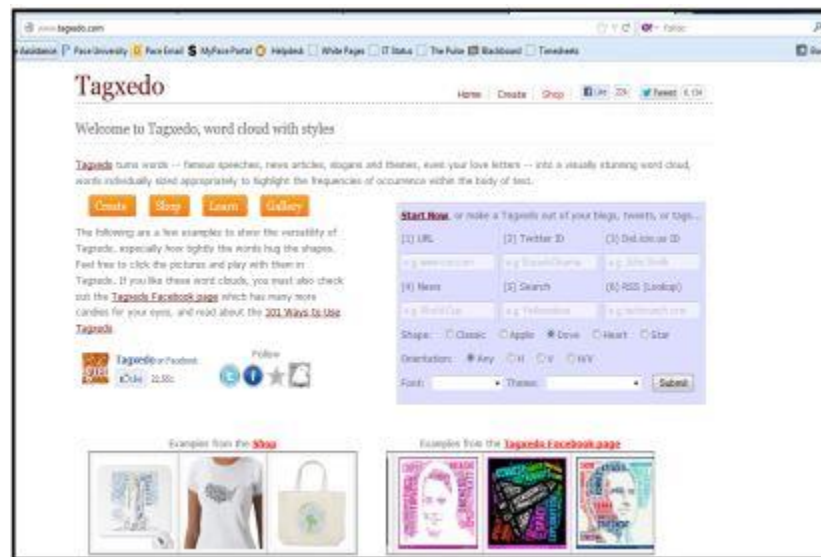


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ADDING A TAGXEDO

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

1. Go to www.tagxedo.com



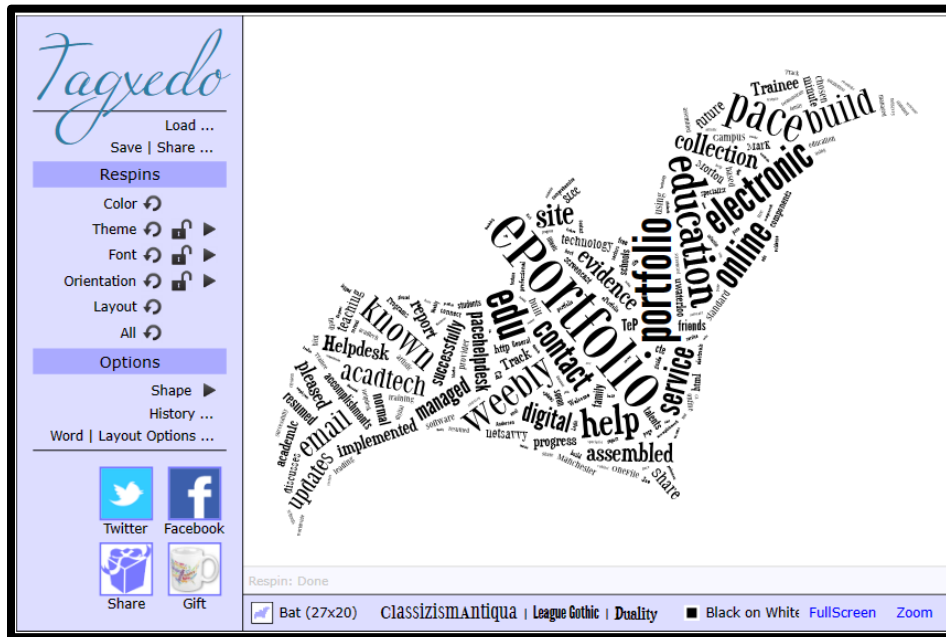
2. **Fill in** one of the six content sources for your word cloud.

- **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.

