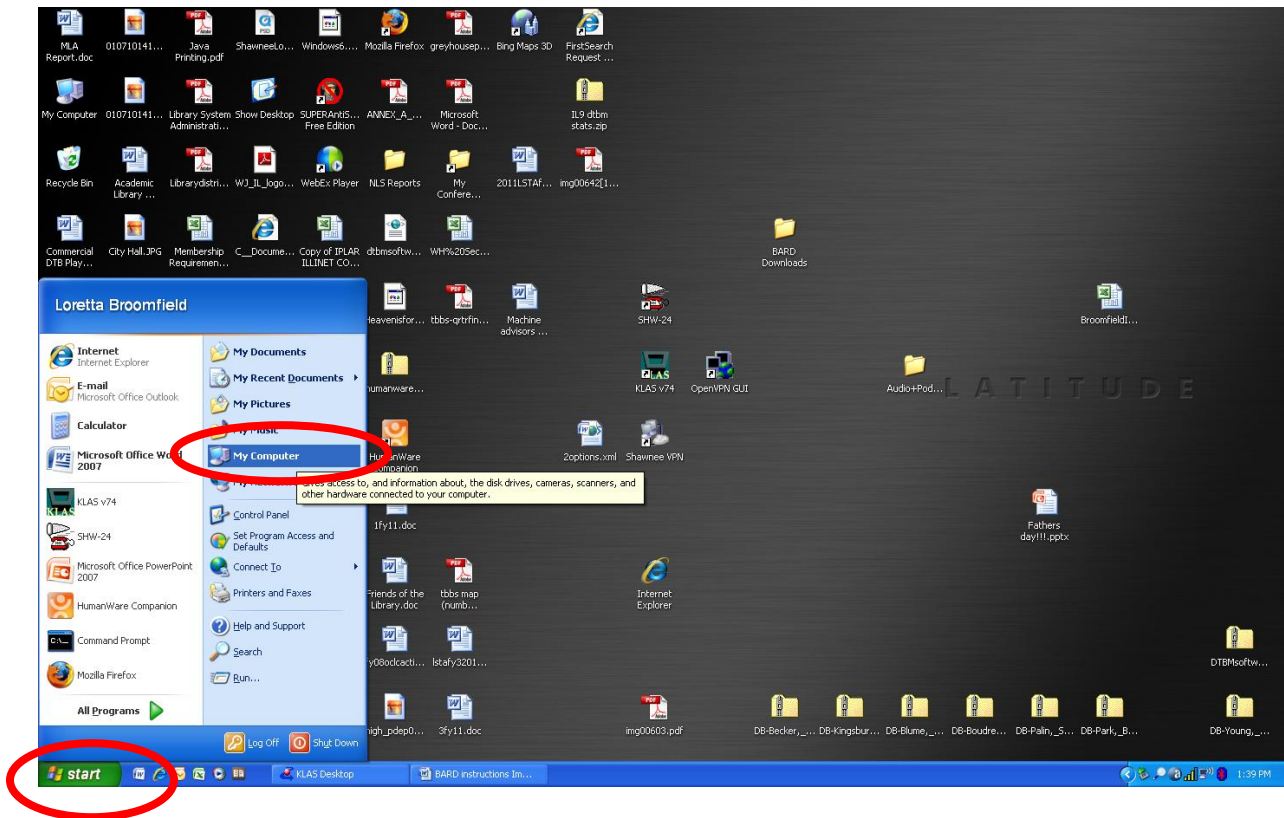


Instructions for downloading a digital book from BARD

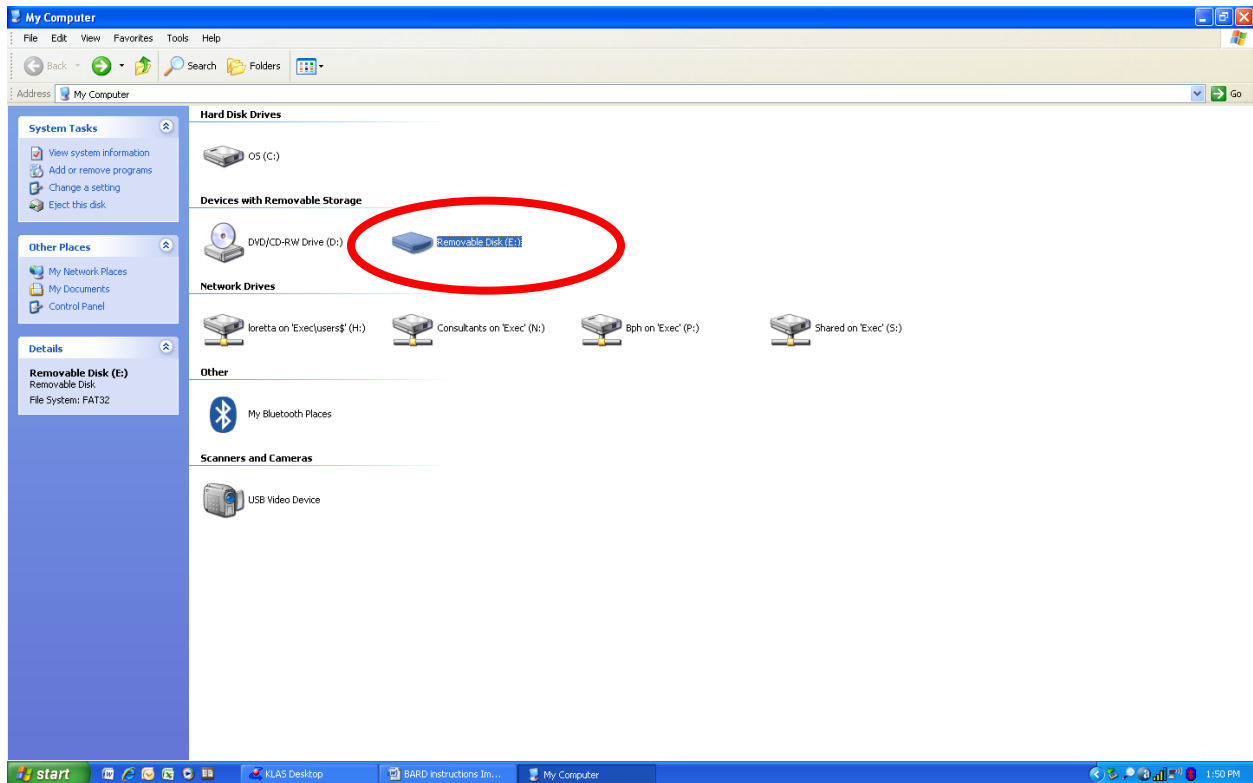
NOTE: Screenshots were captured from a PC running Windows XP and Windows Internet Explorer 8. Other operating systems and browsers may look slightly different.

