Democracy Suite® EMS Audio Studio User Guide

Version: 5.13-A::2

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DOMINION VOTING

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CHAPTER 1: INTRODUCTION

1.1 Document Use

This document is intended for use with the Democracy Suite® 5.13 platform.

1.2 Relevant Disclaimers

This document may make reference to certain Democracy Suite® functionalities that are not part of the current 5.13-A campaign and should be disregarded throughout the document.

For a full list of relevant disclaimers, please see the "Relevant Disclaimers" section in the *2.02 - Democracy Suite® System Overview* document.

1.3 User Guide Organization and Use

This document makes use of several methods in order to properly communicate to its audience. These methods include providing background information on problem domains, procedures for executing functions in the application, and referring to figures within the document that illustrate any given step or procedure within the Audio Studio application.

1.4 Target Audience and Scope

This document operates as an EMS Audio Studio client application How To Guide and Reference Manual. This document should be used by EMS administrators, operators, end users as a tutorial on how to use the Audio Studio client application when defining election event projects requiring audio.

CHAPTER 2: INSTALLATION AND CONFIGURATION

The hardware and prerequisite software installation and configuration of the EMS Data Center back-end components and EMS Workstation components are the responsibility of Dominion-trained technical personnel. Ensure that your headset is connected to appropriate sound card ports on the workstation hosting the Audio Studio application.

NOTE: For detailed installation and configuration instructions for the EMS Data Center and associated EMS Workstation components, including the EMS Audio Studio Workstation, please contact the Dominion technical support team.

This chapter includes information about:

- Audio Studio Software Installation
- Starting the Application
- Closing the Application
- Help

2.1 Audio Studio Software Installation

If you have a previous version of Audio Studio installed:

1. Right-click the Start menu and select Control Panel. An All Control Panel Items screen appears.
2. Within this screen, select Programs and Features
3. Find the EMS Audio Studio icon and click on the Uninstall button.
4. After the previous version has been uninstalled, close all opened windows and continue to the next step.
5. To install Audio Studio, insert the EMS Installation DVD into the CD/DVD ROM drive. If the auto play option is enabled, the following screen will appear. Click on the Run EMS Installation.exe item.
6. If the software installation application does not start automatically, please navigate to the CD/DVD ROM drive using Computer and double-click on the file installation process.
7. The EMS Installation welcome screen will appear.
8. Click on the Install tab. Click on the arrow near the EMS Client Applications.
9. Choose EMS Audio Studio. Then click on the arrow near Audio Studio.
10. Double-click on the 32-bit version.
11. The EMS Audio Studio Setup Wizard screen will appear.

12. Click Next to begin the installation process. See Figure 2-1.

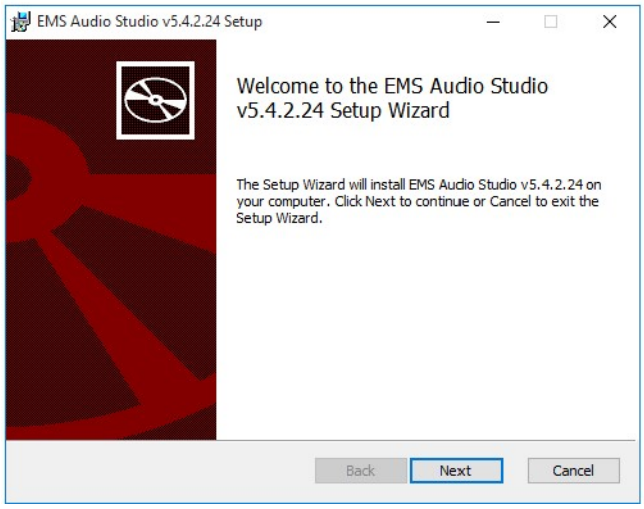

Figure 2-1: Audio Studio Setup Wizard screen

13. The License Agreement screen will appear. Accept the terms and click Next. See Figure 2-2.

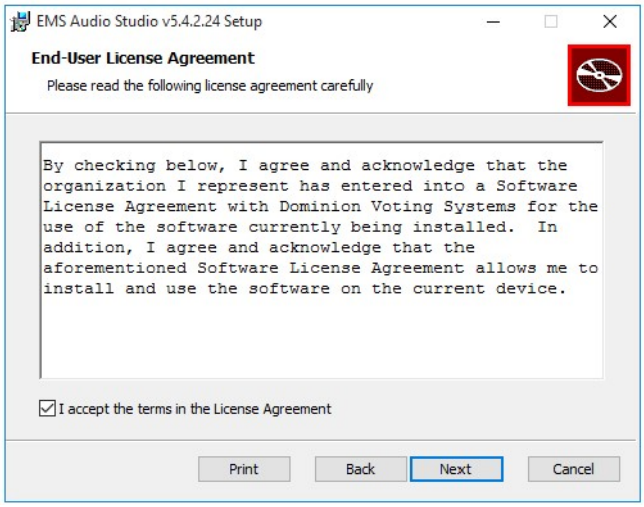

Figure 2-2: Audio Studio License Agreement screen

14. On the Destination Folder screen, keep the default file path to which EMS

Audio Studio will be installed and click Next. See Figure 2-3.

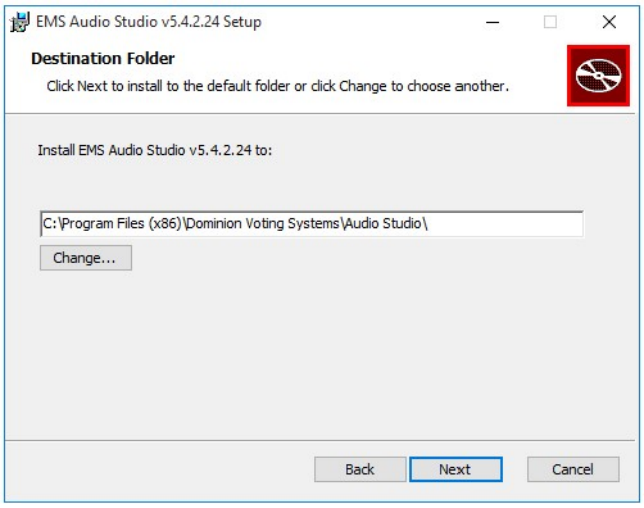

Figure 2-3: Audio Studio Destination Folder screen

15. Confirm that you wish to install EMS Audio Studio on your workstation by clicking the Install button. See Figure 2-4.

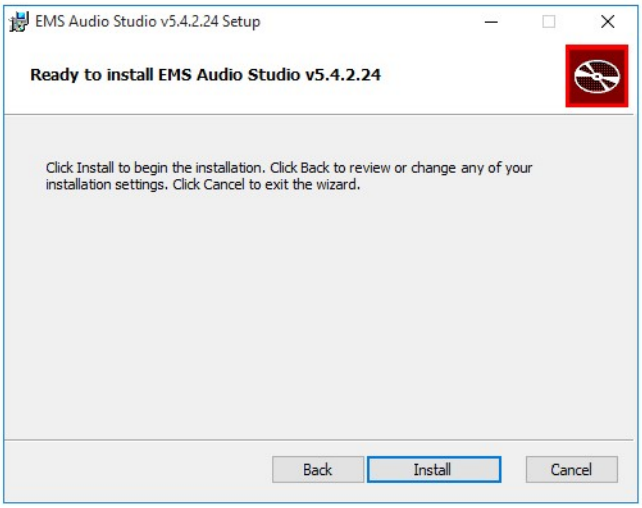

Figure 2-4: Audio Studio Ready to Install screen

16. A progress bar will appear while the application installs. See Figure 2-5.

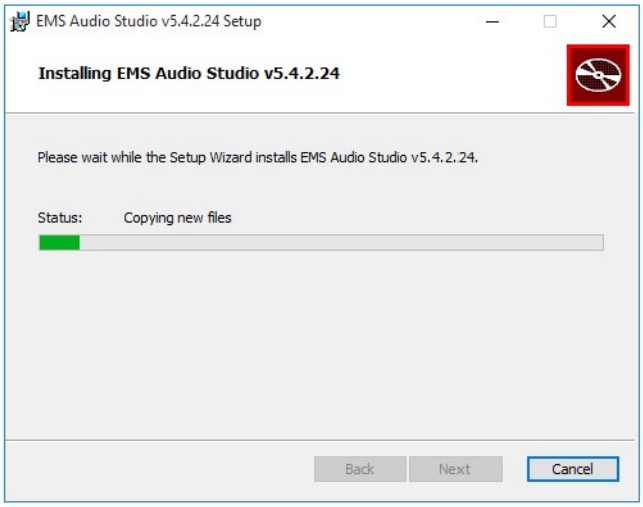

Figure 2-5: Audio Studio Installing screen

17. Once complete, you will be prompted that the installation has succeeded. Click Finish. See Figure 2-6. From here, Audio Studio is ready to use.

