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."