

How to Download and Play a Talking Book from MN BARD Using Windows XP

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Contact Information

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In order to use MN BARD, you will need a BARD account. Please [visit our "BARD Application Instructions" webpage](#) for more information.

You must purchase either an NLS-designed cartridge and cable package or a USB flash drive in order to transfer books from your computer to a digital talking book player. While USB flash drives can be purchased at most retail stores, the NLS-designed cartridges and cable packages must be purchased from specific vendors. A list of vendors is provided on [our MN BARD webpage](#) in the "Purchase Blank Cartridges and Cables" section.

Disclaimer: These instructions are intended for Windows XP users who are running Internet Explorer version 8. Some steps listed will not apply to newer versions of Windows and/or Internet Explorer. If you have questions or encounter difficulties with downloading and transferring files please contact the library for assistance.

Part 1 – Searching for a Talking Book/Audiobook

Step 1 – Logging in to MN BARD

[Go to the MN BARD website](https://nlsbard.loc.gov/MN1A) [https://nlsbard.loc.gov/MN1A] and login with your email address and your MN BARD password.

- ✓ **NOTE:** If you have forgotten your password or cannot remember which email address you used for your MN BARD account, please contact the library.

After logging in, you will be on the “BARD main page.” Here you can browse the “Recently added books and magazines” or the “Most popular books” sections. You can also “Search the collection” by title, author, subject and/or keyword. Further down the page you can search or browse for music books/scores and magazines.

Near the bottom of the main page there is a section titled “Additional Links.” The options under this section allow you to update your account information, get help and review your wish list.

Each section and search field includes heading markers which allow screen readers to jump from one heading or section to another.

- ✓ **TIP:** Most screen readers use the Tab key to jump from item to item on a webpage. An item could be anything from a hypertext link to a search field.

Step 2 – Keyword Searching

There are different search options available to locate an item. These instructions focus on the Keyword search option.

If you wanted to download and listen to, say, the audiobook “To Kill a Mockingbird” by Harper Lee, you would first need to search MN BARD to see if it is available. To search, place the cursor in the text field to the right of “Search the collection:” (see screen shot at the top of the next page). To do this, either click inside the text field box or press the Tab key four

times, provided the cursor, or focus, has not already been placed elsewhere on the page.

FIND BOOKS

Display only books produced by or specially acquired by the Na

Search the collection:

Enter any search terms and then select the Go button.

Once the cursor is placed, type "To Kill a Mockingbird" and press the ENTER key, or click the Go button. MN BARD checks for the search terms in the Title, Author, Subject, Annotation, Book Number and Narrator fields.

The following tips may help improve your MN BARD search results:

✓ **Search Tip #1**

Use quotation marks when you are certain of a specific title or phrase from a title. For example, searching with "To kill a mockingbird" (in quotes) yields one search result and it is the one you want.

✓ **Search Tip #2**

Composite searches (using multiple search terms) often improve search result accuracy. Enter several keywords into the Find Books search text field box. For example, if you type "Mockingbird" (a keyword from the title) and "Harper Lee" (the author's name) the search results will be more accurate.

Composite searches are effective for titles with commonly used words that, if used alone, result in hundreds possible titles. For example, if you searched for the book, "The Help" by Kathryn Stockett with only the words "the" and "help", the results would be overwhelming and inaccurate. However, a composite search using the words "help" and "Stockett" will produce a handful of results that are more accurate.

✓ **Search Tip #3**

Use distinctive terms to improve your search results. Searching with commonly used words like "a," "an," "in," "of," and "the" will significantly increase the number of irrelevant search results.

✓ **Search Tip #4**

Spelling parts of an author's name or a word can be helpful search strategy. If you are not certain about the spelling of, say, an author's last name or a word in a title, you can enter the portion of the name or word that you do know. For example, if you are uncertain how to spell the latter portion of Kathryn Stockett's last name, you could just type "Stock". Every book entry whose descriptions feature words with "stock" in them would show up in the search results. Everything from "Woodstock" to "Stockett."

NOTE: For more information about finding books, [visit the MN BARD FAQ webpage](#).

