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# Book formats available

We may hold the file in two different formats, which provide a variety of download options.

**PDF** - the book record title will state PDF at the end of it and is only downloadable as a PDF.

**EPUB** - the book record title will not have anything at the end of it and it can be downloaded in the following formats:

* Daisy with images
* Daisy text only
* Audio (DAISY or MP3)
* Unified English Braille (Contracted or Uncontracted)
* EPUB through the build in Web Reader tool “Read now”

# Change your download preferences

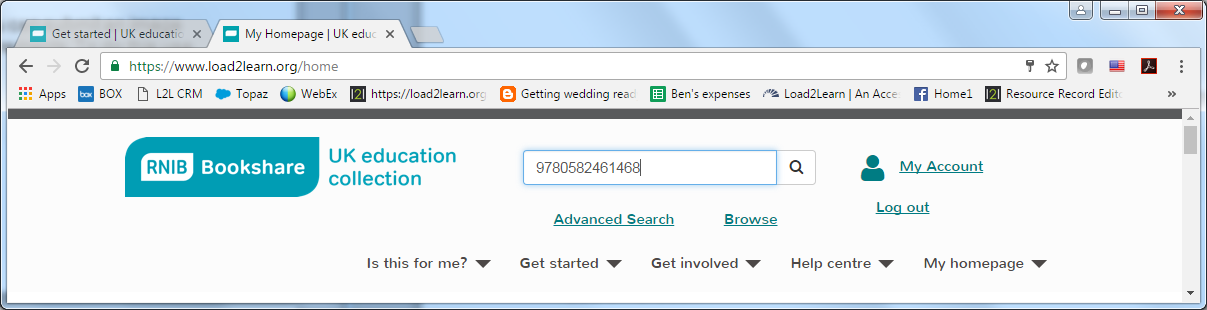
If you wish to change your download preferences, so that a particular format always appears first in the download menu, please speak to a member of staff with a Sponsor account. Guidance on how they can make the changes can be found in our Help Centre:

* <https://www.load2learn.org/cms/help-center/change-download-format-preferences>

