## **Creating a SMART CHART Using PASS**

eat	
go	
more	
stop	

# 1. Open PASS. Go to **VOCABULARY** in the top toolbar and then to **VOCABULARY DISPLAY OPTIONS**



- 2. Choose CREATE SMART CHART
- 3. Choose VOCABULARY BUILDER SETUP and close create smart chart box



4. Choose SPELL TO UNMASK to create a word list

· If you already have a sequence list chosen in vocabulary builder then you will need to MASK ALL then spell your word list using SPELL TO UNMASK (otherwise word lists will merge)



5. Type your word list and select **OK**. Check word list and then choose **OK** 

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#### 6. Go back to VOCABULARY and then VOCABULARY DISPLAY OPTIONS



#### 7. Choose CREATE SMART CHART

#### 8. Choose CREATE VOCABULARY DOCUMENT



9. If you want to save the word list as a document, choose **YES**. If you are not saving the word list, choose **NO**.



10. Highlight all (CTRL + A) and then CTRL + C to copy all



11. Open a MS Word document



12. **CTRL** + **V** to paste word list



13. Highlight all (CTRL + A)

## 14. Choose **INSERT** from the top toolbar



### 15. Then choose **TABLE**

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## 16. Choose CONVERT TEXT TO TABLE



17. Check for appropriate # of columns (usually 2 – first column for words; second for icon sequence)



18. Choose OK to create the SMART CHART

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