

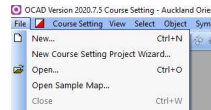
Using OCAD for Event Setting

Before you Begin	Before you begin using OCAD, study your map, and familiarise yourself with your area.
Download and Install OCAD	▪ Download the Course Setting software on your PC. ▪ The person co-ordinating setters will assign you a license number. ▪ Install the software, using Auckland Orienteering Club in the name field in the first screen and the licence number you have been assigned. ▪ On the next screen, fill in the table with your name and details ▪ Follow the onscreen instruction to install the software
Get a copy of your map	1. Ask Joanna and Alistair Stewart or Selwyn Palmer to send you a copy of the relevant map. 2. This will be sent as an OCAD document. You cannot open this directly. 3. Save the OCAD document onto your computer.

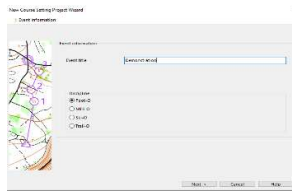
Open OCAD and background map

Double click on the OCAD icon you have installed to start the OCAD application. A blank **OCAD** Screen will open.

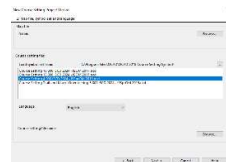
1. From **File** menu, select > **New Course Setting Project Wizard**



2. Name your Event in the box that appears and ensure that Foot O is selected. Click **NEXT**.



3. In the next box, select '**Course setting 4000 ISCD 2018 -ISSprOM 2019**' and click **NEXT**



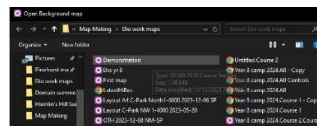
4. Select **White** outlines on control number, then click **CREATE**



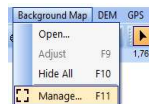
5. You will now see a blank screen that looks exactly like what you started with. From the **Background Map** menu, select **Open**



6. This will open your file manager and you will need to select the map you saved in the previous step.

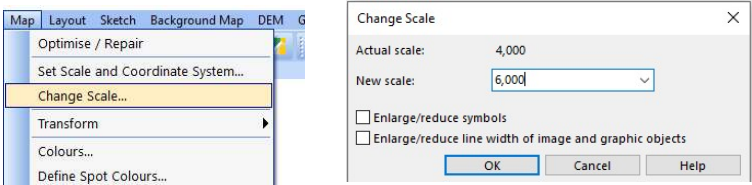
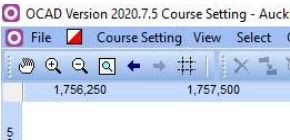
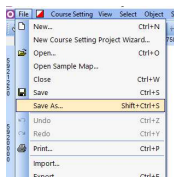


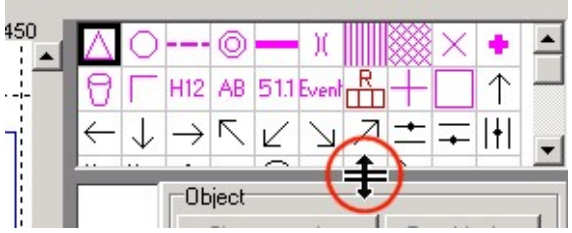
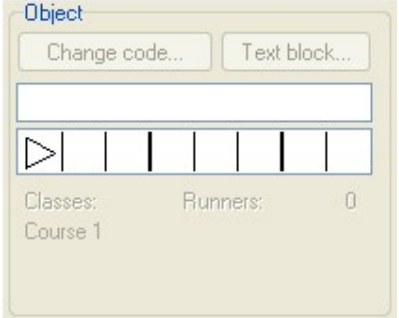
7. If your map is not 1:4000 you will get an error message that tells you its scale. At this stage you need to **REMOVE** the background map by going to the **Background Map** menu, selecting **Manage**



8. Click **REMOVE**, accept the confirmation and then click **CLOSE**



	9. Go to the Map menu and select Change Scale and enter the correct map scale (of the map you have been sent). Don't change the symbol sizes. Click OK  10. You can now reopen your background map. Note: If the map is not showing properly, click the Show Entire Map  icon in the top left corner. 
Saving your Map	Save a copy of your course setting project. - From the File menu, select Save as  - Enter a name for your event map. This is the map you will open and use whenever you want to work on your courses. Note: - The map you have opened is a background map and cannot be edited. (It is as though you are writing on a sheet of plastic laid over the map)
Zooming	To Zoom In Click the  icon then click on the area of your map you wish to zoom in on. To Zoom Out Click the  icon. If you're lost! Click the  icon at any time to display the whole map. You can also use View from the top menu. 

