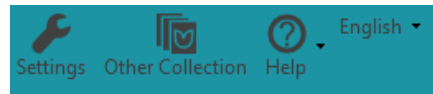


# The Decodable Reader Tool

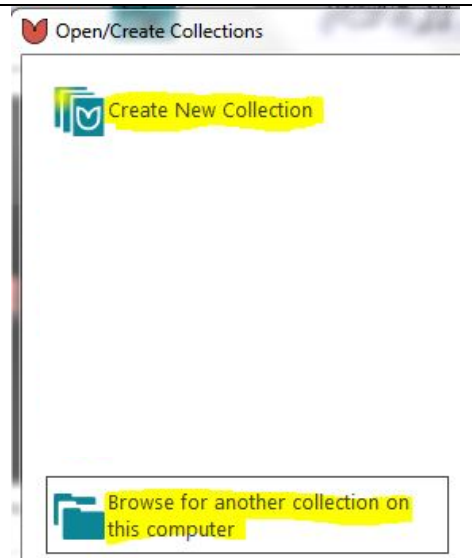
---

Click on the **Other Collection** button, top right.



Click on **Create New Collection** or click another collection showing, or **Browse for another collection on this computer**.

The Collections on a computer are found at:  
C:\Users\YourName\Documents\Bloom



## 1. Click **Create New Collection**

- Select **Vernacular Collection** and click **Next**.
- Type in the name of the language, English, and click **Next**.
- Enter country and click **Next**. (A list is given - not an option for entering)
- Name your project and click **Next**.
- Click **Finish**.

### Templates

- Basic Book
- Big Book
- Decodable Reader
- Leveled Reader
- Wall Calendar

Click on **Decodable Reader**

The left top pane has **My Book**.

### Sources For New Books

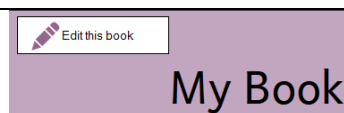
#### Templates

Basic Book
 Big Book
 Decodable Reader
 Leveled Reader
 Wall Calendar

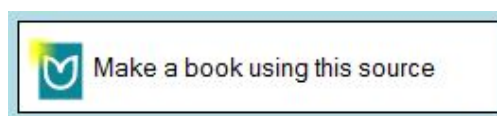
#### Sample Shells

Vaccinations

Click on **My Book** and click on **Edit This Book**



Or click on **Make a book using this source**



Click on **Set up Stages**

### Decodable Reader Tool

Stage 1 of 2 ▸

Words in this stage

1 2

1 2

1 f

aee   am   e   kam  
ke   kema   kemakema  
ma

Set up Stages

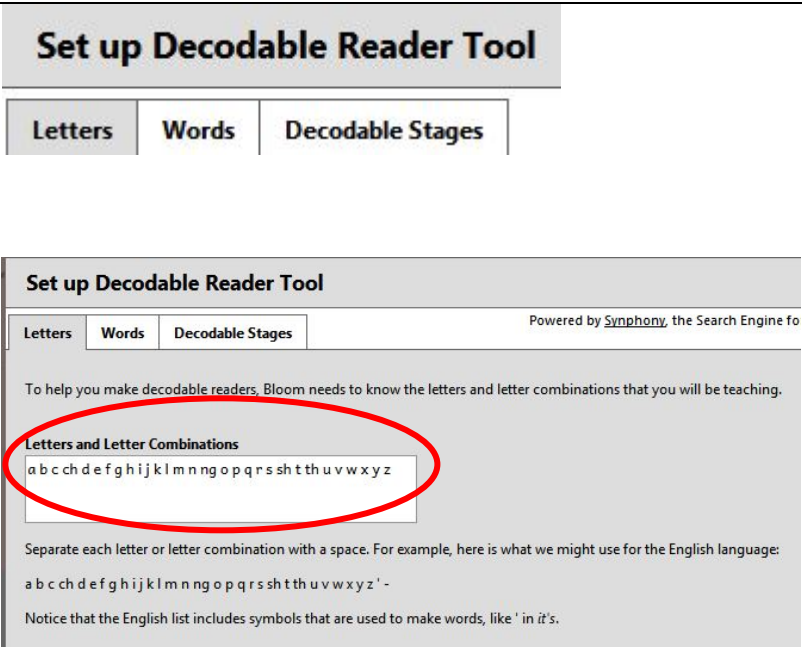
### Template Pages

Basic Text & Picture
 Picture in Middle
 Picture On Bottom
 Just a Picture
 Just Text
 Picture & Word

There are 3 tabs.  
**Letters**  
**Words**  
**Decodable Stages**

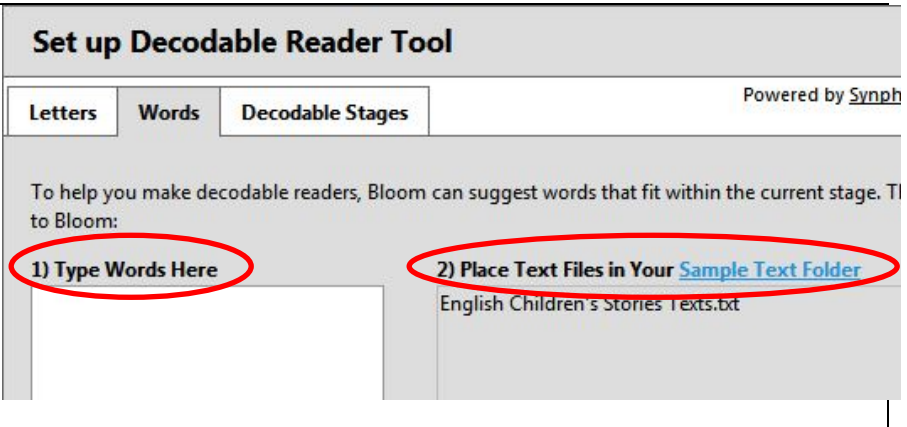
Click on the **Letters** tab.

