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Dimensions Administration: Paper - ILT  
Information

**Length:** 2.0 Days  
**Ref:** 0M003G-X  
**Delivery method:** Classroom  
**Price:** EUR

Overview

The training consists of 3 parts: Questionnaire Creation, Questionnaire formatting, and automatic data entry with scanning software.

The SPSS Paper Solution begins with designing the questionnaire. This course gives designers a thorough understanding of Quanquest GUI features applicable to constructing scripts for paper questionnaires.

Next, we export the document to Paper. Paper has been designed for ease of use. Yet, it is incredibly powerful and flexible. Through the use of Looks or "themes", anyone, even with minimal computing skills, can create stylish paper questionnaires.

Paper questionnaires can be easily designed and formatted for automatic data entry using scanning software. Scan has been developed to remove the manual definition of scan fields and data preparation for paper questionnaires generated by Paper. In order to automate the process of data collection offered by SPSS MR's Paper Solution, the user has to learn how to transfer a paper questionnaire to the scanning package, scan documents, operate the scanning software and recover the final data files.

Public

This basic course is for anyone responsible for creating the "look and feel" of IBM SPSS Data Collection paper surveys, who additionally needs to apply scanning controls for integration with scanning software.

Prerequisites

You should have:

- Familiarity with Microsoft Word.
- Understanding of survey creation with IBM SPSS Data Collection.

Objective

Please refer to course overview for description information.

## Topics

- The Questionnaire Formatting Environment
- Formatting Paper Questionnaire Items
- Managing Revisions and Changes to the Paper Questionnaire
- Organizing Looks and Look Groups
- Opening, Examining And Saving Looks
- Making Modifications to Looks
- Creating and Managing Compound Looks
- Customizing Questionnaires Using Templates
- Uniquely Identifying Questionnaires
- Setting mrPaper Options
- Preparing A Scan-Ready Paper Questionnaire
- Setting mrScan Options
- Scanning Forms - The Basics
- Scanning System Administration Tasks
- Annex A. Paperex Questionnaire
- Annex B. mrPaper Character Styles