

Beginner's Guide

Getting Started | Working With Graphics | OMR Zones Merging Data Files | Command Line | Tuning Printers

Getting Started

The Design Workspace Design Workspace Setup Scan from Image Forms Response Grid Changing Timing Mark Positions Manual Timing Marks "Fat" Response Shape Blind and Other Colors Beginner's Guide Beginner's Guide Data

You can insert data from files into zone, text and barcode objects on your form, and dynamically merge the data when the form is printed. For this form we'll use a data file to pre-fill the Student Name, Student Number and Test Number.

覧 PDF version

Save this $.\mathsf{txt}$ file to the folder where the form is saved.

Date

The Date field is made up of 4 OMR zones. Mth is a Random Zone, the other three Matrix. As the Random zone can't be assigned a frame, we will use a combination of frames and graphic objects to create this group.

Da	ay	М	th	Yr
10	13	Jan	Ju	10
203	23	Feb	Aug	11
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-	83			17
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• Create a "short" zone of 9 choices starting in Channel 16, Row 1.

- Open Properties and name the choices 10 to 18.
- Check that the settings are as below.

N	Text	Standard choices	1
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On the Frame tab untick all three choices.
Click OK.

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•	•	•	•	16
•	•	•	•	173
•	•	•	•	813

• Select the Random zone tool From the toolbar. This zone contains 12 choices in two rows, each created with individual clicks. Create two rows of 6, in the order below.

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- it's not possible to use the $\ensuremath{\text{Dividing lines}}$ in the $\ensuremath{\text{Frame}}$ tab. Two ead.
- nges to a cross hair. Draw a line between "Month" and "Day".



• Use the text tool to create the object. In Definition type the three lines.
Text Object
Definition Format Plate Position Font
Student: Student No.: Test:
Link selection Link al Linked records: Sample Text Record name Edit link
Delete link
OK Cancel
 Set Horizontal alignment to right in Format tab. Set the Line spacing to Exact: 60 (300 dpi). Set Plate to black. Set Font size to 12. Click OK.
 With the Text object selected click , the mouse pointer changes to a hand. Select the left edge of the first Q1-Q125 zone. The object aligns with the other zones in the left column. Click and align the object to the Student zone.
To create the sample text (to be substituted from the data file):
 Copy and paste the text object. The copied object is placed on top of the first object. Open Properties and change the Horizontal alignment (on the Format tab) to Left. This moves the text object. If it is too close to the constant text object, use Nudge to move slightly to the right.
Student: Student: Student No. Student No.:
Open Properties again. Change the text to a sample of the text that will appear on the form. Student: Andrew Smith Student No. 987654 Test: 7891
Тор
Preparing Data Files
 FoD-OMR can use data files in three distinct 'formats': <i>Fixed</i> data files have the same data field always at the same location on each line in the data file. <i>Delimited</i> data files have their fields separated by a character known as a <i>delimiter</i>. <i>Delimited named</i> data files are like the <i>Delimited</i> data files in that the fields are separated by a delimiter. They also have a header line which allows more flexibility in forms design.
This Beginner's Guide uses a <i>Fixed</i> data file. More information on Merging Data Files can be found in the manual.
Open the text file provided. The fields in the file all have the same starting point, but not always the same length. Student and Test (and Date, not used in this form) are always the same length, but Name varies in length.
Beginners_data_file_Q125.txt - Notepad
FileEditFormatViewHelpDeepakPratel9867341255311210AshokKumar8944449879090110NarajKapardia1112307788220610
You can set up the fields prior to linking, or as needed by creating fields through linking objects (text, zone, barcode objects).
To set up the fields before linking:
 You need the first 4 records of this file, Name, Surname, StudentNo and Test. Count the characters (and space) for each field to determine the length of each. In the Tools menu, select External data



• This opens Field definitions dialog box. Click New.

