

**[http://localhost:3000/bloomtraining/next/01-  
Introduction](http://localhost:3000/bloomtraining/next/01-Introduction)**

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# 01-Introduction

**1.1 Aim** Participants will produce a variety of reading books, of different sizes (A6, A5, Big Books), levels and formats (print and electronic).

**1.2 Objectives** At the end of this course, the participant will be able to :

- Create a basic book in an already created collection
- Produce a Big Book based on an A6 version of the book.
- Define the language settings
- Create decodable books
- Create books at different levels
- Create e-books for Android

# 02-Create-a-simple-book

**Introduction** This module explains how to create a simple book in a collection that has already been created.

**Where are we now?** Before you can create a book in Bloom, the program must be installed on your computer and a collection must be created. If this has not been done, see Appendix X for instructions on installing Bloom and creating collections.

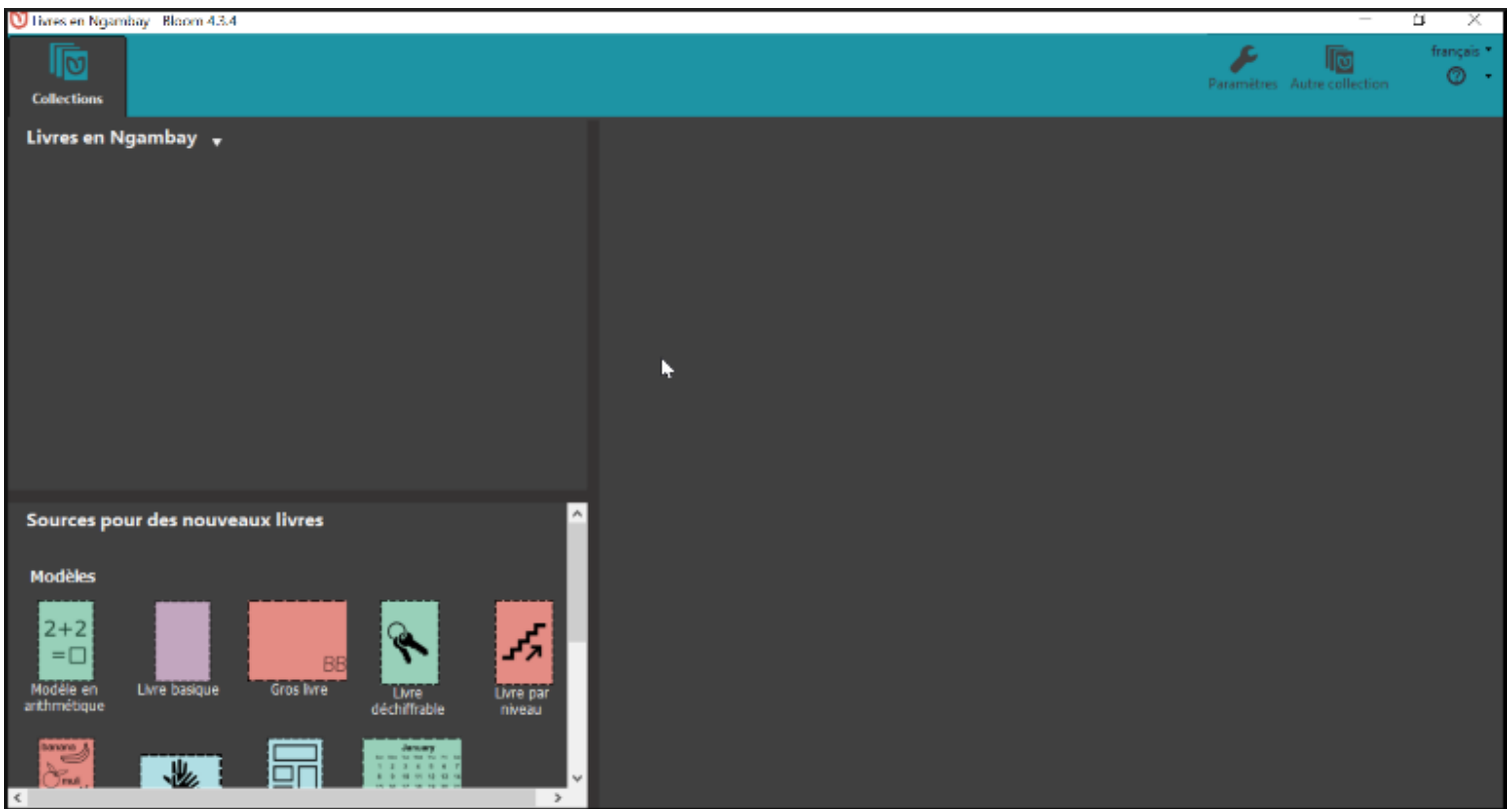
**Why is it important?** Books in Bloom are stored in a collection. A collection can also contain templates to use when creating a new book. All books are created, edited and published in the same way. The simple book is the simplest type of book, so it is the best way to start learning Bloom.

## What will you do?

- You start Bloom and use a vernacular collection. - You will then create and edit a book from the Simple Book template. - Once the editing is complete, you will publish the book as a PDF.

## 2.1 Starting Bloom

- Double click on the **Bloom** icon on the desktop OR
  - (From the Start menu, choose Bloom) *When Bloom is first opened, your Collection will be empty.*
-



In the main window, under the **Collections** icon, you have the name of the collection and a list of all the books in that collection. You have several predefined templates in the Sources pane for new books.

## 2.2 [1] Choose Collection



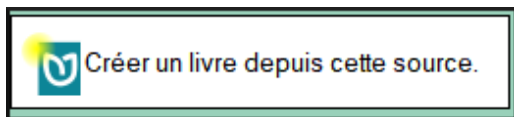
The first step is to make sure you have the right collection open. Most of your work will be done in the collection for your language. If necessary, you can change it now. See [3.1 Collection](#) for how to do this.

## 2.3 Creating a book based on Basic Book

- In the **Sources for New Books** pane, click **Basic Book**.



- Click on the **Create a book from this source** button.



