

Using Remark Office OMR with Keypoint for Windows

Creating the Survey

Keypoint, by Cambridge Software Publishing, is a survey design package which can be used in conjunction with Remark Office OMR. First, create your survey in Keypoint. Keypoint allows for a great amount of flexibility during the creation process, so remember to follow the guidelines for good form design. If you would like more information regarding form design, please consult the Designing Forms section on our web site at www.principiaproducts.com/office/design.html. Once you have created your survey, print it and create a template in Remark Office OMR.

Scanning and Saving the Data

After creating and saving the template, scan your completed surveys. When you are ready to save your data choose the dBase 5.0 file format (.DBF) from the Save as type list box in the Save Data window. When saving to a dBase format there are a few limitations to note:

1. Field names can contain a maximum of 10 characters.
2. All Field names must be unique and cannot include punctuation.
3. A dBase table can hold a maximum of 255 fields.
4. If saving data to an existing table, grid column headers in Remark must match table field names.
5. Textual fields in Remark can contain a maximum of 255 characters.

Importing the Data into Keypoint

To import the data, first open your survey in Keypoint. Then follow these instructions:

1. Select the File menu and click Import.
2. Choose the Remark directory and the Data folder in the Directories box.
3. Select the dBase format (.DBF) from the Files of type box.
4. Select your file and click on OK.

The responses from your completed surveys will be shown. Keypoint will create a Data Sheet for each survey. You may now use Keypoint to create graphs and tables, as well as perform statistical analyses. For more information on Keypoint please refer to the Keypoint User's Guide or visit their web site at <http://www.camsp.com>.