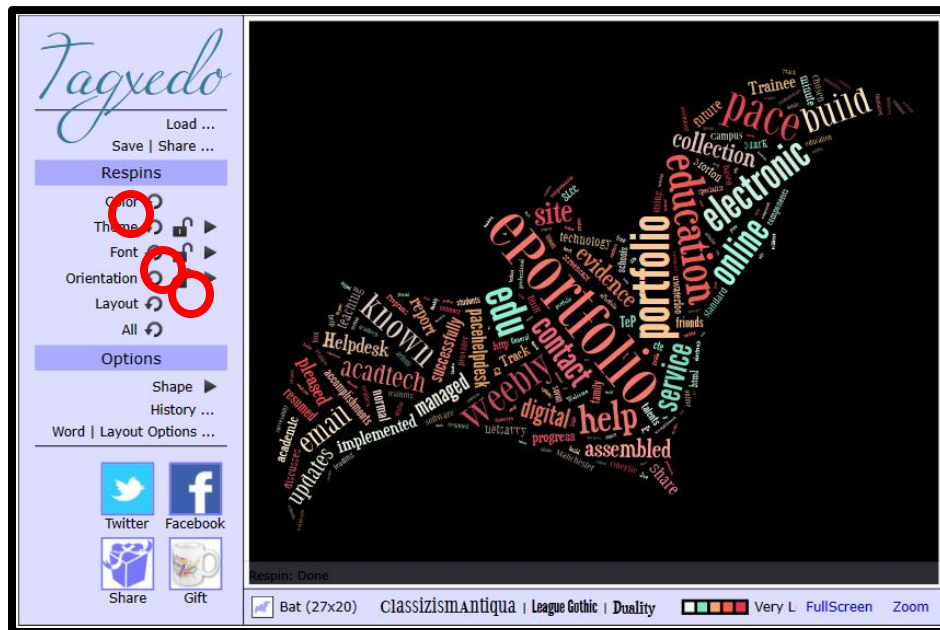
Before clicking submit, choose the shape of your word cloud (you will have more choices later so don't worry too much about this).

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

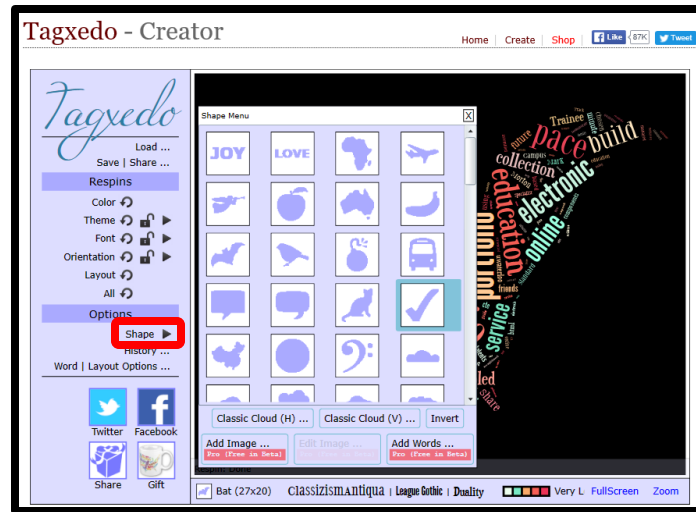


- The arrows going in a circular motion **“Shuffle”** the settings, The locks **“Lock”** a setting (in case you want to shuffle the other settings but keep that one the same), and the arrows let you manually choose.

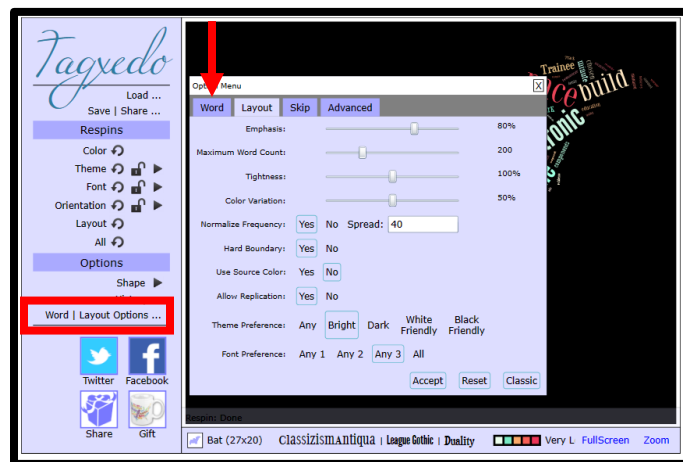


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- To change the shape, click the arrow next to **“Shape”**, you will come across many options to choose from.

