# Electionware® Volume III: Design User's Guide

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N/A	N/A

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# Part 1: Paper Ballot

The *Paper Ballot* module of the Design group enables you to create and edit elements that relate to your paper ballots such as text, cells, style sheets and graphics. The following topics are described in this part of the *EVS5200\_DOC\_SOP\_EW03Design*:

- Chapter 1: Paper Ballot Overview
- Chapter 2: Paper Ballot Screen
- Chapter 3: Ballot Management
- Chapter 4: Ballot Template Management
- Chapter 5: View Menu
- Chapter 6: Universal Paper Ballot Features
- Chapter 7: Ballot Setup
- Chapter 8: Ballot Sheet Management
- Chapter 9: Graphics
- Chapter 10: Text
- Chapter 11: Font Substitutions
- Chapter 12: Multi-Sheet Setup
- Chapter 13: Default Language
- Chapter 14: Scan for Errors
- Chapter 15: Style Sheets
- Chapter 16: Adding Content to Style Sheets
- Chapter 17: Managing Style Sheets
- Chapter 18: Ballot Frames
- Chapter 19: Finalizing the Ballot
- Chapter 20: Print Ballots

## **Chapter 1: Paper Ballot Overview**

Paper Ballot is a design tool encompassed within the Design module of the ElectionWare program. Paper Ballot reads and converts the information in your jurisdiction's election database (created in Capture) into finished ballot layouts. This particular portion of ElectionWare functions in an external window, and enables you to design and publish ES&S paper ballots for central and precinct ballot scanners. Use Paper Ballot to create ballot formats for ES&S ballot services, for a partner printer who uses your layouts to print official ballots, or use the layouts you create with Paper Ballot to print extra Election Day ballots with the Print module.



Note: Only one ElectionWare user can access the election when using Paper Ballot.

Do one of the following:

• From the **Modules** menu, point to **Design**, and select **Paper Ballot**.



• From the **Modules** pane, click the **Paper Ballot** symbol.



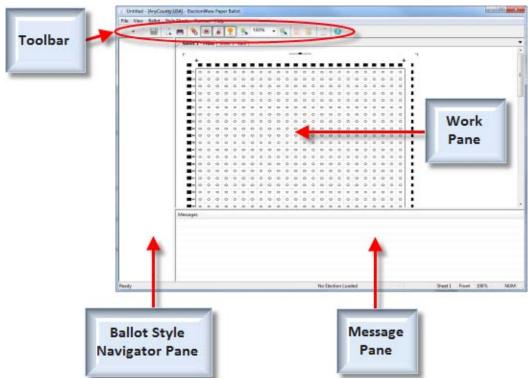
The Paper Ballot module appears in a window:

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# **Chapter 2: Paper Ballot Screen**

The Paper Ballot screen is divided into three separate panes by default:

- Ballot Style Navigator navigate between ballot styles.
- Ballot Work make ballot formatting changes.
- Messages shows important information regarding your ballot, (e.g., error messages).



In addition to these panes, *Paper Ballot* has a standard set of menu trees and tool bar menus. Review the following sections for an overview of the Paper Ballot screen.

#### Paper Ballot Menu Trees

Like the main *ElectionWare* screen, *Paper Ballot* contains its own collection of menu trees. Each of these menus enables you to access different features within *Paper Ballot*. Review the following sections for a brief overview of each of these menus.

### **File Menu Options**

Begin the ballot creation process on the File menu. From this menu you can access the New Document Wizard, as well as the New Document from Template features. This menu also contains options for saving, opening, updating the database, and printing your ballots. When finished with your ballot, you can also use the File menu to open recently saved ballots, or to exit *Paper Ballot* completely.

#### File Edit View Ballot Style Sheets Frame Ctrl+N New... Ctrl+O Open... Close Save Ctrl+S Save As.. Load Template... Save as Template.. Load Template From File... Save Template To File... Default Settings. Finalize Ballot Layout... Ctrl+P Print... Print Preview Print Setup... Generate BOD Data... Exit

### **Edit Menu Options**

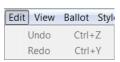
You can choose from the following options on the Edit menu:

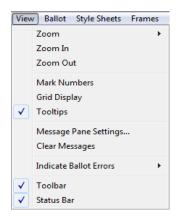
- Undo undoes the last option.
- Redo redoes the last option.

#### **View Menu Options**

Paper Ballot's View menu enables you to change options relating to both ballot appearance, as well as the appearance of the Paper Ballot window itself. Use the zoom features to change the size of the ballot displayed in the ballot preview pane. Use options such as **Mark Numbers** and **Indicate Ballot Errors** to change how information relating to ballot marks or errors are displayed in the ballot preview pane.

Options such as **Tooltips**, **Message Pane Settings**, **Toolbar**, and **Status Bar** enable you to change how certain aspects of the Paper Ballot window are displayed.





#### **Paper Ballot Formatting Menus**

In *Paper Ballot*, use the commands on the Ballot, Style Sheets, and Frames menus to design the ballots for your jurisdiction.

Ballot menu commands control the general formatting rules for all of your ballots. From this menu, you can select the ballot layout types and their individual options. These options include ballot setup, graphics and text options, font

substitutions, multi-sheet setup, default languages and scanning your ballots for errors.

Use Style Sheets commands to format individual components of an election definition file from *Capture*. For example, format an office style sheet to control how the office information from your election database appears on your ballots.

Use the **Frames** feature to place external text or graphics on your ballots. You can create ballot text in *Paper Ballot* or *Capture*.

After you format ballots, you can use *Paper Ballot* layouts to print ballots directly from your PC or save your ballot images as Portable Document Format (PDF) files for bulk printing by ES&S Ballot Services or a partner printer.



**Caution:** When formatting ballots and using any ES&S DS200 ballot stamping options, keep in mind the placement of the stamp on the bottom center of the reverse side of the ballot, regardless of the orientation in which the ballot was scanned.



**Reference:** See Write-in Votes in Chapter 6: Election Day Tasks of the ES&S DS200 System Operator Guide for more information about the Write-in Stamp.

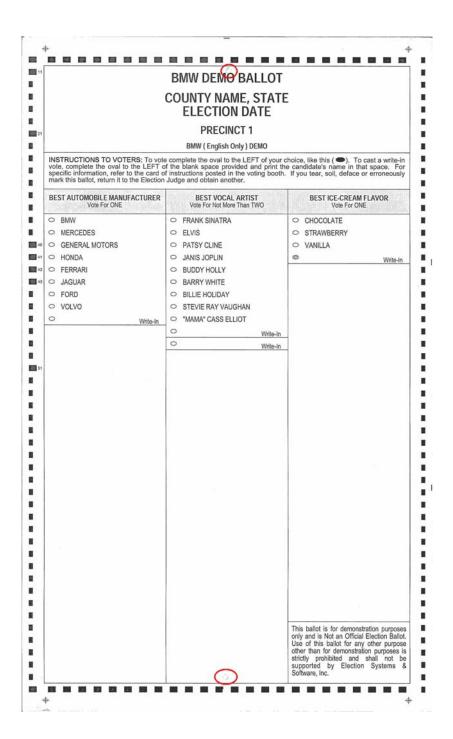
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	Font Substitutio	ns						
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	Scan For Errors		•					

Style Sheets Frames Help	
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Candidate	
Write-in	
Party	
Question	
Question Response	
Contest Level Text	
Candidate Level Text	
Office Heading	
Office Row Heading	
Write-in Row Heading	
Write-in Column Heading	
Column Heading	
Import	

Frames	Help
Fra	mes



**Warning:** If using any ES&S DS200 stamping options, ES&S recommends that you do not allow any votable positions at the top and bottom center position of the ballot (see figure below). This space on both sides of the ballot will be used for the DS200 stamp.



EVS5200\_DOC\_SOP\_EW03Design Software Version 4.6 Published: April 25, 2014

#### Help Menu Options

Help	
Help Contents	F1
User Guide	

At any time while working with *Paper Ballot*, you can access this document from the Help menu. Use Help to open the *Paper* 

*Ballot* PDF file in a separate window. Here you can read this document in its entirety, or simply search for and review specific sections of the document. To access this document from the Help menu, click **User Guide**.

In addition to this document, the help menu also enables you to access the *ElectionWare* help system. The *ElectionWare* help system enables you to search for individual topics regarding *Paper Ballot* or any of the other modules within *ElectionWare*. To access this feature, click **Help Contents**.

#### Paper Ballot Toolbar

Similar to the main *ElectionWare* window, *Paper Ballot* contains its own toolbar with easy to access symbols. This toolbar can be enabled or disabled from the **View** menu, but is defaulted to be enabled. Icons included on the tool bar are broken into sections. These sections include Ballot Creation and Save Symbols, Print Symbols, Utility Symbols, Zoom Symbol, Ballot Scan Symbols, and the Help Symbol.

Review the following sections for more information regarding usage of the toolbar.

Ballot Creation and Save Symbols

The far left side of the toolbar contains the ballot creation and save symbols. Icons included in this section are **New document wizard**, **Open**, and **Save**. These symbols offer shortcuts to available menu tree options found in the **File** menu.

Ba Icon	llot Creation and Save	- 
<b>1</b> CON	New Document Wizard/New Document from Template	Description Create a new ballot layout, or create ballot layout using a previously saved template.
<u>(</u>	Open	Open a previously saved ballot layout project.
	Save	Save the current ballot layout project.

#### **Print Symbols**

To the right of the ballot creation and save symbols are the print symbols. Symbols included in this section are **Print Preview** and Print. These symbols offer shortcuts to available menu tree options found in the File menu.

	Print Symbols	
Symbol	Action Name	Description
	Print Preview	Preview the print layout of the selected ballot.
	Print	Print the layout of the selected ballot.
×	Finalize Ballot Layout	Finalizes ballot layout for succeeding steps.

#### **Utility Symbols**

To the right of the print symbols are the work pane utility symbols. Icons included in this section are Mark Numbers, Target Encroachment, Content Outside Cell, and Show Tooltips. These symbols offer shortcuts to available menu tree options found in the View menu.

Symbol	Action Name	Description
<b>\$</b>	Mark Numbers	Enables/Disables mark numbers in the work space.
•	Target Encroachment	Enables/Disables target encroachment errors in the work space.
ò	Content Outside Cell	Enables/Disables content outside cell errors in the work space.
•	Show Tooltips	Show Paper Ballot Tooltips.

#### Work Dana Litility Symbols

### Zoom Symbol

To the right of the work pane utility symbols are the zoom symbols. Icons included in this section are **Zoom Out**, **Zoom Level**, and **Zoom In**. These symbols offer shortcuts to available menu tree options found in the **View** menu.

	Zoom Symbols	
Symbol	Action Name	Description
0	Zoom Out	Reduces the size of the ballot in the work pane.
100% 🗸	Zoom Level	Displays the current zoom level, and allows adjustment via the drop-down menu.
0	Zoom In	Increases the size of the ballot in the work pane.

#### **Ballot Scan Symbols**

To the right of the zoom symbols are the ballot scan symbols. Icons included in this section are **Scan current ballot style for errors**, and **Scan all ballot styles for errors**. These symbols offer shortcuts to available menu tree options found in the **Ballot** menu.

### Grid Overlay Symbol

To the right of the ballot mode symbols is the **Display grid overlay** symbol. This symbol displays a grid overlay over the ballot in the work pane.

### Help Symbol

The far right side of the toolbar contains the help symbol. This symbol opens the *ElectionWare* help system.

#### **Ballot Scan Symbols**

Symbol	Action Name	Description
	Scan current ballot style for errors	Scans the displayed ballot style for errors.
	Scan all ballot styles for errors	Scans all ballot styles in the election for errors.

Symbol	Action Name	Description
	Display grid overlay	Enables or disables the displayed grid overlay in the work pane.

Help Symbol		
Symbol	Action Name	Description
0	Help	Opens the Electionware help system.

### **Chapter 3: Ballot Management**

The *Paper Ballot* portion of *ElectionWare's* Design module uses the information entered in *Capture* to create ballots for your election. *Paper Ballot* utilizes these files in conjunction with specific options you select to create ballot styles that meet the needs of your jurisdiction.



**Reference:** If you wish to apply the template of a previously-created ballot style to a new ballot style, see Chapter 4: Ballot Template Management for instructions about creating a ballot style with a saved ballot template.

Important: Asian fonts will not display without the proper fonts installed.



- To view Chinese characters correctly, verify that the PMingliU font is installed in Windows.
- To view Korean characters correctly, verify that the Batang font is installed in Windows.

Additionally, *Paper Ballot* enables you to create three separate ballot layout types for your jurisdiction. These ballot types are **Grid-Landscape**, **Grid-Portrait**, and **Column Portrait** ballots.

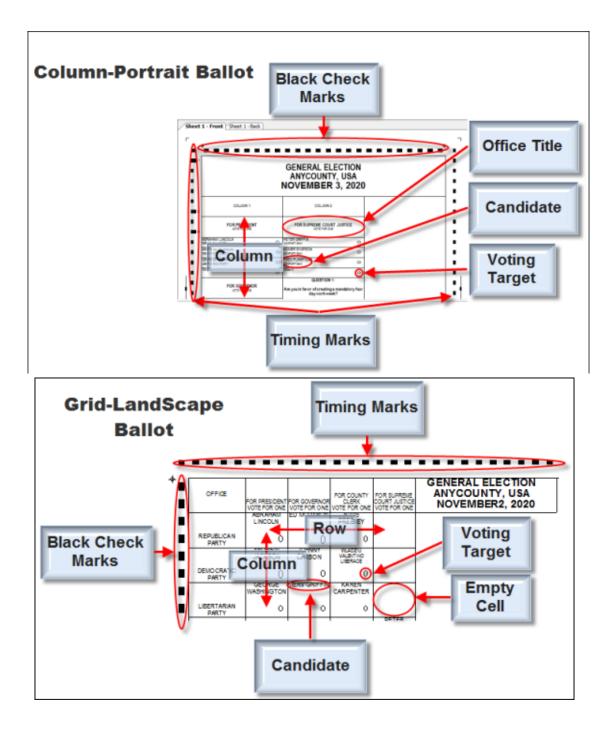


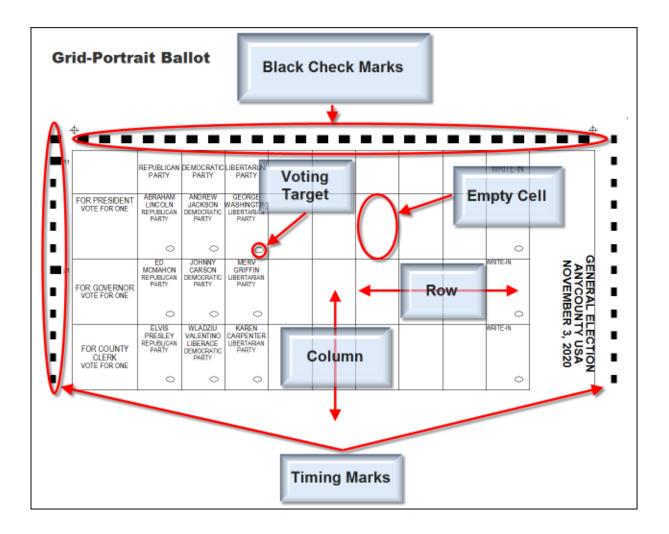
**Verify:** Ballot layout types are jurisdiction specific. Before selecting a ballot layout type, check with your state or local election official for confirmation on the type utilized by your jurisdiction.

Use the following sections to create ballot styles in Paper Ballot.

#### **Ballot Glossary**

The following examples give a brief anatomical summary for the three ballot layout types created in *Paper Ballot*:







**Important:** Use of any color near the black check marks or timing tracks, should be tested on the hardware to be used in the election. Testing will help verify that the color usage will not cause scan validation errors.

#### New

Menu Items found here enable you to create new ballots. By utilizing either the **New document wizard**, or the **New document from template** options, you can create new ballots using only the information already entered in the Capture module, or that information in conjunction with previously created ballot templates. For further information regarding these topics, review the information below.

F

#### New Document Wizard

The new document wizard enables you to create new ballot styles in a simple three-step process. In the first step you select the ballot layout type you wish to use. The second step enables you to select the size of the ballot. And the third and final step, enables you to review your settings and create a draft of the ballot based on the settings you have chosen. More in depth information about using the new document wizard is listed below:

1. On the File menu and click New.



**Reference:** If you are selecting a Column-Portrait ballot, you may also click the **Template** button at the lower right side of the window. For more information on using column templates with the Column-Portrait ballot, see Working With Column Templates.

ile	e Edit View Ballot Style Sheets	Fram
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	Close	
	Save Ctr	l+S
	Save As	
	Load Template	
	Save as Template	
	Load Template From File	
	Save Template To File	
	Default Settings	
	Finalize Ballot Layout	
	Print Ctr	I+P
	Print Preview	
	Print Setup	
	Generate BOD Data	
	Exit	

The New Document-Step 1 window will appear:

2. From the available options, select Default or Best Practices for your ballot type. A default ballot is a basic template that only incorporates your current election data. A best practices ballot is a more complex ballot that contains instructional text and more refined layout options already in place.

From this screen, you also have the option of importing and/or exporting ballot (.dst) files.

- New Document Step 1

   Select the ballot layout template.

   Layout Template

   Default

   Best Practices (Column Portrait)

   Export...

   Delete

   Set as Default

   < Back</td>

   Next >

   Finish

   Cancel
- To import a ballot (.dst) file, click the Import button to the right of the Load Template section of the screen. Once the explorer window appears, browse to the location of the desired file and click Open. The imported ballot (.dst) file will now appear in the Load Template section of the screen.
- To export a ballot (.dst) file, click the **Export** button to the right of the Load Template section of the screen. Once the explorer window appears, browse to the location that the (.dst) file will be stored and click **Save**.

From this screen, you can also delete any added ballot templates by clicking the **Delete** button.



Note: The Default and Best Practices templates can not be deleted.

You can also select a specific ballot template to set as default by selecting the desired template and then clicking **Set as Default**.

**3.** When finished, click **Next** to continue.

The New Document - Step 2 window will appear:

- In the Ballot Type box, click on a ballot type option to view a preview of the ballot. An example of each ballot type will appear in the box to the right of the Ballot Type box.
  - If you utilize the Column Portrait layout type, you also have the option of selecting the number of columns on the ballot. To do so, click the Column Layout button beneath the ballot preview.

When the Select Column Layout window appears, select the appropriate number of columns from the left-hand portion of the screen. As with the previous window, a preview of the ballot template will be displayed to the right of your selection.

When finished, click **OK** to continue.

5. Click Next to continue.

New Document - Step 2
Specify the type of ballot for your election.
Ballot Type
Crid - Landscape Grid - Portrait Column - Portrait Column - Portrait Column Layout
< Back Next > Finish Cancel

1 Column 2 Columns 2 Columns [single, double]	
2 Columns [double, single]	
3 Columns	
3 Columns [single, single, doub	
3 Columns [double, single, sing 4 Columns	iej
4 Columns with Instructions	
+ columns with instructions	

The New Document - Step 3 window will appear.

- 6. In the Ballot Size box, select the size of the ballot you will use. Each ballot size provides the number of ovals that can appear on a ballot.
- 7. In the Target Type box, select the type of voting target that will appear on the ballot.



**Note:** Oval is currently the only option available in this version of Electionware.

Ballot Size	Target Type	Other
8.5" x 11" (24 x 50)	None	Target Position
8.5" x 14" (24 x 41) 8.5" x 14" (24 x 50)	Oval Arrow	Lower Right 🔻
8.5" x 14" (24 x 65)	Box	
8.5" x 17" (24 x 50) 8.5" x 17" (24 x 62) ≡		
8.5" x 17" (24 x 81)		
8.5" x 19" (24 x 56) 8.5" x 19" (24 x 70)		
8.5" x 19" (24 x 91)		

- 8. In the Target Position box, select from Upper Left or Upper Right, and Lower Left or Lower Right to choose where you want the voting target to appear in relation to the candidate on a ballot.
- 9. Click Next to continue.

The New Document - Final Step window will appear:

- **10.** From this window, review your selections before finishing. If you wish to change any of the settings in this window, click **Back**.
- **11.** If you want to abandon the ballot wizard without opening a document, click **Cancel** to close the New Document wizard window.
- **12.** If the settings in the Final Step window are correct, click **Finish**. Your ballot selection will appear in the *Paper Ballot* Work pane.

llot Type Column - Portrait illot Size 8.5" x 19" (24 x 70) irget Type Oval	ocument Settings	
allot Size 8.5" x 19" (24 x 70) irget Type Oval	Item	Value
arget Type Oval	Ballot Type	Column - Portrait
	Ballot Size	8.5" x 19" (24 x 70)
rget Position Lower Right	Target Type	Oval
	Target Position	Lower Right

#### Open

If you wish to continue the creation of an existing ballot, instead of creating a new ballot you can open a previously saved ballot from the **File** menu.



**Note:** Once a ballot has been saved, this option opens automatically when starting Paper Ballot.

To open a saved ballot, follow the steps listed below:

• From the File menu, click Open.

File	Edit View Ballot	Style Sheets	Fram
	New	Ctrl	+N
	Open	Ctrl	+0
	Close		
	Save	Ctr	l+S
	Save As		
	Load Template		
	Save as Template		
	Load Template From	File	
	Save Template To File	e	
	Default Settings		
	Finalize Ballot Layout		
	Print	Ctr	I+P
	Print Preview		
	Print Setup		
	Generate BOD Data		
	Exit		

The Open Layout Window appears.

- Previously saved Ballot Layouts are listed in the Open Layout window. Left-click on the appropriate ballot layout to select it.
- **14.** Click **OK** to open the ballot layout. Or, click **Cancel** to close the Open Layout window.

0	pen Layout	×
	Name	Modified
	AnyCounty General	11/29/2010 09:18:42 AM
	Layout Name	
		OK Cancel

#### Close

At times during the ballot creation process, you may find it necessary to close the ballot you are currently working on. To do so, from the file menu, click **Close**.



Note: Any unsaved ballot changes will be lost.

File	Edit View Ballot	Style Sheets	Frame
	New	Ctrl	+N
	Open	Ctrl	+0
	Close		
	Save	Ctr	I+S
	Save As		
	Load Template		
	Save as Template		
	Load Template From	File	
	Save Template To File	e	
	Default Settings		
	Finalize Ballot Layout		
	Print	Ctr	I+P
	Print Preview		
	Print Setup		
	Generate BOD Data		
	Exit		

#### Save

The **Save** feature enables you save your ballots at any time. While you are working on your ballot layout, save your work often.

Take the following steps to save your ballot layout:

1. From the File menu, click Save.



**Note:** If the ballot has previously been saved, no further steps are required when saving your ballot. The following steps only indicate those steps necessary for saving a ballot for the first time.

File	Edit View Ballot	Style Sheets	Frame
	New	Ctrl	+N
	Open	Ctrl	+0
	Close		
	Save	Ctr	I+S
	Save As		
	Load Template		
	Save as Template		
	Load Template From	File	
	Save Template To File	2	
	Default Settings		
	Finalize Ballot Layout		
	Print	Ctr	I+P
	Print Preview		
	Print Setup		
	Generate BOD Data		
	Exit		

The Save Layout As window appears.

- **2.** Enter the name of the ballot file in the **Layout Name** field.
- **3.** Click **OK** once the save name is entered to save your ballot.



**Reference:** You can also use the Paper Ballot toolbar to save your ballots. See Paper Ballot Toolbar for more information.

Sa	ve Layout As	water and a set		23
	Name		Modified	
	AnyCounty C	Seneral	11/29/2010 09:18:42 AM	
	Layout Name	AnyCounty General		
			ОК Са	incel

#### Save As

The **Save As** feature enables you to save a ballot under a different name. Use the following steps to save a ballot using the **Save As** feature.

1. From the File menu, click Save As.



**Reference:** See Steps 2 and 3 of the Save section for more information on completing the **Save As** process.

File	Edit View Ballot Style S	heets	Frame
	New	Ctr	+N
	Open	Ctr	+0
	Close		
	Save	Ctr	l+S
	Save As		
	Load Template		
	Save as Template		
	Load Template From File		
	Save Template To File		
	Default Settings		
	Finalize Ballot Layout		
	Print	Ctr	1+P
	Print Preview		
	Print Setup		
	Generate BOD Data		
	Exit		

# **Chapter 4: Ballot Template Management**

At any time during the ballot creation process, you can save your ballot layout and use it as a template for future elections. Use the following sections to utilize ballot template features:

#### Load Template

If a ballot layout was saved as a template, you will use the **Load Template** feature to load the desired ballot template.



**Note:** If a ballot is already open, *Paper Ballot* will prompt you to verify that you wish to abandon all unsaved changes before opening the ballot template.

1. From the File menu, select Load Template.

ile	Edit View Ballot Style Sheets	s Frame
	New Ct	trl+N
	Open Ci	trl+O
	Close	
	Save C	trl+S
	Save As	
	Load Template	
	Save as Template	
	Load Template From File	
	Save Template To File	
	Default Settings	
	Finalize Ballot Layout	
	Print C	trl+P
	Print Preview	
	Print Setup	
	Generate BOD Data	
	Exit	

The Load Template window appears:

- **2.** Select the ballot template file you want to load.
- **3.** Click **OK**. The template will appear in the *Paper Ballot* work pane.



**Note:** The template contains the basic format and layout design of the ballot. The data from the previous ballot will be replaced with the data from the current election.

Load Layout Template	X
Default Best Practices (Column Portrait)	Import Export Delete Set as Default
Layout Template Name Default	
ОК	Cancel



**Reference:** You can also import, export or set ballot templates from this window. See New Document Wizard for more information on importing and exporting ballot templates.

#### Save As Template

In preparing for future elections, you might wish to save ballot layouts as templates. Saving a ballot layout as a template stores the shell ballot and style sheet information, while allowing new race and candidate data to be incorporated in future elections. To save a ballot layout as a template, follow the steps below.

1. From the File menu, select Save as Template.

File	Edit View Ballot St	yle Sheets	Frame
	New	Ctrl	+N
	Open	Ctrl	+0
	Close		
	Save	Ctr	I+S
	Save As		
	Load Template		
	Save as Template		
	Load Template From File	5	
	Save Template To File		
	Default Settings		
	Finalize Ballot Layout		
	Print	Ctr	I+P
	Print Preview		
	Print Setup		
	Generate BOD Data		
	Exit		

The Save Template As window appears.

- 2. Enter the name of the ballot template in the Layout Template Name field.
- 3. Click OK to continue.

Save Layout Template	X
Default Best Practices (Column Portrait)	Import Export Delete Set as Default
Layout Template Name Default	Cancel



**Note:** Although Paper Ballot saves the ballot layout as a template, this feature only stores the ballot template data in the Electionware database. To save your ballot layout as a template file, use the **Save Template to File** feature instead.



**Reference:** You can also import, export or set ballot templates from this window. See New Document Wizard for more information on importing and exporting ballot templates.

#### Load Template From File

If you have saved a ballot layout as a template file, you can use the **Load Template From File** feature to load the ballot template. To load a template file, use the following steps:

- 1. From the File menu, click Load Template From File.
- **2.** When the browser window appears, locate the desired template (.dst) file and click **Open**.
- **3.** If the template (.dst) file is linked to another election, *Paper Ballot* may warn you if a template was created from a different election or the same, but older version.

Your ballot selection appears in the *Paper Ballot* Work pane.

#### Save Template To File

At times you may want to save a ballot template as a file, rather than save it as a template stored in the *ElectionWare* database. To do so, use the following steps:

1. From the File menu, select Save Template to File.

The Save As window appears.

**2.** When the browser appears, enter the template filename in the **Filename** field and click **Save**.

A ballot template (.dst) file is saved in the location you selected.

ile	Edit View Ballot	Style Sheets	Frame
	New	Ctrl	+N
	Open	Ctrl	+0
	Close		
	Save	Ctrl	I+S
	Save As		
	Load Template		
	Save as Template		
	Load Template From F	ile	
	Save Template To File		
	Default Settings		
	Finalize Ballot Layout.		
	Print	Ctr	I+P
	Print Preview		
	Print Setup		
	Generate BOD Data		
	Exit		

File	Edit View Ballot	Style Sheets	Frame
	New	Ctrl	+N
	Open	Ctrl	+0
	Close		
	Save Ctrl+S Save As		
	Load Template		
	Save as Template		
	Load Template From File Save Template To File Default Settings Finalize Ballot Layout		
	Print	Ctr	I+P
	Print Preview		
	Print Setup		
	Generate BOD Data		
	Exit		

# **Chapter 5: View Menu**

Use the options under the **View** menu to adjust the appearance of ballots in the work pane. These adjustments include the ability to zoom in or out of the current view, view the mark numbers on the ballot, whether or not to view tooltips, and choosing different ballot errors to indicate.

In addition to these options, from the **View** menu you can also select options which affect certain aspects of how *Paper Ballot* window is displayed. These options include adding or removing the tool and status bars from the main *Paper Ballot* screen.

Review the following information for details about the different options listed in the **View** menu.

#### **Zoom Features**

You can use the **Zoom** features in *Paper Ballot* to zoom in our out on the ballot in the work pane. To use the **Zoom** features, use the steps below:

1. From the View menu, point to Zoom and click the scaling option you wish to select. The ballot view will increase or decrease in size.



**Note:** The larger the percentage you select, the larger the ballot preview will appear on your screen.

Viev	Ballot Style Sheets Frames		
	Zoom 🕨		1000%
	Zoom In		800%
	Zoom Out		600%
<ul> <li></li> <li><th>Mark Numbers</th><th></th><th>400%</th></li></ul>	Mark Numbers		400%
	Grid Display Tooltips		200%
			175%
	- Comps		150%
	Message Pane Settings		125%
	Indicate Ballot Errors	$\checkmark$	100%
	Toolbar Status Bas		75%
			50%
•	Status Bar		25%
			Custom

If applicable, you can also customize the zoom level by selecting **Custom** from the **Zoom** sub-menu. The Custom Zoom Factor window appears:

To select a custom size to view, left-click and hold down on the bar and slide the bar to the appropriate setting.

ſ	Custom Zoom Factor
	Zoom Factor
	25 100 200 300 400 500 600 700 800 900 1000
	OK Cancel

2. Click OK to keep the adjusted zoom level.



**Reference:** For more information regarding zoom features and the toolbar, see Zoom Symbol.

#### **Mark Numbers**

Tabulating machines use black check and timing marks to read important information from ballots. Although displaying mark numbers is not necessary for proper tabulation, viewing mark numbers in the work pane enables you to easily locate oval positions on the ballot.

You can enable or disable mark numbers by pointing to the **View** menu and clicking **Mark Numbers**.



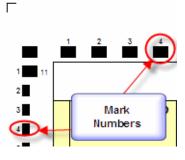
The mark numbers will appear in the work pane.



**Caution:** Remember to deactivate mark numbers prior to printing your ballots. Failure to do so may cause errors when tabulating ballots.

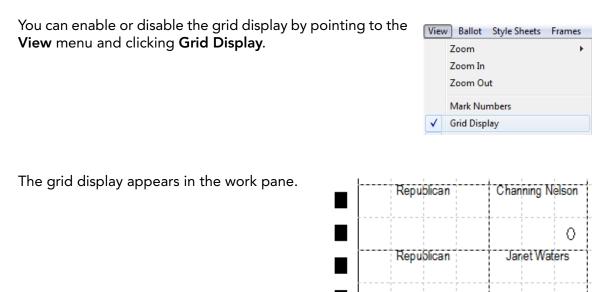


**Reference:** For information regarding mark numbers and the toolbar, see Utility Symbols.



#### **Grid Display**

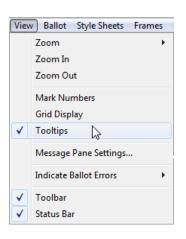
By using the Grid Display command, you can show and hide the grid overlay on the ballot design. When selected, the grid overlays the ballot design and makes it easier for you to line up the oval targets.



#### **Tooltips**

If the **Tooltips** option is active, when your mouse hovers over a cell, the contents and style sheet name of that cell will appear in a pop-up. Enabling tooltips allows you to quickly locate style sheet information for ballot elements.

You can enable or disable tooltips by pointing to the **View** menu and clicking **Tooltips**.



Tooltips will appear in the work pane.



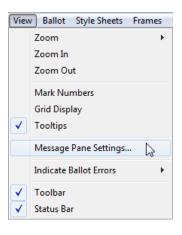
**Reference:** For more information regarding tooltips and the tool bar, see Utility Symbols.

R	EPUBLICAN	DEMOC
Alexander		John
Hamilton		Hancock
F OR GO	VERNOR	F OR GOVERNOR
REP	REP gov cand	

#### **Changing the Message Pane Settings**

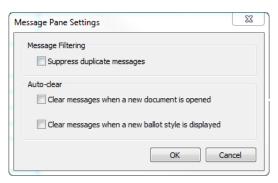
Use the **Message Pane Settings** feature to change settings to the message pane located at the bottom of the *Paper Ballot* window. Settings in this menu include suppressing duplicate messages, clearing messages when documents are opened, and clearing messages when a new ballot style is displayed in the message pane. To change the Message Pane settings, use the following steps:

1. From the View Menu, click Message Pane Settings.



The Message Pane Settings window appears:

- To Suppress Duplicate messages in the message pane, click the **Suppress duplicate messages** check box.
- To clear messages when a new document is opened, click the Clear messages when a new document is opened check box.
- To clear messages when opening a new ballot style, click the Clear messages when a new ballot style is displayed check box.



- 2. To accept your settings, click OK.
  - Or, to close the Message Pane Settings window without accepting your changes, click **Cancel**.

#### **Displaying Ballot Errors in the Work Space**

A ballot error occurs if ballot text overlaps a ballot target or extends outside the current cell. You can check for ballot errors by looking for a red box surrounding the affected text.

#### View Target Encroachment Errors

A target encroachment error occurs when text overlaps the voting target area on a ballot. To view target encroachment errors in the work pane, use the following steps:

From the View menu, point to Indicate Ballot Errors and click Target Encroachment.

Target encroachment errors are activated by default. To deactivate them, from the **View** menu, select **Indicate Ballot Errors,** then click **Target Encroachment**.

View	Ballot Style Sheets Fram	es			
	Zoom	►			
	Zoom In				
	Zoom Out				
	Mark Numbers				
	Grid Display				
✓	Tooltips				
	Message Pane Settings				
	Indicate Ballot Errors	•	✓	Target Encroachment	
$\checkmark$	Toolbar		✓	Content Outside Cell	~
$\checkmark$	Status Bar				

Target encroachment errors appear in the work pane.



**Reference:** For more information regarding target encroachment errors and the tool bar, see Utility Symbols.

Dick	Ben	
Van Dyke	Browder	
	REP 🐿 🗢	
Mary	Claudia	
Tyler Moore	Black	

### View Content Outside of Cell Errors

A content outside of cell error occurs when the ballot text extends beyond the boundaries of a cell. You can check for this error using the **Content Outside Cell** option.

From the View menu, point to Indicate Ballot Errors and click Content Outside Cell.



Note: Content outside cell errors are activated by default. To deactivate them, from the View menu, select Indicate Ballot Errors, then click Content Outside Cell.

View	Ballot Style Sheets	Frames			
	Zoom Zoom In Zoom Out	۲			
✓	Mark Numbers Grid Display Tooltips				
	Message Pane Settings				
	Indicate Ballot Errors	•	✓	Target Encroachment	
✓ ✓	Toolbar Status Bar		<ul> <li>✓</li> </ul>	Content Outside Cell	

Content outside cell errors appear in the work pane.



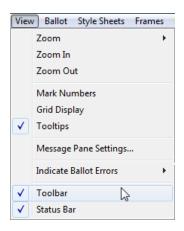
**Reference:** For more information regarding content outside cell errors and the tool bar, see Utility Symbols.

REPUBLICAN	For governor	0
DEMOCRATIC	King For governor	0

## Toolbar

The tool bar displays symbols such as those mentioned in Paper Ballot Toolbar. The toolbar itself is located near the top of the *Paper Ballot* window. To display the *Paper Ballot* toolbar, use the following steps:

From the View menu, click Toolbar.



The tool bar will appear at the top of the *Paper Ballot* window.

The default setting for the Toolbar is enabled. If you do not want the tool bar to appear on the Paper Ballot window, use the Toolbar option to disable it.



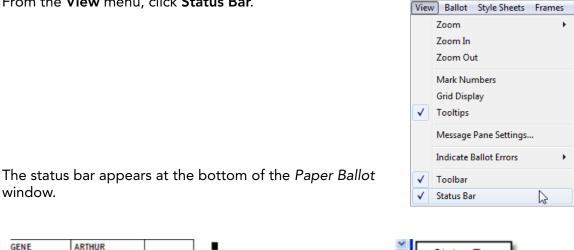
Reference: See Paper Ballot Toolbar for more information about specific toolbar symbols.

#### **Status Bar**

The status bar is located at the bottom of the *Paper Ballot* window. It displays information such as the ballot style number, type sequence split code information, sheet number, side of the ballot being viewed, and zoom level. To enable or disable the Paper Window status bar, use the following steps:

From the View menu, click Status Bar.

Ballot Style #1



The default setting for the Status Bar is enabled. If you do not want the status bar to appear on the Paper Ballot window, use the Status Bar option to disable it.

Front 100%

Sheet 1

1-1-1

Status Bar

# **Chapter 6: Universal Paper Ballot Features**

In Electionware's Paper Ballot, you can select from the following ballot layout types:

- Column-Portrait
- Grid-Portrait
- Grid-Landscape

The available **Style Sheet** menu options vary according to the ballot layout type. The information in this chapter applies to all ballot layout types. See "Style Sheets" on page 83 for more information.

### **Font Settings Window**

As you design the ballot, you can change font settings during several different steps. The **Font** window remains the same no matter what process you are trying to complete. If during the layout process you have questions regarding the Font window, please refer to this section for more detailed information.

The **Font** window enables you to select from numerous font formats. After selecting from any of the different options listed below, you can preview these selections by reviewing the Sample view posted in the lower right portion of the **Font** window.

1. From the window where the Font option is available, click Font.

The Font window appears:

- 2. Select the desired font from the Font list.
- **3.** To change the font style, select one from the **Font Style** list.
- **4.** Change the size of your text by selecting from those sizes available in the **Size** list.
- **5.** Under the **Effects** options, you can select from the following options:
  - Strikeout Places a line of text through the selected font.
  - Underline Places a line under the selected text.



• Double Underline - Places a double line under the selected text.



**Note:** The **Underline** and **Double Underline** options are mutually exclusive. Both cannot be selected simultaneously. However, they may both be left unselected.

**6.** The font **Color** option enables you to select the desired font color for ballot text. Select the color of your choice from the **Color** drop-down menu.



**Reference:** To create a customized color, click **Custom**, located at the bottom of the **Font Color** drop-down menu. For more information about creating custom colors, see Custom Color Settings.

7. From the Script drop-down menu, select how you want the font script to appear. Choices include Western, Hebrew, Arabic, Greek, Turkish, Baltic, Central European, Cyrillic, and Vietnamese.

Western is the default Paper Ballot script.

8. Click OK to accept the changes you have made and return to the previous window.

#### **Panels**

Panels, which are available on many of the style sheet windows, appear on the three ballot layout types. When adding panels to your ballot in later chapters, please refer to this section for more detailed information. See "Style Sheets" on page 83 for more information about ballot style sheets.

Any cell (Frame, Question, Office, Candidate, Heading, etc.) on your ballot can contain panels. The primary purpose of panels is to facilitate text in multiple languages, with a different language in each panel. Panels may be positioned either horizontal or vertical. A cell can contain two or more panels, with each panel positioned and numbered for content assignment from left to right (horizontal panels) or top to bottom (vertical panels) starting at one.

### Panel Construction Considerations

Consider the following construction tips when creating panels:

- A cell can contain panels along with content for the main cell. When both panel content and main cell content are used, the main cell content is assigned to panel 0. Care needs to be taken in how content is placed when using both main cell content and panel content together. Absolute positioned content in the main cell reference their positions on the main cell and will ignore the panels.
- Paper Ballot will size and place the panels in between any top and bottom positioned items in the main cell. For horizontal panels, the height equals the main cell height minus any main top lines and minus any main bottom lines. For horizontal panels, the width is expressed as a percentage of the main cell width. Panels can be different widths. For vertical panels, panel height is expressed as a percentage of the main cell height minus top and bottom content in the main cell. Vertical panels can be different heights.

Absolute positioned items in panels are referenced inside the calculated panel size. The text in panels, like text in a main cell, will continue flowing downward even though the panels have a height. The panel height is used when content is bottom positioned in the panel.

Each panel inherits the margins from the main cell. For horizontal panels, the left-most panel uses the left margin setting and the right-most panel uses the right margin. The other margins (both margins for middle panels) are taken from the gutter width (gutter default is 1/16 inch). You can apply individual content margins on panel content. For vertical panels, the top panel uses the top margin and the bottom panel uses the bottom margin. The other margins (both margins for middle panels) are taken from the gutter width.

Each panel has its own rendering object and you can do almost any content in a panel that you can do in a cell. Panels can contain different content items from other panels.

- You cannot use vertical centering when both main cell content and panels are present. You can use vertical centering if the cell contains only panels. In that scenario, each panel will vertically center within its own panel. The alternative would be to vertically center the largest panel and align the tops of the other panels to that if desired.
- When using panels and you are using the 'same line flag' the content items for each panel must be contiguous in the content list. If you are not using the 'same line flag,' then any content can be entered in any order in the content list. Even with the 'same line flag,' panels do not need to be entered in strict panel order, just all the content items for a panel must be grouped together.

### **Add Panels**

To add panels to a ballot:

1. From the window where the **Panels** option is available, click **Panels**.

The **Panels** window appears:

2. Click Add to add a panel to a style sheet.



**Reference:** See step 15 in Return to the Write-in Style Sheet window for instructions on adding panels to a write-in style sheet.

Panels	-	-	×
Orientation	ntal (side-by-side)	O Vertical (stacked	)
Panels			
Panel	Width (%) Backgro	und Color	Add Edit Delete
Total Width: Gutter Gutter Wid		ОК	Cancel

#### Panel Properties Window - Use the Panel

**Properties** window to make changes to a new or existing panel on your ballot. To edit panel options:

- **3.** Width Section Choose the total percentage of the cell which the panel will span from the Width spin box. (Vertical panels will show height instead of width.)
- **4.** Margins Section Enter the panel margins in the Top, Left, Bottom, and Right fields.
- 5. Ruling Lines Section Enter the width of the panel Ruling Lines in the Top, Left, Bottom, and Right fields.

Vidth Width 50	entage of cell)	-	X
Margins		Ruling Lines	
Тор	Left	Тор	Left
0.000	0.000	0.000	0.000
Bottom	Right	Bottom	Right
0.000	0.000	0.000	0.000
Additional Info Background			
		OK	Cancel

**6.** Additional Information Section - Click the Background Color list and select the background color for the panel.



**Reference:** To create a customized color, click **Custom**, located at the bottom of the drop-down menu. For more information about creating custom colors, see <u>Custom Color Settings</u>.

**7.** Click **Reserve Panel for Write-In Recognition** to enable write-in recognition for the panel. See "Write-in Style Sheet" on page 100 for more information about creating write-in recognition areas.



**Note:** The **Reserve Panel for Write-In Recognition** option is only available when creating write-in panels.

8. Click OK to accept your changes and return to the Panels window.

**Return to the Panels Screen** - Upon returning to the **Panels** window, the panel you created will appear in the list.

Once you have made all of the changes to your panel, click **OK** if you want to save the panel. Or, click **Cancel** to return to the style sheet window.

#### **Edit Panels**

Once a panel has been added to a style sheet, you may find it necessary to edit that panel. To edit a panel you have already created, use the following steps.

1. From the window where the **Panels** option is available, click **Panels**.

The **Panels** window appears:

2. To edit an existing panel, select one from the list and click Edit.



**Reference:** See steps 3-7 of Add Panels for more information regarding the Panels window.

nels	100	-	23
Orientation Horizon	ntal (side-by-sid	de) 🔘 Vertical (sta	cked)
Panels			
Panel	Width (%)	Background Color	Add
Panel 1	50	Transparent	Edit
			Delete
Total Width:	50%		
Gutter			
Gutter Wi	dth 0.061		
			Cancel
		OK	Cancel

### **Delete Panels**

At times you may find it necessary to delete an existing panel from your style sheet. To delete a an existing panel, use the following steps.

