ImagEze 7 Supported File Formats

User's Guide Addendum

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1.0 Overview

This user's guide addendum is designed to provide an overview of ImagEze supported data file formats available when saving and opening data. The following table lists the different file formats the ImagEze software supports, their extensions and a brief description. Please refer to individual format sections for more in-depth information. You should consider the file format to which you want to save your data when you are creating your form template. Certain file formats have options and limitations that should be addressed when creating the form template.

> **Note:** The format descriptions and limitations listed are for the most recent version supported. Consult the documentation of application specific formats for up-to-date descriptions and limitation information.

File Format	Extension	Description
Remark Office Archive	ROA	Remark Office Archive format
Remark	RMK	General ImagEze format to be used within the software
SQL Server 2000-2005	MDF	SQL Server format
Oracle 7.4 or later	AL	Oracle format
Access 2007	ACCDB	Microsoft Access 2007 format
Access 2000, 2002, 2003	MDB	Microsoft Access 2000-2003 format
Access 95-97	MDB	Microsoft Access 95-97 format
Access 2.0	MDB	Microsoft Access 2.0 format
Access 1.0	MDB	Microsoft Access 1.0 format
Excel 2007	XLSX	Microsoft Excel 2007 format
Excel 97-2003	XLS	Microsoft Excel 97-2003 format
Excel 95	XLS	Microsoft Excel 95 format
Excel 4.0	XLS	Microsoft Excel 4.0 format
Excel 3.0	XLS	Microsoft Excel 3.0 format
Questionmark	QSF	Questionmark Perception format (save only)
SPSS	SAV	SPSS format
Survey Pro	SRV	Survey Pro standard format (Apian Software)

File Format	Extension	Description
Survey Pro STL	STL	Survey Pro STL format (Apian Software)
ASCII [commas]	ASC	Comma delimited ASCII
ASCII [tabs]	ASC	Tab delimited ASCII
Spreadsheet [commas]	TXT	Comma delimited ASCII with quotes around non-numeric data
Spreadsheet [tabs]	TXT	Tab delimited ASCII with quotes around non-numeric data
Survey System	DAT	The Survey System format (Creative Research Systems)
dBase V	DBF	dBase V format
dBase IV	DBF	dBase IV format
dBase III	DBF	dBase III format
Paradox 5.X	DB	Paradox 5.X format (new file or overwrite existing file only)
Paradox 4.X	DB	Paradox 4.X format (new file or overwrite existing file only)
Paradox 3.X	DB	Paradox 3.X format (new file or overwrite existing file only)
Lotus WK4	WK4	Lotus Works 4 format (open only)
Lotus WK3	WK3	Lotus Works 3 format
Lotus WK1	WK1	Lotus Works 1 format
Lotus 1-2-3	WKS	Lotus 1-2-3 format
LXR Test	MRG	LXR Test format
Report	RPT	Fixed format ASCII, cell text padded (you will receive an error message if the text exceeds the specified record length)
Data Interchange Format	DIF	Standard format using file header and data section
XML	XML	Extensible Markup Language format
HTML	HTM	Hypertext Markup Language
ODBC	*.*	Open Database Connectivity
Custom	ASC, TXT	Custom Text format
Database Update	XLS , XLSX, MDB, ACCDB	Access or Excel format that updates an existing file

File Format	Extension	Description
ODBC Database Update	*.*	Open Database Connectivity format that updates an existing database file

ImagEze can save and open data in dozens of different file formats. Each format has its own requirements and limitations. The following sections are designed to give you a brief overview of each format, some considerations when using the format in ImagEze and some possible format limitations. Please consult the user's guide of any application-specific formats (e.g., Access, Excel, SPSS…) for more detailed information.

1.1 Remark File Format (RMK)

The Remark file format is proprietary to the ImagEze software and, therefore, can only be used in ImagEze applications. We recommend that you use the Remark file format as your default file format and only save to other file formats when exporting data to other applications.

> **Tip:** The Remark and Remark Office Archive formats are the only formats that will preserve the link between each grid cell and the corresponding image, as well as exception case colors. If you export data to another format you will not be able to click in a cell and view the corresponding image when using that format. We recommend exporting data to other formats only after you have fully cleaned your data.