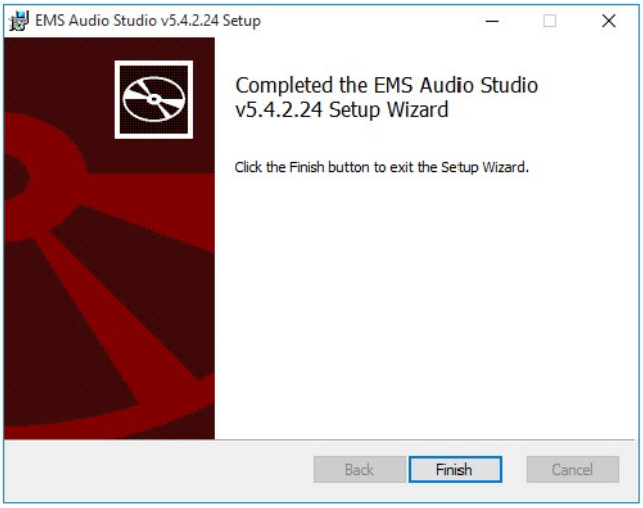

Figure 2-6: Audio Studio Installation Complete screen

2.2 Starting the Application

To start the EMS Audio Studio application, perform the following steps:

1. Double-click on the EMS Audio Studio icon on the Desktop.
2. The EMS Audio Studio main application screen appears.

NOTE: By default, EMS applications are installed under the following Windows file system folder: C:\Program Files (x86)\Dominion Voting Systems

2.3 Closing the Application

To close the application:

1. Expand the File item from the main menu and click on the Exit option.

2.4 Help

In the Help item in the main menu there are two options: Help Documentation and About.

1. To open Democracy Suite EMS Audio Studio User Guide, click the Help item from the main menu and click on the Help Documentation option.
2. To open the Democracy Suite EMS Audio Studio application version information, click the Help item from the main menu and click on the About.

CHAPTER 3: MAIN SCREEN

The main application screen can be divided into five areas. Each area logically groups and organizes the application activities that can be performed. The five screens are:

1. Main Menu
2. Audio Player Panel
3. Audio Information Panel
4. Audio Recorded Panel
5. Audio Files Panel

3.1 Application Activities

Table 3-1 describes Main Menu actions.

Main Menu Actions	
File ...	
> New	Creates a new audio library
> Open	Opens an existing audio library
> Close	Closes the active audio library
> Exit	Exist the application
Option ...	
> Actions Attach Audio	Attaches recorded audio files to items
> Actions Reports	Report of recorded audio files
> Export	Exports the audio library
> Settings	Modifies volume, balance, and mute audio sound settings
Help	
> Documentation	Opens the documentation file
> About	Displays information about the application

Table 3-1: Main Menu Actions

Table 3-2 describes Audio File Panel actions.

Audio Files Panel Actions	
Audio File Type	Selects the type of audio files to display in the Audio Files Panel section of the screen
> Election Event	List election event records in the Audio Files Panel
> Political Party	Lists all political parties in the Audio Files Panel
> Contests	Lists all contests in the Audio Files Panel
> Choices	Lists all choices (candidates) in the Audio Files Panel
> Choices Prototypes	Lists all choices prototypes in the Audio Files Panel

Table 3-2: Audio Files Panel Actions

Table 3-3 describes Audio Player Panel actions.

Audio Player Panel Actions	
Play	Play the audio file
> Stop	Stop playing audio files
> Tabulator Types	Selects the type of audio file to play (the type of audio file depends on the tabulator type)

Table 3-3: Audio Player Panel Actions

Table 3-4 describes Audio Information Panel actions.

Audio Information Panel Actions	
Time	Displays the length (in seconds) of the audio file that is played or recorded
> File	Displays the unique ID of the audio file that is played or recorded
> Text	Displays the content of the file that is played or recorded in textual format

Table 3-4: Audio Information Panel Actions

Table 3-5 describes Audio Recorder Panel actions.

Audio Recorder Panel Actions	
Record	Records audio file for the selected item
> Stop	Stops recording
> Browse	Attaches a single file from the file system to the selected item

Table 3-5: Audio Recorder Panel Actions

CHAPTER 4: FLOW OF FUNCTIONS

The Democracy Suite EMS Audio Studio application represents a pre-voting client application and as such, is used in combination with the EMS Election Event Designer (EMS EED) client application.

The function flow is described and summarized in Figure 4-1.

It is important to note that EMS Audio Studio should only be used in situations where the EMS integrated audio synthesis process does not provide satisfactory results or does not provide synthesized voices for the desired language. In most cases, EMS AS can be used in combination with the integrated EMS audio synthesized voices.

Figure 4-1: Audio Studio Function Flow

4.1 Audio Library Definition

When defining an audio library, the Audio Library Definition file must be exported from the EMS Election Event Designer client application. This file is an XML file that collects all required data related to the election project. The data contains the name of the election project, contests, choices (candidates), choice prototypes (if choice prototypes are defined in the election project), and the political party names to be recorded. The first step in defining an audio library is setting the audio library directory structure, which is where the recorded audio library will be stored.

The next step is selecting the appropriate package file (.ZIP file). As a result, the working audio library set (i.e. working XML) is defined and stored within the application repository. In addition, if the audio library package file contains audio files, the audio files will also be stored within the application repository. The system verifies whether this structure already exists within the system. Afterwards, the recording process can begin.

Details on defining an audio library are outlined in “Defining an Audio Library” on page 13.

4.2 Recording Audio Library

Once the audio library is defined, the recording process can begin. When recording, you can stop, record (as well as re-record) and adjust the audio settings (volume and balance). In addition, the recorded audio session can be closed. The system allows audio files to be recorded for the election project, contests, choices (candidates), and political parties. To record audio files, use a headset (set of headphones and a microphone).

You can attach an already recorded audio file to multiple records within the same project (library). This option is useful when the same text has to be recorded multiple times (write-in, yes, no, etc.). Using this option, audio can be recorded only once but can be applied to multiple entities. As a result, the audio library will contain newly recorded audio files and the audio library definition file (XML) will be updated to include proper references.

Details on recording an audio library are outlined in “Record Audio File” on page 22.

4.3 Audio Library Export

Once all audio files have been recorded, they are exported as an Audio Library file that combines the compressed library into one exportable folder with the updated audio library XML file. The resulting exported zipped file can then be imported into the EMS Election Event Designer application.

Details on exporting an audio library are outlined in “Export Audio Library” on page 31.

4.4 Audio Library Report

The EMS Audio Studio client application contains a report that saves all the properties of the recorded audio files. The reports are presented as a rich text file.

Details on creating an audio library report are outlined in “Create Audio Library Report” on page 32.

