

Washington Talking Book & Braille Library

Audio Book Download Instructions

for PC operating systems

Downloading Audio Books from BARD and WTBBL

There are more than 19,000 National Library Service (NLS) audio books available for download and over 200 WTBBL audio books available for download. By downloading books, or having a friend or family member help you download, you have immediate access to the newest titles and current issues of magazines. You can also keep the books you download forever!

Note: This service is only available to individuals eligible for Washington Talking Book & Braille Library (WTBBL) and National Library Service (NLS) programs.

Equipment Needed

Before you can download audio books from the NLS BARD or WTBBL websites you need to have an approved player.

These currently include:

- A Digital Talking Book Machine (DTBM) available for free from WTBBL or your regional library. If you don't have one, please contact the library to receive yours. (A number of commercially available devices)
- a computer with high-speed Internet access
- an email address
- a USB storage device (aka, thumb drive, flash drive, or travel drive).

If you do not have an email address and need help signing up for one, please call the library to talk to a librarian for assistance. Training programming will be available soon.

Step One: Sign Up for an audio book downloading account

NLS Braille and Audio Reading Download (BARD) Account

Fill out the online application form at [NLS BARD](#). Your name and address must be entered exactly as they were given to WTBBB or your eligibility cannot be verified. Your login and a temporary password will be emailed to the email address you used in the application. When you log in, first create a new password. If you have problems with your password or application, please contact the WTBBB BARD administrator (206) 615-0416.

WTBBB Local Downloads Account ID/Password

If you would also like to download an ever-increasing number of WTBBB-produced audio books available through the WTBBB website, first sign up for BARD and then contact Library staff to activate your WTBBB account ID and password for downloads.

Individuals in other states may also use this service, but will need a WTBBB account ID and password. Contact WTBBB staff at wtbbl@sos.wa.gov. We will verify your status at the LBPH library in your state and email you an account ID and password.

Step Two: Start Downloading Books from the WTBBB Website or NLS BARD Website

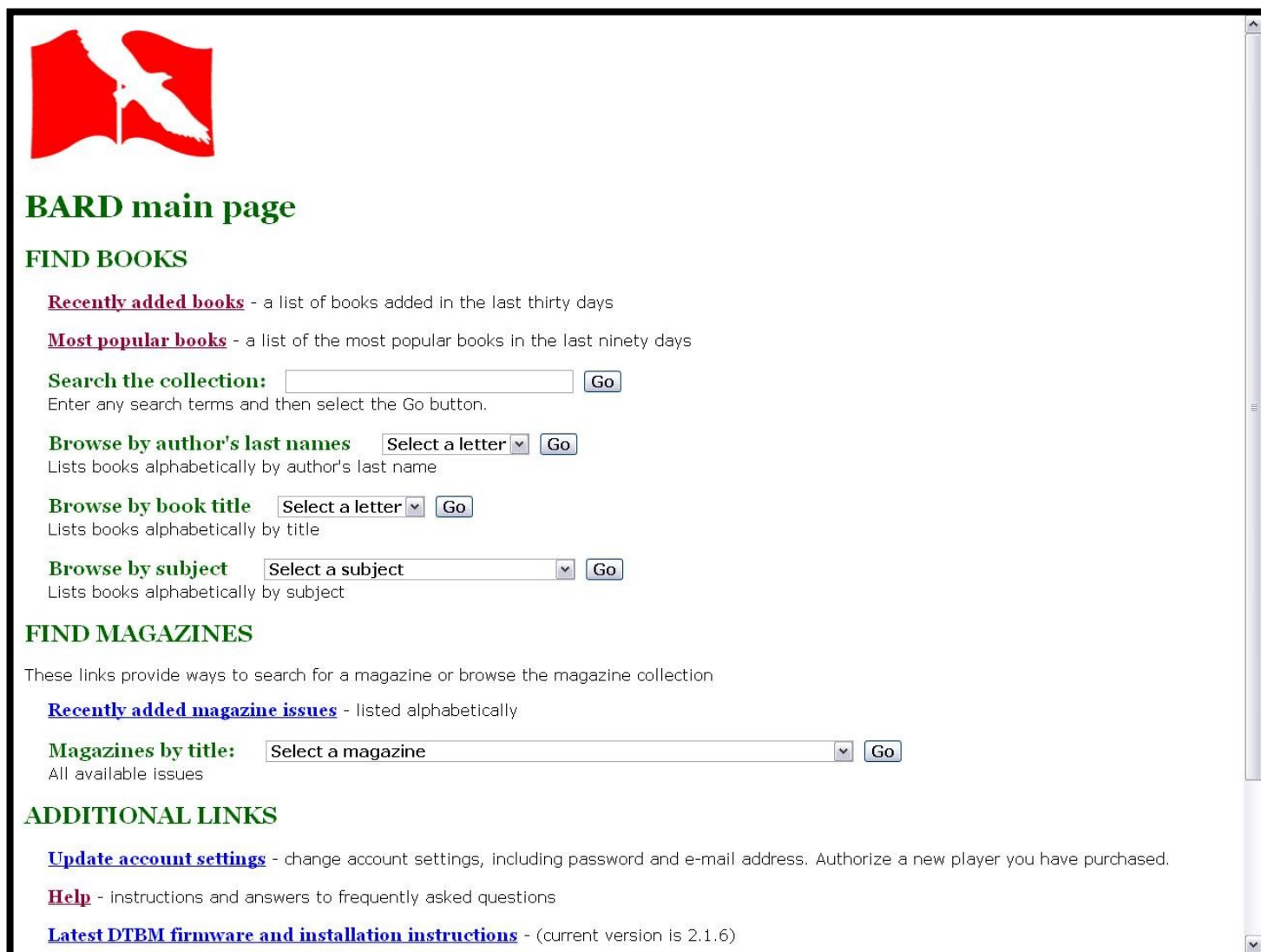
The following describes the 2-part process to download on a computer using Windows XP. If you have different software, dialog boxes and their choices may be slightly different.

