**Getting Started** 



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

# Beginner's Guide

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

This guide is an introduction to setting up a FoD-OMR form, with different OMR zones (Matrix and Random, single choice and summation), other objects together with how to arrange these objects on the form.

#### Page Setup

First step is to set up the page in File > Page Setup. Set Paper to A4 or Letter and Grid to 48 channels. If you have a 40 channel scanner be prepared to adjust position of channels down to fit.

Paper: A4	
<u>G</u> rid: 48 channels 💽	
Orientation:	
Portrait (timing marks on left)	
Landscape (timing marks on top) Landscape (timing marks on top) Landscape (timing marks on bottom)	Et,
Double sided printing (duplex):	
Simplex	<u> </u>

Save the form name it "Beginner's Guide" or another appropriate name.

In Tools > Preferences set the Measurement units to 300 dpi (1/300 of inch). This allows for both 48 and 40 channel scanners without decimals (channel spacing is 50/300 for 48 channel, or 60/300 for 40 channel, other items items adjust to fractions of 48 and 40 channel measurements.



Тор

## Timing Lines

To define the timing lines select Timing Lines 📕 in the Draw toolbar. In the dialog box, set Number of timing marks to 41.

Number of timing marks:	OK
41     •       Offset from edge of the page (A):     150.00 (300 dpi)	Cancel
Save as defaults	
Size of timing marks (B): 23.00 (300 dpi)	A
Space between timing marks (C):	

The Timing Marks appear on the right side of the form in red. Right-click anywhere on the form and click Apply changes.

Ap Ca	ply changes	
Ca		
	ncel	
De	lete '	
Di	mensions	
Siz	es >	
Sp	acing >	
Sp	ace eveniy	
You can now mo	odify the spacing of the timing marks by right-clicking the timing marks and select sen the timing marks as well as their size	Properties. In the dialog box you ca
Timing n		
Number	of timing marks:	
41	Units: (300 dpi)	
N Sp	ace Size 23.00	
2 60. 3 60	00 23.00 00 23.00	
4 60. 5 60	00 23.00 00 23.00 Mode	
6 60. 7 60	00 23.00 © Edit	
8 60	00 23.00	
10 60	00 23.00 Set sizes	
12 12	00 23.00 - Set spacing	
Change the spar	sing to create one group of 10, five groups of 5, one of 4 and the last 2 together.	Set the spacing evenly between the
Student		
Matrix Zones for	responses are define by a series of mouse clicks. You define start point (1), the	en spacing between choices (2), num
choices (3), spa	cing and orientation between elements (4), and finally number of elements (5).	
To set up a stud	ent numberof six digits:	
	Matrix Zone 🕮 button. The mouse pointer changes to a cross-hair.	<i>"""</i>
2. Select wh	Matrix Zone BB button. The mouse pointer changes to a cross-hair. here to "click" to start the zone. You can see Row and Column in the Status Bar bl8 Row:1 [left:1992.50 top:200.50 (300 dpi)] No selection	(bottom of the window).
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Choice text   Matrix	Frame   Plate   Origin   Format   Font	
N lext 1 0 2 1 3 2 4 3 5 4	Response shape: V White filled	
6 5 7 6 8 7 9 8 10 9	Text appears on: All repeats	
0	Onset from mark           Horizontal:         0.00 (300 dpi)           Vertical:         0.00 (300 dpi)	

• In the Matrix tab, check the Horizontal origin is 40 and Vertical origin is 1, change them if different.

Zone Object	<b>X</b>
Choice text Matrix Frame Plate	e Origin Format Font
Horizontal origin: 40	Ĩ
Vertical origin: 1	Ī
Choices	Repeats
<u>C</u> ount: 10 •	Count: 6
Spacing: 1	Spacing: 1
C Horizontal	Horizontal
• Vertical	C Vertical
	OK Cancel

Jump to the Plate tab to change the color of the response text. FoD OMR regonizes only "three colors": Black, Blind (shown as Red) and Other (shown as Blue). More information on blind and other colors is available in the manual.

