



## CONDES 8 INSTRUCTIONS

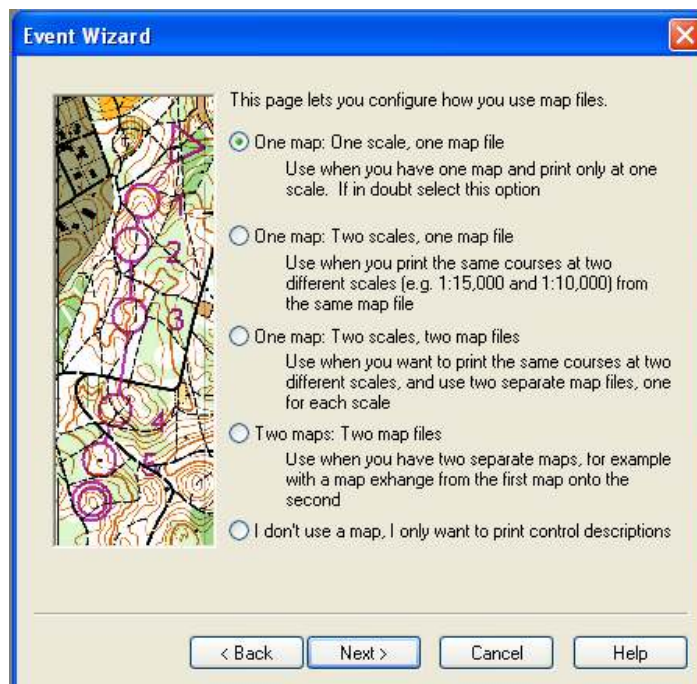
One way of using the program is to follow the following sequence:  
create a file for the event  
put the circles for all of the event's controls onto the map  
enter the descriptions for those controls  
build up the course from the collection of controls.

### Creating a New File for a New Event

If you have already used the software for a previous event, select the 'New event file' item in the File menu. If this is the first time you have used the software, you will come into the 'Event Wizard' automatically.

A series of 'Event Wizard' windows will appear, leading you through the process of setting up a new event. The first 4 pages will be self-explanatory.

The fifth page allows you to choose how many map files you are using:

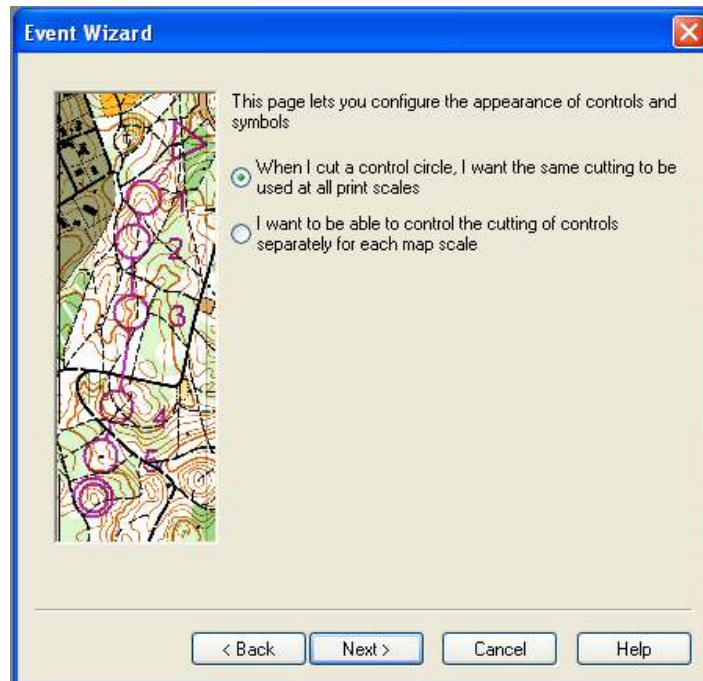


Usually you will choose the first option; if you have a map at two scales where the two versions are different OCAD files (e.g. Ainsdale at 1:10 000 and 1:7 500) choose the 3rd option ('One map: Two scales, two map files'). The 2nd option is only used if you have only one map file, but intend to print some courses at a larger scale – even though the enlarged print will still have the original scale printed on it. The 4th option ('Two maps: Two map files') would be used if a course ran from one area to another e.g. if using both the Ainsdale and the Birkdale maps in the same event.

The sixth page requires you to specify your map file(s). Use the dialog to select the type of map file (usually OCAD), then select the map itself by selecting the file name from the File dialog box which appears. Note that the 'Printout scale(s)' should be the same as the map scale, and as used for the event – your choice at this point *doesn't* stop you from e.g. later printing the 'all controls' map at a larger scale.



If you are using two map scales, the seventh page is this one:



Choose the second option, so that you can cut gaps in the circles in different places for the two different scales.

This will eventually lead you into the 'Course Layout editor' canvas, which you will use for putting in the controls. Before doing that, it is a good idea to save the file. Your file name could include the event date in the format 12 Oct 07 but not 12/10/07.



## **Creating the All Controls Map**

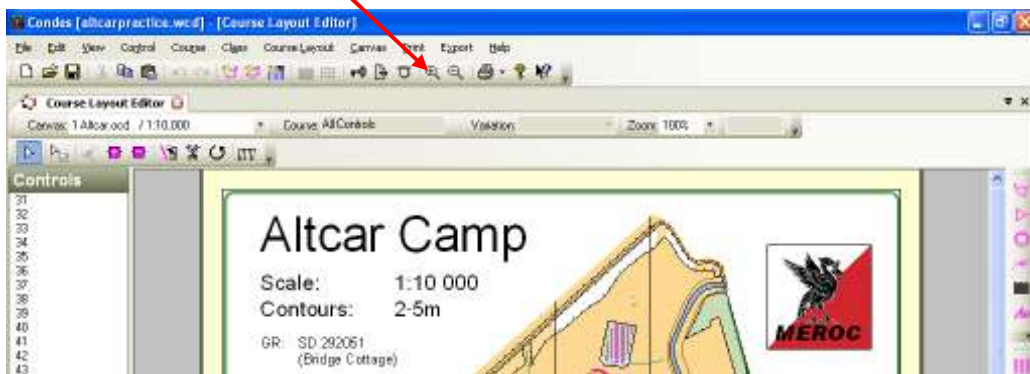
All of this is done in the 'Course layout editor' window, with the 'All Controls' map open. This will probably have appeared automatically; if not, click on 'Controls' at the bottom left of the Course Layout Editor canvas.