Part 1 - Downloading your books or magazines

Step 1: **BARD downloads:** Log in to <https://nlsbard.loc.gov> with your NLS user name and password. **WTBBL local downloads:** Log in to <http://www.wtbbl.org/login.aspx> with your WTBBL account ID and password.

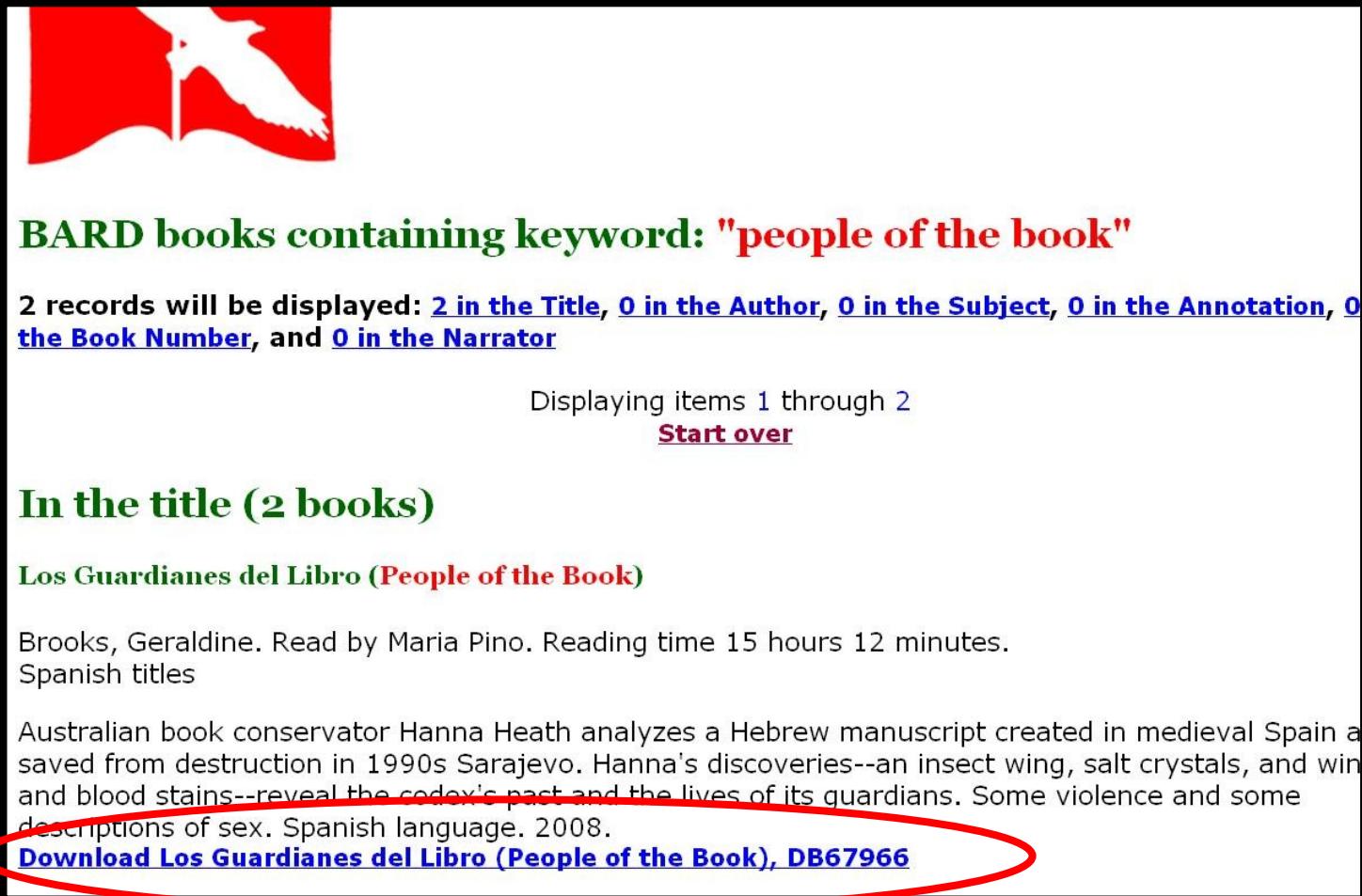
Step 2: After login, you will be on the BARD or WTBBL main page (Figure 1). A good place to start is the recently added books and the most popular books pages. If you know what you are looking for, you can search by keyword, which searches in the title, author, subject, annotation, book number and narrator field. You can search for magazines by title or by recently added issues. Each different section or search choice is marked with heading markers for screen readers.

