoiceThread on your MyVoice page by looking for the yellow speech-bubble icon in the upper-right corner of the thumbnail. This indicates that there is a new comment somewhere on that VoiceThread.



Once you open the VoiceThread, the comments that haven't yet been viewed will be highlighted yellow in the timeline, and the Identity Image of the commenter will be outlined in yellow.



Customizing your Identity

When you're ready to start recording comments of your own, you can customize your Identity. Your Identity is the name and image that are displayed to others when you comment on a VoiceThread. This allows you to decide how you will be known to other VoiceThread participants.

ACCESSING THE IDENTITIES WINDOW

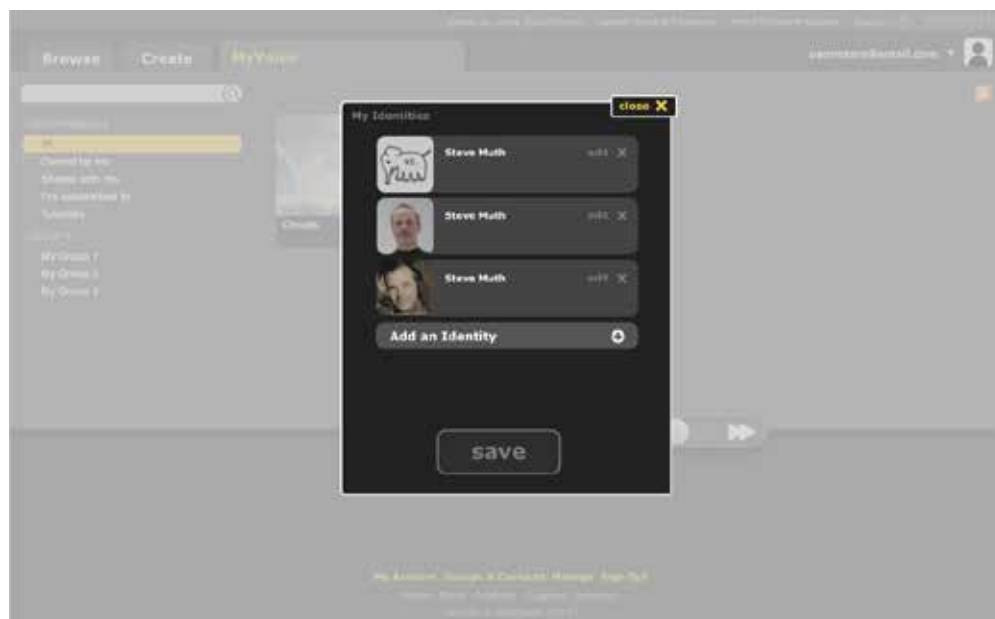
To access your list of Identities, follow the steps below.

1. Go to your MyVoice page.
2. Click on your email address in the top-right corner.
3. Select *My Identities*.

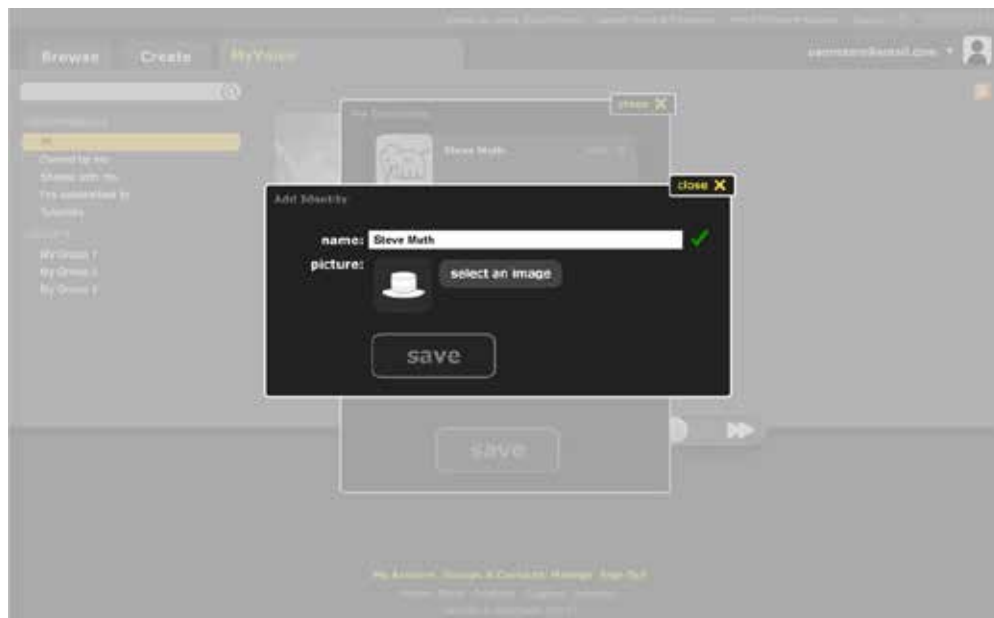


EDITING YOUR EXISTING IDENTITY

To upload a new image or to enter a new name for your current Identity, click the *edit* link next to your Identity name.

