Condes Version 8 User Guide

> **THIS DOCUMENT WAS BASED ON VERSION 8.2.20 OF CONDES. IT WILL BE UPDATED AS OFTEN AS POSSIBLE TO REFLECT CHANGES WITH NEW RELEASES OF THE SOFTWARE. It's an on-going project!**
> **CONDES OFTEN GIVES YOU SEVERAL WAYS TO DO SOMETHING. NOT ALL OF THEM ARE MENTIONED HERE. I have aimed to cover the basics; if you want more complex stuff you're probably confident enough with Condes to work it out for yourself! But I'm always pleased to receive suggestions of what should be added.**
>
> **THE ENTIRE DOCUMENT ASSUMES REASONABLE COMPUTER LITERACY, AND GOOD KNOWLEDGE OF EVERYTHING TO DO WITH COURSE PLANNING.**

All map snippets © SOA.

CONTENTS

1.   Interface notes and the really useful bits

Context-sensitive help is available when you hover the mouse over a button:

Useful text boxes drop down from buttons,
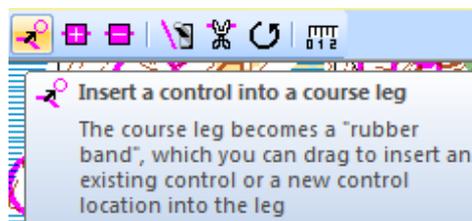
and there's guidance in bottom left of screen

and F1 gives indexed Help.

Condes offers **Undo** and **Redo** functions.   Look for the buttons on the toolbar, just below the "Course" menu option.
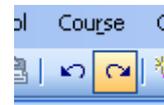
2.   Getting started

Condes creates "event files", which comprise the courses that you plan, and a link to the map. This event file is equivalent to the acetates that we used to use to plan, in years gone by – it's the layer that goes on top of the map. If someone has sent you a Condes event file, you will probably need to change the detail of where to find the OCAD map file. Some people keep all maps in a single folder, others put the map file in the same folder as the Condes file. There's no right or wrong way to do it.

When you start Condes it will usually open up the last event file you worked on. But the first time you use the software, you will go straight to the "new event" wizard screens, which you also get if you select **File** - **New**.

The first information you need to give is an event name. On the next screen, the file name defaults to the event name you gave, but note that nothing is saved at this stage. You can change the event name later via the **File** menu.

The event format defaults to foot-O, but note that other event formats eg. MTBO are available.

The next screen allows you to associate two maps (or two scales of map) with an event. The instances when this might be useful are described on the screen, and include events requiring the same course to be produced on different scales of map, and long events requiring use of 2 separate maps.
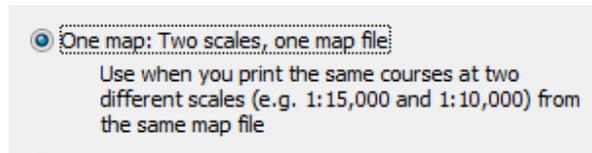

You then use standard browsing techniques to identify the map file you want to use. Don't worry about the window that shows the scale of the map file, but you might want to change the **printout scale**, the last option box (you can also change it later). If you choose one map at 2 scales, it will show two boxes here, with default scales of 1:15000 and 1:10000. Condes detects the scale of an OCAD file so you shouldn't have to specify it – but it's worth checking.

If you've opted for 2 scales, you're then given the option of automatically cutting circles in the same places, or doing it manually. Manual is probably the sensible choice. Remember that the map probably shows a statement of the scale in numerical terms (eg. "1:10,000"), which might be incorrect if you take this option.

You are then presented with the **course layout editor** window – this is the main window you'll use. As you haven't started your course, it only shows the map. Other windows relating to the event can be accessed using the tabs.

Be aware that if you've got more than one event file open, you might have more than one "Course Layout Editor" tab, so the tabs don't necessarily relate to the same course, though the name of the current event file shows in the Condes title bar, and you can see the name of your current canvas (map).
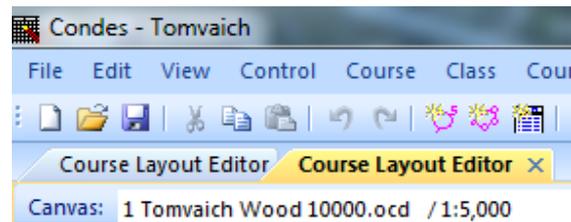
If you had selected more than one map or more than one scale, these would be available under the **canvas** option list towards the top left of the screen. You can have up to 5 canvases in one event file.
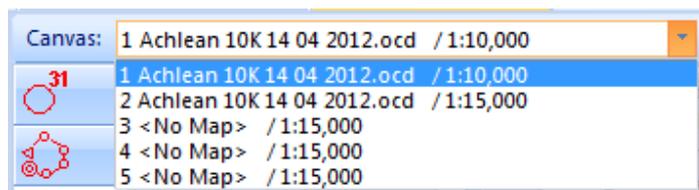
To add a map just click on one of the "no map" rows, then go to **Canvas** and select a map file as you did when you started your event file

3. Controlling what you see on screen

Zoom in on the map

One of the first things you'll want to do is increase the magnification of the map you're looking at. Do this using the **Zoom** drop-down list. You'll probably chop and change between a zoom level that lets you see the shape of the course (perhaps 75% or 100%), and one that lets you see the fine detail of the control position (perhaps 300% or 400%). See tip #2.


