# Welcome to BookLink Web

Blind Low Vision NZ Library’s online reading service

## Contact and help

If you have any questions or need help with BookLink, please contact us:

0800 24 33 33 (Monday-Friday, 8:30am-5pm)

library@blindlowvision.org.nz

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## What you will need

#### Internet connection

Since BookLink Web is an Internet-based resource, you will need to be connected to the Internet to search, download books and magazines, or listen to audio content without downloading a copy. If you decide to download audio books and magazines, you can then listen to them without being online, but you will need DAISY software on your computer to read them. You can also move BookLink files you’ve downloaded to read on another device, such as a DAISY player (via USB drive or memory card), smart phone, or tablet.

#### Web browser

Web browsers are programs that let you view websites on your computer while connected to the Internet. All modern computers will have at least one Web browser installed, and you can download others for free if you find them easier to use. BookLink Web has been designed to work best in Google Chrome and Firefox, but is usable in other browsers.

You can download Google Chrome from the Internet at this address:

<https://www.google.com/chrome/browser/desktop/>

#### Screen reader

Screen readers are programs that read out text displayed on your computer, as well as navigational controls for getting around in and between other programs. You can use keyboard shortcuts to navigate Web pages, type in text, and select buttons. Both Windows and Macintosh operating systems have some narration options built into their accessibility support: for Macintosh, this is the VoiceOver program also available on Apple mobile devices. Windows includes a Narrator option in its ease of Access control panel, which lets you alter many of the settings, including setting up your own keyboard shortcuts for reader actions.

We also recommend the free program NVDA (NonVisual Desktop Access), or the commercial program JAWS (Job Access With Speech), as screen readers that you can use with all kinds of software on a Windows computer.

You can download NVDA from the NV Access website:

<https://www.nvaccess.org/download/>

This page requires you to enter a valid e-mail address before downloading the installation file, in a text field just above the Download button.

**Note:** If you are not familiar with any of the products mentioned above, or don’t yet know what would best meet your needs, please call Blind Low Vision NZ on 0800 24 33 33. The Adaptive Technology team (ACATS) can provide you with information on the available options and getting started.

#### Magnifier

Depending on your vision, you may want to use a magnifier program with BookLink Web, or even a hand-held magnifier with your computer screen.

**Tech tip:** You can also adjust the text size directly in your Web browser, using the Zoom command. Usually you can do this by pressing Control and the + key together (Windows) or Command and the + key (Macintosh).

On Macintosh computers, you will have the Zoom tool available, similar to mobile devices. In Windows, there is a Magnifier tool available in the Ease of Access control panel, which gives you a choice of enlarged viewing options. It can be set to follow your mouse and/or keyboard focus, so make sure it will follow both as you move around in webpages.

You can also download specialised magnifier software, such as the commercial product ZoomText, which also has screen reader functions.

## Get started with BookLink Web

### Introduction to BookLink Web

#### Open BookLink Web

1. In your Web browser, navigate to the BookLink website:

<http://www.booklink.org.nz/web>

1. If necessary, log in using the BookLink Username and Password provided to you by the Blind Foundation Library. We recommend selecting “Remember Me” on a home computer, so that you don’t have to log in every time you visit BookLink.

**Tech tip:** If you are using the JAWS screen reader, you may find you need to press the Enter key when selecting a text field to put it into ‘form entry’ mode. You should hear a beep when it is ready for you to type in your username (or any other text, such as your password, or search fields in the main website).

**Note:** If you lose your BookLink username or password, please contact us on 0800 24 33 33 for assistance. You can also use the “Forgot your password?” link underneath the Log In button. This will take you to a screen where you can enter your e-mail address and have a log-in link sent to your e-mail account.

#### Navigating in BookLink Web

The website is designed for low vision users, so you can get around in it by just using a computer keyboard. Pressing the Tab key is the easiest way to move from one element on the page to the next, cycling through each piece of text, button, or form field in turn. If you keep pressing the Tab key, it should go from the bottom of the webpage back to the top of your browser and start over.

You can also press the Shift and Tab keys together to move through the page in the opposite direction, so if you go past something too quickly you can find it again.

The Enter key can be used to submit forms (such as your log in, or search terms in the Books collection), and to select buttons on the screen. These buttons are used as links to the different screens within BookLink Web, or to expand and contract titles to get more information and options.

