

unity™

BALLOT IMAGE
MANAGER

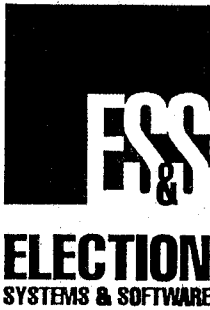
User's Guide



Proven Solutions for the World of Elections

1954





Proven Solutions for the World of Elections

ES&S Ballot Image Manager

Version Release 6.0

May, 2001

Election Systems and Software, Inc.

Corporate Headquarters

11208 John Galt Blvd.

Omaha, Nebraska 68137

United States of America

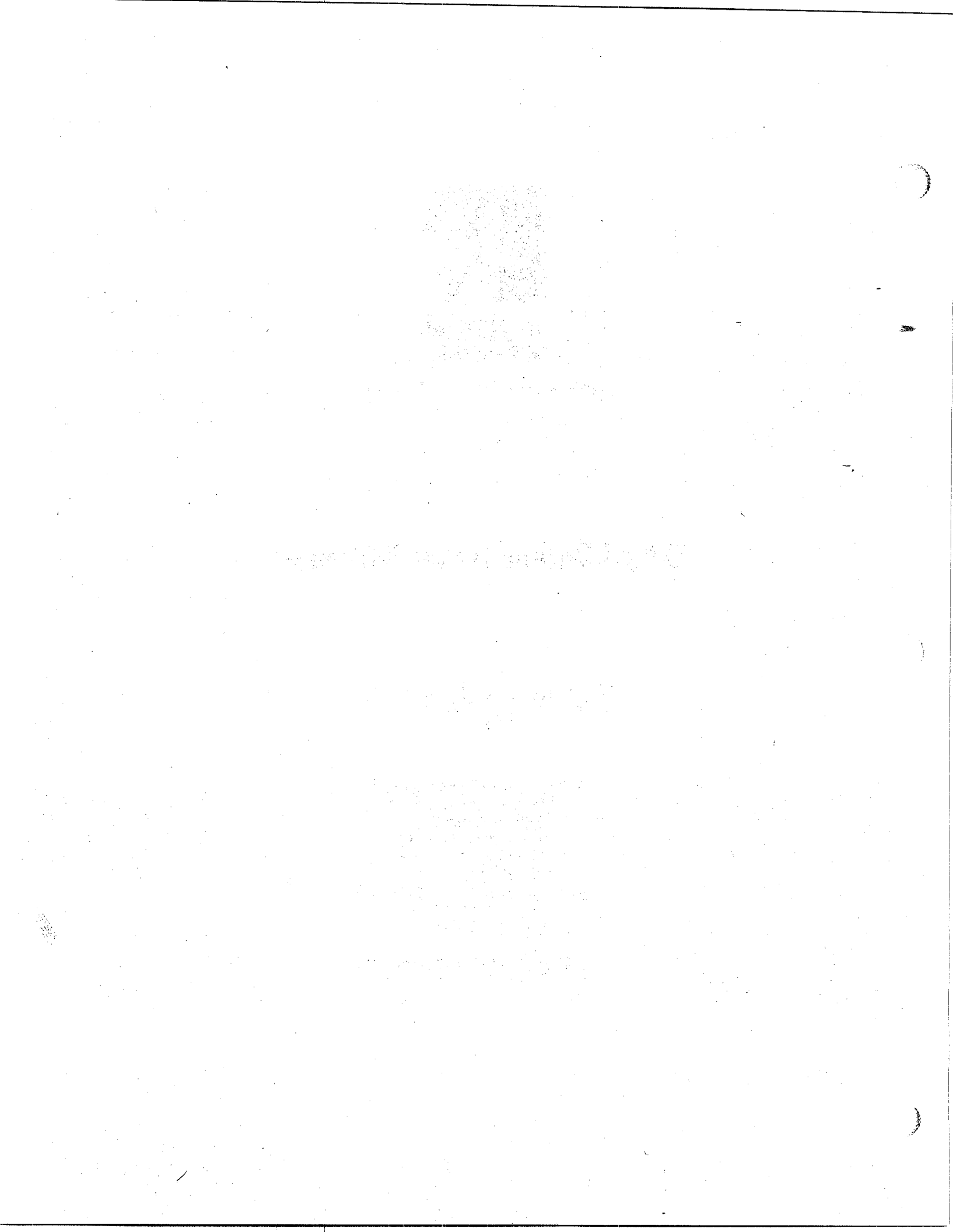
Phone: (402) 593-0101

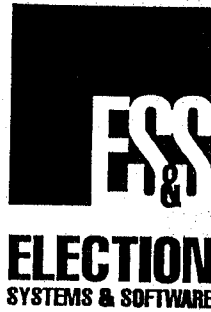
Toll Free Inside of U.S.: (800) 247-8683

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Vision Statement

Recognized global leader in providing innovative solutions and services to the election industry. These quality solutions and services are developed and delivered by people dedicated to the highest standards of ethics, integrity and the process of continuous improvement.

The result will allow our present and future customers to have a positive and lasting impact on the growth of democracy worldwide.

Who We Are

The World Leader in Automating the Election Process

ES&S is a company of dedicated people building integrated systems and developing solutions for the election official's total management needs

- Election and voter registration management software
- Ballot counting and tabulation hardware
- Election information management software

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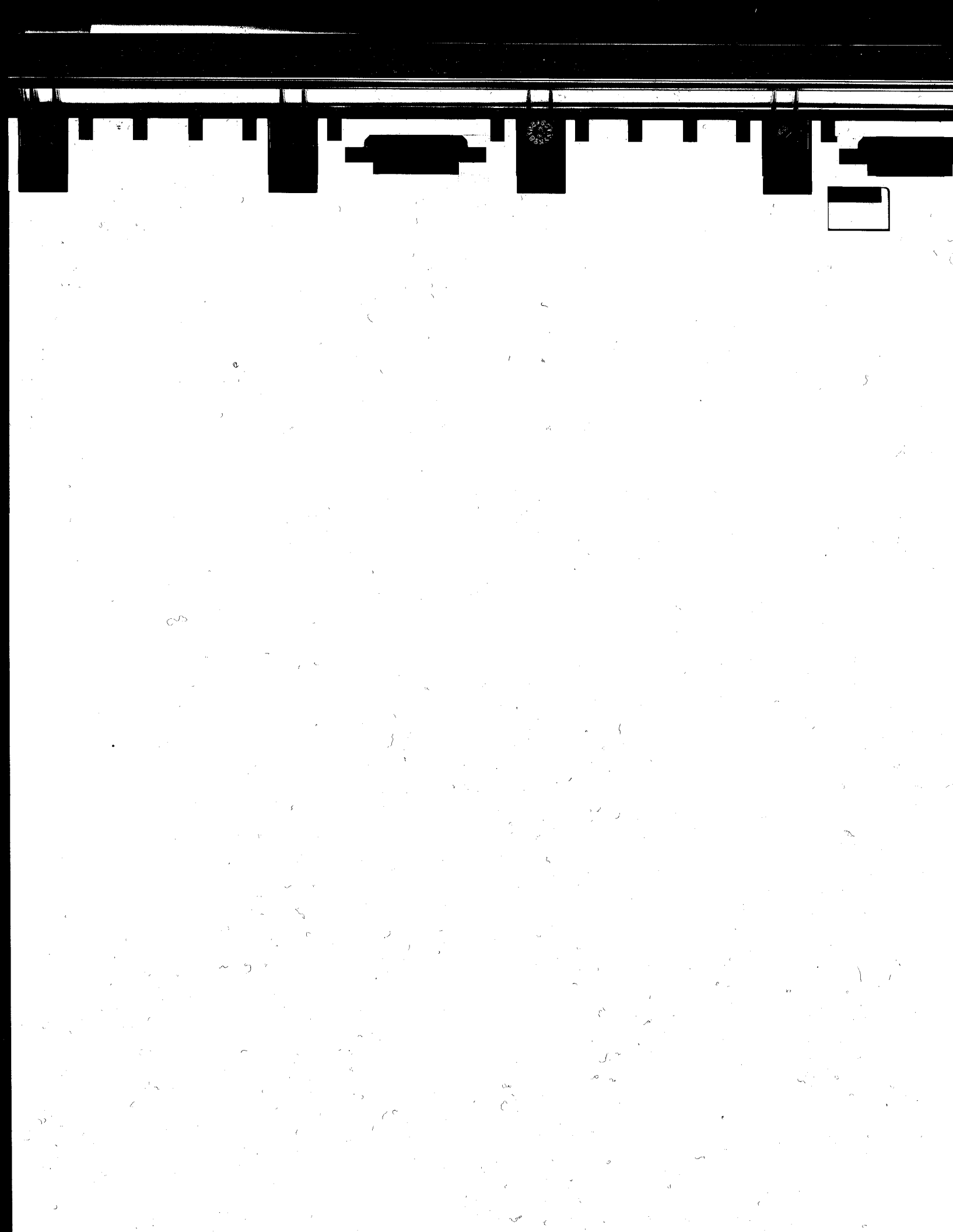
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Chapter 1: Introduction

The ES&S Ballot Image Manager is a powerful publishing tool created to take advantage of advancements in personal computing and the emergence of low-cost, high-quality laser printers. The Image Manager enables you to design and print election ballots using data programmed into the Unity Election Data Manager.

The Ballot Data File

Data entered in the Election Data Manager is combined into a Ballot Data File. This database file contains all office and candidate data for a specific election in a single county. The Ballot Image Manager can process one Data File at a time in order to format and print ballots for a single county.

Data Files exist independently of the Ballot Image Manager. Each Data File is numerically coded in the following format: Precinct number-Ballot Style number-the number of different precincts using the ballot style. The Image Manager uses this code to process ballot information.

Formatting Ballots

Ballot faces are formatted by selecting options from the Image Manager **Style Sheets** menu, the **Ballot** menu and the **Frames** menu. Style sheets are files used to format the typographic attributes (fonts, field contents, font attributes...) of the individual Data File components that make up the final ballot. For example, options selected in the **Office Style Sheet** will determine how office data from the Election Data Manager will appear on the ballot.

While options in the **Style Sheets** menu are used to format individual ballot components, options under the **Ballot** menu are used to set up the overall appearance of the ballot. Use the options under this menu to format the ballot type, ballot size, the number of columns that appear on the ballot, the ballot serial number format, the marks that appear on the ballot face and other appearance options. In addition, any ballot text or graphics not stored by either the Image Manager or Data Manager must be imported using options from this menu.

The options in the **Frames** menu control the placement of external text or graphics on the ballot. Text files are most often created using the text editor in either the Image Manager or Data Manager, but any ASCII file can be used as a text file.

After you format ballots, you can print them at your workstation or electronically send them to a third party printer.

User Information

This documentation assumes that you have a basic understanding of both Microsoft Windows and MS DOS. Consult Windows and DOS manuals to answer any questions about these two operating systems.

Dialog Boxes

Many options in the Ballot Image Manager require data entry in dialog boxes. Descriptions of the controls found within dialog boxes can be found in the Windows manual.

Measurements

Numerical settings in the dialog boxes found in the ES&S Ballot Image Manager are set in inches and fractions of inches.

Menus

When a menu option or tool button is unavailable, it will be dimmed and cannot be selected. The proper tool must be selected or the proper procedure carried out before the option becomes available.

Contacting ES&S for Software Support

This manual and in-program Help should aid in accomplishing most of the tasks in the Ballot Image Manager. The first step to answering any questions is to consult product documentation or in-program Help.

If a question cannot be answered with these resources, or if a processing problem or system error is encountered, ES&S's software support staff can provide advice and assistance in resolving the situation.

When calling ES&S for software support, please be near the computer. In addition, be prepared to provide the following information to the customer support representative:

- **The version number** of the product.
- **The type of hardware** used, including network hardware if applicable.
- **The operating system** (e.g., Windows 95).
- **The exact wording of any messages** appearing on screen.
- **A description of what happened**, circumstances under which the problem occurred and any solutions attempted.

Support representatives are available between 8:00 a.m. and 5:00 p.m. CST; however, support hours are extended during election periods.

To contact an ES&S support representative:

Telephone: 800-247-8683 (USA & Canada) or
402-593-0101 (International)
Fax: 402-593-8107
Write: Election Systems & Software
11208 John Galt Blvd.
Omaha, NE 68137 USA

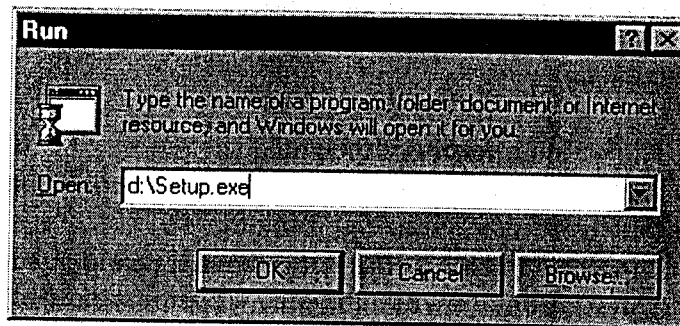
ES&S's support services are subject to ES&S's prices, terms, and conditions in place at the time the service is used.

Installing the Ballot Image Manager

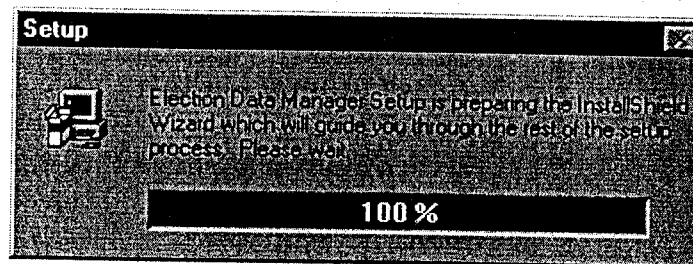
To install the Ballot Image Manager, determine which drive operates the Compact Disc player (usually this is drive d:\) and begin the installation process.

To Install the Ballot Image Manager:

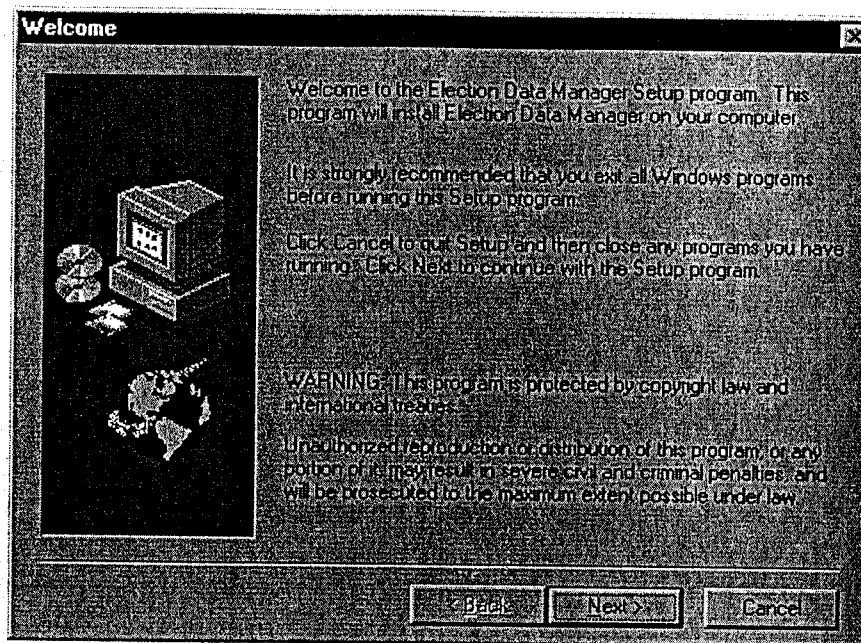
1. Insert the Ballot Image Manager disc into the CD drive.
2. Click **Start** on the Windows taskbar and select **Run**, the following window will appear:



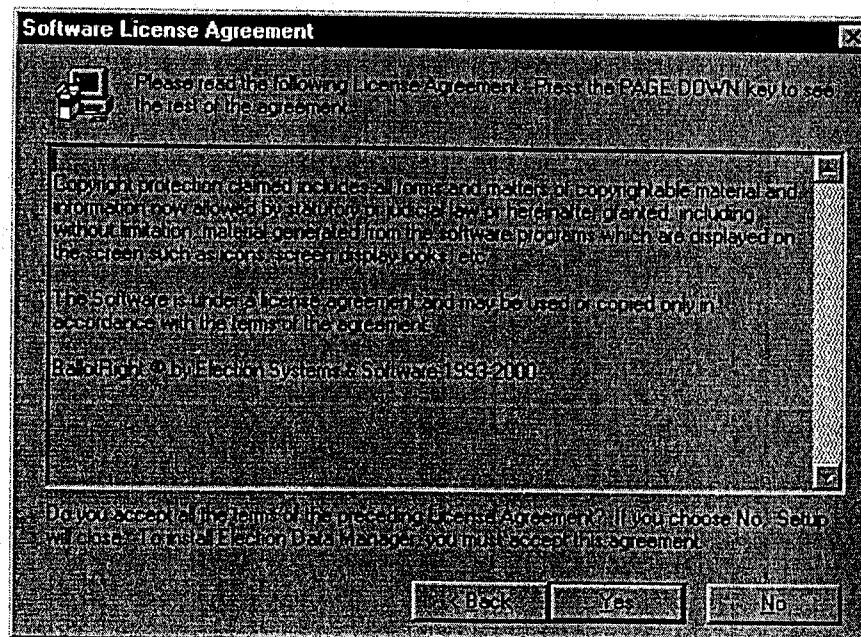
3. Type "d:\Setup.exe" in the **Open** box to begin the installation. The following window will appear:



