

# NFB-NEWSLINE® USER GUIDETHE “HOW-TO” BOOKLET

## Overview of the Service

NFB-NEWSLINE is an information access service for the blind and print-disabled that carries a variety of different information and publications. Currently there are newspapers, magazines, blindness-specific publications, Spanish newspapers, breaking news publications from major networks, emergency weather alerts and forecasts, TV listings, job listings, and weekly circulars from national retailers.

There are a variety of ways to access NFB-NEWSLINE. You may listen to content over a standard touchtone telephone, which is available twenty-four hours a day, seven days a week. Many subscribers may also choose to use one of the electronic delivery methods. These include our NFB-NEWSLINE Mobile App on your iPad, iPod touch, or iPhone, or online by using your computer and our secure website. You can also have content sent directly to various digital talking book readers such as the Victor Reader Stream or the digital NLS Player from the Library of Congress. To obtain detailed instructions about those access methods, please visit our website [www.nfbnewsline.org](http://www.nfbnewslineE.org).

If you have any questions about the service, please call 1-866-504-7300. You may also send us an email at nfbnewsline@nfb.org.

We hope you enjoy this valuable service.

 ---Your NFB-NEWSLINETeam

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## NFB-NEWSLINE Telephone Service Instructions

Welcome to NFB-NEWSLINE. From any touch-tone telephone, call NFB-NEWSLINE using the provided local telephone number, or 646-600-6969 if you have unlimited long distance available to you, or 1-888-882-1629 if a local number is not available. We encourage you to use the local telephone numbers whenever possible. Using the telephone keypad, enter the ID number and the security code that you were given when you signed up. After the initial call, the system will remember your codes. You will only need to enter your codes again the first time you call from a different telephone number.

### To Begin Reading, Press:

1 – NFB-NEWSLINEnews and tutorials

2 – Your state’s information channel

3 – Newspapers in your state

4 – Your Favorites list, including “My Newspaper”

5 – Newspapers from a different state

6 – Local store circulars

7 – Magazines; seven categories are available:

 News and Commentary

 Popular Culture

 Health and Fitness

 General Interest

 Science and Technology

 Home and Family

 Fashion

8 –TV listings

9 –Job listings

0 –Subscriber’s control panel

After selecting a category from the main menu, you can choose from newspapers, magazines, or topics, and then follow the prompts. The NFB-NEWSLINE service holds the current day, yesterday, and the most recent Sunday edition of each publication, if one is published. For magazines, NFB-NEWSLINE provides the current issue and the previous issue.

After selecting the paper or magazine you wish to read, the system will prompt you to select the section you wish to read (Sports, Editorial, News, etc.). You may also use the Continuous Reading Mode by pressing “99”. To exit the Continuous Reading Mode, press pound, star (#, \*).

### Keypad Commands

When in an article, use these key commands to navigate through NFB-NEWSLINE:

1 – Move back to previous article

2 – Re-read current article

3 – Move to next article

4 – Read previous sentence

5 – Read current sentence

6 – Read next sentence

7 – Slow down speaking voice

8 – Change speaking voice

9 – Speed up speaking voice

0 – Pause

0, 0 – Speech Control

 1 or 3 – Adjust the volume

 4 or 6 – Change the pitch

 7 or 9 – Change speech rate

Pound sign (#) - Help Mode while reading a newspaper article or TV Listing

Star (\*) – Go back one menu

Pound, 3 (#, 3) – Hang up

Pound, 9 (#, 9) – Email feature

NOTE: Pressing “pound 9” (#, 9) will bring up a sub-menu that will prompt you to choose “2” for the current article, “3” for the current section, or “4” for the full newspaper (or magazine). Individual articles will be sent to you within the body of the email message. If you request a section or full paper/magazine, these will be emailed to you as a .ZIP attachment. This attachment must be “unzipped,” and in doing so, you will be prompted for a password. This password is your six-digit subscriber ID, a dash, and then your four-digit security code. An example is 123456-9876. You must have a valid email address on your NFB-NEWSLINE account in order to receive articles. Call us at 866-504-7300 if you need to add an email address or to change your existing one on file.

## Your Favorites and My Newspaper

To personalize your reading choices, you may want to take advantage of the Favorites option. There are two options.

First, you can set up a list of newspapers, magazines, or local channel content that you can access on the phone very quickly. Second, you may create a “custom” newspaper containing your favorite sections from any newspaper or magazine. For example, you might like the sports section from one newspaper, but the business section of another, and the news and weather from yet another newspaper. You can mix and match these to create what we call “My Newspaper.”

### To create “Favorites” for phone access:

Press:

 0 – from the main menu to access the subscriber’s control panel

Then select from the following options:

 6 – to enter your Favorites option

 1 – to add a new Favorite

 2 – to delete an existing Favorite

 3 – to delete all your Favorites

 4 – to explore your Favorites

To begin the process of adding Favorites, follow the prompts to navigate to the newspaper or magazine you choose. After you select the state of interest or magazine category, listen for the available publications and press the appropriate key to add your selection to the list. There is no limit to the number of newspapers and magazines that you can add. Press the star key (\*) to exit.

