TVR or Template Variable Replacement, is used when you want the respondent's names printed on the published forms, for identification purposes. TVR replaces fieldnames typed on the form template, with a chosen data table's records, (similar to mail merge). The Form ID Barcode on each form is used to reconcile the captured response data with each record from the chosen data table. (See Add Source Data in the help guide to add a data table with records)

1. Save the downloaded segment and form files on your computer.
2. Open the segment file.frs in FormReturn and it will open in the segment editor. This can be done by double clicking on the file and FormReturn will open automatically.
3. Type your question text in the text areas for each question by double clicking on the text area. To change the font size, you can select all the text areas at once and change the font size in the panel at left.
4. If you need to change the number of checkboxes in the mark area or the height and width of the checkboxes, double click on one of the mark areas to open the Mark Area Properties dialog and change the sizes to what you want and save the setting as a new pre-set style, click OK. Then select all the mark areas at once and choose that Preset Style from the Mark Areas panel at the left of the page and Apply Style.
5. When you have finished editing the segment, click **SAVE** in the edit menu, and add your customized segment to the form template.*(see step 6)*
6. Open the form template file.frf. It contains a Form ID Barcode (top left) and the segment. Click on the segment part of the form to select it and press the delete key to delete the existing segment. Click **SAVE** in the edit menu, and then add a new empty segment area by clicking on the segment tool in the toolbar. Drag a small area on the form page. Click load segment in the panel on the left, choose your saved segment and click OK. The segment will load onto the page. **SAVE again.**
7. In the space at the top of the form, where it says Template Variable Replacement, replace this text by typing in the fieldnames for your data table records that you want to be printed on the form. Eg: <<firstname>> <<lastname>>. Type them like this, surrounded by the less than and greater than symbols. Use the rest of the space at the top of the form to add any other text you want printed on the forms. **SAVE**
8. Click on the Recognition Preview tab and make sure the barcodes, the segment and the fragments (mark areas) are all detected. This is also a print preview, so check that all your text has been detected.
   Please Contact us through the FormReturn website if you have any problems, by sending us an email with your segment and form files attached.
9. Next do a test preview by printing a form, click the print button while the form is still open in Recognition preview. Fill in some of the bubbles in the mark areas using a black or blue pen or dark pencil, and then scan the form and save the image to your computer. Click browse images and open the form image in Test Preview (*this process does not capture any data)* and click all the Preview Check boxes. Make sure the Form ID and segment barcodes as well as all your handmarks are detected properly. (you can double click to zoom in on each mark area)This is a test for your scanner's settings and ability to produce a good form image. A quality form image is vital for accurate OMR detection.
10. The next step is Form Publication and printing the forms to be distributed. If you haven't already done so, add a data table to Source data (FormReturn's database). This data table will hold your respondent's names/records, who will be completing the forms. There are 4 steps in the Publication process – 1. Choose a data table, 2. type a name for your publication, 3. Click on Verify form structure and OK in the dialog that opens... (this verifies a form ID barcode is on every page that will be published), 4. Select the Form ID-Append only, publication type. Click the publish and PDF button and the publication will be saved to a PDF file on your computer. (take note of where you save it) Open the PDF file and print the forms. A form for each respondent will be published and printed corresponding to each record in the data table you selected.
11. When the forms have been filled in and returned, scan them and save to your computer.
12. Click the Processing Queue icon and click Upload Image. Choose the files of the scanned form images to upload into FormReturn's form processor. *(Depending on how many forms you have, processing of forms could be almost instant)*
13. Click on Captured Data and select the publication name to see the captured response data from each form. Click the Forms tab, select a form from the list and then click Form pages tab. View full-size image to enlarge the form image.

Scanned image of the selected form page.

Captured Data Fieldname, which was the name given to each question in the Mark area Set Properties Dialog box

If there are any forms missing, go back to Processing Queue and look in the Unrecognized Images folder. If any images weren't recognized, re-scan them and upload them again.

14. To Export the captured data from the publication to a spreadsheet, click the publications tab again, select the publication name and click Export Data in the panel on the left. Column ordering can be changed to reorganize the the order for which column you want to appear, from first to last on the spreadsheet. Click OK and the captured response data will be saved to a CSV file. Open the CSV file from where it was saved and Click OK again. A spreadsheet will open using which ever application (MicrosoftWorks/Open Office) you have installed on your computer.