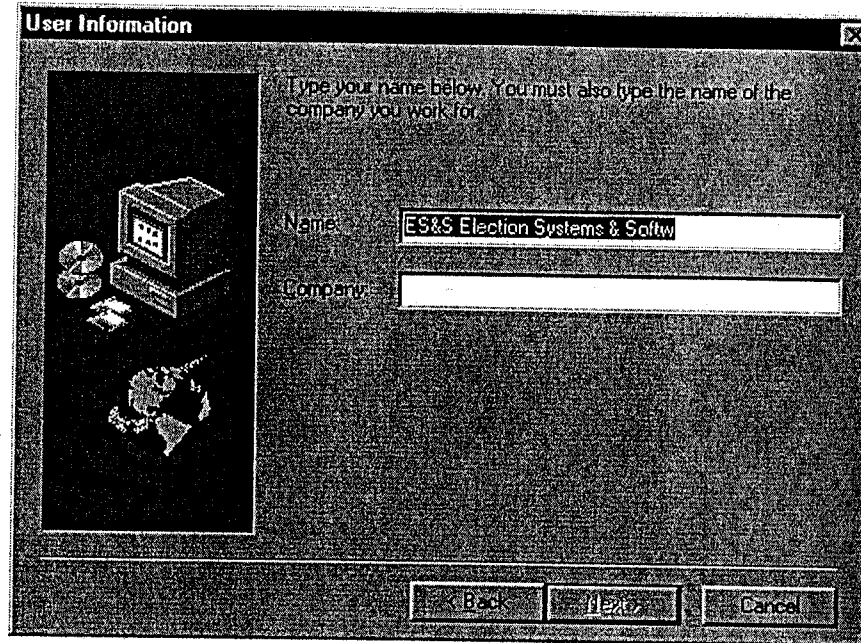
When the Setup window reaches 100 percent, the Welcome screen will appear:



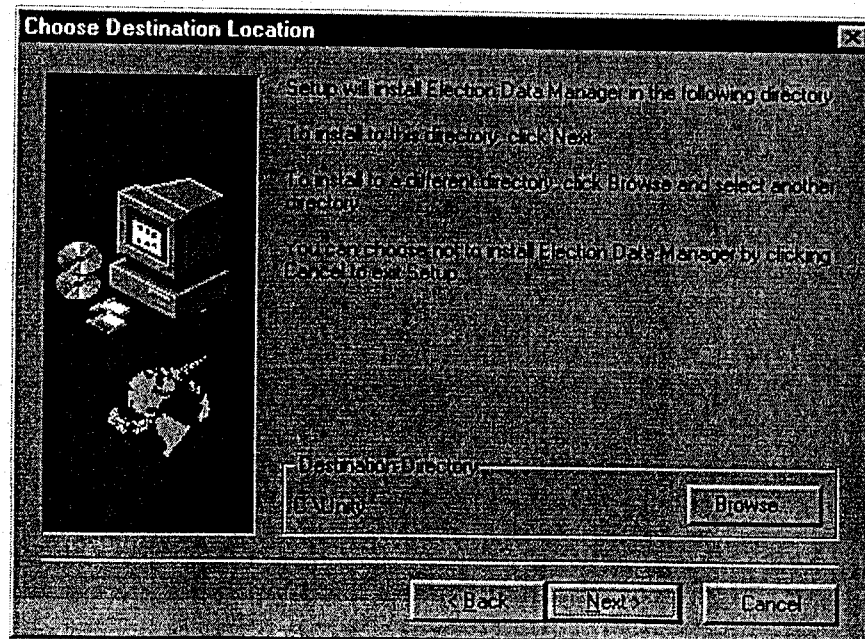
4. Click Next, the Software License Agreement window will appear:



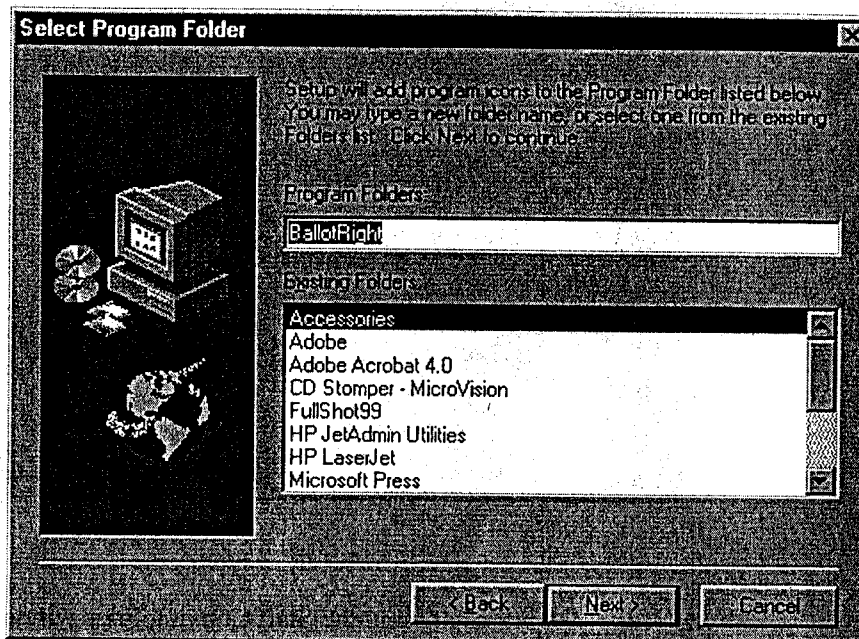
5. Read the license information and accept the agreement by clicking **Yes**. The User Information window will appear:



6. Enter a user name in the **Name** box and a company name in the **Company** box. Click **Next**, the following window will appear:



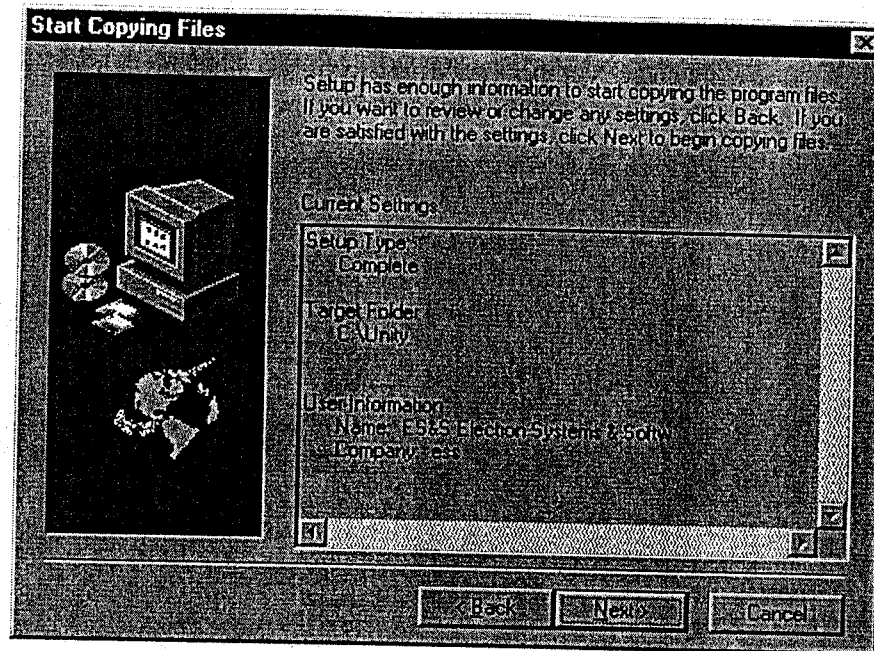
7. Select the directory where the Ballot Image Manager will be installed. The installation utility will create a directory (c:\Unity\ais) to use as a default location. To install the Image Manager to a different directory, click **Browse** and select the appropriate location. Click **Next** after the location has been selected, the following window will appear:



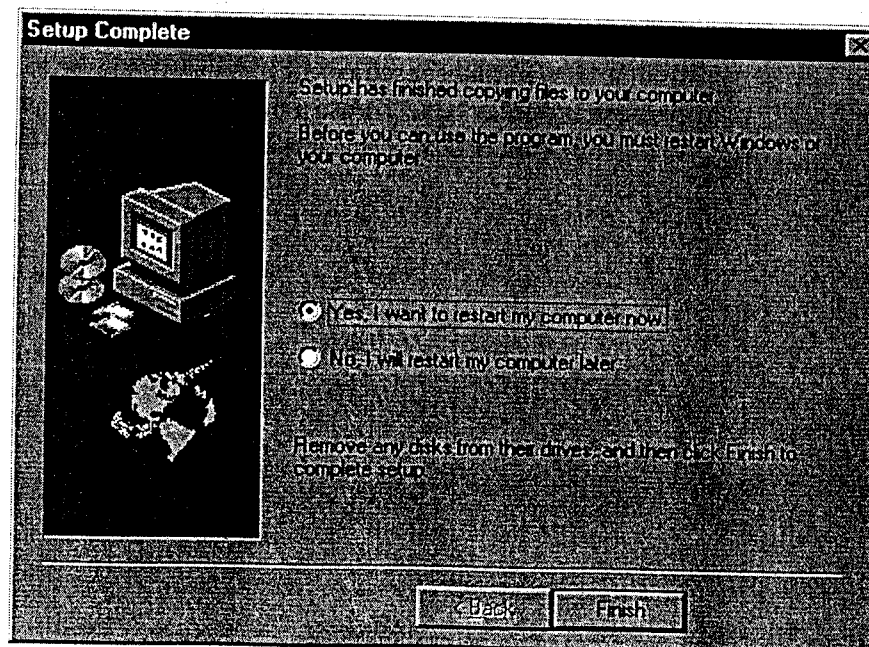
Note: To properly set up the Unity file structure, ES&S strongly recommends installing the Image Manager to the default directory.

Ballot Image Manager setup will add program icons to the folder listed in the **Program Folder** box. To use a different folder, type a new name in the **Program Folder** box or select a folder from the **Existing Folders** list.

8. Click **Next** after a folder has been selected, the following window will appear:



9. Verify the information in the Start Copying Files window and click **Back** to correct any errors or **Next** to begin installing. When the install is complete, the following window will appear:



10. The Ballot Image Manager will not be available until your PC is restarted. Select the option to restart the computer or choose to restart the computer later. Click **Finish** after making a selection.

Setting up a File Structure for Unity Software

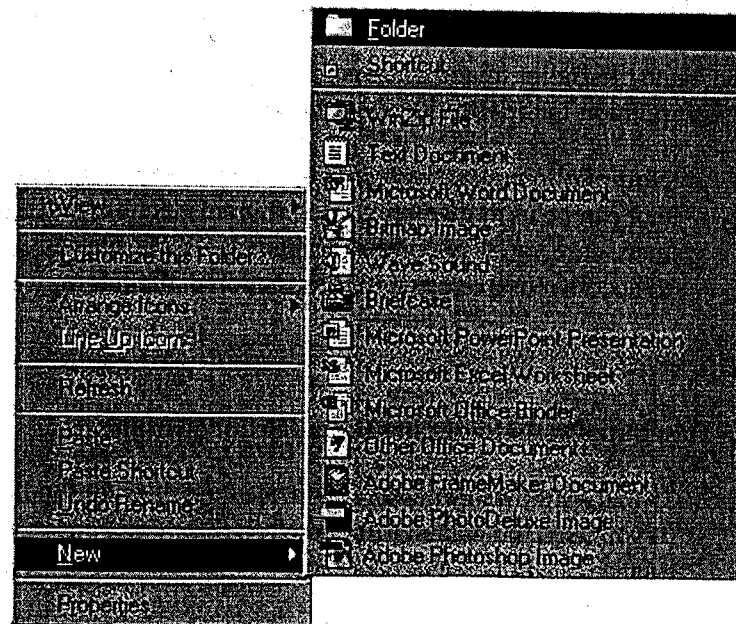
ES&S recommends using a standardized filing system when storing election data for use by Unity software. Use the following instructions to set up the Unity file structure in Windows before programming an election with the Election Data Manager.

Creating a File Structure for the Election Data Manager

The Election Data Manager is a database program that allows county and election files to be reused as many times as desired.

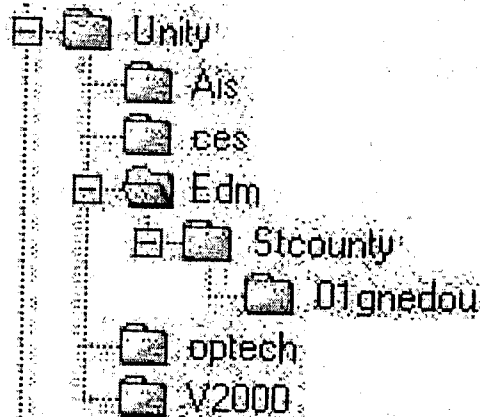
To create a file structure for the Election Data Manager:

1. Open Windows Explorer and locate the Election Data Manager folder. If you used the default settings when you installed Data Manager, the path to this folder will be C:\Unity\EDM.
2. Select the folder labeled EDM and right-click in the right hand portion of Windows Explorer to access an options menu.



3. Select **New** and then **Folder** from the options menu. A new folder will appear in the EDM directory.

4. Highlight the new folder's name. Use eight characters to name the folder. The first two characters should be the state code (for example, NE for Nebraska) and the last six characters should be the first six letters of the county name (for example, Dougl for Douglas). The file structure for the Election Data Manager should look like the following graphic when viewed in Windows Explorer where "St" is the state code and "county" is the abbreviation for the county name:



Note: The folder beneath the county folder is the election folder. Instructions for naming the election folder can be found in the *Election Data Manager User's Guide*.

Creating a File Structure for the Ballot Image Manager

Create the Ballot Image Manager file structure before merging election information in the Election Data Manager.

Note: Following these instructions carefully will help you to set up a database that can be used many times to program elections and format ballots. The more care you take when setting up the initial file structure, the easier it will be to access reusable election information in the future.

Creating a State File

To set up a state folder in the Ballot Image Manager:

1. Open Windows Explorer and locate the folder for the Ballot Image Manager. If you used the default settings when installing, the location of the Image Manager will be C:\Unity*(name of Image Manager Hardware)*.

Note: Different versions of the Ballot Image Manager are used to format ballots for different ballot scanners. The name of the Ballot Image Manager folder corresponds to the type of ballot the program is designed to format. For example, a folder called "OPT" in the "Unity" directory is the Ballot Image Manager for Optech ballots.

2. Select the correct Image Manager folder and right-click in the right hand portion of the Windows explorer screen to access an options menu.
3. Select **New** and then **Folder** in from the options menu. A new folder will appear in the Image Manager directory.
4. Highlight the folder's name and type the name of the state where the election is being held.
5. Use the above instructions to create another new folder in the Image Manager directory. Name this second folder "Text Files." Store general text that can be used for every ballot formatted with the Ballot Image Manager in this folder.

Creating an Election Type File

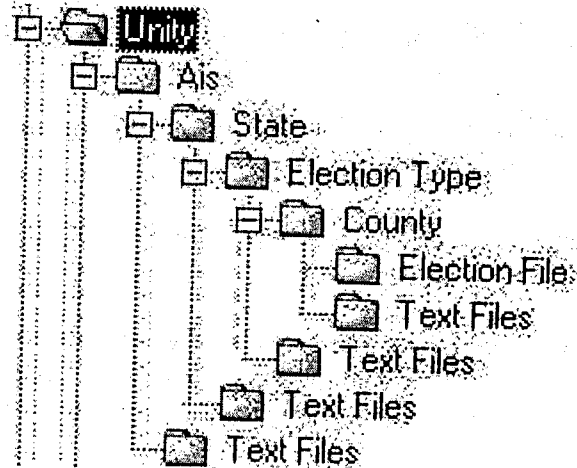
1. Select the state folder that you created following the instructions above.
2. Create a new folder under the state folder and name it after the type of election that you are programming. Include the election date before the election type. For example, if you will be storing general elections from the year 2001 in this folder, name the folder "2001 General."
3. Create a second folder under the state folder called "Text Files." Store Text files that can appear on every ballot used in the state in this folder.

Creating a County File

1. Select the election type folder that you created using the above instructions.
2. Create a new folder under the election type folder and name it after the county whose election you are programming. Store the election file containing ballot data for the county in this folder.
3. Create a second folder under the election type folder called "Text Files." Store any text files in this folder that can be used for the type of election you are programming.
4. Select the county folder.

5. Create a new folder under the county folder called "Text Files." Store all county specific text files in this folder.

The Ballot Image Manager file structure should look like the following when viewed in Windows Explorer:



Starting the Ballot Image Manager

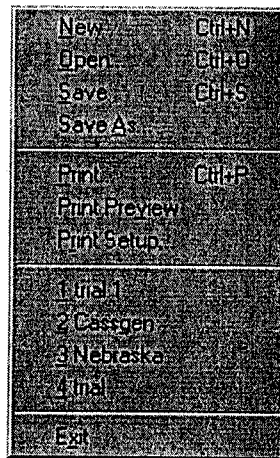
To start the Ballot Image Manager:

1. Use Windows Explorer to open your internal drive (usually drive 'C').
2. Locate and open the Unity folder.
3. Double-click the program called "ais.exe."
4. Click OK when the copyright window appears.

Chapter 2: Understanding Image Manager Menus

Familiarize yourself with the options available in the function menus before entering data into the Ballot Image Manager.

Understanding the File Menu



The **File** menu controls the flow of information into and out of the Ballot Image Manager. The basic functions of the **File** menu follow:

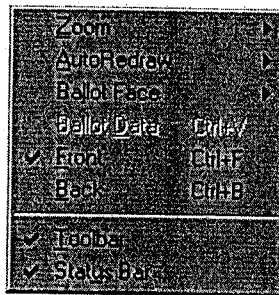
- **New:** Opens a new project in the Ballot Image Manager.
- **Open:** Opens an existing project. The file must have the extension .ais to be opened in the Ballot Image Manager.
- **Save:** Saves the project under its current name in its current location.
- **Save As:** Saves the project under a user determined name in a user selected location.
- **Print:** Sends the file to the default printer for printing.
- **Print Preview:** Opens a view in the Ballot Image Manager that shows exactly how the project will appear when printed.
- **Print Setup:** Allows you to choose print preferences, such as the default printer and paper size.

Understanding the Edit Menu

The only option under this menu is the **Ballot Image Manager Text Editor**. Use this option to create and edit questions and ballot text. It is recommended that any changes made to text in the Ballot Image Manager be immediately copied to the corresponding text file in the Election Data Manager. Save the new text in the Data Manager in case additional ballots must be created.

Windows Notepad will appear when the Text Editor is selected. The Notepad in Ballot Image Manager is the same as in Windows. Refer to Windows documentation for further instructions.

Understanding the View Menu



The **View** menu provides the following options for viewing the ballot on screen:

- **Zoom:** Scales the size of the ballot image on the monitor.
- **AutoRedraw:** When this option is on, the displayed ballot will automatically reformat itself whenever changes are made. When **AutoRedraw** is shut off, you can manually reformat the viewed ballot by selecting **Draw Now** from the list to the right of the **AutoRedraw** option.
- **Ballot Face:** Selecting **GoTo** from the list to the right of this option will open a search window where you can select a specific ballot to be displayed on screen. Selecting **First** will display the first ballot in the file. **Next** will display the next ballot in the series. **Previous** will show the previous ballot, and **Last** will show the last ballot in the file.
- **Ballot Data:** Having this option selected will display all of the ballot data loaded from the Election Data Manager (offices, candidates, text...) as it will appear on the printed ballot.
- **Front and Back:** Choosing **Front** will make the front of the ballot the default view, while choosing **Back** will display the back of the ballot.