Choice text   Matrix   Fi	ame Plate	Origin Form	nat   Font
C <u>B</u> lack			
Blind			
⊂ <u>O</u> ther			

• Set the Plate to Blind.

• On the Frame tab mark all three choices. This tab frames the zone with borders, internal lines and shading.

Dbject		×
Choice text   Matrix Frame	Plate   Origin   Format   Font   Stripes and dividers	
Border     Dividing lines     Stripes		
	OK Cancel	

• On the Border tab, untick Auto offsets and change the settings to those shown below. Width should be increased to the second thinnest option.

Choice text   Matrix Frame   Plate   Origin   Format   Font   Draw Border   Comers   Stripes and dividers   Auto offsets Top (A): 100.00 (300 dpi) - Left (B): 25.00 (300 dpi) - Right (D): 25.00 (300 dpi) - Width: Title line	Zone Object
Draw         Border         Comers         Stripes and dividers           Auto offsets         Top (A):         100.00 (300 dpi)         Image: Comers         Image: C	Choice text   Matrix Frame   Plate   Origin   Format   Font
Auto offsets         Top (A):       100.00 (300 dpi)         Left (B):       25.00 (300 dpi)         Bottom (C):       30.00 (300 dpi)         Right (D):       25.00 (300 dpi)         Width:	Draw Border Comers Stripes and dividers
Top (A):       100.00 (300 dpi)         Left (B):       25.00 (300 dpi)         Bottom (C):       30.00 (300 dpi)         Right (D):       25.00 (300 dpi)         Width:       Image: Classical state	C Auto offsets
Left (B):       25.00 (300 dpi)         Bottom (C):       30.00 (300 dpi)         Right (D):       25.00 (300 dpi)         Width:	Top (A): 100.00 (300 dpi)
Bottom (C):       30.00 (300 dpi)          Right (D):       25.00 (300 dpi)          Width:	Left (B): 25.00 (300 dpi) + B2 2
Right (D):         25.00 (300 dpi)            Width:	Bottom (C): 30.00 (300 dpi) +
Width: Title line	Right (D): 25.00 (300 dpi) 🛨
	Width:
OK Cancel	OK Cancel

• In the Title Line \_\_\_\_\_\_\_ dialog box you create the line dividing the Title space from the choices. Set the **Placement** to **Top**, untick **Auto distance** and set to **25**. **Width** should be increased to the second thinnest option.

Placement	Auto distance
C Left	25.00 (300 dpi) -
<ul> <li>← Top</li> <li>← Right</li> <li>← Bottom</li> </ul>	I Auto width Width:

• On the Corners tab, select Top-left (A) and Top-right (B). Untick Auto-size and set the Roundness to 13.

Zone Object	
Choice text   Matrix Frame   Plate   Orig Draw   Border [Comers] Stripes and d I Top-left (△) I Top-light (B) Bottom-right (C) Bottom-left (D) Auto-size <u>R</u> oundness: 13.00 (300 dpi) <u>+</u>	in Format Font
	OK Cancel

• Finally set the stripes that divides the elements for visual clarity. These should be Vertical and a light shade (via the Slider - move to the left).

