

WordSpring User Manual

A Word List Tool
for
Literacy Instruction

Program and Documentation

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Version 3.1
for
Windows & Macintosh
August 2020

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Printed in the United States of America
First printing: Version 1.0 for Windows November 2002
Second printing: Version 1.1 for Windows January 2003
Third printing: Version 1.1.1 for Windows March 2003
Fourth printing: Version 1.1.1 for Windows and Macintosh June 2003
Fifth printing: Version 2.0 for Windows and Macintosh October 2004
Sixth printing: Version 2.5 for Windows and Macintosh January 2007
Seventh printing: Version 3.0 for Windows and Macintosh June 2013
Eighth printing: Version 3.1 for Windows and Macintosh August 2020

The Lexia Institute is a nonprofit 501(c)(3) corporation established to develop,
evaluate, and disseminate computer technology for people with learning disabilities
and their teachers.

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Dedication

WordSpring is for teachers who want an easy-to-use, methodology-neutral resource to support the inclusion of alphabetic phonics in their literacy programs.

WordSpring has evolved and grown over the years since it was introduced in 2004. The software was made possible by the generous contribution of many individuals and foundations, including, in particular, The Education Foundation of America. We greatly appreciate their generosity.

However, it is to Carol Murray to whom we owe the greatest thanks. One of our founders in the late '80s, she became quickly one of our best friends. When she passed away in 2010, she left behind teachers and students all over the country whom she taught, mentored or otherwise influenced.

WordSpring is based on Carol's pedagogical approach to literacy instruction, that in turn draws on the concepts of Orton, Gillingham, and Slingerland. Even the idea for the program is hers, since she saw the need for help across the spectrum of teaching approaches. Her contributions to *WordSpring* 3.1 not only include the expansion of our lists, but also her cheerful and forceful insistence that the lists themselves be complete enough for all levels of literacy instruction.

We proudly dedicate *WordSpring* 3.1 to Carol. We miss her inspiration, her stories and her examples of how *WordSpring* can be used to make literacy instruction exciting and fun for both teachers and students.

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Acknowledgments

WordSpring could not have been built without the vision and support of our sponsors. In particular, we appreciate the financial support from:

- The Educational Foundation of America
- The Ettinger Foundation
- The Bothin Foundation
- The Mary A. Crocker Trust Foundation
- The Fred Gellert Foundation
- The Luke B. Hancock Foundation
- The James Irvine Foundation
- The Roberts Foundation
- The Simcha Foundation
- The Hewlett-Packard Company Foundation
- The Charles and Helen Schwab Foundation
- Adaptec Foundation
- After Hours Software
- Bitstream, Inc.
- 4D, Inc.
- 5th Generation Systems, Inc.
- Macromedia, Inc.
- Symantec, Inc.
- Marybelle and Stephen Leavitt
- Curt and Elena Widdoes, Jr.
- Catherine and Pierre Martineau

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Chapter 1 – About *WordSpring*

WordSpring is for teachers who want a simple to learn, easy to use, methodology-free, comprehensive resource to support the inclusion of phonics into their literacy programs. *WordSpring* has extensive library of words and lists organized in 26 categories that illustrate all the important phonics concepts needed for decoding, spelling, and vocabulary development. The categories begin with one-syllable words containing one short vowel and expand in complexity to include words that require the application of specific syllabification rules and accenting hints. The lists, because they include words from beginning to advanced levels, are suitable for students of all ages and skills. *WordSpring* is adaptable to most teaching methods.

Teaching language arts, especially to dyslexic students, is challenging. Lessons must be structured to address the specific strengths and weaknesses of the students as well as their ages and skills. *WordSpring* assumes that the teacher knows how to do this, that she has in mind the structure of the lesson that she proposes to give, and that she needs word lists to illustrate the concepts to be taught. *WordSpring* makes assembling these lists easy and quick. It provides printouts of the word lists for incorporation into lesson plans, for giving to students, and for other purposes and allows the word lists to be saved in files for later use.

Scope & Sequence

WordSpring is a companion to Lexia's other lesson planning tool: *Scope & Sequence for Literacy Instruction* by Carol Murray. Comprehensive scope and sequence guidance is available in this text book. It provides direction for what concepts to introduce, when to introduce them and how much students can be expected to learn within particular time frames. *Scope & Sequence* provides guidance on what words the lists used in a plan should contain at different stages of instruction.

WordSpring replaces Lexia's earlier lesson planning tool, LessonPlanner, that helped teachers structure complete lesson plans in the format used in Orton-Gillingham approaches, and, in particular, the Slingerland approach.

WordSpring provides word lists that illustrate the concepts important for students to master, but it does not impose a particular structure on lesson plans.

You can view and download *Scope & Sequence for Literacy Instruction* at our website: www.LexiaNet.org.

WordSpring 3.1 Features

WordSpring 3.1 is a 64-bit upgrade to *WordSpring 3.0* (32-bit) that is required for newer versions of Macintosh and Windows operating systems. For example, *WordSpring 3.0* will not operate on Mac OS X version 10.15 (Catalina) or later operating systems. However, *WordSpring 3.1* will operate on these more recent versions of Mac OS X from 10.13 (High Sierra) to 10.15 (Catalina) and later and Windows 10 64-bit version or later. A second big change is *WordSpring 3.1* is distributed for free, no registration or code is required. Feel free to share *WordSpring 3.1* with colleagues. Otherwise *WordSpring 3.1* is the same as *WordSpring 3.0*.

WordSpring 3.1 and *WordSpring 3.0* both provide the following features that make them the most complete and flexible word list resources available:

- 18,000 dictionary (real) words from which over 650 different word lists have been constructed. Each of these lists can be arranged easily and quickly in multiple ways to support literacy instruction at all levels. There are 2000 more words and 250 more word lists in *WordSpring 3.1* than in the previous version.
- 6000 one-syllable short and long vowel nonsense words having consonant-vowel-consonant (cvc) or vowel-consonant-e (v-e) structure and many of the di/trigraph, phonogram, r-controlled phonogram concepts that students should learn to decode.
- the 650 word lists are organized in 26 categories that illustrate all the important phonics concepts needed for decoding, spelling, and vocabulary development.
- the word lists now include over 90 Latin roots, 100 Greek combining forms, 80 prefixes, and 100 suffixes and endings. The coverage of these morphological elements is comprehensive. In addition, *WordSpring* now has a comprehensive list of homographs, words spelled the same but pronounced differently.

- the ability to select di/trigraphs (*e.g.*, ph and dge), phonograms (*e.g.*, ai and eigh), affixes (*e.g.*, -able and - cial), Latin and Greek roots (*e.g.*, ject and flex), homonyms (*e.g.*, altar/alter), and homographs (*e.g.*, read (rēd), read (rəd)) to mention but a few, that you want in your lesson.
- the ability to select words of 1, 2, 3 or more syllables or words that have consonant-vowel-consonant (cvc) structure and to add nonsense words to your word lists.
- the ability to select either dictionary words or nonsense words.
- the ability to select words illustrating over a dozen specific spelling generalizations and rules from the double f, l, s, z generalization to the extended 1-1-1 rule.
- the ability to select words that apply the four syllabification rules with the corresponding syllable patterns.
- the freedom to choose lists arranged in random, consonant-vowel-consonant, or alphabetic order, as you prefer.
- teaching tips and guidance for language concepts (lists), descriptions of spelling and syllabification rules, and definitions of endings, suffixes, Greek forms, and Latin roots. These are all available in a document that can be used to guide instruction.
- the power to customize lists to meet students' specific needs, to build on previous lists, and to share lists with other teachers by e-mail, network, or disk.
- the flexibility to print lists in several formats including **large print** decoding and spelling work sheets and student stick-on labels with pronunciations, if desired. Words can be sequence vertically or horizontally and print formats can be customized to meet special requirements.
- dictionary pronunciations compatible with Orton-Gillingham-based approaches for all 24,000 dictionary and nonsense words.

