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)	
Portrait (timing marks on right) 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 Cifset 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.

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Ca		
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	mensions	
	zes	
	bacing +	
Sp	ace evenly .	
	odify the spacing of the timing marks by right-clicking the timing marks and select Properties . In the een the timing marks as well as their size.	dialog box you ca
Timing n	-	
	r of timing marks:	
41	Units: (300 dpi)	
1 30		
	1.00 23.00 1.00 23.00	
	1.00 23.00 Mode	
	0.00 23.00 (* Edit	
8 60	100 23.00 C Select	
10 60	0.00 23.00 Set sizes	
11 15 12 en	0.00 23.00 - Set spacing	
Change the spa	cing to create one group of 10, five groups of 5, one of 4 and the last 2 together. Set the spacing ev	venly between the
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Student		
Matrix Zones for	r responses are define by a series of mouse clicks. You define start point (1), then spacing betweer	n choices (2) num
	acing and orientation between elements (4), and finally number of elements (5).	1 choices (2), hum
To set up a stud	lent numberof six digits:	
1. Click the 2. Select wh	Matrix Zone 🔢 button. The mouse pointer changes to a cross-hair.	dow).
2. Select wh	here to "click" to start the zone. You can see Row and Column in the Status Bar (bottom of the wind	dow).
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	Frame Plate Origin Format Font	
N Text 1 0 2 1 3 2 4 3	Standard choices Response shape: ✓ White filled NULL □ ○ □ ⊠	
5 4 6 5 7 6 8 7 9 8		
9 8 10 9 0	Text appears on: All repeats Offset 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	×
Choice text Matrix Frame Plate	e Origin Format Font
Horizontal origin: 40]
Vertical origin: 1	1
Choices	Repeats
Count: 10	Count: 6
Spacing: 1	Spacing: 1
C <u>H</u> orizontal	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 F	rame Plate Ori	gin Format Fo	ont
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 P Draw Border Comers St	late Origin Format Font
I Border I Dividing lines I 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.

Zone Object
Choice text Matrix Frame Plate Origin Format Font
Draw Border Corners Stripes and dividers
Auto offsets
Top (A): 100.00 (300 dpi) 🛨
Left (B): 25.00 (300 dpi) + B2 2
Bottom (C): 30.00 (300 dpi)
Right (D): 25.00 (300 dpi) _
Width:
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 None	Distance:
C Left	25.00 (300 dpi) 🕂
(Top	la de la companya de
C Right	Auto width
C Bottom	Width:
, Doctorin	
-	OK Cance

