Anywhere Ballot pattern library

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Basic Screen Layout

1. Header bar
2. Settings button
3. Help button
4. Review button
5. Page title
6. Page instructions
7. Footer bar
8. Back button
9. Progress indicator
10. Skip/Next button
### Header bar

**What it is**
Navigation bar. Keeps top level navigation elements in a consistent location.

**How it helps**
The header bar is a consistent location for functions that are not part of the linear sequence of actions needed to vote. The three buttons provide access to voter preference settings, help, and a way to skip to the end to review and cast the ballot.

**How to do it**

Persistent thick black bar across the top of the screen that allows space for navigation buttons on screens.

Buttons should be for managing the voter interface, including a **Settings** button, a **Help** button, and a **Review your votes** button.
2 Settings button

What it is
Leads to a screen where voters can change the contrast and colors of the display, the size of the text, the font for text, and the language the ballot is in.

How it helps
Gives voters access to preference settings at any time during the voting session.

How to do it
Use bold black text on a gray button. Place settings icon (typically represented by a gear), followed by the word “Settings.”
Help button

What it is
Button that shows instructions for completing the ballot.

How it helps
Gives voters access to instructions for how to use the voting system at any time while they are voting.

How to do it
Use bold black text on a gray button. Place help icon (typically represented by a question mark), followed by the word “Help.”
### Review button

**What it is**
Button that leads to a screen where voters can review what they've marked on the ballot as a list.

**How it helps**
Gives voters a way to jump directly to the review screen, so they can review the choices they have already marked and cast their ballot.

**How to do it**
Use bold black text on a grey button. State the phrase “Review your votes.”
Page title

What it is
The name of the page, contest, or ballot measure on that screen.

How it helps
Identifies the page, contest, or measure on this page.

How to do it

United States Senator

Use bold black text.
State the name of the page, contest, or ballot measure.
Page instructions

What it is
Directions for using the ballot or voting in a contest.

How it helps
Tells voters how to complete the ballot or how many candidates they may vote for.

How to do it
For ballot instructions, see information on page 21. Ballot instruction examples are located on page 53.

For contest instructions, see information on page 24. Contest instruction examples are located on page 54.
Footer bar

What it is
Navigation bar. Keeps voter navigation in a consistent location.

How it helps
The footer bar is a consistent location for navigating through the ballot.

The button to continue in the linear sequence is always in the right corner.

How to do it
Thick black bar across the bottom of screen that allows space for navigation buttons on internal screens.

When needed, the footer bar contains buttons voters can tap to move through the ballot, including: return button, proceed button, next button, back button, cancel button, submit button, and the progress indicator.
Back button

What it is
Shows navigation through the ballot toward its beginning. Allows voters to return to the previous screen.

How it helps
Allows voters to go to the previous screen.

How to do it

Use bold black text on a gray button. Place left-facing arrow, followed by the word “Back.”

How to vote

To vote for the candidate of your choice, touch that person’s name. The box will turn blue.

To write in a candidate: To vote for a person who is not on the ballot, touch “Touch here to write in a name.” You will get more instructions on how to complete your write-in.

If you want to change your vote or if you make a mistake, first touch the blue choice you no longer want. It turns white again. Then touch the choice you do want.

You do not have to vote in every race. Your ballot will still be counted even if you do not vote in every race.
Progress indicator

**What it is**
Displays how many screens or steps have been completed and how many there are in total.

**How it helps**
Tells voters where they are in the ballot, and how many pages are left, helping them stay oriented and showing their progress through the ballot.

This indicator is not shown on a contest page when returning from the review screen to change a vote.

**How to do it**

Use bold text.
On the black background of the footer bar, display the current step or screen number, then “of,” followed by the number of total steps or screens.
Skip/Next button

What it is
Shows navigation through the ballot toward the end. Allows voters to proceed to the next screen.

How it helps
Before voting, the Next button allows voters to go to the next screen. This button is green, signaling that it is part of the linear path through the ballot.

During voting, it allows voters to go to the next screen, whether they have made a choice in this contest or not. The button label changes from “Skip” to “Next” once the voter has made at least one selection, providing additional feedback on their actions.

How to do it

When a selection has been made, or on an information screen with no choices:
The button is green, says “Next” in bold white type, and has a white right-facing arrow.

When nothing is selected:
The button is gray, says “Skip” in bold black type, and has a black right-facing arrow.
If you want to hear the ballot out loud, plug in a headset.

For privacy while using the audio ballot, turn the screen off.

If you use a special keyboard, attach it now.

