

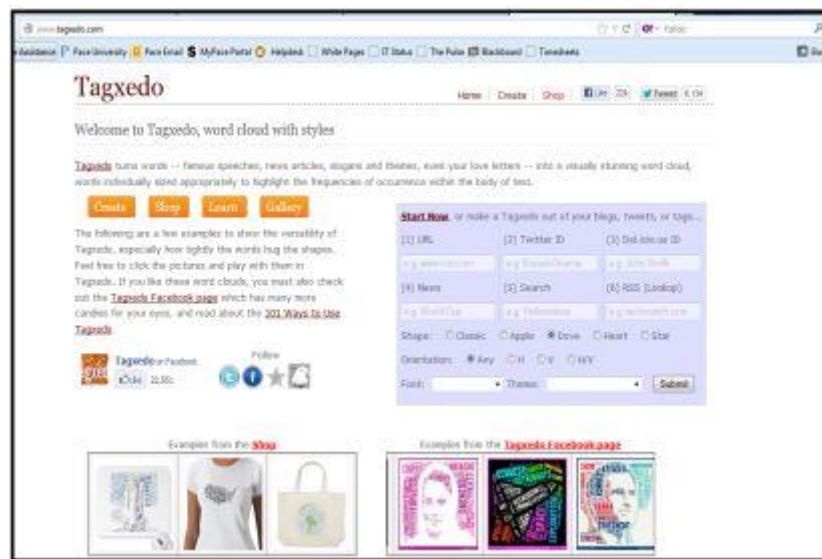
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ADDING A TAGXEDO

This tutorial will show you how to add a Tagxedo to your ePortfolio.

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

1. Go to www.tagxedo.com



2. Fill in one of the six content sources for your word cloud.

- **URL** will take words from a webpage
- **Twitter ID** will take words from a twitter feed
- **Del.icio.us ID** will take words from Del.icio.us
- **News** will take words from news stories based on the word or phrase you type in the box
- **Search** will take words from a Google search of the word
- **RSS** will take words from an RSS feed.

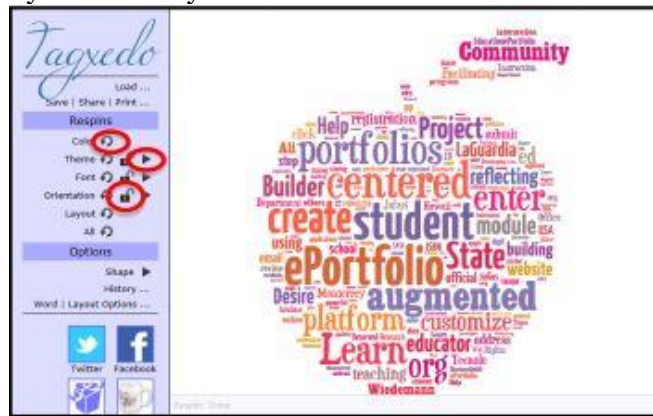
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Before clicking submit, choose the shape of your word cloud (you will have more choices later so don't worry too much about this).

- You will be **directed to the Creator page**, where you can personalize further.



- The arrows going in a circular motion “**Shuffle**” the settings, The locks “**Lock**” a setting (in case you want to shuffle the other settings but keep that one the same), and the arrows let you manually choose.



- To change the shape, click the arrow next to “**Shape**”, you will come across many options to choose from.