In the **Letters and Letter Combinations** box type in letters of the alphabet and letter combinations with a space between them.



The **Words** tab

- 1) **Type Words Here** box.
- 2) **Place Text Files in Your Sample Text Folder**



### Place Text Files in Your [Sample Text Folder](#)

Texts must be saved as \*.txt files. They should be encoded as UTF-8 or ASCII. Stories should be authentic stories from the language. For English I found children's stories on the internet.

In the **Place Text Files in Your [Sample Text Folder](#)** box, you see the names of files. You cannot type in this box.

These files have words in the vernacular language.

Click to see the folder that has the files for this collection. Save your sample text files in this folder.

## Set up Decodable Stages

Make a scope and sequence chart like below by ordering the letters to be used to make text. Don't forget to add sight words. The chart layout is from USAID.

	Week 1					Week 2				
	<i>M</i>	<i>T</i>	<i>W</i>	<i>TH</i>	<i>F</i>	<i>M</i>	<i>T</i>	<i>W</i>	<i>TH</i>	<i>F</i>
Phonics										
Vocabulary + Sight Words										
	Week 3					Week 4				
	<i>M</i>	<i>T</i>	<i>W</i>	<i>TH</i>	<i>F</i>	<i>M</i>	<i>T</i>	<i>W</i>	<i>TH</i>	<i>F</i>
Phonics										
Vocabulary + Sight Words										

Here is an English example based upon a frequency count. A frequency count determines the order of teaching letters. You teach the letters more often used first.

	Week 1					Week 2				
	<i>M</i>	<i>T</i>	<i>W</i>	<i>TH</i>	<i>F</i>	<i>M</i>	<i>T</i>	<i>W</i>	<i>TH</i>	<i>F</i>
Phonics	e a r	i o	t n	s l	review	c u	d ng	p m	h g	review
Vocabulary + Sight Words	the, of, and, to	is, you, that, he	was, for, as, with	his, they, l		be, this, have, from	or, one, by, what	all, we, when	your, said, there,	
	Week 3					Week 4				
	<i>M</i>	<i>T</i>	<i>W</i>	<i>TH</i>	<i>F</i>	<i>M</i>	<i>T</i>	<i>W</i>	<i>TH</i>	<i>F</i>
Phonics	th	b sh	f y	ch w	review	k v	x z	j q		review
Vocabulary + Sight Words	she, do, how	were, about, out	then, them, little	so, some, her		are, make, like,	Into, has, look,	go, see, no		

Using your alphabet and sight word chart, go to **Previous and New Letters** and click on the letters to include in Stage 1.

Next in the **New Sight Words** box, type in the sight words to include in Stage 1.

Next click on the **Add Stage** button. Complete the above steps for Stage 2 by adding the letters and sight words for this stage.

### Set up Decodable Reader Tool

Powered by [Synphony](#), the Search Engine for Liter

Letters

Words

Decodable Stages

Stages

Stage	Letters	Sight Words
4	l s	his they I
5	c u	be this have from
6	d ng	or one by what
7	m p	all we when
8	g h	your said there
9	th	she do how
10	b sh	were about out
11	f y	then them little
12	ch w	so some her
13	k v	
14	x z	
15	i g	

Add Stage

Drag rows to reorder stages.

Remove Stage 13

Stage 13

New Sight Words

836 matching words

Previous and New Letters

a	b	c	ch	d	e	f
g	h	i	j	k	l	m
n	ng	o	p	q	r	s
sh	t	th	u	v	w	x
y	z					

Click on letters to add them to this stage.

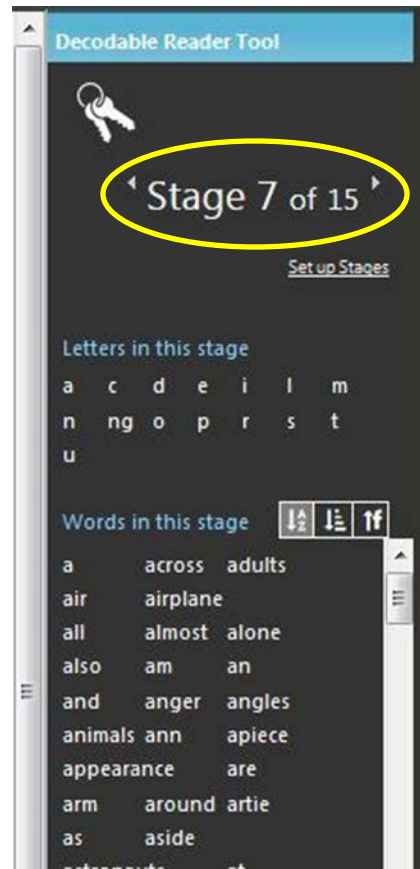
OK

Cancel

Keep on **Adding Stages, Letters and Letter Combinations** and **New Sight Words** on each decodable stage. Repeat these steps until all your stages have been entered.