Tip #2:

Many planners use a reduced (75% or 100%) view to sketch the outline shape of courses, then increase the zoom significantly to place controls on specific features.

However, some people prefer to reverse this process. They start by identifying specific features for control sites, then reduce the magnification and join controls to produce the desired shape.

Whichever approach you prefer, remember that what you see as a "shallow re-entrant" when you use 400% zoom might be barely visible on a 1:15000 scale printed map.

Dim the map

You can also dim the map to see your course more clearly: click on the **Dim map** button and it'll take you to the next of the 3 available options. You can also access this via the **Course layout** menu.
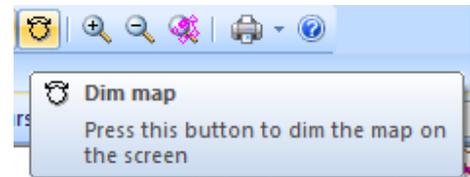
View courses or controls

On the left of the screen is the **Task bar**, where you choose whether to look at individual controls or courses. The three options are "Contols" (an "all controls" view), "Edit Courses" (the one you'll probably use most) and "Browse Courses" (look at more than one course at once). Those 3 tabs remain in that order, but the one selected moves up the Task bar window, so if you're on "Controls" you need to look well towards the bottom of the screen to find the "Edit Courses" tab.

You can choose to hide or show the print boundary you've currently got set. Use the **Configure print window** toggle button or the **Show/hide** option under the **Course Layout** menu.
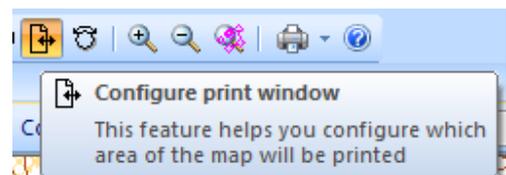
When this option is "on", you can see how your map fits on the page, and move the thick blue line to change the print area. Click outside it to return to normal course editing. Note this relates only

to the screen view; there is an option elsewhere to determine whether or not to show the boundary line on printed output.

The Select Course Object pointer

This is perhaps the button you'll use most. It's the basic button that you'll come back to time after time.

> ▷ **Select Course Object**
>
> Select "course object" (control, legpoint, refreshment,…) by clicking on it with the mouse
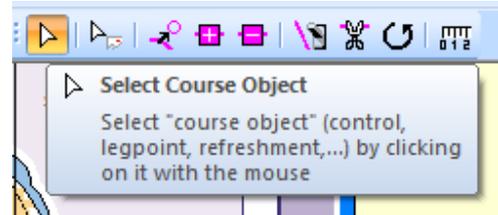
4. Creating courses

Add start and finish

Location of start and finish are often your limiting factors, so it's not a bad idea to put them in first. Use the buttons at the top of the column of buttons on the right of the screen.
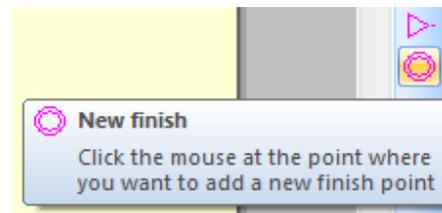
As soon as you've created your start, Condes will prompt you to create the finish – look at the small shape beside the cursor (which is now a cross).

> ◎ **New finish**
>
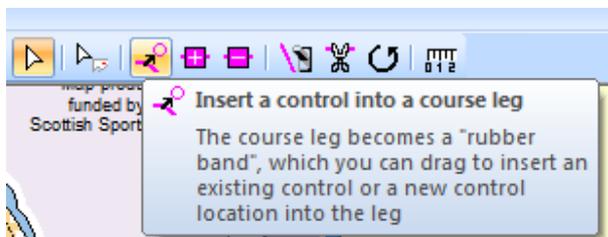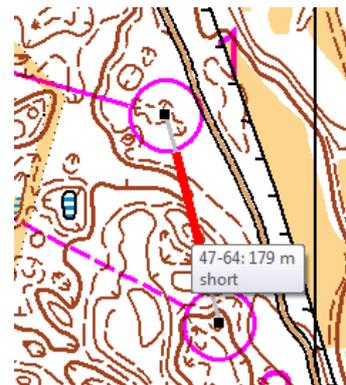> Click the mouse at the point where you want to add a new finish point

Add controls

Condes distinguishes between creating a **new control** (but not yet associating it with a course) and **inserting a control** into a course. How you choose to use these will depend on your preferred approach to course planning. If you've created control sites but not yet used them in a course, you will need to be in the "Controls" view (panel on left of window) to see them.

To create a totally new control (without immediately associating it with a course), use the **New control** button, at the top of the buttons on the right of the screen.
When that button is pressed, a control is inserted at every point on the map where you click. You can then insert them into courses, as below.

To add controls to a course, start by clicking (once) on the line joining the 2 controls between which you want to insert it (or between start and finish). The selected leg is now shown as a thick red line. Then use the **Insert control** button towards the top right.

> ⚡ **Insert a control into a course leg**
>
> The course leg becomes a "rubber band", which you can drag to insert an existing control or a new control location into the leg

While the Insert control button is pressed, the thick red line follows the cursor around the screen, connecting it to the control either side. This red line disappears when you go off the layout editor

screen, eg. to scroll. It's a good reminder to switch off the insert function, which you do by clicking on the **Select course object** (see above).

