

## How to Download a Book (or Magazine) from BARD

- **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 window will appear asking if you would like to Open or Save the book you are downloading. Click Save.
- Another small window will usually pop up asking you where you would like to save the file. Choose where you would like to save the file, then click Save.
- We recommend saving books to your desktop.
- Some browsers will automatically download files to a pre-designated folder usually in My Documents called Downloads. If you are not given the option of choosing where to download your book to, try to locate a folder like this one.
- You do not have to change the file name in order to continue; just leave the default settings as they appear.
- DO NOT change the file type.
- 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 audio books are about 100-120 Megabytes (MB) and take a few 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.
- When the book finishes downloading, it will appear as a zipped file the icon will most likely look like a folder with a zipper on it.
- You CANNOT simply copy and paste or drag-and-drop the zipped file onto your USB flash drive. Your digital player will not recognize the book.
- Right click on the zipped file and select the Extract All option.
- If this option does not appear, you will need to install an unzipping program onto your computer. However, the vast majority of Windows computers will have this program build into them.
- The Extraction Wizard will open. Down at the bottom of the initial page, click next.
- You will be asked to designate a destination for the extracted files (where you want the files to end up after they have been extracted). We recommend leaving the default option as it appears.
- By leaving the defaults as they appear, your computer will automatically create a new folder containing all the extracted files in the same place the original zipped folder is located.
- You can select an alternative destination (i.e. a folder you've created on your USB flash drive) for the extracted files in that system works better for you.
- The files will begin extraction into the new folder. When they are finished, you will be given the option to view them if you want by checking the box. It is not necessary to view the files, so feel free to uncheck the box. Whichever way you choose, click Finish.
- Locate the new folder with the extracted files in it (it will have the same name as the zipped folder, but it will not have a zipper on the folder icon and it will not have the .zip file extension) and drag-and-drop or copy and paste it onto your USB flash drive or blank cartridge.
- **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.

- Safely remove 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.
- You CAN rename folders with the extracted files in them to better suit your personal folder organizational preferences. The digital player does not use the folder name to recognize the book.
- You CAN put multiple books on your USB flash drive, depending on the amount of available space. Just repeat the above process for each book.
- You CAN organize folders however you want on your USB flash drive. Many people find it helpful to organize books by fiction and non-fiction or by author. Just be sure to always keep all the files for a book in the same folder. Folders can be moved or placed within other folders.
- You CAN delete the zipped file once you are done with the extraction process. Doing so will not jeopardize the extracted files elsewhere.
- You CAN delete old books off your USB flash drive to make room for new ones. Just delete the whole folder. This option is why we recommend keeping extracted files in folders so you can delete one book without having to worry about affecting files for another book.