CHAPTER 5: DEFINING AN AUDIO LIBRARY

As discussed in chapter Flow of Functions, every audio file to be recorded using the EMS Audio Studio client application requires a defined audio library. Audio library definition consists of an audio library directory structure, which determines the location where the recorded audio files will be stored. This directory structure can initially be filled with dynamic audio files if the Export Audio Studio definition file option was selected when audio files were being exported in the EMS Election Event Designer application. To define Audio Studio Library Settings, perform the following actions:

1. Select File from the main menu and click on the New option. The Audio Library Settings dialog appears as seen Figure 5-1:

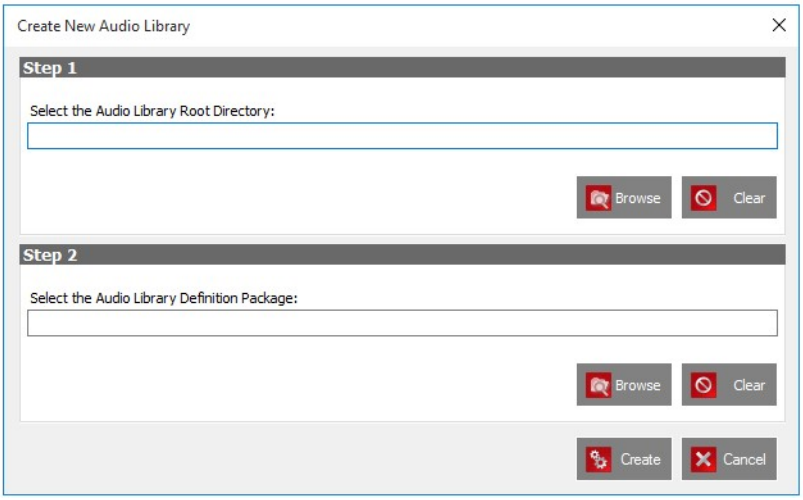

Figure 5-1: Create New Audio Library screen

NOTE: To learn more about the EMS Election Event Designer client application Audio Library Definition file export option, contact the Dominion technical support team or refer to the Democracy Suite® EMS Election Event Designer User Guide.

2. Browse for the Audio Library Root Directory by selecting the Browse button. The Browse for folder dialog appears. This option enables you to select where you want to save the recorded audio file. You can save it in the already created folder or you can create a new one. If you choose to create a new folder, click on the Make New Folder button on the Browse for Folder dialog.

Once the new folder is created, you can change the default folder name from New Folder to whatever you desire. The name of the new folder will be selected by default. Type in the new folder name. Click OK. The dialog closes. The file path can be seen in the text field.

3. Browse for the Audio Library Definition Package file by clicking on the Browse button. The Open dialog appears. Select the folder and click Open. The Open dialog closes. Note that the Audio Library Package file includes the election project name, date stamp (year, month, date, hour, minute and second of file creation) and audiolist suffix. In our example, we exported the audio studio definition file from EMS Election Event Designer for the project called Readiness Test.
4. Click on the Create button. The audio library settings are saved and the election project structure is stored within the EMS AS. The Language Profile Selector dialog appears (see Figure 5-2). Choose the language in which you want to start the recording process and click Save. In our example, two languages are presented because our election project has two language profiles defined: English and Spanish.

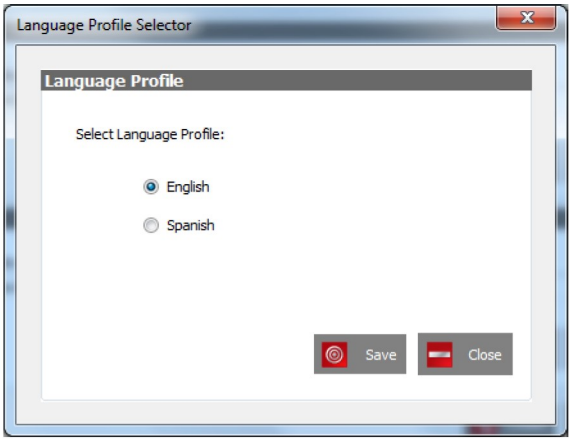

Figure 5-2: Language Profile Selector screen

NOTE: To record the audio files in another language, you have to repeat the Audio Library definition and the Audio Files Recording processes. Choose the appropriate language profile.

5. An Information window appears confirming the successful creation of the audio library. Click OK to close the dialog.

6. All records you need to record audio can now be selected from the drop-down menus and displayed on the left side of main Audio Studio screen. See Figure 5-3.

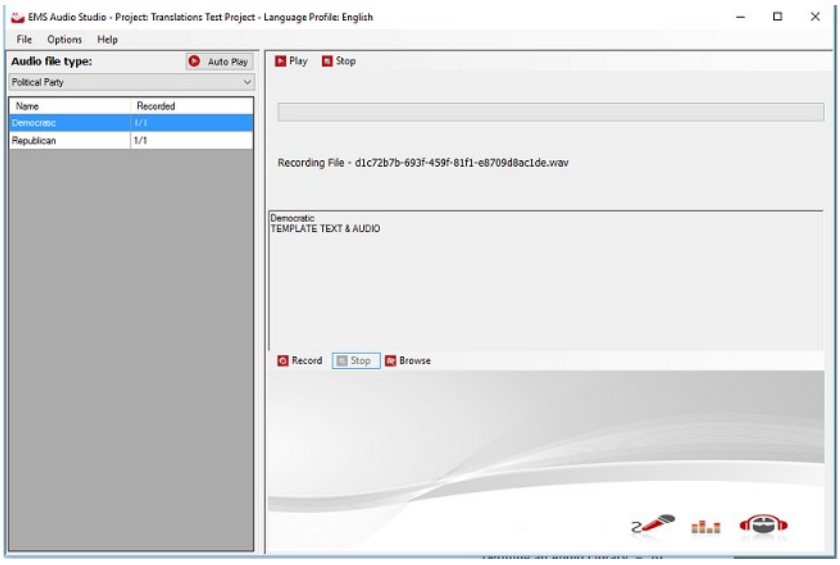

Figure 5-3: List of Audio Files That Needed to be Recorded

7. A directory structure and XML file are created in the audio library root directory.
8. The names of the newly created subdirectory and XML file for the given language are the same; both names consist of the name of the project and the name of the language, delimited with a hyphen. Below this newly created directory, the following directory structure is created. See Figure 5-4.

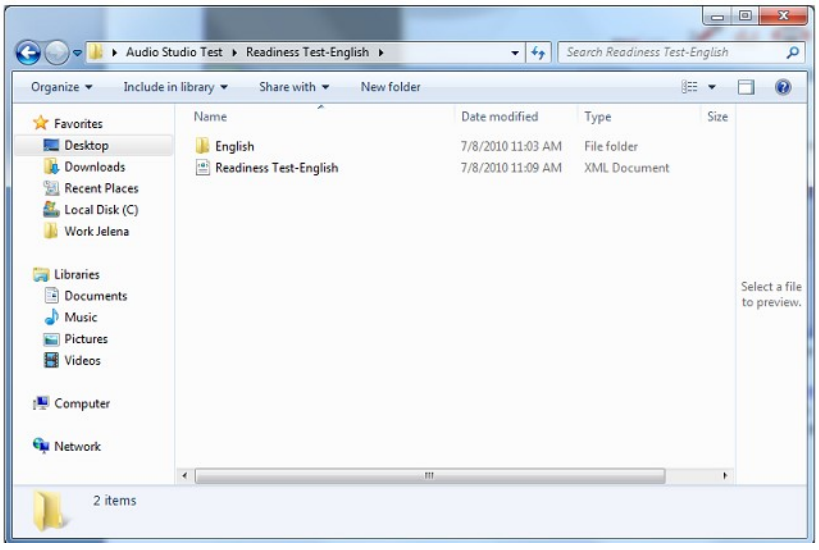

Figure 5-4: Created XML File

9. Directories exist for every election group. Recorded audio files will be stored in directories according to their properties.
10. If the Audio Studio Definition Package file contains audio files, these audio files will be placed in dynamic subdirectory.