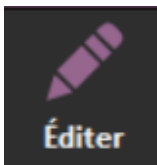
\_Bloom adds a new book of this template to the book collection and opens it in the “Edit” tab. There are six pages already created\_.



\_It opens on the\_ \_\*\*Outer cover\*\*\_ \_page\_.

:::info Note that the book appears in the **Edit** tab. The left pane is called Pages. It shows the pages that are in your book. The highlighted page in the **Pages** pane is displayed in the centre. :::

## 2.4 [2] Editing the Book



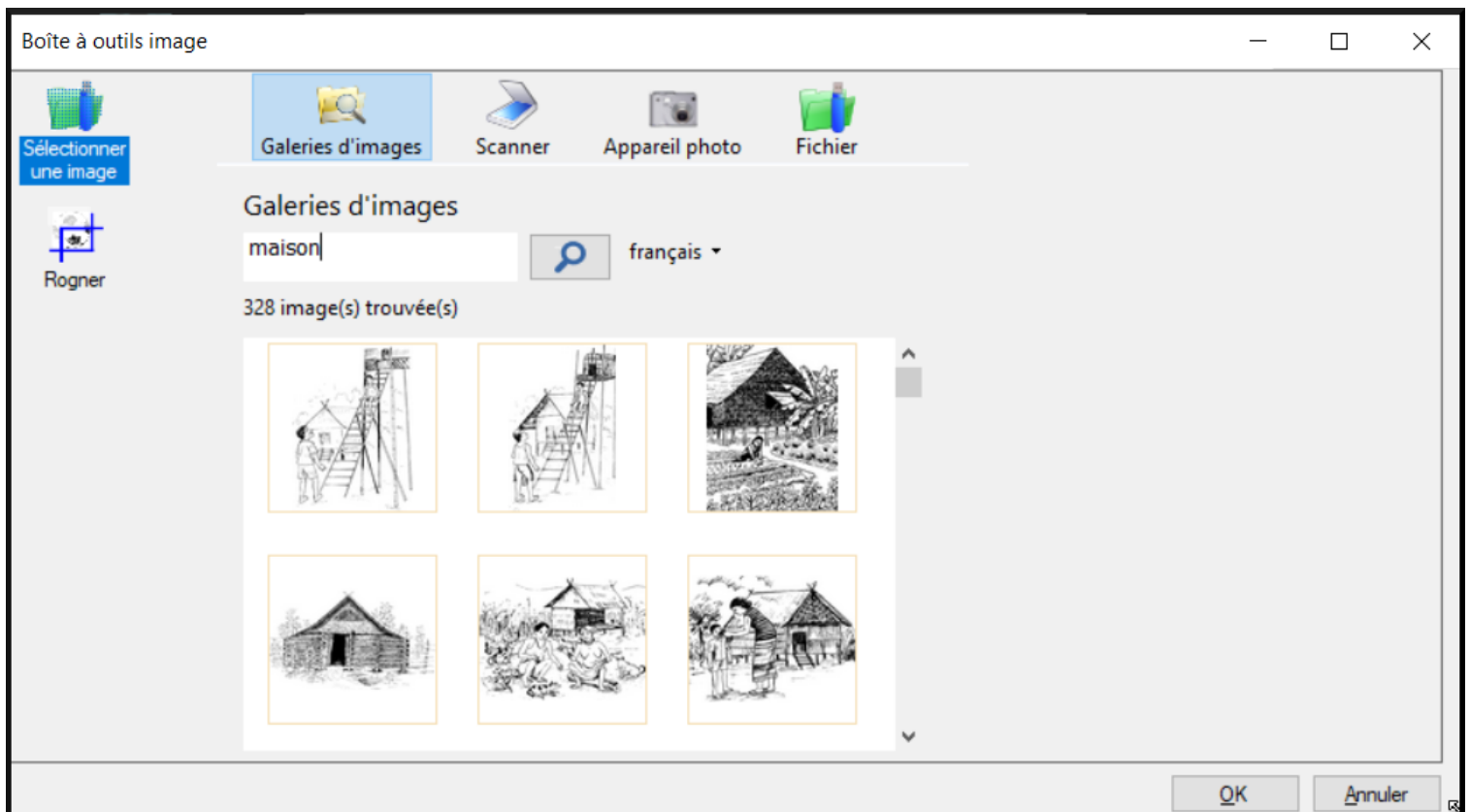
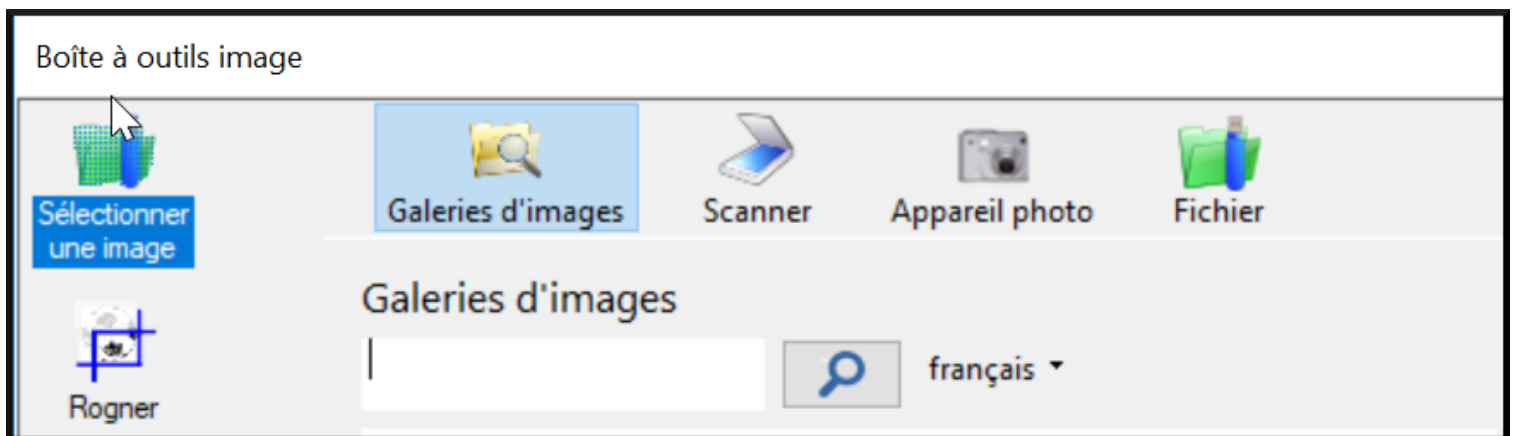
Now that the book has been created, you can edit it.