<image/> <text><list-item><list-item><image/><image/><image/><text><text><text><text><text></text></text></text></text></text></list-item></list-item></text>		Zone Object	
<image/> <image/> <text><list-item><list-item><image/><image/><text><text><text><text><text><text></text></text></text></text></text></text></list-item></list-item></text>		Draw Border Comers Stripes and dividers	
<image/> <text><list-item><list-item><list-item><image/><image/><image/><image/><text></text></list-item></list-item></list-item></text>		Orientation            • Horizontal             • Vertical             Color of the stripes:	
<text><text><image/><section-header><text><text><text><text><text><text><list-item></list-item></text></text></text></text></text></text></section-header></text></text>		OK Cancel	
<image/> <text><text><text><text><text><text><list-item></list-item></text></text></text></text></text></text>		<ul> <li>Leave the settings on the Origin and Format tabs as is, and select the Font tab.</li> <li>Select Arial font and change the Size to 6. Click OK. The zone should now look as below.</li> </ul>	
<image/>			
<image/>			
<image/> <text><text><text><text><text><text><list-item></list-item></text></text></text></text></text></text>			
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<text><text><text><text><list-item><list-item><image/></list-item></list-item></text></text></text></text>	Test Ther	e are a number of ways to copy a Matrix zone:	
<text><text><section-header><text><list-item><list-item><image/></list-item></list-item></text></section-header></text></text>		Copy, Paste and change the values in the Matrix tab Copy, Paste, Drag and Resize	
<text><list-item><list-item><list-item></list-item></list-item></list-item></text>		Use Ctrl+Drag to make the copy, then Resize Copy and use Paste At 🙆 to make the copy, then Resize	
<text><list-item><list-item><complex-block></complex-block></list-item></list-item></text>	Mak	e, then delete each new Test field until you have used all methods please.	
<image/>	Сор	y and Paste and change the values in the Matrix tab:	
Zone Object       Image: Constrained and the settings as is.         Choice text       Matrix         Horizontal origin:       Image: Constrained and the settings as is.         Image: Click OK. Your two zones should now look as below.		<ul> <li>Opposite Paste the Student zone. The zone is placed on top of the already existing zone.</li> <li>Open the Properties of the zone and in the Matrix tab change the Horizontal origin to 34, and set Repeats, Count to 4.</li> </ul>	
<ul> <li>Choices Repeats Count: Count</li></ul>		Zone Object         X           Choice text         Matrix         Frame         Plate         Origin         Format         Font         05 22 (20 22 02)         20 22 (20 22 02)           Horizontal origin:         34          23 (20 22 02)         22 (20 22 02)         20 22 (20 22 02)         20 22 (20 22 02)           Vertical origin:         1          23 (20 22 02)         20 (20 22 02)         20 (20 22 02)           Vertical origin:         1          23 (20 22 02)         20 (20 20 02)         20 (20 20 02)	
<ul> <li>Horizontal</li> <li>Vertical</li> <li>Vertical</li> <li>OK</li> <li>Cancel</li> <li>C</li></ul>		Choices         Bayests         Bayests <t< td=""><td></td></t<>	
<ul> <li>OK Cancel</li> <li>Leave the other settings as is.</li> <li>Click OK. Your two zones should now look as below.</li> </ul>		C Horizontal C Vertical	
<ul> <li>Leave the other settings as is.</li> <li>Click OK. Your two zones should now look as below.</li> </ul>		OK Cancel	
		Leave the other settings as is.     Click OK. Your two zones should now look as below	







hoice	text   Matrix	Frame   Plate   Origin   Format   Font
N	Text	Standard choices
1 2	A B	Response shape:
3 4 5	D	
		Text appears on: All repeats
A		Horizontal:         0.00 (300 dpi)           Vertical:         0.00 (300 dpi)

• On the Matrix tab check the settings match those below. The different order of mouse clicks used to create the zone inverts the Horizontal and Vertical settings for Choices and Repeats.

noice text Matrix Frame   Plat	e   Origin   Format   Font
Horizontal origin: 5 🚊	]
Vertical origin: 11	]
Choices	Repeats
Count: 5 🕂	Count: 5
Spacing: 1	Spacing: 1
Horizontal	C Horizontal
C Vertical	Vertical

• The settings on the Frame tab need to be changed to move the title line to the left rather than top. Extend the Left (B) border and shorten Top (A).

