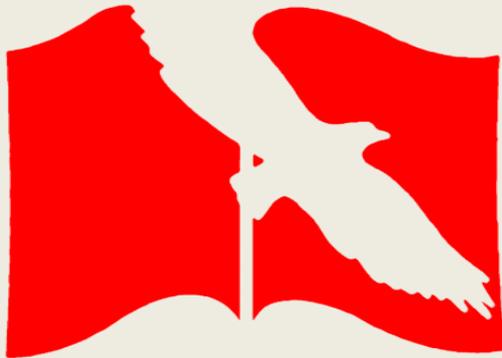


# Ally with WTBBL: Downloading Audio Books for Your Patrons



**Eura Ryan Szuwalski**  
**Washington Talking Book & Braille Library**  
**Electronic Services, Instruction And Administrative**  
**Librarian**

# Our Mission



The Washington Talking Book & Braille Library endeavors to build community and provide equal access to information and reading materials for Washington residents unable to read standard print.

# Who needs WTBBL?



- Someone who has a visual impairment
- Someone who is blind
- Someone who has a physical condition that makes holding books or turning pages difficult
- Someone with a learning disability

ALL qualify for our service!

These are your patrons, family and friends!

# What WTBBL does...



- Large Print
- Braille
  - Local and National titles
- Audio
  - Digital
    - ✦ Download and by mail
  - Cassette books
- Equipment to play digital and cassette books



# Continued ...



- Quarterly Brown Bag Book Club
- Magazines
  - Cassette and for download through BARD
- Evergreen Radio Reading Service
  - Through web stream from our website.
- Youth Services
  - Summer Reading program



# Becoming a patron



- Download the Application, available at [www.wtbbl.org](http://www.wtbbl.org)
- Institutional Account
  - Public libraries, assisted living facilities, nursing homes, hospitals, etc.
- Individual account
  - Complete and fill out eligibility section:
    - ✦ Eligibility to be verified by doctor of medicine, doctor of osteopathy, ophthalmologist, optometrist, nurse, therapist, or professional staff of a hospital, institution, social welfare agency, or a library

# Sign up for a WTBBL account



Washington Talking Book  
& Braille Library

Administered by the Washington State Library

Connect With WTBBL: 

The Washington Talking Book & Braille Library (WTBBL) provides a free public library service which includes easy access to the informational and recreational reading materials needed by individuals in the State of Washington who are unable to read standard print material.

[Search the Library's Catalog and Order Books and Materials](#)

## Getting Started

[Eligibility and Cost](#)

Application For Individual Service: [Word Document](#) and [Adobe PDF Format](#)

Application for Institutions, Libraries, Schools and Organizations working with eligible populations: [Word Document](#) and [Adobe PDF Document](#)

# Downloading Audio Books



**To Be Played On Digital Talking Book  
Machine (DTBM)**

# Downloading Options



- **BARD** ([www.nlsbard.loc.gov](http://www.nlsbard.loc.gov))
  - Braille and Audio Reading Downloads
    - Books produced by NLS
    - Magazines
- **WTBBL Local Downloads**
  - [www.wtbbl.org/login](http://www.wtbbl.org/login)
  - Books produced at WTBBL

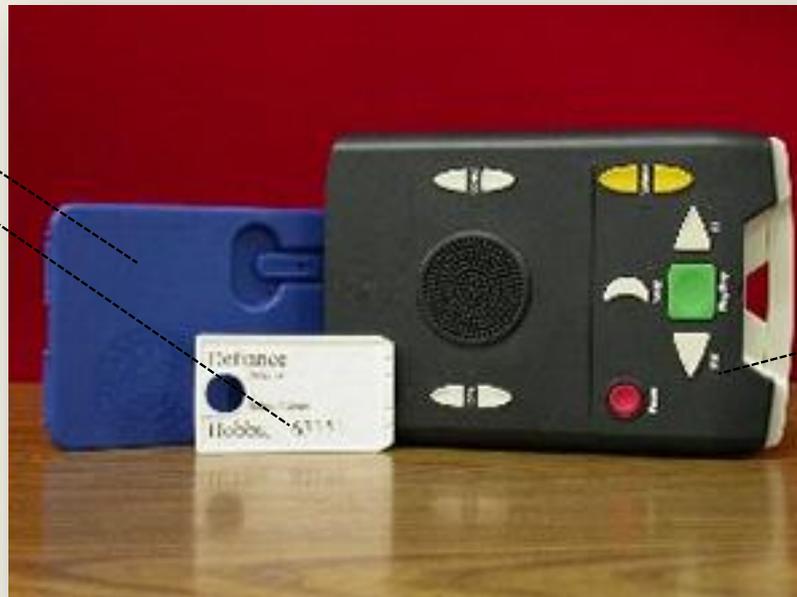
# Digital Talking Book Machine



Digital Cartridge

Digital Container

Digital Talking  
Book Machine



# What you need to start downloading



- A WTBBL account
- An email address
- Digital Talking Book Machine or a commercially purchased device
- Internet connection
- A removable storage device
  - USB Flash Drive or
  - Digital Cartridge and usb extension cable



# BARD Institutional Account



<https://nlsbard.loc.gov/ApplicationInstructions.html>

## **BARD application instructions**

This application is intended for use only by patrons or institutions in good standing of The National Library Service for the Blind and Physically Handicapped. Fill out this form if you are a registered user or have already contacted the library and were instructed to do so. If you are not currently receiving service from The National Library Service for the Blind and Physically Handicapped, please contact them at [NLSDownload@loc.gov](mailto:NLSDownload@loc.gov).

Fill out this application completely. Library staff will check your information against their records. If you are approved to participate you will receive an e-mail message with sign-on information. If there is a problem you will receive a message explaining the problem.

If you are planning to use a purchased digital talking-book player, you must register it once you have access to the BARD site.

Please note that the information you provide will be shared with the National Library Service, Library of Congress, and with the manufacturer of your purchased digital talking-book player (if necessary). For more details, please read our [privacy policy](#).