• 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 Commers Stripes and d Top-left (A) Top-right (B) Bottom-right (C) Bottom-right (C) Auto-size Roundness: 13.00 (300 dpi)	
	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><list-item><image/><image/><text><text><text><text><text></text></text></text></text></text></list-item></list-item></list-item></text>		Zone Object	
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There are a number of ways to copy a Matrix zone: Copy, Paste and change the values in the Matrix tab Copy, Paste, Drag and Resize Use Ctri+Drag to make the copy, then Resize Copy and use Paste At the make the copy, then Resize Make, then delete each new Test field until you have used all methods please. Copy and Paste and change the values in the Matrix tab: • Copy and Paste the Student zone. The zone is placed on top of the already existing zone. • Open the Properties of the zone and in the Matrix tab change the Horizontal origin to 34, and set Repeats, Count to 4. • Open the Properties of the zone and in the Matrix tab change the Horizontal origin to 34, and set Repeats, Count to 4. • Open the Properties of the zone is placed on top of the already existing zone. • Open the Properties of the zone and in the Matrix tab change the Horizontal origin to 34, and set Repeats, Count to 4. • Open the Properties of the zone and in the Matrix tab change the Horizontal origin to 34, and set Repeats, Count to 4. • Open the Properties of the zone and in the Matrix tab change the Horizontal origin to 34, and set Repeats, Count to 4. • Open the Properties of the zone and in the Matrix tab change the Horizontal origin to 34, and set Repeats, Count to 4. • Open the Properties of the zone and in the Matrix tab change the Horizontal origin to 34 and set Repeats is a set of the zone and in the Matrix tab change the tote and the difference of the zone and in the Matrix tab change the tote and the difference of the zone			
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Use Ctri+Drag to make the copy, then Resize Copy and use Paste At the two makes the copy, then Resize Make, then delete each new Test field until you have used all methods please. Copy and Paste and change the values in the Matrix tab: Copy and Paste and change the values in the Matrix tab change the Horizontal origin to 34, and set Repeats, Count to 4. The Object the Transmission of the International Internationa Internat			
<text><list-item></list-item></text>		Use Ctrl+Drag to make the copy, then Resize	
 • Copy and Paste the Student zone. The zone is placed on top of the already existing zone. • Copy and Paste the Student zone and in the Matrix tab change the Horizontal origin to 34, and set Repeats, Count to 4. • Conce text Matrix Frame Plate Origin Format Fort • Vertical origin: 34 • Pepeats • Count: • Pepeats • Count: • Pepeats • Perical • Vertical • Ve	Mak		
 Open the Properties of the zone and in the Matrix tab change the Horizontal origin to 34, and set Repeats, Count to 4. Tone Object Choice text Matrix Frame Plate Origin Format Fort Horizontal origin: 34 32 02 02 02 02 02 02 02 02 02 02 02 02 02			
Choice text Matrix Frame Plate Origin Format Font Horizontal origin: 34 + + Vertical origin: 1 + + Choices Repeats Count: 10 + Count: + + Spacing: 1 + + Vertical · Vertical · Vertic			
Count: 10 + Count: Spacing: 1 + Spacing: 1 + Vertical OK Cancel • Leave the other settings as is.		Choice text Matrix Frame Plate Origin Format Font Image: Construction of the state o	
Central OK Cancel Leave the other settings as is.		Choices Repeats 8 2 6 2 6 2 6 2 6 2 6 2 6 2 6 2 6 2 6 2 6 2 6 2 6 2 6 2 6 2 6 2 6 2 7 <	
Leave the other settings as is.		C Horizontal	
		OK Cancel	







hoice te	ext Matrix	Frame Plate Origin Format Fort
N -	Text	Standard choices
1 A 2 E	1	Response shape:
2 E 3 C 4 E 5 E		
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 🚊]
/ertical origin: 11]
Choices	Repeats
Count: 5 🕂	Count: 5
Spacing: 1	Spacing: 1
Horizontal	C Horizontal
C Vertical	Vertical
	1

• 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:
	25.00 (300 dpi) ÷
C Top C Right C Bottom	Auto width Width:
-	

• 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 (<u>A</u>)	
Top-right (B)	42-55
🔽 Bottom-right (C)	
▼ Bottom-left (D)	
Auto-size	
<u>B</u> oundness: 13.00 (300 dpi)	
Г	
	OK Cancel

Zone Object	X
Choice text Matrix Frame Plate Origin Format Font	1
Draw Border Comers Stripes and dividers	_
Orientation	
OK Can	cel

• Your zone should now look like below.

•	•	න ෂ හ හ ස
		A B C D E
•	•	A B C D E
		A B C D E
•	•	A 8 C 9 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 5×5 question zones on the form.

18.8

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•••	8 + + <b>299</b> 0000 8 + + + + 900000	* * * * * * * * = * * * * *	• • • • • • • • • • • • • • • • • • • •				
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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	
Definition Format Plate Position Font	
C Other	
OK Cancel	
On the Font tab set the Font size to 9. Click OK.	
Definition Format Plate Position Font	
Name: Style: Size:	
Arial Regular 9 Th Arial A Regular 9	
The Arial Black	
The Arial Narrow Bold Talic 12 E Bold Italic 14	
The Arial Unicode MS 16 The Batance 18	
Underline:	
Orientation: A 🔍 V 🔈	
Color: 0	
OK Cancel	
Q2 Q3 Q3	
·Q4 A B C D E	
Q5 A B C D E	
<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.	

	ber of timing			OK
41	-	Units:	300 dpi)	111 S-1285 //1
N	Space	Size	-	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		( Select
14	60.00	23.00		<b>C</b> 1 1
15	60.00	23.00		Set <u>s</u> izes
16	150.00	23.00		Set spacing.
17		22.00	*	aet 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	OK Canc



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>1</u> un 41	hber of timing	1	300 dpi)	ОК
N	 Space	Size	300 apij	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 Select
14	60.00	23.00		( Jelect
15	60.00	23.00		Cabalant
16	150.00	23.00		Set <u>s</u> izes
17	60.00	23.00		Set spacing.
10		22.00		or spacing.