Click **OK**.

Click on the **Arrows**, for example  
**<Stage 7 of 15>**  
to move from one decodable stage to  
another when adding the text for the book.



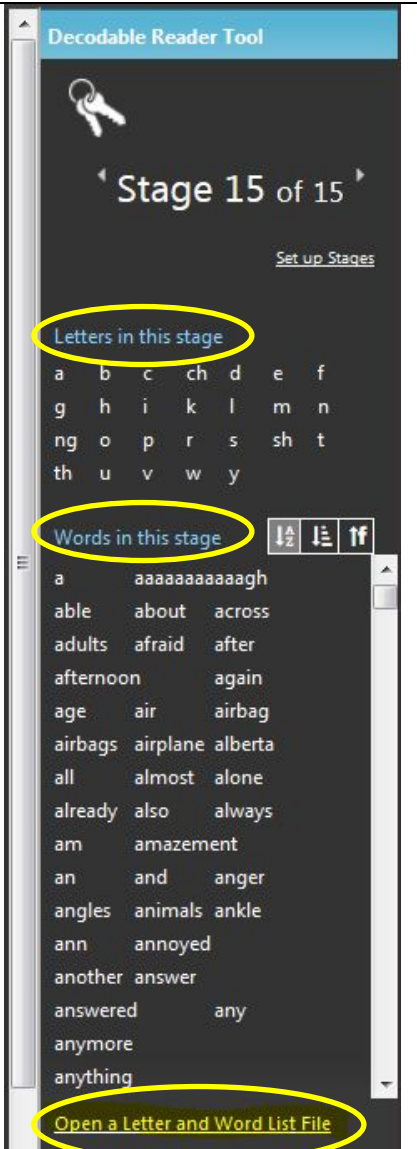
Go back to Stage 1.

Now make a book. Add pictures and write the text based on the letters from the decodable stage.

### Letters in this stage

and the **Words in this stage**

Click on **Open a Letter and Word List File and print.** Use the printout to write the text based on various stages



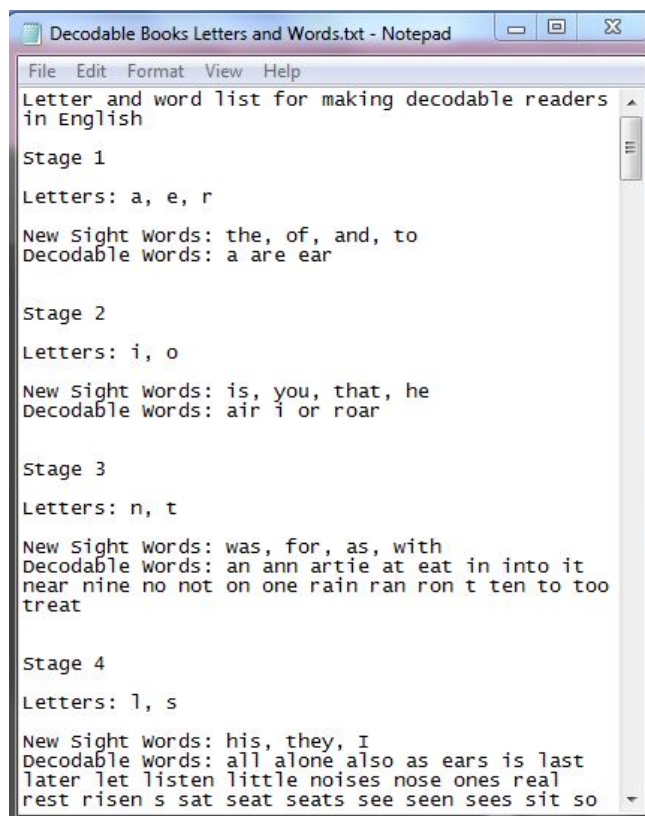
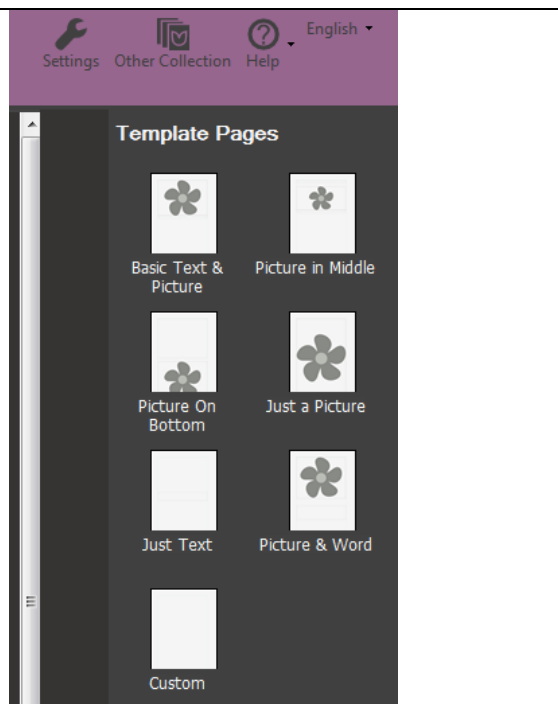
Enter the title on the cover, the language and the type of book.