Zone Object
Choice text   Matrix Frame   Plate   Origin   Format   Font
Draw Border Comers Stripes and dividers
Auto offsets
Top (A): 30.00 (300 dpi) 🛨
Left (B): 130.00 (300 dpi) + B2 2
Bottom (C): 30.00 (300 dpi)
Right (D): 25.00 (300 dpi)
<u>₩</u> idth: <u> </u>
OK Cancel

• In the Title Line dialog box, click Left and leave the other settings as is.

Placement	Auto distance
C None	Distance:
Æ Left	25.00 (300 dpi) ÷
← Top ← Right ← Bottom	✓ Auto width Width:
Doctom	×

• On Corners tick to set rounding on all corners.

Choice text   Matrix Frame   Plate   Or	igin Format Font
Draw Border Comers Stripes and	dividers
✓ Top-left (A)	
Top-right (B)	AZ-55
🔽 Bottom-right (C)	
✓ Bottom-left (D)	33
Auto-size	
<u>R</u> oundness: 13.00 (300 dpi) 📫	
r	
	OK Cancel

Zone Object	x
Choice text   Matrix Frame   Plate   Origin   Format   Font	
Draw Border Comers Stripes and dividers	
Orientation            • Horizontal         • Vertical         •	
OK Canc	el

• Your zone should now look like below.

_		
•	•	න හ හ හ හ
		A B C D E
•	•	A 8 C D E
		A B C D E
•	•	A B C D E

Copy the zone to create the 25 groups:

- While holding Ctrl, drag the zone to the right until it is in Channel 14. Continue to copy the zone until 5 are spaced evenly across the row.
- While holding Ctri, drag the zone to the right until it is in Channel 14. Continue to copy the zone until 5 are spaced evenly across the n Any method for moving zones (listed in Test section) is suitable.
  You can continue to copy the zones individually, moving them to the next row of zones.
  Alternatively, select all five zones and copy and paste them as a group. Selecting the zones can be done by dragging the mouse over them (while holding left mouse button) or selecting each in turn while holding Shift.
- There should now be  $5 \times 5$  question zones on the form.

18.8

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Text Object	
Definition Format Plate Position Font	
Alignment Line spacing	
Horizontal: At Right Type: Single	
Vertical: Top  Exact:	
Tabs	
C Equal 0.00 (300 dpi)	
C List List setup	
Word wrap	
OK Cancel	
• On the <b>Plate</b> tab, set Plate to <b>Black</b> .	
Text Object	
C Other	
OK Cancel	
On the <b>Font</b> tab set the Font size to 9. Click <b>OK</b>	
Text Object	
Definition Format Plate Position Font	
Name: Style: Size:	
The Artal Regular 9	
The Arial Black Italic 10 Bold 11	
Tr Anal Rounded MT Bold Italic 12	
Tr Arial Unicode MS To Balance 18	
Underline:	
Orientation: A < V 🔈	
Color: 0	
OK Cancel	
· 01 展 图 图 图	
<ul> <li>The Text object is not aligned correctly. This is because Line Spacing is set to Single (default setting), but it can be changed Format tab. The text should be spaced to the same as the space between the Timing Marks.</li> </ul>	on the
Check the space set between the Timing Marks by accessing <b>Properties</b> by right-clicking the Timing Marks.	

41	ber of timing	marks: J Unite: (	300 dol)	OK
M.	Snace			Cancel
6	60.00	23.00		
7	60.00	23.00		
8	60.00	23.00		
9	60.00	23.00		
10	60.00	23.00		Mode
11	150.00	23.00		🕶 Edit
12	60.00	23.00		C Select
13	60.00	23.00		C Select
14	60.00	23.00		Californi
15	60.00	23.00		bet <u>s</u> izes.
16	150.00	23.00		Set spacin
17		22.00		aer spacing

• Open the Format tab in the Text Object Properties. Set the Line spacing Type to Exact. Set Exact spacing to 60.00.