Records			
Maintenance	A second s	Print Shift	
Name	Start	Length	Ē
			L L

• FoD-OMR asks you what type of input data used. Select Data fields are of fixed size.

Data fields are of fixed size	ОК
Data is delimited (csv, tab)	Cancel

• The Field dialog box opens. Type in your first field, "FirstName", and set the length of the first record in the text file. Click OK.

Name:	FirstName	ОК
Start:	1 ÷	Cancel
Length:	16 🔅	

• Click New again and add "Surname". The Start point changes automatically to accommodate the fields created prior.

Name:	Surname	OK
Start:	17 🕂	Cance
Length:	21 ÷	

• Add "StudentNo" and "Test".

Maintenance mode			
New Edit		Print S	ift
Name	Order	Max Ler	Ŧ
🔅 First Name	1	16	100
🔅 Sumame	2	21	1
Student No	3	7	
🗯 Test	4	5	
			+
•	III		Ŧ

- Your fields are now available to link. The symbol to the left of the name is a green "broken link". This signifies that the field hasn't yet been linked.
- Below are the instructions on creating fields as you need them and it's also the method of linking previously created fields to text. Delete the fields created, as we'll recreate them later.
- Open the sample text Properties. Mark the "FirstName" only, and click Link selection...

Link selection Link all	
nked records:	
Sample Text Record name Edit	link
Delet	te lini

• This opens the Link to field dialog box. If you have created the fields previously they will appear in the drop down menu.

Field:	•	 ОК
Mask as:	E FirstName	Cancel
	E StudentNo	
	E Test	
	Next Page	
	😧 Previous Page	
	😧 Date	

- Since the fields were deleted, the list only contains the predefined fields (such as Page, Date etc).
- To add a field, click next to Field, this opens the Field dialog box. Type FirstName and change the Max Length to 16.

Name:	FirstName	OK
		Cance
Max Length:	16 ÷	
NOTE: 'Max Length' p ignored by app	rovided for user conve lication.	nience only and is

• Click OK. Click OK in the Link to field dialog box.

Zone Object Choice text Matrix Frame Plate Origin Field: Constant Image: Constant Encode method: FirstName FirstName Encode yalue: Sundent to Image: Constant Pre-defined size Next Page Image: Constant Height: 15.00 (300 dpi) Image: Constant OK Cancel Cancel
· On Freeding with a desired 0.0
 On Encoding method select 0-9. In Encoding value, you can enter a sample value, to see on the form (prior to printing) how the printed form will appear. Enter 6 numbers to "pre-slugg" the zone. Select the Stadard size of Encoding marks. Zone Object Concol text Matrix Field: StudentNo Encoding marks Pre-defined sizes: Standard Width: 90.00 (300 dpi) Height: 15.00 (300 dpi)
Click OK.
 • Clear UR: Student • Clear UR: • Clear UR: • UR UR

