



# Whitepaper

For Windows®

## The world's most popular data collection software!

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Try it out!  
Free Trial Version  
[RemarkSoftware.com](http://RemarkSoftware.com)

## Remark Office OMR Overview

Since 1991, the Remark Team at Gravic, Inc. has been dedicated to the continuous development and enhancement of our acclaimed Remark Office OMR software. Our award-winning technology has been trusted by over 100,000 customers, including leading universities, schools, businesses, government agencies, and other institutions across more than 130 countries. Remark Office OMR is the world's most popular software for collecting data from OMR forms, successfully processing billions of forms globally.

What is OMR? Optical Mark Recognition (OMR) is a technology used to read data from "fill-in-the-bubble" forms, such as educational tests, surveys, assessments, evaluations, ballots, and other types of forms. Traditionally, OMR forms required special scanners and forms filled with a number two pencil. The Remark Team revolutionized OMR scanning by bringing this technology to the desktop. Over the years, we have continuously refined our software based on customer feedback, adding features like barcode recognition, image clipping, speech recognition for transcribing handwritten responses, and the ability to recognize machine-printed text (OCR) and hand-printed text (ICR). Remark Office OMR maintains ease of use for common applications while offering powerful features for more complex needs. With our latest release, the Remark AI Assistant helps you get up and running quickly. Remark Office OMR seamlessly integrates into your office environment, working with the latest Windows operating systems, common scanners and printers, and can export data to any spreadsheet, database, or analysis tool.

## Remark Office OMR Forms

With Remark Office OMR, you have the freedom to create and print your own forms. There's no need to purchase forms from us, and we won't dictate how your forms should look or what they must include. They are entirely your forms!

However, it's important to design your forms to be as scannable as possible. The key to achieving great success with our software lies in creating well-designed, scannable forms. We provide basic form design guidelines that, if followed, will ensure optimal recognition results. These guidelines are flexible, allowing you to personalize your forms according to your imagination and creativity. You can even include anchor marks to help achieve optimal recognition results.

Remark Office OMR is a "trainable" software package, meaning you don't need to adhere to a specific form design. Instead, you teach the software what your form looks like, and it will read those forms accordingly. You can create forms using any word processor, form design software, or art program, including Microsoft Word, Microsoft Excel, Google Docs, Adobe InDesign, and many more. Since the design of your forms is crucial to achieving success with our software, the Remark Team offers free form reviews for all registered users, providing feedback to ensure optimal results.

# Collect and Analyze Data from Plain-Paper Forms

Remark Office OMR is perfect for a wide range of applications, such as compiling survey results, summarizing personnel evaluations, processing behavioral-based observations, reading safety checklists, grading tests, and tabulating ballots. You can find sample application forms on our website.

The following are a few representative forms that were created in Microsoft Word.

**Test Answer Sheet**

Student: *David Smith*

Teacher: *Mr. Anderson*

**Remark County School District**

Please follow directions in exam booklet.  
Fill in circles completely with pen or pencil.  
To make changes, erase markings completely.

1	(A)	(B)	(C)	(D)	26	(A)	(B)	(C)	(D)
2	(A)	(B)	(C)	(D)	27	(A)	(B)	(C)	(D)
3	(A)	(B)	(C)	(D)	28	(A)	(B)	(C)	(D)
4	(A)	(B)	(C)	(D)	29	(A)	(B)	(C)	(D)
5	(A)	(B)	(C)	(D)	30	(A)	(B)	(C)	(D)
6	(A)	(B)	(C)	(D)	31	(A)	(B)	(C)	(D)
7	(A)	(B)	(C)	(D)	32	(A)	(B)	(C)	(D)
8	(A)	(B)	(C)	(D)	33	(A)	(B)	(C)	(D)
9	(A)	(B)	(C)	(D)	34	(A)	(B)	(C)	(D)
10	(A)	(B)	(C)	(D)	35	(A)	(B)	(C)	(D)
11	(A)	(B)	(C)	(D)	36	(A)	(B)	(C)	(D)
12	(A)	(B)	(C)	(D)	37	(A)	(B)	(C)	(D)
13	(A)	(B)	(C)	(D)	38	(A)	(B)	(C)	(D)
14	(A)	(B)	(C)	(D)	39	(A)	(B)	(C)	(D)
15	(A)	(B)	(C)	(D)	40	(A)	(B)	(C)	(D)
16	(A)	(B)	(C)	(D)	41	(A)	(B)	(C)	(D)
17	(A)	(B)	(C)	(D)	42	(A)	(B)	(C)	(D)
18	(A)	(B)	(C)	(D)	43	(A)	(B)	(C)	(D)
19	(A)	(B)	(C)	(D)	44	(A)	(B)	(C)	(D)
20	(A)	(B)	(C)	(D)	45	(A)	(B)	(C)	(D)
21	(A)	(B)	(C)	(D)	46	(A)	(B)	(C)	(D)
22	(A)	(B)	(C)	(D)	47	(A)	(B)	(C)	(D)
23	(A)	(B)	(C)	(D)	48	(A)	(B)	(C)	(D)
24	(A)	(B)	(C)	(D)	49	(A)	(B)	(C)	(D)
25	(A)	(B)	(C)	(D)	50	(A)	(B)	(C)	(D)

**Bonus** (A) (B) (C) (D)

**Circle Use Only**  
(A) (B) (C) (D) (E) (F) (G) (H) (I) (J) (K) (L) (M) (N) (O) (P) (Q) (R) (S) (T) (U) (V) (W) (X) (Y) (Z)

**Patient Survey**  
Mid County General Hospital

Please evaluate the following aspects of your recent stay in our facility.  
(1) The importance of each aspect to your comfort  
(2) The quality of each aspect.