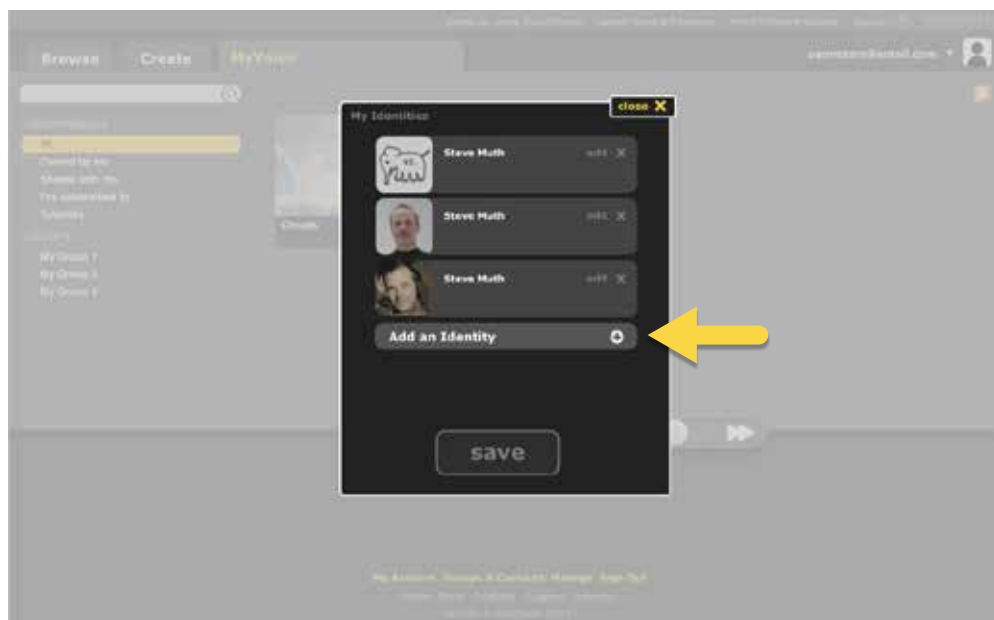


This opens the editing window, where you can enter a new name and select an image for your Identity. If you choose not to upload an image, you will have a generic VoiceThread Identity image.



CREATING AN ADDITIONAL IDENTITY

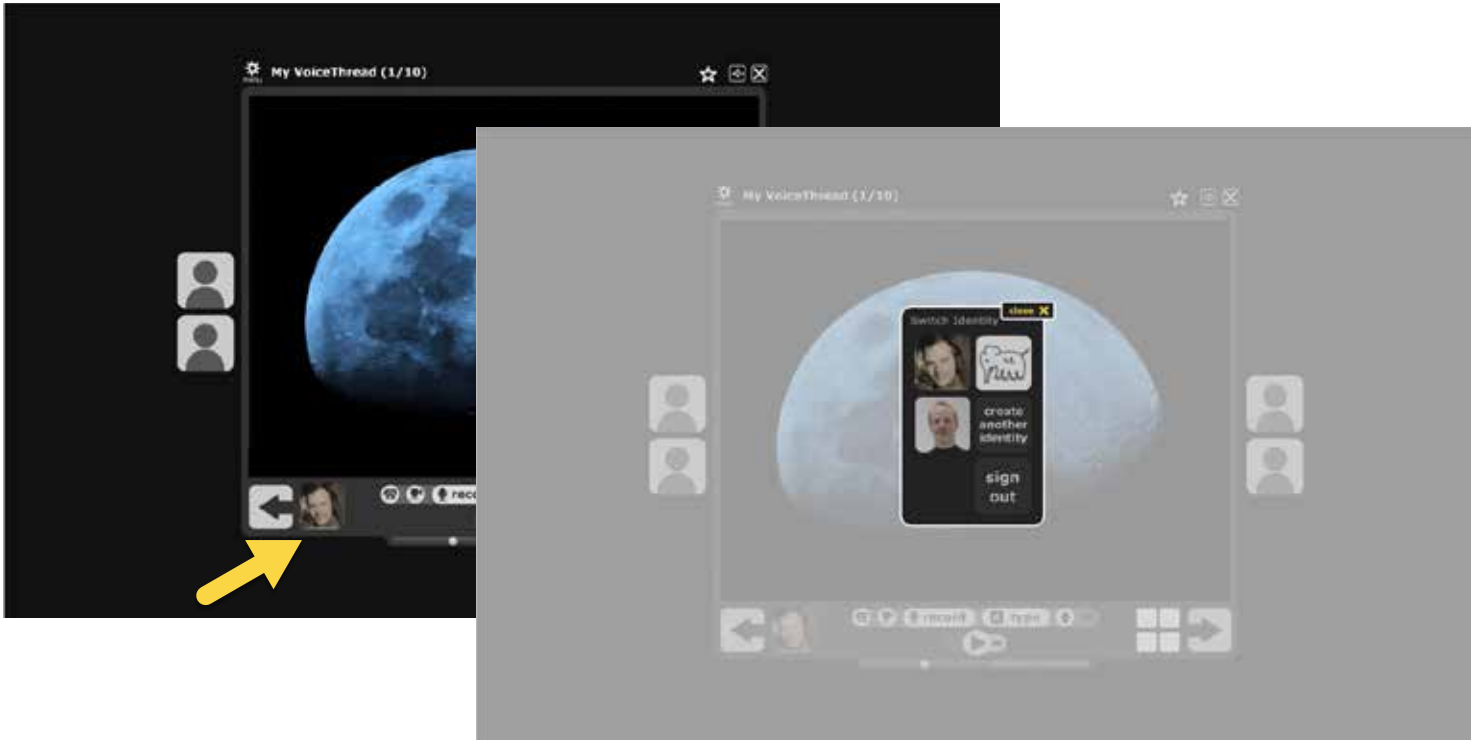
You can have multiple Identities on your account so that you can record comments under multiple names and images. To create a new Identity, click *Add an Identity* at the bottom of your Identities window.