Extension	▪ RMK
Options	▪ Saving Images: The RMK format will automatically save the link between stored images and the data. You may then refer to the image files to review data later. ▪ Saving Grid Colors: The RMK format will automatically save the exception colors in the data, which are used in conjunction with Review Exceptions to clean your data.
Limitations	▪ None

1.2 Remark Office Archive File Format (ROA)

The Remark Office Archive file format is proprietary to the ImagEze software and, therefore, can only be used in ImagEze. This feature is useful if you own and use multiple copies of the software. For example, one person can scan forms on one system and then save the data to the Remark Office Archive Format. Another person can then open that Remark Office Archive file, which will provide the form template, data file and stored images, and run Review Exceptions to clean the data. Use of this format eliminates the need to search for various file types when sharing the workload.

> **Caution!** Please read the license agreement carefully before installing ImagEze on multiple computers. Licensing is computer-based, meaning that one copy of the software may only be installed on one computer.

Extension	▪ ROA
Options	▪ Saving Images: The ROA format will save the link between stored images and the data. You may then refer to the image files to review data later. ▪ Saving Grid Colors: The ROA format will automatically save the exception colors in the data, which are used in conjunction with Review Exceptions to clean your data. ▪ Delete original images after archiving: Mark this checkbox to delete the original images that are put into the archived file. If you do not delete the images, you will have the original copies as well as those in the zipped file. If you delete the images, you may open the ROA file to retrieve them again.
Limitations	▪ None

1.3 SQL Server Formats (MDF)

The SQL Server file formats are proprietary to the SQL Server database program by Microsoft Corporation. ImagEze supports the SQL Server version 2000-2005 formats. ImagEze can save data to a new SQL Server database, add new tables to existing SQL Server databases and append data to existing SQL Server tables.

Extension	• MDF
Options	• Server: The SQL Server format saves data to the server you specify. • Database: The SQL Server format saves data to the database you specify. • Table Name: The SQL Server format saves data to the table within the database you specify. You may create new tables or save to existing tables. • Login: You may login to the database for security.
Limitations	• Consult your database documentation for specific format limitations.

1.4 Oracle Formats (*.*)

The Oracle file formats are proprietary to the Oracle database program by Oracle. ImagEze supports the Oracle version 7.4 and later formats. ImagEze can add new tables to existing Oracle databases and append data to existing Oracle tables.

Extension	• AL
Options	• Server: The Oracle format saves data to the server you specify. • Table Name: The Oracle format saves data to the table within the database you specify. You may create new tables or save to existing tables.

	• Login: You may login to the database for security.
Limitations	• Consult your database documentation for specific format limitations.

1.5 Access Formats (ACCDB , MDB)

The Access file formats are proprietary to the Access database program by Microsoft Corporation. ImagEze supports the Access version 1.0 through 2007 file formats. Column (field) names in ImagEze are used as field names when saving to an Access database.

ImagEze can save data to a new Access database, add new tables to existing Access databases and append data to existing Access tables.

Extension	• ACCDB, MDB
Options	• Table Name: When saving to an Access database, you must select a table name to which to save the data.
Limitations	• Field (region) and table names can contain a maximum of 60 characters (including spaces). Field (region) and table names cannot include: leading spaces, periods (.), exclamation points (!), accent graves (`) and brackets ([]). • An Access table can hold a maximum of 255 fields. • All region (field) names must be unique. • An Access table record can hold a maximum of 2000 characters (excluding Memo and OLE object regions). • If saving data to an existing table, grid column headers (region names) in ImagEze must match table field names. • When ImagEze creates an Access table, textual fields can contain a maximum of 255 characters. If you would like a field to support more than 255 characters, edit the database in Microsoft Access and change the field type from a Text field to a Memo field. Alternatively, click the Advanced button in the ImagEze Save Data window and change the field type to Memo.

1.6 Excel Formats (XLSX, XLS)

The Excel file formats are proprietary to the Excel spreadsheet program by Microsoft Corporation. ImagEze supports the Excel version 3.0 through 2007 file formats. Column (field) names in ImagEze are used as field names when saving to an Excel spreadsheet.

ImagEze can save data to a new Excel spreadsheet, add new sheets to existing Excel spreadsheet and append data to existing Excel files.