Print out the **Decodable Books Letters and Words.txt**. Use the printout as a guide for each level when you write your story.

## Add Text First

Choose the layout of the pages by selecting a **Template Page**.

- **Basic Text & Picture**
- Picture in Middle
- Picture On Bottom
- Just a Picture
- Just Text
- Picture & Word
- Custom








## Font Styles

Andika is a font made especially for beginning reading. It is recommended for Roman based writing systems. By default, Bloom uses SIL's [Andika literacy font](#). Of course, you can also change the font of a book collection to something else.


Bloom allows for changes in Font, Font Size, Line Spacing, Word Spacing and Border and Background.

Click on the **Gear**  to get the **Adjust formatting for style** default.

Click on the down  arrows  for the options to choose.

See next screenshot.

Basic Text & Picture




They see the rain and rest.

Andika 7 1.5 \$a a Normal

☐ None

This formatting is for all English text in boxes with 'normal' style

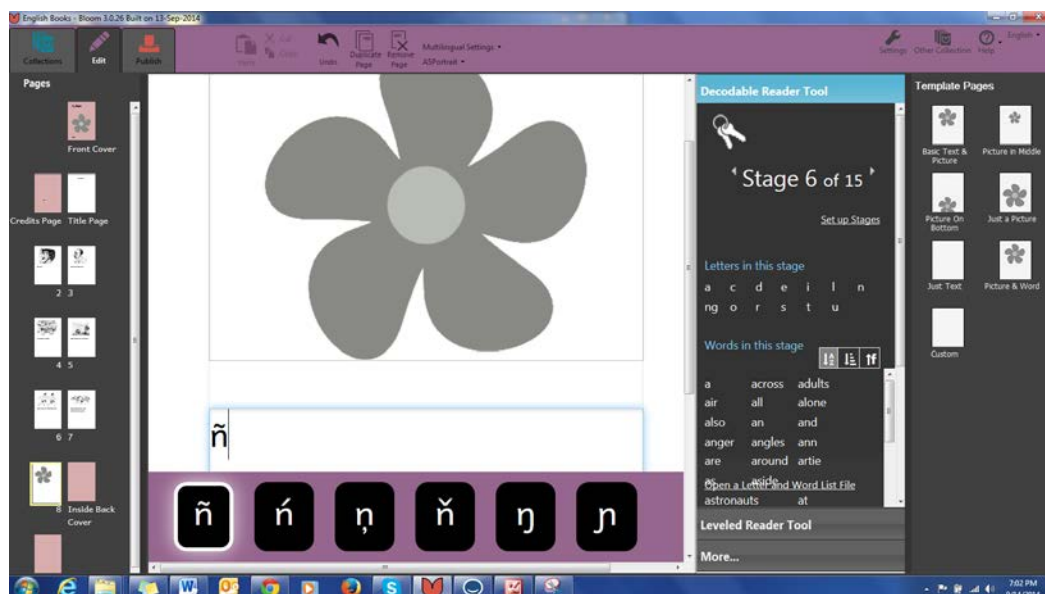
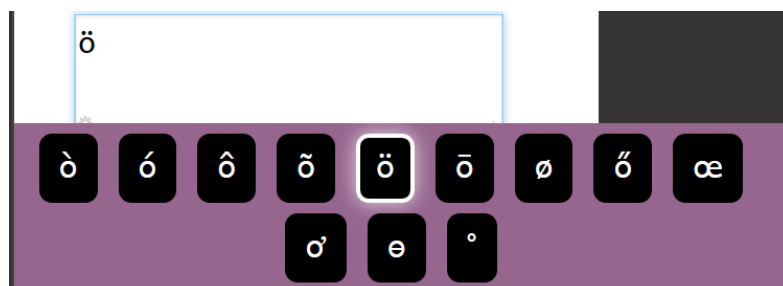
 **Adjust formatting for style.** English

Click on the **Gear** to get the **Font Style** default.

Click on the down arrows for the options to choose.