### To set up the “My Newspaper” option:

Press:

 0 – from the main menu to access the subscriber’s control panel. Then select from the following options:

 5 – to enter My Newspaper

 1 – to add a new section

 2 – to delete an existing section

 3 – to delete all your sections in My Newspaper

 4 – to explore your sections in My Newspaper

To begin the process of adding sections to “My Newspaper,” follow the prompts to navigate to the newspaper or magazine you choose. After you select the state of interest or magazine category, listen for the available publications and press the appropriate key to add your selection to the list. There is no limit to the number of individual sections that you can add. Press the star key (\*) to exit.

## Help

If you need help at any time while in an article or TV Listing, press the pound (#) key. You will hear NFB-NEWSLINE say:

“Press the star key to exit Help, press any other key to learn about its function.”

When you press a key, NFB-NEWSLINE will tell you what that key does within your current article or TV Listing.

## Subscriber’s Control Panel

To access the Subscriber’s Control Panel, press “0” on the main menu. Then select from the following options.

 1 – For local telephone lookup

2 – For voice control

3 – To continue reading where you left off

4 – To enter a global search

5 – To edit or create “My Newspaper”

6 – To edit or create your Favorites list

7 – For the end of the list

8 – To repeat this menu

9 – For the next item

0 – To pause

## Accessing the NFB-NEWSLINE Tutorial

From the main menu, press “1” to select “News and Tutorials.” Then press “3” to listen to the NFB-NEWSLINE How-To Booklet.

## Spell Mode

While reading an article, if you hear a word you would like to spell, press the pound key and “5.” NFB-NEWSLINE will pause when you do this, and read the word on which you have paused. Use the keypad to select the word you’d like to spell and then press “2.” The following are the Spell Mode commands. Press:

1 – go to the first word of the previous sentence

2 – spell your chosen word

3 – go to the first word of the next sentence

4 – go to the previous word

5 – re – read the word on which you’ve paused

6 – go to the next word

Once you press “2,” NFB-NEWSLINE will read your chosen word one letter at a time. Pressing “2” for a second time will spell the same word again. You can continue to spell other words by using the spell mode navigation keys or press the star key (\*) to go back to your article.

## Search Mode

To use the Search feature, press the pound (#) key twice while reading an article within the publication you wish to search. NFB-NEWSLINEwill prompt you to enter your search word or phrase. There is a two-digit numeric code for all letters, numbers, and punctuation marks (see chart). After entering the appropriate codes, it will search the entire publication you are reading to find your keyword or phrase.

As you enter each character, it will read your entry back to ensure accuracy. When you have finished entering the word or phrase you would like to search for, press “99.” The service will begin reading the first article in which your search word occurs.

To hear what you have entered so far, press “96.” To backspace to delete one character, press “97.” To erase the entire word or phrase to start over, enter “98.”

Once NFB-NEWSLINE begins reading the article in which your search word or phrase occurs, you may skip to the next occurrence by pressing the “3” key. To go back to the previous occurrence, press the “1” key.

Keep in mind that your keyword or phrase may appear in an article more than once. NFB-NEWSLINE may tell you there are ten matches for your search, but all ten could be in the same article.

## Search Feature Chart

### **LETTERS**

a: 0, 1 b: 0, 2 c: 0, 3 d: 0, 4 e: 0, 5 f: 0, 6 g: 0, 7

h: 0, 8 i: 0, 9 j: 1, 0 k: 1, 1 l: 1, 2 m: 1, 3 n: 1, 4

o: 1, 5 p: 1, 6 q: 1, 7 r: 1, 8 s: 1, 9 t: 2, 0 u: 2, 1

v: 2, 2 w: 2, 3 x: 2, 4 y: 2, 5 z: 2, 6

### **NUMBERS**

0: 3, 0 1: 3, 1 2: 3, 2 3: 3, 3 4: 3, 4 5: 3, 5 6: 3, 6

7: 3, 7 8: 3, 8 9: 3, 9

### **SPECIAL CHARACTERS**

Space [ ]: 0, 0 Colon [:]: 2, 7

Period [.]: 2, 8 Slash [/]: 2, 9

Double-Quote [“]: 4, 0 Single-quote [‘]: 4, 1

Comma [,]: 4, 2 Asterisk [\*]: 4, 3

At sign [@]: 4, 4 Dash [–]: 4, 5

Left parenthesis [(]: 4, 6 Right parenthesis [)]: 4, 7

Pound sign [#]: 4, 8 Dollar sign [$]: 4, 9

Question mark [?]: 5, 0 Exclamation point [!]: 5, 1

Semi-colon [;]: 5, 2 Percent [%]: 5, 3

Plus sign [+]: 5, 4 Equals [=]: 5, 5

Less than [<]: 5, 6 Greater than [>]: 5, 7

Underscore [\_]: 5, 8 Ampersand [&]: 5, 9

Delete character: 9, 7 Clear phrase: 9, 8

Start search: 9, 9

NFB-NEWSLINE will tell you the section and the article in which your word or phrase occurs and begin reading the first article. If it does not find your keyword, it will tell you that no matches were found and it will then resume reading where you were.

