Tagxedo Instructions

1. Create a slide in PowerPoint with your FIRST NAME only
2. Choose font size for your name large enough so your name covers at least 1/4 of your PowerPoint Slide.


3. Chose **File** > **Save As Pictures**
4. Name your document your **FIRST NAME** to the desktop
5. Close PowerPoint
6. Go to [www.tagxedo.com](http://www.tagxedo.com)
7. Click on Create


8. Click on **Load**, Type your **FIRST NAME** into the text box and click **submit**.


9. Click on the little triangle next to **Shape** and then **Add Image**
10. Upload Slide1 from the folder named “your name” on your desktop. Click **Okay**.
11. Click Accept


12. Voilla!



After you customize your Name, Save it:

1. Click on **Save Share Print**
2. Make sure you’re on the **Image tab** and choose **2MP JPG**
3. Save the Jpeg as “**your name**” to your desktop. Close the pop up window.