**Edit book - cover** Edit the cover as follows:

- Make sure the cover page is displayed.
- If necessary, click on the page on the left.
- The top text box should contain the title of the book.
- Type the title in language.
- Click on the **Change Image** icon in the image box



- Click on **Image galleries**.
- To search for an image, type a word and press **Enter**.





*The images found are displayed.*

- Select an image.
- Click on **OK**.
- Change the title page as desired.

For details, see [3.4 pictures](#).

### **Edit the book - add a page**

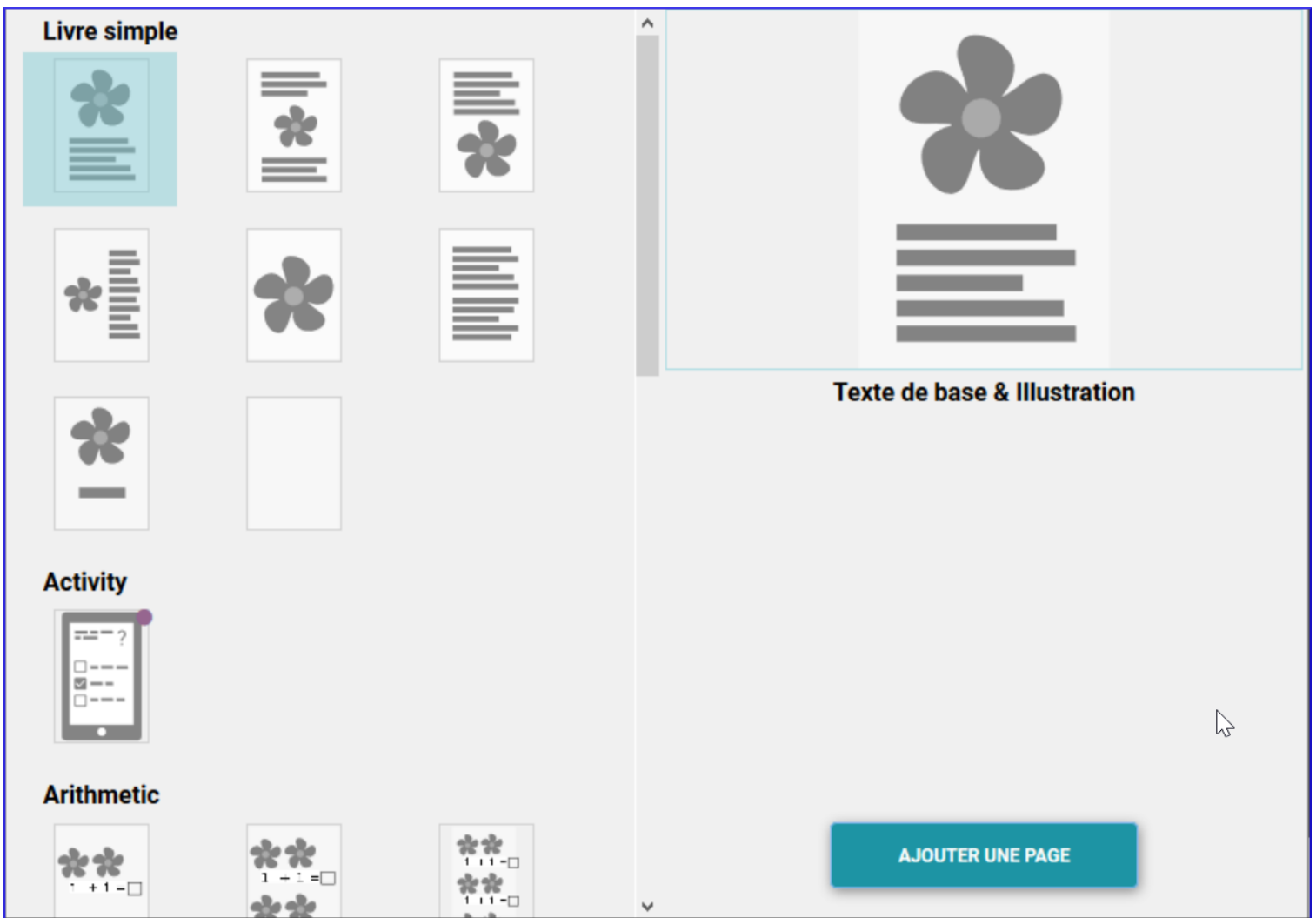
- Click on the previous page icon. (i.e. where you want to place the new page).

Click on “+ **Add Page**”.



*The **Add Page** dialog box appears, displaying the templates you can use to add more pages to your book.*

