

## Step by Step Handout on Twiddla

### Getting Started:

Visit [www.twiddla.com](http://www.twiddla.com) (Nothing to download)

### Two exploration options:

- Try it now in the sandbox- Lets users explore Twiddla and chat with other guests online
- Start a new meeting- Lets users set up a group meeting



The banner features two main buttons: "Start a new meeting" (highlighted with a red box and an arrow pointing to it with the text "click here to get started") and "Try it now in the sandbox". To the right, there are links to "Spread the word", "Get Twiddla buttons for your site", and "Get the browser button". The background shows a person's hand holding a blue name tag that says "HELLO my name is Twiddla:" with "MAF IT" written in yellow marker. Below the banner, the text reads "Twiddla is a **FREE** no-setup, web-based meeting playground." and "Real collaboration, in real time." followed by a description of the service.

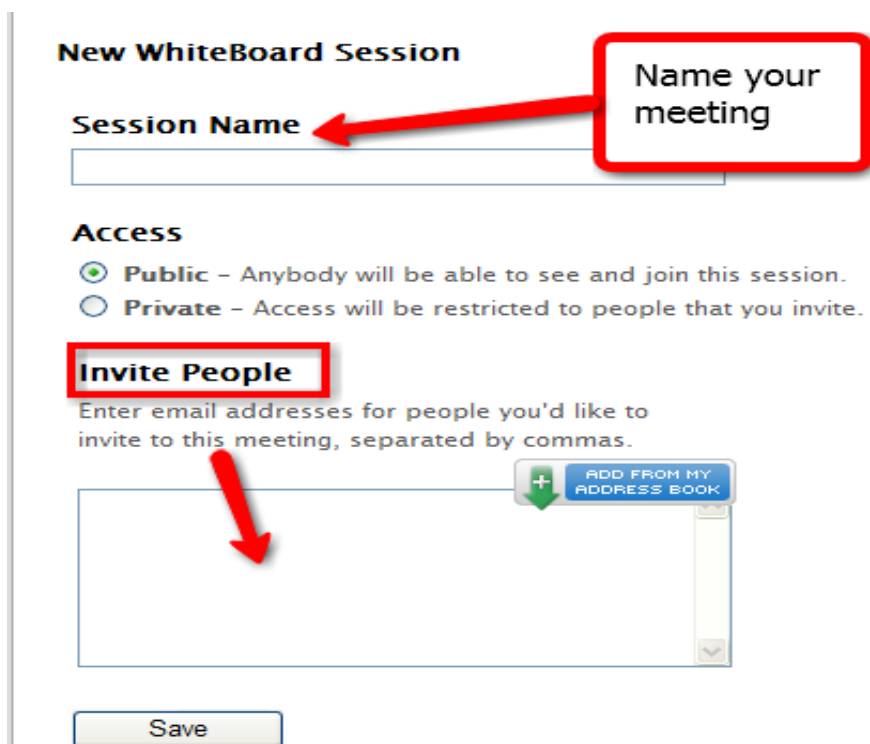
Twiddla is a **FREE** no-setup, web-based meeting playground.

Real collaboration, in real time.

Mark up websites, graphics, and photos, or start brainstorming on a blank canvas. Browse the web with your friends or make that conference call more productive than ever. No plug-ins, downloads, or firewall voodoo – it's all here, ready to go when you are. Browser-agnostic, user-friendly, mom-approved. Oh yeah, it does one-click audio chats too.

### New meetings:

- Name your meeting session, i.e.: class name or discussion topic
- Select public or private option- Private option only lets individuals with a password into your discussion
- Email all your students or colleagues to invite them to the meeting and give them the password



The form is titled "New WhiteBoard Session". It has a "Session Name" field with a red box around it and an arrow pointing to it from a box that says "Name your meeting". Below this is the "Access" section with two radio buttons: "Public" (selected) and "Private". At the bottom is the "Invite People" section, which has a red box around its title and an arrow pointing to a text input field. Above the input field is a button that says "ADD FROM MY ADDRESS BOOK". A "Save" button is at the bottom of the form.

**New WhiteBoard Session**

Session Name

Access

☒ Public – Anybody will be able to see and join this session.

☐ Private – Access will be restricted to people that you invite.

**Invite People**

Enter email addresses for people you'd like to invite to this meeting, separated by commas.