Extension	• XLSX, XLS
Options	• Sheet Name: When saving to an Excel spreadsheet, you must select a sheet name to which to save the data.

Limitations	• Spaces in region (field) names will be automatically converted to underscores. • All region (field) names must be unique. • Region (field) names are limited to 60 characters. • An Excel table can hold a maximum of 255 fields. • If saving data to an existing sheet, grid column headers in ImagEze must match spreadsheet field names. • A cell can contain a maximum of 255 characters. • You may create new worksheets or append data to existing worksheets. You may not overwrite existing worksheets.

1.7 Questionmark Format (QSF)

The Questionmark format is proprietary to the Questionmark Perception assessment software program. This format has specific parameters that must be defined, including a Snapshot ID (the value that uniquely identifies the assessment) and the Participant (the region that identifies each respondent). Additionally, there are optional parameters you may specify, including the Group, Details, Date and Monitor. This information should closely match what was originally defined in Perception. For example, the Snapshot ID used should already be defined in Perception as the ID for this particular form, the Participant IDs should already be defined in Perception as the student identifiers, Group should already be defined, Questions should already be defined in the same order as they appear in this form, Special fields should already be defined in the appropriate order and Details should already be defined (as to what type of information the field should contain). Please see the table below for further details.

Extension	• QSF
Required Parameters	• Snapshot ID: A value that uniquely identifies the assessment. Each record in the data file must contain the same Snapshot ID. The Snapshot ID must be a numeric value from 1 to 99999999. Choose a field containing the Snapshot ID or enter one manually. • Participant: Participant, student or respondent identifier. This field uniquely identifies each respondent. Every record in the data file must contain a unique Participant identifier. Choose the field containing this information.
Optional Parameters	• Group: Group, category, course or department. This entry should match the groups defined in your Questionmark application. Choose the field containing the group or enter a group name manually. • Details: Optional demographic data. Choose the field containing the details or enter a value manually. • Date: Date the assessment took place. Choose a field containing the date or enter one manually. • Monitor: Monitor, teacher or instructor name. Choose the field containing the monitor name or enter one manually.

Limitations	• The Questionmark format is only available when saving data. You may create new files or overwrite existing files, but you cannot open the files in ImagEze. • Region names cannot contain double quotes (“). • Spaces entered before or after a region name or data label will be ignored. However, spaces in the middle of a region name or data label will be counted. (e.g., “ John” becomes “John” but “John Smith” remains “John Smith.” • Graded questions MUST use region names of "Q1, Q2, Q3..." or "Question1, Question2, Question3..." • You may optionally define questions called "Special1 - Special10" that can contain more optional demographic data. • The following fields can contain a max of 50 characters (any more will be truncated): Participant, Group, Details, Monitor, Special1 - Special10. • All exceptions should be corrected before exporting to this format. Any exception found in the graded questions when exporting will be treated as an unanswered question.

1.8 SPSS File Format (SAV)

The SPSS file format is proprietary to the SPSS statistical software program by SPSS, Inc. The column headers (region names) in ImagEze are saved as SPSS variable names. The question text, if entered, is saved as SPSS variable labels. ImagEze uses the Labels and Values defined when creating the form template as SPSS value labels and value numbers, respectively. Missing, invalid or unrecognized responses in ImagEze are assigned an SPSS missing value of –1 by default. Please note that as new versions of SPSS are released, some items listed below may change. The SPSS format defined in ImagEze allows the most flexibility by being compatible with both older and newer versions of the software.

> **Note:** The SPSS file format outputs numeric data for each of your Labels. By default, ImagEze uses a sequential numbering scheme, called Values, which begins with 1 for the first Label. You may change these values in the form template by selecting a question’s properties.

Extension	• SAV
Options	• Save Headers: The Save Headers option in the Save Data window will save the grid column headers (region names) as the header names in the SPSS data file. If Save Headers is not selected, default variable names will be used (e.g., v1, v2, etc.).
Limitations	• Data saved to an SPSS format can have a maximum of 255 characters per cell. ImagEze will automatically truncate any cell text that is greater than 255 characters when saving to an SPSS file.

