BARD DIRECTIONS

These instructions for downloading a book from BARD have been tested with Windows XP, Windows Vista and Windows 7. Computers and operating systems vary widely. If you have any questions, encounter difficulties, or are unfamiliar with downloading, unzipping (extracting), or transferring files please contact KTBL at 1-800-372-2968.

BARD books will not play on your computer. You will need an authorized NLS player for the downloadable books to play. The talking book files have digital rights management to prevent unauthorized use and the permissions are built into the player.

SECTION 1—DOWNLOADING A BOOK

1. Log in to the web site https://nlsbard.loc.gov/KY1A by entering your NLS username and password.

2. After you log in, you will be on the BARD main page. You can view a list of recently added books or the most popular books, or search for books by title, author, subject, or keyword. You can search for magazines by title or by recently added issues. The main page also has a section called Additional Links to update your account information or get help. For those using screen readers, each different section or search choice is marked with heading markers.

You may periodically be asked to accept the user pledge before moving to the main BARD page. Simply scroll using your mouse or [Tab] key until you reach the "I Accept" box. Click the box or press the [Enter] key.

3. Select a search preference drop down menu or enter a search term in the box provided and press [Enter]. A list of books will appear. If using a screen reader, individual books are separated by heading markers, making it easy to jump from one book to the next with the heading shortcut keys.

4. Once you find your chosen book simply use the mouse to move to and click on its blue download link. If you are using keyboard

shortcuts, use the [Tab] key to move to the blue link for the book you would like and press [Enter] to select it.

5. A window will open asking if you want to OPEN or SAVE the book. Select SAVE and OK using the mouse or [Tab] to the save button and press [Enter].

HINT: If you are using the keyboard and not the mouse to navigate multiple open items, you can hold down the [Alt] key and press [Tab] once to move through open items. Simply release the [Alt] key to make your selection.

6. A window will open in which you must specify where you want to save the downloaded book. By default the file name will include the author, title, and book number. Choose a desired location on your computer where you want to save the book. To open the drop down menu and choose a location in the "save in" field you can use the mouse.

If you do not use a mouse, use the [Tab] key to move to the "save in" field and press the [Down Arrow] on your keyboard to move through the list of locations. Press [Enter] one time when you reach correct location to save the book in.

Once you have made your selection, click SAVE or select save using the [Tab] key and press [Enter].

You can create a folder on your computer specifically for saving the BARD books. Do not save the compressed zip file to your flash drive – save it to your computer first and after extraction move it to the flash drive or cartridge.

7. A download window will open showing the progress of the download. Depending on the length of the book and your internet provider, this could take between 30 seconds and 10 minutes or more. Do this for each book you would like to download.

8. Once your downloading is complete, you may close or minimize your internet application. To close the application click the red X in the upper right corner of the window or press [Alt] and the [F4] function key. This will log you out of BARD! If you wish to go to the

desktop, minimize the window using the mouse or hold down the [Windows Logo] key – second to the right of the spacebar – and press the letter [d].

SECTION 2 —UNZIPPING (OR EXTRACTING) AND MOVING THE BOOK TO YOUR FLASH DRIVE

The book download is a single ZIP (compressed) folder containing several necessary files for the book. You must first unzip (or extract) the book files to a folder on your computer or it will not play on your digital player. You should not need to install special software to unzip—Windows XP, Windows Vista and Windows 7 come with software to do this. This process differs from computer to computer, so you may find these directions do not correspond to your system. Call us if you have problems, and we will try our best to help.

1. Go to where you have saved the downloaded book and right click on the book file. From the drop down menu choose "EXTRACT" or "EXTRACT ALL" and left click on it one time.

Keyboard Shortcuts for the above process: If you do not use a mouse, you can press the [Windows Logo] key – second to the right of the spacebar – and use the arrow keys to navigate through the menu until you find the location of the saved book. Press the [Enter] key to open the location. [Tab] to the saved file and press the [Menu] key on your Windows keyboard – the menu key is the third key to the right of the spacebar - use the [Down Arrow] to locate "Extract All" and then press [Enter].

This will automatically open an extraction wizard.

2. The wizard will take you through the unzipping or extracting process – simply continue to click next. If you do not use a mouse, use the [Tab] key to move to the next button and press [Enter] when prompted.

When the process is complete a window may appear containing all the unzipped files. Close this pop-up window.

You will now have 2 folders with the same name. The zipped or compressed folder will have a manila folder icon with a zipper or

clamp and a folder size labeled as KB. The extracted or decompressed folder will be a plain manila folder icon with a size labeled as MB.

3. Move the extracted folder to your flash drive or blank cartridge. Select the extracted folder by right-clicking on the folder and selecting COPY or CUT. If you do not use a mouse, select the correct folder by using the [Tab] key and when the folder is highlighted hold down the CONTROL [Ctrl] key and press the letter [c] to copy the folder containing your book files.

Go to MY COMPUTER and look for your flash drive under REMOVABLE DRIVES. You can get to your MY COMPUTER via your desktop icon or the START MENU in the lower left corner of your computer. Open the flash drive by double-clicking on the icon. Once the drive is open, right click in a blank space and choose PASTE from the menu.

Keyboard shortcuts for the above process: To reach the MY COMPUTER with keyboard shortcuts, hold down the [Windows Logo] key – the second key to the right of the spacebar - and press the letter [e]. Use [Tab] to move to the correct removable drive and press [Enter] to open it. Once in the open drive hold down the CONTROL [Ctrl] key and press the letter [v] key to paste the book in to the flash drive.

Your downloaded book is now on the flash drive. Repeat this process for each book you add to the drive.

SECTION 3 – LISTENING TO THE BOOK

1. Close all windows and remove the flash drive or cartridge following your computer's recommended practice for removing USB media. Insert it in to the USB port on the right side of the player, next to the headphone jack.

2. If you have more then one book on the drive, press and hold the Play/Stop button for 5 seconds to access the bookshelf. You will hear a voice announce "Bookshelf" and the number of books on the flash drive. Use the RW and FW keys to locate the book you want to read. Push the Play/Stop key again to begin playing the book.