Forest Series course planning using Purple Pen (PP) – 2019 version

1. **Download PP** from purplepen.golde.org and file.
2. Open PP and **'create a new event'**.
3. Add **'Event title'** e.g. '2020 SHOO Forest Series #1'. Next
4. Choose **'map file'**
5. If using an **OCAD map** load map from map file. Go to Step 10.
6. If using a **pdf version of a map (for the first time)**, click on 'pdf of map' file
7. 'The map file was successfully loaded'. Next.
8. Bitmap resolution. Specify **map scale**, e.g. 1:7 500, 1:10 000, etc. Next.
9. **Print scale**. Usually leave at default scale. Next.
10. **Paper Size.** Leave at A4. Leave orientation as selected by PP. Next.
11. **Event file location.** Same as map is best. Next.
12. **IOF Standards**. For IOF Description Standard select '2018'. For IOF Map Standard select 'ISOM 2000'. Next.
13. **Control numbering**. Leave starting code at 31. Leave the box underneath unticked. Next.
14. **Create event**. Click 'Finish' and PP main window opens up with map loaded.
15. Click on 'Course', then '**Add course'.** Fill in name e.g. Long Hard. Other info can be included later by selecting 'Course' then 'Properties'. OK.
16. Click on **'Add Start'** and drag the start triangle symbol onto the map and position.
17. Click on **'Add Control'** and drag and position the control circle on the map. #1 will appear beside circle and control line will be drawn from the Start. Place further controls. Progressive course length automatically appears in the Control Description (CD) table on the left.
18. The **order** in which controls are numbered may be changed by clicking on the 'Ordering' function underneath the CD table.
19. Click on **'Add Finish'** and position on the map. Normally the same place as the Start or close by.
20. **Add control descriptions** into CD table in IOF symbols (even when English descriptions are required) by right clicking on each column of the table and selecting the appropriate symbol.
21. **Move control numbers** (click and drag) to better positions on the map.
22. Put **white outline around control numbers**. Go into 'Event', then 'Customise Appearance' then 'White outline around numbers'. Use at least 0.3 mm. OK.
23. **Control circles and lines can also be cut**. Click on circle or line. Colour changes from purple to red. Go to 'Item' then 'Add Gap'. Click on circle or line to create gap or click and drag.
24. **Calculate climb**. Add to CD table via 'Course' then 'Properties' then 'Climb'. OK.
25. **Add new courses** as above.
26. **For Easy and Very Easy Courses use English CDs**. Click on 'Course' then 'Properties' then 'Description Appearance' and choose 'Text'. Then OK. When these CDs are placed on the map or printed they will automatically appear in English. For **Moderate Courses, Symbols and Text** may be appropriate.
27. **The wording of English descriptions** can be changed by clicking on 'Event' then 'Customize Description Text'. An alternative description can be typed in, e.g. 'man-made object' instead of 'special item' or selected, e.g. 'gully' instead of 're-entrant'. OK
28. **Add Control Descriptions to map**. For each course click on **'Add Descriptions'. Hover over the map.** A cross will appear**.** Position the cross where the CDs are to be placed on the map. Click and drag to make the CD table the desired size. The colour of the table can be black or purple. Purple is best. To

change the colour click on 'Event' then 'Customize Appearance' then 'Control Descriptions – Colour'. OK.

29. **Add name of event to map**. Click on 'Add Special Item' then 'Text' then 'Insert Special Text' then choose 'Event Title', then OK. Position on the map using the same technique as CDs. It will appear on all courses. N.B. It automatically picks up the event name. You don't have to type it in.

30. **Add name of course to map**. Click on 'Add Special Item' then 'Text' then 'Insert Special Text' then choose 'Course Name', then OK. Position on map as previously. The name of each course is automatically picked up, etc.

31. **Add other required info to map – Contact phone number, Course closure time, Safety Bearing, Date and location of next event in Series**. As before but type in the text you want, then OK. Position on map.

32. **PRINTING.** Maps 'in house' – Click on 'File' then 'Print Courses' then select options, e.g. courses s', copies of each course, etc. then Print. A preview is available.

33. **Loose CDs.** Click on 'File' then 'Print Descriptions' then select options, e.g. courses, no of copies. Under 'Description type' select 'Text' for Very Easy and Easy courses, 'Symbols & Text' for the Moderate course and 'Symbols' for Hard courses. The 'line size' can be reduced to increase the number of CDs printed on a single page. Then Print.

34. **External printing**. Create PDFs for external printing. Click on 'File' then 'Create PDFs' then select options, e.g. courses, file names, folder, then click on 'Create'.

35. **Special items**. A range of items, e.g. out of bounds, crossing points etc. can be added to the map via 'Add Special Item'.

36. **Other 'polishing' items**. Under 'Item' bends and gaps can be added or removed, text can be changed, special items can be rotated etc.

37. **Help**. A very easy to use and comprehensive help facility is included.

Have fun.

Peter