Downloading BARD Audio Books with a Mac Computer
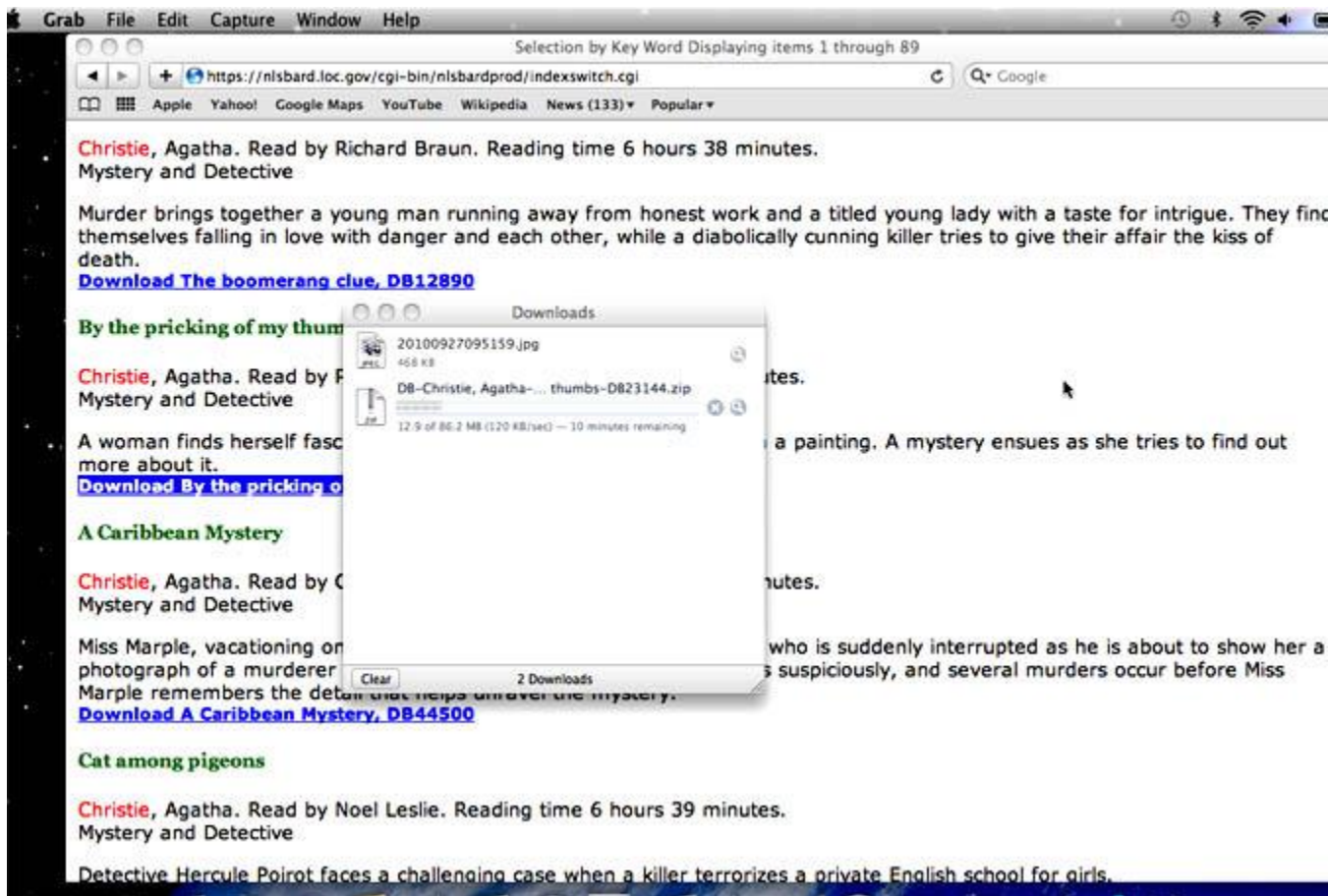
Step 1: Downloading a Book

a. Log in to BARD ⬈ (https://nlsbard.loc.gov/login//NLS.)

