



BARD Express for Low Vision

The Main Menu

Don't you love it when you find a tool that makes life a little easier? BARD Express is a handy tool that makes it easy to search for and download BARD books!

BARD Express is a free, Windows-based program that allows you to search BARD by titles, authors, and keywords. BARD Express makes downloading books and magazines a breeze. **Try it out!**

Tip: This series is intended for individuals with low vision and uses a combination of mouse clicks and keyboard shortcuts. If you use a screen reader, be sure to check out the screen reading version of this series on Hadley's website.

Tip: You must have an active BARD account to use BARD Express. If you don't have one yet, go to the first workshop in this series to learn how to set up your own free account.

The Main Menu

1. Sign into BARD with your username and password.

Tip: If you haven't yet downloaded BARD Express to your computer, go to the NLS website to find the download link. The staff at your local Library for the Blind can also help you download BARD Express on your Windows computer.

2. Logging in to BARD Express brings you to the **Main Menu**. This is where you find all the tools you need to search the BARD website, manage your downloads, and set your preferences.

Bookshelf

3. Click on the **Bookshelf** button or use the keyboard shortcut, **CTRL + B**.
4. The Bookshelf lists and organizes all your materials and provides a detailed look at what's currently on your computer and your cartridge. Arrow through the list and press the **Enter** key to see your list of materials in each category.
5. Press **ESC** twice to move back, first to the **Bookshelf** and then to the **Main Menu**.

Tip: Whenever you need to return to the Main Menu from any place in BARD Express, you can select the Return to Main Menu button or use the keyboard shortcut Ctrl + M.

Wish List

6. Next, select the **Wish List** button. Here you will find the books and magazines you are interested in but haven't yet downloaded.

Search for a Book or Magazine

7. The next two buttons give you a couple of ways to search for a book or magazine:

- **Recently Added Books and Magazines**
- **Most Popular Books**

Check out the workshop in this series for more information about these popular BARD Express tools.

Browse the BARD Library

8. BARD Express also has four buttons to help you browse the BARD library:

- **Browse by Subject**
- **Browse by Series**
- **Browse Magazines**
- **Search BARD**

Check out the workshop in this series to learn how to use these tools to search for your favorite book.

Preferences

9. Now click the **Preferences** button or use the keyboard shortcut **CTRL + P** to open the **Preferences** window.

There are several options here that let you customize your BARD experience. The final workshop in this series offers an in-depth look at all the **Preferences** options.

Manage Devices

10. Select the **Back to Main Menu** button. Then press **CTRL + N**, for “number,” to the next button, **Manage Devices**.

In the **Device List** window, you will see a list of drives or devices connected to your computer and the number of books or magazines on each drive.

11. Click on your drive to open the **Device Contents** dialog box. Here you see the amount of space currently being used and the amount of space still available on your drive or device.

12. The **Manage Devices** option can also be used to delete books. In the **Contents** list, you will see all the books available on your drive. Click the checkbox to select the first book in your list.
13. Click the **Delete Books** button or use the keyboard shortcut **ALT + D**.
Tip: Clicking the Delete Books button won't immediately delete your book. You will have a chance to cancel.
14. A dialog box appears asking if you are sure you want to delete this book. The default response is **Yes**. If you want to delete the book, press **Enter**.
15. If you don't want to delete the book, press the **N** key, for "No." The dialog box will close without deleting the book.

Download Status

16. Back at the **Main Menu**, click the **Download Status** button. This option shows detailed information about downloads that are currently in progress. This is a handy tool when you're in the middle of a download and wish to confirm how much time is left.

Tip: You can also open the Download Status window from anywhere in the BARD Express program with the keyboard shortcut Ctrl + T, for "time."

17. Return to the **Main Menu** to continue exploring on your own. Otherwise, click **X** to exit BARD Express.

Now that you know how to use the BARD Express Main Menu, check out the other workshops in this series to learn about more BARD Express features.

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