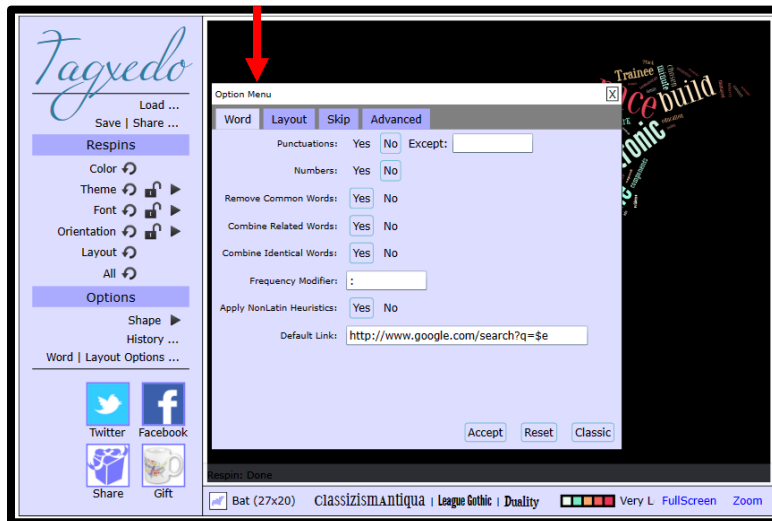


- To customize words, click Word Layout Options. It will bring you to the **“Layout”** tab, with settings you can alter for the layout of your words.



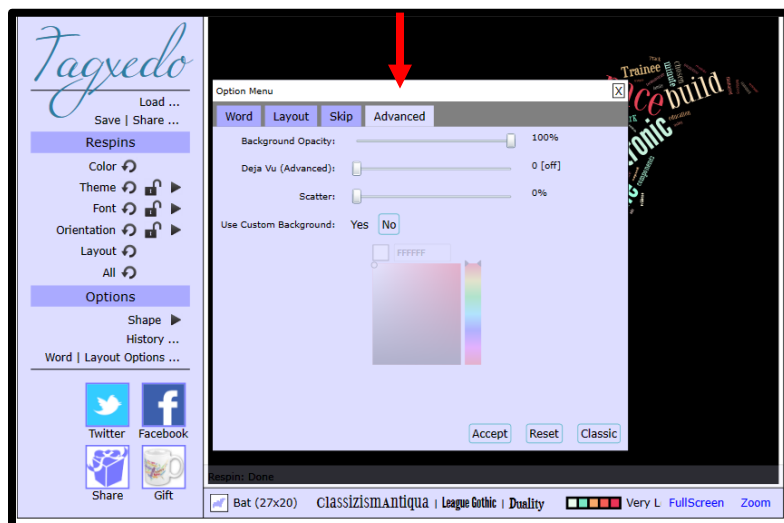
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7. In the **“Word”** tab you can change the settings based on the kinds of words you want to have.



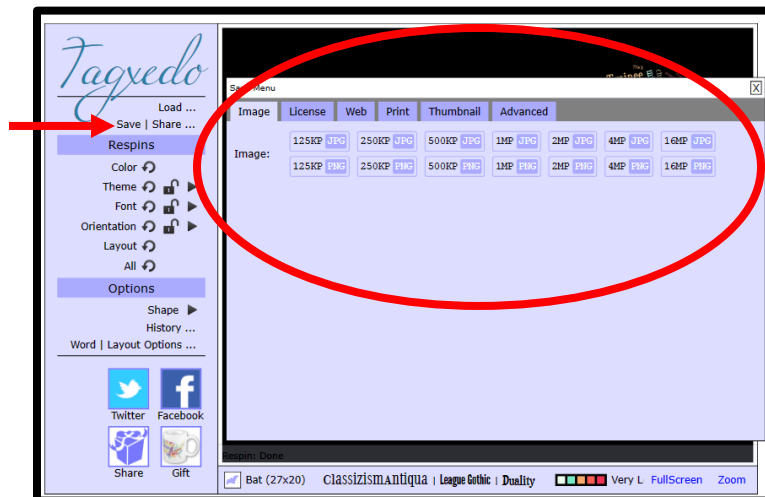
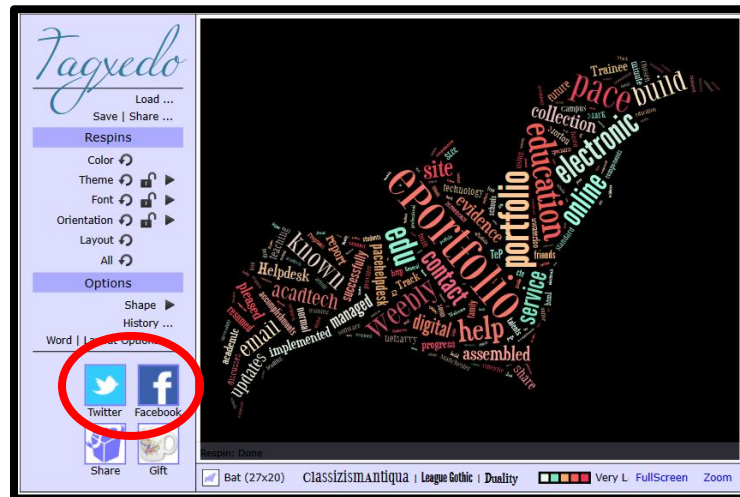
8. In the **“Skip”** tab, a list of all the words in your Tagxedo will appear. To “skip” a word simply click on it, and it will turn yellow. If you skip a word it won’t appear anywhere on your Tagxedo.

