

Vote-PAD

(Voting-on-Paper Assistive Device)

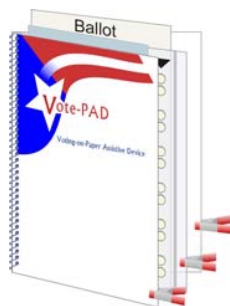


User's Guide

Vote-PAD, Inc.
Patent Pending

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Contact information:

Vote-PAD, Inc.
660 Jefferson Ave.
Port Ludlow, WA 98365
info@vote-pad.us

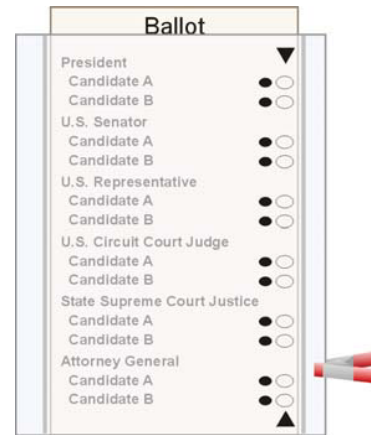
Introduction to the Vote-PAD

The Voting-on-Paper Assistive Device, called the “Vote-PAD,” is an inexpensive, non-electronic, voter-assist device that helps people with a broad range of visual or dexterity impairments to vote independently. The Vote-PAD can be used in any jurisdiction that uses voter-marked ballots. It is customized for each ballot in each election to provide access to the precinct’s hand-counted or optically-scanned paper ballot.

The Vote-PAD is composed of one custom “ballot sleeve” for each sheet of a one-sided or two-sided ballot. The sleeve or sleeves are bound together between front and back opaque covers for privacy.

The heart of the Vote-PAD is the transparent ballot sleeve, which encloses the ballot on both sides and reveals the content of the ballot that slips into it. Holes are cut out of the sleeve at locations where a voter can mark choices. The sleeve protects the ballot from stray marks.

A page-turning aid is attached to the right edge of each sleeve and each cover to assist voters in turning the pages.

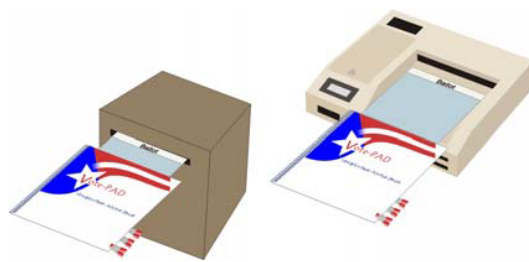


Raised dots attached to the sleeve beside each cutout provide tactile indications for voters with visual impairments. Audio instructions interpret the raised dots so listeners know which hole corresponds to which candidate and can mark their choices.

Unlike voter-assist methods that only offer audio assistance, the Vote-PAD is also accompanied by Braille instructions and large-print instructions. Voters who read Braille often prefer Braille instructions to audio instructions, and the Braille supplement makes the Vote-PAD the only system that provides independent voting for the blind-deaf.

A verification wand allows voters with visual impairments to review their selections. As they replay the audio tape, or re-read the Braille or large-print instructions, they touch the wand to each marking location to receive feedback indicating whether or not the location is marked. The wand vibrates when it senses a mark and is still when there is no mark.

An opaque, sliding “privacy shield” sits in a pocket inside the front cover and slides part-way out to conceal the ballot as it is being deposited in a ballot box or precinct scanner.



Since the ballot for each election in each jurisdiction is unique, the Vote-PAD package includes tools for customizing the ballot sleeves and preparing instructions for each ballot.

The rest of this manual describes how voters with disabilities use the Vote-PAD, and explains how to prepare the Vote-PAD for use in an election. See Appendix A for a list of the items included in the Vote-PAD package.

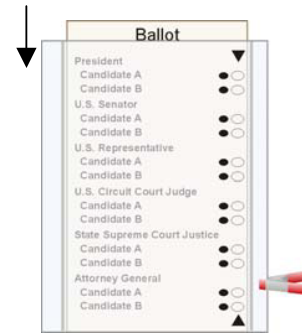
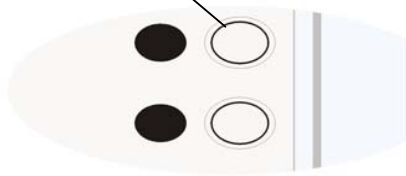
How People with Disabilities Use the Vote-PAD

With very little instruction, most people with disabilities can learn how to use the Vote-PAD to vote independently. The Vote-PAD serves voters with visual impairments and those with dexterity impairments such as severe arthritis and spinal damage. It provides the assistance they need to mark a ballot privately and unassisted by another person. Here is a general description of how it is used in an election

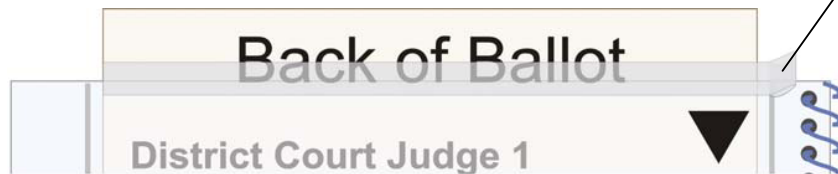
How a voter with visual impairments uses a Vote-PAD

To prepare the Vote-PAD, the poll worker does the following:

1. Slides the normal precinct ballot into the ballot sleeve.
2. Aligns the holes in the sleeve with the marking positions on the ballot.



3. Tapes the top of the sleeve to the back of the ballot with removable tape package extended past the edge of sleeve, making sure one end of the tape is turned under so it is easy to remove the tape.



The tape holds the ballot in place while the voter marks it and can be removed without damaging the ballot.

The poll worker then escorts the voter to a booth along with the Vote-PAD and explains the assistive features. If the voter is blind or visually-impaired, the poll worker inserts the correct audio tape into the audio player and explains how to operate it. If the voter prefers Braille or large-print, the poll worker provides the appropriate booklets.

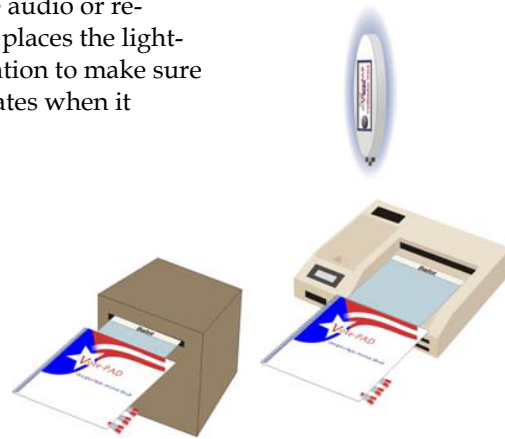
In order to mark the ballot, the voter does the following:

1. Puts on the headset, starts the audio instructions, and uses the controls on the audio player to pause and resume the instructions, or begins reading the Braille or large-print instructions.
2. Uses the page-turning aids to easily find and turn pages.
3. Follows the instructions, which explain the correspondence of raised bumps with the candidate or issue positions, and marks the choices beside the appropriate bumps, using the marking tool provided by the poll worker.



4. After marking the choices, the voter replays the audio or re-reads the Braille or large-print instructions and places the light-sensing verification wand on each marking location to make sure the desired choices are marked. The wand vibrates when it senses a mark. It is still when it does not.
5. When done, the voter closes the booklet and deposits the ballot into a ballot box, sliding the privacy shield out with the ballot to cover the ballot and protect the secrecy of the votes.

Or, in a polling place that uses precinct optical scanners, the voter slides the privacy shield and ballot out together and lays them in the optical scanner tray, moving them toward the back of the tray until the scanner rollers catch the ballot and pull it into the ballot box.

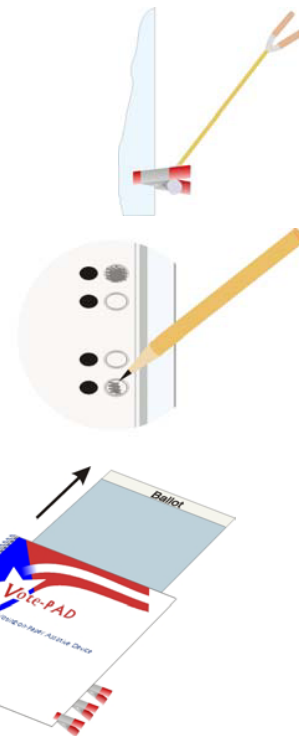


How a voter with dexterity-impairments uses a Vote-PAD

Just like when serving a voter with visual impairments, the poll worker slides the ballot into the ballot sleeve, aligns the holes in the sleeve with the marking positions on the ballot, and tapes the ballot to the sleeve with removable tape. Then the poll worker escorts the voter to a booth and explains how to use the Vote-PAD.