CHAPTER 6: OPEN EXISTING AUDIO LIBRARY

EMS Audio Studio provides the ability to open previously-defined audio library structures. This option allows you to continue recording files in instances where you have to change audio records. Opening the existing audio library is similar to opening a text file. Once you open the audio library, you will be able to perform a variety of tasks related to the recording of audio files.

To open an existing audio library, perform the following steps:

1. Select File from the main menu and click on the Open option. The Open Audio Library dialog opens (see Figure 6-1). Click Browse. The Open window appears. Browse for the folder that contains the Audio Library Definition files and click Open. Note that the name of the Audio Library Definition file includes the election project name and the language in which the files are recorded.

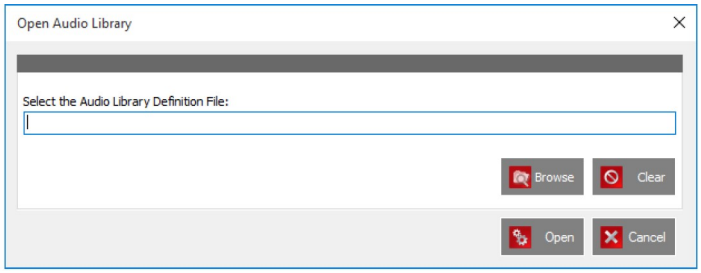

Figure 6-1: Open Audio Library - Audio Library Definition File Selected

2. An example of a Library Definition file is ReadinessTest-English.xml. As a result, the file path appears in the text field within the Audio Library Settings dialog.

3. The audio library structure will now appear on the left side of the Audio Studio main screen and you can continue with the audio file recording process. See Figure 6-2.

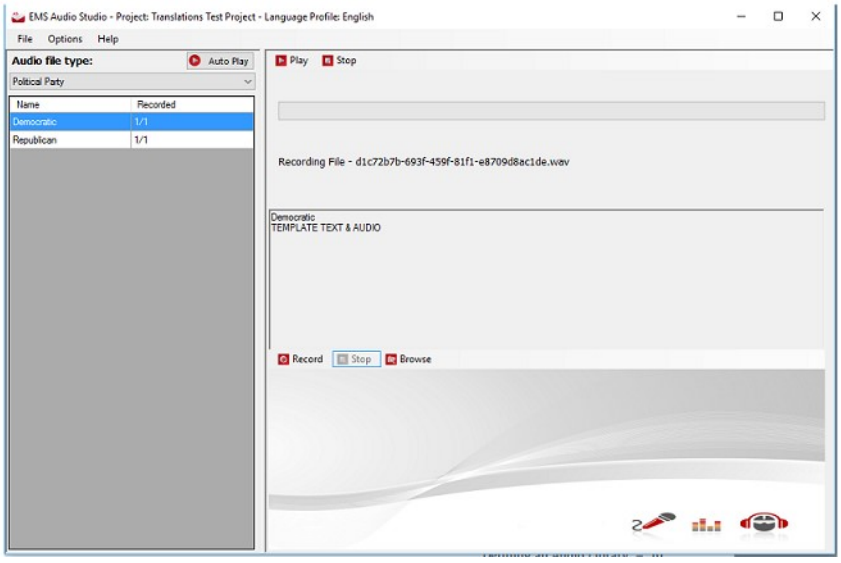

Figure 6-2: Open Audio Library - Loading an Existing Audio Library

CHAPTER 7: FILTER FILES

Audio File Type

To filter audio files in the audio files list, perform the following actions:

1. Select an Audio File type from the Audio file type drop-down list in the top left corner of the application screen. A list of all files which belong to that option are displayed. See Figure 7-1.

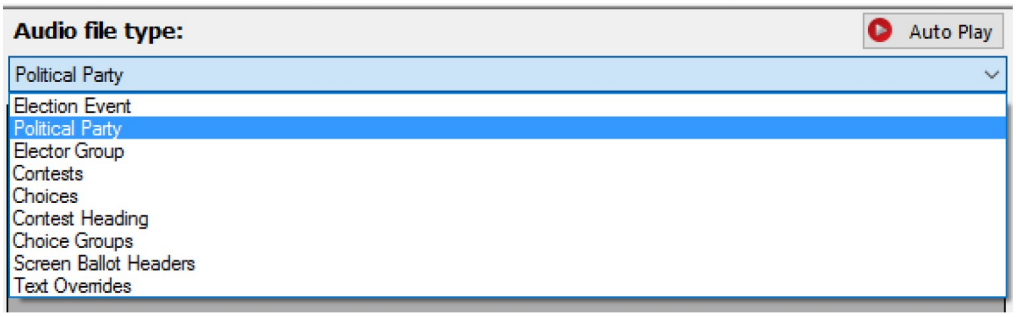

Figure 7-1: Audio File Type Drop-Down List

2. Once you select a specific Audio File type, all options belonging to that file type will be displayed on the left side of the main Audio Studio application screen. See Figure 7-2.

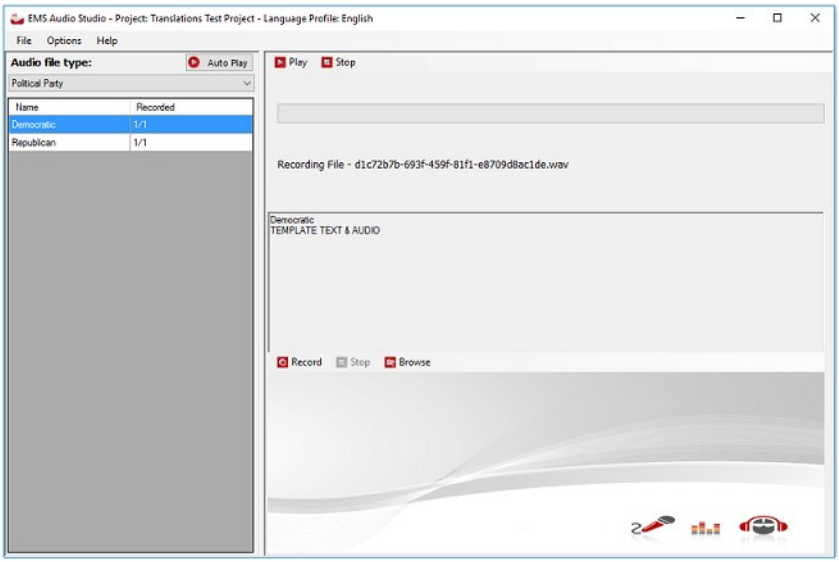

Figure 7-2: Displayed Audio File Type

Contest Content Types

To filter contest content types in the audio files list, perform the following actions:

1. Select Contests from Audio file type list. See Figure 7-3.

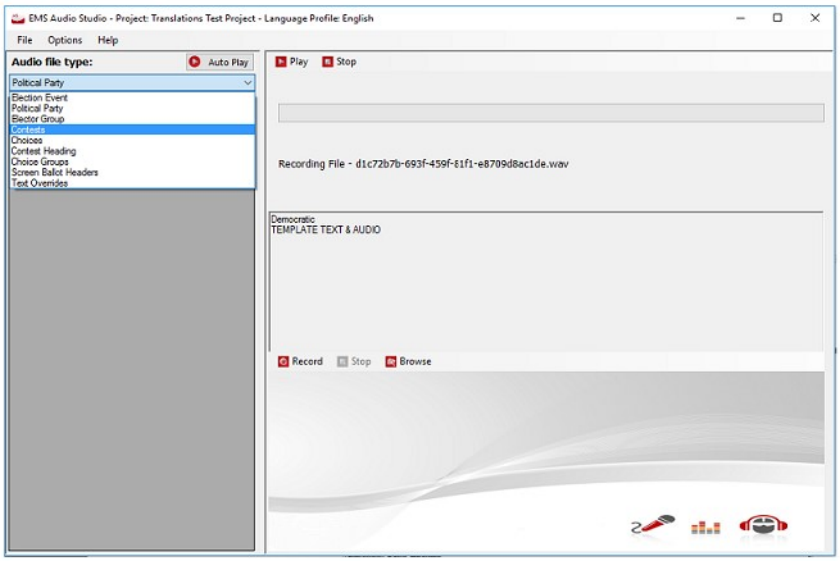

Figure 7-3: Audio File Type list

2. Select contest with multiple Content Types supported, it is indicated in Recorded column like 0/2 or 0. See Figure 7-4.

