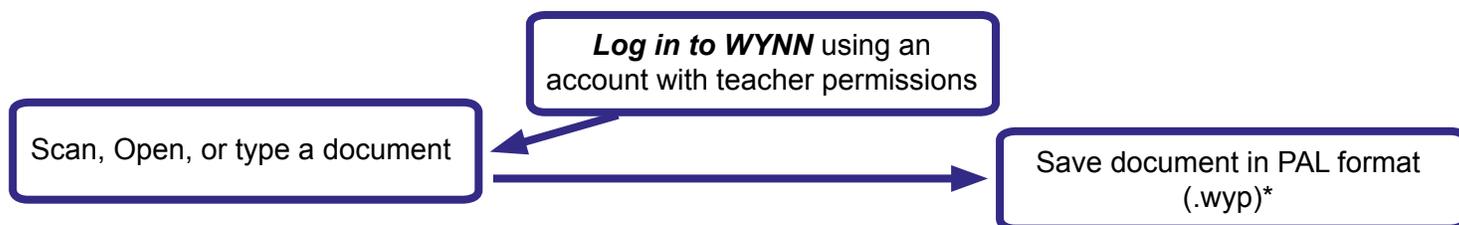


This document is a guide for teachers to create, set up, and distribute **PAL** documents for their students.

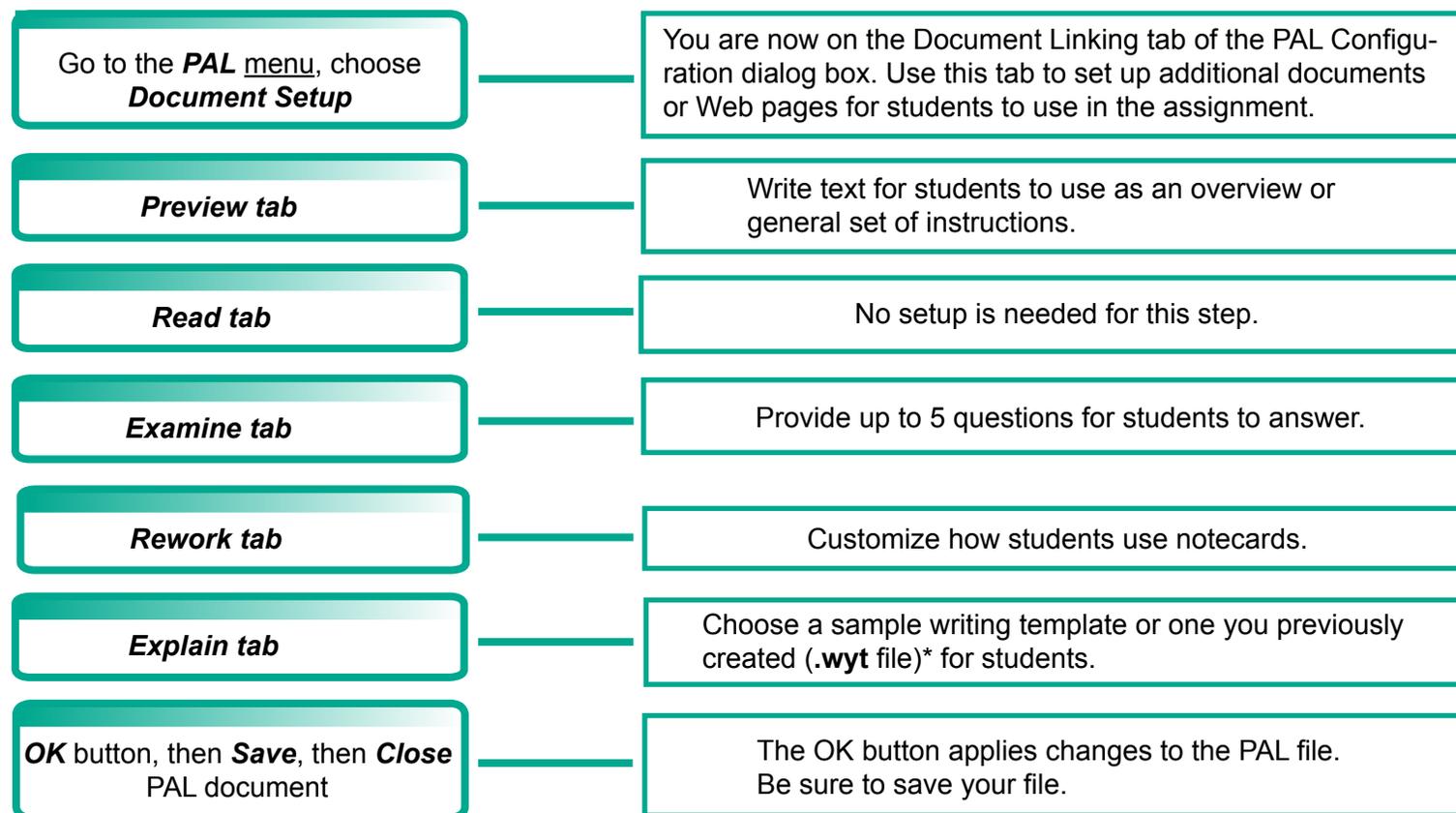
Important Note: Before you work with PAL documents for the first time, you must create your user account and have the **WYNN Administrator** change it to an account with Teacher permissions. For more information, please refer to the print document called “**How to Create Teacher Accounts in WYNN 7.**” These instructions came with your WYNN shipment.