### **[Link to BARD application for individuals](#)**

If you are a representative of a institution in good standing of The National Library Service for the Blind and Physically Handicapped, then use the following application.

### **[Link to BARD application for institutions](#)**

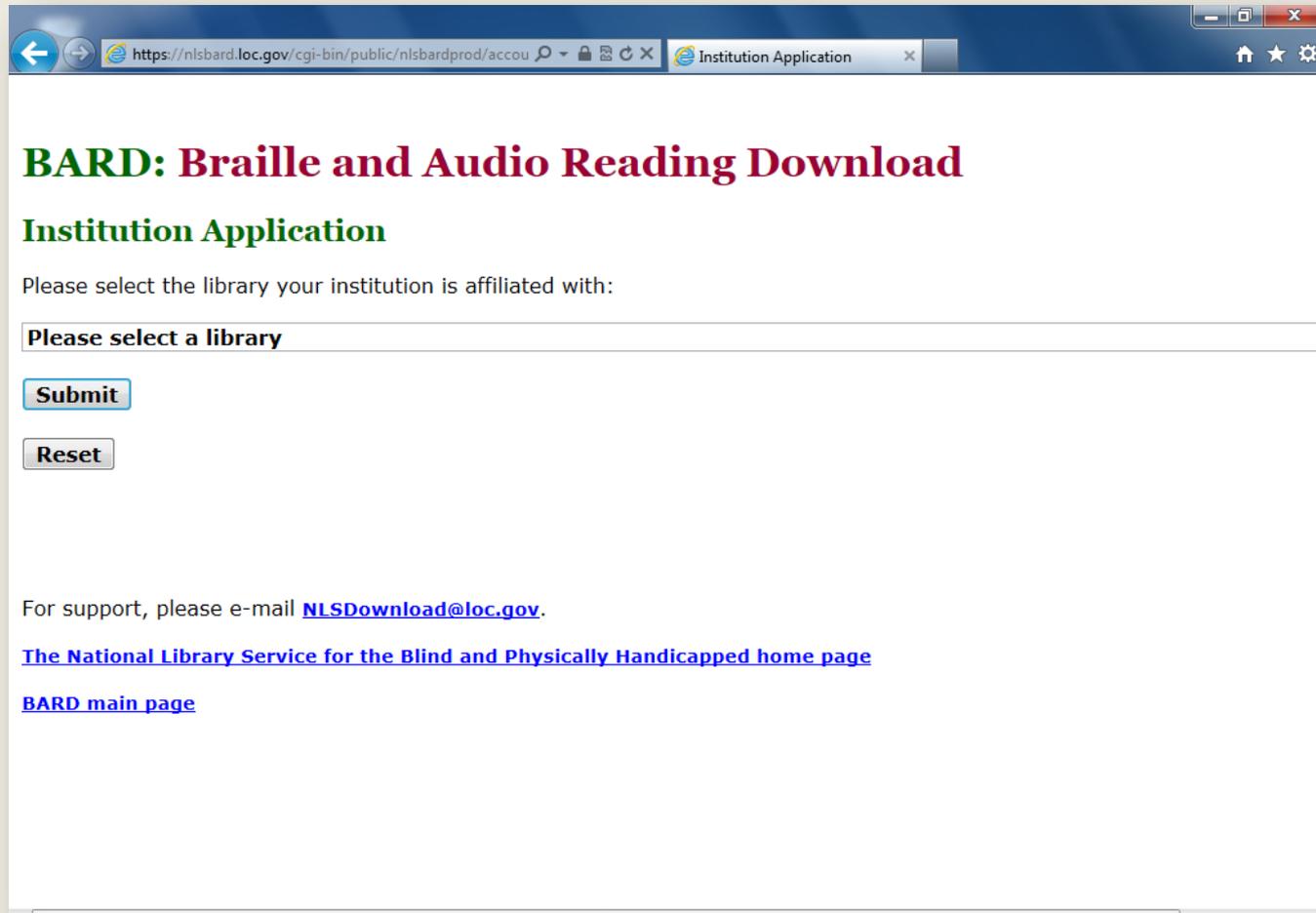
---

For support, please e-mail [NLSDownload@loc.gov](mailto:NLSDownload@loc.gov).

[The National Library Service for the Blind and Physically Handicapped home page](#)

[BARD main page](#)

# Select WA as your library

A screenshot of a web browser window showing the BARD Institution Application page. The browser's address bar displays the URL https://nlsbard.loc.gov/cgi-bin/public/nlsbardprod/accou. The page title is "Institution Application". The main heading is "BARD: Braille and Audio Reading Download" in green and red. Below it is the sub-heading "Institution Application" in green. The text "Please select the library your institution is affiliated with:" is followed by a text input field containing "Please select a library". Below the input field are two buttons: "Submit" and "Reset". At the bottom of the page, there is a support email address "NLSDownload@loc.gov" and two links: "The National Library Service for the Blind and Physically Handicapped home page" and "BARD main page".

**BARD: Braille and Audio Reading Download**

**Institution Application**

Please select the library your institution is affiliated with:

Please select a library

**Submit**

**Reset**

For support, please e-mail [NLSDownload@loc.gov](mailto:NLSDownload@loc.gov).

[The National Library Service for the Blind and Physically Handicapped home page](#)

[BARD main page](#)

# Library Accounts on BARD



Public Libraries have access to a limited number of books to demonstrate the process for their patrons.