Step 3 – Your Search Results

After MN BARD has searched the Title, Author, Subject, Annotation, Book Number and Narrator fields for "To Kill a Mockingbird," the results will display. This particular title happens to be available in both audio and braille formats, but since you are only looking for the audiobook you only need to focus on the results found in the section of search results titled "In the Title (3 Audiobooks)."

- ✓ **NOTE:** In this example the "In the Title" section lists three audiobooks. The number of results may change in the future.

Audiobooks

15 records will be displayed: **3 in the Title**, **3 in the Author**, **3 in the Subject**, **3 in the Annotation**, 0 in the Book Number, and **3 in the Narrator**

In the Title (3 Audiobooks)

- ✓ **NOTE:** The terms “audiobooks,” “talking books,” and “digital books” are used interchangeably in this library program.

Review the results to find the correct audiobook. “To Kill a Mockingbird” by Harper Lee (DB 36414) is the third item listed. Click on the hyperlink starting with the word “Download.” The download hyperlink is located after the title annotation (see the highlighted text at the bottom of the following screen shot).

To kill a mockingbird DB 36414

Lee, Harper. Reading time: 10 hours, 35 minutes.
Read by Carole Jordan Stewart.

Family
Young Adult

Scout Finch is an outspoken and literate six-year-old tomboy when she begins her tale of growing up in a small Alabama town with her brother Jem and her attorney father Atticus. The children's intense curiosity about a reclusive neighbor is eclipsed by Atticus's attempt to defend a black man against charges of raping a white woman. Pulitzer Prize winner. For high school and older readers.

Download To kill a mockingbird

- ✓ **NOTE:** Each book entry includes two hyperlinks: the first link starts with the book’s title and the second link starts with the word “Download.” The title link provides more information about the book as well as an option to add this title to your wish list. Clicking the “Download...” link immediately starts the download process.
- ✓ **NOTE:** You may encounter several different letter prefixes assigned to books. The prefixes are:
 - **DB** = Digital Talking Book
 - **DBF** = Digital Talking Book, Foreign language
 - **DBM** = Digital Talking Book, Music Instruction/Score
 - **NOTE:** MN BARD does not offer commercially-produced music recordings.
 - **BR** = Electronic Braile Book
 - **NOTE:** BR files require a braille aware device.

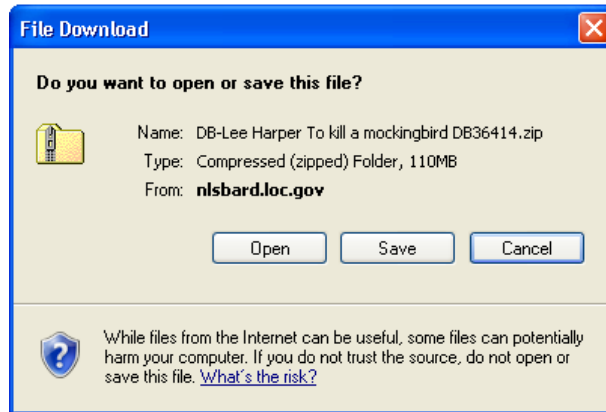
- **BRM** = **B**raile **M**usic

➤ **NOTE:** BRM files require a braille aware device.