Before starting the download process, it may be easier to create a folder on the cartridge or flash drive you will be using.

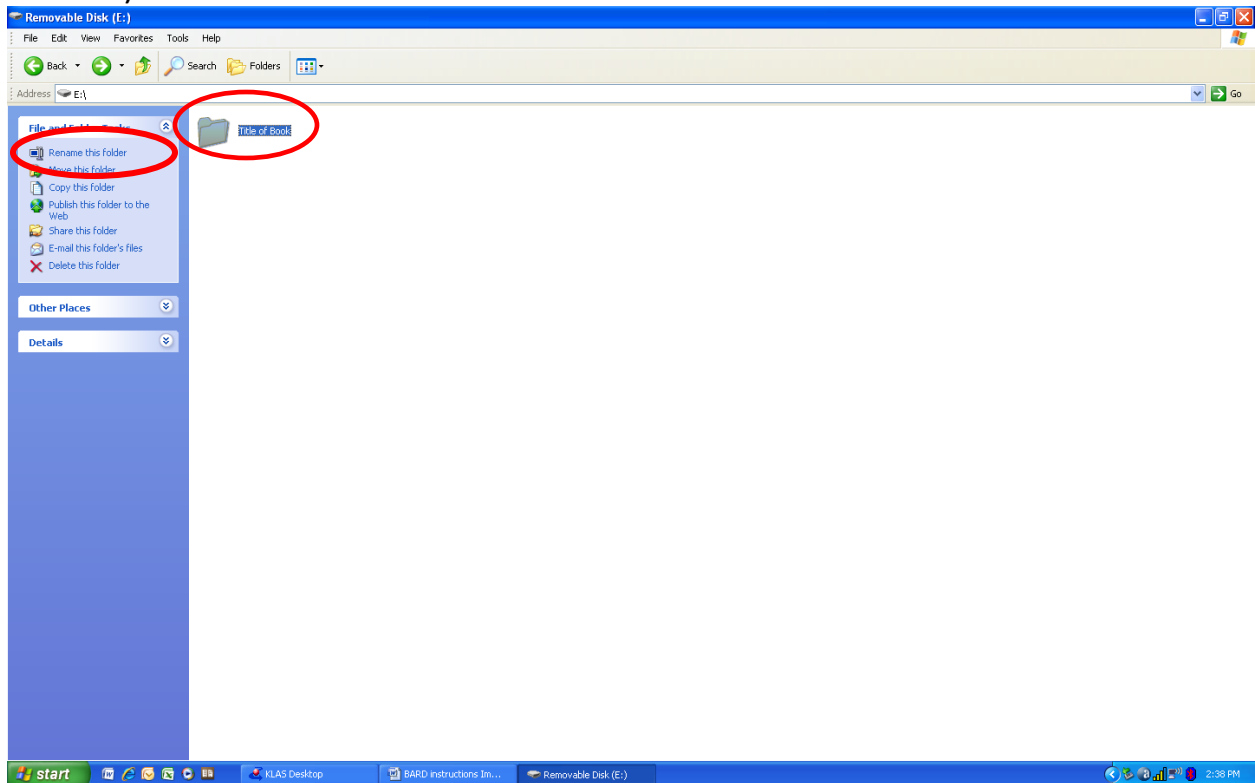
To create a folder on the cartridge or flash drive, click on the “Start” button in the lower left corner of the screen and then click on “My Computer.”