Chapter 2 - Getting Started

Computer requirements

To use *WordSpring* 3.1 on a Windows computer the following configuration is required:

- A Windows-based computer with at least 1 gigabyte (GB) of random-access memory, a 64 bit CPU, a hard drive with at least 1GB of space available for the *WordSpring* program, and a color monitor with at least 1024 x 768 pixels resolution
- Windows 10 64-bit version or later operating system

To use *WordSpring* 3.1 on a Macintosh, the following configuration is required:

- A Macintosh with at least 1 gigabytes (GB) of random-access memory, a hard drive with at least 1GB of space available for the *WordSpring* program, a color monitor with at least 1024 x 768 pixels resolution
- Mac OS X version 10.13 (High Sierra) or later operating system

What You Should Know

You should know how to structure your language arts lesson, that is, know what phonics concepts you want to teach. *WordSpring* will help you construct the word list to use in teaching these concepts but provides only limited guidance about scope and sequence. For help in this area, users will find *Scope Sequence for Literacy Instruction* by Carol Murray (available at www.LexiaNet.org) of value.

Installing *WordSpring*

On both Macintosh and Windows, the first few installation steps are the same:

- Before you install *WordSpring* 3.1 remove any older version of *WordSpring* that is on your computer. It usually will be in folder named "WordSpring 2.5 or 3.0" or something similar. On Windows use the Add or Remove command that is accessed through the Control Panel or through Settings. Double click on the Add or

Remove Programs icon, select WordSpring, and click the Remove button. On Macintosh move the Lexia WordSpring folder to Trash and empty Trash. Save any word lists you want to preserve that are in your Lexia WordSpring Folder in a new folder named something like "Old Lexia WordSpring Data".

- Exit all other applications that are running on your computer by clicking File > Exit (Windows) or File > Quit (Macintosh).
- Download the Lexia WordSpring application from the www.LexiaNet.org website.
- The ReadMe file is one of the files in the Documentation directory within the *WordSpring* 3.1 directory. We suggest that you read it for information about installation and about the software. The User Manual is also within the Documentation folder.

Completing Installation on Windows

On Windows complete the installation process by doing the following:

- Double click on the Setup icon from the download to start the installation. The software will be installed in your Programs folder unless you choose to install it somewhere else.
- When the installation is completed, you should restart your computer. An icon for starting *WordSpring* will be placed in the Programs list that can be opened from the Start menu. A shortcut to *WordSpring* will also be placed on to your desktop.

Completing Installation on Macintosh

For Macintosh the installer is downloaded from the www.LexiaNet.org website. Keep in mind you must have admin privileges to install as the *WordSpring* application is placed in the /Applications directory.

With this in mind, complete the installation on Macintosh by doing the following:

- Double click the appropriate installer icon to start the installation process and follow the instructions that appear on your screen. The software will be installed in your Applications folder.
- If you discover the fonts don't look correct, you may have to install manually the special font (LPCourier) that *WordSpring* uses to display pronunciations in your own User's Fonts Book. (Applications > Font Book > User). In some sites this special font is already part of the standard system Fonts folder configuration, and you do not have to worry about installing it. To determine if it is already installed, open the Font Book, click on Computer, and look for LPCourier in the Font list.
- To install LPCourier open your Font Book, click on User, and then click on the "+" under the font list. This will open a file dialog box. Click to the WordSpring 3.1 directory in the applications directory, double click the Documents folder, and then double click on the LPCourier icon. It will then be installed in your Font Book.
- When the installation is completed, you should restart your computer. An icon for starting *WordSpring* will be placed on your desktop. You may want to move this icon to the Dock so that it is easily accessed.

The installation process creates the *Lexia WordSpring 3.1* folder in your Programs Directory (Windows) or Applications Folder (Macintosh), adds *Lexia WordSpring* to the Programs list in the Start menu (Windows), and places a *Lexia WordSpring* icon on your desktop (Macintosh). Before starting *WordSpring* we suggest that you print out or read the ReadMe file and the *WordSpring* User Manual. They are both in the Documents folder that is in the *WordSpring 3.1* folder. The User Manual and the ReadMe files are in Adobe Acrobat (pdf) format.¹

¹ If you do not have Adobe Acrobat Reader already installed on your computer, you can obtain it from the Adobe website, www.adobe.com.

Starting WordSpring

To start *WordSpring*:

- Click the Lexia WordSpring icon on the Desktop.
- If a *WordSpring* icon is not on the Desktop, you can start the program in Windows by clicking Start > Programs and then *WordSpring* in the list of programs or by clicking on the WordSpring.exe file in the WordSpring 3.1 folder. On the Macintosh you should click on the WordSpring icon within the Lexia WordSpring 3.1 folder.

When the application starts you will be brought to the home screen of *WordSpring*.

Adjusting the Display

There are two adjustments you should make to the way in which *WordSpring* is displayed. The first is to adjust the size of the *WordSpring* panel so that it is wide enough to make all the windows visible and high enough to show all the entries in the [Categories] window. To adjust the *WordSpring* screen, grab the lower right corner of the screen with the mouse cursor and drag it so that the screen has the desired size. You can also just click on the Maximize button at the top of the screen.

The second is to adjust the number of pixels used by the display monitor so that the font used by *WordSpring* is readable. This adjustment is very much a matter of individual preference. We have found that a resolution of at least 1024 X 768 to be desirable. If there are fewer pixels, you will have to scroll the windows of the *WordSpring* panel to see all the information.

To set the display resolution in Windows:

- Click on the Start button at the lower left of the display.
- Click on Settings and then Control Panel.
- Click on Display and then the Settings tab near the top of the display.
- Slide the screen area pointer left or right so that it shows the desired resolution.

To set the display resolution on Macintosh:

- Click on Preferences under the Apple menu at the top left of the display.
- Click on Displays and select the desired resolution.

Documentation

Several documents are provided with *WordSpring* to help you use the software. They are all in the Documentation folder in the Lexia *WordSpring* 3.1 folder that the installation process puts on your computer. The Documentation folder contains:

- the ReadMe file that has the latest information about installation and operation;
- this User Manual;
- the Guided Tour to *WordSpring* that provides an overview and demonstration of what *WordSpring* provides and how to use it;
- a compendium of all the keywords, definitions, and teaching tips for each of *WordSpring*'s word lists;
- the LPCourier font that *WordSpring* uses;
- The LPCourier font legend that describes the keystrokes used in a document to form the diacritical marks for pronunciation.

The user manual can also be accessed when running *WordSpring* by clicking on Help in the menu bar and selecting User Manual.

Chapter 3 - Using *WordSpring*

WordSpring is simple to use, and this part of the manual is short. We will show you, through examples, how to do the following:

- create word lists
- print lists for use in class
- save lists on your hard drive for use at a later time or to incorporate in your lesson plan document
- modify lists you have saved

It is helpful to know that *WordSpring* has been built using another software system called a database management system. It provides facilities for organizing the data that lie at the core of *WordSpring*.

An Overview of *WordSpring*

Word lists are created using the *WordSpring* main panel, which has three main windows as shown in Figure 12:

- the [Categories] window that is used for accessing the word lists available in *WordSpring*;
- the [Examples] window that is used for displaying example words from these word lists;
- the [User Selections] window that is used for assembling words into lists that will be used in a lesson.