Figure 1: Screenshot of BARD main page.



Step 3: Once you arrive at your chosen book, find the blue link associated with that book. The link will be below the book's summary. Click the link or press Enter to begin the download (Figure 2).

Figure 2: Screenshot of BARD search results with "Download" link circled



The screenshot shows the BARD search results page. At the top left is a logo featuring a white bird flying over an open book on a red background. Below the logo, the search results are displayed in green text: "BARD books containing keyword: 'people of the book'". Underneath, a summary line states: "2 records will be displayed: 2 in the Title, 0 in the Author, 0 in the Subject, 0 in the Annotation, 0 the Book Number, and 0 in the Narrator". A status line indicates "Displaying items 1 through 2" with a "Start over" link. The first result is titled "In the title (2 books)" and lists "Los Guardianes del Libro (People of the Book)" by Geraldine Brooks, read by Maria Pino, with a reading time of 15 hours and 12 minutes. The book is described as a Spanish title about a Hebrew manuscript. The "Download Los Guardianes del Libro (People of the Book), DB67966" link is circled in red.

BARD books containing keyword: "people of the book"

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

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

In the title (2 books)

Los Guardianes del Libro (People of the Book)

Brooks, Geraldine. Read by Maria Pino. Reading time 15 hours 12 minutes.
Spanish titles

Australian book conservator Hanna Heath analyzes a Hebrew manuscript created in medieval Spain and saved from destruction in 1990s Sarajevo. Hanna's discoveries--an insect wing, salt crystals, and wine and blood stains--reveal the codex's past and the lives of its guardians. Some violence and some descriptions of sex. Spanish language. 2008.

[Download Los Guardianes del Libro \(People of the Book\), DB67966](#)

Step 4: A window will open asking if you want to OPEN or SAVE the book. Select SAVE and click OK.

Step 5: The next step is different based off of your browser:

- a. **Internet Explorer:** A window will open in which you must specify where you want to save the downloaded book. Choose a desired location (not the desktop) on your computer where you want to save the book. Once you have made your selection, click SAVE.

b. **Firefox and Chrome:** Your browser will automatically download the title into a “Downloads” Folder in your “My Documents” folder.

Step 6: A download window will then open showing the progress of the download. Depending on the length of the book and your internet provider, this could take between 30 seconds and 10 minutes or more.

Step 7: While this book is downloading, you can go back to BARD and search for another title. Once the download is complete, you may close or minimize your internet application.

