

Using Remark Office OMR with Raosoft SurveyWin

Creating the Form

Raosoft's SurveyWin is a survey design package that can be used for both electronic and paper-based surveys. When creating paper based surveys, you can use Remark Office OMR to collect your data. First, create your survey in SurveyWin. It is important to follow the guidelines for proper 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.

Creating the Template

When you create the template in Remark it is important to note that your Output Labels must be the same values as those you defined in SurveyWin when creating the survey. For example, if you chose Y and N to represent a Yes/No question in SurveyWin, you will want to define your Output Labels as Y and N as well. Otherwise your data will not match your SurveyWin database file.

Scanning and Saving the Data

Once your template is created you can scan your completed forms into Remark. When you are ready to save your data, choose the ASCII (tabs) file format (.ASC) from the Save as type list box in the Save Data window. Do not select the Save Headers box.

Importing the Data into SurveyWin

1. To import the data into SurveyWin, first open the project.
2. Click Database Info and choose Make New Database.
3. Choose a file name and click Open. When the program asks if you would like to create this database, click Yes.
4. Click Import Database and From ASCII from the Utilities Menu.
5. In the Source ASCII Input File Name box, use the search key to find your database file in the Data folder of your Remark directory.
6. In the Destination Database Name box, use the search key to find the database you created in step 3 in the SurveyWin directory.
7. Choose Data Values are Separated by Tab.
8. Select the questions from the All Questions box and place them in the Order in ASCII File box in the order in which they were defined when you created your template in Remark.

9. Click OK.

If you would like to see how many records you imported, click on the Utilities Menu and choose Database Info and Cases in Database. Select your database name from the Database Name box. The number of records imported will appear in the Records in Selected Databases box. This number should match the number of scanned forms (gridlines) in your Remark file.

If you would like to check that all files were imported, click on the Utilities Menu and choose Database Info and Data List. Choose your database name from the Database Name box. The questions from your survey will appear in the List of All Questions box. You can choose which questions you would like to verify by clicking on them. The responses will appear in the Data Values box.

You can now use the various analytical features in SurveyWin to examine your data. SurveyWin can run queries and generate statistics and summaries of your data. You can use this information to create graphs or export the data to an HTML format. For more information regarding SurveyWin please refer to the SurveyWin User's Guide or visit their web site at www.raosoft.com.

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