In order to mark the ballot, the voter does the following:

1. The voter uses the page-turning aids to turn the pages easily. Most voters with dexterity impairments will be able to grasp the page-turning aid with a finger or a fist. Others might use mouth-stick (as shown) or a prosthesis.
2. As the voter marks the ballot, the plastic sleeve protects the ballot from stray marks, a feature appreciated by many voters with dexterity impairments. Most voters can grasp a pencil or pen. Some may need a pencil cushion to make the diameter of the instrument larger and softer.
3. If the voter needs help to deposit the completed ballot, the poll worker can assist, sliding the privacy shield out with the ballot to cover the ballot and protect the secrecy of the voter's votes.



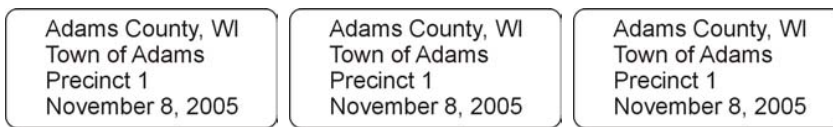
How to Prepare a Vote-PAD for an Election

Printing and attaching identification labels

It is essential for each Vote-PAD booklet used in an election to be clearly associated with:

- ◆ The ballot it is intended to contain, and
 - ◆ The audio instructions for marking that ballot
 - ◆ The Braille instructions
 - ◆ The large-print instructions
1. Begin your preparations for each ballot by printing three identical labels that unambiguously and uniquely identify the ballot. This allows you to ensure that all the items for a single ballot can be identified with matching labels.

For example, your labels might look like this:



2. Attach one to each of the three items that must match for each Vote-PAD device:
 - ◆ Attach one label to the front of the blank Vote-PAD booklet
 - ◆ Attach another to the blank audio tape that will contain the Guide to Contest Choices
 - ◆ Attach the third to the front of an expansion folder.
3. Place the blank Vote-PAD booklet and tape in the expansion folder. **Keep these three items together at all times.** Once the Braille and large-print instructions are completed, insert them into the folder with the Vote-PAD booklet and audio tape.

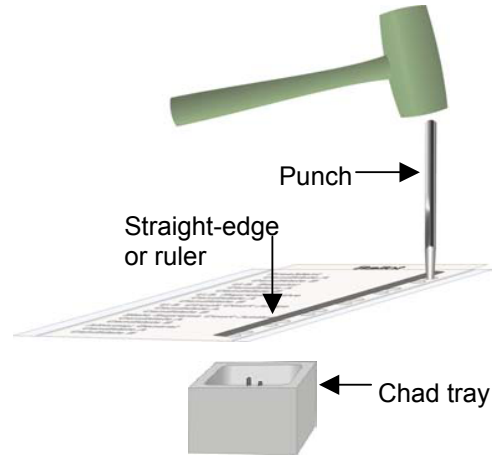
Preparing the Vote-PAD booklet

A. *Punch holes in the ballot sleeve*

If your booklet contains more than one ballot sleeve, repeat these instructions for each ballot sleeve. Make sure you have the ballot sheets in the proper sequence so that the audio, Braille, and large-print instructions will match the Vote-PAD booklet.

1. Locate the Vote-PAD tool set. Obtain a sample ballot identical to the ballots to be used in the precinct. Note that the ballot will be destroyed when you punch the holes.
2. Place the Vote-PAD booklet on a flat, solid work table, and open it so the front of the ballot sleeve is exposed.
3. Insert the ballot into the sleeve with the front of the ballot showing through the front of the sleeve. Center the ballot in the sleeve and slide it down to about 1/8" from the bottom. The marking positions on the ballot serve as a template for punching the holes.
4. Attach the ballot to the top of the sleeve with removable tape to ensure that it remains correctly aligned while you work.

5. Slide the thin plastic anvil into the sleeve below the ballot. **Important:** Make sure the anvil is **inside** the sleeve and not below it.
6. Select the punch that most closely matches the size and shape of the marking positions on the ballot. Punches have been included to provide holes that match the marking locations on each type of common optical scanner ballot as well as those on many types of hand-counted paper ballots.
7. Center the punch over the one of the marking positions, and strike the punch with the mallet.
8. Tape a ruler or other straight edge alongside the marking positions, so it rests against the punch when the punch is positioned in the hole. Then as you move the punch to other locations, keep it resting against the straight edge to make sure the holes are in a straight column.



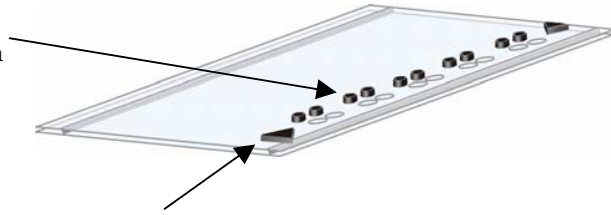
- Periodically, press the punch opening down on the posts in the chad tray to clean out the punch.
9. Continue punching holes until there are holes in the ballot sleeve matching all the marking positions on the front side of the ballot.
 10. If the ballot allows for write-in votes, use one of the large oblong punches to punch holes at the appropriate locations in the sleeve.
 11. If the ballot has only one side, use the instructions in step 14 to add alignment holes to the front of the ballot. If the ballot has two sides, we recommend adding the alignment holes to the back, since the poll workers will be attaching the back of the ballot to the sleeve to ensure the privacy of the ballot if the voter needs help depositing the ballot. (Note that the back cover is shorter than the ballot sleeve, exposing the tape, but hiding the voter's choices.)
 12. To prepare the back side of the sleeve for a ballot with selections on both sides:
 - a. Remove the plastic anvil from the ballot sleeve.
 - b. Turn the ballot sleeve over so the back of the ballot is exposed.
 - c. Slide the anvil back into the sleeve beneath the ballot.
 13. Punch holes in the back of the ballot sleeve using the process in steps 7 through 12.
 14. *Optional.* Add alignment holes to the back of the ballot.
 - a. Locate a thick line or a pair of thick lines near the bottom of the ballot. On many optical scan ballots, timing marks are ideal.
 - b. Using the smallest punch (1/8"), punch a set of four holes in a configuration like one of those shown to the right. The poll worker can use these holes to align the ballot.



- Voters with visual impairments who want to verify that the ballot is correctly aligned in the sleeve can use the verification wand to do so. Make sure the holes will NOT align correctly on the front of the ballot.
15. When the ballot sleeve is fully punched, tape the bottom closed and remove the ballot you used as a template.

B. Attach the bumpons

Use the tweezers in the toolset to attach one small, black, oval bumpon to the left of each marking hole. Press down to make sure it is attached firmly. Do not place an additional bumpon beside any write-in slots or beside the alignment holes.



At the top and bottom of each column of marking holes, attach one of the triangular bumpons, with the point toward the column. Press down.

Optional. If your package includes thin strips of bumpon material, attach a short piece between contests.

Preparing the Guide to Contest Choices

Use the Vote-PAD Instruction Assistant to create the instruction text for the audio, Braille, and large-print instructions. The Assistant is a set of Excel macros designed specifically for the Vote-PAD, and is used in conjunction with NaturalReader, a commercial Text-to-Speech (TTS) program. Since the processing is done by Excel macros, the source code is available for anyone to examine. See page 7 for instructions on using the Vote-PAD Instruction Assistant to build the audio, Braille, and large-print instructions, as well as a printed list of write-in offices and the corresponding write-in sheet cells for sighted voters.

Preparing packages for poll workers

For each different ballot to be used at the polling place, the Vote-PAD package should include the following items, labeled and slipped into the appropriate labeled expansion folder:

- ◆ One Vote-PAD booklet (the poll worker will attach page-turning aids at the polling place)
- ◆ An audio tape with the "Guide to Contest Choices" you prepared
- ◆ A Braille booklet with the "Guide to Contest Choices"
- ◆ A large-print booklet with the "Guide to Contest Choices"
- ◆ The printed list of write-in offices and their corresponding write-in cells (for sighted voters)

The folder should also contain

- ◆ The "Overview of Using the Vote-PAD" on audio tape, in Braille, and in large print
- ◆ A copy of the Poll Workers Guide
- ◆ Several write-in sheets
- ◆ One non-skid pad

Each polling place should also be equipped with:

- ◆ One tape player with headset
- ◆ The verification wand(**with two fresh AAA batteries installed**)
- ◆ The plastic utility box containing:
 - Removable tape
 - Small magnifier
 - At least six page-turning aids
 - Foam grips for pencils
 - Unused foam ear pads for the headset
 - A small sheet of spare bumpons
 - Spare batteries for tape player and wand
 - Paper clips

Using the Vote-PAD Instruction Assistant

This summary explains the general way in which you use the Vote-PAD Instruction Assistant **Version 1.3**. Subsections that follow provide detailed instructions. The time required depends on the length and complexity of the ballot.