There are four ways of moving the map around the screen:

- mouse wheel (up/down only; click in map to select it first)
- scroll bars and their nudge arrows
- click on the 'select course object' icon (LH icon on the Course Layout Editor canvas toolbar), then put the cursor on the map and hold down the LH mouse button: you can then drag the map around
- put the cursor on the map and hold down the right mouse button: the cursor changes into a hand, and you can drag the map around.

The third method is the most useful, but be careful not to accidentally select and move one of the overprint bits as you are doing it.

You can also change the magnification of the map, using either the Zoom box or the Zoom in / Zoom out icons on the toolbar.



The Zoom in tool allows you to draw a box around the section of map which you want to magnify (put the cursor on the map, hold down the left mouse button and drag to create the box).

### **1) Start:**

click on the 'New start' icon (RH toolbar, 2nd from top) click on the map where you want the start triangle to be centred. Magnify the map so that you can be precise in your positioning.

A 'New start point' window will appear: if you have only one start then you can leave the code as S; for more than one start, S1 etc.

The program will then automatically move on to the finish; if you have more than one start, click on the 'New start' icon again then put in your next start.

### **2) Finish:**

the program will probably have automatically moved on to the finish, in which case the cursor will appear as a cross with a double circle alongside; if not, then click on the 'New finish' icon (RH toolbar, 3rd from top).

Click on the map where you want the finish circles to be centred. Cancel the 'New course' window which then appears.

### **3) Controls:**

It is easiest to put these on in order of their codes, starting with the lowest (if you do not know the final code yet, it does not matter: the code can be altered later).

Click on the 'New control' icon (RH toolbar, top).

Click on the map where you want the centre of the circle to be.

In the 'New control' window which appears, enter the code.

Continue for all of the controls.

If you want to go back to adjust the position of a circle, click on the 'Select object' icon (Course Layout Editor canvas toolbar, top, LH side), select the circle and drag it to the right place.



If one of the controls is to be a map exchange (or 2nd master maps), select the control then right click within its circle. From the menu which appears, select Edit control...

In the new window which appears, make sure that the Control description tab is selected then change the control's type to Normal / Map Change (if the exchange takes place at the control) or Normal / Marking to map change (if the 2nd part is to start elsewhere; you will then need to put a start triangle at this new point).

Note that all courses using this control will now have it as a map exchange. For other ways of dealing with a map exchange, see **Map Exchanges and 2MM** below.

Once you have entered the controls, lock their positions so that you do not accidentally move one whilst entering the courses:

- Course layout
- Lock control locations

(or use key button on top toolbar).

#### Working with two map files at different scales:

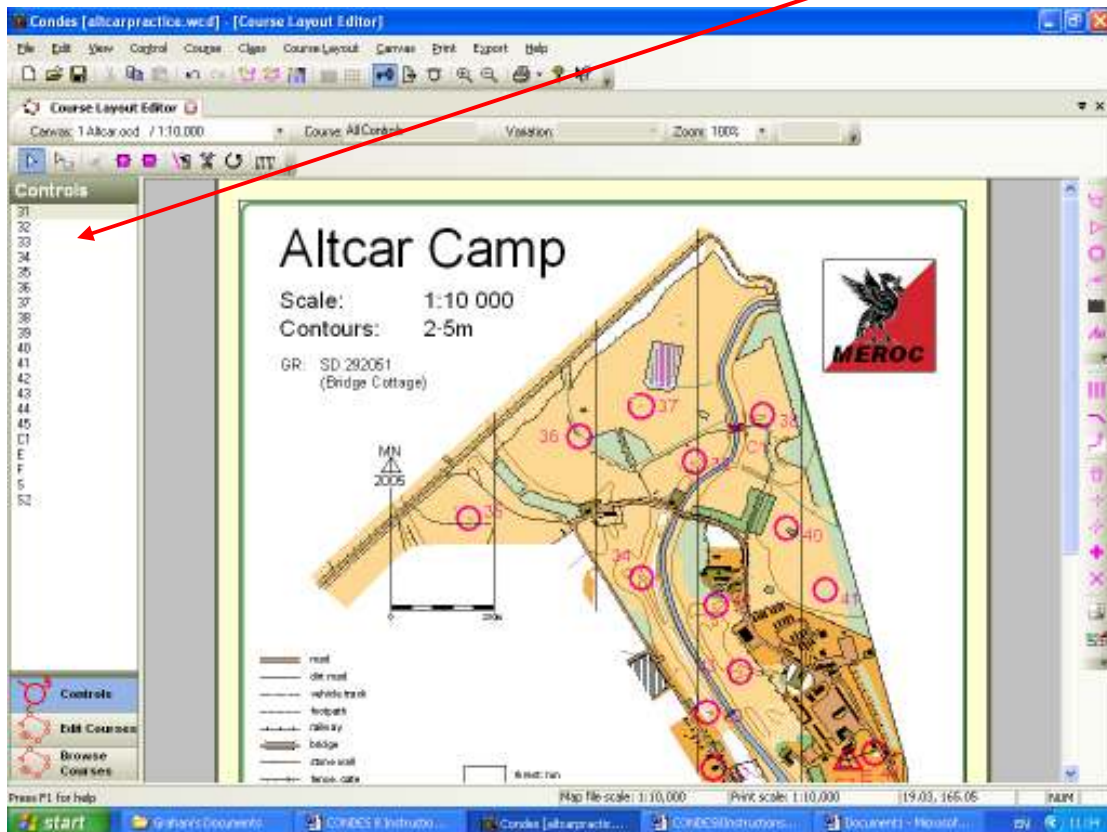
Enter the control collection on the smaller-scale map i.e. the one which covers the entire area (if both maps cover the same area, then you can use either).