The screen below will display. Double click on “Removable Disk.” This may be Removable disk E or it could be a different letter.



After you double click on “Removable Disk” you will see the screen below. Click on “Make a New Folder” and then rename the folder with the desired name (Title of Book).



1. Go to <http://nlsbard.loc.gov> and login.

BARD application instructions and, if you qualify, request an account.' Below this is the 'Current users' section, which contains a red 'Please log in' message, an 'E-mail Address:' label with an input field, a 'Password:' label with an input field, and a 'Login' button. A red circle highlights the 'Current users' section."/>

Please log in - Windows Internet Explorer

https://nlsbard.loc.gov/cgi-bin/nlsbardprod/index.cgi

File Edit View Favorites Tools Help

Links Alerts SHLS-Annlist ARRR BARD BB ELI FS IL Plinkit ILSDO infopplef Pac ISL ISLStaff KLAS-TRAIN L2 MyPlinkit NLS pics OP SHLS SHLSMem PB SILRC WJIL

Please log in

National Library Service for the Blind and Physically Handicapped Downloadable Books and Magazines

BARD: Braille and Audio Reading Download

Potential users

Access to the BARD web site is restricted to eligible readers. You will need a login ID and password to access it. If you do not have them, review the criteria for participation by reading the [BARD application instructions](#) and, if you qualify, request an account.

Current users

Please log in

E-mail Address:

Password:

Login

Done Internet 100%

2. Search for the book or magazine you want to download by typing in the title, author, keyword, etc. and clicking on “Go.”

BARD main page

FIND BOOKS

[Recently added books](#) - a list of books added in the last thirty days

[Most popular books](#) - a list of the most popular books in the last ninety days

Search the collection:

Enter any search terms and then select the Go button.

Browse by author's last names

Lists books alphabetically by author's last name

Browse by book title

Lists books alphabetically by title

Browse by subject

Lists books alphabetically by subject

FIND MAGAZINES

3. From the list of results, choose the item to download and click on “Download Title.”

The screenshot shows a Windows Internet Explorer browser window. The address bar contains the URL <https://nlbbard.loc.gov/cgi-bin/nlbbardprod/indexswitch.cgi>. The page title is "Selection by Key Word Displaying items 1 through 15". The main content area displays the search results for the keyword "junie b jones".

BARD books containing keywords: junie b jones

15 records will be displayed: [5 in the Title](#), [5 in the Author](#), [0 in the Subject](#), [5 in the Annotation](#), [0 in the Book Number](#), and [0 in the Narrator](#)

Displaying items 1 through 15

[Start over](#)

In the title (5 books)

Junie B. Jones and Her Big Fat Mouth

Park, BarBara. Read by Michele Schaeffer. Reading time 36 minutes.
School

Job Day is approaching, and Junie b.'s kindergarten classmates are excited. Junie b. shoots off "her big fat mouth" once too often, claiming she'll have "the bestest job" to present and then realizing she hasn't figured out what it is yet. For grades K-3. 1992.