1. From the window where the Panels option is available, click **Panels**.

The Panels window appears:

**2.** To delete an existing panel, select one from the list and click **Delete**.

A prompt will appear confirming the deletion of the panel.

- **3.** Click **Yes** to confirm the deletion and return to the Panels window.
  - Or, click **No** to cancel the deletion and return to the Panels window.

Panels	-	-	23
Orientation	ntal (side-by-sic	ie) 💿 Vertical (s	stacked)
Panels			
Panel	Width (%)	Background Color	Add
Panel 1	50	Transparent	Edit
			Delete
Total Width:	50%		
Gutter			
Gutter Wi	dth 0.061		
		ОК	Cancel

### **Custom Color Settings**

As you layout your ballots, there are several points where you can apply custom colors. The following steps will guide you through creating a custom color:

1. From the window where the custom color option is available, select **Custom** from the **Background Color** drop-down menu.

The Color window appears:

2. Select any of the Basic colors from the hexagonal grid in the left-hand portion of the window. The color you have chosen will be previewed to the right, and contrasted against the current color.

You can also select from various shades of gray by selecting the hexagonal gray boxes at the bottom of the screen.

To define and select an existing color, click the **Select** button. Using the dropper icon, you can select from any colors currently on

you can select from any colors currently on your screen. As with the basic color selection, the new color is previewed and contrasted in the same location.

**3.** To further customize a color, click the **Custom** tab at the top of the window.

The Custom tab is displayed:

4. Point to the general color you want, and then move the target icon to the more specific color your desire. You can then fine tune your color selection by using either steps 4-6 to manually enter your hue, saturation and luminosity. Or steps 7-9, to manually enter your red, green, and blue color definitions.

Hue, Saturation, and Luminance Settings

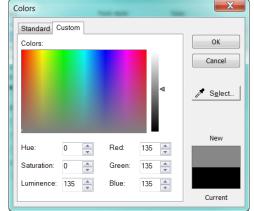
- **5.** Define the hue by entering a value in the **Hue** field.
- 6. Define the saturation by entering a value in the **Sat** field.
- 7. Define the luminosity by entering a value in the Lum box.

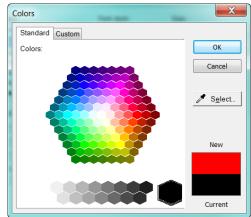


**Note:** Any values entered in the **Hue**, **Sat**, or **Lum** fields will adjust the values entered in the adjacent **Red**, **Green**, or **Blue** fields.

Red, Green, and Blue Settings

- 8. Enter a value in the Red box to increase or decrease the amount of red.
- 9. Enter a value in the Green box to increase or decrease the amount of green.





**10.** Enter a value in the **Blue** box to increase or decrease the amount of blue.



Note: Any values entered in the Red, Green, or Blue fields will adjust the values entered in the adjacent Hue, Sat, or Lum fields.

- **11.** Once you are satisfied with your custom color selection, click **Add Custom Colors** to add your custom color to the Custom Colors section of the window:
- **12.** Click **OK** to confirm your custom color selection.

# **Chapter 7: Ballot Setup**

The **Ballot** menu enables you to manage items such as **Ballot Setup**, **Graphics**, **Text**, **Font Substitutions**, **Multi-sheet Setup**, **Default Language**, and **Scan For Errors**. Each of these items will aid you in creating your paper ballots. For more information regarding the **Ballot** menu, review the following sections.

Before you begin your election layout, it is strongly advised that you verify that the office information and candidate name spellings are correct on your ballots.

Once you have verified that your office and candidate information are correct, be sure to save your ballot.

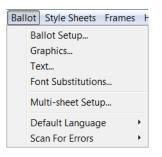


**Reference:** See Save for further information about saving ballots.

### **Ballot Setup**

The **Ballot Setup** feature is where you will begin creating your paper ballots. Using **Ballot Setup**, you will define your ballot's characteristics, including but not limited to your **Ballot Layout Type**, **Ballot Sheets**, and number of **Ballot Sheets**. You can also use **Ballot Setup** to edit a ballot in progress if necessary. To learn more about **Ballot Setup**, review the following information.

1. From the Ballot menu, click Ballot Setup.



The Ballot Settings window appears:

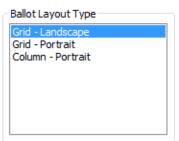
The Ballot Settings window enables you to select the basic layout features of your ballot. This window is where you will decide on the ballot layout type, ballot options, and number of ballot sheets. Note that the window is divided into three tabs, **Ballot**, **Target**, and **Misc**. Each tab contains its own set of options.

Ballot Layout Type Grid - Landscape Grid - Portrait Column - Portrait Ballot Sheets Name Sheet 1	Ballot Options  Registration Crosshairs  Cut Marks  Built See Office Headings  Add Edit Delete
--	--

#### **Ballot Tab**

The **Ballot** tab is the default opening window for Ballot Settings. This tab allows you to enable or disable a number of options including the sidecard, registration crosshairs, cut marks, office headings, and whether candidates can float from column to column. From this tab, you can also add, edit, or delete sheets from your ballot. The following information details options found under the **Ballot Tab**.

- **2.** Ballot Layout Type Section In the Ballot Layout Type section, select from the following options:
  - **Grid-Landscape** Grid-Landscape ballots are ballots laid out in a grid, but in the landscape orientation.
  - **Grid-Portrait** Grid-Portrait ballots are ballots laid out in a grid, but in the portrait orientation.



- **Column-Portrait** Column Portrait ballots are ballots laid out using a selected number of columns in the portrait orientation.
- **3.** Ballot Options Section The Ballot Options section changes depending on the ballot layout type selected in the previous step. From the Ballot Options section, select any of the following options:

**Note:** The **Ballot Layout** type selected, changes the options available in the **Ballot Options** section.

Grid-Landscape	Grid-Portrait	Column-Portrait
Ballot Options	Bellot Options	Ballot Options
Show Sidecard 🛛 🕅 Allow Ploat	🕑 Show Sidecard	📝 Show Sidecard
Registration Crosshairs	Registration Crosshairs	Registration Crosshars
Cut Marks	Cut Marks	U Cut Marks
Use Office Headings	Use Office Headings	Use Office Headings

• Select **Show Sidecard** to display the side card on the ballot. The side card displays political parties and their logos.

The **Show Sidecard** option is only available for Grid-Landscape ballots.

- Select **Registration Crosshairs** to display the registration cross hair on the ballot. Registration crosshairs are used to verify that your ballots are within ES&S registration specifications.
- Select **Cut Marks** to display the cut marks on the ballots. The cut marks are used to guide you or your printer when your ballots are cut down to their appropriate size.
- Select **Use Office Headings** to display office headings on the ballot. Office headings are used to categorize contests (e.g. Federal, County, Municipal).

The Use Office Headings option is only available for Column-Portrait ballots.

• Select **Allow Float** to allow the same contest on one ballot style to appear in a different location than it does on another ballot style. This situation is caused by having a different number of contests on different ballot styles. Select the **Allow Float** option or, you will get a validation error that all like contests are *not* in the same location on every ballot style.

The Allow Float option is only available for Grid-Landscape ballots.

#### **Target Tab**

The **Target** tab is where you set options for voter targets on your ballot. Unlike the **Ballot** tab, the **Target** tab does not change with the ballot layout type selected. For more information on the **Target** tab, see the information below.

4. From the available tabs in the Ballot Settings window, select Target.

The Target screen appears:

5. Appearance Section - From the Target Type drop-down menu, select the desired target type.



**Note:** The **Target Type** option is not available in this version of Electionware. Because of this, the **Oval** target type is the only type available.

6. Select the appropriate color for the voting target from the Target Color drop-down menu.

allot Settings		×
Ballot Target Misc		
Appearance		
Target Type Oval 👻		
Target Color 100% Black		
Line Thickness 0.004		
Position		$\equiv$ []
Target Position Lower Left 🔹		
	ĸ	Cancel
		concer



**Reference:** To create a customized color, click **Custom** located at the bottom of the **Target Color** drop-down menu. For more information about creating custom colors, see Custom Color Settings.

7. Select the appropriate line thickness by entering a value in the Line Thickness field.

8. Position Section - The Target Position drop-down menu enables you to determine where the voting target appears on a ballot. Select Lower Right, Lower Left, Upper Right, or Upper Left from the Target Position drop-down menu to select the target position.

#### **Misc Tab**

The **Misc** (miscellaneous) **Tab** of the Ballot Settings window enables you to select options regarding mixed orientations, and applying watermarks to your ballot. Review the following steps to edit the miscellaneous settings:

- **9. Mixed Orientation Section -** Click the **Swap Stubs on Landscape Sides**, to have your ballot stubs swapped depending on which side of the ballot is landscaped (front or back).
- **10. Watermark Section** Select the **Display Watermark** option if you want your ballots to be overlayed with a watermark. For example, if you wanted to produce a number of demonstration ballots, you might use the watermark option to overlay the word SAMPLE over the entire ballot.
- **11.** If you choose to utilize a watermark on your ballots, click **Watermark Settings** to adjust the watermark's settings.



**Note:** You may want to wait until after your ballots are completed to add a watermark. Also, unless the watermark is to be used on your Election Day ballots, be sure to save your ballots prior to adding a watermark.

### Watermark Settings

The Watermark window appears:

- **12. Preset Section** From the Preset section, select a watermark to use from the drop-down menu. Options available are **Test**, **Sample**, and **Specimen**.
- **13.** Click Apply to apply the watermark to your ballots.
- 14. Margins Section Select margins for the watermark by entering values in the Top, Left, Bottom, and Right fields.

reset			Margins		Additional Information
TEST		•	Тор	Left	Z-Order Background -
			0.000	0.000	
A	pply		Bottom	Right	Vertically Center Content
			0.000	0.000	Rotate 0 💌
Pos	Lang	Content	Font	Style	Pts Size Align Add Edit Delete
					Move Up

**15.** Additional Information

**Section -** From the Z-Order drop-down menu, select whether the watermark will appear in the **Foreground**, or **Background**.

- **16.** Select the **Vertically Center Content** check box to vertically center the watermark on your ballot.
- **17.** From the rotate drop-down menu, select the angle of rotation for the watermark. Select from **0**, **90**, **180**, **270**, and **Diagonal.**
- 18. Content Section From the Content area, select an existing watermark to Edit, or Delete. Or, select Add to add content to your watermark.

Preset       TEST     Top     Left       0.000     0.000       Bottom     Right       0.000     0.000       Pos     Lang       Content     90       90     180       Diagonal     Edit       Delete     Move Up       Move Down	Watermark			×
Content 90 Pos Lang Content Font Style Pts Size Al 270 Diagonal Edit Delete Move Up Move Down	TEST	Top 0.000 Bottom	0.000 Right	Z-Order Background
Move Down		Font	Style	90 Pts Size Al 270 Diagonal Edit

### Add Text to Watermark Content

The Watermark Content window appears:

<b>19. Content Type Section</b> - Data radio button is not	Watermark Content			
available.	Content Type	Content Properties Position Top  Same Line		
In the <b>Content Type</b> section, you can enter	Text     TEST     TEST     Graphic     Ballot Set Party Graphic	Left Offset 0.000 Top Offset 0.000		
additional text to the watermark. To add text to	C Line Vertical Line	Alignment Center  Center  Conter  Center  Conter  Cont		
the watermark, follow steps 20 - 29.	Left Margin 0.000 Right Margin 0.000	Font Arial 128pt Bold		
		OK Cancel		

### Add Text to a Watermark

**20.** In the Content section, click **Add** to add text to the watermark.

The Watermark Content window appears:

21. Content Type Section -

Click the **Text** radio button and either enter the text you wish to appear on the watermark (for example, Demonstration) or select the appropriate text item from the drop-down menu.

22. Additional Information Section - Enter the text margins (in inches) in the Left Margin and Right Margin fields.

Content Type	2		Content Pro	perties
🔘 Data	Blank Line	-	Position	Top   Same Line
Text		•	Left Offset	0.000 Top Offset 0.000
C Graphic	Ballot Set Party Graphic	-	Line Size	Font Size   Rotate 0
C Line	Vertical Line	-	Alignment	Center   No Text Wrap
Additional Inf	ormation		Language	<default></default>
Left Margin	0.000 Right Margin 0.000		Font	Arial Narrow 10pt
			Font Kerning	∎ 0 ▼

If an **Absolute** value is selected in the **Position** drop-down menu, the Margin fields are absent from the Additional Information section.

- **23. Content Properties Section -** Click the **Position** drop-down menu and select where you want the text to appear.
  - Select **Top** to place the text at the top of the watermark.
  - Select **Bottom** to place the text at the bottom of the watermark.
  - Select Absolute/Left Top, Absolute/Right Top, Absolute/Left Bottom, or Absolute/Right Bottom to enable the Left or Right, and Top or Bottom Offset fields. Enter your settings (in inches) in the fields. The entries made in these fields will determine how far from the left or right, and top or bottom of the watermark the text will appear.

• Select the **Same Line** check box to include all of your data on the same line as the previous content item. For instance, if you wanted both the additional data content and additional text content both to appear on the same line, you would click **Same Line** for the additional text content. This flags the system that you want to merge the two items on the first line.

**Same Line** is not available if an **Absolute** value is selected from the **Position** drop-down menu.



**Note:** If the Content Rows are positioned as **TOP**, then you should apply the **Same Line** options to the second of the two Content Rows you want to combine. If the Content Rows are positioned as **Bottom** then you should apply the **Same Line** options to the first of the two Content Rows you want to combine.



**Caution:** If you place additional items on the same line, you must use different alignments (**Left**, **Center**, or **Right**), for each of them. Failure to do so will make the two items overlap in the style sheet.

- **24.** Click the **Line Size** drop-down menu and select the height of the area used for your text. If you choose **Font Size**, the text will appear with standard spacing between the two lines of content. If you select a smaller line size, the two lines of content will be closer together. If you select a larger line size, the two lines of content will be farther apart.
- **25.** To rotate the text, click the **Rotate** drop-down menu and select the appropriate angle. Options available are **0**, **90**, **180**, **270**.
- **26.** Click the **Alignment** drop-down menu and select the appropriate text alignment option (for example, **Right**, **Center**, or **Justify**).

This option is not available if an **Absolute** value is selected from the **Position** drop-down menu.

• Text wrapping is automatically activated. If you want to turn off text wrapping, select the **No Text Wrap** check box.

This option is not available if an **Absolute** value is selected from the **Position** drop-down menu.

- Click the **Language** list and select the appropriate ballot language. Languages are dependent upon the information entered in *Capture*.
- **27.** To change the appearance of the displayed text, click **Font** and make the appropriate changes.



**Reference:** Refer to the Font Settings Window heading for more detailed information regarding changing your font settings.

- **28.** Click the **Font Kerning** drop-down menu and select an appropriate value. The greater the positive number, the farther apart the content will appear. The greater the negative number, the closer together the content will appear.
- **29.** Click **OK** to accept your changes. The additional data content will appear in the **Content** section in the **Watermark** window.

# **Chapter 8: Ballot Sheet Management**

Ballot sheets are sheets that are composed of additional ballot data, but still affiliated with the original ballot style. For example, if the amount of information on a particular ballot style is too great, you might consider using additional ballot sheets. The amount of additional sheets is conversely related to the amount of data attributed to a particular ballot style. Therefore even though a ballot may be composed of more than one sheet, all of the sheets are still considered to be part of the same ballot.

Use the following sections for more information on adding and editing ballot sections.

**Add Ballot Sheets** 

1. From the Ballot menu, click Ballot Setup.

The Ballot Setup window appears.

**2.** From the Ballot Sheets section of the Ballot Settings window, click **Add**.

Ballot Settings Ballot Target Misc	
Ballot Layout Type Grid - Landscape Grid - Portrait Column - Portrait	Ballot Options  Show Sidecard  Registration Crosshairs  Cut Marks  Use Office Headings
Ballot Sheets Name Sheet 1	Add Edt Delete
	OK Cancel

#### The **Sheet Settings** window appears.

As noted in the diagram below, the configuration of the sheet settings window changes, depending on the ballot layout type selected. Whereas the left hand portion of the window remains static, options in the right portion of the window vary. Review the following sections to configure **Sheet Settings** options.

heet Settings		E	
Desthane	Fort Dak		
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	Portrat +	Name StartCol StartRaw Height Abl	
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3.3°×34° (24×41) +	Tap Harge 1.252	Deleta	
Dub Height	Left Hargen 8,290	Question Rome Name Elbert Cal Elbert Ram Haught Add	
Tel 1540 5.000	Ruling Lines	Name BartCal BartRaw Heght AM	Grid-Landscape Ballot
Bottum Study 3.000	Tep Left	Delete	
	6.006 3.006	Salot Tites	
	Button Right 5.006 5.006	The Text Shart Cal Watth Align Abl	
		Dates	
		Links	
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and the second se	and the second se		
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Sect 1	Overlahan	Larest Made contests of hore Office +	
Sheet Sax	Pertat. •	Law output little little	
8.5"x.34" (24x.40 +	Margina Tap Margin 8,380	StartColumn 1	
	Left Hergin 1.250	StartRow 1	
Shin-walk		Number of Party Columna 8	
Tag 31ab 0.000	Ruling Lines Trap Left	Office Calume Highty 1	Grid-Portrait Ballot
Sotton Stale 0.000	0.000 1.006		
	Sutton Right	Party Calumy Width 2	
	0.000 0.006	Write-In Column Width 2	
	-		
		OK Cenal	
eet Settings Destitians			
	Front Back		
Sheet 2	Overtation Pertiat	Column Column Start Column MdB	
SteetSor		Column Start Column Webs	
AFest Divetti +	Top Margin 6,250	Column 2 Auto 8 Delete	
	Left Hargin 1.250	Columi 3 Auto II	
Dab Height	The second se	Terukres	and the second s
Tap Bhile 0.000	Ruing Lines Tap Left	Calum Setings Bit use Calum Headings	Column-Portrait Ballot
Betten Stub 1.000	0.006 8.006	If the Column readings	oorunni-i ortrait Ballo
	Soton Right		
	0.000 0.006		·
		OK Canal	

### **Sheet Settings Window - Universal Options**

1. From the **Ballot Settings** window, click **Add** or select an existing sheet and click **Edit**.

The Sheet Settings Sheet Settings - 22 window appears: Sheet Name Front Back Sheet 1 Office Rows Portrait Start Col Start Ro Sheet Size Office Row 1 Edit. Delete 8.5" x 14" (24 x 41) Top Margin 0.250 Left Margin 0.250 Stub Heigh 0.00 Top Stub Add... ttom Stub 0.000 Start Col Start Row 0.006 0.006 Edit... 0.006 0.00 Pallet Title Suppress Timing Mark Add... Title Text Start Col Width Suppress Code Channe Delete When to Suppress No Votable Positions Exist 🔹 OK Cancel

- 2. Sheet Name Section Enter a name for the sheet in the Sheet Name field.
- **3.** Sheet Size Section Choose a sheet size, (in inches) from the Sheet Size drop-down menu. Sheet size only available on first sheet as all sheets must be same size.

The Sheet Size option is only available when editing an existing sheet.

**4.** Stub Height Section - Enter the size of ballot stubs, (in inches) in the either the Top Stub or Bottom Stub fields if applicable.



**Verify:** Ballot Stubs are optional, and are dependent on local and state requirements. If you have questions regarding whether stubs are required in your jurisdiction, please contact your state or local election official.

5. Orientation Section - Choose either a Landscape or Portrait orientation from the Orientation drop-down menu.



**Note:** Selecting a Grid-Landscape ballot, in conjunction with the **Portrait** orientation will cause the ballot to switch to a portrait perspective.

You can select differing orientations for both the front and backsides of the ballot. For example, you can select a Grid-Landscape ballot for your ballot type, and then apply a landscape orientation to the front and a portrait orientation to the back.

6. Margins Section - Input your ballot margins, (in inches) in the Top Margin and Left Margin fields.

Sheet margins are defaulted to a one-quarter inch setting for both top and left margins.

7. Ruling Lines Section - Under the Ruling Lines section, enter the width of the ballot border, (in inches) in the Top, Left, Bottom and Right boxes.

Sheet ruling lines are defaulted to .006 inches for the top, left, bottom, and right ruling lines.

**8.** Mark Suppression - Under the Mark Suppression section, you can select whether to suppress timing and code channel marks by selecting the appropriate check boxes.

Suppression of the timing and code channel marks would be an option to printing sample ballots, or posting ballots to a public forum such as the newspaper or web.

When to Suppress

Select one of the following from the drop-down menu:

- No Votable Position Exists suppresses timing and code channel marks on the ballot if there are no votable positions.
- Suppress Always always suppresses timing and code channel marks on the ballot whether or not there are votable positions.

### **Grid-Landscape Sheet Settings Options**

The Sheet Settings Window contains layout related options that are dependent on the ballot layout style being used. The right portion of the sheet settings window changes depending on the ballot layout chosen. The following information is specific to only the Grid-Landscape sheet settings.



**Reference:** Because the left portion of the Sheet Settings window remains static, the information covered here is specific to the Grid-Landscape Sheet Settings. For information on using the universal sheet settings, see Sheet Settings Window - Universal Options.

**Office Rows Section -** The Office Rows section of the Sheet Settings window contains three options to choose from: **Add**, **Edit** and **Delete**. For more information regarding the Office Row settings, see the information below:

### Adding or Editing an Office Row

1. To add an Office Row to the ballot layout, click Add. Or, to edit an existing Office Row, select an office row from those listed, and click Edit.

The Office Row window appears:

#### Office Row Window: Layout Tab

The Layout tab of the Office Row window enables you to edit positional aspects of the office row. These options include the Office Row Name, Office Title Row Position, Candidate Row Position, Write-in Row Position, and Fill With Empty Offices options. See the following sections for more information:

Office Row		23
Layout Parties		
Office Row Name		_
Office Row 1		
Office Title Row Position		— II
Start Column	Column Label	
Start Row	Row Height	
Next Available 🔻	2 🗸	
Candidate Row Position		
Start Row	Cell Height	
Next Available 🔻	2 🔻	
Write-in Row Position		
Start Row	Cell Height	
Next Available 🔻	4 🔻	
Fill With Empty Offices		- 11
Fill to Column	Office Stylesheet	- II
No Fill 🔻	Default Office Style	
ОК	Cancel H	elp

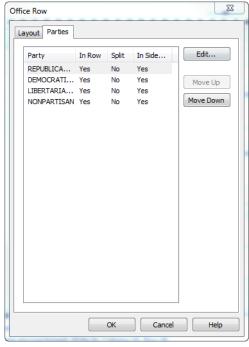
- Office Row Name Section Enter or edit the office row name in the Office Row Name field.
- **3.** Office Title Row Position Section Select the starting column for the office title from the Start Column drop-down menu.
- **4.** Select the column label for the office title from the **Column Label** drop-down menu.
- Select the starting row for the office title from the Start Row drop-down menu. To have the office title appear at the start of the next available row, select Next Available.
- **6.** Select the span of the row height for the office title from the **Row Height** drop-down menu.
- 7. Candidate Row Position Section Select the candidate starting row from the Start Row drop-down menu. To have the candidate appear at the start of the next available row, select Next Available.
- 8. Select the span of the candidate cell height from the Cell Height drop-down menu.
- **9.** Write In Row Position Section Select the Write-In starting row from the Start Row drop-down menu. To have the Write-In appear at the start of the next available row, select Next Available.
- **10.** Select the span of the Write-In cell height from the **Cell Height** drop-down menu.
- **11. Fill With Empty Offices Section -** Select a row to fill with empty offices from the **Fill to Column** drop-down menu.

**12.** Select the office style sheet for empty offices from the **Office Stylesheet** drop-down menu. Using the Fill With Empty Offices option will fill up to the selected column with empty offices.

#### **Office Row Window: Parties Tab**

The Parties tab of the Office Row window enables you to edit attributes that relate to how the selected party is displayed on your ballot. See below for further information relating to the Office Row Window's Parties Tab:

1. Select the party you wish to edit, and click Edit.



The Party Properties window appears.

The name of the party you are editing will appear in the upper left hand corner of the **Party Properties** window.

**2.** Select "**Party is used in the office row**," if you want the party to display on the ballot.

The default for "**Party is used in the office row**" is enabled. To disable this option, deselect it by clicking the appropriate check box.



- Select "Party shares a split cell with the next party," if you want candidates from two parties to share a row.
- 4. Use the radio button to select from the following options:
  - Select "**Party is always shown in sidecard**," if you want the party to be displayed in the sidecard.

The default for "**Party is shown in sidecard**" is enabled. Select one of the other available options to deselect it.

- Select "Party is shown in sidecard when candidates are present" if you want the party to be displayed in the sidecard *only* when there are candidates for the party.
- Select "**Party is not shown in sidecard**," if you do not want the party to be displayed in the sidecard.
- Select "Party is not shown in sidecard" to remove party affiliations from the sidecard. If this option is selected, the "Place party candidates on the same row as" drop-down menu becomes active. From the drop-down menu, select the party affiliation row where you want to place the party candidates.
- 5. Click OK to accept your changes and close the Party Properties window.
- **6.** After returning to the **Office Row** window, click **OK** to accept your changes and return to the **Sheet Settings** window.

#### **Return to the Sheet Settings Window**

Upon returning to the Sheet Settings window, if you added an Office Row to the existing layout, it will now appear in the Office Rows section of the Sheet Settings window.

#### **Deleting an Office Row**

- **1.** To delete an existing Office Row, select one of the office rows listed and click **Delete**.
- **2.** A prompt appears asking you to confirm your deletion. Click **Yes** to confirm your deletion and return to the **Sheet Settings** window.
  - Or, click **No** to cancel your deletion and close the prompt.

#### Adding or Editing a Question Row

**Question Rows Section -** The Question Rows section of the Sheet Settings window contains three options to choose from: Add, Edit and Delete. For more information regarding the Question Row settings, see the information below:

When adding a Question Row to a Grid-Landscape ballot, the question row will always be on the back. Make sure to select the **Back** tab before adding the question row.

- **1.** Click the **Back** tab.
- 2. To add a Question Row to the ballot layout, click Add. Or, to edit an existing Question Row, select an office row from those listed, and click Edit.

The **Question Row** window appears:

#### **Question Row Window**

The Question Row window enables you to edit positional aspects of the question row. These options include the question row name, question row start column, question row start row, and height of the question row. See below for further information:

Question Row		×
Question Row Nam		
Question Row Posi	tion	
Start Column	Start Row	Row Height
	ОК	Cancel

- **3.** Question Row Name Section Make changes to, or enter a new question row name in the Question Row Name field.
- **4.** Question Row Position Section Select the starting column for the question row from the Start Column drop-down menu.
- Select the starting row for the question row from the Start Row drop-down menu. To have the question appear at the start of the next available row, select Next Available.
- **6.** Select the desired span of the question's row height from the **Row Height** drop-down menu.
- **7.** Click **OK** to accept the changes you have made, and close the Question Row window.

#### **Return to the Sheet Settings Window**

Upon returning to the Sheet Settings window, if you added a question row to the existing layout, it will now appear in the Question Rows section of the Sheet Settings window.

#### **Deleting a Question Row**

- 1. To delete an existing Question Row, select a Question Row from those listed, and click **Delete**.
- **2.** A prompt appears asking you to confirm your deletion. Click **Yes** to confirm your deletion and return to the Sheet Settings window.
  - Or, click **No** to cancel your deletion and close the prompt.

### Adding or Editing a Ballot Title

neet Name	Front Back			
heet 1	Orientation	Office Rows		-2 -11
	Landscape 🔹	Name	Start Col Start Row Height	Add
ieet Size	Margins	Office Row 1	1 Next Available 2	Edit
.5" x 14" (24 x 41) ▼	Top Margin 0.250			Delete
ub Height	Left Margin 0.250			
Top Stub 0.000	Ruling Lines	Question Rows		
Bottom Stub 0.000	Top Left	Name	Start Col Start Row Height	Add
	0.006 0.006			Edit
	Bottom Right			Delete
	0.006 0.006			
	Mark Suppression	Ballot Titles		
	Suppress Timing Marks	Title Text	Start Col Width Align	Add
	Suppress Code Channel			Edit.
	When to Suppress			Delete
	No Votable Positions Exist			
				-

The Ballot Titles section of the Sheet Settings window contains three options to choose from: Add, Edit and Delete.

For more information regarding the Ballot Titles settings, see the following steps:

1. To add a Ballot Title to the ballot layout, click Add. To edit an existing Ballot Title, select an ballot title from those listed, and click Edit.

The Ballot Title window appears.

#### **Ballot Title Window**

From the Ballot Title window, you can alter many of the textual aspects relating to the ballot title. For more information regarding the Ballot Title window, see the information below:

 Title Text Section - You can choose to use the existing election name as your ballot title, by selecting the Election Title option. Or, you can enter a custom ballot title by selecting the Custom Text option and entering a name in the adjacent field.

Ballot Title
Title Text
Font Font Arial 4pt Bold
Title Location Start Column 1   Width 70  Align Center
Additional Information Background Color Transparent
OK Cancel

**3.** Font Section - From the Font Section, click Font to change the font characteristics of the ballot title.



**Reference:** See Font Settings Window for more information on using the Font Window.

### **Return to the Ballot Title Window**

Upon returning to the Ballot Title window, the font adjustments made in the previous section will appear adjacent to the **Font** button.

- **4.** Title Location Section Select the Ballot Title start column, by selecting the column number from the Start Column drop-down menu.
- 5. Choose the width of the Ballot Title by selecting from the Width drop down menu.

The **Start Column** and **Width** options work together to create the total length of the Election Title. The start column represents the column that the election title starts over, and the width represents the column that it ends over. For example, to make the election title span the entirety of the ballot length, you would select the start column as 1, and the width as the highest number available.

- **6.** You can determine the Ballot Title's alignment by selecting from the options in the **Align** drop-down menu.
  - Left: Select Left to align the ballot title to the left.
  - Center: Select Center to center the ballot title.
  - **Right**: Select **Right** to align the ballot title to the right.
- **7.** Additional Information Section Select the background color for the Ballot Title from the Background Color drop-down menu.



**Reference:** To create a customized color, click **Custom**, located at the bottom of the **Background Color** list. For more information about creating custom colors, see Custom Color Settings.

8. Click OK to accept your settings and return to the Sheet Settings window.

### **Return to the Sheet Settings Window**

Upon returning to the Sheet Settings window, if you added a ballot title to the existing layout, it will now appear in the Ballot Titles section of the Sheet Settings window.



**Note:** If your election requires a two-sided ballot, be sure to apply format settings to the back sheet as well by clicking the **Back** tab in the Sheet Settings Window.

### **Deleting a Ballot Title**

- 1. To delete an existing ballot title, select one from those listed, and click Delete.
- **2.** A prompt appears asking you to confirm your deletion. Click **Yes** to confirm your deletion and return to the Sheet Settings window.
  - Or, click No to cancel your deletion and close the prompt.

Review the changes you have made to the Sheet Settings window for both the front and back tabs. If you are satisfied with your changes, click **OK** to accept your settings and return to the Ballot Settings window.

• Or, click **Cancel** to reject your settings and close the Sheet Settings window.

#### **Grid-Portrait Sheet Settings Options**

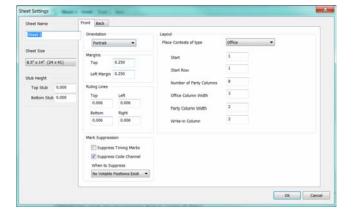
The following information is related to the Grid-Portrait version of the Sheet Settings Window. The options in the left hand portion of the window are universal, and remain the same no matter what layout type you choose. The right half of the window changes to reflect the type of ballot layout you have chosen.

1. From the Ballot Settings window, click Add or Edit.

The **Sheet Settings** window appears:



**Reference:** Because the left portion of the Sheet Settings window remains static, the information covered here is specific to the Grid-Portrait Sheet Settings. For information on using the universal sheet settings, see Sheet Settings Window -Universal Options.



**2.** Layout Section - Select the contest type from the Place contests of type drop-down menu. From this menu, you can choose whether to format an office or question.

Place contests of type	Office	•		
Start Column	1			-
Start Row	1	-		Office
Number of Party Columns	8			onnee
Office Column Width	3			
Party Column Width	2			
Write-in Column Width	2			
Layout				
Place contests of type	Question			
Columns				
Column	Start	Width	Add	Question
			tala	Question
			Delete	

**Note:** The Layout section changes, depending on whether **Office** or **Question** is selected from the **Place contests of type** drop-down menu.

### Layout Options

The layout options found in the Grid-Portrait version of the **Sheet Settings** window enable you to alter the layout of your ballot. Options include choosing starting locations for columns and rows, number of party columns, and the width of the party, office and write-in columns. For more information regarding these options, see the information below:

- **3. Layout Section: Office Selection -** Enter the starting column for the office in the **Start Column** field.
- 4. Enter the starting row for the office in the Start Row field.
- **5.** Enter the number of party columns for the office in the **Number of Party Columns** field.
- 6. Enter the span of the office column width in the Office Column Width field.
- 7. Enter the span of the party column width in the Party Column Width field.
- 8. Enter the span of the write-In column width in the Write-in Column Width field.
- **9. Layout Section: Question Selection -** To add a question column to the ballot, click **Add**. Or, select an existing question column from the list and click **Edit**.

The Column Properties window appears.

### **Column Properties Window**

- **10.** Select the start location of the question column from the **Start** drop-down menu.
- **11.** Select the span of the question column from the **Width** drop-down menu.
- **12.** Enter the question column margins, (in inches) in the **Left** and **Right** margin boxes.
- **13.** Enter the ruling lines for the question column in the **Top**, **Left**, **Bottom**, and **Right** boxes.

Ruling lines are defaulted to .006 inches for the top, left, bottom, and right rules.

**14.** Select the background color for the question column from the **Background Color** drop-down menu.





**Reference:** To create a customized color, click **Custom**, located at the bottom of the **Background Color** list. For more information about creating custom colors, see Custom Color Settings.

**15.** Do one of the following:

- Click **OK** to accept your changes and return to the **Sheet Settings** window.
- Click Cancel to reject your changes and close the Column Properties window.

#### **Return to the Sheet Settings Window**

Upon returning to the Sheet Settings window, if you added a question column format to the existing layout, it will now appear in the Columns section of the Sheet Settings window.

### **Deleting a Ballot Question Column**

**1.** To delete an existing column, select a question column from those listed in the Columns section and click **Delete**.

A window appears requesting that you confirm the deletion.

**2.** Click **No** to reject the deletion and close the confirmation window. Or, click **Yes** to confirm the deletion and return to the Sheet Settings window.



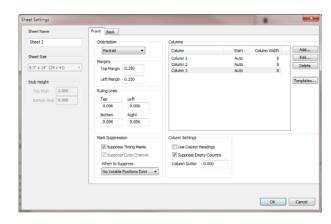
**Note:** If your election requires a two-sided ballot, be sure to apply format settings to the back sheet as well by clicking the **Back** tab.

## **Column-Portrait Sheet Settings Options**

The layout options found in the Column-Portrait version of the Sheet Settings window enable you to alter the layout of your ballot. Options include adding, editing and deleting columns, choosing from column templates, choosing whether to display column headings and choosing whether to suppress empty columns. For more information regarding these options, see the information below:

1. From the Ballot Settings window, click Add or Edit.

The **Sheet Settings** window appears:





**Note:** Because the left portion of the Sheet Settings window remains static, the information covered here is specific to the Column-Portrait Sheet Settings. For information on using the universal sheet settings, see Sheet Settings Window - Universal Options.

 Columns Section - To add a column to the ballot layout, click Add. To edit an existing column, select an column from those listed, and click Edit.

The Column Properties window appears.

### **Column Properties Window**

The Column Properties window enables you to alter column settings on your ballot.

- **3.** Select the start location of the column from the **Start** drop-down menu.
- **4.** Select the span of the column from the **Width** drop-down menu.



**Note:** Column width is defaulted to a setting of 8. If adding one or multiple columns to the ballot, be sure to reduce the width of the additional columns to a size that will allow all of the columns to fit on the ballot. Failure to do so will result in errors.

5. Enter the column margins, (in inches) in the Left and Right margin boxes.

olumn Properties	23
Position	
Start	Width
Auto 🔻	8 🔻
Margins	
Left	Right
0.000	0.000
Ruling Lines	
Тор	Left
0.006	0.006
Bottom	Right
0.006	0.006
Background	
Color	
Transpa	rent 👻
0	K Cancel

- 6. Enter the ruling lines for the column in the Top, Left, Bottom, and Right boxes.
- 7. Select the background color for the column from the **Background Color** drop-down menu.



**Reference:** To create a customized color, click **Custom**, located at the bottom of the **Background Color** list. For more information about creating custom colors, see Custom Color Settings.

- 8. Click OK to accept your changes and return to the Sheet Settings window.
  - Or, click **Cancel** to reject your changes and close the Column Properties window.

#### Working With Column Templates

Column settings can be controlled by using templates. The ballot wizard in *ElectionWare* comes with several default column template ballots in multiple variations. These default templates can be edited to meet the needs of your election. To apply templates to your Column-Portrait ballot, follow the steps below:

**Note:** If you use a column template, adding columns to the ballot will mean adjusting the width of the columns incorporated in the template.



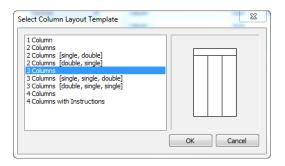
For instance, if you choose to use a three column template, and then choose to add a fourth column, the widths of all columns must be edited to verify that the entirety of the four columns will fit on the ballot. Failure to adjust the columns will cause a warning indicating that the additional column will not fit on the ballot.

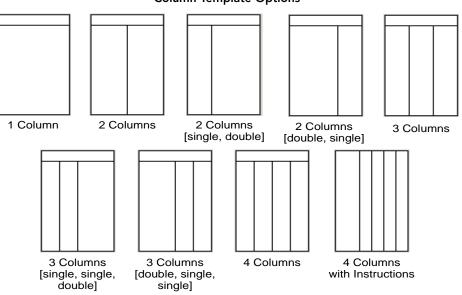
In addition, the default column templates can be edited, but any changes made will not be saved to the default template. Instead, you can save your ballot as a template by using the **Save as Template** feature.

1. To select a column template, click Templates.

The **Select Column Layout Template** window appears:

**2.** Select the layout that suits your needs. The column layout options are shown below:





**Column Template Options** 

- 3. Click OK to accept your selection and return to the Sheet Settings window.
  - Or, click **Cancel** to reject your changes and close the **Select Column Layout Template** window.



**Note:** If your election requires a two-sided ballot, be sure to apply format settings to the back sheet as well by clicking the **Back** tab.

- **4.** From the margins section, select the margins of the column. Column margins are defaulted to zero, but can be added if desired.
- **5.** From the Ruling Lines section, select the ruling lines for the column. Column ruling lines are defaulted to a setting of .006.
- 6. In the Background section, select the background color of the new column.
- 7. Click OK to add the new column to the ballot.



**Note:** Columns on a ballot are not incorporated as individual constructs in *Paper Ballot*. Therefore, columns cannot be renamed or saved as individual entities. For example, if a fourth column is added to a three-column ballot, and the third column is deleted, the fourth column becomes the third column on the ballot.

- 8. Column Settings Under the Column Settings portion of the Sheet Settings window, you can select whether you wish to use column headings, or suppress empty columns.
  - Click the **Use Column Headings** check box to use column headings on your ballot.

• Click the **Suppress Empty Columns** check box to exclude empty columns from your ballot.



**Note:** Both the **Use Column Headings** and **Suppress Empty Columns** options are enabled by default. Deselect these options to disable them.

## **Deleting a Column**

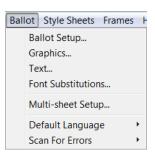
- **1.** To delete an existing column, select one from those listed, and click **Delete**. A prompt appears asking you to confirm your deletion.
- 2. Click Yes to confirm the deletion and return to the Sheet Settings window.
  - Or, click **No** to reject the deletion and close the confirmation window.

# **Chapter 9: Graphics**

Paper Ballot automatically imports the Party Graphics you add in Capture when you enter your election data. You can also import graphics into Paper Ballot using the **Graphics** option on the **Ballot** menu. Paper Ballot supports the following graphic file types: (.bmp), (.jpg), (.jpeg), (.png), (.gif), (.tif), (.tif), (.ico).

Adding an Image

1. On the Ballot menu, click Graphics.



The **Ballot Graphics** window appears:

2. From the Ballot Graphics window, click Add.

ot Graphics	AnyCounty USA	
Description	File Name	Lang Add Edit Delete
	Image Infor	mation
		Close

The Graphics Information window appears:

- **3.** In the **Image Description** field, enter a description for the imported image.
- 4. Click the Browse button next to the Image File Path field.
- **5.** Browse out to the location where your images are stored, select the image you want to use, and click **Open**.

Graphics Information	 X
Image Description	
Image File Path	Browse
	OK Cancel

6. Click OK.

The ballot image appears in a preview pane of the Graphics Information window.

### Edit Images

- **1.** Click the **Ballot** menu and select **Graphics**.
- 2. Select the appropriate image from the Ballot Graphics window and click Edit.
- **3.** Enter any changes in the **Graphics Information** window.
- 4. Click OK.

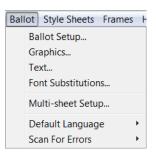
### **Delete Images**

- 1. Click the Ballot menu and select Graphics.
- 2. Select the appropriate image from the **Ballot Graphics** window and click **Delete**.
- 3. Click OK.

# Chapter 10: Text

At several points in the layout process, you can use the *Text Manager* to create items such as instructions and other text-based information for your ballot. When using these text editors, it is necessary to know the substitution variables, text codes, and font codes to properly format your text.

1. From the Ballot menu, click Text.

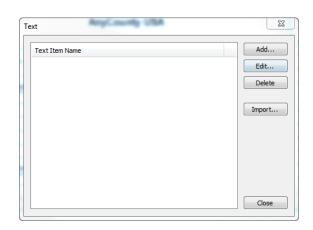


#### The Text window appears:

Add Text Item

Use the following steps to add text items to your ballot layout:

**1.** From the **Text** window, click **Add**.



- 2. On the Text window, enter the text in the text area.
- 3. Click OK to keep the entered text, or, click Cancel to close the window and lose any unsaved changes.

Text			23
Name: Text Item 1			
English Spanish Chinese Russian			
	ОК	Cano	el

**Note:** You **must** enter any translations for the English version of the text, using the language tabs at the top of the text editor.



English Spanish



**Reference:** While entering your text, utilize substitution variables, format codes, and font codes as necessary. See the tables under Substitution Variables, Text Format Codes, and Font Codes for more information.

4. Click Close to close the Text window.

### **Import Text Items**

Using the **Import** feature, you can import text items from other layout versions of an election, but not from other elections as each election has its own database, rather than re-entering them in *ElectionWare*. To import text items, complete the following steps:

- 1. From the Text window, click Import.
- 2. On the Select Layout window, select a layout from which to import the text.
- **3.** Click **OK** to confirm the selection.

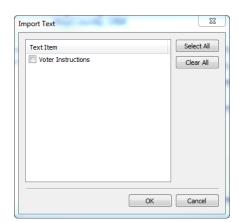
Name	Modified
AnyCounty General	11/29/2010 09:18:42 AM
Layout Name	

**4.** On the **Import Text** window, select the text items to import from the list in the left side of the window.



Time Saver: You can also click Select All to select all of the text items, or Clear All to clear any and all selected text items.

5. Click OK to confirm the import, or click Cancel to abort the import and close the Import Text window.





**Note:** The imported text item's name must be unique. If the text item shares its name with another text item in the election, you are prompted to change the name of the imported item before you can complete the import process.

### **Edit Text Items**

Use the following steps to edit text items already incorporated in your ballot layout:

- 1. From the Text window, click Edit.
- 2. On the text editor, make any necessary revisions to the existing text.
- **3.** Click **OK** to keep the text revisions, or, click **Cancel** to close the text manager and lose any unsaved changes.
- 4. Click Close.



