Effective Designs for the
Administration of Federal Elections

Section 2: Voter information materials

June 2007

U.S. Election Assistance Commission

Voter information

This section has three parts: (1) planning process information; (2) illustrations of one-language voter information design best practices; and (3) illustrations of two-language voter information design best practices.

Planning
The Planning section (pages 2.4–2.7) outlines how to incorporate resources into the voter information development and production process; in what areas those resources may be of assistance; and when those activities should occur. Also included is a production table listing all the voter information materials by name, item ID number, those that are required by the 2002 Help America Vote Act (HAVA), estimated costs and production times, and which production methods and materials are "greener."

Design
Best practices are illustrated for both one-language (page 2.8) and two-language materials (page 2.32). These samples are accompanied by production specifications and discussion notes.

Electronic versions of these files are available at www.eac.gov, and specific instructions on how to use the electronic files are included on pages 2.8 and 2.32. The electronic files are available in two formats, one of which can be edited.

Election officials are encouraged to partner with their vendors and production partners to review the voluntary design recommendations in this document as early as possible in their planning activities.

Voter information audience
This section details solutions for voters able to use standard printed materials. Content, written in simple language, supports comprehension by voters at a third-grade reading level.

These best practices support 2005 Voluntary Voter System Guidelines (VVSG) and Americans with Disabilities Act (ADA) requirements for temporary displays.

Important areas of further study include voter information solutions for alternative technologies.

Suggestions for best practices

The general election voter information prototypes shown on the following pages are based on 2005 Voluntary Voting System Guidelines (VVSG), Americans with Disabilities Act (ADA) guidelines, research findings, and information design principles.

— Emphasize voter needs over administrative and vendor requirements.

— Use simple language for all content. Studies show that clear and concise writing is beneficial to voters of all literacy levels. Rewriting ballot instructions and voter information materials using simple language increases usability and, on the voter's behalf, accuracy.

— Use one language per item. To meet usability standards, display no more than two languages simultaneously.

— Use upper- and lowercase sans serif type, set left aligned at the sizes outlined in the specifications, for readability. Avoid setting text in a centered alignment. Avoid setting text in all capital letters. Minimize the number of fonts used.

— Use color functionally to emphasize important information and processes. The use of color cannot be the sole means of conveying information or making distinctions. Another non color mode must complement color use, such as contrast, icon, text style, etc. (see VVSG).

— When clarifying instructions and processes, use accurate diagrams to describe voting technology and equipment.

— Use instructional icons only. Universally recognized icons such as arrows are acceptable and encouraged.

Research findings

Detailed findings that support voter information design best practices can be found in section 6 and section 7.

Planning process

The planning table on the following page outlines additional resources and steps that can be taken to ensure that ballot content and design best address voter needs.

Planning goals
These additional resources can help ensure that:

— Content is easily understood by voters, including those with low vision and literacy issues.

— The visual organization and presentation of the content supports ease of use and confidence in the process.

— Any necessary translations are accurate and sensitive to cultural differences in language and expression.

Planning value by role/resource (page 2.5)
— S*imple-language expert* ensures that instructions and other ballot content are written in the most effective manner to help all voters (not just low-literacy voters) understand and follow instructions, and feel confident that they have properly cast their ballots.

— *Information designer* organizes the ballot content—text, graphics, illustrations— in a manner that is clear, simple, and functional, and that supports and enhances the voter's comprehension of the content and voting process. (Note: The design field is very broad; it is important to work with a designer who has expertise in the organization and presentation of complex information.)

— *Usability expert* works with the information designer to develop review, testing, and revision processes that improve the overall effectiveness, accuracy, and usability of materials.

— *Translator* ensures proper grammatical, syntactic, and structural character of the content, and appropriate use of local dialect variations. Accurate translations are vital for non-English-speaking voters. Using online translations can be misleading, unclear, or simply wrong (for Spanish translations, see the Election Assistance Commission (EAC) document "Glossary of Key Election Terminology, English-Spanish, 2007").

— *Cultural expert* reviews translated material to ensure that translations are accurate and culturally relevant, and that their visual presentation is appropriate.

Production planning table (pages 2.6–2.7)
This table provides decision support for the production of voter information materials by election officials. The complete voter information system has been organized vertically by production format (banners, table signs, etc.). Printing decisions, running horizontally at top, provide managers with a planning and execution framework.

More sustainable, or "green" reproduction options are color-coded ( ). They may be more financially advantageous than less sustainable solutions for a given jurisdiction. Cost, process, fabrication and production schedules, and storage data were provided by vendors and manufacturers.

Production time/cost requirements cited are used as examples. Election officials will need to request and negotiate actual estimates with their vendors.

Production steps before election cycle

Resources	Planning, design, and usability activities	Tips
1. Election Official	Use the current election to establish a baseline for future work. Get voter feedback before starting, not just afterward. Establish an approval process/team. Determine who must sign off on improvements at each phase.	
2. Election Official	Choose an objective, professional resource to take ownership of information design challenges. Simultaneously hire a designer and a usability professional who can offer additional feedback. Partner with a policy advisor who can help guide design improvements through the necessary legislative processes.	Whenever possible, hire a local person who will be able to meet with officials and the extended production team (vendors, printers, etc.). Provide the designer with poll worker training, as well as any feedback from voters or poll workers. Provide the designer with a complete list of current election documents and legal requirements.
3. Designer and Usability Expert	Review and become familiar with election design standards and recommendations. Understand variance between EAC best practices and local requirements for poll worker and voter materials.	
4. Election Official	Estimate value of design improvements. Gauge impact of the redesign process during the next election planning cycle.	

Resources during election cycle

Resources	Content development activities	Tips
Simple-Language Expert	Edit final English-language content for low-literacy voters.	
Translator	Translate content for non-English-speaking voters.	Understand the translator's requirements before the election: data formats, time line, etc. Have a third-party expert review the translated materials after the initial draft. Legal advisors may need to review the materials after simple language and design have been incorporated.
Alternative Language/ Cultural Expert	Review translated content in each alternative language for cultural relevancy.	Translation services may not be aware of possible cultural sensitivities of translated material.
Designer	Election official provides designer with final content for different materials, in English and other languages, after they have been reviewed by simple language and cultural experts.	

Mandate	Item	File ID#	Display method	Paper options	Recommended vendor options
HAVA	Voters' Bill of Rights	010	Use retractable banner stand with storage bag (approx. $95) *or* portable stand (approx $60; no storage bag)	PVC-free synthetic paper	Offset printer
HAVA	General information (voting violations)	020			
HAVA	Special voting rules	030		Ecological banner fabric	Digital print vendor
HAVA	Voting instructions	040			
	Vote here banner vertical	170	Use banner stand *or* hang with ties (grommets required)	30% postconsumer waste recycled text stock	Digital print vendor
	Vote here banner horizontal	180		Vinyl	Digital print vendor
HAVA	Sample ballot (door format)	051	Tape to door	PVC-free synthetic paper	Offset printer
	Sample ballot (wall format)	053	Tape to wall		
	Sample ballot (tabletop format)	052	Stand on tables (folded cards)		
HAVA	Voting instructions (tabletop format)	042		100% postconsumer waste recycled stock	Offset printer
	Information (tabletop format)	132			
	Vote by paper ballot (tabletop format)	142			
	Vote by touchscreen (tabletop format)	152		Generic card stock	Digital print vendor
	Return ballot (tabletop format)	162			
	Voters' Bill of Rights (binder format)	011	Add to binder	PVC-free synthetic paper	Offset printer
	Voting violations and penalties (binder format)	021	Add to binder		
	Voting instructions (booth format)	041	Tape inside voting booth		
HAVA	Polling place information	060	Tape to door/wall		
	Precinct identification	070			
	Vote here	080			
	Election official stickers	090	Stick on poll workers	100% postconsumer waste recycled text stock	In-office color ink jet printer
HAVA	Accessible entrance (left directional)	100	Tape to wall *or* hang from edge of registration table		
HAVA	Accessible entrance (right directional)	101			
HAVA	Restricted entrance	110			
	No cell phone	120		30% postconsumer waste recycled text stock	Digital print vendor
	Information	130			
	Vote by paper ballot	140			
	Vote by touchscreen	150			
	Turn in ballot here	160			

Table continues across 2.7

Fabrication time (approx.)	Cost (approx.)	Longevity	Environmental impact	Trade-offs
7–14 days	250 qty: $50 per sign 500 qty: $28 per sign 1,500 qty: $15 per sign	6–12 years if materials are stored in sealed poster tubes	Paper is 100% recyclable (at specific recycle facilities), waterproof, long lasting, durable; clean production and printing	Paper requires offset printing, extra drying time, and special inks; sheet size is not large enough for the "Vote here" banner
5–6 days	$42 per two-language sign (larger size) $22 per English only $98 per banner	6–12 years if materials are stored in sealed poster tubes	Eco-friendly printing methods; uses less ink; material is lightweight and flame-resistant	A second material will be required for table cards
2–3 days	$48 per two-language sign (larger size) $24 per English only	1–2 years	Paper comprised of minimum recycled stock; printing method is not eco-friendly	Material has short shelf life (will need to be reprinted more often, creating more waste)
2–3 days	$48 per two-language sign $24 per English only $68 for large banner	6–12 years	Material is not eco-friendly	Paper offers longevity at the expense of environmental responsibility
7–14 days	250 qty: $26 per sign 500 qty: $17 per sign 1,500 qty: $8 per sign	6–12 years if materials are stored flat in archival boxes	Paper is 100% recyclable (at specific recycle facilities), waterproof, long lasting, durable; clean production and printing; tape is easily removed	Paper requires offset printing, extra drying time, and special inks
7–14 days	250 qty: $11 per sign 500 qty: $6 per sign 1,500 qty: $3 per sign	3–5 years if materials are stored flat in archival boxes	100% recycled stock (no new trees cut); 100% recyclable	Fiber-based paper may be prone to tears and weakness at folds; tape can rip paper when removed for storage
2–3 days	$4 per folded table card	1–3 years	Paper stock has no postconsumer waste fibers	Typical mass-market vendor does not have recycled stock available
7–14 days	250 qty: $16 per sign 500 qty: $9 per sign 1,500 qty: $5 per sign	6–12 years if materials are stored flat in archival boxes	Paper is 100% recyclable (at specific recycle facilities), waterproof, long lasting, durable; clean production and printing; tape is easily removed	Paper requires offset printing, extra drying time, and special inks
Immediate	$165 per 5,000 sheets/ 10 reams of paper = $0.30 sheet	3–5 years if materials are stored flat in archival boxes	100% recycled stock (no new trees cut); 100% recyclable	Solution is dependent on election official's in-house resources (requires special paper), but control over production quantities is a plus
2–3 days	$0.50 per sheet	1–3 years	Paper comprised of minimum recycled stock; printing method is not eco-friendly	Material has short shelf life (will need to be reprinted more often, creating more waste)

Design: one language

The samples on pages 2.10–2.31 are for voter information materials. Production specifications and discussion notes are provided—including typeface, type size, leading, line weights, tint fills, and distances between elements.

Voter information materials are presented in the following categories:

(A) Identification

(B) Wayfinding (e.g., directions to accessible entrances)

(C) Information and Instruction

These categories are offered to help election officials understand what is available and to help them determine which items and formats best suit their needs.

Electronic files
The electronic files that were used to create these samples are listed in this section's Overview (pages 2.10–2.11) and with each sample.

The electronic files are available at www.eac.gov.

They are provided in two formats: Acrobat (.pdf) and InDesign (.indd).*

Each item has a unique identification number and file name. For example, the English-language information poster Acrobat file is named "130_E_Info.pdf."

How to work with the samples and electronic files
Many of the samples illustrated in this section can be reproduced and used without making any text changes to the digital document file. They can be printed by an office printer with color capabilities, or, for the larger format items, be reproduced by a vendor with digital printing capabilities.

— *If there are no changes to an item, download the Acrobat file.* An Acrobat file always ends in ".pdf". For example, to reproduce the Information poster (item "130_E_Info," page 2.44), download and print out the Acrobat file (130_E_Info.pdf) or supply that file to a vendor with digital printing capabilities.

Local vendors with digital printing capabilities often include printing firms and copy and duplicating service shops. "Digital printing capabilities" means they can accept a digital file and "output" it or print it on an appropriate display material (see pages 2.6–2.7). "Digital printing" often means ink jet printing. Even traditional "copy shops" often now have digital output capabilities.

— *If changes need to be made to an item, download the Indesign file.* InDesign files end with ".indd." Much of the text used in this section's samples may or may not be appropriate for any given jurisdiction and/or the voting equipment. Illustrations used in the InDesign files may also be modified—the file names end in ".eps."

*The EAC does not endorse any specific product or vendor. The best practices illustrated throughout this document do not rely on specific software, products, or vendors. For copyright reasons, the EAC cannot supply election officials with the fonts used in the InDesign files. They are available from numerous suppliers.

To edit files ending with ".indd" or files ending in ".eps," election officials will need access to Adobe InDesign page layout software and to software that can edit .eps files (e.g., Adobe Illustrator). Working with a designer who has access to—and expertise in—these software programs is recommended.

Alternatively, these items can be recreated in other page layout programs using the production specifications provided with each sample; the Acrobat .pdf files as a visual guide; and, if appropriate, the illustration files provided (those files ending in .eps). Using nonlayout programs, such as those commonly used to write text-only documents, is not appropriate or recommended.

Use of color

Many of the samples use the colors "blue" and "red"; in all cases, the CMYK ink percentages of these colors are:

Blue: 89% cyan, 43% magenta, 0% yellow, and 0% black.
Red: 0% cyan, 94% magenta, 100% yellow, and 0% black.

Color has been applied to voter information materials to support usability needs—not for decorative purposes. Replacing blue or red with black does not affect any piece's functional value. Guidance in limiting color quantity (one to two colors) and application (mainly in headers, labels, and icons) is intended to maximize its effectiveness in the polling place environment.

A Identification banner, posters, and name tags

Vote here!

Centro de votación 投票所 Wahl-platz 투표소 Место Полинга Endroit de vote

180 Vote here banner

Vote here!

080 Vote here poster

Polling place

General Election
Tuesday, November 7
8am – 8pm

Precinct: _____   Ward: _____

060 Polling place ID

Polling place

General Election
Tuesday,
November 7
8am – 8pm

District: 1
Precinct: 2

061 Polling place ID

Precinct
923

070 Precinct ID

Election Official

Ask me questions!
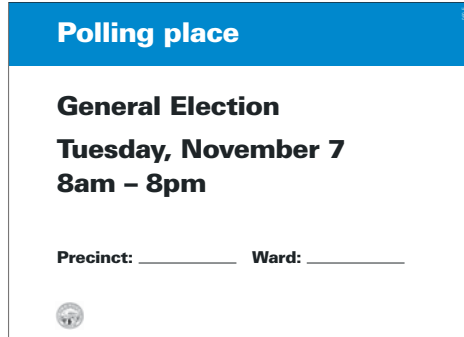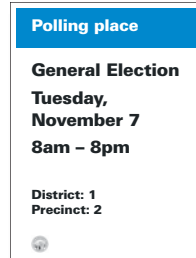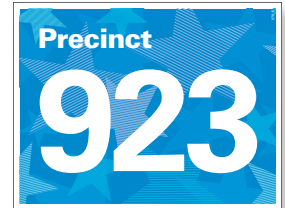
*090 Poll worker
ID badges*

B Wayfinding posters
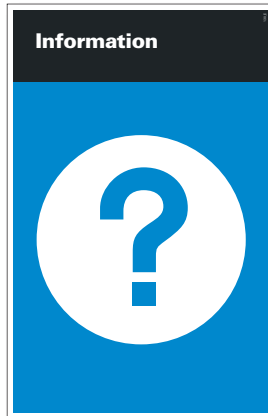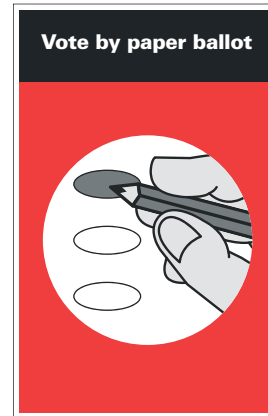
Accessible entrance

100 and 101 Access

Accessible entrance

Restricted entrance

Do not enter

110 No entry

200 Arrow

Information

?

130 Information

No cell phones

Do not use

120 No cell phones

Vote by paper ballot

140 Vote by paper ballot

Vote by paper ballot

140 Vote by paper ballot

Vote by touchscreen

Daniel Court and Amy
Alvin Boone and James Lian
Austin Hildebrand and James Garn
Martin Patton and Clay Lariviere
Elizabeth Harp and Antoine Jefferson
Marze
Touc
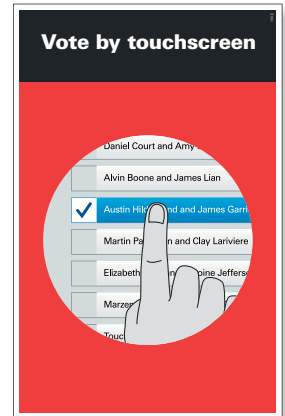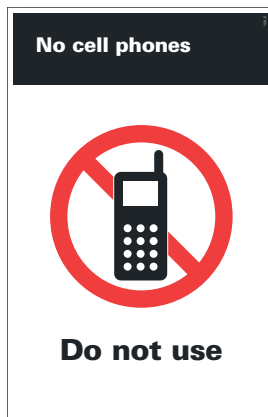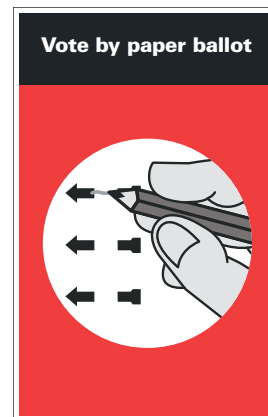
150 Vote by touchscreen
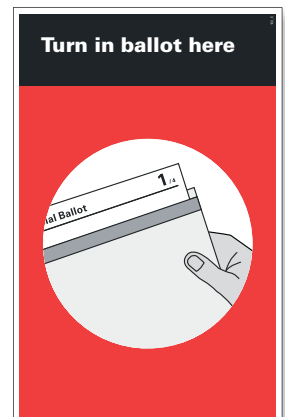
Turn in ballot here

160 Return ballot

B   Wayfinding, tabletop formats
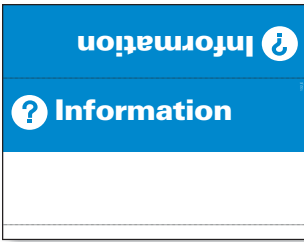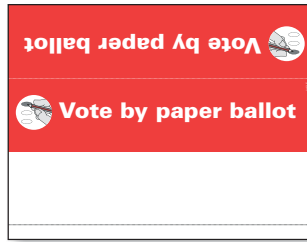
132 Information

142 Vote by paper ballot

152 Vote by touchscreen
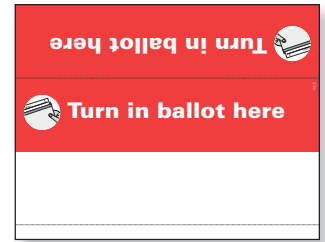
162 Turn in ballot

C   Information and instruction, posters, binder pages, and tabletop formats

Voters' Bill of Rights

1   Before casting your ballot, you have the right to:

Vote if you are already standing in line when the polls close at 8 pm.

