**BookLink Web**

# **Frequently Asked Questions**

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## Search Books

### How do I search for a book?

From the Home screen, visit Books. The Search screen allows you to search the Blind Foundation digital audio book collection. By default, the Search mode is set to Basic Search (a keyword search).

### How do I switch between Basic Search and Advanced Search?

Select the Basic Search button to switch to Advanced Search. The button will now read Advanced Search. To return to Basic Search, select the Advanced Search button. The button will now read Basic Search.

### Can I search for all books within a genre?

A: Yes. In Advanced Search, select the Category that you’re interested in (e.g. Modern Fiction). If you’d like to refine this search further, select the Subject Interest (e.g. NZ and Pacific Novels). You don’t need to enter a keyword or any other search criteria.

### Can I find books in languages other than English?

Yes. If you know the title or author of the book, you can search BookLink as you would for any other book. If you would like to browse the books that the Library holds in a particular language, you will need to go to Advanced Search. In the Language section, you can select one of the available options to refine your search across any genre.

### What is a Book Number?

The Book Number is a unique nine-digit code allocated to every title in the audio book collection. You can find these in the Blind Foundation online library catalogue as Title Numbers, or you may receive them for specific books featured in the Sound and Touch or Bookmarks newsletters. You can use these numbers in the Advanced Search to go directly to that title.

## Browse Magazines and Newspapers

### How do I find a magazine?

From the Home screen, visit Audio Magazines. The Audio Magazines screen has a list of magazine genres. Select a genre to see a list of relevant magazines. Select a magazine title to find the magazine information, the Add to My Library button and the latest three editions (listed by date). Select an edition date to find the Download button.

### How do I find a newspaper?

From the Home screen, visit Newspapers. The Newspaper List screen has a list of regions across New Zealand. Select a region to see a list of relevant newspapers. Select a newspaper to find the Add to My Library and Download buttons.

## Listen to books, magazines, and newspapers on BookLink Web

### How do I listen to an audio file online?

BookLink Web lets you listen to books, magazines, and newspapers directly in your browser, without needing to install other software. First, search for a book, or browse for a magazine or newspaper, until you find a title or issue you want to read. Select the book title or magazine/newspaper issue to show the Read Online and Download DAISY buttons. Select Read Online and you will be taken to the Now Reading screen once the file is prepared for reading. There are separate Now Reading screens for books, magazines, and newspapers.

### What is Now Reading?

The Now Reading screen displays the audio title that you are currently reading. It shows all of the controls to play, pause, and navigate your title. There are three player modes: Simple, Standard, and Advanced. Selecting the player mode button (labelled with the current setting) will cycle you through the three player modes, from Standard to Advanced to Simple, and so on.

### Why are there three different player modes?

Some people want to be able to perform lots of different actions while reading an audio title, and others just want to play and pause a title without filling the screen with other buttons. The different modes allow you to choose the functionality that suits your needs the best.

### Can I skip forward or backward by different intervals?

Yes. You need to be in Advanced mode to change the skip interval. Once in Advanced mode, select the Skip Interval button. You can choose to skip by whole chapters or articles, or set time intervals between 5 seconds and 5 minutes.

### How do I go to a particular chapter in a book, or article in a magazine?

You need to be in Advanced mode to navigate within an audio title while playing. In the Now Reading screen, select the Chapters and Bookmarks button. This will give you a list of all the sections in the book, magazine, or newspaper, and you can choose one of those buttons to jump to that point. Not all audio books in the collection have chapter titles included.

### How do I use the Bookmark feature?

Bookmarks let you mark specific places in an audio title while you’re reading it on BookLink, so you can find them again quickly. You need to be in Advanced mode to create bookmarks within an audio title. You can add bookmarks to a title while playing by selecting the Bookmark button in the Now Reading screen. This will take you to another screen where you can name and save your bookmark. Your bookmark will then appear in the list of Chapters and Bookmarks.

## Download Audio

### How do I download audio files?

Search for a book, or browse for a magazine or newspaper, until you find a title or issue you want to download. Select the book title or magazine/newspaper issue to show the Read Online and Download DAISY buttons. Selecting Download will take you to the Preparing Download screen, while the file is created for you. For longer audio books this can take a little while. When complete, the file will download into the default download location on your computer, usually called Downloads.

### How do I open downloaded audio files?

Audio files are downloaded as .zip archives, so you will get one file for each book, magazine or newspaper issue that you download. This keeps all the files for each title together in a folder, and makes a smaller file to download. To use your downloaded files, you will usually need to extract or "unzip" them first.

### How do I play downloaded audio files?

To listen to audio on your computer that you have downloaded from BookLink, you need to have DAISY software installed. DAISY readers can play the audio files in their correct sequence, and will also remember where you left off reading in a file for the next time you open it. We recommend a free program called AMIS, which is available from the DAISY website: <http://www.daisy.org/amis/download>

Once you have a DAISY reader installed, you can open your downloaded files from within that reader.

## Recommended for You

### How does the Recommended for You list of audio books work?

BookLink makes suggestions for further reading based on the preferences you select in your User Profile. For each recommended book, you can choose to add it to your Library, read it online, download the files, or remove it from the list. To update your reading preferences, go to More options from the Home screen and select User Profile.

## My Library

### What is My Library?

My Library is where you can hold library content that you are thinking about reading or downloading, or want to read again. Once you have found an audio title to read or download, you can also select the Add to My Library button to save it for later. A title will stay in My Library until you choose to download it or remove it.

### How does My Library work for magazines and newspapers?

When you place a magazine or newspaper in My Library, you are saving the whole title rather than a specific issue of that title. Storing your favourite titles in My Library allows for easy access to new issues as they become available. Only the most recent issues of magazines and newspapers are available in BookLink.

### Why can't I find a title I added to My Library?

The different collections on BookLink have separate libraries: one each for books, magazines and newspapers. You may need to go back through the Home page to find the appropriate Library for the collection.

## References section (external sites)

### What are EBSCO and Gale?

These are two providers of online journals, magazines, and newspapers, available through the Blind Foundation’s subscriptions. These links will take you through to the respective websites, where you can search for specific titles or topics. Once you find an article you want to read, you can use the Listen button on the article page to read it. Not all article references have the full text available.

### How do I browse external links to magazines and newspapers?

We have identified some of the more popular titles available from EBSCO and Gale, and included links directly to them in the References section of BookLink Web. Go to the Magazines or Newspapers screens to find lists of these selected titles. These links will take you through to that magazine or newspaper in the database, where you can browse or search within that title.

### What radio stations are offered and how do I use them?

BookLink Web includes links to live players on the websites of National Business Review, Radio New Zealand channels, and the New Zealand Radio Reading Service. These are available in the Radio screen in References, and should start playing when you follow the links. For help with these radio stations, please refer to the Help sections on their websites if available.

## Settings

### How do I update my BookLink user profile?

To update your user profile, go to the Home screen and select the More button. Select User Profile to find your profile options. You can choose your reading level (junior to adult), block mature content, select subject and language preferences, and exclude certain kinds of audio narration from your future book recommendations.

### I’ve forgotten my password. How do I reset it?

There is no password reset. You’ll need to contact the library to reset your password. Phone 0800 24 33 33 or email library@blindfoundation.org.nz.