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



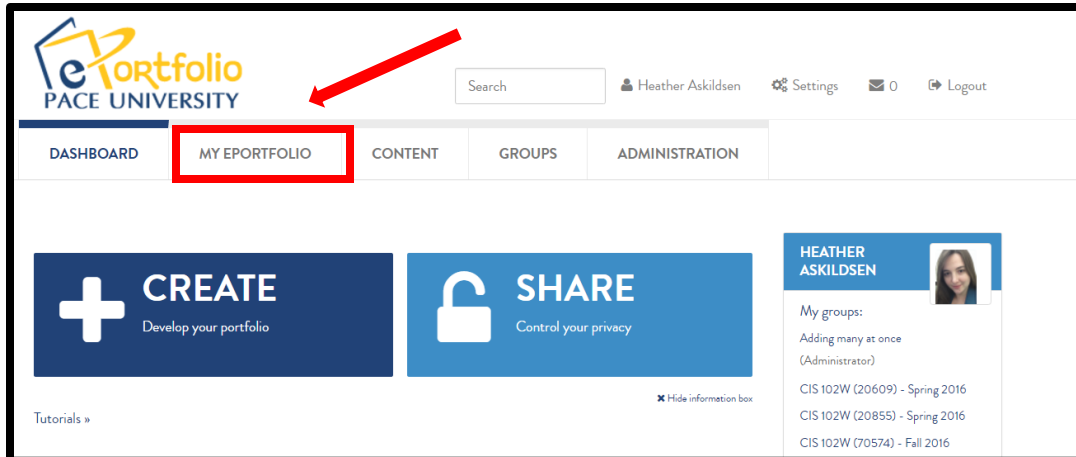
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10. Once you are done with your Tagxedo, you can **publish** it via Facebook or Twitter, or save it directly from the website.

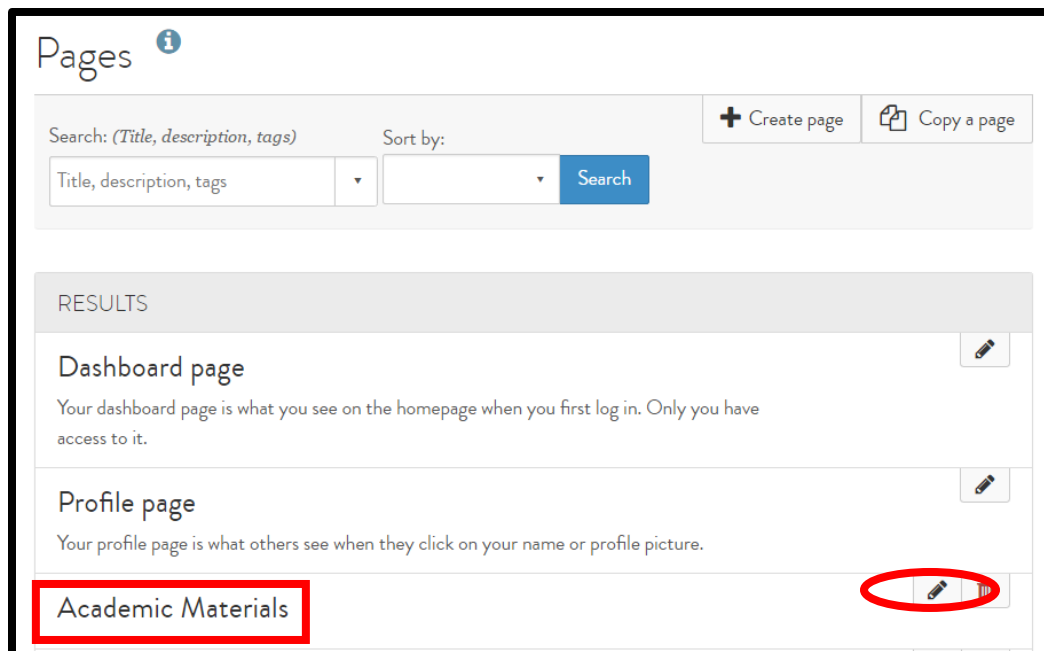


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11. Log into your ePortfolio at eportfolio.pace.edu. Click “My ePortfolio” tab.

