Downloading BARD Audio Books with
Windows XP

Step 1: Download the audio book from BARD

a. [Go to BARD](https://nlsbard.loc.gov/nlsbardprod/login) (https://nlsbard.loc.gov/nlsbardprod/login) and log in.

b. Insert your flash drive in the computer or attach your blank cartridge with the USB cable.

c. Search or browse for an audio book to read. (Use the **Tab** key or the mouse to navigate through a browse list or through a search result)

d. Click or press **Enter** on the blue **Download** link for the book you have chose.   Choose **Save** in order to download the book. You can either:

Download from BARD
If using mouse, left click on link "Download Boone: A Biography, DB72203" (indicated in the screenshot below). If using the keyboard, tab to "Download Boone: A Biography, DB72203," then press **Enter** on keyboard.

e. The File Download window will then open.

f. In the File Download window, choose **Save** (highlighted in the screenshot below) or **Alt + S**. Do NOT choose **Open**.
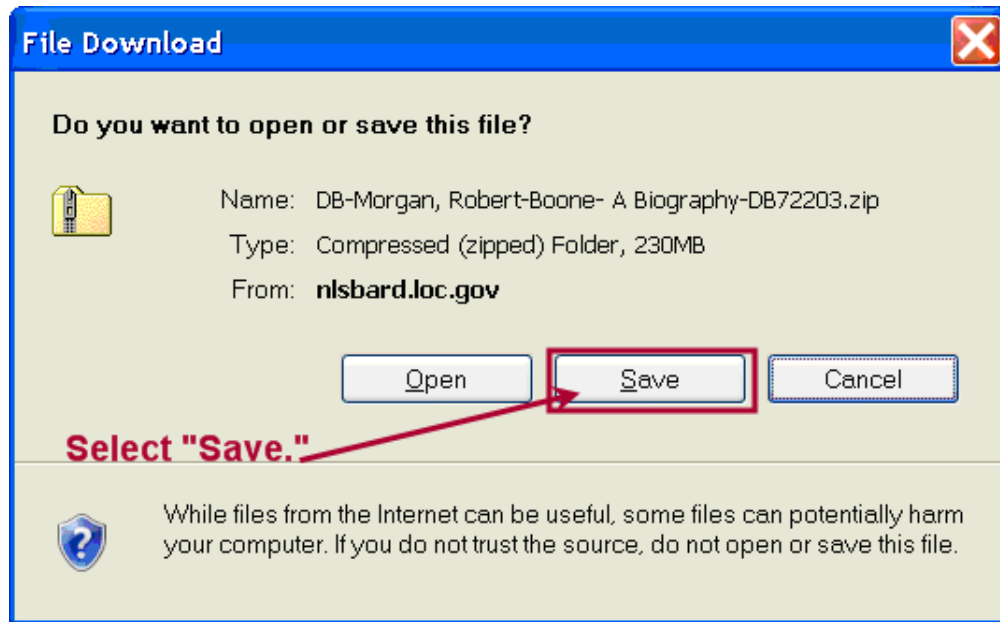
- o Save to your computer's hard drive (C:), to be extracted (unzipped) and saved to your USB flash drive or digital cartridge removable drive later. Many people like to download to their desktop.
- o Or save to a "bard download" folder on your hard drive (C:) that you have created.
- o Or save directly to the removable drive on your computer (usually E:, F:, or G:).