## Global Search

You can also perform a global search on NFB-NEWSLINE. The Global Search feature allows you to search for a term across all publications and articles. To begin, press “0” from the main menu, followed by “4,” and then “8” to create a new content search, and follow the prompts. When requested, you may type in your search term by pressing “01” for the letter **a**, “02” for the letter **b**, and “26” for **z** and so on. You may also include numbers and punctuation in your search string. When you search for a term just once, it will be added to your list of terms, so that you don’t have to type it in again in the future. When you are in typing mode you may press the pound key once to get typing help. When you have finished entering in your search, press “99” to start your search. It will take a few minutes for the service to search through all the articles in all the publications, and then it will present you with a list of all the articles containing your search term. As usual, press “1” to go to the previous article, press “2” to reread the current article and press “3” to move to the next article in your search list. You can also press “pound 9” to email yourself a copy of an article.

## Weather Forecasts

NFB-NEWSLINE offers access to current weather conditions and forecasts to all of its subscribers. This information is provided by NFB-NEWSLINE in collaboration with AccuWeather information service.

To access your local weather information, select option 2 from the main menu, labelled YOUR STATE’S INFORMATION CHANNEL. Then select option 1. You can listen to current conditions as well as forecasts for several days in advance.

## Emergency Weather Alerts

NFB-NEWSLINE Emergency Weather Alert Service is a warning system that will inform you about any emergency weather situations in your local area. It will provide you with important information about flash floods, tornadoes, storms, hurricanes, wild fires and any other weather alerts in your region.

In order to take advantage of this emergency service, it is critical that you have your NFB-NEWSLINE account information up–to–date with your current address and zip code. The weather alerts will only appear on your account when there is an alert for your area. If there is no active weather alert, then you will not hear any alerts when you log into your NFB-NEWSLINE account. If there is an active weather alert for your region, the system will immediately provide that information once you have logged in to the service. First you will hear a brief announcement about the emergency weather alert, and then the system will ask you to press “1” to hear more detailed information about the weather alert. You may also bypass the emergency weather alert by pressing “2” to and going straight to NFB-NEWSLINE. If you choose to listen to the alert, you may press “2” to return to NFB-NEWSLINE when you are done.

Although the NFB-NEWSLINE emergency weather alert system will be continuously updated to bring you the latest weather alerts, it is not designed to be your only source for emergency alerts. In situations when the system is down, you may not be able to access your emergency alerts. The NFB-NEWSLINE emergency alert system should be used in combination with other emergency alert systems to provide maximum safety. If you are not able to enter your account during an emergency weather situation, please check your local radio stations for any emergency weather warnings that they may issue. If you have further questions, or to update your NFB-NEWSLINE account with your new address and zip code, please call 866-504-7300, or write to nfbnewsline@nfb.org.

To make changes to your active weather zip code, enter the Subscriber’s control panel by pressing option 0, then choose option 9, then choose option 1 to change weather zip code, and follow the prompts.

## Instructions for TV Listings

Pressing “8” on the main menu will bring you into TV listings. The first time you must tell us where you are located and how you receive your television signal. Follow the prompts and enter your zip code, your service provider, and your time zone.

After these are entered, NFB-NEWSLINE will retrieve your programming information. It will start at the first channel in your lineup and at the current time. You then navigate through the listings by pressing different commands on the keypad.

### KEYPAD COMMANDS

For help with these commands at any time, press the pound key

1 – to go back one channel

2 – to jump to a different time, date, or channel

3 – to go forward one channel

4 – to go back in time to the previous program on the current channel

5 – to repeat the current program listing including the date

6 – to go forward to the next program on the current channel

After your initial call, the menu for TV Listings will offer you the following:

1 – to change your set up

2 – to go directly to TV Listings

3 – to create a temporary set-up that will not be saved

4 – to go directly to your Favorite channels

5 – to manage your Favorite channels list

Press “pound” (#) for help managing TV Favorites

To personalize your TV Listing choices, you may want to take advantage of the Favorites option. At the first menu in the TV Listings, you can press “5” to create your Favorite channels list. The system will then bring up the channel lineup. You navigate through the channels to find the ones you wish to add by pressing “1” to go back one channel and “3” to go forward one channel. You may also press “2” to jump straight to the channel number you desire. Press “4” to add the channel to your Favorite Channels list. At this point, you will be prompted to keep the channel number assignment or to change it. After you have initially set up your Favorites list of TV channels, you can go directly to your Favorite channels by pressing “4” on the TV Listings menu.