In this mode, you will see all existing controls and you can click on one of them to use it, or click in a new site to create and insert a new one, which you'll be prompted to number. If you don't know your actual control numbers at this stage, just accept the defaults and re-number them later.

5.   Move, bend and break things

Move controls

Click on control circle to select it (it turns blue), then just drag and drop the circle, using the left mouse button.

For fine adjustment, when the circle is selected, **right** click on it and select **Control circle**, then use the arrows to nudge it. The large-scale background map helps you position it precisely. As you are moving the control, this will affect all courses that use this control.

Adjust control position
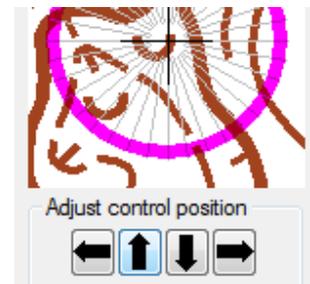
> **Tip #3:**
>
> Remember that when a control is on a feature that is NOT represented to scale (eg. boulder, NE side), the circle should be centred on the centre of the feature, not to one side.

Move control numbers

Click on control circle so it turns blue, then drag and drop the number.
Note that if you right click on a circle, you have the option to re-set the number position.
Moving the number affects only the course that you're working on.

Move the map around the screen

If your canvas occupies more than the available screen size, you can use the scroll bars or the cursor grabber hand to move the canvas on the screen. But if you're using the grabber hand, take care not to move a control circle by mistake.

If you need to move the map relative to the course, select **Canvas** then **move map**. Click **OK** then use the right mouse button to show how you want to move the map. Then click on **OK** or **Cancel**.

Move text box or graphics

Note that Condes considers a text box to be a graphics object. Click on the **Select graphics object** button. Then select your graphics item, drag and drop it.
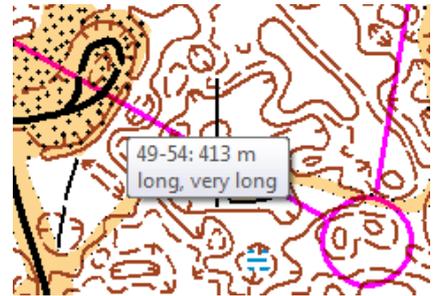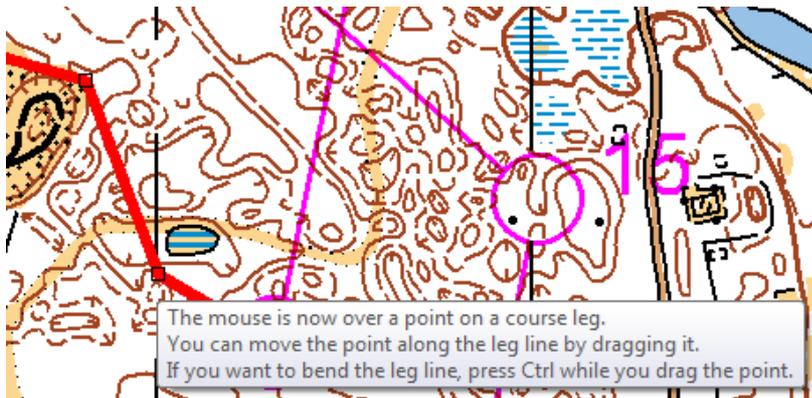
Remember that in Condes you can't change things that are on the underlying OCAD map.

Select Graphics Object

Select "graphics object" (overlaid graphics, condes logo,...) by clicking on it with the mouse
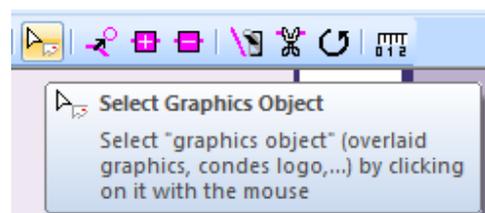
Bend lines

By default, if you bend a line between controls, that bend will apply to all courses that use it. Hover the mouse over the leg to see which courses use that particular leg.

If you want that bend only to apply to some courses, double click on the line and tick the appropriate box.

hold the **Ctrl** key while you drag and drop the point(s) until the line is as you want it. (You <u>can</u> do it all in one go with the Add point button, but that might lead to more points than you want.)

To bend the line, first you create a point at which it will bend: click on the **Add point** button, then click on the line (as many times as necessary). Then click on the **Select course object** arrow and

To straighten the line out again, just remove the point by clicking on the **Remove point** button then clicking on the unwanted point.

Break things

If your circle or line obscures an important bit of map, you should break it. By default, breaks, like bends, apply to all courses that use that leg. You can specify whether a broken line is just for that course or for all courses that use this leg. This distinction might be useful if you are breaking the line because it crosses another one.

Break the line

Add points to determine segment lengths (see above), then use the **toggle** button to make segments visible or invisible when printed (they'll show grey on screen).

Toggle segment
Toggle the segment of the line on/off
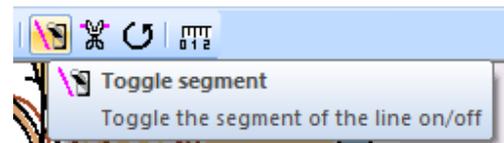
Alternatively, click on the **Cut line** button, then click on the line you want the break. This will break the line in standard length segments. Black squares show the "points" that have been inserted at the ends of the segments.

Break the circle

To break the circle, right-click on the circle and select **Control circle**. Then use the pointer to toggle segments on and off.

