

## **Accessing BARD with Window-Eyes**

BARD (Braille and Audio Reading Download) is a website created by the National Library Service for the Blind and Physically Handicapped (NLS) where registered users can download digital talking books and periodicals.

Once downloaded to a computer, the digital book files can be transferred to a cartridge or USB drive and played on an NLS supplied Talking Book player, or on a supported 3<sup>rd</sup> party playback device.

The BARD collection has over 25,000 books on a wide range of subjects, including: bestsellers, classics, history, music, mystery and detective, short stories, travel, and young adult. The collection also includes popular periodicals, foreign-language books, music books and musical scores. This worksheet includes information on how to complete the most common tasks on BARD using the Window-Eyes screen reader.

### **Learning Objectives**

- Identify benefits of using BARD
- Identify BARD eligibility and requirements
- Learn how to apply for BARD access
- Learn how to log in to BARD
- Understand the layout of the BARD main page
- Learn how to search and browse for items in the BARD collection
- Learn how to navigate the list of titles
- Learn how to download and extract an item
- Learn how to update account settings
- Identify BARD help and support resources

### **Review Questions**

1. Before registering for access to the BARD website, one must already be registered with a participating NLS network:

2. What is the web address for the BARD login page?
3. What two pieces of information do you need to provide on the BARD login page?
4. What is the name of the web page that you use to search or browse the collection of digital talking books on BARD?
5. What browse mode hotkey can you use to navigate to the Search the Collection edit box and what key can you press to turn off browse mode so you can type in your search term into the edit box?
6. After typing in your search term in the Search the Collection edit box, what is the fastest way to perform the search?
7. What are the five different ways to search the collection?
8. What browse mode hotkey can you use to navigate by combo box (i.e. drop down lists) and what key can you press to turn off browse mode so you can select an option from the list using your up and down arrow keys or first letter navigation?
9. After selecting a title from the Magazines by title combo box, what key can you press to navigate to the Go button and what key can you press to activate the button?

10. When navigating titles, what heading level can you navigate by to jump from title to title and what combination of browse mode hotkeys can you press to navigate by this heading level?

11. In most cases, what pieces of information are included for each title?

Note: each title is a link to another web page containing additional details about the item.

12. What link can you activate if you want to perform a new search or browse for a different item in the collection?

13. If you want to change your password, change your email address, customize your display results or register a new playback device, what link should you activate from the BARD main page?

14. If you want to find more instructions for using BARD, access the BARD Frequently Asked Questions (FAQ) or find the BARD support email address, what link should you activate from the BARD main page?