



BARD Express for Low Vision Settings and Preferences

BARD Express has various settings for making it easier to use.

In BARD Express there are ways to make viewing easier, find help, find keyboard shortcuts, and set some general preferences. **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.

Changing the Bookshelf Font Size

1. Choose **Bookshelf** from the **Main Menu** to see all your books and magazines organized by **Type**.
2. Use your mouse pointer or the keyboard shortcut **ALT + V** to open the **View** menu.

3. At the bottom of the menu are two tools for changing the font size in your **Bookshelf** window:
 - **Font Size Larger**
 - **Font Size Smaller**
4. Press **F** to select **Font Size Larger**, then press the **Enter** key. The font size in your bookshelf is now larger and easier to read.
5. Repeat this process to increase the font size again, if necessary.
6. If the font size is too big, make it smaller by using the keyboard shortcut **ALT + V**.
7. Then press the **F** key twice to select **Font Size Smaller** and press **Enter**.

Tip: You can also use your mouse pointer to select the font size options from the View menu.

Context-Sensitive Help

8. Press the **F1** key to open a help window specific to the **Bookshelf**. Or use the mouse pointer to select **Help** from the menu bar.
9. A **Help** window appears with information about the **Bookshelf** and how to use the various **Bookshelf** features.

10. To close the **Help** window, select the **X** in the top right corner, or use the keyboard shortcut **ALT + F4**.

Tip: Context-sensitive help can be opened in any part of BARD Express. Simply press F1 whenever you're unsure about a button or menu in BARD Express.

Keyboard Shortcuts

11. In the **Bookshelf** window, use the keyboard shortcut **Alt + H** to open the **Help** menu.
12. Then press **K** for “keyboard shortcuts.”
13. A new window opens displaying a list of common BARD Express keyboard shortcuts.
14. Close the window by selecting the **X** or using the **ALT + F4** shortcut.

Setting Preferences

15. Use the keyboard shortcut **CTRL + P** to open the **Preferences** window.
16. The first option is a **Format** drop-down box. Choose **Audio and Braille**, **Audio**, or **Braille** using your **Arrow** keys or mouse pointer.

Tip: The next three options are radio buttons. Use either your arrow keys or mouse pointer to move to these selections.

17. Next is **Cartridge Copy Mode**. Choose one of the two options:
 - **Limit one book on a cartridge or USB device**
 - **Allow multiple books on cartridges and devices**
18. Tab down to the **Display Mode** option and select **Standard Mode** or **Advanced Mode**.

Tip: If you'd like more information about the difference between these display modes, check out the [Recently Added and Most Popular Books workshop](#) in this series.
19. Next is **Status Sound**. Choose **Play Status Sound On** to hear a status tone when large items take more than 10 seconds to load.
20. If you don't want to hear a sound, choose **Play Status Sound Off**.
21. Select the **X** in the top right corner, or use **ALT + F4** to close the window.
22. Move to the **Result Message Display Time** option.
23. Tab to the **Slider bar** and use the **Arrow** keys to increase or decrease the length of time for your screen reader to read informational messages. You can also use the mouse pointer to click and drag the slider.

24. The final option in the **Preferences** window is the **Bookshelf Directory Location**. To change the default location, select the button labeled **View Directory Location in Windows Explorer**.

Now that you know how to customize BARD Express with various settings and preferences, check out the other workshops in this series to learn about more BARD Express features.

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