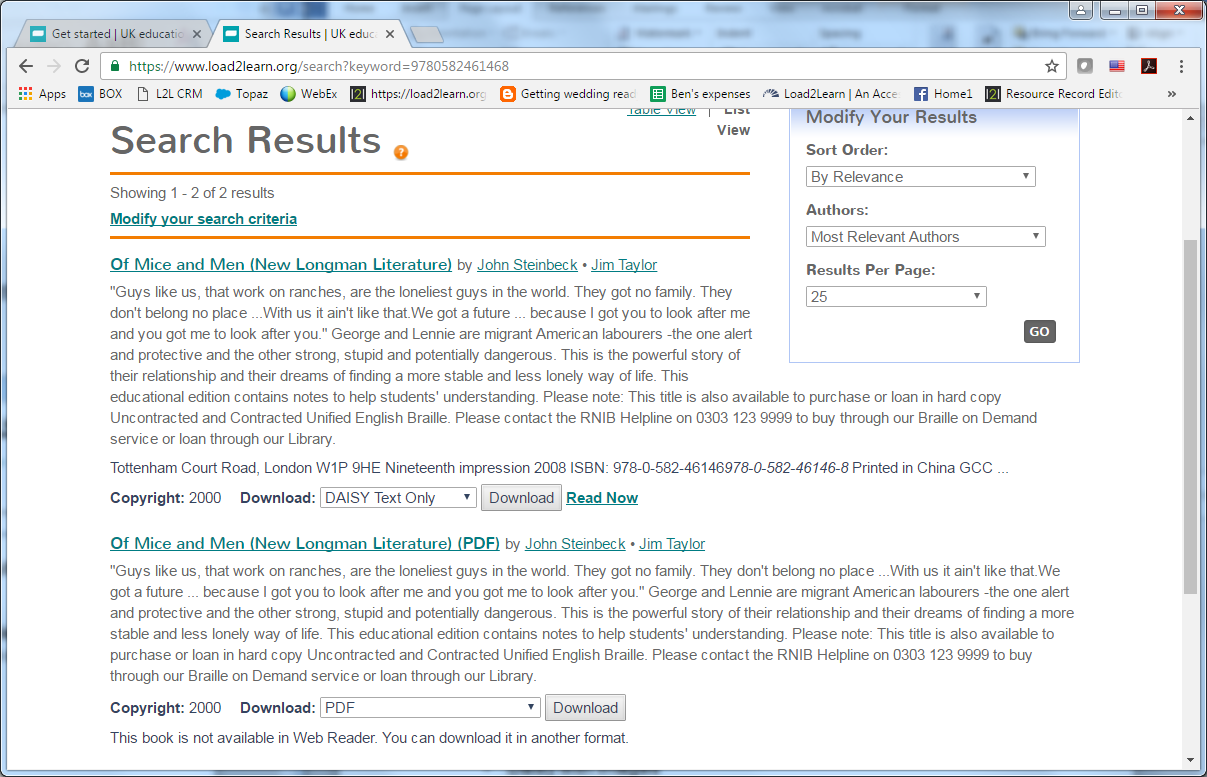
# Search for the book you need

The quickest way to find the book you need is to **type the ISBN into the Search box** at the top of any page on the site. Enter the ISBN without any spaces or hyphens.

* Log in
* Search for book



This example shows a title available that we hold both formats for and is presented in “**list view**”.



# Web Reader tool – “Read now”

If you would like to read the book using the built in Web Reader tool, select the “**Read now**” option.

You’ll receive a message that says “Your book is on its way! Please wait while we package your book, it may be a minute or two.”

Once ready it will automatically open in your web browser. You can adjust the settings to suit your preferences; font and background colour, font size and type, voice type and speed, margin sizes, etc.

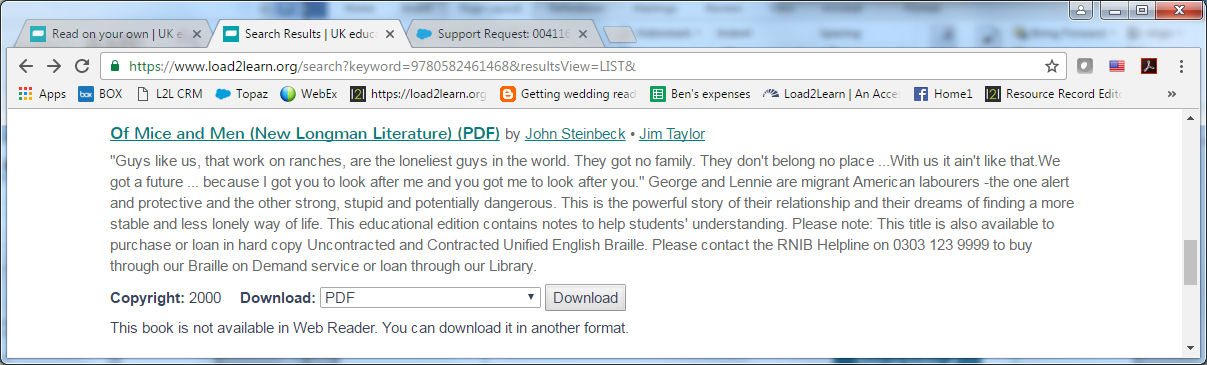


Further information on using this tool can be found in our Help Centre:

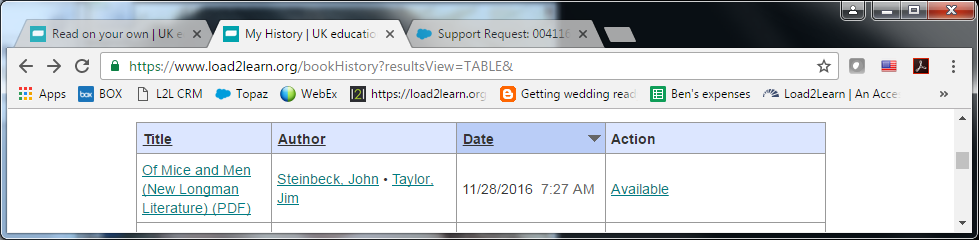
* <https://www.load2learn.org/cms/get-started/how-read-books/read-your-own>

# PDF download

If you would like to download the PDF select “**Download**”.



