## Remark Office OMR

## Version 5.0

# 使用方法

請使用用戶" scanner"(沒有密碼) 並選擇網域為 rm231t03(此電腦)登入 以便使用掃瞄器的全部功能及設定

#### <u>1.1 建立新的範本</u>



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2. 按 <u>File</u> > <u>Launch Template Editor</u> > 彈出

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3. 選擇 <u>File</u> 選單,然後按 <u>New</u> 建立新的範本。

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4. 於 <u>Form Proerties</u>中,輸入有關範本的資料:包括檔案名稱、描述、頁面大小和頁面方向,然後按<u>OK</u>。

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- 5. 掃描空白表格,請於 Page 1 Properties 中按 "Scanner"鍵。
- 6. 將空白的表格放於掃描器之上。
- 7. 按 <u>Acquire</u>鍵
- 8. 當有影像出現後,按 OK 鍵。
- 9. 在驅動程式中,選擇閣下所需設定(例如:解像度,比例)後,按<u>Scan</u>鍵.。

#### 1.2 在範本設定內容

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11. 選<u>Image</u> > <u>Insert After</u> > <u>OMR</u>, 然後圈出所需被電腦掃描的區域。

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- 14. 後選 <u>Grade& Tally Tab</u>後, ☑ "<u>Tally Field"</u>和 "<u>Grade Field</u>",在 <u>Correct</u> 輸入每題分數。
- 15. 然後按 <u>OK</u>。



16. 完成設定,然後按 <u>File</u> > <u>Save</u> 儲存。

### <u>1.2 讀取文件</u>

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18. 開啓 <u>Template</u>.範本。

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### 19. 完成設定的畫面。

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20. 請把需要改成績 MC 卷,放入掃描機,然後按紅圈 Real From Scanner。

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22. 掃描完成,。

23. 儲存。

### <u>1.3 分析成績</u>

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25. 系統分析成績。