Vote in a polling place free of campaigning.

Get into a polling place if you have physical limits or use a wheelchair.

Vote by provisional ballot if your registration is not found or if you have not updated your registration since you recently moved or changed your name.

Take up to two hours off from work to vote at the beginning or end of the day without losing pay.

2   While casting your ballot, you have the right to:

Get help from a poll worker if you cannot read or write, if you are blind or disabled.

Ask for ballots, instructions and other voting materials in other languages in some counties.

Bring your child under 18 into your voting booth with you.

Get a new ballot if you make a mistake.

Check your votes on paper if you vote by machine.

Have your ballot counted fairly and impartially.

?   If you feel your rights have been violated, please call the Protection hotline toll free at 1-866-OUR-VOTE (1-866-68

For a complete list of your Voters' Bill of Rights, please request it from a poll worker.

010 Bill of Rights

Voters' Bill of Rights

U.S. Department of Justice Civil Rights Division–Voting Section

The Voting Rights Act of 1965 protects every American against racial discrimination in voting. This law also protects the voting rights of many people who have limited English skills. It stands for the principle that everyone's vote is equal, and that neither race nor language should shut any of us out of the political process. The Voting Rights Act made these and other discriminatory practices illegal, and gave private citizens the right to sue in federal court to stop them. In recent times, courts have applied the Act to end race discrimination in the method of electing state and local legislative bodies and in the choosing of poll officials. You can find the Voting Rights Act in the United States Code at 42 U.S.C. 1973 to 1973aa-6.

1 of 4

011 Bill of Rights binder

General information

!   First-time voters: how to vote

1. Give your name to the poll worker.
2. Sign your name in the register. If you are unable to write, the poll worker can help you make a mark.
3. Mark your ballots in the polling booth.
4. Fold your ballot so that your marks are not seen.
5. Put your ballot in the envelope or sleeve so that the poll worker's initials show.
6. Return the ballot envelope or sleeve to the poll worker. The poll worker will put the ballot in the ballot box.

Notice to physically disabled voters

If you cannot read, or if you need help to mark your ballot because of disability, a relative or friend can help you.

If you know someone who cannot enter the polling station because of a disability, tell the poll worker. The ballot may be taken to the voter, either to a more convenient place in the building or to the voter's car parked within one block.

Acts of fraud or misrepresentation

It is a felony to commit an election falsification. That includes:

• Pretending to be a voter,
• Falsely swearing to be a member of a political party,
• Interfering with the polling place,
• Voting more than once each election, and more.

For a complete list of the Nebraska's Voting Violations please ask a poll worker.

Smoking is not permitted in the polling place.

020 Information

Voting violations and penalties

Nebraska Secretary of State's Office Chapter 32 Article 15 Voting Violations and Penalties

32-1502. Election falsification; penalty.
A person shall be guilty of election falsification if, orally or in writing, he or she purposely states a falsehood under oath lawfully administered or in a statement made under penalty of election falsification

32-1503. Registration of voters; prohibited acts; penalty.
Any person who:
(1) Falsely impersonates an elector and registers to vote
(2) knowingly or fraudulently registers in or under any false, assumed, or fictitious name
(3) knowingly or fraudulently registers in two election districts;
(4) fraudulently attempts to remove the name of any registered voter in any election precinct to be stricken
(5) prevents any person having a lawful right to register or to be registered

1 of 4

021 Information binder

Special voting rules

!   Rules for voters who registered by mail

Voters who have registered to vote by mail—and never confirmed their identity to a registrar, election commissioner or polling official before—must show identification before receiving a ballot.

You may use any of these documents for identification:

• A valid Driver's License or other ID with your photo and name on it
• Another document that shows your name and address, including a pay check, government check, current utility bill, or any federal, state, or local government document.

You do not have to show this identification if you are:

• A military or overseas voter
• Over the age of 65
• A voter with a disability and are voting in a different location from the one where you are registered.

!   Voting by provisional ballot

If your name is not on the voter registration list OR If you cannot show ID:

1. Fill out a voter registration application.
2. Fill out and sign the provisional ballot envelope.
3. Select a PIN number.
4. Place your voted ballots in the envelope.

After the polls close

Your registration will be confirmed before the envelope is opened and your ballot is counted.

Beginning 8 days after the election, you may check to see if your ballot was counted. Call 1-888-727-0007 or check votercheck.necvr.ne.gov.

030 Special Rules

Voting instructions

1   Record your vote
Fill in the oval completely using the pen or pencil provided. Do not use an X or ✓.

2   Review your ballot
Before you place your ballot into the ballot box or scanner, double-check your votes.

Some races allow votes for more than one person; the number appears just below the name of the office. Make sure you do not mark more votes than that number. You may choose to vote for fewer, or you can skip any race.

If a ballot contains too many votes in one race, votes for that race will not be counted. The other correct races will be counted.

!   If you make a mistake:
If you make a mistake, do not cross out or erase. Write "VOID" across the ballot and ask your poll worker for a new ballot.

040 Voting instructions

Voting instructions

042 Voting instructions

Voting instructions

041 Voting instructions

Sample ballot

051 Sample ballot ID

Sample ballot

052 Sample ballot ID

12.5% actual size

Exterior banner specifications
File: 180_E_BannerHoriz
Dimensions: 54″ x 11″

1 Title
Type: Univers 75, size 447 pt., tracking -10, 100% white.

2 Subtitle
Type: Roman alphabets Univers 55, size 103 pt., tracking 0, 45% blue.

Other: Cap height max 1″, 45% blue.

3 Background
Place file: starfield.eps

4 Item ID number
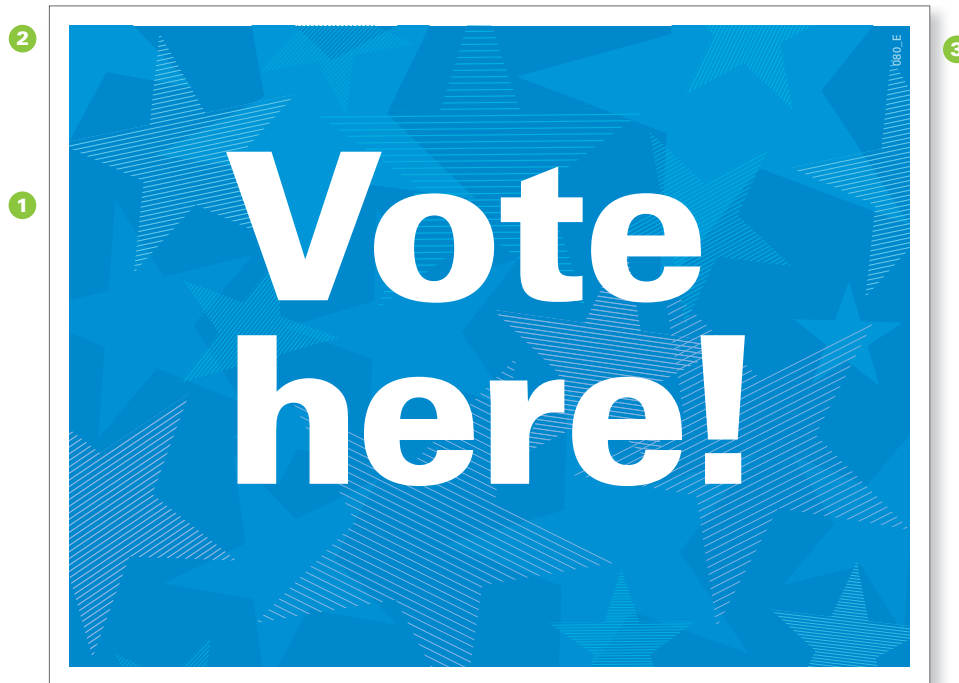*Type:* Univers 55, size 20 pt., tracking 0, 100% white.

Discussion
Banners are for exterior use and may be hung horizontally or vertically.

If printed on weatherproof material, banners should last 5–10 years.

Message and graphics connote a positive atmosphere. Consistent identification helps polling place appear organized and helps to lend credibility to voting experience.

Alter translations based on preferred alternate languages.

Clearly visible polling place identification is particularly important when districts have been recently revised.

42% actual size

Exterior door/window poster specifications
File: 080_E_VoteHere
Dimensions: 8.5″ x 11″

1 Title
Type: Univers 75, size 185 pt., leading 165 pt., tracking -15, 100% white.

2 Background
Place file: starfield.eps. Margin: 0.25″.

3 Item ID number
Type: Univers 55,
size 10 pt., tracking 0, 30% blue.

Discussion
Message and graphics connote a positive atmosphere. Consistent identification helps polling place appear organized and helps to lend credibility to voting experience.

Place signs on or near entryway to room where voting takes place and at eye level.

No editing of information necessary.

Smaller signs reinforce exterior banners. Strategic repetition of signs helps guide voters and provide assurance.

Polling place

General Election

Tuesday, November 7
8am – 8pm

Precinct: _____ **Ward:** _____
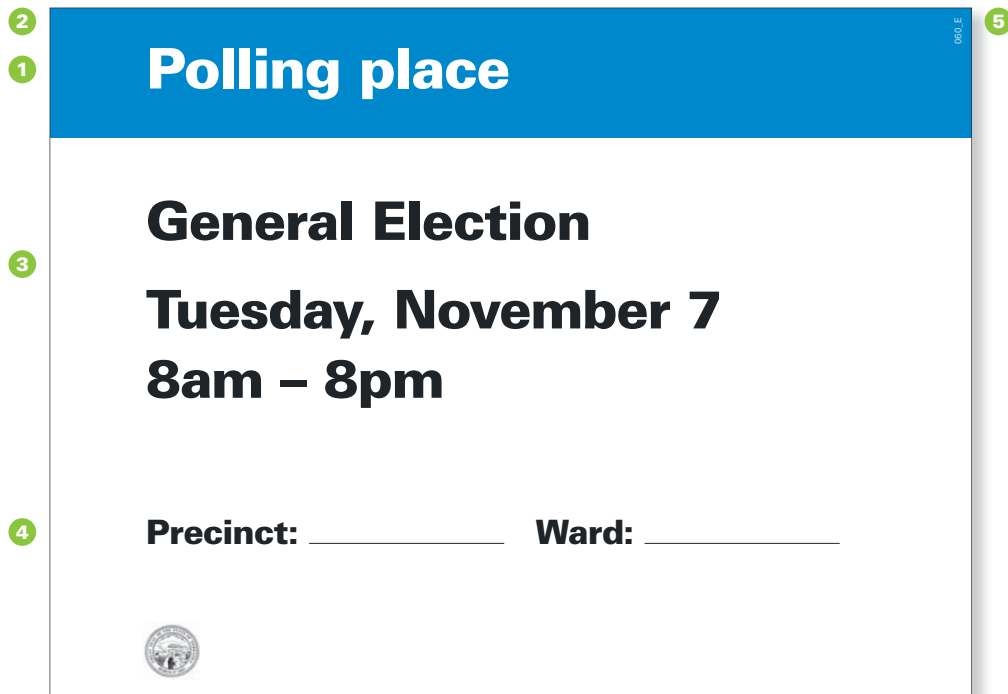
060_E

20% actual size

Polling place identification specifications
*File:* 060_E_PollingPlace
Dimensions: 18" x 24"

1 Title
Type: Univers 75, size 105 pt., tracking -15,
100% white.

2 Title background
100% blue fill, 3.375" from top edge.

3 Information
Type: Univers 75, size 100 pt., leading
130 pt., tracking -15, Space after paragraph: 0.5".
100% black.

4 Precinct/Ward
Type: Univers 55, size 63 pt., tracking 0,
100% white.

5 Item ID number
Type: Univers 55, size 18 pt., tracking 0,
30% blue.

Discussion
Posting precinct, hours, and date information is
required by HAVA. Template can be produced in
quantity to reduce costs.

Handwritten information should be legible and of a
similar size and weight of the printed text. Consider
printing information via ink jet or laser printer on
stickers that can then be applied to signs.

For exterior use and should be produced on
weatherproof material.

2
1   ## Polling place

061_E

5

3   # General Election
Tuesday,
November 7
8am – 8pm

4   ## District: 1
Precinct: 2
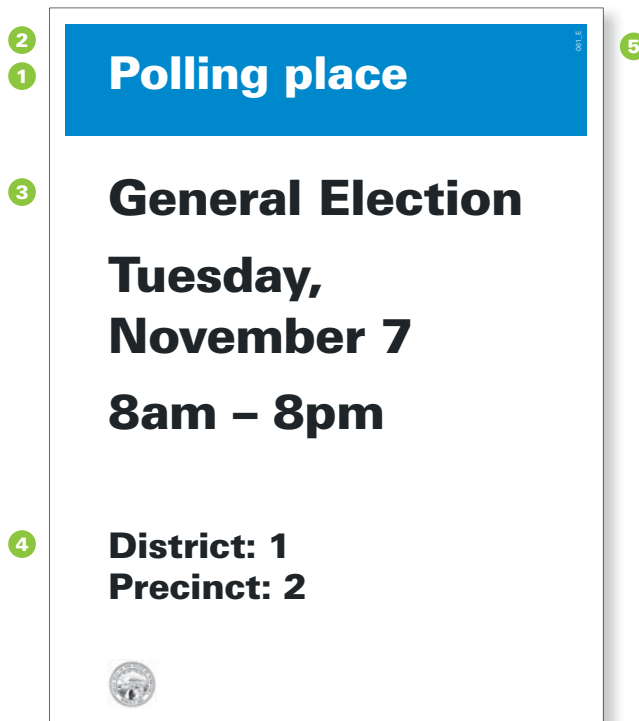
25% actual size

Polling place identification—
door format specifications
File: 061_E_PollingPlace_Door
Dimensions: 8.5″ x 11″

1 **Title**
Type: Univers 75, size 50 pt., tracking -10,
100% white.

2 **Title background**
100% blue fill, 2″ from top edge,
0.25″ margin top and side edges.

3 **Information**
Type: Univers 75, size 54 pt., leading 67 pt.,
tracking -10, Space after paragraph: 0.25″.
100% black.

4 **District/Precinct**
Type: Univers 75,
size 39 pt., leading 46 pt., tracking -10,
100% black.

5 **Item ID number**
Type: Univers 75, size 8 pt., tracking 0,
30% blue.

Discussion
Posting precinct, hours, and date information is
required by HAVA.

For interior use; place at eye level (approximately
5 feet above ground).
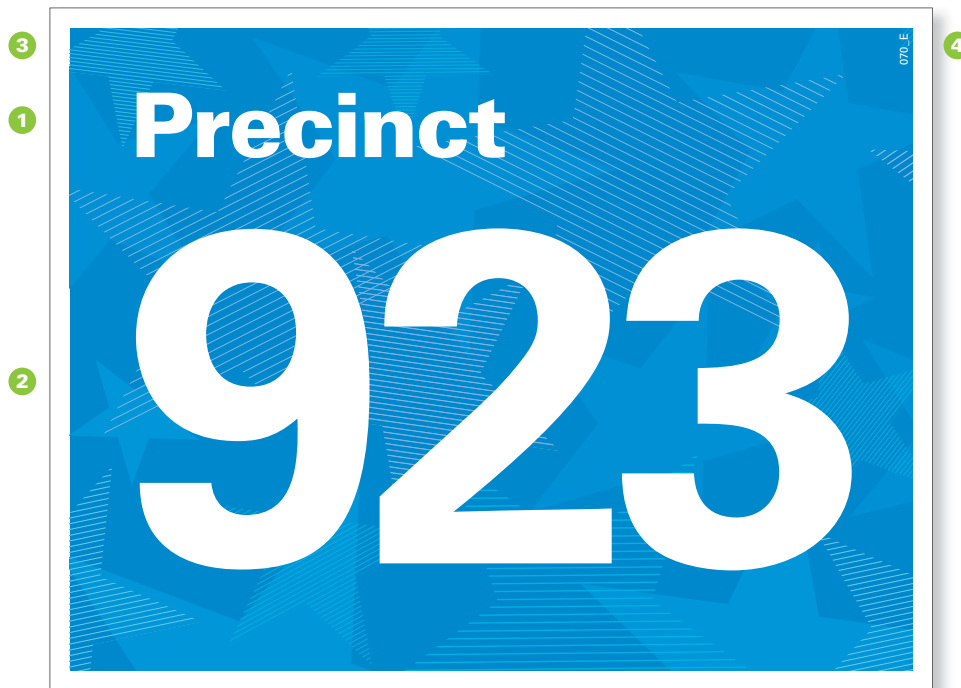
25% actual size

Precinct identification specifications
File: 070_E_Precinct
Actual dimensions: 11″ x 8.5″

1 **Title**
Type: Univers 75,
size 80 pt., tracking -15, 100% white.

2 **Precinct number**
Type: Univers 65,
size 425 pt., tracking -30, 100% white.

3 **Background**
Place file: starfield.eps

4 **Item ID number**
Type: Univers 55, size 10 pt., tracking 0,
100% white.

Discussion
Posting this information is a HAVA requirement.

Precinct can be replaced with applicable division name.

This poster can also guide voters when more than one precinct is located in the same polling place.

Place near precinct-specific poll workers on freestanding sign holder. For example, at the beginning of a voting line, near the voting booths or appropriate ballot box.

For exterior/interior use; place at eye level.