g. Choose where to save the book

In this example, using the "Save in" menu, or clicking on the **Desktop** icon on the left, the BARD user is about to save the book to the Desktop.
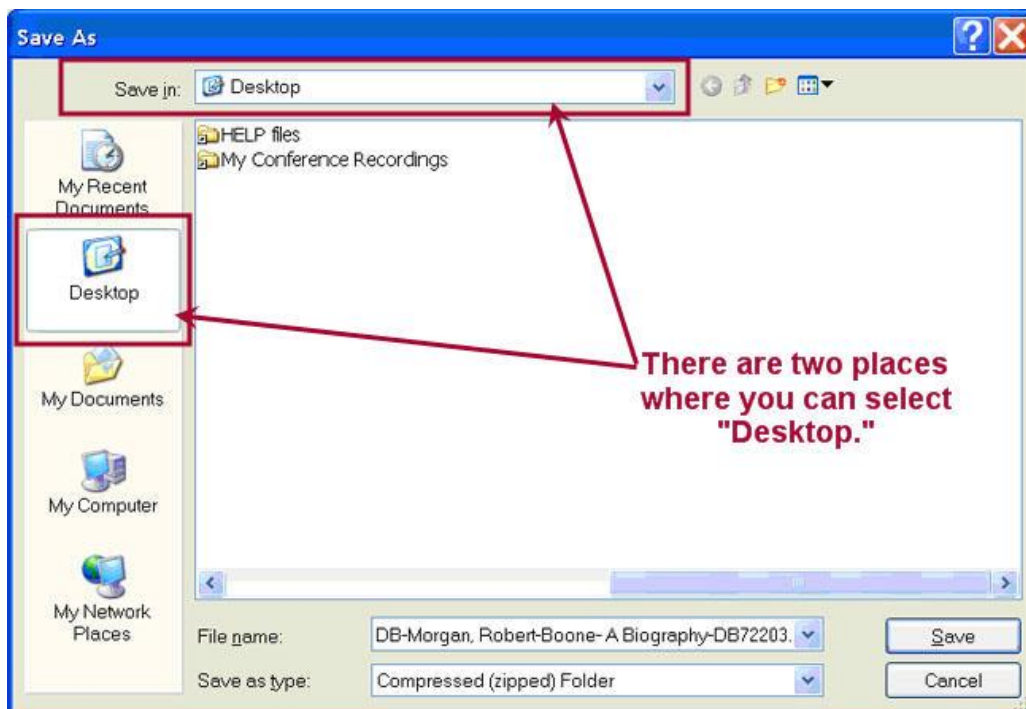
h. When the digital book has finished downloading, a "Download Complete" window will be displayed on the screen (screenshot 4). Choose **Close**. It is never necessary to open BARD books.

Download Complete

Note that the book's file name contains book information such as author, title and book number. The book is saved as a Compressed (zipped) Folder.
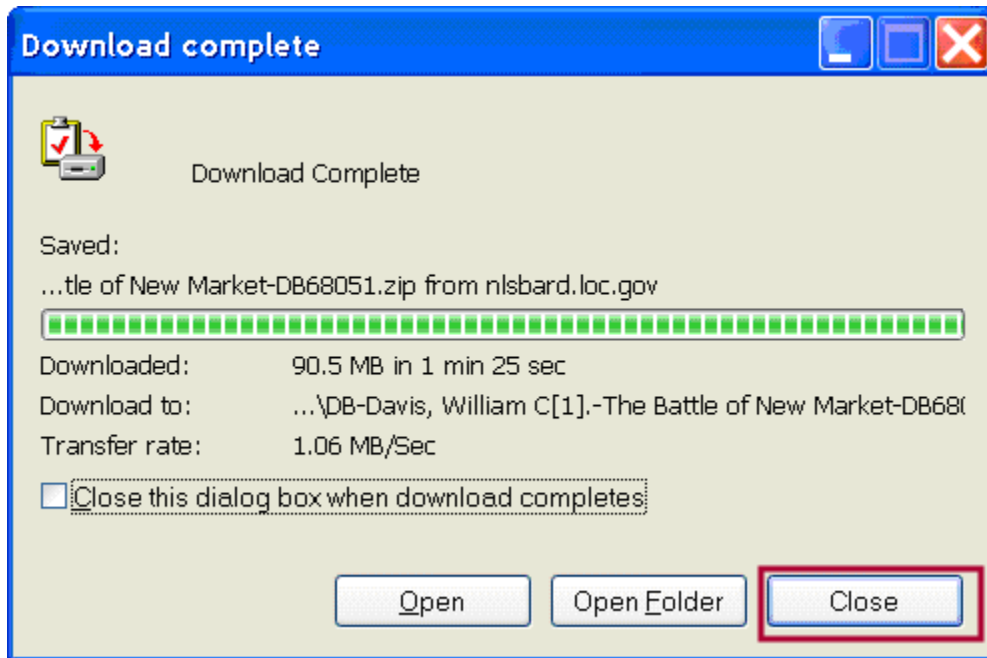

i. At this point your BARD book is of the type Compressed (zipped) Folder. Because it is compressed it will end with the .zip file extension.

