CONDES WORKSHEET

This worksheet is intended to form the basis of self-paced learning in Condes, preferably to be used after you've had an introduction to the basics. The level of detail reduces through the worksheet, to encourage you to look at the screen and work things out for yourself

The worksheet does assume a reasonable level of computer literacy; if you're not confident in that area, you might like to work with a partner. It could be very useful on both sides for an experienced planner with limited IT skills to pair up with an IT wizz who wants to learn about course planning.

Words in **bold** show the menu options you should select.

Before you start, it's useful to know how Condes stores things. Think of the good old days when we planned courses using printed maps and acetates to draft courses. With Condes you mark the control positions as if they were on the acetate, and you tell it where the map is that you want to slide underneath the acetate; Condes holds all that information in the Event File. You can change which map file you use, and version 9 of Condes allows you to do things to your <u>view</u> of the map, but to genuinely change it you need OCAD.

Once you've worked through this sheet you should have a reasonable grasp of the basics. There's more detail in the Condes User Guide which is available on the SOA website.

The task you're going to do	How to do it in Condes	More notes (and space for your own notes)
Start Condes	Double click on the desktop icon or select it from your program list	What happens next depends on whether Condes has already been used on that computer. If it <u>has</u> been used before, Condes will open the event file that was worked on most recently. In that case, select **File** then **Close** (probably saving changes, though that depends...) If Condes hasn't been used before on that computer, you'll probably be taken into a tutorial. Close that. Either way, you should now have a plain blue screen with the Condes menu and toolbar across the top.
Create a new Event File	Select **File** then **New event file**.	The screens in the wizard that now runs are quite helpful, but remember most of what you specify at this stage can also be changed later.
Select **Next**		
Name the event	This is the event name that will appear on the control descriptions. Type a name (eg. Fred test) and click **Next**.	
Name the event file	Condes assumes you want the same name for the file, though you can change it if you wish. So you can see the difference, type **Training** and click on **Next**.	
Select type of event	For this event, keep the default selection of **Foot-O**.	
State how many maps	Look at the options. Note the second option – that could be useful.	
Select map file	Use the **Select File** button to browse your folders and identify the map file that you want to use. If you've selected 2 scales as above, you can specify here the	If you're using an OCAD file, Condes will detect the map scale. However, some mappers don't get it right.

	scales you will want to print at. Then click on **Next**. What you see next depends on your choice of maps. You might have an option about circle cutting... read it and make the appropriate selection! Finally you'll be told that you're about to go into **Course Layout Editor**. Click on **Continue**.	

See course overview	So here you are in the **Course Layout Editor** window.
	Have a look round and identify:
	  • Scroll bars on right-hand side and/or bottom of screen – unless you're using a small map or small % zoom.
	  • Various buttons on right edge of window.
	  • More buttons towards top of screen.
	  • 3 options in a panel on left: **Controls**, **Edit courses** and **Browse courses**. (2 of them might be at the top and 1 at the bottom)
	  • Menu options across the top
	  • Tab label and various options appropriate to that tab	

Place the Start	Look at the buttons on the right-hand side; the second one down has a Start triangle. Hover your mouse over it – notice the text box. Click once on the **Start** button, then look at the pointer on the screen. Notice the triangle beside it. Click on the map, roughly where you want the start, and **OK** to accept the default name for the start.	Condes provides help in the form of these text boxes for most buttons.
Place the Finish	Condes assumes that after the start, you will want to place the finish. Look at the pointer now. Click to place the finish, again accepting the default name.	At this stage, it's best if you avoid putting the finish right on top of the start. You can move both later.