For those of you who receive your television signal with an antenna, you can retrieve your listings. However, you will want to create a Favorites list to assign the proper channel number to your channel. Listen for the call letters of your local channel and then add that channel to your Favorites list. You may then assign a number to that channel.

If you have a satellite company for your service provider the local antenna channels will be imported into the beginning of your lineup automatically. You can also do a Favorites list to assign a channel number to these channels.

Please note that if you change providers or if the provider realigns channel numbers in their lineup, you should remove any favorites that you have stored, as the new listings will not properly match the new provider’s offering. You may perform this action by selecting option 5 (manage your favorites list). From there you can press POUND sign, 6 to delete all your favorite channels.

## NFB-NEWSLINE’s Job Listings

To access the job listings, press "9" from the main menu. This will take you into the job listings main menu. To access Career Builder, press “1”. To access USA Jobs, press “2”. From there, you’ll need to set up your search profile. There is no limit as to the number of profiles that you can create.

### Creating a Search Profile

You’ll first be asked to enter the five-digit zip code from which the job listings are to be culled.

The next step is to specify the distance to search for jobs using your defined zip code as the center of a circle; the thirty-mile radius from your provided zip code is the default radius, but you can modify it so that it has a radius from five miles to one hundred fifty miles.

Next, select your preferred category; there are over sixty categories available. Listen for the category that seems most appropriate, and then press the corresponding keys.

Then, set the education level you wish to specify for this search profile. The default level of education is unspecified. To search for jobs without limit to education level, select option 1, or, if you wish to look for job listings specifying a certain education level, press “2” to modify this search option.

Next, you are asked to specify the type of employment you desire, such as full – or part – time. Press “1” to accept the default and search for jobs of all employment types, or you can press “2” to select a specific employment type, such as fulltime, or to look for jobs under multiple employment types.

You can then choose to set the minimum salary that you want to search for in the job listings. Press “1” to choose the default option and search for all jobs regardless of minimum annual salary, thus widening the possible search results. If you desire to only search for jobs specifying a minimum annual salary, press “2” to change this criterion; options range from $0.00 to $120,000.00.

You can then choose to set the maximum salary that you want to search for in the job listings. Press “1” to choose the default option and search for all jobs regardless of maximum annual salary, thus widening the possible search results. If you desire to only search for jobs specifying a maximum annual salary, press “2” to change this criterion; options range from $0.00 to $120,000.00.

As the final step, you may then enter a job search phrase which narrows the job search for listings containing that word or phrase. To do so, press “2.” Entering a phrase is not necessary, but may assist you in targeting specific jobs within that category (such as “policy” to search for positions where you’d craft policy), or for position levels within that category (such as “entry level” to search for jobs where prior experience isn’t required). You will use our “Search Mode” feature to enter the characters (letters and other items, like spaces) to create your search term or phrase. For information on how to use our search mode, refer to the pertinent section in the User Guide.

Once you’ve completed these steps, the system will ask you to either save or discard the search profile just set up. To save this job search and continue, press “1.” To discard this job search and return to the Job Listings main menu, press “2.”

### Searching for Jobs

Once you’ve set up a search profile, you are taken back to the Job Listings main menu. To search for jobs, select the profile you want to use when searching for jobs, and enter the corresponding number; these are played in order of creation. This takes us to the menu for our search profile. To listen to all jobs for that profile, press “2.”

When listening to jobs, use the “1” and “3” keys to move backward and forward, respectively, through the listings. When you’ve heard a listing that you’d like to save for later access or delete from your job search results, press “5” and follow the prompts. Pressing “pound 9” will send an email of this listing to you, as well as a link for a web page with the position's application form, and, if desired, a copy to another person. To add a primary or secondary email to your account, call us at 866-504–7300.

If you have reviewed job listings, and if you have saved and deleted jobs, the menu for the job search profile you used will include these new options:

To hear your saved jobs, press “3”

To hear only new jobs, press “4”

To hear only previously accessed jobs, press “5”

To view only discarded jobs, press “6”

## Email Delivery

You may choose to have your papers sent electronically to your email address. To do this, you must select this option by navigating to our website [www.nfbnewslineonline.org](http://www.nfbnewslineonline.org). Once you have logged in, choose the link for Manage All Your Favorites from the Online Options page. Then select the link labeled Manage Your Email Favorite Publications. Choose the newspapers, magazines, or local channel content you would like to receive by email. Once you’ve added your desired publications to the Email Favorites list, choose the option “Return to the Favorites Management Page” and then choose the option to turn on the content with updates or without updates. Some publications update content as often as every hour, so be aware that you may receive quite a number of emails with the “with updates” feature enabled.