Election Official
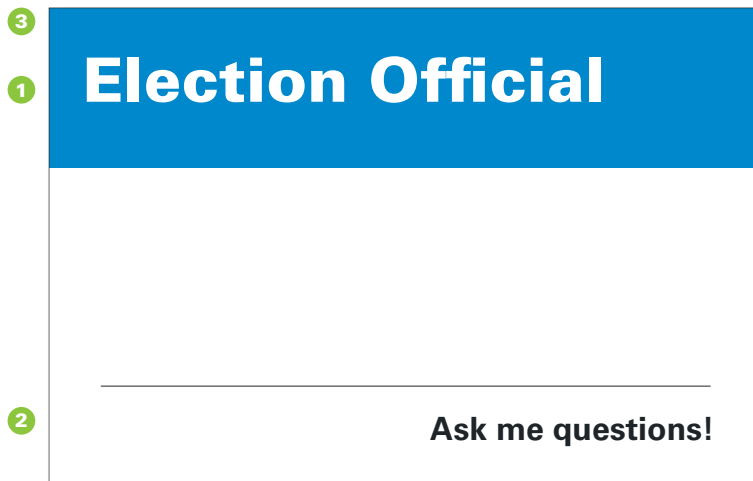
Ask me questions!

detail, 100% of actual size
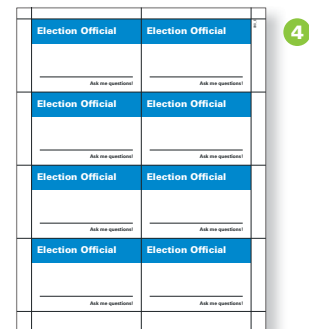
15% actual size

Poll worker identification specifications
File: 090_E_Pollworker
Actual dimensions: 8 per 11″ x 8.5″

1 Title
Type: Univers 75,
size 23 pt., tracking 0, 100% white.

2 Ask me questions!
Type: Univers 65,
size 12 pt., tracking 0, 100% black.

3 Title background
Height: 0.84″, 100% blue

4 Item ID number
Type: Univers 75, size 8 pt., tracking 0,
100% black.

Discussion
These may be printed on an office printer using
commonly available adhesive labels or name badges.
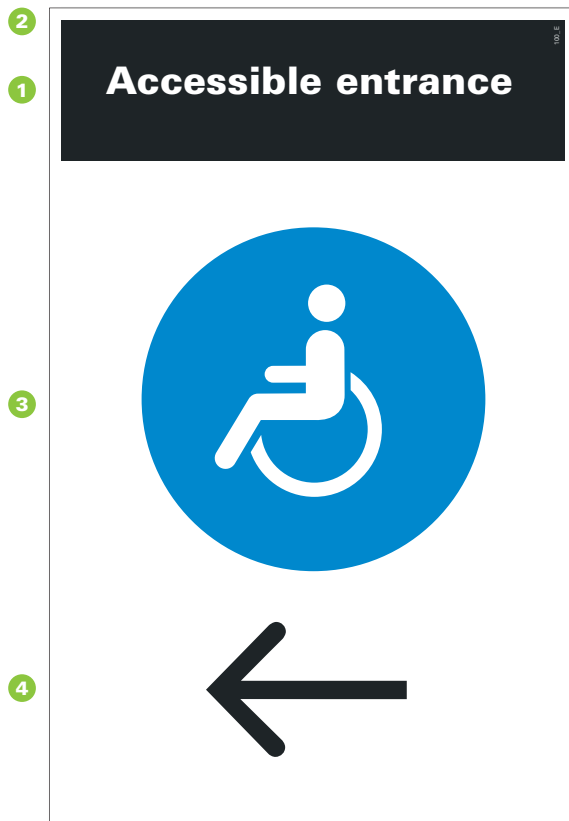
25% actual size
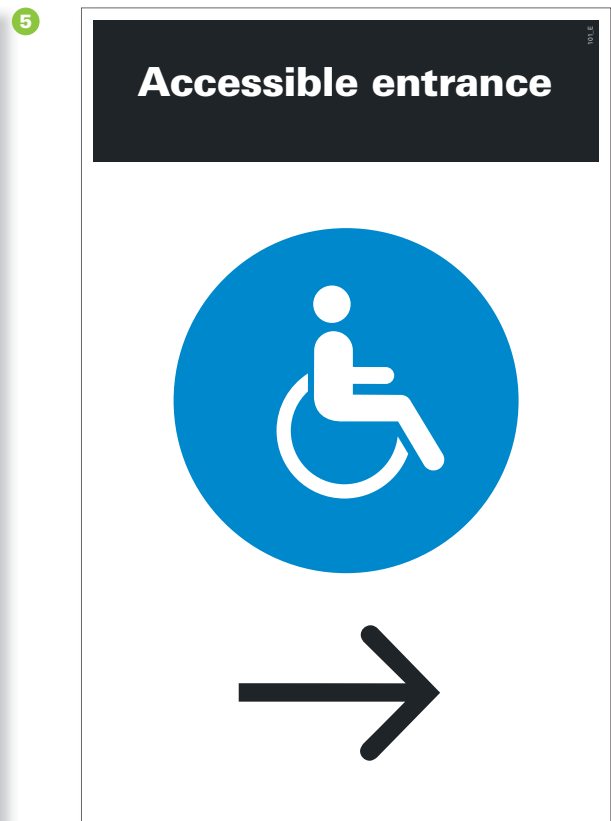
Accessible entrance specifications
Files:
100_E_AccessL
101_E_AccessR
Dimensions: 11″ x 17″

1 Title
Type: Univers 75,
size 60 pt., tracking -10, 100% white.

2 Title background
100% black fill, 3″ from top edge,
0.25″ margin top and side edges.

3 Icons
7.25″ diameter, 100% blue

4 Arrow
2.8″ in height, 100% black.

5 Item ID number
Type: Univers 55, size 10 pt., tracking 0, 30% black.

Discussion
Posting this information is a HAVA requirement.

Primarily used for older buildings; newer buildings should be ADA compliant.

Place directional signs at main entrance.

To identify accessible entrance remove arrow or use Vote here! poster (File: 080_E_VoteHere).

Place at eye level (approximately 5 feet above ground).

Restricted entrance

Do not enter

25% actual size

No cell phones

Do not use

Do not enter, No cell phones specifications
Files:
110_E_NoEnter
120_E_NoCell
Dimensions: 11″ x 17″

1 Title
Type: Univers 75,
size 60 pt., tracking -10, 100% white.

2 Title background
100% black fill, 3″ from top edge,
0.25″ margin top and side edges.

3 Icons
7.5″ diameter, 100% red
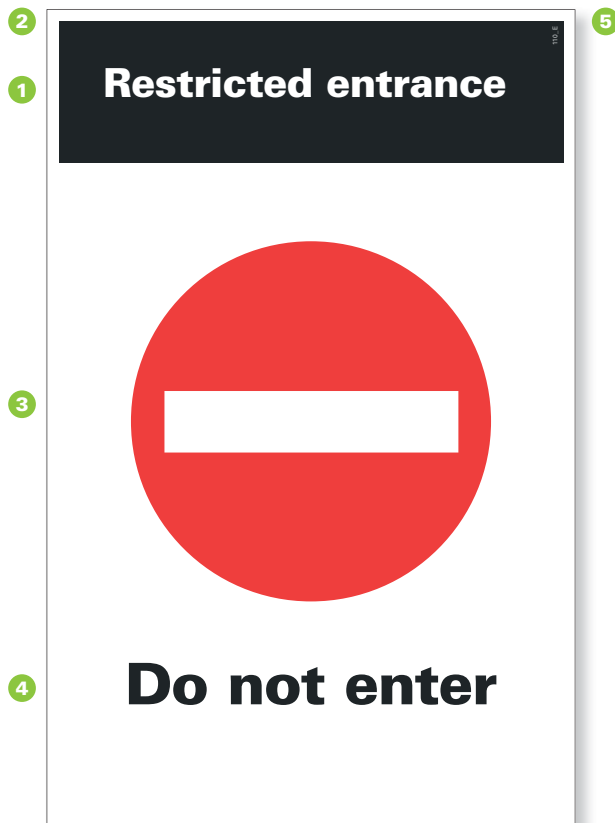
4 Instructions
Type: Univers 75,
size 86 pt., tracking -10, 100% black.

5 Item ID number
Type: Univers 55, size 10 pt., tracking 0, 30% black.

Discussion
The restricted entrance information is required (if applicable).

Place at eye level (approximately 5 feet above ground).

Information

130_E

Vote by paper ballot
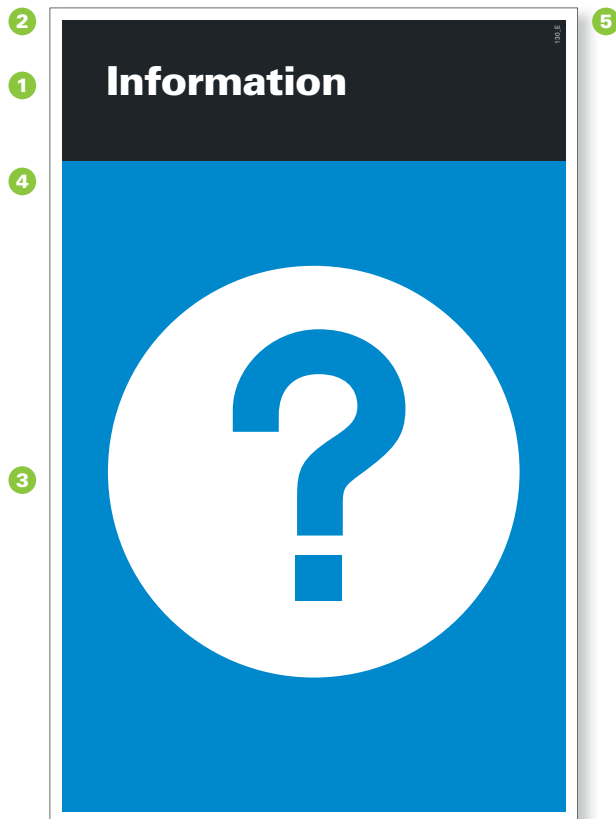
140_E

25% actual size
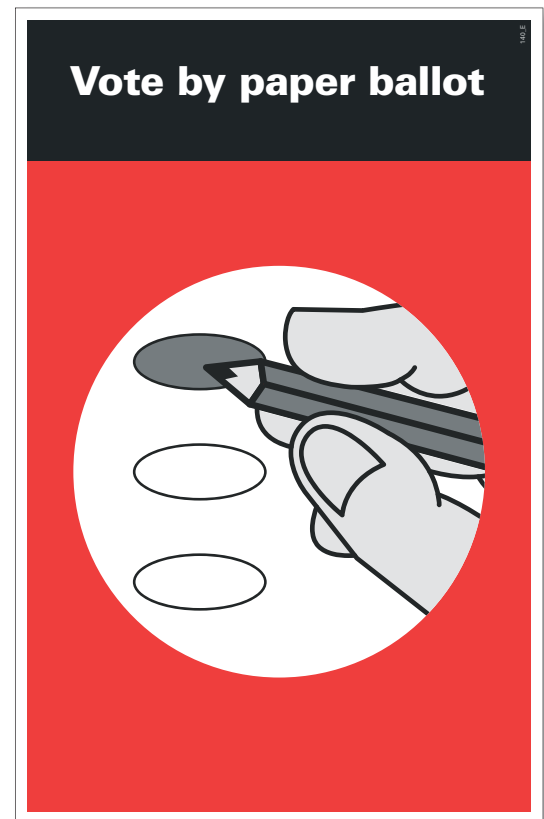
Information, Paper ballot specifications
Files:
130_E_Info
140_E_OpScan
Dimensions: 11″ x 17″

1 Title
Type: Univers 75,
size 60 pt., tracking -10, 100% white.

2 Title background
100% black fill, 3″ from top edge,
0.25″ margin top and side edges.

3 Icons
8.5″ diameter
Place file: OpScan_Oval.eps

4 Background
100% blue fill, 0.25″ margin bottom
and side edges.

5 Item ID number
Type: Univers 55, size 10 pt., tracking 0, 30% black.

Discussion
Place as close as possible to applicable station or desk. Hanging from ceiling or via freestanding sign holder may be necessary to provide visibility and guide voters through the process. Taping signs to table tops or fronts often offers insufficient visibility.

For interior use; place at eye level (approximately 5 feet above ground) or higher.

For optical scan ballots that use an arrow to indicate a selection, use the file titled 140_E_OpScanAlt.

Vote by paper ballot

2 **1** **4** **3**

Vote by touchscreen

150_E

Daniel Court and Amy

Alvin Boone and James Lian

✓ Austin Hil nd and James Garri

Martin Pa n and Clay Lariviere

Elizabeth n ine Jeffers

Marze

Touc

5

Turn in ballot here

160_E

1 /4
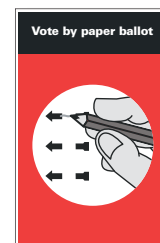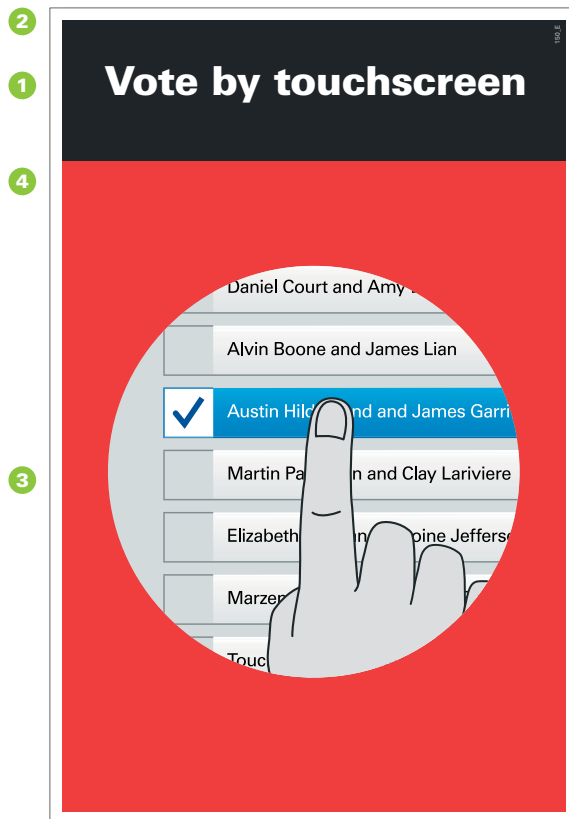
al Ballot

25% actual size
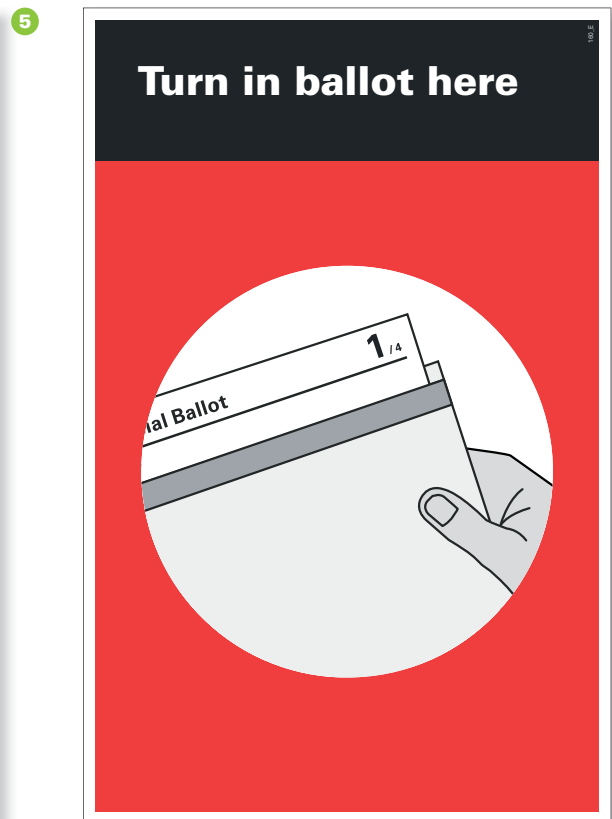
Wayfinding poster specifications
Files:
150_E_Touchscreen
160_E_ReturnBallot
Dimensions: 11″ x 17″

1 Title
Type: Univers 75,
size 60 pt., tracking -10, 100% white.

2 Title background
100% black fill, 3″ from top edge,
0.25″ margin top and side edges.

3 Icons
8.5″ diameter
Place files:
Touchscreen.eps
Return_Ballot.eps

4 Background
100% blue fill, 0.25″ margin bottom
and side edges.

5 Item ID number
Type: Univers 55, size 10 pt., tracking 0, 30% black.

Discussion
Place as close as possible to applicable station or desk. Hanging from ceiling or via freestanding sign holder may be necessary to provide visibility and guide voters through the process. Hanging signs from tabletops often offers insufficient visibility.

For interior use; place at eye level (approximately 5 feet above ground) or higher.

Information

Vote by paper ballot

Vote by touchscreen

Turn in ballot here
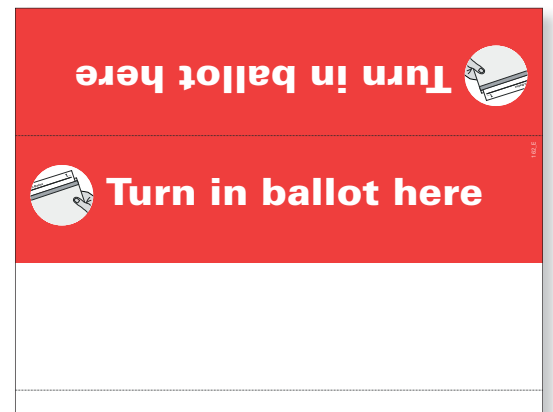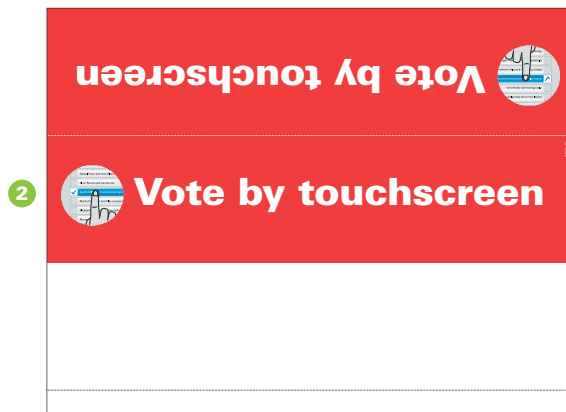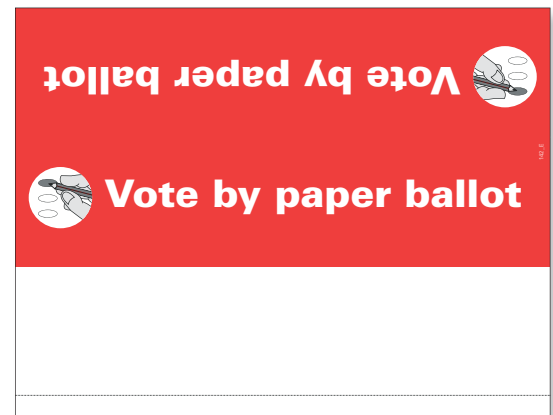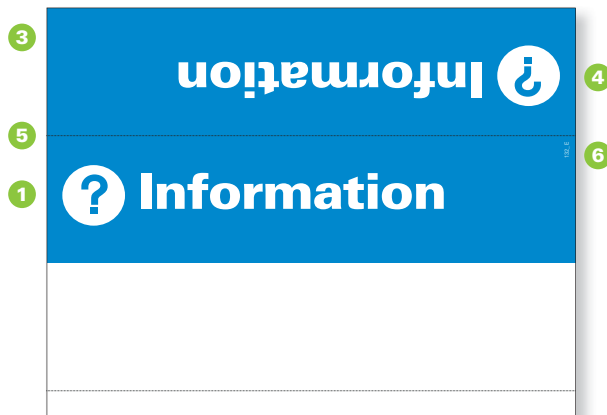
27% actual size

Wayfinding—tabletop specifications
Files:
132_E_Info_Tabletop
142_E_OpScan_Tabletop
152_E_Touchscreen_Tabletop
162_E_ReturnBallot_Tabletop
Dimensions: 10″ x 8″

1 Title: Information
Type: Univers 75, size 70 pt., tracking -10,
100% white.

2 Title: others
Type: Univers 75, size 53 pt., tracking 0,
100% white.

3 Title background
100% blue or 100% red, 2.5″ from top edge.

4 Icons
1.1863″ diameter, 0.75″ from side.
Place files:
OpScan_Oval.eps
Touchscreen.eps
Return_Ballot.eps

5 Fold marks
2.75″ and 7.75″ from top.

6 Item ID number
Type: Univers 55, size 8 pt., tracking 0,
30% blue or red.

Discussion
Assembly: trim to 8″ x 10″, removing white margin.
Use fold marks to form triangular shape and attach
tab with tape.

assembled

For optical scan ballots that use an arrow to indicate
a selection, use the file titled 142_E_OpScan_
TabletopAlt.