#### BookLink Web Home screen

The Home screen lists the available collections in BookLink Web. These are (as of Version 1.4):

* Books
* Newspapers
* Magazines
* References

There is also a More button (three dots icon) on the lower right of the Home screen, which takes you to the More section of BookLink Web. This includes the following four screens:

* About
* Help
* User Profile
* Settings

You can navigate between these screens within the More section using the tabs along the bottom of the screen (present on all screens).

Wherever you are in BookLink Web, you can always navigate back to the Home screen using the Home button at the top left of the screen (house icon).

**Tech tip:** If you get stuck, you can also refresh the webpage to restart your session. You can do this in most browsers by pressing the F5 key on a PC, or the Control key on a Mac together with the letter R.

#### Collections in BookLink Web

When you select a collection from the Home screen (for example, Books), you will enter that section of the website. The sections for the three audio collections each have three main screens: Search (for Books) or List (for Newspapers and Magazines); Now Reading; and My Library. You can navigate between these screens within each section using the tabs along the bottom.

The Books screen also has a Reading History link at the bottom right, which will take you to a list of your previously read audio books.

The References section has four screens, each with collections of external links according to topic: Databases, Magazines, Newspapers, and Radio.

### BookLink Web: Books

#### Find an Audio Book

1. From the Home screen, select Books. If you are not in the Search screen, select the Search tab at the bottom of the screen (magnifying glass icon).
2. Enter a search term into Basic Search and select the Search button. Look for an author’s name, part of a book title, or a subject keyword. Alternatively, you can choose a book from the Recommended for You or Featured Titles lists below the search field (text box).
3. Sort your results either by relevance, or in alphabetical order of title. Select the Sort by Alphabetical or Sort by Relevancy button at the top of your results to switch the sort order. Relevancy should put the best matches at the top of the list.

**Note:** BookLink will recommend books for you based on your user profile (you can update this in the More section of BookLink). See “Additional BookLink features: Recommended for You” below for help.

#### Read an Audio Book

1. From the list of search results, or, alternatively from the lists of Recommended or Featured books, select a book title to reveal more information and the Add to My Library, Read Online and Download DAISY buttons.
2. Select the Read Online button to move the book to Now Reading.
3. While the audio is being retrieved, a screen will load briefly to tell you the website is preparing to read it.
4. When the book is ready, the Now Reading screen should load automatically with your book ready to play.
5. Select the Play/Pause button to start the book. If you navigate away from the Now Reading screen, you can return to it by selecting the Now Reading tab at the bottom of the screen (headphones icon).

#### Download an Audio Book

1. From the list of search results, or, alternatively from the lists of Recommended or Featured books, select a book title to reveal more information and the Add to My Library, Read Online and Download DAISY buttons.
2. Select the Download DAISY button to prepare the file for download. While the audio is being retrieved, a screen will load briefly to tell you the website is preparing to download it.
3. When the book is ready, another screen will load as the audio file is downloaded through your web browser, as a single archive file (.zip). Usually this will be saved to your Downloads library on your computer.
4. Open the downloaded archive file, or go to its containing folder, to extract the audio files from the archive into their own folder.

#### Find an E-braille Book

1. From the Home screen, select Books. If you are not in the Search screen, select the Search tab at the bottom of the screen (magnifying glass icon).
2. Switch to Advanced Search to access Braille books as well as audio. Select the Basic Search button at the top of the screen to switch if needed.
3. Enter your search terms into the Advanced Search form and select the Search button. Look for an author’s name, part of a book title, or a subject keyword. To retrieve E-braille only, set the Format option to E-braille. For more information on Advanced Search, see “Book Search Modes” below.
4. Sort your results either by relevance, or in alphabetical order of title. Select the Sort by Alphabetical or Sort by Relevancy button at the top of your results to switch the sort order. Relevancy should put the best matches at the top of the list.
5. For each book result, there will be a title button which you expand to find more information about the book. This will give you the Add to My Library option to save the title for later download, and the Download Book button to download the E-braille files as a .zip archive.

### BookLink Web: Newspapers

Only the most recent issue of a newspaper title will be available in BookLink Web. These are produced in synthetic audio so that you can listen to them in the player on the website, but they can’t be downloaded for offline use.

