

## **Word Cloud Instructions**

1. Open your journal prompt.
2. Select the text.
3. Right click while text is highlighted and choose **Copy**.
4. Minimize MS Word.
5. Open Internet Explorer.
6. Go to [www.tagxedo.com](http://www.tagxedo.com)
7. Click **Start Now**.
8. Click **Load**.
9. Place your cursor inside the box labeled **Enter Text**.
10. Press *CTRL-V* to paste the text. Your text should appear in a long line in the box.
11. Click **Submit**.
12. Using the *Respins* choices, change the color, theme, font, orientation, layout to your liking.
13. You may also experiment using the features under *Options*.
14. To load an image not on the Tagxedo website – you will need to find the picture on the Internet. Right click the picture and choose **Save Picture As**. Save your picture to *My Pictures* folder. In Tagxedo, under the **Shape** option, choose **Add Image**. Browse to your **My Pictures** folder and located the picture. Highlight the picture and click **Open**. Choose **Accept** when you are happy with your selection.
15. When you are ready to save, choose the **Save** button.
16. Under the *Image* section, choose **125KP JPG**.
17. Browse to your *My Documents* folder or other location specified by your teacher and name your file **Word Cloud**.
18. Click **Save**.