To switch to the view of the other map: from the Course Layout Editor canvas, top menu bar, LH side: where it says 'canvas', click on the arrow to open the list of available maps, then select the one you want.

#### 4) Descriptions:

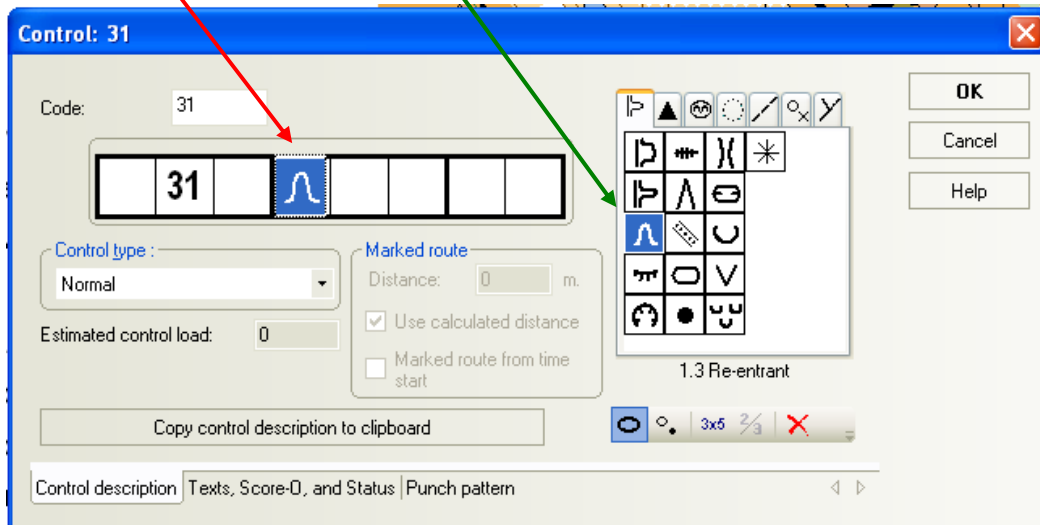
[For details of what goes in which column of a pictorial description sheet, see Appendix 1 at the end of these instructions]

The Course Layout Editor window now has a list of control codes down its LH side.



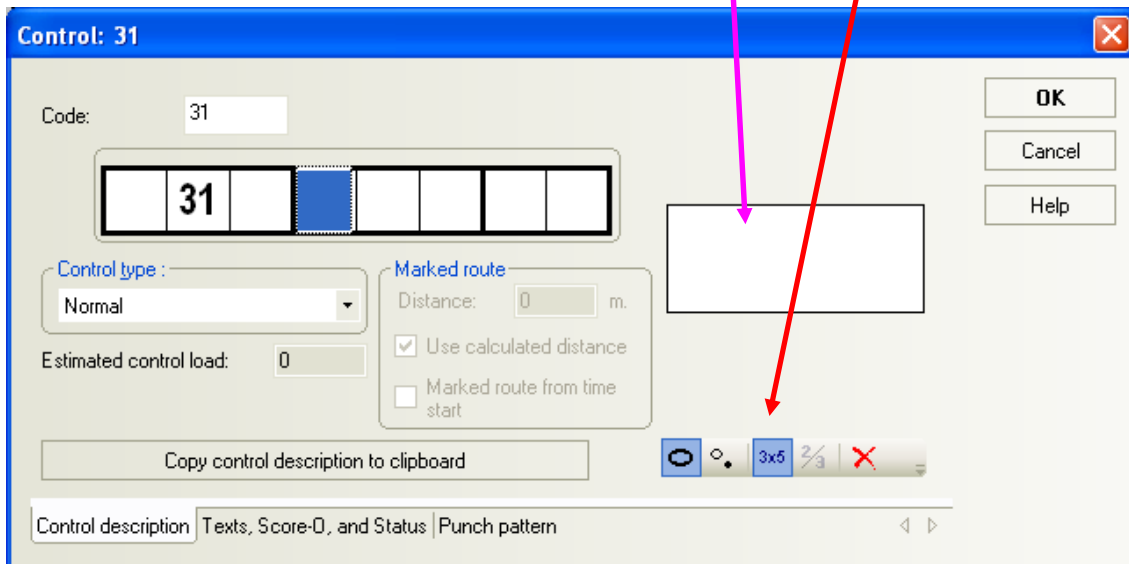


Double click on the first one: the control editing window opens. Click in a box of the description and select a symbol from the window on the right – for each box you will be shown the appropriate standard IOF options, i.e. which of several, feature, size, position, etc (for details of what goes in which column of a pictorial description sheet, see Appendix 1). Click the appropriate item(s) and then OK.



The buttons under right-hand window allow additional options such as putting two features in a box, entering a size (the 3x5 button), and deleting what you have entered.

To enter a size, select the appropriate box then click on the '3x5' button in the control window; the dimension is typed into the text box which appears above that button.



If you have entered a description into a box and then want to revert to a blank for that box, select the box then clear it using either the red **x** button in the control window or the delete key on your keyboard.

CONDES can automatically generate text descriptions from the pictorial symbols you have entered. If you want to use only your own custom descriptions rather than the standard translation (e.g. if you want to say "small hill" rather than "knoll" for young beginners), you don't need to enter any pictorial symbols. Instead, click



the 'Texts, Score-O and Status' tab on the bottom and select the option 'Use my manually entered text', then type the description in the text box.