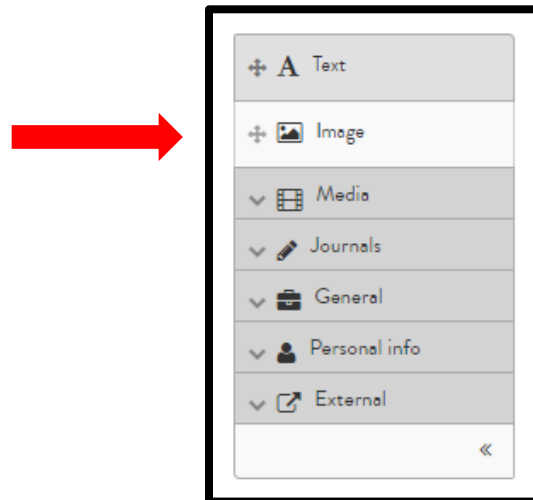


12. Click the grey pencil icon next to the page where you want to add your Tagxedo.

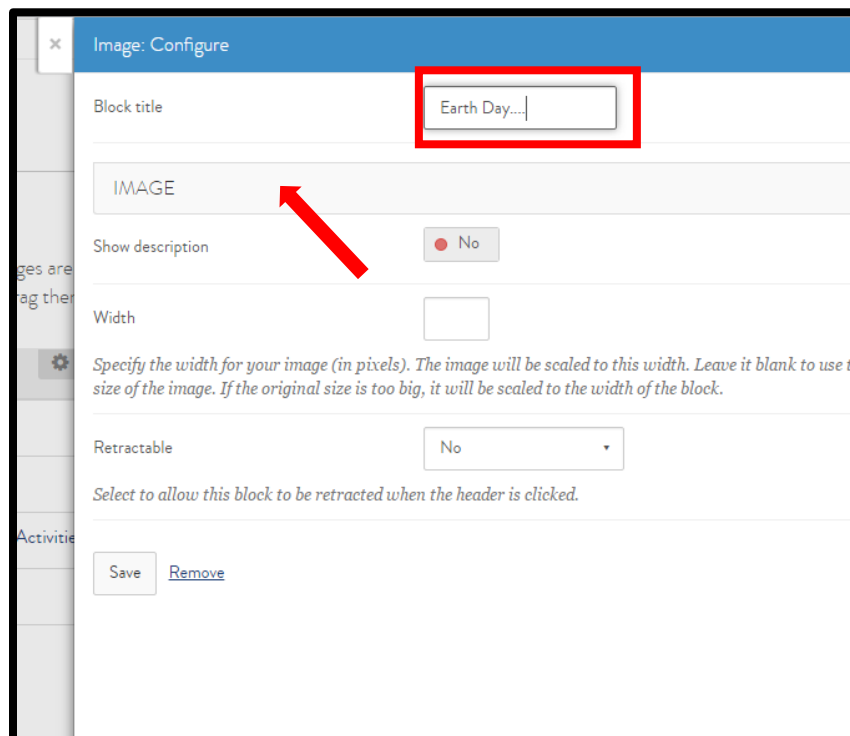


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13. Click on **“Image”** from the blocks and **drag it** to where you would like the image to appear on the page.

