How to Use the Voter Guide Wizard

1 Insert the CD-ROM and follow the instructions on screen to install the program. If you have any difficulties, call (212) 306-7100 and ask for Voter Guide Wizard assistance. Once the program is installed, you may eject the CD-ROM and put it away.

2 During installation, the Voter Guide Wizard icon will be placed on your desktop. Double click on the icon to launch the program. A welcome screen will appear.

3 Click the **[Next>]** button to begin creating your statement in "Wizard mode" and to proceed to each new screen in the Wizard. After the "Welcome" screen, you will be prompted to enter information in each successive screen. Follow the instructions on each screen regarding what information is required. From any screen, click on the **[?]** button for help.

From any of the Wizard screens, you can choose to go back to the previous screen using the **[<Prev]** button. You click **[Save]** to save the data you have entered so far. You can also click **[Full Screen]** to leave the "Wizard mode" and view all the fields at the same time in one window. However, the Wizard mode provides helpful directions regarding what information you should enter in each field.

Remember to click on [Save] frequently as you enter your information!

4 When you reach the last screen ("Candidate Statement"); click on the **[Full Screen]** button to go to Full Screen mode. In Full Screen mode, you will be able to view all the VG Wizard fields and the information you have entered in them in one window. You will also see additional buttons in a floating menu which you will use to verify and finalize your candidate profile for submission to the CFB.

5 **You have a maximum limit of 2,550 characters — about 350 words — for your entire candidate profile** (Biographical Information and Candidate Statement combined). Your name, your contact information, and the buttons you click to indicate your party enrollment, office sought, and party nominations sought are not counted against this maximum. (However, some formatting does affect your character count; see online Help for more information.) You can find out how close you are to the maximum character count at any time in Full Screen mode by clicking on the **[Character Count]** button in the floating menu. The **[Verify]** button also provides your character count, in addition to other functions described below.

6 You should "verify" your candidate profile at least once before you are ready to submit it. Click on the **[Verify]** button in the floating menu. Verify will:

- Alert you in a pop-up window if you have left any fields blank, and direct you to provide the missing information;

- Automatically launch the spell check program so you can check any unknown words;

- Tell you how many characters are contained in your statement and whether or not you have exceeded the limit.

    You must correct any errors identified by the Verify function.

7 When you have finished entering your information, saved it, and verified it, you should click on the **[Print Draft]** button, which will print a draft submission for you to review. Print Draft automatically sends the file to your default printer. To make certain that you don't accidentally submit a draft submission to the CFB, the word "draft" will appear as a watermark in this printout.

Read your draft submission carefully to check for any errors. Please note that if the formatting doesn't look correct in the draft printout, it won't be correct in the Voter Guide either. There are limited types of formatting supported by the Voter Guide Wizard, which was designed to eliminate common formatting problems that made it difficult to produce the Voter Guide in the past. For more information, see "Formatting Issues" in the VG Wizard's online help.

8 Once you have carefully proofed your draft submission and corrected any errors you discover, you are ready to finalize and submit your candidate profile. First, click **[Save]** to save your most recent changes, then click the **[Finalize & Submit]** button in the floating menu in Full Screen mode. (If you don't see a floating menu, you are probably still in Wizard mode, and need to click the **[Full Screen]** button.

The **[Finalize & Submit]** button will verify your statement. It will launch the spell check program, which you must perform in order to finalize your submission. It will alert you to any blank fields or errors in formatting that it detects. When your statement is completely verified, Finalize & Submit will walk you through the submission process by:

- prompting you to insert the blank formatted disk (provided in your submission kit) into your A:\ drive, on which the VG Wizard will save your completed Voter Guide submission, and

- automatically printing the submission document to your default printer.

9 (a) Eject the Voter Guide Wizard Submission disk on which you saved your profile and fill in your name and office sought on the label; (b) sign and notarize the last page of the submission document that was automatically printed by the Wizard (must be done by the candidate), and (c) submit these items, along with two identical color photographs of the candidate that conform to the specifications on the photo envelope provided in the submission kit, by June 12, 2003 (August 5, 2003 for independent candidates only). It's that easy! You can mail or hand deliver the submission to the Publications Unit at 40 Rector St., 7th Floor, New York, NY 10006.

The Voter Guide Wizard includes an extensive Help application available from any screen. As you create your candidate profile, you can click on the **[?]** button at any time and search or page through help for assistance with any problem.

If you cannot find the answers you are looking for in Help, or if you experience any difficulties installing or using the Voter Guide Wizard, please contact the Publications Unit at (212) 306-7100 or via e-mail at voterguideinfo@nyccfb.info.

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