Quick Instructions and Tips for

**Voki**

Before creating any avatars, please make sure you have created an account at the following site:

<http://www.voki.com/>

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| **1.** | After logging in, select the top tab ‘**Create’** to begin. |
| **2.** | The screen is very straightforward. First, choose a character or avatar head. Users can adjust clothing, eye color, hair color, skin color, mouth shape, and background here. |
| **3.** | After you have designed your Voki, select the ‘Text’ option under the ‘give your voki a voice’ tab. Type your text into the box. You can also copy and paste from a Word document.  Select the voice to fit your Voki. |
| **4.** | Finally, if you are satisfied with the look and sound of your voki, select ‘**publish’.**  It will save your voki for viewing or you can copy the embed code, get a web link, or email it. |