Part 2 – Downloading a Talking Book/Audiobook

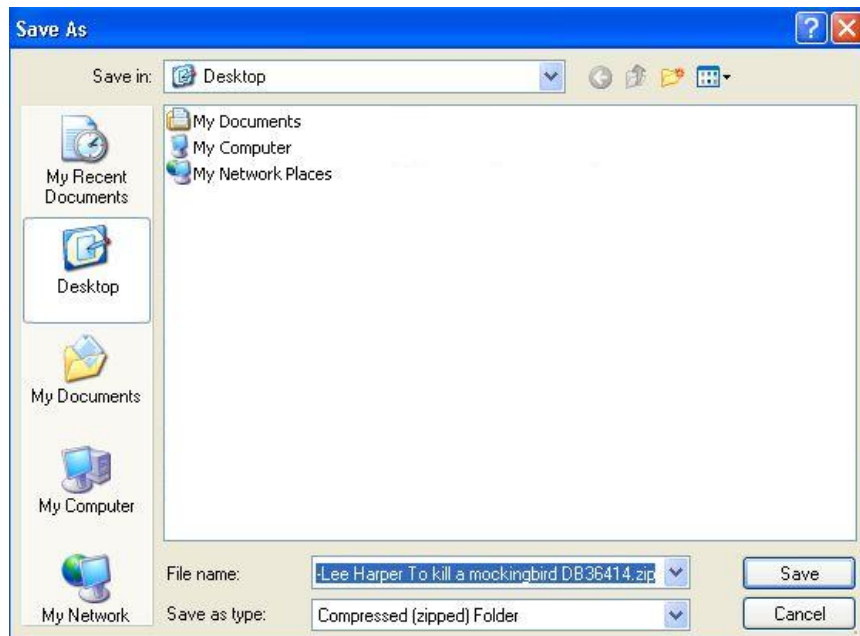
Step 4 – Start the Download

After clicking the “Download...” link, a sequence of three windows will appear. The first window titled “File Download” asks if you want to Open or Save the file (see screen shot below). Click the **Save** button.



Step 5 – Save to Desktop

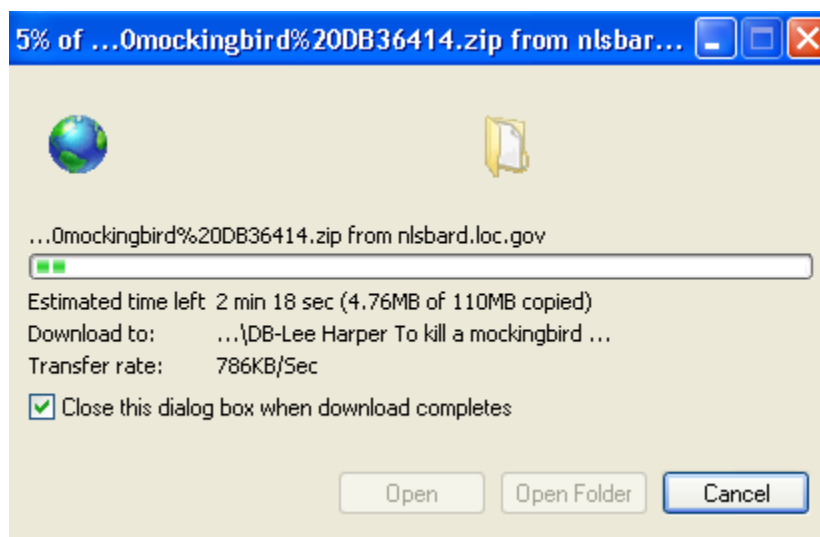
The second window titled “Save As” asks where you want to save the zipped audiobook file. To keep things simple, select **Desktop**, then click the **Save** button.



- ✓ **NOTE:** All MN BARD files are zipped files. By default the file name includes the author, title and book number. The zipped folder for "To Kill a Mockingbird" is named: "DB-Lee Harper To kill a mockingbird DB 36414.zip."

Step 6 – Downloading

The third download window shows the progress of the download. The time required to download a book depends on its length and the speed of your Internet connection.



When the download is complete, you may close or minimize your browser (Internet Explorer).

Part 3 – Unzipping (or Extracting) the File

Every title on MN BARD is comprised of numerous files stored in one zipped folder. For example, the "To Kill a Mockingbird" audiobook is comprised of more than 20 files. Zipped folders save storage space and make downloading items with multiple files easier.

You must unzip the folder and transfer its files to a blank NLS cartridge or USB flash drive before the talking book can be played.

Microsoft Windows includes a built in extraction tool to extract, or unzip, files. If a third party extraction program has been installed on your

computer, such as Winzip or WinRAR, your experience will differ from these instructions.

Contact the library if you have problems.

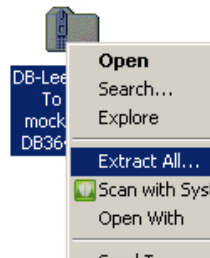
Step 7 – Locate Zipped File

Locate the zipped file of the book you downloaded. If you followed the instructions in [Step 5](#), the file should be on your computer's **Desktop**. (The image below shows the zipped file folder for "To Kill a Mockingbird" (DB36414)).