Voters' Bill of Rights

**1 Before casting your ballot,
you have the right to:**

Vote if you are already standing in line when the polls close at 8 pm.

Vote in a polling place free of campaigning.

Get into a polling place if you have physical limits or use a wheelchair.

Vote by provisional ballot if your registration is not found or
if you have not updated your registration since you recently moved
or changed your name.

Take up to two hours off from work to vote at the beginning or end
of the day without losing pay.

**2 While casting your ballot,
you have the right to:**

Get help from a poll worker if you cannot read or write,
if you are blind or disabled.

Ask for ballots, instructions and other voting materials in other
languages in some counties.

Bring your child under 18 into your voting booth with you.

Get a new ballot if you make a mistake.

Check your votes on paper if you vote by machine.

Have your ballot counted fairly and impartially.

If you feel your rights have been violated, please call the Election
Protection hotline toll free at 1-866-OUR-VOTE (1-866-687-8683).

For a complete list of your Voters' Bill of Rights,
please request it from a poll worker.

20% actual size

Voters' Bill of Rights specifications
File: 010_E_Rights
Dimensions: 18" x 24"

1 Title
Type: Univers 75,
size 86 pt., tracking 0, 100% white.

2 Title background
100% blue fill, 3.375" from top edge.

3 Icons
0.945" diameter, 0.75" from left edge.

4 Subhead
Type: Univers 75,
size 44 pt., leading 55 pt.., tracking -15, 100% blue.

5 Text
Type: Univers 75, 2.75" from left edge,
size 27 pt., leading 35 pt., tracking -10. Space after
paragraph: 0.3333". 100% black and blue.

6 Item ID number
Type: Univers 55, size 18 pt., tracking 0, 30% blue.

Discussion
Posting this information is a HAVA requirement.

Place in visible locations—near waiting areas or
where long lines form.

Voters should read this material before voting.

Organize information into three to four categories that
can be highlighted, as shown here, to make sign easy
to scan from a distance.

For interior use, mount on wall or place on stand.

Content needs to be modified for each State. The
Voters' Bill of Rights content in this instance pertains
specifically to Nebraska law. Election officials
will have to download the editable version of this
template (.indd) to edit the text for consistency with
the requirements of their State.

General information

First-time voters: how to vote

1. Give your name to the poll worker.
2. Sign your name in the register. If you are unable to write, the poll worker can help you make a mark.
3. Mark your ballots in the polling booth.
4. Fold your ballot so that your marks are not seen.
5. Put your ballot in the envelope or sleeve so that the poll worker's initials show.
6. Return the ballot envelope or sleeve to the poll worker. The poll worker will put the ballot in the ballot box.

Notice to physically disabled voters

If you cannot read, or if you need help to mark your ballot because of disability, a relative or friend can help you.

If you know someone who cannot enter the polling station because of a disability, tell the poll worker. The ballot may be taken to the voter, either to a more convenient place in the building or to the voter's car parked within one block.

Acts of fraud or misrepresentation

It is a felony to commit an election falsification. That includes:
• Pretending to be a voter,
• Falsely swearing to be a member of a political party,
• Interfering with the polling place,
• Voting more than once each election, and more.

For a complete list of the Nebraska's Voting Violations and Penalties, please ask a poll worker.

Smoking is not permitted in the polling place.

20% actual size

Voters' Bill of Rights specifications
File: 020_E_Info
Dimensions: 18" x 24"

1 Title
Type: Univers 75,
size 86 pt., tracking 0, 100% white.

2 Title background
100% blue fill, 3.375" from top edge.

3 Icons
0.945" diameter, 0.75" from left edge.

4 Subhead
Type: Univers 75,
size 44 pt., leading 55 pt., tracking -15, 100% blue.

5 Text
Type: Univers 75, 2.75" from left edge,
size 27 pt., leading 35 pt., tracking -10. Space after
paragraph: 0.3333". 100% black and blue.

6 Item ID number
Type: Univers 55, size 18 pt., tracking 0, 30% blue.
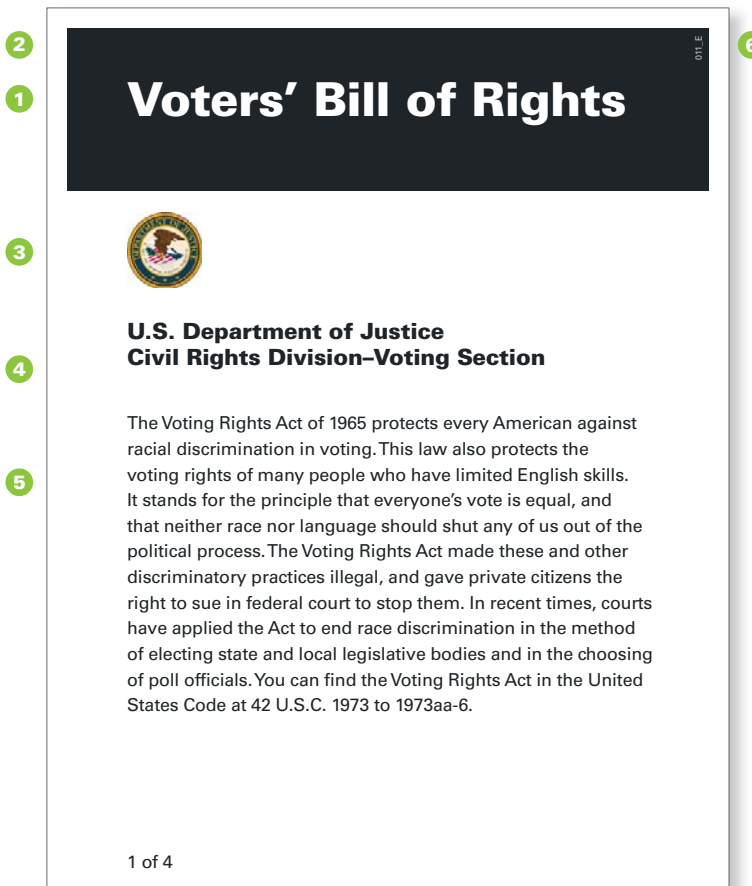
Discussion
Posting this information is a HAVA requirement. Content needs to be modified for each State.

Place in visible locations—near waiting areas or where long lines form.

Voters should read this material before voting.

Organize information into three to four categories that can be highlighted, as shown here, to make sign easy to scan from a distance.

For interior use; mount on wall or place on stand.

1

2 **6**

Special voting rules

3 **4**   ❗ **Rules for voters who registered by mail**

5

Voters who have registered to vote by mail—and never confirmed their identity to a registrar, election commissioner or polling official before— must show identification before receiving a ballot.

You may use any of these documents for identification:

• A valid Driver's License or other ID with your photo and name on it

• Another document that shows your name and address, including a pay check, government check, current utility bill, or any federal, state, or local government document.

You do not have to show this identification if you are:

• A military or overseas voter

• Over the age of 65

• A voter with a disability and are voting in a different location from the one where you are registered.

❗ **Voting by provisional ballot**

If your name is not on the voter registration list OR If you cannot show ID:

1. Fill out a voter registration application.

2. Fill out and sign the provisional ballot envelope.

3. Select a PIN number.

4. Place your voted ballots in the envelope.

After the polls close

Your registration will be confirmed before the envelope is opened and your ballot is counted.

Beginning 8 days after the election, you may check to see if your ballot was counted. Call 1-888-727-0007 or check votercheck.necvr.ne.gov.

20% actual size

Voters' Bill of Rights specifications
File: 030_E_SpecialRules
Dimensions: 18″ x 24″

1 Title
Type: Univers 75,
size 86 pt., tracking 0, 100% white.

2 Title background
100% blue fill, 3.375″ from top edge.

3 Icons
0.945″ diameter, 0.75″ from left edge.

4 Subhead
Type: Univers 75,
size 44 pt., leading 55 pt., tracking -15, 100% blue.

5 Text
Type: Univers 75, 2.75″ from left edge,
size 27 pt., leading 35 pt., tracking -10. Space after
paragraph: 0.3333″. 100% black and blue.

6 Item ID number
Type: Univers 55, size 18 pt., tracking 0, 30% blue.

Discussion
Posting this information is a HAVA requirement. Content needs to be modified for each State.

Place in visible locations—near waiting areas or where long lines form.

Voters should read this material before voting.

Organize information into three to four categories that can be highlighted, as shown here, to make sign easy to scan from a distance.

For interior use; mount on wall or place on stand.

① ② ③ ④ ⑤ ⑥

Voters' Bill of Rights

011_E

**U.S. Department of Justice
Civil Rights Division–Voting Section**

The Voting Rights Act of 1965 protects every American against racial discrimination in voting. This law also protects the voting rights of many people who have limited English skills. It stands for the principle that everyone's vote is equal, and that neither race nor language should shut any of us out of the political process. The Voting Rights Act made these and other discriminatory practices illegal, and gave private citizens the right to sue in federal court to stop them. In recent times, courts have applied the Act to end race discrimination in the method of electing state and local legislative bodies and in the choosing of poll officials. You can find the Voting Rights Act in the United States Code at 42 U.S.C. 1973 to 1973aa-6.

1 of 4

42% actual size

Voters' Bill of Rights—binder format specifications
File: 011_E_Rights_Binder
Dimensions: 8.5" x 11"

① **Title**
Type: Univers 75,
size 42 pt., tracking -10, 100% white.

② **Title background**
100% black fill, 2.25" from top edge,
0.25" margin all edges.

③ **State seal**
1" diameter, 1" from left edge.

④ **Subhead**
Type: Univers 75,
size 20 pt., leading 23 pt., tracking -10, 100% black.

⑤ **Text**
Type: Univers 55,
size 16 pt., leading 23 pt., tracking -10, 100% black.

⑥ **Item ID number**
Type: Univers 55,
size 8 pt., tracking 0, 30% black.

Discussion
Assembly: three-hole punch and put in standard three-ring binder.

This format is a full-text version of the poster format (page 2.23).

Content needs to be modified for each State. The Voters' Bill of Rights content in this instance pertains specifically to Nebraska law. Election officials will have to download the editable version of this template (.indd) to edit the text for consistency with the requirements of their State.

Binders are suggested to display the full text of legally required State information that is not easily contained or read in a wall display format by voters (such as voters' rights information). Binders can also be used to display other redundant information already posted in the polling environment, such as voting instructions.

**Voting violations
and penalties**

Nebraska Secretary of State's Office
Chapter 32 Article 15 Voting Violations
and Penalties

32-1502. Election falsification; penalty.
A person shall be guilty of election falsification if, orally or in
writing, he or she purposely states a falsehood under oath lawfully
administered or in a statement made under penalty
of election falsification

32-1503. Registration of voters; prohibited acts; penalty.
Any person who:
(1) falsely impersonates an elector and registers to vote
(2) knowingly or fraudulently registers in or under any false,
assumed, or fictitious name
(3) knowingly or fraudulently registers in two election districts,
(4) fraudulently attempts to remove the name of any registered
voter in any election precinct to be stricken
(5) prevents any person having a lawful right to register or
to be registered

1 of 4

42% actual size

**General information—binder format
specifications**
File: 021_E_Info_Binder
Dimensions: 8.5" x 11"

1   Title
Type: Univers 75, size 42 pt., leading 54 pt.,
tracking -10, 100% white.

2   Title background
100% black fill, 2.25" from top edge,
0.25" margin all edges.

3   State seal
1" diameter, 1" from left edge.

4   Subhead
Type: Univers 75,
size 20 pt., leading 23 pt., tracking -10, 100% black.

5   Text
Type: Univers 75 and 55,
size 16 pt., leading 23 pt., tracking -10, 100% black.

6   Item ID number
Type: Univers 55,
size 8 pt., tracking 0, 30% black

Discussion
Assembly: three-hole punch and put in standard
three-ring binder.

This format is a full-text version of the poster format
(page 2.24).

Content needs to be modified for each State. The
content in this instance pertains specifically to
Nebraska law. Election officials will have to download
the editable version of this template (.indd) to edit the
text for consistency with the requirements of their
State.

Binders are suggested to display the full text of legally
required State information that is not easily contained
or read in a wall display format by voters (such as
voters' rights information). Binders can also be
used to display other redundant information already
posted in the polling environment, such as voting
instructions.
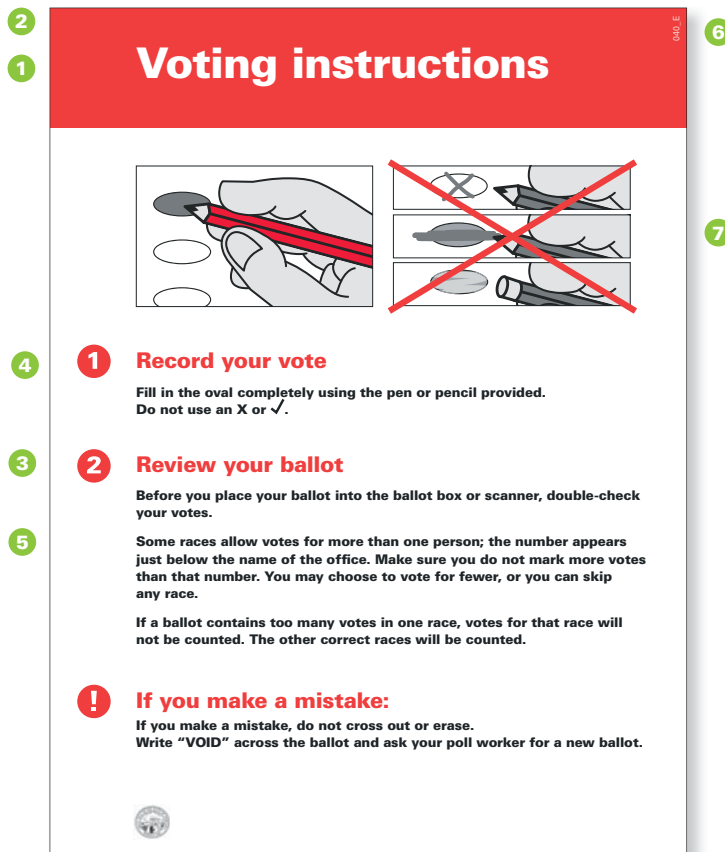
25% actual size

Voting Instructions poster specifications
File: 040_E_Instructions
Dimensions: 18″ x 24″

1 Title
Type: 86 pt. Univers 75, tracking 0, 100% white.

2 Title background
100% red fill, 3.375″ from top edge.

3 Icons
0.945″ diameter, 0.75″ from left edge.

4 Subhead
Type: Univers 75, size 44 pt., leading 55 pt., tracking -10, 100% red.

5 Text
2.75″ from left edge
Type: 27 pt. Univers 75, leading 35 pt., tracking -10.
Space after paragraph: 0.3333″. 100% black.

6 Item ID number
Type: 18 pt Univers 55, tracking 0, 30% red.

7 Illustrations
Place file: OpScan_Oval.eps

Discussion
Posting this information is a HAVA requirement. Content needs to be modified for each State.

For interior use; mount on wall or prop on stand and post near waiting area or where long lines may form.

Content needs to be modified for each State and should be based on ballot type being used.

This poster is also available in an 8.5″ x 11″ format, see file: 041_E_Instructions_Booth.
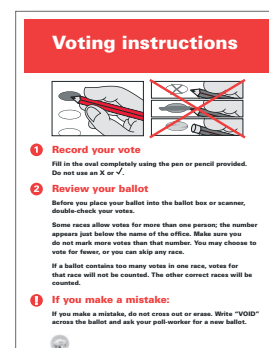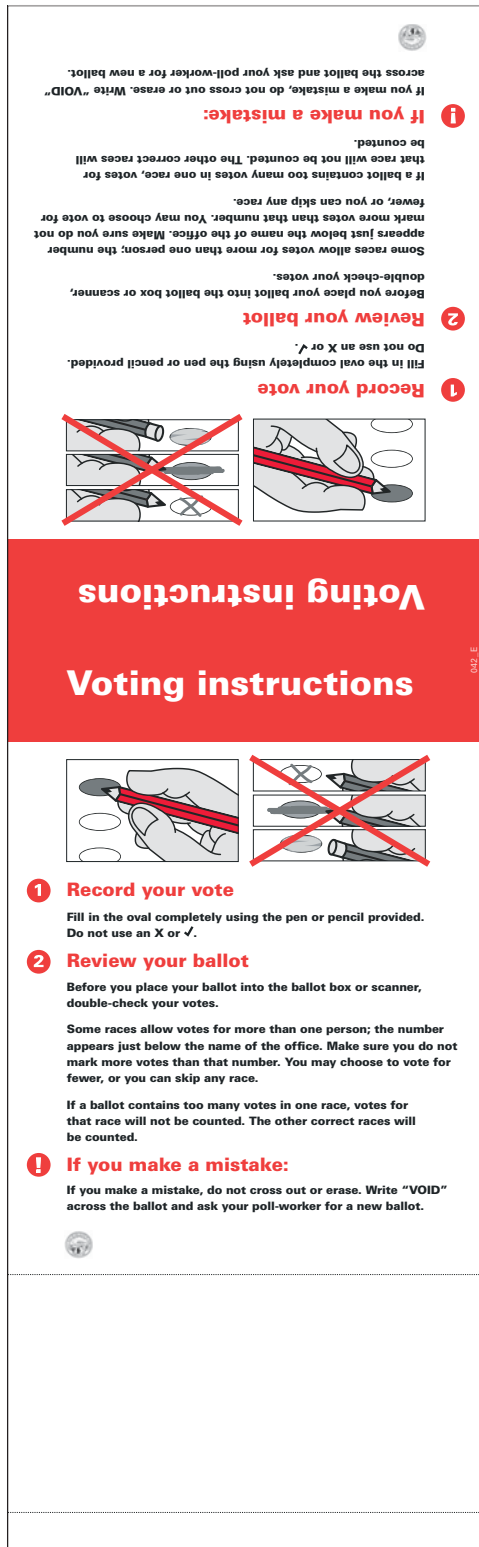
41% actual size

Voting Instructions—tabletop specifications
File: 042_E_Instructions
Dimensions: 6″ x 19.5″

1 Title
Type: 31 pt. Univers 75, tracking 0, 100% white.

2 Title background
100% red fill, 1.28″ from top edge.

3 Icons
0.3″ diameter, 0.25″ from left edge.

4 Subhead
0.75″ from left edge
Type: Univers 75, size 17 pt., tracking -15, 100% red.

5 Text
0.75″ from left edge
Type: 11 pt. Univers 75, leading 15 pt., tracking -10, Space after paragraph: 0.125″. 100% black.