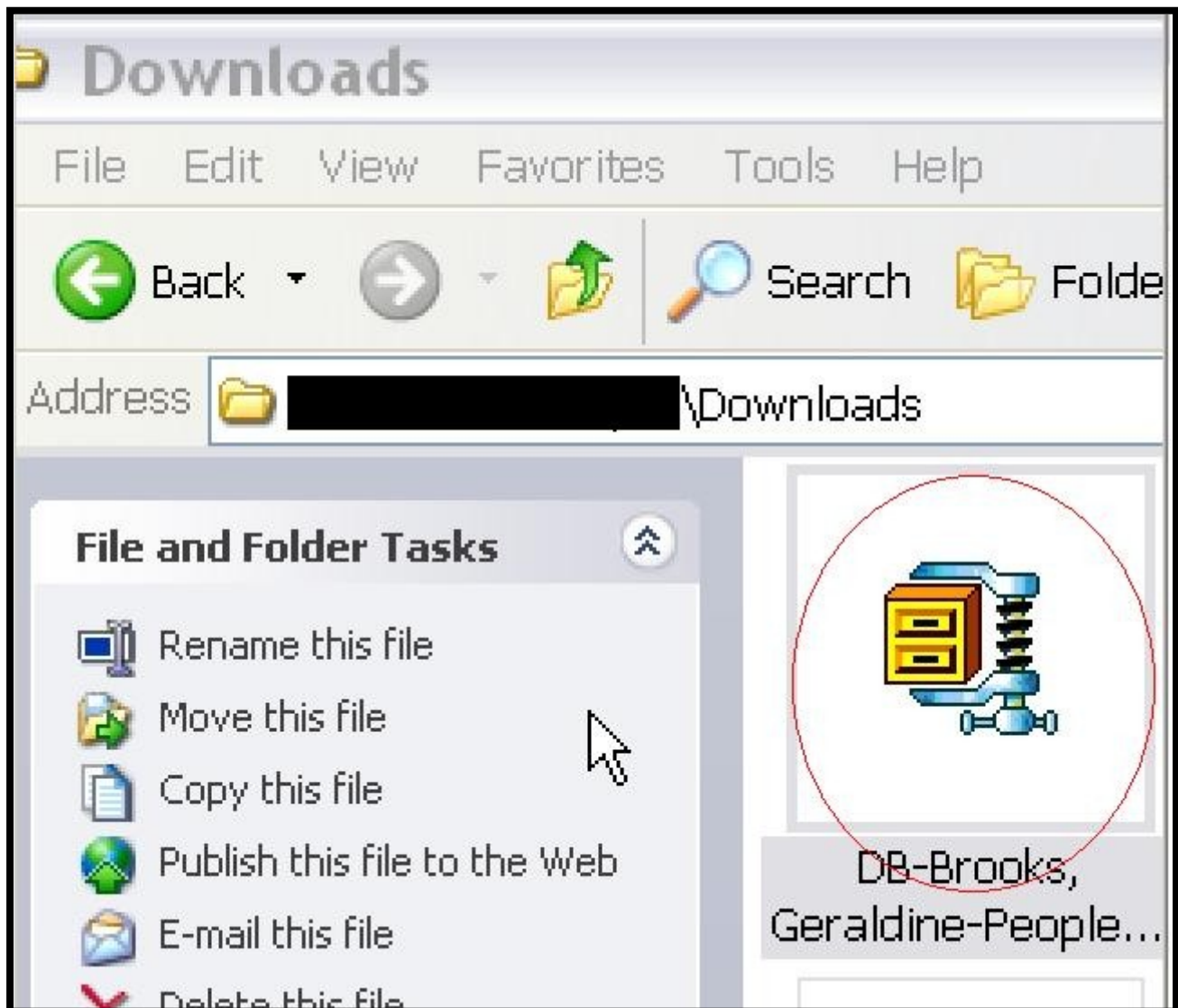
Part 2 - Unzipping (or extracting) the file and Moving it to your flash drive

The book download is a single .ZIP (or compressed) file containing several necessary files for the book. **You must first unzip (or extract) the book files before it will play in your player. Note:** these instructions are for use with a digital talking book machine (DTBM); if you have a commercial device, you will want to consult your user manual for any slight variations.

Step 1: Plug your flash drive into a USB port on the computer. There is more success if the flash drive is empty of anything but audio books. Any other files must be deleted or they will prevent the books from playing.

Step 2: Go to where you have saved the downloaded book and double-click on zipped file icon (Figure 3).

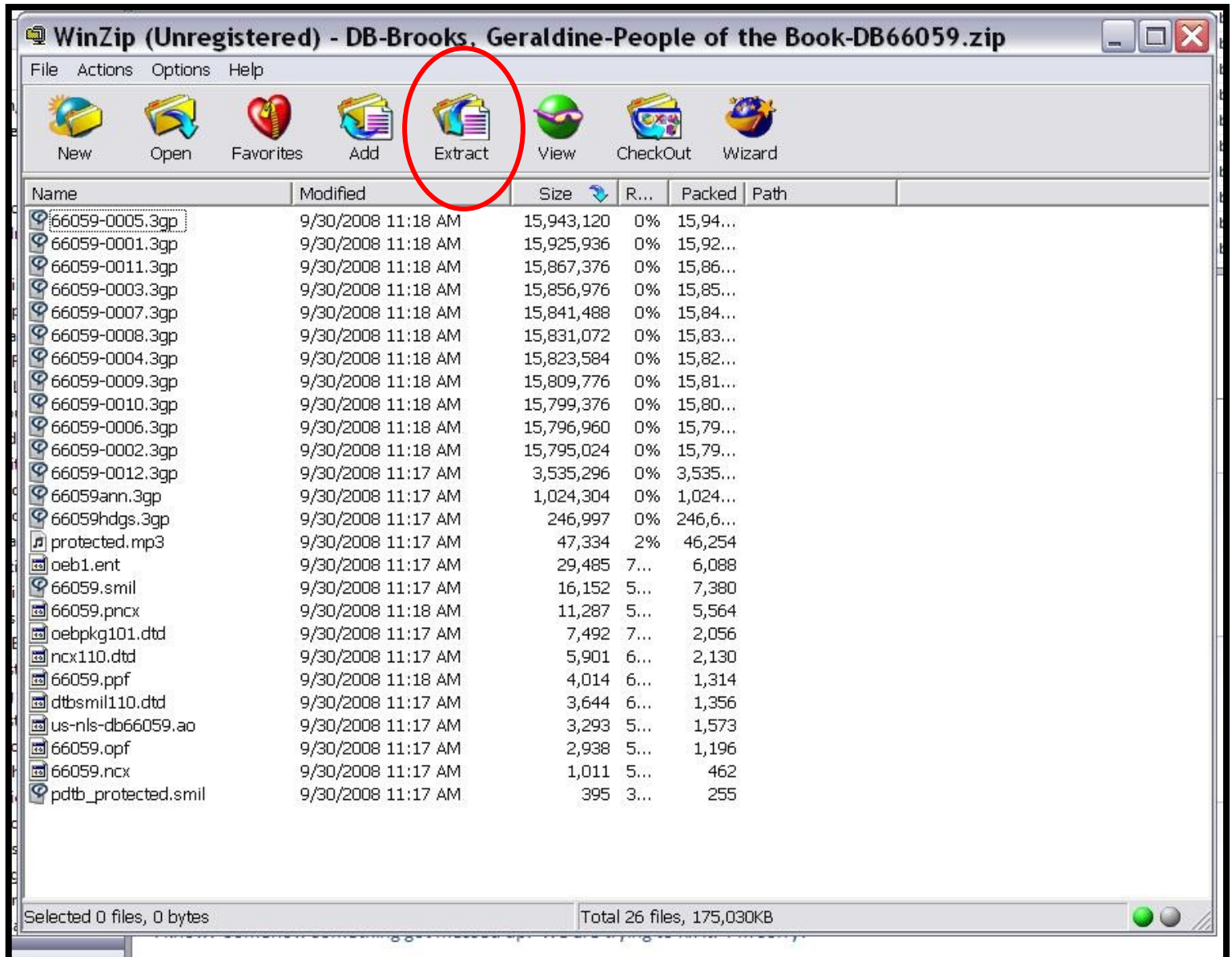
Figure 3: Screenshot of Zipped File Icon



