

Tutronics[™]

EZ-PREP[™]

USER'S MANUAL

Registration Number:

Copyright © 1997 - 2013 Tutronics Corporation.
All rights reserved.

This manual may not be reproduced, in whole or in part, in any form without written permission from Tutronics Corporation

Tutronics and EZ-Prep are trademarks of Tutronics Corporation.
Windows is a registered trademark of Microsoft Corporation.

Made in U.S.A.

CHAPTER 1 - INTRODUCTION	1
EZ-PREP OVERVIEW.....	1
PURCHASING EZ-PREP.....	2
TUTRONICS LICENSE AGREEMENT.....	3
CHAPTER 2 - INSTALLING EZ-PREP	4
SYSTEM REQUIREMENTS.....	4
INSTALLATION GUIDE.....	5
STARTING EZ-PREP.....	6
AUTHORIZATION CODE ENTRY.....	7
CHAPTER 3 - USING EZ-PREP	8
STUDENT PROFILES.....	8
<i>Adding Students</i>	8
<i>Student Profile Window</i>	9
<i>Word Segment Definition and Examples</i>	11
<i>Student Personal Information Window</i>	19
<i>Displaying or Modifying Student Profiles</i>	21
<i>Select Student Window</i>	22
<i>Delete Student Profile Window</i>	23
LESSON PLANS.....	24
<i>Creating Lesson Plans</i>	24
<i>Lesson Plan Window</i>	25
<i>Select Word Segments Window</i>	28
<i>Select / Edit Words Window</i>	30
<i>Type in Unlisted Words Window</i>	32
<i>Word List Summary</i>	33
<i>Skills Application Window</i>	34
<i>Print Window</i>	36
<i>Lesson Plan Printout</i>	38
<i>Select Lesson Plan Window</i>	42
<i>Delete Lesson Plans Window</i>	44
WORD LISTS.....	46
<i>Creating Word Lists</i>	46
<i>Create Word List Window</i>	47
<i>Select Word Segment</i>	50
LESSON PLAN OPTIONS.....	52
<i>Homophone Display Options</i>	52
<i>Lesson Print Options</i>	54
ON-LINE HELP.....	56
SCROLL BAR.....	57
EXITING EZ-PREP.....	58
CHAPTER 4 - TROUBLESHOOTING AND MAINTENANCE	59
BACKUP/RESTORE PROFILES AND PLANS.....	59
TECHNICAL SUPPORT.....	61

CHAPTER 1 - INTRODUCTION

EZ-Prep Overview

EZ-Prep provides a quick and accurate method for creating structured multi-sensory lesson plans for instructors using Orton-Gillingham-based teaching methods. Unlike manual lesson preparation, the instructor does not have to keep track of the word segments (phonograms, syllable types, consonant blends, rules, affixes, and roots) that a student has learned when selecting word segments from lists. EZ-Prep keeps track of this for you. More importantly, when selecting words, the instructor no longer has to cull appropriate words from general word lists or think of appropriate words. Instead, EZ-Prep automatically presents controlled lists of words that only contain word segments the student has already learned. The instructor selects words by simply clicking on them with the mouse. Using EZ-Prep, a structured phonics lesson plan can easily be created and printed in five to ten minutes.

There are two key components in EZ-Prep: student profiles and lesson plans.

For each student (or group) that you teach, you will first create a student profile. At a minimum, this simply requires entering the student's name and indicating all of the word segments that the student has previously learned. You will not need to revise the list of word segments studied. EZ-Prep will automatically update the list as new word segments are introduced. See the section concerning the Student Profile Window for more detailed information.

Once a student profile is created, you are ready to create lesson plans for that student. You may select word segments for visual/kinesthetic practice, review, and spelling dictation practice from a list of previously studied word segments. You may also select new word segments from a list of previously unlearned word segments. For each spelling dictation word segment you may select from a list of words that only contain that word segment and other word segments that the student has previously studied. Word lists for the review and new word segments do not need to be selected since they are generated automatically. However, if you like, you can review and change these word lists. Refer to the sections concerning the Lesson Plan Window and Lesson Plan Printout for more detailed information.

In addition to lesson plans, you may also create separate word lists for students. These list may be printed, or you may “copy and paste” them into other Windows applications.

Finally, it is important to note that EZ-Prep is not intended as a tool to teach instructors how to construct structured phonics lesson plans. EZ-Prep is not a replacement for Orton-Gillingham teacher training or method reference books. Rather, EZ-Prep is a productivity tool that will help you produce customized structured phonics lesson plans as quickly and accurately as possible.

Purchasing EZ-Prep

Each EZ-Prep license entitles the owner to use the software on a single PC. As a licensed owner, you will be given the Authorization Code that is required to run the software after the initial 30 day grace period. To purchase EZ-Prep licenses, please visit our website or contact Tutronics Corporation by e-mail, telephone, or paper mail for the latest purchasing information. For each additional license purchased, you may use EZ-Prep one additional PC.

Web address: www.tutronics.com

E-mail address: info@tutronics.com

Telephone/Fax: (919) 387-1929

Postal address: Tutronics Corporation
P.O. Box 1478
Apex, NC 27502

Tutronics License Agreement

By installing or by using the software, you are agreeing to be bound by the terms of this license agreement. If you do not agree to these terms, return the software and all other materials to Tutronics Corporation within 30 days for a full refund of the purchase price excluding shipping charges.

1. **GRANT OF LICENSE.** Tutronics Corporation grants you the right to use one copy of the enclosed Tutronics EZ-Prep software product (the "software") on a single computer for the specified lease period. You may not run the SOFTWARE from another networked computer or use the SOFTWARE on more than one computer at a time.
2. **COPYRIGHT.** The SOFTWARE (including programs, data files, fonts, and images) is owned by Tutronics Corporation or its suppliers and is protected by United States copyright laws and international treaty provisions. You may make any number of copies of the SOFTWARE for backup purposes. You may also install the software on additional computers, provided that you only use the software for the 30 day trial period.
3. **OTHER RESTRICTIONS.** You may not rent or lease the software, but you may transfer the SOFTWARE and accompanying written materials on a permanent basis provided that you retain no copies and the recipient agrees to the terms of this license agreement. You may not reverse engineer, decompile, or disassemble the SOFTWARE.

Limited Warranty

LIMITED WARRANTY. Tutronics Corporation warrants that the original disks are free from defects for 90 days from the date you received the SOFTWARE.

CUSTOMER REMEDIES. Tutronics Corporation's entire liability and your exclusive remedy shall be, at Tutronics Corporation's option, either (a) return of the purchase price of the SOFTWARE excluding shipping charges or (b) replacement of the SOFTWARE.

NO OTHER WARRANTIES. To the maximum extent permitted by applicable law, Tutronics Corporation and its suppliers disclaim all other warranties, either express or implied, including, but not limited to, implied warranties of merchantability and fitness for a particular purpose, with regard to the SOFTWARE and accompanying written materials. This limited warranty gives you specific legal rights. You may have others that vary from state to state.

NO LIABILITY FOR CONSEQUENTIAL DAMAGES. To the maximum extent permitted by applicable law, in no event shall Tutronics Corporation or its suppliers be liable for any damages whatsoever (including, without limitation, damages for loss of business profits, business interruption, loss of business information, or and other pecuniary loss) arising out of the use of or inability to use this Tutronics Corporation product, even if Tutronics Corporation has been advised of the possibility of such damages. Because some states do not allow the exclusion or limitation of liability for consequential or incidental damages, the above limitation may not apply to you.

CHAPTER 2 - INSTALLING EZ-PREP

System Requirements

Recommended Hardware:

PC compatible computer

100 megabytes of free hard drive space

Windows® compatible printer

Monitor with minimum 800 X 600 resolution or higher

Required Operating System Software:

Windows 95

Windows 98

Windows Me

Windows 2000

Windows XP

Windows Vista

Windows 7

Windows 8

Windows is a registered trademark of Microsoft Corporation.

Installation Guide

To install EZ-Prep:

Begin by running Windows and close all open applications.

Insert Setup CD in CD or DVD/CD drive.

Method 1: Click the **Start** button (for Windows 8, press the Windows key and adjacent X key simultaneously), click on **Run...**, and then type **D:\SETUP.EXE** (where D represents the drive letter assigned to the CD drive which is typically D or E).

Method 2: From **Windows Explorer** or **My Computer**, double-click the CD or DVD drive, and then double-click **Setup** (or Setup.exe).

The setup program will then guide you through simple installation options. A shortcut to EZ-Prep will be installed on your desktop and also on the "All Programs" menu within a new program group entitled "Tutronics".

Note: EZ-Prep should be installed on one of your PC's local hard drives (typically the C: drive). We do not recommend installation on network drives (hard drives on other PCs that are connected by a Local Area Network). The software may not perform well or may not work at all.

Starting EZ-Prep

Double-click on the Tutronics EZ-Prep shortcut on your desktop, or click on the **Start** button, then **Programs (or All Programs)**, then **Tutronics**, and finally **Tutronics EZ-Prep**.

When you begin using EZ-Prep, you will first see a window explaining Authorization Code entry, which is required to use the software after the first 30 days. Until you receive an Authorization Code, click on the **Skip Authorization** button to use EZ-Prep during the grace period. Once you have obtained and entered the Authorization Code, you will no longer see this window.

Remember, you may press the F1 key to get a specific help topic for any window within EZ-Prep.

Authorization Code Entry

Tutronics employs a copy protection scheme to restrict the use of each software license to a single computer. After an initial trial period of 30 days, EZ-Prep will not run unless the Authorization Code has been entered. Tutronics will calculate the valid Authorization Code based upon the Computer Number displayed on the Software License Authorization window.

You must send the Computer Number to Tutronics Corporation in order to receive a valid Authorization Code in return. You may send this number to us either by U.S. mail, e-mail, or telephone. Once you receive the Authorization Code simply enter the number on the Software Authorization window and click on the **Submit Authorization Code** button. Once the software is authorized, the Software License Authorization window will no longer be displayed. Please keep the Authorization Code in case you need to reinstall EZ-Prep after a hard drive failure.

EZ-Prep may not be returned for a refund after you have received an Authorization Code. Please make sure that you are satisfied with the software before the 30 day trial period has expired. It is our hope that the 30 days will give you the opportunity to try the software, send in the Computer Number, and receive the Authorization Code so that your use of EZ-Prep will not be interrupted. The use of e-mail is the most efficient means for the exchanging the two numbers.

Press the **Print Computer Number** button on the Software License Authorization window for a printout of the Computer Number with mailing and telephone information. Mailing and telephone information is also available in the manual and on-line help. Until you receive an Authorization Code, press the **Skip Authorization** button to use EZ-Prep during the trial period.

CHAPTER 3 - USING EZ-PREP

Student Profiles

Adding Students

Before creating your first lesson plan for a new student (or group), you must first create a student profile. The profile consists of the student's name, the word segments that the student has previously studied, a syllable range for the various word lists in the lesson plan, and some optional personal information.

To create a new student profile, click on the **Profile** menu on the upper left corner of the application window and then select **New Student Profile...** from the drop-down menu. (Note: It is not possible to have multiple Lesson Plan or Student Profile windows open at the same time. If either window is currently open, you must close it before the **New Student Profile...** menu selection is enabled.) The Student Profile window will be displayed. Once you have entered the required information in this window and click the **OK** button, you may then create lesson plans for this new student.

Student Profile Window

The screenshot shows the 'Student Profile' window with the following details:

- Last Name (or Group Name):** Doe
- First Name:** Jonathon
- Syllable Range for Word Lists:** Minimum 11, Maximum 9
- Previously Studied Word Segments (Phonograms, Blends, Rules, Affixes, and Roots):** A list of 50 items, each with a phonogram and a corresponding rule or affix. Examples include 'A (ă) EE', 'A (ə) EI (ē)', 'AI EI (ā)', '-ALK/-ALT EIGH', 'ALL ER', 'AR EU (ū)', 'AU EW (ū)', 'AUGH EY (ē)', 'AW EY (ā)', 'AY F', 'B G (g)', 'C (k) G (j)', 'C (s) GH (g)', 'CH (ch) GN', 'CH (k) -GUE', 'CH (sh) H', '-CK I (ĭ)', 'D IE (ī)', '-DGE IE (ē)', 'E (ē) IGH', 'E (ə) IR', 'EA (ē) J', 'EA (ĕ) K', 'EA (ā) KN-', 'EAR (ēr) L', 'EAR (er) M', 'EAR (ār) -MB', 'MN', 'N', '+NG', '+NK', 'O (ō) O (ū) O (ō)', 'OA', 'OE', 'OI', 'OO (ōō) OO (ōō)', 'OR', 'OU (ow)', 'OU (ū) OU (ōō) OU (ō)', 'OUGH (aw) OUGH (uff) OUGH (off) OUGH (ōō) OUGH (ō)', 'OW (ō) OW (ou)', 'OY', 'P', 'PH', 'QU', 'QUA', '-QUE', 'R', 'RH-', 'S', 'S (z) SC (s)', 'SH', '-SION (zhen) -SION (shen) -STLE', 'T', '-TCH', 'TH', 'TH (#)', '-TION', 'TU/SU/DU', 'U (ū) UE', 'UI', 'UR', 'V', 'W', 'WA', 'WAR', 'WOR', 'WH', 'WR-', 'X (ks)', 'X (z)', 'Y (vowel, ĭ) Y (vowel, ē) Y (vowel, ĭ) Y (consonant)', 'Z', 'Kind Old Words', 'Silent E', 'Consonant-LE', 'Open Syllable', 'Closed Syllable', 'Vowel Pair', 'R-Controlled', 'BL', 'BR', 'CL', 'CR', 'CT', 'DR', 'FL', 'FR', 'FT', 'GL', 'GR'.

Use this window to create profiles for new students or to make changes to the profiles of current students. After the initial student profile setup, the list of previously studied word segments will be automatically updated as you introduce new word segments in each lesson plan.