b. Find the book you want to read.

c. Click or press Enter on the blue Download link. The download process will begin automatically and may take several minutes, depending on the size of the book and the speed of your connection to the internet.
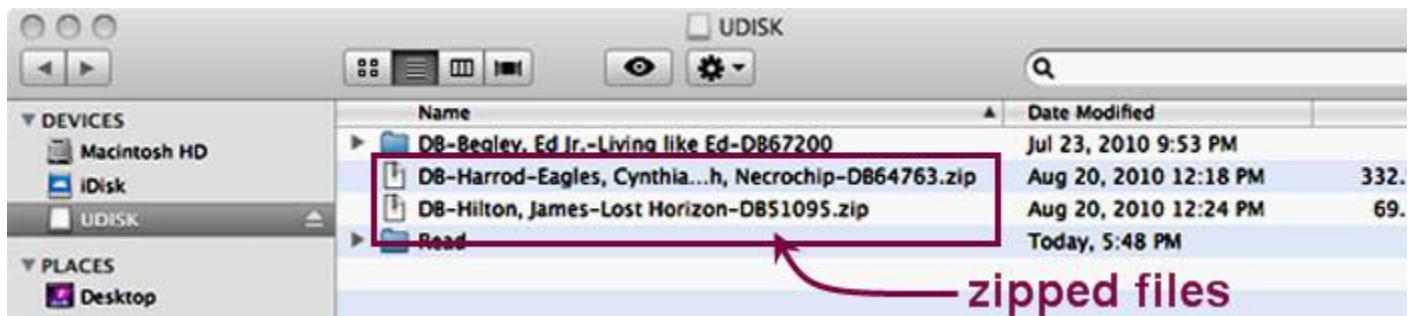

The screenshot shows a Mac desktop, with the Safari browser opened to BARD. The Downloads window is open while a book (Agatha Christie's *By the Pricking of My Thumbs*) is in the process of downloading