² The figures show *WordSpring* screens as they appear on Macintosh. Windows screens differ slightly, but the functionality and operation are the same.

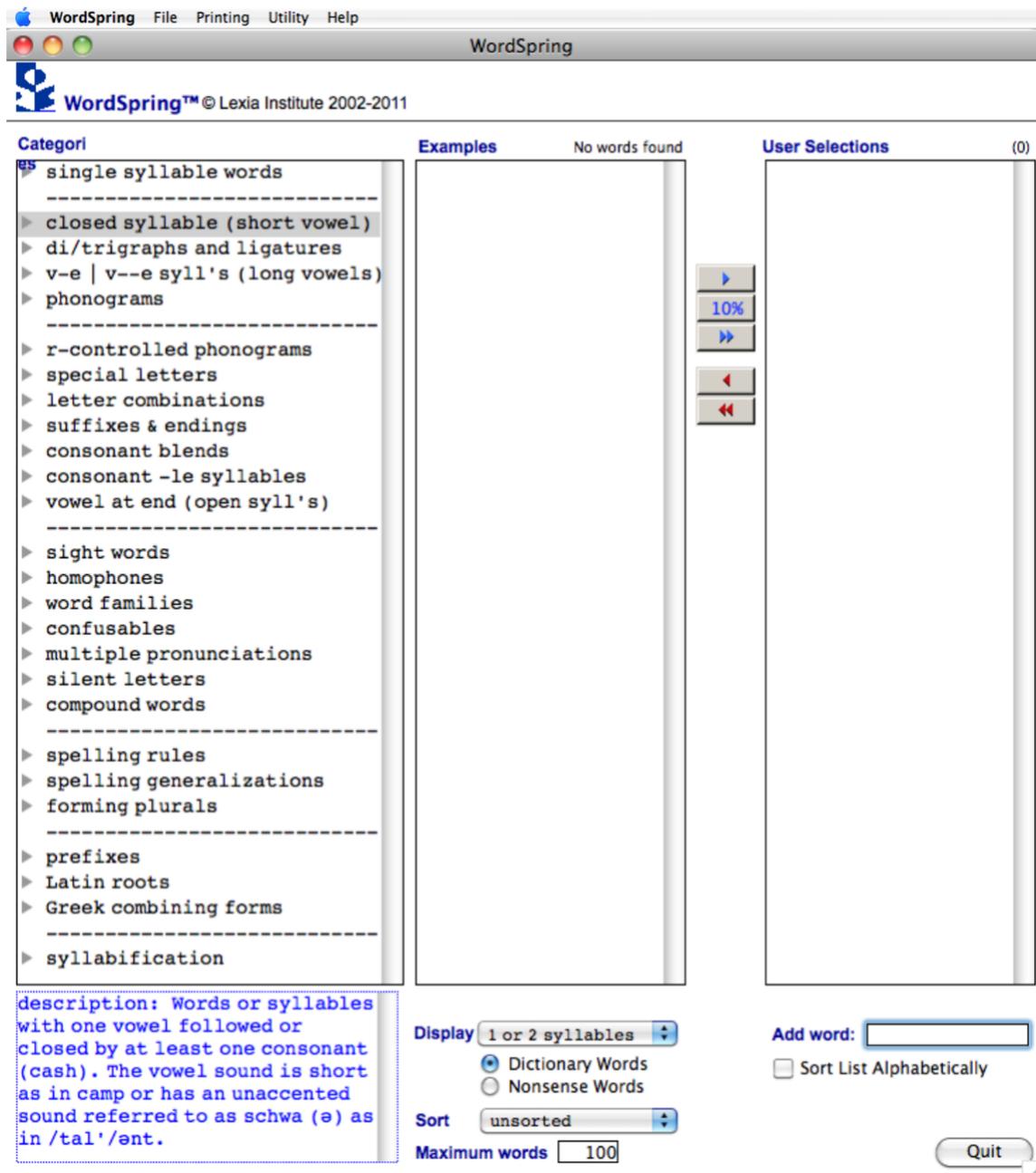


Figure 1. *WordSpring* screen showing the three primary windows and all 26 categories in the [Categories] window.

WordSpring divides word lists into a set of 26 categories, each of which illustrate a key decoding, spelling, or vocabulary building concept. Each category is in turn divided into subcategories that provide specific examples of the concept illustrated by its parent category. In this structure, for example, closed syllables (also referred to as short vowels) is a category and the six vowels (a, e, i, o, u, and y) are the subcategories.

To create a word list of short vowels:

- Select the category by double clicking with the mouse on the closed syllable (short vowel) category name in the [Categories] window or by clicking on the [+] sign (Windows) or the [▶] symbol (Macintosh) to the left of the category name. The subcategories will then show.
- Click on the subcategory “i”, and a list of words illustrating this vowel with its short vowel sound will appear in the [Examples] window in the middle of the panel. There are a number of ways in which you can filter and order this list to obtain words of desired difficulty. These are discussed later.
- Double click a word in the [Examples] window that you want to use in the lesson. It will move to the [User Selections] window on the right of the screen. There are a number of ways that you can move words to the [User Selections] window. These also are discussed later. Double click on other words in the [Examples] window to add them to the list in the [User Selections] window.
- Print the word list in the [User Selections] window by clicking Print in the menu bar at the top of the screen, then clicking Lists, and then choosing one of the printing formats provided in the dialog box that appears.
- Save the word list so that the list is available for use later or for reformatting with your word processor by clicking File > Save in the Menu Bar at the top of the screen, selecting a folder in which to save the list, and assigning a name to the list.

That’s basically all there is to it. *WordSpring*, however, provides many other facilities to make the process of creating appropriate word lists more flexible, easier, and faster. These are discussed in the next few sections.

Categories & Subcategories

The [Categories] window is on the left side of the main *WordSpring* screen. All the lists in the *WordSpring* database are grouped into 26 categories, visible in the [Categories] window in Figure 1. Each category focuses on an

important decoding, spelling, or vocabulary concept that students should master, for example: closed syllables, spelling generalizations, and Latin and Greek roots. The 26 categories encompass all the principal concepts that should be taught in a literacy program for decoding, spelling, and vocabulary development. Related categories are grouped together in the [Categories] window and separated from other groups by dashed lines.

- When a category is selected by clicking on it, a brief description of that category appears below the [Categories] window.

The categories are divided into subcategories, each illustrating a different application of the concept represented by its parent category. For example, the closed syllable (closed vowel) category is divided into six subcategories, one for each vowel (a, e, i, o, u, and y).

- To expand a category to see its subcategories, click on the plus sign [+] (Windows) or the [▶] symbol (Macintosh) to the left of the category name or simply double click on the category name.

In Figure 2 we have expanded the closed syllable (short vowel) category so that the six subcategories are revealed. When the category is expanded, the symbol to the left of the category name changes from a [+] to a [-] (Windows) or from a [▶] to a [▼] (Macintosh).

When a subcategory is selected and a keyword is available to illustrate it, the keyword and its pronunciation are presented below the [Categories] window. In addition, descriptions or definition of the subcategory, tips for how to teach the concept represented by the subcategory and other useful information are provided in this window.