	Importance				Quality			
	Low	Medium	High	Fair	Poor	Good	Excellent	
<b>Admissions</b>								
1) Speed of admissions process								
2) Courtesy of admissions personnel								
<b>Your Room</b>								
3) Cleanliness								
4) Temperature								
5) Noise level in and around room								
6) How well things worked								
<b>Food and Meals</b>								
7) Quality of the food								
8) Menu choices and availability								
9) Dietician services								
<b>Your Physician</b>								
10) Amount of time your physician spent with you								
11) Physician's concern for your concerns								
12) How informative was physician								
<b>Discharge</b>								
13) Advice you were given								
14) Courtesy and assistance received								
15) Explanation of your readiness to go home								
<b>Final Ratings</b>								
16) Overall cheerfulness of hospital								
17) Staff competence								
18) Other								

Age: \_\_\_\_\_ Sex: \_\_\_\_\_ City: \_\_\_\_\_

**Tourist Bureau Questionnaire**

We thank you for visiting Astoria, Oregon. Please fill out this short survey so that we can see how we are doing.

Name of Visitor(s): \_\_\_\_\_ Date of Visit: \_\_\_\_/\_\_\_\_/\_\_\_\_

**1. What was the main purpose of your trip?**

☐ Business ☐ Tourism ☐ Family ☐ Other

**2. How many nights did you stay with us?**

☐ 1 night ☐ 2 nights ☐ 3 nights ☐ 4 nights ☐ 5 nights ☐ 6 nights ☐ 7 nights ☐ 8 nights ☐ 9 nights ☐ 10 nights ☐ 11 nights ☐ 12 nights ☐ 13 nights ☐ 14 nights ☐ 15 nights ☐ 16 nights ☐ 17 nights ☐ 18 nights ☐ 19 nights ☐ 20 nights ☐ 21 nights ☐ 22 nights ☐ 23 nights ☐ 24 nights ☐ 25 nights ☐ 26 nights ☐ 27 nights ☐ 28 nights ☐ 29 nights ☐ 30 nights ☐ 31 nights ☐ 32 nights ☐ 33 nights ☐ 34 nights ☐ 35 nights ☐ 36 nights ☐ 37 nights ☐ 38 nights ☐ 39 nights ☐ 40 nights ☐ 41 nights ☐ 42 nights ☐ 43 nights ☐ 44 nights ☐ 45 nights ☐ 46 nights ☐ 47 nights ☐ 48 nights ☐ 49 nights ☐ 50 nights ☐ 51 nights ☐ 52 nights ☐ 53 nights ☐ 54 nights ☐ 55 nights ☐ 56 nights ☐ 57 nights ☐ 58 nights ☐ 59 nights ☐ 60 nights ☐ 61 nights ☐ 62 nights ☐ 63 nights ☐ 64 nights ☐ 65 nights ☐ 66 nights ☐ 67 nights ☐ 68 nights ☐ 69 nights ☐ 70 nights ☐ 71 nights ☐ 72 nights ☐ 73 nights ☐ 74 nights ☐ 75 nights ☐ 76 nights ☐ 77 nights ☐ 78 nights ☐ 79 nights ☐ 80 nights ☐ 81 nights ☐ 82 nights ☐ 83 nights ☐ 84 nights ☐ 85 nights ☐ 86 nights ☐ 87 nights ☐ 88 nights ☐ 89 nights ☐ 90 nights ☐ 91 nights ☐ 92 nights ☐ 93 nights ☐ 94 nights ☐ 95 nights ☐ 96 nights ☐ 97 nights ☐ 98 nights ☐ 99 nights ☐ 100 nights ☐ 101 nights ☐ 102 nights ☐ 103 nights ☐ 104 nights ☐ 105 nights ☐ 106 nights ☐ 107 nights ☐ 108 nights ☐ 109 nights ☐ 110 nights ☐ 111 nights ☐ 112 nights ☐ 113 nights ☐ 114 nights ☐ 115 nights ☐ 116 nights ☐ 117 nights ☐ 118 nights ☐ 119 nights ☐ 120 nights ☐ 121 nights ☐ 122 nights ☐ 123 nights ☐ 124 nights ☐ 125 nights ☐ 126 nights ☐ 127 nights ☐ 128 nights ☐ 129 nights ☐ 130 nights ☐ 131 nights ☐ 132 nights ☐ 133 nights ☐ 134 nights ☐ 135 nights ☐ 136 nights ☐ 137 nights ☐ 138 nights ☐ 139 nights ☐ 140 nights ☐ 141 nights ☐ 142 nights ☐ 143 nights ☐ 144 nights ☐ 145 nights ☐ 146 nights ☐ 147 nights ☐ 148 nights ☐ 149 nights ☐ 150 nights ☐ 151 nights ☐ 152 nights ☐ 153 nights ☐ 154 nights ☐ 155 nights ☐ 156 nights ☐ 157 nights ☐ 158 nights ☐ 159 nights ☐ 160 nights ☐ 161 nights ☐ 162 nights ☐ 163 nights ☐ 164 nights ☐ 165 nights ☐ 166 nights ☐ 167 nights ☐ 168 nights ☐ 169 nights ☐ 170 nights ☐ 171 nights ☐ 172 nights ☐ 173 nights ☐ 174 nights ☐ 175 nights ☐ 176 nights ☐ 177 nights ☐ 178 nights ☐ 179 nights ☐ 180 nights ☐ 181 nights ☐ 182 nights ☐ 183 nights ☐ 184 nights ☐ 185 nights ☐ 186 nights ☐ 187 nights ☐ 188 nights ☐ 189 nights ☐ 190 nights ☐ 191 nights ☐ 192 nights ☐ 193 nights ☐ 194 nights ☐ 195 nights ☐ 196 nights ☐ 197 nights ☐ 198 nights ☐ 199 nights ☐ 200 nights ☐ 201 nights ☐ 202 nights ☐ 203 nights ☐ 204 nights ☐ 205 nights ☐ 206 nights ☐ 207 nights ☐ 208 nights ☐ 209 nights ☐ 210 nights ☐ 211 nights ☐ 212 nights ☐ 213 nights ☐ 214 nights ☐ 215 nights ☐ 216 nights ☐ 217 nights ☐ 218 nights ☐ 219 nights ☐ 220 nights ☐ 221 nights ☐ 222 nights ☐ 223 nights ☐ 224 nights ☐ 225 nights ☐ 226 nights ☐ 227 nights ☐ 228 nights ☐ 229 nights ☐ 230 nights ☐ 231 nights ☐ 232 nights ☐ 233 nights ☐ 234 nights ☐ 235 nights ☐ 236 nights ☐ 237 nights ☐ 238 nights ☐ 239 