SELECTING A DIFFERENT IDENTITY

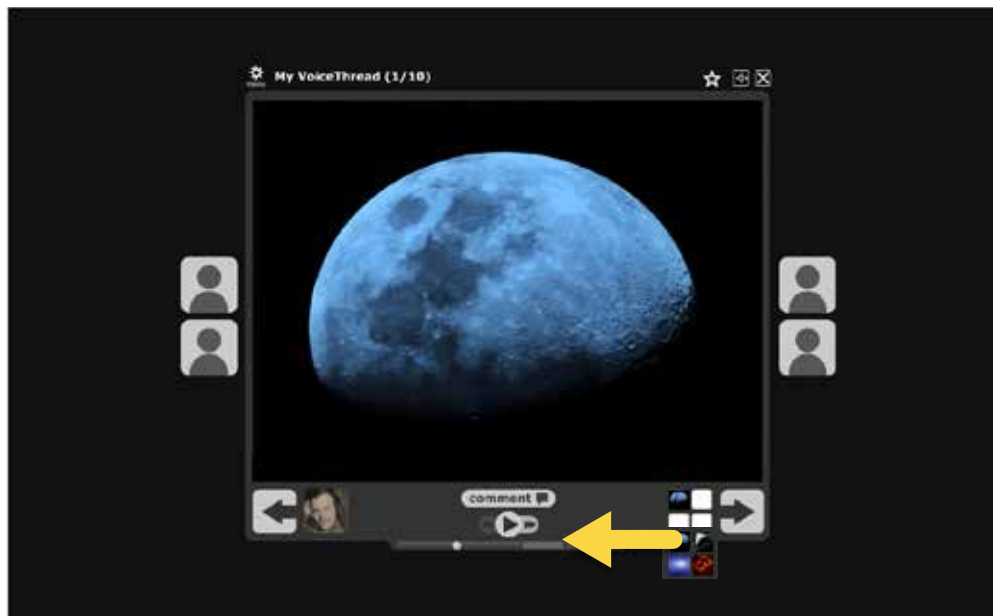
When you're ready to make a comment, you can choose to use a different Identity than the one you currently have selected. Follow the steps below to switch Identities.

1. Open a VoiceThread.
2. Click on your Identity image near the bottom-left corner of the VoiceThread.
3. Select the Identity you wish to use.