> **Tip #4:**
>
> Don't overdo the circle breaks – remember to leave enough of the circle for it to be clear! And you don't break circles for lines (eg. paths) that continue through them!
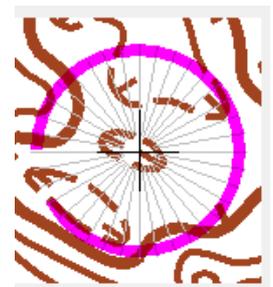
6. *Change size of things*

If you're printing at 1:5000 from a map with an original scale of 1:10,000, you might want to change size and thickness of circles and lines, to make them more visible against contour lines.

Circle size

The default circle size (3mm radius) is probably appropriate for courses. However, if you print "All Controls", Condes defaults to a smaller circle (2.25mm radius). Both can be changed under **Canvas** then **Circle and line dimensions**.

Note this is also where you can specify a standard gap between line and circle

Line width

Use the **Canvas** then **Circle and line dimensions** options as above.

Number size

From the **Course layout** menu, select **Setup overprint**. Click in the white box for the text whose size (font) you want to change. However, Condes defaults to IOF standard size of 18 pitch.

The above 3 points enable you to comply with the IOF recommendation that: "for multi-age competitions in which both 1:10 000 and 1:15 000 maps are used, the size of the symbols on the 1:10 000 maps may be 150% greater than on the 1:15 000 maps".

Font size in text boxes

See below under **Graphics and text boxes**

7.   Change things to do with controls

To move controls, see section above.

To <u>delete a control from a course</u>, make sure you are in the appropriate course within the **Edit course** option, then click on the circle, then press the delete button on your keyboard.

To <u>delete a control from the entire event</u>, select Controls button on the toolbar, click on the control circle, then press the delete button on your keyboard, and select OK to confirm the deletion. If you try to delete from the entire event a control that is still in use by a course, you will be given a firm warning and if you continue with the deletion you could create difficulties. You can see what courses use individuals by hovering over them on the map view, or on the control list on the left when you're in **Controls** view.

To change various characteristics of the control, first select it (single left click) then right click and select **Edit control**, or just double-click on the circle. Now you can:
- <u>Re-number the contro</u>l – simply swipe over the existing number in the **Code** box, and type new number.
- <u>Add or change description</u> – click in appropriate box in turn and select the required symbol using the tabbed choices on the right of the window. Notice the buttons which allow you to have 2 symbols in a box, and to add dimensions. However, if you need 2 symbols you should normally use columns 4 and 5.
- Click on the **3x5** button to add dimensions – type them in the box that appears.
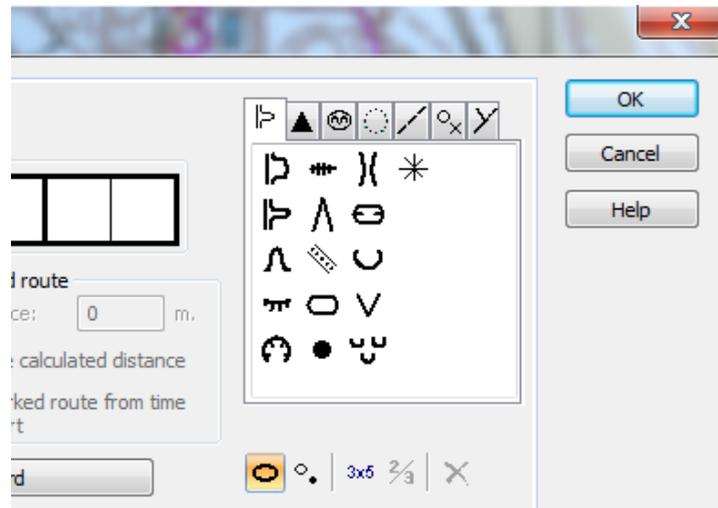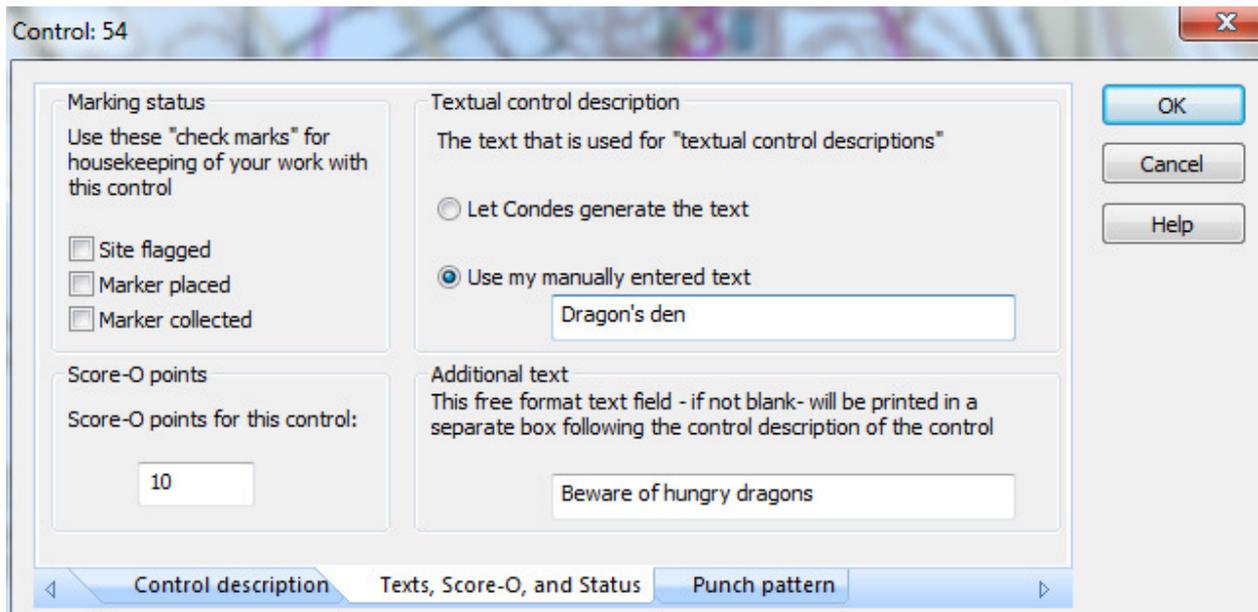