nights ☐ 240 nights ☐ 241 nights ☐ 242 nights ☐ 243 nights ☐ 244 nights ☐ 245 nights ☐ 246 nights ☐ 247 nights ☐ 248 nights ☐ 249 nights ☐ 250 nights ☐ 251 nights ☐ 252 nights ☐ 253 nights ☐ 254 nights ☐ 255 nights ☐ 256 nights ☐ 257 nights ☐ 258 nights ☐ 259 nights ☐ 260 nights ☐ 261 nights ☐ 262 nights ☐ 263 nights ☐ 264 nights ☐ 265 nights ☐ 266 nights ☐ 267 nights ☐ 268 nights ☐ 269 nights ☐ 270 nights ☐ 271 nights ☐ 272 nights ☐ 273 nights ☐ 274 nights ☐ 275 nights ☐ 276 nights ☐ 277 nights ☐ 278 nights ☐ 279 nights ☐ 280 nights ☐ 281 nights ☐ 282 nights ☐ 283 nights ☐ 284 nights ☐ 285 nights ☐ 286 nights ☐ 287 nights ☐ 288 nights ☐ 289 nights ☐ 290 nights ☐ 291 nights ☐ 292 nights ☐ 293 nights ☐ 294 nights ☐ 295 nights ☐ 296 nights ☐ 297 nights ☐ 298 nights ☐ 299 nights ☐ 300 nights ☐ 301 nights ☐ 302 nights ☐ 303 nights ☐ 304 nights ☐ 305 nights ☐ 306 nights ☐ 307 nights ☐ 308 nights ☐ 309 nights ☐ 310 nights ☐ 311 nights ☐ 312 nights ☐ 313 nights ☐ 314 nights ☐ 315 nights ☐ 316 nights ☐ 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548 nights ☐ 549 nights ☐ 550 nights ☐ 551 nights ☐ 552 nights ☐ 553 nights ☐ 554 nights ☐ 555 nights ☐ 556 nights ☐ 557 nights ☐ 558 nights ☐ 559 nights ☐ 560 nights ☐ 561 nights ☐ 562 nights ☐ 563 nights ☐ 564 nights ☐ 565 nights ☐ 566 nights ☐ 567 nights ☐ 568 nights ☐ 569 nights ☐ 570 nights ☐ 571 nights ☐ 572 nights ☐ 573 nights ☐ 574 nights ☐ 575 nights ☐ 576 nights ☐ 577 nights ☐ 578 nights ☐ 579 nights ☐ 580 nights ☐ 581 nights ☐ 582 nights ☐ 583 nights ☐ 584 nights ☐ 585 nights ☐ 586 nights ☐ 587 nights ☐ 588 nights ☐ 589 nights ☐ 590 nights ☐ 591 nights ☐ 592 nights ☐ 593 nights ☐ 594 nights ☐ 595 nights ☐ 596 nights ☐ 597 nights ☐ 598 nights ☐ 599 nights ☐ 600 nights ☐ 601 nights ☐ 602 nights ☐ 603 nights ☐ 604 nights ☐ 605 nights ☐ 606 nights ☐ 607 nights ☐ 608 nights ☐ 609 nights ☐ 610 nights ☐ 611 nights ☐ 612 nights ☐ 613 nights ☐ 614 nights ☐ 615 nights ☐ 616 nights ☐ 617 nights ☐ 618 nights ☐ 619 nights ☐ 620 nights ☐ 621 nights ☐ 622 nights ☐ 623 nights ☐ 624 nights ☐ 625 nights ☐ 626 nights ☐ 627 nights ☐ 628 nights ☐ 629 nights ☐ 630 nights ☐ 631 nights ☐ 632 nights ☐ 633 nights ☐ 634 nights ☐ 635 nights ☐ 636 nights ☐ 637 nights ☐ 638 nights ☐ 639 nights ☐ 640 nights ☐ 641 nights ☐ 642 nights ☐ 643 nights ☐ 644 nights ☐ 645 nights ☐ 646 nights ☐ 647 nights ☐ 648 nights ☐ 649 nights ☐ 650 nights ☐ 651 nights ☐ 652 nights ☐ 653 nights ☐ 654 nights ☐ 655 nights ☐ 656 nights ☐ 657 nights ☐ 658 nights ☐ 659 nights ☐ 660 nights ☐ 661 nights ☐ 662 nights ☐ 663 nights ☐ 664 nights ☐ 665 nights ☐ 666 nights ☐ 667 nights ☐ 668 nights ☐ 669 nights ☐ 670 nights ☐ 671 nights ☐ 672 nights ☐ 673 nights ☐ 674 nights ☐ 675 nights ☐ 676 nights ☐ 677 nights ☐ 678 nights ☐ 679 nights ☐ 680 nights ☐ 681 nights ☐ 682 nights ☐ 683 nights ☐ 684 nights ☐ 685 nights ☐ 686 nights ☐ 687 nights ☐ 688 nights ☐ 689 nights ☐ 690 nights ☐ 691 nights ☐ 692 nights ☐ 693 nights ☐ 694 nights ☐ 695 nights ☐ 696 nights ☐ 697 nights ☐ 698 nights ☐ 699 nights ☐ 700 nights ☐ 701 nights ☐ 702 nights ☐ 703 nights ☐ 704 nights ☐ 705 nights ☐ 706 nights ☐ 707 nights ☐ 708 nights ☐ 709 nights ☐ 710 nights ☐ 711 nights ☐ 712 nights ☐ 713 nights ☐ 714 nights ☐ 715 nights ☐ 716 nights ☐ 717 nights ☐ 718 nights ☐ 719 nights ☐ 720 nights ☐ 721 nights ☐ 722 nights ☐ 723 nights ☐ 724 nights ☐ 725 nights ☐ 726 nights ☐ 727 nights ☐ 728 nights ☐ 729 nights ☐ 730 nights ☐ 731 nights ☐ 732 nights ☐ 733 nights ☐ 734 nights ☐ 735 nights ☐ 736 nights ☐ 737 nights ☐ 738 nights ☐ 739 nights ☐ 740 nights ☐ 741 nights ☐ 742 nights ☐ 743 nights ☐ 744 nights ☐ 745 nights ☐ 746 nights ☐ 747 nights ☐ 748 nights ☐ 749 nights ☐ 750 nights ☐ 751 nights ☐ 752 nights ☐ 753 nights ☐ 754 nights ☐ 755 nights ☐ 756 nights ☐ 757 nights ☐ 758 nights ☐ 759 nights ☐ 760 nights ☐ 761 nights ☐ 762 nights ☐ 763 nights ☐ 764 nights ☐ 765 nights ☐ 766 nights ☐ 767 nights ☐ 768 nights ☐ 769 nights ☐ 770 nights ☐ 771 nights ☐ 772 nights ☐ 773 nights ☐ 774 nights ☐ 775 nights ☐ 776 nights ☐ 777 nights ☐ 778 nights ☐ 779 nights ☐ 780 nights ☐ 781 nights ☐ 782 nights ☐ 783 nights ☐ 784 nights ☐ 785 nights ☐ 786 nights ☐ 787 nights ☐ 788 nights ☐ 789 nights ☐ 790 nights ☐ 791 nights ☐ 792 nights ☐ 793 nights ☐ 794 nights ☐ 795 nights ☐ 796 nights ☐ 797 nights

