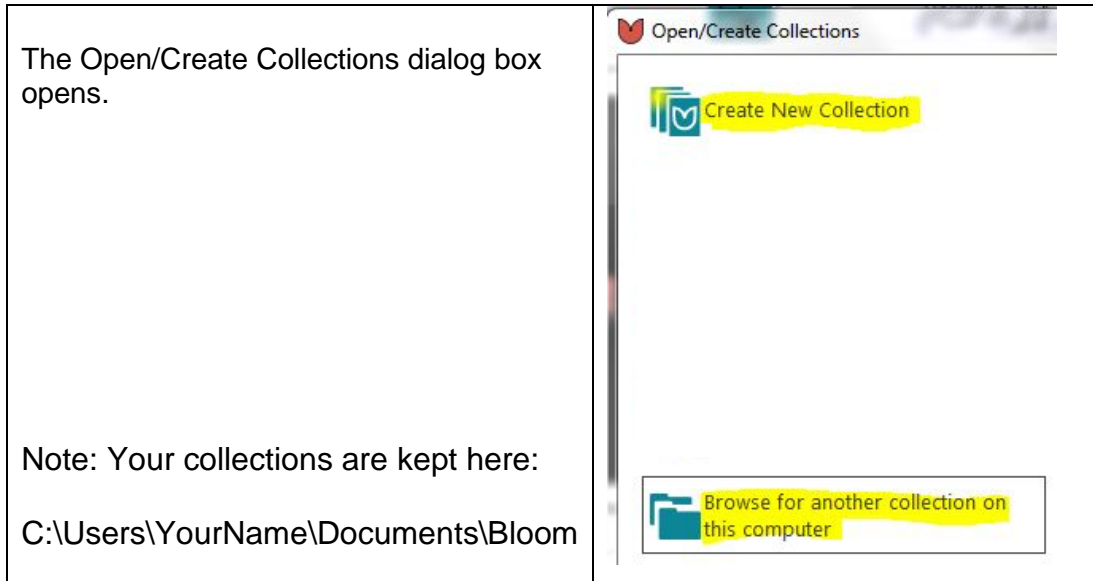
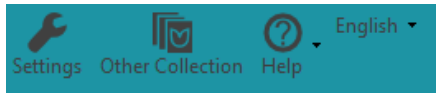


The Decodable Reader Tool

1. Click the **Other Collection** button. It is on the toolbar near the top right corner of the Bloom window.



The Open/Create Collections dialog box opens.

Note: Your collections are kept here:

C:\Users\YourName\Documents\Bloom

2. Click **Create New Collection**

The **Create New Bloom Collection** dialog box opens. Then do these steps:


- Click **Vernacular Collection**.
- Click the **Next** button.
- Click the search box (🔍), and then type in the name of the language.
- Click **Next**.
- If you want to, you can click the country box, and edit the country list.
- Click **Next**.
- Click **Finish**.

Templates


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

Sources For New Books


Templates




Basic Book




Big Book



Decodable Reader




Leveled Reader



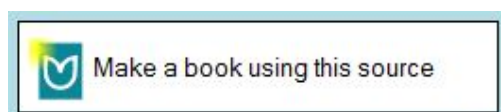
Wall Calendar

Sample Shells



Vaccinations


1. Click **Decodable Reader**.



2. Click **Make a book using this source**.




3. In the **Decodable Reader Tool**, you see the **Set up Stages** link. Click that link.

Decodable Reader Tool



Stage 1 of 2 ▶

Words in this stage


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

Set up Decodable Reader Tool

Letters Words Decodable Stages

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

To help you make decodable readers, Bloom needs to know the letters and letter combinations that you will be teaching.

Letters and Letter Combinations

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

Separate each letter or letter combination with a space. For example, here is what we might use for the English language:

a b c c h d e f g h i j k l m n n g o p q r s s h t t h u v w x y z ' -

Notice that the English list includes symbols that are used to make words, like ' in *it's*.

4. Click the **Letters** tab.
5. In the **Letters and Letter Combinations**, box type in letters of the alphabet and letter combinations with a space between them.
6. Click the **Words** tab.