**Note:** If you make a change to a text item, the change will appear in all frames where that text item is used.

You must edit any translations for the English version of the text, using the language tabs at the top of the text editor.

English Spanish

If the Text Item Name is changed, a prompt appears asking whether you wish to update all of the references in the current election. Click **Yes** to update all of the references and return to the Text window. Or, click **No** to cancel updating the references and close the prompt.

#### **Delete Text Items**

Use the following steps to delete text items:

1. From the Text window, select a text item and click Delete.

A message prompt confirms the deletion of the text item.

- **2.** Click **Yes** to confirm the deletion and return to the **Text** window, or, click **No** to cancel the deletion and return to the **Text** window.
- 3. Click Close.

#### **Substitution Variables**

Use the table below to enter substitution variables into the text editor, or in the **Text** content row of the Frame Content window.

Substitution variables are codes that can be entered into text files. When viewed on a ballot, these variables substitute themselves for various information; dependent upon the selected variable. These variables, when applied correctly, enable your text to incorporate jurisdiction and other information relative to the current election.

You can also display variables in other languages by placing language identifiers in front of the variable. For example: <es:GJURISDICTION> would pull from the Spanish language tab for the substitution.

For example: Offices for **<GEONAME>** would be displayed as Offices for **Precinct One**.



**Note:** Text Variables are not case sensitive, and can be entered in all lower case. You can type a variable in all lowercase and still have the output displayed in all uppercase by using the '^' symbol in front of the variable. (For example: <^gjurisdiction>)

#### **Text Variables**

Name	Usage	Description	
MERGE	<merge></merge>	Date and Time of Capture Merge	
GELECTIONDESCRIPTI ON	<gelectiondescription></gelectiondescription>	Election Description	
GELECTIONDATE	<gelectiondate></gelectiondate>	Election Date (YYYY-MM-DD)	
GJURISDICTION	<gjurisdiction></gjurisdiction>	Jurisdiction Name	
DATETIME	<datetime></datetime>	Current Date and Time	
VERSION	<version></version>	Ballot Version	
GAPPCODE	GAPPCODE	Ballot Side (e.g. Side 1 of 2)	
GJurisdictionName	<gjurisdictionname></gjurisdictionname>	Jurisdiction Name	
GJurisdictionAbbr	<gjurisdictionabbr></gjurisdictionabbr>	Jurisdiction abbreviation	
GELECDATEFMT	<gelecdatefmt (n)=""></gelecdatefmt>	Formatted election date	
GTYPECODE	<gtypecode></gtypecode>	2-digit type code	
GSEQCODE	<gseqcode></gseqcode>	4-digit sequence code	
GSPLITCODE	<gsplitcode></gsplitcode>	2-digit split code	
GTSSCODE	<gtsscode></gtsscode>	Type-Sequence-Split code (e.g. "Typ:01 Seq:0001Spl:01")	
GPRECCOUNT	<gpreccount></gpreccount>	Number of precincts	
BALSETPARTYNAME	<balsetpartyname></balsetpartyname>	Ballot set party name	
BALSETPARTYABBR	<balsetpartyabbr></balsetpartyabbr>	Ballot set party abbreviation	
BALSETPARTYTXT1	<balsetpartytxt1></balsetpartytxt1>	Ballot set party additional text 1	
BALSETPARTYTXT2	<balsetpartytxt2></balsetpartytxt2>	Ballot set party additional text 2	
BALSETPARTYTXT3	<balsetpartytxt3></balsetpartytxt3>	Ballot set party additional text 3	
GEO	<geo></geo>	Precinct name	
GEO2	<geo2></geo2>	Precinct name 2 (split name)	
GEOTXT1	<geotxt1></geotxt1>	Precinct additional text 1	
GEOTXT2	<geotxt2></geotxt2>	Precinct additional text 2	
GEOTXT3	<geotxt3></geotxt3>	Precinct additional text 3	

### Text Variables (continued)

Name	Usage	Description
GEOTXT4	<geotxt4></geotxt4>	Precinct additional text 4
GEONAME	<geoname></geoname>	Precinct Name
GEONUM	<geonum></geonum>	Precinct Number
SPLITNUM	<splitnum></splitnum>	Split number
GEOID	<geoid></geoid>	Precinct ID
GPID1	<gpid1></gpid1>	Precinct number without the split number
GPID2	<gdpi2></gdpi2>	Precinct number with the split number
GSTYLENUM	<gstylenum></gstylenum>	Ballot style number
GEOADDLTEXT	<geaddltext #,<br="" (addl="" text="">append type)&gt;</geaddltext>	Precinct additional text, formatted as a list of numbers. See the Append Type table below.
PRECBYDISTTYPE	<precbydisttype (dist="" prec<br="" type,="">addl text #, prefix)&gt;</precbydisttype>	Precinct numbers for a specified district type.
GROUPBYTYPE(TOWN	<grouptbytype(town)></grouptbytype(town)>	Lists districts by district type
GCOLUMN	<gcolumn> or <gcolumn (n)=""></gcolumn></gcolumn>	Column number starting with 1 or n (column portrait layout only).
APPVERSION	<appversion></appversion>	Electionware Paper Ballot Version
SHEET	<sheet> or <sheet(n)></sheet(n)></sheet>	Current ballot sheet number
SIDE	<side>or <side(n)></side(n)></side>	Current ballot side
NUMSHEETS	<numsheets></numsheets>	Number of ballot sheets
FACE	<face></face>	Current ballot face number (a face is a side of a sheet)
NUMFACES	<numfaces></numfaces>	Number of ballot faces
NEXTNUMBER	<nextnumber></nextnumber>	Then next running number, starting from 1
TARGET	<target (t,s)=""></target>	Renders target in line with text. T = Type (0 = Open, 1 = Filled, S = size in points (6 to 128)
RUNNINGSTYLENUM	<runningstylenum></runningstylenum>	Running ballot style number
BALLOTSTYLEALTERNA TEID1	<ballotstylealternateid1></ballotstylealternateid1>	Ballot style alternate ID #1
BALLOTSTYLEALTERNA TEID2	<ballotstylealternateid2></ballotstylealternateid2>	Ballot style alternate ID #2
BALLOTSHEETALTERNA TEID1	<ballotsheetalternateid1></ballotsheetalternateid1>	Ballot sheet alternate ID #1
BALLOTSHEETALTERNA TEID2	<ballotsheetalternateid2></ballotsheetalternateid2>	Ballot sheet alternate ID #2

#### Text Variables (continued)

Name	Usage	Description
BALSETNAME	<balsetname></balsetname>	Set ballot name
BALSETPREFIX	<balsetprefix></balsetprefix>	Set ballot style name prefix



**Note:** Not all variables have language variations.

#### Variable Modifiers

Name	Usage	Description
^	<^GJURISDICTION>	Force substituted text to upper case
iso:	<es:gjurisdiction></es:gjurisdiction>	Substitute a language variation of the text
^iso:	<^es:GJURISDICTION>	Substitute a language variation of the text and force to upper case.

#### Append Type Values for GEOADDLTEXT

Name	Description
1	Append text with no separators
2	Append text separated by a space
3	Append text separated by a comma
4	Append text separated by a comma and a space

1		
4	2	
		100
		100

**Note:** For precinct variables, use (H) parameter to display a horizontal list, or (V) for a vertical list (e.g. <GEONAME(H)>, or <GEO(V)>).

### **Text Format Codes**

Use text format codes to make stylistic changes to your text, such as bold, italic, or underlining.

#### For example:

"<B><L><P12><S12>Instructions to the Voter:<NL><N>To vote, completely fill in the oval..." would be displayed as:

#### "Instructions to the Voter:

To vote, completely fill in the oval..."

Use the adjacent table to reference important text format codes for all text files that you create for your ballot:



**Note:** The usage of the term (n) in a code is equivalent to a number.



**Caution:** Not all text format codes are supported by the AutoMARK and ExpressVote. To ensure that the selected text format code is supported by your equipment, test Accessible Equipment prior to official use.

#### **Text Format Codes**

Code	Description	
5	Special Characters	
<nl></nl>	New line or blank line	
<tn></tn>	Tab (n) spaces wide	
<bullet (n1,<br="">n2)&gt;</bullet>	Bullet Indent, n1 = indent from left margin to bullet. n2 = indent from n1	
<bullet></bullet>	Bullet indent, uses default parameters or last specified parameters within that content item.	
Text Format Codes		
<fnn></fnn>	Use Font (nn) See the list of supported fonts in the Font table.	
<pn></pn>	Use font size (n)	
<sn></sn>	Use line size (n)	
<kn></kn>	Kern text by (n)	
<b></b>	Toggle bold text	
	Toggle italics text	
<u></u>	Toggle Underscored text	
<0>	Toggle strikethrough text	
<l></l>	Left align text	
<r></r>	Right align text	
<c></c>	Center text	
<]>	Justify text	

### Font Codes

In the previous table, the code <Fnn> is listed. This code enables you to change the font of the displayed text. Use the font table to translate font types when using the <Fnn> text format code:



**Note:** The usage of the term (n) in a code is equivalent to a number.



**Note:** In order for a font code to be used, the font must be installed on the system.

#### **Font Codes**

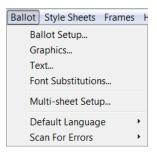
(nn) Value	Font Name
0	Arial
1	Helvetica
2	Times New Roman
3	Courier New
4	MS Sans Serif
5	Chn FMing S5
5	Elite
7	Arial Superscript
8	Wingdings
9	Symbol
10	Zapf Dingbats
11	Zapf Chancery
12	Arial Narrow
13	Helvetica Narrow
14	Batang Che
15	MS Mincho
16	VNI-Helve

# **Chapter 11: Font Substitutions**

The **Font Substitutions** feature enables you to substitute fonts for other fonts that may not apply to your printer or a specific language. For example, if your font is Arial in English, you may need to substitute another font for a ballot in Chinese.

Take the following steps to create a font substitution:

1. From the **Ballot** menu, click **Font Substitutions**.



2. On the Font Substitutions window, click Add.

Language	Font	Substitute	Add
			Edit
			Delete
			Move Up
			Move Dow

A second Font Substitution window appears:

- Click the Language drop-down menu, and select a language where this font substitution will take effect. Select <All> if this substitution will carry over for all languages.
- Click the When this font is specified list and select the font the substitute font will replace. If you only want the font to be replaced for a specific font size, deselect the

Font Substitution	Landson .	x
Language <all></all>		
Font Substitution When this font is specified:	▼ 10 ▼ pt. ♥A	ny Size
Substitute this font:	▼ 10 ▼ pt. ♥S	ame Size
	ОК	Cancel

Any Size check box and select a font size from the list.

- 5. Click the Substitute this font list and select the font size you are substituting.
  - To keep the font size the same as the size of the font you are substituting, click the **Same Size** check box.
  - To change the font size, deselect the **Same Size** check box and select the font size from the list.

6. Click OK to save your changes, or, click **Cancel** to reject your changes and return to the previous window.



**Note:** If you have multiple fonts to replace one font, Paper Ballot will first use the substitute font displayed at the top of the Font Substitutions window. If that font cannot be used, Paper Ballot will use the next available font option. To rearrange the order of substitution, click the font substitute and click the **Move Up** or **Move Down** arrows.

### **Edit Font Substitutions**

- 1. On the Ballot menu, click Font Substitutions...
- **2.** Select the appropriate font substitution in the **Font Substitutions** window and click **Edit**.
- 3. From the Font Substitution window, enter your changes.
- **4.** Click **OK** to accept your changes, or click **Cancel** to reject your changes and return to the previous window.

#### **Delete Font Substitutions**

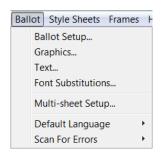
- 1. On the Ballot menu, click Font Substitutions...
- 2. Select the appropriate style sheet in the Font Substitutions window.
- **3.** Click **Delete**. A confirmation window appears, asking if you want to delete the font substitution.
- **4.** Click **Yes** to confirm deletion of the font substitution, or, click **No** to cancel the deletion and return to the previous window.

### Chapter 12: Multi-Sheet Setup

When producing ballot layouts, at times the utilization of multiple sheets becomes necessary. For instance, if the amount of information on a ballot, (e.g., races, candidates, and questions) is too great for a single ballot sheet, you can use multiple sheets to allow the excess information to flow to the additional sheets.

With this understood however, when using multiple ballot sheets, the number of ballot styles can get very large. Each sheet is a style, and therefore, the numbering of ballot styles can get very large, and summarily go out of range. The following information details how to set up multiple sheets, and the settings best used for particular situations.

1. From the Ballot menu, click Multi-Sheet Setup.



- 2. On the Multi-sheet Setup window, select Sequence Code, if you want *Paper Ballot* to set multi-sheet timing track string.
- **3.** Select **Type Code**, if you want *Paper Ballot* to create multi-sheets based on the ballot sheet type code.

lti-sheet Setup	23
Ballot ID	
Additional ballot styles will be created for each additional ballot sheet. Identify new ballot styles using:	
Sequence Code	
🔘 Type Code	
Split Code	
OK Cano	el
	Ballot ID Additional ballot styles will be created for each additional ballot sheet. Identify new ballot styles using:



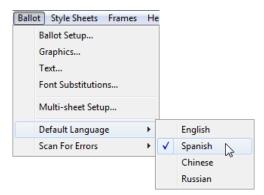
**Note:** The need for setting up multi-sheet ballots occurs primarily in closed primary elections where there are a lot of parties and multiple sheets. When setting up multiple sheets in this scenario however, depending upon the amount of ballots in the election, using the **Type Code** selection may cause an overflow. In this situation, it would be better to utilize the **Split Code** or **Sequence Code** options instead.

- **4.** Select **Split Code**, if you want *Paper Ballot* to create multi-sheets based on the ballot sheet split code.
- **5.** Click **OK** to accept your changes, or click **Cancel** to reject your changes and return to the previous window.

# Chapter 13: Default Language

Use the **Default Language** option to set the default language on a ballot. Generally, the default language in *Paper Ballot* is set for English. Using the **Default Language** option however, you can change your default language to any of the languages in your current election. Use the steps below to change your ballot's default language.

- 1. From the **Ballot** menu, point to **Default Language**. If more than one language is included in the election, a list of those languages appears to the right of the **Default Language** option.
- **2.** Select the language you want to make the default language.



**3.** The following example demonstrates how the ballot preview changes to reflect the new default language selection.



### **Specifying Non-English Languages**

The following attributes apply to non-English languages:

- Use the Vrinda font for best viewing results.
- Use a PDF to proofread as the screen image can differ from the printed ballot.
- Double-underlining characters is not supported.
- Typeface characters are evenly spaced.
- If you specify full justification, the lines will be aligned on the left.

# **Chapter 14: Scan for Errors**

At any point in the layout process, you can use *Paper Ballot* to scan your layout for errors. This helps to avoid mistakes that may unintentionally cause printing or reading problems later in the election process. It is recommended that you use this feature any time you make a substantial change to your ballots. Use the steps below to scan your ballots for errors:

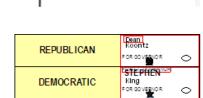
- 1. From the Ballot menu, select Scan For Errors. Two options are presented:
  - Select **Current Ballot** to scan only the current ballot style for errors. This option is helpful if there is a known problem with one particular ballot style.
  - Select **All Ballots** to scan every ballot style in the current election.

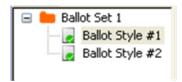
After scanning for errors, *Paper Ballot* reports any errors immediately in the adjacent ballot navigator pane. Ballot styles with errors are displayed with an 'x' as demonstrated in the adjacent example:

Ballot errors can also be indicated in red boxes, as indicated in the example to the right:

**Note:** If you double-click on any error messages returned from the scan, Paper Ballot will automatically change the view to show you where the error resides.

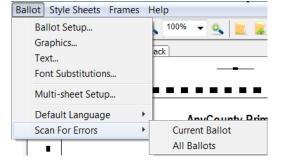
If instead the scan returns no errors, *Paper Ballot* will indicate this by displaying a green check mark for those ballot styles in the adjacent Ballot Style Pane.

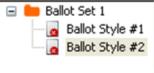




	I here	
4		

**Reference:** You can also scan your ballots for errors using the symbols on the toolbar. Refer to Ballot Scan Symbols for more information.





### **Chapter 15: Style Sheets**

The **Style Sheets** menu changes to reflect the ballot layout type being used. Depending on the selected layout type, unavailable options are grayed out in the **Style Sheets** menu. The following sections detail all of the style sheets found in *Paper Ballot*.



**Note:** You can also right-click on any style sheet in the ballot preview pane to display a list of all style sheets of that type, or to add, edit or delete an existing one.

Empty Cell	Empty Cell	Empty Cell
Office	Office	Office
Straight Party	Straight Party	Straight Party
Candidate	Candidate	Candidate
Write-in	Write-in	Write-in
Party	Party	Party
Question	Question	Question
Question Response	Question Response	Question Response
Text	Text	Text
Office Heading	Office Heading	Office Heading
Office Row Heading	Office Row Heading	Office Row Heading
Write-in Row Heading	Write-in Row Heading	Write-in Row Heading
Write-in Column Heading	Write-in Column Heading	Write-in Column Heading
Column Heading	Column Heading	Column Heading
Candidate Heading	Candidate Heading	Candidate Heading
Import	Import	Import
id-Landscape Style Sheet Menu	Grid-Portrait Style Sheet Menu	Column-Portrait Style Sheet Menu

### **Default Style Sheets**

Each style sheet type has a default sheet that contains predefined settings for such elements as font size, background color and ballot text. You can use these default style sheets to lay out your ballots.



Note: Double-click a style sheet to edit an item.

### **Empty Cell Style Sheet**

Empty cells are empty boxes that contain no data on your ballots. You can change the color and the ruling lines of these cells in the Empty Cell Style Sheet window.



Note: Empty Cells are only available in the Grid-Landscape ballot layout type.

### Editing the Empty Cell Style Sheet

Take the following steps to edit the empty cell style sheet:

- 1. On the Style Sheets menu, click Empty Cell.
- 2. On the Empty Cell Style window, select the Empty Cell Style and click Edit.

Add
Edit
Delete
Move Up
Move Down
Copy
Close

- On the Empty Cell Style Sheet window, under the Ruling Lines section, type the measurements (in inches) of the border around the empty cell in the Top, Left, Bottom and Right boxes.
- **4.** Click the **Background Color** list and select the background color for the empty cell.



**Reference:** To create a customized color, click **Custom** located at the bottom of the list. For more information about creating custom colors, see Custom Color Settings.

Click OK to accept your settings, and return to the Empty Cell
 Style window, or, click Cancel to reject your changes and close the Empty Cell Style
 Sheet window.

Your empty cell settings will appear on your ballot. The ballot image will appear showing the changes to your empty cell.

Once you have added a new style sheet for your empty cells, a new **Empty Cell Style Sheet** will appear in the **Empty Cell Style** window.

Style Sheet Na	me
Empty Cell Sty	/le
Ruling Lines	
Тор	Left
0.006	0.006
Bottom	Right
0.006	0.006
Background Co	lor
Trar	nsparent 👻

Click **Close** to close the **Empty Cell Style** window and return to the main *Paper Ballot* window.



**Note:** You can also turn all or a portion of an empty cell into a frame by right-clicking within the empty cell and selecting **New Frame**. The location of the cursor is positioned in the cell will determine the location of the frame. This location can be adjusted.

### **Office Style Sheet**

The Office style sheet is applicable to all three types of ballot layouts, but options change depending on the layout type selected. The following information details the office style sheet for all three ballot layout types. Not all of the options listed are available for every ballot layout type. Be sure to verify that an option is available when reviewing the information below.



**Reference:** See Chapter 32: Paper Ballot Style Sheet Option Tables for more information on the office style sheet window options, and their availability for the three ballot layout types.

The Office style sheet enables you to change the location and appearance of offices that appear on ballots. When you create a new office style sheet, the default settings automatically appear in the boxes within the **Office Style Sheet** window.



**Warning:** If you are working with multiple ballot styles and you want to ensure that a specific office contest is in the same position on all ballots, you must create an office style for **each** contest.



**Note:** Contests can float in portrait mode, but must start in the same column on every ballot style in landscape mode if the option is selected (unless the Allow Float option is selected).

Adding an Office Style Sheet

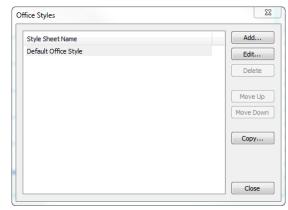
Take the following steps to create a new office style sheet for a Grid-Landscape ballot:

**1.** From the **Style Sheets** menu, click **Office**.



**Note:** If multiple office style sheets are listed, you can select and reposition a style sheet by clicking the **Move Up** and **Move Down** buttons. The default style sheet must be first in the list and cannot be moved up or down.

2. On the Office Styles window, click Add.



# The **Office Style Sheet** window appears:



**Note:** The appearance of the Office Style Sheet window changes, depending on the layout style being used. This example represents the Grid-Landscape version.

- **3.** In the **Style Sheet Name** area, in the **Style Sheet Name** field, enter a name for the office style sheet.
- 4. In the Offices Applied To area,

click the ellipsis button (.....) next to the **Offices Applied To** field.

Style S	heet Nan	ne	Offices Ap	plied To				ze		
Office	Style 1						1	<b>Vidth</b> Auto	Height 2	Span 1
largin	5		Ruling Line	s			s	kip		
Тор		Left	Тор	Le	eft			Marks to	Skip	
0.00	00	0.000	0.006	(	0.006			0		
Botto	m	Right	Bottom	R	ight			Marks to	Skip After	
0.00	00	0.000	0.006		0.006			0	]	
dditio	nal Inform	mation	Additional	Informatio	n		P	osition		
Back	ground	Color	Тор	Double Ru	le			Sheet/Si	de	
	Trans	parent 👻	Botto	om Double	Rule			Auto		•
	(ortically	Center Content						Column	Ro	W
	1			le Candidi		w		Auto	▼ Au	ito 👻
5	Suppress	Office Cell	F	ow Settin	gs			Layout D	irection	
	Panels							Down	rection	-
Conten										
Pos	-	Content	Font	Style	Pts	Si	Align			Add
Тор	def	Office - Title	Arial Narrow	Bold	10		Cente	r		Edit
Тор	def	Office - Vote	Arial Narrow	Normal	10	10	Cente	r		
										Delete Move Up
										Move Dowr
									ок	Cancel

### **Offices Applied To Window**

5. From the Offices Applied To window, you can either select the individual offices to include in this office style, or, you can use the Select All button to select all offices. After selecting an office, you can also click the Additional Criteria.



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### Additional Criteria Window

- 6. From the left pane of the Additional Criteria window, select additional conditions that will enable the style sheet.
  - **Ballot Set** enables you to select a particular ballot set. Selecting this option will allow you to select from the list of ballot sets in the right pane.
  - **Ballot Style** enables you to select a particular ballot style. Selecting this options will allow you to

Ballot Set	AnyCounty USA	Select All
Ballot Style		
Language Group		Clear All
District		

select from the list of ballot styles in the right pane.

- Language Group enables you to select a particular language group. Selecting this option will allow you to select from the list of language groups in the right pane.
- **Precinct** enables you to select a particular precinct. Selecting this option will allow you to select from the list of precincts in the right pane.
- **District** enables you to select a particular district. Selecting this option will allow you to select from the list of districts in the right hand pane.



Note: By selecting one of the additional conditions, the listed ballot sets, Select All, and Clear All buttons are enabled.

7. Click the **Select All** button to select all of the objects within one of the criterion groups for the style sheet. You can also click the **Clear All** button to clear any or all of the objects selected within the criteria group.



**Note:** For example: If you select the **Ballot Style** check box from the left side of the Additional Criteria **Window**, you would use **Select All** to select all of the ballot styles listed in the right side of the Additional Criteria **Window**.

8. When you are finished selecting additional criteria, click OK to accept your changes and return to the Office Style Sheet window, or, click Cancel to reject your changes and close the Additional Criteria window.

### **Return to the Offices Applied To Window**

- **9.** After returning to the **Offices Applied To** window, and selecting the offices you wish to include in the Office style sheet, click **OK** to accept your Office style sheet settings and return to the Office Style Sheet window.
  - Or, click **Cancel** to reject your settings and close the Offices Applied To window.

#### **Return to the Office Style Sheet Window**

Upon returning to the **Office Style Sheet** window, continue editing your Office style sheet by adjusting settings within the size section.

**10.** In the **Size Selection** field, if applicable, enter the width the Office style sheet will span in the **Width** field.

The **Width** field is only available for the Grid-Landscape layout type.

**11.** If applicable, enter the height of the Office style sheet in the **Height** field.

The **Height** field is only available for the Column-Portrait layout type.

**12.** If applicable, enter the number of cells assigned to the office style in the **Span** field.

The **Span** field is only available for the Grid-Landscape layout type.

- **13.** In the **Margins** area, enter the measurement (in inches) in the **Top**, **Left**, **Bottom** and **Right** fields.
- **14.** In the **Ruling Lines** area, type the measurements you want for the border around the office (in inches) in the **Top**, **Left**, **Bottom** and **Right** boxes.

Sheet ruling lines are defaulted to .006 inches for the top, left, bottom, and right.

**15.** In the **Skip** area, to insert a space before or after the selected offices, enter the number of marks to skip before a contest in the **Marks to Skip Before** field. And/or the number of marks to skip after a contest in the **Marks to Skip After** field.

The **Skip** area is only available for the Grid-Landscape and Column-Portrait layout types.

**16.** In the **Additional Information** area (1), click the **Background Color** list and select the background color for the office.



**Reference:** To create a customized color, click **Custom**, located at the bottom of the **Background Color** list. For more information about creating custom colors, see Custom Color Settings.

**17.** Select the **Vertically Center Content** check box to place the items entered in the Content frame in the center of the box. If this check box is not selected, your content will appear at the top of the box.



**Note:** If you use the **Vertically Center Content** option, the exact location is determined by what Position is applied to the content items.

**18.** Click the **Panels** button to add or delete panels from the current Office style sheet.



Note: See Panels for more detailed information regarding creating panels for your ballot.

The Additional Information area (2) of the Office Style Sheet window differs in functionality, depending upon what ballot layout type is selected. Use the information below to set options in the Additional Information area (2) of the Office style sheet.

**19a.** Additional Information Section (2) - (Grid-Landscape Ballot) Select the Extend Left Ruling Line and/or Extend Right Ruling Line check boxes if you want the line to run to the bottom of the ballot page.



**Note:** The **Extend Left Ruling Line** and **Extend Right Ruling Line** options are only available for the Grid-Landscape and Grid-Portrait ballot types. Also, when enabling this option, it is advised that you increase the line thickness to verify that the settings have taken affect.

**19b. Additional Information Section (2) - (Grid-Portrait Ballot)** Click the **Custom Party Row** check box to add a custom party row to the ballot. This enables the Party Row button.

The Custom Party Row options are only available for the Grid-Portrait layout type

 Click Party Row to open the Party Row window. Click the drop-down menus for any of the rows in any of the columns, and select one of the listed parties to apply it to that location.

Party Row		T		1		-	X
Column 1 Row 1 <a>None&gt;</a>	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8
Row 2 <pre>None&gt;</pre>	▼ <none></none>	▼ <none> ▼</none>					
						OK	Cancel

- When you have finished adding your party rows, click **OK** to accept your settings and return to the **Office Style Sheet** window.
- Or, click **Cancel** to reject your changes and close the **Party Row** window.
- **19c.** Additional Information Section (2) (Column-Portrait Ballot) Click the Top Double Rule check box to add a double rule to the top office ruling line.

- Click the **Bottom Double Rule** check box to add a double rule to the bottom office ruling line.
- Click the **Enable Candidate Flow** check box to enable candidate flow.

The **Top Double Rule**, **Bottom Double Rule**, and **Enable Candidate Flow** options are only available for the Column-Portrait ballot type.

Candidate flow is utilized when the amount of candidates in an office is too large for the selected column. When candidate flow is activated, candidate names are allowed to flow from column-to-column as necessary.

When selected, the **Flow Settings** button is enabled.

- Click the Flow Settings button to open the Candidate Flow Settings window.
- Select the Allow candidates to flow from front side to back side check box to allow candidate names to flow from the front of the ballot, to the back of the ballot.
- From the **Style Sheet for continued columns** drop-down menu, choose a style sheet (or create a new one) for the Continued candidates and placement of that style sheet at bottom of current column or top of the **Continued** in column.

andi	date Flow Settings
Flo	w Options
	Allow candidates to flow from front side to back side
	de Charat Garana Versial estaren
Sty	/le Sheet for continued columns
	<none></none>
	Place at top of column
	Place at bottom of column
	OK Cancel

• After an office has been selected, use the radio button to select either **Place at top of column**, and **Place at bottom of column**, to indicate whether the candidate flow will populate the top or bottom of the column.

When you have finished configuring the candidate flow settings, click **OK** to accept those settings and close the Candidate Flow Settings window.

The position section of the Office Style Sheet window differs in functionality, depending upon what ballot layout type is selected. Use the information below to set options in the Position section of the office style sheet.

- **20a.** Position Section (Grid-Landscape Ballot) Click the Office Row list and select the position where the contests will display on your ballots.
  - Select **Current Row** to display the contests on the first available row.
  - If you wish to apply this style sheet to an office row style you created in the **Ballot Settings** window, select the name of the office row style sheet.

The Office Row options are only available for the Grid-Landscape layout type.

• Click the **Column** list to select the column to begin displaying the contests.

• Click the **Column Label** list and select a number that will appear in each office heading within that column. Select **Auto** to automatically number each contest according to the column where the contest appears.

**Note:** Take the following steps to view column numbers on your ballot.

**1.** From the Office Style Sheet window, click **Add**, next to the Content section. The Style Sheet Content window appears.



- 2. From the Style Sheet Content window, click the Data list and select Column Number(s).
- **3.** Adjust any of the formatting from the Additional Information and Content Properties sections.
- **4.** Click **OK** accept your settings and close the Style Sheet Content window. Or click **Cancel** to reject your settings and close the Style Sheet Content window.
- **20b.** Position Section (Grid-Portrait Ballot) Click the Sheet/Side drop-down menu and select either Auto or Sheet 1 - Front to place the office style sheet either automatically, or on the front of sheet one.
- 20c. Position Section (Column-Portrait Ballot) Click the Sheet/Side drop-down menu and select either Auto, Sheet 1 - Front, or Sheet 1 - Back to place the office style sheet either automatically, or on the front or back of sheet one.
  - After selecting either **Sheet 1 Front** or **Sheet 1 Back**, the **Column** and **Row** drop-down menus become available. From these menus, select the column and row where the office style sheet will be placed.
  - Layout Direction (Column-Portrait Ballot) From the Layout Direction drop-down menu, select either Down or Right. Typically, the Down selection is used as a default for most ballots. However, if using Rank Choice Voting (RCV), you would select **Right** in order to ensure that the races are parallel with each other on the ballot.

### Straight Party Style Sheet

The Straight Party style sheet is only applicable to Column-Portrait ballots. The straight party style sheet enables you to change the location and appearance of the straight party offices that appear on your ballots.

### Adding a Straight Party Style Sheet

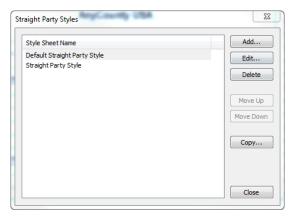
Take the following steps to create a new straight party style sheet for a Column-Portrait ballot:

1. From the Style Sheets menu, click Straight Party.

The Straight Party Styles window appears:



**Note:** If multiple straight party style sheets are listed, you can click on and reposition your selected style sheet by clicking the **Move Up** and **Move Down** buttons. The default style sheet is always first in the list and cannot be moved.



2. From the Straight Party Style Sheet window, click Add.

The Straight Party Contest Style Sheet window will appear:

- 3. Style Sheet Name Section -In the Style Sheet Name field, enter a name for the straight party style sheet.
- 4. Contests Applied To Section - Click the ellipsis

button ( .....) next to the **Contests Applied To** field.

Style She	et Name		Contests Applied	То		Size			_
Straight	Party St	/le				Width Auto	_	Height 2	Spar 1
Margins			Ruling Lines			Skip			
Тор		Left	Тор	Left		Mar	ks to Sk	ip Befo	re
0.000		0.000	0.006	0.006		0			
Bottom		Right	Bottom	Right		Mark	ks to Sk	ip After	
0.000		0.000	0.006	0.006		0			
Backgr	round Col	or	Apply Backg	round Color		Shee	t/Side		
Ver	Transpa	arent -	to Associate	ground Color ed Contests		Shee Aut Colu Aut	o mn		ow Auto
Ver	] Transpa rtically Ce	arent -	to Associate	ground Color ed Contests		Aut Colu	o mn		Auto
Ver	] Transpa rtically Ce	arent -	Poply Backg to Associate	ground Color ed Contests Style	Pts	Aut Colu	o mn		
Ver	Transpartically Ce Panels Lang def	content Content Contest Title	to Associate	ed Contests	10	Colu Aut	o mn o `		Auto
Ver Content Pos	Transpartically Ce Panels Lang	arent	to Associate	d Contests Style		Aut Colu Aut	o mn o Align Cente	er (A	Auto

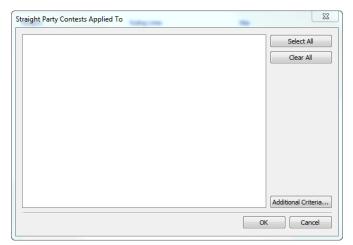
The Straight Party Contests Applied To window appears:

### Straight Party Contests Applied To Window

5. From the Straight Party Contests Applied To window, you can either select the individual style sheets, or you can click the Select All button to select all straight party contests.

After selecting a straight party, you can also click the **Additional Criteria...** button.

The Additional Criteria window appears:



### Additional Criteria Window

6. From the left pane of the Additional Criteria window, you can select additional conditions that will enable the style sheet.

By selecting one of the additional conditions, the **Select All**, and **Clear All** buttons become available.

 Ballot Set enables you to select a particular ballot set. Selecting this option will allow you to select from the list of ballot sets in the right pane.

Ballot Set	AnyCounty USA	Select All
Ballot Style		
Language Group		Clear All
Precinct District		
District		

- **Ballot Style** enables you to select a particular ballot style. Selecting this options will allow you to select from the list of ballot styles in the right pane.
- Language Group enables you to select a particular language group. Selecting this option will allow you to select from the list of language groups in the right pane.
- **Precinct** enables you to select a particular precinct. Selecting this option will allow you to select from the list of precincts in the right pane.
- **District** enables you to select a particular district. Selecting this option will allow you to select from the list of districts in the right hand pane.

7. You can use the **Select All** button to select all of the objects within one of the criterion groups for the style sheet. You can also use the **Clear All** button to clear any or all of the objects selected within the criteria group.

For example: If you select the Ballot Style check box from the left side of the Additional Criteria window, you would use **Select All** to select all of the ballot styles listed in the right side of the Additional Criteria window.

- **8.** When you are finished selecting additional criteria, click **OK** to accept your changes and return to the Straight Party Style Sheet window.
  - Or, click **Cancel** to reject your changes and close the Additional Criteria window.

#### **Return to the Straight Party Contests Applied To Window**

- **9.** After returning to the Straight Party Contests Applied To window, and selecting the contests you wish to include in the straight party style sheet, click **OK** to accept your straight party contests applied to settings and return to the Straight Party Contest Style Sheet window.
  - Or, click **Cancel** to reject your settings and close the Straight Party Contests Applied To window.

### **Return to the Straight Party Contest Style Sheet Window**

Upon returning to the Straight Party Contest Style Sheet window, continue editing your straight party style sheet by adjusting settings within the size frame.

**10. Size Section -** Enter the height the straight party style will span in the **Height** field.

Both the **Width** and **Span** boxes are disabled for the straight party style sheet.

- **11. Margins Section** Under the Margins section, type the measurement (in inches) in the **Top**, **Left**, **Bottom** and **Right** fields.
- **12. Ruling Lines Section** Under the Ruling Lines section, type the measurements you want for the border around the straight party (in inches) in the **Top**, **Left**, **Bottom** and **Right** fields.

Sheet ruling lines are defaulted to .006 inches for the top, left, bottom, and right ruling lines.

13. Skip Section - To insert a space before or after the parties selected for this style sheet, enter the number of marks to skip before a straight party contest in the Marks to Skip Before field and the number of marks to skip after a straight party contest in the Marks to Skip After field.

**14. Additional Information (1) Section -** Click the **Background Color** drop-down menu, and select the background color for the straight party race.



**Reference:** To create a customized color, click **Custom**, located at the bottom of the **Background Color** drop-down menu. For more information about creating custom colors, see Custom Color Settings.

- **15.** Select the **Vertically Center Content** check box to place the items entered in the Content section in the center of the style sheet. If this check box is not selected, the content is defaulted to appear at the top of the style sheet.
- **16.** Click the **Panels** button to add or delete panels from the current straight party style sheet.



**Reference:** Refer to Panels for more detailed information regarding creating panels for your ballot.

- **17.** Additional Information (2) Section Click the Apply Background Color to the Associated Contests check box to apply the selected color to the contests associated with the straight party style sheet.
- **18. Position Section -** Click the **Sheet/Slide** list and select the position where contest will appear on the ballot.

After selecting either **Sheet (#)** - **Front** or **Sheet (#)** - **Back**, the **Column** and **Row** drop-down menus become available.



Note: The ('#') is equal to the available sheet number. (e.g. sheet 1)

- From the **Column** drop-down menu, select the starting column for the contest. If **Auto** is selected, the straight party contest is automatically placed on the ballot.
- From the **Row** drop-down menu, select the row position where the contest will be displayed. If **Auto** is selected, the straight party contest is automatically placed on the ballot.

### **Candidate Style Sheet**

The candidate style sheet is applicable to all three types of ballot layout, but options change depending on the layout type selected. The following information details the candidate style sheet for all three ballot layout types. Not all of the options listed are available for every ballot layout type. Be sure to verify that an option is available when reviewing the information below.



**Reference:** See Chapter 32: Paper Ballot Style Sheet Option Tables for more information on the candidate style sheet window options, and their availability for the three ballot layout types.

The candidate style sheet enables you to change the location and appearance of candidates that appear on your ballots. When you create a new candidate style sheet, the default settings automatically appear in the boxes within the Candidate Style Sheet window.



**Caution:** When Empty Cells are used within a contest, in order for them to display correctly on the ES&S AutoMARK screen, a content item with a language setting of default must be added to the empty cell.

For example: You can add the data content **First Name** to the empty cell, and the cell will still appear empty on the *Paper Ballot*. The content will carry through to the ES&S AutoMARK however, and enable the empty cell to display correctly on the screen.



For more information on adding content to an empty Candidate Style Sheet, see Chapter 16: Adding Content to Style Sheets.

If you are creating a style sheet for a candidate in a race that is split among multiple districts, you must return to Capture and create an individual contest for <u>each</u> district and re-merge your data for *Paper Ballot* before you can create the candidate style sheet.

For example, there is a city council contest with three districts and you want to create a style sheet for the first candidate in District 2. Before you create this style sheet, return to Capture. If you see one city council contest assigned to three districts, make three separate city council contests and assign each one to a district. When you return to *Paper Ballot*, create a candidate style sheet and assign it to City Council - District 2 - Candidate 1.

### Adding a Candidate Style Sheet

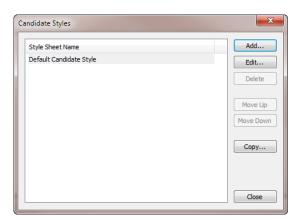
Take the following steps to create a new candidate style sheet to your ballot:

1. From the Style Sheets menu, click Candidate.

The Candidate Styles window will appear:

If multiple candidate style sheets are listed, you can click on and reposition your selected style sheet by clicking the **Move Up** and **Move Down** buttons. The default style sheet is always first in the list and cannot be moved up or down.

2. From the Candidate Styles window, click Add.



The Candidate Style Sheet window will appear:

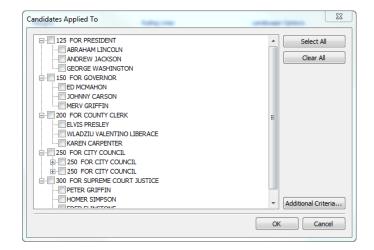


**Note:** The appearance of the Candidate Style Sheet window changes, depending on the layout style being used. The adjacent example represents the Grid-Landscape version.

- **3.** Style Sheet Name Section -In the Style Sheet Name field, enter a name for the candidate style sheet.
- 4. Candidates Applied To Section - Click the ellipsis

The Candidates Applied To window will appear:

	eet Name		Candidates Appl	ied To		Size			
Default	: Candidat	e Style				Auto		eight Auto	Span 1
Margins			Ruling Lines			Lands	ape Op	tions	
Тор		Left	Тор	Left		Relati	ve Cand	idate Positi	on
0.02	5	0.025	0.000	0.006		0			
Bottor	n	Right	Bottom	Right					
0.00	0	0.000	0.006	0.006		Ad	jacent P	arty Cell	
Addition	al Informa	ation	Relative Target I	Position					
Backg	round Co	lor	Row	Column					
	Transp	arent 👻	0	0					
Content	Panels								
Pos	Lang	Content	Font	Style	Pts	Size	Align	-	Add
Тор	def	Full Name	Arial Narrow	Normal	9	9	Left	E	Edit
Тор	def	Party 1 - Party	Arial Narrow	Normal	7	7	Left		Delete



EVS5200\_DOC\_SOP\_EW03Design Software Version 4.6 Published: April 25, 2014 5. From the Candidates Applied To window, you can either select the individual check boxes next to the offices and candidates to include in this candidate style sheet, or you can click Select All to select all offices and candidates. You can also click Clear All to clear any and all candidates and offices currently selected.



**Time Saver:** When you select an office check box, all candidates in that race are included in this style sheet. You can then deselect individual candidates if desired.



**Reference:** To adjust the height of the candidate style sheet, adjust the setting in the **Cell Height** field of the **Candidate Row Position** section in the Office Row **window**. See Adding or Editing an Office Row for more information.

**6.** To apply additional criteria to the candidate style sheet, click **Additional Criteria** in the lower right corner of the window.

The Additional Criteria window appears.

### Additional Criteria Window

7. From the left pane of the Additional Criteria window, you can select additional conditions that will enable the style sheet.

By selecting one of the additional conditions, the **Select All**, and **Clear All** buttons become available.

 Ballot Set enables you to select a particular ballot set. Selecting this option will allow you to select from the list of ballot sets in the right pane.

Ballot Set Ballot Style Language Group Precinct District	AnyCounty USA	Clear All

- **Ballot Style** enables you to select a particular ballot style. Selecting this options will allow you to select from the list of ballot styles in the right pane.
- Language Group enables you to select a particular language group. Selecting this option will allow you to select from the list of language groups in the right pane.
- **Precinct** enables you to select a particular precinct. Selecting this option will allow you to select from the list of precincts in the right pane.
- **District** enables you to select a particular district. Selecting this option will allow you to select from the list of districts in the right hand pane.

**8.** You can use the **Select All** button to select all of the objects within one of the criterion groups for the style sheet. You can also use the **Clear All** button to clear any or all of the objects selected within the criteria group.

For example, if you select the Ballot Style check box from the left side of the Additional Criteria window, you would use **Select All** to select all of the ballot styles listed in the right side of the Additional Criteria window.

- **9.** When you are finished selecting additional criteria, click **OK** to accept your changes and return to the Candidates Applied To window.
  - Or, click **Cancel** to reject your changes and close the Additional Criteria window.

#### **Return to the Candidates Applied To Window**

- **10.** Upon returning to the Candidates Applied To window, click **OK** to accept your changes and return to the Candidate Style Sheet window.
  - Or click **Cancel** to reject your changes and close the Candidates Applied To window.

#### **Return to the Candidate Style Sheet Window**

Upon returning to the Candidate Style Sheet window continue editing your candidate style sheet, by adjusting settings within the size section.

**11. Size Section** - Enter the height the candidate style sheet will span in the **Height** field.

The height field is only enabled for the Grid-Portrait and Column-Portrait ballot types.

Both the Width and Span fields are disabled for the candidate style sheet.