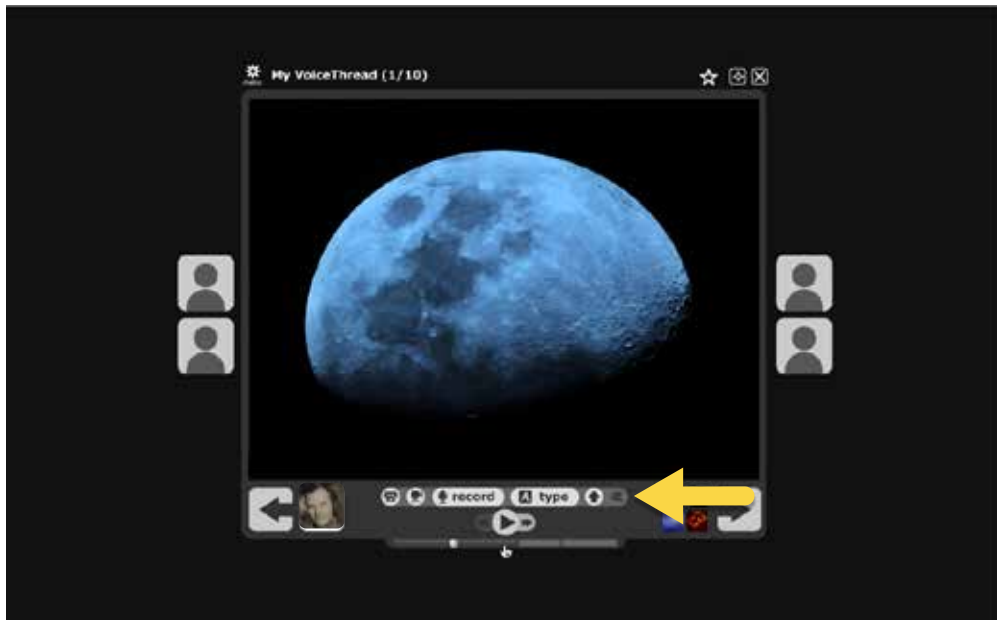


Recording a comment

When you are ready to record a comment, open a VoiceThread and make sure you are using the correct Identity. If you have permission to comment on the VoiceThread, you will see the *Comment* button at the bottom. Click this button to view the commenting options.



There are 5 commenting options: microphone, text, webcam, phone, and audio-file upload.



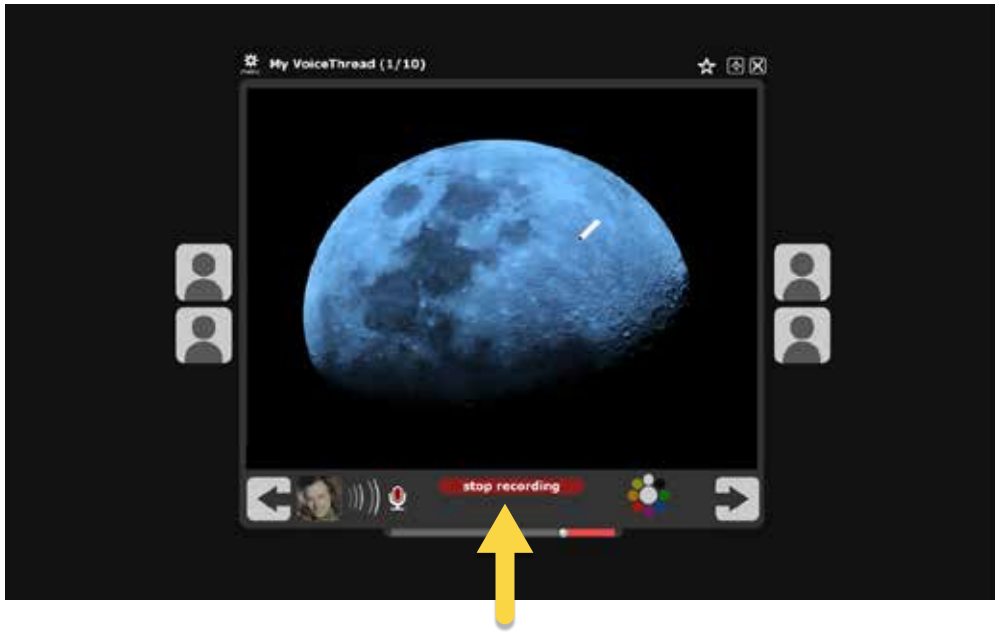
After selecting the type of comment you'd like to make, you may need to click *Allow* on the Flash permissions box.