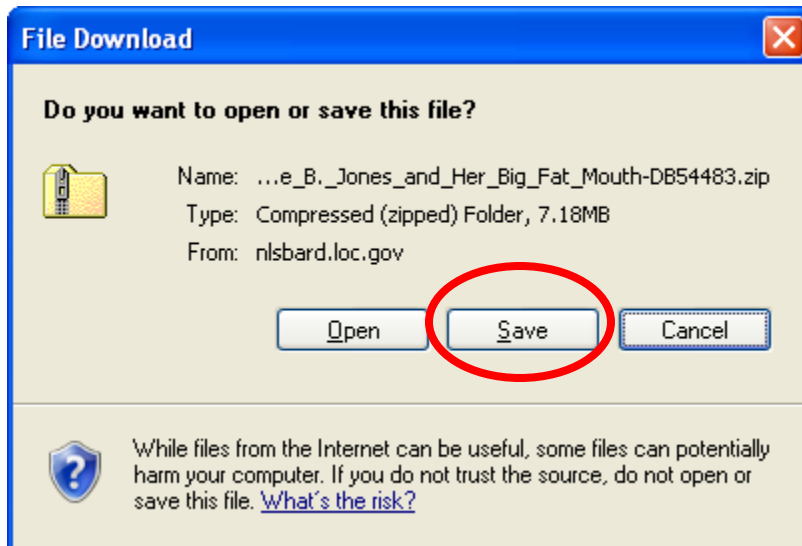
[Download Junie B. Jones and Her Big Fat Mouth, DB54483](#)

Junie B. Jones and Some Sneaky Peeky Spying

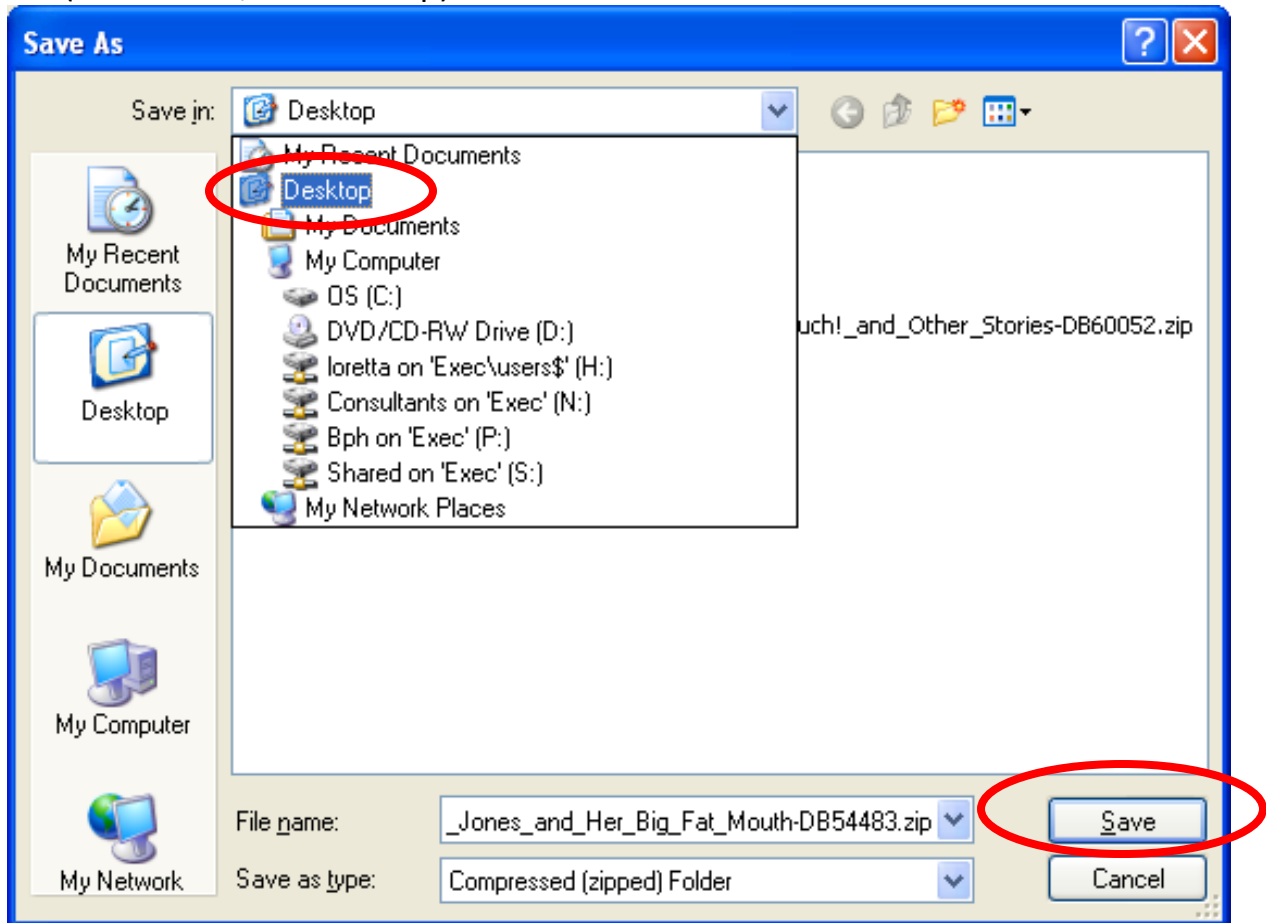
Park, BarBara. Read by Michele Schaeffer. Reading time 36 minutes.
School

