Remark® Office OMR – Quick Start for Surveys

Welcome to the Remark Office OMR software! This quick start guide provides an overview of the process when working with survey style forms and survey analysis in the software.

Here are the basic steps for processing a survey style form in Remark Office OMR and getting results:

1. **Create a form.**
   You can create your own forms in Word® or anywhere you are comfortable. Be sure to follow our form design guidelines when creating your forms and utilize our free form review service to check them over before using them. There are also sample forms on our website: www.gravic.com/remark if you need some help getting started.

2. **Create a template for your form in the Remark Office OMR Template Editor.**
   You can access the Template Editor from the Remark Office OMR Data Center or by clicking Start|Programs|Remark Office OMR 2014|Remark Office OMR Template Editor. Creating a template tells the software where to look for data on your form and what to output as data. You only have to create the template one time per form. You can set up processing and analysis parameters, such as which questions identify respondents, how to handle multiple responses and add question text so that your reports are more meaningful. Remember to use the same quality form as you will be distributing to respondents when you set up your template (e.g., if you photocopy forms, use a blank photocopy for the template).

   Don't forget to test your template before administering the form to make sure it works well (print a few out and fill them out like your respondents will and then scan them in).

3. **Administer the survey.**
   Have your respondents fill out the survey.

4. **Scan your filled in forms.**
   You can either scan forms to an image file (this is common if you use a muti-function printer) or scan them directly into Remark Office OMR with a TWAIN scanner. If you are scanning outside of Remark Office OMR, we strongly recommend you use the TIFF format for your images. When you are ready to process the forms, click the Read link from the task pane and choose to read from a scanner or import your images. Follow the steps in the Read window to complete the process.
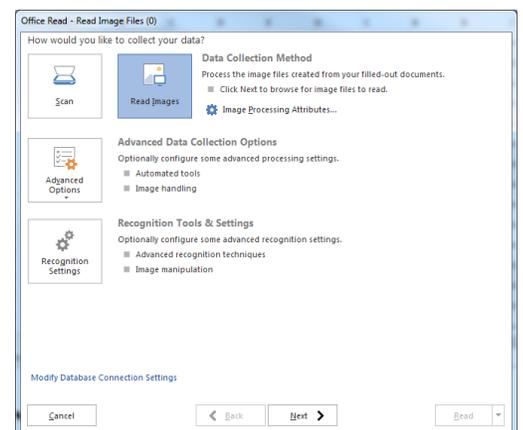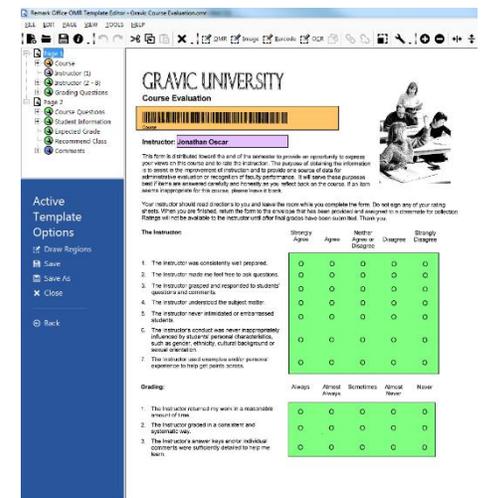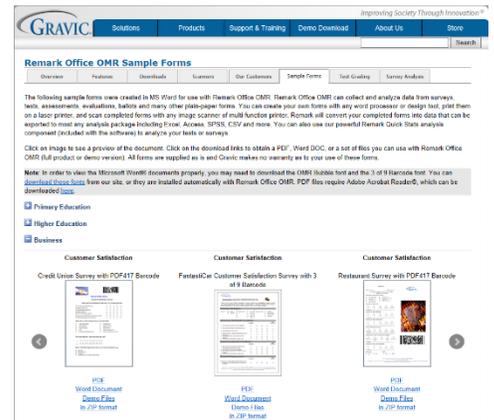
5. **Review the results.**
   If there are any problem areas, such as blank responses or multiple responses, they are flagged in the data. Run Review Exceptions from the task pane to clean them up.

6. **Analyze your data.**
   The quickest way to run reports on your data is to click the Quick Survey button on the toolbar, which opens Remark Quick Stats and several reports. If you want to dive deeper into your analysis, click the Advanced Survey option, where you can change properties of individual questions and create groups of questions to analyze together.

7. **Export data and results.**
   If you want to get the data or reports out of Remark Office OMR, click the File|Save options. For data, there are several formats included in the list, including CSV, which is the most commonly accepted format in other programs. For tabulated results, you can choose to export full reports to PDF or Excel, or you can export the data and statistics (with or without the actual data) to various formats including CSV and Excel.
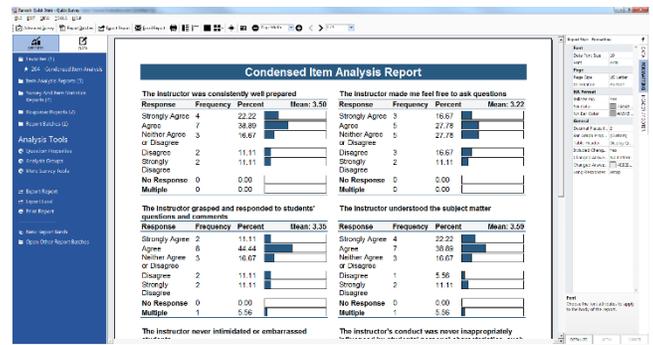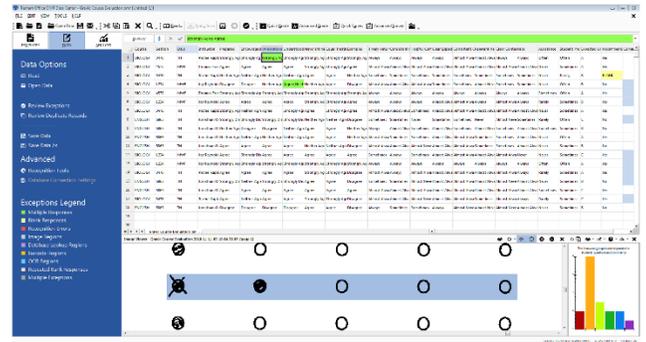
More Resources

This quick start is meant to help you understand the steps to take when using Remark Office OMR for survey processing. For more detailed information about the software, please use the following resources:

- **Tutorials:** Start|Programs|Remark Office OMR 2014|Documentation|Tutorials or from within Remark Office OMR, click Help|Tutorials.
- **User's Guides:** Start|Programs|Remark Office OMR 2014|Documentation or from within Remark Office OMR, click Help|Documentation.
- **Help File:** Within Remark Office OMR, press F1 on your keyboard or click Help|Contents.
- **Training Videos:** http://www.gravic.com/remark/support/training/selfhelp/
- **Knowledgebase and FAQs:** http://www.gravic.com/remark/kb/