	You will now be invited to name your course. At this stage, just make it a normal course.	
Insert a control	Move your pointer near the line between start and finish – watch the pointer shape. Click on the line between start and finish. It should turn red, with a black blob at either end. Now look at the buttons towards the top right of the screen – the left-most one is currently selected (the text box should say **Select Course Object** when you hover over the button). Move to the next button, don't click on it, but read the text box. Now move to the **fourth** button, read the text box, then click on that button. Now look at the main screen when you move the pointer over it. Click somewhere near where you want your first control. If you know your available control numbers, you can insert correct ones now, or you can accept the default and change them all later. Insert several controls to create the basic shape of your course. When you've finished, click on the **Select Course Object** button again.	That line is probably dashed. What does a dashed line to the finish indicate? Condes v.9 introduced a "select route choice line" button confusingly similar to the "insert a control" button, and next to it! You will get used to always going back to this button.
Move a control	Click once on the control circle, then drag and drop it as required. You might want to see the map in more detail to do this, in which case you can **increase the zoom level** of your map view, using the drop-down list. You can nudge the circle: double click on the circle, click on the **circle** tab, and use the little arrows to centre the circle exactly where you want it.	
Re-number a control	Double click on a control circle, make sure you're on the **control code** tab. Highlight the control code and type your preferred code. Try using one you've already got...	
Add control descriptions	Double click on a control circle. Click in the third box from left and look at the symbols offered. Look at the options in	Note Condes only offers you valid choices in the various boxes.

	the other boxes. Look at the various tabs, click on a different one, see how the options are grouped. Click OK to save the control description.	
Change control descriptions	Double click on a control circle for which you've added a description. Simply click in the box you want to change, and select a different symbol. Use the "delete" key on your keyboard for unwanted symbols.	Note Condes does not cross-check descriptions, so it's possible to create nonsense.
View control descriptions for your course	Scroll across to the right-hand side of your map. Look at the control descriptions that have been automatically created for your course. Drag and drop to move them.	
Move control numbers	Click once on the control to select it; then drag & drop the number to where you want it.	
Break the circle	Double click the circle, and select the **circle** tab. Use the pointer to toggle segments on and off.	
Break the line	Select a line, then find the **Add point** button (next to the insert control button). Add points to the line. Use the **Toggle segment** button to make parts of line show or not when printed.	
Bend the line	Select a line, then add points to the line as above. Hold **Ctrl** while you use the cursor to move the point to bend the line.	
Insert OOB	Click on the **Out of bounds** button on the right-hand side. Hold left mouse button down while you draw one line, release it then hold it down to draw the next side... double click to finish.	
Change Finish properties	Look at the line to the finish – is it still dashed? Left click on the finish to select it, then right click and select **Edit control**. Look at options under **Control type**, change to **unmarked**.	Dashed line indicates taped route. How many people would understand the meaning of a finish with "forked markings"?

5

Change things to do with course	When in the **Edit course** screen, without a control selected, right click and select **Edit course** (or double click anywhere except on a line or circle). Look at the various options, and play with adding and deleting controls this way. Add an amount for height gain here.	
Create a new course	Either use menu option **Course** or the **New Course** button below and slightly to the right of it. Now add controls to your course as you did before. You can use existing controls just by clicking on them, or if you click somewhere else that will create a new control site.	
Define the area to be printed	Look at the options under the **Print Area** menu. Assuming you have the print frame option on, you should have a red rectangle round your current print area – probably the whole map. Click on that and use the black blobs to re-size the rectangle.	
Set up to print	Using the **Print** menu, set it up so you can print at least 2 copies of your very short course on each A4 page. Check in print preview, adjust as required.	If you have a PDF writer (eg. CutePDF, free download), it will appear in your printer list so you can send PDFs to people who don't have Condes or who you don't want to be able to change the Condes file.

OK, so much for the guided learning. Now for the learning by exploring. See how you can rise to these challenges; you might want to make some notes.

Start a new event file, using a different map from your first attempts	
Create 4 courses – long, medium, short and very short. Have a couple of legs common between long and medium. Have at least one cross-over on the long course. If possible, have at least one control on your short course on a crag.	just bang the courses out, we're playing with Condes here, not fine-tuning your planning skills!