d. Most Macs automatically unzip the books when downloading, and save the files in
    the **Downloads** folder on your hard drive. (The zipped version will go automatically to trash.)
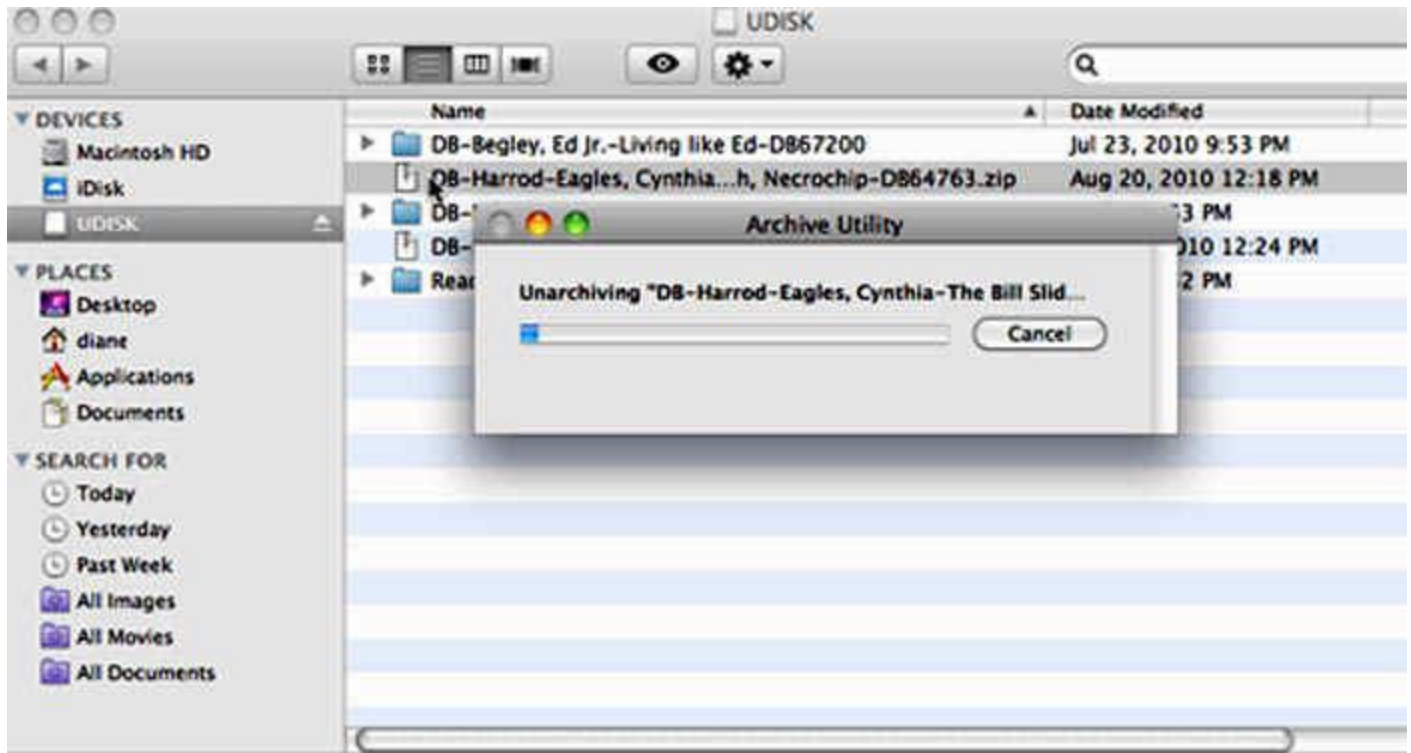
    Note: If you have an older Mac that downloads the book in a zipped format (see screenshot
    2), you will need to unzip, or "unarchive" the file before your digital player can read it. To
    unzip a file, just double click on it (or press Enter). It may take a few seconds; during this
    time, the Archive Utility window will appear on screen, showing the progress of the unzip
    process. (See screenshot 3.) The files inside will automatically be unarchived into a new folder
    with the same name as the original zipped file (but without the **.zip** extension). The new folder
    will be in the same directory as the original zipped book folder. (See screenshot 4.)
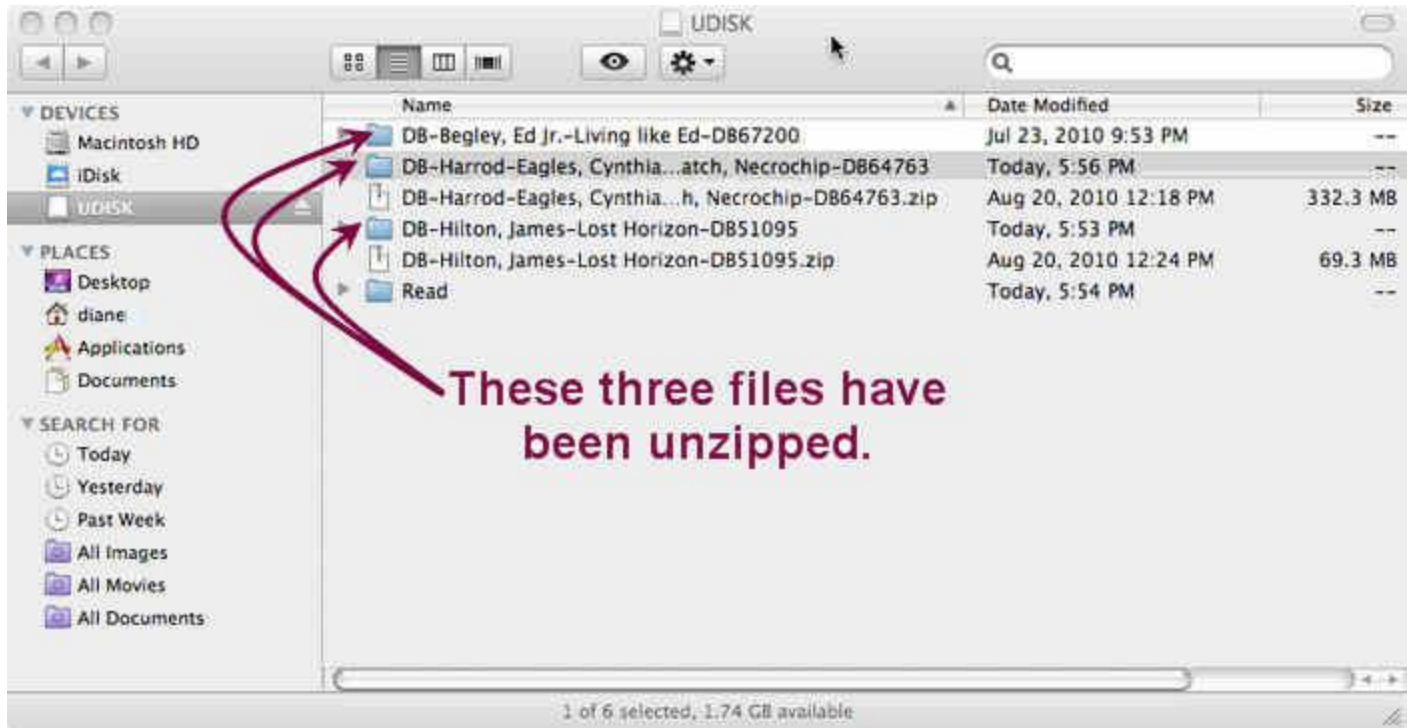
Finder