- Labels (Value Labels in SPSS) can have a maximum of 60 characters.
- Values: If custom Values are not defined during form template creation, ImagEze assigns Values in sequential order to use as SPSS Values.
- Region names (Variable Names in SPSS) can have a maximum of eight characters. If a field name has more than eight characters, it will be truncated.
- Region names (Variable Names in SPSS) must be unique. If a region name is used more than once, SPSS will convert the name to a standard naming convention (e.g., v1).
- Question text (Variable Labels in SPSS) can have a maximum of 120 characters.
- ImagEze can open and save to an uncompressed SPSS format only. ImagEze cannot open compressed SPSS files. If you need to uncompress your SPSS file, first open the file in SPSS. Select the File menu and click Save As. Enter a file name and then click the Paste button. In the Syntax Editor window, change the word "COMPRESSED" to "UNCOMPRESSED." Press Ctrl+A to select the text, then select the Run menu and click Current.
- SPSS cannot import multiple responses (e.g., (A,B,C)) as numeric data. Questions that allow multiple responses in ImagEze will be formatted as a string when exported to the SPSS file format, which will not import properly. To import questions that allow multiple responses into SPSS as numeric data, set the questions up as Boolean OMR regions in the form template. As a result, ImagEze will output the responses to separate cells (each answer choice will be treated as a individual question in the data grid). Once the data have been opened in SPSS, you can combine the data for each answer in the question back into one question. Refer to the SPSS User's Guide for more information.

1.9 Survey Pro File Format (SRV)

The Survey Pro file format is a comma delimited ASCII file designed for importing into older versions of Survey Pro by Apian Software. Use the Survey Pro file format when exporting data to Survey Pro. Survey Pro imports numeric data most readily. Therefore, when creating a form template that you want to use in Survey Pro, choose the Numeric data type for multiple choice questions. For example, if the possible answers for a particular question are: Excellent, Good, Fair and Poor, use 4, 3, 2 and 1 as the Labels. Textual data are quoted and should only be used for open ended (Image region) questions. Multiple responses are delimited by semicolons. For example, (1;3;5).

Extension	• SRV
Options	• Save Header: The Save Header option in the Save Data window will save the grid column headers (region names) as the first record in the Survey Pro data file. They can be used in field matching when importing the data file.
Limitations	• You must use the numeric data type for OMR regions and enter corresponding numbers for each answer choice, as described above.

1.10 Survey Pro STL File Format (STL, ST3)

Survey Tag Language (STL) is a file format that describes a survey questionnaire and its database. This format is created in the Survey Pro software by Apian Software. ImagEze also includes a Survey Pro STL (STL, ST3) format. Use this format when working with STL files in Survey Pro. Data is always appended to STL files. ImagEze cannot open or overwrite STL data.

Extension	• STL, ST3
Options	• None
Limitations	• You may only append to existing STL/ST3 files.

1.11 ASCII File Formats (ASC)

The ASCII file formats are generic and can therefore be used by many different applications. Grid cells are delimited by either commas or tabs. Grid rows are delimited by a carriage return line feed sequence. The file extension used by other applications for ASCII files can vary. Here are some of the more common extensions: ASC, CSV, TSV, TXT.

Extension	• ASC
Options	• Save Headers: The Save Headers option in the Save Data window will save the grid column headers (region names) as the first record in the ASCII file.
Limitations	• If saving a comma delimited ASCII file, other applications may have difficulty opening the file if the data contain multiple responses. Multiple responses typically contain commas, which are also used as cell delimiters. Consider using the Custom format if you have questions that allow more than one response.

1.12 Spreadsheet File Formats (TXT)

The Spreadsheet file formats are generic and can therefore be used by many different applications. The Spreadsheet formats are identical to the ASCII formats with one exception: spreadsheet formats place quotes around textual data. Grid cells are delimited by either commas or tabs. Grid rows are delimited by a carriage return line feed sequence.

Extension	• TXT
Options	• Save Headers: The Save Headers option in the Save Data window will save the grid column headers (region names) as the first record in the Spreadsheet data file.
Limitations	• None

1.13 The Survey System File Format (DAT, CRS)

The Survey System file format is proprietary to The Survey System survey design and analysis software program by Creative Research Systems. When saving to the Survey System file format, ImagEze creates two files: a data file and a questionnaire definition file. To import the data into The Survey System, first import the questionnaire definition file (CRS extension) and then open the data file (DAT extension) within that questionnaire. Consult The Survey System user's guide for additional information. Data may only be saved to The Survey System format (not opened in ImagEze).