Step 2: Extract or "unzip" the downloaded book

You must extract or "unzip" each book before you can listen to it on your talking book player. In this step, you will extract the book on your C: drive, and then in Step 3, move or copy the extracted version to your removable drive.

a. Using My Computer or Windows Explorer, navigate to your book. Right-click on your book folder or press **Shift + F10** to bring up the context menu.

b. Select the **Extract All** option

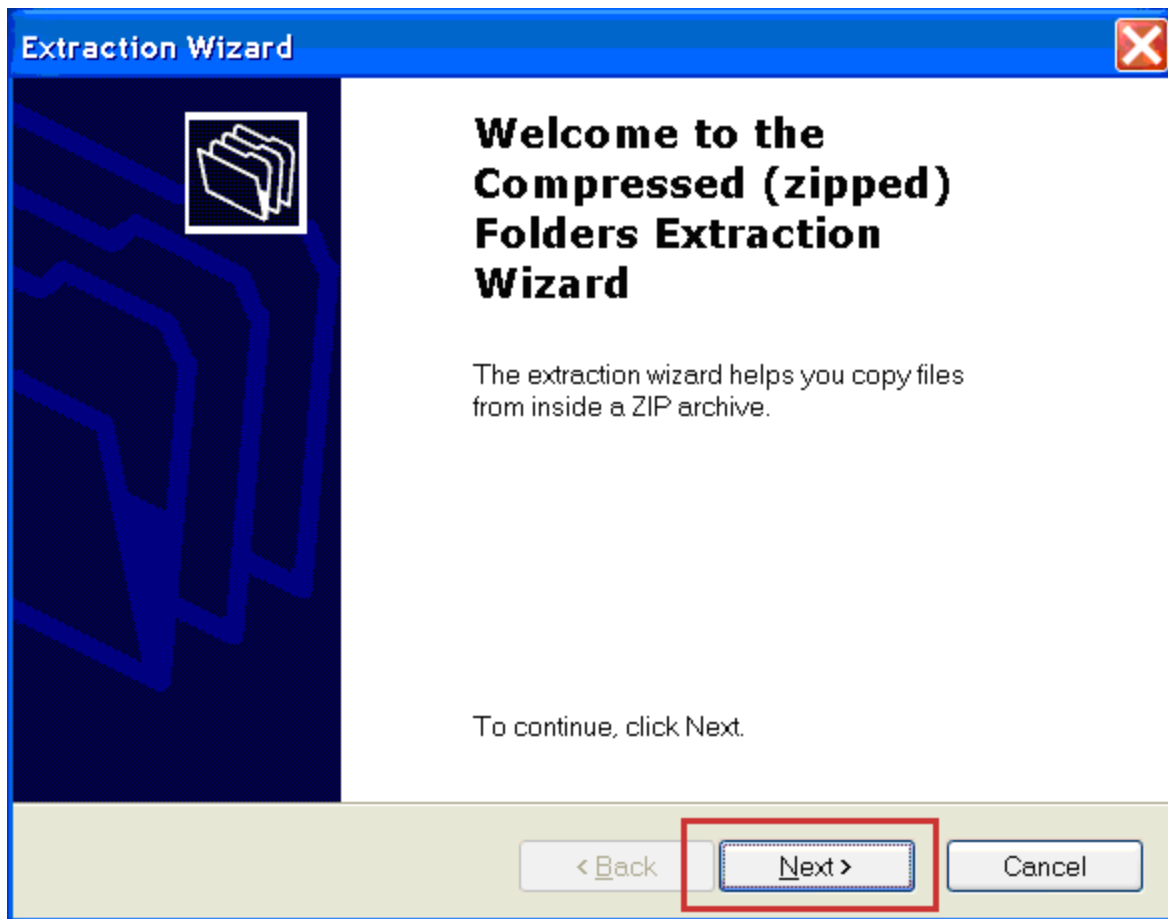Right-click on the Compressed (zipped) Folder, or choose **Shift + F10** from the keyboard. Then choose **Extract All**, the fourth choice on the list of options.
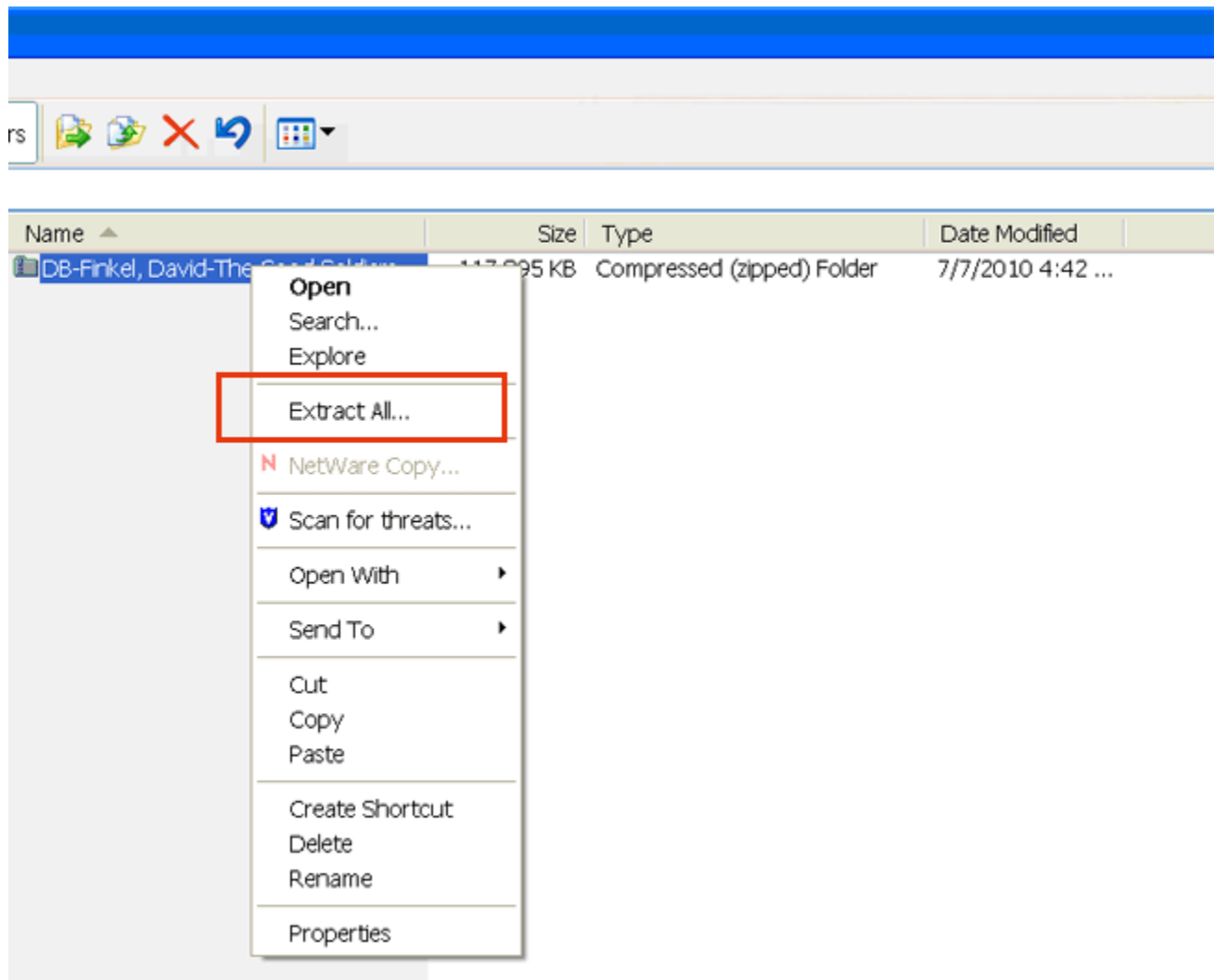
c. The Extraction Wizard screen will open. If using the mouse, click **Next** to continue. Or press **Enter** if using keyboard

Extraction Wizard
If using the mouse, select **Next** to continue, or press **Enter** on the keyboard.