# Collect and Analyze Data from Plain-Paper Forms

## Using Remark Office OMR

There are three basic parts of the Remark Office OMR software. The Data Center is where you scan forms and convert the images to data. Before you can scan forms, you use the Template Editor to “teach” Remark about your form. Finally Remark Quick Stats is where you can analyze your data with a variety of reports.

### The Template Editor

The template instructs the software about where the data areas are located on the form and how to read and interpret them. To create a template, scan or open an image file of an unfilled copy of your form in the Remark Office OMR Template Editor. The form's image will appear on the screen. Using your mouse, highlight the areas you want to process (e.g., groups of questions), and then provide basic information about your form in the Region Definition window. Regions can be OMR (marks), OCR (machine-printed text), barcode, image regions, or ICR (handwritten text) for processing through your linked Microsoft Computer Vision account (obtained separately).

Forms can include any number of regions and can be up to ninety-nine pages long. Beyond the various recognition technologies we support, forms can be configured with advanced functionalities such as database lookup and validation, adding data from external sources, setting up advanced “skip-patterns” to ignore certain questions based on previous answers, and data transformation to format data according to specific patterns, like dates or specific numbers such as a student ID number.

### Remark Office OMR's Template Editor

The screenshot displays the Remark Office OMR Template Editor interface. On the left, a sidebar shows a tree view of the form's structure: Station, Minutes, Severity, Experience, Satisfaction, and Comments. Below this, a list of 'Active Template Options' includes Draw Regions, Save, Save As, Close, and Back. The main area shows a preview of a 'CARDIAC CUSTOMER SATISFACTION SURVEY' form. The form contains several sections with multiple-choice questions and rating scales. Annotations with arrows point to specific areas: 'Anchor Mark' points to a small black square in the top left corner; 'OCR Region' points to the 'Station #56783' field; 'OMR Region' points to a grid of circles for a rating question; and 'Image Region or ICR' points to a large blue rectangular area at the bottom of the form. A text box on the left states: 'The Template Editor shows the image of your form so you can define the various data regions on it.'

Remark Office OMR Template Editor - Untitled

File Edit Page View Tools Help

Page 1

Station

Minutes

Severity

Experience

Satisfaction

Comments

Active Template Options

Draw Regions

Save

Save As

Close

Back

The Template Editor shows the image of your form so you can define the various data regions on it.