All courses use the same finish. Long and medium have last control no. 101, from which the route to the finish is NOT taped.	
Short and very short have last control no. 100, from which there is a taped route to the finish.	
Now create another course, called **very long**, which starts as a duplicate of the long course – then add a couple of long legs to it	
Play around with the % zoom – what do you need when you're placing controls? What gives you a view similar to what the competitor will see on the printed map?	
Create control descriptions for all the controls (if you don't have a crag on your map, pretend for one of the controls on your short course).	
Set up your very short course to print 2 per A4 page, printed at 1:7500. What scale does your map say it is? Is the scale in your print area? Might any of this cause problems? How might you get round this?	
Create at least 6 classes (age groups) and allocate them to your courses – some to each	
Give each class a number of competitors, and note the weighting on different controls	hint – hover mouse over control circle
Make some controls have approaches from opposite directions, then find the tool that will highlight them (useful if you've done that by mistake!)	hint – look under **course layout**
Create an OOB area and bend legs round it. Mark the OOB area as if it will be marked with tape on the ground.	hint – this means it needs a line round it
Create a crossing point, which is mandatory on the very long course.	look at how it shows on other courses

On the long and medium courses, select one of the legs that are common to the two courses, and create a crossing point that is mandatory only on the long course (possibly also on the very long).	
Make the short and very short courses have control descriptions in English. Use the word "crag" where Condes wants "cliff".	
Add courses close time to the control descriptions (all courses)	
There's a wasps' nest at control no.3 on the short course – insert appropriate text in the control description.	
Add a text box giving detail of safety bearing (or anything else that might be useful!). Make this appear on all courses. It should have a frame and white background, and be in HUGE GREEN letters.	
On the short course, have one leg that is a taped route	
Make sure your circles are positioned totally accurately using the nudge tool.	
Make sure all circles and lines are broken where necessary.	
Move control numbers so they're all sensibly placed.	

Put the control descriptions somewhere sensible, and have them in at least 2 columns.	
Now put the control descriptions in 2 separate blocks	hint: create a second set of descriptions, then double click on each to change how much of each you want to print. Can you do this for just one course?
Remove all paths and tracks from your view (and print) of the map	hint: look at the **canvas** menu, bottom option Which courses are affected?
Mask a bit of the map around 2 separate controls on the very short course	hint: use the **new mask area** button on the right
Use the same mask tool to create narrow corridors for the medium course.	It is possible to mask the whole map then cut holes in it to see the map – but this is quite fiddly. If you're feeling brave and want to do it properly, see below.
Someone's just told you you've got new SI boxes so you have to change all the control numbers to the range 201-250.	hint: look under the **control** menu, find the **renumber** option
You want to re-use these courses a year later – change the detail of what will print on the control descriptions	You might re-save the Condes event file with a new name, but will this change what's printed on the control descriptions? Have a look at the **File** menu, then **Settings for this event**
Mark some of the control sites as being taped, and some as having kites in place.	
Lock the control positions. Now try moving one using the nudge tool.	Note you can temporarily unlock it but it re-locks when you close that window.
Create a STRING course	might this be useful for coaching – a line course?
Create a SCORE course	look at the options for order of controls what do you want to show on the map in terms of control code? if your control descriptions are in 2 sections, how is it handling the sort order?
Create a Relay course – standard course but with gaffled bits	double click to edit the course, then enter number of runners per team in left-hand side of window. Now you can have forks....

9

Mask whole map and cut holes (or corridors); also cut holes in smaller masked sections.	This is a bit of a faff but it's quite useful. It's easier if you start by reducing your print area so it's away from the edge of the map. Now go to the **Canvas** menu and click on **Mask map**. Read the notes... Now do as it says – click on the **select graphics object** tool, and find the edge of the map – probably the thin black line between the white bit around the map and the beige or other coloured surrounding stuff. When you hover over it, the pointer changes from a fist to a pointing finger. Click on that thin line and it gains black blobs – you have now selected the whole map. Now go to the buttons and find the **select cutout point** button, probably just under the zoom %. Create a few points and move them around to achieve the desired effect. Add more to create interesting corridors. (At time of writing, this works fine – so long as you do it right first time. Changing or moving the cutout points appears not to be working as intended.) Which courses are affected by this? The mask map option can be toggled off and it will keep the points you've defined so you can put it back quite easily. You can also reveal part of the map within a smaller previously masked area.

Hilary Quick

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