Extensions	• DAT, CRS
Options	• None
Limitations	• You may create new data files or overwrite existing files only (not open data files in ImagEze).

1.14 dBase Formats (DBF)

The dBase file formats are commonly used database file formats used to transfer information between applications. ImagEze supports dBase version III, IV, and V file formats. Column (region) names in ImagEze are used as field names when saving to a dBase table. A dBase database is represented by a directory. A dBase table is represented by a DBF file within a dBase database.

ImagEze can save data to a new dBase table and append data to existing dBase tables.

Extension	• DBF
Options	• None
Limitations	• Region (field) names can contain a maximum of 10 characters (including underscores). • Spaces in region (field) names will be automatically converted to underscores. • All region (field) names must be unique.

	• Region (field) names cannot include punctuation. • A dBase table can hold a maximum of 255 fields. • If saving data to an existing table, grid column headers (region names) in ImagEze must match table region names. • When ImagEze creates a dBase table, textual fields can contain a maximum of 255 characters. If you would like a field to support more than 255 characters, edit the database table in the dBase software program and change the region type from a Text region to a Memo region. Alternatively, click the Advanced button in the ImagEze Save Data window and change the field type to Memo.

1.15 Paradox Formats (DB)

The Paradox file formats are proprietary to the Paradox database program by Borland International, Inc. ImagEze supports Paradox version 3.X, 4.X, and 5.X file formats. Column (region) names in ImagEze are used as field names when saving to a Paradox database.

ImagEze can save data to a new Paradox database or overwrite existing tables.

Extension	• DB
Options	• Primary Index: When saving to a Paradox database, you must select a field to use as the primary index.
Limitations	• Primary Index: You must select a field to use as a primary index. A primary index must contain a unique value for every record. • For ImagEze to save data to a Paradox table, the ParadoxNetStyle must be set to the selected Paradox save format. (See your Paradox database documentation for more information on the ParadoxNetStyle property.) • All region (field) names must be unique. • A Paradox table can hold a maximum of 255 fields (columns). • A Paradox record can hold a maximum of 10,800 bytes. • If saving data to an existing table, grid column headers (region names) in ImagEze must match table field names. • When ImagEze creates a Paradox table, textual fields can contain a maximum of 255 characters. If you would like a field to support more than 255 characters, edit the database in Paradox and change the field type from a Text region to a Memo field. Alternatively, click the Advanced button in the ImagEze Save Data window and change the field type to Memo.

1.16 Lotus Formats (WKS, WK1, WK3, WK4)

The Lotus file formats are proprietary to the Lotus 1-2-3 program by Lotus Development Corporation. ImagEze supports the Lotus 1-2-3, WK1, WK3 and WK4 formats.

Extension	• WKS, WK1, WK3, WK4
Options	• None
Limitations	• Data saved to a Lotus 1-2-3 version 2.0 format can have a maximum of 240 characters per cell. ImagEze will display an error message (listing the cell location) if any cell exceeds 240 characters when saving to a Lotus 1-2-3 file format. • If a cell contains any textual data, the entire column will be saved as a string (text) rather than numeric data. • Data in the WK4 format can only be opened (not saved).

1.17 LXR Test Format (MRG)

The LXR Test format by Logic Extension Resources is a tab delimited ASCII file made for exporting data to LXR Test. The file contains a custom header followed by the data. Grid rows are delimited by a carriage return line feed sequence.

Extension	• MRG
Options	• None
Limitations	• None

1.18 Report Format (RPT)

The Report file format is a fixed width ASCII file. Each cell is padded, if necessary, to the specified length. Grid rows are delimited by a carriage return line feed sequence. The specified record length is written to the beginning of the file followed by the actual data.

Extension	• RPT
Options	• Save Headers: The Save Headers option in the Save Data window will save the grid column headers (region names) as the first record in the Report data file. • Record Length: The Record Length option in the Save Data window allows you to choose the fixed length of each piece of data written to the file.
Limitations	• If any cells contain data longer than the specified record length, ImagEze will display an error message that lists the cell location.