Publications selected will be sent to you electronically in DAISY 3 format. Please keep in mind that you must use a DAISY reader such as FS Reader from Freedom Scientific or Book Wizard from American Printing House for the Blind to read the emailed copies of the full newspapers. There will be four DAISY files attached to your email that contains the publication. You must save all the attached files to a folder on your computer, and then open them using your DAISY reader software.

## USING THE VICTOR READER STREAM 2ND GENERATION TO ACCESS NFB-NEWSLINE

NFB-NEWSLINE subscribers who also own the HumanWare Victor Reader Stream Second Generation can now download all their favorite newspapers from NFB-NEWSLINE onto their Victor Reader Stream wirelessly. Keep in mind that you will be using the NFB-NEWSLINE in Your Pocket service when downloading. This means that the files will be downloaded in DAISY format, which the Stream will read using the HumanWare screen-reader software that is already on the device. It will not use one of the NFB-NEWSLINE voices to read the newspapers on the device. NFB-NEWSLINE files will be downloaded directly on to the Stream’s onboard memory and not the SD card memory.

The second thing to keep in mind is that because the Victor Stream Second Generation has a wireless receiver, you do not need to connect your device to a computer. However, you must have a wireless router in your house or wherever you are using the device so that you can access the internet and download the newspapers directly onto your device from the NFB-NEWSLINE servers. Therefore, before you can start setting up the NFB-NEWSLINE service on your Victor Stream, you must set-up your device to receive information from your wireless router. You can find instructions on setting up your Victor Reader Stream with your wireless router by visiting the following link on the HumanWare website:

<http://support.humanware.com/en-usa/support/victor_reader_stream_new_generation>

### Setting up your NFB-NEWSLINE account on the Victor Stream:

1. Turn on your Victor Stream with the round power button on the top left side of the device.
2. Press the round wireless button on the top in the front of the device. Wait to hear the device say, “Connected to Wi-Fi.”
3. Press “7” seven times to hear “Add NFB-NEWSLINE Service.”
4. Press the pound (#) key (referred to as the “confirm” key), and follow the prompts.
5. First you will be asked to enter your NFB-NEWSLINE six-digit user identification code. Enter it, and then press the pound (#) key to confirm.
6. Then you will hear the device say, “Enter security code.” Enter your four-digit security code and press pound (#) again to confirm.
7. Now you will hear “Please wait,” and a few seconds later you should hear the message “NFB-NEWSLINE on.” Now your device is registered to receive NFB-NEWSLINE content.
8. Press the star key to get out of this menu and to go back to the online bookshelf.

To listen to NFB-NEWSLINE publications on your Victor Reader Stream Second Generation, you must create your NFB-NEWSLINE in Your Pocket Favorites List so you can download publications onto your device. This list is different from your NFB-NEWSLINE Telephone Favorites List. See instructions below on how to download content directly to your device.

### Setting up your NFB-NEWSLINE in Your Pocket Favorites List on the Victor Reader Stream Second Generation:

1. Press “1” to cycle through the online bookshelf until you hear “NFB-NEWSLINE,” then press “6” until you hear “Add NFB-NEWSLINE Publications.” Press pound (#) to confirm this option.
2. Press “8” to move forward through the publication categories or press “2” to move backward through the categories. Press pound (#) to confirm your choice of the category.
3. Press “8” to move forward through the available publications, or press “2” to move backward through the publications. Once you find a publication you wish to add, press pound (#) to confirm. The device will say, “You are subscribed to a new publication.”
4. To exit to the Category menu, press star. Press star again to return to the NFB-NEWSLINE bookshelf.

Alternatively, you can edit your Favorites using the secure NFB-NEWSLINE website or the telephone.

Once you have added publications to your In Your Pocket Favorites, you must download their content to your Victor Reader Stream in order to read the publications. You will need a wifi connection in order to download the content, but once your content is downloaded you do not need wifi to read the publications.

### Downloading Content to your Victor Reader Stream Second Generation

1. Navigate to the NFB-NEWSLINE bookshelf.
2. Press “4” or “6” to hear “Synchronize NFB-NEWSLINE content.” Press the pound (#) key to confirm. The device will also automatically synchronize anytime you turn it off and on again.

### Reading publications using your Victor Reader Stream Second Generation:

Once you finished downloading your favorite publications, you can begin reading your newspapers and magazines on your Victor Reader Stream Second Generation. Navigate to the NFB-NEWSLINE Online Bookshelf. The device will list the titles of your favorite publications. You can press “6” to move forward through the list of publications, and “4” to move backward through the list. When you hear the publication you’d like to read, press pound (#) to confirm.