#### Find an Audio Newspaper

1. From the Home screen, select Newspapers. If you are not in the Newspaper List screen, select the Newspaper List tab at the bottom of the screen (boxed list icon).
2. Select a region category to reveal the list of newspapers in that geographic region. New Zealand national newspapers are listed first.

#### Read an Audio Newspaper

1. Select a newspaper title to reveal the latest issue date available, and the Add to My Library and Read Online buttons.
2. Select the Read Online button to send the newspaper to Now Reading. The Now Reading screen will load automatically.
3. Select the Play/Pause button. If you navigate away from the Now Reading screen, you can return to it by selecting the Now Reading tab at the bottom of the screen (headphones icon).

### BookLink Web: Magazines

#### Find an Audio Magazine

1. From the Home screen, select Magazines. If you are not in the Magazine List screen, select the Magazine List tab at the bottom of the screen (boxed list icon).
2. Select a magazine category to reveal the list of magazines in that category.
3. Select a magazine title to reveal the information about the magazine, the Add to My Library button and the dates of the three latest editions.

#### Read an Audio Magazine

1. Select a magazine edition date to reveal the Read Online and Download DAISY buttons.
2. Select the Read Online button to send the magazine to Now Reading. The Now Reading screen will load automatically.
3. Select the Play/Pause button. If you navigate away from the Now Reading screen, you can return to it by selecting the Now Reading tab at the bottom of the screen (headphones icon).

#### Download an Audio Magazine

1. Select a magazine edition date to reveal the Read Online and Download DAISY buttons.
2. Select the Download DAISY button to prepare the file for download. While the audio is being retrieved, a screen will load briefly to tell you the website is preparing to download it.
3. When the magazine issue is ready, another screen will load as the audio file is downloaded through your web browser, as a single archive file (.zip). Usually this will be saved to your Downloads library on your computer.
4. Open the downloaded archive file, or go to its containing folder, to extract the audio files from the archive into their own folder.

## Additional BookLink features

### My Library

My Library is a feature in BookLink that you can use to save book or magazine titles to your account, so you can easily read or download them later.

My Library (book icon) can be found on right hand side of the tab bar along the bottom of the screen in the Books, Newspapers, and Magazines sections of BookLink.

#### My Library behaviour

When you save a magazine or newspaper to My Library, it saves the publication title rather than a specific issue. As new issues become available, you can download them straight from My Library, rather than having to go back into the Magazine/Newspaper List. When you download an edition of one of your saved newspaper or magazine titles from My Library, the title will remain in My Library for future use.

For books, you can use My Library to save individual book titles to read or download later. When you read online or download a book from My Library, it will also stay in My Library until you decide to remove it.

#### How to save a title to My Library

For a Book:

1. Follow the steps in the Get Started with BookLink section to find a book.
2. From the list of search results, or, alternatively from the lists of Recommended for You books or Featured Titles, select a book title to reveal more information about the book, and the row of action buttons (Add to My Library, Read Online, Download DAISY, Download E-braille).
3. Select the Add to My Library button to save the book to My Library.

For a Newspaper:

1. Follow the steps in the Get Started with BookLink section to find an Audio Newspaper.
2. Select a newspaper title to reveal the Add to My Library and Download buttons. Select the Add to My Library button to save the title to My Library.

For an Audio Magazine:

1. Follow the steps in the Get Started with BookLink section to find an Audio Magazine.
2. Select a magazine title to reveal the information about the magazine, the Add to My Library button and the dates of the three latest editions. Select the Add to My Library button to save the title to My Library.

### Book search modes

The Book Search screen has two modes: Basic and Advanced. The Recommended for You and Featured Titles lists will appear below the search fields in both search modes.

#### How to switch to advanced search mode

1. From the BookLink Home screen, select Books. If you are not on the Search screen, select the Search tab at the bottom of the screen (magnifying glass icon).
2. To change the search mode to Advanced Search, select the Basic Search button. This acts as a toggle button between basic and advanced search modes.

#### How to perform an advanced search

1. Set as many or few search criteria as you like. The available search criteria are described below.
2. Select the Start Search button to begin the search.