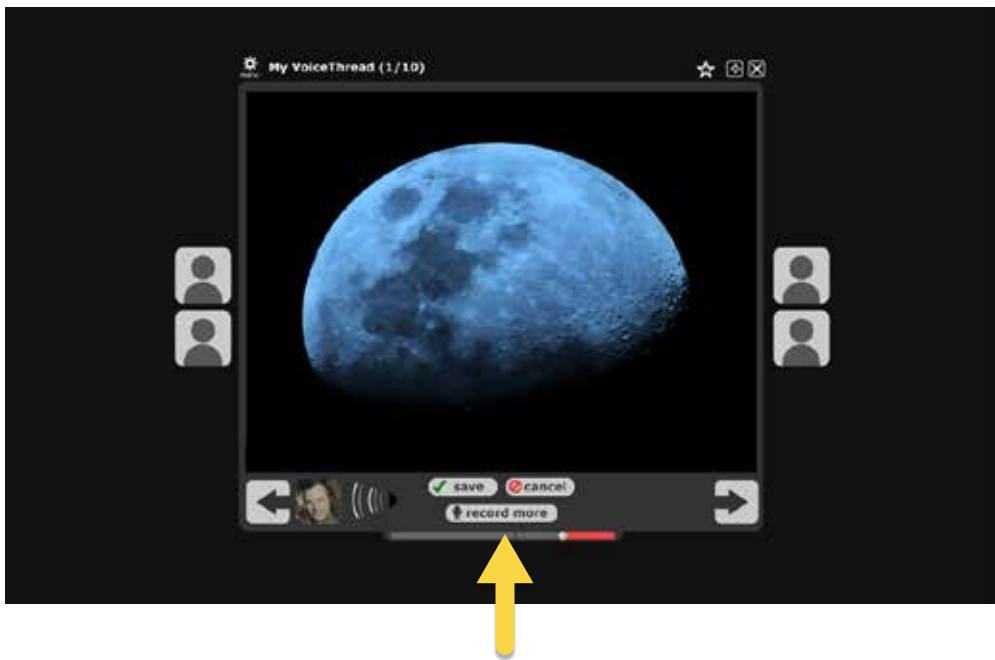
MICROPHONE

Use this option to record audio using your computer's built-in microphone or a microphone that has been connected to your computer. Click the *record* button and begin speaking. When you've finished your comment, click *stop recording*.





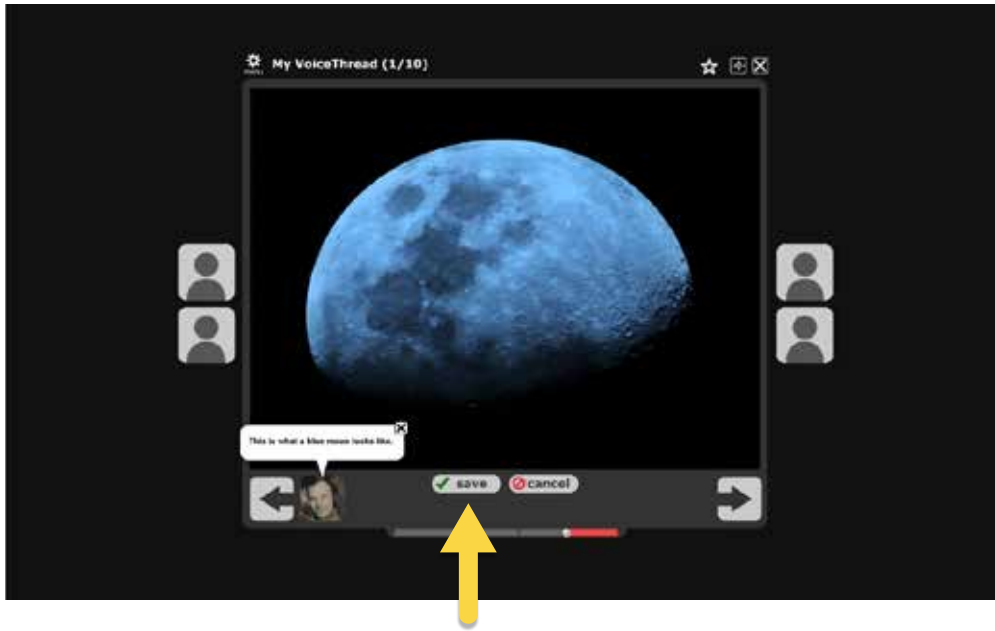
Your comment will play back for you so you can decide if you are happy with it. Click *save* to save your comment, *cancel* to discard it, or *record more* to pick up from where you left off and record more.



TEXT

Click the *type* button and type your comment. When you've finished typing, click *save* to save your comment or *cancel* to discard it.

