

Using Remark Office OMR with Survey Pro for Windows

Creating Your Survey

Survey Pro, by Apian Software, is a survey design package that is also used for analysis. To use Remark Office OMR with Survey Pro, you would first create the survey in Survey Pro. When creating a survey there are a few items to note. First, it is recommended that you use scannable bubbles for your responses. Respondents tend to fill these types of marks more completely, which makes reading your completed forms much easier. Survey Pro defaults to checkboxes. To change from checkboxes to OMR bubbles, select the File menu and choose Page Setup. Under Checkbox Style choose OMR Bubbles. Then create your survey according to Survey Pro's guidelines. When creating the survey, try to arrange items as logically as possible- this will make creating your template in Remark Office OMR easier. If you would like more information regarding form design, please consult the Form Design section on our web site at www.principiaproducts.com/office/design.html.

Creating the Template

Print a copy of your survey and create a template in Remark Office OMR. Survey Pro imports numeric data most readily. Therefore, when creating the template choose the Numeric data type for multiple choice questions. For example, if the possible choices on your survey were Excellent, Good, Fair and Poor, you would choose 1, 2, 3 and 4 for your Labels. Always start with "1" and then number the responses sequentially, starting over at 1 for each question (unless you manually changed the values in Survey Pro).

Note: Be sure to choose the same order as defined in Survey Pro.

Scanning and Saving the Data

Once the template has been created and saved, scan your completed surveys. When you are ready to save your data, choose the Survey Pro file format (.SRV) from the Save as type list box in the Save Data window. Choose a file name and check the box titled Save Headers if desired. This option will allow you to save the grid column headers as the first record in the Survey Pro data file. If you choose this option, Survey Pro will automatically attempt to field match when importing the data.

Importing the Data into Survey Pro

To import the data into Survey Pro, first open your original survey in Survey Pro. Then follow these instructions:

1. Select the Database Menu and then click Import.

2. Choose the comma delimited ASCII format. This will open the Database File Import window.
3. Navigate to your Remark Office OMR\Data folder in the Folders box.
4. Select All File Types in the List Files of Type box.
5. Choose your .SRV file from the File Name box to display the Database Import window. You will first see the From Field column, which is the field or column number of the import file with which you want to match this question. The second column is the Into Questions column, which lists the questions in the survey. The final column is the With Scale column, which lists the scale name for each question and can help you match the contents of the Peek Box.
6. Type the field number that matches each question in the box below the From Field column and Survey Pro will automatically place the number in the highlighted cell of your choice.
7. The Merge Key defaults to normal append which adds the imported forms to the end of Survey Pro's database. You can also specify a question in your survey to use to match forms with the imported forms by selecting the question from the Key To settings.
8. The last item is the International/Special Characters Are section. You can leave the default setting of DOS ASCII unless you are importing international or special characters. Once the data is imported all of the characters are mapped to the Windows ANSI set.
9. Click on OK and Survey Pro will make sure there are no problems with your settings. If there is a problem, you will receive an error message. Otherwise, you will receive a LOG file message prompting you to save, print or erase your log file.

Now you are ready to analyze your data by creating tables, graphs, and charts. For more information on using Survey Pro please refer to the Survey Pro User Guide or visit their web site at www.apian.com.

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