The screenshot below shows a flashdrive (UDISK) in the Mac "Finder" window. It holds three books;
the first one, with the blue folder icon, is a previously unzipped book, while the next two, with white
file icons, are still zipped.

Once unzipped, the directory will look like this:

This screenshot shows the "Archive Utility" window open while a digital book (*The Bill Slider Omnibus*, by Cynthia Harrod-Eagles) downloads.

The bar to the left of the "Cancel" button indicates the progress of the download.

In the screenshot above, the directory shows both the zipped and unzipped files, including files for the book *Lost Horizon*, by James Hilton:

- DB-Hilton, James-Lost Horizon-DB851095 (unzipped folder, with icon of a blue folder)
- DB-Hilton, James-Lost Horizon-DB851095**.zip** (zipped file, with icon of a white page with a zipper and .zip filename extension)

Step 2: Moving the Unzipped Books to your Flash Drive or Cartridge

a.   Insert your flash drive or digital cartridge in your Mac's USB port. You should see an icon for it appear on your desktop, usually in the upper right corner.

b.   Open Finder. The Finder icon is the first one in the "dock" at the bottom of your desktop and looks like this:

More about Finder

c.   Open the **Downloads** folder to see your book.

d.   Move, copy or drag-and-drop the unzipped book from the **Downloads** folder to your flash drive or blank digital cartridge. (In Finder, your USB flash drive or blank digital

cartridge should be listed under **Devices**. Or, if you can see the desktop icon for the flash drive, you can drop or paste the files there.)

You can put multiple books on a flash drive or cartridge. A 4-gigbyte flash drive or cartridge can hold about 30 books.

Keyboard shortcuts: Move or Cut (**Command+X**); Copy (**Command+C**); Paste (**Command+V**).
Note: On older Macs, the "Command" key may have the Apple ™ logo on it.

Step 3: Listening to the Book

a. Eject the flash drive or cartridge from your Mac.

b. Turn your digital player on.

c. Plug your USB 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. See image.) If using a digital cartridge, insert it in the front of the player, just like a regular digital book.

d. The player will recognize the book that is on your flash drive or cartridge. If there are multiple books, hold down the Play/Stop button until it beeps to go into bookshelf mode and 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.

All information from New State Library BARD website