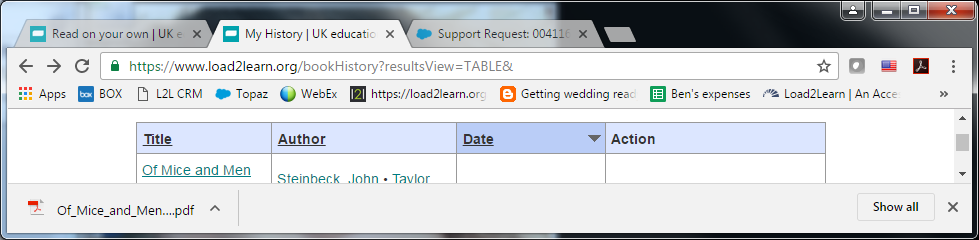
* You will be taken to your “**My history**” page where the book will be listed.
* Select “**available**” (note it may state “in progress” wait until it says “available”)



The PDF will download.

Depending on the browser you use and your computer set up:

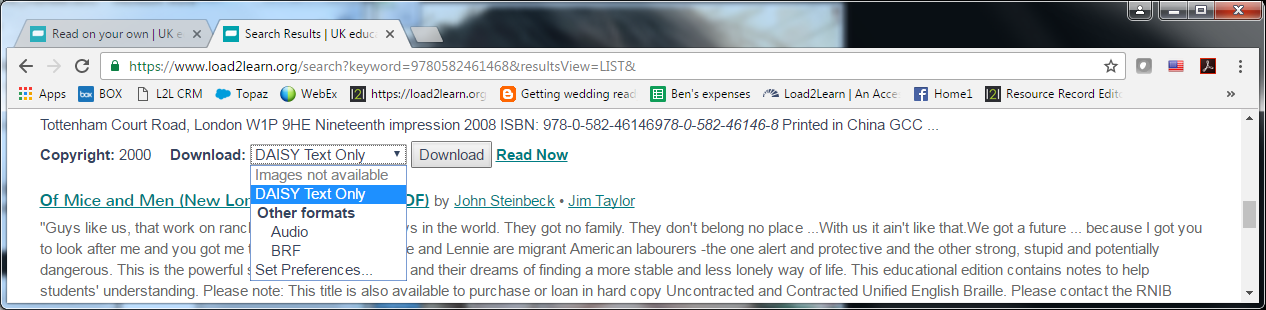
* it may appear at the bottom of your browser window
* you can also find it in your browser download history
* or in your computers download folder



# Downloading other formats

If we hold an EPUB file for the title it can also be download in these formats; DAISY, Audio and Braille Ready File (BRF).

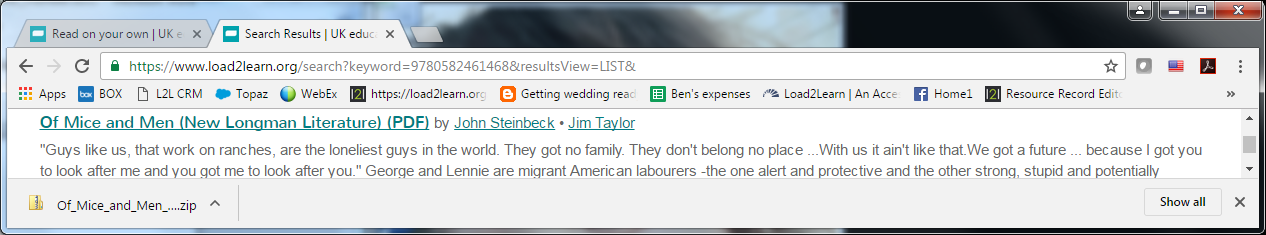
* Select the format you require from the “**Download**” drop down menu.
* Select “**Download**”



The file will download in your chosen format with a Zip folder.

Depending on the browser you use and your computer set up:

* it may appear at the bottom of your browser window
* you can also find it in your browser download history
* or in your computers download folder.



In order to access the files inside the Zip folder you will need to extract them:

* open the Zip folder
* either use the menu/application key on your keyboard or select “**Shift F10**” to bring up the menu options
* select “**Extract all**” from the menu or press “**T**” on your keyboard.

The menu/application key on your keyboard usually displays a rectangle with lines inside it and is often found next to the Windows key. For example:



# Change the layout

You can switch between a table or list view depending on your preference.

“**List view**” has been used throughout the example screen shots in this document. This is an example of “**table view**”:



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