**Advanced search criteria:**

* **Keyword**. Searches anywhere in the record for each title, so you can combine names, titles, subjects, or places of publication.
* **Title**. Only searches for book titles, or words from a book title.
* **Author**. Searches on names in the catalogue, including book authors and narrators.
* **Subject**. Searches on subject headings allocated to each book, so you can look for books by topic, for example “Dogs” or “History”.
* **Book No**. Enter the unique Book Number assigned to the title, as listed in Bookmarks, Sound and Touch, or the Library catalogue.
* **Category and Interest**. Use this to search by book genre. Select a Category, followed by an Interest within that category if desired.
* **Language**. Use this to search for books in a specific language. Select from the available language options.
* **Reading Level**.Choose between Adult, Young adult, or Junior level audio books.
* **Format**.Choose between Any Format, DAISY Audio only, or E-Braille only.

Once you’ve performed a search, up to 50 book results are displayed onscreen. If your search returned more than 50 results, you can select the Show 50 More Books button to display more results onscreen.

Selecting the Refine Search button will return you to the search screen with your previous entries intact. Selecting the New Search button will take you back to the search screen with your previous entries deleted.

You can sort your results either by relevance, or in alphabetical order of title. Select the Sort by Alphabetical or Sort by Relevancy button at the top of your results to switch the sort order. Relevancy should put the best matches at the top of the list.

### Now Reading: Audio player modes

Each of the three audio sections in BookLink (Books, Newspapers, and Magazines) has its own player in the Now Reading screen. These can be set to different modes, and will retain their settings between sessions on the same computer.

The players on the Now Reading screens have three modes: simple, standard and advanced. Each mode offers a different level of functionality.

Regardless of which player mode you’re using, the audio title and the current section (chapter or article) title is displayed above the player.

#### How to change player mode

Select the Simple/Standard/Advanced button below the progress indicator bar to toggle between player modes.

##### Simple player mode controls

* **Play/Pause**. Use this control to play and pause the audio. A circular progress bar around the play/pause icon indicates how far you are through the current chapter or article.
* **Progress Indicator**. A thin black bar with a percentage reading tells you how you are through the whole audio file (all chapters or articles).

##### Standard player mode controls

* **Skip Backward**. Use this control to skip backward in the audio file. The default setting is by section (previous chapter or article).
* **Skip Forward**. Use this control to skip forward in the audio file. The default setting is by section (next chapter or article).
* **Sleep Timer**. Use this control to set a timer on your player. When the specified time is up, the player will automatically pause the audio.

##### Advanced player mode controls

* **Voice Speed**. Use this control to change the speech rate of the narrated audio.
* **Skip Interval**. Use this control to adjust the interval of the Skip Backward and Skip Forward buttons. You can choose between chapters or time intervals between 5 seconds and 5 minutes.
* **Place Bookmark**. Use this control to create a bookmark at your current location in the audio file. This will take you to another screen where you can name and save your new bookmark.
* **Chapters and Bookmarks**. Use this control to bring up a list of sections in the audio file. Any saved bookmarks appear at the top of this list. Select a listed item to jump to that location.

### Recommended for You

We recommend books for you based on your BookLink user profile. A “Recommended for You” list of books will appear in the Audio Books Search screen, below the search field.

For each recommended book, you can choose to download it, add it to My Library, or, remove it from the Recommended for You list. As you remove books from the recommended list, the list will refresh and provide you with new book recommendations.

#### Update your user profile

1. To update your profile, go to the BookLink Home screen and select the More button (three dots icon) at the bottom right of the screen.
2. Select the User Profile button in the bottom toolbar, and set your profile options. The options include Reading Level, Subject, Language and Narrator.
3. The Subject categories will expand to show the available subject Interests underneath them. Reading Level includes options to exclude mature content, if set to Adult.
4. The Narrator category can be set to exclude books created with synthetic voice, or male or female narrators according to your preference.
5. You can also check all of your current profile settings in a single-page summary, by selecting the View Summary button underneath the Preferences categories.
6. Once you have made changes, two more buttons will appear at the bottom of the User Profile screen, after View Summary. You can either Submit to save your changes, or select Undo to clear them. Your changes will not be saved unless you select Submit.

**Note:** An alternative way to update your user profile is to call us and have one of our library team update it for you.

### Featured Titles

We also provide a list of ten new featured audio books which have been recently added to the collection. This is updated monthly by the Library staff, and typically features five fiction and five non-fiction books. This list appears at the bottom of the Books Search screen, after the Recommended for You books.