---



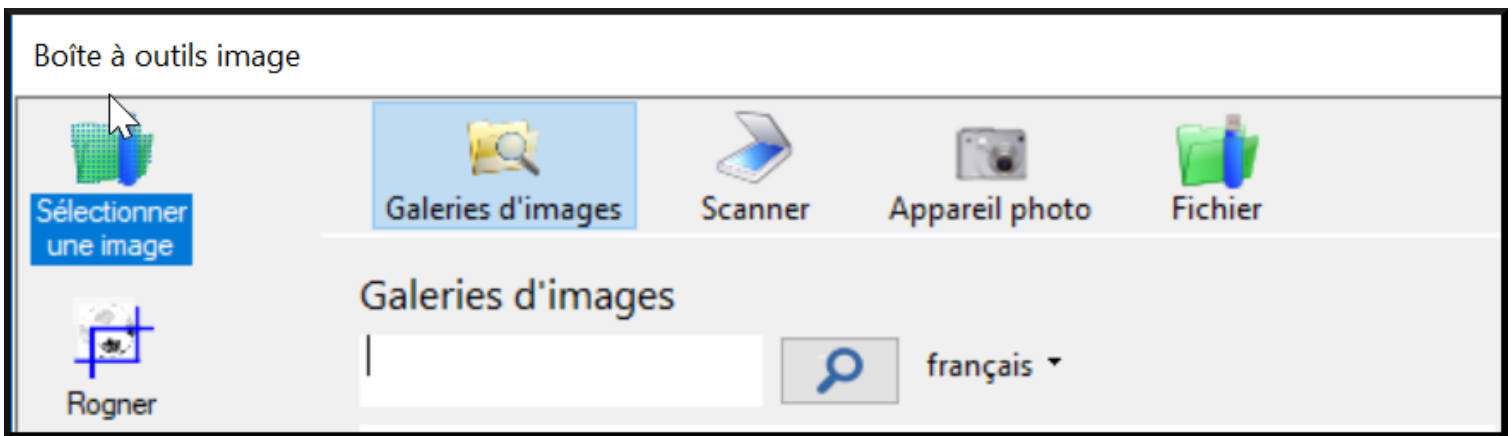
- Select **Basic Text & Illustration**.
- Click on **Add a page**. *The new page is displayed.*

### Edit book - add image

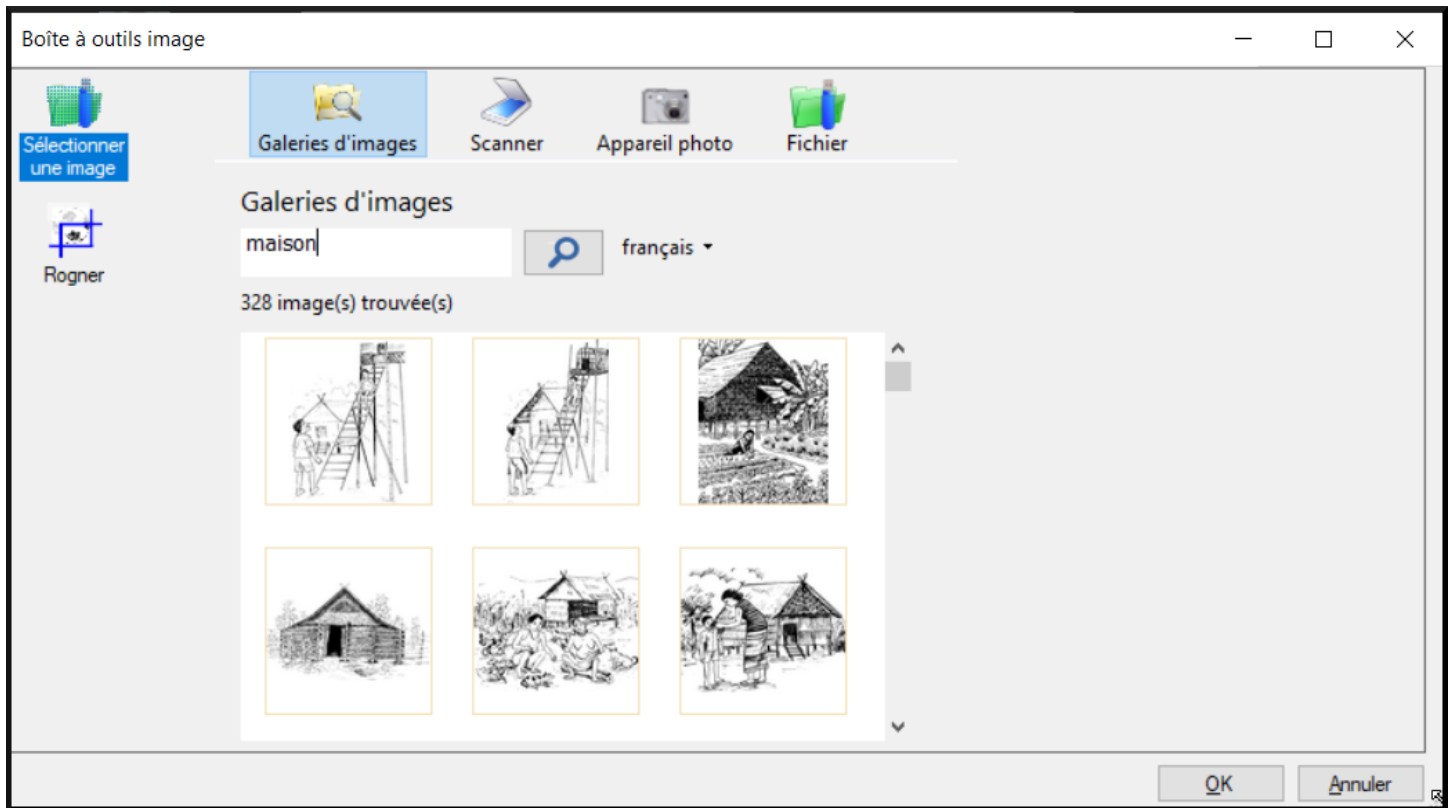
- Click on the **Change Image** icon in the image frame.
- Click on the **Change Image** icon in the image frame



- Click on **Image galleries**.



- To search for an image, type in a word (e.g. house) and press **Enter**.



\_Results are displayed\_

- Click on an image
- Click on **OK**.

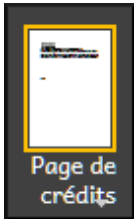
For details, see [3.4 pictures](#).

**Edit book - add text** - Click on the text box. - Enter the text.

For details see [3.3 text](/bloomtraining/next/03-More-information#33)

## Edit Book - Copyright Page

- Click on the credits page (at the bottom of the page).
- Click on the credits page (left).



*The credits page appears*

- Click on the blue link



- Type in the copyright information.

Droits d'auteur et licence

Année des Droits d'auteur

Détenteur des Droits d'auteur

Licence

☒ Creative Commons [plus d'informations](#)

Autoriser l'usage commercial de votre création ?

☒ Oui

☐ Non

- Choose the license, for example BY-NC-SA

**Licence** [plus d'informations](#)

☒ Creative Commons

Autoriser l'usage commercial de votre création ?