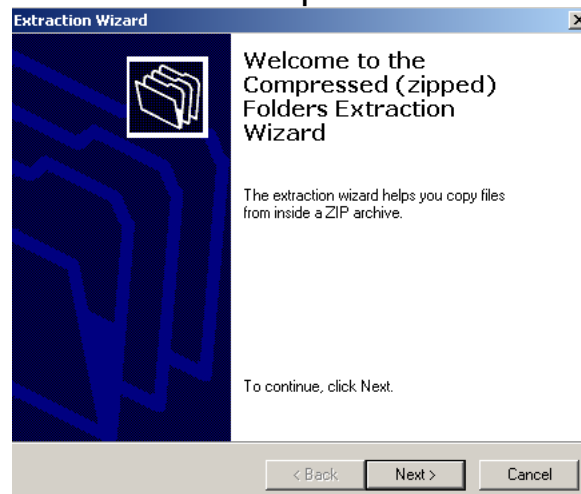
Step 8 – Extract All

Right-click (or press SHIFT + F10) on the zipped folder to display the context menu. Select (left-click) the **Extract All** option.



Step 9 – Extraction Wizard (1 of 3 steps)

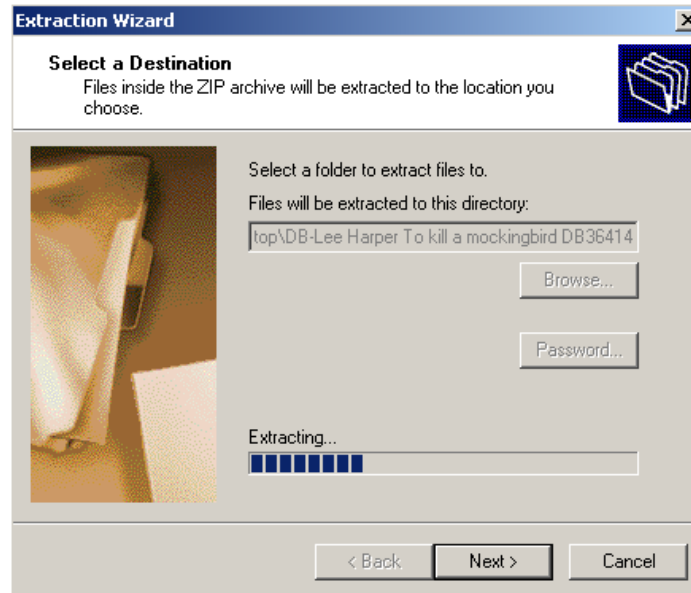
The Extraction Wizard window will open. Click the **Next** button.



Step 10 – Extraction Wizard (2 of 3 steps)

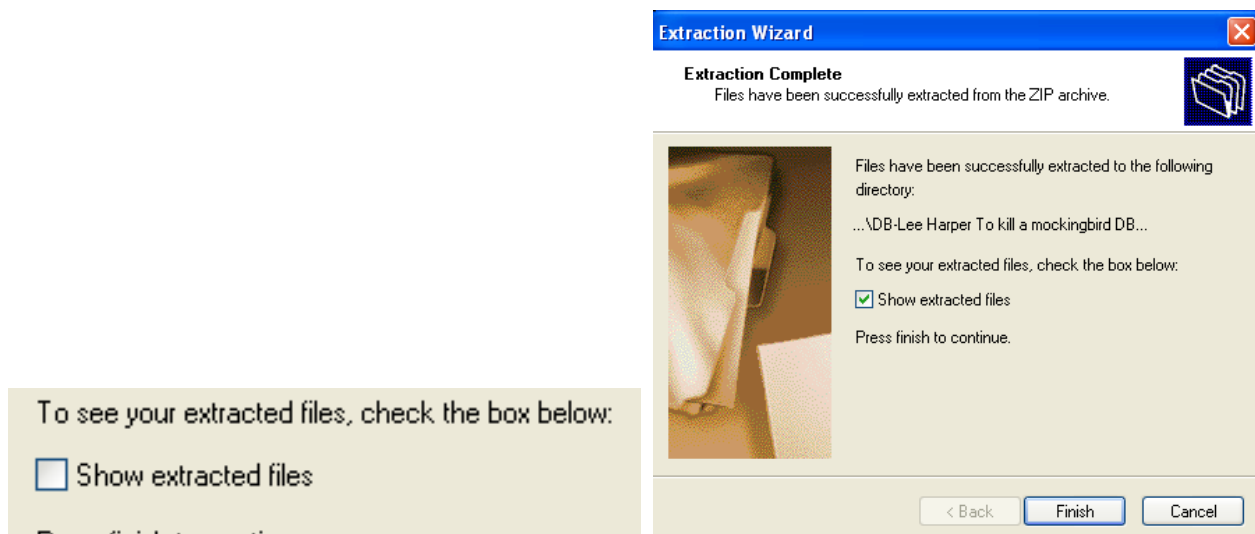
The Extraction Wizard asks if you want to **Select a Destination**. In other words, it is asking if you would like to send the extracted files to a location other than the Desktop. Keep the extracted files on the Desktop. Click the **Next** button to start the extraction program.

