

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	Jul	10
20	23	Feb	Aug	11
30	3	Mar	Sep	12
-	(4)	Apri	Oct	13
	63	Mey	Nev	14
	63	Jun	Dec	13
12.7	23	•	÷	16
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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
1 2 3 4 5 6 7 8 9	10 11 12 13 14 15 16 17 18	Response shape:	✓ ✓ White filled) C D □ ○ ○) C D ○ ○ ○) C D ○ ○ ○
10		Offset from mark Horizontal:	0.00 (300 dpi) 🛨

On the Frame tab untick all three choices.
Click OK.

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•	•	815
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• 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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OK Cancel • On the Format tab, set Horizontal alignment to Center. • Clack OK
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Since the zone containing the Frame for the group is a single .ines (Graphic Objects) can be used to create the Dividing I Select the Vertical line tool I in the toolbar. The mouse poi	Lines (Graphic Objects) can be used to create the Dividing Select the Vertical line tool	Since ti	he zone co (Graphic C the Vertica	ontaining bjects) o	the Frame f can be used	or the group is to create the D toolbar. The mo	a single Dividing I

- 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. Test:Test:
• 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</i> named 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.
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	mode t Delete I	Print S	hift
Name	Start	Length	Ť Ť
-11			↓ ↓

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

put data	?
Data fields are of fixed size	ОК
C 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	Delete	Print S	ift
Name	Order	Max Ler	-
StristName	1	16	
🔅 Sumame	2	21	T
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...

Andrew Smith 987654 7891		
	1	1
Link selection	Link all.	
Linked records:		т
Sample Text	Record name	Edit link
		Delete link

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

Mask as: Surname Surname Surname Test Page Next Page Previous Page Date	Field:	•	 ОК
Manager Sector and	Mask as:	FirstName Surname Surname Surname StudentNo Test Page Next Page Previous Page Date	Cancel

- 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.

	ext Object
	Definition Format Plate Position Font
	Andrew Smith 987654
	7891
	Link selection
	Linked records:
	Andrew FirstName
	OK Cancel
• T • L	Enked text is highlighted and the field is available in the Linked records list, where you can edit the link (or delete it). It he remaining fields.
	ext Object
1	Definition Format Plate Position Font
	Andrew Smith
	<u>987654</u> 7891
	Link selection.
	Linked records:
	Sample Text Record name Edit link
	Andrew FirstName Smith Sumame Delete link
	7891 Test
	OK Cancel
• C	en External data from the Tools menu. The "broken link" has now changed to an "unbroken link" symbol.
	eld Definitions
1	Records
	Maintenance mode
	New Edit Delete Print Shift
	Name Order Max Ler
	(1969) FirstName 1 16 (1969) Sumame 2 21
	Geo Student No 3 7
	к <u>ш</u> к 🛓
	OK Carral
• If	you have added the Fields in a different order to how they appear in the data file, you can change the Order and Max Length in
U	Initions.
Student	
otudent	
You can	ow use the Fields created to pre-fill some of the OMR zones.
	en Properties of the Student zone.
• (king a zone to a field is done in the Origin tab of the Zone Properties . Default setting is Constant . To create a new field, click t ton and proceed as before when creating a field. As we have already created StudentNo , select it from the drop down menu.
• L • L	
• L b	
• L b	
• L • L	
• L • L	
• C • L b	
• C • L b	
You can	ow use the Fields created to pre-fill some of the OMR zones. en Properties of the Student zone. king a zone to a field is done in the Origin tab of the Zone Properties . Default setting is Constant . To create a new field, click t ton and proceed as before when creating a field. As we have already created StudentNo , select it from the drop down menu.

Zone Object Image: Second
 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 Conce text Matrix Field: Student No Field: Student No Fincode method: 0-9 On Good guards Pre-defined sizes: Standard Width: 15.00 (300 dpi) OK
Click DK
 • Click OK Student Student Student Student Student Student number should appear in the Title line of the zone, copy the "Student" text object and place it in the title line. Change the definition to a sample Student Number. • Ink the text to StudentNo.