Step 3: This should automatically open an "Unzip" program. If an unzip wizard does not open, this means you do not have an unzipping program. If you do not have an unzipping program. Do a search for a free program to unzip compressed (zipped) files and download the program.

Step 4: Each unzipping wizard is different. Figure 4 shows the Winzip program's main screen. However, all will give options such as "extract" or "extract all"

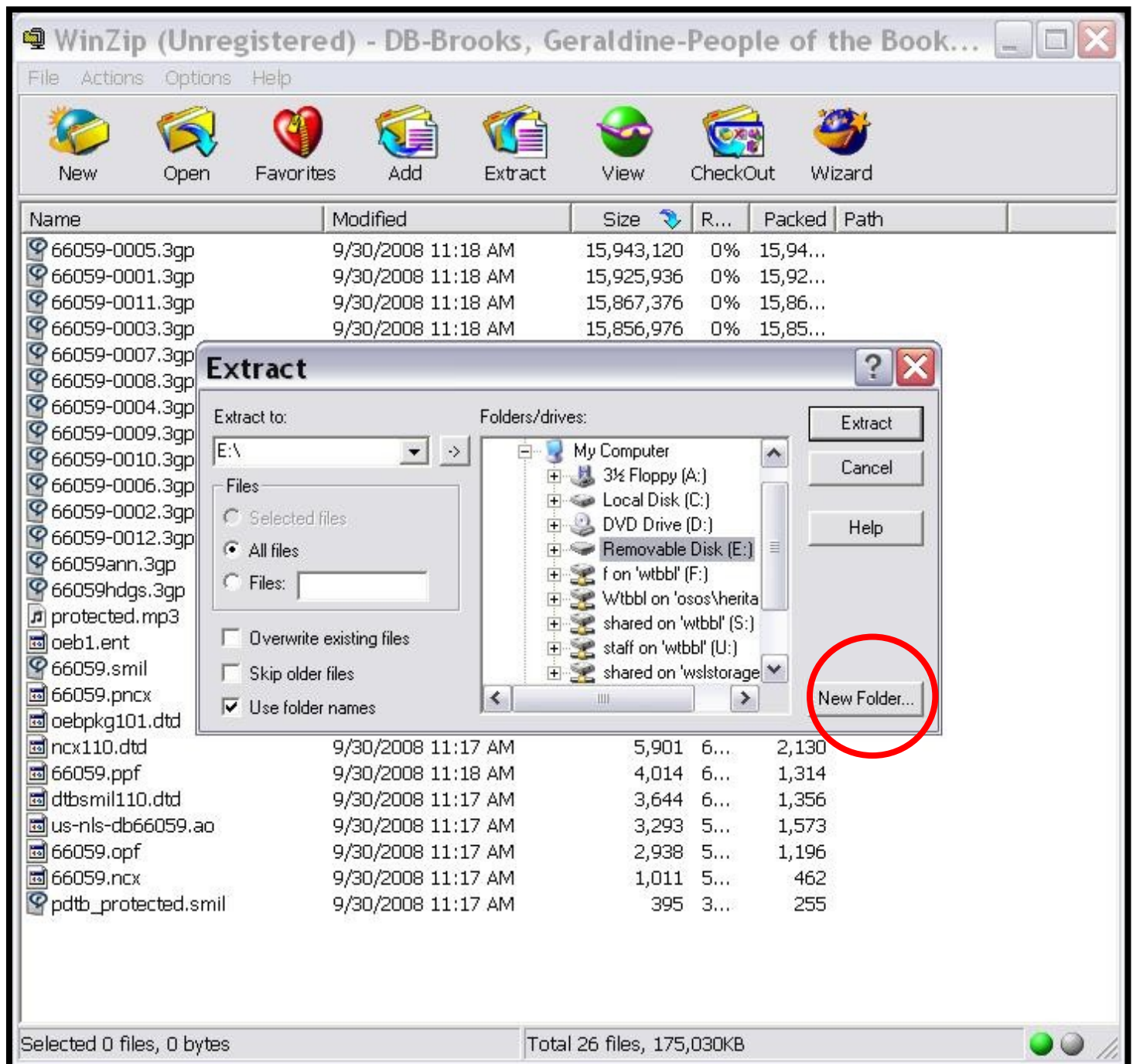
Figure 4: Screenshot of WinZip program with Extract button circled.