Extraction Wizard

Welcome to the Compressed (zipped) Folders Extraction Wizard

The extraction wizard helps you copy files from inside a ZIP archive.

To continue, click Next.

< Back   Next >   Cancel

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d. The Extraction Wizard will then extract the book to the same folder as the original download destination, such as the Desktop on the C: drive.

Select a Destination

Note that by default Windows XP will extract the book to the same place where it was downloaded, in this example the Desktop. The PATH to the Desktop (highlighted in the image below) begins with C:, then Documents and Settings, then the user name, then Desktop. BARD books will all begin with "DB-" followed by author, title and book number.

Extraction Wizard

Select a Destination
Files inside the ZIP archive will be extracted to the location you choose.

Select a folder to extract files to.

Files will be extracted to this directory:

C:\Documents and Settings\msmith\Desktop\DB-Gab

Browse...

Password...

Extracting...

You can see the path of the location where your book will be saved here.

< Back   Next >   Cancel
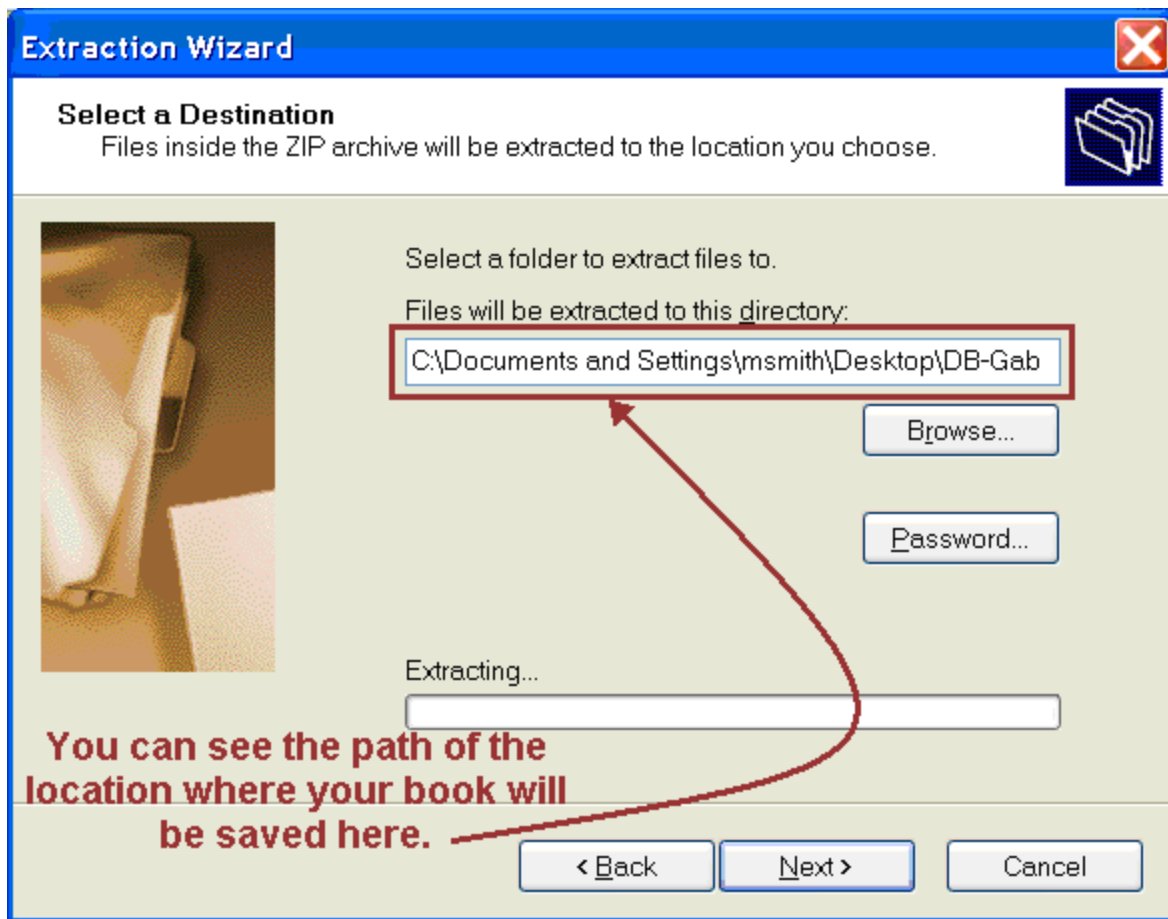
e. After getting the "Extraction Complete" message, uncheck the "Show extracted files" check box and select **Finish**.