Course Setting Symbols	Course setting symbols are shown to the top right of the screen.  Note: ▪ If you don't recognise these, hover your mouse over them for a description. ▪ If you can only see one line of symbols, move the mouse over the separator line below the symbols until it changes as shown highlighted below in the red circle. Click and drag the separator line as required. 
Drawing Tools	There are 2 drawing tools. Drawing icons include  bezier, oval, circle, rectangles (2), straight lines, freehand and numeric. Notes: ➤ Choose one of these tools whenever you are drawing, (including putting controls on the map) ➤ For the start, finish and controls any tool can be used. ➤ For putting a line on the map you must use the appropriate tool depending on what you want to do with the line.
Editing Tools	 These are the edit tools. Object Edit and Point Edit. An object is a whole item on the map - eg. a contour, patch of forest, a control circle. A point is part of an object. ➤ Object edit is used for shifting objects around the map. ➤ Point edit is used for changing shapes of objects eg. part of a line not all the line.
Object Window	Where the control descriptions are entered. 

Placing Controls	Place all the potential control sites you have identified during your fieldwork on the map. Once you have placed these controls they are used to form courses. To place the start triangle on the map. 1. Zoom in to where the start triangle should be. 2. Click on the triangle symbol in the course setting symbols at the top right of the screen. 3. Click on any one of the drawing symbols at the top of the screen. 4. Move the cursor over the map to the point where the triangle is to be centred. Your cursor will be a cross hair with a dot in the lower left corner. 5. Click the mouse. The Course Object window appears 6. Click Ok. The start triangle appears in the object window and the control description for the start becomes available. To Place Controls on the map 1. Select one of the drawing tools. 2. Select the control circle from the panel to the right of the screen. 3. Move the cross hair to the control site and click. A control will be placed at the site and the Course Object window will appear 4. Change the number in the Course Object window to the control number you wish to use for this control. You can use letters – remember uppercase for SummerNav. 5. Click Ok. 6. Continue to place controls. 7. Place the finish double circle in the same way. Note: ▪ There are no control descriptions for the finish control
Deleting Controls	To Delete a control 1. Select the control from the objects list to the right panel of the screen. The correct control will be highlighted on the map. 2. Click the Delete button. 

Adding Control Descriptions

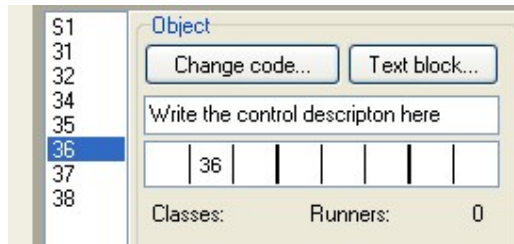
For each control there is a panel of 8 control description boxes displayed in the objects tab.

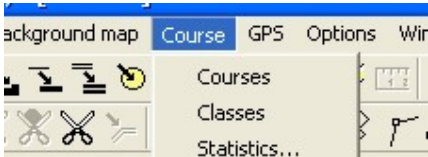
To add control descriptions. (Not applicable for SummerNav)

1. Go to the panel to the right of the screen.
2. From the list of controls, highlight the control you wish to describe.
3. Select each description box in turn.
The appropriate symbols are displayed.
4. Click on the required symbol.
The symbol is placed in the panel.
5. Repeat for all necessary descriptions.
6. In the blank line above the panel, enter an English control description.
7. Repeat for all controls.

Note:

- To remove a description, display the control symbols and click on one of the blank boxes.
- For SummerNav (and Orange, Yellow and White courses in the forest) use the long box to write in words the control description.



Creating a Course	1. Click on the Course Setting item on the top bar. 2. Choose the Courses option.  3. Then click Add. 4. Give the course a name. Repeat as necessary then click OK 5. Go to the Course panel to the right of the screen and click on the down arrow to the right of the words <All controls>.  6. Choose your course (from the names you have previously entered). 7. Now double click on the control codes in the tall narrow window. Select the start triangle first. 8. Repeat in order for all controls you wish to use for the course. Notes: ▪ To add a control in the middle, highlight the control immediately before the one you wish to enter, move to the tall narrow window and double click the control to insert. This control will appear immediately below the selected control. ▪ Before creating the course, zoom in on the map to magnification of 4x so that as each control is chosen the map will show where the control is situated – this helps avoid the error of choosing the wrong control. ▪ An alternative way to put controls on a course is to click on the control circle itself. ▪ When the course is finished the distance is given.
Viewing your Course	To view your course. 1. Click the “Preview” button. The line joining the controls and the control numbers are displayed. Note: ▪ You can temporarily hide the map by pressing F10 key This allows you a better look at the drawing you have done.