**Control: 45**

**Marking status**  
Use these "check marks" for housekeeping of your work with this control

Site flagged  
 Marker placed  
 Marker collected

**Score-O points**  
Score-O points for this control:

10

**Textual control description**  
The text that is used for "textual control descriptions"

Let Condes generate the text  
 Use my manually entered text

N hedge S end

**Additional text**  
This free format text field - if not blank - will be printed in a separate box following the control description of the control

OK  
Cancel  
Help

Control description | **Texts, Score-O, and Status** | Punch pattern



## **Entering a Course**

From the menu bar of the main window:

Course  
New

(or click on the 'New course' button on the top toolbar)

Enter the course name (e.g. white)

OK

From the canvas top toolbar, click on 'Insert control' (3rd button from left). This will display all the event's controls on the map. You then click on the appropriate controls on the map in order to build up your course.

Don't worry about bending lines or cutting circles at this stage.

If you enter a wrong control, leave it in and keep going – it's easiest to remove it after putting in the rest of the course (see next section).

When you have finished:

press 'escape'

or

right click  
Edit course...  
OK

or

right click  
New course...  
and start on the next course.

## **Map Exchanges and 2MM**

If the map exchange / 2MM applies to all courses using the control, then the procedure given in **Creating the All Controls Map: 3) Controls** is fine.

If the control is also used by courses not using the map exchange / 2MM, life is more complicated. Choices are as follows:

### **1) Map exchange at control**

Define the control type as Normal/Map Change'

All courses using the control will then offer parts 1 and 2 at the 'export courses to OCAD' stage. For those courses requiring the map exchange, select parts 1 and 2 separately; for the other courses, select just the course – don't open up the '+' box.

### **2) Map exchange away from control: amending an existing course**

Insert an 'end of marked route' (RH toolbar, 4th from top) on the 'All controls' map at the site of the map exchange (i.e. at the position of the new start). Insert a new start (RH toolbar, 2nd from top) at the same place. In the Edit Course dialog, insert both into the course as in Adding or Removing Controls from Courses.

Note that the new start triangle will not appear on the first part map – the marked route will finish "blind".

### **3) Map exchange away from control: inserting the new start triangle as the course is built up**

Build the course including the second start triangle (at the start of the second part) as you go along.

Insert an 'end of marked route' at the second start point.

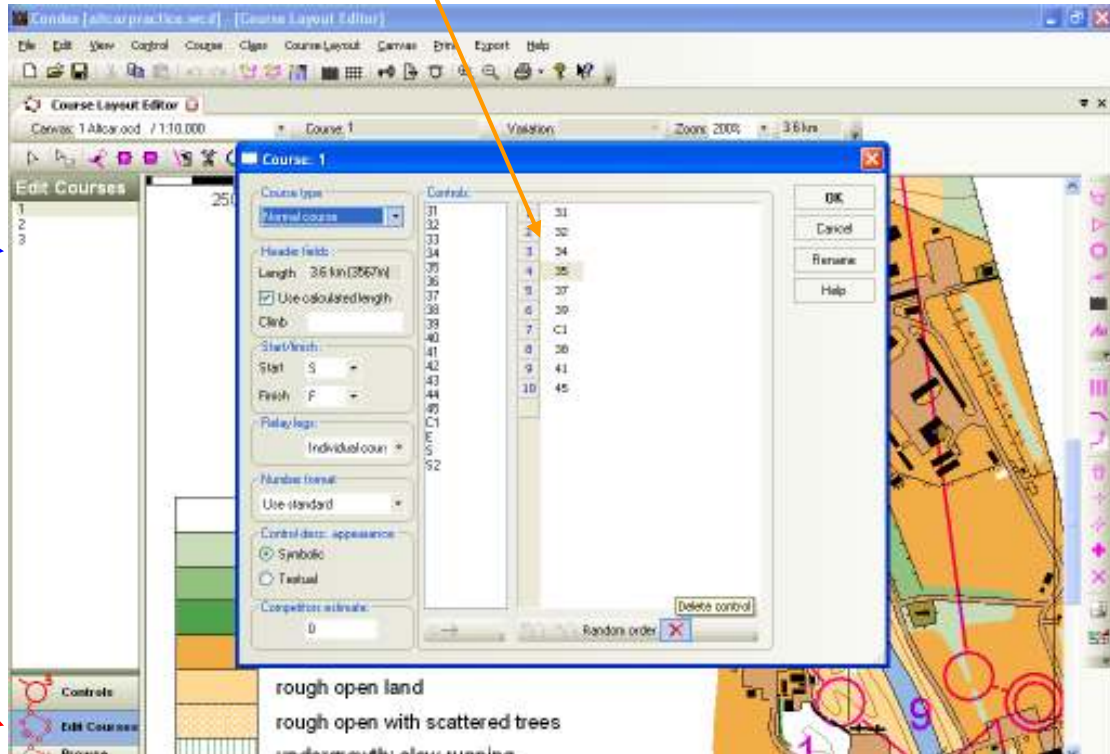
This will not appear on courses using the control but not going to the map exchange.



## Adding or Removing Controls from Courses

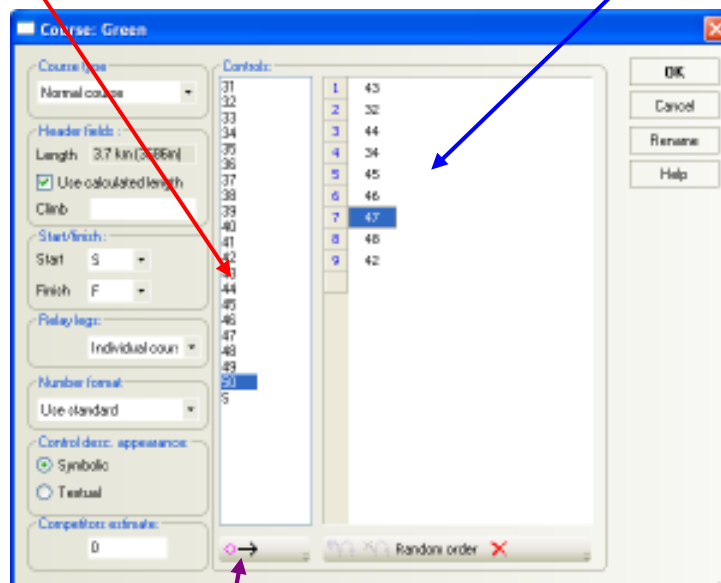
At the bottom left of the Course Layout Editor canvas, click 'Edit Courses', then select the appropriate course from the list on the left hand side of the screen. Right click anywhere on the map. From the new menu which appears, select Edit course...

