



BARD Express for Low Vision

Recently Added and Most Popular Book Searches

Now that you're familiar with the Main Menu, are you ready to learn a couple of handy search tools?

These tools allow you to browse the BARD library for their most recently added books and their most popular books. **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.

Recently Added Books

1. Go to the **Main Menu**. Use the keyboard shortcut **CTRL + R**, for "recent" to select **Recently Added Books**. You can also select it with your mouse pointer.

2. A new window opens with a list of the books and magazines that have been added to the BARD collection in the last 10 days.

Change the Time Range

3. To change the time range, select the **Time Range** combo box. Use your **Arrow** keys to move to **1 day**, **30 days**, or **45 days** to see all materials added in that time span.
4. Each time you select a time range, you will see a notification that the books have been downloaded to the list for your review. Close the message by either clicking on the **Close** button or pressing the **Enter** key.

Filter Results

5. To narrow the results to subjects that interest you, click the **Filter** button.
6. The **Filter** window opens displaying a checked list of all the subjects in the BARD collection. Click the **Uncheck All** button above the list.
7. Use the **Arrow** keys to move through the list. To select a subject of interest, press the **Spacebar** or click the check box next to the subject.
8. Select several subjects in the list. Then press the **Enter** key to filter the collection.

BARD Express for Low Vision

9. The filtered list shows only the books and magazines that match the subjects you selected. Arrow through the list to explore the results.

Book Details

10. When you find a book that looks interesting, use the keyboard shortcut **ALT + B** for “book,” or click the **Book Details** button to open the **Book Details** window.
11. The **Book Details** window provides helpful information such as:
- **Title**
 - **Author**
 - **Subject**
 - **Annotation**
 - **Narrator**
 - **Reading Time**
 - **Format**
12. From here, you have three options:
- **Download the book:** Click the **Download** button or press **ALT + D** for “downloads”
 - **Add to Wish List:** Click the **Add to Wish List** button or press **ALT + W** for “wish”
 - **Return to the Recently Added list:** Press **ESC**
13. Press **ESC** to return to the list.

Tip: Book and magazine titles in BARD Express can be displayed in Standard or Advanced Mode. Standard Mode is the default and only allows you to select one book at a time. Advanced Mode allows you to select multiple items and also displays more of the book details. The next workshop, *Searching BARD*, explores Advanced Mode.

Most Popular Books

14. Select the **Back to Main Menu** button or press **ESC**.
15. In the **Main Menu** window, select **Most Popular Books** or use the keyboard shortcut **CTRL + D**, for “desirable.”
16. The **Most Popular Books** window displays a list of books most frequently requested by BARD users. As with **Recently Added Books**, you can **Filter** results, view **Book Details**, add books to your **Wish List**, **Sort** the list order, and **Download** books.
17. Continue exploring book searches on your own. Otherwise, click **X** to exit BARD Express.

Now that you know how to browse BARD’s recently added and most popular books, check out the other workshops in this series to learn about more BARD Express features.