It is important to understand that changes to a student's parameters that are made in this window (previously studied word segments and the syllable range for word lists) will only affect lesson plans that are created after the changes are made. Previously created lesson plans will still operate according to the student profile parameters that existed at the time the lesson plan was created.

Last Name: Last Name Entry
Enter the last name of the student or a description for a group session.

First Name: First Name Entry
Enter the first name of the student. If you entered group session description in the Last Name field, simply leave this field blank.

Syllable Range, Minimum: Minimum Syllables Entry

Enter a number between 1 and 9 to indicate the minimum number of syllables for words in the various word lists. For beginning students, the number 1 is appropriate so that one syllable words will be included in word lists. For advanced students, you may wish to increase this number in order to exclude shorter words. By increasing the minimum number of syllables, word lists will be displayed somewhat faster since there will be fewer words to display.

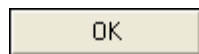
Syllable Range, Maximum:

Maximum Syllables Entry

Enter a number between 1 and 9 to indicate the maximum number of syllables for words in the various word lists. For beginning students, the number 2 may appropriate so that words with more than two syllables will not be included in word lists. For advanced students, you may wish to increase this number in order to include longer words. By decreasing the maximum number of syllables, word lists will be displayed somewhat faster since there will be fewer words to display.

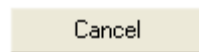
Previously Studied Word Segments: Word Segments List Box

The large list box in the lower part of the window is used to indicate the **Error! Reference source not found.** that this student has already studied in learned lessons. To set up the profile for a new student, use the mouse to click on each word segment that the student knows. The selected word segments will appear highlighted. To deselect a word segment, simply click on it again. Since the list of word segments does not all fit on one page, a horizontal **Error! Reference source not found.** appears at the bottom of the list box. Use the mouse with the scroll bar or the left and right arrow keys to scroll left and right. Each time a lesson plan is prepared and saved for this student, any new word segments will automatically be added to this list (highlighted).



OK Button

Click this button with the mouse (or press Enter) once you have completed the Student Profile entry. This will save all of your changes and exit the window.



Cancel Button

Click this button with the mouse (or press Esc) if you would like to exit this window without saving any of your entries or changes (including any changes made in the Student Personal Information window).



Personal Information Button

Click this button with the mouse (or press Alt-P) if you want to record some general information about the student such as their address, phone number, parent's name, and so forth. The **Error! Reference source not found.** window will be displayed for this purpose.

Word Segment Definition and Examples

A word segment is a part of a word such as a phonogram, syllable type, consonant blend, prefix, suffix, or root. Although rules are not technically word segments, we have also included rules in the word segment lists for convenience. Word segment lists are ordered by groups (phonograms, syllable types, consonant blends, rules, prefixes, suffixes, and roots) and then alphabetically within those groups.

In word segment lists, prefixes or segments that are generally at the beginning of a word are followed by a dash symbol (-), suffixes or segments that are generally at the end of a word are preceded by a dash symbol. The asterisk (*) is used as a "wild card" for positions that could be one of several letters. The letter represented by the asterisk is part of the word segment. As examples, ***NG** designates the **ANG, ING, ONG, and UNG** sounds, and **-ING** represents the **ING** suffix.

Here is the complete list of the word segments in EZ-Prep with example words:

Phonograms:

A (ă)	<u>act</u> , <u>cat</u>	(ā sound: Silent E , Open Syllable)
A (ə)	<u>cadet</u> , <u>plasma</u>	
AI	<u>aid</u> , <u>pain</u>	
-ALK/-ALT	<u>balk</u> , <u>talk</u>	
ALL	<u>ball</u> , <u>tall</u>	
AR	<u>arch</u> , <u>far</u>	(does not include -AR suffixes)
AU	<u>cause</u> , <u>author</u>	
AUGH	<u>caught</u> , <u>laugh</u>	
AW	<u>pawn</u> , <u>thaw</u>	
AY	<u>bay</u> , <u>stray</u>	
B	<u>bad</u> , <u>blob</u>	
C (k)	<u>car</u> , <u>scar</u>	
C (s)	<u>cell</u> , <u>dance</u>	
CH (ch)	<u>arch</u> , <u>chat</u>	
CH (k)	<u>ache</u> , <u>chord</u>	
CH (sh)	<u>chute</u> , <u>brochure</u>	
-CK	<u>back</u> , <u>deck</u> , <u>sick</u> , <u>jock</u> , <u>puck</u>	
D	<u>bad</u> , <u>dog</u>	
-DGE	<u>badge</u> , <u>hedge</u> , <u>bridge</u> , <u>dodge</u> , <u>grudge</u>	
E (ě)	<u>bell</u> , <u>den</u>	(ē sound: Silent E , Open Syllable)
E (ə)	<u>camel</u> , <u>enough</u>	
EA (ē)	<u>beam</u> , <u>heat</u>	
EA (ě)	<u>head</u> , <u>deaf</u>	
EA (ā)	<u>great</u> , <u>steak</u>	
EAR (ēr)	<u>hear</u> , <u>near</u>	
EAR (er)	<u>pearl</u> , <u>learn</u>	
EAR (ār)	<u>pear</u> , <u>swear</u>	
EE	<u>fee</u> , <u>keen</u>	

EI (ē)	<u>e</u> ither, <u>pr</u> o <u>e</u> in	
EI (ā)	f <u>e</u> int, <u>v</u> ei <u>n</u>	
EIGH	<u>e</u> ight, <u>s</u> lei <u>gh</u>	
ER	<u>t</u> erm, <u>c</u> en <u>t</u> er	(does not include -ER suffixes)
EU (ū)	<u>f</u> eu <u>d</u> , <u>n</u> eu <u>t</u> ral	
EW (ū)	<u>f</u> ew, <u>n</u> ew	
EY (ē)	<u>k</u> ey, <u>v</u> alle <u>y</u>	
EY (ā)	<u>g</u> rey, <u>t</u> he <u>y</u>	
F	<u>f</u> an, <u>e</u> lf	
G (g)	<u>b</u> ag, <u>g</u> as	
G (j)	<u>g</u> em, <u>h</u> uge	
GH (g)	<u>g</u> host, <u>a</u> gh <u>as</u> t	
GN	<u>g</u> nar <u>l</u> , <u>g</u> na <u>t</u>	
-GUE	<u>r</u> ogue, <u>f</u> ati <u>g</u> ue	
H	<u>h</u> at, <u>h</u> elp	
I (ī)	<u>b</u> it, <u>f</u> in	(ī sound: Silent E , Open Syllable)
IE (ī)	<u>l</u> ie, <u>t</u> ie	
IE (ē)	<u>f</u> ie <u>ld</u> , <u>b</u> eli <u>e</u> f	
IGH	<u>n</u> igh <u>t</u> , <u>s</u> igh	
IR	<u>b</u> ir <u>d</u> , <u>f</u> ir <u>m</u>	
J	<u>j</u> ump, <u>b</u> an <u>j</u> o	
K	<u>a</u> s <u>k</u> , <u>k</u> ee <u>p</u>	
KN-	<u>k</u> no <u>t</u> , <u>k</u> n <u>i</u> fe	
L	<u>b</u> elt, <u>l</u> ea <u>f</u>	
M	<u>a</u> rm, <u>m</u> ad	
-MB	<u>b</u> omb, <u>d</u> umb	
MN	<u>h</u> ym <u>n</u> , <u>c</u> olum <u>n</u>	
N	<u>c</u> an, <u>n</u> ap	
*NG	<u>r</u> ang, <u>s</u> ing, <u>str</u> ong, <u>l</u> ung	(does not include -ING suffixes)
*NK	<u>b</u> ank, <u>s</u> ink, <u>h</u> on <u>k</u> , <u>j</u> un <u>k</u>	
O (ō)	<u>b</u> ox, <u>h</u> op	(ō sound: Silent E , Open Syllable)
O (û)	<u>l</u> ove, <u>b</u> ac <u>o</u> n	
O (ô)	<u>c</u> ost, <u>s</u> oft	
OA	<u>b</u> oa <u>t</u> , <u>l</u> oa <u>n</u>	
OE	<u>h</u> oe, <u>t</u> oe	
OI	<u>c</u> oi <u>n</u> , <u>t</u> oi <u>l</u>	
OO (ōō)	<u>f</u> ool, <u>p</u> oo <u>r</u>	
OO (ōō)	<u>t</u> ook, <u>w</u> oo <u>d</u>	
OR	<u>h</u> or <u>n</u> , <u>s</u> or <u>t</u>	(does not include -OR suffixes)
OU (ow)	<u>o</u> ut, <u>r</u> ou <u>nd</u>	
OU (ŭ)	<u>t</u> ouch, <u>d</u> ou <u>bl</u> e	
OU (ōō)	<u>s</u> ou <u>p</u> , <u>y</u> ou	
OU (ō)	<u>f</u> our, <u>p</u> ou <u>r</u>	
OUGH (aw)	<u>b</u> ou <u>gh</u> t, <u>ou</u> gh <u>t</u>	
OUGH (uff)	<u>r</u> ou <u>gh</u> , <u>t</u> ou <u>gh</u>	
OUGH (off)	<u>c</u> ou <u>gh</u>	
OUGH (ōō)	<u>th</u> rou <u>gh</u>	
OUGH (ō)	<u>d</u> ou <u>gh</u> , <u>th</u> ou <u>gh</u>	

OW (ō)	<u>low</u> , <u>own</u>
OW (ou)	<u>vow</u> , <u>owl</u>
OY	<u>toy</u> , <u>boy</u>
P	<u>tap</u> , <u>pan</u>
PH	<u>phase</u> , <u>graph</u>
QU	<u>quote</u> , <u>sequel</u>
QUA	<u>quash</u> , <u>squander</u>
-QUE	<u>torque</u> , <u>unique</u>
R	<u>brim</u> , <u>robe</u>
RH-	<u>rhyme</u> , <u>rhinestone</u>
S	<u>best</u> , <u>sad</u>
S (z)	<u>is</u> , <u>rose</u>
SC	<u>scene</u> , <u>descent</u>
SH	<u>dish</u> , <u>share</u>
-SION (zhen)	<u>version</u> , <u>invasion</u>
-SION (shen)	<u>mission</u> , <u>tension</u>
-STLE	<u>castle</u> , <u>trestle</u> , <u>bristle</u> , <u>jostle</u> , <u>hustle</u>
T	<u>bite</u> , <u>tap</u>
-TCH	<u>catch</u> , <u>etch</u> , <u>itch</u> , <u>scotch</u> , <u>hutch</u>
TH	<u>bath</u> , <u>thin</u>
TH (th)	<u>bathe</u> , <u>that</u>
-TION	<u>nation</u> , <u>section</u>
TU/SU/DU	<u>virtue</u> , <u>visual</u> , <u>arduous</u>
U (ū)	<u>fun</u> , <u>tug</u> (ū sound: Silent E , Open Syllable)
UE (ū)	<u>due</u> , <u>true</u>
UI	<u>fruit</u> , <u>suit</u>
UR	<u>hurt</u> , <u>concur</u>
V	<u>five</u> , <u>verb</u>
W	<u>swim</u> , <u>wise</u>
WA	<u>swan</u> , <u>waffle</u>
WAR	<u>award</u> , <u>warn</u>
WOR	<u>word</u> , <u>worth</u>
WH	<u>why</u> , <u>whale</u>
WR-	<u>wrap</u> , <u>write</u>
X (ks)	<u>box</u> , <u>proxy</u>
X (z)	<u>xenia</u> , <u>xylophone</u>
Y (vowel, ī)	<u>fly</u> , <u>sly</u>
Y (vowel, ē)	<u>baby</u> , <u>happy</u>
Y (vowel, ĭ)	<u>gym</u> , <u>hymn</u>
Y (vowel)	<u>fly</u> , <u>baby</u>
Y (consonant)	<u>yes</u> , <u>yarn</u>
Z	<u>daze</u> , <u>zap</u>
Kind Old Words	<u>find</u> , <u>mild</u> , <u>old</u> , <u>post</u>

Syllable Types:

Silent E	<u>bake</u> , <u>here</u> , <u>crime</u> , <u>lone</u> , <u>ruse</u>
Consonant-LE	<u>apple</u> , <u>noble</u>
Open Syllable	<u>able</u> , <u>even</u> , <u>item</u> , <u>open</u> , <u>unit</u>

Closed Syllable	<u>s</u> addle, <u>h</u> ello, <u>m</u> iddle, <u>m</u> otto, <u>sc</u> uffle
Vowel Pair	<u>oo</u> t, <u>ai</u> l, <u>ja</u> w
R-Controlled	<u>scar</u> , <u>verb</u> , <u>mirth</u> , <u>stork</u> , <u>curt</u>

Consonant Blends:

BL	<u>b</u> lack, <u>bl</u> ue
BR	<u>br</u> at, <u>br</u> im
CL	<u>cl</u> ay, <u>cl</u> iff
CR	<u>cr</u> ab, <u>cr</u> op
CT	<u>ct</u> , <u>sect</u>
DR	<u>dr</u> ag, <u>dr</u> op
FL	<u>fl</u> ag, <u>fl</u> ip
FR	<u>fr</u> ee, <u>fr</u> y
FT	<u>ft</u> , <u>loft</u>
GL	<u>gl</u> ad, <u>gl</u> ow
GR	<u>gr</u> ay, <u>gr</u> ow
LT	<u>lt</u> , <u>cult</u>
MP	<u>mp</u> , <u>shrimp</u>
ND	<u>nd</u> , <u>sound</u>
NT	<u>nt</u> , <u>went</u>
PL	<u>pl</u> an, <u>pl</u> ug
PR	<u>pr</u> ess, <u>pr</u> int
PT	<u>pt</u> , <u>prompt</u>
SC (sk)	<u>scar</u> , <u>score</u>
SCR	<u>scrape</u> , <u>scrub</u>
SCH (sk)	<u>school</u> , <u>schedule</u>
SK	<u>sk</u> , <u>skip</u>
SL	<u>sl</u> ee, <u>sl</u> y
SM	<u>sm</u> all, <u>sm</u> oke
SN	<u>sn</u> ack, <u>sn</u> ow
SP	<u>sp</u> ell, <u>sp</u> ell
SPL	<u>split</u> , <u>splash</u>
SPR	<u>spread</u> , <u>spray</u>
SQU	<u>square</u> , <u>squeal</u>
ST	<u>st</u> , <u>star</u>
STR	<u>street</u> , <u>strike</u>
SW	<u>sw</u> ift, <u>sw</u> eed
THR	<u>thr</u> ee, <u>thr</u> ow
TR	<u>tr</u> ap, <u>tr</u> uck
TW	<u>tw</u> irl, <u>tw</u> eed