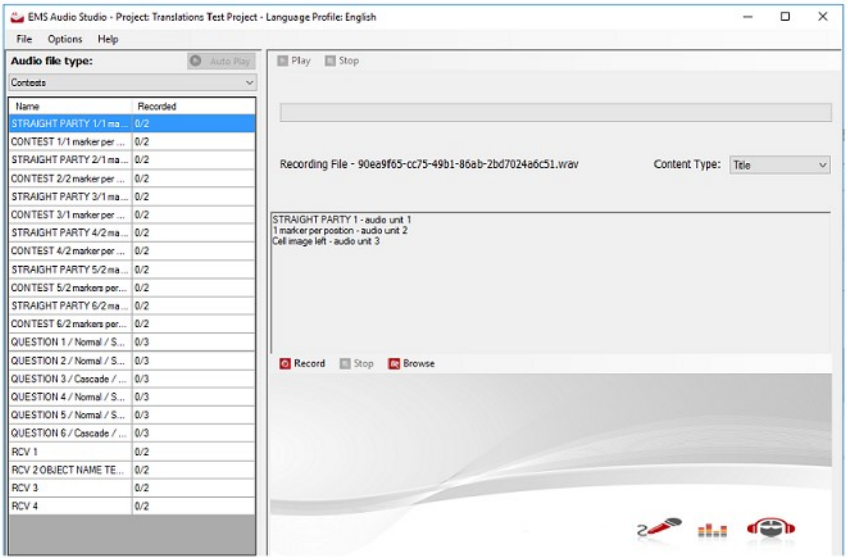

Figure 7-4: Contest Content Types on Contests Audio File Type

3. Select different Contest Type (default one is Title). See Figure 7-5.

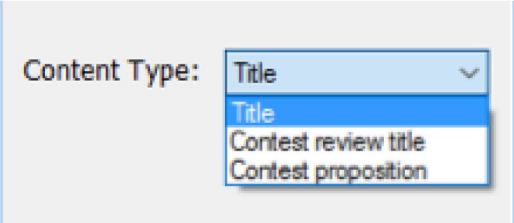

Figure 7-5: Content Type drop-down menu

4. Text for Contest will be different depending on the selection. See Figure 7-6.

Figure 7-6: Different text for different Content Types screen

CHAPTER 8: RECORD AUDIO FILE

The Audio Recorder Panel within EMS Audio Studio allows all audio file types defined in the Audio Library Definition File to be recorded. This includes the name of the election project, as well as all corresponding contests, choices (candidates), prototypes and political parties.

To record an audio file, perform the following actions:

1. Select the desired file on the left side of the Audio Studio main screen (see Figure 8-1). The Record option in the Audio Recorder Panel is enabled. Click on the Record option. Clearly read the text displayed in the text panel aloud into a microphone. Click Stop when done recording.

   NOTE: Make sure that audio file is at least 200 ms long.

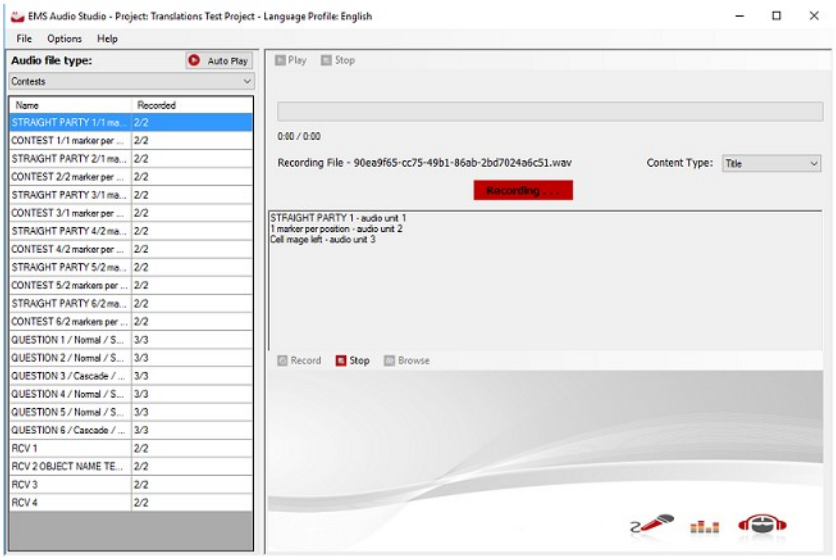

Figure 8-1: Recording an Audio File

2. The system specifies whether the audio file is recorded in the Recorded column in the Audio Files Panel on the left side of the screen. Status 0/1 means it is not recorded and 1/1 that it is, for Contests it can be 0/2 or 0/3 for each Contest Type that exists for that Contest. Use headphones to play the file.

Chapter 9: Play Audio File

After an audio file is recorded, it can easily be played back to ensure it is correct.

1. Locate the desired file in the Audio Files panel (see Figure 9-1).
2. In the Audio Player panel, select the tabulator type from the tabulator drop-down menu located at the top of the screen. Depending on the selected tabulator type, the appropriate audio file type will be played during playback.
3. Press the Play and Stop buttons in the Audio Player panel to listen to, and stop, the file.
4. You can re-record the file if you are not satisfied with its quality. The steps for re-recording are the same as recording a file for the first time.

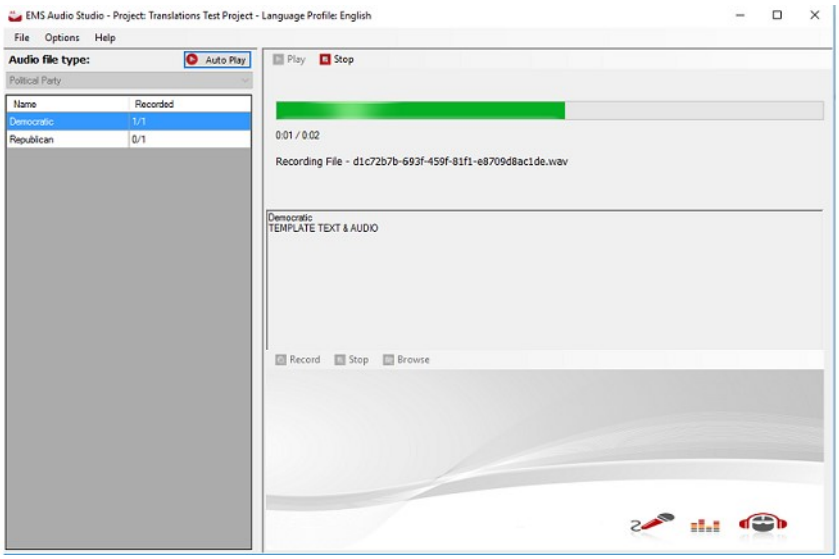

Figure 9-1: Audio Playback Steps

9.1 Play multiple Audio Files automatically

It is possible to play multiple audio files sequentially in Audio Studio by clicking the Autoplay button located in the Audio Files panel.

Audio Studio will automatically select and play the next audio file in the list when the playback of the selected audio file has ended.

That way all audio files starting from the selected item until the end of the list will automatically be played by just one click on the Autoplay button.

Also, the User can simultaneously read the text and listen to the accompanying audio file in order to ensure that the audio file content matches the displayed text.

The same Stop button used for stopping the playback of a single audio file can be used to stop the automatic playback.

