

Deeside Orienteering Club Using “Word” to plan a Small Event

This guide leads you through the procedures for a small event (using kites and punches) to produce a control grid as you plan the courses, and then, once agreed with the controller, to check for mistakes, and produce the description sheets.

So first you set up a control grid as page 2. This lists all the controls, and the courses. It is usually possible to get this on one sheet of paper. Laying the data out in this manner allows you to see if any control is used by too many courses, and whether the same sequence of controls is used by too many courses, in which case adjust as necessary. MM indicates second master maps.

Keep the same numbers of the control sites throughout – if sites are discarded just delete the number. Mark up a map with all the controls, with their numbers adjacent.

[Note –after the event sent a copy of this map, plus a copy of the grid, to the club member who keep the area files. It is thus possible to record all the courses on two sheets]

No	Description	Y	O	R	LG	G	B	Code	Stake
0	Path bend	0	0	0	0	0	0	Start	
1	Crag, 4m, foot				1		1	TE	
2	Gully				2		2	TF	S
3	N re-entrant				3	1	17	MI	
4	Crag, 4m, foot						3	LF	
5	Earthwall			7		10		PR	S
6	Earthwall				6	9	13	PK	
7	W re-entrant				7	4[MM]	5[MM]	MV	
8	Wet pit				8			LX	
9	Post	1	1					LW	
10	S Thicket, S side	2						LO	
11	Fence	3						PA	
12	Clearing, S end	4						LV	
13	Fence, N side	5		11				LA	
14	Fence corner	6						LK	
15	Ruined wall corner	7						PB	
16	Ruined wall end	8	9	1				LU	
17	Fence(hedge) E side	9	10					LR	
18	Pit		2					PU	S
19	Re-entrant, shallow				9		18	LJ	
20	Post		3	10				MA	
21	Fence corner		4					MY	
22	Post		5	9				LQ	
23	Fence corner		6					PL	
24	Boulder		7	2	5			PX	S
25	Thicket, E side		8					PN	
26	SE knoll			12		13		PE	
27	Crag, 5m, foot			3		5	6	LP	
28	Between knolls			4			7	TG	
29	Thicket, S side			6			12	TB	
30	Crag, 6m, foot						10	LN	
32	Niche					3	4	LZ	S
33	Gully					6		LD	S
34	S Gully					7		LM	
36	S crag, 4m, N end, foot				4	11	15	LY	S
37	Crag, 2m, foot					12	16	PJ	
38	Pit						11	LL	
50	Gully end					8		PH	
51	Thicket, E side			5				LT	S
52	Path			8				TD	
53	Depression					2	14	PI	
54	S gulley, E end						8	TC	
55	Gulley end						9	PD	
	Length in km	1.75	2.7	5.0	3.0	4.3	5.9		
	Climb m	60	90	170	110	160	200		

Once the courses are agreed, you can allocate the control codes. It is desirable to arrange these so that similar codes are not close to each other on the ground. This needs another map showing all controls, identified by their codes. This is used for putting out the controls

Having done this, sort the table by control code. [*To do this swipe – that is hold down the left mouse button, and run down the code column so that it is all blacked out. Then click Table then Sort*] You will get a table that looks like this (only part shown here)

No	Description	Y	O	R	LG	G	B	Code	Stake
0	Path bend	0	0	0	0	0	0	Start	
13	Fence, N side	5		11				LA	
33	Gully					6		LD	S
4	Crag, 4m, foot						3	LF	
19	Re-entrant, shallow				9		18	LJ	
14	Fence corner	6						LK	

This allows you to check that you have not duplicated a control code (easily done) and also that the list corresponds to the list of control codes that you are expecting.

Now you can produce the description sheets. Take the grid, and sort by course column. Include in the swipe all the numbers (including the 0 for the start) but nothing else. Click Table, Sort, and then Number. Using Red as an example, you will get a grid as page 4.

No	Description	Y	O	R	LG	G	B	Code	Stake
1	Crag, 4m, foot				1		1	TE	
2	Gully				2		2	TF	S
3	N re-entrant				3	1	17	MI	
4	Crag, 4m, foot						3	LF	
6	Earthwall				6	9	13	PK	
7	W re-entrant				7	4[MM]	5[MM]	MV	
8	Wet pit				8			LX	
9	Post	1	1					LW	
10	S Thicket, S side	2						LO	
11	Fence	3						PA	
12	Clearing, S end	4						LV	
14	Fence corner	6						LK	
15	Ruined wall corner	7						PB	
17	Fence(hedge) E side	9	10					LR	
18	Pit		2					PU	S
19	Re-entrant, shallow				9		18	LJ	
21	Fence corner		4					MY	
23	Fence corner		6					PL	
25	Thicket, E side		8					PN	
30	Crag, 6m, foot						10	LN	
32	Niche					3	4	LZ	S
33	Gully					6		LD	S
34	S Gully					7		LM	
36	S crag, 4m, N end, foot				4	11	15	LY	S
37	Crag, 2m, foot					12	16	PJ	
38	Pit						11	LL	
50	Gully end					8		PH	
53	Depression					2	14	PI	
54	S gulley, E end						8	TC	
55	Gulley end						9	PD	
0	Path bend	0	0	0	0	0	0	Start	
16	Ruined wall end	8	9	1				LU	
24	Boulder		7	2	5			PX	S
27	Crag, 5m, foot			3		5	6	LP	
28	Between knolls			4			7	TG	
51	Thicket, E side			5				LT	S
29	Thicket, S side			6			12	TB	
5	Earthwall			7		10		PR	S
52	Path			8				TD	
22	Post		5	9				LQ	
20	Post		3	10				MA	
13	Fence, N side	5		11				LA	
26	SE knoll			12		13		PE	
	Length in km	1.75	2.7	5.0	3.0	4.3	5.9		
	Climb m	60	90	170	110	160	200		

Now delete the columns and rows that do not relate to your course (we are using the Red course for illustration here) and take the control site numbers out. Any discrepancies (such as missing control numbers) will stand out

	Path bend	0	Start
	Ruined wall end	1	LU
	Boulder	2	PX
	Crag, 5m, foot	3	LP
	Between knolls	4	TG
	Thicket, E side	5	LT
	Thicket, S side	6	TB
	Earthwall	7	PR
	Path	8	TD
	Post	9	LQ
	Post	10	MA
	Fence, N side	11	LA
	SE knoll	12	PE

Next transfer the numbers to the left hand column and add extra information to complete the description sheet. Set controls in groups of three for clarity [*You can insert a row by placing the cursor outside the table and clicking Enter*]. Use a good sized font e.g. 12pt Times New Roman. Courses with second master maps will need to be able to be cut into halves neatly.

RED Course 5.0 km 170m climb		
Start	Path bend	
1	Ruined wall end	LU
2	Boulder	PX
3	Crag, 5m, foot	LP
4	Between knolls	TG
5	Thicket, E side	LT
6	Thicket, S side	TB
7	Earthwall	PR
8	Path	TD
9	Post	LQ
10	Post	MA
11	Fence, N side	LA
12	SE knoll	PE
Navigate 100 m to finish. Courses close 15:00hrs. You must report to the finish even if you do not complete the course		

You can make the lines non-printable [*Click* Format, Borders and Shading, Apply to Table, and then click out all the lines in the box]

RED Course 5.0 km 170m climb

Start Path bend

1	Ruined wall end	LU
2	Boulder	PX
3	Crag, 5m, foot	LP
4	Between knolls	TG
5	Thicket, E side	LT
6	Thicket, S side	TB
7	Earthwall	PR
8	Path	TD
9	Post	LQ
10	Post	MA
11	Fence, N side	LA
12	SE knoll	PE

Navigate 100 m to finish. Courses close 15:00hrs. You must report to the finish even if you do not complete the course

To make multiple copies, decide how many can be fitted on a sheet of A4. This can be ascertained most easily by printing one off. In this case, it is four, in two columns and two rows. Make a new table in this format. Then Copy the table above by swiping it completely, not forgetting to include the little tag just outside the table at the top left hand corner. Then Paste the table into each new cell one at a time, and you will have four description sheets on one page for duplicating. You can adjust the size as necessary to fit the page. The solid lines are useful as a cutting guide.

If you use a bubble jet printer, the ink is not waterproof, so the master must be photocopied. Laser printers produce waterproof text.

David Beattie Feb 2005

RED Course 5.0 km 170m climb			RED Course 5.0 km 170m climb		
Start	Path bend		Start	Path bend	
1	Ruined wall end	LU	1	Ruined wall end	LU
2	Boulder	PX	2	Boulder	PX
3	Crag, 5m, foot	LP	3	Crag, 5m, foot	LP
4	Between knolls	TG	4	Between knolls	TG
5	Thicket, E side	LT	5	Thicket, E side	LT
6	Thicket, S side	TB	6	Thicket, S side	TB
7	Earthwall	PR	7	Earthwall	PR
8	Path	TD	8	Path	TD
9	Post	LQ	9	Post	LQ
10	Post	MA	10	Post	MA
11	Fence, N side	LA	11	Fence, N side	LA
12	SE knoll	PE	12	SE knoll	PE
Navigate 100 m to finish. Courses close 15:00hrs. You must report to the finish even if you do not complete the course			Navigate 100 m to finish. Courses close 15:00hrs. You must report to the finish even if you do not complete the course		
RED Course 5.0 km 170m climb			RED Course 5.0 km 170m climb		
Start	Path bend		Start	Path bend	
1	Ruined wall end	LU	1	Ruined wall end	LU
2	Boulder	PX	2	Boulder	PX
3	Crag, 5m, foot	LP	3	Crag, 5m, foot	LP
4	Between knolls	TG	4	Between knolls	TG
5	Thicket, E side	LT	5	Thicket, E side	LT
6	Thicket, S side	TB	6	Thicket, S side	TB
7	Earthwall	PR	7	Earthwall	PR
8	Path	TD	8	Path	TD
9	Post	LQ	9	Post	LQ
10	Post	MA	10	Post	MA
11	Fence, N side	LA	11	Fence, N side	LA
12	SE knoll	PE	12	SE knoll	PE
Navigate 100 m to finish. Courses close 15:00hrs. You must report to the finish even if you do not complete the course			Navigate 100 m to finish. Courses close 15:00hrs. You must report to the finish even if you do not complete the course		