- **Toolbar and Status Bar:** Deselecting the **Status Bar** will cause the information bar at the bottom of the main window to disappear. Deselecting the **Toolbar** option will close the toolbar.

Note: Many of the options in the view menu can also be accessed with the Toolbar.

Toolbar Functions

The function buttons on the Toolbar provide easy access to many of the options available in the **File** and **View** menus.



From left to right, these buttons access the following menu options:

- **New:** Begins a new project.
- **Open:** Opens an existing project (must have the extension .ais).
- **Save:** Saves a project to disk.
- **Print:** Prints the finished ballots to a default printer.
- **Previous Ballot:** Shows the previous ballot in a series.
- **Next Ballot:** Shows the next ballot in a series.
- **Auto Draw On:** When this option is selected, the Ballot Image Manager will re-format the ballot on screen whenever changes are made. This button is selected by default.
- **Auto Draw Off:** Clicking this button will turn off the **Auto Draw** option.
- **Redraw Ballot Now:** Clicking this option will re-draw the ballot to show formatting changes.
- **Front of Ballot:** Clicking here will make the default view the front of the ballot.
- **Back of Ballot:** Clicking this button will make the default view the back of the ballot.
- **View Ballot Data:** Choosing this option will insert ballot data (such as offices, candidates, and text) into the blank ballot on the screen.

- **Go to Ballot:** Clicking this button will bring up a search window that lists all ballots being formatted for the current election. Use this option to view a specific ballot.

Chapter 3: Formatting a Ballot

Set up the ballot layout before importing the Ballot Data file into the Image Manager.

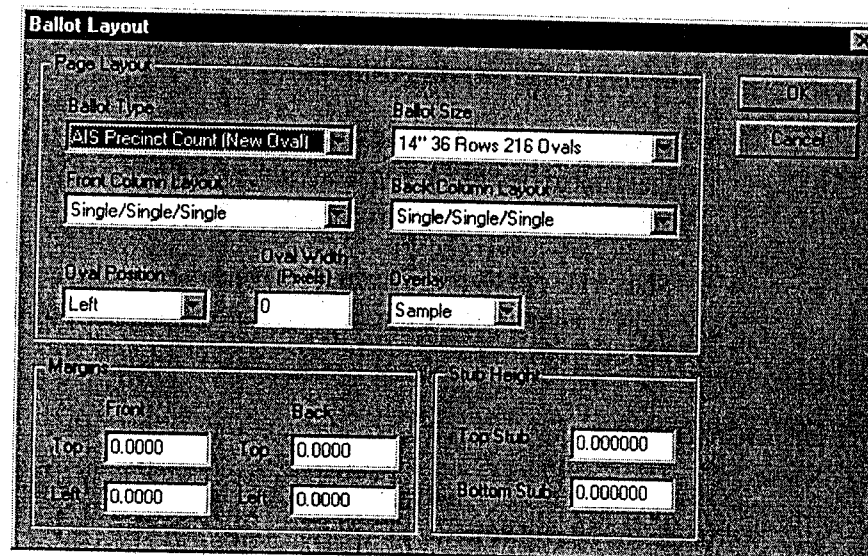
Note: ES&S default settings for the **Layout** and the **Options** selections under the **Ballot** menu are included in this chapter.

Setting up the Ballot Layout

Format the ballot type and appearance with the **Ballot Layout** option. Use the options in the Ballot Layout window to create a template that will be the basis for all ballot styles.

To lay out a ballot:

Select **Layout** from the **Ballot** menu. The following window will appear:



Selecting Page Layout Options

1. Select the type of ES&S ballot being used in the current election from the **Ballot Type** list. Select from **Precinct Count (New Oval)**, **Original** or **AIS Arrow**.

2. Select dimensions for the ballot and the number of rows and available oval positions that will appear on the ballot face from the **Ballot Size** list. If you are using a standard 14-inch ES&S ballot select **14" 36 Rows 216 Ovals** from the **Ballot Size** list. If you are using a 17-inch ballot select **17" 41 Rows 246 Ovals**.
3. Select the appearance of the front and back of the ballot by selecting options from the **Front Column Layout** and **Back Column Layout** lists. The following ballot design formats, and combinations of these formats, are available:
 - **Single:** Places a single column on the ballot page. Placing three single columns on the ballot will separate the ballot into thirds.
 - **Double:** Sets the horizontal column size to span two single columns.
 - **Triple:** Sets the horizontal column size to span three single columns.

Note: These options and combinations of these options are available based on the **Ballot Size** selected.
4. Place ovals on the left or right side of the columns by selecting the appropriate option from the **Oval Position** list.
5. Enter a value in the **Oval Width (Pixels)** box to set the thickness of the ovals that appear on the main screen of the **Ballot Image Manager**. This selection will have no effect on the final paper ballot.
6. Select **Test** or **Sample** from the **Overlay** box to print those words in large, light gray letters over the ballot text. Select **None** for the final production ballot.

Setting Ballot Margins

Set the margins for the front and back of the ballot by entering values in the boxes under the **Margins** field.

Setting the Stub Height

Some counties require ballot stubs to provide an audit trail or receipt for the voter.

Enter the area, in inches, of stub space that will appear on either the top or bottom of the ballot in the **Top** or **Bottom Stub** field.

Note: Be sure to place a graphic frame on the ballot to let the printer know where the perforations must be placed.

Recommended Ballot Layout Settings

The screenshot shows the 'Ballot Layout' dialog box with the following settings:

- Ballot Type:** AIS Precinct Count (New Oval)
- Ballot Size:** 14" 36 Rows 216 Ovals
- Front Column Layout:** Single/Single/Single
- Back Column Layout:** Single/Single/Single
- Oval Position:** Left
- Oval Width (Pixels):** 2
- Overlay:** None
- Margins:**
 - Front Top: 0.25
 - Back Top: 0.25
 - Front Left: 0.25
 - Back Left: 0.25
- Stub Height:**
 - Top Stub: 0.000000
 - Bottom Stub: 0.000000

Page Layout

Ballot Type	Ballot Size	Front Column Layout	Back Column Layout	Oval Position	Oval Width	Overlay
AIS Precinct Count (New Oval)	14" 36 Rows 216 Ovals	Single/ Single/ Single	Single/ Single/ Single	Left	2	None

Margins and Stub Height

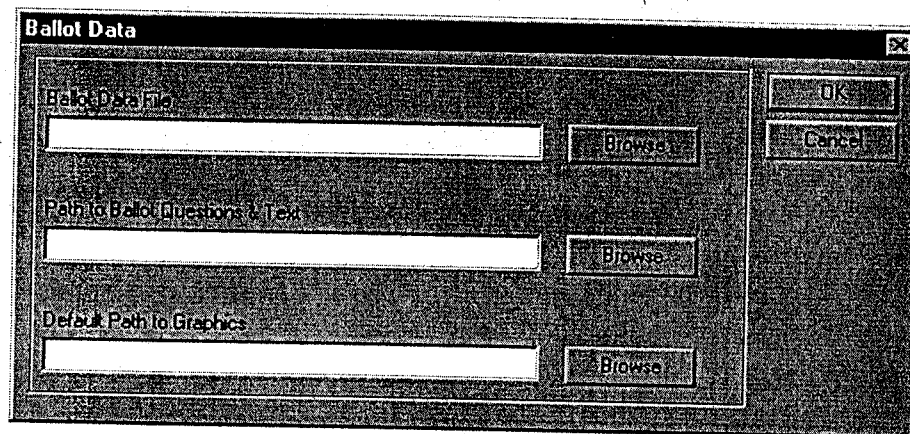
Top Front Margin	0.25
Top Back Margin	0.25
Left Front Margin	0.25
Left Back Margin	0.25
Top Stub	0.000000
Bottom Stub	0.000000

Loading a Ballot Data File

The Ballot Image Manager works in conjunction with the Election Data Manager to design and publish ballots. Create the Ballot Data File in the Election Data Manager and then load it into Image Manager. Use the Image Manager to format ballots for the upcoming election.

To load a Ballot File into the Image Manager:

1. Select **Data Files** from the **Ballot** menu. The Ballot Data window will appear.



2. In the **Ballot Data File** box, enter the file name of the Ballot Data File that will be used to generate ballots for the current election or click **Browse** to search directories for the proper file.

Note: The Ballot Data File must be saved with the extension **.bdf** in order to be loaded into the Ballot Image Manager. Data Manager will automatically add this extension when election files are merged.

Note: If you followed the instructions in chapter one for creating a Unity file structure and followed the Instructions for merging elections files, the **.bdf** file will be located in: **C:\Unity\EDM\STCounty\Election Type\Election File**.

3. In the **Path to Ballot Question & Text** box, manually enter the path to any desired ballot text or click **Browse** to search directories for the appropriate information. If you followed the instructions for saving election files in the Election Data Manager User's Guide, the path to ballot questions and text will be the same as the path to the Ballot Data File without the **.bdf** extension.
4. In the box labeled **Default Path to Graphics**, manually enter the path to ballot graphics or click **Browse** to search directories. Ballot graphics should be saved in the same location as ballot text.

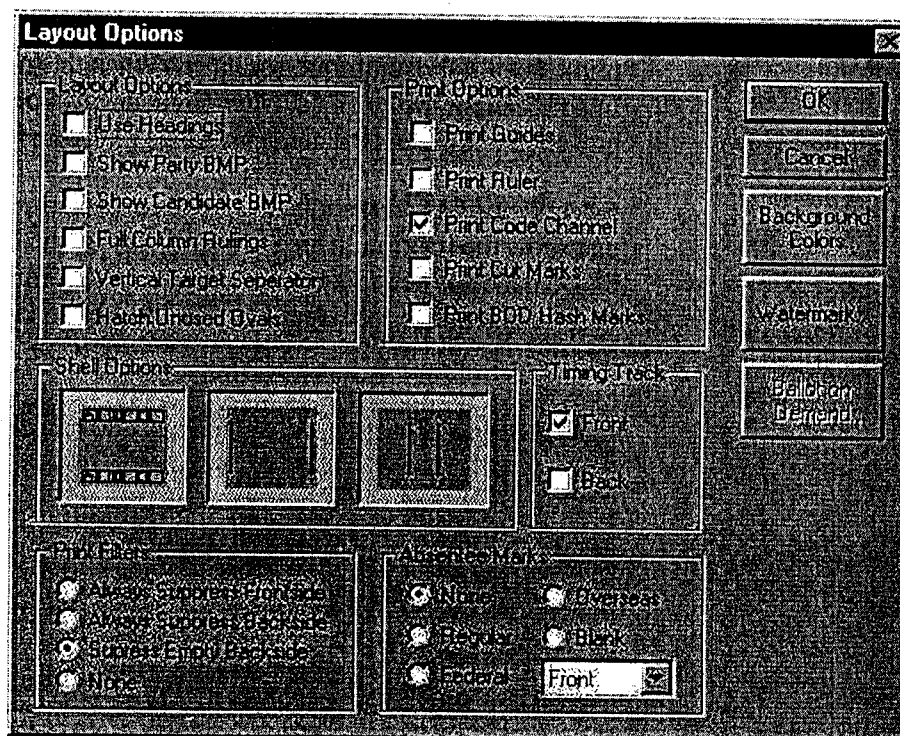
Note: If you have problems locating the correct file, open the Election Data Manager and select **Generate** under the **Merge** menu. Take note of where election information is saved and return to the Ballot Image Manager to locate the file.

Formatting Ballot Options

Use the **Options** selection under the **Ballot** menu to determine layout and print options for the Ballot Image Manager.

To configure ballot layout options:

Select **Options** from the **Ballot** menu. The following window will appear:



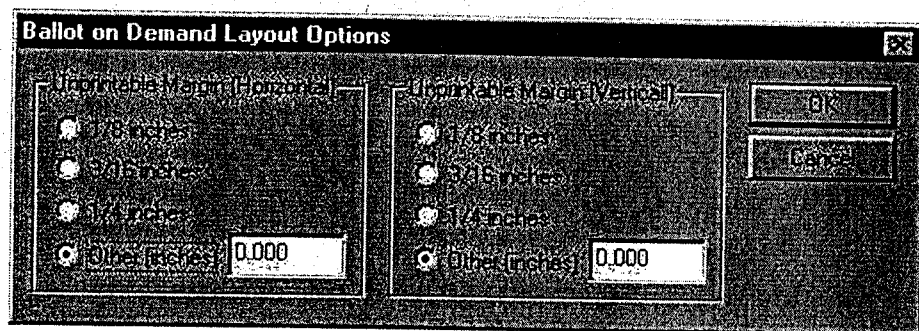
Selecting Layout Options

1. Choose from the following selections under the **Layout Options** heading:
 - **Use Headings:** Select this box to use headings, such as Judicial or Federal, to group contests on the ballot. This box must be selected to access the Headings style sheet.

- **Show Party BMP:** Select this option if you are placing party images on the ballot. Import the images by selecting **Attach Party BMP** in the Party style sheet.
- **Full Column Rulings:** Select this option to place a horizontal line across an entire column at the end of the ballot text. If you leave this box blank, the line will extend only to the Vertical Target Separator.

Note: ES&S does not recommend using the Full Column Rulings option on final ballots.

- **Vertical Target Separator:** When this option is selected, a vertical line separating the voting ovals (targets) and the ballot text will be visible on the ballot.
- **Hatch Unused Ovals:** Select this option if you are using ballots with pre-printed ovals and an infrared scanner. When this option is selected, the Image Manager will print a pattern over the oval positions that will prevent the infrared scanner from reading random ovals.
- Select **Print BOD Hash Marks** to place marks in the corner of the ballot that show the maximum area of the ballot that can be printed with Ballot on Demand. When this option is selected the **Ballot on Demand** button becomes available for selection. Click this button to open the following screen:



- Consult the manual for your printer to find the maximum printable area that your printer allows. Then, set the margins for Ballot on Demand printing by selecting options under the **Unprintable Margin (Horizontal)** and the **Unprintable Margin (Vertical)** headings. You can customize these margins by selecting **Other (inches)** and entering a value in the box.
2. Under **Print Options**, select from the following choices:
- **Print Guides:** Select this option to display guides outlining the printable area of the Image Manager main screen. These guides will be printed on the final ballot if this option is not cancelled.

- **Print Ruler:** Provides a ruler on screen that will also be printed on the ballot unless this option is cancelled before final sent to the printer.
 - **Print Code Channel:** When this option is selected, the code channel, black rectangles with numbers next to them, will be visible in the left margin. ES&S voting machines read the code channel to interpret ballot information. This option must be selected for the final printed ballot.
 - **Print Cut Marks:** Selecting this option prints cut marks to make it easier to cut the ballot in the correct location.
3. From left to right, selecting the three buttons under **Shell Options** will have the following effects on the ballot:
 - **Top Frame:** When selected, the top and bottom frame of the ballot, with letters to indicate columns, will be printed.
 - **Outer Shell:** Select this button to print the outer vertical borders of the ballot.
 - **Inner Shell:** Select this option to print inner vertical column borders on the ballot face.
 4. Select **Front** or **Back** under the **Timing Track** heading to place the Timing Track on the front or back of the ballot. The Timing Track is the row of 38 black rectangles on the left margin of the ballot. ES&S voting machines use this track to scan ballot information. The default selection places the timing track on the front of the ballot only. Place it on the back if you are programming a two-sided ballot.
 5. Select from the following options under the **Print Filters** heading:
 - **Always Suppress Frontside:** The system will not print the front page of the ballot, even if there is information on it.
 - **Always Suppress Backside:** The system will not print the back of the ballot even if there is information on it.
 - **Suppress Empty Backside:** The system will not print the back of the ballot if there is no information on it. This should be the default setting.
 - **None:** No print filters will be set when this option is selected.
 6. Select from the following options to place **Absentee Marks** on the ballot:
 - **None:** No absentee marks will appear on the ballot when **None** is selected.

- **Regular:** Three ovals will be placed in a vertical row on the bottom right-hand corner of the ballot with the top oval filled in to designate a regular absentee ballot.
- **Federal:** Three ovals will be placed in a vertical row on the bottom right-hand corner of the ballot with the middle oval filled in to designate a federal absentee ballot.
- **Overseas:** Three ovals will be placed in a vertical row on the bottom right-hand corner of the ballot with the bottom oval filled in to designate an overseas absentee ballot.
- **Blank:** Three blank ovals will be placed in a vertical row on the bottom right hand corner of the ballot. These ovals can be filled in later to designate the type of absentee ballot.
- Select either **Front** or **Back** to place the absentee ovals on the front or back of the ballot.

Note: The Absentee Marks function is currently only being used in Minnesota. Leave these options blank for elections in all other states.

Organizing Ballots

Use the **Organization** option to set up a ballot view sequence in the Ballot Image Manager.

To organize the ballots:

1. Select **Organization** under the **Ballot** menu to set up a ballot sequence in Image Manager. The following window will appear.

The screenshot shows a dialog box titled "Ballot Organization". It contains the following elements:

- UnGroup
- Production Number
- Precinct Name
- Number of Voters
- None
- All
- None
- None
- OK
- Cancel

2. Select the **Ungroup** box to separate ballots grouped in Election Data Manager.
3. Select the desired ballot from the **Filter** list to view ballot layouts in the Ballot Image Manager based on the type of voting machine being used. Any ballot layout not linked to the selected ballot scanner will not appear on the Image Manager main screen.
4. Select how the ballot layout sequence will be viewed from the **Sort** list. If **Ascending** is selected, the ballots will be sorted by data entered from Key 1 to Key 4. If **Descending** is selected the sort order will be from Key 4 to Key 1.
5. The next four **Key** lists determine the parameters for arranging the sequence of ballots that appear on the Ballot Image Manager main screen. Select parameters from the **Key** lists.

Example: Sort is set at **Ascending**, and the **Key** lists are as follows:

- **Key 1:** Precinct Name
- **Key 2:** Number of Voters
- **Key 3:** Precinct Number
- **Key 4:** District Name

In this example, the ballot sequence that appears in Image Manager will be determined first by Precinct Name, then by the Number of Voters per precinct, then by the Precinct Number and finally by the District Name. If Sort were set at **Descending**, this order would be reversed.

