

Summer Sat courses 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 Summer Sats #2'. Next
4. Choose '**map file**'.
5. If using an **OCAD map** load map from map file.
6. If using a **pdf map**, click on 'pdf of map' file.
7. 'The map file was successfully loaded'. Next.
8. Bitmap resolution. Specify **map scale**, usually 1:7 500. Next.
9. **Print scale**. Usually leave at default scale. Next.
10. **Size and orientation of paper**. Leave at A4. Leave orientation as selected by PP. Next
11. What **folder** for course event file? > 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.
15. Click on 'Course', then '**Add course**'. In the 'New Course' window create two courses.
16. For the **Score Course** under 'Course Name' type in '45 min Score' and in 'Course Type' select 'Score course'. For the **Easy Course** type in 'Easy' and leave the 'Course Type' as 'Normal Course'. Under 'Description Appearance' select 'Text'. Info can be edited later by selecting 'Course', then 'Properties'. OK
17. **SCORE COURSE**. Select '45 min SCORE'. Click on 'Add Start' and drag the start triangle symbol onto the map and position.
18. Click on '**Add Control**' and drag and position the control circle on the map. Place 20 controls on the map (1 – 20). Control code numbers 31 to 50. Select position of controls so that Numbers 1 to 10 are worth 10 points and 11 to 20 are worth 20 points.
19. **Add control descriptions** (CD) into CD box in IOF text by right clicking on each column of the description and selecting the appropriate symbol. Add score points in last column for each control in inverse order. i.e. 20 first, 19 next, 18 next.....up to 1. (It does not work starting at 1 - No idea why)
20. Click on '**Add Finish**' and position on map. Normally the same place as the start.
21. **Move control numbers** (click and drag) to better positions on map.
22. Put **white outline around control numbers**. Go into 'Event', then 'Customize Appearance' then 'White outline around numbers'. Use at least 0.3 mm.
23. **EASY COURSE**. Place controls using control sites for the Score plus new ones as required. About 2 km. Progressive course distance automatically appears in the CD box. Add control descriptions etc. for new controls and fine tune course as above. The **order** in which controls are numbered may be changed by using the 'Ordering' function underneath the CD box.
24. For each course click on '**Add Descriptions**'. Hover over the map. A cross will appear. Position the cross where the CDs are to be located. Click and drag to make to CD box the desired size. The CDs can be black or purple. Purple is best. To change colour click on 'Event', then 'Customize Appearance' then 'Control Descriptions - Colour'. For CDs on the map USE IOF FOR SCORE AND TEXT (English) FOR EASY.

25. **English descriptions** can be modified by clicking on 'Event', then 'Customize Description Text' e.g. 'Special item' to 'Man made object'
26. **Add name of event to map** by clicking on 'Add Special Item', then 'Text', then 'Insert Special Text', then 'Event Title', OK, then position on map using the same technique as CDs. It will appear on all courses. N.B. It automatically picks up the name. You don't have to type it in.
27. **Add name of course to map** by clicking on 'Add Special Item, then 'Text', then 'Insert Special Text', then 'Course Name', OK, then position on map as previously. The name of each course is automatically picked up, etc.
28. **Add other required info to map – Contact phone number, Course closure time, Date and location of next event in Series.** As before but type in the text you want, then OK. Position on map.
29. **Control circles and lines** can also be cut but probably not necessary for this type of event. Click on circle or line, colour changes from purple to red. Click on 'Item', then 'Add Gap'. Click on circle or line to create gap or click and drag.
30. **PRINTING.** Maps 'In house' – Click on 'File', then 'Print Courses', then 'Select Course/s', 'Copies of each course', etc. then Print. A preview is available.
31. **Loose CDs** – Click on 'File', then 'Print Descriptions', then select options, e.g. courses, no of copies, description type. Under 'Description type' select 'Text' for Easy course and select 'Symbols & Text' for 45 min Score course.
32. **External printing.** Click on 'File', then 'Create PDFs', then select options, e.g. courses, file names, folder, then Create.

Have fun.

Peter