- A. First you start the Describe Ballot Layout macro, and it displays interactive forms for you to complete describing the layout of your ballot. It is set up to handle up to five columns of marking locations on each side of the ballot, and it can handle as many ballot sheets as you have. Optional. If you are providing several different, but similar, ballots, you can copy a completed ballot layout to a new file and make changes for a second ballot. For instructions, see "Modifying a Ballot Layout" on page 12.
- B. Once the ballot layout has been set up in your Excel workbook, you enter the appropriate candidate and issue details on each page of the Excel file created by the macro. The cells in which you enter data are highlighted in a pale yellow.
- C. After you enter all the candidate and issue data in the Excel spreadsheet, you create a Names file which you use to make sure the pronunciation of the names will be correct when the Text To Speech program converts it to audio.

Then you start the Create Instructions macro. It uses the information you entered in the form and the data you entered into the Excel file to create text files containing the audio and Braille instructions. Both sets of instructions will be available in a plain text file that you can open in any word processor or print on your printer.

- D. **IMPORTANT:** Review both sets of instructions carefully to make sure they accurately describe the ballot. You can edit the text document if necessary. A severe flaw in the instructions may mean that there is a bug in the Excel macro. Contact us immediately and be prepared to send both the Excel file and the text instructions to us electronically.
- E. Once the audio text instructions are accurate and the names are pronounced correctly, use NaturalReader to convert the instructions to audio. Then transfer the audio to the audio tape.
- F. Once the Braille instructions are accurate, use them to create the large-print booklet.
- G. Send the Braille instructions to a translation service to create the Braille documents.
- H. Print the list of write-in offices and corresponding write-in cells on a sheet to post in the voting station.

Installing the Assistant and the TTS Program

To use the Vote-PAD Instruction Assistant and the Text-to-Speech program, you must have:

- ◆ Microsoft Excel 2000 or higher installed on your computer.
- ◆ 1 Gigabyte of unused hard drive space for the TTS program, natural voice, and audio files.

To install the Vote-PAD Instruction Assistant, simply copy the file entitled "Vote-PAD Instruction Assistant.xls" from the Vote-PAD CD to a work area on your hard drive.

To install the NaturalReader Text-To-Speech program:

1. Run "naturalsetup.exe" from the Vote-PAD CD to install NaturalReader.
2. Use the NaturalReader instructions to install the voice you choose. We recommend "Kate."

A. Defining the Layout of the Ballot Sheets

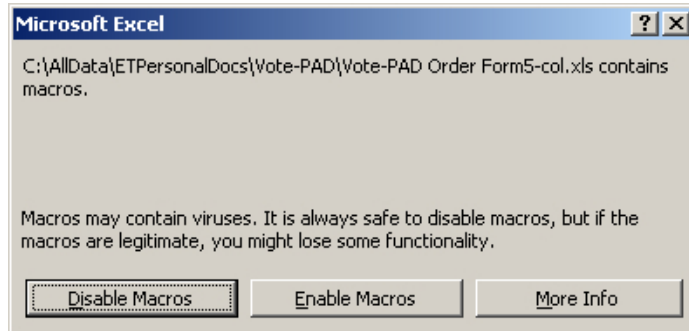
Use the Describe Ballot Layout macro to construct a new Excel file for each unique ballot. The Create Instructions macro uses the structure of the file and the data you enter into the file to build the audio and Braille instructions.

The Describe Ballot Layout macro displays forms for you to complete with information identifying the ballot and its layout. Once you have finished completing the forms, you enter candidate and issue detail into the highlighted cells in the spreadsheet. See page 14.

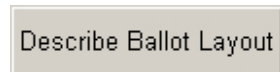
Note: This macro allows you to define the ballot layout for ballots with up to five columns of contests, with up to 20 contests in each column. If your ballot has more than five columns or more than 20 contests in a column, contact us to modify the macro for your use.

To run the Describe Ballot Layout macro:

1. Open the Excel file called "Vote-PAD Instruction Assistant." If Excel displays a dialog like this one, choose to "Enable Macros."



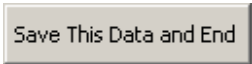
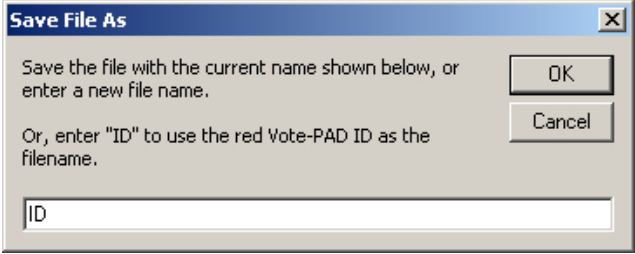
2. Click the **Describe Ballot Layout** button on the first page of the spreadsheet to open the first page of the form. If you have already entered this information for this ballot and saved the file, the data you entered appears on the form. You may edit it or simply continue to the next form and enter the detailed ballot description.


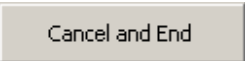
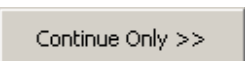
A screenshot of the "Vote-PAD General Ballot Information Form". The title bar says "Vote-PAD General Ballot Information Form". The form is divided into two main sections: "Responsible Person" and "Ballot Information".
Responsible Person
Name: Joe Smith
Title: County Clerk
Phone: 111.222.3333
Address: 11 Main Street
City: Littleton
State & Zip: WI 22222
Ballot Information
State: WI (dropdown)
County/Township: Town of Littleton
Local Jurisdiction: Precinct 201
Jurisdiction Style (optional):
of Ballot Sheets: 1
Total # of Sides (front and back): 2
Election Date: yyyy 2005 mm 11 dd 08
At the bottom, there is an "Entered By:" field with "Joe Smith" and four buttons: "Save This Data and End", "Save and Continue >>", "Cancel and End", and "Continue Only >>".

- Complete this form to provide basic information about the ballot and the contact person. You may enter partial data during one session, then resume entering data at another time. If the data is incomplete, a red reminder appears at the top of the first worksheet of the file.

Field	Explanation
Responsible Person	Enter contact information about the person responsible for the election.
Ballot Information	In this area, enter information uniquely identifying the ballot. The data in the first four fields is used to identify the ballot in both the audio and the Braille text instructions.
State	Select the state from the list.
County/Township	Enter the name of your jurisdiction, such as "Washington County".
Local Jurisdiction	Enter the precinct or comparable division, such as "Precinct 102".
Jurisdiction Style	If different ballots will be provided for different voters in the precinct, enter a code to distinguish this ballot from others for this precinct.
# of Ballot Sheets	If this ballot is composed of more than one page of choices to present to the voter, enter the number of pages (sheets).
Total # of Sides	Enter the total number of ballot sides the voters will vote. For example, if the ballot is one sheet with choices on the front and the back, the total number of sides is "2."
Election Date	Enter the date of the election: four digits for the year, two for the month, two for the day.
Entered By	Enter your name here.

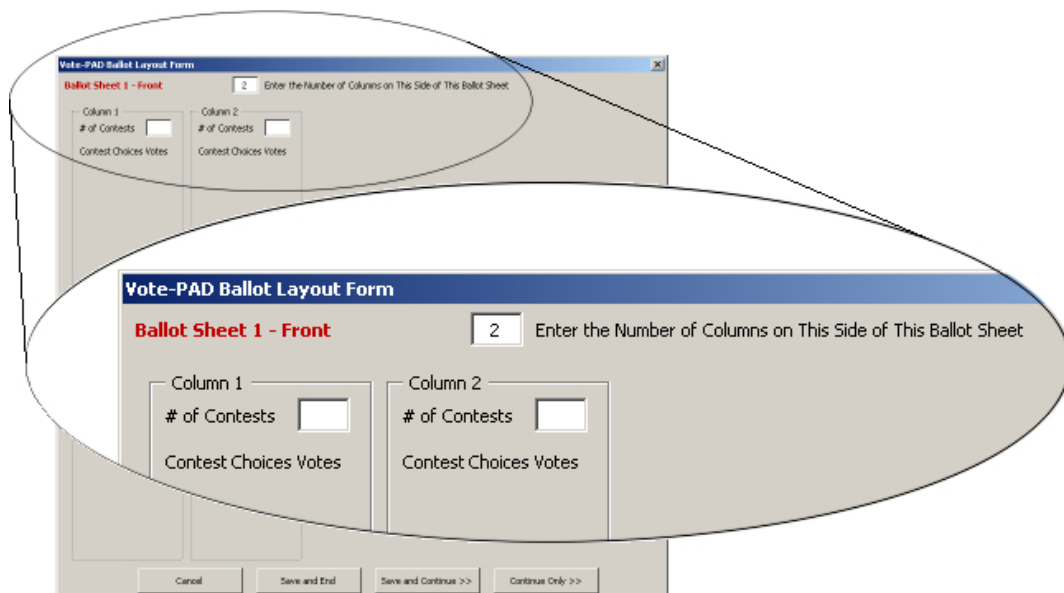
- Use one of the buttons at the lower right corner of the form to choose what to do next.

