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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 <u>www.tagxedo.com</u>



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

(1) URL	(2) Twitter ID	(3) Del.icio.us ID
	e g BarackObama	
(4) News	(5) Search	(6) RSS (Lookup)
e g. World Cup	ePortfolio	e.g. techcomch.com
Shape: OClassic Orientation: OClassic	● Apple ● Dove y ◎ H ◎ V ◎ H/V	O Heart O Star
Foot:	+ Theme:	• Submit

- 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).

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.



5. 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.

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

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	Numb	ers:	Yes	No						
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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.

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9. The "Advanced" tab is for advanced options such as opacity.

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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.



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

Dashboard My eP	ortfolio Content Groups	
Pages Collections Si	hared by me Shared with me Export Import	
Pages	_	Create page Copy a page
Search:	Tille, description, tags 💌 Search	
Dashboard page Your dashboard page is y	what you see on the homepage when you first log in. Only you have access to it.	
Profile page Your profile page is what	others see when they click on your name or profile picture.	
Academic Materials		
Co-curricular /Extra	curricular Activities	
Resumé		
Showcase		
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Travel / Future Plan	•	1
	8 results	

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.

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File	Browsa	No files selected.	(Matinu	n upinad sice 23.406)	
2					

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:	
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