

# Download Books from BARD

For use on Digital Talking Book Machines

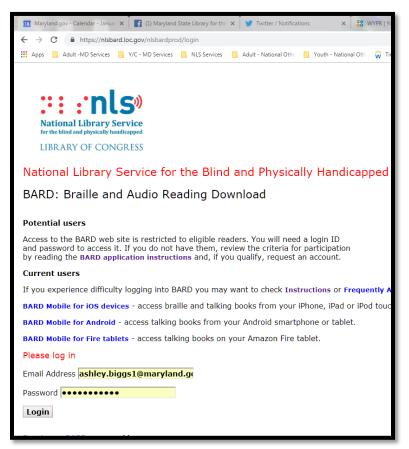
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# Log in:

Use the email address you've given to the library, and the password you chose when setting up your account. If you currently do not have a BARD account, you will need to create one. Click <a href="https://example.com/HERE">HERE</a> for more information. If you do not remember your password, or need further assistance, please email us: <a href="mailto:reference.desk@maryland.gov">reference.desk@maryland.gov</a>. In the image below, you will see the standard log in screen for NLS's BARD website.





### Search for a Book:

Once logged in, you will be able to search for a book. You may search by title, author, or subject. You can also utilize the other options, such as most recently added, popular titles, or foreign-language to look through curated lists.

To search for materials, you will need to type in the "Search the Collection" text box found directly under the "Find Books" heading. The image below shows a search for a book entitled <u>The President is Missing</u>. Once the title, author, or subject is typed into the box, you will need to click on the "Go" button to activate a search.



FIND BOOKS
Display only books produced by or specially acquired by the National Library Service for the I
Search the collection: The president is missing Enter any search terms and then select the Go button.
Browse by author's last name: Select a Letter • Go Lists books alphabetically by author's last name
Browse by book title: Select a Letter ' Go

### Find & Download

You will be presented with the following screen when your search is completed. If you have many results, you may have to scroll through a list or navigate pages to find the materials you'd like to download, very much like seeing the results from Google.

In the image below, you will see that the first items that display are AUDIOBOOKS. Under this heading, you will be able to narrow your results by title, author, subject, or annotation. By clicking these links, you will be able to bypass the other materials and just see the relevant results.



#### BARD books containing keyword: The president is missing

Go to braille (3 items)

Displaying items 1 through 32 of 32 Start over

#### Audiobooks

29 records will be displayed: 8 in the Title, 1 in the Author, 6 in the Subject, 14 in the Annotation, 0 in the Book Number, and 0 in the Narrator

In the Title (8 Audiobooks)

Dereliction of duty: the eyewitness account of how Bill Clinton compromised America's national security DB56124

Patterson, Robert. Reading time: 5 hours, 17 minutes. Read by Tom Burch.

Government and Politics

Bestsellers

U.S. History

Once you have selected the book you wish to download, you will need to click the link that says "Download." It is found immediately after the annotation or book description.

In the image below, you will see two titles that were part of the search results. The red circle denotes the link that will allow you to download the book to your computer.



### The petticoat affair: manners, mutiny, and

Marszalek, John F. Reading time: 12 hours, 56 mi Read by Terry Hayes Sales.

U.S. History

1829. An account of Washington society centered Jackson's secretary of war. When the wives of the the "Eaton affair" by dismissing their husbands from Download The petticoat affair: manners, mutiny,

### The president is missing: a novel DB91164

Clinton, Bill; Patterson, James. Reading time: 13 Read by Peter Ganim.

Suspense Fiction
Mystery and Detective Stories
Political Fiction

A threat so huge that it jeopardizes not just Penns whispers of cyberten or and expionage and a trait liew. Unrated. Commercial audiobook. 2018

Download The president is missing: a novel

The download process will start; if you are using Google Chrome, a box will appear just above your taskbar. If you are using Explorer, a pop-up will



appear at the bottom of your screen asking if you'd like to save this file. Choose "yes" or "save." The image below is an EXAMPLE of the download process.