Button	Description
	<p>Saves your data and ends the session. Any time you save your data – with either this button or the Save and Continue button – the macro asks for the name of the file in which to save it.</p>  <p>Enter a name to uniquely identify file with the ballot, and click OK. You may want to use the unique "Vote-PAD ID" provided in red font at the top of the form. If so, simply enter "ID" in the input box. The macro will change it to the Vote-PAD ID.</p> <p>If you save the file without changing the name, the macro automatically creates a backup of the previous version.</p>

	Saves your data and continues to the next form.
	Cancels the session without saving the data. The macro displays a confirmation dialog to make sure you want to quit without saving.
	Continues to the next form without saving any changes to the current form. You may want to use this button if you have already completed the General Ballot Information form and have started the macro again to enter the detailed description of the ballot.

If you click either of the **“Continue”** buttons, the Ballot Layout form appears. The red label at the top, left of the form indicates the ballot sheet you are defining, and whether it is the front or the back. One such form is displayed for the front and the back of each sheet up to the number of ballot sides you have specified on the General Ballot Information Form.

- To begin defining the layout for the sheet identified in red at the top of the form, enter the number of columns, up to 5, that appear on the ballot. After you enter the number of columns, the form displays the fields to hold the layout information for those columns. Fields for up to 5 columns can be displayed on the form.



The screenshot shows the 'Vote-PAD Ballot Layout Form' window. At the top, it says 'Ballot Sheet 1 - Front' in red. To the right of this, there is a text box containing the number '2' and the label 'Enter the Number of Columns on This Side of This Ballot Sheet'. Below this, the form is divided into two columns: 'Column 1' and 'Column 2'. Each column has a '# of Contests' field and a 'Contest Choices Votes' field. At the bottom of the form, there are four buttons: 'Cancel', 'Save and End', 'Save and Continue >>', and 'Continue Only >>'.

6. In each “# of Contests” field, enter the number of offices or issues in the corresponding column of the ballot. When you enter the number of contests, the form displays fields to hold information for each of those contests. Fields for up to 20 contests can be displayed in each column.

Vote-PAD Ballot Layout Form

Ballot Sheet 1 - Front 2 Enter the Number of Columns on This Side of This Ballot Sheet

Column 1			Column 2		
# of Contests 2			# of Contests 3		
Contest	Choices	Votes	Contest	Choices	Votes
1	<input type="text"/>	<input type="text"/>	1	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	2	<input type="text"/>	<input type="text"/>
			3	<input type="text"/>	<input type="text"/>

Buttons: Cancel, Save and End, Help

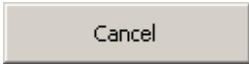
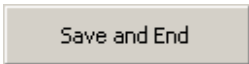

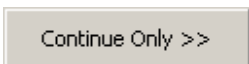
7. Enter the contest layout information in the exact order it appears on the ballot. For each contest in each column, enter:
 - ♦ “Choices” – the number of candidates or possible responses to the issue, including “Write-in” as a possible response if appropriate. This will be the same as the number of marking positions for the contest.
 - ♦ “Votes” – the number of choices a voter can select in that contest.

Vote-PAD Ballot Layout Form

Ballot Sheet 1 - Front 2 Enter the Number of Columns on This Side of This Ballot Sheet

Column 1			Column 2		
# of Contests 2			# of Contests 3		
Contest	Choices	Votes	Contest	Choices	Votes
1	4	1	1	4	2
2	3	1	2	2	1
			3	2	1

8. Use one of the buttons at the bottom of the form to choose what to do next.

Button	Description
	Closes the form without saving the data you entered on it. Ends your session.
	Sets up the Excel spreadsheet for this side of the specific ballot sheet , saves the file, and ends your session. Any time you save the file, the macro automatically creates a backup of the previous version.
	Sets up the Excel spreadsheet for this side of the specific ballot sheet , saves the file, and continues to the next form. If this is the last ballot side, the session ends. Any time you save the file, the macro automatically creates a backup of the previous version.
	Unless this is the last form, this button continues to the next form without saving any of the changes you made on this form.

9. If another Ballot Layout form appears, repeat steps 5 through 8 to complete the layout information for the sheet and side identified in red at the top of the form.

Optional: Modifying a Ballot Layout

There are two instances in which you may want to modify a ballot layout after entering candidate and issue data:

- ♦ If another jurisdiction has a similar ballot, and you want to copy the ballot workbook created for the first one and modify it, rather than starting from scratch.
- ♦ If you change the ballot or discover that you made a mistake.

In either of these cases, it is important to understand how the ballot description workbooks are modified when you change the layout. The general rule is this:

New elements – ballot sides, columns, contests, or candidates – are added at the end. Deleted elements are removed from the end, thus destroying any data they contain.
--

To create a copy of the existing file so you can alter it for another ballot:

1. Click the **Describe Ballot Layout** button.
2. On the **General Ballot Information Form**, click **Save and Continue** or **Save and End**.
3. Enter a new name for the copy and click **OK**.

To make a change in the current ballot description, simply make the change on any form, and click **Save and Continue** or **Save and End**.

Note: Any time you save the ballot description file using the current name, a backup of the previous version is saved in your default folder.

When you change the forms, the workbook is modified as follows:

Ballot sides:

- ◆ If you add a new ballot side (by increasing the number of sides in the “Total # of Sides” field on the General Information form), a new worksheet is added to the end of the workbook.
- ◆ If you delete an existing ballot side (by decreasing the number of sides on the General Information form), the last worksheet in the file is permanently deleted, destroying all the data that was on the sheet.

Columns on a ballot side:

- ◆ If you add a new column (by increasing the number of columns in the field on the Ballot Layout form), a new column is added to the end of the worksheet.
- ◆ If you delete an existing column (by decreasing the number of columns), the last column on the corresponding worksheet is permanently deleted, destroying all the data defined for that column.

Contests in a column:

- ◆ If you add a new contest in a column (by increasing the “# of Contests” on the Ballot Layout form), a new contest is added to the end of the column.
- ◆ If you delete an existing contest from a column (by decreasing the “# of Contests”), the last contest on the corresponding worksheet is permanently deleted, destroying all the data defined for that contest.

Choices in a contest:

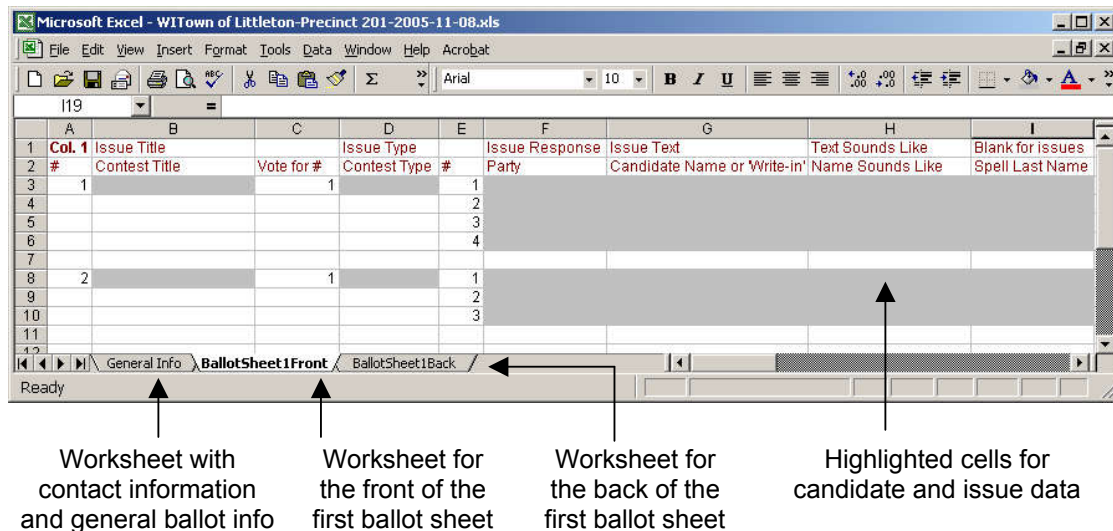
- ◆ If you add more choices for a contest (by increasing the “# of Choices” on the Ballot Layout form), a set of new blank cells for each new choice is added to the end of the contest.
- ◆ If you remove choices from an existing contest (by decreasing the “# of Choices”), the cells for the last choices on the corresponding worksheet are permanently deleted, destroying all the data defined for those choices.