- **12. Margins Section** Under the Margins section, enter the measurement (in inches) in the **Top**, **Left**, **Bottom** and **Right** fields.
- 13. Ruling Lines Section Under the Ruling Lines section, enter the measurements (in inches) of the border around the candidate style sheet in the Top, Left, Bottom and Right fields.

Sheet ruling lines are defaulted to .006 inches for the top, left, bottom, and right ruling lines.

- **14.** Landscape Options Enter the relative target location where the candidate should appear in the Relative Candidate Position field.
- **15.** Click the check box next to **Adjacent Party Cell** to place a candidate next to an adjacent party cell.

Options located under the Landscape Options section are only enabled for the Grid-Landscape ballot type.

**16. Additional Information Section -** Click the **Background Color** list and select the background color for the candidate.



**Reference:** To create a customized color, click the **Custom**, located at the bottom of the drop-down menu. For more information about creating custom colors, see Custom Color Settings.

- **17.** Select the **Vertically Center Content** check box to place the items entered in the Content section in the center of the box. If this check box is not selected, your content will appear at the top of the style sheet.
- **18.** Click the **Panels** button to add or delete panels from the current candidate style sheet.



Reference: See Panels for more information regarding creating panels for your ballot.

- **19. Relative Target Position -** If an office contest spans more than one column, use the **Relative Position** box to adjust the position where a candidate appears on the ballot. For example, if an office contest spans three columns (a vote for three candidates option), but only one candidate is running for this office, then, by default, the candidate would appear on the ballot in the left-most (first) column of the contest. You can use the **Relative Position** box to adjust this candidate to appear in the second column by typing 2 in this box.
- **20.** Select the **Adjacent Party Cell** check box to place a party cell to the left of the specified candidate(s). Use this option if candidates are endorsed by seldom-used political parties. Using this option prevents you from having to use an entire row on a ballot for a particular party.



**Note:** If the **Adjacent Party Cell** check box is selected, consider increasing the number in the **Span** box in the Office Style Sheet window to make room for the political party cells.

### Write-in Style Sheet

On the **Write-in Style Sheet** window, you can specify the location and appearance of write-in candidates that appear on the ballot. When creating a new write-in style sheet, the default settings automatically appear in the fields within the **Write-in Style Sheet** window. The **Write-in Style Sheet** window is available to all ballot layout formats. See Chapter 15: Style Sheets for more information about ballot layout formats; however, the options that appear on the style sheets are determined by the ballot layout format.



**Reference:** See Chapter 32: Paper Ballot Style Sheet Option Tables for more information on the Write-in Style sheet options that are available on the ballot layout formats.

### Defining a Panel with a Write-in Recognition Area

You can define an area in a write-in panel, which makes it possible for the scanner to recognize and record a write-in candidate's name if only a name is entered in the designated panel and the voter target (oval) is left blank. You cannot type text in this space. The space appears blank on the finished ballot.

How to specify the write-in recognition area attributes are described in the steps to Adding a Write-in Style Sheet. The **Reserve for Write-in Recognition Area** check box on the **Panel Properties** window controls the availability of this feature for a panel.



**Reference:** See Chapter 31: Extended Write-in Ballot Layout Guidelines for more information on creating the extended write-in read areas on the ballot.

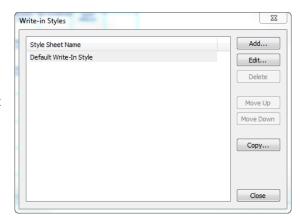
### Adding a Write-in Style Sheet

To create a write-in style sheet for your ballot:

1. From the Style Sheets menu, click Write-in.

The Write-in Styles window appears:

If multiple write-In style sheets are listed, click on and reposition your selected style sheet by clicking the **Move Up** and **Move Down** buttons. The default style sheet must be first in the list and cannot be moved up or down. Note, if you use a reserved (extended) Write-in panel, you must use a reserved panel on all write-ins. If you do not, an error will appear when you finalize data that reserved panels for write-ins are inconsistent.



### Write-in Style Sheet window

2. On the Write-in Styles window, click Add.

The Write-in Style Sheet window appears:



**Note:** The options available on the Write-in Style Sheet window are determined by the selected ballot layout format. The adjacent example represents the Grid-Landscape format.

- 3. Style Sheet Name Section -In the Style Sheet Name field, enter a name for the new Write-in Style Sheet.
- 4. Offices Applied To Section -

Click the ellipsis button ( .... ) next to the **Offices Applied To** field.

The **Offices Applied To** window appears:

	et Name		Offices Applied T	ō		Size Width		leight	<b>C</b>
Write-In	Style 1					Auto		Auto	Span 1
Margins			Ruling Lines						
Top 0.000		Left 0.000	Top 0.006	Left 0.006					
Bottom 0.000		Right 0.000	Bottom 0.006	Right 0.006					
	1_		0	0					
F	]Transpa tically Ce Panels	nter Content	U	U					
	tically Ce	nter Content	U	U					
Content Pos	tically Ce Panels Lang	Content	Font	Style	Pts	Size	Align		Add
Content	tically Ce Panels Lang def	nter Content			Pts 8		Align Cente	r	Add Edit Delete

### **Offices Applied To Window**

5. On the Offices Applied To window, select the check boxes next to the offices to include in this style.



Time Saver: You can also click Select All to select all of the listed races. Or, click Clear All to clear all of the selected races.

 To apply additional criteria to the write-in style sheet, click
 Additional Criteria in the lower right corner of the window.

The Additional Criteria window appears.

Offices Applied To	
125 FOR PRESIDENT     150 FOR GOVERNOR     200 FOR COUNTY CLERK     250 FOR CITY COUNCIL     250 FOR CITY COUNCIL     300 FOR SUPREME COURT JUSTICE     350 FOR SCHOOL BOARD     350 FOR SCHOOL BOARD     350 FOR SCHOOL BOARD	Select All Clear All
O	Cancel

### Additional Criteria Window

- 7. From the left pane of the Additional Criteria window, you can select the following criteria for the style sheet:
  - Click the **Ballot Set** check box to select from the list of ballot sets in the right pane.
  - Click the **Ballot Style** check box to select from the list of ballot styles in the right pane.
  - Click the Language Group check box to select from the list of language groups in the right pane.

Ballot Set	AnyCounty USA	Select All
Ballot Style		
Language Group		Clear All
District		

- Click the **Precinct** check box to select from the list of precincts in the right pane.
- Click the **District** check box to select from the list of districts in the right pane.

If you select at least one criterion check box in the left pane, the **Select All**, and **Clear All** buttons become available. These buttons allow you to either select all or clear all items in the right pane.

- Click the **Select All** button to select all of the objects within one of the criteria groups for the style sheet.
- Click the **Clear All** button to clear any or all of the criteria check boxes selected.
- 8. Either click OK to accept your changes and return to the Offices Applied To window, or, click Cancel to reject your changes and close the Additional Criteria window.

### Return to the Offices Applied to Window

**9.** After returning to the **Offices Applied To** window, either click **Cancel** to reject your changes and close the window, or, click **OK** to accept your changes and return to the **Write-in Style Sheet** window.

#### Return to the Write-in Style Sheet window

Upon returning to the **Write-in Style Sheet** window, adjust the style sheet settings within the **Size** area.

10. In the Size area, enter the height the style sheet will span in the Height field.

The height field is only enabled for the Column-Portrait ballot type.

The Width and Span fields are dimmed for the style sheet.

- **11.** In the **Margins** area, enter the measurements (in inches) for the **Top**, **Left**, **Bottom** and **Right** fields to 0.0. The minimum area for the write-in recognition area is 10mm high by 24mm wide. On a portrait ballot, this usually requires at least two rows by three columns, depending on the timing mark's density. Landscape ballots usually require three or four rows, depending on where any write-in verbiage is placed.
- **12.** In the **Ruling Lines** area, enter the measurements (in inches) of the border around the write-in recognition area in the **Top**, **Left**, **Bottom** and **Right** fields. This can only be done in a non-reserved panel.



**Note:** Ruling lines for the Grid-Landscape version of the **Write-in Style Sheet** are defaulted to .006 inches for the top, left, bottom, and right ruling lines.

#### Lines

• You can use vertical or horizontal lines to delineate the reserved panel as long as the lines are outside the gray outline of the reserved panel. If you use a line, place it immediately adjacent to the reserved area. ES&S recommends using a rule on the adjacent panel and keep the gutter space as close to '0' as possible. You can also draw a vertical line on one side of smaller non-reserved panel to separate it from the larger reserved write-in panel. And then, if space allows, change the panel gutter width from 0.0 to the line thickness.



The panel that is marked as "reserved for write-in recognition" will have a gray border inside of the panel borders. This border only appears on screen and does not print on the ballot. Turn on the grid overlay to see the rows and columns the reserved panel occupies.

• The following figure uses the column portrait ballot format and sets the line on the right side of the small panel to 0.006 and the panel gutter to 0.006. On most monitors, the vertical line will be covered by the reserved panel, so set the gutter to twice the line's thickness to see it on the screen. When printed, it will appear as follows with the vertical line positioned outside of the reserved write-in recognition area.

Write-in	C	>
		1

• Turn on the grid overlay to see the rows and columns the reserved panel occupies.

**13. Additional Information Section -** Click the **Background Color** list and select the background color for the write-in style sheet.



**Reference:** To create a customized color, click **Custom**, located at the bottom of the drop-down menu. For more information about creating custom colors, see Custom Color Settings.

- **14.** Select the **Vertically Center Content** check box to place the items entered in the Content section in the center of the box. If this check box is not selected, the content will appear at the top of the style sheet.
- **15.** Click the **Panels** button to add, edit, and delete panels from the current Write-in Style Sheet.



**Note:** The unmarked write-in area is designated by using panels in the Write-in Style Sheet. The minimum area for the write-in recognition area is 10mm high by 24mm wide. On a portrait ballot, this usually requires at least two rows by 3 columns, depending on the timing mark's density. Landscape ballots usually require three or four rows, depending on where any write-in verbiage is placed.



**Reference:** See Panels for more detailed information regarding creating panels for your ballot.

**16.** In the **Orientation** area, select **Horizontal** (side-by-side) and click **Add** to add two panels, a small and a large panel.

Horiz	ontal (side-by-side) 💿 V	ertical (stacked)
anels		
Panel	Width (%) Background	Color Add
		Edit
		Delete
	10-00-00-00-00-00-00-00-00-00-00-00-00-0	
otal Width	: 0%	
Gutter		

**17.** In the first panel (target cell), set the width to 15%; set the width to 85% in the second panel (reserved for write-in) and click **OK**.

Panel Properties				x	Panel Properties			×
Width Width (perc	entage of cell)				Width Width (perce 85	entage of cell)		
Margins		Ruling Lines			Margins		Ruling Lines	
Тор	Left	Top	Left		Тор	Left	Тор	Left
0.025	0.025	0.000	0.000		0.000	0.000	0.000	0.000
Bottom	Right	Bottom	Right		Bottom	Right	Bottom	Right
0.000	0.000	0.000	0.000		0.000	0.000	0.000	0.000
Additional Inf	ormation				Additional Info	ormation		
Background	Color				Background	Color		
Tra	nsparent 👻				Tran	nsparent 👻		
Reserve	Panel for Write-in	Recognition			Reserve	Panel for Write-in	Recognition	
		ОК	Cancel				ОК	Cancel

**Note:** The target can be in the reserved write-in space. While the target column can be counted in the minimum required it is best to allow as many columns as possible for the reserved write-in area. Do not put any content in the main cell of the write-in. Place content in the panel that is not marked as reserved for write-in recognition.

For a standard 3-column portrait ballot, setting the small panel to 15% and the larger at 85% works well.

**18.** In the **Panels** window, set the gutter width to 0.00 and click **OK**.

1		
		100
1.0	V	100
		1000

**Note:** You cannot use a gutter with horizontal panels unless the entire write-in is at least three columns wide.

**19.** In the **Write-in Style Sheet** window, click either **Edit**, or **Add** to enter any content (usually the write-in verbiage) to be in Panel 1 (the smaller panel).

Orientation	ntal (side-by-si	de) 💿 Vertical (stad	ked)
Panels			
Panel	Width (%)	Background Color	Add
Panel 1	15	Transparent	Edit
Panel 2	85	Transparent	Delete
otal Width: Sutter	100%	~	

1		111	
	100	_	
		-	
1.5	:=	=	
		_	11

**Note:** Place any verbiage, usually the "write-in" text, in the small panel and mark the large panel as reserved for write-in recognition.

- 20. On the Style Sheet Content window, select panel 1 from the Panel drop-down menu.
- 21. Click OK to return to the Write-in Style Sheet and click OK again to return to the ballot.

ntent Type	:	Content Pro	perties	
Data	Text Title 🔹	Position	Top 🔻	Same Line
) Text		Left Offset	0.000 Top Offset	0.000
Graphic	Ballot Set Party Graphic 🛛 👻	Line Size	Font Size 👻 Rotate	0 •
) Line	Vertical Line 🐨	Alignment	Left	Text Wrap
ditional Inf	ormation	Language	<pre></pre> <pre>&lt;</pre>	l.
eft <mark>Margi</mark> n	0.000 Right Margin 0.000	Font	Arial Narrow 8pt	
anel <no< td=""><td>ne&gt; 🔻</td><td>Font Kerning</td><td>g 0 🔻</td><td></td></no<>	ne> 🔻	Font Kerning	g 0 🔻	

# Party Style Sheet

The Party style sheet is applicable to two of the ballot layout types: Grid-Landscape, and Grid-Portrait. Options change depending on which of the two layout types are selected. The following information details the options available for the both layout types. Not all of the options listed are available for both ballot layout types. Be sure to verify that an option is available when reviewing the information below.



**Reference:** See Chapter 32: Paper Ballot Style Sheet Option Tables for more information on the party style sheet window options, and their availability for both ballot layout types.

The Party style sheet enables you to change the appearance of the Party information that appears with each candidate. When you create a new Party style sheet, the default settings will automatically appear in the boxes in the Party Style Sheet window.

Adding a Party Style Sheet

Take the following steps to create a new party style sheet for your ballot:

1. From the Style Sheets menu, click Party.

The Party Styles window will appear:

If multiple Party style sheets are listed, you can click on and reposition your selected style sheet by clicking the **Move Up** and **Move Down** buttons. The default style sheet must be first in the list and cannot be moved up or down.

2. From the Party Styles window, click Add.

Style Sheet Name	Add
Default Party Style	Edit
	Delete
	Move Up
	Move Down
	Сору

The Party Style Sheet window will appear:



Note: The appearance of the Party Style Sheet window changes, depending on the layout style being used. The example above represents the Grid-Portrait version.

- 3. Style Sheet Name Section -In the Style Sheet Name field, enter a name for the party style sheet.
- 4. Parties Applied To Section -

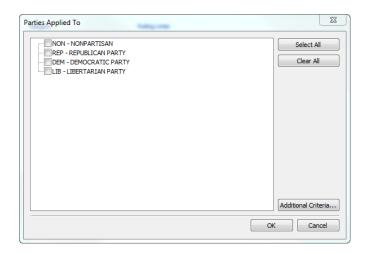
Click the ellipsis button ( .... ) next to the **Parties Applied To** field.

The Parties Applied To window appears:

Style Sh	eet Name		Parties Applied T	0		Size		
Party S	tyle 1					Width 4		Height S Auto
Margins			Ruling Lines					
Тор		Left	Тор	Left				
0.00	0	0.000	0.006	0.006				
Botton	n	Right	Bottom	Right				
0.00	0	0.000	0.006	0.006				
	Panels	enter Content						
Content			Font	Style	Pts	Size	Align	A
Content Pos	Lang	Content	Font	Deyle				
Content Pos Top	Lang def	Content	Arial Narrow	Normal	9	9	Cente	r E
Pos		Content			9	9	Cente	
Pos		Content			9	9	Cente	

### Parties Applied to Window

 From the Parties Applied To window, select the check boxes next to the parties to include in this party style sheet. Click OK to return to the Party Style sheet window.





**Time Saver:** You can also click **Select All** to select all of the listed parties. Or, click **Clear All** to deselect any or all of the selected parties.

**6.** To apply additional criteria to the party style sheet, click **Additional Criteria** in the lower right corner of the window.

The Additional Criteria Window appears:

# Additional Criteria Window

7. From the left pane of the Additional Criteria window, you can select additional conditions that will enable the style sheet.

By selecting one of the additional conditions, the **Select All**, and **Clear All** buttons become enabled.

• **Ballot Set** enables you to select a particular ballot set. Selecting this option will allow you to select from the list of ballot sets in the right pane.

Ballot Set Ballot Style Language Group Precinct District	AnyCounty USA	Clear Al
		OK Cancel

- **Ballot Style** enables you to select a particular ballot style. Selecting this options will allow you to select from the list of ballot styles in the right pane.
- Language Group enables you to select a particular language group. Selecting this option will allow you to select from the list of language groups in the right pane.
- **Precinct** enables you to select a particular precinct. Selecting this option will allow you to select from the list of precincts in the right pane.
- **District** enables you to select a particular district. Selecting this option will allow you to select from the list of districts in the right hand pane.
- 8. You can use the Select All button to select all of the objects within one of the criterion groups for the style sheet. You can also use the Clear All button to clear any or all of the objects selected within the criteria group.

For example, if you select the Ballot Style check box from the left side of the Additional Criteria window, you would use **Select All** to select all of the ballot styles listed in the right side of the Additional Criteria window.

**9.** When you are finished selecting additional criteria, click **Cancel** to reject your changes and close to the Additional Criteria window. Or, click **OK** to accept your changes and return to the Parties Applied To window.

### **Return to the Parties Applied to Window**

- 10. After returning to the Parties Applied To window, select the parties you want the style sheet to apply to and click OK to accept your changes and return to the Party Style Sheet window.
  - Or, click **Cancel** to reject your changes and close the window.

### **Return to the Party Style Sheet Window**

Upon returning to the Party Style Sheet window continue editing your party style sheet, by adjusting settings within the size section.

**11. Size Section -** Enter the width the party style will span in the **Width** box.

The **Width** field is the only size option available for the Grid-Landscape layout type.

**12.** Enter the height the party style sheet will span in the **Height** field.

The **Height** field is the only size option available for the Grid-Portrait layout type.

The **Span** field is disabled for the party style sheet.

- **13. Margins Section** Under the Margins section, enter the measurement (in inches) in the **Top**, **Left**, **Bottom** and **Right** fields.
- **14. Ruling Lines Section -** Under the Ruling Lines section, enter the measurements (in inches) of the border around the party style sheet in the **Top**, **Left**, **Bottom** and **Right** fields.

Ruling lines for the Grid-Landscape version of the party style sheet are defaulted to .006 inches for the top, left, bottom, and right ruling lines.

**15. Additional Information Section -** Click the **Background Color** list and select the background color for the party style sheet.



**Reference:** To create a customized color, click **Custom**, located at the bottom of the drop-down menu. For more information about creating custom colors, see Custom Color Settings.

- **16.** Select the **Vertically Center Content** check box to place the items entered in the Content section in the center of the box. If this check box is not selected, your content will appear at the top of the box.
- **17.** Click the **Panels** button to add or delete panels from the party style sheet.



**Reference:** See Panels for more information regarding creating panels for your ballot.

### **Question Style Sheet**

The Question style sheet is applicable to all three ballot layout types. Options change depending on which layout type is selected. The following information details the options available for all three layout types. Not all of the options listed are available for every ballot layout type. Be sure to verify that an option is available when reviewing the information below.



**Reference:** See Chapter 32: Paper Ballot Style Sheet Option Tables for more information on the Question Style Sheet **Window** options, and their availability for your layout type.

The question style sheet enables you to change the appearance of any questions that appear on the ballot. When you create a new question style sheet, the default settings will automatically appear in the fields in the Question Style Sheet window.

### Adding a Question Style Sheet

Take the following steps to create a new question style sheet:

1. From the Style Sheets menu, click Question.

The Question Styles window will appear:

2. From the Question Styles window, click Add to add a new style; or Edit for existing style sheets.

Style Sheet Name	Add
Default Question Style	Edit
	Delete
	Move Up
	Move Down
	Сору

The Question Style Sheet window will appear:

- **3.** Style Sheet Name Section In the Style Sheet Name field, enter a name for the question style sheet.
- 4. Questions Applied To Section -

Click the ellipsis button ( .... ) next to the **Questions Applied To** field.

Style Sheet Name			Questions Applied To				Size Width Height Span			
Questio	n Style	1						Auto	Height 0	Span 1
1argins			Ruling Line	es			s	cip		
Тор		Left	Тор	L.	eft			Marks to	o Skip	
0.02	5	0.000	0.006		0.006			0		
Bottor	n	Right	Bottom	R	ight			Marks to	Skip Aft	er
0.000	D	0.000	0.006		0.006			0		
ddition	al Infor	mation	Additional	Informatio	on		Po	sition		
Background Color			Top Double Rule				Sheet/Side			
	Trans	parent 🗸	Botte	om Double	Rule			Auto		•
	-			ole Text Fl				Column	1	Row
								Auto		Auto 🔻
	Panels	5	Te	xt Flow Se	ttings.					
			Resp	oonse Sett	ings					
ontent										
Pos	Lang	Content	Font	Style	Pts	Si	Align			Add
Тор	def	Question - Title		Bold	10		Center			Edit
Тор	def	Question - V		Normal	10	10	Center			Delete
Тор	def	Responses (c	Arial Narrow	Normal	10	10	Right			
										Move Up
										move op

The Questions Applied To window will appear:

## **Questions Applied To Window**

5. From the Questions Applied To window, select the check boxes next to the listed questions to include in this question style.



**Time Saver:** You can also click **Select All** to select all of the listed questions. Or, click **Clear All** to deselect any or all of the selected questions.

- Questions Applied To
- 6. To apply additional criteria to the question style sheet, click Additional Criteria in the lower right corner of the window.

The Additional Criteria Window appears:

# Additional Criteria Window

7. From the left pane of the Additional Criteria window, you can select additional conditions that will enable the style sheet.

By selecting one of the additional conditions, the **Select All**, and **Clear All** buttons become enabled.

• Ballot Set enables you to select a particular ballot set. Selecting this option will allow you to select from the list of ballot sets in the right pane.

Ballot Set Ballot Style Language Group Precinct District	AnyCounty USA	Select A

- **Ballot Style** enables you to select a particular ballot style. Selecting this options will allow you to select from the list of ballot styles in the right pane.
- Language Group enables you to select a particular language group. Selecting this option will allow you to select from the list of language groups in the right pane.
- **Precinct** enables you to select a particular precinct. Selecting this option will allow you to select from the list of precincts in the right pane.
- **District** enables you to select a particular district. Selecting this option will allow you to select from the list of districts in the right hand pane.
- 8. You can use the Select All button to select all of the objects within one of the criterion groups for the style sheet. You can also use the Clear All button to clear any or all of the objects selected within the criteria group.

For example: If you select the Ballot Style check box from the left side of the Additional Criteria window, you would use **Select All** to select all of the ballot styles listed in the right side of the Additional Criteria window.

**9.** When you are finished selecting additional criteria, click **Cancel** to reject your changes and close to the Additional Criteria window. Or, click **OK** to accept your changes and return to the Questions Applied To window.

### **Return to the Questions Applied To Window**

- 10. After returning to the Questions Applied To window, select the questions you want the style sheet to apply to and click OK to accept your changes and return to the Question Style Sheet window.
  - Or, click **Cancel** to reject your changes and close the window.

### **Return to the Question Style Sheet Window**

Upon returning to the Question Style Sheet window, you can continue editing the question style sheet by adjusting settings in the Size section.

**11. Size Section -** Enter the width the question style will span in the **Width** field.

The **Width** field is the only enabled for the Grid-Landscape layout type.

**12.** Enter the height the question will span in the **Height** field.

The **Height** field is only enabled for the Grid-Portrait and Column-Portrait layout types.

**13. Margins Section** - Under the Margins section, enter the measurement (in inches) in the **Top**, **Left**, **Bottom** and **Right** fields.

The top margin for the Grid-Landscape question style sheet are defaulted to .025 for the top margin.

**14. Ruling Lines Section** - Under the Ruling Lines section, enter the measurements (in inches) of the border around the question in the **Top**, **Left**, **Bottom** and **Right** fields.

Ruling lines for the Grid-Landscape version of the question style sheet are defaulted to .006 inches for the top, left, bottom, and right ruling lines.

- 15. Skip Section If you wish to insert a space before or after the questions selected for this style sheet, enter the number of marks to skip before a question in the Marks to Skip Before box and the number of marks to skip after a question in the Marks to Skip After box.
- **16. Additional Information Section (Grid-Landscape and Grid-Portrait Ballots) -** Click the **Background Color** list and select the background color for the question.



**Reference:** To create a customized color, click **Custom**, located at the bottom of the drop-down menu. For more information about creating custom colors, see Custom Color Settings.

**17.** Click the **Panels** button to add or delete panels from the question style sheet.



**Reference:** See Panels for more detailed information regarding creating panels for your ballot.

The Additional Information (2) section of the Office Style Sheet window differs in functionality, depending upon what ballot layout type is selected. Use the information below to set options in the Additional Information (2) section of the office style sheet.

- **18a. Additional Information Section (Grid-Landscape and Grid-Portrait Ballots)** Click the **Response Settings** button to configure the Question Response settings.
- **18b. Additional Information (2) Section: (Column Portrait Ballot) -** Select **Top Double Rule** to apply a double ruling line to the top of the office.

• Select **Bottom Double Rule** to apply a double ruling line to the bottom of the office.

The **Top Double Rule** and **Bottom Double Rule** options are only available for the Column-Portrait Ballot Type.

• Select **Enable Text Flow** to have the question text flow from one column to the next. When selected, the **Text Flow Settings** button becomes activated.

Click the **Text Flow Settings** to configure the question's text flow. Select **Allow text to flow from front side to back side** to allow the question flow from the front of the ballot to the back side. Select **Widow/Orphan control** to ensure that paragraphs remain generally in tact when flowing between columns. This setting prevents too many lines of text from being orphaned from the main body of the question.

• Click the **Response Settings** button to configure the Question Response settings.

The Responses window appears.

#### **Responses Window**

- **19.** From the **Response Arrangement** drop-down menu, select either **Vertical** or **Horizontal** to align the responses vertically or horizontally.
- 20. From the Target Position drop-down menu, select Upper Right, Lower Right, Upper Left, or Lower Left to select the position of the responses.
- **21.** Click **OK** to accept your settings and return to the Question Style Sheet window.

Responses 🛛 🕅	J
Response Settings	
Response Arrangement	
Horizontal 👻	
Target Position	
Upper Right 👻	
OK Cancel	

- Or, click **Cancel** to reject your changes and close the window.
- **22a.** Position Section (Grid-Landscape Ballot) Click the Question Row drop-down menu and select the position where the question will display on your ballots.
  - Select Current Row to display the questions on the first available row.
  - If you wish to apply this style sheet to a question row style you created in the Ballot Settings window, select the name of the question row style sheet.
- **22b.** Position Section (Grid-Portrait and Column Portrait Ballots) Click the Sheet/ Side drop-down menu and select either Auto, Sheet 1 - Front, or Sheet 1 - Back to place the question style sheet either automatically, or on the front or back of the sheet.

• After selecting either **Sheet (#)** - **Front** or **Sheet (#)** - **Back**, the **Column** and **Row** drop-down menus become available. From these menus, select the column and row where the office style sheet will be placed.



Note: The ('#') is equal to the available sheet number. (e.g. sheet 1)

**23.** Click **OK** to accept your changes and return to the Question Styles window.

• Or, click **Cancel** to reject your settings and close the window.

### **Question Response Style Sheet**

The Question Response style sheet is applicable to all three ballot layout formats. Options change depending on which layout type is selected. The following information details the options available for all three layout types. Not all of the options listed are available for every ballot layout type. Be sure to verify that an option is available when reviewing the information below.



**Reference:** See Chapter 32: Paper Ballot Style Sheet Option Tables for more information on the Question Response Style Sheet window options, and their availability for your layout type.

The question response style sheet enables you to change the appearance of any question responses that appear on the ballot. When you create a new question response style sheet, the default settings will automatically appear in the fields in the Question Response Style Sheet window.



**Note:** In order to use the Question Response Style Sheet, there must be a Question Content Line with "Responses (style sheet-formatted)." The Question Content Line defaults to "Responses (content-formatted)," and must be changed. If you do not change this setting, you will only be able to make changes based on the settings in the Question Style Sheet.

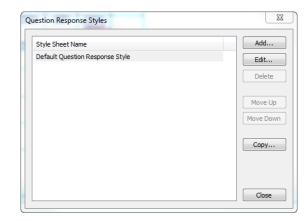
### Adding a Question Response Style Sheet

Take the following steps to edit, or create a new question style sheet:

1. From the Style Sheets menu, click Question Response.

The Question Response Styles window appears:

2. From the Question Response Styles window, click Add to add a new style; or Edit for existing style sheets.



The Question Response Style Sheet window appears:

- 3. Style Sheet Name Section -In the Style Sheet Name field, enter a name for the question response style sheet.
- 4. Responses Applied To Section - Click the ellipsis

		) next to the
Respons	es A	<b>pplied To</b> field

Style Sheet Nam	e	Responses Applie	ed To		Size		
Question Respo	nse Style 1				Width 3	Hei 1	ght Spa
Margins		Additional Inform	ation		Positio	'n	
Top 0.000	Left 0.000	Vertically Ce	enter Content		Rela	tive Colur	nn 0
Bottom	Right				Colu	ımn Skip A	fter 1
Content							
Pos Lang	Content	Font	Style	Pts	Size	Align	Add
Top def	Response Text	Arial Narrow	Normal	9	9	Right	Edit
							Move
							Move

The Responses Applied To window will appear:

### **Responses Applied To Window**

5. From the Responses Applied To window, select the check boxes next to the listed responses to include in this question response style.



Time Saver: You can also click Select All to select all of the listed questions. Or, click Clear All to deselect any or all of the selected questions.

Responses Applied To	×
- 400 QUESTION 1:	Select All Clear All
	Additional Criteria
	K Cancel

**6.** To apply additional criteria to the response style sheet, click **Additional Criteria** in the lower right corner of the window.

The Additional Criteria Window appears:

### Additional Criteria Window

7. From the left pane of the Additional Criteria window, you can select additional conditions that will enable the style sheet.



Note: By selecting one of the additional conditions, the Select All, and Clear All buttons are enabled.

• **Ballot Set** enables you to select a particular ballot set. Selecting this option will allow you to select from the list of ballot sets in the right pane.

Additional Criteria	Procession in the	x
Select the criteria and choose the items	which will enable the Style Sheet or Frame.	
Ballot Set Ballot Style Language Group Precint District	AnyCounty USA	Select All
		OK Cancel

- **Ballot Style** enables you to select a particular ballot style. Selecting this options will allow you to select from the list of ballot styles in the right pane.
- Language Group enables you to select a particular language group. Selecting this option will allow you to select from the list of language groups in the right pane.
- **Precinct** enables you to select a particular precinct. Selecting this option will allow you to select from the list of precincts in the right pane.
- **District** enables you to select a particular district. Selecting this option will allow you to select from the list of districts in the right hand pane.
- 8. You can use the **Select All** button to select all of the objects within one of the criterion groups for the style sheet. You can also use the **Clear All** button to clear any or all of the objects selected within the criteria group.

For example, if you select the Ballot Style check box from the left side of the Additional Criteria window, you would use **Select All** to select all of the ballot styles listed in the right side of the Additional Criteria window.

- **9.** When you are finished selecting additional criteria, click **OK** to accept your changes and return to the Responses Applied To window.
  - Or, click **Cancel** to reject your changes and close to the Additional Criteria window.

### Return to the Responses Applied To Window

**10.** After returning to the Responses Applied To window, select the responses and questions you want the style sheet to apply to and click **OK** to accept your changes and return to the Question Response Style Sheet window.



**Note:** By selecting a question, all of the responses are selected or deselected. You can deselect undesired responses by clicking on them individually.

• Or, click **Cancel** to reject your changes and close the window.



Note: Question Response style sheets are used within the Question Style sheet.

### **Return to the Question Response Style Sheet Window**

Upon returning to the Question Style Sheet window, you can continue editing the question style sheet by adjusting settings in the Size section.

- **11. Size Section** Enter the width the question response style will span in the **Width** field.
- **12.** Enter the height the question response style will span in the **Height** field.

The Span box is unavailable for the Question Response style sheet.

- **13. Margins Section** Under the Margins section, enter the measurement (in inches) in the **Top**, **Left**, **Bottom** and **Right** fields.
- **14. Additional Information Section -** Select the **Vertically Center Content** check box to place the items entered in the Content section in the center of the style sheet. If this check box is not selected, your content will appear at the top of the style sheet.
- **15. Position Section -** Enter the relative column for the question response style in the **Relative Column** field.
- **16.** If you want the question response to have a column skipped after it, enter the column you want to skip in the **Column Skip After** field.
- **17.** Click **OK** to accept your settings and return to the Question Response Styles window.
  - Or, click **Cancel** to reject your settings and close the Question Response Style Sheet window.

### **Contest Level Text Style Sheet**

The Contest Level Text Style Sheet is only available for the Column-Portrait layout format. Contest Level Text Style Sheets are used in conjunction with contests to offer related information such as special contest related information. Contest level text is entered in Capture, and is automatically positioned by *Paper Ballot*. Use the following information to add or edit contest level text style sheets:

### Adding a Contest Level Text Style Sheet

Take the following steps to create a new candidate level text style sheet:

#### 1. From the Style Sheets menu, click Contest Level Text.

The Contest Level Text Styles window will appear:

 From the Contest Level Text Styles window, click Add to add a new style; or Edit for existing style sheets.

Style Sheet Name	Add
Default Contest Level Text Style	Edit
	Delete
	Move Up
	Move Down
	Сору

The Contest Level Text Style Sheet window will appear:

- 3. Style Sheet Name Section In the Style Sheet Name field, enter a name for the text style sheet.
- 4. Contests Applied To Section -

Click the ellipsis button ( .... ) next to the **Contests Applied To** field.

The Text Applied To window appears:

Style S	heet Nan	ne	Contests A	pplied To		Size			
Conte	st Level 1	Text Style 1				Auto		eight	Span 1
Margin:	s		Ruling Line	s					
Тор		Left	Тор	Left					
0.0	00	0.000	0.006	0.0	06				
Botto	om	Right	Bottom	Righ	t				
0.0	00	0.000	0.006	0.0	06				
Additio	nal Inforr	mation	Additional	Information		Positi	on		
Bac	kground	Color	Enab	le Text Flow		She	et/Side		
	Trans	parent 👻	Te	kt Flow Setti	nas	Aut	0		•
	to all and the	Contra Contra		arriow Sear	igo	Colu	Imp	Row	
	/ertically	Center Conten	t.			Aut		Aut	
	Panels	s				110		, and	<u> </u>
Conten	t								
Pos	Lang	Content	Font	Style	Pts Si	Align			Add
Тор	def	Verbiage	Arial Narrow	Normal	10 10	Center			Edit
									Delete
								_	
									Move Up

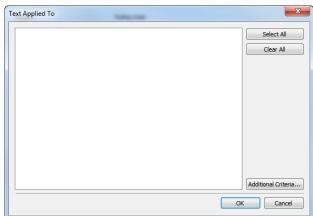
EVS5200\_DOC\_SOP\_EW03Design Software Version 4.6 Published: April 25, 2014

# Text Applied To Window

**5.** From the Text Applied To window, select the check boxes next to the listed text to include with this text style.



Time Saver: You can also click Select All to select all of the listed questions. Or, click Clear All to deselect any or all of the selected questions.



6. To apply additional criteria to the text style, click Additional Criteria in the lower right corner of the window.

The Additional Criteria Window appears:

# Additional Criteria Window

7. From the left pane of the Additional Criteria window, you can select additional conditions that will enable the style sheet.



Note: By selecting one of the additional conditions, the Select All, and Clear All buttons are enabled.

• **Ballot Set** enables you to select a particular ballot set. Selecting this option will allow you to select from the list of ballot sets in the right pane.

Additional Criteria	Man Apple 1	
Select the criteria and choose the iter	ns which will enable the Style Sheet or Fra	ame.
Ballot Set Ballot Style Language Group Precinct District	AnyCounty USA	Select All Clear All
		OK Cancel

- **Ballot Style** enables you to select a particular ballot style. Selecting this options will allow you to select from the list of ballot styles in the right pane.
- Language Group enables you to select a particular language group. Selecting this option will allow you to select from the list of language groups in the right pane.
- **Precinct** enables you to select a particular precinct. Selecting this option will allow you to select from the list of precincts in the right pane.
- **District** enables you to select a particular district. Selecting this option will allow you to select from the list of districts in the right hand pane.

8. You can use the Select All button to select all of the objects within one of the criterion groups for the style sheet. You can also use the Clear All button to clear any or all of the objects selected within the criteria group.

For example: If you select the Ballot Style check box from the left side of the Additional Criteria window, you would use **Select All** to select all of the ballot styles listed in the right side of the Additional Criteria window.

- **9.** When you are finished selecting additional criteria, click **OK** to accept your changes and return to the Text Applied To window.
  - Or, click **Cancel** to reject your changes and close to the Additional Criteria window.

### Return to the Text Applied To Window

- **10.** After returning to the Text Applied To window, select the parties you want the style sheet to apply to and click **OK** to accept your changes and return to the Text Style Sheet window
  - Or, click **Cancel** to reject your changes and close the window.

### Return to the Text Style Sheet Window

Upon returning to the Text Style Sheet window, you can continue editing your ballot by making changes in the Size section.

**11. Size Section -** Enter the number of marks for the text height in the **Height** field.

The **Span** and **Width** fields are disabled for text style sheets.

- **12. Margins Section** Under the Margins section, enter the measurement (in inches) in the **Top**, **Left**, **Bottom** and **Right** fields.
- **13. Ruling Lines Section** Under the Ruling Lines section, enter the measurements (in inches) of the border around the text in the **Top**, **Left**, **Bottom** and **Right** fields.

Ruling lines for the Column-Portrait version of the party style sheet are defaulted to .006 inches for the top, left, bottom, and right ruling lines.

**14. Additional Information Section 1 -** Click the **Background Color** drop-down menu, and select the background color for the text.



**Reference:** To create a customized color, click **Custom**, located at the bottom of the list. For more information about creating custom colors, see Custom Color Settings.

**15.** Select the **Vertically Center Content** check box to place the items entered in the Content section in the center of the box. If this check box is not selected, your content will appear at the top of the box.

**16.** Click the **Panels** button to add or delete panels from the current text style sheet.



**Reference:** See Panels for more detailed information regarding creating panels for your ballot.

**17.** Additional Information Section 2 - Select Enable Text Flow to have the text flow from one column to the next. When selected, the Text Flow Settings button becomes activated.

Click the **Text Flow Settings** to configure the text's flow. Select **Allow text to flow from front side to back side** to allow the text to flow from the front of the ballot to the back side. Select **Widow/Orphan control** to ensure that paragraphs remain generally in tact when flowing between columns. This setting prevents too many lines of text from being orphaned from the main body.

- 18. Position Section The Position section lists a Sheet/Side option. Click the Sheet/ Side drop-down list and select the position where the text will display on your ballots.
  - Select Auto for an automatic positioning of the text style sheet.
  - You can select to have the text style appear on the next available sheet by selecting the **Sheet ('#')-Front/Back** option.



Note: The ('#') is equal to the available sheet number. (e.g. sheet 1)

- If you opt for the text to appear on a different sheet, the **Column** and **Row** options become available.
- Select the column you would like the text to appear in by selecting a number from the **Column** list.



**Note:** Leave the **Column** selection set for **Auto** if you want the text style to appear in the first column on the back of the ballot.

• Select the row number where you want the text style to appear by selecting a number from the **Row** list.



**Note:** Leave the **Row** selection set for **Auto** if you want the text style to appear in the first column on the back of the ballot.

**19.** Click **OK** to accept your changes and return to the Contest Level Text Style Sheet window.

• Or, click **Cancel** to reject your settings and close the window.

### Candidate Level Text Style Sheet

The Candidate Level Text style sheet is applicable to all three ballot layout formats. Candidate Level Text Style Sheets are used in conjunction with candidates to offer related information such as address and vocational information. Candidate level text is entered in Capture, and is automatically positioned by *Paper Ballot*. Use the following information to add or edit candidate level text style sheets:

### Adding a Candidate Level Text Style Sheet

Take the following steps to create a new candidate level text style sheet:

1. From the Style Sheets menu, click Candidate Level Text.

The Candidate Level Text Styles window will appear:

 From the Candidate Level Text Styles window, click Add to add a new style; or Edit for existing style sheets.

Style Sheet Name	Add
Default Candidate Level Text Style	
	Edit
	Delete
	Move Up
	Move Down
	Copy
	Close

The Candidate Level Text Style Sheet window will appear:

- 3. Style Sheet Name Section -In the Style Sheet Name field, enter a name for the text style sheet.
- 4. Candidates Applied To Section - Click the ellipsis

button ( ....) next to the **Contests Applied To** field.

The Text Applied To window appears:

ndidate	Level Tex	t Style Sheet						×
	eet Name ate Level "	Text Style 1	Candidates Appli	ſ		Size Width Auto		ht Span
Margins			Ruling Lines					
Top 0.02	5	Left 0.025	Top 0.000	Left 0.006				
Botton 0.00		Right 0.000	Bottom 0.000	Right 0.006				
Ve Content	Panels	enter Content						
Pos	Lang	Content	Font	Style	Pts	Size	Align	Add
Тор	def	Candidate - Te	Arial Narrow	Normal	10	10	Left	Edit Delete
								Move Up Move Down
						_	OK	Cancel

# Candidates Applied To Window

5. From the Candidates Applied To window, select the check boxes next to the listed Candidate Level Text to include with this Candidate style.



Time Saver: You can also click Select All to select all of the listed Candidate Level Text. Or, click Clear All to deselect any or all of the selected Candidate Level Text.

E 125 FOR PRESIDENT	<ul> <li>Select</li> </ul>
ABRAHAM LINCOLN	
	Clear
GEORGE WASHINGTON	
E ISO FOR GOVERNOR	
ED MCMAHON	
JOHNNY CARSON	
MERV GRIFFIN	
E 200 FOR COUNTY CLERK	=
ELVIS PRESLEY	
KAREN CARPENTER	
E 250 FOR CITY COUNCIL	
E 250 FOR CITY COUNCIL	
Image: Some supreme court justice	
PETER GRIFFIN	
	▼ Additional C
	ОК С

6. To apply additional criteria to the Candidate Level Text style, click Additional Criteria in the lower right corner of the window.

The Additional Criteria Window appears:

### Additional Criteria Window

7. From the left pane of the Additional Criteria window, you can select additional conditions that will enable the style sheet.



Note: By selecting one of the additional conditions, the Select All, and Clear All buttons are enabled.

• Ballot Set enables you to select a particular ballot set. Selecting this option will allow you to select from the list of ballot sets in the right pane.

Ballot Set Ballot Style Language Group	AnyCounty USA	Select All
Precinct District		

- **Ballot Style** enables you to select a particular ballot style. Selecting this options will allow you to select from the list of ballot styles in the right pane.
- Language Group enables you to select a particular language group. Selecting this option will allow you to select from the list of language groups in the right pane.
- **Precinct** enables you to select a particular precinct. Selecting this option will allow you to select from the list of precincts in the right pane.

- **District** enables you to select a particular district. Selecting this option will allow you to select from the list of districts in the right hand pane.
- 8. You can use the Select All button to select all of the objects within one of the criterion groups for the style sheet. You can also use the Clear All button to clear any or all of the objects selected within the criteria group.

For example: If you select the Ballot Style check box from the left side of the Additional Criteria window, you would use **Select All** to select all of the ballot styles listed in the right side of the Additional Criteria window.

- **9.** When you are finished selecting additional criteria, click **OK** to accept your changes and return to the Text Applied To window.
  - Or, click **Cancel** to reject your changes and close to the Additional Criteria window.

#### **Return to the Candidates Applied To Window**

- 10. After returning to the Candidates Applied To window, select the contests you want the style sheet to apply to and click OK to accept your changes and return to the Text Style Sheet window.
  - Or, click **Cancel** to reject your changes and close the window.

