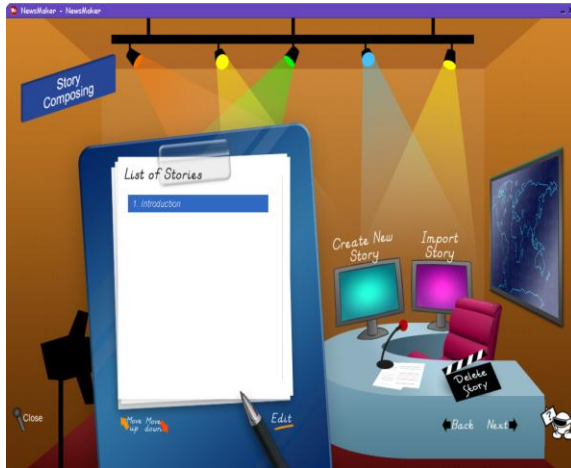


# Step 1: Story Composing - What you can do here



You can do the followings:

1. [Create a new story](#)
2. [Edit a story](#)
3. [Arrange the sequence of the stories](#)
4. [Import a story](#)
5. [Import a cloze activity](#)

## Create a new story

1. Click on the "Create New Story" button.



2. Provide a unique story title and the author's name.

If the story title already exists, you will be prompted to enter another name for the story.

Click OK when done to proceed to write the story.

**Create new story** [X]

Enter a story title  
Introduction

Enter the author's name  
Jaime Lee

Ok Cancel

3. In this story writing screen, it is very much like writing in a Word document or a note pad.

You can change the story title as well as the author's name here too.

You can also choose the font type, size for your story and text editing functions like cut/copy/paste are also provided here.

Depending on your system setting, NewsMaker allows you to write your story in any Unicode-based language.



4. Once you have finished typing your story, click OK. Your story will be **SAVED AUTOMATICALLY.**

Your story will also be listed in the "List of Stories" panel.



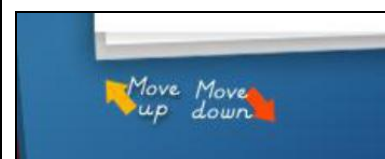
## Edit a story

1. To edit a story, select the story on the "List of Stories" panel and click the "Edit" button.



## Arrange the sequence of the story

1. If you have more than one story and you need to arrange them in the correct sequence, select the story on the "List of Stories" panel and click either the "Move up" or "Move down" button to move the story to the correct position in the list.



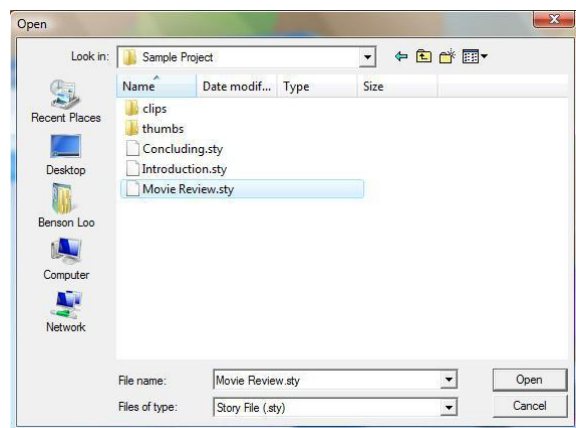
## Import a Story

1. You can import a story from another project by clicking on the “Import Story” button.

This is helpful if the project is done at group level and each member types in the story using different PC.



2. A story file has a “.sty” as an extension. Go to the Project Folder with the story that you want to import, select the story and click Open.



## Import a Cloze Passage

1. Like for importing a story, you can import a cloze passage by selecting “Cloze Passage (txt)” under the “Files of type”.

To learn how to create a cloze passage, go to [www.AboutNewsMaker.com](http://www.AboutNewsMaker.com) and you may find the instructions to do so under “Teachers” section: [Improving student writing and reading comprehension skills through Cloze activities](#).

