

## Guidelines for OMR Sheet Printing

- Only the designs that are either created using the OMR Software or have been calibrated into it, can be read by the software. No other self-designed layouts will be recognized.
- If you are going to use the software for any pre-printed design, please confirm in consultation with the technical support team about the technical correctness and feasibility of design.
- For printing, prefer to use the source file of the OMR design as exported by the software (CorelDraw-CDR, InkScape-SVG, Word-DOC). This source file can be edited to add your organization Name, Logo and other necessary information without disturbing the Index points or OMR readable blocks. PDF file should be used for printing only if source file is not available in SVG or CDR format.
- Black and White OMR sheets are very well suited for daily work having full bubbles filled with pen. But Colored OMR Sheets should be essentially used if,
  - the pattern of marking allows tick marks or thin strokes.
  - pencil filling is allowed.
  - sheet contains OCR/ICR readable blocks.
- Use thicker paper (minimum 100 gsm) if it is a double side filling sheet. For sheets with single side filling, normal thickness paper is OK. In any case paper colour should be white. When you want to differentiate various categories of OMR sheets on basis of colour, DO NOT use coloured paper. Instead use different colours to print OMR sheets.
- Proper instructions must be given on the sheet about How to fill OMR Sheet?
- Invigilators must also be given proper instructions about proper handling of OMR sheets.
- Few sheets should be printed and checked before printing the final lot.

### Laser/Inkjet Printing >

- OMR Sheets can be printed using a Laser Printer or rizo graph or digital copier printer.
- For standard templates the default paper size has been taken as 'A4' (210mm X 297mm) but mostly the standard page size in office printers is set as 'Letter'. Set the printer page to A4.

### Offset Printing >

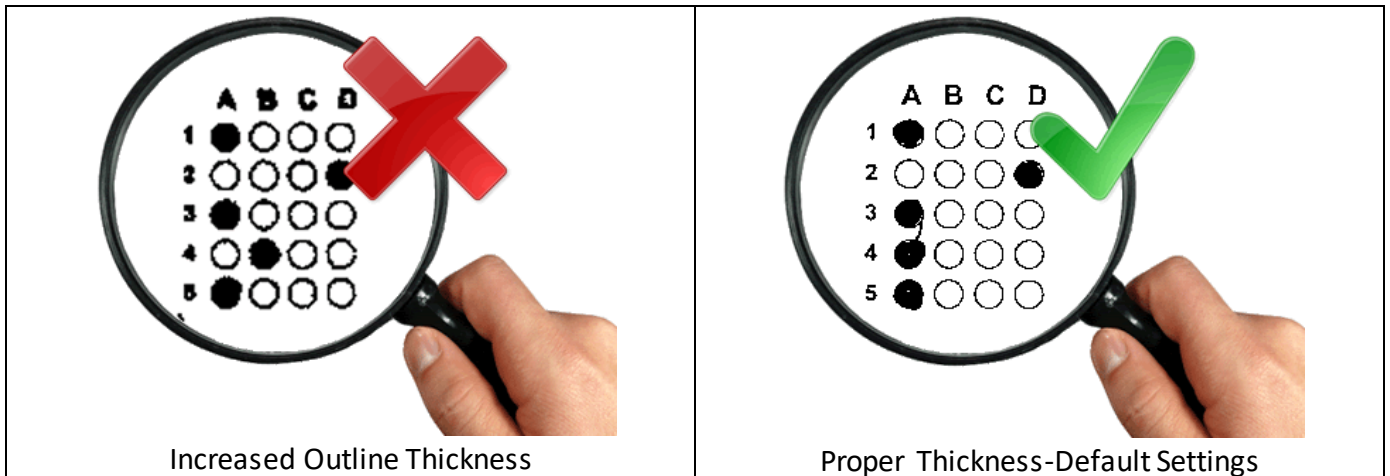
- OMR Sheet can also be made through Offset Printing.
- Only print using Plates. DO NOT print using tracing sheet or master.
- Use the CorelDraw or SVG file to make plates from computer. Do not use JPG files to make plates.
- While cutting the sheet after printing, all pieces should be of equal size and equal margins.

### Photocopy Printing >

- Copies of OMR Sheet can also be used if the copier machine is giving good quality copies.
- Please make sure the size of the copy is same as the original.
- Please make sure that the Index points are solid black.
- Please make sure there is no black dust or line over the bubbles or near the index points.
- If you are first time user, avoid using photocopies.