Alignment Horizontal: At Top	Line spacing Type: Exact • Exact: 60.00 (300 dpi -
Tabs           @ Auto           C Equal         0.00 (300 dpi)           C List         List setup	-
<u>W</u> ord wrap	



The spacing now matches the **Timing Marks**, and with this method the **Text object** can be copied across and down the form to create the 25 (5 by 5) text objects containing **Q1-Q125**. To retain even spacing, use **Nudge**. See below for a guide to this.

This method present a problem when spacing between the Timing Marks is changed.

Open Properties of the Timing Marks again.
On the 13th Timing Mark, change Space to 100.

<u>V</u> un /1	hber of timing	marks:	200 4-0	ОК
N	Space	Size		Cancel
7	60.00	23.00		
8	60.00	23.00	_	
9	60.00	23.00		
10	60.00	23.00		
11	150.00	23.00		Mode
12	60.00	23.00		🛈 Edit
13	100.00	23.00		C Calaat
14	60.00	23.00		( Jelect
15	60.00	23.00		Cabalant
16	150.00	23.00		o et <u>s</u> izes
17	60.00	23.00		Set spacing
10		22.00		or spacing.

Click OK.

.

• Q1	ന്ന നാരു പ്രത്തിന്നു. പ്രത്തിന് പ്രത്തിന് പ്രത്തിന് പ്രത്തിന് പ്രത്തിന് പ്രത്തിന് പ്രത്തിന് പ്രത്തിന് പ്രത്തിന	
Q2	ABCDE	•
Q3		
Q4	A B C D E	•
45	න ෂ ල ල ස	•

The spacing of Timing Marks has changed, but the Text has not.Change the Timing Marks spacing back as before.

## Using Nudge to arrange Text Objects

Nudge (using the keyboard arrows to move objects on the form) can be used effectively to arrange objects as needed. Nudge Distance the accessed through the Tools toolbar or menu. For this exercise use Difference between selected objects.

• Select two question zones one apart in both directions, and press 🔅 (nudge). Select Difference between selected objects and click OK.

Pre-defined values:	
25 (300 dpi)	A First A B C D
5 (300 dp) 1 (300 dpi)	୍କ୍ର <mark>selected</mark> ନାଭାଭ ପ
Difference between selected objects Full OMB grid	
Half of OMR grid	
Nudge values	
Nudge values Horizontal: 450.00 (300 dpi)	
Nudge values Horizontal: 450.00 (300 dpi)	
Nudge values           Horizontal:         450.00 (300 dpi)           ⊻ertical:         390.00 (300 dpi)	ABCCE ABCCE ABCCE ABCCE ABCCE ABCCE

• Now any selected object(s) can be moved by the "nudge" distances, using the arrow keys, in any direction.

#### Number the Question Answers (using zones)

Using "NULL" or "no shape" zone objects to create Q1-Q125 is reliable and quicker as it avoids aligning text objects and automatically adapts to response position changes. To do this we will create a zone with the response text offset from the mark. Response text can be offset left (negative) or right (positive) of the zone center.

Тор

The zone is a single line of 25 choices with no repeats ("short" zone) and is created, as with the other zones, with a series of mouse clicks. For more information of "short" zones see the manual

Creating a 5 choice zone to start, then extending it, will make the process easier to understand.

Create a "short" zone:

- To create a zone with 5 choices in one column three mouse clicks are needed.
- Select the Matrix is tool. Click the top A in the top left zone.
- Click the second A, and finally the fifth A as below.

First click	
Second dick —	
	· · A B C D E
	ABCDE
Third click	

• To "finish" the zone with 5 Choices and no Repeats, right-click the mouse anywhere on the page.

•	•	8	ෂ ල ල ල
		¢	8 C D E
43			8 C B E
		8	8 C 8 E
÷	4		88 C 98 E

Open the Properties of the Zone.
Set the Response shape to NULL, and type Q1-Q5 in the Choice text box.

Click OK.