6 Item ID number
Type: 8 pt Univers 55, tracking 0, 30% red.

7 Illustrations
Place file: OpScan_Oval.eps

Discussion
Posting this information is a HAVA requirement. Content needs to be modified for each State.

For interior tabletop use.

Content needs to be modified for each State and should be based on ballot type being used.

Assembly: trim to 6″ x 15.5″. Use fold marks to form triangular shape and attach tab with tape.
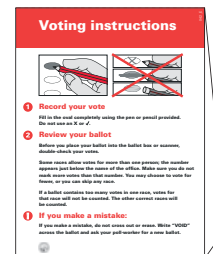
assembled

42% actual size

Sample ballot poster specifications
File: 051_E_Sample_Door
Dimensions: 8.5″ x 11″

1 Title
Type: Univers 75, size 150 pt., tracking -10,
leading 160 pt., 100% white. 1.4″ from left edge
and 1.875″ from top edge.

2 Background
100% red fill, 0.25″ from edges.

3 Item ID number
Type: Univers 55,
size 10 pt., tracking 0, 30% red.

Discussion
Posting this information is a HAVA requirement.

Use poster to draw attention to actual sample ballots.

No editing of information necessary.

② **Sample ballot**

① # Sample ballot

③ 052_E
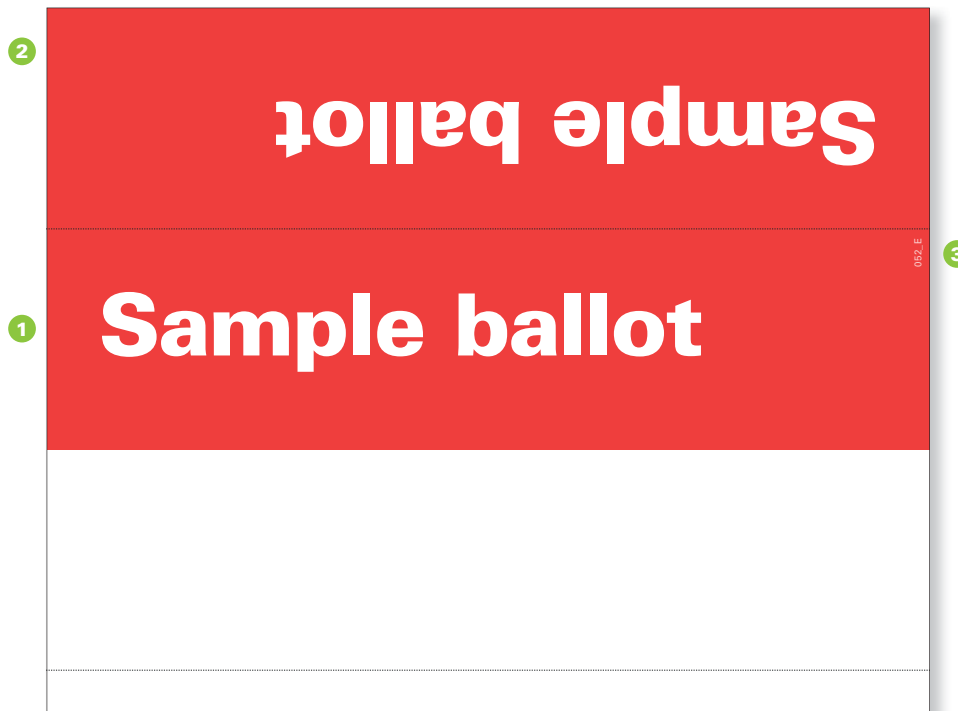
46% actual size

Sample ballot—tabletop specifications
File: 052_E_Sample_Tabletop
Dimensions: 8.5″ x 11″

① Title
Type: Univers 75, size 70 pt., tracking -10,
100% white.

② Background
100% red fill, 5″ high.

③ Item ID number
Type: Univers 55,
size 8 pt., tracking 0, 30% red.

Discussion
Posting this information is a HAVA requirement.

Use tabletop sign to draw attention to actual sample ballots.

No editing of information necessary.

Assembly: trim to 8″ x 10″, removing white margin. Use fold marks to form triangular shape and attach tab with tape.

Sample ballot
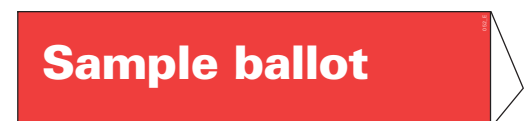
assembled

Design: two languages

The samples on pages 2.34–2.55 are for voter information materials. Production specifications and discussion notes are provided—including typeface, type size, leading, line weights, tint fills, and distances between elements.

Voter information materials are presented in the following categories:

A Identification

B Wayfinding (e.g., directions to accessible entrances)

C Information and Instruction

These categories are offered to help election officials understand what is available and to help them determine which items and formats best suit their needs.

Electronic files
The electronic files that were used to create these samples are listed in this section's Overview (pages 2.34–2.35) and with each sample.

The electronic files are available at www.eac.gov.

They are provided in two formats: Acrobat (.pdf) and InDesign (.indd).*

Each item has a unique identification number and file name. For example, the English/Spanish-language information poster Acrobat file is named "130_ES_Info.pdf."

How to work with the samples and electronic files
Many of the samples illustrated in this section can be reproduced and used without making any text changes to the digital document file. They can be printed by an office printer with color capabilities, or, for the larger format items, be reproduced by a vendor with digital printing capabilities.

— *If there are no changes to an item, download the Acrobat file.* An Acrobat file always ends in ".pdf." For example, if you want to reproduce the Information poster (item "130_ES_Info," page 2.44), download and print out the Acrobat file (130_ES_Info. pdf) or supply that file to a vendor with digital printing capabilities.

Local vendors with digital printing capabilities often include printing firms and copy and duplicating service shops. "Digital printing capabilities" means they can accept a digital file and "output" it or print it on an appropriate display material (see pages 2.6–2.7). "Digital printing" often means ink jet printing. Even traditional "copy shops" often now have digital output capabilities.

— *If changes need be made to an item, download the Indesign file.* InDesign files end with ".indd." Much of the text used in this section's samples may or may not be appropriate for your jurisdiction and/or the voting equipment. To edit text or illustrations and prepare files for reproduction, there are additional steps that must occur before the materials are ready for reproduction. Illustrations used in the InDesign files are also available. These files end with ".eps."

*The EAC does not endorse any specific product or vendor. The best practices illustrated throughout this document do not rely on specific software, products, or vendors. For copyright reasons, the EAC cannot supply election officials with the fonts used in the InDesign files. They are available from numerous suppliers.

To edit files ending with ".indd" or files ending in ".eps," election officials will need access to Adobe InDesign page layout software and to software that can edit .eps files (e.g., Adobe Illustrator). Working with a designer who has access to—and expertise in—these software programs is recommended.

Alternatively, these items can be recreated in other page layout programs using the production specifications provided with each sample; the Acrobat .pdf files as a visual guide; and, if appropriate, the illustration files provided (those files ending in .eps). Using nonlayout programs, such as those commonly used to write text-only documents, is not appropriate or recommended.

Use of color
Many of the samples use the colors "blue" and "red"; in all cases, the CMYK ink percentages of these colors are:

Blue: 89% cyan, 43% magenta, 0% yellow, and 0% black.
Red: 0% cyan, 94% magenta, 100% yellow, and 0% black.

Color has been applied to voter information materials to support usability needs—not for decorative purposes. Replacing blue or red with black does not affect any piece's functional value. Guidance in limiting color quantity (one to two colors) and application (mainly in headers, labels, and icons) is intended to maximize its effectiveness in the polling place environment.

A Identification banners, posters, and name tags

vote here
vote aquí

180 Vote here banner

vote here
vote aquí

080 Vote here poster

Polling place
Centro de votación

General Election   8am–8pm
Elección General

Tuesday   Precinct: _____
Martes   Circunscripción electoral

November 7   Ward: _____
7 de noviembre   Distrito

060 Polling place ID

Polling place
Centro de votación

General Election
Elección General

Tuesday
Martes

November 7
7 de noviembre

District: 1
Distrito

Precinct: 2
Circunscripción electoral

061 Polling place ID

Precinct
Circunscripción

923

070 Precinct ID

Election Official
Funcionario Electoral

Ask me questions!

090 Poll worker name tags

B Wayfinding posters
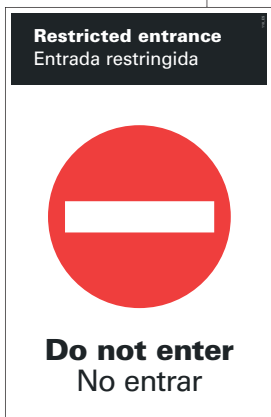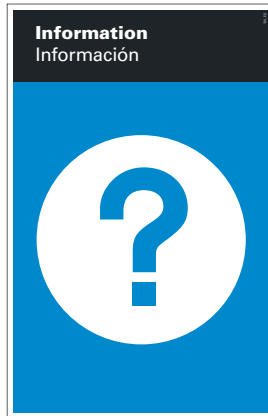
Accessible entrance
Entrada accesible

Accessible entrance
Entrada accesible

100 and 101 Access

Restricted entrance
Entrada restringida

Do not enter
No entrar

110 No entry

200 Arrow

Information
Información

?

130 Information

No cell phones
No usar teléfonos celulares

Do not use
No usar

120 No cell phones

Vote by paper ballot
Votar con papeleta impresa

140 Vote by paper ballot

Vote by paper ballot
Votar con papeleta impresa

140 Vote by paper ballot

Vote by touchscreen
Votar con pantalla táctil

Daniel Court and Amy
Alvin Boone and James Lian
Austin Hildebrand and James Garr
Martin Patton and Clay Lariviere
Elizabeth Harp and Antoine Jefferson
Marzen
Touc
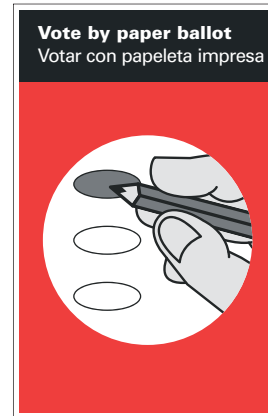
150 Vote by touchscreen
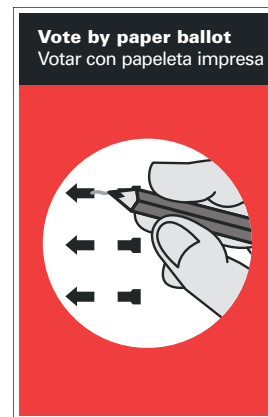
Turn in ballot here
Entregue su papeleta aquí
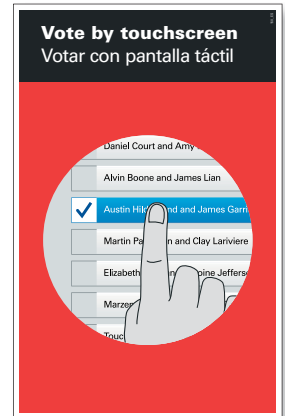
160 Return ballot

B Wayfinding, tabletop formats
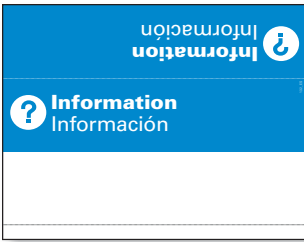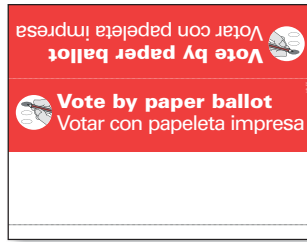
132 Information

142 Vote by paper ballot

152 Vote by touchscreen
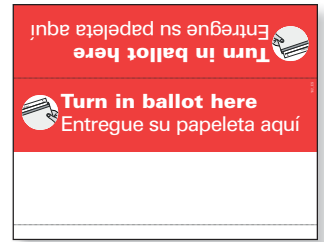
162 Turn in ballot

C Information and instruction, posters, binders, and tabletop formats

010 Bill of Rights

011 Bill of Rights binder

020 Information

021 Information binder

030 Special Rules

040 Voting instructions

041 Voting instructions

042 Voting instructions

051 Sample ballot ID

052 Sample ballot ID

12.5% actual size

Exterior banner specifications
File: 180_ES_BannerHoriz
Dimensions: 54″ x 11″

1 Titles
Type: 315 pt. Univers 93, tracking 0, and
320 pt. Univers 63, tracking 5, 100% white.

2 Background
Pattern is part of InDesign file, no illustration used.

3 Item ID number
Type: 20 pt. Univers 55, tracking 0, 100% white.

Discussion
Banners are for exterior use and may be hung horizontally or vertically.

If printed on weatherproof material, banners should last 5–10 years.

Message and graphics connote positive atmosphere. Consistent identification helps polling place appear organized—helps to lend credibility to voting experience.

Alter translations based on preferred alternate languages.

Clearly visible polling place identification is particularly important when districts have been recently revised.

42% actual size

Exterior door/window poster specifications
File: 080_ES_VoteHere
Dimensions: 8.5″ x 11″

1 Titles
Type: 125 pt. Univers 75 and 55,
tracking -10, leading 116 pt., 100% white.

2 Background
Place file: starfield.eps

3 Item ID number
Type: 10 pt. Univers 55, tracking 0, 100% white.

Discussion
Message and graphics connote positive atmosphere. Consistent identification helps polling place appear organized—helps to lend credibility to voting experience.

Place signs on or near entryway to room where voting takes place and at eye level.

No editing of information necessary.

Smaller signs reinforce exterior banners. Strategic repetition of signs helps guide voters and provide assurance.

2
1
Polling place
Centro de votación

General Election
Elección General

8am–8pm

Tuesday
Martes

Precinct: _____
Circunscripción electoral

November 7
7 de noviembre

Ward: _____
Distrito

15% actual size

Polling place identification specifications
File: 060_ES_PollingPlace
Dimensions: 24″ x 36″

1 Titles
Type: 113 pt. Univers 75 and 115 pt. Univers 55,
tracking -15, leading 130 pt., 100% white

2 Title background
100% blue fill, 5.3″ from top edge.

3 Information
Type: 100 pt. Univers 75 and 55, tracking -5,
leading 120 pt. Space after paragraph: 1″.
100% black.

4 Precinct/Ward
Type: 63 pt. Univers 75 and 55, tracking -5,
leading 80 pt., 100% black.

5 Item ID number
Type: 20 pt. Univers 55, tracking 0, 30% blue.

Discussion
Precinct, hours, and date information is required
by HAVA. Template can be produced in quantity to
reduce costs.

Handwritten information should be legible and of a
similar size and weight of the printed text. Consider
printing information via ink jet or laser printer on
stickers that can then be applied to signs.

For exterior use and should be produced on
weatherproof material.

Polling place
Centro de votación

061_ES

General Election
Elección General

Tuesday
Martes

November 7
7 de noviembre

District: 1
Distrito

Precinct: 2
Circunscripción electoral
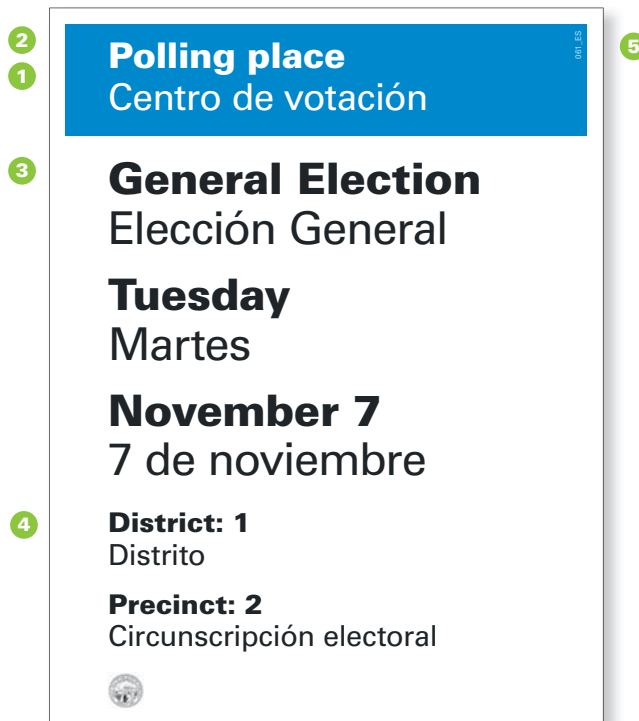
25% actual size

Polling place identification—
door format specifications
File: 061_ES_PollingPlace_Door
Dimensions: 8.5″ x 11″

1 Titles
Type: 39 pt. Univers 75, tracking -5, and
41 pt. Univers 55, tracking -10, leading 46 pt.,
100% white.

2 Title background
100% blue fill, 2″ from top edge,
0.25″ margin top and side edges.

3 Information
Type: 48 pt. Univers 75, tracking -5 and
50 pt. Univers 55, tracking -15, leading 55 pt.,
Space after paragraph: 0.25″. 100% black.

4 District/Precinct
Type: 30 pt. Univers 75, tracking -5 and
32 pt. Univers 55, tracking -5, leading 36 pt.,
Space after paragraph: .25″. 100% black.

5 Item ID number
Type: 9 pt. Univers 55, tracking 0, 30% blue.

Discussion
Precinct, hours, and date information is required by
HAVA. Template can be produced in quantity for
reduced costs.

Handwritten information should be legible and of a
similar size and weight of the printed text. Consider
printing information via ink jet or laser printer on
stickers that can then be applied to signs for accurate
localization.

For interior use; place at eye level (approximately
5 feet above ground).

25% actual size

Precinct identification specifications
File: 070_ES_Precinct
Actual dimensions: 11″ x 8.5″

1 Titles
Type: 63 pt. Univers 75, tracking -5,
and 65 pt. Univers 55, tracking -30,
leading 68 pt., 100% white.

2 Precinct number
Type: 425 pt. Univers 65, tracking -30,
100% white.

3 Background
Place file: starfield.eps

4 Item ID number
Type: 10 pt. Univers 55, tracking 0, 100% white.

Discussion
This information is HAVA required.

Precinct can be replaced with applicable
division name.

This poster can also guide voters when more than
one precinct is located in the same polling place.

Place near precinct-specific poll workers on
freestanding sign holder. For example, at the
beginning of a voting line, near the voting booths
or appropriate ballot box.

For exterior/interior use; place at eye level.

