

@ Directions for a **Wordle Cloud Activity** within **Google Docs (Cloud Computing)! @**
(**Print Out step by step** instructions to Wordle Cloud Activity!)

1. Carefully look over the **provided examples** of Wordle Clouds before continuing!

<http://www.itws.org/RandomizedWordlesPraise.mht>

URLs & Examples below!

<http://www.itws.org/RandomizedWordlesMath.mht>

URLs & Examples below!

Open **Firefox Browser** & go to **Google Docs** **provided by Google**. Note **embedded** links!
Log into Google Docs using **Google Email** Account (Username & Password) Created Account!
Once you are at Google Docs which will be your personal space in **Cloud Computing**,
at the top left corner, click on the [**Create New**] tab **then** click **Spreadsheet**.

2. There are actually (4) Wordle Clouds provided in these examples but using the same words thus, it is really not an overwhelming project to complete.

3. Again, before continuing this project(s) try creating a few Wordle Clouds to learn at the Wordle site: <http://www.wordle.net/> **Try a few before continuing!**

4. After you have complete a few simple Wordle Clouds, the next step is setting up **MS Paint** which must be used to **capture** your Wordle Clouds for MS Word.

5. To make work easy, you must create a **Shortcut Icon** of MS Paint to your desktop.

Click **Start** then Click **All Programs** then put Mouse Arrow on **Accessories!**

Locate & Right Click: **Paint Icon** then Click **Copy** then Paste **Icon** to Desktop!

After you have a copy of MS Paint on Desktop then Double Click it for setup!

6. When Paint program appears create Full Screen! At **top right**, Click **Middle Icon!**

After a full screen, put your mouse at **bottom right corner** of **Big White Canvas!**

A **Double Headed Arrow** appears at bottom corner! Click & Drag corner of **Big White Paint Canvas** **to top left corner making it a Small White Canvas!**

To get an idea of how small enough make it about the size of your **thumbnail!**

7. Now, **Close** Paint by Click **X** in the top right corner! Click **NO** when prompted!

Double Click Paint Shortcut to check if it is set up for capturing Wordles!

8. Go back to Wordle program, then using 30 or so words of any topic create Wordle!

Oops! You have to type the words into MS Word to copy and paste to Wordle!

If you **repeat a word** then it is a bigger size! Repeat again for even Bigger size!

9. Now, Paste words from MS Word into Wordle Box! Click the **Randomize Button** until you see a Cloud that is Cool or you are just tired of clicking the button!

10. Once a cloud is on the screen that you like **move** the screen up and down **until entire Cloud is visible** on the screen. It is tricky to get all of Wordle on screen!

11. With the Cloud all on the screen, Click Print Screen button on the top right of the keyboard. Print Screen actually copies screen to a storage area to be used later! Do Not Close Wordle program, minimize it to desktop toolbar! Good Luck! **Window "7" users** need to Hold down Function button then Hit Print Screen!
 12. **Now**, Open MS Paint to make sure sure it has **small white canvas** in top left corner! With MS Paint opened, Hold **Ctrl** button down & Hit letter **V** button to paste! Another way is Click **Edit** at top of MSPaint then Click **Paste** to appear in Paint!
 13. Your Cloud should appear in MS Paint! **Click & Drag** captured Cloud so it is visible! Now, Click Star Tool then Click Dashed Rectangle both at the top of the Tools! **Use Dashed Rectangle** to encompass exactly entire Cloud! Be careful! Get all of it! Use either Hold **Ctrl** Button & Hit letter **C** or Click **Edit** & Click **Cut** in menu!
 14. By doing this you have **Cut your Cloud** from surrounding image! This is a vital step! Click the **X** in the top right of screen to Close **Paint!** Again, Click **NO** to prompt! Double Click Paint to open it again **and** Paste the Cloud which was Cut from Paint! Use either Hold **Ctrl** Button & Hit letter **V** or Click **Edit** & Click **Paste** in menu!
 15. You should have **ONLY** the Cloud in the MS Paint program! If not then do it again! Now all you have to do is Click > File > Save As... **Give Cloud a short name!** Make sure it is saved as a **JPEG** file to Desktop **not** BMP! **JPEGs** are small!
 16. Probably best to save **Cloud** to **Desktop** for easy inserting into to a MSW or GDs file! Open MSW or GD document, type few words to describe Cloud then Center words! Hit enter a few times **and** the cursor should be centered below! If not then center it!
 17. Cursor **below** Title & Words, Click Insert then Picture then Desktop **to locate Cloud!** Scroll to find your cloud **and** double click it so it appears centered in MS Word! **Save Word file!** Do Cloud Capture again **Same Words** but different arrangement!
 18. Now, close the MS Word pages **and** bring it back up to see if all is as you planned it! **Now do it all over again** for **Second Cloud!** The More you do it the easier it is!
 19. To insert Cloud into **Google Docs** document do the same with the Title & Description **then** Position Cursor below & centered **then** Click Image Icon at top of GD document **then** Click **Browse** at Left **then** Locate Wordle Cloud and **Double Click It** to insert!
- Save both MS Word **and** Google Docs pages with same name as Wordle Cloud! ☺

