

Wordle Cheat Sheet

Not sure how to work this thing called [Wordle](#)?

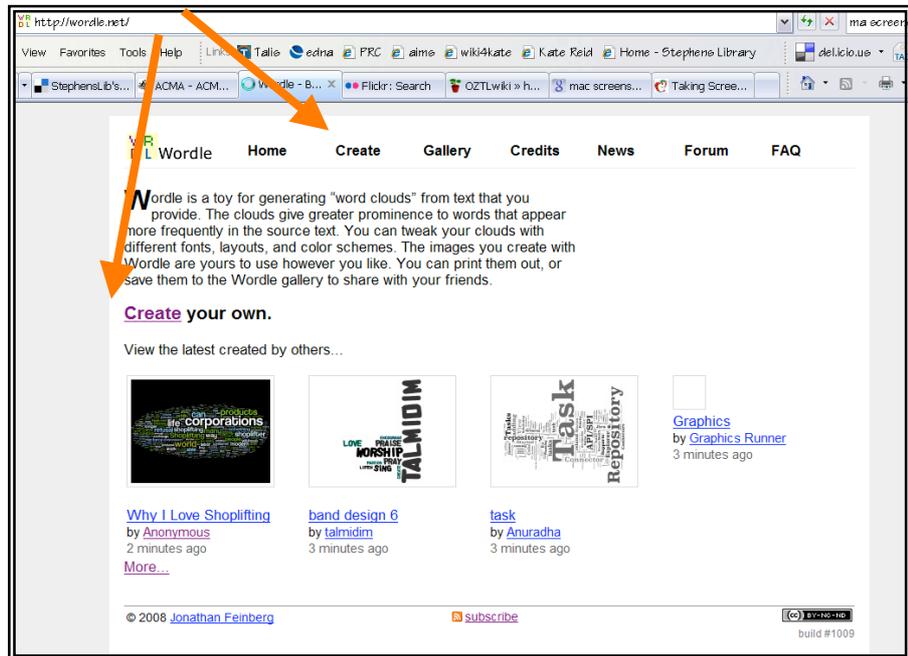
[Wordle](#) is a free, online application that uses Java script to generate a word cloud image. Words which occur more frequently will be larger than others. Common words like 'the', 'and' etc (prepositions, conjunctions, pronouns...) will be filtered out unless you specifically include them. You can alter the font, layout and colour scheme and re-generate the image as often as you like. The resultant image can be published to the web or you can save a screenshot and crop to the desired size, ready to be inserted into your document. For a quick start, use *The Summary*, or use the step-by-step guide with pictures in *The Detailed Version*.

The Summary:

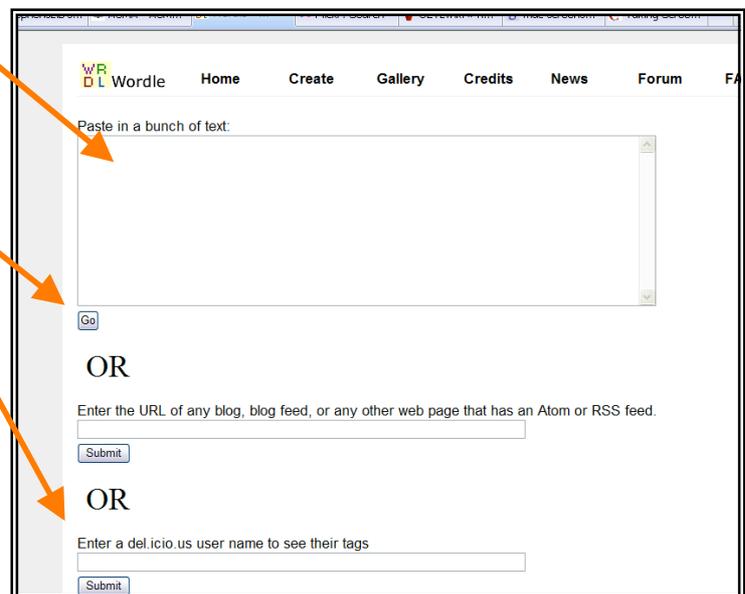
- 1) Go to [Wordle](#). Click on 'Create'.
- 2) Paste in some text, click 'Go'.
- 3) Publish to the web by clicking 'Save to Gallery' OR save a screen image by using Ctrl+Print Screen and pasting the image into any desktop publishing software.