Use of English (rather than pictorial) descriptions is a course-related matter: see next section, or section 14 for <u>one-off</u> wording for a control description.

To change your <u>standard</u> English wording associated with symbols, close your event file, then go to **Symbols** and click on **Use my own symbol file**; create your own symbol file by copying the standard one (which you can't change). Then select **Symbols – Open symbol**, click on the one you want to change, and select **OK**, type your preferred wording, and click on **OK**. Continue as required, then click on **close**. Note that you can easily return to the standard symbol set.

IMPORTANT NOTE wording changes relate to your installation of Condes. The changed wording is not carried with the event file (so if someone else prints the courses, it'll pick up their version of English descriptions).

If you want special wording to describe the control, double click on the circle and select the **Status and additional text** tab.

This is also where you add text that will come after the control in the descriptions list.

The verbal and pictorial control descriptions, now show:


That **Additional text** box can also be used with the Finish control to give courses close time.

Text added to a leg rather than to a control can then be applied selectively to different courses, but will look similar to the above control descriptions.

8. Change things to do with the whole course

Note that Condes shows you the length of the course in the window to the left of the **Select course object** pointer. The length is calculated on the straight line plus any bends you have inserted.
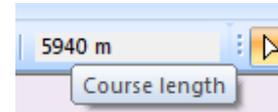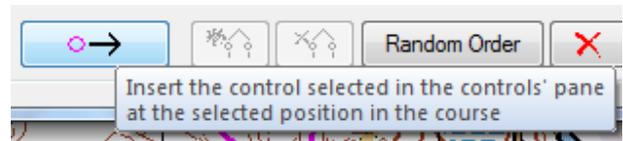

Edit Course

Right click anywhere on the screen when you're in Course layout editor (with no particular control selected), and select **Edit course** to change various things about that course.

To add controls, click to place the purple line at the required place in the right-hand part of the window, then select the control from the list on the left and use the insert button at the bottom of the window.
To delete a control from the course, select it in the right-hand part then click on the red cross.

The Edit course window also allows you to change the format of the control numbering.

This is also where you **specify amount of climb**, and change to **textual descriptions**. You could also overwrite the course length if necessary.

If you've got a choice of start or finish, this is where you specify which one the course will use (you will have to create the alternative start and finish first). See below under **Finish properties**.

Finish properties

The map snippet below shows a 144m final leg on our long and very long courses, which is currently shown as a taped route (broken line), clearly not right. We could insert a shared final control much closer to the finish, and indeed have the taped route, but this isn't actually necessary. We should change the Finish properties (right click, **Edit control**) to make it an unmarked route, but that would affect all the courses – probably not what we want. Get round this by adding another Finish, which can have the required properties . Place the 2 finishes in exactly the same position, and allocate appropriately to the different courses (see **Course properties** above).
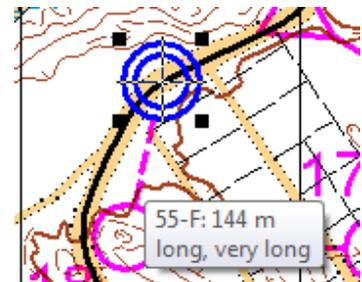
Other taped routes

To make an entire leg a taped route – click on the line between controls, then right-click and select **Properties**. Click on the tick-box for follow taped route. Note that this will apply to all courses that share that leg – logically!

Taped route for part of leg – for instance to lead children out of a control and to a line feature – insert a dummy control in that leg, on the line feature in question. Select the control, then right-click on it and select **Edit control**. Change the control type to **End of marked route**. Note addition to control descriptions. A small blue triangle shows on the screen but doesn't print. Move it to the desired point. Give it an unusual number so you remember the purpose it's serving.
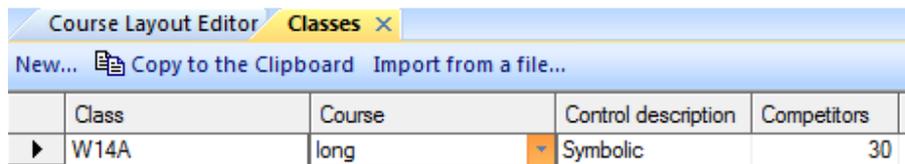
To delete a course, when in **Edit course window** for that course, go to the **Course** menu and select **delete**. Controls used by that course remain in the event file.

9. Classes

Allocate classes

Create a new class via the **Class** menu. Click in the box under each heading and type or select as appropriate.

Note that you can import this information from an existing (Condes) file.