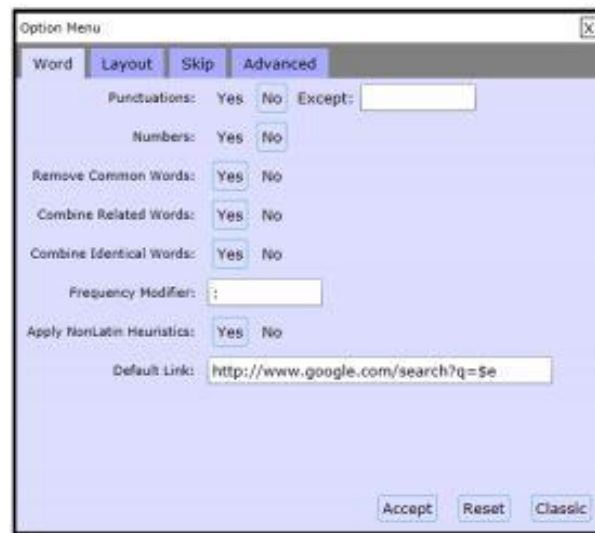


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6. To customize words, click Word Layout Options. It will bring you to the “**Layout**” tab, with settings you can alter for the layout of your words.



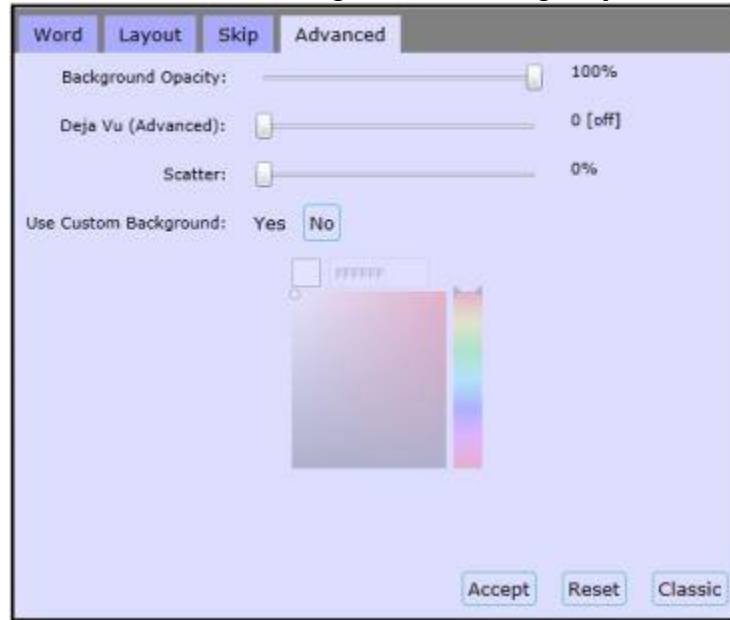
7. In the “**Word**” tab you can change the settings based on the kinds of words you want to have.



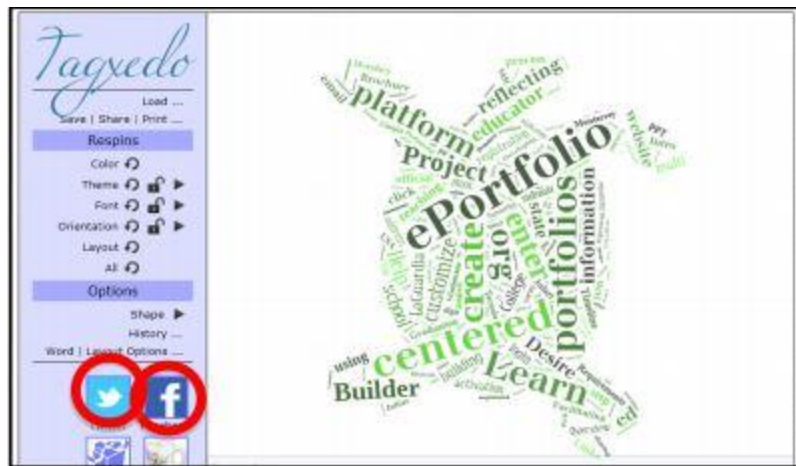
8. In the “**Skip**” tab, a list of all the words in your Tagxedo will appear. To “skip” a word simply click on it, and it will turn yellow. If you skip a word it won’t appear anywhere on your Tagxedo.

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9. The “**Advanced**” tab is for advanced options such as opacity.