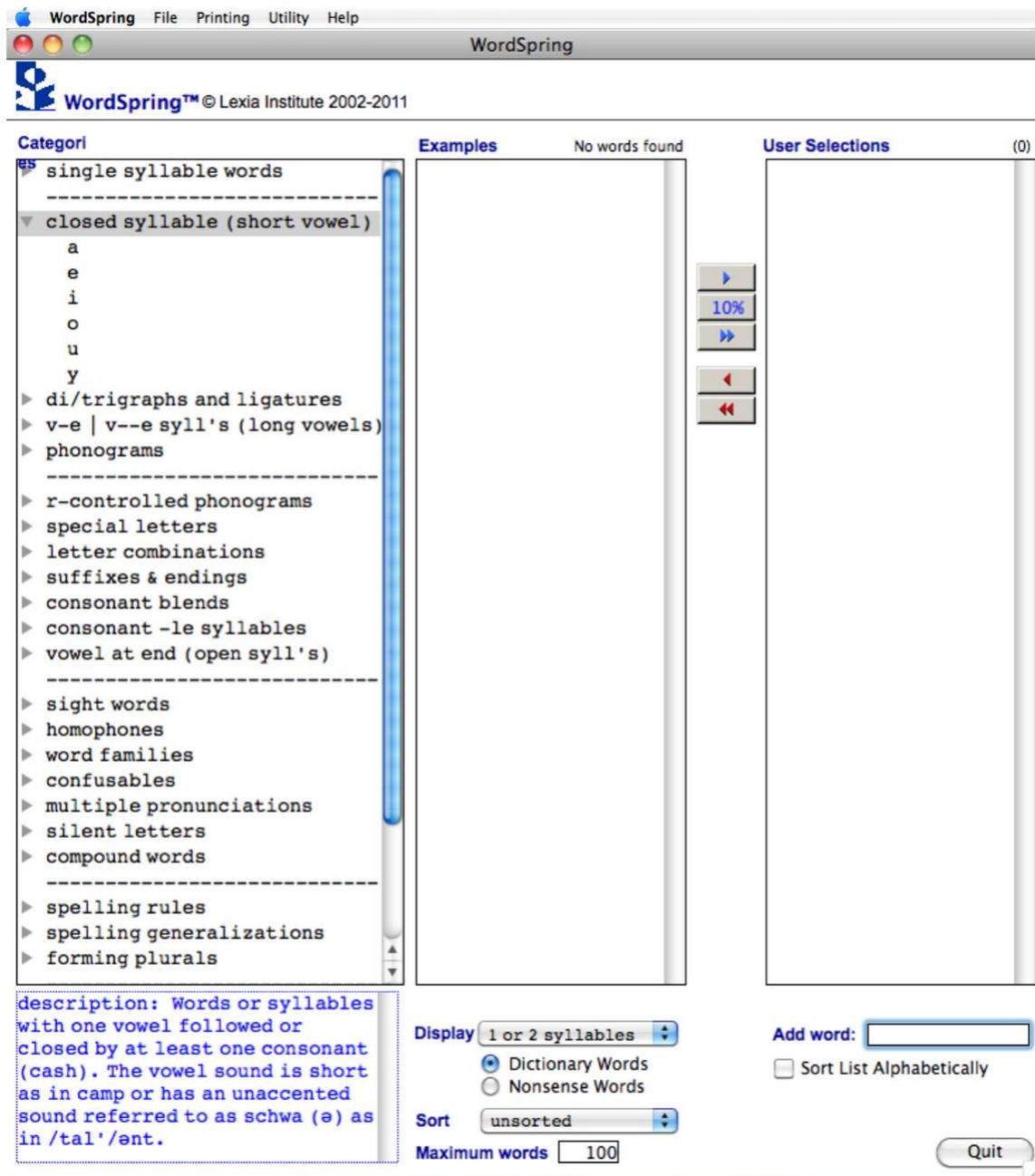


Figure 2. Closed syllable category expanded to show subcategories. Note explanation of the closed syllable category below the [Categories] window.

Occasionally, you will find that you have opened several categories and that the number of items in the [Categories] window is too large and scrolling through the long lists is tedious.

- To collapse all the lists of subcategories and restore the

[Categories] window to its original appearance with only the 26 categories showing, click on the label “**Categories**” above the [Categories] window.

There is also a Collapse All Lists command in the Utility menu in the menu bar. This command can also be initiated by typing **CTRL+F** (Windows) or **⌘+F (CMD+F)** (Macintosh).

Creating a Word List

We will now work through a particular example in which we create a word list for a beginning decoding lesson introducing the closed syllable (short vowel) “i” and reviewing the closed syllable “a”. We will illustrate different ways for creating the desired word list.

Getting Word Examples

The first step is to get a set of words illustrating the closed syllable “i” that are candidates for use in the lesson. To get these word examples, select the closed syllable (short vowel) category in the [Categories] window:

- Click once on the closed syllable (short vowel) category to select it. It is the second entry in the list of categories. Note that a description of this category appears just below the [Categories] window.

To see the subcategories:

- Click on the [+] symbol (Windows) or the [▶] symbol (Macintosh) to the left of the category name.

Or

- Double click on the category name.

The list of six Subcategories, a, e, i, o, u, and y, appears.

