BARD Mobile for Beginners

Due to digital rights management restrictions, BARD digital books will not play on your computer. However, free Apps are available for iOS (Apple) and Android devices so that you may download audio books or magazines directly to a mobile device.

Please note that if you want to download books from BARD you must first be a registered patron of the Arkansas Library for the Blind. If you are not currently registered with and receiving audio or Braille books by mail from the Arkansas Library for the Blind you must first complete the following application for basic service:
http://www.library.arkansas.gov/libraryForTheBlind/Documents/applicationForm.pdf

You may fill out the application, get it signed it by someone (an eye doctor, family doctor, etc) who can certify that your friend or loved one is unable to use regular print, and mail it to us at the address below. Page 2 of the application form lists all of those who are authorized to sign as certifying authority. In the case of visual disabilities family doctors, eye doctors, nurses, case workers, counselors, social workers, or professional staff of institutions may sign as the certifier.

Call <u>us</u> directly toll free at 1-866-660-0885 if you would like us to <u>mail</u> you an application form, or if you have further questions about the program.

If you are already a registered patron of the Arkansas Library for the Blind, you can fill out an online application for BARD service https://nlsbard.loc.gov/cgi-bin/public/nlsbardprod/accountrequest.cgi?libcode=NLS

Please note that there are separate applications for individuals and institutions (schools, hospitals, libraries, etc.).

Once we have verified you as an eligible and active patron of the Arkansas Library for the Blind, which usually takes about two business days, we will send you an e-mail with your username and a temporary password. When you log in the first time, you'll be asked to change your password to something you've selected yourself. You'll also be asked to agree to terms of use for the BARD service.

You can then search for and download audio books from the NLS BARD website.

Once you are registered for the NLS BARD program you may download a free APP to your mobile device so you may download books or magazines directly.

Android App: https://play.google.com/store/apps/details?id=gov.loc.nls.dtb&hl=en

Apple App: https://itunes.apple.com/us/app/bard-mobile/id705229586?mt=8

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Downloading your own books through BARD gives you more control over your reading because you can:

1. **Choose from more books.** Downloading from BARD gives you the freedom to select any digital title in the NLS collection. (Because of the expense involved, many books have yet to be produced on digital cartridge – if you choose to receive your books in cartridge format through the US Mail, less than half of the collection is available to you.)

2. **Get a book immediately.** If you have an internet connection, you can download books anytime you want, rather than waiting for them to arrive in the mail, so you will never run out of books. And with BARD, there's no waiting list for the newest and most popular titles.

3. **Listen to books on your smart phone.** With BARD Mobile apps, you can download books to your iOS (Apple) or Android phone or tablet, making it even easy to listen to books when you're on the go.

4. **Get books from wherever you are.** Whether you're a student going away to college, a retiree splitting your time between two homes, or someone going on vacation for a week or two, if you download your own books via BARD, your access to books and magazines will not be interrupted by your temporary changes of address.

5. **Access back issues of magazines.** When you subscribe to a magazine on digital cartridge, you will receive future issues. With BARD, though, you can also download and read the magazine's past issues.

6. **Keep a book or magazine to reread.** Sometimes you come across a book or magazine article that you know you'll want to read or refer to again in the future. Books on digital cartridge must be returned promptly once you've read them, so that they can be circulated to other borrowers, but a book or magazine that you've downloaded from BARD can be kept for as long as you like, so that you can take your time reading it or keep it to reread later.

7. **Access more music resources.** If you're interested in music, BARD has a lot more music-related materials available, including instructional guides, music appreciation presentations in audio format, and scores and music texts in braille. ([NLS Music Materials](#) ⬚ is a brief video about music-related resources available from NLS.)

For More Information About BARD

- [How to enroll in BARD](#) ⬚
- [BARD instructions from NLS](#) ⬚
- [BARD Frequently Asked Questions](#) ⬚
- [Audio Magazines on Digital Cartridge](#)
- [Purchasing digital cartridges and USB flash drives](#)
- [BARD Talk](#) ⬚ - This website is a very useful and informative resource for BARD users.
- [About the Digital Books and Players](#)
- [Digital player firmware updates](#)

Operating BARD Mobile

BARD Mobile is completely accessible to visually impaired individuals when used with Zoom or the Voice-over screen reader, two standard features on iOS operating systems.

Zoom is a built-in magnifier that when activated allows you to adjust screen magnification between 100 and 500 percent. Zoom will not affect gestures used to operate BARD Mobile and works with VoiceOver.

VoiceOver is gesture-based and allows blind or visually impaired individuals to interact with items on the screen. You do not need Zoom or VoiceOver to use BARD Mobile. However, if using VoiceOver, you may find enabling the Hints feature helpful.

Gestures used to operate BARD Mobile with VoiceOver differ slightly from the gestures used to operate BARD Mobile without it. With VoiceOver, for example, you will flick your finger to the right or left to hear what content is on a screen and you will double tap buttons to select an item, not as the single tap required without VoiceOver. A few functions require additional gestures. Also, with the hints featured enabled, VoiceOver will provide verbal prompts that describe which gestures need to be used to complete an action. This occurs whenever you perform a gesture.