Being curious aBout her kindergarten teacher's private life, Junie B. sneaks up on her in the grocery store and spies on her.

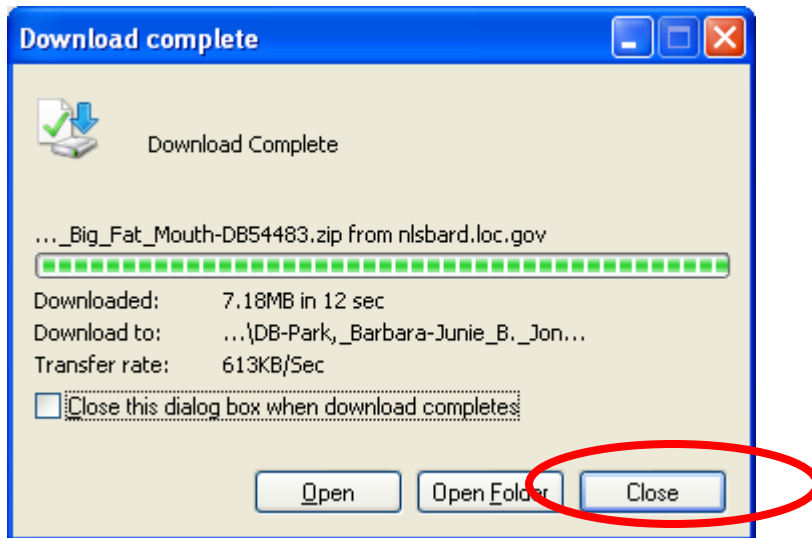
4. You will see a pop up box asking if you want to open, save or cancel. Click on "Save."