## Special Characters

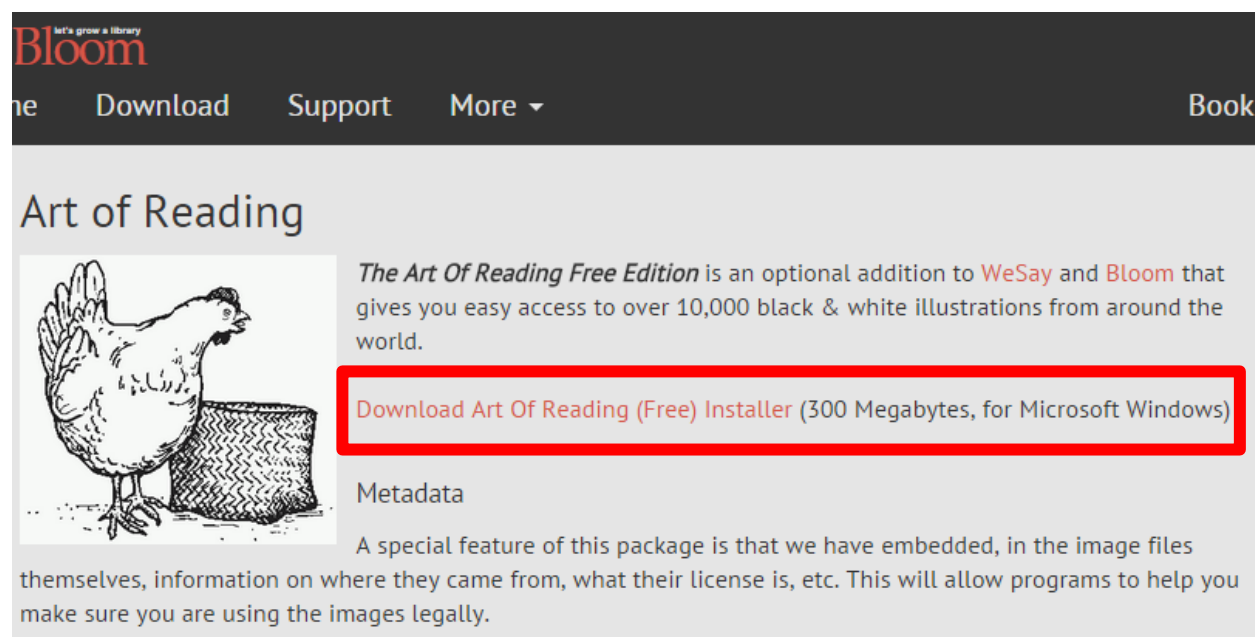
Does your alphabet (writing system) have special characters, for example, ð, ÷, Ç, ì, and ñ? Type the letter and HOLD DOWN the letter key. The Special Character box will pop up. Move mouse over the special character wanted and let go.



## Add Pictures: Art of Reading

Did you download Art of Reading? It is free. Use hyperlink and then click on Download Art of Reading (Free) Installer. It is a 300 megabyte download.

<http://bloomlibrary.org/#/artofreading>



**Art of Reading**

*The Art Of Reading Free Edition* is an optional addition to **WeSay** and **Bloom** that gives you easy access to over 10,000 black & white illustrations from around the world.

**Download Art Of Reading (Free) Installer** (300 Megabytes, for Microsoft Windows)

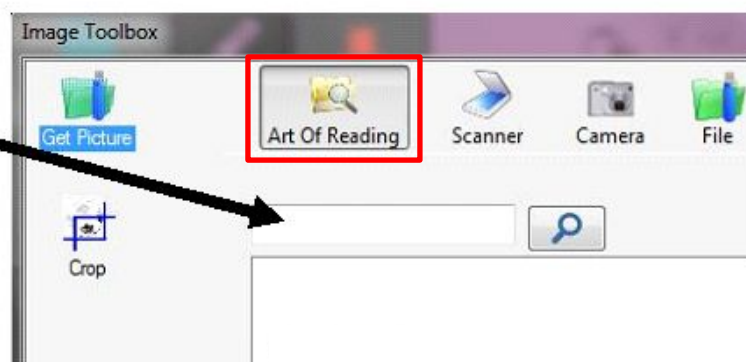
**Metadata**


A special feature of this package is that we have embedded, in the image files themselves, information on where they came from, what their license is, etc. This will allow programs to help you make sure you are using the images legally.

- In front cover image, click Purple **Change Image** icon, 

### Change Image Options

- **Art of Reading**—Type word in search box
- **Scanner**
- **Camera**
- **File**—Find file on computer or CD

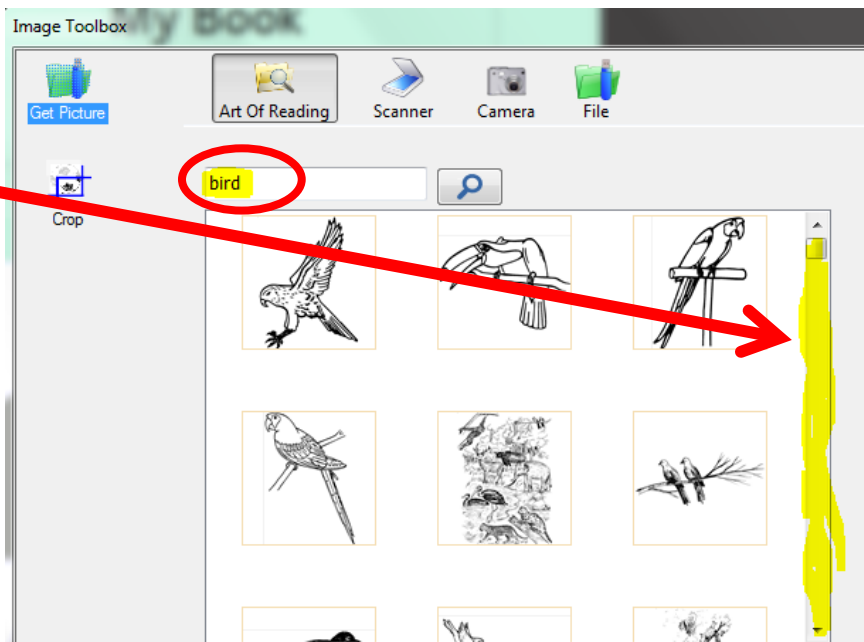


To find an *Art of Reading* picture, type a word of the picture you want in the search area. 

