



Instructions on using wordle are as follows:

Go to www.wordle.net

1. Click on Create
2. Type in the words you want to form the word cloud.
3. Key words can be enlarged by just repeat typing the word. (Does not have to be consecutive)
4. To keep two words linked in the wordle, use the tilde key between the words:
word~cloud
5. When complete, hit "go" button
6. Java will convert the words into a cloud. Press randomize until you are happy with the effect, or manually change the colors and font style.
7. If you press save, the next screen will give an embed code for online use in blogs or wikis, but this tends to be quite small, so it is better to get a screen shot and convert to an image file. Also if you save to the Gallery it cannot be removed.
8. To create a screen shot: Press "fn" and "prt scr" or print screen key on your keyboard. Be sure that you can see all of your wordle on the screen before taking a screenshot. It will look like nothing has happened, but the screen shot has been copied and is ready to be pasted in to Paint or Word.
9. On a PC, open MS Paint and click >edit> >paste> and the wordle should appear.
10. Use the select tool to crop your wordle, select the word cloud>right click and copy then file>new>do not save changes>edit>paste.
11. Save as a jpg file ready for use in MS Word, or PowerPoint or other software types.