Step 5: Click on “extract or extract all” button (Figure 4).

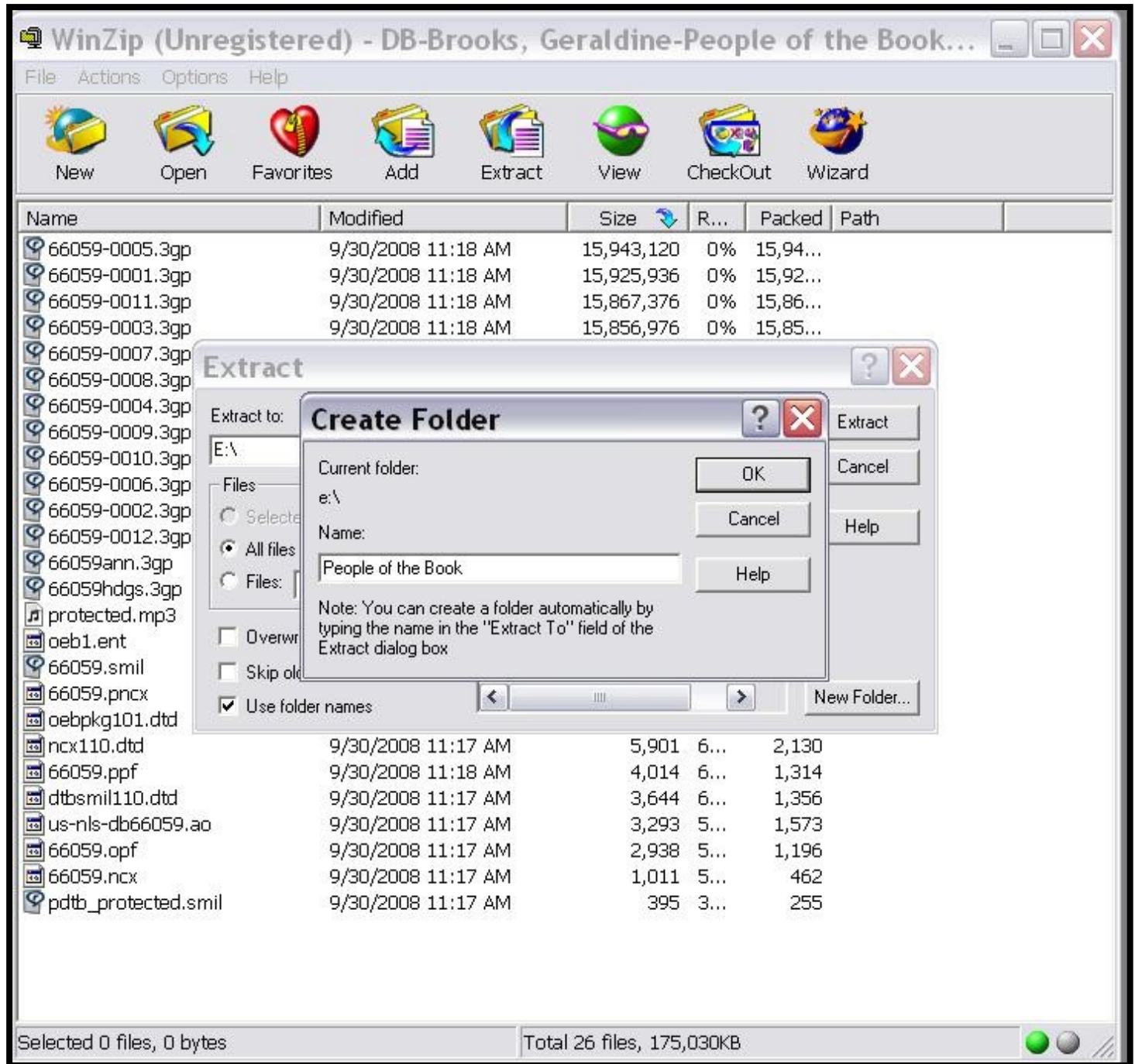
Step 6: The program will ask you where you want to “extract to” and you should select the flash drive (Figure 5). This will sometimes be called a “Removable Disk” or “USB Mass Storage Device” in your my Computer Folder.