☐ Oui

☒ Non


Autoriser que votre création soit modifiée ?

☐ Oui

☒ Oui, à condition que d'autres acceptent les mêmes conditions de partage

☐ Non

☐ Version intergouvernementale



☐ Le détenteur des droits d'auteur [concernant CC0 Domaine Public](#)

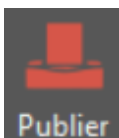
☐ Contacter le détenteur des droits d'auteur pour toute autorisation

☐ Personnalisation

Requêtes supplémentaires

- Click **OK**.

## 2.5 [3] Publish a book



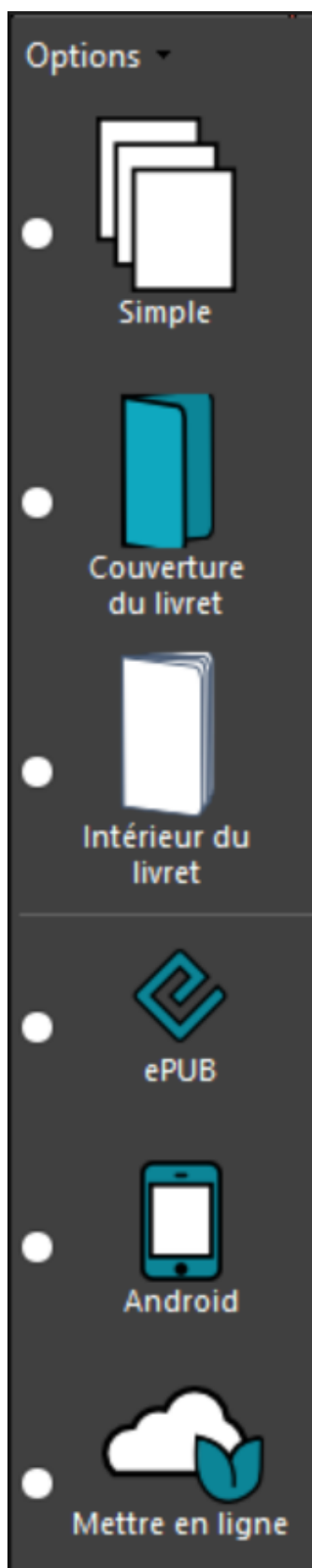
Now we are ready to publish this book by creating a PDF file that can be printed or taken to another computer for printing.

## **Publish Book - PDF**

- Click on the **Publish Book - PDF** button.
- Click on the **Publish** button in the top left bar



- Click on the word **Options** to check the paper size
- If the paper size is different from the book size, choose the paper size.
- Choose one of the six options (left)



*The book is displayed in the centre.*

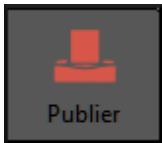
First, choose **Simple** to read the book one page at a time in order. Then choose "Inside Booklet".

**Publish Book**

- Check and Make Corrections
- Check the book.
- If you find any errors, click on the **Edit** tab and make corrections.

### **Publish Book - Publish Again**

- Click on the **Publish** tab.



- Choose the desired option again (simple at first then inside then cover).
- Check the book again.
- When the book is correct,
- Save the PDF (see above).

### **Publish book - Save PDF.**

- Click on Save PDF on the toolbar .

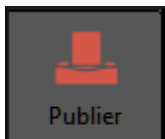


- Confirm the file name and folder.
- Click **Save**.
- If necessary, repeat for another option. (e.g. cover or interior)
- Go to the folder where you saved the PDF file.

### **Publish the book - Print the PDF**

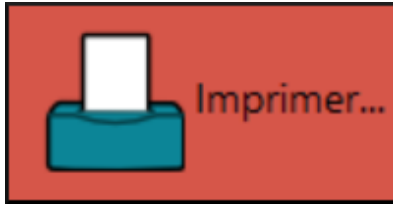
If you have a printer connected, you can print the book directly on your printer

- If necessary, click on the **Publish** tab.





- Choose one of the six options (on the left).
- Click on Print.



\_A message is displayed\_.



- After reading the message, click **OK** to close the message.

*Follow the instructions. I.e. paper size (not booklet size) in landscape on A4 paper.*

- If necessary, repeat for the next option.

## 03-More-information

This chapter contains more information about creating collections and editing pages.

### 3.1 The collection

For most of your work, you would use the collection for your language. But there are times when you will want to either switch to another collection or create a new one.

#### To create a collection

1. Click the **Other collection** button



\_The Open/Create Collections dialog box opens\_.

2. Click on **Create a new collection..**



\_The Create New Bloom Collection dialog box appears\_.

- iii. Click on **Venacular/Regional Language Collection.**
- iv. Click **Next.**
- v. Select the primary language for this collection. (e.g. French) and then click **Next.**
- vi. Enter the country (Chad), then click **Next.**
- vii. Choose the font (Andika) and click **Next.**
- viii. Enter the project name and click **Next.**
- ix. Click **Finish.** *The main window appears.*



**TIP**

At the top of the window, the name of your new collection and the Bloom version number are displayed. Now you are ready to add a book to your collection.

## Choose another collection

- From the main window:
- Click on **Other Collection**. *The Open/Create Collection dialog box appears.*



- If your collection is in the list,
- Click on the name of the collection. [1]*The main window reappears.*
- If your collection is **not** in the list,
- Click on **Search for another collection on this computer** [2]*A list of folders will appear*
- Double-click on the folder with the project name
- Double-click on the file with the project name.**bloomCollection***The main window reappears.*

## 3.2 The page

### Rearrange the pages of the book.

- Drag and drop the icons in the "Pages" pane.