Condes will calculate the total number of competitors at each control from this table, and this total is displayed when you hover the mouse over the control circle, and in the **Edit course** window.

To delete a class, select it then use **Class** then **Delete**.

10.   Check things

Attack angles

Under the Course layout menu, the last option is to Check attack angles >120 degrees. This automatically dims the map and shows in red all the controls that require attention. Highlight each one in turn, right click and select **Control circle** then click the button for **Show attack angles**. The red marks show attack angles, the blue show departure angles.
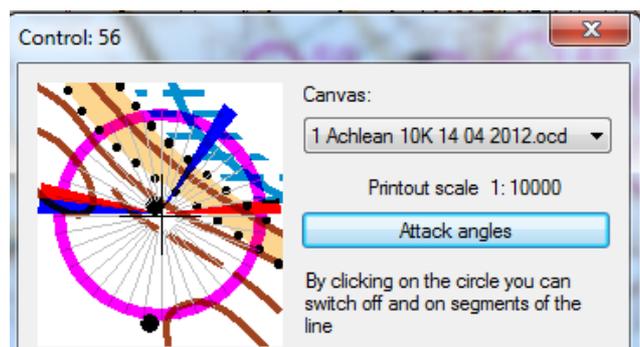
Tip #5:

Avoid having 2 courses attacking a control from near-opposite directions – it gives random advantage!

Course lengths

Condes calculates the course from the length of the line joining the controls. If you've defined your compulsory routes etc., this should be right. However, you can override it. Right click in the course layout editor (with Edit courses selected on the toolbar), then select Edit course. Remove the tick in the box for automatic calculation of length, and type in the box. It will accept anything you put in that box.

11. Things to do before printing
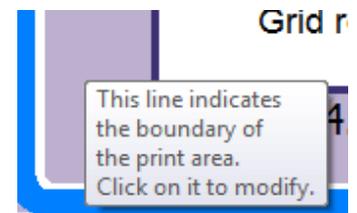
Print area
Define the area of map that you want to print: **Print** – **Maps with courses** then choose the appropriate button on the left. Then go back through those menu options to do the actual printing (see below).

Circle colour
By default, Condes uses the IOF standard pinky-purple colour. If you are getting your maps printed professionally, your printer might adjust colour contrast using OCAD; to change the overprint colour in Condes, go to the **Course layout** menu and select **Setup overprint**. You might want to do this if your printer gives insufficient distinction between your overprint and contour line colour, for example. But remember that some people have difficulty distinguishing between bright red and solid green.

Frame
By default, a thick blue line gets printed as a frame to your printed area – make sure it doesn't look like a band of coastline! Use the black squares to move the print boundary; note that if your cursor shows as a 4-headed arrow, you will move the entire print area rather than re-size it. To re-size you need the 2-headed arrow which you get on the black squares.

You can change the colour of the frame, or choose not to show it, from **Canvas** then select **Print area**. Note that the print frame is separate from the frame you might have switched off on your screen view.

When the print area is active (little black squares in the corners), you have to click <u>outside</u> it to de-activate it before you can do anything within the print area (such as move a control).   Otherwise you just move the print area around.

12. Print

The current print scale is shown at the bottom of the Condes window. To change it, go to **Canvas**, **Map**, then **Change the print scale**.

To print, go to **Print** menu, select **Maps with courses**. Put tick in box for each course required, or **All courses**, or **All controls**.

Note that you have the option to fill a page with multiple copies of one course – useful if you're doing small bits of map for a training activity. If you've got a set of small courses to go on one page, just define your print area to be small enough (move control descriptions if you wish), so eg. 4 courses fit on one A4 page. Tick box for landscape if necessary. Check in print preview what you're actually going to get, and adjust to achieve desired effect.

By default Condes remembers the number of copies you last printed – which could lead to a nasty surprise. But you can change this from the **File** menu, using the option for **Standard settings for this PC**.

If you've got the facility to create PDFs, this might be accessible through the print menu. Use best quality to get the kind of resolution you'll need, and make sure your PDF writer doesn't "scale to fit"

or something similar. You can then send maps with courses to someone to print where they haven't got Condes installed.
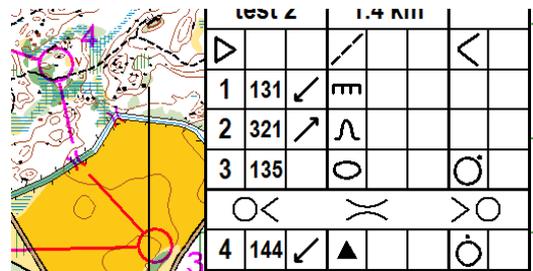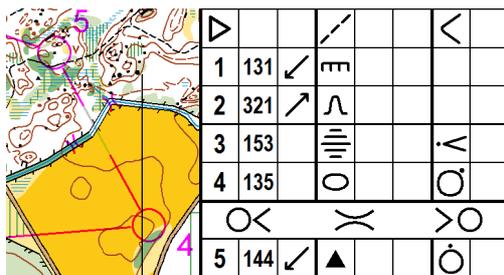
13. Crossing points

Crossing points are created using the button on the right of the screen, then are inserted in a leg in the same way that you insert a control.
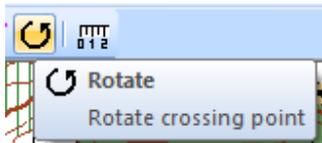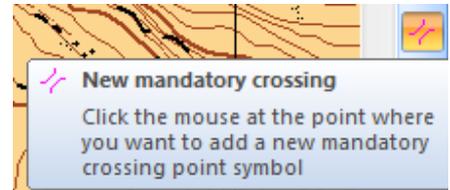
Use the rotate button to angle crossing points appropriately so it's at right angles to the fence.