③
①
②

Election Official
Funcionario Electoral

Ask me questions!

detail, 100% of actual size

④
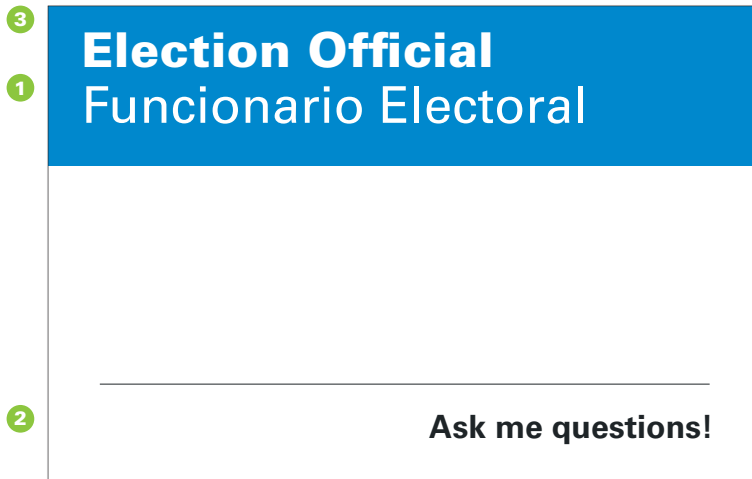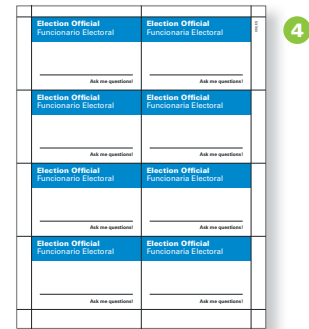
15% actual size

Poll worker identification specifications
File: 090_ES_Pollworkers
Actual dimensions: 8 per 8.5 x 11"

① Titles
Type: 18 pt. Univers 75, tracking 5, and 19 pt.
Univers 55, leading 21 pt., tracking 0, 100% white.

② Ask me questions!
T*ype:* 12 pt. Univers 65, tracking 0, 100% black.

③ Title background
Height: 0.84", 100% blue.

④ Item ID number
Type: 8 pt. Univers 55, tracking 0, 100% black.

Discussion
These may be printed on an office printer using
commonly available adhesive labels or name badges.

Accessible entrance
Entrada accesible

25% actual size

Accessible entrance specifications
Files:
100_ES_AccessL
101_ES_AccessR
Dimensions: 11″ x 17″

1 Titles
Type: 53 pt. Univers 75, tracking 10, and
55 pt. Univers 55, tracking 5, leading 67 pt.,
100% white.

2 Title background
100% black fill, 3″ from top edge,
0.25″ margin top and side edges.

3 Icons
7.25″ diameter, 100% blue,

4 Arrow
2.8″ in height, 100% black.

5 Item ID number
Type: Univers 55, size 10 pt., tracking 0, 30% black.

Discussion
This information is HAVA required.

Primarily used for older buildings; newer buildings should be ADA compliant.

Place directional signs at main entrance.

To identify accessible entrance, remove arrow or use Vote here! poster (File: 080_E_VoteHere).

Place at eye level (approximately 5 feet above ground).

Restricted entrance
Entrada restringida

Do not enter
No entrar

No cell phones
No usar teléfonos celulares

Do not use
No usar
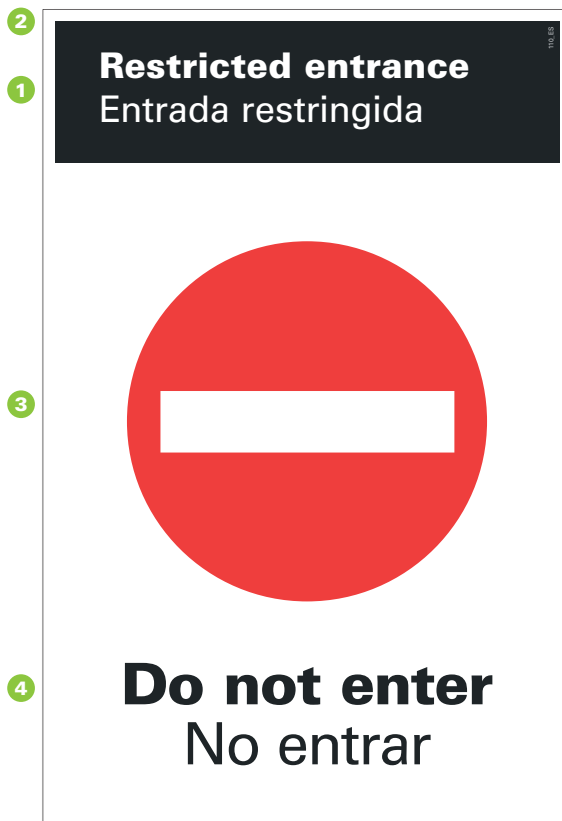
25% actual size

Do not enter, No cell phones specifications
Files:
110_E_NoEnter
120E_NoCell
Dimensions: 11″ x 17″

1 Titles
Type: 53 pt. Univers 75, tracking 10, and
55 pt. Unvers 55, tracking -10, leading 67 pt.,
100% white.

2 Title background
100% black fill, 3″ from top edge,
0.25″ margin top and side edges.

3 Icons
7.5″ diameter, 100% red.

4 Instructions
Type: 86 pt. Univers 75, and 87.5 pt. Univers 55,
tracking -10, leading 90 pt., 100% black.

5 Item ID number
Type: Univers 55, size 10 pt., tracking 0, 30% black.

Discussion
The restricted entrance information is required
(if applicable).

Place at eye level (approximately 5 feet above
ground).

Information
Información

130_ES

Vote by paper ballot
Votar con papeleta impresa
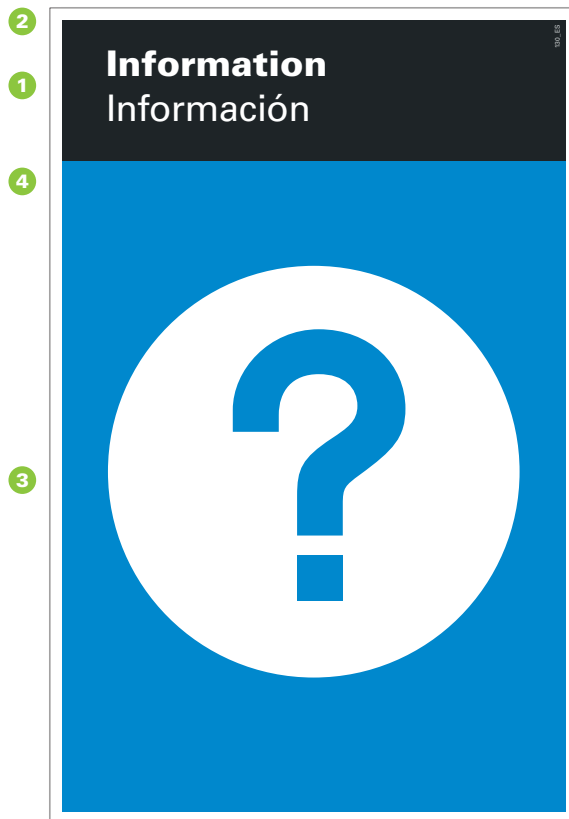
140_ES

25% actual size

Wayfinding poster specifications
Files:
130_ES_Info
140_ES_OpScan
Dimensions: 11″ x 17″

① Titles
Type: 53 pt. Univers 75, tracking 10, and 55 pt.
Univers 55, tracking 5, 67 pt. leading, 100% white.

② Title background
100% black fill, 3″ from top edge,
0.25″ margin top and side edges.

③ Icons
All 8.5″ diameter
Place file: OpScan_Oval.eps

④ Background
100% blue or red, 0.25″ margin bottom
and side edges.

⑤ Item ID number
Type: 10 pt. Univers 55, tracking 0, 30% black.

Discussion
Place as close as possible to applicable station or desk. Hanging from ceiling or via freestanding sign holder may be necessary to provide visibility and guide voters through the process. Taping signs to table tops or fronts often offers insufficient visibility.

For interior use; place at eye level (approximately 5 feet above ground) or higher.

For optical scan ballots that use an arrow to indicate a selection, use the file titled 140_ES_OpScanAlt.

Vote by paper ballot
Votar con papeleta impresa

Vote by touchscreen
Votar con pantalla táctil

160_ES

Daniel Court and Amy

Alvin Boone and James Lian

✓ Austin Hil̶̶nd and James Garri

Martin Pa̶̶n and Clay Lariviere

Elizabeth ̶̶̶pine Jeffers̶

Marze̶

Touc

25% actual size

Turn in ballot here
Entregue su papeleta aquí

160_ES

1 /4
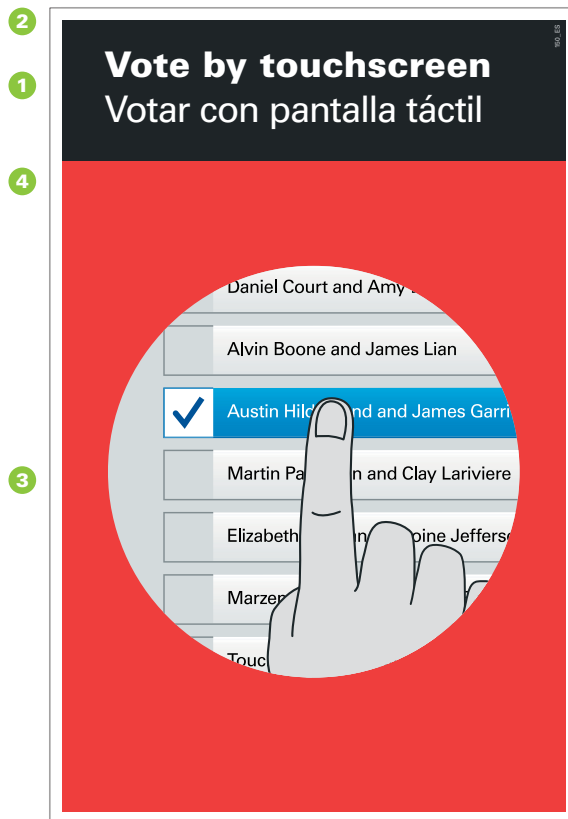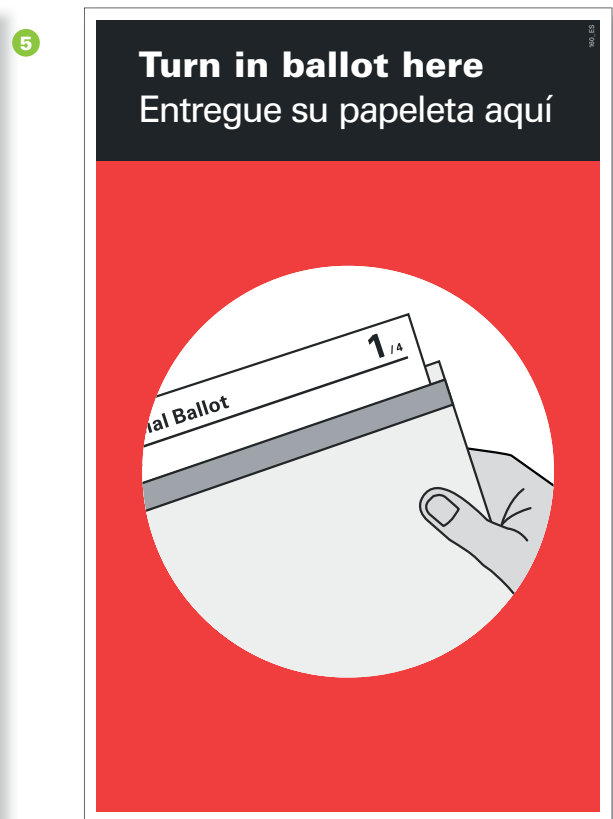
al Ballot

Wayfinding poster specifications
Files:
150_ES_Touchscreen
160_ES_ReturnBallot
Dimensions: 11″ x 17″

1 Titles
Type: 53 pt. Univers 75, tracking 10, and 55 pt.
Univers 55, tracking 5, 67 pt. leading, 100% white.

2 Title background
100% black fill, 3″ from top edge,
0.25″ margin top and side edges.

3 Icons
8.5″ diameter
Place files:
Touchscreen.eps
Return_Ballot.eps

4 Background
100% red, 0.25″ margin bottom
and side edges.

5 Item ID number
Type: Univers 55, size 10 pt., tracking 0,
30% black.

Discussion
Place as close as possible to applicable station or
desk. Hanging from ceiling or via freestanding sign
holder may be necessary to provide visibility and
guide voters through the process. Taping signs to
table tops or fronts often offers insufficient visibility.

For interior use; place at eye level (approximately
5 feet above ground) or higher.

Información
Information ?

? **Information**
Información

Votar con papeleta impresa
Vote by paper ballot

Vote by paper ballot
Votar con papeleta impresa

Votar con pantalla táctil
Vote by touchscreen

Vote by touchscreen
Votar con pantalla táctil

Entregue su papeleta aquí
Turn in ballot here

Turn in ballot here
Entregue su papeleta aquí
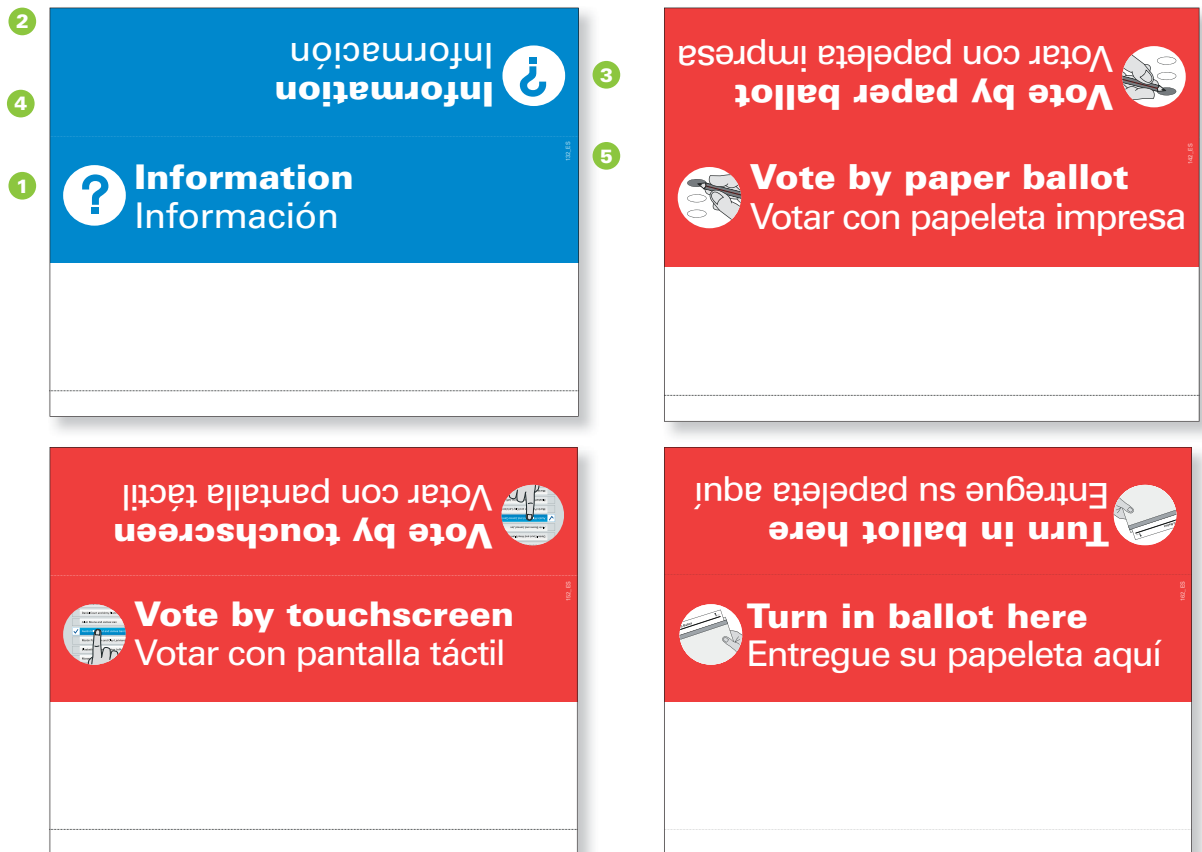
27% actual size

Wayfinding—tabletop specifications

Files:
132_ES_Info_Tabletop
142_ES_OpScan_Tabletop
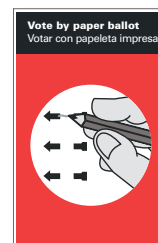152_ES_Touchscreen_Tabletop
162_ES_ReturnBallot_Tabletop
Dimensions: 10″ x 8″

1 Titles
Type: 48 pt. Univers 75, tracking 10, and 50 pt.
Univers 55, tracking 5, 55 pt. leading, 100% white.

2 Title background
100% blue or 100% red, 2.5″ from top edge.

3 Icons
1.1863″ diameter, 0.25″ from edge.
Files:
OpScan_Oval.eps
Touchscreen.eps
ReturnBallot.eps

4 Fold marks
2.75″ and 7.75″ from top.

5 Item identification number
Type: 8 pt. Univers 55, tracking 0,
30% blue or red.
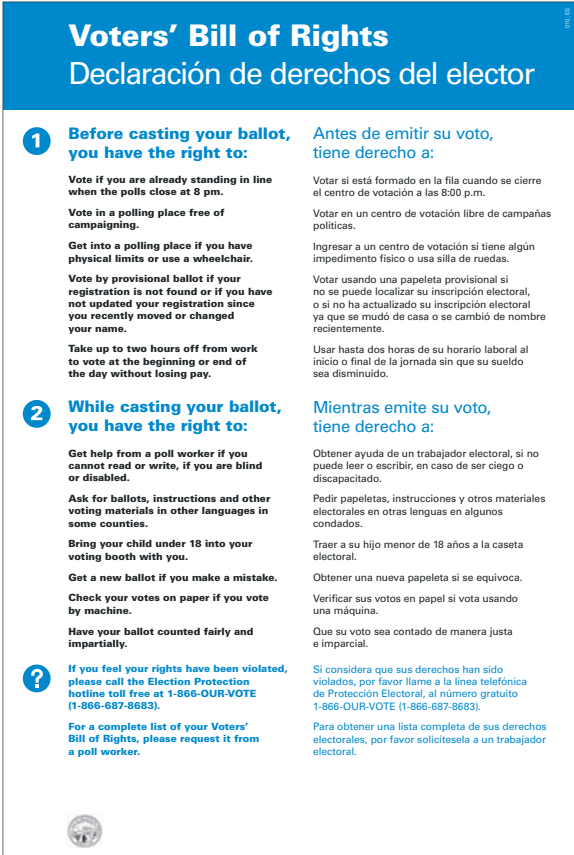
Discussion
Assembly: trim to 8″ x 10″, removing white margin.
Use fold marks to form triangular shape and attach
tab with tape.

? **Information**
Información

assembled

For optical scan ballots that use an arrow to indicate
a selection, use the file entitled: 142_ES_OpScan_
TabletopAlt.