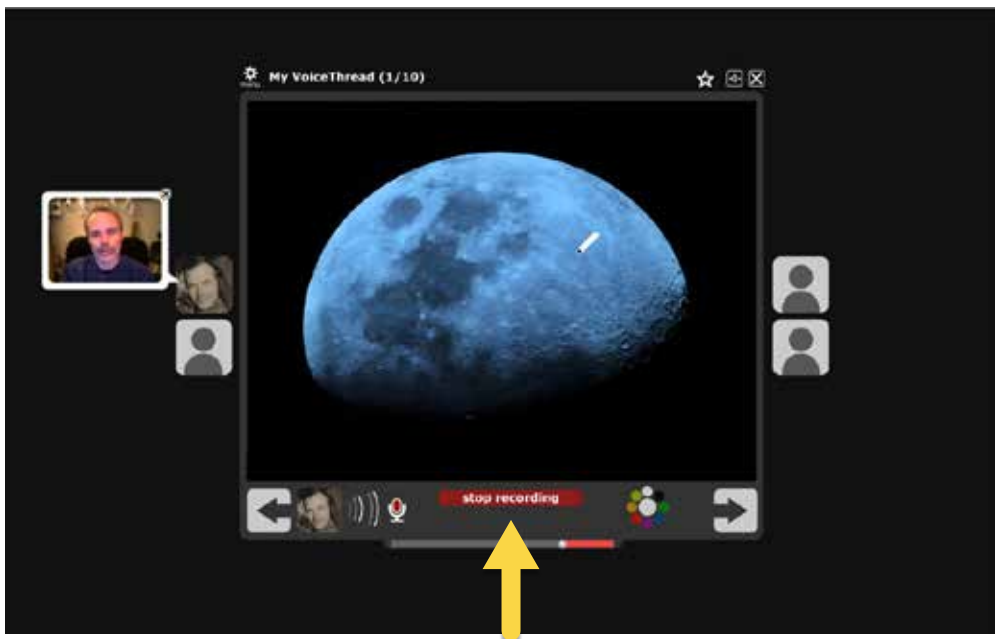
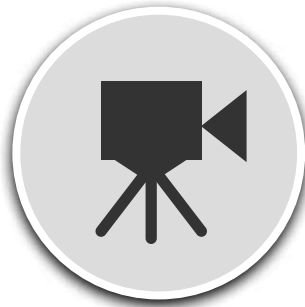




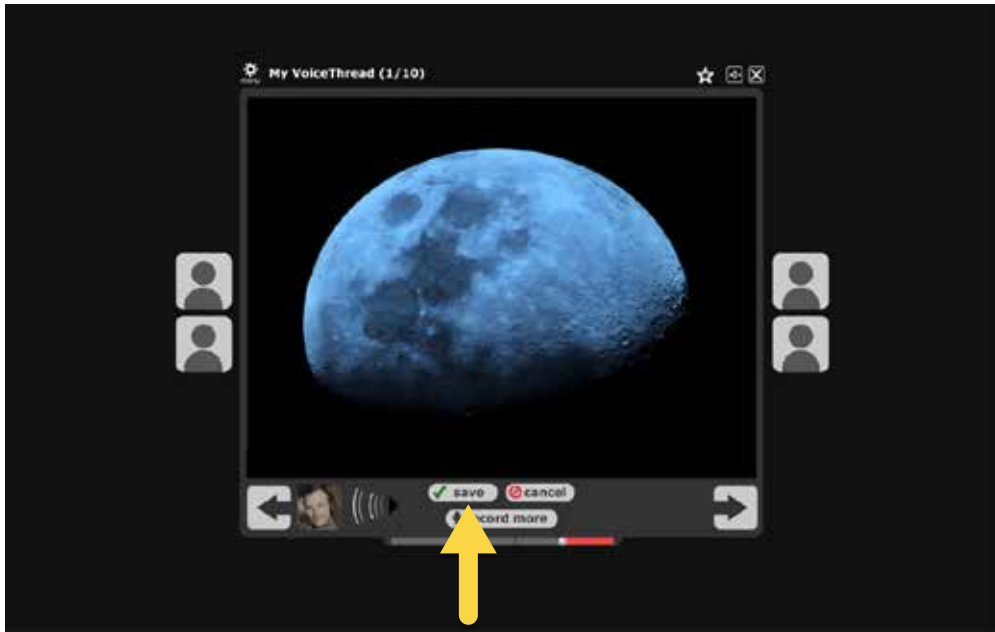
As soon as you click *save*, your Identity image will appear around the VoiceThread, and other participants will be able to read your comment.

WEBCAM

Use this option to record audio and video using your computer's built-in webcam or a webcam connected to your computer. Click the webcam button, wait for the countdown, and begin speaking. When you've finished your comment, click *stop recording*.



Your comment will play back for you so you can decide if you are happy with it. Click *save* to save your comment, *cancel* to discard it, or *record more* to pick up from where you left off and record more.



As soon as you click *save*, your Identity image will appear around the VoiceThread, and other participants will be able to view to your comment.

PHONE

If you don't have access to a microphone, phone commenting is a great way to record audio comments. Click the phone-commenting button, enter your ten-digit phone number, and click *call me*.

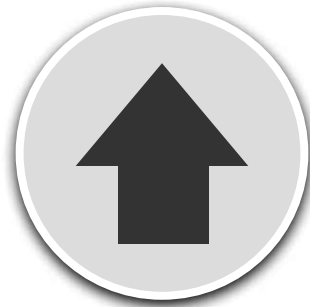




Your phone will ring within a few seconds. When you answer, you will be prompted to record your comment. When you hang up, your Identity image will appear around the VoiceThread, and other participants will be able to listen to your comment.