B. Entering Ballot Data into the Excel Spreadsheets

Once you have completed defining the layout for one side of a sheet of the ballot, you can begin entering the detailed candidate and issue data into the highlighted cells on the corresponding Excel worksheet.

For example, after you define the layout for the front of the ballot, you enter the detailed data on the Excel worksheet entitled "BallotSheet1Front". If your ballot has two sides, enter the data for the back of the ballot on the worksheet entitled "BallotSheet1Back." The front of a second ballot sheet is described on "BallotSheet2Front," and so on.

After the layout of a ballot sheet is defined and saved, the corresponding Excel worksheet looks like this. For convenience, the headings for each ballot column are in a different color. For example, the headings for the first column of choices on the ballot (shown below) are dark red; the headings for the second ballot column (to the right of the illustrated columns) are green.



You can enter data only into the highlighted cells on any worksheet. The Excel spreadsheet is protected in order to ensure that you cannot accidentally make other changes that would interfere with the operation of the Create Instruction macro.

You can enter data for either candidates or issues into the highlighted cells. Here is an example of the data for one set of candidates and for one issue entered into the spreadsheet:

Headings on the first row refer to issue data; headings on the second row refer to candidates.

Col. 1	Issue Title		Issue Type	Issue Response	Issue Text	Text Sounds Like	Blank for issues
#	Contest Title	Vote for #	Contest Type	Party	Candidate Name or 'Write-in'	Name Sounds Like	Spell Last Name
1	Mayor	1	City	1 Democratic	Andrew Caldwell	Andrew Caldwell	Caldwell
				2 Republican	Cynthia Olwmon	Cynthia Weeman	Olwmon
				3 Libertarian	Don Lytle	Don Little	Lytle
				4 Write-in	Write-in	Write-in	
2	Proposition 102	1	Proposition	1 Yes	Should high school students	Should high school students be required to	
				2 No			

IMPORTANT: Make sure the data you enter is exactly the same as the data on the ballot (except for the "Name Sounds Like" column discussed on the following page). The instructions will reflect the verbiage you enter.

Reminder: As you enter data, save the file frequently using Excel's **File: Save** command.

The table that follows explains what to enter in each column of the worksheet.

Heading		Explanation	
The first two items of information refer to the entire contest.			
Col. 1	Issue Title		Issue Type
#	Contest Title	Vote for #	Contest Type
1	Mayor	1	City
2	Proposition 102	1	Proposition

The data is included in both the audio and Braille instruction text in the following way:

"The top contest is for **Mayor**, a **City** office."
and

"... the bottom contest is a **Proposition**, entitled **Proposition 102**."

Issue Title Contest Title	<p>For issues, enter the title as it appears on the ballot, for example, Proposition 102. If there is no title, leave this field blank.</p> <p>For candidates, the enter name of the office that appears on the ballot. For example, "Mayor" or "Justice of the Peace, District Number 1."</p> <p>If the text is too long for the cell, it will not wrap to the next line, but you can review it in the Formula Bar by selecting the cell.</p>
Issue Type Contest Type	<p>For issues, it might be a Proposition, Constitutional Amendment, or Referendum. Enter the term used on the ballot.</p> <p>For offices, enter the regional scope of the contest. For example, "City," "State," "Federal." Enter the term used on the ballot.</p>

Enter data for each contest choice on a different row in these worksheet columns. Make sure to enter them in the order they appear on the ballot.

	Issue Response	Issue Text	Text Sounds Like	Blank for issues
#	Party	Candidate Name or 'Write-in'	Name Sounds Like	Spell Last Name
1	Democratic	Andrew Caldwell	Andrew Caldwell	Caldwell
2	Republican	Cynthia Oiwmon	Cynthia Weernan	Oiwmon
3	Libertarian	Don Lytle	Don Little	Lytle
4		Write-in	Write-in	
1	Yes	Should high school students	Should high school students be required t	
2	No			

Issue Response Party	<p>For issues, enter the possible responses, in the order they appear on the ballot.</p> <p>For offices, enter the political party of the candidate, as it appears on the ballot. For non-partisan offices, leave this blank.</p>
Issue Text Candidate Name or 'Write-in'	<p>For issues, enter the full text of the issue as it appears on the ballot.</p> <p>For offices, enter the full name of the candidate as it appears on the ballot. If the ballot position is for a write-in, enter "write-in".</p>
Text Sounds Like Name Sounds Like	<p>For issues, copy the Issue Text and make changes, if necessary, to improve the pronunciation by the Text-to-Speech voice.</p> <p>For offices, spell the way the candidate’s name sounds. The Text-to-Speech program will use this to pronounce the name of the candidate. If the ballot position is for a write-in, enter "write-in".</p>
Spell Last Name	<p>For offices only: Enter the candidate’s last name, spelled correctly. This is used to spell the last name of the candidate in the audio.</p> <p>For issues, leave this column blank.</p>

C. Creating the Audio and Braille Instruction Files

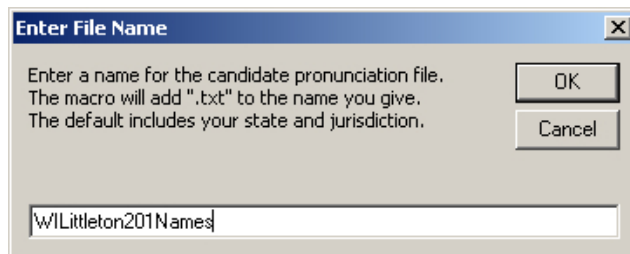
Checking the pronunciation of names

If you are using the Text-to-Speech (TTS) program, check and correct the pronunciation of the names before you create the instructions. You can do a preliminary check by using this tool before you have entered all the data entered into the worksheets. Be sure to repeat the check after all candidate data has been entered.

1. Before you begin, make sure each ballot side specified on the General Info worksheet has a corresponding worksheet. If one is missing, you cannot create the name file. Run the **Describe Ballot Layout** macro to create the additional worksheets.
2. Click the **Create Name File** button on the General Info sheet of the workbook.

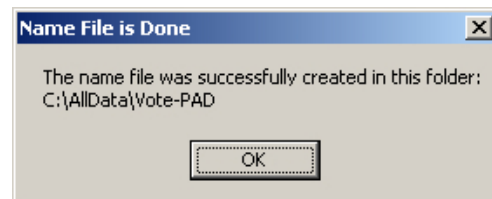
Create Name File

If there is a corresponding worksheet for each ballot sheet you specified, the macro asks you to specify a name for file containing the data in the "Name Sounds Like" fields. The default name includes the state and jurisdiction, as well as a word identifying the file as a Name file (to distinguish from instruction files). For example:



3. Enter a new name or use the default. Click **OK** to create the file very quickly. Or click **Cancel** to cancel the macro.

Once the file is created, the macro displays a message telling you the folder where the file was saved.



4. Open Natural Reader. Then open the name file you just created.
5. Click the "Settings" button to open the Settings dialog.
 - Set the Format to 48kHz 16bit Mono.
 - Choose the Speaker, for example "Kate"
 - Set the Speed to "2."
6. Click the "Text to Voice" button. The voice you have chosen will pronounce each name, starting at the top of the file.
7. If a name is pronounced wrong, stop the reading and change the spelling of the name.



Text to Voice

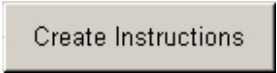
Stop

8. Highlight the name with the new spelling, and click the "Text to Voice" button again.
9. Continue adjusting the spelling of the name until the TTS program pronounces the name correctly, then copy that spelling into the Excel "Name Sounds Like" field for the candidate.
10. Repeat steps 6 through 9 until all the names are pronounced correctly and you have entered the correct pronunciations into the "Name Sounds Like" fields in the Excel file.

Creating the instruction files

Once you have entered the data on the General Info sheet and all the ballot detail worksheets, and you have checked and corrected the pronunciation of the candidate names, you are ready to create the audio, Braille, and large-print instructions.

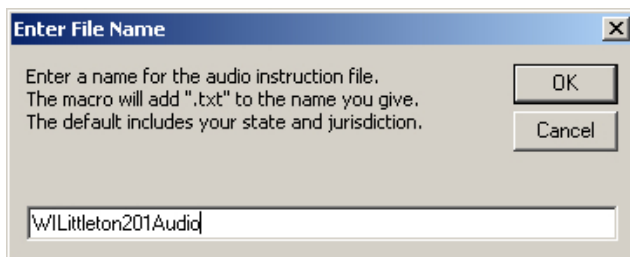
1. Click the **Create Instructions** button on the General Info sheet of the workbook. The macro will create one file for each type of instructions.