ADD FROM MY ADDRESS BOOK

Save

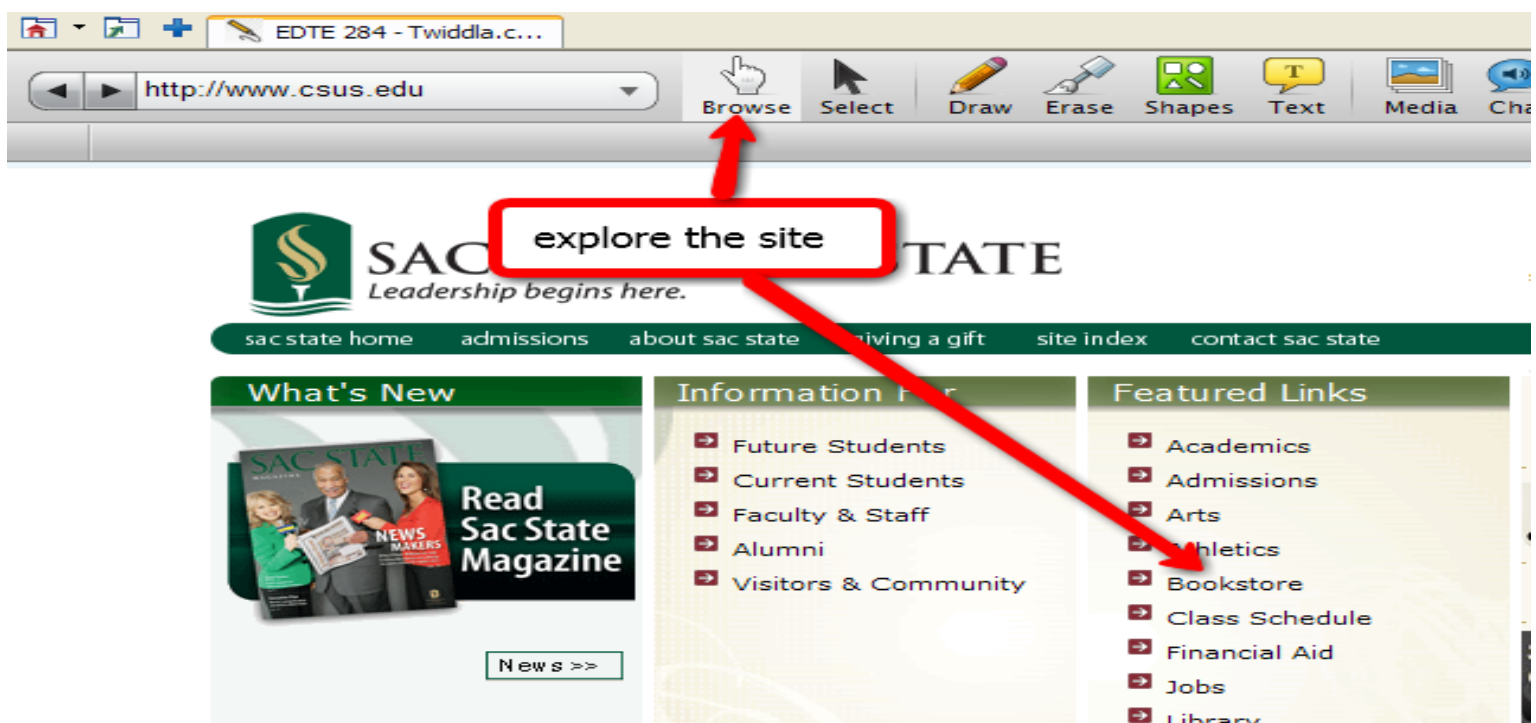
## Marking up Websites:

- Select a website to discuss and mark-up
- Mark-up features include: **Drawing**, **Erasing**, Adding **Shapes**, Adding **Text** boxes, and Adding **Media** (selected graphics or downloaded pictures/images)
- Use the **Select** icon to select images from your mark-up to be moved or deleted



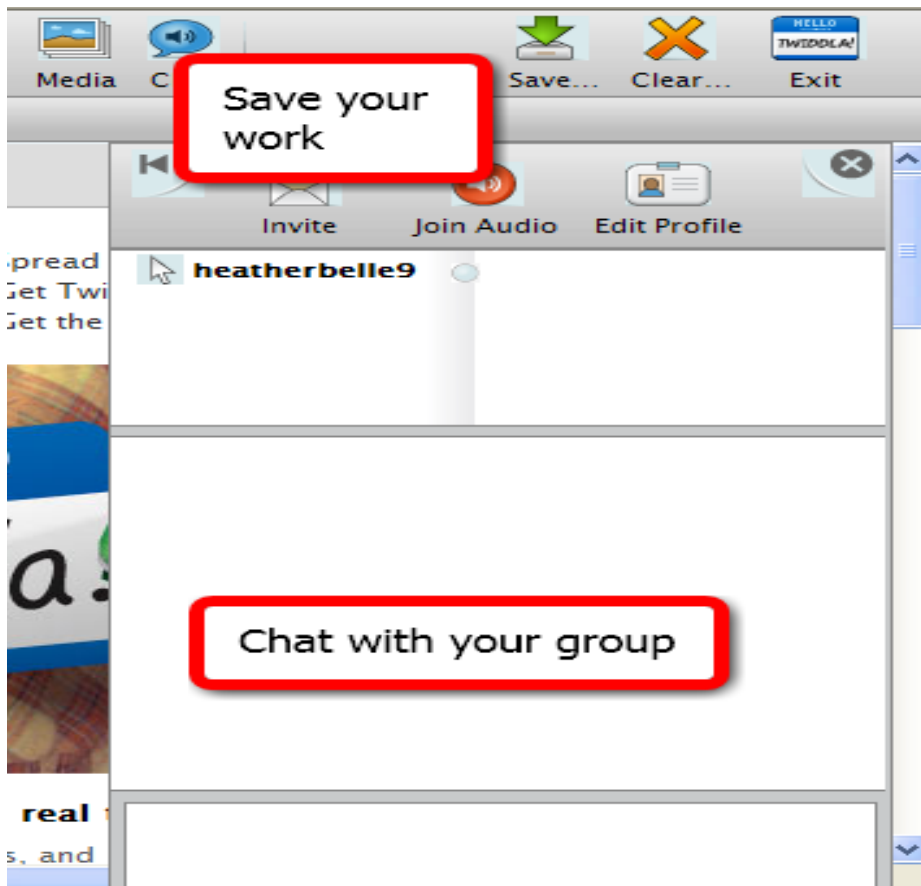
## Browse the Web:

- The Browse feature allows groups to use the site like the regular internet to search the web, and select links



### Other Features:

- The **Chat** feature lets users communicate and discuss websites via chat
- **Save** your marked-up websites or **Clear** them and start over



### Frequent Users:

- Create an Account by set up a user name and password, and an email address
- Setting up an Account lets users record, save, and log your group meetings/discussions
- Meetings are saved by session, and each session saves your images, documents the websites that were visited, and one can even re-join the meeting where the group left off

