



Text Preparation Guide

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Table of Contents

[Table of Contents](#)

[Preface](#)

[Disclaimers](#)

[Lexile Text Measures and Lexile Student Measures](#)

[Authorized Use of Lexile Measures](#)

[Certified Lexile Measures and Your Lexile Measure Ranges](#)

[About the Lexile Framework® for Reading](#)

[About Lexile® Text Analyzer](#)

[Before You Begin](#)

[Texts Appropriate for Measurement](#)

[Do Measure](#)

[Do Not Measure](#)

[Understand Plain Text and Txt. files](#)

[Convert an electronic file to plain text \(.txt\) from Microsoft Word on Windows](#)

[Convert an electronic file to plain text \(.txt\) from Microsoft Word on Macintosh](#)

[Understand Word Limit](#)

[Methods of Text Entry](#)

[Type or paste text](#)

[Upload text](#)

[Prepare Your Text](#)

[Text Items Appropriate for Measurement](#)

[Text Items to Retain](#)

[Text Items to Remove](#)

[Editing Guidelines](#)

[Ellipses](#)

[Parentheses](#)

[Em Dashes](#)

[Symbols](#)

[Double Punctuation](#)

[Analyze Your Text](#)

[Special Use Cases](#)

[Assessing the Complexity of Tests](#)

[Assessing the Complexity of Web Resources](#)

[Get Support](#)



Preface

This guide is intended for authorized users of the LEXILE® Text Analyzer accessing and using the tool for personal classroom, home, or research purposes. The goal of this document is to communicate text preparation procedures and formatting conventions needed for successful use of the tool. Every effort has been made to ensure that this document is an accurate representation of the Lexile Text Analyzer.



Disclaimers

Lexile Text Measures and Lexile Student Measures

A Lexile student or learner measure is a measure of an individual's reading ability. A Lexile text measure is a measure of the text complexity for a book or piece of text. A Lexile text measure only offers information about text complexity, not the reading ability of a student. To determine student reading ability, a Lexile enabled assessment must be administered. Lexile text measures can not be used to determine the reading abilities of students.

Authorized Use of Lexile Measures

The Lexile Text Analyzer is a tool to help educators, researchers, parents, and students gauge the reading demands of materials. The Lexile measure ranges produced by your use of the Lexile Text Analyzer are not certified by MetaMetrics® (developer of Lexile Framework®) and should not be publicly shared. Lexile measures produced by your use of the Lexile Text Analyzer are not for commercial use or personal gain. Please remember:

- You may not publish or distribute the Lexile measure.
- You may not enter the Lexile into a library or media center database or catalog.
- Your Lexile measure is not a certified Lexile measure of that text.

Certified Lexile Measures and Your Lexile Measure Ranges

If a user measures published text in the Lexile Text Analyzer, the measure generated will not be a certified Lexile measure. Only trained MetaMetrics' staff can certify a Lexile measure. If the published text has a certified Lexile measure, the measure generated from the Lexile Text Analyzer may be different. Modifications to content, such as sentence combining or removing can have an impact on the Lexile measure. While modifications usually do not cause significant differences, there have been instances of significant impacts from what was perceived as a minor change. Furthermore, certified Lexile measures are precise measures while the Lexile Text Analyzer reports a Lexile measure range.



About the Lexile Framework® for Reading

The Lexile Framework for Reading is a scientific, proven approach to reading and text measurement. A Lexile measure is the numeric representation of a reader's ability or a text's difficulty, both followed by an "L" (for Lexile measure). The Lexile scale is a developmental scale for reading ranging from Beginning Reading measures (measures below OL on the Lexile scale denoted by a BR prefix to the measure, e.g. BR100L) to above 1600L for advanced text and abilities. All Lexile Framework products, tools and services rely on the Lexile measure and scale to identify the Lexile levels of both the reader and text.

When a reader and text are appropriately matched, the reader experiences a comprehension rate of about 75 percent. The 75 percent comprehension level corresponds to that balance of skill and difficulty that allows reading to be a positive, but adequately challenging, experience and encourages the reader to grow in proficiency and motivation. A unique feature of the Lexile Framework is that both student ability and text difficulty are measured on the same scale in the same units. The Lexile Framework provides a distinctive approach for matching readers with texts based on the following assumptions:

- Texts can be ordered according to the difficulty each presents for a reader.
- Readers can be assessed according to the success each will have with any particular text.