## USING NFB-NEWSLINE Mobile for iOS

### Introduction:

The NFB-NEWSLINE Mobile App is a free iOS application that was designed to run on all iOS devices, including the iPhone, the iPad, and the iPod Touch, running Apple’s iOS Operating System version 8.0 or later. The instructions in this manual will work on the iPhone, the iPad, and the iPod Touch products from Apple. The NFB-NEWSLINE Mobile App is intended for blind, low vision, and other print-disabled subscribers, and as a result it was designed to be 100 percent accessible to the blind. Note: You must have some background knowledge of how to use VoiceOver and the appropriate VoiceOver screen gestures to use the NFB-NEWSLINE Mobile App on your iOS device. For more information about using Voiceover please visit the Apple website: <https://www.apple.com/accessibility/iphone/vision/>

### Installing the free NFB-NEWSLINE Mobile App

Note: You must have an Apple iTunes account to be able to download applications from the Apple App Store. You must also first set up a free NFB-NEWSLINE account before you can start using the service. To subscribe to the NFB-NEWSLINE Service, please visit [www.nfbnewsline.org](http://www.nfbnewsline.org) to fill out the online application form, or call us at 866-504-7300 to obtain an application.

Go to the “App Store” icon on your iPhone. Once you are in the App Store, select the Search button and search for NFB-NEWSLINE. Download the free app by double-tapping the install, or “Get” button.

### Initial Setup

When you first launch the app, there will be a request for permission to use your location services. This is to make the weather function accurate – it has the capability to use your location to provide accurate weather alerts and forecasts. If you are away from home, it will provide the local weather where you are. Disabling location services in the app (by not allowing permission) means that you will only receive weather for your home zip code.

Next NFB-NEWSLINE Mobile will ask if you’d like to receive notifications. Choose “allow” or “don’t allow.”

Once you’ve made those choices, you are directed to log into your account by entering your six-digit User Identification number and four-digit Security Code. You should have received these numbers in your welcome letter after you subscribed to the NFB-NEWSLINE Service. NFB-NEWSLINE Mobile will store your login information so you will not need to re-enter it. If you’ve misplaced your User Identification and Security Code, you may contact us to retrieve it by emailing nfbnewsline@nfb.org or calling 866-504-7300.

### Home Screen

Below is a list of all the items that are on the home screen in the order they appear. You will find more information and instructions on how to use each of these items later in this user guide. By placing your finger at the top of the screen, you will hear the title of the app, NFB-NEWSLINE Mobile. By swiping left to right with one finger you will move through the following items:

* Title of the App: NFB NEWSLINE Mobile
* Publications button – Takes you to the list of available publications (more on this below under “Publications”)
* TV listings button – Takes you to the list of your favorite TV stations. No channels will appear when you select this unless you have set up your TV Listings. More on this below under “TV Listings.”
* Weather button – Takes you to the weather forecast. More information below under “Weather.”
* Welcome and your name
* Location Information: This location is what NFB-NEWSLINE Mobile will use to provide your weather alerts and forecasts.
* Emergency Weather Alert Message: This message will be present only when there is an emergency weather alert for your area.
* NFB-NEWSLINE Mobile News: This contains messages and information about new publications or features.
* “Send an email with your questions or comments to: Nfbnewsline-ios@nfb.org” This function will work only if you have an email account set up on the device you are using to access NFB-NEWSLINE Mobile.
* Settings button – Takes you to settings for NFB-NEWSLINE Mobile. See “Settings” below for more information.
* Subscriptions button – This shows the publications in your Subscriptions list. See “Subscriptions” below for more information.
* Retail Ads Button – Takes you to the retail ads for Target and Walmart. More information is below under “Retail Ads.”
* Help button – Takes you to NFB-NEWSLINE Mobile Help.

### Publications Button

The “Publications Button” takes you to the list of your favorite publications in your mobile favorites list. Note that you will not see any publications in the publications list if you have not set up your list of mobile favorites. To add publications to your favorites list, choose “Publications Options.”

The “Publications Options Button” on the bottom of the screen allows you to access all the newspapers and magazines available on NFB-NEWSLINE, and all the content in your state’s local channel. The list of options, as well as an explanation of each, are listed below.

1 – All Publications button: this is a list of all the publications available on NFB-NEWSLINE.

2 – Favorites button: This is a list of all the publications in your mobile favorites list.

3 – Magazines button: This is a list of all the magazines available on NFB-NEWSLINE.

4 – State publications button: This is the list of publications available in your state. The title of this option will contain the name of your state and this option will have all the publications from that state.

5 – State Info button: This option will contain all the information that is listed in your local state channel. Each state has its own local channel on NFB-NEWSLINE that carries information and newsletters from different organizations in that state.

6 – Publication Groups button: This option will give you the list of all the publications available on NFB-NEWSLINE, divided into different categories. Here you can select publications by groups such as breaking news, blindness-specific, Spanish, and newspapers from each of the states.