Tidying up your map	Control numbers can be moved and control circles broken to avoid hiding key features! It is also possible to make alterations to any purple course-setting features for individual courses after you have completed step 3, of "exporting your courses" (see below). This will be useful if your long courses use more than one map, because you will need to change the control numbers on the courses and on the descriptions. <u>Moving Control Numbers</u> To move a control number: 1. Go into Preview mode. 2. Select the Object Edit icon. 3. Click on the control number you wish to move. A box appears around the circle with a handle. (The handle is a small open box near the bottom left corner) 4. Click on the handle and hold the left mouse key. 5. Drag the control number to a suitable place. 6. Release the mouse key. <u>Note:</u> ▪ Moving control numbers takes effect only for the course you are working on. <u>Breaking Control Circles</u> 1. Go out of Preview mode. 2. Select either the point edit or object edit tools 3. Highlight the circle by clicking in the centre 4. Select the scissors, 5. Move the cursor over the circle at the point where the cut is to start. 6. Depress and hold the left mouse key. 7. Move to where the cut is to finish. 8. Release the mouse button. <u>Note:</u> ▪ The circle can be reinstated by selecting the circle, choosing the scissors, and clicking where the piece of circle is missing.
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Placing Control Descriptions on the Map

To place control descriptions on the map

1. Select the right-angle bend tool.  from the symbols at the top right of the screen. (This symbol is in the 2nd row so the top of the **Object** window may have to be moved down to expose this symbol.)
2. Choose a drawing tool then click on the map where you wish to place the control descriptions.
3. Accept the code offered (it is never seen) and then click on the text description box (in appropriate – which it is for SummerNav).

☒ Text description

4. Have a course selected in **Course** window
5. Click the **preview** button.
6. Check that the descriptions don't interfere with the map.

Note:

- The description hang below and to the right of where you place the tool (unless organised differently)
7. A second control description item can be placed on the map so that both IOF descriptions and text descriptions can be shown.
 8. To modify the control descriptions go to **Course Setting > Options...** and the following window will appear. This gives control over the IOF description boxes and other numbering features.



The 'Course Options' dialog box is shown with the following settings:

- Titles**
 - Event title: [Empty text box]
 - Course title:
 - ☒ Classes
 - ☐ Course name and class(es)
 - ☐ Course name only
- Controls**
 - Numbering:
 - ☒ Number
 - ☐ Number and code
 - ☐ Code only
 - Distance from circle to number: 1.00 mm
- Connection lines**
 - Distance from circle to connection line: 0.00 mm
- Control description**
 - Thicker horizontal line: Every third
 - Maximum length: 50 Rows
- Control description on the map**
 - Box size: 6.00 mm [Standard button]
 - ☒ White background
 - ☒ Add control descriptions for all controls
- XML Export**
 - ☒ Export course relay combinations (not IOF standard)

Buttons: OK, Cancel, Help

Exporting your Courses

DO NOT PRODUCE THESE MAPS UNTIL EVERYTHING IS READY. SOME MAPS HAVE LAYOUTS AS PART OF THE MAP SOME DON'T AND THIS NEEDS TO INCORPORATED. ONLY EXPORT AFTER ALL THIS IS SORTED.

1. From the **Course Setting** menu, select **Print** and then **Control Descriptions**.
This will print all the descriptions once on the smallest number of pages possible or print a full page of each of the course control descriptions. (Not necessary for SummerNav.)
2. From the **Course Setting** menu, select **Export** and then **Courses (XML IOF Version 3...**
This will make a small file containing information vital to running electronic timing at the event. (Only necessary at SummerNav when electronic timing is being used.)
3. From the **Course Setting** menu, select **Export** and then **Export Course maps...**
This will produce as many new OCAD files as you have courses (or a subset), files suitable for a final touch up and then preparing for printing.

Note:

- Changes you make in these files DO NOT appear on the other files unless you make a change to the base map.
4. A PDF version of the event map (a map completely ready for the event) can be produced by going to **File > Export**.
 5. The **Export** window appears to the right.



6. Choose **PDF** from the drop down menu.
7. Click the **Partial map** box if the full file is not to be printed
8. Click **OK**.

Note:

- **CHECK the final output very carefully before sending it to be printed.**
- **If maps are being printed on a club printer, you should also send your course setting file and all the map files that were generated and possibly altered by you after step 3 in “Exporting your courses” above.**