Extraction Complete

When the extraction is complete, by default the "Show extracted files" checkbox will be checked (as in image 1 below). It is best NOT to view the extracted files; therefore uncheck the "Show extracted files" checkbox (as in image 2 below).

Extraction Wizard

Extraction Complete
Files have been successfully extracted from the ZIP archive.

Files have been successfully extracted to the following directory:

...\DB-Gabaldon, Diana-Outlander- Outlande...

To see your extracted files, check the box below:

☑ Show extracted files

Press finish to continue.

Click here to uncheck this box.

< Back   Finish   Cancel

Extraction Wizard

Extraction Complete
Files have been successfully extracted from the ZIP archive.

Files have been successfully extracted to the following directory:

...\DB-Gabaldon, Diana-Outlander- Outlande...

To see your extracted files, check the box below:

☐ Show extracted files

Press finish to continue.

< Back   Finish   Cancel

Step 3: Move the book to your flash drive or cartridge

If you unzipped the audio book to the Desktop, or to a folder on your C: drive, you can now move or copy the uncompressed folder (now without the .zip extension) to your flash drive or digital cartridge.

Note: After a book has been extracted the .zip file extension will be gone.
Original download folder: DB-Davis, William C.-The Battle of New Market-DB68051.**zip**
Uncompressed folder: DB-Davis, William C.-The Battle of New Market-DB68051

You may now delete the original compressed download folder that ends with **.zip**.

    a. In Windows XP, My Computer is usually found on the Desktop. Open My Computer or Windows Explorer and navigate to your extracted book folder.
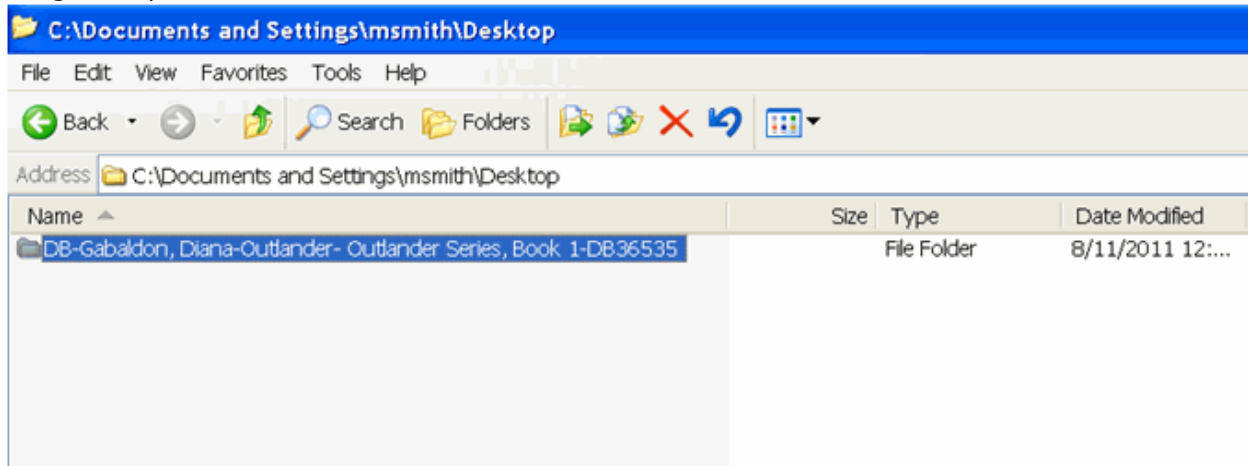
    b. Move or copy the extracted book folder, for example *DB-Davis, William C.-The Battle of New Market-DB68051*, from your download destination (such as the Desktop) to your flash drive or digital cartridge.

