

Using Remark Office OMR with The Survey System for Windows

Creating the Survey and Template

The Survey System, by Creative Research Systems, is a survey design package that also allows for data analysis. To use this package with Remark Office OMR, first create your survey (questionnaire form) in The Survey System. When creating any survey it is always wise 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 the survey has been created, print a copy and create a template in Remark Office OMR. When you create the template, be sure to use the same Labels as you used when you created your questions in The Survey System. For example, if the question asks for ratings of Excellent, Good, Fair and Poor, use Excellent, Good, Fair and Poor as the Labels in the Remark Office OMR template.

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 Survey System file format (.DAT) from the Save as type list box in the Save Data window. Remark Office OMR will actually create two files: a data file and a questionnaire definition file.

Importing the Questionnaire Definition File into The Survey System

1. Choose Utilities and Import Questionnaire from the Main Menu.
2. Select the Basic Format.
3. Choose the Remark Office OMR directory and the Data folder in the Folders box.
4. Select your file from the File Name box.
5. Click OK.
6. Rename your file in the Save As box with an .INS extension. For example, if your original file were ABC.CRS you would name it ABC.INS.
7. Click OK. You have now imported the questionnaire definition file and your data.
8. Click No when The Survey System box appears asking if you would like to import another file.

You do not have to import the data file. The Survey System can directly use the data file created by Remark Office OMR. Once you have imported the questionnaire definition file you may select the Produce Menu and click on the type of analysis you want to use. The Survey System can produce graphics, charts, and a variety of statistical analyses. For more information on The Survey System please consult The Survey System manual or visit their web site at www.surveysystem.com.

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