

Steps on how to use VuVox

<http://www.vuvox.com>

1. Sign in
2. Click on **Create** on the right hand corner of the screen
3. Choose **VuVox Collage**
4. Click on **create a new Collage!**
5. Click on **Upload more files button**
6. Click on **Add to NEW collection in “my media”**
7. Put in a name for your Collection
8. Then go browse out for your files
9. Now you will be able to drag your images up where it says **DRAG HERE**
10. Once you have it like you want it go to **Save As**
11. Put a Title in
12. Click on **Preview**
13. Once you are done previewing it, click on **return to edit**
14. You can add music to it if you would like. Make sure it's not copyrighted music.
15. If you have it like you want then you will click on **Publish**
16. Choose your collage's status: **Make this Collage Public**
17. Now you are going to click on word that says **embed**
18. You have 3 different options – **thumb** – **window** – **full** (I recommend **window**)
19. So Click on **Window**
20. Then unclick **Share Menu**
21. Then Click on **Copy Code**
22. Now go to your SharePoint Site
23. **Click on Site Actions – Edit Page – Add a Web Part - Content Editor**
24. Then **Click on Source Editor** and then **Paste**
25. **Click Save**