Appendix A: 10 Steps to Creating a Word Cloud with Wordle.net

1) Type all words in a Microsoft Word document. The Word document gives you the ability to save your work. This way, you can go back to your original list and make adjustments to the size of the words that appear in the final image.

2) Go to http://www.wordle.net

3) Click on "Create" in the top menu bar.

4) Paste your list of words from your Word document and click go. If the site is not loading, ensure you have Java installed and activated (the website will usually prompt you if this is not the case).

5) Tips:

 a) The more words, the fuller the Word Cloud.

 b) The higher the frequency of a single word, the larger it will appear in the image.

 c) Phrases (e.g., several words in a row) should be connected by using ~ between words. When the image is generated, the ~ will disappear and the words will appear together as in a phrase or sentence. (e.g., "Loves to ski" with spaces in between words needs to be written as "Loves~to~ski".

 d) Make sure the patient's name has the highest frequency and will therefore appear largest (this offers the best visual effect). It looks best if the first and last name are both horizontal. You might like the name to be either towards the left or central in the image.

 e) Make sure that words which are close together don't look like they are part of a phrase. If this happens, but you love the layout, refresh the colour scheme so the colouring of these words makes them look more unique.

 f) To remove a word, right click on the word as it appears in the cloud and select "remove". This will remove the word and re-shuffle the remaining words.

 g) Experiment with word size (refer back to your saved Word file and make changes as needed).

6) The first rendition will have random settings placed. Settings we like are:

 a) Font -> "Loved By The King"

 b) Layout -> Mostly Horizontal and Rounder Edges

 c) Colour -> "Kindled" or "Shooting Star" (note: you can also set your own colours!)

7) Refresh the Word Cloud until you get the perfect image by clicking "Re-layout with current settings" in the Layout tab and/or "Recolour" in the Colour tab). When you find a layout/colour combination that you like, go to the bottom of the screen and click "Print".

8) When the Print Box opens, click "Save as PDF". If that option does not work or is not available on your computer, click "Mail as PDF" and then you can save the PDF file that will open in an email.

9) Make sure you save all drafts of the Word Cloud that you like, because once you refresh the layout, it is gone forever!

10) Enjoy the Word Cloud. Print it, frame it, make it a screen saver, upload it on Facebook, etc.