# Tactile Times – Help guides

## Navigating downloaded issues

This guide will help you navigate one of our issues in Word format on a Touch or computer. It does not cover navigating our issues online, although several shortcuts may be the same. Turning on Quick keys is not required if navigating an issue online.

### == Navigating an issue on a Windows computer with Microsoft Word

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| Our issues contain lots of features that will help you navigate them quickly using a cumputer with a screen reader.  To get started, download one of our issues from <https://tactiletimes.org/issues>  Then, press Windows+E to open the file explorer and select "Downloads" in the tree view. The first item listed should have the format TTNIssue[number].docx  Click on the file and wait for Word to open.  Once the issue appears, you can easily navigate by headings (if you are reading Issue 3 or later).  Here are some Jaws shortcuts to get you started (NVDA also has simular shortcuts):  Insert+Z, Enable/disable Quick keys (toggle)  Insert+F6, opens heading list  H: Navigates by heading (if quick keys are turned on)  2, Navigates to next section (if quick keys are turned on)  3, Navigates to next article (if quick keys are turned on)  4, Navigates by sections of articles (if quick keys are turned on)  Hyperlinks  To open a hyperlink, make sure your cursor is focused on the link, then press Shift+F10 to open the Context menu. After this, select Open Hyperlink or Follow Hyperlink.  If you would rather copy the link, click "Copy hyperlink" instead of "Open hyperlink"  N.B. The shortcuts above which require Jaws quick keys to be turned on will also work in NVDA if browse mode is turned on. |

### == Navigating an issue on a BrailleNote Touch or Touch +

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| We have made sure our issues are as easy as possible to navigate on the Touch.  To get started, download one of our issues from <https://tactiletimes.org/issues> and navigate to Word Processor > Open > Downloads. Then, click on the issue you just downloaded (the filename format will be TTNIssue[number].docx)  Then, the issue should open up.  To find a particular section/article, you have a few options: Option 1: Using the Find function to find +++ or === We have put a line of +'s in between sections, and some = signs in between articles, so that  you can find sections/articles easily.  First, press space+F to open the find box you should see the words "Find what?"  Now type in either a couple of + signs or a couple of = signs and press enter.  You will now be moved to the next article (if you used =) and the next section (if you used +). You can now just press space with N to move down by the mode you selected (section or article). Option 2: Using the find function to find numbers. Each section is numbered, so you can just find the relevant numbers to navigate to that section.  We recommend you first find "Contents" to look at the contents list and familiarise yourself with which numbers correspond to which sections.  These are all the options we are currently able to offer, as heading navigation is not supported in KeyWord. |

## Contact information and website

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