#### NFB-NEWSLINE® USER GUIDE

#### THE “HOW TO” BOOKLET

Overview of the Service

NFB-NEWSLINE**®** is an information access service for the blind and print-disabled, carrying 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, TV listings, job listings, and weekly circulars from Target Corporation.

There are a variety of ways to access NFB-NEWSLINE®. You may listen to content over a standard touchtone telephone, which is available 24/7. This handy booklet is primarily geared towards the telephone access method.

However many subscribers 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 get detailed instructions about those access methods, please visit our websites at [www.nfbnewsline.org](http://www.nfbnewsline.org) and [www.nfbnewslineonline.org](http://www.nfbnewslineonline.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-NEWSLINE**®** Team

**NFB-NEWSLINE® Telephone Service Instructions**

Welcome to NFB-NEWSLINE®. From any touch-tone telephone, call NFB-NEWSLINE® at 1-888-882-1629 or a local number if available. Using the telephone keypad, punch in your 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 need to enter your codes the first time you call from a different telephone number.

*To Begin Reading, Press:*

1 – NFB-NEWSLINE® news and information, including 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 – Advertising Circulars from National Retail Chains

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

**\*** Please see the back cover for NFB-NEWSLINE® contact numbers and codes

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.

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.)

*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

\* - Go back one menu

Pound, 3 – Hang up

NOTE: Pressing Pound 9 will send an email of the article to you. You must have a valid email address on your NFB-NEWSLINE® account in order to receive articles.

### 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.

*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 wish. 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 as 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 of 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 wish. 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 as 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.

For local telephone lookup, press “1”

For voice control, press “2

To continue reading where you left off, press “3”

To enter a global search, press “4”

To edit or create “My Newspaper,” press “5”

To edit or create your Favorites list, press “6”

To pause, press “0”

**Accessing the NFB-NEWSLINE® Tutorial**

From the main menu, press “1” to select “News and Tutorials.” Then press “2” to listen to the tutorials.

**Spell Mode**

While reading an article, if you hear a word you would like to spell, press the Pound key and five. 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 two (2). The following are the Spell Mode commands. Press

1 - to go to the first word of the previous sentence

2 - to spell your chosen word

3 - to 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-NEWSLINE® will 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 ninety-nine (99). The service will begin reading the first article in which your search word occurs.

To hear what you have entered so far, press ninety-six (96). To backspace to delete one character, press ninety-seven (97). To erase the entire word or phrase to start over, enter ninety-eight (98).

To skip to the next occurrence, press 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. 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.

### E-Mail 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 online 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 E-MAIL FAVORITE PUBLICATIONS. Choose the newspapers, magazines, or local channel content you would like to receive by email. You also have the option to receive the content with updates or without updates. With the updates on you may receive multiple emails each day with each email containing updated articles as new content is added.

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 of the attached files to a folder on your computer, and then open them using your DAISY reader software.

**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. This information is provided by NFB-NEWSLINE**®** in collaboration with AccuWeather**®** information service.

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. After you listen to the alert, press “2” to return to NFB-NEWSLINE®. You may also press “2” to bypass the emergency weather alert and go straight to NFB-NEWSLINE®.

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.

**Instructions for TV Listings**

Pressing eight (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 Favorite’s 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 in order 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 will then have the opportunity to 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.

**Using 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. 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.

NOTE: For each option, if you choose to modify the search criteria, the system will ask you to confirm your selection. If you choose to accept the default value, you will not need to complete this step.

The next step is to specify the distance to search for jobs using your defined zip code as the center of a circle; the 30-mile radius from your provided zip code is the default radius, but you can modify it so that it has a radius from 5 miles to 150 miles.

Next, select your preferred category; there are over 60 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. The default is set to search for jobs of all employment types, but you can select to look for only a specific employment type, such as full-time, 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. The default option is to 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 particular minimum annual salary, press “2” to change this criterion; options range from $0.00 to $120,000.

You can next choose to limit your job search results by selecting a maximum annual salary that is different from the default, or you can search for all jobs regardless of maximum annual salary. Keeping this factor at its default value widens the salary range to increase the job listings included in your search results.

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 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 particular 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.”



If you have any questions, please contact your state sponsor at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. 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/).

\* For your convenience we have provided the following:

NFB-NEWSLINE® Toll Free: 1-888-882-1629

Local Access Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Identification Code\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Security Code\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notes

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