In the **Words** tab there are two boxes:

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

Set up Decodable Reader Tool

Letters Words Decodable Stages

Powered by [Symphony](#)

To help you make decodable readers, Bloom can suggest words that fit within the current stage. To help you make decodable readers, Bloom needs to know the letters and letter combinations that you will be teaching.

1) Type Words Here

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

English Children's Stories 1.txt

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

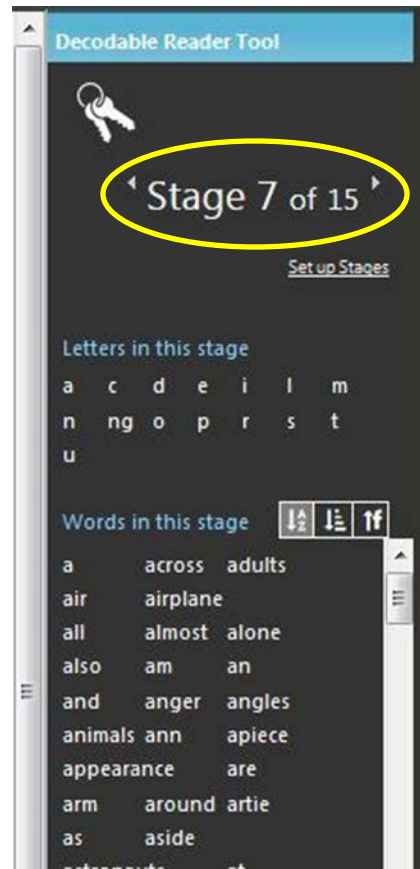
Make a scope and sequence chart like below by ordering the letters to be used to make text. Don't forget to add sight words. The chart layout is from USAID.

	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		

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.



8. Go back to Stage 1.

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

10. **Letters in this stage**

11. and the **Words in
this stage**

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

Decodable Reader Tool

Stage 15 of 15

[Set up Stages](#)

Letters in this stage

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

Words in this stage

a	aaaaaaaagh	
able	about	across
adults	afraid	after
afternoon	again	
age	air	airbag
airbags	airplane	alberta
all	almost	alone
already	also	always
am	amazement	
an	and	anger
angles	animals	ankle
ann	annoyed	
another	answer	
answered	any	
anymore		
anything		

[Open a Letter and Word List File](#)

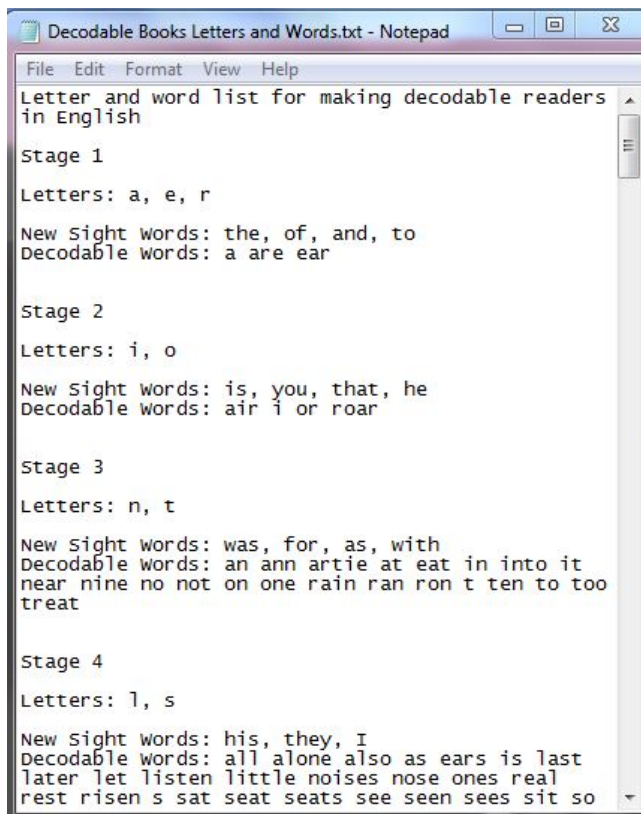
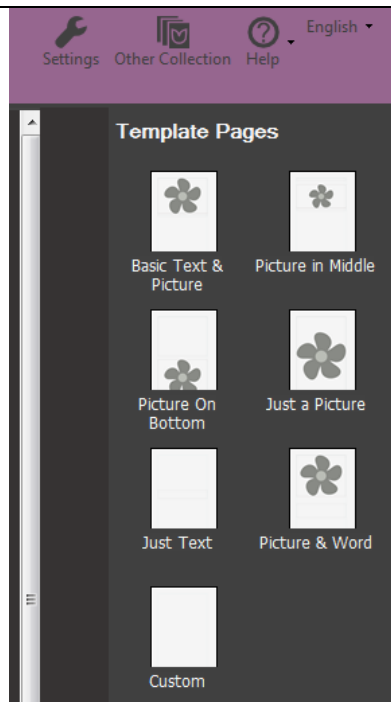
Enter the title on the cover, the language and the type of book.