- *Biography of the Blind* (DB 42343)
- *Braille into the Next Millennium* (DB 50969)
- *Talking Books: Pioneering and Beyond* (DB 27607)
- *That All May Read* (DB 20002)

# Patron Accounts on BARD



24,864 Titles

New titles added every week

DB – digital books

ALL on BARD

# Log-in



## Washington Talking Book & Braille Library

### 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:

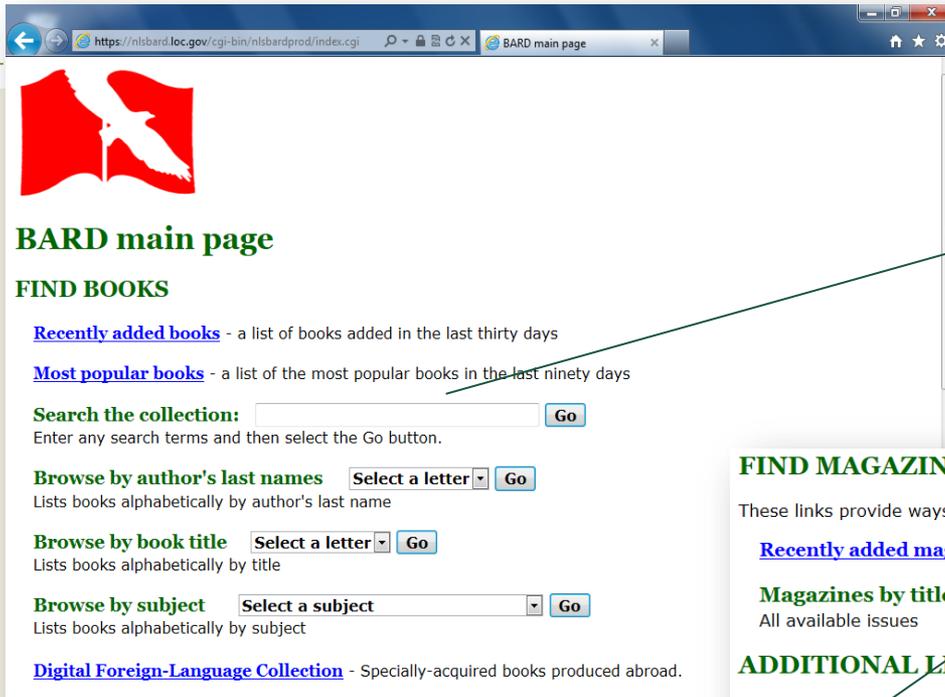
Password:

[Reset your BARD password here](#)

Log-in at <https://nlsbard.loc.gov>

- email address
- password

# Understanding the BARD Main Page



**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

[Digital Foreign-Language Collection](#) - Specially-acquired books produced abroad.

Best Option: Search the Collection

Magazines:  
Alphabetical by Title

**FIND MAGAZINES**

These links provide ways to search for a magazine or browse the magazine collection

[Recently added magazine issues](#) - listed alphabetically

**Magazines by title:**    
All available issues

**ADDITIONAL LINKS**

[Update account settings](#) - change account settings, including password and e-mail address. Authorize a new player you have purchased.

[Help](#) - instructions and answers to frequently asked questions

[Latest DTBM firmware and installation instructions](#) - (current version is 2.1.7 - October 24, 2011)

For support, please e-mail [downloadsupport@sos.wa.gov](mailto:downloadsupport@sos.wa.gov) or telephone (206) 615-0400, (800) 542-0866.

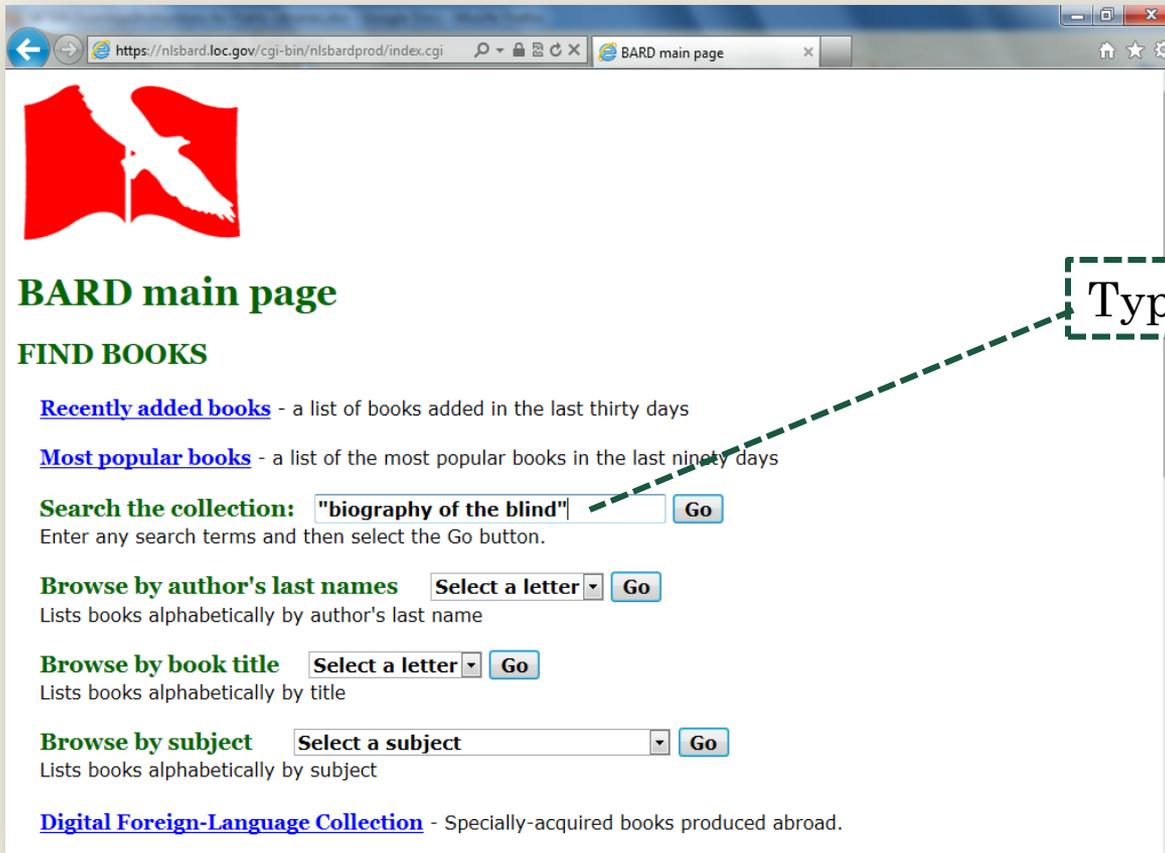
[The Washington Talking Book & Braille Library home page](#)

[BARD main page](#)

[Log out](#)

[BARD administration home page](#)

# Search for a title



The screenshot shows the BARD main page search interface. At the top left is a red logo of a white dove flying over an open book. Below the logo is the text "BARD main page" in green. Underneath is "FIND BOOKS" in green. There are four search options, each with a "Go" button: "Search the collection:" with a text input field containing "biography of the blind"; "Browse by author's last names" with a "Select a letter" dropdown; "Browse by book title" with a "Select a letter" dropdown; and "Browse by subject" with a "Select a subject" dropdown. At the bottom is a link for "Digital Foreign-Language Collection".