6. The **District** list will only be available if **District Name** is selected in one of the **Key** lists. Select the first district to appear for the **District Name** sort parameter from the **District** list.

Using Advanced Ballot Options

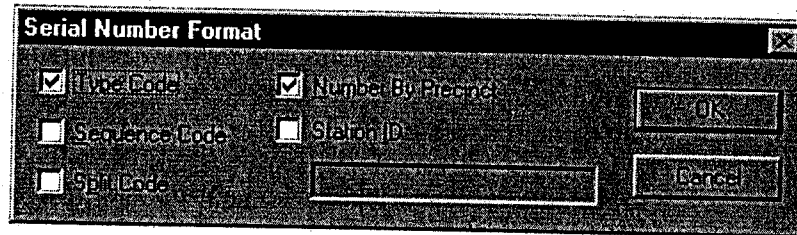
The **Advanced** option under the **Ballot** menu should only be used by qualified Election Systems and Software Technical Support Staff. The selections under this option control the positioning of the ovals, cut lines, and registration marks. Changing the values for these options can cause serious problems when ballots are scanned. Only change these options when aided by a qualified ES&S staff member.

Formatting Serial Numbers

Use the **Serial Number** option under the **Ballot** menu to determine what serial numbers will appear on the ballot.

To set up ballot serial numbers:

1. Select **Serial Numbers** from the **Ballot** menu. The following window will appear:



2. Select the boxes for each value that will appear on the ballot as a serial number.
3. Click **OK** to save changes, or **Cancel** to exit the window without saving.

Chapter 3: Using Style Sheets

Use the Ballot Image Manager Style Sheets to format the information that will appear on your ballots. The Ballot Image Manager will use this information to generate finished ballots.

Managing Style Sheets

Each style sheet formats data for an individual ballot component programmed in the Election Data Manager. For example, the **Office** style sheet will determine how information from the office file in the Election Data Manager will appear on the ballot. The style sheet also controls what information from the Data Manager file will be included on the ballot.

Understanding the Default Style Sheet

Ballot Data can not be displayed on the Image Manager main screen until default style sheets have been edited. In addition, all of the default style sheets should be edited before new style sheets are added. Select **View Ballot Data** from the **View** menu or the toolbar in order to view ballot information on the Image Manager main screen.

The default style sheet controls the settings for any new style sheets added. These default settings may then be configured to create a new style sheet.

Note: Recommended default style sheet settings are included after the instructions for filling out each style sheet.

- To edit a default style sheet, select a style sheet from the **Style Sheets** menu, highlight the default style and click **Edit**.
- To add a new style sheet, click **Add**.
- To delete a style sheet, highlight the style sheet to be removed and click **Delete**, a confirmation window will appear. Select **Yes** to delete the style sheet.

Note: The options available for each of the style sheets are very similar, the major difference is the content that each style sheet controls.

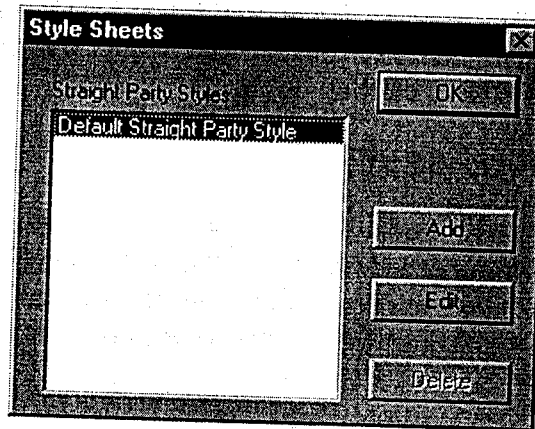
Using the Party Style Sheet

A Straight Party contest allows voters to select candidates from one party for all of the races on a ballot by voting only the Straight Party contest. Data entered in the Party style sheet determines how the straight party contest is placed on the ballot.

Formatting the Straight Party Style Sheet

To set up a Straight Party style sheet:

1. Select **Party** from the **Style Sheets** menu and highlight **Default Straight Party Style** in the **Style Sheets** window.



2. Select **Add** to create a new style sheet based on the default settings or select **Edit** to change an existing style sheet. The Straight Party Style window will appear. Highlight an existing style sheet and click **Delete** to remove it from the list.

Note: You must click **Edit** to approve the default style before you can add a new style.

Entering Style Information

1. In the Straight Party Style window, enter a name for the style sheet in the **Style Name** box.

Note: The **Style Name** option will not be available for the default style sheet because all other sheets created in the Ballot Image Manager must be created using the default style.

2. Select **List** next to the **Office Sequence #** box to link the current style sheet to specific contests. Any contests not linked to a style sheet are automatically linked to the default style.
3. If you want the straight party contest to start at a specific oval position, enter the position number in the **Target** box.
4. Enter a value in the **Span** box to set how many oval positions the straight party cell will cross on the ballot.

5. The **Oval Position** box will not be available unless **Span** has been altered. Enter a number to determine the position of the oval next to the straight party selection. For example, if **Span** is set at 2, entering a 1 in the **Oval Position** box will set the oval at the top of the ballot cell for a given party selection, while entering a 2 will place the oval at the bottom.

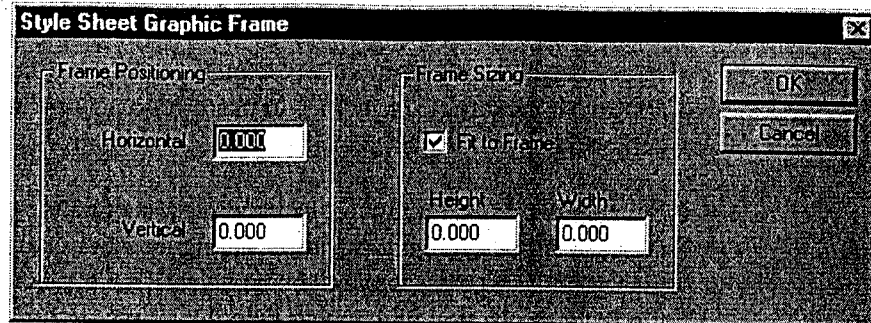
Entering Margins and Ruling Lines

1. Enter the **Top, Right, Bottom** and **Left** margin distances, in inches, in the **Margin** boxes. The values entered dictate the margin settings within the straight party cell only.
2. Set the width, in inches, of the line drawn above the cell margin in the **Top Rule** box. If 0 is entered, no line will be visible.
3. Enter the distance, in inches, that the ruling line will appear above the cell margin in the **Top Rule Adjust** box. Set the distance at 0 for no adjustment.
4. Set the width, in inches of the ruling line between party text in the **Between Rule** box. If 0 is entered, no line will be visible.
5. Enter a value in the **Between Rule Adjust** box to move the ruling line vertically between party names.
6. Enter a number in the **Bottom Rule** box to set the width, in inches, of the bottom ruling line. If 0 is entered, no line will be visible.
7. Enter a number in the **Bottom Rule Adjust** box to position the ruling line vertically below the cell margin.

Entering Additional Information

1. Choose the background color for the party text from the **Background** list under **Additional Information**. Available colors are White, Gray, Dark Gray, Light Gray, Black, Red, Green and Blue. Select custom to mix a custom background color.

2. Select **Attach Party BMP** to import a straight party graphic. The following window will appear:

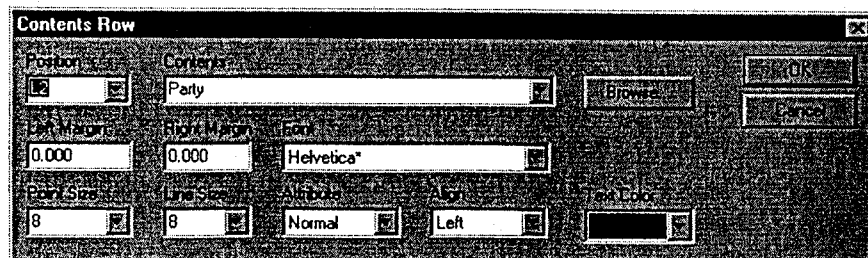


Note: **Show Party BMP** must be selected in **Options** under the **Ballot** menu for the selected graphic to appear on the ballot.

3. Enter values for the **Horizontal** and **Vertical Frame Positioning** to select the ballot location for a straight party graphic.
4. Enter the **Height** and **Width** of the graphic under the **Frame Sizing** heading.
5. Select **Fit to Frame** to automatically size the imported graphic to the frame size.

Selecting Contents

The bottom portion of the Straight Party Style window contains **Contents Row** options. Select **Add** to configure settings for new contents or highlight existing contents and click **Edit**. Highlight an item in the Contents Row and click **Delete** to remove it from the ballot. Use these options to select what straight party data is included and how the data will appear on the ballot.



Selecting Position and Contents

1. Choose a line position for the selected contents from the **Position** list. The position letter indicates where the positioning begins and the number represents how many lines away from the position origin the contents will appear. For example, select T1 to place contents one line from the top of the cell or B1 to place the selected contents one line from the bottom of the cell.

Selecting an L position will place the contents relative to whatever contents are selected before the L position is assigned. For example, if contents are placed in the T1 position and the next selection is placed in the L1 position, the second selection will appear below the first on the ballot. If no contents are selected before an L position is assigned, the contents in the L position will appear relative to the top margin of the cell.

2. Select what data will be included in the straight party cell from the **Contents** list. The options on this list correspond with straight party data in the Ballot Data File. If text not found in the Straight Party file is required, type "@" and then the text in the **Contents** list. The text will be printed next to every straight party oval. For example, if the word "For" must appear before every party name enter "@For" in the contents box of this style sheet, then select T1 left justified. To finish, place the party name on T1, left justified, with a specific margin. Click **Browse** to load straight party information from another file.

Formatting Ballot Text

1. Enter the **Left Margin** or the **Right Margin** to align text to the left or right.
2. Select the desired font from the **Font** list. The Ballot Image Manager recognizes only PostScript fonts.
3. Enter the size of the party text in the **Point Size** list. Data can be entered manually by highlighting the box and typing the desired value, or a size can be selected using the available list.
4. Select the leading (the space between lines) for the party text from the **Line Size** box. The number selected should be the same or greater than the number selected in **Point Size**. Select from the options on the available list, or enter the line size manually.
5. Select attributes for the text from the **Attribute** list. The selections are Normal, Bold, Italic and Bold Italic.
6. Choose how the text will be aligned from the **Align** list. The selections are Left, Right, Center or Justify.

7. Select the color of the text from the **Text Color** list. The colors are White, Gray, Dark Gray, Light Gray, Black, Red, Green, and Blue.
8. Save the data entered by clicking **OK**. To disregard selections made in this window, click **Cancel**.

Recommended Party Style Sheet Settings

Style Sheet Settings

Style Name	Default Straight Party Style
Span	1
Top Margin	0.090
Left Margin	0.001
Right Margin	0.001
Bottom Margin	0.001
Top Rule	0.000
Top Rule Adjust	0.000
Between Rule	0.000
Between Rule Adjust	0.000
Bottom Rule	0.000
Bottom Rule Adjust	0.000

Contents Row

Position	Contents	Point Size	Line Size	Alignment	Font	Attribute
L1	Party	11	11	Left	Helvetica Narrow	Bold

Using the Office Style Sheet

Data entered in the Office style sheet determines how office information entered in the Election Data Manager is displayed on the ballot.

Formatting the Office Style Sheet

To set up an Office style sheet:

1. Select **Office** from the **Style Sheets** menu and highlight 'Default Office Style.'
2. Select **Add** to create a new style sheet based on the default settings or highlight a style name and click **Edit** to change an existing style sheet. The Office Style window will appear. Highlight an existing style sheet and click **Delete** to remove it from the list.

Note: If the Ballot Image Manager is being used for the first time, click **Edit** to approve the default style.

Office Style

Style Name: DEFAULT OFFICE STYLE | Point Size: 0 | Line Size: 1

Margin: Top Margin: 0.001 | Left Margin: 0.001 | Right Margin: 0.001 | Bottom Margin: 0.001

Rounding: None | Square | Slanted | Bottom Round: 0.000 | Bottom Slant: 0.000

Additional Information: Background: [] | Visible | For Candidates

Position	Contents	Point Size	Line Size	Align	Font
L1	Office Title	8	8	Left	Helvetica

Buttons: Add, Edit, Delete

Entering Office Information

1. Enter a name for the style sheet in the **Style Name** box.

Note: The **Style Name** option will not be available for the default style sheet because all other sheets created in the Ballot Image Manager must be generated using the default style.

2. Click **List** next to the **Office Sequence #** box to view a list of offices and their sequence numbers from the Ballot Data File. Highlight offices to link them to the current style sheet. If an office is not specifically linked to a style sheet, the Ballot Image Manager links that office to the default style.
3. If office text is to start at a specific oval position, enter the position number in the **Target** box. The first office linked to the style sheet will begin at the target location.
4. The **Default Span** field dictates how many oval positions office cells will cross on the ballot. The default setting for this option is 1.

Entering Margins and Ruling Lines

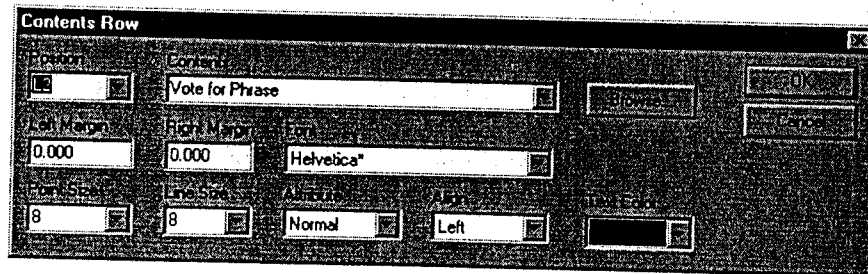
1. Enter the **Top**, **Right**, **Bottom** and **Left** margin distances, in inches, in the **Margin** boxes. The values entered dictate the margin distances within the office cell.
2. Select **Fixed** under **Ruling Lines** to place the rule lines at the same distance for all office titles.
3. Select **End of Text** to automatically place ruling lines beneath the office cell.
4. Set the width, in inches, of the line drawn above the office cell margin in the **Top Rule** box. If 0 is entered, no line will be visible.
5. Enter the distance, in inches, that the ruling line will appear above the office cell margin in the **Top Rule Adjust** box. Set the distance at 0 for no adjustment.
6. Set the width, in inches, of the bottom ruling line in the **Bottom Rule** box. If 0 is entered, no line will be visible.
7. Enter a value in the **Bottom Rule Adjust** box to position the ruling line above or below the bottom of the office cell as defined by the span distance.

Entering Additional Information

1. Choose the background color for the office text from the **Background** list in the field labeled **Additional Information**. Available colors are White, Gray, Dark Gray, Light Gray, Black, Red, Green and Blue. Select Custom to mix a custom background color.
2. Select the box labeled **Write-in** to include ovals for write-in spaces.
3. Select **Flow Candidates** to have the office title text continue at the top of the next column if the text exceeds column length.
4. In the **Target Skip** field, select from the following options:
 - **No Skip:** Skips no oval positions between the last candidate (or write-in line) and the beginning of the next office.
 - **Skip Before:** Skips oval positions before each office (if set in default style).
 - **Skip After:** Skips oval positions after every office (if set in default style).
 - **# of Targets to Skip:** Determines the number of oval positions to skip when **Skip Before** or **Skip After** is selected.

Selecting Contents

Click **Add** in the bottom portion of the Office Style window. The following window will appear:



Selecting Position and Contents

1. Choose a line position for the selected contents from the **Position** list. The position letter indicates where the positioning begins and the number represents how many lines away from the position origin the contents will appear. For example, select T1 to place contents one line from the top of the cell or B1 to place the selected contents one line from the bottom of the cell.

Selecting an L position will place the contents relative to whatever contents are selected before the L position is assigned. For example, if contents are placed in the T1 position and the next selection is placed in the L1 position, the second selection will appear below the first on the ballot. If no contents are selected before an L position is assigned, the contents in the L position will appear relative to the top margin of the cell.

2. Select the data that will be included in the office cell from the **Contents** list. The options on this list correspond with office records in the Ballot Data File. If text not found in the Office file is required, type "@" and then the text needed in the **Contents** list. The text will be printed next to every office oval. Click **Browse** to load office information from a separate file.

Formatting Ballot Text

1. Enter values in the **Left Margin** or **Right Margin** box to align text to the left or right.
2. Select the desired font from the **Font** list.
3. Enter the size of the office text in the **Point Size** box. Data can be entered manually by highlighting the box and typing the desired value, or a size can be selected from the list.
4. Select the leading (the space between lines) for the office text from the **Line Size** box. The number selected should be the same or greater than the number selected in **Point Size**. Select from the options on the list or type the size manually.
5. Select attributes for the text from the **Attribute** list. The selections are Normal, Bold, Italic and Bold Italic.
6. Choose how the text will be aligned from the **Align** list. The selections are Left, Right, Center or Justify.
7. Select the color of the text from the **Text Color** box. The colors are White, Gray, Dark Gray, Light Gray, Black, Red, Green, and Blue.
8. Save the data entered by clicking **OK**. To disregard selections made in this window, click **Cancel**.

Recommended Office Style Sheet Settings

Office Style

Office Style Information

Style Name: All Search: Target: Default Span:

Margins

Top Margin: Left Margin: Right Margin: Bottom Margin:

Ruling Lines

Fixed End of Text

Top Rule: Top Rule Adjust: Bottom Rule: Bot Rule Adjust:

Target Skip

No Skip Skip Before Skip After

Targets to Skip:

Additional Information

Background: Write-in Flow Candidates

Pos. Content PPs Size Algn Font Attr

L1	Office Title	10	10	Center	Helvetica Narrow*	
L2	Additional Text1	10	10	Center	Helvetica Narrow*	
L3	Term Phrase	9	9	Center	Helvetica Narrow*	
L4	Vote for Phrase	9	9	Center	Helvetica*	Normal

Style Sheet Settings

Style Name	Default Office Style
Target	0
Default Span	2
Top Margin	0.065
Left Margin	0.500
Right Margin	0.001
Bottom Margin	0.001
Ruling Lines	Fixed
Top Rule	0.010
Top Rule Adjust	0.000
Bottom Rule	0.000
Bottom Rule Adjust	0.000
Target Skip	No Skip
Background	Transparent
Write-in	Yes

Contents Row

Position	Contents	Point Size	Line Size	Alignment	Font	Attribute
L1	Office Title	10	10	Center	Helvetica Narrow	Normal
L2	Additional Text 1	10	10	Center	Helvetica Narrow	Normal
L3	Term Phrase	9	9	Center	Helvetica Narrow	Normal
L4	Vote for Phrase	9	9	Center	Helvetica Narrow	Normal

Using the Headings Style Sheet

Show Headings must be selected in **Options** under the **Ballot** menu for this style sheet to be available. Data entered in the **Headings** style sheet determines how heading information from the Ballot Data File is displayed on the ballot.