Unless otherwise noted in this guide, standard VoiceOver gestures should be applied if you use VoiceOver to interact with BARD Mobile.

If you would like to learn more about Zoom or VoiceOver, please visit Apple's accessibility website for iOS devices at www.apple.com/accessibility/ios/vision. For additional information on VoiceOver, visit LookTel at www.looktel.com/vo-tutorial, or download the LookTel VoiceOver tutorial, available from the Apple App Store.

To activate Zoom or VoiceOver on your device, go to Settings>General>Accessibility.

BARD Login

At the initial launch of the application, BARD Mobile will prompt you to read and agree to the BARD service agreement. You cannot use BARD Mobile unless you consent to the terms of service.

To agree, select the Agree button, which is located directly after the terms of service. VoiceOver will announce the word "agree." Then flick to and select the Start button near the bottom of the screen. If you want to verify that the Agree button was selected, flick back to the Agree button and VoiceOver will confirm by saying "selected agree."

After you have selected the Start button, a BARD login screen will appear. Provide your BARD account login information here.

Enter your user name in the user name text field following the login information heading and then enter your password in the password text field that directly follows the name text field. Select the Done button on the bottom right corner of the keyboard to complete login.

BARD Mobile will remember your user name and password. Unless you change them through BARD, you should only have to provide this information once.

You are now ready to download books to your iOS device.

Getting Started

To get the most out of BARD Mobile, there are various features and functions that you should know. This section provides a quick overview of the basic elements to help you get started.

Heading and Navigation Bar

Each screen of BARD Mobile has a heading. It is on the navigation bar located at the top of the screen, directly below the device status bar, which displays information about your device such as the current time and battery life. The heading tells you which screen or content you are managing.

Also on the navigation bar—and depending on where you are in the application—there will be a Back button on the upper left corner, or a Done or Edit button on the upper right corner.

The Back button will allow you to easily return to the previous screen, while the Edit and Done buttons allow you to customize categories, select titles to delete, and finalize actions.

Tab Bar

The tab bar is located at the bottom of the screen and contains the tabs that represent the four main screens of the application. These tabs are labeled Bookshelf, Get Books, Settings, and Now Reading. The Now Reading tab is available only when a title has been opened to read.

Bookshelf

All the audio and braille titles you have downloaded to your device are listed in Bookshelf, the first tab on the tab bar. These titles are organized into four categories: Audiobooks, Audio Magazines, Braille Books, and Braille Magazines. An additional category titled Help is where you can access this user guide.

Audio foreign-language titles, music materials, and books that you have downloaded will be automatically listed under the Audiobooks category, while braille foreign-language titles, music materials, and books that you have downloaded will be automatically listed under the Braille Books category.

By default, books are listed alphabetically by title. However, if you prefer, books can also be listed alphabetically by the author's last name, or by the date of most recently downloaded or read. To change the listing order, select the Title, Author, or Latest button located at the top of the screen within the category you would like to reorder.

To learn more information about each book or magazine in Bookshelf, select the More Info button that is located after the title. When you select this button, a screen with the heading Details will open and, if applicable to the book, will list the title, author, annotation, narrator, total time, and book number. The Details screen for braille books will list the title, author, annotation, number of volumes, and book number.

Depending on the status of the book or magazine selected, there is also a Read, Downloading, or Queued for Download button at the bottom of the Details screen.

Reading Titles

There are two ways to read titles that are on your bookshelf.

Method one: Select the name of the title you would like to read. In doing this, books that have been downloaded will automatically open in the Now Reading screen.

Method two: Activate the Read button. To do so, select the More Info button, located directly after the title you would like to read. This action will open the title's Detail screen, at the bottom of which will be a large green Read button. You cannot read a book that is in the process of downloading.

Get Books

Get Books is the second tab on the tab bar directly following the Bookshelf tab. It allows you to access material on BARD and browse recently added audio and braille books and magazines.

In Get Books, you can also visit the BARD website to add titles to your wish list. Books on your wish list in BARD will appear on your wish list in Get Books. Only titles located on your wish list or in the recently added categories in Get Books can be downloaded to your device.

Settings

The third tab on the tab bar, between the Get Books and Now Reading tabs, is for Settings. This tab allows you to manage your audio and visual preferences, as well as your user account information.

Now Reading

The Now Reading tab is the last tab on the tab bar, and is available only when a title has been opened to read. You can activate this tab from any screen within BARD Mobile to access the book you are currently reading.

The Now Reading screen for audiobooks and magazines is oriented similarly to the digital talking-book player. Buttons used on the application resemble the buttons on the player, with a few exceptions. The Now Reading screen for braille books and magazines is also oriented similarly to the digital talking-book player, but has very few controls that are similar to those on the digital talking-book player.

Deleting Titles

To save space on your device you can delete titles from your Bookshelf at any time.

After you select and enter a category within Bookshelf, on the upper right corner of the screen, there will be an Edit button. Activate the Edit button to reveal a Delete button after the name of the book you intend to delete. Select the Delete button to remove the title from the list. When you have finished deleting titles from within the category selected, activate the Done button on the upper right corner of the screen.