For each recommended book, you can choose to download it, add it to My Library, or, remove it from the Recommended for You list. As you Remove titles from this list, it will refresh and provide new book recommendations.

### References section

The fourth section in the BookLink Home screen after Books, Newspapers, and Magazines is for References. These are links to external websites, and are organised into four tabs you can choose between in the bottom toolbar:

* Databases
* Magazines
* Newspapers
* Radio

#### Databases

This section has two main links, to the full text databases available from the publishers EBSCO and Gale with Blind Low Vision NZ’s subscriptions. These databases both provide full text content from a wide range of newspapers and magazines, and have their own search interfaces and accessibility options.

Follow the links to bring up either site in a new tab, and select which of their respective products you want to search. It can be easiest to select all available products, and search across all available content, but you may want to narrow your search results by subject.

In EBSCO you can select only the Australia/New Zealand Reference Centre to get more local publications in full text. The Gale products tend to have a more scholarly or academic focus, and are grouped around subject disciplines.

Both Gale and EBSCO provide in-built narration for much of their full text content. When you find an article you want to read, you can navigate through the page to find the play control, and any other voice settings for automatic narration.

You can search in these databases for subject keywords, authors, or to find particular journals or magazines. Once you’ve identified a publication you want to browse, you can also navigate through all available issues in the database to find them by year, and browse through full contents.

#### Magazines and Newspapers

These two screens each have links to recommended publication pages within the Gale and EBSCO databases, which you can then browse through as above, or search within that publication for articles by subject and author.

These links are organised alphabetically by title, and represent some of the more popular magazines and newspapers available in this format.

#### Radio

The Radio section has links to the webpages of several New Zealand radio stations you can listen to live in your Web browser. Most of these are from Radio New Zealand (RNZ), and there are links included to some specific programmes available from the RNZ website.

The player page will open in a new tab when you select one of these links. If the radio stream doesn’t start playing automatically, navigate through the page to find the player control and select it to start the stream.

## Managing Downloads

#### Downloads and your browser

Different Web browsers handle downloaded files in different ways. You will often get asked how you want to manage files the first time you save them or open them, and the browser will try to remember your preferences. You may already have set your browser up in a way that works for you.

Recent versions of Internet Explorer may identify your download request as a pop-up, and try to block it. You will get a notification bar appearing at the bottom of the screen, where you can choose “Options for this site” and select “Allow all” to tell Internet Explorer that it’s okay to save files from BookLink. You can either click on the notification bar, or press the Alt key together with the N key to navigate through it with your keyboard. The first time this happens, the download probably won’t proceed, so you may need to request it again with the Download DAISY button in BookLink.

Similarly, you may be asked whether you want to open the file, or save a copy. Opening the file will probably put it into a temporary location on your computer, so it’s better to save a copy in a known location, such as your Downloads library folder.

### Extracting files

Depending on your operating system, you might be using a range of different programs to extract the archive files (.zip) when you download DAISY books and magazines. The audio content will be saved to your computer in a single archive file, which then needs to be extracted to its own folder to keep all of the individual files together when you move a book or magazine between devices.

In recent versions of Windows, you should be able to extract an archive file in your Downloads folder by right-clicking on it and choosing “Extract all” from the pop-up menu. Alternatively, you can select it with the keyboard, and press Enter to get the same options.

Opening the file in Windows 10 or Macintosh OSX will take you inside the archive, where you will find a list of all the included files. Select all of these files, and choose “Extract all” or “Extract to..” from the toolbar at the top of the window. You can also open a downloaded archive from the Downloads manager in your Web browser. In Chrome this is available as a tab in the “More options” menu (three dots at the far right of your toolbar). In Internet Explorer it is in the “Tools” menu as “View downloads”, and appears as a pop-up window. In both browsers, the keyboard shortcut to go to your Downloads is pressing the Control and the J keys together (or Command and J on a Mac).

On earlier versions of Windows, you can use a program like WinZip, WinRAR, or 7-Zip to do the same thing. The toolbar and menu commands may vary, but “Extract all” will usually create a new folder with the book or magazine name for the extracted files. The “Extract to..” command lets you choose a different location to extract the files, depending on how you have organised the files on your computer.

If you need help with managing your files, you can call Blind Low Vision NZ on 0800 24 33 33 and we can talk you through it, or arrange a visit with a volunteer from Adaptive Communications and Technology (ACATS).