Anchor Mark

OCR Region

OMR Region

Image Region or ICR

Remark County Fire Protection District

CARDIAC CUSTOMER SATISFACTION SURVEY

Station #56783

Please fill in the circle completely that represents the number of minutes you experienced chest pains before 911 was called:

The number of minutes you experienced chest pains before 911 was called:

Please fill in the circle completely that best describes your situation with the following:

The severity of your chest pain when paramedics first arrived:

The severity of your chest pain when paramedics delivered you to the emergency room:

Please fill in the circle completely that best describes your experience with the following:

The 911 call was handled in a prompt, courteous, competent manner:

The 911 instructions given prior to the arrival of the paramedics were:

The crew acted in a concerned, caring, and professional manner:

The paramedics clearly explained the procedures performed:

How would you rate the overall quality of the care provided:

How would you rate your overall experience with our services:

Please fill in the circle completely that best describes your satisfaction with the following:

How satisfied are you that your questions were answered and you were provided with adequate information or documents during your interaction with Central Jackson County Fire Protection District?

Please provide any comments or concerns you have regarding the services provided by Remark Office County Fire Protection District:

Thank you for assisting us in providing better services to you.

This form is a sample form for use with Remark Office OMR. For more information, visit [www.remarkoffice.com](http://www.remarkoffice.com).  
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Gravic makes no express or implied warranty that this document will be fit for a particular purpose.

## The Data Center

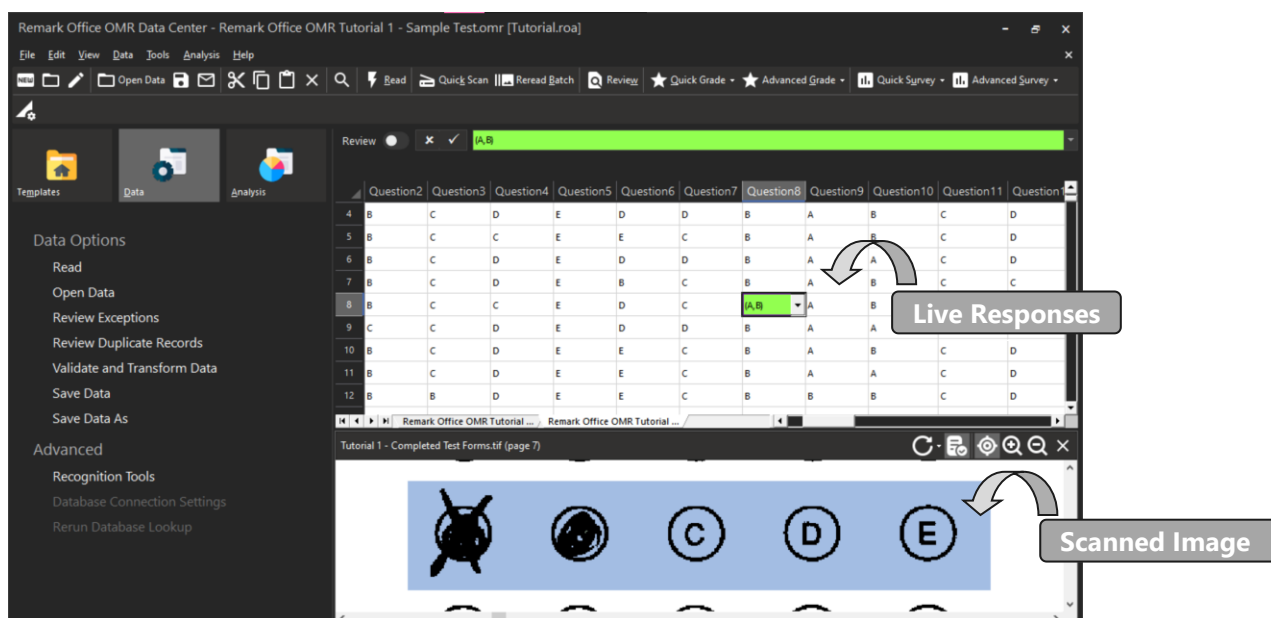
Once you have defined a template, Remark Office OMR can read your completed forms. The software reads forms as they are scanned using a TWAIN-compliant scanner or from pre-scanned image files (TIFF, PDF, JPG, BMP, PNG, and PCX/DCX formats are supported). During form processing, the software can add descriptive data on the fly or use a database lookup feature to incorporate external information into your data set for more detailed reporting. Data reading is fast, typically taking only a fraction of a second per page (excluding physical scanning time, which depends on the scanner type). As data is scanned and processed, it is displayed in a spreadsheet-style grid, with each row representing a form.

As data is processed and your spreadsheet grid expands, you may notice some cells with a different background color. These indicate exceptions encountered during processing. There are several categories of exceptions, flagged to alert you to potential issues and allow for review and correction if needed. Exceptions often result from improperly filled forms, such as unanswered questions (blank responses) or multiple responses marked where only one is allowed.

The software includes a Review Exceptions feature, enabling you to scroll through and correct exceptions one at a time. During review, an image of the exception is displayed on screen, allowing you to make corrections as needed. Additionally, the Review Exceptions function supports the use of the Windows speech-to-text engine, enabling you to enter qualitative data, such as handwritten comments, using your microphone or headset.

If security is a concern, Remark Office OMR includes features to limit changes to the data. When changes are allowed, they can be logged for review. Remark Office OMR also uses cell indicators to indicate changes were made. Simply hover over a cell to see the exact change. And remember, this is your data, and you control where data is saved and who has access.