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

1. 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.

1. Click on the

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

2. 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

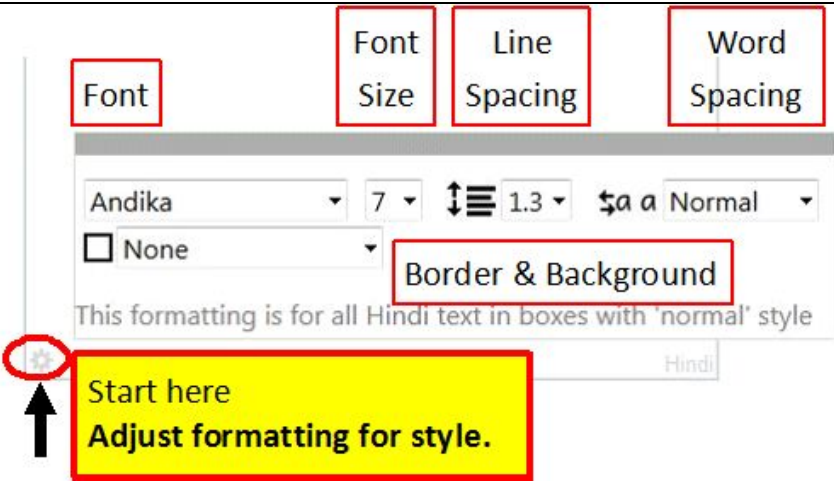


Adjust formatting for style.

English

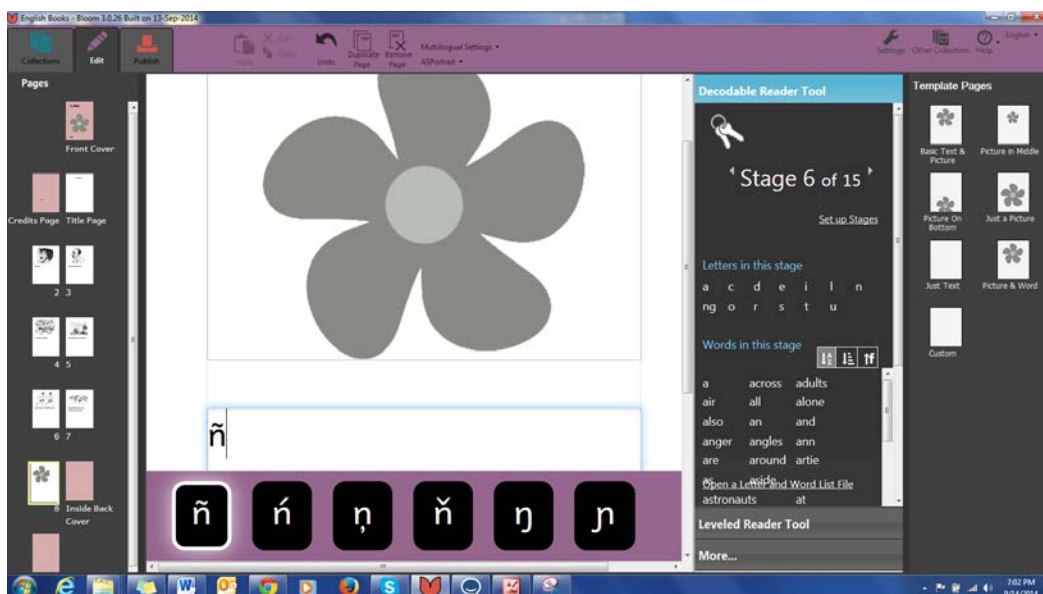
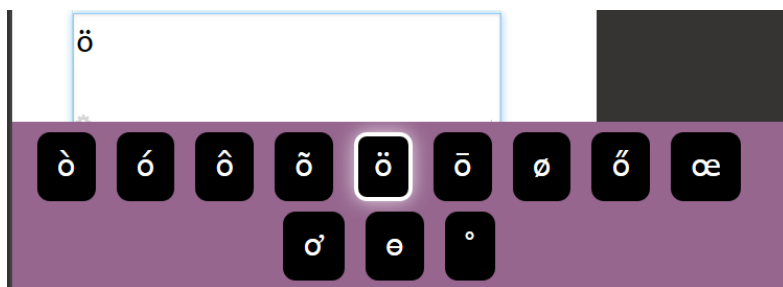
3. Click on the  to get the **Font Style** default.