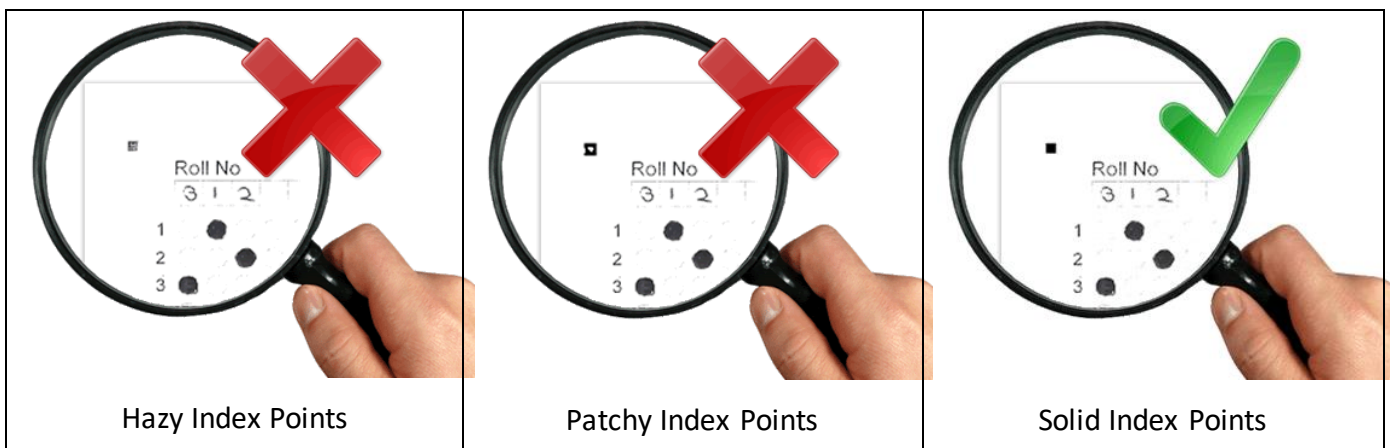
**Precautions for OMR Sheet Printing**

- **DO NOT** alter the Size of the sheet format.
- **DO NOT** alter the relative location of Index points or OMR/OCR/ICR blocks or any other software readable blocks. Keep it same as exported by the software.
- **DO NOT** increases the line thickness of bubbles. The line thickness of the circles is kept thin to avoid interference in reading. If you make the bubble outlines very thick the software might read all bubble edges as response because ultimately software is made for reading dark areas.