Remark Office OMR utilizes Gravic's powerful, patented OMR read engine to process your OMR regions. You can include anchor marks on your form to assist with densely packed forms. Additionally, our recognition engine features advanced capabilities for recognizing imperfect or degraded forms. The software can ignore large marks, such as an X character used to cross out an incorrectly marked response, instead of using an eraser. Gravic's patented dynamic brightness compensation tool automatically adjusts for brightness changes on forms, whether due to scanner settings or photocopying across multiple devices. The software can also detect blank pages that are accidentally scanned and offers numerous other optimizations to enhance your results.



# Collect and Analyze Data from Plain-Paper Forms

## Export and Saving Data

The processed data can be saved to a variety of [output file formats](#), where it can be shared with any number of third party applications for further analysis including the following:

Formats	Applications Supported
Spreadsheet Formats	Excel, CSV, and Text
SAV	SPSS statistical software
Database Formats	Access, SQL Server, Oracle, dBase, and Paradox
ExamSoft	ExamSoft testing application
HTML and XML	Internet or Intranet applications
Cloud Storage	Google Drive, Dropbox
ODBC	Various relational databases, such as Oracle, SQL Server, or MariaDB
Statpac	StatPac analysis package
Custom	Customized text file for virtually any analysis application
Remark	Format for use within the Remark software

## Remark Quick Stats

Remark Quick Stats is an integrated analysis package designed for tabulating surveys and grading tests. The software offers a variety of standard reports, which can be customized with user-specified titles, headers, colors, fonts, and graphics.

For both surveys and tests, there are two options: "Quick" and "Advanced." The Quick option uses default settings to generate reports swiftly, providing all the essential details needed for data analysis. The Advanced option allows you to create, save, and reuse highly customizable criteria for generating and running reports, offering greater flexibility and detail in your analysis.

### Survey Tabulation Highlights:

- **Quick and easy tabulation:** Generate standard reports with a single click using Quick Survey.
- **Customizable reporting:** Use Advanced Survey to tailor the survey analysis process, including grouping similar questions to compare means, measure against benchmarks, and assign weight to questions.
- **Data comparisons:** Compare survey responses across different subsets of data.
- **Batch reporting:** Automatically filter data based on specific criteria and produce reports accordingly (e.g., breaking down conference evaluations by session).
- **Excluding NA responses:** If your answer choices include a non-applicable option (e.g. Strongly Agree, Agree, Neutral, Disagree, Strongly Disagree, NA), you can exclude NA responses from the statistics while still tracking how many respondents chose NA.
- **Handwritten comments:** A Response Report consolidates all handwritten comments into one easy-to-read report.
- **Statistics Calculated:**
  - For each item Remark Quick Stats calculates: Mean, Variance, Standard Deviation, Standard Error, Min, Max, Range, Median, Skewness, Kurtosis, T-Value, Percentiles, Confidence Intervals
  - For each answer choice Remark Quick Stats calculates: Frequencies, Percentages, Valid Percent
  - Crosstabs

# Collect and Analyze Data from Plain-Paper Forms

## Survey Reports Include:

**[Item Analysis Report](#)** - Provides answer choice frequency information on a question-by-question basis. (There are four different versions of this report to meet your needs.)

**[Item Statistics Report](#)** - Displays descriptive statistical information for each question. The statistics are displayed in groups, allowing you to show or hide the groups you need.

**[Crosstabulation Report](#)** - Provides information about two questions within one chart, allowing you to understand the relationship between two or more categorical variables.

**[Comparative Item Report](#)** - Analyzes performance across different demographic groups surveyed. Provides detailed insights into individual questions, such as evaluating instructors or courses in a course evaluation survey.

**[Question Mean Report](#)** - Provides the mean for every question tabulated, allowing you to quickly see individual question performance.

**[Analysis Group Report](#)** - Delivers comprehensive analysis for each question, including grouped questions for related insights. For example, in a course evaluation survey, you can analyze all questions pertaining to the instructor as a cohesive group.

**[Response Report](#)** - Provides responses to open-ended questions.

**[Integrated Item Analysis Report](#)** - Provides easy distribution and viewing of both quantitative data and handwritten responses in one streamlined report.

**[Ballot Results Report](#)** - Simplifies the tabulation of ballot-style responses, displaying choices ranked from highest to lowest selection.

## Test Grading Highlights:

- **Modify your answer key at will:** You can adjust your answer key and regrade as often as needed. Since the answer key is separate from your data, there's no need to rescan your test sheets to regrade.
- **Quick and easy test grading:** With Quick Grade, simply scan the answer key along with the test answer sheets, click a button, and generate reports instantly.
- **Sophisticated test grading:** Use Advanced Grade to create or reuse an answer key for your test.
- **Question options:** Questions can have multiple correct answers. You can assign different point values, discard questions, add extra credit, and establish complex partial credit options for any question.
- **Grade scales:** Create and specify a grade scale for your tests, and modify it as needed.
- **Learning objectives:** Break down a test to measure learning on various concepts and against mandated standards. Individual grade scales can be added to each learning objective.
- **Multiple test versions:** Grade multiple versions of a test with different answer keys.
- **Scaled scores:** Advanced Grade supports "scaling" scores by looking up grades in an external table (based on total score, percent score, or percentile) and applying the scaled score from the external file, allowing for customizable grading.
- **Support for rubrics:** A rubric question type allows for the collection and reporting of rubric-style grades alongside multiple-choice questions.
- **Grade export:** Supports various gradebooks, including a custom gradebook for exporting into virtually any gradebook or learning management system.
- **Achievement by group:** Generate reports to compare achievement across different groups of students.
- **Statistics Calculated:**
  - For each item Remark Quick Stats calculates: Mean, Variance, Standard Deviation, Standard Error, Min, Max, Range, Median, Skewness, Kurtosis, T-Value, Percentiles,
  - Confidence Intervals, Percent Correct, Point Biserial Correlation
  - For each answer choice Remark Quick Stats calculates: Frequencies, Percentages, Point Biserial
  - For each student Remark Quick Stats calculates: Total score, Raw score, Grade, Dev. IQ, Number correct, incorrect, and unanswered

# Collect and Analyze Data from Plain-Paper Forms

- For the test Remark Quick Stats calculates: Number of graded tests and items, Max, Min, Median, Range, Percentile scores, Mean, Variance, Standard Deviation, Confidence Intervals (1,5,95,99%), KR 20, KR21, Coefficient (Cronbach) Alpha.