Figure 5: Screenshot of WinZip: Extract to “Removable Disk” window with “New Folder” button circled



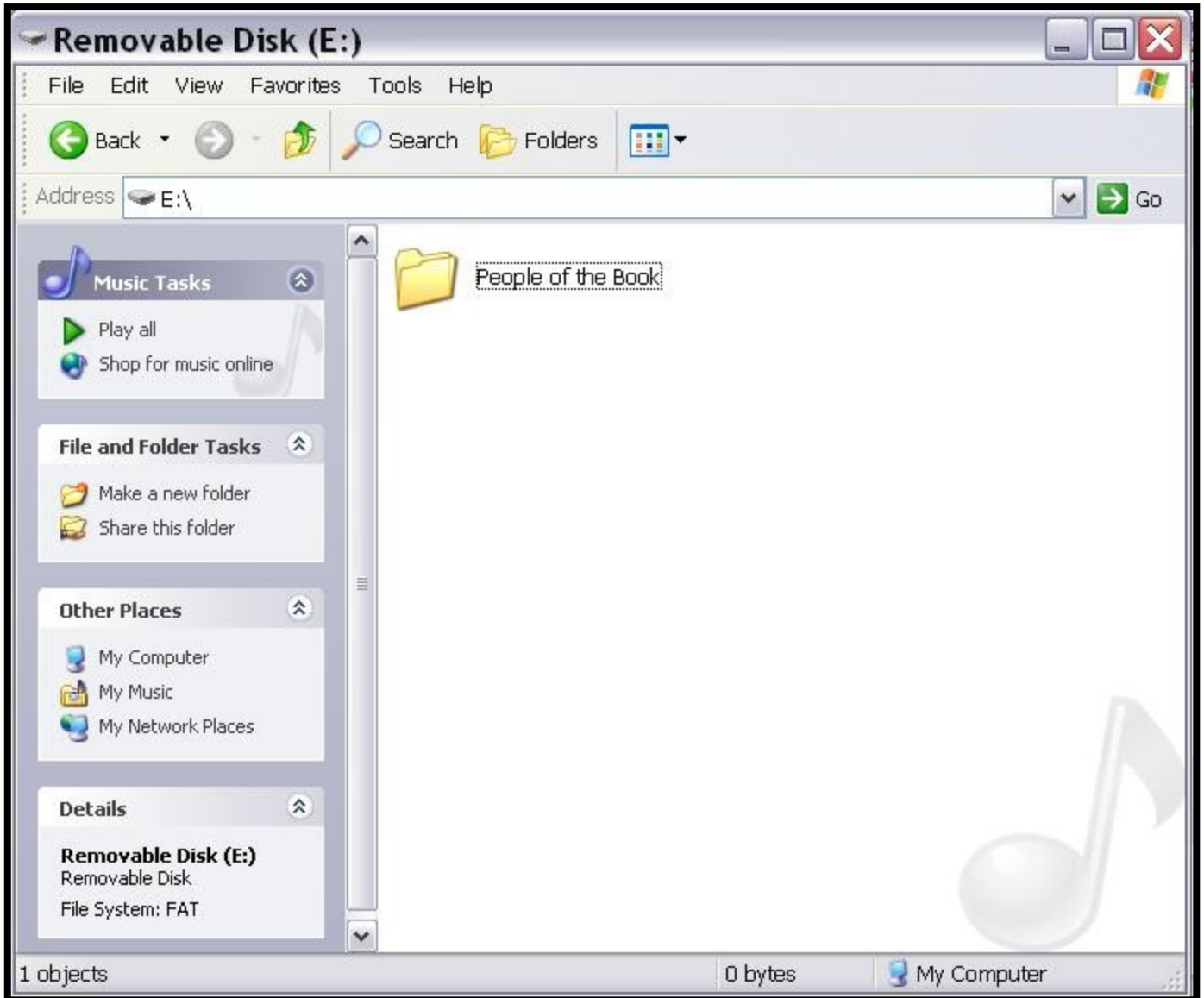
Step 7: After you've selected your flash drive. Select the "New Folder" button (Figure 5). Name the folder the title of the book (Figure 6). If your unzip program does not have a "New Folder button" go to Step 8.