TIP: Put quotation marks around search topic.

Type: "Biography of the Blind"

Does not allow  
-Boolean  
-Truncated  
-Advanced  
searching

# Understanding the Search Results

**BARD books containing keyword: "biography of the blind"**

2 records will be displayed: [1 in the Title](#), [0 in the Author](#), [0 in the Subject](#), [1 in the Annotation](#), [0 in the Book Number](#), and [0 in the Narrator](#)

Displaying items 1 through 2  
[Start over](#)

**In the title (1 books)**

**Biography of the Blind: Including the Lives of All Who Have Distinguished Themselves as Poets, Philosophers, Artists, &c. &c.**

Wilson, James. Read by Lou Harpenau. Reading time 12 hours 57 minutes.  
Blindness and Physical Handicaps

Collected and edited by Kenneth Stuckey from the four original editions of 1821 through 1838. "Offers insights into the lives of blind people before the great emancipators of the blind," says Stuckey. Subjects include Homer, Milton, Handel, and many others.

[Download Biography of the Blind: Including the Lives of All Who Have Distinguished Themselves as Poets, Philosophers, Artists, &c. &c., DB42343](#)

Searches in 6 fields:

- Title
- Author
- Subject
- Annotation
- Book Number
- Narrator

The title we want to download.

Not our title, but our keywords are in the annotation!

**In the subject (0 books)**

**In the annotation (1 books)**

**Helen Keller: Rebellious Spirit**

Lawlor, Laurie. Read by Catherine Byers. Reading time 4 hours 49 minutes.  
Blindness and Physical Handicaps

**Biography of the blind** and deaf girl whose spirit knew no limitations. Discusses Keller's achievements in the context of the social expectations for women and people with disabilities in the early twentieth century. Describes her disappointments and frustrations as well as her accomplishments. For grades 5-8. 2001.

[Download Helen Keller: Rebellious Spirit, DB54590](#)

**In the book number (0 books)**

**In the narrator (0 books)**

[Start over](#)

For support, please e-mail [downloadsupport@sos.wa.gov](mailto:downloadsupport@sos.wa.gov) or telephone (206) 615-0400, (800) 542-0866.

[The Washington Talking Book & Braille Library home page](#)

[BARD main page](#)

[Log out](#)

[BARD administration home page](#)

# Step 1: Select the Download



**BARD books containing keyword: "biography of the blind"**

2 records will be displayed: [1 in the Title](#), [0 in the Author](#), [0 in the Subject](#), [1 in the Annotation](#), [0 in the Book Number](#), and [0 in the Narrator](#)

Displaying items 1 through 2  
[Start over](#)

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[Download Biography of the Blind: Including the Lives of All Who Have Distinguished Themselves as Poets, Philosophers, Artists, &c. &c., DB42343](#)

Click the blue  
"Download..." link to  
start the download...

If you get a popup  
window, go to Step 2.  
If you did not get a  
popup, move on to  
Step 3...

# Step 2: "Save" the Download



Selection by Key Word Displaying items 1 through 2 - Mozilla Firefox

File Edit View History Bookmarks Tools Help

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

**BARD books contain**

2 records will be displayed: and 0 in the Narrator

**In the title (1 books)**

**Biography of the Blind: Including the Lives of All Who Have Distinguished Themselves as Poets, Philosophers, Artists, &c. &c.**

Wilson, James. Read by Lou Harpenau. Reading time 12 hours 57 minutes. Blindness and Physical Handicaps

Collected and edited by Kenneth Stuckey from the four original editions of 1821 through 1838. "lives of blind people before the great emancipators of the blind," says Stuckey. Subjects include and many others.

[Download Biography of the Blind: Including the Lives of All Who Have Distinguished Themselves as Poets, Philosophers, Artists, &c. &c., DB42343](#)

Opening DB-Wilson, James-Biography of the Blind- Including the Lives...  
You have chosen to open  
... Themselves as Poets, Philosophers, Artists, &c. &c.-DB42343.zip  
which is a: Compressed (zipped) Folder  
from:https://nlsbard.loc.gov

What should Firefox do with this file?

Open with Windows Explorer (default)

Save File

Do this automatically for files like this from now on.

OK Cancel

Annotation, 0 in the Book Number,

**Mozilla Firefox –**  
Select “save” and click “ok.”  
Some versions will ask you where to save. Select a good spot on your computer, such as your Downloads Folder.