Part 1: Create a PAL Document



Part 2: Set Up a PAL Document

The following describes how you can set up each step of the PREPARE process.



Part 3: Send PAL Document(s) to Students

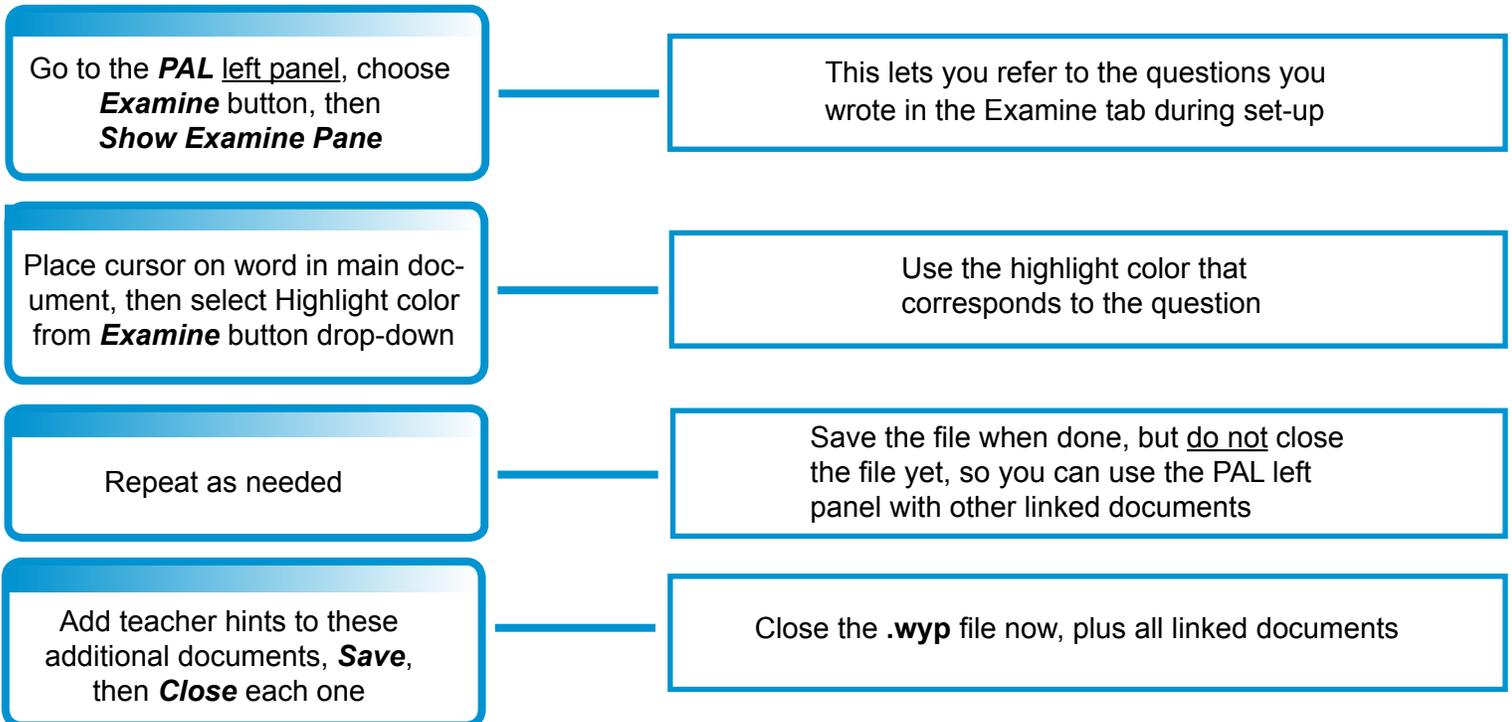
After you are done setting up the PAL documents, you can send (broadcast) them to your students.



Part 4: Teacher Hints (optional)

Some students need more support with reading and studying. The PAL toolkit provides an extra feature called Teacher Hints that let you place visual cues in areas of the text where you want students to focus their attention. This aids students to answer the questions you wrote in the Examine step.

Note: To enter Teacher Hints, you must first complete the PAL document set-up, as explained on the other side of this sheet, and you must have the PAL (.wyp) document open



Note: If you already broadcast the documents to your students, you will need to broadcast them again after entering Teacher Hints, since the documents have changed.

Part 5: Creating and Editing Writing Templates (optional)

WYNN 7 includes writing templates that are aligned with the Common Core State Standards. WYNN templates contain areas of “locked” text that is protected against changes by students. The locked text contains guidance for students during the writing process. WYNN includes several sample templates, but you can create your own, or you can edit the ones provided.

Note: To edit or create templates, you must be logged in as a user with teacher permissions.

To create a new template, first bring material into WYNN, then save the file in Template (.wyt) format.* Next, select the first block of text that you want to use as locked instruction text. Go to the Edit menu and select “**Mark as Instruction Text**” or use the keyboard shortcut **CTRL+ALT+I** (the upper-case letter ‘I’ for Instruction). **WYNN** locks the text and adds a blank line after it. Instruction text is always a full paragraph, so WYNN will turn your selected text into its own paragraph. Continue to mark all areas of instruction text. Delete any text you don’t need. When done, save the file, close it, and then you can broadcast it to your students (see Part 3 for broadcast instructions).

* WYNN 7 uses new document formats, each with its own extension. PAL files use **.wyp**. Templates use **.wyt**. Notecards use **.wnc**. WYNN files still use **.wyx**.