12% actual size

Voters' Bill of Rights specifications
File: 010_ES_Rights
Dimensions: 24″ x 36″

1 Titles
Type: 90 pt. Univers 75, tracking 0, and
92 pt. Univers 55, tracking -30, 100% white.

2 Title background
100% blue fill, 4.75″ from top edge.

3 Icons
1.167″ diameter, 0.833″ from left edge.

4 Subheads
Type: 48 pt. Univers 75, tracking 0, and
50 pt. Univers 55, tracking -5, 100% blue.

5 Text
Type: 30 pt. Univers 75, tracking 0, and
31 pt. Univers 55, tracking -5, leading 37 pt. Space
after paragraph: 0.3611″. 100% black and 100% blue
for special cases (e.g., contact information).

6 Item ID number
Type: 18 pt. Univers 55, tracking 0, 30% blue.

Discussion
This material is HAVA required.

Place in visible locations—near waiting areas or
where long lines form.

Voters should read this material before voting.

Organize information into three to four categories that
can be highlighted, as shown here, so that the poster
is easy to scan from a distance.

For interior use; mount on wall or place on stand.

Content needs to be modified for each State. The
Voters' Bill of Rights content in this instance pertains
specifically to Nebraska law. Election officials
will have to download the editable version of this
template (.indd) to edit the text for consistency with
the requirements of their State.

General information
Información general

**First-time voters:
How to vote**

1. Give your name to the poll worker.
2. Sign your name in the register. If you are unable to write, the poll worker can help you make a mark.
3. Mark your ballots in the polling booth.
4. Fold your ballot so that your marks are not seen.
5. Put your ballot in the envelope or sleeve so that the poll worker's initials show.
6. Return the ballot envelope or sleeve to the poll worker. The poll worker will put the ballot in the ballot box.

Notice to physically disabled voters

If you cannot read, or if you need help to mark your ballot because of disability, a relative or friend can help you.

If you know someone who cannot enter the polling station because of a disability, tell the poll worker. The ballot may be taken to the voter, either to a more convenient place in the building or to the voter's car parked within one block.

Acts of fraud or misrepresentation

It is a felony to commit an election falsification. That includes:
• Pretending to be a voter,
• Falsely swearing to be a member of a political party,
• Interfering with the polling place,
• Voting more than once each election, and more.
For a complete list of the Nebraska's Voting Violations and Penalties, please ask a poll worker.

Smoking is not permitted in the polling place.

Electores que votan por primera vez: Cómo votar

1. Diga su nombre al trabajador electoral.
2. Firme su nombre en el registro. Si no puede escribir, el trabajador electoral puede ayudarle a llenar la papeleta.
3. Emita su papeleta dentro de la caseta electoral.
4. Doble la papeleta de modo que su voto no sea visible.
5. Deposite la papeleta en el sobre o funda de modo que las iniciales del trabajador electoral queden a la vista.
6. Devuelva el sobre o funda al trabajador electoral. El trabajador electoral depositará la papeleta en la urna.

Aviso a electores con discapacidades físicas

Si no puede leer, o si necesita asistencia para marcar su papeleta debido a una discapacidad, un pariente o amigo puede ayudarle.

Si conoce a alguien que no pueda ingresar a la caseta electoral debido a una discapacidad, dígaselo al trabajador electoral. La papeleta puede ser entregada al elector para que emita su voto, en un área más conveniente dentro del edificio donde se encuentra la casilla electoral, o llevarla al automóvil del elector, si éste se encuentra en un perímetro de una cuadra.

Actos fraudulentos o de falsedad

Cometer falsificación electoral, es considerado un delito grave. Esto incluye:
• Pretender ser un elector,
• Declarar falsamente ser miembro de un partido político,
• Interferir con el centro de votación,
• Votar más de una vez en cada elección, entre otras cosas.
Para obtener una lista completa de las Violaciones y Penalidades Electorales de Nebraska, por favor solicítela a un trabajador electoral.

Está prohibido fumar en el centro de votación.

12% actual size

General information specifications
File: 020_ES_Info
Dimensions: 24″ x 36″

1 Titles
Type: 90 pt. Univers 75, tracking 0, and 92 pt. Univers 55, tracking -30, 100% white.

2 Title background
100% blue fill, 4.75″ from top edge.

3 Icons
1.167″ diameter, 0.833″ from left edge.

4 Subheads
Type: 48 pt. Univers 75, tracking 0, and 50 pt. Univers 55, tracking -5, 100% blue.

5 Text
Type: 30 pt. Univers 75, tracking 0, and 31 pt. Univers 55, tracking -5, leading 37 pt. Space after paragraph: 0.3611″. 100% black and 100% blue for special cases (e.g., contact information).

6 Item ID number
Type: 18 pt. Univers 55, tracking 0, 30% blue.

Discussion
Posting this information is a HAVA requirement. Content needs to be modified for each State.

Place in visible locations—near waiting areas or where long lines form.

Voters should read this material before voting.

Organize information into three to four categories that can be highlighted, as shown here, so that the poster is easy to scan from a distance.

For interior use; mount on wall or place on stand.

Special voting rules
Reglamento especial electoral

Rules for voters who registered by mail

Voters who have registered to vote by mail — and never confirmed their identity to a registrar, election commissioner or polling official before — must show identification before receiving a ballot.

You may use any of these documents for identification:

• A valid Driver's License or other ID with your photo and name on it
• Another document that shows your name and address, including a paycheck, government check, current utility bill, or any federal, state, or local government document.

You do not have to show this identification if you are

• A military or overseas voter
• Over the age of 65
• A voter with a disability and are voting in a different location from the one where you are registered.

Voting by provisional ballot

If your name is not on the voter registration list OR
If you cannot show ID:

1. Fill out a voter registration application.
2. Fill out and sign the provisional ballot envelope.
3. Select a PIN number.
4. Place your voted ballots in the envelope.

After the polls close

Your registration will be confirmed before the envelope is opened and your ballot is counted.

Beginning 8 days after the election, you may check to see if your ballot was counted. Call 1-888-727-0007 or check votercheck.necvr.ne.gov.
Enter PIN number _ _ _ _ _

Reglamento para electores que se inscribieron por correo

Los electores que se inscribieron por correo, y nunca confirmaron su identidad ante el registrador, comisionado electoral o funcionario electoral, deberán mostrar una identificación, antes de recibir una papeleta.

Puede mostrar cualquiera de las siguientes formas de identificación:

• Licencia de conducir válida u otra forma de identificación con su fotografía y nombre
• Otro documento que muestre su nombre y dirección, como un cheque de pago, cheque gubernamental, estado de cuenta actual de algún servicio público, o cualquier documento expedido por el gobierno federal, estatal o local.

No tiene que mostrar esta identificación si

• Es un elector militar o que se encuentre fuera del país
• Tiene más de 65 años
• Es un elector discapacitado y va a votar en un lugar distinto a donde está registrado.

Elección con papeleta provisional

Si su nombre no aparece en el registro electoral o no puede mostrar alguna forma de identificación inscripción electoral:

1. Llene una solicitud de inscripción electoral.
2. Llene y firme el sobre de la papeleta provisional.
3. Seleccione un NIP (Número de Identificación Personal).
4. Deposite su papeleta votada en el sobre.

Después de que cierren las casillas electorales

Su inscripción será confirmada antes de que el sobre se abra y su voto sea contado.

Después de 8 días de haberse llevado a cabo las elecciones, puede verificar si su papeleta fue contada. Llame al 1-888-727-0007 o vaya a votercheck.necvr.ne.gov.
Escriba su NIP _ _ _ _ _

12% actual size

Special Voting Rules specifications
File: 030_ES_SpecialRules
Dimensions: 24″ x 36″

1 Titles
Type: 90 pt. Univers 75, tracking 0, and 92 pt. Univers 55, tracking -30, 100% white.

2 Title background
100% blue fill, 4.75″ from top edge.

3 Icons
1.167″ diameter, 0.833″ from left edge.

4 Subheads
Type: 48 pt. Univers 75, tracking 0, and 50 pt. Univers 55, tracking -5, 100% blue.

5 Text
Type: 30 pt. Univers 75, tracking 0, and 31 pt. Univers 55, tracking -5, leading 37 pt. Space after paragraph: 0.3611″. 100% black and 100% blue for special cases (e.g., contact information).

6 Item ID number
Type: 18 pt. Univers 55, tracking 0, 30% blue.

Discussion
Posting this information is a HAVA requirement. Content needs to be modified for each State.

Place in visible locations—near waiting areas or where long lines form.

Voters should read this material before voting.

Organize information into three to four categories that can be highlighted, as shown here, so that the poster is easy to scan from a distance.

For interior use; mount on wall or place on stand.

Content needs to be modified for each State.

Ley de Derechos de los Electores

011_ES

**Departamento de Justicia de los E.E.U.U.
División de Derechos Civiles – Sección Electoral**

La Ley del Derecho al Voto de 1965 protege a todos los estadounidenses de el discrimen racial. Esta ley también protege los derechos electorales de personas con destrezas limitadas en el idioma inglés. El principio fundamental es que el sufragio de todos es igual, y que ni la raza ni la lengua deben ser un obstáculo para que seamos parte del proceso electoral. La Ley del Derecho al Voto establece que estas y otras prácticas discriminatorias son ilegales, y le otorga a los ciudadanos civiles el derecho de iniciar litigios ante el tribunal federal para detener dichas prácticas. Recientemente los tribunales han aplicado esta ley para eliminar el discrimen racial en los métodos de elección para los organismos legislativos locales y estatales y en la elección de los trabajadors electorales. Puede encontrar La Ley del Derecho al Voto en el Código de los Estados Unidos de Norte América, 42 U.S.C. 1973 a 1973aa-6.

5 of 8

42% actual size

Voters' Bill of Rights—binder format specifications
File: 011_ES_Rights_Binder
Dimensions: 8.5" x 11"

1 **Title**
Type: 42 pt. Univers 75, tracking 0, leading 48 pt., 100% white.

2 **Title background**
100% black fill, 2.25" from top edge, 0.25" margin all edges.

3 **State seal**
1" diameter, 1" from left edge.

4 **Subheads**
Type: 20 pt. Univers 75, tracking -15, leading 25 pt., 100% black.

5 **Text**
Type: 16 pt. Univers 55, tracking 0, leading 23 pt., 100% black.

6 **Item ID number**
Type: 8 pt. Univers 55, tracking 0, 30% black.

Discussion
Assembly: three-hole punch and put in standard three-ring binder.

This format is a full-text version of the poster format (page 2.47).

Content needs to be modified for each State. The Voters' Bill of Rights content in this instance pertains specifically to Nebraska law. Election officials will have to download the editable version of this template (.indd) to edit the text for consistency with the requirements of their State.

Binders are suggested to display the full text of legally required State information that is not easily contained or read in a wall display format by voters (such as voters' rights information). Binders can also be used to display other redundant information already posted in the polling environment, such as voting instructions.

Violaciones Electorales y Penalidades

021_ES

Oficina del Secretario de Estado de Nebraska Capítulo 32 Artículo 15 Violaciones Electorales y Penalidades

32-1502. Falsificación Electoral; penalidad.
Una persona será inculpada de falsificación electoral si, de manera oral o escrita, declara deliberadamente una falsedad bajo juramento legalmente administrado, o en una declaratoria realizada bajo pena de falsificación electoral.

32-1503. Inscripción de electores; actos prohibidos; penalidades.
Cualquier persona que:
(1) se haga pasar falsamente por un elector y se inscriba para votar
(2) Deliberadamente o de manera fraudulenta se inscriba usando un nombre falso, asumido o ficticio
(3) Deliberadamente o de manera fraudulenta se inscriba en dos distritos electorales

5 of 8

42% actual size

General information—binder format specifications
File: 021_ES_Info_Binder
Dimensions: 8.5" x 11"

1 Title
Type: 42 pt. Univers 75, tracking 0, leading 48 pt., 100% white.

2 Title background
100% black fill, 2.25" from top edge, 0.25" margin all edges.

3 State seal
1" diameter, 1" from left edge.

4 Subhead
Type: 20 pt. Univers 75, tracking -15, leading 25 pt., 100% black.

5 Text
Type: 16 pt. Univers 55, tracking 0, leading 23 pt., 100% black.

6 Item ID number
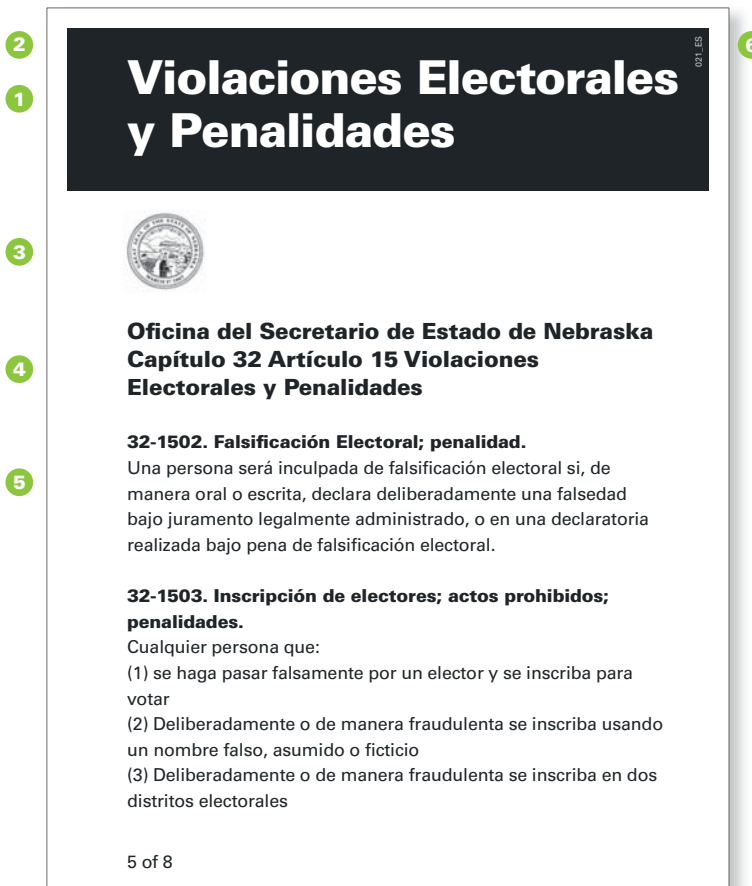*Type:* 8 pt. Univers 55, tracking 0, 30% black.

Discussion
Assembly: three-hole punch and put in standard three-ring binder.
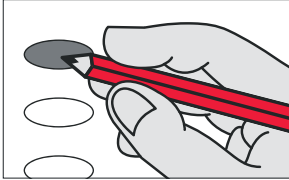
This format is a full-text version of the poster format (page 2.49).

Content needs to be modified for each State. The content in this instance pertains specifically to Nebraska law. Election officials will have to download the editable version of this template (.indd) to edit the text for consistency with the requirements of their State.

Binders are suggested to display the full text of legally required State information that is not easily contained or read in a wall display format by voters (such as voters' rights information). Binders can also be used to display other redundant information already posted in the polling environment, such as voting instructions.

Voting instructions
Instrucciones para votar

Record your vote
Fill in the oval completely using the pen or pencil provided. Do not use an X or ✓.

Emita su voto
Rellene el óvalo completamente, usando el lápiz o bolígrafo que le hayan proporcionado. No utilice X ni ✓.

Review your ballot
Before you place your ballot into the ballot box or scanner, double-check your votes.

Some races allow votes for more than one person; the number appears just below the name of the office. Make sure you do not mark more votes than that number. You may choose to vote for fewer, or you can skip any race.

If a ballot contains too many votes in one race, votes for that race will not be counted. The other correct races will be counted.

Revise su papeleta
Antes de depositar su papeleta en la urna o en el lector, revísela detenidamente.

Algunas contiendas permiten la elección de más de una persona; el número aparece debajo del cargo. Asegúrese de no emitir más votos de los estipulados. Puede votar por menos candidatos u omitir su voto a cualquier contienda.

Si una papeleta contiene demasiados votos en una contienda, los votos para esa contienda serán anulados. Los votos de otras contiendas que se hayan emitido correctamente sí serán contados.

If you make a mistake:
If you make a mistake, do not cross out or erase. Write "VOID" across the ballot and ask your poll worker for a new ballot.

Si se equivoca:
Si se equivoca, no raye o borre, escriba "VOID" (anular) sobre la papeleta y pida una nueva papeleta al trabajador electoral.

17% actual size

Voting Instructions poster specifications
File: 040_ES_Instructions
Dimensions: 24" x 36"

❶ Titles
Type: 110 pt. Univers 75, tracking 0, and 112 pt. Univers 55, tracking -15, leading 130 pt. 100% white.

❷ Title background
100% red, 5.3" from top edge.

❸ Icons
1.1125" diameter.

❹ Subheads
Type: 48 pt. Univers 75, tracking 0, and 50 pt. Univers 55, tracking -5, leading 58 pt., 100% red.

❺ Text
Type: 30 pt. Univers 75, and 31 pt. Univers 55, tracking 0, leading 37 pt. Space after paragraph: 0.3611". 100% black.

❻ Item ID number
Type: 18 pt Univers 75, tracking 0, 30% red.

❼ Illustrations
Place file: OpScan_Oval.eps

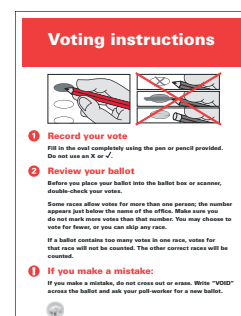**Discussion**
Posting this information is a HAVA requirement. Content needs to be modified for each State.

For interior use; mount on wall or prop on stand and post near waiting area or where long lines may form.

Content needs to be modified for each State and should be based on ballot type being used.

This poster is also available in an 8.5" x 11" format, see file: 041_ES_Instructions_Booth.

35% actual size

The illustration shows the voting instructions panel (reversed/mirrored at top, readable at bottom):

Voting instructions
Instrucciones para votar

1 Record your vote
Fill in the oval completely using the pen or pencil provided. Do not use an X or ✓.

2 Review your ballot
Before you place your ballot into the ballot box or scanner, double-check your votes.

Some races allow votes for more than one person; the number appears just below the name of the office. Make sure you do not mark more votes than that number. You may choose to vote for fewer, or you can skip any race.

If a ballot contains too many votes in one race, votes for that race will not be counted. The other correct races will be counted.

3 If you make a mistake:
If you make a mistake, do not cross out or erase. Write "VOID" across the ballot and ask your poll worker for a new ballot.

Emita su voto
Rellene el óvalo completamente, usando el lápiz o bolígrafo que le hayan proporcionado. No utilice X ni ✓.

Revise su papeleta
Antes de depositar su papeleta en la urna o en el lector, revísela detenidamente.

Algunas contiendas permiten la elección de más de una persona; el número aparece debajo del cargo. Asegúrese de no emitir más votos de los estipulados. Puede votar por menos candidatos u omitir su voto a cualquier contienda.