Text Object	
Definition Format Plate Position Font	
987654	
Link selection Link all	
Linked records	
Sample Text Record name Edit linis 987654 StudentNo	
Delete link	
OK Cancel	
Student	
987654	
8 8 = 8 8	
 It's not possible to change the spacing of the text substituted from a data file, so the Student Number is centered in the Title line. 	
Link the Test zone to the Test record.	
Barcode	Тор
To add a barcode:	
Click , and drag the mouse pointer where you want to place the barcode. The Barcode dialog box opens.	
Barcode Object	
Barcode Object Definition Format Plate Position Font	
Barcode Object	
Barcode Object Definition Format Plate Position Format Symbology: Code 2 of 5 int	
Barcode Object Definition Format Plate Position Font Symbology: Code 2 of 5 int Text: 7891 Link selection. Link all	
Barcode Object Definition Format Plate Position Symbology: Code 2 of 5 int Text: 7891 Link selection. Link all	
Barcode Object Definition Format Plate Position Symbology: Code 2 of 5 int Text: 7891 Link selection. Link all Link dfields:	
Barcode Object Definition Format Plate Position Font Symbology: Code 2 of 5 int • • Text: • • • Z891 • • • Link selection Link all • • Sample Text Record name Edit link • 7891 Test • •	
Barcode Object Definition Format Plate Position Font Symbology: Code 2 of 5 int • • Text: • • • Z891 • • • Link selection Link all • • Sample Text Record name Edit link • 7891 Test • •	
Barcode Object Definition Format Plate Position Font Symbology: Code 2 of 5 int • • Text: • • • Z891 • • • Link selection Link all • • Sample Text Record name Edit link • 7891 Test • •	
Barcode Object Definition Format Symbology: Code 2 of 5 int Test:	
Barcode Object Definition Format Plate Postion Fort Symbology: Code 2 of 5 int Text: 2891 Link selection OK Cancel	
Barcode Object Definition Format Plate Position Symbology: Code 2 of 5 int Text: 7891 Link selection. Unked fields. Sample Text Test Delete link. 7891 Test Delete link. OK Cancel	
Barcode Object Definition Format Plate Position Fort Symbology: Code 2 of 5 int Fact: Barcode Object Inked fields: Delete link Delete link Delete link OK Cancel	
Barcode Object Definition Format Plate Position Fort Symbology: Code 2 of 5 int Fact: Barcode Object Inked fields: Delete link Delete link Delete link OK Cancel	
Barcode Object Definition Format Plate Position Fort Symbology: Code 2 of 5 int Fact: Barcode Object Inked fields: Delete link Delete link Delete link OK Cancel	
Barcode Object Definition Format Plate Position Fort Symbology: Code 2 of 5 int Fact: Barcode Object Inked fields: Delete link Delete link Delete link OK Cancel	
Barcode Object Definition Format Plate Position Fort Symbology: Code 2 of 5 int Fact: Barcode Object Inked fields: Delete link Delete link Delete link OK Cancel	
Barcode Object Definition Format Plate Position Fort Symbology: Code 2 of 5 int Fact: Barcode Object Inked fields: Delete link Delete link Delete link OK Cancel	
Barcode Object Definition Format Plate Position Fort Symbology: Code 2 of 5 int Fact: Barcode Object Inked fields: Delete link Delete link Delete link OK Cancel	
Barcode Object Definition Format Plate Position Fort Symbology: Code 2 of 5 int Fact: Barcode Object Inked fields: Delete link Delete link Delete link OK Cancel	

• Adjust the position of the barcode if needed.	
ID Mark	Тор
 Create a single Matrix Zone to the immediate left of the second last Timing Mark. In Text type "ID Mark". Set the response shape to the shape to the shape immediate right of NULL. Set a negative Horizontal offset (-100.00) to place the text to the left of the zone. Unitic all choices on the Frame tab. Set Plate to Billin On Origin tab, set Field to Constant, the Encoding Method to Y/N, and set Encoding value to Y. Choose Custom in Pre-defined sizes. Set Width to 45, and Height to 23 (the same as the Timing Marks). Zone Object Toologic text Matrix Frame Plate Object Format Fort Field: Image Constant Image Plate right Image Constant Image Plate Format Fort Image Plate right Image Plate Plate Plate Image Plate P	
	Тор
Binary Codes Decimal 1,2,4,8	
Binary numbers are used to show data on OMR forms. To create the 20 Choice "short" zone directly underneath the Question zones, you need three mouse clicks.	
 Select from the toolbar. Check the Status Bar to make the first mouse click in Channel 45, Row 36. Place the second click to the right (Channel 46), and the final, making the count 20, in Channel 26, Row 36. 	
Open Properties and tick White filled if not already selected.	

