Completing a Paper Ballot

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Your county board has selected the ImageCast Optical Scan Voting System to process your ballot.	
It is important that you mark your ballot properly before inserting it into the ImageCast scanner to ensure that your vote choices are counted correctly.	
Upon checking in at your polling site, an Inspector issues a paper ballot to you, along with a privacy sleeve which you can use to shield your completed ballot from view.	
You will also receive a special ballot marking pen. Make sure you only use this pen to fill out your ballot. The ballot scanner may not correctly register your vote choices made with any other type of marking device.	
You will be directed to a booth or area where you can complete your ballot in privacy.	
If you haven't voted before with a paper ballot, make sure to ask the inspector for a demonstration. Your inspectors are trained to show you how to fill out the ballot and process it on the scanner and are always glad to help.	
The paper ballot has voting instructions, office titles, candidates, and/or issues for this election printed on both sides.	
Make sure to mark every contest by completely filling in the square to the upper right of the name of the candidate or issue of your choice.	
Do not use an 'X' or other notation."	

The marking pen is not erasable, so don't try to erase or cross out a choice after it has been made. Make sure that there are no stray marks or doodles on the ballot.	
You should also avoid rolling or folding the ballot.	
If you make a mistake or damage the ballot, return it to the Inspector for a replacement. Be aware that you have a limited number of replacement ballots.	
You can also include write-in candidates. Locate the appropriate Write-in section and write the candidate's name on the line in the space provided.	
After voting, insert the ballot into the privacy sleeve, and proceed to the scanning equipment. At the ImageCast, place the privacy sleeve into the scanner slot. The system automatically draws the ballot from the privacy sleeve into the unit. The system performs a review of the ballot. If any ballot error is detected, you are notified with a message and the Inspector will explain your options. Otherwise, you may press the **Cast** button on the ImageCast Ballot Counter. The ImageCast counts your ballot and stores it in a secure container within the ballot box. Congratulations! You have now successfully cast your vote using the ImageCast Optical Scan Voting System.	