<u>**Purple pen Training tasks**</u>
<u>**October 2013 (updated May 2014)**</u>

1. **Basics**

- Free software which allows you to plan courses on top of an ocad or jpeg map.
- For coaching, you might need something prepared specially, eg brown only. Use a mapper to hide symbols. Be careful about safety eg taking crags off.

2. **Software source**
- If using a new machine will need to install it. There are frequent updates and there is user group for improvements (on-line voting) which about 5 people in LEI belong to and bug fixes resolved.
- They do get their ideas added. Eg Steve Edgar.

3. **Loading a new map/course file:**
- Create folder (Suggest Area /Date) and put the O map in it. (Do get the map early as you might struggle to get a recent copy!)
- Open Purple pen and *Create New event* ..
- Enter the Event title. (Can be change later)
- Select the correct Scale – by default it should come from the map file (map scale) if using an OCAD map. So just use the default first. (If it's wrong need mapper to change as all measurements are wrong!)
  Pdfs should work in a similar way.
- Note the warning about someone else doing the map printing eg if 'Club map printer/ Ursula'- need to send two files (PP and Map). [She will do on waterproof paper for free.]
- Store in folder (I always use same as the map)
- Starting control code: might want to start at 170 if using LEI Set A, 200 if using Set B or 151 Schools
  A schedule for the LEI Kit rota is stored online and can be accessed via the Club Website…
  http://www.leioc.org.uk/members/guides.php and the LEI KIT ROTA link is about half way down the webpage.
- Occasionally, you may have a font incompatible message, you have to ignore. If doing real events would need to solve by loading the font.

  Preferences: Roger does task 6 next ie checks scale next, as if there is a problem need to start again.

4. **Customise Course Appearance to BOF settings:**
- *Event>Customize Course Appearance….*
- Untick *Use IOF standard sizes*…. Change *control number style* to BOLD (unless Sprint)
- Tick *White outline around numbers* if want edge around numbers, this is not standard but good for urban events, care as might think is narrow strip of wood!
- Tick and amend *line crossing gap* if you need to later on.
- Untick *Use Purple from map*…. Change to 30% cyan and 100% magenta (but no need if set to this by mapper.)
- In the rare event of Litho printing, one has to change control descriptions to 'purple' printing.

5. **Basic navigation:**
- Move around map, scroll bars, roller (zoom in and out) and mouse (L) and drag
- Can change the size of windows. Eg CD more at foot.

6. **Create a course to check scale:**
- *Course>Add Course….*
- *Course Name –' Test' Course/' Length'*
- *Course Type – Normal*
- *Add a Start and Finish at either end of the bar scale on map.*

Scale is ok. Create a length course on the scale bar. Is the distance right?
To get better figure go to *Reports>Leg lengths*. (You will need this for planning White, Yellow as 200m 300m leg length limits.)

If scale is wrong you need to get mapper to put right. If in a hurry have to do changes later on but might find the scale on the map is not right, etc.

7. **Creating a new Course:**
- Enter new course name
- Course type – Normal (default) or Score
- Climb, has to be added later by counting contours
- Alter printing scale if required (say for planning purposes often blow up map)
- Control Descriptions (CD) Text or Symbolic? Or both. Text for TD1 and TD2 etc, Symbolic for TD 3,4,5. Consider both for development and juniors moving up. (Rule is can have Symbolic for all courses.)
- Put CDs (for printing) on map in box allocated, if not right then consider multi columns. To check size of CDs on map look at foot on Left Hand side. To be readable needs to be 5 to 7mm.
- CDs use IOF on screen but if text is selected will be text on the map.
- CDs need to know IOF symbols but if hover over symbol will show name. (beware foot and inside SW corner (base line differs); same shape different colour; eg knoll and boulder). Can improve later!

To demonstrate some special features. Choose a special item, and one with dimensions.

- Note how the climb calculated; count optimum climb to 5m and enter
- Expensive to print colour. So put white background on bits not being used (most LEI maps have unnecessary details.
- Change event title (add date)
- Change text on a special item (special features are at the top of the list)
- Add flagging on a leg (different styles)
- Add temporary planning notes to Properties, the Normal use is for Classes.
- Amend these
- Put on an **area** of OOB
- Road make OOB (using XXX)
- Add a mandatory crossing point

- Rotate it
- Unofficial item while planning, suggest Change the text in column F (note or non standard). Try the word 'Extra'
- Add text in the middle of CDS

8. Close and reopen as existing event

Be able to go back and reopen a project you are working on. Can be useful to create versions so if need to go back a stage you can find it. Eg add a date MM-DD

9. Clean it up
- Move numbers (if first move then rest of numbers move. Moved numbers do not move if neighbouring number is moved.
- There is automatic line breaking but still need to - Break circle and inter-connecting lines (Use the icons on far right including scissors)
- Breaks are only on the scale you are using, ie different breaks if big events using 15k and 10k scales
- Breaks can change the broken parts.
- Breaking or bending depends on readability by competitor
- Add bends (more than one per line)
- Move lines if obscuring features (eg use bends), or drag end on circle to one side
- System remembers cutting of control circles and legs so if you break or move lines will do for subsequent courses.
- Got it wrong, so how do you redo. Delete and put back! Does not work! So use remove gap. Click on object.
- Add more text eg course name so stands out.
- Renumber a control to correct range (*Event/ Change Control code Or Automatic numbering*)
- Remove all unused controls (*Event/*
- Show /Hide objects on some courses only. *Item/ Change displayed courses*
- Add event number using text.

10. Event audit report

Things you may have missed.
- Missing items (will not detect Start description missing so do this manually.)
- Proximity, not same symbols, (yes in column 3)
- Missing descriptions, but common to miss sizes. Does not detect sizes missing.

11. Score
- Properties (not the default)
- Can be useful to put rules into the text box.
- Pick up some controls (Use F4)

- Change to show control code
- Put points into Column A, couple with 10 and one with 20
- Check the event audit
- Course 'close time 9.99AM' in text on map.
- Course close time on the control list at foot (BOF requirement)
- Correct the text

- Add another course use All controls
- Change the course order (*Course/ course order*
- Float over control to see who else is using (can switch pop ups off *View/)*
- Can change intensity to see course better. (*View/)*
- *Report Control Cross reference*
- Collect in controls, so let's check what is on each course
- Competitor loading (really for big events where only allowed 2 per minute)

12. Printing
- CMYK red courses
- Ocad purple courses, is closer to BOF standard
- Fit on page, change the boundaries
- Do a preview. Amend if necessary
- At home probably need to do Multiple pages for A3. Club Map Printing officer has A3 printer.
- Printing Control Descriptions

Things to remember

- Check scale
- Change to meet BOF rules on Bold ISOM, and always purple M100/ C30 may be C20
- Send map and courses; Ask for ocad for purple course printing.

Online reminder Try this file.

http://www.lifesci.sussex.ac.uk/home/Neil_Crickmore/SARC/UsingPurplePenV1.pdf