Display Preferences

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14 Language option Page 16
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Audio option

What it is
Instructions about how to hear the audio ballot.

How it helps
Alerts voters that they can have the ballot text read aloud and gives voters an opportunity to insert headphones before they begin voting.

How to do it

If you want to hear the ballot out loud, plug in a headset.

In bold type say, “If you want to hear the ballot out loud” followed by instructions for activating the audio, such as plugging in headphones.

The text for the audio option must be customized for the voting system’s technology features.
Screen privacy option

What it is
Button and directions for turning off the screen.

How it helps
Gives voters who rely on the audio ballot the option of turning off the screen for added privacy.

How to do it

For privacy while using the audio ballot, turn the screen off.

State “For privacy while using the audio ballot, turn the screen off,” in regular black type.

The button is gray, and says “Turn the screen off” in bold black type.
Assistive technology

What it is
Directions about inserting personal assistive technology devices.

How it helps
Alerts voters that they can use personal assistive technology devices while voting and gives voters an opportunity to insert the device before they open the ballot.

How to do it

If you use a special keyboard, attach it now.

In regular black type, provide directions about what devices can be used and when to attach them. This text must be customized so that only devices compatible with the voting system are listed.
Language option

What it is
Options for changing the language of the ballot text.

How it helps
These options help voters view the ballot in their preferred language.

How to do it

The specific languages offered are determined by local, state, or federal election code.
**Text size and color option**

**What it is**
Options for changing the size, color, and contrast of the ballot text.

**How it helps**
These options help voters with impaired vision by allowing them to increase the text size and change the color/contrast on the ballot.

**How to do it**

Use “Small”, “Medium”, and “Large” as the text size options. Each button label must be written in the text size it is meant to reflect.

Use example images of the contrast types as buttons for the voter to select. The example image should show how a contest with a single selection is viewed with that contrast type. Provide at least full color, high contrast, and low contrast options.
Opening the Ballot

Prototype ballot for the general election

City of Baltimore
Baltimore County, Maryland

Congressional District 3
Assembly District 6
City Council Districts 2, 4, and 6

November 6, 2012

This ballot design is brought to you by Oxide Design Co., CivicDesigning.org, and University of Baltimore with funding from ITIF through the Election Assistance Commission’s Accessible Voting Technology Initiative.
# Ballot information

**What it is**
Title and information about what election the ballot will be cast in.

**How it helps**
Displays the details of the election, so voters can confirm they have the correct ballot before they start voting.

**How to do it**

The specific information and its order may be dictated by local election code, the voting system or a combination.

See “Message Text: Ballot information” on page 53.
Start button

What it is
Button that opens the ballot for the voter.

How it helps
Marks the beginning of voting.

How to do it
Use bold text.
State “Begin voting” in white on a large green button.
Ballot instructions

What it is
Instructions about completing the ballot. Includes information on how to select your vote, what to do if you need to change your vote, and other information about the voting process.

How it helps
Gives information about how to use the ballot, how to make their selections, and how to correct a mistake.

How to do it

How to vote

*To vote for the candidate of your choice*, touch that person’s name. The box will turn blue.

*To write in a candidate*: To vote for a person who is not on the ballot, touch “Touch here to write in a name.” You will get more instructions on how to complete your write-in.

You do not have to vote in every race. Your ballot will still be counted even if you do not vote in every race.

List all relevant instructions about making selections. Follow best practices for writing instructions. In bold state the main point of the instruction, followed by supporting information.

See “Message Text: Ballot instructions” on page 53.
Vote for an Office

**United States Senator**

**Vote for 1. You can choose 1 more.**

<table>
<thead>
<tr>
<th>Candidate</th>
<th>Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>Victor Martinez</td>
<td>Orange</td>
</tr>
<tr>
<td>David Platt</td>
<td>Yellow</td>
</tr>
<tr>
<td>Heather Portier</td>
<td>Tan</td>
</tr>
</tbody>
</table>

Touch here to write in another name
Information icon

What it is
Small icon that shows voters information about the contest.

How it helps
Provides information about the office or measure on the page. These brief descriptions help voters with low civic literacy by giving them information about the office or measure on the screen, such as the responsibilities of the office or the source of ballot questions and measures.

How to do it
Use small circle of blue with a blue “i” on a white background placed adjacent to the title of the contest.

Selecting the information icon will bring up a pop-up box. For information on how to implement the pop-up box, see “Displaying Messages and Help” on pages 49-51. To see an example of the message text, see “Information about offices” on page 54.
Contest instructions

What it is
Directions for voting in the contest.

