Getting Started with MERLOT Voices

Table of Contents

How do I join MERLOT Voices?

1. Go to http://voices.merlot.org

2. Click "Sign Up" (not "Sign In")

3. Complete the form entering a unique password, and click "Sign Up"

4. Complete the next form to create your profile

a. Uploading a photo - For best results make sure your photo is at least 100 x 100 pixels in size and is square. If you upload a photo that is not square (such as one that is portrait-shaped) Voices will crop the edges to make it square, sometimes cutting off a part of the image you'd like to keep. To avoid this, crop your photo in a simple photo editor first, then upload it to Voices. (more on editing photos)

b. Enter the URL of your MERLOT profile (for MERLOT members only)

    i. In a separate browser window, Log in to MERLOT (http://www.merlot.org)

    ii. Click the "My Profile" tab at the top of the page

    iii. Copy the URL from your browser address bar, return to the previous window and paste it into the Voices form

5. Click "Join"

6. When you return to MERLOT Voices, simply click "Sign In" to log back in

[Back to TOC]

How do I edit my profile?

1. Sign in to MERLOT Voices

2. Click "My Page" in the navigation bar at the top of the page

3. In the box titled Profile Information click "Edit"

4. From here you can edit your profile information, the appearance of your Voices page, and your privacy and email settings

5. Click "Save"

How do I join a Community?

1. Sign in to MERLOT Voices

2. Click "Community Conversations" in the navigation bar at the top of the page

3. Browse the communities in Featured Community Conversations or All Groups and select the community you'd like to join

4. Click the "Join" link to become a member of that community

[Back to TOC]

How do I find a Community I belong to?

1. Sign in to MERLOT Voices

2. Click "Community Conversations" in the navigation bar at the top of the page

3. Click "My Communities" to see a list of the communities you belong to

[Back to TOC]

How do I post a comment?

1. Sign in to MERLOT Voices

2. Browse to the Discussion Forum, Community Conversation, or topic you wish to add a comment to

3. Locate the text-editor under the heading "Add a Comment;" **OR** click "Reply to This" under the specific comment you wish to reply to, to open up the text-editor

4. Type your comment and click "Add Comment" or "Add Reply"

How do I add a link to my comment?

1. In the text-editor, select the word(s) you wish to make a link

2. Click the "Add Hyperlink" button

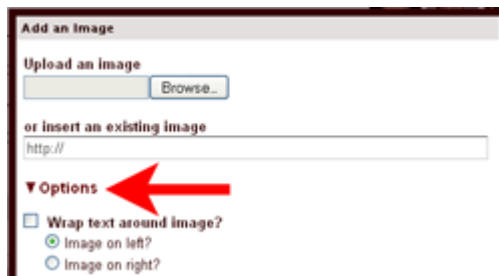3. Enter the URL of the website you wish to link to

4. Click "OK"

How do I add a photo to my comment?

1. In the text-editor, place your cursor where you'd like the photo to be

2. Click the "Add an Image" button

3. Browse to the photo on your computer

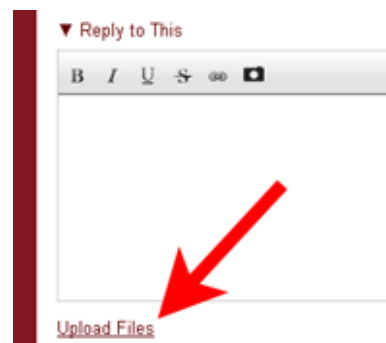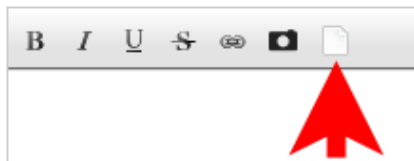4. Click "Options" to specify optional settings like text-wrapping

5. Click "Add"

[Back to TOC]

How do I attach a document to my comment?

1. In the text-editor, click the "Upload a File" button; **OR** under the text-editor click "Upload Files"

2. Browse to the document on your computer

3. Click "Add"

[Back to TOC]