Remember to click on the **Select course object** button again to carry out other functions.

A single crossing point might remove route choice for your runners (see sample on right).

Your alternative is to create crossing points as required, (but don't insert them in your course) break the line either side of the obstacle, then change the leg properties to **Show a "mandatory crossing point" symbol**.

Select the **Specific for this course** option as required. Check and adjust on other courses that use that leg.

Note that crossing points show on all courses when you print them.

14. Graphics objects

Condes v.8 automatically puts a text box containing the event and course name in the top right of the canvas. You can move or delete this – see below. You can also change that setting from **File – Standard settings for this PC**.

You can also create your own text box, eg. for emergency phone number. To do this, click on the **New text box** button, then click on your map (you can move the box later). Type your text and change the font if you wish. Note you can white out the map and add a border – thereby making your text box more visible.
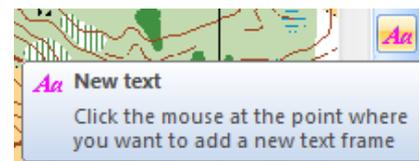
You can also specify whether the text box is for all courses or just the current one.
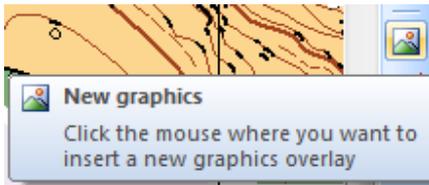
To add graphics (eg. club logo) click on the **New graphics** button and find your chosen graphics file. You'll probably have to re-size it.

To move or change any text or graphics boxes, use the **Select Graphics Object** tool. Having selected a graphics object, right-click on it to edit it, re-format, etc., or left click and press the **delete** key. Change back to the **Select course object** tool when you've finished (otherwise you won't be able to change controls and other things).

15. *Control descriptions (the set)*

By default, the control descriptions will be automatically created, and can be found off the top right corner of your map. To move them, just select, drag and drop. (They'll be blank until you add a description for each control – see section 7.)

To create a new set of control descriptions that will be printed on the map canvas, click on the **New control descriptions** button on the right-hand side of the screen. At this point you can specify various properties of that set. Click somewhere on the map to place them. Note this will create an additional set of control descriptions. To delete that set, click once on them, then press the **delete** key and **Yes** to confirm.

To change the appearance of the control descriptions later, left-click on them, then right-click and select **Properties**. Note one of the things you can change is the sort order of controls in a Score event.

Under the **Course** menu (when you're in the **Edit course** window), there is an option **View control description**. This creates another tab for separate control descriptions.

See section 7 for details of allocating and changing descriptions for each control.

Under the set of control descriptions, Condes will show the name of the file used; this provides a useful check to make sure loose control descriptions use the same file as the map and courses.

16. **Annotations**

Annotations are useful during the planning process; they are not produced on course maps.

Course annotations
One useful communication tool is the **Course annotations** option, accessed when you right-click on the course. Use the 4 buttons in this window to add or delete and to move annotations up and down in the list.
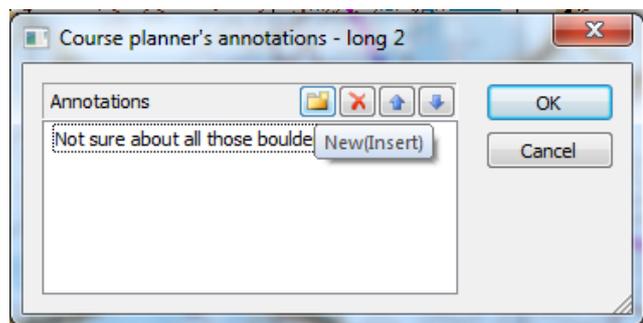
Control annotations
You can also add notes to individual controls, using the menu that appears when you right-click on the control circle, or via the **Control** menu.

17. Other bits

One handy feature is the **tape measure**, which simply gives the distance between two points. Just click on the button, then left-click to mark your start and finish points.

Alternatively, you can determine the length of any leg by simply holding the pointer over the line. This is particularly useful to check leg length on TD1-2 courses.
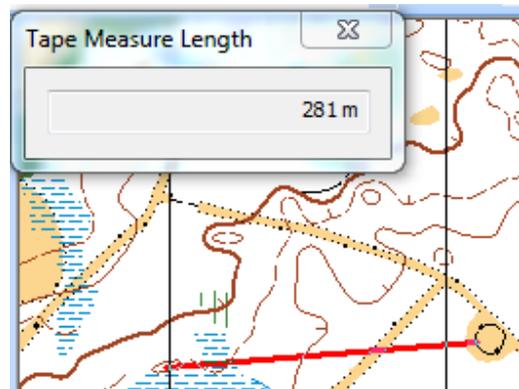
Pin-punches

To allocate a pin-punch pattern to each control, you can save effort by creating a pre-defined set of punch patterns which you can re-use. To do this, take the **Print** menu then select **Master control cards**, then click on the **standard punches** button. This set is saved in a file named **punches.dat** (in the default Condes installation folder), and can be shared with other users.