While it is possible to go through these choices each time you use NFB-NEWSLINE Mobile to choose the publications that you want to read, you will have faster access to the publications that you read most often if you set up your Mobile Favorites. These will appear under “Publications” without you having to go to the “Publications Options” button. To add publications to your mobile Favorites list, choose a publication from any of the lists under the “Publications Options” button. Tap on the publication name, and you will go to a screen that lists all the sections in the publication. Also on that screen is the “Add this publication to your Favorites” button. Double-tap this button to add the publication to your mobile Favorites list. You can remove items from your mobile Favorites list by opening the publication and choosing the “Remove this publication from your favorites” button.

### TV Listings

The next button on the home screen of your App is the “TV Listings” button. TV listings must be set up initially using the telephone. You can set up your TV listings by calling 1-888-882-1629 and by logging in with your six-digit user ID number and four-digit security code. Press the number eight key from the main menu, and follow the prompts to set up your TV listings. Once you set up your TV listings by choosing your zip code, cable provider and time zone, you will then go to your iOS device and finish setting up your favorite channels using in the Settings of the NFB-NEWSLINE Mobile. See instructions below on how to set up favorite channels.

To set up your favorite channels for TV listings, double-tap the “Settings” button at the bottom left corner of the home screen, and select the “Manage Favorites” button. A dialogue box will appear, asking you to choose which Favorites you want to set up. Select the option labeled “Favorite TV Listings.” Then double-tap the “Add to Favorites” button at the bottom left corner of the next screen. This will bring up a list of all the channels available for your setup. Choose a channel that you’d like to add to your TV Favorites. You will be asked if you want to keep the number assigned to that channel or to change it. If you want to keep the number as assigned, just double-tap the “OK” button, but if you want to change the number, then delete the number in the edit field and type in a new number, and press the “OK” button when done. To add more channels, tap the “Add to Favorites” button again. You can also delete channels from your favorites list by double-tapping the “Edit” button at the top right corner of the “Favorite TV Listings” screen. Go through the list of channels in your favorites list, and when you get to the one you want to delete, just double-tap it to turn on the “Delete” button. You will be asked to confirm whether you want to delete that channel. Double-tap the confirmation button to delete that channel.

To view your TV listings, select the “TV Listings” button from the home screen of your app to get to the TV listings. Here you will see your channels from your cable provider.

At the very bottom of the TV listings screen you will see three buttons: one on the bottom left corner labeled “Favorites” button, in the middle is a button labeled “All Stations” button, and on the bottom right corner is a button labeled “Sort.” Note that you will not see anything listed under Favorites if you have not already set up your favorite list of channels. See instructions above on how to do this. The “All Stations” button will take you to the list of all the channels provided by your cable provider in your zip code. Select this button and start browsing the channels and upcoming shows. Selecting the “Sort” button allows you to sort channels by number or alphabetically.

Touch the screen in the middle about a third of the way down from the top, and you will find the list of channels. Flick from left to right and right to left to go through the channels. Once you get to the channel you want, double-tap it and you will be presented with a list of all the shows on that channel.

You can browse through the shows in each channel by tapping the middle of the screen about one-third of the way down from the top of the screen, and by flicking from left to right and right to left with one finger to go through each of the items.

Double-tap the “Favorites” button to go to your favorite channels. Use the same process listed above to navigate through the channels.

### Weather

The next item on the home screen of the app is the “Weather” button. Double-tap this to hear any emergency weather alerts and the full weather forecast for your area. Move from article to article to hear current weather conditions, today’s weather forecast, and the full week’s weather forecast including all the weather indexes. Remember if you allowed NFB-NEWSLINE to use your location services when you downloaded the app, it will use your device’s GPS to give you the weather local to where you and your device are. If you have not, it will give the weather for the zip code recorded in your NFB-NEWSLINE account. To activate location services for NFB-NEWSLINE, press the Home button on your device and go to your device’s Settings (not the NFB-NEWSLINE Settings button).

### Weather Alert Message

The following item is the NFB-NEWSLINE emergency weather alert message. You will see this item on the home screen only when there is an emergency weather alert for your area. The message will be different depending on where you live and what type of an alert is posted at that time, but it will sound something like this: “Severe weather alert, current watches and warnings include flash flood watch, coastal flood advisory … button, tap here for further detail.”

As indicated by the message, just double-tap this button and a new dialogue box will appear on the screen containing the full emergency weather alert.

### Email

The next item is a button labeled “Send an email with your questions or comments to NFBNEWSLINE-ios@nfb.org,” which allows you to email us with your questions and comments about the NFB-NEWSLINE Mobile app. Just double-tap this link and your email application on your device will be launched for you to type a message to us. This function will not work if you have not set up your device to send and receive emails.