A rectangular button with a light gray background and a thin black border. The text "Create Instructions" is centered in a black, sans-serif font.

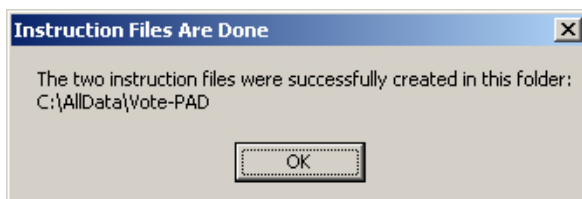
If required data is missing, the macro will inform you and then end. Complete the information on the worksheets and begin again.

If all the required information is complete, the macro asks you to specify names for the two text files it will create: the audio instruction file and the Braille instruction file. The large-print instructions are the same as the Braille instructions.

The default names include the state and jurisdiction, as well as a word identifying the type of file. For example:



2. For each type of file, enter a new name or use the default, and click **OK**. Or click **Cancel** on either message box to cancel the macro.
3. Once you have entered the second file name, the instruction files are created very quickly, and the macro displays this message telling you the folder where they are saved.



D. Reviewing the Automatically-Created Instructions

IMPORTANT: Review both sets of instructions carefully to make sure they accurately describe the ballot. If you need to make changes, it is better to change the Excel spreadsheet, but if necessary, you can edit the text document. A severe flaw in the instructions may mean that there is a bug in the Excel macro. Contact us immediately and be prepared to send both the Excel file and the text instructions to us electronically.

1. In a word processing program, open the audio instruction file (or files) and the Braille instruction file created by the Excel macro. All these files have an extension of “txt”.
2. Read all instructions carefully. You may want to print out the file before reviewing the content. Bear in mind that the Vote-PAD Instruction Assistant has been set up to convert the data from most standard types of contests into instructions, but if your ballot has an unusual feature, the Assistant may not handle it as you would like.

Make sure the audio and Braille text files give the instructions you want voters to hear or read.

If you find an error in the text for standard types of contests, you may have made an error entering the data into Excel, or there may be a bug in the macro. Check your data. If it appears to be correct, contact Vote-PAD, Inc. about the problem — even if you correct it yourself in the text files.

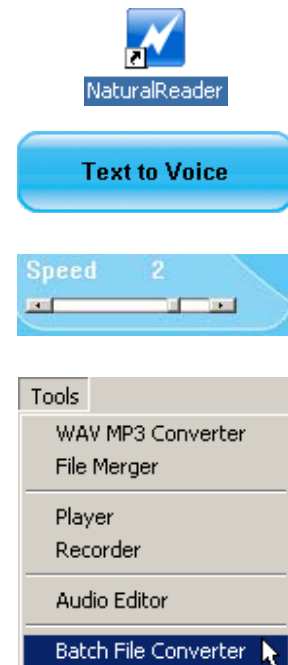
IMPORTANT: If you edit any instruction file, we recommend that you change the file name to indicate that it has been edited. This will make it much less likely that you will write over it if you run the Instruction Assistant again on the same Excel workbook.

E. Transferring Audio Text Instructions to an Audio Medium

Once the audio instruction file is proofed and all corrections are made, convert the instructions to an MP3 audio file and either transfer it to an audio tape or copy it to a CD.

1. Open Natural Reader. Then open the audio file.
2. Click the “Text to Voice” tool in the toolbar. The currently selected voice will begin reading the file, starting at the top of the file.
3. If you need to adjust the speed, stop the process, use the slider at the bottom of the window, move the insertion point to the top of the file and repeat step 2.

Note: To convert several files quickly, without loading and converting each one individually, use the **Batch File Converter** command on the **Tools** menu of the NaturalReader Enterprise version. In the dialog that opens, select the files to convert and the location where you want the audio files to reside.



To create an audio tape:

4. Save the audio into an mp3 file. To do this, click the "Text to MP3" tool, and enter a name for the audio file and select the folder where you want to save it. Then click **Save**.
5. Connect one end of the dubbing cable to the speaker port of your computer and connect the other end to the microphone jack on a tape recorder.

Or, copy the mp3 file to a CD and insert the CD into a CD player. Connect one end of the dubbing cable to the headphone jack of the CD player and the other end to the microphone jack of a tape player.
6. Put a blank audio tape in the recorder and press Play. Then start the mp3 file to begin reading the file onto the tape.
7. Break out the tabs on the back edge of the tape so the text can't be recorded over.



You can also send the mp3 files to an audio production service to record them on audio cassette tapes. Two services we have used successfully is:

Bosco Productions 160 E. Grand Ave. Ste. 600 Chicago, IL 60611 Phone: (312) 644-8300 Fax: (312) 644-1893 www.boscoproductions.com	Fastrax 1436 Elliott Avenue West Seattle, WA 98119 Phone: (206) 781-0886 Fax: (206) 781-1450 Fax www.fastraxaudio.com
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F. Creating the Large-Print Instructions

Once you are satisfied that the Braille instructions are accurate, you can print them to create the large-print instructions. Do the following:

1. Open the Braille instructions file in a word processing program.
2. Select the entire document and change the font to 28 point, bold, Arial typeface. Or use APHont, which you can download free at <http://www.aph.org/products/aphont.html>.
3. Set the left and right margins of the document to be 0.5 inch.
4. Add a 28-point page number at the bottom of the page.
5. Print the document and bind it or staple the pages together.

G. Translating the Braille Instructions into a Braille Document

Once you are satisfied that the Braille instructions are accurate, you can send them to a Braille translation service to create the Braille documents. If you have a Braille translation service near you or one that you would like to use, contact them to do the translation. If not, here are two Braille services we have used with great success.

MAB Community Services: Braille Program

313 Pleasant Street
Watertown, MA 02472
Phone: (617) 972-9109
E-mail: braille@mabcommunity.org
Bob Hachey

Jennco Productions

167 Green Street
Reading, MA 01867-2739
Phone: (781) 944-3586
E-Mail: jennco.productions@verizon.net
Steve Dresser, President

Braille Plus, Inc.

3276 Commercial Street SE
Salem, Oregon 97302
Toll Free: 866-264-2345
Phone: (503) 391-5335
Fax: (503) 391-9359
E-Mail: service@brailleplus.net
Website: <http://www.brailleplus.net/>
Vera Randall, J.D., Corporate President, vera@brailleplus.net
Davey Hulse, M.A.V.R. CEO, davey@brailleplus.net

If you have a large number of polling places, you might consider purchasing a Braille printer and transcribing the documents in-house.

Other transcription service centers to investigate:

QuikScribe, Inc.

1723 Sumac Street
Longmont, CO 80501
Phone: (303) 485-6895
E-mail: quikscribe@comcast.net
Website: <http://www.quikscribe.com/>
Sue and Ron Staley

Michigan Braille Transcribing Service

Michigan Braille Transcribing Fund
3500 N. Elm Road
Jackson, Michigan 49201
Phone: 517-780-5096
FAX 734-668-1094
Fran Wonders, Director, fwonders@jcisd.k12.mi.us

For a list of other service centers, see:

<http://www.nfb.org/braille/braltran.htm>

H. Printing the List of Write-in Offices

At the end of the Guide to Contest Choices, there is a list of the offices for which a voter can vote a write-in, along with the cell on the write-in sheet to which each office corresponds. Copy that list to a new document and print it — on one sheet of paper if possible — for use by sighted voters who use a write-in sheet. Make sure poll workers post it at the voting station in which the Vote-PAD will be used.

Appendix A: Checking Your Vote-PAD Package

A standard Vote-PAD package includes the following. If your order was customized, it will contain all the same elements, but the quantities will be as reflected on your order. If any items are missing, contact us immediately. Contact information is on the inside of the front page of this booklet.

Supplies for the polling place:

- 20 Coil-bound Vote-PAD booklets with front cover, back cover, and one blank ballot sleeve.
Note: This is the standard booklet. If you have customized your order, the supply of booklets should match your order form.
- 10 Spare sleeves
- 3 Packages of page-turning aids (red-tipped clamps) with six clamps in each package.
- 1 Audio set, including tape player or CD player and headset
- 1 Verification wand
- 1 Plastic utility box
- 2 Non-skid mats
- 2 Packages of removable tape
- 1 Braille booklet with general instructions for voters using the Vote-PAD
- 1 Audio tape or CD with general instructions
- 1 Large-print booklet with general instructions
- 1 Magnifying glass
- 10 Write-in sheets
- 1 Package of 40 foam ear pads
- 1 Package of 25 pencil grips

Supplies and tools for the Election Director:

- 1 Package (2000) round black oval bumpons
- 1 Package (200) black triangular bumpons
- 1 Package of 250 removable labels
- 5 Expansion pocket folders
- 6 Blank audio tapes
- 1 Vote-PAD toolset with punches, mallet, thin plastic anvil, tweezers, and chad tray
- 1 Vote-PAD Instruction Assistant Excel workbook with macro for creating audio, Braille, and large-print instructions
- 1 NaturalReader Text-to-Speech program with AT&T Natural Voice or NeoSpeech Voice
- 1 Vote-PAD Poll Worker's Guide
- 1 Vote-PAD Poll Worker's Quick Reference Guide
- 1 Vote-PAD User's Guide (this booklet)
- 1 DVD with Poll worker training and ballot preparation training
- 1 (Optional) Dubbing cable for transferring mp3 file to audio cassette

Appendix B: Ordering Additional Booklets and Supplies

Contact Vote-PAD, Inc. to order more of any items in the package.

Or, purchase any of the following items off the shelf at a local office supply store or hardware store.

- ◆ Plastic utility box
- ◆ Non-skid mats
- ◆ Removable tape
- ◆ Magnifier
- ◆ Foam ear pads
- ◆ Pencil grips
- ◆ Removable labels
- ◆ Expansion pocket folders
- ◆ Blank audio tapes or CDs

Appendix C. Sample Instruction Text

During development and testing, Vote-PAD, Inc. solicited and received input from people with visual impairments about how to prepare instructions that would be useful to them. We incorporated those suggestions into the macro that automates the process of creating instructions. If you choose not to use the Instruction Assistant to create your Guides to Contest Choices, we highly recommend that you follow the patterns shown in the samples in this appendix.

Braille and Large Print Instructions

Notes:

- ◆ The same text can be used for Braille and large print instructions.
- ◆ At the start of each contest, orient the reader to the position on the ballot, by indicating the ballot side, column, and contest before detailing the candidates.
- ◆ Insert a row of 20 dashes before each new contest to orient the reader. Braille dashes are composed of two dots side by side (..) and will give Braille readers a clear indicator.
- ◆ Recommend that they use the verification wand to review their marks.
- ◆ Include instructions for write-in sheets at the end.

Sample:

Guide to Contest Choices - January 1, 2006.

You have been given a ballot for Precinct P001, of Sample County, in the state of Washington, for the election of January 1, 2006. If this is not the correct ballot, call a poll worker now to correct the error.

Your ballot has one sheet.

Vote on both sides of the ballot.

Turn to the front of the ballot. It has 2 columns.

The left column is presented first. A line of twenty dashes introduces the instructions for each new contest on the ballot.

Move up to the top of the left column. In the left column on the front of the ballot, there are 3 contests.

The top contest is for Governor, a State office.

There are 3 candidates plus a write-in option.

Insert the point of your pen or pencil into the appropriate hole and make a mark.

Vote for only one.

The top hole is a vote for: Gary M. Rogers of the Democrat party.

The second from the top is for: Margaret Hodgdon of the Republican party.

Third from the top: Howell Garcia of the Libertarian party.

The bottom hole is for a write-in.

Moving down the left column, the second contest from the top is for Attorney General, a State office.

There are 2 candidates plus a write-in option.

Vote for only one.

The top hole is a vote for: Deborah Becker of the Democrat party.

The second from the top is for: Baxter Edwards of the Republican party.

The bottom hole is for a write-in.

Moving down the left column, the bottom contest is for Secretary of State, a State office.

There are 3 candidates plus a write-in option.

Vote for only one.

The top hole is a vote for: Farrell H. Hanson of the Democrat party.

The second from the top is for: Susanne Olivier of the Republican party.

Third from the top: Daniel DeJong of the Libertarian party.

The bottom hole is for a write-in.

Move up to the top of the right column. In the right column on the front of the ballot, there are 3 contests.

The top contest is for Commissioner District #1, a County office.

There are 2 candidates plus a write-in option.

Vote for only one.

The top hole is a vote for: Jeremy Capitulan of the Democrat party.

The second from the top is for: H.R. Fugimoto of the Republican party.

The bottom hole is for a write-in.

Moving down the right column, the second contest from the top is for Clerk of the Superior Court, a County office.

There are 2 candidates plus a write-in option.

Vote for only one.

The top hole is a vote for: Rachel Gordon of the Democrat party.

The second from the top is for: Rolando Garroto of the Republican party.

The bottom hole is for a write-in.

Moving down the right column, the bottom contest is for Dog Catcher, a County office.

There are 2 candidates plus a write-in option.

Vote for not more than 2 candidates.

The top hole is a vote for: Douglas Lytle of the Democrat party.

The second from the top is for: Robin Meridian of the Republican party.

The bottom hole is for a write-in.

Turn to the back of the ballot. It has one column.

Move up to the top of the column. In the column on the back of the ballot, there are 5 contests.

The top contest is a Proposition, entitled Proposition 1.

Should high school students be required to pass a course in bowling to graduate?

The top hole is for: Yes.

The bottom hole is for: No.

Moving down the column, the second contest from the top is a Proposition, entitled Proposition 2.

Do you favor changing the color of Yield signs to blue?

The top hole is for: Yes.

The bottom hole is for: No.

Moving down the column, the third contest from the top is a Proposition, entitled Proposition 3.

Should counties allow residents to dump yard waste at the recycle center to be processed into mulch?

The top hole is for: Yes.

The bottom hole is for: No.

Moving down the column, the fourth contest from the top is a Proposition, entitled Proposition 4.

Shall judges be appointed by the Governor for four-year terms?

The top hole is for: Yes.

The bottom hole is for: No.

Moving down the column, the bottom contest is a Proposition, entitled Proposition 5.

Shall cities be allowed to impose an additional sales tax?

The top hole is for: Yes.

The bottom hole is for: No.

You have reached the end of the ballot.

If you want to use a write-in sheet to vote a write-in candidate, continue reading.

All the offices will now be listed. For the office you want, mark the corresponding cell in the upper grid.

On this ballot, there are 6 offices for which you can write in a candidate.

You will use only the cells in the top row of the upper grid.

Governor, mark the left-most cell.

Attorney General, second cell from the left.

Secretary of State, third cell from the left.

Commissioner District #1, fourth cell from the left.

Clerk of the Superior Court, fifth cell from the left.

Dog Catcher, sixth cell from the left.

This concludes the list of contests. Use the lower grid to spell the name of the candidate for whom you want to vote in the contest you selected in the upper grid.

To review the instructions for spelling the name of your write-in candidate, return to the end of the Overview Instructions.

Before you deposit your ballot, it is important to review your choices. Return to the start of these instructions, and use the verification wand to make sure you marked the holes you meant to mark.

Audio Instructions

Notes:

Audio is not as easy to skip around in as Braille and large print. The listener is likely to simply move through the tape or CD. So:

- ◆ At the start of each contest, orient the reader to the position on the ballot, by indicating the ballot side, column, and contest before detailing the candidates.
- ◆ Spell the last name of each candidate after announcing the name.
- ◆ After listing each candidate for an office once, quickly repeat them so the listener doesn't have to remember which hole represents which candidate.
- ◆ At the end, quickly review each contest so the listener can use the verification wand to verify their marks.
- ◆ Many people who are used to listening rather than reading have learned to listen very quickly. Make sure the instructions are read quickly.
- ◆ If you write the text and then use the NaturalReader TTS program to convert it to audio, make sure you check pronunciation and adjust the spelling of certain words if necessary. For example, the Instruction Assistant spells the word "party" with a "d" (pardy) since the voice reads it more accurately with that spelling.

Sample:

The Guide to Contest Choices - January 1, 2006.

You have been given a ballot for Precinct P001, of Sample County, in the state of Washington, for the election of January 1, 2006. If this is not the correct ballot, call a poll worker now to correct the error.

Your ballot has one sheet.

Vote on both sides of the ballot.

Turn to the front of the ballot now. It has 2 columns.

The left column is presented first.

Move up to the top of the left column. In the left column on the front of the ballot, there are 3 contests.

The top contest is for Governor, a State office.

There are 3 candidates plus a write-in option.

Insert the point of your pen or pencil into the appropriate hole and make a mark.

Vote for only one.

The top hole is a vote for: Gary M. Rogers . R . o . g . e . r . s . of the Democrat party.

The second from the top is for: Margaret Hodgdon . H . o . d . g . d . o . n . of the Republican party.

Third from the top: Howell Garcia . G . a . r . c . i . a . of the Libertarian party.

The bottom hole is for a write-in.

Again.

Top hole: Gary M. Rogers, Democrat party.

Second from the top: Margaret Hodgdon, Republican party.

Third from the top: Howell Garcia, Libertarian party.

Bottom hole: write-in.

Moving down the left column, the second contest from the top is for Attorney General, a State office.

There are 2 candidates plus a write-in option.

Vote for only one.

The top hole is a vote for: Deborah Becker . B . e . c . k . e . r . of the Democrat party.