To delete a control, select it here



then click the red **X** button or press 'delete' on the keyboard.

Alternatively, to add a control, select its number in the list of available controls which is here  
select the control which is to come **after** the new control, here



and click the 'Insert control' button.



## Analysing the Courses

### 1) Attack Angles

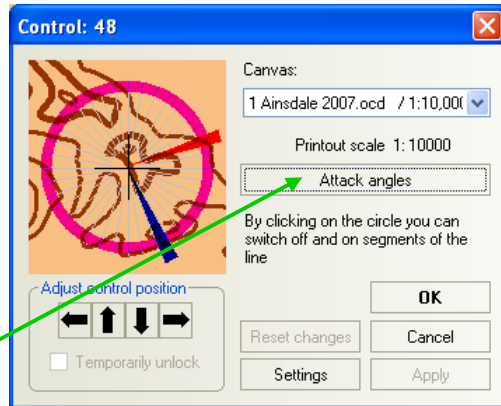
To check on the directions of approach and departure for individual controls: in Course Layout Editor, with either the all controls map or an individual course map:

- click on the 'Select Course Object' icon (canvas top toolbar, LH icon)
- select the control circle
- right-click

From the new menu:

- Control circle...

From the new window, select 'Attack angles'. The red lines indicate directions of approach, the blue directions of departure.



### 2) Control Analysis

View

Controls spreadsheet

Description	Type	Punch pattern	Competitors Flagged	Placed	Collected	Annotations
Count of controls with marker: 20						
31	Normal		45			
32	Normal		62			
33	Normal		101			
34	Normal		62			
35	Normal		45			
36	Normal		45			
37	Normal		45			
38	Normal		45			
39	Normal		45			
40	Normal		101			
41	Normal		45			
42	Normal		118			

Does not allow data to be entered or amended.

Can be exported (minus the descriptions) to e.g. a spreadsheet: click on 'copy to clipboard' just below the tabs at the top of the window, then paste it into the other program.

Right hand columns may initially be very narrow: to widen them so that you can read them, move the cursor onto the line in the column heading and then drag it to the right.



Alternatively:  
Control  
Control/course diagram  
gives you this sort of table:

	Blue	Green	Orange	Compete
31	1			45
32	2	2		62
33	3		3	101
34	4	4		62
35	5			45
36	6			45
37	7			45
38	8			45
39	9			45
40	10		4	101
41	11			45
42	12	9	5	118
43		1		17
44		3		17
45		5		17
46		6		17
47		7		17
48		8		17
49			1	56
50			2	56
F	Fi...	FL...	FI...	118
S	St...	S...	S...	118

This one also does not allow data to be entered or amended; neither can it be exported.



### 3) Course Analysis

View

Courses spreadsheet

Course	Length	Class	Start	Controls	Finish	Competitors	Annotations	Classes
Blue	4.3 hrs		S	31 32 33 34 35 36 37 38 39 40 41 42	F			45
Green	3.7 hrs		S	43 32 44 34 45 46 47 48 42	F			17
Orange	3.2 hrs		S	49 50 33 40 42	F			56

Except for the controls column, data can be entered or amended: double click in a box to select it, then type the information.

New courses can be entered, but it is better to use the method in 'Entering a Course' above.

Can be exported to e.g. a spreadsheet by clicking on 'copy to clipboard'.

### 4) Class Analysis

View

Classes spreadsheet

Class	Course	Control description	Competitors
New Class 1	1	Symbolic	0
New Class 2	2	Symbolic	0
New Class 3	1	Symbolic	0

New classes can be entered by clicking on 'New...'

You can insert class names and estimated competitor numbers by double clicking in the appropriate cells; single-clicking in the 'Course' and 'Control description' columns provides drop-down lists.

Can be exported to e.g. a spreadsheet by clicking on 'copy to clipboard'.



## **Editing Overprints**

Beware: any cutting or bending of lines to/from a control will be lost if you subsequently change the code of the control, so only start on this work once you know your final control codes.

Select the appropriate course in the 'Course layout editor' canvas.

### **1) Moving lines:**

- click on 'Add point' (course layout editor toolbar, 4th from left)
- click on the line twice – once to select it, the second time to insert the point
- click on 'Select course object' (course layout editor toolbar, LH button)
- drag the point just added to where you want it.

Note that this bend will appear in every course that uses this same leg. If you do not want this to happen:

- select the line
- right click on the line
- Properties...

and select 'Specific for this course'.

### **2) Cutting lines:**

- click on 'Select course object' (course layout editor toolbar, LH button)
- click on 'Cut line' (same toolbar, scissors icon)
- click on the line twice – once to select it, the second time to insert the gap
- click on 'Select course object' again
- drag the two points either side of the cut (which is now shown in grey) to adjust the length of section removed.

Note that this cut will appear in every course that uses this same leg. This can be changed by the same method as in moving lines (above).

### **3) To insert a taped route from one control to another:**

- click on 'Select course object'
- right click on the line
- Properties...
- select "Follow taped route between controls".

The line of the route can be altered as in **1)** above.

### **4) To insert a taped route away from a control part of the way to the next control:**

- click on the 'New end of marked route' button (RH toolbar, 4th down). This will automatically open the 'all controls' map
- click on the map where you want the route to end; in the window which comes up, give the route a code.