        Example: To move or copy the unzipped book folder named *DB-Davis, William C.-The Battle of New Market-DB68051*, use My Computer or Windows Explorer to navigate to the folder. (Remember that in Step 2 above the Extraction Wizard extracted the zipped book to the same folder as the original download destination, for example the Desktop).

        o Once you use the mouse or the **Tab** key to navigate to the unzipped book folder, right-click on the folder using your mouse and then select Cut (to move) or Copy (to copy).   Using My Computer or Windows Explorer, navigate to your removable drive and use the right-click menu to select Paste. This will move or copy the book to the removable drive.

        o Or if the keyboard is being used, Tab to the unzipped book, then choose **CTRL+X** or **CTRL+C** to move or copy. Then, using My Computer or Windows Explorer, Tab to the removable drive, then choose **CTRL+V**. This will move or copy the book to the removable drive.
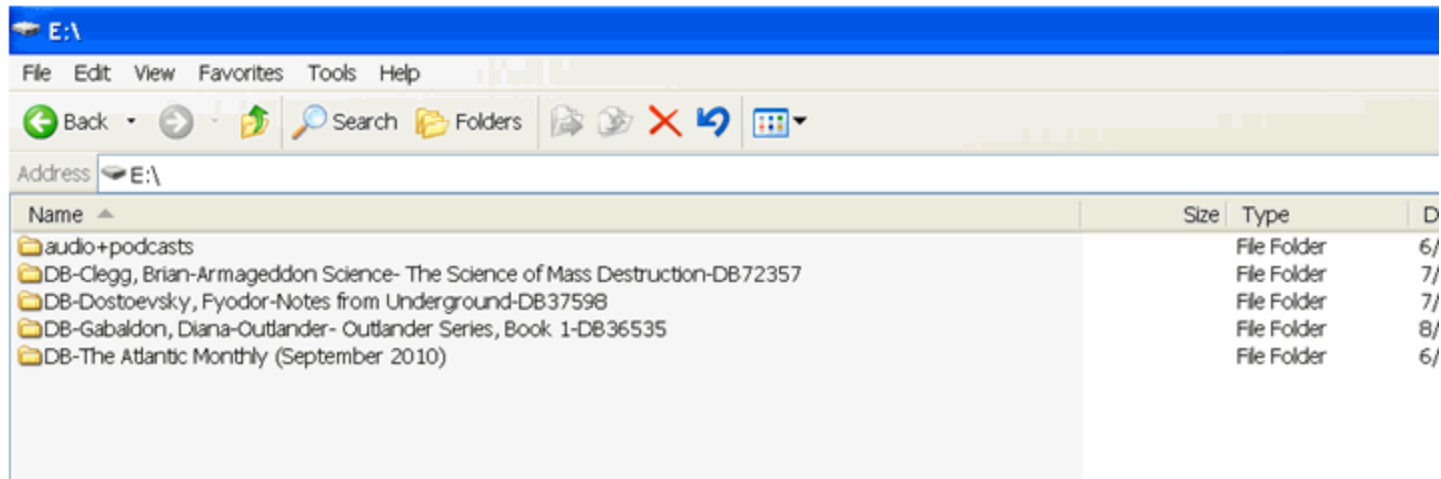
In this example there are three books, one magazine and one audio+podcasts folder.

Note that each book is of the type "File Folder" and no longer has the .zip extension.

Keyboard shortcuts: Move or Cut (**CTRL+X**); Copy (**CTRL+C**); Paste (**CTRL+V**).

Step 4: Play the book

a. Safely remove the flash drive or cartridge from your computer.

b. Turn your digital player on.

c. Plug your flash drive into the USB port on your digital player. (Note: The USB port, which has a removable plastic cover, is on the right side of the player, next to the audio jack.) Or, if using a digital cartridge, insert it in the front of the player, just like a regular digital book.

d. The digital player will announce the book that is on your flash drive or cartridge. Press **Play** to listen. Or, if there are multiple books, hold the **Play** button down until the player beeps to go into bookshelf mode so you can select the book you want.

e. Once you have finished a book, you can delete it from your flash drive or cartridge. Or, if you think you may want to read the book again later, you can keep the book, in either its zipped or unzipped form.