

# OMR Bubble Fonts Document v.1

For a number of years Gravic, Inc. has offered its users a free OMR Bubble font which contains encircled characters including the numbers 0 – 9, and capital letters A – Z. Over time, we have received numerous requests for bubbles containing additional characters. We now have three modified versions of the OMR Bubble font to offer our customers in addition to the original.

Each of the three variations has some specific new characters and contains some existing or overlapping characters. These bubble fonts were designed by a Remark Office OMR® user who wanted to allow other software users to benefit from his efforts.

They are:

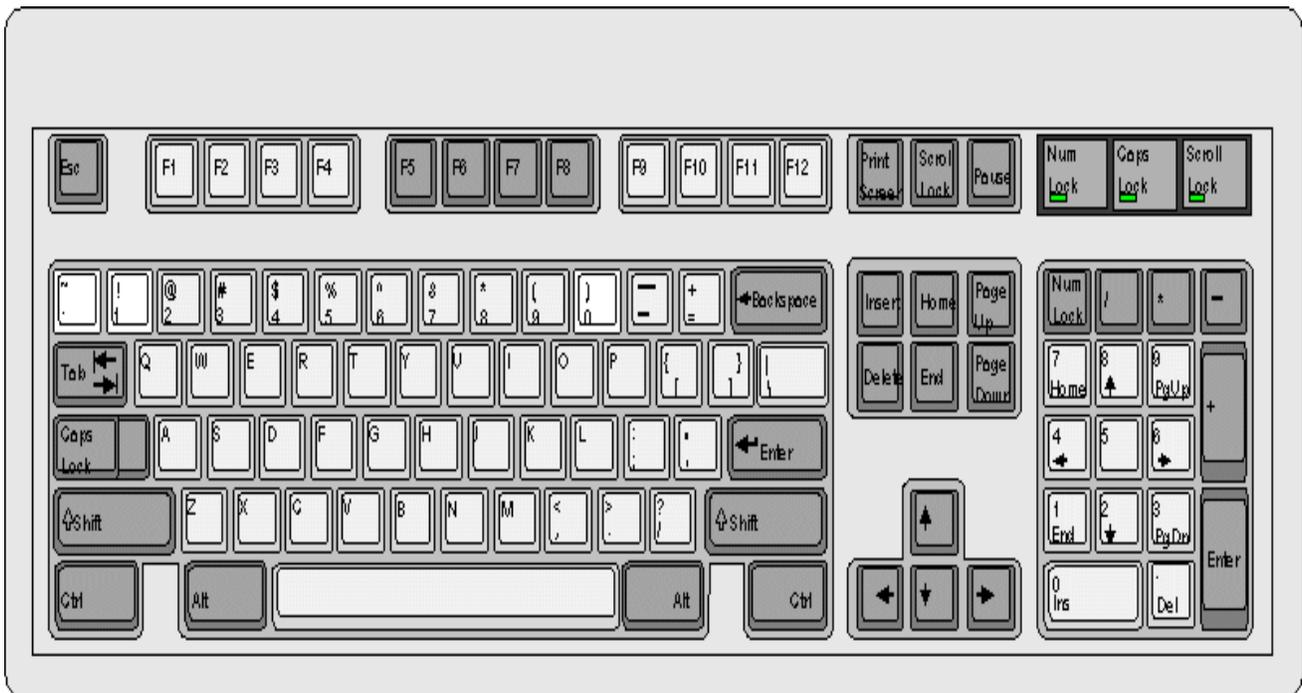
OMR BUBBLES – Features OMR Bubble font and adds the characters for numbers 10 - 19

OMR BUBBLES LC – Features the lower case alphabet characters and the numbers 10 - 19

OMR BUBBLES LC EXTENDED – Features the upper case alphabet characters and adds the numbers 0-29, 30, 40, and some specially accented lower case alphabet characters.

We have tested these three fonts and have found them to work well with Remark Office OMR 6. We recommend that you also test these fonts before printing and distributing large groups of forms. Test by printing a few forms, making a form template, and then processing the form to be certain that no unfilled bubbles read *as if they had been filled*.

**Note:** Each of these new fonts must be installed using the ‘windows font directory’. When reading the description of the keyboarding needed to produce the desired characters, please refer to the U.S. standard keyboard pictured directly below.



\*(Figure above is a U.S. standard keyboard)

- **Row 1** starts with the ( ` ) character, and the ( ~ ) character and ends with the plus (+) and equals to (=) symbols.
- **Row 2** starts with **Q** and ends with a line (|) and a front slash (/).
- **Row 3** starts with **A** and ends with an apostrophe (') and double quotations (").
- **Row 4** starts with **Z** and ends with a back slash (/) and a question mark (?).

## A.) OMR BUBBLES

**Description:** OMR BUBBLES is the first variation of the classic OMR font. The font is specifically used for **capital letters** and using the **numbers 0-19**. (See Reference Part A below)

- 1.) For numeric bubbles:
  - a.) To access double digit bubbles 10 to 19, hold down shift key, then press the desired numeric characters 0-9. When the numbers 0-9 are shifted, 10 is added to the number value, therefore a shift with 0 will give you 10; shift with 1 will give you 11, this continues through the digit 9 which produces a 19.
  - b.) If the shift key is not used, the normal single digit bubbles 0-9 are produced.
- 2.) To access rest of character bubbles:
  - a.) The regular keys for QWERTYUIOP{ }| all produce these exact characters in bubbles when the shift key is used, except for the last three characters; these become [, ], \. When not shifted, the last three characters will produce {, }, |.
  - b.) The regular keys for the characters ASDFGHJKL:" and the next row ZXCVBNM<>? are produced whether or not the shift key is used.
  - c.) To produce a filled bubble ●, hold down the shift key, and then press the key (~) right before the number one on the U.S. standard keyboard.
  - d.) To produce an unfilled bubble ○, press the (~) key right before the number one on the U.S. standard keyboard without holding shift down.