4. Click on the down arrows  for the options to choose.



Special Characters

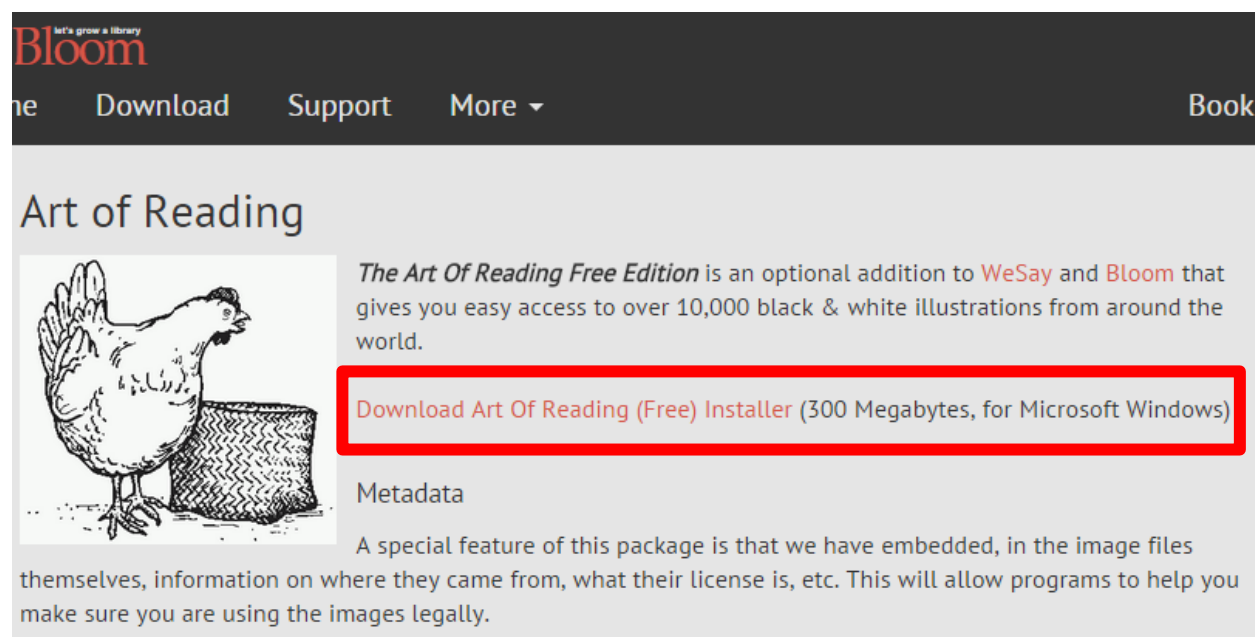
Does your alphabet (writing system) have special characters, for example, ð, ê, Ç, ì, and ñ? Type the letter and HOLD DOWN the letter key. The Special Character box will pop up. Move mouse over the special character wanted and let go.



