TUTORIAL

HOW TO MAKE A WORDLE ON A MAC

This tutorial will show you how to make a word cloud for your ePortfolio on a Mac computer.

http://www.help.pace.edu   **PLV:** 914 773 3338   **NYC:** 212 346 1583

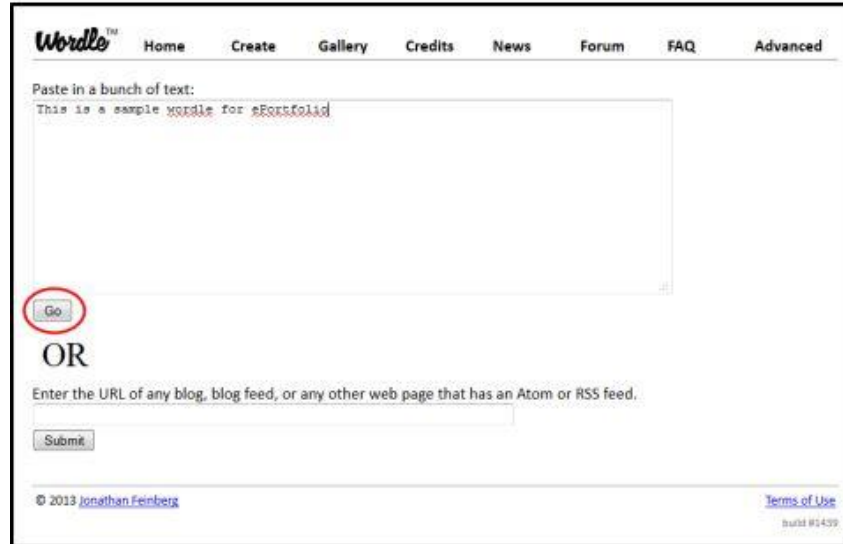*Wordle is a word cloud generator which creates word collages from text that you provide.*

1. **Visit** www.wordle.net and **click "Create".**

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2. **Type** words or sentences into the text box. You can also try **pasting** large amounts of text from a paper, or you resume. **Click "Go".** To link two words together, include a ~ between them. Example" Pace~University.

**Note: The more times you enter a word, the larger it becomes in the Wordle.

3. **Allow Javascript** to run.

4. Your Worlde will appear (If your Wordle does not appear, you will need to update Java on your computer). If you would like to change the style, you can **click "Randomize"** to automatically change the style, or use the menu at the top left of your Wordle to customize fonts, layouts, and colors.

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5. **Hold down command+shift+4** to take a cropped screenshot. The image will automatically save to your desktop as a screenshot.

Displaying your Wordle on ePortfolio

1. **Open the ePortfolio page** where you want to display your Wordle, then **drag the image icon** onto your page.

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2. When the pop-up window appears, **check "Yes"** to confirm that the file you are uploading is yours, then **"Browse/Choose Files"** to upload your Wordle. You can give your Wordle a title in the box titled "Block Title".

3. **Click "Save"**.

My Notes:

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