Rules:

1-1-1 Rule	<u>marred</u> , <u>hemmed</u> , <u>tripped</u> , <u>hopped</u> , <u>tugged</u>
2-1-1 Rule	<u>deferred</u> , <u>beginner</u> , <u>committed</u>
FSZL Rule	<u>cuff</u> , <u>less</u> , <u>buzz</u> , <u>hill</u>
Silent E + Suffix	<u>caring</u> , <u>zoned</u> , <u>cuter</u> , <u>icy</u>
Y + Suffix Rule	<u>lazier</u> , <u>merciful</u>
Y + Plural Rule	<u>babies</u> , <u>replies</u>

Prefixes:

A-	<u>a</u> nnew, <u>a</u> wait
ANTI-	<u>a</u> ntilock, <u>a</u> ntisocial
BE-	<u>b</u> efore, <u>b</u> eware
CIRCUM-	<u>c</u> ircumflex, <u>c</u> ircumstance
COM-	<u>c</u> ombine, <u>c</u> omplex
CON-	<u>c</u> onclude, <u>c</u> onstant
CONTRA-	<u>c</u> ontradict, <u>c</u> ontravene
COUNTER-	counteract, counterpart
DE-	<u>d</u> efend, <u>d</u> erive
DIS-	<u>d</u> istort, <u>d</u> isrupt
DYS-	<u>d</u> ysfunction, <u>d</u> yslexia
EN-	<u>e</u> njoy, <u>e</u> ntire
EX-	<u>e</u> xcess, <u>e</u> xtend
HYPER-	<u>h</u> yperbole, <u>h</u> yperspace
IM-	<u>i</u> mpress, <u>i</u> mpерfect
IN-	<u>i</u> nflict, <u>i</u> nverse
INTER-	<u>i</u> nteract, <u>i</u> nterstate
INTRA-	<u>i</u> namural, <u>i</u> ntrastate
INTRO-	<u>i</u> ntroduce, <u>i</u> ntrovert
MID-	<u>m</u> idterm, <u>m</u> idlevel
MIS-	<u>m</u> isfit, <u>m</u> istake
MONO-	<u>m</u> onotype, <u>m</u> onolith
MULTI-	<u>m</u> ultiply, <u>m</u> ultitude
NON-	<u>n</u> ontoxic, <u>n</u> onprofit
OVER-	<u>o</u> verdue, <u>o</u> verstock
PARA-	<u>p</u> aradox, <u>p</u> arasite
PER-	<u>p</u> erfect, <u>p</u> ermit
PERI-	<u>p</u> eriod, <u>p</u> erimeter
PRE-	<u>p</u> redict, <u>p</u> retend
PRO-	<u>p</u> rofile, <u>p</u> rovide
PSEUDO-	<u>p</u> seudopod, <u>p</u> seudoscience
RE-	<u>r</u> ecite, <u>r</u> emark
SE-	<u>s</u> elect, <u>s</u> ecret
SEMI-	<u>s</u> emicolon, <u>s</u> emisolid
SUB-	<u>s</u> ubset, <u>s</u> ubmarine
SUPER-	<u>s</u> uperhero, <u>s</u> upervisor
TELE-	telephone, televise
TRANS-	<u>t</u> ransfer, <u>t</u> ransmit
ULTRA-	<u>u</u> ltrathin, <u>u</u> ltramodern
UN-	<u>u</u> nfit, <u>u</u> nrest
Number Prefixes	<u>b</u> isect, <u>t</u> ripod

Chameleon Prefixes:

A- (+ cons)	<u>a</u> cccept, <u>a</u> dmit, <u>a</u> part
CO- (+ cons)	<u>c</u> ollect, <u>c</u> ooperate
DI- (+ cons)	<u>d</u> igest, <u>d</u> ifferent

E- (+ cons)	<u>effect</u> , <u>elect</u>
I- (+ cons)	<u>illegal</u> , <u>irritate</u>
O- (+ cons)	<u>omit</u> , <u>offer</u>
SU- (+ cons)	<u>suffix</u> , <u>surplus</u>
SY- (+ cons)	<u>symbol</u> , <u>syntax</u>

Suffixes:

-ABLE	<u>liable</u> , <u>delectable</u>
-AGE	<u>image</u> , <u>vintage</u>
-AL	<u>final</u> , <u>rental</u>
-ANCE	<u>finance</u> , <u>reluctance</u>
-ANCY	<u>vacancy</u> , <u>militancy</u>
-ANT	<u>distant</u> , <u>servant</u>
-AR	<u>dollar</u> , <u>similar</u>
-ARD	<u>hazard</u> , <u>coward</u>
-ARY	<u>salary</u> , <u>primary</u>
-ATE	<u>locate</u> , <u>elevate</u>
-CIAL	<u>social</u> , <u>artificial</u>
-CIAN	<u>musician</u> , <u>politician</u>
-CIENT/-CIENCE	<u>ancient</u> , <u>conscience</u>
-CIOUS/-TIOUS	<u>spacious</u> , <u>nutritious</u>
-ED (æd)	<u>gifted</u> , <u>nodded</u>
-ED (d)	<u>joined</u> , <u>played</u>
-ED (t)	<u>fixed</u> , <u>mapped</u>
-EN	<u>frozen</u> , <u>wooden</u>
-ENCE	<u>essence</u> , <u>residence</u>
-ENCY	<u>fluency</u> , <u>potency</u>
-ENT	<u>silent</u> , <u>excellent</u>
-ER	<u>faster</u> , <u>rider</u>
-ERY	<u>lottery</u> , <u>nursery</u>
-EST	<u>finest</u> , <u>widest</u>
-FUL	<u>helpful</u> , <u>colorful</u>
-IA	<u>trivia</u> , <u>insignia</u>
-IAL	<u>radial</u> , <u>pictorial</u>
-IBLE	<u>legible</u> , <u>visible</u>
-IC	<u>comic</u> , <u>rustic</u>
-IFY	<u>certify</u> , <u>unify</u>
-ING	<u>hiking</u> , <u>looking</u>
-IO	<u>patio</u> , <u>studio</u>
-IOUS	<u>curious</u> , <u>tedious</u>
-ISH	<u>childish</u> , <u>tarnish</u>
-ISM	<u>activism</u> , <u>organism</u>
-IST	<u>dentist</u> , <u>optimist</u>
-ITY	<u>quality</u> , <u>majority</u>
-IUM	<u>medium</u> , <u>stadium</u>
-IVE	<u>active</u> , <u>effective</u>
-I*E	<u>agile</u> , <u>crevice</u> , <u>franchise</u> , <u>graphite</u> , <u>routine</u> , <u>customize</u>

-LESS	<u>careless</u> , <u>peerless</u>
-LY	<u>clearly</u> , <u>nightly</u>
-MENT	<u>shipment</u> , <u>monument</u>
-NESS	<u>fitness</u> , <u>sweetness</u>
-OID	<u>asteroid</u> , <u>deltoid</u>
-OLOGY	<u>biology</u> , <u>neurology</u>
-OR	<u>actor</u> , <u>professor</u>
-ORY	<u>factory</u> , <u>sensory</u>
-OUS	<u>joyous</u> , <u>famous</u>
-SHIP	<u>kinship</u> , <u>partnership</u>
-SOME	<u>lonesome</u> , <u>wholesome</u>
-SURE	<u>leisure</u> , <u>pressure</u>
-TIAL	<u>partial</u> , <u>initial</u>
-TIAN	<u>dalmatian</u> , <u>Martian</u>
-TIENT/-TIENCE	<u>quotient</u> , <u>patience</u>
-TUDE	<u>attitude</u> , <u>magnitude</u>
-TURE	<u>feature</u> , <u>texture</u>
-WARD	<u>forward</u> , <u>upward</u>

Roots:

AUD/AUS	<u>audible</u> , <u>applause</u>
BIO	<u>biology</u> , <u>parabiosis</u>
CAPT/CAPIT	<u>capture</u> , <u>capital</u>
CEED/CEDE/CESS	<u>proceed</u> , <u>concede</u> , <u>excess</u>
CENT	<u>percent</u> , <u>century</u>
CENTR	<u>central</u> , <u>eccentric</u>
CEPT/CEIT/CEIVE	<u>concept</u> , <u>deceit</u> , <u>receive</u>
CID(E)/CIS(E)	<u>decide</u> , <u>precise</u>
CLAIM/CLAM	<u>proclaim</u> , <u>reclamation</u>
CLUD(E)/CLUS	<u>include</u> , <u>conclusion</u>
CORD/COUR	<u>discord</u> , <u>courage</u>
CRED	<u>credit</u> , <u>credible</u>
DIC/DICT	<u>indicate</u> , <u>edict</u>
DUC/DUCE/DUCT	<u>reducing</u> , <u>introduce</u> , <u>deduct</u>
FER	<u>fertile</u> , <u>prefer</u>
FIC/FECT	<u>deficient</u> , <u>perfect</u>
FIN/FINIS	<u>final</u> , <u>finish</u>
FLECT/FLEX	<u>reflect</u> , <u>flexible</u>
GRAPH/GRAM	<u>telegraph</u> , <u>grammar</u>
HEND/HENS	<u>comprehend</u> , <u>apprehension</u>
JAC/JECT	<u>adjacent</u> , <u>inject</u>
LEG/LECT/LIG	<u>legible</u> , <u>lecture</u> , <u>religious</u>
LEG/LEGIS	<u>legal</u> , <u>legislate</u>
LIT/LITER	<u>litany</u> , <u>literacy</u>
MEM	<u>memory</u> , <u>memorial</u>
MIT/MISS	<u>omit</u> , <u>mission</u>
MORT	<u>mortal</u> , <u>mortify</u>
NAT	<u>native</u> , <u>natural</u>

NOM/NOMIN	<u>mis</u> nomer, <u>nom</u> inal
PEL/PULS	<u>exp</u> el, <u>puls</u> ate
PEND/PENS	<u>de</u> pend, <u>pens</u> ive
PLY/PLIC	<u>ap</u> ply, <u>dupli</u> cate
PORT	<u>exp</u> ort, <u>rep</u> ort
POS/POSE	<u>post</u> ure, <u>dis</u> pose
QUER/QUIR/QUIS	<u>qu</u> ery, <u>inqu</u> ire, <u>perquis</u> ite
REG/RECT	<u>reg</u> ular, <u>dir</u> ect
RUPT	<u>eru</u> pt, <u>rupt</u> ure
SCEND	<u>desc</u> end, <u>transc</u> end
SCRIB/SCRIPT	<u>desc</u> ribe, <u>conscri</u> pt
SENT/SENS	<u>cons</u> ent, <u>sens</u> ation
SIST	<u>cons</u> ist, <u>res</u> ist
SPEC/SPIC/SPECT	<u>spec</u> ify, <u>conspic</u> uous, <u>aspec</u> t
SPIR(E)	<u>spir</u> it, <u>insp</u> ire
STRUCT	<u>struc</u> ture, <u>instr</u> uct
TAIN/TENT	<u>cont</u> ain, <u>int</u> ent
TENS/TEND/TENT	<u>tens</u> ion, <u>ext</u> end, <u>detent</u> ion
TRACT	<u>sub</u> tract, <u>tract</u> or
VAL/VAIL	<u>val</u> id, <u>prev</u> ail
VENT/VENE	<u>ev</u> ent, <u>conv</u> ene
VERS/VERT	<u>re</u> verse, <u>div</u> ert
VID/VIS	<u>div</u> ide, <u>vis</u> it
VOC/VOK	<u>voc</u> al, <u>revo</u> ke

Student Personal Information Window

The screenshot shows a window titled "Student Personal Information" with a blue header bar and a close button (X) in the top right corner. The window contains several text input fields and two buttons: "OK" and "Cancel". The fields are arranged as follows:

- Parents: Mr. and Mrs. Doe
- Hourly Charge: 35.00
- Home Phn: (919) 123-4567
- Work Phn: (919) 234-5678
- Address: 200 Everwood Street
- School: James K. Polk Elementary School
- Teacher: Ms. Satterfield
- Phn: (919) 345-6789
- Grade: 5
- Comments: (empty)

This window is provided so that you may record administrative information concerning your students. This information is not required for creating lesson plans and may be omitted. Feel free to record information in the text boxes any way that is most useful to you. The following descriptions are simply suggestions for how to use the text boxes:

Parents: Student's Parents
Enter the names of the student's parents if applicable.

Hourly Charge: Hourly Charge
Enter the hourly or per lesson fee charged to the student if applicable.

Home Phn: Student's or Parent's Home Phone
Enter the student's or parent's home telephone number as applicable.

Work Phn: Student's or Parent's Work Phone
Enter the student's or parent's work telephone number as applicable.

Address: Student's Address
Enter the student's or parent's home address as applicable.

Grade: Student's School Grade
Enter the student's grade level (such as K - 12) if applicable.

School: Student's School
Enter the name of the school that the student attends if applicable.

Teacher: Student's Teacher
Enter the name of the student's primary teacher or reading teacher if applicable.

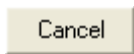
Phn: Teacher's Telephone Number
Enter the teacher's telephone number if applicable.

Comments: Comments
Enter any helpful general information about the student.