Return to the course by selecting it in the 'Course layout editor' canvas; right click anywhere in the window and from the menu which comes up select:

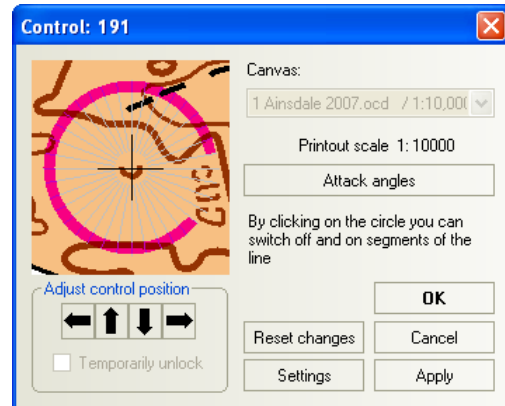
- Edit course...
- select the taped route number in the list of available controls
- select the control which is to come **after** the taped route
- then click on the 'Insert control' (O→ ) button.



### 5) To cut a circle:

Ensure that "Print scale" (in the information bar at the bottom of the course layout editor window) is set to the correct value when doing this – circles will always come out with a 6.0mm diameter, irrespective of the map scale; if the print scale is set wrongly, then the circle will be centred correctly on your screen but the circle will be a different size to the printed version. Also, when cutting circles, you need to use a course map, not the all controls map – the all controls map uses smaller circles.

- click on 'Select course object'
- click on the circle to select it
- right click inside the circle
- select 'Control circle...'
- click on the circle within the new window to remove or replace sections of the circle.



### 6) To move a control number or a circle:

As with 5) above, ensure that the print scale is set correctly first.

- click on 'Select course object'
- click on the circle to select it
- to move the number:
  - move the cursor to the number and drag it to where you want it;
- to move the circle:
  - right click inside the circle
  - select 'Control circle...'
  - select 'temporarily unlock' (if your control circles are locked)
  - use the arrows to adjust the circle position
  - OK

Note that moving the circle will move it in all courses using that control; moving its number will affect that course only.

### 7) To add a crossing point symbol:

- click on the 'New mandatory crossing' button (RH toolbar, lower part)
- click on the map where you want the crossing point; in the window which comes up, give the point a code
- click on the 'Rotate' button (course layout editor canvas top toolbar, 2nd from right)
- click on the crossing point to select it
- click again, holding down the button while rotating the crossing point
- Escape
- Right click anywhere on the map; from the menu which comes up select:
  - Edit course...
  - select the crossing point number in the list of available controls
  - select the control which is to come **after** the crossing point
  - then click on the 'O→ (Insert control)' button.

### 8) To add out of bounds areas, refreshment points, uncrossable boundary lines and forbidden route symbols:

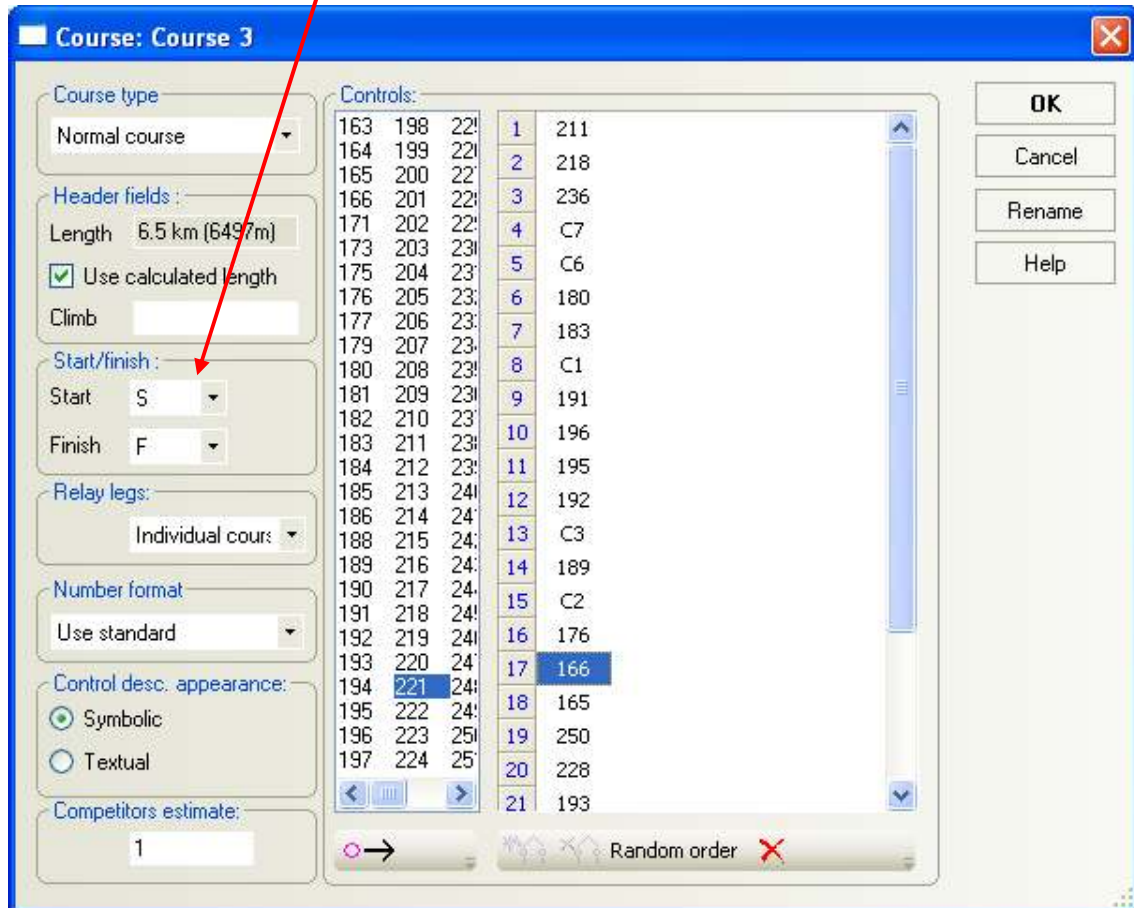
use the buttons in the RH toolbar.  
Note that you cannot rotate the forbidden route symbol.



**9) To select a different start or finish:**

right click anywhere on the map  
from the menu which comes up select:  
Edit course...

select the appropriate start or finish from the drop-down lists in the  
Start/finish box on the left hand side of the dialog box.





