

How to Download a Book (or Magazine) from BARD (for Mac users)

- **NOTE:** the download process is the same for audio and Braille books until you come to the point where you need to load the extracted files onto your flash drive or blank cartridge (indicated below). Braille users will be expected to know how to load files onto their own players, as the process may differ from one device to another.
- Log in to BARD. Your username is your email address.
- Find the book you are interested in downloading.
 - You can browse recently added or most popular titles using the links towards the top of the main page, or you can search for specific books by author, title, subject, keyword, book number, or narrator by using the search feature.
- When you find the book you want click the blue download link below the book's description.
- A small box will open asking if you would like to Open or Save the book you are downloading. Click Save.
 - Most Macs default to saving files to the Downloads folder on your hard drive. If you have not changed this default setting, then the book will most likely be saved to the Downloads folder. The download process will therefore begin automatically when you click Save.
 - If you don't know where the Downloads folder is on your computer, you can still easily locate the book on your hard drive by opening your finder and searching for the title or DB number of the book using the search bar at the top right corner.
- The book will download. This process may take a few minutes, depending on the size of the book and your internet connection's speed. Most books are about 100-120 Megabytes (MB) and take 6-9 minutes to download.
 - The speed of the download may vary as it ticks along, and the time remaining may go up or down rapidly. These occurrences are normal whenever you download something from the internet.
- While you are waiting for your book to download, plug your USB flash drive or blank cartridge into your computer.
 - An icon for your USB flash drive will usually appear on your desktop when it is connected, and the icon is usually named

either No Name or the brand or model name of the USB flash drive.

- If you have the finder open, you may also see your USB flash drive listed under Devices.
- When the book finishes downloading, it will appear as a zipped file. The icon will most likely look like a piece of paper or a folder with a zipper on it.
 - You CANNOT simply copy and paste the zipped file onto your USB flash drive. Your digital player will not recognize the book.
- Locate and double left-click on the zipped file. The files inside will automatically be unarchived (same as extracted for PC users, just a different name for the process) into a new folder with the same name as the original zipped file, which will also be saved in the same place as the original zipped file.
 - You may want to change the name of this new folder when the unarchiving process is finished, since the default name can be quite long (default name = author name, title, DB number).
- Drag and drop the new folder onto your USB flash drive.
 - **NOTE:** this process may be different for users with purchased players for audio books or Web-Braille users. Unfortunately, we can only provide instructions past this point for audio books being played on the National Library Service Digital Talking Book Player. Users with purchased players or Web-Braille devices are required to know how to load and play files onto their own device, and are encouraged to seek technical support from the device manufacturer in the event of an error.
- Eject your USB flash drive from your computer.
- Plug your USB flash drive into your digital player WHILE THE PLAYER IS OFF.
- Turn your digital player on. The player will recognize the book(s) on your USB flash drive.
- You CANNOT have both a USB flash drive and a book cartridge in the machine at the same time.