Please note: Phone commenting is currently only available in the United States, Canada, and Puerto Rico. There is an additional cost associated with phone commenting. [Click here to learn more.](#)

AUDIO-FILE UPLOAD

This option allows you to upload a pre-recorded audio file. The file must be in MP3 or WAV format. Click the audio-file button to open a file manager window and select your file.



Name	Size	Kind
 AudioComment.mp3	4.1 MB	MP3 audio
 VoiceThread.mp3	2 MB	MP3 audio

Below the table are two empty light blue rectangular input fields.

After you've selected the file you want to use, you will see an upload progress bar.



As soon as the file finishes uploading, your Identity image will appear around the VoiceThread, and other participants will be able to listen to your comment.

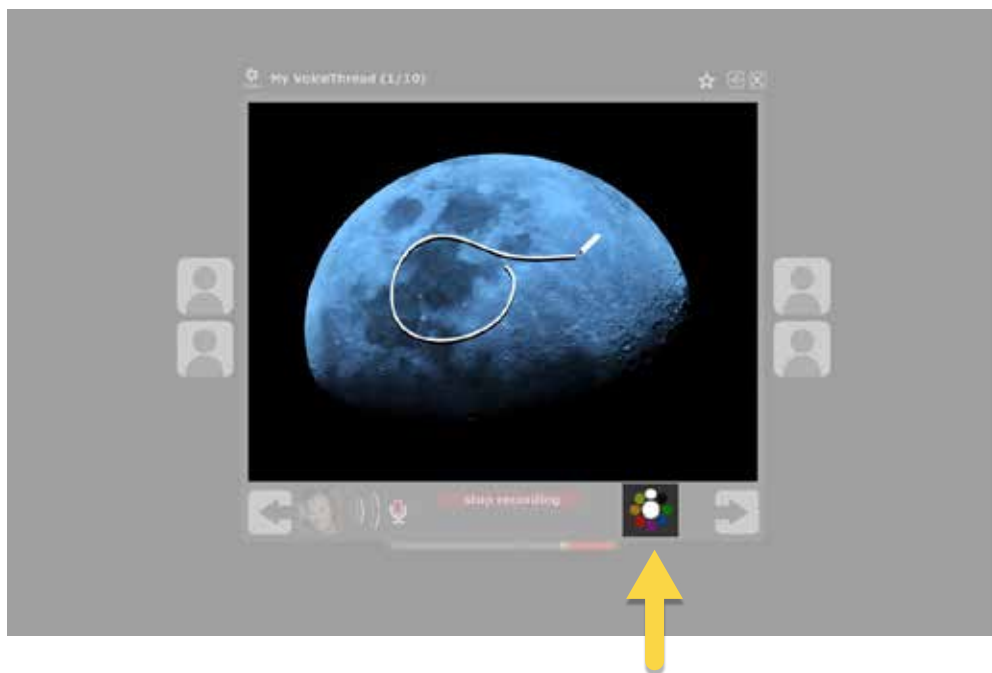
M/5 COMMENTING

An M/5 comment allows you to narrate an entire collection of media in one unbroken comment. After choosing to make a microphone or webcam comment, begin speaking as usual. As you speak, use the navigation arrows in the bottom corners of the VoiceThread to advance from one slide to another. All movements between slides are recorded as part of your comment.

[Learn more about M/5 commenting.](#)

DOODLING

The Doodler allows you to annotate your slides as you speak or write your comment. After selecting a type of comment, a color palette will appear near the bottom-right corner of the VoiceThread.