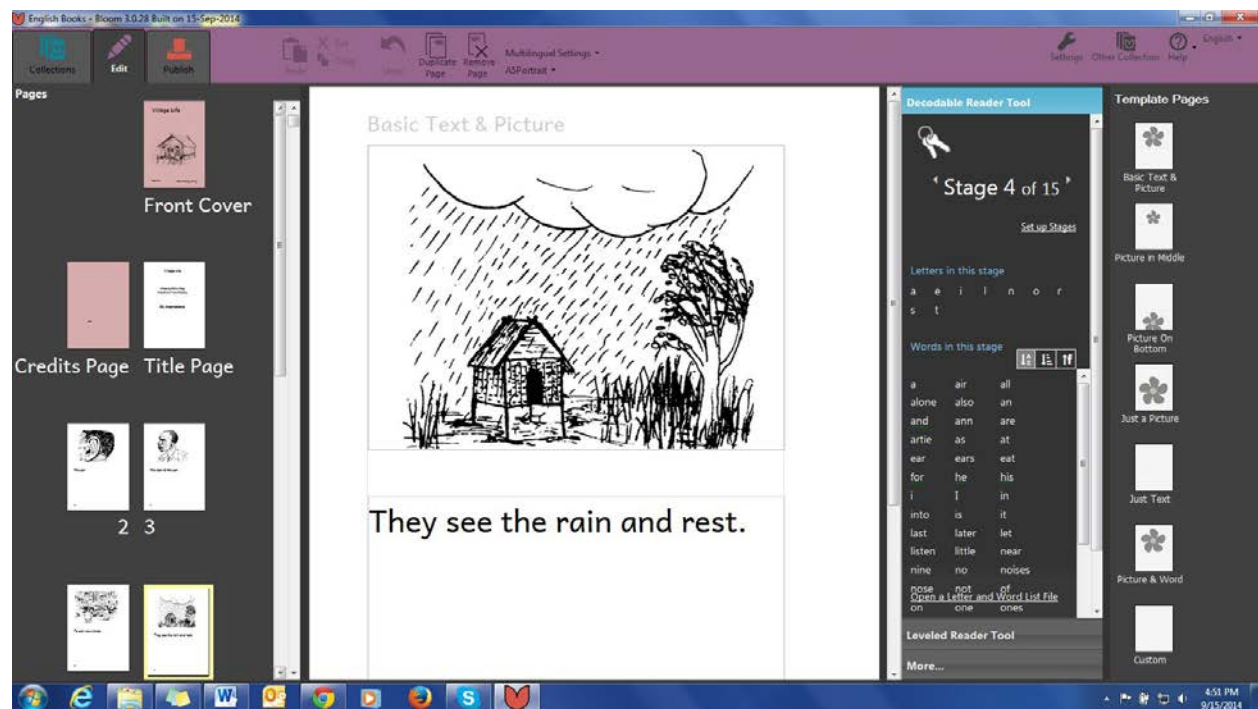
The word “bird” was typed in the search area.

Use the scroll bar. Pick a bird and click on it.

The information about the picture, for example, the name of the illustrator (the metadata), is already included.



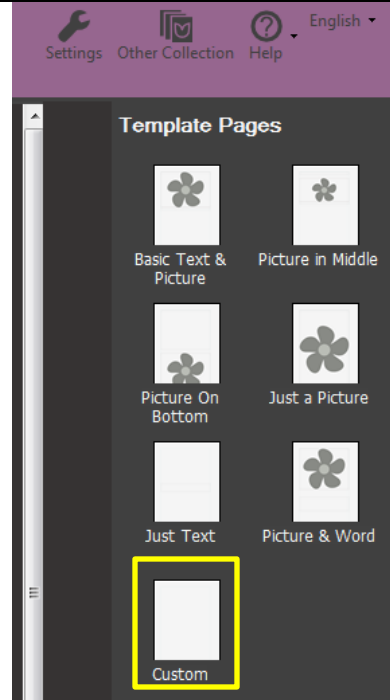
Repeat for different decodable stages. Write text and add pictures to match text.



## Using the Custom Template Page

Do you need a template page that is different from the other pages of the book, for example, need smaller text or many more pictures? Here are the instructions to customize a page using the **Custom Template Page**.


Click on the **Custom** page.

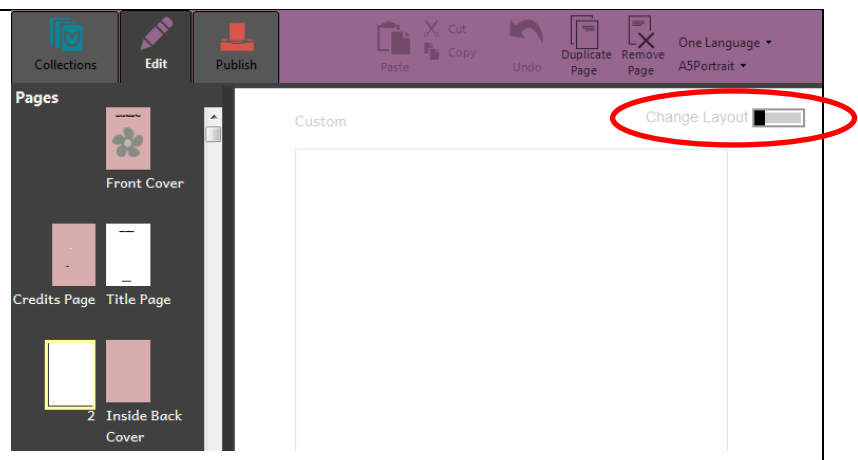


Click on **Change Layout** bar.