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

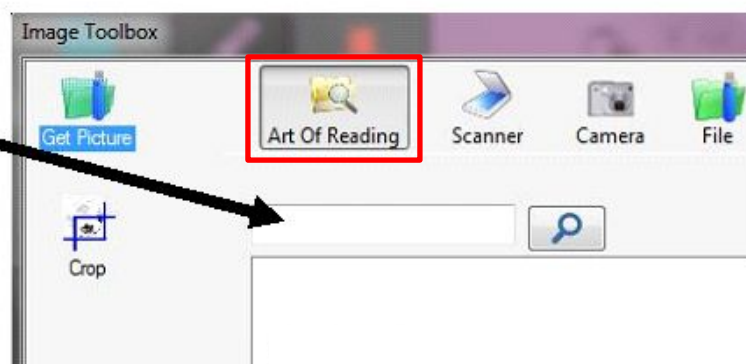
A special feature of this package is that we have embedded, in the image files themselves, information on where they came from, what their license is, etc. This will allow programs to help you make sure you are using the images legally.


1. 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

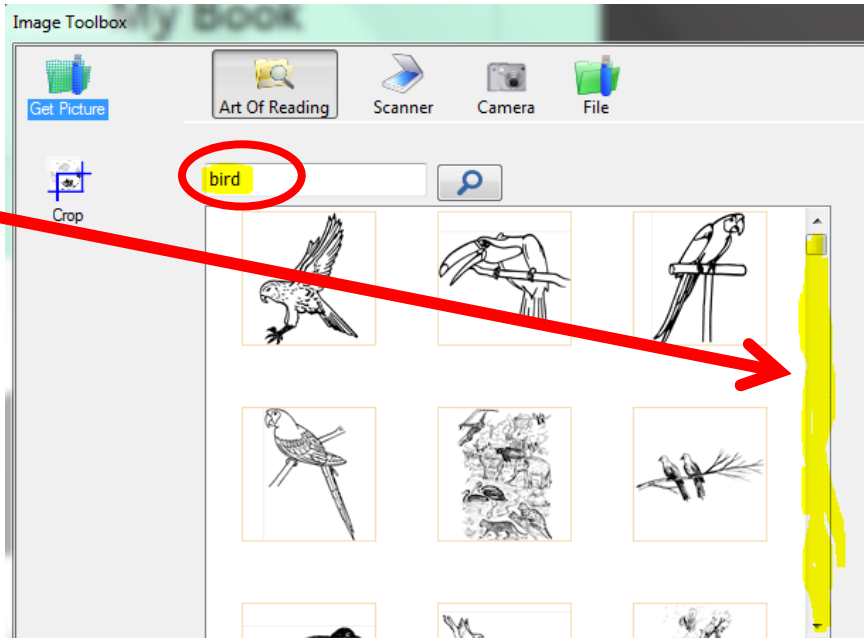


To find an *Art of Reading* picture, type a word of the picture you want in the search area. 