### Return to the Candidate Level Text Style Sheet Window

Upon returning to the **Candidate Level Text Style Sheet** window, you can continue editing your ballot by making changes in the Size section.

**11. Size Section** - Enter the number of marks for the text height in the **Height** field.

The Span and Width fields are disabled for text style sheets.

- **12. Margins Section** Under the Margins section, enter the measurement (in inches) in the **Top**, **Left**, **Bottom** and **Right** fields.
- **13. Ruling Lines Section -** Under the Ruling Lines section, enter the measurements (in inches) of the border around the text in the **Top**, **Left**, **Bottom** and **Right** fields.

Ruling lines for the Column-Portrait version of the party style sheet are defaulted to .006 inches for the top, left, bottom, and right ruling lines.

**14. Additional Information Section -** Click the **Background Color** drop-down menu, and select the background color for the text.



**Reference:** To create a customized color, click **Custom**, located at the bottom of the list. For more information about creating custom colors, see <u>Custom Color Settings</u>.

- **15.** Select the **Vertically Center Content** check box to place the items entered in the Content section in the center of the box. If this check box is not selected, your content will appear at the top of the box.
- **16.** Click the **Panels** button to add or delete panels from the current text style sheet.



**Reference:** See Panels for more detailed information regarding creating panels for your ballot.

- **17.** Click **OK** to accept your changes and return to the Candidate Level Text Style Sheet window.
  - Or, click **Cancel** to reject your settings and close the window.

#### **Office Heading Style Sheet**

The Office Heading Style Sheet is only available for the Column-Portrait layout style. Use office headings to differentiate offices categorically. The Office Heading Style Sheet enables you to adjust properties related to office headings.

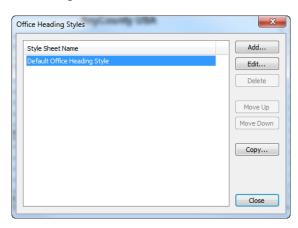
Adding an Office Heading Style Sheet

Take the following steps to create a new office heading style sheet:

1. From the Style Sheets menu, click Office Heading.

The Office Heading Styles window appears:

 From the Office Heading Styles window, click Add to add a new style; or Edit for existing style sheets.



The Office Heading Style Sheet window appears:

- 3. Style Sheet Name Section In the Style Sheet Name field, enter a name for the office heading style sheet.
- 4. Headings Applied to Section -

Click the ellipsis button ( .... ) next to the **Headings Applied To** field.

Office H	eet Name leading St	tyle 1	Headings Applied			Size Width Auto		ight	Span 1
Margins			Ruling Lines						
Top 0.000	)	Left 0.000	Top 0.006	Left 0.006					
Bottom 0.000		Right 0.000	Bottom 0.006	Right 0.006					
	Light Gr	ey 👻							
	Panels								
_	Panels		Font	Style	Pts	Size	Alian		Add
Content			Font Arial Narrow	Style Bold	Pts 10		Align Center		Add Edit Delete

The Office Headings Applied To window appears:

5. Office Headings Applied To Window - From the Office Headings Applied To window, select the check boxes next to the listed race types to include with this office heading style.



Time Saver: You can also click Select All to select all of the listed contest types. Or, click Clear All to deselect any or all of the selected contest types.

Office Headings Applied To	×
30 FEDERAL     31 STATE     32 COUNTY     33 MUNICIPAL     4 NONPARTISAN	Select All Clear All
- 35 JUDICIAL - 36 SCHOOL - 37 STRAIGHT PARTY	
	Additional Criteria
OK	Cancel

**6.** To apply additional criteria to the office headings style, click **Additional Criteria** in the lower right corner of the window.

The Additional Criteria Window appears:

# Additional Criteria Window

7. From the left pane of the Additional Criteria window, you can select additional conditions that will enable the style sheet.

By selecting one of the additional conditions, the **Select All**, and **Clear All** buttons are enabled.

 Ballot Set enables you to select a particular ballot set. Selecting this option will allow you to select from the list of ballot sets in the right pane.

Ballot Set Ballot Style	AnyCounty USA	Select Al
Language Group		Clear All
District		

- **Ballot Style** enables you to select a particular ballot style. Selecting this options will allow you to select from the list of ballot styles in the right pane.
- Language Group enables you to select a particular language group. Selecting this option will allow you to select from the list of language groups in the right pane.
- **Precinct** enables you to select a particular precinct. Selecting this option will allow you to select from the list of precincts in the right pane.
- **District** enables you to select a particular district. Selecting this option will allow you to select from the list of districts in the right hand pane.
- 8. You can use the Select All button to select all of the objects within one of the criterion groups for the style sheet. You can also use the Clear All button to clear any or all of the objects selected within the criteria group.

For example: If you select the Ballot Style check box from the left side of the Additional Criteria window, you would use **Select All** to select all of the ballot styles listed in the right side of the Additional Criteria window.

- **9.** When you are finished selecting additional criteria, click **OK** to accept your changes and return to the Office Headings Applied To window.
  - Or, click Cancel to reject your changes and close to the Additional Criteria window.

### **Return to the Heading Style Sheet Window**

Upon return to the Heading Style Sheet window, you can continue editing your ballot by making changes to the Size section.

- **10. Size Section** Enter the number of marks for the office heading height in the **Height** field.
- **11.** Enter the span of the heading style sheet in the Span field.

**Note:** You can use the span setting to make a heading span the entire width of a ballot. This is typically used when creating Rank Choice Voting (RCV) contests, as the races themselves are laid out horizontally, and the heading is used as the contest title for all of the affected races.

See the image below for an example of a RCV contest with the heading spanning all three columns of the ballot:

			CITY OFFICES		
21 MAY	OR Mark your first, second and third choice	ce candida	tes in the columns below. One to be elected	<b>1</b> .	
1 First Choice	Fill in one oval completely.		Make your second choice here.	3 Third Choice	Make your third choice here
	JOHN CHARLES WILSON Edgertonite National	$\circ$	JOHN CHARLES WILSON Edgertonite National	$\circ$	JOHN CHARLES WILSON Edgertonite National
	JOEY LOMBARD Is Awesome	0	JOEY LOMBARD Is Awesome	0	JOEY LOMBARD Is Awesome
	BOB CARNEY JR. Moderate Progressive	0	BOB CARNEY JR. Moderate Progressive	0	BOB CARNEY JR. Moderate Progressive

The Width field is disabled for office heading style sheets.

- **12. Margins Section -** Under the Margins section, enter the measurement (in inches) in the **Top**, **Left**, **Bottom** and **Right** fields.
- **13. Ruling Lines Section -** Under the Ruling Lines section, enter the measurements (in inches) of the border around the text in the **Top**, **Left**, **Bottom** and **Right** fields.
- **14. Additional Information Section -** Click the **Background Color** list and select the background color for the text.



**Reference:** To create a customized color, click **Custom**, located at the bottom of the drop-down menu. For more information about creating custom colors, see Custom Color Settings.

- **15.** Select the **Vertically Center Content** check box to place the items entered in the Content section in the center of the style sheet. If this check box is not selected, your content will appear at the top of the style sheet.
- **16.** Click the **Panels** button to add or delete panels from the current Office Heading style sheet.



**Reference:** See Panels for more detailed information regarding creating panels for your ballot.

### **Office Row Heading Style Sheet**

The Office Row Heading style sheet is applicable to only the Grid-Landscape ballot. The following information details the options available for this style sheet.

The Office Row Heading style sheet enables you to change the appearance of your office row headings on a landscape ballot. You cannot add or delete style sheets from the Office Row Heading Style window. You can only edit the default Office Row Heading style sheet.

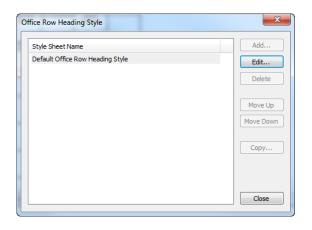
### **Editing the Office Row Heading Style Sheet**

Take the following steps to edit the office row heading style sheet:

#### 1. From the Style Sheets menu, click Office Row Heading.

The Office Row Heading Style window appears:

2. From the Office Row Heading Style window, select the default office row heading and click **Edit**.



The Heading Style Sheet window appears:

**Style Sheet Name Section -**The Default Office Row Heading Style Sheet name cannot be edited.

Headings Applied To Section - The Default Office Row Heading Style Sheet Headings Applied To information cannot be edited.

**3.** Size Section - Enter the width the office row heading style sheet will span in the Width field.

The **Height** and **Span** fields are both disabled for the Office Row Heading style sheet.

Style Sheet Na	ame	Headings Applied	d To		Size		
Default Office	Row Heading Styl	e			Width 4	 ight uto	Span 1
Margins		Ruling Lines					
Тор	Left	Тор	Left				
0.000	0.000	0.006	0.006				
Bottom	Right	Bottom	Right				
0.000	0.000	0.006	0.006				
Additional Info	rmation						
Background	Color						
Tra	nsparent 👻						
Vertically							
	Center Content						
Pane	Center Content						
Pane	y Center Content					1r	
Pane Content Pos La	y Center Content	Font	Style	Pts	Size		Add
Pane	y Center Content	Font Arial Narrow	Style	Pts 9	Size 9		Edit
Pane Content Pos La	y Center Content						
Pane Content Pos La	y Center Content						Edit
Pane Content Pos La	y Center Content						Edit
Pane Content Pos La	y Center Content						Edit Delete
Pane Content Pos La	y Center Content						Edit

- **4.** Margins Section Under the Margins section, enter the measurement (in inches) in the Top, Left, Bottom and Right boxes.
- **5.** Ruling Lines Section Under the Ruling Lines section, enter the measurements of the border width around the office row heading (in inches) in the Top, Left, Bottom and Right boxes.

Ruling lines for the Grid-Portrait version of the office row heading style sheet are defaulted to .006 inches for the top, left, bottom, and right ruling lines.

**6.** Additional Information Section - Click the Background Color drop-down menu, and select the background color for the office row heading.



**Reference:** To create a customized color, click **Custom**, located at the bottom of the **Background Color** list. For more information about creating custom colors, see Custom Color Settings.

- 7. Select the Vertically Center Content check box to place the items contained in the Content section in the center of the style sheet. If this check box is not selected, your content will appear at the top of the style sheet.
- **8.** Click the **Panels** button to add or delete panels from the current office row heading style sheet.



**Reference:** See Panels for more detailed information regarding creating panels for your ballot.

### Write-in Row Heading Style Sheet

The Write-in Row Heading style sheet is applicable to only the Grid-Landscape ballot. The following information details the options available for this style sheet.

The Write-In row heading style sheet enables you to change the appearance of the Write-In row headings on your ballot. The Write-In row heading appears to the left of all of your write-in options for contests. You cannot add or delete style sheets from the Write-in Row Heading Style window. You can only edit the default Write-in Row Heading style sheet.

### Editing the Write-in Row Heading Style Sheet

Take the following steps to edit the default Write-In row heading style sheet:

1. From the Style Sheets menu, click Write-in Row Heading.

The Write-in Row Heading Style window will appear:

2. From the Write-in Row Heading Style window, click Edit.

The Heading Style Sheet

The Default Write-in Row

Heading Style Sheet name

Write-in Row Heading Style

Sheet Headings Applied To

heading style will span in the

The Height and Span boxes

are disabled for the Write-in

Row Heading style sheet.

Style Sheet Name Section -

window will appear:

cannot be edited.

Headings Applied To Section - The Default

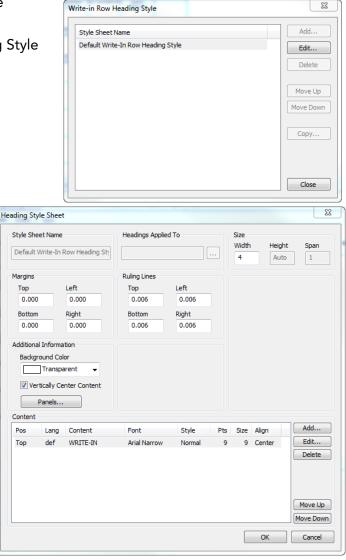
information cannot be

3. Size Section - Enter the

width the Write-in row

edited.

Width field.



- **4.** Margins Section Under the Margins section, enter the measurement (in inches) in the Top, Left, Bottom and Right fields.
- **5.** Ruling Lines Section Under the Ruling Lines section, enter the measurements (in inches) of the border around the write-in row heading in the Top, Left, Bottom and Right fields.



**Note:** Ruling lines for the Grid-Portrait version of the Write-in row heading style sheet are defaulted to .006 inches for the top, left, bottom, and right ruling lines.

**6.** Additional Information Section - Click the Background Color drop-down menu, and select the background color for the write-in row heading.



**Reference:** To create a customized color, click **Custom**, located at the bottom of the list. For more information about creating custom colors, see Custom Color Settings.

- 7. Select the Vertically Center Content check box to place the items entered in the Content section in the center of the style sheet. If this check box is not selected, your content will appear at the top of the style sheet.
- 8. Click the **Panels** button to add or delete panels from the current Write-in row heading style sheet.



**Reference:** See Panels for more detailed information regarding creating panels for your ballot.

### Write-in Column Heading Style Sheet

The Write-in Column Heading style sheet is only applicable to the Grid-Portrait layout type only. The following information details the options available for this style sheet.

The write-in column heading style sheet enables you to change the appearance of the write-in column headings on your ballot. The write-in column heading appears at the top of your write-in column. When you create a new write-in column heading, the default settings will automatically appear in the boxes within the Heading Style Sheet window.

# Adding a Write-in Column Heading Style Sheet

Take the following steps to add or edit the default write-in column heading style sheet:

1. From the Style Sheets menu, click Write-in Column Heading.

The Write-in Column Heading Style window will appear:

- From the Write-In Column Heading Style window, click Add to add a new Write-In column heading.
  - Or click **Edit** to edit and existing Write-In column heading.

Style Sheet Name	Add
Default Write-In Column Heading Style	Edit
	Delete
	Move Up
	Move Down
	Сору
	Close

The Heading Style Sheet window appears:

- 3. Style Sheet Name Section -In the Style Sheet Name field, enter a name for the Write-In column heading style sheet.
- 4. Headings Applied To Section - Click the ellipsis

button (.....) next to the **Headings Applied To** field.

Write-ir	eet Name n Column H	leading Style 1	Headings Applied			Size Width Auto			pan 1
Margins			Ruling Lines						
Тор		Left	Тор	Left					
0.00	0	0.000	0.006	0.006					
Bottor	n	Right	Bottom	Right					
0.00	0	0.000	0.006	0.006					
Ve Ve	ertically Ce	nter Content							
Ve	Panels	nter Content							
	Panels		Font	Style	Pts	Size	Align	Ad	dd
Content	Panels		Font Arial Narrow	Style Normal	Pts 9	Size 9	-	E	dd dit

The Headings Applied To window appears:

5. Headings Applied To Window -From the Headings Applied To window, select the check boxes next to the listed sheets to include with this heading style.



Time Saver: You can also click Select All to select all of the listed contest types. Or, click Clear All to deselect any or all of the selected contest types.

Headings Applied To	22
Sheet 1 Front	Select All Clear All
	Additional Criteria
	OK Cancel

 To apply additional criteria to the Write-In column headings style, click Additional Criteria in the lower right corner of the window. The Additional Criteria Window appears:

## Additional Criteria Window

7. From the left pane of the Additional Criteria window, you can select additional conditions that will enable the style sheet.

By selecting one of the additional conditions, the **Select All**, and **Clear All** buttons are enabled.

Ballot Set Ballot Style Language Group Precinct District	AnyCounty USA	Clear All
--	---------------	-----------

• Ballot Set enables you to

select a particular ballot set. Selecting this option will allow you to select from the list of ballot sets in the right pane.

- **Ballot Style** enables you to select a particular ballot style. Selecting this options will allow you to select from the list of ballot styles in the right pane.
- Language Group enables you to select a particular language group. Selecting this option will allow you to select from the list of language groups in the right pane.
- **Precinct** enables you to select a particular precinct. Selecting this option will allow you to select from the list of precincts in the right pane.
- **District** enables you to select a particular district. Selecting this option will allow you to select from the list of districts in the right hand pane.
- 8. You can use the Select All button to select all of the objects within one of the criterion groups for the style sheet. You can also use the Clear All button to clear any or all of the objects selected within the criteria group.

For example: If you select the Ballot Style check box from the left side of the Additional Criteria window, you would use **Select All** to select all of the ballot styles listed in the right side of the Additional Criteria window.

- 9. Click OK to accept your changes and return to the Headings Applied To window.
  - Or, click **Cancel** to reject your changes close the Additional Criteria window.

### **Return to the Headings Applied To Window**

- **10.** After returning to the Headings Applied To window, select the race types you want the style sheet to apply to and click **OK** to accept your changes and return to the Heading Style Sheet window.
  - Or, click **Cancel** to reject your changes and close the window.

### **Return to the Heading Styles Sheet Window**

Upon returning to the Heading Style Sheet window, you can continue editing your ballot by making changes in the size section.

- **11. Size Section -** There are no available size options for the Grid-Portrait Write-in column heading style sheet.
- **12. Margins Section -** Under the Margins section, enter the measurement (in inches) in the **Top**, **Left**, **Bottom** and **Right** boxes.
- **13. Ruling Lines Section -** Under the Ruling Lines section, enter the measurements (in inches) of the border around the write-in column heading in the **Top**, **Left**, **Bottom** and **Right** fields.

Ruling lines for the Grid-Portrait version of the Write-in Column Heading style sheet are defaulted to .006 inches for the top, left, bottom, and right ruling lines.

**14. Additional Information Section -** Click the **Background Color** drop-down menu, and select the background color for the write-in column heading.



**Reference:** To create a customized color, click **Custom**, located at the bottom of the list. For more information about creating custom colors, see Custom Color Settings.

- **15.** Select the **Vertically Center Content** check box to place the items entered in the Content section in the center of the box. If this check box is not selected, your content will appear at the top of the box.
- **16.** Click the **Panels** button to add or delete panels from the current Write-in Column Heading style sheet.



**Reference:** See Panels for more detailed information regarding creating panels for your ballot.

### **Column Heading Style Sheet**

The Column Heading style sheet is only available for the Column-Portrait layout type. Use the column heading style sheet to change the appearance of the column headings on your ballot. The column heading appears to at the top of your ballot columns. When you create a new column heading, the default settings will automatically appear in the boxes within the Column Heading Style window.

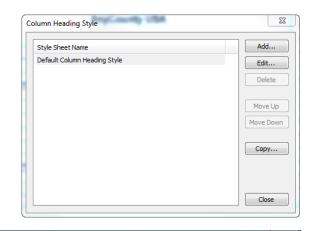
### Adding a Column Heading Style Sheet

Take the following steps to add or edit the default column heading style sheet:

#### 1. From the Style Sheets menu, click Column Heading.

The Column Heading Style window appears:

2. From the Column Heading Style window, click Add to add a new column heading. Or click Edit to edit an existing column heading.



The Heading Style Sheet window appears:

- 3. Style Sheet Name Section In the Style Sheet Name field, enter a name for the heading column style sheet.
- 4. Headings Applied To Section -

Click the ellipsis button ( .... ) next to the **Headings Applied To** field.

	lame	Headings A	Applied To	)		Size		<b>G</b>
Column Hea	ding Style 1					Au	Height 2	Span 1
Margins		Ruling Line	s					
Тор	Left	Тор	L	eft				
0.000	0.000	0.006		0.006				
Bottom	Right	Bottom	R	ight				
0.000	0.000	0.006	•	0.006				
Vertica	ally Center Content							
Pos Lar	ng Content	Font	Style	Pts	Si	Align	(	Add
Top def	GELECTION	Arial Narrow	Normal	9	9	Center	(	Edit Delete

The Column Headings Applied To window appears:

## Column Headings Applied To Window

**5.** From the Headings Applied To window, select the check boxes next to the listed sheets and columns to include with this heading style.



Time Saver: You can also click Select All to select all of the listed contest types. Or, click Clear All to deselect any or all of the selected contest types.

Column Headings Applied To	
Sheet 1 Front Column 1 Column 2 Column 3 Sheet 1 Back Column 1 Column 1 Column 3	Select All Clear All
	Additional Criteria OK Cancel

**6.** To apply additional criteria to the column headings style, click **Additional Criteria** in the lower right corner of the window.

The Additional Criteria Window appears:

# Additional Criteria Window

7. From the left pane of the Additional Criteria window, you can select additional conditions that will enable the style sheet.

By selecting one of the additional conditions, the **Select All**, and **Clear All** buttons are enabled.

 Ballot Set enables you to select a particular ballot set. Selecting this option will allow you to select from the list of ballot sets in the right pane.

Ballot Set Ballot Style Language Group Precinct District	AnyCounty USA	Clear All

- **Ballot Style** enables you to select a particular ballot style. Selecting this options will allow you to select from the list of ballot styles in the right pane.
- Language Group enables you to select a particular language group. Selecting this option will allow you to select from the list of language groups in the right pane.
- **Precinct** enables you to select a particular precinct. Selecting this option will allow you to select from the list of precincts in the right pane.

- **District** enables you to select a particular district. Selecting this option will allow you to select from the list of districts in the right hand pane.
- 8. You can use the Select All button to select all of the objects within one of the criterion groups for the style sheet. You can also use the Clear All button to clear any or all of the objects selected within the criteria group.

For example: If you select the Ballot Style check box from the left side of the Additional Criteria window, you would use **Select All** to select all of the ballot styles listed in the right side of the Additional Criteria window.

**9.** Click **Cancel** to reject your changes and close the Additional Criteria window. Or, click **OK** to accept your changes and return to the Column Headings Applied To window.

### **Return to the Column Headings Applied To Window**

- **10.** After returning to the Column Headings Applied To window, select the headings you want the style sheet to apply to and click **OK** to accept your changes and return to the Heading Style Sheet window.
  - Or, click **Cancel** to reject your changes and close the window.

### **Return to the Heading Style Sheet Window**

Upon returning to the Heading Style Sheet window, you can continue to edit your ballot by making changes to the Size section.

**11. Size Section** - Enter the number of marks for the office heading height in the **Height** box.

The Width, and Span buttons are disabled for the Column Heading Style Sheet.

- **12. Margins Section -** Under the Margins section, enter the measurement (in inches) in the **Top**, **Left**, **Bottom** and **Right** fields.
- **13. Ruling Lines Section** Under the Ruling Lines section, enter the measurements (in inches) of the border around the write-in row heading in the **Top**, **Left**, **Bottom** and **Right** fields.
- **14. Additional Information Section -** Click the **Background Color** drop-down menu, and select the background color for the write-in row heading.



**Reference:** To create a customized color, click **Custom**, located at the bottom of the list. For more information about creating custom colors, see Custom Color Settings.

**15.** Select the **Vertically Center Content** check box to place the items entered in the Content section in the center of the style sheet. If this check box is not selected, your content will appear at the top of the style sheet.

**16.** Click the **Panels** button to add or delete panels from the column heading style sheet.



**Reference:** See Panels for more detailed information regarding creating panels for your ballot.

# **Chapter 16: Adding Content to Style Sheets**

### Add Data to Style Sheets

1. In the Content section of the selected Style Sheet window, click Add to add data to the style sheet.

The Style Sheet Content window appears:

2. Content Type Section -Click the Data radio button in the Content Type section to insert data carried over from *Capture*. From the drop-down menu, select the data you would like to insert.

Content Type	2	Content Properties
Oata	Contest Title 🔻	Position Top Same Li
🔘 Text	•	Left Offset 0.000 Top Offset 0.000
🔘 Graphic	Party Graphic 💌	Line Size Font Size   Rotate
🔘 Line	Vertical Line 💌	Alignment Center   No Text Wrap
Additional Inf	formation	Language <default></default>
Left Margin	0.000 Right Margin 0.000	Font Arial Narrow 10pt Bold
Panel <no< td=""><td>ne&gt; 💌</td><td>Font Kerning 0</td></no<>	ne> 💌	Font Kerning 0

The default data to appear

on your ballot are the Office Title and the "Vote for" phrase. In addition, you can add any other data you may have included in Capture, such as the term phrase, district name, or any miscellaneous information you added in the additional text fields.

In addition, you can select **Blank Line** to add a line of space to separate data, text, or graphics.

**3.** Additional Information Section - Enter your data margins (in inches) in the Left Margin and Right Margin fields.

If an **Absolute** option is selected in the **Position** drop-down menu, the Margin fields are absent from the Additional Information section.

**4.** Click the **Panels** drop-down menu to select one of the panels you added under the Additional Information section of the selected Style Sheet window.



Reference: See Panels for more information regarding adding panels to the style sheet.

- **5.** Content Properties Section Enter additional settings in the Content Properties section:
  - Click the **Position** drop-down menu, and select where you want the data to display within the style sheet.

Select **Top** to place the data at the top of the style sheet.

Select **Bottom** to place the data at the bottom of the style sheet.

Select Absolute/Left Top, Absolute/Right Top, Absolute/Left Bottom, or Absolute/Right Bottom to enable the Left or Right, and Top or Bottom Offset fields. The entries made in these fields will determine how far from the left or right, and top or bottom of the style sheet the data will appear.

• Select the **Same Line** check box to include all of your data on the same line as previous content item. For instance, if you wanted both the additional data content and additional text content (e.g. the office title and vote for phrase) both to appear on the same line, you would click **Same Line** for the additional text content. This flags the system that you want to merge the two items on the first line of the style sheet.



**Note:** If the Content Rows are positioned as **TOP**, then you should apply the **Same Line** options to the second of the two Content Rows you want to combine. If the Content Rows are positioned as **Bottom** then you should apply the **Same Line** options to the first of the tow Content Rows you want to combine.



**Warning:** If you place additional items on the same line, you must use different alignments (**Left, Center**, or **Right**) for each of them. Failure to do so will make the two items overlap in the style sheet.

The **Same Line** option is not available if an **Absolute** option is selected from the Position drop-down menu.

• Click the Line Size drop-down menu, and select the height of the area used for your data. If you choose Font Size, the data will display with standard spacing between two lines of data. If you select a smaller line size, two lines of data will be closer together. If you select a larger line size, two lines of data will be farther apart.

The **Line Size** option is not available if an **Absolute** option is selected from the Position drop-down menu.

- To rotate your data, click the **Rotate** list and select the appropriate angle.
- Click the **Alignment** list and select the select the appropriate data alignment option (for example, **Right**, **Center**, or **Justify**).

The **Alignment** option is not available if an **Absolute** option is selected from the Position drop-down menu.

• The text wrap option is automatically enabled. If you want to disable the text wrap option, select the **No Text Wrap** check box.

The **No Text Wrap** option is not available if an Absolute option is selected from the Position drop-down menu.

- Click the Language drop-down menu, and select the appropriate ballot language.
- **6.** To change the appearance of the text, click **Font**, and make the appropriate changes in the Font window.



**Reference:** See Font Settings Window for more detailed information regarding changing your font settings.

- **7.** Click the **Font Kerning** drop-down menu, and select the appropriate setting. The greater the positive number, the farther apart the data will appear. The greater the negative number, the closer together the data will appear.
- **8.** Click **OK**. Your text setting will appear in the Content section in the selected Style Sheet window:
- **9.** Enter additional elements, such as text, a line or an imported graphic to the style sheet.
  - To add text to a style sheet, see Add Text to Style Sheets.
  - To add graphics to a style sheet, see Add Graphics to Style Sheets.
  - To add lines to a style sheet, see Add Lines to Style Sheets.

#### Add Text to Style Sheets



**Note:** Added text is used primarily in Frames, or for data that appears on the paper ballot but not in Accessible Ballot.



**Warning:** Text items added to a style sheet will **not** carry forward into Accessible Ballot, and will **not** appear on the AutoMark.

 In the Content section of the Office Style Sheet window, click Add to add a text item to the style sheet.

The Style Sheet Content window will appear:

**2.** Content Type Section - Click the Text radio button and either enter the desired text, or select a text entry or substitution variable from the drop-down menu.

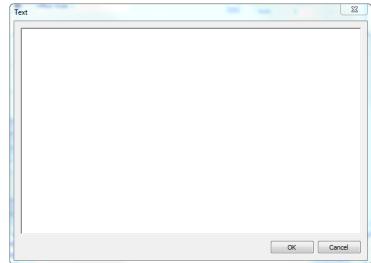


Note: You can also paste the text item into the Text box.

**3.** To provide text items such as detailed instructions, select **Text Editor** to generate a **Text** window.

The **Text** window appears.

- **4.** Enter the text, as you want it to appear on the ballot, in the Text window.
- 5. Click OK to accept your changes and return to the Style Sheet Content window.
  - Or, click Cancel to reject your changes and close the text window.



### Return to the Style Sheet Content Window

6. Additional Information Section - Enter your text margins (in inches) in the Left Margin and Right Margin fields.

If an **Absolute** option is selected in the **Position** drop-down menu, the Margin fields are absent from the Additional Information section.

7. Click the **Panels** drop-down menu to select one of the panels you added under the Additional Information section of the selected style sheet window.



Reference: See Panels for more information regarding adding panels to the style sheet.

- **8.** Content Properties Section Enter additional settings in the Content Properties section:
  - Click the **Position** list and select where you want the text to display within the style sheet.

Select **Top** to place the text at the top of the style sheet.

Select **Bottom** to place the text at the bottom of the style sheet.

Select Absolute/Left Top, Absolute/Right Top, Absolute/Left Bottom, or Absolute/Right Bottom to enable the Left or Right, and Top or Bottom Offset boxes. The entries made in these boxes will determine how far from the left or right, and top or bottom of the style sheet the text will appear. • Select the **Same Line** check box to include all of your text on the same line as previous content item. For instance, if you wanted both the additional data content and additional text content (e.g. the office title and vote for phrase) both to appear on the same line, you would click **Same Line** for the additional text content. This flags the system that you want to merge the two items on the first line of the style sheet.



**Note:** If the Content Rows are positioned as **TOP**, then you should apply the **Same Line** options to the second of the two Content Rows you want to combine. If the Content Rows are positioned as **Bottom** then you should apply the **Same Line** options to the first of the tow Content Rows you want to combine.



**Warning:** If you place additional items on the same line, you must use different alignments (**Left**, **Center**, or **Right**) for each of them. Failure to do so will make the two items overlap in the style sheet.

The **Same Line** option is not available if an **Absolute** option is selected from the **Position** drop-down menu.

• Click the Line Size drop-down menu and select the height of the area used for your text. If you choose Font Size, the text will display with standard spacing between two lines of text. If you select a smaller line size, two lines of text will be closer together. If you select a larger size, two lines of text will be farther apart.

The **Line Size** option is not available if an **Absolute** option is selected from the Position drop-down menu.

- To rotate your text, click the **Rotate** list and select the appropriate angle.
- Click the **Alignment** list and select the appropriate text alignment option (for example, **Right**, **Center**, or **Justify**).

The **Alignment** option is not available if an **Absolute** option is selected from the Position drop-down menu.

• The text wrap option is automatically activated. If you want to turn off the text wrap option, select the **No Text Wrap** check box.

The **No Text Wrap** option is not available if an **Absolute** option is selected from the Position drop-down menu.

- Click the Language drop-down menu and select the appropriate ballot language.
- **9.** To change the appearance of the text, click **Font**, and make the appropriate changes in the **Font** window.



**Reference:** See Font Settings Window for more detailed information regarding changing your font settings.

- **10.** Click the **Font Kerning** list and select the appropriate setting. The greater the positive number, the farther apart the text will appear. The greater the negative number, the closer together the text will appear.
- **11.** Click **OK**. Your text setting will appear in the Content section in the selected style sheet window.

- **12.** To place the text above style sheet data, graphics or lines, click the text and click **Move Up**. To place the text below style sheet data, graphics or lines, click the text and click **Move Down**.
- **13.** Incorporate additional elements, such as data, lines or graphics in the style sheet.
  - To add data to a style sheet, see Chapter 16: Adding Content to Style Sheets
  - To add graphics to a style sheet, see Add Graphics to Style Sheets.
  - To add lines to office style sheets, follow steps Add Lines to Style Sheets.

#### Add Graphics to Style Sheets

1. In the Content section, click Add to add a graphic to the selected style sheet.

The Style Sheet Content window appears:

2. Content Type Section -Click Graphic and select the appropriate graphic to include from the drop-down menu.

Graphic types include the following:

 Party Graphic – imported in Capture,

Content Type		Content Pro	perties	
🔘 Data	Contest Title 👻	Position	Top 💌	🔲 Same Line
Text		Left Offset	0.000 Top Offset	0.000
Graphic	Party Graphic 🗸	Line Size	Graphic Size 🔻 Rotate	0 -
🔘 Line	Vertical Line 👻	Alignment	Center 👻	
Additional Inf	ormation	Scale Factor	100 👻	
Left Margin	0.000 Right Margin 0.000	Language	English -	]
Panel <no< td=""><td></td><td></td><td></td><td></td></no<>				

and associated with specific parties (e.g. Republican = elephant mascot).

- Candidate Graphic imported in Capture, and related to specific candidates (e.g. candidate faces).
- Ballot set party graphic associated with a particular ballot set (e.g., a closed primary with a Democrat ballot set may utilize a donkey as its mascot).



**Reference:** If your graphic is missing, refer to Chapter 9: Graphics for instructions about importing graphics.

**3.** Additional Information Section - Enter the margins for the graphic (in inches) in the Left and Right Margin fields.

If an **Absolute** option is selected in the **Position** drop-down menu, the Margin fields are absent from the Additional Information section.

**4.** Click the **Panels** drop-down menu to select one of the panels you added under the Additional Information section of the selected style sheet window.



**Reference:** See Panels for more information regarding adding panels to a style sheet.

- **5.** Content Properties Section Enter additional settings in the Content Properties section:
  - Click the **Position** list and select where you want the graphic to display within the style sheet.

Select **Top** to place the graphic at the top of the style sheet.

Select **Bottom** to place the graphic at the bottom of the style sheet.

Select Absolute/Left Top, Absolute/Right Top, Absolute/Left Bottom, or Absolute/Right Bottom to enable the Left or Right, and Top or Bottom Offset fields. The entries made in these fields will determine how far from the left or right, and top or bottom of the style sheet the graphic will appear.

- Click the Line Size drop-down menu, and select the height you desire. The line size adjusts the spacing between the graphic and the next content line. If you choose **Graphic Size**, the graphic will appear the same size as allocated to the graphics file. The Line Size option is not available if an Absolute option is selected from the **Position** drop-down menu.
- To rotate the image, click the **Rotate** drop-down menu and select the appropriate angle.
- Choose to align the graphic to the Left, Right, or Center from the Alignment drop-down menu.

If an **Absolute** position is selected, the **Alignment** option is unavailable.

- Click the Scale Factor drop-down menu, and select the image scale (in percent).
- Click the Language drop-down menu and select the appropriate ballot language.

The **Language** option is currently disabled for graphics in this version of *ElectionWare*.

- 6. Click OK to accept your changes and return to the selected style sheet window. Your graphic settings will appear in the Content section in the selected style sheet window.
  - Or, click **Cancel** to reject your changes and close the Style Sheet Content window.
- 7. Incorporate additional elements, such as text, lines or graphics in the style sheet.
  - To add data to a style sheet, see Chapter 16: Adding Content to Style Sheets.
  - To add text to a style sheet, see Add Text to Style Sheets.
  - To add lines to a style sheet, see Add Lines to Style Sheets.

#### Add Lines to Style Sheets

1. In the Content section, click **Add** to add a line to the office style sheet.

The Style Sheet Content window will appear:

- 2. Content Type Section -Click Line and select either Vertical Line or Horizontal Line from the drop-down menu.
- 3. Additional Information Section - If you selected Vertical Line, enter your line margins (in inches) in the Top Margin and

Content Type	•		Content Proper	ties	
🔘 Data	Election Description	-	Line Thickness	0.006	
🔘 Text		-	Left Offset	0.250	
C Graphic	Ballot Set Party Graphic	-	Line Color	100% Black	•
Line	Vertical Line	•	Line Style	Solid	•
Additional Inf Top Margin		00			
Panel <no< td=""><td>ne&gt; 💌</td><td></td><td></td><td></td><td></td></no<>	ne> 💌				

**Bottom Margin** fields. The entries in these fields will determine how far the line will be from the top and bottom of the office style sheet.

- If you selected **Horizontal Line**, enter the margins (in inches) for the lines in the **Left Margin** and **Right Margin** fields. Entries made in these fields will determine how far the line will be from the left and right of the office style sheet.
- **4.** Click the **Panels** drop-down menu to select one of the panels you added under the Additional Information section of the Office Style Sheet window.



**Reference:** See Panels For more information regarding adding panels to the office style sheet.

- **5.** Content Properties Section Enter additional settings in the Content Properties section:
  - Enter the thickness of the line (in inches) in the Line Thickness field.
  - If you selected **Vertical Line**, enter the margins for the line (in inches) in the **Left Offset** field. The entry made in this field will determine how far the line will be from the left side of the office style sheet.
  - If you selected **Horizontal Line**, enter the margins for the line (in inches) in the **Top Offset** field. The entry in this field will determine how far the line will be from the top of the office style sheet.
  - Click the **Line Color** drop-down menu, and select the line color.



**Reference:** To create a customized color, click **Custom**, located at the bottom of the list. For more information about creating custom colors, see Custom Color Settings.

- Click the Line Style list to set the style as solid, dotted, or dashed.
- **6.** Click **OK** to accept your settings and return to the Office Style Sheet window. Your line setting will appear in the Content section in the Office Style Sheet window:
  - Or, Click **Cancel** to reject your settings and close the Style Sheet window.
- 7. Incorporate additional elements, such as text, lines or graphics in the style sheet.
  - To add data to a style sheet, see Chapter 16: Adding Content to Style Sheets.

- To add text to a style sheet, see Add Text to Style Sheets.
- To add graphics to a style sheet, see Add Graphics to Style Sheets.

## **Chapter 17: Managing Style Sheets**

In addition to designing style sheets, you can also copy, edit, and delete style sheets as is appropriate to your election. Use the following information to copy, edit, and delete style sheets.

## **Copy Style Sheets**

1. From the Style Sheets menu, select the desired style sheet.

The (selected) Styles window will appear:

2. Select a style sheet, and Click Copy.

23
Add
Edit
Delete
Move Up
Move Down
Сору
Close

The Copy Style Sheet window appears:

- **3.** Enter a name for the copied style sheet in the **Style Sheet Name** field.
- **4.** Click **OK** to accept the copy and return to the selected style sheet window.
  - Or, click **Cancel** to cancel the copy and close the Copy Style Sheet window.

### **Import Style Sheets**

You can Import text from other layout versions of this election, but not from other elections since each election has its own database. All of the style types located under the **Style Sheets** menu can be imported.

Take the following steps to import style sheets:

- 1. On the Style Sheets menu, click Import. The Open window appears.
- 2. Select the ballot containing the style(s) you wish to import.
- 3. Click Open. The Import Style Sheets window appears.
- **4.** Click the box next to the style you wish to import. To import a specific sheet, click '+' next to the style and click on the specific style sheet.

Co	py Style Sheet
ſ	Style Sheet Name
	Copy of Default Office Style
	OK Cancel

#### 5. Click OK.

## **Edit Style Sheets**

- 1. Click the Style Sheets menu and select a style sheet.
- 2. Select the appropriate style sheet from the (selected) Styles window and click Edit.
- **3.** From the (selected) Style Sheet window, make any necessary changes.
- 4. Click OK.
- 5. Click OK. Your changes will appear in the style sheet *Paper Ballot* work pane.

## **Delete Style Sheets**

- 1. Click the Style Sheets menu and select a style sheet.
- **2.** Select the appropriate style sheet from the (selected) Styles window and click **Delete.**
- 3. When prompted, click Yes to delete the style sheet.
- 4. Click Close to close the Office Styles window and return to Paper Ballot.

## Edit Style Sheet Content

- 1. Click the Style Sheets menu and select a style sheet.
- 2. Select the appropriate style sheet in the (selected) Styles window and click Edit.
- **3.** From the (selected) Style Sheet window, locate the content in the Content section and click **Edit**.
- 4. Enter any changes in the Style Sheet Content window.
- 5. Click OK.
- 6. Click OK. Your changes will appear in the Paper Ballot work pane.

#### **Delete Style Sheet Content**

- 1. Click the Style Sheets menu and select a style sheet.
- 2. Select the appropriate style sheet in the (selected) Styles window and click Edit.
- **3.** From the (selected) Style Sheet window, locate the content in the Content section and click **Delete**. A confirmation window appears, asking if you want to delete the item.
- 4. Click Yes to confirm the deletion, or No to reject the deletion.
- 5. Click OK. Your changes will appear in the Paper Ballot work pane.

## **Style Sheet Shortcuts**

#### Create a New Style Sheet Shortcut

You can create a new style sheet by right-clicking on a cell (for example, party, candidate, office, etc.) and selecting **New Style Sheet**.

1	GOVERNOR AND LT. GOVE GOBERNADOR YVICEGOBER 市長本国市長	RNOR NADOR	2		COMPTROLLER CONTRALOR 書計長 (VOTE FOR PNE)	
for GC Abra	(VOTE GNOE) (VOTE GNOE) (VOTE GNOE VE2) (IM-IX) orge Washington	New Style S Edit we S Delete Style	hee e Sh	: <b>t</b> neet	(VOTE FOR ONE) (VOTE FOR UNO) (2里一位)	0
for GC Harr	n <b>klin Delano Roosevelt</b> overvor y 8. Truman . covervor	0	±. ★	ıcille Bal	I	0

## **Editing Style Sheets**

Once you create your style sheets, you can edit any style sheet either by selecting the style sheet from the **Style Sheets** menu or by right-clicking on the style sheet or empty cell and selecting **Edit Style Sheet**.



## Applying Different Style Settings

If you have created different style sheets for an object type, such as a candidate or contest, you can apply a different style sheet by right- clicking on the object and selecting one of the existing style sheets.

OFFICE	FOR U.S. SENATOR R Vote for ONE	Vote for ONE		FOR EGOVERNOR AND LIEUTENANT GOVERNOR	FOR SECRETARY OF STATE Vote for ONE	FOR STATE AUDITOR Vote for ONE
DEMOCRATIC PARTY	QUADISON	VOLDSWO	RTH	VOISHINGTON	Qivallace	OOLD SMITH
PARTY				dit Style She Delete Style S	heet	
REPUBLICAN PARTY	OBOGART	0EPBUP	5	Default Candi Senatorial Sty Dog Catcher S Candidate Sty	le Sheet ityle Sheet	
REPUBLICAN PARTY			(	Candidate Sty Candidate Sty Congressional	le 4	Sheet
REPUBLICAN PARTY						

## Use a Previous Style Setting in a New Style Sheet

You can use the settings of a previously created style sheet in a new style sheet.

1. Click the Style Sheets menu and select a style sheet.

The selected style sheet window will appear:

- **2.** Click on the style sheet containing the settings you wish to use for your new style sheet.
- **3.** Click **Add...** The style sheet window will appear with the settings from the style sheet you selected.

ffice Styles	
Style Sheet Name	Add
Default Office Style	Edit
	Delete
	Move Up
	Move Down
	Copy
	Close



**Note:** If you click **Add...** without clicking on any style sheet, Paper Ballot will use the settings from the default style sheet. These include settings defined in the **Ruling Lines** and **Margins** sections. However, the **Content** frame will be empty.

## **Chapter 18: Ballot Frames**

Use ballot frames to place instructional information on your ballot. You can assign frames, exact ballot positions or position frames by columns. In addition, election data can flow around or through the frames you create.

When you create a new frame, the default settings will automatically appear in the boxes within the Frame window.

## Adding a Frame

Take the following steps to create a new frame:

**1.** From the Frames menu, click **Frame**.

The Frame window appears:

 Select the Sheet (#) Front tab to place your frame at the front of your ballot.
 Select the Sheet (#) Back tab to place your frame at the back of your ballot.