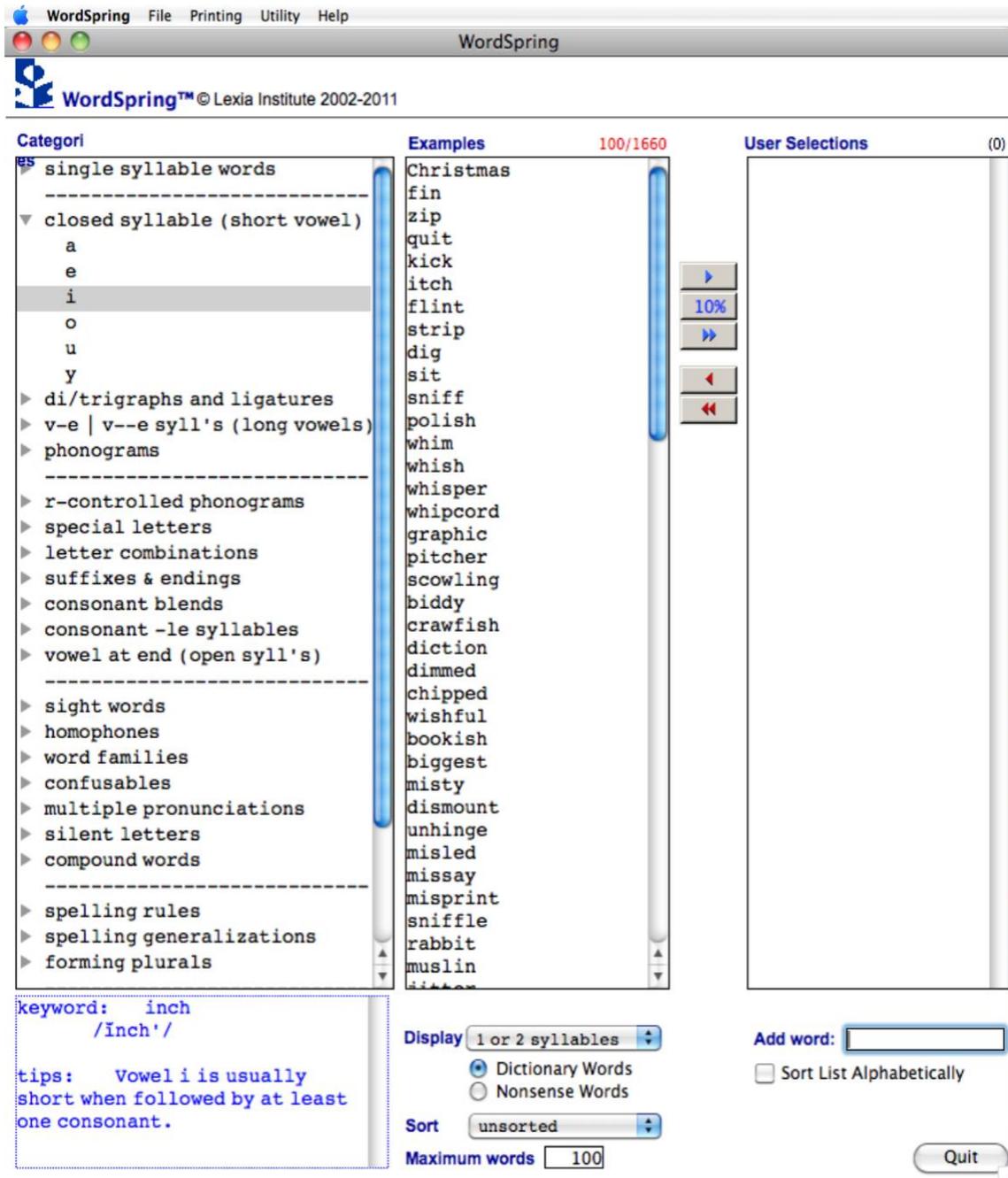


Figure 3. Examples of closed syllable “i” words shown in the [Examples] window.

To obtain a set of words containing the closed syllable “i”:

- Click on “i” in the [Categories] window and note that the key word [i]nch and its pronunciation appear below the [Categories] window. Note the keyword, its pronunciation, and the teaching tip in the text window below the [Categories] window.

A list of words containing the closed syllable “i” words appears in the [Examples] window in the middle of the screen as shown in Figure 3.

Working with the Examples Window

Words in the [Examples] window can be arranged in several ways and can be restricted to words composed of a specific number of syllables or to words that have a consonant-vowel-consonant (c-v-c) structure. This process of restricting the words in a subcategory that appear in the [Examples] window is called “filtering”.

You also have the option of displaying nonsense words rather than dictionary (real) words. In this version of *WordSpring* nonsense words are limited to one-syllable, short and long vowel words of consonant-vowel-consonant (c-v-c) or vowel-consonant-e (v-e) structure.

The small [Display] window just below the [Examples] window is used to select the filter that will be applied to the words in the subcategory. Only words satisfying the filter will appear in the [Examples] window. The [Display] Window allows you to restrict the words in the [Examples] window to 1-syllable words, 2-syllable words, 1- or 2- syllable words, 3-or more syllable words, all words without regard to number of syllables, or to words that have a c-v-c structure. *WordSpring* filters out the words that are not of the type selected. Initially, the 1 or 2 syllable filter is selected when you start *WordSpring*.

Just below the [Display] Window are two choice buttons that allow you to select either dictionary or nonsense words. Nonsense words are useful for building decoding and spelling skills because the student cannot use word recognition to by-pass explicit decoding and spelling processes. However, it should be noted that pronunciation of many nonsense words is not unique. A single construct, such as the phonogram ea, may have several pronunciations (as in eat, steak, and head). It may not be possible to determine which one to use in a particular nonsense word. This ambiguity provides a valuable teaching opportunity for discussing the several ways a phonogram, digraph/trigraph, or other construct of our language can be pronounced for both decoding and spelling.

The small [Sort] window below the [Display] window is used to arrange the words in the [Examples] window different ways. This operation is called Sorting. When *WordSpring* is started, the Unsorted option is selected, which means that words appear in random order in the [Examples] window. The other sort options allow you to arrange the words in alphabetic order, by number of syllables, or in consonant-vowel-consonant (c-v-c) order. The c-v-c option displays simple c-v-c (one consonant, one vowel, one consonant) words appear first, followed by c-v-cc words, followed by cc-v-c words, followed by cc-v-cc words, and followed by cc-v-ccc and ccc-v-ccc words. Consonant-vowel-consonant ordering is available only for 1-syllable words.

It may seem strange to have the c-v-c option available in both windows, but the c-v-c option as implemented in *WordSpring* filters out words that are not c-v-c words and also arranges the c-v-c words by the complexity of their c-v-c structure. Because c-v-c is both a filtering and a sorting operation, c-v-c appears both in the [Display] and in the [Sort] windows. When it is selected in one window, the other window is automatically set to c-v-c. To unselect c-v-c words, you must choose another option in the [Display] window, for examples 2-syllable words. You cannot return to multi-syllable words by choosing another option in the [Sort] window, for example alphabetical.

The [Maximum words] window below the [Sort] window determines the number of words that will appear at any one time in the [Examples] window. This is initially set to 100 words, all of which can be seen if you use the scroll bar at the right of the [Examples] Window. You can change the Maximum words setting by typing a different number into the [Maximum words] Window.

Note the red numbers at the upper right corner of the [Examples] window, 100/1660 (or numbers close to these). The first of these numbers indicates that there are 100 words actually in the word list currently shown in the [Examples] window. The second number indicates the total number of words in the subcategory you have chosen that have the number of syllables set in the [Display] window. The [Display] window is set to 1 or 2 syllables. The red number 1660 at the upper right corner of the [Examples] window is the number of 1- or 2- syllable words in the closed syllable “i” subcategory. If there are no words in the list for the Display settings you have chosen, the message “No words found” will appear instead of the numbers.

When *WordSpring* encounters lists longer than the number set for [Maximum words], it displays a randomly chosen sample of about ten per cent of all the words in the list. In Figure 3, the numbers at the top right of the [Examples] window indicate that there are 100 words in the first sample of the full list of 1660 words. A second sample of words from the full list can be obtained by clicking again on the subcategory name in the [Categories] window.

Now select a 2-syllable word in the [Examples] window by clicking on it once. Note that the pronunciation, syllabification, and accenting of the selected word appears below the [Examples] window. The pronunciation uses standard dictionary pronunciation symbols compatible with Orton-Gillingham instruction. Pronunciations are available for all the words in the database.

We have described all the facilities associated with the [Examples] window. Let us now illustrate how to use these facilities to obtain a word list for our lesson in which we introduce the closed syllable “i” and review the closed syllable “a”.

To obtain words containing only one syllable, we must change the [Display] setting. To do this:

- Click on the small arrow at the right of the [Display] window and the filter options will appear in a pop-up list.
- Click on 1 syllable and note that the words in the [Examples] window have changed. Only 1- syllable words appear. Also, the word count at the top right of the screen has changed.

If you were interested in working with longer words, you could have selected 2 syllable or 3 or more syllables in the [Display] window. For each of these you will get different lists of words corresponding to the filter selections.

Check to make sure that Dictionary Words is selected just below the [Display] window. If you want to work with nonsense words, click in the circle just to the left of “Nonsense Words”. Remember only one syllable nonsense words are in the database so if you select 2 syllables in the [Display] window, no words will appear in [Examples] and the message “No words found” will appear above the [Examples] window.

If you wanted the lists in the [Examples] window to be shorter than 100 words to simplify word selection, you should type some other number in the [Maximum words] window. To see what happens:

- Type **15** into the [Maximum words] window.
- Press the **Enter** (Windows) or the **RETURN** (Macintosh) key.

Note that the list is shortened and the word count numbers change.

Since we are making a list for a beginning class, we might want to work first with simple consonant-vowel-consonant words and then go to more complex words. It would be useful, therefore, to have the words in [Examples] in c-v-c order. To do this:

- Click on the small arrow at the right of the [Sort] window and the sort order options will appear in a pop-down (or pop-up) list.
- Click on c-v-c.