10. Once you are done with your Tagxedo, you can **publish** it via Facebook or Twitter, but not save it directly from the website.



11. To **save the image** onto your computer, follow these steps:

- If you're using a **Mac** press **command+shift+4** and you will see your cursor change. Once this happens, highlight your Tagxedo. Once you've done that the image will automatically appear on your desktop.
- If you're using a **PC**, click Start and search for “**Snipping Tool**”. Highlight your Tagxedo with the snipping tool. Once you finish, your Tagxedo will appear in a new

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window. Save the new image by clicking on the floppy disk icon. Make sure to **save** the file as a JPEG.

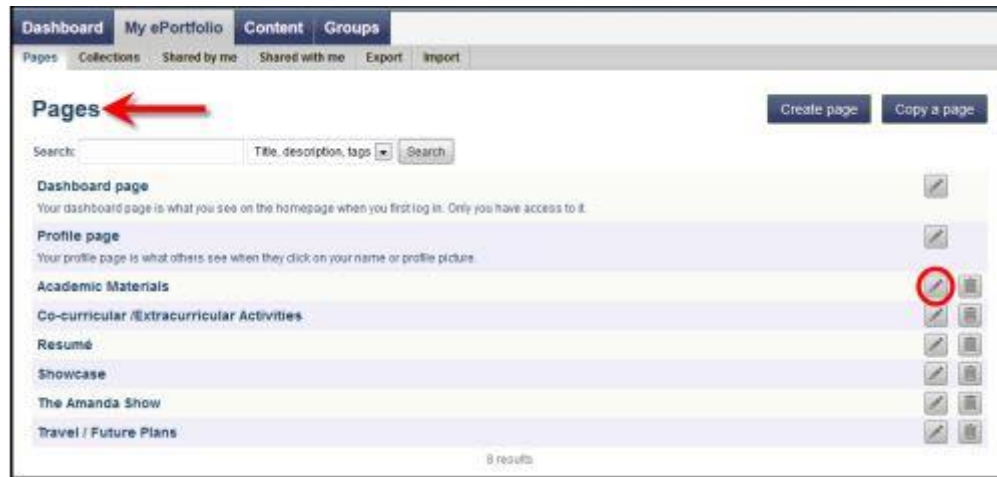


12. **Log into** your ePortfolio at eportfolio.pace.edu. Click **“My ePortfolio”** tab.

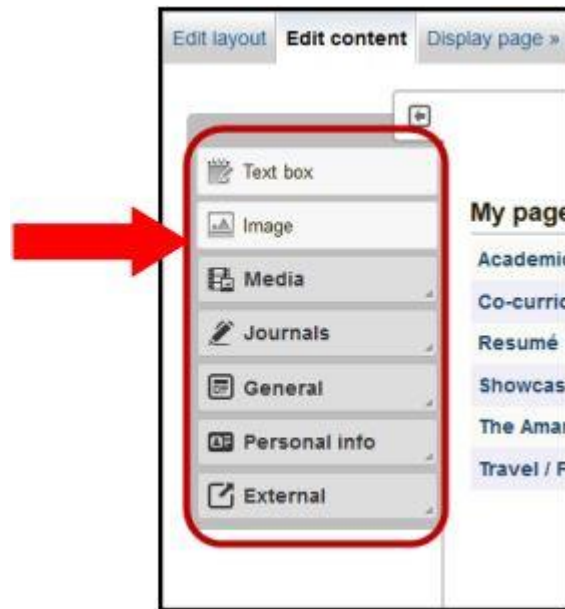


13. **Click the grey pencil** icon next to the page where you want to add your Tagxedo.

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14. Click on **“Image”** from the blocks and **drag it** to where you would like the image to appear on the page.



15. You can give your Tagxedo a **title** in the **“Block title”** box, or you can omit a title.

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16. Check off the box next to “Upload File” and click “Choose Files” to browse your computer for the Tagxedo.



17. Click “Save” at the bottom.



My Notes: