ES&S
Image Manager
System Operations
Procedures

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ES&S Image Manager System Operations Procedures, ES&S, Omaha, NE

Disclaimer

Proprietary Information

ES&S has identified and appropriately marked relevant portions of this document, which it considers confidential and proprietary. We request confidential treatment by the EAC of such information and would expect that such information is exempt from required disclosure. In the event that a third party requests disclosure of information which ES&S considers confidential and proprietary, we would ask that the EAC notify ES&S of such requested disclosure in order to provide us with an opportunity to seek exemption from disclosure.

The document sections referenced below contain Election Systems and Software, Inc. (ES&S) confidential information, which is provided for the sole purpose of permitting the recipient, to evaluate the ES&S Voting System submitted herewith. The following sections are designated as “Proprietary and Confidential” by Election Systems & Software.

Proprietary Document Section	Description

UNCERTIFIED FUNCTIONALITY NOTICE

This document is designated for use with the Unity 3.2.1.0 EAC voting system, which has been tested to the standards of the *2002 Voting Systems Standards (VSS)* to include a limited system configuration and feature set. Please be advised that this system and associated documentation includes functionality and descriptions of functionality that have not been fully tested or certified to the *VSS*.

The products and/or system features designated below **HAVE NOT COMPLETED TESTING FOR CERTIFICATION BY THE ELECTION ASSISTANCE COMMISSION (EAC)** to the requirements of the *VVS*:

UNCERTIFIED PRODUCTS

- System Hardware
  - Automated Bar Code Reader
  - iVotronic DRE Precinct Tabulator
- System Software
  - Unity Data Acquisition Manager
  - Unity iVotronic Ballot Image Manager

UNCERTIFIED SYSTEM FEATURES

- Network Results Transmission
  - Including remote transmission of vote data and local networking of central tabulators. Local networking of Election Management System workstations and reporting workstations is supported.

If your jurisdiction requires Federal Voting System certification at the Federal level or you have questions about your jurisdiction's certification requirements, please refrain from using the products and system features listed above until you have received approval from your State Election Authority. **USE OF ANY UNCERTFIED SYSTEM FEATURES NOTED ABOVE WILL NEGATE THE UNITY 3.2.1.0 FEDERAL CERTIFICATION.** ES&S shall not be held responsible for any unauthorized use of the foregoing products and system features.

Please visit www.eac.gov for more information regarding United States Federal voting system certification requirements and procedures. Contact the Elections Authority for your jurisdiction with any questions about your local laws and requirements.

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NOTICE OF UNCERTIFIED FUNCTIONALITY

The following products and/or system features HAVE NOT COMPLETED TESTING FOR CERTIFICATION BY THE ELECTION ASSISTANCE COMMISSION (EAC) to the requirements of the VSS:

- Automated Bar Code Reader (ABCR)
- iVotronic DRE
- Model 100
- Unity Data Acquisition Manager (DAM)
- Unity iVotronic Ballot Image Manager (iVIM)
- All functions related to netword data transmission

Part 1: Introduction

Part 1 contains information about the following topics.

Chapter 1: Overview

The ES&S Image Manager™ is a desktop publishing tool that enables you to design and publish Election Systems and Software (ES&S) paper ballots for central and precinct ballot scanners. Use ES&S Image Manager to create ballot formats for ES&S ballot services or a partner printer who use your layouts to print official ballots, or use the layouts you create with the program to print extra Election Day ballots with Ballot on Demand™. ES&S Image Manager reads converts the information contained in your jurisdiction's election database (created using Election Data Manager) into finished ballot layouts.

ES&S Elections

Use ES&S software and hardware to create an election information database, format ballots, program ballot counting equipment, count ballots, and generate Election Day reports. Election Systems and Software products and services allow you to customize and scale election processes to meet the needs of your jurisdiction.

In a typical ES&S election, jurisdiction officials or ES&S election specialists use Election Data Manager to create an election database for your jurisdiction. Ballot layout artists and election programmers use the election database to format ballots with Ballot Image Manager and program ballot scanning equipment with Hardware Programming Manager. On Election Day, poll officials collect paper ballots or monitor voting on precinct tabulators such as the Model 100. Officials then transfer scanner data directly from polling places to your jurisdiction's central count location with Data Acquisition Manager or hand-deliver ballots or scanner results to election headquarters. At the central location, election officials use Election Reporting Manager to convert raw data from Acquisition Manager or your ballot scanners into formatted election reports.

Central Count Systems

Jurisdictions that use central scanners transport ballots from polling places to a central count location where election officials scan the ballots.

Officials who tabulate ballots on central scanners such as the ES&S Model 650, save scanner results to zip disks after every half-hour of scanning. An election official loads totals from the disks into Reporting Manager and produces election reports while election workers continue to scan ballots. Reporting Manager generates a final election report after an election official loads the last scanner disk into the central count computer.

Precinct Count Systems

Jurisdictions that use precinct tabulators such as the Model 100, DS200, and iVotronic collect vote data at polling places and physically transfer scanner memory devices to a central count location or transmit results to the central count site with Data Acquisition Manager. Voters place ballots directly into paper scanners or cast ballots on the iVotronic touch screen. Precinct scanners store voter selections at the polling place.

Election workers physically load ballot data from the scanner into Reporting Manager from memory storage devices (PC Cards, PEBs and USB flash drives) or transfer data electronically directly from polling places with Data Acquisition Manager. Precinct count jurisdictions use Reporting Manager to combine election results from all of your jurisdiction's scanners to produce election reports. Reporting Manager generates a final election report after officials transfer all precinct scanner data to the central count computer.

Ballot Data File

After creating county and election databases in Election Data Manager, the program must convert the election information into a usable format for other Unity™ software. Election Data Manager merges all of the office and candidate data contained in an election database into a single ballot data file (.bdf). Layout artists use the ballot data file to design ballots and ballot scanner programmers use the file, along with ESS Image Manager interface files (.ifc files), to generate election definitions for ballot scanners.

Election Data Manager stores all ballot data files in the election folder on your PC.

Refer to the *Election Data Manager System Operations Procedures* manual for more information about naming and storing ballot data files.

Format Ballots

Use the commands in ESS Image Manager under the Style Sheets menu, Ballot menu and Frames menu to design the ballots for your jurisdiction.

Use Style Sheets commands to format individual components of a ballot data file from Election Data Manager. For example, format an office style sheet to control how the office information from your election database appears on your ballots.

Ballot menu commands control the general formatting rules for all your ballots. Select a ballot type, ballot size, a number of ballot columns, and ballot serial numbers with commands under the Ballot menu. You can also use Ballot menu commands to place formatting marks on your ballots and import ballot text and graphics.

Use the commands under the Frames menu to place external text or graphics on your ballots. You can either create ballot text in ESS Image Manager or Election Data Manager, or you can import any ASCII file as a ballot text file.

After you format ballots, you can use ESS Image Manager layouts to print ballots directly from your PC with Ballot on Demand or save your ballot images as Portable Document Format (.pdf) files for bulk printing by ES&S ballot services or a partner printer.

Ballot Measurements

ESS Image Manager allows you to select measurements for ballot margins, ballot sizes and ballot targets. Enter all ESS Image Manager measurements in inches and fractions of inches.

Contact ES&S for Technical Support

This manual should aid you in accomplishing most ES&S Image Manager-related tasks. However, if you need additional assistance, or if you encounter a processing problem or system error, ES&S's technical support staff can provide advice and help you resolve the situation.

When you contact ES&S for technical support, please be near your equipment. In addition, be prepared to provide the following information to the support representative:

- The version number of the product you are using.
- The *exact* wording of any messages.
- A description of what happened when the problem occurred.

Support representatives are available Monday through Friday between 8:00 A.M. and 5:00 P.M. central time.

Contact an ES&S Support Representative

Telephone:	877-377-8683 (USA & Canada)
	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.

Operations Support Frequently Asked Questions

- How is the system purchased?

Purchase ES&S Image Manager by contacting your ES&S representative.

Contact your ES&S representative by calling 877-377-8683 (USA & Canada) or 402-593-0101 (International).

- How is the system installed?

  Install ESSIM by following the steps in the ES&S implementation plan. Installation instructions are also included in the System Operations Procedures manuals.

Refer to Chapter 4: Install ES&S Image Manager in this manual for instructions for installing Election Reporting Manager.

- How is the system set up?

  Follow the steps in the ES&S implementation plan to set up the system. Setup instructions are also included in the System Operations Procedures manuals.

- How do you verify the system?

  You may verify the system in a variety of ways.

  - Compare the serial numbers on the hardware to the numbers on the purchase order.
  - Compare the software version in the About window to the version listed on the purchase order.

Refer to the System Acquisition Procedures heading in Chapter 4: Install ES&S Image Manager for instructions for accessing the About window.

  - The Acceptance Checklist will aid in the verification of the system.

- What training is required?

  Training is determined at the time the system was purchased.

- What checklist should be followed?

Use the Acceptance Checklist to ensure that the system has been delivered and is performing as expected.

General Timeline for Election Preparation

90 Days	Submit site support request to ES&S
63 Days	All forms are due to ES&S (excluding Candidate forms)
56 Days	Candidate forms due to ES&S
46 Days	Last day to give ballot proofs to Counties (strictly for military or overseas voting).
45 Days	Absentee Voting begins
42 Days	Certification Deadline
28 Days	All ballot proofs must be signed off
21 Days	Last day to deliver Election Day ballots
20 Days	Advance or early voting begins
18 Days	Last day for ES&S to ship coding materials
10 Days	Software Installation for pre-election procedures
1 Day	Early voting ends

Refer to the Personnel Deployment and Training Requirements document for more detailed information.

Chapter 2: ES&S Image Manager (ESSIM)

Use the ES&S Image Manager™ software to create the camera-ready ballot layouts needed for an election if you use the following tabulators.

- M100
- M650
- DS200

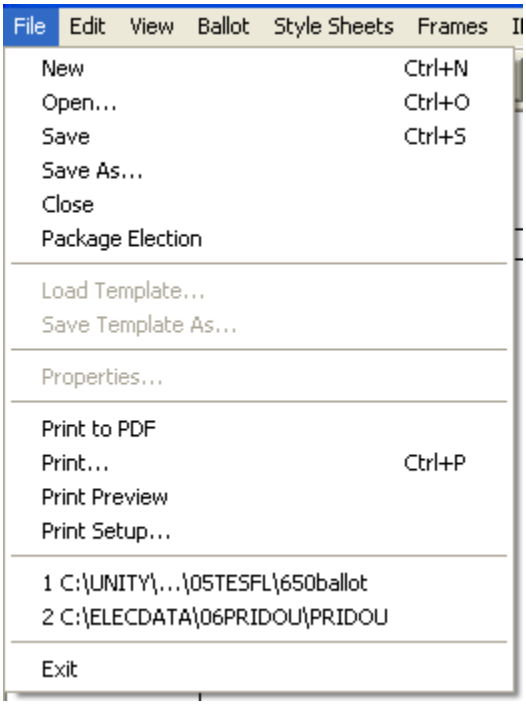
Be sure that you have the most current version of ES&S Image Manager installed before you start to create ballots.

Refer to Chapter 4: Install ES&S Image Manager for information about installing ES&S Image Manager.

Start Image Manager.

Refer to Chapter 6: Start ES&S Image Manager for information about starting ES&S Image Manager.

File

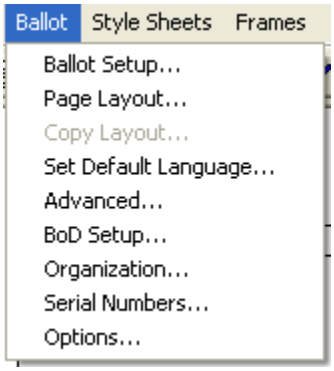


Take the following steps under the **File** menu.

1. Click **New** to open the Ballot Set Collection File window.
2. Click **Browse**, or enter the path to locate for ballot set collection files (.bsc) you created in Election Data Manager (EDM).
3. Click **OK** to save the ballot in ES&S Image Manager.

Refer to Chapter 7: New for more information about creating a new ballot image.

Ballot



Complete the following windows under the Ballot menu.

1. Click **Ballot Setup** to set the size and number of ballot targets that appear on the ballot, select a ballot type, and place overlay text on your ballots.

Refer to Chapter 16: Ballot Setup for more information about formatting a ballot image.

2. Click **Page Layout** to select the number of columns that appear on the front and back of the ballot, configure ballot margins, and format ballot stubs.

Refer to Chapter 17: Page Layout for more information about formatting a ballot image.

NOTE: If you want to copy a finished ballot format to another ballot set, click **Copy Layout**.

Refer to Chapter 18: Copy Layout for more information about copying a ballot image.

3. Use the **Set Default Language** command to determine the default language for your ballot text.

Refer to Chapter 19: Set Default Language for more information about setting a default language for your ballot.

4. **Advanced** to control the positioning of ballot targets, cut lines, and registration marks on the ballot face.

Refer to Chapter 20: Advanced for more information about advanced options.

5. Click **Organization** to set the display order for your different ballot styles.

Refer to Chapter 22: Organization for more information about setting the display order for different ballot styles.

6. Select **Serial Numbers** to format identification numbers for your ballots.

Refer to Chapter 23: Serial Numbers for more information about formatting identification numbers for your ballots

7. Click **Options** to configure the print marks that appear on the ballot shell.

Refer to Chapter 24: Options for more information about the print marks on the ballot shell.

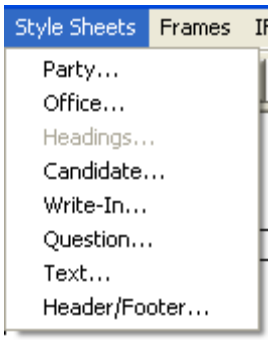
Ballot on Demand is an optional feature of ES&S Image Manager.

Refer to Chapter 21: BOD Setup and Part 9: Ballot On Demand Menu for information about Ballot on Demand in ES&S Image Manager.

Refer to the *ES&S Ballot on Demand Printer Setup and Printing Procedures Manual* for information about setting up and using the Ballot on Demand option.

Style Sheets

Use style sheets to format specific ballot elements such as the size and style of ballot text, background colors, graphics, and the margins and position of each element on the ballot. Complete the following windows, if necessary, under the **Style Sheets** menu to add, edit, or delete style sheets.



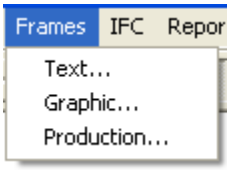
1. Party
2. Office
3. Headings (if available)
4. Candidate
5. Write-In

6. Question
7. Text
8. Header/Footer

Refer to Part 5: Style Sheets Menu for information about completing each type of style sheet.

Frames

Use frames to place text, graphics and production information on your ballots. Complete the following windows under the **Frames** menu.



1. Click **Text...** to open the Text Frame window to control the placement and appearance of instructional or descriptive text on your ballots.

Refer to Chapter 34: Text for information about creating or editing a text frame.

2. Click **Graphic...** to open the Graphic Frame window to control the placement and appearance of ballot images such as party graphics for primary ballots.

Refer to the Chapter 35: Graphic for information about creating or editing a frame for ballot images.

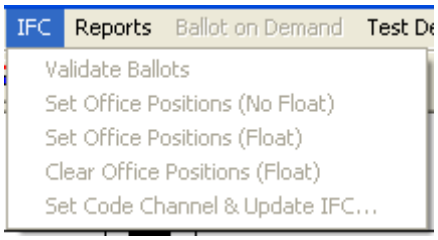
3. Click **Production...** to open the Production Frame window to control the placement and appearance of variable ballot text, such as ballot identification numbers and precinct names

.

Refer to the Chapter 36: Production for information about controlling the appearance and placement of variable ballot text.

IFC

Take the following steps under the **IFC** menu.



1. Determine how you want candidates and contests to appear on the ballot by setting the ballot positions.
   - Click **Set Office Positions (No Float)** if you want to place each contest in exactly the same voting target location on every ballot in your jurisdiction.
   - Click **Set Office Positions (Float)** if you want contests and candidates to shift positions for different ballot styles

.

Refer to the Chapter 38: Set Office Positions for information about setting office positions.

2. Validate ballot data and confirm contest positions.

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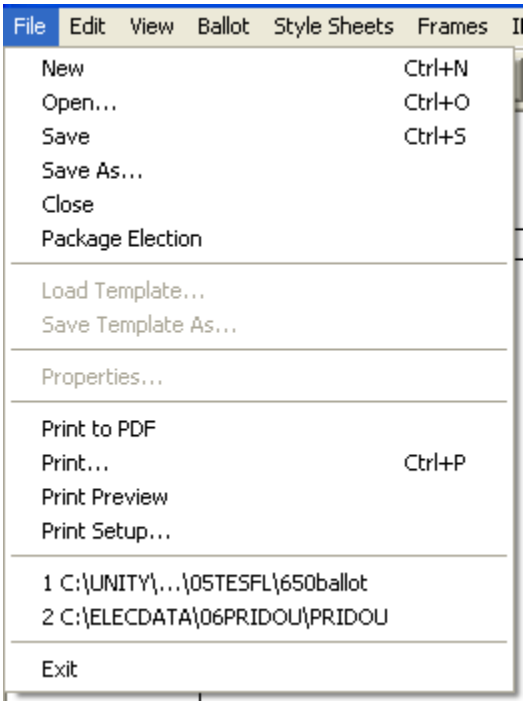
Refer to the Chapter 37: Validate Ballots for information about validating ballot data and confirming contest positions.

3. Click **Set Code Channel and Update IFC...** to generate a ballot interface file (.ifc) for Hardware Programming Manager (HPM) to use.
4. In the Update IFC window, select the location where you want to save the ballot interface file that you are create.
5. Click **GO** in the Update IFC window to create the ballot interface file (.ifc).

Refer to the Chapter 39: Set Code Channel & Update IFC for generating the ballot interface file.

File

Convert ballot layouts into Portable Document Format (.pdf) files to preserve the original graphic appearance of the ballot layout when a printer transfers the electronic layout to a printed page.



1. Check your ballot data and layout for accuracy before you create a ballot .pdf file.

2. Under the File menu, click **Print Setup**, and complete the Print Setup window.
3. Under the File menu, click **Print**, and complete the Print window.

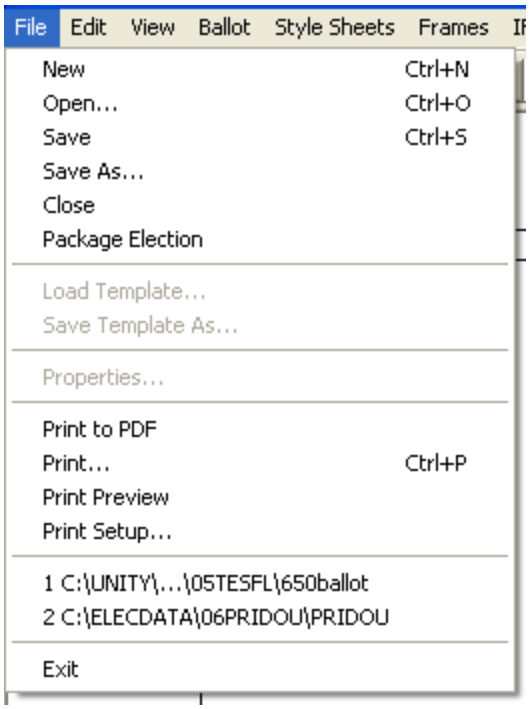
Refer to Chapter 15: Print to .PDF for information about creating a .pdf file of ballot images.

Chapter 3: ES&S Image Manager Menus

Become familiar with ES&S Image Manager's File, Edit, and View menus to open, close and save ES&S Image Manager files, create or edit ballot text and change the screen presentation for your ballot layouts.

File Menu

Use File menu commands to open, close and save ESS Image Manager files, print ballot layouts, and exit ESS Image Manager.



Select from the following commands under the File menu.

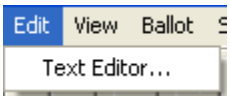
File Menu Options

Click this option...	To perform this action...	Refer to this chapter for more information...
New	Open a new project in ESS Ballot Image Manager.	**Chapter 7: New**
Open...	Access an existing project.	**Chapter 8: Open**
Save	Store an open project in the project's current folder under the project's current name.	
Save As...	Save an open project under a name that you choose in a folder that you select.	**Chapter 10: Save As**
Close	Close the current ballot layout.	
Package Election	Create a packaged zip file for any election.	**Chapter 11: Package an Election**
Load Template	Use a saved ballot template for your current ballot layouts.	
Save Template As...	Save your current ballot layout settings for future use.	
Properties...	View the names of available ballot sets, the name of the ballot definition file associated with your ballot sets and the file location of the ballot definition files.	
Print to PDF	Save your project as a portable document format (.pdf) file for ES&S ballot services or a partner printer.	**Chapter 15: Print to .PDF**
Print...	Print the open project on your default printer.	
Print Preview	Open a view that shows how your ballots appear when they are printed.	
Print Setup...	Configure print settings such as the default printer and paper size. Click one of the numbered file names to open a recently used file.	

File Menu Options *(continued)*

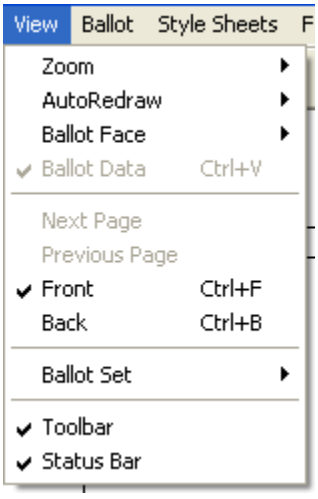
Click this option...	To perform this action...	Refer to this chapter for more information...
Exit	Close the ES&S Image Manager program and return to your Windows desktop.	

Edit Menu



Click **Text Editor** under the Edit menu to activate the ES&S Image Manager text editor. Use the text editor to create and edit ballot text. Copy any changes that you make to a text file in ES&S Image Manager to the corresponding text file saved with Election Data Manager. The two files must match if you change your election preferences.

View Menu



Use commands under the View menu to change the on-screen appearance of your ESS Image Manager project.

Select from the following commands under the View menu.

View Menu Options

Click this option...	To perform this action...
Zoom	Get a close-up view of the ballot on your monitor. This will not affect the size of your ballot.
Auto Redraw	Point to **AutoRedraw** then **On** to automatically reformat the ballot image on your screen whenever you make changes. Click **Off** to deactivate the redraw function. Click **Draw Now** to reformat the ballot layout manually.
Ballot Face	Point to **Ballot Face** and click **GoTo** to open a search window and access specific ballot images. Click **First** to open the first ballot in your file, **Next** to display the next ballot, **Previous** to access the previous ballot, or click **Last** to display the last ballot contained in the file.
Ballot Data	Populate your ballot layout with all of the information from your ballot definition file.
Next Page	View the additional page of the ballot if the current ballot takes up more than the front and back of a single sheet of paper.
Previous Page	Return to the original page.
Front	View the front of the ballot page. The ballot front is the default view.
Back	Display the back of the ballot page.
Ballot Set	Point to **Ballot Set** and select the ballot set you want to view from the submenu.
Toolbar	Uncheck the **Toolbar** to hide the toolbar at the top of the screen.

View Menu Options *(continued)*

Click this option...	To perform this action...
Status Bar	Uncheck the **Status Bar** to hide the information bar that appears at the bottom of the main window.

Toolbar

Use the function buttons on the ESS Image Manager Toolbar to access many of the commands available under the File and View menus.

From left to right, click the Toolbar buttons to access the following commands.

Toolbar Options

Use this button...	Called...	To perform this action...
	New	Begin a new project.
	Open	Open an existing project.
	Save	Save an open project under its existing name in its current location.
	Print	Print finished ballots on your default printer.
	Previous Ballot Face	Show the previous ballot face in your ballot sequence.
	Previous Page	Display the previous ballot page, if your ballot takes up more than a singe page, front and back.
	Next Page	Display the next ballot page, if your ballot takes up more than a single page, front and back.

Toolbar Options *(continued)*

Use this button...	Called...	To perform this action...
	Next Ballot Face	Open the next ballot face in your ballot sequence.
	Auto Redraw On	Automatically reformats the ballot image whenever you make changes. ESS Image Manager activates Auto Redraw by default.
	Auto Redraw Off	Turns Auto Draw off.
	Redraw Ballot Now	Manually reformat the ballot image.
	Front of Ballot	Display the front of the ballot.
	Back of Ballot	Display the back of the ballot.
	View Ballot Data	Import ballot information from Election Data Manager and displays the data on screen.
	Go To Ballot	Open a search window that you can use to access individual ballots.

Part 2: Installation

Installation contains information about the following topics.

Chapter 4: Install ES&S Image Manager

This chapter contains installation instructions for ESS Image Manager and contact information for customer support. Before you begin installation, close all programs and turn off the virus protection software to prevent installation conflicts.

System Requirements

The following are the minimum system specifications for ESS Image Manager:

- PC with 1-GHz or faster processor
- Windows XP Professional with Service Pack 2(SP2)
- 40-GB hard drive
- 512 MB RAM
- 24x CD-ROM
- Keyboard and Mouse
- Super VGA (800x600) or higher – resolution video adapter and monitor
- Adobe Acrobat Standard V.9
- Laser Printer for printing test ballots (ES&S recommends Okidata C9600HDN)
  - Postscript Print Driver (can be downloaded from http://www.okidata.com)
- Adobe Type Manager Light (Free download from Adobe Website)
- Adobe Type Basics (must be purchased by Jurisdiction - 5 License Minimum)
  - http://store1.adobe.com/cfusion/store/html/index.cfm?store=OLSUS&event=displayFontPackage&code=934.

NOTE: If installing ESSIM on a system where an existing version of ESSIM is present, you must first uninstall the previous versions of Audit Manager and ESSIM (via Add or Remove Programs).

Remove Audit Manager only if it has not been removed for an Election Data Manager installation.

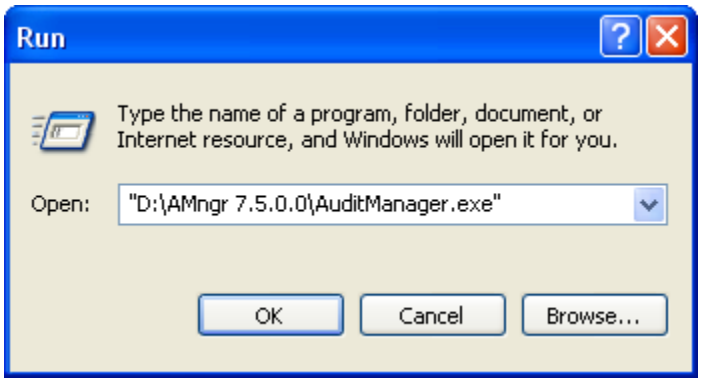
Audit Manager is a part of ESSIM and must be installed before installing ESSIM. If you are also using EDM, only one installation of Audit Manager is necessary.

NOTE: WordPad is needed to view two types of reports created by ESSIM. Those reports include the Validation report and the Ballot Style report.

Refer to Windows Help if you require instructions for removing programs from your computer.

Install Audit Manager

1. Insert the installation CD into the CD-ROM drive.
2. Click **Start** on the Windows taskbar and select **Run** to open the Run window.
3. Click **Browse** to locate the CD Rom Drive on your PC. Find the **Audit Manager** (AMngr 7.5.0.0) folder and double-click it to open the folder.
4. Double-click on **AuditManager.exe** in the Audit Manager folder to place it on the open path:



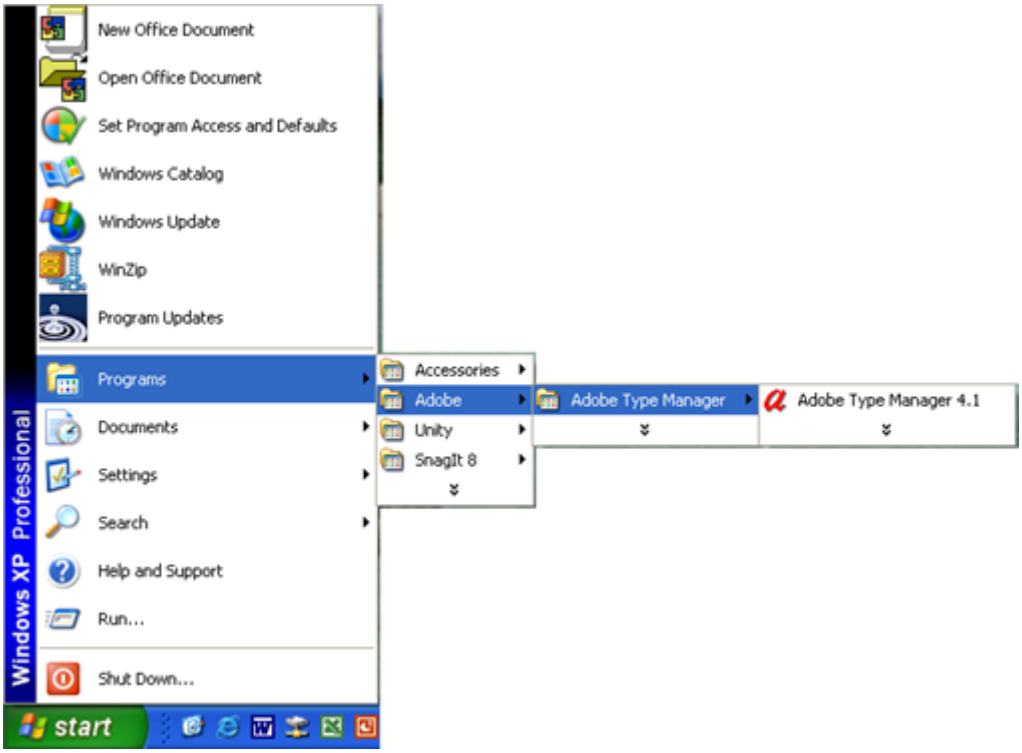
5. Click **OK** to begin the installation.
6. At the AuditManager InstallShield Wizard Welcome screen, click **Next**.
7. Click **Yes** to accept the License Agreement.
8. On the Customer Information screen, enter the **User Name** and **Company Name** and click **Next**.

9. At the Choose Destination Location screen, accept the default destination folder by clicking **Next**.
10. On the Select Program Folder screen, click **Next** to accept the default and begin installation.
11. Upon completion of the AuditManager installation, click **Finish** to complete the setup.

Install Fonts in Adobe Type Manager

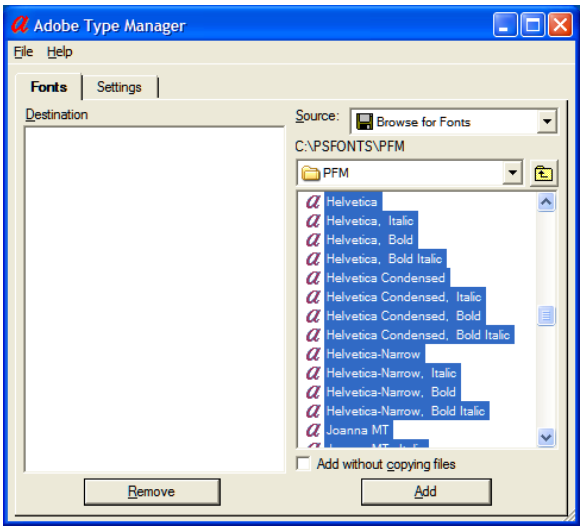
NOTE: For installation of Adobe software please reference Adobe product manual.

1. From the Start menu, point to **Programs**, point to **Adobe**, then point to **Adobe Type Manager**, and click the correct version of **Adobe Type Manager**.



2. In Adobe Type Manager (ATM), click the **Fonts** tab.

3. From the **Source** list, select **Browse for Fonts**.

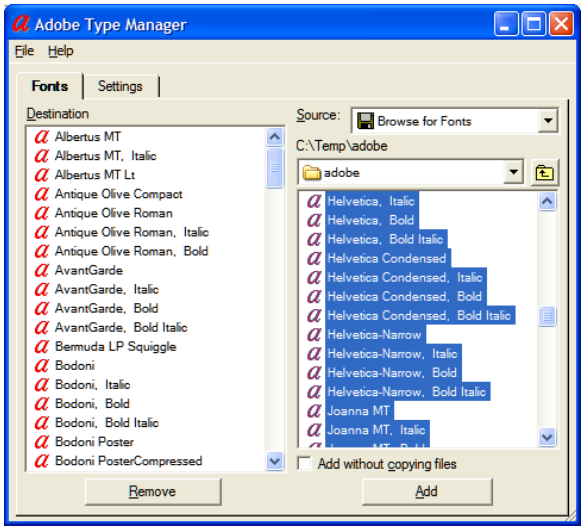


4. Navigate to the folder that contains the fonts you want to install (for example, the C:/Temp/Adobe folder, which is created when you purchase fonts from the Adobe Web site). The fonts in that folder appear below the folder's name.
5. Select the fonts you want to install on the right side. Install all Helvetica fonts and any others you want (you can install all fonts).

NOTE: To select more than one font, hold down **Ctrl** and click each font you want to select.

NOTE: Deselect **Add without copying files** if you are adding fonts from a temporary folder (for example, C:/Temp/Adobe).

6. Click **Add**. The fonts you selected appear in the window on the left side of the window.



7. Close the Adobe Type Manager window.

Remove Fonts

1. From the **Start** menu, point to **Settings** and then click **Control Panel**.
2. Double-click the **Fonts** folder.
3. Click the duplicate TrueType font that you want to delete.
4. From the **File** menu, click **Delete**.

Required ES&S Software for Ballot On Demand

Audit Manager and Ballot On Demand must be installed on your PC before you can run Ballot On Demand.

NOTE: Before you begin installation, close all programs and turn off virus protection software to prevent installation conflicts.

NOTE: If installing Ballot on Demand on a system where existing versions of BOD, EDM or ESSIM are present, you must first uninstall any previous versions of Audit Manager and BOD (via Add or Remove Programs).

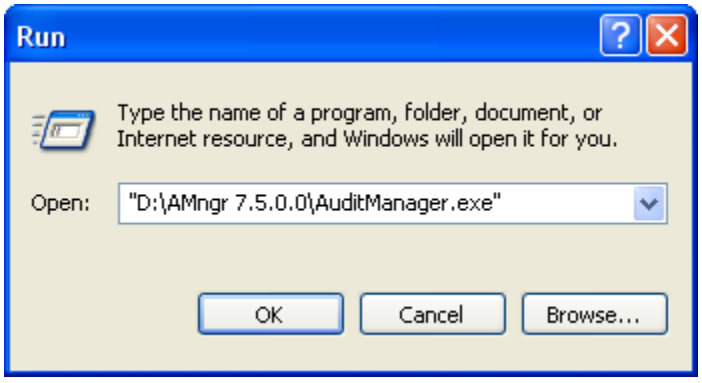
Refer to Windows Help if you require instructions for removing programs from your computer.

Preparing for Installation

Audit Manager is a part of **Ballot On Demand** and must be installed before installing BOD. If you are also using **Election Data Manager** or **ESSIM,** only one installation of Audit Manager is necessary.

Install Audit Manager

1. Insert the installation CD into the CD-ROM drive.
2. Click **Start** on the Windows taskbar and select **Run** to open the Run window.
3. Click **Browse** to locate the CD ROM Drive on your PC. Find the **Audit Manager** (AMngr 7.5.0.0) folder and double-click it to open the folder.
4. Double-click on **AuditManager.exe** in the Audit Manager folder to place it on the open path:

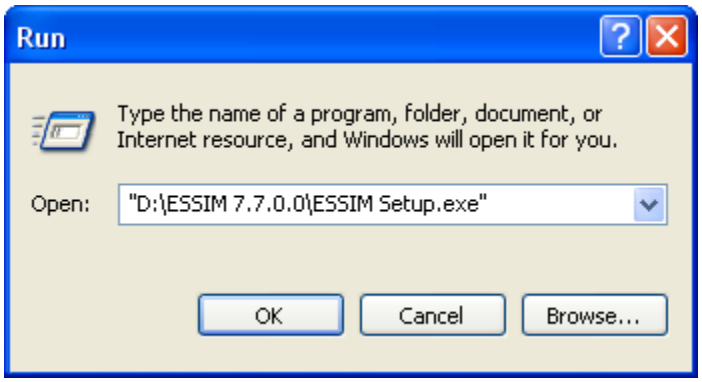


5. Click **OK** to begin the installation.
6. At the AuditManager InstallShield Wizard Welcome screen, click **Next**.
7. Click **Yes** to accept the License Agreement.

8. On the Customer Information screen, enter the **User Name** and **Company Name** and click **Next**.
9. At the Choose Destination Location screen, accept the default destination folder by clicking **Next**.
10. On the Select Program Folder screen, click **Next** to accept the default and begin installation.
11. Upon completion of the AuditManager installation, click **Finish** to complete the setup.

Install ES&S Image Manager

1. Click **Start** on the Windows taskbar and select **Run** to open the Run window.
2. Click **Browse** to locate the CD Rom Drive on your PC. Find the **ESSIM** folder and double-click it to open the folder. Double-click **ESSIM Setup.exe** to place it on the open path:



3. Click **OK** to begin the installation.
4. At the ESS Image Manager – InstallShield Wizard Welcome screen, click **Next**.
5. On the License Agreement window, click **Yes**.
6. On the Customer Information screen, enter the **User Name** and **Company Name** and click **Next**.
7. At the Choose Destination Location screen, accept the default destination folder by clicking **Next**.

8. On the Select Program Folder screen, click **Next** to accept the default and begin installation.
9. At the Installation Complete window, click **Finish**.

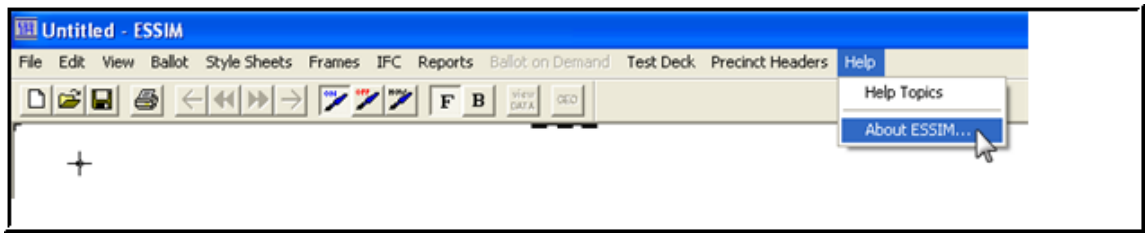
NOTE: Defaults are:
Username: admin
Password: admin1

If you encounter problems while installing ESSIM or have questions call 1-877-377-8683.

System Acquisition Procedures

Once you have installed ESSIM, make sure your version matches the version listed on the purchase order.

From the **Help** menu, click **About ESSIM...**



The following window appears.

Verify the version number, displayed in the upper-right corner of, matches the version number on your purchase order.

Contact ES&S customer support if the version number of your software does not match the version number on your purchase order.

Chapter 5: File Structure

ES&S recommends that you use a standard filing system to store election data for your jurisdiction. Follow the instructions in this chapter to set up folders for Election Data Manager and ESS Image Manager files. You can store data for multiple elections in your election database.

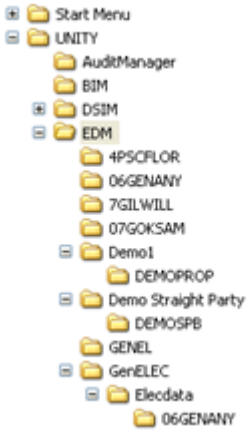
Election Data Manager File Structure

Election Data Manager automatically creates the file structure for your jurisdiction when you build a county database and create an election.

Refer to the *Election Data Manager System Operations Procedures* manual for more information about creating county and election databases.

View County and Election Files in Windows

Start Windows Explorer and locate the folder where you installed Election Data Manager. If you installed to the default folder, open C:\Unity\EDM on your hard disk to view Election Data Manager files.



Your county folder appears below the Election Data Manager folder. If you followed the instructions for creating a county in the *Election Data Manager System Operations Procedures* manual, the name of your county folder will be an eight-letter code that identifies your state and county. The first two characters of the folder name represent the U.S. Postal Service abbreviation for your state (for example, “NE” for Nebraska) and the last six letters are the first six letters of the county name (for example, “Dougla” for Douglas County). When you view your files in Windows Explorer, the file structure for Election Data Manager should look like the example earlier on this page (with “St” representing the state postal abbreviation and “county” representing the county abbreviation).

NOTE: The election folder appears below your county folder.

Refer to the Create a New Election heading in the New Election chapter of the *Election Data Manager System Operations Procedures* manual for more information about naming election folders.

Create a File Structure for ESS Image Manager

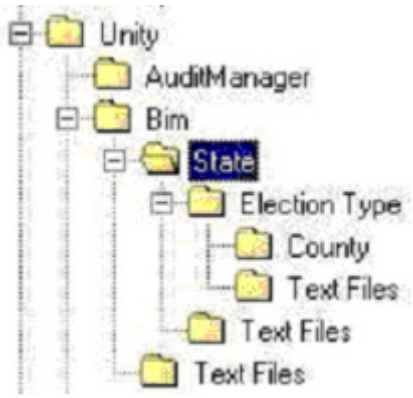
In the BIM program folder, ES&S ballot specialists create folders for each of the states for which they manage ballots. If you design ballots for only one state, skip to step three in the following instructions after you locate the ESS Image Manager program folder.

NOTE: ES&S uses the following file structure to manage ballot layout files. Individual jurisdictions should use the following instructions as a guide for creating a useful folder structure.

1. Open Windows Explorer and locate the folder where you installed ESS Image Manager. The default installation folder is on your hard disk is C:\Unity\BIM.
2. Create a new folder in the BIM folder and name it for your state.

Refer to Windows Help for instructions for creating a folder.

3. Create a second folder in the BIM folder and name it “Text Files.” Store all state specific text files in this folder.
4. Open the state folder that you just created and create a folder named for the election year and the type of election you are creating. For example, create a folder called “2007 General” to store 2007 general election files for your state.
5. Create a “Text Files” folder in the state folder to store election-specific text files.
6. Open your newly created election type folder and create a folder named for your county.
7. Create a “Text Files” folder in the election type folder to store county specific text files. Your ESS Image Manager file structure should look like the following example when you view your folders in Windows Explorer.



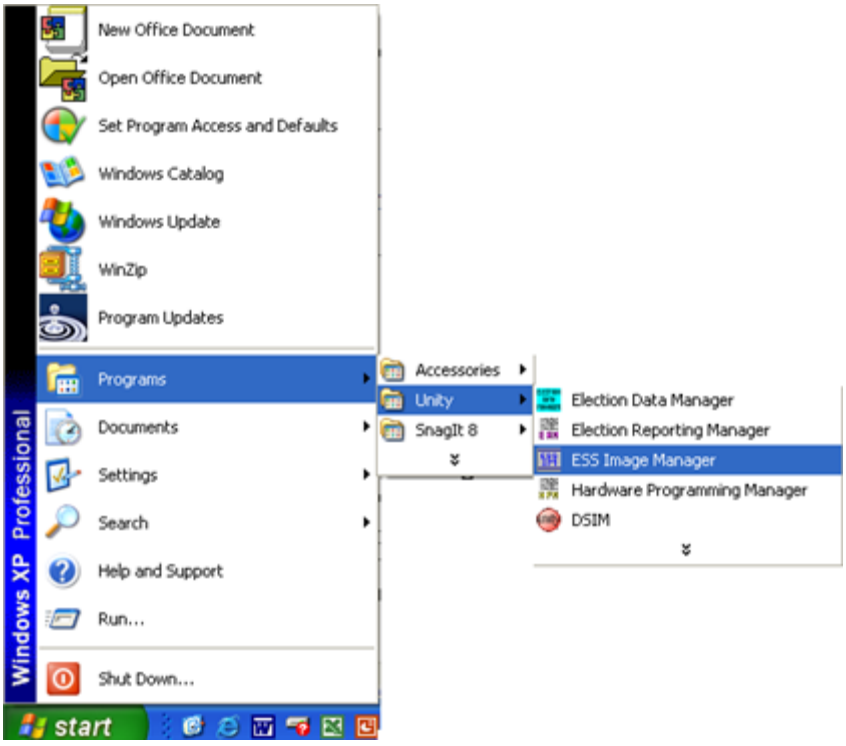
Chapter 6: Start ES&S Image Manager

You must use Audit Manager to assign passwords that limit access to your Unity programs. If you assign a password to ESS Image Manager, you must enter the password each time you start the program.

Election Security Caution: Federal elections guidelines require that Election Administrators implement mandatory user access controls to ensure effective system security. Use Audit Manager to add or remove users and configure access controls for ESSIM. Do not share user names or passwords, and change them frequently.

Refer to the *Audit Manager System Operations Procedures* manual for information about the Audit Manager module.

1. Click **Start** on your Windows taskbar; point to **Programs** and then to **Unity**. Click **ESS Image Manager**.



2. If you activated Unity passwords in Audit Manager, a password entry screen appears.

3. Type your user name and password in the boxes and click **Login** to open the ESS Image Manager copyright window.
4. Click **OK** in the copyright window to open the program.

Part 3: File Menu

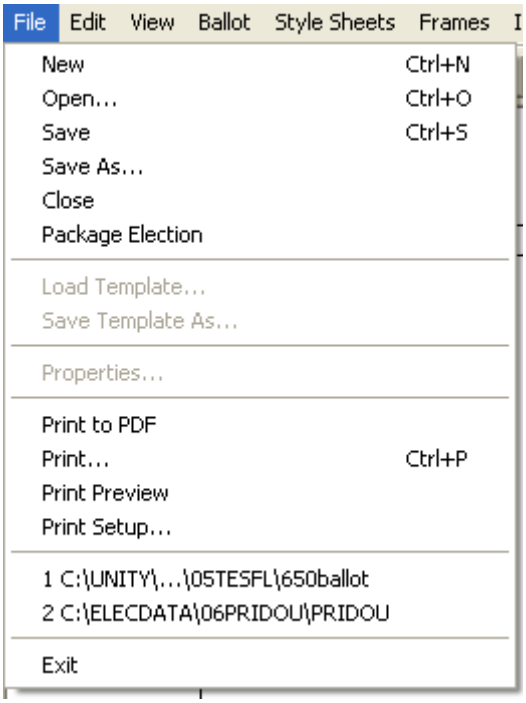
Part 3 contains information about the following topics.

Chapter 7: New

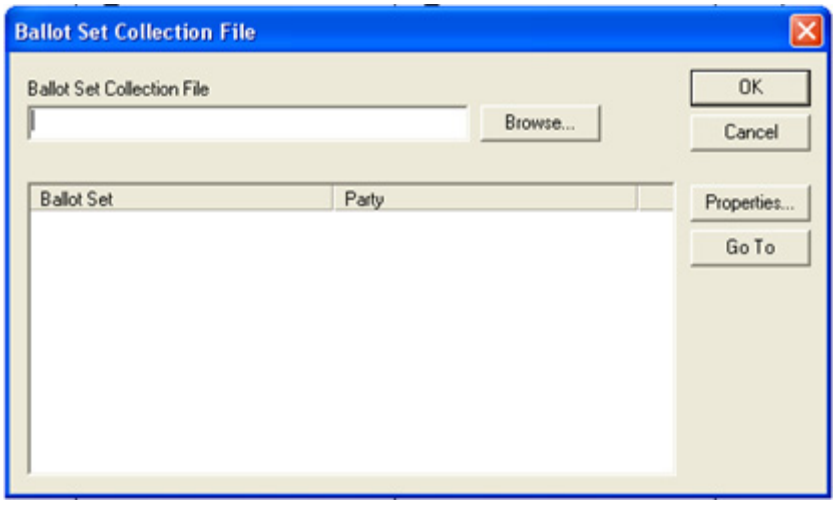
Use ESS Image Manager to create a new ballot file or open an existing file with commands under the File menu. Then, use the commands under the Ballot menu to format ballot layouts, select a default language for your ballots, configure advanced options, organize a ballot view sequence, generate serial numbers, and select ballot print options.

Under the File menu, use the **New** option to create a new ESS Image Manager ballot file (.ais file).

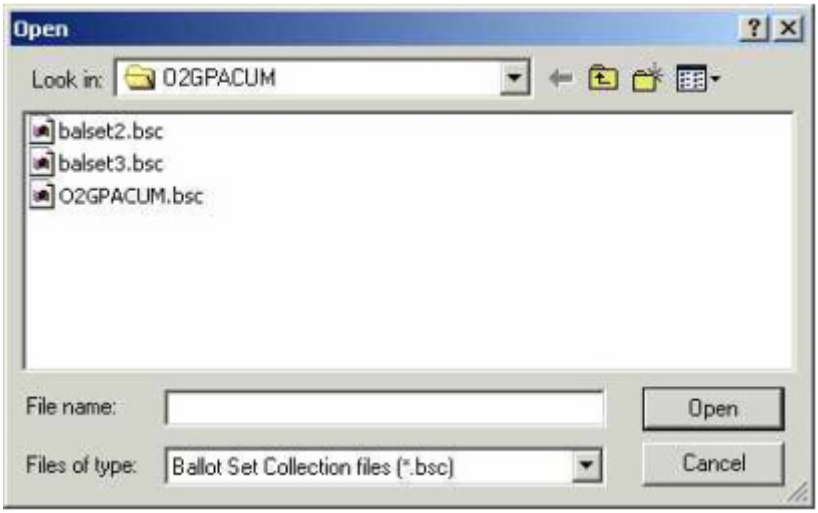
Take the following steps to create a ESS Image Manager ballot file based on an existing Ballot Data File (.bdf file) generated with Election Data Manager.



1. Under the File menu, click **New** to open the Ballot Set Collection File window.



2. Click **Browse** next to the **Ballot Set Collection File** box to search your computer for the ballot set collection files (.bsc files) generated by Election Data Manager when you merged election information.



NOTE: If you saved your election files to the default location where you installed ESS Image Manager, your ballot set files should be located in the folder you created for your state on your hard disk in C:\Unity\BIM\.

3. When you locate the ballot set collection file you want to use, select it (or type it in the **File name** box), and click **Open**. You will return to the Ballot Set Collection File window.
4. In the Ballot Set Collection File window, select a ballot set name and click **Properties** or double-click a ballot set name from the list to open the Ballot Set Properties window.

In the Ballot Set Properties window you can view the name of the selected ballot set, the name of the ballot data file (created in Election Data Manager) associated with your ballot set, and the location of the folder where the ballot data file resides. Click **Browse** to view the folder where your ballot data file is stored. Click **OK** to return to the Ballot Set Collection File window after you view ballot set properties.

5. In the Ballot Set Collection File window, click a ballot set name and click **Go To** which will open the selected ballot set in the Image Manager main window or, click **OK** to open the layout for the first ballot set on the list.

Refer to Chapter 10: Save As for instructions for saving your initial settings.

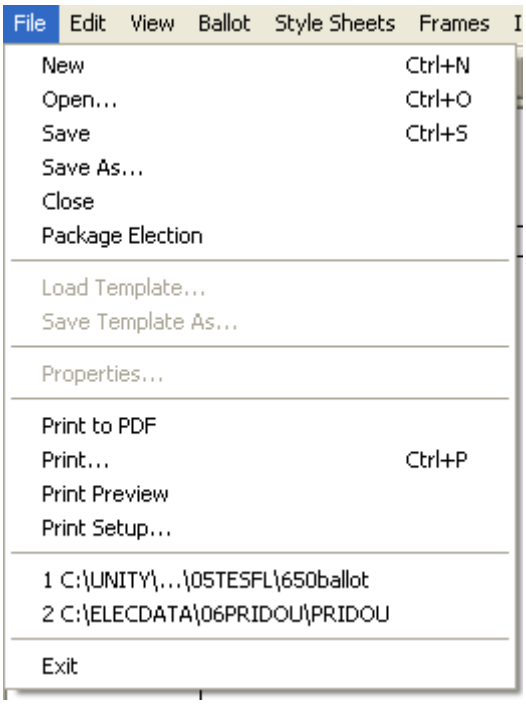
NOTE: The limit for characters for the Full Path to Ballot Definition File (BDF) created in EDM, is 52 total characters in the path. If there are more than 52 characters in the Ballot Data Folder path, it can cause an error when importing a new file.

Chapter 8: Open

Use ESS Image Manager to open an existing file with commands under the File menu. Then, use the commands under the Ballot menu to format ballot layouts, select a default language for your ballots, configure advanced options, organize a ballot view sequence, generate serial numbers, and select ballot print options.

Under the File menu, use the **Open** option to open an existing ESS Image Manager ballot file (.ais file) .

Take the following steps to open an existing ESS Image Manager ballot file based on an existing Ballot Data File (.bdf file) generated with Election Data Manager.

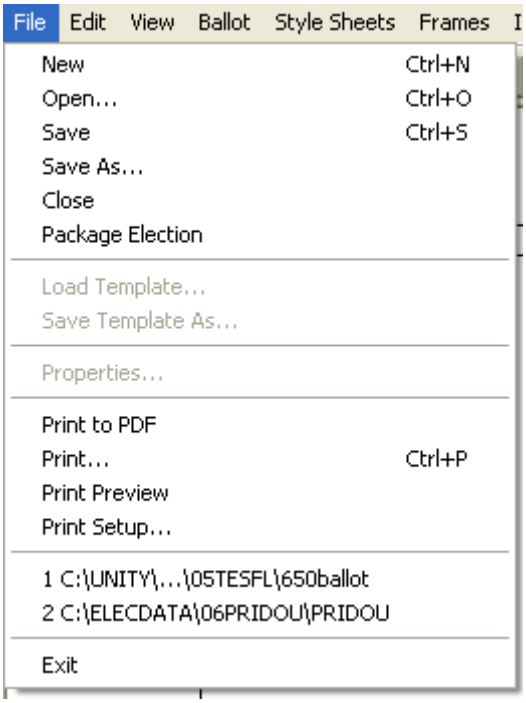


1. Under the File menu, click **Open** to access an existing ballot file.

2. Locate your file then click **Open** to edit your ballot settings. Click **Cancel** to return to the ESS Image Manager main screen without opening a file.

Chapter 9: Save

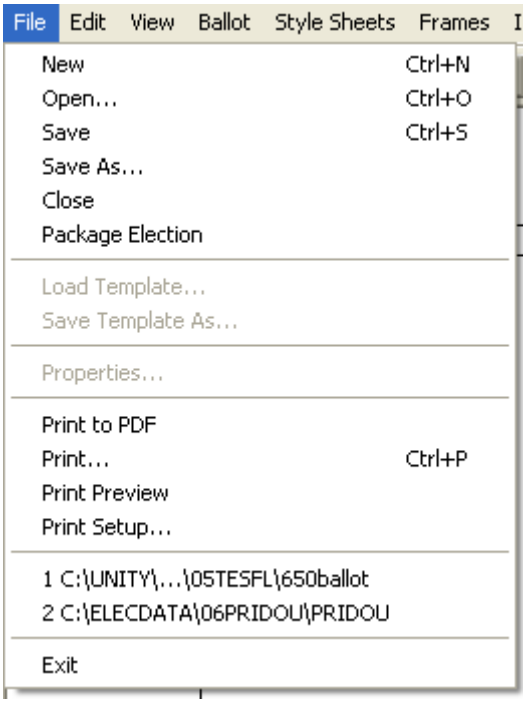
Click **Save** to store an open project in the project's current folder under the project's current name.



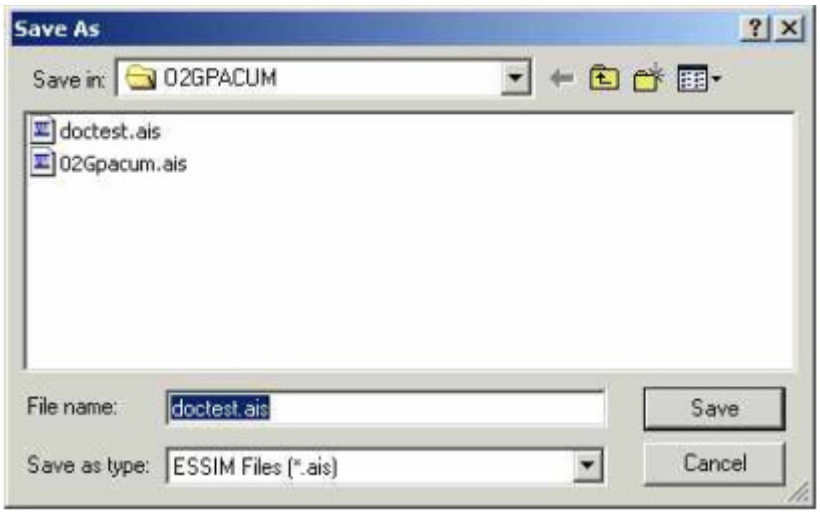
Chapter 10: Save As

After you configure your ballot file for ESS Image Manager, save the file in your county folder.

Refer to Chapter 5: File Structure for information about configuring ESS Image Manager folders.



1. From the File menu, click **Save As** to save your ballot layout file.



2. Use the browse tools in the **Save As** window to locate your county folder.

   The default location for the county folder on your hard disk is C:\Unity\BIM\CountyName.

Refer to Chapter 5: File Structure for information about creating a county folder.

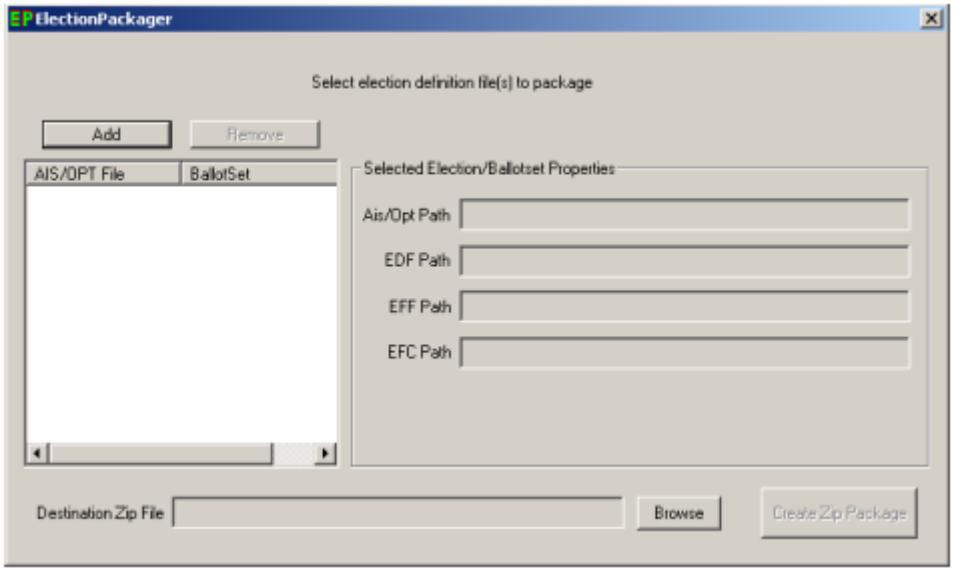
3. In the **File Name** box, type the same eight-character name that you used to identify your ballot data file in Election Data Manager. ESS Image Manager saves files with an .ais extension.
4. Click **Save** to store the project file or click **Cancel** to return to the ESS Image Manager main window without saving.

NOTE: Save your work often to prevent loss of data in the event of system failure.

Chapter 11: Package an Election

Take the following steps to package an election for backup purposes, to transfer election data from one computer to another, or to send to ES&S if requested for election support. You can only package an election if no current election is loaded.

1. Close any election that may be currently open.
2. From the File menu, click **Package Election**. The following window appears.

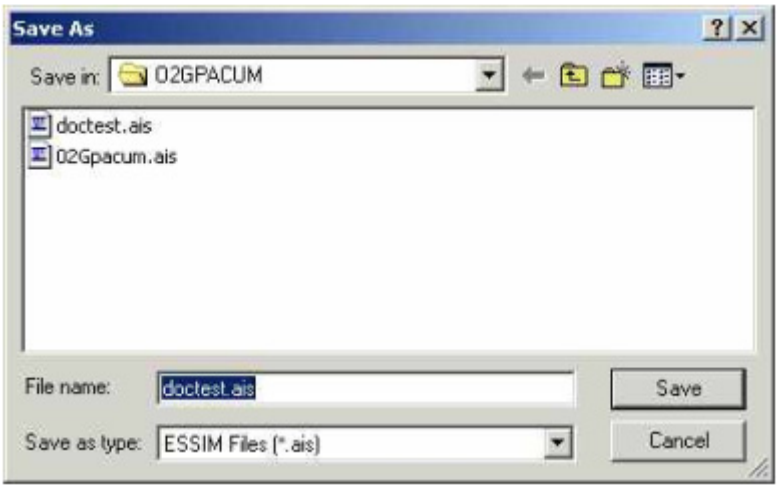


3. Click **Add** to browse for the election to be packaged. The Open window will appear.

4. In the Open window, browse to the directory where your election files are stored, and select the appropriate election definition file (.ais file). After selecting the .ais file, click **Open**. After selecting the election definition file, the Election Packager window will show the properties of the election.

   If you decide that the election that you selected is not the one you would like to package, click **Remove** to remove the selected election. Then you can click **Add** again, to add another election definition to be packaged.

5. After you select the election definition you wish to package, specify a destination zip file to package the election in. Click **Browse** next to the **Destination Zip File** box to specify the destination for the zip file. The **Save As** window appears.



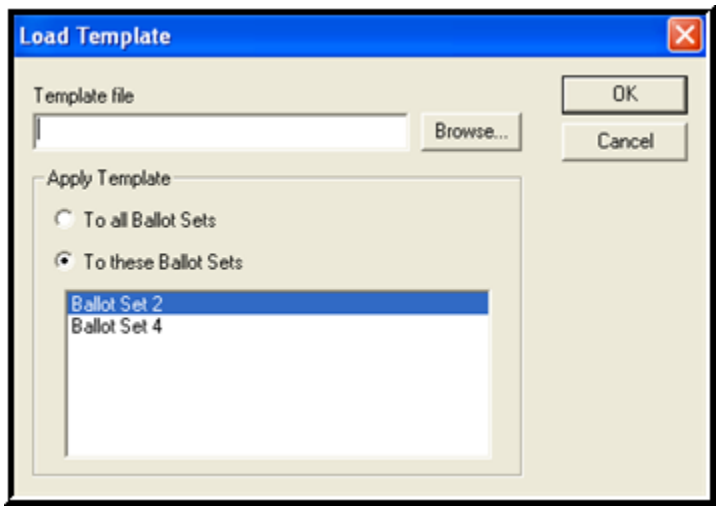
6. The **Save As** window enables you to change/specify the folder in which the destination zip file will be placed. Change the destination folder if needed, then enter a file name for the zip file. Do not include the zip extension. Click **Save** after you have specified the folder and file name.
7. After specifying the destination zip file, the path appears in the **Destination Zip File** box at the bottom of the Election Packager window. Click **Create Zip Package** to perform the package operation, and to create the zip file, which will contain all the needed files for the selected election. After the zip file has been created, a message appears displaying the destination of the zip file.

   If you are using the zip file for backup purposes, copy the zip file to a safe medium for safe keeping. If you are using the zip file to send to ES&S for election support, send this zip file to ES&S via email or other methods recommended by ES&S support.

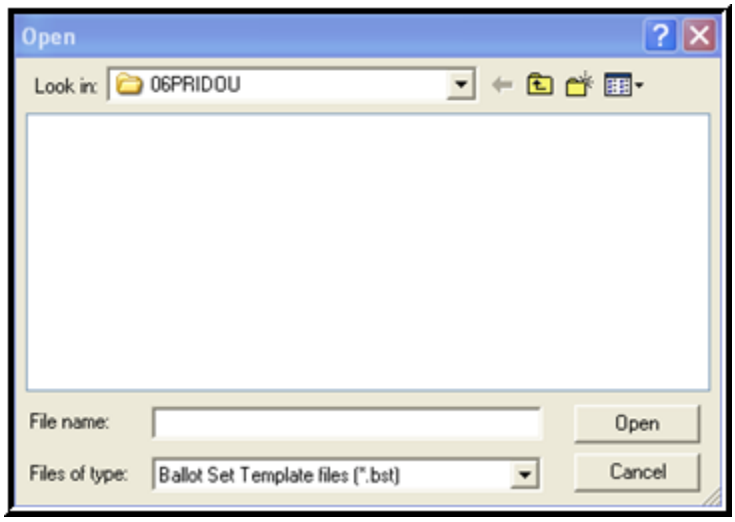
Chapter 12: Load Template

When you have a ballot on which you want to use a previously-saved template, take the following steps to load a ballot template:

1. From the **File** menu, select **Load Template**. The Load Template window will appear.



2. Click **Browse...** next to the **Template file** field. The Open window will appear.



3. Type or select the .bst (ballot set template) file you want to import in the **File Name** box.

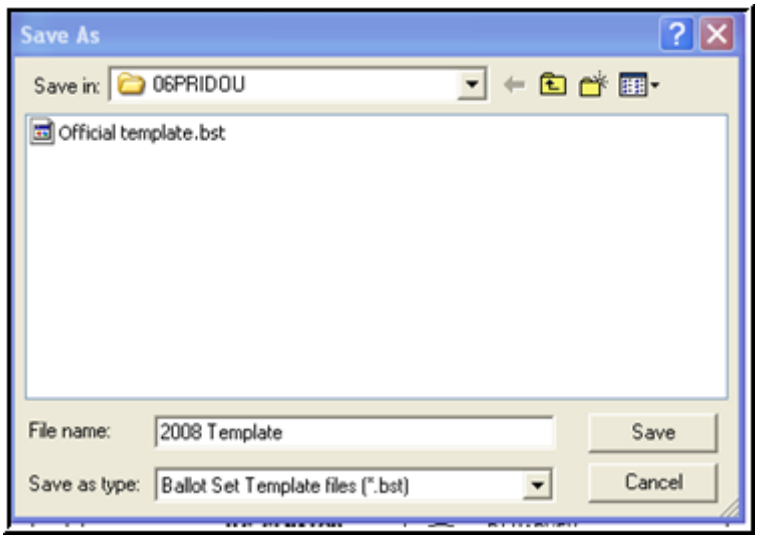
4. Click **Open**. The template will appear on the Load Template window.
5. From the **Apply Template** frame, select one of the following options:
   - Select **To all Ballot Sets** to apply this template to all of your ballot sets.
   - Select **To these Ballot Sets** to apply the template to specific ballot sets. If you are applying this template to more than one ballot set, hold down the **Ctrl** key and click on the ballot sets you wish to apply this template to.
6. Click **OK**. The template will appear on the main ESS Image Manager screen.

NOTE: The template contains the basic format and layout design of the ballot. The data from the previous ballot (contained in the .bst file) will be replaced with the data from the current election.

Chapter 13: Save Template As

You can save your election layout and use it as a template for later elections. Take the following steps to save your ballot as a template:

1. From the **File** menu, select **Save Template As**. The Save As window will appear.

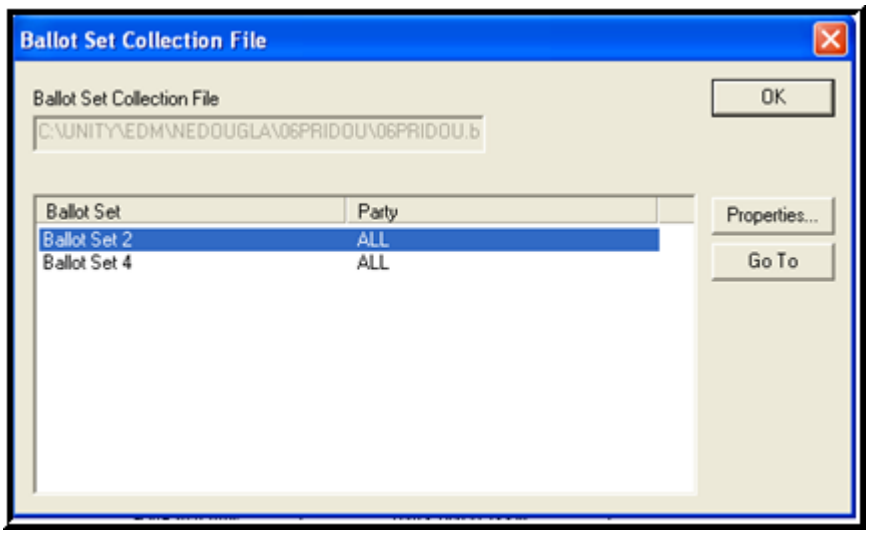


2. Type the name of your template in the **File Name** box.
3. Click **Save**. ESSIM will save the file as a ballot set template (.bst) file.

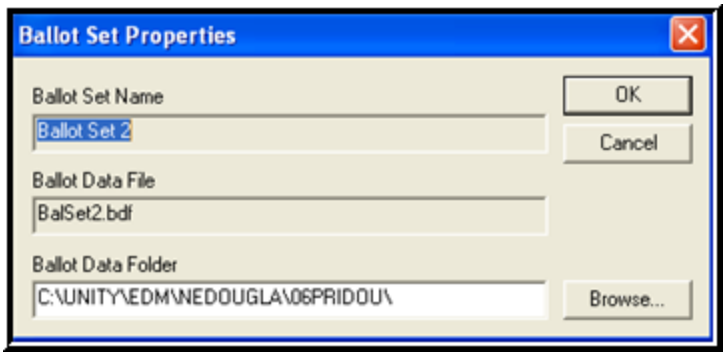
Chapter 14: Properties

If the ballot data file (.bdf) in ESSIM is in a different directory than the directory created in Election Data Manager, you can change the path where the .bdf is accessed. Take the following steps to change the path where the .bdf is accessed.

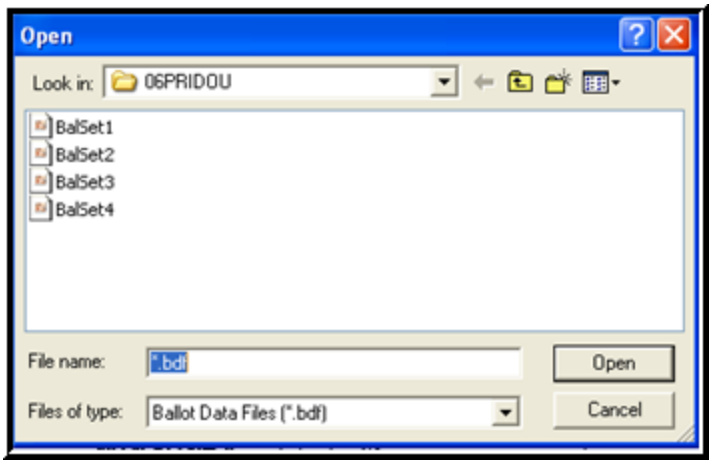
1. From the **File** menu, click **Properties**. The Ballot Set Collection File window appears.



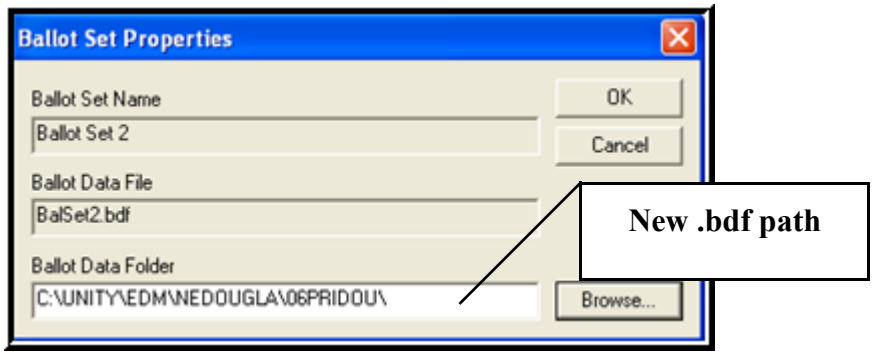
2. From the Ballot Set Collection File window, click on a ballot set.
3. Click **Properties...** The Ballot Set Properties window appears.



4. Click **Browse...** The Open window appears.



5. Type or select the ballot data file in the **File Name** box.
6. Click **Open**. You will return to the Ballot Set Properties window.
7. The new path where the .bdf file is located appears in the **Ballot Data Folder** box.



8. Click **OK**.

Chapter 15: Print to .PDF

Save your finished ballot files as Portable Document Format (.pdf) files so they can be exported to ES&S ballot printing services or a partner printer. .pdf is a file format that captures all the elements of a printed document as an electronic image. ESS Image Manager creates .pdf files with Adobe® Acrobat Distiller. Always convert ballot layouts into .pdf files to preserve the original graphic appearance of the ballot layout after a printer transfers the electronic layout to a printed page. Converting layout files to .pdf files also reduces the size of the files making them easier to share electronically.

NOTE: ES&S recommends using Adobe Acrobat Standard 7.0 or higher and Adobe Type Basic.

Do not overwrite an existing .pdf file. You cannot create and save a .pdf file with the same file name that you already created. Delete the old file before you attempt to create the .pdf again.

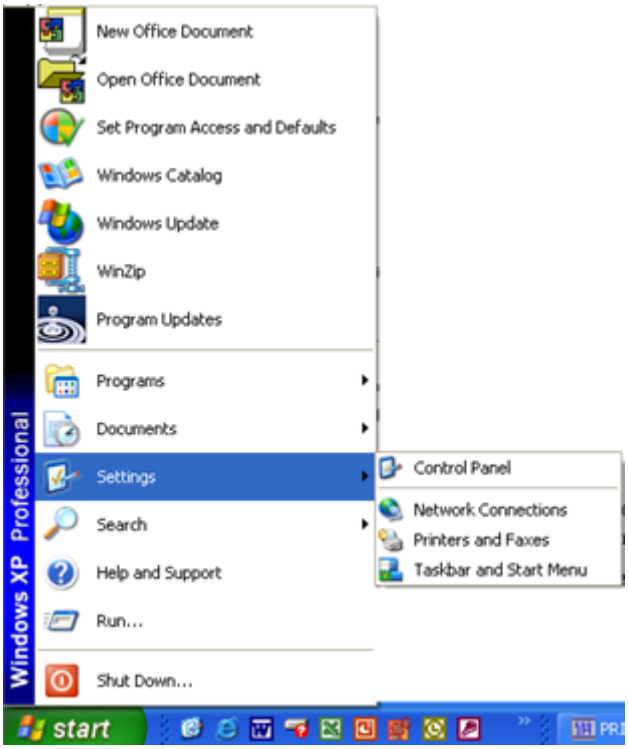
Set Adobe Acrobat as Default Printer

Double-check your ballot data and layout before you create a ballot .pdf file. Click **View Data** on the toolbar to display ballot data in the ESS Image Manager main window before you create a .pdf file. To configure the settings for your ballot .pdf file, first set Adobe Acrobat as your default printer as described in the following paragraphs.

Election Security Caution: The ESS Image Manager .pdf generation feature provides security for your election. Print the .pdfs that you generate and archive them physically and electronically to enhance your election security.

For reliable .pdf printing, Adobe Acrobat must be set as the default printer and its settings configured from outside ESS Image Manager. Although ESS Image Manager includes the means for accessing those settings through Print Setup, ES&S cannot guarantee that the results of generating a .pdf after Adobe settings have been altered within ESS Image Manager will match the display on the ESS Image Manager screen. Take the following steps to set Adobe .pdf as the default printer.

1. Click the **Start** button on the Windows taskbar, then select **Settings** on the Start menu.



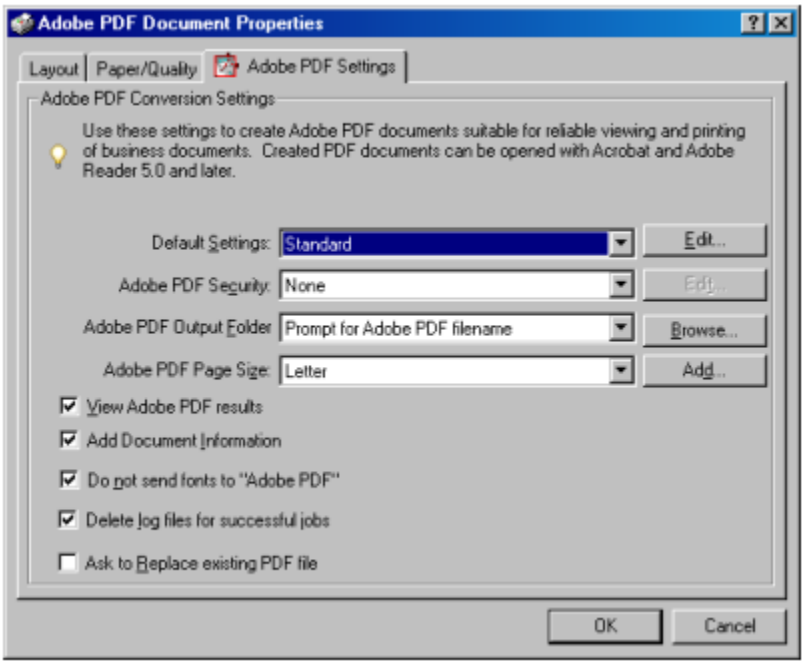
2. Select **Printers and Faxes**.
3. Right-click the **Adobe PDF** icon and select **Set as Default Printer**.

A small check mark appears to the upper right of the Adobe PDF icon, indicating it is now the default printer.

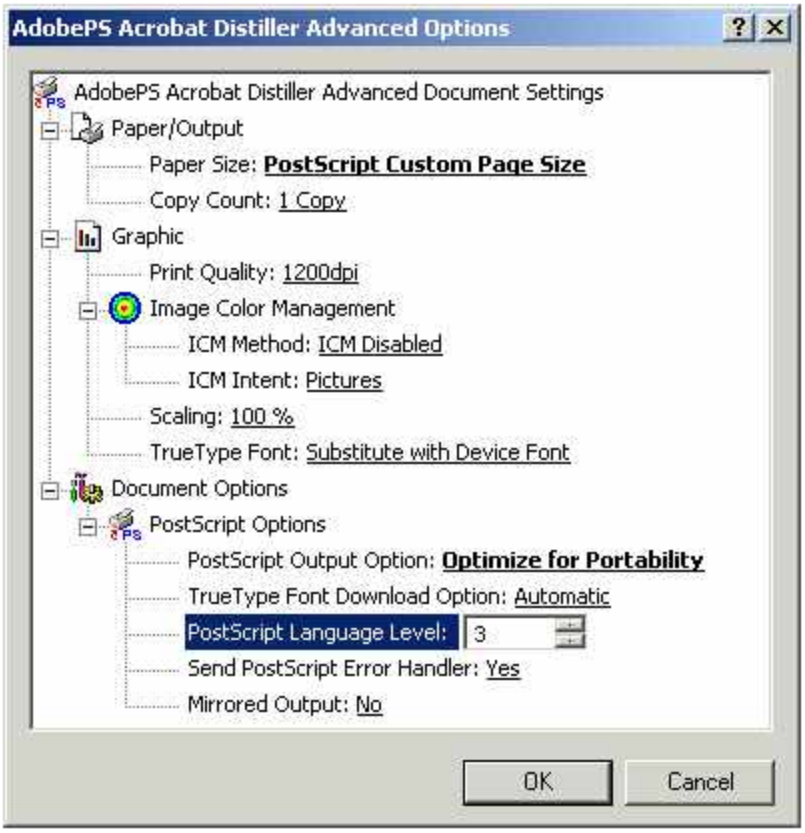
Select PDF Properties

Take the following steps to select the page orientation for your ballots, configure the number of ballot faces that appear on each ballot page and set the dimensions for your printed ballots.

1. In **Windows' Printers and Faxes** window, click **Printing Preferences…** from the File menu to open the Acrobat PDF Document Properties window.



2. Under the **Adobe PDF Page Size** heading, select Letter for your page size if you are using the standard ballot size of 8.5 inches by 11 inches. If you need a different ballot size, go to the **Paper/Quality** tab and click **Advanced**. Under **Paper/Output**, click the button that says **Edit Custom Page Size**.



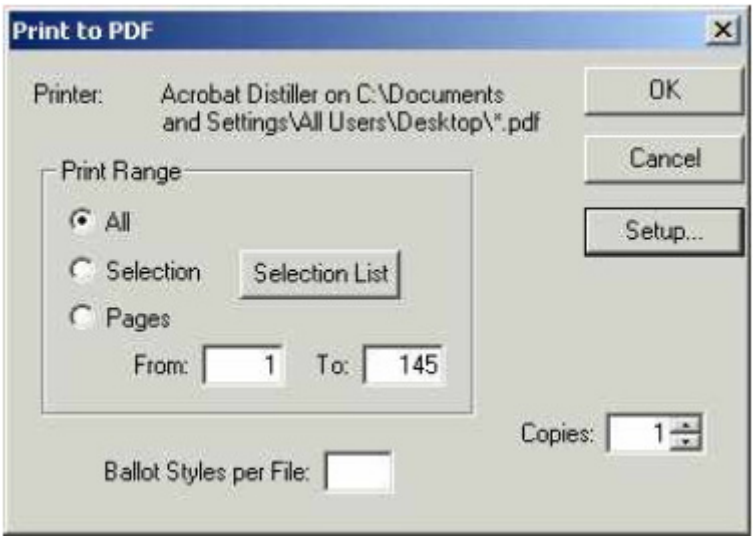
3. Type the dimensions of your ballot and click **OK**.

   Add up to an extra inch to the ballot height and width to ensure that all of your election data appears on the ballot. Remember to add length to your ballot dimensions for any ballot stubs.

4. Use the default settings for the rest of the options in the **Page Size** heading.
5. Click **OK** to save your page size and then return to the Print Setup window. In the Print Setup window, click **OK**.

Create a PDF Ballot File

After you configure your print settings, return to the Print window and take the following steps to select a print range, choose the number of ballot styles to allow in each .pdf file and select the number of copies that you want to print for each of your ballot layout files.



1. In the Print to PDF window, select one of the following options to choose the range of ballots included in your .pdf file:
   - Click **All** to include all of the ballot layouts in your ESS Image Manager file in the .pdf file for your jurisdiction's printer.
   - Click **Selection** to generate ballot .pdf files by precincts. Click **Selection List** to open the Print Selection list window and choose the precincts whose ballots you want to include in your print file. Select precincts and click **OK** in the Print Selection window to save your settings and return to the Print window.
   - Click **Ballot Styles** and type a page range in the **From** and **To** boxes to print groups of ballots by ballot style.
2. Enable the **Print to File** checkbox if you want to create a .prn file.
3. From the **Copies** list, select the number of identical .pdf files that you want to generate for each of your selected ballot layouts or styles.
4. Click **OK** to open the Save PDF as window and generate your file.

Check PDF Files for Errors

View each of your ballot .pdf files in Acrobat and print copies of your ballots to make sure that the onscreen images match the paper ballot. Reconfigure ballot options, ballot dimensions and .pdf options to fix any formatting errors and regenerate your .pdf files. Transfer corrected ballot .pdf files to your printer for final production.

Part 4: Ballot Menu

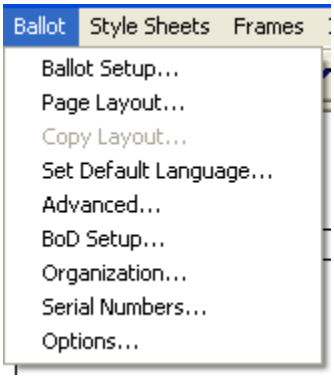
Use the commands under the Ballot menu to create custom ballots for your election. Part 4 contains information about the following topics.

Chapter 16: Ballot Setup

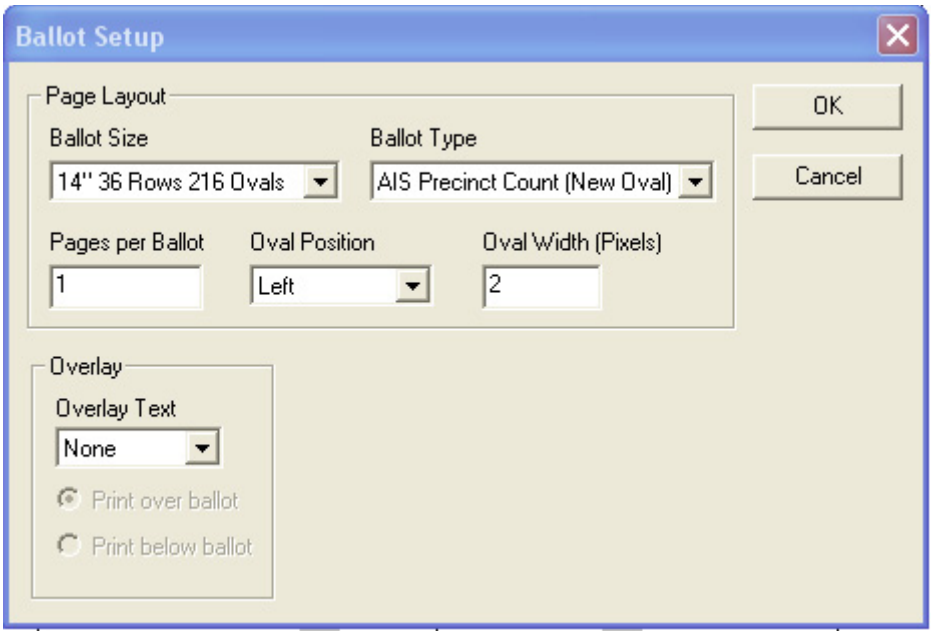
Use the Ballot Setup command to configure the size of your ballots, select the number of ovals that appear on the ballot face, select a ballot type, format the appearance and position of voting targets, and place overlay text on your ballots.

NOTE: Changing one of these properties in the Ballot Setup window for the current ballot set will change the corresponding properties for all of the other ballot sets.

Take the following steps to set up a ballot face.



1. From the Ballot menu, click **Ballot Setup** to open the Ballot Setup window.



2. From the **Ballot Size** list, select the dimensions of your ballots as well as the number of rows and oval positions that appear on the ballot face.

   Select **14" 36 Rows 216 Ovals** if your jurisdiction uses standard 14-inch ES&S ballots. Select **17" 41 Rows 246 Ovals** if your jurisdiction uses standard 17-inch ballots.

NOTE: The **Ballot Size** list contains custom settings for specific jurisdictions and four-column ballots. Check the ballot settings for your area or contact ES&S if your jurisdiction uses ballots with non-standard measurements.

3. From the **Ballot Type** list, select one of the following voting target types for your ballots.
   - Select **AIS Original** if your jurisdiction uses ballot stock pre-printed with standard ES&S oval voting targets. Original ovals work best with central scanners.
   - Select **AIS Precinct Count (New Oval)** to have ES&S or a partner printer print ovals on blank ballot stock with your contest and candidate information. Use new ovals if you need to control the line width of your voting targets.

- Select **AIS Arrow** if your jurisdiction uses arrows as voting targets instead of ovals.

4. If your ballots take up more than one sheet of ballot stock, front and back, type the number of sheets that your ballot requires in the **Pages per Ballot** box.
5. From the **Oval Position** list, select **Left** or **Right** to place voting targets to the left or right of ballot text. Most jurisdictions place targets to the left. Check the documentation for your scanner or call ES&S customer support to determine whether your scanning equipment supports targets placed to the right of ballot text before selecting Right.
6. In the **Oval Width (Pixels)** box, type a pixel measurement, to set the thickness of oval voting targets. You cannot format ballot target thickness if you choose AIS Arrow from the Ballot Type list.

NOTE: One pixel is a measurement representing the smallest amount of information displayed graphically on the screen as a single dot.

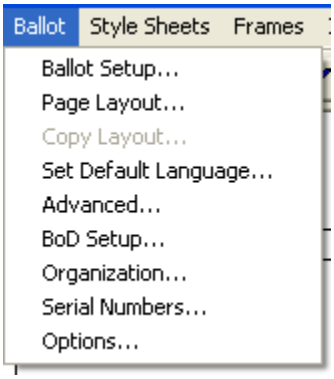
7. From the **Overlay** list, select Test, Sample or Specimen to print the selected word in light gray letters across the face of test ballots. Select None to format official ballots.
8. Click **Print over ballot** to print overlay text over ballot text. Click **Print below ballot** to print ballot text over the overlay text.
9. Click **OK** to save your changes and return to the ESSIM main screen.

Recommended Page Layout Settings

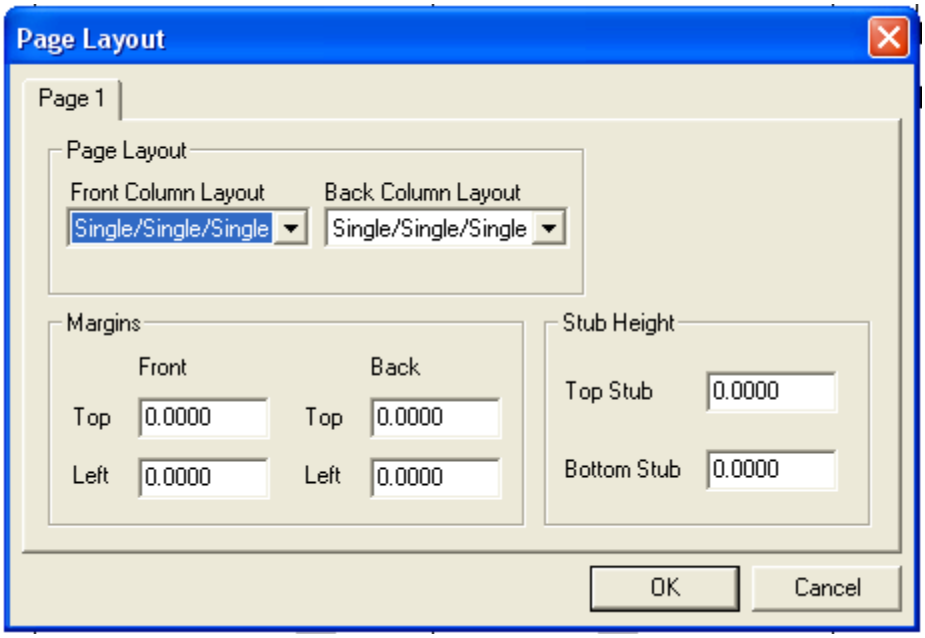
For this Page Layout...	Recommendation...
Ballot Type	AIS Precinct Count (New Oval)
Ballot Size	14”, 36 Rows, 216 Ovals
Front Column Layout	Single/Single/Single
Back Column Layout	Single/Single/Single
Oval Position	Left
Oval Width	2
Overlay	None

Chapter 17: Page Layout

Use this option to select the number of columns that appear on the front and back of the ballot, configure ballot margins and format ballot stubs.



1. From the Ballot menu, click **Page Layout** to format the appearance of your ballots. The Page Layout window appears.



2. From the **Front Column Layout** and **Back Column Layout** lists, select from the following options to format the columns on the front and back of your ballots:

- Select **Single** to place a single column that takes up a third of a ballot page on the front or back of your ballots. Select **Single/Single/ Single** to place three evenly spaced columns on your ballots.
- Select **Double** to place a column that spans two single columns on the front or back of your ballots.
- Select **Triple** to place a column that spans three single columns on the front or back of your ballots. If you use 8.5-inch wide ballots, a triple column takes up the entire ballot face.

NOTE: The column combinations available in the **Front Column Layout** list and **Back Column Layout** list depend on what ballot measurements you select from the **Ballot Size** list in the Ballot Setup window.

3. The **Type Code** section and associated controls are available only if the loaded election is an open primary or pick election. When the **Change Type Code** checkbox is unchecked, the type code value will display the current value for the page. Checking the **Change Type Code** checkbox allows the type code to be set manually.

Warning: Only change the type code manually if instructed to do so by an ES&S support person.

4. Under the **Margins** heading, in the **Front Top**, **Front Left**, **Back Top**, and **Back Left** boxes, type measurements, in inches, to set the page margins for your ballots.
5. Under the **Stub Height** heading in the **Top Stub** box or **Bottom Stub** box, type a distance, in inches, to set the size of your ballot stub.
6. Type a measurement in the **Top Stub** box to place stubs at the top of your ballots. Enter a measurement in the **Bottom Stub** box to place stubs at the bottom of your ballots.

NOTE: A ballot stub is a non-readable portion of a ballot removed by poll workers for registration purposes. Ballot stubs usually contain at least one identification number (such as a precinct identification number or sequence code number) and sometimes contain ballot instructions or other ballot text. Use a production frame to place identification numbers or text on ballot stubs and use a graphic frame to place marks at the edge of the stub where your printer will perforate the ballot for easy tearing.

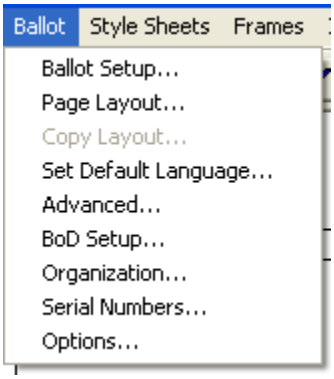
7. Click **OK** to save your settings and return to the ESSIM main screen.

Recommended Ballot Margins and Stub Height

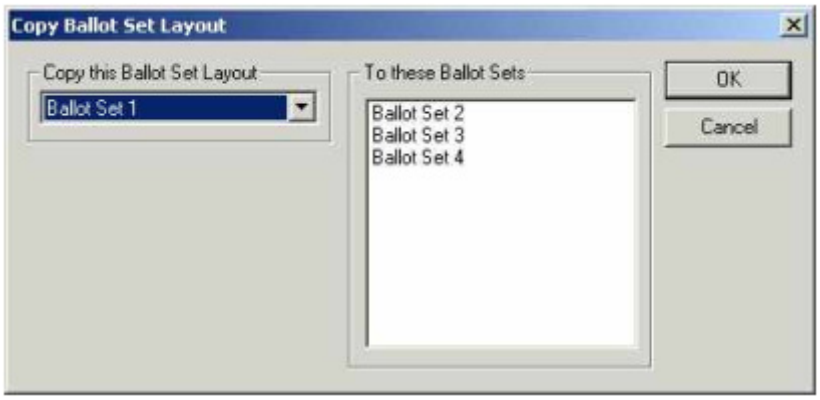
For this Margin...	Recommendation...
Top Front Margin	0.25
Top Back Margin	0.25
Left Front Margin	0.25
Left Back Margin	0.25
Top Stub	0.000000
Bottom Stub	0.000000

Chapter 18: Copy Layout

Use this option to reuse the ballot layout settings from one of your ballot sets as the starting configuration for your other sets.



1. From the Ballot menu, click **Copy Layout** to open the Copy Ballot Set Layout window.



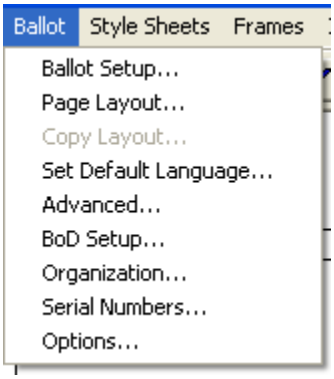
2. From the **Copy this Ballot Set Layout** list, select the ballot set that uses the layout that you want to copy.
3. In the **To these Ballot Sets** box, click the names of the ballot sets to which you want to copy the layout.

NOTE: Hold the SHIFT key while you click ballot set names to select multiple items in sequence. Hold the CTRL key while you click ballot set names to select multiple items out of sequence.

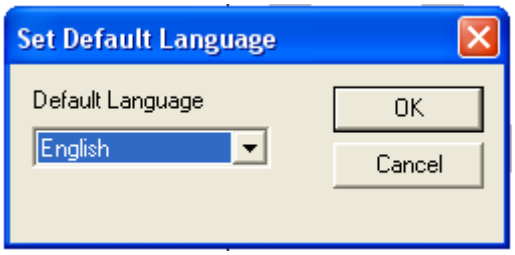
4. Click **OK** to format the selected ballot sets with the layout you chose in the **Copy this Ballot Set Layout** box.

Chapter 19: Set Default Language

Use this option to select the default ballot text language that appears on your ballots.



1. From the Ballot menu, click **Set Default Language** to open the Set Default Language window.



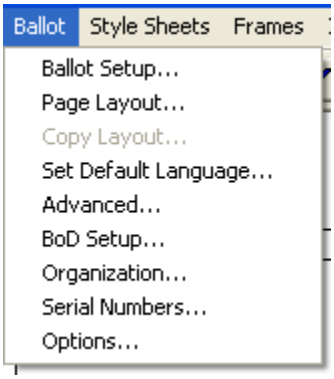
2. From the **Default Language** list, click the language you want to use as a default for your office, question, and candidate text.
3. Click **OK** to save your settings and return to the ESSIM main screen.

Chapter 20: Advanced

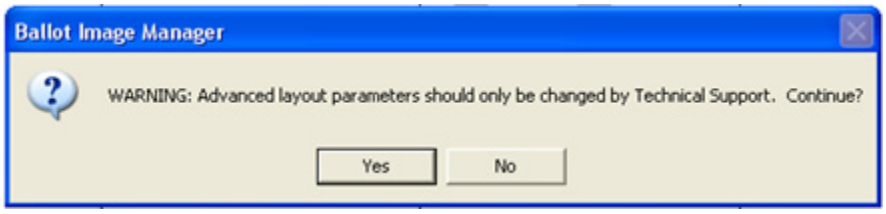
Use this option to control the positioning of ballot targets, cut lines, and registration marks on the ballot face.

Warning:ES&S recommends that only trained ES&S ballot specialists change advanced ballot settings. Improperly configuring advanced ballot options can cause serious scanning errors on Election Day.

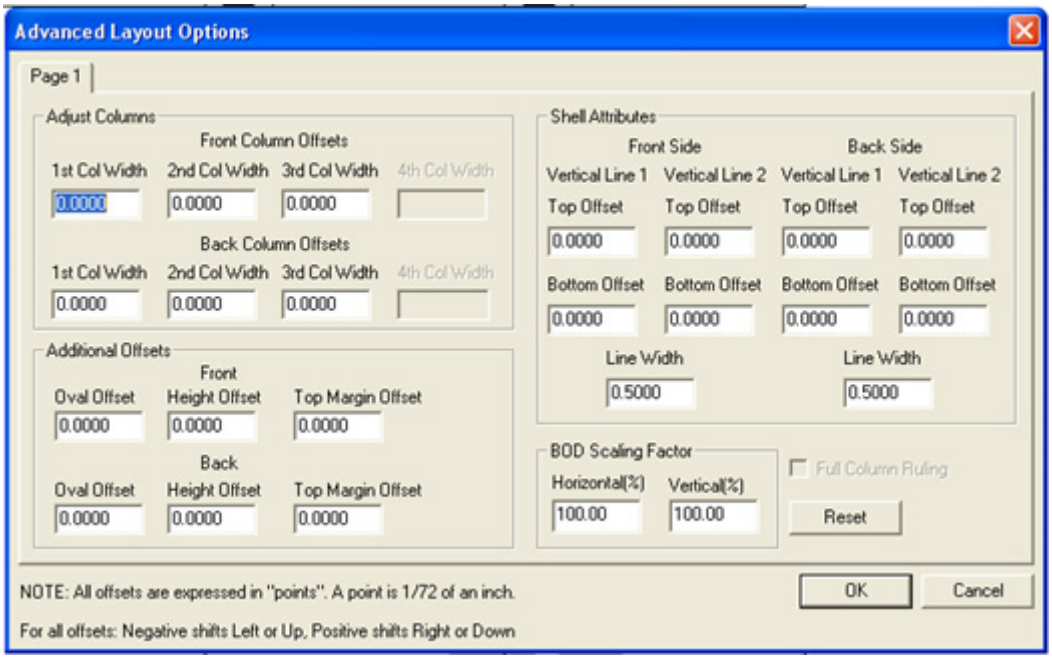
NOTE: All measurements in the Advanced Layout window are configured for points instead of inches. One point equals 0.0138 inch.



1. From the Ballot menu, click **Advanced**. The following warning screen appears before you can access advanced options.



2. Click **No** to return to the ES&S Image Manager main screen without editing advanced options. Click **Yes** to open the Advanced Layout window.



3. Under the **Adjust Columns** heading, type positive or negative values in the **Col Width** boxes to select a column width and adjust the position of the black check marks at the top and bottom of ballot columns. ES&S scanners read black check marks to align optical sensors with the voting targets located within ballot columns. Changing the position of black check marks can drastically affect scanning accuracy.
4. Under the **Additional Offsets** heading, type positive or negative measurements in the following boxes to format ballot offsets on the front and back of your ballots.
   - Type a positive or negative value in the **Oval Offset** boxes to increase or decrease the vertical space between voting targets.
   - Type a positive or negative measurement in the **Height Offset** boxes to increase or decrease the vertical size of your ballot layout.
   - Type a positive or negative value in the **Top Margin Offset** box to increase or decrease the amount of white space that appears above your ballot layout.

5. Under the **Shell Attributes** heading in the **Vertical Line** boxes, type positive or negative measurements to increase or decrease the length of the separator lines that appear between ballot columns. Type positive or negative values in the **Line Width** boxes to increase or decrease the thickness of the lines.

NOTE: Acceptable line thickness falls between 0.1 and 2.0 points.

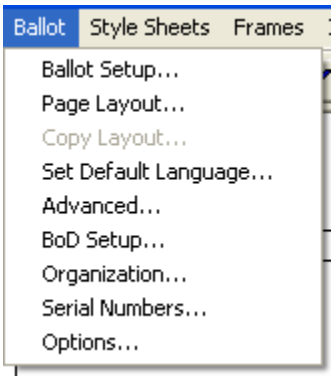
6. Under the **BOD Scaling Factor** heading, type percentages in the **Horizontal (%)** and **Vertical (%)** boxes to change the size of the entire ballot (including text and images) for Ballot on Demand printing. ES&S recommends that you do not set the BOD Scaling Factor at less than 80 percent or greater than 130 percent.
7. Click **Reset** to restore all of the default settings in the Advanced Layout Options window. Click **OK** to save your changes and return to the ESS Image Manager main screen or click **Cancel** to return to the main screen without updating advanced settings.

NOTE: The **Full Column Ruling** box is only available if you enable full column in Windows. If the feature is enabled, click the **Full Column Ruling** box to allow ballot text and lines to extend into the voting target area of ballot columns.

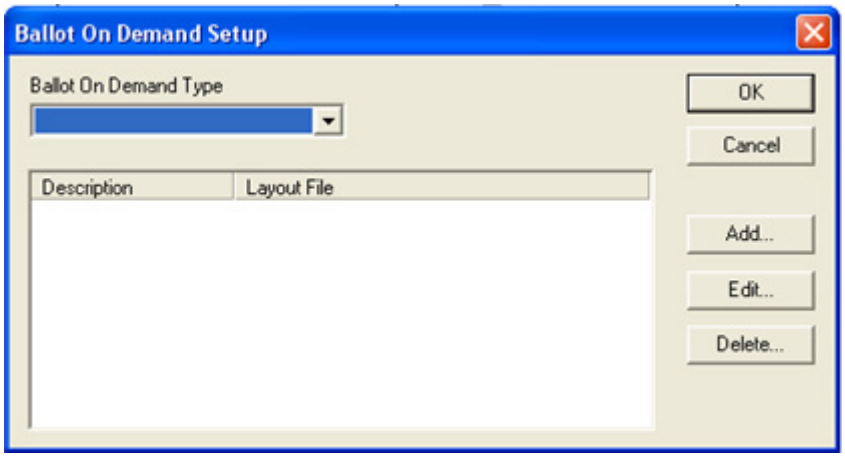
Refer to the Full Column Ruling heading in Chapter 25: Introduction to Style Sheets for information about setting up Full Column Ruling.

Chapter 21: BOD Setup

Use this option to set up the options for using Ballot on Demand.



From the Ballot menu, click **BOD Setup**. The following window appears.

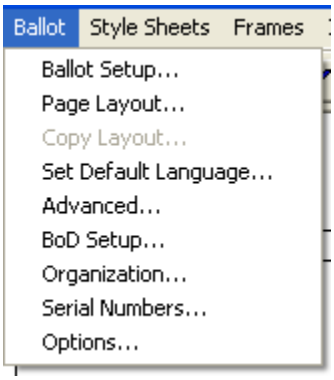


Contact an ES&S sales representative for more information about Ballot on Demand.

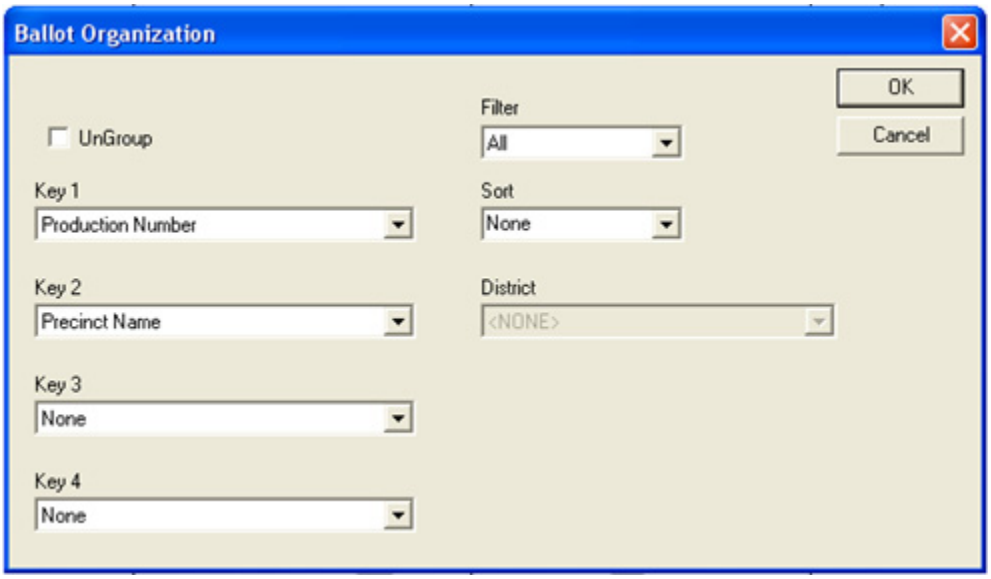
Refer to *Ballot On Demand Printer Setup and Printing Procedures Manual* for information about setting up and using Ballot on Demand.

Chapter 22: Organization

Use this option to format the view sequence for your ballots. A ballot view sequence determines only the order that ballots appear in ESS Image Manager and has no effect on how ESS Image Manager generates paper ballots. This option is available in both ESSIM and Ballot On Demand.



1. From the Ballot menu, click **Organization** to open the Ballot Organization window.



2. Click **Ungroup** to separate ballots that you grouped by style or grouped by splits only in Election Data Manager. Ungrouping ballots creates a separate ballot style for each precinct active in your election.

NOTE: Click **Ungroup** only after the interface file (IFC) has been created and immediately prior to printing ballots with Ballot on Demand.

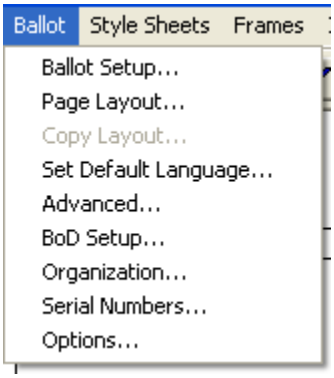
3. From the **Filter** list, select a scanner type to organize the view sequence according to election equipment. Only the ballots formatted for the selected equipment type will appear in your ballot view sequence.
4. From the Key lists, select the criteria for determining ballot order in your view sequence. For example, to sort ballots from lowest to highest, first by precinct name, then by number of voters, followed by the precinct number and the district name, select **Ascending** from the **Sort** list and then select the following criteria from the Key lists:
   - **Key 1**: Precinct Name
   - **Key 2**: Number of Voters
   - **Key 3**: Precinct Number
   - **Key 4**: District Name

NOTE: Select **Descending** from the **Sort** list to reverse the order.

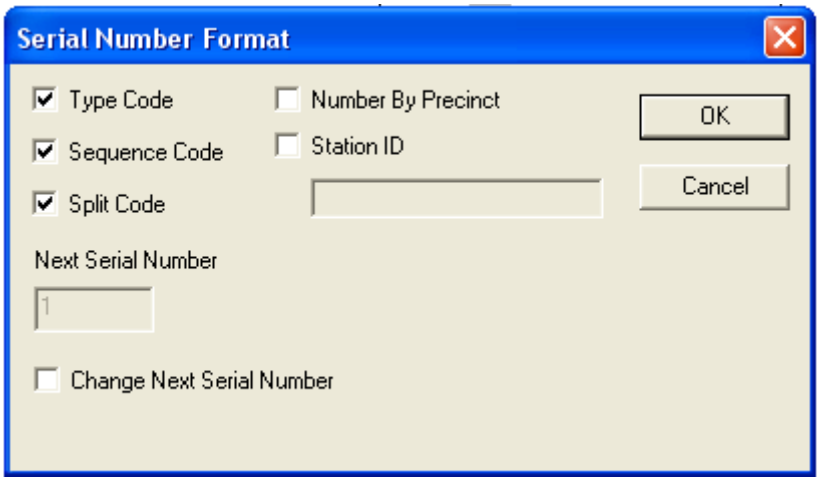
5. In the **Sort** list, select **Ascending** to sort ballots from the lowest number to the highest for each of the criteria that you select in the Key lists. Select **Descending** to sort from the highest number to the lowest number.
6. Select District Name on one of the Key lists to activate the **District** list. From the **District** list, select the name of the first district whose ballots will appear for the **District Name** sort option.
7. Click **OK** to save your changes and return to the ESSIM main screen.

Chapter 23: Serial Numbers

Different jurisdictions use different information to configure ballot identification numbers. Take the following steps to format ballot serial numbers. This option is available only in Ballot On Demand.



1. From the Ballot menu, select **Serial Numbers** to open the Serial Number Format window.



2. Click the **Type Code**, **Sequence Code**, **Split Code**, **Number By Precinct** check boxes to select which identification numbers you want to place on ballots as serial numbers.

   Use the **Number By Precinct** option to have each precinct start numbering its ballots at 1.

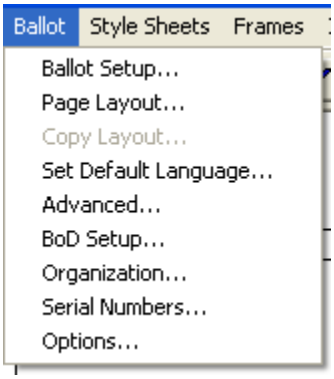
3. Click **Station ID** and type the polling place identification number for the current ballot layout in the box to place polling place identification numbers on ballots.
4. Click **Change Next Serial Number** and type a number in the **Next Serial Number** box to reset the serial number value to the ballot face.

NOTE: The serial number value will increment only when batch printing ballots with Ballot on Demand.

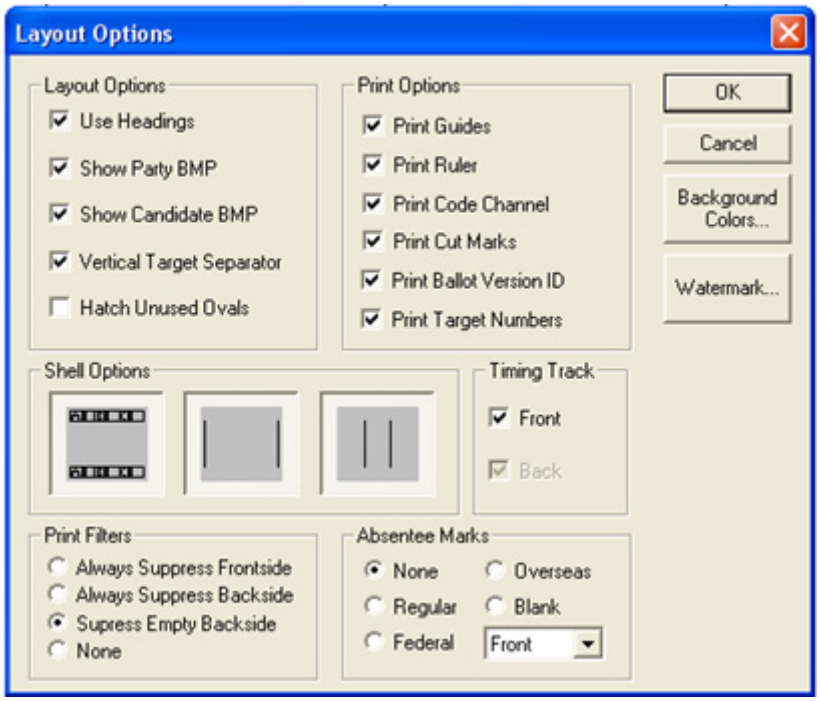
5. Click **OK** to save your changes and return to the ESSIM main screen.

Chapter 24: Options

Use this option to place headings, graphics and images on the ballot layout. You can also configure ballot targets, place special marks for the printer on the ballot face, select ballot shell options, place a timing track on your layout, select print filters, position absentee marks, and select background colors and watermarks. This option is not available in Ballot on Demand.



1. From the Ballot menu, click **Options** to open the Layout Options window.



2. Under the **Layout Options** heading, click the following options to format ballot headings, graphics and ovals:
   - Click **Use Headings** to group contests under office headings such as “Judicial” or “Federal.” You cannot access the Headings style sheet under the Style Sheets menu unless you select **Use Headings** in this window.
   - Click **Show Party BMP** to place party images on your ballots. Use the Image Frame option in the Party style sheet to import party graphics.
   - Select **Show Candidate BMP** to include candidate graphics on your ballots. Use the Image Frame option in the Candidate style sheet to import candidate images.
   - Click **Vertical Target Separator** to place a vertical line between your ballot text and voting targets (ovals).
   - Select **Hatch Unused Ovals** if your jurisdiction uses infrared scanners and ballots with pre-printed ovals. ESS Image Manager will print a pattern over any unused voting target positions to prevent infrared scanners from mistakenly reading targets that do not represent ballot selections.
3. Under the **Print Options** heading, select from the following options to format configuration marks for ES&S ballot printing services or a partner printer:
   - Click **Print Guides** to print horizontal, dotted lines at the top and bottom margins of your ballot layout.
   - Click **Print Ruler** to print a ruler directly to the right of the ballot shell.
   - Click **Print Code Channel** to print the appropriate boxes in the code channel. The code channel is a column of black rectangles just to the right of the timing track on the left edge of the ballot. ES&S ballot scanners read boxes in the code channel to determine precinct and style information for individual ballots.
   - Click **Print Cut Marks** to place small marks on the edges of ballots that define the area where ES&S ballot services or a partner printer should cut mass produced ballot sheet.
   - Click **Print Ballot Version ID** to print the version number and compile date of the ESS Image Manager software that produced the ballot layout in the bottom-right corner of the ballot shell.
   - Click **Print Target Numbers** to place ballot target location numbers above ballot ovals. Do not print target numbers on Election Day ballots.
4. From left to right, select the following three buttons under the **Shell Options** heading to format the ballot shell:

- Click the **Black Check** button at the left of the **Shell Options** box to place black check marks in line with your voting targets at the top and bottom of each ballot column. ES&S scanners read black check marks to vertically align sensors with voting targets.
- Click the **Outer Shell** button in the middle of the **Shell Options** box to print vertical lines that define the outer borders of the ballot layout.
- Click the **Inner Shell** button at the right of the **Shell Options** box to print vertical lines that define the inner borders of ballot columns.

5. Under the **Timing Track** heading, click **Front** and **Back** to print a timing track on the front and back of your ballots. The timing track is the column of a series of black rectangles that appear in the far left margin of the ballot layout. ES&S scanners read the timing track to horizontally align sensors with voting targets. **Front** is selected by default under the **Timing Track** heading. Select **Back** if your election requires a two-sided ballot.
6. Under the **Print Filters** heading, select from the following options to configure print options for your ballots:
   - Click **Always Suppress Frontside** to leave the front page of the ballot layout blank, even if you format ballot elements to appear there. Only the back of the ballot will print.
   - Click **Always Suppress Backside** to leave the back of the ballot blank even if you format ballot elements to appear. Only the front of the ballot will print.
   - Click **Suppress Empty Backside** to leave the back of the ballot layout blank when you do not format ballot elements to appear there. Only the front of the ballot will print.
   - Click **None** to deactivate print filters.

Currently, only Minnesota uses absentee marks to designate absentee ballot types.

7. Absentee marks appear at the bottom right corner on the front or back of ballots. The marks consist of three ovals filled in with different combinations to designate absentee ballot type. Select **None** under the **Absentee Marks** heading, unless you are generating absentee ballots for Minnesota. Select from the following options under the **Absentee Marks** heading to place absentee marks on ballots:
   - Click **Regular** to code your ballots as regular absentee ballots.

- Click **Federal** to place a federal absentee code on ballots
- Click **Overseas** to designate ballots as overseas absentee ballots.
- Click **Blank** to place three blank ovals in the absentee code area on your ballots. Election officials fill in the blank ovals to manually designate absentee ballot type.
- From the list, click **Front** to place absentee marks on the front of the ballot. Click **Back** to place absentee marks on the back of the ballot.

8. Click **Background Colors** to format a background color for your ballot layout or click **Watermark** to place a watermark graphic on the ballot face.

Refer to the Background Colors heading in this chapter for information about how to format a background color for your ballot layout.

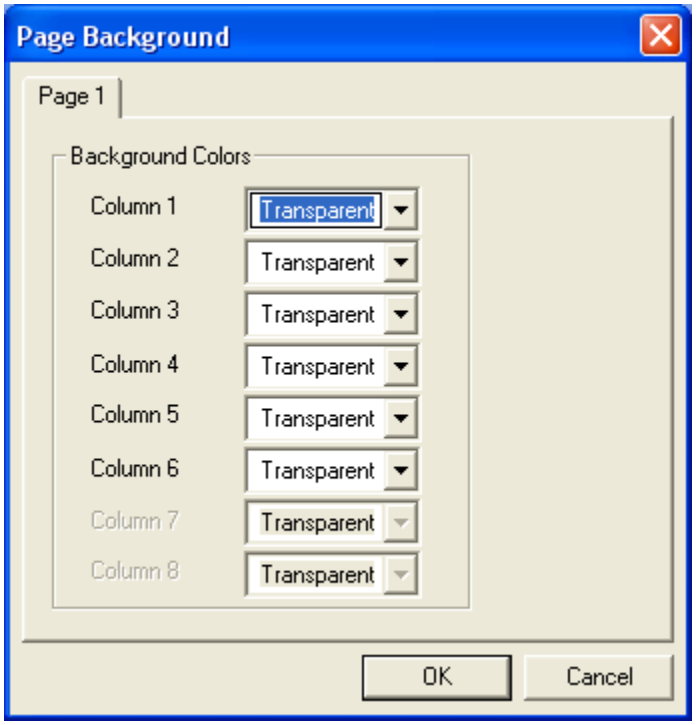
Refer to the Watermark heading in this chapter for information about how to place a watermark graphic on the ballot face.

9. Click **OK** to save your changes and return to the ESSIM main screen.

Background Colors

Take the following steps to select background colors for ballot columns. They are available for each page on the ballot.

1. In the Layout Options window, click **Background Colors** to open the Page Background window.



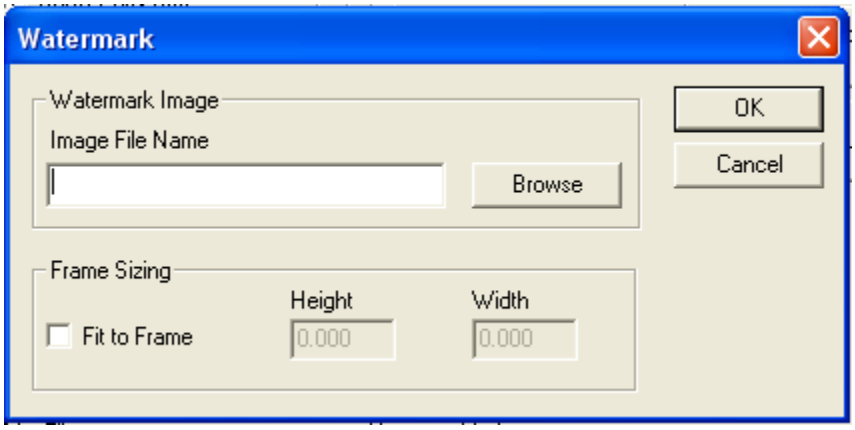
2. From the **Column** lists, select a background for each ballot column.

   Color selections include transparent, white, gray, dark gray, light gray, black, red, green, and blue. Select **Custom** to mix a custom background color.

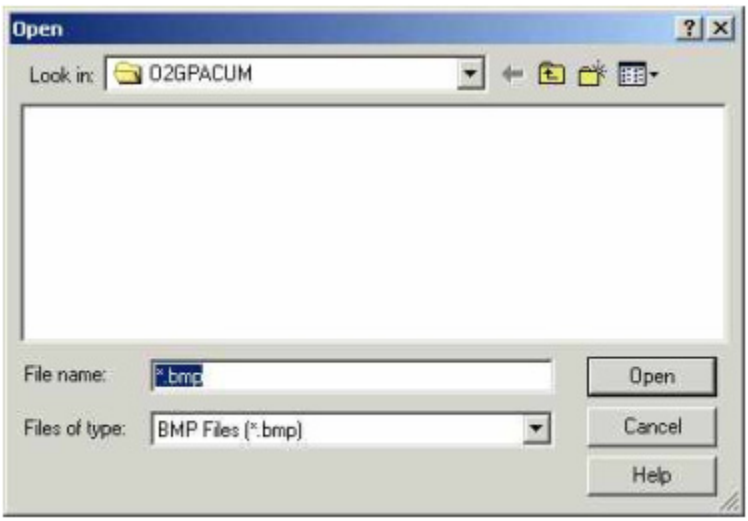
Watermark

Take the following steps to place a watermark image, such as a state seal, on the ballot layout.

1. In the Layout Options window, click **Watermark** to open the Watermark window.



2. Next to the **Image File Name** box, click **Browse** to search your computer for an image file to use as a watermark. The Open window will appear.



3. Use the tools in the Open window to search your files. When you locate the watermark image, select the file and click **Open** to attach the image to your ballots and return to the Watermark window. Click **Cancel** to return to the Watermark window without selecting a file.

NOTE: The image you use as a watermark in ESS Image Manager must be saved as a bitmap file (.bmp).

4. In the Watermark window under the **Frame Sizing** heading, click **Fit to Frame** and enter frame measurements, in inches, in the **Height** and **Width** boxes to resize the ballot image.

Part 5: Style Sheets Menu

Part 5 contains information about the following topics.

Chapter 25: Introduction to Style Sheets

Use ESS Image Manager style sheets to format specific ballot elements. Style sheet settings control the size and style of ballot text, background colors, graphics, and the margins and position of each element on the ballot. Most of ESS Image Manager's style sheet windows contain similar configuration options but control the formatting for different ballot elements.

Each of ESS Image Manager's style sheets corresponds to specific election information from the ballot data file generated in Election Data Manager. For example, select **Office** under the Style Sheets menu to format office information from the ballot data file.

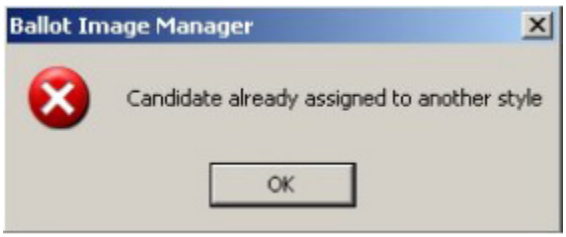
Default style sheet settings automatically place election information in workable positions on ballots. However, most users customize the default settings to meet the needs of their jurisdiction. View and edit the default settings for each ESS Image Manager style sheet to configure the base format for your ballots.

NOTE: A list of ES&S default settings for each style sheet appear after the instructions for formatting each style sheet.

To edit, add or delete style sheets:

- To edit a style sheet, select a style sheet from the **Style Sheets** menu, select the sheet that you want to edit in the **Style Sheets** window and click **Edit**.
- To create a new style sheet, select a style sheet under the **Style Sheets** menu and click **Add** in the **Style Sheets** window.
- To delete a style sheet, select a style under the **Style Sheets** menu, select the sheet that you want to remove in the **Style Sheets** window and click **Delete**.

A ballot element should only be assigned to one style sheet. If you attempt to add the same candidate to two different style sheets, you will receive the following warning.

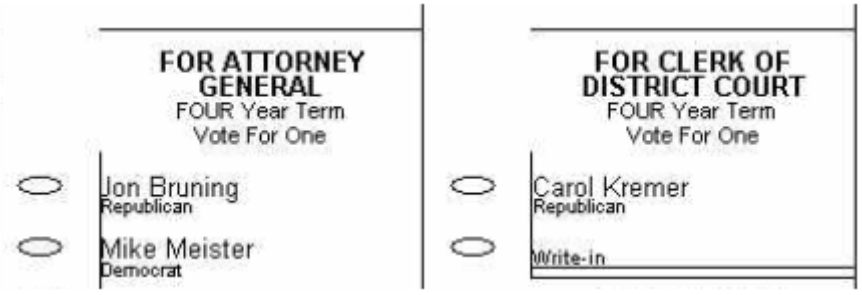


Full Column Ruling

Full column ruling extends text and graphics into the voting target area of your ballot layout. If you do not activate full column ruling in ESS Image Manager, ballot elements cannot overlap the target area.

Full column ruling check boxes appear in the Advanced Layout window and in the style sheets windows. The **Full Column Ruling** option in the Advanced Layout window activates full column ruling for the entire ballot. The **Full Column Ruling** options in the style sheets windows activate and deactivate full column ruling for specific ballot elements. Full Column Ruling style sheet selections override the full column ruling selection in the Advanced Layout window.

The following sample contests illustrate how full column ruling affects ballot layout. The contest on the left does not use full column ruling while the example on the right shows a ballot with full column ruling activated in the office style sheet. This example shows that the office title, office text, and top ruling line all cross into the voting target area with full column ruling activated.



Enable Full Column Ruling

Because full column ruling can cause scanning errors if used improperly, you must enable the feature outside of ESS Image Manager before you can activate it in the program. Take the following steps to create an ESS Image Manager shortcut on your desktop and alter the command line for the executable file.

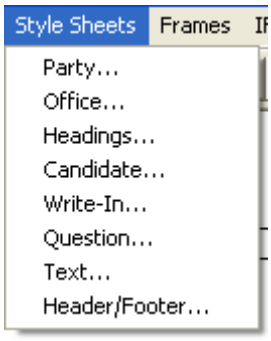
1. Right-click the Windows® desktop and create a new shortcut that points to the ESS Image Manager executable file (C:\Unity\BIM\ais.exe).

NOTE: Refer to Windows Help for information about creating shortcuts.

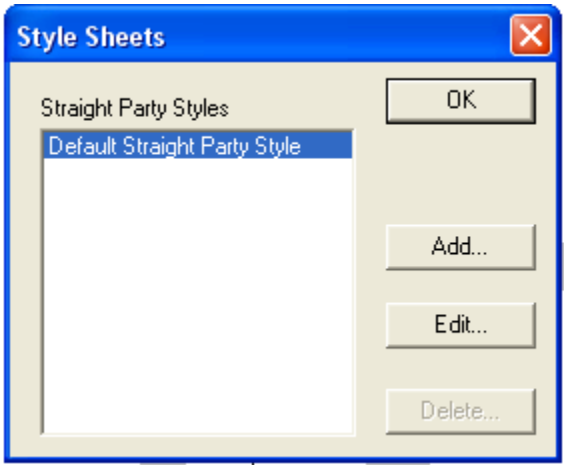
2. Right-click the shortcut you just created and select **Properties** from the options menu. Then, select the **Shortcut** tab to alter the command line.
3. In the **Target** box, type " FCR" with a space before the F, but without the example quotes, at the end of the command line. The full, altered command line should read "C:\Unity\BIM\ais.exe FCR" without the quotes when you finish. (The space between "exe" and "FCR" is required.) Click **Apply** to activate full column ruling and then click **OK** to return to Windows.
4. Use the altered shortcut on your desktop to open ESS Image Manager with full column ruling enabled.

Chapter 26: Party

On ballots that contain a straight party contest, voters can fill in a voting target for a single political party in order to cast votes for the candidates affiliated with that party for every race on a ballot. Configure a straight party style sheet to include a straight party contest on your ballots.

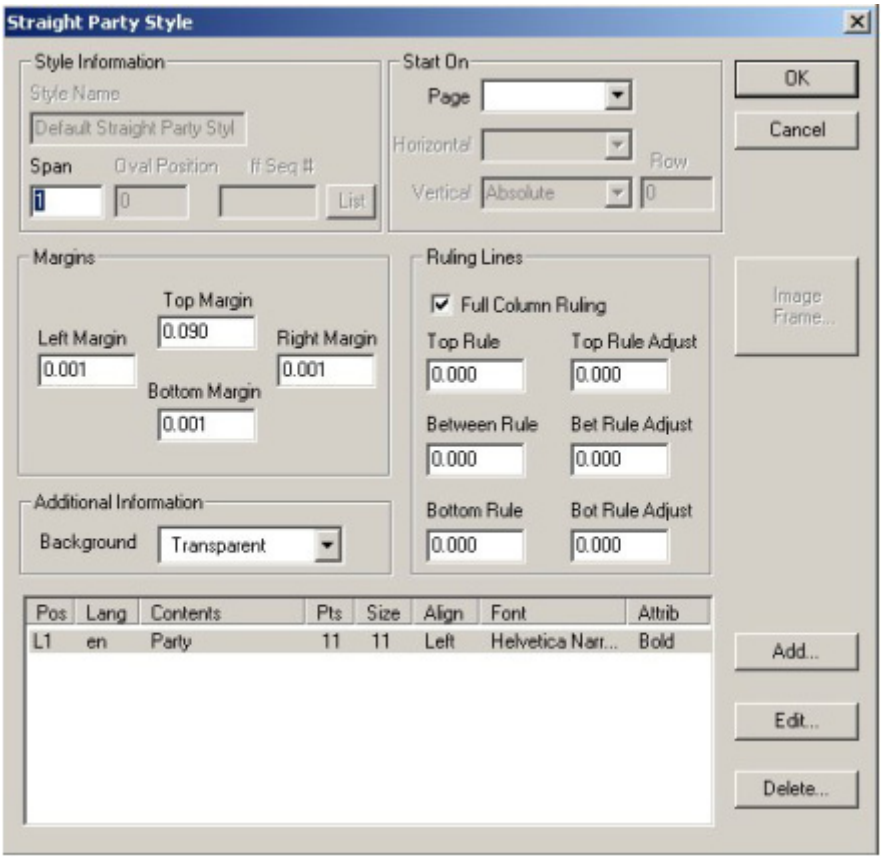


From the Style Sheets menu, select **Party** to open the Style Sheets window.



Select a style sheet from the list and click **Delete** to remove a style, click **Add** to create a new style sheet based on default settings, or click **Edit** to change an existing style sheet.

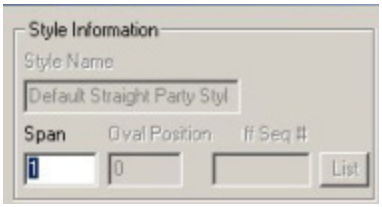
Select **Add** or **Edit** to open the Straight Party Style window:



NOTE: The window at the bottom of the previous sample screen displays settings that you established in the Contents Row window.

Style Information Heading

In the Straight Party Style window, take the following steps using the options under the **Style Information** heading to name your style sheet, link your style sheet to specific contests and configure voting targets for your straight party cell.



1. In the **Style Name** box, type a name for the straight party style sheet. You cannot change the name of the default style sheet.
2. Next to the **ff Sequence #** box, click **List** to open a list of available straight party selections. Select the parties that you want to link to your style sheet. Any party not linked to a custom style sheet automatically uses the default style sheet format.
3. Type a number in the **Span** box to set the number of oval positions each straight party selection crosses on the ballot.
4. If you use a span value greater than 1, type a number in the **Oval Position** box to adjust the position of the voting ovals next to your straight party text. For example, if you set the Span at 2, type 1 in the **Oval Position** box to align voting targets with the top of a straight party selection. Type 2 to align ovals with the bottom of the party text.

Start On Heading

Take the following steps under the **Start On** heading to select a ballot location for straight party selections.

1. To place the straight party contest on a specific ballot page, select a ballot page from the **Page** list. If you do not select from the list, straight party selections appear on the ballot in office sequence number order.

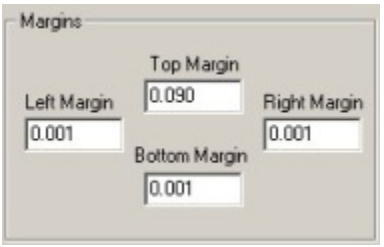
NOTE: In ESS Image Manager, a ballot page refers to a single ballot sheet (front and back).

2. If you select a ballot page from the **Page** list, you can specify the starting location using the controls immediately below the **Page** list.
3. In the **Horizontal** list, select a column number.

NOTE: Columns on the back of the page follow sequentially after the front column numbers.

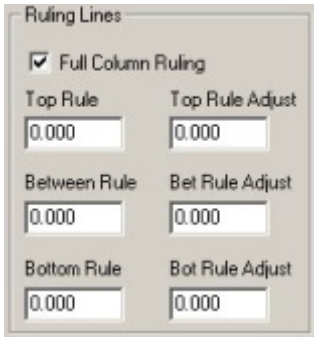
4. From the **Vertical** list, select one of the following options:
   - Select **Top of Col** to start the placement at the top of the selected column.
   - Select **Bottom of Col** to start placement at the bottom of the selected column.
   - Select **Absolute** to start placement in an absolute row in the selected column. Selecting this option will enable the **Row** text box.Use the **Row** box to specify which row in the selected column to start the placement.

Margins Heading



Under the **Margins** heading, type measurements, in inches, in the **Top Margin**, **Right Margin**, **Bottom Margin**, and **Left Margin** boxes to set margins for straight party text.

Ruling Lines Heading



1. If you enabled full column ruling, select **Full Column Ruling** under the **Ruling Lines** heading to allow straight party text to span the entire width of the ballot column, including the ballot target area. Deselect **Full Column Ruling** to prevent ballot text from overlapping the target area.

Refer to the Full Column Ruling heading in Chapter 25: Introduction to Style Sheets for information about using Full Column Ruling.

2. In the **Top Rule** box, type a measurement to set the thickness, in inches, of the line above your party text. Type 0 if you do not use a top ruling line.

NOTE: For all Rule boxes, the maximum ruling line thickness is 0.003 inches.

3. In the **Top Rule Adjust** box, type a measurement, in inches, to position the ruling line above your straight party cell. Type 0 for no position adjustment.

NOTE: In all **Rule Adjust** boxes, type a positive number to move the line down or a negative number to move the ruling line up on the ballot.

4. In the **Between Rule** box, type a measurement, in inches, to set the thickness of the lines appearing between the straight party selections. Type “0” if you do not place lines between your party titles.

5. In the **Between Rule Adjust** box, type a distance, in inches, to position the lines between your party titles.
6. In the **Bottom Rule** box, type a value to set the thickness, in inches, of the line below your straight party block. Type 0 if you do not use a bottom ruling line.
7. In the **Bottom Rule Adjust** box, type a distance, in inches, to position a line below your straight party block.

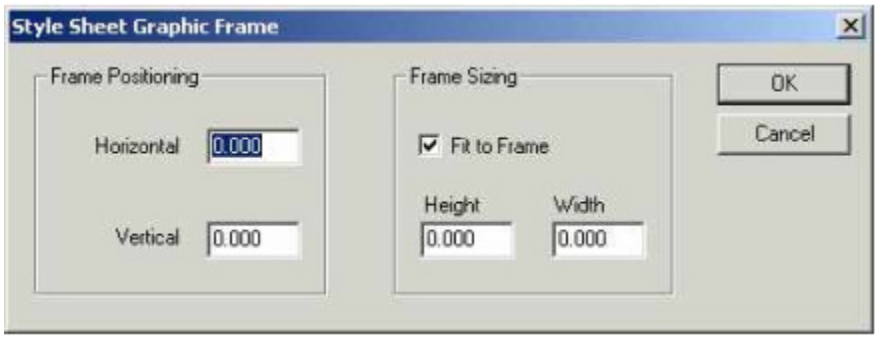
Additional Information Heading

Take the following steps to select a background color for your straight party cell, and to place straight party graphics on your ballots.

1. From the **Background** list under the **Additional Information** heading, select a background color for your straight party text. Available colors include white, gray, dark gray, light gray, black, red, green, and blue. Select **Custom** to mix a custom color.

Image Frame

1. To include a straight party graphic on a ballot, click **Image Frame** to open the Style Sheet Graphic Frame window.

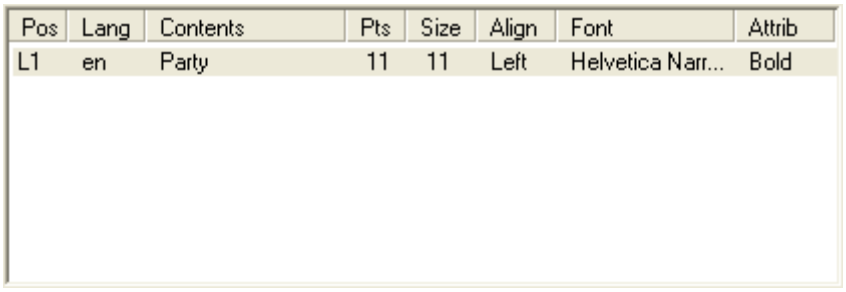


NOTE: You cannot include party graphics on your ballots unless you select **Show Party BMP** in the Ballot Options window.

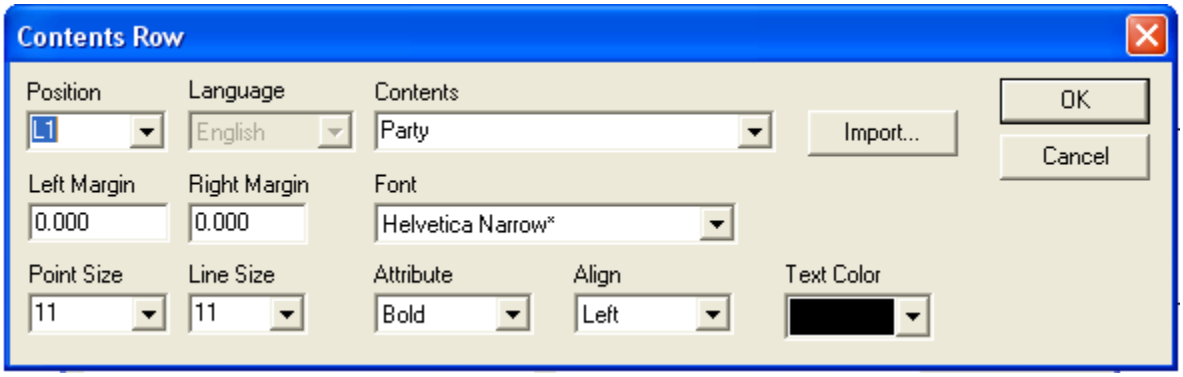
2. Under the **Frame Positioning** heading, type distances, in inches, in the **Horizontal** and **Vertical** boxes to position a graphic in the straight party cell. Enter measurements to position your graphic frame vertically from the top page margin and horizontally from the left page margin.
3. In the **Height** and **Width** boxes, type measurements, in inches, to size the graphic frame.
4. Click **Fit to Frame** to automatically size your graphic to fit your frame.
5. Click **OK** to save your settings and return to the Straight Party Style window.

Contents

At the bottom of the Straight Party Style window, click **Add** to include specific party information to the straight party block. Select existing contents and click **Edit** to change settings or click **Delete** to remove contents from the straight party block.



Click **Add** or **Edit** to open the Contents Row window.



Take the following steps to use the options at the top of the Contents Row window to select specific elements from the ballot data file to include in your party cell, to position the contents on your ballots, to select a default language for your contents, and Import button to place contents from outside the ballot data file into the straight party cell.

1. From the **Contents** list, select an element from the ballot data file to place in the party cell.

NOTE: To add custom text to the straight party cell, type the @symbol followed by the text in the **Contents** box.

2. From the **Position** list, select a position to orient contents in the straight party block. The position letter represents the position origin and the number represents the number of lines away from the position origin the contents appear. For example, select T1 to place contents one line below the top of the straight party block or select B1 to place your contents one line above the bottom of the block.

NOTE: Select an L position to place contents relative to the last element positioned in the straight party block. For example, if you place contents in the T1 position and then add contents in the L1 position, the L1 contents appear one line below the T1 data. If you do not select contents before you assign an L position, the data in the L location appears relative to the top margin of the straight party cell.

3. From the **Language** list, select the default language for your ballot contents.
4. Click **Import** to search your PC for ballot text not included in the ballot data file. You can only import ballot text formatted as an .rtf or .txt file. Select a file and click **Open** to include the outside contents in your straight party cell.
5. In the **Left Margin** and **Right Margin** boxes, type measurements, in inches, to set the left and right margins for the ballot contents within the straight party cell.
6. From the **Font** list, select a text style for the selected contents. ESS Image Manager only recognizes PostScript fonts.
7. From the **Point Size** list, select a text size for the contents or type a point size directly into the list to manually size the text.
8. From the **Line Size** box, select the amount of space that appears between lines of text (leading). Type a measurement, in points, directly into the list to manually set the space between lines of text.

NOTE: Set the line size for your contents at the same size or greater than your selected **Point Size**.

9. From the **Attribute** list, select **Normal**, **Bold**, **Italic**, or **Bold Italic** to set the text style for your straight party contents.
10. From the **Align** list, select **Left**, **Right**, **Center**, or **Justify** to position the contents in the straight party cell.

11. Select a color from the **Text Color** list to set the color of your ballot text. Available colors include white, gray, dark gray, light gray, black, red, green, and blue.

Default Party Style Sheet Settings

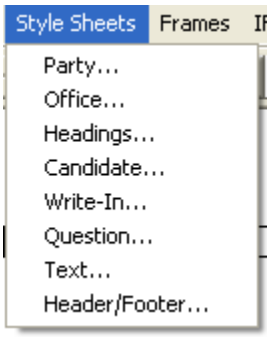
Option	Default
Style Name	Default Straight Party Style
Span	1
Top Margin	0.090
Left Margin	0.001
Right Margin	0.001
Bottom Margin	0.001
Top Rule	0.000
Top Rule Adjust	0.000
Between Rule	0.000
Between Rule Adjust	0.000
Bottom Rule	0.000
Bottom Rule Adjust	0.000

Default Contents Row Settings

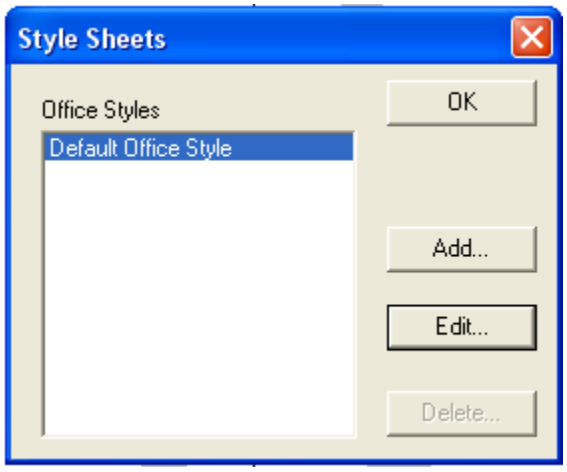
Option	Default
Position	L1
Language	En
Contents	Party
Point Size	11
Line Size	11
Alignment	Left
Font	Helvetica Narrow
Attribute	Bold

Chapter 27: Office

Configure an office style sheet to control the positioning and appearance of office information such as office titles, term phrases, and vote for text from the ballot data file. The office appears on ballots above candidate text and beneath contest headings.

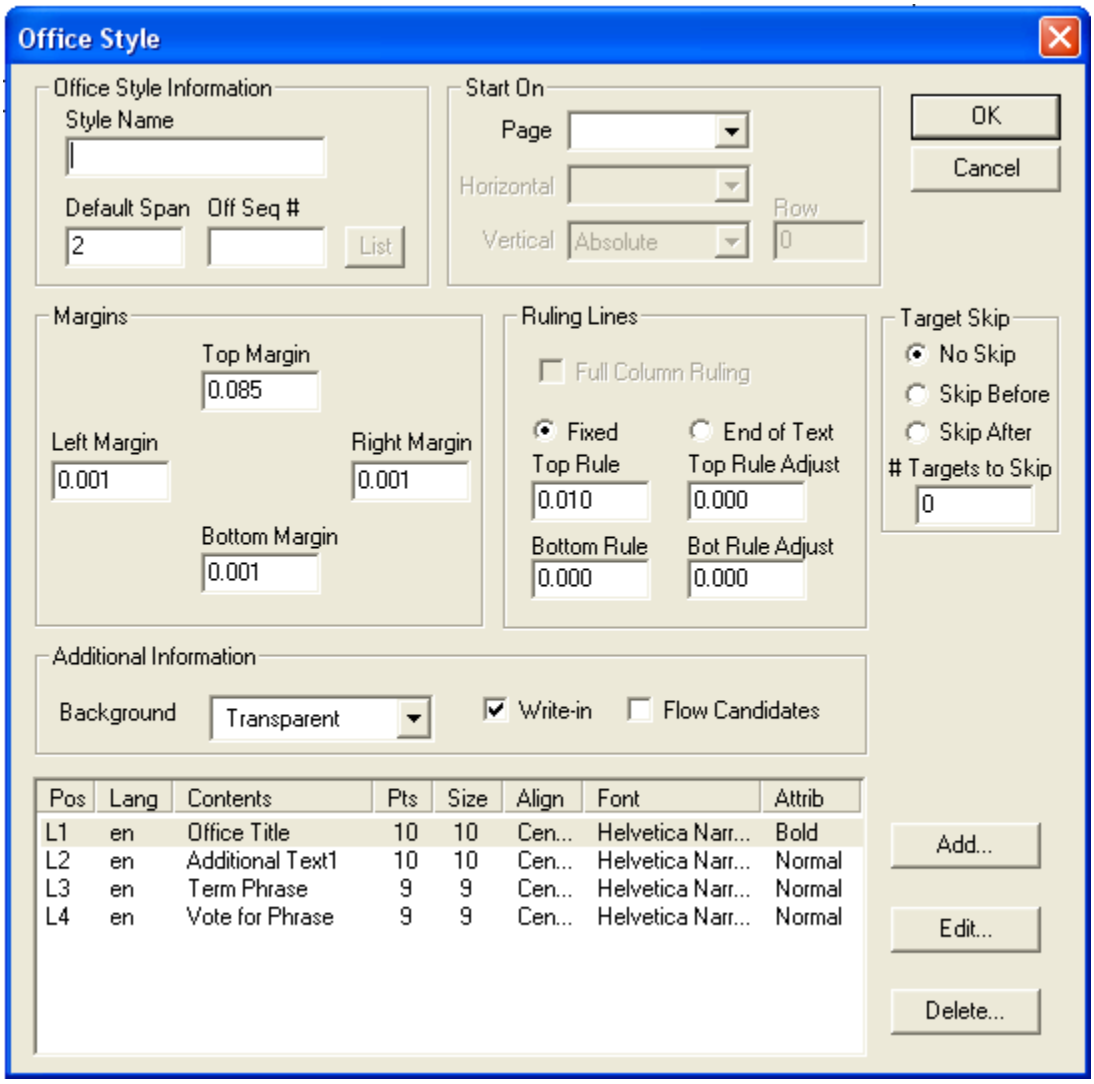


From the Style Sheets menu, select **Office** to open the Office Style window.



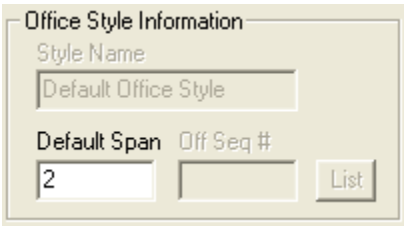
Select a style sheet from the list and click **Delete** to remove a style, click **Add** to create a new style sheet based on default settings, or click **Edit** to change an existing style sheet.

Select **Add** or **Edit** to open the Office Style window.



Office Style Information Heading

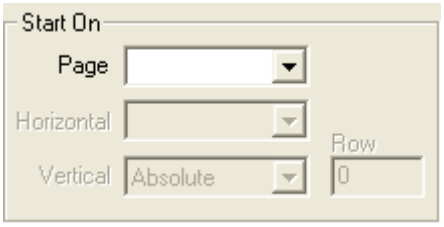
In the Office Style window, take the following steps under the **Office Style Information** heading to name your style sheet, link your style sheet to specific contests, and configure the size of the office text area.



1. In the **Style Name** box, type a name for the office style sheet. You cannot change the name of the default style sheet.
2. Type a number in the **Default Span** box to set the number of oval positions the office cell crosses on the ballot.
3. Next to the **Off Seq#** box, click **List** to open a list of available offices. Click the offices that you want to link to the style sheet. Any contests not linked to a custom style sheet automatically use the default style.

Start On Heading

Take the following steps under the **Start On** heading to select a starting ballot location for your office text.



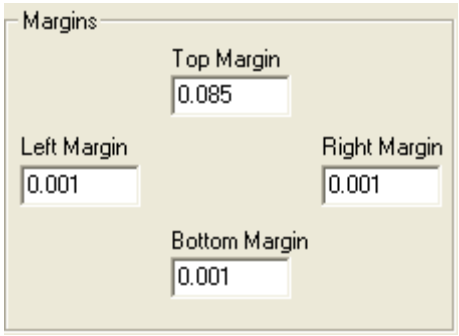
1. To begin placing office cells on a specific ballot page, select a ballot page from the **Page** list. If you do not select from the list, ESS Image Manager places office cells in the first available ballot space in office sequence number order.

NOTE: In ESS Image Manager, a ballot page refers to a single ballot sheet (front and back).

2. If you select a ballot page from the **Page** list, you will be allowed to specify the starting location using the controls immediately below the **Page** list.
3. In the **Horizontal** list, select a column number. The columns on the back of the page follow sequentially after the front column numbers.
4. From the **Vertical** list, select one of the following options:
   - Select **Top of Col** to start the placement at the top of the selected column.
   - Select **Bottom of Col** to start placement at the bottom of the selected column.
   - Select **Absolute** to start placement in an absolute row in the selected column. Selecting this option will enable the **Row** text box, allowing you to specify the row within the selected column to start the placement.

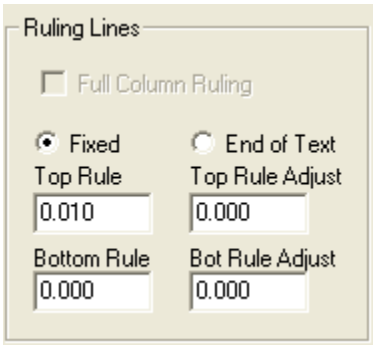
Margins Heading

Under the **Margins** heading, type measurements, in inches, in the **Top Margin**, **Right Margin**, **Bottom Margin**, and **Left Margin** boxes to set the margins for your offices.



Ruling Lines Heading

Under the **Ruling Lines** heading, take the following steps to configure ruling lines for your offices.



5. If you enabled full column ruling, select **Full Column Ruling** under the **Ruling Lines** heading to allow your office text to span the entire width of a ballot column, including the ballot target area. Deselect **Full Column Ruling** to prevent text from overlapping the target area.

Refer to the Full Column Ruling heading in Chapter 25: Introduction to Style Sheets for information about using Full Column Ruling.

6. Select **Fixed** to place ruling lines in the same position for each office on the ballot. Select **End of Text** to automatically place a ruling line immediately below the office text for each contest on the ballot.
7. In the **Top Rule** box, type a measurement to set the thickness, in inches, of the line above your office text. Type 0 if you do not use a top ruling line.

NOTE: For all Rule boxes, the maximum ruling line thickness is 0.003 inches.

8. In the **Top Rule Adjust** box, type a measurement, in inches, to position the ruling line above your office cells. Type 0 for no position adjustment.

NOTE: In all **Rule Adjust** boxes, type a positive number to move the line down or a negative number to move the ruling line up on the ballot.

9. In the **Bottom Rule** box, type a value to set the thickness, in inches, of the line below your office cells. Type 0 if you do not use a bottom ruling line.
10. In the **Bottom Rule Adjust** box, type a distance, in inches, to position the line below the office cells. Type 0 for no position adjustment.

Additional Information Heading

Take the following steps under the **Additional Information** heading to select a background color for your office cell, place write-in targets on your ballots and format text to flow from the end of one column to the top of the next.

1. Select a background color for your office text from the **Background** list under the **Additional Information** heading, Available colors include white, gray, dark gray, light gray, black, red, green, and blue. Select **Custom** to mix a custom color.
2. Select **Write-in** to place write-in targets on the ballot.

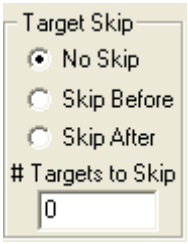
NOTE: The number of write-in targets that appear for each contest is equal to the number displayed or entered in the **Number of Write-ins** box in the Edit Office Information window of Election Data Manager. For example, if voters are allowed to vote for two candidates in a contest, two write-in lines appear at the bottom of the office cell for that contest.

Refer to the *Election Data Manager System Operations Procedures* manual for more information about editing office information.

3. Click **Flow Candidates** to continue your candidate information at the top of the next column if the text exceeds the length of a column. Clear the **Flow Candidates** box to force an entire office cell to the top of the next column if the text exceeds the length of the current column.

Target Skip Heading

Take the following steps under the Target Skip heading to place blank spaces between office cells.



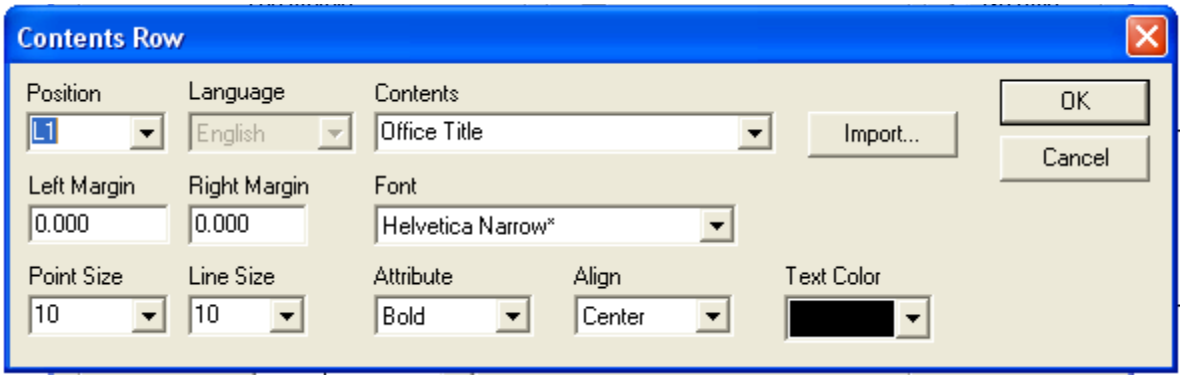
1. Select one of the following options under the **Target Skip** heading to place blank spaces between office cells:
   - Select **No Skip** if you do not want any blank spaces between office cells.
   - Select **Skip Before** to skip a set number of target positions before office text.
   - Select **Skip After** to skip a set number of target positions after the last candidate name or write-in space.
2. If you select **Skip Before** or **Skip After**, type a number in the **# of Targets to Skip** box to set the number of target positions skipped before or after your office cells.

Contents

In the bottom portion of the Office Style window, click **Add** to add specific office information to the office cell. Select existing contents and click **Edit** to change settings or click **Delete** to remove contents from the office cell.

Pos	Lang	Contents	Pts	Size	Align	Font	Attrib
L1	en	Office Title	10	10	Cen...	Helvetica Narr...	Bold
L2	en	Additional Text1	10	10	Cen...	Helvetica Narr...	Normal
L3	en	Term Phrase	9	9	Cen...	Helvetica Narr...	Normal
L4	en	Vote for Phrase	9	9	Cen...	Helvetica Narr...	Normal

1. Click **Add** or **Edit** to open the Contents Row window.



Use the options at the top of the Contents Row window to select specific elements from the ballot data file to include in the office cells, to position the contents on your ballots, select the default language for your contents, and to place text from outside your ballot data file in the office cell.

2. From the **Contents** list, select an element from the ballot data file to place in your office cells.

NOTE: To add custom text to an office cell, type the @ symbol followed by the text in the **Contents** list.

3. From the **Position** list, select a position to orient the contents in your office cells. The position letter represents the position origin and the number represents the number of lines away from the position origin the contents appear. For example, select T1 to place contents one line from the top of the office cell or select B1 to place your contents one line from the bottom.

NOTE: Select an L position to place contents relative to the last element positioned in the office cell. For example, if you place contents in the T1 position and then add contents in the L1 position, the L1 contents appear one line below the T1 data. If you do not select contents before you assign an L position, the data in the L location appears relative to the top margin of the office cell.

4. From the **Lang** list, select the default language for your ballot contents.
5. Click **Import** to search your computer for ballot text not included in the ballot data file. You can only import ballot text formatted as .rtf or .txt files. Select a file and click **Open** to include the outside contents in your office cell.
6. In the **Left Margin** and **Right Margin** boxes, type measurements, in inches, to set the left and right margins for the selected ballot contents.
7. From the **Font** list, select the text style for the contents. ESS Image Manager only recognizes PostScript fonts.
8. From the **Point Size** list, select a text size for the contents or type a measurement, in points, directly into the list to manually size the text.
9. In the **Line Size** box, select the amount of space that appears between lines of text (leading). Type a measurement, in points, directly into the list to manually set the space between lines.

NOTE: The line size for your contents at the same size or greater than your selected Point Size.

10. From the **Attribute** list, select **Normal**, **Bold**, **Italic**, or **Bold Italic** to set the text style for your ballot contents.
11. From the **Align** list, select **Left**, **Right**, **Center**, or **Justify** to position the contents in the office cell.

12. Select a color from the **Text Color** list to set the color of your ballot text. Available colors include white, gray, dark gray, light gray, black, red, green, and blue.

Default Office Style Sheet Settings

Option	Default
Style Name	Default Office Style
Target	0
Span	2
Top Margin	0.085
Left Margin	0.001
Right Margin	0.001
Bottom Margin	0.001
Ruling Lines	Fixed
Top Rule	0.003
Top Rule Adjust	0.000
Bottom Rule	0.000
Bottom Rule Adjust	0.000
Target Skip	No Skip
Background	Transparent
Write-in	Yes

Default Contents Row Settings

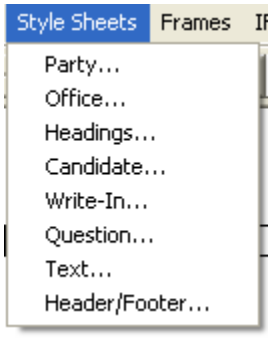
Position	Contents	Point Size	Line Size	Alignment	Font	Attribute
L1	Office Title	10	10	Center	Helvetica Narrow	Normal
L2	Additional Text 1	10	10	Center	Helvetica Narrow	Normal
L3	Term Phrase	9	9	Center	Helvetica Narrow	Normal
L4	Vote For Phrase	9	9	Center	Helvetica Narrow	Normal

Chapter 28: Headings

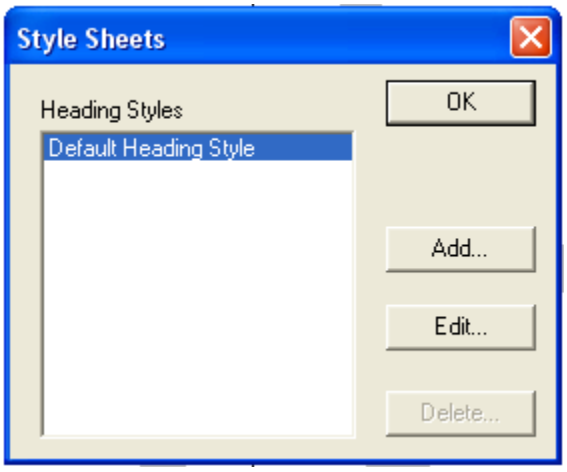
Some jurisdictions use office headings to group contests into categories such as federal, local, or judicial. Create office headings in Election Data Manager and group your offices.

See the *Election Data Manager System Operations Procedures* manual for more information on grouping offices.

Then, return to ESS Image Manager and click **Use Headings** in the Ballot Options window to activate the headings style sheet. Office headings appear above the first contest in the heading's group.

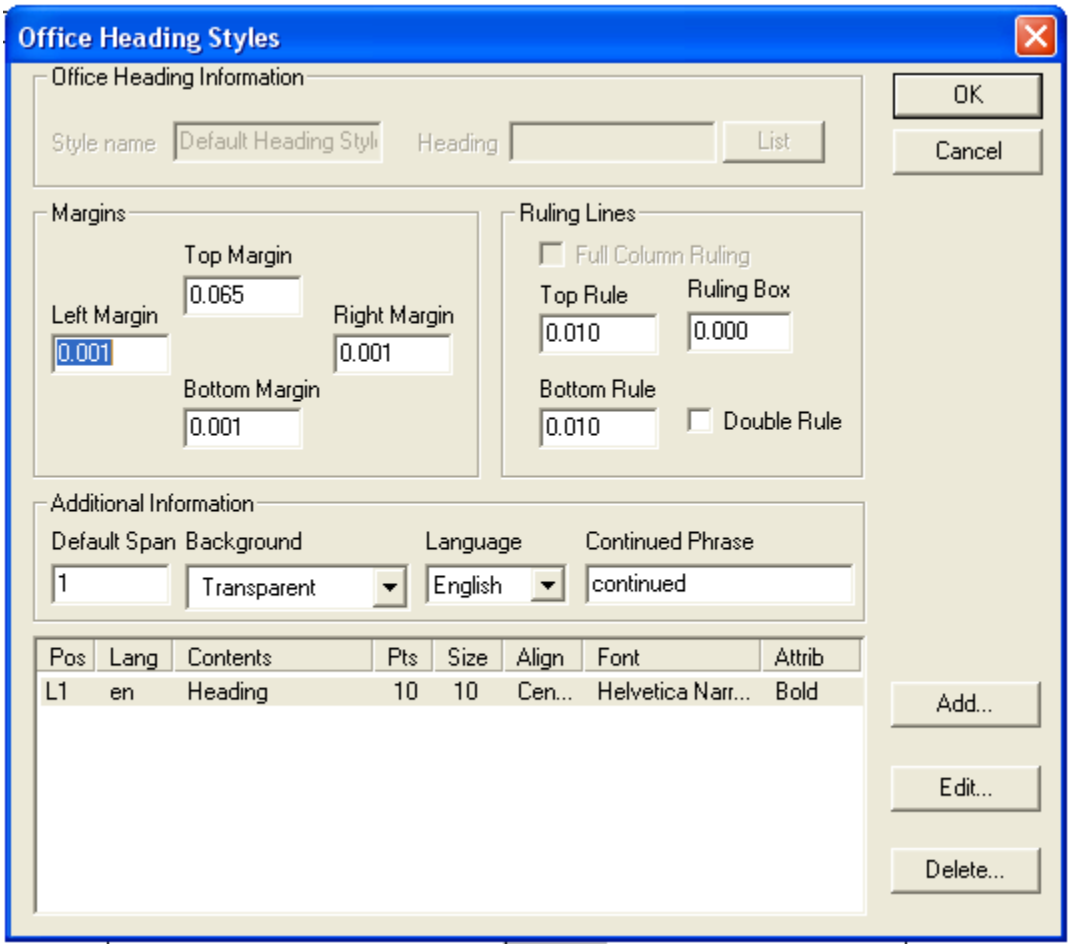


From the Style Sheets menu, select **Headings** to open the Style Sheets window.



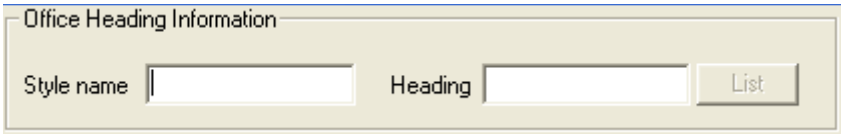
Select a style sheet from the list and click **Delete** to remove a style, click **Add** to create a new style sheet based on default settings or click **Edit** to change an existing style sheet.

Select **Add** or **Edit** to open the Office Heading Styles window.



Office Heading Information Heading

In the Office Heading Styles window, take the following steps under the Office Heading Information heading to name the style sheet and link the style to specific office headings.



1. In the **Style Name** box, type a name for the heading style sheet.

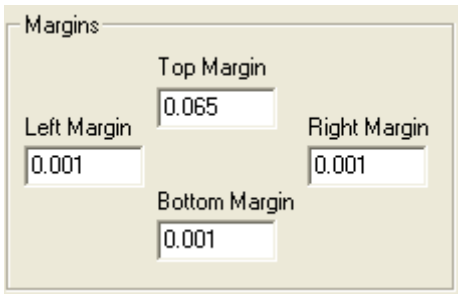
   You cannot change the name of the default style sheet.

2. Click **List** next to the **Heading** box and select headings to link the style sheet to specific office headings.

   Headings not linked to a specific style automatically link to the default style sheet.

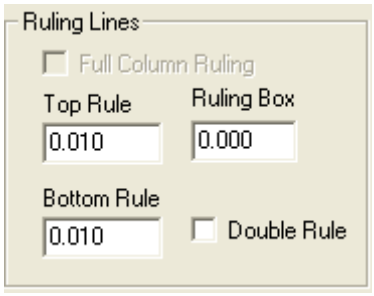
Margins Heading

Under the **Margins** heading, type measurements, in inches, in the **Top Margin**, **Right Margin**, **Bottom Margin**, and **Left Margin** boxes to set the margins for your office headings.



Ruling Lines Heading

Under the **Ruling Lines** heading, take the following steps to configure ruling lines for your headings.



1. If you enabled full column ruling, select **Full Column Ruling** under the **Ruling Lines** heading to allow your office text to span the entire width of a ballot column, including the ballot target area. Deselect **Full Column Ruling** to prevent text from overlapping the target area.

Refer to the Full Column Ruling heading in Chapter 25: Introduction to Style Sheets for information about using Full Column Ruling.

2. In the **Top Rule** box, type a measurement to set the thickness, in inches, of the line above your office text. Type 0 if you do not use a top ruling line.

NOTE: For all Rule boxes, the maximum ruling line thickness is 0.003 inches.

3. Under the **Ruling Box** heading, type a value to set the thickness of the box around your heading text. Type 0 if you do not place a ruling box around your headings.

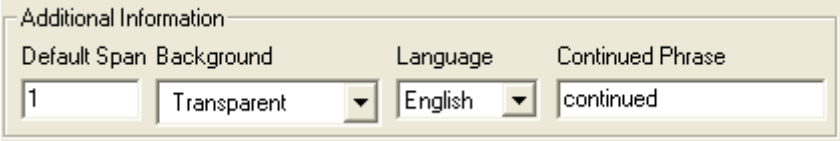
NOTE: In all **Rule Adjust** boxes, type a positive number to move the line down or a negative number to move the ruling line up on the ballot.

4. In the **Bottom Rule** box, type a value to set the thickness, in inches, of the line below your office cells. Type 0 if you do not use a bottom ruling line.

5. Select **Double Rule** to place an additional line next to each of your ruling lines.

Additional Information

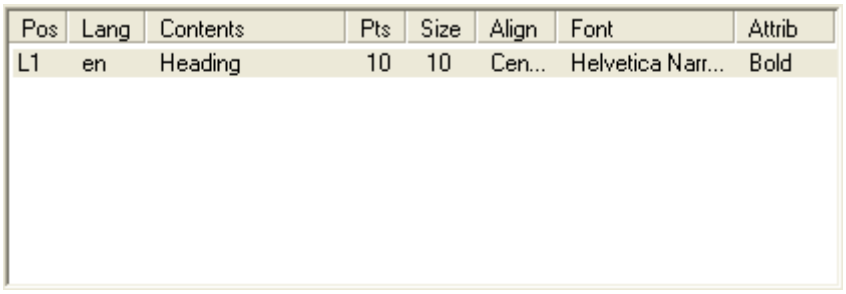
Take the following steps under the Additional Information heading to set the number of vertical lines the heading cell spans, select a background color for your headings, choose a default language for heading text and select a default “continued” phrase.



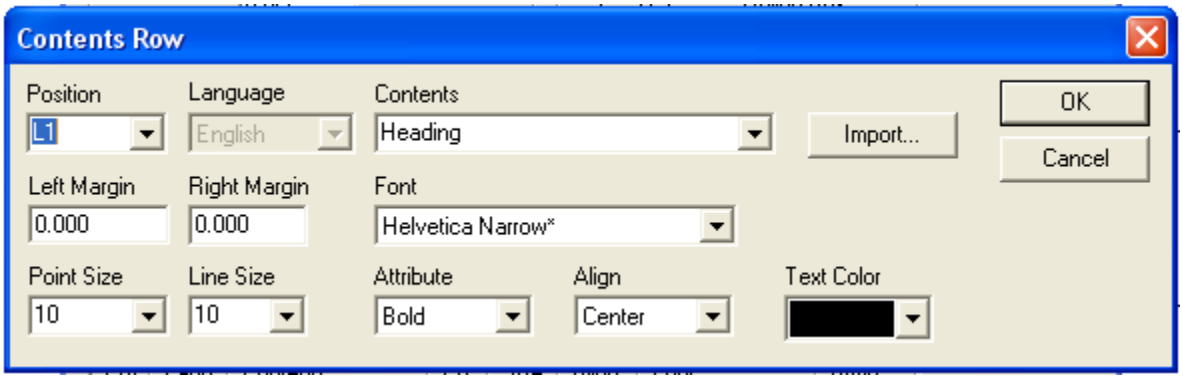
1. Type a number in the **Default Span** box to set the number of voting target positions your headings will cross vertically on the ballot.
2. From the **Background** list, select a background color for your office headings, Available colors include white, gray, dark gray, light gray, black, red, green, and blue. Select **Custom** to mix a custom color.
3. From the **Language** list, select a language for your office headings.
4. In the **Continued Phrase** box, type text to place a continuation message at the bottom of a ballot column when a contest exceeds the length of the column.

Contents

In the bottom portion of the Office Heading Style window, click **Add** to add information to the heading cell. Select existing contents and click **Edit** to change settings or click **Delete** to remove contents from the cell.



1. Click **Add** or **Edit** to open the Contents Row window.



Take the following steps using the options at the top of the Contents Row window to select specific elements from the ballot data file to include in the heading cell, to position the contents on your ballots, to select the default language for your contents, and to place contents from outside your ballot data file in the heading cell.

2. From the **Contents** list, select an element from the ballot data to place in your heading cells.

NOTE: To add custom text to a heading cell, type the @ symbol followed by the text in the **Contents** box.

3. From the **Position** list, select a position to orient contents in the heading cell. The position letter represents the position origin and the number represents the number of lines away from the position origin that contents appear. For example, select T1 to place contents one line from the top of the heading cell or select B1 to place contents one line from the bottom.

NOTE: Select an L position to place contents relative to the last contents positioned on your ballot. For example, if you place contents in the T1 position and then add contents in the L1 position, the L1 contents appear one line below the T1 data. If you do not select contents before you assign an L position, the data in the L location appears relative to the top margin of your heading cell.

4. From the **Language** list, select the default language for your ballot contents.
5. Click **Import** to search your computer for ballot text not included in the ballot data file. You can only import text formatted as .rtf or .txt files. Select a file and click **Open** to include outside contents in your heading cell.
6. In the **Left Margin** and **Right Margin** boxes, type measurements, in inches, to set the left and right margins for the selected ballot contents.
7. From the **Font** list, select the text style for the contents. ESS Image Manager recognizes only PostScript fonts.
8. From the **Point Size** list, select a text size for the contents or type a measurement, in points, directly into the list to manually size the text.
9. In the **Line Size** box, select the amount of space that appears between lines of text (leading). Type a measurement, in points, directly into the list to manually set the space between lines.

NOTE: The line size for your contents must be at the same size or greater than your selected point size.

10. From the **Attribute** list, select **Normal**, **Bold**, **Italic**, or **Bold Italic** to choose a text style for your ballot contents.
11. From the **Align** list, select **Left**, **Right**, **Center**, or **Justify** to position the contents in the heading cell.

12. Select a color from the **Text Color** list to set the color of your ballot text. Available colors include white, gray, dark gray, light gray, black, red, green, and blue.

Default Office Style Sheet Settings

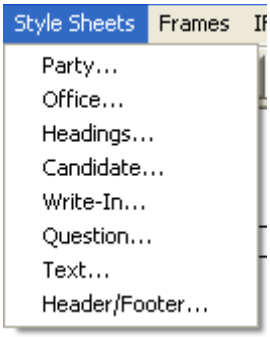
Option	Default
Top Margin	0.065
Left Margin	0.001
Right Margin	0.001
Bottom Margin	0.001
Top Rule	0.003
Ruling Box	0.000
Bottom Rule	0.003
Double Rule	No
Default Span	1
Background	Transparent
Continued Phrase	Continued

Default Contents Row Settings

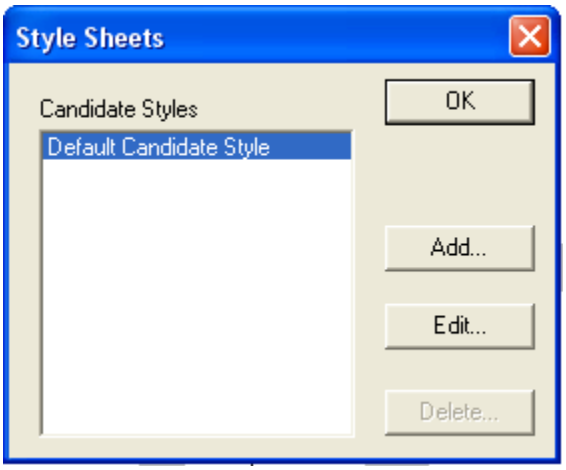
Option	Default
Position	L1
Language	En
Contents	Heading
Point Size	10
Line Size	10
Alignment	Center
Font	Helvetica Narrow
Attribute	Bold

Chapter 29: Candidate

Use the candidate style sheet to format and position candidate information from the ballot data file including candidate names, party titles and additional candidate text. Candidate information appears below offices on the ballot.

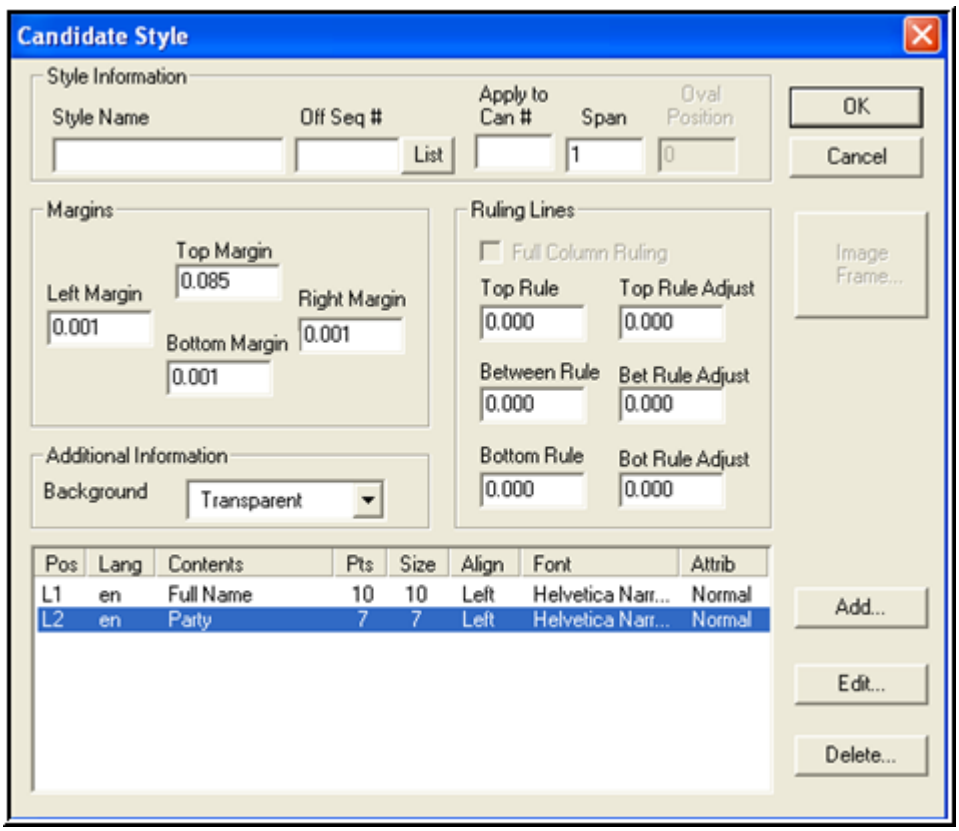


From the Style Sheets menu, select **Candidate** to open the Style Sheets window.



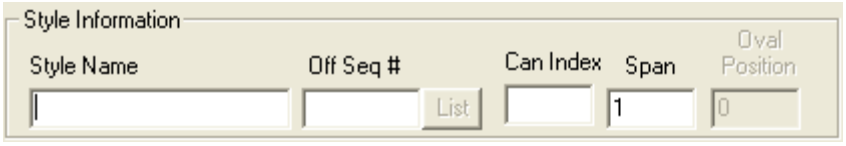
Select a style sheet from the list and click **Delete** to remove a style, click **Add** to create a new style sheet based on default settings or click **Edit** to change an existing style sheet.

Select **Add** or **Edit** to open the Candidate Style window.



Style Information

Take the following steps under the Style Information heading to name the style sheet, link the style to specific contests, configure voting targets, and group candidate records in the candidate text area.



1. In the **Style Name** box, type a name for the candidate style sheet. You cannot change the name of the default style sheet.

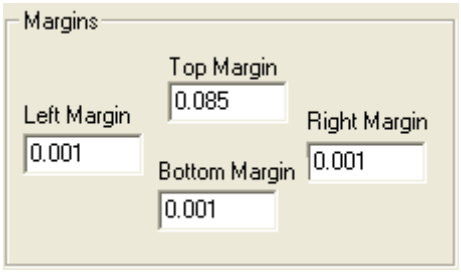
2. Click **List** next to the **Off Seq#** box and select contest titles to link candidate style settings to specific offices. Contests not linked to a specific style use the settings from the default candidate style sheet.
3. In the **Apply to Can #** box, type a number to apply style sheet settings to a single candidate ballot position. For example, if a candidate name does not fit on the ballot, select the office where the candidate appears from the **Off Seq#** list, and then type the candidate's ballot position in the **Apply to Can #** box. You can then alter the settings for that single candidate record without changing the formatting of the other candidate names on the ballot.

NOTE: Do not format candidate names with the **Apply to Can #** box if you use candidate rotation. ESS Image Manager applies style sheet formatting to any candidate name that appears in the ballot position indicated in the **Apply to Can #**box.

4. Type a number in the **Span** box to set the number of voting target positions that each candidate name linked to the style sheet crosses vertically on the ballot.
5. If you select a **Span** greater than 1, the **Oval Position** option becomes available. In the **Oval Position** box, type a value to position the voting ovals next to each candidate linked to the style. For example, set **Span** to 2 and type 1 in the **Oval Position** box to align voting targets with the top of the candidate record. Type 2 to align ovals with the bottom of candidate text.

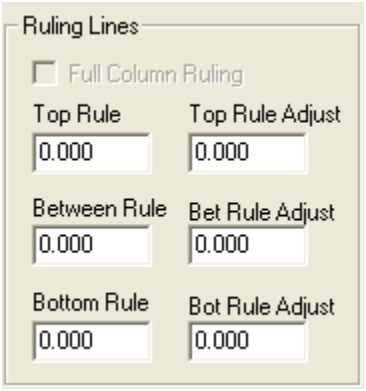
Margins Heading

Under the **Margins** heading, type measurements, in inches, in the **Top Margin**, **Right Margin**, **Bottom Margin**, and **Left Margin** boxes to set the margins for your candidates.



Ruling Lines Heading

Under the **Ruling Lines** heading, take the following steps to configure ruling lines for your candidates.



1. If you enabled full column ruling, select **Full Column Ruling** under the **Ruling Lines** heading to allow your office text to span the entire width of a ballot column, including the ballot target area. Deselect **Full Column Ruling** to prevent text from overlapping the target area.

Refer to the Full Column Ruling heading in Chapter 25: Introduction to Style Sheets for information about using Full Column Ruling.

2. In the **Top Rule** box, type a measurement to set the thickness, in inches, of the line above your office text. Type 0 if you do not use a top ruling line.

NOTE: For all Rule boxes, the maximum ruling line thickness is 0.003 inches.

3. In the **Top Rule Adjust** box, type a measurement, in inches, to position the ruling line above your office cells. Type 0 for no position adjustment.

NOTE: In all **Rule Adjust** boxes, type a positive number to move the line down or a negative number to move the ruling line up on the ballot.

4. In the **Between Rule** box, type a value, in inches, to set the thickness of the horizontal lines appearing between candidate names. Type 0 if your jurisdiction does not place lines between candidate names.
5. In the **Bet Rule Adjust** box, type a measurement, in inches, to position the lines between candidate records. Type 0 for no position adjustment.
6. In the **Bottom Rule** box, type a value to set the thickness, in inches, of the line below your office cells. Type 0 if you do not use a bottom ruling line.
7. In the **Bot Rule Adjust** box, type a measurement, in inches, to position the line below candidate text. Type 0 for no position adjustment.

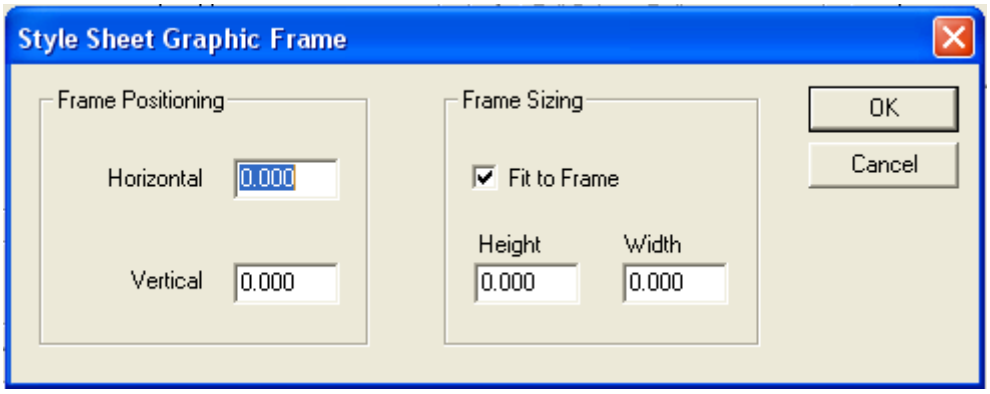
Additional Information Heading

Select a background color for your candidate text from the **Background** list under the **Additional Information** heading. Available colors include white, gray, dark gray, light gray, black, red, green, and blue. Click **Custom** to mix a custom color.

Style Sheet Graphic Frame

Take the following steps to place candidate graphics on your ballots.

1. To include a candidate graphic on a ballot, click **Image Frame** to open the Style Sheet Graphic Frame window:



NOTE: if you select **Show Party BMP** in the Ballot Options window, you can include candidate graphics on your ballot.

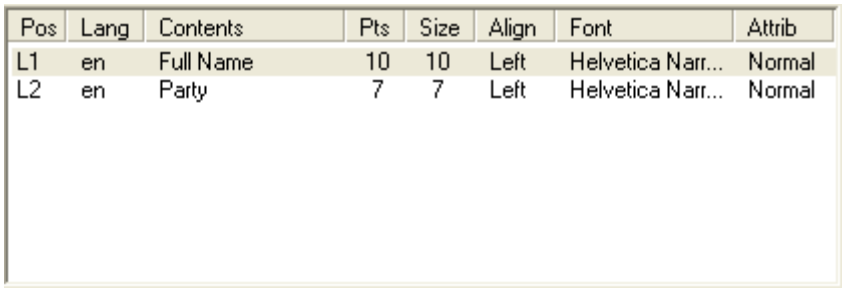
2. Under the **Frame Positioning** heading, type distances, in inches, in the **Horizontal** and **Vertical** boxes to position a graphic next to your candidate text.

   Enter measurements to position the graphic frame vertically from the top page margin and horizontally from the left page margin.

3. In the **Height** and **Width** boxes, type measurements, in inches, to size the graphic frame.
4. Click **Fit to Frame** to automatically resize the candidate graphic to fit the frame.

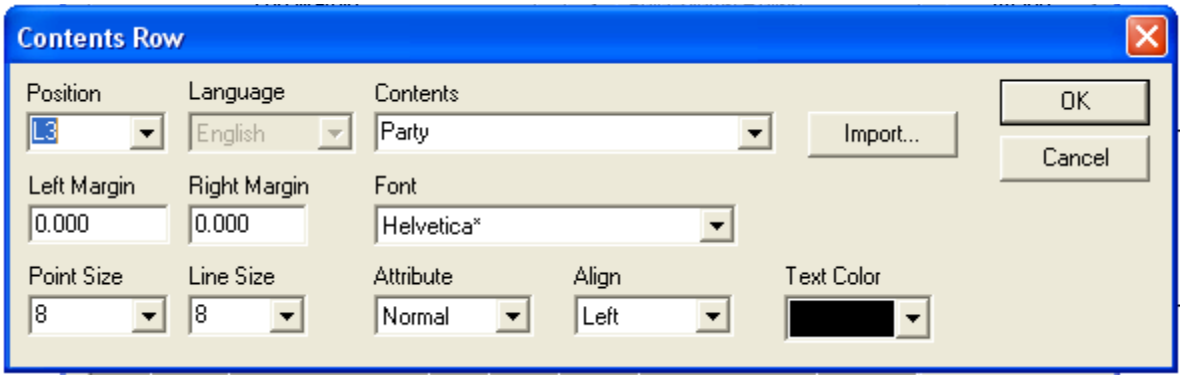
Contents

In the bottom portion of the Candidate Style window, click **Add** to add specific candidate data to the candidate text area. Select existing contents and click **Edit** to change settings or click **Delete** to remove the contents from the candidate cell.



Pos	Lang	Contents	Pts	Size	Align	Font	Attrib
L1	en	Full Name	10	10	Left	Helvetica Narr...	Normal
L2	en	Party	7	7	Left	Helvetica Narr...	Normal

1. Click **Add** or **Edit** to open the Contents Row window.



2. From the **Contents** list, select an element from the ballot data file to place in the candidate text area.

NOTE: To add custom text to the candidate cell, type the @ symbol followed by the text in the **Contents** box.

3. From the **Position** list, select a position to orient contents in the candidate cell. The position letter represents the position origin and the number represents how many lines away from the origin the contents appear. For example, select T1 to place contents one line from the top of the candidate cell or select B1 to place the contents one line from the bottom of the cell.

NOTE: Select an L position to place contents relative to the last element positioned in the candidate cell. For example, if you place contents in the T1 position and then add contents in the L1 position, the L1 contents appear one line below the T1 data. If you do not select contents before you assign an L position, the data in the L location appears relative to the top margin of the office cell.

4. From the **Language** list, select the default language for your ballot contents.
5. Click **Import** to search your PC for ballot text not included in the ballot data file. You can only import ballot text formatted as an .rtf or .txt file. Select a file and click **Open** to include the outside contents in your candidate cell.
6. In the **Left Margin** and **Right Margin** boxes, type measurements, in inches, to set the left and right margins within the candidate cell for the selected ballot contents.
7. From the **Font** list, select a text style for the selected contents. ESS Image Manager only recognizes PostScript fonts.
8. From the **Point Size** list, select a text size for the contents or type a point size directly into the list to manually size the text.
9. From the **Line Size** list, select the amount of space that appears between lines of text (leading). Type a measurement, in points, directly into the list to manually set the space between lines of text.

NOTE: Set the line size for your contents at the same size or greater than your selected Point Size.

10. From the **Attribute** list, select **Normal**, **Bold**, **Italic**, or **Bold Italic** to choose a text style for your ballot contents.
11. From the **Align** list, select **Left**, **Right**, **Center**, or **Justify** to position the selected contents in the candidate cell.

12. Select a color from the **Text Color** list to set the color of your ballot text. Available colors include white, gray, dark gray, light gray, black, red, green, and blue.

Default Candidate Style Sheet Settings

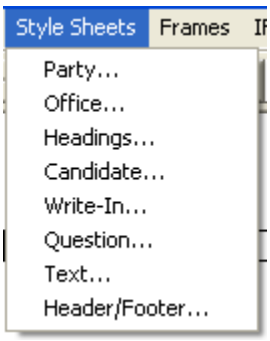
Option	Default
Name	Default Candidate Style Sheet
Span	1
Top Margin	0.085
Left Margin	0.001
Right Margin	0.001
Bottom Margin	0.001
Top Rule	0.003
Top Rule Adjust	0.000
Between Rule	0.000
Bet Rule Adjust	0.000
Bottom Rule	0.000
Bot Rule Adjust	0.000
Background	Transparent

Default Contents Row Settings

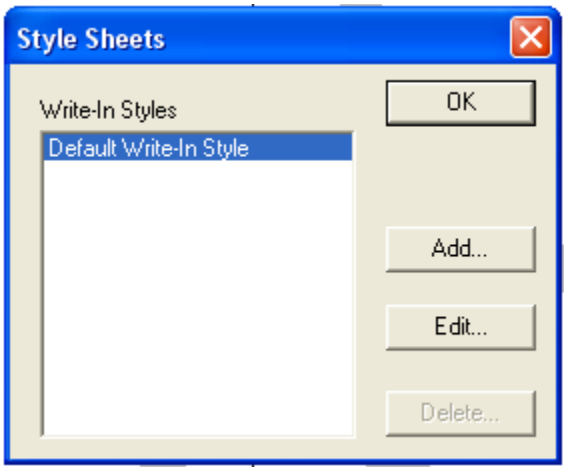
Option	Default
Position	L1
Language	En
Contents	Full Name
Point Size	10
Line Size	10
Alignment	Left
Font	Helvetica Narrow
Attribute	Normal

Chapter 30: Write-in

Use the write-in style sheet to control the positioning and appearance of write-in information such as write-in lines, write-in text, and voting ovals from the ballot data file. The write-in cell appears below candidate text on your ballots.

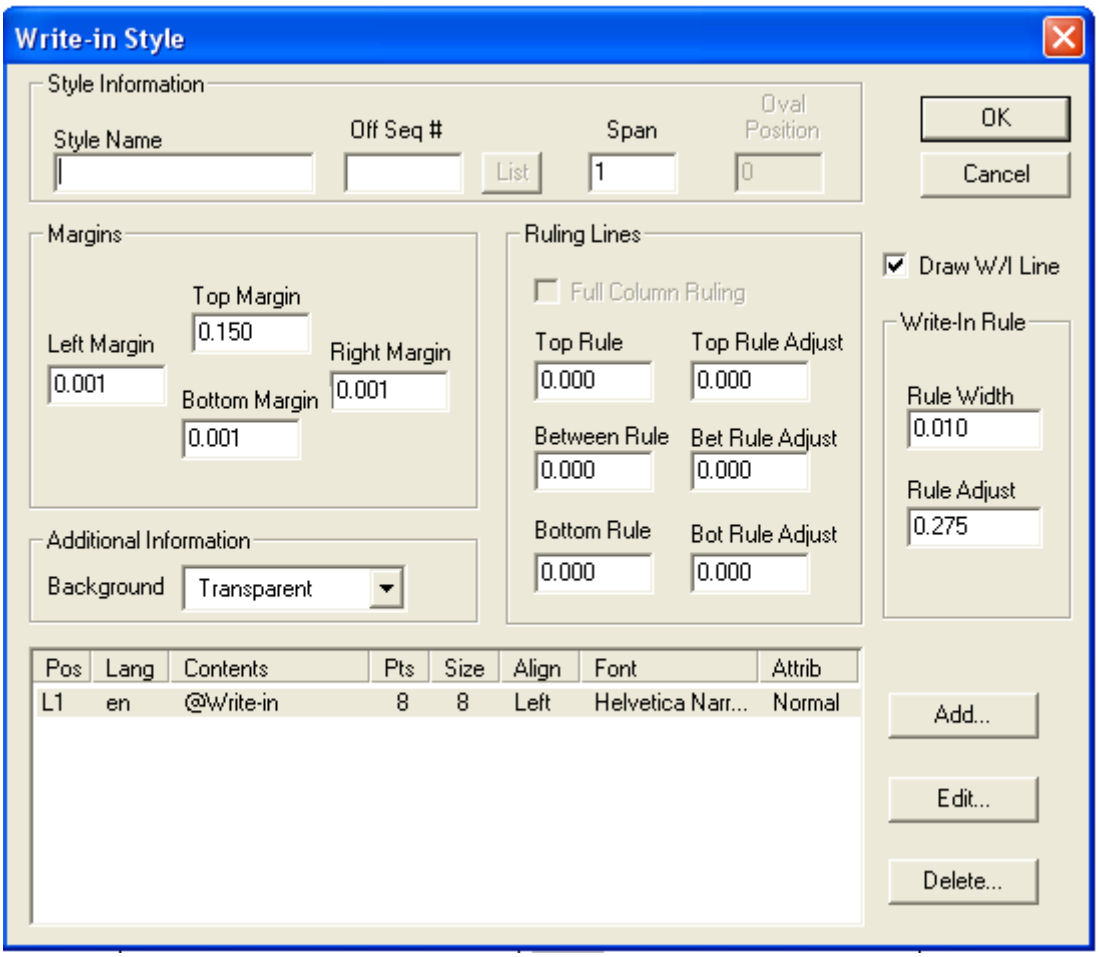


From the Style Sheets menu, select **Write-in** to open the Style Sheets window.



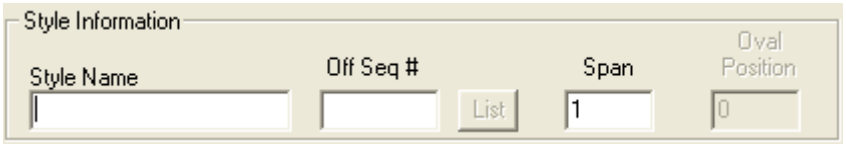
Select a style sheet from the list and click **Delete** to remove a style, click **Add** to create a new style sheet based on default settings or click **Edit** to change an existing style sheet.

Select **Add** or **Edit** to open the Write-in Style window.



Style Information Heading

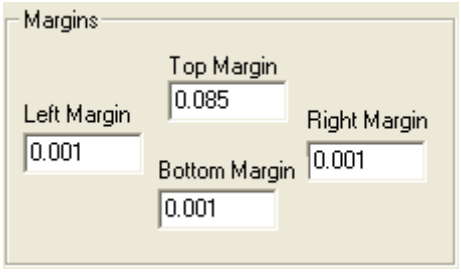
In the Write-in Style window, take the following steps under the Office Style Information heading to name your style sheet, link your style sheet to specific contests, and configure voting targets for your write-in lines.



1. In the **Style Name** box, type a name for the write-in style sheet. You cannot change the name of the default style sheet.
2. Next to the **Off Seq#** box, click **List** to open a list of available offices. Select the offices that you want to link to the style sheet. Any contests not linked to a custom style sheet automatically use the default style.
3. Type a number in the **Span** box to set the number of voting target positions that each write-in line linked to the style sheet crosses vertically on the ballot.
4. If you select a **Span** greater than 1, the **Oval Position** option will be available. In the **Oval Position** box, type a value to position the voting ovals next to each write-in line linked to the style. For example, set **Span** to 2 and type 1 in the **Oval Position** box to align voting targets with the top of write-in lines. Type 2 to align ovals with the bottom of your write-in lines.

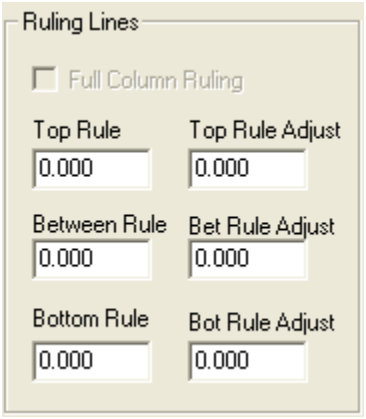
Margins Heading

Under the **Margins** heading, type measurements, in inches, in the **Top Margin**, **Right Margin**, **Bottom Margin**, and **Left Margin** boxes to set the margins for your write-ins.



Ruling Lines Heading

Under the **Ruling Lines** heading, take the following steps to configure ruling lines for write-in targets.



5. If you enabled full column ruling, select **Full Column Ruling** under the **Ruling Lines** heading to allow your office text to span the entire width of a ballot column, including the ballot target area. Deselect **Full Column Ruling** to prevent text from overlapping the target area.

Refer to the Full Column Ruling heading in Chapter 25: Introduction to Style Sheets for information about using Full Column Ruling.

6. In the **Top Rule** box, type a measurement to set the thickness, in inches, of the line above your office text. Type 0 if you do not use a top ruling line.

NOTE: For all Rule boxes, the maximum ruling line thickness is 0.003 inches.

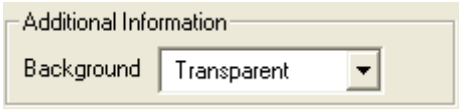
7. In the **Top Rule Adjust** box, type a measurement, in inches, to position the ruling line above the write-in lines. Type 0 for no position adjustment.

NOTE: In all **Rule Adjust** boxes, type a positive number to move the line down or a negative number to move the ruling line up on the ballot.

8. In the **Between Rule** box, type a measurement, in inches, to set the thickness of the horizontal lines appearing between write-in lines. Type 0 if your jurisdiction does not place lines between write-in text.
9. In the **Bet Rule Adjust** box, type a measurement, in inches, to position the lines between each of your write-in records. Type 0 for no position adjustment.
10. In the **Bottom Rule** box, type a value to set the thickness, in inches, of the line below your write-in cell. Type 0 if you do not use a bottom ruling line.
11. In the **Bot Rule Adjust** box, type a measurement, in inches, to position the line below candidate text. Type 0 for no position adjustment.

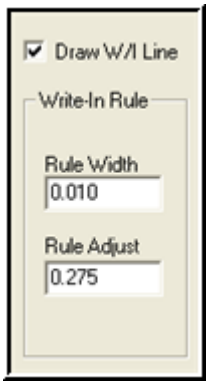
Additional Information Heading

Under the **Additional Information** heading select a background color for your write-in text from the **Background** list. Available colors include white, gray, dark gray, light gray, black, red, green, and blue. Select **Custom** to mix a custom color.



Write-In Rule Heading

Under the **Write-In Rule** heading, take the following steps to configure your write-in lines.

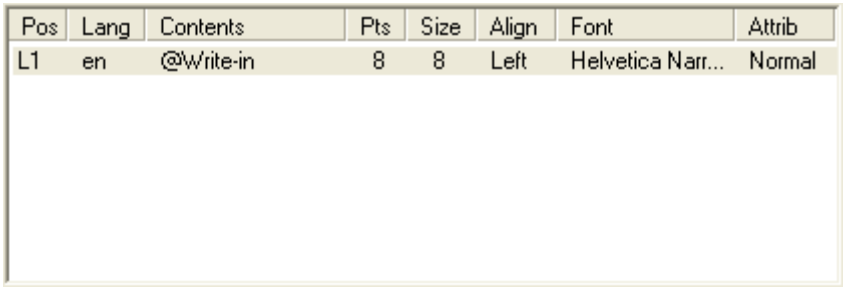


1. Click **Draw W/I** Line to place write-in lines on your ballot.

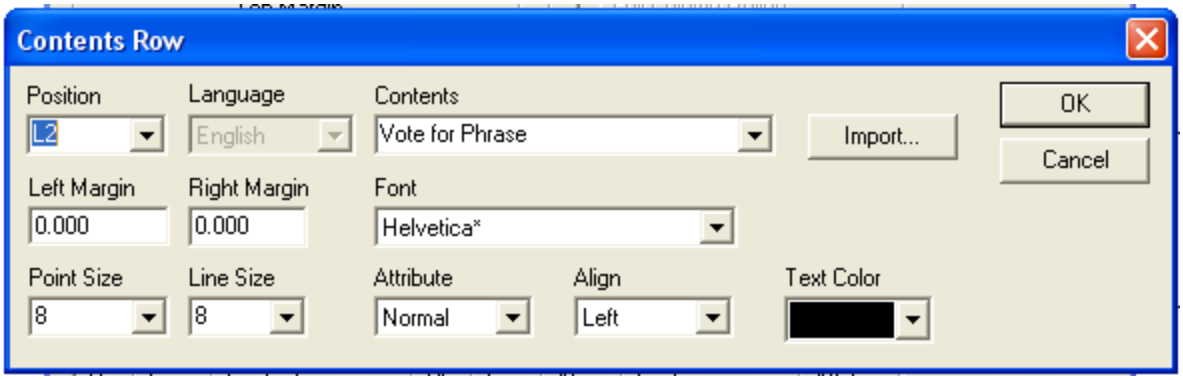
2. In the **Rule Width** box under the **Write-in Rule** heading, type a measurement, in inches, to set the thickness of your write-in lines.
3. In the **Rule Adjust** box, type a measurement, in inches, to position write-in lines next to your write-in voting targets. Type a positive number to move the line down on the ballot and a negative number to move the line up.

Contents

In the bottom portion of the Write-in Style window, click **Add** to add specific write-in contents to the write-in text area. Select existing contents and click **Edit** to change settings or click **Delete** to remove existing contents from the write-in cell.



1. Click **Add** or **Edit** to open the Contents Row window.



Take the following steps using the options at the top of the Contents Row window to select specific elements from the ballot data file to include in the write-in text area, to position the contents on your ballots, to select the default language for your contents and to import write-in text from outside of the ballot data file.

2. From the **Contents** list, select an element from the ballot data file to place in the write-in text area.

NOTE: To add custom text to a write-in cell, type the @ symbol followed by the text in the **Contents** box.

3. From the **Position** list, select a position to orient contents in the write-in cell. The position letter represents the position origin and the number represents how many lines away from the origin your contents appear. For example, select T1 to place contents one line from the top of the write-in cell or select B1 to place the contents one line from the bottom of the cell.

NOTE: Select an L position to place contents relative to the last element positioned in the write-in cell. For example, if you place contents in the T1 position and then add contents in the L1 position, the L1 contents appear one line below the T1 data. If you do not select contents before you assign an L position, the data in the L location appears relative to the top margin of the write-in cell.

4. From the **Language** list, select the default language for the write-in contents.
5. Click **Import** to search your PC for ballot text not included in the ballot data file. You can only import ballot text formatted as an .rtf or .txt file. Select a file and click **Open** to include outside contents in your write-in cell.
6. In the **Left Margin** and **Right Margin** boxes, type measurements, in inches, to set the left and right margins of the selected contents within the write-in cell.
7. From the **Font** list, select the text style for your contents. ESS Image Manager recognizes only PostScript fonts.
8. From the **Point Size** list, select a text size for the contents or type a point size directly into the list to manually size the text.
9. From the **Line Size** list, select the amount of space that appears between lines of text (leading). Type a measurement, in points, directly into the list to manually set the space between lines of text.

NOTE: The line size for your contents must be the same size or greater than the selected **point** size you select.

10. From the **Attribute** list, select **Normal**, **Bold**, **Italic**, or **Bold Italic** to choose a text style for your ballot contents.

11. From the **Align** list, select **Left**, **Right**, **Center**, or **Justify** to position contents in the write-in area.
12. Select a color from the **Text Color** list to set the color of your ballot text. Available colors include white, gray, dark gray, light gray, black, red, green, and blue.

Default Write-In Style Sheet Settings

Option	Default
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
Bet Rule Adjust	0.000
Bottom Rule	0.000
Bot Rule Adjust	0.000
Background	Transparent
Draw W/I Line	Yes
Write-in Rule Width	0.010
Write-in Rule Adjust	0.275

Default Contents Row Settings

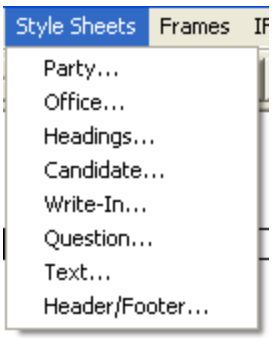
Option	Default
Position	L1
Contents	@Write-in
Point Size	8

Default Contents Row Settings *(continued)*

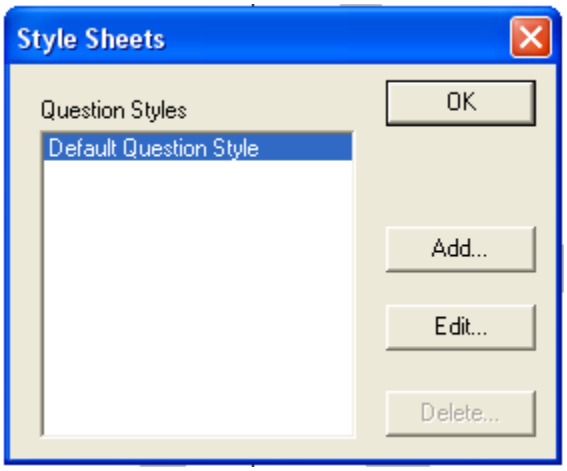
Option	Default
Line Size	8
Alignment	Left
Font	Helvetica Narrow
Attribute	Normal

Chapter 31: Question

Format a question style sheet to control the positioning and appearance of questions and responses. A question cell appears in place of an office cell for ballot referendums.

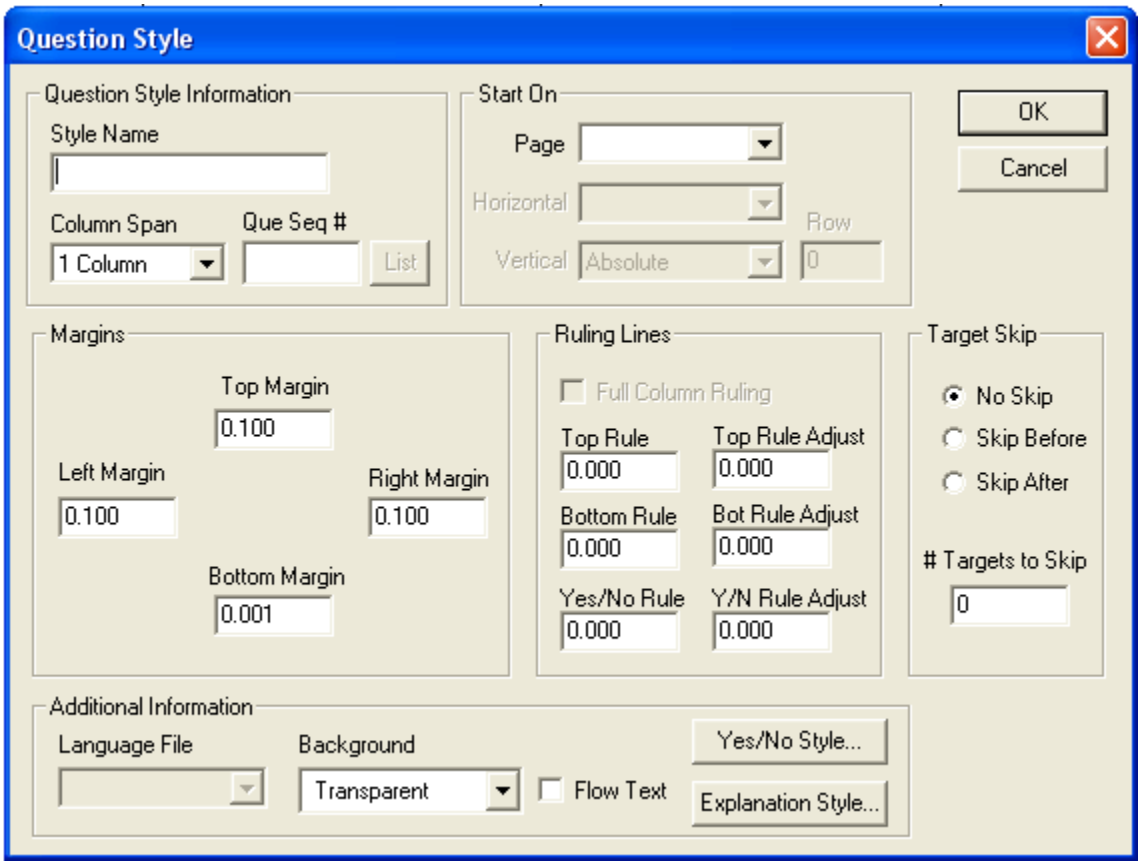


From the **Style Sheets** menu, select **Question** to open the Style Sheets window.



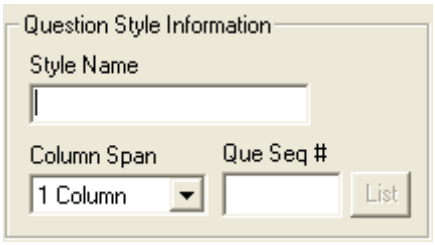
Select a style sheet from the list and click **Delete** to remove a style, click **Add** to create a new style sheet based on default settings or click **Edit** to change an existing style sheet.

Select **Add** or **Edit** to open the Question Style window.



Question Style Information Heading

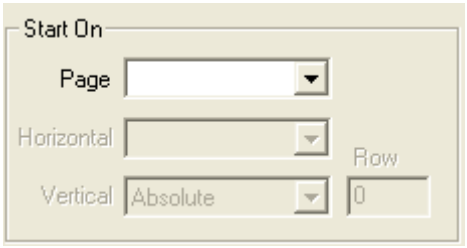
In the Question Style window, take the following steps under the **Question Style Information** heading to name your style sheet, link the style to specific contests, and configure the size of the question text area.



1. In the **Style Name** box, type a name for the question style sheet. You cannot change the name of the default style sheet.
2. Next to the **Que Seq #** box, click **List** to open a list of available ballot questions. Select the questions that you want to link to the style sheet. Any contests not linked to a custom style sheet automatically use the default style.
3. From the **Column Span** list, select the number of columns the question cell will cross on the ballot. Unlike the **Span** option in other style sheets, the **Column Span** list controls the width of the question cell, not the height.

Start On Heading

Configure options under the **Start On** heading to select a starting ballot location for your ballot questions.



1. To begin placing questions on a specific ballot page, select a page from the **Page** list. If you do not select from the list, ESS Image Manager places questions in the first available ballot space in question sequence number order.

NOTE: In ESS Image Manager, a ballot page refers to a single ballot sheet (front and back).

2. If you select a ballot page from the **Page** list, you can specify the starting location using the controls immediately below the **Page** list.
3. In the **Horizontal** list, select a column number.

   The columns on the back of the page follow sequentially after the front column numbers.

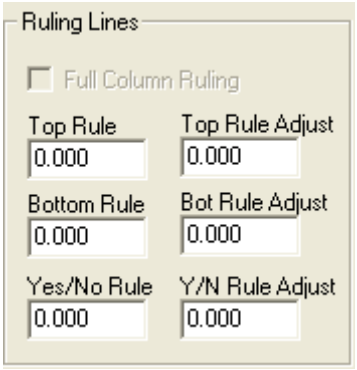
4. From the **Vertical** list, select one of the following options:
   - **Top of Col:** Select **Top of Col** to start the placement at the top of the selected column.
   - **Bottom of Col:** Select **Bottom of Col** to start placement at the bottom of the selected column.
   - **Absolute:** Select **Absolute** to start placement in an absolute row in the selected column. This option will enable the **Row** text box, so you can specify which row in the selected column you want to start the placement.

Margins Heading

Under the **Margins** heading, type measurements, in inches, in the **Top Margin**, **Right Margin**, **Bottom Margin**, and **Left Margin** boxes to set margins for the ballot questions.

Ruling Lines Heading

Take the following steps under the **Ruling Lines** heading, to configure ruling lines for your ballot questions.



1. If you enabled full column ruling, select **Full Column Ruling** under the **Ruling Lines** heading to allow your office text to span the entire width of a ballot column, including the ballot target area. Deselect **Full Column Ruling** to prevent text from overlapping the target area.

Refer to the Full Column Ruling heading in Chapter 25: Introduction to Style Sheets for information about using Full Column Ruling.

2. In the **Top Rule** box, type a measurement to set the thickness, in inches, of the line above your office text. Type 0 if you do not use a top ruling line.

NOTE: For all Rule boxes, the maximum ruling line thickness is 0.003 inches.

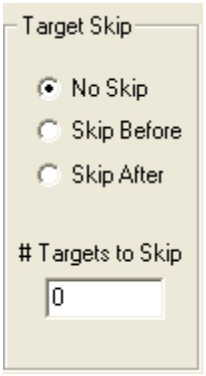
3. In the **Top Rule Adjust** box, type a measurement, in inches, to position the ruling line above your question cell. Type 0 for no position adjustment.

NOTE: In all **Rule Adjust** boxes, type a positive number to move the line down or a negative number to move the line up on the ballot.

4. In the **Bottom Rule** box, type a value to set the thickness, in inches, of the line below your question cell. Type 0 if you do not use a bottom ruling line.
5. In the **Bot Rule Adjust** box, type a distance, in inches, to position the line below the question cell.
6. In the **Yes/No Rule** box, type a measurement, in inches, to set the thickness of line that appears between question text and response text. Type 0 if you do not place a line between question and response text.
7. In the **Y/N Rule Adjust** box, type a measurement, in inches to position the line between question and response text.

Target Skip Heading

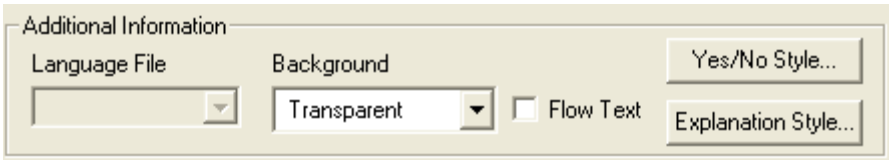
Take the following steps under the **Target Skip** heading to place blank lines between question cells.



1. elect one of the following options to place blank spaces between question cells:
   - Select **No Skip** to skip no target positions.
   - Select **Skip** Before to skip a set number of target positions before question text.
   - Select **Skip After** to skip a set number of target positions after question text.
2. If you select **Skip Before** or **Skip After**, type a number in the **# of Targets to Skip** box to set the number of target positions skipped before or after your question cells.

Additional Information Heading

Take the following steps to select a default language for your question text, chose a background color for the question cell, and format text to flow from the end of one column to the top of the next.

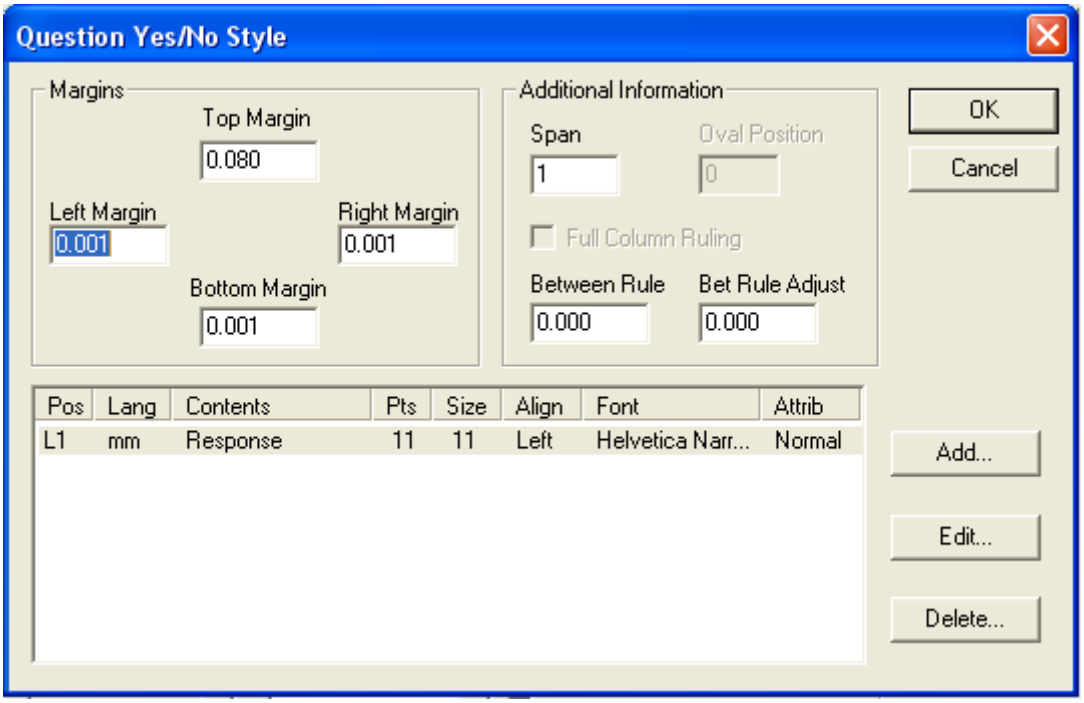


1. From the **Language File** list under the **Additional Information** heading, select a default language for your question text.
2. Select a background color for your question text from the **Background** list under the **Additional Information** heading. Available colors include white, gray, dark gray, light gray, black, red, green, and blue. Select **Custom** to mix a custom background color.
3. Click **Flow Text** to continue question text at the top of the next column if the text exceeds the length of a column. Clear the **Flow Text** box to force an entire question to the top of the next column if the text exceeds the length of the current column.

Yes/No Style

In the Question Style window under the Additional Information heading, take the following steps to format the response text that appears below ballot questions.

1. In the Question Style window under the **Additional Information** heading, click **Yes/No Style** to open the **Question Yes/No Style** window:



2. Under the **Margins** heading, type measurements, in inches, in the **Top Margin**, **Right Margin**, **Bottom Margin**, and **Left Margin** boxes to set the margins for your response text.
3. Type a number in the **Span** box to set the number of oval positions the response text crosses on the ballot.
4. You cannot use the **Oval Position** option unless you select a **Span** greater than 1. In the **Oval Position** box, type a value to position the voting ovals next to your response text. For example, set **Span** to 2 and type 1 in the **Oval Position** box to align voting targets with the top of each question response. Type 2 to align ovals with the bottom of the response text.
5. If you enabled full column ruling , select **Full Column Ruling** to allow response text to span the entire width of a ballot column, including the ballot target area. Deselect **Full Column Ruling** to prevent text from overlapping the target area.

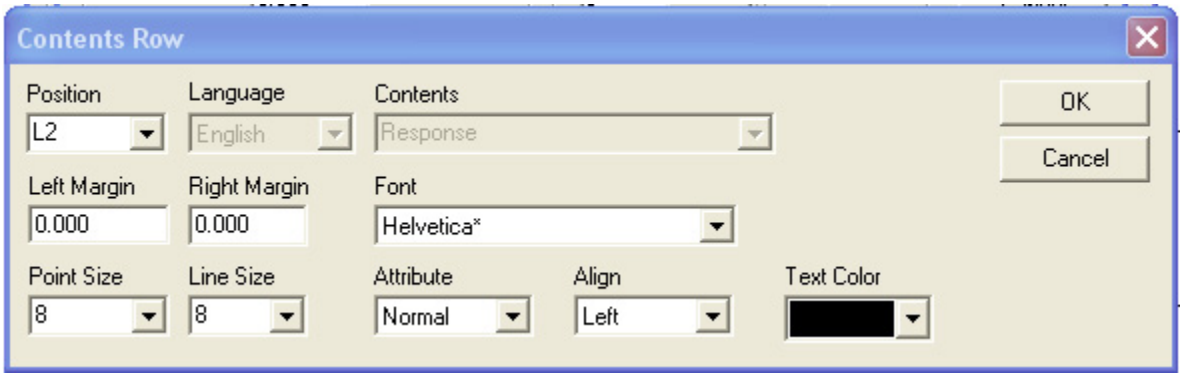
Refer to the Full Column Ruling heading in Chapter 25: Introduction to Style Sheets for information about using Full Column Ruling.

6. In the **Between Rule** box, type a value, in inches, to set the thickness of horizontal lines appearing between ballot responses. Type 0 if your jurisdiction does not place lines between responses.
7. In the **Bet Rule Adjust** box, type a measurement, in inches, to position the lines between the ballot responses.

Yes/No Text Contents

In the bottom portion of the **Question Yes/No Style** window, click **Add** to add specific response data to the ballot response area. Select existing contents and click **Edit** to change settings or click **Delete** to remove contents from the response area.

1. Click **Add** or **Edit** to open the **Contents Row** window.



NOTE: You cannot select specific ballot elements from the **Contents** list for ballot response text. Ballot responses are the only contents selection allowed.

2. From the **Position** list, select a position to orient response text. The position letter represents the position origin and the number represents how many lines away from the position origin the contents appear. For example, select T1 to place contents one line from the top of the response area or select B1 to place contents one line from the bottom.

NOTE: Select an L position to place contents relative to the last element positioned on the ballot. For example, if you place contents in the T1 position and then add contents in the L1 position, the L1 contents appear one line below the T1 data. If you do not select contents before you assign an L position, the data in the L location appears relative to the top margin of the response area.

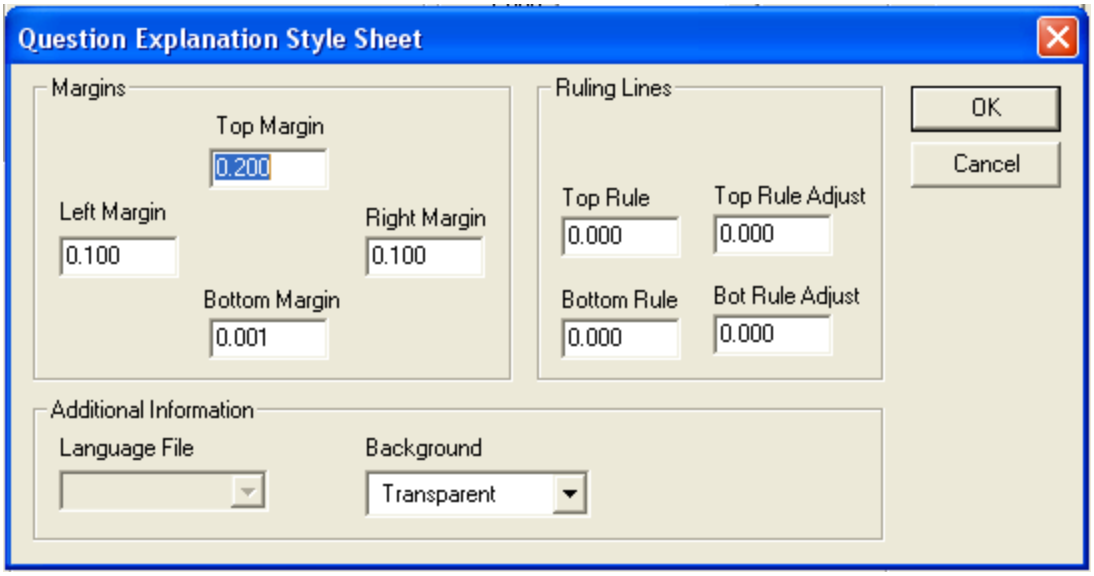
3. From the **Language** list, select the default language for your ballot responses.
4. In the **Left Margin** and **Right Margin** boxes, type measurements, in inches, to set both left and right margins for the ballot response text.
5. From the **Font** list, select the text style for your contents. ESS Image Manager recognizes only PostScript fonts.
6. From the **Point Size** list, select a text size for your contents or type a point size directly into the list to manually size the text.
7. In the **Line Size** box, select the amount of space that appears between lines of text (leading). Type a measurement, in points, directly into the list to manually set the space between lines of text.

NOTE: The line size for your contents must be the same size or greater than the point size you selected.

8. From the **Attribute** list, select **Normal**, **Bold**, **Italic**, or **Bold Italic** to choose a text style for your ballot contents.
9. From the **Align** list, select **Left**, **Right**, **Center**, or **Justify** to position contents in the response cell.
10. Select a color from the **Text Color** list to set the color of your ballot text. Available colors include white, gray, dark gray, light gray, black, red, green, and blue.

Explanation Style

In the Question Style window under the **Additional Information** heading, click **Explanation Style** to format text that explains a ballot question. The Question Explanation Style Sheet window will appear.



1. Under the **Margins** heading, type measurements, in inches, in the **Top Margin**, **Right Margin**, **Bottom Margin**, and **Left Margin** boxes to set the margins for your explanation text.
2. In the **Top Rule** box, type a measurement to set the thickness, in inches, of the line above your explanation text. Type 0 if you do not use a top ruling line.

NOTE: For all Rule boxes, the maximum ruling line thickness is 0.003 inches.

3. In the **Top Rule Adjust** box, type a measurement, in inches, to position the ruling line above the explanation text. Type 0 for no position adjustment.

NOTE: In all **Rule Adjust** boxes, type a positive number to move the line down or enter a negative number to move the ruling line up on the ballot.

4. In the **Bottom Rule** box, type a value to set the thickness, in inches, of the line below the explanation text. Type 0 if you do not use a bottom ruling line.
5. In the **Bot Rule Adjust** box, type a measurement to position the line below your explanation text. Type 0 for no position adjustment.
6. Under the **Additional Information** heading, select the default language for your explanation text from the **Language File** list.

7. Select a background color for your explanation text from the **Background** list under the **Additional Information** heading. Available colors include white, gray, dark gray, light gray, black, red, green, and blue. Select **Custom** to mix a custom color.

Default Question Style Sheet Settings

Option	Default
Style Name	Default Question Style
Target	0
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
Bot Rule Adjust	0.000
Yes/No Rule	0.000
Y/N Rule Adjust	0.000
Target Skip	No Skip
Background	Transparent

Default Response Text Settings

Option	Default
Top Margin	0.080
Left Margin	0.001
Right Margin	0.001
Bottom Margin	0.001

Default Response Text Settings *(continued)*

Option	Default
Between Rule	0.000
Bet Rule Adjust	0.000
Span	1

Default Yes/No Contents

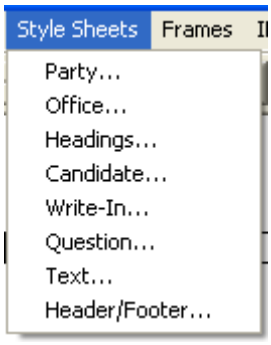
Option	Default
Left Margin	0.000
Right Margin	0.000
Font	Helvetica Narrow
Point Size	11
Line Size	11
Attribute	Normal
Alignment	Left

Default Explanation Settings

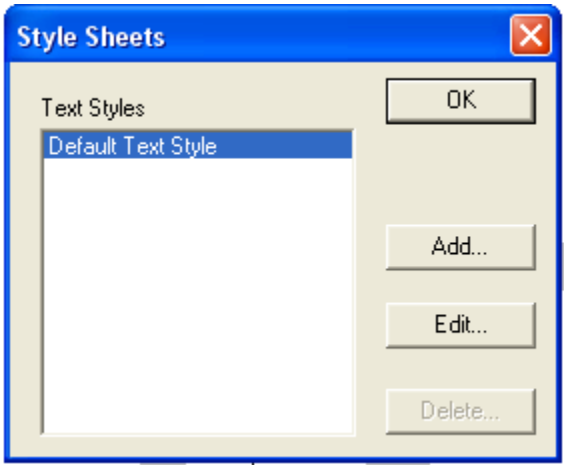
Option	Default
Top Margin	0.200
Left Margin	0.100
Right Margin	0.100
Bottom Margin	0.001
Top Rule	0.000
Top rule Adjust	0.000
Between Rule	0.000
Bet Rule Adjust	0.000
Language	English
Background	Transparent

Chapter 32: Text

Use the text style sheet to format and position ballot text from the ballot data file such as ballot instructions and ballot messages. Ballot text appears on the ballot based on the sequence number you assigned to the text in Election Data Manager.

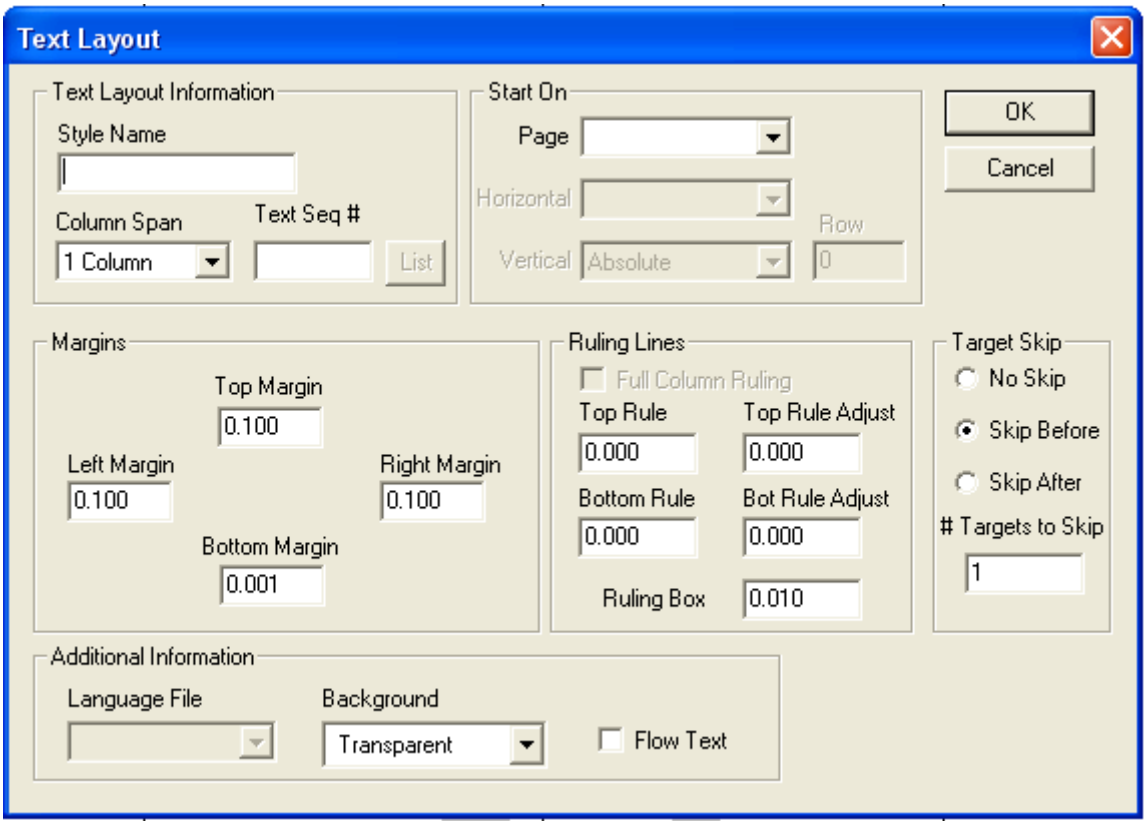


From the Style Sheets menu, click **Text** to open the Style Sheets window.



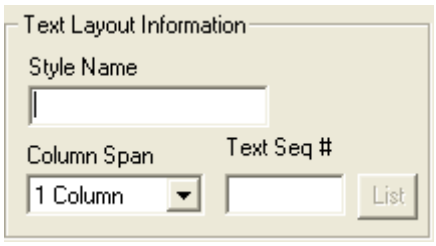
Select a style sheet from the list and click **Delete** to remove a style, click **Add** to create a new style sheet based on default settings or click **Edit** to change an existing style sheet.

Select **Add** or **Edit** to open the Text Layout window.



Text Layout Information Heading

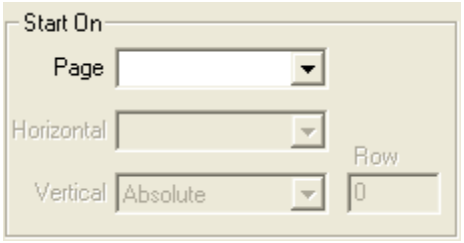
In the Text Layout window, take the following steps using the options under the Text Layout Information heading to name your style sheet, link your style sheet to specific contests and configure the size of the text cell.



1. In the **Style Name** box, type a name for the text style sheet. You cannot change the name of the default style sheet.
2. Next to the **Text Sequence #** box, click **List** to open a list of available .txt or .rtf ballot text files. Select the text files that you want to link to the text style sheet. Any contests not linked to a custom style sheet automatically use the default style.
3. From the **Column Span** list, select a value to set the number of columns the text cell crosses on the ballot. Unlike the **Span** option in other style sheets, the **Column Span** list controls the width of the text cell, not the height.

Start On Heading

Take the following steps under the **Start On** heading to select a starting ballot location for your text.



1. To place a text cell on a specific ballot page, select a ballot page from the **Page** list. If you do not select from the list, ESS Image Manager places the text cell in the first available ballot space in sequence number order.

NOTE: In ESS Image Manager, a ballot page refers to a single ballot sheet (front and back).

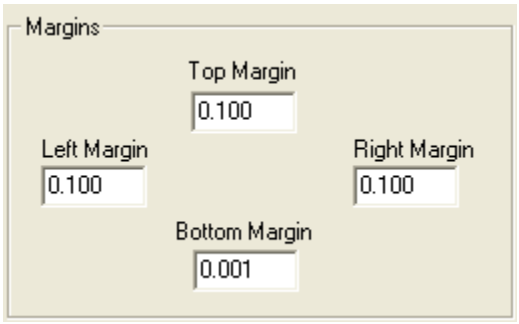
2. If you select a ballot page from the **Page** list, you can specify the starting location using the controls immediately below the **Page** list.
3. In the **Horizontal** list, select a column number.

   The columns on the back of the page follow sequentially after the front column numbers.

4. From the **Vertical** list, select one of the three options:

- Select **Top of Col** to start the placement at the top of the selected column.
- Select **Bottom of Col** to start placement at the bottom of the selected column.
- Select **Absolute** to start placement in an absolute row in the selected column. Selecting this option will enable the row text box, so you can specify which row in the selected column to start the placement.

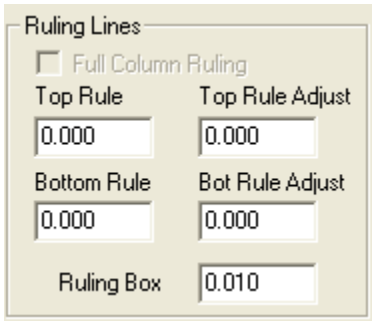
Margins Heading



Under the **Margins** heading, type measurements, in inches, in the **Top Margin**, **Right Margin**, **Bottom Margin**, and **Left Margin** boxes to set margins for ballot text.

Ruling Lines Heading

Take the following steps under the **Ruling Lines** heading, to configure ruling lines for your ballot text.



1. If you enabled full column ruling, select **Full Column Ruling** under the **Ruling Lines** heading to allow your office text to span the entire width of a ballot column, including the ballot target area. Deselect **Full Column Ruling** to prevent text from overlapping the target area.

Refer to the Full Column Ruling heading in Chapter 25: Introduction to Style Sheets for information about using Full Column Ruling.

2. In the **Top Rule** box, type a measurement to set the thickness, in inches, of the line above your office text. Type 0 if you do not use a top ruling line.

NOTE: For all Rule boxes, the maximum ruling line thickness is 0.003 inches.

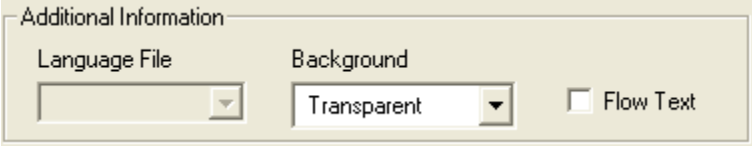
3. In the **Top Rule Adjust** box, type a measurement, in inches, to position the ruling line above your text cell. Type 0 for no position adjustment.

NOTE: In all **Rule Adjust** boxes type a positive number to move the line down or a negative number to move the ruling line up on the ballot.

4. In the **Bottom Rule** box, type a value to set the thickness, in inches, of the line below your text cell. Type 0 if you do not use a bottom ruling line.
5. In the **Bottom Rule Adjust** box, type a distance, in inches, to position the line below your text cell. Type 0 for no position adjustment.
6. Under the **Ruling Box** heading, type a value in the box to set the thickness, in inches, of the border around your ballot text.

Additional Information Heading

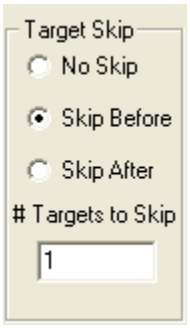
Take the following steps to select a default language for your ballot text, choose a background color for your text cell and format text to flow from the end of one column to the top of the next.



1. Select the default language for your ballot text from the **Language File** list.
2. Select a background color for your text from the **Background** list. Available colors include white, gray, dark gray, light gray, black, red, green, and blue. Select **Custom** to mix a custom color.
3. Click **Flow Text** to continue your text at the top of the next column if your text exceeds the length of a column. Clear the **Flow Text** box to force the entire text cell to the top of the next column if the text exceeds the length of the column.

Target Skip Heading

Take the following steps under the Target Skip heading to place blank spaces between text cells.



1. Select one of the following options to place blank spaces between text cells:
   - Select **No Skip** to skip no target positions.

- Select **Skip Before** to skip a set number of target positions before your text cell.
- Select **Skip After** to skip a set number of target positions after the text cell.

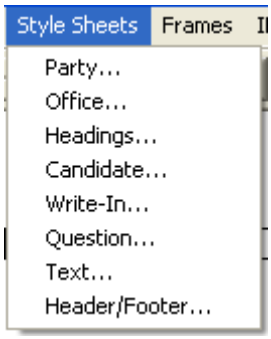
2. If you select **Skip Before** or **Skip After**, type a number in the **# of Targets to Skip** box to set the number of target positions skipped before or after your text cell.

Default Text Style Sheet Settings

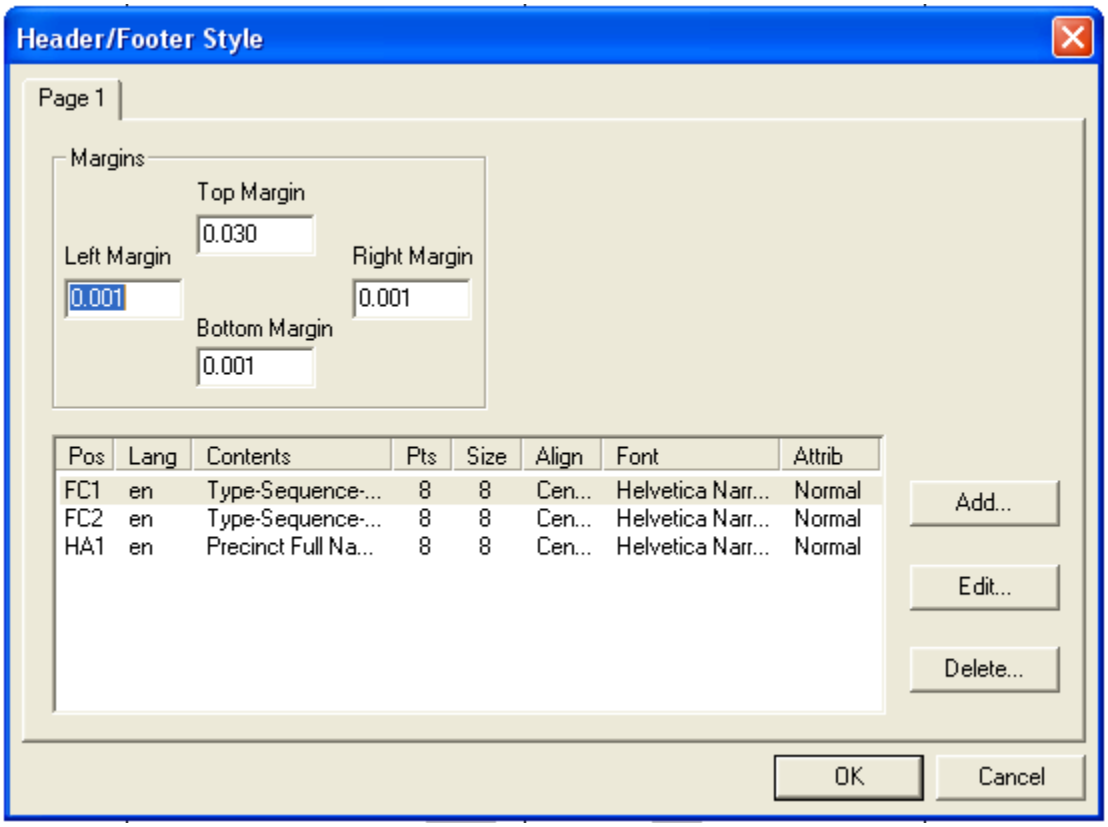
Option	Default
Name	Default Text Style
Target	0
Span	1
Top Margin	0.100
Left Margin	0.100
Right Margin	0.100
Bottom Margin	0.001
Top Rule	0.000
Top Rule Adjust	0.000
Bottom Rule	0.000
Bot Rule Adjust	0.000
Ruling Box	0.003
Target Skip	Skip Before
# Targets to Skip	1
Background	Transparent

Chapter 33: Header/Footer

Configure a header/footer style sheet to control the positioning and appearance of ballot header and footer information such as serial numbers and precinct names from the ballot data file. Header and footer data appears in the top and bottom margins of ballot columns. They are available for each page of the ballot.

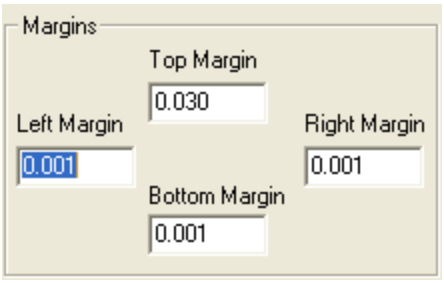


From the Style Sheets menu, select **Header/Footer** to open the Header/Footer Style window.



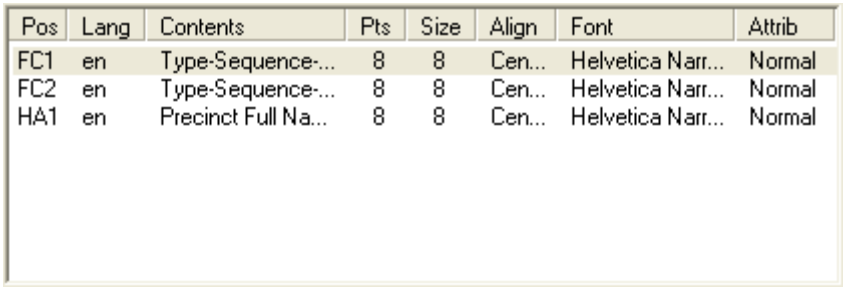
Margins Heading

Under the **Margins** heading, type measurements, in inches, in the **Top Margin**, **Right Margin**, **Bottom Margin**, and **Left Margin** boxes to set the margins for your header/footer cell.



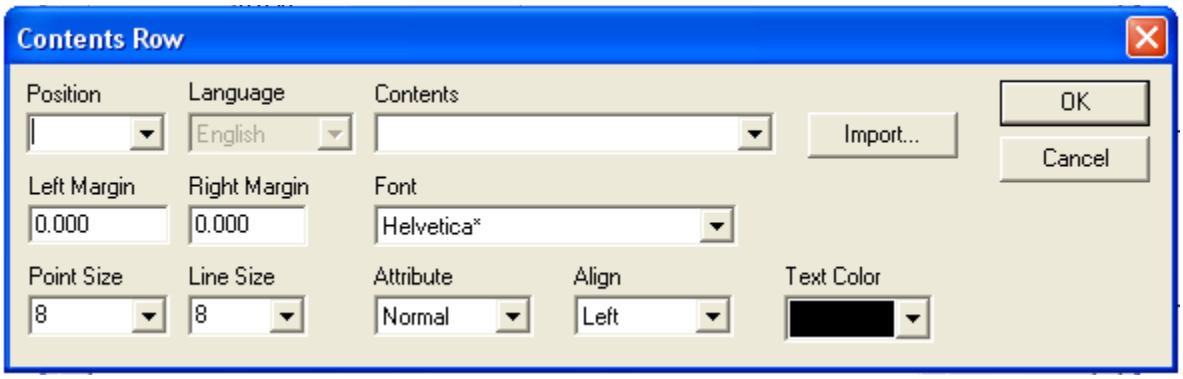
Contents

In the bottom portion of the Header/Footer Style window, click **Add** to add specific data to the header or footer cell. Select existing contents and click **Edit** to change settings or click **Delete** to remove contents from the ballot header or footer.



Pos	Lang	Contents	Pts	Size	Align	Font	Attrib
FC1	en	Type-Sequence-...	8	8	Cen...	Helvetica Narr...	Normal
FC2	en	Type-Sequence-...	8	8	Cen...	Helvetica Narr...	Normal
HA1	en	Precinct Full Na...	8	8	Cen...	Helvetica Narr...	Normal

1. Click **Add** or **Edit** to open the Contents Row window.



Take the following steps using the options at the top of the Contents Row window to select specific elements from the ballot data file to place in your ballot header or footer, to position your header or footer, to select the default language for the header/footer, to place text from outside of your ballot data file into a header or footer. Use the remaining options in the **Contents Row** window to set margins, select a font and size of your header or footer text, select a text style, text alignment, and a text color.

2. From the **Contents** list, select an element from the ballot data file to place in your header or footer.

NOTE: To add custom text to a header or footer cell, type the @ symbol followed by the text in the **Contents** box.

3. From the **Position** list, select a row and column position for your header or footer data. The first letter of the position code places your selected contents in either the ballot header or footer (H or F). The second letter in the code identifies the ballot column where your contents appear (A through C). For example, select HA to place contents at the top of the page over the first ballot column. The third character in the code identifies the front or back of the ballot (1 or 2).
4. From the **Language** list, select the default language for your ballot contents.
5. Click **Import** to search your computer for ballot text not included in the ballot data file. You can only import ballot text formatted as .rtf or .txt files. Select a file and click **Open** to include the outside contents in your header or footer.

6. In the **Left Margin** and **Right Margin** boxes, type measurements, in inches, to set the left and right margins for the ballot contents within the header or footer cell.
7. From the **Font** list, select the text style for your contents. ESS Image Manager only recognizes PostScript fonts.
8. From the **Point Size** list, select a text size for your contents or type a point size directly into the list to manually size the text.
9. From the **Line Size** list, select the amount of space that appears between lines of text (leading). Type a measurement, in points, directly into the list to manually set the space between lines of text.

NOTE: The line size for your contents must be the same size or greater than the selected point size.

10. From the **Attribute** list, select **Normal**, **Bold**, **Italic**, or **Bold Italic** to choose a text style for your header or footer contents.
11. From the **Align** list, select **Left**, **Right**, **Center**, or **Justify** to position contents in the header or footer cell.

12. Select a color from the **Text Color** list to set the color of your ballot text. Available colors include white, gray, dark gray, light gray, black, red, green, and blue.

Default Header/Footer Style Sheet Settings

Option	Default
Top Margin	0.030
Left Margin	0.001
Right Margin	0.001
Bottom Margin	0.001

Default Contents Row Settings

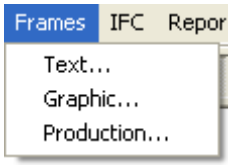
Position	Contents	Point Size	Line Size	Alignment	Font	Attribute
FC1	Type-Sequence-Split Code	8	8	Center	Helvetica Narrow	Normal
FC2	Type-Sequence-Split Code	8	10	Center	Helvetica Narrow	Normal
HA1	Precinct Full Name	8	8	Center	Helvetica Narrow	Normal

Part 6: Frames Menu

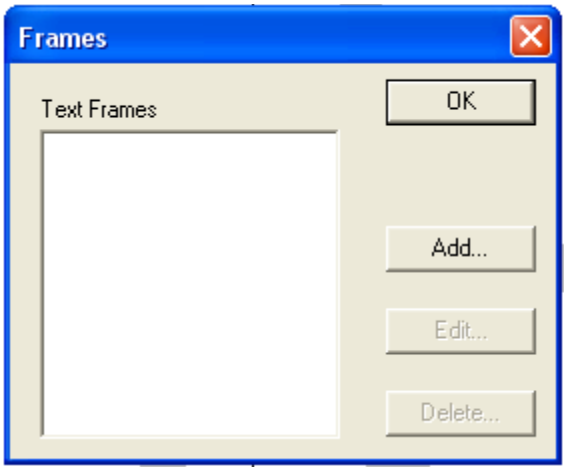
Frames enable you to place text, graphics, and production information on your ballots. You can assign frames exact ballot positions or position frames by column. You can format election data to flow around or through your frames. Use a text frame to place instructions and text on your ballots. Configure a graphic frame to place an image on your ballot. Use a production frame to place variable information, such as precinct names and identification numbers, on your ballots. Part 6 contains information about the following topics.

Chapter 34: Text

Use a text frame to control the placement and appearance of instructions or descriptive text on your ballots. Create instructional text for the top or bottom margins of your ballots or create descriptive text for the ballot face. Unlike ballot data formatted with style sheets, text frames appear in the same position on all ballots and do not affect the placement of office, candidate, or question data.

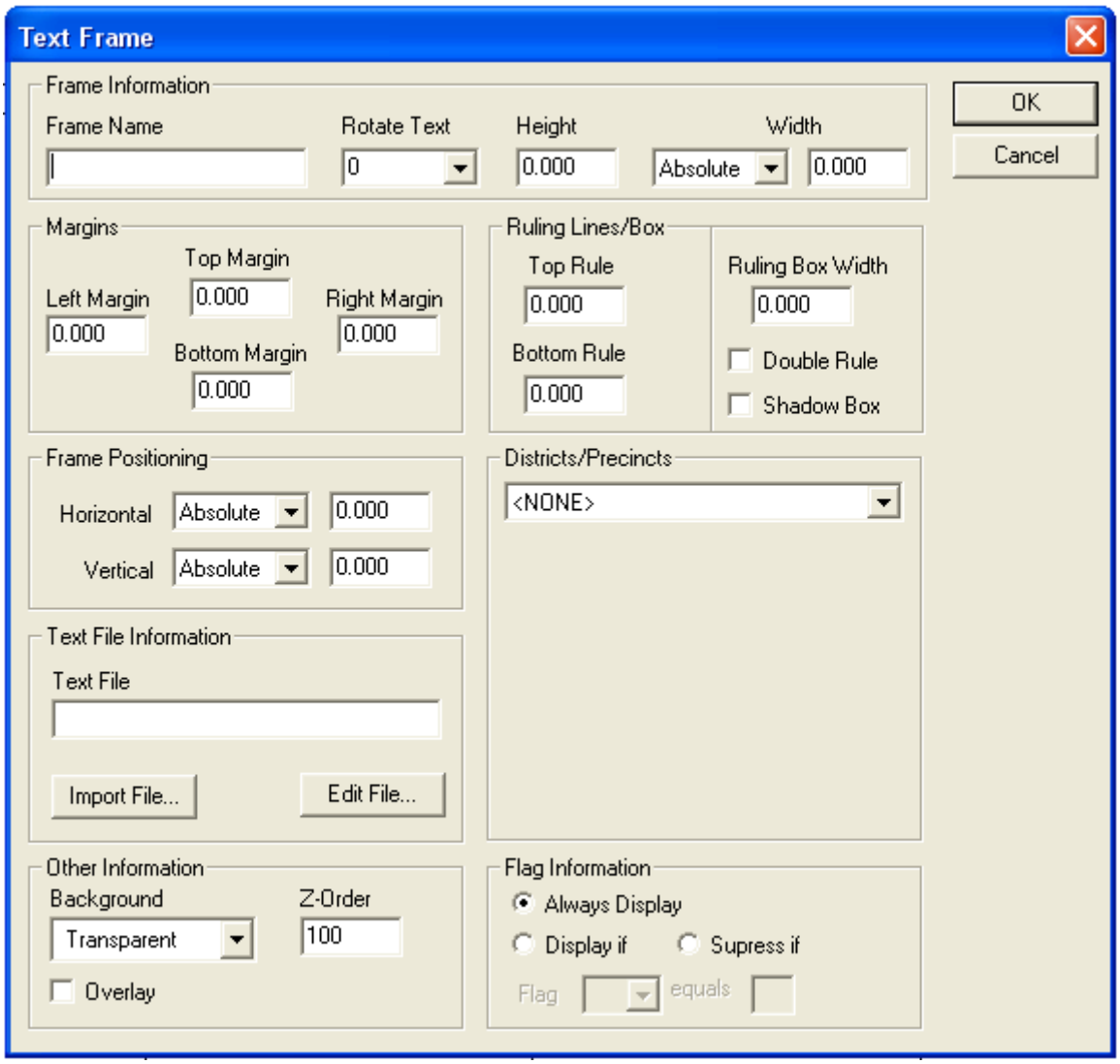


From the Frames menu, click **Text** to open the Frames window.



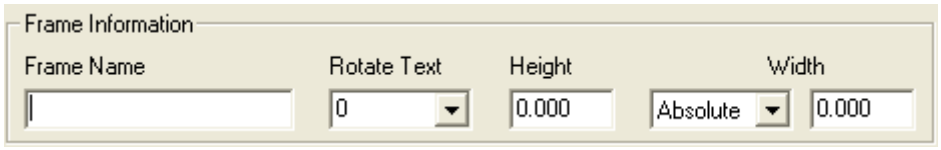
Select an existing frame and click **Edit** to change the settings for a frame or click **Delete** to remove the frame. Click **Add** to create a new text frame.

Select **Add** or **Edit** to open the Text Frame window.



Frame Information Heading

Take the following steps using the options under the **Frame Information** heading to name the text frame, rotate the frame, and set the frame's dimensions.



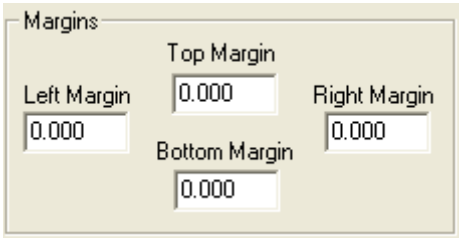
1. In the **Frame Name** box, type a name for the text frame.
2. In the **Rotate Text** box, type a value, in degrees, to rotate the text frame on the ballot face. For example, type 90 (90 degrees) in the **Rotate Text** box to turn your frame on its side.
3. In the **Height** box, type a measurement, in inches, to set the vertical size of your frame.

   ESS Image Manager automatically sets the vertical size of your frame to fit the selected frame text unless you type a value in the **Height** box.

4. Select a column width from the **Width** list to set the horizontal size of your frame. Select **Absolute** and type a measurement, in inches, in the **Width** box to manually select the horizontal size of the text frame.

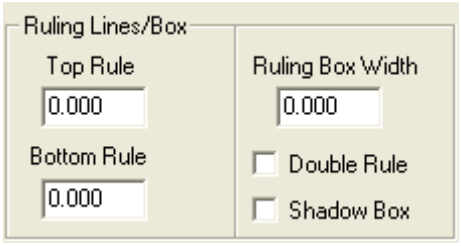
Margins Heading

Under the **Margins** heading, type measurements, in inches, in the **Top**, **Bottom**, **Left**, and **Right** boxes to set the inside margins of your text frame.



Ruling Lines/Box

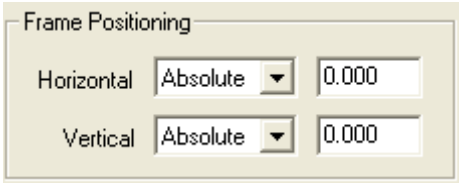
Take the following steps under the **Ruling Lines/Box** heading, to configure ruling lines for the text frame.



1. In the **Top Rule** box, type a measurement to set the thickness, in inches, of the line above your text frame. Type 0 if you do not want to use a top ruling line.
2. In the **Bottom Rule** box, type a measurement, in inches, to set the thickness of the line below your frame. Type 0 if you do not use a bottom ruling line.
3. In the **Ruling Box Width** box, type a measurement, in inches, to set the thickness of a box around your frame. Type 0 if you do not want to place a box around your text frame.
4. Click **Double Rule** to configure your ruling box with double lines.
5. Click **Shadow Box** to place a shadow effect around the ruling box.

Frame Positioning Heading

Take the following steps using the options under the **Frame Positioning** heading to place the text frame on your ballots. ESS Image Manager positions frames horizontally from the left edge of the ballot and vertically from the top of the ballot.



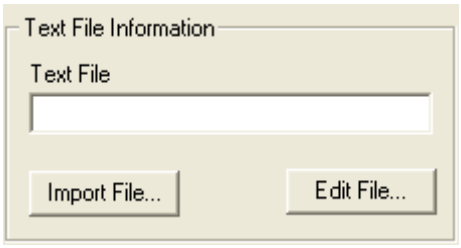
1. Under the **Frame Positioning** heading, select a column from the **Horizontal Positioning** list to orient the frame horizontally. Select **Absolute** and type a measurement, in inches, in the box to manually position the frame. Type a positive number to move the frame right or a negative value to move the frame left.

NOTE: If you select **Absolute** from the **Horizontal** and **Vertical** lists, you can you can click and drag the frame in the main view to reposition the frame.

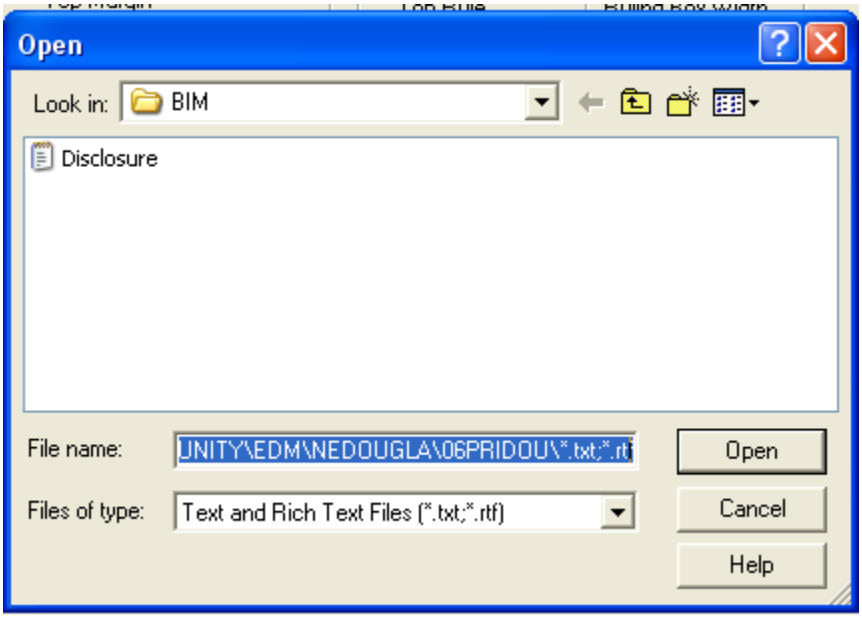
2. From the **Vertical** list, select **Top** or **Bottom** to place the frame at the top or bottom margin of the ballot face. Select **Absolute** and type a measurement, in inches, in the box to manually position the frame. Type a positive number to move the frame down or a negative value to move the frame up.

Text File Information Heading

Take the following steps using the options under the **Text File Information** heading to select or create text for the text frame. You can import existing text from an outside folder or create original text with ESS Image Manager's text editor.



1. Click **Import File** below the **Text File** box to search your computer for ballot text files.



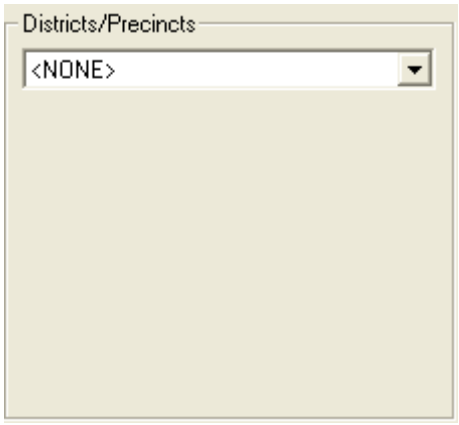
2. Select a file in the browse window and click **Open** to link the text to your frame.

NOTE: ESS Image Manager recognizes only ballot text formatted as .rtf or .txt files.

3. Import a file and click **Edit File** to change the contents of an existing ballot text file or click **Edit File** without importing text to create a new file with ESS Image Manager's text editor. Click **Close** to return to the Text Frame window

Districts/Precincts Heading

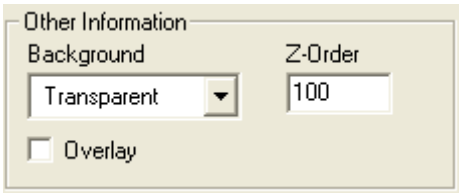
Select a district type from the **Districts/Precincts** list to link the text frame to ballots for specific districts.



A second list that contains district names appears below the **Districts/Precincts** list after you select a district type. Select <Local> from the **Districts/Precincts** list and click precinct names in the second list to link the text frame to ballots for specific precincts.

Other Information Heading

Use the options under the **Other Information** heading to select a background color for your frame, set the relative depth of the frame, and configure the frame as a ballot overlay.

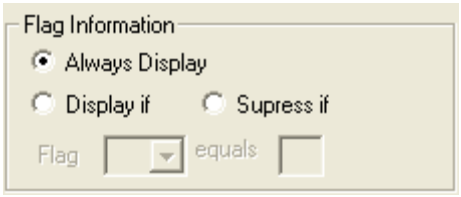


1. Select a background color for your text frame from the **Background** list. Available colors include white, gray, dark gray, light gray, black, red, green, and blue. Select **Custom** to mix a custom color.

2. In the **Z Order** box, select a value to set the relative page depth for your frame. Items with high Z orders overlay page elements with lower Z orders.
3. Select **Overlay** to allow ballot data to flow through your frame.

Flag Information Heading

Use the options under the **Flag Information** heading to place elements on ballots for specific situations, such as special instructions for select precincts or bilingual instruction text. Use the precinct creation options in Election Data Manager to configure flags. Then, select from the following options when you set up your frame in ESS Image Manager to specify when the frame appears on a ballot.



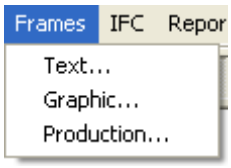
- Select **Always Display** to place the frame on all ballots regardless of flag information.
- Select **Display If** to place the frame on flagged ballots. Select a number from the **Flag** list and type the flag code that activates the frame in the equals box. For example, to place instructions on ballots in specific polling locations, open Election Data Manager and assign flag codes to the precincts where you want flagged ballot information to appear. Return to ESS Image Manager's Text Frame window and select a text file under the **Text File Information** heading. Then, click **Display If** under the Flag Information heading; select the same flag number that you assigned in Election Data Manager from the **Flag** list and type the Election Data Manager flag code in the equals box.

Refer to the *Election Data Manager System Operations Procedures* manual for more information about configuring flags.

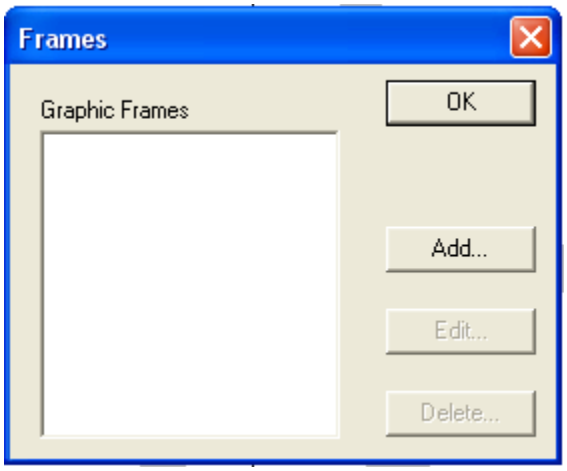
- Click **Suppress If**, select a **Flag** identification number from the **Flag** list and type a Election Data Manager flag code in the equals box to leave information off of specific ballots when ESS Image Manager detects a ballot flag.

Chapter 35: Graphic

Use a graphic frame to control the placement and appearance of ballot images, such as party graphics for primary ballots. Graphic frames appear in the same position on all ballots and do not affect the placement of office, candidate, or question data.

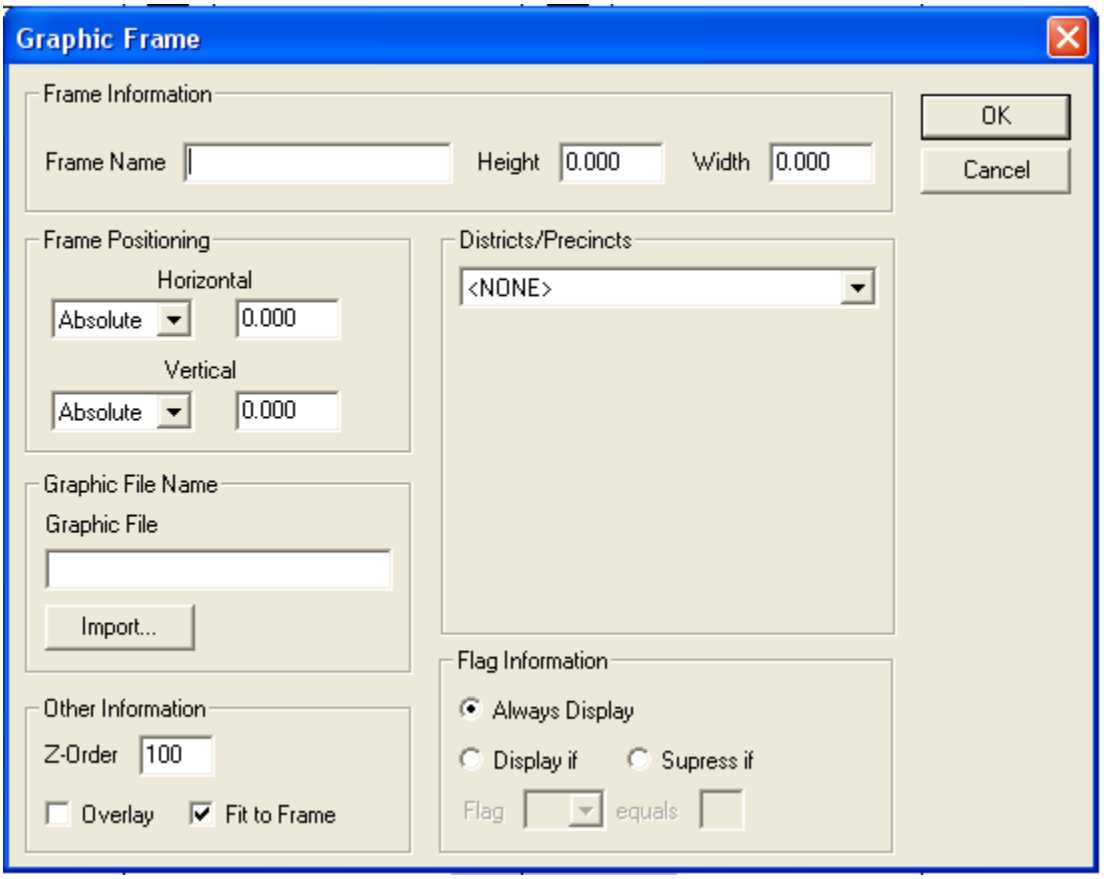


Under the Frames menu, select **Graphic** to open the Frames window.



Select an existing frame and click **Edit** to change the settings for a frame or click **Delete** to remove a frame. Click **Add** to create a new frame.

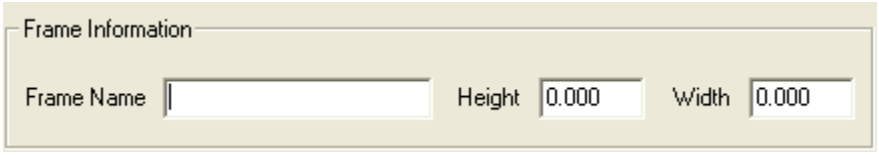
Select **Add** or **Edit** to open the Graphic Frame window.



NOTE: ESS Image Manager only recognizes bitmap (.bmp) graphic files.

Frame Information Heading

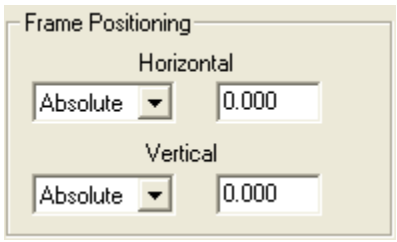
In the Graphic Frame window, take the following steps under the **Frame Information** heading to name the graphic frame and configure the frame's height and width.



1. In the **Frame Name** box, type a name for the graphic frame.
2. In the **Height** box, type a measurement, in inches, to set the vertical size of the graphic frame. ESS Image Manager automatically sets the vertical size of the frame to fit your selected graphic if you do not type a value in the Height box.
3. Type a measurement, in inches, in the **Width** box to set the horizontal size of the graphic frame.

Frame Positioning Heading

Configure options under the Frame Positioning heading to place the graphic frame on your ballots. ESS Image Manager orients the frame horizontally from the left edge of the ballot and vertically from the top edge of the ballot face.



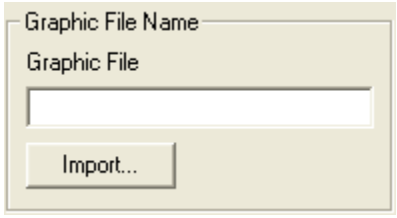
1. Under the **Frame Positioning** heading, select a column from the **Horizontal Positioning** list to orient your frame along the left margin of the selected ballot column. Select **Absolute** and type a measurement, in inches, in the available box to manually position the frame. Type a positive number to move the frame right or a negative value to move the frame left.

NOTE: After you set the initial position of the frame, you can change the frame's position by clicking and dragging the graphic frame in the ESS Image Manager main view.

2. From the **Vertical Positioning** list, select **Top** or **Bottom** to orient the frame along the top or bottom margin of the ballot face. Select **Absolute** and type a measurement, in inches, in the box to manually set the vertical position of your frame. Type a positive number to move the frame down on the ballot or a negative number to move the frame up.

Graphic File Name Heading

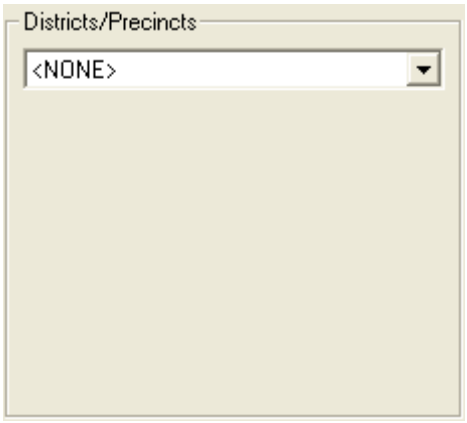
In the **Graphic Frame** window, use the options under the **Graphic File Name** heading to select the graphic that appears in the frame.



In the **Graphic File** box, type the folder location of the ballot graphic or click **Import** to open a browse window and search your computer for graphic files. Select the file and click **Open** to link the graphic to your frame. ESS Image Manager allows only graphics formatted as bitmap files (.bmp) to be placed on ballots.

Districts/Precincts Heading

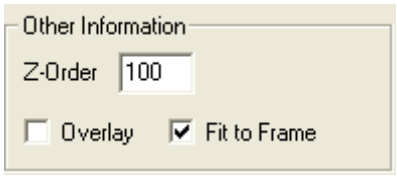
Select a district type from the **Districts/Precincts** list to link your graphic frame to ballots for specific districts.



A second list that contains district names appears below the **Districts/Precincts** list after you select a district type. Select **<Local>** from the **Districts/Precincts** list and click precinct names in the second list to link your frame to ballots for specific precincts.

Other Information Heading

Take the following steps using the options under the **Other Information** heading to set the relative depth of the frame, configure the frame as a ballot overlay or format the ballot graphic to automatically resize to fit the graphic frame.

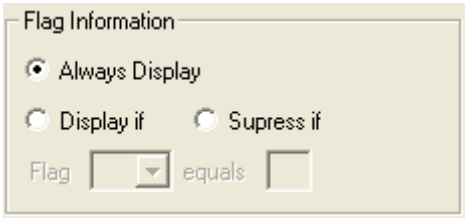


1. In the **Z-Order** box, type a value to set the relative page depth for your frame. Items with high Z orders overlay page elements with lower Z orders.
2. Select **Overlay** to allow ballot data to flow through your frame.

3. Click **Fit to Frame** to automatically size your ballot graphic to fit the frame size that you specified in the **Height** and **Width** boxes under the **Frame Information** heading. If you do not select **Fit to Frame**, the **Height** and **Width** boxes will not be available. Instead, ESS Image Manager automatically sizes the frame to match the dimensions of your ballot graphic.

Flag Information Heading

Use the options under the **Flag Information** heading to place elements on ballots for specific situations such as a wheelchair graphic on ballots for polling places with wheelchair access ramps. Use the precinct creation options in Election Data Manager to configure flags.



Select from the following options when you set up your frame in ESS Image Manager to specify when the frame appears on a ballot.

- Select **Always Display** to place the frame on all ballots regardless of flag information.
- Select **Display If** to place the frame on flagged ballots.
  - Select a number from the **Flag** list and type the flag code that activates the frame in the equals box. For example, to place a graphic on ballots in specific polling locations, open Election Data Manager and assign flag codes to the precincts where you want the flagged ballot graphic to appear.
  - Return to ESS Image Manager's **Text Frame** window and select a graphic in the **Graphic File** box.

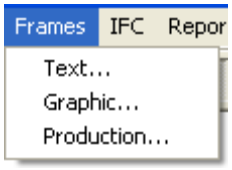
- Click **Display If** under the **Flag Information** heading. Select the same flag number that you assigned in Election Data Manager from the **Flag** list and type the Election Data Manager flag code in the **equals** box.

Refer to the *Election Data Manager System Operations Procedures* manual for more information about assigning flags.

❖ Click **Suppress If** and select a flag identification number from the **Flag** list and type a Election Data Manager flag code in the equals box to leave information off of specific ballots when ESS Image Manager detects a ballot flag.

Chapter 36: Production

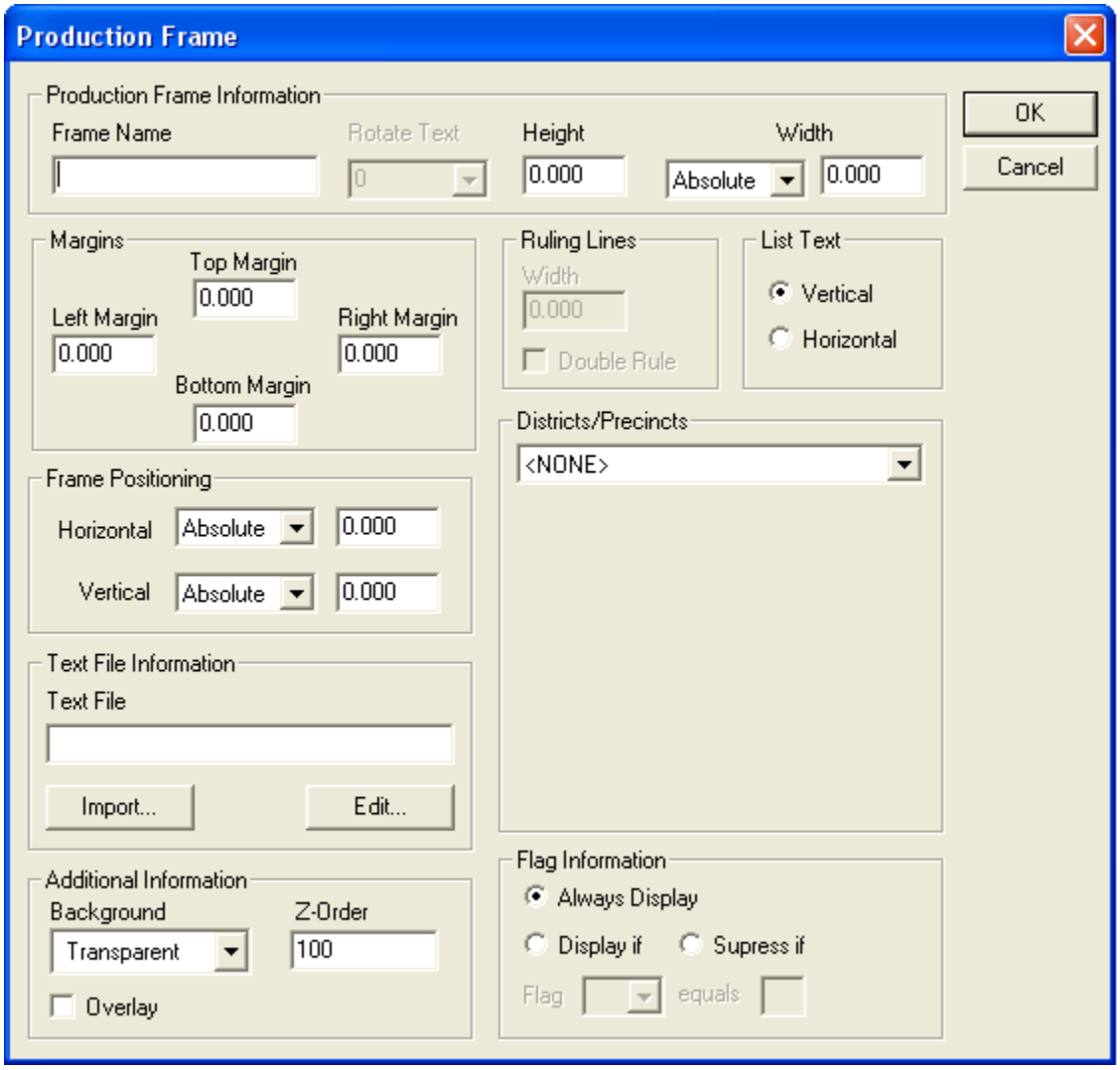
Production frames control the placement and appearance of variable ballot text, such as ballot identification numbers and precinct names. Production frames can appear anywhere on the ballot, though most jurisdictions place production information at the top or bottom edges of the ballot. Unlike ballot data formatted with style sheets, production frames appear in the same position on all ballots and do not affect the placement of office, candidate, or question data.



Under the **Frames** menu, click **Production** to open the **Frames** window.

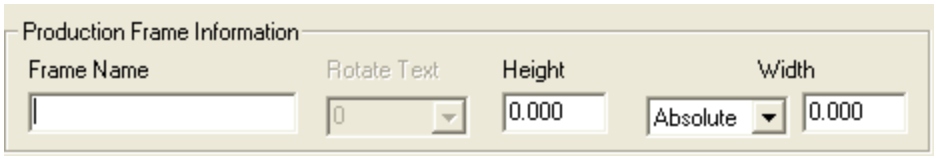
Select an existing frame and click **Edit** to change the settings for a frame or click **Delete** to remove the frame. Click **Add** to create a new text frame.

Select **Add** or **Edit** to open the **Production Frame** window.



Production Frame Information Heading

In the Production Frame window use the options under the **Production Frame Information** heading to name the production frame, rotate the frame, and set the frame's height and width.



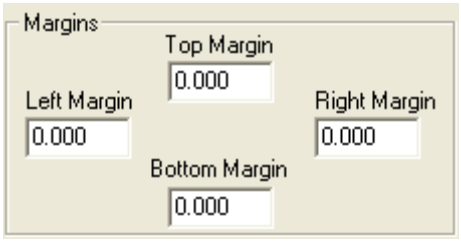
1. In the **Frame Name** box, type a name for the production frame.
2. In the **Rotate Text** box, type a value, in degrees, to rotate the frame on the ballot face. For example, type 90 (90 degrees) in the **Rotate Text** box to turn your frame on its side.
3. In the **Height** box, type a measurement, in inches, to set the vertical size of your frame.

   ESS Image Manager automatically sets the vertical size of your frame to fit the selected frame text unless you type a value in the **Height** box.

4. Select a column width from the **Width** list to set the horizontal size of the frame. Select **Absolute** and type a measurement, in inches, in the **Width** box to manually set the horizontal size of the production frame.

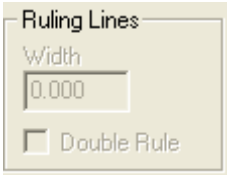
Margins Heading

Under the **Margins** heading, type measurements, in inches, in the **Top**, **Bottom**, **Left**, and **Right** boxes to set the margins of the production frame.



Ruling Lines Heading

Take the following steps under the **Ruling Lines** heading to configure ruling lines for the production frame.

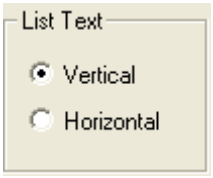


1. Type a measurement, in inches, in the **Width** box to set the thickness of the lines that border your production frame. Type 0 if you do not place a border around your frame.
2. Click **Double Rule** to use double lines to border your frame.

NOTE: Options under the **Ruling Lines** heading are only available if you select **Horizontal** under the **List Text** heading.

List Text Heading

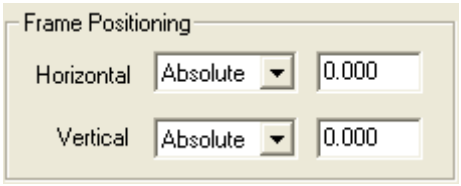
Select a List Text option to set how ESS Image Manager sizes the production frame.



Select **Vertical** to have ESS Image Manager automatically set the vertical size of your frame. For example, if the text in your production frame spans more than one line in a ballot column, selecting **Vertical** automatically adjusts the size of the frame to fit all of the text. If you select **Horizontal**, you must adjust the frame's height manually. You cannot rotate text or place ruling lines around the production frame unless you select **Horizontal** under the **List Text** heading.

Frame Positioning Heading

Take the following steps under the **Frame Positioning** heading to place the production frame on your ballots. ESS Image Manager positions frames horizontally from the left edge of the ballot and vertically from the top edge of the ballot.



1. Under the **Frame Positioning** heading, select a column from the **Horizontal Positioning** list to place your frame along the left margin of the selected column.

   Select **Absolute** and type a measurement, in inches, in the available box to manually position the frame. Type a positive value to move the frame right or a negative value to move the frame left.

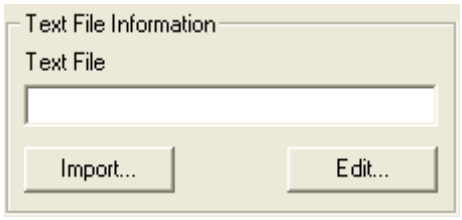
2. From the **Vertical Positioning** list, select **Top** or **Bottom** to orient the frame along the top or bottom of the ballot page.

   Select **Absolute** and type a measurement, in inches, in the box to manually set the vertical position of the frame. Type a positive number to move the frame down on the ballot or a negative value to move the frame up.

Text File Information Heading

Take the following steps under the Text File Information heading to select or create text for the production frame. You can input existing text from an outside folder or create original text with ESS Image Manager's text editor. Use variable names to include ballot information that changes from ballot style to ballot style, such as precinct names and identifiers.

Refer to Chapter 47: Hard Codes and Variable Names for a complete list of variable names you can use in ESS Image Manager.



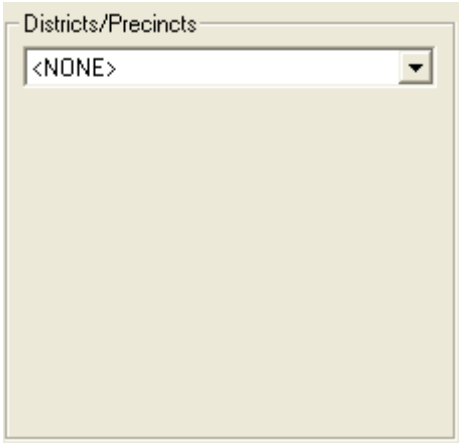
1. Click **Import** next to the **Text File** box to search your computer for ballot text files.
2. Select a file and click **Open** to link the selected text to the frame.

NOTE: ESS Image Manager recognizes only ballot text formatted as .rtf or .txt files.

3. **Import** a file and click **Edit** to change the contents of an existing ballot text file or click **Edit** without importing text to create a new file with ESS Image Manager's text editor. Click **Close** to return to the Production Frame window.

Districts/Precincts Heading

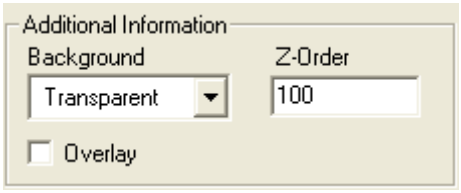
Select a district type from the **Districts/Precincts** list to link the production frame to ballots for specific districts.



A second list that contains district names appears below the **Districts/Precincts** list after you select a district type. Select **<Local>** from the **Districts/Precincts** list and click precinct names in the second list to link your production frame to ballots for specific precincts.

Additional Information Heading

Use the options under the **Additional Information** heading to select a background color for your frame and set the relative depth of the frame and configure the frame as a ballot overlay.

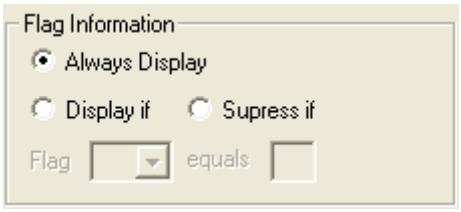


1. Select a background color for your frame from the **Background** list. Available colors include white, gray, dark gray, light gray, black, red, green, and blue. Select **Custom** to mix a custom color.

2. In the **Z Order** box, select a value to set the relative page depth for your frame. Items with high Z orders overlay page elements with lower Z orders.
3. Select b to allow ballot data to flow through your frame. ESS Image Manager forces ballot data to flow around your frame if you do not click **Overlay**.

Flag Information Heading

Use the options under the **Flag Information** heading to place elements on ballots for specific situations, such as special ballot identifiers for split precincts. Use the precinct creation options in Election Data Manager to configure flags. Then, select from the following options when you set up your frame in ESS Image Manager to specify when the frame appears on a ballot.



- Select **Always Display** to place the frame on all ballots regardless of flag information.
- Select **Display If** to only place the frame on flagged ballots. Select a number from the **Flag** list and type the flag code that activates the frame in the equals box. For example, to place split codes on ballots for specific precincts, open Election Data Manager and assign flag codes to the precincts where you want flagged ballot information to appear. Return to ESS Image Manager's Production Frame window and select a text file under the **Text File Information** heading. Then, click **Display If** under the **Flag Information** heading; select the same flag number that you assigned in Election Data Manager from the **Flag** list and type the Election Data Manager flag code in the equals box.

Refer to the *Election Data Manager System Operations Procedures* manual for more information about configuring flags.

- Click **Suppress If**, select a **Flag** identification number from the **Flag** list and type a Election Data Manager flag code in the equals box to leave information off of specific ballots when ESS Image Manager detects a ballot flag.

Part 7: IFC Menu

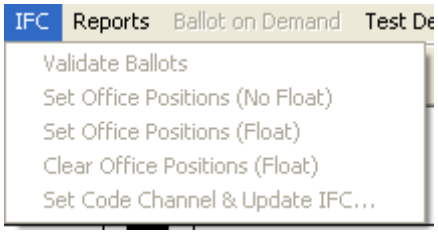
Unity software uses interface files to transfer information between different programs in the software suite. Election Data Manager generates an intermediate interface file (.iff file) and a ballot set collection file (.bsc file) when you merge an election database to create a ballot data file. ESS Image Manager uses the ballot data file (.bdf), ballot set collection file and the intermediate interface file to transfer election database information onto ballots. ESS Image Manager generates another interface file (.ifc file) after you set your office positions that Hardware Programming Manager uses to create election definitions for ballot scanners.

Part 7 contains information about the following topics.

Chapter 37: Validate Ballots

After you set office positions, use the **Validate Ballots** option under the IFC menu or the **Ballot Validation Report** option under the Reports menu to ensure that all election data fits properly on your ballots.

Refer to Chapter 42: Ballot Style Report for information about using the Ballot Style Report option under the Reports menu to review contest positioning information for each layout in your ballot file.



After you set office positions, click **Validate Ballots** under the IFC menu or **Ballot Validation Report** under the **Reports** menu to scan ballot contents and generate a report that confirms whether election information from the ballot data file fits on each of the ballots in your layout file. After you view the validation report, manually check your ballots to make sure the formats are correct.

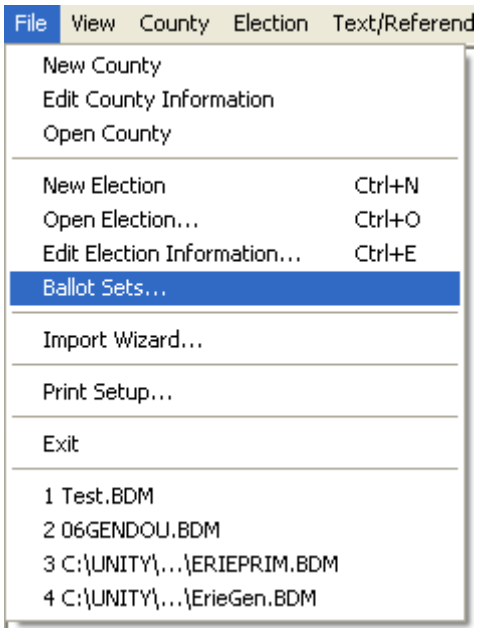
The top line of the validation report shows the folder location of the report file. A list of each of the ballot styles, organized by type, sequence, and split number, contained in the layout appears below the report file location. A message appears next to each ballot style listing that indicates whether ballot information successfully fits on ballots for that style.

```
C:\elecdata\02pnelan\INLIBBAL.edf Validation Log

Ballot Style - 1-1-1 1 A Fit SUCCESSFUL

Ballot Style - 2-2-1 1 A-1 Fit SUCCESSFUL

Ballot Style - 3-3-1 1 B Fit SUCCESSFUL

Ballot Style - 4-4-1 1 C Fit SUCCESSFUL

Ballot Style - 5-5-1 1 D-1 Fit SUCCESSFUL

Ballot Style - 6-6-1 1 D-2 Fit SUCCESSFUL

Ballot Style - 7-7-1 1 D-3 Fit SUCCESSFUL

Ballot Style - 8-8-1 1 D-4 Split 1 Fit SUCCESSFUL

Ballot Style - 9-9-1 1 D-4 Split 2 Fit SUCCESSFUL
```

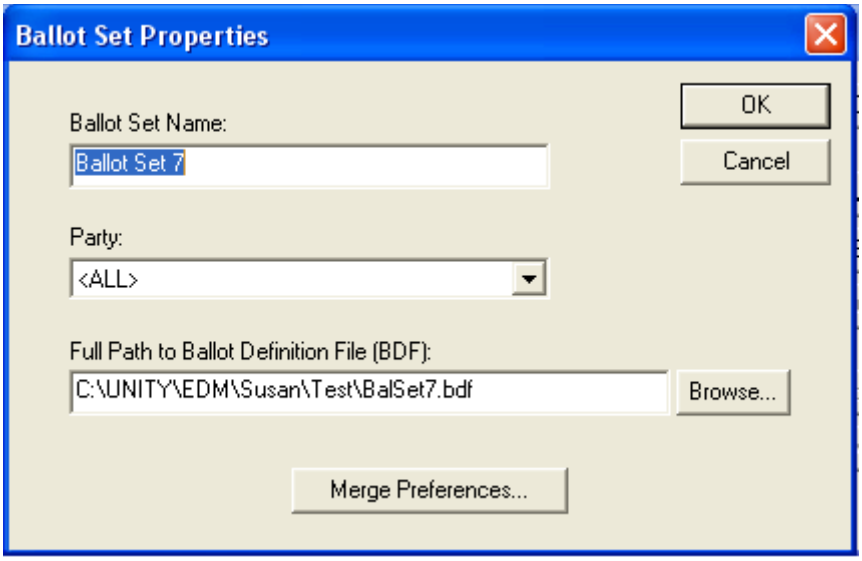
Chapter 38: Set Office Positions

Take the following steps using Election Data Manager and ESS Image Manager to create the interface file (.ifc file) that Hardware Programming Manager uses to program ballot scanners. Interface files from ESS Image Manager contain the contest and candidate position data that scanners require to accurately read ballots.

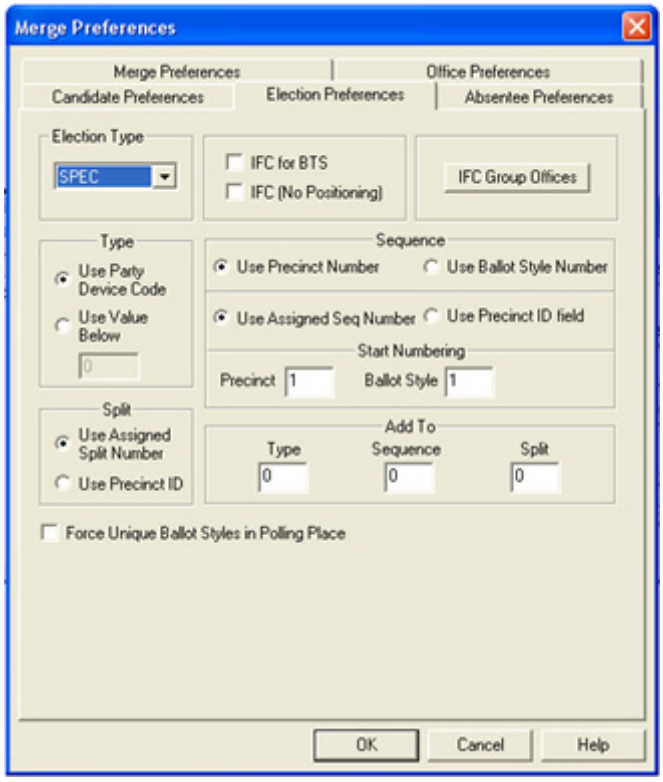
1. Start Election Data Manager, open your election and select **Ballot Sets** under the **File** menu.



2. Select a ballot set to open the Ballot Set Properties window.



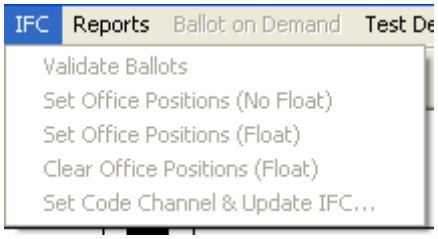
3. Click **Merge Preferences** to open the **Merge Preferences** window.



4. Click the **Election Preferences** tab and click **IFC for BTS** to create an .iff file when you merge your election.

Refer to the *Election Data Manager System Operations Procedures* manual for more information about merging election files.

5. Generate ballot styles in Election Data Manager.
6. Open the election in ESS Image Manager. After you finalize your ballot layouts, select from the following options under the IFC menu to set office positions for each of your ballot sets.

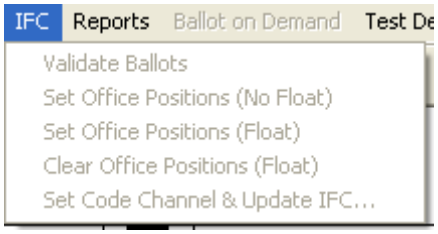


- After you configure a ballot layout, select **Set Office Positions (No Float)** to place each contest in exactly the same voting target location on every ballot in your jurisdiction. If a contest appears on ballots for one precinct but not another, blank space appears in the ballot position vacated by the unused contest.
- Select **Set Office Positions (Float)** to create ballots with candidate rotations or ballots for a closed primary election. Setting offices to float allows contests and candidates to shift positions for different ballot styles. If a contest appears on ballots for one precinct but not another, the next contest fills the ballot position vacated by the unused office.

7. If you must edit a ballot layout after you set office positions, select **Clear Office Positions (Float)** to edit the ballot without corrupting scanner files. Remember to reset offices after you make changes.

Chapter 39: Set Code Channel & Update IFC

After you set ballot positions, validate ballot data and confirm contest positioning, take the following steps to generate a ballot interface file for Hardware Programming Manager.



1. Review your ballot layouts. Under the IFC menu, click **Set Code Channel and Update IFC** under the IFC menu to open the Update IFC window.

NOTE: The **Set Code Channel and Update IFC** command is not available until you set office positions. If your election contains multiple ballot sets, all ballot sets must have the office positions set for the **Set Code Channel and Update IFC** command to be available. If you merged your election from Election Data Manager, you must check the **IFC for BTS** box for this command to be available.

Refer to Chapter 38: Set Office Positions or to the *Election Data Manager System Operations Procedures* manual for more information on the **IFC** command and **IFC for BTS** box.

2. Click **Browse** next to the **IFC for HPM** box to select a save location and name for your interface file. The default folder for .ifc files is C:\Elecdata\IFC. Give your .ifc file the same name as the .iff file that you created in Election Data Manager. Click **Open** to close the browse window and return to the **Update IFC** window.
3. Click **GO** in the Update IFC window to generate the .ifc file.

Chapter 40: Combine Interface Files

Hardware Programming Manager reads only one interface file (.ifc file) for each election. If you create multiple interface files in the same election database, ESS Image Manager automatically combines the .ifc files when you select **Set Code Channel and Update IFC** under the IFC menu. Some jurisdictions must combine .ifc files generated from different election databases in Election Data Manager or different ballot layouts in ESS Image Manager to properly configure election equipment. If you create ballots for a jurisdiction that must combine interface files from different databases, use the **Combine IFCs** option under the IFC menu to manually create a single interface file for Hardware Programming Manager.

Enable Manual Interface File Combination

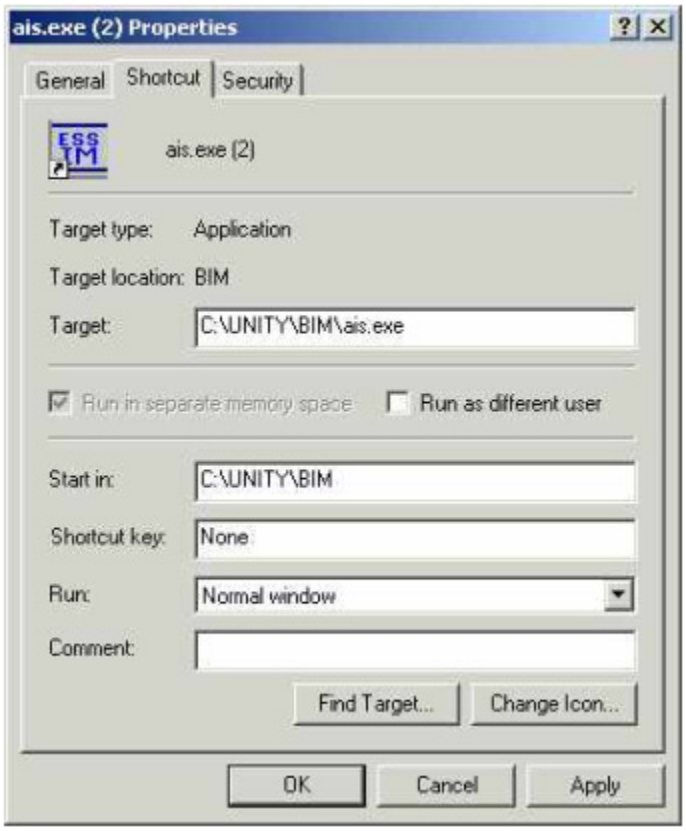
Improperly combined interface files can cause scanning errors, so you must enable manual interface combination outside of ESS Image Manager before you can manually combine files in the program. To enable manual interface file combination, take the following steps to create a new ESS Image Manager shortcut on your desktop and alter the command line for the executable file.

1. Right-click the Windows desktop and create a new shortcut that points to the ESS Image Manager executable file (C:\Unity\BIM\ais.exe).

Refer to Windows Help for detailed information about creating shortcuts.

2. Right-click the shortcut you just created and select **Properties** from the options menu.

3. Select the **Shortcut** tab to alter the command line. The following window appears.

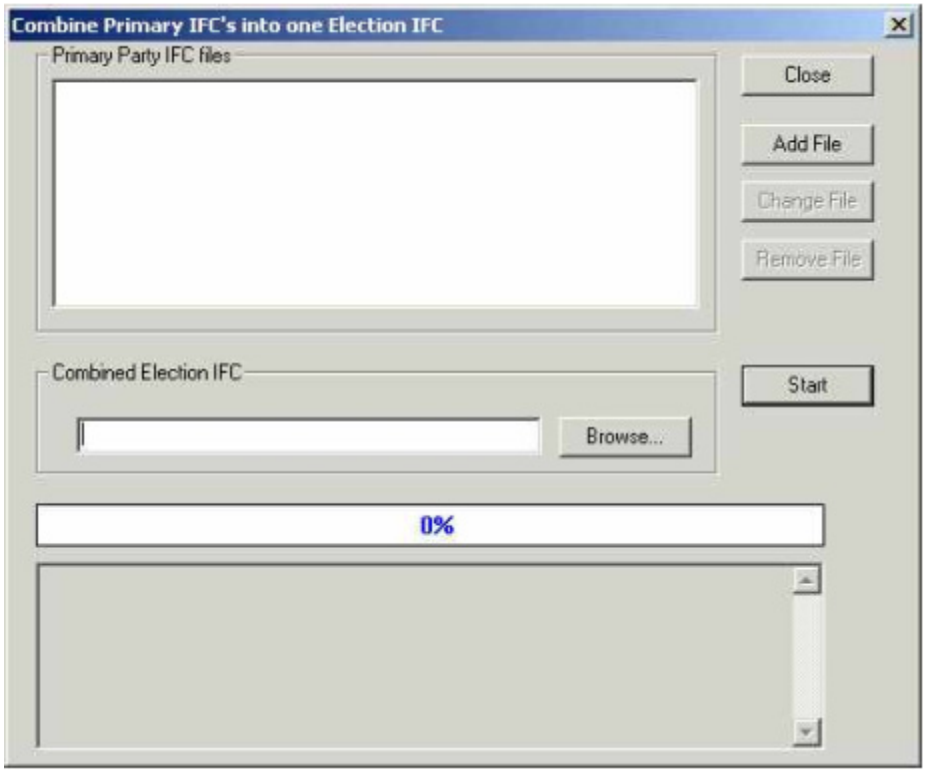


4. Contact ES&S for the code to activate manual file combination.
5. Add the code to the end of the command line in the **Target** box. The full, altered command line should read “C:\Unity\BIM\ais.exe <activation code>” without the quotations marks.
6. Click **Apply** to activate manual file combination and then click **OK** to return to your desktop.
7. Use the altered shortcut to open ESS Image Manager with the manual interface file combination activated.

Manually Combine Interface Files

Take the following steps to manually combine interface files generated from different election databases or different ballot layouts.

1. From the IFC menu, click the **Set Code Channel and Update IFC** command to generate interface files for each ballot layout whose contest and candidate position information must be combined in the final file.
2. Click **Combine IFCs** under the IFC menu to manually combine the files.



3. Click **Add File** to open a window to search your computer for the .ifc files that you want to combine. The default save location for .ifc files is election folders in the elecdata folder. Select a file and click **Open** in the browse window to add the file to the list in the **Primary Party IFC Files** box. Continue adding files until all of the files you want to combine appear in the list.

NOTE: Select a file from the **Primary Party IFC** list and click **Change File** to open a browse window and replace the selected file with another .ifc file. Select a file and click **Remove File** to delete the file from the list.

4. Next to the **Combined Election IFC** box, click **Browse** to open a window and select a location where you want to save the combined file. ES&S recommends saving the combined file to your election folder in the elecdata folder.

5. Type an eight-character name for your combined file in the **File Name** box and click **OK** to close the browse window.

   Use the first two characters of the file name to identify the election year followed by a three-letter abbreviation for the election type and the first three letters of your jurisdiction's name. For example, type "09GENDOU" in the File Name box for a 2009 general election in Douglas County, Nebraska.

6. Click **Start** to combine the selected .ifc files. Status and error messages may appear in the gray area at the bottom of the screen.

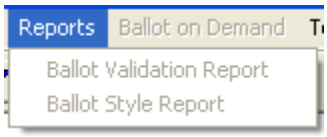
Part 8: Reports Menu

Part 8 contains information about the following topics.

Chapter 41: Ballot Validation Report

After you set office positions, use the **Validate Ballots** option under the IFC menu or the **Ballot Validation Report** command under the Reports menu to ensure that all election data fits properly on your ballots. Click **Ballot Style Report** under the Reports menu to review the contest positioning information for each layout in your ballot file.

Refer to Chapter 37: Validate Ballots for information about using the **Validate Ballots** option to review your ballots for correct positioning.



After you set office positions, click **Ballot Validation Report** menu to scan ballot contents and generate a report that confirms whether election information from the ballot data file fits on each of the ballots in your layout file. After you view the validation report, manually check your ballots to make sure the formats are correct.

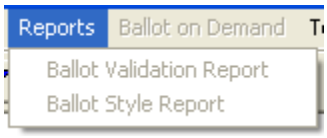
```
C:\elecdata\02pnelan\INLIBBAL.edf Validation Log

Ballot Style - 1-1-1 1 A Fit SUCCESSFUL

Ballot Style - 2-2-1 1 A-1 Fit SUCCESSFUL

Ballot Style - 3-3-1 1 B Fit SUCCESSFUL

Ballot Style - 4-4-1 1 C Fit SUCCESSFUL

Ballot Style - 5-5-1 1 D-1 Fit SUCCESSFUL

Ballot Style - 6-6-1 1 D-2 Fit SUCCESSFUL

Ballot Style - 7-7-1 1 D-3 Fit SUCCESSFUL

Ballot Style - 8-8-1 1 D-4 Split 1 Fit SUCCESSFUL

Ballot Style - 9-9-1 1 D-4 Split 2 Fit SUCCESSFUL
```

The top line of the validation report shows the folder location of the report file. A list of each of the ballot styles, organized by type, sequence, and split number, contained in the layout appears below the report file location. A message appears next to each ballot style listing that indicates whether ballot information successfully fits on ballots for that style.

Chapter 42: Ballot Style Report

A Ballot Style Report provides contest-positioning information for each ballot style included in your layout file.

The ballot style type, sequence, and split numbers appear below the county name. A list of contests sorted by contest number, rotation, and ballot position follows the ballot style identification information.



You can view a Ballot Style Report after you set office positions. To view a Ballot Style Report, click **Ballot Style Report** under the Reports menu.

The precinct identification number and precinct name code appear at the bottom of the report. Check the ballot style report to make sure that the correct contests appear on the correct ballot styles in the proper order.

Part 9: Ballot On Demand Menu

Ballot on Demand is an ESS Image Manager accessory program that you can use to print individual, Election Day ballots directly from ESS Image Manager. Instead of printing a ballot for each registered voter, many jurisdictions base ballot orders from ES&S ballot services or a partner printer on voter turnout statistics from the previous year. If ballots run short, the jurisdiction can use Ballot on Demand to print additional ballots for specific precincts and polling places.

Contact an ES&S sales representative for more information about Ballot on Demand.

Refer to *Ballot On Demand Printer Setup and Printing Procedures Manual* for information about setting up and using Ballot On Demand.

Warning: Although ESS Image Manager includes the means for accessing your settings through Print Setup, ES&S cannot guarantee that the results of printing ballots on demand after settings have been altered within ESS Image Manager will match the display on the ESS Image Manager screen.

Part 10: Test Deck Menu

Part 10 contains information about the following topic.

Chapter 43: Automatic Test Decks

A test deck is a series of marked ballots used to test ballot scanners and tabulation software for accuracy. Test decks include sample ballots for every precinct, split and rotation in a jurisdiction. Election workers scan the test ballots and check system reports against the test deck configuration to check equipment for Election Day. ES&S can enable you to print automatic test decks by request.

Contact ES&S customer service for more information about automatic test deck generation.

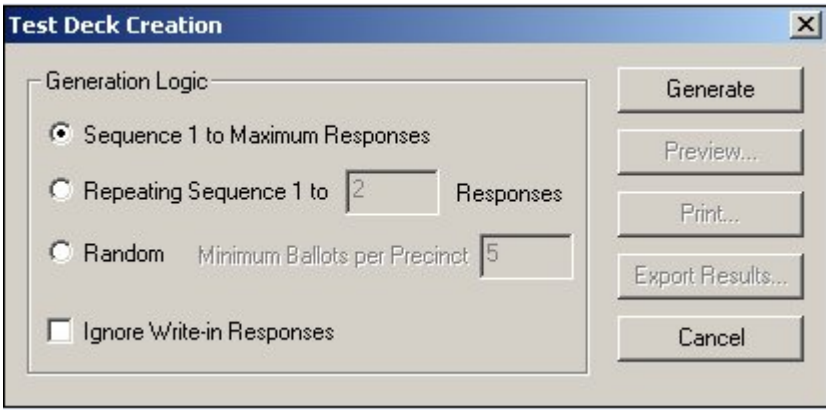
NOTE: Use an automatic test deck to test ballot target positions but not scanner logic. Automatic test decks do not test scanner logic for straight party voting or for over-vote and under-vote handling.

Generate a Test Deck

Take the following steps to create test ballots if ES&S has enabled the test deck option for you. ESS Image Manager generates fully marked test decks in the format of your choice.

Election Security Caution: Testing your election prior to Election Day provides security for the election process. ES&S recommends that you always generate test decks and reports to test your scanners and reporting software for accuracy before the election.

From the **Test Deck** menu, click **Create** to open the Test Deck Creation window.



From this point, you can generate any one of the following three tests (you do not need to perform all three).

1. Under the **Generation Logic** heading, select **Sequence 1 to Maximum Responses** to detect which contest in your election uses the most ballot targets and then click **Generate** to create the following test ballots for each ballot style used in your election:
   - One ballot with no ovals marked (blank ballot)
   - One ballot with all ballot targets marked (over-voted ballot)
   - One ballot with the first response target marked for each contest
   - Two ballots with the second target marked in each contest
   - Three ballots with the third target marked in each contest

   The sequence continues until ESS Image Manager produces a ballot with the last target marked for the contest that uses the most ballot targets. Once ESS Image Manager marks all of the targets for a contest, the program leaves the targets blank for the remainder of the test ballots produced for that ballot style. If your ballots contain a contest that allows more than one response or candidate selection (a “vote for more than one” contest), ESS Image Manager generates the following additional ballots:
   - One ballot with marked targets under the “vote for more than one” contest starting with the first target and ending at the target that equals the maximum number of selections allowed.
   - One ballot with marked targets under the “vote for more than one” contest starting with the second contest and ending with the target that equals the maximum number of selections allowed.

The sequence continues until ESS Image Manager produces a ballot in which the first mark appears in the last voting position of the “vote for more than one” contest. If the number of allowed responses exceeds the target position number, ESS Image Manager leaves that target blank. For example, for a vote for two contest with three ballot targets, ESS Image Manager produces one test ballot with the first and second target marked, one ballot with the second and third position marked and one ballot with only the third position marked.

2. Under the **Generation Logic** heading, select **Repeating Sequence 1 to XX Responses** and type a number in the box to generate the same ballots created with the **Sequence 1 to Maximum Responses** option. ESS Image Manager stops generating ballots after the program creates a ballot with a mark in the ballot position that you select.
3. Under the **Generation Logic** heading, select **Random**, and enter an amount for **Minimum Ballots per Precinct** to specify the minimum number of ballots generated per precinct. For each precinct, ESS Image Manager will generate the following ballots for each precinct:
   - One ballot with no ovals marked (blank ballot).
   - One ballot with all ballot targets marked (over-voted ballot)
   - As many additional ballots as necessary to fulfill the minimum number of ballots specified, or to ensure that every candidate in the election receive at least one vote.

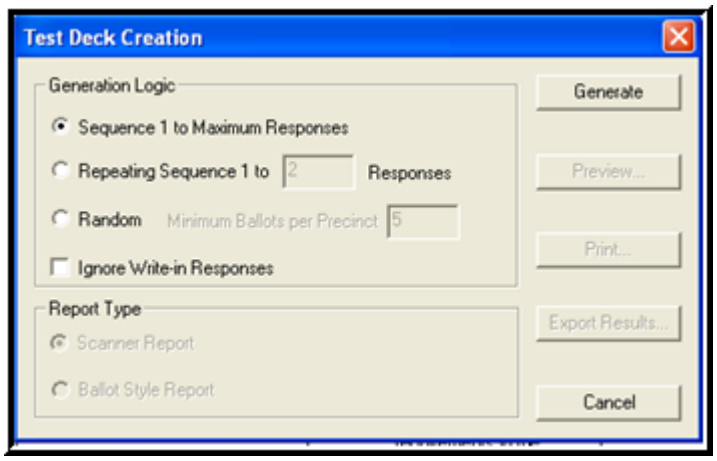
With all three types of tests, you can do the following:

- Click **Ignore Write-in Responses** to instruct ESS Image Manager not to mark write-in targets on your test ballots.
- Click **Generate** to create the test deck file. Click **Preview** to view test deck ballots from ESS Image Manager, click **Print** to print your ballots or click **Cancel** to exit to the ESS Image Manager main window without generating the test deck.

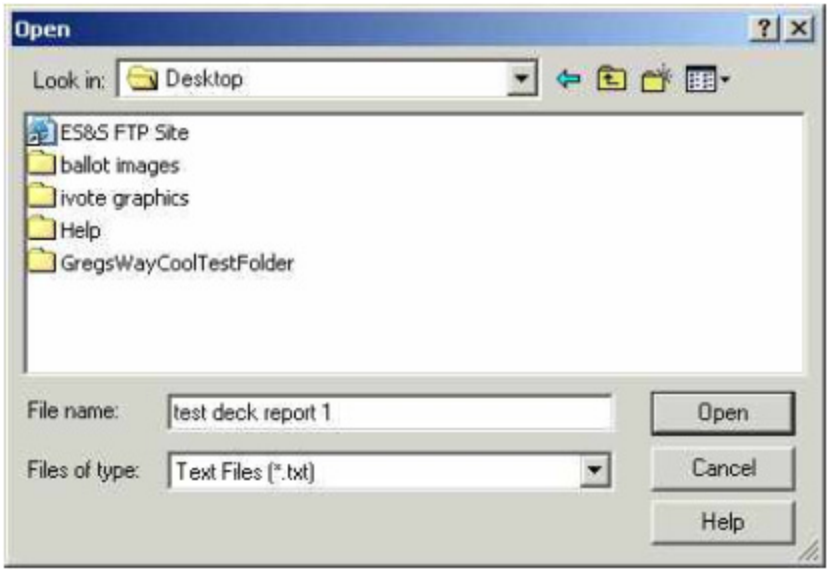
Test Deck Reports

Generate test deck reports and compare them to the reports generated by your scanner after you process the test ballots. Scanner results should match the ESS Image Manager test deck reports. Take the following steps to generate a test deck report.

1. From the Test Deck menu, click **Create** to open the Test Deck Creation window.



2. In the Test Deck Creation window, configure your test ballots as described under the Generate a Test Deck heading.
3. Click **Generate** to create a test deck.
4. Click **Export Results** to open a window to select the folder where you want to save your test deck report.



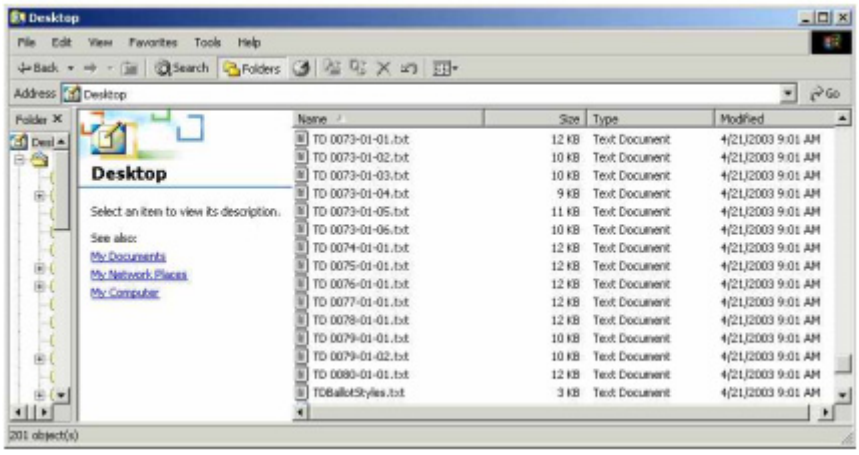
5. In the **File name** box, type a name for the test deck report and then click **Open** to save the report in the selected folder.

NOTE: ESS Image Manager saves test deck reports as text files (.txt files).

Compare your ESS Image Manager test deck reports to the report generated by your scanning equipment after you count test ballots. Make sure that your scanner and ESS Image Manager test reports match before you scan Election Day ballots. Take the following steps to view test reports.

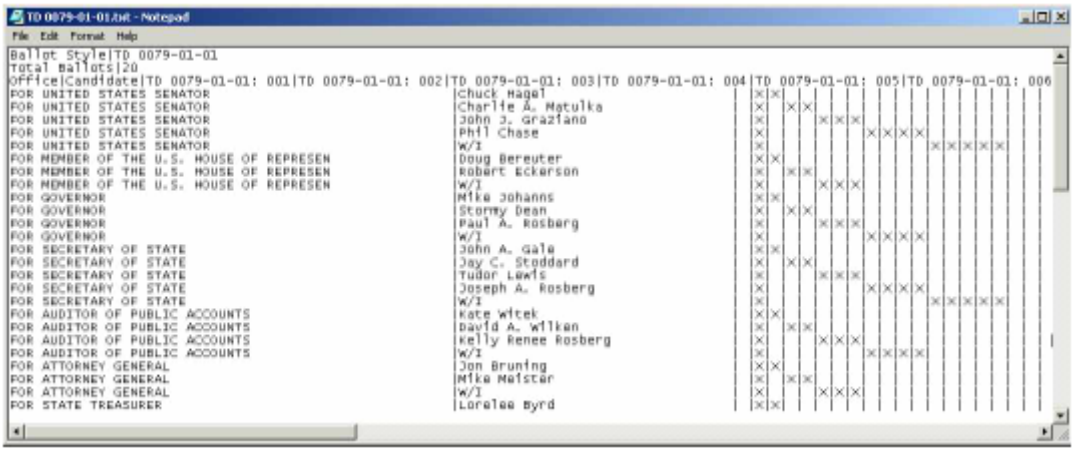
View Test Reports

1. Open Windows Explorer and locate your test deck reports. ESS Image Manager generates a report for each ballot style in your test deck, a ballot style report and a consolidated report that includes test deck information for all of the ballot styles in your test deck.



ESS Image Manager automatically generates reports for individual ballot styles. The names of individual style reports begin with the letters TD, for “test deck,” followed by the four-digit precinct identifier, the two-digit split number and the two-digit ballot type identifier. ESS Image Manager generates the ballot style report under the name “TdballotStyles” and the consolidated report under the name that you specified in the browse window when you selected a save location for your ESS Image Manager reports.

2. Double-click a report in Explorer to open a test deck report in Notepad.



Refer to Microsoft Notepad Help for more information about editing, printing and saving test deck reports.

Test Deck Report Types

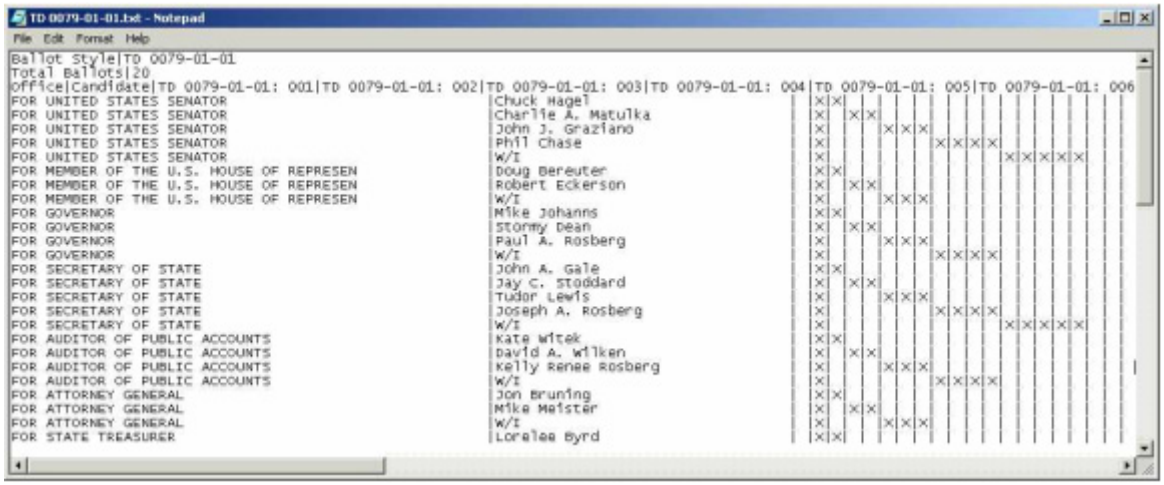
ESS Image Manager automatically generates the following types of test deck reports.

- Test Deck Results Reports show which voting targets ESS Image Manager marked on the test ballots for each ballot style. Results reports show which ballot targets ESS Image Manager marks on the test ballots for each ballot style included in the test deck.
- Test Deck Ballot Style Reports list all of the ballot styles included in the test deck. The ballot style report contains precinct, split and type identification numbers for each ballot style included in the test deck.
- Ballot Style Reports contain the combined results for all of the ballot styles in the test deck. The consolidated test deck report lists the combined target and identification information for all of the ballot styles included in your test deck.

- Scanner Reports show the offices and candidates on the left side of the report. The totals and percentage of votes the candidates received are on the right side of the report.

Test Deck Results Reports

Results reports show which ballot targets ESS Image Manager marks on the test ballots for each ballot style included in the test deck. In Windows Explorer, double-click a results report (results report names begin with “TD” followed by precinct, split, and ballot type identifiers) to open a report in Notepad.

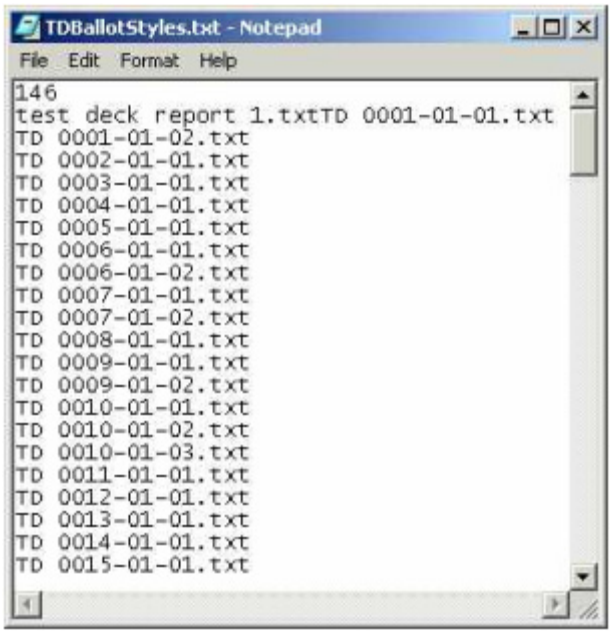


The ballot style identification number for the report appears at the top of the report. The total number of test ballots generated for the ballot style appears below the ballot style identifier. Identification numbers for each ballot produced for the ballot style appear below the total number of ballots. Offices, candidates and targets marked appear below the ballot identification numbers.

Each column to the right of candidate names represents one test ballot produced for the selected ballot style. An X appears in the column if ESS Image Manager marked the voting target position for the indicated candidate on the test ballot.

Test Deck Ballot Style Reports

The ballot style report contains precinct, split and type identification numbers for each ballot style included in the test deck. Double-click the ballot style report (named “TDBallotStyes” in the test deck reports folder) to open the report in Microsoft Notepad.



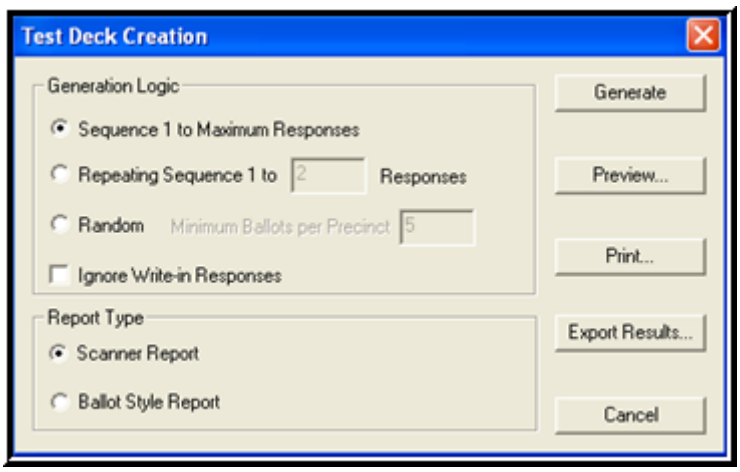
The ballot style report identifies each ballot style included in the test deck by precinct identification number, split number, and ballot type number.

Ballot Style Reports

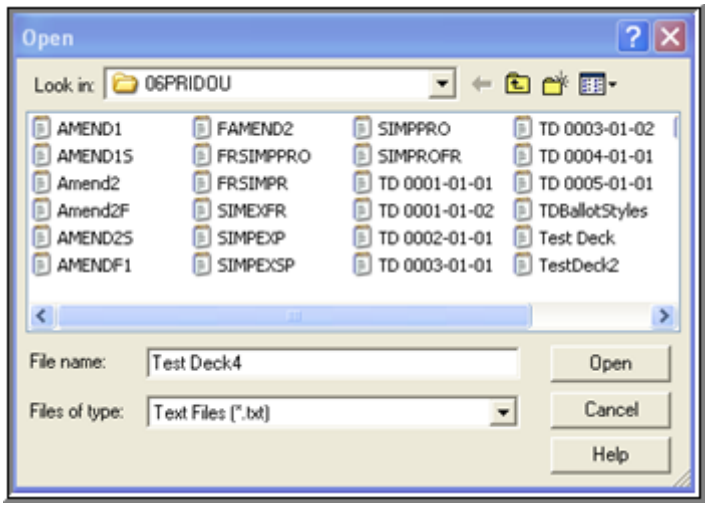
The ballot style report lists the combined target and identification information for all of the ballot styles included in your test deck.

You cannot generate ballot style reports until you first generate a Scanner Report. When you first open the Test Deck Creation window, you will only be able to generate a Scanner Report. Once you have generated a Scanner Report, take the following steps to generate a Ballot Style Report.

1. From the **Test Deck** menu, click **Create...** The Test Deck Creation window appears.

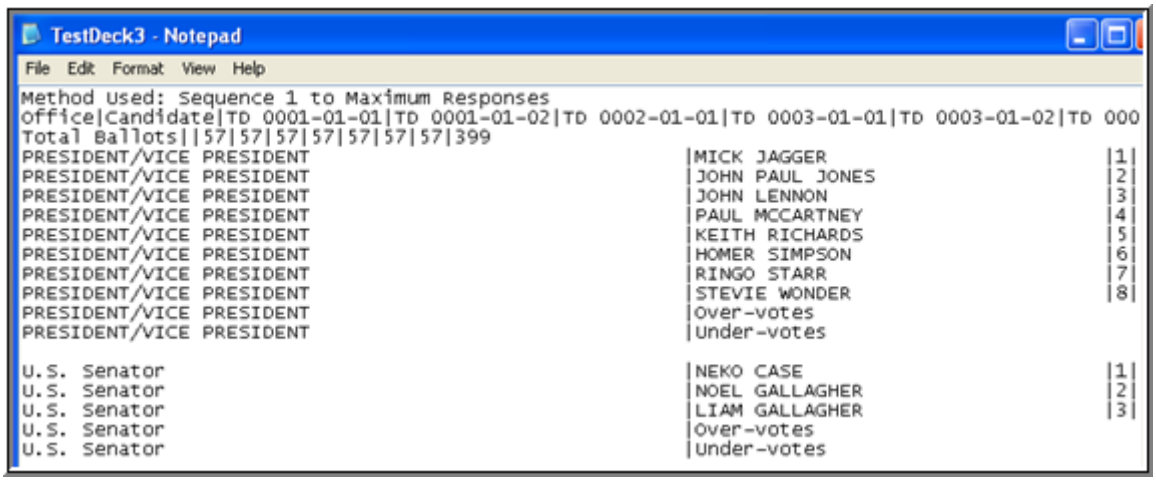


2. From the Test Deck Creation window, click **Ballot Style Report**, located under the Report Type frame.
3. Click **Export Results...** The Open window appears.



4. Type the name of the test deck file report in the **File Name** box.
5. Click **Open**.

6. In Windows Explorer, double-click the name of your consolidated report to open the report in Microsoft Notepad.



The method that you used to generate test decks appears at the top of the ballot style report followed by identification numbers for each ballot style included in the test deck. The number of ballots produced for each ballot style appears below the ballot style identifiers followed by the total number of test ballots generated by ESS Image Manager.

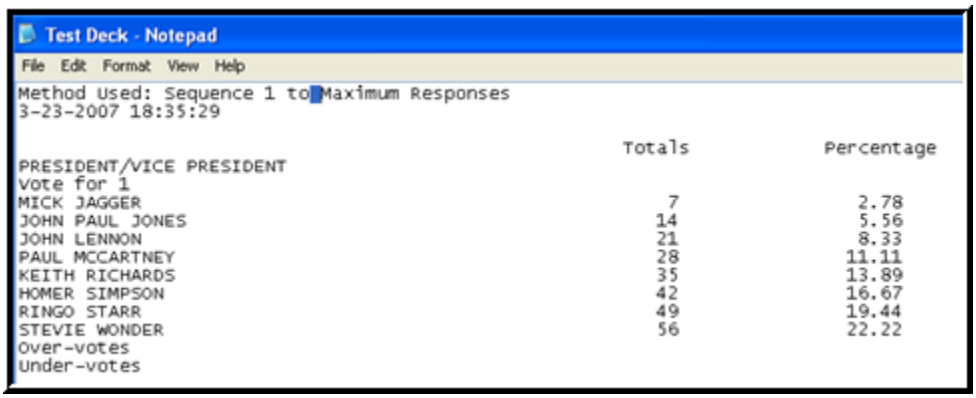
Offices and candidates appear below the ballot quantities list. Each column next to a candidate name represents a ballot style in your test deck. The number in each column indicates the number of test ballots produced for the corresponding ballot style with the candidate target marked. For example, a 1 in the first column next to a candidate indicates that the test ballots for the first ballot style in your election contains one ballot with the candidate's voting target marked.

NOTE: Over-vote and under-vote test ballots do not appear in the ballot style report.

Scanner Reports

Scanner reports show the offices and candidates on the left side of the report. The totals and percentage of votes the candidates receive appear on the right side of the report. The scanner report is the file name that you typed in the **File Name** box when you first generated a test deck report.

In Windows Explorer, double-click the name of your consolidated report to open the report in Microsoft Notepad.

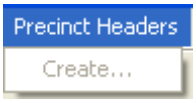


Part 11: Precinct Headers Menu

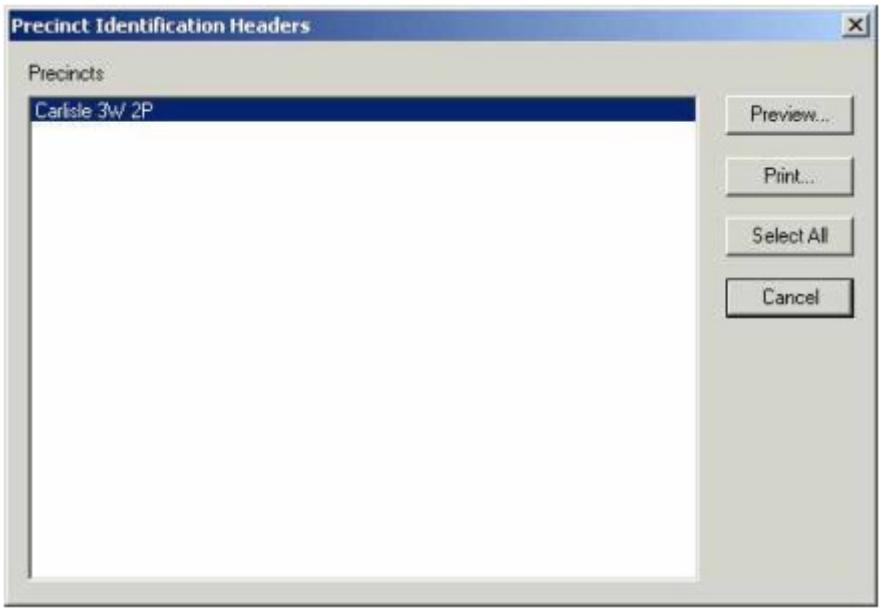
Part 11 contains information about the following topic.

Chapter 44: Create

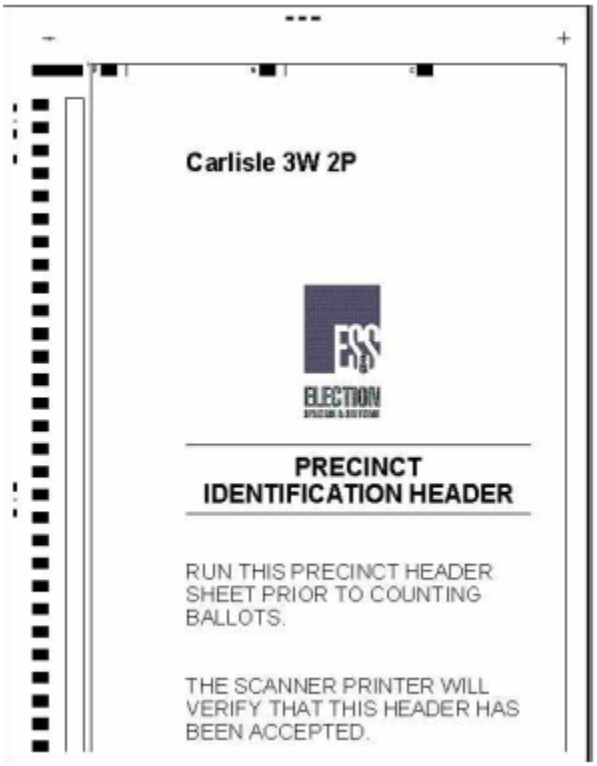
A precinct header is created for each precinct participating in a Ballots by Style election. In a Ballots by Style election, ballots are identified by unique style numbers rather than precinct identification numbers. ES&S supplies jurisdictions that count Ballots by Style with a unique ballot, called a ballot header. The precinct's ballot header is scanned before ballots from that precinct are loaded into the scanner. The scanner reads the code channel on the ballot header to identify the ballot style and precinct of the ballots that follow. The scanner can only read ballots that are coded with the same ballot style as the last header scanned.



7. Under the Precinct Headers menu, click **Create** to open the Precinct Identification Headers window.



8. Highlight the precinct you want to view and click **Preview** in the Precinct Identification Headers window to preview the ballot.



9. Click **Print** to print the Precinct Header you created.
10. Click **Select All** to choose all precincts headers.
11. Click **Close** to return to the Precinct Identification Headers window.

Part 12: Appendix

The Appendix contains information about the following topics.

Chapter 45: Troubleshooting

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

Troubleshoot a Printer

Configure your printer from the Windows control panel. If you have problems printing from ESS Image Manager, check the following list of common problems before you contact ES&S for customer support.

- Make sure that you properly connect the power cable to your printer and that your printer receives electricity.
- Check your printer cable. Make sure the cable firmly connects to your computer and to your printer.
- If you use a serial cable, make sure that the cable connects securely to your printer and to the correct serial port on your computer.
- If you use a serial cable, make sure that you properly configure your computer's serial port. Make sure that you do not configure two ports with the same settings.
- If you connect several printers to your computer with a switch, make sure that you set the switch in the correct position for your printer before you print ballots.
- Make sure that you properly configure your printer in the Windows Control Panel.

Contact Customer Support

ES&S customer support representatives may request the following information if you contact ES&S for help with ESS Image Manager.

System Specifications

Have the following system information available to assist ES&S technicians with resolving your problem:

- The contents of the CONFIG.SYS and AUTOEXEC.BAT files
- The drive and directory where you installed ESS Image Manager
- The amount of RAM available on your computer
- The amount of memory available on your computer
- Monitor type
- Mouse type and brand
- Network settings
- Printer type and printer port settings
- The amount of memory available on the printer

Backup and Disaster Recovery

To support central office disaster recovery plans, all data on the Unity™ servers at the central office should be backed up to an alternate media source and taken to a secure, off-site location. Microsoft Windows® contains backup and restore utilities. However, such systems and hardware are also available from other suppliers. Unity™ data can be backed up using a standard, commercially available backup and restore system.

All Unity™ applications can be networked and configured redundantly. Multiple redundant file servers can be deployed, hardened RAID disk arrays can be used and accessed from multiple locations can also be configured.

Chapter 46: System Messages

Error Messages

Error Message	Resolution
Processing Terminated - too many passes required - Something may be wrong with the ballots	Contact ES&S customer service
The file ZIP32.dll is missing from the executable path. Can not launch the Election Packager	Contact ES&S customer service
The Election Packager utility is missing from the executable path. Can not launch the Election Packager	Contact ES&S customer service
Line Width (Front Side) should be between 0.1 and 2.0 points	Make sure the number entered in the **Line Width** box in the Advanced Layout Options window is between 0.1 and 2.0 points.
Line Width (back Side) should be between 0.1 and 2.0 points	Make sure the number entered in the **Line Width** box in the Advanced Layout Options window is between 0.1 and 2.0 points.
Scaling factors greater than 130% may give undesirable results	Contact ES&S customer service
Scaling factors less than 80% may give undesirable results	Contact ES&S customer service
Invalid Target Position Number XXX. Maximum Target Position Number is XXX	Contact ES&S customer service
Unable to copy Frame Data - Unknown Destination Folder	Contact ES&S customer service
Frame - (frame name) Unable to Copy File (source filename) to (destination filename)	Contact ES&S customer service
Unable to find BSC File - (BSC filename)	Contact ES&S customer service
The Ballot Set Collection File selected does not contain any Ballot Sets for this Typesetter	Contact ES&S customer service
Please specify a Ballot Set Collection File	Contact ES&S customer service
Unable to find BDF File - (BDF filename)	Contact ES&S customer service
Please Select a Ballot Style to Print	Contact ES&S customer service
Please Select a Ballot Style to Edit	Click on the ballot style you want to edit in the Style Sheets window
Please Select a Ballot Style to Delete	Click on the ballot style you want to delete in the Style Sheets window

Error Messages *(continued)*

Error Message	Resolution
Duplicate Ballot Set Description (ballot set description) Found	Contact ES&S customer service
Please Select a Ballot Set Collection File	Contact ES&S customer service
Please select a Ballot Set to edit	Contact ES&S customer service
Unable to open layout - (layout file name)	Contact ES&S customer service
Ballot on Demand does not support old layout formats	Contact ES&S customer service
Please Select Ballot on Demand Type	Contact ES&S customer service
Please select a Layout to edit	Contact ES&S customer service
Please select a Layout to delete	Contact ES&S customer service
Not a Bitmap File	Contact ES&S customer service
Out of memory for DIB bits	Contact ES&S customer service
One or more Ballot Sets must be selected	Contact ES&S customer service
Top Rule width must be less than 0.003	Make sure the number entered in the **Top Rule** box in a Style Sheet window is less than 0.003.
Top Rule adjustments must be between -0.003 and + 0.003	Make sure the number entered in the **Top Rule Adjust** box in a Style Sheet window is between -0.003 and 0.003.
Bottom Rule width must be less than 0.003	Make sure the number entered in the **Bottom Rule** box in a Style Sheet window is less than 0.003.
Bottom Rule adjustments must be between - 0.003 and + 0.003	Make sure the number entered in the **Bot Rule Adjust** box in a Style sheet window is between - 0.003 and 0.003.
Please make a selection	Click on a ballot element you wish to edit or delete.
No Ballot Sets selected	Select a ballot set from the table displayed in the Ballot Set Collection File window.
Unable to open template file	Contact ES&S customer service
Invalid Hard Code in RTF file	Contact ES&S customer service

Error Messages *(continued)*

Error Message	Resolution
Page XXX Front Side Errors	Contact ES&S customer service
Page XXX Back Side Errors	Contact ES&S customer service
Problem locating district	Contact ES&S customer service
District specified as a key but no district name selected	Contact ES&S customer service
There are no ballots Selected	Make sure at least one ballot is selected in the window that this message appears
Type code XXX is used for two pages	Contact ES&S customer service
Type code XXX is calculated type code for page YYY	Contact ES&S customer service
Please Select Precincts To Precinct Headers	Contact ES&S customer service
Please Select a Row to Edit	Click one of the rows, which is displayed at the bottom of the Style sheet windows
Please Select a Row to Delete	Click on one of the rows, which is displayed at the bottom of the Style sheet windows
Frame Width Must Be Greater Than 0	Make sure the number in the **Width** box in the Graphic Frame window is greater than 0.
Frame Height Must Be Greater Than Zero	Make sure the number in the **Height** box in the Graphic Frame window is greater than 0.
Please Enter a Repeating Sequence Greater Than Zero	Contact ES&S customer service
Unable to Create Export List File (filename)	Contact ES&S customer service
Unable to Create Export File (filename)	Contact ES&S customer service
Ballot Style Number XXX, Page Number YYY, Invalid Contest ID ZZZ	Contact ES&S customer service
Ballot Style Number XXX, Page Number YYY, Unknown Record Type ZZZ under Office (office name)	Contact ES&S customer service
Ballot Style Number XXX, Page Number YYY, Candidate '(name)' not associated with any office	Contact ES&S customer service
Ballot Style Number XXX, Page Number YYY, Unknown Record Type ZZZ	Contact ES&S customer service

Error Messages *(continued)*

Error Message	Resolution
Test Deck Generation Failed	Contact ES&S customer service
Unknown Contest - Candidate combination (contest id - candidate id)	Contact ES&S customer service
Invalid path for the IFC File	Contact ES&S customer service
Unable to create directory!	Contact ES&S customer service
Invalid Party Code (party code) in VRAB request	Contact ES&S customer service
Unable to open Validation Request File: (filename)	Contact ES&S customer service
Unable to create Validation Results File: (filename)	Contact ES&S customer service
Ballot Style XXX for code (Party code) not Found. Check Vrab.val file line YYY	Contact ES&S customer service
Frame Height Must Be Greater Than 0	Contact ES&S customer service
Frame Width Must Be Greater Than 0	Contact ES&S customer service
Please Enter a Style Sheet Name	Make sure you enter a name in the **Style Name** box in one the Style Sheet windows.
Oval position should be less than or equal to oval span	Contact ES&S customer service
Between Rule width must be less than 0.003	Make sure you enter a number less than 0.003 in the **Between Rule** box in one of the Style Sheet windows
Between Rule adjustments must be between -0.003 and 0.003	Make sure the number entered in the **Bet Rule Adjustment** box in one of the Style Sheet windows is between -0.003 and 0.003
Could not find complete disclosure information. Please contact ES&S for a list of supported devices.	Contact ES&S customer service
Your ES&S Image Manger License has Expired. Please Contact Customer Support	Contact ES&S customer service
Style must have a name	Enter a name in the **Style Name** box in one the Style Sheet windows
Oval position should be less than or equal to oval span	Contact ES&S customer service
Candidate Position number too large	Contact ES&S customer service

Error Messages *(continued)*

Error Message	Resolution
Candidate already assigned to another style	Click **Cancel** if you don't want the candidate assigned to the current style sheet. Otherwise, edit the candidate style sheet that contains the assigned candidate and deselect the candidate's name from the **Sequence** box
Please Select Position	Contact ES&S customer service
Please Enter a Valid Position	Contact ES&S customer service
Please Enter a File Name	Enter a file name in the **File Name** box in the Save As window
Please Enter a Frame Name	Enter the name of the frame in the **Frame Name** box in the Production Frame window.
You must specify which Geo Flag to use	Contact ES&S customer service
Please enter value for flag equals	Contact ES&S customer service
Frame display type not read correctly	Contact ES&S customer service
Unable to Locate Precinct in List	Contact ES&S customer service
Please Enter a Style Sheet Name	Enter a name in the **Style Name** box in one the Style Sheet windows
This file has already been selected	Select another file or close the window from which you are selecting the file
You must first select a file from the list	Click on a file from the displayed list
There must be at least 2 IFC files to combine	Select another IFC to combine with the current IFC file
The Combined Election IFC filename can not be blank	Contact ES&S customer service
Unable to open or locate audit database	Contact ES&S customer service
Permission Denied for Full Column Ruling Option. Please Contact Customer Support.	Contact ES&S customer service
Permission Denied for Ballot On Demand Mode. Please Contact Customer Support.	Contact ES&S customer service
Unable to find BSC File - (filename)	Contact ES&S customer service

Error Messages *(continued)*

Error Message	Resolution
You must set up Style Sheets before you can set columns for the IFC.	Be sure all of your style sheets have been created
Set Office Positions Failed	Contact ES&S customer service
Please Setup Style Sheets to Validate Ballots	Be sure all of your style sheets have been created
Unable to write template file	Contact ES&S customer service
Production Frame Width must be greater than 0.25	The number entered in the **Width** box in the Production Frame window must be greater than 0.25
Invalid Page Number	Contact ES&S customer service
Unable to open IFC file for output: (IFC filename)	Contact ES&S customer service
Unable to open Interface File (IFF): (IFF filename)	Contact ES&S customer service
Unable to open IFC file for update: (IFC filename)	Contact ES&S customer service
Unable to Create Temporary IFC File	Contact ES&S customer service
(contest) did not fit on ballot	Contact ES&S customer service
The Ballot Definition may not work with this typesetter. Do you want to continue?	Contact ES&S customer service
No Office or Question Records found in Ballot Data File. Do you want to continue loading BDF?	Contact ES&S customer service
You have made changes that may require clearing of office positions. Do you want to clear office positions now?	Contact ES&S customer service
Office Positions have been previously set using a different layout. Loading into a new ballot will reset the positions. Do you want to continue?	Contact ES&S customer service
Office positions have been cleared in other ballot sets.	Contact ES&S customer service
Ballot On Demand setup has been modified. Batch ballot list will be reset	Contact ES&S customer service
The Ballot Set Collection File selected did not contain any Ballot Sets for this Typesetter	Contact ES&S customer service
Please Import a Bitmap File	Contact ES&S customer service
Please Import a Text/Rich Text File	Contact ES&S customer service

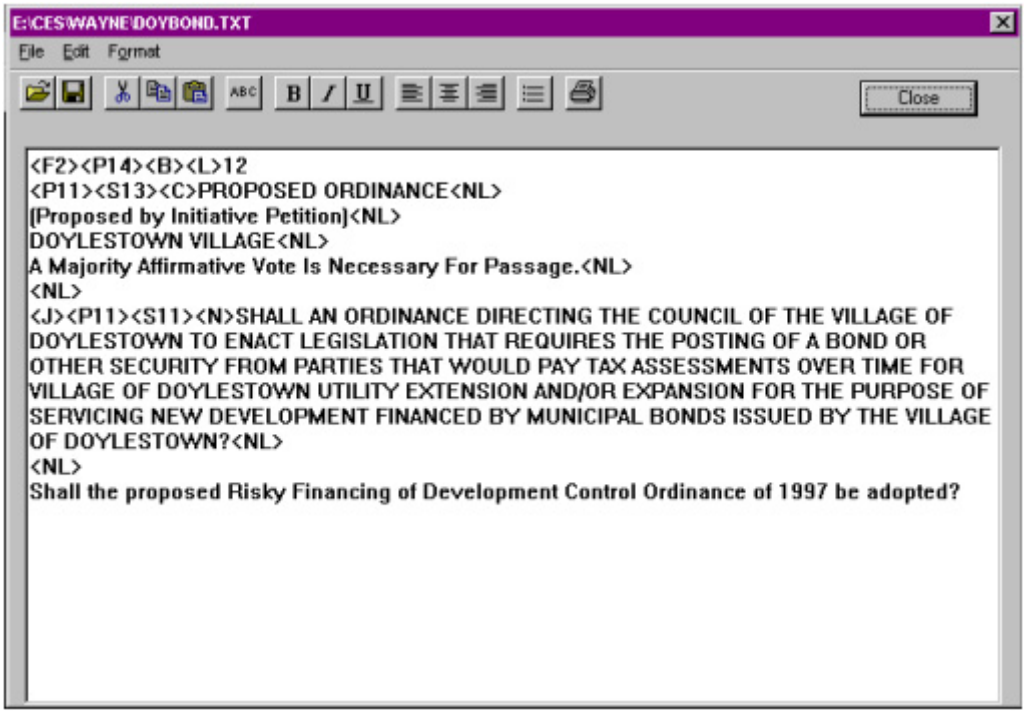
Error Messages *(continued)*

Error Message	Resolution
This Style Sheet's Party List Does Not Match The Available Parties. This Style Sheet's Party List Must Be Cleared, Or The Style Sheet Deleted. Clear This Style Sheet's Party List?	Contact ES&S customer service
This Style Sheet's Office List Does Not Match The Available Offices. This Style Sheet's Office List Must Be Cleared, Or The Style Sheet Deleted. Clear This Style Sheet's Office List?	Contact ES&S customer service
Please Enter an .IFC Filename	Contact ES&S customer service
This folder does not exist! Do you wish to create it?	Contact ES&S customer service
Unable to open the audit database. Do you want to use the local database instead?	Contact ES&S customer service
Permission Denied for the Ballot Type Used. Please Contact Customer Support	Contact ES&S customer service
The Code Channel has not been Set. Do you want to continue printing?	Contact ES&S customer service
Oval shift or text length change detected	Contact ES&S customer service
WARNING: Advanced layout parameters should only be changed by Technical Support. Continue?	Contact ES&S customer service
Scaling factors greater than 1.3 may give undesirable results	Contact ES&S customer service
Scaling factors less than 0.25 may give undesirable results	Contact ES&S customer service
The system cannot find the file specified	Check the Full Path to Ballot Definition File (BDF) created in EDM, the Ballot Data Folder path can only have 52 total characters in the path.

Chapter 47: Hard Codes and Variable Names

Use hard codes to force format text in ballot text files and use variable names to place changeable precinct information (such as precinct names and ID numbers) on your ballots. Each hard code tag begins and ends a format change. Text that appears after a tag holds the format attribute for the tag until another tag changes the format. For example, if <I> (italics) is selected, text that appears after the <I> tag appears in italics until another hard code such as <N> (normal) or <B> (bold) is placed in the ballot text.

A sample question using hard codes appears below. The first line of the question, “<F2><P14><B><L>12” sets the number 12 in the question to <F2>=Times Roman Font, <P14>=Point Size 14, <B>=Bold, and <L>= Left Justified.



Hard Codes

Use the following hard codes to format ballot text.

Use this code...	To create this format...
<F0>	Arial
<F1>	Helvetica
<F2>	Times Roman
<F3>	Courier
<F4>	MS Sans Serif
<F5>	Pica
<F6>	Elite
<F7>	Arial Super
<F8>	Wingdings
<F9>	Symbol
<F10>	Zapf Dingbats
<F11>	Zapf Chancery
<F12>	Arial Narrow
<F13>	Ballot Right Font
<TC0>	Reverse Type
<Pn>	Point size n = Number for example, P10 = point size 10
<Sn>	Line size
<J>	Justified
<L>	Left justified
<R>	Right justified
<B>	Bold
<N>	Normal (needed only after hold)

Use this code...	To create this format...
<I>	Italics
<U>	Underline
<Tn>	Tab
<NL>	New Line
T5	Tab in 5 spaces

Variable Names

Use the following variable names to include changeable ballot information, such as precinct names and ID numbers from the ballot data file in your ballot text.

Use this variable name...	To include this changeable ballot information...
<GEO>	Precinct Name part 1
<GEO2>	Split Name
<GEONAME>	Places the precinct name for each ballot style. Often used in the Title Instructions for absentee ballots.
<GEOABBR>	Precinct Abbreviation
GEONUM>	Precinct number (precinct number 1, 2, 3, etc.)
GEOPROD>	USE Production code
<GSTYLENUM>	Ballot Style number (This is the middle number of the USE Production code)
<GEOTXT1>	Precinct Additional Text1
<GEOTXT2>	Precinct Additional Text2
<GEOTXT3>	Precinct Additional Text3
<GEOTXT4>	Precinct Additional Text4
<GNAME>	District Name
<GLEFTCODE>	Decimal value of left header code (ES&S Optech ballots)

Use this variable name...	To include this changeable ballot information...
<GRIGHTCODE>	Decimal value of right header code (ES&S Optech ballots)
<MERGE>	The date the election file was merged
<DATETIME>	Current Date & Time
<VERSION>	Layout Version
<GPAPPCODE>	Pages Applicable
<G_ _ _ _>	District type - place the first four letters of the District type name after the “G”
<GballotNumber>	Ballot Serial Number (AIS BOD only)
<Jurisdiction>	County Name
<GTYPECODE>	Two-digit ballot type code (AIS only)
<GSEQCODE>	Four-digit ballot sequence code (AIS only)
<GSPLITCODE>	Two-digit ballot split code (AIS only)
<GTSSCODE>	Type Sequence Split Code
<GPAGENUM>	Page number (CES only)
<GPAGESIDE>	Sets whether the page is the left or right side (CES only)
<GELECTIONNAME>	Name of election
<GELECTIONDATE>	Date of election
<GCLERKNAME>	Name of County Clerk
<GEOID>	Precinct ID
<GCOLOR>	Color assigned to ballot pages (CES only)

Chapter 48: Revision History

ES&S Image Manager System Operations Procedures
Version 7.7.1.0
June 7, 2010

Chapter	Description	Project
Chapter 4: Install ES&S Image Manager	Added Postscript Print Driver to requirements	

ES&S Image Manager System Operations Procedures
Version 7.7.1.0
February 12, 2010

Chapter	Description	Project
Chapter 4: Install ES&S Image Manager	Put in note that WordPad is needed to view reports	118

ES&S Image Manager System Operations Procedures
Version 7.7.1.0
January 8, 2010

Chapter	Description	Project
Chapter 4: Install ES&S Image Manager	Put in note and instructions to Install Fonts in Adobe Type Manager	

ES&S Image Manager System Operations Procedures
Version 7.7.1.0
August 28, 2009

Chapter	Description	Project
	Initial document	

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