



BARD Express for Low Vision

Search BARD

If you're new to the series, check out the first workshop for a detailed look into the Command Central for all things BARD.

Now that you know how to browse BARD books, you're ready to explore more advanced search techniques. **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.

Search Options and Format Selection

1. Sign into your BARD account and open the BARD Express program on your computer.

The **Main Menu** offers many different options for searching for a book. In the previous workshop in this series, you explored searching the **Recently Added Books and Magazines**, as well as the **Most Popular Books**.

2. Before beginning your book search, choose the format for your search results. Press **CTRL + E**, for “extra,” to open the **Format Selection Control** dialog.
3. Use the **Arrow** keys to select **Audio**, **Braille**, or **Audio and Braille**. Then press **Enter**.
4. In the **Main Menu**, use your mouse pointer or the **Tab** key to move from one button to the next.

Using Shortcut Keys to Search

5. You can also use shortcut keys to quickly jump to any of these search options:
 - **Browse by Subject: CTRL + J**
 - **Browse by Series: CTRL + G**
 - **Browse Magazines: CTRL + I**
 - **Search BARD: CTRL + S**
 - **Return to Main Menu: CTRL + M**
6. Press **CTRL + S** to search BARD.

Search Types

7. Use the mouse pointer to select the drop-down box labeled **Search Type**.
8. Then use the **Arrow** keys to move between the four different search types:
 - **Keyword**
 - **Book Number**
 - **Author**
 - **Title**
9. Choose the **Keyword** option. This option lets you search for a book without knowing its exact title.
10. Searching by keyword may return too many results, depending on how common the word is. To filter your search results, press **ALT + I**.

Tip: Filtering allows you to exclude or include various subjects. For more details about this helpful feature, check out the Recently Added and Most Popular workshop in this series.
11. Place your cursor in the **Search** edit field and enter the keywords **Tuesdays with**. Then press **Enter** to start the search.
12. The available books that contain those keywords in the title appear in a list view with the focus on the first title. Use the **Arrow** keys to move through the list.

Tip: An earlier workshop presented a couple of different ways to view and select the books you wish to download: **Standard Mode**, in which you can select one book at a time, and **Advanced Mode**, in which you can select multiple books from the list. You toggle between the two modes using **CTRL + L**.

Advanced Mode

13. Press **CTRL + L** to go to **Advanced Mode**.
14. Click the check box next to a title to select the book.
15. There are four options below the list. The first two are **Add to Wish List** and **Download**.

Tip: Be sure to check out the next workshop in this series to learn how to download and transfer your book to an **NLS** cartridge.

16. Press **ALT + B** to move to the **Book Details** button, and then **Enter**.
17. The **Book Details** window appears with useful information about your book.

Tip: To explore the **Book Details** option, check out the **Recently Added and Most Popular Books** workshop in this series.

18. Press **CTRL + S** to return to the **Search BARD** window.
19. The fourth button is **Sort Order**. Press **ALT + T** to open the **Sort Order** window.
20. Tab through the many ways to sort your search results, including **alphabetically**, **reading time**, **title**, **author**, **subject**, and others.
21. Use the **Spacebar** to select your desired sorting option.
22. Click the **X** in the top right corner to close this window.

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

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