OK Button

Click this button with the mouse (or press Enter) once you have completed the entry of student personal information. This will save all of your changes and exit the window. However these changes will not be permanently changed until you click the **OK** button on the Student Profile window.



Cancel Button

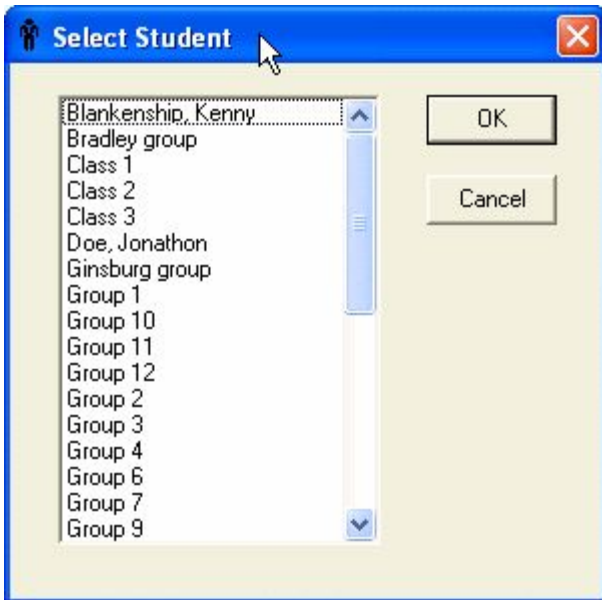
Click this button with the mouse (or press Esc) if you would like to exit this window without saving any of your entries or changes.

Displaying or Modifying Student Profiles

Occasionally, you may want to display or modify a student's profile. There are several reasons you may want to do this: You may want to look up a student's personal information such as a telephone number, correct a misspelled name, change an address, change the syllable range for word lists as a student advances, or add or remove from the list of word segments that a student has previously studied.

To modify a student profile click on the **Profile** menu in the upper left corner of the application window and then select **Open Student Profile...** from the drop-down menu. (Note: It is not possible to have multiple Lesson Plan or Student Profile windows open at the same time. If either window is currently open, you must close it before the **Open Student Profile...** menu selection is enabled.) The Select Student window will be displayed. Once you have selected a student and clicked the **OK** button, the Student Profile window will be displayed, and you may make any modifications that you like. Keep in mind that if you make any changes to the syllable range or the word segment list, these changes will only affect lesson plans that you create after making the changes.

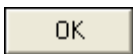
Select Student Window



This selection window is used in conjunction with the process of creating a lesson plan or modifying a student profile. When creating a lesson plan this window is displayed when you select **New Lesson Plan...** from the **Plan** menu on the menu bar at the top of the application window. When modifying a student profile, this window is displayed when you select **Open Student Profile...** from the **Profile** menu on the menu bar at the top of the application window.

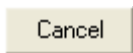
Student List Student List

Select a student by clicking on one of the names in the list box. The student names are listed in alphabetical order according to the students' last and first names. If the student list does not all fit on one page, a vertical scroll bar will appear on the right side of the list box. Use the mouse with the scroll bar or the **Page Up** and **Page Down** keys to scroll up and down.



OK Button

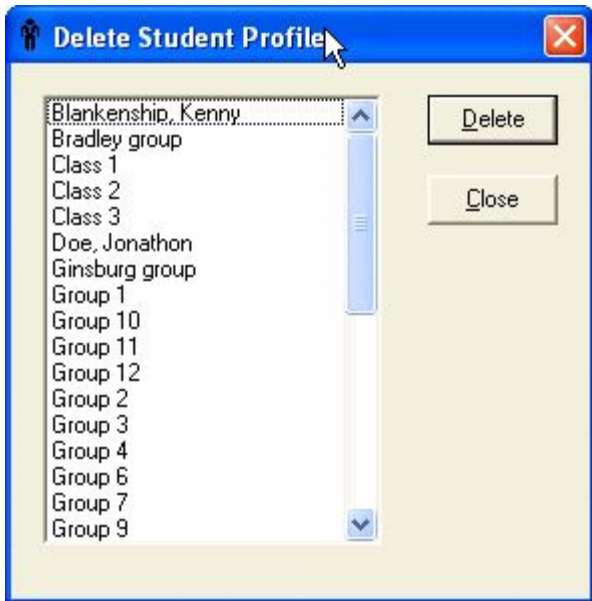
Once you have selected a student name the OK button will be enabled. Click this button with the mouse (or press Enter) to continue to the Lesson Plan window or the Student Profile window depending upon whether you selected **New Lesson Plan...** or **Open Student Profile...**



Cancel Button

Click this button with the mouse (or press Esc) to exit the window without displaying the Lesson Plan window or Student Profile window.

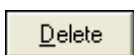
Delete Student Profile Window



This window may be used to delete student profiles and their associated lesson plans from your hard drive. This window is displayed when you select **Delete Student Profile...** from the **Profile** menu on the menu bar at the top of the application window.

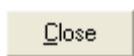
Student List Student List

Select a student by clicking on one of the names in the list box. The student names are listed in alphabetical order according to the students' last and first names.



Delete Button

Once you have selected a student from the list box, simply click on this button (or press Alt-D) to delete the selected student and associated lesson plan(s). You may then continue selecting and deleting more students or exit the window by pressing the Close button.



Close Button

To exit the window, click on this button with the mouse or press Alt-C.

Lesson Plans

Creating Lesson Plans

Before creating your first lesson plan for a new student (or group), you must first create a student profile. The profile consists of the student's name, the word segments that the student has previously studied, a syllable range for the various word lists in the lesson plan, and some optional personal information.

To create a new lesson plan click on the **Plan** menu on the upper left corner of the application window and then select **New Lesson Plan...** from the drop-down menu. (Note: It is not possible to have multiple Lesson Plan or Student Profile windows open at the same time. If either window is currently open, you must close it before the **New Lesson Plan...** menu selection is enabled.) The Select Student window will be displayed. Once you have selected a student and clicked the **OK** button, a blank Lesson Plan window will be displayed which has been configured according to the selected student's profile.

Lesson Plan Window

Lesson Plan for Jonathon Doe

Lesson Date: 02-28-05

Auditory... QU -LESS NON- AR OY
-TION -NESS RE- OO (ōō) EE

Review... AW ... OW (ō) ...

Spelling... -TION ... function caption partition reaction
-LY ... shapely cleverly formerly trustingly
Silent E ... fireproof bookcase limestone smokeless
OO (ōō) ... scrapbook understood woodpile goodness
AW ... flawlessly unlawful hawthorn scrimshaw
QU ... squarely quagmire banquet quintet
-EST ... shortest deepest warmest freshest
WAR ... warning warhorse dwarfing rewarded
EE ... sweetness peephole timekeeper freestanding
ALL ... ballplayer smallness goofball windfall
OW (ō) ... lowercase snowbelt crowbar scarecrow
NON- ... nonpayment nonskid nonstop nonfat
SH ... rashness shortcake dishrag underbrush
AY ... yesterday nonpayment speedway playful
RE- ... refreshment redemption respectful renumbering

New... -CK ... -TCH ...

Skills... When you first look into a microscope, you have to make sure to adjust the lens and focus it properly. Otherwise, the objects you examine will appear blurred. They will not be clear. You will not be sure of what you are seeing.

Book: Student's Choice

Save
Print...
Word List Font Size
Medium
Copy Plan
Exit

Use this window to create lesson plans or modify existing lesson plans. The **Lesson Date** is entered by typing directly into the text box. **Error! Reference source not found.** and words are entered by clicking on the adjacent command buttons (**Auditory...**, **Review...**, and so forth) and making selections from the lists provided in the secondary windows that pop up. Clicking the **Skills...** button will allow you to enter sentences for dictation and an oral reading selection from a secondary window.

Keep in mind that except for the lesson date field, all fields are optional. You may enter as many **Error! Reference source not found.**, words, and sentences as appropriate for your teaching method and students.

Below are more details about the various fields and command buttons on the Lesson Plan Window:

Lesson Date: Lesson Date Entry

Enter the date that the lesson plan will be used for a tutorial session. You must enter a six digit value in MM/DD/YY format. For example, January 1, 2005 would be entered as 01/01/05. This is a required field. You can not save the lesson plan without entering a date.

Auditory...

Auditory Word Segments Button

Click this button with the mouse (or press Alt-A) in order to select auditory/kinesthetic word segments for the lesson. The **Error! Reference source not found.** window will appear with a selection list from which up to ten word segments may be chosen. The list will only contain word segments that the student has already studied.

Review...

Review Word Segments Button

Click this button with the mouse (or press Alt-R) in order to select review word segments for vocal reading. The **Error! Reference source not found.** window will appear with a selection list from which up to four word segments may be chosen. The list will only contain word segments that the student has already studied. When you have completed selecting review word segments, a list of up to 40 words for each word segment will be generated. As with all word lists, these words will only contain word segments that the student has already learned.

Spelling...

Spelling Dictation Word Segments Button

Click this button with the mouse (or press Alt-L) in order to select Spelling Dictation word segments for the lesson. The **Error! Reference source not found.** window will appear with a selection list from which up to fifteen word segments may be chosen. The list will only contain word segments that the student has already learned.

New...

New Word Segments Button

Click this button with the mouse (or press Alt-N) in order to select new word segments for the lesson. The **Error! Reference source not found.** window will appear with a selection list from which up to four word segments may be chosen. The list will only contain word segments that the student has not yet studied. Once the lesson plan is saved, these new word segments will be automatically added to the list of studied word segments in the student's profile. When you have completed selecting new word segments, a list of up to 40 words for each word segment will be generated. As with all word lists, these words will only contain word segments that the student has already studied (in addition to the new word segment, of course).

...

Word Selection Buttons

For each Review, Spelling Dictation, and New word segment selected, a corresponding ellipsis (...) button will be enabled. Click these buttons in order to create or modify word lists for each word segment. The **Error! Reference source not found.** window will appear with a selection list from which words may be reviewed or chosen. For the Spelling Dictation section up to four words may be selected. For the Review and New sections up to 40 words will already be selected, and you may review and modify the selections if you like. The words in the Review and Spelling Dictation selection lists will only contain word segments that the student has already learned. The words in the New selection lists will only contain word segments that the student has already learned in addition to the new word segment.

Skills...

Skills Application Button

Click this button with the mouse (or press Alt-K) in order to enter sentences for dictation and a book name and page for vocal reading practice. The **Error! Reference source not found.** window

will appear with text boxes for typing in the entries. After exiting the Skills Application window, your entries will appear in the grid to the right of this button.

A rectangular button with a light beige background and a thin black border. The word "Save" is written in a dark font, with the letter 'S' underlined.

Save Button

Click this button with the mouse (or press Alt-S) in order to save the lesson plan on your computer's hard drive. Once saved, the lesson plan may be retrieved at any time by referencing the student's name and the lesson date. We recommend that you save the lesson plan before printing. If you do not save the lesson plan, the new word segments will not be added to the student's profile.

A rectangular button with a light beige background and a thin black border. The word "Print..." is written in a dark font, with the letter 'P' underlined.

Print Button

Click this button with the mouse (or press Alt-P) in order to print the lesson plan. The Print window will appear with printer configuration options.

A rectangular button with a light beige background and a thin black border. The words "Copy Plan" are written in a dark font, with the letter 'C' underlined.

Copy Plan Button

Click this button (or press Alt-C) to copy the entire lesson plan into the Windows Clipboard. Once this is done, you can paste the plan into other applications such as Microsoft Word, WordPerfect or WordPad. Once the plan is pasted into another application you will need to select the entire document and change the font to the Tutronics Print font so that diacritical marks display properly. At this point you will be able to alter the lesson plan format completely to your liking. (With the font pitch set to 12, the following settings on your word processor are recommended: Left margin: .5 inches; Right margin: .5 inches; Tab width: 1 inch.)

Word List Font Size Font Size List Box

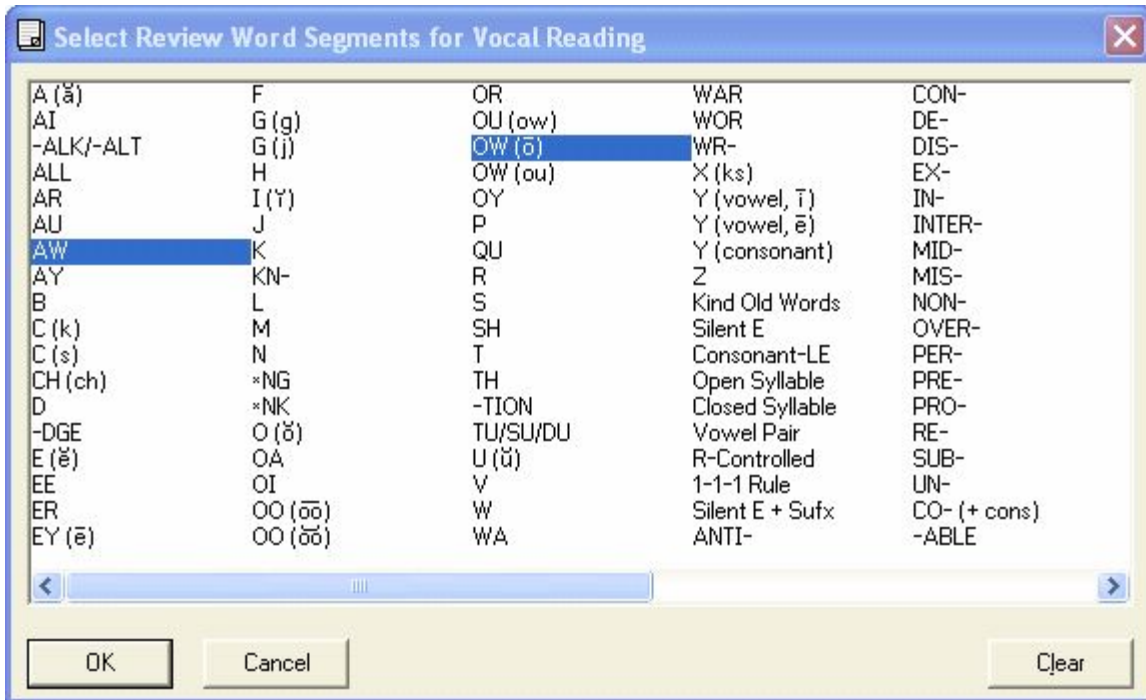
Click on the down arrow to display the list of font size choices, which are Small, Medium, and Large. These designations correspond to font pitches 14, 18, and 24 respectively. This font size affects the Review and New word lists only.

