


## Basic Steps to Successful Scanning

- Do take regular backups of your survey, especially the final version of the questionnaire once it has been locked for scanning.
- When designing your questionnaires for scanning don't choose boxes that are shadowed, contain coloured backgrounds, or have a non-rectangular shape, such as a circle.
- Use boxes for literal responses – not lines.
- Don't design questionnaires with backgrounds/drop out colours; they may conflict with your scanner.
- Always test a few questionnaires on your scanner before distributing. Mistakes commonly occur when people distribute questionnaires without testing it first. It is only when completed questionnaires are scanned in is it realised there is a problem; questionnaires will not scan correctly.
- Once your questionnaire has been locked for scanning, do not change it.

### Step by step



1. Before booting your PC, ensure the scanner is switched on first of all, this way Snap will detect the scanner when the software is launched.


2. Design your questionnaire as normal taking into account the above points.

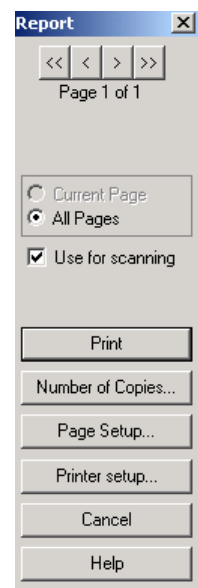
If in doubt about your design, apply the default template from the  Style Template folder (Default.qsf).

3. Prepare your questionnaire for data entry as normal: set the response types, set the literal lengths and add the questionnaire routing.

4. Print your questionnaire, ensuring you select the **Use for scanning** option in the Report dialog box.

5. Select the Data Entry  Window and method of data entry (we suggest using Interview Mode ).

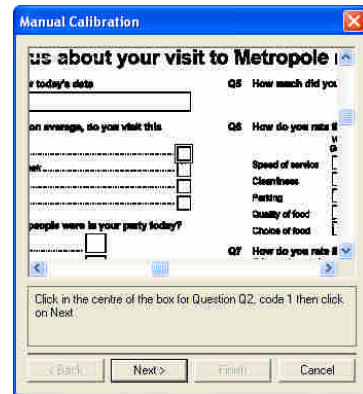
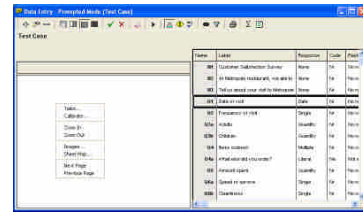
6. If the scanning option is not available to you, enable it from the  Tailor window, by clicking on the scanning check box.



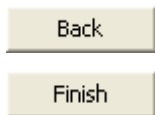
## Calibration

You will now have to calibrate your questionnaire which helps Snap scan and detect the answers within the boxes. To do this, Snap will need to locate your data boxes.

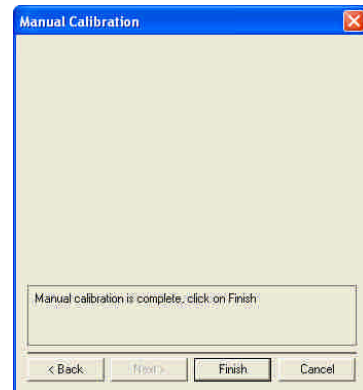
1. Hover over the left-hand side of the data entry window and right mouse click.
2. Select **Calibrate** from the menu. Feed a blank questionnaire into the scanner and follow the on screen instructions.
3. When you arrive at this window, click in the data box that Snap has requested.
4. Snap will request this for all four corners of your questionnaire.




If you have more than one page to your questionnaire you will need to calibrate each page individually. Select



in order to do this. Otherwise, select

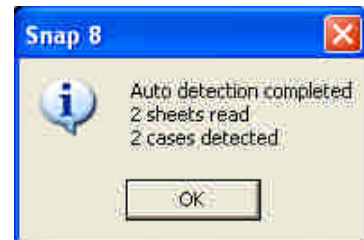
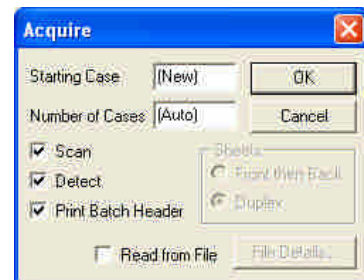


## Scanning

1. Place your questionnaires in the scanner
2. Click  in order to start scanning.
3. From the **Acquire** Window select **Scan** and **Detect**.



Snap will now start to scan all of your questionnaires. When scanning is complete a message will be displayed:

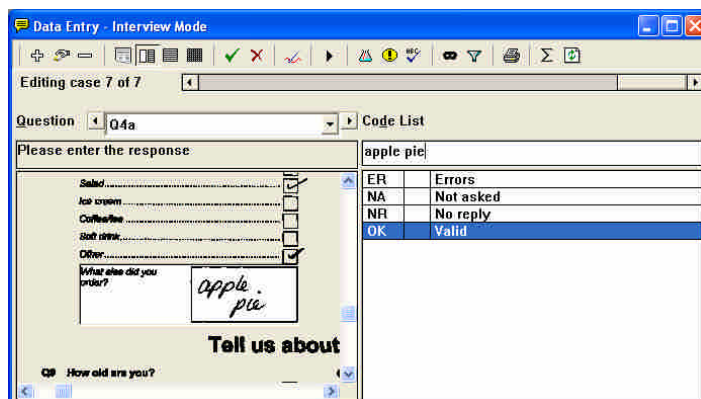
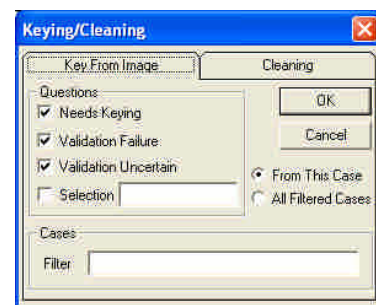
**Auto detection completed.**



## Keying /Cleaning


Now that scanning is complete, the keying and cleaning needs to be performed. Snap has already detected the data and stored its interpretation in a form ready to analyse. However, it is wise to carry out the cleaning stage to ensure the detection stage has been sufficiently accurate.

1. Select the Keying/Cleaning  button.
2. Choose **Key from Image** then click on , Snap will now scan through all of your replies and highlight any open ended questions with text and request for you to type the data in.



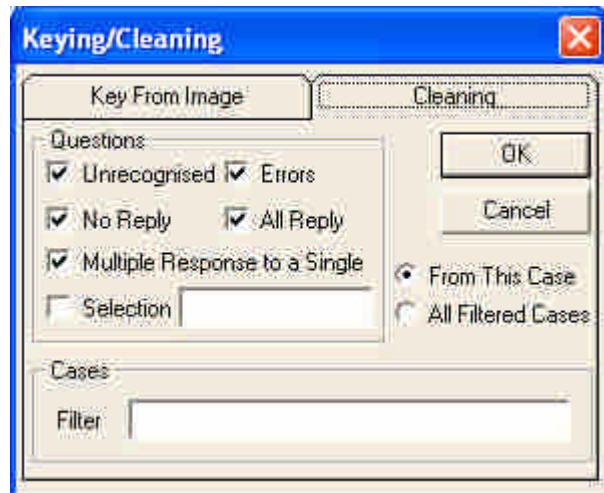
*Note: Ensure that you are on the first case before you start cleaning.*



Select this time choose  **Cleaning**.  
Selecting all five options is advisable in the early stages as it ensures that no incorrect data is missed. Snap will now check any data it wants you to clarify.

Please refer to p102 of your scanning manual for a fuller explanation of cleaning data.

Your data is now ready for analysis.



## Notes

Please set your questionnaire under Page Setup to portrait and not landscape. Not all scanners are designed for landscape scanning. Please check your scanner instruction manual for this information.