

- 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 first screen where you can select **Settings** and make changes to how words are included in your Word Cloud as follows:

Settings

Examples

Minimum number of letters in a word

Filtered words

a also am an and are aren't as at be been but
by can can't cannot could couldn't did didn't do

Separate by a space or a new line. [Replace with default.](#)

Filtered punctuation characters

0123456789!#\$%&'()*+,-./:;<=>?@[\\]^_`{|}~¡¢£¤¥¦§¨ª«¬®¯°±²³´µ¶·¸¹º»¼½¾¿

Each will be removed from the beginning or end of any word. [Replace with default.](#)

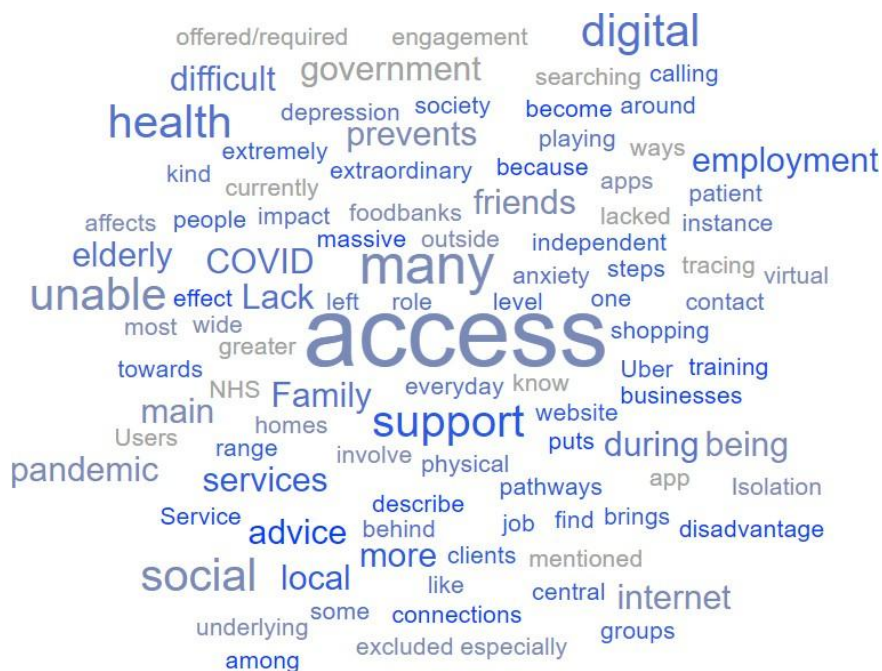
Replace with a space

~ _

Each character is replaced by a non-breaking space, keeping words together.

- 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

134 were filtered from the original source.

25

[Display on word cloud](#)

Minimum frequency

Only display words found at least this often.
The highest frequency is 8.

2

[Display \(set by user\)](#)

[Do not display](#)

[Do not display \(set by user\)](#)

[Current word](#)

[Recently modified word](#)

Letter case

lowercase ▾

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



- 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.