Set Offset from mark (both Horizontal and Vertical) to 0.00. Check that the Response shape is set to the shape to the right of NULL. Zone Object Choice text Matrix Frame Plate Origin Format Fort	
N Text A Standard choices	
2 Image: shape: Image: shape: Image: shape: shape: 4 Image: shape: shape	
7 8	
9 Text appears on: All repeats	
Offset from mark Horizontal: 00.00 (300 dpi)	
Vertical: 0.00 (300 dpi)	
OK Cancel	
Click OK.	
888888888888888888888888888888888888888	
Open Properties, and select the Origin tab. Select StudentNo from the drop down menu.	
 Select Studentive from the grop down menu. Select BCD 1,2,4,8 in Encoding method, and type in the sample value in Encoding value. 	
Zone Object	
Choice text Matrix Frame Plate Origin Format Fort	
Beld: StudentNo	
Encode method: Binary 1,2,4,8	
Encoding marks	
Pre-defined sizes: Standard	
<u>Wi</u> dth: 30.00 (300 dpi)	
Height: 15.00 (300 dpi) ÷	
OK Cancel	
Click OK.	
Add the Constant text "Binary: Student987654 (6 digit maximum)". Use the alignment tools to place the text.	
	Тор
nary Codes Decimal Same Plane Zone (1, 2, 4, 8)	
s is another zone that can be used to show data, or can be marked for single digits in less space.	
	mation can be found
he manual. This is set up in Properties of the zone.	
he manual. This is set up in Properties of the zone.	
he manual. This is set up in Properties of the zone. up a "Short" zone up of 4 choices. For this you need three mouse clicks.	
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 he manual. This is set up in Properties of the zone. up a "Short" zone up of 4 choices. For this you need three mouse clicks. Second dick First click -> C Right click to finish the zone. Open Properties. 	
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 Right click to finish the zone. Open Properties. Set the Response shape to the fourth from NULL C D. 	
manual. This is set up in Properties of the zone. p a "Short" zone up of 4 choices. For this you need three mouse clicks. Second dick First click → C → C → C → Third click Right click to finish the zone. Open Properties . Set the Response shape to the fourth from NULL C ⊃.	
 First click → C Right click to finish the zone. Open Properties. Set the Response shape to the fourth from NULL C Set the Response shape to the fourth from NULL C 	



	 Select the Random zone icon With four mouse clicks create a zone of four. 	
	First click —	
	Third click —	
	Right click to complete the zone.	
	 As this is a Random zone you have to right click and select Properties to open the Properties dialog box. Open Properties. Select Binary encoding, 1-2-4-7 in	
	Check the Plate is set to Blind. Click OK.	
	 There is no tab available in Properties to adjust the placement of the zone, so do this manually. Copy and Paste the zone until there are 6 groups of 4. 	
	 As this is a random zone, you cannot prefill this from a data file. Add the Constant text "BCD 1 2 4 7: Student987654 (as single digit random zone)". 	
	CHATC22C43CHAT + CT3C22C43CHAT + CHATCHATCHAT (S) + C13CHATCHATCHAT (S) + C13C22CHATCS) Binzy, SkudentS87654-66 dgit maximumy	
	2010 - 1012 - 10	
		Тор
Pri	inting the form with merged data	
	w that all elements on the form have been defined, it's time to print it with the data file . The linked objects will be replaced by the valuta file. The data file used is defined in File menu, Print , (shortcut ctrl + p).	les in the
uut	Print or preview	
	Printer: INPLATONHP Color Laseklet 4600 PS Properties	
	General Merge Plates Marks	
	Print to file	
	Copies: 1 ÷	
	Preview Print Cancel	
	 Select the Merge tab. To define the data file used, click Browse and find the .txt file saved earlier. 	
	Print or preview	
	General Merge Plates Marks Data file (leave empty if not required)	
	S:\Documentation\OnlineManual\FoD-OMR\{ Browse	
	Input type: Separated values	
	Preview Print Cancel	
	Preview Print Cancel	
	Confirm which printer to use, then click Print .	
		Тор

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