	<ul> <li>・・ 極 8 で D E</li> <li>4 8 で D E</li> </ul>
The ne	zone is placed on top the other and has the same Properties as the previously created zone, so there are a few changes to mak
	ipen <b>Properties</b> again. hoice text needs to move left, a negative Horizontal offset. Set to -30.00. ntick White filled.
	Zone Object
	Choice text   Matrix   Frame   Plate   Origin   Format   Font
	N     Text       1     Q1
	2     Q2     Response shape:     White filled       3     Q3     Q3     C       4     Q4     WILL     C
	Text appears on: All repeats
	Q1 Offset from mark Horizontal: -30.00 (300 dpi)
	Vertical: 0.00 (300 dpi)
	OK Cancel
	Choice text   Matrix Frame   Plate   Origin   Format   Font
	Choice text Matrix Frame Plate Origin Format Font   Draw Border Comers Stripes and dividers Border Dividing lines Stripes OK Cancel
•	Choice text Matrix Frame Plate Origin Format Fort         Draw Border Comers Stripes and dividers         Border         Dividing lines         Stripes         OK         Cancel
	Choice text Matrix Frame Plate Origin Format Font Draw Border Comers Stripes and dividers Border Dividing lines Stripes OK Cancel Choice text Matrix Frame Plate Origin Format Font
•	Choice text Matrix Frame Plate Origin Format Fort Border Comers Stripes and dividers Dividing lines Stripes OK Cancel The Plate tab, set the plate to Black. Zone Object
•	Choice text   Matrix   Frame   Plate   Origin   Format   Fort   Border   Comers   Stipes and dividers   Border   Dividing lines   Dividing l
•	Choice text       Matrix       Frame       Plate       Origin       Format       Fort         Dewind Border       Comers       Stripes and dividers       Image: Comers       Stripes       Image: Comers       Imag
•	Choice text       Matrix       Frame       Plate       Ongin       Format       Fort         Draw       Border       Comers       Stipes and dividers       Image: Comers       Stipes       Image: Comers       Stipes       Image: Comers       Stipes       Image: Comers       Stipes       Image: Comers       Im
•	Choice text Matrix   Frame Plate   Origin Fornt   Fornt Fornt   Fornt Fornt   Stripes Fornt   OK Cancel
•	Choice text       Matrix       Frame       Plate       Origin       Format       Fort         Dividing fines       Dividing fi
•	Chrice text       Matrx       Frame       Plate       Origin       Format       Fort         Dividing lines       Dividing lin
•	Chick test     Matix     Partie     Border     Comes     Stipes     OK     Cancel     In the Plate tab, set the plate to Black.     Zone Object     Order     Order     Order     Order     Order     Other     Order     Order     Other

Tabs         C         Equal         0.00 (300 dpi)	Alignment	Line spacing Iype: Single
, Dar Trac seruh	C List	

• On the Font tab, change the Size to 9.

<u>N</u> ame:	Style:	Size:
Anal	Regular	9
Tr     Arial       Tr     Arial Black       Tr     Arial Narrow       Tr     Arial Rounded MT Bold       Tr     Arial Unicode MS       Tr     Arial Ariano	Regular Italic Bold Bold Italic	9 10 11 12 14 16 18
Underline:	0	

• Click **OK**. Your two zones should now look like below.

· Q1	න හ ග ග හ
Q2	A B C D E
• Q3	A 8 C 9 E
Q4	A B C D E
• Q5	A B C D E

Rather than repeating this for each of the 25 zones that make up the 125 Questions, extending it over 25 rows saves time and effort.

• On the Matrix tab, set the number of Choices to 25.

rizontal origin: 5	
rtical origin: 11	
Choices	Repeats
Count: 25 🕂	Count: 1
Spacing: 1	Spacing: 1
C Horizontal	Horizontal
Vertical	C Vertical
C Horizontal	Horizontal     C Vertical



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