NOTE: Automatic playback of all of the items in the list that do not have an audio file recorded (value in the Recorded field is: 0/1) will be omitted.
The automatic playback is performed in the way described above for all audio file types (Election Event, Political Parties, Choices) except Contests

There is a slight difference between the automatic playback of Contest audio files and all other types of audio files.

Automatic playback of Contest audio files will play all recorded audio files for all content types (Title, Contest Review Title etc.) defined for the given contest. The next contest in the grid will be selected and played when the playback of all recorded content type audio files for the given contest ends.

Chapter 10: Attach Audio File

10.1 Attaching a Single Audio File

A single audio file from the file system can be attached to one item in the election items list.

1. Select the Browse option in the Audio Recorded panel. The Open File dialog appears. Locate the audio file you wish to attach and click on the Open button to select it.
2. You will be notified that the file has been successfully attached. Click OK to continue.

10.2 Attaching Multiple Audio Files

Depending on the size of the election event, the Audio Library Definition file can contain a long list of files that consist of repeating text (e.g. write-ins, or the yes and no options). Using the Attach Audio Files option provided within the Audio Studio application, previously recorded files can be associated with other election entities that contain the same text. To attach a recorded audio file to another set of files, perform the following actions:

1. Select Options from the main menu, click Actions, and then the Attach Audio option.
2. A list of election entities that already have recorded audio files attached to them are listed under the Choose Source heading on the left side of the Attach Audio File dialog. See Figure 10-1.

A list of all election entities belonging to the selected entity group (e.g. election event, contest, choice, political party, etc.) are listed under the Choose Files to Attach heading on the right side of this dialog.

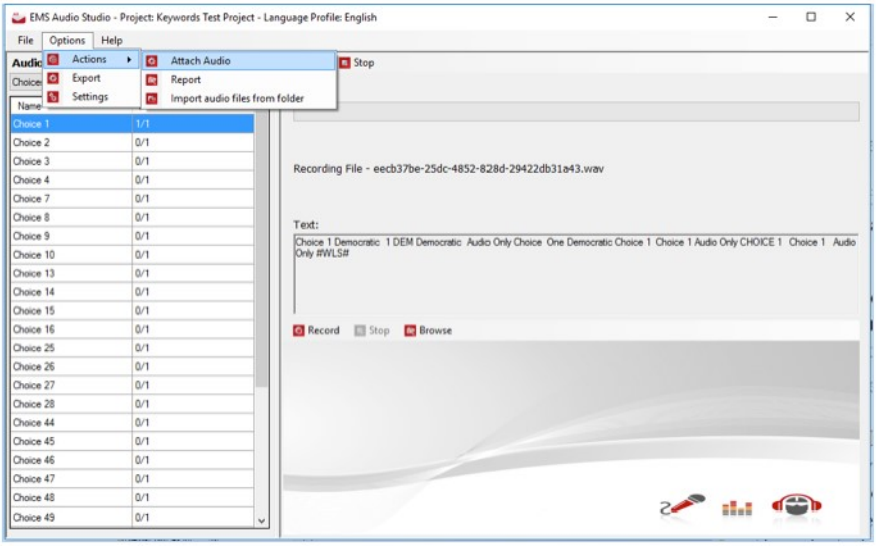

Figure 10-1: The Attached Audio Option

3. Select a previously recorded item from the left grid.
4. Select one or more items from the right grid that you want to attach to the previously recorded item you selected in Step 3. See Figure 10-2.

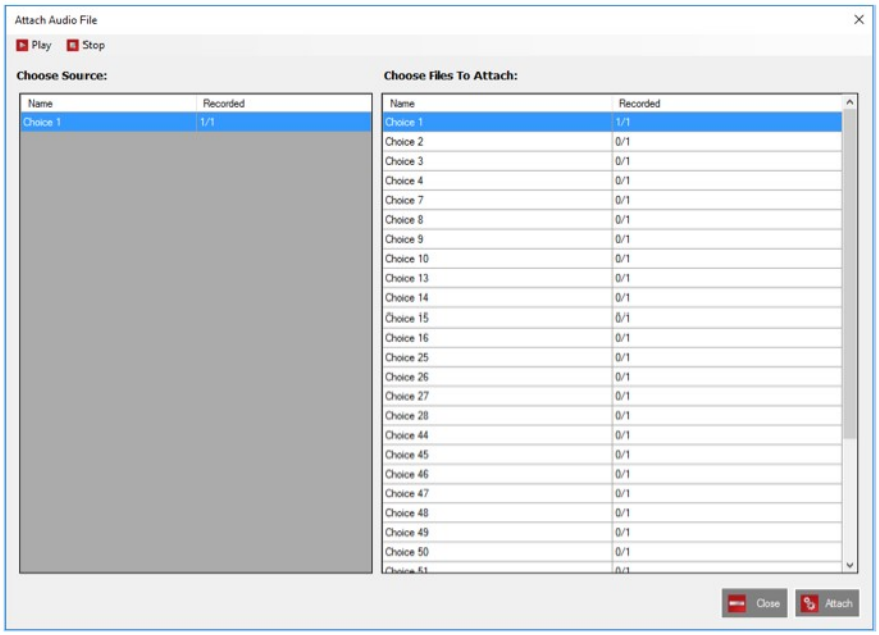

Figure 10-2: Attach Audio File Dialog

5. Click the Attach to attach these files to the previously recorded file. See Figure 10-3.

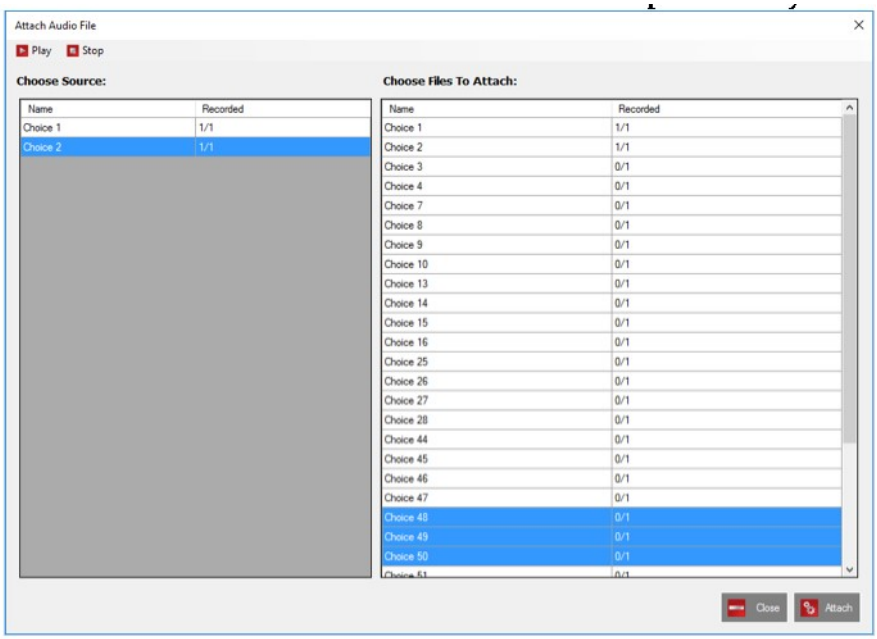

Figure 10-3: Steps to Attaching a File

6. An Information window will confirm that the file has been successfully attached. Click OK.
7. Afterwards, you will notice that the items that were selected on the right side of the window now appear on the left side.

8. Their Recorded flag is also now set to 1/1 i.e Recorded. Click on the Close (or X) button to close the Attach Audio File dialog. See Figure 10-4.