**Note:** The ('#') is equal to the currently selected sheet number. (e.g. sheet 1)

3. Click Add.

eet 1 Front Sheet 1 Back	
Frame Name	Add
Default Frame	Edit
	Delete
	Move Up
	Move Down
	Import
	Сору
	Move

## Frame Window

The Frame window will appear:

- 4. Frame Name Section In the Frame Name field, enter a name for the frame.
- 5. Location Section Enter the column in which you want to place the frame in the Column field.
- 6. Enter the row in which you want to place the frame in the **Row** field.
- 7. Size Section Enter the number of marks for the frame width in the Width field.
- х Frame Frame Name Location Size Column 1 Row 1 Width 3 Height 2 Margins Ruling Lines Display Frame By default, this frame will always display on the ballot. Specify Left Left Top Top 0.000 0.000 0.006 0.006 optional criteria to control when the frame will display. Bottom Right Bottom Right 0.000 0.000 0.006 0.006 Frame Criteria... Additional Information Position Frame Rotation Background Color Rotation Angle Positioning Method Transparent 0 Column, Row Vertically Center Conten Absolute Positio Panels... Content Add... Pos Lang Content Font Style Pts Size Align Edit... Delete Move Up Move Down Cancel OK
- 8. Enter the number of marks for the frame height in the **Height** field.
- **9. Margins Section** Under the Margins section, enter the measurement (in inches) in the **Top**, **Left**, **Bottom** and **Right** fields.
- **10. Ruling Lines Section -** Under the Ruling Lines section, enter the measurements (in inches) of the border around the frame in the **Top**, **Left**, **Bottom** and **Right** fields.



**Note:** Sheet ruling lines are defaulted to .006 inches for the top, left, bottom, and right ruling lines.

11. Display Section - Click the Frame Criteria button.

The Additional Criteria window appears.

## Additional Criteria Window

**12.** From the left pane of the Additional Criteria window, you can select additional conditions that will enable the style sheet.



**Note:** By selecting one of the additional conditions, **Select All**, and **Clear All** buttons are enabled.

• Ballot Set enables you to select a particular ballot set. Selecting this option will allow you to select from the list of ballot sets in the right pane.

Ballot Set Ballot Style Danguage Group Precinct District	AnyCounty USA	Clear All

- **Ballot Style** enables you to select a particular ballot style. Selecting this options will allow you to select from the list of ballot styles in the right pane.
- Language Group enables you to select a particular language group. Selecting this option will allow you to select from the list of language groups in the right pane.
- **Precinct** enables you to select a particular precinct. Selecting this option will allow you to select from the list of precincts in the right pane.
- **District** enables you to select a particular district. Selecting this option will allow you to select from the list of districts in the right hand pane.
- **13.** Use the **Select All** button to select all of the objects within one of the criterion groups for the style sheet. You can also use the **Clear All** button to clear any or all of the objects selected within the criteria group.

For example: If you select the Ballot Style check box from the left side of the Additional Criteria window, you would use **Select All** to select all of the ballot styles listed in the right side of the Additional Criteria window.

14. Click OK to accept your changes and return to the Frame window.

• Or, click **Cancel** to reject your changes and close the Additional Criteria window.

#### **Return to the Frame Window**

Upon returning to the Frame window, you can continue to edit your ballot by changing the settings in the Additional Information frame.

**15. Additional Information Section -** Click the **Background Color** drop-down menu and select the background color for the frame.



**Reference:** To create a customized color, click **Custom**, located at the bottom of the list. For more information about creating custom colors, see <u>Custom Color Settings</u>.

- **16.** Select the **Vertically Center Content** check box to place the items entered in the Content section in the center of the frame. If this check box is not selected, your content will appear at the top of the frame.
- **17.** Click the **Panels** button to add or delete panels from the current frame style sheet.



**Reference:** See Panels for more detailed information regarding creating panels for your ballot.

- **18. Frame Rotation Section -** Click the **Rotation Angle** list and select a value to rotate the frame on your ballot.
- **19. Position Section -** Select a method for positioning your frame from the Positioning Method drop-down menu.
  - From the drop-down menu, select Column, Row to use columns or rows to position your frames. Or, select Left/Top, Left/Bottom, Right/Top or Right/ Bottom as absolute values for the frame locations
  - If any of the absolute values are selected, the **Absolute Position** button is activated.

**Absolute Position Window** - The Absolute Position window enables you to set absolute values to apply to your frame locations. To apply absolute positioning to your frames, follow the steps listed below:

**20.** From the Frame window, click **Absolute Position** 

The Absolute Position window appears:

**21.** Enter your horizontal offset, (in inches) in the **Horizontal Offset** field. This option sets how far from the top the frame will be located on your ballot.

Position	
Horizontal Offset	0.000
Vertical Offset	0.000
Z-Order	Foreground
Size	
Frame Width	1.000
Frame Height	1.000

- 22. Enter your vertical offset, (in inches) in the Vertical Offset field. This option sets how far from the left the frame will be located on your ballot.
- 23. Select whether the frame will be positioned in the Foreground or Background by selecting one of the afore mentioned options from the Z-Order drop-down menu. Selecting Foreground will place the frame in the foreground, whereas selecting Background will place the frame in the background.
- 24. Enter the frame width, (in inches) into the Frame Width box.
- **25.** Enter the frame height, (in inches) into the **Frame Height** box.

**26.** Click **OK** to accept your changes and return to the Frame window.

- Or, click **Cancel** to reject your changes and close the Absolute Position window.
- **27.** Enter additional elements, such as text, lines or an imported graphics to the frame. Otherwise, skip to step **25**.
  - To add data to the frame, follow steps 28 35
  - To add a text item to the frame, follow steps 37 9.
  - To add an image to the frame, follow steps 11 16.
  - To add a line to the frame, follow steps 18 24.

#### Add Data to a Frame

**28.** In the Content section, click **Add** to add data to the frame.

The Frame Content window appears:

**29.** The **Data** content type is selected by default. You can choose from the data types on the drop-down menu. (Select Blank Line to add a blank line between text, graphics, and lines.)

Frame Content	10 N	-	<b>—</b> X—
Content Type		Content Prop	perties
Oata	Election Description	Position	Top Same Line
🔘 Text		Left Offset	0.000 Top Offset 0.000
🔘 Graphic	Ballot Set Party Graphic 🔹	Line Size	Font Size   Rotate 0
🔘 Line	Vertical Line 👻	Alignment	Center   No Text Wrap
Additional Inf	ormation	Language	<default></default>
Left Margin	0.000 Right Margin 0.000	Font	Arial Narrow 10pt
Panel <no< th=""><th>ne&gt; 🔻</th><th>Font Kerning</th><th>0 •</th></no<>	ne> 🔻	Font Kerning	0 •
			OK Cancel

#### **30.** Additional Information

Section - Enter the

margins (in inches) in the **Left Margin** fields.



**Note:** If an **Absolute** option is selected the Margin fields are absent from the Additional Information section.

**31.** Click the **Panels** drop-down menu to select one of the panels you added under the Additional Information section of the Frame Style Sheet window



**Reference:** See Panels for more detailed information regarding creating panels for your ballot.

- **32. Content Properties Section -** Enter additional settings in the Content Properties section:
  - Click the **Position** drop-down menu, and select where you want the data to display within the frame.

Select **Top** to place the data at the top of the frame.

Select **Bottom** to place the data at the bottom of the frame.

Select Absolute/Left Top, Absolute/Right Top, Absolute/Left Bottom, or Absolute/Right Bottom to enable the Left or Right, and Top or Bottom Offset fields. The entries made in these fields will determine how far from the left or right, and top or bottom of the frame the data will appear.

• Select the **Same Line** check box to include all of your data on the same line as previous content item. For instance, if you wanted both the additional data content and additional text content (e.g. the office title and vote for phrase) both to appear on the same line, you would click **Same Line** for the additional text content. This flags the system that you want to merge the two items on the first line of the style sheet.



**Note:** If the Content Rows are positioned as **TOP**, then you should apply the **Same Line** options to the second of the two Content Rows you want to combine. If the Content Rows are positioned as **Bottom** then you should apply the **Same Line** options to the first of the tow Content Rows you want to combine.



**Important:** If you place additional items on the same line, you must use different alignments (Left, Center, or Right) for each of them. Failure to do so will make the two items overlap in the frame.

The **Same Line** option is not available if an **Absolute** option is selected from the Position drop-down menu.

 Click the Line Size drop-down menu, and select the height of the area used for your data. If you choose Font Size, the data will display with standard spacing between two lines of data. If you select a smaller line size, two lines of data will be closer together. If you select a larger line size, two lines of data will be farther apart.

The **Line Size** option is not available if an **Absolute** option is selected from the Position drop-down menu.

- To rotate your data, click the **Rotate** list and select the appropriate angle.
- Click the **Alignment** list and select the select the appropriate data alignment option (for example, **Right**, **Center**, or **Justify**).

The **Alignment** option is not available if an **Absolute** option is selected from the Position drop-down menu.

• The text wrap option is automatically enabled. If you want to disable the text wrap option, select the **No Text Wrap** check box.

The **No Text Wrap** option is not available if an Absolute option is selected from the Position drop-down menu.

- Click the Language drop-down menu, and select the appropriate ballot language.
- **33.** To change the appearance of the text, click **Font**, and make the appropriate changes in the Font window.



**Reference:** See Font Settings Window for more detailed information regarding changing your font settings.

- **34.** Click the **Font Kerning** drop-down menu, and select the appropriate setting. The greater the positive number, the farther apart the data will appear. The greater the negative number, the closer together the data will appear.
- **35.** Click **OK**. Your text setting will appear in the Content section in the Frame window:
- **36.** Enter additional elements, such as text, lines or an imported graphics to the frame. Otherwise, skip to step **25**.
  - To add a text item to the frame, follow steps 37 9.
  - To add an image to the frame, follow steps 11 16.
  - To add a line to the frame, follow steps 18 24.

#### Add Text to a Frame

**37.** In the Content section, click **Add** to add instructional text to the frame.

The Frame Content window appears:

**38. Content Type Section -**Click **Text** and either enter the text you wish to appear in the frame, or select the appropriate text item from the list. If you want to import available text files, select **Text Manager** from the **Text** drop-down menu. To

Frame Content	×
Content Type	Content Properties
Data     Election Description     T	Position Top   Same Line
● Text	Left Offset 0.000 Top Offset 0.000
Graphic Ballot Set Party Graphic	Line Size Font Size   Rotate 0
© Line Vertical Line ▼	Alignment Center  No Text Wrap
Additional Information	Language   <br< th=""></br<>
Left Margin 0.000 Right Margin 0.000	Font Arial Narrow 10pt
Panel <none></none>	Font Kerning 0
	OK Cancel

create a text file, select **Text Editor** from the **Text** drop-down menu and follow the instructions listed in the substeps below.

a. .To provide text items such as detailed instructions, select **Text Editor** to generate a Text window.

The Text window appears.

**b.** Enter the text, as you want it to appear on the ballot, in the Text window.

**c.** Click **OK** to accept your changes and return to the Frame window.

OK Cancel

- Or, click **Cancel** to reject your changes and close the text window.
- **4.** Additional Information Section Enter your text margins (in inches) in the Left Margin and Right Margin fields.

If an **Absolute** option is selected in the **Position** drop-down menu, the Margin fields are absent from the Additional Information section.

**5.** Click the **Panels** drop-down menu to select one of the panels you added under the Additional Information section of the Frame window



**Reference:** See Panels for more detailed information regarding creating panels for your ballot.

- **6.** Content Properties Section Enter additional settings in the Content Properties section:
  - Click the **Position** list and select where you want text to display in the frame.

Select **Top** to place the text at the top of the frame.

Select **Bottom** to place the data at the bottom of the frame.

Select Absolute/Left Top, Absolute/Right Top, Absolute/Left Bottom, or Absolute/Right Bottom to enable the Left or Right, and Top or Bottom Offset fields. Enter your settings (in inches) in the fields. The entries made in these fields will determine how far from the left or right, and top or bottom of the frame that the text will appear.

• Select the **Same Line** check box to include all of your data on the same line as previous content item. For instance, if you wanted both the additional data content and additional text content (e.g. the office title and vote for phrase) both to appear on the same line, you would click **Same Line** for the additional text content. This flags the system that you want to merge the two items on the first line of the style sheet.



**Note:** If the Content Rows are positioned as **TOP**, then you should apply the **Same Line** options to the second of the two Content Rows you want to combine. If the Content Rows are positioned as **Bottom** then you should apply the **Same Line** options to the first of the tow Content Rows you want to combine.



**Important:** If you place additional items on the same line, you must use different alignments (Left, Center, or **Right**) for each of them. Failure to do so will make the two items overlap in the style sheet.

The **Same Line** option is not available if an **Absolute** option is selected from the Position list.

- Click the Line Size list and select the height of the area used for your text. If you choose Font Size, the text will display with standard spacing between two lines of text. If you select a smaller line size, two lines of text will be closer together. If you select a larger size, two lines of text will display farther apart. This list is not available if Absolute is selected from the Position list.
- To rotate your text, click the **Rotate** list and select the appropriate angle.

• Click the **Alignment** drop-down menu and select the appropriate text alignment option (for example, **Right**, **Center**, or **Justify**).

The **Alignment** option is not available if an **Absolute** option is selected from the Position list.

• The text wrap option is automatically activated. If you want to turn off the text wrap option, select the **No Text Wrap** check box.

The **No Text Wrap** option is not available if an **Absolute** option is selected from the Position list.

- Click the Language list and select the appropriate ballot language.
- **7.** To change the appearance of the text, click **Font...** and make the appropriate changes in the Font window.



**Reference:** See Font Settings Window for more detailed information regarding changing your font settings.

- **8.** Click the **Font Kerning** drop-down menu and select the appropriate setting. The greater the positive number, the farther apart the text will appear. The greater the negative number, the closer together the text will appear.
- 9. Click OK. Your text setting will appear in the Content section in the Frame window.
- **10.** Enter additional elements, such as lines or an imported graphics to the frame. Otherwise, skip to step **25**.
  - To add an image to the frame, follow steps 11 16.
  - To add a line to the frame, follow steps 18 24.

#### Add a Graphic to a Frame

**11.** In the Content section, click **Add** to add an image to the frame.

The **Frame Content** window appears:

**12. Content Type Section -**Click **Graphic** and select the appropriate graphic to include from the list.



**Reference:** If your graphic is missing, see Chapter 9: Graphics for instructions about importing graphics.

ame Content	-	-		- 14		×
Content Type			Content Prop	perties		
Data     Blank	Line	-	Position	Тор	•	Same Line
© Text		-	Left Offset	0.000	Top Offset	0.000
Graphic Ballot	Set Party Graphic	-	Line Size	Graphic Size	<ul> <li>Rotate</li> </ul>	0 •
C Line Vertice	al Line	-	Alignment	Center	•	
Additional Informatio	n		Scale Factor	100	•	
Left Margin 0.000	Right Margin	0.000	Language	English	-	
Panel <none> •</none>	·					
				(	ОК	Cancel

**13. Additional Information Section -** Enter your text margins (in inches) in the **Left Margin** and **Right Margin** fields.



**Note:** If an **Absolute** option is selected in the **Position** drop-down menu, the Margin fields are absent from the Additional Information section.

**14.** Click the **Panels** drop-down menu to select one of the panels you added under the Additional Information section of the Frame window.



**Reference:** See Panels for more detailed information regarding creating panels for your ballot.

- **15. Content Properties Section** Enter additional settings in the Content Properties section:
  - Click the **Position** list and select where you want the graphic to display in the frame.

Select **Top** to place the graphic at the top of the frame.

Select **Bottom** to place the graphic at the bottom of the frame.

- Select Absolute/Left Top, Absolute/Right Top, Absolute/Left Bottom, or Absolute/Right Bottom to enable the Left or Right, and Top or Bottom Offset fields. Enter your settings (in inches) in the fields. The entries made in these fields will determine how far from the left or right, and top or bottom of the frame the graphic will appear.
- Click the Line Size list and select the height you desire. The line size adjusts the spacing between the graphic and the next content line.



Note: If an absolute position is selected, the Line Size option is unavailable.

- To rotate your graphic, click the **Rotate** list and select the appropriate angle.
- Click the **Alignment** list and select the appropriate graphic alignment option (for example, **Right**, **Center**, or **Justify**).



Note: The Alignment option is not available if an Absolute option is selected.

• Click the Scale Factor drop-down menu and select the image scale (in percent).

• Click the Language drop-down menu and select the appropriate ballot language.



Note: The Language option is disabled for graphics.

16. Click OK. Your image setting will appear in the Content section in the Frame window.

**17.** Enter additional elements, such as a lines to the frame. Otherwise, skip to step **25**.

• To add a line to the frame, follow steps 18 - 24.

#### Add Lines to a Frame

**18.** In the Content section, click **Add** to add a line to the frame.

The Frame Content window appears:

- **19. Content Type Section** -Click **Line** and select either **Vertical Line** or **Horizontal Line** from the drop-down menu.
- 20. Additional Information Section - If you selected Vertical Line, enter the margins (in inches) for the line in the Top Margin and

Contract Turn			Contract Deserv		
- Content Type			Content Proper	ues	
🔘 Data	Election Description	~	Line Thickness	0.006	
Text		-	Left Offset	0.250	
Graphic	Ballot Set Party Graphic	-	Line Color	100% Black	•
Line	Vertical Line	-	Line Style	Solid	•
Additional Inf	ormation				
Top Margin	0.000 Bottom Margin	0.000			
Panel <no< td=""><td></td><td></td><td></td><td></td><td></td></no<>					
	ne> 🔻				
				ОК	Cancel

**Bottom Margin** fields. The entries made in these fields will determine how far the line will be from the top and bottom of the frame.

• If you selected **Horizontal Line**, enter the margins (in inches) for the lines in the **Left Margin** and **Right Margin** fields. Entries made in these fields will determine how far the line will be from the left and right sides of the frame.



**Note:** If an **Absolute** option is selected the **Margin** fields are absent from the Additional Information section.

**21.** Click the **Panels** drop-down menu to select one of the panels you added in the Frame Window.



**Reference:** See Panels for more detailed information regarding creating panels for your ballot.

- **22. Content Properties Section** Enter additional settings in the Content Properties section:
- 23. Enter the thickness of the line (in inches) in the Line Thickness field.

- If you selected **Vertical Line**, enter the margins for the line (in inches) in the **Left Offset** field. The entry made in this field will determine how far the line will be from the left side of the frame.
- If you selected **Horizontal Line**, enter the margins for the line (in inches) in the **Top Offset** field. The entry made in this field will determine how far the line will be from the top of the frame.
- Click the Line Color drop-down menu and select the line color.

8	

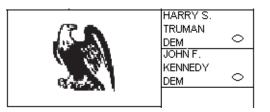
**Reference:** To create a customized color, click **Custom**, located at the bottom of the drop-down menu. For more information about creating custom colors, see Custom Color Settings.

• Click the Line Style list to set the style as solid, dotted, or dashed.

**24.** Click **OK**. Your line setting will appear in the Content section in the Frame window.

25. Click OK to save your frame.

The ballot image will appear, showing your changes to the frame.



#### **Edit Frame Content**

- 1. Click the Frames menu and select Frames.
- 2. Select the appropriate frame in the Frames window and click Edit.
- 3. From the Frame window, locate the content in the Content frame and click Edit.
- 4. Enter any changes in the Frame Content window.
- 5. Click OK.
- **6.** Click **OK**. Your changes will appear in the style sheet on the main *Paper Ballot* screen.

**Edit Frame Shortcut** 

Once you create your frame, you can edit a frame by right-clicking the frame on the main *Paper Ballot* screen and clicking **Edit Frame**.



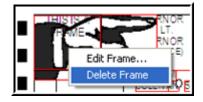
#### **Delete Frame Content**

1. Click the Frames menu and select.

- 2. Select the appropriate frame in the Frames window and click Edit.
- **3.** From the Frame window, locate the content in the Content frame and click **Delete**. A confirmation window appears, asking if you want to delete this item.
- **4.** Click **Yes**.Click **OK**. Your changes will appear in the style sheet on the main *Paper Ballot* screen.

**Delete Frame Shortcut** 

Once you create your frame, you can delete frame by right-clicking the frame on the main *Paper Ballot* screen and clicking **Delete Frame**.



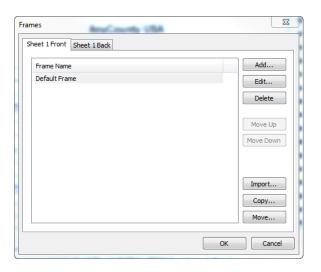
#### **Import Frames**

You can import frames from other layouts created in *Paper Ballot*. Use the following steps to import a frame:

1. From the Frames menu, click Frames.

The Frame window appears:

2. Click Import.



The Select Layout window appears

- **3.** Select the layout that contains the frame you want to import.
- 4. Click OK.

Name	Modified
AnyCounty General	11/29/2010 09:18:42 AM
Layout Name	

The Import window appears:

- 5. Click the check box(es) next to the frame(s) to import.
- 6. Click OK.

The imported frame(s) will appear in the *Paper Ballot* work pane.

Frame	Select A
Default Frame	Clear Al

## **Copy Frames**

You can copy a previously-created frame in the Frames window. Use this option if you want to use a frame's settings for another ballot style. Use the following steps to copy a frame:

1. From the Frames menu, click.

The Frames window appears.

- 2. Click on the frame you want to copy.
- 3. Click Copy.

ames Anno Channels Chan	X
Sheet 1 Front Sheet 1 Back	
Frame Name	Add
Default Frame	Edit
	Delete
	Move Up
	Move Down
	Import
	Сору
	Move
	OK Cancel

The Copy Frame window appears.

- **4.** To rename the frame, enter the new name in the **Frame Name** field.
- **5.** Click the **Ballot Sheet** drop-down menu, and select the page where the frame will appear.
- 6. Click the Ballot Side drop-down menu, and select Front or Back.
- **7.** Click **OK**.

The copied frame(s) will appear in the *Paper Ballot* work pane.

#### **Moving Frames**

You can move a frame to another ballot page in the Frame window. Take the following steps to move a frame.

1. From the Frames menu, click Frames.

Frame Name	
Copy of Frame	2
Destination	
Ballot Sheet	1 •
Ballot Side	Front -

The Frames window appears.

- **2.** Click the frame you wish to move.
- 3. Click Move.

Add Edit Delete
Delete
Move Up
Move Down
True ant
Import
Copy
Turnet

The Move Frame window appears.

- **4.** Enter a new name for the frame in the **Frame Name** field.
- **5.** Click the **Ballot Sheet** drop-down menu, and select the ballot page to display the frame.
- 6. Click the Ballot Side drop-down menu, and select either Front or Back.
- **7.** Click **OK**.

ove Frame	23
Frame Name	
Frame 2	
Destination	
Ballot Sheet	*
Ballot Side Front	•]
[	1
OK	Cancel

## **Chapter 19: Finalizing the Ballot**

Use the information provided in this chapter to begin finalizing your ballots. Finalizing your ballots involves scanning your ballots for errors, saving the ballots, and updating the database. Follow the steps listed below for further information.

## Scanning the Finalized Ballots For Errors

Scan your ballots for errors one final time, after you are satisfied with your ballot layout. If errors are present, refer to the steps in this manual that coincide with the region where the error(s) exist.



**Reference:** See Chapter 14: Scan for Errors for more information on scanning your ballots for errors.

## Saving the Ballots

Save your ballots after you scan and find no errors present.



**Reference:** See Save for more information on saving your ballots.

## **Finalize Ballot Layout**

Use the **Finalize Ballot Layout** option <u>only</u> after scanning your ballots to verify there are no layout errors, and then saving the final layout. To update the database, follow the steps below:

- 1. From the File menu, click Finalize Ballot Layout. A warning prompt appears.
- 2. Click YES to start the finalization process.
  - Or, click **NO** to cancel finalizing your ballot data.

A scrolling status bar appears until the finalization is complete.



**Reference:** If the finalization is unsuccessful, a prompt will display offering a generalized reason for the error. See Chapter 14: Scan for Errors to rescan the ballots. Use the steps listed there to clear any errors you may have missed.

- **3.** If the finalization is successful, a prompt stating this will appear.
- 4. Click OK.

- **5.** If at this time you choose to close the *Paper Ballot* module and return to the main *ElectionWare* window, you may be prompted to save your ballot.
- 6. Save your ballot, and then click OK to continue to the *ElectionWare* main window.

## **Chapter 20: Print Ballots**

After you have finalized your ballots, save them in a PDF file to preserve the original ballot layout.

## Create a PDF of Your Ballot

If your system has Adobe Acrobat 9 installed, and this is the first time you have created a PDF using *Paper Ballot*, use the steps below to configure the PDF file options.

**Note:** If your version of Adobe Acrobat is other than version 9, or the system cannot determine the version you are using, you will be prompted to abort or continue the BOD generation process. Version 8 and all other versions must be set manually.

**Note:** Proceed with care, as the system will expect you to be knowledgeable in creating PDF files.

To change the settings associated with the Adobe PDF printer driver, use the following steps:



- **1.** Click the Windows **Start** button.
- 2. Select Control Panel from the Start menu.
- **3.** Right-click on Adobe PDF and select Printing Preferences.
- **4.** Set the **Adobe ODF Output Folder** to the default **Documents\*PDF** by selecting it from the drop-down list.
- 5. Clear the View Adobe PDF Results option.
- 6. Clear the Ask to replace existing PDF file option
- 7. Click OK to continue.

The following applies to generating BOD, not for generating the PDF that you would send to a printer:

- If your system has Acrobat 9 installed with sufficient user rights, the following steps are automated by *Paper Ballot*. Once the PDF generation has completed, the Acrobat settings will revert to their original settings.
- If you have Acrobat 9 installed, but do not have sufficient user rights, the following screens for Adobe Acrobat 8 will be displayed. You will need to follow the instructions below to set up printing properties for BOD generation.

## Setting Up the PDF Paper Sizes



**Important:** You **must** be logged in as a Windows administrator to make changes to the Adobe PDF paper size.

- 1. On the File menu, select Print.
- 2. On the Printer window, choose Adobe PDF from the Name field drop-down menu and click Properties.

Print	
Printer	
Name Adobe PDF	Properties
Status: Ready	Comments and Forms:
Type: Adobe PDF Converter	Document and Markups
Print Range	Preview: Composite
All	Units: Inches Zoom: 100%
O Current view	
Current page	1/278
© Dagas 1 - 278	

 Click Add on the Adobe PDF Settings tab, Adobe PDF Document Properties window.

Adobe PDF Document Properties  Layout Paper/Quality Adobe PDF Settings  Adobe PDF Conversion Settings		
Use these settings to create Adobe PDF documents best suited for high-qualit printing. Created PDF documents can be opened with Acrobat and Adobe Re later.		
Default Settings Press Quality	Edit	
Adobe PDF Security: None	Edit	
Adobe PDF Output Folder Prompt for Adobe PDF filename	Browse	
Adobe PDF Page Size: Letter	Add	
View Adobe PDF results		
Add document information		
Rely on system fonts only; do not use document fonts		
Delete log files for successful jobs		
Ask to replace existing PDF file		
OK	Car	ncel

4. On the Add Custom Paper Size window, in the Paper Name field, type a name that is easily recognizable for this ballot size. (e.g., 9x11.5 for an 8.5x11 inch ballot).

Paper Names:	Letter		į.
Paper Size		Unit	
Width	8.5	Inch	
Height	11.0	O Milmeter     O Point	

5. Enter the width and height of the paper in the Width and Height fields respectively.



**Note:** The PDF page size should be at least a half-inch larger than the ballot. For example, if you have an 8.5 x 17 ballot with no stubs, type 9 in the **Width** box and 17.5 in the **Height** box. If your ballot has stubs, you will need to adjust the Width and Height boxes to accommodate the stub area.

- 6. Click Add/Modify to accept the custom paper size settings and return to the Adobe PDF Document Properties window.
  - Or, click **Cancel** to reject your changes and close the window.
- 7. Repeat this process for the 8.5x14 inch, 8.5x17, and 8.5x19 inch ballot sizes.
- **8.** After entering all four paper sizes, click **OK** in the **Adobe PDF Document Properties** window.
- 9. On the Print window, click OK.

#### **Print to Portable Document Format**

Complete the following steps to create a PDF of your ballots:

- 1. On the File menu, click Print Setup.
- 2. In the **Print** area, choose the paper size from the **Size** drop-down menu and click **OK**.

Print Setup	
Printer	
Name:	Dell Color Laser 5110cn PCL6
Status:	Toner low; 0 documents waiting
Type:	Dell Color Laser 5110cn PCL6
Where:	10.1.2.196
Comment:	
Paper	Orientation
Size:	Letter (8.5 x 11 in)
Source:	As Per Printer Settings
Help	Network OK Cancel

# **3.** Click the **File** menu and select **Print**. The **Print** window appears:



**Note:** If you do not have the registration crosshairs activated, you will be prompted to activate them. Select **Yes** to continue without the registration crosshairs. Or, refer to **Ballot Setup** for further information on activating the registration crosshairs.

tinter	
Namei Adobe PDF	Properties
Status: Ready	
Type: Adobe PDF Converter	
Where: Documents\*.pdf	
Conment:	
Print Options	Current Ballot Options
Current ballot set: Shell	Scale: 300%
Print Pront Side (PiPrint Back Side	Mark Numbers: Off
TSkp Bank Sides	Crosshars: Displayed
petri trane, proce	Cut Marks: Displayed
Print All Sheets -	
	Copies
(B) Entre Bection	Number of copies: 1
C All Styles in Current Ballot Set Only	Print to file
	Clummer
C Current Style on Screen Only	
C Selected Styles Selection	
C Selected Styles Selection	
	OK Cance

The Adobe PDF Document Properties window appears:

4. Set the Default Settings to Press Quality.

Adobe PDF Document Properties Adobe PDF Document Properties Additional Additiona Additional Additional Additional Additiona Additional Addition	obe PDF Settings	8
	te Adobe PDF documents best suited for high-qualit suments can be opened with Acrobat and Adobe R	
Default Settings	Press Quality 👻	Edit
Adobe PDF Security:	None	Edit
Adobe PDF Output Folder	Prompt for Adobe PDF filename	Browse
Adobe PDF Page Size:	Letter 👻	Add
View Adobe PDF results Add document information		
Rely on system fonts only	do not use document fonts	
Delete log files for succes	sful jobs	
Ask to replace existing PD	Ffile	
	OH	Cancel

**Important:** Verify that the Auto-Rotate Pages option from the **Adobe PDF Settings** window is deactivated. For this option to be saved for future sessions, this setting must be changed from Windows. To access this option, you *must* be logged in as a Windows administrator. Follow these steps to adjust the Adobe settings:

- In Windows, click the **Start** menu and select **Control Panel**.
- On the **Control Panel** window, click **Devices and Printers**.
- Right-click the Adobe PDF printer icon and click Printing Preferences.
- On the Adobe PDF Printing Preferences window, choose Press Quality from the Default Settings drop-down menu and click Edit.
- On the Press Quality Adobe PDF Settings window, choose Off from the Auto-Rotate Pages drop-down menu.
- Click OK.
- In the Save Adobe Settings As window, specify the name for this new setting and click Save.
- In the Adobe PDF Printing Preferences window, click Apply and then OK.
- 5. Click the Layout tab of the Adobe PDF Document Properties window, and select the portrait orientation for all ballots, including landscape and mixed orientation ballots (portrait front, landscape back).
- 6. Click OK to accept your settings and return to the Print window.
- 7. In the Print Options Frame of the Print window, select the Print Front Side check box to print only the front side of your ballots. Select the Print Back Side check box to print only the back side of your ballots. Select both check boxes to print the front and back sides of the ballot. If you select Skip Blank Sides, ballot sides with no contests, frames or questions will not print.
- **8.** Next, select one of the following:
  - Select Entire Election to print all ballot styles for all ballot sets for the election.
  - Select **All Styles in Current Ballot Set Only** to print all the ballot styles in the currently selected ballot set.
  - Select **Current Style on Screen Only** to print only the ballot style displayed on the screen.
  - Click **Selected Styles** to print a specific style sheet. If you select this option, click **Selection**.



The **Print Selection** window appears.

From the Print Selection window, click the + symbol next to the Ballot Set to view all ballot styles for that particular set. Click the check box next to the ballot styles you wish to print. To select all ballot styles under a ballot set, click the check box next to the ballot set.

- **9.** From the **Print Selection** window, click **Cancel** to close the **Print Selection** window. Or, click **OK** to return to the *Paper Ballot* **Print** window.
- **10.** Select the number of copies to print from the **Number of Copies** list.
- 11. Click OK.

The Validate Ballots window appears:



**Note:** This **Window** only appears if the ballots have not already been successfully validated.

- **12.** Click **Scan Now**, to scan your ballots for errors now. Click **Print Now**, to bypass the ballot scan and print the ballots. Or, click **Cancel**, to close the **Validate Ballots** window.
- 13. The Save PDF As window appears.
- 14. Click Save.

## Adjust Printer Settings for Two-Sided and Multi-Sided Ballots

If you cannot see all ballot marks and cut marks on the PDF image, you may have to manually adjust the printer settings and create another PDF file for your ballot.

- 1. Left-click on the Start menu, point to Settings and click Control Panel. The Control Panel window appears.
- 2. Double-click Devices and Printers. The Devices and Printers window appears.
- 3. Right-click the Adobe PDF printer icon and click Printing Preferences.



	22
lots are not validated.	
	inting
Scan ballots now	
Print ballots without scan	ning
Cancel print	
	Print ballots without scarv

# The Adobe PDF Printing **Preferences** window appears.

4. On the Adobe PDF Settings tab, click Add next to the Adobe PDF Page Size drop-down menu.

	Paper/Quality Ada PDF Conversion Settings	obe PDF Settings		
0	Use these settings to creat	te Adobe PDF documents suitable for reli peated PDF documents can be opened v		
	Default Settings	Standard	-	Edit
	Adobe PDF Security	None	•	Edt
Adobe PDF Output Fol	Adobe PDF Output Folder	Prompt for Adobe PDF filename	-	Browse
	Adobe PDF Page Size	Letter	•	Add
4	View Adobe PDF results			
12	Add document information			
1	Rely on system fonts only:	do not use document fonts		
	Delete log files for success	iful jobs		
	Aak to replace existing PD	E file		

# The Add Custom Paper Size window appears.

**5.** Type the new custom paper size name in the **Paper Names** field.



**Note:** It is recommended that you include the paper size dimensions in the Paper Names. For example, type 9x17.5 in the **Paper Names** ballots for a 8.5 x 17 paper ballot type.

Paper Names:	Letter		
Paper Size		Unit	
Width	8.5	(e) Inch	
Height	11.0	O Milmeter     O Point	
1000		© Point	

- 6. Select your preferred unit of measurement from the Unit options.
- 7. Enter the width of your ballot in the Width field.
- 8. Enter the height of your ballot in the Height field.



**Note:** The PDF file page size should be at least a half-inch larger than the ballot. For example, if you have an 8.5 x 17 ballot with no stubs, type 9 in the **Width** box and 17.5 in the **Height** box. If your ballot has stubs, you will need to adjust the **Width** and **Height** boxes to accommodate the stub area.

9. Click Add/Modify.

You will return to the Adobe PDF Printing Preferences window.

- **10.** Click the **Adobe PDF Page Size** drop-down menu, and select your newly-created paper name.
- 11. Click OK.
- 12. Return to Paper Ballot.
- **13.** From Paper Ballot, point to File and select **Print Setup**.

Leyout	Paper/Quality	Paper/Guality Adobe PDF Settings			
Adob	e PDF Conversion	Settings			
0		erts G	e Adobe PDF documents suitable eated PDF documents can be op		
	Default S	Settings:	Standard	•]	Edit
	Adobe PDF 1	Security:	None		Eat
	Adobe PDF Outpu	t Folder	Prompt for Adobe PDF filename	•	Browse
	Adobe PDF Pa	ge Size:	Letter	•	Add
4	Vew Adobe PDF	chicen			
12	Add document infr	omation			
1	Rely on system for	nts only:	do not use document fonts		
100	Delete log files for	success	ful jobs		
-	Aak to replace exi	ting PD	Ffile		

Properties

1/278

Comments and Forms

Document and Markups

Preview: Composite

Units: Inches Zoom: 100%

-

- **14.** On the **Print** window, click the **Name** drop-down menu and choose Adobe PDF.
- **15.** Select newly-created paper name from the Adobe PDF Page Size drop-down menu and click **OK**.
- . . . 16. Crea

	Current page	1/278	
Create another PDF file by	Doce 1_278		
following the steps under the C	reate a PDF of Your Bal	l <mark>lot</mark> heading.	

Current view

Print

Printer

Name: Adobe PDF

Type: Adobe PDF Converter

Status: Ready

Print Range

All

#### **Check Portable Document Format Files for Errors**

View each of your ballot PDF files in Acrobat and print copies of your ballots to ensure that the on-screen images match what appears on the paper ballot. Verify that all candidates and responses correlate to their voter target locations. Reconfigure the ballot options in Capture and fix any formatting issues in the Style Sheets menu of Paper Ballot to fix any formatting problems. Regenerate your PDF files after any corrections are made.

#### **Print Hard Copies of Ballots**

When you print a hard copy of your ballot, you can choose what side of the ballot to print or save the ballot to your workstation. Take the following steps to print a hard copy of the ballot.

1. Click the File menu and select Print.

The Paper Ballot Print window will appear:

- **2.** From the **Name** drop-down menu, select the destination printer.
- 3. In the Print Options frame, select **Print Front** Side to print only the front side of your ballots. Select **Print Back Side** to print only the back side of your ballots. Select both check boxes to print the front and back sides of the ballot. If you select **Skip Blank Sides**, ballot sides with no contests, frames or questions will not print.
- 4. Select one of the following options:
  - Select **Entire Election** to print all ballot styles for all ballot sets for the election.
  - Select All Styles in Current Ballot Set
     Only to print all the ballot styles in the currently selected ballot set.
  - Select **Current Style on Screen Only** to print only the ballot set displayed on the screen.
  - Click **Selected Styles** to print a specific style sheet. If you select this option, click **Selection**.

The Print Selection window appears.

From the Print Selection window, click the '+' symbol next to the Ballot Set to view all ballot styles for that particular set. Click the check box next to the ballot styles you wish to print. To select all ballot styles under a ballot set, click the check box next to the ballot set.

From the Print Selection window, click **OK** to return to the *Paper Ballot* Print window.

- 5. Enter the number of copies to print in the Number of Copies field.
- Select the Print to File check box to save the ballot to your workstation in a (.prn) format. If this check box is selected, a hard copy version of the ballot will not be printed.
- 7. Click OK.

Iame: Adobe PDF	Properties	
	· Properaes	
Status: Ready		
Type: Adobe PDF Converter		
Where: Documents\*.pdf		
Comment:		
vint Options	Current Ballot Options	
Current ballot set: Shell	Scale: 100%	
Print Print Side (2) Print Back Side	Mark Numbers: Off	
Dkp Blank Stdes	Crosshers: Displayed	
	Cut Harks: Displayed	
Print All Sheets	Copies	
@ Entre Election	Number of copies:	
	interest of suprest in the	
C All Styles in Current Ballot Set Only	Print to fie	
C Durrent Shile on Screen Only		
🗇 Selected Styles Selection		

AnyCounty USA	OK
Ballot Style #1 Ballot Style #2	Cancel
Balot Style #3	
Ballot Style #4 Ballot Style #5	
Elpanor order and	

The Validate Ballots window appears:



**Note:** This window only appears of the ballots have not already been successfully validated.

 Click Scan Now, to scan your ballots for errors now. Click Print Now, to bypass the ballot scan and print the ballots. Or, click Cancel, to close the Validate Ballots window.



9. Your ballots will print to the device you selected.



**Note:** If you change the print device using the Print window previous to printing, you will be prompted with a warning. The warning indicates that if you change the print device at print time, may cause the ballot to print differently than how it currently appears on the screen. Click **No** to cancel the print job and return to the *Paper Ballot* window. Or, click **Yes** to proceed with the print job.

#### Generate BOD Data

Once you have proofed your ballots for errors, you can use the **Generate BOD Data** option to create BOD data to be used with the *Print* module in *ElectionWare*.

*Paper Ballot* generates a PDF image of each of your selected ballot styles. When used, *Paper Ballot* respects the PDF options related to printing only one side of the ballot, or skipping blank sides all together.

During the generation process, Adobe Acrobat will repeatedly display its own progress dialog for each ballot style. When used on a very fast PC, these dialogs will appear to flicker as Adobe Acrobat displays and dismisses each progress dialog. As ballot style images are generated, *Paper Ballot* will begin to update the database with the PDF images being generated during this process. A progress bar will help to display the progress of the PDF generation.

Use the following steps to generate BOD data:

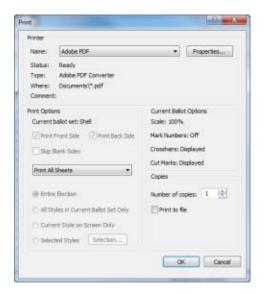
1. From the File menu, select Generate BOD Data.



**Note:** If you have not modified your PDF settings, the prompt will appear. Follow the instructions listed in the prompt, and click **OK** to return to *Paper Ballot*.

The **Print** window will appear:

2. Verify the print settings and click OK.



The Validate Ballots window appears:

- **3.** Select **Scan Now** to scan the ballots and update the BOD database.
- **4.** Click **Cancel** to cancel the print option and return to the *Paper Ballot* window.
- **5.** After scanning your ballots, you can go to the *Print* module to print BOD ballots for individual polling places

idate Ballots	-	2
One or more be	lots are not validated.	
	valdate the ballots before pr hout validating?	inting
Scan Now	Scan ballots now	
Print Now	Print ballots without scan	ning
Cancel	Cancel print	



**Reference:** See ElectionWare Volume IV: Deliver Operator Guide, Chapter 21: Print BOD Ballots for more information on printing BOD ballots.

# Part 2: Accessible Ballot

The Accessible Ballot module of the Design group enables you to edit terminal display elements and export and import ballot audio for Accessible Equipment. The edited ballot display and layout may also be previewed for the AutoMARK and ExpressVote equipment types. Accessible Ballot contains information about the following topics:

- Chapter 21: Introduction to Accessible Ballot
- Chapter 22: Accessible Ballot Navigator
- Chapter 23: Formatting Display Elements
- Chapter 24: Export Ballot Audio Scripts
- Chapter 25: Audio File Production
- Chapter 26: Import Ballot Audio Recordings
- Chapter 27: Preview AutoMARK Ballot
- Chapter 28: Preview ExpressVote Ballot
- Chapter 29: Validate Data
- Chapter 30: Accessible Ballot Reports

## **Chapter 21: Introduction to Accessible Ballot**

Use the commands in **Accessible Ballot** to import or edit visual and audio elements of your election. Here you can perform actions such as formatting display elements, exporting and importing ballot audio, and validating data.

Do one of the following:

 From the Modules menu, point to Design, and select Accessible Ballot.

Modules Mana	ige Tools	s Reports Wir	dow
Define	• <u>1</u> =		-
Design		Paper Ballot	
Deliver	۲	Accessible Ball	ot
Results	• (	<ul> <li>По на</li> </ul>	eadin
Manage	•		

• From the Modules pane, click the **Accessible Ballot** symbol.



Accessible Ballot is now active in Electionware.

[AnyCounty General] - Acc	essible Ballot - ElectionWare	100 C 100		100 C	1000		- 🗆 🕳 X
File Edit View Modules M	anage Tools Reports Window Help						
# ¥ 🧰 🚟 🗮	🗟 🐘 🗟 📾 🐘 🗶 👗 🧕		😰 🗋 🎝 📚				
Modules 4 3	E Headings List 4	Status II			4.2.2	Quick Help	
Define () Form Colore Color	Readings	Uection Properties Nome: AnyCounty General Templote: NOTE Accessible fablet Status Formating Last Changed 11/28/2011 01.37994 Validate Data No Activity	CountySSNE: thetSonWare County Date: 11/28/2011 Export Audo Scrot No Activity Ino Activity	Description: AnyCounty General Type: Closed Primany		Accessible Ballc The Accessible Balls The Accessible Balls Status information for election, and Access Status information of the suitilation of data the status creen to qu recent changes and t election information	t Status ic Election or the current ible Ballot or audio and a. lickly check f o verify
		Output					4
	Headings Contests	Events × Ballot Style Genera	ation x				
	Candidates	11/28/2011 01:27:51PM 103	40005 Finalizing Ballot Styles for Bal	lot Set - NONPARTISAN			
	Ballot Style Names	11/20/2011 01:27:52PM 103	40001 Generating Ballot Styles for Bal	lot set - DEMOCRAT			
	banks style names			í			,

Accessible Ballot Toolbar Icons

### Accessible Ballot Toolbar Icons

In addition to the default *ElectionWare* symbols, Accessible Ballot has a unique set of symbols in the toolbar as well. Use these symbols as shortcuts to *ElectionWare* menu options.