### Deleting a Page from a Book

- Right click on the page in the “Pages” pane.
- Choose **Remove Page**
  - OR Click on the icon at the bottom of the pages.
    - *The page is deleted*



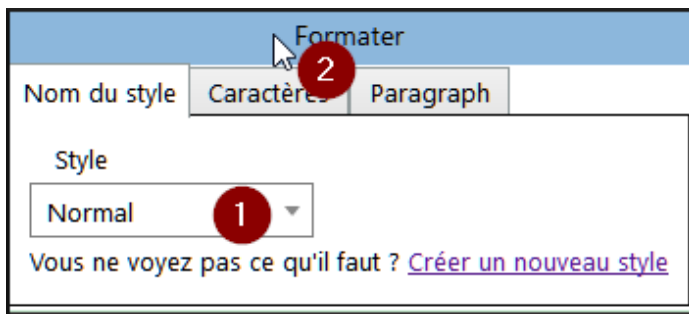
## 3.3 Text

### Edit the book - format the text.

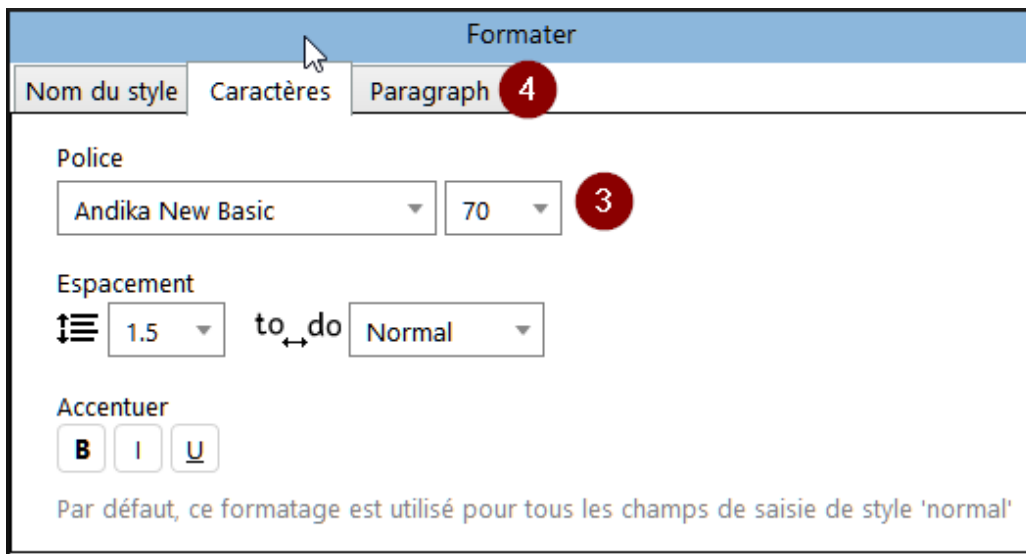
- Format the text by clicking on the grey command icon

*The **Format** dialog box is displayed.*





- Choose the **style** of the text box [1].
- Click on the **Characters** tab [2].

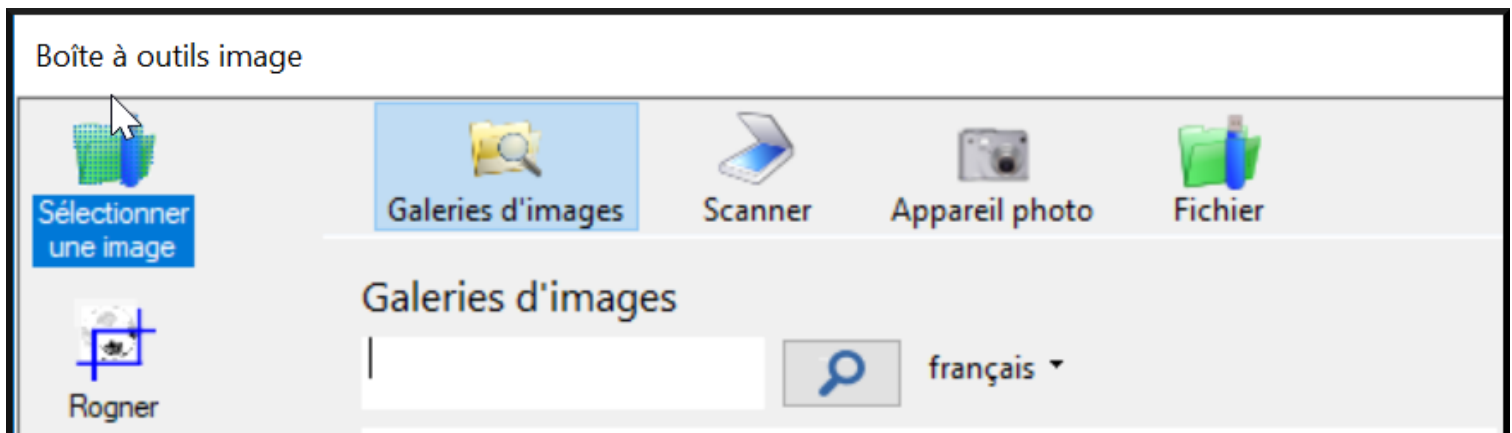


- Choose the formatting of the font (e.g. font size 18) [3]
- Click on the **Paragraph** tab [4]
- Choose any other formatting you want.
- Click on any other part of the page to close the box. *The box is closed.*

## 3.4 Pictures

### Add (change) a picture [5]

- Click on the “Add (change) a picture” icon.
- Click on the “**Change Image**” icon.

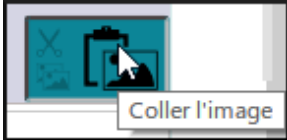


- Click on **Image galleries**.

- To search for an image, type a word and press **Enter**.
- Select an image.
- Click **OK**.

## Paste an image

- Copy an image to a program other than Bloom and return to Bloom.
- Click on the **Paste Image** icon in the image frame.



\_The image is displayed\_.

## Add license information for all images

- Display a page with the image.
- Click on the question mark of one of the images



- Fill in the license information for the image.
- Click on **OK**. *Bloom may ask you if you want to copy this data to all other images in the book.*
- Click on **Yes** .

# 04-Big-book

**Introduction** In this module we will learn how to create a big book using Bloom.

We will continue to use the new **Basic Book** template (even though there is an old template for creating a Big Book). With the Basic Book template we can create a large book and also the same book in A6 format from a single file. In fact, it is easier to start with the A6 book and then print it at A4 landscape.

## What will you do?

- We will first create a new A6 book.
- Then we will publish it in simple A4 format.