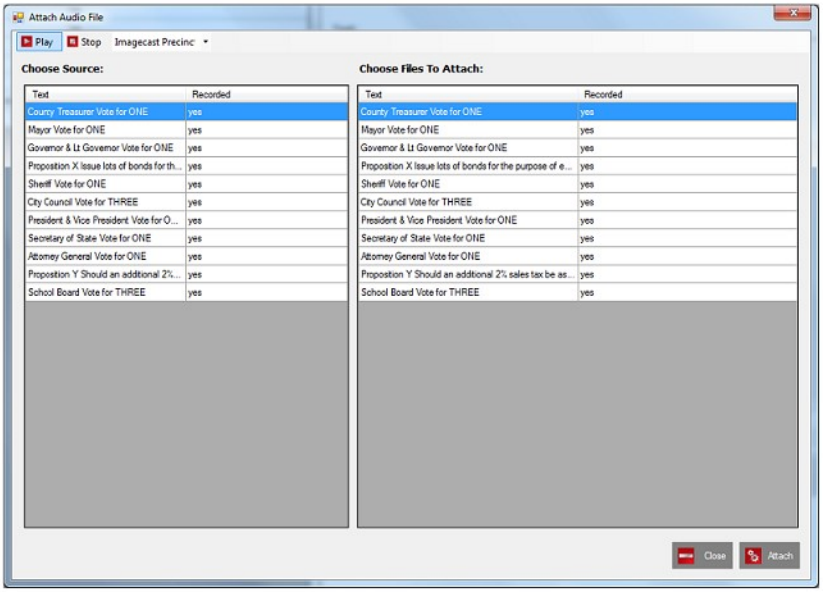

Figure 10-4: Refreshed List of Newly Recorded Files

NOTE: The Audio Player Panel located at the top of the Attach Audio File dialog can be used to preview and playback the associated audio files.

10.3 Attaching Contest Content types

For Contest Audio file type it is possible to select different audio for each Contest Content type:

1. Title (Standard)
2. Review title
3. Proposition

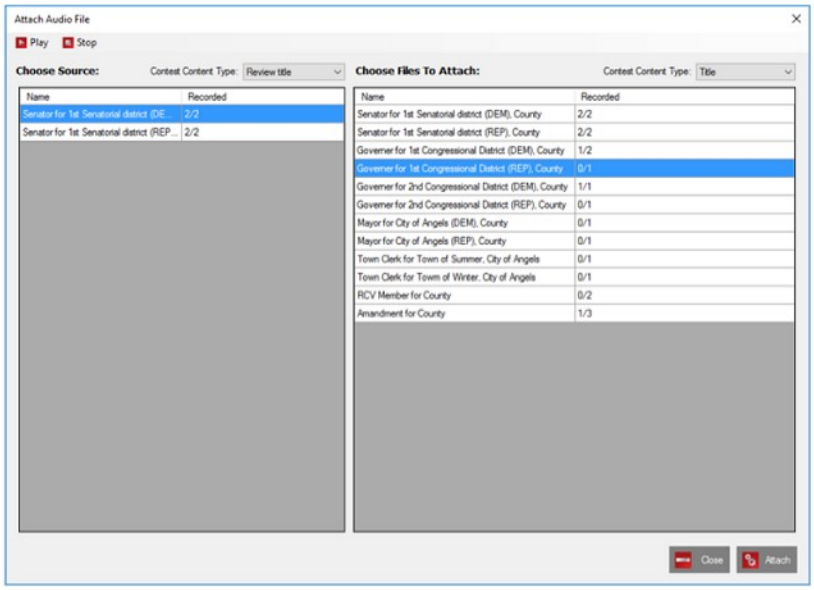

Figure 10-5: Attach Audio File screen for Contests with additional drop down lists for Content types

Transferring audio between Content types is also available. For example it is possible to attach audio from Review title to Proposition or Title, selection is not limited to Review title only. Selection of content types is done through drop-down lists above Source and Destination lists. See Figure 10-5.

CHAPTER 11: READ AND WRITE AUDIO FILE SETTINGS

Audio file settings can be changed by following the proceeding steps:

1. To adjust audio settings, select Options from the main menu, and then click Settings.
2. The Settings dialog appears (see Figure 11-1). Use the Volume slider to adjust the volume. To save the new settings, click Save to save the changes and then click Close to close the dialog window. Click Close to close the dialog if you do not want to make any changes

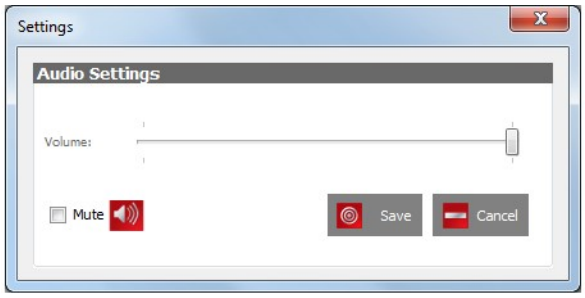

Figure 11-1: Audio Settings Dialog

3. Although the system saves the set volume, the volume can also be adjusted via Windows settings. To do so, right-click on the Start menu, select Control Panel, and then select the Audio option.
4. The Sound window appears.
5. Double-click on a playback device to modify its setting.
6. Select the Levels tab to modify the volume.
7. Move the slide indicator to the desired volume setting. Click on the OK to save changes and close the dialog.
8. Click OK on the Sound dialog to close the window.

CHAPTER 12: EXPORT AUDIO LIBRARY

Once the desired audio files have been recorded, the audio library has to be exported and prepared for import into the EMS Election Event Designer client application. The Audio Library Export option combines the compressed library with the updated audio library XML file and packs them into one exportable folder.

1. Select the Options item from the main menu, click on the Export option.
2. The Browse For Folder dialog appears. Navigate to the location where you want to save the exported file. You can also save the audio library on re- movable media to allow for data transport. Click OK.
3. The progress bar will be displayed while the audio library is being exported. The exported audio library archive file will be created on the selected location. Click OK to confirm the action and to close the dialog.
4. The audio library archive is a com- pressed file dependent on the language chosen during audio library definition because the library includes the language the files were recorded in.

In this example (see Figure 12-1) the library archive is saved in English. The archive name is composed of the project name, the language in which it was created, and the timestamp: Readiness Test- English 2010-07-09 02-01-19.zip.

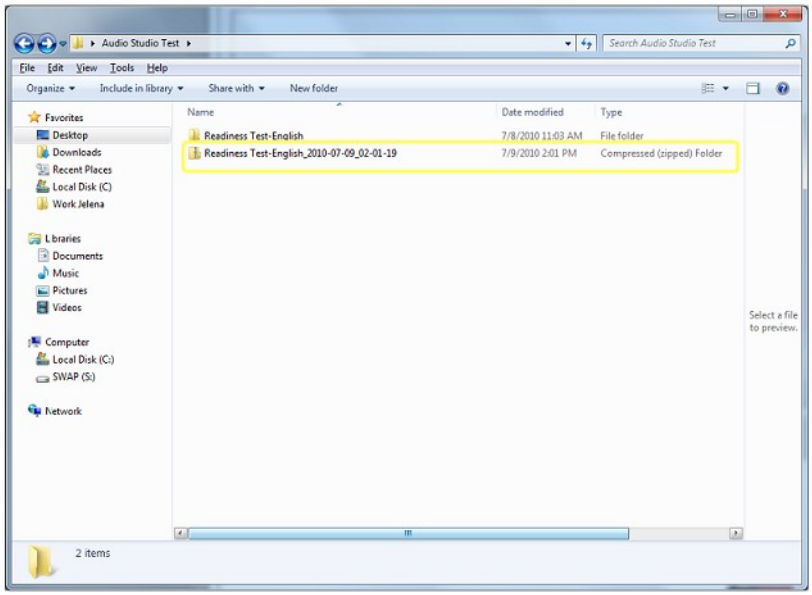

Figure 12-1: Exported Audio Library dialog

CHAPTER 13: CREATE AUDIO LIBRARY REPORT

Audio Studio contains a report that stores the properties of all recorded audio files. The reports are represented as rich text files. The report contains the recorded audio file type, ID and file name.

1. To view the report, go to Options in the main menu, select Actions, and then click the Report sub-menu.
2. A Notepad window opens containing the recorded audio files listed. If audio files have yet to be recorded, this file will be blank. See Figure 13-1.