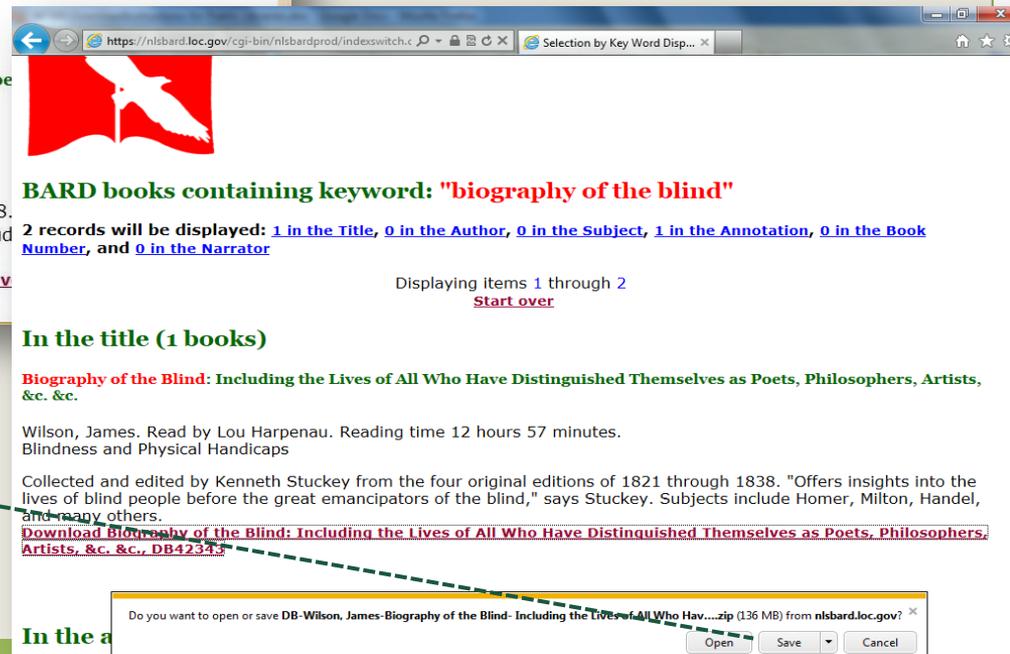
**In the title (1 books)**

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[Download Biography of the Blind: Including the Lives of All Who Have Distinguished Themselves as Poets, Philosophers, Artists, &c. &c., DB42343](#)



https://nlsbard.loc.gov/cgi-bin/nlsbardprod/indexswitch.c... Selection by Key Word Disp...

**BARD books containing keyword: "biography of the blind"**

2 records will be displayed: 1 in the Title, 0 in the Author, 0 in the Subject, 1 in the Annotation, 0 in the Book Number, and 0 in the Narrator

Displaying items 1 through 2  
[Start over](#)

**In the title (1 books)**

**Biography of the Blind: Including the Lives of All Who Have Distinguished Themselves as Poets, Philosophers, Artists, &c. &c.**

Wilson, James. Read by Lou Harpenau. Reading time 12 hours 57 minutes. Blindness and Physical Handicaps

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[Download Biography of the Blind: Including the Lives of All Who Have Distinguished Themselves as Poets, Philosophers, Artists, &c. &c., DB42343](#)

**In the a**

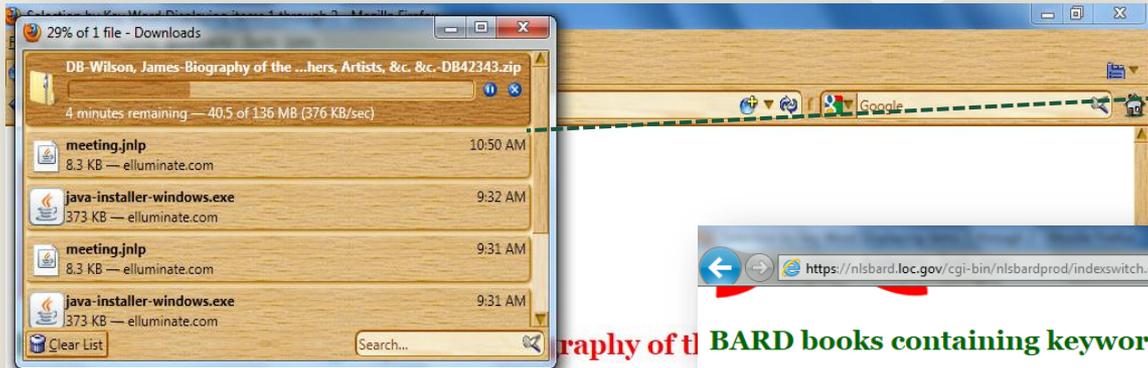
Do you want to open or save DB-Wilson, James-Biography of the Blind- Including the Lives of All Who Hav...zip (136 MB) from nlsbard.loc.gov?

Open Save Cancel

**Internet Explorer 9 –**  
When you click “save,” IE9 will start downloading it to your Downloads folder.

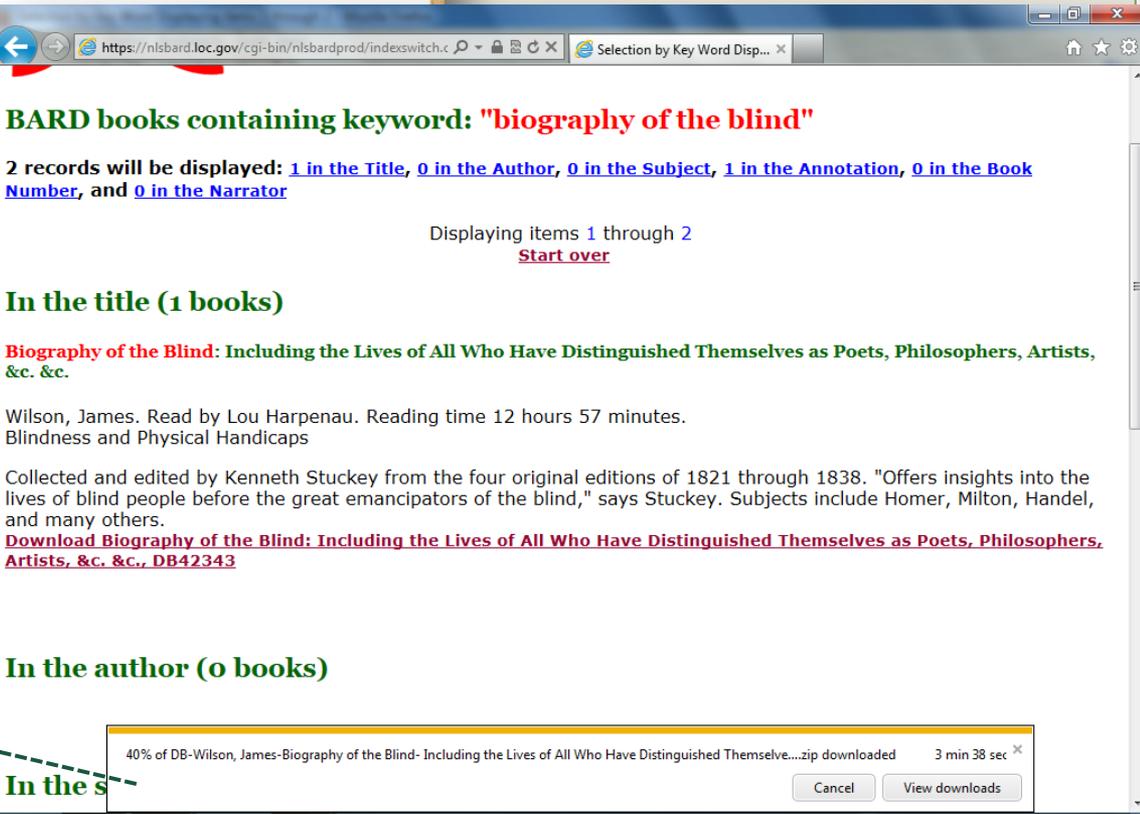
# Downloading...