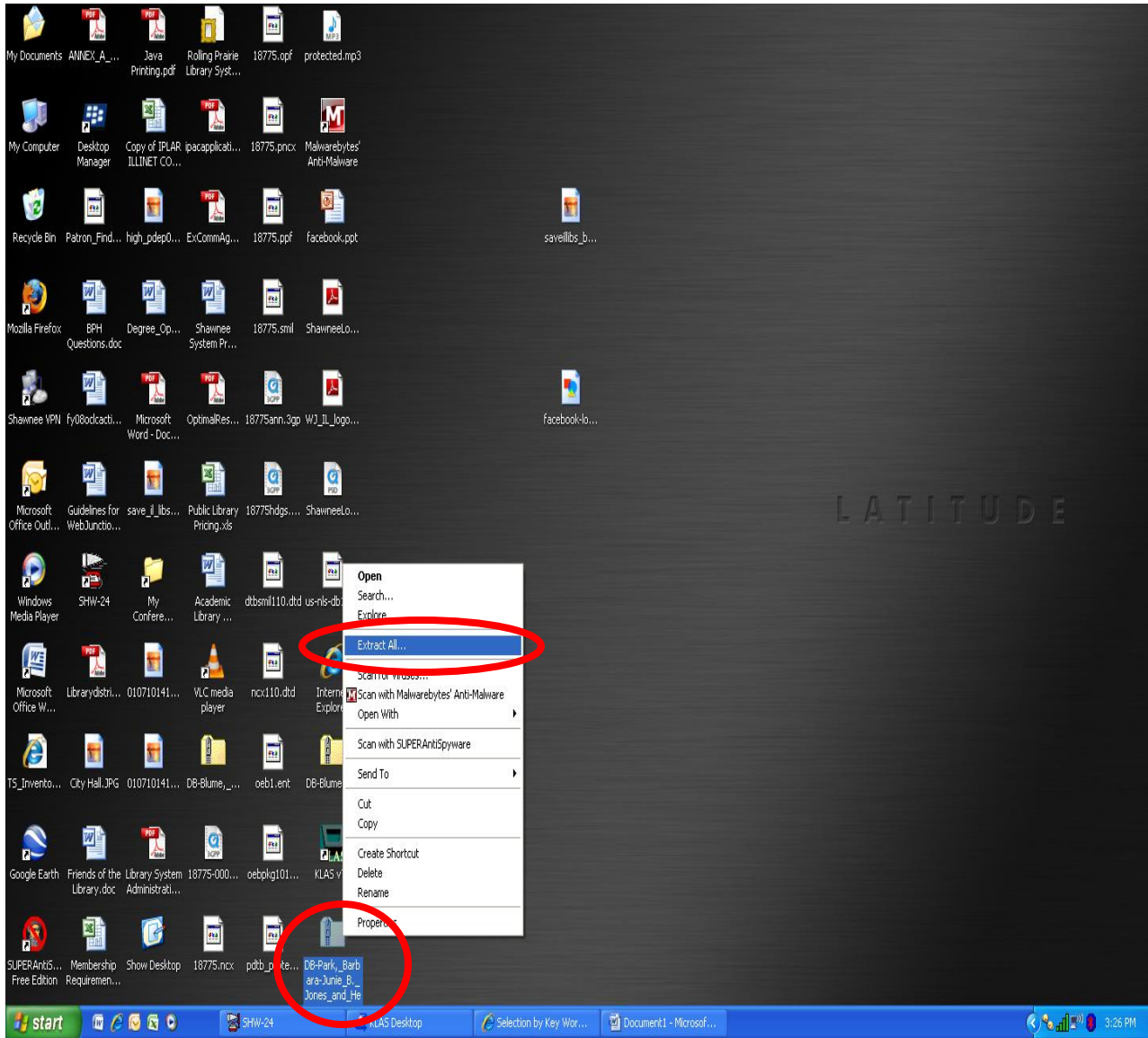
5. Click on the drop down menu and indicate where you would like to save the file (in this case, the desktop) and then click on “Save.”



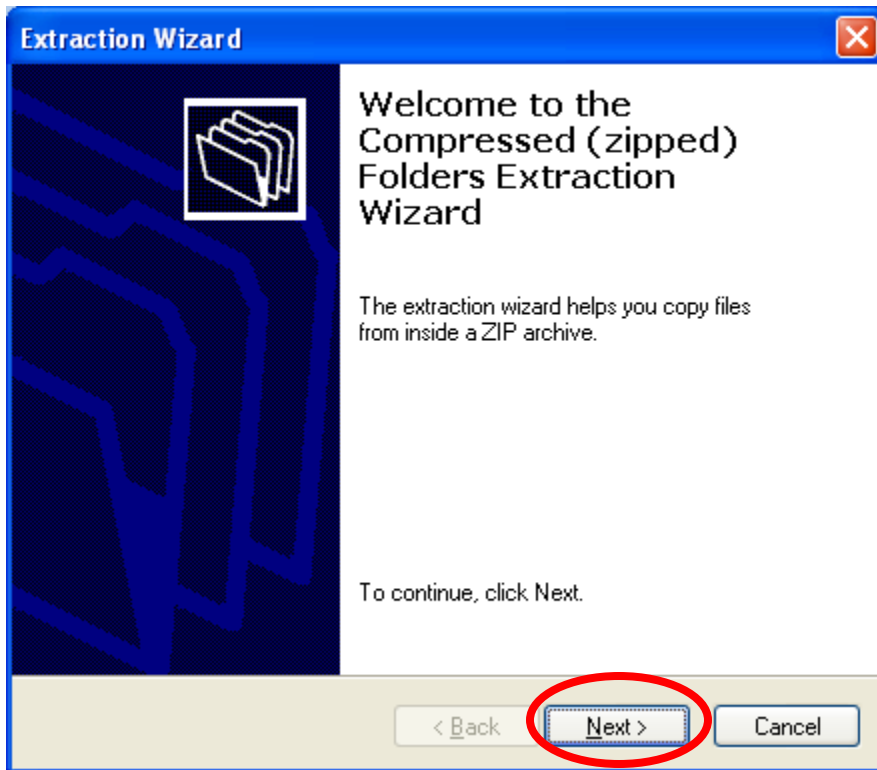
6. You will see a “Download Complete” message. Click on “Close.”



