

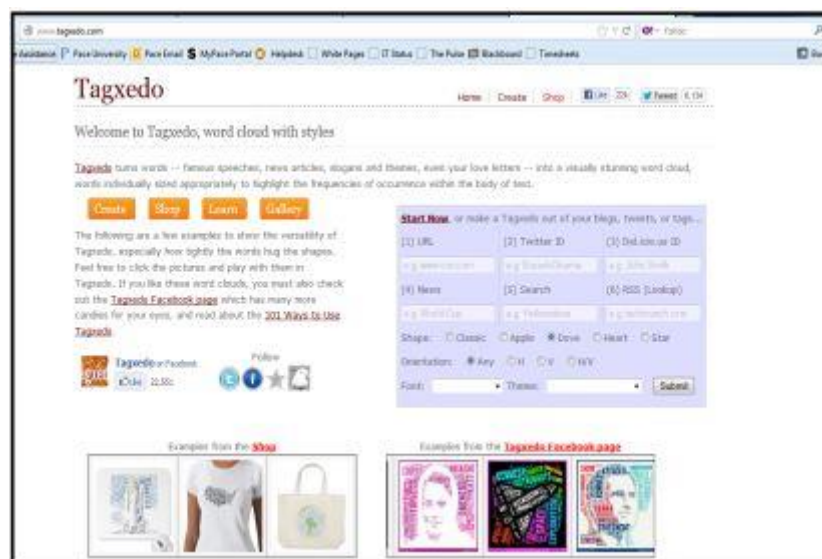
## TUTORIAL

# 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](http://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.

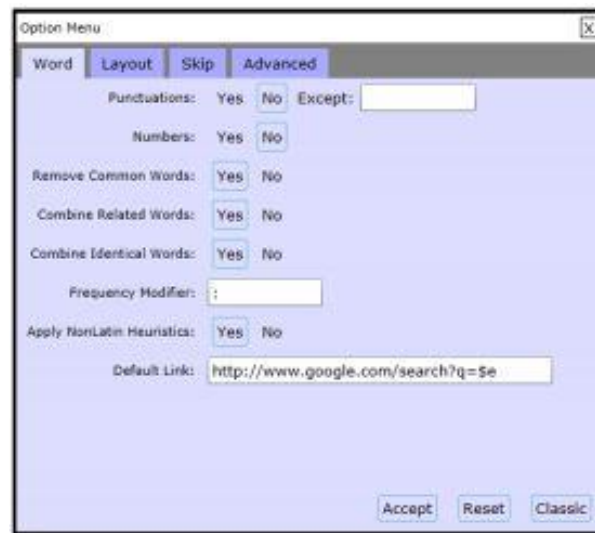


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6. To customize words, click Word Layout Options. It will bring you to the “**Layout**” tab, with settings you can alter for the layout of your words.



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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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](http://eportfolio.pace.edu). Click **“My ePortfolio”** tab.



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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.



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

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:**