The Lexile Framework determines a Lexile reader measure for the student and Lexile text measure for the reading material, which can then be compared to match a reader with appropriate text. After this basic comparison, it is possible to adjust the reader's expected comprehension of the reading material by taking other factors into account, such as the particular reader, text and context. By placing readers and texts on the same scale, Lexile measures allow readers to make consistent and accurate book selection judgments. They assure that every reader can select books that are based on reading ability, yielding successful individualized reading experiences.



About Lexile® Text Analyzer

The Lexile Text Analyzer is a software program designed to evaluate the reading demand, or complexity, of text items. This process is referred to as measuring, and the result is a text measure range that represents the difficulty of analyzed text. The Lexile Text Analyzer measures text by evaluating the entire piece and its characteristics, such as sentence length and word frequency, which represent the syntactic and semantic challenges that a text presents to a reader. The outcome is the reading difficulty, expressed as a Lexile measure range, along with information on the word count, Early Reading Indicators, and Upper Level Indicators.



Before You Begin

Texts Appropriate for Measurement

The primary objective for measuring text using the Lexile Text Analyzer is to preserve complete sentences in the text while removing all incomplete sentence content. Because The Lexile® Framework for Reading was built upon the measurement of professionally edited, complete, conventional prose text, the Lexile Text Analyzer will return an inaccurate Lexile measure for other kinds of text. The lists below show which categories of text should and should not be measured using the Lexile Text Analyzer.

Do Measure

- Newspaper, Magazine, Journal, and Web Articles
- Passages
- Short stories
- Books

Do Not Measure

- Student writing
- Poetry
- Multiple choice test items
- Fill in the blank test items
- Non-prose
- Plays/dramas
- Recipe lists
- Song lyrics
- Instant Messages/ “Texting” Language

There are a few exceptions to this list. For example, narrative poetry that is conventionally punctuated may be measured with the Lexile Text Analyzer. Text written in rhyme does not necessarily qualify as poetry and may still be measured. Texts that are appropriate for use with the Lexile Text Analyzer will still require text editing, as detailed in the *Prepare Your Text* section.

Understand Plain Text and Txt. files

Plain text (.txt) is a type of digital file that is free of computer tags, special formatting, and code. This is the only file type recognized by the Lexile Text Analyzer.

Note: Copying and pasting or uploading text and text files other than plain text may include computer tags, special formatting, and code. These elements can cause inaccurate measurement of the text.

Convert an electronic file to plain text (.txt) from Microsoft Word on Windows

In a Windows Microsoft Word document, click the **Save As** button from the File menu. Select **Save As Type** from the drop-down list then select **Plain Text (*.txt)**. Click the **Save** button and a File Conversion window will open. Click the **Other Encoding** radio button and select **US-ASCII** from the

list of formats to the right. Select **Allow Character Substitution**. Click the **OK** button to save the document in plain text format.

Note: Spanish language files should be saved with UTF-8 encoding so that symbols and accents appear.

Convert an electronic file to plain text (.txt) from Microsoft Word on Macintosh

In a Macintosh Microsoft Word document, click the **Save As** button from the File menu. Select the **Save As Type** drop-down list then select **Plain Text (*.txt)**. If the warning box appears, click the **Yes** button to save the file and disregard the remainder of this procedure. Otherwise, a File Conversion window will open. Select the **MS-DOS** radio button. Select **Allow Character Substitution**. Click the **OK** button to save the document in plain text format.

Note: Spanish language files should be saved with UTF-8 encoding so that symbols and accents appear.

Understand Word Limit

The Lexile Text Analyzer limits the length of text that can be entered by a user. Premium users have a 500 word limit. When the word limit is exceeded, the word counter at the top of the text entry box will display the count in red and the overage text will be highlighted.

Methods of Text Entry

Type or paste text

To submit text for Lexile measure analysis, click inside the large text entry box underneath the New Text tab. Place as plain text from your source document or type the text directly in the box. Click the **Analyze** button to view results.

Upload text

To upload a text file (.txt), click the **Upload a File** button located below the text box. (The Lexile Text Analyzer cannot measure Microsoft Word, PDF, HTML or scanned image files such as JPGs.) A file menu box will appear. Select the text document to be analyzed, then click the **Open** button. The selected text will appear in the large text entry box. Click the **Analyze** button to view results.