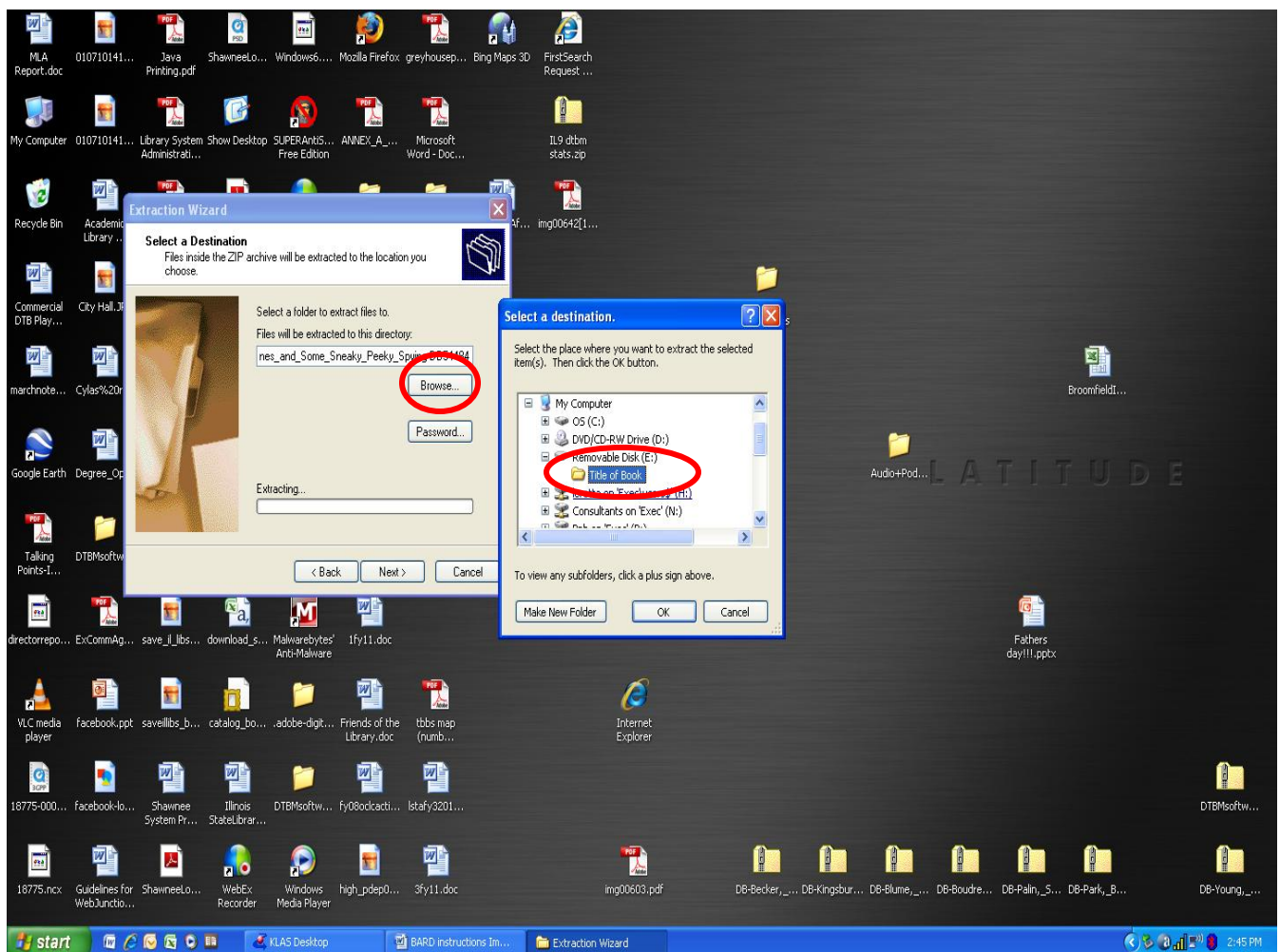
7. Find the file. In this case it was saved on the desktop so we will go to the desktop. Right click on the file and then click on “Extract All.”