**Reference:** For information regarding the default software symbols, see Electionware Volume I: Administrator's Guide, Chapter 9: Default Electionware Icons.

lcon	Action Name	Description		
à	Preview AutoMARK Ballot	Preview ballots as they will appear on the AutoMARK.		
Ŕ	Preview ExpressVote Ballot	Preview ballots as they will appear on the ExpressVote.		
	Format Ballot Style Names	Specify how ballot style names will appear on the accessible equipment.		
	Format Headings	Specify how contest headings will appear on the accessible equipment.		
	Format Contests	Specify how contests will appear on the accessible equipment.		
	Format Contest Summary	Specify how contest summaries will appear on the accessible equipment.		
à	Format Candidates	Specify how candidates will appear on the accessible equipment.		
	Validate Data	Validate data, translations and audio.		
	Export Ballot Audio Scripts	Export ballot audio scripts.		
13	Import Ballot Audio Recordings	Import ballot Audio Recordings.		

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#### **Accessible Ballot Status**

The Accessible Ballot Status screen is split into two sections. The first section, **Election Properties**, includes information regarding the Election name, template applied, jurisdiction information, election date, description and type.

The second section, **Accessible Ballot Status**, contains the current status of the Accessible Ballot portion of your election. This information includes time and date stamping for the following: Formatting Last Changed, Export Audio Script, Validate Data, and Import Recordings. The time and date stamp is updated to reflect the most recent time and date that each of these options were accessed.

The status page opens whenever the Accessible Ballot module is accessed.

Status 🗱		
Election Properties		
Name:	County/State:	Description:
AnyCounty General	ElectionWare County	AnyCounty USA
Template:	Date:	Type:
None	07/04/2009	General
Accessible Ballot Status		
Formatting Last Changed	Export Audio Script	
12/14/2010 08:06AM	No Activity	
Validate Data	Import Recordings	
No Activity	No Activity	

# **Chapter 22: Accessible Ballot Navigator**

Upon selecting the Accessible Ballot module, note the four navigation buttons at the bottom of the Navigator pane: **Headings**, **Contests**, **Candidates**, and **Ballot Style Names**. The Navigation buttons each open a specific view of election elements in the Navigator pane, and work in conjunction with **Manage** menu selections. For information regarding these Navigator views, please review the following information:



**Note:** The navigator pane view corresponds to the highlighted button in the Navigator pane.

### Headings

Use the **Headings** Navigator button to open the contest headings view in the Navigator pane. The languages view enables you to format contest headings elements of the on-screen ballot.



**Reference:** More information about formatting contest heading elements can be found in Format Headings.



By utilizing the Navigator toolbar symbols in conjunction with right-clicking elements in the navigator tree, you will be able to perform many of the functions normally performed through the *ElectionWare* menu tree.

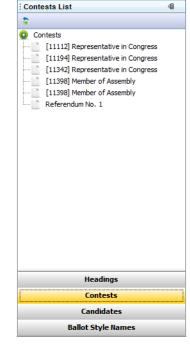
	Headings Navigator Icons			
lcon	Action Name	Description		
	Format Headings	Specify how contest headings will appear on the accessible equipment.		

#### Contests

Use the **Contests** Navigator button to open the contests view in the Navigator pane. The contests view enables you to format contest elements and edit contest summary screens.



**Reference:** More information about formatting contest elements, and editing contest summaries can be found in Format Contests.



By utilizing the Navigator toolbar symbols in conjunction with right-clicking elements in the navigator tree, you will be able to perform many of the functions normally performed through the *ElectionWare* menu tree.

Contests N	lavigator lcons
------------	-----------------

lcon	Action Name	Description
٤	Format Contests	Specify how contests will appear on the accessible equipment.
	Format Contest Summary	Specify how contest summaries appear on the accessible equipment.

### Candidates

Use the **Candidates** Navigator button to open the candidates view in the Navigator pane. The candidate view enables you to format candidate elements of the on-screen ballot.



**Reference:** More information about formatting candidate elements can be found in Format Candidates.



By utilizing the Navigator toolbar symbols in conjunction with right-clicking elements in the navigator tree, you will be able to perform many of the functions normally performed through the *ElectionWare* menu tree.

lcon	Action Name	Description
ŝ	Format Candidates	Specify how candidates will appear on the accessible equipment.

### **Ballot Style Names**

Use the **Ballot Styles Names** navigator button to open the ballot names view in the Navigator pane. The ballot style names view enables you to format ballot name elements of the on-screen ballot.



**Reference:** More information about formatting ballot name elements can be found in Format Ballot Style Names.



By utilizing the Navigator toolbar symbols in conjunction with right-clicking elements in the navigator tree, you will be able to perform many of the functions normally performed through the *ElectionWare* menu tree.

#### Ballot Style Names Navigator Icons

lcon	Action Name	Description
	Format Ballot Style Names	Specify how ballot style names will appear on the accessible equipment.

## **Chapter 23: Formatting Display Elements**

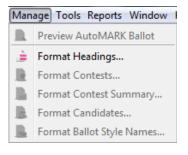
Use the options under the **Manage** menu to format various visual aspects of the on-screen ballot used with the ES&S AutoMARK and ExpressVote. These elements include the following: Contest Headings, Contests, Contest Summaries, Candidates, and Ballot Style Names. To format visual ballot elements, follow the steps listed below:



**Note:** Display formatting is applied to all languages universally; changes cannot be applied separately to the language content in this editor.

From the **Manage** menu, choose from the listed elements to format.

You must select from the navigator buttons at the bottom of the Navigator pane, for that option to become active in the **Manage** menu.



Formatting ballot elements such as contests or candidates, allows you to change how these elements will appear on the

accessible ballot. To learn more about these formatting options, see the following sections.

When formatting any of the ballot elements you must select text within the display editor for the controls to be enabled.

#### **Format Headings**

Use **Format Headings** to format contest headings as they appear on the ES&S AutoMARK and ExpressVote displays. To format contest headings, follow the steps below:



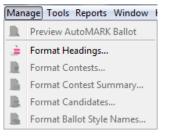
Note: The Headings button <u>must</u> be selected to format headings.

Headings

- 1. From the Manage menu, click Format Headings.
  - Or, from the Navigator pane, right-click on a contest heading and left-click Format Headings.



**Time Saver:** You can also select several or all of the contest headings in the Navigator pane. If one contest heading is selected, the exact contest heading is displayed in the editor. If more than one ballot heading is selected a generic contest heading is shown.



A screen similar to the one below appears:

From the Format Labels screen you can select the font color from the Font Color drop down menu. You can also use any of the tool buttons on the screen to bold, or justify the contest font.

Once you have made all of the formatting changes to your contest headings, select **Save** if you want to save these parameters. Select **Refresh** to clear all of the unsaved contest heading information. Or, click **Close** to exit the screen.

If you close the Format Labels screen prior to saving, a prompt will appear asking you if you want to save. Click **Yes** to save and exit the screen. Click

E Format Labels - Candidates for nomination for Public Office	< > <b>v</b>	
Ballot Presentation Editor		
Font Color Black Content Editor Note: Display changes will be applied to all election Languages.		
Candidates for nomination for Public Office		
		III
III		Ŧ
Save Refresh Close		

**No** to close the prompt and the Format Labels screen without saving. Or, click **Cancel** to return to the Format Labels screen.

#### **Format Contests**

Use the **Format Contests** option to format the contests as they appear on the ES&S AutoMARK and ExpressVote on-screen ballots. To format contests, follow the steps below:



Note: The Contests button <u>must</u> be selected to format contests.



- 1. From the Manage menu, click Format Contests.
  - Or, from the Navigator pane, right-click on a contest and left-click Format Contests.



**Time Saver:** You can also select several or all of the contests in the Navigator pane. If one contest is selected, the exact contest title is displayed in the editor. If more than one contest is selected a generic contest title is shown. Preview AutoMARK Ballot
 Format Headings...
 Format Contests...
 Format Contest Summary...
 Format Candidates...
 Format Ballot Style Names...

A screen similar to the one below appears:

From the Format Labels screen you can select the font color from the Font Color drop down menu. You can also use any of the tool buttons on the screen to bold, or justify the contest font.

Once you have made all of the formatting changes to your contests, select **Save** if you want to save these parameters. Select **Refresh** to clear all of the unsaved contest information. Or, click **Close** to exit the screen. Format Labels - GOVERNOR AND LT. GOVERNOR NTYNTY 18

 Balok Presentation Editor

 Font Color

 Biack Color

 Biack Color

 GOVERNOR AND LT. GOVERNOR

 (VOTE ONCE)

 Save
 Refresh
 Close

 Close

If you close the Format Labels screen prior to saving, a prompt will appear

asking you if you want to save. Click **Yes** to save and exit the screen. Click **No** to close the prompt and the Format Labels screen without saving. Or, click **Cancel** to return to the Format Labels screen.

#### Format Contest Summary

The Contest Summary formatting option is related to the Contests portion of the Navigator Pane. Use **Format Contest Summary** to format the contest summary as it appears on the ES&S AutoMARK and ExpressVote displays. To format contest summaries, follow the steps below:



Note: The Contests button <u>must</u> be selected to format contest summaries.



#### 1. From the Manage menu, click Format Contest Summary.

• Or, from the Navigator pane, right-click on a contest and left-click Format Contest Summary.

Preview AutoMARK Ballot
 Format Headings...
 Format Contests...
 Format Contest Summary...
 Format Candidates...
 Format Ballot Style Names...

A screen similar to the one below appears:

From the S	ummary View	2	Summary View - FOR	PRESIDENT 88			
screen you	can edit the contest	Bal	lot Presentation Edito	r			
summary. T	o use the default					Use Ballot	View
ballot verbi	iage, click <b>Use</b>		Content Editor				
Ballot Viev	v.					h election language. If you recer h button to see those changes r	
	Nata Cumman		English	Spanish			
()	Note: Summary content changes must		FOR PRESIDENT				
	be applied to each		10121 OKONE				
	election language.						
Once you h	ave finished editing						
your contes	st summary, select						
Save if you	want to save these						
parameters	s. Click <b>Refresh</b> to						
clear all of the unsaved contest		•			III		•
summary in	nformation. Or, click				Save Refresh	Close	
Close to ex	kit the screen.						

If you close the Summary View screen prior to saving, a prompt will appear asking you if you want to save. Click **Yes** to save and exit the screen. Click **No** to close the prompt and the Summary View screen without saving. Or, click **Cancel** to return to the Summary View screen.

#### **Format Candidates**

Use **Format Candidates** to format the candidates as they appear on the ES&S AutoMARK and ExpressVote displays. To format candidates, follow the steps below:

Note: The Candidates button <u>must</u> be selected to format contests.



Candidates

B.

16

12.

Manage Tools Reports Window H

Preview ExpressVote Ballot

Format Headings.

Format Contests.

🚖 Format Candidates...

Format Contest Summary.

Format Ballot Style Names

- 1. From the Manage menu, click Format Candidates.
  - Or, from the Navigator pane, right-click on a candidate and left-click Format Candidates.



**Time Saver:** You can also select several or all of the candidates in the Navigator pane. If one candidate is selected, the exact candidate name is displayed in the editor. If more than one candidate is selected a generic candidate name is shown.

A screen similar to the one below appears:

From the Format Labels screen you can select the font color from the Font Color drop down menu. You can also use any of the tool buttons on the screen to bold, or justify the contest font.

Once you have made all of the formatting changes to your candidates, select Save if you want to save these parameters. Select Refresh to clear all of the unsaved contest information. Or, click Close to exit the screen.

If you close the Format Labels screen prior to saving, a prompt will appear

ja Format Labels - WILLIAM SULLIVAN ₩	4 <b>&gt; v</b>	
Ballot Presentation Editor		
Font Color Black  Content Editor Note: Display changes will be applied to all election Languages.		
WILLIAM SULLIVAN		Ξ
		H
		Ŧ
Save Refresh Close		

asking you if you want to save. Click **Yes** to save and exit the screen. Click **No** to close the prompt and the Format Labels screen without saving. Or, click **Cancel** to return to the Format Labels screen.

#### Format Ballot Style Names

Use **Format Ballot Style Names** to format the ballot style names as they appear on the ES&S AutoMARK and ExpressVote displays. To format ballot style names, follow the steps below:

Note: The Ballot Style Names button <u>must</u> be selected to format ballot names.

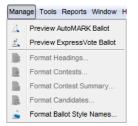


Ballot Style Names

- 1. From the Manage menu, click Format Ballot Style Names.
  - Or, from the Navigator pane, right-click on a ballot name and left-click Format Ballot Style Names.



**Time Saver:** You can also select several or all of the ballot style names in the Navigator pane. If one ballot style name is selected, the exact ballot style name is displayed in the editor. If more than one ballot style name is selected a generic ballot style name is shown.



A screen similar to the one below appears:

From the Format Labels screen you can select the font color from the Font Color drop down menu. You can also use any of the tool buttons on the screen to bold, or justify the contest font.



Once you have made all of the formatting changes to your ballot style names, select Save if you want to save these parameters. Select Refresh to clear all of the unsaved ballot name information. Or, click Close to exit the screen.

, Format Labels - "AD: 40, ED: 001" 40 001 Split 1 11 all	
alot mesentation Editor	*
Font Color	
Black 🗾 🕕 🛄 🛄	
Content Editor	
Note: Display changes will be applied to all election Languages.	
"AD: 40, ED: 001" 40 001 Split 1	
	=
	-
	•
Save Refresh Close	

If you close the Format Labels screen prior to saving, a prompt will appear asking you if you want to save. Click **Yes** to save and exit the screen. Click **No** to close the prompt and the Format Labels screen without saving. Or, click **Cancel** to return to the Format Labels screen.

# **Chapter 24: Export Ballot Audio Scripts**

Use the **Export Ballot Audio Scripts** command to export the ballot audio script for your current election. The ballot audio script is exported to a Microsoft Excel (.xls) format. Each of the columns within the script indicate separate categories of information. General information about the categories are as follows:

- **Column A**: This column contains the Label ID for the election audio file. The Label ID is created by *ElectionWare* and should not be altered.
- **Column B**: This column contains the Label-Language ID for the election audio file. The Label-Language ID is created by *ElectionWare* and should not be altered.
- **Column C**: This column contains the Alternate ID for the election audio file. The Alternate ID column is populated from the information in the Candidate Additional Text 6 field in Capture and should not be altered.
- **Column D**: This column contains the Default File Name for the election audio files. The default file name is created by *ElectionWare* and should not be altered.
- Column E: This column contains the Alternate File Name for the election audio files. File names can contain any alphanumerical characters, but should contain the underscore character rather than spaces. Filenames should also contain the file extension of the associated file. For example 'Candidate\_00056.WAV' would be in the proper naming format.



**Note: Column E** is intentionally left blank for editing purposes. You must edit this column to incorporate any alternate audio file names for the current election. If you do not use an alternate file name, you must uncheck the **Use Alternate ID** check box at import. If you do use an alternate file name, the audio import process will not succeed if **Column E** is left blank. See Chapter 26: Import Ballot Audio Recordings for more information.

- Column F: This column contains the verbiage that will need to be recorded. Depending on the language, this information will match the translations you incorporated into the election. This verbiage must be recorded as it appears in the script, in order for the audio to match the visual ballot information.
- **Column G:** This column contains the phonetic text utilized with the text to speech utility. Edit information in this column to change how the text to speech utility pronounces information on the ballot.
- **Column H**: This column indicates whether an audio prompt is repeated within the script or not. Repeated prompts are applied multiple times within the same election and these files are reused for particular elements.

0.	100	+ ( <sup>6</sup> + ) ∓		ElectionA	Audio_English_Chinese_Spanish	9.xls [Compatibility Mode] - Microsoft Excel			- • ×
٣	Home	Insert Page	Layout Formulas	s Data Review Vie	w Add-Ins Acrobat				🕜 – 🗖 🗙
Pas	Cut	D.7			Wrap Text Gen	ral v to the second sec	Insert Delete Format	Fill * Sort & Fin	<b>0</b> 4 &
	- 🍼 Forn	nat Painter				Formatting * as Table * Styles *	- · · · 4	Clear * Filter * Sele	
	Clipboard		Font	Align	ment (%)	Number 🕞 Styles	Cells	Editing	
	A1	- (*	f <sub>x</sub>						2
4	A	В	С	D	E	F	G	6	н
1					a at 1994 at	n Translation Script			
2						n Translation Script English			
4						unty Primary			
5						2/2012 10:58:16AM			
6									
This audio report contains a list of Language specific recordings that are required to support the audio voting session. When an Alternate File Name is preferred, than it is recommended that all audio files imported to ElectionWare also be assigned alternate names. The audio file recording type must be .wav and the format must be PCM 8-22kHz 8 Bit, Mono. The audio recordings must reside in the same location as the audio report that lists the file names. Note: Recording at a higher kHz level will result in higher quality audio, but will									
7					audio recordings must reside in the	same location as the audio report that lists the file names. Not			
7	audio file rec				audio recordings must reside in the			el will result in higher quality	
8	audio file rec	cording type must be .wa	w and the format must l	be PCM 8-22kHz 8 Bit, Mono. The	e audio recordings must reside in the also result i	same location as the audio report that lists the file names. Not a larger audio files.	te: Recording at a higher kHz leve	el will result in higher quality	audio, but will
8 9	audio file rec Label ID 182 244	Label-Language ID 434 496	Alternate ID1	be PCM 8-22kHz 8 Bit, Mono. The Default File Name	e audio recordings must reside in the also result i	same location as the audio report that lists the file names. Not larger audio files. English Phrase English AnyCounty Primary	te: Recording at a higher kHz leve	el will result in higher quality	audio, but will Repeated
8 9 10 11	audio file rec Label ID 182 244 245	Label-Language ID 434 496 497	Alternate ID1	be PCM 8-22kHz 8 Bit, Mono. The Default File Name LangEnglish wav ElecTitle_1 wav ElecAuth_1.wav	e audio recordings must reside in the also result i	ame location as the statio report that lists the file names. Not harper axio files. English Phrase English AnyCounty Primary Election Ware County	te: Recording at a higher kHz leve	el will result in higher quality	audio, but will Repeated N N N N N
8 9 10 11 12	audio file rec Label ID 182 244 245 218	Label-Language ID 434 496 497 470	Alternate ID1 en 1	be PCM 8-22kHz 8 Bit, Mono. The Default File Name LangEnglish.wav ElecTitle_1.wav ElecAuth_1.wav Head_1_61_1.wav	e audio recordings must reside in the also result i	aams location as the audio report that lists the file names. Not a larger audio files. Inglish Phrase English AnyCounty Primary ElectionWare County Candidates for nomination for Public Office	te: Recording at a higher kHz leve	el will result in higher quality	audio, but will Repeated N N N N N N N
8 9 10 11 12 13	audio file rec Label ID 182 244 245 218 217	Label-Language ID 434 496 497	Alternate ID1 en 1 2	be PCM 8-22kHz 8 Bit, Mono. The Default File Name LangEnglish wav ElecTritle_1.wav Head_1_61_1.wav Head_1_62_1.wav	e audio recordings must reside in the also result i	ame location as the statio report that lists the file names. Not harper axio files. English Phrase English AnyCounty Primary Election Ware County	te: Recording at a higher kHz leve	el will result in higher quality	audio, but will Repeated N N N N N N N N N
8 9 10 11 12 13	audio file rec Label ID 182 244 245 218	Label-Language ID 434 496 497 470	Alternate ID1 en 1	be PCM 8-22kHz 8 Bit, Mono. The Default File Name LangEnglish.wav ElecTitle_1.wav ElecAuth_1.wav Head_1_61_1.wav	e audio recordings must reside in the also result i	anne location as the audio report that lists the file names. Not a larger audio files.  Inglish Phrase English AnyCounty Primary ElectionWare County Candidates for nomination for Public Office Candidates for Party Positions Nongaritan Ticket	te: Recording at a higher kHz leve	el will result in higher quality	Repeated N N N N N
8 9	audio file rec Label ID 182 244 245 218 217	Label-Language ID 434 496 497 470 469	Alternate ID1 en 1 2	be PCM 8-22kHz 8 Bit, Mono. The Default File Name LangEnglish wav ElecTritle_1.wav Head_1_61_1.wav Head_1_62_1.wav	e audio recordings must reside in the also result i	ame location as the audio report that lists the file names. Not a prese audio files. Inglish Phrase English AnyCounty Primary Election/Ware County Candidates for nomination for Public Office Candidates for Party Positions Nongarrism Ticklet [11112] Representative in Congress Vote for	te: Recording at a higher kHz leve	el will result in higher quality	audio, but will Repeated N N N N N N N N N N
8 9 10 11 12 13 14 15	audio file res Label ID 182 244 245 218 217 219 192	Label-Language ID 434 496 497 470 469 471	Alternate ID1 en 1 2 3 OF1	be PCM S-22kHz S Bit, Mono. The Default File Name LangEnglish way ElseTitle, I way ElseTitle, I way Head, 1, 0, 1, way Head, 1, 0, 1, way Head, 1, 0, 1, way Head, 1, 0, 2, 1, way Cont, 1, 0, 5, 0, way	e audio recordings must reside in the also result i	ame location as the sudio report that lists the file names. Not larger axio files. English Phrase English AnyCounty Primary Election Was County Candidates for remination for Public Office Candidates for remination for Public Office Candidates for party Positions Nonpartian Ticket [1112] Representative in Congress Vote for [11194] Representative in Congress	te: Recording at a higher kHz leve	el will result in higher quality	Repeated N N N N N N N Y
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8 9 10 11 12 13 14 15 16	audio file res Label ID 182 244 245 218 217 219 192	Cording type must be .wa Label-Language ID 434 496 497 470 469 471 469 471 444	Alternate ID1 en 1 2 3 OF1	be PCM S-22kHz S Bit, Mono. The Default File Name LangEnglish way ElseTitle, I way ElseTitle, I way Head, 1, 0, 1, way Head, 1, 0, 1, way Head, 1, 0, 1, way Head, 1, 0, 2, 1, way Cont, 1, 0, 5, 0, way	e audio recordings must reside in the also result i	ame location as the audio report that lists the file names. Not larger audio files. English Phrase English AnyCounty Primary Election Ware County Candidates for nomination for Pablic Office Candidates for Party Positions Nonpartian Ticket [1112] Representative in Congress Vote for [1134] Representative in Congress Vote for [1134] Representative in Congress Vote for	te: Recording at a higher kHz leve	el will result in higher quality	Repeated N N N N N N N Y
8 9 10 11 12 13 14 15 16 17	audio file rec Label ID 182 244 245 218 217 219 192 195 189	Cording type must be was Label-Language ID 434 496 497 470 447 444 447 441	Alternate IDI en 1 2 0F1 0F2 0F3	be PCM S-22kHz S Bit, Mono. The Default File Name LangEnglish way ElseTitle 1 way ElseTitle 1 way Head 1.61_1 way Head 1.62_1 way Head 1.63_1 way Cont_1.65_0 way Cont_1.65_0 way Cont_1.71_0 way	e audio recordings must reside in the also result i	anne location as the suffor opport that lists the file names. Not larger audio files. English Phrase English AnyCounty Primary Election Was County Candidates for remination for Public Office Candidates for remination for Public Office Candidates for any Positions Nonpartian Ticket [1112] Representative in Congress Vote for [11342] Representative in Congress Vote for	te: Recording at a higher kHz leve	el will result in higher quality	Repeated N N N N N N N Y Y
8 9 10 11 12 13 14 15 16	audio file rec Label ID 182 244 245 218 217 219 192 195	Cording type must be wat Label-Language ID 434 496 497 470 469 471 444 447	Alternate ID1 en 1 2 3 OF1 OF2	be PCM S-22kHz S Bit, Mono. The Default File Name LangEnglish way ElecTride_1 way ElecTride_1 way Head_1_6_1_way Head_1_6_1_way Head_1_6_1_way Cont_1_65_0.way Cont_1_65_0.way	e audio recordings must reside in the also result i	ame location as the audio report that lists the file names. Not larger audio files. English Phrase English AnyCounty Primary Election Ware County Candidate for nomination for Pablic Office Candidate for nomination for Pablic Office (1112) Agreementative in Congress Vote for [1134] Regressentative in Congress Vote for [1138] Member of Assembly Vote for	te: Recording at a higher kHz leve	el will result in higher quality	Repeated N N N N N N Y Y
8 9 10 11 12 13 14 15 16 17	audio file rec Label ID 182 244 245 218 217 219 192 195 189	Cording type must be was Label-Language ID 434 496 497 470 447 444 447 441	Alternate IDI en 1 2 0F1 0F2 0F3	be PCM S-22kHz S Bit, Mono. The Default File Name LangEnglish way ElseTitle 1 way ElseTitle 1 way Head 1.61_1 way Head 1.62_1 way Head 1.63_1 way Cont_1.65_0 way Cont_1.65_0 way Cont_1.71_0 way	e audio recordings must reside in the also result i	anne location as the suffic report that lists the file names. Not larger audio files. English Phrase English AnyCounty Primary Election Was County Candidates for remination for Public Office Candidates for remination for Public Office Candidates for any Positions Nonpartian Ticket [1112] Representative in Congress Vote for [11342] Nember of Assembly Vote for Referendem No. 1	Ee Recording at a higher kHz lave English Phon	el will result in higher quality	Repeated N N N N N N Y Y Y
3 0 1 2 3 4 5 6 7 8 9	audio file res <b>Label ID</b> 182 244 245 218 219 192 195 189 198 186	Label-Language ID 434 496 497 470 447 471 444 447 441 450 438	Alternate IDI en 1 2 0F1 0F2 0F3	be PCM S-22kHz S Bit, Mono. The Default File Name LangEnglish way ElseTitle 1 way ElseTitle 1 way Head 1.61_1 way Head 1.62_1 way Head 1.63_1 way Cont_1.65_0 way Cont_1.65_0 way Cont_1.71_0 way	e audio recordings must reside in the also result i	ame location as the audio report that lists the file names. Not larger audio files. English Phrase English AnyCounty Primary Election Ware County Candidate for nomination for Pablic Office Candidate for nomination for Pablic Office (1112) Agreementative in Congress Vote for [1134] Regressentative in Congress Vote for [1138] Member of Assembly Vote for	Ee Recording at a higher kHz lave English Phon	el will result in higher quality	Repeated N N N N N N Y Y Y
3 0 1 2 3 4 5 6 7 8 9	audio file rec Label ID 182 244 245 218 217 219 192 195 189 198	Label-Language ID 434 496 497 470 447 471 444 447 441 450 438	Alternate IDI en 1 2 3 0F1 0F2 0F3 0F4	be PCM S-22kHz S Bit, Mono. The Default File Name LangEnglish wav BieSTitle_1.wav ElesAult_1.wav Head_1_61_1.wav Head_1_61_1.wav Cont_1_65_0.wav Cont_1_65_0.wav Cont_1_71_0.wav Cont_1_74_0.wav	e audio recordings must reside in the also result i	ame location as the studio report that lists the file names. Not harper axido files. English Phrase English AnyCounty Primary Election/Ware County Candidates for nomination for Pablic Office Candidates for nomination for Pablic Candidates for Party Positions Nonpartisan Ticket [1112] Representative in Congress Uoto for [11342] Representative in Congress Uoto for [11398] Marmber of Assembly Voto for Referendem No. 1 Bhall the weekend be setteded to a period of 3 days instead	Ee Recording at a higher kHz lave English Phon	el will result in higher quality	Repeated N N N N N Y Y Y Y

Following is an example of the Exported Election Audio sheet:

To export the election audio script, follow the steps listed below:

1. From the Tools menu, click Export Ballot Audio Scripts.

<ul> <li>Validate Data</li> <li>Export Ballot Audio Scripts</li> </ul>
Export Ballot Audio Scripts
Import Ballot Audio Recordings
Luser preferences

The Export Ballot Audio Scripts screen appears

2. The Choose Language(s) region enables you to select the languages you wish to export. Select the languages you wish to export by checking the appropriate selection next to that language.



**Note:** By default, all languages are selected for export. To deselect a particular language, click the appropriate selection next to that language.

**3.** The radio button just beneath the Choose Language(s) frame indicates whether to export all election audio information, or just those pieces of election audio information that are missing or changed.

🚔 Export Ballot Audio Scripts 🛛 🕺	
Export Election Audio	
Choose Language(s):	
📝 English	7
I Spanish	
All election audio	
Missing or changed election	n audio
Export Location	Browse
	Export
	Close

- Select **All election audio** to export all available election audio information.
- Select **Missing or changed election audio** to export only the election audio information that is missing, or changed.
- 4. Click Browse to select the folder location for the election audio script.

A file browser dialog box appears:

- 5. Once the appropriate folder is specified, click **Select** to use that directory for export.
- 6. Click Export to begin the election audio script export.

If the export process is successful, a prompt will appear detailing this. Click OK to return to the main *ElectionWare* dialog box.

A Microsoft Excel spreadsheet will reside in the location you specified for the election audio script. This sheet will contain individual tabs representative of all the languages you selected for export.

	н	4	۲	H	English	∕s	panish	19	٦/
	Ready								
1.2									



**Important:** Do not change the name of the script file. Changing the script name will lead to errors during the audio import process.

Use the sheets within this file to record election audio files. You can send the spreadsheet to a professional studio, or record the election audio files yourself. When completed, you will use the same election audio spreadsheet to import the new election audio files.



**Reference:** For more information about importing the system audio, see Chapter 26: Import Ballot Audio Recordings.

# **Chapter 25: Audio File Production**

The audio production process involves the recording of all of the audio files for the current election. This process can be completed in either a professional studio environment or in the average office environment. It is recommended, that if the office environment is your chosen method for audio production, the following information be used as a guide for the production process.

### Audio File Formatting

The formatting of the audio files should be the following:

- WAV (.wav) format
- 22.5 kilohertz (kHz)
- 8 bit
- Mono



**Note:** The 22.5 kilohertz (kHz) setting is recommended for your election audio files, but can be adjusted. This setting has been chosen as a standard because it provides a good balance between quality and file size. It can be reduced to as low as 8 kilohertz (kHz) however, in situations where an election is too large for the selected media type.

For further information regarding the audio format, please see the Audio Recording Process information found later in this chapter.

### **Recommended Audio Production Tools**

The following tools are recommended for successful completion of the audio process:

- Dedicated Audio Production Computer
- Digital Universal Serial Bus (USB) microphone
- Audio Editing Software

The use of a dedicated computer is recommended to help avoid file degradation over time. Files are susceptible to digital distortion or occasional deletion due to repetitive disk access during normal operation. By using a dedicated computer, this detrimental scenario can be avoided.

The quality of personal microphones has increased substantially. For this reason, the average digital USB microphone should be sufficient for successful recording purposes. It is strongly recommended that the preferred USB microphone have noise canceling capabilities. When combined with a reasonably quiet environment, this feature helps to eliminate ambient noise found within the average office environment.

There are multiple versions of audio editing software available for purchase. As many of these audio tools are similar in function, ES&S does not recommend a particular brand of audio editing tool. It is necessary however, that your preference in software be able to meet the process requirements found in the Audio Recording Process, as well as meet the audio format specifications listed in Audio File Formatting.

#### **Audio Recording Process**

To eliminate distortion issues, audio files should be recorded in a reasonably quiet environment, and at a higher format setting than required by either the ES&S AutoMARK or ExpressVote. For example the optimal recording format would be a 44.1 kilohertz (kHz), 16 bit, mono setting. After you record the files in this format, you will then reduce them to the appropriate levels listed in the Audio File Formatting section.

It is recommended that the files be recorded in one long stream, rather than in separate files. This helps to ensure vocal and volume consistency. The full stream of audio is then broken down into the individual file sets found in the exported audio script file, (e.g. races, candidates, questions, etc...).

Once the audio is broken down into individual files and named accordingly, the files should then be processed through the audio editing software. During this process four steps need to be completed

- 1. All audio files should be reduced to their 22.5 kilohertz (kHz), 8 bit, mono format.
- **2.** All audio files should be processed through a noise reduction process to ensure that ambient noise is as minimal as possible.



**Warning:** Step 2 must be performed before step 3. If not processed in this order, any ambient noise or audio distortion will be amplified and difficult to eliminate.

**3.** All audio files should be normalized to a 2 decibel volume level. ES&S recommends this setting, as it is the preferred volume level to be used with accessible equipment.



**Note:** The two decibel volume level may sound louder than desired when played on the audio production computer. It is still recommended that the 2 decibel level be used as a standard. The volume controls incorporated into the ES&S AutoMARK, or ExpressVote will allow the voter to decide on a comfortable level of their choosing.



**Reference:** See the ES&S AutoMARK System Operator Guide and ES&S ExpressVote SOP for further information about changing the volume settings.

**4.** All audio files should have one quarter second of silence inserted into the beginning and end of every file.

Once all four steps have been completed, the audio files are ready to be imported into the current election.



**Note:** A full set of audio files will need to be produced for every language incorporated in the election.

# **Chapter 26: Import Ballot Audio Recordings**

The Import Audio Recordings feature enables you to import recorded ballot audio files. If you exported the election audio script as described inChapter 24: Export Ballot Audio Scripts, the same exported ballot audio script, along with your recorded audio files, will be used in the ballot audio import process. You must place the recorded WAV files into the same folder as the exported audio script, before beginning the import process.

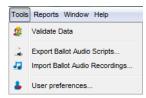
Depending on the election, this information may include Parties, Races, Referendum, Candidates, or any other information pertinent to the current election. To ensure that no errors are incurred during the import process, verify that all elements included in the spreadsheet have a matching audio file.

To import audio files for the current election, follow the steps below.



Note: Only one *ElectionWare* user can access the election when importing audio files.

1. From the Tools menu, click Import Ballot Audio Recordings.



The Import Ballot Audio Recordings screen appears:

2. The Language(s) Imported

region enables you to select the languages you wish to import. Select the languages you wish to import by checking the appropriate check box next to that language



Note: The Use Alternate File Name check box must be selected if the audio files have been named differently from the default file name.

🕽 Import Ballot Audio Recordings 🛛 🛚		ļ
Import Election Audio Files		
🔽 Use Alternate File Name		
Location of audio files:		
	Browse	
Language(s) Imported:		
English		
Spanish		
	Import	
	Close	

**3.** Click **Browse** to locate the ballot audio script. Then click the **Select** button to select the prompt audio script you want to import.



**Note:** Once the ballot script is specified, all languages are selected for import by default. To deselect a particular language, click the appropriate checkbox next to that language.

**4.** Click **Import** to begin the ballot audio recordings import. A progress appears until the import process is complete.

If ballot audio files have been imported previously, *ElectionWare* will prompt you to verify that you wish to import audio files again. Click **Yes** to overwrite one file, or click **Yes All** to overwrite all of the audio files. Otherwise, click **No** to skip a file, or **Cancel** to abort the import process.

Upon successful import of the system audio files, a dialog box detailing its success will appear.



**Note:** Verify that the Number of Records matches the Records Imported. If these numbers do not coincide, check to see what translations were not successfully imported by running the **Missing Ballot Audio Files** report from the Reports menu.

- 5. Click OK to return to the main *ElectionWare* dialog box.
- 6. Click Close to close the Import Audio Recordings screen.

If the import process is unsuccessful, be sure to check the Validate Data screen in Accessible Ballot for details regarding why the import process failed.



**Reference:** See Chapter 29: Validate Data for further information on the Validate Data feature.

# **Chapter 27: Preview AutoMARK Ballot**

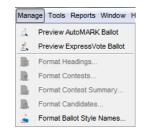
The **Preview AutoMARK Ballot** feature is directly tied to the **Ballot Style Names** portion of the Navigator pane. Use Preview Ballot to preview an emulation of the ballot as it will appear on the ES&S AutoMARK. To open the external Preview Ballot dialog box, follow the steps below:



**Note:** The VAT Preview must be installed on the system and the **Ballot Style Names** button **<u>must</u>** be selected to preview ballots.



- 1. From the Manage menu, click Preview AutoMARK Ballot.
  - Or, right-click on a ballot style in the Navigator pane, and click **Preview AutoMARK Ballot**.





**Note:** You must complete all of the election creation steps, including those in the Paper Ballot and Configure Equipment modules before previewing the ballot. If steps have not been completed, Electionware will prompt you to complete those steps before continuing.

Also, If you have completed processing your election, and have made changes which affect your audio files, you may preview the ballot without audio playback.

A preview of the on-screen ballot appears in an external viewer.

#### Navigating in Preview Mode

Preview Mode will give you a good idea of how your election will appear on the AutoMARK voter assist terminal. The size of your monitor will affect how the preview appears. Viewing the election in Preview Mode enables you to identify any problems before loading the election onto the AutoMARK. Once you identify any problems, elements can be edited using modules within *ElectionWare*. Take the following steps to navigate the preview.

**1.** If additional languages have been programmed in the election, the Language Selection screen appears first:

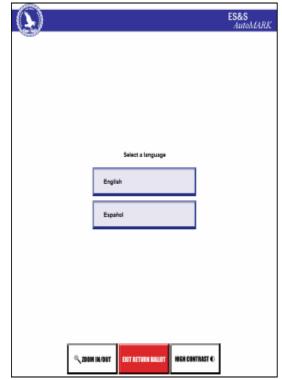


**Note:** Some fonts may not appear correctly on the Preview screens. If an Asian Language is not displayed correctly, you may need to install Asian fonts on your PC.

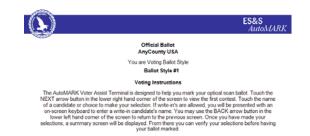
**2.** Select a language by clicking on one of the available selections. *ElectionWare* automatically advances to the next screen.



**Note:** Unless you are using a very large monitor with a height of 1024 pixels, the preview will show a shorter screen than on the actual VAT. In most cases, the information will scroll as needed.



- **3.** The Election Title, Ballot Style Name, and voting instructions appear on the Ballot Instructions screen.
- 4. Click the NEXT arrow to advance.





- **5.** The first race appears. Select a candidate on the voting screen.
- 6. Click NEXT to advance.
- 7. To go back to review a previous race, click BACK.
- 8. To enter a write-in candidate, click the oval next to "Write-in", and a graphical key-pad will appear. Touch the appropriate keys in order to spell the name of the candidate.





**Note:** The number of characters allowed is 28 when previewing the ballot in Electionware. However, on the actual AutoMARK, the number of characters might be limited to the space available on the ballot. If concerned about the length of any names, test the name on the actual AutoMARK.

- **9.** After all races have been previewed, the Summary screen appears.
- **10.** To return to the *ElectionWare* program, click **Exit Return Ballot**.



EXIT RETURN BALLO

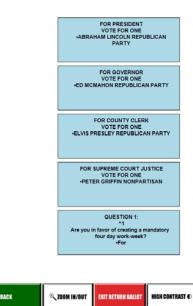
Q ZOOM IN/OUT

BACK

HIGH CONTRAST O

NEXT

Summary of Selections Your selections for each contest are indicated below. To change your selections, touch the box representing that contest. To confirm your selections and mark your ballot, touch "NEXT" at the bottom of the screen.



122

**11.** Click **Exit** to return to *ElectionWare*.

	ES&S AutoMARK
Summary of Selections	
Your selections for each contest are indicated below. To change your select	ions, touch the box
Exit now and your ballot will not be marked Are you sure you want to exit?	
	<u> </u>
CONTINUE VOTING	EXIT
	/

# **Chapter 28: Preview ExpressVote Ballot**

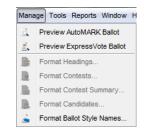
The **Preview ExpressVote Ballot** feature is directly tied to the **Ballot Style Names** portion of the Navigator pane. Use Preview Ballot to preview an emulation of the ballot as it will appear on the ES&S ExpressVote. To open the external Preview Ballot dialog box, follow the steps below:



**Note:** The ExpressVote Previewer must be installed on the system and the **Ballot Style Names** button <u>must</u> be selected to preview ballots.



- 1. From the Manage menu, click Preview ExpressVote Ballot.
  - Or, right-click on a ballot style in the Navigator pane, and click **Preview ExpressVote Ballot**.





**Note:** You must complete all of the election creation steps, including those in the Paper Ballot and Configure Equipment modules before previewing the ballot. If steps have not been completed, Electionware will prompt you to complete those steps before continuing.

Also, If you have completed processing your election, and have made changes which affect your audio files, you may preview the ballot without audio playback.

A preview of the on-screen ballot appears in an external viewer.

### Navigating in Preview Mode

Preview Mode will give you a good idea of how your election will appear on the ExpressVote voter assist terminal. The size of your monitor will affect how the preview appears. Viewing the election in Preview Mode enables you to identify any problems before loading the election onto the ExpressVote. Once you identify any problems, elements can be edited using modules within *ElectionWare*. Take the following steps to navigate the preview.

**1.** If additional languages have been programmed in the election, the Language Selection screen appears first:



**Note:** Some fonts may not appear correctly on the Preview screens. If an Asian Language is not displayed correctly, you may need to install Asian fonts on your PC.

**2.** Select a language by clicking on one of the available selections. Electionware automatically advances to the next screen.



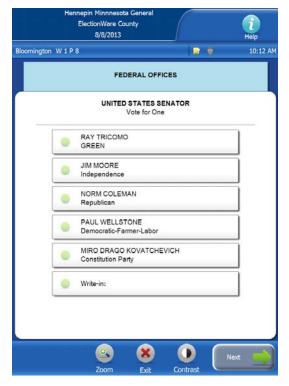
**Note:** Unless you are using a very large monitor with a height of 1024 pixels, the preview will show a shorter screen than on the actual VAT. In most cases, the information will scroll as needed.

**3.** The Election Title, and Election Date appear on the opening screen. Click OK to continue.

Hennepin Minnnesota General ElectionWare County 8/8/2013		
omington W1P8		10:11 A
Ready for Voting		
The ExpressVote is ready to be ope	ened for voting.	
Status:		
Election: HENNEPIN		
🖌 Power: Running on AC		
Battery Status: Charged		
🖌 Mode: Voting		
😡 Next Step:		
Touch "OK" to finish opening the Ex	pressVote.	
<b>у</b> ок		

- **4.** The first race appears. Select a candidate on the voting screen.
- 5. Click Next to advance.
- 6. To go back to review a previous race, click **Previous**.
- 7. To enter a write-in candidate, click the "write-in" option, and a graphical key-pad will appear. Touch the appropriate keys in order to spell the name of the candidate.

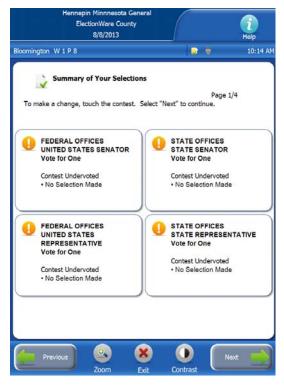
**Note:** The number of characters allowed is 28 when previewing the ballot in Electionware. However, on the actual ExpressVote, the number of characters might be limited to the space available on the ballot. If concerned about the length of any names, test the name on the actual ExpressVote.



- **8.** After all races have been voted, the Summary screen appears.
- **9.** To return to the *ElectionWare* program, click **Exit**.



**Note:** In the adjacent image, the yellow exclamation points indicate that an undervote situation has occurred. When a proper selection has been made, a green check mark appears in place of the exclamation point.



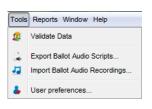
**10.** Click **Next** to return to *ElectionWare*.



# Chapter 29: Validate Data

Use Validate Data to verify the status of both the election and system translations and audio for accessible equipment types. To start the Data Validation Errors process, follow the steps below:

1. From the Tools menu, click Validate Data.



The Validation Errors screen appears:

- If the Data Validation Errors screen holds errors, select the element with errors and click View Details. This opens a detailed report about any missing translation, system audio or, election audio information.
- **3.** Click **Close** to close the Data Validation Errors screen.