A rectangular button with a light beige background and a thin black border. The word "Exit" is written in a dark font, with the letter 'X' underlined.

Exit Button

Click this button with the mouse (or press Alt-X) to close the Lesson Plan window.

Select Word Segments Window

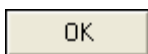


Word Segment List Word Segment List Box

To select word segments, simply click on the word segments with the mouse. When clicked, the selected items will be highlighted and will also appear in the text boxes on the Lesson Plan Window. To deselect a word segment, simply click on the highlighted item again. You may select any number of word segments that you wish. If the word segment list does not all fit on one page, a horizontal scroll bar will appear at the bottom of the list box. Use the mouse with the scroll bar or the left and right arrow keys to scroll left and right.

When selecting word segments for the Spelling Dictation section you may choose the same word segment more than once. To do this, hold down the Control (Ctrl) key while clicking the mouse on the highlighted word segment.

The word segment list is actually made up of several different types of word segments which are listed in this order: basic phonograms, syllable types, consonant blends, rules, prefixes, suffixes, and roots. Word segments are ordered alphabetically within these groupings.



OK Button

Click this button with the mouse (or press Enter) once you have completed your selection of word segments. Your selections will be saved, you will exit the Select Word Segments window, and control will return to the Lesson Plan window.

A rectangular button with a light beige background and a thin black border. The word "Cancel" is centered on the button in a black, sans-serif font.

Cancel Button

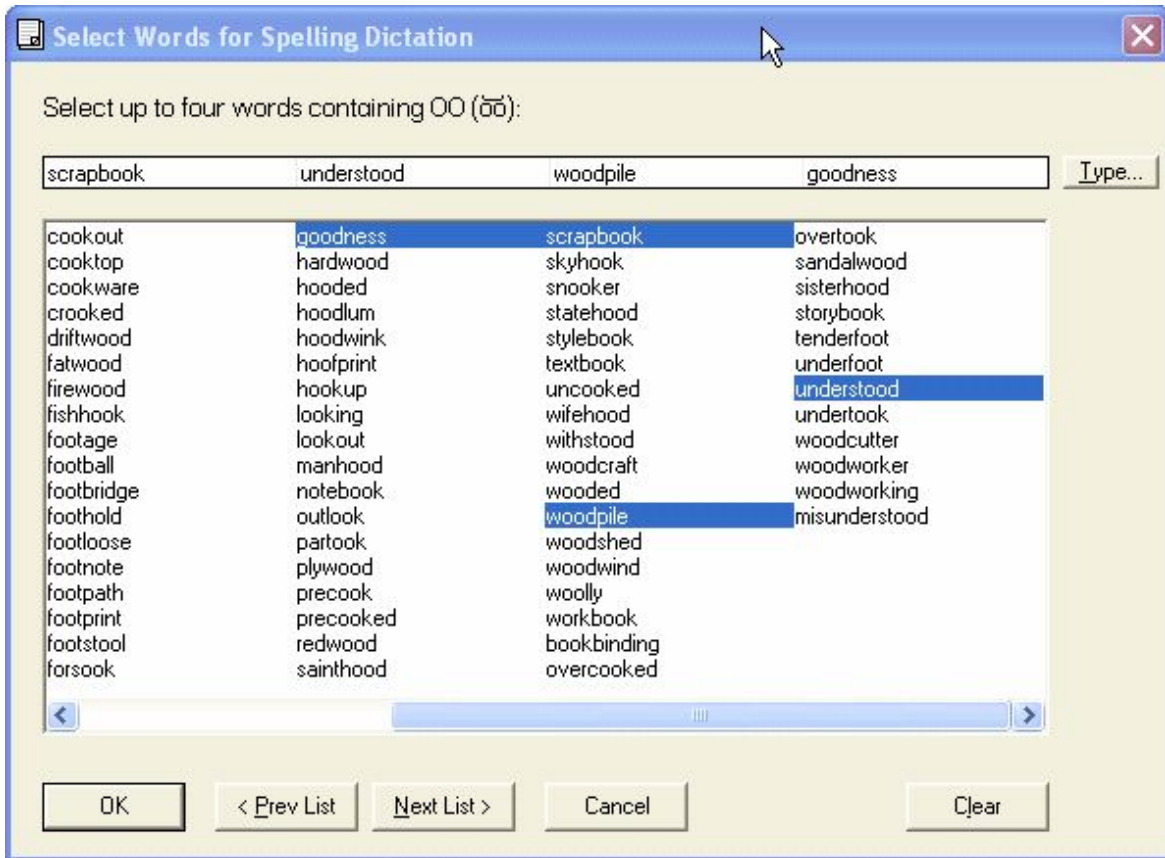
Click this button with the mouse (or press Esc) if you wish to cancel all of the word segment selections that you have made. You will exit the Select Word Segments window and control will return to the Lesson Plan window which will appear unchanged by any selections made in the Select Word Segments window. This will return the Lesson Plan to its exact state prior to your entry into the Select Word Segments window.

A rectangular button with a light beige background and a thin black border. The word "Clear" is centered on the button in a black, sans-serif font.

Clear Button

Click this button with the mouse (or press Alt-L) in order to erase all of the current word segment selections. You may then begin again with your word segment selection or exit the window by pressing **OK** or **Cancel** as appropriate.

Select / Edit Words Window



Word List Word List Box

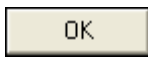
To select words simply click on the word with the mouse. When clicked, the selected word will be highlighted and will also appear in one of the text grid at the top of the window. To deselect a word, simply click on the highlighted word again. If the word list does not all fit on one page, a horizontal scroll bar will appear at the bottom of the list box. Use the mouse with the scroll bar or the left and right arrow keys to scroll left and right.

The word list is sorted by the number of syllables and then alphabetically. Therefore, the first words in the list will be one-syllable words ordered alphabetically, followed by two-syllable words ordered alphabetically, and so forth. (This assumes that the student's profile has a value of 1 for the minimum number of syllables.) If no words appear in the list box, it generally indicates that there are no words for the specified syllable range containing the selected word segment that do not also contain word segments that the student has not yet learned.

Type...

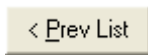
Type in Unlisted Words Button

Click this button with the mouse (or press Alt-T) if you would like to type in words that do not appear in the selection list.



OK Button

Click this button with the mouse (or press Enter) once you have completed your selection of words and wish to return to the Lesson Plan window. Your selections will be saved and you will exit the Select Words window.



Previous List Button

Click this button with the mouse (or press Alt-P) once you have completed your selection of words and wish to make word selections for the previous word segment. Your selections for the current word segment will be saved, and a new list of selections for the previous word segment will be displayed. This button will appear grayed out and will not operate if you are at the top of the word segment list for Spelling Dictation.



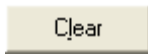
Next List Button

Click this button with the mouse (or press Alt-N) once you have completed your selection of words and wish to make word selections for the next word segment. Your selections for the current word segment will be saved, and a new list of selections for the next word segment will be displayed. This button will appear grayed-out and will not operate if you are at the bottom of the word segment list for a particular section of the lesson plan. Typically, when you reach the bottom of the word segment list and this button is disabled, you would press the OK button to save the current selections, exit the Select Word window, and return to the Lesson Plan window.



Cancel Button

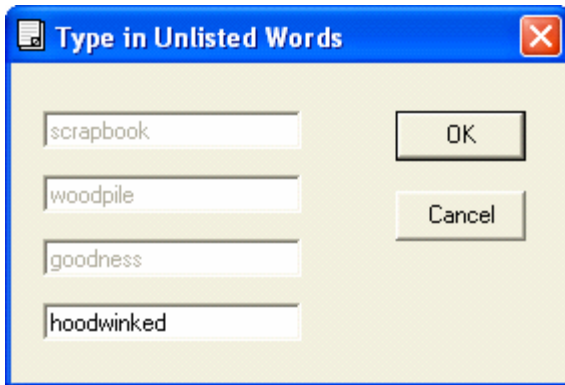
Click this button with the mouse (or press Esc) if you wish to cancel all of your word selections or changes. You will exit the Select Words window, and control will return to the Lesson Plan window which will appear unchanged by any selections made for the current word segment in the Select Words window.



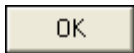
Clear Button

Click this button with the mouse (or press Alt-L) in order to erase all of the word selections for the current word segment. You may then begin again with your word selection, exit the window by pressing **OK** or **Cancel**, or move to another word segment by pressing **< Prev List** or **Next List >** as appropriate.

Type in Unlisted Words Window

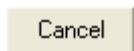


This window contains text boxes for manual word entry. Any words that have already been selected from the word list box on the Select Words window will appear "grayed-out" and may not be modified. To enter a word, simply type it into an empty text box. To move the cursor between text boxes you may use the Tab key (to move forward), the Shift-Tab key combination (to move back), or mouse click on the text box you wish to select.



OK Button

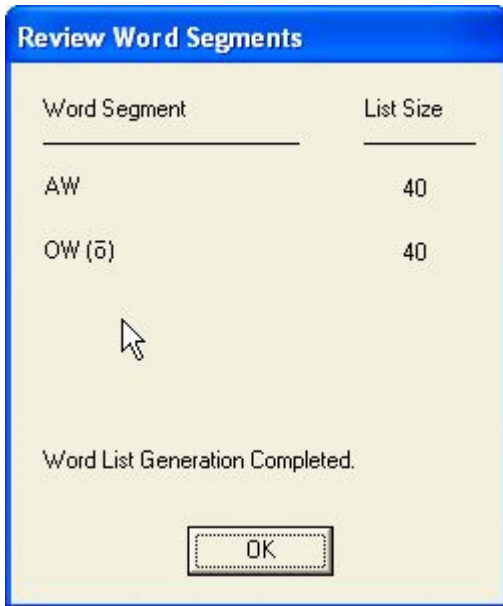
Once you have completed your manual word entry, click this button with the mouse (or press Enter) to save the changes. You will be returned to the Select Words window and the words that you typed in will now appear in the text boxes at the top.



Cancel Button

Click this button with the mouse (or press Esc) to exit the window without saving any of your manual entries or changes.

Word List Summary



Once you have completed selecting word segments for the Review and New sections of a lesson plan, up to 40 words are generated for each word segment. This window displays the number of appropriate words that EZ-Prep was able to select for each word segment. Click on the OK button or press enter to exit the window. If you are satisfied with the number of words generated and are not particular about the composition of each word list, you do not need to view each word list. However if you would like to view or modify any of the lists, click on the ellipsis (...) button to the right of the word segment text box.

If few or no words are selected for a particular word segment there are two most likely explanations. The syllable range for the student may be too restrictive for this particular word segment, and in addition, the word segment may not have many words associated with it in total. Keep in mind that for some phonemes, such as the five OUGH sounds, there simply are not many words in the English language that contain them. If you decide to change the syllable range for the student, we recommend that you close the lesson plan without saving it. Changes to the student profile will not affect lesson plans that were saved prior to the change.

Skills Application Window

The screenshot shows a window titled "Skills Application" with a blue header and a close button in the top right corner. The main area is labeled "Sentences for Dictation:" and contains ten text input boxes. The first box contains the text: "When you first look into a microscope, you have to make sure to adjust the lens and focus it properly. Otherwise, the objects you examine will appear blurred. They will not be clear. You will not be sure of what you are seeing." Below this are nine empty text boxes. At the bottom of the window, there are two input fields: "Book for Vocal Reading:" with the text "Student's Choice" and "Page(s):" which is empty. There are three buttons at the bottom: "OK", "Cancel", and "Clear".

Sentences for Dictation: Sentence Entry

You may enter up to ten sentences in the text boxes under the **Sentences for Dictation** prompt. Only the first nine sentences will be visible on the main lesson plan window, but all ten will be printed. In some cases it is possible that all the sentences will not fit on the first lesson plan page and will continue printing on a second page. To type in each sentence, first move the cursor to the text box by clicking on it with the mouse or by using the Tab key. Each sentence may not be longer than 80 characters.

Book for Vocal Reading: Book Name Entry

Enter the name of a book or other publication that you will use for vocal reading practice.

Book Page(s): Book Page(s) Entry

Enter the page or pages of the book or other publication that the student will read. This text box will not accept an entry until the book name is entered.

A rectangular button with a light beige background and a thin black border, containing the text "OK" in a simple, black, sans-serif font.

OK Button

Click this button with the mouse (or press Enter) once you have completed your sentence and book entries. Your selections will be saved, you will exit the Reading window, and control will return to the Lesson Plan window.

A rectangular button with a light beige background and a thin black border, containing the text "Cancel" in a simple, black, sans-serif font.