The second from the top is for: Baxter Edwards . E . d . w . a . r . d . s . of the Republican party.

The bottom hole is for a write-in.

Again.

Top hole: Deborah Becker, Democrat party.

Second from the top: Baxter Edwards, Republican party.

Bottom hole: write-in.

Moving down the left column, the bottom contest is for Secretary of State, a State office.

There are 3 candidates plus a write-in option.

Vote for only one.

The top hole is a vote for: Farrell H. Hanson . H . a . n . s . o . n . of the Democrat party.

The second from the top is for: Susanne Olivier . O . l . i . v . i . e . r . of the Republican party.

Third from the top: Daniel DeJong . D . e . J . o . n . g . of the Libertarian party.

The bottom hole is for a write-in.

Again.

Top hole: Farrell H. Hanson, Democrat party.

Second from the top: Susanne Olivier, Republican party.

Third from the top: Daniel DeJong, Libertarian party.

Bottom hole: write-in.

Move up to the top of the right column. In the right column on the front of the ballot, there are 3 contests.

The top contest is for Commissioner District #1, a County office.

There are 2 candidates plus a write-in option.

Vote for only one.

The top hole is a vote for: Jeremy Capitulan . C . a . p . i . t . u . l . a . n . of the Democrat party.

The second from the top is for: H.R. Fugimoto . F . u . g . i . m . o . t . o . of the Republican party.

The bottom hole is for a write-in.

Again.

Top hole: Jeremy Capitulan, Democrat party.

Second from the top: H.R. Fugimoto, Republican party.

Bottom hole: write-in.

Moving down the right column, the second contest from the top is for Clerk of the Superior Court, a County office.

There are 2 candidates plus a write-in option.

Vote for only one.

The top hole is a vote for: Rachel Gordon . G . o . r . d . o . n . of the Democrat party.

The second from the top is for: Rolando Garroto . G . a . r . r . o . t . o . of the Republican party.

The bottom hole is for a write-in.

Again.

Top hole: Rachel Gordon, Democrat party.

Second from the top: Rolando Garroto, Republican party.

Bottom hole: write-in.

Moving down the right column, the bottom contest is for Dog Catcher, a County office.

There are 2 candidates plus a write-in option.

Vote for not more than 2 candidates.

The top hole is a vote for: Douglas Little . L . y . t . l . e . of the Democrat party.

The second from the top is for: Robin Meridian . M . e . r . i . d . i . a . n . of the Republican party.

The bottom hole is for a write-in.

Again.

Top hole: Douglas Little, Democrat party.

Second from the top: Robin Meridian, Republican party.

Bottom hole: write-in.

Turn to the back of the ballot now. It has one column.

Move up to the top of the column. In the column on the back of the ballot, there are 5 contests.

The top contest is a Proposition, entitled Proposition 1.

Should high school students be required to pass a course in bowling to graduate?

The top hole is for: Yes.

The bottom hole is for: No.

Again.

Should high school students be required to pass a course in bowling to graduate?

The top hole is for: Yes.

The bottom hole is for: No.

Moving down the column, the second contest from the top is a Proposition, entitled Proposition 2.

Do you favor changing the color of Yield signs to blue?

The top hole is for: Yes.

The bottom hole is for: No.

Again.

Do you favor changing the color of Yield signs to blue?

The top hole is for: Yes.

The bottom hole is for: No.

Moving down the column, the third contest from the top is a Proposition, entitled Proposition 3.

Should counties allow residents to dump yard waste at the recycle center to be processed into mulch?

The top hole is for: Yes.

The bottom hole is for: No.

Again.

Should counties allow residents to dump yard waste at the recycle center to be processed into mulch?

The top hole is for: Yes.

The bottom hole is for: No.

Moving down the column, the fourth contest from the top is a Proposition, entitled Proposition 4.

Shall judges be appointed by the Governor for four-year terms?

The top hole is for: Yes.

The bottom hole is for: No.

Again.

Shall judges be appointed by the Governor for four-year terms?

The top hole is for: Yes.

The bottom hole is for: No.

Moving down the column, the bottom contest is a Proposition, entitled Proposition 5.

Shall cities be allowed to impose an additional sales tax?

The top hole is for: Yes.

The bottom hole is for: No.

Again.

Shall cities be allowed to impose an additional sales tax?

The top hole is for: Yes.

The bottom hole is for: No.

You have reached the end of the ballot. It is very important to review your marks to make sure you marked the choices you meant to mark. The choices will now be quickly reviewed. As each candidate or issue is announced, place the tip of the verification wand into the corresponding marking hole and touch it gently to the ballot. Do not press down. Hold the wand upright and press the button on the wand.

If the wand senses a mark, it will vibrate. If it does not vibrate, it has not sensed a mark. You may need to darken your mark. If there is a mistake, call a poll worker to give you a replacement ballot.

Turn to the front of the ballot now. It has 2 columns.

Move up to the top of the left column. In the left column on the front of the ballot, there are 3 contests.

The top contest is for Governor, a State office.

There are 3 candidates plus a write-in option.

Vote for only one.

Top hole: Gary M. Rogers. of the Democrat party.

Second from the top: Margaret Hodgdon. of the Republican party.

Third from the top: Howell Garcia. of the Libertarian party.

Bottom hole: write-in.

Moving down the left column, the second contest from the top is for Attorney General, a State office.

There are 2 candidates plus a write-in option.

Vote for only one.

Top hole: Deborah Becker. of the Democrat party.

Second from the top: Baxter Edwards. of the Republican party.

Bottom hole: write-in.

Moving down the left column, the third contest from the top is for Secretary of State, a State office.

There are 3 candidates plus a write-in option.

Vote for only one.

Top hole: Farrell H. Hanson. of the Democrat party.

Second from the top: Susanne Olivier. of the Republican party.

Third from the top: Daniel DeJong. of the Libertarian party.

Bottom hole: write-in.

Move up to the top of the right column. In the right column on the front of the ballot, there are 3 contests.

The top contest is for Commissioner District #1, a County office.

There are 2 candidates plus a write-in option.

Vote for only one.

Top hole: Jeremy Capitulan. of the Democrat party.

Second from the top: H.R. Fugimoto. of the Republican party.

Bottom hole: write-in.

Moving down the right column, the second contest from the top is for Clerk of the Superior Court, a County office.

There are 2 candidates plus a write-in option.

Vote for only one.

Top hole: Rachel Gordon. of the Democrat party.

Second from the top: Rolando Garroto. of the Republican party.

Bottom hole: write-in.

Moving down the right column, the third contest from the top is for Dog Catcher, a County office.

There are 2 candidates plus a write-in option.

Vote for not more than 2 candidates.

Top hole: Douglas Little. of the Democrat party.

Second from the top: Robin Meridian. of the Republican party.

Bottom hole: write-in.

Turn to the back of the ballot now. It has one column.

Move up to the top of the column. In the column on the back of the ballot, there are 5 contests.

The top contest is a Proposition, entitled Proposition 1.

Should high school students be required to pass a course in bowling to graduate?

For: Yes, mark the top hole.

For: No, bottom hole.

Moving down the column, the second contest from the top is a Proposition, entitled Proposition 2.

Do you favor changing the color of Yield signs to blue?

For: Yes, mark the top hole.

For: No, bottom hole.

Moving down the column, the third contest from the top is a Proposition, entitled Proposition 3.

Should counties allow residents to dump yard waste at the recycle center to be processed into mulch?

For: Yes, mark the top hole.

For: No, bottom hole.

Moving down the column, the fourth contest from the top is a Proposition, entitled Proposition 4.

Shall judges be appointed by the Governor for four-year terms?

For: Yes, mark the top hole.

For: No, bottom hole.

Moving down the column, the fifth contest from the top is a Proposition, entitled Proposition 5.

Shall cities be allowed to impose an additional sales tax?

For: Yes, mark the top hole.

For: No, bottom hole.

You have reached the end of the ballot.

If you want to use a write-in sheet to vote a write-in candidate, continue listening.

All the offices will now be listed. When you hear the office you want, mark the corresponding cell in the upper grid.

On this ballot, there are 6 offices for which you can write in a candidate.

You will use only the cells in the top row of the upper grid.

Governor, mark the left-most cell.

Attorney General, second cell from the left.

Secretary of State, third cell from the left.

Commissioner District #1, fourth cell from the left.

Clerk of the Superior Court, fifth cell from the left.

Dog Catcher, sixth cell from the left.

This concludes the list of contests. Use the lower grid to spell the name of the candidate for whom you want to vote in the contest you selected in the upper grid.

To review the instructions for spelling the name of your write-in candidate, return to the end of the Overview Instructions.

This is the end of the Guide to Contest Choices. You may now deposit your ballot.