Error Type	Number of Errors	
Missing Ballot Data	4	
Missing Ballot Audio Files	140	
Missing AutoMARK System Translations	314	
Missing AutoMARK System Audio	460	
Missing ExpressVote System Translations	310	
Missing ExpressVote System Audio	454	
	/iew Details	

**Reference:** If Validate Data reports errors, see the following chapters for important information regarding audio and translation imports:

ElectionWare Volume II: Define Operator Guide:

- Chapter 23: Export AutoMARK System Translations Script
- Chapter 24: Import AutoMARK System Translations
- Chapter 25: Export AutoMARK System Audio Script
- Chapter 26: Import AutoMARK System Audio Recordings
- Chapter 27: Export ExpressVote System Translations Script
- Chapter 28: Import ExpressVote System Translations
- Chapter 29: Export ExpressVote System Audio Script
- Chapter 30: Import ExpressVote System Audio Recordings

ElectionWare Volume III: Design Operator Guide

- Chapter 24: Export Ballot Audio Scripts
- Chapter 26: Import Ballot Audio Recordings



# **Chapter 30: Accessible Ballot Reports**

Use the **Reports** menu in Accessible Ballot, to open the report options for that module.

# **Missing Ballot Data Report**

Use the **Missing Ballot Data** option to access the report that relates to missing ballot data. The Missing Ballot Data report includes specific information about missing ballot data. This information includes the Language, Label Type, Text Label, and Related Content. The time and date stamp is updated to reflect when the most recent report is run.

To run this report, from the **Reports** menu, click **Missing Ballot Data**.

Reports	Window Help
М	issing Ballot Data
м	issing Ballot Audio Files



**Note:** Missing data must be entered or corrected in Capture and Paper Ballot.

The Missing Ballot Data report appears:

eport: N	fissing Ballot Data 🛛 🕸			[	< > <
1	• • • • •	1	L Q Q 100%	•	
	Missing I	Ballot Data		ElectionWare County AnyCounty Primary January 24, 2012	
	Language	Label Type	Text Label	Related Content	
	Spanish	Office	Vote For Phrase	[11194] Representative in Congress	
	Spanish	Candidate	Full Name	Channing Nelson	
	Spanish	Heading	Heading Name	Candidates for Party Positions	
	Chinese	Election Title	Election Title	AnyCounty Primary	
	Chinese	Heading	Heading Name	Nonpartisan Ticket	
	Chinese	Question	Verbiage	Referendum No. 1	
	Chinese	Office	Title	[11342] Representative in Congress	
	Chinese	Office	Title	[11398] Member of Assembly	
	Chinese	Candidate	Response Name	No	
	Spanish	Office	Vote For Phrase	[11342] Representative in Congress	

Use the Report Screen Toolbar to **Print**, **Save**, change the current page, or change the view of the displayed report.



**Reference:** See Report Screen Toolbar for further information regarding Report Screen Toolbar functions.

# **Missing Ballot Audio Files**

Use the Missing Ballot Audio Files option to access the report that relates to missing ballot audio files. The Missing Ballot Audio Files report includes specific information about missing recordings. This information includes the missing Label Type, the English Text translation, the Language that requires audio file support, the expected audio file name, and any Alternate ID. The time and date stamp is updated to reflect when the most recent report is run.

To run this report, from the **Reports** menu, click **Missing Ballot Audio Files**.

Repor	ts	Window	Help
	Mi	issing Ball	ot Data
	Mi	issing Ball	ot Audio Files

The Missing Ballot Audio Files report appears.

eport: Missing Ballot Audio F	iles %				< >
i 🚔 🗶 🚍 🖻		)% 🗸			
Missing	Ballot Audio Files	03/12/2012 1	AnyCount		
Label Type	English Text	Language	Filename	Alt ID1	- 1
English					- 1
Language Name	English	English	LangEnglish.wav	en	
Election Title	AnyCounty Primary	English	ElecTitle_1.wav		- 1
Election Authority	ElectionWare County	English	ElecAuth_1.wav		- 1
Heading	Candidates for nomination for Public Office	English	Head_1_61_1.wav	1	- 1
Heading	Candidates for Party Positions	English	Head_1_62_1.wav	2	
Heading	Nonpartisan Ticket	English	Head_1_63_1.wav	3	
Contest Summary	[11112] Representative in Congress Vote for	English	Cont_1_65_0.wav	OF1	

Use the Report Screen Toolbar to **Print**, **Save**, change the current page, or change the view of the displayed report.



**Reference:** See Report Screen Toolbar for further information regarding Report Screen Toolbar functions.

# Part 3: Appendix

- Chapter 32: Paper Ballot Style Sheet Option Tables
- Chapter 33: General Information
- Chapter 34: Paper Ballot System Messages
- Chapter 35: Revision History

# Chapter 31: Extended Write-in Ballot Layout Guidelines

*ElectionWare Paper Ballot* design guidelines for the Extended Write-In apply to the following ballot layout types:

- Column with Portrait Orientation
- Grid with Portrait Orientation
- Grid with Landscape Orientation

The *ElectionWare* Write-In module allows DS scanners to identify ballots with write-in votes without the associated ovals filled in, as well as filter and display the same by type ballot in *ElectionWare*. By following the guidelines described in this section, you can achieve greater write-in recognition accuracy by the DS scanners.

# Specifying the Extended Write-In Area

The DS200 and DS850 scanners look for written candidate names in the designated reserve write-in area, which must meet the following requirements for each candidate name:

- Minimum area of 10mm x 24mm.
- No maximum size.

The reserve write-in area coordinates are included in the DS scanners' election definition packages. Ballot artwork that extends into the reserve write-in area causes inaccuracies with the scanner write-in detection logic. Voter-entered information that extends outside the reserve write-in area on the voted ballot is not captured.



**Note:** The *Paper Ballot* Finalize process issues an alert if the size of the reserve write-in area is too small.

# **Column Portrait Ballot Row Density Overview**

Ballot row density refers to the number or rows that you can specify on the ballot in the portrait orientation. You can select from three row density options depending on the number of rows that you want on a ballot. See the following chart for the number of rows for each option and the corresponding distance (mm) between rows.

Row Density Options				
Number of Columns	Number of Rows	Distance in MM between Rows		
24	41	8		
24	50	6.5		
24	65	5		

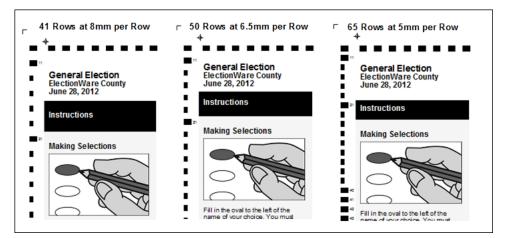
For example, you can have one of the following row options for a 8.5" x 14" page size:



**Note:** The number of rows required to satisfy the minimum area needed for the reserve write-in recognition area may change depending on the row density of the ballot

In the following figure, each black box along the sides of the ballot equates to a ballot row. Notice how the distances between rows are different for the three densities.

#### **Column Portrait Ballot Row Density**



Less distance between rows means more rows are needed to meet the minimum area required for the reserve write-in area. Likewise, the more distance between rows means fewer rows are needed.

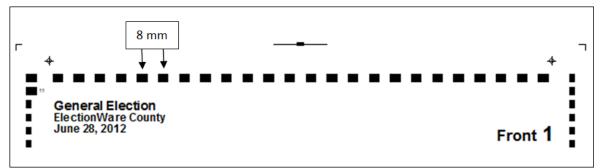


Note: Rows and columns are reversed for the Grid Landscape ballot.

# **Column Portrait Ballot Column Density Overview**

Column Portrait ballots have 24 fixed columns that are 8mm apart (the distance between black boxes at the top and bottom of the ballot) no matter which row density you choose for the ballot to meet the minimum requirement for the reserve write-in area.

The following figure shows an example of a 24-column portrait ballot with rows that are 8mm apart.



#### **Column Portrait Fixed Column Width**



**Note:** For the Grid Landscape ballot, the distances between rows are fixed at 8mm and the columns can be 5mm, 6.5mm or 8mm apart.

The number of rows required to satisfy the minimum area needed for the reserve write-in recognition area may change depending on the row density of the ballot.

# **Designing Column Portrait Ballots**

Use the Column Portrait ballot layout guidelines in this section if you want to use the Extended Write-in feature.

## **Column Portrait Ballot**

The extended write-in area of the ballot has three components:

- Write-in Phrase
- Reserve Write-in Recognition Area
- Write-in Horizontal Line

The following image on the left is a printed ballot. The image on the right is what is seen in *Paper Ballot* when designing the ballot with the Extended Write-in feature. The reserve write-in area is indicated by a gray border while designing ballots in *Paper Ballot*. The gray border does not get printed.

Local Offices		Local Offices
TOWN COUNCIL Town of Clarkstown (Vote for any TWO)		TOWN COUNCIL Town of Clarkstown (Vote for any TWO)
Paul Aney Democratic		<ul> <li>Paul Aney Democratic</li> </ul>
<ul> <li>Hausner Stephanie G. Democratic</li> </ul>		<ul> <li>Hausner Stephanie G. Democratic</li> </ul>
<ul> <li>Maloney John R. Democratic</li> </ul>	Write-in Phrase	<ul> <li>Maloney John R. Democratic</li> </ul>
○ Write-in ◀	Reserve Write-in Recognition Area	
O Write-in	-	O Wrie-in
│ ←	—— Write-in Horizontal Line —	▶



**Note:** The border of the Reserve Write-in Recognition Area highlighted above, does not appear on the printed ballot.

# Add a Write-in Phrase

Adhere to the following guidelines when adding the write-in phrase:

- Position the write-in phrase on the same horizontal line as the oval.
- To ensure that the write-in phrase does not interfere with the scanner's write-in recognition logic, ES&S recommends that there be a 2mm (0.079 inches) space between the write-in phrase and the reserved write-in area.



**Note:** The scanner recognition logic requires white space around the reserved write-in area because of potential ballot skews.

## Create a Reserve Write-in Area

The scanner looks for potential voter write-in candidate names in the reserve write-in area.

Paper Ballot stores the reserve write-in area bounding box coordinates for each write-in to the *ElectionWare* database. The reserved write-in area bounding box information is then packaged and sent to the scanner to be used by the scanner recognition logic.

# Create a Write-in Horizontal Line

Adhere to the following guidelines when adding a horizontal line:

- Position the horizontal line under the reserve write-in area to indicate the voter where to enter their write-in candidate information.
- To not interfere with the scanner recognition logic, ES&S recommends that the horizontal line be 0.004 inches in width or less. In addition, all horizontal and vertical lines can lie alongside the reserved write-in area as long as the line thickness is 0.004 inches or less.



**Note:** It is never recommended that a non-flush write-in line ever be used even if there is a 2mm gap between the line and the reserved write-in area. The reason is that if the voter writes on a non-flush write-in line, the captured name will get truncated because the scanner will be looking at a reserved region that is 2 mm or more above the line.

# Setting up Column Portrait Ballots

Complete the following steps to setting up Column Portrait ballots. The reserve write-in area must be at least 10mm high and 24mm wide.

## Specify the Write-in Row Height

Include the height of the write-in phrase and the horizontal line together to determine the total height of the reserve write-in area. For example, a ballot with a row density of 5mm and an 8.5-inch x 14-inch, 24-column x 65 row ballot layout, requires a minimum write-in height of three rows:

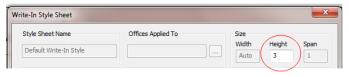
 Two rows (10mm) for the reserve write-in areas, plus one row for the write-in phrase and write-in line.

To define the reserve write-in area

 On the Sheet Settings screen, specify the column width in the Columns area. The standard three column ballot defaults to a column width value of 8 in the Ballot Sheet dialog of Ballot Settings, which equates to a width of 64 mm.

neet Settings					-2
Sheet Name	Front Back				
Sheet 1	Orientation	Columns		$\frown$	
	Portrait 👻	Column	Start C	olumn Width	Add
Sheet Size		Column 1	Auto	8	Edit
8.5" x 14" (24 x 65) 🔹	Margins	Column 2	Auto	8	Delete
(20 X 14 (27 X 05)	Top Margin 0.250	Column 3	Auto	8	

**2.** On the **Write-In Style Sheet** screen, specify the row height in the **Height** field, so the ballot column width should be set to a minimum of 3.





**Note:** Choosing ballot layouts of 6.5mm and 8mm row densities may only require a write-in height of 2 depending on the size of the write-in phrase and write-in line areas.

# **Use Reserved Write-in Panels**

Use panels to define the reserved write-in area. Vertical panels take up the entire width of the write-in area.

For Column Portrait ballot layouts, ES&S recommends that the entire write-in height be divided into three vertical panels – one of which is defined as the Reserve Panel for Write-in Recognition. For Column Portrait ballot layouts, the reserve write-in area must be 10mm or greater in height. Panel sizes are specified by the percentage of the available cell space. Calculations are needed to determine the minimum percentage size of the reserve write-in panel.

The following table shows the total amount of space available for various row heights of the three available row density layouts:

Ballot Space Available				
Rows by Row Density	5 mm	6.5	8 mm	
2	10	13	16	
3	15	19.5	24	
4	20	26	32	

**Note:** The calculations are only valid when panels make up the entire cell. Content placed in the cell outside a panel will reduce the amount of total space available in the cell for panels.

The following table shows the minimum reserve write-in panel size as a percentage of the total available write-in area. For example, with a 5mm row density and a 3 row write-in, the reserve write-in panel would need to be a minimum of 67% of the total write-in area height.

			Minimum Panel	Size	
Rows	5 mm	%	6.5 mm %	5 8 mm	%

						,			
2	10	100	10	13	77	10.01	16	63	10.08
3	15	67	10.05	19.5	52	10.14	24	42	10.08
4	20	50	10	26	39	10.14	32	32	10.24

Minimum Panel Size (continued)

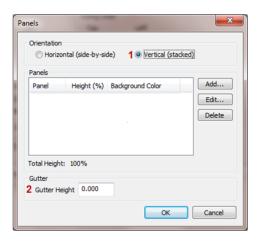
# **Create Vertical Panels**

Create the following vertical panels:

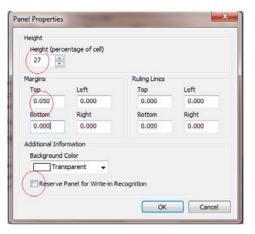
- First panel contains the write-in phrase.
- Second panel contains the reserved write-in area.
- Third panel contains the horizontal line.

To create vertical panels

- 1. On the Write-in Style Sheet, select the Panels button:
- 2. On the Panels screen, select Vertical (stacked) and specify 0.000 in the Gutter Height field.



- **3.** To create the first vertical panel, click **Add** and do the following:
  - Once the Panel Properties window appears, in the **Height (percentage of cell)** field, type or select 27 so that the first panel will account for 27% of the three row write-in area.
  - Verify that all margins and ruling line values are set to zero.
  - Ensure that the **Reserve Panel for Write-in Recognition** check box is cleared and click **OK**.



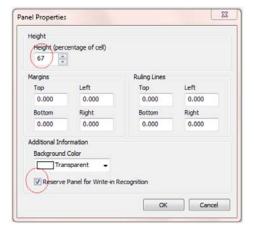
4. To create the second vertical panel, click Add and do the following:

- Once the Panel Properties window appears, in the **Height (percentage of cell)** field, type or select 67 so that the first panel will account for 67% of the three row write-in area.
- Verify that all margins and ruling line values are set to zero.
- Ensure that the **Reserve Panel for Write-in Recognition** check box is selected and click **OK**.
- •
- **5.** To create the third vertical panel, click **Add** and do the following.
  - Once the Panel Properties window appears, in the Height (percentage of cell) field, type or select 6so that the first panel will account for 6% of the three row write-in area.
  - Set the value in the **Ruling Lines Top** field to 0.004.
  - Verify that all margins and ruling line values are set to zero.
  - Ensure that the **Reserve Panel for** Write-in Recognition check box is cleared and click OK.

# Assign the Write-in Phrase

To assign a write-in phrase to the first panel

- 1. On the Write-in Style sheet, click Add.
- 2. On the Style Sheet Content dialog box, do the following:
  - In the **Content Type** area, select **Data** and **Text Title** from the drop-down menu.
  - Select panel 1 from the **Panel** drop-down menu.
  - Select Font and specify 6 point font for the write-in phrase and click OK.



Height Height (perc	centage of cell)		
Margins		Ruling Lines	
Тор	Left	Top	Left
0.000	0.000	0.004	0.000
Bottom	Right	Bottom	Right
0.000	0.000	0.000	0.000
Additional Info	ormation		
Background	Color		
Tran	nsparent 👻		
Reserve	Panel for Write-in I	Recognition	

- **3.** To create a 2mm space between the bottom of the write-in phrase and the top of the reserved write-in area, add a 6 pt. Arial blank line to panel 1 to ensure a 2mm space.
- 4. Click OK to return to the Write-in Style Sheet and click OK again to return to the ballot.

Content Type		Content Pro	perties	
Data	Text Title	Position	Top	Same Line
() Text		Left Offset	0.000 Top Offset	0.000
) Graphic	Ballot Set Party Graphic 🛛 👻	Line Size	Font Size 👻 Rotate	0 .
🕑 Line	Vertical Line ~	Alignment	Left - No	Text Wrap
Additional Inf	ormation	Language	<default></default>	
Left Margin	0.000 Right Margin 0.000	Font	Arial 6pt	
Panel 1	•	Font Kerning		
rund L				

# Add a Horizontal Line to the Third Panel

Instead of using the Horizontal Line feature of the Style Sheet Content dialog, ES&S recommends adding a top ruling line for the third panel.

To add a horizontal line to the top of the third panel

- 1. On the Write-in Style Sheet screen, select Add.
- 2. On the Panel Properties screen, in the Ruling Lines area, specify the line width in the Top field.

Height Height (perco 2	entage of cell)		×			
Margins Top 0.000	Left 0.000	Ruling Lines Top 0.004	Left 0.000			
Bottom 0.000	Right 0.000	Bottom 0.000	Right 0.000			
Background	Additional Information Background Color Transparent Reserve Panel for Write-in Recognition					
		ОК	Cancel			

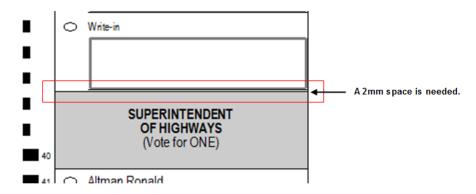
**Note:** The larger the height percentage of the third panel, the greater the space will exist between the write-in line and the candidate or contest that follows.



The height of three panel's percentage values should add up to 100%.

ES&S recommends that there is at least 2mm of space after the write-in line and the beginning of the next candidate or contest.

The following example layout below does not meet the guideline requirements:



**3.** Add a 6 pt. Arial blank line to create a 2mm space between the write-in ruling line and the next contest or candidate.

Content Type		Content Pro	operties
Oata	Blank Line 🗸	Position	Top
Text		Left Offset	0.000 Top Offset 0.000
C Graphic	Ballot Set Party Graphic 👻	Line Size	Font Size   Rotate 0
🔘 Line	Vertical Line 👻	Alignment	Left   No Text Wrap
Additional Inf	formation	Language	<default></default>
Left Margin	0.000 Right Margin 0.000	Font	Arial 6pt
Panel 3	•	Font Kerning	g 0 🔻

# Designing Grid Portrait Ballots

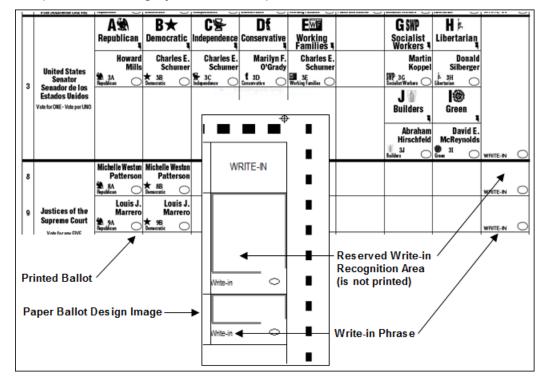
Use the Grid Portrait ballot layout guidelines in this section if you want to use the Extended Write-in feature.

# **Grid Portrait Ballot**

The extended write-in area on the ballot has two or three components:

- Write-in Phrase
- Reserve Write-in Recognition area
- Write-in Horizontal line (optional)

The following horizontal figure on the top is a printed ballot. The vertical figure in the center is the image seen in *Paper Ballot* when designing the ballot with the Extended Write-in feature. The reserved write-in area is indicated by a gray border while designing ballots in *Paper Ballot*. The gray border is not printed.



# Add a Write-in Phrase

Adhere to the following guidelines when adding the write-in phrase:

- Position the write-in phrase on the same horizontal line as the oval.
- ◆ To ensure that the write-in phrase does not interfere with the scanner's write-in recognition logic, ES&S recommends that there be a 2mm (0.079 inches) space between the write-in phrase and the reserved write-in area.



**Note:** The scanner recognition logic requires white space around the reserved write-in area because of potential ballot skews.

# Create a Reserve Write-in Area

The scanner looks for potential voter write-in candidate names in the reserve write-in area.

*Paper Ballot* stores the reserve write-in area bounding box coordinates for each write-in to the *ElectionWare* database. The reserved write-in area bounding box information is then packaged and sent to the scanner to be used by the scanner recognition logic.

## Create a Write-in Horizontal Line

Adhere to the following guidelines when adding a horizontal line:

- Position the horizontal line under the reserve write-in area to indicate the voter where to enter their write-in candidate information.
- To not interfere with the scanner recognition logic, ES&S recommends that the horizontal line be 0.004 inches in width or less. In addition, all horizontal and vertical lines can lie alongside the reserved write-in area as long as the line thickness is 0.004 inches or less.

# Specify the Write-in Row Height and Width

The minimum reserved write-in area of 10mm high by 24mm wide must include the combined height of the write-in phrase and the horizontal line.

To determine the row height of the reserved write-in area

For example, an 8.5-inch x 14-inch ballot layout with a row density of 8mm, 24-columns, and 41 rows, requires a minimum write-in height of two rows:

 Two rows (8mm + 8mm = 16mm) for the minimum 10mm reserved write-in area, plus 6mm for the write-in phrase.

On the Candidate Style Sheet screen, specify the row height of 2:

andidate Style Sheet				
Candidates Applied To	Size			
	Width Height Span			



**Note:** Ballot with a 5 mm row density can be 2 rows in height if no write-in phrase is used. Set the reserve panel to 100 percent. The oval can exist inside the reserve write-in area.

To determine the write-in row width of the reserved write-in area

Grid Portrait ballots have a fixed column size of 8mm (the distance between black boxes along the top and bottom of the ballot).

On the **Sheet Settings** dialog box, specify a minimum of 3 (columns) in the **Write-in Column Width** field (8mm X 3 = 24mm):

Sheet Name	Front Back		
Sheet 1	Orientation	Layout	
	Portrait -	Place Contests of type	Office 🔻
Sheet Size 8.5" x 14" (24 x 41)	Margins 0.050	Start Column	1
Stub Height	Top Margin 0.250 Left Margin 0.250	Start Row	1
Top Stub 0.000	Ruling Lines	Number of Party Columns	8
Bottom Stub 0.000	Top Left	Office Column Width	3
	0.006 0.006 Bottom Right	Party Column Width	2
	0.006 0.006	Write-in Column Width	3
	Mark Suppression		
	Suppress Timing Marks		
	Suppress Code Channel		
	When to Suppress		
	No Votable Positions Exist 👻		

# **Use Reserve Write-In Panels**

ES&S recommends that write-in height be divided between the write-in phrase and the reserve write-in panel. Place the write-in phrase at the bottom of the cell and let the reserve write-in panel take 100 percent of the remaining space. The reserve write-in panel will automatically expand to fill the entire write-in area when a contest wraps to a second candidate row, as seen in the examples above.

Vertical panels take up the entire width of the write-in cell.

#### Assigning the Write-in Phrase

On the **Write-in Style** sheet window, add the following two content items:

- 6 pt. Arial blank line
- Text Title (write-In phrase) in the point size of your choice.

The blank Line creates a 2mm space between the write-in phrase and the reserved write-in area. Also make the bottom margin 0.075 to bring the write-in phrase parallel to the oval. Leave all other settings at their default values.

Style Shee	et Name		Offices Applied T	o		Size			
Default V	Vrite-In	Style				Width Auto		Height Auto	Span 1
Margins			Ruling Lines						
Тор		Left	Тор	Left					
0.000		0.000	0.006	0.006					
Bottom		Right	Bottom	Right					
0.075		0.000	0.006	0.006					
Additional	Informa	ation	Relative Target	Position					
Backgro	ound Co	lor	Row	Column					
	Transp	arent 👻	0	0					
	tically Ce Panels	enter Content							
F			Font	Style	Pts	Size	Aligo		Add
Content	Panels		Font Arial Narrow	Style Normal	Pts 6	Size 6	-		Add
F Content Pos	Panels	Content					-		
F Content Pos Bottom	Panels Lang def	Content Blank Line	Arial Narrow	Normal	6	6	Left		Edit
F Content Pos Bottom	Panels Lang def	Content Blank Line	Arial Narrow	Normal	6	6	Left		Edit
F Content Pos Bottom	Panels Lang def	Content Blank Line	Arial Narrow	Normal	6	6	Left		Edit Delete
F Content Pos Bottom	Panels Lang def	Content Blank Line	Arial Narrow	Normal	6	6	Left		Edit

# **Calculating Reserve Panel Percentages**

# Grid Landscape Ballot Layouts

For Grid Landscape layouts, the reserved write-in area must be 10mm or greater in width. Use panels to define the reserved write-in area. Panel sizes are specified by the percentage of the available cell space. Calculations are needed to determine the minimum percentage size of the reserved write-in panel. The following table shows the total amount of space available for various row widths of the three column density layouts:

The following table shows the total amount of space available for various row widths of the three available row density layouts (column density is variable for landscape layouts):

Ballot Space Available				
Columns by Column Density	5 mm	6.5	8 mm	
2	10	13	16	
3	15	19.5	24	
4	20	26	32	

The following table shows the minimum reserved write-in panel size as a percentage of the total available write-in area. For example, with a 5 mm row density and a 3 row write-in, the reserve write-in panel would need to be a minimum of 67% percentage of total write-in cell height.

	Minimum Panel Size								
Rows	5 mm	%		6.5 mm	%		8 mm	%	
2	10	100	10	13	77	10.01	16	63	10.08
3	15	67	10.05	19.5	52	10.14	24	42	10.08
4	20	50	10	26	39	10.14	32	32	10.24



**Note:** The calculations above are only valid when panels make up the entire cell. Content placed in the cell outside a panel will reduce the amount of total space available in the cell for panels.

# **Chapter 32: Paper Ballot Style Sheet Option Tables**

The following tables will help illustrate the varying *Paper Ballot* Style Sheet options, as they change depending upon the chosen layout type. Use this information to verify that variable options are available for your chosen layout type. An "X" in a column indicates that an option is available to the specified layout type. A dash in a column indicates that an option is not available to the specified layout type.

- Column one -Frame: Represents the frame within the Style Sheet dialog box.
- Column two -Setting: Represents the settings available within that frame.
- Column three -Grid-Landscape: This column shows the options available for the Grid-Landscape ballot type.
- Column four -Grid-Portrait: This column shows the options available for the Grid-Portrait ballot type.
- Column five -Column-Portrait: This column shows the options available for the Column-Portrait ballot type.

#### **Candidate Style Sheet Window Options**

		Grid-	Grid-	Column-
Frame	Setting	Landscape	Portrait	Portrait
	Width	-	-	-
Size Frame	Height	-	х	х
	Span	-	-	-
	Тор	х	х	х
Margins	Left	х	х	х
wargins	Bottom	х	х	х
	Right	х	х	х
	Тор	Х	х	х
Ruling Lines	Left	х	х	х
Runng Lines	Bottom	х	х	х
	Right	х	х	х
Landscape	Relative Candidate Position	х	-	-
Options	Adjacent Party Cell	х	-	-
	Background Color	х	х	x
Additional Information	Vertically Center Content	х	х	х
	Panels	х	х	Х
Relative	Row	х	х	х
Target Position	Column	Х	х	x

Frame	Setting	Grid- Landscape	Grid- Portrait	Column- Portrait
	Width	-	-	-
Size Frame	Height	-	-	х
	Span	-	-	-
	Тор	Х	х	х
Marging	Left	х	х	х
Margins	Bottom	х	Х	х
	Right	х	Х	х
	Тор	х	Х	х
Ruling Lines	Left	х	Х	х
Runng Lines	Bottom	х	Х	х
	Right	х	Х	х
	Background Color	х	х	х
Additional Information	Vertically Center Content	х	х	x
	Panels	х	Х	х
Relative	Row	х	Х	х
Target Position	Column	х	х	х

#### Style Sheet Window Options

#### Party Style Sheet Window Options

Frame	Setting	Grid- Landscape	Grid- Portrait
	Width	х	-
Size Frame	Height	-	х
	Span	-	-
	Тор	Х	х
Moreine	Left	х	х
Margins	Bottom	х	х
	Right	х	х

Frame	Setting	Grid- Landscape	Grid- Portrait
	Тор	х	х
Duling Lines	Left	х	х
Ruling Lines	Bottom	х	х
	Right	х	х
	Background Color	х	х
Additional Information	Vertically Center Content	х	х
	Panels	х	х

#### Party Style Sheet Window Options (continued)

#### **Question Style Sheet Window Options**

Frame	Setting	Grid- Landscape	Grid- Portrait	Column- Portrait
	Width	х	-	-
Size Frame	Height	-	х	х
	Span	-	-	-
	Тор	х	х	х
Manaina	Left	х	х	х
Margins	Bottom	х	х	х
	Right	х	х	х
	Тор	х	х	х
Ruling Lines	Left	х	х	х
Ruling Lines	Bottom	х	х	х
	Right	х	х	х
Skin	Marks to Skip Before	х	х	
Skip	Marks to Skip After	х	х	
	Background Color	х	х	х
Additional Information 1	Vertically Center Content	х	Х	х
	Panels	Х	Х	х

Frame	Setting	Grid- Landscape	Grid- Portrait	Column- Portrait
Additional Information 2	Top Double Rule			х
	Bottom Double Rule			х
	Response Settings	х	х	х
Position	Question Row	х		
	Sheet/Side		х	х
	Column		х	х
	Row		х	х

#### Question Style Sheet Window Options (continued)

#### **Question Response Style Sheet Window Options**

Frame	Setting	Grid- Landscape	Grid- Portrait	Column- Portrait
	Width	х	х	х
Size Frame	Height	х	Х	х
	Span	-	-	-
	Тор	х	Х	х
Moreine	Left	х	х	х
Margins	Bottom	х	Х	х
	Right	х	х	х
Additional Information	Vertically Center Content	х	х	х
Position	Relative Column	х	х	х
	Column Skip After	х	х	х

#### Candidate Level Text Style Sheet Window Options

Frame	Setting	Grid- Landscape	Grid- Portrait	Column- Portrait
	Width	х	Х	-
Size Frame	Height	-	Х	х
	Span	-	х	-

Frame	Setting	Grid- Landscape	Grid- Portrait	Column- Portrait
	Тор	х	х	х
Manaina	Left	х	х	х
Margins	Bottom	х	Х	х
	Right	х	х	х
Ruling Lines	Тор	х	Х	х
	Left	х	х	х
	Bottom	х	Х	х
	Right	х	х	х
	Background Color	х	х	х
Additional Information	Vertically Center Content	х	х	х
	Panels	х	Х	Х

#### Candidate Level Text Style Sheet Window Options (continued)

# **Chapter 33: General Information**

# **Report Screen Toolbar**

Each module within *ElectionWare* offers its own collection of individual reports. These reports appear in the work space, and can be saved, viewed and printed all by utilizing the report screen toolbar. Use the report screen toolbar to save, print, scroll through pages, and change the view of the report currently displayed. Use the following information for reference on how to use the Report Screen Toolbar.

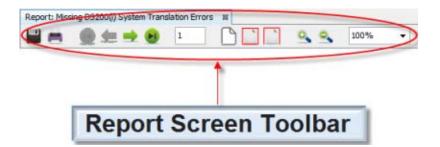
Saving and Printing Reports

To access the Report Screen Toolbar, use the **Reports** menu to produce reports specific to the module you are currently using.



Note: An election must be selected before trying to access a report.

Upon displaying the report in the work space, the report screen toolbar becomes available:



At the top left of the Report Screen Toolbar are the **Print** and **Save** symbols.



Use the **Save** symbol to save the report currently displayed in the Report Screen. *ElectionWare* reports may be saved in the following file formats:

- .html Hypertext Markup Language File
- .pdf Portable Document Format File
- .rtf Rich Text Format File

.xls – Excel Spreadsheet

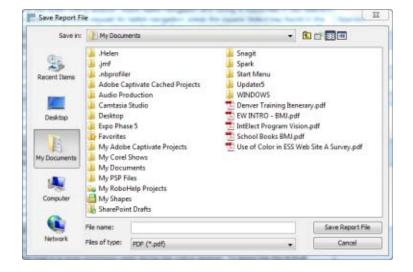
Click the **Save** symbol.



Note: Reports are defaulted to save in the (PDF) format.

The Save Report File dialog box appears:

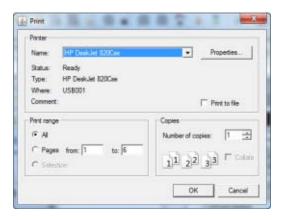
Enter a file name that describes the report in the File name field, and click Save Report File.



Use the **Print** symbol to print a hard-copy of a report. The Print dialog box appears:

Select the printer of your choice from the **Name** drop-down menu.

You can choose to print all pages by selecting All from the print range dialog box. Or, you can select a specific page range by selecting **Pages**, and entering the desired page numbers in the **from** and **to** fields.



Select the number of copies you wish to print

from the **Number of copies** cell. You may enter the number of copies you wish manually, or you can use the up or down arrows to increase or decrease the number of copies respectively.

Select **Collate** if you wish the report pages to print in sequential order.

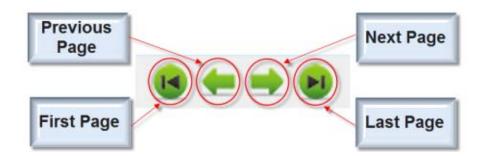
Click **Cancel** to cancel the print job and close the Print dialog box. Or, click **OK** to accept the print job and return to the *ElectionWare* dialog box.



**Note:** The print option can be used to create soft copies of a report as well. Use the **Name** drop-down list to select Adobe PDF option if Adobe 9.0 or higher is installed. Otherwise select **Print to file** from the drop-down menu.

# **Page Selection Arrows**

Use the page selection arrows to navigate through the report pages sequentially, or to jump to the beginning or end of the report.



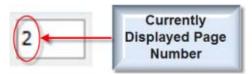
Click the **Previous Page** arrow to move one page backward in the report.

Click the **Next Page** arrow to move one page forward in the report.

Click the **First Page** arrow to skip to the first page.

Click the **Last Page** arrow to skip to the last page.

Or, use the **Go To Page** field to skip to a specific page in the report. You can also use this field to check the number of the currently displayed page.



# Changing the On screen Report View

Use the page size and zoom symbols to change the way that the on screen report is currently displayed.



Use the Actual Size symbol to view the report in its actual size.

Use the **Fit Page** symbol to make the report fit the page to the size of the current screen.

Use the Fit Width symbol to make the report fit to the width of the current screen.

Use the **Zoom In** symbol to zoom in on the report.

Use the **Zoom Out** symbol to zoom out of the report.

Use the **Zoom Ratio** drop-down menu to manually select the size of the report on screen. The Zoom Ratio ranges from 100% to 800%. Select from the available percentages, or enter a manual percentage in the box.

# Chapter 34: Paper Ballot System Messages

System Messages	Message Type	Solution
Add Font Substitution	Informational Message	No action required.
Add Frame: <frame name=""/>	Informational Message	No action required.
Add Stylesheet: <style name="" sheet=""></td><td>Informational Message</td><td>No action required</td></tr><tr><td>Add Text Item: <text item name></td><td>Informational Message</td><td>No action required.</td></tr><tr><td>Application Error: Another user has recently modified this data. Data cannot be saved.</td><td>Error Message</td><td>Verify that no other users are in ElectionWare Paper Ballot, and then try saving again.</td></tr><tr><td>Application Error: Error loading election data.</td><td>Error Message</td><td>Contact ES&S Customer Support.</td></tr><tr><td>Application Error: Error saving data. Data was not saved.</td><td>Error Message</td><td>Contact ES&S Customer Support.</td></tr><tr><td>Application Error: Finalize Ballot Layout aborted due to the following error: <error text></td><td>Error Message</td><td>Review the reason for the error. If possible, follow any steps necessary for resolution. Otherwise, contact ES&S Customer Support.</td></tr><tr><td>Application Error: No print device was found. Printing disabled.</td><td>Error Message</td><td>Verify that a print device has been specified in Microsoft Windows. If necessary, use your Windows documentation, or contact Microsoft for assistance in selecting a print device. If a print device has been selected and the error continues, contact ES&S Customer Support for assistance.</td></tr><tr><td>Application Error: Unable to display help.</td><td>Error Message</td><td>Contact ES&S Customer Support.</td></tr><tr><td>Application Error: Unable to display the User Guide.</td><td>Error Message</td><td>Contact ES&S Customer Support.</td></tr><tr><td>Application Warning: Could not create internal printer DC. Print menu will be disabled</td><td>Warning Message</td><td>Contact ES&S Customer Support.</td></tr><tr><td>Close Document: <document name></td><td>Informational Message</td><td>Click Yes to close the document.</td></tr><tr><td>Copy Frame: <frame name></td><td>Informational Message</td><td>Click Yes to copy the frame.</td></tr><tr><td>Copy Stylesheet: <style sheet name></td><td>Informational Message</td><td></td></tr></tbody></table></style>		

#### Paper Ballot System Messages

Paper Ballot System Messages				
System Messages	Message Type	Solution		
Delete Font Substitution	Informational Message	No action required.		
Delete Frame: <frame name=""/>	Informational Message	No action required.		
Delete Stylesheet: <style name="" sheet=""></td><td>Informational Message</td><td>No action required.</td></tr><tr><td>Delete Text Item: <text item name></td><td>Informational Message</td><td>No action required.</td></tr><tr><td>Exception: A database exception occurred: <error text></td><td>Error Message</td><td>Contact ES&S Customer Support.</td></tr><tr><td>Exception: A database exception occurred: <error text></td><td>Error Message</td><td>Contact ES&S Customer Support.</td></tr><tr><td>Export aborted due to the following error: Unsupported contest float occurred.</td><td>Error Message</td><td>Contact ES&S Customer Support.</td></tr><tr><td>Export: Ballot layout finalization failed.</td><td>Error Message</td><td>Contact ES&S Customer Support.</td></tr><tr><td>Export: Finalize Ballot Layout aborted due to the following error: <error text></td><td>Error Message</td><td>Contact ES&S Customer Support.</td></tr><tr><td>Export: Start of ballot layout finalization.</td><td>Informational Message</td><td>Contact ES&S Customer Support</td></tr><tr><td>Export: The ballot layout was finalized successfully.</td><td>Informational Message</td><td>Contact ES&S Customer Support</td></tr><tr><td>Language Change: <language ISO code></td><td>Informational Message</td><td>No action required.</td></tr><tr><td>Load Template: <template filename></td><td>Informational Message</td><td>No Action Required.</td></tr><tr><td>Load Template: <template name></td><td>Informational Message</td><td>No action required.</td></tr><tr><td>Move Frame: <frame name></td><td>Informational Message</td><td>No action required.</td></tr><tr><td>New Document: <datafile name></td><td>Informational Message</td><td>No action required.</td></tr><tr><td>Open Document: <document name></td><td>Informational Message</td><td>No action required.</td></tr><tr><td>Paper Ballot module exit</td><td>Informational Message</td><td>No action required.</td></tr><tr><td>Paper Ballot module start</td><td>Informational Message</td><td>No action required.</td></tr><tr><td>Print: Ballots with Errors</td><td>Informational Message</td><td>No action required.</td></tr></tbody></table></style>				

#### Paper Ballot System Messages

System Messages	Message Type	Solution
Print: Error detection turned off, no check for errors	Informational Message	No action required.
Print: Unvalidated Ballots	Informational Message	No action required.
Print: Validated Ballots	Informational Message	No action required.
Save Document: <document name=""></document>	Informational Message	No action required.
Save Template: <template filename=""></template>	Informational Message	No action required.
Save Template: <template name=""></template>	Informational Message	No action required.
Settings Change	Informational Message	No action required.
Update Font Substitution	Informational Message	No action required.
Update Frame: <frame name=""/>	Informational Message	No action required.
Update Stylesheet: <style name="" sheet=""></td><td>Informational Message</td><td>No action required.</td></tr><tr><td>Update Text Item: <text item name></td><td>Informational Message</td><td>No action required.</td></tr></tbody></table></style>		

#### Paper Ballot System Messages

# **Chapter 35: Revision History**

### Electionware Volume III: Design User's Guide April 25, 2014 Document Version 3.0

Chapter	Version	Description	Project
24,33	3.0	Removed references to Viewer.	5.2.0.0

### Electionware Volume III: Design User's Guide February 21, 2014 Document Version 2.0

Chapter	Version	Description	Project
Entire Book	2.0	Updated manual title to manual filename in footer	5.2.0.0

### Electionware Volume III: Design User's Guide January 10, 2014 Document Version 1.11

Chapter	Version	Description	Project
Entire Book	1.0	New book based on EVS FL 4.5.	5.2.0.0
27	1.1	Add Important note that Viewer is required to view/print exported spreadsheets.	5.2.0.0
27	1.1	Add Important note that exported spreadsheets must be saved to a computer w/ Excel in order to edit them.	5.2.0.0
33	1.1	Add Important note that Viewer is required to view/print exported spreadsheets.	5.2.0.0
Entire Book	1.11	Miscellaneous improvement revisions requested by review team.	5.2.0.0
10	1.11	Updated Text Variables table.	5.2.0.0
		Added note under Font Codes that fonts must first be installed on the system.	

### Electionware Volume III: Design User's Guide January 10, 2014 Document Version 1.11

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Chapter	Version	Description	Project
15	1.11	Added explanation about the Question Response style sheet.	5.2.0.0
		Corrected "Text Applied to Window" to "Candidates Applied to Window."	
		Removed "Position Section," as this is not in the "Candidate Level Text Style Sheets."	
		Removed "Return to Office Headings" section, as this instruction is already provided at the end of the previous section.	
16	1.11	Added warning about adding text to Style Sheets.	5.2.0.0
20	1.11	Removed note about Adobe Type Basic.	5.2.0.0
		Removed misplaced "click yes/no" instructions.	
2	1.11	Print Symbols: Corrected description for Print symbol.	5.2.0.0
10	1.1	Edit Text Items: Corrected wording of Step 4 Note.	5.2.0.0
10	1.1	Substitution Variables: Corrected text.	5.2.0.0
10	1.1	Substitution Variables: Updated Text Variables table.	5.2.0.0
10	1.1	Text Formula Codes: Added voter instruction.	5.2.0.0
10	1.1	Font Codes: Added note about needing font installed.	5.2.0.0
15	1.1	Question Response Style Sheet: Added explanation.	5.2.0.0
15	1.1	Text Applied to Window: Corrected terms.	5.2.0.0
15	1.1	Return to the Text Applied to Window: Corrected terms.	5.2.0.0
15	1.1	Return to the Text Applied to Window: Removed step 17.	5.2.0.0
15	1.1	Return to the Office Headings Applied to Window: Removed redundant section.	5.2.0.0
15	1.1	Return to the Column Headings Applied to Window: Corrected wording.	5.2.0.0
15	1.1	Add Text to Style Sheets: Added warning.	5.2.0.0
18	1.1	Add Text to a Frame: Improved numbering convention.	5.2.0.0
20	1.1	Removed recommendation of Adobe Type Basic.	5.2.0.0
20	1.1	Removed misplaced steps.	5.2.0.0
2	1.1	Paper Ballot Formatting Menus: Revised caution.	5.2.0.0
2	1.1	Paper Ballot Formatting Menus: Added Warning.	5.2.0.0
2	1.1	Paper Ballot Formatting Menus: Added graphic.	5.2.0.0

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