Cancel Button

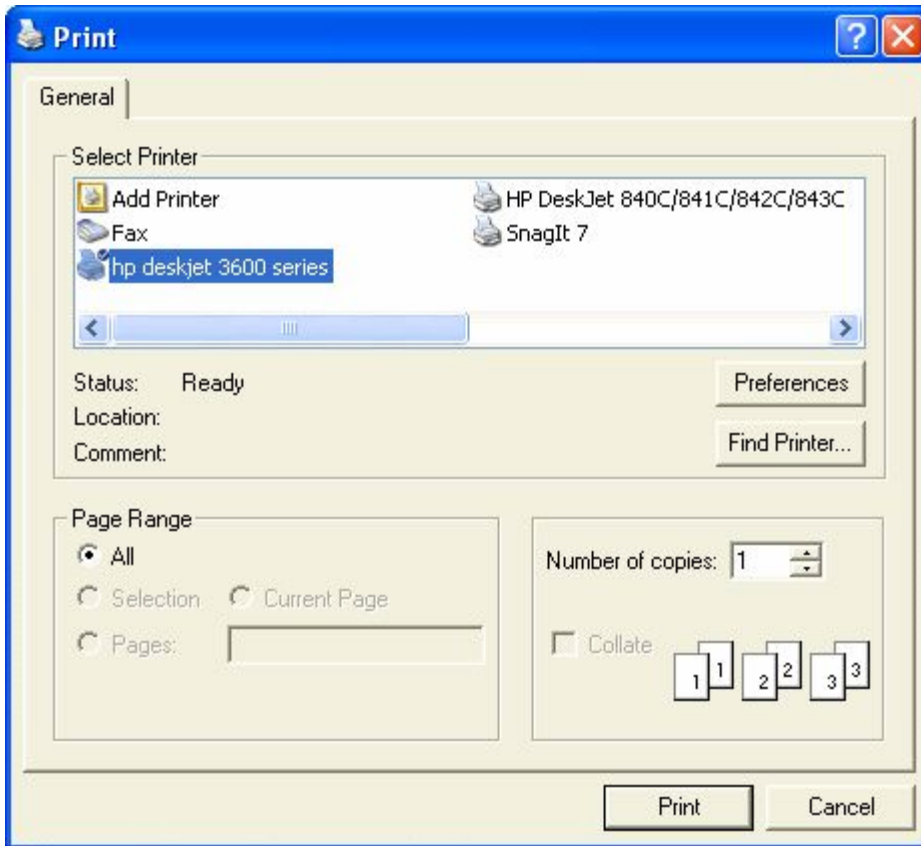
Click this button with the mouse (or press Esc) if you wish to cancel all of the sentence and book entries that you have made. You will exit the Skills Application window and control will return to the Lesson Plan window which will appear unchanged by any selections made in the Reading window. This command will return the Lesson Plan to its exact state prior to your entry into the Reading window.

A rectangular button with a light beige background and a thin black border, containing the text "Clear" in a simple, black, sans-serif font.

Clear Button

Click this button with the mouse (or press Alt-L) in order to erase all of the current sentence and book entries. You may then begin again with you sentence and book entry or exit the window by pressing **OK** or **Cancel** as appropriate.

Print Window



Select Printer Select Printer Description

This section displays the default printer to which the lesson plan printout will be routed. In order to change which printer is the default, click on the **Setup...** button described below.

Preferences Printer Preferences Button

Click this button with the mouse in order to display the Printing Preferences window with various printer options including paper orientation, paper type, and print quality. Lesson plans are formatted for Portrait orientation on Letter size (8 1/2 x 11) paper.

Page Range Page Range Selection

This option has been disabled. To disable word list printouts, you may uncheck the selections on the **Options** menu on the menu bar.

Number of Copies Number of Copies Entry

Specify the number of lesson plans that you wish to print by entering the number in this text box. Whatever number you enter here will become the default. Therefore, if you occasionally print

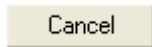
more than 1 copy, remember that you will have to change the number back to 1 the next time you want to print only a single copy.

Collate Collate Check Box
This option has been disabled.



Print Button

Click this button with the mouse (or press Enter) in order to print the lesson plan with the chosen settings.



Cancel Button

Click this button with the mouse (or press Esc) in order to cancel printing.

Lesson Plan Printout

Page 1

Visual:

A list of all previously studied word segments will be listed here for visual practice (card pack drill). In order to simplify this list for more advanced students, the word segments are organized into groups. When a student has studied all of the word segments that comprise a group, the group name will be listed here rather than the individual word segments. Here are the word segment groups:

Single Consonants: B, C (k), D, F, G (g), H, J, K, L, M, N, P, QU, R, S, T, V, W, X, Y (consonant), Z

Short Vowels: A, E, I, O, U, Y (ĭ)

Consonant Digraphs: CH (ch), CH (k), CH (sh), PH, SH, TH, TH (ʰ)

Vowel/R Pairs: AR, ER, IR, OR, UR

Vowel Pairs: AI, AU, AW, AY, EA (ē), EA (ĕ), EA (ā), EE, EI (ē), EI (ā), EU (ū), EW (ū), EY (ē), EY (ā), IE (ī), IE (ē), OA, OE, OI, OO (ō), OO (ō), OU (ow), OU (ŭ), OU (ō), OU (ō), OW (ō), OW (ou), OY, UE (ū), UI

All EAR: EAR (ēr), EAR (er), EAR (ār)

All OUGH: OUGH (aw), OUGH (uff), OUGH (off), OUGH (ō), OUGH (ō)

Six Syllable Types: Silent E, Consonant-LE, Open Syllable, Closed Syllable, Vowel Pair, R-Contolled

Consonant Blends: BL, BR, CL, CR, CT, DR, FL, FR, FT, GL, FR, LT, MP, ND, NT, PL, PR, PT, SC (sk), SCR, SCH (sk), SK, SL, SM, SN, SP, SPL, SPR, SQU, ST, STR, SW, THR, TR, TW

Rules: 1-1-1 Rule, 2-1-1 Rule, FSZL Rule, Silent E + Sufx, Y + Suffix Rule, Y + Plural Rule

Level I Suffixes: -ED (əd), -ED (d), -ED (t), -ER, -FUL, -ING, -LESS, -LY, -NESS

Level I Prefixes: A-, BE-, COM-, CON-, DE-, DIS-, EN-, EX-, IM-, IN-, PER-, PRE-, PRO-, RE-, SUB-, UN-

Level II Suffixes: -ABLE, -AL, -ARD, -EST, -IC, -ISH, -IVE, -MENT, -OUS, -SHIP

Level II Prefixes: MID-, MIS-, MONO-, NON-, OVER-, PARA-, SE-, SUPER-, TELE-, TRANS-

Chameleon Prefixes: A-, CO-, DI-, E-, I-, O-, SU-, SY- (+ consonant)

Level III Suffixes: -EN, -IBLE, -IST, -SOME, -TUDE, -TURE, -WARD

Level III Prefixes: ANTI-, CIRCUM-, CONTRA-, COUNTER-, HYPER-, INTER-, INTRA-, INTRO-, MULTI-, PERI-, PSEUDO-, SEMI-, ULTRA-

Level I Suffix Families: -AGE, -AR, -ARY, -ATE, -ERY, -I*E, -OR, -ORY

Level II Suffix Families: -ANCE, -ANCY, -ANT, -CIAL, -CIAN, -CIENT/-CIENCE, -CIOUS/-TIOUS, -ENCE, -ENCY, -ENT, -TIAL, -TIAN, -TIENT/-TIENCE

Connective I Suffixes: -IA, -IAL, -IO, -IOUS, -IUM

Roots: AUD/AUS, BIO, CAPT/CAPIT, CEED/CEDE/CESS, CENT, CENTR, CEPT/CEIT/CEIVE, CID(E)/CIS(E), CLAIM/CLAM, CLUD(E)/CLUS, CORD/COUR, CRED, DIC/DICT, DUC/DUCE/DUCT, FER, FICT/FECT, FIN/FINIS, FLECT/FLEX, GRAPH/GRAM, HEND/HENS, JAC/JECT, LEG/LECT/LIG, LEG/LEGIS, MEM, MIT/MISS, MORT, NAT, PEL/PULS, PEND/PENS, PLY/PLIC, PORT, POS/POSE, QUER/QUIR/QUIS, REG/RECT, RUPT, SCEND, SCRIB/SCRIPT, SENT/SENS, SIST, SPEC/SPIC/SPECT, SPIR(E), STRUCT, TAIN/TENT, VAL/VAIL, VENT/VEINE, VERS/VERT, VID/VIS, VOC/VOK

Auditory:

Your selections of up to ten auditory/kinesthetic word segments will be listed here. If you chose less than ten word segments, underlined blank spaces will be printed for those that are missing if the Print Underlines for Blank Selections check box is checked on the Lesson Print Options window.

Review:

Your selections of up to four review word segments for vocal reading will be listed here. If you chose less than four word segments, underlined blank spaces will be printed for those that are missing if the Print Underlines for Blank Selections check box is checked on the Lesson Print Options window.

Words for Spelling Dictation:

A table of your selections of word segments and associated words for spelling dictation will be listed here. There can be up to fifteen word segments with up to four associated words each. Underlined blank spaces will be printed for any word segments and/or words that were not selected if the Print Underlines for Blank Selections check box is checked on the Lesson Print Options window.

New:

Your selections of up to four new word segments will be listed here. If you chose less than four word segments, underlined blank spaces will be printed for those that are missing if the Print Underlines for Blank Selections check box is checked on the Lesson Print Options window.

Sentence Dictation and Vocal Reading:

Up to ten sentences and an vocal reading selection that you entered in the Skills Application window will be printed at the bottom of the first page. It is possible that this section may spill over to a second page.

Word List Pages

Word Lists for Review and New Word Segments

By default, for each review word segment and new word segment that you selected, a list of up to forty words will be printed. The number of pages that will print depends on the font size you select (Small, Medium, Large) and the whether you choose 24 or 40 word list. To change the word list configuration, click the Options menu on the application menu bar, and then click on Lesson Print... or press P.

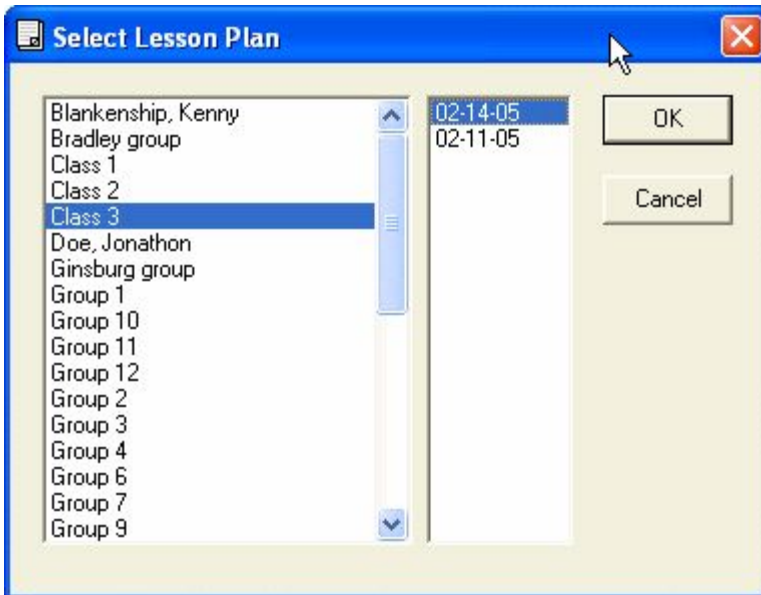
Displaying or Modifying Lesson Plans

Once a lesson plan has been entered and saved, you are always free to display, modify, or print the lesson plan later.

To display an existing lesson plan, click on the **Plan** menu on the upper left corner of the application window and then select **Open Lesson Plan...** from the drop-down menu. (Note: It is not possible to have multiple Lesson Plan or Student Profile windows open at the same time. If either window is currently open, you must close it before the **Open Lesson Plan...** menu selection is enabled.) The Select Lesson Plan window will be displayed. Once you have selected a student, selected a lesson date, and clicked the OK button, the selected lesson plan will be displayed in the Lesson Plan window.

When modifying lesson plans, there are two important issues to understand. First, the lists of word segments and words will be the same as when the lesson plan was first created. For example, if you were to create several lesson plans at once for a single student and then modify the first lesson plan, the lists of previously studied word segments (**Auditory...**, **Review...**, and **Spelling...**) will not include word segments that were added as new word segments in the lesson plans that were created later. Second, making changes to the list of new word segments (**New...**) can result in word segments being added to the student's profile that they have not actually studied. If this occurs, you may simply modify the student's profile.

Select Lesson Plan Window



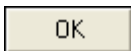
By choosing a student name and lesson plan date you can display any of the lesson plans that you have created and saved on your hard drive (unless of course you have deleted them). This window is displayed when you select **Open Lesson Plan...** from the **Plan** menu on the menu bar at the top of the application window.

Student List Student List

First you must select a student by using the mouse to click on one of the names in the list box on the left side of the window. After selecting a student, a list of lesson plan dates will appear in the list box on the right side of the window. The student names are listed in alphabetical order according to the students' last and first names. If the student list does not all fit on one page, a vertical scroll bar will appear on the right side of the list box. Use the mouse with the scroll bar or the **Page Up** and **Page Down** keys to scroll up and down the list.

Plan List Lesson Plan List

You may select a lesson plan by using the mouse to click on the appropriate date. The lesson plans are listed in the order they were created, with the most recently created lesson plan at the top. If the lesson plan list does not all fit on one page, a vertical scroll bar will appear on the right side of the list box. Use the mouse with the scroll bar or the **Page Up** and **Page Down** keys to scroll up and down the list.



OK Button

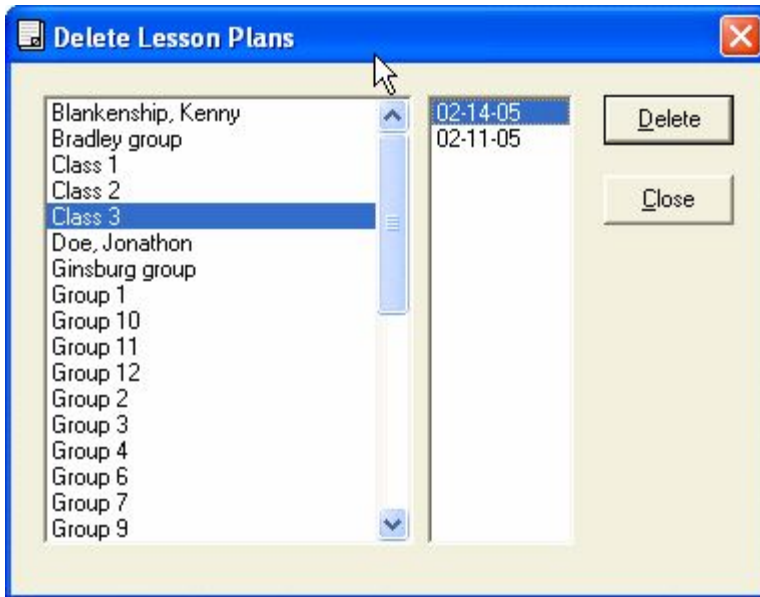
Once you have selected a student name and lesson plan date, the OK button will be enabled. Click this button with the mouse (or press Enter) to display the selected plan in the Lesson Plan window. From the Lesson Plan window you will be able to modify or print the lesson plan.

