# How to support someone using a Tactile Voting Device (TVD) or similar templates

The TVD is a template designed to help blind and partially sighted voters to navigate the ballot paper and locate the voting boxes. There is a vertical column of flaps on the right-hand side of the TVD. The flaps are numbered to correspond with numbers candidates are assigned on an audio recording, depending on the order they appear on the ballot paper. This recording can be played on an audio device, which can then be used in conjunction with the TVD to enable someone to vote independently and in secret. The TVD is a plastic template, but similar templates made out cardboard work in a similar way.

**How to set up and support someone to use the device**

* TVDs or similar templates can come in a variety of sizes, so the first thing to do is to ensure that the TVD matches the size of ballot paper that you have. You may need to cut the TVD down to the correct size, and this is easily done with scissors.
* Something useful to do at this point is to fold the ballot paper in half, top to bottom so the candidate names are concealed. This is useful as it will allow the blind voter to know which way to refold the ballot paper after they have voted. So make the crease and then of course unfold it again for use.
* You can now make sure that the ballot paper aligns with the cut TVD. Each flap needs to cover each of the voting boxes. We suggest setting up the tactile voting device at the voting booth to avoid the tactile device moving and becoming unaligned.
* Once you are satisfied that the voting boxes align under the flaps, you need to affix the TVD to the ballot paper. Peel back the plastic film to reveal the sticky strip similar to a “post it“ note. It can therefore be affixed firmly to the ballot paper, but it is also easy to peel off after voting.
* Once the TVD is attached, just make sure again that flap 1 is covering the top voting box, and the last flap covers the bottom voting box.
* The TVD only helps the voter to navigate the ballot paper and locate the voting boxes. They will not necessarily know in advance the information on the ballot, paper, voting instructions, or list of candidates