

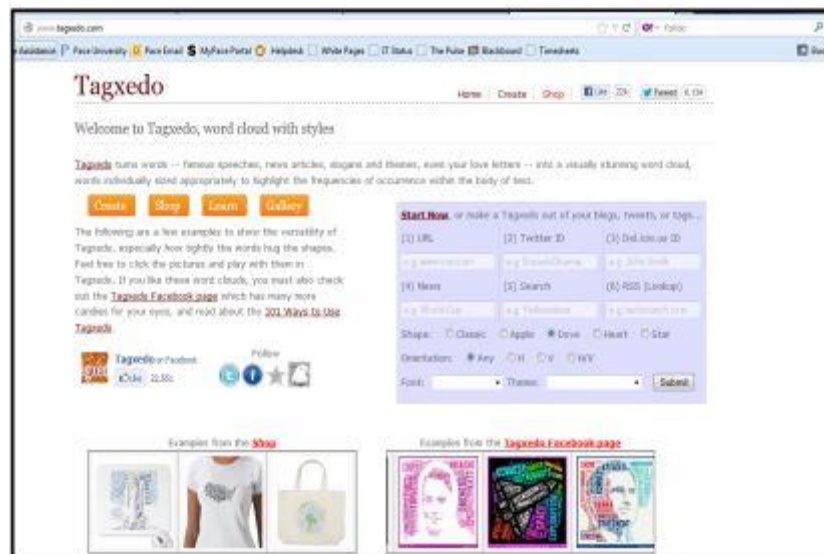


HOW TO ADD A TAGXEDO

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



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- **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.

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

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



4. 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.

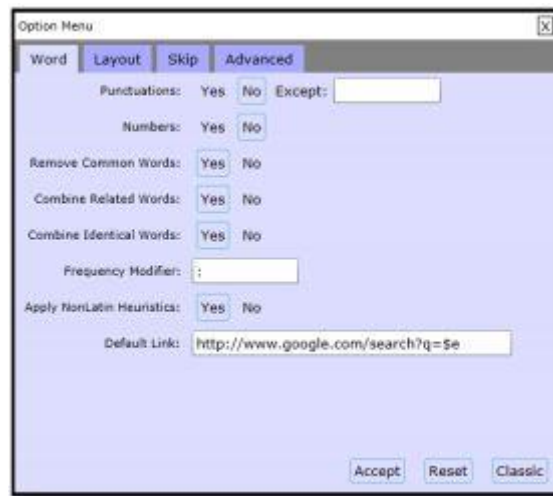


- To customize words, click Word Layout Options. It will bring you to the “**Layout**” tab, with settings you can alter for the layout of your words.

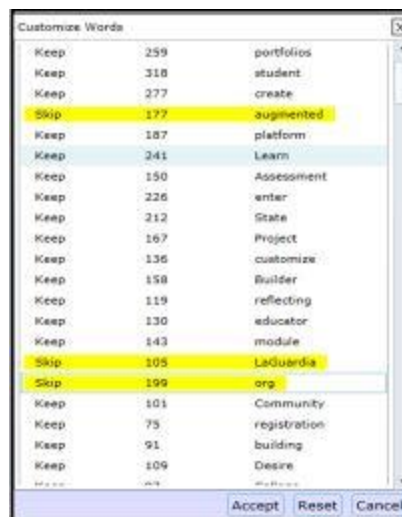


7. In the **“Word”** tab you can change the settings based on the kinds of words you want to have.

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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.



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





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- The image shows the front entrance of Pace University. The words "PACE UNIVERSITY" are inscribed in large, dark, serif capital letters across the top of the building's facade. Below the entrance, there are several large, well-manicured, conical evergreen shrubs. The word "ePORTFOLIO" is overlaid in a large, white, sans-serif font across the center of the image, partially obscuring the entrance and the shrubs. The overall scene is brightly lit, suggesting daytime.



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



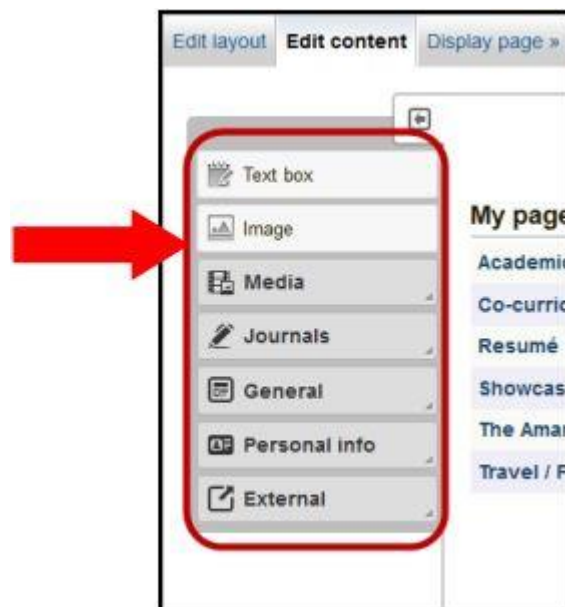
12. Log into your ePortfolio at eportfolio.pace.edu. Click "My ePortfolio" tab.



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



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.



Image: Configure

Block title
Tagxedo

Image
No files found

My files Group files Institution files Site files

Upload file ☐ Yes: The file I am attempting to upload is my own or I have express permission to reproduce and/or distribute this item. My use of this file does not breach any local copyright legislation. This file also adheres to the terms and conditions outlined on this site.

File No files selected. (Maximum upload size 23.4MB)

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

Image: Configure

Block title
Tagxedo

Image
No files found

My files Group files Institution files Site files

Upload file ☒ Yes: The file I am attempting to upload is my own or I have express permission to reproduce and/or distribute this item. My use of this file does not breach any local copyright legislation. This file also adheres to the terms and conditions outlined on this site.

File No file chosen. (Maximum upload size 23.4MB)

17. Click “Save” at the bottom.

Retractable

☐

Select to allow this block to be retracted when the header is clicked.

Automatically retract

☐

Select to automatically retract this block.

My Notes: