

Here are some tips to make the printing of maps straightforward

The Planner's responsibility:-

Send the files to the printer at least 48 hours before the planned print date

Arrange for getting the maps to the event. Note: Maps will be in translucent map boxes, identified by Course

The Printer's responsibility:-

Record the number of maps printed and advise the Treasurer

Advise Planners for forthcoming events if he is away just before the event (BML print is an alternative)

Additional details:-

The Planner needs to send:-

The Purple Pen course file (.ppen)

The OCAD map file (.ocd)

Planning Purple Pen is our recommended Planning software. Download is free. Tutorial on YouTube (BO – Simon Errington) or SO website (.pdf - Neil Crickmore). When opening P Pen, a message Source Sans Pro can be ignored.

Based on my experience with courses sent for printing, please watch out for the following:-

The paper size is set to A4 and the margin is 4.3mm minimum: *File* (top toolbar) '*Set Print Area*'

You have selected the correct control circle diameter (*Event – Customise Appearance*); for 1:10,000 maps the specification is 7.5mm, and we recommend this (or 7.45mm) for 1:7,500, 5,000 and 4,000 scales as well.

The Control Description does accurately describe the location of the control within the circle and the mapped feature it is on, eg E knoll, N side. The Start should also have a description.

For point features (eg significant tree) the circle is centred on the feature. The CD can describe which side.

The control circle itself does not obscure relevant detail; cut circle if necessary '*Item – Add Gap*'.

The control number on the course is positioned so it is easily read against the background.

For pictorial control descriptions, the columns are correct. International orienteering control descriptions 2024 is the current version – although it is 32 pages (!), it is very straightforward.

The 'All controls' map is only planning aid, eg control separation, possible code confusion for competitors, control set out & collection. It has limited flexibility for control number positioning/font size/circle diameter. Create a Course for full functionality '*Course – Add Course*'

Fences not to be crossed have a solid red line overprint, where relevant. Additional Out of Bounds is marked with a red screen, or red crosses on roads.

For street events with controls on lamposts the 'Centre dot diameter' option can show which side of the road

The course colour is obvious when the map is picked up, eg 'Brown' in Bold text. Don't forget the climb!

The course closing time is stated. For KNCs 'Controls will be collected from 8.45pm (Course closing time)'

An Emergency Telephone No. is shown (usually the Organiser's mobile) and the Event number 'Event #####'. This number can be found on the BO website under 'Event Finder', then click on 'Details' for your event. It confirms registration & insurance cover.

Note: I am happy to try to advise on getting the course files as you want them.
