Guidelines for OMR Sheet Printing

- For printing use the CorelDraw file of the OMR design exported by the software.
- This CorelDraw file can be edited to add your organization Name, Logo and other necessary information without disturbing the Index points or OMR circles.
- PDF file should be used only for viewing or printing if CorelDraw is not available.
- Coloured OMR Sheets should be used if the pattern of marking allows tick marks or thin strokes.

Laser/Inkjet Printing >
- OMR Sheets can be printed using a Laser Printer or rezograph or digital copier printer.
- Set the printer page to A4. Mostly standard page is set as 'Letter'. Change it 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 file to make plates.
- While cutting the sheet after printing, all pieces should be of equal size.

Photocopy Printing >
- Photocopies of OMR Sheet can also be used if the copier machine is giving good quality photocopies.
- Please make sure the size of the photocopy 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.

General Precautions for OMR Prinitng

- **DO NOT** alter the Size of the sheet format.
- **DO NOT** change location of circles/boxes 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.
- **DO NOT** removes index points.
- **DO NOT** change location of index points as exported by the software.
- **In any method of printing:** Laser, Offset or Photocopies, ensure that **4 Black Index Points** on 4 corners of sheet are properly printed *(see fig. 1)*.

| Hazy Index Points | Patchy Index Points | Solid Index Points |

Figure 1 : Perfect Index Point Printing

- The index points should be printed **Solid & Dark in Black colour**. If the index points are not properly printed, they will not be scanned properly and it will give trouble while reading.
- **DO NOT** print anything else outside or close to the Index points.

- In case if sheet includes a cutting or tearing margin, it should be sufficiently far from the index points.
- 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 Coloured OMR Sheets

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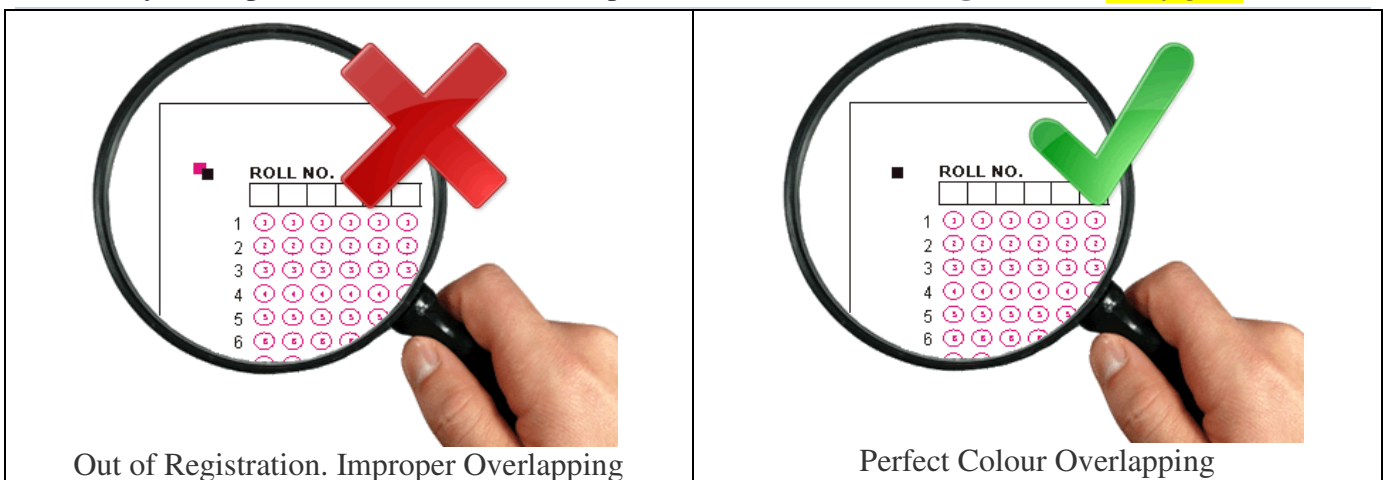

| Out of Registration. Improper Overlapping | Perfect Colour Overlapping |

Figure 2 : Perfect 2 Colour Printing