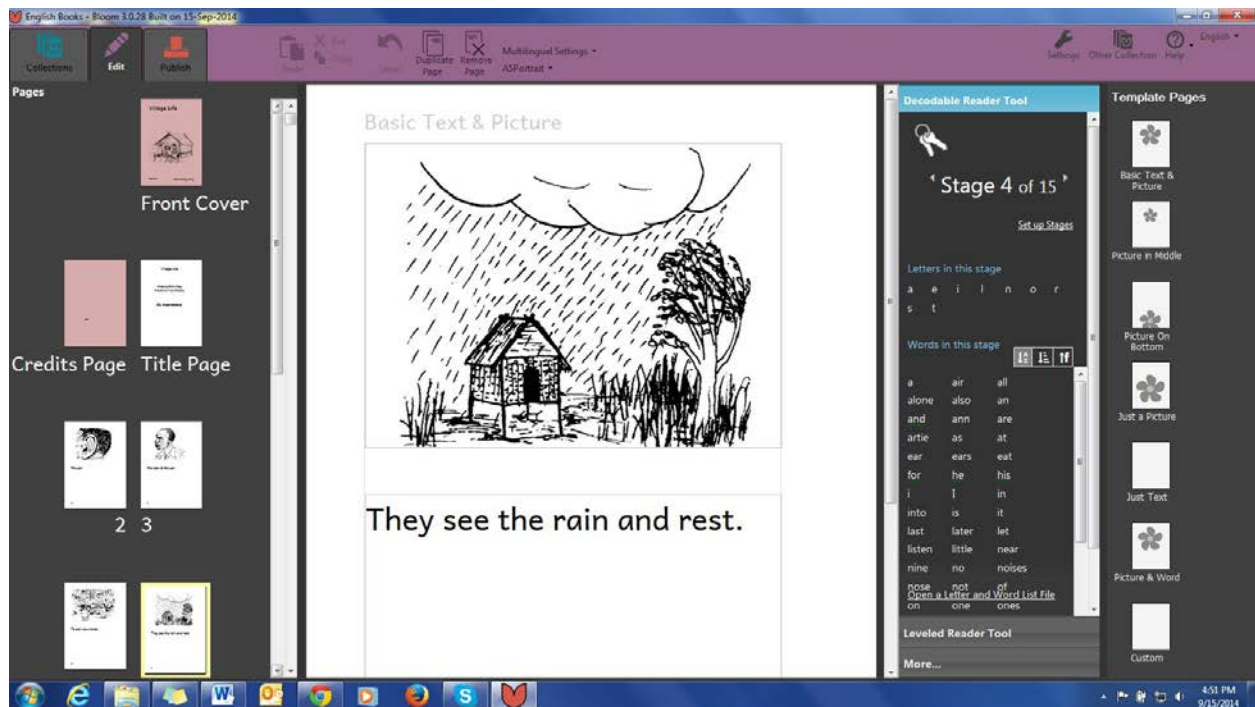
2. The word “bird” was typed in the search area.

3. 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.



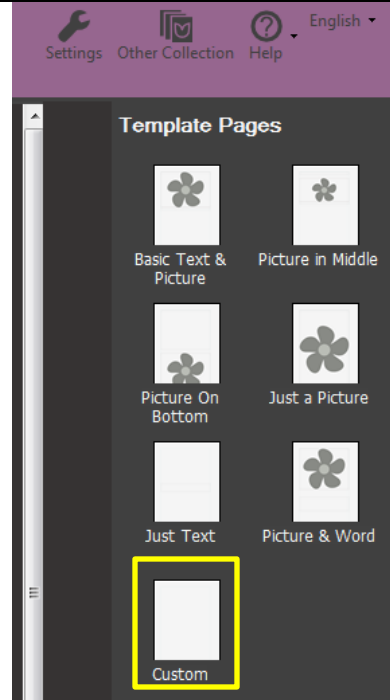
4. Repeat for different decodable stages. Write text and add pictures to match text.



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**.