Change Layout 

Then it turns red

Change Layout 



Click on the **gray horizontal plus sign** to add rows.



And or click on the **gray vertical plus sign** to add columns.

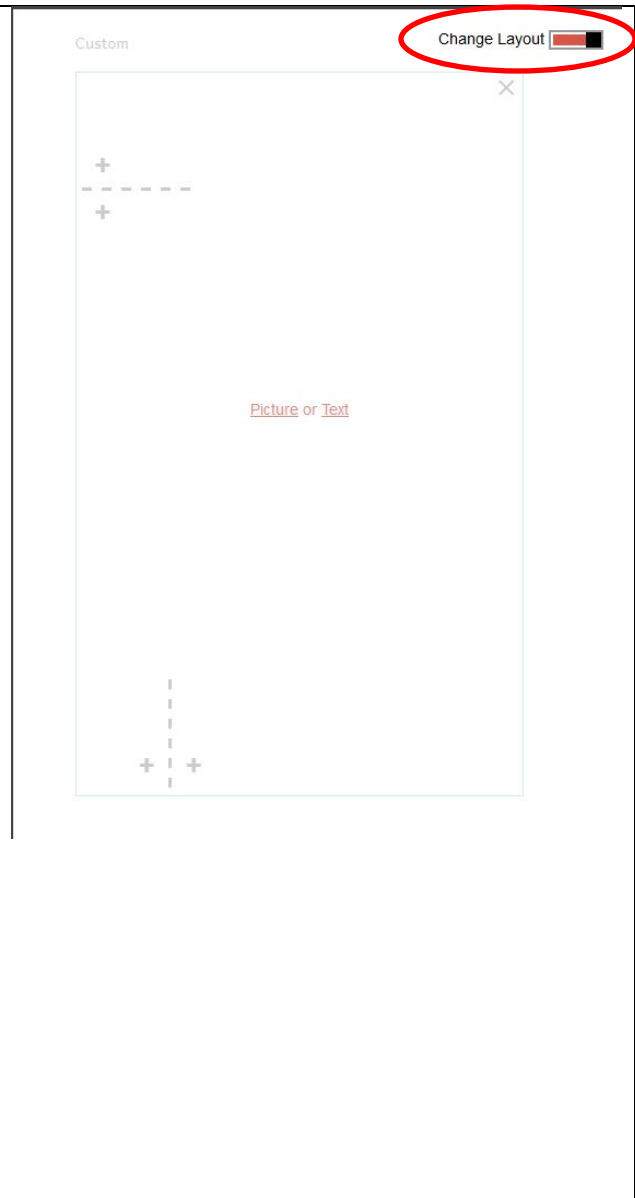


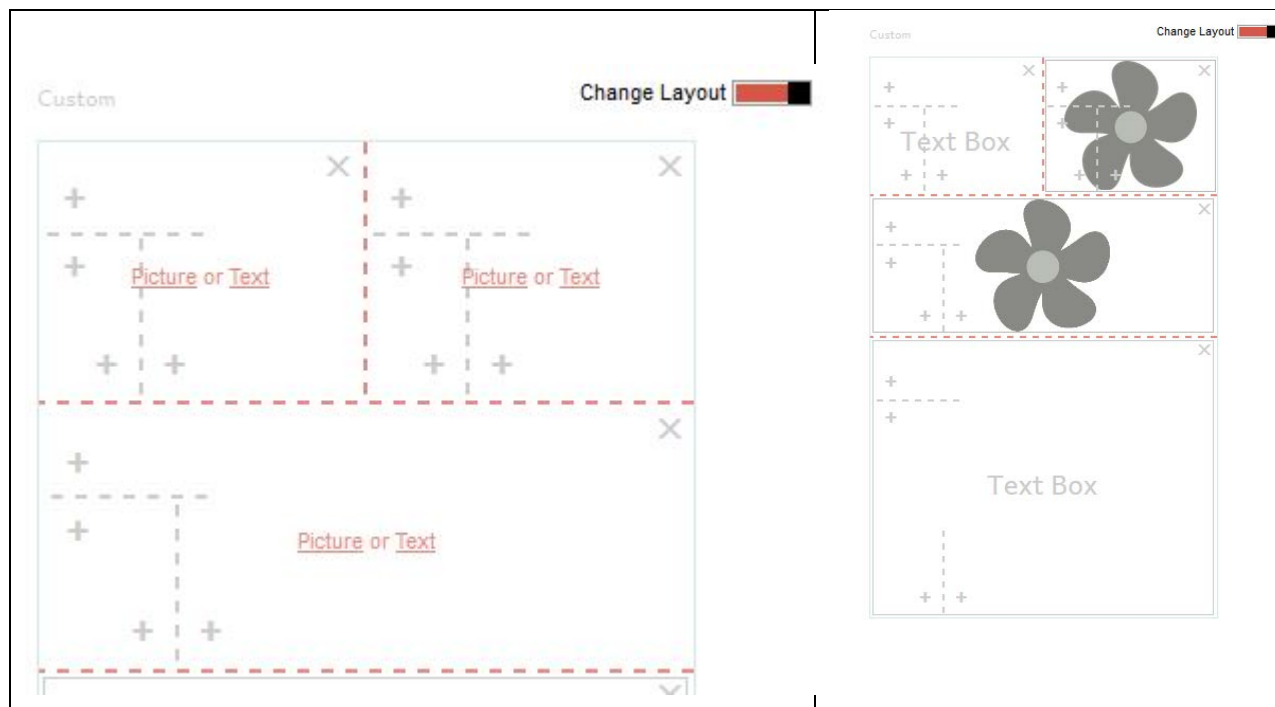
Choose Picture or Text for every rectangle.