Headings refer to titles, such as Federal and State, set to appear before groups of offices. The Office Headings are stored in the Header table of the Election Data Manager.

Formatting the Headings Style Sheet

To set up a Headings style sheet:

1. Select **Headings** from the **Style Sheets** menu and highlight 'Default Header Style.'

2. Select **Add** to create a new style sheet based on the default settings or highlight a style name and click **Edit** to change an existing style sheet. The Headings Style window will appear. Highlight an existing style sheet and click **Delete** to remove it from the list:

Note: Edit the default style sheet before creating a new style.

Office Heading Styles

Office Heading Information

Style Name: Heading:

Margin

Top Margin: Right Margin:
 Left Margin: Bottom Margin:

Ruling Lines

Top Rule: Ruling Box:
 Bottom Rule: Double Rule

Additional Information

Default Spots: Background: Continued Phrase:

Pos	Contents	Pt	Size	Align	Font	Attr
L1	Heading	8	8	Left	Helvetica*	Normal

Buttons: Add, Edit, Delete, OK, Cancel

Entering Office Heading Information

1. Enter the name of the **Heading** style in the **Style Name** box.

Note: The **Style Name** option will not be available in the default style sheet because all other sheets created in the Ballot Image Manager must be generated using the default style.

2. Select the heading to be linked with the current style sheet from the **Heading** list.

Entering Margins and Ruling Lines

1. Enter the **Top**, **Right**, **Bottom** and **Left** margin distances, in inches, in the **Margin** boxes. The values entered dictate the margin distances within the heading cell.
2. Set the width, in inches, of the line drawn above the heading text in the **Top Rule** box. If 0 is entered, no line will be visible.

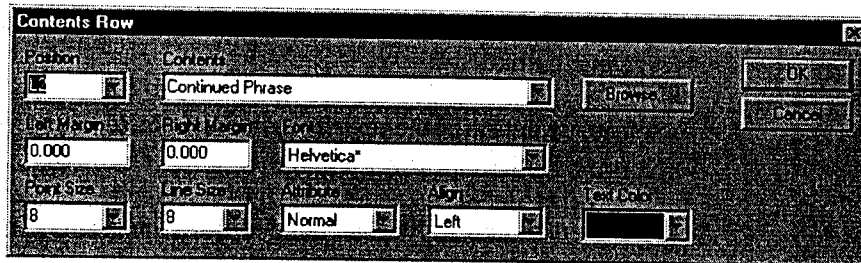
3. In the **Ruling Box** field, enter a decimal value, in inches, to set the line width of the box around the heading text. If 0 is entered, no box will appear.
4. Set the width, in inches, of the bottom ruling line in the **Bottom Rule** field. If 0 is entered, no line will be visible.
5. Select **Double Rule** to make the box around the header text a double line.

Entering Additional Information

1. The **Default Span** field dictates how many oval positions the heading cell will cross on the ballot. The default setting for this option is 1.
2. Choose the background color for the heading text from the **Background** list in **Additional Information** field. Available colors are White, Gray, Dark Gray, Light Gray, Black, Red, Green and Blue. Select custom to mix a custom background color.
3. Enter the text that will indicate a continuation from one column to another or from the front of the ballot to the back, in the **Continued Phrase** field. The default choice is 'continued.'

Selecting Contents

Click **Add** in the bottom portion of the Heading Style window. The following window will appear.



Selecting Position and Contents

1. Choose a line position for the selected contents from the **Position** list. The position letter indicates where the positioning begins and the number represents how many lines away from the position origin the contents will appear. For example, select T1 to place contents one line from the top of the cell or B1 to place the selected contents one line from the bottom of the cell.

Selecting an L position will place the contents relative to whatever contents are selected before the L position is assigned. For example, if contents are placed in the T1 position and the next selection is placed in the L1 position, the second selection will appear below the first on the ballot. If no contents are selected before an L position is assigned, the contents in the L position will appear relative to the top margin of the cell.

2. Select the data that will be included in the heading cell from the **Contents** list. The options on this list correspond with heading records in the **Ballot Data File**. If text not found in the **Heading** file is required, type "@" and then the text needed in the **Contents** list. The text will be printed next to every heading. Click **Browse** to load heading information from a separate file.

Formatting Ballot Text

1. Enter values in the **Left Margin** or **Right Margin** box to align the text to the left or the right of the column.
2. Select the desired font from the **Font** list. Image Manager recognizes only PostScript fonts.
3. Enter the size of the heading text in the **Point Size** list. Data can be entered manually by highlighting the box and typing the desired value, or a size can be selected using the list.
4. Select the leading (the space between lines) for the heading text from the **Line Size** box. The number selected should be the same or greater than the number selected in for the **Point Size**. Select from the options on the list or type the size manually.
5. Select attributes for the text from the **Attribute** list. The selections are Normal, Bold, Italic and Bold Italic.
6. Choose how the text will be aligned from the **Align** list. The selections are Left, Right, Center or Justify.
7. Select the color of the text from the **Text Color** box. The colors are White, Gray, Dark Gray, Light Gray, Black, Red, Green, and Blue.
8. Save the data entered by clicking **OK**. To disregard selections made in this window, click **Cancel**.

Recommended Heading Style Sheet Settings

Office Heading Styles

Office Heading Information

Style name: Default Heading Style Heading:

OK Cancel

Margins

Top Margin: 0.065 Right Margin: 0.001

Left Margin: 0.001 Bottom Margin: 0.001

Ruling Lines

Top Rule: 0.010 Ruling Box: 0.000

Bottom Rule: 0.010 Double Rule

Additional Information

Default Span: 1 Background: Continued Phrase: continued

Contents Row

Pos	Contents	Pts	Size	Align	Font	Attr
L1	Heading	10	10	Center	Helvetica Narrow	Bold

Add Edit Delete

Style Sheet Settings

Style Name	Default Heading Style
Top Margin	0.065
Left Margin	0.001
Right Margin	0.001
Bottom Margin	0.001
Top Rule	0.010
Ruling Box	0.000
Bottom Rule	0.010
Double Rule	No
Default Span	1
Background	Transparent
Continued Phrase	continued

Contents Row

Position	Contents	Point Size	Line Size	Alignment	Font	Attribute
L1	Heading	10	10	Center	Helvetica Narrow	Bold

Using the Candidate Style Sheet

Data entered in the **Candidate** style sheet determines how candidate information from the Ballot Data File is displayed on the ballot.

Candidate information includes the candidate name, party and any additional candidate text.

Formatting the Candidate Style Sheet

To set up a Candidate style sheet:

1. Select **Candidate** from the **Style Sheets** menu and highlight 'Default Candidate Style.'
2. Select **Add** to create a new style sheet based on the default settings or highlight a style name and select **Edit** to change an existing style sheet. The Candidate Style window will appear. Highlight an existing style and click **Delete** to remove it from the list.

Note: If the Ballot Image Manager is being used for the first time, click **Edit** to approve the default style.

Candidate Style

Style Information

Style Name: [] Off Default: [] Target: [] Spec: [] Oval Position: []

Margins

Top Margin: 0.001

Left Margin: 0.001 Right Margin: 0.001

Bottom Margin: 0.001

Ruled Lines

Top Rule: 0.000 Top Rule Adjust: 0.000

Between Rule: 0.000 Bottom Rule Adjust: 0.000

Bottom Rule: 0.000

Additional Information

Background: []

Pos/Content

Pos	Content	Pls	Size	Align	Font	Align
L1	First Name	8	8	Left	Helvetica	Normal

Buttons: OK, Cancel, Add, Edit, Delete

Entering Style Information

1. Enter the name of the candidate style in the **Style Name** box.

Note: The **Style Name** option will not be available in the default style sheet because all additional sheets created in the Ballot Image Manager must be generated using the default style.

2. Click **List** next to the **Office Sequence #** field to view a list of offices and their sequence numbers from the Ballot Data File. Highlight offices to link them to the current style sheet. The Ballot Image Manager will automatically link any offices not linked to the current style sheet to the default style.
3. If candidate names are to start at a specific oval position, enter the position number in the **Target** box.
4. The value entered in the **Span** box dictates how many oval positions the candidate name cell will cross on the ballot. The default for this field is one.
5. The **Oval Position** box is not available unless the **Span** has been altered. The number in this box determines the position of the oval next to the candidate name cell. For example, if **Span** is set at two, entering a one in the **Oval Position** field will place the oval at the top of the candidate cell for a given party title, while entering a two will place the oval at the bottom.

Entering Margins and Ruling Lines

1. Enter the **Top**, **Right**, **Bottom** and **Left** margin distances, in inches, in the **Margin** boxes. The values entered dictate the margin distances within the candidate cell.
2. Set the width, in inches, of the line drawn above the candidate text in the **Top Rule** box. If 0 is entered, no line will be visible.
3. Enter the distance, in inches, that the ruling line will appear above the candidate margin in the **Top Rule Adjust** box. Set the distance at 0 for no adjustment. The candidate text will move with this line.
4. Set the width, in inches, of the ruling line between candidate text in the **Between Rule** box. If 0 is entered, no line will be visible.
5. Enter a value in the **Between Rule Adjust** box to move the ruling line vertically between candidate names.
6. Set the width, in inches, of the bottom ruling line in the **Bottom Rule** field. If 0 is entered, no line will be visible.
7. Enter a value in the **Bottom Rule Adjust** field to position the ruling line vertically between office titles.

Entering Additional Information

Choose the background color for the office title text from the **Background** list in the field labeled **Additional Information**. Available colors are White, Gray, Dark Gray, Light Gray, Black, Red, Green and Blue. Select **Custom** to mix custom background colors.

Selecting Contents

Click **Add** in the bottom portion of the Candidate Style window. The following window will appear:

Selecting Position and Contents

1. Choose a line position for the selected contents from the **Position** list. The position letter indicates where the positioning begins and the number represents how many lines away from the position origin the contents will appear. For example, select T1 to place contents one line from the top of the cell or B1 to place the selected contents one line from the bottom of the cell.

Selecting an L position will place the contents relative to whatever contents are selected before the L position is assigned. For example, if contents are placed in the T1 position and the next selection is placed in the L1 position, the second selection will appear below the first on the ballot. If no contents are selected before an L position is assigned, the contents in the L position will appear relative to the top margin of the cell.

2. Select the data that will be included in the candidate cell from the **Contents** list. The options on this list correspond with candidate records in the Ballot Data File. If text not found in the Candidate file is required, type "@" and then the text needed in the **Contents** list. The text will be printed next to every candidate. Click **Browse** to load office information from a separate file.

Formatting Ballot Text

1. Enter a value in the **Left Margin** or **Right Margin** box to align the candidate text to the left or right of the column.
2. Select the desired font from the **Font** list. Image Manager only recognizes PostScript fonts.
3. Enter the size of the candidate text in the **Point Size** list. Data can be entered manually by highlighting the box and typing the desired value, or a size can be selected from the available list.
4. Select the leading (the space between lines) for the office text from the **Line Size** box. The number selected should be the same or greater than the number selected in **Point Size**. Select from the options on the list, or type the size manually.
5. Select attributes for the text from the **Attribute** list. The selections are Normal, Bold, Italic and Bold Italic.
6. Choose how the text will be aligned from the **Align** list. The selections are Left, Right, Center or Justify.
7. Select the color of the text from the **Text Color** list. The colors are White, Gray, Dark Gray, Light Gray, Black, Red, Green, and Blue.
8. Save the data entered by clicking **OK**. To disregard selections made in this window, click **Cancel**.

Recommended Candidate Style Sheet Settings

Candidate Style

Style Information

Style Name:

Target: Span: Offset Position:

Margins

Top Margin: Right Margin:

Left Margin: Bottom Margin:

Additional Information

Background:

Ruling Lines

Top Rule: Top Rule Adjust:

Between Rule: Between Rule Adjust:

Bottom Rule: Bottom Rule Adjust:

Row	Contents	Pts	Size	Align	Font	Alt
L1	Full Name	10	10	Left	Helvetica Narrow*	
L2	Party	7	7	Left	Helvetica Narrow*	

Style Sheet Settings

Name	Default Candidate Style
Span	1
Top Margin	0.065
Left Margin	0.001
Right Margin	0.001
Bottom Margin	0.001
Top Rule	0.000
Top Rule Adjust	0.000
Between Rule	0.000
Between Rule Adjust	0.000
Bottom Rule	0.000
Bottom Rule Adjust	0.000
Background	Transparent

Contents Row

Position	Contents	Point Size	Line Size	Alignment	Font	Attribute
L1	Full Name	10	10	Left	Helvetica Narrow	Normal
L2	Party	7	7	Left	Helvetica Narrow	Normal

Using the Write-in Style Sheet

Data entered in the **Write-in** style sheet determines how write-in information from the Ballot Data File is displayed on the ballot.

Formatting the Write-in Style Sheet

To set up a Write-in style sheet:

1. Select **Write-in** from the **Style Sheets** menu and highlight 'Default Write-in Style.'
2. Select **Add** to create a new style sheet based on the default settings or highlight a style name and select **Edit** to change an existing style sheet. The Write-in Style window will appear. Highlight an existing style and click **Delete** to remove it from the list.

Note: Edit the default style sheet before creating a new style.

The screenshot shows the 'Write-in Style' dialog box with the following fields and controls:

- Style Information:** Style Name, ID, Spec, Position.
- Margin:** Top Margin (0.001), Bottom Margin (0.001), Left Margin (0.001), Right Margin (0.001).
- Line Spacing:** Top Line (0.000), Bottom Line (0.000), Between Line (0.000), Top Line Adjust (0.000), Bottom Line Adjust (0.000), Between Line Adjust (0.000).
- Additional Information:** Background color selector.
- Write-in Rule:** Show Write-in, Rule Width (0.010), Rule Adjust (0.000).
- Buttons:** Add, Edit, Delete.

Entering Style Information

1. In the Write-in Style window, enter a name for the style sheet in the **Style Name** box.

Note: The **Style Name** option will not be available in the default style sheet because all other sheets created in the Ballot Image Manager must be generated using the default style.

2. Click **List** next to the **Office Sequence #** box to view a list of offices and their sequence numbers from the Ballot Data File. Highlight offices to link them to the current style sheet. The Ballot Image Manager will automatically link any offices not linked to a specific style sheet to the default style.
3. The value entered in the **Span** box dictates how many oval positions the write-in cell will cross on the ballot. The default setting for this option is 1.
4. The **Oval Position** box is not available unless the **Span** has been altered. The number in this field will determine the position of the oval next to the write-in line. For example, if **Span** is set at 2, entering a 1 in the **Oval Position** box will set the oval at the top of the Write-in cell while entering a 2 will place the oval at the bottom.

Entering Margins and Ruling Lines

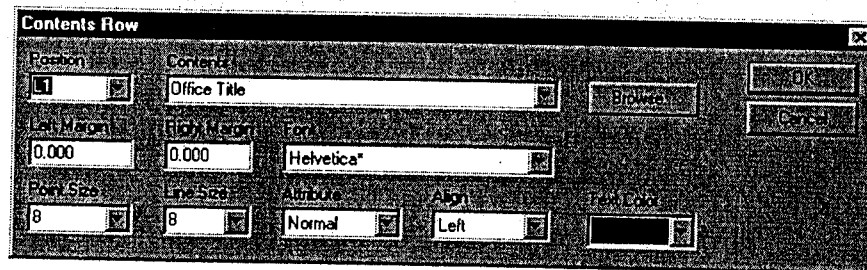
1. Enter the **Top**, **Right**, **Bottom** and **Left** margin distances, in inches, in the **Margin** boxes. The values entered dictate the margin distances within the write-in cell.
2. Set the width, in inches, of the line drawn above the write-in cell in the **Top Rule** box. If 0 is entered, no line will be visible.
3. Enter the distance, in inches, that the ruling line will appear above the write-in cell in the **Top Rule Adjust** box. Set the distance at 0 for no adjustment.
4. Set the width, in inches, of the ruling line between write-in lines in the **Between Rule** box. If 0 is entered, no line will be visible.
5. Enter a value in the **Between Rule Adjust** box to move the ruling line vertically between write-in lines.
6. Set the width, in inches, of the bottom ruling line in the **Bottom Rule** box. If 0 is entered, no line will be visible.
7. Enter a value in the **Bottom Rule Adjust** box to position the ruling line vertically at the bottom of the Write-in cell.

Entering Additional Information

1. Choose a background color for the write-in cell from the **Background** list under the **Additional Information** heading. Available colors are White, Gray, Dark Gray, Light Gray, Black, Red, Green and Blue. Select **Custom** to mix custom background colors.
2. Select **Draw W/I Line** to include write-in lines on the ballot.
3. Enter a value in the **Rule Width** box under the Write-in Rule heading to set the thickness of the write-in line.
4. Enter a value in the **Rule Adjust** box to set the vertical position of the write-in line.

Selecting Contents

Click **Add** in the bottom portion of the Write-in Style window. The following window will appear:



Selecting Position and Contents

1. Choose a line position for the selected contents from the **Position** list. The position letter indicates where the positioning begins and the number represents how many lines away from the position origin the contents will appear. For example, select T1 to place contents one line from the top of the cell or B1 to place the selected contents one line from the bottom of the cell.

Selecting an L position will place the contents relative to whatever contents are selected before the L position is assigned. For example, if contents are placed in the T1 position and the next selection is placed in the L1 position, the second selection will appear below the first on the ballot. If no contents are selected before an L position is assigned, the contents in the L position will appear relative to the top margin of the cell.

2. Select the data that will be included in the Write-in cell from the **Contents** list. The options on this list correspond with Write-in information programmed in the Election Data Manager. If ballot text not found in the Write-in file is required, type "@" and then the text needed in the **Contents** list. The text will be printed next to every write-in line. Click **Browse** to load write-in information from a separate file.