A rectangular button with a light beige background and a thin black border. The word "Cancel" is centered on the button in a black, sans-serif font.

Cancel Button

Click this button with the mouse (or press Esc) to exit the window without displaying a lesson plan.

Delete Lesson Plans Window



This window may be used to delete lesson plans from your hard drive. This window is displayed when you select **Delete Lesson Plan...** from the **Plan** menu on the menu bar at the top of the application window.

Student List Student List

First you must select a student by clicking on one of the names in the list box on the left side of the window. After selecting a student, a list of lesson plan dates will appear in the list box on the right side of the window. The student names are listed in alphabetical order according to the students' last and first names.

Plan List Lesson Plan List

You may select one or more lessons to delete from the list of lesson plan dates. To select one lesson date, simply click on that date with the mouse. To make additional selections you may then hold down the Ctrl key while clicking on other lesson dates.

To select a range of dates, first click on the first selection with the mouse, and then scroll down to the last selection and hold down the Shift key while clicking the last date. The lesson plans are listed in the order that they were created, with the most recent lesson plan at the top.



Delete Button

Once you have selected the student and lesson plan date(s) from the list boxes, simply click on this button (or press Alt-D) to delete the selected lesson plan(s). You may then continue selecting and deleting more plans or exit the window by pressing the Close button.



Close Button

To exit the window, click on this button with the mouse or press Alt-C.

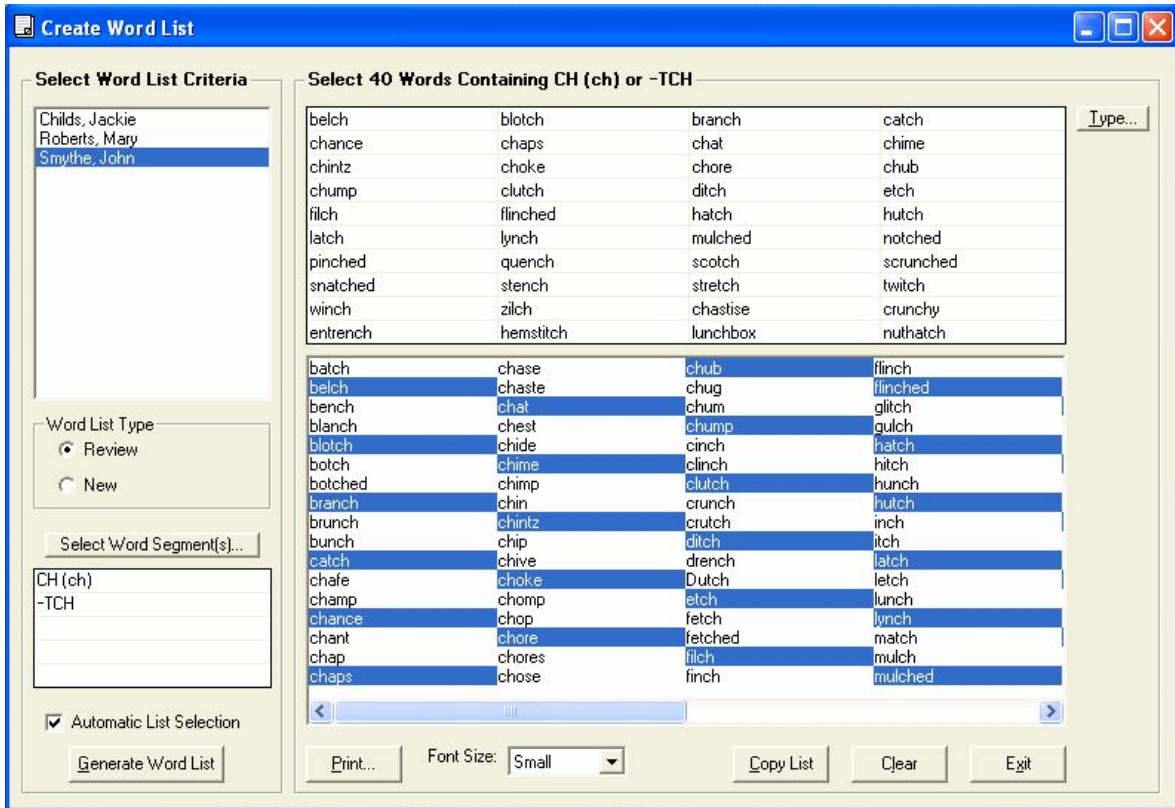
Word Lists

Creating Word Lists

Before creating your first word list for a new student (or group), you must first create a student profile. The profile consists of the student's name, the word segments that the student has previously studied, a syllable range for the various word lists in the lesson plan, and some optional personal information.

To create a word list click on the **Plan** menu on the upper left corner of the application window and then select **Create Word List...** from the drop-down menu. (Note: It is not possible to have multiple Word List or Student Profile windows open at the same time. If either window is currently open, you must close it before the **Create Word List...** menu selection is enabled.) The Select Student and Word Segment window will be displayed. Once you have selected a student, a word segment, and clicked the **OK** button, a Word List window will be displayed which has been configured according to the selected student's profile.

Create Word List Window



By choosing a student name, word list type (Review or New), and word segment you may generate a list of up to 40 appropriate words for that student. You also have the option of allowing EZ-Prep to generate a list for you or selecting all of the words yourself. This window is displayed when you select **Create Word List...** from the **Plan** menu on the menu bar at the top of the application window.

Student List List Box

First you must select a student by using the mouse to click on one of the names in the list box on the left side of the window. After selecting a student, a list of lesson plan dates will appear in the list box on the right side of the window. The student names are listed in alphabetical order according to the students' last and first names. If the student list does not all fit on one page, a vertical **Error! Reference source not found.** will appear on the right side of the list box. Use the mouse with the scroll bar or the **Page Up** and **Page Down** keys to scroll up and down the list.

Word List Type Review/New Radio Buttons

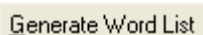
Once you have selected a student name you may then choose whether you would like to create a word list for a previously learned word segment (Review) or an unlearned word segment (New). Review is pre-selected as the default. If you want a list for a new word segment click on **New** with the mouse.

Word Segment(s) Word Segment List

To enter one or more word segments, click on the Select Word Segment(s) button above the list box, and the word segment selection window will appear. In the Select Word Segment window you will simply click on your word segment choices and click OK. You will then be returned to this window with your word segment selections appearing in the list box.

Automatic List Selection Check Box

This check box determines whether or not EZ-Prep will automatically select words for you. (A controlled word list is always generated and displayed on the lower right side of the window, but it is your option to have EZ-Prep select up to forty of those words for the grid on the upper right.) Leave the box checked if you want automatic word selection. Click on the check box to uncheck it if you want to select all of the words yourself.

 Generate Word List

Generate Word List Button

Once you have selected a student name, word segment type, and word segment, the Generate Word List button will be enabled. Click this button with the mouse (or press Alt-G) to generate a controlled list of words on the right side of this window. If you have checked Automatic List Selection, up to forty words will be selected and displayed in the grid on top. You will be able to review, modify, or select up to 40 words that contain the selected word segment. You may then print or "copy and paste" the words selections.

Word List Word List Box (Lower Right)

To select words simply click on the word with the mouse. When clicked, the selected word will be highlighted and will also appear in grid at the top of the window. To deselect a word, click on the highlighted word again. If the word list does not all fit on one page, a horizontal scroll bar will appear at the bottom of the list box. Use the mouse with the scroll bar, the arrow keys, or Page Up and Page Down keys to scroll left and right.

The word list is sorted by the number of syllables and then alphabetically. Therefore, the first words in the list will be one syllable words ordered alphabetically, followed by two syllable words ordered alphabetically, and so forth. (This assumes that the student's profile has a value of 1 for the minimum number of syllables.) If no words appear in the list box, it generally indicates that, for the specified syllable range, there are no words containing the selected word segment that do not also contain word segments that the student has not yet learned.

If you would like to use a word that does not appear on the word list, click the **Type...** button as explained below.

 Type...

Type in Unlisted Words Button

Click this button with the mouse (or press Alt-T) if you would like to manually enter words that do not appear in the word list box. The **Error! Reference source not found.** window will be displayed.

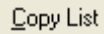
 Print...

Print Button

Click this button (or press Alt-P) to print the selected list of words in the grid at the top of the window.

Font Size Font Size List Box

Click on the down arrow to display the list of font size choices, which are Small, Medium, and Large. These designations correspond to font pitches 14, 18, and 24 respectively.

A rectangular button with a light beige background and a thin black border. The text "Copy List" is centered in a dark grey font.

Copy List Button

Click this button (or press Alt-C) to copy the words in the grid into the Windows Clipboard. Once this is done, you can paste the word list into other applications such as Microsoft Word or Excel. The word list is arranged in four tab-separated columns. With the word list in another application, you will be able to alter the font, font size, and spacing to your liking.

A rectangular button with a light beige background and a thin black border. The text "Clear" is centered in a dark grey font.

Clear Button

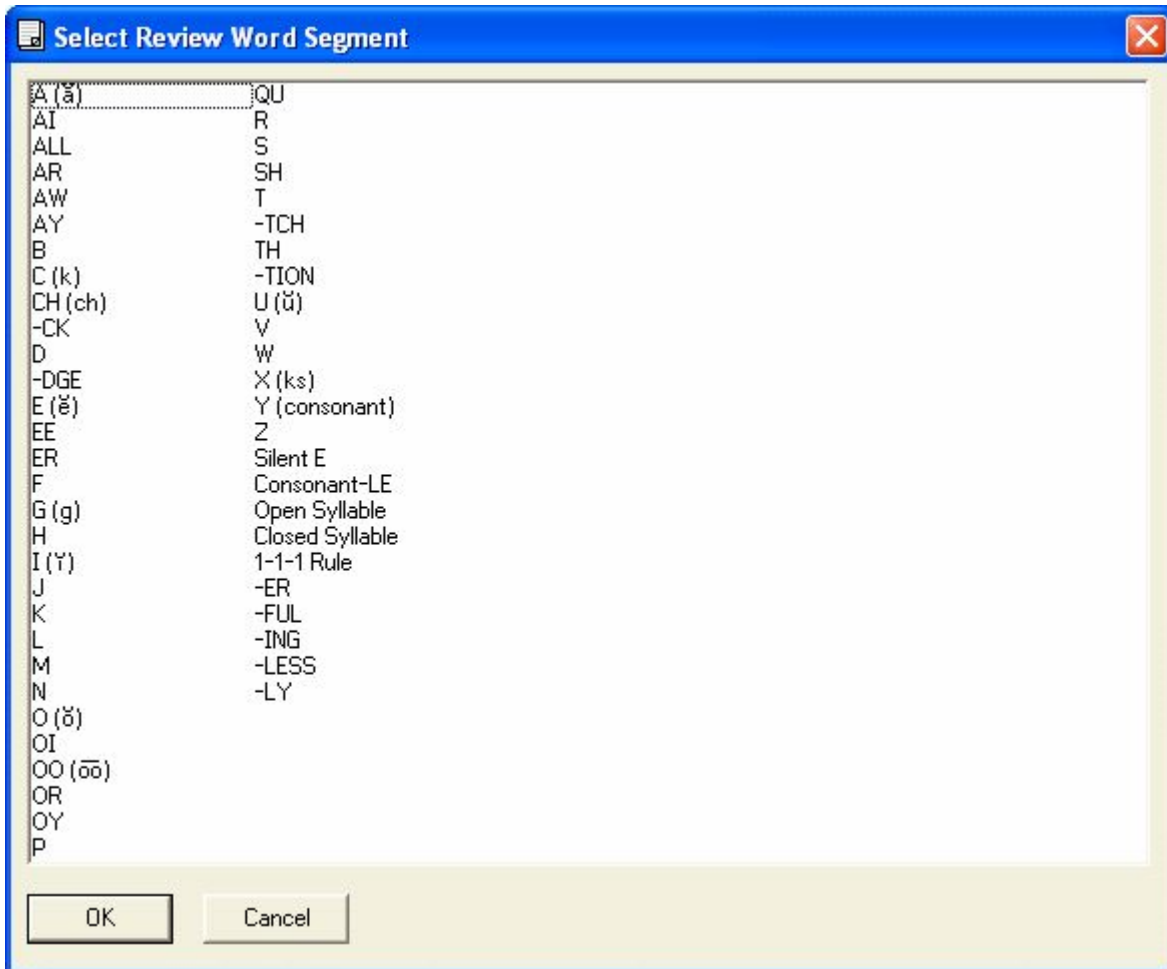
Click this button (or press Alt-L) to clear all words from the selection grid at the top. You may then make your own word list selections by clicking on words from the list at the bottom, or click the **Type...** button to type in any word you like. You may also click

A rectangular button with a light beige background and a thin black border. The text "Exit" is centered in a dark grey font.

Exit Button

Click this button (or press Alt-X) to exit the window.

Select Word Segment



Word Segment List Word Segment List Box

To select a word segment simply click on the word segment with the mouse. When clicked, the selected item will be highlighted. To deselect a word segment, simply click on the highlighted item again. If the word segment list does not all fit on one page, a horizontal scroll bar will appear at the bottom of the list box. Use the mouse with the scroll bar or the left and right arrow keys to scroll left and right.