1.19 Data Interchange Format (DIF)

The Data Interchange file format is a "standard" method of exchanging data between non-compatible programs. By its nature DIF cannot support program-specific information, such as cell formats.

Extension	• DIF
Options	• None
Limitations	• None

1.20 XML Format (XML)

The XML format is used to save data to an XML file, which stands for Extensible Markup Language and is widely used for the exchange of data on the Internet.

Extension	• XML
Options	• None
Limitations	• Region (field) names can contain a maximum of 60 characters (including spaces). • Region (field) names cannot include: leading spaces, periods (.), exclamation points (!), accent graves (`) and brackets ([]). • An XML file can hold a maximum of 255 fields. • All region (field) names must be unique. • An XML record can hold a maximum of 2000 characters (excluding Memo and OLE object regions). • If saving data to an existing file, grid column headers (region names) in ImagEze must match field names. • When ImagEze creates an XML file, textual fields can contain a maximum of 255 characters. If you would like a field to support more than 255 characters, edit the file and change the field type from a Text field to a Memo field. Alternatively, click the Advanced button in the ImagEze Save Data window and change the field type to Memo.

1.21 HTML Format (HTM, HTML)

HTML stands for Hyper Text Markup Language. Use HTML to publish data and results from ImagEze to the Internet or an intranet. ImagEze saves data as well as graphs (from analysis reports) for inclusion in web based documents.

Extension	• HTM, HTML
Options	• None
Limitations	• None

1.22 ODBC

ODBC stands for Open Database Connectivity. Many types of databases have ODBC drivers available. To use ImagEze with an ODBC driver, it must be installed and configured correctly. Consult your database documentation for configuration and installation instructions.

Extension	• *.*
Options	• None
Limitations	• Consult your database documentation for specific format limitations.

1.23 Custom (TXT, ASC)

The Custom format allows you to create a customized text file. This format is useful for exporting data into a database or application that has very specific requirements. The format can also be used to break apart rows of data into multiple rows. Please see Section 8.6.3 for further details about using the Custom format.

Extension	• TXT, ASC
Options	• See Section 8.6.3 of the ImagEze user's guide
Limitations	• See Section 8.6.3 of the ImagEze user's guide

1.24 Database Update

The database update format allows you to update an existing database based on the data in the ImagEze data grid (Access or Excel). The data are matched to the existing database by the field names and a mapping process. When saving to this format, you map the fields in the ImagEze data to the fields in the existing database. You also choose a question (or questions) to be the record identifier. If the record identifier exists in the database it will be updated with what is in ImagEze. For example, if you were conducting a course evaluation and asked for the students' ID number on the form, you could use the student ID as the record ID to update an external database using the Database Update format. During the save process, ImagEze attempts to find the Student ID in the database and then updates the data fields associated with that student. If the student ID is not found, you have the option of adding the student record to the database.

Extension	• ACCDB, MDB, XLSX, XLS
Options	• Table Name: Select the table in the database to which to save the data. • Field Mapping: Map the fields in the form template to the fields in the database in order to update the database records (ImagEze will attempt to do this for you based on region and field names). Choose the field to use as an identifier so that ImagEze knows how to locate and match the data.
Limitations	• Consult your database documentation for specific format limitations.

1.25 ODBC Database Update

The ODBC Database Update format works the same as the Database Update format, but uses an ODBC connection to save the data. You will need to install and ODBC driver for the desired database format and setup an ODBC connection in the Save Data window, Then you can update an existing database using the ODBC Database Update format. To reiterate how updating a database works: The data are matched to the existing database by the field names and a mapping process. When saving to this format, you map the fields in the ImagEze data to the fields in the existing database. You also choose a question (or questions) to be the record identifier. If the record identifier exists in the database it will be updated with what is in ImagEze. For example, if you were conducting a course evaluation and asked for the students' ID number on the form, you could use the student ID as the record ID to update an external database using the Database Update format. During the save process, ImagEze attempts to find the Student ID in the database and then updates the data fields associated with that student. If the student ID is not found, you have the option of adding the student record to the database.

Extension	• *.*
Options	• See Section 8.6.4 of the ImagEze user's guide.
Limitations	• Consult your database documentation for specific format limitations.