BARD - Chromebook Basics

If you use a Chromebook with BARD, BARD Mobile and BARD Express will not work for you. You will need to search BARD directly and then download these books and magazines to the Chromebook. Once you have your books and/or magazines downloaded you will then need to prepare them, by unzipping them, to go onto a flash drive so they can be played on a Digital Talking Book Player.

# Chromebook downloading

1. Login to BARD using your email address, that is your username, and permanent password. If you have a temporary password, you will be asked to make it permanent
2. To find books Use the tools in the Find Books section of the page. The options are:
	1. Search the collection. This allows you to do a direct search of BARD for books using as much as you know about the title, author and any subject or genre of the book.
	2. Browse by author’s last name. A drop-down list of authors last name by letter
	3. Browse by book title. A drop-down list of titles available by letter
	4. Browse by Subject. A drop-down alphabetical list of book subject codes
3. Perform your search. A list of results will be shown
4. Scroll the list to find the title of the book or magazine from your search
5. A direct download link will be second link in each result that has the first word Download
6. The title of each book or magazine shown also has a link that takes you to very detailed information about the item. At the bottom of the detailed information is a direct download link that has the first word Download
7. Click on the link that starts with Download. This will begin the download to the Chromebook. When the download is finished, it will appear in the Downloads folder

# Chromebook making your download play

1. Go to the Downloads folder and create a new folder by using keystroke combination Control (CTRL) +E. Give this folder the name of book, so that you can find it
2. Go up a level in the Downloads folder and find the file named DB- author’s name and name of the book with a DB number at the end
3. Highlight this file and let it display all of the contents of the file. This file is in a .zip format
4. Highlight all of the files from the contents of the file using keystroke combination Control (CTRL) +A. This will highlight all of the files
5. Copy all of the select files using keystroke combination Control (CTRL) +C.
6. Go up a level in the Downloads folder and find the folder you created and names
7. Highlight this folder
8. Paste all of the files from the book’s .zip file using keystroke combination Control (CTRL) +V. This will make the book playable on your digital talking book player
9. Plug in a USB flash drive to one of the Chromebook’s available USB ports. The USB port is a rectangular shaped slot on the side. The USB flash drive can only go in one way
10. Find the new book or magazine folder you created in the Chromebook’s downloads folder
11. Copy the new book or magazine folder you created using keystroke combination Control (CTRL) +C
12. Find the USB flash drive plugged in
13. Paste the folder into the USB flash drive using keystroke combination Control (CTRL) +V
14. Remove the USE flash drive from the Chromebook. Your book or magazine is now ready to be played in your Digital Talking Book Player
15. Plug the USB flash drive into the side USB port on your Digital Talking Book Player. The USB port is on right side of the player as it faces you
16. Turn on your Digital Talking Book Player. The player will beep and announce the book or magazine title

# Chromebook keyboard shortcuts

Chromebooks use mostly the same keyboard shortcuts as Windows. These keyboard shortcuts use mainly the Control or CTRL key located on the bottom left side of the keyboard. Some relevant keyboard shortcuts for downloading and playing books are:

* Control (CTRL) + E = Create a new folder
* Control (CTRL) + A = Select all files
* Control (CTRL) + C = Copy file or files
* Control (CTRL) + V = Paste file or files
* Control (CTRL) + 2 fingers on the touch pad = Right click