### Reference Part A:

#### Row 1:

● 11 12 13 14 15 16 17 18 19 10 \_ + (with shift)  
○ 1 2 3 4 5 6 7 8 9 0 - = (without shift)

#### Row 2:

Q W E R T Y U I O P [ ] \ (with shift)  
Q W E R T Y U I O P { } | (without shift)

#### Row 3:

A S D F G H J K L : " (with shift)  
A S D F G H J K L ; ' (without shift)

#### Row 4:

Z X C V B N M < > ? (with shift)  
Z X C V B N M , . / (without shift)

## **B.) OMR BUBBLES LC**

**Description:** OMR Bubbles LC is another version of the classic OMR font that is specifically used for ***lower case letters*** and the ***numbers 0-19***. (See Reference Part B below)

- 1.) For numeric bubbles (This is the same as for the OMR Bubbles font in part A:)
  - a.) To access double digit bubbles 10 to 19, hold down shift key, then press the desired numeric characters 0-9. When the numbers 0-9 are shifted, 10 is added to the number value, therefore a shift with 0 will give you 10; shift with 1 will give you 11, this continues through the digit 9 which produces a 19.
  - b.) If the shift key is not used, the normal single digit bubbles 0-9 are produced.
- 2.) To access rest of the character bubbles:
  - a.) When normal unshifted keystrokes are used for the characters, QWERTYUIOP{ } the font will produce lower case characters encircled in bubbles. If the shift key is used, the encircled characters become capitalized.
  - b.) When normal unshifted keystrokes are used for the characters, ASDFGHJKL:”, the font will produce lower case characters encircled in bubbles. If the shift key is used, the encircled characters become capitalized.
  - c.) When normal unshifted keystrokes are used for the characters, ZXCVBNM< >?, the font will produce lower case characters encircled in bubbles. If the shift key is used, the encircled characters become capitalized.

### **Reference Part B:**

#### **Row 1:**

● 11 12 13 14 15 16 17 18 19 10 \_ + (with shift)  
○ 1 2 3 4 5 6 7 8 9 0 - = (without shift)

#### **Row 2:**

Q W E R T Y U I O P { } (with shift)  
q w e r t y u i o p [ ] (without shift)

#### **Row 3:**

A S D F G H J K L : " (with shift)  
a s d f g h j k l ; ' (without shift)

#### **Row 4:**

Z X C V B N M < > ? (with shift)  
z x c v b n m , . / (without shift)

## C.) OMR BUBBLES LC EXTENDED

**Description:** OMR Bubbles LC Extended is used specifically for *the numbers 0-29, 30, 40, and other special characters*. (See Reference Part C below)

- 1.) For numeric bubbles
  - a.) To access double digit bubbles 10 to 19, hold down shift key, then press the desired numeric character 0-9. When the numbers 0-9 are shifted, 10 is added to the number value, therefore a shift with 0 will give you 10; shift with 1 will give you 11, etc.
  - b.) If the shift key is not used, the normal single digit bubbles 0-9 are produced.
  - c.) To produce the double digit encircled numbers 20 – 29, hold down shift and press the characters QWERTYUIOP to get double digit numbers (in order) from 20 – 29.
  - d.) Pressing the letter Q without holding down shift gives you 30.
  - e.) Pressing the letter A without holding down shift gives you 40.
- 2.) To access the rest of characters:
  - a.) Do not hold down shift, then press WERTYUIOP[ ]; these will yield special characters. (To view special characters, see reference part 'C' below, second row, line 2.)
  - b.) When holding down shift and pressing any of, ZXCVBNM<>?, the encircled character for this letter or punctuation will appear.
  - c.) If the shift key is not used with the keys for ASDFGHJKL; and the keys for ZXCVBNM<>?, these keys produce a selection of special characters (see chart below, Row 3 line 2 and Row 4 line 2). The one exception is the key for Z; whether the shift key is used or not, Z will only produce a Z in the bubble.

### Reference Part C:

#### Row 1:

● 11 12 13 14 15 16 17 18 19 10 \_ + (with shift)  
○ 1 2 3 4 5 6 7 8 9 0 - = (without shift)

#### Row 2:

20 21 22 23 24 25 26 27 28 29 { } (with shift)  
30 w ē r t y ū ī ō ö [ ] (without shift)

#### Row 3:

A S D F G H J K L : ’ (with shift)  
40 s d ě g h ĭ k l ; ’ (without shift)

#### Row 4:

Z X C V B N M < > ? (With shift)  
Z x c ů ä n m , . / (without shift)

Note: The samples in this document are for illustration only. When using the OMR Bubble fonts, please follow Gravic's form design guidelines ([www.gravic.com/remark/officeomr/design.html](http://www.gravic.com/remark/officeomr/design.html)).