

@ Directions for completing a [Wordle Cloud Activity](#) @

(Carefully read these initial instructions to Wordle Cloud Program link!)

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

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

<http://www.itws.org/ExamplesWordleClouds.pdf>

- 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) investigate creating Wordle Clouds at the WWW link: <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. Probably best way to begin is to create a Shortcut of MS Paint on your desktop. Click Start **then** Click All Programs **then** put Mouse Arrow on Accessories! Locate **and** Right Click: Paint Icon **then** Click Copy **then** Paste it 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! Click middle of top right icons! After a full screen, put your mouse on bottom right corner of white canvas! You want a Black Double Headed Arrow to appear so you can click and drag **the White Paint canvas** toward the top left corner making **white canvas small!** To get an idea of how small, **make sure right side is lined up with the HELP!****
- 7. Now, Click the X in the top right corner to Close Paint! Click NO when prompted! Double click Paint to see if it is set up for capturing Wordle Clouds! **Whew!!!****
- 8. Go back to Wordle program and using 30 or so words of any topic create a Cloud! **Oops!** You have to type the words in MS Word to copy and paste to Wordle! Remember to **repeat word** for bigger size! Repeat words more for Bigger size!**
- 9. Now, Paste your words into the Wordle Box and keep clicking **Randomize Button** until you see a Cloud, you like 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 it exactly all on screen!**

11. With the Cloud all on the screen, **click Print Screen button** on the **top right of the keyboard**. This actually copies the screen to a storage area to be used later!
Do Not Close the Wordle program, minimize it to desktop toolbar! Good Luck!
@ Window “7” users need to Hold down Ctrl button then Hit Print Screen! **@**
12. Now, Open MS Paint and be sure it has the **small white canvas** needed to capture!
With Paint opened, **Hold Ctrl button** and **Hit the V letter** button to paste!
Alternate way is **Click Edit command** in MSPaint **then Click Paste command!**
13. Your Cloud should appear in Paint! **Click & Drag** Cloud so it is totally visible!
Now, Click any tool **then** Click Dashed Rectangle at the top of the Tools! **Critical!**
Use Dashed Rectangle to **encompass** the entire Cloud! Be careful! Get all of it!
Use either **Hold Ctrl Button & Hit letter C** or Click Edit & Click Cut command!
14. By doing this you have **Cut your Cloud** from surrounding image! Good Luck!
Click the **X** in the top right of screen to Close Paint! Again, **Click NO to prompt!**
Double Click Paint to open it again to **Paste the Cloud** which was Cut from Paint!
Use either **Hold Ctrl Button & Hit letter V** or **Click Edit & Click Paste !**
15. You should have **ONLY** the Cloud in the MSPaint program, at least I hope you do!
Now all you have to do is Click > File > Save As... **Give Cloud a short name!!!**
And make sure it is saved as a **JPEG** file **not** BMP! JPEGs are small in size!
16. Probably **best to save Cloud to Desktop** for easy inserting into to a MS Word file!
Open MS Word, and type a few words to **describe** your Cloud **then** Center words!
Hit enter a few times **and** the cursor should be centered! If not **then** center it!
17. With cursor **below** Title & Descriptive Words, Click Insert **then** Picture **then** Desktop!
Scroll to find your cloud **and** double click it so it appears centered in MS Word!
Save Word file! Now do this again with **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!