Figure 6: Screenshot of "Create New Folder" Screen



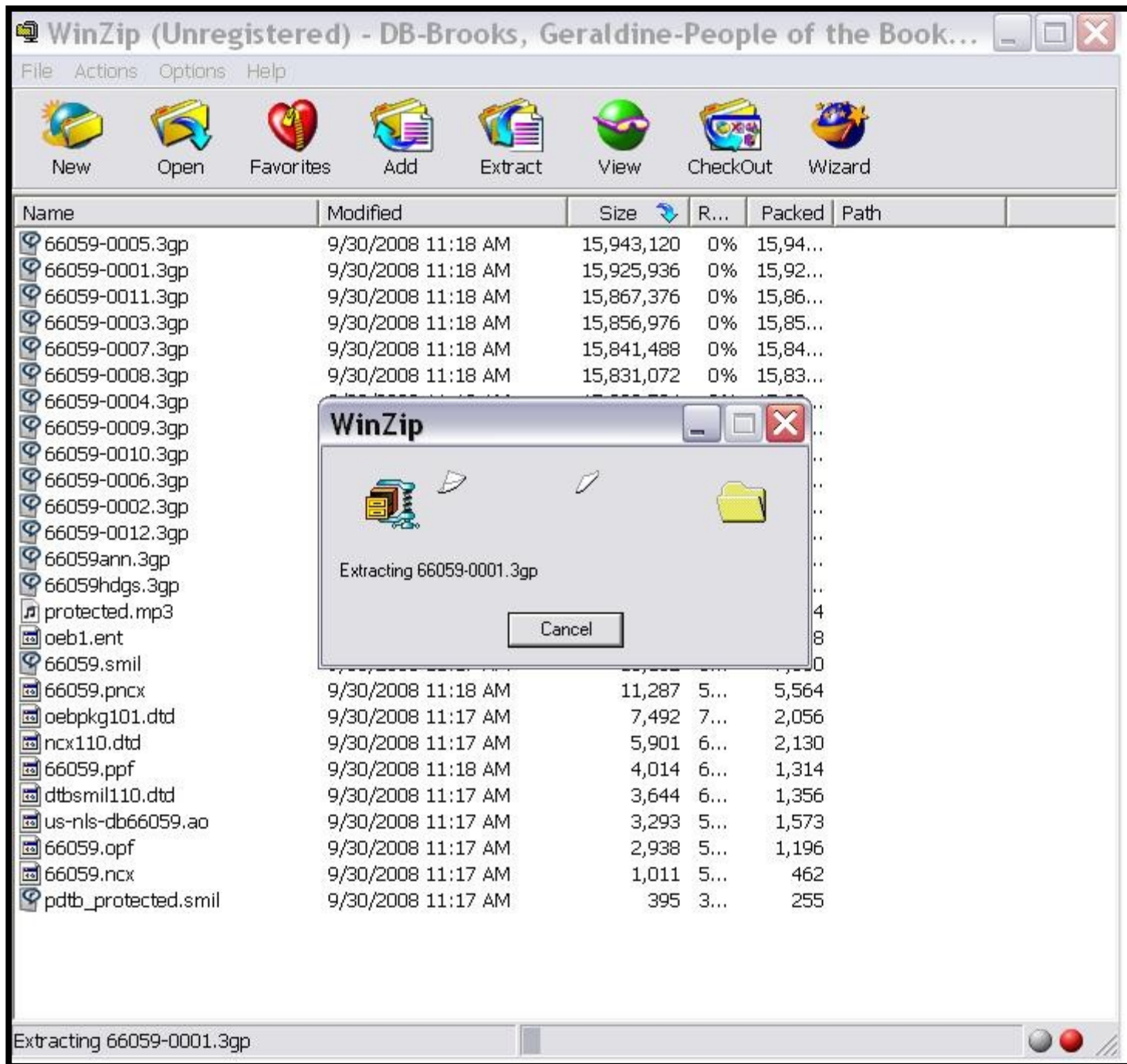
Step 8: If your unzip program does not ask you to create a folder. Create a folder in your flash drive before unzipping by finding your flash drive/removable disk on your computer (in the My Computer section) and creating a new folder from the File menu (Figure 7). Go back to your unzipping program (Step 6) and select your new folder in your flash drive.

Figure 7: Screenshot of New Folder on Removable Disk



Step 9: After you have told your unzipping program where to extract (move) your book files, you hit the “Extract” button (or OK for some programs). The extracting process will start (Figure 8) and may take a few minutes for longer books.

Figure 8: Screenshot Unzipping program extracting book.



- Step 10: Repeat the same steps for each downloaded book.
- Step 11: After you have completed downloading and extracting your books, close all open windows.
- Step 12: Remove the flash drive or cartridge following your computer's recommended practice for removing USB media.
- Step 13: To play the books: insert your flash drive into the USB port on the right side of the DTBM. To browse through the books use the bookshelf mode.
- a. **Bookshelf mode:** If you have more than one book on the drive, press and hold the Green (Square) Play/Stop button for 5 seconds to access the bookshelf. You will hear a beep and a voice announce "Bookshelf" and the number of books on the flash 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.

If you have more questions, check out the [NLS BARD FAQ page](#) or call the library.

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