How it helps
Tells voters how many candidates they may vote for. In multi-selection contests, it also tells voters how many more choices they may make. This information is updated as they vote, providing immediate feedback.

How to do it
Use bold text to state the instruction in the positive. If the voter has more choices left, state how many, also in the positive.

Example

Vote for up to 5. You can choose 2 more.

When voters have voted for the maximum choices, remove the countdown statement.

For additional examples, see “Message Text: Contest instructions” on page 54.
**Selection box**

**What it is**
Shows the candidate name and, if appropriate, political party. The voter can touch here to select the candidate.

**How it helps**
Allows voters to mark their choices for candidates and ballot questions. A voter may touch anywhere in the box, including the area around the candidate’s name. When the voter makes a choice, the display changes with both a “check” icon and a change in color, providing multiple feedback cues. To change a choice, the voter touches the name or box again, and the display changes to the un-selected view.

**How to do it**

**Before making a selection:**
In black inside a white box, list the candidate name (or other selection), with supporting political party.

**After making a selection:**
Highlight the box with blue and change the text to white. Include a check box preceding the information to reiterate the selection.
Write in a name for Registrar of Deeds

Use this screen to vote for a person who is not on the ballot.

To finish, touch Accept. If you change your mind, touch Cancel.

Accept STERNER_
Write-in instructions

What it is
Instructions for voting for a candidate who is not already on the ballot.

How it helps
Tells voters how to use the on-screen keyboard to enter the name of a candidate not on the ballot. This screen has additional help because it is infrequently used.

How to do it

In bold text say, “Write in a name for” followed by the contest that the voter is voting in. Follow with instructions about write-in candidates.

See “Message Text: Write-in instructions” on page 54.
Vote input field

What it is
An input field that displays what the voter has entered using the write-in keyboard.

How it helps
Displays the candidate name as it is entered.

How to do it

Before entering name:
Box with a cursor that shows where the text will be input.

After entering name:
Shows the name the voter has input in all-caps black text.
What it is
Alphabetical order keyboard that allows voters to input their write-in candidate.

How it helps
The letters are in alphabetic order (not laid out as a QWERTY keyboard) to make it easier for voters with any technology skill or literacy level to find the letters easily.

How to do it
An alphabetical keyboard that includes a space bar, period, and dash, as well as an erase key. Each key should be gray with the capital letter in bold black text.
### Cancel button

**What it is**
Button that returns the voter to the ballot.

**How it helps**
Closes the Write-in screen, returning to the ballot page.

Any letters already entered are saved, in case the voter returns to this screen.

**How to do it**

The button is gray, and says “Cancel” in bold black type.
Accept button

What it is
Button that submits write-in candidates to the ballot. It only appears after the voter has entered a name.

How it helps
Accepts the write-in candidate name and returns to the ballot page, where the name is displayed as the selected choice.

How to do it

When nothing has been entered:
No button exists until something has been input by the voter.

When the voter has entered a character:
The button is green, says “Accept” in bold white type, and has a white right-facing arrow.
**Ballot Measure 106**

**Choose Yes or No**

Requires primary elections when voters may vote for any state or federal candidate regardless of party registration of voter or candidate. The two primary-election candidates receiving most votes for an office, whether they are candidates with no party or members of same or different party, would be listed on general election ballot. Exempts presidential nominations. Fiscal Impact: No significant net fiscal effect on state and local governments.

**Do you want this to be a new Maryland regulation?**

<table>
<thead>
<tr>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
</tr>
</tbody>
</table>
Measure description

What it is
Can include a summary or the full text of a ballot measure.

How it helps
Displays the text of the ballot measure, so voters can read it before making their choice.

Scrolling buttons (see “Handling Long Lists and Content” on pages 45-48) help voters read the entire text.

How to do it

Requires primary elections where voters may vote for any state or federal candidate regardless of party registration of voter or candidate. The two primary-election candidates receiving most votes for an office, whether they are candidates with no party or members of same or different party, would be listed on general election ballot. Exempts presidential nominations. Fiscal Impact: No significant net fiscal effect on state and local governments.

In black type, show the text of the ballot measure.
Measure question

What it is
After the text of the ballot measure, this shows a simple yes or no question as a prompt.

How it helps
When states include a specific question with a ballot measure, it is displayed after the description, above the voting selections.

How to do it
Write a question in black text that summarizes the outcome of the vote on the measure.
Review the Votes

Review what you’re voting for

The screen shows everything you voted for. Review it carefully. If you are ready to cast your ballot, touch Cast your vote.