Condes will use these patterns for the named control unless you override it in the **Edit control** window, under the **punch pattern** tab.
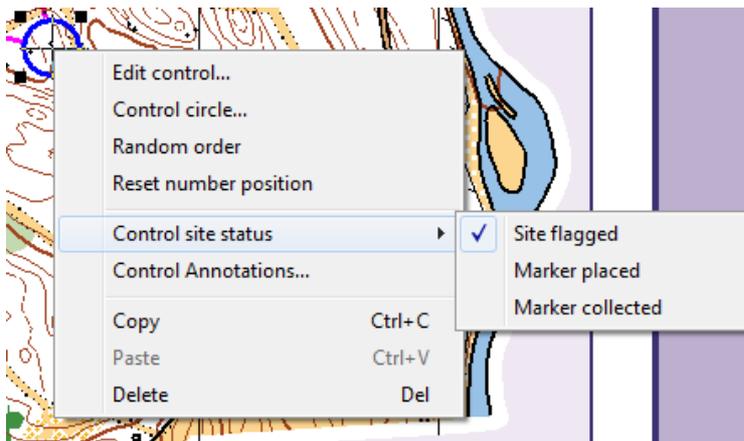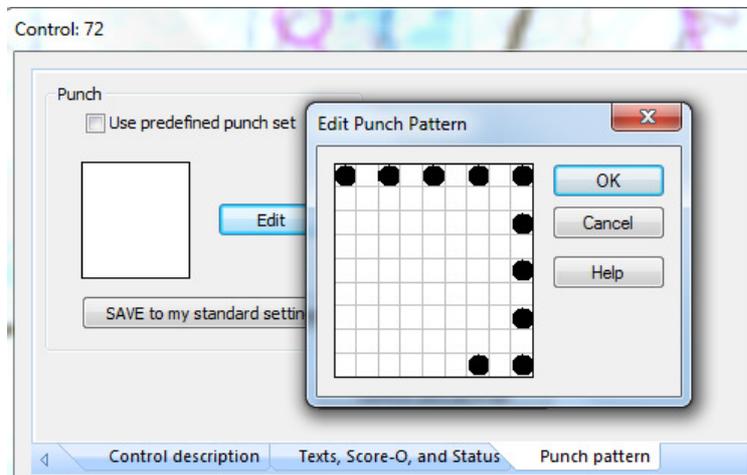
Control site status

One of the options when you right click on a control circle relates to the status – particularly useful for communication between planner and controller. Simply click on the required status. When required, remove the tick by clicking on that option again. Status is shown when you hover the mouse over the control.

Importing

You can import controls (positions, descriptions, some or all of them) from another event file, via the **Control** menu.

How do I … ?

	Section	see also
add a text box	14	
add controls to a course	4	
add controls to the event	4	
add notes about a control	7	
add notes about a course	16	
add notes about a particular leg	16	
annotate controls	16	7
annotate courses	16	
assign a class to a course	9	
assign pin punches	17	
avoid printing 20 copies as before	12	
change control description	7	
change control number	7	
change event name	1	
change print scale	12	
check attack angles	10	
class – add, delete or change	8	
control – add, change or delete	7	
delete a class	9	
delete a control from the event	7	
delete a course	8	
delete control from a course	7	
dim the map	3	
import stuff from another event	17	
increase size of control number	8	
make finish not taped	8	
move a control	5	
move control number	5	
move text box	5	
undo last action	1	
re-do last undone action	1	
remove frame round print area	11	
show area that will print	3	
show courses close time	7	
show crossing points	13	
show taped routes	8	
specify amount of climb	8	
taped routes	8	
zoom in on the map	3	

Summary of changes
Condes Version 8 User Guide v3f May 2013
      added note on how to add a second map (page 3)
Condes Version 8 User Guide v3e August 2012
      checked & updated against Condes v.8.2.20
      new screen captures
Condes Version 8 User Guide v.3d February 2010
      checked against Condes v.8.2.3
      re-worded first sentence of Section 1
      added mention of file name shown under control decriptions (Section 15)
Condes Version 8 User Guide v.3c June 2009
      enlarged bit on crossing points (Section 13)
      enlarged bit on taped routes
Condes Version 8 User Guide v.3b April 2009
      reversed order of change log (most recent now at top)
      added new Section 16 (annotations), re-numbered old Section 16 as 17
      added note re. multiple small bits of map on one page – Section 12
      adjusted wording of section 6 & added ref. to IOF
      added note re. standard settings – Section 12
      consolidated sections 7 & 17
      checked against Condes v.8.1.13
      a few minor bits of re-wording
      improved the "How do I ...?" section
Condes Version 8 User Guide v.3a October 2008
      revised para. re. 2 symbols (Section 15)
Condes Version 8 User Guide v.3 August 2008
      added new Section 9 – Classes; subsequent sections re-numbered
      added note re. crossing points different on different courses – was Section 12, now 13
      added note re. control site status – was Section 15, now 16
      added note re. course annotations – was Section 15, now 16
      added note re. importing controls – was Section 15, now 16
      added para re. pin punches, Section 16
      adjusted wording on control circle colour para.
      re-created table of contents
Condes Version 8 User Guide v.2 July 2008
      checked for compatibility with Condes v.8.1.7
      added section numbers and contents list
      added mention of Undo and Redo (Section 1)
      minor re-wording for emphasis throughout
      added bit re. courses close time (Section 14)
      minor re-wording to refer to numbered sections

Hilary Quick
hilary@scottish-orienteering.org