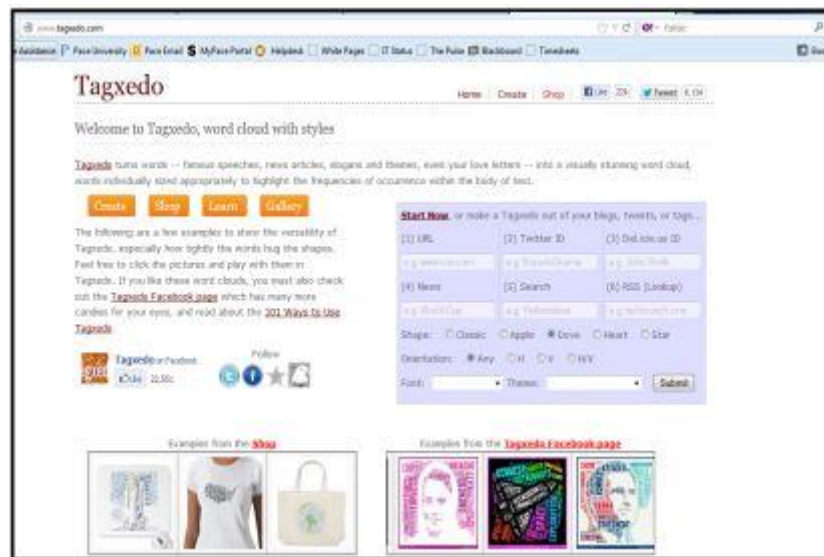


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ADDING A TAGXEDO

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

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.

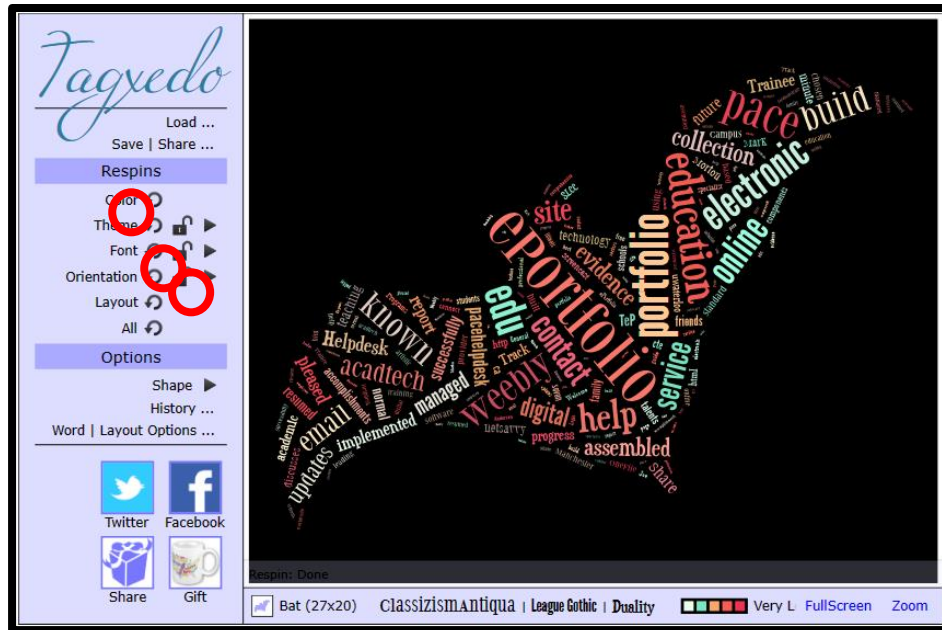
Before clicking submit, choose the shape of your word cloud (you will have more choices later so don't worry too much about this).

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

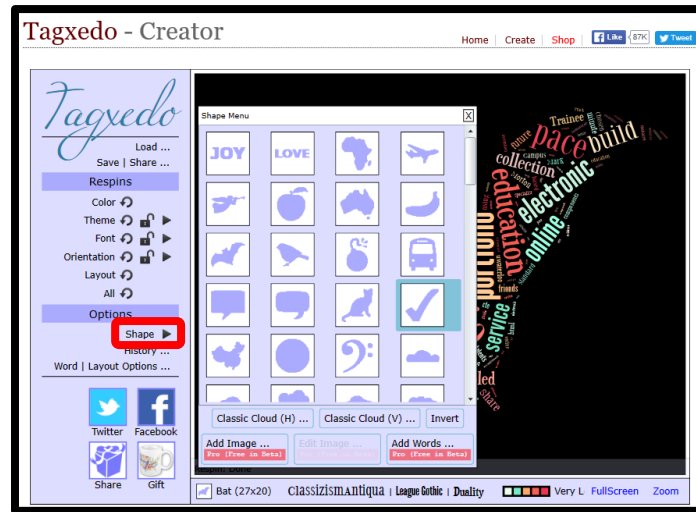


4. The arrows going in a circular motion “**Shuffle**” the settings, The locks “**Lock**” a setting (in case you want to shuffle the other settings but keep that one the same), and the arrows let you manually choose.

