



BARD Express for Low Vision

Downloading and Transferring BARD Books to a Cartridge

With BARD Express you can download and transfer your books to a digital reader or a USB flash drive.

Now that you know how to search for books in BARD Express, you're ready to learn how to download your books to your computer and then transfer them to an NLS Digital Talking Book Cartridge or a USB flash drive. **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.

Saving Books to Your Wish List

In previous workshops, you learned how to browse and search BARD, sort your results, select books, and view book details. The next step is saving books to your **Wish List**, downloading them to your computer, and transferring them to your cartridge.

1. Make sure you are viewing your search results in **Advanced Mode**. If there are no check boxes next to each list item, press **CTRL + L**.

Tip: If you'd like more information about **Advanced and Standard Mode**, check out the **Recently Added and Most Popular workshop in this series**.

2. Select a book from your search results.
3. To add a book to your **Wish List**, use the keyboard shortcut **ALT + W**, for "wish list."

Tip: The book will be stored in your **Wish List** until you're ready to download it to your computer. This is also a great option when you don't have room on your computer.

4. Open your **Wish List** with the keyboard shortcut, **CTRL + W**.

Downloading Books

5. With the focus on **All Books and Magazines**, press **Enter**.

6. Items you saved to your **Wish List** appear in list form. Use your **Arrow** keys or mouse pointer to move through the list.
7. Check the check box next to the title you want to download.
8. Then use the keyboard shortcut **ALT + D** to begin the downloading process. You will hear a tone as the download begins.
9. When your book is downloaded, a message box appears displaying, “Downloads are complete.” Your book is now downloaded to your computer and ready to be transferred to your cartridge.
10. Press **ESC** to return to the **Main Menu**.

Transferring Books to a Cartridge

11. Press **CTRL + B** to go to your **Bookshelf** where you’ll see a list of the BARD materials available on your computer.
12. In the **Organize By** drop-down box, **Type** is selected by default. While you can also sort by **Subject** and **Author**, keep **Type** as the active option.
13. Select **Unread Items** at the bottom of the list. Then press **Enter**.

14. Select the check box next to the book you want to read.
15. To copy your book to a cartridge, select the **Copy to Cartridge** button or use the keyboard shortcut, **ALT + C**, for “copy.”
16. In the **Pick Device** dialog box, choose the drive that your cartridge is connected to.

Tip: If you are transferring to a USB flash drive, choose that instead.
17. Press **Enter** to begin the transfer.
18. When the transfer is complete, a dialog box appears asking if you want to eject the drive. Press **Y** for “yes.” Then disconnect the cartridge from your computer.
19. You can now connect your cartridge to your digital book player for audio books or your refreshable braille device for braille titles.

Now that you know how to download and transfer BARD books to a cartridge, check out the other workshops in this series to learn about more BARD Express features.

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