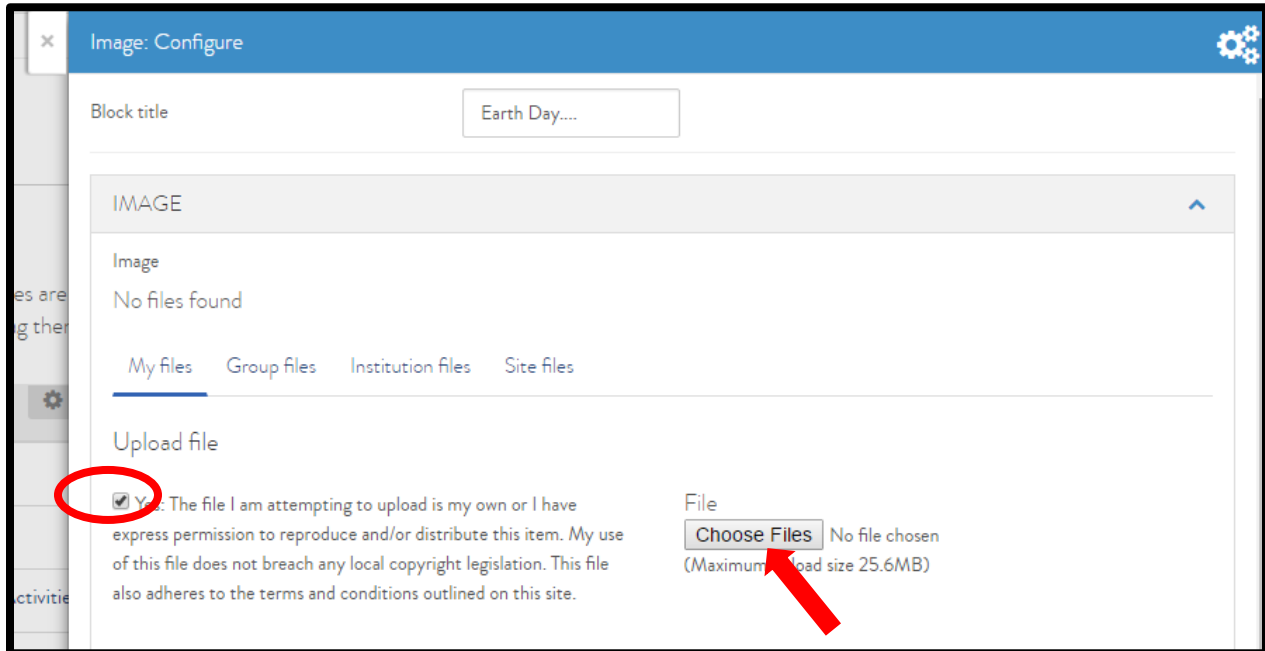


14. You can give your Tagxedo a **title** in the **Block title** box, or you can omit a title by putting a space. Click the **Images button**.

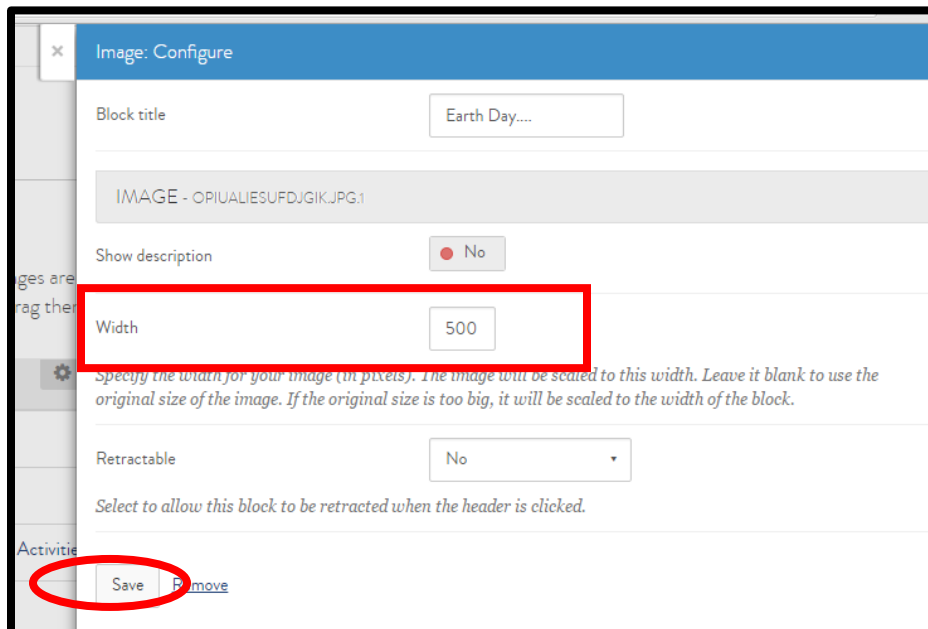


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15. Check off the box next to “**Upload File**” and click “**Choose Files**” to browse your computer for the Tagxedo.



16. You can adjust the width from if you wish to do so. Then click **Save** at the bottom.



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17. Your Tagxedo word cloud will appear on your page.

Other Materials


by Heather Askildsen (heskildsen)

Edit this page Copy

MY PAGES

- Introduction
- Academic Materials
- Co-curricular / Extracurricular Activities
- Showcase
- Recommendations

EARTH DAY....



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