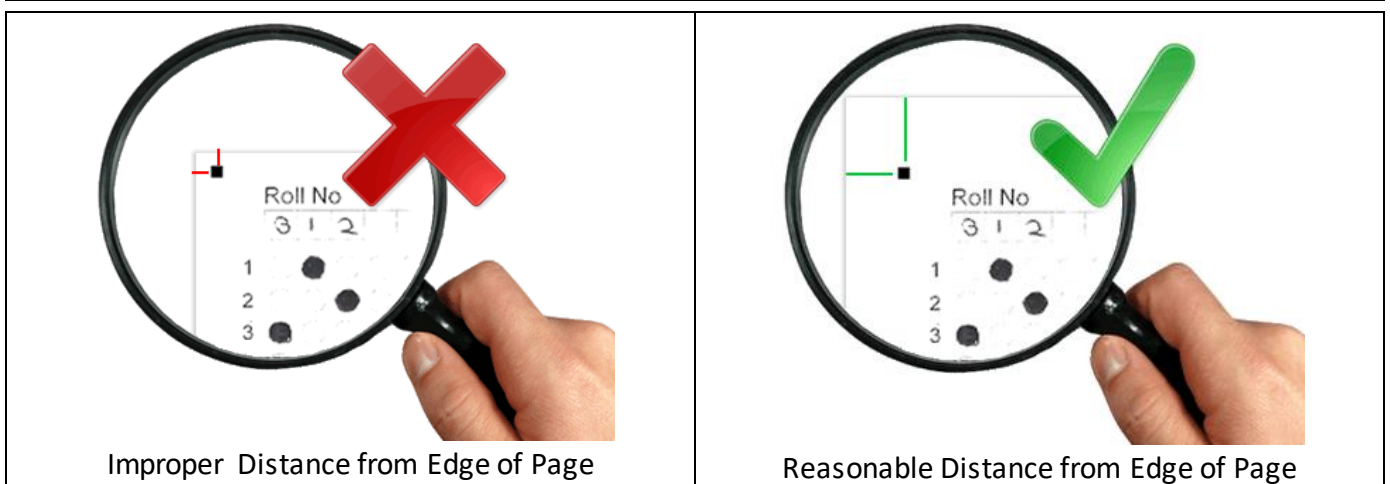
Proper Line Thickness of Bubbles

- In any method of printing: Laser, Offset or Photocopies, ensure that 4 Black Index Points on 4 corners of sheet are properly printed.
- The index points should be printed Solid & Dark in Black color. If the index points are not properly printed, they will not be scanned properly and it will give trouble while reading.



Perfect Index Point Printing

- **DO NOT** print anything else outside or close to the Index points.
- If sheet includes a cutting or tearing margin, it should be sufficiently far from the index points.

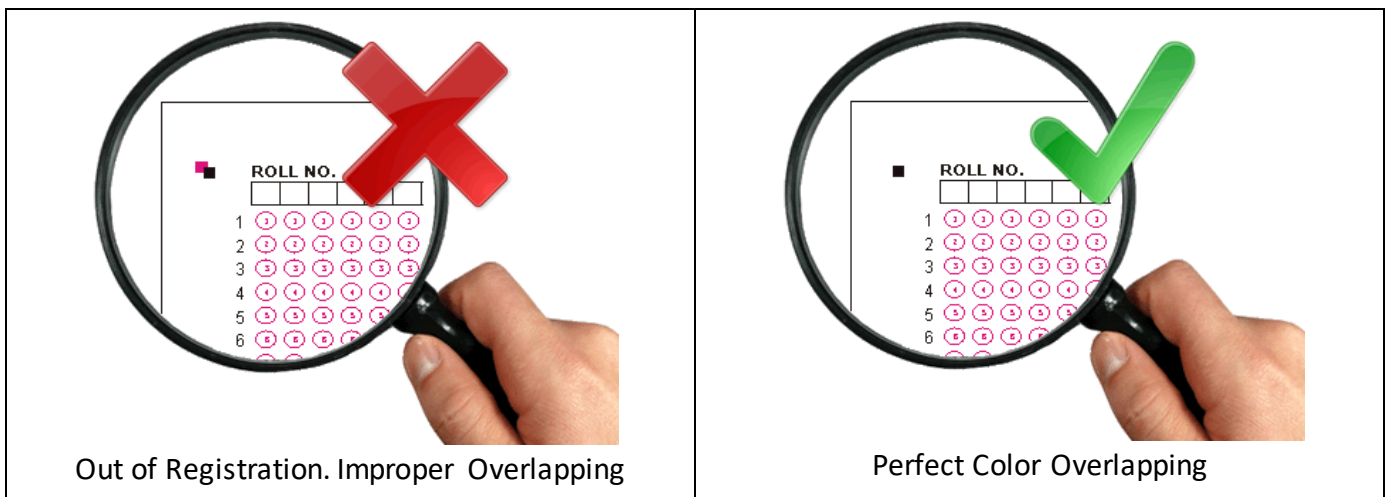


Distance from Page Edge & Cutting Margins

- Any dirty or misprinted/misaligned sheets or faulty while cutting should be eliminated right at the time of printing. **DO NOT USE SUCH SHEETS.**

## Printing of Colored OMR Sheets

- Colored OMR Sheets can be printed using Laser/inkjet printer. Check that the printer is able to print without smudging or blotting.
- Colored OMR Sheets can also be printed using offset printing.
- Only 2 colors should be used for technical reading purposes. One color Black is necessary. Second color can be pink or orange or golden yellow. Green or blue tones should be avoided.
- In case of Offset printing, the corner black index points are printed in both colors, such that they exactly overlap and there is no relative displacement i.e. zero-zero registration.



Perfect 2-Color Printing

## Importance of Design of OMR Sheet

The design of the OMR sheet dictates the requirements of the printing of the sheets. A sheet design which is suitable for Color printing might not be suitable for Black and White printing. A design that is suitable for pen filling might not be suitable for pencil filling and accordingly the printing instructions will change. Hence it is wise to thoroughly read and understand 'Addmen-OMR-Design-and-Calibration-Guide' along with 'Addmen-OMR-Accuracy-and-Speed guide' before printing the OMR sheet.