The Detailed Version:

- 1) Have the Word document or webpage of text open, ready to use.
- 2) Go to [Wordle](http://wordle.net) and click on 'Create'



- 3) In the box provided, paste in the text you want to turn into the word cloud. You can also enter webpage urls or turn a del.icio.us user's set of tags into a wordle.



- 4) If you wish to include phrases or to keep particular words together, turn the spaces between the words into tildes '~'.
- 5) Click '**Go**'. Large blocks of text may take a little while to turn into your wordle.

6) Just above your new wordle you have a choice of menu buttons.



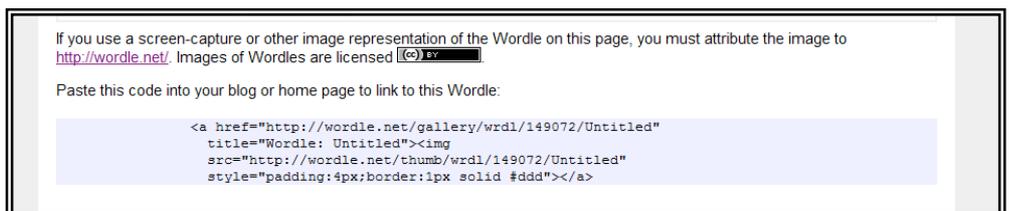
- **Edit** lets you 'Undo' or 'Redo' wordle layouts.
- **Language** lets you change the lettering between lower- and uppercase, and to choose not to remove common words, including words from other languages.
- **Font** allows you to choose between 30+ fonts.
- **Layout** lets you choose the general direction of words, to round out the overall shape, to layout roughly in alphabetical order, and to refresh the same layout settings until you get the desired effect.
- **Color** lets you change the colours of the background and words, with a variety of preset schemes, and the option of creating your own custom colour palette from scratch or by tweaking an existing scheme.

7) Once you have your wordle just the way you like it, you have a couple of ways to use it.

- Under the lower left-hand corner of your wordle is a button that says '**Open in Window**'. This opens a pop-up window of just the graphic, which you can expand (click and drag the edges of the frame, or use the maximise button at the top right of your window) to get a much bigger image, and then print, take a screenshot or publish from there.
- To save the image to your computer you have to take a screenshot – on a PC, use Ctrl+Print Screen to copy your whole screen. Paste the image into Word, Paint, Publisher or any other desktop publishing/graphics application. On a Mac, use Command+Shift+4, and click-and-drag to select the area you want copied. The PNG file will be saved to the desktop, then you can open and use with any desktop publishing/graphics application. Command+Control+Shift+4 will copy the selection to the clipboard.
- '**Save to Gallery**', under the lower right-hand corner of the wordle, publishes your wordle to the WWW. In the Save Dialogue you do not have to give it a title nor do you need an actual username.



- Once you click '**OK**', you will be given the html code for adding the image to a webpage or blog.



- The URL is also displayed in the web address bar:



- If you want to print the wordle, you can just go straight to '*Print*', choose the paper size in the Print Dialogue box, and produce your wordle.

Issues to be aware of:

- Anyone can access the Gallery, so some content may not be child-friendly.
- Your wordles are yours to use in any way you like, however the creator requires you to acknowledge the website as a caption or footer.
- The fonts used on the site are the property of their original designers.
- For more information see the [FAQ](#) page on the Wordle site.

Wordle: <http://wordle.net/>

This Cheat Sheet prepared by Kate Reid, 29th August 2008

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