the time for the download will depend on the size of the book and your download speed



Mozilla Firefox

2 records will be displayed: **1 in the Title**, **0 in the Author**, **0 in the Subject** and **0 in the Narrator**



Displaying items 1 through 2  
[Start over](#)

## In the title (1 books)

**Biography of the Blind: Including the Lives of All Who Have Distinguished &c. &c.**

Wilson, James. Read by Lou Harpenau. Reading time 12 hours 57 minutes. Blindness and Physical Handicaps

Collected and edited by Kenneth Stuckey from the four original editions of 1821 through 1838. "Offers insights into the lives of blind people before the great emancipators of the blind," says Stuckey. Subjects include Homer, Milton, Handel, and many others.

[Download Biography of the Blind: Including the Lives of All Who Have Distinguished Artists, &c. &c., DB42343](#)

2 records will be displayed: **1 in the Title**, **0 in the Author**, **0 in the Subject**, **1 in the Annotation**, **0 in the Book Number**, and **0 in the Narrator**

Displaying items 1 through 2  
[Start over](#)

## In the title (1 books)

**Biography of the Blind: Including the Lives of All Who Have Distinguished Themselves as Poets, Philosophers, Artists, &c. &c.**

Wilson, James. Read by Lou Harpenau. Reading time 12 hours 57 minutes. Blindness and Physical Handicaps

Collected and edited by Kenneth Stuckey from the four original editions of 1821 through 1838. "Offers insights into the lives of blind people before the great emancipators of the blind," says Stuckey. Subjects include Homer, Milton, Handel, and many others.

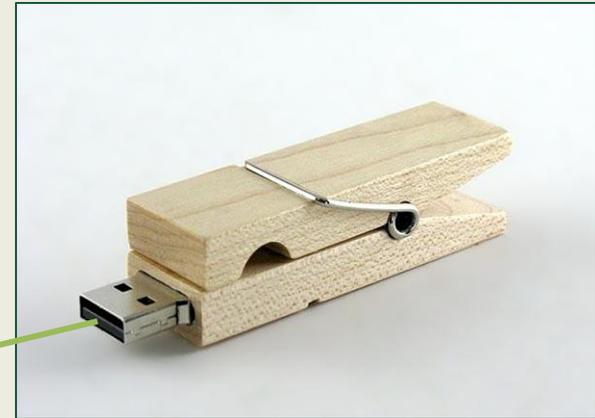
[Download Biography of the Blind: Including the Lives of All Who Have Distinguished Themselves as Poets, Philosophers, Artists, &c. &c., DB42343](#)

## In the author (0 books)

## In the s

Internet Explorer 9

# Insert removable device into a usb port on your computer!



# Step 3: Find the book in downloads folder and Open



Windows Explorer window showing the Downloads folder. The file list contains one item:

Name	Date modified	Type	Size
DB-Wilson, James-Biography of the Blind...	2/17/2012 11:20 AM	Compressed (zipp...	139,327 KB

Callout box text: DB-Wilson, James-Biography of the Blind- Including the Lives of All Who Have Distinguished Themselves as Poets, Philosophers, Artists, &c. &c.-DB42343

Green dashed box text: Double-click on icon to open the zipped folder

Taskbar status: DB-Wilson, James-Biography of the Blind... Date modified: 2/17/2012 11:20 AM Date created: 2/17/2012 11:16 AM Compressed (zipped) Folder Size: 136 MB

