# Word Cloud step by step using Word It Out

- Go to [www.worditout.com](http://www.worditout.com) and click Create



- Now copy and paste your text into the Original text box





- Click on the left-hand menu options of **Font, Colour, Layout** and **Size** to change the design of your word cloud. *(Tip: Uncheck the Random on Regenerate option for Fonts)*

- Then click on **Regenerate** for your choices to be applied.

- Click on **Original source** to go back to the initial screen where you can select **Settings** and make changes to how words are included in your Word Cloud as follows:

- Here you can change the number of letters in a word (this is 2 by default)

- You can add to or change the **Filtered** words that are automatically discounted

- You can amend the punctuation characters that are automatically discounted too

- And specify that where a certain character is used e.g. hyphen – this will be replaced by a space (useful if you want to include phrases in your Word Cloud)

See our example Word Cloud using the text you've been provided with:
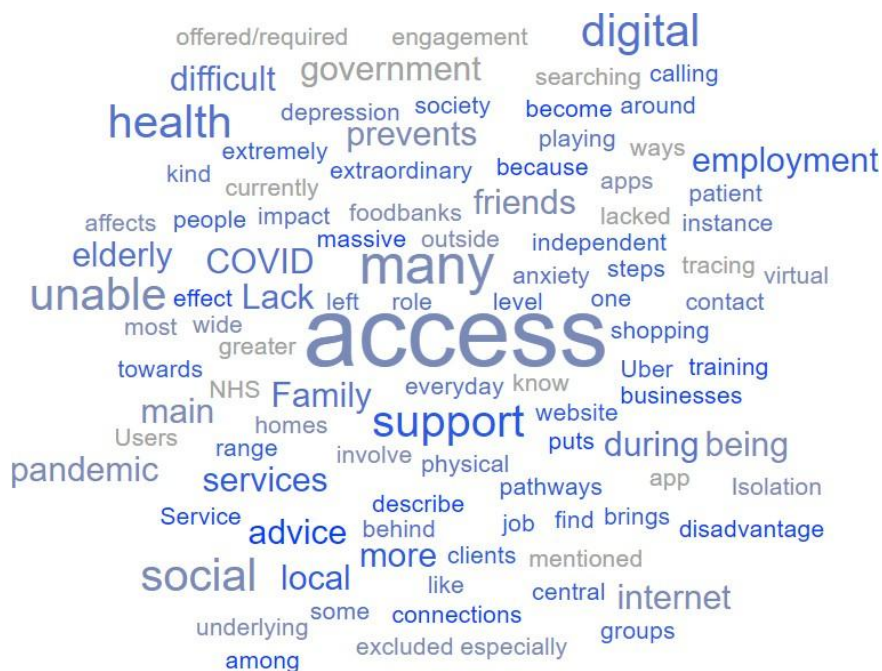


- Now select the Word list option in the left-hand menu.

- You can make changes to the number of times a word appears in your text in order for it to appear in your Word Cloud.

| Total number of words | 25 | **Display on word cloud** |
| 134 were filtered from the original source. | | **Display (set by user)** |
| **Minimum frequency** | 2 | **Do not display** |
| Only display words found at least this often. The highest frequency is 8. | | **Do not display (set by user)** |
| | | **Current word** |
| Letter case | lowercase ⇕ | **Recently modified word** |

25 match the filtering criteria.

access many social health support unable digital advice local covid more during lack friends prevents internet services family government being main pandemic elderly employment difficult ...

- Changing the above to 2, now reduces the number of words appearing from 100 to 25, which will now display a Word Cloud as below:

- Remember to click on 'Regenerate' to see your changes made in the Word Cloud.

⟳ **Regenerate**

employment
health main
support social
difficult
more family local
covid advice being
access
friends during elderly government
digital lack many
internet prevents pandemic
services unable

- You might now want to go back and e.g. remove the words 'being', 'main', and maybe others from the list?

- Word it out allows you to download the Word Cloud you create as an image file. Alternatively use the Snipping Tool (Windows) to take screenshots to paste into reports or presentations or save as images. (hold down the Windows, Shift + S keys)

- Word It Out also provides you with an 'Embed Code' to add the Word Cloud to your website.