### Settings

The “Settings” button is on the bottom left corner of the home screen. Double-tap this button to get to the settings menu. The settings menu has an audio “App Introduction” button and a “Manage Favorites” button. “Manage Favorites” is where you can add or remove publications from your favorite publications and subscriptions lists, and also manage your favorite TV channels list. The Settings screen is also where you can turn on and off the alert messages for emergency weather alerts, and change your NFB-NEWSLINE access codes for logging into the system.

As you flick from left to right from the top of the screen in the settings menu, the second item you will hear is the “Manage Favorites” button. Double-tap this button to select which of your favorites you want to manage.

You can also manage your Favorite publications from the Settings; just select the “Manage Favorite Publications” button in the “Manage Favorites” menu. When you double-tap the “Manage Favorite Publications” button you will be taken to a new screen where you will see a list of your current favorites. If you have not already set up your favorites, then you will not see any publications listed on this screen. To add new publications to your favorites list, double-tap the “Add to Favorites” button on the bottom left corner of the screen. This will bring up a list of all the publications on NFB-NEWSLINE listed in alphabetical order. Double-tap the publication you wish to add to your favorites list, and it will be added. To remove publications from your favorites list, go back to your favorites list of publications and double-tap the edit button on the top right corner of the screen. You will see a list of your publications labeled with the word delete, and an on/off switch to delete it from your list. Simply double-tap the publication to turn the switch on to delete that publication from your favorites list. When you are done deleting publications from your favorites list, double-tap the “Done” button on the top right corner of the screen to return to your favorites list.

The next item listed in the Manage Favorites Menu is the “Subscriptions” button. Double-tap this button to add and remove publications from your subscriptions list. This procedure is the same as adding and removing publications from your “Favorites list.” See “Subscriptions” button below for more information about Subscriptions.

Moving past the Manage Favorites button you will see two edit fields in the settings screen. This is where you input your access codes to gain access to NFB-NEWSLINE service. If for some reason your NFB-NEWSLINE user ID number and Security Codes change, you can change them by deleting the old numbers and entering them again. Type your six-digit subscriber User ID number into the first edit field, and your four-digit Security Code into the second field and double-tap the log-in button to gain access to NFB-NEWSLINE.

The last item in the settings screen is the audio alert switch for the emergency weather alerts. This is the voice that alerts you whenever there is an emergency weather alert in your area. Double-tap the “Audio Alert” switch to turn the alert on and off. You will still feel your phone vibrate even when the alert switch is in off mode when there is an emergency alert, you just won’t hear the “weather alert” message.

### Subscriptions Button

Subscriptions allow you to download publications to your device’s memory for offline reading. This feature is especially useful if you are traveling or commuting and will not have access to wi-fi. You will not see any publications here until you set up your subscriptions as instructed under Settings, above. The publications in your subscriptions list will stay there until you update them by pressing the “Update Subscriptions” button on the bottom left corner of the screen. The subscriptions will not be updated automatically; you must update them manually by pressing the “Update Subscriptions” button. You will be unable to email yourself articles from the Subscriptions list, since you are offline when you are reading newspapers and magazines using Subscriptions.

### Retail Ads

The third button along the bottom row is the Retail Ads button. Tap this button to see your weekly Target and Walmart circulars containing information about sales and other discounted items.

### Help

The final item on the home screen and along the bottom row is the Help button. This is where you go to read the NFB-NEWSLINE® Mobile App User Guide to learn to use the iPhone app.

Note: you can always go back to the previous screen of the app by pressing the back button on the top left corner of any screen.

## Basic iOS VoiceOver Gestures:

Below are basic VoiceOver gestures to help you use the NFB-NEWSLINE Mobile App. You can visit the Apple website for further information about using VoiceOver.

* Flick right to left and left to right with one finger to move from item to item on the screen. Left to right will advance; right to left will go back.
* Double-tap with one finger to activate the item you have selected.
* After you select a section of an article, flick down with two fingers to read the entire section. VoiceOver will read the entire article. It will then continue on to the next article until you stop it by tapping the screen with two fingers.
* Flick right to left, and left to right with one finger to read paragraph by paragraph.
* With your Rotor set for headings in the VoiceOver settings, flick down with one finger to go to the next article, and flick up with one finger to go back to the previous article.
* To change your VoiceOver Rotor settings, middle finger and fore finger in the center of the screen and turn them both against the screen as if you were turning a dial. You will hear soft clicks as you change from rotor setting to rotor setting.
* To spell a word set your VoiceOver rotor to “words” and flick down with one finger until you get to the word you want to spell. Then set your VoiceOver rotor to “characters,” and flick down with one finger. You will hear VoiceOver say the letters of the word.

For more information about using VoiceOver please visit the Apple website: <https://www.apple.com/accessibility/iphone/vision>.



If you need assistance, have questions or would like to contribute a suggestion or comment about NFB-NEWSLINE, please call the national office toll free at (866) 504-7300, email us at nfbnewsline@nfb.org or go to our website: [www.nfbnewsline.org](http://www.nfbnewsline.org).

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