Si una papeleta contiene demasiados votos en un contienda, los votos para esa contienda serán anulados. Los votos de otras contiendas que se hayan emitido correctamente sí serán contados.

Si se equivoca:
Si se equivoca, no raye o borre, escriba "VOID" (anular) sobre la papeleta y pida una nueva papeleta al trabajador electoral.

042_ES

Voting Instructions—tabletop specifications
File: 042_ES_Instructions_Tabletop
Dimensions: 8″ x 15.5″

1 Titles
Type: 30 pt. Univers 75, tracking 0, and 31.5 pt. Univers 55, tracking -10, leading 33 pt. 100% white.

2 Title background
100% red fill, 1.28″ from top edge.

3 Icons
0.26″ diameter.

4 Subheads
Type: 11 pt. Univers 75, tracking 0, and 11.5 pt. Univers 55, tracking -10, leading 13 pt., 100% red.

5 Text
Type: 8 pt. Univers 75 and 55, leading 11 pt., tracking 0. Space after paragraph: 0.3333″. 100% black.

6 Item ID number
Type: 8 pt. Univers 55, tracking 0, 30% red.

7 Illustrations
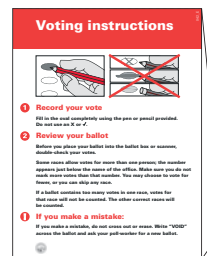Place file: OpScan_Oval.eps

Discussion
Posting this information is a HAVA requirement. Content needs to be modified for each State.

For interior tabletop use.

Content needs to be modified for each State and should be based on ballot type being used.

Assembly: trim to 6″ x 15.5″. Use fold marks to form triangular shape and attach tab with tape.

assembled

42% actual size

Sample ballot poster specifications
File: 051_ES_Sample_Door
Dimensions: 8.5″ x 11″

1 **Titles**
Type: 77 pt. Univers 75, tracking 0, and
78 pt. Univers 55, tracking -30, leading 80 pt.,
100% white. 0.6″ from left edge and 2″ from
top edge.

2 **Background**
100% red fill, 0.25″ from edges.

3 **Item ID number**
Type: 8 pt. Univers 55, tracking 0, 30% red.

Discussion
Posting this information is a HAVA requirement.

Use to draw attention to actual sample ballots.

No editing of information necessary.

Papeleta de muestra

Sample ballot

Sample ballot
Papeleta de muestra

052_ES

46% actual size

Sample ballot—tabletop specifications
File: 052_ES_Sample_Tabletop
Dimensions: 8″ x 10″

1 Titles
Type: 59 pt. Univers 75, tracking 0, and
60 pt. Univers 55, tracking -10, leading 65 pt.,
100% white.

2 Background
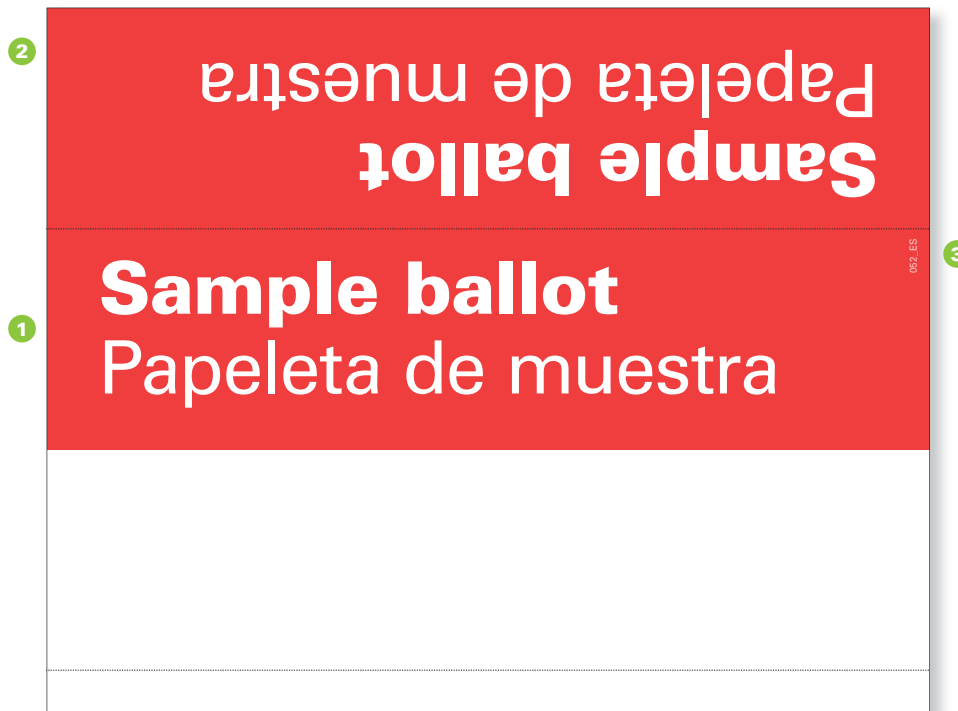100% red fill, 5″ high.

3 Item ID number
Type: 8 pt. Univers 55, tracking 0, 30% red.

Discussion
Posting this information is a HAVA requirement.

Use to draw attention to actual sample ballots.

No editing of information necessary.

Assembly: trim to 8″ x 10″, removing white margin.
Use fold marks to form triangular shape and attach
tab with tape.

Sample ballot
Papeleta de muestra

assembled

Samples: two languages

The design best practices detailed in the previous section are applied to voter information materials in English and Chinese on pages 2.57–2.65. Identification, wayfinding, and instruction/information items are illustrated; their electronic file names are also included. The samples demonstrate the flexibility of the best practice designs and their applicability to a variety of voter information materials.

The typeface used for the Chinese text is LeiHi Pro Medium.* Throughout these samples the Chinese text is set at approximately the same size as the English text (see pages 2.34–2.55 for additional two-language specifications).

The sample Chinese text in this section has been professionally translated, but translations do not reflect a specific elections expertise.

*The EAC does not endorse any specific product or vendor. The best practices illustrated throughout this document do not rely on specific software, products, or vendors. For copyright reasons, the EAC cannot supply election officials with the fonts used in the InDesign files. They are available from numerous suppliers.

Voters' Bill of Rights
投票者權利法案/通告

1 **Before casting your ballot, you have the right to:**

Vote if you are already standing in line when the polls close at 8 pm.

Vote in a polling place free of campaigning.

Get into a polling place if you have physical limits or use a wheelchair.

Vote by provisional ballot if your registration is not found or if you have not updated your registration since you recently moved or changed your name.

Take up to two hours off from work to vote at the beginning or end of the day without losing pay.

在您投票之前，您有權：

投票，如果在下午8點投票點關閉時，您已經在投票隊伍中排隊。

在沒有競選游説活動的投票點投票。

進入投票所，如果您活動不自如或使用輪椅。

通過臨時選票投票，如果找不到您的注冊資訊，或您在最近搬家或更改名字後還沒有更新登記的資訊。

在選舉當天開始或結束前用至多兩小時的工作時間投票，不會丟掉這兩小時的薪水。

2 **While casting your ballot, you have the right to:**

Get help from a poll worker if you cannot read or write, if you are blind or disabled.

Ask for ballots, instructions and other voting materials in other languages in some counties.

Bring your child under 18 into your voting booth with you.

Get a new ballot if you make a mistake.

Check your votes on paper if you vote by machine.

Have your ballot counted fairly and impartially.

在您投票時，您有權：

從投票點工作人員那裏獲得幫助，如果您不知道如何讀或寫，或如果您是盲人或殘障人士。

在某些縣要求提供其它語言的選票、説明以及其他的投票資料。

帶領您18歲以下的孩子進入投票站。

得到一張新選票，如果您出錯的話。

在紙上檢查您的投票，如果您使用機器投票。

要求您的選票在計數時得到公平和無偏見對待。

? **If you feel your rights have been violated, please call the Election Protection hotline toll free at 1-866-OUR-VOTE (1-866-687-8683).**

For a complete list of your Voters' Bill of Rights, please request it from a poll worker.

如果您覺得您的權利被侵犯了，請給免費的競選保護熱線打電話，號碼是：
1-866-OUR-VOTE (1-866-687-8683)。

您可以向投票站的工作人員索取一份完整的投票者權利法案表。

20% actual size

File name
010_EC_Rights

See pages 2.34–2.55 for additional production specifications.

General information
一般説明

020_EC

First-time voters: How to vote

1. Give your name to the poll worker.
2. Sign your name in the register. If you are unable to write, the poll worker can help you make a mark.
3. Mark your ballots in the polling booth.
4. Fold your ballot so that your marks are not seen.
5. Put your ballot in the envelope or sleeve so that the poll worker's initials show.
6. Return the ballot envelope or sleeve to the poll worker. The poll worker will put the ballot in the ballot box.

第一次投票的選民：如何投票

1. 告訴投票點工作人員您的名字。
2. 在登記冊中簽上您的名字。如果您不會寫，投票點工作人員可以幫您做標記。
3. 在投票站給您選票的選項上做標記。
4. 把您的選票折疊好，使您的選項不會被別人看見。
5. 將您的選票放入信封或信袋，露出投票站工作人員姓名起首的大寫字母。
6. 把選票信封或信袋交還給投票點工作人員。投票點工作人員將把選票投入投票箱。

Notice to physically disabled voters

If you cannot read, or if you need help to mark your ballot because of disability, a relative or friend can help you.

If you know someone who cannot enter the polling station because of a disability, tell the poll worker. The ballot may be taken to the voter, either to a more convenient place in the building or to the voter's car parked within one block.

給身體殘疾選民的通知

如果您不識字，或因爲傷殘而在選票上做標記時需要幫助，您的某一位親戚或朋友可以向您提供幫助。

如果您知道某位人士由於傷殘的原因不能進入投票所，請告訴投票站的工作人員。選票能被直接遞送給投票者，遞送的地點可以是建築物内一個更加方便的場所或是停靠在一個街區範圍之内的投票者的車内。

Acts of fraud or misrepresentation

It is a felony to commit an election falsification. That includes:

- Pretending to be a voter,
- Falsely swearing to be a member of a political party,
- Interfering with the polling place,
- Voting more than once each election, and more.

For a complete list of the Nebraska's Voting Violations and Penalties, please ask a poll worker.

Smoking is not permitted in the polling place.

欺騙行爲或誤傳

選舉造假是重罪。
它包括：
· 僞稱是選民，
· 虛假宣誓（自己）是某一政黨的成員
· 干涉投票所的工作，
· 每次選舉不止一次投票。

您可以向投票站的工作人員索取一份完整的内布拉斯加州反投票規則和懲罰目錄。

投票場所禁止吸煙。

20% actual size

Special voting rules
特殊投票規則

! Rules for voters who registered by mail

Voters who have registered to vote by mail — and never confirmed their identity to a registrar, election commissioner or polling official before — must show identification before receiving a ballot.

You may use any of these documents for identification:

- **A valid Driver's License or other ID with your photo and name on it**
- **Another document that shows your name and address, including a paycheck, government check, current utility bill, or any federal, state, or local government document.**

You do not have to show this identification if you are

- **A military or overseas voter**
- **Over the age of 65**
- **A voter with a disability and are voting in a different location from the one where you are registered.**

! Voting by provisional ballot

If your name is not on the voter registration list OR

If you cannot show ID:

1. **Fill out a voter registration application.**
2. **Fill out and sign the provisional ballot envelope.**
3. **Select a PIN number.**
4. **Place your voted ballots in the envelope.**

After the polls close

Your registration will be confirmed before the envelope is opened and your ballot is counted.

Beginning 8 days after the election, you may check to see if your ballot was counted. Call 1-888-727-0007 or check votercheck.necvr.ne.gov. Enter PIN number _ _ _ _ _

用郵件登記的選民規則

通過信件登記，且從未向登記員、選舉委員或投票官員確認其身份的投票者必須在獲得選票之前出示身份證明。

您可以使用以下文件中的任何一項作爲身份證明：

· 有效的駕駛執照或其他帶有您照片和姓名的身份證。
· 其他顯示您姓名、地址的文件，包括工資支票、政府發放的救濟金支票、近期的水電、煤氣費賬單或任何聯邦、州或地方政府的文件。

如果您符合以下任何一項，既不必出示您的身份證明：

· 軍人或國外選民
· 超過65歲
· 有傷殘的選民，并且是在與您登記的地點不同的地方投票。

用臨時選票投票

如果您的名字不在選民登記名單或者
　　如果您不能出示身份證明：

1. 填寫一份選民登記申請。
2. 填寫臨時選票信封並簽名。
3. 選擇一個個人密碼。
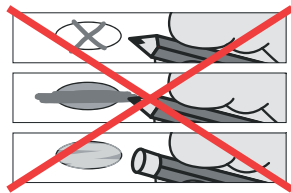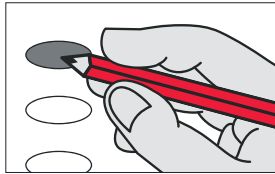4. 將填寫完成的選票放入信封。

在投票點關閉以後

在裝有您選票的信封被打開、您的選票被計數之前，您的註冊會得到確認。

競選開始8天以後，您可以檢查您的選票是否被計數。請 致電1-888-727-0007或訪問votercheck.necvr.ne.gov，輸入您的個人密碼 _ _ _ _ _ 。

20% actual size

Voting instructions
投票説明

1 Record your vote

Fill in the oval completely using the pen or pencil provided. Do not use an X or ✓.

2 Review your ballot

Before you place your ballot into the ballot box or scanner, double-check your votes.

Some races allow votes for more than one person; the number appears just below the name of the office. Make sure you do not mark more votes than that number. You may choose to vote for fewer, or you can skip any race.

If a ballot contains too many votes in one race, votes for that race will not be counted. The other correct races will be counted.

! If you make a mistake:

If you make a mistake, do not cross out or erase. Write "VOID" across the ballot and ask your poll worker for a new ballot.

記錄您的投票

使用提供的圓珠筆或鉛筆把橢圓形完全塗黑。不要打叉或勾。

檢查您的選票

在把選票放入投票箱或掃描器之前，請仔細核對您的選項。

某些競選允許您投票支持的人數超過一個；規定的人數顯示在該職位名稱的下方。請確定您投票的人數不超過該數目。您可以選擇為少於該數的人投票，或者跳過任何一次競選。

如果一次競選中的某張選票上包含了太多的選項，該次競選的選票將不被計算。其他正確的競選選票將被計算在內。

如果您出錯了:

如果您出錯了，請不要刪除或塗抹選項。請在選票上書寫"VOID（該詞的意思是"無效的"）"，在書寫該單詞時請注意要穿過整張選票。並向您所在投票點的工作人員索要一張新的選票。

16% actual size

Polling place
投票點資訊

General Election
普選

Tuesday
星期二

November 7
11月7日

8am–8pm
上午8點至下午8點

Precinct: _____
選區

Ward: _____
分選區

16% actual size

File name
060_EC_PollingPlace

See pages 2.34–2.55
for additional production
specifications.

25% actual size

File name
100_EC_AccessL

See pages 2.34–2.55
for additional production
specifications.

File name
101_EC_AccessR

See pages 2.34–2.55
for additional production
specifications.

Restricted entrance
限制通行的入口

110_EC

Do not enter
請勿進入

25% actual size

Information
資訊

120_EC

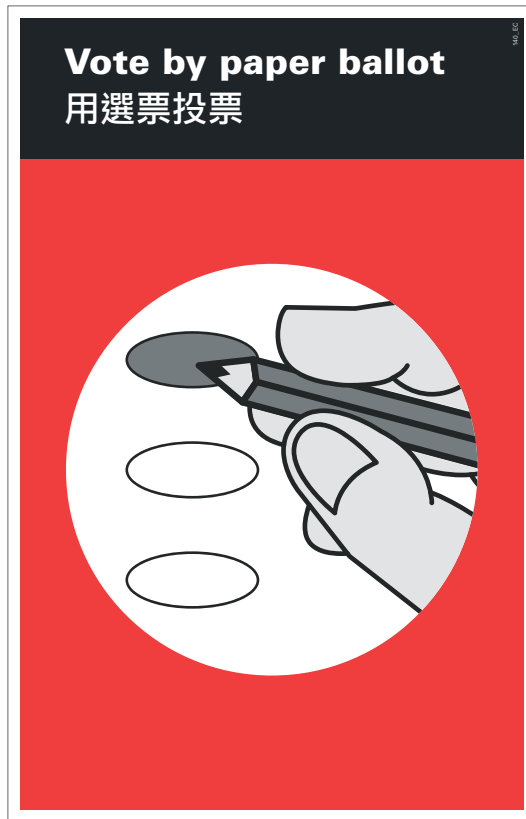**File name**
110_EC_NoEnter

See pages 2.34–2.55
for additional production
specifications.

File name
120_EC_Info

See pages 2.34–2.55
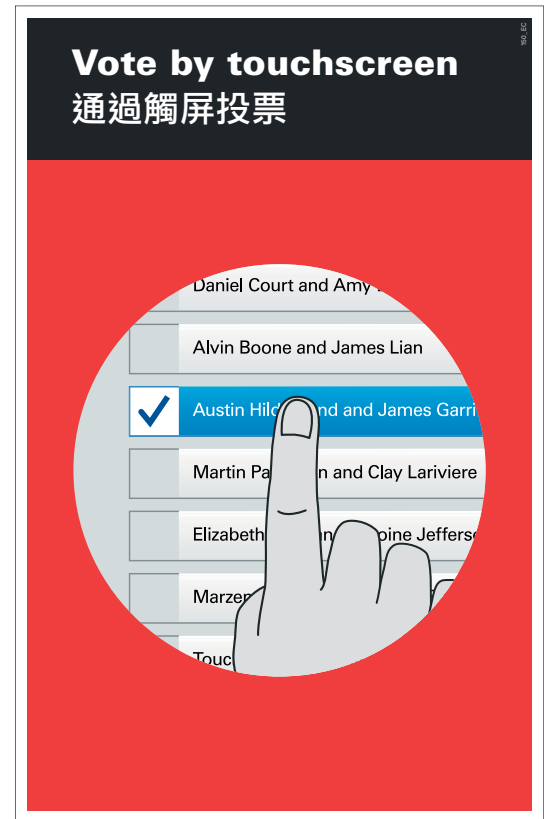for additional production
specifications.

Vote by paper ballot
用選票投票

20% actual size

Vote by touchscreen
通過觸屏投票

Daniel Court and Amy

Alvin Boone and James Lian

Austin Hil nd and James Garri

Martin Pa n and Clay Lariviere

Elizabeth oine Jeffers

Marze

Touc

File name
140_EC_OpScan

See pages 2.34–2.55
for additional production
specifications.

File name
150_EC_Touchscreen

See pages 2.34–2.55
for additional production
specifications.

Sample ballot
選票樣本

43% actual size

File name
051_EC_Sample_Door

See pages 2.34–2.55
for additional production
specifications.