

# DIMENSIONS ADMINISTRATION (PAPER)

SPSS

■ Platform: Windows ■ Duration: 2 days

## TARGET AUDIENCE

Staff who create paper questionnaires, who want to use a scanner to capture data from questionnaires or who are charged with formatting and laying out paper questionnaires.

## PREREQUISITES

There are no prerequisites for this course, however, familiarity with Microsoft Word and the basic concepts of questionnaire design are strongly recommended.

## OVERVIEW

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

Conducting a paper-based survey begins with designing the questionnaire. This course gives designers a thorough understanding of features applicable to constructing the questions and questionnaire texts for paper questionnaires. Within a half day you will create an example questionnaire ready for export to Microsoft Word.

The second part of the day teaches you to use the layout automation tools and then moves you into designing your own “look and feel” for your paper questionnaires. Through the use of Looks or “themes”, anyone, even with minimal computing skills, can create stylish paper questionnaires. Those attendees with good Microsoft Word skills will make quick progress towards the goal of generating their own paper questionnaire style library.

Dimensions has been developed to remove the manual definition of scan fields and data preparation for paper questionnaires. In order to automate the process of data collection offered by a scanning data capture solution, the attendee will learn how to transfer a paper questionnaire to the scanning package, scan documents, operate the scanning software to verify data values from images of the page and to recover the validated respondent answers into data files ready for analysis.

## OBJECTIVES

By the end of the course you will have learnt to:

- Export to mrPaper
- Create, manage and understand Looks and Look Groups
- Create and customise company standard templates
- Use the Eyes and Hands module for processing completed questionnaires

## COURSE CONTENT

Following an overview of the main features and an introduction to essential terminology, you will proceed logically through the following topics:

- How to use the survey authoring tools for paper questionnaire design
- Exporting to mrPaper and the Metadata Document file
- Overview of mrPaper screens, menus and toolbar
- Loading questionnaire formatting Looks or ‘themes’
- Managing and understanding Looks and Look Groups
- Using in-built Microsoft Word techniques to modify or create new Looks and Look Groups
- Creating company standard templates with headers, footers, company logos and standardised texts
- Examination of different question types and their impact on scanning
- The use of scanning-setup software for generating mark fields, number fields and text fields
- Learning the basics of processing completed questionnaires through the Eyes and Hands modules
- Data file creation for analysis