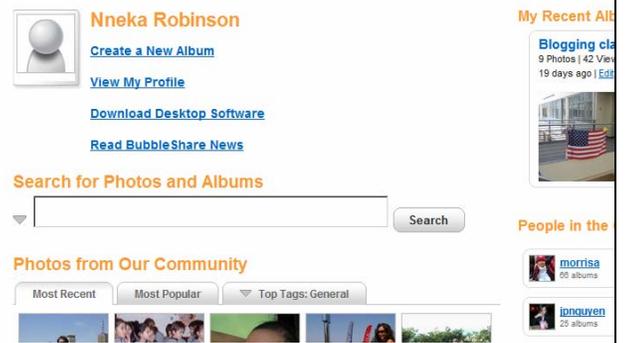## Bubbleshare Quick Reference

Bubbleshare is a free website that allows users to create and publish photo albums including audio and text captions. Bubbleshare albums may be shared via email, web links or embedded into a website.

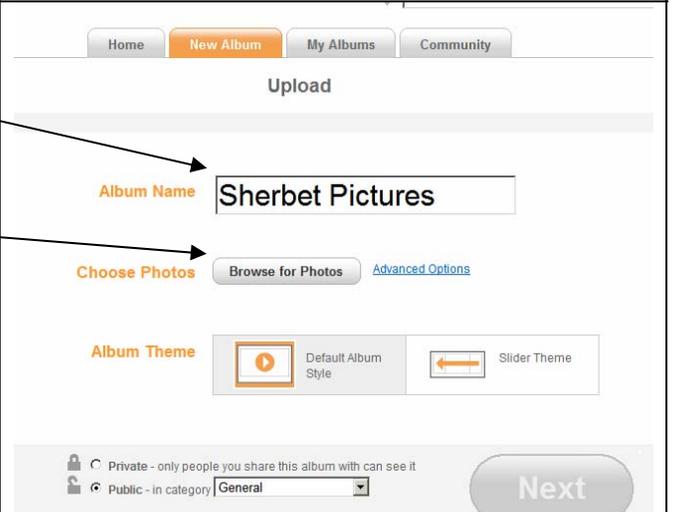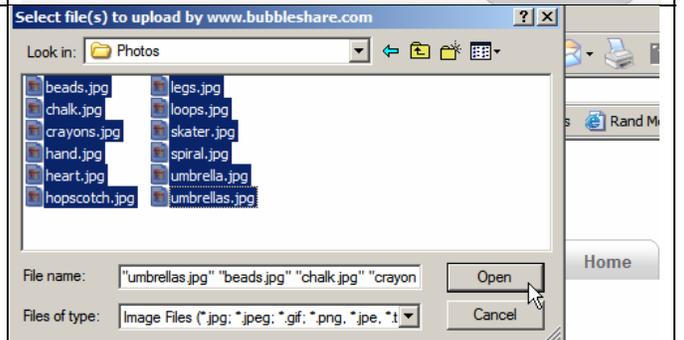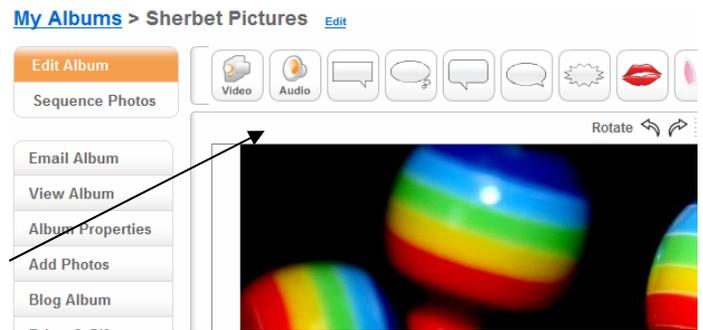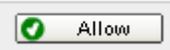|	
Go to www.bubbleshare.com and log in using your email address and password. Once you have logged in, you will see your account, including all saved albums. (The first time you access **Bubbleshare**, click **Sign Up Now** to register using your name, email address and a password of choice).	
Begin a new album: Click **Create a New Album** and enter the **Album Name**. Click **Browse for Photos** to import images. Navigate to the folder where you have saved your photos or images. (To edit an existing album, click the **My Albums** tab, then click the album name).	
Add images: To add more than one picture at a time, press and hold the **CTRL** key and click on the pictures you want to add, or click the first image, hold the **Shift** key and click the last image to add all. Click **Open**. The **Upload** time will vary depending on the amount and size of the images. After the images are finished uploading (you will see an album preview), click **Next**. (If needed, click **Choose More Photos** to add additional images from another folder).	

Edit your album:

Use the **orange arrows** to scroll through the images, or click an image **thumbnail** at the bottom to jump to that image.

Click icons at the top to add **audio, speech balloons,** or **clipart** to the selected image. (Adding video is not recommended).

Add Audio –

Click the **Audio** icon , click **Record** , (click **Allow** if needed) ,

Speak into microphone, click **Stop** . Click **Play** to preview. Click **Done** .

Sounds will play automatically in the finished album.

Add Speech Balloon - Click desired speech balloon, then use the editing pane to add and customize text. Drag to move.

Add Clip Art - Click desired graphic, then use the handlebars and editing pane to resize, rotate or flip. Drag to move.

Sequence Photos – Click to change image order. Drag and drop images to change.

Album Properties – Click to make album public or private or change the album name.

Add Photos – Click to add additional images.

To add a title or caption – Click below the photo where it says "Click here to change the title of this photo." Type desired text, then click **Save**.
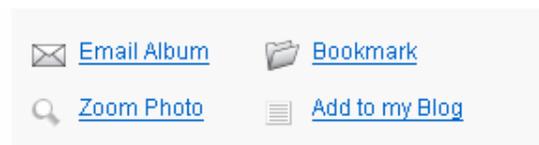
Publish/Share your album:

Click **View Album** to preview your album.

Click **Email Album** to send an album link via email. Type the address(es), then click **Share!**

Click **Add to my Blog** to embed album in a **wiki, blog, or webpage**,. An embedded album plays directly in a webpage.

Copy and paste this link to place a **link** to the album in an email or on a webpage.