

### **Step 1. Add a new symbol that needs to be taught.**

- Go to Tools, Graphemes Taught, Update Graphemes Taught.
- Enter the new symbol at the end of list.
- Click OK.

### **Step 2. Check Grapheme Taught Order against the grapheme inventory.**

- This step checks to make sure you entered the symbol correctly in step 1.
- Go to Tools, Graphemes Taught, Check Against Grapheme Inventory.
- The desired result should be “none.” If something is there, check to make sure you typed it in correctly.

### **Step 3. Search for decodable words you can use in your story.**

#### SEARCH 1

- Go to Search, Word List, Buildable Word search.
- In “Highlight words with these graphemes,” put the symbol you are teaching in this lesson.
- Click OK.
- Put your cursor at the bottom of the page.

When the list becomes too long, use this search instead.

- Go to Search, Word List, Grapheme search.
- In “Graphemes to find,” put the symbol you are teaching in this lesson.
- Click “Restrict to graphemes taught”.
- Click “OK”

#### SEARCH 2

- Go to Search, Text Data, Buildable Words search.
- In “Highlight words with these graphemes,” put the symbol you are teaching in this lesson.
- Click “No duplicates.”
- Click OK.

- Put your cursor at the bottom of the page.

When the list becomes too long, use this search instead.

- Go to Search, Text Data, Grapheme search.
- In “Graphemes to find,” put the symbol you are teaching in this lesson.
- Click “Restrict to graphemes taught”.
- Click “No duplicates”
- Click “OK”

### SEARCH 3

- Go to Search, Text data, Useable Phrases search.
- In “Highlight phrases with this grapheme” put the symbol you are teaching in this lesson.
- Choose “2” for “Minimal number of words in a phrase.” Increase this number to get size of the list reasonable.
- Click OK.

When the list becomes too long, use this search instead.

- Go to Search, Text data, Useable Phrases search.
- In “Restrict phrases with these graphemes,” put the symbol you are teaching in this lesson.
- Choose the appropriate number for “Minimal number of words in a phrase.”
- Click OK.

### SAVE FILE

- Go to File, “Save as”
- Go to the folder called “Searches”
- Enter the file name, “Searches for \_”  
(If you are teaching the symbol N, you will name the file “Searches for N.”)
- Click OK.

## **Step 4 Write the story**

- Use words from your saved search. You can also use your sight words.

- Focus especially on the highlighted words.
- Use your “story checklist” to help you check the quality of the story.

#### TYPE STORY INTO TEXT EDITOR

- Go to Documents, PrimerPro, Project folder, Stories folder
- Open the Stories folder and right click in the blank space
- Choose New; it will create a Text Document
- Type in the file name, “Story for \_”
- Open the file and type your story
- Click “Save as”
- Go to “Encoding”
- Choose Unicode UTF-8
- Click Save

#### **Step 5. Search for untaught residue**

- This step makes sure all the words in your story are decodable (except for sight words).
- Go to Search, Text Data, Untaught Residue search.
- On “story file”, click “Browse”
- Find the story in your Stories folder.” (e.g. “Story for N”)
- Click “Open”
- Click “Display in paragraph format”
- Click “Ignore sight words”
- Click OK

#### **Step 6. Look for new words in the story.**

- Go to Search, Text Data, New Word Search
- Base file. Click “Browse”
- Navigate to Stories folder and select “All stories”
- Story file. Click “Browse”

- Go to Documents, PrimerPro, Project folder, Stories folder.
- Click on your story, “Story for ”.
- Click “Display in paragraph format”
- Click “OK”
- The new words in the story are highlighted. If you have too many, you may need to rewrite the story.

### **Step 7. Add new story to the “All Stories” text file.**

- Open current story. Go to “Documents, PrimerPro, Project folder, Stories folder.
- Click on your story, “Story for \_\_”. Open the file.
- Press to select everything.
- Press to copy everything.
- Close this file.
- Open the “All Stories” file in the Stories folder.
- Put cursor at the end.
- Press to paste everything.
- Click “Save.”