### Extract the book:

Once the book has been downloaded, you will need to locate the file and extract it to a **CLEAN** and **EMPTY** Flash Drive.

#### Locate the Book

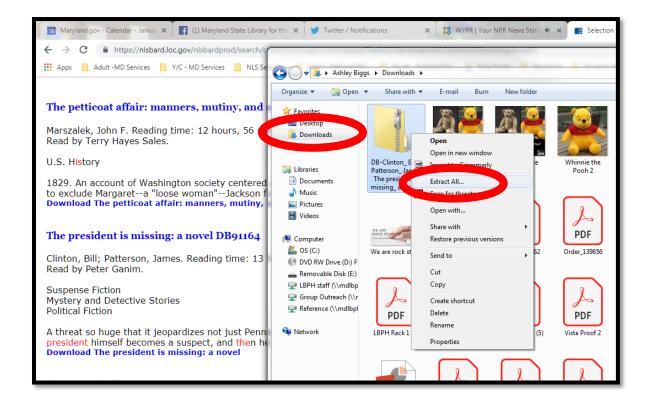
You will need to locate the book in your download files. In most cases, the file has been saved to your DOWNLOADS folder. This folder is found by opening the Windows Explorer Icon, located on your task bar. The image below shows where this Icon can be found.





Once selected, you will see your most recent downloaded files. Once you've found the file, you will need to RIGHT CLICK and choose EXTRACT ALL.

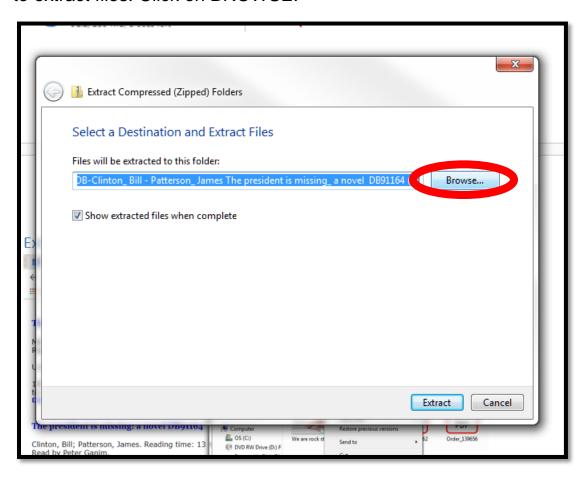
In the image below, you will see the EXTRACT ALL menu option highlighted.





#### **Extract**:

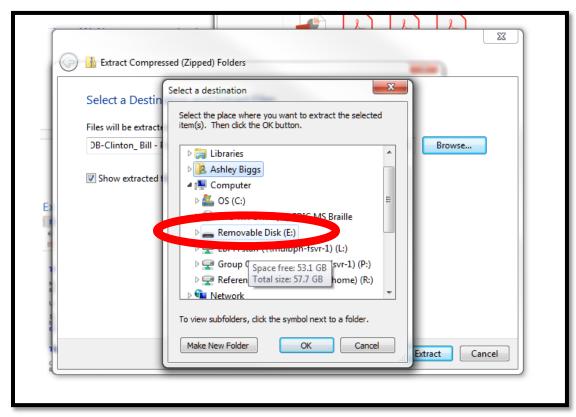
Once you click EXTRACT ALL, you will be given an option of where to extract files. Click on BROWSE.



### Transfer to Flash Drive:

From the BROWSE button, you will be given the option to extract the files to a new location. You will want to select your FLASH DRIVE. This can be drive E, F, G, H or something similar. In the image below, you will see that we have selected REMOVABLE DISK E. This is our Flash Drive.





Once you click on OK it will extract the files to your flash drive.

## Use the Flash Drive on the Player

From there, you will need to remove the flash drive from the computer and then place it in the USB slot on the side of the Player.

Make sure there is no other book in the Player; the book will automatically begin.