Formatting Ballot Text

1. Enter values in the **Left Margin** or **Right Margin** box to align the text to the left or the right of the column.
2. Select the desired font from the **Font** list.
3. Enter the size of the write-in text in the **Point Size** list. Data can be entered manually by highlighting the box and typing the desired value, or a size can be selected using the available list.
4. Select the leading (the space between lines) for the write-in text from the **Line Size** box. The number selected should be the same or greater than the number selected in for the **Point Size**. Select from the options in the drop list or type the size manually.
5. Select attributes for the text from the **Attribute** list. The selections are Normal, Bold, Italic and Bold Italic.
6. Choose how text will be aligned from the **Align** list. The selections are Left, Right, Center or Justify.
7. Select the color of the write-in text from the **Text Color** list. The colors are White, Gray, Dark Gray, Light Gray, Black, Red, Green, and Blue.
8. Save the data entered by clicking **OK**. To disregard selections made in this window, click **Cancel**.

Recommended Write-in Style Sheet Settings

The screenshot shows the 'Write-in Style' dialog box with the following settings:

- Style Information:** Style Name: @Write-in, Span: 1
- Margins:** Top Margin: 0.150, Left Margin: 0.001, Right Margin: 0.001, Bottom Margin: 0.001
- Ruling Lines:** Top Rule: 0.000, Top Rule Adjust: 0.000, Between Rule: 0.000, Between Rule Adjust: 0.000, Bottom Rule: 0.000, Bottom Rule Adjust: 0.000
- Additional Information:** Background: Transparent
- Write-in Rules:** Draw W/I Line: , Rule Width: 0.010, Rule Adjust: 0.275
- Preview:** L1 @Write-in, Fit: 8, Size: 8, Align: Left, Font: Helvetica Narrow*

Style Sheet Settings

Name	Default Write-in Style
Span	1
Top Margin	0.150
Left Margin	0.001
Right Margin	0.001
Bottom Margin	0.001
Top Rule	0.000
Top Rule Adjust	0.000
Between Rule	0.000
Between Rule Adjust	0.000
Bottom Rule	0.000
Bottom Rule Adjust	0.000
Background	Transparent
Draw W/I Line	Yes
Write-in Rule Width	0.010
Write-in Rule Adjust	0.275

Contents Row

Position	Contents	Point Size	Line Size	Alignment	Font	Attribute
L1	@Write-in	8	8	Left	Helvetica Narrow	Normal

Using the Question Style Sheet

Data entered in the **Question** style sheet determines how questions from the Ballot Data File are displayed on the ballot.

Formatting the Question Style Sheet

To format the Question style sheet:

1. Select **Question** from the **Style Sheets** menu and highlight 'Default Question Style.'
2. Select **Add** to create a new style sheet based on the default settings or highlight a style name and click select **Edit** to change an existing style sheet. The Question Style window will appear. Highlight an existing style sheet and click **Delete** to remove it from the list.

Note: Edit the default style sheet before creating a new style.

Entering Question Style Information

1. Enter the name of the Question style in the **Style Name** box.

Note: The **Style Name** option will not be available in the default style sheet because all other sheets created in the Ballot Image Manager must be generated using the default style.

2. Click **List** next to the **Question Seq #** box to view a list of offices and text from the Ballot Data File. Highlight offices or questions to link them to the current style sheet. The Ballot Image Manager will link any text not specifically linked to an office or question to the default style.
3. If questions or text are to start at a specific oval position, enter the position number in the **Target** field.
4. Click on the arrow next to the **Column** box to select how many columns text will cross. Unlike the **Span** option in other style sheets, this field controls the width of the question cell, not the height.

Entering Margins and Ruling Lines

1. Enter the **Top**, **Right**, **Bottom** and **Left** margin distances, in inches, in the **Margin** boxes. The values entered dictate the margin distances within the question cell.
2. Set the width, in inches, of the line drawn above the question text in the **Top Rule** box. If 0 is entered, no line will be visible.
3. Enter the distance, in inches, that the ruling line will appear above the question text in the **Top Rule Adjust** box. Set the distance at 0 for no adjustment.
4. Set the width, in inches, of the bottom ruling line in the **Bottom Rule** box. If 0 is entered, no line will be visible.
5. Enter a value in the **Bottom Rule Adjust** box to position the ruling line vertically below the question field.
6. Enter the width of the ruling line between the question text and the yes/no text in the **Yes/No Rule** box. Enter 0 in this box for no line.
7. Place a value in the **Yes/No Rule Adjust** box to set the vertical position of the Yes/No Rule line between the question text and the yes/no text.

Entering Target Skip and Additional Information

- Under the **Target Skip** field, highlight one of the following ovals:
 - No Skip:** Skips no oval positions between questions.
 - Skip Before:** Skips oval positions before every question (if set in default style).
 - Skip After:** Skips oval positions after every question (if set in default style).
 - # of Targets to Skip:** Determines the number of oval to skip when **Skip Before** or **Skip After** is selected.
- Choose the background color for question text from the **Background** list under the **Additional Information** heading. Available colors are White, Gray, Dark Gray, Light Gray, Black, Red, Green and Blue. Select Custom to mix a custom background color.
- Check the box marked **Flow Text** to have the question text wrap to the next column if the text exceeds the column length.

Formatting Yes/No Text Style

- To set the style for the Yes/No text, click on **Yes/No Style** to open the following window:

The screenshot shows a dialog box titled "Question Yes/No Style". It contains two main sections: "Margin" and "Additional Information".

Margin Section:

- Top Margin: 0.001
- Left Margin: 0.001
- Bottom Margin: 0.001
- Right Margin: 0.001

Additional Information Section:

- Between Files: 0.000
- Between Questions: 0.000
- Skip: 1
- Oval Position: (dropdown menu)

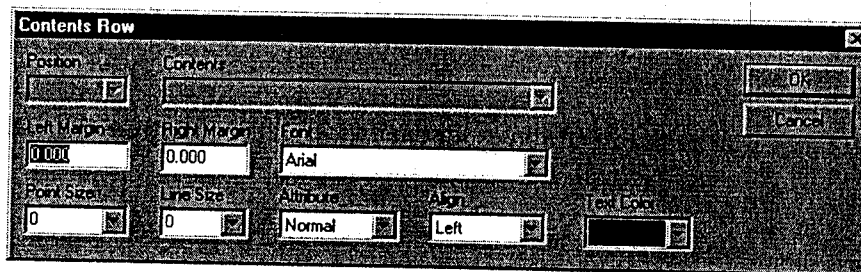
Buttons for "OK" and "Cancel" are located on the right side of the dialog.

- Enter the **Top**, **Right**, **Bottom** and **Left** margin distances, in inches, in the **Margin** boxes. The values entered dictate the margin distances within the Yes/No text cell.

3. Set the width, in inches, of the ruling line between Yes/No text in the **Between Rule** field. If 0 is entered, no line will be visible.
4. Enter a value in the **Between Rule Adjust** box to move the ruling line vertically between Yes/No text.
5. The value entered in the **Span** box dictates how many oval positions the Yes/No text cell will cross on the ballot. The default value for this option is 1.
6. The **Oval Position** box is not available unless **Span** has been altered. The number entered here determines the position of the oval next to the Yes/No text. For example, if **Span** is set at 2, entering a 1 in the **Oval Position** box will set the oval at the top of the question cell, while entering a 2 will place the oval at the bottom.

Selecting Yes/No Text Contents

1. Click **Yes/No Contents** in the Question Yes/No Style window. The following window will appear:



Entering Position and Contents

1. Choose a line position for the selected contents from the **Position** list. The position letter indicates where the positioning begins and the number represents how many lines away from the position origin the contents will appear. For example, select T1 to place contents one line from the top of the cell or B1 to place the selected contents one line from the bottom of the cell.

Selecting an L position will place the contents relative to whatever contents are selected before the L position is assigned. For example, if contents are placed in the T1 position and the next selection is placed in the L1 position, the second selection will appear below the first on the ballot. If no contents are selected before an L position is assigned, the contents in the L position will be positioned relative to the top margin of the cell.

2. Select the data that will be included in the Yes/No cell from the **Contents** list. The options on this list correspond with Yes/No records in the Ballot Data File. If Yes/No text not programmed into the Data Manager is required, type "@" and then the text needed in the **Contents** list. The text will be printed next to all Yes/No text. Click **Browse** to load office information from a separate file.

Formatting Yes/No Text

1. Enter values in the **Left Margin** or **Right Margin** box to align the Yes/No text to the left or right of the column.
2. Select the desired font from the **Font** list.
3. Enter the size of the Yes/No text in the **Point Size** list. Data can be entered manually by highlighting the box and typing the desired value, or a size can be selected from the available list.
4. Select the leading (the space between lines) for the Yes/No text from the **Line Size** box. The number selected should be the same or greater than the number selected in **Point Size**. Select from the options on the list, or type the size manually.
5. Select attributes for the text from the **Attribute** list. The selections are Normal, Bold, Italic and Bold Italic.
6. Choose how the text will be aligned from the **Align** list. The selections are Left, Right, Center or Justify.
7. Select the color of the text from the **Text Color** list box. The colors are White, Gray, Dark Gray, Light Gray, Black, Red, Green, and Blue.
8. Save the data entered by clicking **OK**. To disregard selections made in this window, click **Cancel**.

Recommended Question Style Sheet Settings

The screenshot shows the 'Question Style' dialog box with the following settings:

- Question Style Information:**
 - Style Name: [Default Question Style]
 - One Search:
 - Target: 0
 - Column Span: 1 Col
- Margins:**
 - Top Margin: 0.100
 - Left Margin: 0.100
 - Right Margin: 0.100
 - Bottom Margin: 0.001
- Rule Line:**
 - Top Rule: 0.000
 - Top Rule Adjust: 0.000
 - Bottom Rule: 0.000
 - Bottom Rule Adjust: 0.000
 - Yes/No Rule: 0.000
 - Y/N Rule Adjust: 0.000
- Target Skip:**
 - No Skip
 - Skip Before
 - Skip After
 - Targets to Skip: 0
- Additional Information:**
 - Yes/No Style:
 - Flow Text:
 - Background: [Transparent]

Style Sheet Settings

Name	Default Question Style
Target	0
Column Span	1
Top Margin	0.100
Left Margin	0.100
Right Margin	0.100
Bottom Margin	0.001
Top Rule	0.000
Top Rule Adjust	0.000
Bottom Rule	0.000
Bottom Rule Adjust	0.000
Yes/No Rule	0.000
Y/N Rule Adjust	0.000
Target Skip	No Skip
Background	Transparent

Yes/No Style

Question Yes/No Style

Margins

Top Margin: 0.080

Left Margin: 0.001

Right Margin: 0.001

Bottom Margin: 0.001

Additional Information

Between Rule: 0.000

Between Rule Adjust: 0.000

Span: 1

Oval Position: []

Buttons: OK, Cancel, Yes/No Contents

Top Margin	0.080
Left Margin	0.001
Right Margin	0.001
Bottom Margin	0.001
Between Rule	0.000
Between Rule Adjust	0.000
Span	One

Yes/No Contents

Contents Row

Font: []

Content: []

Left Margin: 0.000

Right Margin: 0.000

Font: Helvetica Narrow

Point Size: 11

Line Size: 11

Attribute: Normal

Align: Left

Buttons: OK, Cancel, Font Color

Left Margin	Right Margin	Font	Point Size	Line Size	Attribute	Alignment
0.000	0.000	Helvetica Narrow	11	11	Normal	Left

Using the Text Style Sheet

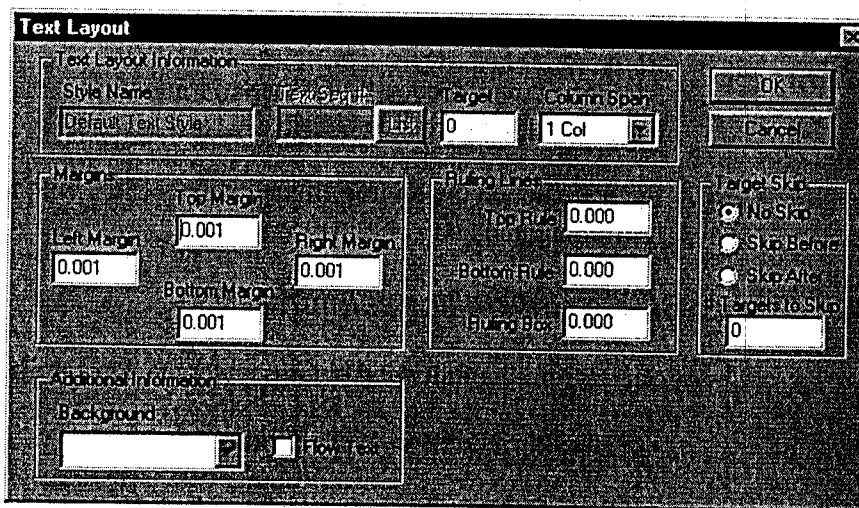
Data entered in the **Text** style sheet determines how text information from the Ballot Data File is displayed on the ballot.

Formatting the Text Style Sheet

To set up a Text style sheet:

1. Select **Text** from the **Style Sheets** menu and highlight 'Default Text Style.'
2. Select **Add** to create a new style sheet based on the default settings or highlight a style name and select **Edit** to change an existing style sheet. The Text Style window will appear. Highlight an existing style sheet and click **Delete** to remove it from the list.

Note: If the Ballot Image Manager is being used for the first time, click **Edit** to approve the default style.



Entering Text Layout Information

1. In the Text Layout window, enter a name for the style sheet in the box labeled **Style Name**.

Note: The **Style Name** box is not available in the default style sheet because all other sheets created in the Ballot Image Manager must be created using the default style.

2. Click **List** next to the **Office Sequence #** box to view a list of offices and their sequence numbers from the Ballot Data File. Highlight offices to link them to the current style sheet. The Ballot Image Manager will automatically link any contest not linked to a specific style sheet to the default style.
3. If text is to start at a specific oval position, enter the position number in the **Target** box.
4. Click on the arrow next to the **Column Span** box to select how many columns the text will cross. Unlike the **Span** box in other style sheets, this option controls the width of the text cell, not the height.

Entering Margins and Ruling Lines

1. Enter the **Top, Right, Bottom** and **Left** margin distances, in inches, in the **Margin** boxes. The values entered dictate the margin distances within the text cell.
2. Set the width, in inches, of the line drawn above the text in the **Top Rule** box. If 0 is entered, no line will be visible.
3. Set the width, in inches, of the bottom ruling line in the **Bottom Rule** box. If 0 is entered, no line will be visible.
4. Enter a value in the **Ruling Box** option to set the width, in inches, of the ruling line around the text.

Entering Target Skip and Additional Information

1. Select from the following options under the **Target Skip** box:
 - **No Skip:** Skips no oval positions between text.
 - **Skip Before:** Skips oval positions before all text (if set in default style).
 - **Skip After:** Skips oval positions after every text entry (if set in default style).
 - **# of Targets to Skip:** Determines the number of ovals to skip when **Skip Before** or **Skip After** is selected.
2. Choose the background color for the text from the **Background** list under the **Additional Information** field. Available colors are White, Gray, Dark Gray, Light Gray, Black, Red, Green and Blue. Select **Custom** to mix a custom background color.
3. Check the box marked **Flow Text** to wrap the text to the next column if the text exceeds the column length.

Recommended Text Style Sheet Settings

The screenshot shows the 'Text Layout' dialog box with the following settings:

- Text Layout Information:**
 - Style Name: Default Text Style
 - Text Depth: 10 pts
 - Target: 0
 - Column Span: 1 Col
- Margins:**
 - Top Margin: 0.100
 - Left Margin: 0.100
 - Right Margin: 0.100
 - Bottom Margin: 0.001
- Ruled Lines:**
 - Top Rule: 0.000
 - Bottom Rule: 0.000
 - Ruling Box: 0.010
- Target Skip:**
 - No Skip
 - Skip Before
 - Skip After
- Targets to Skip:** 1
- Additional Information:**
 - Background: [Empty]
 - Flow Text

Style Sheet Settings

Style Name	Default Text Style
Target	0
Column span	1
Top Margin	0.100
Left Margin	0.100
Right Margin	0.100
Bottom Margin	0.001
Top Rule	0.000
Bottom Rule	0.000
Ruling box	0.010
Target Skip	Skip Before
# of Targets to Skip	1

Using the Header/Footer Style Sheet

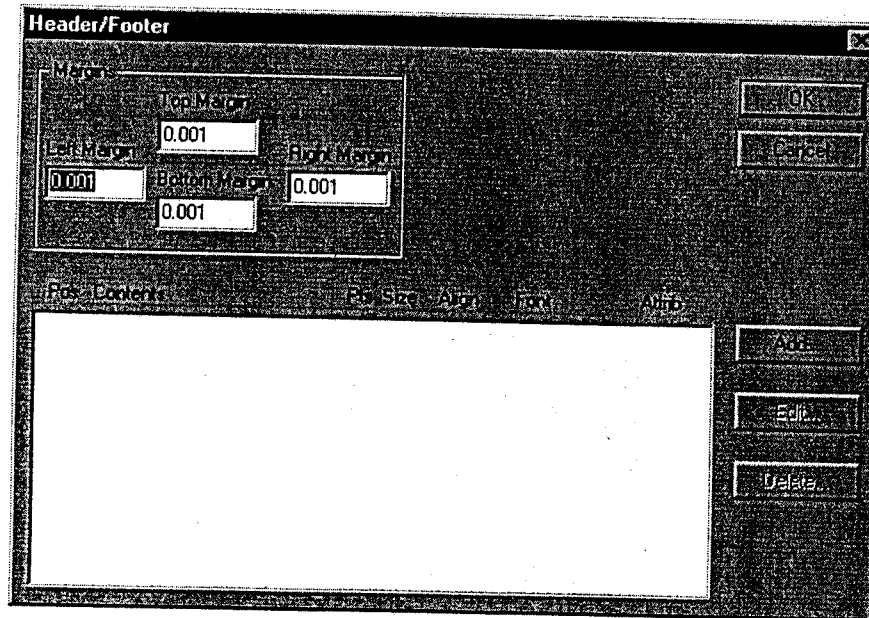
Data entered in the **Header/Footer** style sheet determines how header information from the Ballot Data File is displayed on the ballot.

Formatting the Header/Footer Style Sheet

To set up the header/footer style:

1. Select **Header/Footer** from the **Style Sheets** menu and highlight 'Default Header/Footer Style.'
2. Select **Add** to create a new style sheet based on the default settings or highlight a style name and select **Edit** to change an existing style sheet. The Header/Footer Style window will appear. Highlight an existing style sheet and click **Delete** to remove it from the list.

Note: If the Ballot Image Manager is being used for the first time, click **Edit** to approve the default style.