## **Altering Control Codes**

In Course Layout Editor (either 'All Controls' or any course), click on the circle of the control to select it; then right click.

From the new window:

Edit control...

In the new window, amend the code in the box above the description line.

(The program will not allow you to use a code which is already in use.)

Make sure that 'Rename and substitute' is selected in the 'Substitute control code' window which then opens, otherwise the courses will not be altered.

Beware: any bending or cutting of lines will be lost at this point – lines will revert to being straight and continuous.

## **Description Sheets**

To view the description sheet, have the appropriate course map in the course layout editor canvas, then from the top menu select:

Course

View Control Description

(or click on the Preview control description icon in the top toolbar).

### **1) To insert the amount of climb:**

Select the appropriate course in the 'Course layout editor' canvas.

right click on the course

Edit course...

In the 'Header fields' section on the left-hand side there is a box for you to type in the climb.

### **2) To instruct competitors to use a particular crossing point:**

Include the crossing point in the 'All controls' collection and in the course (see **7**) under Editing Overprints above). The instruction will automatically appear as symbols in the description sheet. If you want the instruction to appear as words as well, use the method given in **3**) below. If you want the instruction in words ONLY, you can do this by deleting the symbol line in OCAD; however, this will only affect the overprint – the separate description sheets cannot be altered.

### **3) To add a comment or instruction to a particular control:**

With either the 'All controls' map or the relevant course:

click on the control circle to select it

right click

select Edit control...

select the 'Texts, Score-O and Status' tab and type the text in the 'Additional text' box.

The text will then appear in the description sheet for every course using that control.



**4) To add a course closure time:**

As 3) above; add the comment to the finish circle.

**5) To set text descriptions for a particular course:**

With the appropriate course on the Course layout editor canvas, right-click within the map. From the new menu, select

Edit Course...

In the 'Control desc. appearance' section on the left hand side, select 'Textual'.

Although CONDES will automatically generate text descriptions from the IOF symbols (if you have used them rather than your own text), these will need checking for translations such as "Knoll hill between". Also the lines for the route to the finish and any crossing points will not be translated. So:

View the description sheet by having the appropriate course map in the course layout editor canvas, then from the top menu selecting

Course

View Control Description

(or by clicking on the Preview control description icon in the top tool bar).

Read through the sheet and decide which lines need amending.

On the course map, select the relevant control / crossing point / taped route, then right-click. From the new menu, select

Edit control...

In the new 'Control' window, select the 'Texts, Score-O, and Status' tab (bottom, middle), then select the 'Use my manually entered text' button

Now type your description in the box.

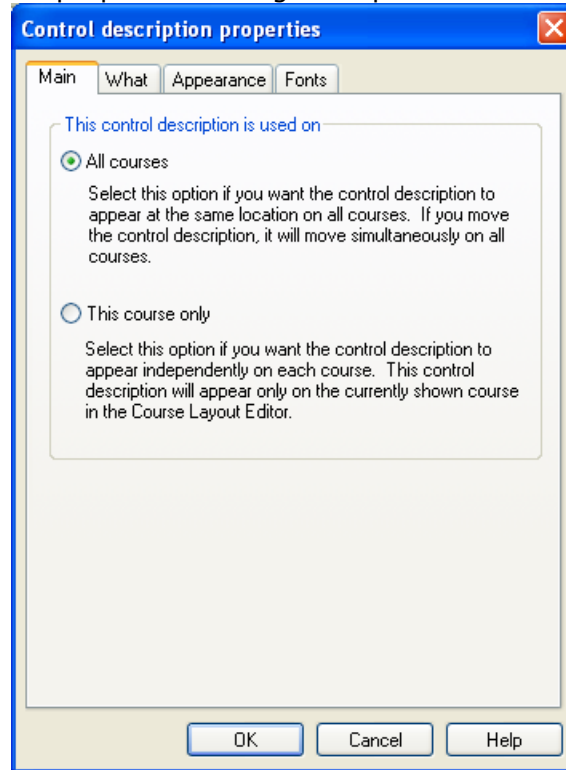
Note that these descriptions will then appear on every course using those controls / crossing points / taped routes and using textual descriptions.



**6) To include the description sheet in the overprint:**

from the RH toolbar of the course layout editor canvas: click on the 'New control description' icon (5th from top), then click on the map roughly where you want the top left-hand corner of the description sheet to be.

The 'Control description properties' dialog box opens.



On the 'Main' tab you can select whether the descriptions should appear in this location for all courses or for this course only. If you select this course only, the 'What' tab offers the option of showing the whole or part of the course (used if e.g. you split the course into two parts on separate maps); if you select all courses, the 'What' tab offers no options.

The 'Appearance' and 'Fonts' tabs offer further options.

Size: IOF specifies 5-7 mm (the program will allow other sizes, but only integers)

Appearance: leave 'The relevant class or course decides' selected, as you have already specified this in the 'Edit course' dialog. This is also where you select the colour of the description sheet on the map.

To adjust the position of the description sheet: in 'Course layout editor':

reduce the zoom until you can see the whole map  
left click within the description sheet to select it  
drag the sheet to where you want it.

If you want to alter the description sheet later, click on it to select it; right click; Properties

re-opens the Control descriptions properties window.

The description sheet can cover part of the map – it blanks out the section of map below it – but if you do this, beware: if you subsequently import the course into the OCAD map file (rather than opening the map as a template in the course file), you will not be able to select the description sheet to adjust it.