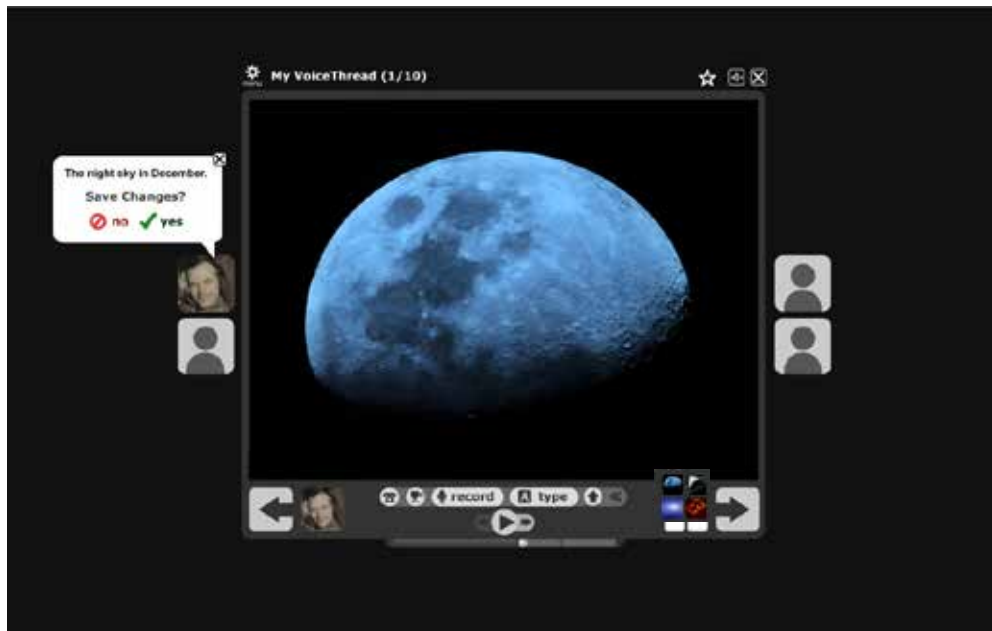


Select a color and use your mouse to draw on the slide. All of your doodles are saved as part of your comment, and they will play back in sync with your voice or text.

The Doodler can be used while recording a microphone, text, or webcam comment. [Click here to learn more about Doodling.](#)

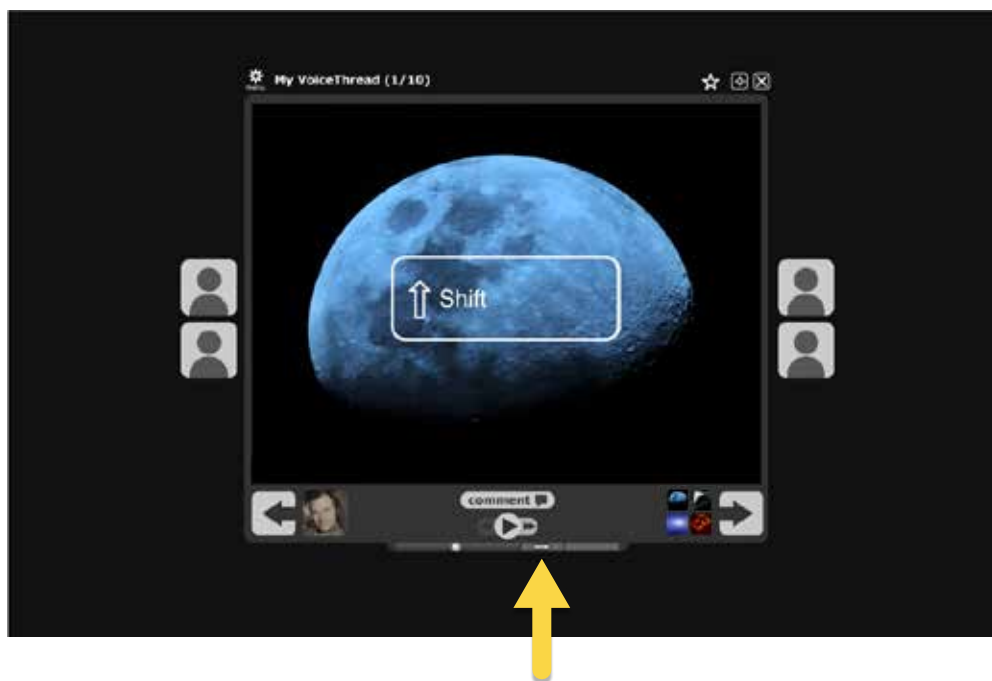
Editing a comment

Text comments can be edited without needing to be completely rewritten. While viewing your text comment, click anywhere on the comment bubble. You will be able to place the cursor and alter, add to, or delete the existing text. Click *yes* to save your change or *no* to discard it and restore the original comment.

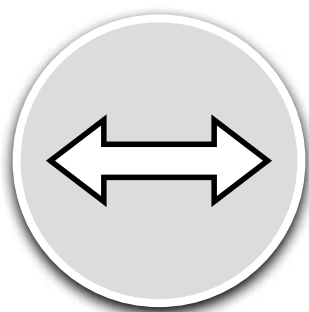


Reordering comments

If you are the owner or an editor of a VoiceThread, you can reorder comments on a slide. This can help you to make a conversation flow more smoothly or to elevate an exemplary comment so that it plays first. To do this, hover your mouse over the segment of timeline that represents the comment, and hold down the *Shift* key.



This turns your cursor into a double-sided arrow. Click and drag the segment of timeline horizontally to a new position among the others. The new order will be saved automatically.



Deleting a comment

You can delete any comment you have made and any comments on a VoiceThread you own or can edit. While a comment is playing, click the trash can icon that appears at the bottom of the comment bubble.



Click *delete it* to confirm your deletion. Keep in mind that all deletions are final; deleted comments cannot be recovered.



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.