Text Object	
Definition Format Plate Position Font	
38/634	
Link selection Link all	
Linked records	
Sample Text Record name Edit link 987654 Student No	
Defete 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
Click , and drag the mouse pointer where you want to place the barcode dialog box opens.	
Click Mark, and drag the mouse pointer where you want to place the barcode claiding box opens. Barcode Object Definition I Sweet I Object Definition I Sweet I Object	
Click M, and drag the mouse pointer where you want to place the barcode chalog box opens. Barcode Object Definition Format Plate Position Font Sumboling: Code 2 of Sist	
Click Mar, and drag the mouse pointer where you want to place the barcode dialog box opens. Barcode Object Definition Format Plate Position Form Symbology: Code 2 of 5 int Text:	
Click Mark, and drag the mouse pointer where you want to place the barcode chalog box opens. Barcode Object Definition Format Plate Position Font Symbology: Code 2 of 5 int Text: Text: T891	
Click Mark, and drag the mouse pointer where you want to place the barcode claiding box opens. Barcode Object Definition Format Plate Position Fornt Symbology: Code 2 of 5 int Text:	
Click Mark and drag the mouse pointer where you want to place the barcode chalog box opens. Barcode Object Definition Format Plate Position Font Symbology: Code 2 of 5 int Text: Tas1 Link selection. Link all Link dfields: Sample Text Record name Edit link.	
Click Mark, and drag the mouse pointer where you want to place the barcode chalog dox opens. Barcode Object Definition Format Plate Position Fornt Symbology: Code 2 of 5 int Text: Text: Text: Text: Table I link all Link selection Link all Link efields: Sample Text Record name Edit link Test Delete link	
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Click and and the mouse pointer where you want to place the barcode dialog box opens. Barcode Object Text: Text: Text: Text: Sample Text Record name Edit link Delete link	
Click and drag the mouse pointer where you want to place the barcode chalog dox opens. Barcode Object Definition Format Plate Position Font Symbology: Code 2 of 5 int Text: Text: Text Delete ink Delete ink OK Cancel	
 Citck ⁽¹⁾, and drag the mouse pointer where you want to place the barcode. The barcode dialog box opens. Barcode Object ⁽¹⁾ ⁽²⁾ ⁽	
 Click I, and drag the mouse pointer where you want to place the barcode that do box opens. Barcode Object Definition Format Plate Position Fort Text: 2891 Link all Link selection Link all Becord name Edit link Sample Text Record name Edit link Delete link Delete link Delete link Click Link all and link to Test. Click Link all and link to Test.	
 Citck in and drag the mouse pointer where you want to place the barcode. The Barcode dialog box opens. Sarcode Object <pre></pre>	
 Click In and drag the mouse pointer where you want to place the barcode. The Barcode dialog box opens. Sarcode Object <pre></pre>	
 Click in and drag the mouse pointer where you want to place the barcode dialog box opens. Forcide Object Symbology: Code 2 of 5 int I will be added to a set of the barcode dialog box opens. Symbology: Code 2 of 5 int I will be added to a set of the barcode dialog box opens. Set Symbology to Code 2 of 5 int. Click Link all and link to Test. Click DK Adjust the size of the barcode if needed by dragging the black handles that appear around the barcode when selected. 	
 Click the all and the induce pointer where you want to pace the barcode. The Barcode dialog box opens. Barcode Object	
 Click I and drag the mouse pointer where you want to place the barcode dialog box opens. Barcode Object Format Place Position Fort I want to rest Barcode Chief Place Position Fort I want to rest Set Symbology to Code 2 of 5 int. Deteo Ink. Deteo Ink. Deteo Ink. Set Symbology to Code 2 of 5 int. Deteo Ink. 	
 Click	
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• Adjust the position of the barcode if needed	
ID Mark	Тор
<list-item> 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. Units 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 Toole text Matrix Frame Plate Object Format Fort Ford Ford Ford Ford Ford Ford Ford Ford</list-item>	
	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 in 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 Ongin Format Fort	