The word segment list is actually made up of several different types of word segments which are listed in this order: phonograms, syllable types, consonant blends, rules, prefixes, suffixes, and roots. Word segments are ordered alphabetically within these groupings.



OK Button

Click this button with the mouse (or press Enter) once you have selected a word segment. You will exit the Select Word Segment window, and control will return to the Word List window where your word segment selection will appear in the Word Segment text box.



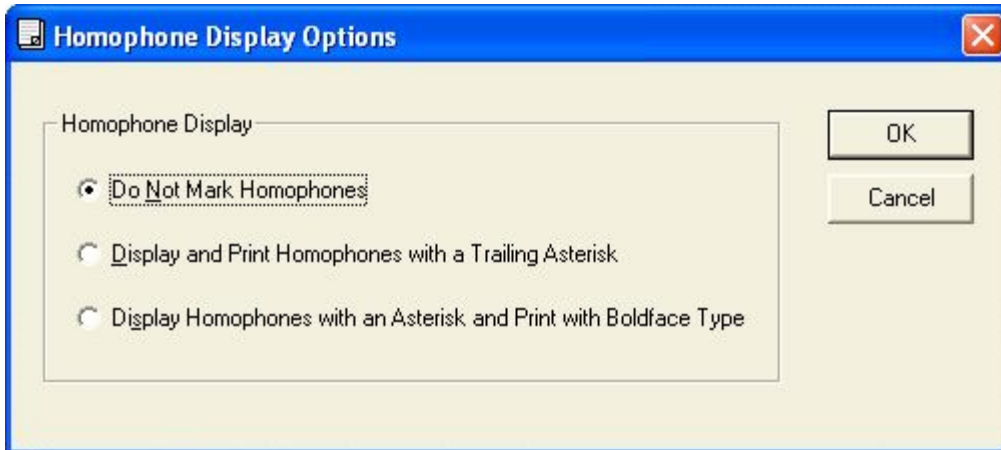
Cancel Button

Click this button with the mouse (or press Esc) if you wish to cancel your word segment selection and return to the Select Student and Word Segment window.

Lesson Plan Options

EZ-Prep has been designed so that you may configure lesson plans according to your preferences. To access the options windows, click on the Options menu on the main menu bar, and select one of the two options windows detailed below.

Homophone Display Options



If you like, EZ-Prep will indicate the words in its word lists that are homophones. This window gives you three options:

Do Not Mark Homophones

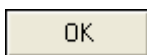
Click on this "radio button" with the mouse or press Alt-N if you do not care to identify which words are homophones.

Display and Print Homophones with a Trailing Asterisk

Click on the "radio button" with the mouse or press Alt-D if you want homophones to be marked with a trailing asterisk. The asterisk will appear on the screen when you are creating lesson plans as well as on the printed lesson plan.

Display Homophones with an Asterisk and Print with Boldface Type

Click on the "radio button" with the mouse or press Alt-S if you want homophones to be marked on the screen with a trailing asterisk and printed in boldface type. If it is difficult to distinguish between normal and boldface type on your printer, we suggest that you choose the previous option.



OK Button

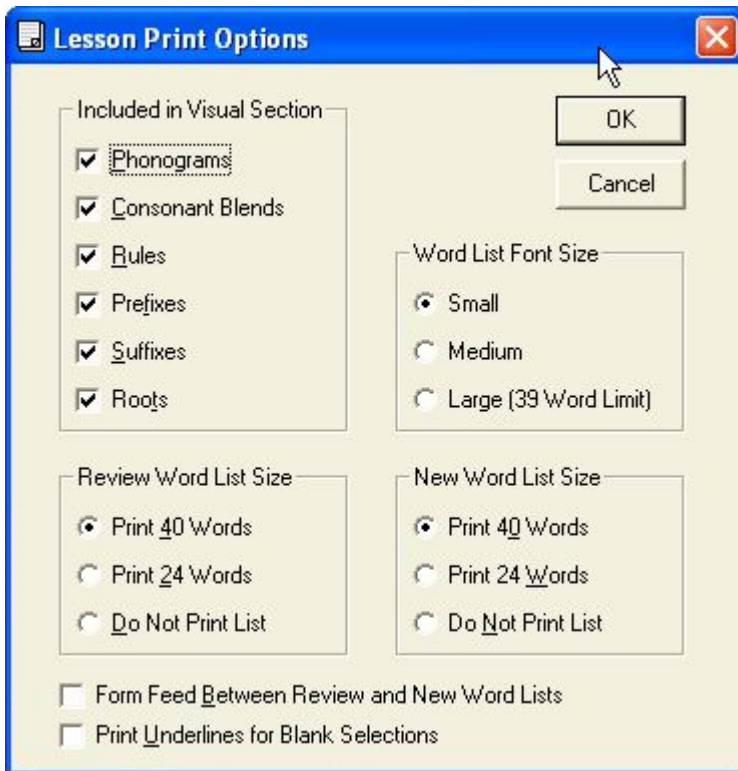
Click this button with the mouse (or press Enter) once you have completed your homophone display selection. This will save the current selection and exit the window.



Cancel Button

Click this button with the mouse (or press Esc) if you would like to exit this window without saving any changes.

Lesson Print Options



This window allows you to configure the way lesson plans are composed and printed. There is a group of check boxes for configuring the **Error! Reference source not found.** to include in the Visual section. There are two groups of "radio buttons" for configuring the size of word lists for Review and New sections. There is a check box for choosing whether there should always be a form feed between the Review and New section word lists. Finally, there is a check box to control whether "blank lines" are printed.

Included in Visual Section Group Box

This group box contains six check boxes for selecting which groups of word segments will be included in the Visual section of the printed lesson plan. Click on the boxes with the mouse to check or uncheck them. For example, if the box labeled **Phonograms** is checked, the basic phonograms (single consonants, short vowels, consonant digraphs, vowel/R pairs, vowel pairs, six syllable types, and so forth) will be included in the Visual section. If all of the check boxes are not checked then the Visual section will be excluded entirely from the printed lesson plan.

Word List Font Size Group Box

Click Small, Medium, or Large (or press Alt-A, Alt-M, or Alt-L) to select font pitches 14, 18, or 24 respectively. (Font pitch 14 was the only size available in EZ-Prep versions 1 and 2.) This font size only affects the New and Review word lists. Word lists print in four columns with the Small font. For Medium and Large the words lists print in three columns. If the Large font is

chosen, only the first 39 out of 40 words will print since 39 words fills an entire page. You may override this selection for any given lesson plan on the Lesson Plan window.

Review Word List Size Group Box

Click on the "radio button" labeled **Print 40 Words** with the mouse (or press Alt-4) if you would like Review word lists to contain up to 40 words (2 lists per page). Click on **Print 24 Words** with the mouse or press Alt-2 if you would like Review word lists to contain up to 24 words (3 lists per page). If you do not want Review word lists printed at all, click on **Do Not Print List** with the mouse or press Alt-D.

New Word List Size Group Box

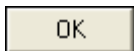
Click on the "radio button" labeled **Print 40 Words** with the mouse (or press Alt-0) if you would like New section word lists to contain up to 40 words (2 lists per page). Click on **Print 24 Words** with the mouse or press Alt-W if you would like New word lists to contain up to 24 words (3 lists per page). If you do not want New word lists printed at all, click on **Do Not Print List** with the mouse or press Alt-N.

Form Feed Between Review and New Word Lists

If this box is checked, there will always be a form feed (new page) between the word lists for Review and New sections. Unchecking this box will suppress the form feed and make the most efficient use of paper. Click on this box with the mouse or press Alt-B to change its status.

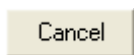
Print Underlines for Blank Selections

If this box is checked, blank lines (_____) will be printed for any empty selections in the lesson plan. When unchecked, the lesson plan printout will simply omit any unused fields in the lesson plan. Click on this box with the mouse or press Alt-U to change its status. Blank lines are useful if you would like write in your own word segments and words after printing the lesson plan.



OK Button

Click this button with the mouse (or press Enter) once you have completed your lesson plan print option selections. This will save the current selections and exit the window.



Cancel Button

Click this button with the mouse (or press Esc) if you would like to exit this window without saving any changes.

On-line Help

EZ-Prep includes context-sensitive on-line help. Simply press the F1 key to get help specific to the particular EZ-Prep window that is displayed.

You may also reference on-line help from the **Help** menu on EZ-Prep's menu bar.

Scroll Bar



Scroll Bar Control

Scroll bars provide a means to scroll through multiple page list boxes with the mouse. They are arranged vertically or horizontally depending upon the direction of scrolling.

Mouse clicking on the arrow buttons at either end of the scroll bar will scroll the text one row (for vertical scrolling) or one column (for horizontal scrolling). Holding down the mouse button results in rapid scrolling.

The slider button in the middle of the scroll bar performs two functions: it indicates the relative position of the currently displayed page and provides another means for scrolling. To scroll with the slider button, click and hold down the mouse button on the slider and drag it in either direction. Let go of the mouse button when you have reached the desired position in the list.

The lightly shaded area between the arrow buttons and the slider button may also be used to control scrolling. By clicking on this area with the mouse, the list will scroll an entire page.

Whenever you see scroll bars, you may also use keyboard commands for scrolling. Vertical and horizontal arrow keys may be used for single row and column scrolling. For vertical scroll bars, the Page Up and Page Down keys will scroll an entire page.

Exiting EZ-Prep

To exit EZ-Prep, click on the **Plan** menu with the mouse (or press Alt-P) and then click **Exit** at the bottom of the drop-down menu that appears (or press X). Another exit option is to press Alt-F4.

CHAPTER 4 - TROUBLESHOOTING AND MAINTENANCE

Backup/Restore Profiles and Plans

To Backup Windows Vista, Windows 7, or Windows 8:

If you would like to protect your student profile and plan data in the event of a hard drive failure, we recommend that you periodically backup these files onto a diskette, CD, or other external media. First, you must run Windows Explorer and configure it so that you can access your data files. In Windows Explorer click on the **Organize** menu bar option, select **Folder and search options**, click on the **View** tab, and then select the **Show hidden files, folders, and drives** radio button. Once you have allowed the display of hidden files, you will be able to navigate to the folder that contains EZ-Prep's data files which are located in **C:\Users\\AppData\Local\Virtual Store\Program Files (x86)\EZ-Prep** where **<user name>** refers to the user name of the Windows account that is running EZ-Prep. Also note that if you do not see a **Program Files (x86)** folder, then **Program Files** is the correct folder. Student profiles are stored in a single file named **PROFILES.DAT**. Lesson plans are stored in multiple files named **PLNS0001.DAT**, **PLNS0002.DAT**, and so forth. Use Windows Explorer to copy all of the **DAT** files from the **EZ-Prep** folder on the **C:** drive to your external media.

To Backup Windows 95, Windows 98, or Windows XP:

If you would like to protect your student profile and plan data in the event of a hard drive failure, we recommend that you periodically backup these files onto a diskette, CD, or other external media. The files are located in the **C:\Program Files\EZ-Prep** directory (unless you specified a different directory at setup time). Student profiles are stored in a single file named **PROFILES.DAT**. Lesson plans are stored in multiple files named **PLNS0001.DAT**, **PLNS0002.DAT**, and so forth. You can copy these files to an external media device such as a flash drive using Windows Explorer. Also, from the DOS prompt (**C:\>**) you may use this command:

COPY C:\PROGRA~1\EZ-PREP*.DAT F: <Enter>

(assuming that your hard drive is **C:** and your external media drive is **F:**).

To Restore Windows Vista, Windows 7, or Windows 8:

To restore student profiles and lesson plans from external media, you may use Windows Explorer to copy all files with the **DAT** extension back to the **C:** drive location listed in the backup instructions above. Please understand that this command completely overwrites any Profiles and Plans that are currently on your hard drive. Therefore, be careful that you are restoring from the most recent backup source.

To Restore Windows 95, Windows 98, or Windows XP:

To restore student profiles and lesson plans from external media, you may use Windows Explorer to copy all files with the **DAT** extension back to the **C:** drive location listed in the backup instructions above. From the DOS prompt (**C:\>**) you may also use this command:

COPY F:*.DAT C:\PROGRA~1\EZ-PREP <Enter>

(assuming that your hard drive is C: and your external media drive is F:). Please understand that this command completely overwrites any Profiles and Plans that are currently on your hard drive. Therefore, be careful that you are restoring from the most recent backup source.

In the event of a complete hard drive failure, after replacement or repair of the hard drive, reinstall EZ-Prep and then restore the Profiles and Plans.

The backup and restore procedure above may also be used to transfer Profiles and Plans from one EZ-Prep installation to another. Again, please understand that the restore command will completely overwrite all existing Profiles and Plans on the receiving hard drive.

If your hard drive fails and you have not backed up the Profiles and Plans, you will have to manually reenter the Student Profiles. If you have saved your printed lesson plans, use the Visual section of the most recent plan as your guide for reentering the word segments that each student has been taught.

Technical Support

If EZ-Prep is not operating properly, you may need to contact Tutronics for technical support. Please collect as much specific information as possible (such as error message text, your hardware configuration, network configuration, Windows® version, and so forth) before contacting us. This will help to resolve the problem as quickly as possible.

Electronic mail (e-mail) is the most efficient means for receiving technical support. If you are unable to send e-mail, you may also contact Tutronics by telephone or paper mail. Please include your name and registration number (on the label of the Setup CD) with any correspondence.

E-mail address: info@tutronics.com

Telephone/Fax: (919) 387-1929

Postal address: Tutronics Corporation
P.O. Box 1478
Apex, NC 27502

We also appreciate your comments and enhancement suggestions. Please communicate these to us by e-mail or paper mail rather than by telephone. We cannot provide financial compensation for enhancement suggestions, but will do our best to improve EZ-Prep for your benefit whenever possible. Enhancement suggestions become the property of Tutronics Corporation.