1. Click on the **Custom** page.

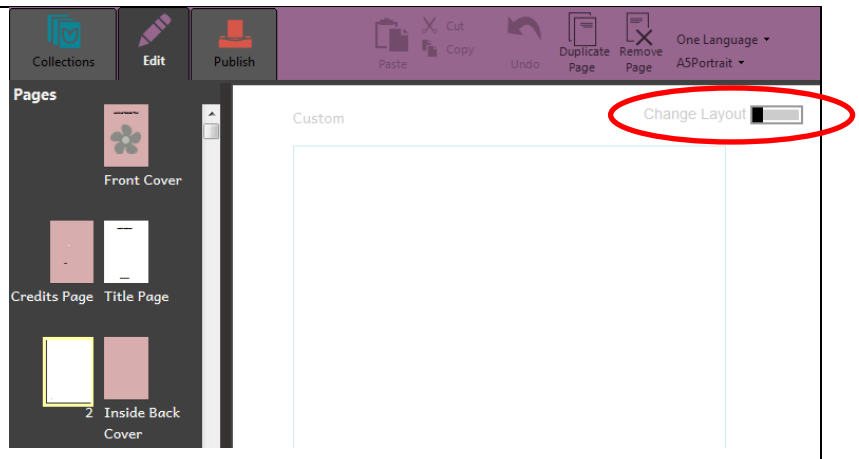


2. Click on **Change Layout** bar.

Change Layout 

3. Then it turns red

Change Layout 



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



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




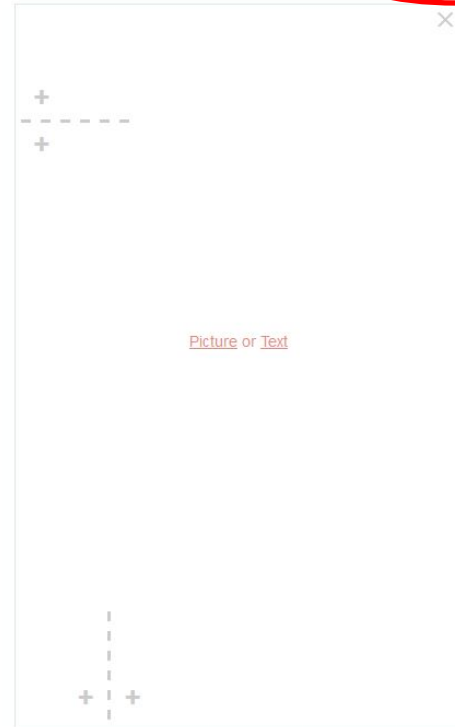
6. Choose Picture or Text for every rectangle.
7. When done, **Change Layout** back to black.

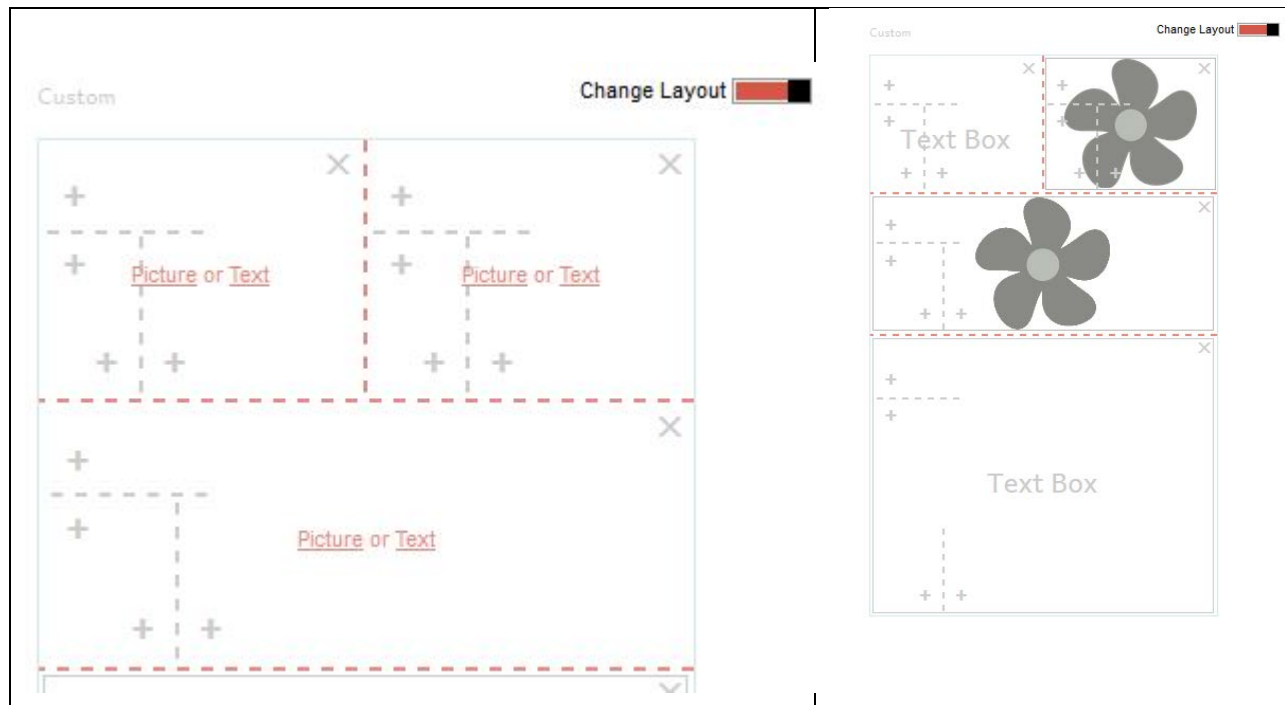
Change Layout 

Then add picture or text or both.