Touch to see more

City Council

- Barbara Shry [ ] Yellow
- Carole Barker [ ] Yellow

You voted for 2 people. You can vote for 2 more. If you want to vote for more, touch here.

Water Commissioners

You did not vote for anyone. If you want to vote, touch here.

Court of Appeals Judge

Touch to see more

Cast your vote
Review instructions

What it is
Instructions for reviewing and casting the ballot.

How it helps
The review screen allows voters to review their ballot, showing the choices they have made, and any contests they have skipped or not voted completely.

The clear, active instructions tell voters how to use this screen and how to cast their vote.

How to do it

In bold, black type at the top of the screen state, “Review what you’re voting for.”

Use scrolling buttons (see Handling Long Lists and Content on pages 45-48) to help voters review their entire ballot.
Review the Votes  Review warnings

Review warnings

What it is
On the review screen, these warnings are to alert the voter that they have not used all of their votes in a contest, or haven’t voted in a contest at all.

How it helps
If a voter has skipped a contest or has additional choices, it tells the voter what they have done so far, what they can still do, and how to make a change.

How to do it
In a red box under the contest it pertains to, make a note that states that the voter either did not vote, or that states the number of votes they have remaining. If the box is touched it should link to the contest, allowing the voter to make their selection(s).
Cast ballot button

What it is
Button that voters touch to submit their ballot.

How it helps
Lets voters cast their ballot when they are ready.

How to do it
The button is green, and says “Cast your vote” in bold white type.
Return to review

What it is
When a voter selects a contest to review from the selection review list, this button logs their choice and returns them to the Review screen.

How it helps
Let’s voters return to the review screen after making a change.

The Anywhere Ballot uses this “out and back” navigation from the review screen so voters can immediately see that their new choices have been accepted. It also helps keep them from getting lost, and going through the entire ballot again after making a change.

How to do it

The button is green, and says “Return to review and cast your vote” in bold white type.
Casting the Ballot

Are you finished?

If you want to make changes, touch the Return to ballot button.

If you are ready to cast your ballot, touch the Vote button.
Cast ballot message

What it is
A screen to confirm that the voter is ready to cast their votes.

How it helps
Allows voters to either finish casting their ballot or return to the review screen.

This wording helps voters feel confident that they will not cast their vote before they are ready, and know when they have finished voting.

How to do it

Are you finished?
If you want to make changes, touch the Return to ballot button.

If you are ready to cast your ballot, touch the Vote button.

In bold, black type, ask the voter whether they’re finished voting. In regular black type, tell the voter the consequences of touching either button. Use bold to emphasize the button names.

See “Message Text: Cast ballot message” on page 55.
Return to ballot button

What it is
Button that allows the user to return to the ballot and make any changes.

How it helps
Allows voters to return to the ballot before casting their vote.

How to do it
Use bold text.
State “Return to ballot” in black on a gray button.
Vote button

What it is
Button that submits the voter’s final ballot to the voting system.

How it helps
Allows voters to cast their ballot and finish voting.

How to do it
Use bold text.
State “Vote” in white on a green button.
Success message

What it is
Final system screen that alerts voters that they have completed the process of voting. This is also the place for final instructions to the voter.

How it helps
Lets the voter know they have successfully cast their ballot.

This screen can also be used to provide final instructions about any final steps to cast the marked ballot. (“Please print ballot and submit to…”, “Please take ballot to…”, etc.)

How to do it
In black text, briefly describe instructions or message in plain language. Use bold text to emphasize the heading and the most important words.

See “Message Text: Success message” on page 55.
Handling Long Lists and Content

**County Commissioners**

*Vote for up to 5. You can choose 2 more.*

- Helen Moore [Yellow]
- John White [Yellow]
- Valarie Altman [Yellow]
- Martin Schreiner [Tan]
- Eric Savoy [Gold]

Touch here to write in another name

Touch here to write in another name

Touch here to write in another name

**Scroll up button** Page 46
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Scroll up button

What it is
Button that allows the voter to scroll up through a list that is too long for the screen to contain.

How it helps
When this button is active, it shows that there are more candidates or text before the current view. The visible button allows voters with any technology skill or literacy level to move through the list. This button only appears when the full list does not fit on the screen.

How to do it
When at the top of the list:
Use a gray button with dark gray upward-facing arrows on the far left and right.

When the voter can scroll up:
Use a yellow button with black upward-facing arrows on the far left and right. In bold centered black type, says “Touch to see more names.”
Scroll bar indicator

What it is
Bar along the right side of a scrolling list that shows the list is longer than will fit in the scrolling window of a screen.