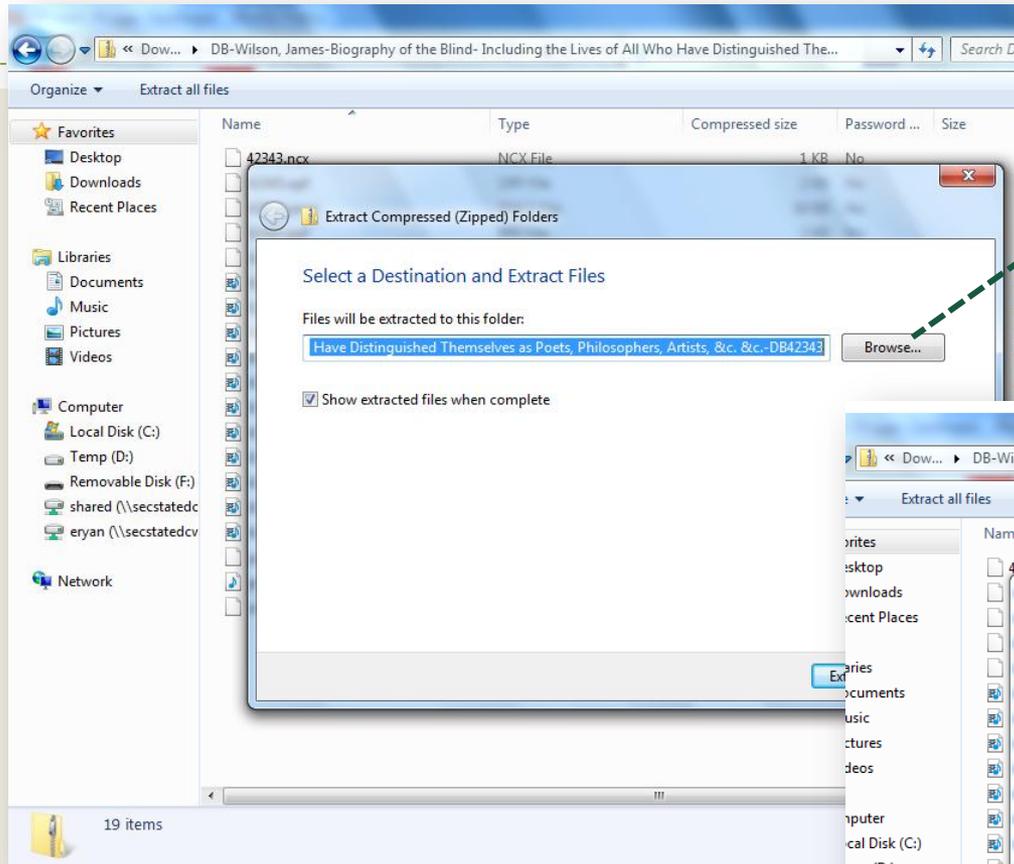
# Step 4: Extract the Book



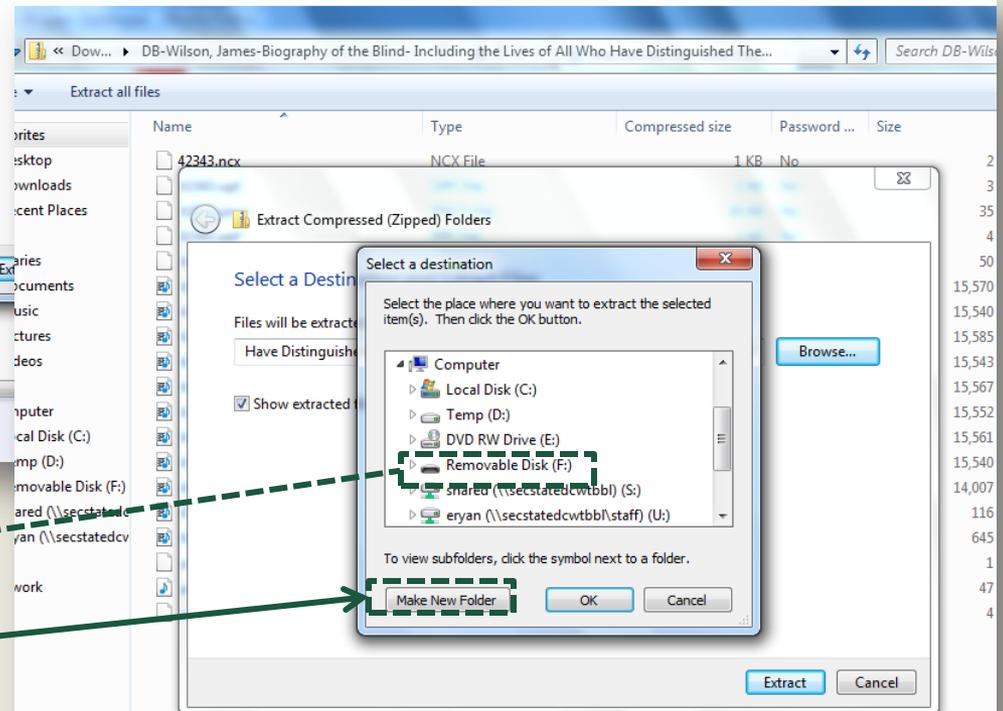
Look for “Extract” or “Extract all files.”  
Click to start  
Extraction Wizard

Name	Type	Compressed size	Password ...	Size	Ratio	Date m
42343.ncx	NCX File	1 KB	No	2 KB	53%	9/6/200
42343.opf	OPF File	2 KB	No	3 KB	59%	9/6/200
42343.pncx	PNCX File	16 KB	No	35 KB	56%	9/6/200
42343.ppf	PPF File	2 KB	No	4 KB	65%	9/6/200
42343.smil	SMIL File	21 KB	No	50 KB	59%	9/6/200
42343-0002	3GPP Audio/Video	15,572 KB	No	15,570 KB	0%	9/6/200
42343-0003	3GPP Audio/Video	15,543 KB	No	15,540 KB	0%	9/6/200
42343-0004	3GPP Audio/Video	15,587 KB	No	15,585 KB	0%	9/6/200
42343-0005	3GPP Audio/Video	15,545 KB	No	15,543 KB	0%	9/6/200
42343-0006	3GPP Audio/Video	15,569 KB	No	15,567 KB	0%	9/6/200
42343-0007	3GPP Audio/Video	15,554 KB	No	15,552 KB	0%	9/6/200
42343-0008	3GPP Audio/Video	15,563 KB	No	15,561 KB	0%	9/6/200
42343-0009	3GPP Audio/Video	15,543 KB	No	15,540 KB	0%	9/6/200
42343-0010	3GPP Audio/Video	14,009 KB	No	14,007 KB	0%	9/6/200
42343ann-0001	3GPP Audio/Video	116 KB	No	116 KB	1%	9/6/200
42343		643 KB	No	645 KB	1%	9/6/200
pdtt		1 KB	No	1 KB	36%	9/6/200
prot		46 KB	No	47 KB	3%	9/6/200
us-n		2 KB	No	4 KB	53%	9/6/200

# Step 5: Browse for your removable disk, make new folder



a. Click “Browse” to find your flash drive



b. Highlight “Removable Disk” and click “Make New Folder”

# Step 6: Name your folder, Extract Files

a. Name your folder and click “OK”

b. Your new folder will show as destination. Click “Extract” and process will start.