Click OK.

.

• Q1	ය හ හ හ හ	
Q2		•
Q3		22
Q4	ABCDE	
Q5		<b>*</b> .
	888888	• 💻

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 B
5 (300 dpi) 1 (300 dpi)	a selected a a a a
Difference between selected objects Full OMR grid	
Half of OMR grid	
Nudge values	
Nudge values Horizontal: 450.00 (300 dpi) 📩	
and the second	Contraction and Contraction an
Horizontal: 450.00 (300 dpi)	

• 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 —	
	· · & B C D E
	A 8 C D E
Third click ——	· → A B C D E

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

10		83	88 CC 03 E
		¢	88 C 19 E
-11			88 C 12 E
		8	8 C D E
Ŧ	1		88 C D E

• Open the Properties of the Zone

• Set the Response shape to NULL, and type Q1-Q5 in the Choice text box.

Click OK.

	w zone is placed on top the other and has the same <b>Properties</b> as the previously created zone, so there are a few changes to make
•	Open <b>Properties</b> again. <b>Choice text</b> needs to move left, a negative <b>Horizontal offset</b> . Set to <b>-30.00</b> . Untick <b>White filled</b> .
	Zone Object
	Choice text   Matrix   Frame   Plate   Origin   Format   Fornt
	N     Text     Standard choices       1     Q1       2     Q2       Response shape:          White filled
	Text appears on: All repeats
	Q1
	<u>V</u> ertical: 0.00 (300 dpi)
	OK Cancel
	Leave Matrix tab as is.
	Zone Object Choice text   Matrix Frame   Plate   Origin   Format   Font   Draw   Border   Comers   Stripes and dividers
	Choice text   Matrix Frame   Plate   Origin   Format   Font   Draw   Border   Comers   Stripes and dividers     Border   Dividing lines   IIII   Stripes   IIII   Stripes   IIIII   OK   Cancel
	Choice text   Matrix Frame   Plate   Origin   Format   Font   Draw   Border   Comers   Stripes and dividers     Border   Dividing lines   1 1 1 1 2 2 2 2 2 2 1 2 1 2 1 2 2 2 2
•	Choice text   Matrix Frame   Plate   Origin   Format   Font
•	Choice test Matrix Frame Plate Origin Format Font Draw Border Corners Stripes and dividers Border Dividing lines Stripes OK Cancel Con the Plate tab, set the plate to Black.
•	Choice text Matrix Frame Plate Origin Format Fort Border Comers Stipes and dividers Border Dividing lines Stipes OK Cancel OK Cancel Concletext Matrix Frame Plate Origin Format Fort Choice text Matrix Frame Plate Origin Format Fort
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Tabs         G         Auto           C         Equal         0.00 (300 dpi)	Alignment Horizortal: At Ron Vertical:	- Line spaci Type: Exact:	ng Single	•
	Auto     Equal 0.00 (300 dpi)	3		

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

<u>N</u> ame:	Style:	<u>S</u> ize:
Anal	Regular	9
Tr     Arial       Tr     Arial Black       Tr     Arial Narrow       Tr     Arial Rounded MT Bold       Tr     Arial Unicode MS       Tr     Briano	Regular Italic Bold Bold Italic	9 10 11 12 14 16 18
Underline: 「 Orientation: 0 ÷ Color: ■■■■ ] 」	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 D E
Q4	ABCDE
• Q5	a BCDE

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.

Horizontal origin: 5	Plate   Origin   Format   Font	
Vertical origin: 11	·	
Choices	Repeats	
Count: 25	Count: 1	
Spacing: 1	Spacing: 1	
C Horizontal	Horizontal	
Vertical	C Vertical	
-	OK Cancel	



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