



OMR Zones

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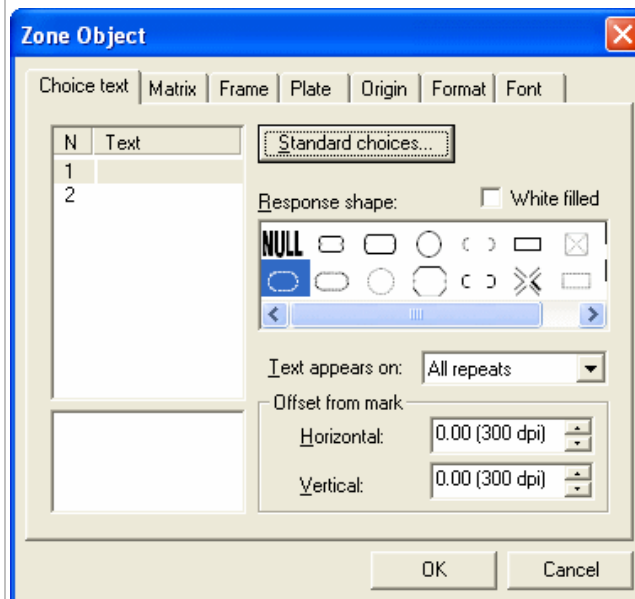
Assigning text to choices



When designing OMR forms, it's good practice to place text next to each choice so the person filling out the form knows which choice to mark, and FoD-OMR provides many options for automatically applying text to choices.

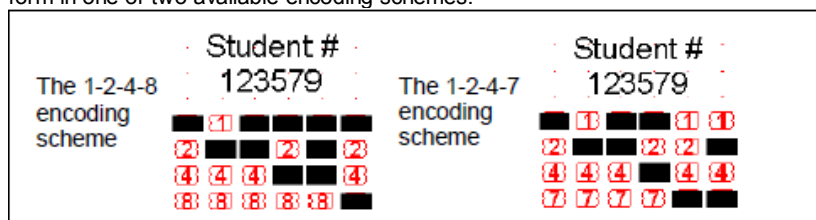
To set up text for choices:

- Select the zone, then click the right mouse button and select Properties from the shortcut menu. Alternatively, with the zone selected, press CTRL+E or click the Properties tool button.



You can select from the following range of standard text by clicking the **Standard choices** button:

- **Letters** (upper and lower case) for each choice, starting with 'A' or 'a'.
- **Numbers** for each choice in ascending order, starting with '0' or '1'.
- **Months** for labelling each choice with the 3-letter month ('Jan', 'Feb', etc.).
- **Coded Decimal** for expressing numbers. Typically, these are serial numbers encoded on the form in one of two available encoding schemes.



- **Binary** for true binary numbers.
- **Choices** for using one of several Yes-or-No, True-or-False labelling styles.
- **Spanish** giving a list of the above choices for **Letters** and **Months**.

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Positioning text and response shapes

Different response shapes are available. If the response position appears on a background other than white, such as a rectangle filled with solid color, or frame stripes, click **White filled** to clearly mark the response position.

1	A	B	C	D	E
2	A	B	C	D	E
3	A	B	C	D	E
4	A	B	C	D	E

White Filled

1	A	B	C	D	E
2	A	B	C	D	E
3	A	B	C	D	E
4	A	B	C	D	E

You can position text on the first, last or all elements by selecting from the **Text appears on** list as well as offsetting the text from the center of the response using **Offset from mark**. Negative values are offset left and top respectively.

The matrix zones below have labels on the first element, with the horizontal and vertical positions shifted (a negative adjustment) so the labels appear outside the choice positions.

		Jan	Feb	Mar	Apr	May	Jun
A	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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