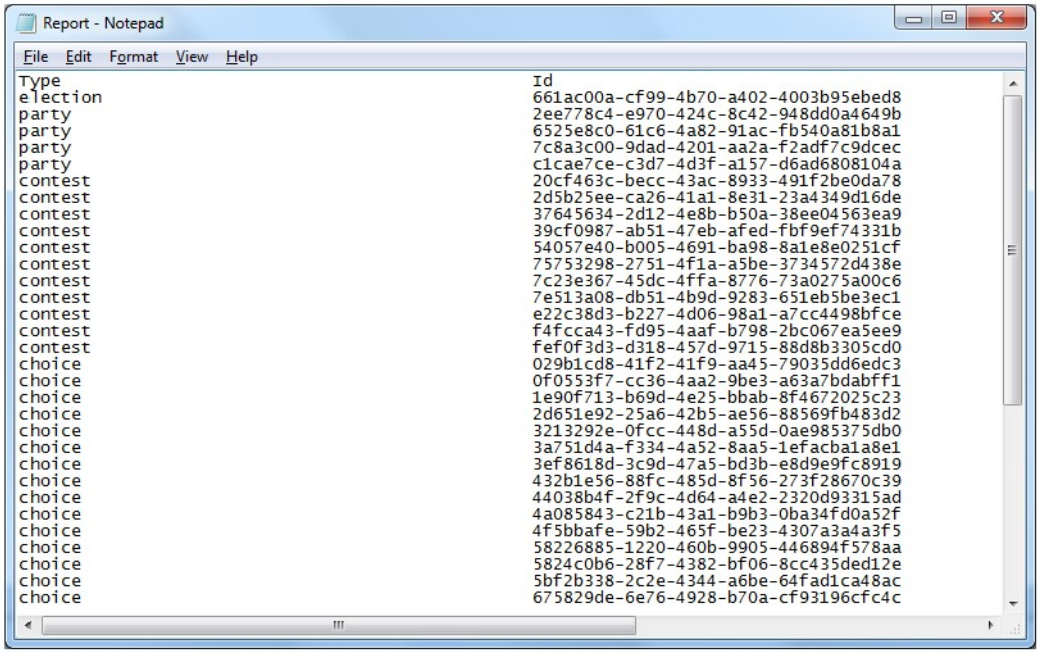

Figure 13-1: Audio Library Report

CHAPTER 14: IMPORT AUDIO FILES FROM FOLDER

This option was developed for the purpose of bulk loading Audio files corresponding to specific objects within a project into Audio studio.

The objects are Election Title, Parties, Contests, Choices, or any others that require audio.

Audio files would be pre-recorded by a studio or recorded individually, stored with a file-name which corresponds to a predictable identifier (like external ID) for objects in the EED project. After that has been done the files can be bulk loaded or associated with the corresponding objects.

NOTE: In order to import audio files, they have to be named according to a specific convention.
The EED application allows users access to the Audio Studio File Names report that will provide the specifications for: Name, Text, Audio file name, allowing for straight-forward uploading to the Audio Studio.

NOTE: Using the "Import from Audio Studio" command, all audio files matched by name will be imported and will replace any existing audio files. File names are not case sensitive (PP001.Wav or pp001.wav). Audio file names inside the selected folder, as well as the sub-folders, should be unique. If not, it will not be permitted to perform the import. All audio files that are imported into Audio Studio for a given language, need to be located in the chosen root directory. The file organization within that root directory does not affect the import (for example: sub-folders per type).

To import audio files from a folder, the following steps need to be performed:

1. Select the main menu option: ***Options\Actions\Import audio files from folder.*** See Figure 14-1.

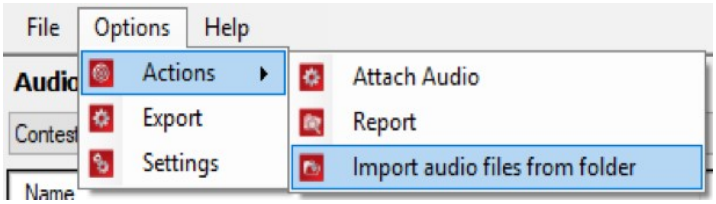

Figure 14-1: Options - Import Audio Files from Folder

2. The *Browse For Folder* dialog displays with the available folders to browse from, containing the audio files for a given language needed for import. See Figure 14-2.

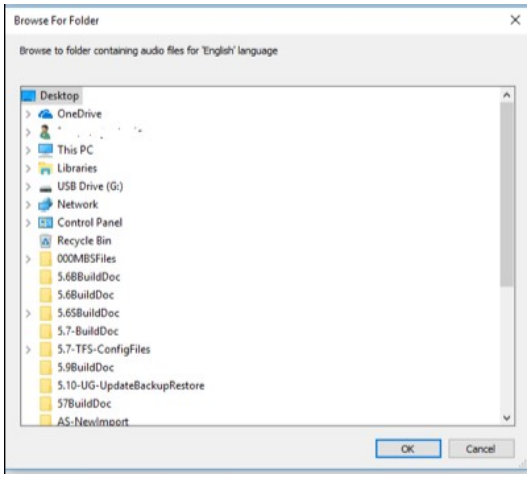

Figure 14-2: Browse for Folder

3. After the import is completed the message with the following text displays "**Audio files import completed. Number of imported files: <n>**".

4. Audio files will be matched based on the applied naming convention and imported into the Audio Studio. All imported files will have **1/1** in the **Recorded** column. See Figure 14-3.

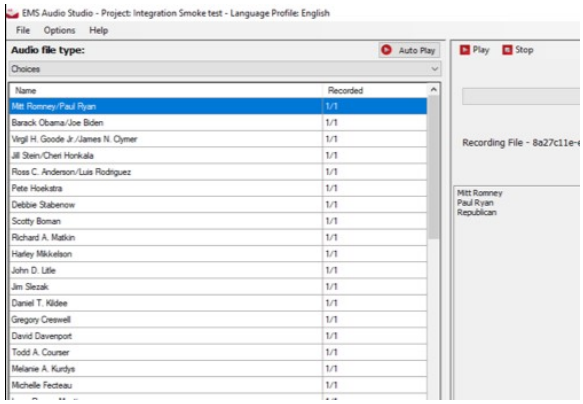

Figure 14-3: Audio File Type

5. The only exception are contest audio files where the values in the **Recorded** column can be **X\Y** where **X** is the number of the imported files and **Y** is the number of content types defined for the given contest (Title, Contest review title, Contest proposition). See Figure 14-4.

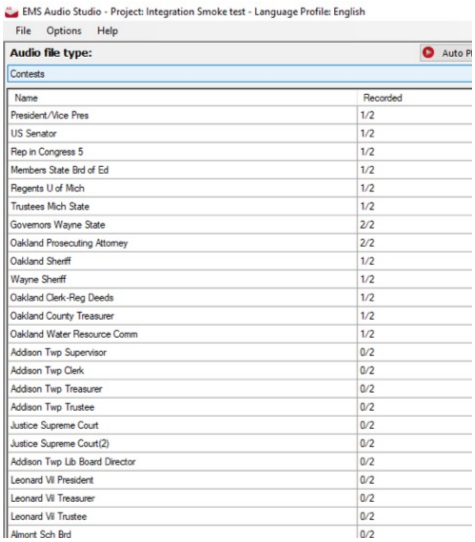

Figure 14-4: Audio File Type - Recorded

CHAPTER 15: OPERATIONS SUPPORT

For any technical support issues related to the Dominion Democracy Suite system, please contact the Dominion Voting Systems helpline at 1-866-564-VOTE (8683) or contact our head office directly at:

Dominion Voting Systems

Email: help@dominionvoting.com

Website: http://www.dominionvoting.com

REVISION HISTORY

Rev.	Date	Summary
2	10-13-2022	Grammar edits in CH3
1	04-19-2022	Branched for 5.13-A.

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