## Test Grading Reports Include:

**Test Analysis Report** - Provides overall summary information and points out red flags on a test, such as questions where a distractor is chosen more than the correct answer, students showing very strong comparisons of correct/incorrect answers, and test questions with a poor correlation.

**Student Statistics Report** - Used to view class performance for tests. Optionally shows detailed information about learning objectives, objective questions, and subjective questions. Great report for quickly seeing how students are performing and whether they are meeting standards.

**Comparative Grade Report** - Enables comparison of various data points, such as schools, instructors, classes, and gender.

**Class Frequency Distribution Report** - Provides a distribution of the grades for an entire class and test. This report is useful for gaining a quick grasp on class performance.

**Test Statistics Report** - Provides basic statistics on the test as a whole and is useful for gaining a quick look at performance and basic statistical analysis.

**Student Response Report** - Provides a graphical view of each student on the test and each question on the test in a matrix style. This report allows you to quickly see performance on both a student and question level.

**Condensed Test Report** - Provides answer choice frequency information on a question by question basis, including distractor and class score information. This report is a great way to see question and class performance at a glance.

**Demographic Grade Report** - Provides a breakdown of student performance based on demographic information. This report is particularly effective when trying to ensure that all subgroups of students are making adequate progress.

**Item Analysis Reports** - Provides answer choice frequency information on a question-by-question basis, which for test grading is useful for question validity. Using the Item Analysis reports, you can see how students responded to the question. If problems are found (e.g. the question was poorly worded), you can throw out the question or allow additional responses to be considered correct without rescanning. (There are four types of this report.)

**Changed Answer Reports** - Provides a breakdown of questions with answers that have been changed by crossing out responses or making changes to the data grid. This report can be generated by students or by questions.

**Student Response Similarities Report** - Provides a display of students who have similar responses on the test. This report is useful when concerned that students might be cheating.

**Student Achievement Report** - Provides the ability to evaluate students' grades in terms of whether they achieved the overall test benchmark or learning objectives benchmarks defined for the test. This report allows you to quickly see who has and has not mastered the information.

**Incorrect Response Report** - Provides the ability to quickly see which questions were answered incorrectly by which students, along with the distribution of selected answers.

**Student Grade Reports** - Provides individualized student reports that are annotated with grade information and include the original scanned test. (There are three types of this report.)

## Remark Office OMR Main Features:

### *Form Design and Recognition*

- **Flexible form design:** Create Remark Office OMR forms using any word processor or survey design package and print them on any laser-quality printer. No need to purchase expensive, pre-printed forms.
- **Patented optical mark recognition technology:** Seamlessly reads imperfect, real world forms. Supports anchor marks for optimal recognition, though they are not required for great results.
- **Optical Character Recognition (OCR):** Automatically recognizes machine-printed text.
- **Barcode recognition:** Recognizes a wide variety of barcodes.
- **Intelligent Character Recognition (ICR):** Automatically recognizes handwritten text using your Microsoft Azure Computer Vision account (Note: Microsoft Azure Computer Vision is purchased separately from Remark Office OMR).
- **Advanced data formatting:** Robust formatting options allow you to make your data look exactly as desired. Establish patterns for commonly used formats such as dates, phone numbers, ID numbers, and more.
- **Fillable PDFs:** Save your templates as fillable PDF files for electronic distribution. These can be easily emailed to respondents or posted on a website for quick processing.
- **Question association:** Link questions to previous ones to determine whether they should be read, which is useful for skip patterns, ballots, and questions with write-in responses.

### *Scanning and Reading Features*

- **TWAIN scanner protocol:** Works directly with most desktop scanners using the TWAIN protocol.
- **Image file compatibility:** Reads image files (TIFF, PDF, JPG, BMP, PNG, PCX) created by copiers, other scanners, and various mobile scanning apps.
- **Exception correction:** Allows for the correction of exceptions (blank responses, multiple responses, etc.) while scanning pages or as an automated post-scanning task. View forms on-screen, eliminating the need to return to the paper form.
- **Multiple-page and double-sided forms:** Processes multiple-page forms and double-sided forms, supporting any page size your scanner can handle.
- **On-the-fly data addition:** Effortlessly add data to your dataset while reading forms (e.g. course identifier, session identifier, location, etc.).
- **Scanned image capture:** Saves scanned images for response verification, archival, or use by other software programs. Images can be saved and archived using advanced naming conventions for easy filing and retrieval.
- **Data validation:** Validates data against an external database to confirm recognized data from a field and bring in external data for detailed reporting.
- **Automatic form sorting:** Easily sorts forms by allowing users to mix different types of forms in the same batch. Forms can have identifiers to eliminate pre-sorting.
- **Capture handwriting:** Saves handwriting, such as signature blocks or comments sections, as image snapshots. View handwriting on-screen for easy data entry or use speech recognition to enter comments in the Remark Office OMR software. Respondent reports are available to view handwritten comments.
- **Data validation and transformation:** Facilitates data validation and transformation, allowing you to validate data, toggle exception flags, input new data, or clear data for specific queries. This versatile tool helps you tailor your data to meet specific needs.
- **Qualitative coding:** Supports qualitative coding, where users review qualitative responses on-screen and enter descriptive codes or themes.
- **Data security:** Puts the control of data in your hands, allowing you to decide where your data resides. Use the data restriction features to limit who can change data, and view any changes made easily on-screen or export them to a file.