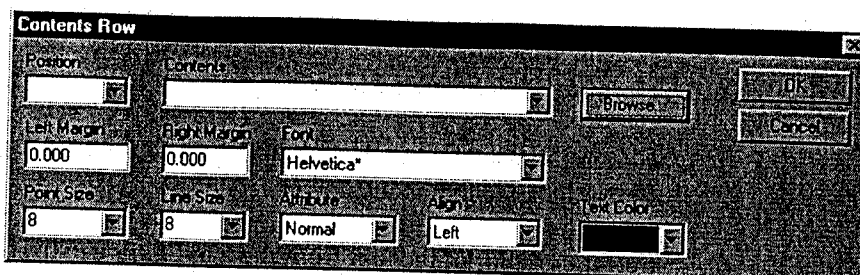


Setting Margins

Enter the **Top**, **Right**, **Bottom** and **Left** margin distances, in inches, in the **Margin** boxes. The values entered dictate the margin distances for the ballot header or footer.

Selecting Contents

Click **Add** in the bottom portion of the Header/Footer Style window. The following window will appear:



Entering Position and Contents

1. Choose a line position for the selected contents from the **Position** list. The position letter indicates where the positioning begins and the number represents how many lines away from the position origin the contents will appear. For example, select T1 to place contents one line from the top of the cell or B1 to place the selected contents one line from the bottom of the cell.

Selecting an L position will place the contents relative to whatever contents are selected before the L position is assigned. For example, if contents are placed in the T1 position and the next selection is placed in the L1 position, the second selection will appear below the first on the ballot. If no contents are selected before an L position is assigned, the contents in the L position will appear relative to the top margin of the cell.

2. Select the data that will be included in the Header/Footer cell from the **Contents** list. The options on this list correspond with Header/Footer information programmed into the Election Data Manager. If text not found in the Header/Footer table is required, type "@" and then the text needed in the **Contents** list. The text will be printed next to every header and footer. Click **Browse** to load Header/Footer information from a separate file.

Formatting Header/Footer Text

1. Enter a value in the **Left Margin** or **Right Margin** box to align the candidate text to the left or right of the column.
2. Select the desired font from the **Font** list.
3. Enter the size of the Header/Footer text in the **Point Size** list. Data can be entered manually by highlighting the box and typing the desired value, or a size can be selected from the available list.

4. Select the leading (the space between lines) for the Header/Footer text from the **Line Size** box. The number selected should be the same or greater than the number selected in **Point Size**. Select from the options on the list, or type the size manually.
5. Select attributes for the text from the **Attribute** list. The selections are Normal, Bold, Italic and Bold Italic.
6. Choose how the text will be aligned from the **Align** list. The selections are Left, Right, Center or Justify.
7. Select the color of the text from the **Text Color** list. The colors are White, Gray, Dark Gray, Light Gray, Black, Red, Green, and Blue.
8. Save the data entered by clicking **OK**. To disregard selections made in this window, click **Cancel**.

Recommended Header/Footer Style Sheet Settings

The screenshot shows a dialog box titled "Header/Footer" with the following settings:

- Top Margin: 0.030
- Left Margin: 0.001
- Right Margin: 0.001
- Bottom Margin: 0.001

Below the margin settings is a table with columns: Row, Content, Pt, Size, Align, Font, and Attr. The table contains three rows of data:

Row	Content	Pt	Size	Align	Font	Attr
FC1	Type-Sequence-Split Code	8	8	Center	Helvetica Narrow*	Nor
FC2	Type-Sequence-Split Code	8	8	Center	Helvetica Narrow*	Nor
HA1	Precinct Full Name	8	8	Center	Helvetica Narrow*	Nor

Buttons for OK, Cancel, Add, Edit, and Delete are visible on the right side of the dialog.

Style Sheet Settings

Top Margin	0.030
Left Margin	0.001
Right Margin	0.001
Bottom Margin	0.001

Contents Row

Position	Contents	Point Size	Line Size	Alignment	Font	Attribute
FC1	Type-Sequence-Split Code	8	8	Center	Helvetica Narrow	Normal
FC2	Type-Sequence-Split Code	8	8	Center	Helvetica Narrow	Normal
HA1	Precinct Full Name	8	8	Center	Helvetica Narrow	Normal

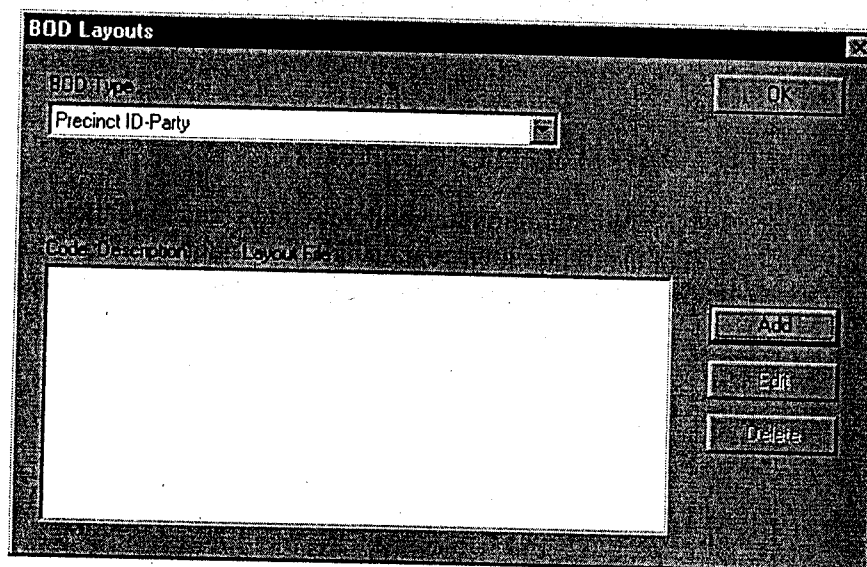
Chapter 4: Ballot Options

Select the BOD Layouts command or the Validate command from the Ballot Options menu.

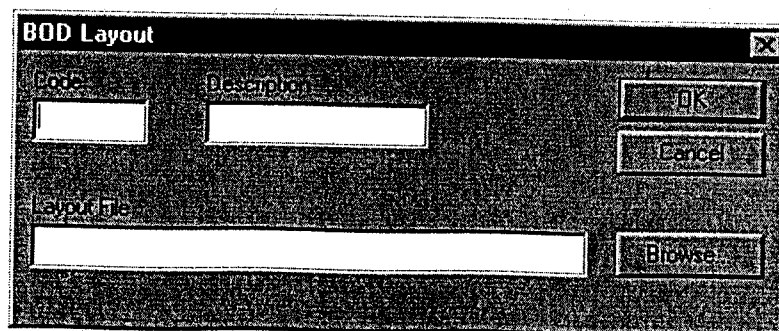
Using BOD Layouts

To set up a Ballot on Demand layout:

1. To save a layout created in the Ballot Image Manager for use with Election Systems and Software's Ballot on Demand ballot publishing program, select **BOD Layouts** from the **Ballot** menu. The following window will appear:



2. Select the type of ballot layout to be saved from the **BOD Type** list.
3. Click **Add** to add a new ballot layout, or **Edit** to format an existing layout type. The following screen will appear:



4. Enter the ballot code in the **Code** box. This number is used to load ballots into the Ballot on Demand program.
5. Enter a short description of the ballot, no more than 15 characters, in the **Description** box.
6. Enter the location where the ballot layout will be saved in the **Layout File** box or click **Browse** to search directories. Layouts must have the extension (.ais) to be saved in the BOD Layout file.
7. Click **OK** to save selections and return to the main screen or **Cancel** to exit to the BOD Layouts window without saving.

Note: Consult Ballot on Demand documentation for more information on the BOD Layouts option.

Using the Validate Option

Select **Validate** from the ballot menu to scan the ballots. This option ensures that all of the information contained in the Ballot Data File, along with necessary outside text and graphics, are being included on the final ballot.

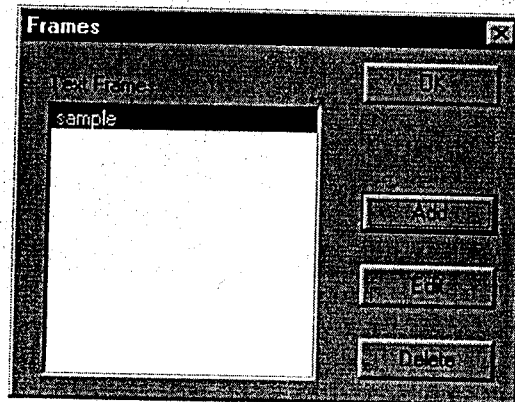
Chapter 5: Using Frames

The **Frames** menu controls ballot text, graphics and production information entered in the Ballot Image Manager. Text and graphics imported with options from this menu will not flow with ballot data. A frame is assigned an exact position on the ballot and forces election data from the Ballot Data File to flow around or through it.

The individual options available in the **Frames** menu are described below.

Setting up a Text Frame

If it is necessary to place text that remains consistent on all ballots (for example: voting instructions), select **Text** from the **Frames** menu. The following window will appear.



1. Highlight an existing frame and click **Edit** to alter frame settings or **Delete** to remove it from the list. Select **Add** to place a new text frame on the ballot. The following window will appear:

Entering Frame Information

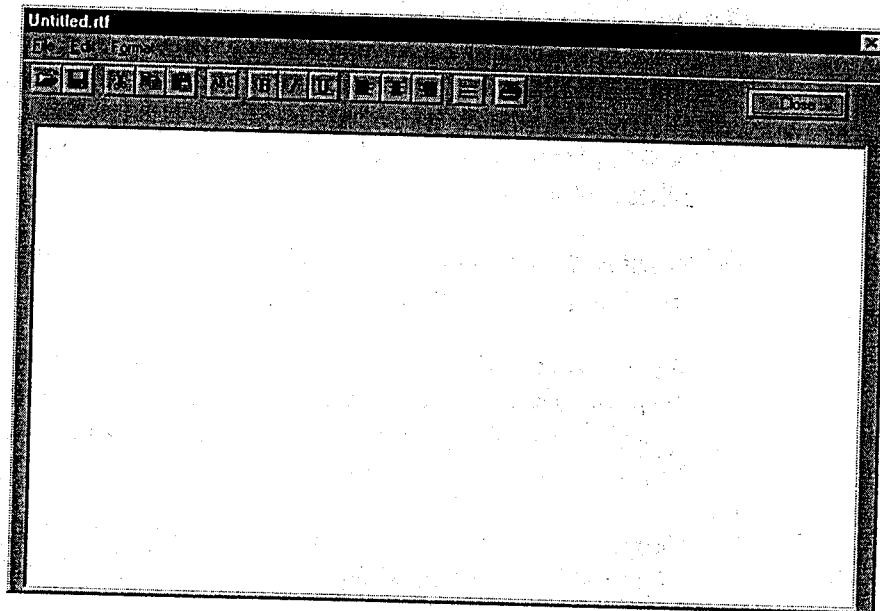
1. Enter a name in the **Frame Name** field.
2. Enter a value equal to the desired text rotation in the **Rotate Text** field. For example, to set text to run down the right margin of the ballot, 90 degrees would be entered in order to turn the text on its side.
3. Enter the **Height**, in inches, of the text frame. If this field is left empty, the Ballot Image Manager will automatically configure the frame height based on the selected text.
4. Enter the **Width** of the frame by choosing a column width from the **Width** list, or by entering a value manually, in inches, in the **Width** entry box.

Entering Margins

1. Enter the **Top**, **Bottom**, **Left** and **Right** margins, in inches, for the selected frame. These margins apply inside the frame.

Entering Text File Information

1. Select a **Text File** to place within the frame by manually entering the file name in the appropriate field, or by clicking **Browse** and searching directories for the necessary file.
2. Select **Edit File** to make any changes to the selected text. The text editor will appear.



3. Make any necessary changes to the text and click **Close** to return to the Text Frame window.

Positioning the Text Frame

Position the frame on the ballot by entering values in the **Horizontal** and **Vertical Positioning** boxes.

- **Horizontal Positioning:** Determines the X axis position of the frame on the ballot. Enter an absolute value for frame placement by selecting **Absolute** from the drop list and entering a value in the text box. To position the frame according to column position, select the necessary column from the drop list.

Note: A frame can be placed manually by clicking and dragging, but **Absolute** must be selected from the list.

- **Vertical Positioning:** Determines the Y axis position of the text frame. Select **Absolute** and enter a value in the text box to manually place the frame. The smaller the entered value, the higher on the page the text box will appear. Select Top or Bottom from the drop list to place a frame on the top or bottom of the page.

Entering Flag Information

The **Flag Information** field determines whether or not the text frame will be displayed based on flag information entered in the Master Office File of the Election Data Manager. Select from the following options under this field.

- **Always Display:** When selected, the frame will always be visible, regardless of flag information.
- **Display If:** Select this option and enter the requirements for text frame inclusion on the ballot in the required fields.
- **For Example:** If the letter 'D' is selected in the Election Data Manager to designate a disabled accessible polling location, you could create a frame containing text designating the location as accessible. Any precinct using this flag would have the text displayed on its ballot.
- **Suppress If:** This option works the same as Display If except the text is suppressed if the selected flag occurs in the Ballot Data File.

Setting up Ruling Lines and Additional Information

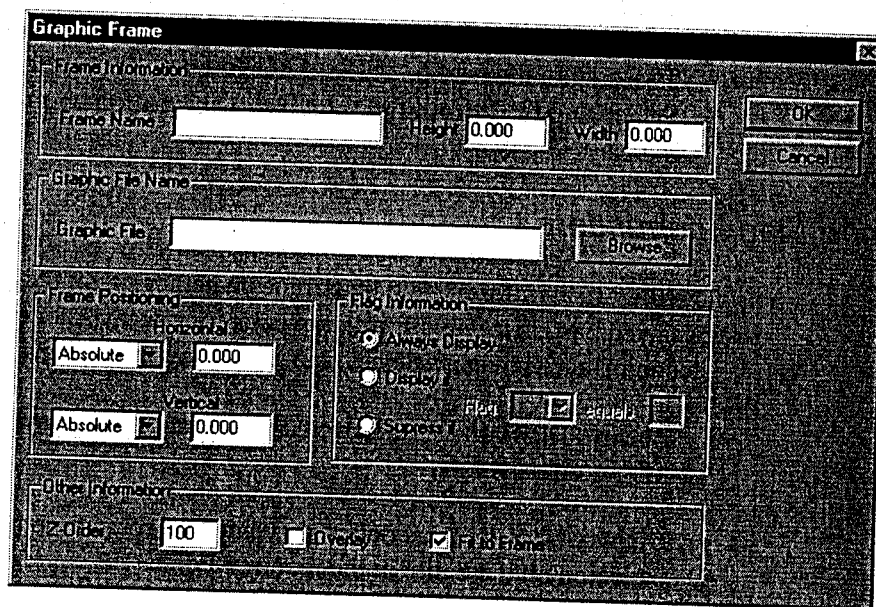
1. Set the thickness of the top and bottom rule lines, in inches, in the appropriate fields.
2. Set the thickness, in inches, of the left and right ruling lines in the **Ruling Box Width** field.
3. Click **Double Rule** to make the line bordering the text box a double line.
4. Click **Shadow Box** to make the lines bordering the text box a shadow box.
5. Choose the background color for the text frame from the **Background** list in the field labeled **Other Information**. Available colors are White, Gray, Dark Gray, Light Gray, Black, Red, Green and Blue. Select Custom to mix a custom background color.
6. Selecting the **Z Order** will set the depth of the page. Text with a lower **Z Order** value will appear deeper on the page with elements set at a higher **Z Order** appearing to lay over the lower order elements.

- When **Overlay** is selected, data will flow through the frame. When this option is not selected, data will flow around the frame.

Setting up a Graphic Frame

If it is necessary to place a graphic that remains consistent on all ballots, select **Graphic** from the **Frames** menu, then click **Add**. The following window will appear. Highlight an existing graphic frame from the Frames list and click **Edit** to change its settings or **Delete** to remove it from the list.

Note: Graphics loaded into the Ballot Image Manager must be saved as bitmap (BMP) images.



Entering Frame Information

- Enter the **Frame Name** in the appropriate field.
- Set the **Height** and **Width** of the graphic field by entering the desired values.

Entering the Graphic File Name

Manually type in the path to the desired graphic in the **Graphic File Name** box, or click **Browse** to search directories.

Positioning the Frame

Position the frame on the ballot by entering values in the **Horizontal** and **Vertical Positioning** fields.

- **Horizontal Positioning:** Determines the X axis position of the frame on the ballot. Enter an absolute value for frame placement by selecting **Absolute** from the drop list and entering a value in the text box. To position the frame according to column position, select the necessary column from the drop list.

Note: A frame can be placed manually by clicking and dragging, but Absolute positioning must be selected in the drop list.

- **Vertical Positioning:** Determines the Y axis position of the graphic frame. Select **Absolute** and enter a value in the text box to manually place the frame. The smaller the entered value, the higher on the page the text box will appear. Select **Top** or **Bottom** from the list to place a frame on the top or bottom of the page.

Entering Flag Information

The **Flag Information** field determines whether or not the graphic frame will be displayed based on flag information entered in the Master Office File of the Election Data Manager. Select from the following options under this field.

- **Always Display:** When selected, the frame will always be visible, regardless of flag information.
- **Display If:** Select this option and enter the requirements for graphic frame inclusion on the ballot in the required fields.

For Example: If the letter 'D' is selected in the Election Data Manager to designate a disabled accessible polling location, you could create a frame containing a wheelchair graphic designating the location as accessible. Any precinct using this flag would have the graphic displayed on its ballot.

- **Suppress If:** This option works the same as **Display If** except the text is suppressed if the selected flag occurs in the Ballot Data File.