Note that the words in the [Examples] window are now ordered by their consonant-vowel-consonant composition. Simple c-v-c words appear first, followed by c-v-cc words, followed by cc-v-c words, followed by cc-v-cc, and followed by cc-v-ccc words. When c-v-c order is selected in the [Sort] window, the [Display] window is automatically set to c-v-c to reflect the fact that only 1-syllable, c-v-c words are shown in the [Examples] window.

You could also have selected c-v-c in the Display window, and you would have obtained the same list of words in [Examples].

Selecting Words for Your Lesson

Words that you will actually use in your lesson are assembled in the [User Selections] window at the right of the screen. *WordSpring* provides a number of ways for moving words into this window. The [User Selections] list can be printed for use in class or saved to a file.

You can move individual words from the [Examples] window to the [User Selections] window by:

- Double clicking on the word;
- Clicking once on the word (selecting the word) and dragging it to the [User Selections] window;
- Clicking on the word and then clicking the blue single arrow button [▶] between the two windows. It is the uppermost of the set of five buttons located there.

When you drag the word, it can be placed anywhere in the [User Selections] word list. When you double click or use the [▶] button, the word is appended to the end of the list.

- Experiment with these commands by using them to move some closed syllable “i” words from [Examples] to [User Selections].

There are two ways of moving groups of words to [User Selections]:

- Click the [10%] button, which is the second of the buttons located between the [Examples] and the [User Selections] windows. Approximately 10% of the words in the [Examples] list, selected at random, will be moved to [User Selections].
- Click the blue double arrow [▶▶] button and all the words in the [Examples] list will be moved.

There are also three ways to remove words from the [User Selections] Window:

- Click on the word and drag it out of the [User Selections] window and into the [Examples] window.
- Click on the word in [User Selections] and then click on the red single arrow [◀] button.
- To remove all words from [User Selections], simply click on the red double arrow [◀◀] button. You will be asked to confirm this action, and when you do the user [Selections] Window will be cleared.

To enter any word you want in the [User Selections] list:

- Type the word into the [Add Word] window located just below the [User Selections] window.
- Click at the point in the [User Selections] list at which you want the word to be inserted.
- Press **Enter** (Windows) or **RETURN** (Macintosh), or click on the blue single arrow [▶] button, and the word will be appended to the [user Selections] list.

Pronunciations are available for words in [User Selections] that came from the [Examples] window. Pronunciations are not available for words typed in, unless they happen to be in the *WordSpring* database. To obtain the dictionary pronunciation:

- Click on the word, and the pronunciation will appear below the [User Selections] window.

Reordering Your Word List

You can change the order in which words appear in the [User Selections] window simply by selecting the word and dragging it to the desired position in the list. You can also arrange the words in alphabetic order by clicking in the box to the left of “**Sort List Alphabetically**” just below the [User Selections] window.

Note: Once the list has been sorted alphabetically, it cannot be returned to its original ordering.

Adding Words from Other Subcategories

Words can be added to the [User Selections] window from other subcategories. We will illustrate this by adding closed syllable “a” words for review to the [User Selections] list:

- First, make sure the words in the [Selections] window is not being alphabetized. If there is a check in the Sort List Alphabetize check box, cancel it by clicking in the box.
- Click on the closed syllable “a” subcategory. Closed syllable “a” words will appear in the [Examples] window in c-v-c order if this option is still selected in the [Sort] window.

- Move the words you want to the [User Selections] window using one of more of the methods described above. You should now have a list containing both closed syllable “i” and closed syllable “a” words.
- Put the words in the [User Selections] window in the order you want by clicking and dragging on the words you want to move.

You can build lists containing selections from as many categories and subcategories as you like by continuing in this manner.

Adding Titles and Labels to Lists

A simple way of adding a title to a list is to type the title into the Add Word box below the User Selections window and then move that title to the appropriate position in the list. It is a good idea to type the title all in capital letters to distinguish it from the words in the list. You can use the same method to put a label in the middle of a list, for example, to identify the types of words that follow.

You can also add a blank space after or before the title by typing a space in the Add Word box and then dragging that word into the list. This is useful for setting off a Title or for separating different parts of a list.

Printing Your Word List

You can print the word list in the [User Selections] window in several different formats. There are two groups of formats:

- Word lists can be printed on standard paper in one or more columns in any of several different font sizes.
- Words can also be printed on labels that students can paste in their notebooks.

You also have the choice of printing just the words or printing the words together with their pronunciations. Lists without pronunciations can be printed sequenced vertically in one-column, two-column, three-column formats with the paper in the usual portrait orientation. The more compact three-column format is provided for teachers to use in class. Lists can also be printed with words sequenced horizontally and the paper in the landscape orientation.

Three font sizes are provided: standard (Std), which is 14 point, large (Lrg), which is 18 point, and extra large (XL), which is 24 point. Words are spaced vertically by 1.5 lines to make them easier to read. When you print the words together with their pronunciations, only a two-column vertically-sequenced format is provided because the words and pronunciations are printed side-by-side.

Label formats are similar, but only the Standard and Large font sizes are available.

To print the word list that is in the [User Selections] window:

- Select the Printing menu from the menu bar at the top of the screen by clicking on it.
- Select Lists or Labels depending on your preference. For this exercise, we suggest you select Lists. Several print formats will be displayed.
- Select the print format you want from the list presented in the dialog box by clicking on it.
- Click on the Print button at the bottom right corner of the dialog box.
- Click on the desired choices on the standard Print Setup and Print dialog screens that then appear.

Saving and Retrieving Saved Lists

You can also save your list to a file. You can do this by using the standard Save command in the File menu. When you choose Save, a standard file dialog screen appears and you can select a folder in which to save the list. After you make this selection, you must assign a name to the list. Word lists are stored in “.txt format”, which simply means that they are simple text documents with very simple formatting. These documents can be opened by your word processor and reformatted in the usual way.

To save a list:

- Select File > Save from the menu bar at the top of the screen. A dialog screen will appear. In Windows the dialog screen will be set initially to save your list in the Default directory. You can use a

different directory, by navigating to it in the standard way using the dialog screen. On the Macintosh, we recommend you select a folder in which to save lists. This folder can be anywhere you wish but having it in your documents folder is a good start.

- Type the file name that you want to associate with this list. You might want to use a file name that includes the date or the class name. If you include the date, some people suggest you use the format: YYYYMMDD, such as 20131018 WS List, which will result in file lists that are in chronological order.
- Click the Save button to save the file.

To retrieve a word list that you saved:

- Select the File menu from the menu bar at the top of the screen by clicking on it.
- Select Open. The standard Open file dialog screen will appear.
- Select the file you want to open.
- Click the Open button and the word list you selected will be placed into the [Examples] window, replacing any list that is already there. You can then filter or rearrange the words in the combined list as described above and move selected words to the [User Selections] window for use in your lesson.

Chapter 4 - Creating Custom Printing Formats

It is quite simple to create custom printing formats (also known as printing templates) that present printed word lists in a specific font, number of columns, or number of words per page. This is done with the Label Editor that is accessed by a command in the Printing menu of the Menu Bar.

A word list is simply a set of labels printed on plain paper. Printing formats are designed by specifying the layout of a set of labels arranged in the number of columns and the number of rows that match your needs. Each word or each word-pronunciation pair is printed on a single label. So a word list of 20 words or 20 word-pronunciation pairs will require 20 labels. Because word lists are treated as an arrangement of labels, they were created and are edited with a software tool call the Label Editor.

To create a custom printing format:

- Make sure there are around 20 or 30 words in the User Selections window. These will be required to test the format that you create.
- Select Print Format Editor in the Printing menu of the Menu Bar
- Click the Label Editor button in the Edit Templates panel that appears. The Label Editor panel will appear.