How it helps
Shows the approximate position of the current view in the entire list.

The scroll bar indicator can also be used to move within the list.

How to do it
Use a dark gray bar alongside a scrolling list.
Scroll down button

What it is
Button that allows the voter to scroll down through a list that is too long for the screen to contain.

How it helps
When this button is active, it shows that there are more candidates or text after the current view. The visible button allows voters with any technology skill or literacy level to move through the list. This button only appears when the full list does not fit on the screen.

How to do it

When the list is scrolled to the bottom:
Gray button with dark gray downward-facing arrows on the far left and right.

When the voter can scroll down:
Yellow button with black downward-facing arrows on the far left and right. In bold centered black type, says “Touch to see more names.”
Before you choose another name, **touch the blue box on the name you don’t want**. That box will turn white. Then, touch the choice you do want.

This helps make sure you only change your vote when you mean to change it.
**Pop-up box**

**What it is**
A card or a lightbox that appears when a voter taps a button or icon that leads to content that is supplemental to the ballot content, such as Help or a description of a contest, or information or error messages.

**How it helps**
Provides help or supplemental information at moment it is needed without taking the voter out of the linear path of the ballot.

**How to do it**
A pop-up box is displayed on top of the screen the information is being requested from. Use a white box that is smaller than the screen and obscure the background screen with a black overlay. The white box should cover most of the black overlay to force the voter to acknowledge the message and close it using the close button.
Close button

What it is
A button that closes the pop-up box.

How it helps
Provide a visible button, so it is clear how to close the message box and return to the ballot.

How to do it
The button is green, and says “Close” in bold white type.
Message Texts

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Ballot instructions      Page 53
Contest instructions    Page 54
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Write-in instructions   Page 54
Changing a vote         Page 55
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Success message         Page 55
**Ballot information**

**Example**

“Maryland General Election
City of Baltimore
Baltimore County, Maryland

Congressional District 3
Assembly District 6
City Council Districts 2, 4, and 6

November 6, 2012”

**Ballot instructions**

**How to do it**

“How to vote

To vote for a candidate of your choice, touch that person’s name. The box will turn blue.

To write in a candidate: To vote for a person who is not on the ballot, touch “Touch here to write in a name.” You will get more instructions on how to complete your write-in.

If you want to change your vote or if you make a mistake, first touch the blue choice you no longer want. It turns white again. Then touch the choice you do want.

You do not have to vote in every race. Your ballot will still be counted even if you do not vote in every race.”

See “Opening the Ballot: Ballot instructions” on page 21.
Contest instructions

Examples

“Vote for 1. You can choose 1 more.”
“Vote for up to 5. You can choose 2 more.”
“Vote for 1 pair. You Can choose 1 more”
When voters have voted for the maximum choices, remove the countdown statement.

Example

“How to write-in a name

To write in a candidate:
• Type in the person’s first and last names.
• Put a blank space between the first and last name by touching Space.
• To erase, touch Erase.

Do not write in someone whose name is already on the ballot for this race.

To finish, touch Accept. If you change your mind, touch Cancel.”

Information about offices

Example

“How to write-in a name

To write in a candidate:
• Type in the person’s first and last names.
• Put a blank space between the first and last name by touching Space.
• To erase, touch Erase.

Do not write in someone whose name is already on the ballot for this race.

To finish, touch Accept. If you change your mind, touch Cancel.”

See “Vote for an Office: Information icon” on page 23.

Write-in instructions

How to do it

“Use this screen to vote for someone who is not on the ballot.

To finish, touch Accept. If you change your mind, touch Cancel.”

Text for additional help

“How to write-in a name

To write in a candidate:
• Type in the person’s first and last names.
• Put a blank space between the first and last name by touching Space.
• To erase, touch Erase.

Do not write in someone whose name is already on the ballot for this race.

To finish, touch Accept. If you change your mind, touch Cancel.”

See “Write-in a Candidate: Write-in instructions” on page 27.
Changing a vote

How to do it

“Before you choose another name, touch the blue box on the name you don’t want. That box will turn white. Then, touch the choice you do want.

This helps make sure you only change your vote when you mean to change it.”

Success message

Example

“Thank you for voting!

Please take your ballot to the scanner so that it may be counted.”

See “Casting the Ballot: Success message” on page 44.

Cast ballot message

How to do it

“Are you finished?

If you want to make changes, touch the Return to ballot button.

If you are ready to cast your ballot, touch the Vote button.”

See “Casting the Ballot: Cast ballot message” on page 41.