Step-by-Step Guide for the
All Digital version of the
Barton Reading & Spelling System

First, go to View Your All Digital Levels webpage:
https://bartonreading.com/view-your-all-digital-levels/

Watch the video that is in the FAQ section at:
https://bartonreading.com/view-your-all-digital-levels/#asked

This is a summary of what was shown on that video.

Step #1: Download the Barton Tiles App

From an iPad, go to:

From an Android tablet, go to:

When you open the Barton Tiles app, enter the username and password that were sent to you as a separate email.

You do NOT have to buy the levels. They are preloaded into the App.

So go ahead and set up your student and assign the student to a lesson.

To learn how to use the Barton Tiles app, go to:
www.BartonTiles.com
Step #2: Watch the Tutor Training Video

Susan Barton recommends you watch the video on the iPad or Android device – so that you can have your tutor manual open at the same time you are watching the Tutor Training video.

To watch the Tutor Training Video, go to: www.BartonReading.com/wordpress/

And log in with the username and password that were sent to you by email:
Step #3:
View the Tutor Manual on your screen

To open a Tutor Manual:

Go to the top of this page:
https://bartonreading.com/view-your-all-digital-levels/

In the table, click on link for the Tutor Manual you want to view.

<table>
<thead>
<tr>
<th>Level #</th>
<th>View only</th>
<th>View or Print</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Tutor Manual</td>
<td>Game Pages</td>
<td>Nothing Else</td>
</tr>
<tr>
<td>2</td>
<td>Tutor Manual</td>
<td>Student Pages</td>
<td>Posttest</td>
</tr>
<tr>
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<td>Tutor Training Packet</td>
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When asked, type in your username and password, which were sent to you by email.
To change the size of the page:

Click on the Bookmark tool.

Click on a Lesson or the Table of Contents, then close the Bookmarks palette.
To highlight text in the manual:

Click on the **Highlighter** tool.

![Highlighter tool](image)

Click on the **Text** tool, click on the **color**, then **drag across** text on the page.

![Text tool](image)

To get rid of highlighting:

Click on the **Eraser** tool, click on the **highlighting** on the page.

![Eraser tool](image)
To close the highlighting palette:

Click on the Close box.

To insert a note:

Notes are used when you have several students in the same level. Insert a note where students left off at the end of a session.

Click on the Notes tool.

Click on the Notes tool in the Notes palette.
Click on the page on the manual, type in the note, click on Save.

On the page in the Tutor Manual, your note will look like this:

Click on any yellow note icon to read its note.
To jump to a note:

Open the Notes palette, click on the Note on the list on the palette.

To erase a note:

Jump to a note, click on the Eraser tool, click on the icon on the page.

Close the Notes palette.
To Print Student Pages:

Click on the **Student Pages link** to open them.

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Click on the **Print** icon.

*Special Instructions:*

*These pages are for the student.*

Click on the **Download to print** button.
Open that file in **Adobe Acrobat**. If asked, allow it to check the network. You have 30 minutes to print it.

If your computer tries to open it in a Browser, it will bring up this screen:

![Image of the initial file screen](image1)

Click on Extract All. Then click on Extract. Your screen will then show this:

![Image of the extracted file screen](image2)

When it is done, you will see the following screen. Right-click on Open With, then choose Adobe Acrobat.
When the following screen appears, click on Allow.

And when the following screen appears, click on Allow.
Adobe Acrobat should now be open with the first page of our student pages showing, like this:

You can now choose File . . . Print.

If you would rather NOT print it, but instead, you want to view the Student Pages electronically on an iPad or Android, send an email to Susan@BartonReading.com and request the student pages as a regular PDF file.

Open Susan Barton’s response on your iPad or Android, and open the attached PDF file into GoodNotes (on an iPad) or some other PDF reading program that allows you to mark up the pages.