Editing a Print Format

It is easier to create a new printing format by editing an existing one, rather than starting from scratch. The printing formats provided with *WordSpring* can be used as the starting point for creating a new format or adjusted if they are not exactly what you want. *WordSpring* is delivered with a number of standard print formats. These are the ones that appear the first time you ask *WordSpring* to print the [User Selections] list. These formats are stored in the WS Printing Formats folder that is within the Documentation folder inside the Lexia *WordSpring* 3.1 folder.

To load an existing printing format for use with the Label Editor:

- Open the Label Editor as described above.
- Click the Load button at the top of the Editor panel, and a standard file dialog box will appear.

- Locate the printing format that you want to edit in the WS Printing Formats folder within the Documentation folder inside the Lexia *WordSpring* 3.1 folder located in Applications (Macintosh) or Programs Folder (Windows) (or some other folder you have used for storing printing formats). If you click on the small arrow to the right of the load button, a list will appear of all the print formats originally installed with *WordSpring* 3.1. Print formats you create will not be in this list. To have all your print formats available for editing, we recommend using the Load button and saving print formats in WS Printing Formats folder or a folder of your choice.
- Click Open. The label design and layout from the selected format will be loaded into the Label Editor and be ready for editing.

Layout Design

It is usually best to start the print format design by specifying how the labels containing the words or words and pronunciations will be laid out on the printed page. To do this first:

- Click on the Layout tab at the top of the Label Editor panel. The Layout Editor will appear (shown in Figure 4).

Then:

- Specify whether you want the page to be printed in portrait (vertically) or landscape (horizontally) by clicking the Print Setup button at the bottom of the Layout section of the left of the panel and select the orientation desired. If you pick landscape (horizontal) then you need “horizontal” in the print format name you save otherwise the orientation is ignored when printing.
- Specify whether you want the words in the list to flow down one column and then down the next (vertical label order) or across a row and then across the next (horizontal label order) by selecting from the Label Order drop-down menu at the top of the dialog box.

- Choose the number of columns that you want by entering the appropriate number in the Column box. Remember that pronunciations are on the same label as their word. If the word and pronunciation are arranged side-by-side, one column of labels will contain both, but they will appear as two columns on the printed page. As you increase the number of columns, you decrease the width of the labels and the number of letters that will fit on a label. For large font sizes or long words, the maximum number of columns will be two.
- Choose the number of words (rows) that you want in each column by entering the appropriate number in the Rows box.

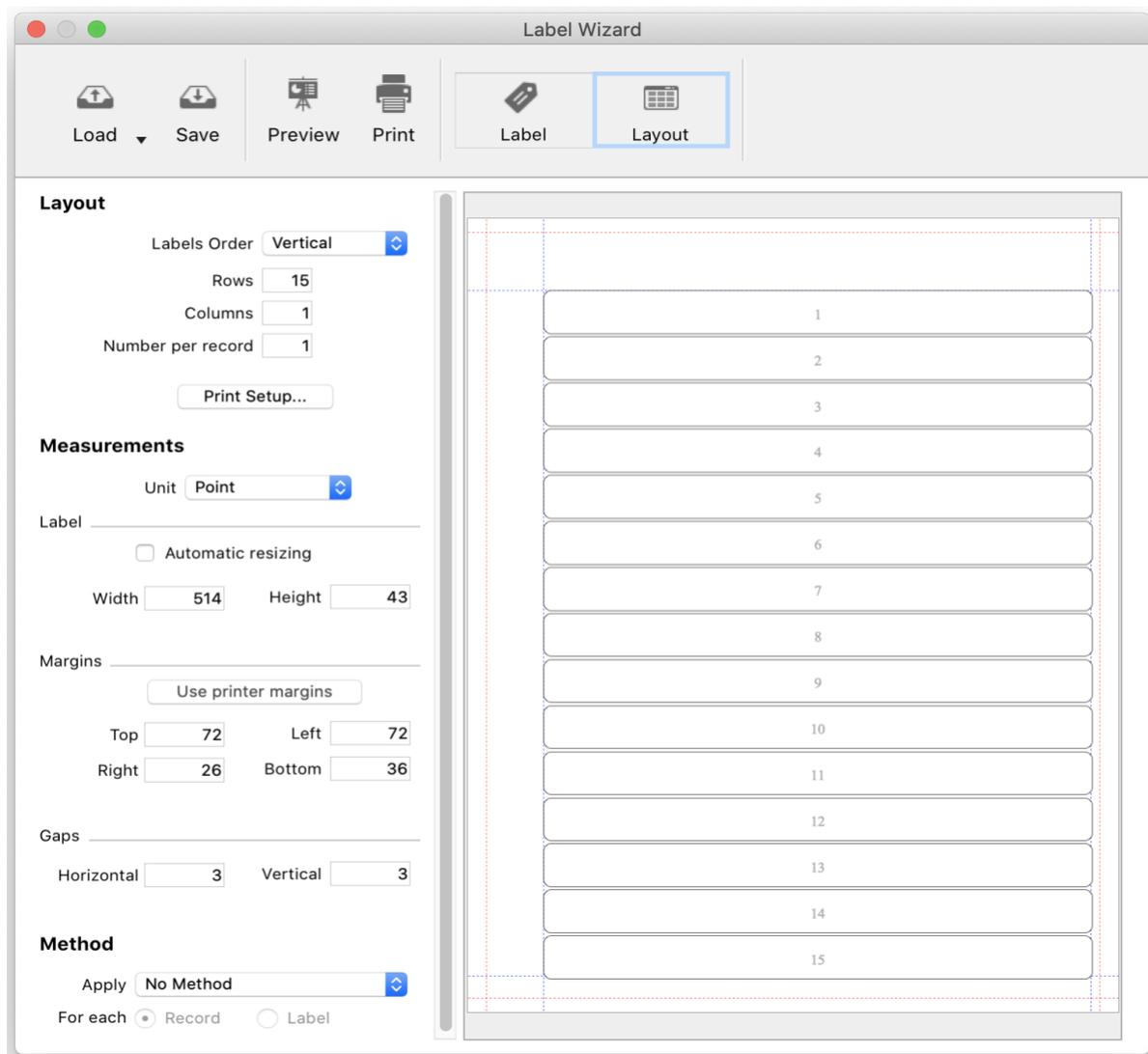


Figure 4. Layout Design panel of the Label Editor

Next, adjust the margins and spacing between labels. Since all the labels you specified above must fit on the page, increasing the margins or spacing will decrease the size of the labels. This may make it necessary to go back and change the number of columns and the number of words (rows) in each column. To adjust margins and spacing:

- Set the page margins by typing into the Top, Left, Right and Bottom Margin boxes. You may want to change the Unit to Inch or Centimeter (instead of Point) to make the margin sizes more familiar. You can also click the User Printer Margins to automatically pick margins that work on your printer.
- Click in the Automatic Sizing check box and the labels will adjust automatically to fill up the page. [Note: Automatic Sizing does not work correctly when the page has a landscape orientation. You will have to set the label size manually].
- Set the horizontal and vertical spacing between labels by typing into the Horizontal and Vertical Gap boxes. Since you can also control (see the Label Design section) how words are laid out in a label, it is usually not necessary separate the labels.
- Leave the Methods section to no methods as WordSpring doesn't use the element.

Label Design

Next specify how the words and pronunciations will appear on each label. Remember, each word in the *WordSpring* [User Selections] list and each word-pronunciation pair are printed on a single label.