Prepare Your Text

Text Items Appropriate for Measurement

Remember that the primary objective for measuring text using the Lexile Text Analyzer is to preserve complete sentences in the text while removing all incomplete sentence content. Before you click the **Analyze** button make sure that only complete sentences are captured. Inclusion of non-prose text will negatively impact the Lexile measure range result. Use the lists below to guide your text preparation process.

Text Items to Retain

- Paragraphs of prose
- Dates within a complete sentence
- Names within a complete sentence
- Captions that are complete sentences
- Acronyms within a complete sentence
- Foreign words within a complete sentence
- Dialogue, sentences within quotation marks
- Text from informational text boxes containing complete sentences
- Parenthetical phrases or clauses within sentences (Remove parenthesis.)
- Text from bulleted/numbered lists in which the list items are complete sentences (Remove bullets or numbers.)

Text Items to Remove

- URLs
- Page numbers
- Titles/Headings
- Tables and graphs
- Incomplete sentences
- Subtitles/ Subheadings
- Page headers and footers
- Phonetic pronunciation guides
- Greetings and closings from letters
- Captions that are incomplete sentences
- Sentences with unconventional punctuation
- Abbreviations, especially from instant messaging/text messaging
- Book Frontmatter (forewords, prologues, prefaces, tables of contents)
- The leading name and colon conventionally used in interview notation
- Book Backmatter (afterwords, epilogues, glossaries, indexes, bibliographies)

Editing Guidelines

In order to have the best estimate of text complexity, there are certain editing guidelines that must be followed:

Ellipses

Remove ellipses in the middle of sentences and make sure they are flush when used as end punctuation.

Example 1

Original The dog was done running... hot, thirsty, and exhausted.
Edited The dog was done running hot, thirsty, and exhausted.

Example 2

Original She thought about it but could she . . .
Edited She thought about it but could she...

Parentheses

Remove parenthesis that surround complete sentences.

Example

Original (The conclusion covers all the major points from the argument.)
Edited The conclusion covers all the major points from the argument.

Em Dashes

Em dashes (—) should be changed to dashes with a space on both sides.

Example

Original Cats are great—furry, cuddly, playful.
Edited Cats are great - furry, cuddly, playful.

Symbols

Symbols should be removed (\$, %, @, #, * ©, °). Some of these are due to plain text conversion issues while others are due to the Lexile Text Analyzer not recognizing them.

Example

Original *Horses are related to hippopotamuses.
Edited Horses are related to hippopotamuses.

Double Punctuation

Every sentence must end with only one designated punctuation mark (period, question mark, exclamation mark, semicolon, colon). Remove any repetitive marks.

Example 1

Original What do you mean!?
Edited What do you mean?

Example 2

Original And when the door closed...?
Edited And when the door closed...



Analyze Your Text

You are ready to analyze your text when you have:

- Included only plain text
- Retained all text items appropriate for measurement
- Removed all text items inappropriate for measurement
- Applied the editing guidelines



Special Use Cases

Assessing the Complexity of Tests

Educators may find it helpful to evaluate the reading demand of the assessments they develop for and administer to their students. Getting an estimated Lexile text measure range for the overall assessment can provide insight into whether reading challenges are likely to affect student performance on the assessment. If the reading demands of the assessment are substantially higher than the Lexile measure of the student, a poor performance on the assessment may be due to reading comprehension issues rather than a sign of weak content knowledge.

When measuring reading comprehension tests, all complete sentences in all reading passages should be measured all together as one document. You should not measure sample items, directions, or the test items themselves. Depending on the format of the test item, you may also measure the complete sentences in the items in order to compare their difficulties to that of the reading passage, but do not measure the item text together with the passage text.

Assessing the Complexity of Web Resources

When measuring text from websites, be sure to remove the non-prose and web page-specific elements. Embedded computer tags, special formatting, and code is often present in web content. The Lexile Text Analyzer cannot recognize many of the elements which can result in a computing error. Be sure to use plain text, txt.files, and remove any odd characters before clicking **Analyze**.

Get Support

Click **Support** in the Quick Links sidebar menu in the Lexile & Quantile Hub or visit support.lexile.com to search for help and to contact the Lexile and Quantile Team.