When done, **Change Layout** back to black.


Change Layout

Then add picture or text or both.



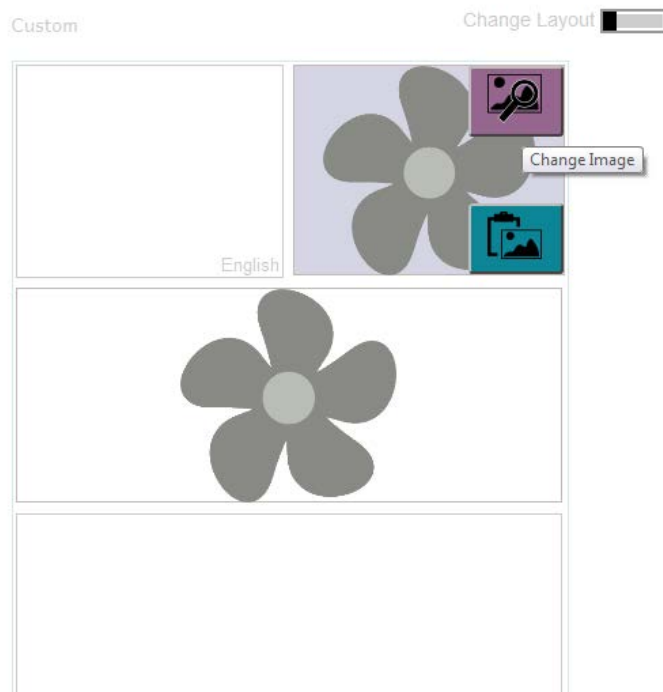


Click on the red **Change Layout** bar so it is back to black.


Change Layout 

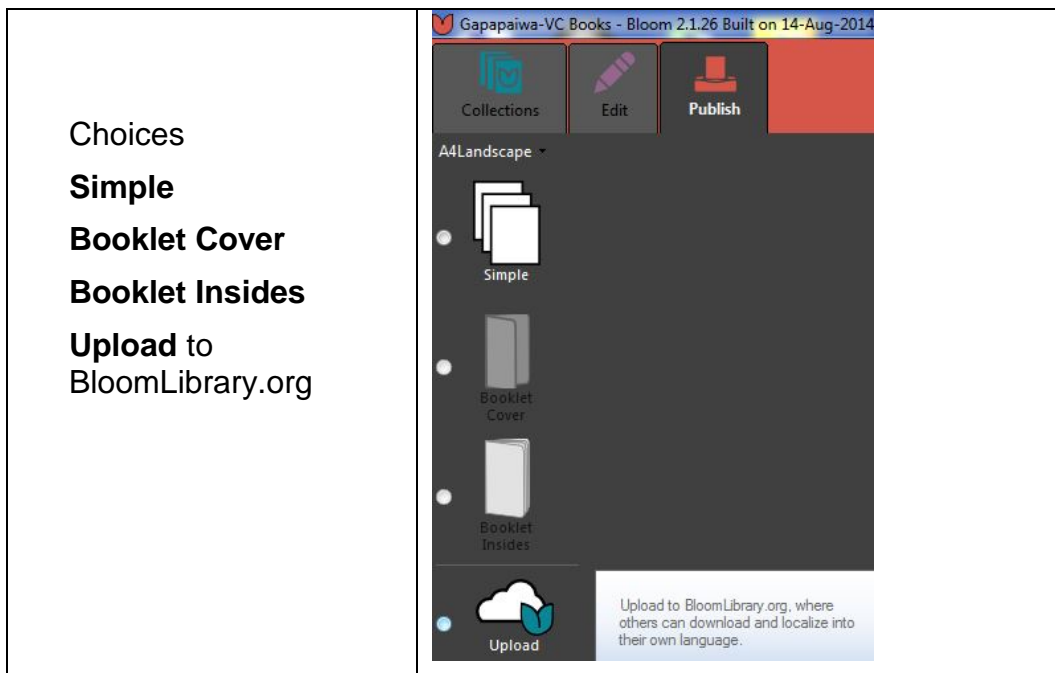
Change Layout 

Now follow previous steps to **Add Pictures** and to **Add Text**.



## Publish-Save PDF

1. Click the **Publish** icon .
  - Select each option and review. (Simple, Book Cover, & Booklet Insides)



2. Click **Save PDF**. 



3. Go to the folder where you saved the *pdf* file.
4. Display *pdf* file.



This is an example of a Decodable Reader for English with 7 out of 15 stages in the book. Each picture/text represents 1 stage.