[Note that after using

Course layout > Show/hide print area

the green rectangle around the map shows the area selected within CONDES for printing. To alter it, first left-click on the green line; you can then drag the rectangle to different positions, or change its size by dragging any of the black squares which can be seen whilst it is selected. Also visible whilst the green box is selected will be one or more purple boxes, representing the printer's page size – this will be controlled by the printer driver. If the green box is bigger than the purple one, the map will be spread across more than one page. Right-clicking within the green box when it is selected opens a menu allowing various sizes and orientations of print area to be selected. You can change from portrait to landscape through:

File > Print Setup... ]

### **7) If not having the description sheet as part of the overprint:**

You will want the overprint to include a course label, preferably in a corner (it's easier to check there). Click the 'New text' icon (6th from the top on the right-hand toolbar), and click on the map where you want the text to appear. The 'Text' dialog box appears, which offers various options: e.g. you can select 'All courses' and 'Standard text' and tick 'Course name', to make the course name appear in that location on all maps. If you then want to move or edit it, click 'Select graphics object' (2nd from left on the Course Layout editor toolbar) and select the text.

### **8) Printing separate description sheets:**

from the toolbar of the main window:

Print

Control descriptions

Selecting 'Courses' will give one copy of each course.

Selecting one particular course will fill a sheet with multiple copies of that course. Adjusting the box size at this point affects the separate descriptions only, not the description sheet on the map.

(You can also click the 'Preview control descriptions' icon on the top toolbar for any course and then copy (use Edit > Copy, or Ctrl + C) and paste the descriptions into Word etc.)



## **Exporting the Course Data to Event Administration Software**

The course data will be needed to set up the event in OE2003/Autodownload.

- Export
- Export event data
- IOF XML format...



## **Exporting the Courses to OCAD**

This is normally the last stage before printing the maps.

Start by creating a new folder into which to save the OCAD files when you create them.

Next, the courses each need to be saved as separate OCAD files:

from the toolbar of the main window in CONDES:

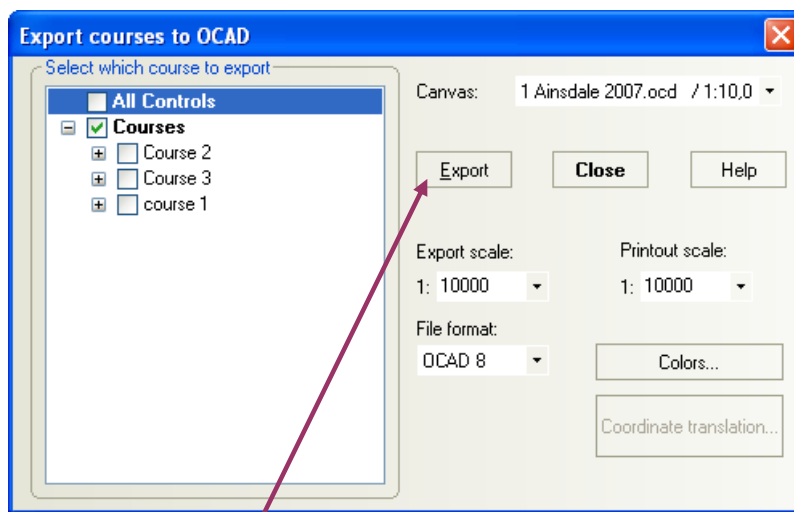
Export

Export courses to OCAD...

Putting a tick in the 'Courses' box will export each course as a separate OCAD file (courses with a map exchange will have a file for each part).

To get just one course, remove the tick from 'Courses' and select just the course you want (if there is a map exchange, you will need to click on the + and then select both sections separately).

Ticking the 'All controls' box gives a map showing all of the event's controls.



Then click on the Export button. This will then open up the usual Windows 'Save as' window which will allow you to select the folder into which to save them; keep clicking 'Save' until all courses have been done.

In OCAD:

- 1) open the course
- 2) open the map as a template

You can make any final adjustments to the course and the descriptions – if included – at this stage. The map file is now a template and cannot be edited, but any corrections made previously will show as long as they are saved in the map file which is associated with the CONDES file.

Any description sheet on the map will now be in black, even if you chose to have it in purple when working in CONDES. This is because it is saved as colour "CD line" in OCAD, which is defined as being black. If you want to get back to a purple description sheet, redefine the colour in OCAD as 100% magenta, 0% the others.

Note that if you send the CONDES file to anyone else (controller, the person doing the printing for you), you will also have to send the map file you used so that they can open it as a template.

(It is also possible to open the map and then open the course as a template, but then you can't edit the overprint or descriptions, if they are included in the overprint, and you could accidentally alter the map for one course but not the others.)



## Appendix: Control Description Layout

The following is taken from the IOF's "International Specification for Control Descriptions" (2004), which also gives the definitions of all the symbols. It can be found at <http://www.orienteering.org/> – go to Document library, then Rules and Guidelines; the pictorial descriptions are under Foot-O rules.

### Explanation of Columns

Each control is described in the following manner:

#### **Column A - Control number**

Numbering of controls is in the sequence they are to be visited, unless the description is for a Score competition.

#### **Column B - Control code**

The control code should be a number greater than 30.

#### **Column C - Which of any similar feature**

This column is used when there is more than one similar feature within the control circle; e.g. south eastern.

#### **Column D - Control feature**

The feature, as shown on the map, at the centre of the circle defining the control site; e.g. clearing; boulder. The description of each control is based on the International Specification for Orienteering Maps (ISOM 2000).

#### **Column E - Appearance**

Further information on the nature of the feature if it is required; e.g. overgrown; ruined. In certain circumstances also used for a second control feature where the description requires this.

#### **Column F - Dimensions / Combinations**

Dimensions of the feature should be given where the size of the control feature on the map is symbolic rather than to scale.

Also used for the two combination symbols (crossing; junction).

#### **Column G - Location of the control flag**

Position of the control flag with respect to the feature; e.g. west corner (outside); south foot.

#### **Column H - Other information**

Other information that may be of importance to the competitor; e.g. radio control; refreshments.

### Notes:

- 1) one symbol covers all three types of path (indistinct, minor and major) as well as track.
- 2) For junctions and crossings, the features go in columns D and E with the junction (or crossing) symbol in column F.  
e.g. a path crossing would read 'path path crossing'.
- 3) When the control is between two features, the features again go into columns D and E, the 'between' symbol goes into column.