Custom

Change Layout 



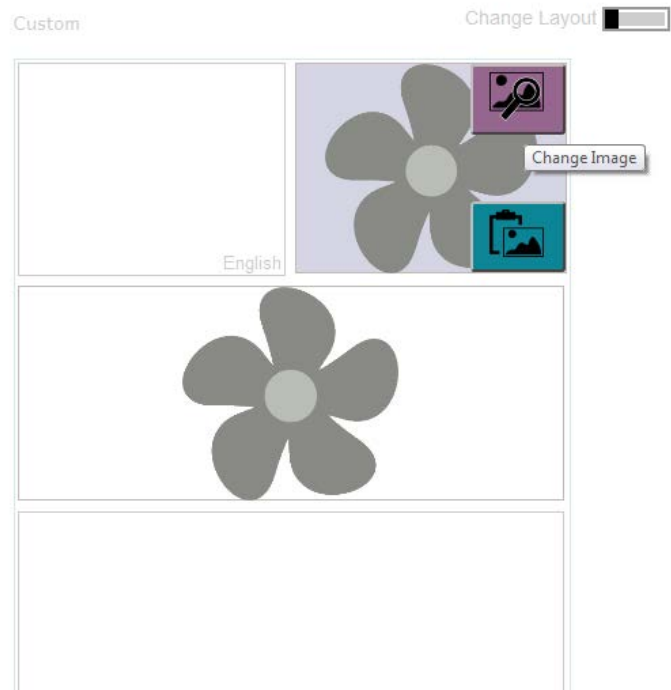


8. Click on the red **Change Layout** bar so it is back to black.


Change Layout 

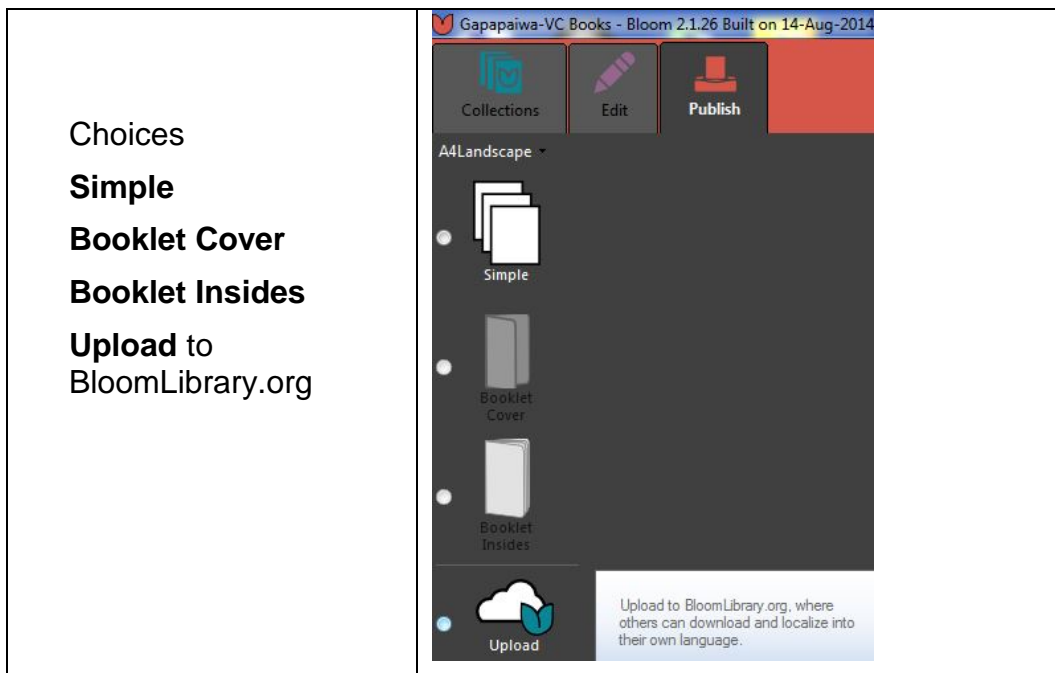
Change Layout 

9. 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.