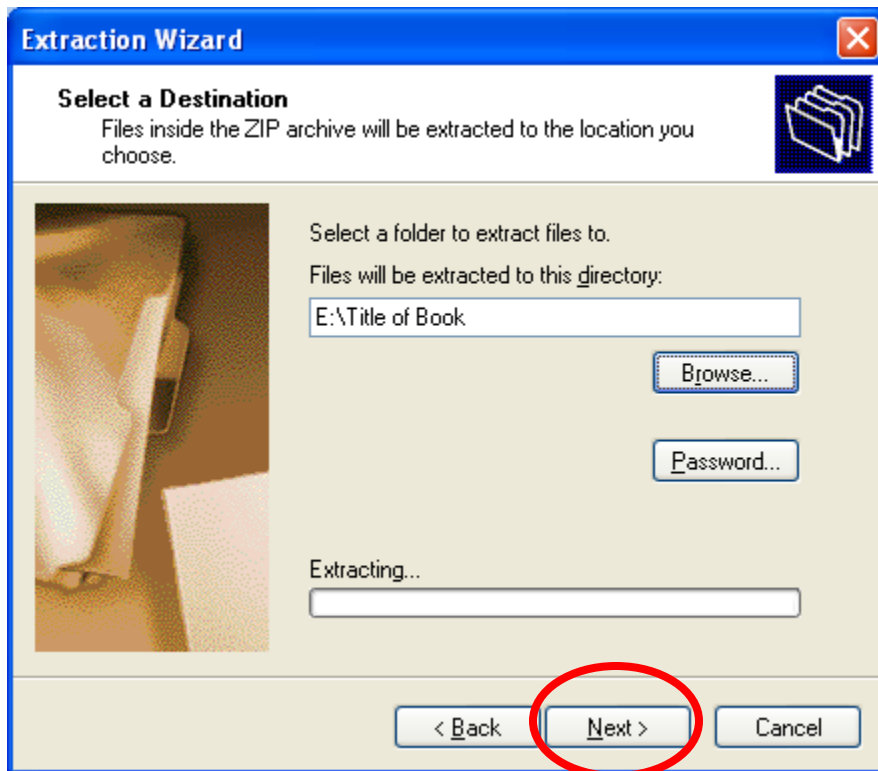
8. The Extraction Wizard will display. Click on “Next.”



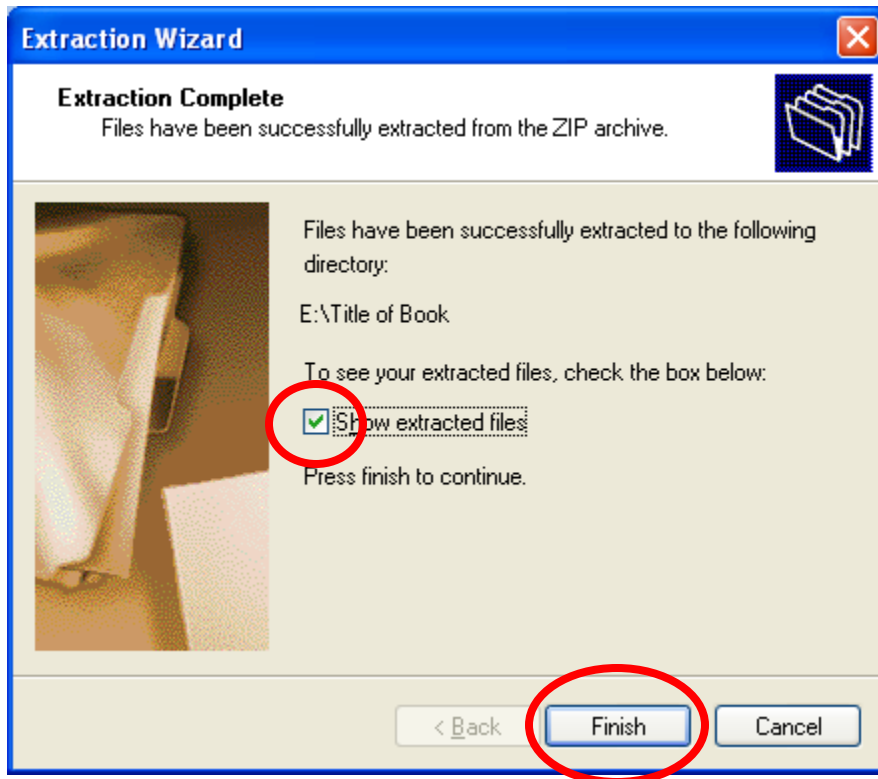
9. On the next screen click on “Browse” to select the directory you want to extract the file to. In this case we selected “My Computer” “Removable Disk (E:)” and then the “Title of Book” folder. Click on the “Title of Book” and then click on “OK.” Note that computers vary and it may not always be “Removable Disk (E:).” It could be a different letter.



11. Click on "Next."



12. Click on the box to the left of “Show extracted files” to remove the checkmark. We do not need to see the extracted files. Click on “Finish.”



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