Zone Object	
Choice text Matrix Frame Plate Origin Format Fort	
N Text A Standard choices	
7 8	
9 Text appears on: All repeats	
Offset from mark Horizorital: 00.00 (300 dpi)	
Vertical: 0.00 (300 dpi) ÷	
OK Cancel	
• Click OK .	
888888888888888888888888888888888888888	
Open Properties, and select the Origin tab. Select StudentNe from the drop down mercu	
 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 Form	
Diena:	
Encode metricu. pinary 1,2,4,0	
choode Zaine: Jourga	
Encoding marks	
Pre-defined sizes: Standard	
Width: 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
nen both Choices and Repeats are in the same plane (Channel or Row), zones are called "Same Plane Zones". More infor the manual. This is set up in Properties of the zone	
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 e. Right dick to complete the zone. I is in a fandom zone you have to right dick and select Properties to open the Properties dialog box. Open Properties. I is black Binary encoding. 1-2-17 in Sedeet chacks: I is black Binary encoding. I is a marked base set to Binary encoding. I is a marked base set to Binary encoding. I is a marked base set to Binary encoding. I is a marked base set to Binary encoding. I is a marked base set to Binary encoding. I is a marked base set to Binary encoding. I is a marked base set to Binary encoding. I is a marked base set to Binary encoding. I is a marked base set to Binary encoding. I is a marked base set to Binary encoding. I is a marked base set to Binary encoding. I is a marked base set to Binary encoding. I is a marked base set to Binary encoding. I is a marked base set to Binary encoding. I is a marked base set to Binary encoding. I is a marked base set to Binary encoding. I is a marked base set to Binary encoding. I is a marked base set to Binary encoding. I is a marked base set to Binary encoding. I is a marked base set to Binary encoding. I is a marked base set to Binary encoding. I is a marked base set to Binary encoding. I is a marked base set to Binary encoding. I is a marked base set to Binary encoding. I is a marked base set to Binary encoding. I is a marked base set to Binary encoding. I is a marked base set to Binary encoding. I is a marked base set to Binary encoding. I is a marked base set to Binary encoding. I is a marked base set to Binary encoding. I is a marked base set to Binary encoding. I is a marked base set to Binary encoding. I is a marked base set to Binary encoding. I is a marked base set to Binary encoding. <
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 e. test is a Random zone you have to right addx and select Properties to open the Properties dialog box. Open Properties. e. Beicht Bhaie yes to Bill e. Constant test is as to Bill is the placement of the zone, so do this manually. e. Day and Paste in the zone until three are 6 groups of 4. e. Beicht Bhaie yes to Bill is the addated bill in the data Bill. e. Beicht Bhaie yes to Bill in the context of tell fills from a data Bill. e. Beicht Bhaie yes to Bill in the context of tell fills from a data Bill. e. Beicht Bhaie yes to Bill in the context of tell fills from a data Bill. e. Beicht Bhaie yes to Bill in the context of tell fills from a data Bill. e. Beicht Bhaie yes to Bill in the context of tell fills from a data Bill. e. Beicht Bhaie yes to Bill in the context of tell fills in the data Bills. The linked objects will be replaced by the values in the data Bills. The linked objects will be replaced by the values in the data Bills. The linked objects will be replaced by the values in the data Bills. The Bill inked objects will be replaced by the values in the data Bills. The Bill inked objects will be replaced by the values in the data Bill. The Bill inked objects will be replaced by the values in the data Bill. The Bill inked objects will be replaced by the values in the data Bills. The Bill inked objects will be replaced by the values in the data Bill. The Bill inked objects will be replaced by the values in the data Bill. The Bill inked objects will be replaced by the values in the data Bill. Bill in the Bill inked Object will be replaced by the values in the data Bill. Bill in the Bill i
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