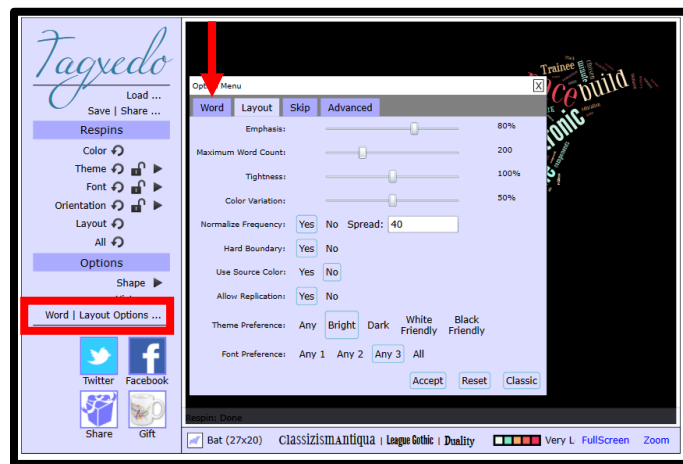


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5. To change the shape, click the arrow next to **“Shape”**, you will come across many options to choose from.

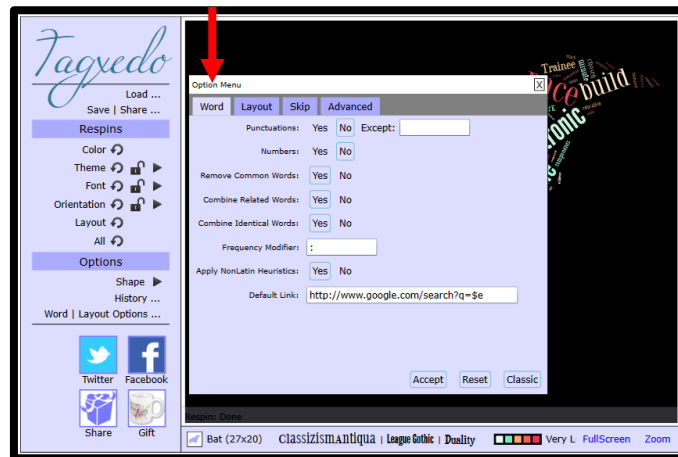


6. To customize words, click Word Layout Options. It will bring you to the **“Layout”** tab, with settings you can alter for the layout of your words.



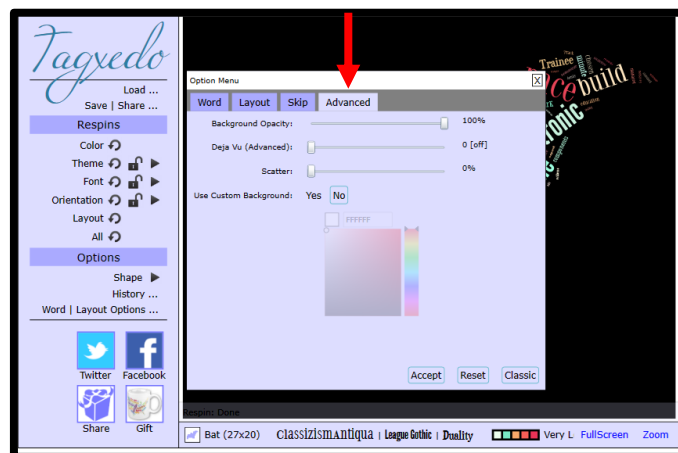
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7. In the **“Word”** tab you can change the settings based on the kinds of words you want to have.