Entering Other Information

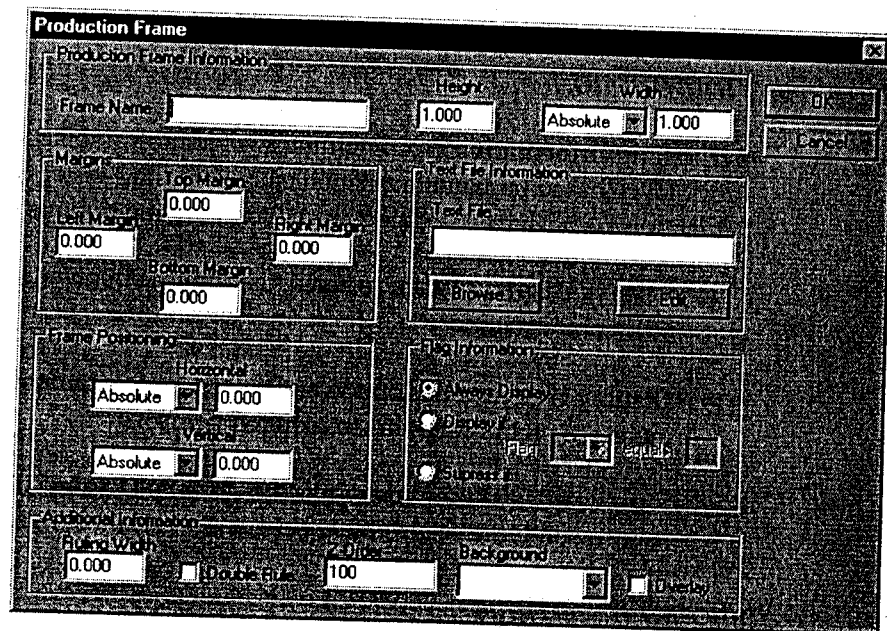
1. Selecting the **Z Order** will set the depth of the page. Text with a lower **Z Order** value will appear deeper on the page with elements set at a higher **Z Order** appearing to lay over the lower order elements.
2. When **Overlay** is selected, data will flow through the frame. When this order is deselected, data will flow around the frame.

3. Select **Fit to Frame** to automatically size the selected graphic to fit in the frame.

Setting up a Production Frame

Selecting options in this menu creates production frames for the ballots. Unlike the **Text Frame** menu, the **Production Frame** menu will list all precinct identifiers, including variable substitutions such as Production Codes and Precinct Names, within a ballot style. Setting options in the **Production Frame** menu defines the margins, ruling lines and text for the ballot.

To format a production frame, select **Production** from the **Frames** menu and click **Add** in the **Frames** window. The following window will appear. Highlight an existing frame on the list and click **Edit** to change its settings or **Delete** to remove it from the list.



Entering Production Frame Information

1. Enter the **Frame Name** in the appropriate box.
2. Set the **Height** of the production frame by entering the desired value.
3. Select the **Width** of the production frame by selecting a column span from the drop list, or by selecting **Absolute** from the drop list and entering the width manually in the provided field.

Setting up Frame Margins

Enter the **Top**, **Bottom**, **Left** and **Right** margins, in inches, for the selected frame. These margins apply inside the frame.

Entering Text File Information

1. Manually enter the path to the desired **Text File** or click **Browse** to search directories.
2. Click **Edit** if it is necessary to change the selected text file.

Positioning the Production Frame

Select the horizontal and vertical positioning of the frame by selecting positions from the drop lists. To manually place the production frame, select **Absolute** from the drop lists and enter the positioning in the provided boxes.

Entering Flag Information

The **Flag Information** box determines whether or not the text frame will be displayed based on flag information entered in the Master Office File of the Election Data Manager. Select from the following options under this field.

- **Always Display:** When selected, the frame will always be visible, regardless of flag information.
- **Display If:** Select this option and enter the requirements for text frame inclusion on the ballot in the required fields.
- **Suppress If:** This option works the same as **Display If** except the text is suppressed if the selected flag occurs in the Ballot Data File.

Entering Additional Information

1. Set the thickness, in inches, of the ruling lines in the **Ruling Width** field.
2. Click **Double Rule** to make the line bordering the text box a double line.
3. Selecting the **Z Order** will set the depth of the page. Text with a lower **Z Order** value will appear deeper on the page with elements set at a higher **Z Order** appearing to lay over the lower order elements.
4. Choose the background color for the text frame from the **Background** list in the field labeled **Other Information**. Available colors are White, Gray, Dark Gray, Light Gray, Black, Red, Green and Blue. Select Custom to mix a custom background color.

5. When **Overlay** is selected, data will flow through the frame. When this option is not selected, data will flow around the frame.

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Chapter 6: IFC Files

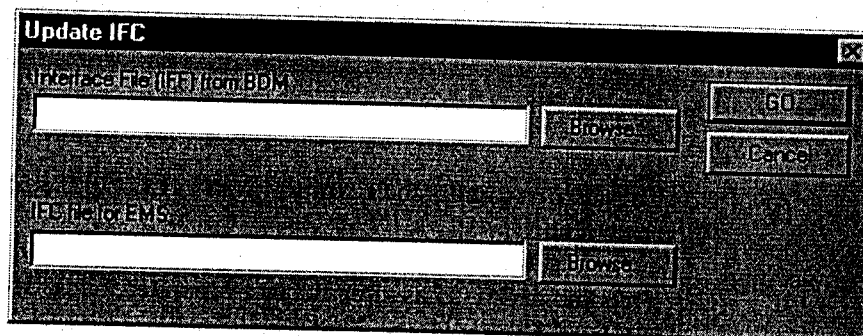
The options in the **IFC** menu allow you to export ballot information to the Hardware Programming Manager making it unnecessary to enter redundant information into that system.

To create an IFC file:

1. In the Election Data Manager, create an IFF (interface file) by selecting **IFC for BTS** under the **AIS Details** tab in Merge Preferences.
2. In the Ballot Image Manager, from the **IFC** menu select **Set Offices (no float)**. The Ballot Image Manager scans the ballots and sets them so that each office will appear in exactly the same location on every ballot. If an office is available in one precinct, but not another, a blank space will appear on the ballot for the precinct where the office is not available.

Note: Making changes after selecting **Set Offices (no float)** may cause ballot misreads by the voting machine. Before making any changes, select **Reset Offices (float)** to have the offices flow one after another or misreads may occur.

3. In the **IFC** menu, select **Update IFC**. The following window will appear.



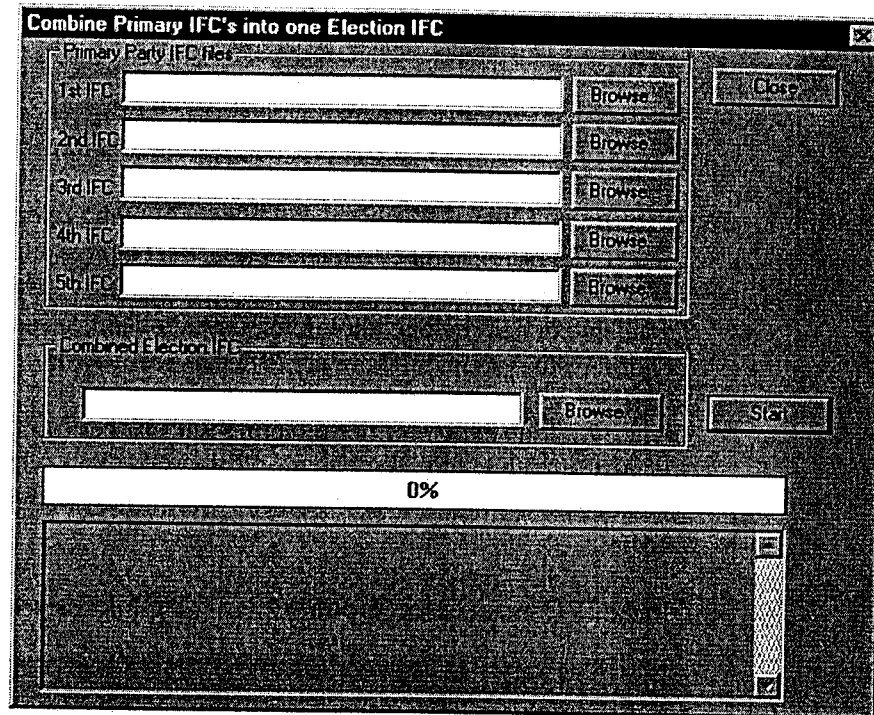
4. Click **Browse** next to the **Interface File (IFF) from BDM** box and locate the IFF created in the Election Data Manager. Once selected, the file name will appear in the entry field.
5. Click the **IFC file for EMS** box and type a name for the IFC file complete with directory path (example: C:\MyDocuments\BDM\sample.ifc), or click **Browse** to search directories for an existing IFC file.

Note: Selecting an existing IFC file will replace that file when the update is complete.

6. Click **GO** to update the IFC file.

Combining IFCs for a Primary Election

1. To combine IFCs for a primary election, click **Combine IFC's** from the **IFC** menu. The following window will appear.



1. Click **Browse** under the **Primary Party IFC** field to select the IFCs that must be combined.
2. If a combined IFC has already been generated, click **Browse** in the **Combined Election IFC** box to locate and replace the current IFC with the new file. To create a new file, select the text box under the same field and type in the name of the new file, include the destination path.
3. Click **Start** to generate the combined IFC. Status and error messages will appear in the gray field at the bottom of the screen.

Chapter 7: Troubleshooting

If you have problems running Ballot Image Manager, refer to the following instructions before calling ES&S customer support.

Printer Troubleshooting

The following is a list of common problems and solutions when printing from the Ballot Image Manager.

If the printer is not printing, please check the following. Also, note that the printer should be configured in the Windows Control Panel.

1. Check that the printer is turned on, and that it is getting power.
2. Check that the printer cable is connected.
3. Make sure the cable is connected to the correct port on the computer.
4. If a serial cable is in use, make sure you have the correct cable.
5. If a serial cable is in use, and the computer contains more than one (1) serial port, make sure the ports are not configured identically. (For example: both set to Com1)
6. If several printers are connected to the computer through a switch, make sure the switch is set in the correct position.
7. Ensure that the printer is setup properly in Windows via the Control Panel.

Modem Troubleshooting

The following section contains a list of common problems and solutions when sending data from the Ballot Image Manager over a modem.

If Your Modem Does Not Dial the Number

The hardware may be connected improperly, or the incorrect COM port is specified.

1. Make sure the correct cables are attached to the modem and phone jack, and between the two computers.

2. Make sure the proper COM port is specified in the **Configure System Hardware** box in Windows. Choose **Configure** from the title bar, then **Configure System Hardware**, and then click **Edit**.

If You Cannot Establish a Connection

If the modem dials and there is an answer, but no connection is established, the remote computer may not be properly configured. Communicating systems must use the same baud rate, although some modems can drop back to the rate of the remote modem and signal the change. (For information about this, consult PC documentation).

To transfer data, both systems must also use the same settings for data bits, parity type (none, odd, even, mark, and space), stop bits, and flow control. The two most commonly used setups are 8, N, 1 (8 data bits, 1 stop bit, parity none) and 7, E, 2 (7 data bits, 2 stop bits, parity even).

Glossary

ASCII Text Files: American Standard Code for Information Interchange. ASCII text is stored in exactly the same order as you see it on a printed page, with no additional characters added or deleted. ASCII files are often called "print" files.

Arrow Keys: On your computer keyboard, the keys you use to navigate around your screen. Each key is marked with an arrow and is named for the direction in which the arrow points: There is an UP ARROW, DOWN ARROW, LEFT ARROW, and RIGHT ARROW key. Also known as direction keys.

Attribute: Any style used to enhance readability of text. Typical attributes include bold and italic.

Ballot Style: Also known as Ballot Changes, Ballot Faces and Candidate changes. It is the quantity of actual combinations of offices and candidates in a given election.

BIOS: The Basic input/output System or part of the computer operating system that communicates with the screen, the keyboard, printers, and other peripheral devices.

Bit: A binary digit is the smallest storage unit for data in a computer. Buffer. A temporary data storage area used by computers and some printers.

Check Box: A small, square box that appears in a dialog box which can be selected or cleared. When the check box is selected, an X appears in the box. A check box represents an option that you can turn on or off.

Choose: To use a mouse or keyboard to pick an item that begins an action in the Election Data Manager. You choose commands on menus to perform tasks, and you choose icons to start applications.

Click: To press and release a mouse button quickly.

Close: To remove a window or dialog box, or quit an application. You can close a window by using the *Close* command on the Control menu. When you close an application window, you quit the application.

Confirmation Message: A message that appears after you specify certain actions, prompting you to confirm that you want to continue with the action or to specify that you want to cancel it.

Command Button: In a dialog box, a button that carries out an action. A command button often has a label that describes the action it carries out.

Delimiter: Most commonly used to refer to a character or code that marks the beginning or end of an item such as a sentence, record, or field.

Dialog Box: The set of choices presented on the screen for each menu option selected.

Double Click: To rapidly press and release a mouse button twice without moving the mouse. Double clicking carries out an action, such as starting an application.

DOS: The Disk Operating System is software that directs the flow of data between disk drives and your computer. Without an operating system, your computer can do nothing.

Drag: To move or select several items on the screen by selecting the item(s) and then pressing and holding down the mouse button while moving the mouse.

DWP: Also known as District Maps. DWP is the combination of precincts and groups within a county.

Extension: The part of the file name to the right of the period. For instance, the extension in the file name "96prim.BDF" is BDF. Extensions are used by the Election Data Manager to differentiate between files of different types.

File: A collection of information that has been given a name and is stored on a disk. This information can be a document or an application. Filename is the name of a file.

Font: A specific typeface, point size, and weight (e.g. 10pt Helvetica Bold)
Frame. A rectangular box used to hold text or graphics. The BIM uses the combination of different frames to create a unique ballot for an election.

Precinct: Also known as Voting Districts, Voting Assemblies. The smallest logical or physical entity (or area) your county breaks down into. It is also the smallest element for which a ballot can be produced.

Highlighted: Indicates that an object or text is selected and will be affected by your next action. Highlighted text appears in reverse video on monochrome monitors or in color on some color monitors. Highlighted objects might change color or be surrounded by a selection cursor.

Icons: Graphical representations of various elements in the Election Data Manager.

List Box: Within an application window or dialog box, a type of box that lists available choices - for example, a list of all files in a directory. If all the choices do not fit in the list box, there is a scroll bar.

Kilobyte (K): 1024 bytes of information or storage space.

Landscape: A page printed so that as you read it the width is greater than its height.

Layout: The arrangement of text and frames on any given page.

Leaders: Characters placed in the blank space after a candidate's name. For example: John Doe.

Leading: The distance in points from the baseline of one line of type to the next.

Maximize Button: The small box containing an up arrow at the right of the title bar. Mouse users can click the Maximize button to enlarge a window to its maximum size. Keyboard users can use the Maximize command on the Control menu.

Mechanical: A finished "camera ready" piece of artwork.

Megabyte (M): 1024 kilobytes (1,048,576 bytes) of information or storage space.

Memory: A computer's temporary data storage area (see RAM below).

Menu: A list of available commands in an application window. Menu names appear in the menu bar near the top of the window. You open a menu by selecting the menu name.

Menu Bar: The horizontal bar containing the names of the application's menus. It appears below the title bar.

Minimize Button: The small box containing a down arrow at the right of the title bar. Mouse users can click the Minimize button to reduce a window to an icon. Keyboard users can use the Minimize command on the Control menu.

Modem: A communications device that enables a computer to transmit information over a telephone line.

Open: To display the contents of a file in a window or to enlarge an icon to a window.

Pathname: A full pathname includes the drive, root and any sub directory names. Each name is separated by a backslash (\). For example, C:\Opt refers to the AIS BIM directory on the C drive.

Parallel Interface: An interface in which several bits of information (usually 1 byte) are transmitted simultaneously.

Parallel Printer: A printer that accepts information by way of a parallel interface.

Point: Typographic unit of measurement equal to 1/72 of an inch.

Pointer: The arrow-shaped cursor on the screen that follows the movement of a mouse and indicates which area of the screen will be affected when you press the mouse button. The pointer may change shape during certain tasks.

Port: A connection device between a computer and another component such as a printer or modem. For example, a printer cable is plugged into the printer port on the computer so information can be sent to the printer.

Portrait: A page printed so that, as you read it, the width of the page is less than its height.

PostScript: A language used to describe how to print a page that consists of both text and pictures. This description is completely independent of the printing device. This means that the page can be printed on any printer or typesetter that uses PostScript, and the page will be printed at the full resolution that each printer or typesetter can produce.

RAM: Random Access Memory is the working space or temporary storage area for the program you are using and the information on your screen. All information in RAM is lost unless it is saved prior to turning the computer off.

ROM: Read Only Memory contains information the computer uses to run the system. ROM is permanent and is not erased when the power is turned off.

Ruling Line: Any horizontal or vertical line used to separate text or frames from the surrounding layout.

Serial Interface: An interface in which information is transmitted one bit at a time.

Serial Printer: A printer that accepts information from the computer by way of a serial interface.

Scroll: To move through text (up, down, left, or right) in order to see parts of the file or list that cannot fit on the screen.

Scroll Arrow: An arrow on either end of a scroll bar that you use to scroll through the contents of the window or list box.

Scroll Bar: A bar that appears at the bottom and/or right edge of a window whose contents are not entirely visible. Each scroll bar contains a scroll box and two scroll arrows.

Scroll Box: In a scroll bar, the small box that shows the position of information currently in the window or list box relative to the contents of the entire window.

Select: To mark an item so that a subsequent action can be carried out on that item. You usually select an item by clicking it with a mouse or pressing a key. After selecting an item, you choose the action that you want to affect the item.

Static: The offices that are running either statewide or countywide.

Text Box: In a dialog box, a box in which you type information needed to carry out a command. The text box may be blank or may contain text when the dialog box opens.

Title Bar: The horizontal bar (at the top of a window) that contains the title of the window or dialog box. On many windows, the title bar also contains the Control-menu box and Maximize and Minimize buttons.

Window: A rectangular area on your screen in which you view an application or document. You can open, close, and move a window, and change the size of most windows. You can open several windows at a time, and you can often reduce a window to an icon or enlarge it to fill the entire monitor screen. Sometimes windows are displayed within other windows.

WYSIWYG: Industry standard acronym for "What You See Is What You Get." Refers to the ability to display on the computer screen a close representation of what is printed.

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ELECTION
SYSTEMS & SOFTWARE

The following products and services are available from ES&S:

Unity Election System™

Election Data Manager™

Ballot Image Manager™

Ballot on Demand™

Hardware Programming Manager™

Data Acquisition Manager™

Election Reporting Manager™

Profile Voter Registration Systems™

Power Profile™

Mega Profile™

State Profile™

Ballot Counting Systems

Systems for use at the Precinct or Polling Place – Electronic Ballot:

Votronic® DRE Touch Screen Voting System

V-2000 Full Face DRE Touch Panel Voting System

EZ-Access Voting™ ADA Compliant Voting Kiosk

Systems for use at the Precinct or Polling Place – Paper Ballot:

Model 100 OMR System

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