42343.ncx NCX File 1 KB No 2 KB 53  
3 KB 59  
35 KB 56  
4 KB 65  
50 KB 59  
15,570 KB 0%  
15,540 KB 0%  
15,585 KB 0%  
15,543 KB 0%  
15,567 KB 0%  
15,552 KB 0%  
15,561 KB 0%  
15,548 KB 0%

Extract all files

Select a Destination

Select the place where you want to extract the selected item(s). Then click the OK button.

Computer

- Local Disk (C:)
- Temp (D:)
- DVD RW Drive (E:)
- Removable Disk (F:)
- Biography of the Blind
- shared (\secstatedcwtbb) (S:)

To view subfolders, click the symbol next to a folder.

Make New Folder OK Cancel

Extract

Extract all files

Select a Destination and Extract Files

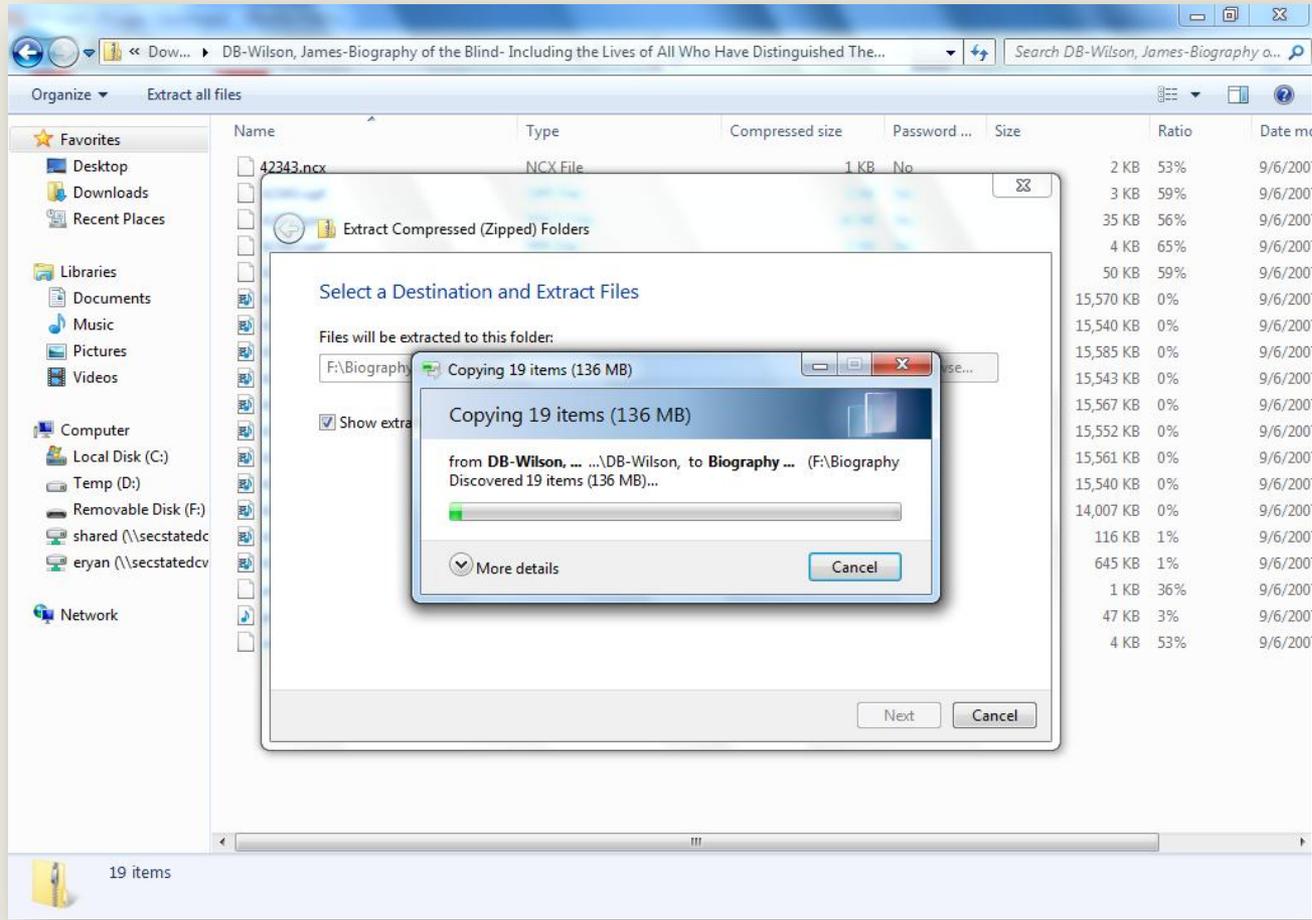
Files will be extracted to this folder:

F:\Biography of the Blind

Show extracted files when complete

Extract Cancel

# File will begin extracting



# Book is now on removable disk and is ready to play in DTBM



# Bookshelf Mode



- Press and hold the Green (Square) Play/Stop button for 5 seconds.
- You will hear a beep and a voice announce “Bookshelf” and the number of books on the removable drive.
- Use the RW and FW keys to locate the book you want to read. To go from Book 5 to Book 1, use the RW button. Push the Play/Stop key again to begin playing the book.



# Get in touch with WTBBL



- Website: [www.wtbbl.org](http://www.wtbbl.org)
- Facebook: [www.facebook.com/WTBBL](http://www.facebook.com/WTBBL)
- General Email: [wtbbl@sos.wa.gov](mailto:wtbbl@sos.wa.gov)
- Eura Ryan Szuwalski: [aura.ryan@sos.wa.gov](mailto:aura.ryan@sos.wa.gov)
- Phone: 206-615-0400
- Toll Free: 1-800-542-0866
- Come take a tour!
  - 2021 9<sup>th</sup> Ave., Seattle, WA 98121





*Any Questions?*