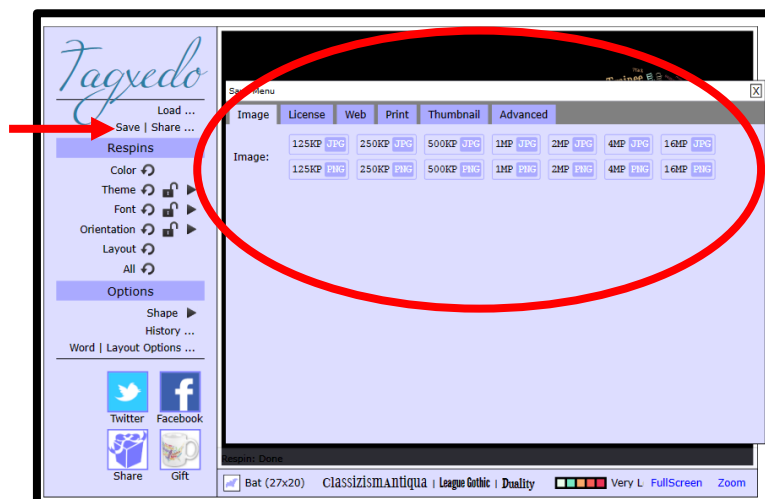
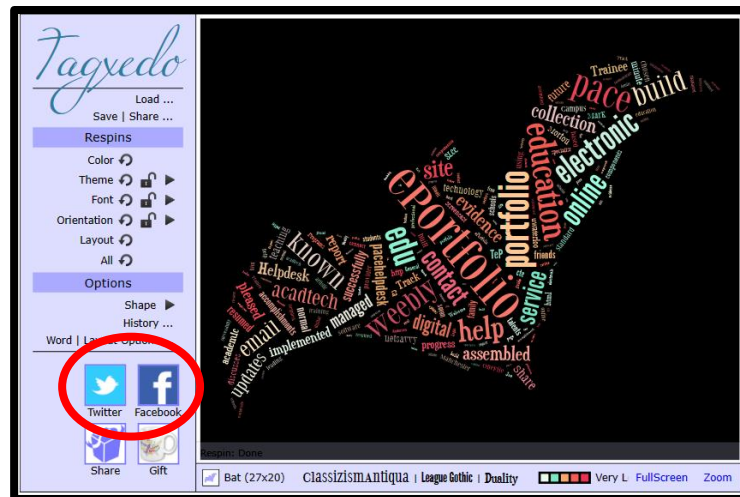
8. In the **“Skip”** tab, a list of all the words in your Tagxedo will appear. To “skip” a word simply click on it, and it will turn yellow. If you skip a word it won’t appear anywhere on your Tagxedo.

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



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10. Once you are done with your Tagxedo, you can **publish** it via Facebook or Twitter, or save it directly from the website.



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

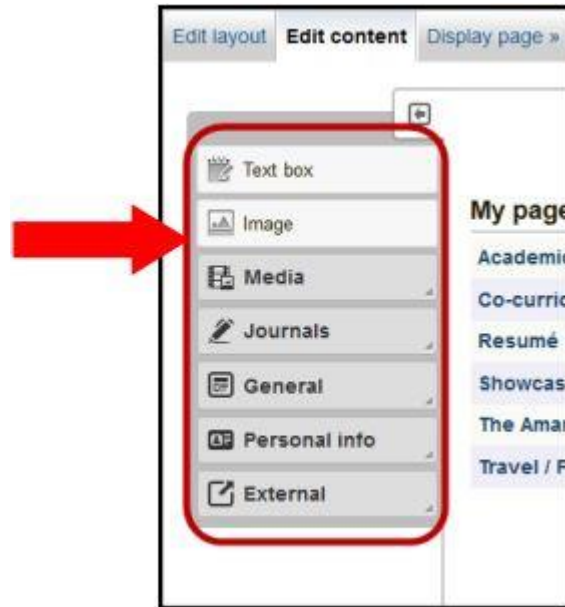


12. Click the grey pencil icon next to the page where you want to add your Tagxedo.

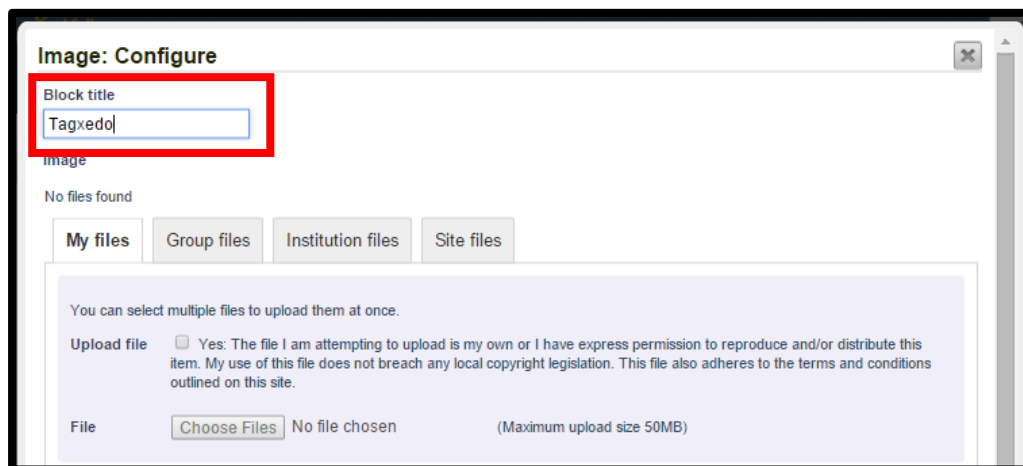


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13. Click on **“Image”** from the blocks and **drag it** to where you would like the image to appear on the page.



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



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15. **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

You can select multiple files to upload them at once.

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 50MB)

16. Click **“Save”** at the bottom.

Specify the width for your image (in pixels). The image will be scaled to this width. Leave it blank to use the original size of the image. If the original size is too big, it will be scaled to the width of the block.

Retractable
No

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