

Using Remark Office OMR Office OMR with SPSS

SPSS Statistical Software, by SPSS Inc., is a statistical package used for analyzing data. You may save your data in Remark Office OMR to the SPSS format and import the data into SPSS for analysis.

Creating the Template

The first step is to create your template in Remark Office OMR Office OMR. However, when creating templates that you will be using in SPSS there are several items to note:

1. Column Headers, or field names, in Remark Office OMR Office OMR become Variable Names in SPSS and can have a maximum of 8 characters. If a field name has more than 8 characters, Remark Office OMR Office OMR will automatically reformat it.
2. Field names must also be unique. If a field name is used more than once Remark Office OMR will automatically reformat the duplicate names.
3. Question Text in Remark Office OMR becomes Variable Labels in SPSS and can have a maximum of 120 characters.
4. Remark Office OMR uses the Labels and Values (Output Codes) defined when creating templates as SPSS Value Labels and Value Numbers, respectively.
5. Data saved to an SPSS format can have a maximum of 255 characters per cell. Any cell text greater than 255 characters will automatically be truncated when saved to an SPSS format.
6. Labels can have a maximum of 60 characters.
7. Remark Office OMR can open and save to an uncompressed SPSS file format only.
8. SPSS cannot import multiple responses as numeric data. Questions that have multiple responses in Remark Office OMR will be formatted as a string when exported to an SPSS file format. For questions that allow multiple responses you should choose the Boolean Data Type when defining the questions in Remark Office OMR. Remark Office OMR will output either a 1 or a 0 to a separate cell for each mark in the field. Once the data has been saved in SPSS, you can combine the data for each mark into one question (see Importing the Data into SPSS below).

Saving the Data

When you have scanned your completed forms and are ready to save the data, choose the SPSS format (.SAV) from the Save as type list box. Choose a file name and check the box titled Save Headers if you would like to save the grid column headers as variable names in SPSS. If this box is not selected, default variable names will be used (i.e.- q1, q2, q3).

When saving files in SPSS 8.0 or higher, by default, SPSS will save the file in a compressed format. As noted above, Remark Office OMR Office OMR can only open and save to an uncompressed format. If you need to save data in SPSS that you plan to use again in Remark Office OMR Office OMR, use the following instructions:

1. Click the File menu and then Save As.
2. Enter a file name.
3. Select a target directory.
4. Click Paste. The Syntax Editor will appear.
5. A subcommand of "Compressed" will appear after the path and file name. Change it to "Uncompressed".
6. Press CTRL-A to select the Syntax Command job.
7. Press CTRL-R to run the job. The file is now saved in an uncompressed format.

Importing the Data into SPSS

To import your data into SPSS simply open SPSS and open the file you created in Remark Office OMR. It will be located in the Data folder in your Remark Office OMR directory. The first screen you will see will be the SPSS Data Editor, which shows your raw data. From here you can choose what type of analysis to use. When viewing your data in SPSS, missing values will default to -1. If you would like to define the variables in your data, select the Data menu and click Define Variables. The Change Settings section allows you to change the Type of data (i.e. numeric, string) or provide Labels for the variables. As noted above, Multiple Response Sets create a special case. To combine your boolean data into a Multiple Response Set, follow these instructions:

1. Open your file from the Remark Office OMR directory and the Data folder.
2. Select Statistics from the menu and choose Multiple Response.
3. Click Define Sets. Select at least two variables that you would like combined into one set.
4. Indicate whether you want your variables coded as dichotomies or categories (please see the SPSS User's Guide for more information regarding this feature).
5. Give the set a Name and Label, if desired.
6. Click Close. You will now be able to obtain frequencies and crosstabs from these Multiple Response Sets.

Using the menus in SPSS, you can create charts and graphs, or perform a variety of statistical analyses. To learn more about all of SPSS's capabilities please refer to the SPSS User's Guide or visit their web site at www.spss.com.

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