This process unzips the file, creates a new folder containing the extracted talking book files and places the new folder on the Desktop.

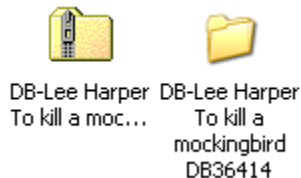


Step 11 – Extraction Wizard (3 of 3 steps)

After the extraction process is complete the Extraction Wizard asks if you want to view the extracted files (see the screen shots below). Uncheck the "Show extracted files" options and click the **Finish** button.



The zipped and the unzipped folders will now be displayed on your Desktop.



Part 4 – Moving the Talking Book to your USB Device

Step 12 – Plug in your USB Device

Plug your NLS-designed talking book cartridge or USB flash drive, into an open USB port on your computer.

- ✓ **TIP:** If you have purchased a USB flash drive, delete all files including pre-installed programs. Pre-installed programs can prevent MN BARD books from playing.

Step 13 – Copy/Transfer Files

There are many ways to transfer files from a computer to another device. Here are two options for transferring talking books from your computer to your USB device:

Option 1: Using the “Send To” Option

Locate the book’s unzipped folder and right-click on it (or if the folder is already selected, press SHIFT + F10). On the pop-up menu, select “Send To” and expand the sub-menu. Find and select the USB device you wish to transfer the book on to.

Option 2: Copy and Paste

Locate the book’s unzipped folder. Click on it and press Control +C to copy it; or right-click on it and select Copy.

Go to My Computer and open your cartridge or USB flash drive. It may be called “Removable Disk” and be listed as drive (E:) or another lettered drive.

Paste the copied folder to the drive by pressing Control + V, or by right-clicking and selecting Paste.

- ✓ **TIP:** Add multiple books or magazines to your USB device by repeating these steps but be sure to provide each item's folder with a different name.

Your digital talking book player will read through the titles based on how the books' (or magazines') folders are named. Therefore, you can influence the order by renaming them.

Step 14 – Close Windows

Close all open windows and remove the USB flash drive or cartridge.

Part 5 – Playing your Talking Book

Step 15 – Player Start-up

Turn on your digital talking book player and insert your cartridge or USB flash drive into the player.

Step 16 – Navigate Multiple Books on a Cartridge/Flash Drive

If you have one book on your cartridge or USB flash drive the player will automatically start reading that book.

If your cartridge or USB drive has several items on it the player announces the number of items on the device. Then, it will begin with the first book based on how the folders were named on your cartridge/flash drive.

Digital talking book players produced by the NLS include a **Bookshelf** feature. This feature allows you to review the items on your cartridge or USB drive and select the one you wish to hear. Press and hold the player's **Play/Stop** button until you hear a beep and the word "Bookshelf." The number of items on your cartridge will then be announced.

To find a book you want to listen to use the fast forward and rewind buttons. Pressing the fast forward button (labeled "FF") announces the next item's title. Pressing the rewind button (labeled "RW") announces the previous item's title. When you hear the title for the book you want to listen to, press the **Play/Stop** button. Sit back and enjoy!