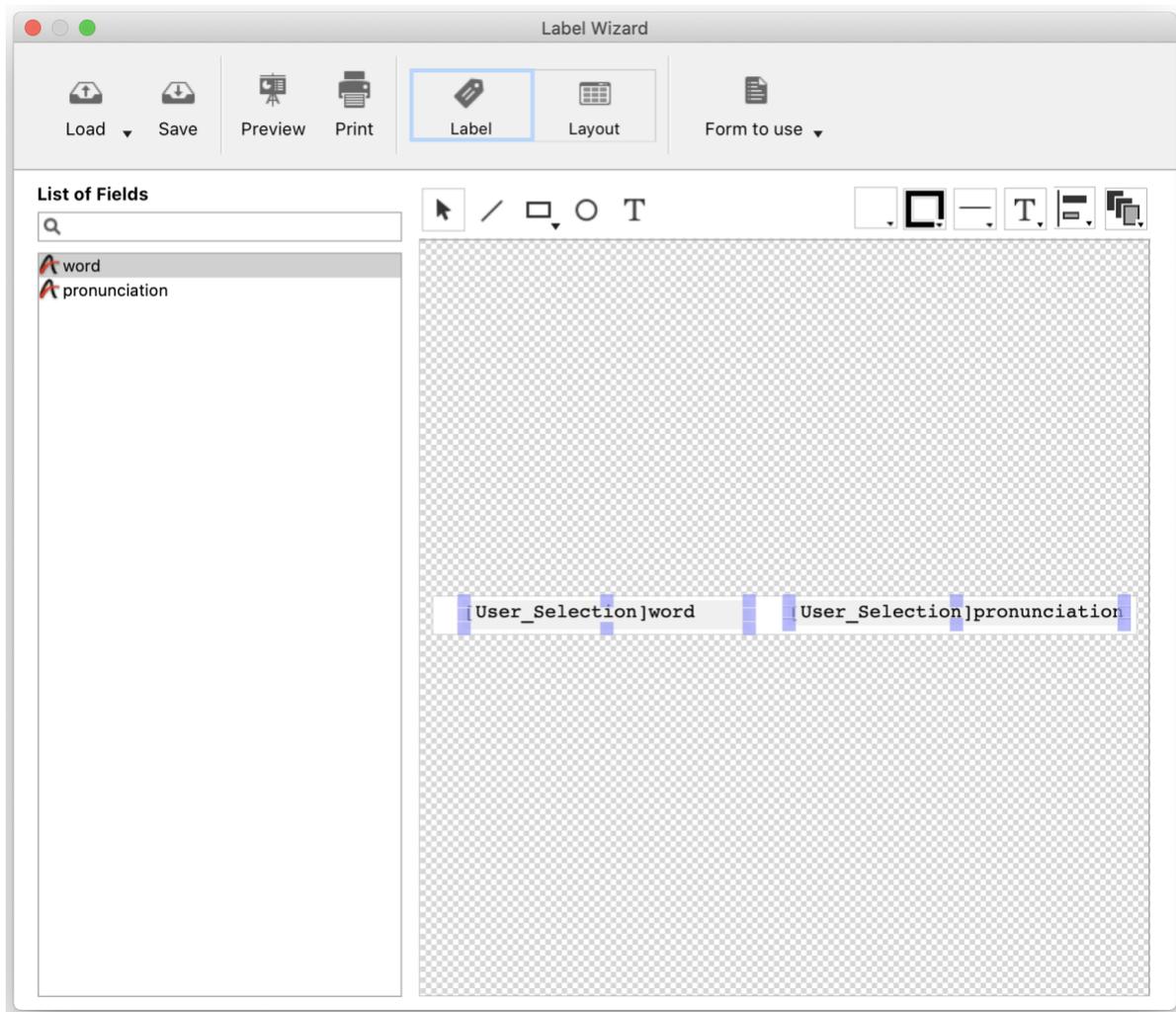


Figure 5. Label Design panel of Label Editor.

- Select the Label tab at the top of the panel. The Label design panel will appear (shown in Figure 5).
- First, make sure that the Form to Use drop-down menu at the top right of the page is selected with “No Form”.
- Drag the fields that you want in the labels (if they are not already shown on the label)--word, word and pronunciation, or pronunciation alone--from the List of Fields window on the upper left into the white label in the Label Preview area to its right.

- Select text fields by clicking on them and then click on the large “T” inside the box at the top right immediately above the label window to choose the Font, Font Size and Alignment and Style options (bold, italic, color, or underlined) you want. Select then from the drop-down menu that appears when you click the T button. [Note: For pronunciations to print correctly you must choose the LPCourier font. Any font can be used for words].
- Align the text fields in the label by adjusting location so that you have sufficient margins around the words.
- You may want pronunciations to the right of its corresponding word or below it. Move the pronunciation field so that it is aligned properly with its word.
- Once you completed your selections you can click on preview to see the layout using your word list.

Saving Print Formats

To save the label you have just designed:

- Click on the Save button at the top of the dialog box. A standard file dialog box will appear.
- Select the file folder in which you want to store your label format. We recommend that you save new label formats in a folder of your choice in our documents folder so they can be found at a later date.
- Give an appropriate file name to the print format. Give each printing format a distinguishing file name (e.g. Words, 3 columns XL vertical). Remember for landscape include the word horizontal in the name.
- Click Save. Your format will be saved in the selected folder. Next click the Close (X) button at the top corner of the panel to exit the Label Editor and you will see a dialog asking whether your format is a list or a label. Select list unless you have designed the format to print on label stock. Always close the Label editor before editing the next format.

- Click Done on the Edit Templates dialog that appears. You will be returned to the *WordSpring* main panel and be ready to use this new template.

Verifying a Print Format

The best way to determine whether the print format you just designed is satisfactory is to create a sample word list in User Selections and print it. If changes are needed, you can edit the format by opening the label editor and loading the format to be edited as described at the beginning of this Chapter. You can also print and verify a printing format before saving the format by clicking the Preview button in the Label Editor panel. We recommend that you save your design as soon as it is completed to avoid losing your work if there should be a computer problem.

Importing List and Label Templates

To facilitate distribution of new printing formats, the Utility menu in the menu bar has two special commands: Import List Template and Import Label Template. These commands open a standard open file dialog screen that you can use to find the folder containing the templates you want and then click Open. The templates will be imported into your printing format database for future use. The *WordSpring 3.1* folder contains the WS Printing Formats within the Documentation folder that have already been imported into *WordSpring*. If you accidentally deleted one of the formats from *WordSpring* you can recover it by importing from this folder. We may distribute additional printing templates by e-mail or have them available on our web site for downloading.

Support

If you have a problem using *WordSpring* that you can't resolve, we are ready to help. You can reach us in the following ways:

Electronic Mail

info@LexiaNet.org

Electronic mail is the best way to reach us. Write down your problem as thoroughly as you can. Make a detailed record of the problem and the steps preceding the problem. E-mail this to us with your phone number and the best time to reach you. We will send a resolution as soon as possible or give you a call to discuss the problem.

Phone

(503) 703 4383

If you cannot reach us by e-mail, or if the problem requires a discussion, call *WordSpring* support at The Lexia Institute. You can leave a voice mail message at any time. Let us know how to call you back and what times are best. Also leave your e-mail address. Support staff will be available to assist you either immediately or by arranging a mutually acceptable time, weekdays and weekends included.

Mail

The Lexia Institute
620 Sand Hill Rd, Suite 116F
Palo Alto, CA 94304

We can also be reached by regular mail at the address above. Again, write down your problem as thoroughly as you can. Include a detailed record of the problem and the steps preceding the problem. Mail this to us. We will send a resolution as soon as possible. Please include your e-mail address and your phone number so that we can contact you immediately.