# Tips for How to Create an Audio Recording of a Ballot Paper

If providing an audio device at the polling station, to help a blind or partially sighted voter to review the ballot paper, you might need to create your own audio recording. Here are some top tips:

* Best practice is to use a synthetic voice programme to avoid issues of inflection or pronunciation, and ensure neutrality of tone.
* Ensure the candidates are numbered in the order they appear on the ballot paper to make it easier to know which box to mark.
* Make sure the speed of the audio recording is not too fast, to ensure all candidates can be heard clearly.
* Ensure there is a gap between candidates to make it easier for people with sight loss to differentiate each candidate.
* Consider removing the candidate addresses from the recording, to avoid the voter getting overloaded with unnecessary information.
* Ideally, format the recording so people can skip between candidates.