## 4.1 Creating a basic A6 book

- Start Bloom
- Create a Basic Book (see Chapter 2)
- Check the page size is A6
- Edit the book

## 4.2 Complete the book as desired

Fill in - the cover - the title page - Add the pages - Add text - Change the images - Fill in the credits page.

## 4.3 Publish - Simple option

To print it as a Big Book, you publish it using the Simple option on A4 paper.

To make an even bigger Big Book, you can photocopy it onto A3 paper.

# 05 Shell books

**Introduction** In this module, we will learn how to create a shell book (in French) that others can use to create books in their own languages.

**Where are we now?** You have already made books in a vernacular collection. Now we are going to learn how to make books in a source collection. We can share these books with others to make them in their languages.

**Why is this important?** In Bloom, there are two types of collections. A vernacular collection contains books for a specific language. A source collection contains books in a language like French. Then books that can be shared and translated into vernacular languages.

When you want to create a book that others can translate into their own language, you have to create them in a source collection so that they can be shared with a Bloom pack.

**What will you do?** - First we will create a new source collection and then create a shell book. - Then we will make a Bloom pack for this collection that can be sent to others to create books in their language.

## 5.1 Creating a source collection

- i. If necessary, launch Bloom
- ii. Click on the button **Other collection**.
- iii. Click on **Create a new collection**.
- iv. Click **Source Collection**.
- v. Click on **Next**.
- vi. Enter the name of the project (e.g. My Shell Books) and click **Next**.
- vii. Click **Finish**.

### Change languages

By default, Bloom sets Language 1 and Language 2 to English. You need to change the languages to French.

- From the main window (i.e. Collections):
- Click on **Settings**.
- Click on the **Languages** tab



- To change Language 1 to FR
- Click on the blue **Change** link
- Type space then en
- Choose the language French
- Click on **OK**
- Repeat for the second language (Language 2 > FR)

## 5.2 Creating a shell book

### Check the layout pack

If you are creating A6 books, you can choose "Economy mode for paper".

- From the main window:
- Click on **Settings**.
- Click on the **Book Creation** tab
- Set the layout pack around the cover to **Paper saver**.
- Click **OK**.

### Create a book

You create source books in the same way as before.

- Click on a template such as **Basic Book**.
- Click **Create a book from this source**.

## 5.3 Complete the book as desired

Fill in - the cover - the title page - Add the pages - Add text - Change the images - Fill in the credits page.

## 5.4 Bloom Pack

You use Bloom packs to share books from the source collections with other users. Before you can use a book in a Bloom pack, you must create and install it.

### Creating a Bloom Pack

- Click the **Collections** tab.
- On the toolbar, click **Make Bloom Pack**.
- Type a name for the Bloom pack file and click **Save**.

*The Bloom pack is created and ready for distribution.*

- Close Bloom

## Installing a Bloom pack

Before you can use a Bloom pack, you must install it.



### TIP

Normally you would copy and paste it to another computer. For now we will install it on your computer to test it.

- Open a **File Explorer** window in the folder.
- Double click on the Bloom pack file. *Bloom will add the collection and display a message when it is finished.*
- Click **OK** to close the message. *Bloom will restart.*

## Use the shell books in a Bloom pack

- In the **Source for New Books** pane, scroll down and select the desired book.
- Select **Create a book from this source**. *The book is created and each text box shows the text to be translated in a yellow bubble.*
- Click on the text box
- Translate the text displayed in the balloon into your language and type it into the text box.

# 06-Customised-page

**Introduction** This module explains how to create a custom page in a book.

Watch the video **Bloom: How to Customize a page** <https://vimeo.com/channels/bloomlibrary/116868148> (Bloom\_custompape-SD.mp4).

## 6.1 Starting Bloom

- Double-click the Boom icon on the desktop.
- The main window appears.

## 6.2 Choose a collection

- Make sure the correct collection is open.
- If not, click on **Other collections**.

*The Open/Create Collection dialog box appears.*

- Select the desired collection. *The main window reappears.*

## 6.3 Creating a Book

- In the **Sources for New Books** pane, click **Basic Book**.
- Click on **Make a book using this source**.
- On the **Front Cover** page, enter a title

## 6.4 Customizing a Page - Changing Size

- You can change the size of text and image parts **by dragging the dividing line** between them.

## 6.5 Customizing a Page - Adding Parts

- Right click on the **Edit Layout** button.

- Use the + symbols to add new parts.
- Tell Bloom whether you want to have an image or text in this field.
- Click on the Edit Layout button on the left.

## 6.6 Creating a Custom Page

- To create a custom page, click **Add Page**,
- Select **Customize**,
- Then click **Add this page**.

*A custom page is displayed and is ready to be edited.*

## 6.7 Define Page

- Use the + symbols to add new parts.
- Click **X** to remove parts.
- Tell Bloom if you want a picture or text in this part.
- Click on the **Edit Layout** button on the left to set the layout

# 07-Levelled-reader

**Introduction** This module explains how to create books by level of difficulty in Bloom.

**Why is this important?** In the next session, we will create decodable reading books to help beginners read while they are still learning the letters. With levelled reader books, there are no restrictions on the letters used, but it is the difficulty of the books that is controlled. The level of difficulty is defined by the number of pages, the length of the sentences and the number of words per sentence or per page.

**What will you do?**

- Create a basic book or a book by level. - Set up the levels. - Create books at different levels.

## 7.1 Choose the collection

- If necessary, click on **Other collections**. \*The **Open / Create Collection** dialog box is displayed.

- Select the desired collection.\_The main window is displayed\_.

## 7.2 Creating a Book

- In the **Sources for New Books** pane, select the **Leveled Reader** template.
- Click **Create a book from this source**.
- If necessary, click the menu icon (right)*The "Leveled Reader Tool" pane is displayed.*

## 7.3 Configuring Levels

- In the **Leveled Reader Tool** pane, click the **Setup Levels** link.

*The "Setup Leveled Reader Tool" dialog box is displayed.*

- On the left side, a level summary table is given. On the right side we can see the rules for a given level.