## Analysis and Data Export

- **Versatile output:** Produces output compatible with most popular spreadsheet, database, survey design, and statistical programs.
- **Built-in analysis:** Includes Remark Quick Stats, an integrated analysis component for grading tests and tabulating surveys.
- **Powerful test grading:** Allows you to completely control your answer key by choosing point values, extra credit, partial credit, learning objectives, multiple test versions and more.
- **Report variety:** Allows you to view data in a multitude of ways, whether by respondent, question, or overall, and includes standard and advanced statistics.
- **Automatic filtering:** Filters data automatically and generates distinct reports based on selected criteria.
- **Flexible saving options:** Analysis results can be saved in various formats, including PDF, XLSX, HTML, Text, and RTF, as well as directly to Google Drive or Dropbox.
- **Email integration:** Email data and reports as attachments using Remark's built-in email client, compatible with your SMTP server or Microsoft Outlook®.

## For Users of Traditional OMR Systems

For those using traditional OMR scanning systems, the primary difference between traditional and Remark Office OMR scanning lies in the hardware and forms used. Remark Office OMR works with common image scanners, copiers, and mobile scanning apps that can create suitable images (PDF, TIFF, JPG). These scanners can also be used for scanning pictures or text pages.

Conversely, traditional OMR readers are typically associated with standardized testing, pre-printed forms, and number two pencils. Traditional OMR products require users to purchase pre-printed forms made to exact specifications, which are difficult to print using common office equipment.

Remark Office OMR provides both cost savings and flexibility. Forms can be created using any page layout, word processing, or design software, without needing special registration marks or drop-out inks. Users can duplicate forms on a laser printer or copier, and respondents can fill in plain-paper forms using any writing instrument (pen, pencil, marker, etc.).

## Who Uses Remark Office OMR?

- **Education Professionals** for student testing, institutional research, course evaluations, and community surveys
- **Marketing Professionals** for consumer surveys and customer satisfaction
- **Psychology Professionals** for testing, assessments, and evaluations
- **Government Agencies** for data compilation from internal and external sources
- **Healthcare Industry** for customer surveys, patient data, and research
- **Pharmaceutical Companies** for clinical trials and product evaluation
- **Police Departments** for compliance and community surveys
- **Safety Professionals** for behavioral based safety observations, audits, checklists, and inspections
- **Human Resource Departments** for employee surveys, time sheets, and evaluations
- **Training Professionals** for course/instructor evaluations, assessments, and tests
- **Election professionals** for union, HOA, corporate, government, and other elections
- **And Many More**

## Helpful links

Our website includes many resources that can help you learn Remark Office OMR. The following are some useful links about Remark Office OMR.

- [Remark Office OMR web page](#)
- [User stories and case studies](#)
- [Sample form files](#) (Word, PDF and Remark Office OMR template files)
- [Get a free trial](#)
- [Free form review service](#)
- [Free training modules](#)
- [Subscribe to our YouTube channel](#)

### Need a live voice?

Call us: 1.800.858.0860 or +1.610.647.7850

Email: [remark@gravic.com](mailto:remark@gravic.com)

## Minimum System Requirements

- Personal computer with 2 GHz or faster processor
- Supported Microsoft Windows® 32-bit and 64-bit desktop operating systems:  
Windows 10 or Windows 11
- .NET 4.8 (or higher) framework
- 2 GB RAM
- 1 GB free fixed disk space
- Screen/monitor resolution of 1024x768 or higher and at least 32-bit color
- Mouse or other pointing device

### Recommended optional requirements

- Supported scanner (includes multifunction printer that has scanning capabilities)
- Windows-supported printer
- Internet connection recommended for initial software activation and email functionality
- PDF viewer required to view installed documentation
- Microphone for speech recognition
- Microsoft Outlook can be used for email functionality; if not present an internal Remark Office OMR email client (using your SMTP server) may be used

\*The software uses activation for license regulation. If you choose to install on a virtual machine (VM), due to the nature of how virtual environments behave, online activation is required every time the software is run.

## **About Gravic, Inc.**

Gravic, Inc. is a privately-held corporation located in Malvern, PA, about ten miles (16km) west of Philadelphia, PA USA. We make a number of computer software products for data collection, transformation, and distribution uses. Customers for our products include schools (Primary and Higher Education), hospitals, large and small businesses, healthcare, government agencies, market researchers, trainers, meeting planners, brokerages, travel agencies, stock exchanges, electric utilities, and telcos.

The Remark Products Group of Gravic, Inc. was founded as Principia Products in 1991. We have worked in the area of image processing and pattern recognition since the early 1980's. Our early work in OCR and ICR sold thousands of licenses. In 1991, we began to focus on OMR (optical mark recognition) with image scanners (Remark Office OMR® 1.0 release). Our strength is in our ability to innovate and develop solutions for common problems, while maintaining easy-to-use and affordable software.

In 2001, we renamed Principia Products, Inc. to Gravic, Inc. and began a merger of our other entities (ITI and Compucon Services). We completed the merger in 2003 and now all product groups are run by common management.

Please visit our [website](#) to learn more about our company, values, and purpose.

## Thank you for your interest in Remark Office OMR!