## 7.4 Setting up Level 1

Now we want to define each level according to our rules. Note that there are six previously defined levels. We want to modify these and add additional levels if necessary.

- i. Click on **Level 1**.
- ii. Define the **maximum words in each sentence** (e.g. 3).
- iii. Set the word **maximum in each page** (e.g., 3).
- iv. Define the **maximum number of words per book** (e.g. 20).
- v. If you wish, you could set the **maximum number of unique words per book** (e.g. 10).

## 7.5 Configure other levels

- Configure the other levels as desired.
- Here are some suggestions in the table:
- Set the word limit per sentence. [A]
- Set the word limit per page. [B]
- Set the maximum number of words per book. [C]
- If desired, the limit of single words per book can be set. [D]

## 7.6 Delete a level

- i. Click on the level
- ii. Click on the **Remove Level** link.

## 7.7 Changing the Order\*\* (see below)

- Drag the rows to change the order.

## 7.8 Add Level Click on the Add Level link.

- Click on the **Add Level** link.

If you do not want a rule to apply to a given level, uncheck the appropriate box.

## 7.9 Adding Notes to the Author

- We can put notes to the author in the text box **What to remember for this level.**

## 7.10 Creating the book

After defining all the levels, we are ready to create our leveled reader book.

- If necessary, click **OK** (to close the dialog box).
- Make sure the level is correct (click on the arrow to change it if necessary)
- Fill in the details of the front pages (title page, etc.) and add pages if necessary.
- Change the font if necessary (see 3.3 text)
- Type (or copy) text. *If your text is more complex than allowed for the level, the text or page will change colour.*

# 08-Livre-decodable

**Introduction** In this module we will learn how to create a decodable book in Bloom (i.e. a book that contains only the learned letters (or sight words)).

**Why is this important?** When people start learning to read, they need a lot of practice with reading material that contains only the letters (or sight words) they have learned so far. Without a program like Bloom, it is very difficult to ensure that your book is limited to known letters or sight words. Bloom's Decodable reader book allows us to introduce letters and sight words at different stages. When you make decodable books, Bloom will warn you whenever you use a word with letters that have not yet been learned (or that is not a sight word).

## What will you do?

- Create a book based on the decodable reader template. - Set the stages by adding the graphemes, word list and letter and sight word definitions for each stage. - Create a level 1 decodable reader book.

## 8.1 Choose the collection

- If necessary, start Bloom
- Check that the correct collection is open.
  - If necessary, click **Other collections**. \*The Open / Create Collection dialog box is displayed.
  - Select the desired collection. \*The main window is displayed.

## 8.2 Creating a decodable reader

- In the **Sources for New Books** pane, select the **Decodable Reader** template.
- Click **Create a book from this source**.

## 8.3 Configure Stages

- If necessary, click (on the right) to see the tools pane.
- In the **Decodable Reader Tool** pane, click **Set Up Stages**. *The dialogue box appears. See below.*

## 8.4 Adding graphemes



- Click on the **Letters** tab.
- Type or paste the desired letters into the **Letters and Letter Combinations** text box.

## 8.5 Adding a word list (suggested words)

You can either type in words and/or import words from a file. - Click on the **Suggested Words** tab. - To type or paste the suggested words - click in the text box **1) Type the words here.** - type or paste words OR

- To add words from a file
- In 2) Place text files... click the link "Sample Text folders"*An Explorer window opens in the folder Bloom uses to get suggested words.*
- Copy and paste your text file into this folder.
- Close the Explorer window.*The full path name of the file is displayed in the text box* **2) Place the text files.**

# 09-Create-an-ebook-for-Android

**Introduction** Bloom can also create eBooks that can be read on an Android smartphone using the Bloom Reader app. This module explains how to format your book for Android and also how to transfer the book to the phone.

**Where are we now?** You have created a book that you want to copy to your Android device. To do this you need to download and install Bloom Reader on your phone.

**Why is this important?** E-books are cheaper to produce, however, you need an application that can read them. Bloom Reader was written specifically to read Bloom books on an Android smartphone. As the screen size is very different from the paper size, you must format it first before you can send it to your phone.

## What will you do?

- First you need to download and install Bloom Reader from the Google Playstore. - Then you open your book and reformat it to fit an Android screen - Then you publish the book to your Android device.

## 9.1 Choosing the collection

- Launch Bloom on your computer (and Bloom Reader on your phone)
- Check that the correct collection is open.
  - If not, click on **Other collections**.

*The Open / Create Collection dialog box will appear.*

- Select the desired collection.

*The main window is displayed.*

- Select the desired book.

## 9.2 Reformatting your book for Android

You need to change the page size and check each page to make sure it is displayed correctly on the screen.

## Change the page size

- On the toolbar, click **current page size** (for example, A5Portrait)
- Choose **Device16x0Portrait**.

*The size of the page changes and Bloom tries to rearrange the page.*

## Check each page

- Work through your book and check each page to ensure that it is displayed correctly on the screen.
- If it does not, make the necessary changes to the problem pages.

## 9.3 Publishing your book to Android

To publish your book to your Android, you need to connect your device (phone or tablet), make some settings and then send the book. See below for instructions on how to do this.

### Connecting your Android device

- Connect your Android device to your PC via cable or Wi-Fi.
- Make sure the Bloom reader is running on your Android device.

## Publish

- Click on the **Publish** icon
- Choose **Android**
- If you wish, select the colour in **Settings** (Thumbnail picture colour)
- Select your choice from the method choices

## Bloom Reader

Once the upload is complete, on your Android, play the sent book.

Sometimes the text will not all be displayed on the Android. You may need to make some adjustments in the Bloom book to fit all the text, then publish/upload it again.

# 10-Appendix

## Chad Unicode Characters

Some of the characters used in Chadian languages are not found on the keyboard. To type them, you must press more than one key. The tables below show all the Chadian characters.

These should be tables but it came out as a child database /child\_database//01ebdc62-fb02-4ae2-8c79-1d20730b95ac/

Table A.1 Characters and tones

/child\_database//f26bc134-bac3-4084-aa68-77a4360e88e3/

/child\_database//19702bd3-36b1-4800-aec4-47ce2e394a83/